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For Help on Help, Press F1.

Welcome to WordAce!. You can get help on any of the following WordAce! topics. Use the scroll bar if needed to see the end of the list.

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Introduction to WordAce!

[Related Topics](#)

WordAce! is a translation dictionary and conjugation tool to help you learn a new language, expand your vocabulary, understand foreign language correspondence, and more.

WordAce! is available in the following languages:

English	Spanish
French	German
Italian	Brazilian Portuguese
Russian	European Portuguese
Finnish	Swedish
Norwegian	Danish
Dutch	

You can access more than one language at a time on the [Translate page](#). For example, if you have both the English-Spanish and the English-Italian packages installed, you can [make WordAce! Trilingual](#) and translate between Spanish and Italian.

If you have any comments, questions, or suggestions about WordAce!, please contact your local WordAce! distributor.

In the United States, contact Transparent Language:

Fax: (603) 465-2779

Phone:

Customer Service: (800) 567-9619

Sales: (800) 752-1767

Internet:

Comments, Suggestions president@transparent.com

Ordering Information info@transparent.com

Check out the [Transparent Language catalog](#) or visit our World Wide Web site at <http://www.transparent.com>. We also have [technical support](#) available.

For information about specific WordAce! components, go back to the [Contents](#) and pick a topic.

Related Topics: Introduction to WordAce!

[Setting Up WordAce!](#)

[Navigating WordAce!](#)

[Translating Words](#)

[Making WordAce! Trilingual](#)

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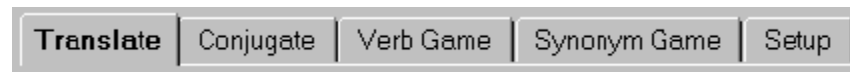
Navigating WordAce!

[Related Topics](#)

WordAce! contains the following components:

- [Translation Dictionary](#)
- [Conjugation Engine](#)
- [Verb Game](#)
- [Synonym Game](#)
- [Setup Page](#)
- [Ace Word Finder](#)

Each component except the Ace Word Finder is represented by a tabbed page. To display a page, click its tab. The Ace Word Finder appears automatically when needed.



Related Topics: Navigating WordAce!

[Translating Words](#)

[Conjugating Verbs](#)

[Playing the Verb Game](#)

[Playing the Synonym Game](#)

[Setting Up WordAce!](#)

[Using the Ace Word Finder](#)

Setting Up WordAce!

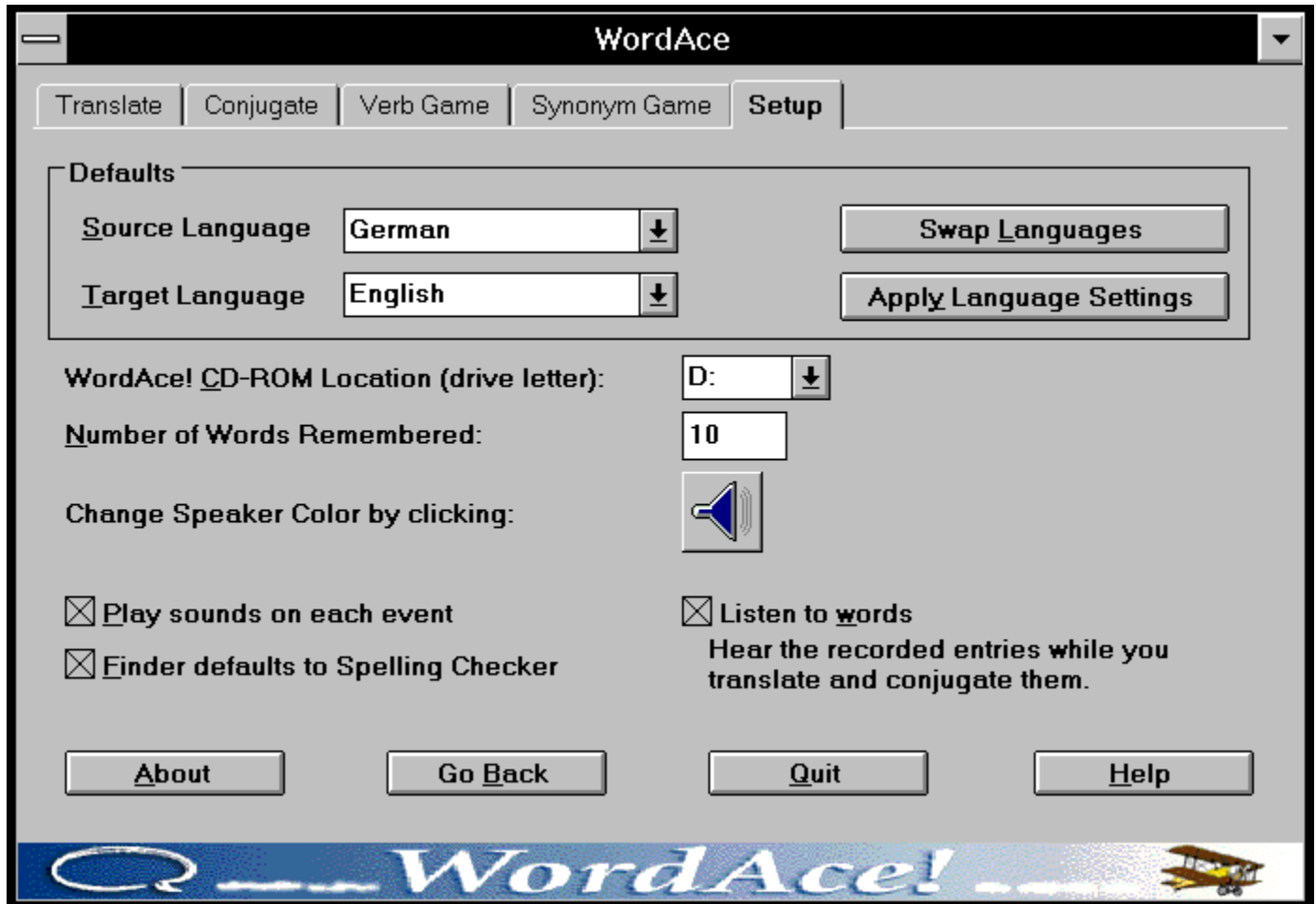
[Related Topics](#)

[Step by Step Instructions](#)

On the Setup page, you can:

1. Set the default [source](#) and [target](#) languages used on all pages.
2. Set defaults for the [History List](#), sound effects, speaker color, CD drive, [word sound](#), and [Ace Word Finder](#).

Click any area of the picture below for more information:



Related Topics: Setting Up WordAce!

[Translating Words](#)

[Conjugating Verbs](#)

[Playing the Verb Game](#)

[Playing the Synonym Game](#)

[Listening to Dictionary Sound](#)

[Navigating WordAce!](#)

[Using the Ace Word Finder](#)

WordAce! Tabs

WordAce! uses tabbed pages for its different components. To use a component, click its tab. WordAce! will display that page.

Close Window Button
To close this window, click here.

Target Language

Click the arrow next to this box and select a default target language from the pull-down menu.

By default, WordAce!:

- Translates into this target language.
- Displays Synonym Game clues in this target language.

You can choose a new target language at any time on the Translate page or the Synonym Game page, but the default setting chosen here will always be restored when you restart WordAce!.

Source Language

To set a default source language, click the arrow next to this box and select a language from the pull-down menu.

By default, WordAce!:

- Translates from this source language.
- Conjugates verbs in this source language.
- Asks you to conjugate verbs in this source language in the Verb Game.
- Asks you for synonyms in this source language in the Synonym Game.


You can set a new temporary source language on any page, but the default setting chosen here will always be restored when you restart WordAce!.

Change Speaker Color

The speaker button on the Translate and Conjugate pages changes color to indicate that the selected word has sound. If more than one word is highlighted, the label of the Word field or the diamond beside the word will change to the same color to indicate which word will be played.


If the default speaker color does not show up well on your monitor, or you want to add a splash of color to your screen, you can change the color of the speaker icon.

To change the color of the speaker, click this button, pick a color from the dialog box which appears, then click **OK**.

This feature is available only for sound-enabled languages on CD-ROM. To tell if your language is sound-enabled, look for the  symbol on your CD-ROM.

WordAce! CD-ROM Location

Select the drive letter of your CD-ROM drive here so WordAce! will know where to look for sound files.

This feature is available only for sound-enabled languages on CD-ROM. To tell if your language is sound-enabled, look for the  symbol on your CD-ROM.

Number of Words Remembered

Type a number in this box to determine how many words WordAce! will save in the History List.

Play Sounds On Each Event

Check this box to hear WordAce! sound effects while you use the program.
Disable sound effects by clearing the check box.

Finder Defaults To Spelling Checker

Check this box to have the Ace Word Finder automatically bring up the Spelling Checker when you enter a word which cannot be translated or conjugated.

Clear this box to have the Ace Word Finder default to the Dictionary or Root Word information.


Listen to Words

On the Translate and Conjugate pages, you can hear many words from the WordAce! dictionary pronounced by native speakers. A small diamond (◆) marks words with recorded sound.

Check this box to hear dictionary sound automatically whenever you click on them.

Clear this box to hear dictionary sound only when you click the speaker button.

NOTE: The WordAce! CD-ROM for the language you are using must be in the drive to hear dictionary sound.

This feature is available only for sound-enabled languages on CD-ROM. To tell if your language is sound-enabled, look for the  symbol on your CD-ROM.

Swap Languages

To exchange the source and target languages, click this button.

Apply Language Settings

If you have changed the source or target languages on other WordAce! pages, this button is a quick way to return all WordAce! pages to your default settings.

You do not need to use this button if you have just changed the default languages on this Setup page. Those changes will automatically be reflected on the other pages.

Go Back Button

To return to the last WordAce! page you used, click this button.

Quit Button

To exit WordAce!, click **Quit**.

About Button

To display WordAce! copyright and version information, click this button.

