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Foreword

This on-line user manual is a substantially cut down version of the printed User Manual contained in each of the Packs offered on the Registration Form, and describes the basics of using the Japanese Prelector™ package so that you can effectively evaluate it to determine if it suits your needs. It also assumes that you are thoroughly familiar with the Macintosh and its operation - the printed User Manual contains over 50 illustrations and is more helpful to less experienced Macintosh users.

You are encouraged to evaluate the software fully for up to one month, after which you must register as a user if you wish to continue to use the program. Your registration will provide you with a range of substantial benefits, in addition to supporting the authors and thus making provision for them to further develop and extend the software. A range of powerful new features are planned for future versions, which are described in detail in section 6.2. Registration is offered at low cost and once registered you can fully focus on using the software for your studies, relaxed in knowing that you will be provided with Vitronics extensive user support services. Further details about registration can be found in section 6.1.

The MultiUser Edition of the software provides educational institutions with an effective way to provide this low cost teaching resource to a large number of students, with each student enjoying full customisation of exercises - further details about the MultiUser Edition are contained in section 8. Installation of this Edition on a file server allows any Macintosh user on the network to operate the program. Multiple installations of the MultiUser Edition of Japanese Prelector™ allows a number of users to have concurrent access to the software. Special discount prices for volume purchases of this Edition are shown in section 6.1.

Our aim is to make this one of the top study aids for Japanese language students around the world - this goal can only be achieved with your active support. You are encouraged to distribute this software archive for evaluation purposes to friends, fellow students, teachers and others who may find it useful. **Make sure the archive is distributed as a whole** - if the application program detects any missing or corrupted support files, it will terminate with a fatal error (see appendix E for further details).

If you want to try out Japanese Prelector™ as soon as you have installed it, a vocabulary list file called 'Year 1 Sample' is ready to go. Simply select **Start** from the **Exercises** menu, and some easy exercises will begin. Select **Stop** from the same menu to stop the exercises, and **Quit** from the **File** menu to exit the program. It is suggested that you then return to this user manual and read it thoroughly to familiarise yourself with its contents.

We hope you enjoy using the software, and we look forward to receiving your registration very soon...

Section 1: Installation

This software is supplied as a self-extracting archive in BinHex 4.0 format, and the fact that you are reading this document suggests that you have already successfully installed it on your hard disk.

If you wish to run the software from a high density floppy disk, then follow the procedure outlined in section 1.2 below, entitled 'Installing on a high density Floppy Disk'.

1.1 System requirements

The minimum system requirements to run Japanese Prelector™ are:

Model	from Macintosh Plus upwards
Operating system	from System 6 upwards
Display minimum	monochrome
Memory usage	384k
Disk type	Hard disk, Macintosh Superdrive or Network Server
Disk usage	850k (plus vocabulary lists)

Note: System 6.0.7, 7.0 (tuned) and 7.0.1 (tuned) are stable and recommended, though Japanese Prelector™ will also operate with other versions of System Software.

Please note that all examples cited in this manual assume a Macintosh with **System 7** installed. If you are using an older operating system, the appearance of the Desktop and the operation of the Macintosh may vary slightly. To find out about your Macintosh, select the **About This Macintosh...** menu item from the **Apple** menu - this will display the total memory installed in your Macintosh, the Macintosh model and the System Software version.

1.2 Installing on a high density Floppy Disk

Insert your empty high density floppy disk and move the Japanese Prelector™ folder from the hard disk to your floppy. This completes the installation procedure.

If you wish to make more room on your floppy for vocabulary list files, you can compact the software by removing some backdrops and sounds. Compaction will free over 200k of disk space. To start compaction, launch the program (details are provided in section 2 below) and select **Compact...** from the **Setup** menu. The **Resource removal** dialog will be displayed - simply press **OK** to compact.

If you choose to compact (and thus remove these resources) but later wish to recover them, you must re-install the Japanese Prelector™ application program. These resources are stored with the application program, as is other user specific information such as selected Kanji, user timers, etc. Re-installing the application

will erase this other user specific information as well, so take heed.

1.3 New features of version 1.1

- SmartSearch1 greatly increases the word search speed when doing searches based on the Japanese Romaji in the Find Word dialog. The first search takes the usual amount of time, but each subsequent search is substantially faster. For example, on a hard disk (of a Macintosh Classic) the search time of a 5000 word vocabulary list file decreases from about 30 seconds to 4 seconds. Note that a new full length scan will be performed whenever a vocabulary list file is edited or the search file list is changed.

Search speeds can be improved even further by increasing the size of the Macintosh disk cache. Generally, the larger the cache, the faster word searches will be. You can change the disk cache size by selecting **Control Panels** from the **Apple** menu and then double clicking the **Memory** icon. The cache size can then be changed on the displayed dialog.

- Japanese landscape paintings from the 14th-16th centuries provide a backdrop for the dialogs displayed by Japanese Prelector™. In addition, the backdrops prevent accidental application switching during exercises when operating under System 7.

To display the backdrop selection dialog, select **Backdrop...** from the **Setup** menu. You can then select the backdrop you want, or disable the backdrop from being displayed except during exercises.

- traditional Japanese musical instruments provide sound effects to enhance the operation of the software. Digitised sounds are used as part of the introduction, to separate words during exercises, and to provide an alert when information scans are completed.

To display the sound dialog, select **Sound...** from the **Setup** menu. You can then enable or disable various sound effects.

- the user information screen has been extended to show the amount of disk space available in terms of Japanese Prelector™ words (ie each word record is 116 bytes in size).
- a number of information screens have been added to describe the new shareware distribution scheme and pricing policy which now applies to Japanese Prelector™ (version 1.1 only). This shareware scheme allows new users to evaluate the software for up to 30 days before purchasing. A new registration option has also been added which provides users with all the normal user support services at very low cost.
- various alerts and error messages have been added or extended.
- an exercise help screen has been added which concisely describes how to set up, start and do exercises.

