

CLD Help: Contents

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About CLD on CD-ROM

The Cambridge Learner's Dictionary (**CLD**) on CD-ROM is an interactive electronic dictionary for intermediate learners of English. Its entries contain sound recordings by both British and American native speakers, as well as a feature that lets you record and hear your own pronunciation. CLD also has a 'Related Words' feature that works like a thesaurus, and a 'Word Families' feature that provides an easy way to build your vocabulary. In addition, CLD has lots of study pages, which explore different areas of English language and culture, and interactive exercises based on the study pages, which help you practise what you have learned.

The Cambridge Learner's Dictionary on CD-ROM is combined with an application called BOOKcase. BOOKcase is a software program that helps you use CLD and is automatically installed on your computer when you install CLD. For more information about BOOKcase and how it works, see the section called [About BOOKcase 4.0](#). NOTE: You do not have to read this section to use CLD.

Web addresses

- Technical support <http://www.cambridge.org/elt/cld>
- Cambridge Dictionaries home page <http://www.cambridge.org/elt/reference>
- Cambridge University Press <http://www.cambridge.org>

Copyright information

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Version 1.01

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Note: For further information on BOOKcase please contact:

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Getting started

Click any underlined term to find out more about it.

[Starting CLD](#)

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Starting CLD

You can start CLD in several ways:


- Click and hold the **Start** button (lower left corner of the toolbar at the bottom of your screen), point to **Programs**, point to **Cambridge**, click **Cambridge Learner's Dictionary**.

or

Double-click The CLD Desktop icon  on your desktop.

Note: The CLD desktop icon will only appear on your desktop if you have followed the suggested installation, or have chosen to add this shortcut during installation,

or

Click the BOOKcase icon  in the tray (bottom right corner of your screen



Note: The BOOKcase icon will only appear in the tray if you have followed the suggested installation, or have chosen to add this shortcut to the StartUp folder during installation.

When you start CLD, the program opens **two** separate windows: the Search Panel and the Content window. **You should wait for both windows to open before you begin searching for a word.**

If CLD is running but its windows have been minimized:

- Click the CLD icon  in the taskbar at the bottom of your screen.

If you are using a word processing program that has been integrated with CLD:

- Highlight the word you want to look up and press Ctrl+9 (This is called the 'Hotkey').

or

Click the CLD icon  in the toolbar of the word processing program

or

Click **Tools** (in the toolbar of the word processing program), then click **Cambridge Learner's Dictionary**.

See also:

[Hotkey](#)


[Word processor integration](#)

[Quitting CLD](#)

Searching for a word in CLD

Click any underlined term to find out more about it.

To search for a word:

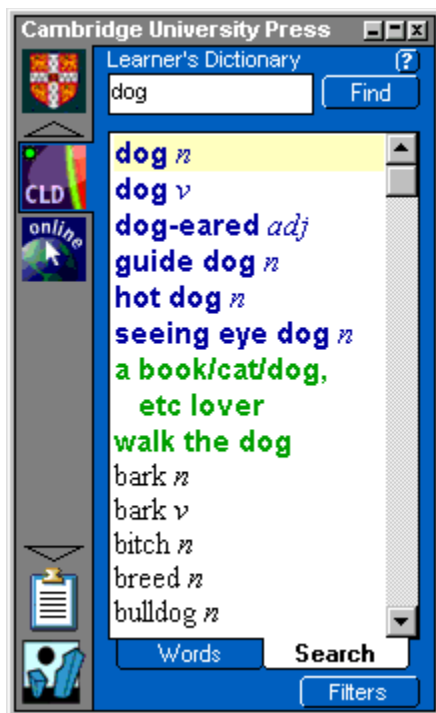
- Type the word in the text entry box (the white box at the top of the Search Panel).
- Click the FIND button  to start the search.

The dictionary entry for the search word is shown in the second window, called the Content Window.

Search Panel

Content

Window




The screenshot shows a web browser window titled "Cambridge Learner's Dictionary". The address bar shows "A-Z". The main content area displays the entry for "dog".

dog /dɒg/ *noun* [C]
an animal with fur, four legs and a tail that is kept as a pet, or trained to guard buildings and guide blind people
Let's take the dog for a walk.
[Related words](#)
See also: [guide dog](#), [hot dog](#).

dog /dɒg/ *verb* [T] **dogging**, *past* **dogged**
to cause someone or something trouble for a long time
[often passive] *His football career has been dogged by injury.*
[Related words](#)

dog-eared /'dɒɡrəd/ *adjective*
If a piece of paper or a book is dog-eared, its corners are folded

To start another search:

- Click the **Search Panel** button  at the top of the Content Window to go back to the Search Panel, where you can select other entries or start a new search.

For a detailed explanation of the features and functions of the Search Panel and Content Window, see:


[Search panel: Key-in aid Index](#)

[Search panel: Search Results index](#)

[Content Window](#)

Quitting CLD

You can quit CLD in several ways:

- Click the close button  at the top of the Search Panel.

or


Click the right mouse button on the CLD icon  in the taskbar at the bottom of your screen, then select **Close**.

or

Click the title bar  in the search panel, then press **Alt+F4**.

Note: These three methods close CLD **without** disabling the hotkey.

or

Click the right mouse button on the BOOKcase icon  in the tray at the bottom right corner of your screen, then select **Exit**.

This method closes CLD and removes the BOOKcase icon from the tray, disabling the hotkey.

See also:

[Auto minimize](#)

[Hotkey](#)

What is installed on your computer

- CLD data files (directory C:\Program files\Cambridge\CLD001CP, unless you have specified otherwise during the installation).
- A shortcut to Cambridge Learner's Dictionary on the desktop, if you have selected this option during the installation.
- BOOKcase 4.0 software (directory C:\Program files\TEXTware\BOOKcase40, plus system files in C:\Windows\System and C:\Program files\Commonfiles).
- Shortcuts to start BOOKcase 4.0. The following items are added to the Start menu:
 - Program files\BOOKcase 4.0\BOOKcase 4.0
 - Program files\Cambridge\Cambridge Learner's Dictionary.
- A shortcut to BOOKcase 4.0 in the StartUp folder, if you have selected this option during the installation.
- Uninstall information about CLD and BOOKcase 4.0.

NOTE: When you install Cambridge Learner's Dictionary on your PC, the empty log file CLD001CP.LOG is automatically installed to your CLD directory. For more information on this file see [The LOG file](#).

See also:

[About BOOKcase](#)

[Uninstalling CLD](#)

[Uninstalling BOOKcase](#)

Uninstalling CLD

To uninstall CLD:

- Click and hold the **Start** button, point to **Settings**, then **Control Panel**.

The Control Panel window opens.

- Double-click **Add/Remove Programs**.

The Add/Remove Programs dialog box appears.

- Click **Cambridge Learner's Dictionary** to select it, then click **Add/Remove**.

CLD is removed.

- Click **OK** to close the dialog box.

NOTE: This process removes only CLD (Cambridge Learner's Dictionary). It does not uninstall the software program called BOOKcase that lets you use CLD. For more information about BOOKcase, see [About BOOKcase](#).

See also:

[Uninstalling BOOKcase](#)

About the Search Panel

The Search Panel is the first window to open in CLD. It's the place where you enter the word you're searching for, and the place where many of CLD's features are controlled.

Click any underlined term to find out more about it.

[Parts of the Search Panel](#)

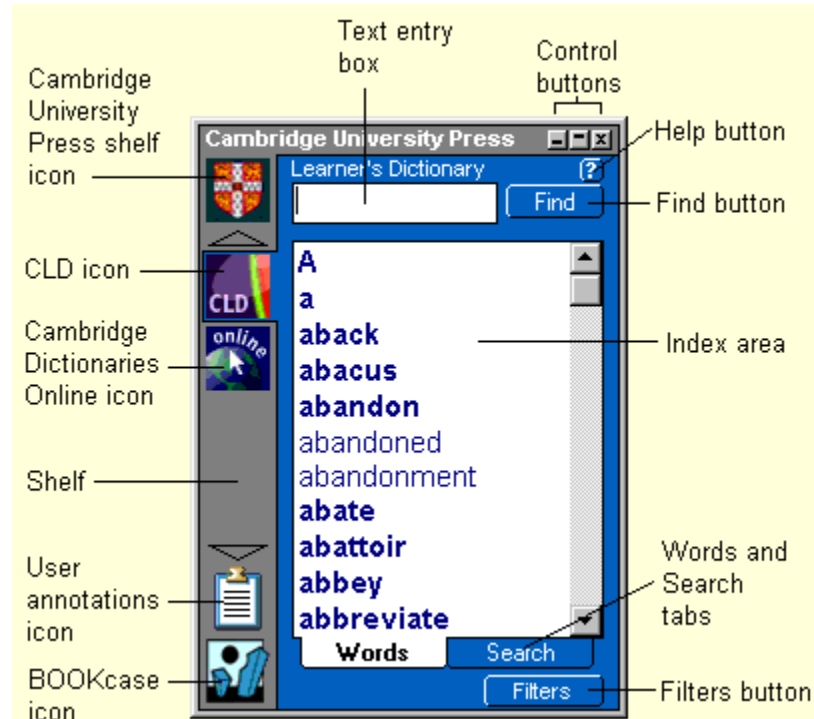
[Search panel: Key-in aid Index](#)

[Search panel: Search results index](#)

[Search Panel History](#)

Parts of the Search Panel


The Search Panel's parts are described below:





Text entry box: Type the word you want to search for here.

Index area displays the words in the dictionary that match your search word.



Shelf contains the following items:

the **Shelf icon**  shows which shelf is open. (In the picture above, the Cambridge University Press shelf is currently open.)

the **CLD icon**  (and possibly other book icons).




the **User Annotations icon**  : click to open the User annotations search panel.


the **BOOKcase 4.0 icon**  : click to open the BOOKcase bar.


Up and down arrows   : If one or both arrows are black, click to scroll through the rest of the icons on the shelf without

resizing the window.


Control buttons  perform the following functions:

- minimize button  minimizes the search panel and puts it in the taskbar.
- toggle button  switches between normal mode (showing the full search panel) and always-on-top mode (reduced search panel which floats on top of other open applications).
- close button  closes the search panel **and** CLD.

Help button : click to open CLD's online help.

Find button : click to begin a search for the word in the text entry box.

Words and **Search tabs** toggle between the Key-in aid index and the Search Results index.

Filters button : click to expand the Search Panel and open the Filters.

Search Panel: Always-on-top mode

The search panel can be displayed in two ways:

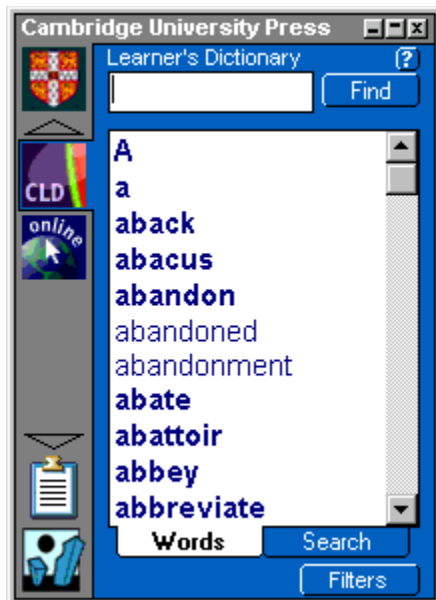
- **Normal mode** (This is the default mode.)

The search panel shows both the text entry box and the index area below it.

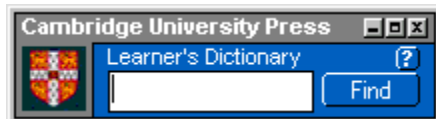
- **Always-on-top mode**

The Search Panel is reduced and remains on top of all open applications. The Always-on-Top mode is very convenient if you are working in another application and only want to look up a word occasionally.

Normal mode



Always-on-top mode




See also:

[Switching between normal mode and always-on-top mode](#)

[Search Panel](#)

Search Panel: switching between normal mode and always-on-top mode

To change from Normal mode to Always-on-top mode:


- Click the toggle button  in the top right corner of the search panel.

The search panel is reduced and remains on top of other applications.

To change from Always-on-top mode to Normal mode:

- Click the toggle button  in the top right corner of the search panel

or

Click the Cambridge University Press shelf icon  to go back to normal mode.

See also:

[Search panel: always-on-top mode](#)

The Search Panel: Key-in aid index

When you start a search, the search panel shows all the entries in CLD that start with the letters you are typing. This feature is called the **Key-in aid index** and is especially helpful if you're not sure how to spell the word you're looking for.

This is what the Key-in aid index looks like when you type in 'bio'. All words that are main entries appear in **bold** type. Other words appear in regular type.



If the word you've typed is not found, it appears in brackets in the key-in aid index.

NOTE: You may use wildcards (* and ?) in your searches. You can also use Filters to limit your searches.

As you type in the text entry box, you will see the following symbols in the top left corner of the CLD icon:

- a small, blue-and-yellow rotating wheel, which shows that CLD is being searched.
- a small green lamp, which shows that the search word has been found.

Note: Icons (books) with no lamps show that no matches were found in those books. Internet addresses (like Cambridge Online) are excluded from searches unless your web browser is open.

To see the definition of the word you typed in the text entry box:

- Click  or click the SEARCH tab.


The key-in aid index changes to show the [Search results index](#) and the dictionary entry corresponding to the first result in the list is shown in the [Content window](#). If no matching word is found, **(no matches)** appears in the Search results index.

Note that this function may return no search results in the [active book](#), while green lamps indicate that the search word does appear in other books on the same [shelf](#).

