

# Languages of the World Help Contents

For Help on Help, press F1.



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Detailed task-oriented instructions.



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A guide to screens, commands, and terminology, plus additional language-specific information.



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How to resolve questions or problems.



## Welcome to Languages of the World

There are dozens of reasons for learning a language. Some people primarily want to quickly and efficiently learn the key phrases needed to travel successfully in another country, while others are looking for the first steps toward real language fluency.

So we've designed Languages of the World to perform a double duty. First, it's specifically designed to make you travel-savvy in the language as rapidly as possible. We think you'll find it very effective.

Second, the material is presented in the full learning environment made famous by Transparent Language's LanguageNow! series of learning products. See [Getting Started](#) for an introduction to the capabilities of this uniquely rich and full-featured learning system.

Now, learning the basic survival phrases of a language can be an end in itself, or just the beginning of wider and deeper proficiency in the language. It's up to you. Either way, we at Transparent Language wish you an enjoyable and successful learning experience.

Customer feedback is the most important aspect of the continual process of improving our products. Please [contact Transparent Language](#) with your feedback, comments, questions, and suggestions.

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{button ,AL('CONTACT;CONTENTSPAGE;GETSTART',0,'')} [See also](#)

## Contacting Transparent Language



Customer feedback is the most important aspect of the continual process of improving our products. We look forward to your feedback, comments, questions, and suggestions.

### Outside the United States:

Contact your local Languages of the World distributor.

### Inside the United States, please contact Transparent Language:

#### PHONE:

Customer Service	(800) 567-9619
Sales	(800) 752-1767
Technical Support	(603) 262-6300

#### FAX:

Orders, Technical Support	(603) 262-6555
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#### E-MAIL:

Comments, Suggestions	president@transparent.com
Orders, General Information	info@transparent.com
Technical Support	support@transparent.com

#### WEB PAGE:

<http://www.transparent.com>

#### MAIL:

Transparent Language, Inc.  
9 Executive Park Drive  
Merrimack, NH 03054  
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{button ,AL('CONTACT;CONTENTSPAGE;GETSTART',0,'','')} [See also](#)

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This Help file was written and compiled by Janet Whatmough.



## Getting Started



Languages of the World immerses you in a foreign language, but don't panic when you first see a screen full of foreign words. You don't have to master everything at once. Our [Titles](#) give you all the tools you need to learn at your own pace, and this Help file will show you where to begin. Take your time, learn a few things about the language and this program in each session, and soon you'll accomplish your goals.

Click on the link below for an overview of what to do with the program.

[Getting Started - An Overview of Languages of the World](#)



For Help using this Help file, press F1.

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{button ,AL('CONTACT;APPROACH;CONTENTSPAGE',0,'`,`')} [See also](#)

**Regular Basis**

We recommend using Languages of the World every day or at least every other day for a minimum of 15 minutes at a time. You will learn more with frequent, short study sessions than with long, infrequent sessions.

Also, it's often a good idea to regularly review the material that you've previously studied.

# Getting Started - An Overview of Languages of the World



There are many ways to learn a language with Languages of the World. This overview suggests one possible strategy for working with the program. Following this plan will introduce you to all the screens in Languages of the World, and give you ideas on how to benefit from the many features. Just open a [Title](#), then use the program according to the suggestions in this Help topic. Remember to be flexible, though - you can invent your own exercises as well as using the ones we suggest.

Click on the links if you want more details on any topic.



**An important reminder** - Language learning takes time, even with the best programs. Be prepared to repeat exercises several times before you master all the material. **Do not give up:** By using Languages of the World on a [regular basis](#), you will make progress!

## Learning Strategy for Languages of the World:

1. Open a [Title](#). Titles are the heart of Languages of the World, because they contain the foreign language text that you will be reading, listening to, and practicing throughout the program.

**You must open a Title before you can use the program to do any of the exercises described below.** You can refer to this Help topic when necessary, or print this topic to use as a guide while you work with the program.

[Click here for more information about opening Titles.](#)

2. After opening a Title, the first screen you will see is the Theater screen. This screen lets you focus on the multimedia aspects of the Title.

### Ideas for the Theater screen:

- ♦ [Listen to the Title read aloud.](#) Don't worry if you don't understand things yet - look at the text and translations as often as you need, and try to follow the actions in the Title. You're just trying to get an overview of what the Title is about.
- ♦ Enjoy the illustrations as you listen to the Title.

3. After getting an overview of the Title with the Theater screen, click on the **Reading** tab to open the Reading screen. You can use the Reading screen to work with the Title in more detail.

### Ideas for the Reading screen:

- ♦ Look at the first few sentences of the Title. Can you recognize the letters that make up the words? [Read the Alphabet or Pronunciation topic in Grammar Basics](#) for help on any letters you don't know. For some transliterated languages, Grammar Basics also includes information about the [transliteration](#).
- ♦ Read a section of the Title. Look at the translations of the words and [Segments](#) whenever you need help understanding the text. At first, you may have to look for every word, but soon you will recognize words that appear often. You don't have to master an entire Title at once, so focus on a page, a paragraph, or whatever you are comfortable with. You can [use Bookmarks](#) to mark a section of text to study.
- ♦ Use the sound features to [listen to individual words](#) and [individual Segments](#). You can also [use SlowSound](#) to listen closely to each sound.
- ♦ [CheckWords](#) mark words to focus on. When you find interesting words, [mark them as CheckWords](#). You can use these CheckWords with many activities.
- ♦ [Notes](#) capture your thoughts. While reading, [type Notes](#) about questions or ideas that you have. For example, if you think of a clever way to remember a word, type it in a Note.
- ♦ To study grammar in the context of the language, read a section of the Title, paying attention to the comments in the Grammar window. You can use the Find Grammar Link feature to help you locate grammatically similar words. To read more about grammar, [link to Grammar Basics](#).

4. When you've become somewhat familiar with the Title text and you're ready to try something different, click on the **Activities** tab to explore the many available activities. You can use any activity at any time, and you can always go back to the other screens to review what you've learned from the activities. Many of the activities even let you play with a CheckWord List or with just a part of the Title text, so that you can focus on specific words.

**Ideas for the activities:**

- ♦ [Play Crosswords](#) to build your vocabulary.
  - ♦ [Play Vocabulous!](#) to improve your spelling and word skills.
  - ♦ [Play Word Dictation](#) to hone your listening comprehension.
  - ♦ [Play Unscramble](#) to explore sentence structure.
  - ♦ [Play Plug-n-Play](#) to increase your syntax skills.
  - ♦ [Play Graffiti](#) to practice spelling and sentence formation.
  - ♦ [Play Sentence Dictation](#) to focus on understanding spoken sentences.
5. When you want to practice your pronunciation, click on the **Pronunciation** tab to use the pronunciation exercises. You can record yourself saying words and sentences as many times as you like, and compare your pronunciation to the native speaker's every time.

**Ideas for the pronunciation exercises:**

- ♦ [Use Listen & Speak](#) if you want to personally choose which words and sentences you want to say.
- ♦ [Use Word Pronunciation](#) to concentrate on pronouncing individual words. You can have the program select words randomly, or use a CheckWord List.
- ♦ [Use Sentence Pronunciation](#) to master the skill of speaking whole sentences.

6. Try your hand at Conversation Practice when you are fairly comfortable with your pronunciation and you want to focus on what to say in a conversation rather than on how to say it. Click on the **Conversation** tab and choose a dialog to start this challenging exercise.

**Ideas for Conversation Practice:**

- ♦ [Use Conversation Practice](#) to take part in a foreign language conversation.
- ♦ Experiment with different roles and different prompt options.

7. When you've finished working with one section of the Title, go on to work with others the same way. You can also review the Title, using any of the screens you've used so far as well as the on-line resources.

**Ideas for reviewing:**

- ♦ On the Theater screen, expand the Multimedia window to fill the screen, then listen to the Title. See how much you understand!
  - ♦ On the Reading screen, experiment with [closing various reference windows](#) as you read the Title. For example, close the Word Meaning window and guess the meaning and [root](#) form of words, or close the Segment Meaning window and type your own translations in the Notes window.
  - ♦ Use the activities and pronunciation exercises with different [Segment Ranges](#). You can use the built-in Segment Ranges, like Part of Speech, or build specialized CheckWord Lists and use those. For example, you might play Crosswords using a specific type of word, or practice pronouncing a CheckWord List with different forms of an important verb. The search features - [Find Word](#), [Find Root](#), and [Find Grammar Link](#) - can help you build such lists.
  - ♦ In Conversation Practice, try all the dialogs!
  - ♦ Go to the Transparent Language [web page](#) and see if there are any [Title-based quizzes](#) or general language proficiency tests available for your language to measure your language knowledge.
  - ♦ [Print the Title](#) along with your [CheckWord Lists](#) and [Note Lists](#) to study away from the computer.
8. Congratulations! You've completed a Title. Choose a different Title, and work through it in the same way.

Just as importantly, go out and practice your language skills in the real world. The more you use the language, the more you'll learn!

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{button ,AL(^GETSTART;CONTACT;CONTENTSPAGE;APPROACH;LEARNHINTS',0,'`,`)} [See also](#)



**Your Section**

The section of the Title text that you are working with in these exercises. The first time you do these lessons, you may want to use the first paragraph of the Title.

After that, choose any section of the text. A paragraph is usually a good length, but you could use a full page or just a couple sentences, depending on how comfortable you are with the language.

# Using Languages of the World

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For help with Help, press F1.

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{button ,AL(`CONTACT;CONTENTSPAGE;GETSTART',0,`,`')}` [See also](#)

## Registering Languages of the World

If you purchased Languages of the World from a retail store or a catalog, please register your copy so we can keep you posted about new [Titles](#), products, and upgrades. You're already registered if you purchased directly from Transparent Language.

### To fill out the on-line registration form:

1. The registration form appears the first time you start Languages of the World. To access the form at any other time, choose **Help / About**, then click **Registration Form**. You can also register by phone at (800) 752-1267.
2. Click **Register Now** to begin registration.
3. Type the appropriate information in the spaces provided, or select the appropriate options from the drop-down menus. You can use the Tab key and the Shift key plus the Tab key to move from space to space.
4. Click **Next** when all information on a page has been entered.
5. When you reach the last page, do one of the following:
  - ◆ Click **Send via Modem** to send your registration electronically using our toll-free number. You must have a modem for this option to work.
  - ◆ Click **Print for Faxing** to print your registration as a fax sheet, then fax the information.
  - ◆ Click **Print for Mailing** to print your registration for mailing, then mail the information.

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{button ,AL('ACQUIRETITLE;JUSTCONTACT',0,'`,`')} [See also](#)

## Opening Titles



[Titles](#) are the heart of the Languages of the World program. You must open a Title before you do any other activities.

### To open a Title:

1. If you did not have the multimedia files for the [Title](#) copied to your hard drive during installation and you want to hear sound or see illustrations for the Title after it opens, put the CD-ROM for that Title in the drive. If your Languages of the World program includes more than one CD-ROM, be sure to use the one marked with the name of the language you are learning. For an add-on Title, use that Title's CD-ROM. (If you did have the multimedia files copied to your hard drive during installation, you do not have to put the CD-ROM in the drive.)
2. Choose **File / Open a Title** to go to the Opening screen, if you are not already there.
3. A list of languages appears in the left-hand box on the screen. Do one of the following:
  - ◆ Click on the name of the language you want to learn to see some general information about that language's Title in the right-hand box, then click **Open the Selected Title**.
  - ◆ Double-click on the name of the language you want to learn in the list to immediately open that language's Title.

After the first time you use Languages of the World, the most recently used Title is selected by default when you go to the Opening screen.

4. If the program finds the multimedia files for the Title, it will open, and you can begin learning with the program. However, if the multimedia files are not found, you will see the Multimedia Files Location dialog box. In that situation, do one of the following:
  - ◆ If you did not have the multimedia files copied to your hard drive during installation, then the problem may be that there is no CD-ROM in the drive, that the wrong CD-ROM is in the drive, that the program is looking at the wrong drive, or that the CD-ROM has not had time to load. Verify that the correct CD-ROM is in the drive and wait until the CD-ROM has had time to load. Enter the correct drive letter for your CD-ROM drive if it is not already shown, then click **Retry the CD**. The Title may open automatically when the multimedia files are found. If not, click **Open the Title** to open it.
  - ◆ If you had the multimedia files copied to your hard drive during installation, click **Browse**. The Select the Directory dialog box appears. In the **Look In** field, enter the location on your hard drive where the multimedia files are installed, or browse to that location using the **Directory** box. When the program indicates that the files have been found, click **OK** to close the dialog box. Back on the Multimedia Files Location dialog box, click **Open the Title**.
  - ◆ If you don't want to hear sound or see illustrations with this Title, click **Open the Title Without Multimedia**.
  - ◆ If you'd rather pick a different Title, click **Do Not Open this Title**.

**Note:** If you don't want to see this dialog box next time you open this Title without the multimedia files, mark the box next to **Do not show again for this Title**.

The [Theater screen](#) appears first when you open a Title with multimedia. For Titles without multimedia, the [Reading screen](#) appears. The name of the open Title appears in the bar at the very top of each Languages of the World screen.

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{button ,AL( 'ACQUIRETITLE;LOCATEFILE;MAIN;GETSTART',0,';')} [See also](#)

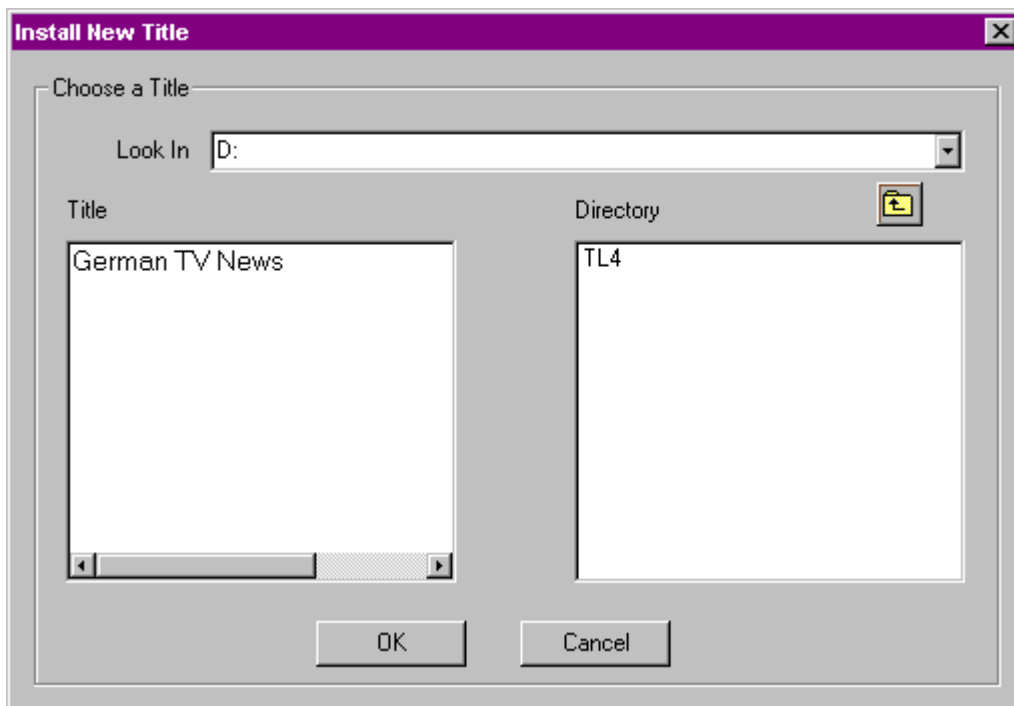
## Installing Add-On Titles



Add-On [Titles](#) must be installed to your hard drive to be opened from within Languages of the World.

**To install add-on Titles from within Languages of the World:**

1. If you are not already looking at the [Opening screen](#), go there by choosing **File / Open a Title**.
2. Put the [CD-ROM](#) for the Title in the drive.
3. Choose **File / Install a New Title** from the menu bar. The following dialog box appears:



4. Where it says **Look In**, select CD-ROM drive that you are installing from.
5. Do one of the following:
  - ◆ If you see the name of the Title in the **Title** box, select the Title and click **OK**.
  - ◆ If you do not see the name of the Title in the **Title** box, you should see a directory called **TL4** or **Titles** in the **Directory** box. Click on that directory to open it, and the name of the Title should appear in the **Title** box. Select the Title and click **OK**.
6. A message will appear telling you that the Title has been successfully installed. Click **OK**.
7. You will be asked whether you want to copy the multimedia files for that Title onto your hard drive. Do one of the following:
  - ◆ Click **No** if you want to leave the multimedia files on the CD-ROM. This option is the most common choice. With this option, the multimedia files will not be installed on your hard drive. Therefore, you will need to have the CD-ROM in the drive whenever you want to hear sound or use multimedia for that Title. The advantage of this option is that it does not require any extra disk space.
  - ◆ Click **Yes** if you want to have the multimedia files for that Title copied to your hard drive. This option requires extra disk space, so do not choose it unless you have a large enough hard drive. The

dialog box will show exactly how much space is required for that Title's multimedia files. The advantage of this option is that you will not need to put the CD-ROM in the drive in order to hear sound or use multimedia for that Title.

8. If the CD-ROM you are installing from contains more than one Title, repeat these instructions for each Title.

◆ Some add-on Titles also include soundtracks that can be played in your music CD player. If your Title CD is marked as having such soundtracks, put the CD in your music CD player and start playing from track 2 to hear them.

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`{button ,AL(^ACQUIRETITLE;DELETE;MANUALINSTALL;MAIN',0,',')} See also`



## Navigating Languages of the World



After you have [opened a Title](#), you can navigate among the various screens in Languages of the World by clicking on the tabs at the top of the screen.



**Theater** - This tab opens the [Theater screen](#), where you can see full-size illustrations along with the text of the [Title](#) you are studying. These multimedia elements are meant to enrich your experience with the language.

**Reading** - This tab opens the [Reading screen](#), where you can see the text of the Title you are studying, along with translations, grammar information, and sound for every word and Segment. You can practice your reading comprehension, hone your listening skills, increase your grammar knowledge, build personal vocabulary lists, and more.

**Activities** - This tab opens the [Activities screen](#), where you can choose from an assortment of exciting activities to enhance your language learning. Explore them all when you've worked with a Title for a while and you're ready to try something different.

**Pronunciation** - This tab opens the [Pronunciation screen](#), where you can choose exercises to help you improve your pronunciation. Practice as much as you need to hone your pronunciation skills.

**Conversation** - This tab opens the [Conversation Practice screen](#), where you can take part in a real foreign language dialog. This challenging exercise teaches you what to say in a conversation as well as how to pronounce it.

See [Navigating Titles](#) for information on how to move around within the text of a Title.

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`{button ,AL('NAVTITLE;SHORTKEYS;HYPERLINK;MENUS',0,'`,`')}` [See also](#)

## Navigating Titles



On the [Theater screen](#), the [Reading screen](#), and the [Listen & Speak screen](#), you can use the following methods to move through the text of the open [Title](#).

### To move through the text of a Title:

Word-by-word:

- Right and left keyboard arrow keys
- Space (forward) and Shift-Space (backward)

[Segment](#)-by-Segment: Tab key (forward) and Shift-Tab (backward)

Line-by-line: Up and down keyboard arrow keys

Screen-by-screen: Page Up and Page Down keys

**To go to the beginning of a Title:** Ctrl-Home

**To go to the end of a Title:** Ctrl-End

**To go to the beginning of the line:** Home

**To go to the end of the line:** End

**To go to a specific Segment:**

Click

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### To jump from one part of the Title text to another:

[Click on hyperlinks](#), if the Title you are using contains them.

As you move through the Title text, the translation of the current [Segment](#) appears in the Segment Meaning window. At the same time, the other [reference windows](#) show information about the current word, including the word's translation and [root](#) form. On the Reading screen, you can also see grammatical information for the current word.

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{button ,AL( 'ACQUIRETITLE;SHORTKEYS;HYPERLINK;MENUS',0,',','')} [See also](#)


## Using Hyperlinks

Some [Titles](#) contain hyperlinks, which allow you to jump from place to place in the Title text, as well as jump directly to activities that are appropriate for a specific part of the text. You may see hyperlinks in a table of contents, after a dialog, or in other parts of the text. There are also hyperlinks that appear in the Grammar window and link to [Grammar Basics](#).

Hyperlinks appear as green, underlined text, either in the Title window or the in Grammar window. Not all Titles contain hyperlinks.

### To use hyperlinks:

1. Move your [mouse pointer](#) over any green, underlined text in the Title or in the Grammar window. The

mouse pointer will change to .

2. Click on the green, underlined text of the hyperlink to go to the destination for that hyperlink. Some hyperlinks take you to other locations in the Title text. Others open [Grammar Basics](#), [pronunciation exercises](#), [Conversation Practice](#), [quizzes](#), or [activities](#). In most cases, the text of the hyperlink will indicate its destination.

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`{button ,AL('NAVTITLE;OPENGAMES;GRAMHELP;OPENLS;OPENCN;JUSTALPHA;QUIZ',0,'','')}`  
[See also](#)

## Locating Multimedia Files

**Illustrated Titles or Video Titles only. This action requires access to the multimedia files.**

All the [Titles](#) in Languages of the World come with [illustrations](#). When Languages of the World finds the multimedia files for those Titles, the illustrations will automatically appear. To confirm whether Languages of the World has found the multimedia files, click the **Theater** tab at the top of the screen. If the multimedia files have been found, the Theater screen will open and you will see the illustrations. If you have purchased an add-on Title that includes video, you will see the video on the Theater screen.

If the program does not find the video or illustration files, you will see a dialog box asking you to locate the multimedia files.

**To help the program locate the multimedia files if it does not find them automatically:**

1. First, determine whether the Title you are using is supposed to have illustrations or video. All the Titles in Languages of the World come with illustrations. Most add-on Titles have either illustrations or video, but there are some exceptions.
2. If you have just tried to open the Theater screen and the multimedia files are not found, you will see the Multimedia Files Location dialog box. If you do not see this dialog box, you can open it by choosing **Multimedia / Set CD Location**. (Note: This menu item will be grayed out if the program has already found the multimedia files.)
3. Follow the appropriate set of instructions below, depending on whether you had the multimedia files copied to your hard drive during installation.
  - If you did not have the multimedia files copied to your hard drive during installation, the problem may be that there is no CD-ROM in the drive, that the wrong CD-ROM is in the drive, that the program is looking at the wrong drive, or that the CD-ROM has not had time to load. Do the following:
    - A. Verify that the correct CD-ROM is in the drive. If your Languages of the World program has more than one CD-ROM, use the one marked with the name of the language you are using. For an add-on [Title](#), use that Title's CD-ROM. After you have put the CD-ROM in the drive, wait long enough for the CD-ROM to load.
    - B. Type the correct letter of the CD-ROM drive in the **CD Drive** box, if it is not already shown.
    - C. Click **Retry the CD**.
  - If you had the multimedia files copied to your hard drive during installation, the program may not be looking at the appropriate location on your hard drive. Do the following:
    - A. Click **Browse**. The Select the Directory dialog box appears.
    - B. In the **Look In** field, enter the location on your hard drive where the multimedia files are installed, or navigate to that location using the **Directory** box. By default, the location of the files is a subfolder within **C:\Program Files\TLI\LOTW1131\TLMedia**.
    - C. Click **OK** to close the Select the Directory dialog box.
4. The Multimedia Files Location dialog box may close automatically when the multimedia files are found. If it does not, click **Open the Title**.

If the Theater screen appears, but you still cannot have problems with the multimedia, see the topic [Troubleshooting: No Illustrations or Video](#).

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{button ,AL('OPENVID;PLAYVID;ILLUSTRATIONS;LOCATEFILES;VIDHINTS;THEATER;TROUBLE',  
0,',';')} [See also](#)

## Using the Theater Screen - Text Overview

This action requires [access to the multimedia files](#).

The Theater screen is where you can see full-size illustrations along with the text of the [Title](#) you are studying, as though you were watching a slideshow. Some add-on Titles will also allow you to watch video on the Theater screen. These multimedia elements will enrich your experience with the language.

This topic provides a general overview of the Theater screen. See [Using the Theater Screen - Picture Overview](#) for a different kind of overview, or see the topics listed below for detailed instructions.

### Illustrated Titles

All the Titles in Languages of the World come with illustrations. In an [Illustrated Title](#), the illustrations are designed to complement the Title text and increase your enjoyment of the language. Illustrations are available on the Reading screen as well as the Theater screen, but the ones on the Theater screen are larger and presented with less accompanying information. See [Viewing Illustrations](#) for detailed instructions.

When you first start studying an illustrated Title, [listen to the text of the Title](#) while looking at the illustrations on the Theater screen. This activity will give you a good overview of the Title. If you need help understanding the spoken language, refer to the text and translations below the picture as often as you want. If you don't need the assistance, you can [expand the Multimedia window](#) or [close individual reference windows](#) and rely on your listening skills. Come back to the Theater screen any time you want to see the large illustrations again.

### Add-On Video Titles

Add-on Video Titles allow you to watch video on the Theater screen. See [Playing Video for a Segment](#) and [Playing Video Continuously](#) for detailed instructions. Video is available on the Reading screen as well as the Theater screen, but on the Theater screen it is larger and presented with less accompanying information.

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`{button ,AL('PLAYVID;ILLUSTRATIONS;LOCVID;VIDHINTS;VIDWIN;THEATER',0,'','')}` [See also](#)

## Opening the Multimedia Window

**Illustrated Titles** or **Video Titles** only. This action requires **access to the multimedia files**.

There are two screens in Languages of the World where you can see illustrations or video: The [Theater screen](#) and the [Reading screen](#).

On the Theater screen, the Multimedia window appears in the center of the screen. That window cannot be closed, but you have the option of enlarging it to fill the whole screen. To switch to the Theater screen from any other screen, click the **Theater** tab.

On the Reading screen, the Multimedia window appears to the right of the Title window. To switch to the Reading screen from any other screen, click the **Reading** tab. If the Multimedia window is closed, click



to open it.

---

`{button ,AL(`VIDWIN;ILLUSTRATIONS;PLAYVID;LOCVID;THEATER;READ',0,`,`)`)}` [See also](#)

## Viewing Illustrations



**Illustrated Titles** only. This action requires **access to the multimedia files**.

Illustrations give you a visual context for the text of the [Title](#). Enjoy the illustrations while you read!

### To view illustrations:

Go to the [Theater screen](#) or the [Reading screen](#), if you are not already on one of those screens. On the Theater screen, the illustration will appear in the large central window. On the Reading screen, the illustration will appear in the smaller window to the right of the Title text.

### To see the photographer and copyright information for an illustration:

Choose **Multimedia / Image Credits**.

---

`{button ,AL('VIDWIN;LOCVID;THEATER;READ',0,'','')}` [See also](#)

## Playing Video for a Segment in an Add-On Title

**Video Titles only.** This action requires **access to the multimedia files.**

Some add-on [Titles](#) come with video instead of illustrations. Video lets you see the action in a Title while you hear the language spoken. You can play the video for each [Segment](#) as many times as you want.

### To play the video for the current Segment:

1. Go to the [Theater screen](#) or the [Reading screen](#), if you are not already on one of those screens. On the Theater screen, the video will appear in the large central window. On the Reading screen, the video will appear in the smaller window to the right of the Title text.
2. Because playing video is a common action, there are a number of ways to do so. Do one of the following:

- ◆ Click



below the Multimedia window.

- ◆ Click anywhere on the video in the Multimedia window.
- ◆ Choose **Multimedia / Play Segment Video**.
- ◆ Choose **Multimedia / Video / Segment**.

### To play video for the previous or next Segment:

Do one of the following:

- ◆ Click



below the Multimedia window to play the video for the next Segment.

- ◆ Choose **Multimedia / Video / Previous Segment** or **Multimedia / Video / Next Segment**.

### To see the photographer and copyright information for a video:

Choose **Multimedia / Image Credits**.

---

{button ,AL(^PLAYVID;ILLUSTRATIONS;LOCVID;VIDHINTS;VIDWIN;THEATER;READ',0,',`')}} [See also](#)



## Playing Video Continuously in an Add-On Title

**Video Titles** only. This action requires **access to the multimedia files**.

Some add-on [Titles](#) come with video instead of illustrations. Video lets you see the action in a Title while you hear the language spoken. You can play the video continuously, starting from any [Segment](#). If you want to watch the video for the entire Title, start from the first Segment and play the video continuously.

### To play video continuously, starting from the current Segment:

1. Go to the [Theater screen](#) or the [Reading screen](#), if you are not already on one of those screens. On the Theater screen, the video will appear in the large central window. On the Reading screen, the video will appear in the smaller window to the right of the Title text.

2. Do one of the following:

- ♦ Click



below the Multimedia window.

- ♦ Choose **Multimedia / Video / Segments**.

---




`{button ,AL('PLAYVID;ILLUSTRATIONS;LOCVID;VIDWIN;VIDHINTS;THEATER;READ',0,`,`')}`}` [See also](#)

## Stopping Video in an Add-On Title

Some add-on [Titles](#) come with video instead of illustrations. For those Titles, you can play video on the [Theater screen](#), on the [Reading screen](#), and in some of the activities. If you [play the video for a single Segment](#), the video will automatically stop at the end of that [Segment](#). If you [play the video for continuous Segments](#), the video will automatically stop at the end of the [Title](#). However, you can also stop the video sooner if you prefer.

### To stop video any time it is playing:

Do one of the following:

- ◆ Press the Esc key.
- ◆ Click anywhere in the Multimedia window while the video is playing.
- ◆ Click , , or  below the Multimedia window.
- ◆ Choose **Multimedia / Stop Video**.
- ◆ Choose **Multimedia / Video / Stop**.

---

{button ,AL('PLAYVID;ILLUSTRATIONS;LOCVID;VIDWIN;VIDHINTS;THEATER;READ',0,`,`,'')} [See also](#)

## Expanding the Multimedia Window on the Theater Screen

**Illustrated Titles** or **Video Titles** only.

On the [Theater screen](#), the Multimedia window appears in the center of the screen, above the [Title](#) text and the windows for the word meaning and the Segment meaning. If you prefer, you can expand the Multimedia window to fill the entire screen. This option allows you to test your comprehension by listening to the Title without any translations.

**To expand the Multimedia window on the Theater screen:**


1. Do one of the following:

- ◆ Click
- ◆ below the Multimedia window.
- ◆ Choose **View / Zoom Video**.

The Multimedia window will expand to fill the screen, hiding the windows below it.

2. Follow the normal instructions to work with the multimedia. You can [play the sound for a Segment](#), or [play continuous sound](#) to test your listening comprehension. If you are using an add-on Title that comes with video, you can also [play the video for a Segment](#), or [play continuous video](#).

3. When you are ready to shrink the Multimedia window again, do one of the following:

- ◆ Click
-  below the Multimedia window.
- ◆ Choose **View / Zoom Video**.

---

{button ,AL(^PLAYVID;ILLUSTRATIONS;LOCVID;VIDWIN;VIDHINTS;THEATER',0,`,`)}} [See also](#)

## Using the Reading Screen - Text Overview

The Reading screen is one of the most important screens in Languages of the World, because it allows you to immerse yourself in the language you are learning. Building vocabulary and comprehension through this type of direct exposure to the language is the central concept of Languages of the World.

This topic provides a general overview of the Reading screen. See [Using the Reading Screen - Picture Overview](#) for a different kind of overview, or see the topics listed below for detailed instructions.

On the Reading screen, start reading the [Title](#). For words you don't know, look at the word and Segment translations. At first, you may have to look for every word, but soon you will recognize words that appear often. The currently selected word in the Title is highlighted in red with a gray background, while the current [Segment](#) that word belongs to is highlighted in blue. The current phrase, if there is one, is highlighted in red. You can move through the Title text by using the arrow keys, the Tab key, or your mouse. See [Navigating Titles](#) for more details. For a language with an unfamiliar alphabet, [read Grammar Basics](#) for more information.

If you feel overwhelmed, stop. [Put a Bookmark](#) at your place, so you can find it easily, then work with the text up to that point. You don't have to master an entire Title at once. Focus on a page, a paragraph, or whatever you are comfortable with. Remember to refer to the translations as often as you need.

In addition to the translations, the Reading screen also shows the [root](#) of the current word along with other grammatical information. You can [get additional grammar help](#) by clicking on any of the underlined grammar terms in the Grammar window. You can also [open or close the reference windows](#) to adjust the amount of information available on the screen.

As you read, you can also use the sound features on the Reading screen to [listen to words](#) and [listen to Segments](#). You can even [hear the entire Title read](#), if you prefer. Listen to any part of the text as often as you want. [Use SlowSound](#) if you want to reduce the speed of the native speaker's voice. If you are using an [Illustrated Title](#), you can [view illustrations](#) to go with the text.

On the Reading screen, you can also [create CheckWord Lists](#) of words to study and [type Notes](#) to comment on words in the Title. CheckWords mark words to focus on and can be used in many activities, while Notes capture your thoughts about the Title. Your CheckWords and Notes appear in the CheckWords and Notes tabs beside the Grammar window. Click on the tab you want to display. You can also [print CheckWord Lists](#) and [Note Lists](#) to study away from the computer.

---


`{button ,AL(^USECHECK;USENOTE;VIDSEG;ILLUSTRATIONS;LISTENWORD;LISTENSEG;SETBOOK;GRAMHELP;CUSTREF;NAVTITLE',0,',';')}` [See also](#)


## About CheckWords

As you read a [Title](#), you can build a personal vocabulary list by marking words as CheckWords. Each [CheckWord](#) becomes part of a CheckWord List, which shows the word, its translation, and numbers representing its location in the Title. You may have more than one CheckWord List per Title. For example, you may have a list of [nouns](#), another of [adjectives](#), and a third for forms of the [verb](#) 'to be', etc.

CheckWord Lists let you focus your attention on a specific set of words, which can be more efficient and less intimidating than trying to master an entire Title at once. You can [play Vocabulous!](#) or [Crosswords](#) with your CheckWords to practice their definitions, or use them in [Word Dictation](#) or [Word Pronunciation](#) to hone your listening and speaking skills. You can even [print your list](#) to study away from the computer. The lessons and activities in [Getting Started](#) mention several uses for CheckWord Lists.

The [CheckWords window](#) appears in the lower right-hand section of the [Reading screen](#), along with the Grammar window and the Notes window. Only one of these windows can be active at a time. To make the

CheckWords window active, click . In the CheckWords window, you will see all the words in your current CheckWord List, and you can click on any word to go to it in the Title.

In addition to the CheckWords window, there is also a [List Viewer](#) that has the tools for creating, choosing, naming, renaming, clearing, copying, exporting, importing, and deleting CheckWord Lists. You can click  in the CheckWords window to open the List Viewer any time you need to perform these actions.

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`{button ,AL('CHECKWORD;READ',0,'','')}` [See also](#)

**List Viewer**

The dialog box with the tools for working with CheckWord Lists or Note Lists. The List Viewer shows all the words or Notes in your current list.

Not to be confused with the CheckWords window or the Notes window, the locations on the Reading screen where CheckWord Lists and Notes are displayed.

## Adding or Deleting CheckWords



[CheckWord](#) Lists let you focus your attention on a specific set of words from the [Title](#). For more details, see [About CheckWords](#). You can add or remove CheckWords from the Reading screen and the Theater screen, as well as while playing Crosswords or Vocabulous!.

### To see your current CheckWords list:

Click ♦ on the Reading screen to display the CheckWords window.

### To add a word to, or delete a word from, a CheckWord List while using the Reading screen or the Theater screen:

1. In the Title window, [select](#) the word that you want to add to or remove from your active CheckWord List.
2. Do one of the following:
  - ♦ Choose **Edit / CheckWord**.
  - ♦ Press Ctrl-K.

- ♦ On the [Reading screen](#), click



or



in the area with the CheckWords, Notes, and Grammar windows. The look of the button is determined by whether or not the word is already a CheckWord.

If the word was not previously marked as a CheckWord, any of the actions above will add it to your CheckWord List. If the word was already a CheckWord, any of these action will remove it from the list. You can add or remove words from your CheckWord List even when the CheckWords window is not active.

### To add a word to, or delete a word from, a CheckWord List while playing Crosswords or Vocabulous!:

1. Use the activity as normal until you find a word that you want to add to or remove from your CheckWord List.
  2. Do one of the following:
    - ♦ Click **Add Word** to add the word to your active CheckWord List.
    - ♦ Click **Remove** to remove the word from your active CheckWord List.
  3. Click **OK** when asked to confirm your action. (If you don't want to see this confirmation dialog again, mark the **Do not show this again** box before clicking **OK**.)
- ♦ Make a CheckWord List of important words and [print it](#) to take with you if you go on a trip to a foreign country. It can be a handy reference!

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{button ,AL('CHECKWORD;READ',0,'','')} [See also](#)

## Finding CheckWords

[CheckWord](#) Lists let you focus your attention on a specific set of words from the [Title](#). For more details, see [About CheckWords](#). You can easily find your CheckWords in the Title text to study them.

### To find a CheckWord in the Title:

Do one of the following:

- ◆ On the Reading screen, click
- ◆ to display the CheckWords window, locate the word in the list, and click on it.
  
- ◆ On the Reading screen, click
- ◆ to display the CheckWords window, then click  or
- ◆ in that window to jump from CheckWord to CheckWord in the Title text, until you find the one you are looking for.
  
- ◆ Choose **Find / Previous / CheckWord** or **Find / Next / CheckWord** to jump from CheckWord to CheckWord in the Title text until you find the one you are looking for. This method will work on the Reading screen or on the Theater screen.

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{button ,AL('CHECKWORD;READ',0,','`') } [See also](#)



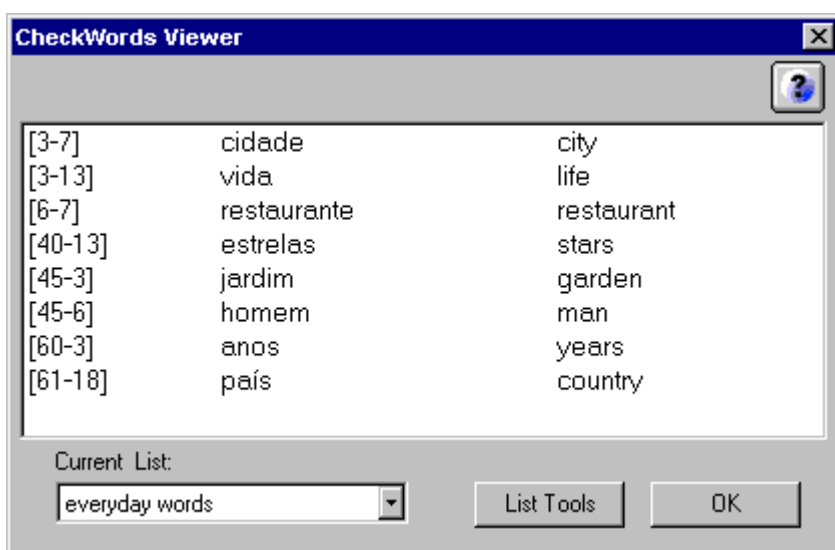
## Specifying an Active CheckWord List



You can have more than one CheckWord List per [Title](#), but only one can be active at a time. When you create a [CheckWord](#), it is added to the active CheckWord List. The [List Viewer](#) has the tools for activating, naming, and renaming CheckWord Lists.

### To activate a particular CheckWord List:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. Click ♦ to display the CheckWords window.
3. Click ♦ in the CheckWords window to open the List Viewer.



4. Select your CheckWord List:
  - ♦ If you want to activate an existing, named list, select it from the drop-down menu.
  - ♦ If want to name an unnamed list that already has CheckWords, or if you want to rename an existing named list, choose **List Tools / Rename** and type the new name. List names can be up to 20 characters long. The names must be unique, and they are not [case-sensitive](#).
  - ♦ If you want to create a new list, choose **List Tools / New** and type a name for the list. List names can be up to 20 characters long. The names must be unique, and they are not [case-sensitive](#).
5. To save your changes and close the List Viewer, click **OK**.
  - ♦ Having more than one CheckWord List is useful when more than one person uses the program, or when one person wants to have separate lists. For example, you might want one CheckWord List of [verbs](#) and another of [nouns](#). The [Getting Started](#) exercises describe various uses for CheckWord Lists.

