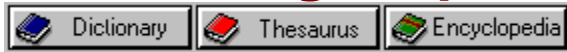


# ReferenZing Help



Click on a topic to get help.

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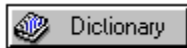
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ReferenZing Help Version 0.933

# General Overview



Use *ReferenZing* to help you with all kinds of writing, from book reports and term papers to business proposals and plans. *ReferenZing* includes a popular dictionary, a thesaurus, and an encyclopedia of people, places, and things.

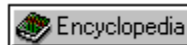
Open these references by clicking on the appropriate [toolbar](#) buttons:



Webster Handy College Dictionary



Roget's College Thesaurus



New American Desk Encyclopedia

To see the entry for a word, find it in the [Keyword Index](#) and double-click it. You can also type the word into the [Keyword Input Field](#) and press Enter.

With *ReferenZing*, you can:

- ▶ Look up the definition of a word
- ▶ Find the pronunciation or syllabication of a word
- ▶ Find synonyms for a word
- ▶ Find a word when you only know the meaning
- ▶ Find a word that will fit a crossword puzzle
- ▶ Find words that rhyme
- ▶ Solve anagrams
- ▶

Solve word jumbles

## ***Navigating ReferenZing***



Start at the main window when you want to use the dictionary, thesaurus or encyclopedia.



To open the dictionary, thesaurus or encyclopedia, click the appropriate button on the [toolbar](#). You can open one, two, or three references at once.



Use the [alphabet tabs](#) and [Keyword Index](#) to find the word or topic you want. You can also type the word (or the first part of the word) into the [Keyword Input Field](#).



Double click on any word in the Entry window to automatically look up that word.



Click on the History button next to the [Keyword Input Field](#) to look up a word you selected previously.



Use the menus to work with the current word or topic.

See Also:

[Finding Words and Topics in ReferenZing](#)  
[Using Menus](#)

## ***Finding Words and Topics in ReferenZing***

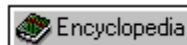
*ReferenZing* includes three references:



Webster Handy College Dictionary



Roget's College Thesaurus



New American Desk Encyclopedia

To open a reference, click on the appropriate button. All three may be open at once, allowing you to look up the same word in all references at the same time.

### ***Looking up words in Webster Handy College Dictionary:***

1. Select the Dictionary button on the [toolbar](#) to open the dictionary.
2. Click on an [alphabet tab](#) and scroll the [Keyword Index](#) to find the word. You can also type the word into the [Keyword Input Field](#).
3. Double-click the word or highlight the word and press Enter. The definition appears to the right of the keyword index.

### ***For Example:***

Find what the word *kilter* means. Click on the **K** tab and scroll the index to find the word *kilter*. Double-click on the word *kilter* to view the definition:

*kilter, a good working condition.*

### ***Looking up words in Roget's College Thesaurus:***

1. Select the Thesaurus button on the [toolbar](#) to open the thesaurus.
2. Click on an [alphabet tab](#) and scroll the [Keyword Index](#) to find the word.  
You can also type the word into the [Keyword Input Field](#).

**3.** Double-click the word or highlight the word and press Enter. The synonyms and antonyms appear to the right of the keyword index.

**4.** Double-click uppercase synonyms to see more synonyms for the word you entered.

***For example:***

Find synonyms for the word *mountain*. Click the **M** tab and scroll the index to find the word *mountain*. Double-click on the word *mountain* to view the synonyms:

*hill, peak, elevation, alp, and mount. See HEIGHT.*

Double-click *HEIGHT* to see more synonyms relating to the word mountain.

***Looking up topics in the New American Desk Encyclopedia:***

**1.** Select the Encyclopedia button on the [toolbar](#) to open the encyclopedia.

**2.** Click on an [alphabet tab](#) and scroll the [Keyword Index](#) to find the topic.

**3.** Double-click the topic or highlight the topic and press Enter. The information on the selected topic appears to the right of the keyword index.

**4.** Click on the Map icon on the toolbar to view the map, if available. Only geographic entries have maps. Click on any green area of the map to automatically look up the encyclopedia entry for that location. Copy the map by clicking the Copy button. Then paste the picture into your paint program.

***For example:***

Find information on *Argentina*. Click on the **A** tab and scroll the index to find the topic *Argentina*. Double-click on the topic *Argentina* to view information. You can also click the Map icon to see the map of this country.

# ***Adding ReferenZing to your Word Processor***

You can install *ReferenZing* into the menu system of your word processor. After doing this, you can start or switch to *ReferenZing* without leaving your word processor.

