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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" on page 4 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. See page 3 for contact information.

About this Documentation

This documentation is designed to be an easily printable manual for Languages of the World on Windows. Simply open this document in Microsoft Word or WordPad, and print the documentation. You can print the entire file, or only pages that you choose. Pictures within the file will be printed to the best ability of your printer.

This file contains a Getting Started section with ideas to help you make the most of your time with the program, detailed instructions to help you use all program features, menu descriptions to help you use the program's menus, language-specific information to provide special instructions for specific languages, troubleshooting information to help with problems, a glossary to define important terms, and an index to help you find the information you need. This file is not an installation guide. Installation instructions may be found in the CD insert that comes with Languages of the World.

In addition to this file, Languages of the World has a very detailed on-line Help file with instructions for every feature of the program. To get to the on-line Help from any screen in the program, choose **Help / Help**. The on-line Help contains all the information in this file and more, in an interactive environment. Within the on-line Help, 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, push F1 while the Help file is open.

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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.

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Contact your local Languages of the World distributor.

Inside the United States, please contact Transparent Language:

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Customer Service	(800) 567-9619
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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 below. Remember to be flexible, though - you can invent your own exercises as well as using the ones we suggest.

See the rest of this documentation for information on using the features mentioned in this section.



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! 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.

Learning Strategy for Languages of the World:

1. Open a Title. Titles are the foreign language texts used by Languages of the World. Titles come with translations, grammar information, sound, and other multimedia elements such as illustrations. In Languages of the World, each Title is named after the language it teaches.

You must open a Title before you can use the program to do any of the exercises described below. You can refer to this documentation as a guide while you work with the program.

See page 7 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. Read the alphabet or pronunciation information 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.
 - To see 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 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 Parts 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!

Using Languages of the World - Detailed Instructions

Navigating

Opening Titles

Titles are the foreign language texts used by Languages of the World. Titles come with translations, grammar information, sound, and other multimedia elements such as illustrations. In Languages of the World, each Title is named after the language it teaches. 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 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 want to learn. 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 don't 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 the 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.
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, 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**.

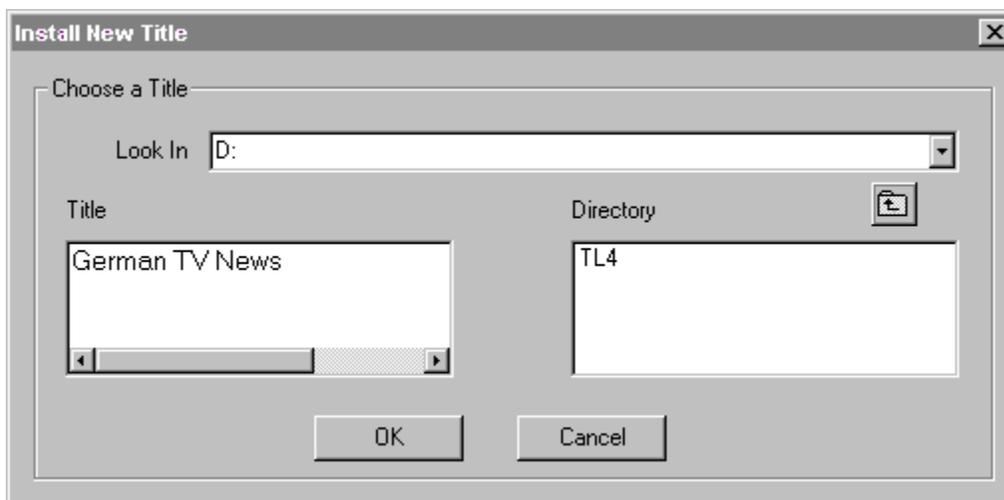
The Theater screen appears first when you open a Title with multimedia. For Titles without multimedia, the Reading screen appears. The name of the open Title appears in the bar at the very top of each Languages of the World screen.

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 to hear sound or use multimedia for that Title.
8. If the CD-ROM contains more than one Title, repeat these instructions for each Title.

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" on page 10 for information on how to move around within the text of a Title.

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

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

Click on hyperlinks, if the Title you are using contains them. See page 11 for details.

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.

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 in the 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.

Viewing Illustrations and Video

Locating 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 multimedia files, you will see a dialog box asking you to locate them.

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 there.
 - 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 you still have problems with the multimedia, see the "Troubleshooting: No Illustrations or Video" on page 108.

Using the Theater Screen

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 the pages 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" on page 14 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 according to the instructions on page 15 or close individual reference windows as described on page 60 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" on page 14 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.

Viewing Illustrations in an Illustrated Title

Illustrations give you a visual context for the text of the Title. All the Titles in Languages of the World come with illustrations. 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 a smaller window to the right of the Title text.

Playing Video in an Add-On Video Title

Some add-on Titles come with video instead of illustrations. You can play the video for each Segment as many times as you want. You can also play the video continuously, starting from any Segment.

To play the video for a Segment in an add-on Title:

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 a smaller window to the right of the Title text.
2. Do one of the following:
 - Click  below the Multimedia window.
 - Click anywhere on the video in the Multimedia window.
 - Choose **Multimedia / Play Segment Video** or **Multimedia / Video / Segment**.
 - Click  below the Multimedia window to play the video for the next Segment.
 - Choose **Multimedia / Video / Previous Segment** or **Multimedia / Video / Next Segment**.