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`{button ,AL('USECHECK;ADDCHECK;SPECNOTE;READ',0,'','')} See also`

## Playing Vocabulous! with a CheckWord List

Vocabulous! is a fun way to review the words in a [CheckWord](#) List.

To play Vocabulous! with a CheckWord List:

1. [Make a CheckWord List.](#)
2. Click the **Activities** tab at the top of the screen.
3. On the Select an Activity screen, choose Vocabulous!, then mark **CheckWords** as the [Segment Range](#). This option will not appear unless your active CheckWord List contains at least one word.
4. [Play Vocabulous! according to the regular instructions.](#)

To remove a CheckWord from a list during an activity, click **Remove** on the activity screen.

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{button ,AL('USECHECK;ADDCHECK;PLAYVOC',0,',')} [See also](#)

## Playing Crosswords with a CheckWord List

The Crosswords activity is a fun way to review the words in a [CheckWord](#) List.

**To play Crosswords with a CheckWord List:**

1. [Make a CheckWord List.](#)
2. Click the **Activities** tab at the top of the screen.
3. On the Select an Activity screen, choose Crosswords, then mark **CheckWords** as the [Segment Range](#). This option will not appear unless your active CheckWord List contains at least one word.
4. [Play Crosswords according to the regular instructions.](#)

To remove a CheckWord from a list during an activity, click **Remove** on the activity screen.

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{button ,AL('USECHECK;ADDCHECK;PLAYCROSS',0,`,`')}} [See also](#)

## Erasing and Deleting CheckWord Lists

### To erase all CheckWords from a list:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. Click ♦ to display the CheckWords window.
3. Click ♦ in the CheckWords window to open the [List Viewer](#).
4. Choose **List Tools / Clear**.
5. Click **OK** to confirm that you want to erase all CheckWords in the list. The list remains available, but is empty.

### To delete a CheckWord list entirely:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. Click ♦ to display the CheckWords window.
3. Click ♦ in the CheckWords window to open the [List Viewer](#).
4. Choose **List Tools / Delete**.
5. Click **OK** to confirm that you want to delete the CheckWord List. The list and all its CheckWords are removed.


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{button ,AL('CHECKWORD;READ',0,'','')} [See also](#)

## Copying Lists

CheckWord Lists and Note Lists can be copied. Copying a list creates a new list with the same contents as the old list but with a different name.

### To copy a CheckWord List or Note List:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. Click ♦ to display the CheckWords window if you want to copy a CheckWord List, or click  to display the Notes window if you want to copy a Note List.
3. Click ♦ in the window to open the [List Viewer](#).
4. Choose **Copy List** from the **List Tools** menu.
5. Enter a name for the new list.
6. Click **OK**.

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{button ,AL('USECHECK;USENOTE;COPYING;READ',0,'','')} [See also](#)

## Saving Lists and Titles as Text

CheckWord Lists, Note Lists, and the [Title](#) text can all be saved in a text format that can be opened by a word processor or other application. Note that the text form of the Titles will not have formatting such as bold or italic text.

### To save a list or Title as text:

1. Choose **File / Save as Text** and pick **Title**, **CheckWords**, or **Notes**.
2. Locate the folder where you want to store the text file.
3. Type a name for the text file.
4. Click **Save**. Your list or Title is saved in a text file.
5. Open the text file in another application, such as a word processor. Don't worry if the letters don't look right. The next step will fix that problem.
6. If the characters in the text file are not displayed correctly, select the foreign text in the new application, and set the display font to the same font that Languages of the World uses to display that language.

Recommended fonts for languages that require special fonts:

<a href="#">Chinese</a>	"TLAsian2" (TLASIAN2.TTF)
<a href="#">Japanese</a>	"TLAsian2" (TLASIAN2.TTF)
<a href="#">Polish</a>	"TLCentralEurope" (TLCENTEU.TTF)
<a href="#">Russian</a>	"TL Cyrillic 2" (TLCYRIL2.TTF)
<a href="#">Ukrainian</a>	"TL Cyrillic 2" (TLCYRIL2.TTF)
<a href="#">Vietnamese</a>	"Vi Times TL" (VITIMES2.TTF)
<a href="#">Yiddish</a>	"TLExtendedLatin" (TLEXLAT.TTF)
<a href="#">Zulu</a>	"TLAfricanLatin" (TLAFRIC.TTF)

Notes: If the font listed above does not work, try any other TL fonts that you have installed on your hard drive. Not all versions of Languages of the World come with all these languages.


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{button ,AL('USECHECK;LISTS;USENOTE;RUSTHINGS;ARABTHINGS;POLTHINGS;HEBTHINGS;P  
RINTTITLE;JPNTHINGS;CHINATHINGS;PORTING',0,`,`)} [See also](#)

## Exporting Lists

You can [export](#) Notes and CheckWord Lists from one copy of Languages of the World and [import](#) them in another. Use this feature to share your lists with friends and colleagues! If you own more than one copy of Languages of the World, you can export and import lists to save yourself the trouble of remaking them. The export and import features can even move lists between a Macintosh and a PC.

### To export a CheckWord or Note List:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. Click ♦ to display the CheckWords window if you want to export a CheckWord List, or click  to display the Notes window if you want to export a Note List.
3. Click ♦ in that window to open the [List Viewer](#).
4. Choose **List Tools / Export this List**.
5. Locate the folder where you want to store the list. If you are moving the list to a different computer, you may want to save it directly onto a floppy disk.
6. Type a name to save the list under. Exported CheckWord Lists are given the extension **.uwl**, and exported Note Lists are given the extension **.unl**.
7. Click **Save**.
8. [Import the list](#) in another copy of Languages of the World, or see the Vocabulary Master on-line Help for instructions on importing CheckWords in that program, if you have Vocabulary Master installed.

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{button ,AL('USENOTE;USECHECK;PORTING;PRINTNOTECHECK;SAVETEXT;PORTROUBLE;OTHERLINK',0,`,`')}} [See also](#)

## Importing Lists

You can [export](#) Notes and CheckWord Lists from one copy of Languages of the World and [import](#) them in another. Use this feature to share your lists with friends and colleagues! If you own more than one copy of Languages of the World, you can export and import lists to save yourself the trouble of remaking them. The export and import features can even move lists between a Macintosh and a PC.

- ♦ Exported CheckWords Lists can also be imported in Vocabulary Master for additional vocabulary practice, if you have Vocabulary Master installed. See the Vocabulary Master on-line Help for information.

### To import a CheckWord List or Note List in Languages of the World:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. [Export a list](#) from one copy of Languages of the World.
3. In the copy of Languages of the World in which you want to import the list, open the [Title](#) for which the list was made. Lists cannot be imported into a different Title from the one in which they were created.
4. Click ♦ to display the CheckWords window if you are importing a CheckWord List, or click ♦ to display the Notes window if you are importing a Note List.
5. Click ♦ in that window to open the [List Viewer](#).
6. Choose **List Tools / Import a List**.
7. Locate the list you want to import. It may be on the hard drive, a network drive, or a floppy disk. Exported CheckWord Lists have the extension **.uwl**, and exported Note Lists have the extension **.unl**.
8. Click **Open**.

If you already have a list with the same name as the one you are importing, you will be prompted to enter a new name before the list opens. Otherwise, your list will be imported and opened immediately.

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`{button ,AL('USENOTE;USECHECK;PORTING;PRINTNOTECHECK;SAVETEXT;PORTROUBLE;OTHERLINK',0,`,`)} See also`



## About Notes

The Note feature functions like a built-in word processor so you can create your own comments linked to particular words in the Title text. You may have as many [Notes](#) and Note Lists as you like for each [Title](#).

Notes let you leave helpful hints, questions, or messages for yourself. For example, if you think of an easy way to remember a foreign word, you can [type a Note](#) with that suggestion and attach it to the word. Whenever you come back to that word in the Title, your Note will reappear so you can see your reminder. You might also make Notes about the pronunciation of a word, so you'll have an easier time remembering how to say it. Notes can be [copied](#), [pasted](#), or even [printed](#) to study away from the computer. The lessons and activities in [Getting Started](#) show various uses for Notes.

The [Notes window](#) appears in the lower right-hand section of the [Reading screen](#), along with the Grammar window and the CheckWords window. Only one of these windows can be active at a time. To make the Notes window active, click ♦. In the Notes window, you can see any Note attached to the current word, or click on the buttons to go to the previous and next Notes in a Title.

In addition to the Notes window, there is also a [List Viewer](#) that has the tools for creating, choosing, naming, renaming, clearing, copying, exporting, importing, and deleting Note Lists. You can click ♦ to open the List Viewer any time you need to perform these actions.

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`{button ,AL('NOTES;COPYING;READ',0,'`,`')}` [See also](#)

## Creating Notes



The [Note](#) feature functions like a built-in word processor so you can create your own comments linked to particular words in the Title text. See [About Notes](#) for more details.

### To create a Note:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. In the Title window, [select](#) the word or [Segment](#) you wish to comment on.
3. Click ♦ to activate the Notes window.
4. Click anywhere in the lower part of the Notes window.
5. Type your Note. You can type ordinary characters by using your keyboard or by clicking on the [Keyboard Palette](#). You can also [type the accents and special characters](#), needed by many languages.

In addition, you can type in [Russian](#) or [Ukrainian](#) if you are using one of those languages.

6. When you are finished, click anywhere outside of the Notes window. Your Note will be added to the active Note List.
- ♦ Make a Note List of important phrases and their translations and [print it](#) to take with you if you go on a trip to a foreign country. It can be a handy reference!

---

`{button ,AL('USENOTE;EDITNOTE;DELNOTE;PRINTNOTE;COPYINTONOTE;TYPING;READ',0,`,`,'')}`  
[See also](#)

## Editing Notes

The [Note](#) feature functions like a built-in word processor so you can create your own comments linked to particular words in the Title text. See [About Notes](#) for more details. You can edit existing Notes at any time.

### To edit an existing a Note:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. In the Title window, [select](#) the word linked to the Note you want to edit. (See [Finding a Note](#).)
3. Click ♦ to activate the Notes window.
4. Click anywhere in the lower part of the Notes window.
5. Edit your Note. You can type ordinary characters by using your keyboard or by clicking on the [Keyboard Palette](#). You can also [type accents and special characters](#), if needed.

In addition, you can type in [Russian](#) or [Ukrainian](#) if you are using one of those languages.

6. When you are finished, click anywhere outside of the Notes window.

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`{button ,AL(^USENOTE;ADDNOTE;DELNOTE;TYPING;READ'0,'','')}` [See also](#)

## Finding Notes

The [Note](#) feature functions like a built-in word processor so you can create your own comments linked to particular words in the [Title](#) text. See [About Notes](#) for more details. You can easily find your Notes when you want to refer to them.

### To find a Note:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. Click ♦ on the top of the Notes window to make it active (if it isn't already).
3. Do one of the following:
  - ♦ Click
  - ♦ or
  - ♦ to jump from Note to Note in the Title text.
  - ♦ Click
  - ♦ in that window to open the [List Viewer](#). From there, click on the Note you want to find, then click **OK** to close the List Viewer.
  - ♦ Choose **Find / Previous / Note** or **Find / Next / Note**.

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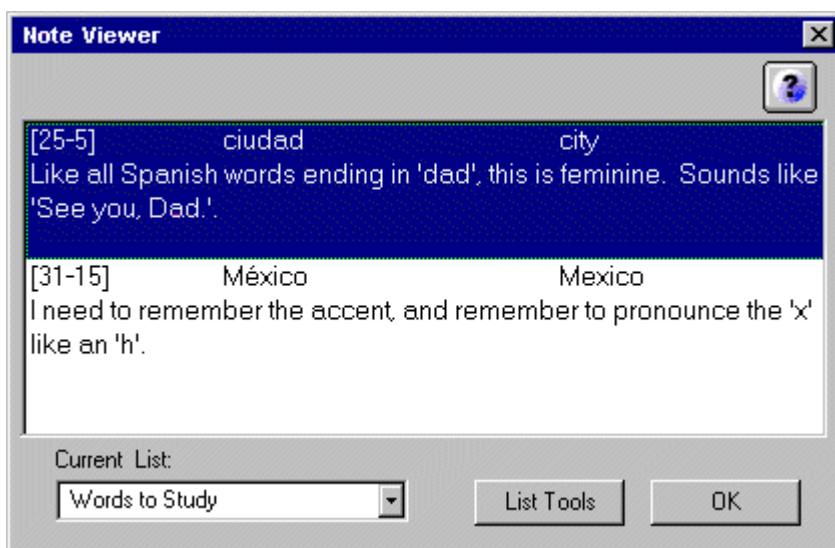
{button ,AL(^USENOTE;ADDNOTE;FINDING;READ',0,',`')} [See also](#)

## Specifying an Active Note List

You can have more than one Note List per [Title](#), but only one can be active at a time. When you create a [Note](#), it is added to the active Note List. The [List Viewer](#) has the tools for activating, naming, and renaming Note Lists.

### To activate a particular Note List:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. Click ♦ to activate the Notes window.
3. Click ♦ in the Notes window to open the [List Viewer](#).



4. Select your Note List:
  - ♦ If you want to activate an existing, named Note List, select it from the drop-down menu.
  - ♦ If want to name an unnamed list that already has Notes, or if you want to rename an existing named list, choose **List Tools / Rename** and type the new name. List names can be up to 20 characters long. The names must be unique, and they are not [case-sensitive](#).
  - ♦ If you want to create a new Note List, choose **List Tools / New** and type a name for the list. List names can be up to 20 characters long. The names must be unique, and they are not [case-sensitive](#).
5. To save your changes and close the List Viewer, click **OK**.
  - ♦ Having more than one Note List per Title is useful when more than one person uses the program, or when one person wants to have separate lists of [Notes](#). For example, you might want to keep one Note List on grammar and another on pronunciation.

---

{button ,AL('USENOTE;ADDNOTE;SPECHECK;READ',0,'','')} [See also](#)

## Deleting Notes

The [Note](#) feature functions like a built-in word processor so you can create your own comments linked to particular words in the Title text. See [About Notes](#) for more details. You can delete Notes that you no longer need.

### To delete a Note:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. In the Title window, select the word linked to the Note you want to delete. (See [Finding a Note](#).)
3. Click ♦ to activate the Notes window.
4. Click anywhere in the lower part of the Notes window.
5. Select all the text of the Note and press the Delete key.

### To erase all the Notes in a list but keep the list itself:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. Click ♦ to activate the Notes window.
3. Click ♦ in the Notes window to open the [List Viewer](#).
4. Choose **List Tools / Clear**.
5. Click **OK** to confirm that you want to remove all Notes in the list. The list remains available, but is empty.

### To delete a Note List entirely:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. Click ♦ to activate the Notes window.
3. Click ♦ in the Notes window to open the [List Viewer](#).
4. Choose **List Tools / Delete**.
5. Click **OK** to confirm that you want to delete the Note List. The list and all its Notes are permanently removed.

---

{button ,AL('USENOTE;ADDNOTE;READ',0,'`,`')} [See also](#)

## Using the List Viewer

The [List Viewer](#) is a utility that lets you work with lists of [CheckWords](#) and [Notes](#).

### To open the List Viewer:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. Click ♦ to display the CheckWords window, or click ♦ to display the Notes window.
3. Do one of the following:
  - ♦ Click  
♦ in the Notes window to open the List Viewer with your current list of Notes.
  - ♦ Click  
♦ in the CheckWords window to open the List Viewer with your current list of CheckWords.

### To choose an active list:

Select the list you want from the drop-down menu.

### To create, rename, clear, delete, copy, import, export, or print a list:

Click **List Tools** and select the appropriate option. See the following topics for details:

- ♦ [Specifying an active Note List](#) or [Specifying an Active CheckWord List](#)
- ♦ [Deleting Notes](#) or [Deleting CheckWord Lists](#)
- ♦ [Copying Lists](#)
- ♦ [Importing Lists](#)
- ♦ [Exporting Lists](#)
- ♦ [Printing a Note List](#) or [Printing a CheckWord List](#)


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{button ,AL('USENOTE;USECHECK',0,'`,`')} [See also](#)

## Setting Bookmarks

[Bookmarks](#) in Languages of the World take the place of those slips of paper you might slip in between the pages of books. Unlike paper bookmarks, electronic Bookmarks mark an exact spot on the page. You can have as many Bookmarks as you like in a [Title](#). Use them to hold your place when you finish reading, or to mark interesting passages and important parts of a story.

### To set a Bookmark:

1. If you are not already looking at the [Reading screen](#), go there by clicking the **Reading** tab.
2. In the Title window, [select](#) the location you wish to place a [Bookmark](#).
3. Do one of the following:
  - ◆ Click  below the Title window.
  - ◆ Choose **Edit / Bookmark**.
  - ◆ Press Ctrl-B.
  - ◆ You'll never lose your place if you set a Bookmark each time you're ready to close a Title!

---

`{button ,AL('BOOKMARKS;READ',0,'','')} See also`



## Finding Bookmarks

[Bookmarks](#) mark your place in a [Title](#). After you have set a Bookmark, you can find it at any time.

### To find a Bookmark:

Do one of the following:

- ◆ Click
- ◆ or
- ◆ beside the Bookmark Button
- ◆ to jump from Bookmark to Bookmark in the Title text.
  
- ◆ Choose **Find / Previous / Bookmark** or **Find / Next / Bookmark** to jump from Bookmark to Bookmark in the Title text.


---

{button ,AL('BOOKMARKS;READ',0,`,`,'')} [See also](#)

## Removing Bookmarks

You can remove [Bookmarks](#) when they are no longer needed.

### To remove a Bookmark:

1. In the [Title](#) window, find and [select](#) the word linked to the [Bookmark](#) you wish to delete. When you are on a word with a Bookmark, the Bookmark button appears as .

2. Do one of the following:

- ◆ Click



below the Title window.

- ◆ Choose **Edit / Bookmark**.

- ◆ Press Ctrl-B.

The Bookmark will be deleted and the Bookmark button will change back to ◆.

---

`{button ,AL(BOOKMARKS;READ',0','')}` [See also](#)

## Getting Grammar Help



Languages of the World provides grammar comments in the Grammar window on the [Reading screen](#). Look at these comments while you read the [Title](#) to gain a basic understanding of the grammar of the language you are learning.


Each language also comes with a [Grammar Basics](#) file that contains information on parts of speech, such as [adjectives](#), [adverbs](#), [articles](#), [conjunctions](#), [nouns](#), [pronouns](#), [verbs](#), and more, as well as an overview of the alphabet, sentence structure, [gender](#), and [conjugations](#). For transliterated languages, such as Japanese or Chinese, there is also an explanation of the [transliteration](#).

You can access Grammar Basics in two ways:

- ◆ Context-sensitive linking to a particular topic within Grammar Basics that applies to the current word in the Title.
- ◆ Opening Grammar Basics to its first page, the contents.

### To use context-sensitive linking to Grammar Basics:

Do one of the following:

- ◆ Right-click on the word for which you want more grammatical information. A menu with a list of grammar topics will appear. Click on the grammar topic that interests you.
- ◆ On the [Reading screen](#), click on the word for which you want more grammatical information, click the **Grammar** tab to open the Grammar window, then click  inside that window. A menu with a list of grammar topics will appear. Click on the grammar topic that interests you.
- ◆ Click on a [hyperlink](#) to Grammar Basics in the Title text or the Grammar window, if the Title you are using contains such hyperlinks.

Grammar Basics will open to the appropriate topic. You can print the open topic by clicking **Print**, or locate a different topic using the **Search** button. If you need any other help using Grammar Basics after you've opened it, press the F1 key.

### To open Grammar Basics to its contents page:

1. Choose **Reference / Grammar Basics**.
2. When Grammar Basics is open, click on any item in the table of contents to link to a topic, or locate a topic using the **Search** button in the grammar help file. You can print the open topic by clicking **Print**.


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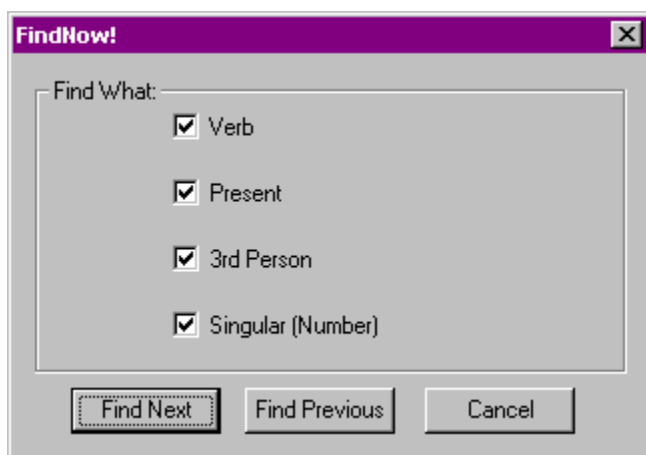
{button ,AL('GRAMLINK;HYPERLINK;LANGSPEC;READ',0,'','')} [See also](#)

## Finding a Grammar Link

The Find Grammar Link feature helps you find words with grammatical information similar to the current word. For example, you could search the [Title](#) for feminine [nouns](#), subjunctive [verbs](#), or definite [articles](#). You can search the text on the [Theater screen](#), the [Reading screen](#), and the [Listen & Speak screen](#).

### To find words with similar grammatical information:

1. [Select](#) a word in the Title window.
2. Do one of the following:
  - ♦ Right-click on the word in the Title window and select **Find Grammar Link** from the menu that appears.
  - ♦ On the [Reading screen](#), click the **Grammar** tab to activate the Grammar window, click  in that window, then select **Find Grammar Link** from the menu that appears.
  - ♦ Choose **Find / Find Grammar Link**.
3. The **Select Links to Find** dialog box appears and lists [grammar links](#) that apply to the current word. Check the boxes for the grammar links you want to find.



4. Click **Find Next** or **Find Previous** to find another word with your chosen grammar links, or click **Cancel** to close the dialog box without searching.

### To repeat your most recent search:

Choose **Find / Find Again**.

---

{button ,AL( FINDING;GRAMHELP;GRAMHINTS;SHORTKEYS;LANGSPEC;','0','')} [See also](#)

## Finding a Root or Word

As you read, you may want to find a particular [root](#) or word in the [Title](#). For example, if you encounter a [verb](#) and wish to see it in other forms and contexts, you could search for its root (the [infinitive](#)). Repeat the search as often as you like. Searches are not [case-sensitive](#). You can search the text on the [Theater screen](#), the [Reading screen](#), and the [Listen & Speak screen](#).

### To search the Title text for any root or word:

1. Do one of the following:
  - ◆ Choose **Find / Find Root** or **Find / Find Word**.
  - ◆ Right-click on the word in the Title window and select **Find Root** or **Find Word** from the menu that appears.
  - ◆ On the [Reading screen](#), click the **Grammar** tab to activate the Grammar window, then click
  - ◆ and select **Find Root** or **Find Word** from the menu that appears.
  - ◆ Press the F4 key (to search for a root) or the F5 key (to search for a word).
2. Type the root or word you wish to find. By default, the current word or root from the Title is entered. You can type ordinary characters by using your keyboard or by clicking on the [Keyboard Palette](#). You can also [type accented and special characters](#), if needed. Be sure to include correct accents, stress marks, or vowel marks in languages that use them.
  - ◆ You can use [wildcards](#) to search for parts of roots and words.
3. Click **OK**.

### To repeat your most recent search:

Choose **Find / Find Again**.

- ◆ Remember that [root](#) words can look quite different from their [conjugated](#) or inflected forms. For example, a Find Root search on the English verb *be* locates *am*, *is*, *are*, *was*, *been* etc., all forms of *be*.

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{button ,AL('FINDING;GRAMHINTS;SHORTKEYS;TYPING',0,'')} [See also](#)

## Finding a Segment

Every location in a [Title](#) is assigned a unique number, which appears in a box on the screen. The first number in the box represents the [Segment](#), while the second number represents the word within that Segment. You can go directly to a Segment by specifying its number.

### To locate a Segment:

1. Do one of the following:
    - ♦ Click
    - ♦
    - ♦ Choose **Find / Go to Location**.
  2. In the first field of the dialog box that appears, type the Segment number of the Segment you wish to locate.
  3. In the second field of the dialog box, type the number of the word that you want to go to within that Segment.
  4. Click **OK**.
- ♦ In some Titles, you can also use [hyperlinks](#) to go from one Segment to another.

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{button ,AL('FINDING;HYPERLINK;HIGHLIGHT;NAVTITLE',0,'`,`')} [See also](#)

## Highlighting Segments and Phrases

By default, the current word, [Segment](#), and [phrase](#) are highlighted in the Title window. The currently selected word in the Title is highlighted in red with a gray background, while the current [Segment](#) that word belongs to is highlighted in blue. The current phrase, if there is one, is highlighted in red.

- ◆ Not every word in Languages of the World is part of a [phrase](#) or [word group](#), so you will not see phrase highlighting for every word.

You can turn phrase and Segment highlighting off and on if you wish.

### To turn off (or on) automatic Segment or phrase highlighting:

Choose **View / Highlight Segment** (or) **Highlight Phrase**. Checkmarks will appear beside these menu items when highlighting is active.

As you move through the text while highlighting is on, the highlighting moves too. You will see the translation of the current Segment in the Segment Meaning window and the translation of the current phrase in the Phrase window whether highlighting is on or not.

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`{button ,AL('FINDSEG;GRAMHELP;NAVTITLE',0,`,`)} See also`

## Taking On-Line Quizzes

In addition to the many activities available in Languages of the World, if you have a browser and an Internet connection, you can also link to the Transparent Language [web page](#) and take special on-line quizzes that relate to the many of the [Titles](#) in this program. Some Titles even have built-in hyperlinks to take you to the quizzes for that Title.

- ♦ Be sure to read the appropriate parts of the Title in question before taking the quiz!

### To link directly from Languages of the World to the on-line quizzes:

1. Click on the a [hyperlink](#) to the on-line quizzes, if the Title you are using contains such hyperlinks.
2. The program will open the default [Internet Browser](#) on your system and display the appropriate web page with the quizzes. Depending on how your Internet account is arranged, you may be asked to enter a password or perform some other action before you can connect to the Internet to open this page.

**Note:** If you have trouble with this link, try opening your browser and connecting to the Internet first, then clicking on the hyperlink.

3. Follow the instructions on the screen to complete the quiz and see your results.
4. When you have finished with the on-line quizzes, close the Transparent Language web page and follow your normal procedure to disconnect from the Internet.
5. You may wish to go back to Languages of the World and review the Title after taking the quiz, especially if you got any questions wrong during the quiz.

You can also use your Internet browser to go to the Transparent Language web page, <http://www.transparent.com>, then follow the links to the quizzes for your language from there. The Transparent Language web page also has other activities, product information, and proficiency tests that measure your overall progress with a language.

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{button ,AL('GRAMHELP;OTHERLINK;QUIZTROUBLE;HYPERLINK;CONNECT',0,'')} [See also](#)



## Linking to Other Transparent Language Programs

Transparent Language offers three add-on programs, WordAce!® (a bilingual dictionary), GrammarPro!® (an in-depth grammar reference), and Vocabulary Master™ (a vocabulary drill program). If you have purchased and installed any of these programs, you can link to them directly from Languages of the World.

### To link to WordAce! or GrammarPro!, do one of the following:

- ◆ Right-click on a word in the [Title](#), then select **WordAce!** or **GrammarPro!** from the pop-up menu. (You can also select one of the specific grammar links to use context-sensitive linking to GrammarPro!.)
- ◆ Choose **WordAce!** or **GrammarPro!** from the **Reference** menu.
- ◆ [On the Reading screen](#), click the **Grammar** tab to open the Grammar window, then click in that window and select **WordAce!** or **GrammarPro!** from the pop-up menu. (You can also select one of the specific grammar links to use context-sensitive linking to GrammarPro!.)
- ◆ On the [Opening screen](#), click the **Reference Tools** tab, then select **WordAce!** or **GrammarPro!**.

### To link to Vocabulary Master:

1. [Export a CheckWord List](#).
2. Open Vocabulary Master. (To open it directly from Languages of the World, choose **Reference / Vocabulary Master**.)
3. [Import](#) the list in Vocabulary Master, following the instructions in the Vocabulary Master on-line Help.

### To use GrammarPro!:

GrammarPro! topics have been built in a standard Help file, so if you are familiar with Help files, you already know how GrammarPro! works. If you need details, open GrammarPro! and press **F1**. To run GrammarPro! quizzes, click on the **Quiz** icon when it appears in a grammar topic. The quizzes consist of sentences with missing words, with three possible answers on the right. Click on the answer that best fits the blank. If one of the choices is just a line ("\_\_\_"), it means that nothing goes in the blank.

### To use WordAce!:

Refer to the WordAce! on-line Help or printed documentation.

### To use Vocabulary Master:

Refer to the Vocabulary Master on-line Help or printed documentation.

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{button ,AL('GRAMHELP;JUSTALPHA;QUIZ;PORTING',0,`,`)} [See also](#)

## Using the Activities - Text Overview

On the Activities screen, you can choose from an assortment of exciting activities to enhance your language learning. There are eight activities in all. Explore each of them when you've worked with a [Title](#) for a while and you're ready to try something different.

This topic describes each of the activities. See [Opening an Activity](#) and the various links below for more detailed instructions.

**Crosswords** - Crosswords is a fun and challenging way to improve your vocabulary. The answers to the crossword puzzle are words from the [Title](#) you are studying. Beginners may find Crosswords particularly helpful because the format is familiar, translations and sound are available, and each word helps with connected words. You can even play Crosswords with a CheckWord List to practice specific words, or with a part of speech to focus on a specific grammar element. See [Playing Crosswords](#) for detailed instructions.

**Vocabulous!** - Vocabulous! is a exciting way to test your spelling and word skills. See how many words you know by filling in the missing words from the [Segments](#) that appear on the screen. If you get a word wrong, you'll see it again soon, so don't be discouraged. This repetition is a great learning tool. You can play Vocabulous! with a CheckWord List to practice specific words, or with a part of speech to focus on a specific grammar element. See [Playing Vocabulous!](#) for detailed instructions.

**Word Dictation** - With Word Dictation, you must type the words that you hear. It's a great activity for reviewing listening skills, as well as spelling. You can even use Word Dictation with a CheckWord List to practice specific words. See [Playing Word Dictation](#) for detailed instructions.

**Unscramble** - In Unscramble, you build syntax skills by putting words in their correct order. Unscramble gives you a mixed-up Segment. Words in the wrong place appear in red; words in the correct place are black. The object is to place all the words correctly in the time allotted. Pay attention to what types of words go where! See [Playing Unscramble](#) for detailed instructions.

**Plug-n-Play** - Plug-n-Play displays a section of text with blank spaces for missing words. The words that belong in those spaces appear beside the text. The object is to drag each word into the correct blank in the time allotted. There are no translations in this activity, so you must depend on your language skills to solve the puzzle. When you start to plug words in simply because "it feels right," you are playing with the ease of a native speaker. See [Playing Plug-n-Play](#) for detailed instructions.

**Graffiti** - Graffiti is a good activity for advanced students. In this activity, you must unscramble an entire sentence, letter by letter. You'll increase your skills at spelling and syntax, as well as reviewing vocabulary. See [Playing Graffiti](#) for detailed instructions.

**Sentence Dictation** - Sentence Dictation plays the sound for an entire sentence, and you must try to type what you hear. Listen carefully to the native speakers! This activity will quickly build your listening comprehension. See [Playing Sentence Dictation](#) for detailed instructions.

Some add-on Titles may offer additional activities.

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{button ,AL('GAMES',0,'')} [See also](#)

## Opening an Activity



Languages of the World has a set of fascinating activities you can use to increase your language learning.

### To open an activity:

1. Click the **Activities** tab. The Select an Activity screen will appear.
2. On the left-hand side of the screen, click on the name of the activity you want to open. For most Titles, the possible activities are: [Crosswords](#), [Vocabulous!](#), [Word Dictation](#), [Unscramble](#), [Plug-n-Play](#), [Graffiti](#), and [Sentence Dictation](#). Some add-on [Titles](#) may offer additional activities.
3. When you have selected an activity, you will see a description of that activity and a list of the available activity settings on the right-hand side of the screen. Choose the options you prefer. All activities allow you to choose a [Segment Range](#) on which to play. In addition, Vocabulous! allows you to choose a [word length](#), while Word Dictation and Sentence Dictation allow you to choose a [number of rounds](#).
4. Click **Start** to begin the activity.

♦ You can also open activities by clicking on [hyperlinks](#) that go to an activity, if the [Title](#) you are using contains such hyperlinks. When you use a hyperlink, the activity may automatically open using the settings specified by the hyperlink.

You can also [see the High Scores chart](#) for any scored activity by clicking **Scores** while that activity is selected. Word Dictation and Sentence Dictation are not scored, so this option is not available for those two activities.

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{button ,AL('GAMES;HYPERLINK',0,'','')} [See also](#)

## **Word Length**

The word length determines what size words used in Vocabulous!.

Word length can be:

<b>Long</b>	words with 6 or more letters
<b>Short</b>	words with 6 or fewer letters
<b>All</b>	words of any length

### Activity Segment Range

The Segment Range determines what parts of the Title text are used in an activity. Below is a list of possible Segment Ranges for various activities.

<b>Entire Title</b>	Text from anywhere in the Title will be used.
<b>Up to Current Segment</b>	Only text from the first Segment up to the current Segment will be used.
<b>From ____ To ____</b>	Only text between the specified Segments will be used.
<b>CheckWords</b>	Only CheckWords will be used. This option is available only for Crosswords, Vocabulous!, and Word Dictation. You will not see this option if you do not have any words in your current CheckWord List.
<b>Parts of Speech</b>	Only the chosen type of word will be used. This option is available only for Crosswords and Vocabulous!.

**Note:** If a Title contains English comments, the words from those comments will not be used in activities.

### Vocabulous! and Crosswords Sound Options

In Vocabulous! and Crosswords, you can use sound in the following ways:

- ♦ To hear word or Segment sound, click



or



- ♦ To slow down the pronunciation, click



to turn on SlowSound. Click the button again to turn SlowSound off.

- ♦ To hear the word or Segment spoken when you enter a correct answer, choose **Multimedia / Sound Preferences** and select the **Play Word Sound When Correct** option. Changes to this setting will take effect the next time you open the screen for an activity.

All of these options require access to the multimedia files, which may be on a CD-ROM or on your hard drive.

## Playing Crosswords

The Crosswords activity is a fun and exciting way to improve your vocabulary and spelling skills. Fill in the puzzle with words from the [Title](#), based on the clues in the Segment window. Type one letter in each square, and don't forget to add accents if necessary.

### To play Crosswords:

1. [Open Crosswords](#).
2. A crossword puzzle appears. The answers are words missing from the [Segments](#) displayed below the puzzle. Try to fill in the missing words:
  - ♦ To move around the puzzle, use the arrow keys or the mouse.
  - ♦ To enter a letter, select a square, then type the letter. The cursor moves forward or down after you type the character.
  - ♦ To type special characters such as accents or diacritic marks, [use the Ctrl key and the arrow keys, or use or the keyboard palette](#). To get a word correct, you must type all necessary accents. You can also type in [Russian](#) or [Ukrainian](#) if you are using one of those languages.
  - ♦ To toggle between down-words and across-words, click in the intersecting square.
  - ♦ To delete a letter, click on its square and press the Backspace key.


### Need a hint? Try these aids:

- ♦ Click on the **Segment Meaning** bar to open the window and see a translation of the current Segment. This window is closed by default.
  - ♦ Click on a box, then click **Free Letter** to have the letter for that box entered for you.
  - ♦ Click on any box in a word and click **Verify Word** to see the answer for that word. Click **Normal** to go back to working with the puzzle.
  - ♦ Use the [sound options](#) for help if needed.
  - ♦ Click **Add Word** to add a word to your current CheckWord List for further study. Click **OK** if you are asked to confirm your action. To remove a [CheckWord](#) from the list, click **Remove**.
3. When you enter the last correct letter of a puzzle, or when you click **Answer**, you will see a dialog box that shows [your score](#) and asks you to enter your name so that the score can be recorded for the [High Scores chart](#). Type your name in the space provided, then click **OK** to close the dialog box. (Names may have up to 20 characters, and they are [case-sensitive](#).)
- You will then have a chance to see the completed crossword. All the correct letters that you filled in will be circled in blue, and you will see the correct answers for any words you got wrong.
- Note:** If you don't want to see your score after each puzzle, mark the **Don't show scores after each activity** check box. If you change your mind and want to see scores again, you can turn them back on from the [High Scores chart](#).
4. After the High Scores chart closes, click **New Session** if you want to keep playing Crosswords, or click **Done** if you are finished playing.

**Points:**

When you finish a puzzle, you score 10 points for each correct letter that you have entered.

If you finish a puzzle correctly before the Timer Bar in the upper right-hand corner of the screen counts down all the way, you can earn additional bonus points, based on the amount of time remaining.

The Timer Bar changes from green  to yellow



to red



as it counts down. You will get a higher bonus if you finish while the bar is green, a lower bonus if you finish while the bar is yellow, and no bonus if you finish while the bar is red.

**Penalties:**

<b>Verify Word</b> button used	-30 points
Spoken word heard	-25 points
Spoken Segment heard	-20 points
Video played (in add-on Titles)	-10 points
<b>Free Letter</b> button used	-10 points

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{button ,AL(' GAMES;CROSSCHECK;TYPING',0,'','')} [See also](#)



## Playing Vocabulous!®



Vocabulous! is a fun way to test your vocabulary and spelling. A [Segment](#) appears, and you must type the missing word. See how many words you know!

### To play Vocabulous!:

#### 1. [Open Vocabulous!](#).

You will see a Segment from the program, with one word replaced by asterisks. There is one asterisk per letter in the word. You will need to guess that word.

#### 2. In the **What's Missing?** box, type the word that is missing from the Segment. Some things to remember:

- ◆ You should include any necessary [special characters](#). You can also type in [Russian](#) or [Ukrainian](#) if you are using one of those languages.
- ◆ You can use the [sound options](#) for help.
- ◆ You can make Vocabulous! more challenging by [closing the reference windows](#).
- ◆ You can add a word from Vocabulous! to your active CheckWord List by clicking **Add Word**. Click **OK** if you are asked to confirm your action. To remove a [CheckWord](#) from the list, click **Remove**.

#### 3. Click **Guess** (or press the Enter key) to submit your answer, then click **Continue**.

- ◆ If you get words wrong, Vocabulous! shows them again later so that you have a chance to get them right. This repetition is a great learning tool, so don't be discouraged even if you get your first words wrong. Think of them as words you'll know better next time!

#### 4. After 10 words, you will see a dialog box that shows [your score](#) and asks you to enter your name so that the score can be recorded for the [High Scores chart](#). Type your name in the space provided, then click **OK** to close the dialog box. (Names may have up to 20 characters, and they are [case-sensitive](#).)

**Note:** If you don't want to see your score after each puzzle, mark the **Don't show scores after each activity** check box. If you change your mind and want to see scores again, you can turn them back on from the [High Scores chart](#).

#### 5. After the High Scores chart closes, click **New Session** if you want to keep playing Vocabulous!, or click **Done** if you are finished playing.

### Points:

When you get a word correct, you score 10 points for each letter of the word. For example, a 3-letter word would be worth 30 points. If you get a word wrong and Vocabulous! shows it again, each letter in that word will be worth 5 points when you do get it right.

If you guess a word correctly before the Timer Bar in the upper right-hand corner of the screen counts down all the way, you can earn additional bonus points, based on the amount of time remaining.

The Timer Bar changes from green ◆ to yellow



to red



as it counts down. You will get a higher bonus if you finish while the bar is green, a lower bonus if you finish while the bar is yellow, and no bonus if you finish while the bar is red.

### Penalties:

Spoken word heard	-30 points
Spoken Segment heard	-20 points
Video played (in add-on Titles)	-10 points

---

{button ,AL('GAMES;VOCHECK;TYPING',0,`,`)} [See also](#)

## Playing Word Dictation

This action requires [access to the multimedia files](#).

Word Dictation focuses on your ability to recognize individual spoken words. Listen to a word pronounced by a native speaker, then try to type that word. As you do, you'll be honing your listening comprehension, increasing your spelling skills, and learning new vocabulary.

### To play Word Dictation:

1. [Open Word Dictation](#).



