AlphaSoft

TrueCard EPOC

Fast Path

The Multilingual Learn Program

Contents

Introduction 3

The Functions of *TrueCard EPOC* 3

Starting *TrueCard EPOC* ... 3
TrueCard EPOC Menu Functions ... 4
TrueCard EPOC Language File ... 4
The Dictionary ... 4
Dictionary View ... 4
Looking up and modifying Keywords and transferring them into the User Dictionary or the Learn Unit ... 4
The Dictionary Toolbar ... 5
The User Dictionary ... 6
User Dictionary View ... 6
Adding new Keywords ... 6
Looking up Keywords, modifying them and transferring them to the Learn Unit ... 6
Deleting Keywords ... 7
The User DictionaryToolbar ... 7
Closing *TrueCard EPOC* ... 8

Learning with *TrueCard EPOC* 8

Creating Learn Units ... 8
Deleting Keywords from the Learn Unit ... 9
Switch from User Dictionary to Learn Unit ... 9
Learn Unit View ... 9
The Learn Unit Toolbar ... 10
Learn Functions ... 10
Example of a Learn Process ... 10
Manual View ... 12
Automatic View ... 12
”Lazy mode” Learn Function ... 12
Print Learn Unit ... 13

Customer Service and Hotline 15

Appendix 16

Abbreviations of Parts of Speech ... 16
Key Combinations ... 16

Index 19

Introduction

With the learn program **TrueCard EPOC** you can learn and manage vocabulary. You have the possibility to create an individual user dictionary in order to maintain a technical vocabulary, for example.

The **TrueCard EPOC language file**, which you can recognize by the file suffix ***.tc**, consists of three parts:

– The **user dictionary**, which the user sets up himself and fills with keywords that he can add to and modify,
– a **dictionary** (not in all versions of TrueCard), which the user chooses during the installation of the program and from which he can transfer words into his own personal vocabulary book (user dictionary), and
– **learn units** which the user can create specifically for some subject of his choice. Then the vocabulary can be accessed according to the classical file-card box system.

The Functions of *TrueCard EPOC*

Starting *TrueCard EPOC*

Start the program **TrueCard** using the menu item **Extras** in the Extras bar of the mobile computer (situated at the bottom edge of the display on the right).

TrueCard EPOC Menu Functions

The menu which you use to carry out the chief functions of **TrueCard EPOC** you activate by pressing the key **Menu** at the left hand side of the space bar of the mobile computer keyboard.

You can also activate the menu with the pen. Simply tap the uppermost symbol at the left hand side of the display.

TrueCard EPOC Language File

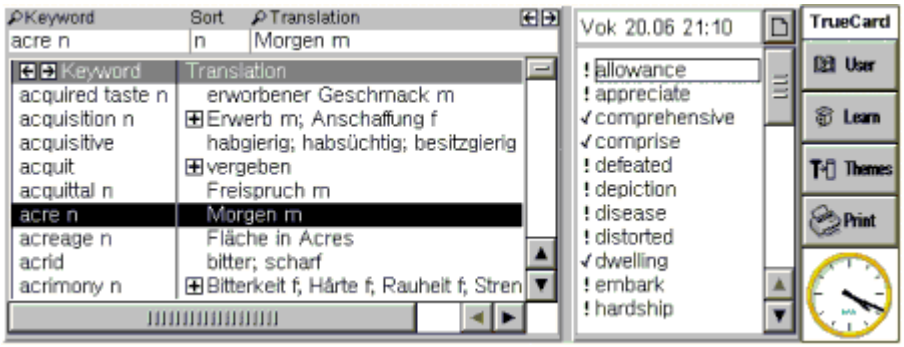
After starting the program **TrueCard EPOC** the dialog window „Open file“ appears on your mobile computer.

Choose the relevant language file with the file suffix **.tc** that contains the language direction that you selected on installation.

The Dictionary

Dictionary View

The screen display is divided into three sections. On the left are the lists **Keyword** and **Translation**, above which are the input fields **Keyword**, **Sort** and **Translation**. Beside that to the right is the initially empty learn unit. On the far right is the toolbar.



Looking up and modifying Keywords and transferring them into the User Dictionary or the Learn Unit

Enter the first one or more letters of the word in the input field **Keyword** at the upper left side and press the **Enter** key or touch the **Magnifying glass** in front of “Keyword” above the input field. The desired word appears framed in a box.

