

# Concise Oxford Dictionary and Thesaurus for KeySoft User Guide

  
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# 1 Getting Started.

## 1.1 Overview.

Are you struggling to spell a word? Have you found a word you don't know? These problems are history, now that you have the Concise Oxford Dictionary available at your fingertips from anywhere within KeySoft! You can find the meaning of a word, hear how it's pronounced, plus much more.

Tired of using the same word over and over again? Tired of calling everything "nice"? Let your frustrations go with the Concise Oxford Thesaurus, always available with its convenient synonyms and antonyms.

If you are new to KeySoft, we recommend you familiarize yourself with the product and its' user interface. Please use the KeySoft User Guide as a point of reference.

## 1.2 Equipment Checklist.

Congratulations on purchasing the Concise Oxford Dictionary and Thesaurus for KeySoft. Please note that to use the Dictionary and Thesaurus you must be running KeySoft 7.2 or greater. Your package contains the following items:

- Braille Installation Instructions.

- CompactFlash card, containing the Software and User Guide.

- Printed User Guide.

- CompactFlash PC Card adaptor (recommended for Classic users, can also be used by mPower users.)

### 1.3 Installation Procedure.

Insert the CompactFlash Card in the CompactFlash slot (or in the PC Card slot if you are using the CompactFlash Card with the PC Card adaptor.)

From the "**Main Menu**", go to the "**Utilities Menu**" and select "**Install KeySoft extension.**"

Choose the CompactFlash drive (or PC Card drive) and the directory offered, which is the root directory.

At the "**KeySoft extension name?**" prompt select 'Concise Oxford Dictionary and Thesaurus for KeySoft' package, as offered.

Follow the installation instructions displayed by the installation software. Once the installation is complete KeySoft will automatically open this document for you to read and become familiar with the Dictionary and Thesaurus. Once you have finished reading, press **ESCAPE** on a QWERTY keyboard or **SPACE with E** on a Braille keyboard and you will return to the "**Main Menu.**"

You are now ready to use the Dictionary and Thesaurus. Ensure the 'Concise Oxford Dictionary and Thesaurus for KeySoft' CompactFlash Card is inserted whenever you use the Dictionary or Thesaurus.

You will find a copy of this document in a file called 'Concise Oxford Dictionary and Thesaurus for KeySoft User Guide', located in the General folder of the Flash Disk.

If you have any problems with the installation, feel free to contact our support staff.

## 2 Using the Dictionary.

### 2.1 Looking up a Word.

There are two ways to look up a word in the Dictionary from anywhere in KeySoft.

1. Go to the "Options Menu" and select "Lookup word." KeySoft prompts: "Use Dictionary or Thesaurus?" Press *D* to select the Dictionary.
2. Press *CONTROL with SHIFT with D* on a QWERTY keyboard or *ENTER with lower D* on a Braille keyboard.

KeySoft will prompt: "Word to look up in Dictionary? Press *ENTER* for (word)", where "word" is the word currently under the cursor. Either select the word offered by pressing *ENTER* or type another word and press *ENTER*.

If the word is in the Dictionary, you will be presented with the word and its meaning or multiple meanings if applicable. If the word is not in the Dictionary, KeySoft will give you a list of suggestions, words in the Dictionary that have a similar spelling to the word you entered. To move through the suggestions, press *SPACE*, or *BACKSPACE*. To lookup a suggested word, press *ENTER*.

If you are unsure of a letter when typing a word, you can type a question mark as a substitution for the missing letter. KeySoft will present a list of words replacing the question mark or question marks with valid letters from words that match within the Dictionary. You may find this useful if you know the length of a word but are unsure of the spelling. For example, if you were trying to solve a word in a crossword puzzle.

For a single character wildcard on a Braille keyboard, press *SPACE with dots 2-3-6*. Ensure that any Braille contractions surrounding wildcards are correct; use letter signs as required. For example, typing "s?d" without letter signs before the 's' and 'd' would cause the Dictionary to look up "so?do".

### 2.2 Browsing Words.

At the "Word to look up in Dictionary?" prompt, you can type a letter or the first few letters of a word and press *SPACE*. This will take you to the closest matching word within a list of all the words in the Dictionary. To browse the word list, press *SPACE*, or *BACKSPACE*. When you have found the word you want to look up, press *ENTER*.

## 2.3 Reviewing a Dictionary Entry.

Once you have looked up a word in the Dictionary, you will be presented with the meaning, or a list of meanings if there are more than one. You can use the standard KeySoft review commands at this point to inspect the meaning of the word.

To hear the word using the pronunciation specified in the Dictionary, press **SHIFT with READ with K** on a QWERTY or **ENTER with dots 2-5** on a Braille keyboard. This may differ from the usual KeySoft pronunciation, which uses the Text-To-Speech rules built into the speech synthesizer.