Setting Up WordAce! Step By Step Instructions

 [Related Topics](#)

 [Picture](#)

From the WordAce! [Setup page](#), you can control the default languages, History List, sound effects, dictionary sound, Ace Word Finder, and more. You can override these defaults on other pages, but they will take effect again the next time you open WordAce!.

To access the Setup page:

Click the Setup tab at the top of the WordAce! window.

To set default languages:

To set a default [target language](#), click on the arrow next to the **Target Language** field and select a language from the list.

To set a default [source language](#), click on the arrow next to the **Source Language** field and select a language from the list.


To swap the default target and source languages, click the **Swap Languages** button. To restore your default settings if you have changed the source and target languages on other pages, click **Apply Language Settings**. You do not need to use this button if you have just changed the default languages.

To set the number of words in the History List:

To control the number of words remembered in the [History List](#), type a number in the **Number of Words Remembered** field.

To control sound effects:

To enable WordAce! to play sound effects while you use the program, check the **Play sounds on each event** box. Disable sound effects by clearing that box. The status of this box affects only sound effects, not dictionary sound.

 The [Verb Game](#) and the [Synonym Game](#) have a **Noisy** setting which enables or disables sound for that page only.

To set defaults for the Ace Word Finder:

To have the [Ace Word Finder](#) default to the Spelling Checker, check the **Finder Defaults to Spelling Checker** box. To have it default to the Dictionary Browser, clear that box.

To customizing dictionary sound features:

If you have a [sound-enabled language](#) on CD-ROM, you can customize the dictionary sound features. To hear dictionary sound automatically whenever you translate, conjugate, or click on a dictionary entry, check the **Listen to words** box. To hear dictionary sound only when you click the speaker button, clear that box.

To locate the CD-ROM drive:

To play dictionary sound, the correct WordAce! CD-ROM must be in the drive, and WordAce! must know the letter designation of that drive. Select the correct letter from the **WordAce! CD-ROM Location** menu.

To changing the speaker color:

Whenever you select a word with recorded sound, the Speaker button on the Translate and Conjugate pages changes color. If the default color does not show up well on your monitor, or you want to add a splash of color to your screen, click the speaker button on the Setup page, then select a color.

To leave the Setup page:

When you finish setting defaults, click another WordAce! tab, or click **Go Back** to return to the last page you were on.

History List

Whenever you translate, conjugate, or play the verb game with a word, WordAce! saves that word in a History List so you can easily work with it again.

To access the History List on the Translate or Conjugate pages, click the arrow beside the **Word** field. To use words from the History List on the Verb Game page, choose **History** in the **Get Verbs From** box.

On the Setup page, you can control how many words WordAce! saves in the history list.

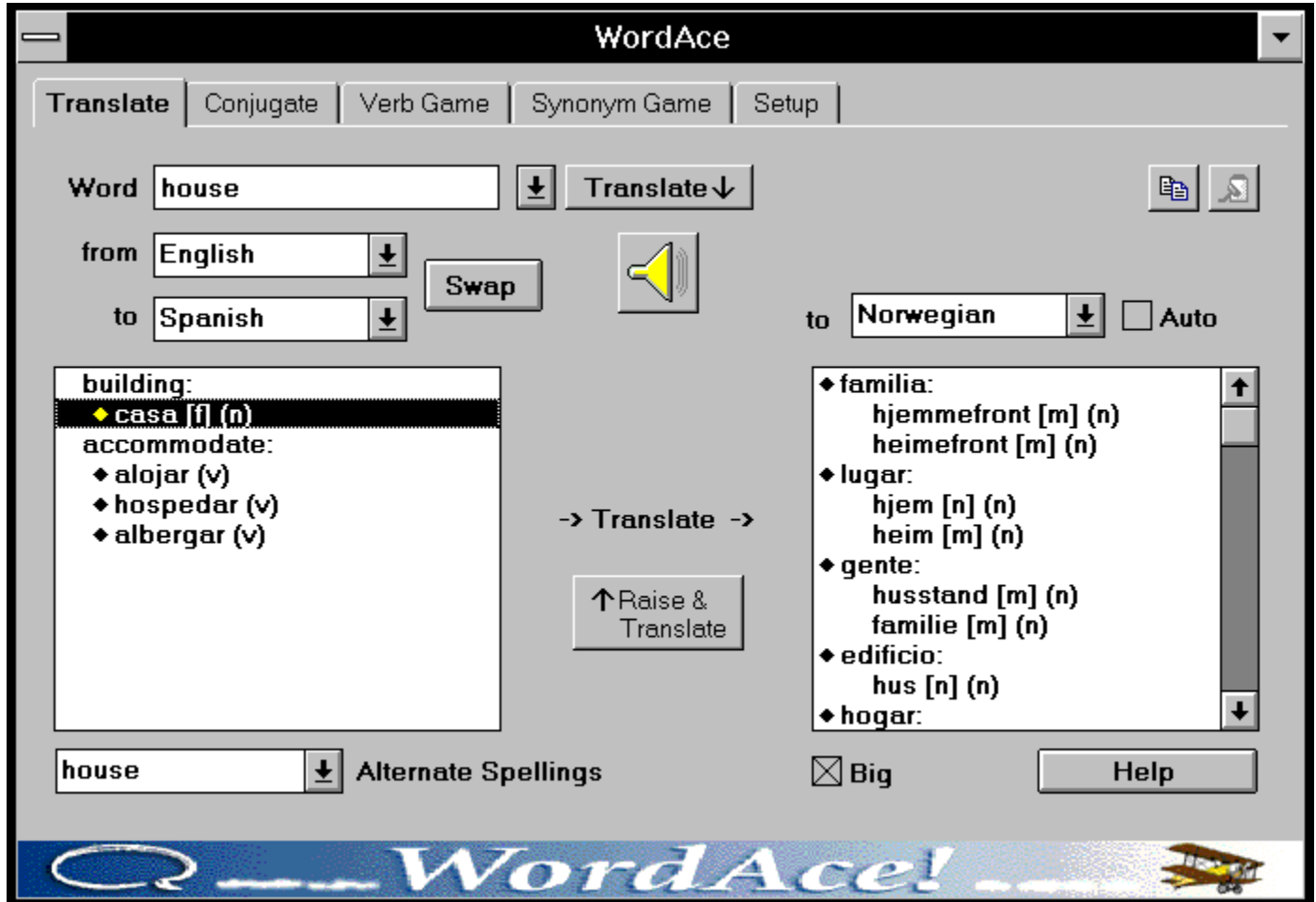
Using the Translate Page

[Related Topics](#)

[Step By Step Instructions](#)

Enter a word in the **Word** field and click **Translate**. WordAce! will translate the word from the [source language](#) in the **from** field into the [target language](#) in the left-hand **to** field. You can also [listen to words](#), [translate categories and meanings](#), or [make WordAce! trilingual](#).

Click any area of the following illustration for more information:



Related Topics: Using the Translate Page

[Resizing the Translate Page](#)

[Translating Categories and Meanings](#)

[Making WordAce! Trilingual](#)

[Understanding Abbreviations](#)

[Listening to Dictionary Sound](#)

[Typing Special Characters](#)

[Typing Cyrillic Characters](#)

[Setting Up WordAce!](#)

[Conjugating Translated Verbs](#)

[Using WordAce! with LanguageNow!](#)

[Using WordAce! with Word Processors and Other Applications](#)

Minimize Button

To reduce WordAce! to an icon on your screen, click here. To restore it later, double-click that icon.

History Arrow

To see a list of words you've worked with this session, [click here](#). If you select one of these words, WordAce! will move it to the **Word** field.

On the Setup page, you can specify how many words WordAce! saves in this list.

Left-Hand Listbox

In this listbox, WordAce! displays all the translations of your word, grouped by category.

Categories appear in your source language. Meanings appear in your target language.

Words marked with a small diamond (◆) have sound.

To translate a word meaning or category name from this listbox, single-click on it. It will be translated in the right-hand listbox.


To raise a meaning or category to the Word field, double-click on it or click .

NOTE: Typing the first letter of a meaning or category in the listbox is the same as single-clicking on it.

See **Translating Categories and Meanings** for a table on translating meanings or categories and **Understanding Abbreviations** for a list of abbreviations used on the Translate page.

Word field

Enter the word to be translated in the **Word** field. You can do any of the following:

- Type the word you want.
- Click on the arrow and select a word you worked with before from the history list. On the Setup page, you can choose how many words WordAce! saves.
- Get a word from a LanguageNow! Title. (See **Using WordAce! from a Transparent Language LanguageNow! program.**)
- Get a word from an outside source such as an e-mail message. (Copy the word, switch to WordAce!, then press Ctrl-V or click  to paste the word in the **Word** field.)

To type accents and special characters, see **Typing Special Characters**. To type Russian characters, see **Typing Cyrillic Characters**.

From Field

Select a source language in this **from** field. WordAce! will translate words *from* this language.

WordAce! puts the default source language from the Setup page in the **from** field unless you click on the arrow and select a new language from the list.

Left-Hand To Field

Select a target language in this **to** field. WordAce! will translate words *into* this language.

WordAce! puts the default target language from the Setup page in this **to** field unless you click on the arrow and select a new language from the list.

Right-Hand Listbox

When you translate any words in the left-hand listbox, the definitions appear here.

Words marked with a small diamond (◊) have sound.

Make any word in the listbox move to the **Word** field by double-clicking on it or clicking ◊. WordAce! automatically switches languages, as necessary.

See **Translating Categories and Meanings** for a table on translating meanings or categories and **Understanding Abbreviations** for a list of abbreviations used on the Translate page.

Right-Hand To Field

WordAce! will translate meanings and categories from the left-hand listbox *into* this language. The translations will appear in the right-hand listbox.

When the **Auto** check box is checked, WordAce! automatically sets this field to your current source language (to translate a meaning) or target language (to translate a category). To choose a different language for the right-hand **to** field, clear this check box, then select a language from the pull-down menu.

See **Translating Categories or Meanings** and **Making WordAce! Trilingual**.

Translate Button

To have WordAce! translate your word, click **Translate** (or press Enter). If your word is not in the WordAce! dictionary, WordAce! displays the Ace Word Finder.