Section 2: Getting started

To start up the Japanese Prelector™ **application program**, open the Japanese Prelector™ folder by double clicking it, and then double click the Japanese Prelector™ application program icon (a cherry blossom inside a diamond). The **application menu** will appear, as well as the **copyright** screen - this screen will be displayed for a few seconds, and you will get no response if you click the mouse or press any keys in that time. To get more information about Japanese Prelector™ after this time has elapsed, click the **more** button. Click anywhere else in the information window and it will disappear, and the registration information dialogs will be displayed (when your register, these will no longer come up). Click them to dismiss them and the **Find Word** dialog will appear.

Each text edit box, check box and radio button in the **Find Word** dialog corresponds in some way with how information is contained in a single Japanese word record as it is stored in a vocabulary list file. The **New Word** and **Edit Word** dialogs (which will be described later) are largely identical, since they also display a single word from a vocabulary list file.

2.1 Word entry

To get a feel for how to enter the various information needed in a Japanese word record, create a new vocabulary list file by selecting **New** from the **File** menu. Enter a file name like 'Temp' for the purposes of this example. The New Word dialog will come up immediately, and this dialog will allow you to enter all the component parts of a Japanese word. The word can subsequently be appended to the vocabulary list file by pressing the **Save** button. Let's first go through some of the basics involved in entering Japanese.

Romaji is a simple way for an English keyboard to allow the entry of Japanese words by their **romanised** phonetic reading. Most Macintosh computers are set up to use the U.S. keyboard, which generates all the characters used by Japanese Prelector™ in its representation of Japanese phonetics. The entry of this Japanese Romaji is described in detail in Appendix A, and it is suggested that you read this section carefully after you have become familiar with how the Japanese Prelector™ software operates generally. This Romaji entry system is quite simple and easy for anyone to learn, since it is almost identical to written Romaji.

To begin entering Japanese Romaji, position the pointer in the Japanese Romaji text box and click the mouse. The caret will show where the next typed character will go, and can be moved using either the arrow keys on the keyboard or by positioning the pointer within the text box and clicking the mouse. Normal Macintosh text editing commands can be used such as cut, copy and paste. To start off, you might try entering 'gaikoku'.

To move the caret to the **Word type** text box, locate the pointer in the box and click the mouse button, or press the **tab** key on the key board. In the word type box,

type in the letter 'n' (to indicate that it is a noun). To get a summary

of the characters used to code word types, select **Word type** from the **Help** menu. Up to 4 characters can be entered in the word type field.

Now move to the English text box. Type in the English meaning of 'gaikoku' here: 'a foreign country'. Now for the interesting part - press the **View** button, and the word will be displayed in Japanese with the English meaning below it and the word type on the right side. This is how the word will look during exercises. Press **Done** to return to the New Word dialog. If you want to see Romaji rather than Kana, select **Display Romaji** from the **Setup** menu and then view the word again.

To enter the Kanji for 'gaikoku' as well, you need to **attach** Kanji to the word. To do this in this case, select 'gai' in the Japanese Romaji text box using the pointer. Now press the **Get Kanji** button and a new dialog will pop up, showing all those Kanji with a reading of 'gai'. Select the Kanji you want by pointing to it and clicking the mouse button. The Kanji selection dialog will disappear and a **Kanji reading bar** will appear beneath the section of Japanese Romaji that you had previously highlighted. This indicates that this section of Romaji will be represented by a Kanji character when the word is displayed. Do the same for the 'koku' part of the word (note that if you edit the Japanese Romaji when Kanji are attached, all attached Kanji will be automatically deleted).

Press the **View** button again to see the word along with its Kanji. It's that easy.

When you are selecting a Kanji using the Select Kanji dialog and the Kanji you want doesn't have the original reading you entered, then you can select a Kanji by an alternate reading by typing that alternate reading in the **Kanji reading:** text box and pressing the **Get Kanji** button. If you change your mind and don't want to attach a Kanji, press the **Cancel** button.

After you select a Kanji, the Kanji selector system automatically moves the Kanji to position number one on the grid, to make it easier to locate next time. Thus, Kanji which you use often will congregate toward the first positions in the Kanji selection box.

If you want to **detach** a Kanji, start by viewing the word by pressing the **View** button. Now select the Kanji that you wish to delete by clicking it. It will then be highlighted (clicking a second time unhighlights it). Press **delete** on the keyboard and the Kanji will be erased. When the word is viewed again, it will be reformatted without the Kanji that were deleted. To delete all Kanji, press **shift-delete**. Viewing a word is the best (and only) way to know exactly how it will be displayed during exercises.

If you have already attached Kanji to a word and subsequently start editing the Japanese Romaji, all attached Kanji will be cleared. This is because the Kanji attached will not stay attached to the correct Romaji when more characters are added or removed during your editing. If you need to find the Kanji you just attached, however, they will be first on the Kanji selection list and thus easy to re-attach.

You'll notice that the Japanese word being viewed is displayed in **futakana** - the Hiragana is printed above the corresponding Kanji. Thus, the reading of

each Kanji is clearly shown. The English definition and word type are printed below the Japanese. To remove the word dialog, press the **Done** button.

