AlphaSoft

TrueCard EPOC

The Multilingual Learn Program

Contents

Introduction

What is *TrueCard EPOC*?

With the learn program **TrueCard EPOC** you can look up, capture, administer and learn vocabulary in several languages. So you can easily learn, refresh or extend your knowledge of one or several foreign languages. Additionally you can use **TrueCard** to create a user dictionary of special subject vocabulary, for example.

TrueCard EPOC consists of:
– a **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 vocabulary into his pehrsonal dictionary (user dictionary), and
– **Learn units** which the user can create specifically for some subject of his choice, for example, profession (business correspondence) or school (vocabulary corresponding to the teaching syllabus). With one of the buttons in the toolbar it is possible to switch into **Learn View**. Then the vocabulary can be accessed according to the classical file-card box system.

In the **Setup.htm** you´ll find informations about the installation.

Further **AlphaSoft** software for managing vocabulary are the dictionaries in the **TrueTerm** range of products, in which you can simply look up words in the manner that you are used to doing with conventional dictionaries. **TrueTerm** runs on various platforms, e.g. on the PC under Windows 95/98/NT/2000 and on Handheld PCs under PalmOS, EPOC and Windows CE.
With the network version **TrueTermNet** you can set up and maintain a company specific terminology for translations. So all employees have access to the same dictionary data and can add their own data to the common database.

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. Now a **Menu bar** appears at the upper edge of the display with the items **Language**, **Edit**, **View** and **Help**. If you tap with the pen on one of the menus, a list of menu items and sub-menus appears. The latter contain further menu items or so-called index cards.
You can also activate the menu with the pen. Simply tap the uppermost symbol at the left hand side of the display.

Some of the functions you can execute by choosing the menu item or by pressing specific key combinations or via the toolbar (see the chapters *The User Dictionary Toolbar* and *The Learn Unit Toolbar*). The *Appendix* lists these key combinations.

TrueCard EPOC Language File

The highest level file which contains all information about **TrueCard EPOC** is the so-called **Language file**. Its name indicates the language direction or language which you intend to learn. This language file, with the file suffix **.tc**, contains a **Dictionary** (not available in all TrueCard versions) and an individual and initially empty **User dictionary**. This language file is divided into three sections (views): a **Dictionary**, a **User dictionary** and a **Learn** view.

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

Choose the relevant language file with the file extension **.tc**. The correct file is located on the disk where you have installed the program, i.e. on disk C or D or on a storage card e.g. under E. If you have installed the English – German dictionary, for example, then please choose the file English-German.tc.

Note:
You can only ever choose one language direction e.g. English –> German.

The Dictionary

The dictionary display is composed of the dictionary data on the left, the (still empty) learn unit (in our example below it is filled with keywords) on the right beside it and the toolbar on the far right.
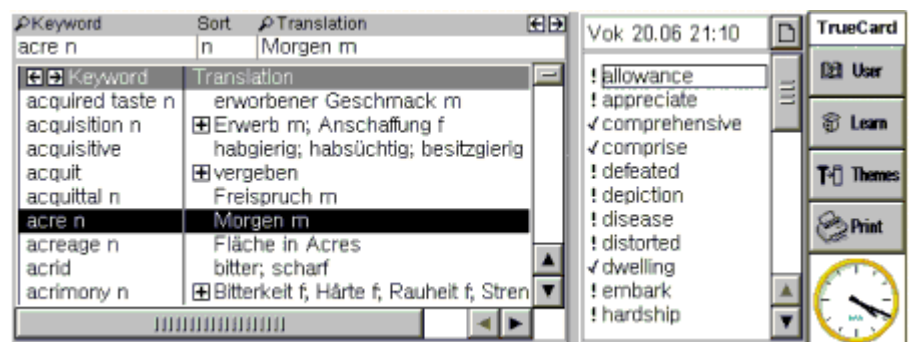
The dictionary data are divided into an upper and a lower part:
In the upper part are the input fields **Keyword**, **Sort** (i.e. parts of speech, abbreviations of which can be found in the *Appendix*) and **Translation**. The two arrows to the right of the word "Translation" serve to transfer a keyword into the user dictionary (left arrow) or the learn unit (right arrow).
In the lower part are the keywords and their translations. A plus sign (**+**) in front of a word's translation indicates that it has several meanings.

## Looking up Keywords

If you are looking for a particular keyword, simply enter the first one or two 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. If you use the **Arrow right** on the keyboard or tap the box with the pen, the

keyword and its translation are transferred to the corresponding input fields above the keyword list.

