




# **WordFinder for Windows and Mac**

## **Manual**

## Contents

<b>Select dictionaries</b> .....	2
<b>Search for dictionaries by language</b> .....	2
<b>Search for dictionaries by property</b> .....	2
<b>Activating dictionaries</b> .....	2
<b>Availability offline</b> .....	3
<b>Work with the dictionaries</b> .....	3
<b>Dictionary groups and shortcuts</b> .....	3
<b>Searching</b> .....	4
<b>Activate WordFinder with a hotkey</b> .....	4
<b>Valid hotkey options for WordFinder for Windows</b> .....	4
<b>Valid hotkey options for WordFinder for Mac</b> .....	5
<b>Search from other programs</b> .....	5
<b>Paste or copy from WordFinder</b> .....	5
<b>Preserve initial capital letter when pasting</b> .....	5
<b>Create custom menu links</b> .....	6
<b>Minimize WordFinder after searching</b> .....	7
<b>Support</b> .....	7
<b>My account</b> .....	7

## Select dictionaries

To select the dictionaries you want to work with, click “Dictionaries” on the Settings menu, which you access by clicking on the cogwheel icon in the upper right corner: 

## Search for dictionaries by language

You can search for a dictionary by choosing specific languages which the dictionary should cover. First find your desired source language in the dropdown list that says “From any”. You can then restrict your search further by also selecting a target language, in the dropdown list “To any”.



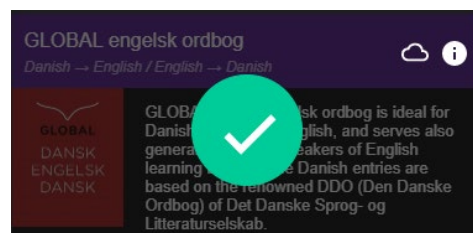
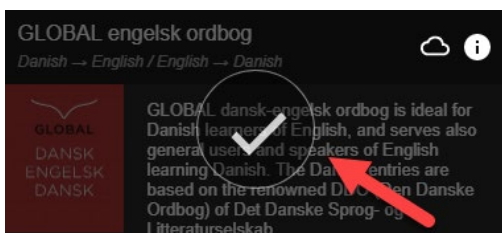
## Search for dictionaries by property

You can also search for a dictionary by using the filter function. With this function you can search for dictionaries with a specific content, e.g. medicine, or a specific title or a specific publisher. Use the filter function by entering the search term in the “Filter” search box.




## Activating dictionaries

You activate a dictionary by clicking the outlined check icon which appears when you point at the dictionary with the mouse. When the icon colour changes to green, the dictionary is active. The title of the selected dictionary is displayed on a purple background, so that you can easily see that it is active.




If you want to deselect the dictionary, simply click on the check icon again.

## Availability offline

If you wish to make a dictionary available offline, press the cloud icon at the right of the dictionary title: 


Once the download is finished this symbol is displayed: 

If the dictionary was not selected before downloading, it will be selected automatically when you start the download.

Click on the “Back” icon  at the top left of the page to return to the main page when you are done selecting the dictionaries that you want to have available while you work with WordFinder.

You can always go back and add or delete dictionaries at any time.

## Work with the dictionaries


To quickly choose, switch between, or combine different dictionaries that you want to search in, click on the menu icon at the top left of the main page: 

**Search in one dictionary:** Select a dictionary by clicking the radio button next to the dictionary title. The chosen dictionary title is now displayed above the search box.

**Search in several dictionaries:** Activate multiselection by clicking the “Select several” button at the top of the page. Now you can select multiple dictionaries with the same source language. The language combination is displayed above the search box.


You can also click on a purple language header to select all dictionaries with the same source and target language.

## Dictionary groups and shortcuts

If you notice that you frequently select the same set of dictionaries, you can choose to save them as a group. Select at least two dictionaries, and click on the plus button  at the top of the dictionary menu, in order to create a group. In the dialog that appears, you may then give a name to the group.





You can adjust which dictionaries shall be included in the group by dragging them to and from the list of included dictionaries. Their order in the list controls in which order the dictionary articles will be presented when a headword is selected which occurs in more than one of the included dictionaries.

At last you can also optionally set a keyboard shortcut which you may use to quickly select the group.

If you want to edit or remove an existing group, or add or change keyboard shortcuts to individual dictionaries or language directions, activate "Edit groups and shortcuts", and click on one of the pen icons which will appear: .

