Concise

Oxford

ENGLISH

Dictionary

11th EDITION

on CD-ROM

Customer Support

Tel: +44 (0) 1889 570589 **E-mail:** support@focusmm.co.uk

Fax: +44 (0) 1889 583571

www.focusmm.co.uk/support

CONTENTS

The Eleventh Edition of the *Concise Oxford English Dictionary (COED11)* contains over 240,000 words, phrases, and definitions. Featuring the revolutionary Instant Lookup feature, this new CD-ROM offers the quickest ever access to this world-famous dictionary of current English.

Imagine that you have just typed the word **comprise** into your word processor document and you are not quite sure whether you have used it correctly. What do you do? Spend half a minute getting your dictionary from the shelf and looking it up? Decide it is too much trouble and just leave it unchecked? If you have *COED11* sitting discreetly in the corner of your screen, you can double-click on the word you have just typed and its entry will be displayed in an instant. With commonly misspelled or misused words, such as comprise, you will also find a helpful note on the word's proper usage.

1.1 Help

This manual is designed to get you started with *COED11* on CD-ROM. It contains all the information you need to install the application, with brief descriptions of how to search. A more comprehensive description of the program functions is given in the *COED11* Help file. The Help file can be accessed by clicking the [?] button on the *COED11* Application Window.

2.1 System requirements

To use *COED11* you will need:

- A PC with minimum 166MHz Pentium-class processor
- Windows, 98, Me, NT 4.0, XP, or 2000
- 64 MB of RAM
- 180 MB free hard-disk space
- SVGA monitor, set to display high colour (64K or 16-bit colour)
- 16-speed CD-ROM drive
- Windows-compatible 16-bit sound card

2.2 Installation

1. Start Windows as usual or, if you are already running Windows, exit any other applications running on your PC.

2. Place the *COED11* CD-ROM into the CD-ROM drive. The installation program should start up automatically. If it does not, click the START button on your Windows Taskbar and select RUN…. Type D:\SETUP.EXE (where D:\ is the letter of your CD-ROM drive).

3. Follow the instructions given by the installation program and *COED11* will be installed into a new folder on your hard disk.

4. A new program group called *COED11* is also created in START, PROGRAMS, and contains two icons: CONCISE OXFORD ENGLISH DICTIONARY and UNINSTALL CONCISE OXFORD ENGLISH DICTIONARY.

3.1 Starting the *Concise Oxford English Dictionary*

COED11 is installed to, and runs from, your hard drive, so you do not need to have the *COED11* disc in your CD-ROM drive to use the application. All you need to do to start the application is either: double-click on the CONCISE OXFORD ENGLISH DICTIONARY icon on your desktop, or click the START button on your Windows Taskbar, choose PROGRAMS, and select the CONCISE OXFORD ENGLISH DICTIONARY icon in the COED11 program group.

3.2 Closing the *Concise Oxford English Dictionary*

To close the dictionary, do one of the following:

- Press ALT + F4
- Click on the X button in the top right-hand corner of the Application Window
- Click on the *COED11* icon in the top left-hand corner of the Application Window and choose CLOSE.

On the left-hand side of the Application Window, you will see a scrollable index. This is the Headword Index. To the right of the Headword Index is the Entry Pane, where the dictionary entries are displayed. Above the Headword Index is an input box. Type the word you want to look up into the input box. Its entry (or the closest match) is automatically displayed.

Each time *COED11* is started it chooses an interesting or amusing entry for its opening display.

4.1 Buttons

The following buttons are on the *COED11* Application Window (keyboard shortcuts in brackets):

- » « (ALT+S) Toggles between Quick Search (headword search) – the default search option – and Full Text search – this allows you to search for words and phrases across the entire text of the dictionary.

- (ALT+B) Takes you back through the entries that you have visited in the current session.

- (ALT+C) Opens the copy or print the entry window. You can copy/print the whole entry, or selected text from that entry.

- (ALT+O) You can choose whether to set *COED11* to float on top of current applications, you can turn Instant Lookup on and off.

- AA (ALT+T) This option alters the size of the index and entry text. You may choose from two different font sizes. Simply select the one that you are most comfortable with.

