A Quick Tour of the Dictionary

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Introduction

This section provides a quick overview of the main screens and features you will find in *Merriam-Webster's Collegiate Dictionary and Thesaurus,* and it provides an introduction to the main components of the program. More detailed explanations of the features of the dictionary and thesaurus can be found the later sections of the program's **Help** system.
These instructions assume you have a basic understanding of how to use your Windows or Macintosh computer and that you are familiar with basic navigation terms such as "double-click" and "scroll." If you need help with these aspects of using your computer, consult the manuals that came with it.

Types of information in the dictionary

Dictionary entries pack a lot of information into a very limited space. You can use the dictionary more effectively if you know what kinds of information are included in dictionary entries and how they are organized. The illustration below introduces the key elements of a dictionary entry. Detailed information about the structure of the entries in this dictionary can be found in a PDF called *"Collegiate Dictionary Explanatory Notes"* that can be found on the CD-ROM.

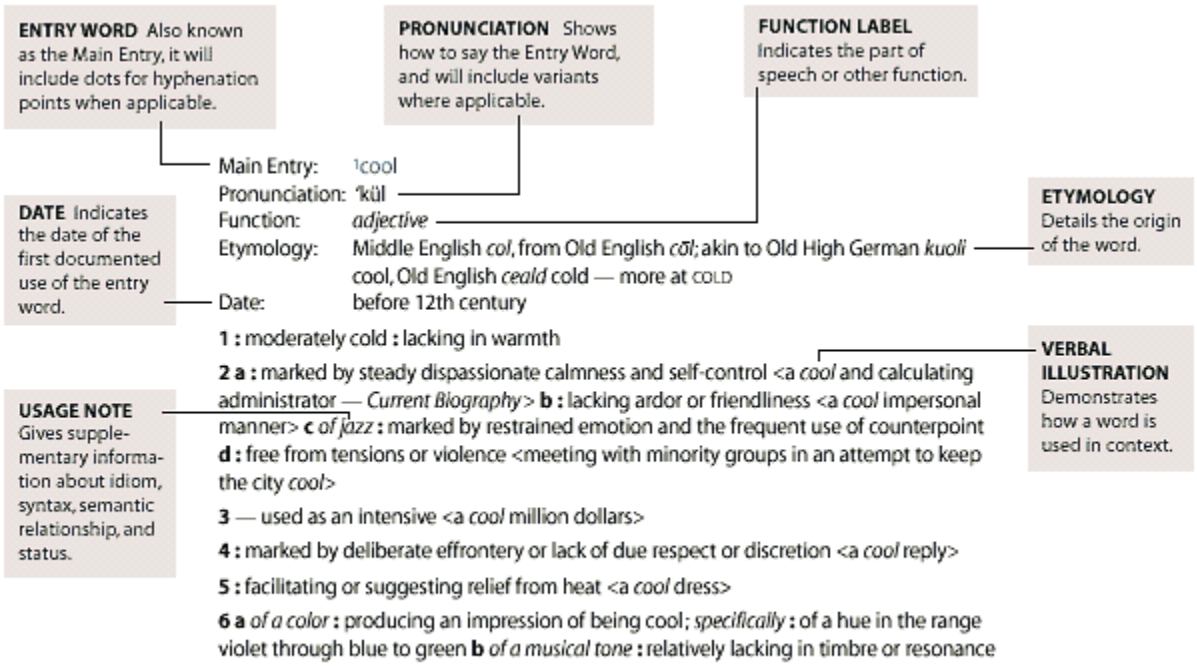
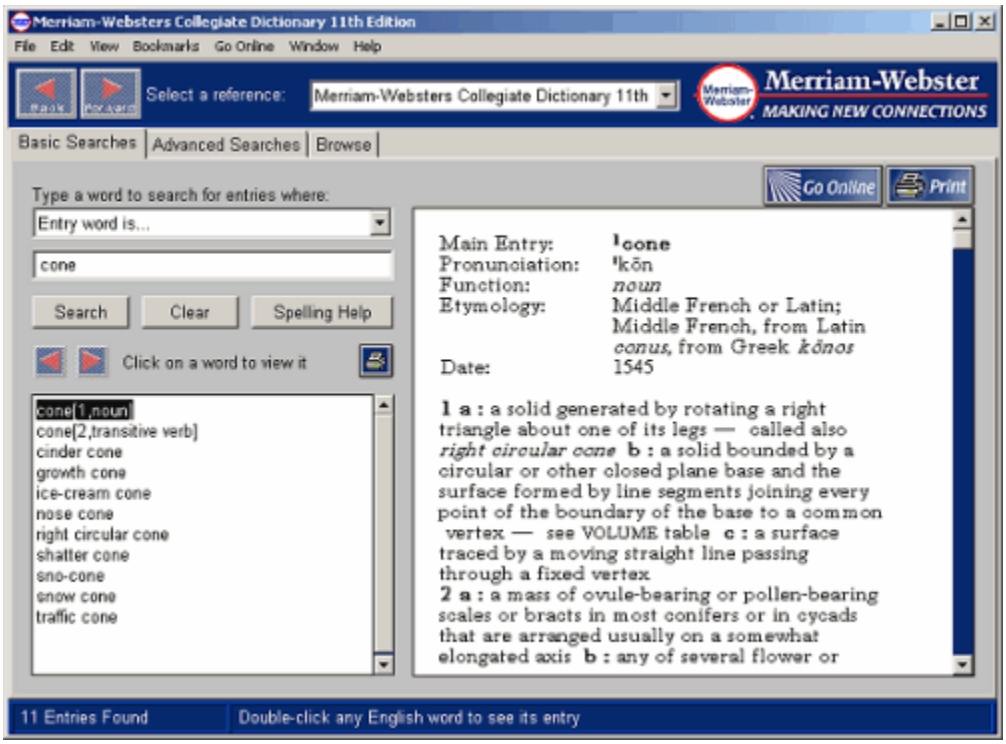


Figure 1 - Annotated Sample Dictionary Entry

Dictionary overview

The dictionary's features are organized to look up words, view results, and use the results of searches. All of the features you need to use the program can be found in the Main Window of the program, which is shown below.
Each component of the Main Window enables you to accomplish certain tasks with the program. The table below summarizes the parts of the Main Window and tells briefly what you can do with each element in it.



Menu bar:
The **Menu Bar** appears at the top of the screen and lets you access all of the program features using either your mouse or keyboard.
To use the keyboard to access **Menu Bar** items, look for the underlined letters in the name of the menu element you want. To access any menu item, hold down the ALT key (Win) or Command key (Mac), then press the underlined letter in the menu name, followed by the underline letter of the menu item you want.
For example, to bookmark a word, you would type ALT (or Command) + B + A.

Navigation area:
This part of the screen includes the **Back** and **Forward** buttons and the reference selection drop-down menu that you can use to change which reference you are searching (if you have more than one Merriam-Webster reference installed).

