WordFinder for Windows

Manual

Contents

WordFinder Software International AB

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Installing WordFinder for Windows

For Users Installing Software Themselves

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

1. Go to the [Downloads](#) page and download WordFinder for Windows.
2. Run the WordFinder for Windows Installer.
3. Follow the instructions on the screen to complete the installation process.

For IT Department Installation

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

1. Obtain the deployment guide [here](#).
2. Download the software and follow the guidelines outlined in the deployment guide to complete the installation process.

Using WordFinder for Windows for the first time

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

2. Sign in to WordFinder for Windows using your WordFinder Unlimited account.
3. Go to Dictionaries under the Settings menu to the right and select the dictionaries you want to use in the application.
4. Return to the main application page.

Your setup is now complete, and WordFinder is ready for use.

Select and activate dictionaries

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".

From any ▼ → 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.

▼ Filter

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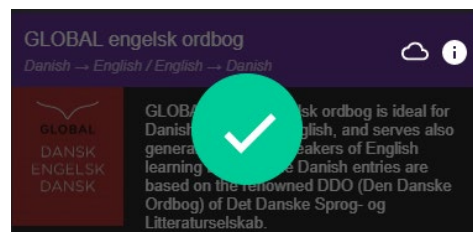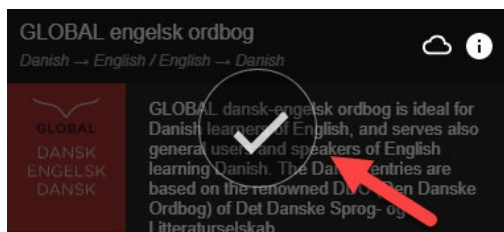
If you want to deselect the dictionary, simply click on the check icon again.

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.

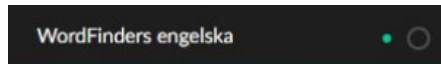Click on the "Back" icon at the top left of the page to return to the main page when you are done selecting the dictionaries that you want to have available while you work with WordFinder.

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

Downloaded WordFinder Unlimited dictionaries are indicated by 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 which are always available.

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: ✎

Click OK to save the changes.

Searching

Search features in the Application

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). 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. 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.

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 dark purple or light purple background are pasteable:
• 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.

Legacy dictionaries

Legacy dictionaries refer to dictionaries that were previously purchased and used in the WordFinder Professional application. These dictionaries can be identified by their file extensions which are *.WFD and *.WFI (for dictionaries purchased with the application) or *.WED, *.WEI (for user-defined dictionaries created in WordFinder Professional).

To open legacy dictionaries in WordFinder for Windows, you need to place the dictionary files in specific folders. By default, you can place them in either of the following folders:

C:\users\%username%\appdata\roaming\WordFinder\lexica\legacy

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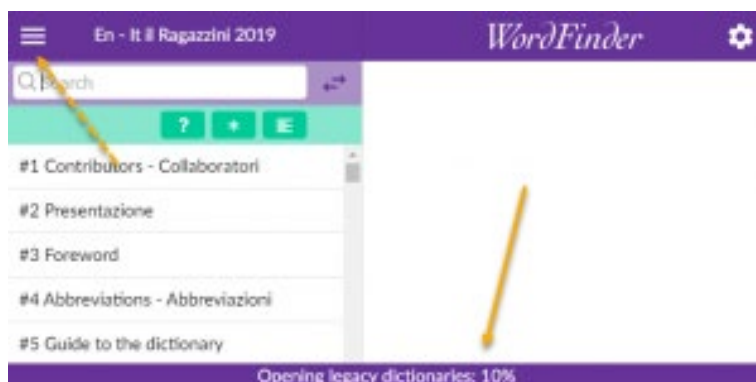
While the dictionaries are being opened, you can use the application as usual.

Once the dictionaries are successfully opened, they will be available from the dictionary menu (located at top left of the application) and can be used just like any other activated dictionary. You can recognize them by a green dot in the dictionary menu. Indicating that they are available offline.
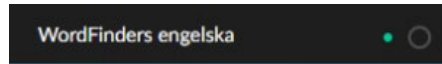
User Dictionaries

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, which can be accessed from the Settings menu > Dictionaries, which you access by clicking on the cogwheel icon in the upper right corner:

The following sections explain the valid formats for import and export.

