

ABBYY® Lingvo® x3

Quick Reference Card



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Installing and Activating the Program

Installation

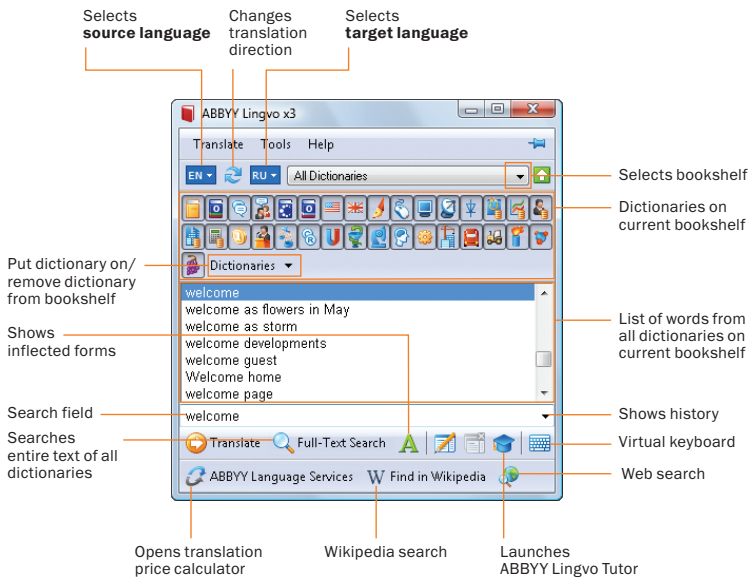
Place the **ABBY Lingvo x3** disk into the DVD-ROM drive and follow the setup program instructions. If the setup program does not start automatically, select **Start->Control Panel->Add or Remove Programs** or manually run the **AutoRun.exe** file from the **ABBY Lingvo x3** disk.

Activation

Activation is a fast and simple procedure which turns your trial copy into a full version of the software.

To activate your copy of **ABBY Lingvo**, select **Help->Activate** and follow the instructions provided by the Activation Wizard.

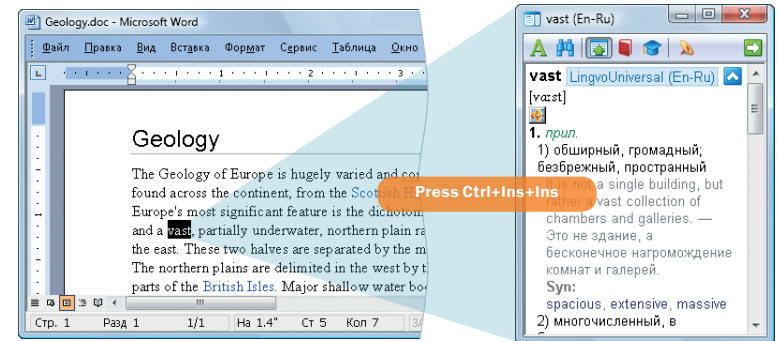
ABBY Lingvo x3 Main Window



Quick Lookup

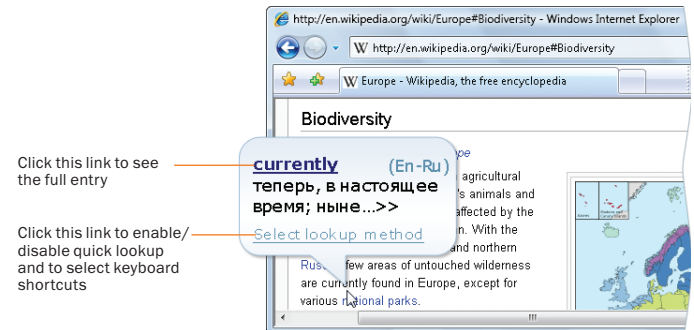
Full entries

To see a **full entry** for a word or phrase with translations, usage examples, and synonyms, select the word or phrase in the text and press **Ctrl+Ins+Ins** or **Ctrl+C+C**.



