



# WordFinder for Windows

Manual

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## Installing WordFinder for Windows

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### For users installing software themselves

To download and install a new version of WordFinder for Windows, please follow the instructions below.

Download the software

Click the link to get to the downloads page:

[Downloads - WordFinder](#)

Click the WordFinder for Windows icon to start the download.

Alternatively, if you are logged into the WordFinder Unlimited service via the browser, just click the cogwheel icon to open the Settings menu:



From here, go to the Downloads page. Click the WordFinder for Windows icon to start the download.

Install the software

- Find the WordFinder for Windows installer in your downloads folder.
- Run the WordFinder for Windows Installer.
- Follow the instructions on the screen to complete the installation process.

### Installation by IT Department

If your IT department installs the software for you, they must follow these steps:

- Obtain the deployment guide [here](#). The guide provides download link to software as well as deployment guidelines.
- Download the software and follow the guidelines outlined in the deployment guide to complete the installation process.

### Signing in to WordFinder for Windows for the first time

Open WordFinder for Windows by double clicking the WordFinder for Windows icon on the Desktop or in the Start-menu:




- Sign in to WordFinder for Windows using your WordFinder Unlimited account.
- Go to Dictionaries under the Settings menu to the right and select the dictionaries you want to use in the application.
- Return to the main application page.
- Your setup is now complete, and WordFinder is ready for use.

## Select and activate dictionaries

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### 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 the languages 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".



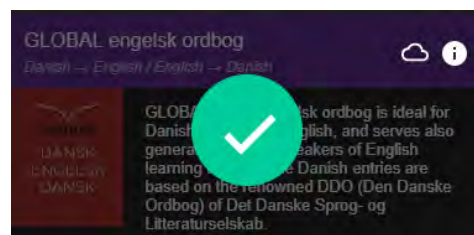
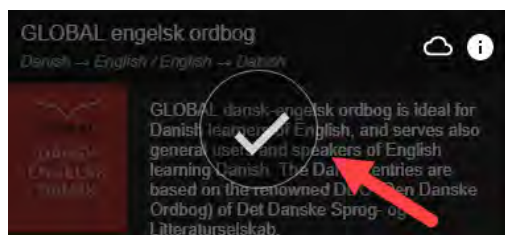
## Search for dictionaries by filtering

You can 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 in the top right corner of the dictionary page.



## 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 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:

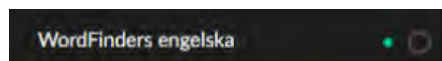


If the dictionary was not selected before downloading, it will be selected automatically when you start the download.

Click on the "Back" icon at the top left of the page to return to the main page when you have finished selecting the dictionaries you want to work with in WordFinder.



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



Downloaded WordFinder Unlimited dictionaries are marked with a green dot in the dictionary menu.

## My Dictionaries

The dictionaries you have activated and hence, chosen to work with, are referred to as **My Dictionaries**. They make up your personal selection and are always close at hand. They are located under the dictionary menu in the top left corner of the program's main page.

### Work with the dictionaries

To quickly choose, switch between, or combine different dictionaries that you want to search in,

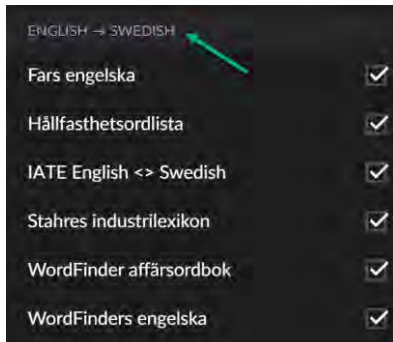
click on the menu icon at the top left of the main page:



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. To select all dictionaries with the same source and target language, you can click on a purple language header.



When you return to the main page the selected language combination is displayed above the search box.

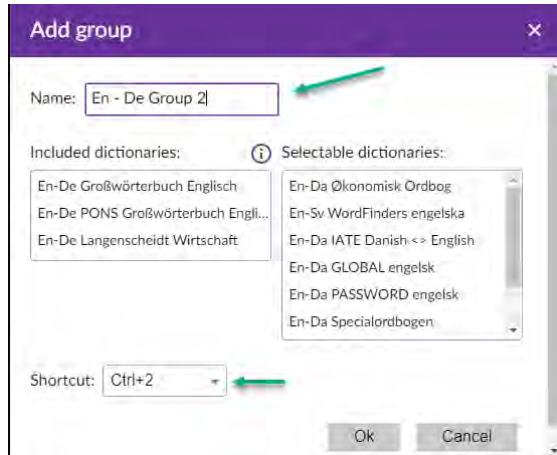
### Dictionary groups and shortcuts

If you notice that you frequently select the same set of dictionaries, you can choose to save them

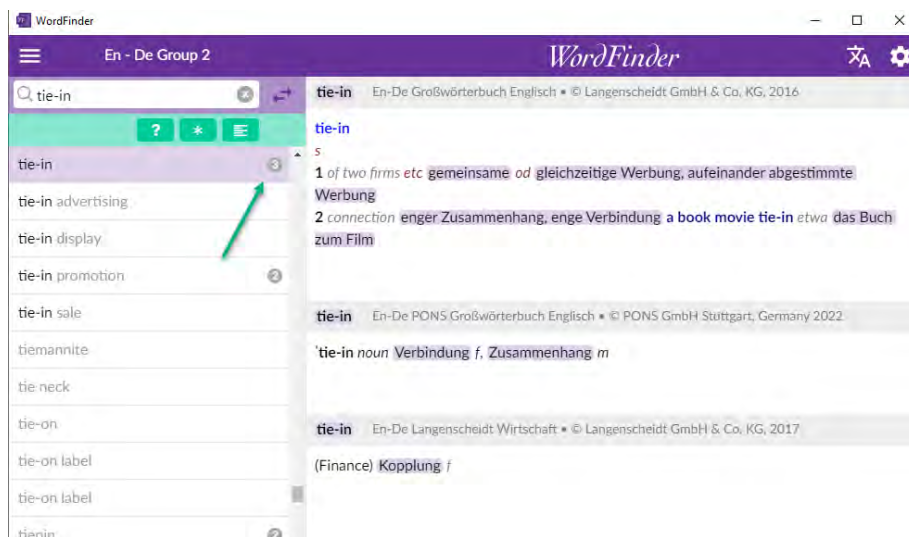
in a group. Select at least two dictionaries and click the plus button  at the top of the dictionary menu to create a group. The dictionaries must have the same source language. In the dialog that appears, you may then give a name to the group, or alternatively just accept the suggested name.

You can adjust the number of dictionaries in the group by dragging them to or from the list of included dictionaries. The dictionary order can be changed by dragging the dictionaries in the list to the desired position. The order of dictionaries in the group determines the order of dictionary entries in the entry window.

Below the editing window for a dictionary group, En – De Group 2. By default, a keyboard shortcut is set when you create a dictionary group. It can be used to quickly select the group without navigating through the dictionary list. Setting a shortcut key is optional. Select "None" in the shortcut drop-down list if you do not want to set a keyboard shortcut. When the group is ready, save the changes by clicking "OK".



The image below shows the results of a search in the group shown above, En – De Group 2. The dictionary entries are displayed below in the order specified in the group.



By default a keyboard shortcut is set when you create a group. It can be used to quickly select the group instead of having to select it from the dictionary list. It is optional to set a shortcut key. Select "None" from the the shortcut dropdown list if you do not want to set a keyboard shortcut.

When the group is ready, save the changes by clicking "OK".

