Merriam-Webster

References

on CD-ROM

User's Guide

A GENUINE MERRIAM-WEBSTER

The name *Webster* alone is no guarantee of excellence.
It is used by a number of publishers and may serve
mainly to mislead an unwary buyer.

Merriam-Webster™ is the name you should look for
when you consider the purchase of dictionaries or
other fine reference works. It carries the reputation
of a company that has been publishing since 1831
and is your assurance of quality and authority.

Made in the United States of America

Getting Started

Welcome!

Thank you for purchasing your new Merriam-Webster reference on CD-ROM! We are confident that you will find its unique combination of authoritative content and powerful search capabilities delivers dynamic research solutions for all your language reference needs.

Installation instructions

Installing your new software is easy. Simply follow the installation instructions below.

Macintosh

1. Start your computer as normal.
2. Insert the CD-ROM into the appropriate drive.
3. Double-click on the CD-ROM icon on the desktop.
4. Double-click on the file named SETUP.
5. Follow the instructions that appear on the screen.

Windows

1. Start Windows as normal.
2. Insert the CD-ROM into the appropriate drive. If you have *autorun* enabled on your computer, installation will begin automatically. If it does not begin on its own, follow the steps below.
3. Double-click on *My Computer*.
4. Double-click on the CD-ROM icon.
5. Double-click on the file named SETUP (or SETUP.EXE).
6. Follow the instructions that appear on the screen.

Starting the program

During installation, an icon called *Merriam-Webster References* will be created on your desktop. To start your new software, double-click on this icon.

Learning to use your dictionary program

Merriam-Webster provides a variety of tools to help you learn to use this software, including:

- This *User's Guide*.

- *On-screen Help* with instructions. These appear in the status bar at the bottom of the program screen when you roll your cursor over key parts of the interface.

- *Built In Help System*. To use the *Help System* in the program, click on the **Help** menu and choose **Contents and Index** (Windows), **Help Contents** (Macintosh), or **Search for help on…**.

- The *README.TXT*. This file explains any last minute updates or corrections made to the product just prior to publication.

- *Online Support Pages*. Merriam-Webster's online support pages provide answers to frequently asked questions, patches and downloads, and other information on how to get the most out of your software. To reach the online support pages, go to the following Web address: http://www.merriam-webster.com/service/tech.htm

Technical support

If you have questions about installing or using this product, call our technical support staff at 1-800-696-0514, Monday through Friday, between 6:00 a.m. and 9:00 p.m., Pacific Time. If you prefer, you can e-mail our technical support staff at**:**

techsupport@Merriam-Webster.com.

TIP Roll your cursor over the button or feature you need help with, then check the status bar at the bottom of the screen for a brief explanation of the feature. The information you find there can also serve as a source of keywords to use when searching the *Help System*.

A Quick Tour

Introduction

This section provides an overview of the content features of Merriam-Webster dictionaries and Merriam-Webster reference software. More detailed explanations can be found in later chapters.

Types of information in dictionary entries

Dictionary entries are specially designed to pack a lot of information into a very limited space. The sample entry below introduces the key elements of a dictionary entry. Detailed information about the structure of the entries and of the individual components can be found within the section called "Explanatory Notes" in this User's Guide.

Figure 1 – Annotated Sample Dictionary Entry (*Merriam-Webster's Collegiate Dictionary, 11th Edition*)

TIP Open your Merriam-Webster software and try the example searches and activities as you read through this guided tour.

Program overview

All of the features you need to use this program efficiently and effectively can be found in the Main Window of the program. (See Figure 2 below)

The program's features are organized to help you find information quickly and easily. From the Main Window you can:

- Search for words
- View the results of searches
- Use the results of searches
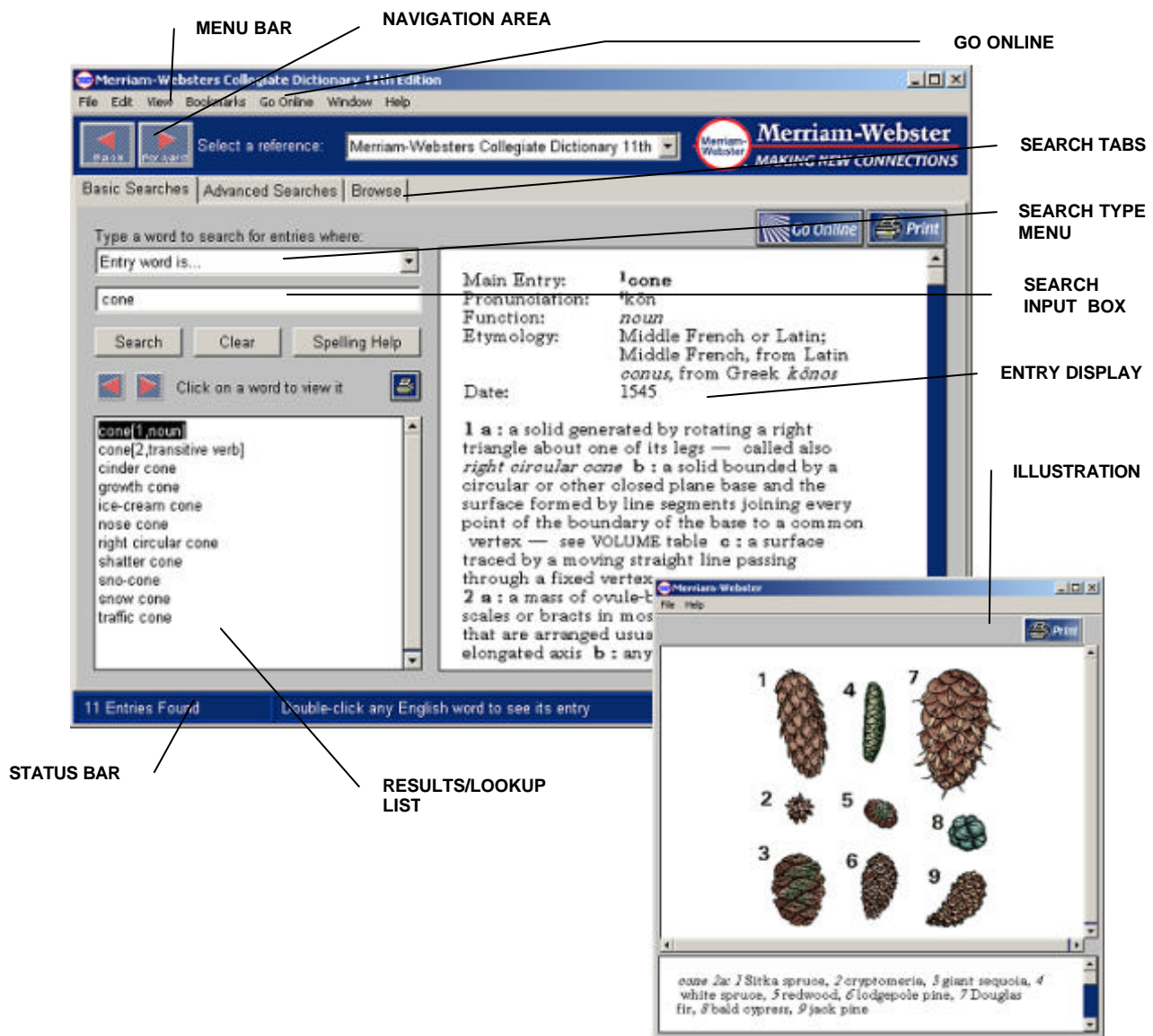
Figure 2 – Main Window (*Merriam-Webster's Collegiate Dictionary, 11th Edition*)

Each component of the Main Window enables you to accomplish certain tasks. The list below summarizes the most important elements of the Main Window and explains briefly what you can do with each one.