If the keyword being looked for is not available in the dictionary, then it can be added to the user dictionary and also modified therein (see the chapter *The User dictionary*).

The Dictionary Toolbar

	Toggle between the dictionary and the user dictionary
	Switch into the learn unit
	Add keywords of a **theme** to learn unit. 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

The User Dictionary

User Dictionary View

The user dictionary display is divided into three sections.
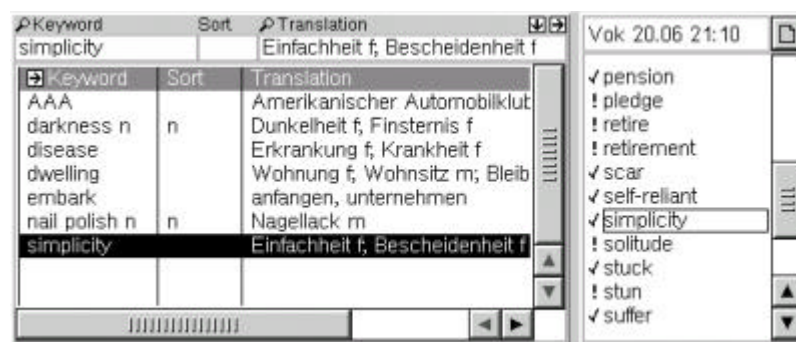
On the left hand side is the actual **User dictionary** (which is empty on first opening) into which you can enter keywords, parts of speech ("Sort") and translations. On the right hand side you will see a smaller field with another field directly above it that will become the so-called **Learn unit** (see chapter *Learning with TrueCard EPOC*).
On the far right is the toolbar.

The user dictionary field is divided into an upper and lower area. The upper area consists of three input fields. Going from left to right these are the fields **Keyword**, **Sort** (i.e. the part of speech, abbreviations of which can be found in the *Appendix*) and **Translation**.

The arrows at the right above the Translation field are used to add a new keyword to the user dictionary (arrow down) or to transfer a word you have chosen into the learn unit on the right (arrow right).

The lower part consists of at least three lists: from left to right these are **Keyword**, **Sort**, **Translation** and if applicable **Phonetics** or the date (**Last modification**). In order to be able to see these lists completely, shift the horizontal scroll bar at the bottom edge of the user dictionary to the right. Above the keyword list there is a button (arrow to the right) which can be used to transfer a keyword to the learn unit.

Adding new Keywords

If you wish to add keywords to the user dictionary, you can do it by filling in the input fields **Keyword**, **Sort** and **Translation**. Tap with the pen on the **Keyword** field. You can now enter the desired word via the keyboard. Do the same for **Sort** and **Translation**. Use the **Tab** key to move to the next input field. With the key combination **Shift + Tab** you jump back to the previous input field. To transfer the entries into the user dictionary, touch the button with an **Arrow down** above the input field "Translation".

You can also use the menu sequence **Edit – User dictionary – Add keyword**. The new keyword and all its attributes will be added to the user dictionary underneath. Each further new word will be added in alphabetical order to the user dictionary and automatically saved in there.

To add the next word you have to delete the previous entries. Press the **Esc** key to delete the text in the input fields.

Taking over Keywords from the Dictionary

After you have looked up the desired word (see chapter *The Dictionary – Looking up Keywords*) it will be framed in a box. Now you can transfer it into the user dictionary by pressing the keys **Ctrl + Arrow left** or you can touch the **Arrow left**

next to the word "Keyword" (above the keyword list) with.the pen.

If you use the **Arrow right** key on the keyboard or if you tap the relevant keyword with the pen, the keyword and its translation are transferred into the corresponding fields above the dictionary in order to modify them, if you wish.
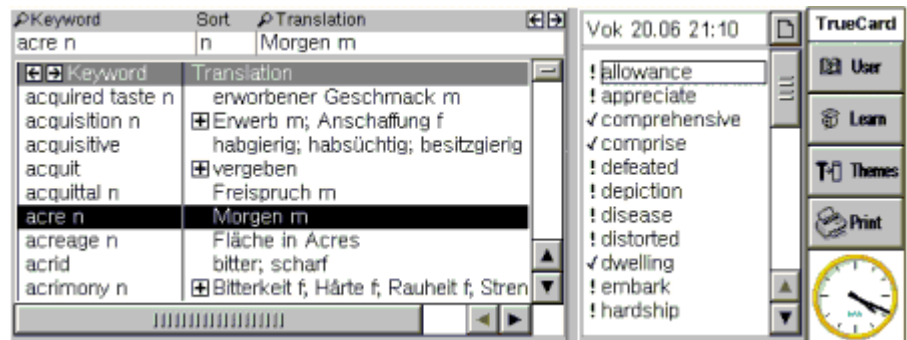
Now you can transfer the keyword into the user dictionary by using **Ctrl + Arrow left key** or you can touch the button marked with an arrow left above the input field **Translation**.