To see the entry for any word in the Key-in aid index:

- Click it with the mouse.

To start another search:

- Click the **Search Panel** button  to go back to the search panel, where you can select other entries or start a new search.

See also:

[Content window](#)

[Filters](#)

[Search Results Index](#)

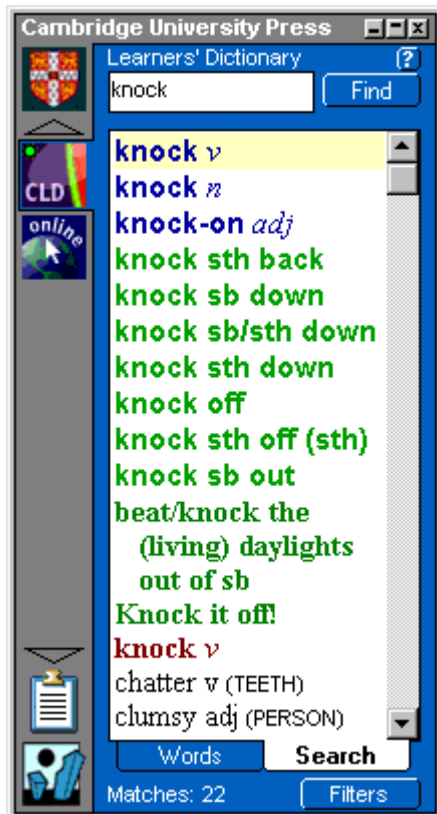
[Search Panel History](#)

[Wildcards](#)

The Search Panel: Search Results Index

After you have clicked FIND to perform a search, the key-in aid index changes to show the **search results index**, which lists the results that match or contain the word you are searching for.

Search results index for the word 'knock':



Results for each search appear in the following order:

Main entries (also called **Headwords**) that match the search word are shown in **blue type**.

Phrasal verbs that match or contain the search word are shown in **light green type**.

Idioms or Phrases that match or contain the search word are shown in **dark green type**.

Usage notes that contain the search word are shown in **red type**.

Definitions that contain the search word are shown in **black type**.

Examples that contain the search word are shown in **black italic type**.

NOTE: Every category in this list will not apply to every search.

To see the dictionary entry for any word listed in the search results index:

- Click that word. The content window jumps to the dictionary entry for that word.

Click the tabs **Words** and **Search** below the index area to toggle between the [key-in aid index](#) and the search results index.

Right click any entry in the Search results index to open the Search results pop-up menu. This menu offers the following options:

Print matches

Click to print the current list of search results that match the search word.

Headwords (number of headwords that match the search word)

Click to jump to the first main entry match in the search results index.

Phrasal verbs (number of phrasal verbs that match the search word)

Click to jump to the first phrasal verb match in the search results index.

Idioms/Phrases (number of idioms and phrases that contain or match the search word)

Click to jump to the first idiom/phrase match in the search results index.

Usage Notes (number of usage notes that contain the search word)

Click to jump to the first usage note match in the search results index.

Definitions (number of definitions that contain the search word)

Click to jump to the first definition match in the search results index.

Examples (number of examples that contain the search word)

Click to jump to the first example match in the search results index.

See also:

[Key-in aid index](#)

[Search Panel History](#)

About the Content Window

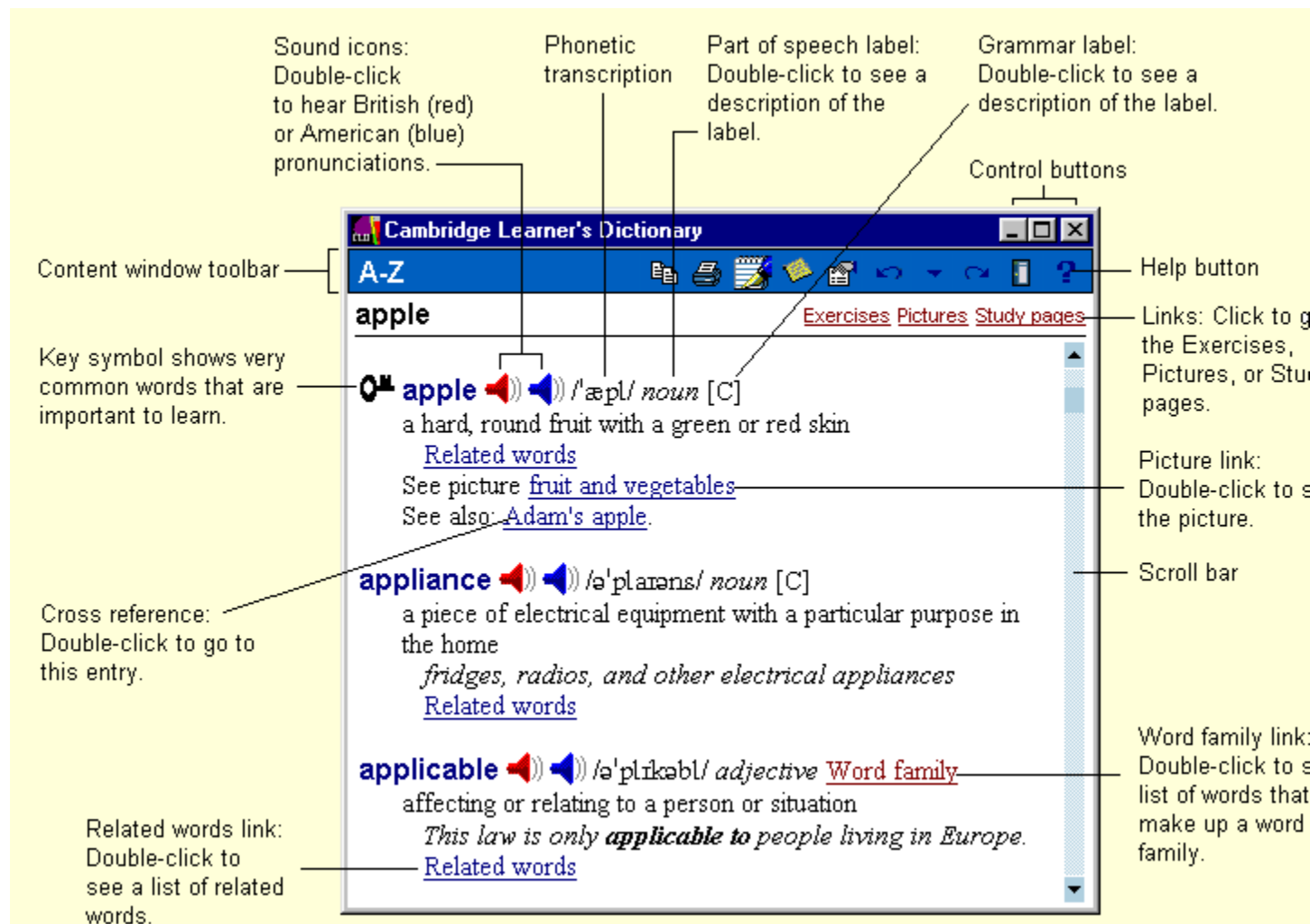
The content window, CLD's second window, shows the dictionary entry for the word you are searching for.

Click any underlined term to find out more about it.

[Parts of the content window](#)

[Content window toolbar](#)

Parts of the Content Window





Control buttons perform the following functions:

- minimize button Click to minimize the content window and put it in the taskbar.
- maximize button Click to switch between full screen and window view.
- close button Click to close the content window.

Content window toolbar

See [Content window toolbar](#) for a description of the toolbar buttons.

To test your pronunciation: right-click either the British sound icon  or the American  sound icon, click '**Pronunciation practice**', then follow the directions. (**Note:** your computer **must** have a microphone to use Pronunciation practice.)

If no sound icons are visible in an entry, they have been turned off. See [Hiding/displaying parts of the dictionary](#) to find out how to turn them on.

Note: Unless you're using a network version of CLD, your CD must be in the CD-ROM drive for you to hear the pronunciations.

To return to the dictionary, click the close box  in the upper right corner of the window.

To see a description of any part of speech label or grammar label: Double-click it. A pop-up box appears with a brief explanation.

Note: You can also view explanations for parts of speech or grammar labels by right-clicking on them, then clicking '**Explain ...**'.

To search for any word in the Content Window: double-click it. The window instantly changes to the entry for the new word.

Note: You can also search any word by right-clicking it, then selecting '**Global search**'.

See also:

[Related words](#)

[Word families](#)

[Exercises](#)

[Pictures](#)

[Study pages](#)

Content Window toolbar

TOOLBAR BUTTONS

The toolbar at the top of the CLD Content window contains the following buttons:



These buttons are explained below.

A-Z

Click to show a pop-up menu containing **A-Z**, **Exercises**, **Pictures**, or **Study Pages**. Click one of these options to go there.

Copy

Copies selected text or an entire entry to the clipboard. The text can then be pasted into a document using the Paste command, or Ctrl+V.

(see [Copying](#))

Print

Prints selected text or an entire entry.

(see [Printing](#))

Copy to Word processor

Copies selected text or an entire entry directly to your word processor. **Note:** This function is only available if you have chosen to integrate your word processor with CLD (see [Word processor integration](#)).

(see also: [Copying](#))

Insert/Open User Annotations

Creates a new annotation, or lets you edit an existing annotation.

(see [User Annotations](#))

Properties

Opens a dialog box which lets you to change the way that CLD's entries are shown.

(see [Properties](#))



Backward in history

Goes back to a previously displayed entry.

(see [History in the Content window](#))



History List

Shows a list of the words you have searched for in the current session.

(see [History in the Content window](#))



Forward in history

Goes forward from a previous entry.

(see [History in the Content window](#))



Go to Search Panel

Opens/goes to the [Search Panel](#).



Help

Displays information about the program and how to use it.

Content window menu

To see a menu of options in the Content window:

- Click the right mouse button on any word, label, link, or icon in an entry.

A pop-up menu appears with these options:





Copy current entry Click to copy current entry to the clipboard. (see [Copying](#))

Print current entry Click to print current entry. (see [Printing](#))

Insert/Open User Annotations Click to add or open an annotation. (see [User annotations](#))

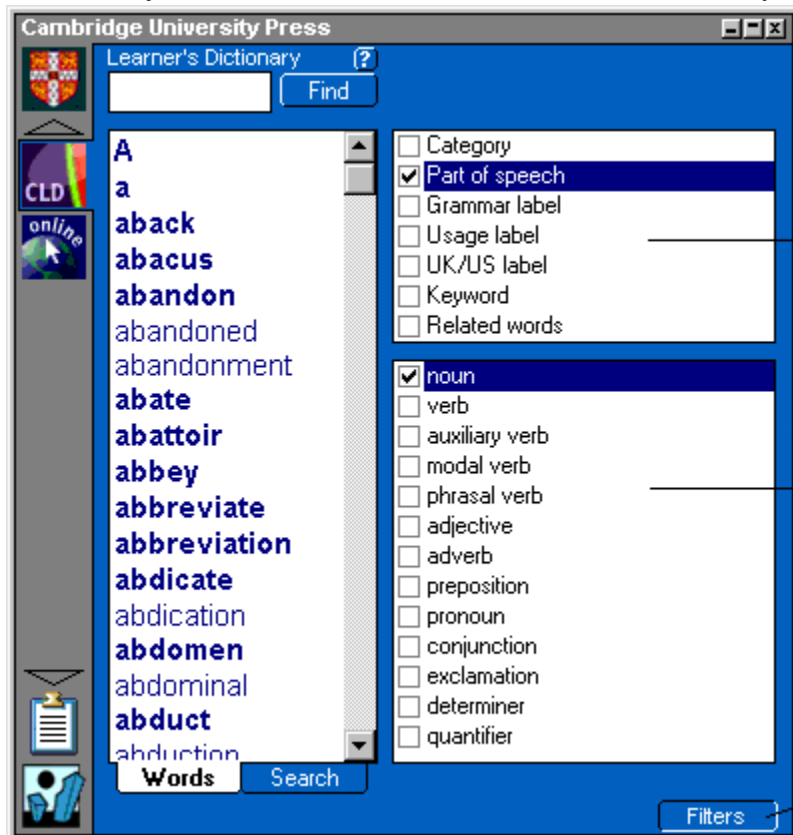
Properties Click to change the way CLD entries are shown. (see [Properties](#))

The following *additional* options are only shown when you right-click on certain parts of an entry:

Right-click on:	Additional menu option shown:	Click option to:
grammar code, part of speech, or label	Explain ('X')	see a brief description of the selected grammar code, part of speech, or label
underlined Related Words link	Show Related Words	see a list of related words
underlined Word Families link	Show Word Family	see a list of word families
any word in an entry	Global Search	search CLD for the selected word
underlined study page link	Go to Study page	go to the selected study page
underlined picture link	Show Picture	show the selected picture
a red (British) sound icon  or a blue (American) sound icon 	Play Soundfile	hear a headword spoken by a British or American native speaker
a red (British) sound icon  or a blue (American) sound icon 	Pronunciation practice	open the dialog box to record and listen to your own

About the Filters

Filters are tools that let you change the way that CLD is searched. For example, you can search just for verbs or just for nouns. You can also combine filters to limit your search even more.



Filter Groups:
Click a group to see its list of filters in the lower window.

Filters:
Click a filter to turn it on or off. A tick means the filter is on.

Click to open and close the filter panel.

Filter Groups

The filters are divided into seven filter groups, which are shown in the upper filter window. These groups are: **Category**, **Part of speech**, **Grammar Label**, **Usage label**, **UK/US label**, **Keyword**, and **Related words**.