Menu bar
The **Menu** bar appears at the top of the screen and lets you access all of the program features using either your mouse or keyboard.

Navigation area
This part of the screen includes the Back and Forward buttons and the Select a Reference drop-down menu. The latter allows you to choose which Merriam-Webster electronic reference you will search, provided you have more than one installed.

Search tabs
The three **Search** tabs below the **Navigation** area let you choose between the **Basic Searches, Advanced Searches**, and **Browse** search screens.

Search Input area
This area includes the **Search Type** drop-down menu, which you can use to choose the type of search you want to perform. It has a **Search Input** box where you type the word or phrase you want to look up. It also has **Search, Clear,** and **Spelling Help** buttons to use when searching.

Results/Lookup List area
When you are typing a word in the **Search Input** box, the **Results/Lookup List** area shows a list of words that contains the letters you have already typed. After you have clicked on the **Search** button, this area shows the results of the search. See also "Using the Results/Lookup List Area."

Entry Display area
This area on the right side of the screen shows the dictionary entry for the word or phrase highlighted in the **Results/Lookup List**.

Status bar
This area at the bottom of the screen shows how many words have been found by your search, and provides brief help messages as you move your cursor over the screen.

Illustrations
Illustrations appear in their own window. See also "Illustrations and Tables."

Go Online
The Go Online menu and Go Online button let you access web-based resources. See also "Going Online."

Menu commands

The following table describes the menu options available in Merriam-Webster's CD-ROMs.

This menu allows…	These actions…
FILE	
New Window	Opens a new copy of the Main Window.
Print	Enables printing of entries, lists, illustrations, or tables.
Print Setup	Opens controls to change printer settings.
Close	Closes any currently opened window or dialog box, but does not shut down the program.
Exit/Quit	Shuts down the program.
EDIT	
Copy	Copies highlighted text to the clipboard.
Copy Word	Copies the currently displayed entry word, without hyphenation points, to the clipboard.
Paste	Inserts text from the clipboard to the **Search Input** area.
Select All	Highlights all text in the **Entry Display** area.
Preferences	Opens controls to change font size and color, search options, and reference options.
Clear	Clears the **Search Input, Results/Lookup List,** and **Entry Display** areas.
VIEW	
Previous Entry	Displays the last entry viewed (i.e., moves backward through the **History List**).
Next Entry	Returns to an entry after the **Previous Entry** option has been used (i.e., moves forward through the **History List**).
Previous List	Displays the most recently viewed **Results List** (i.e., moves backward through past **Results Lists**).
Next List	Returns to a **Results List** after the **Previous List** option has been used (i.e., moves forward through past **Results List**).
History	Opens a dialog box showing previously viewed words.
Basic Searches	Switches to the **Basic Searches** tab.
Advanced Searches	Switches to the **Advanced Searches** tab.
Browse	Switches to the **Browse** tab.
BOOKMARKS	
Add Bookmark	Adds an entry to the **Bookmark** menu.
Organize Bookmarks	Opens controls to sort and rearrange bookmarks.
GO ONLINE	
Various links	Each link opens your Web browser and then a Web page where you can register your software, access online resources, subscribe to additional references, and learn more about Merriam-Webster and Encyclopædia Britannica products.

WINDOWS	
Next Window	Cycles through all open windows.
HELP	
Contents and Index (Mac=Help Contents)	Displays **Help Contents.**
Search for Help on…	Allows you to search for help on specific topics or keywords.
About this Product	Provides copyright and version information.

Types of searches

Merriam-Webster references offer a variety of searches in the **Search Type** menu to enable you to effectively explore the content of each reference. The table below provides a list of these search types and gives a brief description of their intended uses. The actual types of searches available will depend upon which reference product you purchased. You will find more detailed information about how to perform each type of search in "Performing Basic Searches."

Search fields and their functions

Choose this search…	*To find…*
Entry word is…	The definition of a word or phrase.
Defining text contains…	Dictionary entries whose definition includes a specific word.
Rhymes with…	Words that rhyme with a given word.
Forms a crossword of…	Words where you know some letters but not others.
Is a cryptogram of…	Words that solve a cryptogram puzzle or code pattern.
Is a jumble of…	Words that can be made by shuffling a given group of letters.
Homophones are…	Words that sound alike but are spelled differently.
Etymology includes…	Words that derive from a particular language or word root.
Date is…	Words first documented in a given year, decade, or century.
Verbal illustration contains…	Examples of a word used in context.
Author quoted is…	Quotes from a specific author or publication.
Function label is…	Words that have a certain function (e.g., *trademark*) or part-of-speech label.
Synonymy paragraph contains…	Paragraphs describing differences among synonyms.
Usage paragraph contains…	Words used in paragraphs explaining conventions related to or restrictions on applications of words of confused or disputed usage.
Usage note contains…	Words that are used in a certain way (e.g., *slang*), that are found primarily in the English of a particular region (e.g., *Scotland*), or that have special uses in a particular field (e.g., *law*).
Thesaurus word lists contain…	Thesaurus entries whose lists of synonyms, antonyms, related and contrasted words, and idioms include a specific term.
Biographical paragraph contains…	Paragraphs containing biographical details about individuals for whom medical conditions or procedures are named (*Medical Desk Dictionary*).
Partial spelling is…	Words where you know some letters but not others (*Medical Desk Dictionary*).

Looking up a word

It is very easy to look up a word using a Merriam-Webster electronic reference product. Just follow these instructions:

1. Type the word or phrase you want to look up in the **Search Input** box.
2. Click on the **Search** button (or press ENTER/RETURN).

These instructions let you look up a boldface word in the dictionary much as you would in a printed dictionary. See also "Performing Basic Searches," "Performing Advanced Searches," and "Performing Browse Searches" in this *User's Guide*.

TIP You can look up several words at once. Simply type all of the words into the **Search Input** box with commas separating them and click on the **Search** button.