## Editing dictionary or group settings

If you want to add or change keyboard shortcuts for individual dictionaries or language directions, or if you want to edit or remove an existing group, activate "Edit groups and shortcuts". Then,

click one of the pen icons that will appear:



You must choose the pen icon next to the dictionary title, language direction or dictionary group that you want to edit.

Click "OK" to save the changes.

## Searching in WordFinder

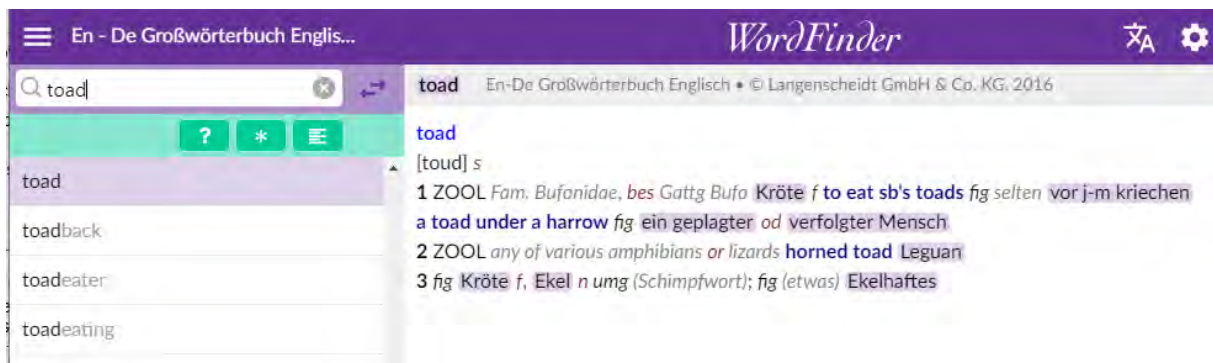
### Activate WordFinder with a hotkey

Once WordFinder has been started, it can be activated (brought to the front) at any time by a keyboard combination (hotkey). The default hotkey is set to Left Ctrl + Left Shift. 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.

To change the current activation key combination, place the cursor in the “Activation (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. Save the changes with “OK”.

### Simple search

Enter a search term in the search box. The search is always incremental so the search term is looked up as you type. The search result is presented in a hitlist displaying the best matching items. The best match tops the list and is selected by default. Translations, explanations, synonyms etc. are displayed in the entry window to the right.







You can end the search by pressing return. The entire text in the search box will then be selected. This means that the next time you press a key, the search will be cleared and the cursor will move back to the start of the field.

### Search options

WordFinder offers various search options.

The search options are represented as follows.

-  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

The search options are explained in more detail below.

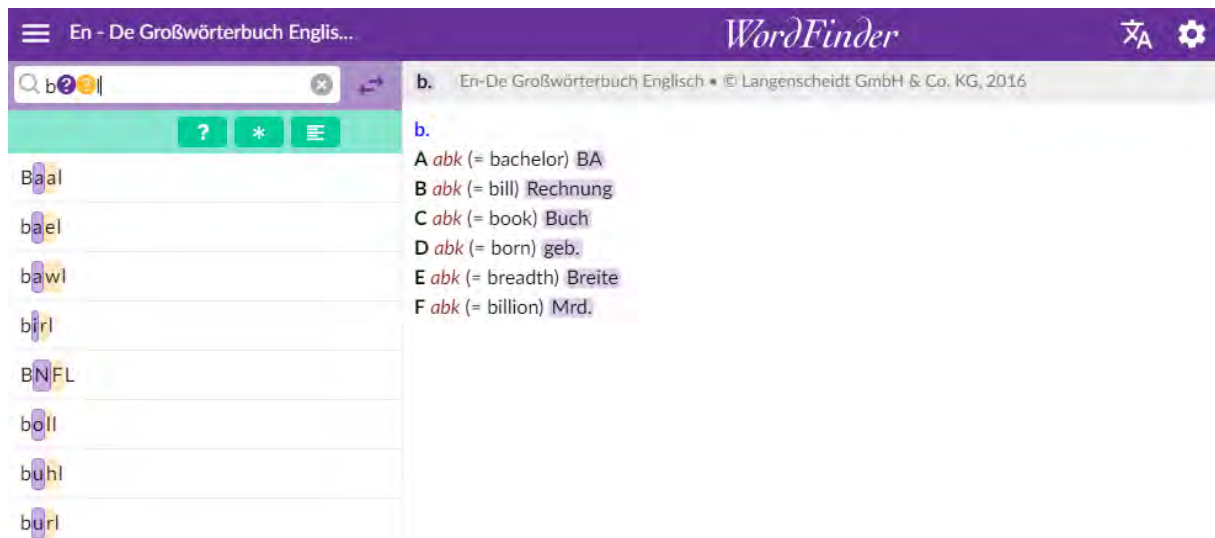


## Searching using a wildcard or joker character

You can use either \* or ? to represent a wildcard character. You can either type the wildcard character or you can press the corresponding button. The \* character represents zero or more real characters. The ? character represents any one character. In this way, you can e.g. search for:

- band\* all words beginning with band
- \*ready\* all words containing the character combination ready.
- \*band all words ending in band
- b???l all words with four letters starting with b and ending with l.

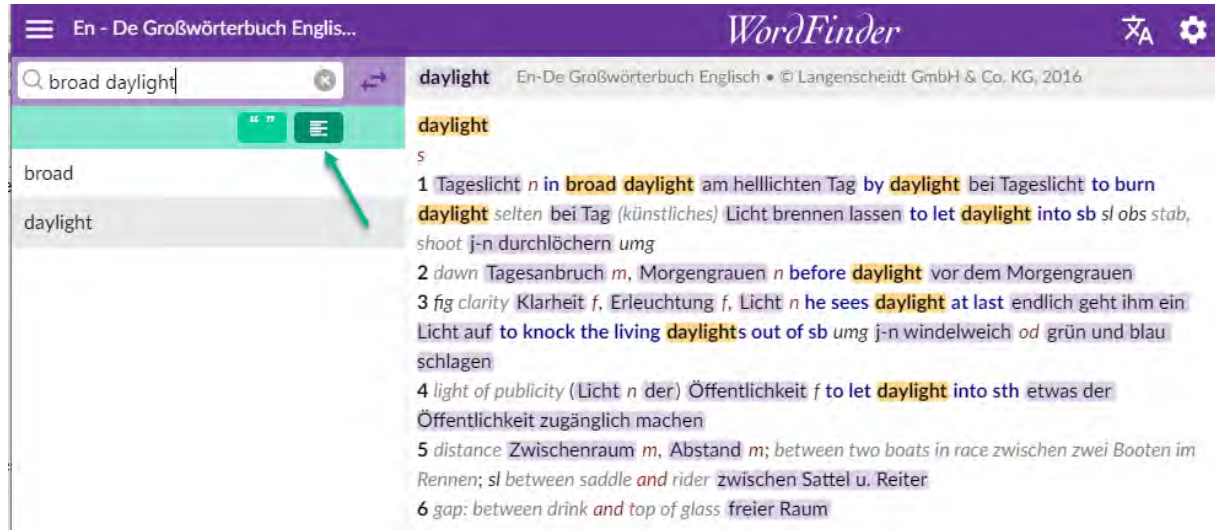
The program searches for the word and the search result is presented in a hitlist displaying the matching items. Here you can select the word you are looking for.



**Note** that searching in this manner results in a hitlist with matching items only. If the list is empty, the search did not return any matches.