The lower filter window shows the list of available filters for the *selected* filter group. Each filter group contains different filters, which you can see by clicking the filter group buttons. The seven filter groups contain filters which limit your searches. Use them when you want to search for particular types of words or information.

Category: Limits your search to particular categories within the dictionary, such as examples or usage notes.

Part of speech: Limits your search to particular parts of speech, such as nouns or verbs.

Grammar label: Limits your search to words that show particular grammar patterns, such as countable or intransitive.

Usage label: Limits your search to words that are labelled, such as 'informal' or 'written abbreviation'.

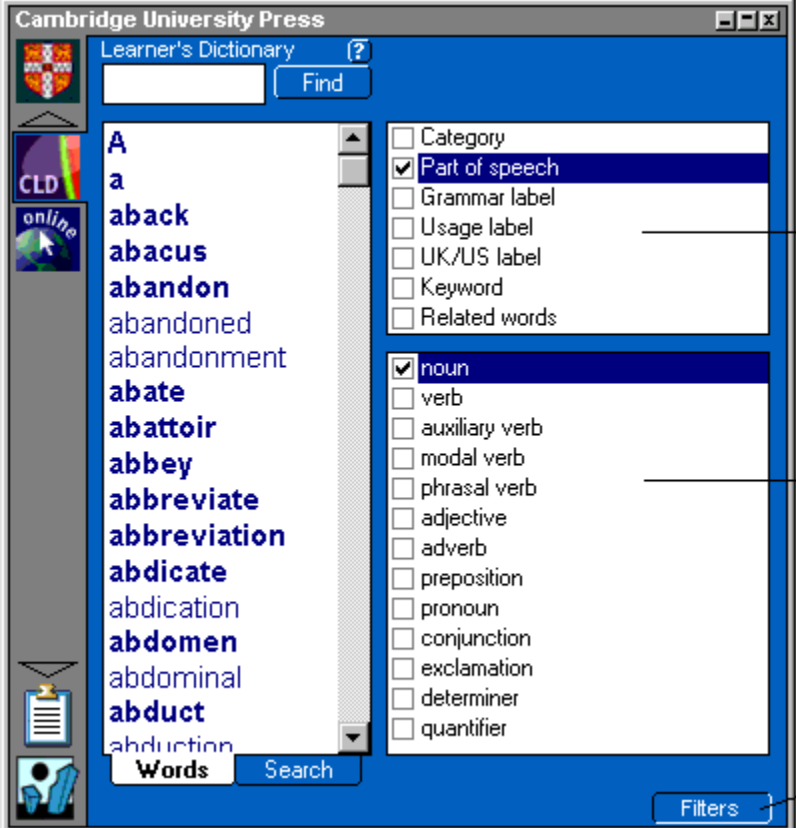
UK/US label: Limits your search to either UK or US words.

Keyword: Limits your search to either keywords (important words marked with a key symbol in the dictionary) or non-keywords.

Related words: Use these filters to see all the entries in the dictionary that are related to the search word.

Using the Filters

To use the filters: Click the **Filters** button  in the lower right corner of the Search Panel. The Search Panel expands to show the filters (see below).



The screenshot shows the Cambridge University Press Learner's Dictionary search interface. On the left, a list of words is displayed, starting with 'aback' and 'abacus'. On the right, the 'Filters' panel is expanded, showing two sections: 'Filter Groups' and 'Filters'. The 'Filter Groups' section includes 'Part of speech' (checked), 'Grammar label', 'Usage label', 'UK/US label', 'Keyword', and 'Related words'. The 'Filters' section includes 'noun' (checked), 'verb', 'auxiliary verb', 'modal verb', 'phrasal verb', 'adjective', 'adverb', 'preposition', 'pronoun', 'conjunction', 'exclamation', 'determiner', and 'quantifier'. A 'Filters' button is located at the bottom right of the search panel.

Filter Groups: Click a group to see its list of filters in the lower window.

Filters: Click a filter to turn it on or off. A tick means the filter is on.

Click to open and close the filter panel.

To turn on a filter: click the box next to it.

A check mark appears in the box and the filter is turned on.

To turn off a filter: click the box again.

The check mark disappears and the filter is turned off.

IMPORTANT: Once you turn on a filter, **EVERY** search you perform will be filtered until you turn off the filters. For example, if you have the 'adjective' filter turned on and you search for a word which is a noun only, the search will result in **no matches**.

To temporarily turn off the filters, but retain the settings for later use: click the Filters button.

Using more than one filter at the same time:

When using more than one filter from the **same filter group**, the search results include words that match **any** of the selected filters in that group. (In other words, the search is performed as if using an 'or' between the filters.)

When using **more than one filter group**, the search results include words that match **all** of the selected filters. (In other words, the search is performed as if using an 'and' between the filters.)

NOTE: You can still use the Grammar label filters even if you have hidden the grammar labels using the [Properties](#) button.

See also:

[Properties](#)

[Key-in aid index](#)

Wildcards

Wildcards are symbols that represent letters or other characters. You can use them to help you search for words that you don't know how to spell, or to search for plurals or other derived forms of words.

Wildcards

? = one character

?? = two characters

***** = zero or more characters

Examples of searches using wildcards

A search for **b?t** finds **bat, bet, bit, but**, etc.

A search for **b*t** finds **baby-sit, bait, ballet, bet, bittersweet, blunt, but**, etc.

You can also combine wildcards:

A search for **?ate*** finds **bated, hateful, latent, mate, water**, etc.

A search for **??ate??** finds **amateur, plateau, stately**, etc.

Wildcards are a useful way of finding both plural and singular versions of a word, variant spellings or words you are not sure how to spell:

A search for **psychia*** finds **psychiatric, psychiatric care, psychiatrist**, etc.

A search for **colo*r** finds **colour** and **color**.

A search for ***ology** finds **anthology, anthropology, etc.**


NOTE: You can interrupt a search at any time by changing or deleting the current search word in the text entry box.

Pictures

To see a list of all the pictures in CLD:

- Click the red, underlined **Pictures** link in the Content window,

or

click the  button in the Content window toolbar, then click **Pictures** in the pop-up menu. The content window changes to show the Picture window.


To return to the dictionary:

- Click the red, underlined **A-Z** link,

or

right-click the **Pictures** button, and click **A-Z** from the pop-up menu,

or

click the backward-in-history button .

See also:

Picture window

Viewing a picture from an entry

Picture window



This is an example of the picture window showing the picture for '**bathroom**'.

The left side of the picture window lists all the pictures in CLD. The right side of the window shows the current selected picture.

To see a picture: click its name in the list. (Click the scroll bar to move up and down in the list.)

To see labels in the picture: move your cursor over the picture.

Pop-up labels appear.

To see the definition of a label: click the label.

A small definition window opens.

To close the small definition window: click the close box .



To see more of the definition: click the **Display more** button.

The small definition window closes and the entry is shown in the content window.

Viewing a picture in an entry

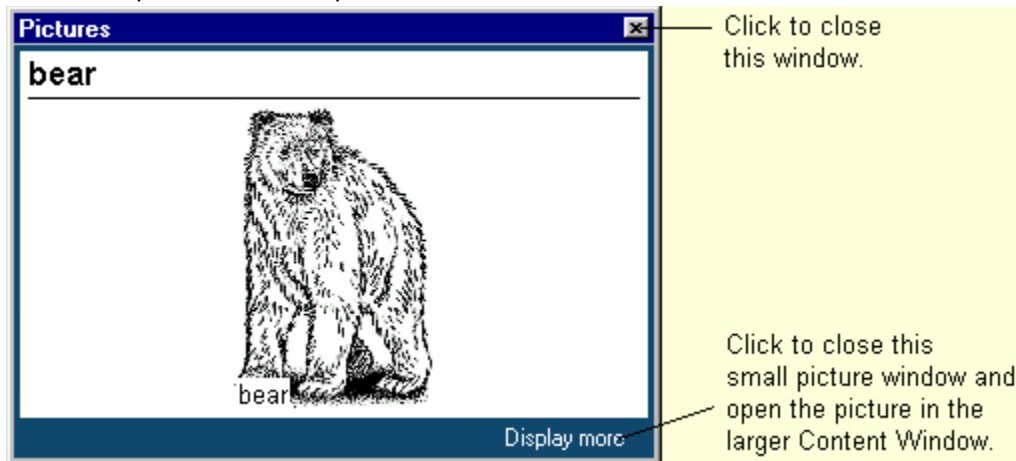
To view a picture in an entry:

- Double-click the underlined pictures link in the entry.

bear ²   /beər/ *noun* [C] [Word family](#)
a large, strong, wild animal with thick fur
[Related words](#)
See picture [bear](#)
See also: [polar bear](#), [teddy bear](#).

Double-click
to see the
picture.

A small picture window opens.




To return to the dictionary from the Picture window:

- Click the red, underlined [A-Z](#) link,

or

right-click the **Pictures** button, and click **A-Z** from the pop-up menu,

or

click the backward-in-history button .

See also:

Picture window

User Annotations

You can make annotations, or notes, and attach them to any entry in CLD (or any other book). The notes are stored in User Annotations books and can be searched, read, and edited whenever you want.

Click any underlined topic to find out more about it.

[Parts of the annotation window](#)

[Adding an annotation to an entry](#)

[Viewing an annotation](#)

[The User Annotations window](#)

[The User Annotation window menu](#)

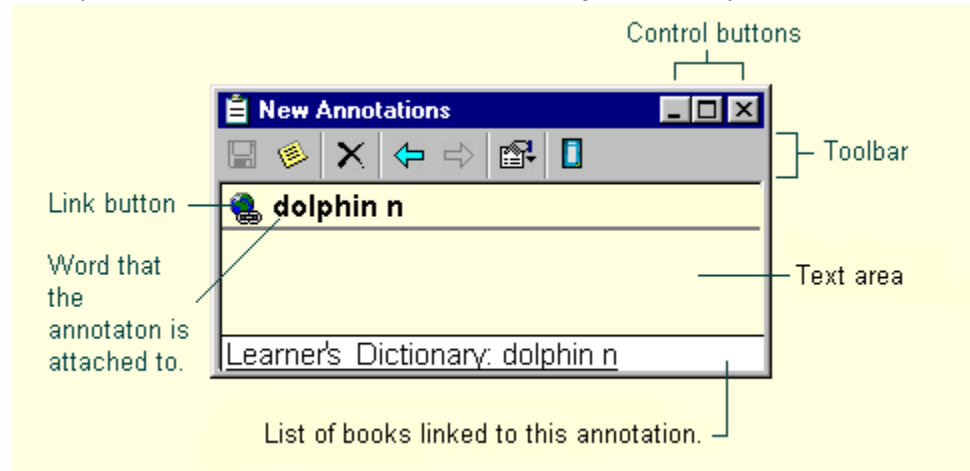
[The User Annotations Search Panel](#)

[Creating additional User Annotations books](#)

[The Active Annotations book](#)

Parts of the User Annotations window

Example of the user annotations window for 'dolphin'. The parts of the window are described below.



TOOLBAR BUTTONS

The toolbar at the top of the User Annotations window contains the following buttons:



Save Annotation: Click to save your annotation.




New Annotation: Click to create a new annotation.



Delete Annotation: Click to delete the current annotation.



Backward/Forward: Click to see a previous note or to move forward from a previous note.

NOTE: The  button only records the moves you make from the point in time when you open the User Annotations window and until you close it again.







Preferences: Click to open the Preferences window, then click **Reindex now** to have the program index your Active Annotations book. You do not have to index your annotations book, but doing so will speed up searches for words in that book. Reindexing is useful if you have a very large number of annotations.



(Go to) Search Panel: Click to open the Search Panel.

Control buttons  perform the following functions:

- minimize button  minimizes the annotations window and puts it in the taskbar.
- maximize button  switches between full screen and window view.
- close button  closes the annotations window.


Link button  Click to add, remove, or change a link from an annotation to a book. (see [linking an annotation](#))

Text area: Type in your annotation here. (see also: [user annotations window menu](#))

Adding an annotation to an entry

You can add an annotation to any entry in CLD.

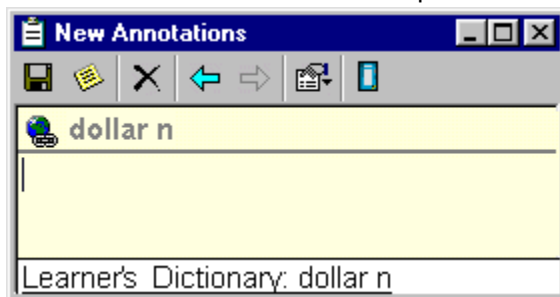
To add an annotation to an entry:

- Click anywhere in the entry, then click the annotation button  in the toolbar

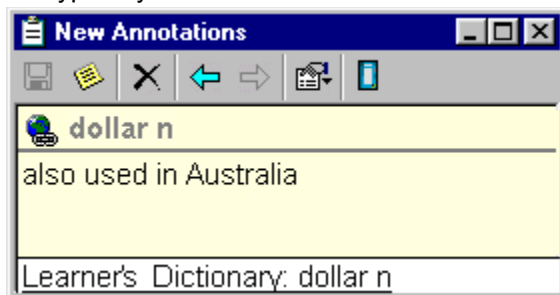
or



right click in the entry and choose **Insert/Open Annotation** from the pop-up menu.


The User Annotations window opens.

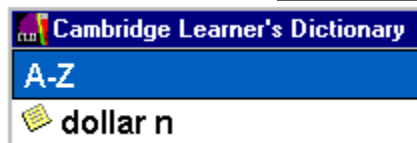


- Type in your notes.