Search Tabs:
The three tabs below the Navigation area let you switch between the Basic Searches, Advanced searches, and Browse search screens.

Search input area:
This area includes the**Search Type** drop-down menu, which you can use to choose the type of search you want to perform. It also has an **Search Input** box where you can type the word or phrase you want to look up, as well as **Search, Clear,** and **Spelling Help** buttons to use when searching. See the section Looking up a word for more details.

Results/Lookup list area:
When you are typing a term to look up, this area shows a list of words that contain the letters you have already typed. After you click **Search**, this area will show the results of the dictionary or thesaurus search for the word or phrase in the Search Input box. See the section Using the Results/Lookup List for more information.

Entry display area:
This area on the right side of the screen shows the dictionary or thesaurus entry for the word or phrase highlighted in the **Results/LookupList**. Dictionary entries that have audio pronunciations are highlighted in blue in the **Entry display area**.

Status bar:
This area at the bottom of the screen shows how many words have been found by your search and provides brief help messages as you move your cursor over the program screen.

Illustrations:
Dictionary entries that have illustrations are marked with an eye-shaped icon. Double-click on the icon to see the illustration. Note that illustrations will appear in their own window.

Go Online:
The Go Online menu lets you access web-based resources.

Looking up a word

It is very easy to look up a word using this program. Just follow these instructions:

1. Choose the refernce you want to search from the **Search Type** drop-down menu.

2. Type the word or phrase you want to look up in the **Search Input** box.

3. Click **Search** (or press ENTER/RETURN).

These instructions allow you to look up a boldfaced word in the dictionary or thesaurus in much the same way you would look up a word in a printed reference.

You can even look up several words at once. Simply enter all of the words you want to look up in a list with commas separating the words. For example, if you want to look up the entries for the words "cat" and "bird," type "cat, bird" (without quotation marks) in the input box and click **Search.** The **Results List** will show the entries for the last word in your list of terms. To see the **Results List** for the other words, use the **Back** button directly above the list area.

See the section *Entry word searches* for more details on looking up words.

Using the results/lookup list

Lookup list:
When you start to type a word or phrase in the **Search Input** box, a list of words appears in the **Results/Lookup** area showing you terms that begin with the letters you have already typed. If you see the word you want in the list, double-click on it to search for it. You can also browse this list for words that are alphabetically near the one you are typing.

Results list:
After you click on the **Search** button, the **Results List** appears in the lower left part of the screen. It displays all entries containing the word you typed in the input box, including homographs (that is, words that are spelled alike but that have different origins or parts of speech); it also shows phrases and compound terms containing the word. The entry for the first term in the **Results List** displays automatically after you run a search. To see the entry for any other word in the **Results List**, click on that word.

You can move through the list by scrolling, using the arrow keys, or using the PAGE UP and PAGE DOWN keys.

You can also return to the results of a previous search using the small **Back** and **Forward** buttons that appear directly above the **Results List**.

Those two buttons work much the way the Back and Forward buttons on a Web browser work. Click **Back** to go back to the **Results List** for the last search you ran (you can go back through several previous searches if you wish). After you have gone back one or more times, click **Forward** to move forward through the sequence of saved search results again.

Moving from one word to the next

The table below shows various ways to move from one word to another in the dictionary.

Moving from Word to Word

To do this move...	Follow these steps...
To look up a new word	Click **Clear**, type the new word in the input box, and click **Search.**
To move up or down through a Results list	Scroll or use keyboard up and down arrow keys.
To see the entry for a word in a Results list	Click on the word.
To look up a word you see in a definition or caption	Double-click on the word in the definition or caption.
Rechecking entries previously viewed in a search session	Click the **Back** button.
Moving back to an entry after clicking **Back**	Click the **Forward** button.
Reviewing a list of all previously viewed entries	From the View menu, select History.

Types of searches

Merriam-Webster's Collegiate Dictionary offers 15 different types of searches and *Merriam-Webster's Collegiate Thesaurus* offers 4 search types that you can use to find information about words and language. When you first open the program, it is set to automatically look up the boldfaced words that you would look up in a print dictionary; those boldface terms are called "entry words." The table below provides a list of the 19 search types and gives a brief description of the uses of each one. You can find more detailed information about how to perform each different type of search in the section titled Using Basic Searches to Look Up Words.

Search fields and their functions

Choose this search...	*To find...*
Entry word is...	The definition of a word or phrase.
Defining text contains...	Entries whose definition includes a specific word.
Rhymes with...	Words that rhyme with a given word.
Forms a crossword of...	Words where you know some letters but not others.
Is a cryptogram of...	Words that solve a cryptogram puzzle or code pattern.
Is a jumble of...	Words that can be made by shuffling a given group of letters.
Homophones are...	Words that sound alike but are spelled differently.
Etymology includes...	Words that derive from a particular language or word root.
Date is...	Words first documented in a given year, decade, or century.
Verbal illustration contains...	Examples of a word used in context.
Author quoted is...	Quotes from a specific author or publication.
Function label is...	Words that have a certain function (e.g., *trademark*) or part-of-speech label.
Synonymy paragraph contains...	Paragraphs describing differences among synonyms.
Usage paragraph contains...	Words used in paragraphs explaining conventions related to or restrictions on applications of words of confused or disputed usage.
Usage note contains...	Words that are used in a certain way (e.g., *slang*), that are found primarily in the English of a particular region (e.g., *Scotland*), or that have special uses in a particular field (e.g., *law*).

Menu commands

The following table describes the menu options that are available in this program.

This menu allows…	*These actions…*
FILE	
New Window	Opens a new copy of the Main Window.
Print	Enables printing of entries, lists, illustrations, or tables.
Print Setup	Opens controls to change printer settings.
Close	Closes any currently open window or dialog box, but does not shut down the program.
Exit/Quit	Shuts down the program.
EDIT	
Copy	Copies highlighted text to the clipboard.
Copy Word	Copies the currently displayed entry word, without hyphenation points, to the clipboard.
Paste	Inserts text from the clipboard to the **Search Input** area.
Select All	Highlights all text in the **Entry Display** area.
Preferences	Opens controls to change font size and color, search options, and reference options.
Clear	Clears the **Search Input, Results/Lookup List,** and **Entry Display** areas.
VIEW	
Previous Entry	Displays the last entry viewed (i.e., moves backward through the **History List**).
Next Entry	Returns to an entry after the **Previous Entry** option has been used (i.e., moves forward through the **History List**).
Previous List	Displays the most recently viewed **Results List** (i.e., moves backward through past **Results Lists**).
Next List	Returns to a **Results List** after the **Previous List** option has been used (i.e., moves forward through past **Results List**).
History	Opens a dialog box showing previously viewed words.
Basic Searches	Changes to the **Basic Searches** tab.
Advanced Searches	Changes to the **Advanced Searches** tab.
Browse	Changes to the **Browse** tab.
BOOKMARKS	
Add Bookmark	Adds an entry to the **Bookmark** menu.
Organize Bookmarks	Opens controls to sort and rearrange bookmarks.
GO ONLINE	
Various links	Each link opens your Web browser and then a Web page where you can register your software, access online resources, subscribe to additional references, and learn more about Merriam-Webster and Encyclopædia Britannica products.
WINDOWS	
Next Window	Cycles through all open windows.
HELP	
Contents and Index	Displays **Help Contents.**

Keyboard/mouse-controlled commands

The following table gives an overview of the program commands for the dictionary. Macintosh users should substitute COMMAND for ALT.