## Full text search

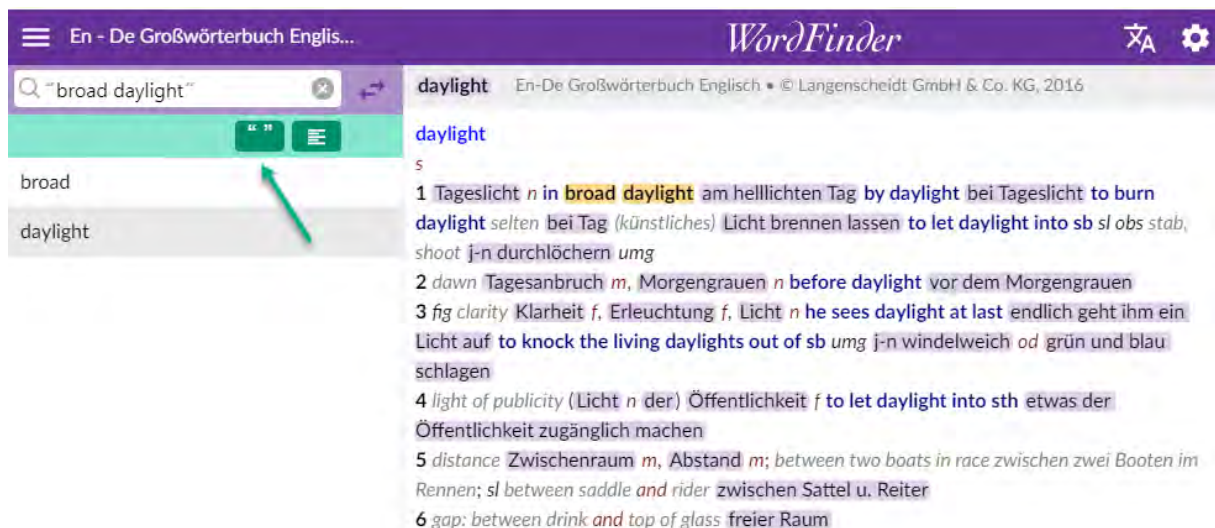
This feature is useful when you wish to search for single words or complete phrases within the article section of a dictionary. Press the full text search button to activate the feature. When full text search is activated, the button changes to a dark green colour. When the full text search is activated, the search for the word or phrase in the search box is carried out in the dictionary articles. The search result will now include a list of all headwords that contain articles with the searched words or phrase. Click on each headword to view the respective search results in the article. The matching words or phrases are highlighted in the article window.



Deactivate the full text search by pressing the full text search button again.

## Full text search with exact matches

This feature is useful when you wish to search for exact phrases within the article section of a dictionary. Press the exact full text search button to activate the feature. When the feature is activated, the search for the phrase in the search box is carried out in the dictionary articles. The search result will now include a list of all headwords whose respective articles contain the exact phrase searched for. Click on each headword to view the respective search results. The matching phrases in the articles are highlighted in yellow in the article window.



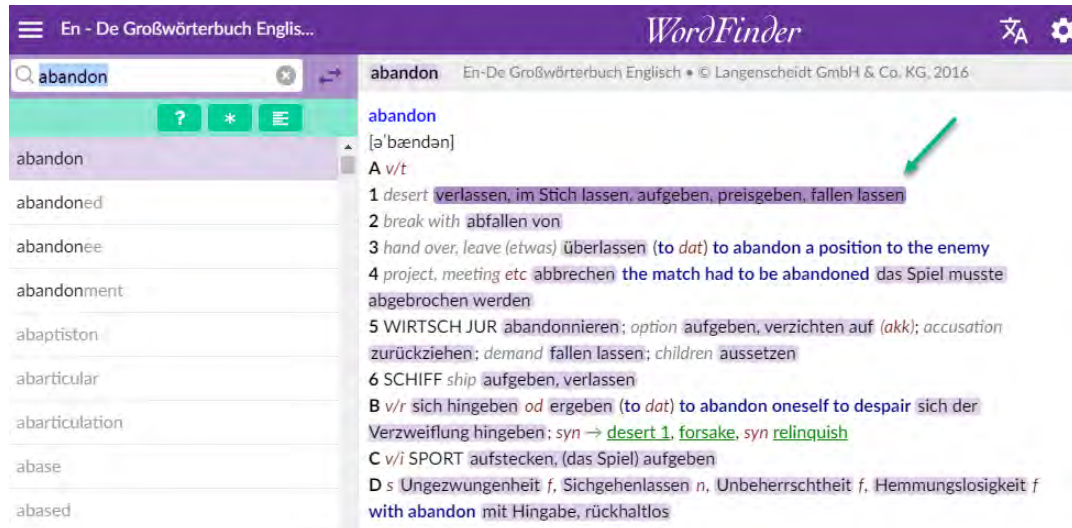
## Search from other programs

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, default LeftCtrl + LeftShift.
- WordFinder searches automatically through the headword index to display explanations, translations, synonyms etc. in the article window.

## Paste or copy from WordFinder

**Pastable** words or phrases can be copied or inserted into another document directly from WordFinder. In the dictionary entries, words or phrases with a purple background are pasteable:

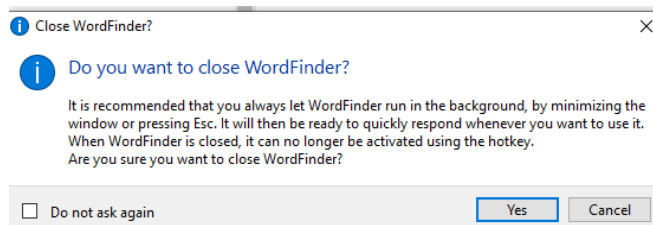


Use the arrow keys to browse to the desired word or phrase. When a pastable word or phrase is in focus it will appear with a dark purple background, otherwise it will be light purple.

- Double-click or press “Enter” to paste the desired word or phrase directly into the program that was active before you switched to WordFinder. Pressing “Enter” will paste the word or phrase in dark purple into your document. If you had text highlighted in the document, it will be overwritten with the word or phrase you pasted.
- A single click will copy the desired word or phrase to the clipboard.

## 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. **Note** that it is not recommended to close down WordFinder by clicking the cross in the top right corner. If the application is closed it can no longer be activated using the hotkey. This warning message will be displayed if you attempt to close down WordFinder:



If the programme is closed, it cannot be activated using the shortcut key until you open it again. If you really want to close the program, simply click yes, otherwise cancel.

## Legacy dictionaries

Legacy dictionaries are dictionaries that were previously purchased and used in the WordFinder Professional application. These dictionaries can be identified by their file extensions. Dictionaries purchased with the application have the extensions \*.WFD and \*.WFI. User-created dictionaries have the extensions \*.WED, \*.WEI.

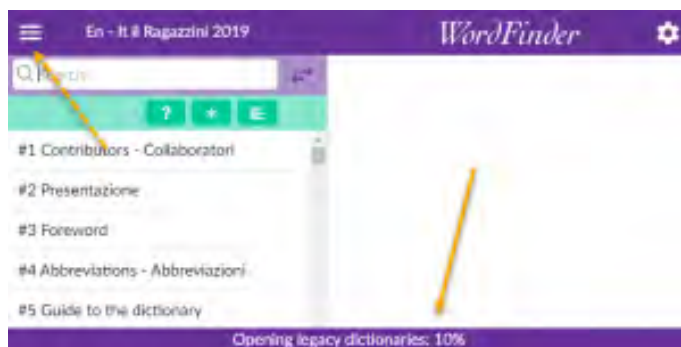
To open legacy dictionaries in WordFinder for Windows, you need to place the dictionary files in one of the folders specified below. You can place them in either of the following folders:

1. C:\users\%username%\appdata\roaming\WordFinder\lexica\legacy
2. C:\Program Files(x86)\Wfwin

Note that "%username%" represents your personal Windows folder or personal profile, which has the same name as your Windows login.