Copy Button


To copy the selected word or phrase to the Clipboard, click here. You can then paste the material into any application that supports the paste function.

Paste Button

To paste the material from the Clipboard into the **Word** field, click here.

Speaker Button


To hear the selected word pronounced, click here.

This button will only be active for words with recorded sound. A small diamond () marks these words.

NOTE: The WordAce! CD-ROM for the language you are using must be in the drive to hear dictionary sound.

The speaker button changes color to indicate that the selected word has sound. If more than one word is highlighted, the label of the **Word** field or the diamond beside the word will change to the same color to indicate which word will be played.

If the default speaker color does not show up well on your monitor, or you want to add a splash of color to your screen, you can go to the Setup page change the color of the speaker icon.

This feature is available only for sound-enabled languages on CD-ROM. To tell if your language is sound-enabled, look for the  symbol on your CD-ROM.

Alternative Spellings

Some words have different meanings depending on their capitalization. For example, "**House**" with a capital "**H**" can mean "**Parliament**" or "**House of Representatives**," while "**house**" without the capital cannot have those meanings. Likewise, when capitalized, the Spanish word "**Papa**" can refer to the "**Pope**", while "**papa**" without the capital means "**potato**." Since you certainly wouldn't want to confuse the Supreme Pontiff with a spud, WordAce! separates these meanings.

WordAce! displays such words in the Alternate Spellings box. To see other forms, click the arrow and select the one you want.

Big Check Box

To resize the Translate page, click this check box. When the box is checked, the Translate page will be big. When the box is cleared, the Translate page will be small.

Raise and Translate Button

To move the selected word from the listbox to **Word** field and translate it, click here. WordAce! will change the **from** and **to** fields if needed.

Double-clicking on a word has the same effect as clicking **Raise and Translate**.

Auto Check Box

When **Auto** is checked, WordAce! automatically sets the right-hand **to** field to your current source language (to translate a meaning) or target language (to translate a category).

To choose a different language for the right-hand **to** field, clear this check box, then select a language from the pull-down menu.

Translating Words Step By Step Instructions

[Related Topics](#)

[Picture](#)

From the [Translate page](#), you can access the WordAce! dictionary and thesaurus information. Choose a word in your [source language](#) and WordAce! will translate it into a [target language](#).

To translate words:

1. Click on the tab for the Translate page.
2. Select languages in the **from** and **to** fields.
3. Enter the word to be translated in one of the following ways:
 - Click on the **Word** field to make it active, then type the word. Be sure to [use necessary accents, umlauts, etc.](#), such as á and ü. In German, don't forget to capitalize nouns.
 - Click the arrow next to the **Word** field and select a word you used this WordAce! session.
 - [Get a word from LanguageNow!](#).
 - [Get a word from another source of text](#), such as an e-mail message.
4. Click **Translate** to have WordAce! translate your word.

If your word is found, WordAce! translates it into all of its possible meanings and displays these synonyms in the left-hand listbox, grouped by category of meaning. In the listbox, category labels appear in your [source language](#) and meanings (synonyms) appear in your [target language](#). [Abbreviations](#) indicate part of speech and other information about the translations. [Alternate spellings](#) also appear for some words.

If your word is not found in the WordAce! dictionary, WordAce! displays the [Ace Word Finder](#) to help you find the correct word.

Resizing the Translate Page

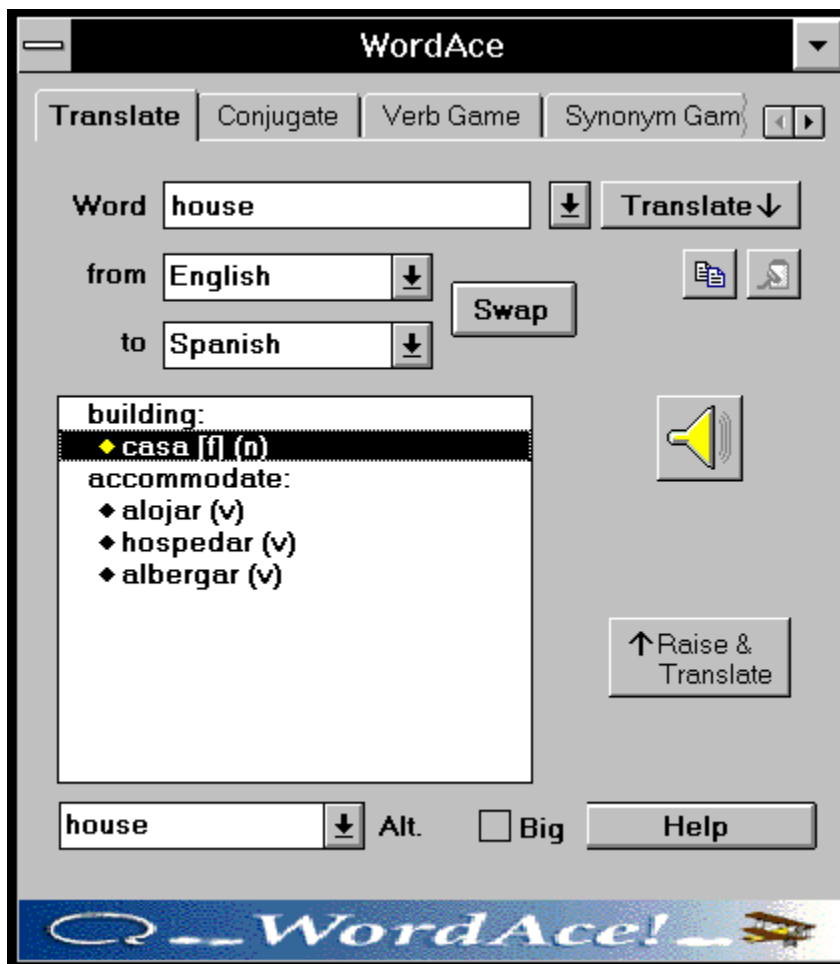
 [Related Topics](#)

The Translate page has two sizes, big and small. When big, it offers the options of [translating categories and meanings](#) and [making WordAce! trilingual](#). When small, it is easier to [work with other applications](#). For example, you may want to translate words while writing a document with a word processor.

To switch between the big and small Translate pages:

Click the **Big** check box at the bottom of the page. When it is checked, the Translate page will be big. When it is clear, the page will be small.

Click any area of the picture below for more information:



Related Topics: Resizing the Translate Page

[Using the Translate Page](#)

[Typing Special Characters](#)

[Typing Cyrillic Characters](#)

[Understanding Abbreviations](#)

[Setting Up WordAce!](#)

[Translating Categories and Meanings](#)


[Making WordAce! Trilingual](#)

[Using WordAce! with Word Processors and Other Applications](#)

Translate Listbox

In this listbox, WordAce! displays all the translations of your word, grouped by category.

Category labels appear in your source language. Meanings appear in your target language.

Words marked with a small diamond () have sound.

See **Understanding Abbreviations** for a list of abbreviations used on the Translate page.

To Field

Select a target language in this **to** field. WordAce! will translate words *into* this language.

WordAce! puts the default target language from the Setup page in this **to** field unless you click on the arrow and select a new language.

Expansion Arrows

Not all the WordAce! tabs fit on the small Translate page. To see more tabs, click these arrows.

Making Word Ace Trilingual

[Related Topics](#)

If you have more than two WordAce! dictionaries installed, WordAce! is trilingual. For example, if you are translating words from English to German and you also have the WordAce! French dictionary, WordAce! can translate between German and French.

To make WordAce! trilingual:

1. Check the **Big** check box so the Translate page is big. See [Resizing the Translate page](#).
2. Clear the **Auto** check box.
3. In the right hand **to** box, select your third language from the pull-down menu.
4. Click on a word in the left-hand listbox.

The translation will appear in the right-hand listbox.

Related Topics: Making WordAce! Trilingual

[Using the Translate Page](#)

[Translating Categories and Meanings](#)

[Resizing the Translate page](#)

Translating Categories or Meanings

[Related Topics](#)

Once a word has been translated on the [Translate page](#), you can do four things in the left-hand listbox:


single-click on a meaning
double-click on a meaning

single-click on a category
double-click on a category

The table below shows the results of these options when translating an English word into Spanish:

	<u>Single-click</u>	<u>Double-click</u>
Meaning (Spanish)	Spanish -> English Translation in the source language appears in the right-hand listbox.	Spanish -> English 1. Raises word to the Word field. 2. Swaps the languages. 3. Translates the raised word into the new target language .
Category (English)	English -> Spanish Translation in the target language appears in the right-hand listbox.	English -> Spanish 1. Raises word to the Word field. 2. Translates the raised word into the target language .

In the right-hand listbox, double-clicking on a meaning or category moves the term to the **Word** field. Single-clicking on a term in the right-hand listbox has no effect.

Selecting a meaning or category in either listbox and clicking  is the same as double-clicking.

Not all category labels can be translated. Some labels are plural forms. Others simply aren't in the dictionary. If you single-click on an untranslatable label, WordAce! displays "No dictionary entry" in the right-hand listbox. If you double-click on the label, the [Ace Word Finder](#) appears.

Related Topics: Translating Categories and Meanings

[Using the Translate Page](#)

[Resizing the Translate page](#)

[Making WordAce! Trilingual](#)

[Using the Ace Word Finder](#)

Understanding Abbreviations

[Related Topics](#)

Parts of speech, gender, and usage labels appear beside the meanings in the [Translate page](#) listboxes. Due to space limitations, the following abbreviations are used:

Gender:

- [f]: feminine
- [m]: masculine
- [p]: plural
- [n]: neuter
- [i]: invariable
- [u]: common gender

Part of Speech:

- (n): [noun](#)
- (v): [verb](#)
- (a): adjective
- (z): other

Usage Labels

- A: Archaic / Old Fashioned
- B: Belgian (In Dutch & French)
- C: Informal / Colloquial
- D: Derogatory
- E: Latin American Spanish or Portuguese
- G: Intransitive
- H: Transitive
- K: Law
- L: Literature
- O: Formal
- Q: Norwegian Only
- S: Slang
- T: Trademark
- V, W: Derogatory
- Z: Norwegian Only

Related Topics: Understanding Abbreviations

[Using the Translate Page](#)

[Resizing the Translate Page](#)

Conjugating Translated Verbs

[Related Topics](#)

If you enter a [verb](#) for WordAce! to translate, you can also have WordAce! [conjugate](#) it. This feature is a great way to find a verb in a foreign language and then put it in the correct form so you can use it.

