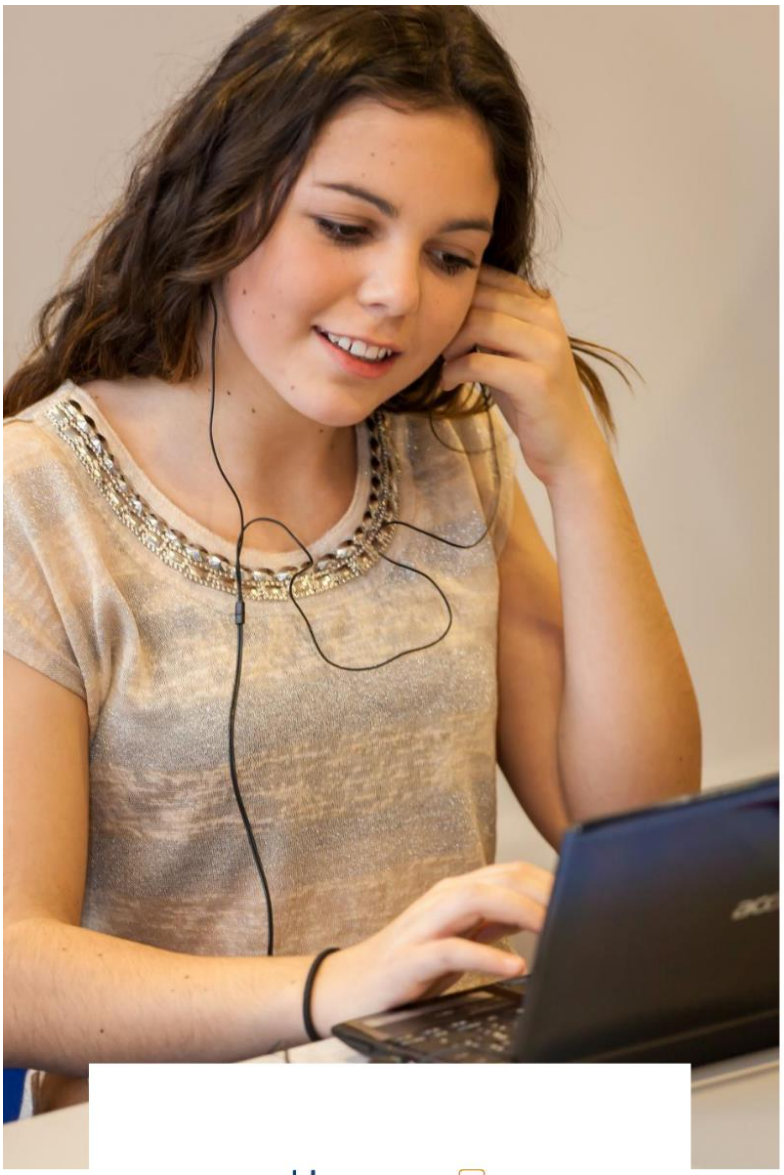
Alinea



Manual

Manufacturer's contact details

Lexima – Kastanjelaan 6

3833 AN, Leusden**,** the Netherlands

info@lexima.com – www.lexima.com

Technical support:

E support@lexima.com • Phone: +31 33 43 48 005

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1. General

1.1. Manual

In this manual, we will explain each of Alinea's functions in a separate chapter:

1. General
2. Read
3. Write
4. Look up
5. Alinea pdf
6. Block functions

1.2. Standard languages

Alinea includes the following standard high-quality voices:

English: Daniel, Emily and Serena
French: Sebastien, Thomas and Virginie
German: Steffi and Yannick

Please note

Alinea provides reading and writing support in English, French and German.

For languages that are not part of the standard software, only reading support is provided. You can have texts read aloud in other languages, but there is no writing support available (e.g. word prediction, dictionaries etc.). This is the case for all SAPI voices that are installed on your system.

1.3. System requirements

1.3.1. Minimum system requirements

If you already have a PC or tablet, check to see whether your computer meets the minimum system requirements for the installation and use of Alinea:

Processor: Core 2 Duo, 2 GHz
RAM: 4 GB
Video RAM: 256 MB
Free disk space: 40 GB
Operating system for Alinea Win (without OCR function) and Alinea Pro Win (with OCR function):

- Microsoft Windows 7 (at least SP1) Please note: the OCR function in Alinea Pro Win does not work on Windows 7, however, all the other functionalities in Alinea Pro Win will work as usual.
- Microsoft Windows 8.1
  - Please note: the OCR function in Alinea Pro Win does not work on Windows 8, however, all the other functionalities in Alinea Pro Win will work as usual.
  - Please note: Alinea Win and Alinea Pro Win do not work on tablets with the Windows 8 RT operating system.
- Microsoft Windows 10 Please note: Alinea Win and Alinea Pro Win do not work on tablets with the Windows 10 Mobile or Windows 10 IoT operating system.

Screen resolution: 1024 x 768 pixels
Color depth: High color (24 bit)
In-system sound card with speakers and microphone
DVD drive: if you want to use the DVD for installation instead of downloading the software USB 2.0 port (only for the USB version)
Internet connection for using the web license

1.3.2. Recommended system requirements

If you want to purchase a new PC or tablet, be sure that your device meets the recommended system requirements:

Processor: Intel i5 (or higher)

RAM: 8 GB
Free disk space: 40
GB Operating system:

- Microsoft Windows 7 (at least SP1)
- Microsoft Windows 8.1 Please note: Alinea does not work on tablets with the Windows 8 RT operating system.
- Microsoft Windows 10 Please note: Alinea does not work on tablets with the Windows 10 Mobile or Windows 10 IoT operating system.

DVD drive: if you want to use the DVD for installation instead of downloading the software USB port (at least 2.0) (only for the USB version)
Internet connection for using the web license

Note:

Alinea was specially developed for Microsoft Windows. You can also install it on a Mac, but only if you have Microsoft Windows installed on the device. You can use the software Boot Camp to install Microsoft Windows on any Mac with an Intel processor.

1.4. Available versions

1.4.1. Download version and DVD version

If you have a standalone license, you need to **activate it online** or **via email**.

If you have a web license, you need to log in via **web license**.

If you want to try out Alinea before purchasing, opt for the **demo version**.

See How do I activate?.

1.4.2. USB version

If you have the USB version, you can either **activate it online** or **via email**.

See How do I activate? on page 13.

1.5. Installing and activating

Before you can start using Alinea, you need to install the software (only the download version and DVD version) and activate it (download version, DVD version and USB version).

1.5.1. How do I install?

Alinea via download

1. Download Alinea using the download link you received by email.
2. Open Windows Explorer.
3. Go to the folder to which you downloaded the file.
4. Double-click on the file you downloaded.
5. The file will now be extracted. The installation starts automatically.
6. Then, you can follow the activation steps below.

Alinea on DVD

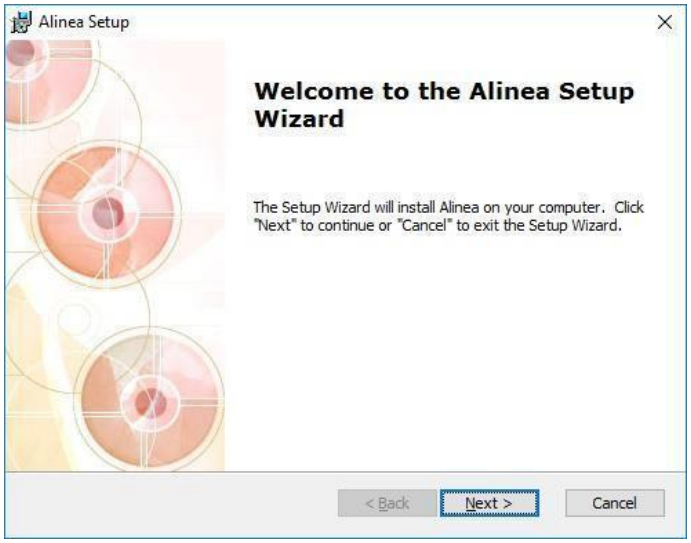
If you have the DVD version of Alinea, place the DVD in your computer or laptop's DVD reader. The installation window will start automatically. Follow the instructions on the installation screen.

If the installation window does not open automatically, go to your computer's file explorer.

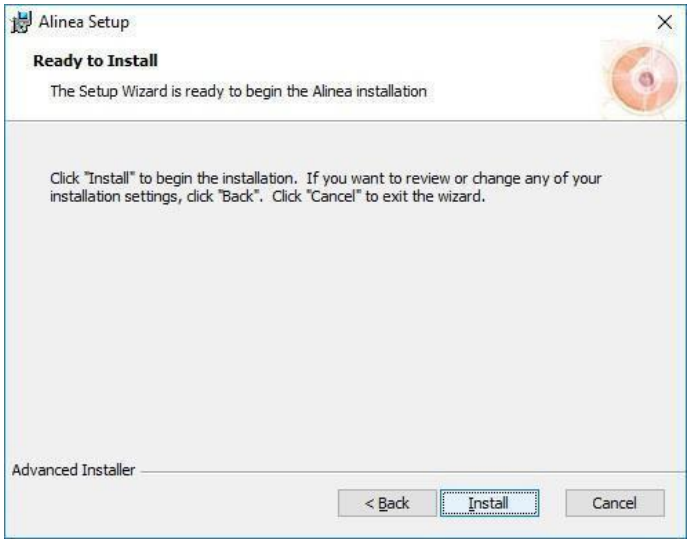
To do this, right-click on the Windows start button and select ‘Open Windows Explorer’.

In Explorer, open the folder named ‘Alinea’ and double-click on the ‘Setup’ file.

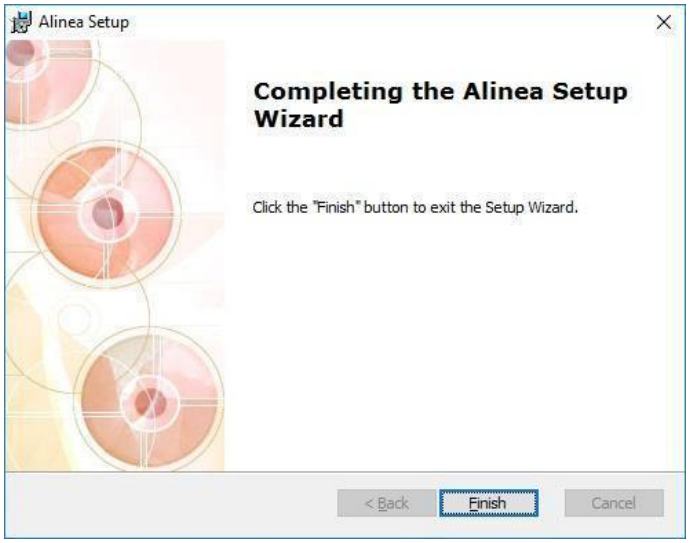
Then the installation window will appear and you can follow the instructions on the screen. Click on ‘Next’.



Then click on the ‘Install’ button to initiate the installation.



The installation was successful. Click on the ‘Finish’ button.



After Alinea has successfully been installed, you can remove the DVD from your computer or laptop and start using Alinea.

Alinea on USB

The USB version doesn't need to be installed on your computer. All you need to do is insert the USB stick into a USB slot on the computer. You can use Alinea as long as the USB stick is plugged in.

Go to the Explorer on your computer, open the folder named Alinea and double-click on the program ‘Alinea’. Follow the instructions on the screen.

Tip

You can also save your files on the Alinea USB stick.

1.5.2. How do I activate?

When you open Alinea for the first time, you will see the activation screen.

You can launch Alinea a few times in demo mode, but after that you must activate your license.

There are different methods depending on the kind of license you have.

An individual standalone license with a serial number (DVD or USB): activate online or via email.

A web license (personal or as a member of a group (school, company etc.)): log in with a username and password.

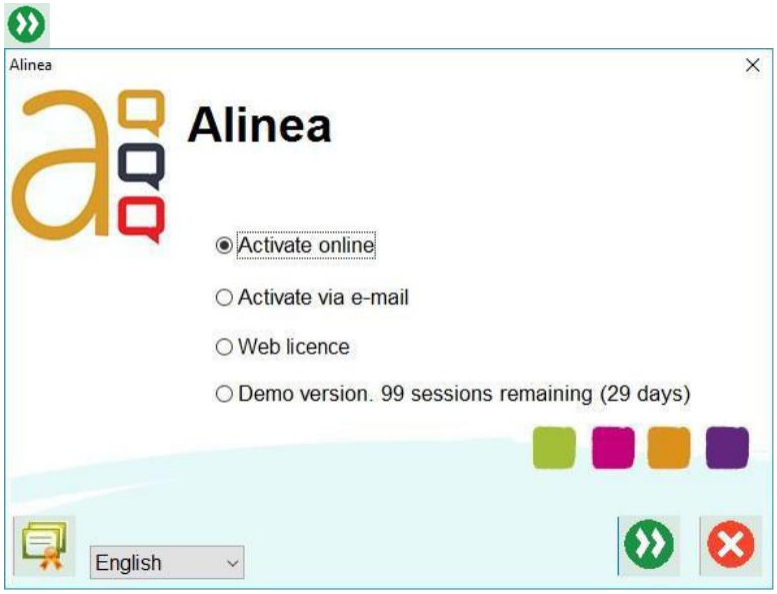
Below, you can read further explanations regarding:

activating online (only possible for individual standalone licenses - DVD or USB)
activating via email (only possible for individual standalone licenses - DVD or USB) logging in with a web license
using the demo version (not possible with the USB version)

Activating online

This option is only available to owners of an individual standalone license (DVD or USB).

Ensure that your computer is connected to the internet. Select the option ‘Activate online’ and click on ‘Next’.

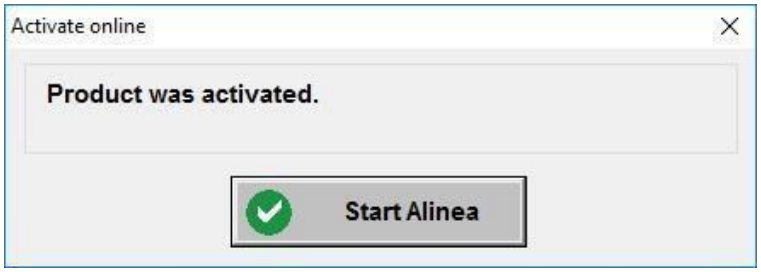


Enter the serial number. The serial number is printed on the packaging and/or on the purchase invoice. Enter your name and email address and click on ‘Next’ .

Enter your address and click on ‘Next’ .

Click on ‘Activate online’.

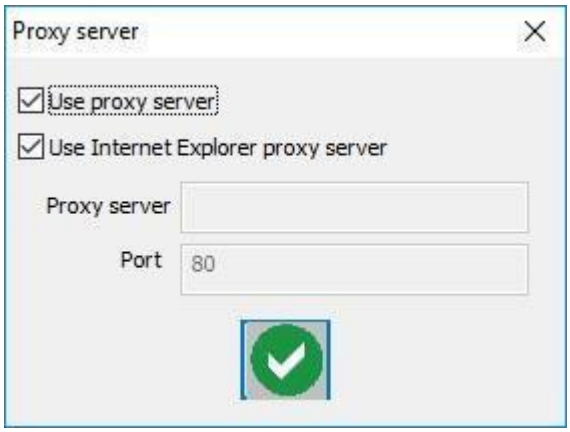
If the software can connect to the activation server and the serial number is valid, you will receive a message saying that the activation was successful:



Click on ‘Start Alinea’ to start Alinea.

If you receive an error message saying that no server connection could be made, check your internet connection.

If you are using the internet on a network (school, company etc.), ask the network administrator to check whether the proxy settings for the program have been entered correctly. To do this click on ‘Proxy’ and enter the required information.



If your internet connection is working and the proxy settings have been checked but the activation has failed, contact your distributor.

Possible error messages

Activation failed. The serial number is already in use.

This error message indicates that the maximum number of activations for this serial number has been reached. Contact your supplier if you require an extra activation.

Activation failed. The serial number is blocked on the server.

This error message indicates that the serial number has been blocked. Contact your supplier for more information.

Activation failed. The time on your computer and the server are different.

This error message indicates that there is a local time difference of more than 24 hours between your computer and the activation server. Check whether the clock on your computer is correctly configured and adjust it, if necessary.

Activation failed. The serial number could not be found on the server.

This error message indicates that the serial number is valid but the serial number is not yet listed on the activation server. Contact your supplier to solve this problem.

Activating via email

You can also activate the software via email. This option is only available to owners of an individual standalone license (DVD or USB).

Please note: you must have an email client installed on your computer (e.g. MS Outlook). You cannot activate Alinea with an email account that you open in a web browser.

Click the option ‘Activate via email’ and click on ‘Next’ .

Enter the serial number. The serial number i s printed on the packaging and/or on the purchase invoice. Enter your name and email address and click on 'Next' .

Enter your address and click on 'Next' .

You will receive an email with the activation code. Copy the activation code and paste it into the field 'Activation code'. When you click on 'Next' , the program will launch.

Web license

To use a web license, you must first make an account on the license server (You can link your login to your account at https://alinea.lexipoort.nl).

If you have already made a user account, tick the option 'Web license' and click on 'Next' .

The login screen will appear. Enter your username and password. When you click on 'Next' , the program will launch.

Tip

Tick the box 'Remember me'. The next time you open Alinea, the username and password will be already filled in. Then, all you have to do is click on 'Next' .

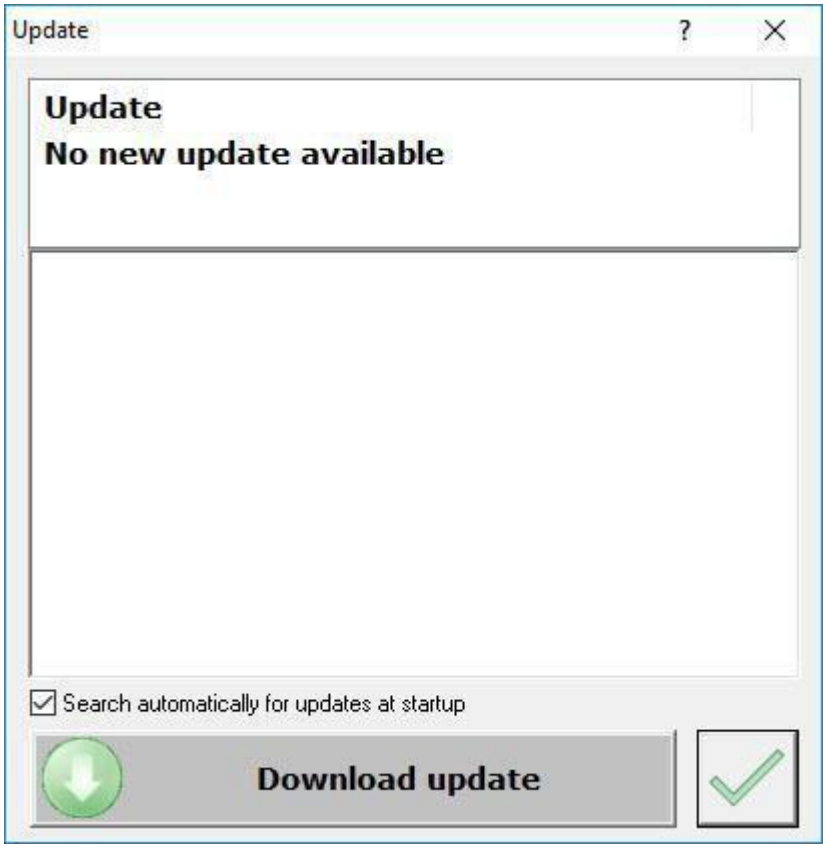
Demo version

Want to try out the software before buying? The DVD version gives you the option of trying out Alinea for 30 days (or launch it a maximum of 100 times). The USB version has no demo option. If you have the DVD version, tick the option, 'Demo version', and click on 'Next' . The program will launch.

1.6. Updating

1.6.1. Automatic updates

When you open Alinea, the program automatically looks for updates. Ensure that your computer is connected to the internet. If an update is found, it will be shown on the list.



Click on the file name to read an explanation of this version. This document contains an overview of all the new functions and changes.

Click on ‘Download update’ to carry out the update. Follow the instructions on the screen to complete the update.

Untick the box ‘Search automatically for updates at startup’ if you don't want Alinea to search automatically for updates at startup.

1.6.2. Manual update search

You can also manually search for new updates using the Alinea button when using one of Alinea's functions (read, write, look up, alinea pdf).

1.7. Create a shortcut

1.7.1. On the desktop

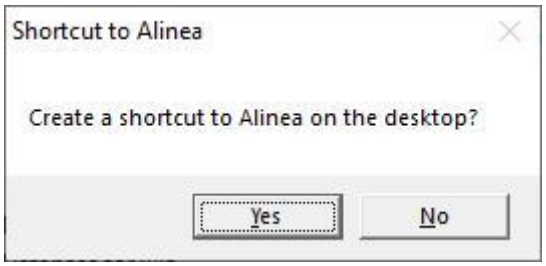
DVD version

After installing the **DVD version,** a shortcut will automatically appear on your desktop.

USB version

For the **USB version,** when you open Alinea for the first time, you will be shown a dialog box that asks you whether or not you want to create a shortcut on your desktop. If you want to add a shortcut, click on the green button to confirm.

Then you can open Alinea by double-clicking on the shortcut.



1.7.2. On the taskbar

DVD version

You can also create a shortcut on the taskbar (except for the USB version). To do so, follow these steps:

1. Start Alinea using the shortcut on your desktop or via the Windows start menu. The icon for Alinea will appear on the taskbar.
2. Right-click on the icon and select ‘Pin to taskbar’.

This icon will stay pinned to the taskbar even if Alinea is closed. You can then also start Alinea by clicking on the icon.

1.8. Starting the different functions in Alinea

Double-click on the shortcut on your desktop or the Windows start menu, or start Alinea from the USB stick. Alinea's startup screen will appear:

1.8.1. Read

With Alinea's read button, you can ask the program to read selected text aloud, or read a text aloud starting from the cursor position.

See chapter Read on page 23.

1.8.2. Write

Click on the ‘Write’ button to start Alinea's word predictor (and spellcheck).

See chapter Write on page 25.

1.8.3. Look up

Click on 'Look up’ to open Alinea's dictionary.

Look up a word in the dictionary and view:

- the image
  - the example sentence
  - the definition
- the translation
- the verb conjugations
- the video with sign language

See chapter Look up on page 69.

1.8.4. Alinea PDF

Click on the button ‘Alinea PDF’ to open the Alinea PDF reader.

Open or create a text PDF and:

- read

write and fill in
- highlight and
- draw summarize

look up

2. Read

2.1. Introduction

With the Alinea read button, you can ask the program to read selected text aloud. Select the text you want to be read aloud and click on the read button. Any text that can be selected can be read aloud with the read button.

In Microsoft Word, you can also ask the software to read the text aloud from the cursor position. In this case, you don't need to select the text. Place the cursor wherever you want to begin reading and click on the read button to hear the text read aloud from the cursor position.

2.2. Start the read button

Open Alinea.

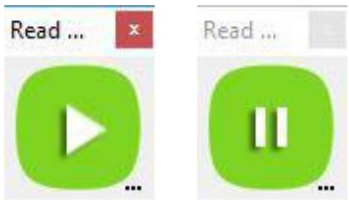
Click on the first button, ‘Read’.

The read button will appear.

2.3. Read texts aloud

Select the text you want to be read aloud.

Click on the read button. The text will be read aloud and the button will turn into a pause button. Click on the pause button to pause the reading.



In some programs, such as Microsoft Word, you can also ask Alinea to read the text aloud from the cursor position:

Place the cursor at the place in the text where you want the reading to begin.

Click on the read button. The text will be read aloud from the cursor position and the button will turn into a pause button.

Click on the pause button to pause the reading.

2.4. Move the read button

Left-click on the read button's title bar and keep the left mouse button pressed down. Drag the read button to the desired position.

Release the left mouse button.

2.5. Set the reading language

Left-click on the three dots or right-click anywhere on the read button to open the context menu.

Click on ‘Language’.

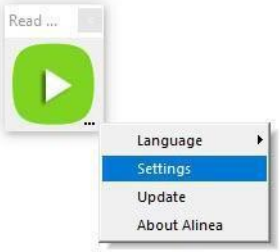
Click on a language in the list.

2.6. Set the reading voice

Left-click on the three dots or right-click anywhere on the read button to open the context menu.
Click on ‘Settings’.
Choose a voice and click on the green tick.

