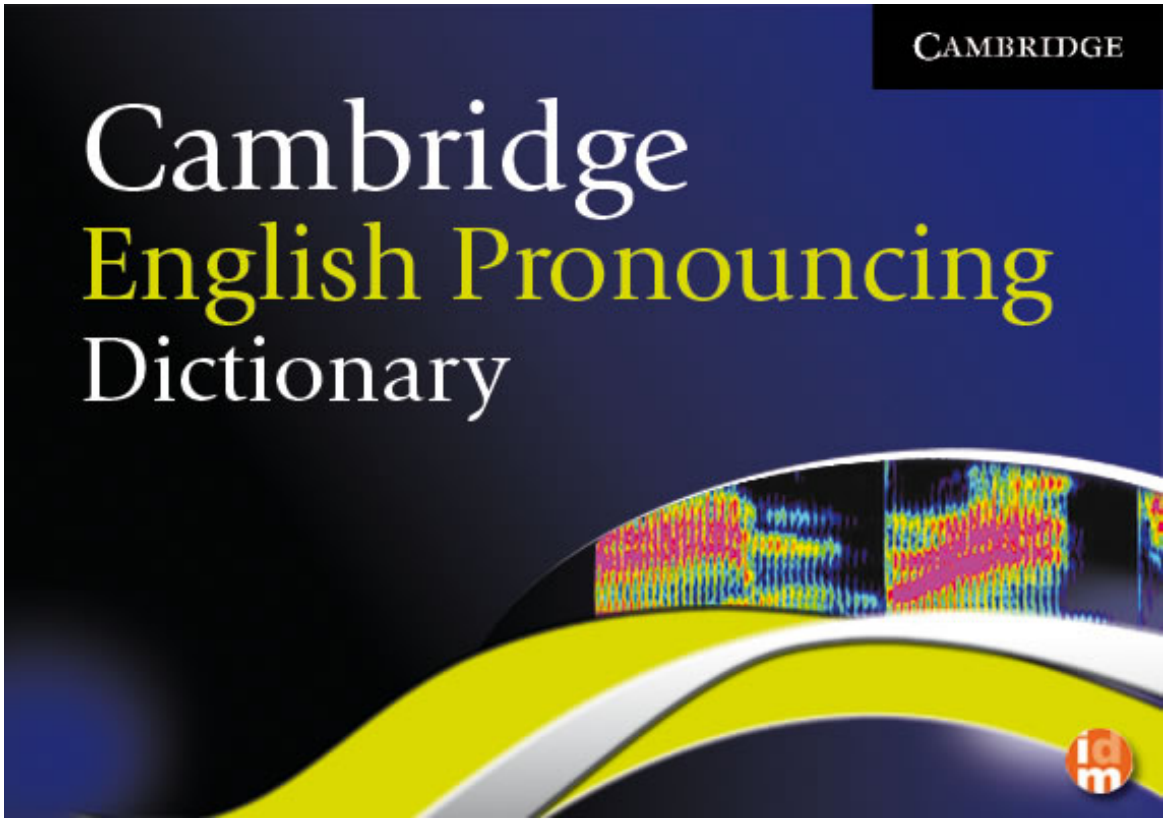

User’s Guide

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Welcome

Welcome to the Cambridge English Pronouncing Dictionary – 18th Edition (CEPD18) on CD-ROM. This easy-to-use electronic pronunciation dictionary contains all the words and phrases found in the printed version of this dictionary, plus these additional features:

- **Sound recordings** by British and American native English speakers
- **Pronunciation Practice** - record and listen to your own pronunciation
- **QUICKfind** - look up words quickly while using other programs

Technical support / Web addresses

- Technical support cambridge.org/elt/multimedia/help
- Cambridge Dictionaries Online dictionary.cambridge.org
- Cambridge University Press cambridge.org

Getting started

Starting the dictionary

To start the dictionary after it has been installed:

- Double-click the  icon on your desktop.

  OR

- Click the Windows **Start** button, point to **All Programs**, then **Cambridge**, then click **Cambridge English Pronouncing Dictionary – 18th edition**.