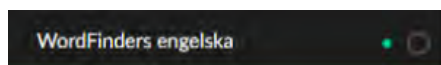
If you have previously installed WordFinder 11 Pro on your computer, you have the option to place the legacy dictionary files in the folders defined within WordFinder 11 Pro's configuration file. However, please note that if you choose this option, the configuration file for WordFinder 11 Pro must remain on your computer. This configuration file is typically retained by default even after uninstalling the software.

To open the dictionaries in WordFinder for Windows, all you need to do is launch the application. It's important to note that the first time you open the dictionaries, it might take some time for them to load. You can monitor the progress during this process.



While the dictionaries are being opened, you can use the program as usual.

Once opened, the dictionaries will be accessible from the dictionary list (click the hamburger menu in the top left of the program) and can be used just like any other activated dictionary. User dictionaries are available offline. Therefore, they are marked with a green dot in the dictionary menu, just like other dictionaries that are available offline.

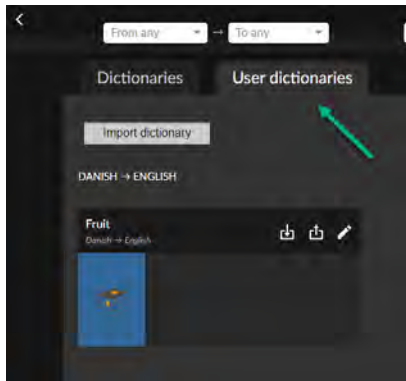


## User dictionaries

All organisations use terminology specific to their industry or company that may not be found in standard dictionaries. With WordFinder, you can create your own custom dictionaries to include these terms. User dictionaries can be activated, inactivated and edited on the “User Dictionaries” page. To access this page, open the “Settings menu” by clicking the cogwheel icon in the upper right corner of the application:



Select “Dictionaries” on the menu and continue to “User dictionaries”:



If you have not yet created any user dictionaries the page will be empty. If you have created one or more dictionaries, they will be shown on this page.

### Create a new user dictionary

The only way to create a new user dictionary is through import. The import file must be in one of our supported formats such as Excel or WFCML.

The import file may hold terminology data in multiple languages. However, you can only import data for two languages: a source language and a target language. Importing data for more than two languages is not supported directly. If it is not evident which two languages are intended for import into the dictionary, it must be explicitly specified.

#### Steps to import a dictionary

Click on the cogwheel icon in the upper right corner of the application to access the “Settings” menu:



In the “Settings” menu, click “Import dictionary”.

The “Import dictionary” dialog box will open.



Click "Open" to browse for the dictionary source file. The source file – or import file - must comply with the supported import formats. See [Supported import formats](#) for more information.

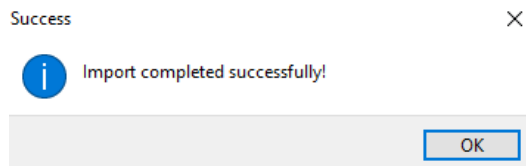
Check the file name. Per default the file name is named after the source file, but can be altered if you wish to.

Enter a dictionary title. The dictionary title is the dictionary name that will be shown in WordFinder for Windows.

Check if the source and target languages are correct. If not, find the correct languages in the drop down lists.

Click OK to start the import.

When the import is finished a message will appear:



The new dictionary file is saved on the computer in this folder:

C:\Users\%username%\AppData\Roaming\WordFinder\lexica\private

## Common Import Formats

### Excel Format

Importing and exporting Excel files to WordFinder for Windows is supported. The structure of the Excel file must comply with the following description.

Each dictionary article must be on the same row in the Excel file. A dictionary article can consist of a word or phrase in the source language, a word or phrase in the target language and some additional information. Each language must be written in the same column in the Excel file. The file can contain one or more language columns, but only two of these language columns can be imported into the same dictionary. If a headword has more than one translation, all translations must be included in the same cell in the target column. The translations must be separated by a comma or a semicolon. You can create monolingual or bilingual dictionaries, such as English-English or English-Swedish in WordFinder for Windows.

Example of an import file in Excel. Each row represents an article. The columns with the headings "Da" and "En" represent the headwords in Danish and English, respectively.

Da	En	
bær	berry	sb. pl. berries
frugt	fruit	sb.
rabarber	rhubarb	sb.
æble	apple	sb.
pære	pear	sb.
sælger	salesperson, salesman	sb.

Import file in which the languages are not specified

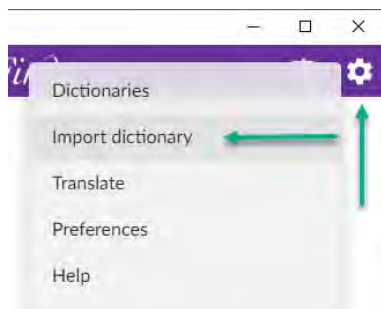
The file structure of such import files must comply with the general file structure. If the language columns do not have a language code at the top, the first column is assumed to contain headwords in the source language, and the second column is assumed to contain headwords in the target language. The third column is for additional information, such as comments, definitions etc. By default, the text in the third column cannot be copied or pasted.

The contents of an example import file, Fruits.xlsx, is shown in the image below:

berry	bær	n pl bær
fruit	frugt	f
rhubarb	rabarber	f pl rabarber
apple	æble	n
pear	pære	f

In the example file the first column contains English headwords, the second column Danish headwords, and the third column is used for additional information, in this case grammatical information. Each of the 5 rows represents a dictionary entry. Note that the columns lack language codes.

To import the file, open the **Import dictionary** dialog in the Settings menu.



The import dictionary dialog opens.

 A screenshot of the 'Import dictionary' dialog box. It has a purple title bar with the text 'Import dictionary' and a close button. The dialog contains the following fields and controls:
 

- 'Source file:' with a text box containing 'C:\Users\susanne\Desktop\Fruits.xlsx' and an 'Open' button.
- 'File name:' with a text box containing 'Fruits.sqlite'.
- 'Title:' with a text box containing 'Fruits'.
- 'From:' with a dropdown menu set to 'English'.
- 'To:' with a dropdown menu set to 'Danish'.
- 'Import' and 'Cancel' buttons at the bottom.

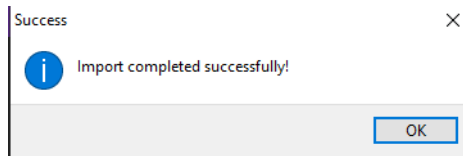
Source file: The file to import, Fruits.xlsx.

File name: The name of the resulting dictionary file in sqlite format. The default name is the name of the source file with the sqlite extension. In this example the name becomes Fruits.sqlite.

Title: The display name in WordFinder. Default is the source file name, in this case Fruits

From/To: The source and target language. In this example the source language must be set to English and the target language to Danish.

Click the import button to start the import. When completed, this message is displayed:



Once the import is complete, the dictionary is ready for use.



Import file in which the languages are specified

You can add ISO 639-1 standard language codes at the top of each column to indicate the language of the headwords in the respective columns. This option can be useful if you want to create another dictionary with, for example, the opposite language direction.