- Click  to save your note.
- Click the close button .

The Annotations window closes and the annotation mark  is placed in front of the word in the white toolbar of the content window (see below).




See also:



User annotations window
Viewing an annotation

Deleting an annotation

To delete an annotation:


- Open the annotation that you want to delete. (See [Viewing an annotation](#) if you don't know how to do this.)
- Click the delete annotation button  in the toolbar of the annotations window.

Viewing an annotation

Once you have added an annotation to an entry, that entry is marked with an annotation icon  in the white toolbar of the content window and by the highlighted Insert/Open Annotations button  in the blue toolbar.

To view an annotation associated with an annotated entry:

- Click the icon  or the button

 to see the annotation.

NOTE: When you browse the entries in a Content window, only annotations in the Active annotations book are marked with annotation icons.

To view a list of all the annotations in the Active annotations book:

- Click the Active annotations icon  at the bottom of the CLD search panel.

The Active annotation search panel opens and shows a list of entries with annotations.

- Click an entry in the list to view its attached annotation.

See also:

[Adding an annotation to an entry](#)

[The User Annotations window](#)

[The User Annotations Search Panel](#)


[Creating additional User Annotations books](#)

[The Active Annotations book](#)

Linking/unlinking an annotation

When you first create an annotation in CLD, that annotation is automatically linked to CLD. You can also choose to link an annotation with other books.

To link an annotation to another book:

- Open the book and select the entry that you want to link the annotation to.
- Open the annotation.
- Click the link button  in the annotation window.

A list of all open books and their current entries is shown.

- Click the name of the book that you want to link the annotation to.

The new link is added to the list of linked books at the bottom of the annotation.

- Click the save button  in the annotation window.


To unlink an annotation:

- Open the annotation that you want to unlink.
- Right-click the name of the book that you want to unlink at the bottom of the annotation window, then choose **Delete Association** from the pop-up menu.

The name of the link is removed from the list at the bottom of the window.

Note: If all the links are removed from an annotation, the link button appears without the chain .

The User Annotations window

is a small pop-up window that you use to type in a note about an entry. It appears when you click the Insert/Open notation button  in the [Content window toolbar](#).

See also:

[Parts of the User Annotations window](#)

[Adding an annotation to an entry](#)

[Viewing an annotation](#)

[The User Annotations Search Panel](#)

[Creating additional User Annotations books](#)

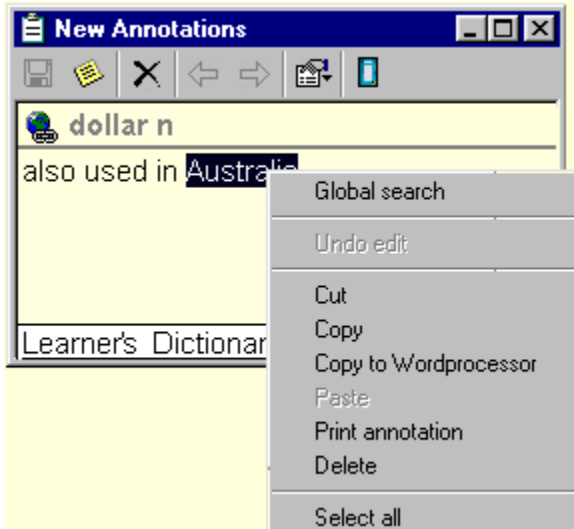
[The Active Annotations book](#)

User Annotations window menu

To open the User annotations window menu:

- Right-click the mouse anywhere in the text area of the user annotations window.

The user annotations window menu appears with the following options (see picture below):



Note: If an option appears in grey type, it is not available.

- Click an option to:

Undo edit: removes the latest change

Global search: searches CLD (or the active book) for the selected text

Cut: cuts the selected text and stores it on the clipboard

Copy: copies the selected text to the clipboard

Copy to Wordprocessor: copies the selected text to your open word processor

Paste: pastes cut or copied text

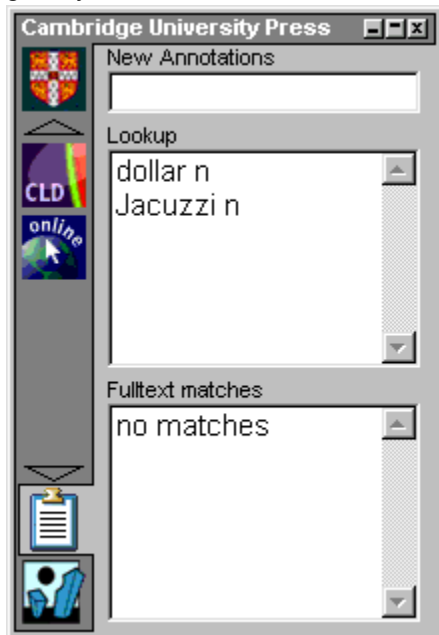
Print annotation: prints selected text from your printer

Delete: deletes selected text

Select all: selects all the text in the annotations window

The User Annotations Search Panel

gives you access to all the annotated entries in the User annotation book at one time.



This picture shows an example of the search panel, which opens when you click the User annotations icon in the CLD search panel. The panel contains a text entry box, where you type a word to search for, and two lists.

The upper list shows an alphabetical list of all the annotated entries in the annotations book.

The lower list shows the annotated entries which match the current search word.

To view an annotation: Click any entry in the list to view its attached annotation.

To return to the CLD search panel:

- Click the BOOKcase icon  at the bottom of the User annotations search panel.

The BOOKcase bar opens.

- Click the Cambridge University Press shelf icon .

See also:

[Adding an annotation to an entry](#)

[Viewing an annotation](#)

[The User Annotations window](#)

[Creating additional User Annotations books](#)

[The Active Annotations book](#)

[Search panel](#)


Creating additional annotations books

CLD initially contains only one User Annotations book. However, you can create additional annotations books yourself.

To create a new annotations book:

- Click the BOOKcase icon  at the bottom of the Search panel.

The BOOKcase bar opens.

- Right-click the User Annotations Shelf icon  at the top to open the Shelf menu.
- Choose **New Annotations** from the menu.
- Type a name for your new annotations book in the pop up box, and press ENTER.

See also:

[Adding an annotation to an entry](#)


[Viewing an annotation](#)

[The User Annotations window](#)

[The User Annotations Search Panel](#)

[The Active annotations book](#)

The Active annotations book


The Active annotations book, which is represented by the  icon at the bottom of all shelves, is automatically included in all searches.

Note: Only one annotation book at a time can be designated the Active annotations book.

To make an annotations book the Active annotations book:


- Right-click its icon, then click **Active Annotations** from the pop-up menu.

A check appears showing that it is now the Active annotation book, and its icon is placed on all shelves.

Note: Only annotations from the Active annotation book will be marked with the annotation symbol  in the Content window (see [Adding an annotation.](#))

If a search finds a match in the Active Annotations book, a green lamp appears in front of the Active Annotations icon showing that there is a matching annotation.

To see the matching annotation:

- Click the Active annotations icon .

The active annotation search panel opens and the matching annotation is shown in a separate pop-up window.

See also:

[Adding an annotation to an entry](#)

[Viewing an annotation](#)

[The User Annotations window](#)

[The User Annotations Search Panel](#)

[Creating additional User Annotations books](#)


[BOOKcase bar](#)

Shelves


Internet Search Shelf

In addition to searching in CLD, you can also search the Internet for occurrences of your search word. (Note: Your computer must have a Web browser and be able to connect with the Internet to use this feature.)

To search for a word on the Internet:

- Click the BOOKcase icon  in the lower left corner of the Search Panel.

The BOOKcase bar opens.

- Click the Internet Search shelf icon .

The Internet Shelf opens (see picture below). This shelf contains a number of Internet icons, each of which represents an individual Internet search engine.

- Click the Internet icon that represents the search engine that you want to use.

The background colour of the icon changes to indicate that it is now the active book. (In the picture below, AltaVista is the active book.)


- Type the word that you want to search for in the text entry box at the top of the Internet Shelf.
- Click the **FIND** button to start the search.

The program opens your default web browser, connects to the selected Internet search engine, copies your search word into the search engine's text field and begins searching.

Note: When the active book is an Internet search engine, the search panel contains a text entry field only. The actual search is performed by and the search results are displayed in the external program.



To return to CLD:

- Click the CLD icon  in the process line at the bottom of your screen.

The CLD content window opens.

- Click the Search Panel button  in the content window toolbar.
- Minimize or close your web browser.

See also:

[The BOOKcase bar](#)

[Shelves](#)

History

You can see a list of all the entries you have searched for in the current session, and easily jump backward and forward within that list.

Click any underlined topic to find out more about it.


[History in the Search panel](#)

[History in the Content window](#)


[The LOG file](#)


History in the Search panel


To see a list of the words you have looked up from the [Search panel](#) in the current session:

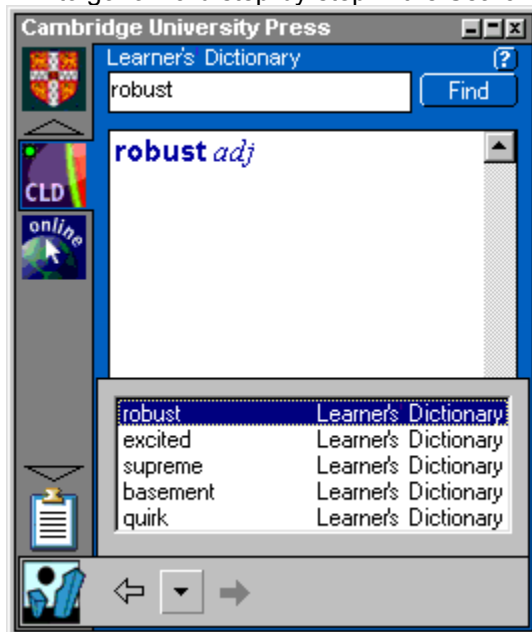
- Move the mouse pointer over the BOOKcase 4.0 icon  at the bottom of the search panel.

A horizontal bar pops out showing three buttons.

- Click  to see a list of the words previously searched for, or click

 to go back step-by-step in the Search Panel history, or click

 to go forward step-by-step in the Search Panel history (see below).



If an arrow is shown in grey, you cannot move in that direction.

To go to a word in the history list: click the word, and it appears in the search panel.

To close the history list: click  or move the mouse pointer away.

See also:

[Search panel](#)

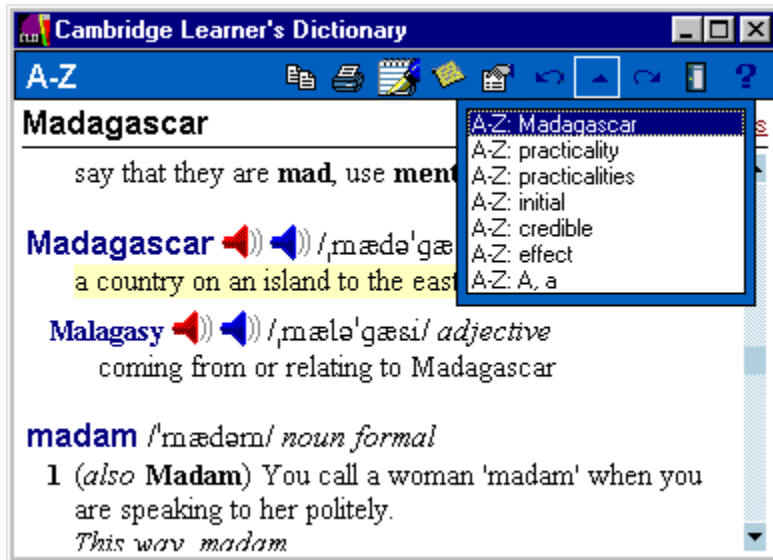
[History in the Content window](#)

History in the Content window

To see a list of the dictionary entries you have viewed in the current session:

- Click the History button  in the Content window toolbar.

A list of entries you have viewed opens.



- Click any word in the list to see its entry.


To move back to the previous entry:

- Click the Backward button .

Your previous entry appears. Click again to see the entry before that one. In this way, you can move backward entry by entry through your previous entries.

To move forward from a previous entry:

- Click the Forward button .

To close the history list: click anywhere inside the Content window, or click the History button  again.

See also:

[Content window](#)

[History in the Search panel](#)

Copying and printing

You can print all or part of any entry in CLD. You can also copy and paste entries into your own documents.

Click any underlined topic to find out more about it.


[Copying](#)

[Printing](#)

Copying

You can copy all or part of any entry in CLD. **NOTE:** You cannot copy more than one entry at a time.

To copy an entire dictionary entry from CLD:


- Click the mouse anywhere inside the entry.
- Click the **Copy** button ,

or

right-click the mouse and choose the command **Copy entry**.

The entry is copied to the clipboard and can be pasted into other documents or applications (see below).

To copy part of a dictionary entry from CLD:

- Use the mouse to select (highlight) the text in the entry that you want to copy.
- Click the **Copy** button ,

or

right-click the mouse and choose the command **Copy selected text**, or press Ctrl+C.

The selected text is copied to the clipboard and can be pasted into other documents or applications (see below).

To paste text from the clipboard to your document:

- Click the cursor at the place in your document where you want to insert the text.
- Press Ctrl+V to paste the text into your document.

See also:


[Printing](#)

Copying from CLD to your integrated word processor

Note: These steps provide a shortcut to copying that will only work if you have integrated your word processor with CLD.

To learn how to copy from CLD if your word processor is not integrated with CLD, click [copying](#).