The **Exceptional Kanji reading** check box can be used to mark a word which contains Kanji with an exceptional reading. When viewing a word with an exceptional Kanji reading, an asterix will precede the word to indicate this. It is sometimes difficult to attach Kanji to a word which has an exceptional reading, since the Kanji does not really correlate with the phonetic reading directly in these cases. For example, 'kesa' is an exceptional Kanji compound that can have Kanji attached by selecting 'ke' and using the alternate reading feature to get the correct Kanji, and likewise for the 'sa' section. The futakana display does not provide useful information under these circumstances, which is indicated by the exceptional Kanji reading asterix.

The three other text boxes named Year, Lesson and Group are important aids in clustering words into sets, so that a particular block of words can be easily located. Each text box can be edited in the normal way, and numbers from 0 to 100 are allowed. If any of these text boxes are left blank, it is the same as if they were set to 0. When set to 0, they are ignored during word searches.

The **Year** number can be used to represent the year of study to which the word belongs. In tertiary institutions, Japanese is often taught over 3 years for a normal Bachelor Degree and 4 years for an Honours Degree. Thus, the numbers 1 to 4 would be entered into the Year text box. Of course, further years of study may also be included.

The **Lesson** number is a way to group words into blocks, with each block then representing a particular week's vocabulary. If each week in the year is represented by its calendar week number, then numbers from 1 to 52 may be entered in the Lesson text box. Alternatively, a Lesson number may refer to each active week of contact classes of the Japanese language course during the year. The Lesson numbers in this case would then be affected by the breaking of the school year into semesters, and coded appropriately.

The **Group** number is a way to assign words to specific functional sets. For example, group 1 words may be those words contained in a particular week's reading comprehension, group 2 may be those words in a conversational dialogue, and group 3 may be those words in written exercises, etc. The coding of groups is completely up to the user. A systematic approach to grouping words is recommended, preferably to that set by the teacher.

The **word type** indicates whether the word is a noun, adverb, verb, adjective, etc. In the example shown above, it is a noun, since it has been represented by an 'n'. This display of word type is an effective way to get to know how a particular word is used, and is included to assist you in the proper construction of Japanese sentences.

A particular word type coding method is recommended and you are advised for the

sake of consistency to use only those codes shown in the table. This table is displayed by selecting **Word type** from the **Help** menu - press the **return** key or click the mouse to make this dialog disappear.

2.2 Vocabulary lists

Each vocabulary list is actually a collection of word records in a file (word records and how they relate to vocabulary list files are explained fully in section 3, entitled 'Vocabulary lists'). Searching for words can span up to four vocabulary list files, and the files to be searched are named in the **Search file list**. This list can be seen and edited by selecting **Search file list...** from the **Options** menu. Selecting this menu item will bring up the Search file list dialog.

To add files to the Search file list, press the **Add** button and another dialog will appear which will show all the vocabulary list files which can be selected. Locate the **Vocab lists** folder and select a file from this folder. Simply click on the appropriate vocabulary list file name, and then press **Add**. **All vocabulary list files must reside in the Vocab lists folder.**

Up to four vocabulary list file names can be added in this way, and as each is added, it is placed at the top of the list (which is the first file searched when a search is started). To remove files from the list that you have, select the file name by clicking it and then press the **Remove** button. When you have finished, press **Done**. Make sure at least one file is on the list when a **Search file list** type search is started, or an error will be noted (you can't search through any files if no files are selected!). This type of search is indicated by the words 'Find word in search file list' in the Find Word dialog title.

Section 3: Vocabulary lists

Vocabulary lists contain words which are made up of a Japanese Romaji part, an English part, a word type part and various other parts. These parts correspond to the text boxes (and other controls) shown in the Find Word dialog. The collection of words in a particular vocabulary list is stored in the Macintosh as a particular file, and thus each vocabulary list corresponds to a file icon displayed on the Macintosh Finder screen.

Word parts are stored within the computer in what are called **fields** of the **word record**. This is simply the correct computer jargon to describe the parts of a word, and this naming method will be used from now on to simplify explanations. Thus, the Japanese Romaji part of a word is the same as the Japanese Romaji field of a word record. Likewise, the word type part of a word is described as the word type field of a word record.

3.1 Vocabulary entry form

A special form called a **Vocabulary entry form** is included with the Japanese Prelector™ Pack. This form should be kept as a master to be photocopied when further forms are required. A reduced copy of this form also appears at the back of the printed User Manual, which can be photocopy enlarged if required from A5 to A4 size. The MacDraw 1.9.5 document called 'Vocab Entry Form' can also be printed by the MacDraw application program so that fresh master copies can be produced. You **must** duplicate this document file (use **Command-d** in the Finder) before printing it - any inadvertent change made to it will cause the application program to detect a corrupted support file and terminate with a fatal error (see appendix E for further details).

The vocabulary entry form consists of 20 rows of information, with each row corresponding to a word record, and each column corresponding to the various fields of the **New Word** dialog. This form should be filled out before any words are actually added to a vocabulary list, to ensure that all the required data relating to a word is ready before entry of that data begins. This makes entry of words easy and straight forward.

It is strongly recommended that words to be added to a vocabulary list be checked by looking them up in a reference dictionary. The integrity and correctness of words entered into a vocabulary list file which will be used by students is paramount, since they will be using it as a reference tool in their studies. In addition, several recommendations are made below to provide a framework so that words are entered by different users in a consistent way.

Some simple grammatical prefixes help students in the memorisation of words during the course of exercises. It is recommended that these prefixes are included with the English definition. Verbs should be prefixed with 'to', so that instead of entering 'run' in the English definition, 'to run' is a better memory jogger. Nouns

should be prefixed with 'a', so that instead of 'picture', 'a picture' should be entered. Proper nouns such as 'Australia' should be capitalised (by making the first letter a capital letter).