## ***For Microsoft Word for Windows Release 2.X:***

1. Copy the file *WORD2.DOC* from the *ReferenZing* directory (usually this is **C:\REFERENZ**) to your Word document directory (usually this is **C:\WINWORD**). If you are not sure how to copy a file, open the File Manager, click Help, and search for help on *copying files*.
2. Open this file with Microsoft Word and follow the instructions.

**Note:** The file *WORD2.DOC* must be opened in your word directory, or this will not work properly.

## ***For Microsoft Word for Windows Release 6.X:***

1. Copy the file *WORD6.DOC* from the *ReferenZing* directory (usually this is **C:\REFERENZ**) to your Word document directory (usually this is **C:\WINWORD**). If you are not sure how to copy a file, open the File Manager, click Help, and search for help on *copying files*.
2. Open this file with Microsoft Word and follow the instructions.

**Note:** The file *WORD6.DOC* must be opened in your word directory, or this will not work properly.

## ***For WordPerfect for Windows 6.X:***

1. Start WordPerfect and choose Tools/Macro/Play.
2. Enter the path of the *ReferenZing* directory followed by the file name of the macro *INSTALH6.WCM*. For example: **C:\REFERENZ\INSTALH6.WCM**.

## ***For Lotus Ami Pro:***

1. Start Ami Pro and choose Tools/Macros/Playback.

2. Enter the path of the *ReferenZing* directory followed by the file name of the macro INSTALL.SMM. For example:

**C:\REFERENZ\INSTALL.SMM.**

Note: To optimize performance with your word processor, select AutoPaste from the *ReferenZing* Options Menu. This will automatically paste whatever word is on the Windows clipboard into the Keyword Input Field when *ReferenZing* is activated from within your word processor.



# ***Using Word Search***

[Using Partial Word Search](#)

[Using Advanced Search](#)

[Using Rhymes Search](#)

[Using Crosswords Search](#)

[Using Anagrams Search](#)

[Using Jumbles Search](#)

[How Word Search Works](#)

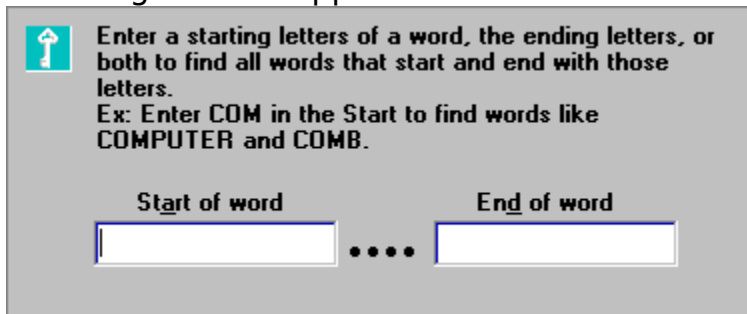
## ***How Word Search Works***

<b>Search Type:</b>	<b>Searches in:</b>	<b>Finds:</b>
<b>Partial Word</b>	The keyword index of every open reference.	Keywords with a specified beginning and/or ending.
<b>Advanced</b>	The keyword index and the complete text of each entry of every open reference.	Keywords that match the search expression.
<b>Rhymes</b>	The keyword index of the Dictionary.	Keywords that rhyme with the specified word.
<b>Crosswords</b>	The keyword index of every open reference. The complete text of each entry of every open reference is searched for the clue word.	Keywords that match the search expression. Keywords that match the search expression and include the clue word in their entry text.
<b>Anagrams</b>	The keyword index of every open reference.	Keywords that contain the same letters as the specified word.
<b>Jumbles</b>	The keyword index of every open reference.	Keywords that contain the specified letters.

## Using Partial Word Search



Use Partial Word Search to find words and topics you cannot spell or words with a common beginning or ending. To open the Partial Word Search window click on the *Word Search* button and then click on *Partial Word*. The following window appears:



### To perform a Partial Word Search:

1. Open the reference you want to use. For our example, to search in the dictionary only, open the dictionary and close the thesaurus and encyclopedia.
2. Click the *Word Search* button. In the Word Search window, select *Partial Word*.
3. Enter the starting and/or ending letters to search for a word.
4. Click *Search* or press *Enter*.
5. The results of the search appear in the [Results List](#). Double-click on a word in the results list to view the entry in the main window.

### For example:

You want to check the definition for *perspicacity*, but you are not sure how to spell it. Use Partial Word Search.

