Dictionary Management

- The Personal Dictionary Menu

- The Job Dictionary Menu

- Special characters

    1. Hold space (keep together) is '_' (shifted hyphen) Examples: New_York, Mr._   The hold space symbol implies delete space. That is, if you define and write an outline with just the hold space, it will attach to the word before and the word after.

    2. You can define a space by just pressing the space bar once. Like the hold space it will attach to the word before and the word after so that you only get one space.

    3. Capitalize symbol is '^' (shifted 6) Examples: Mr._^

    4. Delete space symbol is '@' (shifted 2) Used primarily for suffixes and prefixes. Examples: @ing, @ed, pre@, un@ The delete space symbol is always used at the beginning of the word or at the end of the word. Never in the middle (ie: basket@ball – this is wrong). You can define this by itself.

    5. Punctuation – All single character punctuations are defined just by themselves and the software knows what to do with them. The only exception is the close quote. It needs to be defined as '@"'.

- Special tokens – Examples: Q_, A_, A:, P:, N: These tokens can appear at the beginning, middle or end of an outline. Examples: 'Q_ Okay. ' (one space after the period) , 'word. A_',   'yes Q_ okay'

- Foreign Characters and Special Symbols

- Backing up your dictionary

    1. Dictionary Management

2. File Management

- Reorganizing your personal dictionary – how and why

- Batch File

  1. Reorganizing your batch file – how and why

  2. Reviewing your batch file

  3. Renaming/Erasing your batch

- Updating your personal dictionary.

  1. Backing up your batch file

  2. Update options

  3. Edit Update on Exit

  4. Real-time Update on Exit

- Job Dictionaries

  1. Editing

  2. Merging

  3. Appending in Real-time and Translation.

- Editing Personal Dictionary

- Printing Personal Dictionary

- Translation Options in your Information File