Some Japanese words have two or more distinct English definitions - in this case, each distinct definition should be separated by a semicolon (;). For example, the Japanese word 'kaidañ' should have its English definition written, 'stairs; ascent'. At other times, the flavour of a Japanese word is not adequately captured by a single English word or definition - where two (or more) English words or definitions help in capturing the spirit of a word, they should be separated by a comma (,). For example, 'tooru' should be defined as 'pass by, pass through'. It all relates to the degree of similarity of or distinction between the English definitions in capturing the meaning of the word. These guidelines assist in formulating the best English definition of a Japanese word as possible, and thus conveying the most information to students about the word.

When filling out the entry form, several shortcuts can be made without sacrificing the quality of entries. The **Year**, **Lesson** and **Group** fields often do not change from one row to the next. When this is the case, a row value should be entered only when a change occurs. At the top of a new page, values should always be entered in each column. This technique of leaving some fields blank is equivalent to putting ditto marks in the entry form - but only Year, Lesson and Group can be meaningfully left empty in this way.

The purpose of most parts of the vocabulary entry form are obvious, but some are not. Those less obvious parts are described below:

Wrđ No.: The **word number** is an aid in controlling multiple page lists of words, and orders words according to your own requirements.

Date: Enter the date on which the sheet was compiled.

Entered by: Enter the name of the person who compiled this sheet.

Ref. Code: The **reference code** indicates where the definition of the word came from. For example, you may use 'N' to indicate that the words definition was found in the 'Nelson Japanese-English Character Dictionary' or 'C5' for 'The new Crown Japanese-English Dictionary, 5th Edition'. The code lettering is entirely up to the user, but provides an important source reference for other users.

Page No.: Used in conjunction with the reference code, this shows the page number of the word within the reference cited.

3.2 Constructing new vocabulary lists

The Japanese Prelector™ software contains features which make some aspects of the construction of customised vocabulary lists quite easy. Any word that you wish to include in a new vocabulary list can be looked for using the word search facilities. If located, this word can be copied across to a new vocabulary list by selecting **Copy** from the **Word** menu. The word will be copied across to the new vocabulary list, where its Year, Lesson and Group numbers (and any other parts of

the word) may be edited as desired without affecting the original vocabulary list file.

If words need to be looked up in reference dictionaries, placed on the entry form and later entered into a vocabulary list, there are ways to minimise the amount of work required. One way is to split the task between a number of people, each being assigned a block of words. They would then find the dictionary reference for the word, place appropriate entries in a vocabulary entry form and enter the word into Japanese Prelector™. The resulting small vocabulary list files can later be appended together by using the search facilities and copying the found blocks across to a new vocabulary list file.

Of course, once a list of vocabulary has been entered, the task of constructing other specific vocabulary lists from it, or providing such prepared lists to new students, is an easy task. As a final check, a teacher should verify each word in the resulting compiled vocabulary list file by stepping through the list a word at a time. Such final sighting should eliminate inadvertent typographical errors.

3.3 Creating a new vocabulary list

Select **New** from the **File** menu and a dialog will appear requesting the name for a new vocabulary list file. The new vocabulary list file will **always** be placed in the 'Vocab lists' folder, keeping all vocabulary list files together in the one place. The example below assumes that Japanese Prelector™ has been installed on a hard disk.

Enter the name of the vocabulary list file you wish to create (up to a maximum of 30 characters), taking care to use as many meaningful words in your file name as possible. For example, 'Adelaide Uni Year 1' or 'Brenton's own'. When you are satisfied with the name you have chosen, press the **New** button and the **New Word** dialog will appear, ready for you to begin entering words. If you subsequently **bring the Find Word dialog to the front** (currently behind the New Word dialog) by clicking within its boundary or selecting **Find** from the **Word** menu, the name you have chosen will be prominently displayed in the **title bar** - this indicates that any search will use this file only and not those files listed in the search file list.

3.4 Opening an existing vocabulary list

Alternatively, you may choose to append new words to an existing vocabulary list file. An existing file can be selected by choosing **Open** from the **File** menu, and then double clicking the name of the vocabulary list file that you wish to open. This dialog will then disappear and the Find Word dialog will be brought to the front - the title of the Find Word dialog will reflect the name of the file you have opened.

Now select **New** from the **Word** menu, and the New Word dialog will be displayed ready for you to begin entering your data.

3.5 Finding words

There are two different ways that searches are conducted, and these are called an **Edit file search** and a **Search file list search**. If you wish to edit words in an existing vocabulary list file, you must open it explicitly by selecting **Open** from the **File** menu. This will display the standard file selection dialog, and you can then select the file you want as described above in section 3.4, 'Opening an existing vocabulary list'. **In this case, any searches will search only through the file you have opened.**

If you don't open a specific vocabulary list file, each file listed in the search file list will be searched through in turn starting at the top of the list. You will enter the same information into the Find Word dialog irrespective of which vocabulary list files are searched. The only real difference lies in which dialog appears when the search is completed (and words are found). When the search file list is searched, a simplified dialog appears which displays the word in its Japanese form. When an edit file is searched, the **Edit Word** dialog appears instead.

The discussion below concentrates on the case where you have opened a particular vocabulary list file for editing, and are now entering information into the Find Word dialog to be compared during a search. This case is more instructive in some ways. However, a working example of a search file list search is examined in section 4.2.1, entitled 'A working example'.

To find words within an opened vocabulary list file, fill in the relevant areas of the Find Word dialog, and then press either the **All fields** or **All fields except Romaji** button. Pressing the **All fields** button begins a search which will try to match all the fields in the Find Word dialog (which have contents in them) with each word of the vocabulary list file. Pressing the **All fields except Romaji** button begins a search which will try to match all fields except the Japanese Romaji field. This button is necessary due to the way that Kanji are located by their Hiragana reading (ie sometimes the Hiragana entered in the Japanese Romaji field will simply be a way to get Kanji, and will thus have no relevance during the search). When either of these buttons is pressed, the **Search in Progress** dialog will appear. For technical details about searching, please refer to Appendix G of the printed User Manual.