Brief entries

To see a **brief entry** for a word, simply **point the mouse cursor to the word you wish to look up**. A brief dictionary entry will open in a pop-up window.




You can select keyboard shortcuts for the source and target languages in **Tools->Language and Dictionary Settings...->Languages**.

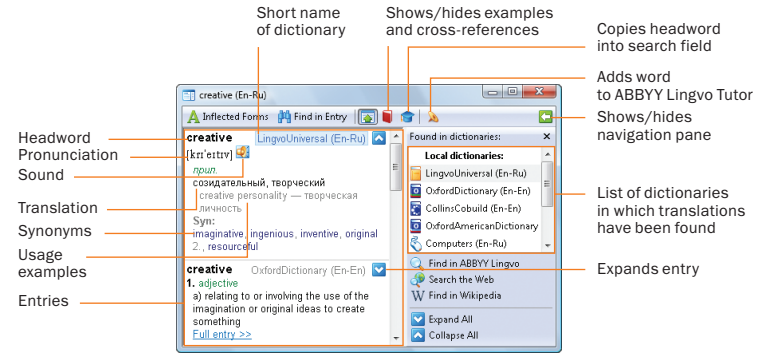
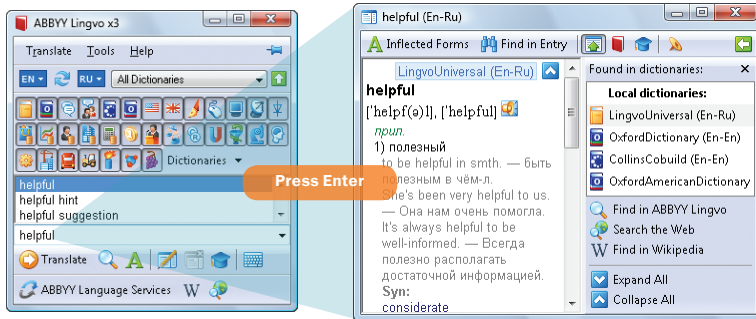
There are several ways to look up words while you are reading a text. To choose a lookup method, right-click the ABBY Lingvo icon on the taskbar and select **Options**.



Lookup and Search

Looking up a word in the main window

Looking up words in ABBYY Lingvo is easy! Simply type your word or phrase in the search field and click  or press **Enter**. You can also type inflected words (refer to page 12 for more information about inflected forms).



Looking up words in online dictionaries

In ABBYY Lingvo x3, you can look up words not only in the dictionaries that are installed locally on your hard drive, but also in the online dictionaries available on the ABBYY website (Internet connection required).

If there is no separate entry for a word or phrase, **ABBYY Lingvo** will try to find the appropriate translations inside other entries (refer to page 7 for more information about full-text search).

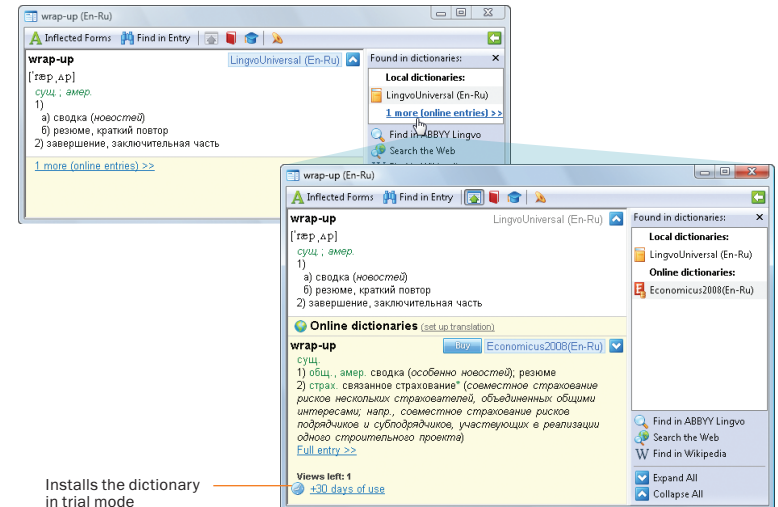
If you type a word incorrectly, ABBYY Lingvo will display a list of spelling suggestions.