Using the Results/Lookup List area

Lookup List

As you start to type a word or phrase in the **Search Input** box, the list of words in the **Results/Lookup List** area will show terms that begin with the letters you have already typed. This is called a **Lookup List**. If you see the word you want in the **Lookup List**, double-click on it to display its entry.

Results List

After you enter a word in the **Search Input** box and click the **Search** button, a list of words will appear in the **Results/Lookup List** area. This list, called a **Results List,** shows you all words, including homographs, that have your search term in them. The entry for the first item in the **Results List** displays automatically in the **Entry Display** area. To see the entry for any other word in the **Results List**, simply click on it. You can also view the results of previous searches by using the **Back** and **Forward** buttons that appear directly above the **Results List.**

BACK BUTTON ———— ———— FORWARD BUTTON

Figure 3 – Back and Forward buttons

Going online

If you have an Internet connection and a Web browser, the **Go Online** menu and button provide easy access to a wealth of additional language-related resources. To access Merriam-Webster's online resources make sure you have an open Internet connection, go to the **Go Online** menu, and click on the name of the feature you want to access. Alternately, click the Go Online button above the entry display area.

Illustrations and Tables

Many Merriam-Webster references include a rich collection of illustrations and tables. If an illustration is available, an icon shaped like an eye will appear at the end of the entry text. If a table is available, a table icon will appear at the end of the entry.

Art icon   Table icon

Figure 4 – Art and table icons

To view either an illustration or a table, double-click on the icon for it. The illustration or table will open in its own window, which you can resize or close independently of the main program window. You can also print illustrations or tables by clicking on the **Print** button in the upper right corner of the window containing the illustration or table.

Performing Basic Searches

Introducing the Basic Searches tab

Merriam-Webster references have three search screens: **Basic Searches, Advanced Searches,** and **Browse.** The tabs for these screens help you easily locate and use this program's sophisticated search tools. The **Basic Searches** screen is likely to be the one you use most often. It appears automatically the first time you open the program, and from it you can use any of the search options available in the reference you purchased.
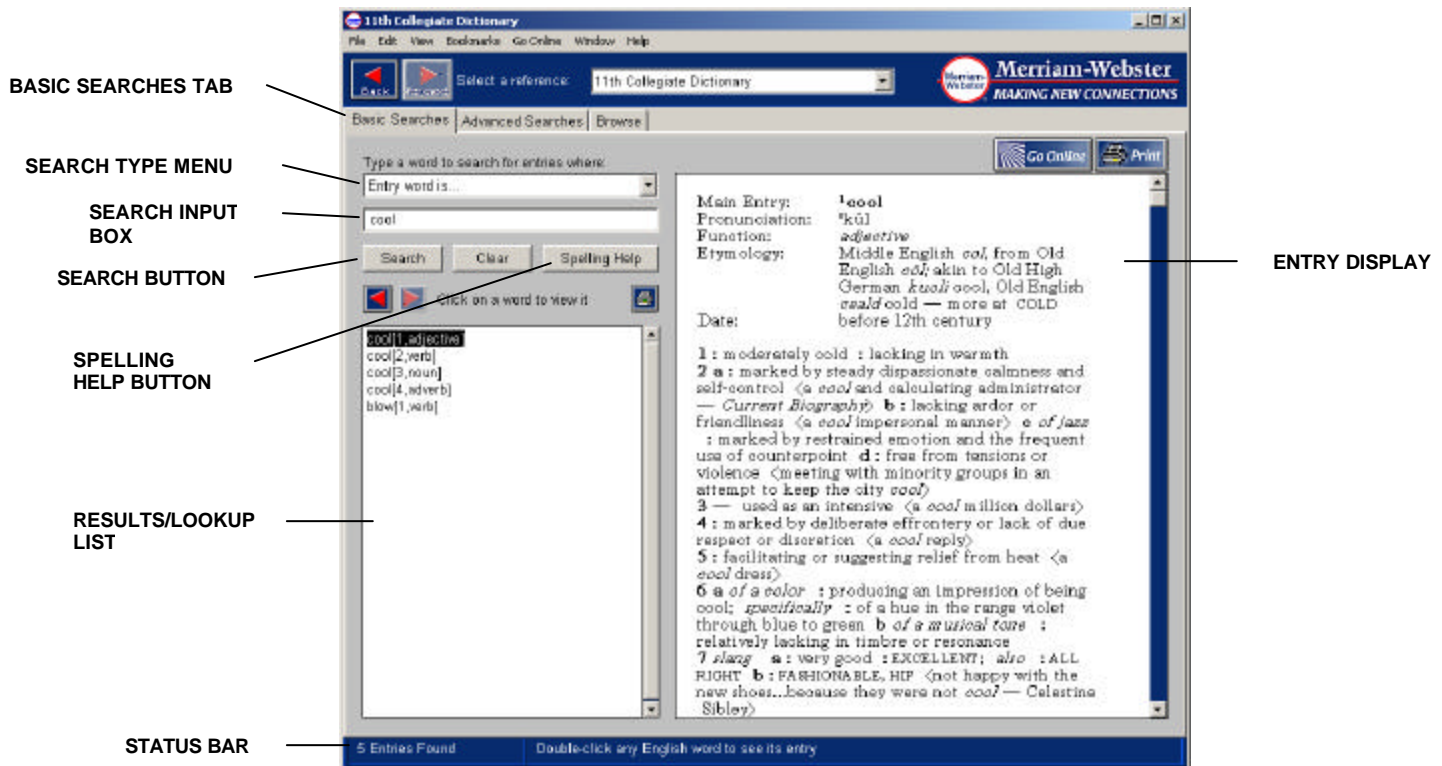
Figure 5 – Basic Searches Screen

How to conduct a basic search

The procedure for doing any kind of search on the **Basic Searches** screen is always the same, no matter what type of search you choose from the **Search Type** menu. Simply follow these steps:

1. Select the **Basic Searches** tab by clicking on it in the Main Window, or by choosing **Basic Searches** from the **View** menu.
2. From the **Search Type** menu, choose the type of search you want to perform.
3. In the **Search Input** box, type the word or phrase you want to look up.
4. Click on the **Search** button (or press ENTER/RETURN).
5. View the results in the **Entry Display** and **Results/Lookup List** areas.

The following sections describe how to use the various search types that may be available in the **Search Type** menu in your reference product.

Searching by entry word

The *Entry word is…* search type is similar to looking up a word in a print dictionary, thesaurus, encyclopedia, or similar reference. When using this search, the program finds all the entries that include the word or phrase that you type in the **Search Input** box. For example, if you look up the word *cat*, the **Results List** will include all of the homographs for *cat,* as well as compound terms and phrases that include the word *cat* (e.g., *cat and mouse, cat-o'nine-tails,* etc.).

Searching for words in definitions and thesaurus word lists

The *Defining text contains…* search type basically reverses the way you look up a word by letting you search for words within definitions instead of just for the boldfaced word at the beginning of an entyr. The "defining text" is the part of a dictionary entry that lists the various meanings of a word. For example, if you were doing a project on baseball, you might want to see all the entries in the dictionary that have to do with that sport (and which therefore include the word *baseball* in their definition).