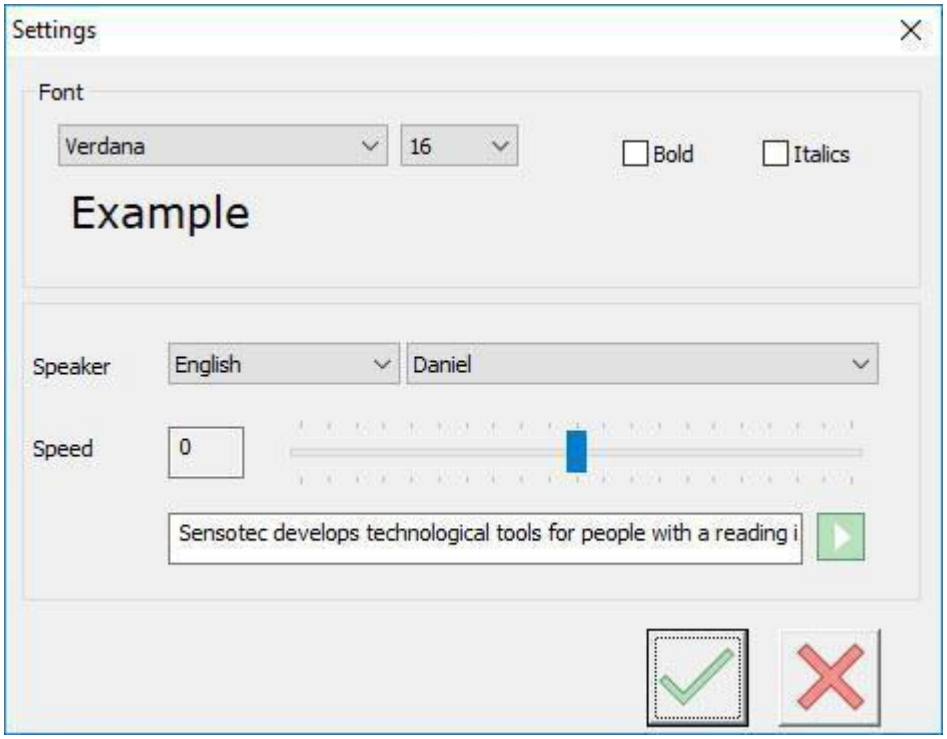
Note:

You can select a voice for each language.



2.7. Set the reading speed

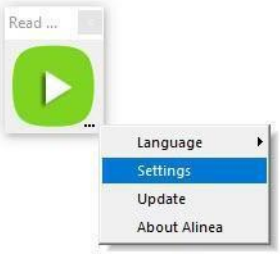
Left-click on the three dots or right-click anywhere on the read button to open the context menu.
Click on ‘Settings’.
Drag the slider to the desired reading speed and click on the green tick.



2.8. Set the font

In applications with basic support, the text that is being read aloud will appear in a window. The standard font for this text is Verdana with a font size of 16. If you want to adjust the font:

Left-click on the three dots or right-click anywhere on the read button to open the context menu.
Click on ‘Settings’.
Select a font and font size and click on the green tick.



3. Write

3.1. Introduction

Alinea's **word prediction** helps you when writing. Click on a predicted word to add this word to your text. This way you can minimize the amount of typing you need to do and the number of writing errors. This efficient word prediction prevents spelling mistakes so you don't have to go back and correct them later. Even if you make mistakes, you will see correct suggestions, which means you avoid being confronted with the incorrect spelling.

Alinea fully adjusts the word prediction to your profile. The words you are most likely to use appear at the top of the prediction window. The more often you use Alinea, the more Alinea learns about your vocabulary. Alinea therefore becomes even better at predicting the words you need.

With Alinea's **spellcheck**, you can check the text for writing errors.

It can also be useful to look up extra information about a word. With Alinea's **dictionary**, you gain access to the following information:

- the image
  - the example sentence
  - the definition
- the translation
- the verb conjugations
- the video with sign language

Want your written text to be read aloud? Use the **read button**.

3.2. Start the 'Write' component

Open Alinea.
  Click on the second button, ‘Write’.
  The startup screen will appear.

3.3. Startup screen

3.3.1. Create or select a profile

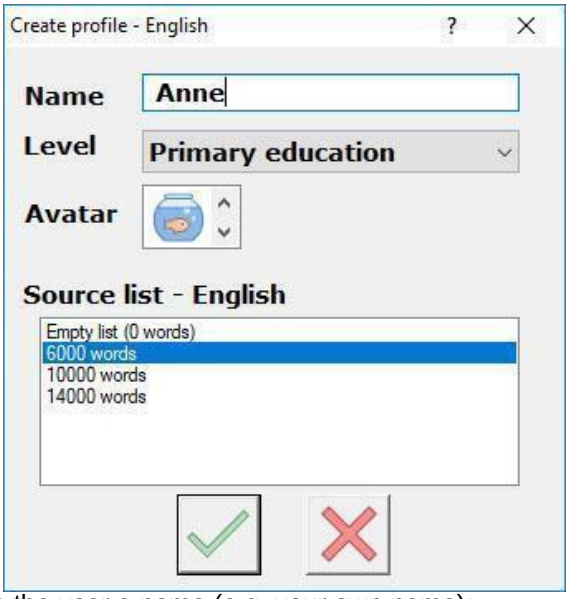
Before you can use the ‘write’ component, you must create a user profile. You can create several profiles. Alinea saves each profile's settings, word corrections and glossaries individually.

You can create a new profile, or select or delete a profile on the startup screen.

You can also open this window when you are using Alinea by clicking on ‘Profiles’ in the start menu.

Create profile

Click on the plus sign. The following screen will appear:



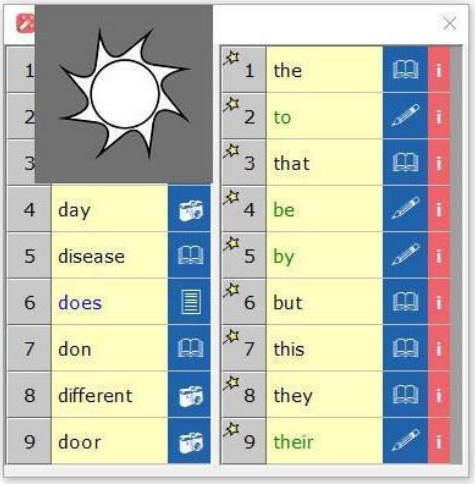
Give the user a name (e.g. your own name);

Select a level (Primary education, Secondary education or Adults). Your choice of level affects which source lists you can choose from (see Source list on page 51) and the appearance of the buttons and the prediction window. You can change the appearance of the buttons later (see User interface on page 45).

Primary education

If you choose ‘Primary education’, you will see colourful buttons with pictures of animals:

Owl (wise): Word predictor
Dolphin (leaps in the water): Spellcheck (leaps from one word to the next)
Cat (curious): Dictionary
Duck (quacks): Read



In the prediction window, you will see that the grey insert buttons in the right-hand column have a magic wand icon. The magic wand ‘magically’ removes your mistakes.

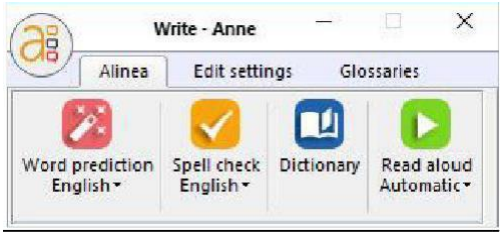
The camera icon in the prediction window appears if an image is available. You can quickly view the image in the prediction window by hovering your cursor over the camera icon until the pop-up appears (see Extra information about a word on page 34).

Secondary education

If you click on ‘Secondary education’, you will see the same colourful buttons, but without the images of animals.

In the word prediction window, there is no magic wand icon on the grey insert buttons in the right-hand column.

In addition, you can only view the image from the dictionary by clicking on the camera button. This means that no pop-up appears when you hover over the icon.

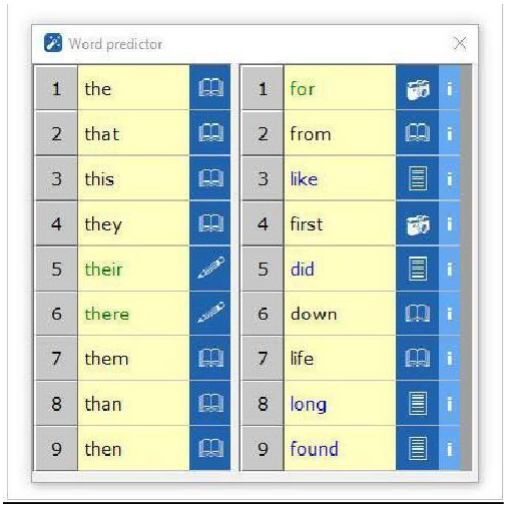


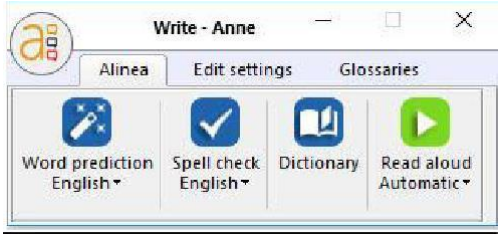
Adults

If you choose ‘Adults’, you will see blue buttons (except the ‘Read’ button, which needs to stand out), without images of animals.

In the word prediction window, there is no magic wand icon on the grey insert buttons in the right-hand column.

In addition, you can only view the image from the dictionary by clicking on the camera button. This means that no pop-up appears when you hover over the icon.



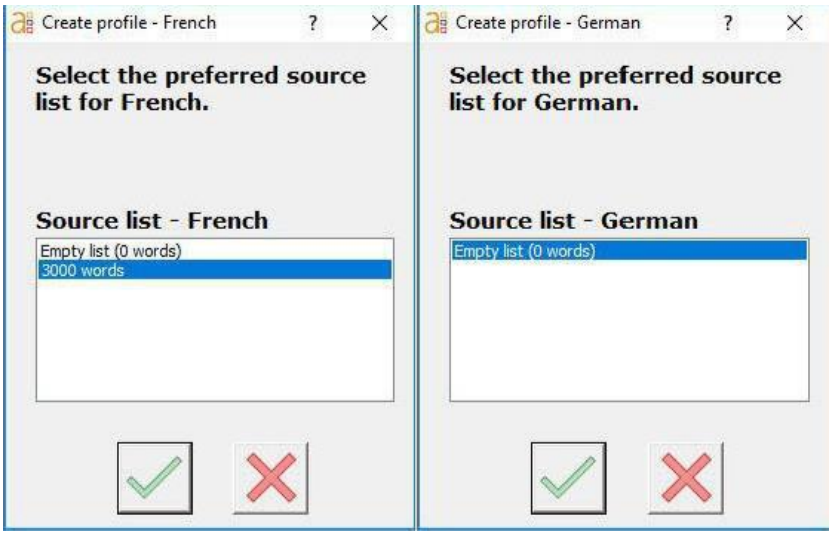


Select an avatar (user image);

Select the preferred source list for English;

Click on the green button to confirm your selection.

Select the source lists and options for the other languages on the next screen:



After you have selected options for the three languages, the user will be created and will appear on the startup screen:

The source lists will be expanded with the words the user adds to the lists when they use Alinea.

Select a profile

If there are several profiles, you can select one of the profiles. Click on the desired profile and click on the green button to confirm your selection. You can also double-click on the profile. Alinea will then start and the data linked to the selected profile (e.g. glossaries, correction rules, log book and personal settings) will be loaded.

Removing a profile

Click on the profile you wish to remove. Click on the red button with the minus sign to remove this profile. Confirm your selection with the green button. The profile has been removed.

Please note

If you remove a profile, all Alinea files that are linked to this profile will be permanently deleted.

Note:

If you don't wa nt the startup screen to appear every time you open Alinea, you can tick the box at the bottom of the startup screen Do not show this start screen . Next time you open Alinea, it will open the last used profile.

3.4. Basic window

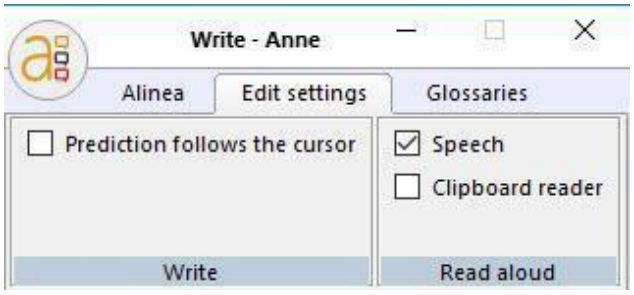
Once you have chosen a profile, the basic window will appear on your screen:

3.4.1. Alinea tab

On the Alinea tab, you will see the following buttons:

	Word predictor Use this button to switch the word predictor on and off. When you open Alinea, the word predictor is switched on by default. The button is active. Click once on the top of this button to turn off the word predictor. You can use the word predictor when writing in English, French and German. The predicted words are taken from the glossary for the active language. The default language is English. To change the language, click on the bottom of the button. Select the preferred language from the list. The languages in the list are: English French German You can also switch the word predictor on and off with a keyboard shortcut: Shift + F12. Please note! You cannot use this keyboard shortcut if, in the settings, you have opted to use the function keys for inserting corrections (see Options for keyboard shortcuts on page 43). See Word predictor on page 33.
	Spellcheck Click this button to activate the spellcheck window. You can use the spellcheck for English, French and German. See Spellcheck on page 38.
	Dictionary Use this button to find out more about a word, such as: the image the example sentence the definition the translation the verb conjugations the video with sign language You can look up English, French and German words. See Dictionary on page 40.
	Read Alinea can read English, French and German aloud. By default, the program reads using automatic language recognition (Automatic). To switch languages, click on the bottom of this button. Select the preferred language from the list. The languages in the list are: Automatic English French German Use this button to read texts in Microsoft Word (2003 or higher), WordPad or Notepad aloud. Alinea will read from the position of your cursor. In all other programs, you must first select some text. See Read on page 40.

3.4.2. Settings tab

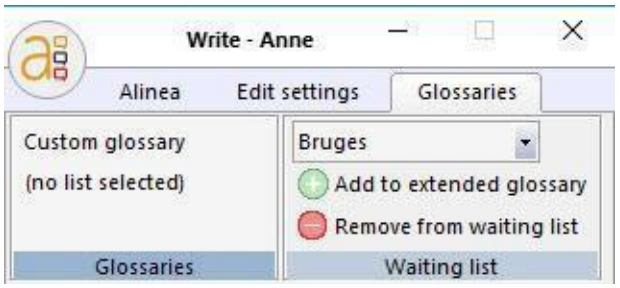


Note: The Settings tab is only visible in the 'Secondary education' and 'Adults' profiles. It is not visible in the 'Primary education' profiles. All settings on this tab can also be found in the settings window via Alinea's start menu.

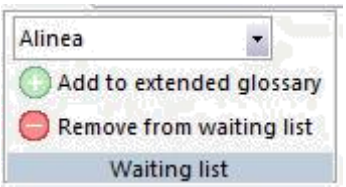
You will see the following buttons:

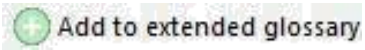
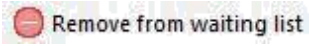
Prediction follows the cursor	**Word predictor follows the cursor** You can use this option to select whether or not you want the word predictor window to follow your cursor as you type. The box is unticked by default. See The position of the word prediction window on page 37.
Speech	**Speech** You can use this option to select whether you not you want letters, words and/or sentences to be read aloud as you type. In the settings, you can choose whether you want only letters, words and/or sentences to be read. This box is ticked by default. See Speech and Speak when typing on page 44.
Clipboard reader	**Clipboard reader** With this option, you can choose whether or not you want the text on the clipboard reader to be read aloud. If the box is ticked, the text that you cut or copy to the clipboard will be read aloud. The box is unticked by default. See Clipboard reader on page 44.

3.4.3. Glossaries tab



You will see the following buttons:

	Custom glossary In this list, you can select which custom glossaries you want to use in the text you are currently working on. See Custom glossaries on page 53.
	**Waiting list** This list automatically contains all the words that you typed during your current session and were not recognized by Alinea. Alinea has separate waiting lists for English, French and German. You are shown the waiting list for the language that is currently active. See Waiting list on page 53.

	**Adding to glossaries** You can add the visible word in the waiting list to the source list (of the language that is currently active) by clicking on the green plus sign.
	**Remove from waiting list** You can remove the visible word from the waiting list (of the language that is currently active) by clicking on the red minus sign.

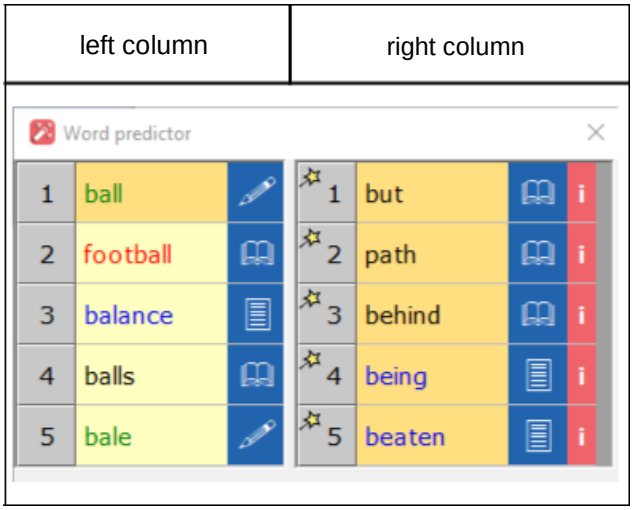
3.5. Buttons in the 'write' component

3.5.1. Word predictor

You can use the word predictor for writing in English, French and German. The predicted words are taken from the glossary for the active language.

When you start writing in a program such as Microsoft Word (2003 or higher), Microsoft Outlook or Kurzweil 3000, a window with words in two columns will appear: the prediction window.

You can also use the word predictor when using the 'Alinea PDF' function to make notes (see Writing with Alinea on page 84).



Two columns

The word prediction window has two columns.

> The **left column** contains word predictions based on the letters you have typed. Using these letters, the word predictor generates words that you will most likely want to use. The predicted words in this column assume correct spelling.
> The **right column** takes into account potential spelling mistakes in the first letters you typed. The words in this column are therefore corrections. These suggestions are dependent on the configured correction rules. In the settings, you can select which types of spelling mistakes you want the program to check for. See Corrections on page 48. In the primary school profiles, this column has a magic wand icon on the grey insert buttons. The magic wand 'magically' removes your mistakes.
>
>

Auditory support

You can ask Alinea to read aloud the words in the prediction window (potentially also with an example sentence) by clicking on a word.

If desired, all of the letters, words or sentences you have typed can be immediately read aloud. See Speech and Speak when typing on page 44.

The auditory support makes it easier for users with dyslexia to know what they are writing. They can understand the meaning of words much easier through sound than purely through writing.

Number of word predictions

The word predictor contains up to 20 words per column that you can navigate through. To see more or fewer predicted words, you can adjust the size of the prediction screen by dragging the bottom edge of the window with your mouse.

Please note

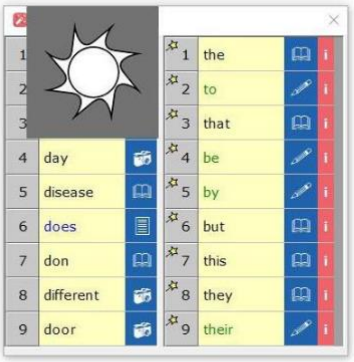
If you stop typing in the middle of a word, lose your place in the document and start typing again, you may run into problems if the program you are using is not fully supported Depending on the program you are using, Alinea will either continue predicting the word you started typing earlier or begin from the second part of the word. See Supported applications on page 37.

Tip

Are you unsure about how to write a word? If you type slower then you will immediately be able to see whether you have made an error. If there are no suggestions on the left-hand side, then you have probably made an error.

Extra information about a word

Next to each word, there is an icon of a camera, a pencil, a list or a dictionary.

	This icon is visible if there is an image available. In the primary education profiles, the image is shown in a pop-up. Hover over the camera icon until the pop-up appears. In the other profiles, you can view the image by clicking on the icon. 
	If a pencil appears next to the word, there is an example sentence and/or image available for this word. Click on the word to read the example sentence aloud. If you click on this button, the dictionary window will open in the tab that you last had open. You will then see a tab with an example sentence (‘Example’ tab). Click on this tab to view the example sentence. See ‘Example’ tab on page 71.
	If a list icon appears next to the word (only for verbs), you can view the full verb conjugations for the word in the dictionary window. Click on the icon to open the window with the verb conjugations. See Verb conjugations on page 72.
	If you click on the dictionary, the dictionary window will open so you can view the definition of the word. See ‘Dictionary’ tab on page 71.

Visual support

Some types of words are color coded in the prediction window, which makes them easier to identify.

Background color of the word

Yellow background: words from the basic glossary or extended glossary.

balls

Orange background: word pairs (a word that was previously combined with the word before it).

behind

Light background: words from the custom glossary (e.g. place names in Belgium).

Lichtaart

Color of the letters

Black words: words without any special correction attributes

balls

The **homophones** – words that sound the same but are not spelt the same – are colored green (e.g. pair and pear).

bale

Note:

If you click on the dictionary icon next to the words marked homophones, you will be given an explanation of the word with the correct usage. Other words are also suggested next to the insert field at the bottom of the dictionary tab. If you click on a word, you will see the definition and the homophone.

All **verbs** are shown in blue font (e.g. place, placed, have placed etc.)

balance

If you type two separate words that can also be written as **one word** (compound words), the text is colored red (e.g. daylight).

football

Note:

If the word you have typed can also be joined with the previous word to create a different word, this word is shown in red in the list.

You can adjust the color coding by going to 'Settings', 'Display' tab.

Selecting a word

There are many ways to select a word:

You can select a word by clicking on it. Then you can use the arrows on your keyboard to navigate to the other words.
If the Alinea word prediction window is configured to follow your cursor, you can use the down arrow to navigate to the first word in the left-hand column of the word prediction window. Then you can navigate to the other words using the arrows on your keyboard.
If the word prediction window does not follow the cursor, you can press the Ctrl key and the down arrow to get to the first item. Then you can navigate to the other words using the arrows on your keyboard. You don't need to press and hold the Ctrl button to do this.
The combination Ctrl and down arrow can also be used if the word prediction window is configured to follow the cursor.

Selections are displayed with a blue border around the selected word. In the example below, the word ‘did’ has been selected.

Selected words are read aloud by the configured voice. If there are one or more example sentences available, they are also read after the selected word.

Inserting a word into a text

To insert a word into your text, all you need to do is to double-click on the grey button with a number situated to the left of the word, or click on the word itself. A space is always added after the inserted word.

Another way to insert a word is to select the word (until it has a border around it) and then press Enter, or type a space or a punctuation mark. The selected word will be inserted, followed by the space or punctuation mark (full stop, comma, exclamation mark or question mark) you have pressed. If you press the Enter button, only the selected word is inserted, with no space or punctuation mark.

Keyboard shortcuts for selecting or inserting words

You can select and insert words much quicker using the keyboard shortcuts.

The keyboard shortcuts consist of a combination of the Ctrl key and a number, or one of the function keys at the top of your keyboard (F1, F2 etc.).

In the settings, you can determine which keyboard shortcuts you wish to use for inserting words (see Options for keyboard shortcuts on page 43). The default option is ‘Function key’.

The keyboard shortcuts for inserting words from the left-hand column:

Inserting words from the **left-hand column**	‘Ctrl’ option	‘Function key’ option
Insert the first word	Ctrl + 1	F1

Insert the second word	Ctrl + 2	F2
And so on...		

The keyboard shortcuts for inserting words from the right-hand column:

Inserting words from the **right-hand column**	'Ctrl' option	'Function key' option
Insert the first word	2x Ctrl + 1	2x F1
Insert the second word	2x Ctrl + 2	2x F2
And so on...		

Other ways to insert words from the right-hand column:

Inserting words from the **right-hand column**	'Ctrl' option	'Function key' option
Insert the first word	Ctrl + Shift + 1	Shift + F1
Insert the second word	Ctrl + Shift + 2	Shift + F2
And so on...		

Note:

If you use a keyboard shortcut to insert a word, a space is always added after the inserted word.

The position of the word prediction window

The word prediction window has a default position on your screen. You can then drag the window to the desired position.

If you would prefer the window to follow your cursor when you type, you can adjust this in the settings (see Word predictor window follows the cursor on page 42). These settings only apply to the profile that is currently active.