Entry window

The entry window displays the entries and the list of dictionaries in which the entries have been found. To jump to an entry in a particular dictionary, click the name of the desired dictionary in the right-hand pane.

Each entry includes a headword (i.e. the word or phrase you are looking up), its possible translations, its pronunciation, the loudspeaker button (if a sound recording is available), usage examples, synonyms, and antonyms.

Tip: You can open any entry in a separate window by holding down the **Shift** key and clicking the headword of the desired entry.



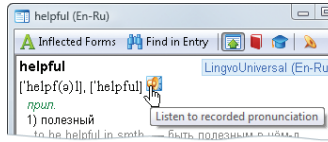
Need to look up a word inside an entry? Simply double-click on the word to open its corresponding entry.

To make an online dictionary available offline, download it by right-clicking on its name and selecting **Download Dictionary** from the pop-up menu.





Listening to recorded pronunciations

For many words in ABBYY Lingvo dictionaries, recorded pronunciations are available, enabling you to hear the most common words pronounced by native speakers. Unlike synthesised speech, this is real language spoken by real people whom you can safely imitate.

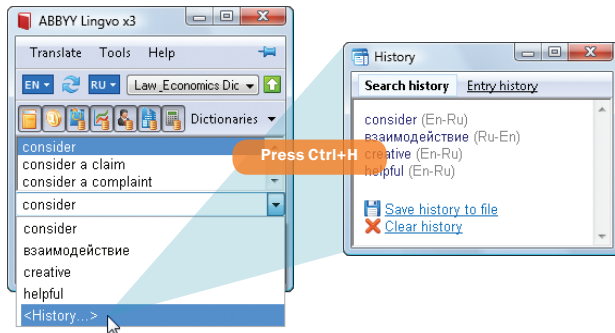


In ABBYY Lingvo x3, recorded sound is available for the most common words in the general dictionaries and for all the phrases in the phrase books. To play the sound, click on the loudspeaker button (🔊) in the entry window.

History of translations

You don't have to re-type words you have already looked up. Simply click  next to the search field, select the desired word, and click  or press **Enter**. The history list displays the last 10 words that you looked up.

Tip: To see the list of the last 100 words you looked up, click on the **<History...>** link.

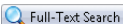


ABBYY Lingvo comes with **ABBYY Lingvo Tutor**, a flash card application for learning new words. You can add words to ABBYY Lingvo Tutor directly from the ABBYY Lingvo history list. Please refer to page 11 for instructions.



To search for a word or phrase in the text of all dictionaries of all language pairs, type the word or phrase in the search field and press **Ctrl+Shift+F**.

Full-text search

You can use the full-text search feature to find additional usage examples. Also, if a word or phrase has no separate entry in the dictionary, you can use full-text search to find all entries where this word or phrase occurs and look for translations inside the found entries. Simply type the word or phrase in the search field and click  or press **Ctrl+F**.



Important: The full-text search feature will search inside the dictionaries of the forward and reverse translation directions in all entry zones, including translations, usage examples, and comments.

Wildcard search

You can search for words and phrases based on a pattern, by substituting the * and ? symbols for unknown letters.

"?" stands for any one character (including a blank space);

"*" stands for any sequence of characters (including blank spaces).



You can use the wildcard feature to solve crossword puzzles, to find words which you don't know how to spell, or to find all phrases containing a given word.

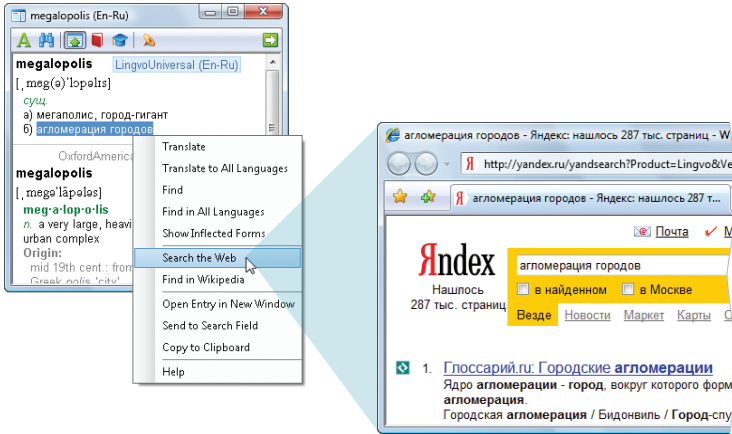


Viewing contexts (Web search)

The **Search the Web** feature will help you find real-life contexts for a particular word or phrase.

