



Welcome to the Help for this dictionary.

### **How To...**

- [Look Up an Entry](#)
- [Use Auto Search](#)
- [Search for Occurrences of a Word](#)
- [Return to Previous Entries](#)
- [Print, Copy, and Save an Entry](#)
- [Use the Pronunciation Key](#)
- [Display the Abbreviation Key](#)
- [Display Tables](#)
- [Use the Status Display](#)
- [Exit the Dictionary](#)

### **Commands**

- [File Menu Commands](#)
- [Edit Menu Commands](#)
- [Appendices Menu Commands](#)
- [Tools Menu Commands](#)
- [Help Menu Commands](#)
- [Shortcuts](#)

To receive help on using this Help, press F1.

Before looking up an entry, make sure that the [Entry Window](#) is active. It is active when there is a blinking cursor in the Entry Window or the entry word is highlighted. To make it active, select it with your mouse.

There are two ways to look up an entry:

1. Type in the word you are looking for in the Entry Window and press return.
2. Select the word you are looking for from the [Entry List Box](#) with your mouse.

The Entry List Box is a listing of the entries in the dictionary and is opened automatically once you begin typing. It can also be opened, as well as closed, by selecting the button to the right of the Entry Window or by using the Alt+Down Arrow [key combination](#). You can move up and down this box by using the [scroll bar](#) or by pressing the Up Arrow and Down Arrow keys.

The dictionary will automatically begin narrowing down the entry word you are searching for from the very first letter you type in. Once you have selected an entry word by pressing return or by selecting the entry word in the Entry List Box with your mouse, the entry for that word will appear. When the entry does not fit onto one screen, a scroll bar appears, which you can use to move up and down the entry.

Auto Search is a feature of the dictionary that searches for [entries](#) in the dictionary where the currently active entry word can be found. This allows you to see the current entry word in a variety of contexts. This is useful in finding synonyms, understanding the word better, and finding related topics. Each time you look up an entry, a corresponding [Word Search](#) is conducted. This Word Search searches for all occurrences of the currently active entry word in the dictionary. The entries in which the word was found are displayed in the [Auto Search Window](#).

To look up an entry from the Auto Search Window while retaining the current entry word, simply click once on the word. Once selected, you will automatically be taken to that entry and the word for which the Word Search was performed will be highlighted in black. To look up an entry in the Auto Search Window without retaining the current entry word, double-click on the entry. The word will not be highlighted in black.

The Auto Search Window can be moved anywhere on the screen and left open for quick reference. By using [Preferences](#) from the File Menu you can save the window size and position so that when the dictionary is next opened, it will be set to your liking. It will also save whether the window is open or not. You can move up and down the list of entries by using the [scroll bar](#) or by pressing the Up Arrow and Down Arrow keys. To [minimize](#) the window, select the [Minimize Button](#) at the top-right corner of the window. To [restore](#) the window, select the button again. To close the Auto Search Window, de-select it from the Tools Menu or double-click on the Control Menu Box, which is located in the upper-left corner of the window.

To reactivate the [Entry Window](#) after using the Auto Search feature, select it with your mouse.

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*SEE ALSO*

[File Menu Commands](#)  
[Tools Menu Commands](#)

The [Abbreviation Key](#) is a listing of all the abbreviations used in the dictionary.

To display the Abbreviation Key, choose Abbreviation Key from the Appendices Menu. This will bring up a window showing all the abbreviations. This window can be positioned anywhere on the screen and left open for quick reference when using the dictionary.

To close the Abbreviation Key, select OK or double-click on the [Control Menu Box](#).

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*SEE ALSO*

[Appendices Menu Commands](#)

To display tables, choose the Tables [command](#) from the Appendices Menu and select the table you would like to view.

To exit a table, double-click on the [Control Menu Box](#).

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*SEE ALSO*

[Appendices Menu Commands](#)

The [Pronunciation Key](#) allows you to hear the [pronunciation](#) of any symbol in the [phonetic alphabet](#), as well as information on the all the symbols used for pronunciations.

There are two ways to display the Pronunciation Key:

1. Click on the green [hypertext](#) that appears in the [entry](#).
2. Choose the Pronunciation Key [command](#) from the Appendices Menu.