Looking up a word

To look up a word:

1. Type the word into the Search Box.
2. Click the red FIND button.



Hearing how a word sounds

To hear the British English pronunciation of a word:

Click the red speaker icon UK in the entry.

To hear the American English pronunciation of a word:

Click the blue speaker icon US in the entry.

Practising your pronunciation

If your computer has a microphone, you can record and listen to yourself pronouncing a word as many times as you want.

To record and listen to your own pronunciation:

1. Click the microphone icon  in the entry for the word that you want to practise.

   The Pronunciation Practice window opens.

2. Follow the instructions in the Pronunciation Practice window to record your own pronunciation and compare it to the dictionary's American and British English speakers.

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

To close the Pronunciation Practice window: click the Close  button.

Closing the dictionary

To close the dictionary:

- Click the Close button  in the top right corner of the dictionary window

About the dictionary window

The dictionary window explained

This is what the dictionary window looks like after a search for the word 'book'.

A-Z / Results list

Click the **Sound Search** button to open the **Sound Search** window, where you can search using phonemic symbols.

Search box
Type in a word, then click **FIND**.

Results list
Results of your search are shown here. Click any word in this list to jump to its entry in the dictionary.

Click the **A-Z** and **Results** tabs to switch between the A-Z list and the Results list. See below for additional information about these lists.



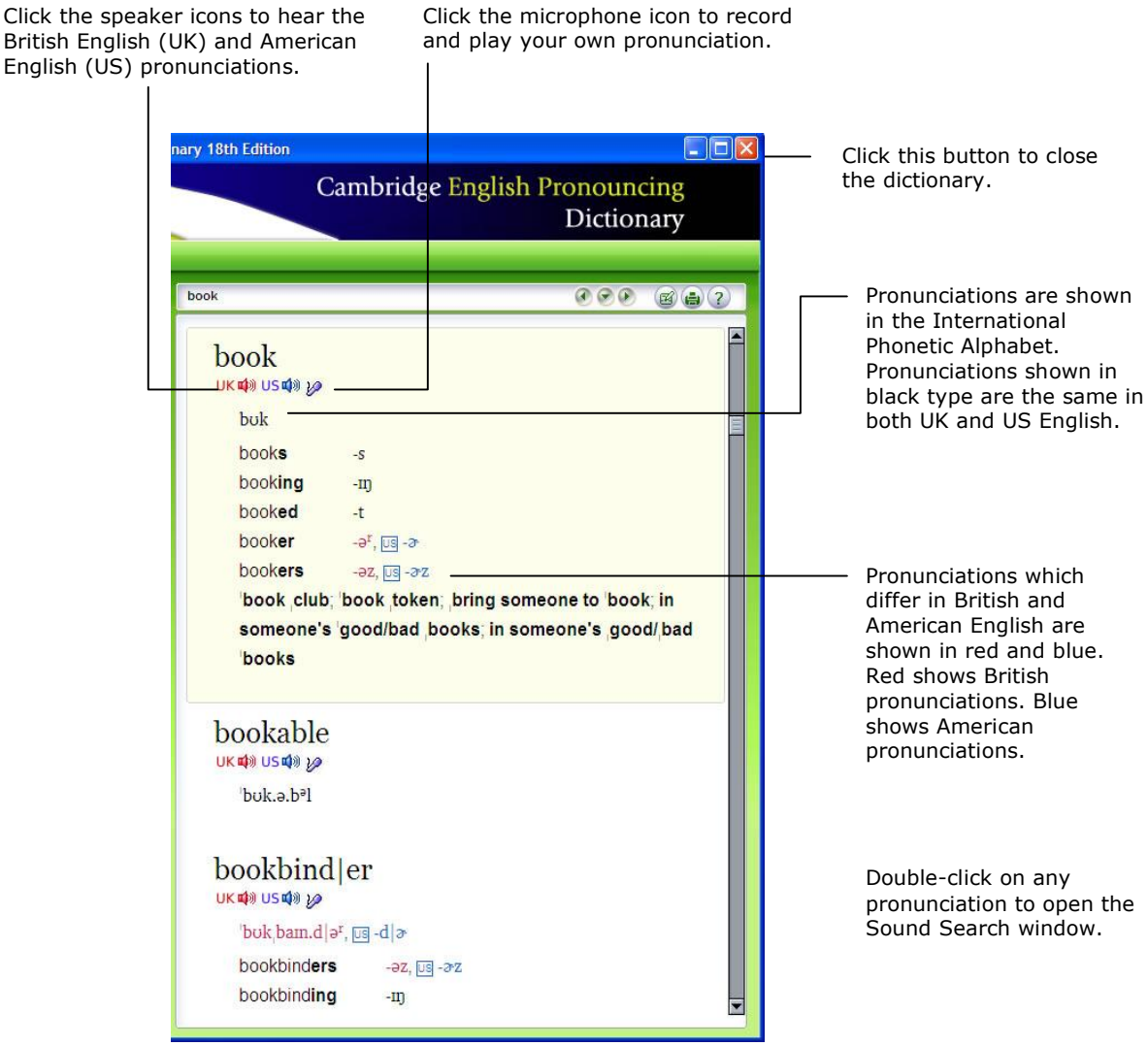
A-Z list: As you type in the Search Box, this list shows all the words in the dictionary that begin with the letters you are typing. This list is especially helpful when you're not sure how to spell the word you're looking for, when you want to see other words formed from the same root, or when you want to see compounds or idioms which contain the search word.