The first word found that matches the fields in the Find Word dialog will be displayed immediately, so that if you are only looking for a single word, then you have the option of terminating the search rather than waiting the full search time. Otherwise, the search will continue until all vocabulary list files have been examined, or the **search buffer** becomes full. An alert will be displayed if the search buffer becomes full, and the search will be aborted (to dismiss such an alert, press **enter** on the keyboard or click the alert). The **Found block** will then contain all the words found to that point.

If words are found, the Edit Word dialog will appear and display the first word of the Found block. You will then be able to make changes to the word.

There are a number of other buttons which only exist on the Edit Word dialog. The **Next** and **Previous** buttons allow you to move to the next and previous words in the Found block - for example, the position of this word in the found

block may be shown by the text which reads, '# 1 of 10'. This means that this is the first word in a block of 10 found words.

The **Save** button is used to save the edited word to the vocabulary list file, and the **Restore** button will read back the word from the vocabulary list file (if you decide not to proceed with changes that you have already made). Note that **if you make any changes and then press the Next or Previous buttons, the edited word will automatically be saved in the vocabulary file list.**

The **Edit Block** button allows you to change certain fields in all words in the Found block simultaneously. Pressing the **Edit Block** button will display the block overlay. The **word status** radio button can then be changed, as well as the Year, Lesson and Group fields. After you have made all the changes you desire, press the **Update Block** button and each word in the Found block will be updated with those changes. The **Edit Block** button is thus a powerful tool which should be used carefully. Note that any fields in the block overlay left blank **will not affect** any words in the Found block when the **Update Block** button is pressed. If you decide not to proceed with a block update, simply press the **Cancel** button.

3.6 Operations on Found Blocks

After you have found a block of words in an open vocabulary list file, you can manipulate that block as a unit. The types of things that can be done with a Found Block are to copy it to another vocabulary list file, move it to another vocabulary list file, or delete it. These operations are explained below.

3.6.1 Copying

Copying a Found Block to another vocabulary list file appends all words in the block to the file designated. To begin copying a block, select **Copy** from the **Word** menu. The standard file selection dialog will appear, allowing you to select the file to which the block should be appended. When you have selected the file, press the **Copy** button and the block of words will be copied across.

Copying blocks is a good way of constructing new vocabulary list files from old ones. You can select groups of words using existing Year, Lesson and Group numbers and then progressively build up new vocabulary list files from them. Alternatively, individual words can be found and copied to the new file, and the Year, Lesson and Group numbers changed later as required.

3.6.2 Moving

Moving a Found Block is identical to copying it, except that the Found Block is **deleted from the original vocabulary list file** after the words have been copied across to the new file. Though the words will now exist in the new file (and so

haven't been lost forever), care should be taken when using this command.

To move a Found Block, select **Move** from the **Word** menu. The standard file selection dialog will be displayed, allowing you to select the file to which the block should be moved. When you have selected the file, press the **Move** button to begin the transfer.

3.6.3 Deleting

Deleting a Found Block is as simple as selecting **Delete** from the **Word** menu. To stop you accidentally deleting a block of words that you really want to keep, a confirmation alert is first displayed. If you confirm the block deletion, all words in the block will be removed from the vocabulary list file that you currently have open. The Found Block may consist of a single word or many words, each having matched the search information that you entered in the Find Word dialog. In any event, confirming a deletion will mean those words will be lost forever - so be careful with this command!

3.7 Japanese Prelector™ as a teachers aid

The ease with which words can be found provides a valuable way in which teachers can arrange and control aspects of course content. Particular words (which the teacher wishes to be included in tests) can be verified as being part of the coursework the student has already been exposed to. This makes the task of test preparation simpler and improves the control with which teachers can select words from different weeks of the course (since the week a word was learnt is stored as the Lesson number). Thus, Japanese Prelector™ provides teachers with a valuable tool in the preparation of course material and tests.

As the Japanese language course material changes over the years, vocabulary lists can be changed and updated with little difficulty. If lesson numbers change, the word and block edit facilities provided by the Japanese Prelector™ program make it an easy task to change lesson and group numbers. New vocabulary list files can also be provided to students at any time, and each student's progress information can be transferred to the new vocabulary lists by selecting **Update vocab list...** from the **Setup** menu.

Section 4: Exercises

The Japanese Prelector™ software automatically customises exercises to your own ability and knowledge level. It does this by keeping track of which words you have difficulty with, and exercising those words more frequently. You can also periodically select new words you wish to learn, and as these new words are learnt during exercises, they move automatically to the learnt pool of words.

4.1 The Current, Learnt and Archived pools

The three pools used inside Japanese Prelector™ are called the **Current**, **Learnt** and **Archived** pools. A word is shown to belong to a particular pool by its word status. On the Find Word dialog, the **word status** is shown by the Current, Learnt and Archived **radio buttons** on the bottom left of the dialog.

4.2 Selecting words for exercises

The current pool contains specific words which you want to learn during exercises, and is filled when you find appropriate words using the word search facilities and then set their word status to **Current** using the editing facilities. Current words are focussed on during exercises, and should be those words which are new to you and which you wish to learn. During the course of exercises, you will be asked by the program whether you correctly translated the word, and the program will use this information when it selects other words during exercises.