2. You will hear a foreign word pronounced. To hear the word again, click **Play Word** as many times as you want.

**Note:** If you want to slow down the word sound, click ♦ to turn on [SlowSound](#).

3. When you think you know the word, type it in the space provided. Don't forget to [type special characters or diacritic marks](#), if needed. You can also type in [Russian](#) or [Ukrainian](#) if you are using one of those languages.

♦ Use the reference windows at the bottom of the screen for additional help, if needed. Depending on which windows you open, you can see the translation of the word, the [Segment](#) it appears in, and the translation of that Segment as a whole.



4. Click **Check Spelling** or press the Enter key to verify your answer. If you typed the word correctly, a small picture of a sun will appear beside the field, and you will hear the word pronounced.

If you typed the word incorrectly, a small picture of clouds will appear instead of the sun, and you will not hear the word. You can type a new guess, or look in the Correct Word window to see the correct answer. The answer will appear in that window after you have tried to guess the word.



5. Click **Continue** when you are ready to hear a new word.

6. The activity will end when you reach the number of rounds you selected on the Select an Activity screen, or whenever you click **Done**.

Word Dictation is not scored, so you will not see a High Scores chart for this activity.

---

{button ,AL(' JUSTPLAYGAMES;OPENGAMES;TYPING',0,',')} [See also](#)

## Playing Unscramble



Unscramble presents a [Segment](#) from the [Title](#) with all the words mixed up. Click on incorrectly placed words (shown in red) and drag them to their proper positions. You'll know you've got it right when the words turn black. Pay attention to what types of words go where, and you can learn about sentence structure and grammar!

### To play Unscramble:

1. [Open Unscramble.](#)
2. The activity presents a Segment with the scrambled words in red. Use the following mouse techniques to place the words where they belong. Words turn black when placed correctly.

**To move a word:** Left-click, hold, and drag.

**To swap two words:** Right-click, hold, and drag.

**To move a word immediately after the first sequence of correctly placed words:** Double-click.

### If you need a hint:

- ◆ Refer to the translation in the Segment Meaning window.
  - ◆ Click **Free Word** to have a single word placed correctly.
  - ◆ Use the [sound options](#) for help if needed.
3. When you're ready to go to the next Segment, click **Continue**.
  4. After every 5 puzzles, you will see a dialog box that shows [your score](#) and asks you to enter your name so that the score can be recorded for the [High Scores chart](#). Type your name in the space provided, then click **OK** to close the dialog box. (Names may have up to 20 characters, and they are [case-sensitive](#).)
- Note:** If you don't want to see your score after each puzzle, mark the **Don't show scores after each activity** check box. If you change your mind and want to see scores again, you can turn them back on from the [High Scores chart](#).
5. After the High Scores chart closes, click **New Session** if you want to keep playing Unscramble, or click **Done** if you are finished playing.

### Points:

When you unscramble a Segment correctly, you score 30 points for each word of the Segment. For example, a 3 word Segment would be worth 90 points.

If you unscramble a Segment correctly before the Timer Bar in the upper right-hand corner of the screen counts down all the way, you can earn additional bonus points, based on the amount of time remaining.

The Timer Bar changes from green ◆ to yellow

◆ to red

◆ as it counts down. You will get a higher bonus if you finish while the bar is green, a lower bonus if you finish while the bar is yellow, and no bonus if you finish while the bar is red.

### Penalties:

Spoken Segment heard	-40 points
<b>Free Word</b> button used	-30 points
Video played (in add-on Titles)	-20 points

Word placed incorrectly

-5 points

- ◆ Unscramble looks for each word to appear in its correct numerical order. For example, in *The dog ate his lunch*, The = 1, dog = 2, ate = 3, his = 4, and lunch = 5. If you had unscrambled it this far: *The dog ate lunch his*, both *lunch* and *his* would still be red, even though *ate lunch* is the correct order for the parts of the verb phrase.

---

{button ,AL('GAMES',0,`,`)} [See also](#)

### **Unscramble Sound Options**

In Unscramble, you can use sound in the following ways:

- ◆ To hear the section of text, click
- ◆.
- ◆ To slow down the pronunciation, click
- ◆ to turn on SlowSound. Click the button again to turn SlowSound off.

All of these options require access to the multimedia files, which may be on a CD-ROM or on your hard drive.

## Playing Verb Quest

Some add-on [Titles](#) include a special activity called Verb Quest. Verb Quest is an entertaining way to review grammar, syntax, and verb [conjugations](#). Try to click on all the [verbs](#) in the [Segment](#) on the screen.

### To play Verb Quest:

1. [Open Verb Quest](#). Verb Quest is only available for certain add-on [Titles](#). If you do not see Verb Quest in the list of activities, it means that it is not available for the Title you have open.

When Verb Quest opens, you will see a [Segment](#) from the Title, and below it, a line informing you of how many verbs there are in that Segment. Below that will be the translation of the Segment as a whole.

2. Click on each word in the Segment that you think is a [verb](#). If you are correct and the word is a verb, it will turn green and you will hear the verb pronounced. If the word is not a verb, it will turn red.

### Important Reminder:

Because words can function in different ways, you must take the time to identify how each word functions in the sentence. The function of the word within the sentence determines its part of speech. In Verb Quest, your challenge is to identify only those words that function as the verb within the sentence. A VERB can express action, an occurrence, or a state of being. There may be compound tenses, in which a helping verb is also used - in those cases, you must select both the helping verb and the main verb. (Exception: Do not select Japanese auxiliary verbs.)

Be careful NOT to select words that look like verbs, but function as another part of speech in the particular sentence that you are given. For example, you may occasionally see words that look like verbs but function as [nouns](#) or [adjectives](#) in certain sentences.

### Need a hint? Try these aids:

- ◆ Grammar information for the selected word is available in the box beside the Segment. This information can help you understand the grammar of the language you are learning. You can also click on the [hyperlinks](#) in the Grammar window to get more detailed grammar information.
- ◆ Click **Free Word** to have one verb selected for you.
- ◆ Click
- ◆ to hear the Segment pronounced. If you want to slow down the sound, click
- ◆ to turn on [SlowSound](#).

3. When you have found all the verbs in the Segment, click **Continue** to see another Segment.
4. After 5 sentences, you will see a dialog box that shows [your score](#) and asks you to enter your name so that the score can be recorded for the [High Scores chart](#). Type your name in the space provided, then click **OK** to close the dialog box. (Names may have up to 20 characters, and they are [case-sensitive](#).)

**Note:** If you don't want to see your score after each puzzle, mark the **Don't show scores after each activity** check box. If you change your mind and want to see scores again, you can turn them back on from the [High Scores chart](#).

5. After the High Scores chart closes, click **New Session** if you want to keep playing Verb Quest, or click **Done** if you are finished playing.

### Points:

When you finish a puzzle, you score 30 points for each verb that you have correctly identified.

If you finish a puzzle correctly before the Timer Bar in the upper right-hand corner of the screen counts down all the way, you can earn additional bonus points, based on the amount of time remaining.

The Timer Bar changes from green ♦ to yellow

♦ to red

♦ as it counts down. You will get a higher bonus if you finish while the bar is green, a lower bonus if you finish while the bar is yellow, and no bonus if you finish while the bar is red.

**Penalties:**

<b>Free Word</b> button used	-30 points
Incorrect word selected	-5 points

---

{button ,AL('GAMES;GRAMHELP',0,`,`')}' [See also](#)



### **Plug-n-Play Sound Options**

In Plug-n-Play, you can use sound in the following ways:

- ◆ To hear the section of text, click
- ◆ below the text.
- ◆ To slow down the pronunciation, click
- ◆ to turn on SlowSound. Click the button again to turn SlowSound off.

All of these options require access to the multimedia files, which may be on a CD-ROM or on your hard drive.

## Playing Plug-n-Play

You can build text - and your language skills - with Plug-n-Play. Use your knowledge of vocabulary and sentence structure to drag words into holes in the text on the screen.

### To play Plug-n-Play:

1. [Open Plug-n-Play.](#)

You will see a section of text with 10 blank spaces. The missing words that fit in those spaces will appear beside the text.

2. Click on each word and drag it to the appropriate blank.

- ◆ When you place a word correctly, it turns green in the text and disappears from the list.

- ◆ If you place a word incorrectly, it won't stay where you've put it and turns red in the word list. Misplaced words stay red until you place a word correctly.

- ◆ Double-clicking on a word in the list moves it to the first available blank space.

- ◆ Use the [sound options](#) for help if needed.

3. After each puzzle, you will see a dialog box that shows [your score](#) and asks you to enter your name so that the score can be recorded for the [High Scores chart](#). Type your name in the space provided, then click **OK** to close the dialog box. (Names may have up to 20 characters, and they are [case-sensitive](#).)

**Note:** If you don't want to see your score after each puzzle, mark the **Don't show scores after each activity** check box. If you change your mind and want to see scores again, you can turn them back on from the [High Scores chart](#).

4. After the High Scores chart closes, click **New Session** if you want to keep playing Plug-n-Play, or click **Done** if you are finished playing.

### Points:

When you finish a round of Plug-n-Play, you score 50 points for each word that you have placed correctly.

If you place all of the words correctly before the Timer Bar in the upper right-hand corner of the screen counts down all the way, you can earn additional bonus points, based on the amount of time remaining.

The Timer Bar changes from green ◆ to yellow

- ◆ to red

- ◆ as it counts down. You will get a higher bonus if you finish while the bar is green, a lower bonus if you finish while the bar is yellow, and no bonus if you finish while the bar is red.

### Penalties:

Spoken Segment heard	-50 points
Video played (in add-on Titles)	-50 points
Word placed incorrectly	-10 points

- ◆ You cannot refer to [reference windows](#) as aids in Plug-n-Play, so you must use other clues to fill in the puzzle. For example, you may know that one blank needs a feminine [article](#), or that another needs a past tense [verb](#). When you start to plug words in simply because it feels right, you are playing with the ease of a native speaker.

---

{button ,AL(^GAMES',0,`,`')} [See also](#)

# Playing Graffiti

Graffiti allows you to practice spelling, word recognition, and sentence formation. In this advanced activity, you must you must unscramble an entire section of text, letter by letter.

## To play Graffiti:

1. [Open Graffiti.](#)

When Graffiti opens, you will see a grid with white boxes for each letter and punctuation mark in a section of text. The literal translation of each word appears above it in the grid, while the text as a whole is translated at the bottom of the screen.

Between the grid and the translation are columns of characters, including all the characters needed to form the section of text. There may also be some extra characters to make the activity more challenging.

2. Click on any character in the columns below the grid. The available boxes above that character will begin flashing.
  3. Click on the flashing box in which you want to place that character.
- You can also double-click on a character to move it up to the first available space in that column.

If you have placed the character correctly, it will turn black in the grid. If you have placed the character incorrectly, it will turn red.

Keep in mind that the puzzles are [case-sensitive](#). For example, if you have a lowercase **c** and an uppercase **C** in the same column, you will not be able to use them interchangeably.

4. Continue placing characters until you have completed the section of text.

## Need a hint? Try these aids:

- Click
  - to hear the section of text. If you want to slow down the sound, click
  - to turn on [SlowSound](#).
  - Click **Free Letter** to have one character placed correctly.
5. After each round, you will see a dialog box that shows [your score](#) and asks you to enter your name so that the score can be recorded for the [High Scores chart](#). Type your name in the space provided, then click **OK** to close the dialog box. (Names may have up to 20 characters, and they are [case-sensitive](#).)

**Note:** If you don't want to see your score after each puzzle, mark the **Don't show scores after each activity** check box. If you change your mind and want to see scores again, you can turn them back on from the [High Scores chart](#).

6. After the High Scores chart closes, click **New Session** if you want to keep playing Graffiti, or click **Done** if you are finished playing.

## Points:

When you finish a puzzle, you score 10 points for each character that you have placed correctly.

If you finish a puzzle correctly before the Timer Bar in the upper right-hand corner of the screen counts

down all the way, you can earn additional bonus points, based on the amount of time remaining.

The Timer Bar changes from green ♦ to yellow

♦ to red

♦ as it counts down. You will get a higher bonus if you finish while the bar is green, a lower bonus if you finish while the bar is yellow, and no bonus if you finish while the bar is red.

**Penalties:**

Spoken text heard	-5 points
<b>Free Letter</b> button used	-1 points
Character placed incorrectly	-1 points

---

{button ,AL('GAMES',0,`,`')}`} [See also](#)

## Playing Sentence Dictation

This action requires [access to the multimedia files](#).

Sentence Dictation teaches you to recognize entire spoken sentences. Listen carefully as the native speaker says a sentence, then try to type that sentence in the space provided.

### To play Sentence Dictation:

1. [Open Sentence Dictation](#).



2. You will hear a foreign sentence pronounced. To hear the sound again, click **Play Sentence** as many times as you want.

**Note:** If you want to slow down the sound, click ♦ to turn on [SlowSound](#).

3. When you think you know the sentence, type it in the space provided. Don't forget to [type special characters or diacritic marks](#), if needed. You can also type in [Russian](#) or [Ukrainian](#) if you are using one of those languages.

♦ Use the Segment Meaning window at the bottom of the screen for additional help, if needed. It will show you a translation of the sentence.

4. Click ♦ or press the Enter key to verify your answer. If you typed the sentence correctly, a small picture of a sun will appear beside the field, and you will hear the sentence pronounced.

If you typed the sentence incorrectly, a small picture of clouds will appear instead of the sun, and you will not hear the sentence. You can type a new guess, or look in the Segment window to see the correct answer.

5. Click ♦ when you are ready to hear a new sentence.
6. The activity will end when you reach the number of rounds you selected on the Select an Activity screen, or whenever you click **Done**.

Sentence Dictation is not scored, so you will not see High Scores charts for this activity.

---

`{button ,AL(' JUSTPLAYGAMES;OPENGAMES;TYPING',0,'','')} See also`

## Understanding Your Score

Each time you complete an activity that is scored, you will see a dialog box showing your score. The box shows the number of points you earned, the total number of points that were possible for that activity, and a percentage representing your score.

Your points are calculated by taking the points you earned for correct answers, adding your time bonus if you completed the activity quickly enough to earn one, and subtracting points for any penalties you that accumulated for using extra help. The instructions for each activity in this Help file describe the penalties.

The total number of possible points for each activity is calculated by taking the amount of points that could have been scored if all answers were correct, then adding the maximum possible time bonus.

Your score is then converted to a percentage by dividing the number of points you earned by the number of possible points. For example, if you earned 170 points out of a possible 200, then your score would be 85%, because 170 divided by 200 is .85, or 85%. The percentages are rounded to the nearest whole percent.

In the space under your score, there is a field where you can enter your name so that the score can be recorded for the [High Scores chart](#). Type your name in the space provided, then click **OK** to close the dialog box. (Names may have up to 20 characters, and they are [case-sensitive](#).)

Note that Word Dictation and Sentence Dictation are not scored, so you will never see scores for those activities. If you do not want to see your scores after the other activities, you can mark the **Don't show scores after each activity** check box on the dialog box where your scores appear. If you later want to turn the scores back on, you can use the High Scores chart to do so.

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`{button ,AL('GAMES',0,'`,`')}` [See also](#)

## Viewing and Understanding High Scores Charts



High Scores charts keep track of your progress with the activities in Languages of the World. Challenging yourself to beat your highest score can be a fun way to build your language knowledge!

### To see the High Scores chart for an activity:

1. Click the **Activities** tab. The Select an Activity screen will appear.
2. On the left-hand side of the screen, click on the name of the activity for which you want to see the High Scores chart. The scored activities include [Crosswords](#), [Graffiti](#), [Plug-n-Play](#), [Unscramble](#), and [Vocabulous!](#). (Note that Word Dictation and Sentence Dictation are not scored.)
3. Click **Scores**. The High Scores chart will appear showing the scores recorded for that activity with that [Title](#). See [Understanding Your Score](#) for more information on scores.

The High Scores chart can show either the overall highest scores or your personal recent scores. On the chart, scores are represented as bars of varying lengths. By default, the numerical score appears on the bar, along with the player's name (for high scores) or the date (for personal scores). High Scores are organized from lowest to highest numerical score, while personal scores are organized by date. Up to 20 bars can be displayed at a time.

### To use other features of the High Scores chart:

1. To switch between overall high scores and personal scores, do the following:
  - ◆ Click **My Scores** to display your personal scores for the 20 most recent times you have played that activity with that Title.
  - ◆ Click **High Scores** to display the 20 highest scores achieved by any player for that activity with that Title on that computer.
2. The High Scores chart also stores additional information about each activity, including the date and time that you earned the score and the [Segment Range](#) that you used when you played. To see these details, do one of the following:
  - ◆ Click any bar to see details for the corresponding score.
  - ◆ Choose **View / Details** to see details for all scores. Choose **View / Chart** if you want to go back to the chart after viewing the details.
3. To show the numerical score in flyby hints instead of on the bars themselves, choose **View / Do Flyby Name**. Choose **View / Show the Name** to switch back to the default view.
4. If you want to print the High Scores chart or the details about the activities, choose **Print / Chart** or **Print / Details**.
5. To choose whether or not to have scores appear immediately after each round of an activity, mark or clear the check box labeled **Show Scores After Each Activity**. This option is marked by default.
6. When you have finished looking at the High Scores chart, click **Done** to close it.

---

{button ,AL('GAMES;PRINTSCORE',0,'','')} [See also](#)



## Locating Sound Files

[Titles](#) on [CD-ROM](#) have built in sound, so you can hear words and [Segments](#) pronounced by native speakers (or expert speakers in the case of Latin). During installation, you have the choice of installing the multimedia files on your hard drive, or leaving them on the CD-ROM. If you leave them on the CD-ROM, you must have that CD-ROM in the drive to hear sound with Languages of the World.

### To access the sound files for a Title:

If the program finds the sound files when you open a Title, you should be able to play the sound for that Title. To confirm your ability to play sound, click on the **Reading** tab to open the Reading screen (if you are not already there), then click ♦ below the Title window to play the current word.

If the program does not find the sound files as a Title is opened, you will see a dialog box asking you to locate the multimedia files.

### To help the program locate the multimedia files if it does not find them automatically:

1. If you have just tried to open a Title and the multimedia files are not found, you will see the Multimedia Files Location dialog box. If you do not see this dialog box, you can open it by choosing **Multimedia / Set CD Drive**. (Note: This menu item will be grayed out if the program has already found the sound files.)
2. Follow the appropriate set of instructions below, depending on whether you had the multimedia files copied to your hard drive during installation.
  - ♦ If you did not have the multimedia files copied to your hard drive during installation, there are four likely reasons for this problem: that there is no CD-ROM in the drive, that the wrong CD-ROM is in the drive, that the program is looking at the wrong drive, or that the CD-ROM has not had time to load. Do the following:
    - A. Verify that the correct CD-ROM is in the drive. If your Languages of the World program has more than one CD-ROM, use the one marked with the name of the [Title](#) you are using. For an add-on Title, use that Title's CD-ROM. After you have put the CD-ROM in the drive, wait long enough for the CD-ROM to load.
    - B. Type the correct letter of the CD-ROM drive in the **CD Drive** box, if it is not already shown.
    - C. Click **Retry the CD**.
  - ♦ If you had the multimedia files copied to your hard drive during installation, the program may not be looking at the appropriate location on your hard drive. Do the following:
    - A. Click **Browse**. The Select the Directory dialog box appears.
    - B. In the **Look In** field, enter the location on your hard drive where the multimedia files are installed, or navigate to that location using the **Directory** box. By default, the location of the files is a subfolder within **C:\Program Files\TLI\LOTW1131\TLMedia**.
    - C. When you have found the multimedia files, click **OK** to close the Select the Directory dialog box.
3. The Multimedia Files Location dialog box may close automatically when the multimedia files are found. If it does not, click **Open the Title** after the red X-mark next to the word "Sound" changes to a green checkmark, indicating that the files were found.

If you continue to have sound problems, see the topic [Troubleshooting: No Sound](#).

---

{button ,AL('LISTENING;LOCATEFILES;SOUNDHINTS;NOSOUND',0,',' ,')} [See also](#)

## Listening to a Word

This action requires **access to the multimedia files.**

You can hear the pronunciation of any word in the [Title](#) text. Listen as often as you need to improve your word recognition!

### To hear the pronunciation of single word:

1. In the Title text, [select](#) the word that you want to hear.
2. Because playing word sound is a common action, there are a number of ways to do so. Do one of the following:
  - ♦ Double-click on the word in the Title text.
  - ♦ Click
  - ♦.
  - ♦ Choose **Multimedia / Play Word Sound**.
  - ♦ Choose **Multimedia / Sound / Word**.
  - ♦ Press the F7 key.

You will hear the word pronounced in its [citation form](#).

### To hear the previous or next word:

- ♦ Click
- ♦ beside
- ♦ to go to and hear the next word.
- ♦ Choose **Multimedia / Sound / Previous Word** or **Multimedia / Sound / Next Word**.

**Note:** English words that are part of a comment or [hyperlink](#) within the Title text do not have recorded sound.

---

{button ,AL('PLAYSOUND;SOUNDCUST;LISTENING;TROUBLE;USESLOW',0,'','')} [See also](#)

## Listening to a Segment ♦

This action requires **access to the multimedia files**.

You can hear the pronunciation of every [Segment](#) in the [Title](#) text. Notice how words may sound different when spoken in context than when pronounced alone.

### To hear the pronunciation of single Segment:

1. [Select](#) the Segment in the Title text.
2. Because playing Segment sound is a common action, there are a number of ways to do so. Do one of the following:

- ♦ Click
- ♦
- ♦ Choose **Multimedia / Play Segment Sound**.
- ♦ Choose **Multimedia / Sound / Segment**.
- ♦ Press the F9 key.

You will hear the Segment pronounced.

### To hear the previous or next Segment:

- ♦ Click
- ♦ beside
- ♦ to go to and hear the next Segment.
- ♦ Choose **Multimedia / Sound / Previous Segment** or **Multimedia / Sound / Next Segment**.

**Note:** English Segments that are part of a comment or [hyperlink](#) within the Title text do not have recorded sound.

---

{button ,AL('PLAYSOUND;SOUNDCUST;LISTENING;TROUBLE;USESLOW',0,'`,`')} [See also](#)

## Listening to Words Pronounced Continuously

This action requires [access to the multimedia files](#).

You can listen to the words of the [Title](#) text read continuously.

**To hear words pronounced continuously:**

1. [Select](#) the word where you want the sound to start.

2. Do one of the following:

- ◆ Click
- ◆ beside the
- ◆ button.

◆ Choose **Multimedia / Sound / Words**.

◆ Press the F8 key.

You will hear the words pronounced.

**Note:** English words that are part of a comment or [hyperlink](#) within the Title text do not have recorded sound. When you play continuous word sound, such words are skipped.

---

{button ,AL(PLAYSOUND;SOUNDCUST;LISTENING;TROUBLE;USESLOW'0,';')} [See also](#)

## Listening to Segments Pronounced Continuously ♦

This action requires **access to the multimedia files**.

You can listen to the [Segments](#) of the [Title](#) text read continuously. Use this option if you want to hear the entire Title.

**To hear the Segments of the Title pronounced continuously:**

1. [Select](#) the Segment where you want the sound to start.

2. Do one of the following:

- ♦ Click
- ♦ beside the
- ♦ button.
  
- ♦ Choose **Multimedia / Sound / Segments**.
- ♦ Press the F10 key.

You will hear the Segments pronounced.

English Segments that are part of a comment or [hyperlink](#) within the Title text do not have recorded sound. When you play continuous Segment sound, such Segments are skipped.

♦ Some add-on Titles also include soundtracks that can be played in your music CD player. If your Title CD is marked as having such soundtracks, put the CD in your music CD player and start playing from track 2 to hear them.

---

`{button ,AL('PLAYSOUND;SOUNDCUST;LISTENING;TROUBLE;USESLOW',0,'`,`')}` [See also](#)

## Stopping Sound

To stop sound at any time, do one of the following:

- ◆ Press the Esc key.
- ◆ Click the highlighted sound button. Depending on which type of sound is playing, this button will



◆, or



- ◆ Choose **Multimedia / Stop Sound**.

---

{button ,AL(^PLAYSOUND;LISTENING',0,`,`')} [See also](#)

## Using SlowSound

This action requires **access to the multimedia files**.

SlowSound plays words and [Segments](#) slower than normal speech, making it easier for a non-native speaker to focus on individual sounds.

### To use SlowSound:

1. Turn on SlowSound. To do so, do one of the following:

- ◆ Click

- ◆ This button changes to



when SlowSound is active.

- ◆ Choose **Multimedia / SlowSound**. A checkmark appears next to this menu item when SlowSound is active.

2. While SlowSound is active, play the sound that you want to hear slowed down. You can play a [single word](#), [continuous words](#), a [single Segment](#), or [continuous Segments](#).

3. When you are ready to turn off SlowSound, do one of the following:

- ◆ Click



- ◆ Choose **Multimedia / SlowSound**.

**Notes:** You can also hold down the Ctrl key while you play a sound to turn on or turn off SlowSound just for that sound. In addition, you can [set the SlowSound Speed](#) if you prefer.

On some slower machines, it may take a while for sound to start when SlowSound is active.

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`{button ,AL('SLOWSOUND;LISTENING;SOUNDCUST',0,'','')}` [See also](#)


## Setting the SlowSound Speed

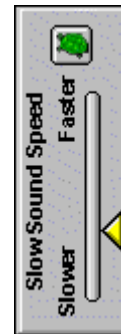
You can choose how much [SlowSound](#) reduces the sound of words and [Segments](#).

### To set the SlowSound Speed (method 1):

1. Choose **Multimedia / Sound Preferences**.
2. Adjust the SlowSound Speed to between 50% and 90% of normal speed. The lower the number, the slower the sound.

### To set the SlowSound Speed (method 2):

1. Do one of the following:
  - ◆ Right-click on the SlowSound button, .
  - ◆ Hold down the Shift key and press Ctrl-T.
2. Use the slider to adjust the SlowSound Speed.
3. Right-click on the SlowSound button or press Shift-Ctrl-T again to make the slider disappear.



---

`{button ,AL(`SLOWSOUND;SOUNDCUST',0,`,`')}`` [See also](#)



## Using the Pronunciation Exercises - Text Overview

This action requires [access to the multimedia files](#).

The pronunciation exercises are designed to help you practice your pronunciation. There are three exercises available: Listen & Speak, Word Pronunciation, and Sentence Pronunciation. You will most likely want to start using these activities after you've used the Reading screen to become generally familiar with the [Title](#).

This topic describes each of the activities. See [Opening a Pronunciation Exercise](#) and the various links below for more detailed instructions.

**Listen & Speak** - Listen & Speak allows you to scroll through the Title text, pronouncing words and [Segments](#) as you choose. This exercise is a good way to practice pronunciation in context. It's also useful if you want to practice a mixture of words and sentences, rather than just individual words or just sentences. The [pronunciation graphs](#) and the [Speech Correctness Meter](#) will help you judge your pronunciation. See [Using Listen & Speak](#) for detailed instructions.

**Word Pronunciation** - The Word Pronunciation exercise helps you focus on pronouncing individual words. You'll hear a word, then have a chance to record your own pronunciation. Say the word as many times as you need to feel comfortable pronouncing it. The pronunciation graphs and the Speech Correctness Meter will help you judge your pronunciation. You can practice words randomly selected by the program, or you can specify a CheckWord List or other [Segment Range](#) to use. See [Using Word Pronunciation](#) for detailed instructions.

**Sentence Pronunciation** - To converse, you need to understand and speak more than one word at a time, and Sentence Pronunciation allows you to do so. You will hear an entire sentence, then record yourself pronouncing it. As in all the pronunciation exercises, the pronunciation graphs and the Speech Correctness Meter are available. See [Using Sentence Pronunciation](#) for detailed instructions.

---

{button ,AL('LISTENSPEAK;SCORES',0,`,`,'')} [See also](#)

## Opening a Pronunciation Exercise

This action requires [access to the multimedia files](#).

Languages of the World has several pronunciation exercises to improve your speaking skills.

**To open a pronunciation exercise:**

1. Click the **Pronunciation** tab. The Select a Pronunciation Exercise screen will appear.
2. On the left-hand side of the screen, click on the name of the pronunciation exercise you want to open. The available pronunciation exercises are:
  - ◆ **Listen & Speak** - This option represents [Listen & Speak](#).
  - ◆ **Words** - This option represents [Word Pronunciation](#).
  - ◆ **Sentences** - This option represents [Sentence Pronunciation](#).

When you have selected a pronunciation exercise, you will see a description of that exercise on the right-hand side of the screen.

3. For Word Pronunciation and Sentence Pronunciation, choose a [Segment Range](#) on which to play and a [number of rounds](#) for the exercise. Listen & Speak does not have these settings, because it applies to the entire [Title](#) and allows you to pronounce as many words or Segments as you want.
4. Click **Start** to begin the pronunciation exercise.

◆ You can also open the pronunciation exercises by clicking on [hyperlinks](#) that go to those exercises, if the [Title](#) you are using contains such hyperlinks. When you use a hyperlink, the pronunciation exercise may open automatically, using the Segment Range specified by the hyperlink.

---

`{button ,AL('LISTENSPEAK;HYPERLINKS',0,'`,`')}` [See also](#)

### **Pronunciation Exercise Segment Range**

The Segment Range determines which Segments are used in a pronunciation exercise.

Possible Segment Ranges:

<b>Entire Title</b>	Text from anywhere in the Title will be used.
<b>Up to Current Segment</b>	Only text from the first Segment to the current location will be used.
<b>From ____ To ____</b>	Only text between the specified Segments will be used.
<b>CheckWords</b>	Only CheckWords will be used. This option is available only for Word Pronunciation.

**Note:** If a Title contains English comments, the words from those comments will not be used in the activities.

**Number of Rounds**

The number of rounds determines how many challenges you will be given before an activity is finished.

You can choose to have **10 Rounds**, **20 Rounds**, or **Unlimited** challenges.

## Using Listen & Speak

This action requires **access to the multimedia files.**

Use [Listen & Speak](#) to hone your pronunciation skills in the context of a [Title](#). This exercise lets you explore the text of the entire Title, pronouncing any word or [Segment](#) that you choose.

### To use Listen & Speak:

1. [Open Listen & Speak.](#)
2. You will see the Title text in a window in the upper right part of the screen. In that window, [select](#) the word or [Segment](#) that you want to pronounce. You can use all the normal methods for [navigating the Title text](#).

3. Listen to the native speaker pronounce that word or Segment by clicking ♦ or ♦. You must play the native speaker's pronunciation before recording your own, so that the program will know what to compare your pronunciation to.

**Note:** If you want to slow down the sound, click ♦ to turn on [SlowSound](#).



4. Record your pronunciation of that word or Segment by clicking **Record Your Voice** and HOLDING THE BUTTON DOWN while you speak into the microphone.



5. Release **Record Your Voice** when you are finished recording. Be sure not to release the button too soon, or you may cut off the end of your recording.

6. Use the [Speech Correctness Meter](#) and the [pronunciation graphs](#) to visually compare your pronunciation to the native speaker's. The Speech Correctness Meter will give you an overall impression of how you did, while the pronunciation graphs will focus on specific aspects of your pronunciation.

7. Use the sound features to complete your comparison of your pronunciation to the native speaker's. There are several ways to do so:

- ♦ Listen to your pronunciation by clicking



**Play Your Voice**, then listen to the native speaker's pronunciation by clicking

- ♦ or

- ♦ You can also click



**Wave Form** to hear the native speaker's voice and your voice one right after the other.

- ♦ Listen to parts of words or Segments to focus on elements of the pronunciation. To do so, click on any pronunciation graph and hold down the mouse button while you drag the mouse right or left to highlight part of the graph. When you release the button, you will hear just the highlighted part of the sound. See [Listening to Parts of Words or Segments](#) for more details.

- ♦ Click



**Pitch**,



**Fricatives**, and



## Vowels

to hear patterns of sound that represent the pitch, fricatives, and vowels in the native speaker's speech and yours. Use these patterns to determine where your pronunciation was different than the native speaker's.

8. When you are satisfied with your pronunciation of the word or sentence, go on to record any others you wish to practice.
9. Click **Done** when you are finished with Listen & Speak.

---

{button ,AL('OPENLS;LISTENPART;LOCSOUND;RECORDING;SCORES',0,'','')} [See also](#)

## Using Word Pronunciation

This action requires [access to the multimedia files](#).

[Word Pronunciation](#) is a fun way to build speaking skills and vocabulary. Listen to the native speaker say randomly selected words, then record your pronunciation. Play the sound and look at the graphs to see how well you did!

### To use Word Pronunciation:

1. [Open Word Pronunciation](#).
2. The Word Pronunciation screen appears, and you will hear a word pronounced. To hear the sound again, click ♦. Listen as many times as you wish. If you want to slow down the sound, click ♦ to turn on [SlowSound](#).  
♦ To see meaning of the word or the Segment it appears in, [open the appropriate window](#).
3. Record your pronunciation of that word by clicking ♦ and HOLDING THE BUTTON DOWN while you speak into the microphone.
4. Release ♦ when you are finished recording. Be sure not to release the button too soon, or you may cut off the end of your recording.
5. Use the [Speech Correctness Meter](#) and the [pronunciation graphs](#) to visually compare your pronunciation to the native speaker's. The Speech Correctness Meter will give you an overall impression of how you did, while the pronunciation graphs will focus on specific aspects of your pronunciation.
6. Use the sound features to complete your comparison of your pronunciation to the native speaker's. There are several ways to do so:

- ♦ Listen to your pronunciation by clicking



**Play Your Voice**, then listen to the native speaker's pronunciation by clicking

- ♦. You can also click



**Wave Form** to hear the native speaker's voice and your voice one right after the other.

- ♦ Listen to parts of words to focus on elements of the pronunciation. To do so, click on any pronunciation graph and hold down the mouse button while you drag the mouse right or left to highlight part of the graph. When you release the button, you will hear just the highlighted part of the sound. See [Listening to Parts of Words or Segments](#) for more details.

- ♦ Click

♦,

- ♦, and

- ♦ to hear patterns of sound that represent the pitch, fricatives, and vowels in the native speaker's speech and yours. Use these patterns to determine where your pronunciation was different than the native speaker's.

7. Click ♦ to go to the next word.

8. The exercise will end when you reach the number of words you selected on the Select a Pronunciation Exercise screen, or whenever you click **Done**.

---

{button ,AL('OPENLS;LISTENPART;LOCSOUND;RECORDING;SCORES',0,'`,`')}} [See also](#)





## Using Sentence Pronunciation

This action requires **access to the multimedia files.**

You'll speak like a native in no time with [Sentence Pronunciation](#). Listen to the native speaker say a randomly selected sentence, then record your own pronunciation.

### To use Sentence Pronunciation:

1. [Open Sentence Pronunciation](#).
2. The Sentence Pronunciation screen appears, and you will hear a sentence pronounced. To hear the sound again, click ♦. Listen as many times as you wish. If you want to slow down the sound, click ♦ to turn on [SlowSound](#).
  - ♦ To see the translation of the sentence, [open the Segment Meaning window](#).
3. Record your pronunciation of that word by clicking ♦ and HOLDING THE BUTTON DOWN while you speak into the microphone.
4. Release ♦ when you are finished recording. Be sure not to release the button too soon, or you may cut off the end of your recording.
5. Use the [Speech Correctness Meter](#) and the [pronunciation graphs](#) to visually compare your pronunciation to the native speaker's. The Speech Correctness Meter will give you an overall impression of how you did, while the pronunciation graphs will focus on specific aspects of your pronunciation.
6. Use the sound features to complete your comparison of your pronunciation to the native speaker's. There are several ways to do so:
  - ♦ Listen to your pronunciation by clicking
  - ♦, then listen to the native speaker's pronunciation by clicking
  - ♦. You can also click
  - ♦ to hear the native speaker's voice and your voice one right after the other.
  - ♦ Listen to parts of sentences to focus on elements of the pronunciation. To do so, click on any pronunciation graph and hold down the mouse button while you drag the mouse right or left to highlight part of the graph. When you release the button, you will hear just the highlighted part of the sound. See [Listening to Parts of Words or Segments](#) for more details.
  - ♦ Click
  - ♦,
  - ♦, and
  - ♦ to hear patterns of sound that represent the pitch, fricatives, and vowels in the native speaker's speech and yours. Use these patterns to determine where your pronunciation was different than the native speaker's.
7. Click ♦ to go to the next sentence.
8. The exercise will end when you reach the number of rounds you selected on the Select a Pronunciation Exercise screen, or whenever you click **Done**.

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{button ,AL('OPENLS;LISTENPART;LOCSOUND;RECORDING;SCORES',0,`,`,`')} [See also](#)

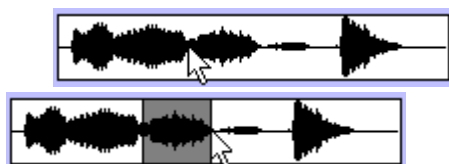
## Listening to Parts of Words or Segments

This action requires [access to the multimedia files](#).

During the pronunciation exercises, you can listen to individual parts of words or [Segments](#) to focus on specific areas of pronunciation. For example, you may want to hear just the ending of a word, or just a cluster of letters that you find difficult to pronounce. You may also want to hear just part of your own recording of a sound, to compare it closely to the native speaker's pronunciation.

**To hear part of a word or Segment during the pronunciation exercises:**

1. [Open a pronunciation exercise](#), such as Listen & Speak, Word Pronunciation, or Sentence Pronunciation.
2. Play the word or [Segment](#) that you want to hear part of. If you prefer, you can also record your own pronunciation of that word or Segment. The [pronunciation graphs](#) for those sounds will appear.
3. Click on any pronunciation graph and hold down your mouse button.
4. With the mouse button still held down, drag your mouse right or left to select part of the pronunciation graph.



5. Release the mouse button to hear the part of the sound that you selected.

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`{button ,AL('LOCSOUND;JUSTUSELS;GRAPHS',0,'','')}` [See also](#)

## Using the Conversation Practice Screen - Text Overview ♦

**Dialog Titles** only. This action requires **access to the multimedia files**.

Conversation Practice lets you take part in a real foreign language conversation. This challenging exercise is a great way to sharpen the kind of listening and speaking skills you need to converse in a foreign language. This topic provides a general overview of Conversation Practice. See [Using Conversation Practice](#) for detailed instructions on using the screen.

If you are using a [Dialog Title](#), you will most likely want to use Conversation Practice after you have become generally familiar with the [Title](#) and have practiced your pronunciation of individual words and sentences with the pronunciation exercises. In addition to reviewing pronunciation, Conversation Practice will help you learn what to say in a conversation.

In Conversation Practice, you choose a role to play in a dialog from the Title. As you listen to the native speakers converse, try to follow along with what they are saying. You can use the translations for help if needed, or rely only on your listening skills. When it is your character's turn to speak, use the prompts to determine what to say. You can adjust the amount of help available to suit your needs.

Record your line, and if you want, use the sound and graphs to evaluate your pronunciation. Your computer has infinite patience, so take as much time as you need with your answers. After practicing a while, you'll find the dialogs going much smoother, and you'll build your confidence for conversations with real native speakers. When you finish the conversation, you can play it back to hear yourself responding to the native speakers.

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`{button ,AL('OPENCPC;CONVERSATION',0,'','')}` [See also](#)

## Opening Conversation Practice

**Dialog Titles** only. This action requires **access to the multimedia files**.

Conversation Practice is a great activity for practicing pronunciation and comprehension. Before you use Conversation Practice, you must select a [dialog](#) to use.

### To select a dialog and open Conversation Practice:

1. Click the **Conversation** tab. The Select a Conversation screen will appear.
2. A list of available [dialogs](#) will appear in the left-hand box on the screen. You may have to use the [scroll bar](#) to see all of the dialogs. Click on the name of a dialog in that box to select it.

When you have selected a dialog in the left-hand box, the options on the right-hand side of the screen become active. You will see information about the length, difficulty, and subject of the dialog in the right-hand box.