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 each format can be found in the respective format descriptions that follow.

Supported format	Import	Export
TBX 2.0	X	
TBX 3.0	X	
Excel	X	X
WFCML	X	X

TBX Format

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)

Excel Format

Import and export of Excel files into WordFinder for Windows is supported. The structure of the Excel import file must comply with the following description.

Each dictionary entry in the Excel file must be in the same row. Each language must be in the same column. The file can include one or multiple languages, but only one or a pair of these languages (two in total) can be imported into the same dictionary.

Import File without Column Headers

The file structure must comply with the general file structure. If the language columns do not have a language code as header the first column will be considered the source language and the second row will be considered the target language. The target language will per default become pastable when imported, meaning it can be easily copied and used elsewhere. For more information about pastable translations, refer to section Paste or Copy from WordFinder.

During import the source and target languages must be selected manually as there is no language codes to identify them.

An example could look as shown in the picture below. In this example the first column contains Danish keywords whereas the second column contains English translations. The third column will not be imported.

A	B	C
bær	berry	baya
frugt	fruit	fruto
rabarber	rhubarb	ruibarbo
æble	apple	manzana
pære	pear	pera

Non-Pastable Units in the Target Column

If the text in the target column consists of partly pastable units and partly non-pastable units, you need to use angle brackets to define where the pastable part starts and ends.

">" marks the beginning of a pastable unit.

"<" marks the end of the pastable unit.

Text which is not marked up in a cell containing angle brackets will then become non-pastable once it is imported into WordFinder for Windows.

Example, English to Spanish:

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

The Spanish translations in the two first rows contain each two pieces of information:

Translation

Gender

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

The resulting entry for Obst in WordFinder for Windows looks like this:
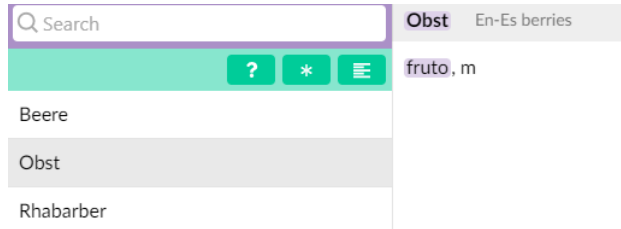
The default setting is that the entire text in the target column becomes pastable in WordFinder for Windows. The entry for Rhabarber which does not contain angle brackets will then become pastable in WordFinder for Windows. It will look like this:
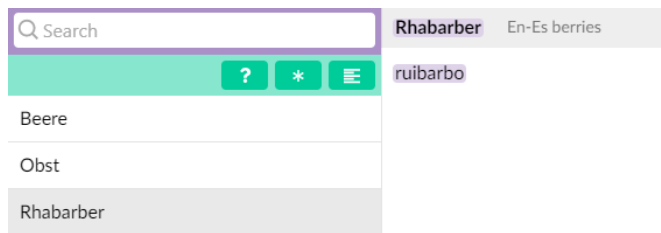
Import File with Column Headers

You can add **ISO 639-1** standard language codes as column headers to the columns that contain the keywords/ headwords in different languages. If you have done that WordFinder for Windows will read the headers and by default select the first language column as source language and the second language column as target language. An example could look like this, see picture below. There are three language columns and one additional column for comments.