Similarly, the *Thesaurus word lists contain…* search type lets you search through the lists of synonyms, antonyms, related and contrasted words, and idioms and find all the entries with word lists containing a given term. For example, you might want to find words that have a meaning either similar to or opposite of *effulgent*. The *Thesaurus word lists contain…* would enable you to find synonyms and antonyms in a single search.

> **TIP** When you perform a *Defining text contains...* search, the program will automatically look for inflected forms of the search word as well as the base word. For example, if you do a *Defining text contains…* search for *swim,* the **Results List** will show all entries whose definitions contain *swim, swam, swum, swimming,* or *swims.*

> **TIP** You can use the asterisk (*) and question mark (?) wildcard characters to help you search for words in definitions. See "Using Wildcard Characters."

Searching for rhyming words

The *Rhymes with…* search type lets you search for words that rhyme with the word you type into the **Search Input** box. This feature is especially useful for poets, lyricists, word-game players, students, and many others who regularly use a rhyming dictionary while writing. For example, a *Rhymes with…* search for the word *name* will produce a **Results List** that includes *acclaim, fame,* and other words that rhyme with the word *name.*

Searching for homophones

The *Homophones are…* search type lets you search for words that sound similar to, but that are often spelled differently from, the word you enter into the **Search Input** box. For example, a search on the word *to* would yield a **Results List** that includes *too* and *two*.

Searching by etymology

The *Etymology includes…* search type allows you to find words that have particular languages or root words in the etymology section of their entry. In a dictionary entry, the etymology provides information about the history and origin of a word. For an example of an etymology search, type *logia* into the **Search Input** box and click **Search**; all the words that derive from that Greek root will be displayed in the **Results List**. NOTE: Root words within etymologies that are not English words may not have their own entries in this dictionary. As a result, you cannot see an entry for a

foreign-language root word (such as the Dutch *kruisen,* which appears in the etymology at the entry for *cruise*). Brief definitions for foreign words are given in the etymologies where they occur. To learn more about how etymologies are structured, see the Explanatory Notes PDF.

TIP If the language name you want to search consists of two or more words, such as *Old English* or *Old High German*, use the **Advanced Search** tab to set up a multiple-term search. See "Performing Advanced Searches."

Date searches

Merriam-Webster's Collegiate Dictionary includes the date when an entry word was first documented in English. Its *Date is…* search type lets you search for words by the year, decade, or century when they were first documented. For example, a search on the date *1988* yields a **Results List** that includes 38 words whose first known and documented use occurred in 1988. You can use the question mark and asterisk wildcard characters to search for all of the words first documented in a particular decade or century. For instance, a search for *198?* will generate a **Results List** including all words first documented in any year during the 1980s. A search for *19** will produce a **Results List** including all terms first documented in English between 1900 and 1999. See "Searching Using Wildcard Characters" for more details about how to use the question mark and asterisk in your searches.

Searching for word game solutions

If you like to solve word puzzles or if you enjoy creating them, the word game searches in this program will prove invaluable to you. You can do searches that will help you create or solve crosswords, jumbles, or cryptograms. The following sections provide more details about how to conduct word game searches.

Crossword puzzle searches

The *Forms a crossword of…* search type lets you find all words with a certain number of letters. Type the letters you know and use question marks [?] for the ones you don't know. The program will create a **Results List** of all the words that could solve your puzzle. For example, if you do a *Forms a crossword of...* search for *f??ta???,* the dictionary will present a list of eight-letter words that start with the letter *f* and have the letters *t* and *a* in the fourth and fifth positions.

Cryptogram searches

The *Is a cryptogram of…* search type creates a **Results List** of all words which match the pattern in a coded word or message that you enter into the **Search Input** box. Cryptograms are cipher puzzles in which each letter in a word is replaced by a different letter to create a coded word or message (for instance, *xyzzdw* is a cryptogram of *hidden*). The puzzler must find the correct letters to crack the code and make a logical word or message out of the cipher.

Jumble searches

The *Is a jumble of…* search type creates a **Results List** showing all words that can be formed from a certain group of letters that you type into the **Search Input** box. Jumbles (also called *anagrams* or *transpositions*) are popular word puzzles that require puzzlers to unscramble a certain group of letters to make a word that matches a given clue. For example, if you perform an *Is a jumble of…* search for *lmies,* the **Results List** for your search will include the words: *smile, limes, miles,* and *slime.*

Searching for special information in entries

You can use the following search features to take advantage of the specialized content features of different Merriam-Webster references. For instance, in the *Collegiate Dictionary*, you can search for words by their part of speech, the geographical region in which they are most often used, or usage restrictions. You can also find Usage Paragraphs that provide additional information about words of confused or disputed usage. You can even search for synonym paragraphs that describe how synonyms are similar and how they are subtly distinct from each other. In the *Medical Desk Dictionary*, you can look for biographical paragraphs describing medical conditions or procedures named after medical professionals or search for words where you know some letters but not others.

Function label searches

The *Function label is…* search type delivers a **Results List** of all words with a particular part of speech or other function label. These labels are used to indicate how a word typically functions in a sentence. In most cases, the function label is a part of speech such as *noun, verb, adjective, adverb, pronoun, preposition,* or *interjection.* In some cases, the function label may indicate that a word is a *trademark* or *certification mark*. For more information on function labels, see the Explanatory Notes PDF.

Usage label/note searches

The *Usage note contains…* search type allows you to look for all the words that carry usage notes or labels indicating that they are used in a certain way (e.g., that they are *slang* or *nonstandard*), in a certain place (e.g., *Scotland, chiefly North*), or in a particular subject area (e.g., *baseball, law, physics*). For more information on usage labels, see the Explanatory Notes PDF.

Usage paragraph searches

Merriam-Webster dictionaries include hundreds of paragraphs designed to provide information and guidance for using words whose usage is the subject of dispute or potential confusion. A Usage Paragraph typically summarizes the historical background of the usage of the word, and also provides an overview of opinions on it. Usage paragraphs may also compare commentary on the word with actual evidence of use and offer advice on appropriate and inadvisable applications of a term. You can use the *Usage paragraph contains…* search to find paragraphs that can help you make more informed choices about which word to use (or avoid) in a particular context.

Searching for verbal illustrations

The *Verbal illustration contains…* search type provides access to the thousands of example sentences, phrases, and quotations included in the dictionary that show how words are commonly

used. You can search for verbal illustrations even when they do not appear at the entry word you are studying. For example, you might want to see examples of the word *manifest* used in context. That word is used in several verbal illustrations throughout the dictionary, ranging from the entry for the word *age* to the one for the word *thunder.* For more information about verbal illustrations, see the Explanatory Notes PDF.