A further way of transferring a word from the dictionary to the user dictionary is via the menu sequence "Edit" – "User dictionary" – "Add keyword".

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.
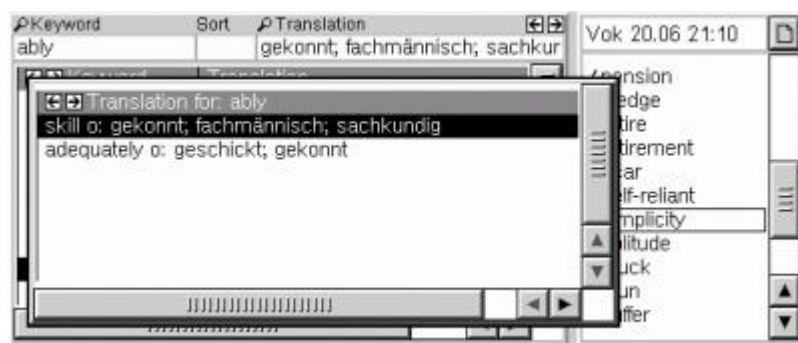
Tap the arrow left next to the words "Translation for: ..." when the keyword and its meaning are to be placed in the user dictionary. You can also use the key combination **Ctrl + Arrow left**.

The open window "Translation for:..." can be closed by pressing the **Esc** key.

Using the toolbar

or the key combination **Ctrl + W** you can switch back to the user dictionary.

Looking up Keywords

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 **Magnifying glass** in front of "Keyword" or "Translation" above the input fields. It is sufficient if you enter the first one or several letters of the desired word. In the field under the **Keyword** entry field, are the columns **Keyword**, **Sort** (abbreviations are described in the *Appendix*) and **Translation**. If the word being looked for was found, or a similar word, then it appears framed by a box. If you now use the arrow key right on the keyboard or if you tap with the pen in the box, the contents of the box, i.e. keyword, sort and translation, will be transferred up into the input fields **Keyword**, **Sort** and **Translation**.

Once you have entered the desired word in the input field **Translation** and you have pressed **Enter**, a window appears in which the found keywords (translation) are presented alongside the keywords.

If you have entered a word in the **Keyword** input field and you wish to enter another word immediately, press Esc to empty all input fields.

If you wish to change the size of the field **Translation**, touch the centre bar between this column and the empty **Learn unit** until it appears black. Then you can shift the bar to the left or the right with the pen to make more room for one of the lists.

Modifying Keywords

Within the user dictionary (= within the lists "Keyword", "Sort" and "Translation") you can make modifications to the keyword, the part of speech and the translation. To do this, touch the word to be modified twice with the pen. After you have carried out the modifications, please hit the **Enter** key in order to save these modifications.

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 Dictionary Toolbar

The sequence in the following list corresponds to the position of the buttons in the toolbar.

📖	**Toggle** between the user dictionary and the dictionary
	Switch from the vocabulary book to the learn unit
	Add keywords of a **theme** to learn unit. 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

You can also carry out the same functions via the menu or via key combinations (Shortcuts) (see *Appendix* for the list).

User Dictionary Settings

You make user dictionary settings via the menu **Language – Settings**. Here you can set **References** and the **Fonts**.

```
Language file settings
References  Fonts
Vocabulary book   Englisch-Deutsch.db        [...]
Meaning           [ ]
1st. dictionary   EngGer.atx                 [...]
1st. thesaurus    SynEng.atx                 [...]
2nd. dictionary   GerEng.atx                 [...]    Abbrechen
2nd. thesaurus    Ger.atx                    [...]       OK
```

You can recognize the **user dictionary** by the file suffix **.db** and the **dictionary** (if available in your version of TrueCard) by the suffix **.atx**. If you touch the grey button beside the field **User dictionary**, the dialog **Assign user dictionary** is opened. Here the vocabulary file is allocated to an existing dictionary file.

Closing *TrueCard EPOC*

To close the program **TrueCard** call up **Language – Close TrueCard** (user dictionary/dictionary view), **Learn – Close TrueCard** (learn view) or tap once on the word **TrueCard** above the toolbar at the right hand edge of the display. A dialog window is opened in which you confirm the closing of the application program by tapping on the **Close file** button.