To copy an entry from CLD to an open document in your integrated word processor:

- Click the cursor in the document where you want to insert the entry.
- Click anywhere inside the CLD entry (to copy the entire entry), or highlight the part of an entry that you want to copy.
- Click the **Copy to word processor** button  in the [Content window toolbar](#),

or

right-click the selected text to open the menu, then click **Copy selected text**.

The selected text is copied directly into your document.

See also:

[word processor integration](#)

Printing


Click any underlined topic to find out more about it.

[Printing an entry from CLD](#)

[Printing a list of words that match your search](#)

Printing an entry from CLD

To print an entry from CLD:

- Make sure the entry that you want to print is showing in the Content window.
- Click the mouse anywhere inside the entry, then click the **Print** button ,

or

right-click the mouse in the entry and choose the command **Print entry**.

NOTE: You cannot print more than one entry at a time.

Printing a list of words that match your search

To print a list of words from CLD that match your search:

- Right-click anywhere in the [search results index](#) after you have performed a search.

A menu opens.

- Click **Print matches**.

A list of the current search results is sent to your printer.

Hotkey

Click any underlined topic to find out more about it.

[About the hotkey](#)

[Using the hotkey to search for a word](#)

[What is the hotkey owner?](#)

[Making CLD the hotkey owner](#)

[Changing the hotkey owner](#)

[Auto lookup](#)

About the Hotkey (Ctrl+9)

What is the 'hotkey'?

It's the combination of two keys, **Control** and **9**, pressed together (shown as **Ctrl+9**).

What does it do?

It's a quick and easy way to look up a word from any open document, email, or website.

How do I use it?

See [Using the hotkey to search for a word](#)

See also:

[Hotkey](#)

[What is the hotkey owner?](#)

[Making CLD the hotkey owner](#)

[Auto lookup](#)

[Changing the hotkey owner](#)

What is the hotkey owner?

The hotkey owner is the book that will be searched whenever you use the hotkey (Ctrl+9) to look up a word. You can choose to make any book the hotkey owner, including your User Annotations book or an Internet search engine.

If no book has been selected as the hotkey owner, the word will be searched for in the most recently used book.

See also:

[About the hotkey](#)

[Making CLD the hotkey owner](#)

[Using the hotkey to search for a word](#)


[Changing the hotkey owner](#)

[Auto lookup](#)

Making CLD the hotkey owner

The hotkey owner is the book that will be searched whenever you use the hotkey (Ctrl+9) to look up a word.

To select CLD as the hotkey owner:

- Click the right mouse button on the CLD icon  in the search panel.

The CLD book menu opens.

- Click the command **Hotkey Owner**.

A check mark appears in front of the command to show that CLD has been selected as the Hotkey 'owner'. CLD will remain the hotkey owner until you change it again, and will be the first book searched every time you use the hotkey (Ctrl+9) to look up a word.

See also:

[Hotkey](#)

[Using the hotkey to search for a word](#)

[Changing the hotkey owner](#)

Using the hotkey (Ctrl+9) to search for a word

The hotkey (Ctrl+9) is a quick and easy way to look up a word from any open document, email, or website.

To use the hotkey to look up words in CLD:

- Make sure CLD is the hotkey owner.

See [Making CLD the hotkey owner](#) to find out how to do this.

- Use your mouse to select (highlight) the word in your document, email, or website that you want to look up.
- Press Ctrl+9.

CLD's [search panel](#) opens, inserts the search word in the text entry box and starts the search.

Note: If you press the hotkey (Ctrl+9) without first selecting a word with your mouse, CLD will simply open. You can then type a word into the text entry box and begin a search.

IMPORTANT: The hotkey function will only work with programs that use Copy/Paste via the Clipboard, or use the key combinations Ctrl+C / Ctrl+V to copy and paste.

See also:

[Hotkey](#)

[Making CLD the hotkey owner](#)

[Changing the hotkey owner](#)

Changing the hotkey owner

To change the hotkey owner:

- Click the right mouse button on the icon of the book that you want to make the hotkey owner.

A book menu opens.

- Click the command **Hotkey Owner**.

A check mark appears in front of the command to show that the book has been selected as the Hotkey 'owner'. This book will remain the hotkey owner until you change it again, and will be the first book searched every time you use the hotkey (Ctrl+9) to look up a word.

See also:

[What is the hotkey owner?](#)

[Making CLD the hotkey owner](#)

[About the hotkey](#)

[Using the hotkey to search for a word](#)

Word processor integration

Integrating, or linking, CLD with your word processor allows you to use the dictionary while typing or reading documents with your word processor. The integration works in both directions: You can look up words in CLD from your word processor, and you can copy and paste text from CLD into your documents.

To integrate CLD with your word processor:

- Right-click the BOOKcase icon  at the bottom of the [Search Panel](#).
- Select **Word Processor...**

A pop-up box opens.

- Click the name of your word processor in the top window, then click '**Learner's Dictionary**' in the bottom window.
- Click OK.

See also:

[Copying from CLD to your integrated word processor](#)

Auto minimize

This function lets you control the number of different books' windows that remain open at the same time, and is only important if you are using more than one book at the same time. **The default setting is to display only one book's windows at a time**, which means that if you switch from one book to another, the first book's window will be minimized when the second book's window opens.

To change the Auto minimize mode:

- Right-click the BOOKcase icon  at the bottom of the [Search Panel](#).

The BOOKcase menu opens.

- Click **Auto minimize**.

The tick disappears, which shows that from this point on windows from every book that you open will stay open until you close or minimize them.

Note: If you change the Auto minimize mode in one session, the program will always start up in that mode until you change the function again.

See also:

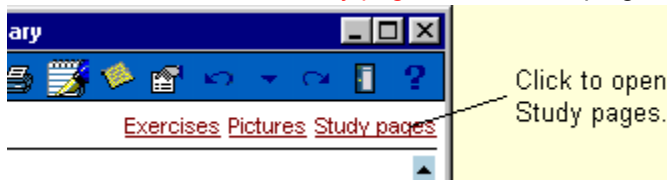
[The BOOKcase menu](#)

Study pages

The Study pages give clear, simple information about a variety of language areas, with plenty of examples as well as sound and graphics.

To open the study pages:

- Click the underlined **Study pages** link in the top right corner of the Content window (see picture below)

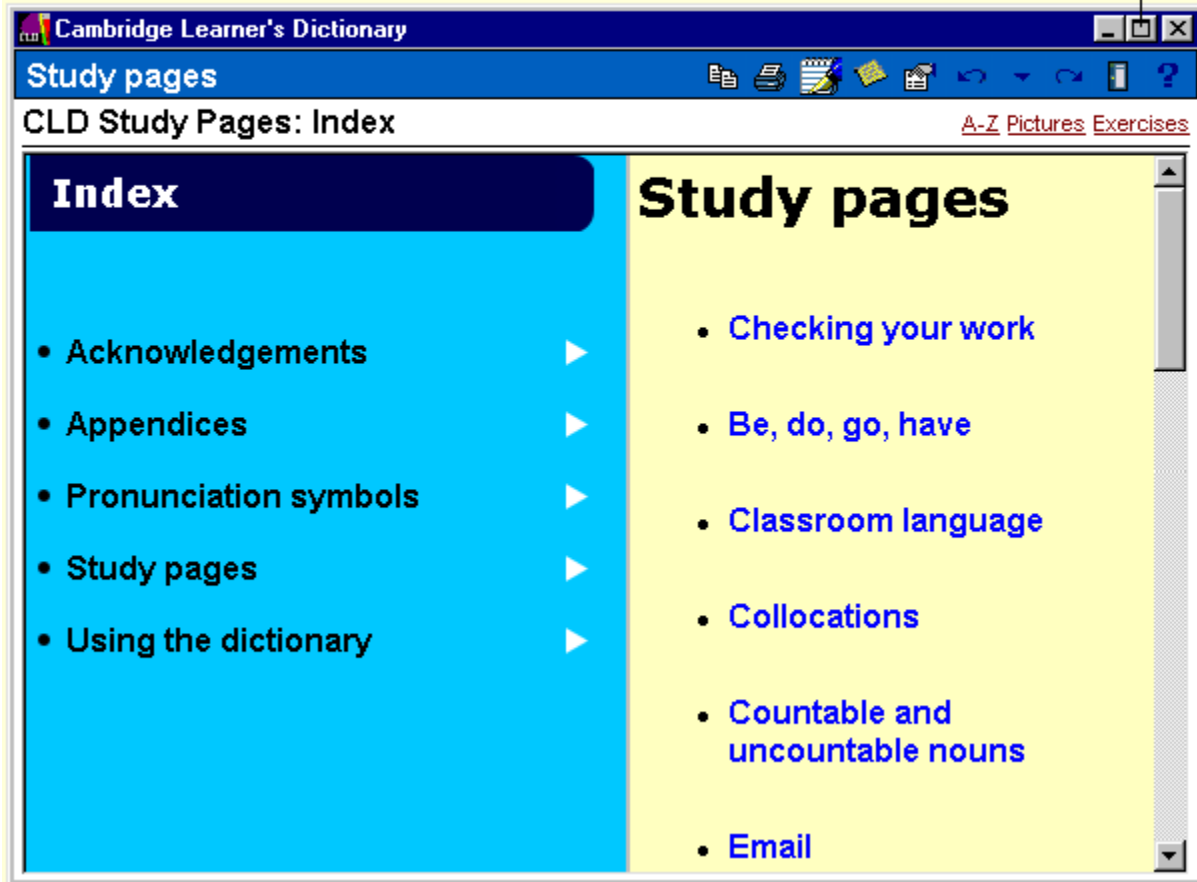


Note: You must have an Internet browser installed onto your computer to view the study pages. If you using a version of Internet Explorer older than version 4.0, the study pages will appear in a separate window.

- Click the Maximize button at the top of the study page window.

IMPORTANT: For best performance, you should **always** maximize the window whenever you are viewing the Study pages.

Click to maximize the window and get the best view of the Study pages.



Study pages are arranged in two ways:

alphabetically on the right side of the window

grouped together into particular topics on the left side of the window

To go to a particular study page: click the icon next to it.

To return to the study pages index: click the index  button.

To return to the dictionary:

- click the underlined **A-Z** link in the top right corner of the window,

or

click **Study pages** and select **A-Z** from the pop-up menu.

Exercises

CLD contains two types of exercises:

[Study page exercises](#)

[Picture exercises](#)

Click on the underlined words to find out how to do these exercises.

Study page exercises

Study page exercises are based on information presented in the study pages, and each exercise is linked to its corresponding study page.

To go to the exercises:

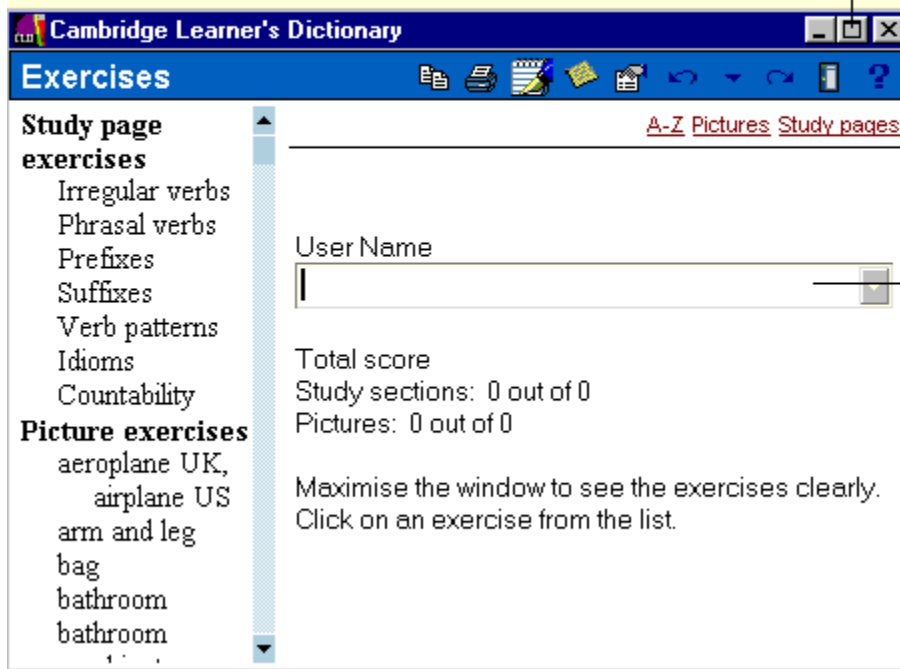
- Click the underlined **Exercises** link in the top right corner of the Content window (see picture below).



- Click the Maximize button at the top of the window.

IMPORTANT: For best performance, you should **always** maximize the window whenever you are working with the exercises.

Click to maximize the window and get the best view of the exercises.



Type your name in the box, then click on an exercise from the list on the left.

- Type your name in the box.

This will allow you to keep a record of your scores.

To choose a study page exercise:

- Click one of the exercise titles listed under **Study Page Exercises** in the index on the left side of the window.

There are two types of study page exercises: multiple choice exercises and type-in exercises.

Multiple choice exercises:

Adjectives and adverbs

Noun forms

Verbs meaning perform

Homophones

Verb patterns

To answer a question in a multiple choice exercise:

- Click the question to highlight it, then DOUBLE-CLICK an answer from the list in the centre column.

The word(s) you have chosen will appear in the sentence.

To change an answer:

- Click the question again and DOUBLE-CLICK a different answer from the list.

Note: You can answer the questions in any order you want.

Type-in exercises:

Affixes

Irregular and problem verbs

Suffixes

To answer a question in a type-in exercise:

- Click the question to highlight it, then type in your answer.

To change an answer:

- Click the question again and type in your new answer.