- i (ALT+A), (ALT+E) Displays the relevant sections of the front or end matter of the dictionary, as it appears in the printed book, in PDF format.

- (ALT+G) Switches to games.

- ? (F1) Takes you to the *COED11* Help text.

5.1 Using the keyboard

You can use the keyboard to control all of *COED11*'s functions.

- Each button has a keyboard shortcut. Press the ALT key, plus the underlined button's shortcut letter. For example, ALT+S takes you to Full Text search. For a list of keyboard shortcuts, see Section 4.1.

- You can navigate the Headword Index using the arrow keys and Page Up/Down.

- To navigate in the Entry Pane, use SHIFT+Up/Down arrow and SHIFT+Page Up/Down to scroll through an entry line by line.

- Use ALT+< and ALT+> to move the border between the Headword Index and the Entry Pane left or right respectively.

- In a Full Text search you can move between the input boxes using the TAB key. To cycle through the Boolean operators, use ALT+Q. To start a search, press ENTER.

- When selecting an option from the Options window, use the Up or Down arrow to highlight the option you want and press SPACE to tick or untick it.

5.2 Viewing front and end matter

You can view the dictionary's front and end matter just as you would in the printed book. Click the ⅰ button and choose the option you want. The text is displayed in PDF format.

5.3 Cross-references and Hypersearch

There are two types of cross-reference in *COED11* on CD-ROM:

- The *COED11* text contains explicit cross-references, which appear in blue text. These explicit cross-references are links from one dictionary entry to another for purposes of comparison or explanation. To follow a

cross-reference, click on it with your mouse, and the target entry will appear in the Entry Pane.

⇔ For example: in the entry **oyster plant**, there is a cross-reference to **salsify**. To follow this, click on it and you are taken to the entry **salsify**.

- You can also use Hypersearch to look up any word in an entry. Click on the word once with your mouse. This performs a Hypersearch; the Headword Index will scroll to the correct entry and the target entry will be displayed in the Entry Pane.

⇔ For example: in the entry **oyster plant**, click on the word **borage**, and you will be taken to the entry for **borage**.

- Hypersearch can also deal with derivatives and inflected forms of words (i.e. verb tenses and plurals). If an inflection or derivative has its own entry, you will be taken to the entry for that inflection or derivative (e.g. the inflection **running** has its own entry). If there is no entry for the inflection or derivative that you have selected (e.g. **runs**), then you will be taken to the base form of the word (i.e. **run**).

⇔ For example: in the entry **metanoia**, clicking on the word **penitence** takes you to the base form **penitent**. In *COED11* **penitence** is listed as a derivative of **penitent**.

6. Instant Lookup facility

The *COED11* application features an innovative Instant Lookup feature, which enables you to consult the dictionary from your Web browser, or from any other text-based application in Windows, at the click of a mouse button. To use Instant Lookup, you need to have the *COED11* application running. Then when you double-click on a word on your Web page, in your email, or in your word-processing document, it is looked up in *COED11*, and the entry is displayed for you. If the Float option is enabled, you do not even have to jump to *COED11* to see the definition, because the *COED11* Application

Window is always visible. You can also use Instant Lookup if you highlight a word in your current application and press CTRL+C, or select Copy from the appropriate menu in your current application.

Instant Lookup can also deal with derivatives and inflected forms of words (i.e. verb tenses and plurals). If an inflection or derivative has its own entry, you will be taken to the entry for that inflection or derivative (e.g. the derivative **theatrical** has its own entry). If there is no entry for the form that you have selected then you will be taken to the base form of the word (e.g. if you look up **inflexibility**, you will be taken to the base form **inflexible**). If there is no exact match for the word which you are looking up, you will be taken to the nearest alphabetical match in the Headword Index.

6.1 Float option

You can set the *COED11* window to float on top of your current application when it is running. You can then reduce the size of the *COED11* Application Window and tuck *COED11* in the corner of your screen and it will always be visible, no matter which application you are working in. The Float option is turned on/off by clicking in the box beside DICTIONARY WINDOW FLOATS ON TOP in the Options window. (Click to open the window.)