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):
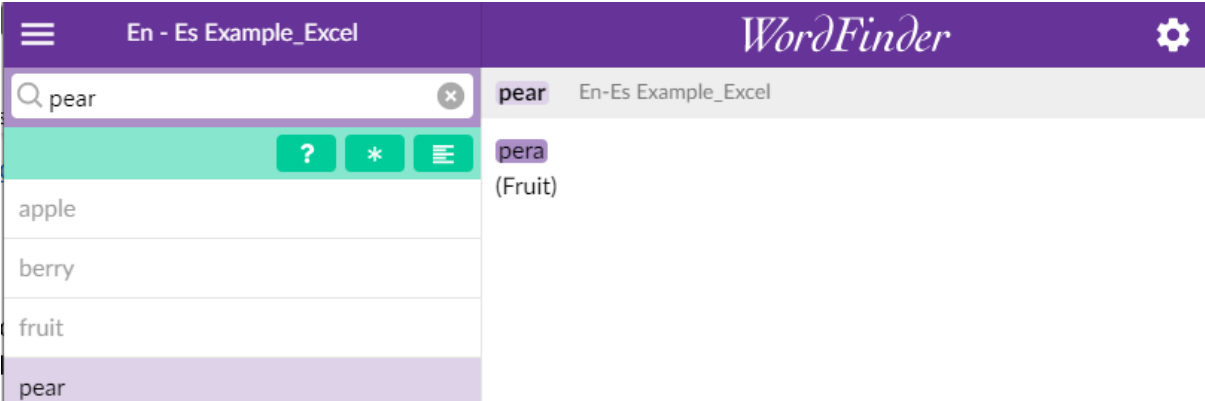
Second entry (fruit):
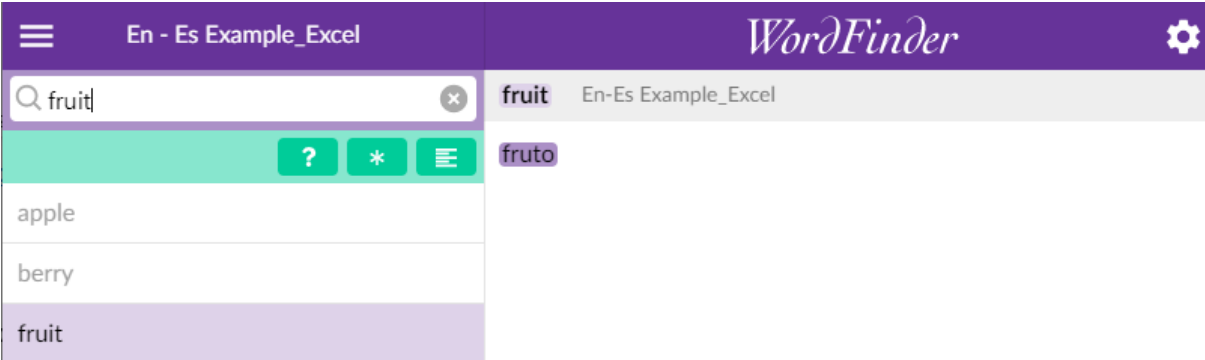
WFCML format

WFCML is the traditional import and export format to and from WordFinder Pro Professional. That means you can import files you created in the legacy application into WordFinder for Windows. You can even create such files from scratch. 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 written on a separate line and enclosed by a @. An empty line should be included before every headword with the exception of the first one.

Words and phrases that can be pasted by WordFinder into your word processor have to be enclosed by a > and a < character.

The file extension must be *.txt

An example of what an ANSI file for import looks 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 entries would be represented like this:

First entry (alls):

Second entry (allseende):
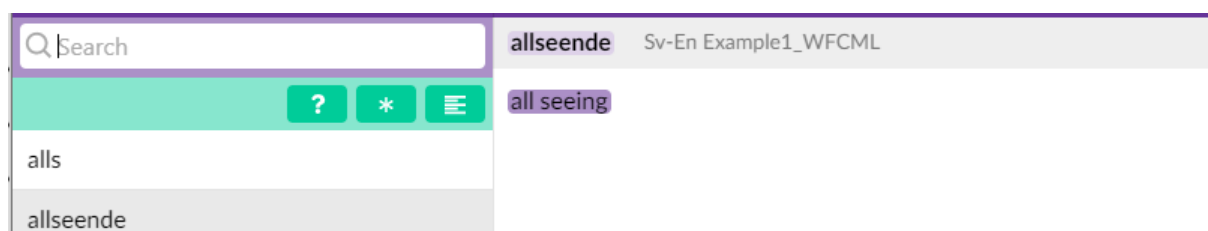
Formatting Codes
The following is a list of all the formatting codes that can be used in WFCML files.