Open the dictionary and close the other references. Click *Word Search*. Click *Partial Word* in the search window. Type in *per* as the starting letters, then press the Tab key and type *ty* as the ending letters. Click *Search* or press *Enter*. The search finds several keywords. Scroll down the [Results List](#)

until you find *perspicacity*. Double-click the word to view the definition:

*perspicacity, mentally acute.*

See Also:

[Using Advanced Search](#)

[Using Rhymes Search](#)

[Using Crosswords Search](#)

[Using Anagrams Search](#)

[Using Jumbles Search](#)

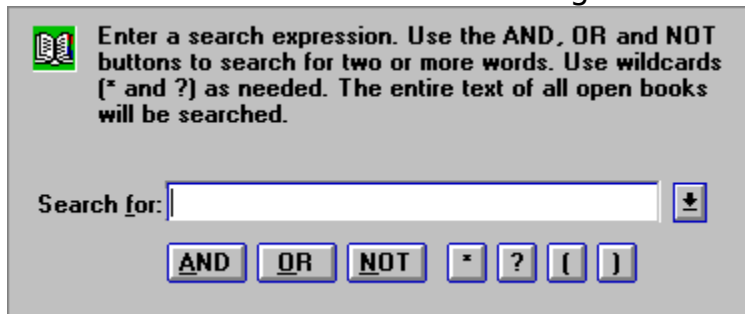
[How Word Search Works](#)

## Using Advanced Search



Use Advanced Search to search through all words and topics, including the words that appear in dictionary definitions and encyclopedia entries. Note that some search methods (Partial word, Rhymes, Crosswords, Anagrams, and Jumbles) only search in the keyword index and ignore the words that are in the entry.

Using Advanced Search, you may formulate complex multi-word search expressions using Boolean operators. Additionally, the two conventional MS-DOS wildcard characters may be substituted for unknown letters. To open the Advanced Search window click on the Word Search button and then click on Advanced Search. The following window appears:



### To perform an Advanced Search:

1. Select the reference you want to search. For our example, select the encyclopedia and close the dictionary and thesaurus to search only in encyclopedia entries.
2. Click the *Word Search* button. In the Word Search window, select *Advanced Search*.
3. Enter the words or topics you would like to find.
4. Click *Search* or press *Enter*.
5. The results of the search appear in the [Results List](#). Double-click on words in the Results List to view the complete entry in the main windows.

### **To Perform an Advanced Search using Boolean operators:**

Boolean operators are AND, OR, and NOT. These operators enable you to broaden or narrow your search. The operator always goes between your two search words and should be in uppercase.

The operators use the following logic. X and Y represent words you include in a search.

#### **x AND y**

If both **x** and **y** appear in the entry, the keyword will appear in the [Results List](#). Use **AND** when you want to narrow your search.

For example: *yellow AND flowers* will find all of the keywords whose entries contain both the word *yellow* and the word *flowers*.

#### **x OR y**

If either **x** or **y** appear in the entry, the keyword will appear in the results list. Use **OR** when you want to broaden your search.

For example: *yellow OR flowers* will find all of the keywords whose entries contain either the word *yellow*, the word *flowers*, or both words.

#### **x NOT y**

If **x** appears in the entry, but **y** does not, then the keyword will appear in the results list. Use **NOT** when you want to narrow your search.

For example: *yellow NOT flowers* will find all of the keywords whose entries contain the word *yellow* but not the word *flowers*.

### **Step by step instructions:**

- 1.** Select the reference you want to search. For our example, select the dictionary and close the encyclopedia and the thesaurus to search only in dictionary definitions.
- 2.** Click the Word Search button. In the Word Search window, select *Advanced Search*.

**3.** Enter the search expression. Type in two words separated by a logic expression. The logic expression should be in uppercase.

For example: type in *yellow AND flowers* to find *aster* and *buttercup*.

**4.** Click *Search* or press Enter.

**5.** The results of the search appear in the [Results List](#). Double-click on words in the Results List to view the complete entry in the main windows.

### **To Perform an Advanced Search using wildcard characters:**

Wildcard characters are the asterisk ("\*") and the question mark ("?"). The asterisk substitutes for any number of characters (including zero). The question mark substitutes for a single character.

Wildcards work as follows. X and Y represent other letters in the search word.

#### **xy\***

Any word that starts with xy and ends with any number of characters will appear in the [Results List](#).

For example: type in *sp\** (the letters *sp* followed by the asterisk character). The results list will include *spa*, *space*, *spade*, *span*, and *spy*.

#### **xy?**

Any three letter word that starts with xy and ends with any letter will appear in the results list.

For example: type in *sp?* (the letters *sp* followed by a question mark). The results list will include *spa* and *spy*.

### **Step by step instructions:**

**1.** Select the reference you want to search. For our example, select the dictionary and close the encyclopedia and the thesaurus to search only in dictionary definitions.