To conjugate a translated verb:

1. Use the [Translate page](#) to translate a word from your native language.
2. Double-click on the translation to raise it to the **Word** field.
3. Click on the tab for the [Conjugate page](#). WordAce! displays the Conjugate page with your verb in the **Word** field.
4. Click **Conjugate** to have WordAce! conjugate the verb.

WordAce! displays the conjugated forms of the translated verb.

Related Topics: Conjugating Translated Verbs

[Using the Translate Page](#)

[Using the Conjugate Page](#)

Using the Conjugate Page

[Related Topics](#)

[Step By Step Instructions](#)

Enter the [infinitive](#) of a [verb](#) then click **Conjugate** to see the different forms of that verb. If your word is not an infinitive verb or is not in the dictionary, the [Ace Word Finder](#) appears to help you find the correct infinitive form. You can also listen to [listen to words](#).

Click any area of the picture below for more information:

The screenshot shows the WordAce software interface. At the top, there are tabs for Translate, Conjugate, Verb Game, Synonym Game, and Setup. The Conjugate tab is active. The word 'ir' is entered in the 'Word' field, and 'Spanish' is selected in the 'in' dropdown. A 'Conjugate' button is next to the word field. Below this, there are three main sections: 'Tense/Mood', 'Person', and 'Alternatives'. The 'Tense/Mood' section has a list of options with 'ind. presente' selected. The 'Person' section has a list of options with 'Usted/ella/él' selected. The 'Alternatives' section has a list of options with 'vais' selected. There are also 'Verb help' and 'Help' buttons at the bottom. The WordAce logo and a biplane icon are at the bottom of the window.

Tense/Mood	Person	Alternatives
ind. presente	yo	◆ voy
ind. pret. imperf.	tú	◆ vas
ind. pret. perf.	Usted/ella/él	◆ va
ind. futuro	nosotras/nosotros	◆ vamos
ind. condicional	vosotras/vosotros	◆ vais
subj. presente	Ustedes/ellas/ellos	◆ van
subj. pret. imperf.		
subj. pret. imperf.		
subj. futuro		
ind. perf. comp.		
ind. pluscuamperf.		

Related Topics: Using the Conjugate Page

[Typing Special Characters](#)

[Typing Cyrillic Characters](#)

[Using !\[\]\(99f58673407353e96a019fbca558fd72_img.jpg\) \(The 100 Verbs Screen\)](#)

[Getting Verb Help](#)

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[Conjugating Translated Verbs](#)

[Using WordAce! from LanguageNow!](#)

[Using WordAce! with Word Processors and Other Applications](#)

Conjugate Word Field

Enter the verb in the **Word** field. You can do any of the following:

- Type the verb you want.
- Use the Translate page to translate a verb from your native language. While still on the Translate page, double-click on the translation to raise it to the **Word** field. Click the Conjugate tab. Your verb will be in the **Word** field, ready to be conjugated!
- Click the arrow and select a verb you worked with before from the pull-down list. On the Setup page, you can choose how many words WordAce! saves.
- Get a verb from a LanguageNow! Title. (See **Using WordAce! from a Transparent Language LanguageNow! program.**)
- Get a verb from an outside source such as an electronic mail message. (Select the verb to be conjugated, choose Copy, switch to the WordAce! application, then press Ctrl-V or click to paste the word in the **Word** field.)

For entering accents and special characters, see **Typing Special Characters**. To type Russian characters, see **Typing Cyrillic Characters**.

In Field

Select a language in the **in** field. WordAce! will conjugate verbs in this language.

WordAce! puts the default source language from the Setup page in this **in** field unless you click on the arrow and select a new language.

Conjugate Button

Click **Conjugate** to have WordAce! conjugate the verb in the **Word** field in the language from the **in** field.


If your word is not the infinitive form of a verb or is not in the dictionary (perhaps it is spelled wrong), WordAce! displays the Ace Word Finder.

Alternative Conjugations

If your verb has alternative tense forms or spellings in different dialects of the selected language, WordAce! displays #1 in the Alternatives box. To display the alternative forms, click the arrow and select that number.

For example, the English verb *light* has two forms in the past tense, *lighted* and *lit*. After you enter the infinitive and click **Conjugate**, WordAce! displays the first form of the verb (*lighted*) and #1 in the Alternatives box. Click the arrow and then on #2 to see the other form of the verb (*lit*).


Swap Button

By clicking , you can swap which listbox displays Persons and which displays Tenses. For example, you might want to move the list of Tenses to the left-hand listbox so you can select a different Tense to display.


Labels for Listbox Information


The tense names or person names (or personal pronouns) appear as labels next to the right-hand listbox entries.

Tense Listbox

The Conjugate page contains two listboxes, one on the left and one on the right of the page. These listboxes display lists of Persons and Tenses for your selected verb when you click **Conjugate**. By clicking , you can swap which listbox displays Persons and which displays Tenses.


When **Tense** is on the left, click on a tense (or use the down-arrow key on your keyboard) to see that tense for all persons displayed in the right-hand listbox.

The tenses appear in your default source language. Click  for a translation.

Words marked with a small diamond () have sound.

Recorded Verbs

To display a list of regular and irregular verbs whose entire conjugations have been recorded, [click here](#).

This feature is available only for sound-enabled languages on CD-ROM. To tell if your language is sound-enabled, look for the  symbol on your CD-ROM.


Verb Help

To see translations and explanations of tense names, along with other grammar information about your language, click this button.

Help Button

To get Help about this WordAce! page, click this button.

Person Listbox


The Conjugate page contains two listboxes, which display lists of Persons and Tenses for your selected verb when you click the **Conjugate** button. By clicking , you can swap which listbox displays Persons and which displays Tenses.

WordAce! conjugates the verb for first, second, and third persons, both singular and plural. For example:

first person singular, I	first person plural, we
second person singular, you	second person plural, you all
third person singular, she, he, it	third person plural, they

Some languages also have informal (familiar) and formal (polite) forms of address. Use the **Verb Help** button to see if your language has these categories.

When the Person listbox is on the left, click on a person or pronoun (or use the down-arrow key on your keyboard) to see that person in all the verb tenses displayed in the right-hand listbox.

Words marked with a small diamond () have sound.

Conjugating Verbs Step By Step Instructions

[Related Topics](#)

[Picture](#)

From the [Conjugate page](#), you can access the WordAce! Conjugation Engine. Choose a [verb](#) in a [source language](#) and WordAce! will [conjugate](#) it for you.

To conjugate a verb:

1. Click on the tab for the Conjugate page.
2. Select a source language in the **in** field.
3. Enter the [infinitive](#) of your verb in one of the following ways:
 - Click on the **Word** field to make it active, then type the verb. Be sure to [use necessary accents, umlauts, etc.](#), such as á and ü.
 - Click the arrow next to the **Word** field and select a word you used this WordAce! session.
 - [Conjugate a translated verb.](#)
 - [Get a word from LanguageNow!.](#)
 - [Get a word from another source of text](#), such as an e-mail message.
4. Click **Conjugate** to have WordAce! conjugate your verb. WordAce! displays the conjugated verb forms in the two listboxes:
 - The **Tense / Mood** listbox shows a list of tense names (for example, "present indicative"). By default, this listbox is on the left.
 - The **Person** listbox shows the conjugated forms for the selected tense and person (for example, "I speak"). By default, this listbox is on the right.

If your word is not the [infinitive](#) form of a [verb](#) or is not in the dictionary (perhaps it is spelled wrong), WordAce! displays the [Ace Word Finder](#).
5. Click on a tense in the left-hand listbox to see it applied to the verb and displayed in the right-hand listbox. Some verbs have [alternate conjugations](#).
6. For all languages except Russian, you can click to switch the locations of the Tense and Person listboxes on the Conjugate page. If you swap the Person box to the left-hand side, WordAce! displays all the tenses of the verb for the selected person in the right-hand listbox. This display is especially useful for languages such as Norwegian, Swedish, and Danish, in which verbs do not vary by person.

Getting Verb Help

[Related Topics](#)

WordAce! comes with a Verb Help file which explains tense terminology, grammatical terms, and how each [verb](#) form is used and constructed.

To get help with verb tenses:

1. On the [Conjugate page](#), click on any tense in the listbox.
2. Click on the **Verb Help** button.

The Verb Help shows information about the selected tense. To see the Verb Help contents page, click the **Contents** button in the Verb Help file.