General rule: *With the key combination* ***Ctrl + Arrow right*** *you can transfer a keyword into the learn unit.*

Tap with the pen on the arrow left above the keyword list to transfer the word into the user dictionary or on the arrow right to transfer it into the learn unit. In the latter case you can also use the key combination **Ctrl + Arrow key right**. You will automatically be asked for a name for the learn unit.

If you use the **Arrow right** key on the keyboard or if you tap the frame around the relevant keyword with the pen, it turns black and the keyword and its translation are transferred into the corresponding fields above the keyword list in order to modify them, if desired. If you then tap the arrow to the left above the input field „Translation“ the word will be transferred to the user dictionary; if you tap the arrow to the right it gets transferred to the learn unit.

A plus sign (**+**) beside a word in the "Translation" column indicates that it has more than one meaning or translation. If you tap on this symbol with the pen then a window is opened where the **Meanings/Context specifications** of the word are listed on the left of the colon and the corresponding **Translations** on the right of the colon.

Ctrl + Arrow key left *transfers a keyword into the user dictionary.*

Tap the arrow left symbol next to the words "Translation for: ..." if the keyword and its meaning are to be placed in the user dictionary. You can also use the key combination **Ctrl + Arrow key left**. If you tap the arrow right or press the key combination **Ctrl + Arrow key right** the word will be transferred to the learn unit.

The Dictionary Toolbar

With the button that is marked with an open book,

or the key combination **Ctrl + W** you can switch from the dictionary into the user dictionary and vice versa.

After you have created a learn unit and have filled it with some words, you can tap the button marked with a doctor’s cap,

to switch into the **Learn view** in order to learn the vocabulary.

With the menu function **View – Show toolbar**, you can hide the toolbar.

The User Dictionary

User Dictionary View

The user dictionary is divided into three sections.

On the left hand side is the actual **User dictionary** (which is empty on first opening) with the lists „Keyword“, „Sort“ and „Translation“ and the corresponding fields above into which you can enter keywords, parts of speech (“Sort”) and translations. On the right hand side you will see a smaller field with another field directly above it that will become the so-called **Learn unit**.
On the far right is the toolbar.

Adding new Keywords

Tap with the pen on the input field **Keyword**. Now you can enter the desired keyword via the keyboard. Proceed in the same way for the part of speech (**Sort**) and the **Translation**. To transfer the entries into the vocabulary book, touch the button marked with an **Arrow down**, located above the input field „Translation“.

To enter the next word press the **Esc** key and proceed as above.

Looking up Keywords, modifying them and transferring them to the Learn Unit

Words can be looked up in the keyword list as well as in the list of translations. If you want to look up a word, tap with the

pen on the **Keyword** or **Translation** entry field above the lists. Then enter the desired keyword via the keyboard and press the **Enter** key or touch the corresponding **Magnifying glass** in front of “Keyword” or “Translation” above the input fields. If the word being looked for was found, or a similar word, then it appears framed by a box. Now you can transfer the keyword into the learn unit by using the key combination **Ctrl + Arrow key right** or by tapping the **Arrow right** button above the keyword list.

If you now use the **Arrow key right** on the keyboard or if you tap with the pen in the box, it will turn black and the contents of the box, i.e. keyword, sort and translation, will be transferred up into the input fields **Keyword**, **Sort** and **Translation** where you can make modifications, if desired. If you now use the key combination **Ctrl + Arrow key right** or you touch the **Arrow right** above the input field „Translation“, then the modified keyword is transferred into the learn unit without being saved in the user dictionary. By tapping the **Arrow down** button above the input field „Translation“ the modified keyword is also added to the user dictionary.

Deleting Keywords

Keywords that you have created can be deleted by touching the keyword with the pen and then either pressing the **Del** key or by choosing the **Delete keyword** function in the menu **Edit – User dictionary**.

The User DictionaryToolbar

	Toggle between the user dictionary and the dictionary.
	Switch from the user dictionary to the learn unit.
	Assign categories/subjects. For this create a new learn unit and then press this button. Then choose the desired category (from a total of about 200) by tapping it with the pen and then tap on **OK**. The learn unit will now be filled with words from the chosen category.
	Print learn unit

With the menu function **View – Show toolbar**, you can hide the toolbar.