Activity	Command
Clearing the screen	ESC *or* on-screen **Clear** button
Moving cursor to the next field or button	TAB
Moving cursor to the previous field or button	SHIFT+TAB
Starting a search	Press ENTER/RETURN *or* on-screen **Search** button
Looking up a word that appears in a definition or caption	Double-click on the word on the screen
Looking up a word in the **Results List**	Single-click on the word
Opening a new dictionary window	ALT + F + N
Closing an open dictionary window	ALT + F +
Viewing illustrations or tables	Single-click on the eye icon
Printing	Choose Print from the **File** menu
Copying to the clipboard	Highlight text in the definition with the mouse and choose Edit ... Copy
Jump to the top of the **Results List**	HOME
Jump to the bottom of the **Results List**	END

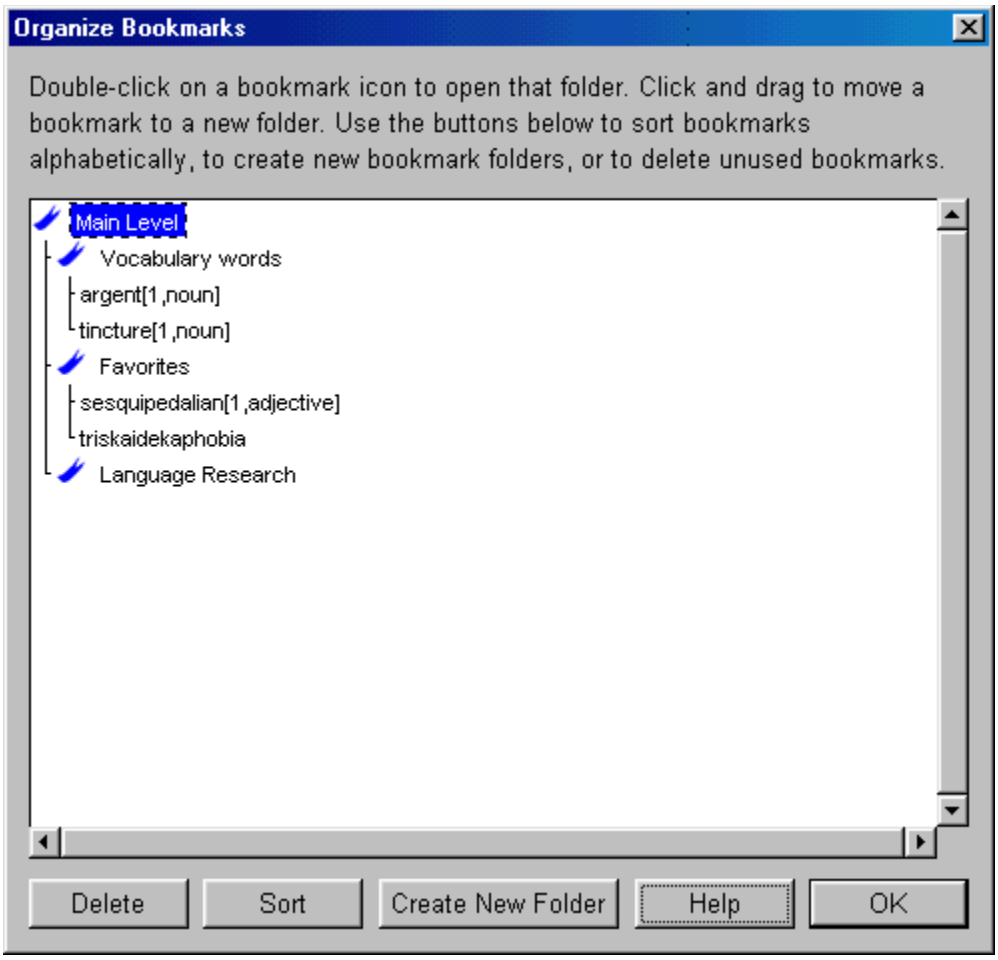
Bookmarking entries

Merriam-Webster's Collegiate Dictionary & Thesaurus lets you bookmark reference entries from the dictionary or thesaurus so you can return to them later, in much the same way that you bookmark pages on the World Wide Web with a browser. For example, you might create bookmarks for vocabulary words you are studying, terms that are commonly confused or misused, or words that have a special usage in your school or business.

Adding new bookmarks:
To create a bookmark, display the entry you want to return to and choose the **Add Bookmark** command from the **Bookmarks** menu. A submenu will appear showing you all the folders that already exist where you can add bookmarks.
Navigate to the folder where you want the new bookmark added and click on it.
If you choose to add the new bookmark to the **Main Level**, the program will add the word below the line in the **Bookmarks** menu. Words are added to the menu in the order in which they were bookmarked; if you want to rearrange them later, you must use the **Organize Bookmarks** option in the **Bookmarks** menu.

REMINDER: You must have an entry showing in the **Entry Display** pane before you can use the Add Bookmark feature.

Organizing your bookmarks:
To rearrange your bookmarks once they are created, choose **Organize Bookmarks** from the **Bookmarks** menu (see the illustration below).



To create a new bookmarks folder, position the cursor where you want the new folder to appear in the **Organize Bookmarks** dialog box, then click on the **Create New Folder** button. Type a name for your folder and click **OK**. Use the **Sort** button to arrange your bookmarks alphabetically; folders will appear at the top of the bookmarks list when you sort them. Use the **Delete** button to remove bookmarks you no longer need.

Customizing the dictionary

You can customize *Merriam-Webster's Collegiate Dictionary & Thesaurus* by enlarging or reducing the type size or changing the text or background color. You can set a particular search tab (**Basic Searches, Advanced Searches,** or **Browse**) to appear immediately each time you open the program, and choose whether the dictionary or thesaurus opens automatically each time you launch the program.

To customize your dictionary, choose **Preferences** from the **Edit** menu.

The preferences dialog includes three tabs, **The Appearance tab,** **The Reference tab** and **The Browse Search tab** Search. Each tab is used to customize a different aspect of the program.

Spelling help

How can you look up a word if you aren't sure how to spell it? *Merriam-Webster's Collegiate Dictionary & Thesaurus* includes two main features to help you find the correct spelling of words so you can locate them more easily, the **Word Wheel** and the **Spelling Help** dialog box.