Related Topics: Getting Verb Help

[Using the Conjugate Page](#)


[Playing the Verb Game](#)

[Using the Verb Forms To Play With Dialog Box](#)

Using the 100 Verbs Screen

[Related Topics](#)

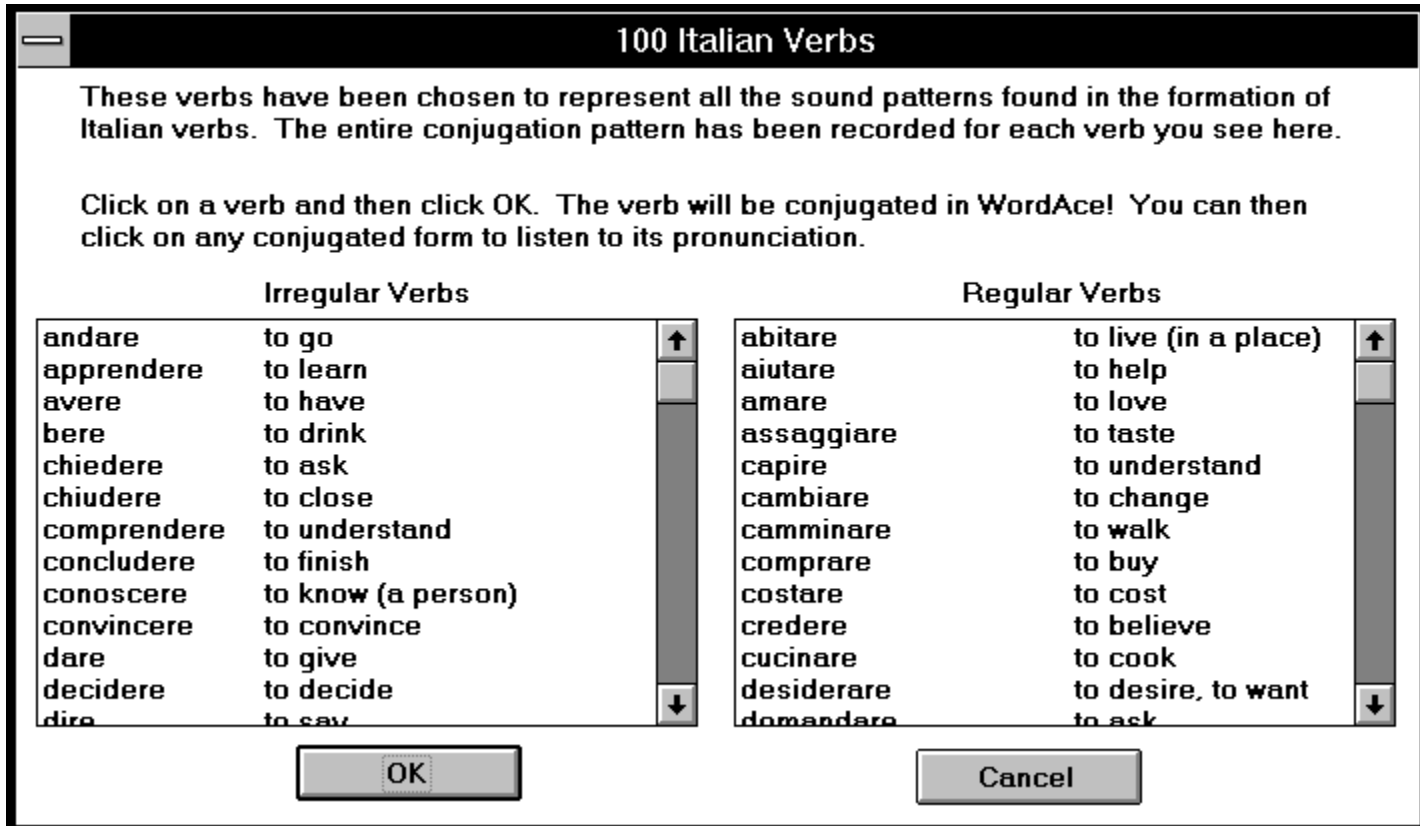
This feature is available only for [sound-enabled languages](#) on CD-ROM.

This screen appears when you click  on the [Conjugate page](#). The 100 Verbs screen lists one hundred verbs which have been chosen to represent the most common sounds in a language. The entire conjugation is recorded for each of these verbs.

To hear a verb:

Select a verb in either listbox, click **OK** to return to the Conjugate page, and [listen to the verb](#) as usual.

Click any area of the picture below for more information:



Related Topics: Using the 100 Verbs Screen

[Using the Conjugate Page](#)

[Listening to Dictionary Sound](#)

Irregular Verbs Box

This box lists irregular verbs with conjugations that have been entirely recorded.

To hear a word, select it, click **OK** to return to the Conjugate page, and play the word as usual.


Regular Verbs Box

This box lists regular verbs with conjugations that have been entirely recorded.

To hear a word, select it, click **OK** to return to the Conjugate page, and play the word as usual.

Sound-Enabled Languages

Languages with dictionary entries recorded by native speakers, so you can hear words as you translate or conjugate them.


Dictionary sound files are too large to be stored on floppy diskettes, so only languages on CD-ROM can be sound-enabled. Not all languages are sound-enabled at the present time. To tell if your language is sound-enabled, look for the  symbol on your CD-ROM.

Using WordAce! with Word Processors and Other Applications

[Related Topics](#)

You may want to use WordAce! translations or conjugations in other programs or documents, or take a word from one of these sources and bring it into WordAce! for translation or conjugation. The copy and paste features make it easy to move words to or from applications such as word processors and e-mail readers. You can also [resize the Translate page](#) to a smaller form that is more convenient if you want WordAce! and another application open at the same time.

To copy a word or phrase from WordAce!:


1. On the [Translate page](#) or the [Conjugate page](#), highlight the word or phrase in any listbox or in the **Word** field.
2. Click  or press Ctrl-C to copy the word or phrase.

To copy a word or phrase in most other applications:

1. Highlight the word or phrase.
2. Press Ctrl-C or select **Edit / Copy**.

The word is placed on the Clipboard, an area of memory that can be accessed by many applications. From there, it can be pasted into another WordAce! field or into any other application that supports pasting.

To paste a word or phrase into WordAce!:

1. Copy a word or phrase from a WordAce! field or from another application.
2. Go to the location in WordAce! where you want to paste the text.
3. Click  or press Ctrl-V to paste the word or phrase.

To paste a word or phrase into most other applications:

1. Go to the location where you want to paste the text.
2. Press Ctrl-V or choose **Edit / Paste**.

Related Topics: Using WordAce! with Other Applications

[Using the Translate Page](#)

[Resizing the Translate Page](#)


[Using the Conjugate Page](#)


[Using WordAce! from LanguageNow!](#)

Listening to Dictionary Sound

[Related Topics](#)

This feature is available only for [sound-enabled languages](#) on CD-ROM.

On the [Translate](#) and [Conjugate](#) pages, you can hear many words from the WordAce! dictionary pronounced by native speakers. A small diamond () marks words with recorded sound.

To hear a word, select the word then click .

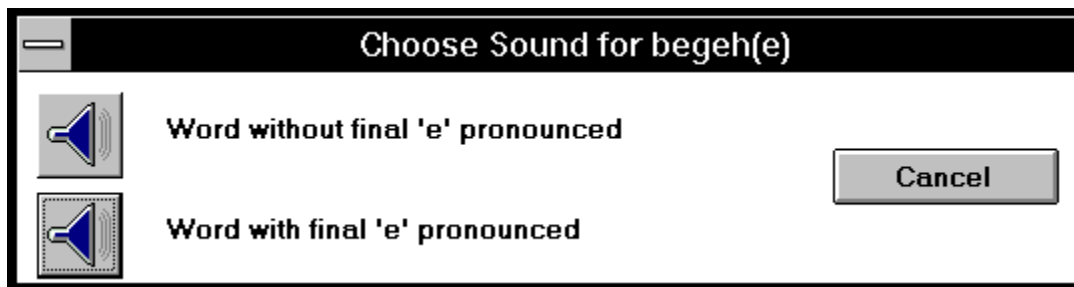
To hear words automatically whenever you translate, conjugate, or click on them:

1. Go to the [Setup page](#).
2. Check **Listen to words**.


NOTE: The WordAce! CD-ROM for the language you are using must be in the drive to hear dictionary sound.

To hear homographs:

Sometimes the word you want to hear you will be a [homograph](#). When you click on a homograph, the homograph box will appear.



This screen shot shows the homograph screen for the German word "begehe."

When the homograph screen appears, click the  for the pronunciation you want to hear.

Related Topics: Listening To Words

[Translating Words](#)

[Conjugating Verbs](#)

[Setting Up WordAce!](#)

[Using the 100 Verbs Screen](#)





Playing the Verb Game Step By Step Instructions

 [Related Topics](#)

 [Picture](#)

With the WordAce! Verb Game, you can test your skill at [conjugating verbs](#).

To play the Verb Game:

1. Click the tab for the Verb Game. The [Verb Game page](#) appears.
2. [Change the Verb Game settings](#) if you want. To make the Verb Game easier or harder, use the [Verb Forms To Play With dialog box](#) to select which [persons](#) and [tenses](#) you want to use.
3. Click  to start the game. You will be asked to [conjugate](#) a verb for a particular [tense](#) and [person](#). A clue will appear in the **Clue** box, unless you check **Don't clue me**.
4. In the **Your Answer** box, enter your reply to the challenge. Be sure to [include any necessary accent, umlauts](#), etc. For some verbs, you may be able to [enter alternative conjugations](#).
5. Press Enter or click  when your answer is complete. Click  if you do not want to answer a particular challenge. WordAce! indicates the correct answer and [score](#) as the game continues.
6. Click  when you are done. [Review the game words](#) if you want.

Related Topics: Playing the Verb Game

[Using the Verb Game page](#)

[Changing the Verb Game Settings](#)

[Using the Verb Forms To Play With Dialog Box](#)

[Reviewing Verb Game Words](#)

[Typing Special Characters](#)

[Typing Cyrillic Characters](#)

[Using the Conjugate Page](#)

[Getting Verb Help](#)

[Setting Up WordAce!](#)

Verb Game Score

The Verb Game determines your score in the following ways:

- If you use clues, the score depends on how many asterisks are left when you enter the answer.
- If you do not use clues, your score is based on how much of the conjugated verb you enter and how quickly you enter it. You also score 10 extra points for not using clues.

Entering Alternative Conjugations

Sometimes there is more than one way to form a verb in a particular tense, due to dialect, modern vs. traditional usage, spelling variants, etc. If you encounter a verb with alternatives in the Verb Game, you will be clued for Alternative #1, but you can enter other alternatives and still get full points. For example, the present perfect of the English verb "**get**," can be "**have got**" or "**have gotten**." The clue in the Verb Game will show **** * for "**have got**," but you may enter "**have gotten**" and still get it right.