3. In the **Select Your Part** menu below the description box, choose which character you want to play in the dialog. By default, this menu shows the second character who speaks. Be sure to remember which character you are, so you'll know when to say your lines!
4. After you have selected a dialog and chosen a part, do one of the following:
  - ◆ Click **Preview** to hear the selected dialog all the way through before you practice it. After it is read, you will have a choice to start that dialog or select another.
  - ◆ Click **Start** to begin Conversation Practice with the selected dialog.
  - ◆ Double-click on the name of a dialog to start Conversation Practice with that dialog and play the part of the default character.
- ◆ You can also open Conversation Practice by clicking on [hyperlinks](#) that go to that activity, if the [Title](#) you are using contains such hyperlinks. When you use a hyperlink, Conversation Practice may open directly to the dialog specified by the hyperlink.

---

{button ,AL('LOCSOUND;CONVERSATION;HYPERLINK',0,'')} [See also](#)

## Using Conversation Practice

**Dialog Titles only. This action requires access to the multimedia files.**

Conversation Practice lets you take part in a real foreign language conversation. This challenging exercise is a great way to sharpen the kind of listening and speaking skills you need to converse in a foreign language, because it will teach you what to say in a conversation as well as how to pronounce it.

### To use Conversation Practice:

1. [Open a Conversation Practice dialog](#). The Conversation Practice screen appears. (For a point and click overview of this screen, see the [Conversation Practice Screen](#) topic.)
2. The conversation will begin as soon as the screen is loaded. Unless your character has the first line, you will hear the native speakers begin to talk. Listen carefully to follow along with what is said.
3. When it is your character's turn to speak, you will see your character's name on the box in the middle of the screen, along with a message telling you to record your line. (If your character has the first line, you'll see this message right away.) Use the information on the screen to determine what to say.

You have several choices as to what type of information you want to see. Select the option you prefer by clicking on one of the buttons below the prompt window. The available options are:

- ◆ **Prompt** - This option shows you a hint, in your native language, about what you want to say. It may not be exactly the same as the translation of the line. This option is selected by default.
- ◆ **Translation** - This option shows you a direct translation, in your native language, of the line you want to say.
- ◆ **Actual Line** - This option shows you the exact text that you want to say, in the language that you are learning. This option is the easiest.
- ◆ **No Prompt** - This option will not show any extra help, so that you must use your listening skills and language knowledge to put together a reply on your own. This option is the most challenging.



4. When you know what you want to say, record your line by clicking **Record** and HOLDING THE BUTTON DOWN while you speak into your microphone. Release this button when you finish recording. Be sure not to release the button too soon, or you may cut off the end of your recording.

5. Use the sound features to evaluate your pronunciation and decide if you are satisfied with it. There are a number of sound features you can use:

- ◆ You can hear your own recording by clicking



**Your Voice**. This option lets you listen to and critique your own pronunciation.

- ◆ You can hear the native speaker say your line by clicking



**Native Voice**. This option lets you hear the proper pronunciation and wording, so you can compare it to your own.

- ◆ You can replay the previous line in the conversation by clicking
- ◆ beside that line. This option can help you verify that your response was appropriate for the conversation.
- ◆ You can see the [Speech Correctness Meter](#) along with the [waveforms](#) for your voice and the native speaker's by clicking the **Sound** tab beside the conversation. This option will help you evaluate your pronunciation.

6. When you are satisfied with your pronunciation, click ◆ to go on in the conversation.

7. At the end of the dialog, you will see a dialog box with several options. Click the one that you prefer.

- ◆ **Play All** - This option will play the entire conversation, including the lines you recorded. After it is played, you will be returned to this dialog box.
- ◆ **Restart** - This option will restart Conversation Practice with the current dialog, from the beginning, so that you can practice it again. If you prefer, you can select a different part to play from the menu.
- ◆ **Another** - This option will bring you to the Select a Conversation screen, where you can choose another dialog.

8. Any time you want to end Conversation Practice, click **Done**.

---

`{button ,AL(^'LOCSOUND;RECORDING;CONVERSATION;OPENC'P',0,'','')}` [See also](#)

## Reading the Speech Correctness Meter and Pronunciation Graphs

This action requires [access to the multimedia files](#).

Languages of the World gives you several forms of visual feedback to help you improve different aspects of your speech. Don't be discouraged if your results vary, or if it takes several tries to improve your results. Just keep practicing, and your pronunciation will improve.

The **Speech Correctness Meter** gives you a general score for your pronunciation of the current word or Segment, on a scale from "Keep Practicing" to "Wow!". This score is based on a comparison of the patterns of upper harmonics in the sounds - in other words, how closely you matched the native speaker's vowel sounds, pitch patterns, and placement of fricatives.



The **Pronunciation Graphs** break your pronunciation down into various categories. Click on the name of each graph for more details:

[Waveform Graph](#)

[Pitch Graph](#)

[Fricative Graph](#)

[Vowel Graph](#)

You can select any part of a pronunciation graph to [hear just that part of the sound](#), or click once on any graph to hear an audible representation of the pattern of that graph.

---

{button ,AL('RECORDING;LISTENPART;GRAPHS',0,'','')} [See also](#)

## Understanding Waveform Graphs

Waveform graphs are one type of graph that appears on the pronunciation exercise screens. Waveforms plot variations in air pressure across time to give you an overall impression of how similar your pronunciation is to the native speaker's.



Waveforms illustrate certain speech attributes:

**Frequency / Pitch:** The closer together the vertical lines, the higher the frequency and thus the higher the pitch.

**Intensity / Loudness:** The taller the vertical lines, the louder the sound. Intensity varies depending on the speaker, the position in the sentence, and the amount of stress.

♦ Don't worry if your waveform doesn't match the native speaker's exactly; variation is normal. Try to get the same general pattern.

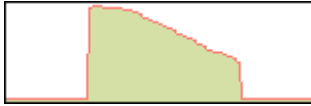
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{button ,AL(^GRAPHS;LISTENPART',0,',')} [See also](#)



## Understanding Pitch Graphs

Pitch graphs are one type of graph that appears on the pronunciation exercise screens. Pitch refers to the frequency of your voice - how high or low it is.



Variations in pitch are often used to hold a listener's attention, and may have special meanings in different languages. In English, for example, a rise in pitch at the end of a sentence indicates a question. For example, say "You speak French." and "You speak French?" and listen to the difference. In other languages, changes in pitch or tone may be the main difference between one word and another. Pitch is especially important in tonal languages, such as [Chinese](#) or [Vietnamese](#).

By comparing your pitch graph to the native speaker's, you can tell whether you had the same pattern of high and low pitches as the native speaker. The higher the line on the graph, the higher the sound it represents. **When you are practicing pronunciation, matching the shape of the pitch graph is more important than matching the exact pitch of the native speaker's voice.**

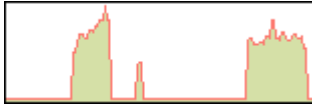
If you click on a pitch graph, or if you click ♦, you will hear a humming sound that gets higher and lower in pitch to match the pattern of the graph. Use this feature as another way to compare your pronunciation to the native speaker's.

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{button ,AL('GRAPHS;LISTENPART;CHINATHINGS',0,'`,`')} [See also](#)

## Understanding Fricative Graphs

Fricative graphs are one type of graph that appears on the pronunciation exercise screens. Fricatives are sounds caused by friction - for example, hissing or shushing sounds, such as 's', 'z', and 'sh'.



The fricative graphs show the number and placement of fricative sounds in your speech and the native speaker's speech, so that you can compare them. If a fricative graph is completely flat, it means there are no fricative sounds in that word or sentence. **When you are practicing pronunciation, matching the number and approximate location of fricatives is more important than matching the exact shape made by those fricatives on the graph.**

If you click on a fricative graph, or if you click ♣, you will hear just the fricatives from the sound represented by the graph. For example, in the Spanish word 'después', you would hear the 'sp' and 's' sounds from the middle and end of the word. Use this feature as another way to compare specific parts of your pronunciation to the native speaker's.

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{button ,AL(^GRAPHS;LISTENPART',0,',')} [See also](#)

## Understanding Vowel Graphs

Vowel graphs are one type of graph that appears on the pronunciation exercise screens. They are designed to help you master two key elements of pronunciation: Vowel sounds, which are represented by colors, and stress, which is represented by the shape of the graph. By comparing your vowel graph to the native speaker's, you can tell whether you used the same vowel sounds as the native speaker, and whether you stressed the same parts of the word.

### Understanding the colors in the vowel graphs



The graph above shows the results of a speaker saying several distinct vowel sounds, so that you can see the colors produced.

**Red** Red colors in the graphs indicate a sound such as 'ee' in English 'feet'. Sounds such as 'i' in English 'pick' and 'e' in English 'wet' may also appear as shades of red and orange.

**Green** Green colors in the graphs indicate a sound such as 'a' in English 'father'.

**Blue** Blue colors in the graphs indicate a sound such as 'o' in English 'code'. Sounds such as 'oo' in English 'boot' may also appear in shades of blue or bluish-green.

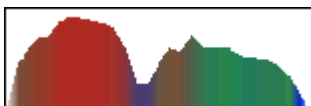
In real speech, there are also many sounds that fall between these positions. **Diphthongs** and other combinations of sounds will appear as blended colors, such as bluish-green or reddish-purple. For some speakers, voiced consonants may also produce colors in the graphs. For example, 'm', 'n', and 'b' may produce shades of blue, while 'v', 'z', and 'r' may produce shades of green or even brownish-red.

The exact shade of the colors on the graph will vary depending on the exact sound. It may be helpful for you to record yourself saying a variety of vowel sounds, so you can see how the colors look for you. Also, remember that you can select any part of a vowel graph to [hear just that part of the sound](#). **When you practice pronunciation, matching the native speaker's pattern of colors is more important than matching the exact shade of each color in the vowel graph.**

### Understanding the shape of the vowel graphs

The shape of a vowel graph indicates the amount of emphasis or stress placed on each vowel. The more a sound is stressed, the louder it is compared to the sounds around it. Stress is a very important factor in many languages. It can even make the difference between words - for example, when the English word 'present' is stressed on the first syllable, 'PREsent', it is a noun meaning 'a gift'. When pronounced 'preSENT', with the stress on the second syllable, it is a verb meaning 'to give'.

By comparing the shape of your vowel graph to the native speaker's, you can tell whether you stressed the same parts of the word or sentence as the native speaker. The higher the line in the graph, the louder the sound it represents. For example, in the graph below, you can tell that the stress is on the first of the two syllables, because the first part of the graph is higher than the second.



**When you are practicing pronunciation, matching the general shape of the vowel graph is more important than matching the exact volume of the native speaker's voice.**

If you click on a vowel graph, or if you click ♣, you will hear a computer-generated reproduction of the vowel sounds represented by the graph. Use this feature as another way to compare specific parts of your pronunciation to the native speaker's.

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{button ,AL('GRAPHS;LISTENPART;JUSTALPHA',0,'`,`')} [See also](#)

## Typing Special Characters or Diacritic Marks



You may need to type characters with diacritic marks (such as à, ö, ñ, or ç) or other special characters (such as ß) in [Notes](#), [word or root searches](#), [Crosswords](#), [Vocabulous!](#), [Word Dictation](#), or [Sentence Dictation](#).

There are two ways to type special characters: with the arrow keys or with the [Keyboard Palette](#). The arrow keys let you type a broad range of accents and special characters in all languages, while the Keyboard Palette is useful for certain languages and certain situations.

### To type special characters with the arrow keys:

1. Type the [base character](#) for the character you want, such as **a** for **à** or **s** for **ß**. To type a capital letter with an accent, capitalize the base character.
2. Hold down the Ctrl key and press the up arrow key (or the down arrow key) on the keyboard until the correct character is displayed.
3. If another letter follows the special character, begin typing again.

### To type special characters with the Keyboard Palette:

In some countries, computer keyboards are configured differently, to make it easy to type the characters that are common in those languages. If you are going to be using a computer in one of those countries, it may be worthwhile to practice using the appropriate keyboard layout. For that reason, some languages in Languages of the World include specific [Keyboard Palettes](#), which mimic the keyboards commonly used in countries where those languages are spoken.

1. [Display the Keyboard Palette](#), if it is not already displayed.
2. [Set Keyboard Palette to the appropriate language](#), if it is not already set. Not all languages have specific Keyboard Palettes available. If the language you are using does not have a specific Keyboard Palette available, follow the instructions above to type accented characters using the arrow keys.
3. Find the character you want on the Keyboard Palette. Capital letters and some other characters may be available by holding down the Shift key.
4. Do one of the following:
  - ◆ Use your mouse to click on the character you want on the [Keyboard Palette](#) on the screen.
  - ◆ Use your keyboard to type the character, pressing the key that corresponds to the appropriate location on the Keyboard Palette.
- ◆ If you right-click on a character on the Keyboard Palette, you can see a bigger image of it. The last key in the second row of the map, directly above the Return key, corresponds to the backslash key, which may appear elsewhere on some keyboards.
5. If another letter follows the special character, begin typing again.

See [Using the Keyboard Palette](#) for more details. To type Russian or Ukrainian characters, see [Typing in Russian](#) or [Typing in Ukrainian](#).

---

{button ,AL('TYPING;TYPEHINTS;KEYMAP',0,`,`,'')} [See also](#)

### Base Character

The character from which an accented or special character is formed. For most characters, the base character is obvious - **a** for **à**, **n** for **ñ**, **c** for **ç**, etc. To type capital letters with accents, capitalize the base character - for example, use **U** for **Ü**.

In a few cases, the base character may not be as obvious:

For German **ß** (eset), the base character is **s**.

For **¿** (the upside down question mark), the base character is **?**.

For **¡** (the upside down exclamation mark), the base character is **!**.

## Using the Keyboard Palette


In some countries, computer keyboards are configured differently, to make it easy to type the characters that are common in those languages. If you are going to be using a computer in one of those countries, it may be worthwhile to practice using the appropriate keyboard layout. For that reason, some languages in Languages of the World include specific [Keyboard Palettes](#), which mimic the keyboards commonly used in countries where those languages are spoken.

### To display or hide the Keyboard Palette:

Choose **View / Show Keyboard When Typing**. When a checkmark appears beside this menu item, the Keyboard Palette will appear automatically when your cursor is in a position to type text. When there is no checkmark, it will not.

The language of the Keyboard Palette controls which characters are typed by which keys on keyboard. For most languages except [Russian](#) and [Ukrainian](#), the Keyboard Palette defaults to **US International** - the normal setting for most keyboards in the United States. Some languages also have special Keyboard Palettes available, on which common accented or special characters may appear in place of ordinary characters.

### To change the language of the Keyboard Palette:

1. Click the **Options** tab on the Keyboard Palette.
2. Clear the box for **Use this layout for Latin-based keyboards**, if it is checked.
3. Go back to the regular tab for the Keyboard Palette (labeled **KeyMap**).
4. Choose a new language from the **Language** menu.
5. If you want to toggle between the new language and the original default, do one of the following:
  - Press Ctrl-T.
  - Click  in the Notes window. (This button is only available for some languages.)
  - Choose **View / Type in <Title Language>**. (This option is only available for some languages.)

### To type with the Keyboard Palette:

Do one of the following:

- Use your mouse to click on the characters you want on the Keyboard Palette on the screen. If you right-click on a character on the Keyboard Palette, you can see a bigger image of it.
- Use the Keyboard Palette to find the characters you want, then type them by pressing the corresponding keys on your keyboard.
- The last key in the second row of the map, directly above the Return key, corresponds to the backslash key, which may appear elsewhere on some keyboards.

---

{button ,AL(TYPING;TYPEHINTS;CUSTKEYBOARD',0','')} [See also](#)

## Copying Words, Segments, and Notes

Words, [Segments](#), and [Notes](#) can be copied or appended to the [Clipboard](#). From the Clipboard, they can be pasted into Notes in Languages of the World or any other application that supports pasting.

**To copy a word, Segment, or Note:**

1. Do one of the following:
  - ◆ In the Title window, [select](#) the word or Segment you want to copy.
  - ◆ In the Title window, select the word linked to the Note you want to copy.
2. From the **Edit** menu, choose **Copy Word**, **Copy Segment**, or **Copy Note**.
  - ◆ To copy text out of an active Note, you can select the text and choose **Edit / Copy**.
3. [Paste the text](#) wherever you like.
  - ◆ You could copy a set of important Segments into Notes, type their translations, and [print the list](#) as a handy reference.

---

{button ,AL(' COPYING;USENOTE;COPYLIST',0,`,`)} [See also](#)



## Appending Words, Segments, and Notes

When you [copy](#) text to the [Clipboard](#), any existing material on the Clipboard is erased. The [Append](#) command allows you to add material to the Clipboard, as many times as you want, and then paste it all at once.

Words, Segments, and [Notes](#) can all be appended.

### To append a word, Segment, or Note:

1. Do one of the following:
  - ♦ In the Title window, [select](#) the word or Segment you want to append.
  - ♦ In the Title window, select the word linked to the Note you want to append.
2. From the **Edit** menu, choose **Append Word**, **Append Segment**, or **Append Note**.
3. [Paste the text](#) wherever you like.

You can append as much material as you like. For example, if you chose Copy Segment, a copy of the [Segment](#) would be placed on the Clipboard. Next, you could choose to append a word (perhaps one related to the Segment). The Segment and the word would both be on the Clipboard. You could then append a [Note](#) you made about the word, then append another Note about a particular sound in the word. When all that material was on the Clipboard, you could paste it all at once to the location of your choice.

---

`{button ,AL('COPYING;USENOTE',0,'`,`')}` [See also](#)

## Pasting Text

After you [copy](#) or [append](#) text, you can paste that text into a Note in Languages of the World or into any other application that supports pasting.

### To paste text into a Note in Languages of the World:

1. Select the word linked to the Note. If you want the text pasted into a specific place in the Note, click ♦ to activate the Notes window, then position the cursor where you want the material.
2. Do one of the following:
  - ♦ Choose **Edit / Paste to Note**. If your cursor is currently in the Notes window, the new text will appear at the position of your cursor. Otherwise, the new text will appear at the beginning of any text already in the Note.
  - ♦ Press Ctrl-V if your cursor is in the Notes window.

The instructions below will allow you to paste text in many Windows applications. If these instructions do not work in the application you are using, see that application's documentation for information on pasting text.

### To paste text in many other Windows applications:

1. Position your cursor where you want the text to be pasted.
2. Press Ctrl-V or choose **Edit / Paste**.
3. If the characters in the pasted text do not appear correctly, select the text and change the display font in the application to the same font that Languages of the World uses for that language.

Recommended fonts for languages that require special fonts:

<a href="#">Chinese</a>	"TLAsian2" (TLASIAN2.TTF)
<a href="#">Japanese</a>	"TLAsian2" (TLASIAN2.TTF)
<a href="#">Polish</a>	"TLCentralEurope" (TLCENTEU.TTF)
<a href="#">Russian</a>	"TL Cyrillic 2" (TLCYRIL2.TTF)
<a href="#">Ukrainian</a>	"TL Cyrillic 2" (TLCYRIL2.TTF)
<a href="#">Vietnamese</a>	"Vi Times TL" (VITIMES2.TTF)
<a href="#">Yiddish</a>	"TLExtendedLatin" (TLEXLAT.TTF)
<a href="#">Zulu</a>	"TLAfricanLatin" (TLAFRIC.TTF)

Note: If the font listed above does not work, try any other TL fonts that you have installed on your hard drive. Not all versions of Languages of the World come with all these languages.

---

{button ,AL('COPYING;ADDNOTE;USENOTE',0,`,`,'')} [See also](#)

## Printing Titles

You can print the text of any [Title](#) to study away from the computer. Read it whenever you want a few minutes of language exposure!

### To print the open Title:

1. Choose **File / Print / Title**.
2. The printer dialog box appears. Click **OK**.

♦ If you print a Title that includes formatted text, the formatting will be preserved to the best ability of your printer.

---

`{button ,AL( 'PRINTING;TYPEHINTS;OPENTITLE;TEXT',0,`,`,'`')}` [See also](#)

## Printing CheckWord Lists

You can print your [CheckWord](#) Lists to study away from the computer.

### To print the active CheckWord List:

1. Do one of the following:
  - ◆ Choose **File / Print / CheckWords**.
  - ◆ Click
  - ◆ to display the CheckWords window, then click
  - ◆ in that window to open the [List Viewer](#). From there, choose **List Tools / Print List**.
2. The printer dialog box appears. Click **OK**.
- ◆ Make a CheckWord List of important words and print it to take with you if you go on a trip to a foreign country. It can be a handy reference!

---

{button ,AL(^PRINTING;TYPEHINTS;LISTS;USECHECK;SPECHECK;PORTING',0,`,`)} [See also](#)

## Printing Note Lists

You can print your [Note](#) Lists to study away from the computer.

### To print the active Note List:

1. Do one of the following:
    - ◆ Choose **File / Print / Notes**.
    - ◆ Click
    - ◆ to activate the Notes window, then click
    - ◆ in that window to open the [List Viewer](#). From there, choose **List Tools / Print List**.
  2. The printer dialog box appears. Click **OK**.
- ◆ Make a Note List of important phrases and their translations and print it to take with you if you go on a trip to a foreign country. It can be a handy reference!

---

{button ,AL(^PRINTING;TYPEHINTS;LISTS;USENOTE;SPECNOTE;PORTING',0,`,`')}} [See also](#)

## Printing High Scores Charts

You can print the High Scores charts for the various activities in Languages of the World if you want a record of your progress.

**To print the High Scores chart for an activity:**

1. [Open the High Scores chart](#) that you want to print.
2. Do one of the following:
  - ♦ Choose **Print / Chart** to print the chart itself.
  - ♦ Choose **Print / Details** to print the detail information.
3. The printer dialog box appears. Click **OK**.

---

`{button ,AL('PRINTING;HIGHSCORES',0,'`,`')}` [See also](#)

## Printing On-Line Help Topics




You can print any topic in the on-line Help if you find you use it often and want a printed copy.

### To print a topic in the on-line Help:

1. Open the topic you want to print.
2. Do one of the following:
  - ◆ Click the **Print** button at the top of the Help window.
  - ◆ Choose **File / Print Topic** from the menu at the top of the Help window.
3. The printer dialog box appears. Click **OK**.

### To print the text in a pop-up window in the on-line Help:

1. Open the topic where there is a link to the pop-up definition you want to print.
2. Click on the pop-up definition to display it.
3. Right-click on the pop-up window.
4. Select **Print Topic** from the menu that appears.
5. The printer dialog box appears. Click **OK**.

You will see a picture of a printer  in the upper right-hand corner of some of the important topics in this file to remind you of the option to print topics.

- ◆ Languages of the World also comes with a [printable manual](#) for those who prefer to read the documentation in a physical form.

---


`{button ,AL(^PRINTING;ONLINEHELP',0,'^')}` [See also](#)

## Customizing Reference Windows



You can choose to show or hide the information in the [reference windows](#) on many screens in Languages of the World. This ability allows you to choose how much help you want while working with the language. For example, beginners might leave all the windows open to get as much help as possible, but more advanced students might try closing some windows to test their comprehension.

### To hide the information in a reference window:

Click anywhere on the bar above the window: 

### To restore the information:

Click anywhere on the bar for that window: 

To change the font sizes in the Reference Windows, see [Customizing the Text Size](#).

---

`{button ,AL(^CUSTOM;READ;HIDEVID;THEATER;ZOOM',0,'')}` [See also](#)



## Hiding the Multimedia Window on the Reading Screen

**Illustrated Titles** or **Video Titles** only.

On the [Reading screen](#), the Multimedia window appears in the upper right-hand part of the screen. If you prefer, you can close the Multimedia window to allow more room for the Grammar information, CheckWords, and Notes. This option might be handy if you are focusing on reading the [Title](#), rather than on using multimedia.

**To hide the Multimedia window on the Reading screen:**

1. Click ♦ below the Multimedia window. The Multimedia window will shrink until just the control bar is visible, and windows below will expand to fill the extra space.
2. When you are ready to show the Multimedia window again, click ♦ on the control bar.

---

{button ,AL('EXPANDVID;CUSTOM;READ;ZOOM;VIDSEG;VIDCONT;ILLUSTRATIONS',0,`,`') } [See also](#)

## Zooming the Title Window on the Reading Screen

On the [Reading screen](#), the text of the open [Title](#) appears in the upper left-hand part of the screen. If you prefer, you can expand the Title window to fill the entire screen. This option allows you to test your comprehension by reading the text without any on-screen help.

### To expand the Title window on the Reading screen:

Do one of the following:

- ◆ Choose **View / Zoom Title**.
- ◆ Click
- ◆ below the Title window.
- ◆ Press Ctrl-Z.

### To restore the Title window to its original size:

Do one of the following:

- ◆ Choose **View / Zoom Title** again.
- ◆ Click
- ◆ below the Title window.
- ◆ Press Ctrl-Z.

---

{button ,AL(^CUSTOM;HIDEVID;READ',0,`,`')} [See also](#)

## Customizing Text Size

You have the option to change the font sizes in the [Title](#) and [reference windows](#) in Languages of the World. You may make the font size larger if it helps you see the characters more clearly, or you may make the font smaller if you want more text to fit on the screen.

### To change the font size:

1. Choose **View / Text Size**.
2. Choose one of the options in the flyout menu that appears:
  - ◆ **Smaller Size** - Each time you choose this option, it will decrease the point size slightly. Making the font smaller allows you to see more text on the screen at one time. When you have reached the minimum point size, this option will be grayed out.
  - ◆ **Default Size** - Each time you choose this option, it will return all the text to its normal size, as it was when Languages of the World was first installed.
  - ◆ **Larger Size** - Each time you choose this option, it will increase the font size slightly. Making the fonts larger may make the text easier for you to see on the screen. When you have reached the maximum point size, this option will be grayed out.

The font size you choose will be used on all the screens in Languages of the World, and for all the Titles you open, until you choose a new font size.

**Note:** To change the font size in this Help file, choose **Options / Font** from the menus above the Help window.

---

{button ,AL('CUSTOM;ZOOM',0,'','')} [See also](#)

## Customizing Sound

Use the Sound preference panel to turn on or off sound during activities and navigation events and to adjust the SlowSound Speed and the Word Spacing.

**To adjust the sound settings:**

1. Choose **Multimedia / Sound Preferences**.

2. Change one or more of the sound settings:

- ◆ Use the **Continuous Word Sound** slider to adjust the time between words during when you [play words continuously](#). Note that this setting only affects word sound, NOT Segment(s). [Segments](#) are recorded in their entirety in a natural speaking rhythm. Natural speech has no acoustic spaces between words, though human perception can give the false impression of such segmentation.
- ◆ Use the **SlowSound Speed** slider to set the SlowSound Speed to between 50% and 90% of normal speed. The lower the number, the slower the sound when you [use SlowSound](#).
- ◆ To turn background sounds on or off during activities, mark or clear the **Activity Sounds** box. Changes to this setting will take effect the next time you open the screen for an activity.
- ◆ To hear the correct word spoken when you get a word right in an activity, mark the **Play Word Sound When Correct** box. Changes to this setting will take effect the next time you open the screen for an activity.
- ◆ If you change your mind about your modifications, you can click **Revert** to go back to the settings in place when you opened the panel. If you want to go back to the original sound settings that came with Languages of the World, click **Factory Settings**.


3. When you finish, click **OK** to close the panel.

---

{button ,AL('CUSTOM;SOUNDSETTINGS',0,)} [See also](#)

## Accessing On-Line Help ♦

To access this on-line Help file from anywhere in Languages of the World, go to the **Help** menu and select **Help**.

To get help about a particular screen, such as an activity, click on . The Help file opens directly to the appropriate topic.

Within the Help file, you can jump from topic to topic, search for specific topics, and [print any topic](#) you choose. To get more information on using these Help features, press F1 while the Help file is open.

You'll see a picture of a printer ♦ in the upper right-hand corner of some of the important topics in the Help file to remind you of the option to print.

To change the font size in this Help file, choose **Options / Font** from the menus above the Help window.

♦ Languages of the World also comes with a [printable manual](#) for those who prefer to read the documentation in a physical form.

---

`{button ,AL('HELP',0,'','')}` [See also](#)

## Printing the Printable Manual

In addition to this on-line Help file, Languages of the World includes a printable manual for people who prefer to read the documentation in a physical form. The printable manual contains most of the information from this on-line Help file, but without the jumps, popup definitions, and other features that make the on-line Help interactive. The printable manual does have page numbers, an index, and a table of contents to help you find the information you need.

### To print the printable manual:

1. Use Explorer or File Manager to open the directory where you installed Languages of the World.
2. In that directory, locate the file **LOTWManual.doc**.
3. Open that file in Microsoft Word.

If you do not have Microsoft Word, you can open the file in WordPad, which comes with Windows.

4. Print the file. You can print the entire file, or only a selection of pages. Pictures within the file will be printed to the best ability of your printer.

If you have any problems printing the printable manual, see [Troubleshooting: Problems Printing the Printable Manual](#).

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{button ,AL('HELP;PRINTROUBLE;PRINTNOTECHECK;PRINTTITLE;PRINTSCORE',0,'`,`')}} [See also](#)

## Showing or Hiding the Popup Screen Introductions

The popup screen introductions are meant to explain the purpose of each screen in Languages of the World. They appear automatically the first time that you open a screen. After that, you can leave them enabled to have them appear during each Languages of the World session, or you can disable them so that they no longer appear automatically. You can also see the popup screen introductions at any time by using the **Help** menu.

### To see the popup screen introduction for a particular screen at any time:

1. Go to the screen for which you want to see the popup screen introduction. (See [Navigating Languages of the World](#) for information on changing screens.)
2. If the popup screen introduction is enabled for that screen, it will appear automatically. If not, choose **Help / Where Am I?** to make the popup screen introduction appear.

### To disable a popup screen introduction so that it will not appear automatically:

1. Go to the screen for which you want to disable the popup screen introduction. If the popup screen introduction is enabled for that screen, it will appear automatically.
2. Mark the **Don't show this introduction automatically again** box on the popup screen introduction, then close the introduction by clicking **OK**. That introduction will no longer appear automatically when you open that screen. Each popup screen introduction can be turned off separately.

### To re-enable a popup screen introduction so that it will once again appear automatically:

1. Go to the screen for which you want to re-enable the popup screen introduction.
2. Choose **Help / Where Am I?**. The popup screen introduction will appear.
3. On the dialog box, remove the mark from the **Don't show this introduction automatically again** box by clicking on it. The popup screen introduction will once again appear automatically each time you open that screen.

---

{button ,AL('HELP',0,'')} [See also](#)

## Using ToolTips

[ToolTips](#) are a quick way to get brief information about a button, dialog box, menu item, or anything else on the screen.

### To use ToolTips:

1. Verify that there is a checkmark next to the **View ToolTips** option in the **View** menu.
2. Position the cursor over the button or other object you want information on and wait for a second. A few words describing the object appear. If you want more details, see this on-line Help file.

### To disable or enable ToolTips:

Choose **View / View ToolTips**. When a checkmark appears beside this menu item, ToolTips are enabled. When there is no checkmark, they are disabled.

---

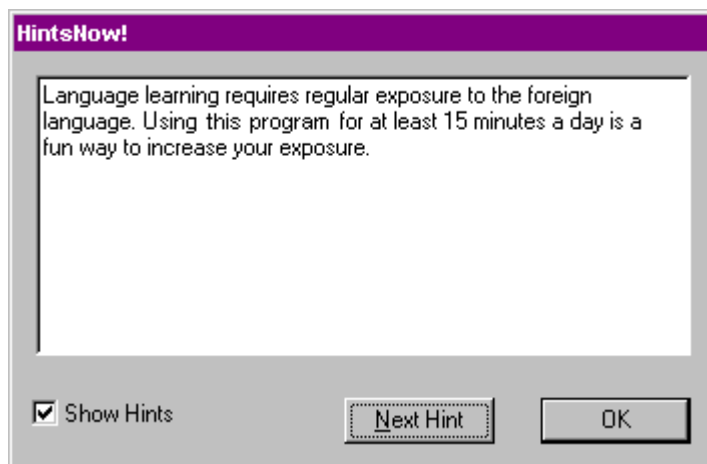
`{button ,AL('HELP',0,','')}` [See also](#)



## Using Hints

Languages of the World comes with hints that offer you quick ideas for having fun and learning with this program. When enabled, a hint appears the first time you open a [Title](#) during a Languages of the World session. You can also get hints at any time from the **Help** menu.

To see all the hints organized by topic, see the [Hints Lists](#).



In the hints box, you can do the following:

- ◆ See the next hint by clicking **Next Hint**.
- ◆ Close the dialog box by clicking **OK**.
- ◆ Enable or disable hints by marking or clearing the **Show Hints** option.

Hints are automatically enabled when you first install Languages of the World.

### To disable hints:

In the hints box, clear the **Show Hints** option.

### To enable hints:

1. Choose **Help / Show Hints**.
2. In the hints box, mark the **Show Hints** option.

### To get a hint during the program:

Choose **Help / Show Hints**.

---

{button ,AL('HELP;HINTLISTS',0,'','')} [See also](#)

## Hint Lists

Hints exist on the following topics:

[Navigating](#)  
[Illustrations](#)  
[CheckWords](#)  
[Notes](#)  
[Bookmarks](#)  
[Grammar](#)  
[Searching](#)  
[Activities](#)  
[Sound](#)  
[Recording](#)  
[Typing, Editing, and Printing](#)  
[Customizing](#)  
[Help](#)  
[Learning with Languages of the World](#)  
[General Language Learning](#)  
[Miscellaneous Topics](#)

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`{button ,AL(^USEHINT',0,'',^')}` [See also](#)

## Hints on Navigation

- ◆ There are [keyboard shortcuts](#) to quickly move around in the text of a [Title](#). To move word by word, use the arrow keys. To move forward a [Segment](#), use the Tab key. To move back a Segment, press the Shift key and the Tab key at the same time.
- ◆ To switch between the various screens in Languages of the World, click on the appropriate tab at the top of screen. The tabs that appear are **Theater**, **Reading**, **Activities**, **Pronunciation**, and **Conversation**.
- ◆ To quickly scroll through a Title, use the [scroll bar](#) beside the Title window.
- ◆ To see the Segment Number and Word Number of your current location in the Title, look below the Title window. The Segment Number is listed first, followed by the Word Number.
- ◆ To go to a specific Segment, click on
- ◆ below the Title window. You will be able to enter the number of the Segment you want to see.
- ◆ You can use hyperlinks to go from one part of a Title to another, or to go from a Title to [Grammar Basics](#), [Conversation Practice](#), and other activities. To use a hyperlink, just click on the green underlined text in the Title window or in the Grammar window.
- ◆ To switch from one Title to another, choose **File / Open a Title**.
- ◆ To switch between the CheckWords window and the Notes window on the Reading screen, click the tab for the window that you want to make active. The CheckWords tab appears as
- ◆ and the Notes tab appears as
- ◆.
- ◆ To switch between Languages of the World and another open application, press Alt-Tab until the application you want appears.
- ◆ To go to the beginning of a line in the Title text, press the Home key. To go to the end of a line, press the End key.
- ◆ To select a word in the Title text, click on it. To select a Segment, click on any word in the Segment.

---

{button ,AL(^HINTLISTS;SHORTKEYS;NAVTITLE;NAVNOW;OPENTITLE;READ',0,`,`')}) [See also](#)

## Hints on Illustrations

- ♦ Use the [Theater screen](#) to focus on illustrations. To switch to the Theater screen, click the **Theater** tab at the top of the screen. You can also see illustrations in a smaller window on the [Reading screen](#).
- ♦ Clicking
- ♦ under the Multimedia window on the Theater screen will expand that window to fill the entire screen. Listen to the Title that way to practice your comprehension!
- ♦ To practice vocabulary, look at an illustration in an Illustrated Title and try to name as many of the objects in the picture as you can in the foreign language.
- ♦ To see the copyright and photographer information for an illustration, choose **Multimedia / Image Credits**.

---

{button ,AL('HINTLISTS;PLAYVID;ILLUSTRATIONS',0,`,`') } [See also](#)

## Hints on CheckWords

- ◆ Create personal vocabulary lists! Add a word to your [CheckWord](#) List by clicking
- ◆ in the CheckWords window on the Reading screen.
- ◆ To make the CheckWords window active, click
- ◆.
- ◆ For a fun and effective way to build your vocabulary, make a list of CheckWords as you read a [Title](#), then play [Vocabulous!](#) or [Crosswords](#) with that CheckWord List.
- ◆ You can practice [Word Dictation](#) or [Word Pronunciation](#) with a CheckWord List.
- ◆ [Print your CheckWord List](#) to create a vocabulary review sheet.
- ◆ Why not have one CheckWord List for [nouns](#), one for [verbs](#), and another for interesting words of all types?
- ◆ The [List Viewer](#) has the tools for choosing, naming, renaming, copying, exporting, importing, and deleting CheckWord Lists. To open the List Viewer, click
- ◆ in the CheckWords window.
- ◆ To see all the CheckWords on your current list, look in the CheckWords window. You can click on a CheckWord in that list to go to that word in the Title.
- ◆ If more than one person in your household uses Languages of the World, you can each make your own CheckWord Lists.
- ◆ You can [copy](#), [export](#), and [import](#) CheckWord Lists.
- ◆ Make a CheckWord List of important words and [print it](#) to take with you if you go on a trip to a foreign country. It can be a handy reference!
- ◆ Ctrl-K is a quick way to add the current word to your CheckWord List.
- ◆ Ctrl-L is a quick way to open the [List Viewer](#) and see your CheckWords.

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{button ,AL('HINTLISTS;USECHECK',0,'','')} [See also](#)

## Hints on Notes

- ◆ Capture your thoughts! As you read a [Title](#), type questions, comments, and personal reminders in the Notes window on the Reading screen. Click anywhere in the lower part of the Notes window and type to create a [Note](#).
- ◆ To make the Notes window active, click
- ◆
- ◆ If you think of a clever way to remember a word, type it in a Note.
- ◆ Why not have one Note List about [nouns](#), one about [verbs](#), and another for general comments?
- ◆ List the entire [conjugation](#) of a [verb](#) in a Note to help you learn it.
- ◆ If you come across a noun with an irregular plural form, type the plural in a Note to help you remember it.
- ◆ To attach the same Note to every occurrence of a certain word, use the Copy Note, Find Word, and Paste features.
- ◆ If more than one person in your household uses Languages of the World, you can each make your own Note Lists.
- ◆ Put Notes in your loved ones' Titles to let them know you're proud of their progress with the language.
- ◆ The [List Viewer](#) has the tools for choosing, naming, renaming, copying, exporting, importing, and deleting Note Lists. To open the List Viewer, click
- ◆ in the Notes window.
- ◆ You can [copy](#), [export](#), and [import](#) Note Lists.
- ◆ To expand your vocabulary, make Notes listing [synonyms](#) for words in the Title. If you have a WordAce! program, you can use it to find synonyms and alternate meanings.
- ◆ Make a Note List of important phrases and their translations and [print it](#) to take with you if you go on a trip to a foreign country. It can be a handy reference!

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{button ,AL('HINTLISTS;USENOTE',0,`, `')} [See also](#)

## Hints on Bookmarks

- ♦ Don't lose your place! Before you close a [Title](#), use a [Bookmark](#) to mark your place for next time. You can add or remove a Bookmark by clicking
- ♦ or
- ♦ below the Title window.
- ♦ You can set any number of Bookmarks in a Title. Use them to mark your favorite passages! You can easily move between them using the triangular Previous and Next Bookmark buttons below the Title window.
- ♦ Ctrl-B is a quick way to put a Bookmark on the current word.