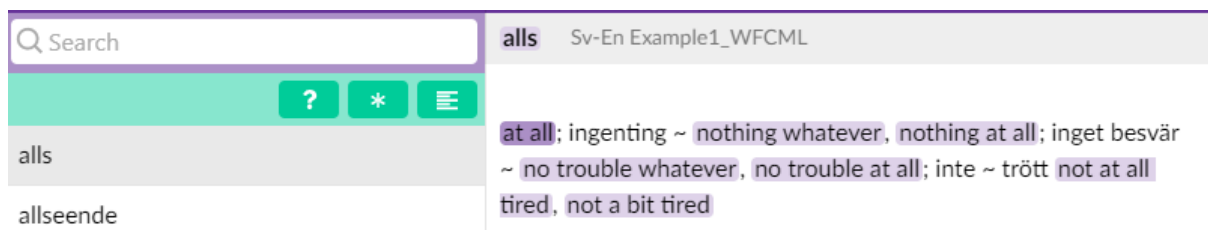| Character	Explanation
!K	Italics on
!k	Italics off
!F	Bold on
!f	Bold off
!R	Cross-referencing on (hyperlink to index with green underline)
!r	Cross-referencing off
!E	Exponent on (superscripted character with compressed text)
!e	Exponent off
!I	Index on (subscripted character with compressed text)
!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

Character	Explanation
!A*n*	Alternate font, active until turned off.
A1	Arial
A2	Times New Roman
A3	Courier New
A4	SILDoulus IPA93
A5	TWA Phonetics
A6	Wingdings
A7	Symbol

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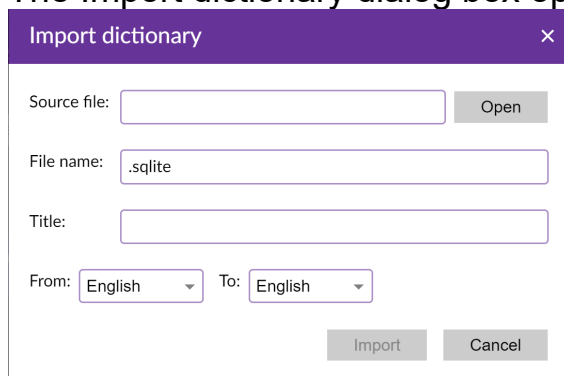
The import file may hold terminology data in multiple languages. However, you can only import data for two languages: one as the source language and the other as the target language. Importing data for more than two languages simultaneously is not supported. If it is not evident which two languages are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

Follow these steps to import a dictionary:

1. To import a dictionary, click "Import dictionary" on the Settings menu, which you access by clicking on the cogwheel icon in the upper right corner: ⚙
   The Import dictionary dialog box opens.

Import dictionary	×
Source file:	[ ] Open
File name:	[.sqlite]
Title:	[ ]
From: English ▼ To: English ▼	
Import Cancel	

2. Click Open to browse for the dictionary source file. The source file must comply with the supported import formats. See Supported import formats for more information.
3. Enter a suitable file name for your dictionary. The dictionary file is saved on the computer in the folder this folder:
   C:\Users\%username%\AppData\Roaming\WordFinder\lexica\private

4. Enter a name for your dictionary. The name is the dictionary title which is shown in WordFinder.
5. Check if the source and target languages are correct. If not, find the correct languages on the drop down lists.
6. Click OK to start the import.
7. When the import is done a message will appear to indicate that the import is finished:

Success ✕

ℹ Import completed successfully!

OK

Success ✕

ℹ Import completed successfully!
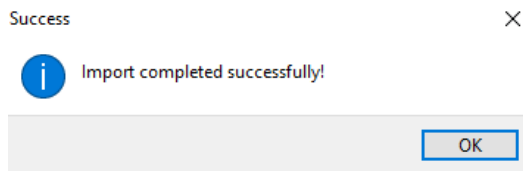
Update a user dictionary

To add new terms to a dictionary in WordFinder for Windows, you can import them using the following steps:.