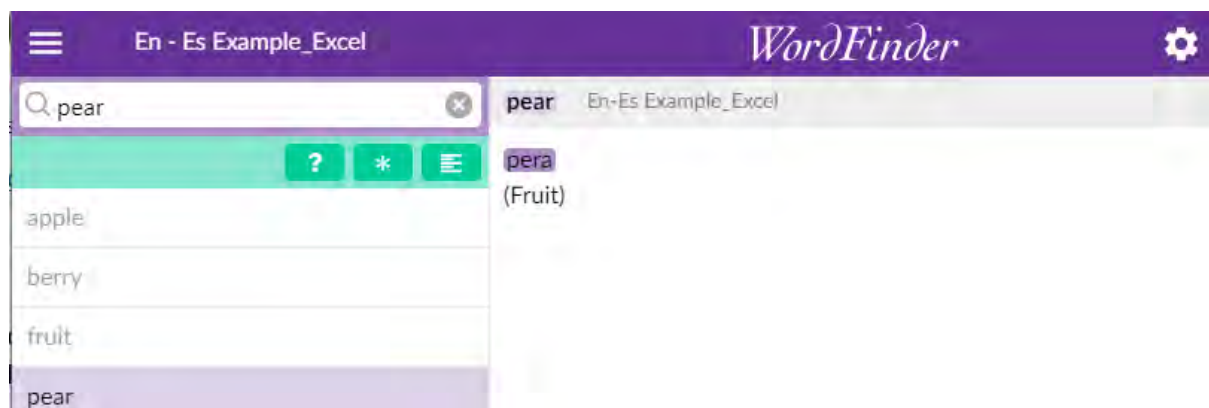
**NOTE** If you have added language codes to your columns in the Excel file, WordFinder for Windows will read the language codes and **by default** select the first language column as source language and the second language column as target language. If you want to change the language direction before you import the dictionary, you have to do it manually.

An example could look like this, see image below. There are three language columns and a column for additional information. The column for additional information **MUST ALWAYS** be the third column.

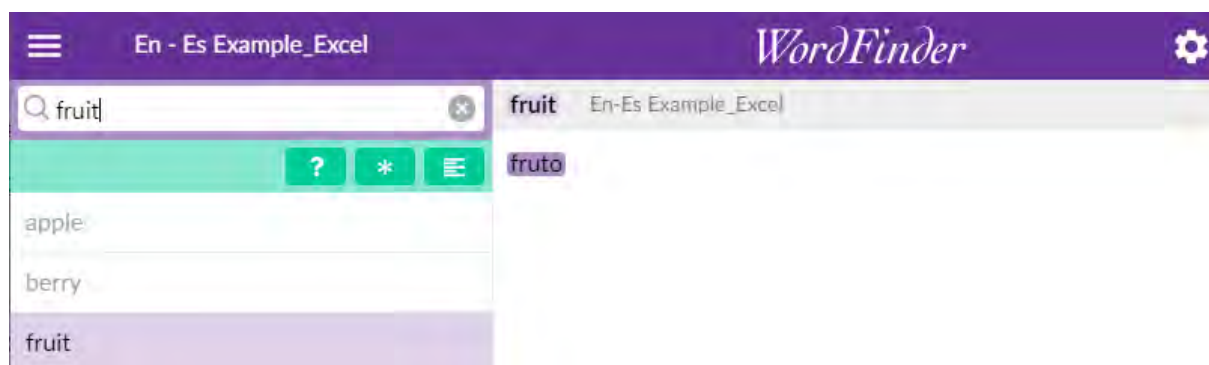
En	Es		De
berry	baya		Beere
fruit	fruto		Obst
rhubarb	ruibarbo	(Vegetable)	
apple	manzana		Apfel
pear	pera	(Fruit)	Birne

In WordFinder for Windows the above content could be represented like in the two following example entries:

First entry (pear):



Second entry (fruit):



But it's even possible to create dictionaries with other language combinations from the same Excel file, fx. English-Spanish or German-English.

### Format the translations in the Excel file

The cells in the target column of the import file contains the translations of the headwords in the corresponding cells in the source column. The translations in the target column in the import file are defined as **pasteable** by default. When imported into WordFinder, these pasteable translations are highlighted in light purple. That means that you can copy the translation or easily transfer the translation to a document.

However, if the text in the target column consists of *more than just a translation*, you need to define where the pasteable text starts and ends. Angle brackets are used to define the start and end of pasteable text.

Example, import file, German to Spanish:

Beere	>baya<, f
Obst	>fruto<, m
Rhabarber	ruibarbo

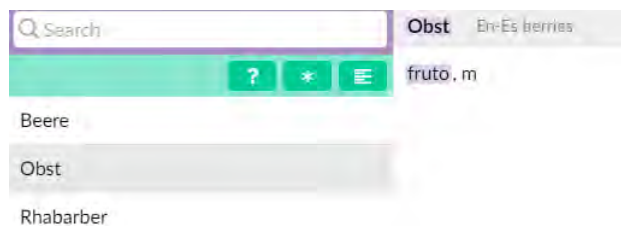
The ">" symbol marks the beginning of a pasteable unit in the target column, while "<" marks the end of the pasteable unit. Text outside the angle brackets in a cell will become non-pasteable once imported into WordFinder for Windows.

In the above example, the first two rows of Spanish translations contain each two pieces of information:

1. Translation
2. Gender

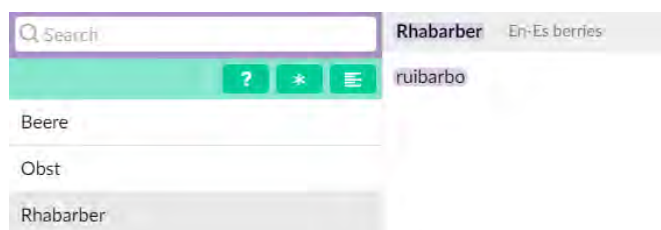
Only the translation should be pasteable, whereas the gender information should not. Hence, the translations are enclosed in angle brackets while the gender information is not.

In WordFinder for Windows, the resulting article will appear as shown in the image below.



The German word "Obst" is translated into Spanish with the word "fruto". In addition to the translation, there is information about gender.

The default setting is that the **entire text** in the target column becomes pasteable in WordFinder for Windows. The translation of "Rhabarber", "ruibarbo" in Spanish, is not enclosed in angle brackets. In this case there is no additional information in the cell. When imported into WordFinder for Windows, **Ruibarbo** becomes pasteable as show in the image.



## WFCML format

WFCML is the traditional import and export used by the legacy application, WordFinder Pro Professional. You can import files you created in the legacy application into WordFinder for Windows. You can even create such files from scratch and use them for import into WordFinder for Windows. The structure of the WFCML import file must comply with the following description.

The files must have the following format:

Text in ANSI or Unicode 8 format.

The headword must be on a separate line, and the @ sign must be placed before and after the word. There must be a blank line before all headwords except for the first one.

For words and phrases that you want to be able to paste from WordFinder into your word processor or other application, the > sign must be placed before the word and the < sign after the word.