Note: You can answer the questions in any order you want.

See also: [Study page exercise buttons](#)

Returning to the dictionary

To exit the exercises and return to the dictionary: click the underlined **A-Z** link in the top right corner of the window,

or

click **Exercises** in the toolbar, then select **A-Z** from the pop-up menu.

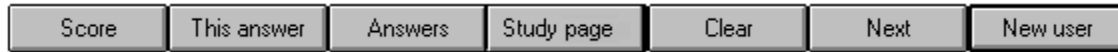
See also:

[Looking up words in the exercises](#)

[Picture exercises](#)

Study page exercise buttons

The toolbar at the bottom of the study page exercises contains the following buttons:



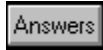
Each button is described below.



Click to see how many questions you have answered correctly in the current exercise. Correct answers are shown in **green**, incorrect answers are shown in **red**.




Click for the answer to the current question. The answer appears in yellow and it will not count towards your score.



Click to see all the answers in the current exercise.

Your correct answers are shown in **green**. Your incorrect answers are shown in **red**. Answers to questions which you have not attempted are shown in yellow.

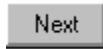
To see the correct answer to a question that you have got wrong: click the question to highlight it, then click 



Click to go to the study page which gives you more information about this topic.



Click to clear all your answers and start an exercise again.



Click to get the next 10 questions in an exercise.

The questions are selected randomly from 80-200 questions, depending on the topic.



Click to exit the exercises and allow a new user to try them.

(DO NOT CLICK UNTIL YOU HAVE FINISHED DOING EXERCISES AND WANT TO GET YOUR **FINAL SCORE**.) The Name screen appears and shows your overall total.

Picture exercises

Picture exercises are based on pictures in CLD and each exercise is linked to its corresponding picture.

To go to the exercises:

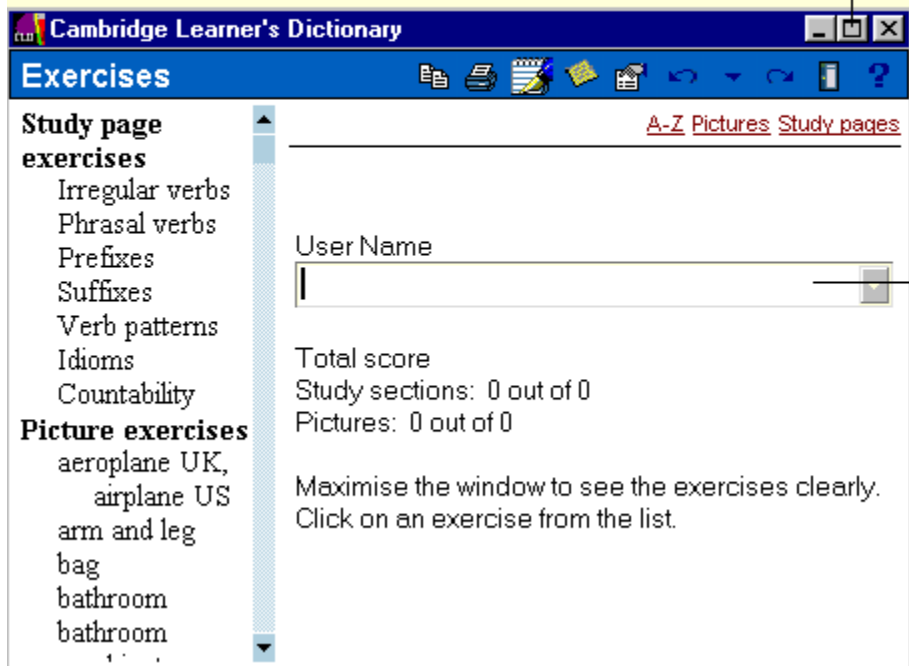
- Click the underlined **Exercises** link in the top right corner of the Content window (see picture below).



- Click the Maximize button  at the top of the window.

IMPORTANT: For best performance, you should **always** maximize the window whenever you are working with the exercises.

Click to maximize the window and get the best view of the exercises.



Type your name in the box, then click on an exercise from the list on the left.

- Type your name in the box.

This will allow you to keep a record of your scores.

To choose a picture exercise:

- Click one of the exercise titles listed under **Picture Exercises** in the index on the left side of the window.

To do an exercise:

- Click and hold the mouse button down on a word in the left column, then drag the cursor to the correct picture or part of a picture and release the button.

Note: Do not release the mouse button until you see a box around the part of the picture you want to label. You may have to move your cursor around the picture until a box appears.

- If you match the correct word to the picture you will hear the word **Correct** and the word will disappear from the list.

- If you do not match correctly, you will hear the word **Wrong** and the word will remain on the list.

- If you answer a question incorrectly, you can try again.

Note: You can choose the words in any order you want.

See also: [Picture exercise buttons](#)

Returning to the dictionary

To exit the exercises and return to the dictionary: click the underlined **A-Z** link in the top right corner of the window,

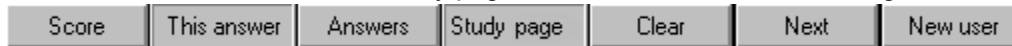
or

click **Exercises** in the toolbar, then select **A-Z** from the pop-up menu.


See also: [Study page exercises](#)

Picture exercise buttons


The toolbar at the bottom of the study page exercises contains the following buttons:




Each button is described below.

 Click to see how many pictures you have labelled correctly in the current exercise.

 **Button is not available for picture exercises.**


 Click to open a small picture window, which shows the same picture as the exercise.


- Move your cursor over the objects in the small window to see the correct answers.
- Click the close box  in the small window to close it


or

click **Display more** in the small window to close it, exit the exercises and open the picture window with a large view of the picture.

 **Button is not available for picture exercises.**

 Click to delete all your answers and start an exercise again.

 Click to go to the next picture exercise in the index.

 Click to exit the exercises and allow a new user to try them.

(DO NOT CLICK UNTIL YOU HAVE FINISHED DOING EXERCISES AND WANT TO GET YOUR **FINAL SCORE**.) The Name screen appears and shows your overall total.


Looking up (searching for) words in the exercises

If you are not sure about the meaning of any of the words in the exercises, you can quickly look them up in the dictionary.

To look up a word:

- Double-click on the word.

The word is copied to the search panel and the search results are shown.

- Click  or any word in the search panel to go to its definition.


The exercise window changes to the content window and shows the definition.

To return to the exercise: Click the underlined **Exercises** link in the top corner of the content window,

or

right-click the AZ button , and click **Exercises** from the pop-up menu,


or

click the backward-in-history button .

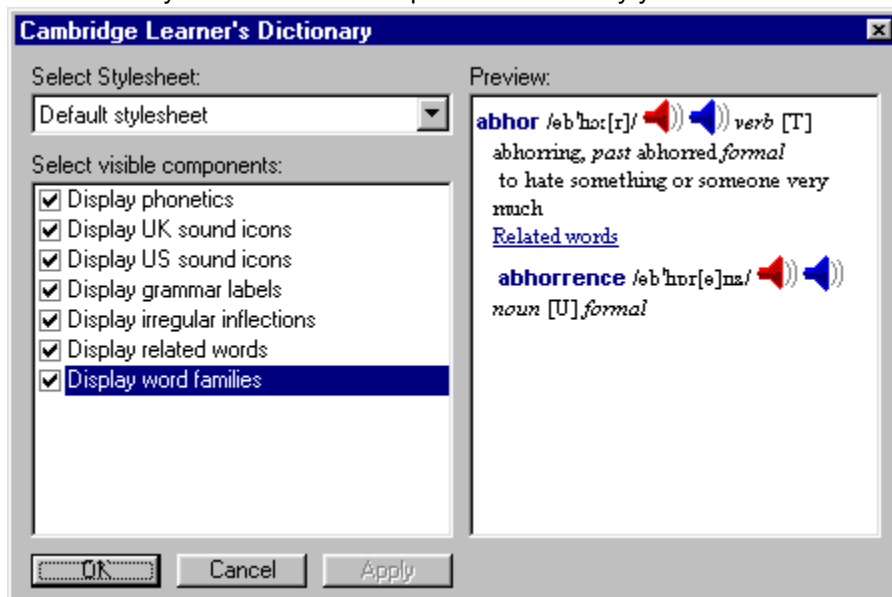
Properties

This feature lets you decide how you want entries displayed in CLD. For example, if you don't want to see the phonetic transcriptions, you can choose to hide them. Or, if you only need to practise American pronunciations, you can hide the British ones. Follow the directions below to customize CLD.

To open the Properties dialog box:

- Click the Properties button  in the Content window toolbar (or right-click anywhere within the dictionary text, then select **Properties...**).

The Properties dialog box opens. Use this box to choose the kind of information you want the dictionary to show and which parts of each entry you want to see.




To select a stylesheet: CLD currently offers only one stylesheet, labeled 'default stylesheet'.

To select the visible components: click the small boxes on the left side of the window to add or remove a check mark. A check mark means that the component is turned on and you will see it in the dictionary. View your selections in the preview box.

Display phonetics: Click the check to remove it and hide the phonetics in an entry.

Display UK sound icons: Click the check to remove it. The UK sound button  will disappear from

entries and the UK pronunciations will be unavailable.

Display US sound icons: Click the check to remove it. The US sound button  will disappear from entries and the US pronunciations will be unavailable.

Display grammar labels: Click the check to remove it and hide the grammar labels.

Display irregular inflections: Click the check to remove it and hide the irregular forms.

Display related words: Click the check to remove it. The underlined Related words link will disappear from entries and will be unavailable.

Display word families: Click the check to remove it. The underlined Words families link will disappear from entries and will be unavailable.

Click **OK** to accept the changes and close the window.

Click **APPLY** to accept the changes and leave the window open.

Click **CANCEL** to cancel the changes and close the window.

Note: Changes are saved until you change them again.

The LOG file


The installation process copies an empty file, CLD001CP.LOG, to your CLD directory (typically the default directory C:\Program Files\Cambridge\Cld001cp).

Whenever you look up a word or move around the text windows (A-Z, Exercises, Pictures, Study pages) in CLD, these actions are recorded in this log.

Cambridge University Press would very much like to receive this file from you at regular intervals. We will use these files to improve our existing dictionaries and to plan new ones.

Please email your CLD001CP.LOG file to: **cld@cambridge.org**

The CLD Desktop icon

If you followed the recommended installation, the CLD icon  appears on your desktop. Double-click this icon to start the Cambridge Learner's Dictionary.

Auto lookup

The **Auto lookup** function is linked to the Hotkey (Ctrl+9) and allows you to toggle between the following two modes:

Open both the Search Panel and the Content window. (This is the default setting.)

Open the Search Panel only.

To change the Auto lookup mode:

- Right-click the BOOKcase icon  at the bottom of the Search Panel.

The BOOKcase menu opens.

- Click **Auto lookup**. The check disappears, which shows that when you next use the Hotkey (Ctrl+9) to look up a word, only CLD's Search Panel will open automatically.

Note: If you change the Auto lookup mode in one session, the program will always start up in that mode until you change the function again.

See also:

BOOKcase menu

Hotkey

About BOOKcase 4.0

Click any underlined term to find out more about it.

[What is BOOKcase 4.0 ?](#)

[Basic BOOKcase concepts](#)

[The BOOKcase bar](#)

[The BOOKcase menu](#)

[Uninstalling BOOKcase](#)

What is BOOKcase 4.0 ?

BOOKcase 4.0 is a program that helps you use CLD and is automatically installed on your computer when you install CLD. You can use BOOKcase to organize all your CD-ROM books. It also lets you make notes, called annotations, about entries in CLD and organize them in a separate User Annotations book. BOOKcase also lets you access Internet search engines.

see also:

[Basic BOOKcase concepts](#)

[The BOOKcase bar](#)

[The BOOKcase menu](#)

[Uninstalling BOOKcase](#)

Basic BOOKcase concepts

BOOKcase is a program which helps you search, organize, and display information from CLD (and any other electronic books you might have). You can think of BOOKcase as a real bookcase with several different shelves. You arrange your electronic books on these shelves, and choose which books you want to search. Where possible, we have used CLD to show how BOOKcase works.


See also:

[The BOOKcase bar](#)

[The BOOKcase menu](#)

The BOOKcase bar

The BOOKcase bar is the control centre for the BOOKcase program. Use it to select any of the existing shelves, to create new shelves and to customize BOOKcase.

To open the BOOKcase bar: Click the BOOKcase icon  in the lower left corner of CLD Search Panel.




To return to CLD: Click the Cambridge University Press icon .

The BOOKcase bar consists of the following elements:

Control buttons

From left to right, these buttons will:

- minimize the BOOKcase bar. To restore it again, click the BOOKcase icon  in process line at the bottom of your screen.
- toggle between Always-on-top mode and Normal mode

In Always-on-top mode, BOOKcase is reduced to a small window displaying only the control buttons and the BOOKcase icon, which gives access to the central BOOKcase customization menu (see BOOKcase menu)

- close the BOOKcase bar and all other BOOKcase windows and exit the program.

The BOOKcase icon

-Click this icon on any shelf to open the BOOKcase bar.

-Click the right mouse button on the BOOKcase icon to open a menu that lets you create new shelves and customize the BOOKcase program (see [BOOKcase menu](#)).

Up and down arrows



The up and down arrows indicate the length of the BOOKcase bar.

-If the arrows are blank, the bar is fully displayed.

-If one or both arrows are black, the window is too short to display all the shelf icons in the bar.

Click the black arrow(s) to scroll through the rest of the icons in the bar without resizing the window.