The Pronunciation Key consists of two columns: 1) a left column showing in blue text all the symbols used in the pronunciations; 2) a right column with examples and information that help explain the symbols.

To hear the examples or information on the right, simply select the symbol in blue with your mouse.

The Pronunciation Key can be placed anywhere on the screen, but you must exit it before you can continue to use the dictionary. To exit the Pronunciation Key, de-select the Pronunciation Key command from the Appendices Menu or double-click on the [Control Menu Box](#).

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*SEE ALSO*

[Appendices Menu Commands](#)

There are three ways to exit the dictionary:

1. Choose Exit from the File Menu.
2. Use the Alt+X [key combination](#).
3. Double-click on the [Control Menu Box](#).

Before exiting you may save information for the next time you open the dictionary by choosing [Preferences](#) from the File Menu. The first Preferences option allows you to save the size and position of the dictionary window, [History List](#), and [Auto Search Window](#). The second Preferences option allows you to save the contents of the History List.

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*SEE ALSO*

[File Menu Commands](#)  
[Return to Previous Entries](#)  
[Shortcuts](#)

You can print directly from the dictionary by choosing Print Entry from the File Menu or by using the Ctrl+P [key combination](#).

You can copy [entries](#) to the [Clipboard](#) by selecting Copy Entry from the Edit Menu or by using the Ctrl+Insert key combination. The entire entry will be copied in [RTF](#) to the Clipboard, at which point a [dialog box](#) will appear to confirm that the entry was successfully copied. Click OK and you can then paste the entry from the Clipboard into other applications.

To save an entry, choose Save Entry As from the File Menu or use the Ctrl+A key combination. You can save the entry in [DOS Text](#) format or RTF.

Standard setup options are provided for both printing and saving.

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*SEE ALSO*

[File Menu Commands](#)  
[Edit Menu Commands](#)



This dictionary allows you to return to previous [entries](#) that you looked up.

There are two ways to return to previous entries:

1. Select the [Backtrack Button](#).
2. Use the [History List](#).

The Backtrack Button takes you to the previous entry. It allows you to return to as many as fifty previous entries.

As many as fifty previous entries can also be returned to by using the History List. To look up one of the entries listed in the History List, simply double-click on the entry with your mouse. You can also directly look up one of these entries by typing in the first letter of the entry you want. You will automatically be taken to the entry that begins with that letter. If more than one entry begins with this letter and they are both visible in the History List, you will be taken to the entry that comes first alphabetically.

The History List can be moved anywhere on the screen and left open for quick reference. By using [Preferences](#) from the File Menu you can save the window size and position so that when the dictionary is next opened, it will be set to your liking. It will also save whether the window is open or not. You can move up and down the History List by using the [scroll bar](#) or by pressing the Up Arrow and Down Arrow keys. To [minimize](#) the window, select the [Minimize Button](#) at the top-right corner of the window. To [restore](#) the window, select it again. To close the History List, de-select it from the Tools Menu or double-click on the [Control Menu Box](#).

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*SEE ALSO*

[File Menu Commands](#)  
[Tools Menu Commands](#)

The [Edit Menu](#) allows you to copy an [entry](#) to the [Clipboard](#). To copy an entry to the Clipboard, choose Copy Entry or use the Ctrl+Insert [key combination](#). A [dialog box](#) will appear to confirm that the entry was successfully copied. Click OK and you can then paste the entry from the Clipboard into other applications.

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*SEE ALSO*

[Print, Copy, and Save an Entry Shortcuts](#)

The [Appendices Menu](#) allows you to display the [Pronunciation Key](#), [Abbreviation Key](#), and several tables, including the Bible Table, Metric Table, Money Table, Weight Table, and Planets Table. You can choose any one of these commands using your mouse.

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*SEE ALSO*

[Use the Pronunciation Key](#)  
[Display the Abbreviation Key](#)

The [File Menu](#) allows you to perform four functions: It allows you to save an [entry](#), print an entry, set preferences, and exit the dictionary. You can also choose these [commands](#) by using the Ctrl+A [key combination](#) to save the entry, the Ctrl+P key combination to print, and the Alt+X key combination to Exit. Standard setup options are provided for both printing and saving.