Author quoted searches

The *Author quoted is…* search type lets you locate quotations by an author or publication whose work was used to provide a verbal illustration for an entry. *Author quoted is...* searches always involve searching for the last name of the author. If you were seeking quotations by William Shakespeare, you would search for *Shakespeare;* if you were seeking quotations by Pearl S. Buck, you would search for *Buck.* Do not include first names, initials, or courtesy titles such as *Dr.* or *Ms.* in these searches.

TIP You can also use the *Author quoted is…* search type to find quotations from periodicals or newspapers. Just enter a key word from the publication's title into the **Search Input** box. For example, if you wanted to find quotations from *The New York Times,* you could type in *Times.*

Searching for synonyms

The *Synonym paragraph contains…* search type lets you use the dictionary's content to find words that share a common meaning. A number of entries in the dictionary include these brief synonymy paragraphs that discuss the similarities and differences between words of closely related meaning. You can use a *Synonym paragraph contains...* search to find such paragraphs and review the best word choice for a given situation.

Biography paragraph searches

Merriam-Webster's Medical Desk Dictionary contains hundreds of paragraphs that provide details about medical professionals whose names have enriched the medical vocabulary. You can use the *Biography paragraph contains…* search type to locate such paragraphs. For example, you might want to compile a list of the names of illnesses derived from the names of the physicians who first researched and described them.

Partial spelling searches

The *Partial spelling is…* search type lets you find all words where you know some letters but not others. Type the letters you know and use question marks [?] for the ones you don't know (if you know the exact number of letters in the word) or type the letters you know and as asterisk [*] to represent any number of missing or unknown letters. The program will create a **Results List** of all the words that could be the one you are seeking. This type of search can be found in the *Medical Desk Dictionary* and is particularly useful for medical transcriptionists who may be able to make out only a few letters in dictation they are transcribing.

Performing Advanced Searches

Introducing the Advanced Searches tab

The **Advanced Searches** tab lets you create and run sophisticated searches for very precise information using a combination of the search types discussed in the previous chapter. For instance, you could combine an ***Etymology includes…*** search for all the words that originated in French with a ***Defining text contains…*** search for the word *cooking* to create a **Results List** of French cooking terms that have made their way into English. This tab also provides access to specialized search tools, such as Boolean operators or logical connectors (e.g., AND, OR, NOT) and parentheses, to aid you in creating these complex searches. You can display the **Advanced Searches** tab by clicking on it in the Main Window, or by choosing **Advanced Searches** from the **View** menu.
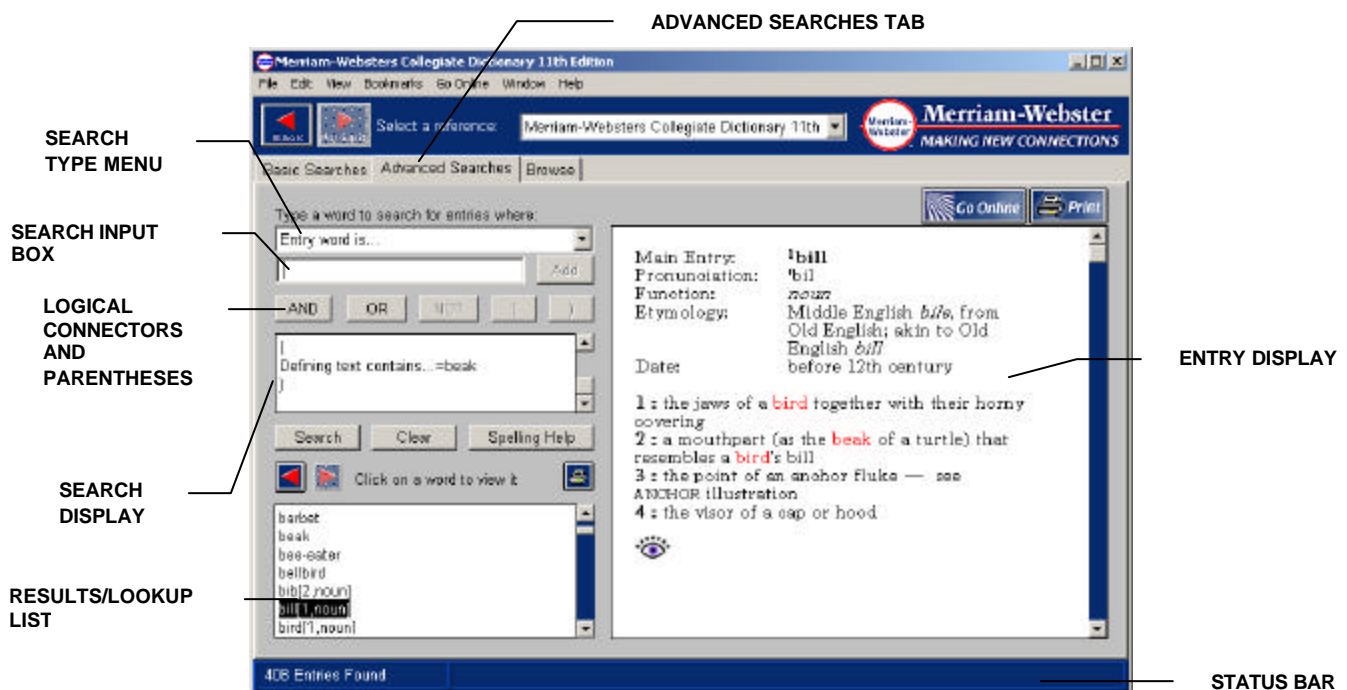
Figure 6 – Advanced Searches Screen

How to conduct an advanced search

The first step in performing any search in the **Advanced Searches** tab is to decide what kind of information you want to find. For example, you need a list of nouns that rhyme with the word *name*. Once you have determined what you want to find, you can build your search. To build an advanced search, simply follow these steps:

1. Select the **Advanced Searches** tab.
2. Choose a search type from the **Search Type** menu (e.g., ***Defining text contains…***).
3. Type a word, phrase, or label in the **Search Input** box (e.g., *baseball*).
4. Click on the **AND**, **OR**, or **NOT** button as appropriate.
5. Repeat step 2 through 4 for each item in your search. Be sure to end with a word or phrase and not a logical connector.
6. When you have added all of your search terms into the **Search Display** area, click on the **Search** button (or press ENTER/RETURN.)

Logical connectors in advanced searches

Logical connectors, also known as Boolean operators, allow you to search for words that match two or more criteria that you specify. The table below summarizes the three logical connectors that are used in this program.

Logical Connector	Symbol	Function
AND	**&**	Searches for words that meet two or more specified criteria (e.g., *brown* **AND** *bird*)
OR	**|**	Searches for words that meet at least one of two specified criteria (e.g., *tree* **OR** *shrub*)
NOT	**!**	Excludes a specified criterion from a search (e.g., *orange* **AND NOT** *color*)

For example, you could use the **AND** connector to build a search in the **Search Display** area that reads "***Defining text contains…*** *red* **AND** ***Defining text contains…*** *flower*" to find all of the entries whose definitions include both of the words *red* and *flower*.