NOTE: The BOOKcase bar is resizable. Place the mouse on the upper or lower edge of the bar. The mouse pointer changes into a two-headed pointer. Click and hold the mouse button, while you drag the bar to make it longer or shorter (but not wider or more narrow).

Shelves

The icons located between the up and down arrows represent [shelves](#).

-Move the cursor over each icon to see a pop-up label displaying its name

-Click an icon to open its associated shelf and search panel

-Click the right mouse button on an icon to customize a shelf (see [Shelf menu](#))

-Click and drag an icon to move it to a new position on the BOOKcase bar

Standard shelves


[User Annotations](#)

In BOOKcase you can create annotations and attach them to CLD, or to other electronic books. Click the User Annotations icon to open the User Annotations shelf.

[Internet Search](#)

Click the Internet Search icon to open the Internet shelf, which lets you search the individual search engines listed on that shelf. BOOKcase will use your default web browser to do this.

Publishers' Shelves

Publishers' shelves are often pre-defined by the publisher, and usually contain books from that publisher only. For example, the Cambridge University Press icon  represents the Cambridge University Press shelf.

- Click the Cambridge icon to open its shelf, which contains CLD and a connections to Cambridge University Press' dictionaries website.

User Defined Shelves

You can create your own shelves, which contain a selection of books that you have grouped together (see [User Defined Shelves](#)).

See also:

[About BOOKcase 4.0](#)

[Shelves](#)

[Books](#)

[Search panel](#)

[Content window](#)

[User Annotations](#)

[Internet Search shelf](#)

[Hotkey](#)

The BOOKcase menu

The BOOKcase menu provides a list of options which let you customize the BOOKcase program.

To open the BOOKcase menu:

- Right-click the BOOKcase icon  at the bottom of the search panel.

The BOOKcase menu appears and shows the following functions:

About BOOKcase 4.0

Click to open TEXTware's window. Click the TEXTware web address to go directly to TEXTware's home page (opened in your default Internet browser).

New Bookshelf

Click to create a new shelf. (See [Creating your own shelf.](#))

Install Books

Click to open a dialog box for installing new books. Click 'Scan system'. The program searches for other CD books to be added to BOOKcase 4.0.

Animations

Click to toggle between slow and fast animation speed (the speed with which 'name tags' pop out when you move the mouse over a book icon and the speed with which shelf icons are moved when you select another shelf). A check mark to the left of the command indicates that slow animation speed has been selected.

Close all (Viewers/Books)

Click to close all open book windows

Font

Click to see to change the font settings applied to all Content windows, Annotations windows and Search panels.

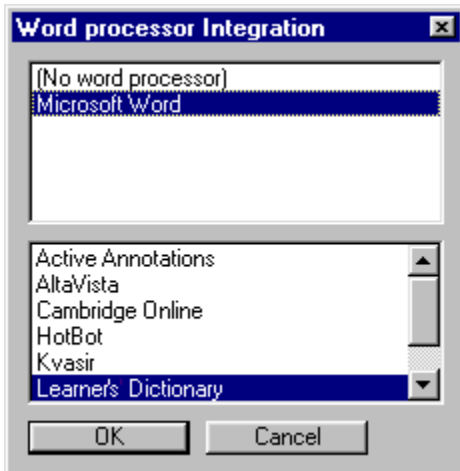
NOTE: The available choices depend on the fonts installed on your PC. You should be very careful when selecting an alternative font, because some fonts cannot display all characters used in the books in BOOKcase 4.0. We recommend that you always use Arial and change only the font size.

Language

Click to see a list of available languages.

Word Processor

Click to see a list of word processors that support integration with BOOKcase 4.0. Define or redefine your word processor integration from here.



NOTE: Your current choice of Word processor will apply to all books.

Auto minimize

to toggle between showing one book window at a time and multiple windows. (This function is only active if you use more than one electronic book at the same time. See [Auto minimize](#) for more information.)

Auto lookup


to toggle between the following two modes when using the [Hotkey](#) (Ctrl+9). (See [Auto lookup](#) for more information.)

See also:

[About BOOKcase 4.0](#)

Uninstalling BOOKcase 4.0

To uninstall BOOKcase:

- Right-click the BOOKcase tray icon  in the lower right corner of your screen, then click **EXIT**.
- Click and hold the Windows **Start** button, point to **Settings**, then **Control Panel**.

The Control Panel window opens.

- Double-click **Add/Remove Programs**.

The Add/Remove Programs dialog box appears.

- Click **BOOKcase 4.0** to select it, then click the **Add/Remove** button.

BOOKcase 4.0 is removed.


- Click **OK** to close the dialog box.

NOTE: This process does not delete the User Annotation files (they are in Microsoft Access® format and can be used without BOOKcase 4.0). Therefore, the directory C:\Program files\TEXTware\BOOKcase40 is not deleted from your hard disk. For more information about BOOKcase 4.0, see [About BOOKcase](#).

See also:

[Uninstalling CLD](#)

Shelves

A shelf is a place to keep one or more books and other items, such as User Annotations and Internet search engines, which will be searched together. Each shelf has its own search panel and its own shelf icon, located at the top of its search panel bar. CLD is found on the Cambridge University Press  shelf (see below).



To view all the shelves in BOOKcase:

- Click the BOOKcase icon  at the bottom of the search panel.

The BOOKcase bar opens and shows all the shelves currently installed.

To select and open a shelf from the BOOKcase 4.0 bar:

- Click the relevant shelf icon.

To customize a shelf:

- Click the right mouse button on the shelf icon.

The Shelf menu opens. See [The Shelf Menu](#).

See also:

[Searching a shelf](#)

[Reordering the books on a shelf](#)

[Publisher's Shelves](#)

[User Defined Shelves](#)

[User Annotations Shelf](#)

[The BOOKcase bar](#)


[Search panel](#)


Searching a shelf


When you start a search, all the books and user annotations on that shelf are searched. These books are searched in the following order:

- the active book (regardless of its position on the shelf)
- all other books on the shelf, in order starting with the one nearest the top of the shelf.

During the search, the program uses the following symbols to show you which books have been searched and whether a match has been found:

A stationary  blue-and-yellow wheel: the book has not yet been searched.

A rotating  blue-and-yellow wheel: the book is currently being searched.

A green lamp  icon: one or more matches have been found.

Note: Icons (books) with no lamps show that no matches were found in those books.

As soon as you see the results for the active book, you can begin viewing them in the Content Window, even if the program is still searching the other books on the shelf.

Note: If an icon on the shelf represents a web-address (like Cambridge Online) this is excluded from the search. Searches on the web are only initiated when your web browser is open.

See also:

[Reordering the books on a shelf](#)

Reordering the books on a shelf

When you start a search, all the books and user annotations on the current shelf are searched in the following order:

- the active book (regardless of its position on the shelf)
- all other books on the shelf, in order, starting with the one nearest the top of the shelf.

To change the order the books on a shelf (and the order that they are searched):

- Move the mouse pointer to the book icon you want to move.
- Click and hold the mouse while you drag the book icon to the position where you want to place the book.

Note: If there are many books on a shelf, it may not be possible to see all the book icons at the same time. Look at the arrows at the top and/or the bottom of the bar. If they are blank, the bar is displayed in full. However, if one or both arrows are black, not all the icons can be seen.

- Click the black arrow(s) to scroll through the rest of the icons in the bar without resizing the window.

Note: The BOOKcase bar is resizable. Place the mouse on the upper or lower edge of the bar. The mouse pointer changes into a two-headed pointer. Click and hold the mouse button, while you drag the bar to make it longer or shorter (but not wider or more narrow).


See also:


[The active book](#)

[Searching a shelf](#)

Publishers' Shelves

A Publisher's shelf is a predefined shelf which is installed automatically, and which usually includes only books from that publisher.

For example, when you installed CLD, the Cambridge University Press shelf was created automatically. It is designated by the Cambridge University logo  at the top of the grey bar in the CLD Search panel.

Below that are the icons that represent the 'books' on the Cambridge shelf: the CLD icon  and the Cambridge Online icon



, which represents a connection to Cambridge University Press' dictionaries website.



A Publisher's shelf usually allows only limited customization. For instance, it is normally not possible to:

- rename or delete the shelf.
- reorder the books on the shelf.
- delete a book from the shelf (if you want to remove a book from a Publisher's Shelf, you will have to uninstall it - see [uninstalling CLD](#) for an example of how to uninstall a book).
- place other books or other BOOKcase 4.0 items on the shelf.

Therefore, most of the commands displayed in a Publisher's Shelf menu will usually be unavailable and shown in grey.

See also:

[Shelves](#)

[User Defined Shelves](#)

[Internet Search Shelf](#)

[User Annotations Shelf](#)

User Defined Shelves

User defined shelves are shelves that you create yourself. For example, you might want to create a shelf that contains only your favourite books, or only those that you use frequently.

Click any underlined term to find out more about it.

[Creating your own shelf](#)

[Deleting a shelf](#)

See also:

[Shelves](#)


[Publisher's Shelves](#)

[Internet Search Shelf](#)

[User Annotations Shelf](#)


Creating your own shelf

To create your own shelf:

- Right-click the BOOKcase icon  in the lower left corner of CLD Search Panel.

The BOOKcase menu opens.

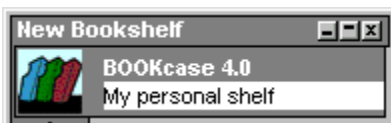
- Click **New Bookshelf**.

The program creates a new bookshelf (indicated by the User-defined shelf icon ) and opens the Contents dialog box.

- Click the titles listed in the Contents dialog box that you want to place on the new bookshelf, then click **OK**. (To deselect an item, click it again.)

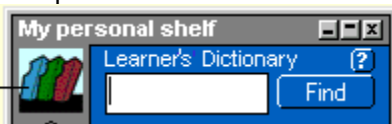
The Contents dialog box closes and the books you have selected appear on the new shelf.

- Type in a name for your new shelf in the highlighted text entry box.



The name appears in the top left corner of the new bookshelf search panel (see example below).

Shelf icon shows that this is a user defined shelf.



To return to CLD:

- Click the BOOKcase icon .

The BOOKcase menu opens.

- Click the Cambridge University Press icon .

- Click the CLD icon .

Deleting a shelf

To delete a shelf:

- Right-click the shelf icon of the shelf you want to delete.

The shelf menu appears.

- Click **Delete**.

Note: It is not possible to delete a Publisher's shelf in this way. To do this, you must uninstall the Publisher's programs. See Installing and Uninstalling.

The User Annotations Shelf

This shelf contains all the user annotation books, including those that you have created yourself (see [Creating additional user annotations books](#)).

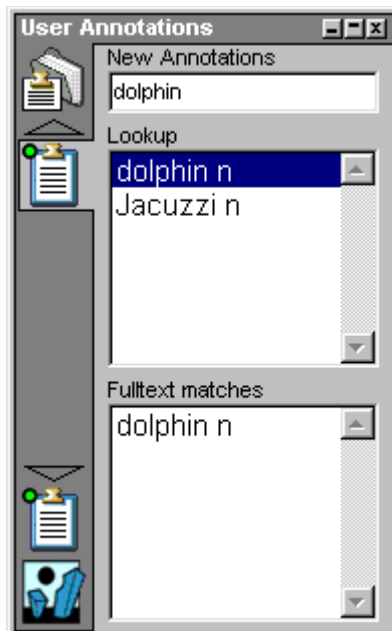
To open the User Annotations shelf:

- Click the BOOKcase icon  at the bottom of the search panel.

The BOOKcase bar opens.

- Click the User annotations shelf icon .

The User annotations shelf and search panel open (see picture below).



Text entry box: type in the word that you want to search for annotations.

List of all annotations.

Click any to open its corresponding annotation.

List of annotations that contain the current search word(s).

To return to the CLD search panel:

- Click the BOOKcase icon  at the bottom of the User annotations search panel.

The BOOKcase bar opens.

- Click the Cambridge University Press shelf icon .

See also:

[The shelf icon](#)

The shelf menu

User Annotations

The Shelf Menu

Each shelf icon has a menu that contains the following options.

To see a shelf's menu:

- Right-click the mouse on the shelf icon.

The shelf menu appears with some or all of the following options:

About (name of shelf)...

to get a brief description of the current shelf.

Delete

to delete the current shelf.

Contents

to define (or redefine) the contents (books and other items) of the current shelf.

Rename

to give the current shelf another name.

Commands that are not available for the current shelf are shown in grey. For example, it is not possible to delete a Publisher's shelf using the shelf menu option **Delete**. In order to delete a Publisher's Shelf, choose Start \ Settings \ Control Panel \ Add & Remove Programs.

Note: The User Annotations Shelf menu also contains the option **New annotations** that allows you to create additional User Annotations books.

See also:

[Shelves](#)

[Publisher's Shelves](#)

[User Defined Shelves](#)

[User Annotations Shelf](#)


[Internet Search Shelf](#)

[The BOOKcase 4.0 bar](#)


[Books](#)

[Search panel](#)

The shelf icon

Each shelf is represented by a shelf icon, found at the top of the shelf. In CLD, the shelf icon is represented by Cambridge University Press' logo and looks like this: . Shelf icons provide access to their shelves, and each has a [shelf menu](#) that lets you customize the corresponding shelf.

To see all the shelf icons in BOOKcase:

- Click the BOOKcase icon  in the lower left corner of the Search Panel.

The BOOKcase bar opens, showing all the shelf icons in a column below the BOOKcase shelf icon (see below).



← BOOKcase bar

The shelf icons are:



User annotations shelf icon: click to open the [User annotations shelf](#).