To play video continuously, starting from the current Segment in an add-on Title:

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 a smaller window to the right of the Title text.
2. Do one of the following:
 - Click  below the Multimedia window.
 - Choose **Multimedia / Video / Segments**.

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**.

To see the photographer and copyright information for an illustration or a video:

Choose **Multimedia / Image Credits**.

Expanding the Multimedia Window on the Theater Screen

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.

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**.

Using the Reading Screen

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 the other sections of this documentation for details on using the features mentioned below.

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" on page 10 for more details. For a language with an unfamiliar alphabet, read Grammar Basics for help on any letters you don't know. See page 28 for more details.

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.

Using CheckWords

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 the *Getting Started* section of this documentation, starting on page 4, 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.

See pages 18-22 for detailed instructions on working with CheckWords.

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" on page 17. 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!

Finding CheckWords

CheckWord Lists let you focus your attention on a specific set of words from the Title. For more details, see "About CheckWords" on page 17. 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.

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 list. The list and all its CheckWords are removed.

Specifying an Active CheckWord List

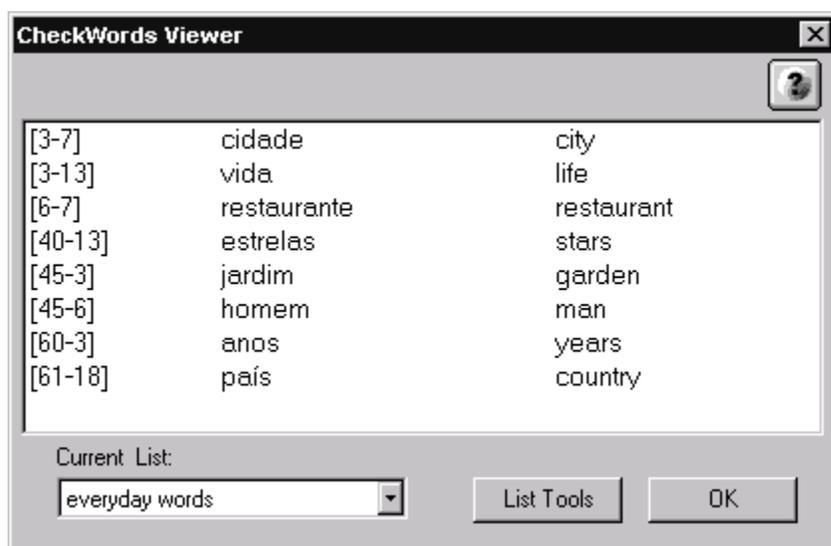
You can have more than one CheckWord List per Title, but only one can be active at a time. When you create a CheckWord, it is added to the active CheckWord List. The List Viewer has the tools for activating, naming, and renaming CheckWord Lists.

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 which 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 on page 4 describe various uses for CheckWord Lists.

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**.

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:

Chinese	"TLAsian2" (TLASIAN2.TTF)
Japanese	"TLAsian2" (TLASIAN2.TTF)
Polish	"TLCentralEurope" (TLCENTEU.TTF)
Russian	"TL Cyrillic 2" (TLCYRIL2.TTF)
Ukrainian	"TL Cyrillic 2" (TLCYRIL2.TTF)
Vietnamese	"Vi Times TL" (VITIMES2.TTF)
Yiddish	"TLExtendedLatin" (TLEXLAT.TTF)
Zulu	"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.

Exporting and 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.

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.

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 asked to enter a new name before the list opens. Otherwise, your list will be imported and opened.

Using Notes

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 that suggestion in a Note attached to that 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 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.

See pages 24 - 26 for detailed instructions on using Notes. Pages 21 - 22 also have information that applies to Note Lists as well as CheckWord Lists.

Creating, Editing, and 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" on page 23 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. See page 56 for instructions on typing special characters in most languages. See page 87 for instructions on typing in Russian, or page 92 for instructions on typing in Ukrainian.
6. When you are finished, click anywhere outside of the Notes window. Your Note will be added to the active Note List.

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.
3. Click  to activate the Notes window.
4. Click anywhere in the lower part of the Notes window.
5. Edit your Note. See page 56 for instructions on typing special characters in most languages. See page 87 for instructions on typing in Russian, or page 92 for instructions on typing in Ukrainian.
6. When you are finished, click anywhere outside of the Notes window.

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**.