Word wheel:
When you begin typing a word in the input box, the **Word Wheel** appears automatically in the **Results/Lookup List** area in the lower left of the screen. It show words that start with the letters you have already typed. If you see the word you want in the list, you can stop typing and double-click on it. The list in the **Word Wheel** is also scrollable, so you can browse through it to find the words you want.
Spelling Help button:
If you aren't sure of enough letters in the word to even come close to spelling it properly, you can use the **Spelling Help** button, which appears just below the input box (next to the **Clear** button). The **Spelling Help** system is based on phonetic spellings. That means you can type a word the way it sounds, then have the program suggest correctly spelled words that might be the one you want.

To use the **Spelling Help** feature, type a word the way it sounds, then click **Spelling Help**. Scan through the list of suggested words in the dialog box, and when you see the one you want, double-click on it (or highlight it and click **OK**).

The following table explains the function of the buttons in the **Spelling Help** dialog box:

Spelling Help Button:	Function:
OK	Displays the entry for the word highlighted in the spelling list.
Help	Opens the Help section related to using SpellingHelp.
Cancel	Closes the **Spelling Help** box.

TRY IT:
To see how the Spelling Help system works, type the word *youthinasia* and click **Spelling Help**. When the dialog box opens, double-click the correct spelling of the word, *euthanasia,* to see its entry.

Illustrations and Tables

Merriam-Webster's Collegiate Dictionary & Thesaurus includes more than 1,300 full-color illustrations and 24 tables. If an entry has an illustration or table, a icon shaped like an eye (see below) will appear after the definitions at the end of dictionary entry text.

If an entry has a table, a table icon (see below) will appear at the end of the entry.

To view either an illustration or table, double-click on the icon for it. The illustration or table will open in its own window, which you can resize or close independently of the main program window. You can also print illustrations or tables by clicking on the printer icon in the upper right corner of the window containing it.

Going online

If you have an Internet connection and a Web browser, the **Go Online** menu of *Merriam-Webster's Collegiate Dictionary & Thesaurus* provides easy access to a wealth of additional language-related resources. You can register your Merriam-Webster CD-ROM, search other reference resources, find Word of the Day features for students and adults, play word games, read transcripts of the popular Word for the Wise public radio program, and more. See the section Menu commands for a complete list of the online areas included in the **Go Online** menu.

To access one of Merriam-Webster's online resources, make sure you have an open Internet connection (you can use your local or national ISP, such as America Online). Once you have connected to the Internet, choose a feature from the **Go Online** menu. Your Web browser will open and display the Web page you have selected.

TRY IT:
Check out *Merriam-Webster's Word of the Day*! Open a connection to the Internet, then choose **Word of the Day** from the **Go Online** menu. Check it daily for the latest word on words!

Using Basic Searches to Look Up Words

Introducing the Basic Searches tab
Entry word searches
Searching for words in definitions
Searching for words in thesaurus word lists
Rhyme and homophone searches in the dictionary
- Rhyme searches
- Homophone searches

Etymology searches in the dictionary
Word game searches
- Crossword puzzle searches
- Jumble searches
- Cryptogram searches

Searching for special information in dictionary or thesaurus entries
- Function label searches in the dictionary or thesaurus
- Usage label/note searches in the dictionary
- Verbal Illustration searches in the dictionary or thesaurus
- Authors Quoted searches in the dictionary
- Synonym paragraph searches in the dictionary
- Usage paragraph searches in the dictionary

Introducing the Basic Searches tab

Merriam-Webster's Collegiate Dictionary & Thesaurus has three search screens, **Basic Searches, Advanced Searches,** and **Browse Search,** which let you easily find and use the sophisticated search tools included with the program. The **Basic Searches** screen is likely to be the one that you will use most often. It appears automatically the first time you open the program and it lets you search through the dictionary using any one of the 15 powerful search options or through the thesaurus using any of 4 search options.

The procedure for doing any kind of search on the **Basic Searches** tab is always the same, regardless of which kind of search you choose to perform. Simply follow these steps:

1. Select the **Basic Searches** tab.

2. Choose the type of search you want to perform the **Search Type** drop-down menu.

3. Type the word or phrase you want to look up in the input box.

4. Click **Search** (or press ENTER/RETURN).

5. View the results in the **Entry Display** and the **Results/Lookup List**.

But what if instead of just looking up the meaning of a word, you want to find words that rhyme with it? Or you are interested in locating all of the words that originated in Yiddish? Or you want to find a Shakespeare quote to use in a presenation? The following sections describe how you can use the 15 search types available in the dictionary and the 4 search types available in the thesaurus to find those kinds of information -- and many others.

Entry word searches in the dictionary and thesaurus

You can use entry word searches to look up any word that normally appears in boldface type in the dictionary or thesaurus; this is the type of search that is most similar to looking up a word in a book.

To do an entry word search, choose **Entry word is...** from the **Search Type** drop-down menu, type the word or phrase you want to look up, then click **Search** or press ENTER/RETURN.

When you do an entry word search , the program finds not only the word you looked up, but also other entries that include that word in boldface text. For example, if you look up the word *cat,* the **Results List** will include all of the homographs for *cat* as well as compound terms and phrases that include the word (e.g., *cat-and-mouse,cat-o'nine-tails*).

TIP:
You can use the asterisk (*) and question mark (?) wildcard characters to help you look up words. See the section Using Wildcard Characters for more details.

Searching for words in dictionary definitions

In the dictionary, the "defining text" is the part of the dictionary entry that lists the various meanings of the word; in *Merriam-Webster's Collegiate Dictionary*, definitions are listed in chronological order, with the oldest meanings first.

For more information about the types of information in dictionary definitions, see the PDF titled *"Collegiate Dictionary Explanatory Notes"* on the CD-ROM.

You can search through defining text to find dictionary entries that include particular words within the text of definitions. For example, if you were doing a project on baseball, you might want to see all the entries in the dictionary that have to do with that sport (and which therefore include the word *baseball* in their definition).

To do a defining text search, choose the **Defining text contains...** option from the **Search Type** drop-down menu, type the word or phrase you want to look up, then click **Search** or press ENTER/RETURN.

TIP:
When you perform a defining text search, the program will automatically look for inflected forms of the search word as well as the base word. For example, if you do a **Defining text contains...** search for *swim,* the **Results List** will include all entries whose definitions contain *swim, swam, swum, swimming,* or *swims.*

TIP:
If you see a word in a definition and you aren't sure what it means, double-click on it to see the dictionary entry for it.

Searching for words in thesaurus word lists

In *Merriam-Webster's Collegiate Thesaurus,* the **Word list contains...** search option allows you to find the entries that contain a given word within the lists of synonyms, antonyms, related or contrasted words, and idioms. For example, you might want to find all the entries containing the word *intelligent*, regardless of whether that word appears as a synonym, or a related or contrasted word, or antonym of the main entry. This thesaurus search is equivalent to the "Defining text contains..." search in the dictionary..