Internet search engine shelf icon: click to open the [Internet search shelf](#).



Cambridge University Press shelf icon: click to open the Cambridge shelf (where CLD is located). See [Publishers' shelves](#).

Books

You can think of CLD and your user annotations as books. You can search them, add notes to them, and arrange them to suit your needs.

See also:

[Active book](#)

[Book menu](#)

[Reordering the books on a shelf](#)

The Active book

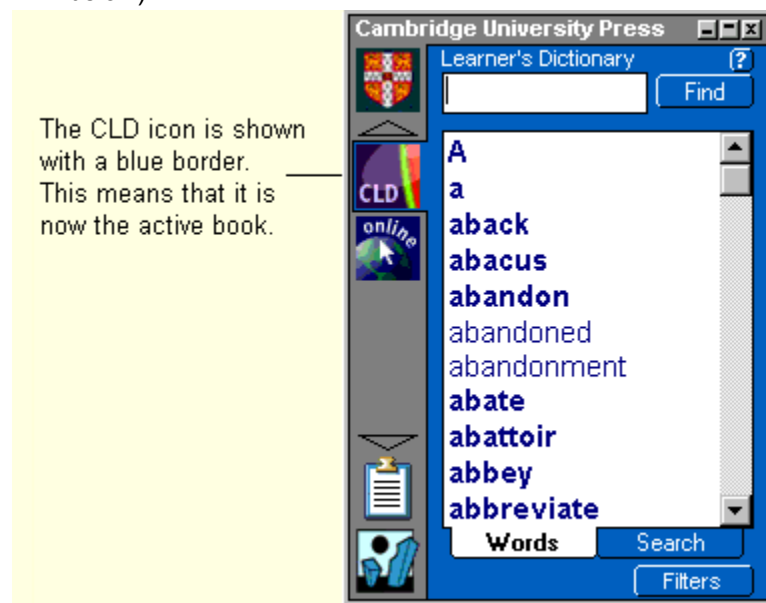
The active book is the first book on a shelf to be searched.

When you install CLD, it automatically becomes the active book and will remain the active book until you select another, or until you install another electronic book.

To make CLD the active book:

- Click the CLD icon  in the search panel.

CLD becomes the new active book, and its icon appears with a coloured border (see picture below)



To make any book the active book:

- Click its icon on its shelf.

See also:

[Shelves](#)

[Search panel](#)

[Content window](#)

The Book menu

The Book menu provides a list of options related to each book.

To open the CLD book menu:

- Click the right mouse button on the CLD icon  in the Search Panel.

The CLD book menu appears and shows the following functions: (For CLD, and other books, some of the options are unavailable and appear in grey.)

About (book title)...

displays a brief description of the book.

Remove book

removes the book from the current shelf.

Note: You can only remove books that are placed on a [User defined Shelf](#). Books installed on a [Publisher's Shelf](#) must be removed by following the directions for uninstalling software programs. To find out how to do this, see [uninstalling CLD](#) for an example of how to uninstall a book).

Hotkey Owner

assigns or changes the [hotkey](#) ownership.

Rename

changes the name of the book displayed in the pop-up panel that appears to the right of the book icon when the mouse rests on it.

See also:



[Hotkey](#)

[Shelves](#)

Recording and testing your own pronunciation

If your computer has a microphone, you can practise pronouncing English words by recording and listening to your own pronunciation.

To record and listen to your own pronunciation:

- Right-click either the American English sound icon  or the British English sound icon  in a dictionary entry.

A dialog box opens.

- Follow the instructions to record your own pronunciation and compare it to the dictionary's American and British English speakers.

Note: In order to use this function, your computer **must** have a microphone.

Related words

Every entry in CLD contains an underlined 'Related words' link. Click it and you can quickly see all the words in CLD that are related to that particular entry. These words may be either synonyms or near-synonyms, or they may be words which form groups of related vocabulary.

Note: If the Related words link is missing from the entries in CLD, it has been hidden. See [Hiding/displaying related words](#) to find out how to display the Related words link.)

To see a list of related words in an entry:

- DOUBLE-CLICK the underlined 'Related words' link.

A list of related words/subjects pops up.

- DOUBLE-CLICK a word/subject in the pop up box.

The Search Panel expands to show a list of entries which are related to the selected topic (left side of window) and shows the selected topic filter (right side of window).


- DOUBLE-CLICK any word in the entry list to instantly see its definition in the Content Window.


Note: You can also right-click 'Related words' and select '**Related Words**' from the pop-up menu to see a list of related topics.

IMPORTANT: You must turn off the Related words filter in the Search Panel to perform searches for words outside the selected topic. Click the Filters button to shrink the Search Panel and turn off the filters (but retain the settings); OR click the Related words box in the upper filter window to remove the tick and turn off the filter.

For detailed information about the other parts of an entry, see [Content window](#).

Hearing how a word sounds

To hear the British pronunciation of a word: double-click the red UK sound icon  in an entry.

To hear the American pronunciation of a word: double-click the blue US sound icon  in an entry.

You can also hear the pronunciations by right-clicking either sound icon and selecting **Play soundfile** from the pop up menu.

If sound icons are not visible in an entry, they have been turned off. See [Hiding/displaying parts of the dictionary](#) to find out how to turn them on.

Note: Unless you are using a network version of CLD, your CD **must** be in the CD-ROM drive to hear the pronunciations.

For detailed information about the other parts of an entry, see [Content window](#).

Removing the hotkey ownership without reassigning it

To remove the hotkey ownership from one book without selecting another book as hotkey owner:

- Click the right mouse button on the current hotkey owner's icon.
- Click the command **Hotkey Owner**.

The check mark in front of the command disappears, showing that the book is no longer the hotkey owner.

Note: If hotkey ownership has not been assigned to any book, the selected text will be searched for in the most recently used book.

Looking up a word

Click any underlined term to find out more about it.

[Looking up a word in CLD](#)

[Looking up a word in CLD while using your integrated word processor](#)

Looking up a word in CLD


Click any underlined term to find out more about it.

To look up a word in CLD:

- Type the word in the text entry box (the white box at the top of the [Search Panel](#)).
- Click the FIND button to start the search.


The dictionary entry for the search word is shown in a second window, called the [Content Window](#).

To start another search:

- Click the **Search Panel** button  at the top of the Content Window to go back to the Search Panel, where you can select other entries or start a new search.

Looking up a word in CLD while using your integrated word processor

To look up a word in CLD from an open document in your integrated word processor:

- Use your mouse to select (highlight) the word that you want to look up.
- Click the CLD icon  in the toolbar of your word processor,

or

click **Tools**, then click **Cambridge Learner's Dictionary**,

or

press **Ctrl+9** (This combination of keystrokes is called the Hotkey, and will only work if you have chosen CLD as the hotkey 'owner', or if CLD is your active book.)

CLD opens and starts searching for the selected word.

See also:

[Word processor integration](#)

[Hotkey](#)

[Auto lookup](#)

Hiding / displaying parts of the dictionary

You can decide which parts of the dictionary you want to see. For example, if you don't want to see phonetic transcriptions, you can hide them. Or, if you only need to practise American pronunciations, you can hide the British ones.

Click any underlined term to find out more about it.

[Hiding/displaying UK sound icons](#)

[Hiding/displaying US sound icons](#)

[Hiding/displaying phonetics](#)

[Hiding/displaying the grammar labels](#)

[Hiding/displaying irregular inflections](#)

[Hiding/displaying related words](#)

Hiding / displaying grammar labels in CLD

To hide/display the grammar labels:

- Click the properties button  in the content window

or

right-click anywhere within the dictionary text, then select **Properties...**

The Properties dialog box opens.

- Click the box next to '**Display grammar labels**' to remove the check and hide the grammar labels (or click the box to replace the check and display the grammar labels).
- Click **OK** to accept the changes and close the window.

or

click **APPLY** to accept the changes and leave the window open.

or

click **CANCEL** to cancel the changes and close the window.

Note: Changes are saved until you change them again.

See also:

[Properties](#)

Hiding / displaying irregular inflections in CLD

To hide/display irregular inflections:

- Click the properties button  in the content window

or

right-click anywhere within the dictionary text, then select **Properties...**

The Properties dialog box opens.

- Click the box next to '**Display irregular inflections**' to remove the check and hide the irregular inflections (or click the box to replace the check and display the irregular inflections).
- Click **OK** to accept the changes and close the window.

or

click **APPLY** to accept the changes and leave the window open.

or

click **CANCEL** to cancel the changes and close the window.

Note: Changes are saved until you change them again.

See also:

[Properties](#)

Hiding / displaying phonetics in CLD

To hide/display the phonetics:

- Click the properties button  in the content window

or

right-click anywhere within the dictionary text, then select **Properties...**

The Properties dialog box opens.

- Click the box next to '**Display phonetics**' to remove the check and hide the phonetics (or click the box to replace the check and display the phonetics).
- Click **OK** to accept the changes and close the window.

or

click **APPLY** to accept the changes and leave the window open.

or

click **CANCEL** to cancel the changes and close the window.

Note: Changes are saved until you change them again.

See also:

[Properties](#)

Hiding / displaying related words in CLD

To hide/display the related words link:

- Click the properties button  in the content window

or

right-click anywhere within the dictionary text, then select **Properties...**

The Properties dialog box opens.

- Click the box next to '**Display related words**' to remove the check and hide the related words link (or click the box to replace the check and display the related words link).
- Click **OK** to accept the changes and close the window.

or

click **APPLY** to accept the changes and leave the window open.

or

click **CANCEL** to cancel the changes and close the window.

Note: Changes are saved until you change them again.

See also:

[Properties](#)

Hiding / displaying UK sound icons in CLD

To hide/display the UK sound icons :

- Click the properties button  in the content window

or

right-click anywhere within the dictionary text, then select **Properties...**

The Properties dialog box opens.

- Click the box next to '**Display UK sound icons**' to remove the check and hide the UK sound icons (or click the box to replace the check and display the UK sound icons).
- Click **OK** to accept the changes and close the window.

or

click **APPLY** to accept the changes and leave the window open.

or

click **CANCEL** to cancel the changes and close the window.

Note: Changes are saved until you change them again.

See also:

[Properties](#)

Hiding / displaying US sound icons in CLD

To hide/display the US sound icons :

- Click the properties button  in the content window

or

right-click anywhere within the dictionary text, then select **Properties...**

The Properties dialog box opens.

- Click the box next to '**Display US sound icons**' to remove the check and hide the US sound icons (or click the box to replace the check and display the US sound icons).
- Click **OK** to accept the changes and close the window.

or

click **APPLY** to accept the changes and leave the window open.

or

click **CANCEL** to cancel the changes and close the window.

Note: Changes are saved until you change them again.

See also:

[Properties](#)

Hiding / displaying word families in CLD

To hide/display the word families link:

- Click the properties button  in the content window

or

right-click anywhere within the dictionary text, then select **Properties...**

The Properties dialog box opens.

- Click the box next to '**Display word families**' to remove the check and hide the word families link (or click the box to replace the check and display the word families link).
- Click **OK** to accept the changes and close the window.

or

click **APPLY** to accept the changes and leave the window open.

or

click **CANCEL** to cancel the changes and close the window.

Note: Changes are saved until you change them again.

See also:

[Properties](#)

Word families

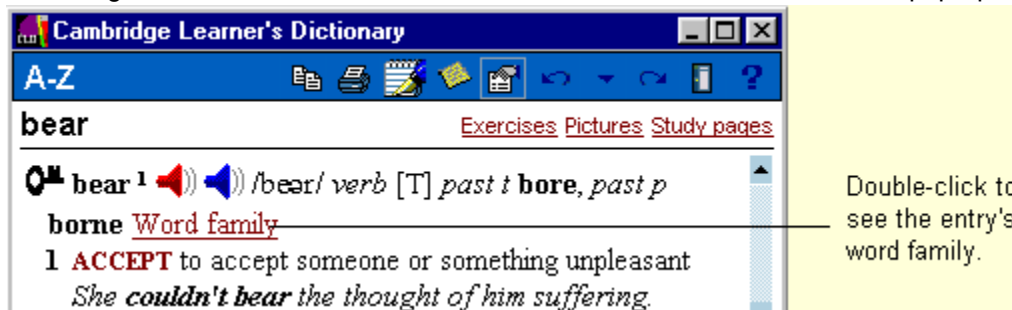
Many entries in CLD contain an underlined 'Word families' link. Click it and you can quickly see all the words in CLD that form a word family for that particular entry.

A word family consists of all the words that share the same root.

Note: If the Word families link is missing from the entries in CLD, it has been hidden. See [Hiding/displaying word families](#) to find out how to display the word families link.

To see an entry's word family:

- DOUBLE-CLICK the underlined 'Word families' link,
or right-click the 'Word families' link and select **'Word families'** from the pop-up menu.



The screenshot shows the Cambridge Learner's Dictionary interface. The title bar reads 'Cambridge Learner's Dictionary'. Below the title bar is a navigation bar with 'A-Z' and several icons. The main content area displays the entry for 'bear'. The word 'bear' is followed by a speaker icon, a red arrow, a blue arrow, and the text '/beɪr/ verb [T] past t bore, past p borne'. The word 'borne' is underlined and followed by the text 'Word family'. Below this, there is a definition: '1 ACCEPT to accept someone or something unpleasant' and an example sentence: 'She couldn't bear the thought of him suffering.' To the right of the dictionary window is a yellow callout box with a line pointing to the 'Word family' link, containing the text 'Double-click to see the entry's word family.'



- DOUBLE-CLICK any word in the word family pop-up box to see its definition in the Content Window.