**2.** Click the *Word Search* button. In the Word Search window,

select *Advanced Search*.

**3.** Enter the search expression, replacing unknown letters with wildcard characters.

For example: type in *flower\** to search for words that contain *flower*, *flowers*, or *flowering*.

**4.** Click *Search* or press *Enter*.

**5.** The results of the search appear in the [Results List](#). Double-click on words in the Results List to view the complete entry in the main windows.

### ***To Perform an Advanced Search using a phrase:***

A phrase is more than one word appearing together. If you enter a phrase, the Advanced Search will find the entries that contain the same sequence of words.

The search uses the following logic. X and Y represent words you include in a search.

**xy**

Any entry that includes the words xy in sequence will appear in the [Results List](#).

For example: type in *civil war*. The results list will include entries which contain the phrase civil war like: Abolitionism, Battle of Antietam, Confederate States of America, Battle of Gettysburg, Abraham Lincoln, Mozambique, Spanish Civil War, and Union of Soviet Socialist Republics (USSR).

### ***Step by step instructions:***

**1.** Select the reference you want to search. For this example, select the encyclopedia and close the dictionary and the thesaurus to search only in encyclopedia topics.

**2.** Click the *Word Search* button. In the Word Search window, select *Advanced Search*.



**3.** Enter a phrase for the search expression.

For example: type in *New England* to search for entries that contain this phrase like: *cod, Connecticut, elm, Plymouth colony, and United States of America.*

**4.** Click *Search* or press Enter.

**5.** The results of the search appear in the [Results List](#). Double-click on words in the Results List to view the complete entry in the main window.

### ***To Perform an Advanced Search using parenthesis:***

If your search expression is complex, you may wish to "force" the evaluation order of the operators by using parenthesis marks. The behavior is similar to using parenthesis in an algebraic expression.

The normal order of evaluation is **AND**, **NOT**, and then **OR**. That is, in a complex search expression containing more than one operator, and when there are no parenthesis to force the order, the **AND** operator will be evaluated first, the **NOT** operator next, and the **OR** operator last.

### ***For example:***

The expression:

*"red OR white AND blue"*

evaluates as *"red OR (white AND blue)"*. This will find items that are either *red* or are both *white and blue*.

You could "force" the order otherwise by using parenthesis in your expression:

*"(red OR white) AND blue"* will find items that are *blue* and also either *red or white*.

See Also:

[Using Partial Word Search](#)

[Using Rhymes Search](#)

[Using Crosswords Search](#)

[Using Anagrams Search](#)

[Using Jumbles Search](#)

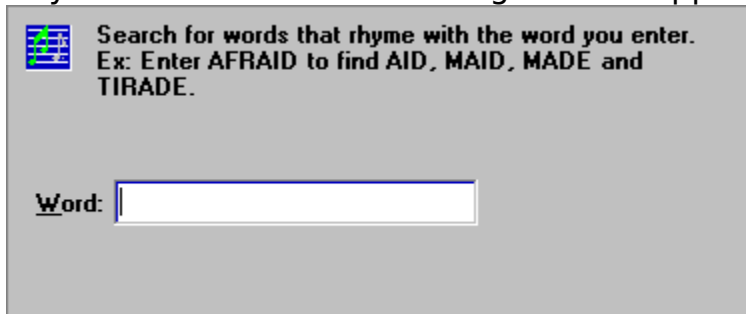
[How Word Search Works](#)



## Using Rhymes Search



Use Rhymes Search to find all of the words that rhyme with your word. Rhymes are words that share a common ending sound. Rhyme searches use only keywords from the dictionary so make sure the dictionary is open. The thesaurus and the encyclopedia are not used for rhymes. To open the Rhymes Search window click on the *Word Search* button and then click on Rhymes Search. The following window appears:



### To perform a Rhymes Search:

1. Click the *Dictionary* button to open the Dictionary.
2. Click the *Word Search* button. In the Word Search window, select *Rhymes*.
3. Enter the word to rhyme.
4. Click *Search* or press Enter.
5. The results of the search appear in the [Results List](#).

### For example:

If you want to find words that rhyme with the word *time*, use Rhymes Search. Click *Word Search* and then select *Rhymes*. Now, type *time*. Then click *Search* or press Enter. The search finds keywords that rhyme with *time* like: *sublime*, *lime*, and *prime*. If you want to view the definition of the word, double-click it.

### ***Special note on Rhymes Search:***

There are many keywords in the dictionary that are multi-word keywords, such as *calling card*. These multi-word keywords are often an alternate form of a single-word keyword. For example, *calling card* is an alternate form of *calling*. In such cases, although the alternate form is listed in the Results List, the word that satisfies the rhyme is the primary form of the word.