---

{button ,AL(^HINTLISTS;BOOKMARKS',0,',')} [See also](#)

## Hints on Grammar

- ◆ Languages of the World provides grammar information in the Grammar window on the Reading screen. Look at that window any time you want grammar information while you read!
- ◆ Languages of the World includes a [Grammar Basics](#) file to help you focus on grammar. To open it, choose **Reference / Grammar Basics**.
- ◆ The green, underlined words in the Grammar window are [hyperlinks](#). Click on those hyperlinks to learn more about grammar.
- ◆ Right-click on a word in the [Title](#) to see a menu of grammar terms that apply to that word. Select any term to get more information.
- ◆ Know your nouns in no time! Use **Find / Find Grammar Link** to find all the [nouns](#) in a Title and build a CheckWord List to study.
- ◆ When appropriate, the Word Meaning window shows the [root](#) form of the current word in parentheses after the word. Use this information to increase your awareness of different word forms!
- ◆ Hide the Word Meaning window and guess the [infinitive](#) of conjugated [verbs](#). Type your guesses in Notes then restore the Word Meaning window to check your answers.
- ◆ Practice parts of speech by hiding the Grammar window on the Reading screen and guessing the part of speech of several words. Restore the Grammar window and check your answers.
- ◆ For instant [conjugation](#) practice, play Vocabulous! with a CheckWord List of different forms of the same [verb](#). (Use **Find / Find Root** to help you build the list!)
- ◆ [Find words that are the same part of speech](#) and [mark them as CheckWords](#). Look at these words in the CheckWords window and notice similarities. Do they have similar endings or prefixes? Do they appear in similar situations? Are they in the same position in a sentence? [Make Notes](#) about your observations.
- ◆ It's often a good idea to learn the correct definite [article](#) along with each [noun](#). In many languages, the article can vary according to [gender](#), number, or other factors.
- ◆ Hide the Grammar and Word Meaning windows on the Reading screen, then build a CheckWord List with as many words of a certain part of speech as you can find in the Title. Use **Find / Find Grammar Link** to check your answers.
- ◆ Memorizing grammar rules is less important than experiencing the language. In your native language, you don't think "I need the third person plural of an indicative past tense verb." You fill in the word that sounds right. If you pay attention to the Grammar window while reading a [Title](#), you'll get a feel for the grammar of your foreign language.
- ◆ If you have any GrammarPro! or WordAce! programs from Transparent Language, you can access them by clicking
- ◆ in the Grammar window.

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{button ,AL('HINTLISTS;GRAMLINK;LEARNHINTS;LANGSPEC',0,'','')} [See also](#)



## Hints on Searching

- ◆ To quickly search for other occurrences of the current word or [root](#), click
- ◆ in the Grammar window and select **Find Word** or **Find Root**.
- ◆ To find words that are the same part of speech as the current word, click
- ◆ in the Grammar window and select **Find Grammar Link**.
- ◆ Use **Find / Find Again** to repeat your most recent search.
- ◆ Pick a [verb](#) that you want to learn and use the Find Root feature to help you build a CheckWord List with all the forms of that verb in the [Title](#).
- ◆ Can't quite remember a word you want to search for? Type as much of the word as you know, then use an asterisk (\*) as a [wildcard](#) for the rest. The asterisk represents any number of characters.
- ◆ By using [wildcards](#) with the Find Word feature, you can search for all words beginning with a certain letter. For example, a search on **c\*** will find all words beginning with the letter **c**.
- ◆ To find words with a certain ending, choose **Find / Find Root**, then type an asterisk (\*) plus the ending.
- ◆ The F3 key is a quick way to repeat your most recent search.
- ◆ The F4 key is a quick way to start a root search.
- ◆ The F5 key is a quick way to start a word search.
- ◆ The F6 key is a quick way to search for grammatically similar words.

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{button ,AL('HINTLISTS;FINDING',0,','')} [See also](#)

## Hints on Activities

- ♦ You can play Crosswords or Vocabulous! with a CheckWord List to practice specific words. Click **CheckWords** as the [Segment Range](#) before you play.
- ♦ You can use sound as an aid in any of the activities.
- ♦ You can set Vocabulous! or Crosswords to select only words of a specific part of speech. On the Select an Activity screen, click **Parts of Speech**, then choose the type of word you want.
- ♦ The [High Scores charts](#) help you keep track of your progress with the activities. Challenge yourself to beat your highest score!
- ♦ Beginners may find Crosswords particularly helpful because the format is familiar, translations and sound are available, and each word helps with connected words.
- ♦ Little words can make a big difference in a language. When you play Vocabulous!, choose **Short** under **Word Length** to practice words with five letters or less.
- ♦ Make Vocabulous! more challenging by hiding reference windows.
- ♦ To really test your knowledge of a language with Vocabulous!, click **Entire Title** on the Select an Activity screen before you play.
- ♦ To play an activity with a range of Segments from anywhere in the [Title](#), select the activity then fill in the **From** and **To** fields as the [Segment Range](#).
- ♦ Do the activities with just the first paragraph of a new Title to get a feel for the language. Select the last sentence of the paragraph, and choose **Up to Current Segment** as the [Segment Range](#) before you play.
- ♦ To really test your understanding of a language, play Plug-n-Play. There are no translations in this activity, so you'll have to rely on your knowledge of the language you are learning!
- ♦ Play Unscramble to explore the relationship of words in a sentence.
- ♦ Plug-n-Play is great for playing in teams. Take turns guessing where words belong.
- ♦ Graffiti will challenge your knowledge of vocabulary, sentence structure, spelling, and more.
- ♦ Challenge a friend to a Crosswords tournament and see who scores the highest.
- ♦ Play Crosswords to improve your spelling skills! Every letter must be right to win.
- ♦ With Word Dictation, you can practice listening and spelling at the same time!
- ♦ Sentence Dictation is a great way to improve your listening comprehension!

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{button ,AL('HINTLISTS;GAMES',0,',','')} [See also](#)

## Hints on Sound

This action requires **access to the multimedia files.**

- ◆ To hear a word pronounced, double-click on it.
- ◆ To go to and play the sound for the next word, click
- ◆ beside
- ◆ under the Title window.
- ◆ To hear a [Segment](#), click
- ◆ below the Title window.
- ◆ To hear words read continuously, choose **Multimedia / Sound / Words** or click
- ◆ beside
- ◆ below the Title window.
- ◆ To hear Segments read continuously, choose **Multimedia / Sound / Segments** or click
- ◆ beside
- ◆ below the Title window.
- ◆ The Esc key is a quick way to stop sound.
- ◆ To slow down the pronunciation of individual words, click
- ◆ below the Title window.
- ◆ To temporarily override the SlowSound setting, hold down the Ctrl key while you play a sound.
- ◆ To change the percentage by which SlowSound reduces word speed, open the Sound Preferences panel and adjust the SlowSound Speed.
- ◆ Listen to an entire [Title](#) by selecting the first Segment then clicking
- ◆ beside
- ◆.
- ◆ In the pronunciation exercises, you can select part of a [pronunciation graph](#) to hear only part of a word or sentence. Click on the graph, hold down your mouse button and drag to select the part you want, then release the button to hear that part of the sound. Use this feature to focus on specific areas of your pronunciation!
- ◆ The F7 key is a quick way to hear the current word.
- ◆ The F8 key is a quick way to hear words read continuously, starting with the current word.
- ◆ The F9 key is a quick way to hear the current Segment.
- ◆ The F10 key is a quick way to hear Segments read continuously, starting with the current Segment.
- ◆ Some add-on Titles also include soundtracks that can be played in your music CD player. If your Title CD is marked as having such soundtracks, put the CD in your music CD player and start playing from track 2 to hear them.
- ◆ If you use headphones when listening to Titles, always test the volume before you put the headphones over your ears.

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{button ,AL('HINTLISTS;LISTENING;USESOUNDPAL;SLOWSOUND;DICTATION',0,~,`')}} [See also](#)

## Hints on Recording

- ◆ Don't worry about sounding silly when you practice your pronunciation with Languages of the World. Only your computer will hear you, and with enough practice, you'll soon be speaking like a native.
- ◆ To record your pronunciation of any word or sentence in the [Title](#), click the **Pronunciation** tab and choose **Listen & Speak**.
- ◆ Make a CheckWord List of words that have similar spellings but different pronunciations. Pronounce those words with the Word Pronunciation exercise.
- ◆ Use Sentence Pronunciation to capture the rhythm of a native speaker. Click the **Pronunciation** tab and choose **Sentences** to start the exercise.
- ◆ Conversation Practice lets you take a role in a real foreign language dialog! To start Conversation Practice, click the **Conversation** tab at the top of the screen. (Dialog Titles only.)
- ◆ The [Speech Correctness Meter](#) on the screens for Listen & Speak, Word Pronunciation, Sentence Pronunciation, and Conversation Practice will rate your pronunciation on a scale from "Keep Practicing" to "Wow!".
- ◆ The Speech Correctness Meter in the pronunciation exercises is a fun way to judge your pronunciation, but don't forget that your own ears are great tools, too!
- ◆ To get instant feedback on your pronunciation, look at the [pronunciation graphs](#) on the screens for Listen & Speak, Word Pronunciation, Sentence Pronunciation, and Conversation Practice.
- ◆ The [vowel graphs](#) on the pronunciation exercise screens use color and shape to compare your vowel sounds to the native speaker's. Try to match the patterns!
- ◆ You can select part of a vowel graph to hear just that sound. It's a great way to compare specific parts of your pronunciation to the native speaker's.
- ◆ The [pitch graphs](#) on the pronunciation exercise screens show how the tone of your voice rises and falls. Try to match the pitch changes of the native speaker.
- ◆ The [fricative graphs](#) on the pronunciation exercise screens represent sounds produced by friction. Try to match the number and approximate position of the native speaker's fricatives.

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{button ,AL('HINTLISTS;RECORDING',0,)} [See also](#)

## Hints on Typing, Editing, and Printing

- ♦ One way to [type special characters](#), such as á, ö, ê, ß, and ¿, is to type the [base character](#), then hold down Ctrl and press the up or down arrow keys until the letter you want appears.
- ♦ You can use the [Keyboard Palettes](#) if you need to type in Russian or Ukrainian. See [Typing in Russian](#) or [Typing in Ukrainian](#) for instructions.
- ♦ To study away from the computer, you can print your [CheckWord](#) Lists, [Note](#) Lists, or the [Title](#) text by choosing **File / Print**.
- ♦ Take printed copies of your CheckWord Lists, Notes, or Titles with you to use as references if you go to a foreign country.
- ♦ To print any topic in the on-line Help file, choose **File / Print Topic**.
- ♦ To print any topic in [Grammar Basics](#), open the topic then choose **File / Print Topic**.
- ♦ You can print the High Scores charts from the activities. To do so, choose **Print / Chart** above the chart.
- ♦ Languages of the World comes with a [printable manual](#) if you prefer to read the documentation in a physical form.
- ♦ Make your own personalized Languages of the World handbook! Print the topics you use most often from this Help file and keep them together in a notebook. To print any topic in the on-line Help file, choose **File / Print Topic** or click the **Print** button.
- ♦ You'll see a picture of a printer
- ♦ in the upper right-hand corner of some of the important topics in this Help file to remind you of the option to print them.
- ♦ To gather related material to paste all at once, use the **Copy** and **Append** commands in the **Edit** menu. Use the **Paste to Note** command to paste it all into a Note.
- ♦ To save a CheckWord List, Note List, or Title as text so you can open it in a word processor, choose **File / Save as Text**.

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{button ,AL('HINTLISTS;TYPING;PRINTING;TEXT;PORTING;COPYING',0,'','')} [See also](#)

## Hints on Customizing

- ♦ To adjust the time between words, the SlowSound Speed, and the activity sounds, choose **Multimedia / Sound Preferences**.
- ♦ Is the text on the screen hard to read? Choose **View / Text Size / Larger Size** to increase the text size. You can use this command as many times as you need to make the font as big as you want.
- ♦ If you want to see more text on the screen at a time, choose **View / Text Size / Smaller Size** to make the text smaller, so that more of it will be visible on the screen.
- ♦ If you have changed the text size and want to restore it to the size that came with Languages of the World, choose **View / Text Size / Default Size**.
- ♦ To hide the information in any [reference window](#), click the bar above the window. Click it again to restore the information.
- ♦ On the Reading screen, you can [close the Multimedia window](#) if you want to make more room for the Grammar window, Notes, and CheckWords.
- ♦ Ctrl-Z is a quick way to enlarge the Title window on the Reading screen.
- ♦ There are shortcut keys for showing and hiding the information in the reference windows on the Theater screen and the Reading screen: Ctrl-S for the Segment Meaning, Ctrl-W for the Word Meaning, and Ctrl-P for the Phrase Meaning.

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{button ,AL('HINTLISTS;CUSTOM;READ',0,`,`)} [See also](#)

## Hints on Using Help

- ◆ To see ideas for what to do first with Languages of the World, choose **Help / Getting Started** and check out our learning strategies.
- ◆ You don't have to learn everything about Languages of the World the first time you sit down to use it. Try to learn a few new things at the beginning of each session, by reading the on-line Help or experimenting with the program.
- ◆ The more comfortable you are with the Languages of the World program, the more features you will find yourself using. You can consult the on-line Help for information on any feature, and you can even print the instructions you use most often.
- ◆ Languages of the World comes with a [printable manual](#) if you prefer to read the documentation in a physical form.
- ◆ Make your own personalized Languages of the World handbook! Print the topics you use most often from this Help file and keep them together in a notebook. To print any topic in the on-line Help file, choose **File / Print Topic** or click the **Print** button.
- ◆ You'll see a picture of a printer
- ◆ in the upper right-hand corner of some of the important topics in this Help file to remind you of the option to print them.
- ◆ If you have any technical problems with Languages of the World, check the [Troubleshooting](#) section of the on-line Help for possible solutions.
- ◆ If you can't remember the function of a button, hold your mouse over it for a few seconds and a [ToolTip](#) will appear with a name or brief description.
- ◆ The [popup screen introductions](#) that appear the first time you open a screen are meant to explain the purpose of that screen. Use them to get your bearings as you explore Languages of the World.
- ◆ To see a hint any time during the program, choose **Help / Show Hints**.
- ◆ To enable or disable the hints, choose **Help / Show Hints**, then check or clear the **Show Hint** box.
- ◆ Open the on-line Help and print the [Keyboard Shortcuts topic](#) for a handy list of shortcut keys to keep near your computer.
- ◆ For a quick summary and some background information about a Title, choose **Help / Title Description**.
- ◆ The F1 key is a shortcut to open the on-line Help file.

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{button ,AL('HELP;HINTLISTS;SHORTKEYS;GETSTART',0,`,`,'')} [See also](#)

## Hints on Learning with Languages of the World



- ◆ Go to the Opening screen and click **Getting Started** for learning strategies to make the most of your time with Languages of the World.
- ◆ Language learning requires regular exposure to the foreign language. Using Languages of the World for at least 15 minutes a day is a fun way to increase your exposure.
- ◆ [Titles](#) are stories or other texts in the language you are learning. These Titles form the heart of Languages of the World. Explore all of the Titles that come with Languages of the World.
- ◆ Don't be overwhelmed by a Title! You don't have to work with all the text at once. Focus on a paragraph, a page, or even a single sentence - whatever you feel comfortable with.
- ◆ Make a CheckWord List of related words, such as parts of the body. Pronounce each word and play Vocabulous! using that CheckWord List. You'll quickly master the category.
- ◆ Make a CheckWord List with words that are difficult to spell. Play Vocabulous! with those words to practice them.
- ◆ For instant [conjugation](#) practice, play Vocabulous! with a CheckWord List of different forms of the same [verb](#). (Use **Find / Find Root** to help build this list!)
- ◆ To test your vocabulary comprehension, hide the Word Meaning window and read the Title.
- ◆ Test your understanding by hiding the Segment Meaning window and typing your own Segment translations in the Notes window on the Reading screen.
- ◆ Some Titles have comments in the Title text that suggest useful activities, and some even have [hyperlinks](#) that take you directly to those activities. Take advantage of these ideas and features!
- ◆ If you are taking a language course in school, use Languages of the World to review the concepts you study in class.
- ◆ Use Languages of the World to prepare for a school exam. Have a friend go through a Title and make Notes with mock test questions, then go through yourself and try to answer them.
- ◆ Use Languages of the World to brush up your language skills before a trip.
- ◆ If you're working with a language teacher, prepare questions ahead of time in the Notes window.
- ◆ Zoom the Title window when you first read a new Title in a language you are comfortable with. Restore the reference windows and read the Title again. How accurate was your understanding?
- ◆ Make a CheckWord List of words with the same sound spelled different ways, then practice pronouncing those CheckWords.
- ◆ Make a CheckWord List containing [verbs](#) of a specific tense, mood, or person. Look at each verb in context, then write a new sentence containing that verb.
- ◆ Many Titles contain numbered lists. The sound for these numbers is recorded, just as for any other word, so you can learn to count in the foreign language by clicking on the numbers.
- ◆ Some Titles can teach you about foreign customs, cultures, and history. Don't forget to pay attention to the content as well as the language!

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{button ,AL('HINTLISTS;GETSTART;LEARNHINTS',0,`,`,'')} [See also](#)



## Hints on General Language Learning



- ◆ You're never too old - or too young - to learn a new language!
- ◆ Translating the menu in a foreign restaurant can be a delicious way to learn.
- ◆ When you are learning a foreign language, don't be afraid to make mistakes! People won't focus on your small imperfections. In no time, you'll get it right.
- ◆ Browsing the World Wide Web for foreign [web pages](#) is a cool way to expand your vocabulary.
- ◆ Language learning is more fun with a friend! Find someone to practice with regularly.
- ◆ Find a foreign pen-pal. You can practice your new language and make a new friend!
- ◆ Find a foreign radio station to listen to in your car to increase your language exposure.
- ◆ For a veritable feast of authentic language, become a patron of foreign films. The best ones give you insight into the culture as well.
- ◆ Read a foreign language publication to absorb a lot of day-to-day language at your own pace. You'll be multilingual and well informed!
- ◆ Try to think in the language you're learning. Challenge yourself to name all the objects you see as you drive, or try to translate your favorite song.
- ◆ Listen to music in your foreign language. You'll catch the rhythm of the language as well as the song!
- ◆ Watching TV in a foreign language is a great way to increase your language skills and learn more about another culture. Children's shows are especially entertaining and easy for beginning language learners.
- ◆ Learn the culture behind the language you're learning and you'll be better able to appreciate why people say and do things a certain way.
- ◆ Find a foreign chat group on the Internet and join in to practice your understanding and translation skills.
- ◆ Try cooking with a recipe in a foreign language. You'll be able to taste the results!
- ◆ Take a trip and practice your language skills. You don't have to go far - often, you can get a real multicultural experience by visiting certain places in your own country.
- ◆ Hosting international students is a great way to exchange lessons about language and culture. Check around for local opportunities!
- ◆ Check some foreign language children's books out of your local library for some fun and easy reading practice.
- ◆ You'll have a better feel for the language itself, and for the history behind idiomatic expressions, if you study the history of the people who speak it.

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{button ,AL('HINTLISTS;LEARNHINTS;GETSTART',0,`,`,'')} [See also](#)

## Miscellaneous Hints

- ♦ Check out the Transparent Language [web page](http://www.transparent.com) at <http://www.transparent.com>.
- ♦ If you have ideas for a new language, [Title](#), or feature for Languages of the World, [let us know!](#)
- ♦ [Register your program](#) with us, so we can send you the latest information on our exciting new Titles and programs. If you bought this program directly from Transparent Language, you're already registered.
- ♦ Look at our on-line catalog on the Internet to see our other language products! Choose **Reference / On-Line Catalog** to open it.
- ♦ A smile means friendship in any language.
- ♦ Just for fun, dress up in the traditional costume of the country whose language you are learning.

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{button ,AL('HINTLISTS',0,'')} [See also](#)

## Exiting Languages of the World

You can exit Languages of the World whenever you choose. All your [CheckWords](#), [Notes](#), [Bookmarks](#), etc. are automatically saved when you close the program.

### To exit Languages of the World:

Do one of the following:

- ♦ Choose **File / Exit**.
- ♦ Press Ctrl-Q.
- ♦ Click  in the upper right-hand corner of the screen.

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{button ,AL(^DELETE',0,`,`)} [See also](#)

## Deleting Titles

You may delete [Titles](#) from your hard drive if you are no longer going to use them. When you do so, all [CheckWords](#), [Notes](#), and [Bookmarks](#) for that Title are deleted as well.

### To permanently remove a Title from your hard drive:

1. Close any programs that you have open, other than Languages of the World. Some operating systems may not be able to properly uninstall files if certain programs, such as Explorer, are open.
2. In Languages of the World, choose **File / Open a Title** to go to the Opening screen, if you are not already there.
3. Choose **File / Uninstall a Title**.
4. The Remove a Title dialog box appears. Where it says **Title**, select the Title you want to delete.
5. Click **OK** when asked if you are sure you want to delete this Title.
6. Click **OK** when you see the message that the Title was removed successfully.

**Note:** If you have installed the multimedia files for the Title, those files will be removed as well, unless they are also used by another Title on your hard drive. In that situation, you will see a message that the media files will not be removed, so that the other Title can continue to use them.

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{button ,AL('INSTALL;DELETE;MANUALINSTALL',0,'','')} [See also](#)

## Uninstalling Languages of the World

You can permanently remove Languages of the World from your computer if you no longer want to use it. However, be aware that if you delete Languages of the World, all [Titles](#), [CheckWords](#), [Notes](#), [Bookmarks](#), and High Scores are deleted as well.

### To uninstall Languages of the World:

Do one of the following:

- ♦ Choose **Start / Programs / Languages of the World 4 / Uninstall Languages of the World**.
- ♦ In the Control Panel, choose **Add / Remove Programs**. Select **Languages of the World**, and then choose the **Add / Remove** button.

**Note:** If you see messages about SCode Errors in other Transparent Language programs after uninstalling Languages of the World, or if you see such errors in Languages of the World after uninstalling other programs, you can correct the problem by running the Register.bat file in the directory with the affected program, if there is such a file. See [Troubleshooting: SCode Errors](#) for more details.

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{button ,AL('DELETE',0,'')} [See also](#)

## Language-Specific Information

Language-specific information is available in this on-line Help for the languages listed below. This information may include general background information about the language and/or specific information on how to work with that language in Languages of the World. For languages that are not listed, you can assume that all the regular instructions in this on-line Help apply.

Not all versions of Languages of the World come with all these languages.

**Language-specific help is available for:**

[Arabic](#)

[Bengali](#)

[Chinese](#)

[Greek](#)

[Hebrew](#)

[Hindi](#)

[Japanese](#)

[Korean](#)

[Polish](#)

[Russian](#)

[Thai](#)

[Ukrainian](#)

[Vietnamese](#)

[Yiddish](#)

[Zulu](#)

For all the languages in Languages of the World, you can also get general language information from [Grammar Basics](#). You can also see the topic [Typing Special Characters or Diacritic Marks](#) for instructions on typing the special characters that appear in many languages.

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`{button ,AL( 'SPECTYPE;GRAMHELP',0,';' )}` [See also](#)

## Things to Know about Arabic



Arabic is spoken in more than twenty countries, from Morocco to Egypt to Saudi Arabia, by over 180 million people. It is the language of Islam, one of the world's major religions, and has a literary tradition that dates back more than twelve centuries. Arabic belongs to the Semitic family of languages, like Hebrew.

Although Classical Arabic is used primarily in writing throughout the Arab world, the spoken forms of Arabic vary widely, and each Arab country has its own dialect. Some form of Classical Arabic, sometimes referred to as Modern Standard Arabic, is used to communicate between people from different countries. Of all the spoken dialects, Egyptian Arabic is the most widely understood, due to Egypt's role as producer of movies and TV programs in the Arab world.

The Arabic [Title](#) in Languages of the World is [transliterated](#) - written using English letters instead of the characters it would normally use. This approach makes it easy for beginners to master the basic sounds and vocabulary of a language before tackling a new alphabet. See [Things to Know about Transliterated Languages](#) for more information.

If you are learning Arabic with Languages of the World, keep the following in mind:

### When reading transliterated Arabic Titles...

Remember that the English letters are being used to represent the sounds of Arabic in the Title. You can [use the Alphabet topic in Grammar Basics](#) to learn about the transliteration and how it relates to the characters that the language would normally use.

While learning a language that is presented in a transliterated format, it is more important to focus on the sound, structure, and vocabulary of the language than on the English-letter spellings used to represent the words. Use [Conversation Practice](#) or the [pronunciation exercises](#) to hone your pronunciation skills, or play the native speaker sound as many times as you need to perfect your listening comprehension.

### When using activities with transliterated Arabic Titles...

Remember that activities such as [Vocabulous!](#) and [Crosswords](#) are still great ways to master vocabulary, even when using the transliterated spellings. The other activities, such as [Unscramble](#), [Plug-n-Play](#), and [Graffiti](#), will help you learn grammar and word usage.

### When typing in transliterated Arabic Titles...

See [Typing Special Characters or Diacritic Marks](#) if you need instructions for typing any of the characters used in the transliterated Arabic.

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## Non-Transliterated Arabic Add-On Titles

If you buy and install add-on Arabic Titles which are not transliterated, you will see the actual Arabic characters. In that situation, there are some things to keep in mind.

### When reading and listening to non-transliterated Arabic add-on Titles...

You can [use the Alphabet topic in Grammar Basics](#) to help you learn to read the Arabic alphabet.

Also, be aware that non-transliterated Arabic text is read from right to left, the opposite of English. For that reason, all Arabic text is right-justified instead of left-justified. The positions of the Next and Continuous sound and video buttons are also appropriately reversed, so that ♦ will play the next sound or video and



will play continuous sound or video. This reversal is in effect even when you have selected English comments or hyperlinks that may appear in Arabic add-on Titles, so the buttons may look like they are working backwards for that English text. However, they will work as expected in the right to left Arabic

text.

Non-transliterated Arabic Titles also provide a stress marks option to help you learn Arabic pronunciation. Correct stress placement is important, because the same word can have different meanings depending on the stress location. See [Displaying Arabic Stress Marks](#).

**When typing in non-transliterated Arabic add-on Titles...**

When you have a non-transliterated Arabic add-on Title open, you can type Arabic characters in [Notes](#), [searches](#), [Word Dictation](#), [Sentence Dictation](#), [Vocabulous!](#), and [Crosswords](#).

See [Typing in Arabic](#) for details.

**When saving non-transliterated Arabic lists or Titles as text...**

CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. To view non-transliterated Arabic lists or Titles properly after they have been saved as text, you must select the text and set the display font to "TL Naskh 2" in whatever application you use.

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{button ,AL( ARABIC;TRANSTHINGS;LANGSPEC;GRAMHELP',0,`,`;')} [See also](#)



## Typing in Non-Transliterated Arabic

The Arabic [Title](#) in Languages of the World is [transliterated](#) - written using English letters instead of the characters it would normally use. When you are using that Title, you can follow the regular instructions for [typing special characters or diacritic Marks](#) if needed.

However, if you buy and install add-on Arabic Titles which are not transliterated, you will be able to type actual Arabic characters in [Notes](#), [searches](#), [Word Dictation](#), [Sentence Dictation](#), [Vocabulous!](#), and [Crosswords](#).

**To type Arabic characters in non-transliterated Arabic add-on Titles:**

1. [Display the Arabic Keyboard Palette](#).
2. Use the Keyboard Palette to locate the Arabic characters you wish to type.



A few characters, diacritic marks, and punctuation marks are only available by holding down the Shift key. Right-click on a character to see a larger image of it. The last key in the second row of the map, directly above the Return key, corresponds to the backslash key, which may appear elsewhere on some keyboards.

3. Do one of the following:
  - ◆ Press the appropriate key on your keyboard.
  - ◆ Use your mouse to click on the character you want on the Keyboard Palette.

The Arabic characters appear from right to left.

**To toggle between typing in Arabic and typing in English:**

Do any of the following:

- ◆ Press Ctrl-T.
- ◆ Click
- ◆ Choose **View / Type in Arabic**.

The English characters appear from left to right.

---

`{button ,AL(TYPING;ARABTHINGS;TRANSTHINGS;ALTKEYBOARDARAB',0','')}` [See also](#)




## Displaying the Non-Transliterated Arabic Keyboard Palette

The Arabic [Title](#) in Languages of the World is [transliterated](#) - written using English letters instead of the characters it would normally use. When you are using that Title, you can follow the regular instructions for [typing special characters or diacritic Marks](#) if needed.

However, if you buy and install add-on Arabic Titles which are not transliterated, you can use the Arabic [Keyboard Palette](#) to type Arabic characters in [Notes, activities, root searches, or word searches](#) or when you are using that Title.

### To display the Arabic Keyboard Palette in non-transliterated Arabic add-on Titles:

1. Choose **View / Show Keyboard When Typing**. When a checkmark appears beside this menu item, the Keyboard Palette will appear automatically when your cursor is in a position to type text. When there is no checkmark, the Keyboard Palette will not appear.
2. Position your cursor anywhere you can type text, such as in the Notes tab or in a search dialog box.
3. Choose **Arabic** from the **Language** menu on the Keyboard Palette, if it is not already selected.
4. To toggle between the Arabic keyboard and the English keyboard, do one of the following:
  - ♦ Click
  - ♦ 
  - ♦ Press Ctrl-T.
  - ♦ Choose **View / Type in Arabic**.

---

{button ,AL('TYPING;ARABTHINGS',0,'','')} [See also](#)

## Displaying Non-Transliterated Arabic Stress Marks

The Arabic [Title](#) in Languages of the World is [transliterated](#) - written using English letters instead of the characters it would normally use. When you are using that Title, you will not see Arabic stress marks.

However, if you buy and install add-on Arabic Titles which are not transliterated, you can use the stress marks option to help you learn Arabic pronunciation. The same word can have different meanings depending on the stress, so correct stress placement is important to distinguish between these [homographs](#).

**To display (or remove) Arabic stress marks in non-transliterated Arabic add-on Titles:**

Choose **View / Stress Marks**. The stress marks will disappear if they were previously visible, and reappear if they were previously hidden.

---

`{button ,AL( ARABTHINGS',0,',`')}` [See also](#)

## Things to Know about Chinese

Chinese may be the world's most popular language, spoken in the People's Republic of China, Taiwan, Hong Kong, and other Asian areas. About 885 million people speak Mandarin, the most common dialect. Many dialects of Chinese exist, each very different when spoken. However, the written language is the same everywhere.

In Languages of the World, the Chinese language is [transliterated](#) using the Pinyin system - written using English letters instead of its native characters. This approach makes it easy for beginners to master the basic sounds and vocabulary of the language before tackling a new character system.

If you are learning Chinese with Languages of the World, there are a few things to keep in mind:

### When reading...

Remember that English letters are being used to represent the sounds of Chinese in the [Title](#), and that certain accent marks indicate tones and special sounds. While learning a language that is presented in a transliterated format, it is more important to focus on the sound, structure, and vocabulary of the language than on the English-letter spellings used to represent the words.

[Use the Pronunciation topics in Grammar Basics](#) to learn about the [transliteration](#) and how it relates to the native Chinese characters.

The Chinese text in Languages of the World is displayed using the "TLAsian2" font. If you experience problems with the fonts in your Chinese Titles, try [reinstalling the font](#) from your Languages of the World CD-ROM.

### When listening...

Pay special attention to the tones used by the Chinese speakers when they pronounce each word. Different tones can change a word's meaning. With Languages of the World, you can [listen to any word](#) as many times as you need to be able to recognize its tone. You can also use [Conversation Practice](#) and the [pronunciation exercises](#) to practice your own pronunciation and the use of tones. The [pitch graphs](#) on those screens may be especially helpful for you.

### When using activities...

Remember that activities such as [Vocabulous!](#) and [Crosswords](#) are still great ways to master vocabulary, even when using the transliterated spellings. The other activities, such as [Unscramble](#), [Plug-n-Play](#), and [Graffiti](#), will help you learn grammar and word usage.

### When typing...

Transliterated Chinese uses accent marks and other special characters to represent various tones and sounds. You can type these characters when you are [creating Notes](#), [finding words and roots](#), [playing Word Dictation](#), [playing Sentence Dictation](#), [playing Vocabulous!](#), and [playing Crosswords](#).

See [Typing Special Characters or Diacritic Marks](#) for instructions.

### When saving lists or Titles as text, or when pasting text into another application...

CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. Transliterated Chinese text can also be [copied](#) and [pasted](#) into word processors, etc. To view some of the characters in the transliterated text properly in other applications, you may have to select the text, then set the display font to "TLAsian2" (TLASIAN2.TTF) in whatever application you use.

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{button ,AL('CHINESE;SPECTYPE;LANGSPEC;GRAMHELP',0,`,`,'')} [See also](#)

## Things to Know about Greek

Greek is the official language of Greece and one of the two official languages of Cyprus. It is spoken by some 11 million people in Greece and Cyprus. In the United States, there are approximately 400,000 speakers of Greek.

In Languages of the World, the Greek language is [transliterated](#) - written using English letters instead of the characters it would normally use. This approach makes it easy for beginners to master the basic sounds and vocabulary of the language before tackling a new character system. See [Things to Know about Transliterated Languages](#) for some general information about transliterated languages.

If you are learning Greek with Languages of the World, keep the following in mind:

### When reading...

Remember that English letters are being used to represent the sounds of Greek in the [Title](#). You can [use Alphabet topics in Grammar Basics](#) to learn about the [transliteration](#) and how it relates to Greek characters.

In the Languages of the World Greek [Title](#), the stressed syllables of words are written in capital letters. This feature can help you master Greek pronunciation.

### When using activities...

Remember that activities such as [Vocabulous!](#) and [Crosswords](#) are still great ways to master vocabulary, even when using the transliterated spellings. The other activities, such as [Unscramble](#), [Plug-n-Play](#), and [Graffiti](#), will help you learn grammar and word usage.

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{button ,AL(' SPECTYPE;LANGSPEC;TRANSTHINGS;GRAMHELP',0,'`,`')} [See also](#)

## Things to Know about Hebrew



Hebrew is spoken by over 4.6 million people around the world, primarily in Israel. It belongs to the family of Semitic languages and originally dates back to Old Testament times. The Hebrew [Title](#) in Languages of the World is [transliterated](#) - written using English letters instead of the characters it would normally use. This approach makes it easy for beginners to master the basic sounds and vocabulary of a language before tackling a new alphabet. See [Things to Know about Transliterated Languages](#) for more information.

If you are learning Hebrew with Languages of the World, keep the following in mind:

### When reading and listening to transliterated Hebrew Titles...

Remember that the English letters are being used to represent the sounds of Hebrew in the Title. You can [use the Alphabet topic in Grammar Basics](#) to learn about the transliteration and how it relates to the characters that the language would normally use.

While learning a language that is presented in a transliterated format, it is more important to focus on the sound, structure, and vocabulary of the language than on the English-letter spellings used to represent the words. Use [Conversation Practice](#) or the [pronunciation exercises](#) to hone your pronunciation skills, or play the native speaker sound as many times as you need to perfect your listening comprehension.

### When using activities with transliterated Hebrew Titles...

Remember that activities such as [Vocabulous!](#) and [Crosswords](#) are still great ways to master vocabulary, even when using the transliterated spellings. The other activities, such as [Unscramble](#), [Plug-n-Play](#), and [Graffiti](#), will help you learn grammar and word usage.

### When typing in transliterated Hebrew Titles...

See [Typing Special Characters or Diacritic Marks](#) if you need instructions for typing any of the characters used in the transliterated Hebrew.

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## Non-Transliterated Hebrew Add-On Titles

If you buy and install add-on Hebrew Titles which are not transliterated, you will see the actual Hebrew characters. In that situation, there are some things to keep in mind.

### When reading non-transliterated Hebrew add-on Titles...

You can [use the Alphabet topic in Grammar Basics](#) to help you learn to read the Hebrew alphabet.

Also, be aware that in non-transliterated Hebrew, text is read from right to left, the opposite of English. For that reason, all Hebrew text is right-justified instead of left-justified. The positions of the Next and Continuous sound and video buttons are also appropriately reversed, so that ♦ will play the next sound or video and



will play continuous sound or video. This reversal is in effect even when you have selected English comments or hyperlinks that may appear in Hebrew [Titles](#), so the buttons may look like they are working backwards for that English text. However, they will work as expected in the right to left Hebrew text.

Non-transliterated Hebrew text can be written with or without vowel marks. By default, Hebrew vowel marks are displayed in Hebrew Titles, but you can [turn them off](#) if you wish to see the text without them. Please note that some words change their spelling depending on whether or not vowel marks are shown. [Consult the Hebrew Grammar Basics](#) for more information on Hebrew vowels.

For non-transliterated Hebrew Titles, the Word Meaning window shows more than just the translation of the current word. It also shows the dictionary form of verbs (third-person singular masculine, past tense) as well as the actual root, which consists of three consonants. The root helps with working out irregular

forms. [Consult the Hebrew Grammar Basics](#) for more information.

### **When typing in non-transliterated Hebrew add-on Titles...**

When you have a non-transliterated Hebrew add-on [Title](#) open, you can type Hebrew characters in many situations. See [Typing Hebrew Characters](#) for instructions.

When you are [creating Notes](#), you may type in Hebrew or English, or a mixture of both languages. You may include vowel marks or not as you choose.

When [finding words and roots](#), vowel marks are required to find the correct words or roots, even if vowel marks are not currently displayed in the Title.

When you are playing [Vocabulous!](#), [Word Dictation](#), or [Sentence Dictation](#), vowel marks are required to get a word correct. The number of asterisks given to represent the words you need to type will include spaces for the vowel marks. For example, a word that has three consonants and two vowel marks will appear as five asterisks \*\*\*\*\* in the clues.

When [playing Crosswords](#), vowel marks are not required, and should not be used. The number of asterisks given to represent the words you need to type and the number of squares for the words will only include the number of consonants. For example, a word which has three consonants and two vowel marks will appear as three asterisks \*\*\* in the clues and have three squares in the puzzle.

### **When using activities with non-transliterated Hebrew add-on Titles...**

Graffiti will not be available when you are using non-transliterated Hebrew Titles. However, you can still use the other activities to build your language skills. Graffiti is available for the transliterated Hebrew Title that comes with Languages of the World.

### **When saving lists or Titles as text, or when pasting non-transliterated Hebrew text into another application...**

CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. You can also [copy](#) and [paste](#) Hebrew text from Languages of the World into different applications. To view non-transliterated Hebrew text properly in other applications, you must select the text, then set the display font to "RamahMod" in whatever application you use.

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{button ,AL('HEBREW;TRANSTHINGS;LANGSPEC;GRAMHELP',0,`,`')} [See also](#)



## Displaying or Hiding Non-Transliterated Hebrew Vowel Marks

The Hebrew [Title](#) in Languages of the World is [transliterated](#) - written using English letters instead of the characters it would normally use. When you use that Title, Hebrew vowels will be represented by the English vowels that most closely matches their sounds.

However, if you buy and install add-on Hebrew Titles which are not transliterated, you will see actual Hebrew text, which can be written with or without vowel marks. By default, Hebrew vowel marks are displayed in non-transliterated Hebrew Titles, but you can turn them off if you wish to see the text without them. Please note that some words change their spelling depending on whether or not vowel marks are shown. [Consult the Hebrew Grammar Basics](#) for more information on Hebrew vowels.

When there is a checkmark beside the **View / Stress Marks** menu item, the vowels will be displayed. When there is no checkmark, the vowels will be hidden.

### To hide (or display) Hebrew vowel marks in non-transliterated Hebrew add-on Titles:

Choose **View / Stress Marks**. The vowel marks will disappear if they were previously visible, and reappear if they were previously hidden.

You can also [type Hebrew vowel marks](#) if needed. Whether or not vowel marks are displayed in the Title, you must type vowel marks to get the words correct in word searches, root searches, the dictation activities, and Vocabulous!. In Crosswords, vowel marks are not required and should not be used.

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`{button ,AL('HEBTHINGS;TYPEHEB',0,';')} See also`

## Typing in Non-Transliterated Hebrew

The Hebrew [Title](#) in Languages of the World is [transliterated](#) - written using English letters instead of the characters it would normally use. When you are using that Title, you can follow the regular instructions for [typing special characters or diacritic Marks](#) if needed.

However, if you buy and install add-on Hebrew Titles which are not transliterated, you can type Hebrew characters when [creating Notes](#), [finding words and roots](#), [playing Word Dictation](#), [playing Sentence Dictation](#), [playing Vocabulous!](#), and [playing Crosswords](#) in a Hebrew [Title](#).

Non-transliterated Hebrew characters will appear from right to left. You can type consonants and vowel marks in non-transliterated Hebrew add-on Titles.

### To type Hebrew consonants in non-transliterated Hebrew add-on Titles:

1. [Display the Hebrew Keyboard Palette](#).
2. Use the Keyboard Palette to locate the Hebrew consonants that you want to type. The keyboard layout displayed is the standard Windows Hebrew keyboard commonly used in Israel.



♦ You can right-click on a character to see a larger image of it. The last key in the second row of the map, directly above the Return key, corresponds to the backslash key, which may appear elsewhere on some keyboards.