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

    1. From the Settings menu, go to "Dictionaries" and then select "User Dictionaries.
    2. Locate the dictionary you wish to update.
    3. Next to the dictionary title, click on the **Import terms** icon:

    4. The Import terms dialog will open:

    5. 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.
    6. Choose what you want to do with duplicate terms: either keep them or replace them.
    7. Click on the Import button to initiate the update process.
    8. Once the import is complete a message will appear indicating that the import has finished:

WordFinder Software International AB
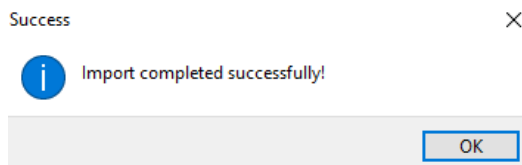
Edit dictionary properties

User dictionary properties 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 dictionarty 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 from 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:

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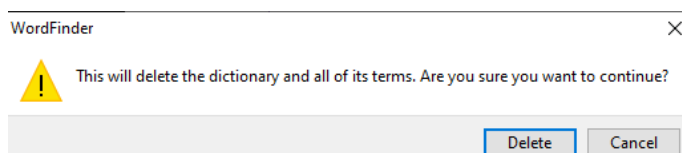
If you want to continue, press Delete. The dictionary will then be removed from WordFinder. If you regret the deletion, press Cancel instead.

Export a User Dictionary

You can export 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 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:Select the user dictionary you want to export. Click on the Export terms icon next to the Dictionary title, see the picture below.
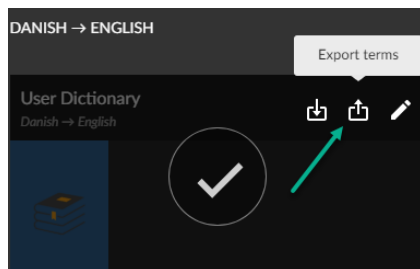
Select the file format for your export file (Excel or WFCML)
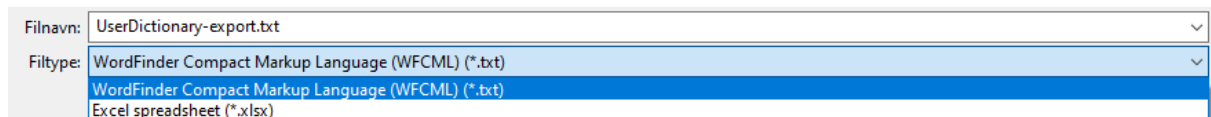
Check the suggested export file name and location and modify if needed.

Save the export file.

Machine translation with WordFinder Translator

What is WordFinder Translator ?

WordFinder Translator is a secure machine translation tool for translating phrases and longer texts. It's available in more than 30 languages and is integrated in WordFinder for Windows. Change to WordFinder Translator by clicking the translation icon in the upper right corner:

The interface:

WordFinder Translator can be used either by entering the text to be translated manually in the source text box or by transferring text from a document to the source text box using the WordFinder hotkey. The translation in the selected target language will be displayed immediately in the target text box.

To copy a translation, simply click the translation in the target text box. To transfer the translation to the original document, double click the translation in the target text box. It will then overwrite the selected text in the document.

What are WordFinder credits?

Translation using WordFinder Translator is paid for with credits. 1 WordFinder Translator credit corresponds to 1 character in the source text. Every time you enter a text into the source text box the number of characters will be calculated and the remaining credits are displayed below the source text box:


You can always purchase credits. For more information please contact support [add] wordfinder.com.