See also:

[Using Partial Word Search](#)

[Using Advanced Search](#)

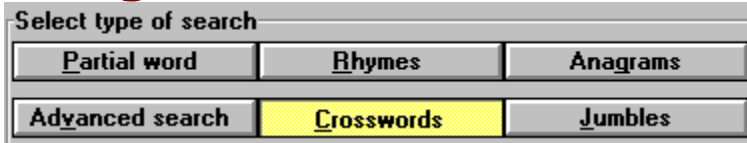
[Using Crosswords Search](#)

[Using Anagrams Search](#)

[Using Jumbles Search](#)

[How Word Search Works](#)

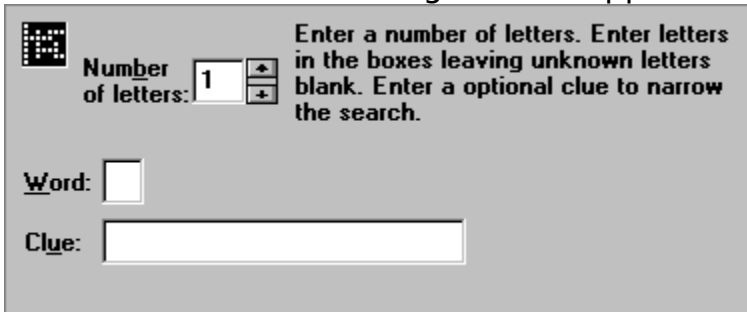
## Using Crosswords Search



Select type of search

Partial word	Rhymes	Anagrams
Advanced search	Crosswords	Jumbles

Use Crosswords Search to find words by entering the letters you know, leaving the boxes empty for the letters you don't know. To open the Crosswords Search window click on the *Word Search* button and then click on *Crosswords*. The following window appears:



Enter a number of letters. Enter letters in the boxes leaving unknown letters blank. Enter a optional clue to narrow the search.

Number of letters:

Word:

Clue:

### To perform a Crosswords Search:

1. Open all the references to increase your chance of finding the correct word.
2. Click the *Word Search* button. In the Word Search window, select *Crosswords*.
3. Enter the number of letters in the word you want to find.
4. Enter the letters that you know are in the word by typing them in the proper boxes. Leave the boxes empty for the letters you do not know.
5. Click *Search* or press Enter.
6. The results of the search appear in the [Results List](#). Double-click on a word in the results list to view the entry in the main window.

### For example:

You are searching for a word in a crossword puzzle with five letters beginning with *BL*. The clue given is *bored*. Use Crosswords Search.

Open all the references. Click *Word Search*. Click *Crosswords* in the search window. Enter 5 for the number of letters in the word. Type *B* and *L* in the first two boxes and leave the other three boxes empty. Then click *Search* or press Enter. The search finds several words. Scroll down the [Results List](#) until you find a word which matches the clue. Double-click the word to view the definition. If you would like to narrow the search, enter *bored* as the clue. The search finds the word *blasé*.

*satiated with pleasure; bored.*

### ***Special note on using a Clue word:***

It will often be easier to not specify a clue word. If the entry portion of the correct keyword does not actually contain the word you have specified for the clue, your keyword will not be in the results list.

### ***For example:***

You are searching for a word in a crossword puzzle with five letters beginning with *BL*. The clue given is *indifferent*.

The correct word is *blasé*, however, it will not be found because the word *bored*, and not the word *indifferent*, appears in the ReferenZing definition for the word *blasé*.

See also:

[Using Partial Word Search](#)

[Using Advanced Search](#)

[Using Rhymes Search](#)

[Using Anagrams Search](#)

[Using Jumbles Search](#)

[How Word Search Works](#)

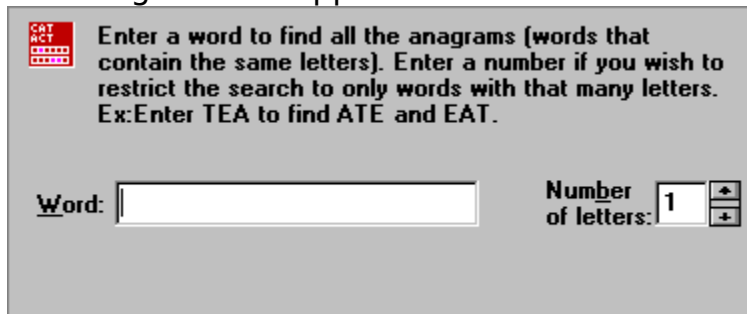
## Using Anagrams Search




Select type of search

Partial word	Rhymes	<b>Anagrams</b>
Advanced search	Crosswords	Jumbles

Use Anagrams Search to find the anagrams for a word. Anagrams are words which use the same letters as another word. To open the Anagrams Search window click on the Word Search button and then click on Anagrams. The following window appears:



 Enter a word to find all the anagrams (words that contain the same letters). Enter a number if you wish to restrict the search to only words with that many letters. Ex: Enter TEA to find ATE and EAT.