You can also use this feature to find additional usage examples.

Simply select the word or phrase, then right-click and select **Search the Web** from the pop-up menu.

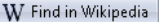


This feature requires an active Internet connection.

Wikipedia search

Wikipedia is a huge online encyclopedia created by Internet users and available in many languages.

The **Find in Wikipedia** feature is useful if you wish to learn more about a particular word, phrase, or translation equivalent.

Simply type the word or phrase in the search field and click 



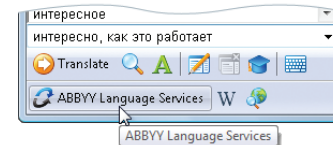
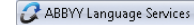
Alternatively, right-click on the word you wish to look up and select the appropriate search command from the pop-up menu.

This feature requires an active Internet connection.

ABBYY Language Services

ABBYY Language Services is a new online service from ABBYY providing human translations for phrases and texts of any size on any subject.

Simply type the phrase to translate in the search field and click



A web page will open displaying the price calculator.

On the ABBYY Language Services website, you can also upload texts of any size and order interpreting services for multilingual events and telephone conversations.



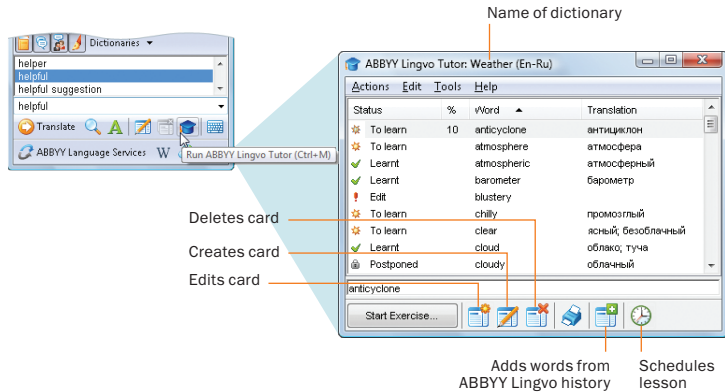
Join the **ABBYY Lingvo Community** to find like-minded people, exchange dictionaries, and win prizes!
www.lingvo.ru/Lingvo_Community

The ABBYY Lingvo forums are open 24/7. Visit forum.lingvo.ru to post your questions to ABBYY Lingvo developers and users, to seek advice from fellow translators, and a lot more!



Learning Languages with ABBYY Lingvo Tutor

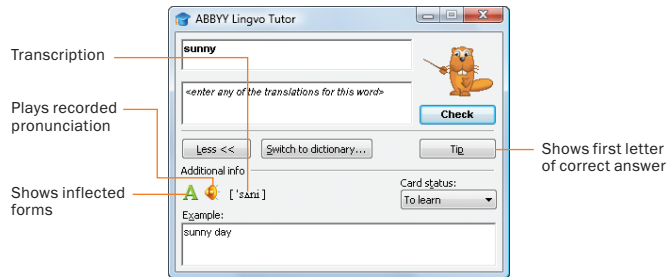
ABBYY Lingvo Tutor is a flash card application which helps you memorise new words.



Starting a lesson

To start a lesson, launch ABBYY Lingvo Tutor from the ABBYY Lingvo main window and click **Start Exercise**.

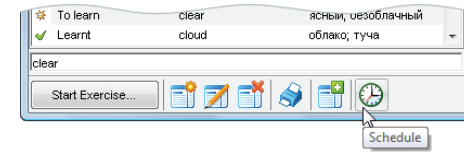
Besides the translations, you can learn the correct pronunciations and usage examples.