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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:

They will all be described in the following.
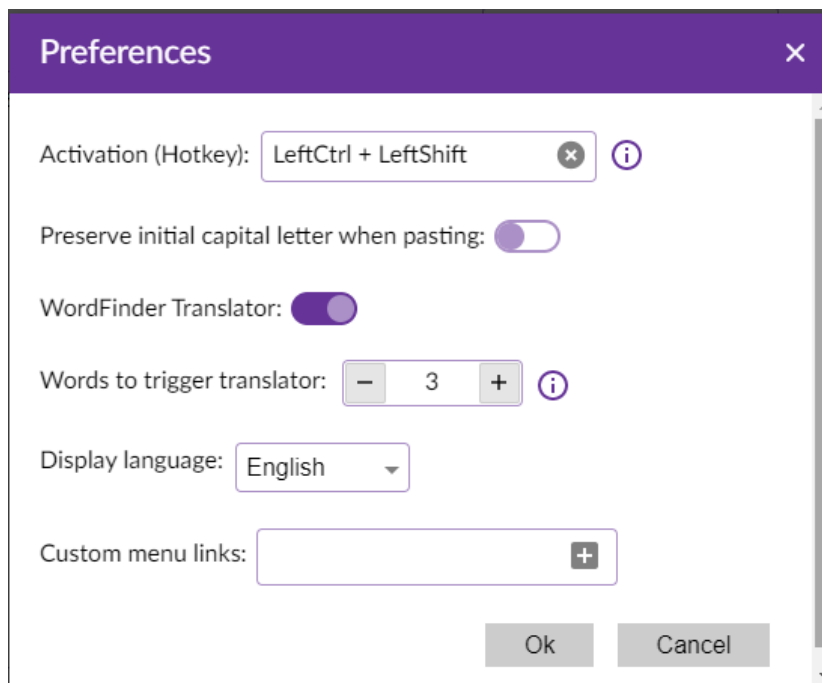
Hotkey (Activation)

Here you can see the default key combination in the respective applications in the text box.

You can always change the hotkey setting. 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 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

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.

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 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. If you look up a word or phrase in WordFinder by selecting a word or phrase in a document and pressing the hotkey, you can control when to automatically trigger translator mode.

Enable WordFinder Translator by clicking the slide button:

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

Save the changes by clicking **OK**.

Words to trigger translator mode

Set this value to control when the translator mode will be activated when using the hotkey. Press the plus sign to increase the number of words and the minus sign to decrease the number of words.
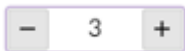
If you look up a phrase using the hotkey, it will be automatically translated if it consists of at least this many words.

Save the changes by clicking **OK**.

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.

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
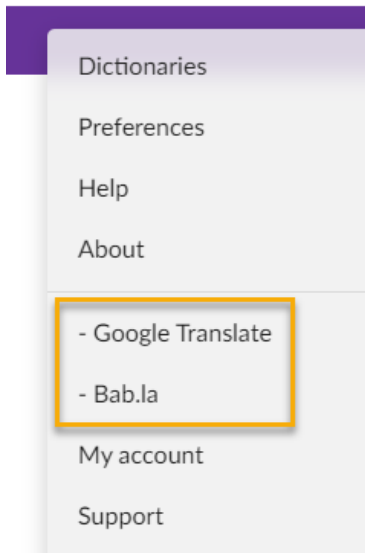
Save the changes by clicking **OK**.

WordFinder Keyboard shortcuts

Left Ctrl+Left Shift	Activates WordFinder. **NOTE** Can be modified in **Preferences**.
Esc	Minimizes WordFinder, but the application remains active in the background.
Ctrl+n/ **Ctrl+Shift**+n	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.
Enter	**Enter** has two functions depending on the context.
	1.
	When entering a search term into the search box, pressing **Ente**r 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.
	2.
	If you have searched in WordFinder from another document AND a word or phrase is highlighted in deep purple in the entry window, pressing **Enter** will paste it into your document.
Arrow right	Browse to the right, to the next translation, in the entry window. The actual translation will be highlighted in deep purple.
Arrow left	Browse to the left, to the previous translation, in the entry window. The actual translation will be highlighted in deep purple.
Arrow down	Scrolls down the list of headwords one word at a time.

Arrow up	Scrolls up the list of headwords one word at a time.
Ctrl+a	Highlights the text in the search box.
Ctrl+c	Copies the highlighted text in the search box.
Ctrl+v	Pastes the copied text into a document.
Tab	Activates the search box by highlighting the current seach 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.
Alt+F4	Close down the application.

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.