Rhyme searches
  Homophone searches

Etymology Searches in the Dictionary

In a dictionary entry, the etymology provides information about the history and origin of a word. The **Etymology includes...** search allows you to look for words by their language of origin or by their non-English root word. For example, you could find all of the words in the dictionary that originated in Japanese or that derived from the Greek root *logia*.

Note that non-English root words within etymologies may not have their own entries in this dictionary. As a result, you cannot see an entry for a foreign-language root word (such as the Old High German *kuoli,* which appears in the etymology at the entry for *cool*). Brief definitions for such foreign words are given in the etymologies where they occur.

To learn more about how etymologies are structured, see the section titled *"The Etymology"* in the PDF named *"Collegiate Dictionary Explanatory Notes"* on the CD-ROM.

To do an etymology search, choose the **Etymology includes...** option from the **Search Type** drop-down menu, type the language name or root word you want to use in your search, then click **Search** or press ENTER/RETURN.

TIP:
If the language name you want to search consists of two or more words, such as *Middle English* or *Old High German,* use the **Advanced Searches** tab to set up a multiple-term search. See the section *Using the Advanced Searches Tab* for more information.

Word game searches

If you like to solve word puzzles or if you enjoy creating them, the word game searches in this program will prove invaluable. You can do searches that will help you create or solve crosswords, jumbles, or cryptograms. The following sections provide more details about how to conduct word game searches.

Crossword puzzle searches
Jumble searches
Cryptogram searches

Searching for special information in dictionary or thesaurus entries

Dictionary and thesaurus entries include a wealth of special information. You can use the special search features of this program to locate words by their part of speech, by the geographical region in which they are most often used, or by their special usage restrictions. You can also search for paragraphs that describe how synonyms are similar and distinct from each other, or you can look for paragraphs discussing words of confused or disputed usage. The following sections explain how to search for such information.

Function label searches in the dictionary or thesaurus
Usage label/note searches in the dictionary
Verbal Illustration searches in the dictionary or thesaurus
Authors Quoted searches in the dictionary
Synonym paragraph searches in the dictionary
Usage paragraph searches in the dictionary

Using the Browse Tab

Many dictionary and thesaurus lovers enjoy just browsing through the lists of words for an interesting one that catches their eye. Others find browsing helpful when they are trying to locate a word where they perhaps don't recall the exact spelling or they will simply "know it when they see it." The **Browse** tab enables such a "scan the list" search technique through the **Entry word starts with...** and **Entry word ends with...** search options.

The **Browse** tab includes two search options, **Entry word starts with...** and **Entry word ends with...**. The first allows you to find words that begin with certain letters; the latter lets you find words that end with a particular set of letters.

To start using the **Browse** tab, follow these steps:

1. Click on the **Browse** tab or choose **Browse** from the **View** menu.
2. Choose one of the two search types from the **Search Type** drop-down menu.
3. Type the letters that either begin or end the entries you want to browse.
4. Click **Search** or press ENTER/RETURN.
5. Scan the **Results List** for the word you want. Click on the word to see its entry.

For example, suppose you wanted to browse the section of the dictionary beginning with the letters *ind.* After selecting the **Browse** tab and **Entry word starts with...,** type *ind* in the input box, then click **Search.** The program will return a list of terms beginning with *ind* including *indaba, indeed* and *indefatigable*, along with other words that start with *ind.*

The **Browse** tab also includes the **Entry word starts with...** search option, which is likely to be useful to poets and lyricists, those comparing the structure of words with similar spellings, or those creating word riddles. It allows you to search for a list of words that all end with the same set of letters. To use it, follow the steps listed above, but choose the **Entry word starts with...** option from the **Search Type** drop-down menu.

For example, you might want to find all the words in the dictionary that end in the letters *ede.* After selecting the **Browse** tab and **Entry word ends with...,** type *ede* in the input box and click **Search**. The program will return a list of terms, including *accede, centipede, precede,* and other words that end with those letters

All searches run in the **Browse** tab return a maximum of 300 entries in the **Results List.**

Using the Advanced Searches Tab

Introduction to the Advanced Searches Tab
Setting Up Advanced Searches
Logical Connectors in Advanced Searches
Using Wildcard Characters
Parentheses in Searches
Searching for Inflected Forms
Example searches

Setting Up Advanced Searches

The first step in setting up any advanced search is to decide what kind of information you want to find. Do you need a list of nouns that rhyme with the word *name*? Do you need a list of six-letter words that start with "R" and include the term *mammal* in the definition? Do you want to find a all the dictionary entries that originated Latin and include either the word *law* or *legal* in their definition?

Once you have determined what you want to find, you can build your search. To do so, follow these steps:

1. Choose a search type (e.g., **Defining text contains...**) from the **Search Type** drop-down menu.

2. Type the word or label you want to search for (e.g., *baseball*).

3. Click **Add.**

4. Click on the appropriate logical connector (i.e., AND, OR, NOT).

5. Choose another search type (e.g. **Function label is...**).

6. Type the next word or label you want to search for (e.g., *noun*).

7. Click **Add.**

8. Repeat step 5-7 until you have entered all of the terms and search types you want into the search display box on the screen. Be sure to end with a search item (not a logical connector or parenthesis).

9. When you have added all of your search terms, click **Search** or press ENTER/RETURN.

TIP:
If you are not sure which search type to use to find particular information, check the PDF on the CD-ROM named *"Collegiate Dictionary Explanatory Notes"* for more details about where to find certain kinds of information in the dictionary.

Logical Connectors in Advanced Searches

Logical connectors, also known as Boolean operators, help you construct searches to find words that match two or more specific criteria. For instance, you might want to find all of the dictionary entries that whose definitions include both the words *red* and *flower.* In that case, you would use the connector *AND* to join the two words in your search. Or you might want to find all definitions containing either the word *health* or the word *fitness.* In that case, you would use the connector *OR.* In another situation, you might want to find all definitions including the word *orange,* but that refer to the fruit and not to the color. In that situation, you would use both the *AND* and the *NOT* connectors.

The table below summarizes the three logical connectors that are used in this program.

Logial connector	Symbol	Function
AND	**&**	Searches for words that meet two or more specified criteria (e.g., *brown* AND *bird*)
OR	**|**	Searches for word that meet at least one of two specified criteria (e.g., *tree* OR *shrub*)
NOT	**!**	Excludes a specified criterion from a search (e.g., *orange* AND NOT *color*)

TIP:
Note that the *NOT* operator must be used immediately after the *AND* connector. If you try to use *NOT* by itself or after the *OR* connector, your search will almost always generate invalid results.

Wildcard Characters

You can use wildcard characters in any of the three search tabs, but they are especially useful in the **Advanced Searches** tab. Wildcard characters can help you look up words when you aren't sure how to spell them or when you want to find words that have a group of letters in common. The two wildcard characters available in this program are summarized below:

Wildcard	Represents
?	Any single character
*	Any string of characters

For example, a search for *m?n* in the **Entry word is...** field will find *man* and *men,* as well as the abbreviations *min, mon, mtn,* and *mun.* A search for *m*n* will find those entries, plus *macaroon, magnification, maiden, maintain,* and many other words that begin with m and end with n.