Tip

In certain applications (e.g. OpenOffice), Alinea cannot find the cursor. This means the word prediction window will not appear. Untick the option 'Follow cursor' so the window appears in the usual position.

Supported applications

Alinea works in almost all programs in which text can be typed: Microsoft Word (2003 or higher), Kurzweil 3000, Internet Explorer, Microsoft Excel and so on. Any application in which you use a cursor can, in theory, be used with Alinea.

Basic support

In most programs, Alinea's word predictor works with any new words that are typed (from when the first letter is typed). This is called **basic support.**

An example

The user starts writing the word 'book' by typing 'boo'. Alinea predicts 'book' and words that start with 'boo' or 'book'.
The user edits a text which has the unfinished word 'boo' and adds a 'k' on the end. Alinea then predicts words that **start with a 'k'.**

Programs with basic support

Microsoft Outlook
Microsoft Excel
Skype
Internet Explorer
Google Chrome

Mozilla Firefox
etc.

Full support

Some programs can use word prediction with **full support**. This means that even half-finished words can be predicted by the word predictor and finished by the user.

An example

The user starts writing the word ‘book’ by typing ‘boo’. Alinea predicts ‘book’ and words that start with ‘boo’ or ‘book’.
The user edits a text which has the unfinished word ‘boo’ and adds a ‘k’ on the end. Alinea predicts words that **start with ‘book’**.

Programs with full support

Microsoft Word (2003 or higher)
WordPad
Notepad
Kurzweil 3000
etc.

Tips

If, in a certain program, word insertion with the mouse is not working, you can always use the keyboard shortcuts to insert a word instead.
If you want to ensure that you always have correct word prediction, write words without stopping in the middle and avoid moving your cursor to another position in the document or switching to another program.

3.5.2. Spellcheck

You can also choose to write uninterrupted and then, after you're finished writing all, or part of, the text, check your text for mistakes. To do this, use the ‘Spellcheck’.

You can use Alinea's spellcheck for writing in English, French and German.

You can also use the spellcheck function when using the ‘Alinea PDF function and making notes (see Writing with Alinea on page 84).

If you switch to this mode, a word prediction window appears in which the predicted words are not based on the first letters, but instead on the full words you have typed. At the top of the spellcheck window, you will see the word you have typed (in this example, the word ‘high’).

The left column contains words that are taken from the active glossaries. This list consists of the selected word (e.g. ‘high’) and words with 1 or 2 additional letters (e.g. ‘higher’). If the selected word cannot be found in the active glossaries, this column will be empty.

The right-hand column contains suggestions based on possible spelling mistakes. In the primary school profiles, this column has a magic wand icon on the grey insert buttons. The magic wand ‘magically’ removes your mistakes.

Opening the window

For applications with full support

In applications with Full support, you can open this window by clicking on the ‘spellcheck’ button in the Basic window . In this window, you will see a

prediction for the word in which the cursor is positioned. This word will be selected in the text.

Another way to open the window is to double-click on a word in the text. The selected word will appear at the top of the window.

For applications with basic support

In applications with Basic support, you can only open the window by double-clicking on a word in the text.

Inserting a word into the text

For applications with full support

When you double-click on a suggested word, this word will replace the selected word in the text. You can also insert a word by clicking on the grey button next to one of the suggested words.

When the selected word has been replaced, the next word in the text will automatically be selected. This word will appear at the top of the window.

You can also navigate to the previous and next words using the buttons with left < and right arrows >

Tip

In Microsoft Word, typing errors (typos) are underlined in red. This is not a spellcheck, as it only checks for typing errors. Use it as a guideline but be sure to thoroughly check these words with Alinea's spellcheck.

Tip

If you want to check your entire text, place your cursor at the start of the text. Check this word and replace it if necessary, Then go to the next word by pressing the button with the right arrow >. Continue this process until you have reached the last word in the text.

For applications with basic support

In applications with basic support, you can insert a word by double-clicking on it or by clicking on the grey button.

In contrast to fully supported applications, the next word will not be automatically selected. You are also not able to navigate using the arrows. If you want to continue the spellcheck, double-click on the next word you want to check.

Which words are shown?

When you switch to this mode, you will see a similar word prediction window, however, it now contains suggestions based on words that have already been fully typed out.

At the top of the window, in the white box, you will see the selected word from the text. In the example above, this is the word ‘high’.

In the left column

If the word can be found in the active glossaries, the word will appear in the left column (e.g. ‘high’). This column also contains suggestions of words that have 1 or 2 more letters than the selected word and that are also found in the active glossary (e.g. ‘higher’).

In the right column

The suggestions in the right column are based on possible spelling mistakes. By default, the word predictions in the right column only take into account correction rules that have been ticked in the settings. The better you match Alinea's settings to the mistakes that fit your error profile, the higher the chance that the word you wanted to write will appear in the word prediction list, and the higher up on the list it will appear. In the primary school profiles, this column has a magic wand icon on the grey insert buttons. The magic wand ‘magically’ removes your mistakes.

More suggestions

If the word you wanted to type is not listed in the left or right columns, click on the plus sign +. You will then be shown suggested words from the most extensive glossary. In the right column, you will also see word predictions that take into account all possible correction rules. This will provide you with many more suggestions.

Click on the button with the minus sign - to go back to the word predictions based on your configured correction rules.

Tips

If there are no words in the left column, this means that the word cannot be found in the active glossaries. Therefore, the word is probably spelt incorrectly. Check the alternative words in the right column.

If there are words in the left column, remember to also check the alternatives in the right column. The word you intended to write may be listed there. Pay particular attention to the homophones (green) and the verbs (blue);

If you are struggling to choose between words, listen to the example sentence(s), view the image or look up the verb conjugations or definition in the dictionary.

3.5.3. Dictionary

Click on the 'Dictionary' button to open the dictionary window.

See chapter Look up on page 69 for more information about the dictionary.

3.5.4. Read

Alinea not only reads the predicted words and dictionary definitions aloud. You can also read texts with Alinea.

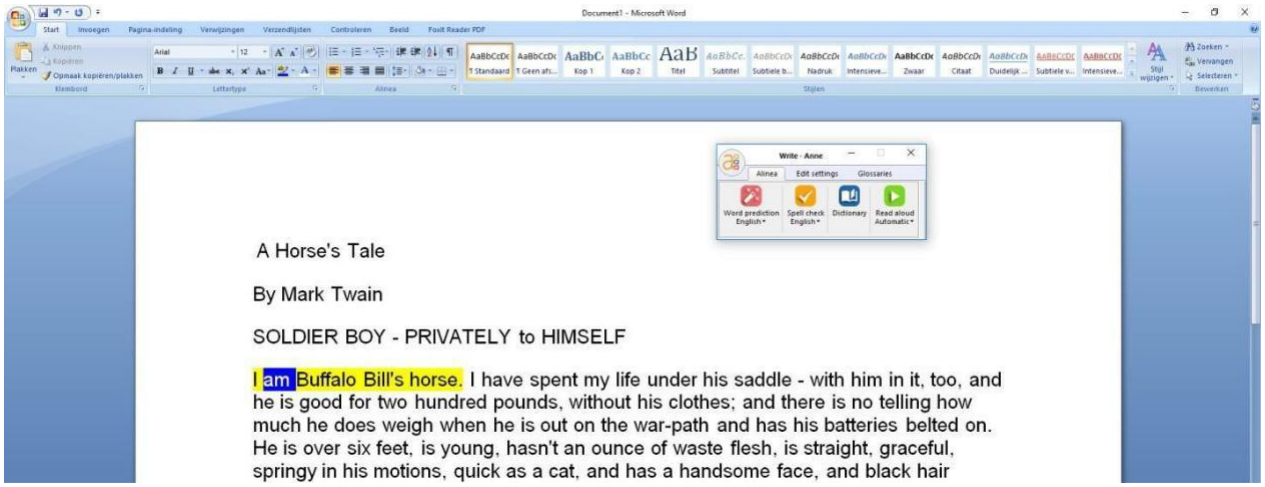
Use the read button on the Basic window or the keyboard shortcut F12. There are different ways to initiate reading, depending on the program in which the text is opened.

Reading from the cursor position

You can start reading from the cursor position in Microsoft Word (2003 or higher), in WordPad and in Notepad.

Place the cursor at the desired position and press the read button or F12.

In Microsoft Word (2003 or higher) and in WordPad, the text read aloud will be indicated with a double highlight: the sentence being read is marked in yellow and the word being read will be highlighted in a different color.



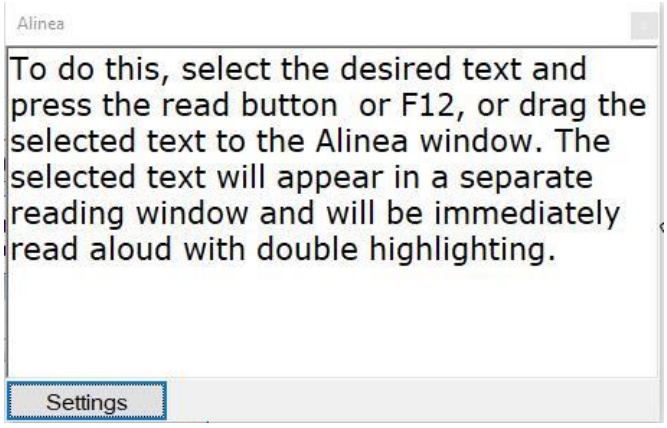
Note:

In Notepad, only the word that is currently being read aloud will be highlighted, but not the sentence around it.

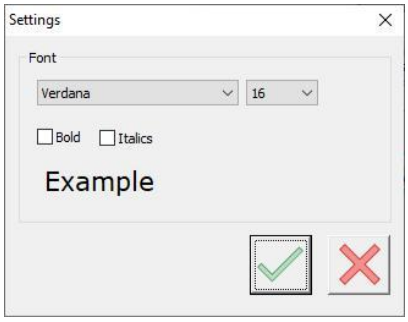
Reading selections aloud

You can select a text, or part of a text, and have this selection read aloud in all programs in which you can select text (e.g. Internet Explorer, Microsoft Word (2003 or higher)).

To do this, select the desired text and press the read button or F12, or drag the selected text to the Alinea window. The selected text will appear in a separate reading window and will be immediately read aloud with double highlighting.



By default, the text in this window is shown in the 'Verdana' font, with a font size of 16. If you click on the 'Settings' button, you can adjust the font and font size in the following dialog box:



The text in the reading window is read aloud with double highlighting (yellow for the sentence and another color for the word that is currently being read aloud).

Clipboard reader

When the clipboard reader is active, Alinea displays the text that you have copied (that is therefore stored on the clipboard) in a new window. The text Alinea reads aloud will be indicated with a double highlight: the sentence being read is marked in yellow and the word being read will be highlighted in a different color.

By default, the text in this window is shown in the 'Verdana' font, with a font size of 16. If you click on the 'Settings' button, you can adjust the font and font size of the text in the Clipboard reader.

Note:

By default, the clipboard reader is switched off. You can activate the clipboard reader by ticking the 'Clipboard reader' box ☐ Clipboard reader on the Basic window or by using the 'Settings' button and going to the 'Reading' tab. Tick the 'Clipboard reader' box.

3.6. The Alinea button

3.6.1. Profiles

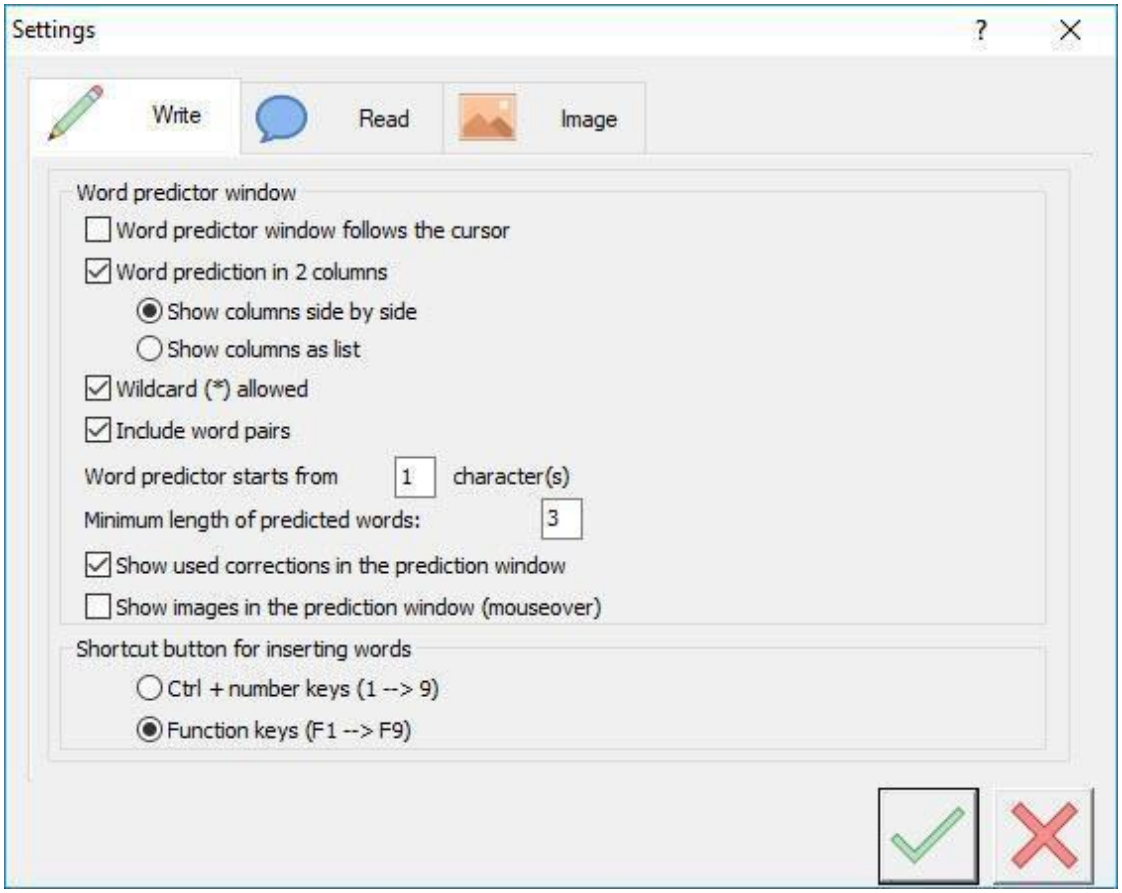
Click on the menu item, ‘Profiles’, to return to the Startup screen.

3.6.2. Settings

Click on the menu item, ‘Settings’, to go to the settings window.

You can optimize Alinea for each profile by adjusting the settings to the user's preferences, both in terms of content and display.

‘Write’ tab



In the ‘Writing’ tab, you can determine how the word prediction window should behave.

Word predictor window follows the cursor

This option is switched on by default. This means the word prediction window will always try to follow the cursor.

If this option is unticked, the word prediction window will stay at a fixed position on the screen. You can then drag the window to your preferred position on the screen.

Note:

You can also switch this option on and off in the Basic window.

Word prediction in 2 columns

This option is switched on by default. This means the predicted words will be shown in two columns. The first column contains words that are based on the letters that have already been typed (basic word predictor). The second column contains corrected words based on potential mistakes in the first few letters.

If you untick this option, the predicted words will be shown in one column. Both the standard words and corrected words will be shown in one single list, beginning with the words from the basic word prediction.

If the word prediction is shown in two columns, you can choose to display these columns next to each other or on top of each other.

Wildcard (*) allowed

This option is switched on by default. This means you can use the symbol * as a wildcard. You can use this symbol to indicate that you do not know which letter a word begins with. The wildcard replaces 1 to 3 letters. The wildcard can only be placed at the start of the word.

Example: *oco will predict the word chocolate, among others.

Include word pairs

With this option, only word pairs that match the typed text are shown at the top of the word prediction window (see Background color of the word).

Word predictor starts from x character(s)

The standard value for this option is 1. This option determines how many words you need to type before the word predictor is activated. In order to always see the word predictor when typing, this value must be set to 1.

If you want the word predictor to only start after you have typed several letters, you can adjust the settings. You can also set the minimum length of the words that are suggested.

Minimum length of predicted words

This option prevents small words from appearing on the prediction list. When the minimum length of 3 is configured, words with 2 characters or fewer (I, me, it, we etc.) are not shown in the word prediction window. You can adjust the minimum length by entering a number in the input box. The standard value for this option is 3.

Show used corrections in the prediction window

Using the i button or , you can check which correction rules were used to predict corrected words (see Evaluation corrections on page 49). By default, the i button is shown in the prediction window. If you don't want this option, you can untick the box.

Show images in the prediction window (mouse over)

Many of the words also have an image. You can quickly view the image in the prediction window by hovering your cursor over the camera icon until the pop-up appears (see Extra information about a word on page 34).

This box is ticked by default in the ‘Primary education’ profiles. In the ‘Secondary education’ and ‘Adults’ profiles, this box is unticked by default.

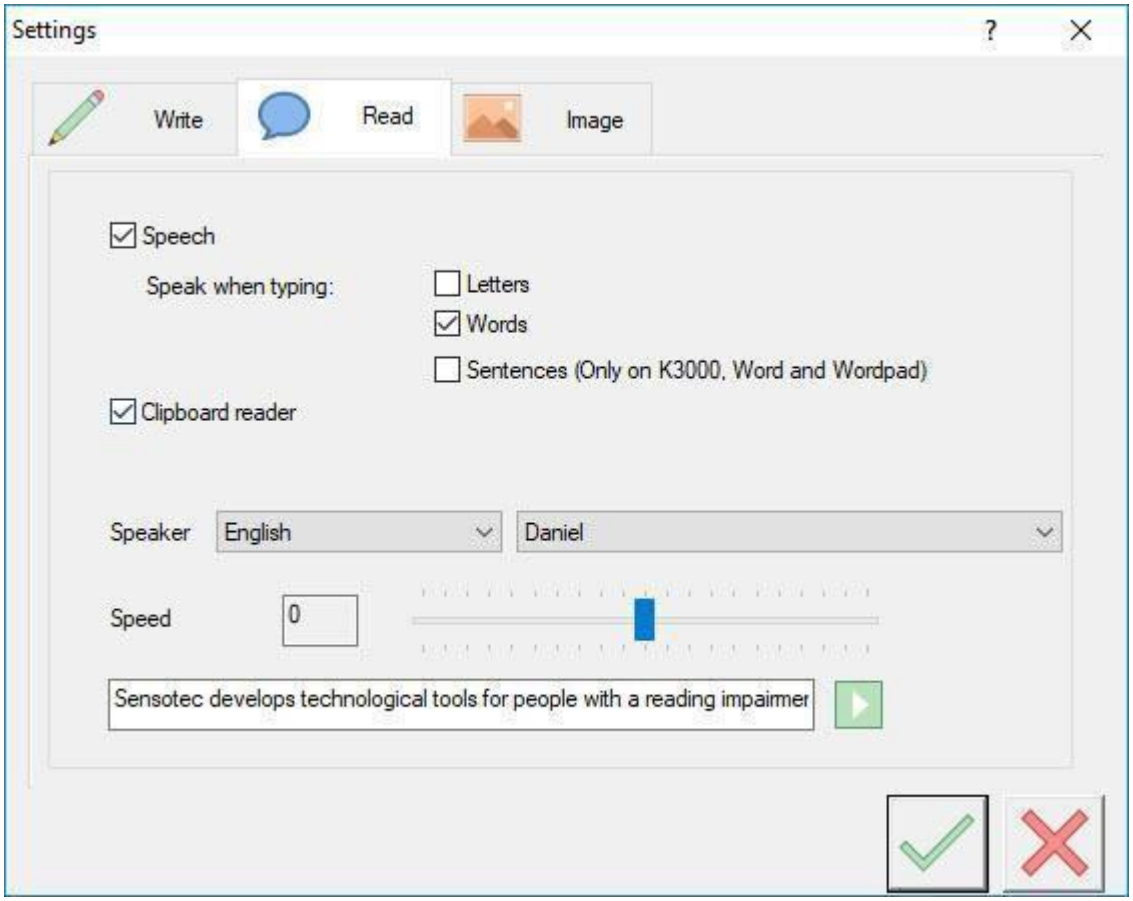
Options for keyboard shortcuts

You can insert words from the prediction window by double-clicking on them or by using a keyboard shortcut.

The keyboard shortcuts consist of a combination of the Ctrl key and a number, or one of the function keys at the top of your keyboard (F1, F2 etc.). You can set whether you want to use the Ctrl key or the function keys.

You can read about how and when to use the keyboard shortcuts in the section Keyboard shortcuts for selecting or inserting words on page 36.

'Read' tab



Speech

With this option, you can turn off all speech in Alinea. Alinea will then provide no auditory support.

Note:

You can also switch this option on and off in the Basic window.

Speak when typing

With this option, you can configure how the typed text should be read aloud: per letter, per word (reading begins once the word has been written) or per sentence (reading begins once the sentence has been completed).

Sentences can only be read aloud in fully supported applications Supported applications on page 37).

By default, the options 'Words' and 'Sentences' are ticked.

Clipboard reader

Tick the box if you want the text you copy (on the clipboard) to be automatically read aloud.

Note:

You can also switch this option on and off in the Basic window.

Speaker

Select the language and the voice that will read the text aloud. You can choose a voice per language. In this list, you will find Alinea's voices as well as voices from other applications that are already installed on your computer (SAPI voices).

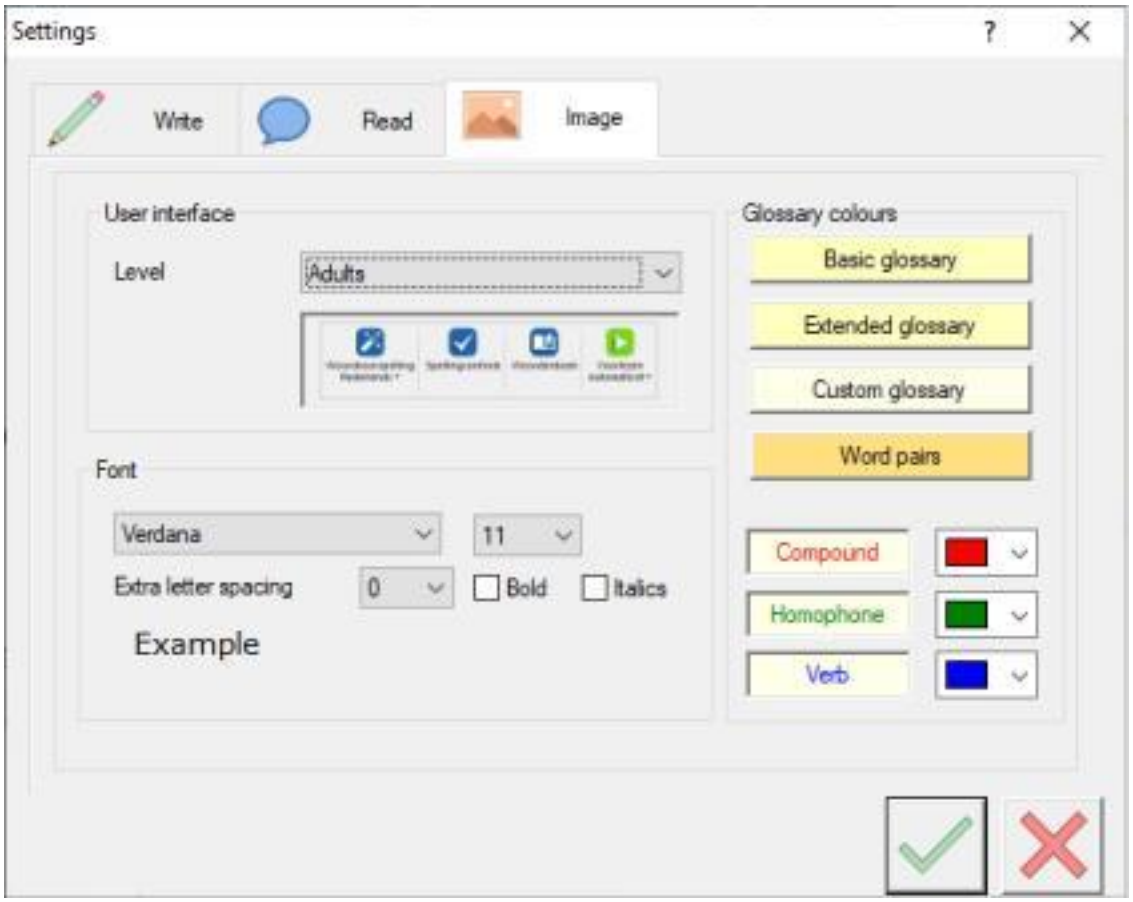
Speed

Move the slider to adjust the reading speed.