Once you get a current word right a particular number of times, the program will deem that word to be learnt, and will automatically move it to the learnt pool. The word's status will then change from **Current** to **Learnt**. Thus, the size of the current pool will decrease and the size of the learnt pool will increase as your exercises progress. During the course of using Japanese Prelector™, the size of the learnt pool will steadily increase as you do exercises, and you will have to periodically select new words to put in the current list to top it up. The size of the current and learnt pools can be found at any time by bringing up the user information screen.

The Archived pool is simply all other words not in the current or learnt pools, which makes up the bulk of words contained in vocabulary list files shown in the search file list. It should be noted that **vocabulary list files shown on the search file list are also those used during exercises.**

4.2.1 A working example

An example will help clarify the process used to put words into the current pool. For this example, the vocabulary list file called 'Year 1 Sample' is assumed to be the only vocabulary list file listed in the search file list.

Assuming that you wish to start learning the words contained in lesson 4 of the 'Year 1 Sample' vocabulary list file, enter 4 into the Year field and 1 into

the Lesson field of the Find Word dialog. Then press the **All fields** button to start the search.

The **Search in Progress** dialog will now appear. The first word found which matches the fields in the Find Word dialog will be displayed in the Search in Progress dialog for you to examine as the search continues.

If you ever perform a search and more than 200 words match the Find Word dialog fields, an alert will appear indicating this, and the Found block will only contain the first 200 words. If no words are found, then an alert will be displayed to tell you of this. In this event, try a broader search (enter less information into the Find Word dialog) and try again - or look in another vocabulary list file.

Once a block is found, each word within the block can be viewed by pressing the **Next** and **Previous** buttons. To the right of these buttons is the word number of this word within the found block. When you have finished with the block, press the **Done** button and the dialog will disappear.

Individual words within the block or the entire block can be made current at one time (ie. every word within the block will be made current). To make a particular word current, activate it's **Current** radio button when that particular word is displayed in the dialog. To make the whole block current, press the **Edit Block** button and the block overlay will appear.

With the block overlay in place, activating the **Current** radio button and then clicking the **Update Block** button will change the status of every word in the block to **Current**. Of course, if you have already learnt a set of words, you may wish to place them directly in the learnt pool by activating the **Learnt** radio button instead. You can return a word to the default **Archived** status at any time as well, though you should never need to do this. If you activate a radio button and then change your mind, the operation can be cancelled by pressing the **Cancel** button.

The other controls in the Find Word dialog include the **Clear** button which will clear all fields in the Find Word dialog, providing a fresh dialog in which to place your search data. The **All fields except Romaji** button is used when you are looking for a Japanese word primarily by Kanji. This special button is needed because of the way in which Kanji are located and **attached** to a word. In this case, you may not wish the Hiragana you have entered (to locate a Kanji) to be matched against words in the vocabulary list when a search is conducted,. If you attempt to edit the Romaji field, the Kanji will be automatically cleared, since they are dependent on the existence of the Hiragana to which they were attached.

4.3 Doing exercises

Once you have selected some words and placed them in the current pool, you can start exercises. To do this, select **Start** from the **Exercise** menu or press **Command-s** on the keyboard. An information dialog will appear as the search file

list is scanned and words are targeted to go into the sessions

exercise pool. After the scan is complete, the information dialog will remain on the screen until you click the mouse button or hit **return** to dismiss it.

A word will be chosen by the program, and some parts of it displayed in the **Exercise** dialog. You may now (for example) be prompted to write down the Hiragana to match the Kanji - this prompt is in the form of a rectangular **prompt box**. The Kanji displayed here is assumed to have been previously selected by you and designated as being learnt. That is why it is being actively tested.

When you are ready, a click of the mouse button will display the Hiragana. The **futakana** display format shows exactly how the Hiragana reading corresponds to the Kanji in the word.

The **text prompt** at the bottom of the dialog is requesting you to indicate whether you successfully remembered and wrote down the Hiragana for this word. You can give three different exercise responses:

right: slow click (hold mouse button down until 'right' appears)
wrong: fast click
ignore: double click

You may find it useful to use your non-writing hand to hold the mouse and click the mouse button, and your writing hand to write Kana and Kanji. This will allow you to do exercises without having to change hand positions.

Your response will be displayed to the right of the text prompt to give you immediate feedback as to which response the program recorded. Now simply follow the instructions and prompts as shown at the bottom of the screen to continue with the exercises. The program will do all the hard work of selecting words to display and will keep track of all responses to tailor the exercises especially to you.

The 'ignore' response is included to allow you some leeway in controlling how the program records your responses. If this response is chosen, the program does not change any internal information about your answers to this particular word (**it will over-ride any right or wrong responses you have already given**). If you have just added new words to the current list, you may choose to select 'Ignore' on the first occasion the word is presented, since you didn't really get it right or wrong (you simply could not be expected to know the word). However, using this response option should generally be unnecessary, because of the way that your responses are interpreted by the program.

The same type of prompting is given when a word is presented for the English -> Japanese direction, except that the word type and English definition are displayed together first to provide more direction in helping you remember the word.

A higher speed exercise regime is selectable by choosing **Options...** from the **Exercise** menu. This regime makes exercises operate more quickly, and so is

called the **Quick** answer mode. This option is for more advanced users who are sufficiently familiar with the exercise format to bypass much of the

prompting. The **Quick** answer mode streamlines exercises, and requires significantly less clicks to progress through each word presented than **Normal** answer mode.

To stop exercises, select **Stop** from the **Exercise** menu.

Romaji or Kana can be displayed during exercises. To toggle the display format, select the first menu item from the **Setup** menu. If Kana is currently being displayed, the menu item will read **Display Romaji**, allowing you to change to the Romaji display format. If Romaji is currently being displayed, the menu item will read **Display Kana**, allowing you to change to a Kana display format.