6.2 Turning Instant Lookup on and off

Instant Lookup is turned on in *COED11* by default. If you prefer to switch Instant Lookup off for a time, click the button and untick the WATCH CLIPBOARD AND RESPOND TO DOUBLE CLICKS option. To turn the Lookup option back on again, click in the tick box again.

7. Headword Index and Quick Search

When *COED11* opens, it displays an alphabetical list of all 65,000 headword entries in the Headword Index. Quick Search, which allows you to search the headword list, is selected by default. You can scroll through the Headword Index from A to Z using the mouse and scroll bar or arrow and Page Up/Down keys. To view any entry, click on the headword in the Search Pane and the entry will appear in the Entry Pane, on the right.

⇔ Imagine you have just encountered the word **floccinaucinihilipilification** and wonder what it means. By the time you have typed the first five letters, **flocc**, the entry is displayed.

You can also use wild cards in Quick Search. If you perform a wild card search in Quick Search, the results will be displayed in the Headword Index. Please see Section 8.2 *Using wild cards* for more information.

Quick Search is not case-sensitive, so you can use lower-case letters or upper-case letters and the results will be the same.

8. Full Text search

Full Text search allows you to search the entire text of *COED11* for all of the occurrences of a word. To select Full Text, click the ⊗ button. To search for a specific word, type it in the Input box, and press the ENTER key or click the ⊗ button. After you have done a Full Text search, the Headword Index changes to display an alphabetical results list of all the entries in which your search term appears. To display one of the entries which contain a result, click on the result with your mouse, and the entry appears in the Entry Pane, with the result highlighted.

To switch from the list of search hits to the full list of A to Z entries, click on

the « button.

⇔ For example: to perform a simple Full Text search for the word **insect**, click the » button, type the word in the Input box, and press the ENTER key or click the 🔍 button to start the search. A list of all entries containing **insect** is displayed.

8.1 Phrase search

Full Text search also allows you to do a phrase search to find compounds, phrases, idioms, and phrasal verbs. To search for an exact phrase, type it into the first input box.

⇔ For example: if you have seen the term **money of account** and don't know what it means, you can just type **money of account** into the first input box in Full Text search. A phrase search often helps you to do a more focused search for multi-word expressions. For example, a Full Text Boolean search for **money** AND **account** yields 24 results, whereas a phrase search returns only two results.

8.2 Using wild cards

You can use wild cards to represent one or more letters in your search term so that you can expand the scope of a Quick Search or Full Text search. Wild cards are useful when searching for a word if you are uncertain of the spelling, to find a group of grammatically related words with the same base form, and to find words with the same suffix or prefix. They are also useful when solving crossword puzzles, when only certain letters are known.

● The ? character stands for one character.

⇔ Thus if you search for **?leat** in Quick Search, the results are **bleat**, **cleat**, and **pleat**, while **d?spatch** matches **despatch** and **dispatch**.

● The * character stands for zero or more characters.

⇔ Thus if you search for **colo*r**, you get **color**, **colour**, and **colorimeter** returned as results.

8.3 Combining search terms using Boolean operators

The Boolean operators AND, OR, and NOT are used in Full Text searches and let you search for entries containing more than one term. Boolean operators can also be combined with wild cards. You can switch between the two input boxes using your mouse or the TAB key. By default the AND operator is selected. Click on the operator box or press ALT+Q to cycle through all three operators.

- Use AND to find entries that include both your search terms.

⇔For example: to search the text for entries that refer to **Jewish festivals**. Type **jewish** in the first Input box, make sure AND is selected, type **festival*** in the second Input box, and press ENTER or the 🔍 button. The results list consists of those entries that contain both search terms. Using the wild card here picks up occurrences of **festival** and **festivals**.

- Use OR to find entries which contain either of your search terms.

⇔For example: to search the full text for those words ending with -**philia** or -**phobia**, select Full Text search, type ***philia** in the first Input box, select OR in the Operator box, and type ***phobia** in the second box. The results list all those entries which contain terms ending in either -**philia** or -**phobia**, or both.

- Use NOT to find entries which contain one or more of your terms but not the other.

⇔For example: to search the full text for words beginning with **christ**- but excluding **Christmas**, type **christ*** in the first Input box, choose NOT in the Operator box, and type **Christmas** in the second Input box.