Specifying an Active Note List

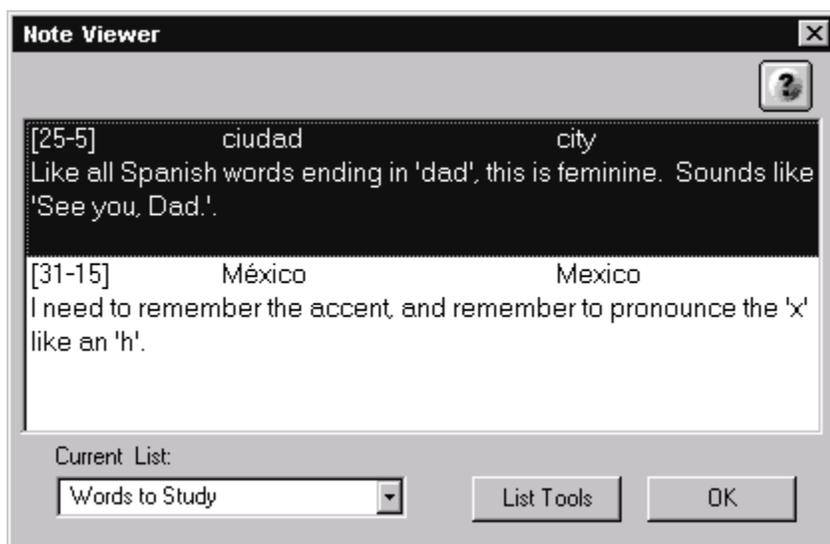
You can have more than one Note List per Title, but only one can be active at a time. When you create a Note, it is added to the active Note List. The List Viewer has the tools for activating, naming, and renaming Note Lists.

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 you want to name an unnamed list which 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.

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" on page 23 for more details. You can delete Notes that you no longer have a use for.

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" on page 24.)

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 list. The list and all its Notes are removed.

Using 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.

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.

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 .

Getting Grammar Help

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 which 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**.

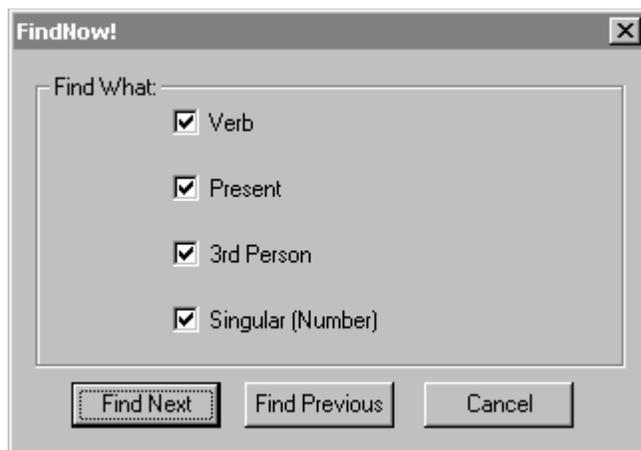
Searching the Text

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**.

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:

- 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).
- Type the root or word you wish to find. By default, the current word or root from the Title is entered. Be sure to include correct accents, stress marks, or vowel marks in languages that use them. See page 56 for instructions on typing special characters in most languages. See page 87 for instructions on typing in Russian, or page 92 for instructions on typing in Ukrainian.

You can also use an asterisk (*) as a wildcard character to represent zero or more characters in a search. Wildcards may be used at the beginning or end of the search word. Only one wildcard may be used in each search.

- Click **OK**.

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*.

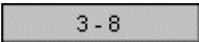
To repeat your most recent word or root search:

Choose **Find / Find Again**.

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:

- Do one of the following:
 - Click .
 - Choose **Find / Go to Location**.
- In the first field of the dialog box that appears, type the Segment number of the Segment you want.
- In the second field of the dialog box, type the number of the word that you want within that Segment.
- Click **OK**.

Using the Activities

Using the Activities - 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 the pages mentioned 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 page 33 for detailed instructions.

Vocabulous! - Vocabulous! is an 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 page 34 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 page 35 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 page 36 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 page 37 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 page 38 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 page 39 for detailed instructions.

Some add-on Titles may offer additional activities.

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.

Possible Segment Ranges:

Entire Title	Text from anywhere in the Title will be used.
Up to Current Segment	Only text from the first Segment up to the current Segment will be used.
From ___ To ___	Only text between the specified Segments will be used.
CheckWords	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.
Parts of Speech	Only the chosen type of word will be used. This option is available only for Crosswords and Vocabulous!.

In addition to a Segment Range, 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.

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.

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.

To play Crosswords:

1. Open Crosswords. See page 32 for instructions.
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, type the base letter, then hold down the Ctrl key and press the up or down arrow key until the accent you want appears. To type in Russian, see page 87. To type in Ukrainian, see page 92.
 - 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 then 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.
3. When you finish 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, then click **OK** to close the dialog box. (Names may have up to 20 characters, and they are case-sensitive.) See pages 40 and 41 for more information on scores and charts.

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.
 4. After the High Scores chart closes, click **New Session** to keep playing, or click **Done** to finish.

Points: When you finish a puzzle, you score 10 points for each correct letter 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 it is yellow, and no bonus if you finish while it is red.

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

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!. See page 32 for instructions.

You will see a Segment from the program, with one word replaced by asterisks. You will need to guess that word.

2. In the **What's Missing?** box, type the word that is missing from the Segment. Things to remember:
 - You should include any necessary special characters. See page 56 for instructions on typing special characters in most languages. See page 87 for instructions on typing in Russian, and page 92 for instructions on typing in Ukrainian.
 - 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**.

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. 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 want to see scores again, you can turn them back on from the High Scores chart. See pages 40 and 41 for more information on scores and High Scores charts.

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 it is yellow, and no bonus if you finish while it is red.