TIP If you are not sure which search type to use to find particular information, check the "Explanatory Notes" for your electronic reference. The Explanatory Notes can be found in a separate PDF on your CD-ROM.

TIP The **NOT** operator must be used immediately after the **AND** connector. If you try to use **NOT** by itself or after the **OR** connector, your search will almost always generate invalid results.

Searching using wildcard characters

You can use wildcard characters in any of the three search tabs, but they are particularly useful in the **Advanced Searches** tab. Wildcard characters can help you look up words when you aren't sure how to spell them or when you want to find words that have a group of letters in common. The two wildcard characters available in this program are summarized below:

Wildcard Character	Represents
?	Any one letter/character
*	Any number of letters/characters

For example, if you choose the ***Entry word is…*** search type and enter *m?n* in the **Search Input** area, the program will deliver a **Results List** that includes all three-letter entries that begin with *m* and end with *n*. If you entered *m*n* in that same search, the program will deliver a **Results List** with all words of whatever length that begin with *m* and end with *n*.

WARNING! Searches with wildcards can produce very long **Results Lists** that may be difficult for your computer to display. When setting up searches that involve wildcards, try to create them in a way that will generate the most specific results possible.

Parentheses in searches

When building an advanced search in the **Search Display** area, you can use parentheses to group search criteria that belong together. For example, you might want to find all nouns that are labeled *slang* or *nonstandard*. You might think that *Example 1* below would find such words. But those search instructions would find all words that are labeled *slang* and all words that are labeled both *nonstandard* and *noun*. To get the **Results List** you really want, you must use parentheses around the **OR** statement to tell the computer the order in which to conduct its search, as shown in *Example 2* below.

Example 1	*Example 2*
Usage note=slang	(
|	Usage=slang
Usage note=nonstandard	|
&	Usage=nonstandard
Function=noun	)
	&
	function=noun

WARNING! When entering search criteria in the **Search Display** area, do not include parentheses on the same line as the word or phrase. Click the buttons to add them on their own line, as shown in *Example 2*.

Searching for inflected forms

An inflected form of a word is one that shows the case, number, gender, tense, or other grammatical distinction of the word, including plurals of nouns and past-tense forms of verbs. If you look up an inflected form of a word in a Merriam-Webster electronic reference, the program will automatically display the main entry of the word that is the basis for the inflected form. For example, if you choose the ***Entry word is…*** search type and enter the plural word *flowers* in the **Search Input** box, the program will find the entry for *flower* and show it in the **Entry Display** area. This special search capability works in most cases, but there may be times when you will try to find a valid inflected form that the program will fail to recognize. In such cases the program will automatically display a **Lookup List** in the **Results/Lookup List** area showing entries that fall alphabetically close to the inflected form you have typed. You will probably see the base form of your search word near the top of the list, although occasionally you may have to scroll through the **Lookup List** to find the word you want. For more about inflected forms, see the Explanatory Notes PDF.

Performing Browse Searches

Introducing the Browse tab

Many dictionary lovers enjoy browsing through lists of words to find an interesting one that catches their eye. Others find browsing helpful when they are trying to locate a word where they perhaps don't recall the exact spelling but might "know it when they see it." The **Browse** tab is designed to enable such a "scan the list" search technique by letting you choose to search using the *Entry word starts with*… or *Entry word ends with…* search type.
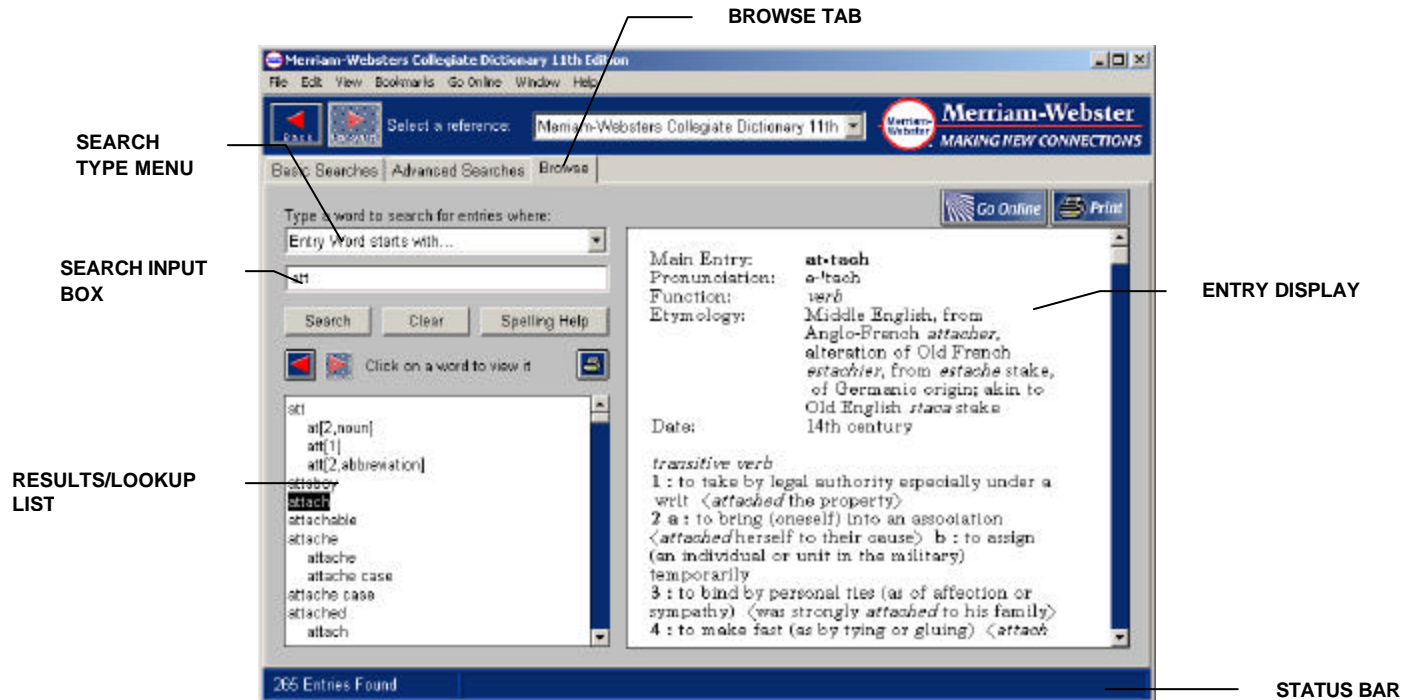
Figure 7 – Browse Tab Screen

How to conduct a Browse search

To start using the **Browse** tab, follow these steps:

1. Click on the **Browse** tab in the Main Window, or choose **Browse** from the **View** menu.
2. Choose one of the two search types from the **Search Type** menu.
3. Type the letters that either begin or end the entries you want to browse, as appropriate.
4. Click on the **Search** button (or press ENTER/RETURN).
5. Scan the list of words displayed in the **Results/Lookup List** area.
6. Click on a word to display its entry in the **Entry Display** area.