To select a different Tutor dictionary, to make changes to the current dictionary, to set up a schedule, or to view your learning statistics, click **Switch to dictionary...**

Lesson schedules and words to learn

To set up a schedule, click or select **Tools -> Options -> Schedule** in the ABBYY Lingvo Tutor main window.



Tip: To start a lesson ahead of schedule, simply launch ABBYY Lingvo Tutor by clicking on its icon in the Windows system tray.

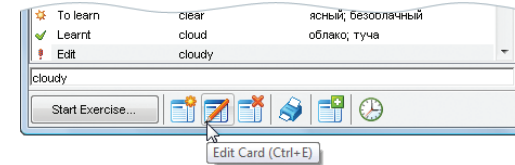
Additional settings, including the number of words to learn and card display options, are available in **Tools->Options->Exercise**.

Selecting and editing Tutor dictionaries

ABBYY Lingvo Tutor comes with several **ready-made dictionaries** covering a number of common topics.

To select a dictionary, open the list of available dictionaries from **Tools->Dictionaries**. To create your own dictionary, click **Create...** in this list.

You can edit and add cards in existing dictionaries or create your own dictionaries. Any changes can be made directly in the ABBYY Lingvo Tutor main window.



Tip: You can also add words to ABBYY Lingvo Tutor from the ABBYY Lingvo history list by selecting **Actions->Add Cards from ABBYY Lingvo History** .



You can quickly add words to ABBYY Lingvo Tutor while you are working with ABBYY Lingvo. Simply open the desired entry in ABBYY Lingvo and press **Ctrl+M**.


To transfer an ABBYY Lingvo Tutor dictionary to another computer, save the dictionary to a file by selecting **Actions->Save Dictionary to File**.

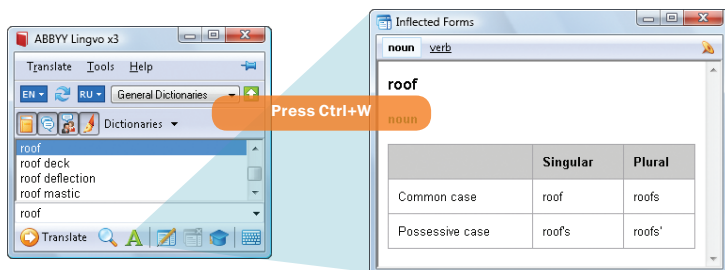



Grammar in ABBYY Lingvo x3

Viewing inflected forms

Roofs or rooves?


Simply type the word in the search field and click  or press **Ctrl + W**. A window will open listing all the possible inflected forms of the word.



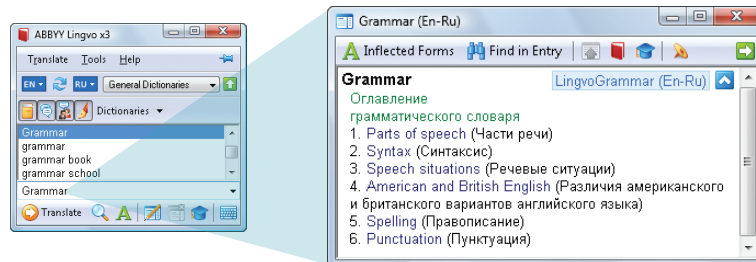
Tip: You can also view **inflected forms** when you are inside a dictionary entry by clicking  at the top of the entry window.

Lingvo Grammar


ABBYY Lingvo x3 includes an **English grammar reference**. Its icon on the bookshelf is .

To open the grammar book, type **Grammar** in the search field and click  or press **Enter**.


A window with the table of contents will open.