Learning with *TrueCard EPOC*

Creating Learn Units

The learn unit is situated between the user dictionary/ dictionary at the left of the screen (containing the columns "Keyword", "Sort" and "Translation") and the toolbar at the right hand edge of the display. Vocabulary which the user subsequently wishes to learn, can be transferred into this.

Before you fill up a learn unit, you have to create one and give it a name. To do this, 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 list (or at the top left next to the toolbar)

or press **Ctrl + N**. The dialog window **Create learn unit** appears with an input line
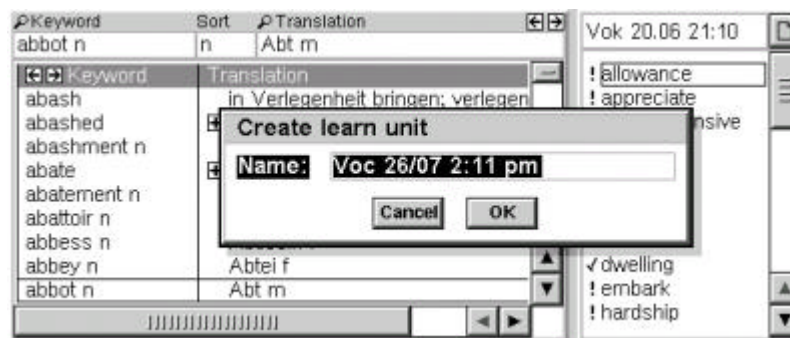
into which you enter a name or the date and confirm with
OK. The name now appears in the field above the learn unit
that you can proceed to fill up.
This is the way to create different learn units one after the
other.
To call up a certain learn unit proceed as follows: Tap with
the pen in the field above 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.

Transferring Keywords from the User Dictionary into the Learn Unit

In order to be able to learn vocabulary you have to fill the
newly created learn unit with keywords.

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

To do this choose a keyword from the user dictionary (c.f.
the chapter *User dictionary – Looking up keywords*) and
press the key combination **Ctrl + Arrow key right** or tap the
Arrow right above the keyword list.

Thus the keyword is transferred into the learn unit and is
saved there. Every other keyword that you transfer into the
learn list is sorted into the correct alphabetical order.

A further way of transferring words into the learn unit is the
menu sequence **Edit – Learn unit – Add keyword**.

Transferring Keywords from the Dictionary into the Learn Unit

To do this, enter the word being searched for in the input
field "Keyword" via the keyboard and then press the **Enter**
key. If the keyword was found, it can be transferred into the
learn unit by pressing the key combination **Ctrl + Arrow key**

right or you can touch the **Arrow right** button above the keyword list.

Keyword

If you use the **Arrow key right** on the keyboard or if you touch the keyword with the pen, the keyword and its translation will be transferred into the corresponding input fields above the keyword list. Now you can modify the entries, if you wish, and transfer them to the learn unit. To do this, press the key combination **Ctrl + Arrow right** or touch the **Arrow right** button above the input field "Translation".

Translation

A plus sign (**+**) beside a word in the column "Translation" indicates that it has more than one meaning or translation. If you click on this plus sign then a window will open in which the words appear ordered by **Meaning** and the corresponding **Translation:**

Select one of the meanings and tap the **Arrow symbol to the right** (before the words "Translation for ...") if you wish to transfer this word into the current learn unit.
As described above, you can also use the key combination **Ctrl + Arrow key right** to do this.

Transferring modified Keywords into the Learn Unit

To do this choose a keyword from the user dictionary by touching it with the pen. This causes all the entries to be transferred into the fields **Keyword**, **Sort** and **Translation**. Now you can make modifications. Then you must press the key combination **Ctrl + Arrow key right** or press the **Arrow right** button above the input field **Translation**

Translation

to transfer all the changes into the current learn unit on the right without them being saved in the user dictionary.

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**.

Switching from the User Dictionary (User Dictionary View) to the Learn Unit (Learn View)

Up to now we have been in the **User Dictionary View**. To switch into the **Learn View** touch the button marked with a doctor's cap in the toolbar


or choose the menu item **Learn** under the entry **View**. As soon as you are in the learn view, a button marked with an arrow appears in the toolbar:

With this you can switch back into the user dictionary or dictionary view. Alternatively you can switch back to the user dictionary or dictionary via the menu **View – User dictionary** or **View – Dictionary**.