Example sentence

Press the play button to hear the example sentence read aloud with the selected voice and speed. If you wish, you can also enter your own example word or sentence.

'Image' tab



User interface

In the 'Image' tab you can choose the appearance of the buttons. The buttons have a different appearance depending on your profile level (Primary education, Secondary education, Adults).

Please note

These settings only affect the appearance of the buttons. The glossaries you have chosen when creating your profile will remain the same. In addition, all other settings remain unchanged.

<u>Primary education</u>

If you choose 'Primary education', you will see colorful buttons with pictures of animals:

Owl (wise): word prediction
Dolphin (leaps in the water): spellcheck (leaps from one word to the next)
Cat (curious): dictionary
Duck (quacks): Read

In the prediction window, you will see that the grey insert buttons in the right-hand column have a magic wand icon. The magic wand 'magically' removes your mistakes.

Secondary education

If you click on ‘Secondary education’, you will see the same colorful buttons, but without the images of animals.

In the word prediction window, there is no magic wand icon on the grey insert buttons in the right-hand column.

Adults

If you choose ‘Adults’, you will see blue buttons (except the ‘Read’ button, which needs to stand out), without images of animals.

In the word prediction window, there is no magic wand icon on the grey insert buttons in the right-hand column.

Glossary colors

The predicted words are color coded according to the list they belong to.

Basic glossary

Click on this button to adjust the background color of the words in the basic glossary. The text color is automatically changed to either black or white for optimal readability.

See Background color of the word on page 35.

Custom glossary

Click on this button to adjust the background color of the words in the custom glossary. The text color is automatically changed to either black or white for optimal readability.

See Background color of the word on page 35.

Extended glossary

Click on this button to adjust the background color of the words in the extended glossary. The text color is automatically changed to either black or white for optimal readability.

See Background color of the word on page 35.

Word pairs

Click on this button to adjust the background color of the word pairs. The text color is automatically changed to either black or white for optimal readability.

See Background color of the word on page 35.

Compound words

Select a color from the list to adjust the text color of the compound words. You will see the combination of text color and background colors of the different glossaries when you move your cursor over the different glossaries.

See Color of the letters on page 35.

Homophones

Select a color from the list to adjust the text color of the homophones. You will see the combination of text color and background colors of the different glossaries when you move your cursor over the different glossaries.

See Color of the letters on page 35.

Verbs

Select a color from the list to adjust the text color of the supported verbs. You will see the combination of text color and background colors of the different glossaries when you move your cursor over the different glossaries.

See Color of the letters on page 35.

Font

Font

With this option, you can select which font you wish to use in the prediction window.

Font size

With this option, you can set the font size of the text in the prediction window. The prediction window automatically adapts to the font size so the letters are shown correctly. If the window is too narrow to display the words in full, the window can be widened by dragging the right edge of the window to the right with the mouse.

Extra letter spacing

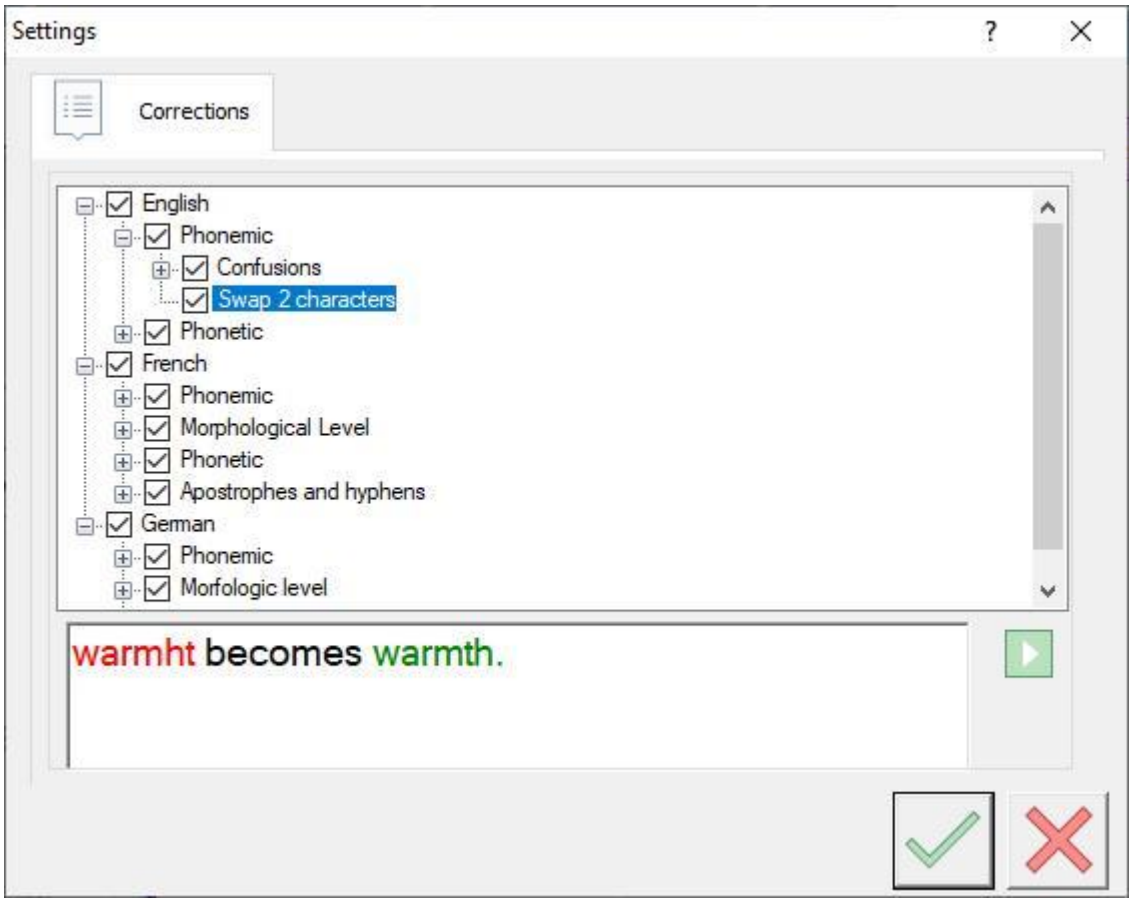
With this option, you can set the distance between the characters in a word. By default, this value is set to 0 (no extra letter spacing).

Bold, italics

With this option, you can choose to display words in the prediction window in bold or italics.

3.6.3. Corrections

Click on the menu item ‘Corrections’ to display the window with the correction rules.



In this tab, you can switch the categories of word corrections on or off.

Categories

Alinea takes into account different types of spelling mistakes you can make. They are grouped into three categories:

Sound-based (phonemic)
Grammatical (morphological)
Knowledge-based (etymological)

Within each category, there are several subcategories with correction rules. In order to view these subcategories, click on the button with a plus sign.

If you click on a correction, you will see one or more examples to clarify the correction. If you click on the read button next to the example, the examples are read aloud.

If a correction has a tick next to it, this means that Alinea is assuming you are likely to make this sort of mistake. Alinea will then provide suggestions to correct these kinds of errors when you type some text.

If you tick or untick a category of corrections, all the components (subcategories or corrections) within this category are also ticked or unticked. You can also tick and untick the individual categories.

When no categories of corrections are ticked, Alinea will only predict words that are formed with the letters you have typed.

Optimizing corrections

When you create a new profile, by default, all categories of corrections are ticked. For Alinea to work optimally, it's important to adapt these corrections to the user's individual error profile.

For each possible correction that is ticked, Alinea will take into account a wider pool of words in the word prediction. The better you match Alinea's settings to the mistakes that fit your error profile, the higher the chance that the word you wanted to write will appear in the word prediction list, and the higher up on the list it will appear.

The more unnecessary correction rules you switch off, the better the word prediction and spell check will be adapted to your profile. For example, if you never mix up the letters b and d, turn off this correction rule. Your speech and language therapist or teacher can help you with this.

Evaluation corrections

You can view a list of the errors Alinea has taken into account when predicting corrected words. To see this list, select the corrected word in the prediction list and press Ctrl + I or click on the I button or in the prediction window. In a separate window, Alinea will explain which correction rules were applied when predicting a certain word.

At the top of the window, you can view the word frequency. The higher the frequency, the more often it's used.

Click on the tick underneath the correction rule for more information. This information can be used to optimize your profile. If you notice that certain corrections are not necessary for you, you can untick them here.

3.6.4. Logbook

Click on the menu item ‘Logbook’ to view the logbook.

Alinea keeps a logbook per profile in which you can see which corrections were applied for words you have selected in the prediction window. Per applied correction rule, you can see how often it was used and for which words. The correction rules are categorized in the same way in the logbook as they are in the Corrections window.

You can use the logbook to adapt the correction rules and indicate which rules you want Alinea to apply. If you do not adjust the settings for the correction rules, the program will take into account all types of spelling mistakes. It's best to switch off correction rules that are never applied. Then the program will no longer take them into account. See Corrections on page 48.

Keep logbook

Use this option to indicate whether or not you want a logbook to be kept. This option is ticked by default.

View logbook

With this button, you can view the log file. The logbook comes in XML format (for Microsoft Excel) and in txt format (= text file). The log file cannot be edited in Alinea.

There are separate logbooks for English (EN), French (FR), and German (DE).

Save logbook

With this button, you can save the log file to a location of your choosing. The saved log file can then be edited.

Reset logbook

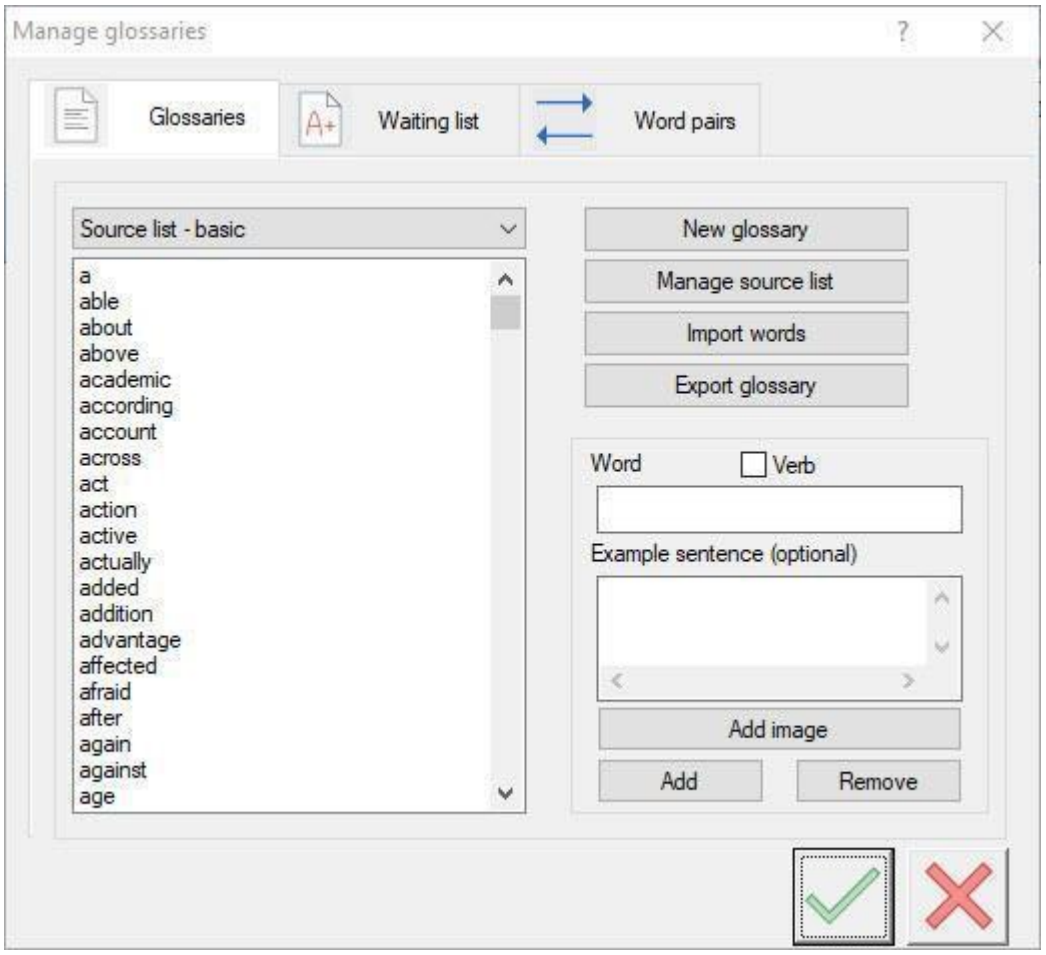
This button empties the log file for the currently opened profile. If you want to keep your old logs, save them first with the button ‘Save logbook’.

Brief statistics

The most common mistakes per basic category are shown in the window under the buttons.

3.6.5. Glossaries

Click on the menu item ‘Glossaries’ to display the window with the glossaries.



Types of glossaries

When words appear in the word prediction window, they are color coded according to the glossary Alinea has taken them from. See Background color of the word on page 35.

Source list

This list is chosen by the user when creating their profile (see Creating a profile on page 27). The source list contains the most frequently used words. You can choose from the following glossaries for your particular language level (primary or secondary education etc.):

English **Primary education** Empty list (0 words) 6000 words 10000 words 14000 words **Secondary education** Empty list (0 words) 6000 words 10000 words 14000 words **Adults** Empty list (0 words) 10000 words 14000 words	French **Primary education** Empty list (0 words) 3000 words **Secondary education** Empty list (0 words) 10000 words 15000 words **Adults** Empty list (0 words) 25000 words
German **Primary education** Empty list (0 words) **Secondary education** Empty list (0 words) 5000 words 10000 words **Adults** Empty list (0 words) 16000 words	

The source list records how often you use a word (the word frequency) and which other words you often combine with this word (word pairs).

The basic glossary contains the most frequently used words from the source list.

The extended glossary contains the less frequently used words from the source list. This list is usually larger than the basic glossary.

The words in the basic glossary will appear higher up in the list of predicted words than the words in the extended glossary, even if more corrections are required.

You can set the ratio between the size of the basic glossary and the extended glossary in the Manage glossaries window.

Homophones

Alinea also contains a list of homophones (words that sound the same but are written differently, e.g. ‘new’ (adjective) and ‘knew’ (past tense of know)), in addition to the basic and extended glossaries. By default, homophones are always linked to an example sentence.

There is a ‘Homophones’ glossary available with example sentences and images for all the languages: English, French and German.

You can also add to this glossary. See Editing words on page 59.

Verbs

Alinea checks whether verbs have been spelt correctly, but doesn't check the grammar.

If you opt for verb support, each valid form of a verb will be shown in the prediction list in the color for supported verbs—by default, blue.

You can consult the verb conjugations by clicking on the button with a list icon . Then you can insert the correct verb form into your text.

Custom glossaries

The custom glossaries are glossaries that the user has created themselves. They contain specific vocabulary such as legal terminology, words from geography lessons, biological concepts etc. These words are not included in the regular glossaries, but they may be useful when you are writing texts on specific subjects. There is no limit on the number of custom glossaries you can have. You can therefore create as many as you like.

If you want to use a custom glossary when writing a text, select the glossary in the 'Custom glossary' section in the Basic window.

Alinea records the word frequency for the custom glossaries, but doesn't record information about word pairs.

The custom glossaries are not linked to a language. You can select any custom glossary in the Basic window regardless of which of the three languages is currently active.

When managing the glossaries all custom glossaries are shown, regardless of which of the three languages is currently active.

See New glossary on page 56.

Waiting list

Words you type that are not found in the glossaries (new words, incorrectly spelt words, personal names) are placed on a waiting list by Alinea or—if they're correctly spelt—automatically added to the source list.

The waiting list is linked to the language that is currently active. All the words you write while using Alinea that are not in Alinea's glossary for the active language, are added to the waiting list for that language.

See Waiting list on page 53.

You can switch off the automated process of adding words to the source list: the words will be added to the waiting list with the incorrectly spelt words until you add one or more of these words to the glossaries, or delete them from the waiting list. See Automatic exchange between basic and extended glossary on page 56.

What words does Alinea suggest?

Word frequency

The words you use are assigned a frequency. The more often you use a word, the higher the frequency and the higher it will appear in the word prediction window.

The words in the source list have already been assigned a basic frequency. In addition, the words you add to the source list or your own glossaries will develop a frequency over time according to how often you use them.

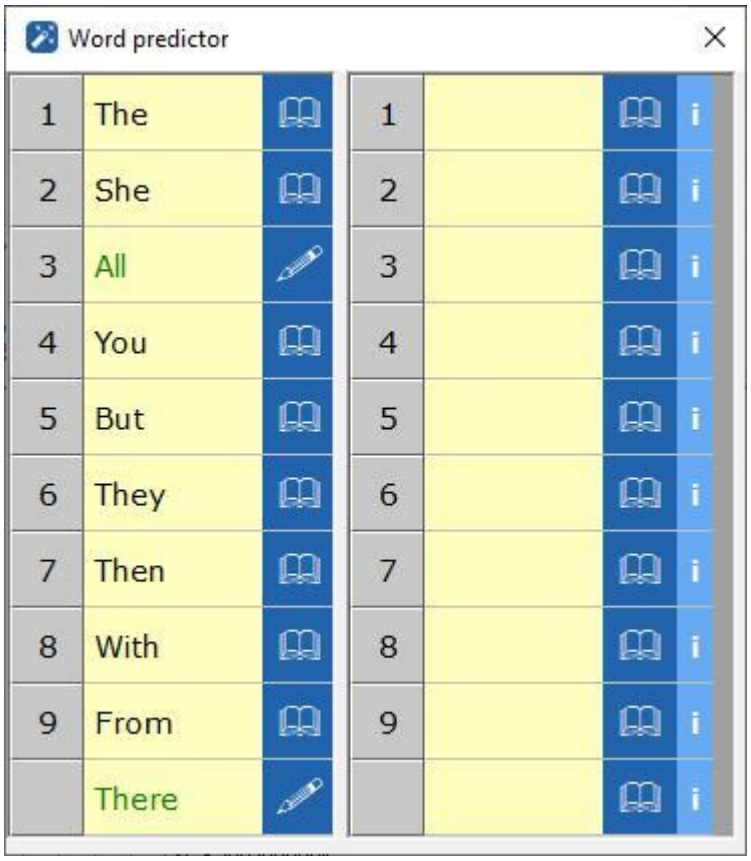
Word pairs

Alinea not only tracks the words you use, but also the frequently used combinations of words. Therefore, in the word prediction window, Alinea not only responds to the letters you type, but also takes into account the history of the words you have already used. This enables Alinea to provide you with better suggestions.

Words at the start of a sentence

When you start writing a new sentence, Alinea starts suggesting words. Alinea will suggest a number of words, the quantity of which will depend on your settings for the minimum length of the prediction words in the 'Writing' tab.

If the minimum length is set to two characters, by default, Alinea will suggest the following words at the start of a sentence:



Word priority

When predicting words, Alinea takes into account the glossaries, the word frequency and the previously formed word pairs.

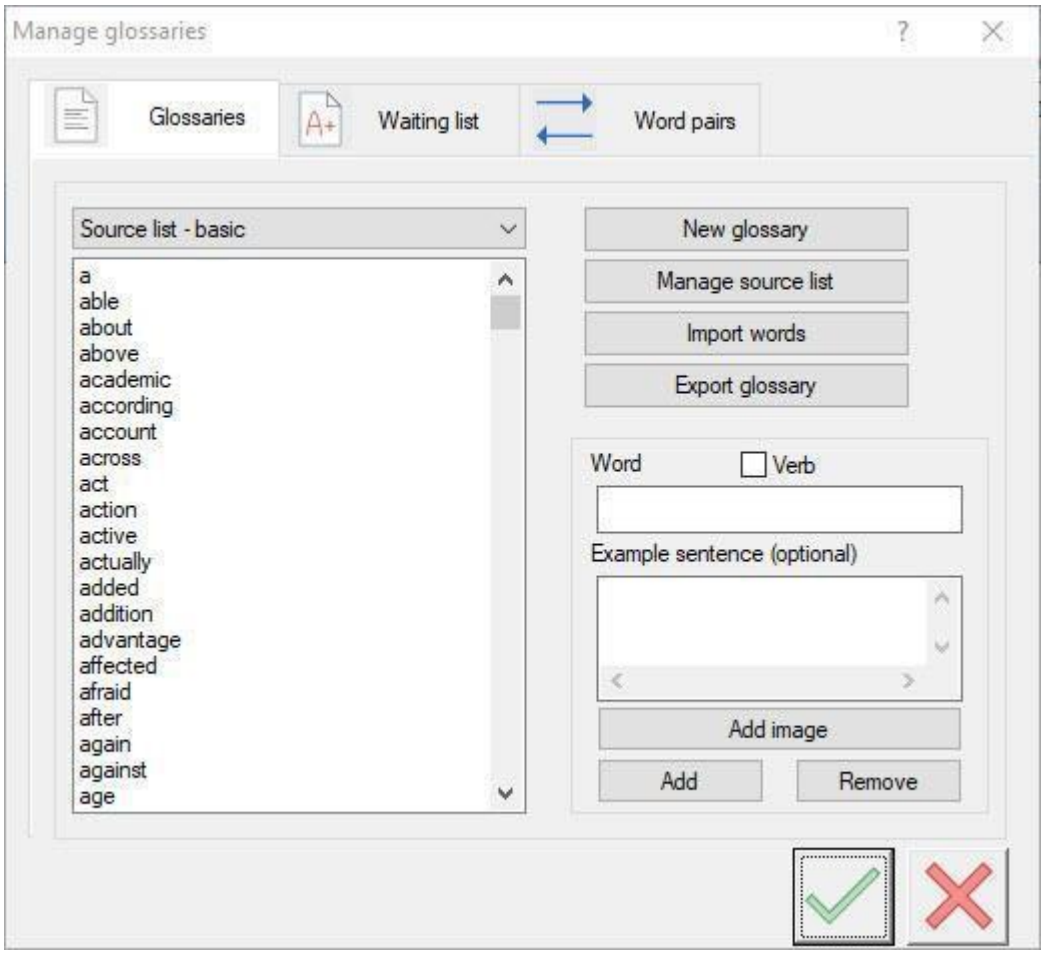
In the word prediction window, the words that you are most likely to want to use are shown higher up the list than words you are less likely to want to use. This makes it quicker for you to find the right words and insert them into the text.

The priority of words is determined based on the following criteria:

- Custom glossaries have a higher priority than the source list;
- Word pairs have a higher priority than the source list. Words that can form a word pair with the previously written word will appear higher on the list;
- The basic glossary has a higher priority than the extended glossary;
- The higher the word's frequency, the higher it will be shown on the prediction list;
- The fewer mistakes Alinea needs to correct in order to suggest a certain word, the higher the word will appear on the list.

Manage glossaries

‘Glossaries’ tab



In the ‘Glossaries’ tab, you can edit and remove existing glossaries and create new glossaries.

You can manage the English, French and German glossaries. You can view and edit the glossaries for the language that is currently active.

In the top-left corner of the ‘Glossaries’ tab, you will see a list of the glossaries belonging to the active user: the basic and extended glossaries, the list of homophones, the list of verbs and all the custom glossaries. You can select the glossary you wish to edit. When you open the tab, the basic glossary is selected by default.

When you open a glossary, all the words in the selected glossary are sorted alphabetically.

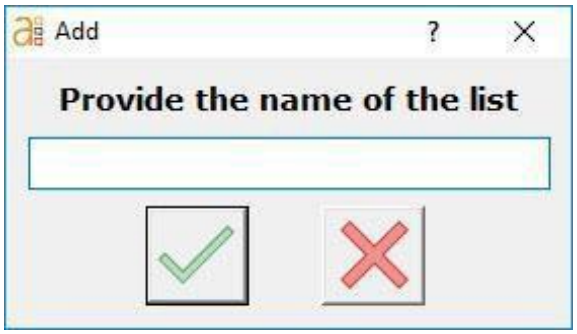
Use the buttons in the top-right corner to manage the glossaries. Use the fields in the bottom-right corner to add, edit or remove the words in the glossary.

Please note

All the glossaries for the active language (and all custom glossaries) are shown in this tab. Any changes you make to the source list (basic or extended), homophones or verbs apply to the active language.