Closing *TrueCard EPOC*

To close the application call up the menu **Language – Close TrueCard** (in the user dictionary or dictionary view) or **Learn – Close TrueCard** (in the learn view).

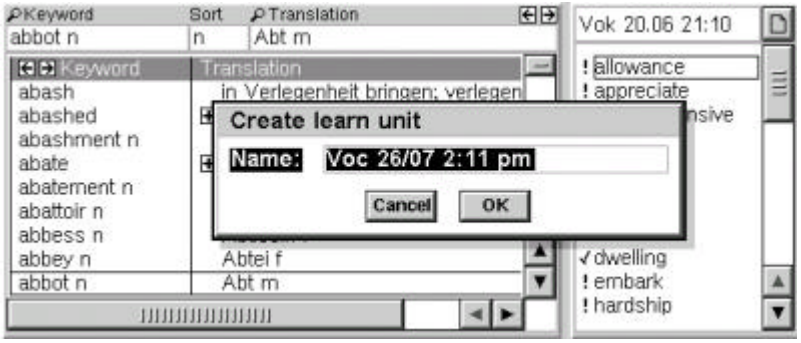
Learning with *TrueCard EPOC*

Creating Learn Units

If you transfer a keyword into the learn unit using the key combination **Ctrl + Arrow key right**, you will automatically be asked to create a learn unit and to give it a name.

To create a new learn unit, tap with the pen on the button marked with a sheet of paper on the top right next to the field above the (currently) empty learn unit

or press **Ctrl + N**. The dialog window **Create learn unit** appears with an input line,



into which you enter a name or the date and confirm with **OK**. The name now appears in the field above the learn unit that you can proceed to fill up.

To call up a certain learn unit proceed as follows: Tap with the pen in the field above the learn unit in which normally the activated learn unit name appears. A list of all the currently available learn units will be displayed. By tapping the desired learn unit, it will be opened.

Deleting Keywords from the Learn Unit

If you wish to delete a keyword from a learn unit, tap the word in question with the pen and press the **Del** key. You can also do this via the menu sequence **Edit – Learn unit – Delete keyword**.

Switch from User Dictionary to Learn Unit

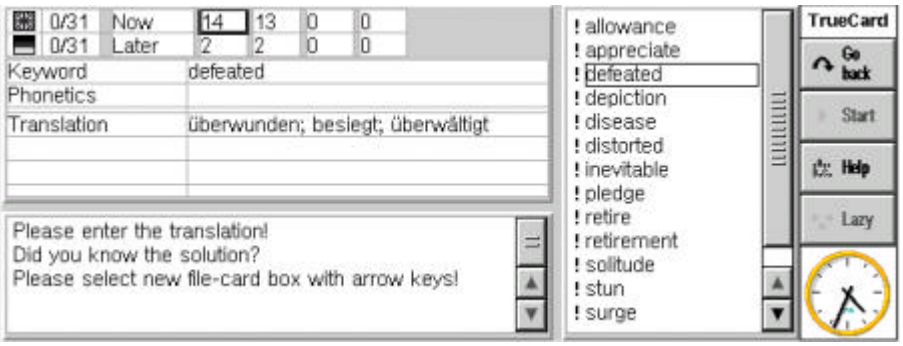
Tap the button marked with a doctor's cap in the toolbar

As soon as you are in the **Learn** mode there appears a button marked with an arrow.

With this you can switch back into the user dictionary or dictionary view.

Learn Unit View

As for the user dictionary, the learn unit screen is also divided into three sections



At the top left are the file-card boxes that figuratively contain the words to be learnt. Below that is the so-called **Input** or **Work area**, where the user has to answer questions, i.e. he has to enter the translations of keywords that he has chosen. Right of this area is the learn unit created and filled up by the user. On the far right is the toolbar.

Under the work area is the **Status line**. Here, whilst learning, you can check the **Status** of a keyword, the number of **Tries/Help** and the **Time** used. The status of all keywords is set to zero at the start of the first learn process. There are three figures in total (status 0:0:0 at the start). These give you information about how often the keyword was

1st figure	2nd figure	3rd figure
answered incorrectly	answered correctly after	answered correctly on the first try

	several tries or with help	
corresponds to status red	corresponds to status yellow	corresponds to status green

With the menu function **View – Show statusbar** or the key combination **Shift + Ctrl + S** you can show or hide the status line.