3. Do one of the following:

- ♦ Press the appropriate key on your keyboard.
- ♦ Use your mouse to click on the character you want on the Keyboard Palette.

### To type Hebrew vowel marks in non-transliterated Hebrew add-on Titles:

1. If you are typing in the Notes window, make sure that [vowel marks are displayed](#) in the Title window. Otherwise, the vowel marks will not appear in the Notes window either. If you are typing in Vocabulous!, Word Dictation, Sentence Dictation, or the Find Word and Find Root dialog boxes, you will be able to type vowel marks regardless of whether they are shown in the Title text.
2. [Display the Hebrew Keyboard Palette](#).
3. Type the Hebrew consonant to which you want to attach the vowel mark, or position your cursor next to that consonant if it is already typed.

4. Hold down the Alt key and the Ctrl key on your keyboard at the same time, or click on each of those keys on the Keyboard Palette. The Keyboard Palette will change to display the vowel marks along the top row of the keyboard, which represents the number keys and a few others.



- You can right-click on a vowel mark to see a larger image of it. The 9 key is for creating 'sin' (a dot over the left side of ש), and the 0 key is for creating 'shin' (a dot over the right side of ש). The last key in the second row of the map, directly above the Return key, corresponds to the backslash key, which may appear elsewhere on some keyboards.

5. Use the Keyboard Palette to locate the Hebrew vowel mark that you want to type.

6. Do one of the following:

- Press the appropriate key on your keyboard.
- Use your mouse to click on the character you want on the Keyboard Palette.

The vowel mark will appear, attached to the preceding consonant.

### To toggle between typing in Hebrew and typing in English:

Do any of the following:

- Press Ctrl-T.
- Choose **View / Type in Hebrew**.
- Click
- in the Notes window, if this button appears.

The English characters appear from left to right.

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{button ,AL('TYPING;HEBVOWEL;HEBTHINGS;ALTKEYHEB',0,'','')} [See also](#)

## Displaying the Non-Transliterated Hebrew Keyboard Palette

The Hebrew [Title](#) in Languages of the World is [transliterated](#) - written using English letters instead of the characters it would normally use. When you are using that Title, you can follow the regular instructions for [typing special characters or diacritic Marks](#) if needed.

However, if you buy and install add-on Hebrew Titles which are not transliterated, you can use the Hebrew [Keyboard Palette](#) to type Hebrew characters in [Notes, activities, root searches, and word searches](#), in non-transliterated Hebrew Titles.

### To display the Hebrew Keyboard Palette in non-transliterated Hebrew add-on Titles:

1. Choose **View / Show Keyboard When Typing**. When a checkmark appears beside this menu item, the Keyboard Palette will appear automatically when your cursor is in a position to type text. When there is no checkmark, the Keyboard Palette will not appear.
2. Position your cursor anywhere that you can type text, such as in the Notes window, in a search dialog box, or in a field on an activity screen.
3. To toggle between the Hebrew keyboard and the English keyboard, do one of the following:
  - ◆ Press Ctrl-T.
  - ◆ Choose **View / Type in Hebrew**.
  - ◆ Click
  - ◆ in the Notes window, if this button appears.

---

{button ,AL(TYPEHEB;HEBTHINGS',0,`,`')}} [See also](#)

## Things to Know about Japanese

Japanese is spoken by more than 125 million people in Japan. Japanese is not directly related to any other language or family of languages. The Japanese adopted Chinese characters in the 3rd century AD, but there is no evidence of a linguistic relationship between the two languages. Japanese does share some grammatical similarities with Korean; however, no direct link has been discovered.

In Languages of the World, Japanese is [transliterated](#) using the Romaji system - written using English letters instead of the characters it would normally use. This approach makes it easy for beginners to master the basic sounds and vocabulary of the language before tackling a new character system. See [Things to Know about Transliterated Languages](#) for some general information about transliterated languages.

If you are learning Japanese with Languages of the World, keep the following in mind:

### When reading...

Remember that English letters are being used to represent the sounds of the Japanese language in the [Title](#). You can [use the Pronunciation topics in Grammar Basics](#) to learn about the [transliteration](#) and how it relates to the three types of Japanese characters - Hiragana, Katakana, and Kanji.

### When listening...

While learning a language that is presented in a transliterated format, it is more important to focus on the sound, structure, and vocabulary of the language than on the English-letter spellings used to represent the words. With Languages of the World, you can [listen to any word](#) as many times as you need to perfect your listening comprehension. You can also use [Conversation Practice](#) and the [pronunciation exercises](#) to practice your own pronunciation.

### When using activities...

Remember that activities such as [Vocabulous!](#) and [Crosswords](#) are still great ways to master vocabulary, even when using the transliterated spellings. The other activities, such as [Unscramble](#), [Plug-n-Play](#), and [Graffiti](#), will help you learn grammar and word usage.

### When typing...

Transliterated Japanese uses letters with certain diacritic marks, such as [ō](#), to represent various sounds, such as long vowels. You can type these characters when you are [creating Notes](#), [finding words and roots](#), [playing Word Dictation](#), [playing Sentence Dictation](#), [playing Vocabulous!](#), and [playing Crosswords](#).

See [Typing Special Characters or Diacritic Marks](#) for instructions.

### When saving lists or Titles as text, or when pasting text into another application...

CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. Transliterated Japanese text can also be [copied](#) and [pasted](#) into word processors, etc. To view some of the characters in the transliterated text properly in other applications, you may have to select the text, then set the display font to "TLAsian2" (TLASIAN2.TTF) in whatever application you use.

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{button ,AL( JAPANESE;SPECTYPE;GRAMHELP;LANGSPEC',0','')} [See also](#)

## Things to Know about Polish



Polish belongs to the Western Slavic group of languages, together with Czech. It is spoken by over 38 million people in Poland, over 3 million in the United States, and over a million elsewhere in the world. Modern Polish came into being in the 16th century.

If you are learning Polish with Languages of the World, keep the following in mind:

### **When saving lists or Titles as text, or when pasting Polish text into another application...**

CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. You can also [copy](#) and [paste](#) Polish text from Languages of the World into different applications. To view Polish text properly in other applications, you must select the text, then set the display font to "TLCentralEurope" (TLCENTEU.TTF) in whatever application you use.

### **When typing...**

In a Polish Title, you can type all the Polish characters by following the regular instructions for [typing special characters](#). However, because of the special font, you may not be able to type some non-Polish special characters, such as the Spanish ñ, in Polish Titles. You may also not be able to type some Polish characters in other language Titles, unless you manually [change the Keyboard Palette language to Polish](#).

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`{button ,AL('SPECTYPE;TEXT;LANGSPEC;GRAMHELP',0,';')} See also`

## Things to Know about Russian

Russian is the official language of Russia, and is spoken as the first language by over 160 million people (including many living in the former Soviet Republics).

Russian is written in the Cyrillic alphabet, which is believed to have been introduced by the Greek missionaries Cyril and Methodius in the 9th century. If you are learning Russian, you should pay special attention to the features in Languages of the World that involve Cyrillic characters.

### When reading...

You can [use the Alphabet topic in Grammar Basics](#) to help you learn to read the Cyrillic alphabet used in Russian.

To help you learn Russian, this program provides optional stress marks. These stress marks are not part of the standard Russian spelling system, but are universally used to teach pronunciation to students of Russian. Correct stress placement is important; the same word can have different meanings depending on the stress location. See [Displaying Russian Stress Marks](#).

### When typing...

When you have a Russian [Title](#) open, you can type Cyrillic characters while [creating Notes](#), [finding words and roots](#), [playing Word Dictation](#), [playing Sentence Dictation](#), [playing Vocabulous!](#), and [playing Crosswords](#).

See [Typing Cyrillic Characters](#) for instructions. This program provides both a Russian Student Keyboard Palette and the Russian Standard Keyboard Palette.

You can also [type the stress marks](#) that may appear on the Cyrillic characters. In word searches, root searches, the dictation activities, and Vocabulous!, you must type stress marks to get the words correct. The number of asterisks given to represent the words you need to type will include spaces for the stress marks. For example, a word that has three letters, one of which has a stress mark, will appear as four asterisks \*\*\*\* in the clues.

In Crosswords, stress marks are not required and should not be used.

### When saving lists or Titles as text, or when pasting Russian text into another application...

CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. You can also [copy](#) and [paste](#) Russian text from Languages of the World into different applications. To view Russian text properly in other applications, you must select the text, then set the display font to "TL Cyrillic 2" (TLCYRIL2.TTF) in whatever application you use.

---

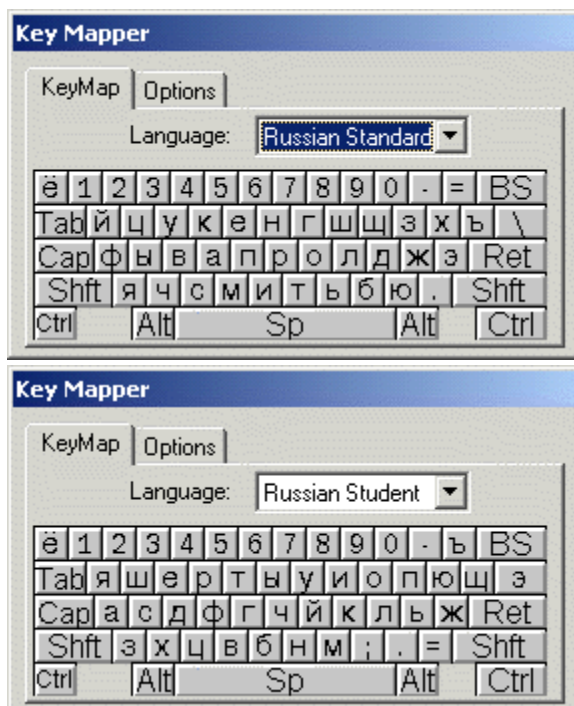
{button ,AL('RUSSIAN;LANGSPEC;GRAMHELP',0,'','')} [See also](#)

## Typing in Russian

You can type Cyrillic characters when you are [creating Notes](#), [finding words and roots](#), [playing Word Dictation](#), [playing Sentence Dictation](#), [playing Vocabulous!](#), and [playing Crosswords](#) with a Russian [Title](#). You can also type the stress marks that may appear above Cyrillic characters.

### To type Cyrillic characters while using a Russian Title:

1. [Display the Russian Keyboard Palette](#) if it is not already displayed.



◆ The

↵ key on the Student Keyboard corresponds to the backslash key, which may appear elsewhere on some keyboards.

2. Use the [Keyboard Palette](#) to find the Cyrillic characters. Upper case characters are available by holding down the Shift key. If you right-click on a character on the Keyboard Palette, you can see a bigger image of it.
3. Type the character you want, or use your mouse to click on the character on the Keyboard Palette.

### To type stress marks over Cyrillic characters while using a Russian Title:

Many Russian Titles contain stress marks, which are not part of the standard Russian spelling system, but are universally used to teach pronunciation to students of Russian. In word or root searches, the dictation activities, and Vocabulous!, you must type stress marks to get the words correct. In Crosswords, stress marks are not required and should not be used.

1. If you are typing in the Notes window, make sure that [stress marks are displayed](#) in the Title window. Otherwise, the stress marks will not appear in the Notes window either. If you are typing in Vocabulous!, Word Dictation, Sentence Dictation, or the Find Word and Find Root dialog boxes, you will be able to type stress marks regardless of whether they are shown in the Title text.
2. Type the Cyrillic character to which you will attach the stress mark, following the instructions above,



or position your cursor next to that character if it is already typed.

3. Hold down the Ctrl key and press the up arrow key (or the down arrow key) on the keyboard. The stress mark will appear over the character. You can hold down the Ctrl key and press the arrow key again to remove the stress mark if necessary.

**To toggle between typing in Russian and typing in English:**

Do any of the following:

- ◆ Press Ctrl-T.
- ◆ Click
- ◆.
- ◆ Choose **View / Type in Russian**.

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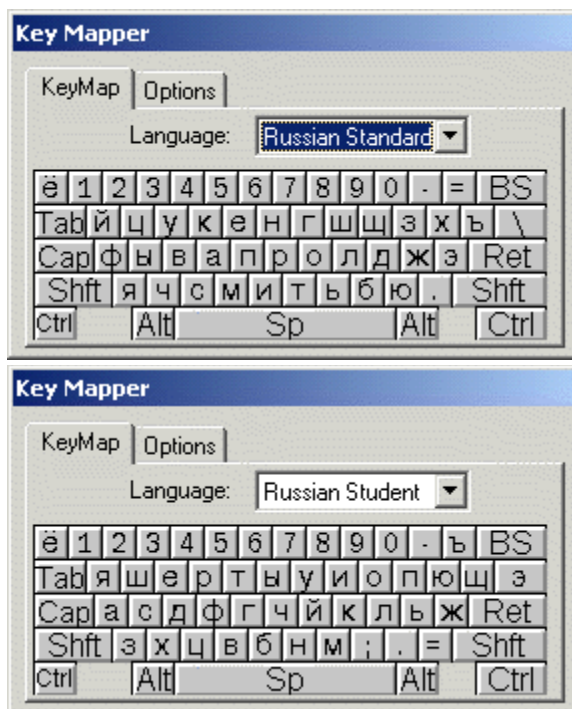
{button ,AL('TYPING;RUSTHINGS',0,`,`,'')} [See also](#)

## Displaying the Russian Keyboard Palette

Use the Russian [Keyboard Palette](#) to type Cyrillic characters in [Notes](#), [Word Dictation](#), [Sentence Dictation](#), [root or word searches](#), and [activities](#) while using Russian [Titles](#). You have a choice of the Russian Standard Keyboard Palette or the Russian Student Keyboard Palette.

**To display the Russian Keyboard Palette while using a Russian Title:**

1. Choose **View / Show Keyboard When Typing**. When a checkmark appears beside this menu item, the Keyboard Palette will appear automatically when your cursor is in a position to type text. When there is no checkmark, it will not.
2. Position your cursor anywhere that you can type text, such as in the Notes window, in a search dialog box, or in a field on an activity screen.
3. Choose either **Russian Standard** or **Russian Student** from the **Language** menu on the Keyboard Palette. The Russian Student Keyboard is easier for beginners because it pairs Russian characters with similar-sounding English letters, but the Russian Standard Keyboard is more commonly used on actual Russian computers and therefore provides good practice for anyone preparing to do business in Russia.



- ◆ The **э** key on the Student Keyboard corresponds to the backslash key, which may appear elsewhere on some keyboards.

4. To toggle between the Russian keyboard and the English keyboard, do one of the following:

- ◆ Click
- ◆
- ◆ Press Ctrl-T.

- ♦ Choose **View / Type in Russian**.

---

{button ,AL(`TYPING;TYPEHINTS;RUSTHINGS;ALTKEYRUS',0,`,`')} [See also](#)

## Displaying Russian Stress Marks

To help you learn Russian, this program provides optional stress marks. These stress marks are not part of the standard Russian spelling system, but are universally used to teach pronunciation to students of Russian. The same word can have different meanings depending on the stress, so correct stress placement is important to distinguish between these [homographs](#). A similar situation occurs in some English verb / noun pairs, as with the word 'record', which is pronounced 'reCORD' when it is a [verb](#) and 'REcord' when it is a [noun](#).

### To display (or remove) Russian stress marks:

Choose **View / Stress Marks**. The stress marks will disappear if they were previously visible, and reappear if they were previously hidden.

You can also [type the stress marks](#) that may appear on the Cyrillic characters. Whether or not stress marks are displayed in the [Title](#), you must type stress marks to get the words correct in word or root searches, the dictation activities, and Vocabulous!. In Crosswords, stress marks are not required and should not be used.

For information about typing accent marks in other languages, see [Typing Special Characters or Diacritic Marks](#).

---

{button ,AL('RUSTHINGS',0,`,')} [See also](#)

## Things to Know about Transliterated Languages



In Languages of the World, languages such as Arabic, Bengali, Chinese, Greek, Hebrew, Hindi, Japanese, Korean, Thai, and Yiddish are [transliterated](#) - written using English letters instead of the characters they would normally use. This approach makes it easy for beginners to master the basic sounds and vocabulary of a language before tackling a new alphabet.

If you are learning a transliterated language, there are a few things to keep in mind:

### When reading...

Remember that the English letters are being used to represent the sounds of the transliterated language. You can [use the Alphabet topic in Grammar Basics](#) to learn about the transliteration and how it relates to the characters that the language would normally use.

While learning a language that is presented in a transliterated format, it is more important to focus on the sound, structure, and vocabulary of the language than on the English-letter spellings used to represent the words. Use [Conversation Practice](#) or the [Listen and Speak activities](#) to hone your pronunciation skills, or [play the native speaker sound](#) as many times as you need to perfect your listening comprehension.

### When using activities...

Remember that activities such as [Vocabulous!](#) and [Crosswords](#) are still great ways to master vocabulary, even when using the transliterated spellings. The other activities, such as [Unscramble](#), [Plug-n-Play](#), and [Graffiti](#), will help you learn grammar and word usage.

### When typing...

Many of the transliterated languages use accent marks and other special characters to represent various sounds. You can type these characters in [Notes](#), [searches](#), [Word Dictation](#), [Sentence Dictation](#), [Vocabulous!](#), and [Crosswords](#).

See [Typing Special Characters or Diacritic Marks](#) for instructions.

### When saving lists or Titles as text, or when pasting text into another application...

CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. Transliterated text can also be [copied](#) and [pasted](#) into word processors, etc. To view some of the characters in transliterated text properly in other applications, you may have to select the text, then set the display font to the same font which is used in the Languages of the World Title.

---

{button ,AL('TYPING;JAPANTHINGS;CHINTHINGS;HEBTHINGS;ARABTHINGS;GREEKTHINGS;YIDTHINGS;ZULUTHINGS',0,'','')} [See also](#)

## Things to Know about Ukrainian



If you are learning Ukrainian, you should pay special attention to the Languages of the World features which involve Ukrainian characters.

### When reading...

You can [use the Alphabet topic in Grammar Basics](#) to learn how to read the Cyrillic alphabet used in Ukrainian.

To help you learn Ukrainian, we've also provided a stress marks option. Correct stress placement is important because the same word can have different meanings depending on the stress location. See [Displaying Ukrainian Stress Marks](#).

### When typing...

When you have a Ukrainian [Title](#) open, you can type Ukrainian characters when [creating Notes](#), [finding words and roots](#), [playing Word Dictation](#), [playing Sentence Dictation](#), [playing Vocabulous!](#), and [playing Crosswords](#).

See [Typing in Ukrainian](#) for instructions.

### When saving lists or Titles as text, or when pasting Ukrainian text into another application...

Ukrainian CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. Ukrainian text can also be [copied](#) and [pasted](#) into word processors, etc. To view Ukrainian text properly in other applications, you must select the text, then set the display font to "TL Cyrillic 2" (TLCYRIL2.TTF) in whatever application you use.

---

{button ,AL('UKRAINIAN;LANGSPEC;GRAMHELP',0,'`,`')} [See also](#)

## Displaying Ukrainian Stress Marks

To help you learn Ukrainian, we've provided a stress marks option. The same word can have different meanings depending on the stress, so correct stress placement is important to distinguish between these [homographs](#). By default, stress marks are shown when you open a Ukrainian [Title](#), but you can choose to hide them if you want to see the text without them.

### To display (or remove) Ukrainian stress marks:

Choose **View / Stress Marks**. The stress marks will disappear if they were previously visible, and reappear if they were previously hidden.

You can also [type the stress marks](#) which may appear on the Cyrillic characters. Whether or not stress marks are displayed in the Title, you must type stress marks to get the words correct in word or root searches, the dictation activities, and Vocabulous!. In Crosswords, stress marks are not required and should not be used.

---

{button ,AL('UKTHINGS',0,'','')} [See also](#)

## Typing in Ukrainian

While you are using a [Title](#) in [Ukrainian](#), you can type Cyrillic characters in [Notes](#), [searches](#), [Word Dictation](#), [Sentence Dictation](#), [Vocabulous!](#), and [Crosswords](#).

### To type Ukrainian characters:

1. [Display the Ukrainian Keyboard Palette](#).
2. Use the [Keyboard Palette](#) to find the character you want to type. Upper case characters are available by holding down the Shift key.
  - ◆ The last key in the second row of the Keyboard Palette, directly above the Return key, corresponds to the backslash key, which may appear elsewhere on some keyboards.
3. After you have found your characters, do one of the following:
  - ◆ Type the character using your keyboard.
  - ◆ Use your mouse to click on the characters you want on the Keyboard Palette. If you right-click on a character on the Keyboard Palette, you can see a bigger image of it.

### To type stress marks over Cyrillic characters while using a Ukrainian Title:

Titles in Ukrainian contain stress marks to teach pronunciation. In word or root searches, the dictation activities, and Vocabulous!, you must type stress marks to get the words correct. In Crosswords, stress marks are not required and should not be used.

1. If you are typing in the Notes tab, make sure that [stress marks are displayed](#) in the Title window. Otherwise, the stress marks will not appear in the Notes tab either. If you are typing in the Vocabulous!, Word Dictation, Sentence Dictation, or the Find Word and Find Root dialog boxes, you will be able to type stress marks regardless of whether they are shown in the Title text.
2. Type the Ukrainian character to which you will attach the stress mark, following the instructions above, or position your cursor next to that character if it is already typed.
3. Hold down the Ctrl key and press the up arrow key (or the down arrow key) on the keyboard. The stress mark will appear over the character. You can hold down the Ctrl key and press the arrow key again to remove the stress mark if necessary.

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`{button ,AL(TYPING;UKTHINGS;BELORUSTHINGS;BULGARTHINGS;SERBTHINGS',0,',')}` [See also](#)



## Displaying the Ukrainian Keyboard Palette

When you are [typing in Ukrainian](#), you can use the Ukrainian [Keyboard Palette](#) provided with Languages of the World to type Ukrainian characters in [Notes](#), [root or word searches](#), and [activities](#).

### To display the Ukrainian Keyboard Palettes:

1. Choose **View / Show Keyboard When Typing**. When a checkmark appears beside this menu item, the Keyboard Palette will appear automatically when your cursor is in a position to type text. When there is no checkmark, it will not.
2. Do one of the following to set the typing mode to the Title language:
  - ◆ Click
  - ◆ .
  - ◆ Press Ctrl-T.
  - ◆ Choose **View / Type in <Title Language>**.

After the Keyboard Palette is displayed, use any of the above methods to toggle between typing in English and typing in the language of the Title.

3. Position your cursor anywhere you can type text, such as in the Notes tab or in a search dialog box.
- 
- `{button ,AL(^TYPING;UKTHINGS;BELORUSTHINGS;BULGARTHINGS;SERBTHINGS',0,',')}` [See also](#)

## Things to Know about Vietnamese



Vietnamese is spoken by over 60 million people in Vietnam. There are over a million additional speakers of Vietnamese scattered across the globe including 500,000 in the United States.

If you are learning Vietnamese with Languages of the World, keep the following in mind:

### When reading...

One of the first things you will notice when you look at the Vietnamese [Title](#) is the many accents marks and diacritics used to represent special sounds and tones. These marks are an important part of the Vietnamese language. [See the Grammar Basics file](#) for information on the Vietnamese alphabet and the meanings of the different tonal marks.

### When listening...

Pay special attention to the tones used by the native speakers when they pronounce each word. Different tones can change a word's meaning. With Languages of the World, you can [listen to any word](#) as many times as you need to be able to recognize its tone. You can also use [Conversation Practice](#) and the [Listen and Speak exercises](#) to practice your own pronunciation and the use of tones. The pitch graphs available in those exercises may be especially helpful to you.

### When typing...

You can type all of the diacritics used in Vietnamese by following the standard instructions for [typing special characters or diacritic marks](#) using the arrow keys: type the [base letter](#), hold down the Ctrl key, and push one of the arrow keys until the mark or marks you want appear. For base letters which can have many combinations of marks, such as **a**, you may need to push the arrow keys quite a few times.

Some common Vietnamese characters are also available from the Vietnamese [Keyboard Palette](#). To see them, [display the Keyboard Palette](#), click on the **Options** tab, then remove the checkmark from the **Use this layout for all Latin-based keyboards** option. When you click back on the **KeyMap** tab, you will be able to see some Vietnamese characters by holding down combinations of keys such as Ctrl, Alt, and Shift. While the characters are displayed, you can type them by clicking on their image on the Keyboard Palette or by pressing the appropriate key on your keyboard.

Remember that you must type all the correct diacritics and tonal marks to get words correct in activities, word searches, and root searches.

### When customizing fonts...

You can change to a larger font size, if it makes it easier for you to distinguish the various diacritics and tonal marks. See [Customizing Text Size](#).

### When saving lists or Titles as text, or when pasting Vietnamese text into another application...

CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. You can also [copy](#) and [paste](#) Vietnamese text from Languages of the World into different applications. To view Vietnamese text properly in other applications, you must select the text, then set the display font to "VI Times (TL)" (VITIMES2.TTF) in whatever application you use.

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{button ,AL('VIETNAMESE;ACCENTS;GRAMHELP;LANGSPEC',0,'`,`')} [See also](#)

## Things to Know about Yiddish



Yiddish is spoken by about 4 million people, mostly Jews, all over the world, particularly in Argentina, Canada, France, Israel, Mexico, Romania, and the United States. Prior to World War II, about 11 million people spoke it. Recently, many organizations devoted to preserving Yiddish have become active.

In Languages of the World, the Yiddish language is [transliterated](#) - written using the same letters as English instead of the characters it would normally use. This approach makes it easy for beginners to master the basic sounds and vocabulary of the language before tackling a new character system. See [Things to Know about Transliterated Languages](#) for some general information about transliterated languages.

If you are learning Yiddish with Languages of the World, keep the following in mind:

### When reading...

Remember that English letters are being used to represent the sounds of the Yiddish language in the [Title](#). You can [use the Alphabet topics in Grammar Basics](#) to learn about the [transliteration](#).

### When listening...

While learning a language that is presented in a transliterated format, it is more important to focus on the sound, structure, and vocabulary of the language than on the English-letter spellings used to represent the words. With Languages of the World, you can [listen to any word](#) as many times as you need to perfect your listening comprehension. You can also use [Conversation Practice](#) and the [pronunciation exercises](#) to practice your own pronunciation.

### When using activities...

Remember that activities such as [Vocabulous!](#) and [Crosswords](#) are still great ways to master vocabulary, even when using the transliterated spellings. The other activities, such as [Unscramble](#), [Plug-n-Play](#), and [Graffiti](#) will help you learn grammar and word usage.

### When saving lists or Titles as text, or when pasting text into another application...

CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. Transliterated Yiddish text can also be [copied](#) and [pasted](#) into word processors, etc. To view some of the characters in the transliterated Yiddish text properly in other applications, you may have to select the text, then set the display font to "TLExtendedLatin" (TLEXLAT.TTF) in whatever application you use.

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{button ,AL('YIDDISH;TRANSTHINGS;GRAMHELP;LANGSPEC',0,'','')} [See also](#)

## Things to Know about Zulu



If you are learning Zulu with Languages of the World, keep the following in mind:

### When typing...

See [Typing Special Characters or Diacritic Marks](#) if you need instructions for typing any of the characters used in Zulu.

### When saving lists or Titles as text, or when pasting Zulu text into another application...

CheckWord Lists, Note Lists, and Title texts can all be [saved as text](#) so you can open them in other applications. You can also [copy](#) and [paste](#) Zulu text from Languages of the World into different applications. To view Zulu text properly in other applications, you must select the text, then set the display font to "TLAfricanLatin" (TLAFRIC.TTF) in whatever application you use.

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`{button ,AL('ZULU;GRAMHELP;LANGSPEC',0,',','')} See also`



## Languages of the World Reference

### Screens, Windows, and Buttons

[The Opening Screen](#)

[The Theater Screen](#)

[The Reading Screen](#)

[The Conversation Practice Screen](#)

### Features

[Menu Commands](#)

[Keyboard Shortcuts](#)

[Hints for Using Languages of the World](#)

### Language-Specific Help

[Language-Specific Information](#)

### Terminology

[Glossary](#)

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{button ,AL('MENUS;SHORTKEYS;LANGSPEC;NAVNOW',0,'','')} [See also](#)

## Using the Opening Screen



The Opening screen is the first screen that appears when you start Languages of the World. From there, you can install new [Titles](#), open Titles that are already installed, get ideas about what to do first with Languages of the World, and open reference tools. To get to the Opening screen from anywhere in the program, choose **File / Open a Title**.

### To open a Title from the Opening screen:

1. A list of installed Titles appears in the left-hand box on the screen. All of the Titles that come with Languages of the World can contribute to your language learning, so feel free to start with any one. Do one of the following:
  - ◆ Click on the name of a Title to see some general information about that Title in the right-hand box, then click **Open the Selected Title**.
  - ◆ Double-click on the name of a Title in the list to immediately open that Title.
2. If the program finds the multimedia files for the Title, that Title will open and the [Theater screen](#) will appear. If not, you will see a dialog box asking if you want to open the Title without multimedia. See [Opening Titles](#) for more information on this dialog box.

### To install new Titles from the Opening screen:

Choose **File / Install a New Title**. See [Installing New Titles](#) for details.

### To get ideas about what to do first with Languages of the World:

Click **Getting Started**.

### To open other reference products from the Opening screen:

1. Click on the **Reference Tools** tab.
2. A list of available reference tools appears in the left-hand box on the screen. This list may include [Grammar Basics](#), GrammarPro!, WordAce!, and/or Vocabulary Master. Which references are available depends on what programs you have purchased and installed. Do one of the following:
  - ◆ Click on the name of a reference tool to see some general information about that tool in the right-hand box, then click **Open the Selected Reference**.
  - ◆ Double-click on the name of a reference tool in the list to immediately open that tool.

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{button ,AL('GETSTART;REFTOOLS;INSTALL;OPENTITLE',0,`,`')} [See also](#)

## Using the Reference Tools Screen

Use the Reference Tools screen to link to the various reference tools that work with Languages of the World.

**To open reference products from the Reference Tools screen:**

1. If you haven't done so already, open the Reference Tools screen by clicking the **Reference Tools** tab on the [Opening screen](#).

A list of available tools appears in the left-hand box on the screen. You may see any or all of the following:

### **Grammar Basics**

Gives an overview of the foreign language grammar. See [Getting Grammar Help](#) for more information.

### **WordAce!®, GrammarPro!®, or Vocabulary Master™**

These additional reference programs may be purchased from Transparent Language. They will not appear in your list unless you have them installed. See [Linking to Other Transparent Language Programs](#) for more information.

2. Do one of the following:
  - ♦ Click on the name of a reference tool to see some general information about that tool in the right-hand box, then click **Open the Selected Reference**.
  - ♦ Double-click on the name of a reference tool in the list to immediately open that tool.

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{button ,AL('MENUS;JUSTALPHA;ASIANALPHA;GRAMHELP;OTHERLINK;MAIN',0,';`,`')} [See also](#)

## Using the Theater Screen - Image Overview

**Illustrated Titles** or **Video Titles** only. This action requires **access to the multimedia files**.

The Theater screen is designed to let you focus on multimedia elements like illustrations. You can switch to the Theater screen any time by clicking the **Theater** tab.

Click on a window or a button in the picture below to find out more about that element of the screen:



{button ,AL('PLAYVID;ILLUSTRATIONS;THEATER;EXPANDVID',0,'')} [See also](#)



**Large Multimedia Window**

This window shows a large version of the illustrations.

Illustrations are clearer in the program than in this picture.

**Multimedia Resize Button**

This button enlarges the Multimedia menu to fill the screen. This option is useful when you want to test your language knowledge by following along with the sound without any translations on the screen.

While the window is expanded, this button will appear as ♣, and clicking it will reduce the window to its normal size.

## Using the Reading Screen - Image Overview

You can customize the [fonts](#) and [reference windows](#) on the Reading screen.

Click on a window or a button in the picture below to find out more about that element of the screen:

The screenshot displays a software interface for language learning. At the top, there is a navigation bar with five tabs: 'Theater' (purple), 'Reading' (purple), 'Activities' (grey), 'Pronunciation' (yellow), and 'Conversation' (yellow). A help icon (?) is located on the far right of the bar.

The main content area is divided into several sections:

- Dialogue Window (Top Left):** Contains a script with characters Roberto, Anita, and Julia. The text is as follows:  
Roberto: Hola, ¿cómo estás?  
Anita: Bien, gracias, y ¿tú?  
Roberto: Bien, gracias. ¿Cómo está tu familia?  
Anita: Muy bien, gracias.  
Roberto: Hasta la vista.  
  
Julia: Buenas tardes.  
Mateo: Buenas tardes. ¿Ha conocido a mi amigo Paco?  
Julia: No, no he tenido el placer todavía.
- Video Window (Top Right):** Shows a still image of two men, Roberto and Anita, shaking hands outdoors. A magnifying glass icon is at the bottom right of the video frame.
- Segment Meaning Window (Bottom Left):** A dropdown menu is set to 'Segment Meaning'. Below it, the text reads: 'Have you met my friend Paco?'.
- Word Meaning Window (Bottom Left):** A dropdown menu is set to 'Word Meaning'. Below it, the text reads: 'conocido [conocer] - met'.
- Word Group Window (Bottom Left):** A dropdown menu is set to 'Word Group'. Below it, the text reads: 'COMPOUND TENSE'.
- Grammar Window (Bottom Right):** Titled 'Grammar', it features a checkmark icon and a pencil icon. Below these are icons for a dictionary and a plus sign. The text lists: 'Verb.', 'Past participle.', and 'See Also...'. Under 'See Also...', there are three green underlined links: 'Verb', 'Participles', and 'Indicative'.

At the bottom of the interface, there is a row of control buttons including a speech bubble, a play button, a stop button, a volume icon, and a magnifying glass.

{button ,AL('GETSTART;OPENTITLE;NAVTITLE;READ',0,','')} [See also](#)



**Title Text Window**

This window contains the text of the current Title. This foreign language text is the heart of Languages of the World, and all other activities are based upon it.

Depending on which Title you have open, the Title text may or may not be formatted, and may or may not contain hyperlinks.

The name of the open Title appears in the bar at the very top of each Languages of the World screen.

**Zoom Title Button**

This button expands the Title window so that it fills this screen. This option is useful when you want to test your ability to understand the Title without translations or other on-screen help.

While the window is expanded, this button will appear as ♦, and clicking it will reduce the window to its normal size.

**Name of the Title**

This box shows the name of the open Title.

## **Pronunciation Graph**

The pronunciation graphs provide feedback on specific aspects of your pronunciation, including Pitch, Fricatives, and Vowels. Compare your pronunciation graph to the native speaker's to see which aspects of your pronunciation are doing well and which need more practice.

See [Reading Pronunciation Graphs](#) for detailed information on these graphs.

- Don't panic if your graph isn't perfect! Some variation is normal.



**Bar for the Title Text Window**

Click on this bar to hide the information in the Title Text window. Click on it again to restore the information.

**CheckWord Button**

This button adds the currently selected word to the active CheckWord List, or removes it from the list if it is already a CheckWord.

**CheckWords Window**

This window shows all the words in your current CheckWord List (a personal vocabulary list of words from the Title text). Click ♦ to make this window active. Click on any word in the list to go to it in the Title text.

**Previous Bookmark Button**

This button moves the selector to the previous Bookmark. It is disabled if there is no previous Bookmark.

**Bookmark Button**

This button places a Bookmark in the Title at the current location, or removes an existing Bookmark.

You can have as many Bookmarks as you like in a Title.

**Next Bookmark Button**

This button moves the selector to the next Bookmark. It is disabled if there is no next Bookmark.

**Bar for the Word Meaning Window**

Click on this bar to hide the Word Meaning information. Click on it again to restore the information.

### **Word Meaning Window**

This window displays the translation of the currently selected word. When appropriate, the Word Meaning window also shows the root form of the current word in parentheses after the word, such as the infinitive of a verb or the singular form of a noun.

In this picture, the current word is **conocido**, its root form is **conocer**, and it means **met**.



**Bar for the Phrase or Word Group Window**

Click on this bar to hide the information in the Phrase or Word Group window. Click on it again to restore the information.

### Phrase or Word Group Window

This window contains the translation of the current phrase or information about the current word group.  
(In this picture, the selected phrase is **Ha conocido.**)

**Grammar Window**

This window contains basic grammar information about the current word or phrase, as well as comments on such things as capitalization conventions.

The Grammar window may also contain green, underlined hyperlinks that you can click on to open specific topics in Grammar Basics for more detailed grammar instruction.

To hide the Grammar window information, click on the CheckWords tab or the Notes tab.

**Word Tools Button**

This button lets you work with the current word in several ways. When you click on this button, a menu appears:

First, there is a list of grammar topics relevant to the current word. Click on a topic in the list to jump to the relevant topic in the grammar help file.

Below the grammar topics, you have the options:

**Find Grammar Link** (to find other words with similar grammar information.)

**Find Word** (to locate other occurrences of the current word)

**Find Root** (to locate other words derived from the same root word).

**Notes Window**

This window provides a space for you to create your own comments, questions, or messages. Each Note is linked to a word in the Title.

To create or edit a Note, click ♦ to activate this window, then click anywhere in the lower part of the window and start typing.

**Previous Note and Next Note Buttons**

These buttons move the selector from Note to Note in the Title text. They are disabled if there is no previous or next Note.

When the CheckWord window is active, these buttons move from CheckWord to CheckWord.

**List Viewer Button**

This button displays the CheckWord List Viewer, if the CheckWords window is active, or the Note List Viewer, if the Notes window is active.

From the List Viewer, you can choose, name, rename, create, copy, export, import, delete, clear, or print lists.

**Bar for the Segment Meaning Window**

Click on this bar to hide the information in the Segment Meaning window. Click on it again to restore the information.



### **Segment Meaning Window**

This window shows the translation of the current Segment (usually one or more phrases or clauses).

In this picture, the selected Segment is **¿Ha conocido a mi amigo Paco?**

**Play Word Button**

This button plays the native speaker's pronunciation of the selected word in the Title.

Use this option to hear the word in its citation form, as it would be presented in a pronouncing dictionary.

**Play Segment Button**

This button plays the native speaker's pronunciation of the current Segment.

**Play Words Button**

This button plays the sound for individual words continuously, starting from the current word.

**Play Next Word Button**

This button goes to and plays sound for the next word. It is disabled if there is no next word.

**Play Segments Button**

This button plays Segments continuously, starting with the current Segment. Use this option to hear the entire Title read.

**Play Next Segment Button**

This button goes to and plays sound for the next Segment. It is disabled if there is no next Segment.

**Multimedia Window**

This window shows the illustrations that come with Languages of the World.

Illustrations are clearer in the program than in this picture.



**Play Video Button**

This button plays the video for the current Segment.

In an Illustrated Title, this button does not appear unless the illustration has a video clip or a voice-over.

**Play Next Video Button**

This button plays the video for the next Segment in a Video Title. It is disabled if there is no next video.

**Play Continuous Video Button**

This button plays video continuously, starting with the current Segment. Use this option to see video for the entire Title.

**Segment Number : Word Number**

This area displays the Segment number and word number of your current location in the Title.

Click on this button to go to a Segment by entering its number.

**Go to Conversation Practice**

This button takes you to the Conversation Practice dialogs.

**Help Button**

This button opens the on-line Help for this screen.

**SlowSound**

This button activates SlowSound and reduces the speed of individual words. Right-click on this button to change the SlowSound Speed.

When the turtle's shell turns bright green, SlowSound is active.

**Type in Title Language Button**

This button toggles between typing in English and typing in the language of the Title.



**Theater Tab**

This tab opens the Theater screen, where you can see full-size illustrations along with the text of the Title you are studying. These multimedia elements will enrich your experience with the language.

**Reading Tab**

This tab opens the Reading screen, where you can review the text of the Title you are studying, along with translations, grammar information, and sound for every word and Segment. From this screen, you can practice reading comprehension, hone listening skills, increase grammar knowledge, build personal vocabulary lists, and more.

**Activities Tab**

This tab opens the Select an Activity screen, where you can choose from an assortment of exciting activities to enhance your language learning. Available activities include Crosswords, Vocabulous!, Word Dictation, Unscramble, Plug-n-Play, Graffiti, and Sentence Dictation.

**Pronunciation Tab**

This tab opens the Select a Pronunciation Exercise screen, where you can choose from various exercises to help you improve your pronunciation. Practice as much as you need to hone your pronunciation skills. Available exercises include Listen & Speak, Word Pronunciation, and Sentence Pronunciation.