Learn View

As for the user dictionary, the learn unit screen is also split into three parts.
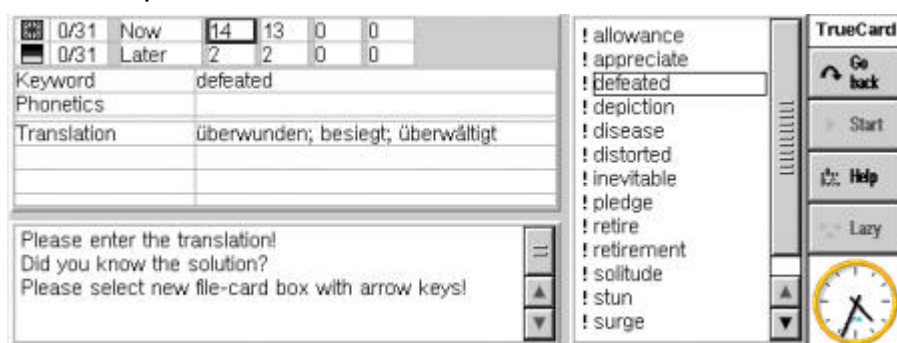
On the left is the so-called **Input** or **Work area**, where the user has to answer questions, i.e. he has to enter the translations of keywords that he has chosen.
Right of this area is the learn unit created and filled up by the user.
On the far right is the toolbar.
Under the work area is the **Status 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 several tries or with help	answered correctly on the first try
corresponds to status red	corresponds to status yellow	corresponds to status green

So, for example, the status 2:1:1 means that the word was answered incorrectly twice, correctly once with help and once correctly on the first try during the learn process.

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.

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.
If a keyword is assigned to a **Category** and/or a **Subject**, then these details are shown in the last line of the work area. If this line should be covered by the statusbar, then touch the line between the statusbar and the output area with the pen until it appears black and shift it downwards. The following display will appear:
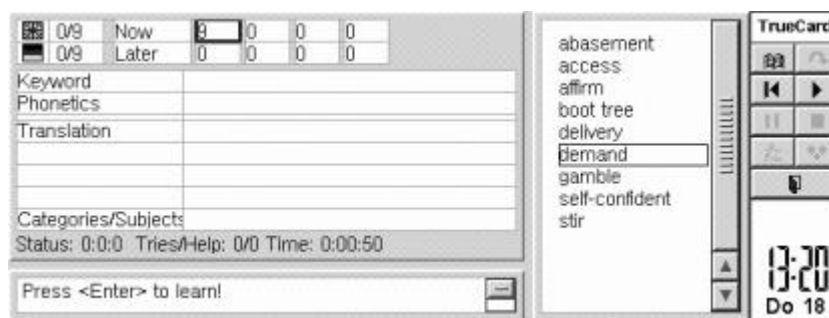
The Learn Unit Toolbar

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

⌃	**Switch** from the learn unit to the user dictionary or dictionary (depending on whether you came from the user dictionary or dictionary originally).
▶	**Start** learn process

A... B.C.	**Help**: show letters of the solution. Help can be summoned twice for each keyword.
↔	**Lazy mode**. Here the solution is shown to you and you only have to indicate via the arrow keys on the keyboard whether: you knew the solution (arrow to the right), you partly knew the solution (arrow down) you did not know the solution (arrow to the left). Then the word gets stored in the corresponding file-card box.

You can also execute these commands via the menu or using key combinations (see the *Appendix*).

With the menu function **View – Show toolbar** or the key combination **Ctrl + T** you can hide the toolbar in order to have more space in the work area and in the learn unit.

Learn Functions

How does the File-card Box System work?

The file-card box system is a systematic and effective method of learning. A keyword is presented for learning several times over a longer period of time with this system, until it is truly learnt. With the number of boxes you specify at least how often a keyword has to be answered correctly before it is presumed to be known and is presented no more.

After creating and filling up a learn unit it is in its initial condition, i.e. all keywords are in the top drawer of the first file-card box, which is framed in black.

If the user now begins a learn process, the keywords are presented in the sequence specified under "Learn" – "Settings" – "File-card boxes" – "Access Sequence" (see the chapter *Learn Options*). Depending on whether the user answers the questions **correctly**, **with help** or **incorrectly**, the keywords migrate into a different file-card box:

Correctly answered words migrate one box to the right until they ultimately fall out of the last file-card box and so do not get presented again.

Keywords that were answered **with help** (e.g. by having a few letters presented, see *Learning with Help* below) migrate into the lower drawer of the same box.

Incorrectly or not answered words migrate one box to the left (except if they are already in the first file-card box).