To view additional information about the word, press **READ with CONTROL with I** on a QWERTY or **SPACE with I** on a Braille keyboard. From here you can view the phonetic spelling, origin of the word, inflections, details on word usage and example phrases using the word, if they are available for this particular word.

“International Phonetic Alphabet (IPA)” symbols are used for phonetic spelling in the Dictionary (see Appendix A.)

To copy the entire Dictionary entry to the clipboard, press **CONTROL C** on the QWERTY or **BACKSPACE with K** on the Braille keyboard.

To move to the next or previous word in the Dictionary, press **RIGHT arrow** or **LEFT arrow** on the QWERTY or **SPACE with dots 5-6** or **SPACE with dots 2-3** on the Braille keyboard.

## 2.4 Inserting a Word.

You can directly insert a chosen word from the Dictionary into a document or entry prompt by pressing **CONTROL with SHIFT with I** on the QWERTY or **BACKSPACE with I** on the Braille keyboard.

## 3 Using the Thesaurus.

### 3.1 Looking up a Word.

Using the Thesaurus is very similar to using the Dictionary. There are two ways to look up a word in the Thesaurus from anywhere in KeySoft.

1. Go to the "Options Menu" and select "Lookup word." KeySoft prompts: "Use Dictionary or Thesaurus?" To use the Thesaurus, press *T*.
2. Press *CONTROL with SHIFT with T* on a QWERTY keyboard or *ENTER with dots 1-4-5-6* on a Braille keyboard.

KeySoft will prompt: "Word to look up in Thesaurus? Press *ENTER* for (word) ", where "word" is the word currently under the cursor. Either select the word offered, by pressing *ENTER* or type another word and press *ENTER*.

If the word is in the Thesaurus you will be presented with the word and its synonyms or a list of senses, which lead to lists of synonyms. If the word is not in the Thesaurus, KeySoft will provide you with a list of suggestions, that is, words in the Thesaurus that have a similar spelling to the word you entered. To move through the suggestions, press *SPACE*, or *BACKSPACE*. To lookup a suggested word, press *ENTER*.

If you are unsure of a letter when typing a word you can type a question mark as a substitution for that letter. To do this using Braille, press *SPACE with dots 2-3-6* for a single character wildcard. KeySoft will present a list of words replacing the question mark or question marks with valid letters from words that match within the Thesaurus.

### 3.2 Browsing Words.

At the "Word to look up in Thesaurus?" prompt, you can type a letter or the start of a word and press *SPACE*. This will take you to the closest matching word within a list of all the words in the Thesaurus. To browse the word list, press *SPACE*, or *BACKSPACE*. When you have found the word you want to look up, press *ENTER*.

### 3.3 Reviewing a Thesaurus Entry.

Once you have looked up a word in the Thesaurus, you will be presented with a list of synonyms, or a list of senses if the word has more than one meaning.

To view the synonyms of a specific sense, move to the desired sense and press **ENTER**.

To view the antonym list when in a synonym list, press **CONTROL with ENTER** on the QWERTY or **SPACE with dots 2-6** on the Braille keyboard.

To move to the next or previous Thesaurus entry, press **RIGHT arrow** or **LEFT arrow** on the QWERTY or **SPACE with dots 5-6** or **SPACE with dots 2-3** on the Braille keyboard.

### 3.4 Inserting a Word.

You can directly insert a chosen word from the Thesaurus into a document or entry prompt by pressing **CONTROL with SHIFT with I** on the QWERTY or **BACKSPACE with I** on the Braille keyboard.

## 4 Oxford and the KeyWord Spell Checker.

Now when you check your documents for spelling errors, KeySoft will consult both the existing Spell Checker and the Oxford Dictionary. If a word is not found, the spelling suggestions will consist of words found within the Oxford Dictionary using an enhanced spelling suggestion algorithm. Of course you can look up any of these words in the Dictionary, if you wish.

## Appendix A Phonetic Spelling Guide.

### A.1 International Phonetic Alphabet (IPA) symbols.

Displayed Symbol	IPA name
Alpha	open back unrounded
Turned alpha	open back rounded
Turned c	open-mid back rounded
Eth	voiced dental fricative
Dezh	voiced postalveolar affricate
Schwa	schwa
Epsilon	open-mid front unrounded
Latin small capital I	lax close front unrounded
Eng	voiced velar nasal
Theta	voiceless dental fricative
Ligature oe	front open-mid rounded
Esh	voiceless postalveolar fricative
Upsilon	lax close back rounded
Turned v	open-mid back unrounded
Chi	voiceless uvular fricative
Ezh	voiced postalveolar fricative
Primary stress	primary stress mark
Secondary stress	secondary stress mark
Length mark	length mark
Ejective	ejective