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

Playing Word Dictation

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. See page 32 for instructions.
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. See page 56 for instructions on typing special characters in most languages. See page 87 for instructions on typing in Russian, and page 92 for instructions on typing in Ukrainian.



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.

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. See page 32 for instructions.
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.
 - Listen to the text by clicking . To slow down the sound, click  to turn on SlowSound.
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.) See pages 40 and 41 for more information on scores and High Scores charts.

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 finish 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 it is yellow, and no bonus if you finish while it is red.

Penalties:	Spoken Segment heard	-40 points
	Free Word button used	-30 points
	Video played (in add-on Titles)	-20 points
	Word placed incorrectly	-5 points

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. See page 32 for instructions.

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.
 - Listen to the text by clicking . To slow down the sound, click  to turn on SlowSound.
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, 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 want to see scores again, you can turn them back on from the High Scores chart. See pages 40 and 41 for more information on scores and High Scores charts.

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 you have placed correctly.

If you finish 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 it is yellow, and no bonus if you finish while it is red.

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

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. See page 32 for instructions.

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 extra characters to make the activity more challenging.

2. Click on any character 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.

Correctly placed characters will turn black in the grid. Incorrectly placed characters 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 text. 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. See pages 40 and 41 for more information on scores.

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 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 it is yellow, and no bonus if you finish while it is red.

Penalties:	Spoken text heard	-5 points
	Free Letter button used	-1 points
	Character placed incorrectly	-1 points

Playing Sentence Dictation

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. See page 32 for instructions.
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. See page 56 for instructions on typing special characters in most languages. See page 87 for instructions on typing in Russian, and page 92 for instructions on typing in Ukrainian.



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 **Check Spelling** 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 **Continue** 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.

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 documentation 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. See page 41 for details.

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" on page 40 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 score, including the date and time that you earned the score and the Segment Range that you played on. 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.

Listening and Practicing Pronunciation

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 there.
 - 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 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 "Troubleshooting: Sound Problems" on page 105.

Listening to Words

You can hear the pronunciation of any word in the Title text. Listen as often as you need to improve your word recognition! You also can listen to the words of the Title text read continuously.

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 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.

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**.

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.

To stop word 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 be , , or .
- Choose **Multimedia / Stop Sound**.

Listening to Segments

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. You also can listen to the Segments of the Title text read continuously. Use this option if you want to hear the entire Title.

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 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.

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**.

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.

To stop Segment 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 be , , or .
- Choose **Multimedia / Stop Sound**.

Using SlowSound

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.
3. When you are ready to turn off SlowSound, do one of the following:
 - Click .
 - Choose **Multimedia / SlowSound**.

Note: You can also hold down the Ctrl key while you play a sound to turn on or turn off SlowSound just for that sound.

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.



Opening a Pronunciation Exercise

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.

Possible Segment Ranges:

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

Listen & Speak does not have any of 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.

Using Listen & Speak

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. See page 46 for instructions.
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. See page 10 for details.
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. Release the button when you finish recording. Do not release it 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. See page 53 for details about the Speech Correctness Meter and the graphs.
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  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" on page 50 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.

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

Using Word Pronunciation

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. See page 46 for instructions.
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.

Tips: 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 **Record Your Voice** and HOLDING THE BUTTON DOWN while you speak into the microphone. Release the button when you finish recording. Do not to release it too soon, or you may cut off the end of your recording.
4. 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. See page 53 for details about the Speech Correctness Meter and the graphs.
5. 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" on page 50 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.
6. Click **Continue** to go to the next word.
 7. 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**.

Using Sentence Pronunciation

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. See page 46 for instructions.
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.

Tips: If you want to slow down the sound, click  to turn on SlowSound. To see meaning of the sentence, open the Segment Meaning window.

3. Record your pronunciation of that word by clicking **Record Your Voice** and HOLDING THE BUTTON DOWN while you speak into the microphone. Release the button when you finish recording. Be sure not to release it too soon, or you may cut off the end of your recording.
4. 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. See page 53 for details about the Speech Correctness Meter and the graphs.
5. 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 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" on page 50 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.
6. Click **Continue** to go to the next sentence.
 7. 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**.

Listening to Parts of Words or Segments

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.

Opening Conversation Practice

Conversation Practice is a great activity for practicing pronunciation and comprehension. Before you use Conversation Practice, you must select a dialog to use. Conversation Practice is only available for Dialog Titles.

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.

Using Conversation Practice

Conversation Practice 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. See page 51 for instructions.
2. The conversation begins 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.
 - **Translation** - This option shows you a direct translation of the line you want to say.
 - **Actual Line** - This option shows you the exact text that you want to say.
 - **No Prompt** - This option will not show any extra help.
4. When you know what you want to say, record your line by clicking **Record** and HOLDING THE BUTTON DOWN while you speak your line into your microphone. Release the button when you finish recording. If you release it too soon, 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.
 - 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.
 6. When you are satisfied with your pronunciation, click **Continue** 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 you prefer.
 - **Play All** - This option will play the entire conversation, including the lines you recorded.
 - **Restart** - This option will restart Conversation Practice with the current dialog, so that you can practice it again. You can also select a different part to play from the menu.
 - **Another** - This option will bring you to the Select a Conversation screen, where you can either choose another dialog.
 8. Any time you want to end Conversation Practice, click **Done**.