To set various aspects of the dictionary, choose [Preferences](#). This will bring up a [dialog box](#) that will allow you to save the window size and position of the dictionary window, the [Auto Search Window](#), and the [History List](#). You can also use it to save the actual entries presently in the History List. To save the windows' size and positioning, simply select the box next to Window Size and Position. To save the entries in the History List for when you next open the dictionary, select the box next to History. When you are done setting your preferences, select OK to save them.

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*SEE ALSO*

[Print, Copy, and Save an Entry](#)  
[Exit the Dictionary](#)  
[Return to Previous Entries](#)  
[Shortcuts](#)

The [Help Menu](#) allows you access to Help, the Copyright Box, and the About Box. To receive help on the dictionary, choose Contents from the Help Menu or press the F1 function key. This will take you to the Contents page of the Dictionary Help. Choose Copyright to display copyright information for the dictionary. Choose About to display basic information about the dictionary software.

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*SEE ALSO*

[Shortcuts](#)

[Clipboard](#)  
[command](#)  
[Control Menu Box](#)  
[definitions](#)  
[dialog box](#)  
[DOS Text](#)  
[entry](#)  
[hypertext](#)  
[key combination](#)  
[minimize](#)  
[phonetic alphabet](#)  
[pronunciation](#)  
[restore](#)  
[RTF](#)  
[Word Search](#)

The image shows a window titled "Abbreviation Key" with a blue header bar. Below the header, the text "Abbreviations Used in This Work" is displayed in a bold, underlined font. The main content area contains a list of abbreviations in italics, each followed by its corresponding meaning in a standard font. The list is as follows:

<i>ab</i>	about
<i>abbr</i>	abbreviation
<i>abl</i>	ablative
<i>acc</i>	accusative
<i>A.D.</i>	anno Domini
<i>adj</i>	adjective
<i>adv</i>	adverb
<i>alter</i>	alteration
<i>Am</i>	American
<i>AmerF</i>	American French
<i>AmerInd</i>	American Indian

The Abbreviation Key is a listing of all the abbreviations used in the dictionary. Click on any part of the graphic for an explanation.

**dialog box**

A box that appears on the screen that requests information. This information must be provided before the computer can perform other operations.



**entry**

A definition in the dictionary.

**key combination**

To press two or more keys together on the keyboard. For example, in order to execute the Ctrl+P key combination, press the Ctrl key, and while pressing it, press the P key.

**Clipboard**

A designated notepad where information copied from one application can be temporarily stored for use in other applications or the same application.

**RTF**

(Rich Text Format) This format retains all formatting, including color, font, font size, and spacing.

**DOS Text**

The standard text format for DOS. Information saved in this format will not retain any special formatting, such as color, font, font size, and spacing.

**hypertext**

Text that, when selected, takes you to another area of the same document, another document, or displays a window that describes the word or topic selected. In Help, hypertext is green.

**command**

An instruction given to the computer to perform a certain function. For example, the command Print Entry tells the computer to print the current entry.

'dictionary' is found in 10 entries.

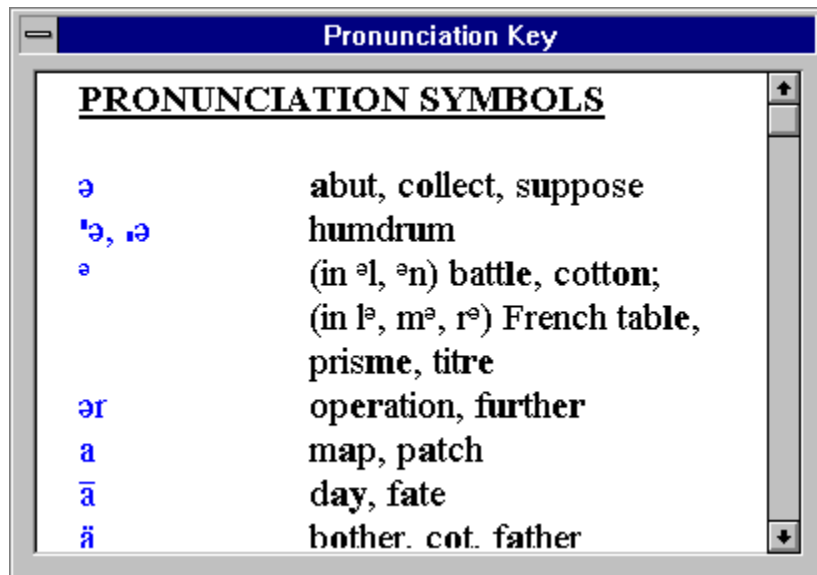
The Status Display instantaneously provides concise, context-sensitive help for quick reference while using the dictionary. Simply place your mouse over the area in question and read the Status Display.