The field under the status line is the so-called (Teacher-) **Output area**. Here you receive messages regarding your entries in the work area. For example, if the word you entered was correct or not.

The Learn Unit Toolbar

You can use the buttons in the toolbar for most of the learn functions:

	Switch from the learn unit to the user dictionary/dictionary
	Start learn process
	Help by showing letters of the solution
	Lazy mode: showing the solution

With the menu function **View – Show toolbar** or the key combination **Ctrl + T** you can hide the toolbar.

With the menu function **View – Show statusbar** or the key combination **Shift + Ctrl + S** you can hide the status line in order to have more space in the work area.

Learn Functions

Example of a Learn Process

Starting a learn process

Select the learn unit from the list in the field above the learn unit and then touch the following button:

A learn process is started via the **Enter** key or via the following button in the toolbar:

The caret is blinking next to the word **Translation**. You can now begin by entering a solution. Then please press the **Enter** key. In the output area you will receive an evaluation of your entry.

As soon as every keyword in the learn unit has been presented, a message informs you that the end of the learn process has been reached. You can now leave the learn mode and switch to the user dictionary via **View – User dictionary** or you can close the **TrueCard EPOC** program via **Learn – Close TrueCard**. The learn unit is prepared for the next learn process.

If you now call the learn unit up a second time, then the keywords appear with symbols in the learn unit.

These **Symbols** show the last status of a keyword:

✓	Keyword was answered correctly in the last learn process (corresponds to status green)
?	Correct with assistance (corresponds to status yellow)
!	Incorrect solution entered (corresponds to status red)

Skip keyword

During a learn process it is possible to skip the current keyword via the menu **Edit – Skip keyword** or the key combination **Ctrl + N**.

The keyword in question is set aside and will be presented again later.

Interrupting the learn process

To temporarily interrupt the learn process, select **Edit – Interrupt learn process** or tap **Ctrl + U**.

During the pause function the clock in the status line stops. To restart the learn process tap with the pen again on the **Start** button in the toolbar:

Stopping the learn process

Select **Edit – Stop learn process** or tap **Ctrl + F** in order to stop a running learn process. The learn process can be restarted by tapping the **Start** button:

Learning with Help

If under the menu sequence "Learn" – "Settings" – "Extent/Help" you have activated the entry **Permit internal help** (may also have been pre-set in the program) then TrueCard will try to help you if the correct solution is not apparent to you. This help can be used twice per keyword during the learn process by tapping the button marked with letters in the toolbar:

The first time a few letters of the solution will be presented for you. If that is not enough, more letters will be shown the second time.

Reset learn unit

With the menu function **Edit – Reset learn unit** you can reset the learn unit back to its initial position. All keywords receive the status red again and they are situated in the upper drawer of the first file-card box.

Manual View

This learn function is started via the menu sequence **Edit – Manual view** or via the key combination **Crtl + B**. Switching to the next word is carried out via the **Arrow key right**.

Automatic View

This function is started via the menu sequence **Edit – Automatic view** or via the key combination **Shift + Ctrl + B**. Switching to the next word happens automatically after the time limit for viewing that you set has elapsed (“Learn” – “Settings” – “Extent/Help” – “Automatic viewing time”, e.g. 5 seconds)

”Lazy mode” Learn Function

Here learning is made easy. You do not need to enter your solution via the keyboard any more as it is already shown on the screen.

You start the lazy mode learn function via the button:

or via the menu sequence **Edit – Lazy mode** or via the key combination **Ctrl + L**.

Now you just have to indicate by pressing the appropriate arrow key whether

- you knew the solution (**Arrow right**, corresponds to status green, word migrates into the right file-card box)
- you knew the solution but needed help (**Arrow downwards**, status yellow, word migrates into the lower drawer of the same box
- or you did not know the solution (**Arrow left**, status red, word migrates one box to the left, unless it is already in the first box).