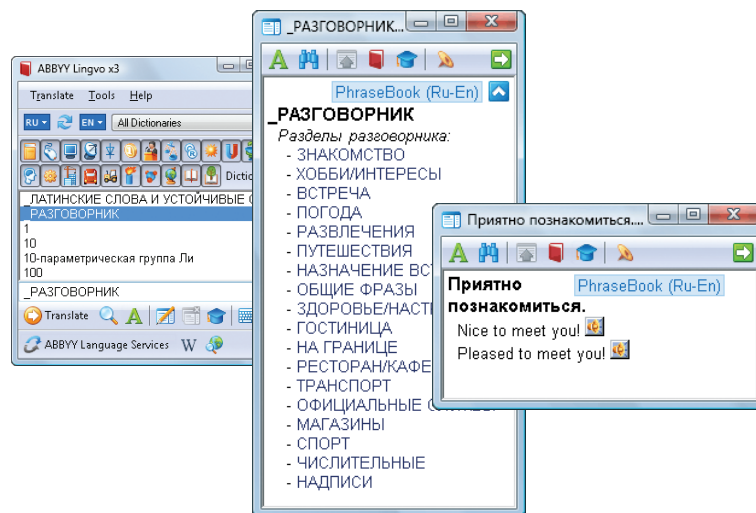


Phrase books


A phrase book is a small dictionary which contains the most common phrases used in daily conversation. The phrase book icon on the bookshelf is .

To see the table of contents, type "**_РАЗГОВОРНИК**" in the search field and click  or press **Enter**.

Tip: In ABBYY Lingvo x3, you can listen to all the phrases (around 1,000) contained in each phrase book. To hear a phrase, click the  icon next to it.



LingvoGrammar provides advice on matters of English syntax, punctuation, spelling, irregular verbs, and the differences between British and American English.

You may wish to disable all the other dictionaries on the bookshelf to make working with a phrase book easier. Simply right-click on the phrase book icon  and select **Enable Only This Dictionary**.



Working with Dictionaries

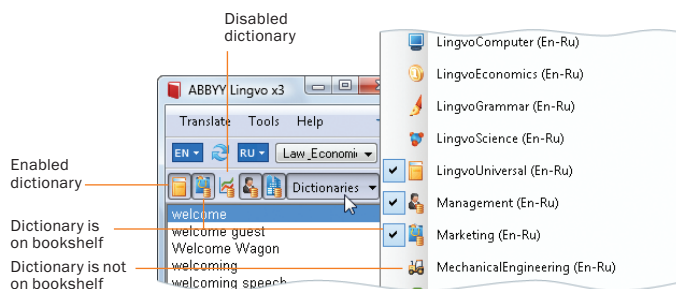
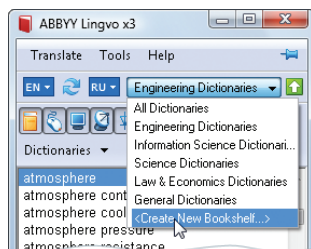
Bookshelves

In ABBYY Lingvo x3 there are several bookshelves available which contain dictionaries for different subject domains (Engineering, Information Science, etc.).

Tip: You can create your own bookshelves and put the necessary dictionaries on them.

Adding dictionaries to/removing dictionaries from a bookshelf

To put a dictionary on the bookshelf, click **Dictionaries**. A list of all the dictionaries available for the current translation direction will appear. Check off the desired dictionaries to place them on the bookshelf.



Enabling/disabling dictionaries

To disable a dictionary, click its icon on the bookshelf. Disabled dictionaries are not used in translation. To enable a disabled dictionary, click its icon.

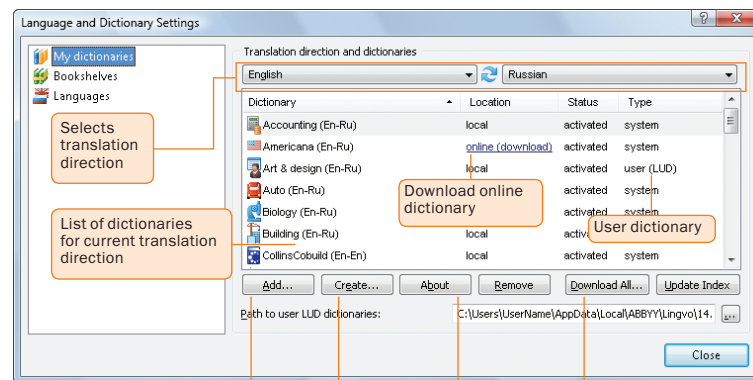
Tip: You can leave only one enabled dictionary on the bookshelf. Simply right-click its icon and select **Enable Only This Dictionary**.