A learn process (or lesson) is finished when all words have been asked once. In this time the words have migrated from

the upper drawers (now) to the lower drawers (later). When the next learn process is started, the words are back in the upper drawers of the file-card boxes into which they migrated in the last learn process and are re-presented for learning.

Note:
You can tap the file-card boxes with the pen to see their contents. The words they contain are then shown in the learn unit.

By separating the words into **Now** and **Later** the user can keep track of how many and which words have been presented in the current learn process and how many and which are still open.

The user's learning pattern (e.g. one learn process per week, one or more learn processes per day) depends entirely on his aptitude and inclination. It makes sense not to have too short a gap between two learn processes, because there is then a risk that the learned knowledge may not pass into the long-term memory.

Example of a Learn Process

Starting a learn process

Assuming you have created a learn unit called "Voc I". If it is not active, then call it up by tapping the pen in the field above the learn unit (it may be empty or currently inactive) in the **User dictionary view** and select the desired learn unit by tapping it with the pen. Now all the keywords in the chosen learn unit are shown. Touch the button marked with a doctor's cap to switch into the **Learn view**:

A learn process is called up via the **Enter** key or via the following button in the toolbar

or also via the menu sequence **Edit – Start learn process** or via the key combination **Ctrl + S**.

Above the work area on the left of the screen, you see the **File-card boxes** and in each the number of words to be learnt. In the **Learn unit** on the right of the work area all the keywords are visible. The actual **Work area** under the file-card boxes contains the lines **Keyword**, **Phonetics** (if available) and **Translation**. The first keyword was transferred into the work area when the learn process was started. The caret is blinking next to the word **Translation**. You can now begin by entering a solution. The **Status** of all

keywords is set to zero at the beginning of the learn process (corresponds to satus red, see the chapter *Learn Unit View*).

After entering the translation, please press the **Enter** key. In the output area you receive an evaluation of your answer. You have three tries per keyword.

Note:
In this version of TrueCard the German words are according to the new German spelling reform. Words spelt in the old way are recognized as errors.

After each keyword has been presented you can see where the keyword has migrated to by looking at the numbers in the upper and lower drawers of the file-card boxes.

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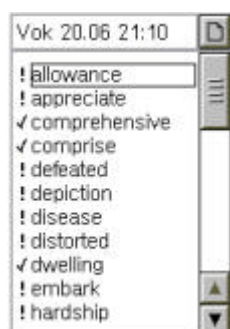
These **Symbols** show the last status of a keyword:

✓	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 sequence **Edit – Skip keyword**. The keyword in question is set aside and will be presented again later. This function can be used at any time and so set aside several words for which you do not presently know the

correct translation but which can be presented again at a later stage.
You can also exercise this function via the key combination **Ctrl + N**.

Interrupting the learn process

To temporarily interrupt the learn process, select **Edit – Interrupt learn process** or press **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

Use **Edit – Stop learn process** or **Ctrl + F**. The learn process can be restarted by tapping the start button:

On closing the learn mode ("Learn" – "Close TrueCard") the current learn process is stopped automatically.

Learning with Help

If under the menu sequence "Learn" – "Settings" – "Extent/Help" you have activated the entry **Permit internal help** (may also have been preset 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 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

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

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 partially (**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).

So you can refresh your vocabulary without any great effort.

Print Learn Unit

How to print the Learn Unit

After you have created a new learn unit and filled it with keywords, you can print this list by means of the key combination **Ctrl + P**, the menu function **Learn – Print learn unit** (learn view) or the following button within the toolbar of the user dictionary or dictionary view:

in order to learn these words in black and white.

If you print the learn unit after one or more learn processes with TrueCard, you will be asked if you want to print only the words you didn´t know. In this way, you can specifically look

again at those words of which the translation was difficult for you to find.

Before you finally start the print job, you have the possibility to select the "Setup" button in order to set up the page and choose the typeface and the type font.

Learn Options

If you wish to impose restrictions whilst learning e.g. to learn only those keywords that you have often answered incorrectly, you can get details of learn options here, through which you can tailor the learn process according to your wishes.

Set Learn Options

In the **Learn View** (see the chapter *Switching from the User Dictionary to the Learn Unit (Learn View)*) in which you get by tapping the button

there are various settings under **Learn – Settings** (or **Ctrl + K**) that you can activate for the learn process.

The settings are activated by you tapping on the small box to the right of the setting and either causing a tick (✓) or a cross (**x**) to be placed there. In some cases you have to enter a number. In other cases tapping the field causes a list of choices to be displayed where you have to select the desired option, by tapping it with the pen.