4.4 Information about progress

The **user information screen** provides valuable data about how you are progressing with exercises by showing word counts, timers and the number of Kanji learnt. This information screen is displayed when **Information** is selected from the **Exercise** menu.

When the user information screen is requested, all the vocabulary list files in the search file list are scanned and the number of **Current**, **Learnt** and **Archived** words are tallied. This tells you something about the variety of words which will be used during the exercises. The number of words which have been moved across from the Current pool to the Learnt pool during exercises in the course of the week is also determined to arrive at the **Learnt this week** total. The **Learnt this week** total shown on the information dialog relies on data obtained from the search file list as it was set up at the last weekly scan. If you have changed entries in the list over the last week, this total may not be valid. To alleviate this minor problem, it is recommended that you keep a consistent search file list.

The various timers are also displayed. The **user timer** is one which can be reset at any time by selecting **Reset user timer** from the **Exercise** menu. After such a reset, the user timer starts again from zero to accumulate the amount of time spent doing exercises. Thus, this timer can be used for any purpose you like. For example, it may be used to find the number of hours you have spent in exercises in the last three days before a test.

The **session timer** shows the amount of time spent doing exercises during that particular session. A session starts when Japanese Prelector™ is started up and runs until the application is exited by quitting.

The **weekly timer** shows the accumulated time spent doing exercises between the time of the last weekly reset and the current time. Using this timer is explained fully in section 4.5 below entitled, 'Weekly timer reset'.

The **Kanji learnt total** is simply the number of Kanji you have selected for use in exercises.

4.5 Weekly timer reset

A weekly timer is integrated into the Japanese Prelector™ software, and the **day of the week** on which this timer resets is selectable. When the Japanese Prelector™ software is started up, the day of the week is checked, and if a match occurs, the following actions occur:

- 1) the weekly timer is reset
- 2) the **Learnt this week** total is reset
- 3) a backup reminder is made at the end of the session

The weekly timer shows the accumulated time spent doing exercises between the time of the last weekly reset and the current time. It thus allows you to check the number of hours per week you have spent so far doing exercises, and so arrange your time to fulfil your study goals. For example, if you set a goal to study vocabulary and Kanji for four hours per week, then the weekly timer will provide you with information about how you are going in achieving this goal through the course of the week.

If exercises were not done on the day designated for a weekly timer reset, then the weekly reset will occur at the first opportunity after that designated day. Thus, the weekly timer may on some occasions show information accumulated over a period greater than a week.

Setting the **day of the week** for the **weekly reset** is easy. Move the pointer to the **Exercises** menu title and press the mouse button. Drag the pointer down to the **Weekly timer reset** menu item, and the day of the week **sub-menu** will appear. Now, continue dragging the pointer across and then down the sub-menu to the day you want. When you are on the day you want, release the mouse button and that menu item will flash to indicate that it has been selected. When next you look at this sub-menu, a tick will be displayed next to the day you have selected. Any menu item (such as **Weekly timer reset**) which contains a small triangular arrow has a sub-menu associated with it.

When you quit Japanese Prelector™ after a weekly timer reset has occurred, you will get an alert requesting that you backup all your vocabulary list files. It is good practice to always do this when the alert comes up, since your progress will be protected if some problem occurs with your vocabulary list files. **The importance of backing up your vocabulary list files cannot be overstressed.**

4.6 Selecting Kanji for use in exercises

When you install Japanese Prelector™, all Kanji are enabled by default. This default is used so that if you simply select words for exercises, then you will be tested on their Kanji as well. To start afresh in selecting which Kanji will be included, select **Clear user info...** from the **Setup** menu and a dialog will be displayed. On this dialog, press **Deselect all Kanji** followed by **Done**.

To include particular Kanji in exercises, you must explicitly tell the program that you have learnt them (by selecting them), **otherwise they will be**

replaced by their **Kana**. To select Kanji, choose **Select Kanji...** from the **Exercises** menu.

Now type in a reading of the Kanji you wish to select, or its **Kanji code** (all Kanji and their corresponding Kanji codes are shown in Appendix B of the printed User Manual). Press the **Get Kanji** button to find all the Kanji with this particular reading. If you can't find a Kanji by one of its readings, try another and you should be successful. Any boxed Kanji are those that have been selected for use in exercises.

To select a Kanji, position the pointer on it and click it. A box will appear around it. If you wish to deselect a Kanji, click it again - the box will now disappear. If the Kanji you want is not on the first page, use the controls on the right to scroll through the other Kanji. If no other pages of Kanji are available, the vertical scroll bar will be solid. When you have selected all the Kanji that you wish to, press the **Done** button and the dialog will be disappear.

Kanji codes may also be found using the help screen. Select **Kanji** from the **Help** menu and a page of 50 Kanji will be displayed in a matrix according to their Kanji codes. To move to the next page, press the **Next** button and to move back a page, press the **Previous** button. If you click either button repeatedly, you will move forward through the pages of Kanji without all of them being displayed - this is a fast way of getting through to the latter pages.

4.7 Backing up your files

It is quite rare, but sometimes files can be inadvertently corrupted or erased during the operation of any computer. Corrupted files can often not be recovered, so will be lost forever. To guard against this possible loss, it is common practice to periodically duplicate data files onto another disk, so that if the original files are lost, the data can be restored. This process of duplication is called **backing up** your files.

It is strongly recommended that you back up your vocabulary list files regularly (say every week) by copying them to a special floppy disk that you set aside for this purpose. This ensures that if some problem occurs with your files in the future, that you can go back to your last backup copy to recover your files. Failure to do this places at risk all new words that you add to vocabulary lists, and all exercises that you do (the exercise customisation information is stored inside vocabulary list files). The more often you back up your work, the less you can lose.