Reading the Speech Correctness Meter and Pronunciation Graphs

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. See the following pages for more details.

Waveform Graph	See below.
Pitch Graph	See page 54.
Fricative Graph	See page 54.
Vowel Graph	See page 55.

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.

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.

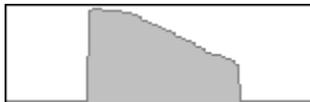
Intensity / Loudness: The taller the vertical lines, the louder the sound. Intensity varies depending on the speaker, the position in the sentence, and the amount of stress.



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

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.



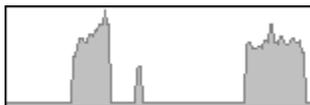
Variations in pitch are often used to hold a listener's attention, and may have special meanings in different languages. In English, for example, a rise in pitch at the end of a sentence indicates a question. For example, say "You speak French." and "You speak French?" and listen to the difference. In 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  **Pitch**, 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.

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  **Fricatives**, 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.

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.

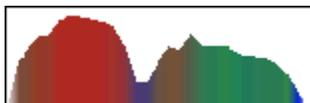
In real speech, there are also many sounds that fall between these positions. Diphthongs and other combinations of sounds will appear as blended colors, such as bluish-green or reddish-purple. For some speakers, voiced consonants may also produce colors in the graphs. For example, 'm', 'n', and 'b' may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

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  **Vowels**, 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.

Typing, Copying, Pasting, and Printing

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.

Note: If you need to type in Russian, see page 87. If you need to type in Ukrainian, see page 92. For special characters in all other languages, see the instructions below.

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**, **n** for **ñ**, **c** for **ç**, or **s** for **ß**. To type a capital letter with an accent, capitalize the base character- for example, use **U** for **Û**.
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 that mimic the keyboards commonly used in countries where those languages are spoken.

1. Display the Keyboard Palette, if it is not already displayed. To do so, 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. 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.

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.

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 text 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.

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.

To paste text in most other applications:

If these instructions do not work in the application you are using, see that application's documentation for instructions on how to paste text.

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:

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

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

Printing Titles, CheckWords, Notes, and High Scores

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! You can also print your CheckWord Lists and Note Lists to study away from the computer. Plus, 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 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.

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**.

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**.

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**.

Customizing

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: 

Hiding the Multimedia Window on the Reading Screen

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.

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 or shrink the Title window on the Reading screen:

Do one of the following:

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

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.

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.

Getting Help

Accessing On-Line Help

In addition to this printable documentation, Languages of the World has a very detailed on-line Help file with instructions for every feature of the program. The on-line Help contains all the information in this printable documentation and more, in an interactive environment. Within the on-line Help, you can jump from topic to topic, search for specific topics, and print any topic you choose.

To access the 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. To get more information on using the Help features, press F1 while the Help file is open.

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 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" on page 9 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.

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:

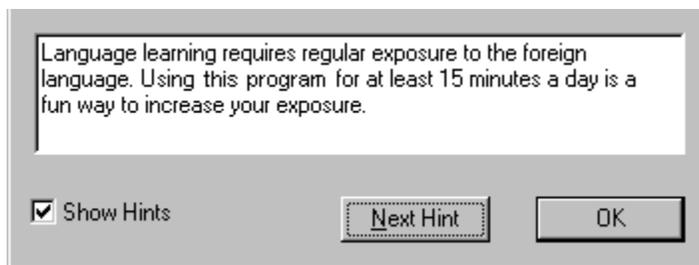
1. Verify that there is a checkmark next to the **View ToolTips** option in the **View** menu.
2. Position the cursor over the button or other object you want information on and wait for a second. A few words describing the object appear.

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.

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. The next section of this documentation, starting on page 64, shows all the hints organized by topic.



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**.

Hint Lists

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.
- 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.
- 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.

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**.

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?
- 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 uses *Languages of the World*, you can each make your own 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, and Ctrl-L is a quick way to open the List Viewer and see your CheckWords.

Hints on Notes

- Capture your thoughts! Type questions, comments, and personal reminders in the Notes window as you read a Title. Click 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 find a noun with an irregular plural, 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 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 language progress.
- 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.
- 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!

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.

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.
- 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!

Hints on Sound

- 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.
- If you use headphones when listening to Titles, always test the volume before you put the headphones over your ears.

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 fricatives 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.

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.

Hints on Typing, Editing, and Printing

- One way to type special characters, such as **á, ö, ê, ß, and ž**, 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.
- 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.
- 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**.

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.

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.
- 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.
- 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.

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!

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.

Exiting, Deleting, and Uninstalling

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.

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 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.

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" on page 111 for more details.

Language-Specific Information

Language-specific information is available in this documentation 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 documentation apply.

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

Language-specific help is available for:

Arabic	Page 77
Bengali	Page 78
Chinese	Page 79
Greek	Page 80
Hebrew	Page 81
Hindi	Page 82
Japanese	Page 83
Korean	Page 84
Polish	Page 85
Russian	Page 86
Thai	Page 90
Ukrainian	Page 91
Vietnamese	Page 94
Yiddish	Page 95
Zulu	Page 96

For all the languages in Languages of the World, you can also get general language information from Grammar Basics. See page 28 for instructions. You can also see page 56 for instructions on typing the special characters that appear in many languages.