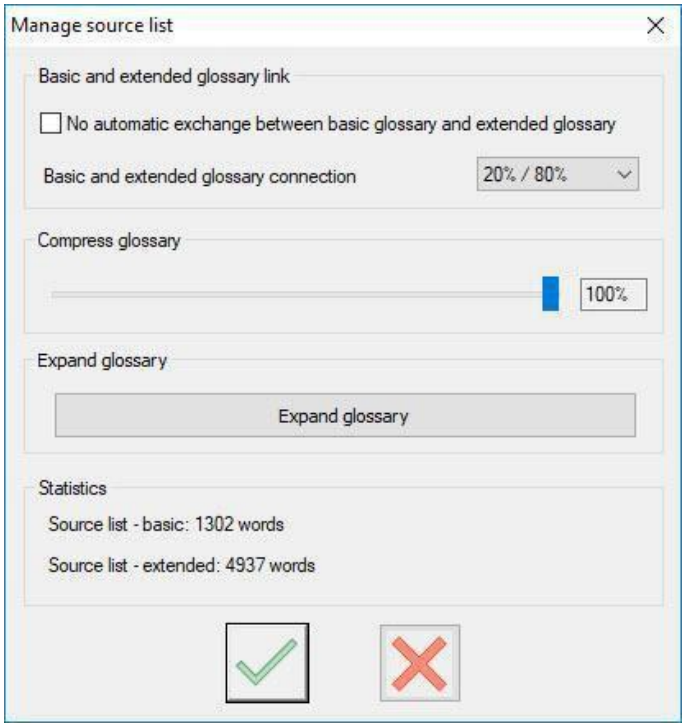
New glossary

You can use this button to create a custom glossary. Type in the name of the glossary and click on the green confirmation button. You can now add words to the new glossary.



Manage source list

This button is only visible if you have selected the basic glossary or extended glossary. The basic and extended glossaries make up the source list. Click on this button to open the settings window, 'Manage source list'. In this window, you can see how many words are in the source list and which words belong to the basic glossary and which belong to the extended glossary. You can also add words to your glossary.



Automatic exchange between basic glossary and extended glossary

When you use Alinea, the basic glossary is constantly updated. If a word from the extended glossary is used more frequently than the least frequently used word in the basic glossary, the word is moved to the basic glossary and the least frequently used word from the basic glossary moves to the extended glossary. If words are added (automatically or manually) to the basic or extended glossaries, the number of words in the basic glossary is adjusted.

You can switch off these constant updates by ticking 'No automatic exchange between basic and extended glossary'. This means the basic glossary will no longer be updated.

Edit basic and extended glossary connection

The basic glossary contains words from the source list that have the highest frequency of use. With the setting 'Basic and extended glossary connection', you can set the boundary between the basic and extended glossary. Select the desired ratio. For example, if the source list contains 10000 words and you choose a ratio of 20%/80%, the basic

glossary will contain the ~2000 words that have the highest frequency. The extended glossary will comprise the other 8000 words.

Compress glossary

The smaller the source list, the quicker and more accurate the word prediction will be. You can therefore choose to reduce or compress the source list and remove any unnecessary, unused words.

To compress the source list, use the slider in 'Compress glossary'. Under 'Statistics', you can view the effect the compression will have on the size of the basic and extended glossaries.

Please note

> Compressing the glossary is only useful once you have used Alinea intensively over a longer period of time. Then the words will have been assigned a frequency that matches your vocabulary;
> Only the chosen number of words are preserved: the most frequently used words will remain on the list, the least frequently used words will be permanently deleted and can no longer be looked up.

Expand glossary

Click on this button to add words to your glossary. This function may be useful when starting a new school year. You can retain your existing vocabulary and add to it with new words.

Delete glossary

This button is only visible when you have selected a custom glossary. The source list (basic and extended), the homophones list and the verbs list cannot be deleted.

With this button, you can delete the selected custom glossary.

Please note

The deleted glossary cannot be used again. You will be shown a warning message, asking if you are sure you want to delete this glossary. Confirm the deletion of the glossary by clicking on the green confirmation button.

Reset glossary

This button is only visible when you select the list of homophones or the list of verbs.

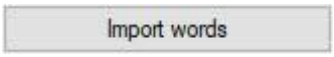
If you reset the homophones list, you restore the list to its original state, as it was created by Alinea. All newly added homophones are deleted from the homophones list and all deleted homophones are restored.

If you reset the verbs list, you update your choice of verb support:

> No verbs
> All verbs

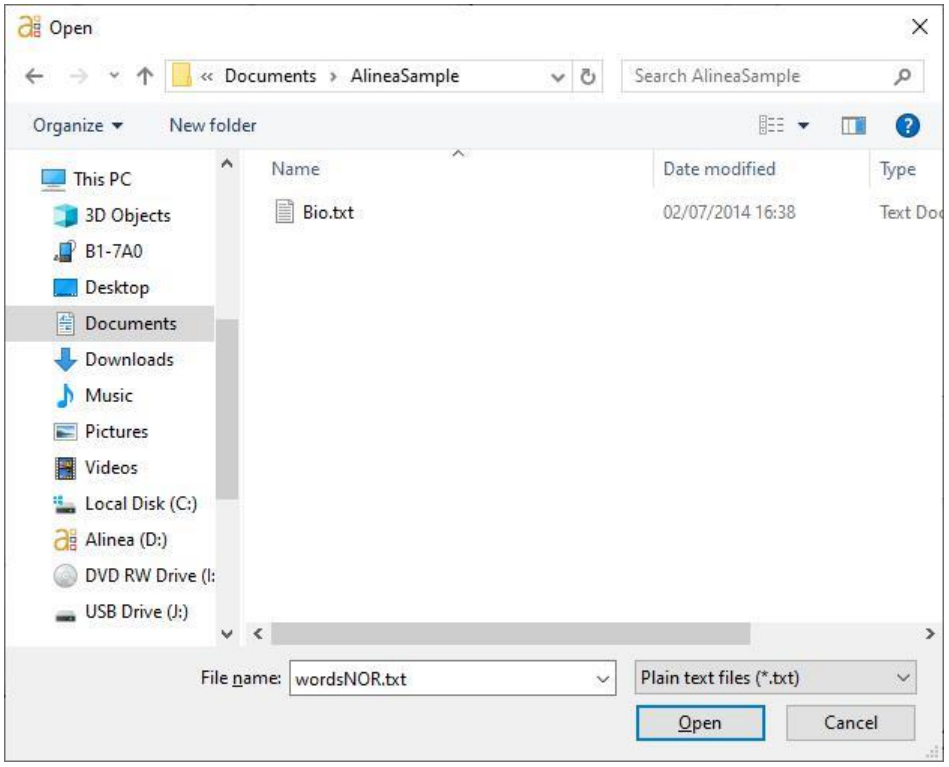
You can edit your choice or confirm your existing choice. By editing your choice, the list is restored to its original state, as it was created by Alinea. All words for which you edited the 'Verb' property are restored to their original state.

Import words

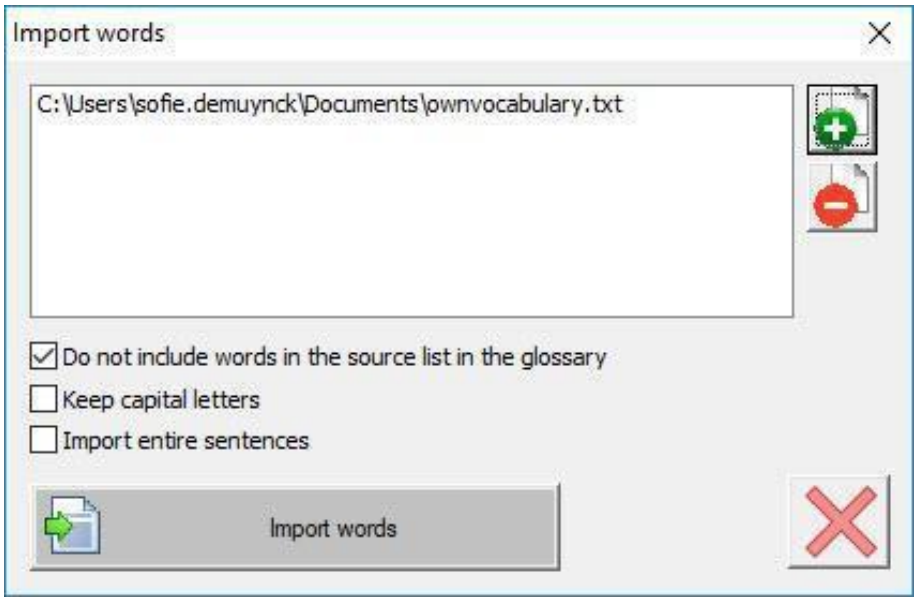


This button is only visible if you select a source list (basic glossary or extended glossary) or a custom glossary. With this button, you can add words to the selected source list or your custom glossary. The words you wish to import must be stored in a text file (with the extension .txt).

If you click on the button 'Import words', the 'Open' window will appear:



You can select several text files at once. Click on the 'Open' button and the 'Import words' window will appear:



The selected files will be shown in the list. Before you import the words, you can also add extra files or delete files from the list using the plus and minus buttons on the right side of the list.

When importing, you can switch the following options on and off:

Do not include words in the source list in the glossary:

Words that are already in your source list usually do not need to be added to your custom glossary. By default, only words that are not yet in the source list (basic and extended) are added to the glossary and this option is automatically ticked. If you want to add all words to the selected glossary, you must untick this box.

Keep capital letters:

When importing new words, you can choose to maintain all the capital letters. To do this, ensure that this option is ticked. For example, this option may be useful if you are importing a list of countries.
Please note: all the words in your txt file that have a capital letter and are being imported for the first time will always be shown with a capital letter in Alinea.

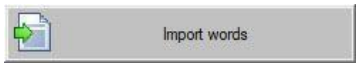
Import entire sentences:

You can not only import individual words to your glossary, but also combinations of words. For example, you can import names, addresses or expressions such as 'Yours sincerely'. When this option is ticked, Alinea will consider each line of your txt file to be a 'word' or expression. If you want to import phrases, write each new word or expression on a separate line in your txt file.

Note:

If you switch on both 'Keep capital letters' and 'Import entire sentences', you can import words such as 'New York'.

Click on the button 'Import words' to import the words and word pairs to the word list.



All words that are recognized as 'correctly spelt' are added to the list you have selected (one of your source lists or a custom glossary).

All words that are not recognized as being 'correctly spelt' are added to the waiting list.

The frequency of the words is also stored in the glossary. Words that appear several times in your imported text will appear higher up in the prediction window.

Export glossary

With this button, you can save all the words in a selected glossary in a text file (e.g. so you can import them into another program or read through them etc.).

Edit words

You can edit the words in the different glossaries:

Add words to the glossaries;
Remove words from the glossaries;
Add or replace example sentences;
Add, replace or delete images;
Indicate whether you wish to see the verb support for a selected word.

Note:

If you add or remove a word, the word is only added to or removed from the selected glossary;
If you edit the example sentence, image or verb support for a word, the change applies to all glossaries to which this word belongs.

Selecting a word

If you click on a word in a glossary, the word will appear in the 'Word' field on the bottom-right side.

You can also enter a new word in this field. If the word can be found in the selected glossary, the word will be selected on the list.

If the word is listed in one of the available glossaries, you will be shown any available additional information:

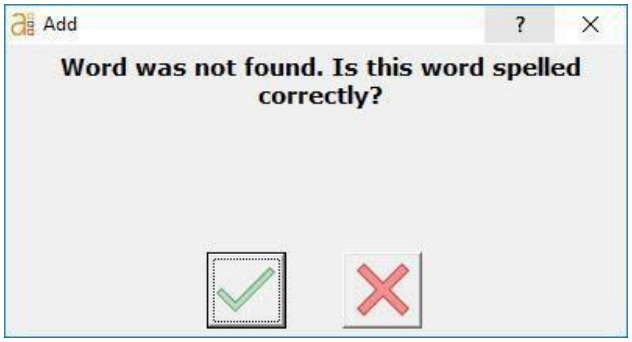
Is it a verb according to your selected verb support (see Reset glossary on page 57)?
Is there an example sentence?

This extra information is always shown if it is available, even if the word is not listed in the selected glossary.

Add a word

If you type in a word that is not already listed in the selected glossary, you can add this word to the glossary. Click on the 'Add' button underneath the field with an example sentence.

If the word is possibly misspelt, Alinea will ask if you are sure you have spelt the word correctly. Carefully check the word before you add it.



With this function, you can add new words or words that are listed in other glossaries to a selected glossary.

If you wish, you can also add extra information (verb support, example sentence and/or image) to the word.

Tip

You can not only import individual words to your glossary, but also combinations of words. For example, you can import names, addresses or expressions such as 'Yours sincerely'.

Verb support

Next to each word, you can see whether the verb support is switched on by looking at the 'Verb' checkbox. This only applies to the verb support that matches your user profile. It's possible for a word is to be a verb even if it is not marked as a 'verb'. It's also possible for a word to be recognized as a 'verb' for one user but not for another.

You can indicate that a file or a new word should be a supported verb if you think that the word matches your requested verb support. Tick the 'Verb' box and click on the 'Replace' button below the input field for the example sentence.

You can also edit the verb support for your profile (see Reset glossary on page 57).

Add or replace an example sentence

The example sentences are intended to clarify the use of a word. They are displayed when you look up the definition of a word (see chapter Look up on page 69).

If there is no example sentence available for a selected or newly created word, you can add an example sentence using the input field 'Example sentence'. Click on the 'Add' button below the input field.

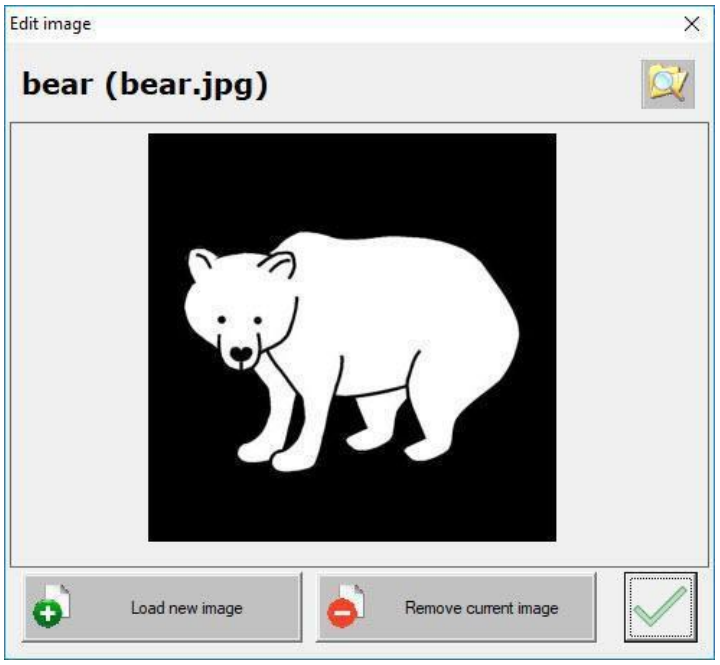
Existing example sentences can be replaced by typing a new sentence in the input field. Then, click on

'Replace'. **Add, replace or delete an image**

Images are intended to clarify the definition of a word. They are displayed when you look up the definition of a word (see chapter Look up on page 69).

Images can be added, replaced or removed from a word that has been selected or created in a glossary using the 'Image' button below the 'Example sentence' field.

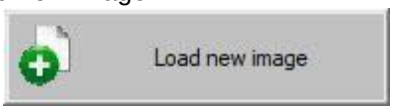
Click on the 'Image' button and a window will open in which you can edit the image:



In the ‘Edit image’ window you can add a new image with the ‘Load new image’ button, remove an image with the ‘Remove current image’ button and open the folder in Explorer that contains the images with the ‘Folder with images’ button.

Buttons:

Load new image



Remove current image

Folder with images

Please note

There can only be one image per word. If you add a new image, the old image will be deleted. If the word already has an image, you will see a warning message:

You can also add, replace or remove images using the Explorer on your computer by clicking on the button ‘Folder with images’ : this opens the folder with all the images in Alinea.

Notes:

When you save an image with the ‘Load new image’ button, the image is saved under the same name as the word it is linked to.

If you want to add a new image using the Explorer, you must give the image the same name as the word you wish the image to appear with (e.g. butterfly).

Accepted image formats: bmp, jpg, gif (e.g. file name = butterfly.bmp);

You can copy an image from another location on your computer to this folder. The image will then appear in the 'Example' tab for the word with the same name as the transferred image. The image 'butterfly.bmp' will therefore appear as the image for the word 'butterfly';

You can also transfer or delete an existing image.

Homophone

This field is only available when you select the 'Homophones' glossary.

If you are editing another glossary, you can switch to the 'Homophones' glossary by indicating whether a word must be linked to another word (or several words) as a homophone;

Select the word you wish to mark as a homophone from the existing glossary and then select the 'Homophones' glossary or type the word into the 'Homophone' input field;

If necessary, edit the example sentence and the 'Verb' selection.

Click on the 'Add' button to include the word in the 'Homophones' glossary.

If desired, add an image (see Add, replace or delete an image on page 60).

If you want to link a word to several homophones, you can type all the words into the 'Homophone' input field, separating them with a comma or a space.

Removing words

You can remove a word from a glossary by selecting it and clicking on the 'Remove' button.

Note:

The word will only be removed from the selected glossary and will potentially remain stored in another glossary.

Assigning words to another glossary

Select the glossary in which the word is listed;

Select the word that you wish to assign to another glossary by clicking on the word or typing it into the field;

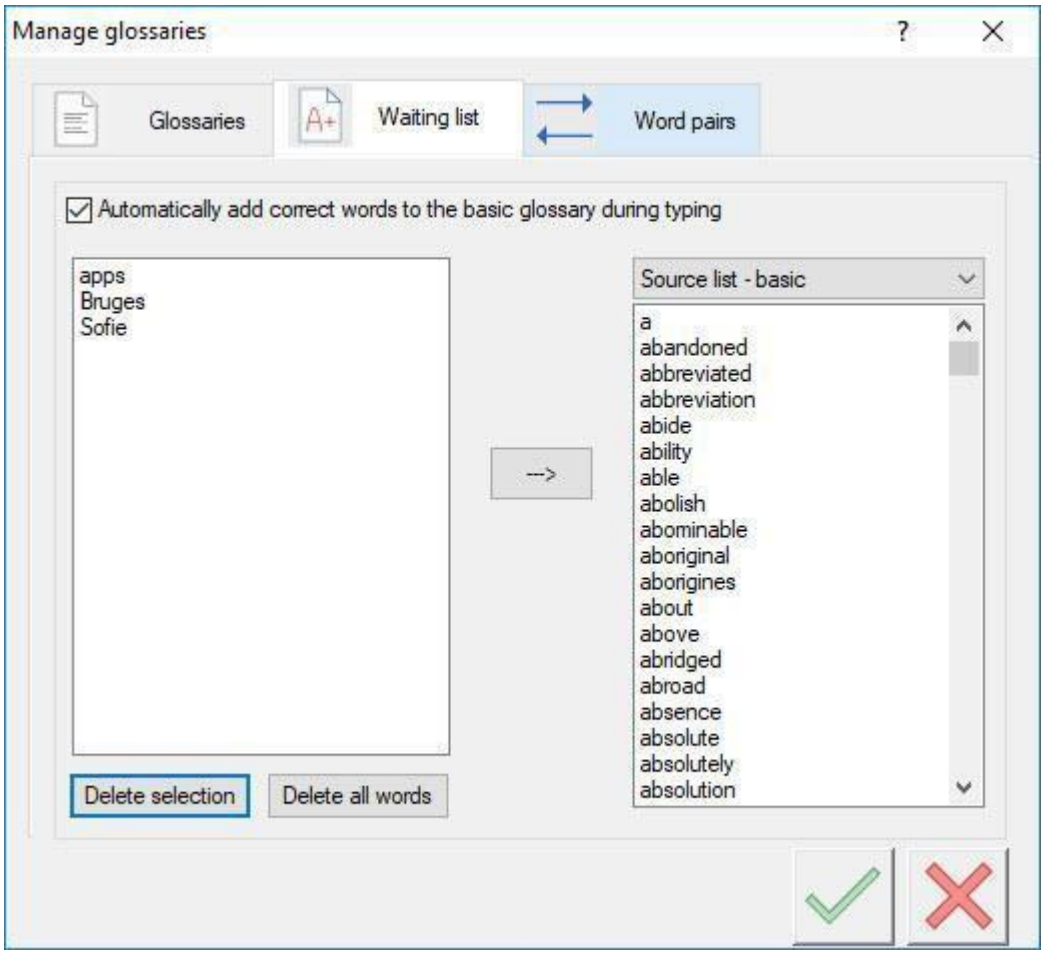
Select the glossary you wish to assign to the word and click 'Add'.

This will increase the likelihood of the word appearing in the prediction list. For example, you can add words from the basic glossary to another list (words in the other lists have priority in the prediction window) or move words from the extended list to the basic list.

'Waiting list' tab

All the words you type in Alinea that are not recognized by Alinea are placed on the waiting list. These words may be incorrectly spelt words, personal names or unfamiliar words.

You can add these words to your glossaries or delete them.



Adding words from the waiting list to a glossary

In the left-hand column, select the words that are spelt correctly;
In the selection field above the right-hand column, select the glossary you wish to add the word to.
Click on the arrow between the two columns.

All the selected words will therefore be added to the selected glossary.

Deleting words from the waiting list

In the left-hand column, select all the words that are incorrectly spelt and click on the ‘Delete selection’ button .

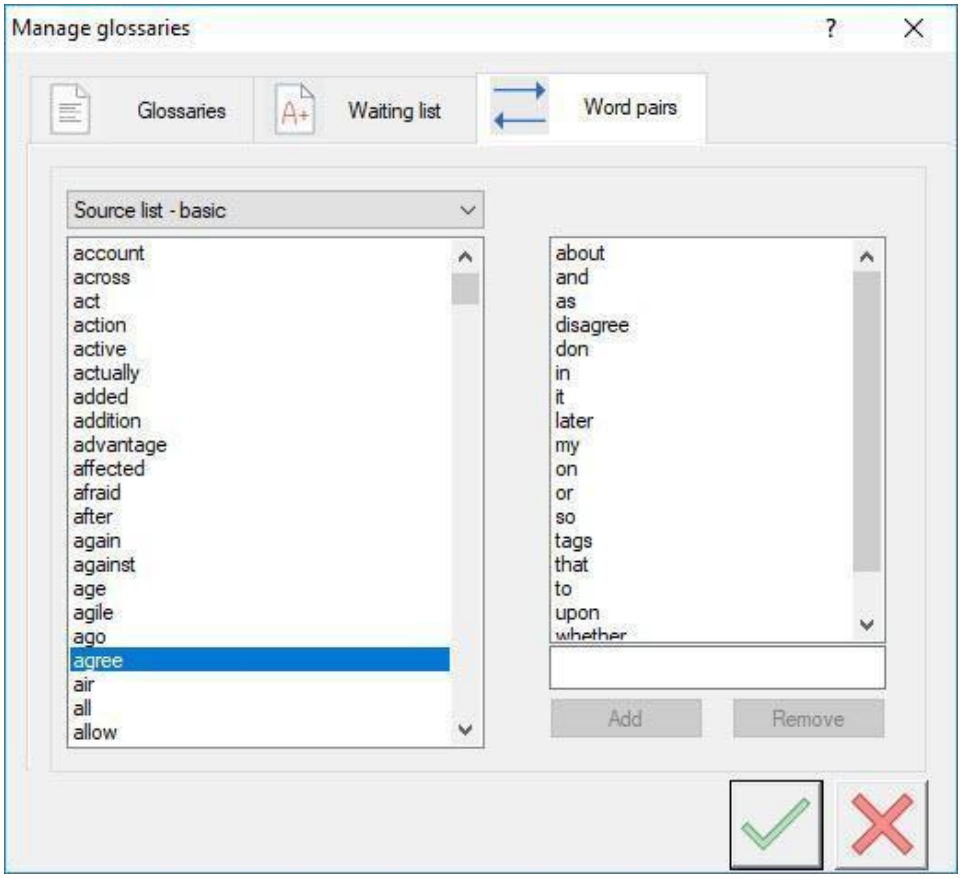
Click on the ‘Delete all words’ button to empty the waiting list.

‘Word pairs’ tab

The word pairs list is a list with words that are marked as having another word with which they are often combined. These combinations are stored by Alinea in order to train the word predictor and provide better suggestions.