Index Card - General

Observe capital/small letters: This option has been preset in the program. If this setting is active then errors in writing capital and small letters are checked. It is advisable to activate this option, especially if one of the two languages (native or foreign language) is German. Apart from this language, special expressions (polite forms of address, political terms, technical terms, etc.) are written in capitals in all languages.
Observe intonation/orthography: This option has been preset in the program. If this setting is active then special characters, including ä, ó, ñ, ß, etc. are checked.
Observe punctuation marks: Here punctuation marks (hyphen, comma, full stop, etc.) are checked.
Observe article/gender: When nouns are translated the article (for example german: "der", "die", "das") and gender (male, female) are checked, provided that an article or gender is included in the field "Translation" in the user

dictionary (e.g. "der Globus" and not "Globus m").

Deleting learnt vocabulary from learn unit:This option is preset in the program. This setting causes keywords that drop out of the final file-card box (i.e. they were answered correctly) to disappear from the learn unit and they are not presented again.

Delete status on reset: If you reset a learn unit (menu "Edit" – "Reset learn unit") the status counters and last status are deleted. All vocabulary is classified as not learnt (status red) and you can begin the learn unit anew.

Index card – Extent/Help

On the index card **Extent/Help** you can limit the learn process. To see all the available choices, tap twice with the pen in the field at the right of **Extent** until a list of choices appears:

Unlimited	means that the learn process will not be interrupted by the program.
Number of words	If you select **Number of words** with the pen then you can enter a number with up to three digits in the field below, next to the word **No**. Once this number of words has been worked on, the learn process is stopped.
Time limit	If you select **Time limit** then you can enter the time in minutes in the field below, next to the word **Min**. After this number of minutes has elapsed, the learn process is stopped.

Automatic viewing time: Here you can determine the number of seconds that each word is to be shown for during automatic viewing (menu "Learn" – "Settings" – "Extent/Help" – "Automatic viewing time", see also the chapter *Automatic View*).

Apart from that there are further functions:

Show phonetics	With this you can activate the showing of the phonetics, provided they are available.
Permit lazy mode	With this option, which is preset, "Lazy mode" is permitted. It can be called up via the toolbar (see the chapter *The Learn Unit Toolbar*) or via the menu "Edit" – "Lazy mode", via the key combination **Ctrl + L** or via the **Arrow key up**. Now the solution is displayed for you and need not be entered via the keyboard (see the chapter *Lazy Mode Function*).
Permit internal help	This option, which is preset, allows letters

	of the solution to be given to you for assistance. Via the menu "Edit" – "Help" or via the toolbar (the button on which the letters "ABC" are visible") or via the key combination **Ctrl + H**, you can let the program present you with letters during the learn process, which is intended to make the finding of the solution easier. You can call up this help function twice. So, depending on the word length, the first time you will get one to three letters and the second time you will see seven or more letters of the word or words being sought.

Index card - Learn

Here you can set when a learn process is to end.

Note:
Certain settings can result in the learn unit being reset, which means that all the vocabulary is placed back in the first box and is regarded as not yet learnt (status red). In these cases a corresponding message is issued which gives you the chance to prevent the reset by touching the "No" button.

Tap twice with the pen in the field at the right just below the words **End of process reached, if every entry is**..., to see the available choices. With these options you determine when a word migrates from the drawer **Now** into the lower drawer **Later** of the same or another box (see chapter *How does the File-card Box System work?*).

red, yellow or green	Indicates that the translation of a word was entered incorrectly (red), with assistance (yellow) or correctly (green) respectively. In all these cases the word migrates into the lower drawer of a file-card box and will not be presented again in the current lesson: red: the word migrates into the lower drawer of the left hand box (if this is not the first file-card box), yellow: the word migrates into the lower drawer of the same box (now), green: the word migrates into the lower drawer of the next file-card box (later).
yellow or green	Indicates that the solution was entered either with assistance (yellow) or immediately correctly (green) and only in these cases does the word migrate into

	the lower drawers: yellow: lower drawer of the same file-card box (now), green: lower drawer of the next file-card box (later), **red: the word will be presented again during the course of the current learn process** (upper drawer of the left hand file-card box or of the same box if it is the first one).
green	Indicates that the word was known straight off. Only in this case does the word migrate into the lower drawer of the file-card box "later", **red** (upper drawer of the left hand box or the same box if it is the first one) **and yellow** (upper drawer in "now") **are re-presented during the current lesson**.

The option **Put word not known back into first box** results in words that have been incorrectly translated being placed back at the beginning again. This means that if you have five boxes, for example, the words will be presented again at least five times before they are dropped out of the fifth box as having been learnt.