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.

If you are learning Arabic with Languages of the World, there are a few things to keep in mind:

When reading...

Remember that the English letters are being used to represent the sounds of Arabic in the Title. 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. See page 28 for instructions on using Grammar Basics.

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...

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...

See "Typing Special Characters or Diacritic Marks" on page 56 if you need instructions for typing any of the characters used in the transliterated Arabic.

Things to Know about Bengali

Bengali is spoken in the West Bengal area of India and the country of Bangladesh. Approximately 70 million people in West Bengal speak Bengali and about 120 million people in Bangladesh speak the language. It is among the top five languages in the world in terms of the number of speakers.

In Languages of the World, the Bengali 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.

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

When reading...

Remember that the English letters are being used to represent the sounds of Bengali in the Title. 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. See page 28 for instructions on using Grammar Basics.

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...

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.

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. You can use the Pronunciation topics in Grammar Basics to learn about the transliteration and how it relates to the native Chinese characters. See page 28 for instructions.

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" on page 56 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.

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.

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. See page 28 for instructions on using Grammar Basics.

Also, 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.

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...

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.

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.

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

When reading...

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. See page 28 for instructions on using Grammar Basics.

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...

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...

See "Typing Special Characters or Diacritic Marks" on page 56 if you need instructions for typing any of the characters used in the transliterated Hebrew.

Things to Know about Hindi

In the Republic of India, Hindi is the most widely spoken language with a concentration of speakers in the north central region of the country. Hindi is spoken by 275 million people. However, less than a third of India's population speaks the language. In India, Hindi shares the title of national language with English. It is also spoken in Mauritius, Fiji, Trinidad, Guyana, and Suriname.

In Languages of the World, the Hindi 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.

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

When reading...

Remember that the English letters are being used to represent the sounds of Hindi 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. See page 28 for instructions on using Grammar Basics.

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...

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.

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 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 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. See page 28 for details.

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 \bar{o} , 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" on page 56 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.

Things to Know about Korean

In Languages of the World, the Korean 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.

If you are learning Korean with Vocabulary of the World, keep the following in mind:

When reading...

Remember that the English letters are being used to represent the sounds of Korean in the Title. You can use the Alphabet topic in Grammar Basics to learn about the transliteration and how it relates to the characters your language would normally use. See page 28 for instructions.

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...

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.

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. See page 56 for instructions.

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.

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. See page 28 for instructions on using Grammar Basics.

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" on page 89.

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 in Russian" on page 87 for instructions. The 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.

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. See page 88 for instructions.



Note: The **э** 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 pressing the Shift key. Right-click on any character on the Keyboard Palette to see a bigger image.
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 going to be typing in the Notes window, make sure that stress marks are displayed in the Title window. See page 89 for instructions. 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:

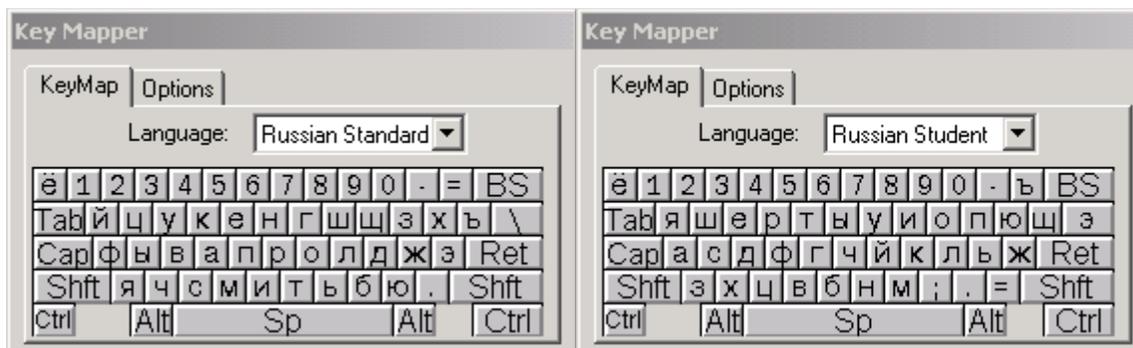
- Press Ctrl-T.
- Click .
- Choose **View / Type in Russian**.

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 Student Keyboard is easier for beginners because it pairs Russian characters with similar-sounding English letters, but the Standard Keyboard is commonly used on actual Russian computers and therefore provides good practice for anyone preparing to do business in Russia.



Note: 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 **T**.
 - Press Ctrl-T.
 - Choose **View / Type in Russian**.

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. See page 87 for instructions.

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.

Things to Know about Thai

The Thai language, according to many linguists, is part of the Tai language family. The languages in this family are said to be derived from a proto-Tai language which is grouped into the much larger Austro-Tai language family.

In *Languages of the World*, the Thai 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.

If you are learning Thai with *Vocabulary of the World*, keep the following in mind:

When reading...

Remember that the English letters are being used to represent the sounds of Thai 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. See page 28 for instructions on using *Grammar Basics*.