To change the order of dictionaries on the bookshelf, hold down the **Alt** key and drag the dictionary to the desired slot.

"My dictionaries"


You can see the complete list of your dictionaries in **Tools->Language and Dictionary Settings...**

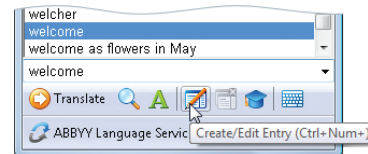


Adds dictionary Creates user dictionary Displays dictionary info Downloads all your online dictionaries

Creating your own dictionaries in ABBYY Lingvo

There are two types of user dictionaries: basic user dictionaries, which contain only the translations of the headwords, and professional user dictionaries, with extended entries.

Unlike professional user dictionaries, you can edit basic user dictionaries "on the fly" from within ABBYY Lingvo. To create a new basic user dictionary, simply click .



Professional user dictionaries are created with ABBYY Lingvo DSL Compiler (provided with ABBYY Lingvo). Please refer to the ABBYY Lingvo help file for detailed instructions on compiling your own dictionaries.

To view a dictionary annotation (number of words, year of publication, names of compilers, etc.), right-click the icon of the desired dictionary and select **About Dictionary**.



Keyboard Shortcuts

Universal hotkeys

Shows you the translation of a word or phrase highlighted in the text	Ctrl+Ins+Ins/ Ctrl+C+C
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Main window of ABBYY Lingvo

Reverses the translation direction	Ctrl+I
Creates a new bookshelf	Ctrl+N
Copies a word or phrase from the word list and pastes it into the search field	Ctrl+S
Opens the entry window of a word or phrase highlighted in the word list	Shift+Enter
Translates a phrase word by word	Ctrl+Shift+Enter
Searches for a word or phrase in the text of dictionaries for the direct and reverse translation directions	Ctrl+F
Searches words or phrases using a wildcard	Ctrl+F3
Shows grammatical forms of a word	Ctrl+W
Shows spelling suggestions for the word entered in the search field	F7
Opens the History window where you can view previously translated words and phrases	Ctrl+H

Closes ABBYY Lingvo	Ctrl+Q
Opens the ABBYY Lingvo Tutor for learning new words	Ctrl+M
Opens the dialog box Options	Ctrl+O
Opens the dialog box Language and dictionary settings	Ctrl+D

Entry window

Pins the entry window	Ctrl+T
Hides/shows examples and cross references in the entry window	Ctrl+*
Copies the headword of the entry window into the search field	Ctrl+S
Translates the word or phrase highlighted in the entry window	Enter
Collapses all entries	F5
Expands all entries	F4
Lets you hear a recorded pronunciation of the word	Ctrl+P
Adds a headword of the entry window to the learner's vocabulary of ABBYY Lingvo Tutor	Ctrl+M

Technical Support

Should you have any questions regarding the use of ABBYY Lingvo, please first consult the following:

- **ABBYY Lingvo x3 Help**, which contains detailed information about the program and its features (press F1 in any program window to display Help)
- **System Administrator's Guide**, which can be found on the ABBYY Lingvo x3 disk (PDF document)

You also can:

- **Ask your questions** on the ABBYY Lingvo forums at forum.lingvo.ru
- **View animated tutorials** at www.Lingvo.ru
- **Install additional dictionaries** available at www.Lingvo.ru

For technical support, please visit www.lingvo.ru/support or contact the ABBYY technical support service at support@abby.ru, tel. +7 (495) 783 3700.

Important: You must be a registered user to receive technical support. You can register your copy of ABBYY Lingvo when you activate it, or by selecting **Help->Register**, or by visiting www.lingvo.ru/support.

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