In the ‘Word pairs’ tab, you can manage all the word pairs for all the words in the source list. You can add new word pairs or delete existing word pairs.

There are word pairs available for the three languages: English, French and German.



To view the word pairs of a word, select the word from the list on the left-hand side. The word pairs for this word will be shown in the list on the right-hand side. The word pairs are sorted alphabetically.

<u>Add a word pair</u>

Select a word from the left column and type a word that forms a word pair with the selected word into the input field in the bottom-right corner.

Click on the ‘Add’ button to save the word as part of a word pair.

The added word will then appear in the right column.

<u>Removing a word pair</u>

Select a word from the left column and select the word in the right column that creates a word pair with the other word;

Click on the ‘Remove’ button to remove this word pair.

The word will be deleted from the right column.

Note:

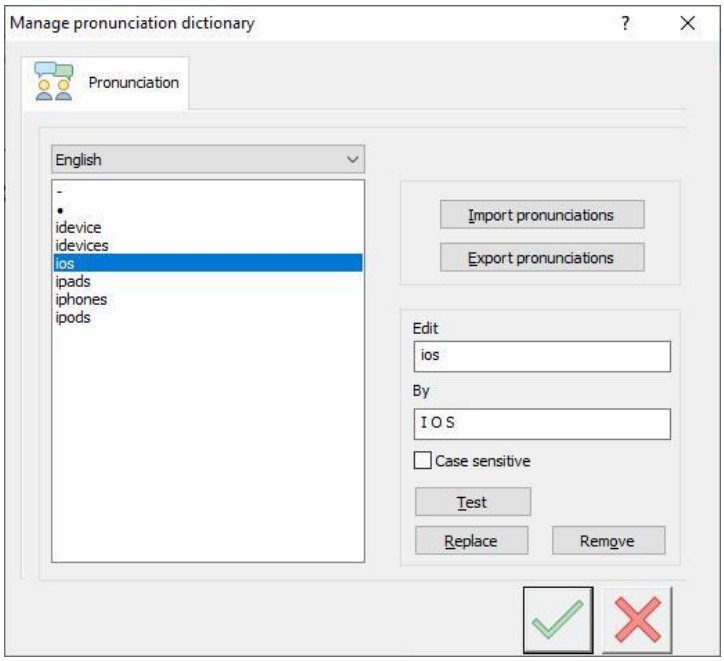
The word in the left column will remain in the source list, but will no longer be linked to the word removed from the right column as part of a word pair.

3.6.6. Pronunciation dictionary

Click on the menu item, ‘Pronunciation dictionary’, to view the pronunciation dictionary.

You can edit the pronunciation dictionary for the active language.

If a word is not correctly pronounced by Alinea (e.g. a personal name or a foreign word), you can edit the pronunciation using the pronunciation dictionary.



Add a word

Add the incorrectly pronounced word to the pronunciation dictionary: type the word with the correct spelling in the 'Change' field.

Now add the correct pronunciation: write the same word but this time write it as it is spoken in the 'To' field. Write it phonetically. For example, write 'maître d' as 'maytrah dee';

Test the pronunciation by clicking on the 'Test' button and, if necessary, edit the text in the 'To' field until the word is pronounced correctly;

Click on the 'Add' button to add the word.

Please note

Alinea will change the pronunciation of the word in all instances, regardless of whether the word is written in lower-case or upper-case letters. If the upper-case letters are essential to the pronunciation, tick the 'Case sensitive' box when you add the word to the pronunciation dictionary.

Edit the pronunciation of a word

If there is there a word in the dictionary for which the pronunciation is incorrect, or no longer correct, you can edit the pronunciation of the word by selecting the word in the pronunciation dictionary, adding the new pronunciation and clicking on the 'Replace' button.

Remove a word

You can remove a word from the pronunciation dictionary by selecting it and clicking on the 'Remove' button. This word will then be pronounced according to normal English pronunciation rules.

Import pronunciations

It's possible to import a list of words with correct pronunciations into Alinea's pronunciation dictionary. However, this external list must conform to strict rules:

The list is saved in a text format (with the extension .txt);
Each correction is on a separate line;
The word that needs to be corrected is at the start of the line and is followed by a space;
This is followed by one or more words with the correct pronunciation, followed by a space;
Insert a space after the pronunciation;
Then add the letter N or Y;

- N means that the word is not case sensitive and the pronunciation must therefore be corrected in all cases;
- Y means that the word is case sensitive and should only be corrected when it is written with the same combination of upper and lower-case letters.

```
a.h.v aan de hand van N
a.u.b alstublieft N
acapela akkapella N
browse Brauws N
cd's ceedees N
daisy Dee zie N
econtent ie-kon-tent N
powerpoint power-pojnt N
```

Click on the ‘Import pronunciations’ button and select the text file. Click ‘Open’ or press ‘Enter’ to import the list.

Export pronunciations

Click this button to create a text file with the pronunciations saved in Alinea. The format of this text file will conform to the rules listed on Import pronunciations on page 65.

3.6.7. Update

See Updating on page 19.

3.6.8. Close

Click the menu item, ‘Close’, to close the window with the word prediction and spellcheck.

3.6.9. About Alinea

Click the menu item, ‘About Alinea’, to display the window with information about Alinea.

With this button you can view the current version number of Alinea or search for an update online. You can also consult the user rights agreement.

3.7. Keyboard shortcuts for the ‘write’ function

The different functions of the word prediction and spellcheck (‘write’ function) are accessible via the dialog windows, which you can control with your mouse. Some functions are also directly accessible via a keyboard shortcut: this is a combination of keys on your computer's keyboard.

It's up to you whether you use the Alinea shortcuts or a mouse to navigate through the functions. For a number of keyboard shortcuts, you can choose between using a combination of CTRL + a number, or using the function keys (F1, F2 etc.) at the top of your keyboard. You can configure this option by clicking the ‘Settings’ button and going to the ‘Writing’ tab.

Below is an overview of the available keyboard shortcuts.

Please note

For keyboard shortcut combinations with numbers, use the numbers at the top of your keyboard. Do not use the numbers on the number pad on the right-hand side of your keyboard.

Spellcheck

Double-click on a word to open the spellcheck window.

General keyboard shortcuts

Shift + F12 = Turn the word predictor on and off
Escape = Close the prediction window (only works if the word prediction window is following the cursor)

F12 = Read (selected) text

Only applies to fully supported programs

Ctrl + space = Display prediction window from the current word
Ctrl + up arrow = Read aloud the current sentence in the document
Ctrl + up arrow + up arrow = Read aloud the next sentence in the document

Keyboard shortcuts in the prediction window

If no word is selected

Ctrl + down arrow = Select the first word from the left column Click on the word = Select the word
Double-click on the word = Insert the word into the text

Add words from the glossary

The keyboard shortcuts consist of a combination of the Ctrl key and a number, or one of the function keys at the top of your keyboard (F1, F2 etc.).

In the settings on the 'Writing' tab, you can set which type of keyboard shortcuts you wish to use when inserting words (see Options for keyboard shortcuts on page 43). The default option is 'Function key'.

The keyboard shortcuts for inserting words from the left-hand column:

Inserting words from the **left-hand column**	'Ctrl' option	'Function key' option
Insert the first word	Ctrl + 1	F1
Insert the second word	Ctrl + 2	F2
And so on...		

The keyboard shortcuts for inserting words from the right-hand column:

Inserting words from the **right-hand column**	'Ctrl' option	'Function key' option
Insert the first word	2x Ctrl + 1	2x F1
Insert the second word	2x Ctrl + 2	2x F2
And so on...		

Other ways to insert words from the right-hand column:

Inserting words from the **right-hand column**	'Ctrl' option	'Function key' option
Insert the first word	Ctrl + Shift + 1	Shift + F1
Insert the second word	Ctrl + Shift + 2	Shift + F2
And so on...		

Note:
If you use a keyboard shortcut to insert a word, a space is always added after the inserted word.

Keyboard shortcuts if a word is selected

Down arrow = jump to the next word in the list
Up arrow = jump to the previous word in the list
Left arrow = go to the left column (regular word prediction)
Right arrow = go to the right column (corrected prediction)

Enter = insert the selected word into the text
Space = insert the selected word into the text, followed by a space
Full stop = insert the selected word into the text, followed by a full stop
Comma = insert the selected word into the text, followed by a comma
Exclamation mark = insert the selected word into the text followed by an exclamation mark Question mark = insert the selected word into the text followed by a question mark
Ctrl + D = display the dictionary information for the selected word
Ctrl + I = display the correction rules applied in order to predict the word

4. Look up

4.1. Introduction

You can use Alinea's dictionary to look up extra information about a word.

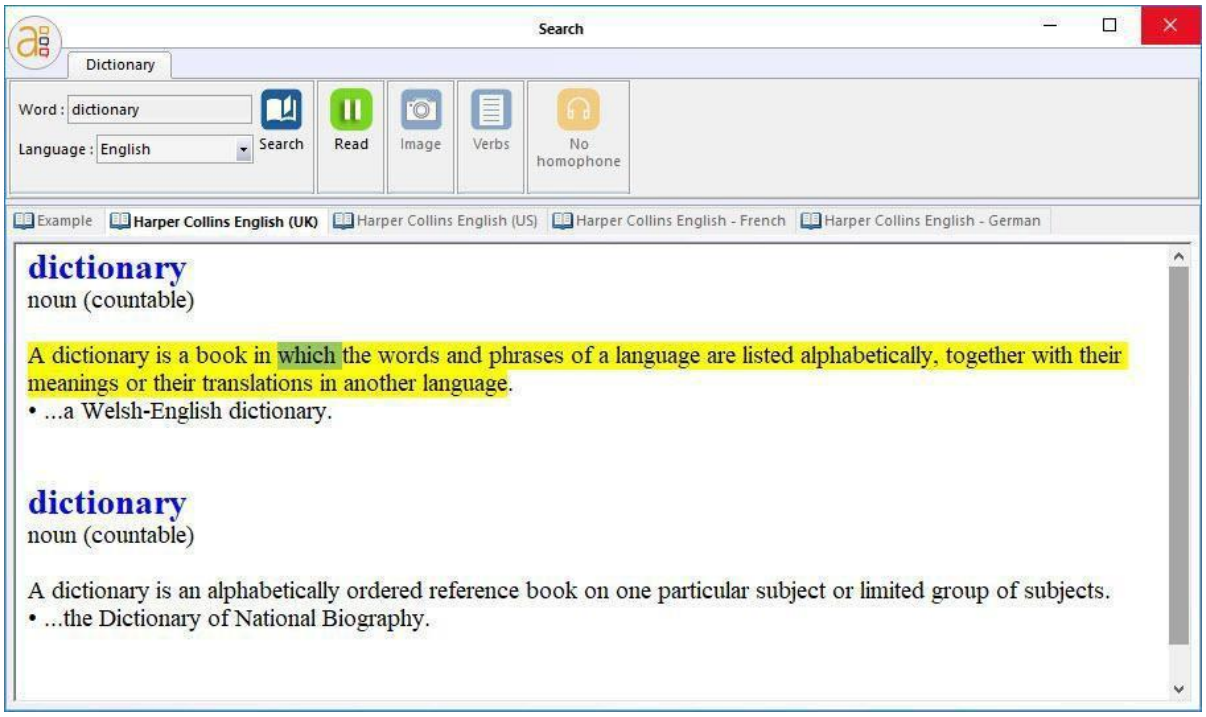
Many of the words in the glossaries have an example sentence and/or an image. You can also add your own example sentences or images. Homophones (words that sound the same but are written differently) and difficult words are always linked to an example sentence;

For each verb, you can consult the conjugations;

You can look up the definition of words in the dictionaries.

4.1.1. Visual and auditory support

The text on the tabs in the dictionary window can be read aloud with double highlighting. The sentence being read is marked in yellow and the word being read will be highlighted in a different color.



4.2. Opening the dictionary

From the start screen

Open Alinea.

Click on the third button, 'Look up'. The dictionary will appear.

From the 'Write' function

While you're writing a text: click on the icon next to a word that has been suggested by the word predictor.

In a previously written text or a text that you're writing: select the word and press the keyboard shortcut Ctrl + D (you can do this in all programs that support a Windows keyboard);

Outside of a text: click on the 'Dictionary' button in the Basic window. When the dictionary window is open, you can type in a word you want to look up in the look up field. You can also paste a word you have copied into this field. Click on the 'Look up' button to look up the word.

From the 'Alinea PDF' function

Click on the 'Dictionary' button on the ribbon.

4.3. Dictionary function

You can look up the definition of words in Alinea's dictionary window, regardless of the text you are currently working on.

You can look up English, French and German words. The words are retrieved from the glossary for the language that is currently active.

4.3.1. Tabs

The explanations of the words can be found in different tabs:

In the 'Example' tab, you can read an example sentence that clarifies the word;

In the other tabs, you can see a definition from the selected dictionaries. By default, the following dictionaries are used:

- Collins English (UK)
- Collins English (US)
- Collins English - French
- Collins English - German

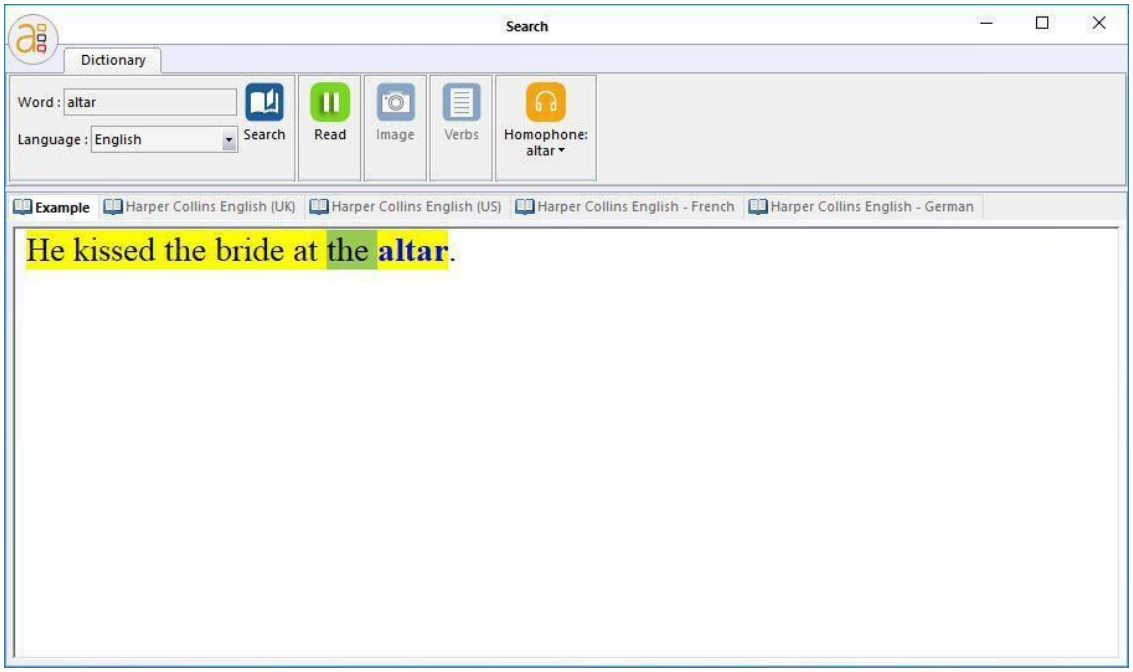
If the active language is French or German, you will only see the 'Example' tab and a tab with an English translation of the word.

These tabs display text that can be read aloud by clicking the 'Read' button. When the text is read aloud, the text is displayed with double highlighting. The sentence that is being read aloud is marked in yellow. The word that is being read aloud is marked in a different color.

The looked up word is always colored blue and shown in bold on all three tabs. This makes it easy for you to see which word you have looked up and will potentially insert into the text.

When there are several homophones—words that sound the same but are written differently—for the searched word, the word will appear again in the Homophone button. If you click on the arrow on the button, the homophones for this word will appear. Click on a homophone to look up this word in the dictionary.

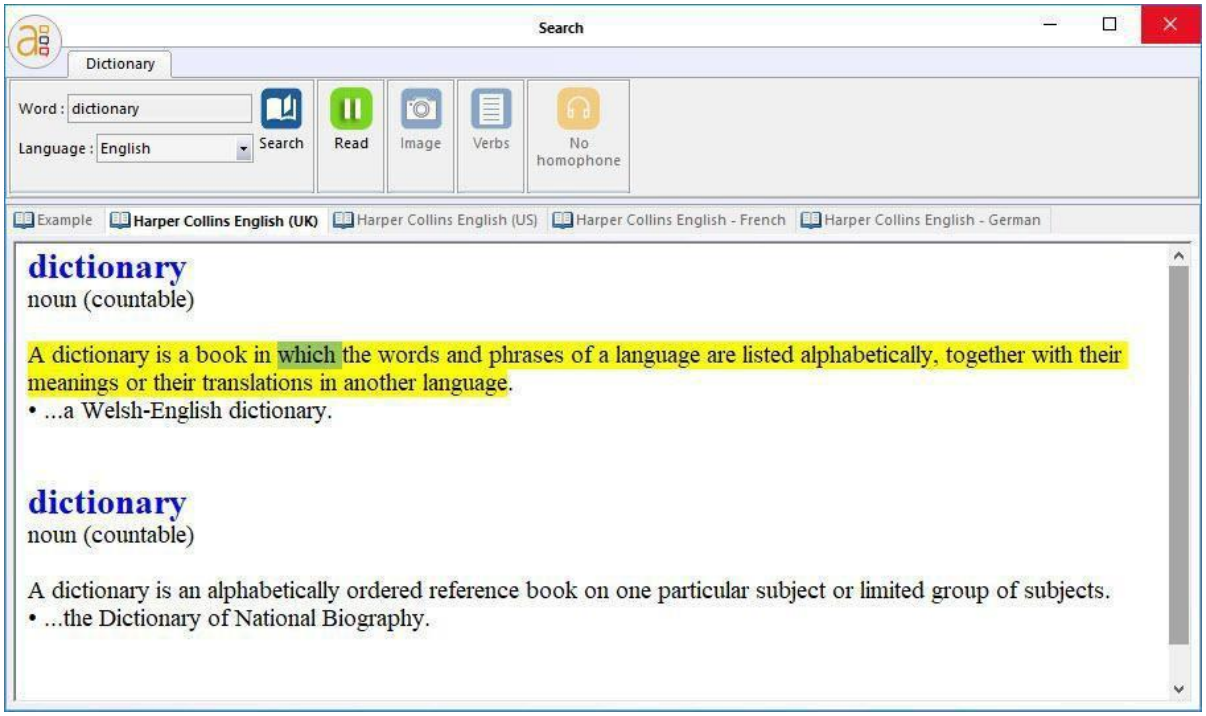
‘Example’ tab



Some words in the available glossaries have an example sentence.

Example sentences are primarily intended to clarify the difference between the word you have selected and a word with the same sound, i.e., the homophones and many verbs. The example sentences clarify when you should use a word. Difficult verbs also include an example sentence to clarify the differences.

‘Dictionary’ tab



Alinea contains both Collins English dictionaries and Collins bilingual dictionaries for French and German.

Tip

In the dictionary settings, you can choose the dictionaries you want to use to look up words.

4.3.2. Buttons

Image

You can consult thousands of images in Alinea. For most of the homophones, we have a separate set of images that are tailored to the example sentence.

Click on the 'Image' button to view a word's image.

Please note

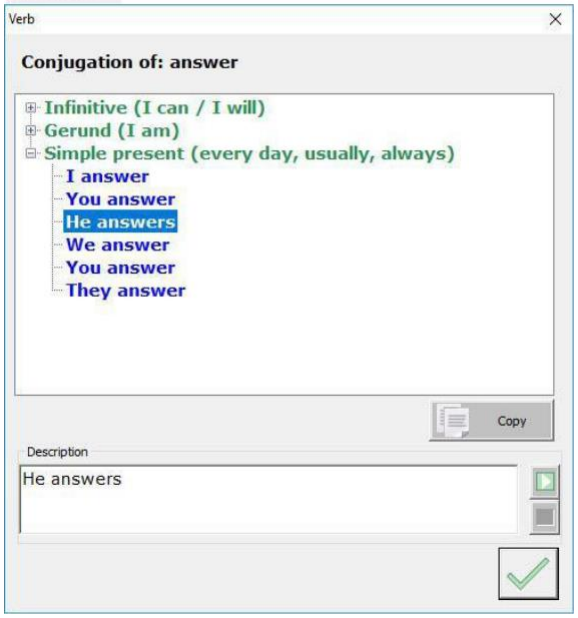
Not all words have an example sentence or an image, and not all words can be found in the dictionary. Therefore when you look up some words, the dictionary will be empty.

If there is no example sentence or image, you can add your own. You can edit existing example sentences and images. You can add and edit example sentences or images in the menu item, 'Glossaries' (accessible via the Alinea button).

Verb conjugations

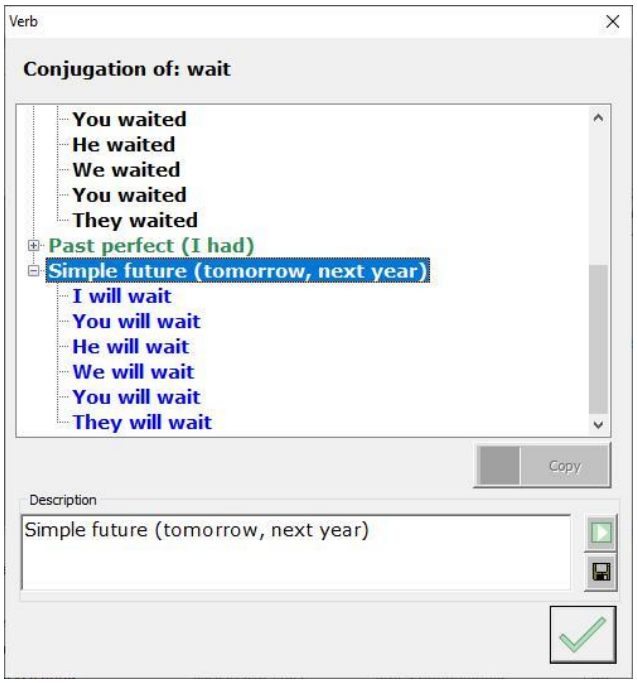
Alinea provides support for verb conjugations.

Click on the button 'Verb conjugations' to consult the verb conjugations.



In the window with the verb conjugations, you can ask Alinea to read the different verb conjugations aloud by selecting them with the mouse or the arrow keys.

The verb conjugation support is available for the following tenses: Infinitive, gerund, simple present, present perfect, simple past, past perfect and simple future. Each tense contains a description that explains in which situations the tense can be used.



If you want to edit this description, type your new text into the 'Description' field. Click on a tense (such as Infinitive (to go/to be). Edit the text in the 'Description' field. If you click on the 'Save' button , the new description will be saved. The description of this verb tense will now be displayed for all verbs.

The personal pronouns are also given for each tense (I, you, he etc.) You can display or hide the personal pronouns by clicking on the plus or minus signs, or you can use your right and left arrow keys. You can use the up and down arrow keys to navigate through the verb conjugations.

The verb conjugations in blue match the searched word.

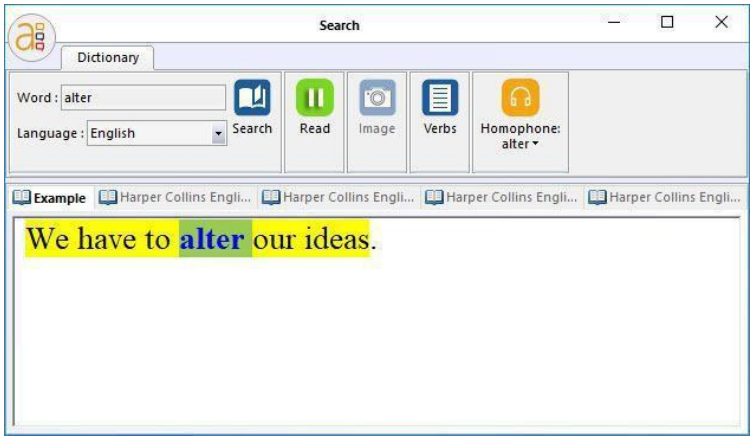
Tip

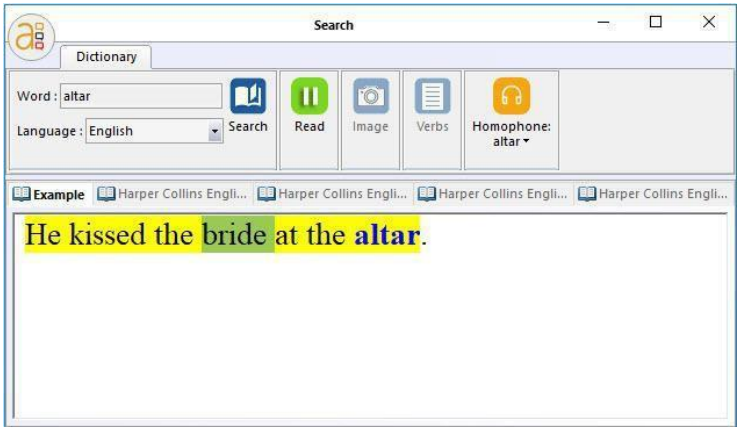
In the dictionary settings, you can select which verb conjugations you wish to be displayed.