Using the Verb Game Page

[Related Topics](#)

[Step By Step Instructions](#)

Click any area of the picture below for more information:

The screenshot shows the WordAce application window with the 'Verb Game' tab selected. The interface includes a navigation bar with 'Translate', 'Conjugate', 'Verb Game', 'Synonym Game', and 'Setup'. The main area is divided into several sections:

- Get verbs from:** Radio buttons for 'Random', 'History', and 'Here:'. A text box below 'Here:' contains the word 'dance'.
- Form this verb in English:** A text box containing 'past perfect of dance' and 'I ...'.
- Clue:** A text box containing '**d d*****' and a checkbox for 'Don't clue me'.
- Your Answer:** A text box containing 'had danced', with 'Right?' and 'Skip' buttons to its right.
- Feedback:** A green text box below the answer box reads 'simple future 'dance': they will dance'.
- Settings:** A section with a 'Speed' slider (from 'Slow' to 'Fast'), a 'Language' dropdown menu set to 'English', a 'Noisy' checkbox, and a 'Persons & tenses...' button.
- Game Status:** A 'Time' box showing '1:05' and a 'Score' box showing '18'.
- Control Buttons:** 'STOP!' and 'Help' buttons.

At the bottom of the window is a blue banner with the 'WordAce!' logo and a small airplane icon.

Related Topics: Verb Game

[Playing the Verb Game](#)

[Changing the Verb Game Settings](#)

[Using the Verb Forms To Play With Dialog Box](#)

[Reviewing Verb Game Words](#)

[Typing Special Characters](#)

[Typing Cyrillic Characters](#)

[Using the Conjugate Page](#)

[Setting Up WordAce!](#)

Correct Answer to the Previous Challenge

If you answered the previous challenge incorrectly, the Verb Game displays the correct answer from that challenge here. In this case, the previous challenge was to form the simple future of the verb "dance" for the subject "they" and the correct answer was "they will dance."

Get Verbs From Box

In this field, click one of the buttons to determine the location from which WordAce! will take the verbs to play the game:

- Random:** WordAce! randomly selects verbs in the language specified.
- History:** The Verb Game picks from verbs you have translated, conjugated, or played with before.
- Here:** You type a verb in the specified language to use for the game.

Persons and Tenses... Button

To select specific persons and tenses to use for the game, click the **Persons & tenses...** button. WordAce! will display the **Verb Forms To Play With** dialog box.

NOTE: If you do not select a large enough number of persons and tenses, the game will repeat challenges.

Speed slider

To control how quickly clues appear in the **Clue** field, adjust this slider.

Noisy Box

Check or clear the **Noisy** box to indicate whether you want to hear the sound effects during the game.

Form this Verb in [Language] Field

In this field, WordAce! displays the game challenge. It asks you to conjugate a particular verb in the specified language for a particular person and tense.

Clue Field

If you use clues, WordAce! displays a row of asterisks in this field, one for each letter in the answer. Correct letters will gradually replace the asterisks, at a speed determined by the Speed Slider.

If your verb has two forms in a particular tense (for example, the present perfect of the word 'got' can be 'have got' or 'have gotten'), you will be clued for the first alternative, but either form will be counted as correct.

If you do not use clues, this field will be empty and you will score extra points.

Don't Clue Me Box

Check or clear this check box to indicate whether you want WordAce! to supply you with clues for conjugating your verb. When it is checked, no clues will appear.

Your Answer Field

Enter your guesses in this box. Then click the **Right!** button (or press Enter).

Skip Button

To go to the next verb challenge without answering this one, click this button.

Play! Button

Click this button to start the game and timer.

Time and Score Fields

WordAce! keeps track of your time in the **Time** field and your score in the **Score** field.

Right? Button

Click **Right?** after entering an answer in the Your Answer box.

Verb Game Language Field

The Verb Game will ask you to conjugate verbs in the language in this field. To choose a new language, click the arrow and select a language from the list.

Stop! Button

To end the game, click **Stop!**.

While the game is stopped, this button will read **Play!** and you can click it to start a game.

Changing the Verb Game Settings

[Related Topics](#)

Before [playing the Verb Game](#), you can customize the following settings:

Language: The Verb Game uses [verbs](#) in the language in the **Language Field** at the bottom of the page. By default, this language will be the [source language](#) from the [Setup page](#). To pick a new language, click the down arrow and select from the list.

Verbs: In the **Get Verbs From** field, click one of the buttons to determine the location from which WordAce! will take the verbs to play the game:

Random: WordAce! randomly selects verbs in the language specified.

History: The Verb Game picks verbs you have translated, conjugated, or played with before. On the Setup page, you can choose how many words WordAce! saves.

Here: You type a verb in the specified language to use for the game.

Persons

and Tenses: Click the **Persons & Tenses** button and use the [Verb Forms To Play With dialog box](#) to control the [persons](#) and [tenses](#) used in the game. By default, WordAce! uses all combinations of persons and tenses.

Clues: If you want clues, clear the **Don't clue me** box then adjust the **Speed** slider to indicate how quickly you want clues to appear. Check **Don't clue me** to score extra points by not using clues during the game.

Sound: Check the **Noisy** box if you want to hear sound effects during the game. Clear it if you do not.

Related Topics: Changing the Verb Game Settings

[Playing the Verb Game](#)

[Using the Verb Game Page](#)

[Using the Verb Forms To Play With Dialog Box](#)

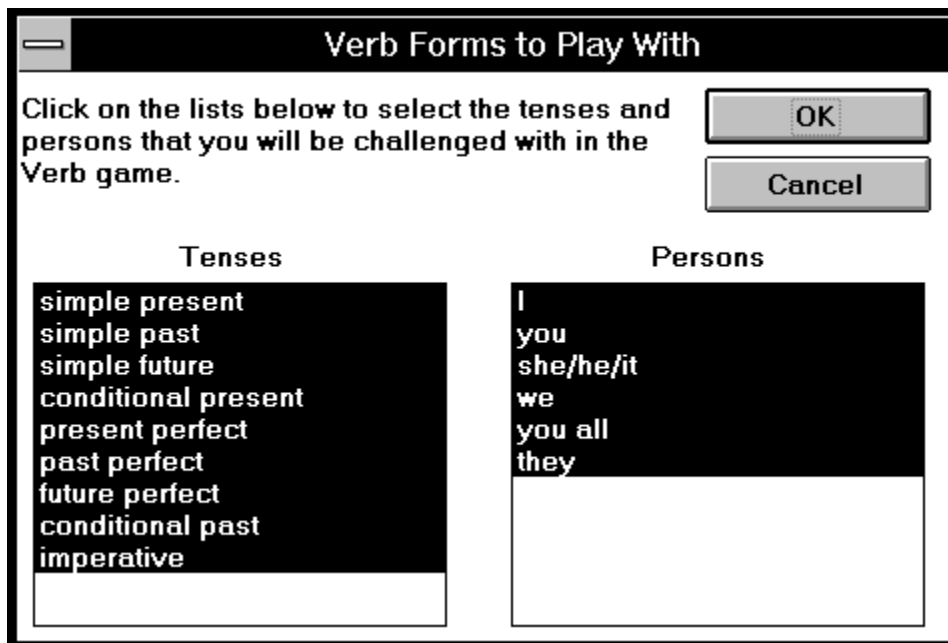
Verb Forms To Play With Dialog Box

 [Related Topics](#)

This dialog box will appear when you click the **Persons & tenses** button on the [Verb Game page](#).

In the dialog box, highlight each [person](#) and [tense](#) you want WordAce! to use while you play the Verb Game. By default, all persons and tenses are highlighted, as they appear in the picture below. If you do not select enough persons and tenses, the Verb Game may repeat challenges.

Click any area of the picture below for more information:



Related Topics: Verb Forms To Play With Dialog Box

[Playing the Verb Game](#)

[Changing the Verb Game Settings](#)

[Getting Verb Help](#)

Choose the Tenses to Use

Click on each verb tense you want WordAce! to use while you play the Verb Game, then click **OK** (or press Enter). If you need help understanding the tense names, return to the Conjugate page and click **Verb Help**. Verb Help translates and explains the tense names.

Choose the Persons to Use

Click on each person you want WordAce! to use while you play the Verb Game, then click **OK** (or press Enter).

Reviewing Verb Game Words

 [Related Topics](#)

To review words which you encounter in the Verb Game:

1. [Play the Verb Game](#). When you finish, click **Stop**.
2. Click the tab for the [Conjugate page](#).
3. Click on the History List arrow beside the **Word** field. All your game words appear in the [History List](#).
4. Select the [verb](#) you want and click **Conjugate** to [conjugate](#) it.

Relate Topics: Reviewing Verb Game Words

[Playing the Verb Game](#)





[Using the Conjugate Page](#)

Playing the Synonym Game Step By Step Instructions

 [Related Topics](#)

 [Picture](#)

With the WordAce! Synonym Game, you improve your vocabulary by translating words from one language into [synonyms](#) in another.

1. Click on the tab for the Synonym Game. [The Synonym Game page](#) appears.
 -  In the **Clue** box, the game displays the word for you to translate.
 -  In the **Guess the Characters** box, the game displays the possible [synonyms](#) as rows of asterisks.
2. [Change the Synonym Game Settings](#) if you want.
3. Type letters one at a time. You do not need to enter diacritical marks or capitals. If you enter **u**, WordAce! fills in any occurrences of **u** and **ü**. If you enter **c**, WordAce! fills in any occurrences of **c**, **ç** and **C**, etc.
 -  If the letter is found, WordAce! replaces all the asterisks where that character appears in the synonyms. If you repeat a correct character, WordAce! does not accept it.
 -  If the letter is not found, WordAce! places the character in the **Missed** box and part of the airplane falls off. The airplane crashes if you enter five incorrect characters. Entering an incorrect character more than once does not count against you.
4. Continue guessing characters until you fill in all the synonyms or the plane crashes. WordAce! keeps track of your score in the **Score** box. You score 10 points for each correct character.
5. Click the **Next!** button to have WordAce! create a new game or skip a game.
6. To end the game, click the tab for another WordAce! component or [exit WordAce!](#).