Searching by the beginning letters of entries

The *Entry word starts with…* search type is analogous to using guide words at the top of a page in a printed reference book, and you should enter letters into the **Search Input** box as if you were following that same process. First, enter the letter of the alphabetical section that would start the list of words you want. Then continue adding letters sequentially just as you would normally flip through guide words on the top of pages. Finally, once you have gotten as close as you can given the information you know, click on the **Search** button and begin scanning the list of entry words displayed in the **Results/Lookup List** area for the one you want. For example, if you choose the *Entry word starts with…* search type and enter the letters *emb* in the **Search Input** box and click on the **Search** button, the program will return a list of terms beginning with the abbreviation *emb*, including *embark*, *embroil*, and all other words that start with *emb*.

Searching by the endings of entries

The *Entry word ends with…* search type is likely to be useful to poets and lyricists, those comparing the structure of words with similar spellings, or to those creating word riddles. This feature allows you to search for a list of words that all end with the same set of letters. For example, if you choose the *Entry word ends with…* search type and enter the letters *ede* in the **Search Input** box and click on the **Search** button, the program will return a list of all of the words in the dictionary that end in the letters *ede*, including *accede*, *centipede*, and *precede*.

TIP All searches run in the **Browse** tab return a maximum of 300 entries in the **Results/Lookup List** area.

Printing, Copying, & Pasting

Printing

You can print the entry text, illustrations, tables, or **Results Lists** by simply clicking on the Print button (which shows a printer icon or the word *Print*) located above the Results List. You can also access options to print each of these items using keyboard commands (choose **Print** from the **File** menu to find the commands). To modify your printer settings, click on the **Print Setup** option in the **File** menu.

Highlighting and copying text

You can highlight any word, phrase, or definition within the text of an entry by dragging your mouse over the text. To quickly highlight all of the text in an entry, choose **Select All** from the **Edit** menu. To eliminate highlighting, click in any white space in the **Entry Display** area. To copy highlighted text, select **Copy** from the **Edit** menu. To paste the text you have copied, use the paste feature of the program you are pasting into (it is usually under the **Edit** menu). To copy just the single word you looked up, use the **Copy Word** command from the **Edit** menu.

Pasting text into a field

If you wish, you can copy a word from another program and paste it into the **Search Input** box of this program. Use the copy feature of the other program, then return to the Merriam-Webster software and choose **Paste** from the **Edit** menu. The word you copied will be pasted automatically into the **Search Input** box. To look up that word, click on the **Search** button.

M a c r o s

Introducing macros

Macros are small companion programs included with Merriam-Webster references that simplify looking up words from within your word processor. The macros included in this program allow you to put a Merriam-Webster Lookup button on the toolbar of *Microsoft® Word for Windows 97, 2000*, or *XP*. Macros are also available for *Microsoft Word for Macintosh 98, 2000* and *X*.

During installation, Merriam-Webster's software should automatically detect which version of Word you have. If Word is detected, you can choose where to install the macro (i.e., in the toolbar or right-click menu); you may also elect not to install any macros. If the installer cannot find a compatible word processor, a screen will appear asking you to indicate where your word processor is installed. (NOTE: Consult the documentation that came with your word processor to determine where its program files are installed.)

If you decide to add the macros after installing the program itself, you can install the macro of your choice from the CD. To manually install a macro, insert the CD into the appropriate drive of your computer, locate the folder named "Macros," find the macro for your word processor, and double-click on it. Follow the on-screen instructions to complete the installation.

During installation, you can specify where you want the button to appear. The macro installer will add a button to either the toolbar or the context menu (i.e., the menu that pops up when you right-click in a document). You can put macro buttons in both locations if you wish.

Macros for Macintosh users

If you use a Macintosh computer, the first time you attempt to use the Merriam-Webster macro, you may receive a message asking you to locate the Merriam-Webster program. This should occur only on the first use; after you have specified the location of the dictionary, the macro button will simply open the dictionary and look up the word you specify.

If you use Microsoft Word X on your Macintosh, please note that the first release of that program had problems displaying custom icons, such as the Merriam-Webster icon, on the toolbar. Microsoft released a patch that corrects this problem. If you install the Merriam-Webster macro into your copy of MS Word X and its icon does not appear, you may need to download and install the Word X patch from Microsoft's Web site. You can find and download the patch from the following Web page:

http://www.microsoft.com/mac/DOWNLOAD/OFFICEX/OfficeX_1012.asp

Accessing the dictionary from other programs

To use a Merriam-Webster macro after it has been installed, follow these steps:

1. While using your word processor, place the cursor in the word you want to look up.

2. Click on the Merriam-Webster macro button. The Merriam-Webster software should open and automatically look up the word you want.

3. If your word is not looked up automatically, type it in the **Search Input** box and click Search.

Advanced Features

Audio Pronunciations

Merriam-Webster's Collegiate Dictionary, Eleventh Edition includes audio versions of the most commonly used pronunciation(s) of more than 100,000 entries. When a word has more than one widely used and accepted pronunciation (e.g., economic), multiple pronunciations may be included. All pronunciations are recorded human voices, not synthesized speech, to provide the most natural possible reproduction of words as they are spoken.

All dictionary entries that have audio are highlighted in blue. Double-click on any blue highlighted word to hear its associated audio pronunciation(s).

Because the audio files for the dictionary are extremely large, they are left on the CD-ROM during a typical installation. As a result, to hear the audio pronunciations, you must have the dictionary CD in your CD-ROM drive. However, if you have a large hard drive and would like to avoid inserting the CD each time you want to listen to a pronunciation, you can install the entire sound database (which is approximately 650 MB) on your hard drive. To install the entire sound database, check the appropriate box on the Setup type screen during installation.

Bookmarking entries

Merriam-Webster reference products allow you to bookmark entries in much the same way that you bookmark pages on the World Wide Web with a browser. Bookmarks make it easy to return to certain words or definitions that are of particular interest to you.

Adding new bookmarks

To create a bookmark, simply open the entry you want to return to and select the **Add Bookmark** command from the **Bookmarks** menu. A submenu will appear showing you all folders that already exist for saving the bookmark in. The choice named **Main Level** will add the entry directly to the **Bookmarks** menu, below the line, in the order it was added.