Note that you cannot use wildcard characters alone; they must always be used in combination with letters or numbers.

WARNING!
Searches with wildcards can produce very large results lists that may take a long time to display.

Parentheses in Searches

In advanced searches, you can use parentheses to group search criteria that belong together. For example, you might want to find all nouns that are labeled *slang* or *nonstandard*. You might think that the following search request would find such words:

Usage note=slang
|
Usage=nonstandard
&
Function=noun

But those search instructions instead find all words that are labeled *slang* and all words that are labeled both *nonstandard* and *noun*.

To find the words you really want, you must use parentheses to tell the computer the order in which to conduct its search. To clarify the search example above, use parentheses around the *OR* statement, as shown below.

(
Usage=slang
|
Usage=nonstandard
)
&
Function=noun
A

TIP:
When you use parentheses in a search, click the buttons to add them on their own line in the search display box, as shown in the examples above. Do NOT include parentheses on the same line as the word or phrase you type into the program.

Searching for Inflected Forms

An inflected form of a word is a form that shows the case, number, gender, tense, or other grammatical distinction of the word. For example, the plural of a noun and the past tense of a verb are inflected forms.

For more about inflected forms, see the section *"Inflected Forms"* in the PDF named *"Collegiate Dictionary Explanatory Notes"* on the CD-ROM.)

If you try to look up an inflected form of a word, the program will automatically display the main entry that is the basis for the inflected form. As a result, if you look up the plural *flowers,* the program will display the entry for *flower,* the appropriate singular form. This special search capability works in most cases, but there may be times when you will try to find a valid regular inflected form and the program will fail to recognize it. In such cases the program will automatically display a **Lookup List** in the **Results/Lookup List** area showing entries that fall alphabetically close to the inflected form you have typed. You will probably see the base form of your search word near the top of the list, although occasionally you may have to scroll through the list to find the word you want.

Example searches

The following example searches will give you a chance to build some actual advanced searches to familiarize yourself with the process of creating them. They will be most effective if you print them out and complete each step in the program as you read along.

The following examples involve advanced searches in the dictionary, but advanced search capabilities are also available in the thesaurus.

Finding a list of nouns that rhyme with *name*:
To find a list of nouns that rhyme with *name,* you will need to search for all the words that have the function label *noun* (use the "Function label is..." search) and that rhyme with *name* (use the **"Rhymes with..."** search). To complete this search, follow these steps:

1. From the **Search Type** drop-down menu,
   choose **"Function label is..."**.

2. Type *noun*.

3. Click **Add**.

4. Click *AND*.

5. From the **Search Type** drop-down menu,
   choose **"Rhymes with..."**.

6. Type *name*.

7. Click **Add**.

8. Click **Search**.

The **Results List** should include 106 terms, starting with *acclaim* and ending with *war-game*.

Finding six-letter words that start with "R" and include *mammal* in the definition:
To find a list of six-letter words that start with "R" and include *mammal* in the definition (for instance, if you were solving a crossword puzzle and knew the number of letters and clue you needed for a particular term), you will need to do a crosswords search for words that have *mammal* in their defining text. To complete this search, follow these steps:

1. From the **Search Type** drop-down menu, choose **"Forms a crossword of..."**.

2. Type *r?????* (the letter R followed by five question marks, one for each unknown letter).

3. Click **Add**.

4. Click *AND*.

5. From the **Search Type** drop-down menu, choose **"Defining text contains..."**.

6. Type *mammal*.

7. Click **Add**.

8. Click **Search**.

The **Results List** should include 3 terms.

Introduction to the Advanced Searches Tab

The **Advanced Searches** tab lets you create and run sophisticated searches to find very precise information. Using this tab, you can search for words that meet two or more specific criteria (for instance, all the words the originated in French and that include a form of the word *cooking* in their definition). The tab provides access to specialized search tools, such as logical connectors(also known as *Boolean operators*, e.g., AND, OR, NOT) and parentheses to aid you in creating complex searches.

To access the program's advanced search options, click on the **Advanced Searches** tab by clicking on it on the main program screen or choose **Advanced Searches** from the **View** menu.

TIP:
The table *Types of searches* offers a handy quick-reference list of searchable fields in the dictionary and thesaurus. You may find it useful to keep that list table open as you create your first few searches on the **Advanced Searches** tab.

Using Dictionary and Thesaurus Entries

Listening to audio pronunciations
Printing
Highlighting and copying text
Pasting text into a field
Accessing the dictionary or thesaurus from other programs

Listening to audio pronunciations

More than 100,000 entries in *Merriam-Webster's Collegiate Dictionary* are linked to audio files that enable you to hear the most commonly used pronunciation(s) of a word. When a word has more than one widely used and accepted pronunciation (e.g., *economic*), multiple pronunciations may be included. All pronunciations are recorded human voices, not synthesized speech, to provide the most natural possible reproduction of words as they are spoken.

All dictionary entries that have audio will appear highlighted in blue. Double-click on a blue-highlighted word to hear its associated audio pronunciation(s).

NOTE: You must have the CD-ROM in the drive or you must copy the entire sound database (sound.cmp) to your hard drive to hear the audio pronunciations. You must have at least 600 MB of available disk space to copy the sound database to your hard drive. When you install the program, you will be given the option of placing the audio files on your hard drive. If you choose to install the audio at a later time, you can do so by coping the files sound.cmp and sound.ndx from the CD-ROM into the directory Merriam-Webster > Books > C10.

Printing

In this program, you can print entries, illustrations, tables, or **Results Lists**. To print, click the printer icon in the window containing the entry, list, illustration, or table. If you prefer to start printing using keyboard commands, you can access options to print each of those types of information by choosing **Print** from the **File** menu. To modify your printer settings, click on the **Print Setup** option in the **File** menu.

Highlighting and copying text

You can highlight any words, phrases, or definitions within an entry by dragging over the text with your mouse. To quickly highlight all of the text in an entry, choose **Select All** from the **Edit** menu. To eliminate highlighting, click in any white space in the entry text display pane.

Once text is highlighted, you can copy it and paste it into a text processing application, such as a word processor or your e-mail program. To copy highlighted text, either select **Copy** from the **Edit** menu or press CTRL + C. To paste the text you have copied into your text processing program, use that program's paste feature (it is usually under the Edit menu).

In some cases, you may want to copy just the single word you looked up and use that in text you are writing. The **Copy Word** feature makes it easy to do so. After you have looked up a word, simply choose **Copy Word** from the **Edit** menu.

WARNING!
Special symbols or characters may be lost during copying and pasting because of the limitations of the clipboard feature your computer's operating system uses in copying.