Homophone button

Homophones are words that sound the same but are spelt differently. If a word has a homophone, the word will appear in the homophone button. This function is available for all three languages: English, French and German.

If you click on the arrow on the button, the homophones for this word will appear. Click on a homophone to look up this word in the dictionary.




Search
Dictionary
Word : altar
Language : English
Search
Read
Image
Verbs
Homophone: altar
Example
Harper Collins Engli...
Harper Collins Engli...
Harper Collins Engli...
Harper Collins Engli...
He kissed the bride at the altar.

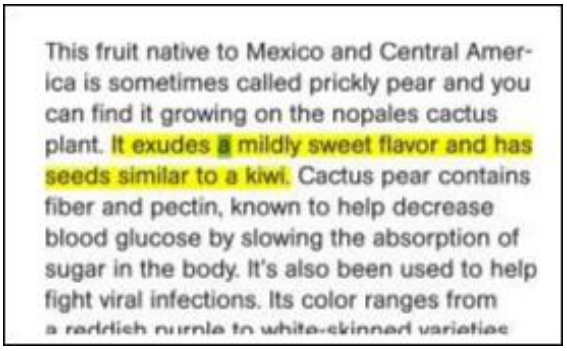
5. Alinea pdf

5.1. Introduction

5.1.1. Read

With Alinea's PDF reader, you can easily have your text PDFs read aloud. You can read both tagged and untagged PDFs.

The PDF reader reads the text aloud with double highlighting. The reading unit (word, line or sentence) being read aloud is highlighted in yellow. The word that is being read aloud is highlighted in a different color.


This fruit native to Mexico and Central America is sometimes called prickly pear and you can find it growing on the nopales cactus plant. It exudes a mildly sweet flavor and has seeds similar to a kiwi. Cactus pear contains fiber and pectin, known to help decrease blood glucose by slowing the absorption of sugar in the body. It's also been used to help fight viral infections. Its color ranges from a reddish purple to white-skinned varieties

Continuous or interrupted

You can choose whether you want texts to be read aloud continuously or with interruptions (see 'Reading' group on page 82). If you choose interrupted reading, the reader will pause after each reading unit. The reader will continue reading when you press the read button. If you choose continuous reading, the reader will not pause during reading.

Select area

With the 'Select area' button (see 'Reading' group on page 82), you can select an area in the document. The text in the selected area is immediately read aloud with double highlighting. This may be useful if you wish to quickly have a column read aloud. This function can be used both with tagged and untagged pages.

Select text

If you press the 'Select text' button (see 'Reading' group on page 82), the text that is selected will immediately be read aloud, so you don't need to press the read button. This function can be used both with tagged and untagged pages.

Adjust voice, speed and volume

You can set the speed and volume of the reading voice and choose a preferred reading voice (see 'Read settings' Group on page 83).

5.1.2. Drawing and writing

With the PDF reader, you can draw squares, circles, arrows, lines and freeform shapes.

You can also add notes to a PDF. At school, this is useful for filling in workbooks and doing tests, exams and assignments. At home, you can use it when doing homework or studying. The added text is read aloud along with the original text in the document.

When writing, you can use Alinea's word prediction and the spellcheck ('Write' function).

See 'Writing' tab on page 84.

Summarize

You can create a summary of the highlighted text. See 'Summarize' group on page 88.

5.1.3. Look up words in the dictionary

If you're not sure about a word, you can look it up in the dictionary.

5.1.4. Search

You can use the ‘Search’ function (Ctrl+F) to quickly search the text for a certain word.

5.1.5. Edit, save and print

If you take notes in a PDF file, you can save the notes with the file. If you open the file later on, you can read, edit or delete the notes.

You can also print the PDF with the notes.

5.1.6. Add pages

You can easily add pages by scanning, pressing print screen or adding photos or PDF files. Due to the text recognition, you can also immediately have these pages read aloud.

Alinea Pro and Windows 10 or higher are required to use this function.

5.2. Introduction on PDF format

5.2.1. What is a PDF?

The abbreviation PDF stands for ‘Portable Document Format’. Portable means that the PDF file can be displayed on every platform (computer, iPad, smartphone, tablet etc.) and look exactly the same. The text, photos and images are displayed exactly as the creator of the file intended them to look. PDFs are therefore the most commonly used digital format for sharing texts and books.

5.2.2. Accessibility of a PDF

The text in a PDF document can't necessarily be read aloud or edited on your computer. You cannot always select, read or edit the text, as it depends on the way the PDF was created. This results in differing levels of accessibility. The accessibility of the text therefore depends on the way the PDF was created.

Image PDF or text PDF

You can easily create a PDF by scanning a document and saving the scan as a PDF. This creates an image of the paper version. Some scanning software uses text recognition or OCR (OCR: Optical Character Recognition), while other scanning software does not.

> If text recognition is not carried out, the PDF will not contain any accessible (selectable) text and, therefore, cannot be read aloud. We refer to these types of unreadable PDFs as **‘image PDFs’.**
>
> If OCR is carried out while scanning, the document is not just scanned as an image, but the text in the document is recognized and stored in the PDF. This type of PDF is called a ‘**text PDF’.** The text in these types of PDFs is accessible and can be read aloud.

Another way to create a text PDF is to convert an existing digital document (e.g. a Word file) into a PDF file using Microsoft Word, Acrobat Professional or other (specialized) software. When the conversion is carried out, a text PDF is automatically created, meaning both the images and text are saved. These PDFs are also readable.

Problems with text recognition

If you have created a PDF with a scanner, the text recognition will not always be 100% accurate. Errors may be introduced if the OCR on the scanner is not working properly, the paper version is of poor quality or the document moves while a scan is being carried out.

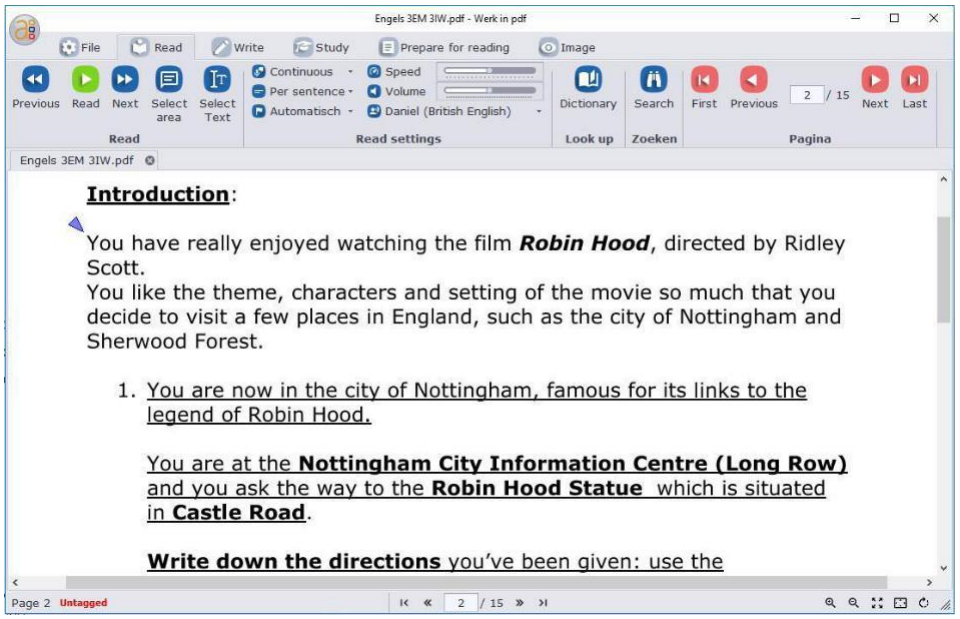
The recognized text, which will be used by the reading software when reading aloud, may differ from the text on the original document or the screen.

If you want to check whether the text recognition has been carried out successfully, you can view the recognized text. To do this, select the text in the document, copy it and paste it into a text program such as Microsoft Word or Notepad.

Tagged or untagged

Accessible PDFs often contain special codes, known as tags, in addition to the text. Reading order tags indicate the order in which the PDF should be read aloud. Language tags indicate in which language the text should be read aloud.

If you open a PDF document with the PDF reader, the program will automatically check whether the file is tagged or untagged. You will see a message at the bottom of the status bar. If the page is tagged, it will display the word 'Tagged' in green. If the page is untagged, the word 'Untagged' will be shown in red.



The PDF reader can read aloud both tagged and untagged PDFs. If the PDF is tagged, it will take into account the reading order and the languages used in the text. If the PDF is untagged, the text will be read aloud in the language you have selected, from left to right, and from start to finish.

Problems with tagged documents

Some PDF documents will have been incorrectly or only partially tagged by the creator. Nevertheless, you will see a message that the document is tagged. If at least one letter has been tagged in the document, the entire document will be considered a tagged PDF.

With the PDF reader, you can check whether the tagging was correctly implemented by displaying the reading order and languages on the screen. You can also edit the reading order tags and language tags (see 'Prepare for reading' tab on page 89).

5.3. User-friendly

5.3.1. Large buttons

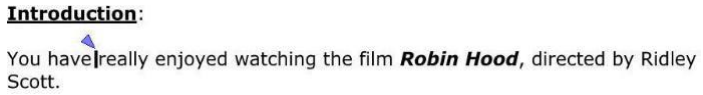
Alinea's PDF reader is very user friendly. The large buttons are clearly visible and immediately accessible.

5.3.2. Floating bar

You can also choose to display a floating bar with the most essential buttons. The bar is always visible, regardless of the tab that is currently open (see 'Image' group page 92).

5.3.3. Pointer for the cursor

A pointer above the cursor makes it easy to see where the cursor is currently positioned in the text.



5.3.4. Keyboard shortcuts and/or access keys

If you prefer to use a keyboard rather than a mouse, you can use the Keyboard shortcuts and access keys.

5.4. Start the 'Alinea pdf' function

Open Alinea.

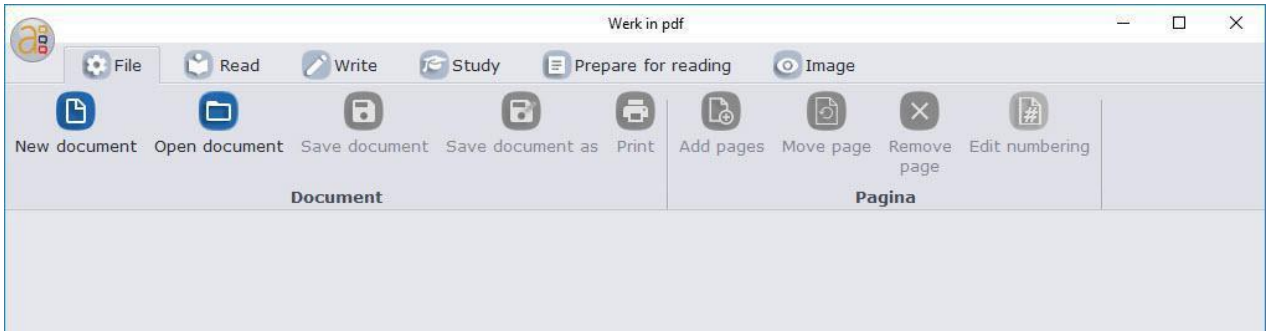
Click on the fourth button, 'Alinea pdf'.

Alinea's 'Alinea pdf' function will appear.

5.5. Using 'Alinea pdf'

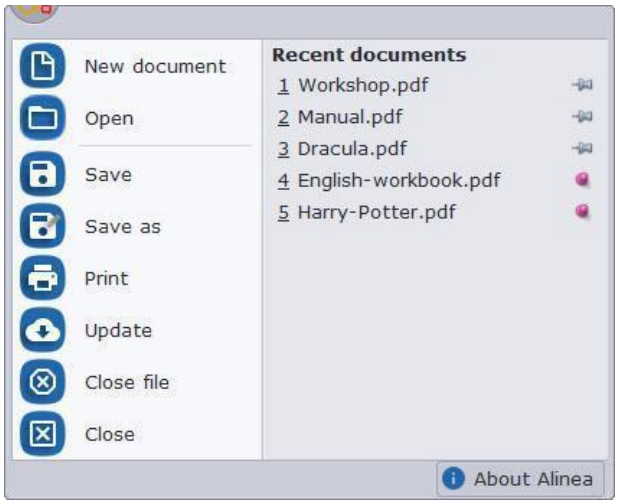
5.5.1. The main window

When the program opens, the main window of the PDF reader will appear:



5.5.2. The Alinea button

Using the Alinea button, you can create a new document, and open, save, save as, print and close documents.

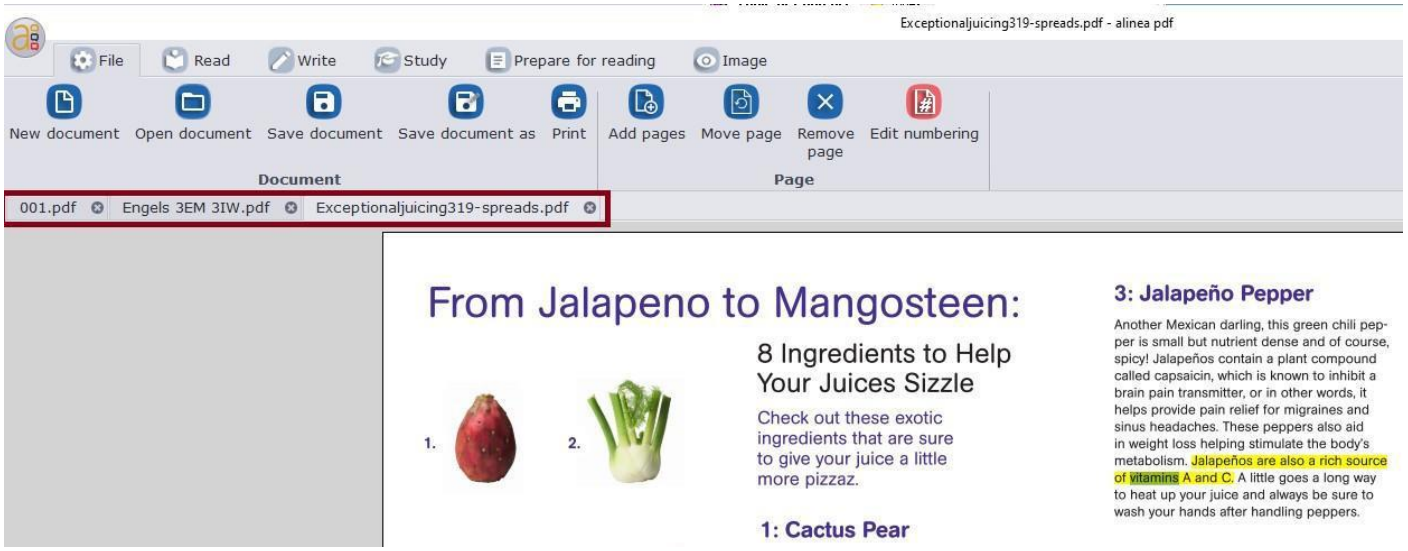


Click on 'New document' if you wish to create a new document. You can scan pages and/or add PDF files, images and print screens to your new document.

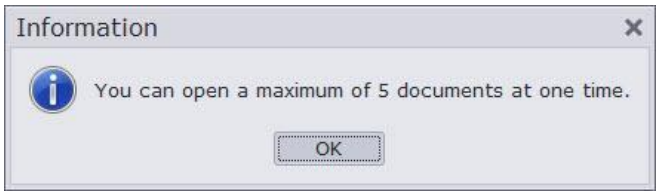
In the menu item, 'Open', you can navigate to the PDF file you wish to open. If you recently opened some PDF documents, these document will appear under 'Recent documents'.

Just like in Microsoft Word, you can pin the documents you most frequently use. This means they will remain pinned to the 'Recent documents' list. Click on the pin to the left of the file name. The file is pinned if the pin is pushed in . If you open new files, the file names that are not pinned will be replaced by the names of the new files. The pinned file names will not be replaced. A maximum of 5 file names are displayed.

You can open several PDF files at the same time by repeating this procedure. The opened PDF files will be shown in tabs:



You can open a maximum of 5 PDF files at once. If you try to open more than 5 files, you will see an info window with the following message:

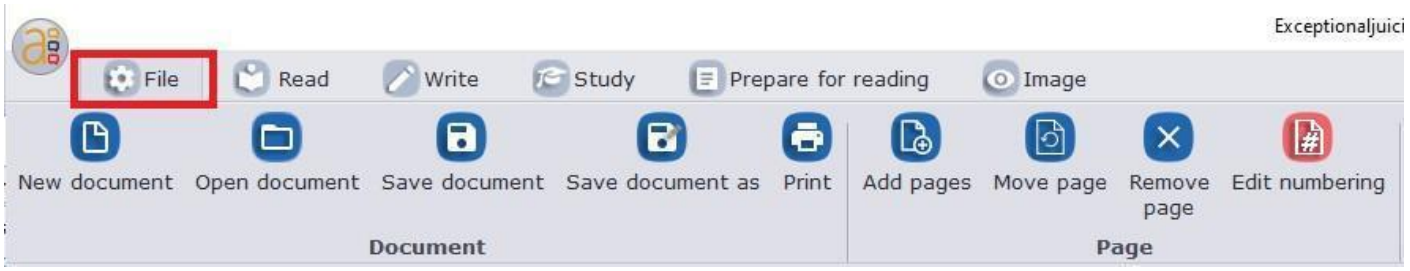


In the menu, under 'Open', you will also see the options 'Save', 'Save as', 'Print', 'Update' (see Updating on page 19), 'Close file' and 'Close'. With 'Close file', you can close the active PDF file. If you want to close the entire program, click on 'Close'.

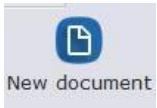
5.5.3. The ribbon

You can find all the buttons on a ribbon, similar to the ribbon on Microsoft Office 2007 and other programs. The ribbon has six tabs: ‘File’, ‘Reading’, ‘Writing’, ‘Studying’, ‘Prepare for reading’ and ‘Image’.

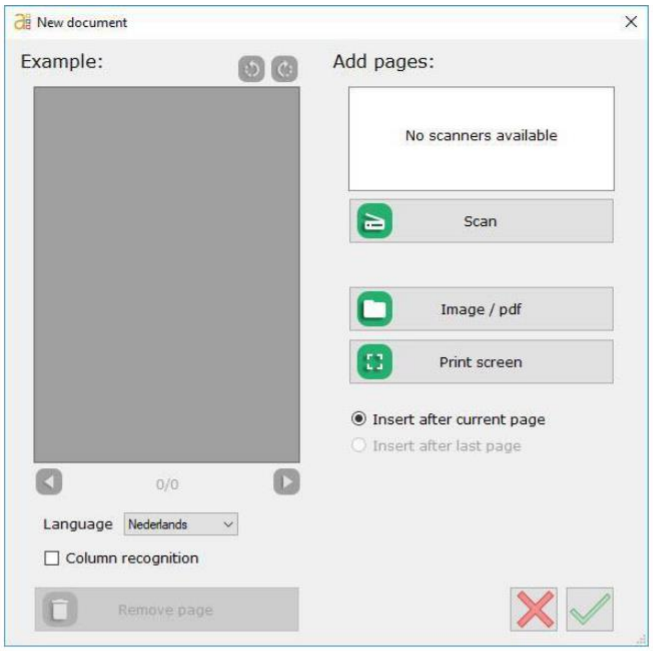
‘File’ tab



‘Document’ group



You can use the ‘New document’ button to create a new document. Alinea Pro and Windows 10 or higher are required to use this function.



You can add pages through three different methods:

Scan
Image / pdf
Print screen

Scan

Select the required scanner driver and click on the ‘Scan’ button to scan a page.

Image / pdf

Click on this button to add an image or a PDF from your computer.

Print screen

Click on this button to make a print screen.

Preview

View the preview on the left-hand side of the screen. If necessary, rotate the page with the rotate buttons.

Language and column recognition

Underneath the preview, you can set the language which needs to be recognised. You can choose from the range of OCR languages on your computer. By default, your list will only contain one language: the language of your operating system. In Windows 10, you can easily add new OCR languages. To do so, follow these steps:

Step 1: Click on the Windows logo in the bottom-left corner of the keyboard and go to Settings.
Step 2: Go to Time & language.
Step 3: Select Region & language.
Step 4: Click on the plus sign to add a language.
Step 5: Select a language.
Step 6: Restart Alinea.

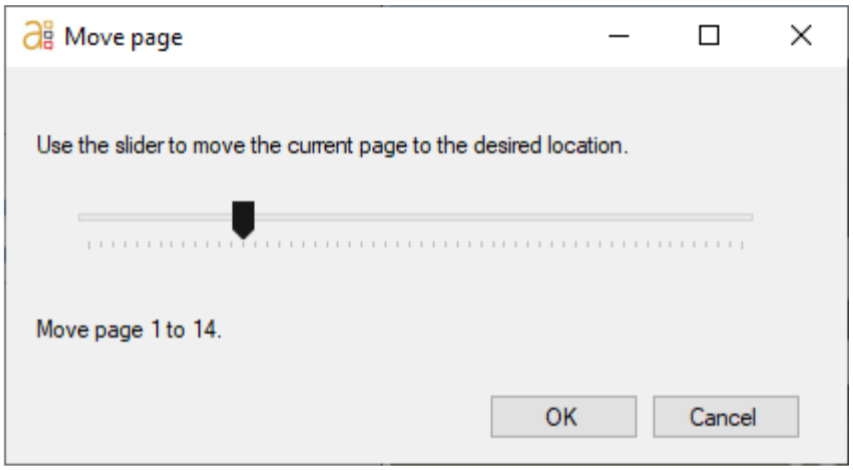
Column recognition

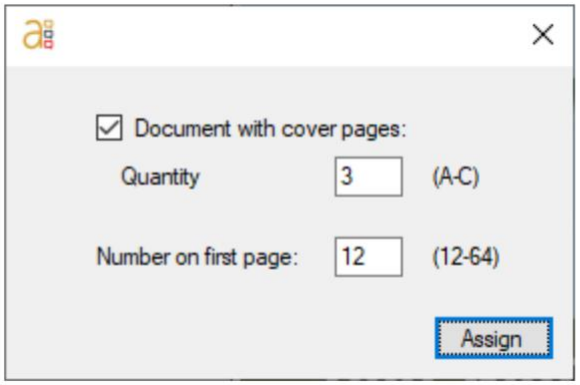
You can also indicate whether the page must be read column by column.

Add one or more pages

	You can also add one or more pages. By default, the pages are added to the current page. At the bottom of the preview, you can navigate through the pages. This makes it easy to add a page after a specific page. If desired, you can choose to always add new pages after the last page. **Remove page** It's also possible to remove a page. Just click on the 'Remove page' button. **Create document** Click on the green button to create the document. Wait until the text on all the pages has been recognized. Once the document appears, you can begin reading.
Open document	Use the 'Open document' button to open an existing document.
Save document	Click on the 'Save document' button to save the current document.
Document opslaan als	Use the 'Save document as' button to save the current document as.

'Page' group

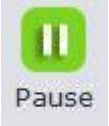
Add pages	You can use the 'Add pages' button to add one or more pages to the current document. The same window will appear as when you create a new document (see above under 'Document' group). Alinea Pro and Windows 10 or higher are required to use this function.
Move page	With the 'Move page' button you can move the current page. Move the slider to the desired position and click on the OK button. 
Remove page	With the 'Remove page' button, you can remove the current page from the document.
Edit numbering	With the 'Edit numbering' button, you can edit the cover pages and the number of the first page.