Organizing bookmarks

To rearrange your bookmarks once they are created, choose **Organize Bookmarks** from the **Bookmarks** menu. This will open the **Organize Bookmarks** dialog box shown below. To create a new folder, open the **Organize Bookmarks** dialog box and view the folder/bookmarks list. Position your cursor within the list where you would like the new folder to be inserted, and click on the **Create New Folder** button. Type a name for your folder and click **OK**. You can also use the **Sort** button to arrange your bookmarks alphabetically. When you do, the folders will appear at the top of the list, followed by the bookmarks. Use the **Delete** button to remove any bookmarks you no longer need.
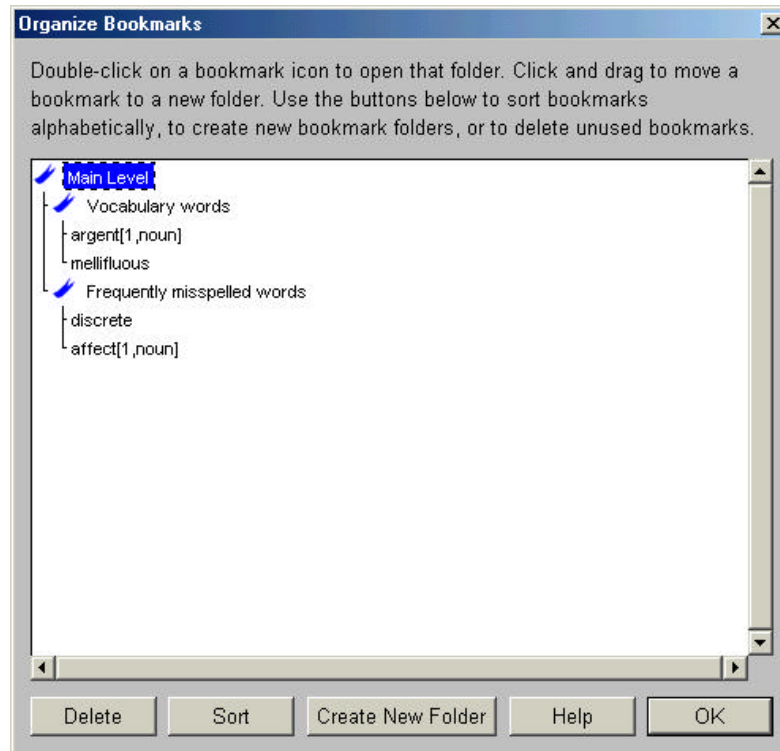
Figure 8 – Organize Bookmarks Dialog

Help using bookmarks

For help using the bookmark feature, click the **Help** button in the **Bookmarks** dialog box.

> **TIP** You must have an entry showing in the **Entry Display** area before you can use the **Add Bookmark** feature.

> **TIP** To quickly move a bookmark from one folder to another, simply click on it in the **Organize Bookmarks** dialog box and drag it to the new folder.

Customizing your program

You can customize your Merriam-Webster software to best match your needs by choosing **Preferences** from the **Edit** menu. This will open the **Preferences** dialog box shown below, which includes the **Appearance, Reference,** and **Browse Search** tabs.
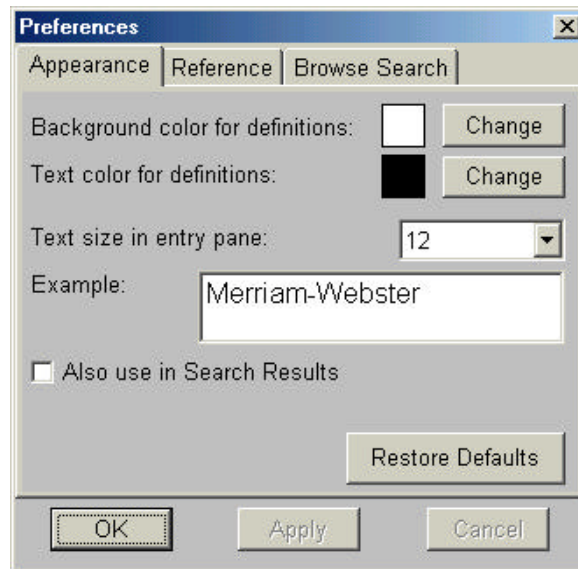

Figure 9 – Preferences Dialog Box

The Appearance tab

Use the **Appearance** tab to change the text or background colors or to increase or decrease the size of the font used in dictionary entries. To change the color of the dictionary text or the background on which it displays, click the appropriate **Change** button on the **Appearance** tab, choose the color you want, and click **OK.** To increase or decrease the size of the text, choose a text size from the drop-down menu on that tab. If you want to use the same colors and font sizes in the **Results List,** click the check box at the bottom of the tab.

The Reference tab

Use the **Reference** tab to select which reference will open when you start the program. If you have only one Merriam-Webster reference installed, it is chosen by default. If you have installed more than one Merriam-Webster reference in the same directory/folder on your computer, choose the one you want to open from the drop-down menu.

The Searches tab

Use the **Searches** tab in the **Preferences** dialog box to select which search tab (**Basic Searches, Advanced Searches,** or **Browse**) will automatically display in the Main Window when the dictionary program is opened. You can also use it to preselect a default search type (e.g., *Entry word is…*). You can change or override these **Preferences** settings in the Main Window at any time either by choosing a different option there, or by choosing **Preferences** from the **Edit** menu again.

> **TIP** To return to the appearance, reference, and search choices that were used for dictionary text when you first installed it (i.e., the default settings), click the **Restore Defaults** button.

Spelling help

How can you look up a word in the dictionary if you aren't sure how to spell it? Merriam-Webster's electronic references include features to help you find the correct spelling of words so you can locate their entries more easily. These features include the **Lookup List** feature and the **Spelling Help** button and **Spelling Help** dialog box.
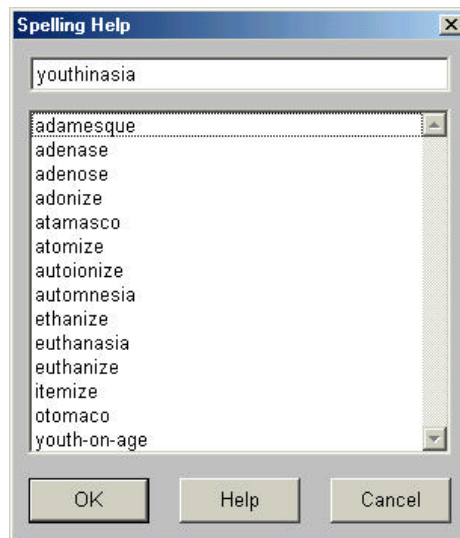

Figure 10 – Spelling Help Dialog Box

Using Spelling Help

To use the **Spelling Help** feature simply type a word the way it sounds into the **Search Input** box and click on the **Spelling Help** button. This will launch the **Spelling Help** dialog box and create a list of suggested words. Scan through this list and double-click on the one you want (or highlight it and click **OK**) to see its entry. NOTE: The **Spelling Help** dialog box does not automatically close after you use it; it remains open in case you want to check more than one word in the list. To access it again after double-clicking on a word, choose **Spelling Help** from the **Window** menu.