Print Learn Unit

After you have created and filled a new learn unit with keywords, you can print this list by means of the menu **Learn – Print learn unit** or the following button within the toolbars of the user dictionary and the dictionary, in order to learn these words in black and white:

Customer Service and Hotline

AlphaSoft	
Production and Marketing of Software	
Aldinger Strasse 86	
D–70806 Kornwestheim	
Germany	
Owner:	Ms. Sigrun Göllner
Hotline: Tel. +49 (0) 7141 / 85 05 06 Mo, Tu 14.00-15.00 Hrs., We - Fr 15.00-16.00 Hrs.	
Tel. +49 (0) 71 54 / 18 27 00	
Fax (sales): +49 (0) 71 54 / 49 39 Fax (support): +49 (0) 71 41 / 850 507	
Homepage: www.trueterm.com	
E-Mail: support@trueterm.com	
E-Mail: sales@trueterm.com	

Appendix

Abbreviations of Parts of Speech

adv	adverb
art	article
adj	adjective
conj	conjunction
f	feminine
interj	interjection
m	masculine
n	noun (in column “Sort”); neuter (in column “Translation”)
prep	preposition
pron	pronoun
v	verb
w	expression, phrase, compound

Key Combinations

Esc	Prepare input fields for creating a new keyword (vocabulary book mode) or leave the dialog or a (sub-)menu
Ctrl + A	Select all
Ctrl + B	Start manual view
Shift + Ctrl + B	Start automatic view

Ctrl + E	Close TrueCard
Ctrl + H	Help (learn mode): show letters of the solution
Ctrl + K	Settings
Ctrl + L	Start lazy mode (learn mode), see also *Arrow key up*
Ctrl + N	Create new learn list (vocabulary book and dictionary) or Skip the current keyword (learn mode)
Ctrl + O	Open
Ctrl + P	Print learn unit
Ctrl + Q	Toggle between learn unit and user dictionary/dictionary
Ctrl + R	Delete current learn list
Ctrl + S	Start the learn process (learn mode)
Shift + Ctrl + S	Show or hide satusbar
Ctrl + T	Show or hide toolbar
Ctrl + U	Interrupt learn process (learn mode)
Ctrl + V	Paste
Ctrl + W	Toggle between dictionary and user dictionary
Ctrl + X	Cut
Ctrl + Z	Undo delete
Ctrl + Arrow key right	Transfer selected keyword from dictionary or user dictionary into the learn unit
Ctrl + Arrow key left	Transfer keyword from the dictionary into the user dictionary
Arrow key right	User dictionary or dictionary: transfer selected keyword and its translation into the corresponding entry fields above the keyword list or Lazy mode (learn mode): translation known; word migrates one file-card box further or Manual view: show next keyword
Arrow key left	Lazy mode (learn mode): translation not known. Word migrates one file-card box to the left
Arrow key up	Start lazy mode (learn mode), see also *Ctrl + L*
Arrow key down	Lazy mode (learn mode): translation partially known or known with help. Word remains in the same file-card box
Tabulator	Skip from input field “Keyword” to the field “Sort” and then to the field “Translation” (user dictionary view) when adding a new keyword, for example
Shift +	Skip from one input field back to the previous input field.

Tabulator	

Index

A

Abbreviations 16

D

Dictionary 4
  Screen Display 4
  Toolbar 5

E

Extras 3
Extras bar 3

H

Hotline 15

K

Key combinations 5, 16
Keyword
  Adding 6
  delete (Learn unit) 9
  Delete (User dictionary) 7
  Looking up (User dictionary) 7
Keywords
  Looking up (Dictionary) 4

L

Language
  Opening 4
  Settings 4
Learn
  Automatic View 12
  Interrupting the learn process 11
  Lazy mode 12
  Learn Functions 10
  Manual View 12
  Reset learn unit 12
  Skip keyword 11
  Starting a learn process 10
  Stopping the learn process 12
Learn Unit
  Creating 8
  printing 13
  Screen display 9
  Switch to User dictionary 9
  Toolbar 10
Learn View 9
Learning 8
  with Help 12

M

Menu 4
Menu key 4

S

Status
  Green 13
  Red 13
  Yellow 13
Symbols 11
  Plus sign 5
  Status green 11
  Status red 11
  Status yellow 11

T

TrueCard 3
TrueCard EPOC
  Closing 8
  Functions 3
  Menu 4
  Starting 3

U

User dictionary
  Creating 6
  Opening 6
  Switch to Learn Unit 9
User Dictionary
  Screen Display 6
  Toolbar 7