Pasting text into a field

If you wish, you can copy a word from another program and paste it into the input box of the dictionary or thesaurus. Use the copy feature of the other program, then return to this program and choose **Paste** from the **Edit** menu. The word you copied will be pasted into the search input box; to then look up that word, click **Search**.

Accessing the dictionary or thesaurus from other programs

Have you ever been writing a report or letter and reached a point where you weren't sure that you had chosen the right word or that you were using a word correctly? In such instances, you want to check the word in the dictionary or thesaurus. *Merriam-Webster's Collegiate Dictionary & Thesaurus* includes macros that allow you to move quickly between your word processor and your dictionary or thesaurus.

Macros are small companion programs included with this program to make it easy to look up words from within your word processor. The macros included in this program allow you to put a dictionary lookup button on the toolbar of Microsoft(R) Word for Windows 97, 2000, or XP. Macros are also available for Microsoft(R) Word for Macintosh 98, 2000 and X.

During installation, Merriam-Webster's software should automatically detect which version of MS Word you have. If Word is detected, you can choose where to install the macro (i.e., in the toolbar, right-click menu, or both); you may also elect not to install any macros. If the installer cannot find a compatible word processor, a screen will appear asking you to indicate where your word processor is installed.

Consult the documentation that came with your word processor to determine where its program files are installed.

To use a macro after it has been installed, follow these steps:

1. Open your word processing program.

2. Type a word and place the cursor in it.

3. Click the macro button or right click menu listing.

The macro should automatically highlight and copy the word, open the dictionary/thesaurus program, and look up that word in whichever reference you have chosen as the reference (i.e., whichever one you have set to open first when you launch the program).

If you decide you want to add the macros after installing the program itself, you can manually install the macro of your choice from the CD. To manually install a macro, insert the CD into the appropriate drive of your computer, locate the folder named "Macros," find the macro for your word processor, and double-click on it. Follow the on-screen instructions to complete the installation.

NOTE: These macros are designed to work with the English-language alphabet and may not operate properly with non-English character sets.

If you use Corel WordPerfect 10 and you would like to add a button to the WordPerfect toolbar which sets up a quick link between WordPerfect and your Merriam-Webster's reference, follow

these instructions:

1. In WordPerfect 10, choose Settings from the Tools menu.
2. Click the Customize button.
3. In the Customize box, click Edit.
4. In the Toolbar Editor box, click the Programs tab.
5. Click the Add Program button.
6. Navigate to the folder containing Merriam-Webster.exe and click on it.
7. Click the Open button.
8. Click OK.
9. Click Close.
10. Click Close again.

The **Appearance** tab is used to change text or background colors or to increase or decrease the size of the font used in dictionary and thesaurus entries.

To change the color of the text or the background on it displays, click the appropriate **Change** button on the **Appearance** tab, choose the color you want, and click **OK**.

To increase or decrease the size of the text, choose a text size from the drop-down menu on that tab. If you want to use the same colors and font sizes in the **Results List**, click the check box at the bottom of the tab.

TIP:
To return to the colors and text sizes that were used when you first installed this program (i.e., the default settings), click the **Restore Defaults** button.

The **Reference** tab is used to select which reference will open when you start the program. *Merriam-Webster's Collegiate Dictionary*If is chosen by default. If you prefer, you can use the drop-down menu on the **Reference** tab of the **Preferences** dialog have the thesaurus (or another Merriam-Webster reference, if installed) open first on launch.

The **Browse Search** tab is used to select which tab (**Basic, Advanced,** or **Browse**) appears first when you open the progra. You can also use this tab in the **Preferences** dialog to set which type of search (e.g., search for entry words, search through definition text, search for words that rhyme) is preselected when you start the program.

You can change or override preference settings at any time either by choosing a different option for the **Select a Reference** or **Search Type** drop-down menus or by choosing **Edit . . . Preferences** again.

Rhyme searches

The **Rhymes with...** search type takes advantage of pronunciation information in dictionary entries to let you search for words that rhyme with the word you type into the **Search Input** box. This feature is especially useful for poetys, lyricists, word-game players, students, and many others who regularly use a rhyming dictionary while writing. For example, a **Rhymes with...** search for the word *name* will produce a **Results List** that includes *acclaim, fame,* and other words that rhyme with *name*.

To do a rhyme search, choose the **Rhymes with...** option from the **Search Type** drop-down menu, type the word or phrase you want to find rhymes for, then click **Search** or press ENTER/RETURN.

Homophone searches

The **Homophones are...** search type helps you find words that sound alike, but that are often spelled differently. Such words are called *homophones*. For example, *to, too,* and *two* are homophones.

To do a homophone search, choose the **Homophones are...** option from the **Search Type** drop-down menu, type the word or phrase you want to find rhymes for, then click **Search** or press ENTER/RETURN.

Crossword puzzle searches

Crossword puzzle lovers know how frustrating it can be to be stuck with just one or two letters filled in in a word, unable to determine the missing letters to complete the puzzle. The **Forms a crossword of...** search can help you out of such a jam.

In a **Forms a crossword of...** search, you type the letters you know and use the question mark wildcard symbol ? to represent letters you don't know. The program will find a list of words that could represent the one you need. For example, if you do a crosswords search for *f??ta???,* you can obtain a list of the eight-letter-words that start with the letter F and have the letters T and A in the fourth and fifth positions.

To conduct a crosswords search, select the **Forms a crossword of...** option from **Search Type** drop-down menu, type the letters you know and type question marks to represent the letters you don't know, then click **Search** or press ENTER/RETURN.

TIP:
On the **Advanced Searches** tab, you can combine a crossword search with a defining text search to look for words with have the correct number of letters for your puzzle and that match its clue. See the section *Using the Advanced Searches Tab* for more information.

Jumble searches

Jumbles are also called *anagrams, transposals,* or *transpositions.* These popular word puzzles are mixed up words, and the puzzler's task is to unscramble the letters to make a word that matches a given clue. The **Is a jumble of...search option in this program can making solving such puzzles (or creating new ones) a snap. For example, if you do an Is a jumble of...search for** *lmies,* the **Results List** will include words such as *smile, limes, miles,* and *slime* that can be made from those letters.

To conduct a jumble search, select the **Is a jumble of...** option from **Search Type** drop-down menu, type the letters in your jumble, then click **Search** or press ENTER/RETURN.

Cryptogram searches

Cryptograms are cipher puzzles in which each letter in a word is replaced by a different letter to create a coded word or message (for instance, *xyzzdw* is a cryptogram of *hidden*). The puzzler must find the correct letters to crack the code and make a logical message out of the cipher. The **Is a cryptogram of...** search is designed to make solving (or creating) cryptograms easier.

To conduct a cryptogram search, select the **Is a cryptogram of...** option from **Search Type** drop-down menu, type the letters in your coded cryptogram, then click **Search** or press ENTER/RETURN.

TRY IT:
Here's an example of a cryptogram: *xyzzy.* Which words might this cryptogram represent?