**Conversation Tab**

This tab opens the Select a Conversation screen, where you can choose a dialog for Conversation Practice. This challenging exercise teaches you what to say in a conversation as well as how to pronounce it.

**Multimedia Resize Button**

This button reduces the size of the Multimedia window on the Reading screen, so that only the control bar is visible. This option allows more room for the Grammar information, CheckWords, and Notes.

While the Multimedia window is hidden, this button appears as ♦, and clicking it will show the Multimedia window again.

**Graph Help Button**

This button takes you to the Help topic that describes the pronunciation graphs.

**Stop Sound Button**

This button stops the sound.



**Record Button**

This button lets you record your pronunciation.

To record, click on this button and HOLD IT DOWN while you speak into the microphone.

**Playback Button**

This button lets you hear your pronunciation.

**Compare Button**

This button lets you compare your speech to the native speaker's.

When the Speech Correctness Meter is visible, you will hear both voices, one after the other.

When the pronunciation graphs are visible, you will hear audible representations of the patterns of the graphs.

**Native Speaker's Waveform**

This box displays the waveform produced by the native speaker's pronunciation of the current word or Segment.

To hear a specific part of this recording, click on this waveform and hold down the mouse button while you drag the mouse right or left to highlight part of the waveform. When you release the button, you will hear just the highlighted part of the sound.

**Your Waveform**

This box displays the waveform produced by your pronunciation of the current word or Segment.

To hear a specific part of your recording, click on this waveform and hold down the mouse button while you drag the mouse right or left to highlight part of the waveform. When you release the button, you will hear just the highlighted part of the sound. You can use this feature to focus on specific elements of your pronunciation.

### **Speech Correctness Meter**

The Speech Correctness Meter gives you a general score for your pronunciation of the current word or Segment, on a scale of "Keep Practicing" to "Wow!".



This score is based on a comparison of the patterns of upper harmonics in the sounds - in other words, how closely you matched the native speaker's vowel sounds, pitch patterns, and number and placement of fricatives (hissing or shushing sounds).

Don't be discouraged if your score varies, or if it takes several tries to improve your score. Just keep practicing, and your pronunciation will improve.

### **Your Pronunciation Graph**

This graph gives feedback on a specific aspect of your pronunciation, such as Loudness, Pitch, or Fricatives. Compare this graph to the native speaker's graph below it to see how closely you matched the native speaker's pronunciation.

See [Reading Pronunciation Graphs](#) for detailed information on the individual types of graphs.

You also can select any part of this graph to hear just that part of the sound, or click once on the graph to hear an audible representation of the graph's pattern.

- Don't panic if your graph isn't perfect! Some variation is normal. Just try to make this graph match the general pattern of the native speaker's graph.

### **Native Speaker's Pronunciation Graph**

This graph gives feedback on a specific aspect of native speaker's pronunciation, such as Loudness, Pitch, or Fricatives. Compare this graph to your graph above it to see how closely you matched the native speaker's pronunciation.

See [Reading Pronunciation Graphs](#) for detailed information on the individual types of graphs.

You also can select any part of this graph to hear just that part of the sound, or click once on the graph to hear an audible representation of the graph's pattern.

- Don't panic if your graph isn't perfect! Some variation is normal. Just try to make your graph above match the general pattern of this graph.



**Menus**

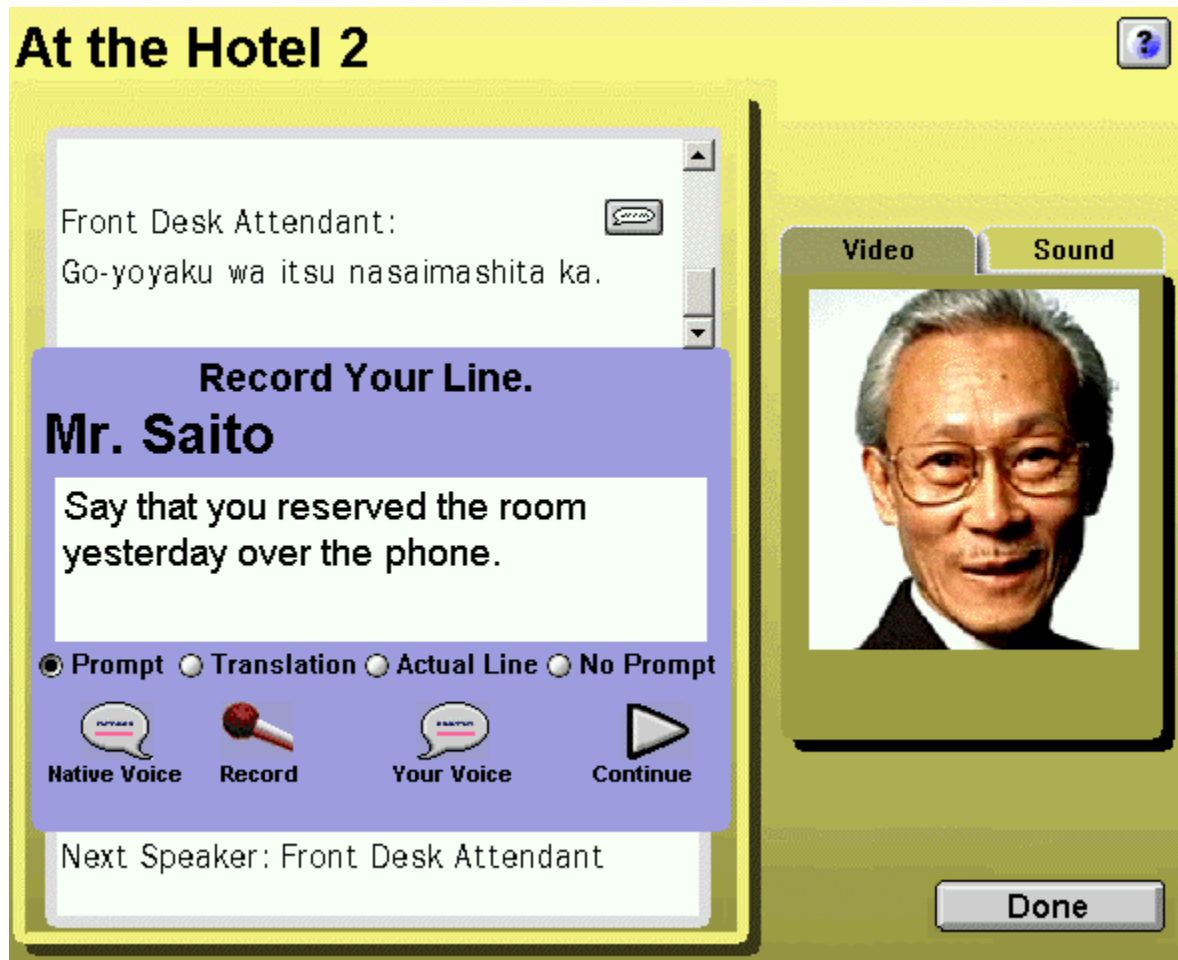
Many of the important features of Languages of the World are available through these menus.

See [Menu Commands.](#)

## Using the Conversation Practice Screen - Image Overview

This action requires [access to the multimedia files](#).

Click on any area of the picture below for information on the Conversation Practice screen. This picture shows the default view.



---

{button ,AL('LOCSOUND;CONVERSATION;OPENC',0,','')} [See also](#)

**Continue Button**

Click here when you are satisfied with your pronunciation and want to go on with the conversation.

**Done Button**

Click here when you are finished working with Conversation Practice.

**Previous Line**

This area shows the previous line in the dialog.

**Play Previous Line Button**

This button will play the previous line of the dialog.

**Instructions**

This area shows short instructions. It will tell you when to listen to the native speakers and when to record your own lines.

**Your Character's Name**

This area shows the name of the character you are playing in this dialog. You will record this character's lines in the conversation.



**Actual Line Prompt Option**

This button is one of the options for the prompt window. When you choose this option, the prompt window will display your actual line in the foreign language. This text is what you want to record.

**Translation Prompt Option**

This button is one of the options for the prompt window. When you choose this option, the prompt window will display the literal meaning of the line you want to record. Try to say this line in the foreign language.

**Prompt Option**

This button is one of the options for the prompt window. When you choose this option, the prompt window will display a hint in your native language to help you determine what to say in the dialog.

**No Prompt Option**

This button is one of the options for the prompt window. When you choose this option, the prompt window will not display any information, so you must rely on your own language knowledge to determine what to say.

**Prompt Window**

This window displays information to help you determine what to say in the dialog. Depending on your setting, it can show a prompt, a translation, your actual line, or no information.

**Play Native Speaker Button**

This button plays the native speaker's recording of your character's line in the dialog, so that you can compare your pronunciation to the native speaker's.

**Play Your Voice Button**

This button plays back your recording of this line in the conversation.

**Next Speaker Information**

This area displays the name of the character who will speak the next line of the dialog. You can use this information to determine when your turn to speak is approaching.



**Sound Tab**

[Click here](#) to see the Speech Correctness Meter and waveform graphs while you work with the dialog.

**Illustration Tab**

Click here to have illustrations available while you practice. This option is not available for all Titles.

**Multimedia Window**

This window shows illustrations for the open dialog. This option is not available for all Titles.

Illustrations are clearer in the program than in this picture.

**Name of Dialog**

This box shows the name of the currently open dialog.

## Using the Menu Commands

Commands by menu:

[File Menu Commands](#)

[Edit Menu Commands](#)

[Find Menu Commands](#)

[View Menu Commands](#)

[Multimedia Menu Commands](#)

[Reference Menu Commands](#)

[Help Menu Commands](#)

You can also access all menu items by pressing the Alt key, then the underlined letter in a menu, then the underlined letter in an item in that menu. (Depending on your operating system, you may not see the underlines until you have pressed the Alt key.)

For example, pressing **Alt**, then **R**, then **C** will select **Reference / On-Line Catalog**.

---

{button ,AL('NAVTITLE;NAVNOW;SHORTKEYS',0,'`,`')} [See also](#)

## File Menu Commands

You can use the **File** menu to go to different screens, print material, install new Titles, and exit the program.

### File menu commands:

<b>Open a Title</b>	Goes to the <a href="#">Opening screen</a> , which shows a list of installed <a href="#">Titles</a> . Select the Title you want to read. See <a href="#">Opening Titles</a> .
<b>Save as Text</b>	Saves a CheckWord List, Note List, or the Title text in a text format that can be read by a word processor or other application. See <a href="#">Saving Lists and Titles as Text</a> .
<b>Print Setup</b>	Defines the printer.
<b>Print</b>	Prints the open <a href="#">Title</a> , CheckWord List, or Note List. See <a href="#">Printing a Title</a> , <a href="#">Printing a CheckWord List</a> , and <a href="#">Printing a Note List</a> .
<b>Install a New Title</b>	Installs a new Title. See <a href="#">Installing New Titles</a> .
<b>Uninstall a Title</b>	Removes a Title from your hard drive. See <a href="#">Deleting Titles</a> .
<b>Exit</b>	Closes Languages of the World.

You can also access all menu items by pressing the Alt key, then the underlined letter in a menu, then the underlined letter in an item in that menu. (Depending on your operating system, you may not see the underlines until you have pressed the Alt key.)

For example, pressing **Alt**, then **F**, then **X** will select **File / Exit**.

```
{button ,AL('MENUS;INSTALL;OPENTITLE;PRINTTITLE;PRINTNOTECHECK;SAVETEXT;EXIT',0,'`',`  
)} See also
```

## Edit Menu Commands

You can use the **Edit** menu to copy or append material to the Clipboard, or to create [CheckWords](#) and [Bookmarks](#).

### Edit menu commands:

<b>CheckWord</b> ♦♦	Adds or removes the currently selected word in your list of <a href="#">CheckWords</a> . See <a href="#">Using CheckWords</a> .
<b>Bookmark</b> ♦♦	Places or removes a <a href="#">Bookmark</a> in the Title at the current location. See <a href="#">Using Bookmarks</a> .
<b>Copy</b>	<a href="#">Copies</a> the selected text in the Notes window to the <a href="#">Clipboard</a> . Only available if there is Note text selected. See <a href="#">Copying Notes</a> .
<b>Paste to Note</b>	<a href="#">Pastes</a> the contents of the <a href="#">Clipboard</a> into a Note attached to the current word. Only available if there is text on the Clipboard. See <a href="#">Pasting Text</a> .
<b>Copy Word</b>	<a href="#">Copies</a> the currently selected word in the Title to the <a href="#">Clipboard</a> , erasing existing material on the Clipboard. See <a href="#">Copying Words, Segments, and Notes</a> .
<b>Copy Segment</b>	<a href="#">Copies</a> the current Segment to the <a href="#">Clipboard</a> , erasing existing material on the Clipboard. See <a href="#">Copying Words, Segments, and Notes</a> .
<b>Copy Note</b>	<a href="#">Copies</a> the current Note to the <a href="#">Clipboard</a> , erasing existing material on the Clipboard. See <a href="#">Copying Words, Segments, and Notes</a> .
<b>Append Word</b>	<a href="#">Appends</a> the currently selected word to the <a href="#">Clipboard</a> without erasing existing material on the Clipboard. See <a href="#">Appending Words, Segments, and Notes</a> .
<b>Append Segment</b>	<a href="#">Appends</a> the current <a href="#">Segment</a> to the <a href="#">Clipboard</a> without erasing existing material on the Clipboard. See <a href="#">Appending Words, Segments, and Notes</a> .
<b>Append Note</b>	<a href="#">Appends</a> the current Note to the <a href="#">Clipboard</a> without erasing existing material on the Clipboard. See <a href="#">Appending Words, Segments, and Notes</a> .

You can access all menu items by pressing the Alt key, then the underlined letter in a menu, then the underlined letter in an item in that menu. (Depending on your operating system, you may not see the underlines until you have pressed the Alt key.)

For example, pressing **Alt**, then **E**, then **B** will select **Edit / Bookmark**.

---

`{button ,AL('MENUS;COPYING;USECHECK;SETBOOK',0,',')} See also`

## Find Menu Commands

You can use the **Find** menu to search the [Title](#) for particular words, [roots](#), [grammar links](#), or locations, and to find your [CheckWords](#), [Notes](#), and [Bookmarks](#).

**Find menu commands:**

[Find Root](#)

[Find Word](#)

[Find Grammar Link](#)

[Find Again](#)

[Go to Location](#)

[Previous](#)

[Next](#)

You can access all menu items by pressing the Alt key, then the underlined letter in a menu, then the underlined letter in an item in that menu. (Depending on your operating system, you may not see the underlines until you have pressed the Alt key.)

For example, pressing **Alt**, then **N**, then **W** will select **Find / Find Word**.

---

`{button ,AL('MENUS;FINDING',0,`,~')}` [See also](#)



## Find / Find Root

Button: ♦

Keyboard: F4 key

Hotkey: Right-click on the word in the Title, select **Find Root**.

Use **Find / Find Root** to search the [Title](#) for words derived from any [root](#). You can use [wildcards](#) to search for pieces of roots.

For step-by-step instructions, see [Finding a Root or Word](#).

---

`{button ,AL(^ FINDMENU;SEARCHHINTS;FIND2',0,',`')}` [See also](#)

## Find / Find Word

Button: ♦

Keyboard: F5 key

Hotkey: Right-click on the word in the Title, select **Find Word**.

Use **Find / Find Word** to search for any word in the [Title](#). You can use [wildcards](#) to search for pieces of words.

For step-by-step instructions, see [Finding a Root or Word](#).

---

`{button ,AL(^ FINDMENU;SEARCHHINTS;FIND2',0,',`')}` [See also](#)

## Find / Find Grammar Link

Button: ♦

Keyboard: F6 key

Hotkey: Right-click on the word in the [Title](#), select **Find Grammar Link**.

Use **Find / Find Grammar Link** to search for words that are grammatically similar to the current word.

For step-by-step instructions, see [Finding a Grammar Link](#).

---

{button ,AL(^FINDMENU;SEARCHHINTS;GRAMHELP;FIND2',0,`,`')} [See also](#)

## Find / Find Again

Keyboard: F3 key

Use **Find / Find Again** to repeat your most recent search. You can repeat searches for words, [roots](#), or [grammar links](#).

---

{button ,AL('FINDMENU;SEARCHHINTS;FIND2',0,'`,`')} [See also](#)

## Find / Go to Location

Button: ♦

**Find / Go to Location** allows you to search for a [Segment](#) by its number.

Each Segment in a [Title](#) is assigned a unique number, and each word within a Segment is also numbered. The current Segment and word numbers appear below the Title window.

For step-by-step instructions, see [Finding a Segment](#).

---

`{button ,AL(^FINDMENU;FINDING',0,',')}` [See also](#)

## Find / Previous and Next

Buttons: ♦  
♦

**Find Previous...** and **Find Next...** locate the previous and next [CheckWord](#), [Bookmark](#), or [Note](#). The arrow buttons, ♦  
♦, provide a much faster way of performing these functions.

---

{button ,AL('NAVTITLE;FIND3;FINDMENU',0,`,`')} [See also](#)

## View Menu Commands

You can use the **View** menu change the appearance of Languages of the World and to see various features.

### View menu commands:

[Zoom Video](#) or [Zoom Title](#)

[Highlight Segment](#)

[Highlight Phrase](#)

[CheckWord List](#)

[Notes List](#)

[Stress Marks](#) (Not relevant for all languages)

[Type in <Title Language>](#)

[Show Keyboard When Typing](#)

[Text Size](#)

[View ToolTips](#)

You can access all menu items by pressing the Alt key, then the underlined letter in a menu, then the underlined letter in an item in that menu. (Depending on your operating system, you may not see the underlines until you have pressed the Alt key.)

For example, pressing **Alt**, then **V**, then **N** will select **View / Notes List**.

---

`{button ,AL('MENUS',0,`,`')}` [See also](#)

## View / Zoom Video or View / Zoom Title

Button: ♦ under the Multimedia window on the Theater screen, or under the Title window on the Reading screen.

Keyboard: Ctrl-Z on the Reading screen.

**View / Zoom Video** enlarges the Multimedia window on the Theater screen and hides all other windows. To "unzoom" the Title window, select **View / Zoom Video** again.

On the Reading screen, this menu item changes to **View / Zoom Title** and enlarges or shrinks the [Title window](#). While the Title is zoomed, you can use the [scroll bar](#) or the [Keyboard Shortcuts](#) to navigate through the text.

---

{button ,AL('CUSTREF;EXPANDVID;ZOOM;HIDEVID;VIEWMENU;SHORTKEYS',0,';')} [See also](#)



## View / Highlight Segment

Keyboard: Ctrl-H

**View / Highlight Segment** controls whether the current [Segment](#) in the [Title](#) is highlighted. When a checkmark appears beside this menu item, highlighting will be on, as it is by default.

For step-by-step instructions, see [Highlighting Segments and Phrases](#).

---

`{button ,AL(^CUSTCOLOR;VIEWMENU;HIGHLIGHT',0,',`')}` [See also](#)

## View / Highlight Phrase

**View / Highlight Phrase** controls whether the current [phrase](#) or [word group](#) in the [Title](#) is highlighted. When a checkmark appears beside this menu item, highlighting will be on, as it is by default.


Not every word is part of a phrase, so you will not see phrase highlighting for every word.

For step-by-step instructions, see [Highlighting Segments and Phrases](#).

---

`{button ,AL('CUSTCOLOR;VIEWMENU;HIGHLIGHT',0,'`,`')}` [See also](#)

## View / CheckWord List

Button:  in the CheckWords window.


Keyboard: Ctrl-L

**View / CheckWord List** displays the [List Viewer](#) with your current list of [CheckWords](#).

---

`{button ,AL('USECHECK;LISTVIEW;VIEWMENU',0,'','')}` [See also](#)

## View / Notes List

Button:  in the Notes window.

Keyboard: Ctrl-N

**View / Notes List** displays the [List Viewer](#) with your current list of [Notes](#).

---

`{button ,AL('USENOTE;LISTVIEW;VIEWMENU',0,`,`')}` [See also](#)

## View / Stress Marks


**View / Stress Marks** displays stress marks in the certain languages such as Russian and Ukrainian. This menu item will be grayed out when it does not apply to the open [Title](#).

**For instructions on typing stress marks and accents in other languages**, such as à, è, á, and é, see [Typing Special Characters or Diacritic Marks](#).

---

{button ,AL(^RUSTHINGS;ARABTHINGS;HEBTHINGS;VIEWMENU',0,`,`;`)}} [See also](#)

## View / Type in <Title Language>

Button: 

**View / Type in <Title Language>** sets the typing mode and displays the [Keyboard Palette](#) for typing in different languages.

---

`{button ,AL(`TYPING;KEYMAP;VIEWMENU',0,`,`')}` [See also](#)

## View / Show Keyboard When Typing

**View / Show Keyboard When Typing** controls whether the [Keyboard Palette](#) appears automatically when your cursor is in a position to type text. When a checkmark appears beside this menu item, the Keyboard Palette will appear. When there is no checkmark, it will not.

---

`{button ,AL('TYPING;KEYMAP;VIEWMENU',0,'','')}` [See also](#)

## View / Text Size

**View / Text Size** controls the size of the fonts used in Languages of the World. It can change the size of the text in the [Title](#) and the text in the [reference windows](#).

There are three options in the flyout menu that appears when you select **View / Text Size**:

**Larger Size** will make the fonts bigger each time you choose it. When you have reached the maximum size, this option will be grayed out.

**Default Size** will return the fonts to the sizes they were when you first installed Languages of the World. This option can be handy when you change your mind about your new font sizes.

**Smaller Size** will make the fonts smaller each time you choose it. When you have reached the minimum size, this option will be grayed out.

---

`{button ,AL('CUSTTEXT;VIEWMENU',0,`,`,'')}` [See also](#)



## View / View ToolTips

**View / View ToolTips** controls whether [ToolTips](#) are enabled or disabled. When a checkmark appears beside this menu item, ToolTips are enabled. When there is no checkmark, they are disabled.

---

`{button ,AL('TOOLTIPS;VIEWMENU',0,'','')} See also`

## Multimedia Menu Commands

You can use the **Multimedia** menu to hear sound, or to watch the video that may come with add-on [Titles](#). Most of the commands in this menu require [access to the multimedia files](#).

### Multimedia menu commands:

[Sound](#)

[Play Word Sound](#)

[Play Segment Sound](#)

[SlowSound](#)

[Stop Sound](#)

[Video](#) - This command is only available for add-on Titles with video.

[Play Segment Video](#) - This command is only available for add-on Titles with video.

[Stop Video](#) - This command is only available for add-on Titles with video.

[Image Credits](#)

[Sound Preferences](#)

[Set CD Drive](#)

You can access all menu items by pressing the Alt key, then the underlined letter in a menu, then the underlined letter in an item in that menu. (Depending on your operating system, you may not see the underlines until you have pressed the Alt key.)

For example, pressing **Alt**, then **M**, then **W** will select **Multimedia / Play Word Sound**.

---

```
{button ,AL('MENUS;LISTENING;PLAYVID;ILLUSTRATIONS;LOCSOUND;LOCVID;STOPSOUND',0,`',`')}} See also
```

## Multimedia / Sound

When you choose **Multimedia / Sound**, you will see a flyout menu with various sound-related options. Most of the commands in this menu require [access to the multimedia files](#).

[Word](#)

[Previous Word](#)

[Next Word](#)

[Words](#)

[Segment](#)

[Previous Segment](#)

[Next Segment](#)

[Segments](#)

---

`{button ,AL('LISTENING;STOPSOUND;MEDIAMENU',0,`,`)} See also`

## Multimedia / Play Word Sound and Multimedia / Sound / Word

This action requires [access to the multimedia files](#).

Button: ♦

Keyboard: F7 key

Hotkey: Double-click on the word in the Title.

Because playing word sound is one of the most common actions you may want to perform, there are two ways to do so from the menu. **Multimedia / Play Word Sound** and **Multimedia / Sound / Word** both let you hear the native speaker pronounce the current word in the [Title](#). Use either of these options to hear the word in its [citation form](#).

For step-by-step instructions, see [Listening to a Word](#).

---

`{button ,AL('LISTENING;STOPSOUND;MEDIAMENU',0,'`,`')}` [See also](#)

## Multimedia / Sound / Previous Word

This action requires [access to the multimedia files](#).

**Multimedia / Sound / Previous Word** plays the native speaker sound for the previous word in the [Title](#).

For step-by-step instructions, see [Listening to a Word](#).

---

`{button ,AL('LISTENING;STOPSOUND;MEDIAMENU',0,`,`')}` [See also](#)

## Multimedia / Sound / Next Word

This action requires [access to the multimedia files](#).

Button: ♦ beside the  
♦ button below the [Title](#) window.

**Multimedia / Sound / Next Word** plays the native speaker sound for the next word in the [Title](#).

For step-by-step instructions, see [Listening to a Word](#).

---

{button ,AL(^LISTENING;STOPSOUND;MEDIAMENU',0,`,')} [See also](#)

## Multimedia / Sound / Words

This action requires [access to the multimedia files](#).

Button: ♦ beside the  
♦ button below the [Title](#) window.

Keyboard: F8 key

**Multimedia / Sound / Words** plays continuous word sound, starting from the current word in the Title. Each word is pronounced in its [citation form](#).

For step-by-step instructions, see [Listening to Words Pronounced Continuously](#).

---

`{button ,AL(^LISTENING;STOPSOUND;MEDIAMENU',0,`,`')}` [See also](#)

## Multimedia / Play Segment Sound or Multimedia / Sound / Segment

This action requires [access to the multimedia files](#).

Button: ♦

Keyboard: F9 key

Because playing Segment sound is one of the most common actions you may want to perform, there are two ways to do so from the menu. **Multimedia / Play Segment Sound** and **Multimedia / Sound / Segment** both let you hear the native speaker pronounce the current [Segment](#) in the [Title](#).

This feature is useful for hearing how the words are pronounced in context and at a natural speaking rate. (Words in natural contexts often sound different than when they are spoken in isolation.)

For step-by-step instructions, see [Listening to a Segment](#).

---

{button ,AL('LISTENING;STOPSOUND;MEDIAMENU',0,'`,`')} [See also](#)



## Multimedia / Sound / Previous Segment

This action requires [access to the multimedia files](#).

**Multimedia / Sound / Previous Segment** plays the native speaker sound for the previous [Segment](#) in the [Title](#).

For step-by-step instructions, see [Listening to a Segment](#).

---

`{button ,AL(^LISTENING;STOPSOUND;MEDIAMENU',0,',')}` [See also](#)

## Multimedia / Sound / Next Segment

This action requires [access to the multimedia files](#).

Button: ♦ beside the  
♦ button below the [Title](#) window.

**Multimedia / Sound / Next Segment** plays the native speaker sound for the next [Segment](#) in the [Title](#).

For step-by-step instructions, see [Listening to a Segment](#).

---

{button ,AL(^LISTENING;STOPSOUND;MEDIAMENU',0,`,')} [See also](#)

## Multimedia / Sound / Segments

This action requires [access to the multimedia files](#).

Button: ♦ beside the  
♦ button below the Title window.

Keyboard: F10 key

**Multimedia / Sound / Segments** pronounces [Segments](#) continuously, starting from the current Segment.

♦ To hear the entire [Title](#), select the first word of the Title, then use this command.

For step-by-step instructions, see [Listening to Segments Pronounced Continuously](#).

---

`{button ,AL(^LISTENING;STOPSOUND;MEDIAMENU',0,`,`')}` [See also](#)

## Multimedia / SlowSound

This action requires [access to the multimedia files](#).

Button: ♦


**Multimedia / SlowSound** reduces the speed of the native speaker's pronunciation. When [SlowSound](#) is active, a checkmark appears beside this menu item.

For step-by-step instructions, see [Using SlowSound](#).

---

{button ,AL(^LISTENING;SLOWSOUND;MEDIAMENU',0,`,`')}} [See also](#)

## Multimedia / Stop Sound

Buttons: ,



♦, or

♦ below the [Title](#) window.

Keyboard: **Esc** key

**Multimedia / Stop Sound** ends whatever sound is playing.

For step-by-step instructions, see [Stopping Sound](#).

---

`{button ,AL('LISTENING;STOPSOUND;MEDIAMENU',0,'','')}` [See also](#)

## Multimedia / Video

This command is only available for add-on Titles with video. When you choose **Multimedia / Video**, you will see a flyout menu with various video-related options. The commands in this flyout menu require [access to the multimedia files](#).

[Segment](#)

[Previous Segment](#)

[Next Segment](#)

[Segments](#)

[Stop](#)

[Image Credits](#)

---

{button ,AL(^PLAYVID;MEDIAMENU',0,`,`')}' [See also](#)

## Multimedia / Play Segment Video or Multimedia / Video / Segment

This action requires [access to the multimedia files](#).

Button: ♦ below the Multimedia window.

This command is only available for add-on Titles with video. In a [Video Title](#), playing the video for a [Segment](#) is one of the most common actions you may want to perform, so there are two ways to do so from the menu. **Multimedia / Play Segment Video** and **Multimedia / Video / Segment** both play the video for the current Segment in the [Title](#).

For step-by-step instructions, see [Playing Video for a Segment](#).

---

`{button ,AL(^PLAYVID;MEDIAMENU',0,`,`')}` [See also](#)

## Multimedia / Video / Previous Segment

This action requires [access to the multimedia files](#).

This command is only available for add-on Titles with video. **Multimedia / Video / Previous Segment** plays the video for the previous [Segment](#) in the [Title](#).

For step-by-step instructions, see [Playing Video for a Segment](#).

---

`{button ,AL(^PLAYVID;MEDIAMENU',0,',')}` [See also](#)



## Multimedia / Video / Next Segment

This action requires [access to the multimedia files](#).

Button: ♦ below the Multimedia window.

This command is only available for add-on Titles with video. **Multimedia / Video / Next Segment** plays the video for the next [Segment](#) in the [Title](#).

For step-by-step instructions, see [Playing Video for a Segment](#).

---

`{button ,AL(^PLAYVID;MEDIAMENU',0,',^')}` [See also](#)

## Multimedia / Video / Segments

This action requires [access to the multimedia files](#).

Button: ♦ below the Multimedia window.

This command is only available for add-on Titles with video. **Multimedia / Video / Segments** plays the video continuously, starting with the current [Segment](#).


♦ To see the video for the entire [Title](#), select the first word of the Title, then use this command.

For step-by-step instructions, see [Playing Video Continuously](#).


---

`{button ,AL('PLAYVID;MEDIAMENU',0,`,`')}`}` [See also](#)

## Multimedia / Stop Video or Multimedia / Video / Stop

Button: ,

, or

 below the Multimedia window.

This command is only available for add-on Titles with video. You can choose either **Multimedia / Stop Video** or **Multimedia / Video / Stop** to stop any video that is playing.

For step-by-step instructions, see [Stopping Video](#).

---

`{button ,AL(^PLAYVID;MEDIAMENU',0,`,`')}` [See also](#)

## Multimedia / Image Credits

**Multimedia / Image Credits** provides photographer and copyright information about the current image showing in the Multimedia window.

---

{button ,AL('PLAYVID;ILLUSTRATIONS;MEDIAMENU',0,`,`,'')} [See also](#)

## Multimedia / Sound Preferences

**Multimedia / Sound Preferences** allows you to change various aspects of the sound in Languages of the World. For example, you can change the time between words, the percentage by which [SlowSound](#) reduces word speed, and what types of sounds are played during activities.

For step-by-step instructions, see [Customizing Sound](#).

---

{button ,AL(^LISTENING;SOUNDCUST;SLOWSOUND;MEDIAMENU',0,`,`)} [See also](#)

## Multimedia / Set CD Drive

**Multimedia / Set CD Drive** displays the Multimedia Files Location dialog box, which you can use to tell the program where to find the multimedia files for the [Title](#). These files may be on a [CD-ROM](#) or they may be installed on your hard drive, depending on which option you chose during installation.

This menu item will be grayed out if the program has already found the multimedia files.

For step-by-step instructions, see [Locating Sound Files](#) or [Locating Multimedia Files](#).

---

{button ,AL(^LISTENING;LOCVID;LOCSOUND;PLAYVID;ILLUSTRATIONS;MEDIAMENU',0,'`')}} [See also](#)

## Reference Menu Commands

Use the **Reference** menu to get grammar help for your foreign language and to link to other Transparent Language products.

### Reference menu commands:

<b>Open a Reference</b>	Goes to the Reference Tools screen, where you can open various reference programs. See <a href="#">Using the Reference Tools Screen</a> .
<b>Grammar Basics</b>	Gives an overview of the foreign language grammar. See <a href="#">Getting Grammar Help</a> .
<b>On-Line Catalog</b>	Opens your <a href="#">Internet browser</a> and displays the on-line Transparent Language catalog on the Internet.
<b>On-Line References</b>	Opens your Internet browser and links to some of the available resources on the Transparent Language <a href="#">web page</a> .

If you have other Transparent Language programs installed, such as GrammarPro!®, WordAce!®, or Vocabulary Master™, they are also listed in the **Reference** menu. See [Linking to Other Transparent Language Programs](#).

You can access all menu items by pressing the Alt key, then the underlined letter in a menu, then the underlined letter in an item in that menu. (Depending on your operating system, you may not see the underlines until you have pressed the Alt key.)

For example, pressing **Alt**, then **R**, then **G** will select **Reference / Grammar Basics**.

---

{button ,AL('MENUS;GRAMHELP;JUSTALPHA;OTHERLINK',0,'','')} [See also](#)

## Help Menu Commands

Use the **Help** menu to get help on Languages of the World.

### Help menu commands:

<b>Help</b> ◆	Gives detailed instructions about Languages of the World. See <a href="#">Accessing On-Line Help</a> .
<b>Getting Started</b>	Gives ideas about what to do first with Languages of the World. See <a href="#">Getting Started</a> .
<b>Where Am I?</b>	Shows the popup screen introduction for the current screen. See <a href="#">Showing or Hiding the Popup Screen Introductions</a> .
<b>Show Hints</b>	Shows the hints box with a helpful tip about Languages of the World. See <a href="#">Using Hints</a> and <a href="#">Hint Lists</a> .
<b>Title Description</b>	Shows a summary of the <a href="#">Title</a> along with interesting background information.
<b>Author Credits</b>	Shows a brief statement about the author(s) and translator(s) of the Title.
<b>About</b>	Shows basic release information about Languages of the World. Also has an on-line registration form.

You can access all menu items by pressing the Alt key, then the underlined letter in a menu, then the underlined letter in an item in that menu. (Depending on your operating system, you may not see the underlines until you have pressed the Alt key.)

For example, pressing **Alt**, then **H**, then **S** will select **Help / Show Hints**.

---

`{button ,AL('MENUS;HELP;GETSTART',0,'','')} See also`



## Keyboard Shortcuts for Languages of the World ♦

The following keys provide quick ways to do many common actions. Choose **File / Print Topic** from menu of this Help file if you want to print this topic to have a handy reference sheet.

<b>Right Arrow</b>	Go to Next Word
<b>Left Arrow</b>	Go to Previous Word
<b>Tab</b>	Go to Next Segment
<b>Shift-Tab</b>	Go to Previous Segment
<b>Down Arrow</b>	Go to Next Line
<b>Up Arrow</b>	Go to Previous Line
<b>Page Up</b>	Go to Previous Screen
<b>Page Down</b>	Go to Next Screen
<b>Home</b>	Go to Beginning of Line
<b>End</b>	Go to End of Line
<b>Esc</b>	Stop Sound
<b>F1</b>	Open Languages of the World Help
<b>F2</b>	Open Grammar Help
<b>F3</b>	Find Again (Next Occurrence of Search Item)
<b>Shift-F3</b>	Find Again (Previous Occurrence of Search Item)
<b>F4</b>	Find Root
<b>F5</b>	Find Word
<b>F6</b>	Find Grammar Link
<b>F7</b>	Play Word
<b>F8</b>	Play Words
<b>F9</b>	Play Segment
<b>F10</b>	Play Segments
<b>Ctrl-A</b>	Show All Reference Window Information
<b>Ctrl-B</b>	Create Bookmark
<b>Ctrl-C</b>	Copy Selected Text in a Note
<b>Ctrl-H</b>	Highlight Segment
<b>Ctrl-K</b>	Add or Remove a CheckWord
<b>Ctrl-L</b>	View CheckWord List
<b>Ctrl-N</b>	View Note List
<b>Ctrl-P</b>	Show or Hide Phrase Information
<b>Ctrl-Q</b>	Exit Languages of the World
<b>Ctrl-S</b>	Show or Hide Segment Meaning Information
<b>Ctrl-T</b>	Toggle Typing Mode For Certain Languages
<b>Shift-Ctrl-T</b>	Show SlowSound Speed Slider
<b>Ctrl-V</b>	Paste Text in a Note
<b>Ctrl-W</b>	Show or Hide Word Meaning Information
<b>Ctrl-X</b>	Cut Text in a Note
<b>Ctrl-Z</b>	Zoom or Unzoom Title

In addition, you can access all menu items by pressing the Alt key, then the underlined letter in a menu, then the underlined letter in an item in that menu. (Depending on your operating system, you may not see the underlines until you have pressed the Alt key.)

For example, pressing **Alt**, then **R**, then **C** will select **Reference / On-Line Catalog**.

---

{button ,AL('NAVTITLE;NAVNOW;PRINTHELP;MENUS',0,'')} [See also](#)



## Getting Technical Support

If you have questions about a Transparent Language product or encounter difficulties with it, you can refer to any of the following:

- the [Troubleshooting](#) section of this on-line Help file
- the [printable manual](#) for Languages of the World
- the written *Installation Guide* in your CD insert
- the Technical Support section of our World Wide Web page, <http://www.transparent.com> (If you are logged onto the Internet, you can link directly to this page by clicking the address in green.)

For solutions to some common situations, see [Troubleshooting](#). Also, please check that your system meets the [system requirements](#) for Languages of the World.

If you cannot resolve the issue, Technical Support is available.

### Outside the United States:

Contact your local Languages of the World distributor.

Inside the United States, please [contact Transparent Language](#):

<b>Phone:</b>	(603) 262-6300
<b>Internet:</b>	<a href="mailto:support@transparent.com">support@transparent.com</a>
<b>FAX:</b>	(603) 262-6555

When you communicate with us about difficulties with the program, please include the following information:

- Version number of Languages of the World.
- Language of the [Title](#) or program being used.
- Type of computer.
- Operating system version.
- Any error messages received.
- Complete problem description.

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{button ,AL('HELP;CONTACT',0,'')} [See also](#)

# Troubleshooting

Solutions to some common situations:

[No Sound](#)

[Error in the Sound System](#)

[Distorted or Incorrect Sound](#)

[Recording Problems](#)

[Conversation Practice Not Available](#)

[No Illustrations](#)

[Cannot See Whole Screen / Resolution Too Low](#)

[Screen Colors Flash, Change, or Appear Incorrectly](#)

[Certain Characters Don't Appear or Appear Incorrectly](#)

[Cannot Type Accented or Special Characters](#)

[Problems Importing or Exporting](#)

[Problems Printing the Printable Manual](#)

[Cannot Connect to On-Line Quizzes](#)

[Scratchy Sound while Playing Video in Add-On Titles](#)

[Video Display Problems in Add-On Titles](#)

[SCode Errors](#)

[Code Base Errors](#)

For the latest troubleshooting information, you can also consult the Transparent Language [web page](http://www.transparent.com):  
<http://www.transparent.com>

If you still cannot solve your problem, contact our [Technical Support](#).