**Word Search**

A feature that lets you locate occurrences of a particular word. For example, if you look up the entry for "car," the Word Search will search for all occurrences of the word "car" within entries in the dictionary.

The Pronunciation Key allows you to hear the [pronunciation](#) of any symbol in the [phonetic alphabet](#), as well as information on the all the symbols used for pronunciations. Click on any part of the graphic for an explanation.



<b><u>PRONUNCIATION SYMBOLS</u></b>	
ə	abut, collect, suppose
ʔ, ə	humdrum
ə	(in əl, ən) battle, cotton; (in lə, mə, rə) French table, prisme, titre
ər	operation, further
a	map, patch
ā	day, fate
ä	bother. cot. father

**phonetic alphabet**

A set of symbols that are used to represent various speech sounds.

**Entry Window**

This is the Entry Window, which displays the current entry. Use it to type in the word you are looking for. It is active when there is a blinking cursor or the entry word is highlighted. To make it active, select it with your mouse.

### **Entry List Box**

This is the Entry List Box. It shows the selected entry and its surrounding entries. To look up one of the entries in this box, select it with your mouse.

The [Tools Menu](#) allows you to turn the [History List](#) and [Auto Search Window](#) on and off. It also allows you to perform a search. When either the History List or Auto Search [command](#) has been chosen, a check mark appears beside it.

To search for a word in the dictionary, choose Search or use the Ctrl+F [key combination](#). Type in the word(s) you are searching for in the [Search Dialog Box](#). The entries in which the word(s) was found will be displayed in the [Search Results Window](#). To look up one of these entries, simply select it with your mouse.

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*SEE ALSO*

[Return to Previous Entries](#)  
[Use Auto Search](#)  
[Shortcuts](#)

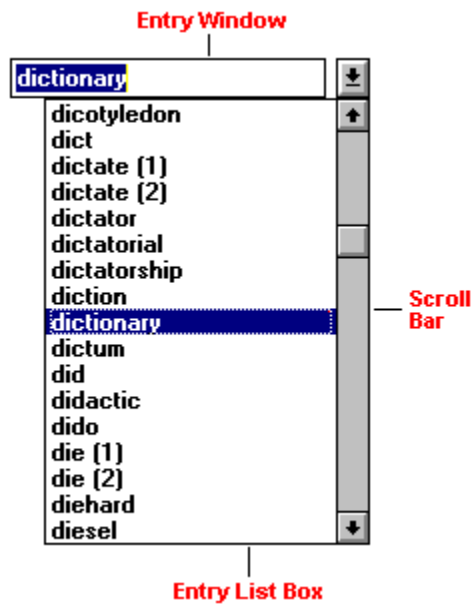


The Backtrack Button allows you to retrace your steps through as many as fifty of your previous entries.

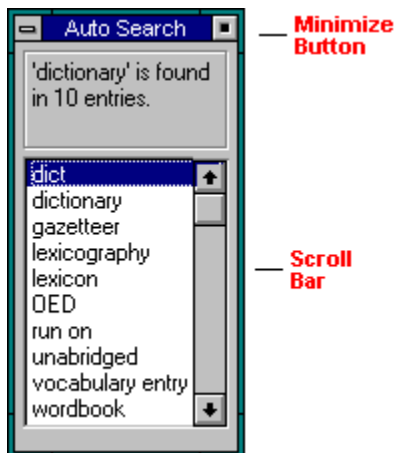


The History List displays as many as fifty of your previous [entries](#). To look up one of these entries, double-click on it with your mouse. Click on any part of the graphic for an explanation.





Type in the [entry](#) you would like to look up in the Entry Window. The Entry List Box displays a listing of the entries in the dictionary. Click on any part of the graphic for an explanation.



The Auto Search Window displays those [entries](#) in which the currently active entry word can be found. To look up one of these entries while retaining the current entry word, click once on the entry with your mouse. To look up one of these entries without retaining the current entry word, double-click on the entry. Click on any part of the graphic for an explanation.