Related Topics: Playing the Synonym Game

[Using the Synonym Game page](#)

[Changing the Synonym Game Settings](#)

[Typing Cyrillic Characters](#)

[Setting Up WordAce!](#)

Synonym Game

[Related Topics](#)

[Step By Step Instructions](#)

With the WordAce! Synonym Game, you can improve your vocabulary for your foreign language by translating words from your native language into [synonyms](#) in your foreign language.

Click any area of the picture below for more information:

WordAce

Translate Conjugate Verb Game **Synonym Game** Setup



Clue
job: 'top-notch'

Related German words – Guess the characters.
s*assi*
a*B*****i**
*i**a*i*
**i*a
s****

Guess:

Missed
zw

Settings
Clue in English
Synonyms in German
 Noisy

Score 40



Related Topics: Synonym Game

[Playing the Synonym Game](#)

[Changing the Synonym Game Settings](#)

[Typing Cyrillic Characters](#)

[Setting Up WordAce!](#)

Guess the Letters Field

In this field, WordAce! displays the possible synonyms as rows of asterisks. When you guess a correct letter, it will replace the appropriate asterisks.

Synonym Clue

The game clue appears here in the language specified in the **Clues In** field. The clue contains the category of the word and then the word itself. Your challenge is to find synonyms for this word in the specified source language.

Guess Box

Type in one letter at a time in this box. (You do not need to enter accents and other diacritical marks in the Synonym Game.) If the letter occurs in a synonym, WordAce! replaces all of the asterisks where the letter appears.

Entering an incorrect character more than once does not count against your score. If you repeat a correct letter, a foghorn sounds.

Missed Field

If the letter you enter in the **Guess** box is incorrect, WordAce! places the letter in the **Missed** field and part of the airplane falls off, decreasing by one the number of guesses you have left before the game ends.

Continue guessing letters until you have either guessed all of the synonyms correctly or the plane crashes and the game ends.

Next! Button

To start a new Synonym Game, click the **Next!** button.

You can also click **Next!** to skip games.

Score Field

WordAce! keeps track of your score in the **Score** field.

WordAce! Airplane

If you enter an incorrect character in the **Guess** box, a part of the airplane falls off. After five incorrect characters, the airplane crashes.

Synonyms In Field

The Synonym Game asks you to guess synonyms in the language in this field. To choose a new language, click the arrow and select a language from the list.

Clues In Field

The Synonym Game displays the game clue in the language in this field. To choose a new language, click the arrow and select a language from the list.

Changing the Synonym Game Settings

[Related Topics](#)

Before [playing the Synonym Game](#), you can customize the following settings:

- Clue Language :** The Synonym Game displays clues in the language in the **Clues in** field in the Settings box. By default, this language will be the [target language](#) from the [Setup page](#). To pick a new language, click the down arrow and select from the list.
- Synonym Language :** You must guess synonyms in the language in the **Synonyms in** field in the Settings box. By default, this language will be the [source language](#) from the [Setup page](#). To pick a new language, click the down arrow and select from the list.
- Sound:** Check the **Noisy** box if you want to hear sounds during the game. Clear it if you do not want sound.

Related Topics: Changing the Synonym Game Settings

[Playing the Synonym Game](#)

[Using the Synonym Game Page](#)

[Setting Up WordAce!](#)

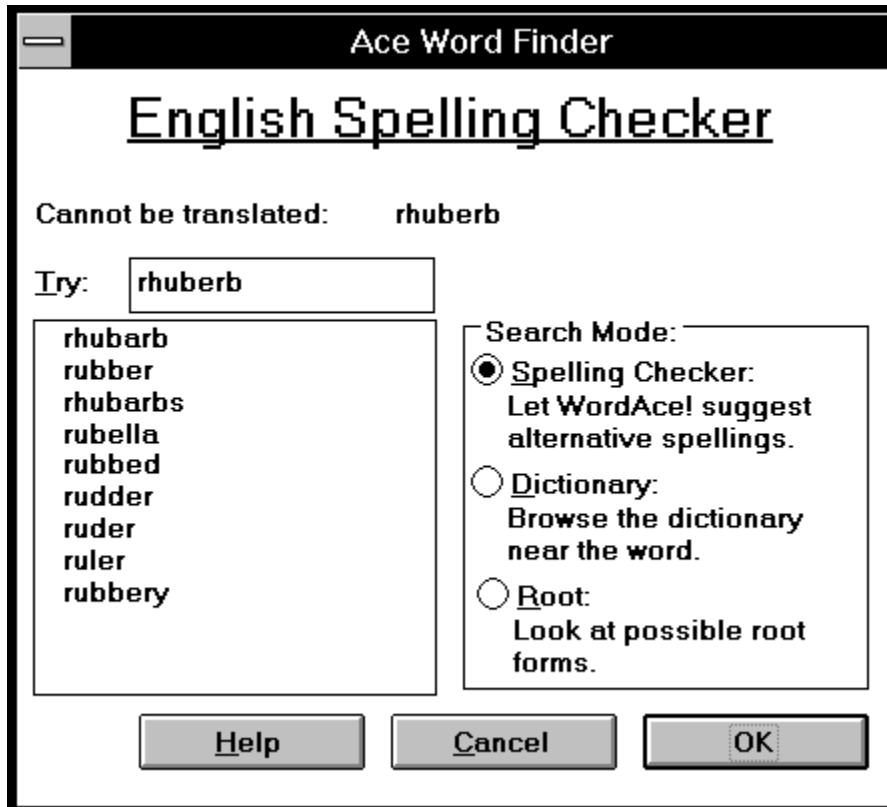
Using the Ace Word Finder

[Related Topics](#)

The Ace Word Finder is a utility for locating a word when using the [Translate](#) or [Conjugate](#) pages. It pops up automatically if your word is in an incorrect form for translation or conjugation, or is not in the WordAce! dictionary. The Ace Word Finder has three [search modes](#). You can set the default mode on the [Setup page](#).

Use [wildcards](#) in your searches if you are not sure of the word you want.

Click any area of the picture below for more information:



Related Topics: Using the Ace Word Finder

[Translating Words](#)

[Conjugating Verbs](#)

[Setting Up WordAce!](#)

[Typing Special Characters](#)

[Typing Cyrillic Characters](#)

[Using WordAce! From LanguageNow!](#)

Wildcards

Use wildcards (*,?) in your searches if you are not sure of the word you want.

An asterisk * represents any number of characters.

A question mark ? represents one character.

A search for "c*n" would find both "cabin," "can," and "con," among others, while a search for "c?n" would only find "can," "con," and other three letter words which begin with "c" and end with "n".

You can use more than one wildcard in a word.

Mode

This heading tells you which Search Mode the Ace Word Finder is currently using.

Try Field

Enter a word to look up in this field. You can select a new word from the Display List below, or type a new word. Use wildcards if you are not sure of the word you want.

The word you entered on the Translate or Conjugate page appears here when the Ace Word Finder first opens.

Cannot Be Translated

The word you entered on the Translate or Conjugate page appears here. This word is either spelled wrong, not in the WordAce! dictionary, or in the incorrect form for translating or conjugating. Use the Ace Word Finder to find a new word.

Display List

The display list shows alternatives to the word you have specified (either spelling alternatives, possible root words, or nearby dictionary entries).

To select a word: Double-click on any of the alternatives shown (or click the word and then click **OK**).

To display a new word list: Choose a different category in the **Search Mode** field.

Search Mode

Click the button on the Ace Word Finder for the type of search you want:

Spelling Checker: Provides alternatives to your original spelling. The Ace Word Finder defaults to the Spelling Checker unless you specify otherwise on the Setup page.

Dictionary: Shows words that might surround your word in a dictionary. Use the scroll bar to browse through the words as if you were looking at a printed page.

Root: Shows possible words from which your word could be derived. For example, for the inflected verb *giggled*, Root displays the infinitive form, *giggle*, and for the plural noun *artichokes*, it displays the singular *artichoke*.

Message

WordAce! displays a message to explain why the Ace Word Finder dialog box has appeared.

OK Button

Click **OK** when you've selected what you want.

Cancel button

To undo the specified action, click this button.

Typing Special Characters


[Related Topics](#)


When typing words in WordAce!, you need to follow the writing and spelling conventions of the language, which sometimes requires using special characters like **ä**, **î**, **ñ**, or **ß**.

To enter special characters:

1. Type the base letter (or **s** for German **ß**).
2. Press the up or down arrow key on the keyboard until the correct character is displayed.
3. If another letter follows the special character, continue typing.

Other characters:

 For **¿** (the upside down question mark), type **?** then press the arrow key.

 For **¡** (the upside down exclamation mark), type **!** then press the arrow key.

If you are using Russian WordAce!, you can also [type Cyrillic characters](#).

Related Topics: Typing Special Characters

[Using the Translate Page](#)

[Using the Conjugate Page](#)

[Playing the Verb Game](#)

[Using the Ace Word Finder](#)

[Typing Cyrillic Characters](#)

Typing Cyrillic Characters

[Related Topics](#)

If you have the Russian WordAce! dictionary, you can enter Cyrillic characters when your [source language](#) is Russian.

A keyboard map will appear to help you locate the characters you want:



 The

э key corresponds to the backslash key, which may appear elsewhere on some keyboards.

Use the keyboard map to find the Cyrillic characters. Both upper and lower case characters are available with the Shift key.

Related Topics: Typing Cyrillic Characters

[Using the Translate Page](#)

[Using the Conjugate Page](#)

[Playing the Verb Game](#)

[Playing the Synonym Game](#)

[Using the Ace Word Finder](#)

[Typing Special Characters](#)

Using WordAce! from LanguageNow!

[Related Topics](#)


If you have already installed a Transparent Language [LanguageNow!](#) product (Version 4 or later), it links automatically to WordAce! so you can explore alternative translations of a word or conjugate a verb that appears in your LanguageNow! Title. See the [Transparent Language on-line catalog](#) for more information on LanguageNow!.

To use WordAce! from [LanguageNow!](#):


1. Open a Title in LanguageNow!.

2. Do one of the following:


 Right-click on any word in the LanguageNow! Title.