Results list: This list shows the results of a search after you click the FIND button. Results are arranged as follows:

- main entries and their variants (**dark blue, bold letters**)
- inflected forms (**dark blue letters**)
- compounds and idioms (**light blue, bold letters**)

Note: Not every category in this list will apply to every search.

Dictionary window



To see the dictionary entry for any word in the Results list: click that word.

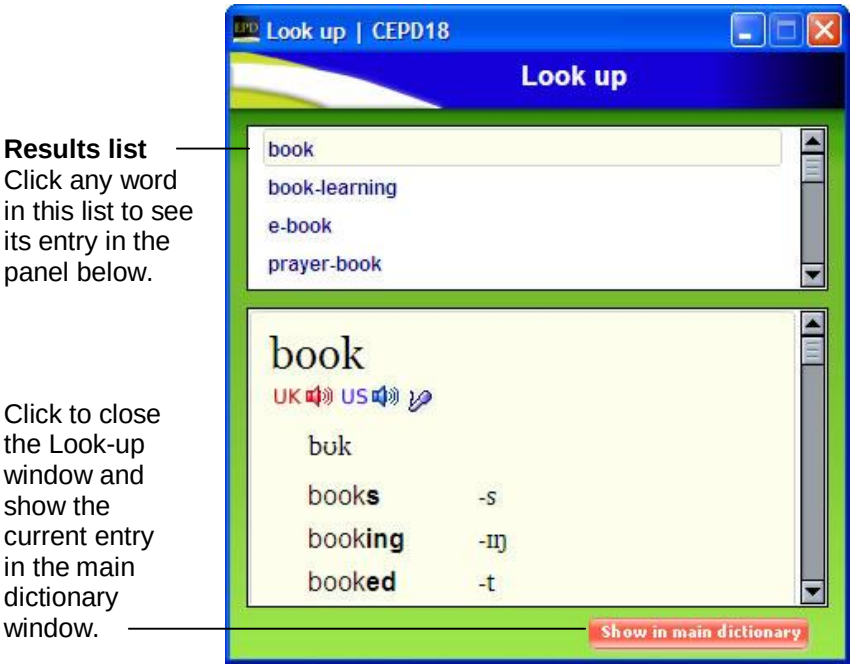
To see the entry for any word in the dictionary section: double-click that word. The Look up window (see next section) opens showing the dictionary information about the relevant word.

The Look up window

The small Look up window provides an easy way **to quickly see the dictionary information for any word** in the main dictionary window in CEPD18.

Simply double-click any word in the main dictionary window

This is what the Look up window looks like after double-clicking on the word '**book**' in the main dictionary window.



Results list
Click any word in this list to see its entry in the panel below.

Click to close the Look-up window and show the current entry in the main dictionary window.

Using Sound Search

Searching for sounds using phonemic symbols

The Sound Search window lets you search the dictionary using phonemic symbols in order to find words which contain certain sounds.