Learn direction: Here you set the direction of presentation (Foreign language <–> Mother tongue) for this learn process. If you have activated **Both directions**, then during a learn process the words will be presented in both directions at random until all have been learnt.

Index card – File-card box

Tap twice in the field at the right of **Access sequence** in order to choose an option. The access sequence is the way in which the words from the learn unit are presented. The options are **By file-card boxes** (the keywords are presented in the sequence of the boxes), **Alphabetical** (the keywords are presented in alphabetic order) or **Random** (the keywords are presented in random sequence). Tap with the pen on the desired option. To enhance the success rate of learning, it is recommended to use file-card boxes or random sequence.

In the field beside **Boxes** you can choose to create between one and six file-card boxes. The more boxes you specify, the more frequently a word will be presented for learning, which increases the possibility that it will enter the long-term memory. With three boxes, for example, each keyword has to be answered correctly at least three times before it drops out of the last box as having been learnt.

Index card - Filter 1

With the filters you limit the number of words to be learnt, i.e. by activating the filter settings only certain words from a learn unit are presented for learning. The remaining words are filtered out and are not included for learning. The filters also give you an overview (statistics) as to how many and which words there are in the current learn unit. If you wish to learn particular parts of speech then you tap the corresponding little box in the column **Active** with the pen to activate it. After you have confirmed this setting with **OK**, the other parts of speech in the learn unit appear pale grey and they are not presented for learning.

Index card - Filter 2

Last status: Here you can learn special words that you last answered incorrectly (status red), correctly with assistance (status yellow) or correctly (status green). **Neutral** means that the keyword has not yet been presented.
If **Inactive** is selected, then the filter is switched off.

Status counter >=: Here you can specify to learn words whose status was red at least once (red >= 1), for example. The status counter tells you how often the keyword was presented with the corresponding result (last status). A value between 1 and 99 is possible here.
If **Inactive** then the filter is switched off.

Data Saving

Saving Data

Saving data is simple and easy to do. With the software package **PsiWin** you can easily and comfortably establish a link between your mobile computer and the desktop PC. To do this call up the Psion work space on your desktop PC. The software establishes a link to your mobile computer. Now you can access the files on your mobile machine in the same way as with Windows Explorer.

To now save the important user dictionary files for **TrueCard EPOC** go into the directory **TrueCard** on the PC in which you copied the program during installation (e.g. disk C). Copy all the files onto a medium of your choice e.g. the hard disk on the PC. You recognize the files in question by their names consisting of the installed languages (e.g. English-German): **{English-German}.***. You only need to save these data because the original dictionary files (if available in your version of TrueCard) delivered to you can be re-loaded onto the mobile computer at any time. You recognize the dictionary files by the file suffix *.atx and *.key.

Customer Service and Hotline

Support

For any problems or questions please contact **AlphaSoft**, preferably via E-Mail:

Production and Distribution of Software	
Aldinger Straße 86	
D−70806 Kornwestheim	
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	

Further information and support for **Psion/EPOC** is available on the **Psion** company homepage under http://www.psion-gmbh.com.

Appendix

Abbreviations of Parts of Speech

In the following list are abbreviations that are used in the dictionary and the user dictionary under "Sort" and in the column "Translation".

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

Key Combinations (Shortcuts)

Esc	Prepare input fields for creating a new keyword (user dictionary view) or leave the dialog or a (sub-)menu
Ctrl + A	Select all
Ctrl + B	Start manual view (learn view)

Ctrl + Shift + B	Start automatic view (learn view)
Ctrl + E	Close TrueCard
Ctrl + F	Stop learn process (learn view)
Ctrl + H	Help (learn view): show letters of the solution
Ctrl + K	Settings
Ctrl + L	Start lazy mode (learn view), see also *Arrow key up*
Ctrl + N	Create new learn list (user dictionary and dictionary mode) or Skip the current keyword (learn view)
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 view)
Shift + Ctrl + S	Show or hide statusbar (learn view)
Ctrl + T	Show or hide toolbar
Ctrl + U	Interrupt learn process (learn view)
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 up	Start lazy mode (learn view), see also *Ctrl + L*
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 view): translation known; word migrates one file-card box further or Manual view: show next keyword
Arrow key left	Lazy mode (learn view): translation not known. Word migrates one file-card box to the left
Arrow key down	Lazy mode (learn view): 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 creating a new keyword, for example
Shift + *Tabulator*	Skip from one input field back to the previous field

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