Please see the Help text for further information about using Boolean operators.

9. Removing *COED11* from your computer

Removing *COED11* from your computer is easy:

1. Select PROGRAMS from the START menu on your Windows taskbar and
   then select UNINSTALL CONCISE OXFORD ENGLISH DICTIONARY
   from the *COED11* program group.

2. Follow the instructions given by the uninstall program and *COED11* will be
   removed from your computer.

10. Licence

Oxford University Press Software Licence

TERMS GOVERNING THE USE OF THE SOFTWARE

Please read these terms before using the CD-ROM

*The copyright in this CD-ROM ("the Software") and in any associated
documentation is owned by Oxford University Press ("OUP"). By using the CD-
ROM, you agree to be bound by the terms of this licence. If you do not accept the
terms set out below then do not use the CD-ROM. Return the disc in the original
package to the dealer from whom you obtained/bought it together with proof of
purchase for a full refund.*

1. **Licence**

   OUP grants you the non-exclusive non-transferable right to use the Software
   on a single computer of the type specified in the packaging. You may not
   network the Software.

2. Use of the Software

2.1 Without prejudice to any statutory rights so to do and except as expressly permitted by this licence, you must not modify, adapt, distribute, transmit, transfer, publish, reproduce, knowingly make it available to multiple users, or alter any of the Software or any associated documentation.

2.2 Recognizing the damage to OUP's business which would flow from unauthorized use of the Software and any associated documentation, you will make every effort to keep the CD-ROM and associated documentation secure both during the continuance of this licence and after its termination.

3. Termination

You may terminate this licence at any time by destroying the Software and any associated documentation. This licence will also terminate if you breach any of its terms.

4. Warranties

4.1 OUP warrants that the Software will be free from defects in materials and workmanship under normal use and will conform to the published specification for 90 days from the date you receive it.

4.2 The above warranty is in lieu of all other warranties express or implied and representations and in particular but without limitation to the foregoing:

    4.2.1 OUP gives no warranties and makes no representations that the Software will be suitable for any particular purpose or for use under any specific conditions notwithstanding that such purpose or conditions may be known either to OUP or the dealer from whom you acquired the CD-ROM;

    4.2.2 OUP accepts no responsibility for any mathematical or technical limitations of the Software;

    4.2.3 OUP does not warrant that the operation of the Software will be uninterrupted or free from errors.

5. Limitation of liability

5.1 The entire liability of OUP and its suppliers and your exclusive remedy shall at OUP's option be return of the price paid for the CD-ROM or

replacement of the CD-ROM disc.

5.2 Save in the case of death or personal injury, in no circumstances will OUP or its suppliers be liable for any damages whatsoever (including without limitation damages for loss of data, loss of business, loss of profit, goodwill or any other consequential losses of any nature) arising out of the use or inability to use the Software or any associated documentation.

5.3 Links to any third party websites are provided by OUP for information only and OUP disclaims any responsibility for any materials contained in any third website to which a link is provided.

6. Law

This licence is governed by English law and the English Courts shall have jurisdiction.

7. Oxford University Press and iFinger Limited shall have the right to use the information provided by you during registration of this product for marketing purposes and to inform you of upgrades to the Data and Routines.

TECHNICAL SUPPORT

Thank you for purchasing this Focus Multimedia Product. Should you encounter any difficulties in loading or using the application we offer a comprehensive technical support service. All we ask is that you complete and return the registration card enclosed. There are five ways to obtain technical support:

Technical Support Helpline: 01889 570589

You can speak to someone in person between the hours of 9.30 am to 5.00 pm GMT, Monday to Friday excluding Bank Holidays.

FAX Service: 01889 583571

Fax us with your problem. Please be sure to state a telephone number and times we can contact you, together with as much information you can supply to aid a speedy response.

e-mail Autoresponder: ESS526@focusmm.co.uk

Send a blank e-mail to ESS526@focusmm.co.uk and the most up to date technical information will be automatically e-mailed back to you.

e-mail: support@focusmm.co.uk

e-mail us with your problem, together with as much information as you can supply to aid a speedy response.

World Wide Web: http://www.focusmm.co.uk/support

Visit our Web site Technical Pages for the latest support information.