## Searching

Enter the search term in the search box. The search is incremental so the word is looked up as you type. You can also search with wildcards or activate full-text search, as shown in the following list:

-  Matches exactly one character
-  Matches zero or more characters
-  Activates full text search in the articles
-  Sets the full text search to return exact matches only

## Activate WordFinder with a hotkey

Once WordFinder has been started, it can be activated (brought to the front) at any time by a keyboard combination (hotkey). You can always change the hotkey setting by selecting "Preferences" on the settings menu. Here you can define which new keyboard combination should be used to activate WordFinder. Here you can see the default key combination in the respective applications in the text box.

To change the current activation key combination, place the cursor in the Hotkey field and then press the key combination you want. Keep pressing the keys for one second. A circle icon with a check mark appears when the new hotkey is accepted.

## Valid hotkey options for WordFinder for Windows

The default hotkey is set to Left Ctrl + Left Shift.

Valid options for the hotkey are any combination of Ctrl, Alt or Win together with another key. It is recommended that the hotkey consist of Ctrl or Ctrl + Alt together with a letter key (A–Z) or a function key (such as F1–F12 or Scroll Lock). Other combinations are valid as well, but must be pressed fairly quickly when used, and may conflict with the shortcut commands of other programs. The use of the Shift key has also been shown to cause

problems in some key combinations and in some programs, and is for that reason not recommended. So, for example, Ctrl + F10 or Ctrl + Alt + W are both good choices. Ctrl + Shift + W or Alt + W are also valid, but not recommended. Ctrl + C and Ctrl + V are reserved and cannot be chosen.

### **Valid hotkey options for WordFinder for Mac**

The default hotkey is set to Ctrl + W. At least one of Control, Option, and Command must be included.

### **Search from other programs**

You can search for a word directly from the application you are using, for example Microsoft Word.

- Highlight the word you wish to translate.
- Activate WordFinder using the defined hotkey.

WordFinder searches automatically through the headword index to display explanations, translations, synonyms etc. in the entry window.

### **Paste or copy from WordFinder**

In the dictionary entries, words and phrases with a light purple background are pastable:

- Double-click to paste the desired word or phrase directly into the program that was active before you switched to WordFinder. If you had text highlighted there, it will be overwritten with the word or phrase you double-clicked on.
- A single click will copy the desired word or phrase to the clipboard.

### **Preserve initial capital letter when pasting**

If a word or phrase you searched for starts with a capital letter you may also want to keep the capital letter in the translation. The option “Preserve initial capital letter when pasting” allows you to keep the initial capital letter automatically when pasting the translation.

To activate the function, click “Preferences” on the Settings menu, which you access by clicking on the cogwheel icon in the upper right corner:



Activate the function by clicking the button next to the text “Preserve initial capital letter when pasting”:



When the function is activated, the button looks like this:



## Create custom menu links

Create your own menu entries which contain links to web pages in WordFinder. That is useful if you frequently visit certain web pages. Open WordFinder and click “Preferences” on the Settings menu, which you access by clicking the cogwheel icon in the upper right corner:

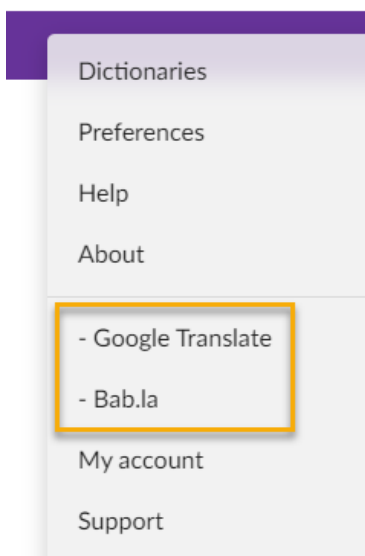


To add a menu link, click the plus sign in the “Custom menu links” field to open the edit window:



Each entry must consist of a title and an address (url). Click OK to save the changes. In the picture below 2 menu items have been added to the main menu:

- Google Translate
- Bab.la



## **Minimize WordFinder after searching**

Press the “Esc” key to minimize WordFinder after searching. This way WordFinder is always ready in the background, and you don’t need to restart the program when you want to search again.

## **Support**

Go directly to WordFinder’s support page online via the settings menu. The “Support” option on the menu opens the support page in your web browser.

## **My account**

Go directly to your personal WordFinder account page via the settings menu. The “My account” option on the menu links to the online page, which opens in your web browser. NOTE: You must be signed in to WordFinder Online in your browser to go directly to the account page. If you are not, you are directed to the login page where you can sign in.