The file extension must be \*.txt

Example of an import file in WFCML format

An example of what a WFCML file containing 2 articles might look like:

@alls@

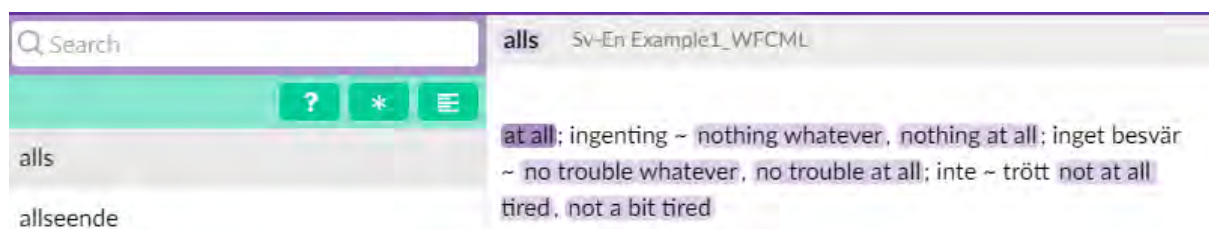
>at all<; ingenting ~ >nothing whatever<, >nothing at all<; inget besvär ~ >no trouble whatever<, >no trouble at all<; inte ~ trött >not at all tired<, >not a bit tired<

@allseende@

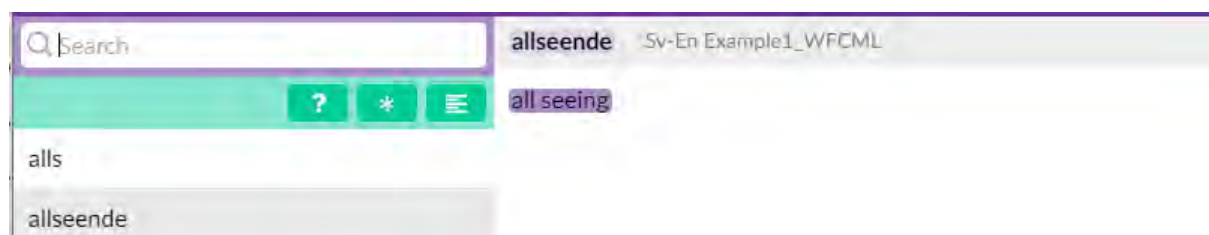
>all seeing<

In WordFinder for Windows the above two articles will appear as follows:

First article (alls):



Second article (allseende):



## Update a user dictionary

To update a dictionary in WordFinder for Windows, you can do it as follows:

Click on the cogwheel icon in the upper right corner to access the Settings menu:



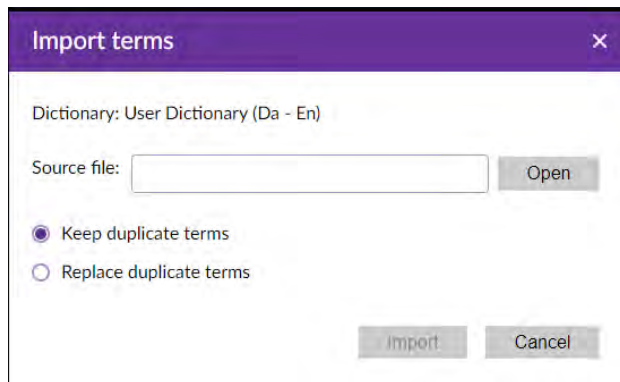
Go to “Dictionaries” and then select “User Dictionaries”.

Find the dictionary you wish to update under “User Dictionaries”.

Click on the “Import terms” icon next to the dictionary title:



The “Import terms” dialog opens:



Browse for the dictionary source file (import file) on your computer. Please note that the source file must be in one of the supported formats:

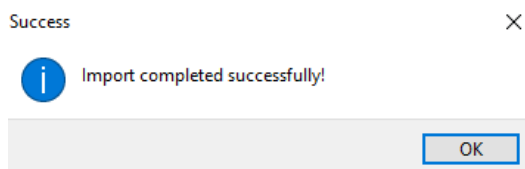
Excel, WFCML or TBX.

The source language and the target language in your import file must match the languages in your dictionary.

Choose what you want to do with duplicate terms: either keep them or replace them.

Click on the Import button to initiate the update process.

Once the import is complete a message will appear indicating that the import has finished:



## Edit dictionary properties

User dictionary properties like file name or dictionary title can be edited in WordFinder for Windows. Select “Settings” > “Dictionaries” > “User dictionaries” to access your list of user dictionaries. Locate the dictionary you want to edit and click on the pen icon on the right-hand side of the dictionary title:



The dictionary properties window will open:

**File name:** The physical dictionary file is a sqlite database file. User dictionary files are stored locally on the computer in this folder:

C:\Users\%USERNAME%\AppData\Roaming\WordFinder\lexica\private

(%USERNAME% is the Windows user name).

The file name can be changed on the dictionary properties page. The file extension must remain unchanged. In the above example the file name is UserDictionary.sqlite. The first part of the file name (UserDictionary) can be changed, but not the second part of the file name (.sqlite).

**Title:** The dictionary title is the display name of the dictionary in the application. The title can be changed. Enter a new title in the title field and save the changes with OK.

**From/To** (Source and Target language): The source language defines the sort order of the index and is the language in which dictionary searches are carried out.

**Delete dictionary:** Click “Delete dictionary” to remove the dictionary from WordFinder. When you click the Delete dictionary button a warning is displayed:

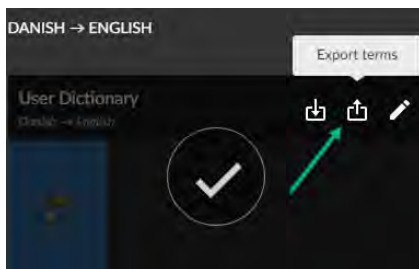
If you want to continue, press “Delete”. The dictionary will then be removed from WordFinder. If you regret the deletion, press “Cancel” instead.

## Export a user dictionary

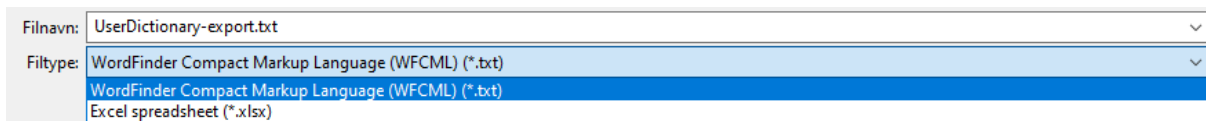
Export is used when you want to create a backup of a user dictionary or if you want to move a user dictionary from one computer to another. Export may also be used if you want to edit a user dictionary. **Important:** You can't edit the dictionary entries directly in WordFinder for Windows! Make the changes in the export file instead and reimport.

You can export your user dictionaries from WordFinder. The supported formats are Excel and WFCML (legacy WordFinder Pro export format). User dictionaries can be exported from the "User Dictionaries" page. The page is accessed via the "Settings" menu on the top right-hand side of the application represented by a cogwheel icon. Go to "Dictionaries" and select the "User dictionaries" tab.

Follow these steps to export a dictionary: On the "User dictionaries" page, select the user dictionary you want to export. Click on the "Export terms" icon next to the dictionary title, see the image below.



Select the file format for your export file (Excel or WFCML)



Check the suggested export file name and location and modify if needed.

Save the export file.

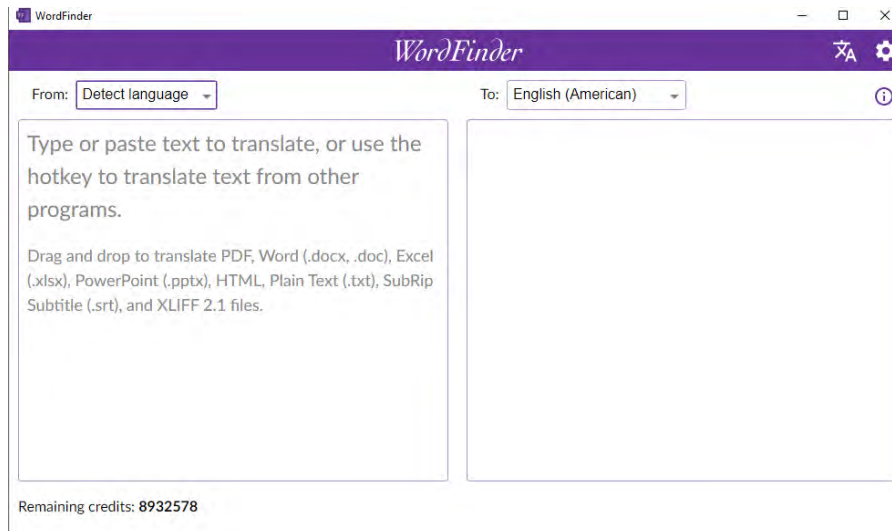
## Machine translation with WordFinder Translator

### About WordFinder Translator

WordFinder Translator is a secure machine translation tool for translating smaller pieces of text or entire files. It's available in more than 30 languages and is integrated in WordFinder for Windows. It is based on DeepL's technology. In WordFinder for Windows, change to WordFinder Translator by clicking the translation icon in the upper right corner:



The translation interface tells about the options. Read more in the following sections.