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...

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...

See "Typing Special Characters or Diacritic Marks" on page 56 if you need instructions for typing any of the characters used in the transliterated Thai.

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. See page 28 for instructions on using Grammar Basics.

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" on page 92 for instructions.

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" on page 92 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.

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.

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. See page 93 for instructions.
2. Use the Keyboard Palette to find the character you want to type. Upper case characters are available by holding down the Shift key.

Note: 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.

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 Ukrainian**.

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. The Keyboard Palette will appear.

See page 92 for instructions on typing in Ukrainian.

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. The Grammar Basics file contains information on the Vietnamese alphabet and the meanings of the different tonal marks. See page 28 for instructions on using Grammar Basics.

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 pronunciation 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.

See page 56 for more information on typing special characters.

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" on page 61.

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.

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.

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

When reading...

Remember that the English letters are being used to represent the sounds of Yiddish 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. See page 28 for instructions on using Grammar Basics.

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...

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 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.

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" on page 56 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.

Menus and Shortcuts

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:

Open a Title	Goes to the Opening screen, which shows a list of installed Titles. Select the Title you want to read.
Save as Text	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.
Print Setup	Defines the printer.
Print	Prints the open Title, CheckWord List, or Note List.
Install a New Title	Installs a new Title. This option is only available from the Opening screen.
Uninstall a Title	Removes a Title from your hard drive. This option is only available from the Opening screen.
Exit	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**.

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:

CheckWord Adds or removes the currently selected word in your list of CheckWords.



Bookmark Places or removes a Bookmark in the Title at the current location.



Copy Copies the selected text in the Notes window to the Clipboard. This command is only available if there is Note text selected.

Paste to Note Pastes the contents of the Clipboard into a Note attached to the current word. This command is only available if there is text on the Clipboard.

Copy Word Copies the currently selected word in the Title to the Clipboard, erasing existing material on the Clipboard.

Copy Segment Copies the current Segment to the Clipboard, erasing existing material on the Clipboard.

Copy Note Copies the current Note to the Clipboard, erasing existing material on the Clipboard.

Append Word Appends the currently selected word to the Clipboard without erasing existing material on the Clipboard.

Append Segment Appends the current Segment to the Clipboard without erasing existing material on the Clipboard.

Append Note Appends the current Note to the Clipboard without erasing existing material on the Clipboard.

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**.

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	Searches the Title for words derived from any root. You can use wildcards to search for pieces of roots.
Find Word	Searches for any word in the Title. You can use wildcards to search for pieces of words.
Find Grammar Link	Searches for words that are grammatically similar to the current word.
Find Again	Repeats your previous search. You can repeat searches for words, roots, or grammar links.
Go to Location	Allows you to search for a Segment by its number.
Previous	Selects the previous CheckWord, Bookmark, or Note.
Next	Selects the next CheckWord, Bookmark, or Note.

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**.

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	Enlarges the Multimedia window on the Theater screen or the Title window on the Reading screen. To "unzoom" the window, select this menu option again.
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.
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.
CheckWord List	Displays the List Viewer with your current list of CheckWords.
Notes List	Displays the List Viewer with your current list of Notes.
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.
Type in <Title Language>	Sets the typing mode and displays the Keyboard Palette for typing in different languages.
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.
Text Size	Allows you to increase or decrease the size of the fonts in the program.
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.

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**.

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.

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 use multimedia with Languages of the World.

Multimedia menu commands:

Sound	Allows you to play sound for words and Segments, separately or continuously.
Play Word Sound	Plays the sound for the current word.
Play Segment Sound	Plays the sound for the current Segment.
SlowSound	Turns SlowSound on or off.
Stop Sound	Stops any sound that is playing.
Video	Allows you to play video for Segments, separately or continuously. This command is only available for add-on Titles with video.
Play Segment Video	Plays the video for the current Segment. This command is only available for add-on Titles with video.
Stop Video	Stops any video that is playing. This command is only available for add-on Titles with video.
Image Credits	Shows the copyright information for the image in the Multimedia window.
Sound Preferences	Allows you to customize various aspects of the sound.
Set CD Drive	Allows you to specify where to find the multimedia files.

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**.

Reference Menu Commands

Use the **Reference** menu to access a variety of resources.

Reference menu commands:

Open a Reference	Goes to the Reference Tools screen, where you can open various reference programs.
Grammar Basics	Gives an overview of the foreign language grammar.
On-Line Catalog	Opens your Internet browser and displays the on-line Transparent Language catalog on the Internet.
On-Line References	Opens your Internet browser and links to some of the available resources on the Transparent Language web page.

If you have other Transparent Language programs installed, such as GrammarPro!®, WordAce!®, or Vocabulary Master™, they are also listed in the **Reference** menu.

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**.

Help Menu Commands

Use the **Help** menu to get help on Languages of the World.

Help menu commands:

Help	Gives detailed instructions about Languages of the World.
	
Getting Started	Gives ideas about what to do first with Languages of the World.
Where Am I?	Shows the popup screen introduction for the current screen.
Show Hints	Shows the hints box with a helpful tip about Languages of the World.
Title Description	Shows a summary of the Title along with interesting background information.
Author Credits	Shows a brief statement about the author(s) and translator(s) of the Title.
About	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**.