Word:

Number of letters:

### To perform an Anagrams Search:

1. Open all the references to increase the number of anagrams found.
2. Click the *Word Search* button. In the Word Search window, select *Anagrams*.
3. Enter a word to find the anagrams for that word. If you want to specify the minimum number of letters in the anagrams found, enter the number in the Minimum Number of Letters field. The search will find anagrams of that length or longer. If the number of letters in the anagrams found does not matter, leave the number at 1.
4. Click *Search* or press *Enter*.
5. The results of the search appear in the [Results List](#). Double-click on a word in the results list to view the entry in the main window.

### For example:

You want to find words which use the same letters as the word *great*. Use Anagrams Search.

Open all the references. Click *Word Search*. Click *Anagrams* in the Search

window. Type in *great* as the word. Leave the Minimum Number of Letters field at 1. Then select *Search* or press *Enter*. The search finds many keywords. Scroll down the [Results List](#) until you find the word you want to use. Double-click the word to view the definition. If you want to find words with only four letters, enter 4 in the Minimum Number of Letters field. This search finds fewer keywords.

See also:

[Using Partial Word Search](#)

[Using Advanced Search](#)

[Using Crosswords Search](#)

[Using Rhymes Search](#)

[Using Jumbles Search](#)

[How Word Search Works](#)

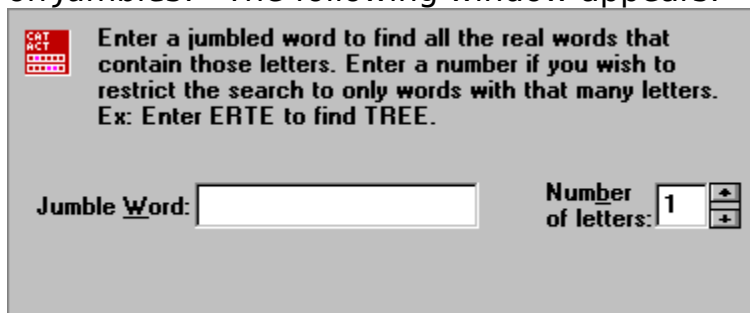



## Using Jumbles Search



Select type of search		
Partial word	Rhymes	Anagrams
Advanced search	Crosswords	Jumbles

Use Jumbles Search to find words containing the selected letters. To open the Jumbles Search window click on the *Word Search* button and then click on *Jumbles*. The following window appears:



 Enter a jumbled word to find all the real words that contain those letters. Enter a number if you wish to restrict the search to only words with that many letters. Ex: Enter ERTE to find TREE.

Jumble Word:  Number of letters:

### To perform a Jumbles Search:

1. Open all the references to increase the number of words found.
2. Click the *Word Search* button. In the *Word Search* window, select *Jumbles*.
3. Enter the letters of the jumble word.
4. If you want to specify a minimum number of letters, enter the number in the Minimum Number of Letters field. The search will find words of that length and longer.
4. Click *Search* or press *Enter*.
5. The results of the search appear in the [Results List](#). Double-click on a word in the results list to view the entry in the main window.

### For example:

You are having trouble figuring out what word is formed from the following jumble: *srytoes*. Use Jumbles Search.

Open all the references. Click *Word Search*. Click *Jumbles* in the search window. Type in *srytoes* as the jumble word. Leave the Number of Letters field at 1. Then select *Search* or press *Enter*. The search finds several

keywords. Scroll down the [Results List](#) until you find the correct word. Double-click the word to view the definition. If you want to find words which are the same length as the jumble word, enter 7 in the Minimum Number of Letters field. This search finds the keyword *oysters*.

See also:

[Using Partial Word Search](#)

[Using Advanced Search](#)

[Using Crosswords Search](#)

[Using Anagrams Search](#)

[Using Rhymes Search](#)

[How Word Search Works](#)

## **Copying Information**



You can copy information from *ReferenZing* to the Windows clipboard and paste it into other Windows applications, such as your word processor. Note that this text will be unformatted. Use your word processor to format it for line length, etc.

