

Quick Guide to WordFinder Online

Concepts

- ❖ **My Dictionaries** – The dictionaries you have chosen to work with. You may choose to include all the dictionaries your organization subscribes to, or a subset of them.
- ❖ **Menu** – , displays **My Dictionaries** categorised in language pairs.
- ❖ **Settings** – , contains e.g **My Dictionaries** settings, link to **Support**, log-out.
- ❖ **Wildcard search** – A search with so called wildcards representing other characters. You can type them in or click the buttons:



? – Represents exactly one character.

* – Represents zero or more characters.

- ❖ **Full text search** – A search of the entire dictionary text for words and phrases. You activate and adjust full text search with these buttons:



– Activates full text search in the articles.



– Sets the full text search to return exact matches only.

Working with the Menu

Open the menu by clicking the **Menu** button: , the menu displays the dictionaries categorised by language pairs in alphabetic order.

You select a single dictionary by clicking the radio button to the right of the dictionary. You can search in several dictionaries at the same time, e.g. several English to German dictionaries and several target languages, e.g. English to German, Italian, Spanish. However, you can only search from one source language. Activate multi-selection by clicking the **Select Several** slide-button, the radio buttons change into check boxes.

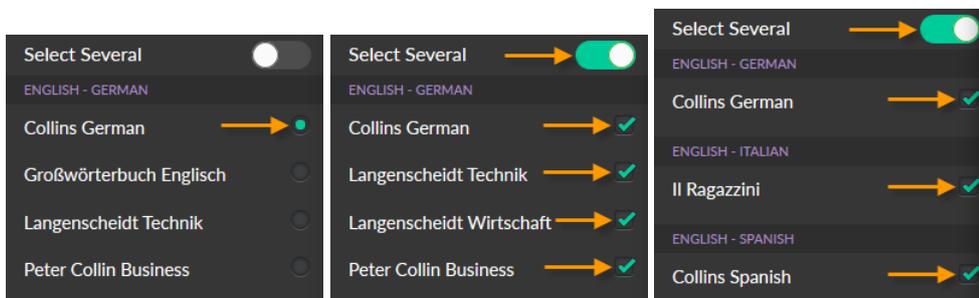


Figure 1: The Menu with a single dictionary selected, several dictionaries selected and several target languages selected

Searching

You can search by simply adding characters to the search box and the **search is incremental**, looking up the searched word as you type. You can also **search with wildcards**, please see definition above, e.g. search for all 4 letter words beginning with *a* and ending in *o* or search for all words ending with *ing*, please see the examples below:

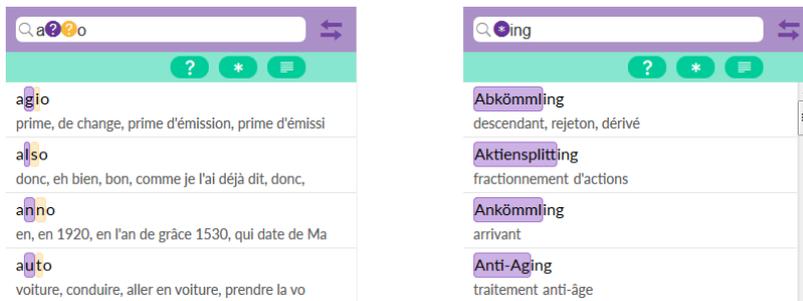


Figure 2: Examples of wildcard searches

WordFinder Online also has a very powerful **full text search**, which you can use to search for words and phrases in the entire dictionary. You switch to full text search by clicking the full text search button: . You toggle exact match on or off with the exact match button: .

Example: If you search *car industry* with **exact match off**, the full text search will retrieve all articles in the dictionary where the words, or part of the words *car* or *industry* is found. If on the other hand you search for *car industry* with **exact match on** (searched words are enclosed by quotation marks) the full text search will only retrieve articles containing exactly the words *car industry* in exactly that order.

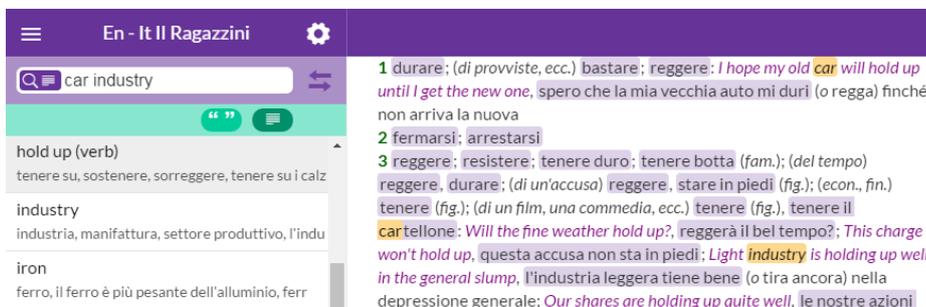


Figure 3: Example of full text search with **exact match off**



Figure 4: Example of full text search with **exact match on**