To search the dictionary using phonemic symbols:

1. Click the Sound Search 

button.
The Sound Search window opens.

2. Click the phonemic symbols that you want to search for.
For example, to find all the words that sound like '**raise**':
click the consonant 

, the dipthong 

, and the consonant 

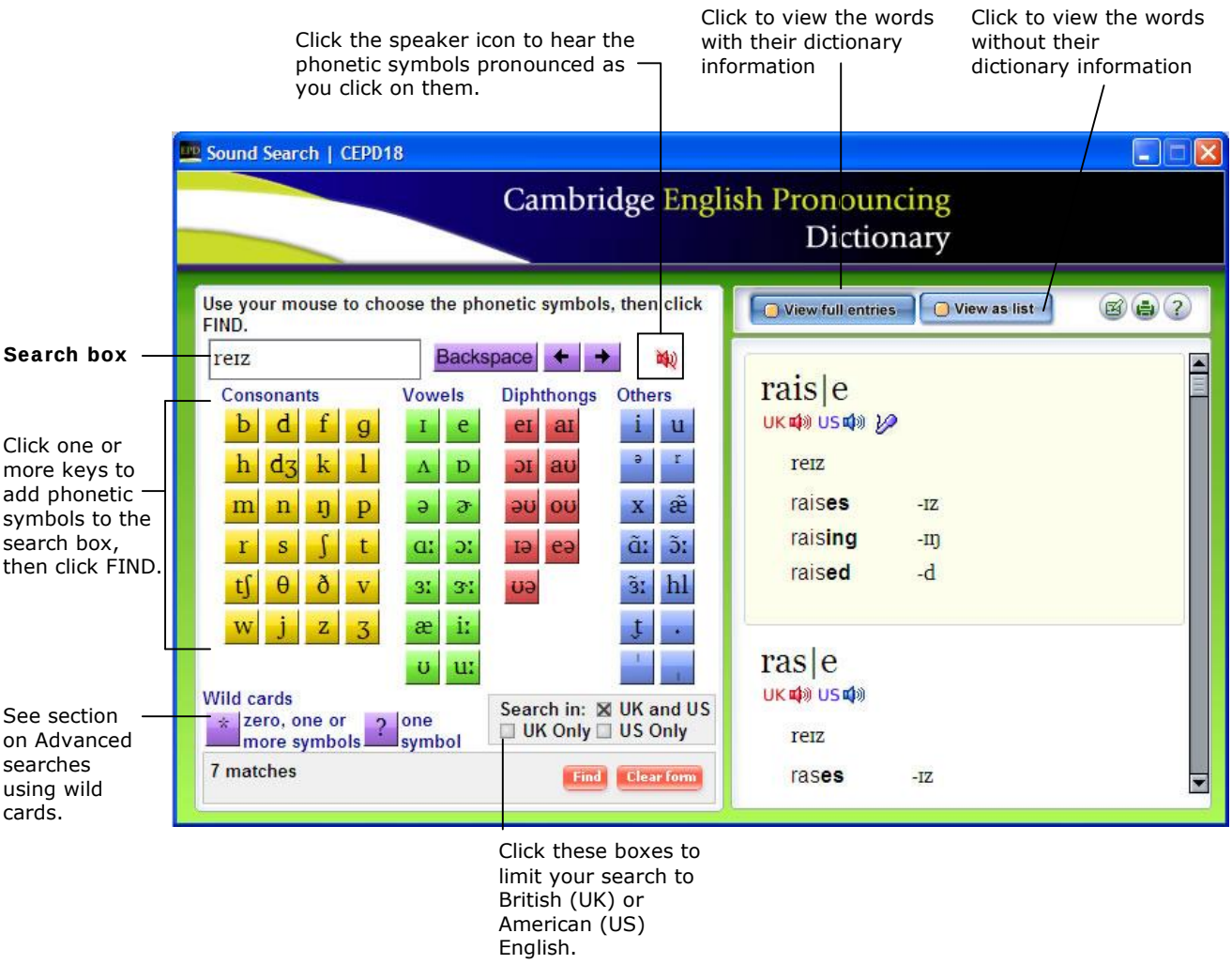
.
The symbols are placed in the search box.