### **To copy the current keyword:**

Select the keyword you want to copy by double-clicking on a word in the [Keyword Index](#) list. The entry for that word will appear. Now, click the copy icon. Switch to your other application. While you are in the other application, click the cursor where you want the word to appear and pull down the Edit menu. Now, select Paste. The text from *ReferenZing* will now appear in the other application. Note that this text will be unformatted. Format it in your word processor.

### **To copy the current keyword and its entries:**

Select the keyword you want to copy by double-clicking on a word in the keyword index list. The entry for that word will appear. Now, pull down the Edit menu and select Copy Entry. The text will be copied to the Windows Clipboard.

### **To copy the Search Results List:**

In the Search window, enter a search expression and click Enter. After the [Results List](#) has been compiled, pull down the Edit Menu and select Copy Search Results. The results list will be copied to the Windows clipboard.

## ***Printing Information***



### ***To print the current keyword and entry:***

Select the keyword you want to print by double-clicking on a word in the [Keyword Index](#) list. The entry for that word will appear. Now, click the Print icon.

### ***To print the Search Results:***

In the Search window, enter a search expression and click Enter. After the [Results List](#) has been compiled, pull down the File Menu and select Print Search Results. The results list will print on the current default printer.

## ***How to Arrange the Screen***

There are three references available within *ReferenZing*. With one reference open, that reference uses the entire main window area. Open a new reference and the elements within the main window automatically resize to accommodate the new reference.

Pull down the Options menu to enable and disable the status line and [alphabet tabs](#).

The splitter bar allows you to devote more space to the elements on the left, such as the index list, and less to the elements on the right. To move the splitter bar, move the mouse over the bar until it changes to a double arrow, then click on it and drag it to a new location.



*splitter bar*

To move a window, click on the title bar of a window and drag it to a new location.

To resize a window, move the mouse over the window border until it changes to a double arrow, then drag the border to a new size.

Click on the Maximize button (an upward-pointing triangle to the right of the title bar) to enlarge it to the fullest possible size.

Click on the Minimize button (a downward-pointing triangle to the right of the title bar) to reduce a window to its icon. Double-click the minimized icon to re-open the window.

# ***Using Menus***

**File Edit View Options Help**

[File Menu Commands](#)  
[Edit Menu Commands](#)  
[View Menu Commands](#)  
[Options Menu Commands](#)  
[Help Menu Commands](#)

## **File Menu Commands**

<b>File</b>	
<b>Print Current Keyword</b>	<b>Ctrl+P</b>
Print Search <u>R</u> esult	
Print <u>S</u> etup	
<b>Exit</b>	<b>Alt+F4</b>

The File menu contains these commands:

- ▶ Print Current Keyword
- ▶ Print Search Results
- ▶ Print Setup
- ▶ Exit

### ***Print Current Keyword***

Prints the displayed keyword and reference definitions and entries (assuming you have a printer installed and turned on).

### ***Print Search Results***

Prints the search results appearing in the [Results List](#) (assuming you have a printer installed and turned on).

### ***Print Setup***

Displays a dialog box in which you can change printer settings before printing.

### ***Exit***

Closes *ReferenZing*.

#### **See Also**

[Printing Information](#)

## ***Edit Menu Commands***

<b>E</b> dit	
<b>C</b> opy	Ctrl+C
<b>C</b> opy Entry	
<b>C</b> opy Search <b>R</b> esult	
<b>P</b> aste	Ctrl+V
<b>W</b> ord <b>S</b> earch	Ctrl+S

The Edit menu contains these commands:

- ▶ Copy
- ▶ Copy Entry
- ▶ Copy Search Results
- ▶ Paste
- ▶ Word Search

### ***Copy***

Copies highlighted text to the Clipboard. This text will be unformatted.

### ***Copy Entry***

Copies the keyword and the entries of the open references to the Clipboard. This text will be unformatted. Format it in your other application.

### ***Copy Search Results***

Copies the search results appearing in the [Results List](#) to the Clipboard.

### ***Paste***

Pastes the contents of the Clipboard into the Keyword Entry Field.

### ***Word Search***

Opens the Word Search window.

### **See Also**

[Using Word Search](#)

[Copying Information](#)



## View Menu Commands

<b>V</b> iew	
√ <b>D</b> ictionary	Ctrl+D
√ <b>T</b> hesaurus	Ctrl+T
√ <b>E</b> ncyclopedia	Ctrl+E
Search <b>R</b> esults	Ctrl+R
Split	
<b>M</b> ap	

The View menu contains these commands:

- ▶ Dictionary
- ▶ Thesaurus
- ▶ Encyclopedia
- ▶ Search Results
- ▶ Split
- ▶ Map

### **Dictionary**

Opens the Webster Handy College Dictionary.