**minimize**

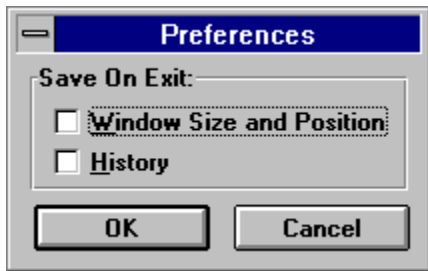
To reduce a window to an icon.

**restore**

To expand an icon into a window.

## **Control Menu Box**

The Control Menu Box is a standard Windows menu. It is located in the upper-left corner of the window and is marked by a thin dash. Click on it once to open the Control Menu. For more help on this, please refer to the Windows User's Guide.



The Preferences Dialog Box allows you to set various aspects of the dictionary to your liking. These preferences will be saved upon exiting the dictionary. Click on any part of the graphic for an explanation.

The following hot keys allow you to perform [commands](#) without using your mouse. Ctrl+A, Ctrl+P, Ctrl+Insert, Ctrl+F, and Alt+X are all [key combinations](#).

**F1** -- Help

**Ctrl+A** -- Save Entry As

**Ctrl+P** -- Print Entry

**Ctrl+Insert** -- Copy Entry

**Ctrl+F** -- Search

**Alt+X** -- Exit

<b>File</b>	<b>E</b> dit	<b>T</b> ools	<b>H</b> elp
<b>Save Entry <u>A</u>s... Ctrl+A</b>			
<b>Print Entry... Ctrl+P</b>			
<b>Preferences...</b>			
<b>E</b> xit <b>A</b> lt+X			

The File Menu allows you to save an [entry](#), print an entry, set your preferences, and exit the dictionary. Click on parts of the graphic for an explanation.



Select this button to open and close the Entry List Box.

**scroll bar**

This is the scroll bar. Click on either of the arrow buttons or on the bar itself to move up and down the Entry List Box.

## **Abbreviation Key**

This is the Abbreviation Key. It lists all the abbreviations used in the dictionary.

**scroll bar**

This is the scroll bar. Click on either of the arrow buttons or on the bar itself to move up and down the Abbreviation Key.

**scroll bar**

This is the scroll bar. Click on either of the arrow buttons or on the bar itself to move up and down the Pronunciation Key.

**OK Button**

This is the OK Button. Select it to close the Abbreviation Key.

**Status Display**

This is the Status Display. Read this display for help while using the dictionary.

**scroll bar**

This is the scroll bar. Click on either of the arrow buttons or on the bar itself to move up and down the Auto Search Window.



## **Auto Search Window**

This is the Auto Search Window. It lists all the other entries in the dictionary where the current entry word can be found.

## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu. Use it to restore the Auto Search icon to a window, move the window, size the window, minimize the window, and close the window.

## **Minimize Button**

This is the Minimize Button. Use it to minimize the Auto Search Window to an icon and to restore it to a window.

## **Preferences Dialog Box**

This is the Preferences Dialog Box. Use it to set various aspects of the dictionary to your liking.

**OK Button**

This is the OK Button. Select it to close the Preferences Dialog Box and to save any changes you have made.

**Cancel Button**

This is the Cancel Button. Select it to close the Preferences Dialog Box and to cancel any changes you have made.

Select this box to save the window size and positioning of the dictionary, the History List, and the Auto Search Window.

Select this box to save the entries that are currently listed in the History List.



## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu. Use it to move and close the Preferences Dialog Box.

## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu. Use it to restore the History List icon to a window, move the window, size the window, minimize the window, and close the window.

## **Minimize Button**

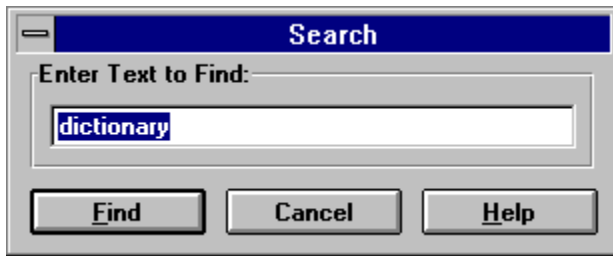
This is the Minimize Button. Use it to minimize the History List to an icon and restore it to a window.