Function label searches in the dictionary or thesaurus

In *Merriam-Webster's Collegiate Dictionary* and *Merriam-Webster's Collegiate Thesaurus,* function labels are used to indicate how a word typically functions in a sentence. In most cases, the function label is a part of speech, such as *noun, verb, adjective, adverb, pronoun, preposition,* or *interjection.* In some cases, however, the function label may indicate that a word is a trademark or certification mark.

For more information on function labels, see the section *"Functional Labels"* in the PDF named *"Collegiate Dictionary Explanatory Notes"* on the CD-ROM.

To search for a word by its part of speech or other function label in either the dictionary or thesaurus, select the **Function label is...** option from **Search Type** drop-down menu, type the label you want to search for (e.g., *pronoun, prefix*), then click **Search** or press ENTER/RETURN.

TRY IT:
Choose **Function label is...** from the **Search Type** drop-down menu and type interjection to find some colorful ways to express impatience, annoyance, surprise, or delight.

WARNING!
Function field searches for very common parts of speech, such as *noun,* will bring back thousands of entries. Unless your computer has a lot of RAM, the number of entries returned may be so large that your computer will run out of memory and will not be able to display the entire list. In some cases, your computer may even freeze trying to retrieve huge word lists. To avoid this problem, avoid searching for very common parts of speech. Instead, make your search more specific using the *Advance Searches* tab. See the section *Using the Advanced Searches Tab* for more information.

Usage label/note searches in the dictionary

You can use the **Usage note contains...** search to look for all dictionary entries that carry usage notes or labels (that is, brief messages indicating the words are used in a certain way, for instance, that they are *slang* or *nonstandard*). You can also search for words used primarily in a certain geographic area (e.g., *Scotland, chiefly Northern*) or in a particular subject area (e.g., *basketball, law, physics*).

For more information on usage labels, see the section named *"Usage Notes"* in the PDF titled *"Collegiate Dictionary Explanatory Notes"* on the CD-ROM.

To search for a word by its usage note or label, select the **Usage note contains...** option from **Search Type** drop-down menu, type the label you want to search for (e.g., *slang, British*), then click **Search** or press ENTER/RETURN.

TIP:
If you don't get the results you expect in a Usage note search, try searching in the defining text; some usage labels or notes may are included within definitions or individual senses.

Verbal Illustration searches in the dictionaryor thesaurus

Often, you can gain a better understanding of what a word means by seeing it used in context. *Merriam-Webster's Collegiate Dictionary* and *Merriam-Webster's Collegiate Thesaurus* include thousands of example sentences, phrases, and quotations showing how words are commonly used. Those examples or words used in context are called *verbal illustrations.*

This program allows you to search for verbal illustrations even when they do not appear at the entry word you are studying. For example, you might want to see examples of the word *distinct* used in context. That word appears in verbal illustrations for words such as *definition* and *evidence.* You can readily find all such examples through a verbal illustration search.

For more information about verbal illustrations, see the section *"Verbal Illustrations"* in the PDF named *"Collegiate Dictionary Explanatory Notes"* on the CD-ROM.

To perform a verbal illustration search, select the **Verbal Illustration contains...** option from **Search Type** drop-down menu, type the word you want to see demonstrated, then click **Search** or press ENTER/RETURN.

Authors Quoted searches in the dictionary

You can use an **Author quoted is...** search to locate quotations by an author whose work was used to provide examples of words used in context. Authors quoted searches always involve searching for the last name of the author. So if you were seeking quotations by William Shakespeare, you would search for *Shakespeare*; if you were seeking quotations by Pearl Buck, you would search for *Buck.*

Do not include first names, initials, or courtesy titles such as *Dr.* or *Ms.* in an **Author quoted is...** search. Always capitalize the author's name or, if you are searching for quotations from a particular publication, capitalize the key word from its title.

To perform an author's quoted search, select the **Author quoted is...** option from **Search Type** drop-down menu, type the last name of the author or a key word in the title of the publication you are seeking, then click **Search** or press ENTER/RETURN.

For more information about authors quoted in the dictionary, see the section named *"Authors Quoted"* in the PDF named *"Collegiate Dictionary Explanatory Notes"* on the CD-ROM.

TIP:
You can also find quotations from periodicals or newspapers by searching for a key word in the publication's title. For instance, if you wanted to find quotations from *The New York Times,* you could do an authors quoted search for *Times.*

To perform an authors quoted search, select the **Author quoted is...** option from **Search Type** drop-down menu, type the word you want to see demonstrated, then click **Search** or press ENTER/RETURN.

Synonym searches in the dictionary

A number of entries in the dictionary include brief paragraphs, called synonymy paragraphs, that discuss the similarities and differences between words of closely related meaning; these paragraphs can help you select the best word to use in a given situation. You can use the **Synonym paragraph contains...** search option to find such paragraphs.

For more information about synonym paragraphs, see the section *"Synonym Paragraphs"* in the PDF named *"Collegiate Dictionary Explanatory Notes"* on the CD-ROM.

To perform a synonym paragraph search, select the **Synonym paragraph contains...** option from **Search Type** drop-down menu, type the word for which you are seeking synonyms, then click **Search** or press ENTER/RETURN.

Usage paragraph searches in the dictionary

Merriam-Webster's Collegiate Dictionary includes hundreds of paragraphs that provide information about and guidance on words whose usage is a subject of dispute or potential confusion. For example, there is a usage paragraph that provides information about the acceptability of the use of the word *ain't.*

A usage paragraph typically summarizes the historical background of the usage of the word, and also provides and overview of opinions on it. Usage paragraphs may also compare commentary on the word with actual evidence of use, and many offer usage advice. You can use the **Usage paragraph contains...** search to find paragraphs that can help you make more informed choices about which word to use (or avoid) in particular contexts.

For more information about usage paragraphs, see the section *"Usage Paragraphs"* in the PDF named *"Collegiate Dictionary Explanatory Notes"* on the CD-ROM.

To perform a usage paragraph search, select the **Usage paragraph contains...** option from **Search Type** drop-down menu, type the word for which you are seeking a usage paragraph, then click **Search** or press ENTER/RETURN.

You operate the help system by selecting items from the help menu.
Common operations include:
- Searching for help
- Contextual help
- Keyboard help
- Click help

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XVT Help Viewer
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The "Help On Context" menu item provides context dependant help. Help is retrieved according to location of the input focus within an application. Typically, controls or windows are highlighted in a special (and object specific) manner; this shows the input focus.
By pressing the help or F1 key, help is retrieved from the application help file for the currently focused object.

The search help menu item, and the "Search..." button in the help viewer both activate the topic search dialog.
The search dialog is an easy way to see what topics are available within a help file, and to quickly activate a topic.
You can search either by keyword, or in some cases by the help topic title.

This help item displays help for the current window.

Object click help allows the selection of various application objects -- once an object is selected, help for that object is displayed in the help viewer.