### Text translation

In WordFinder Translator, you have several options when translating smaller pieces of text. The text to be translated must always be entered in the source text field on the left.

- You can enter the text manually in the field.
- You can copy the text and paste it into the field.
- You can transfer the text from a document using WordFinder's hotkey (default LeftCtrl + LeftShift): Select the text in the document and press the hotkey to transfer the text to the field. If you have selected 3 or more words, WordFinder automatically switches to translation mode.

The translation of the selected text into the current target language is immediately displayed in the target language field on the right.

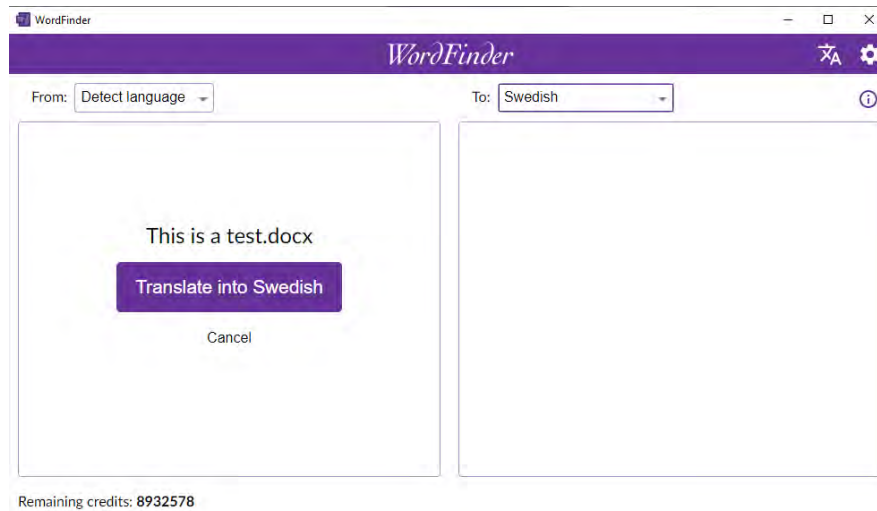
To copy the translation, simply click once on the translation. If you have used the hotkey, you can transfer the translation to the original document by double-clicking on the translation or pressing "Enter" on the keyboard. The translation will then overwrite the selected text in the original document.

## File translation

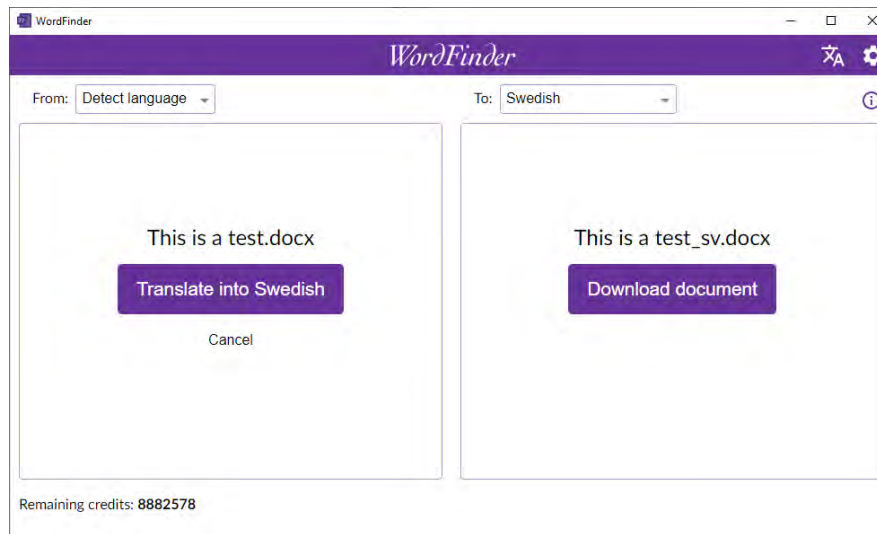
WordFinder Translator can be used for file translation. Following file formats are supported:

PDF, Microsoft Word (.doc/.docx), Excel (.xlsx) and PowerPoint (.pptx), HTML, plain text (.txt), SupRip Subtitle (.srt) and XLIFF 2.1.

Simply drag and drop the file you want to translate into the source text box on the left. Check the target language before you begin.



Press the Translate button to translate the document. After a moment you will be asked to download the translated document.



The translated document will keep it's file type and formatting.

## Supported languages

The following languages are supported in WordFinder Translator:

Bulgarian, Chinese, Czech, Danish, Dutch, English, Estonian, Finnish, French, French, German, Greek, Hungarian, Indonesian, Italian, Japanese, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Slovenian, Spanish, Swedish, Turkish, Ukrainian



## Payment with WordFinder credits

Translations made with WordFinder Translator are paid for with credits. One WordFinder Translator credit corresponds to one character in the source text. Each time you enter text into the source text box the number of characters will be calculated and deducted from the remaining number of credits. The remaining number of credits is displayed below the source text box:

Remaining credits: **992264**

A file translation always costs at least 50,000 credits. If the file contains more characters than that, the corresponding additional credits are deducted from the remaining credits.

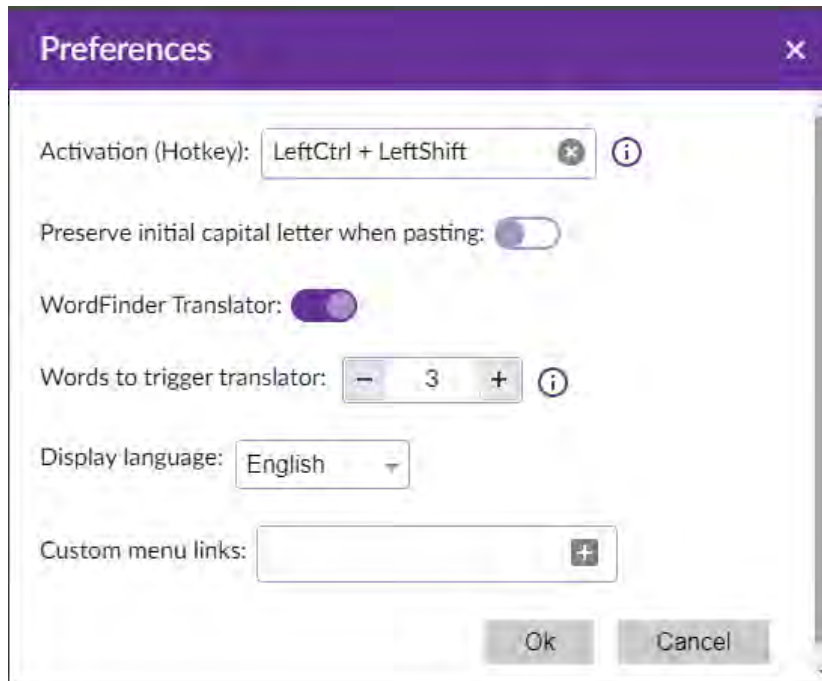
You can always buy additional credits. For more information please contact [support@wordfinder.com](mailto:support@wordfinder.com).