'Reading' tab

'Reading' group

In the 'Reading' group, you will find all the buttons you need to read all or part of a text:

	With the 'Previous' button, you can move the cursor to the previous reading unit.
	With the 'Read' button, you can start reading a text aloud from the cursor position (or resume reading from the point where you paused). The read button will then turn into the 'Pause' button.
	Click on the 'Pause' button to pause the reading. The button will then turn back into the 'Read' button.
	With the 'Next' button, you can move the cursor to the next reading unit.
	With the 'Select area' button, you can select an area of the document. The text in the selected area is immediately read aloud with double highlighting. This may be useful if you wish to quickly have a column read aloud. This function can be used both with tagged and untagged pages. Click on the button to activate this function. You can use the function as long as the button is pressed. Click on the button again to deactivate this function.
	If the 'Select text' button is pressed, the text you have selected will immediately be read aloud, without the 'Read' button needing to be pressed. This function can be used both with tagged and untagged pages. Click on the button to activate this function. You can use the function as long as the button is pressed. Click on the button again to deactivate this function. Tip

	If you double-click on a word in the text, the word will immediately be read aloud, if the button is pressed on.

‘Read settings’ Group

Continuous	With the ‘Reading style’ button, you can set whether you wish the text to be read continuously or with interruptions. If you choose ‘Continuous’, the program will read until you click ‘Pause’. If you choose ‘Interrupted’, the reader will pause after each reading unit.
Per sentence	Use the 'Reading unit’ button to select a reading unit. You can read per paragraph, per sentence, per line or per word.
Automatic	The ‘Language’ button shows which reading language is currently active. In tagged PDFs, the reading language is automatically changed to the reading language assigned to the text (or parts thereof). For untagged PDFs, the standard language will be read aloud, or the language you have selected using this button.
Speed	With the ‘Speed’ slider, you can set the reading speed. Click on the read button or F12 to resume reading.
Volume	With the ‘Volume’ slider, you can determine the volume of the reading voice. Click on the read button or F12 to resume reading.
Daniel (British English)	You can choose a reading voice from the list.

‘Look up’ group

Dictionary	Click on this button to open the dictionary. See chapter Look up on page 69 for more information about the dictionary.

‘Search’ group

Search	Want to quickly jump to a certain part of the text? Click on the ‘Search’ button and type in the word or words you want to search for in the text. Click on ‘Find next’ to jump to the next search result from the cursor, or click ‘Show all’ to select all the search results in the text.

‘Page’ group

The ‘Page’ group contains buttons you can use to quickly navigate through the document.

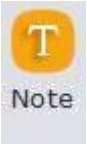
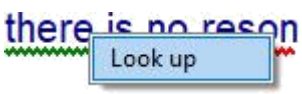
First	Use the ‘First’ button to go to the first page.
Previous	Use the ‘Previous’ button to go to the previous page.
5 / 10	In the page field, you can see which page you are currently on. You can click on the page field and enter a page number. When you click ‘Enter’, this page will be displayed.

	Use the ‘Next ’ button to go to the next page.
	Use the ‘Last’ button to go to the last page.

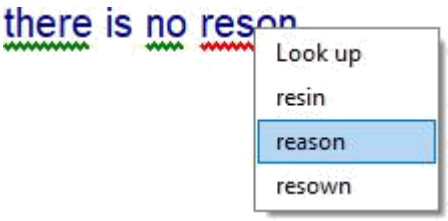
‘Writing’ tab

‘Writing’ group

In the ‘Writing’ group, you can find buttons that make it possible to add and edit notes:

	**Create note** With the ‘Note’ button, you can create a note on the current page. You can do this by clicking on the ‘Note’ button and then clicking on the desired position in the document. A cursor will appear at this position so you can start typing. Tip Press the Ctrl key when you click on the ‘Note’ button to add several notes to the text. The button will remain switched on until you turn it off by clicking on it. **Writing with Alinea** When you open Alinea, you can use the word prediction when writing your note, and/or the spellcheck after you have finished writing your note. Start the ‘Write’ function by clicking on the ‘Word prediction’ or ‘Spellcheck’ buttons (see ‘Writing help’ group). When the ‘Write’ function is activated, double-click on a word in the note to check the spelling of the word. Continue typing to receive word predictions. **Underline spelling errors and homophones** When writing your note, words that are not on Hunspell's spellcheck list are underlined in red and the homophones are underlined in green. **Look up word** When writing a note, you can look up words in the dictionary by clicking on the word and then clicking on ‘Look up’.  **Word suggestions** When writing a note, you can view word suggestions for words underlined in red by right-clicking

on the word. Click on a word suggestion from the list to replace the typed word with the word suggestion.



Save file

Click on ‘Save’ or ‘Save as’ to save the notes in the document. If you have the USB version, you can save the documents to your USB stick.

You can then edit or delete the notes later.

If you print the document, the notes will also be printed.

The notes created with Alinea's PDF reader are visible in Adobe Reader X and Foxit Reader.

Select note

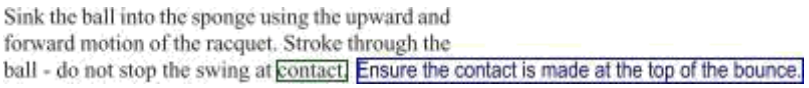
You can select a note by hovering over the note with your cursor until a blue border appears.

Left-click on the note to select it. The blue border will look as follows:

Move note

Left-click the selected note and hold the mouse down button until you have dragged the note to another position on the page. Release the mouse button when your note is in the desired position.

You can now hover over the note with the cursor to see after which word the note will be read aloud.

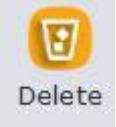


The note will be read aloud after the word in the green border has been read. If you want the note to be read after another word, drag the note until the desired word has a green border.

Edit note

You can edit a note by double-clicking on it You can copy, cut and paste the text in the note. Do this by right-clicking or using the keyboard shortcuts Ctrl + C, Ctrl + X and Ctrl + V. You can also navigate through the note using the keyboard shortcuts: Home, End, Ctrl + Home and Ctrl + End.

	With the ‘Small’ button, you can choose a small font size (12 pt).
	With the ‘Medium’ button, you can choose a medium font size (16 pt).
	With the ‘Large’ button, you can choose a large font size (30 pt).

	With the 'Remove' button, you can remove one or several notes. **Remove one note** Click on the 'Remove' button and click on the note you wish to remove. **Remove several notes** Click on the 'Remove' button and drag a border around the notes you wish to remove. You can also remove a selected note by pressing 'Delete'.
	With the 'Color' button, you can select a color for the text you are typing.

'Writing help' group

	Click on the 'Word prediction' button to start the 'Write' function, in which you can use the word prediction.
	Click on the 'Spellcheck' button to start the 'Write' function, in which you can use the spellcheck.

'Search' group

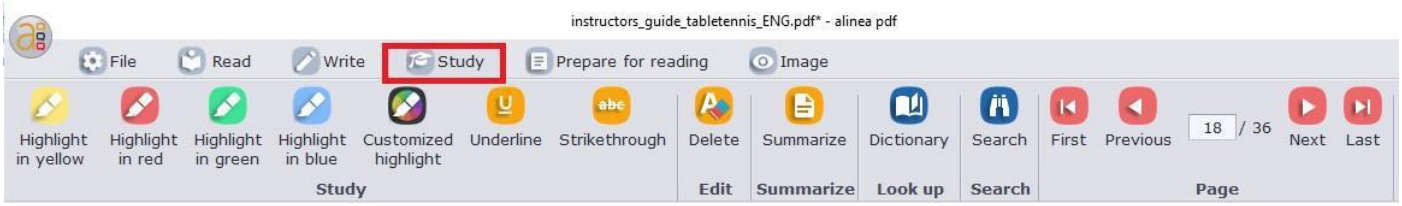
	Want to quickly jump to a certain part of the text? Click on the 'Search' button and type in the word or words you want to search for in the text. Click on 'Find next' to jump to the next search result from the cursor, or click 'Show all' to select all the search results in the text.

'Draw' group

	Click on this button to draw a rectangle. Click on the spot where you wish the shape to begin and drag until you have created the desired shape and release.
	Click on this button to draw a circle. Click on the spot where you wish the shape to begin and drag until you have created the desired shape and release.
	Click on this button to draw an arrow. Click on the spot where you wish the shape to begin and drag until you have created the desired shape and release.
	Click on this button to draw a straight line. Click on the spot where you wish the shape to begin and drag until you have created the desired shape and release.

Draw	Click on this button to draw a freeform shape. Click on the spot where you wish the shape to begin and drag until you have created the desired shape and release.
Select shape	Click on this button and then on a shape to select the shape. You can then move, change the color of, or delete the shape.
Delete	With the 'Remove' button, you can remove one or more shapes. **Remove one shape** Click on the 'Remove' button and click on the shape you wish to remove. **Remove several shapes** Click on the 'Remove' button and drag a border around the shapes you wish to remove. **Other options** You can also remove a selected shape by pressing 'Delete'.
Colour	Use the 'Color' button to select a color for the shape you are drawing.

'Study' tab



'Study' group

Highlight in yellow	Click on this button to select the yellow highlighter. Click on the spot where you wish to begin highlighting, drag until the desired text has been highlighted and release.
Highlight in red	Click on this button to select the red highlighter. Click on the spot where you wish to begin highlighting, drag until the desired text has been highlighted and release.
Highlight in green	Click on this button to select the green highlighter. Click on the spot where you wish to begin highlighting, drag until the desired text has been highlighted and release.
Highlight in blue	Click on this button to select the blue highlighter. Click on the spot where you wish to begin highlighting, drag until the desired text has been highlighted and release.

Customized highlight	Click on this button to select another color of highlighter. Select a color. Click on the spot where you wish to begin highlighting, drag until the desired text has been highlighted and release.
Underline	Click on this button to select the underlining pen. Click on the spot you wish to begin underlining, drag until the desired text has been underlined and release.
Strikethrough	Click on this button to select the strikethrough pen. Click on the spot you wish to start the strikethrough, drag until the desired text has been struck through and release.

‘Edit’ group

Delete	Click on this button to select the eraser. Click on the spot where you wish to start erasing, drag until the formatting has been erased and release.

‘Summarize’ group

Summarize	Click on this button to create a summary of the highlighted text in your document. Tick the highlighted text you wish to include in your summary and click on ‘Summarize’. Select whether you wish to retain the highlighting colors and save the document.

‘Look up’ group

Dictionary	Click on this button to open the dictionary. See chapter Look up on page 69 for more information about the dictionary.

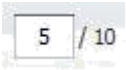
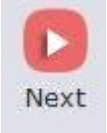
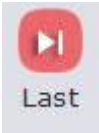
‘Search’ group

Search	Want to quickly jump to a certain part of the text? Click on the ‘Search’ button and type in the word or words you want to search for in the text. Click on ‘Find next’ to jump to the next search result from the cursor, or click ‘Show all’ to select all the search results in the text.

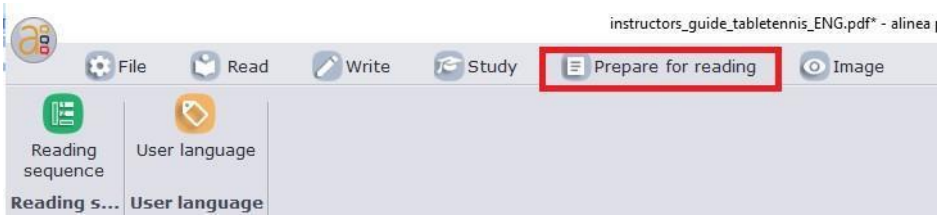
‘Page’ group

The ‘Page’ group contains buttons you can use to quickly navigate through the document.

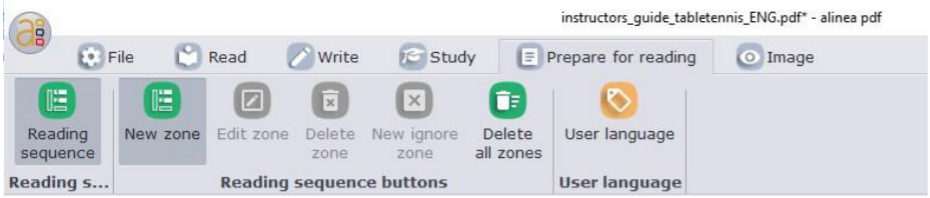
First	Use the ‘First’ button to go to the first page.
Previous	Use the ‘Previous’ button to go to the previous page.

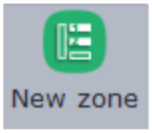
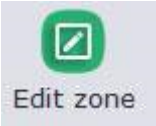
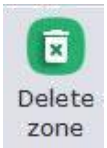
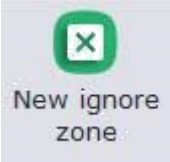
	In the page field, you can see which page you are currently on. You can click on the page field and enter a page number. When you click 'Enter', this page will be displayed.
	Use the 'Next ' button to go to the next page.
	Use the 'Last' button to go to the last page.

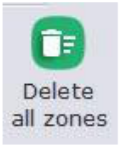
'Prepare for reading' tab



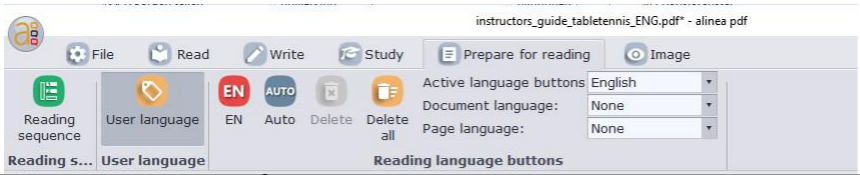
'Reading order buttons' group

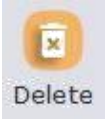
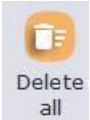


	1. Click on this button to create a new zone. 2. Click on a spot in the document. 3. Drag a border around the text that you wish to include in the new zone.
	1. Click on a zone in the document. 2. Click on the 'Edit zone' button. 3. Select 'custom text' and/or 'reading order' Custom text: add some custom text. This is the text that will be read aloud. Reading order: edit the reading order.
	1. Click on a zone in the document. 2. Click on the 'Delete zone' button. 3. Confirm or cancel.
	1. Click on this button to create a zone that will not be read aloud. 2. Click on a spot in the document. 3. Drag a border around the text that you wish to include in the ignore zone. This text will not be assigned a reading order.

	1. Click on this button to remove all zones from the current page. 2. Confirm or cancel.

‘Reading language buttons’ group

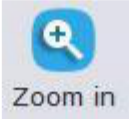
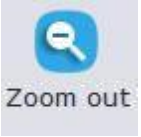
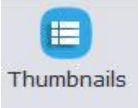
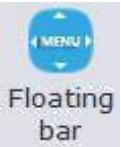


	1. Click on this button to create a new English language zone. 2. Click on a spot in the document. 3. Drag a border around the text you wish to have read aloud in English. Or double-click on a word to assign a language to that particular word.
	1. Click on this button to create a new French language zone. 2. Click on a spot in the document. 3. Drag a border around the text you wish to have read aloud in French. Or double-click on a word to assign a language to that particular word.
	1. Click on this button to create a new German language zone. 2. Click on a spot in the document. 3. Drag a border around the text you wish to have read aloud in German. Or double-click on a word to assign a language to that particular word.
	Click on this button to create language zones automatically.
	1. Click on a language zone in the document. 2. Click on the ‘Remove’ button. 3. Confirm or cancel.
	1. Click on this button to remove all language zones from the current page. 2. Confirm or cancel.
Active language buttons	Select which language buttons you wish to use when tagging (assigning languages).
Document language	Set the language of the document. Please note Existing language zones will remain intact and have priority over the languages you set using this function.
Page language	Set the language of the page. Please note Existing language zones will remain intact and have priority over the languages you set using this function.

‘Image’ tab

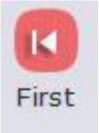
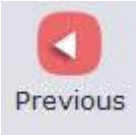
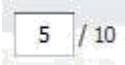
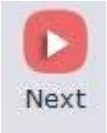
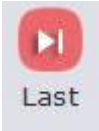
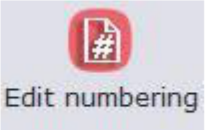
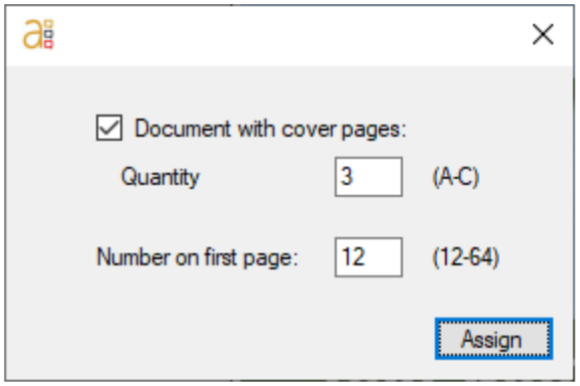
‘Image’ group

The ‘Image’ group contains buttons you can use to adjust the display of the document.

	Use the ‘Zoom in’ button to zoom in on the page. **Other options** Press Ctrl and + or Ctrl and scroll the mouse wheel up to zoom in.
	Use the ‘Zoom out’ button to zoom out of the page. **Other options** Click Ctrl and - or Ctrl and scroll the mouse wheel down to zoom out.
	Click on the ‘Width’ button and the page will adjust to the width of the screen.
	Use the ‘Page’ button to display the entire page on the screen.
	Use the ‘Rotate’ button to rotate the page 90° clockwise.
	Use the ‘Thumbnails’ button to view an overview of the pages in the document on the left-hand side of the page.
	Click on this button to display the floating bar. This floating bar contains frequently used buttons (Previous reading unit, Read, Next reading unit, Select area and Dictionary). The advantage of this bar is that it remains visible on all tabs.
	Click on this button to adjust the font of your buttons, windows and menus.

‘Page’ group

The ‘Page’ group contains buttons you can use to quickly navigate through the document.

	Use the ‘First’ button to go to the first page.
	Use the ‘Previous’ button to go to the previous page.
	In the page field, you can see which page you are currently on. You can click on the page field and enter a page number. When you click ‘Enter’, this page will be displayed.
	Use the ‘Next ’ button to go to the next page.
	Use the ‘Last’ button to go to the last page.
	With the ‘Edit numbering’ button, you can edit the cover pages and the number of the first page. 

5.5.4. Keyboard shortcuts and access keys

All the functions within the PDF reader (‘Alinea PDF’ function) are accessible via the ribbon, where you can click on the buttons with your mouse. If you prefer to use your keyboard instead of the mouse, you can use the keyboard shortcuts and access keys. Keyboard shortcuts and access keys are keys or combinations of keys on the keyboard.

Keyboard shortcuts

You can use the following shortcuts:

Read from the cursor position.	F12
Open file.	Ctrl + O
Save file.	Ctrl + S
Print file	Ctrl + P
Go one page up in the document.	PgUp
Go one page down in the document.	PgDn
Close active document.	Ctrl + F4
Activate text note.	Ctrl + T
Move cursor to the start of a line in a note.	Home
Move cursor to the end of a line in a note.	End

Move cursor to the start of a note.	Ctrl + Home
Move cursor to the end of a note.	Ctrl + End
Copy the selected text in a note.	Ctrl + C
Cut the selected text in a note.	Ctrl + X
Paste the selected text in a note.	Ctrl + V
Zoom in.	Ctrl + scroll mouse wheel up
Zoom out.	Ctrl + scroll mouse wheel down

6. Block functions

6.1. Which functions can you block?

Alinea can be used at home, at school and at work.

To improve Alinea's efficiency as a learning tool, you can block certain functions with a password. For example, this enables pupils to use Alinea to avoid making common writing errors, yet it prevents them from accessing specific glossaries or the dictionary.

On the other hand, the prediction window can be blocked during a spelling test, whereas the dictionary can remain accessible.

The blocked functions will be applied to all profiles.

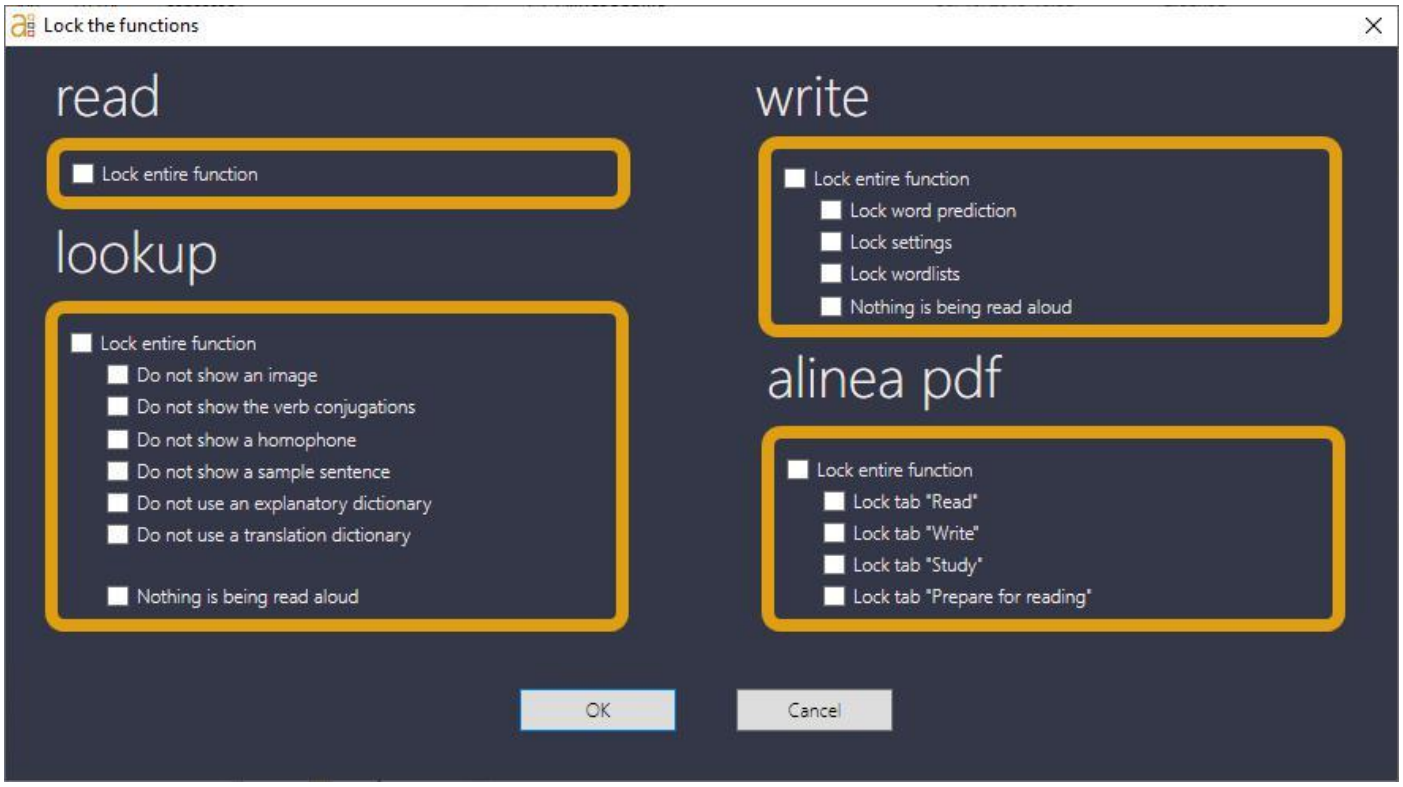
In Alinea, different functions can be blocked separately. You can block the ‘Read’, ‘Write’, ‘Look up’ and ‘Alinea pdf’ functions entirely. However, it's also possible to only block certain sub-functions.

6.2. How can you block functions?

You can block functions using Alinea's startup screen.

Click on the ‘Block functions’ button . The ‘Block functions’ window will appear. Tick the functions you wish to block.

In this example, the dictionaries have been blocked and no text can be read aloud:



You can block entire functions or individual sub-functions. If you block an entire function, you also automatically block all of the sub-functions.

After selecting the functions you wish to block, you must confirm the blocks by clicking on ‘Confirm’.

Then you must provide a password, which you can later use to unblock the functions.

Click on the green confirmation button. The selected functions are now blocked.

6.3. How can you unblock functions or edit the blocks?

To edit the blocks or to unblock functions, go to the start screen, just as you did when you blocked the functions. Click once again on the ‘Block functions’ button.

Enter the password to unblock the functions or to block other functions. Confirm again with the confirmation button. The unblocked functions are now available for all profiles and the newly blocked functions are blocked in all profiles.

Please note

Be careful when choosing a password. If you lose the password, you cannot unblock the functions. The blocks apply to all profiles.