### **Thesaurus**

Opens Roget's College Thesaurus.

### **Encyclopedia**

Opens the New American Desk Encyclopedia.

### **Search Results**

Displays the [Results List](#) with the search results.

### **Split**

Displays the splitter which allows you to adjust the width of the [Keyword Index](#) and the Entry windows.

### **Map**

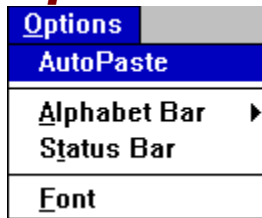
Displays a map relating to the encyclopedia entry currently selected if available. Only geographical entries have maps.

### **See Also**

[Using Word Search](#)

[Arranging the Screen](#)

## Options Menu Commands



The Options menu contains these commands:

- ▶ AutoPaste
- ▶ Alphabet Bar
- ▶ Status Bar
- ▶ Font

### **AutoPaste**

Automatically pastes the contents of the Clipboard into the [Keyword Input Field](#) when *ReferenZing* is activated.

### **Alphabet Bar**

Displays the options: Horizontal, Vertical and Off. The Horizontal command displays the [alphabet bar](#) above the index and entries. The Vertical command displays the alphabet bar to the left of the index. The Off command removes the alphabet bar.

### **Status Bar**

Displays the status bar at the bottom of the screen.

### **Font**

Allows you to change the Font, Font Size and Font Style of the text.

### **See Also**

[Arranging the Screen](#)

## ***Help Menu Commands***



The Help menu contains these commands:

- ▶ Contents
- ▶ About

### ***Contents***

Displays the *ReferenZing* Help Table of Contents.

### ***About***

Displays a dialog box which shows the version and copyright information for *ReferenZing*.

## Using the Toolbar



The toolbar contains these command buttons:



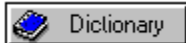
### **Copy**

The Copy button copies selected text to the Clipboard. This text will be unformatted.



### **Paste**

The Paste button pastes text from the Clipboard into the Keyword Input Field.



### **Dictionary, Thesaurus, Encyclopedia**

Click Dictionary, Thesaurus, or Encyclopedia to open the selected reference.



### **Word Search**

The Word Search button opens the Search window.



### **Map**

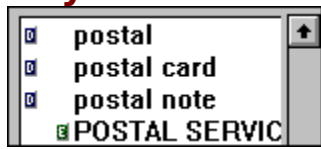
The Map button displays maps for geographical entries.



### **Print**

The Print button prints the chosen keyword and entries.

## Keyword Index



Keywords from all open references appear in this list. A tiny icon shows the source of each word. Scroll to the word you are looking for using the scroll bar. Double click the word to view the entry.

## Keyword Input Field

A screenshot of a web interface element. It consists of a rectangular box with a light gray background. On the left side of the box, the text "Word:" is displayed in a small, dark font. To the right of this text is a white text input field containing the word "poster" in a bold, black, sans-serif font. To the right of the input field is a small, square button with a dark gray background and a white downward-pointing arrow icon.

The Keyword Input Field is above the Keyword Index. Enter the word you want to find. The Index will scroll to the word as you type in the letters. For example, type in *fract* to scroll to *fractal*.

Use the History button to look up words previously selected. Click on the down arrow to the right of the input field to view the History box. Double click the word you would like to look up.

## Alphabet Bar



The Alphabet Bar allows you to jump directly to words that start with a specific letter. Select a letter by clicking on one of the alphabet tabs. For example, if you are looking for the word *tabernacle*, click on the *T* alphabet tab and then scroll to the correct word and double click it. You can choose the location of the Alphabet Bar from the Options Menu.

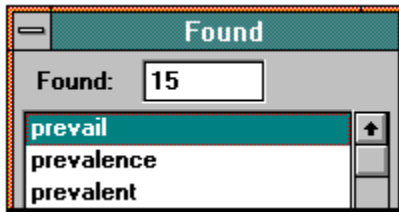
## Toolbar



- ▶ The Copy button copies selected text to the Clipboard.
- ▶ The Paste button pastes text from the Clipboard into the Keyword Input Field.
- ▶ Click Dictionary, Thesaurus, or Encyclopedia to open the selected reference.
- ▶ The Word Search button opens the Search window.
- ▶ The Map button displays maps for geographical entries.
- ▶ The Print button prints the chosen keyword and entries.



## Results List



The Results List is a list of all of the words found in a search. The list appears after a successful search is completed.