## **History List**

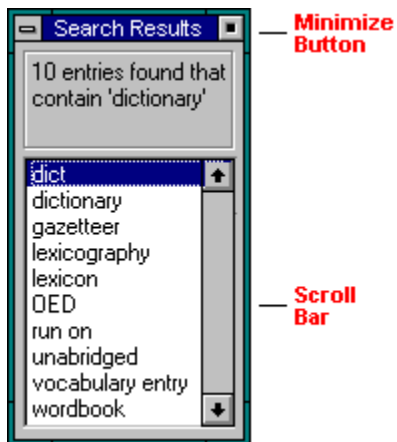
This is the History List. It lists all the entries that were previously looked up.

## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu. Use it to move or close the Abbreviation Key.



Use the Search Dialog Box to search for occurrences of a word in the dictionary. Click on any part of the graphic for an explanation.



The Search Results Window displays those [entries](#) in which the word you entered in the Search Dialog Box can be found. Click on any part of the graphic for an explanation.

The Search [command](#) allows you to find all the [entries](#) in the dictionary where a particular word can be found. To do this, choose Search from the Tools Menu or use the Ctrl+F [key combination](#). The [Search Dialog Box](#) will appear, and will allow you to type in the word or words for which you are searching. After typing in the word(s), select Find to perform the search or Cancel to cancel the search. Select Help for help on performing a search.

To search for one word, just type in the word. To find those entries in which two or more words appear, type in the words and leave a space between them or join them with the conjunction "and". For example, to find those entries that contain the words "hat" [and](#) "cat" type in "hat cat" or "hat and cat". To find those entries in which [either](#) "hat" or "cat" appear, type in "hat or cat". To find those entries in which "hat" and [not](#) "cat" can be found, use "not" as the conjunction: "hat not cat". Please note that you cannot search for the words "or", "not", or "and".

Occurrences of the word(s) that you entered will be located in the dictionary and listed in the [Search Results Window](#). To look up one of these entries, simply select it with your mouse. Your current entry word will not be retained and you will be taken to the entry that you selected. The word(s) for which the [Word Search](#) was conducted will be highlighted in black.

The Search Results Window can be moved anywhere on the screen and left open for quick reference. You can move up and down the Search Results Window by using the [scroll bar](#) or by pressing the Up Arrow and Down Arrow keys. To [minimize](#) the window, select the [Minimize Button](#) at the top-right corner of the window. To [restore](#) the window, select the button again. To close the Search Results Window, double-click on the [Control Menu Box](#).

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SEE ALSO

[Tools Menu Commands](#)





The Edit Menu allows you to copy an [entry](#) to the [Clipboard](#). Click on parts of the graphic for an explanation.

## **Search Button**

This is the Search Button. After typing in the word you want to search for, select this button to perform the search.

## **Cancel Button**

This is the Cancel Button. Select this button to cancel the search.

Enter the word you want to search for here.

## **Search Dialog Box**

This is the Search Dialog Box. Use it to search for occurrences of a particular word in the dictionary.

## **Backtrack Button**

This is the Backtrack Button. Select this button to return to previous entries. It is located in the upper-right corner of the entry page.

## **Help Button**

This is the Help Button. Select it to receive help on performing a search.

## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu. Use it to move or close the Pronunciation Key.



## **Symbols**

These are symbols in the phonetic alphabet. These symbols correspond to various speech sounds. Select one of these symbols to hear the examples on the right spoken. This column may also contain symbols that may not directly correspond to specific speech sounds, but will, nonetheless, help you with your pronunciation. Information on these symbols can also be found on the right.

## **Examples**

These are examples used to demonstrate the pronunciation of a particular symbol. To hear these examples, select the symbol to the left. This column may also contain information pertaining to the symbol, in addition to the examples.

## **Pronunciation Key**

This is the Pronunciation Key. Use it to hear the pronunciation or explanation of the symbols used in this dictionary.

## **File Menu**

This is the File Menu. It can be opened by using your mouse or the Alt+F key combination.

## **Save Entry As**

This is the Save Entry As command. It allows you to save the current entry to a file. Choose this command with your mouse or by using the Ctrl+A key combination.

**Print Entry**

This is the Print Entry command. It allows you to print the current entry directly from the dictionary. To choose this command use your mouse or the Ctrl+P key combination.