3. Click the FIND button.
All the results in the dictionary that sound like **raise** are shown in the Results panel and the Expanded results panel below.

4. Stress marks and syllable divisions marks do not need to be entered in the search box. If they are entered, only words corresponding exactly to the search will be found. If they are not entered, results will be returned regardless of whether they contain stress marks or syllable divisions marks.

   Thus, entering **bɪgɪn** will return both **begin** and **Biggin**, whereas entering **ˈbɪg.ɪn** will return only **Biggin**. Similarly, entering ***aɪər** will return one-syllable words (**fire**) and two-syllable words (**liar**), whereas entering ***aɪ.ər** will return only two-syllable words.

Sound Search window explained



To perform another Sound Search, simply click the CLEAR FORM button at the bottom of the Sound Search window, then use your mouse to choose new phonetic symbols.

You can also find similar sounding words while doing a normal text search by double-clicking the phonetic transcription in an entry. Try this now:

1. Make sure you're in the main dictionary window.
2. Type **tie** into the search box and click FIND.
3. Double-click the phonetic transcription for **tie** in the entry.
   The Sound Search window opens and displays all the words in the dictionary that sound like **tie**.

Advanced searches using wild cards

About wild cards

Wild cards are symbols that can be used to represent letters or phonetic symbols in a search. Use them to search for words that you're not sure how to spell, or when searching for plurals or other derived forms of words. You can also use them to help you find words that sound the same, but are spelled differently.

CEPD18 has two wild cards:

? = one letter or phonetic symbol

***** = zero or more letters or phonetic symbols

You can use these wild cards anywhere in a word or group of phonetic symbols.

Using wild cards

Wild cards can be used:

- the main dictionary window (for text searches)
- the Sound Search window (for searches using phonemic symbols)

In a Text Search, simply type in the wild card where you want to use it. For example:

- a search for ***ough** finds Aldborough, although, Attenborough, Attleborough, etc.
- a search for **ph*t** finds phalangist, pharmacist, pheasant, etc.

In a Sound Search, simply click on the wild card you want to use it. For example:

- a search for ***ʌm** finds adsum, aplomb, bay-rum, become, etc.
- a search for **z*f** finds xylograph, Zamenhof, and zincograph.

You can also combine wild cards.

- For example, in a Text Search:
  a search for **?an*** finds ban, banal, can't, cantankerous, cantata, etc.

Double click feature explained

About double click

Some users find it difficult to specify a full search pattern in the Sound Search window. To find words with a similar pronunciation to the word you have searched for, double click on the phonetic symbols of the word. You can then display other words that start with this sound and focus on learning this particular sound pattern.

Using double click

For example, if users have difficulties with pronouncing words starting with the θr sound in **three**:

- Look up the word **three** in CEPD18
- Double click on the phonetic symbols for **three**
- The Sound Search window will open with the pronunciation symbols for **three** in the search box
- Replace the symbols iː with the wildcard *
- Click the **FIND** button
- The search results list will now contain a list of other words that can be used for learning the pronunciation and you can compare your own pronunciation in Pronunciation Practice window

QUICKfind

About QUICKfind

QUICKfind is a special feature that lets you look up words quickly and easily while you're using other programs, such as your word processor, internet browser or email.

Installing QUICKfind version 1.1

You must have QUICKfind version 1.1 on your computer if you want to use QUICKfind's automatic lookup feature with Windows Vista or 7 and Internet Explorer 7, 8 or 9. If you have an earlier version of QUICKfind (version 1.0) on your computer, and you chose not to uninstall it at the time you installed Cambridge English Pronouncing Dictionary – 18th Edition, you can install QUICKfind 1.1 now by following the instructions below.

First, uninstall QUICKfind version 1.0 by following the steps below:

1. Make sure CEPD18 is closed.
2. (Windows XP, Vista and 7) Click and hold the **Start** button, then click **Control Panel**.

   The Control Panel opens.
3. (Windows Vista and 7) Click **Uninstall a program**.

   (Windows XP) Double-click **Add/Remove Programs**.