Keyboard Shortcuts for Languages of the World

The following keys provide quick ways to do many common actions.

Right Arrow	Go to Next Word
Left Arrow	Go to Previous Word
Tab	Go to Next Segment
Shift-Tab	Go to Previous Segment
Down Arrow	Go to Next Line
Up Arrow	Go to Previous Line
Page Up	Go to Previous Screen
Page Down	Go to Next Screen
Home	Go to Beginning of Line
End	Go to End of Line
Esc	Stop Sound
F1	Open Languages of the World Help
F2	Open Grammar Help
F3	Find Again (Next Occurrence of Search Item)
Shift-F3	Find Again (Previous Occurrence of Search Item)
F4	Find Root
F5	Find Word
F6	Find Grammar Link
F7	Play Word
F8	Play Words
F9	Play Segment
F10	Play Segments
Ctrl-A	Show All Reference Window Information
Ctrl-B	Create Bookmark
Ctrl-C	Copy Selected Text in a Note
Ctrl-H	Highlight Segment
Ctrl-K	Add or Remove a CheckWord
Ctrl-L	View CheckWord List
Ctrl-N	View Note List
Ctrl-P	Show or Hide Phrase Information
Ctrl-Q	Exit Languages of the World
Ctrl-S	Show or Hide Segment Meaning Information
Ctrl-T	Toggle Typing Mode For Certain Languages
Shift-Ctrl-T	Show SlowSound Speed Slider
Ctrl-V	Paste Text in a Note
Ctrl-W	Show or Hide Word Meaning Information
Ctrl-X	Cut Text in a Note
Ctrl-Z	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**.

Technical Support and Troubleshooting

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 documentation
- the Troubleshooting section of the on-line Help file
- the written Installation Guide in your CD insert
- the Technical Support section of our World Wide Web page, <http://www.transparent.com>

For solutions to some common situations, see the "Troubleshooting" topics listed below. Also, please check that your system meets the system requirements for Languages of the World. These system requirements are listed in the CD insert 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:

Phone: (603) 262-6300
Internet: support@transparent.com
FAX: (603) 262-6555

When you communicate with us about 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.

Troubleshooting

Solutions to some common situations:

Sound Problems	Page 105.
Error in the Sound System	Page 106.
Recording Problems	Page 107.
No Illustrations	Page 108.
Cannot See Whole Screen	Page 109.
Screen Color Problems	Page 109.
Font Problems	Page 110.
SCode Errors	Page 111.

Troubleshooting: Sound Problems

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" on page 42.
- Did you see a message that there was an error in the sound system? If so, see page 106.
- 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 corrupted registry entries. 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?
- 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 loudspeaker in the task bar to adjust it.
- If you can hear sound, but it 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 the sound should be normal.

If you still have sound problems, contact our Technical Support.

Troubleshooting: 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.

Troubleshooting: 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: Sound Problems" on page 105.
- 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" on page 106 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.

Troubleshooting: 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: Sound Problems" on page 105.
- 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 see 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 illustrations? See "Locating Multimedia Files" on page 12.
- 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" on page 60 for more information.

If you still cannot see illustrations, contact our Technical Support.

Troubleshooting: 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.

Troubleshooting: 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 still experience display problems, contact our Technical Support.

Troubleshooting: Font Problems

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.

Troubleshooting: SCode Errors

If you see a message about an SCode error 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.

Glossary

A

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.

B

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, such as **U** for **Û**. For German **ß** (eset), the base character is **s**.

Bookmark

A place-marker in the Title text that you can insert or delete. You can have more than one Bookmark in a Title.

C

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 Compact laser **Disk with Read Only Memory**.

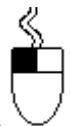
CheckWord

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.

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 include 'and', 'that', and 'because'.

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.

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.

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**.

D**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 which 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,

E**Export**

To save material from one program in a format that can be read by another.

F**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.

G**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.

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.

H

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.

I

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.

J

K

Keyboard Palette

The map of the keyboard for a particular language. You can click on any character in the Keyboard Palette to type it.

L**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.

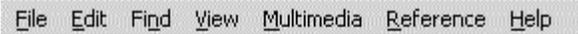
**List Viewer**

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. The list view appears when you 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.

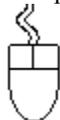
M**Menu**

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.

N**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 include 'president', 'Argentina', 'rutabaga', 'peace', and 'happiness'.

O**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.

P**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 that 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.

Plug-n-Play

In Plug-n-Play, you must place words correctly in a section of text, with no translations to help you out. Plug-n-Play really builds your language skills!

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?**.

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**.

Pronunciation Graphs

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.

Q**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.

R**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.

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'.

S**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.

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.

SlowSound

The feature that allows you to reduce the speed of the native speaker pronunciation in the program.

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".

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.

T**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.

U

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!

V

Verb

A word denoting action, existence, or occurrence. Examples of English verbs include 'eat' and 'sing'.

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.

W

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. 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.

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.

X

Y

Z

Zoom Title

To expand the Title window to fill the entire Reading screen, so that no reference windows are visible.

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