 Select a word in the Title, then click on the grammar linking button. In Versions 4 and 5, this button appears as

. In Version 6, it is

.

3. You will see a pop-up menu that includes choices for accessing WordAce!. Select either:

 The WordAce! Conjugation Engine (to go to the [Conjugate page](#) and see all forms of a verb).

 The WordAce! Dictionary (to use the [Translate page](#) to explore alternative translations).

Either selection defaults to the language of the LanguageNow! Title.

The [Ace Word Finder](#) also pops up appears if the word you selected cannot be found in the WordAce! database of terms.

To return to using [LanguageNow!](#) only, [exit WordAce!](#).

Related Topics: Using WordAce! with LanguageNow!

[Using the Translate Page](#)

[Using the Conjugate Page](#)

[Using the Ace Word Finder](#)

[Using WordAce! with Word Processors and Other Applications](#)

[Viewing the Transparent Language On-Line Catalog](#)

Exiting WordAce!

To exit WordAce!, double-click on the Close Window button or click **Quit** on the Setup page.

Getting Technical Support

If you have a question or problem, refer to:

- This Help file
- The ReadMe file (double-click the TL ReadMe icon in the WordAce! folder)
- The "Frequently Asked Questions" page on the Transparent Language World Wide Web site: <http://www.transparent.com>

For solutions to some common situations, see [Troubleshooting](#).

If you cannot resolve your problem, contact your local WordAce! distributor.

In the United States, technical support is available from Transparent Language at:

Phone: (603) 465-2230
Internet: support@transparent.com
Fax: (603) 465-2779

Please have or include the following information when you contact us:

- Type of computer and operating system version
- Any error messages you received
- Complete description of problem
- Version number of WordAce! (Click **About** on the [Setup page](#) to get this number.)

Troubleshooting

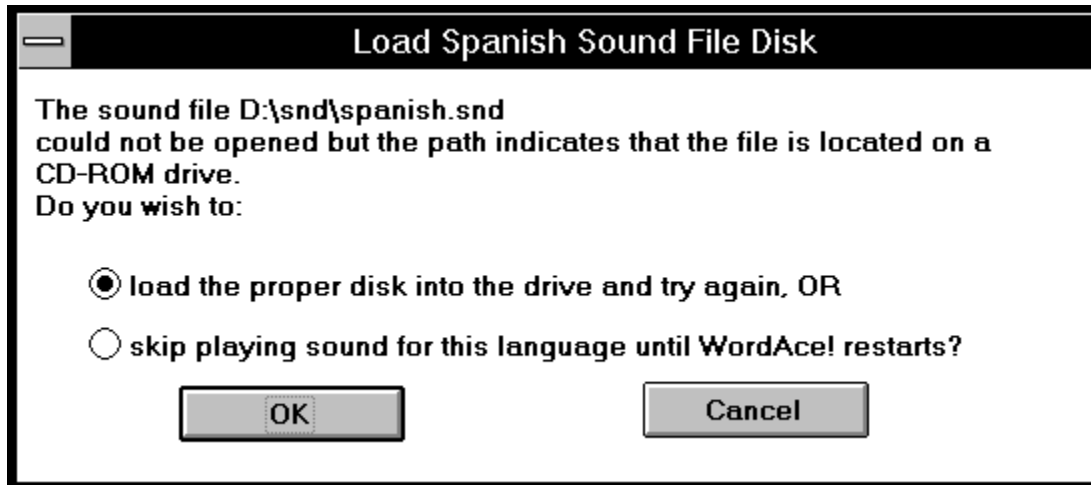
Troubleshooting is available for the following situations:

- The Load Sound File Disk dialog box appears while using the Translate or Conjugate pages.
- Dictionary sound cannot be heard and diamonds do not appear beside recorded entries.
- Diamonds do appear next to recorded entries, but dictionary sound still cannot be heard.

If you still cannot solve your situation after following these instructions, contact technical support.

Load Sound Files Dialog Box

If WordAce! cannot find the CD-ROM with the dictionary sound files, the **Load Sound Files Disk** dialog box may appear while you use the [Translate](#) or [Conjugate](#) pages or when you start the program.



Most likely, the correct CD-ROM is not in the drive.

If you wish to hear dictionary sound for this session, put the WordAce! CD-ROM for the language you are using in the drive, select "**load the proper disk,**" and click **OK**.

If you do not want sound for this WordAce! session, select "**skip playing sound**" then click **OK**.

If you click **Cancel**, the dialog box will disappear, but will come back next time you switch to the Translate or Conjugate page to give you another opportunity to locate the sound files.

If you still cannot get dictionary sound, contact our [Technical Support](#).

No Dictionary Sound, No Diamonds

If you cannot hear dictionary sound with WordAce!, and you do not see any diamonds (🔹) beside words, check the following:

🔹 Is your language [sound-enabled](#)? Only sound-enabled languages on CD-ROM have dictionary sound. To tell if your language is sound-enabled, look for the

🔹 symbol on your CD-ROM.

🔹 Is the correct WordAce! CD-ROM in the drive? Sound files are too large to be installed on your hard drive, so they stay on the CDs.

🔹 If you are using WordAce! with a [LanguageNow!](#) program, did you take out the LanguageNow! CD and put in the WordAce! CD? Also, if you own more than one WordAce! language, be sure the CD in the drive corresponds to the language you are using. If a French WordAce! CD is in the drive, you will not get sound for Spanish words, etc.

🔹 Can WordAce! find the sound files? Go to the [Setup page](#) and check that the correct drive letter for your CD-ROM drive appears in the **WordAce! CD-ROM Location** box.

If you still cannot get dictionary sound, contact our [Technical Support](#).

No Dictionary Sound, But Diamonds Appear

If you cannot hear dictionary sound with WordAce!, but you do see diamonds (🔹) beside sound-enabled words, check the following:

Is the **Listen to words** field on the [Setup page](#) cleared instead of checked? When this field is cleared, you will hear dictionary sound only when you highlight a recorded word and click the speaker button. You will not hear dictionary sound automatically when you translate, conjugate, or click on words unless **Listen to words** is checked. See [Listening to Dictionary Sound](#).

Are your System Resources low? If your System Resources are under 50%, you may need to close other applications or restart Windows before WordAce! can play sound. To check in Windows 3.1, open Program Manager and choose **Help / About Program Manager**. Your System Resources appear at the bottom of the dialog box. To check in Windows 95, choose **Start / Settings / Control Panel / System** and select the **Performance** panel.

Do other programs get sound? If not, the problem may be with your speakers or your system. Are your external speakers on? Is their volume turned up? Are they properly connected to your computer?

Are your soundcard and speaker settings for Windows correct? To test, open Program Manager and choose **Main / Control Panel / Sound**. In the "Sound" window, select a filename with a .wav extension then click **Test**. If you do not hear a sound, or Test is grayed out, your soundcard may be configured wrong. Contact the manufacturer. To test in Windows 95, choose **Start / Settings / Control Panel / Sounds**, select an event for which you have a sound, and click the Play button.

If you still cannot get dictionary sound, contact our [Technical Support](#).

Glossary

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Aspect

The *state* of an action expressed by a verb, relative to a particular point in time. The action may have begun or ended, or it may be in progress, repeated, or instantaneous. For example, English shows aspect with the "perfect" tenses (present perfect, past perfect, and future perfect).

Conjugate

To modify the form of a verb according to:

Tense *when* the action occurs (past, present, or future)

Person *who* or *what* is doing the action

Number *how many* people or things are doing the action

Mood *the manner* in which the verb itself is used (For example, "Run!" as a command is in the imperative mood)

Homographs

Words which are written exactly the same but pronounced differently. For example, in English the word "record" can be a noun, pronounced "récord," or a verb, pronounced "recórd."

Infinitive

The root form of a verb. For example, "to walk" is the infinitive form of the English verb "walks" and "hablar" is the infinitive of the conjugated Spanish verb "hablamos" (*we speak*).

When entering English infinitives in WordAce!, you may drop the word "to." For example, enter "walk," "choose," or "fall" rather than "to walk," "to choose," or "to fall." Likewise, you can drop the "at" in Danish, the "å" in Norwegian, and the "att" in Swedish.

If you enter a form other than the infinitive, such as "walked," "chose," or "fallen," WordAce! displays the Ace Word Finder to help you determine the correct infinitive.

Inflected

Describes a root word that has changed to reflect differences in areas such as case, gender, number, tense, person, or mood. For example, in English, nouns are inflected to show number ("the two girls") or possession ("the girl's book").

LanguageNow!

A Transparent Language Master Program in any language.

Current **LanguageNow!** programs include SpanishNow!, FrenchNow!, GermanNow!, ItalianNow!, LatinNow!, RussianNow!, PortugueseNow!, DutchNow!, SwedishNow! and EnglishNow! (English for Spanish Speakers).

Mood

The *manner* in which the verb itself is used (For example, "Run!" as a command is in the imperative mood).

Noun

A word denoting a person, place, thing, idea, or emotion. Examples of English nouns would be: "president," "Argentina," "rutabaga," "peace," and "happiness."

Number

How many people or things are doing the action.

Person

Who or *what* is doing the action.

The First Person is the speaker or speakers (I, we).

The Second Person is the addressee or addressees (you, you all).

The Third Person is anyone other than the speaker or addressee (he, she, it, they)

Root

The base form of a word. For example, the singular form of a noun or the infinitive of a verb.

Source Language

Your source language is the language *from* which you are translating or *in* which you are conjugating.

WordAce! also expects you to guess synonyms in the source language during the Synonym Game and to conjugate verbs in the source language on the Verb Game page.

You can set a default source language on the Setup page.

Synonyms

Names for similar objects, concepts, or ideas. Synonyms rarely have identical meanings.

Target Language

Your target language is the language *to* which you are translating.

WordAce! also displays clues in the target language during the Synonym Game.

You can set a default target language on the Setup page.

Tense

When the action occurs (past, present, or future).

Verb

A word denoting action, existence, or occurrence. Examples of English verbs would be "skip," "sing," and "juggle."