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`{button ,AL('CONTACT;GETSTART',0,'','')}` [See also](#)

## No Sound

If you cannot hear sound with a [Title](#) in Languages of the World, check the following:

- ◆ During installation, did you choose to leave the multimedia files on the [CD-ROM](#) rather than installing them on the hard drive? Leaving the multimedia files on the CD-ROM is the most common choice. In that situation, you need to have the correct CD-ROM in the drive to hear sound.
- ◆ Does the CD-ROM in the drive correspond with the open Title? Some Languages of the World programs include more than one CD-ROM - the artwork on the CD-ROM itself will tell you which CD-ROM has the sound for which languages. If you have any additional Titles that were not part of your Languages of the World package, and you did not install the multimedia files for those Titles, you must put the appropriate Title CD-ROM in the drive to hear sound for those Titles.
- ◆ Can Languages of the World find the sound files? See [Locating Sound Files](#).
- ◆ Did you see a message that there was an error in the sound system? If so, see [Troubleshooting: Error in the Sound System](#) for specific solutions for that problem.
- ◆ Is the word or Segment you're trying to listen to part of an English comment or [hyperlink](#)? There is no recorded sound for the text of the English comments and hyperlinks included in some Titles.
- ◆ If you are using Windows 95 or 98, are your System Resources low? If your System Resources are under 50%, you may need to close other applications or restart Windows before Languages of the World can play sound. To check your System Resources, choose **Start / Settings / Control Panel / System** and select the **Performance** panel.
- ◆ Did you have sound until you installed another program? If so, close Languages of the World and double-click on the **Register.bat** file in the directory with Languages of the World. When this file runs, it will correct any registry entries that may have been corrupted. When the program has finished running, close the DOS window and any other messages that may have appeared, then restart Languages of the World.
- ◆ Do you have Ram Doubler by Connectix on your system? Very old versions of Ram Doubler conflict with sound. Restart Windows while holding down the Esc key to disable Ram Doubler, and sound should work. Contact Connectix for information on an upgrade that will not conflict.
- ◆ Do other programs get sound? If not, the problem may be with your speakers or your system.
- ◆ Is the sound coming through headphones while you are listening to the speakers, or vice versa? Be sure you know where the computer is supposed to be producing sound.
- ◆ Are your external speakers on? Is their volume turned up? Are they properly connected to your computer?
- ◆ Are your soundcard and speaker settings for Windows correct? On Windows 95 or 98, choose **Start / Settings / Control Panel / Sounds**. On Windows 2000, choose **Start / Settings / Control Panel / Sounds and Multimedia**. On any sound, select an event for which you have a sound, and click the button to play that sound. If you do not hear the sound, your system may have a problem.
- ◆ Is your Windows volume turned up? Click the picture of the loudspeaker in the task bar to adjust it.

If you still cannot hear sound, contact our [Technical Support](#).

If you hear sound but it is distorted, see [Troubleshooting: Distorted or Incorrect Sound](#).

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{button ,AL(^LISTENING;TROUBLE;LOCSOUND;DISTORT',0,`,`')}} [See also](#)

## Error in the Sound System

The error message "There was an Error in the Sound System..." while recording or playing sound is caused by a conflict in the memory area of the computer. When you record your own voice, Windows saves the recording as a sound file in a temporary area of memory. When this memory area becomes full, Windows shuts down the recording utility to protect other programs that might be using that area of memory.

To free up more memory and solve this problem, close any other programs that are running at the same time as Languages of the World.

If the problem still occurs, try deleting all temporary data files on the computer.

### To delete temporary files:

1. Do one of the following:
  - ◆ On Windows 95 or 98, choose **Start / Find / Files or folders**.
  - ◆ On Windows 2000, choose **Start / Search / For Files or Folders**.
2. In the field labeled **Named** or **Search for files or folders named**, type the following: **\*.TMP**
3. Verify that your hard drive is listed in the **Look In** box. Most often, your hard drive will be drive **C:**.
4. Do one of the following:
  - ◆ On Windows 95 or 98, click **Find Now**.
  - ◆ On Windows 2000, click **Search Now**.

The search will find all temporary files on that drive.

5. When the search is finished, choose **Edit / Select All**. This action will select all of the temporary files in the list.
6. Choose **File / Delete** to remove as many of the temporary files as possible. Sometimes a file may still be in use and cannot be removed, but most files can be deleted.
7. Restart Languages of the World and try recording or playing sound again.

If you still see this error message, contact our [Technical Support](#).

---

{button ,AL('LISTENING;NOREC;TROUBLE;LOCSOUND;DISTORT;NOSOUND',0,`,`)} [See also](#)

## Distorted or Incorrect Sound

If speech seems slow or distorted, you may have the [SlowSound](#) feature active without realizing it.

Look in the **Multimedia** menu and see if there is a checkmark beside **SlowSound**. If there is, then SlowSound is active. Choose **Multimedia / SlowSound** to turn it off, then try playing sound again. The checkmark next to that menu item should disappear and speech should be normal. (You can also control SlowSound with the ♦ button below the Title window.)

If word sound or Segment sound is not in sync with the written words, you may be using an older CD-ROM with a newer [Title](#), or vice-versa.

It is sometimes possible to have more than one CD-ROM that contains the same Title. In that situation, when you want to hear sound for that Title, try to use the CD-ROM from which the Title was installed. Otherwise, there may be slight differences in the versions of the Titles, which could lead to sound getting out of sync.

If you cannot hear sound at all, see [Troubleshooting: No Sound](#).

If sound is still distorted or incorrect, contact our [Technical Support](#).

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{button ,AL('USESLOW;SCRATCHVID;LISTENING;TROUBLE;NOSOUND;DISTORT',0,`,`,'')} [See also](#)

## Recording Problems

If you have problems recording with Languages of the World, check the following:

- ♦ Can you hear sound with Languages of the World? If not, troubleshoot that problem first. See [Troubleshooting: No Sound](#).
- ♦ Does your computer have a microphone? You must have a microphone to record with Languages of the World. You cannot simply speak into a speaker.
- ♦ Did you forget to hold down the mouse button when you clicked the **Record** button and spoke into the microphone? Do not release the mouse button until you are done recording. If you release it too soon, you could cut off part of your recording.
- ♦ Were you speaking too softly or too loudly, or was your microphone too close or too far from your mouth? Try speaking louder or softer, or changing the position of your microphone.
- ♦ Did you see a message that there was an error in the sound system? If so, see [Troubleshooting: Error in the Sound System](#) for specific solutions for that problem.
- ♦ Does your microphone work with other programs? If not, the problem may be with the microphone or your system.
- ♦ Is your microphone turned on? Is your microphone compatible with your soundcard? Is it plugged into the appropriate jack? Is the input volume turned up in your soundcard software? See your computer or soundcard documentation.
- ♦ Can you record under Windows? In Windows 95, choose **Start / Programs / Accessories / Multimedia / Sound Recorder**. In Windows 98 or higher, choose **Start / Programs / Accessories / Entertainment / Sound Recorder**. On either platform, click the record button, speak into the microphone for a few seconds, then click the stop button. Play back your recording. If you cannot hear it, your system has a problem. Contact the manufacturer.
- ♦ If your recordings are very faint, is your system configured to optimize sound for recording? To get the best possible recording under Windows, do the following: In Windows 95, choose **Start / Programs / Accessories / Multimedia / Volume Control**. In Windows 98 or higher, choose **Start / Programs / Accessories / Entertainment / Volume Control**. On either platform, when the Volume Control appears, choose **Options / Properties**. On the Properties screen, where it says **Adjust volume for**, choose **Recording**, then click **OK**. On the Recording Control screen, click the **Advanced** button below **Microphone Balance**. On the Advanced Controls screen, where it says "**Other Controls**", check the box for **1 Mic 20dB Gain Control**.

If you still have problems recording with Languages of the World, contact our [Technical Support](#).

---

{button ,AL('RECORDING;SOUNDERROR;TROUBLE',0,'')} [See also](#)



## Conversation Practice Not Available

If you get a message that says "Sorry, Conversation Practice is not available for this Title." when you click the **Conversation** tab, check the following:

- ♦ Is the open [Title](#) a [Dialog Title](#)? Only Dialog Titles will work with Conversation Practice.
- ♦ Can you hear sound with your Languages of the World program? If not, troubleshoot that problem first. See [Troubleshooting: No Sound](#).
- ♦ If you are using an add-on Title, did you install the right version of the Title? If you think your add-on Title is supposed to have [dialogs](#), but Languages of the World says Conversation Practice is not available, use File Manager or Explorer to open the directory where you installed Languages of the World and locate the Title file. It should appear as the catalog number of the Title with the extension **.tl6**. (For example, SE0471C.TL6.) You can find the catalog of a Title printed on the Title CD-ROM. If the Title appears with the extension **.tl4** instead of **.tl6**, you may have installed the wrong version of the Title. [Reinstall the Title](#), and be sure that the Title you install has the extension **.tl6**.

If you still cannot run Conversation Practice, contact our [Technical Support](#).

---

{button ,AL('CONVERSATION;OPENCN;INSTALL;NOSOUND;NOREC;TROUBLE',0,'')} [See also](#)

## No Illustrations

If you cannot see illustrations with Languages of the World, check the following:

- ♦ Can you hear sound with Languages of the World? If not, troubleshoot that problem first. See [Troubleshooting: No Sound](#).
- ♦ During installation, did you choose to leave the multimedia files on the [CD-ROM](#) rather than installing them on the hard drive? Leaving the multimedia files on the CD-ROM is the most common choice. In that situation, you need to have the correct CD-ROM in the drive to illustrations.
- ♦ Does the CD-ROM in the drive correspond with the open [Title?](#) Some Languages of the World programs include more than one CD-ROM - the artwork on the CD-ROM itself will tell you which CD-ROM has the multimedia files for what Titles. If you have any additional Titles that were not part of your Languages of the World package, and you did not install the multimedia files for those Titles, you must put the appropriate Title CD-ROM in the drive to use the multimedia for those Titles.
- ♦ Can Languages of the World find the multimedia files? See [Locating Multimedia Files](#).
- ♦ Did you close the Multimedia window on the Reading screen? If you are trying to see illustrations on the Reading screen, but all you see is the control bar instead of the Multimedia window, then the Multimedia window has been closed. Click
  - ♦ on the control bar to open it. See [Hiding the Multimedia Window on the Reading Screen](#) for more information.
- ♦ Is the correct version of QuickTime properly installed on your computer? Reinstall QuickTime from your Languages of the World CD-ROM by running the QuickTime installation file on that CD-ROM, then run Languages of the World again. If your Languages of the World program comes on more than one CD-ROM, you will find the QuickTime installer on the first CD-ROM.

If you still cannot see illustrations, contact our [Technical Support](#).

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{button ,AL('PLAYVID;ILLUSTRATIONS;VIDPROB;SCRATCHVID;TROUBLE',0,'','')} [See also](#)

## Scratchy Sound while Playing Video

If you have an add-on [Title](#) that includes video but the video soundtrack sounds scratchy or distorted, you may need to change your QuickTime setting to Safe Mode.

### To change your QuickTime setting to Safe Mode:

1. Choose **Start / Settings / Control Panel**.
2. Double-click on the **QuickTime** control panel icon.
3. Select **Video Settings** from the pull-down menu at the top of the panel.
4. Select the **Safe Mode** option.
5. Restart Languages of the World and try the video again.

If you still experience video problems, contact our [Technical Support](#).

---

`{button ,AL('PLAYVID;TROUBLE',0,`,`,'')}` [See also](#)

## Multimedia Display Problems

If you have an add-on [Title](#) that includes video but you experience problems with the way your video plays, such as seeing the first frame of the video over the other frames as they play, you may need to adjust your QuickTime settings.

**To change your QuickTime setting:**

1. Choose **Start / Settings / Control Panel**.
2. Double-click on the **QuickTime** control panel icon.
3. Select **Video Settings** from the pull-down menu at the top of the panel.
4. Deselect the **Enable Direct Draw Acceleration** and **Enable Direct Draw on Secondary Monitors** options.
5. Restart Languages of the World and try the video again.

If you still experience video problems, contact our [Technical Support](#).

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`{button ,AL('PLAYVID;ILLUSTRATIONS;TROUBLE',0,'`,`')}` [See also](#)

## Cannot See Whole Screen

If you cannot see everything on the screen when you use Languages of the World, your monitor might be set to a resolution that is too low. Languages of the World requires at least 800x600 resolution. If you try to run it with a lower resolution, such as 640x480, the program will not be displayed properly.

**To change your resolution:**

1. Choose **Start / Settings / Control Panel**.
2. Double-click on the **Display** control panel icon.
3. Click on the **Settings** tab.
4. Move the **Screen area** slider to right, until the display resolution under the slider says **800 by 600 pixels** or higher.
5. Verify that the **Colors** setting is still set to **High Color** or **True Color**. For some monitors, the color setting will change when you change resolutions.
6. Click **OK** to close the control panel.
7. Click **OK** if you are asked to confirm the new settings.
8. After the new settings are in place, restart Languages of the World.

If you still experience display problems, contact our [Technical Support](#).

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{button ,AL('TROUBLE;RESCOLOR',0,'`,`')} [See also](#)

## Screen Colors Flash, Change, or Appear Incorrectly

If your screen colors flash or change while using Languages of the World, you may be experiencing palette shifts between Languages of the World and another open application. Palette shifts occur when two open applications use different sets of colors. Most computers can only display a certain number of colors at a time, so your computer may not be able to display all the colors in both applications properly at the same time. To display the colors in Languages of the World properly, your monitor should be set to the High Color (16 Bit) or True Color (32 Bit) setting.

### To restore the correct screen colors for Languages of the World:

Minimize then restore Languages of the World. This action usually corrects the colors in Languages of the World.

### If this fix does not work, or if the palette shifts continue to reoccur, try the following:

- Check your current color setting. If your computer is set to display 256 colors or less, Languages of the World may not be displayed correctly. To check and change the color setting, choose **Start / Settings / Control Panel**, double-click on the **Display** icon, then click on the **Settings** tab. Where it says **Colors** or **Color palette**, choose a higher color setting, such as **High Color** or **True Color**. You may have to restart your computer for the new setting to take effect.
- Close any other programs that are running at the same time as Languages of the World. The fewer programs are open, the less chance there is of a conflict between palettes.
- If there are no other programs running, the conflict may be between Languages of the World and your Windows background wallpaper. Try setting the background to "none". Choose **Start / Settings / Control Panel**, double-click on the **Display** icon, then click on the **Background** tab. Choose **None** for your wallpaper.

If you continue to have problems with the colors changing or flashing in Languages of the World, contact our [Technical Support](#).

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{button ,AL('CUSTCOLOR;TROUBLE;HIGHLIGHT;RESCOLOR',0,',' ,')} [See also](#)

## Certain Characters Aren't Displayed Properly

If some of the characters in your [Title](#) do not appear, or appear incorrectly, it's possible that the correct font is not installed properly on your system, or that the font is not registered. Try reinstalling the fonts off the Languages of the World CD-ROM, or registering the fonts if they are already installed. You should also try these procedures if you have problems with the fonts in your [Grammar Basics](#) file.

**Note:** Some languages, such as Arabic, Bengali, Chinese, Greek, Hebrew, Hindi, Japanese, Korean, Thai, and Yiddish, are [transliterated](#) in Languages of the World, so you will not see the native characters for these languages in the Title window.

### To reinstall fonts:

1. Put your Languages of the World [CD-ROM](#) in the drive. If your Languages of the World program includes more than one CD-ROM, use the first one.
2. Choose **Start / Settings / Control Panel**.
3. Double-click on the **Fonts** icon.
4. Choose **File / Install New Font**. The **Add Fonts** dialog box appears.
5. Where it says **Drives**, select your CD-ROM drive.
6. A list of fonts should appear in the **List of Fonts** box. Select all the fonts and click **OK**. The fonts will be installed on your system.
7. Restart Languages of the World.
8. If the problem occurred in a Title, open that Title. If the problem occurred in Grammar Basics, open that Grammar Basics file. The font should be correct.

If a font is installed on your system but is still not being displayed correctly in Languages of the World, try registering the font according to the instructions below.

### To register fonts:

1. Choose **Start / Settings / Control Panel**.
2. Double-click on the **Fonts** icon.
3. Double-click on the icon for the font you want to register. A window will appear displaying some of the characters in that font, and the font will automatically be registered. It is not a problem if you see English characters in the window instead of or in addition to the characters of the language you are learning, because fonts often include more than one type of character. All the characters in a font will be registered with this procedure.
4. Click **Done** to close the window.
5. Restart Languages of the World.
6. If the problem occurred in a Title, open that Title. If the problem occurred in Grammar Basics, open that Grammar Basics file. The font should be correct.

If the characters in your Titles or Grammar Basics files are still not displayed properly, contact our

[Technical Support.](#)

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{button ,AL(^CUSTTEXT;NOCHAR;TROUBLE'0,`,`')} [See also](#)



## Cannot Type Accented Characters

If you are following the instructions for [typing accented or special characters](#), such as à, ñ, ç, or ß, but the character you want does not appear, check the following:

- ♦ If the character you are trying to type is used in the language of the open [Title](#), does it appear correctly in the Title text itself? If not, troubleshoot that first. See [Troubleshooting: Certain Characters Aren't Displayed Properly](#).
- ♦ Have you tried typing the character with the [Keyboard Palette](#) AND with the arrow keys? If one method doesn't work, try the other. The arrow keys usually offer a wider range of characters. See [Typing Special Characters or Diacritic Marks](#) for details.
- ♦ If you are using the arrow keys, are you using the right [base character](#)? Did you remember to hold down the Ctrl key while you pressed the arrow keys? The arrow keys by themselves are used to move the cursor.
- ♦ Are you trying to type Polish characters in a non-Polish Title, or non-Polish characters in a Polish Title? There are some special issues about Polish characters. See [Things to Know about Polish](#).
- ♦ Can you type the character in any other program? If all else fails, try typing the character in another program, [copying](#) it, and [pasting](#) it into Languages of the World.

If you still cannot type accented characters, contact our [Technical Support](#).

---

{button ,AL(^TYPING;NOCHAR;TROUBLE',0,',')} [See also](#)

## Problems Importing or Exporting Word Lists

If you are having problems exporting and importing CheckWord Lists or Notes, check the following:

- ♦ Are you trying to import a list into a different [Title](#) from which it was made? [Notes](#) and [CheckWords](#) can only be imported into the same Title for which they were produced, because they are attached to specific words in that Title. For example, if you export a Note List from your copy of the Title "The Most Common Words in French", you could not import it in your copy of "Survival Phrases for French", but you could import it in a copy of "The Most Common Words in French" on a different computer.
- ♦ Did you open the [List Viewer](#) from the CheckWords window then try to import a Note List, or vice-versa? Before you click
  - ♦ to open the List Viewer, click
  - ♦ to activate the Notes window (if you want to import a Note List), or click
  - ♦ to activate the CheckWords window (if you want to import a CheckWord List). Be sure that the appropriate window is active. Otherwise, the List Viewer may not find the list you're looking for.

If you still have problems importing or exporting word lists, contact our [Technical Support](#).

---

{button ,AL('PORTING;TROUBLE',0,'`,`')} [See also](#)

## Problems Printing the Printable Manual

The Languages of the World printable manual is designed to be printed from any version of Microsoft Word, and it will print best from that application. However, it can also be printed from WordPad, which is included with all versions of Windows. If you experience problems when you try to [print the printable manual](#), check the following:

### Page break problems:

- ◆ Are you printing from WordPad on Windows 95 or Windows 98? Certain versions of WordPad on those operating systems do not recognize manual page breaks, so the page numbers and other elements on the pages may seem out of place. Even in that situation, though, you will still be able to read the text, and you can still use the page numbers in the index and table of contents to help you find the information you need. Just go by the printed page numbers, rather than by the actual number of physical pages.
- ◆ Do you have unusual printer settings? Page breaks depend in part on your printer settings and the size of the paper you use. If you have unusual printer settings - for example, very large margins - you may see occasional cases where the last few lines of a topic don't fit on one page, so they are printed on a separate, unnumbered page. However, you should still be able to read all the text.

### Picture problems:

Pictures in the printable manual will be printed to the best ability of your printer. If you are using a black and white printer, all of the pictures will print in gray. If you are using a color printer, you will notice that most pictures for which color doesn't matter are presented in gray, to speed up the printing and to save colored ink. However, there are a few pictures for which we felt color could add useful information, so those pictures have been left in color.

### Problems because WordPad loads the document slowly:

The printable manual is over 120 pages long, which is longer than most documents opened in WordPad. For that reason, it may take WordPad longer than you expect to open the file. Be patient, and it will open.

If you still have problems printing the printable manual, contact our [Technical Support](#).

---

{button ,AL('PRINTMAN;TROUBLE',0,'')} [See also](#)

## Can't Connect to On-Line Quizzes

If you can't connect to the on-line quizzes, check the following:

- ◆ Do you have an [Internet browser](#) and an Internet connection on your system? You must have a browser and be able to connect to the Internet to link to the on-line quizzes.
- ◆ Do you have an unusual Internet arrangement, such as multiple Internet browsers on your system? If so, Languages of the World may not know which browser or Internet connection to use. Start the browser you prefer and connect to the Internet, then try to link to the on-line quizzes again.
- ◆ Are you sure the [hyperlink](#) you are clicking on is supposed to bring you to the on-line quizzes? Different hyperlinks will take you to different locations. Not all Titles contain hyperlinks to on-line quizzes.
- ◆ Does your Internet connection work by itself? Try connecting to the Internet and looking at a different [web page](#). If you cannot view any pages, there may be a problem with your Internet connection. Contact your Internet service provider for assistance.
- ◆ Can you connect to the main Transparent Language web page? If you can access any web pages, open your browser, connect to the Internet, and go to **<http://www.transparent.com>**. If that page opens, you can follow the links to the quizzes from there. If that page does not open, it may be that there is exceptionally high traffic or some other problem at the Transparent Language site. Such problems should be rare. Either try again later, or contact your Internet service provider for assistance.

If you still cannot link to the on-line quizzes, contact our [Technical Support](#).

---

`{button ,AL('QUIZ;HYPERLINK;TROUBLE',0,'','')} See also`

## SCode Errors

If you see a message about SCode errors when starting Languages of the World, the registry settings for Languages of the World may have been corrupted, perhaps by uninstalling another Transparent Language program. You can run the Register.bat file in the directory with Languages of the World to correct the situation.

### To correct SCode errors:

1. Using File Manager or Explorer, find directory where you installed Languages of the World. By default, this directory is **C:\ Program Files \ TLI \ LOTW1131**.
2. Double-click on the file **Register.bat** in that directory. You will see a DOS window and a series of messages about the registration of various files.
3. When the program has finished running, close the DOS window and any other messages that may have appeared.
4. Try running Languages of the World again.

If you still experience SCode errors, contact our [Technical Support](#).

---

{button ,AL('DELETE;TROUBLE',0,`,`)} [See also](#)

## Code Base Errors

If Languages of the World is abruptly terminated, your database files may be corrupted, causing Code Base errors.

### To correct Code Base errors:

1. Using File Manager or Explorer, find directory where you installed Languages of the World. By default, this directory is **C:\ Program Files \ TLI \ LOTW1131**.
2. Delete any files in this directory with the extensions **.cdx**, **.dbf**, and **.fpt**. Any CheckWords, Notes, and preference settings you have created will be lost.
3. Restart Languages of the World.

If you still get Code Base errors, contact our [Technical Support](#).

---

{button ,AL('TROUBLE',0,`,`,'')} [See also](#)

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**Access to the Multimedia Files**

During installation, you have the choice of installing the multimedia files on your hard drive, or leaving them on the CD-ROM.

If you installed the multimedia files, you will automatically have access to those files. **However, if you left the multimedia files on the CD-ROM, you must have that CD-ROM in the drive to hear sound or see illustrations.**

**Adjective**

A word that modifies a noun or pronoun in a sentence. Adjectives describe, define, or qualify a noun or pronoun. English examples: **big, red, appropriate**.

**Adverb**

A word that modifies a verb, an adjective, another adverb, or a whole sentence. In many languages, adverbs occur just before or after the word they modify and often change forms to indicate comparison. English examples: **quickly, accurately, efficiently.**

**Append**

To add the currently selected material to the Clipboard without erasing existing material on the Clipboard.

**Article**

A word used to indicate that another word is a noun. For example, English has three articles - **a**, **an**, and **the**. In many languages, the articles used with a word vary according to the word's gender or other attributes, so it is often valuable to learn the appropriate article along with a noun.

**Bookmark**

A place-marker in the Title text that you can insert or delete by the user.  
You can have more than one Bookmark in a Title.



**Case-Sensitive**

Case-sensitive means that uppercase and lowercase letters are treated as different characters. For example, in a case-sensitive list, 'HELLO', 'Hello', and 'hello' would be considered three different words. In a list that is not case-sensitive, they would be considered the same.

## **CD-ROM**

A **C**ompact laser **D**isk with **R**ead **O**nly **M**emory.



**CheckWord**

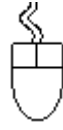
A word that you have marked to appear in a personal vocabulary list of words you want to focus on. You can use these CheckWord Lists when you play Vocabulous! or Crosswords, or when you practice Word Pronunciation.



You can see the CheckWords in your current list by clicking ♦ on the Reading screen.

**Citation Form**

Pronouncing a word in isolation, as it would be presented in a pronouncing dictionary. Natural speech can vary significantly from the citation form.

## Click



To press one of the buttons on your computer's mouse,  , while the mouse pointer,  , is over a button or other object on the screen.



Unless the instructions say otherwise, click once with the left mouse button,  .

**Clipboard**

The holding area where text that has been cut or copied is stored until you cut or copy new material. The material from the Clipboard can later be pasted in another location. Many different programs have access to the Clipboard.

## **Conjugate**

To modify the form of a verb according to:

Tense - *when* the action occurs (past, present, or future)

Person - *who* or *what* is doing the action

Number - *how many* people or things are doing the action

Mood - the *manner* in which the verb itself is used (For example, "Run!" as a command is in the imperative mood.)

**Conjunction**

A word that joins other words, parts of sentences, or whole sentences. English examples: **and, that, because.**



**Content Video**

Video that corresponds directly to the text of a Video Title. The sound track of a content video is word for word the same as the text on the screen.

**Conversation Practice**

Conversation Practice is an activity that lets you play a role in a foreign language dialog. Listen to the native speakers and record your responses, then hear the entire conversation!

Conversation Practice is only available for Dialog Titles.

For step-by-step instructions, see [Using Conversation Practice.](#)

**Copy**

To store the currently selected material on the Clipboard, erasing any material already on the Clipboard. Copied material can later be pasted into another location.

To copy text in most applications, select the text, then press Ctrl-C or choose **Edit / Copy**.

**Crosswords**

The Crosswords activity is a challenging and fun way to try out your vocabulary. The answers to the puzzle are missing words from a Segment.

For step-by-step instructions, see [Playing Crosswords](#).

**Cut**

To remove the selected material from its current location and store it on the Clipboard, erasing any material already on the Clipboard. Cut material can later be pasted into another location.

To cut in most applications, select the text you want to cut, then press Ctrl-X or choose **Edit / Cut**.

**Default Settings**

The preference settings that are used for any open Title that does not already have user-defined settings. Default Settings can use Factory Settings or be user-defined.

**Dialog**

A section of the Title text that is specially enabled so it can be used with the Conversation Practice feature. Typically, dialogs consist of a conversation between two or more characters in the Title. Not all Titles contain this type of dialog.

**Dialog Title**



A Title that contains dialogs that can be used with the Conversation Practice feature. Not all Titles contain this type of dialog.



**Diphthong**

A diphthong is a complex vowel sound that is actually made up of two or more vowel sounds combined in one syllable. Examples include the sound of 'oi' in English 'coil', and 'ou' in English 'ouch'.

## Double-Click

To press one of the buttons on your computer's mouse,  **two times**, quickly, while the mouse pointer, , is over a button or other object on the screen.



You should always double-click with the left mouse button,  .

**Export**

To save material from one program in a format that can be read by another.

**Factory Settings**

The preference settings that come with Languages of the World when you purchase it. Factory Settings are unalterable, but can be replaced with user-defined settings. Factory Settings can always be retrieved.

## **Fricatives Graph**

Fricatives are sounds caused by friction - for example, hissing or shushing sounds, such as 's', 'z', and 'sh'.

The fricative graphs show the number and placement of fricative sounds in your speech and the native speaker's speech, so that you can compare them. If a fricative graph is completely flat, it means there are no fricative sounds in that word or sentence. Matching the number and approximate location of fricatives is more important than matching the exact shape made by those fricatives on the graph.

If you click on a fricative graph, you will hear just the fricatives from the sound represented by the graph. For example, in the Spanish word 'después', you would hear the 'sp' and 's' sounds from the middle and end of the word. Use this feature as another way to compare specific parts of your pronunciation to the native speaker's.

**Gender**

Whether a word is considered masculine, feminine, or neuter. These terms may relate directly to the meaning of the word, or they may be arbitrary. In many languages, the gender of a word affects its conjugation or declension and how it relates to other words.

**Graffiti**

In Graffiti, you must unscramble an entire sentence, letter by letter. By doing so, you'll increase your skills at spelling and syntax, as well as reviewing vocabulary.

For step-by-step instructions, see [Playing Graffiti](#).

**Grammar Basics**

The built-in grammar reference that comes with your Languages of the World package.



**Grammar Link**

A category of grammar information, used to find grammatically similar words, play activities with specific parts of speech, and link to context-sensitive grammar help.

Example: the grammar links for the English word 'I'm' are **Contraction**, **Simple Present**, and **Subject Pronoun**.

## Hints

Helpful tips about various aspect of Languages of the World.

When enabled, the hints box appears the first time you open a Title during a Languages of the World session. You can also see a hint at any time by choosing **Show Hints** from the **Help** menu.

**Homographs**

Words that are written exactly the same but pronounced differently. For example, in English the word 'record' can be a noun, pronounced 'REcord', or a verb, pronounced 'reCORD'.

**Hyperlink**

A jump within the Title text or the Grammar window, which when clicked on will take you a new location or activity. Hyperlinks appear in the program as green, underlined text.

Not all Titles contain hyperlinks.

**Icon**

A small picture that represents a file or object on your computer.

**Illustrated Title**

A Title containing multimedia information that illustrates (but may not be directly related to) a word, Segment, passage, or concept.

**Illustrations**

Multimedia information that illustrates (but may not be directly related to) a word, Segment, passage, or concept in an Illustrated Title.

**Import**

To bring material from one program into another.



**Infinitive**

The root form of a verb. For example, 'to walk' is the infinitive form of the English verb 'walks' and 'hablar' is the infinitive of the conjugated Spanish verb 'hablamos' (we speak).

**Internet Browser**



An Internet browser is a program that you use to view information on the Internet, such as web pages on the World Wide Web.

**Keyboard Palette**

The map of the keyboard for a particular language. You can click on any character in the Keyboard Palette to type it. See [Using the Keyboard Palette](#) for more details.

## Left-Click



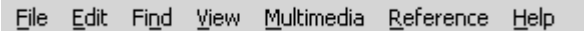
To press the left button on your computer's mouse, , while the mouse pointer, , is over a button or other object on the screen. Left-clicking is the most common way to click.

**Listen & Speak**

Listen & Speak is a great way to practice pronunciation in context. This exercise lets you explore the text of the entire Title, pronouncing any word or sentence that you choose. You can compare your pronunciation to the native speaker's by listening to the sound and looking at the graphs.

For step-by-step instructions, see [Using Listen & Speak](#).

## Menu

A list of commands. For example, like many programs, Languages of the World has a row of menus at the top of the screen: 

Other menus appear elsewhere in the program, such as when you click on certain buttons.


You can click on any menu to see the full list of commands, and click on any command in the menu to choose it.

**Mouse**

The part of your computer that lets you control the mouse pointer and click on objects on the screen.



**Mouse Pointer**

The arrow  or other symbol that you can move around the screen by moving the mouse.



**Note**

A comment that you have attached to a specific word in a Title. Notes are typed in the Notes window and saved in personal Note Lists.

You can see your Notes by clicking ♦ on the Reading screen. Clicking that tab will open the Notes window, which will show any Note attached to the current word.

**Noun**

A word denoting a person, place, thing, idea, or emotion. Examples of English nouns would be: 'president', 'Argentina', 'rutabaga', 'peace', and 'happiness'.

**Opening Screen**

The first screen that appears when you open Languages of the World. From the Opening screen, you can open a Title, install new Titles, and open other references.

**Paste**

To insert the material on the Clipboard into the current location.

To paste text in most applications, position the cursor where you want the text to appear, then press Ctrl-V or choose **Edit / Paste**.

**Phrase**

A set of words that go together, and which cannot appear without each other, such as the phrasal verbs in English (e.g., "hand in" or "put off") or an idiomatic expression (e.g., "wild goose chase"). Sometimes a syntactic phrase (such as a prepositional phrase) is identified as a phrase.

Not every word is part of a phrase.

**Pitch Graph**

Pitch refers to the frequency of your voice - how high or low it is. Variations in pitch are often used to hold a listener's attention, and may have special meanings in different languages. In English, for example, a rise in pitch at the end of a sentence indicates a question. For example, say "You speak Chinese." and "You speak Chinese?" and listen to the difference. In other languages, changes in pitch or tone may be the main difference between one word and another.

By comparing your pitch graph to the native speaker's, you can tell whether you had the same pattern of high and low pitches as the native speaker. The higher the line on the graph, the higher the sound it represents. Matching the shape of the graph is more important than matching the exact pitch.

When you click on a pitch graph, you will hear a humming sound that gets higher and lower in pitch to match the pattern of the graph. Use this feature as another way to compare your pronunciation to the native speaker's.

**Plug-n-Play**

In Plug-n-Play, must place words correctly in a section of text, with no translations to help you out. Plug-n-Play really builds your language skills!

For step-by-step instructions, see [Playing Plug-n-Play.](#)

### **Popup Screen Introductions**

The short, introductory explanations that appear automatically the first time you open a screen in Languages of the World.


After that, you can leave the popup screen introductions enabled to have them appear each time you run Languages of the World, or you can disable them so that they no longer automatically appear.

You can see the popup screen introduction for a screen at any time by choosing **Help / Where Am I?**.



**Print this topic!**

Here's a helpful hint - if you use this topic often, click the **Print** button to print it out to keep by your computer. You can make your own personalized Languages of the World handbook by keeping printouts of the topics you find most useful together in a notebook.

You'll see the printer symbol  on some of the important topics in this Help file to remind you of this suggestion.

**Pronoun**

A word that functions like a noun, as a subject, object, or complement, and often refers to a noun previously mentioned. English examples: **her, we, I**.

**Quiz**

A set of questions about a specific Title, designed to test your understanding of that Title and the vocabulary and grammar concepts it presents. The on-line quizzes can be found on the Transparent Language web page. Some Titles have hyperlinks directly to appropriate quizzes.

## **Reading Screen**

The screen where the Title text and all the reference windows are displayed. From the Reading screen, you can read the Title, see translations and grammar information, make Notes, add CheckWords, and much more.



Click here to learn more about [Using the Reading Screen.](#)

**Reference Windows**

The windows that act as references to the main text. On various screens, these windows may include the Segment Meaning window, the Word Meaning window, and the Phrase or Word Group window.

## Right-Click



To press the right button on your computer's mouse, , while the mouse pointer, , is over a button or other object on the screen.

You only need to right-click when the instructions specifically say to. Most of the time, you should left-click.

**Root**

The form of a word from which all other forms are derived, such as the infinitive form of a verb or the singular form of a noun. For example, 'to walk' is the root of the English verb 'walked' and 'doll' is the root of the English noun 'dolls'.

**Scroll Bar**

A tool that lets you move the contents of a window up or down by clicking on the arrows or dragging the sliding bar.

You will see scroll bars beside various windows and list boxes in Languages of the World.





**Segment**

A group of words, usually a phrase, a clause, or one or more independent sentences.

Segments divide the Title into manageable pieces, and are not intended to uniquely identify every phrase and clause.

**Select**

*To select a word* means to highlight the word by clicking on it (or by moving the Selector with the arrow keys).

*To select a Segment* means to select any word within the Segment.

**Sentence Dictation**

Sentence Dictation is an excellent way to improve your spelling and listening comprehension. Type the sentence you hear, then check your answer.

For step-by-step instructions, see [Playing Sentence Dictation](#).

**Sentence Pronunciation**

Sentence Pronunciation is an exercise designed to improve your pronunciation of entire sentences. Detailed feedback lets you know exactly which aspects of your pronunciation you need to work on.

For step-by-step instructions, see [Using Sentence Pronunciation.](#)

**SlowSound**

The feature that allows you to reduce the speed of the native speaker pronunciation in the program.

## **Synonyms**

Names for similar objects, concepts, or ideas. Synonyms rarely have identical meanings, though they are similar. For example, in English, **fly** and **soar** are synonyms.

**System Requirements**

The minimum attributes that a system must have to run a specific program.

For Languages of the World on Windows, the system requirements are:

Windows 95 OSR2, 98, NT 4.0 Service Pack 5 or higher, 2000 Service Pack 1 or higher, ME, or XP; 100MHz Pentium or better; 32 MB available RAM (64 MB recommended); 40 MB disk space to run with CD-ROM in drive (16 - 63 MB additional disk space per language installed to run without CD-ROM); sound card; speakers; video support for High Color or True Color settings and at least 800 X 600 resolution; 2X CD-ROM drive; microphone for recording; browser and Internet connection to link to on-line resources.

**Title**

The foreign language text used by Languages of the World, such as a story, a poem, an article, or a language tutorial. Titles come with translations, grammar information, sound, and more.

In Languages of the World, each Title is named after the language it teaches. For example, there is a Title called "Spanish" and another called "French". Add-on Titles have different names.



**ToolTips**

ToolTips are very brief explanations of a button or other object. ToolTips appear when you hold your mouse over the object for a few seconds. ToolTips can also be referred to as Flyby Hints or Screen Tips.

**Transliteration**

Transliteration is using English letters to represent the sounds of languages that would normally be written with different characters. This approach makes it easier for beginners to master the basic sounds and vocabulary of a language before tackling a new alphabet.

**Unscramble**

Unscramble displays a jumbled Segment from a Title, and it's up to you to put it back in order. It's a great way to build syntax skills!

For step-by-step instructions, see [Playing Unscramble](#).

**Verb**

A word denoting action, existence, or occurrence. Examples of English verbs would be 'eat', 'sing', and 'juggle'.

**Video Title**

A Title containing content video. The sound track of a content video is word for word the same as the text on the screen.

None of the Titles that come with Languages of the World are Video Titles, but there are add-on Video Titles available for purchase for some languages.

**Vocabulous!®**

Vocabulous! is a fun way to test your vocabulary. Vocabulous! gives you a Segment, and you try to guess the missing word.

For step-by-step instructions, see [Playing Vocabulous!](#).

## **Vowel Graph**

Vowel graphs are designed to help you master two key elements of pronunciation: Vowel sounds, which are represented by colors, and stress, which is represented by the shape of the graph.



By comparing your vowel graph to the native speaker's, you can tell whether you used the same vowel sounds as the native speaker, and whether you stressed the same parts of the word.

## Waveform Graph

Waveform graphs are one type of graph that appears on the pronunciation exercise screens. Waveform graphs plot variations in air pressure across time to give visual feedback about pronunciation.

Waveforms illustrate certain speech attributes:

Frequency / Pitch: The closer together the vertical lines, the higher the frequency and thus the higher the pitch.

Intensity / Loudness: The taller the vertical lines, the louder the sound. Intensity varies depending on the speaker, the position in the sentence, and the amount of stress.

- Don't worry if your waveform doesn't match the native speaker's exactly; variation is normal. Try to get the same general pattern.



**Web Page**

A web page is a file on the Internet that you view using your Internet browser. Web pages can contain text, graphics, and links to other web pages. Web pages are also called web sites or homepages.

**Wildcards**

The wildcard character is an asterisk (\*). In searches, it represents zero or more characters.

Examples: A search on *writ\** would find *write*, *writer*, and *written*.

A search on *\*at* would find *at*, *bat*, *chat*, etc.

Wildcards may be used at the beginning or end of the search word. Only one wildcard may be used in each search.

**Word Dictation**

Word Dictation is an excellent way to improve your spelling and listening comprehension. Type the word you hear, then check your answer.

For step-by-step instructions, see [Playing Word Dictation](#).

**Word Group**

A set of words that go together, and which cannot appear without each other, such as the phrasal verbs in English (e.g., "hand in" or "put off"). Sometimes a syntactic phrase (such as a prepositional phrase) is identified as a word group.

Not every word is part of a phrase or word group.

**Word Pronunciation**

Word Pronunciation is an exercise designed to improve your pronunciation of individual words. Detailed feedback lets you know exactly which aspects of your pronunciation you need to work on.

For step-by-step instructions, see [Using Word Pronunciation](#).

**Zoom Title**

To expand the Title window to fill the entire Reading screen, so that no reference windows are visible.