   A dialog box is displayed, listing all the software on your computer.
4. Click on QUICKfind to highlight it.
5. (Windows Vista and 7) Click **Uninstall/Change**.

   (Windows XP) Click **Change/Remove**.
6. Follow the instructions shown on your screen. You must uninstall QUICKfind completely by ticking a small box 'Don't display this message again.' and then choosing 'Yes' when asked if you want to uninstall QUICKfind files which may be shared with other applications.
7. **Restart your computer. IMPORTANT!** You **must** do this before attempting to install QUICKfind version 1.1 from your CD-ROM.

Next, install the latest version, QUICKfind version 1.1 from the CD-ROM:

1. Insert the CLD E-R CD-ROM into your CD-ROM or DVD-ROM drive.
2. When asked if you want to run the dictionary or uninstall it, click '**No**'.
3. (Windows Vista and 7) Click the **Start** button, then click **Computer**.

   (Windows XP) Double-click **My Computer**.
4. Right click on your CD-ROM or DVD-ROM drive and choose **Explore** to view the contents of the CD-ROM. For Windows 7, choose **Open**.
5. Double-click on the folder called QUICKfind to open it.
6. Double-click on the file called '**qf_setup.exe**' and follow the instructions shown on your screen.

Using QUICKfind

With QUICKfind turned on, you can find the pronunciation of words simply by placing your cursor on them, or by highlighting them.

What's more, if you turn on both QUICKfind and the Always Play Sound feature, the dictionary will automatically pronounce each word as it's looked up, making it possible for you to hear a section of text as you read it.

NOTE: The dictionary contains recordings of the root forms of words only.

To turn on QUICKfind:

1. Click the OPTIONS 

button in the green toolbar.

   The DISPLAY OPTIONS... window opens.

2. In the QUICKfind panel, click **On**.

Click the CLOSE  button to close the window.

Using QUICKfind with Microsoft® Internet Explorer® or other web browsers

1. Make sure QUICKfind is on.
2. **Microsoft® Internet Explorer 6, 7, 8 and 9:** point your cursor at the word you want to look up.

   Firefox®: highlight the word, then press the Ctrl key.

NOTE: QUICKfind cannot recognize words that are part of a picture or graphic image.

Using QUICKfind with Microsoft Word® and other word processing programs

1. Make sure QUICKfind is on.
2. **Word® 2003, 2007 and 2010:** point your cursor at the word you want to look up.

   Other word processing programs: copy the word you want to look up and paste it into the window's search box, then press the ENTER key.

NOTE: QUICKfind cannot recognize words that are part of a picture or graphic image.

Using QUICKfind with Adobe® Reader®

1. Make sure QUICKfind is on.
2. In Adobe Reader 7, 8 and 9, click the Select Tool to change the cursor from a 'hand' to an 'arrow'. You will only have to do this once in any document.
3. Highlight the word you want to look up, then press the Ctrl key.

NOTE: QUICKfind cannot recognize words that are part of a picture or graphic image.

Using QUICKfind with email

1. Make sure QUICKfind is on.
2. **Microsoft Outlook® 2003, 2007 and 2010:** point your cursor at the word you want to look up.

Note: For Outlook 2003, 2007 and 2010 you must first select Word® as your default email editor. To find out how to do this, please refer to your Microsoft Windows® manual.

Hotmail and similar internet email systems: Use the method appropriate for your internet browser.

Other email systems: Depending on the system you are using, you may have to click to highlight a word, or point to it with your cursor, or copy and paste the word directly into the search box, then click FIND.

Copying and printing

Copying

Copying in the Main Dictionary

To copy the currently displayed selection:

1. Click your mouse cursor anywhere inside the entry to make it 'active'.

   You will know the entry is active when it has a yellow background.

2. Click the COPY  button in the dictionary toolbar, then click COPY CURRENT ENTRY.

   The entry is copied to the clipboard and can be pasted into another document.

To copy a dictionary entry:

1. Look up a word.

2. Click the COPY  button in the dictionary toolbar, then click COPY CURRENT ENTRY.

   The entry is copied to the clipboard and can be pasted into another document.