## Preferences

In Preferences you can define different settings for your application. Go to Preferences by clicking Preferences on the Settings menu, which you access by clicking on the cogwheel icon in the upper right corner:



The setting will be described in the following.



### Hotkey (activation)

Here you can see the selected Hotkey (shortcut key) in the application. The default hotkey is set to Left Ctrl + Left Shift.

You can always change the hotkey setting. Here you can define which new key combination should be used to activate WordFinder.

To change the 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. Save the new setting with "OK". **Note** Read more about valid hotkey options in the next section.

#### Valid Hotkey Options

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 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.

## 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.

Enable the function by clicking the slide button:



When the function is enabled, the button slides to the right and changes colour to purple:



Save the changes by clicking OK.

## WordFinder Translator settings

When enabled, you can automatically translate larger or smaller texts or phrases using WordFinder Translator. WordFinder Translator is enabled by default.

Enable or disable WordFinder Translator by clicking the slide button.

When the function is enabled, the button slides to the right and changes colour to purple:



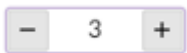
When disabled, the button slides to the left and the colour fades:



Save the changes by clicking the button OK.

## Words to trigger translator mode

Translator mode can be activated automatically when you search in WordFinder using the hotkey. The number of words searched determines whether a dictionary search is performed or the translation function is activated. The default setting is three words. If you look up a word or phrase using the hotkey, the dictionary is searched when you search for a single word or a phrase of less than three words. If you search for three or more consecutive words, these words are automatically translated with WordFinder Translator.



Click the plus sign to increase the number of words and the minus sign to reduce the number of words.

Save the changes by clicking OK.

## Custom menu links

You can link to external web pages in WordFinder for Windows. That is useful if you frequently visit certain web pages and want to access them directly from WordFinder. These shortcuts to external web pages are referred to as custom menu links.

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



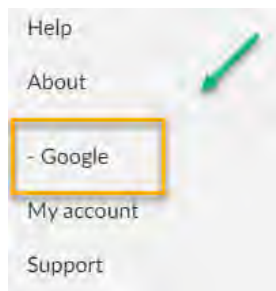
The Add menu entry dialog box opens.

Enter a title and an address (url) and press OK to return to Preferences.

The title you entered will now be displayed in the Custom menu links text box.

Continue by adding more menu links or save the changes by pressing OK.

Next time you open the **Settings menu** the menu link you created will be available in the menu.



## Support

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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

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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.

## Appendix

### WordFinder for Windows keyboard shortcuts

Keys and Key Combinations	Action
<b>Left Ctrl+Left Shift</b>	Activates WordFinder. NOTE Can be modified in Preferences.
<b>Esc</b>	Minimizes WordFinder, but the application remains active in the background.
<b>Ctrl+n/ Ctrl+Shift+n</b>	Used to quickly select a dictionary or a dictionary group. The keys are defined by the user. Valid hotkeys are Ctrl+n for dictionaries or Ctrl+Shift+n for dictionary groups, where n ranges from 1 to 9.
<b>Enter <sup>(1)</sup></b>	When entering a search term into the search box, pressing Enter prevents you from adding more text to the current search term, and, hence, ends the search. If you then press a letter or number key, the search box will be cleared, and the cursor will be positioned at the beginning of the field and the entered character will be displayed.
<b>Enter <sup>(2)</sup></b>	If you have searched in WordFinder from another document AND a word or phrase is highlighted with a light purple background in the article window for the searched word, pressing Enter will paste the highlighted word or phrase into your document.
<b>Arrow right</b>	Browse to the right, to the next translation, in the article window. The actual translation will be highlighted in deep purple.
<b>Arrow left</b>	Browse to the left, to the previous translation, in the article window. The actual translation will be highlighted in deep purple.
<b>Arrow down</b>	Scrolls down the list of headwords one word at a time.
<b>Arrow up</b>	Scrolls up the list of headwords one word at a time.
<b>Ctrl+a</b>	Highlights the text in the search box.
<b>Ctrl+c</b>	Copies the highlighted text in the search box.
<b>Ctrl+v</b>	Pastes the copied text into a document.
<b>Tab</b>	Activates the search box by highlighting the current search term, or simply by placing the cursor at the beginning of the field when the field is empty. The search box will then be ready for new input.

## ISO 639-1 standard language codes

Language Code	Language
am	Amharic
ar	Arabic
az	Azerbaijani
bg	Bulgarian
bs	Bosnian
cs	Czech
da	Danish
de	German
el	Greek
en	English
eo	Esperanto
es	Spanish
et	Estonian
eu	Basque
fa	Persian
fi	Finnish
fr	French
hr	Croatian
it	Italian
ja	Japanese
ko	Korean
ku	Kurdish
lt	Lithuanian
lv	Latvian
nl	Dutch
no	Norwegian
ps	Pashto
pl	Polish
pt	Portuguese
ro	Romanian
ru	Russian
sk	Slovak
sl	Slovenian
so	Somali
sq	Albanian
sr	Serbian
sv	Swedish
ti	Tigrinya
tr	Turkish
uk	Ukrainian
zh	Chinese

**Note** the list is not extensive.

## Wordfinder WFCML Formatting codes

WFCML files can be imported into user dictionaries in WordFinder for Windows. This is our old import/export format. This format uses the formatting codes known from WordFinder Professional. The following is a list of all the formatting codes that can be used in WFCML files.

WFCML Formatting code	
Code	Explanation
!K	Italics on
!k	Italics off
!F	Bold on
!f	Bold off
!R	Cross-referencing on (hyperlink to index with green underline)
!r	Cross-referencing off
!E	Exponent on (superscripted character with compressed text)
!e	Exponent off
!I	Index on (subscripted character with compressed text)
!i	Index off
!S07	Compressed text on, font size, 8 points
!s	Compressed text off
>	Paste on
<	Paste off
!>	Writes character > without making it pasteable
!<	Writes character <
! (Alt+124)	Line break in entry
!B	Image on (file path + file name defined)
!b	Image off
!M	Activate red font colour
!m	Deactivate red font colour
!G	Activate strikethrough
!g	Deactivate strikethrough
!N00..!N15	Alternate font colour, active until turned off.
!N00	Black font
!N01	Red font
!N02	Green font
!N03	Blue font
!N04	Yellow font
!N05	Fuchsia font
!N06	Purple font
!N07	Maroon font
!N08	Lime font
!N09	Aqua font
!N10	Teal font
!N11	Navy font
!N12	White font
!N13	Lt Grey font
!N14	Grey font
!N15	Black font
!n	Turn off font colour and return to black.
!O	Turn on Ignore paste option
!o	Close Ignore paste option



Changing fonts	
Code	Explanation
!An	Alternate font, active until turned off.
A1	Arial
A2	Times New Roman
A3	Courier New
A4	SILDoulos IPA93
A5	TWA Phonetics
A6	Wingdings
A7	Symbol

## Supported import and export formats

Please refer to the table below to see the supported formats for import and export to WordFinder for Windows. More detailed information about **Excel** and **WFCML** format can be found in the respective format descriptions in the chapters about import and export.

Supported format	Import	Export
<b>Excel</b>	X	X
<b>WFCML</b>	X	X
<b>TBX 2.0</b>	X	
<b>TBX 3.0</b>	X	

We support import to WordFinder for Windows of TBX version 2.0 and TBX 3.0 files. For more information about the TBX format, you can visit

[About TBX – Introduction to TermBase eXchange format \(TBX\)](#)