## **Preferences**

This is the Preferences command. It allows you to set various aspects of the dictionary to your liking. These preferences will be saved upon exiting the dictionary. Choose this command by using your mouse.

**Exit**

This is the Exit command. It allows you to exit the dictionary. To choose this command use your mouse or the Alt+X key combination.



## **Edit Menu**

This is the Edit Menu. You can open this menu by using your mouse or the Alt+E key combination.

**Copy Entry**

This is the Copy Entry command. It allows you to copy the current entry to the Clipboard. To choose this command use your mouse or the Ctrl+Insert key combination.

## **Tools Menu**

This is the Tools Menu. To open this menu use your mouse or the Alt+T key combination.

## **Pronunciation Key**

This is the Pronunciation Key command. Use it to display the Pronunciation Key. To choose this command use your mouse.

## **Abbreviation Key**

This is the Abbreviation Key command. Use it to turn the Abbreviation Key on and off. To choose this command use your mouse. When selected, a check mark will appear next to the command.

## **History List**

This is the History List command. Use it to turn the History List on and off. To choose this command use your mouse. When selected, a check mark will appear next to the command.

## **Auto Search**

This is the Auto Search command. It allows you to turn the Auto Search Window on and off. To choose this command use your mouse. When selected, a check mark will appear next to the command.

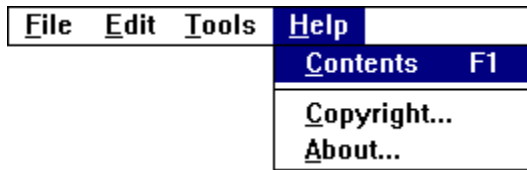
## **Search**

This is the Search command. It allows you to search for occurrences of a word or words in the dictionary. To choose this command use your mouse or the Ctrl+F key combination.





The Tools Menu allows you to turn the [History List](#) and [Auto Search Window](#) on and off, and to search for occurrences of a word or words in the dictionary. Click on parts of the graphic for an explanation.



The Help Menu allows you to receive help on the dictionary and to display the copyright and basic information about the dictionary (About). Click on parts of the graphic for an explanation.

## **Contents**

This is the Contents command. It allows you to go to the Contents of the Dictionary Help. To choose this command use your mouse or press the F1 key.

## **Copyright**

This is the Copyright command. It allows you to display the Copyright Information Box. To choose this command use your mouse.

**About**

This is the About command. It allows you to display the About Box, which contains basic information about the dictionary software. To choose this command use your mouse.

## **Help Menu**

This is the Help Menu. To open this menu use your mouse or the Alt+H key combination.

## **Search Results Window**

This is the Search Results Window. This window displays those entries in which the word entered in the Search Dialog Box can be found. To look up one of these entries select it with your mouse.

## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu. Use it to restore, move, size, minimize, and close the Search Results Window.



## **Minimize Button**

This is the Minimize Button. Select it to minimize the Search Results Window to an icon and restore the icon to a window.

**scroll bar**

This is the scroll bar. Click on either of the arrow buttons or on the bar itself to move up and down the Search Results Window.

**Find Button**

This is the Find Button. Select it to begin the search.

## **Control Menu Box**

This is the Control Menu. It is a standard feature of Windows. Use it to move or close the Search Dialog Box.

**definitions**

Definitions are referred to in this dictionary as "entries."

**pronunciation**

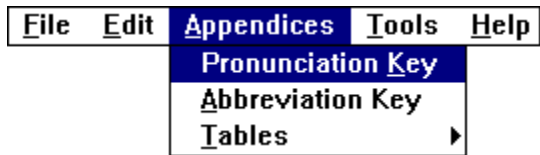
The act or manner of pronouncing syllables, words, or phrases. In short, how syllables, words, or phrases are spoken.

**scroll bar**

This is the scroll bar. Click on either of the arrow buttons or on the bar itself to move up and down the History List.

Type in the word(s) you would like to search for here.





The Appendices Menu allows you to display the [Pronunciation Key](#), [Abbreviation Key](#), and several tables. Click on parts of the graphic for an explanation.

## **Appendices Menu**

This is the Appendices Menu. You can open this menu by using your mouse or the Alt+A key combination.

Welcome to the Dictionary Help file!