To copy your search results:

1. Make sure the search results you want to copy are currently displayed in the Results tab.

2. Click the Copy  button, then click COPY SEARCH RESULTS.

   The list of search results is copied to the clipboard and can be pasted into another document.

Copying in the Sound Search window

To copy a single entry:

Click your cursor in the entry that you want to copy, then click the COPY  button and click COPY CURRENT ENTRY.

To copy up to 200 search results as full entries:

1. Click the VIEW FULL ENTRIES button at the top of the right panel.

2. Click the COPY  button, then click COPY SEARCH RESULTS. You may copy a maximum of 200 search results as full entries.

To copy up to 1000 search results as a simple list:

1. Click the VIEW AS LIST button at the top of the right panel.

2. Click the COPY  button, then click COPY SEARCH RESULTS. You may copy a maximum of 1000 search results as a simple list.

Printing

Printing a dictionary entry

1. Click the mouse anywhere inside the entry to make it 'active'.

   You will know the entry is active when it has a yellow background.

2. Click the PRINT  button in the green dictionary toolbar, then click PRINT CURRENT ENTRY.

Printing your search results in the Main Dictionary

To print the search results (the list of words in the left panel) in the dictionary:

1. Perform the desired search.
2. Click the PRINT  button, then click PRINT SEARCH RESULTS.

Printing in the Sound Search window

To print a single entry:

Click your cursor in the entry that you want to print, then click the PRINT  button and click PRINT CURRENT ENTRY.

To print up to 200 search results as full entries:

1. Click the VIEW FULL ENTRIES button at the top of the right panel.
2. Click the PRINT  button, then click PRINT SEARCH RESULTS. You may print a maximum of 200 search results as full entries.

To print up to 1000 search results as a simple list:

1. Click the VIEW AS LIST button at the top of the right panel.
2. Click the PRINT  button, then click PRINT SEARCH RESULTS. You may print a maximum of 1000 search results as a simple list.

Customising the dictionary

Changing the size of the text

To change the size of text in the main dictionary window:

3. Click the OPTIONS 

button in the green toolbar.

   The DISPLAY OPTIONS... window opens.

4. In the FONT SIZE panel, click **SMALL**, **MEDIUM**, or **LARGE**.

5. Click the CLOSE  button to close the window.



Playing word recordings automatically

You can set the dictionary so that every time you look up a word, the dictionary automatically plays either the British (UK) or American (US) recording for that word.

To turn on this feature:

1. Click the OPTIONS  button in the green toolbar.

   The DISPLAY OPTIONS... window opens.

2. In the SOUND panel, click 'Play UK sound automatically' or 'Play US sound automatically'.

   A dot appears in the round button next to your selection.

3. Click the CLOSE  button to close the window.

To turn off this feature:

1. Click the OPTIONS  button in the green toolbar.

   The DISPLAY OPTIONS... window opens.

2. In the SOUND panel, click 'Turn the sound off'.

3. Click the CLOSE  button to close the window.

Choosing the automatic pronunciation

You can set the dictionary so that every time you look up a word, the dictionary automatically plays either the British (UK) or the American (US) pronunciation for that word.

To change the pronunciation:

1. Click the OPTIONS  button in the green toolbar.

The DISPLAY OPTIONS... window opens.

2. In the SOUND panel, click either 'Play UK sound automatically' or 'Play US sound automatically'.

A dot appears in the round button next to your selection.

3. Click the CLOSE  button to close the window.

Removing Cambridge English Pronouncing Dictionary - 18th Edition

To remove Cambridge English Pronouncing Dictionary – 18th Edition from your computer:

1. Make sure the dictionary is closed. If it is open, click the Close  button in the top right corner of the dictionary window.
2. Click and hold the Windows® **Start** button, then click **Control Panel**.

   The Control Panel window opens.
3. (Windows Vista and 7) Click **Uninstall a program**.

   (Windows XP) Double-click **Add/Remove Programs**.

   The Add/Remove Programs dialog box appears.
4. Click **Cambridge English Pronouncing Dictionary – 18th Edition** in the list box to select it.
5. (Windows Vista and 7) Click **Uninstall/Change**.
   (Windows XP) Click **Change/Remove**.
6. Follow the instructions shown on your screen.

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