When the Japanese Prelector™ application is started up, the day of the week is checked, and if a match occurs, the weekly counters are reset and a reminder is made for you to do a backup. You should get into the habit of doing a backup at the times suggested, to ensure your valuable data is protected. To gain further protection, you might use two backup floppy disks, and backup onto an alternate one each week. Using this strategy, you will always have two separate weeks of

backup data. This strategy is highly recommended.

Please refer to the printed User Manual for further details.

Section 5: Advanced features

The features of Japanese Prelector™ described below are for confident users who wish to make broad changes to user information embedded within vocabulary list files, or adjust the way that Japanese Prelector™ exercises work.

5.1 Clearing user customisation information

User specific information is stored within the Japanese Prelector™ program as well as within vocabulary list files used for exercises. This information is specific to a particular user, and allows Japanese Prelector™ to closely tailor itself to that user. Sometimes this customisation information needs to be cleared, such as when a new vocabulary list file is being prepared for distribution to students.

Please refer to the printed User Manual for further details.

5.2 Updating vocabulary list files

Vocabulary list files will often have more words added to them over time, or be changed in other ways. To allow the user to move to an updated vocabulary list file, the user information embedded within the old vocabulary list file needs to be transferred to the new one.

Please refer to the printed User Manual for further details.

5.3 Adjusting the way exercises work

There are several options available to change the way in which exercises operate.

Please refer to the printed User Manual for further details.

5.4 Why the Japanese Prelector™ study system works

The fundamental benefit of learning vocabulary and Kanji using the Japanese Prelector™ study system is that there is no association at all between individual words presented during exercises, since words (and the translation direction) are chosen in a smart random way. This smart randomness ensures that each word on the current vocabulary list comes up as often as any other, but no words are ever missed out during a session. It also means that a weakness in your memorisation of any particular word is recorded by the program, which dynamically alters how subsequent words are chosen.

This lack of association between words helps reinforce the very close association between the Japanese, English and word type parts of an individual word as an encapsulated whole. No other reference is available since a word has no

association with the word which was presented before it nor with any word presented after it - this is completely different to learning

vocabulary from a printed list of words where subconscious associations are created between words by a word's position in the list, by surrounding words and by the list itself (ie the lesson or week in your course).

This lack of association goes even further by similarly isolating the two translation directions of any word (from Japanese to English and English to Japanese). What this means in practical terms is that each Japanese word is stored in your memory as a trigger to the English definition and word type (and vice versa). The purity of this trigger is brought about by this total lack of association.

The inclusion of the word type in exercises (usually overlooked in manual vocabulary study systems) provides you with invaluable cues to the technical use of a Japanese word as it relates to Japanese grammar. For example, memorising that a verb is a transitive group 2 verb is very useful when you come to construct Japanese sentences, since you can then use the verb in the technically correct manner.

When exercises are started, a block of learnt words are chosen at random from the learnt pool (words that you have already learnt by doing exercises), and these can be words learnt at any stage in your course (even from the first day!). These words are intermeshed with the words on the current vocabulary list, and are tested in the same way. This means that learnt words (and their Kanji) will be continuously reinforced, vastly improving your long term retention of them.

In most manual vocabulary study systems, a significant proportion of specific vocabulary and Kanji are forgotten after about 3 weeks of being included in a course. As time progresses, the proportion of lost vocabulary and Kanji increases significantly, with the level of this loss dependent on the frequency of use of a particular word in passages and texts used in subsequent course material.

Japanese Prelector™ specifically targets this loss of long term retention and effectively and efficiently removes it. No word learnt at any time in your course will be left out of Japanese Prelector™ word exercises in the medium term. A word learnt in the first month of a course of study should be as fresh in your mind as the words you learnt within the last two weeks (if you are a regular user of Japanese Prelector™). There is no doubt that this provides students who use Japanese Prelector™ with a significant advantage over students who do not.

This consistent reinforcement has other benefits as well. Just imagine if you did not have to go out of your way to study up on specific vocabulary and Kanji for a test. You should already have a good working knowledge of all Kanji and vocabulary you learnt over the entire year (if you use Japanese Prelector™ regularly). If you choose to focus on particular vocabulary or Kanji, you can quickly place a block of words (say from semester 1) into the current vocabulary list and exercise with them. No more searching through your notes for old vocabulary lists or Kanji. It's all computerised.

Not only is long term word retention specifically targeted, but the writing of Kana

and Kanji is as well. Sometimes advanced Japanese language students

develop a lazy writing style if there is no mechanism to provide them with good written examples. Japanese Prelector™ displays Japanese characters which were written by a master Japanese calligrapher and which demonstrate correct proportion as well as proper stroke angles. These provide consistent long term examples of good writing style.

The only thing that Japanese Prelector™ can't do is study for you.

Section 6: User services

Japanese Prelector™ is not simply a computer software package, but a tool specifically designed to help you in your Japanese language studies. Our continuing development of Japanese Prelector™ is based squarely on that philosophy, and user services are aimed at delivering to you the maximum possible benefit from using the Japanese Prelector™ study system.

These user services include eligibility for software upgrades (accompanied by User Manual updates), eligibility for upgrades of our expanding reference vocabulary list, user suggestions of new features and functions, and technical support. Periodic notification of upgrade availability is included in your user service subscription, the first year of which is included in the purchase price. All these services contribute to making Japanese Prelector™ one of the most effective low cost Japanese language study aids of its type in the world.

6.1 Registration

Purchasing either the MultiUser Pack (primarily for educational institutions) or the Japanese Prelector™ Pack (for single users) is the best way to get the most from the Japanese Prelector™ study system. Contained in each Pack is a comprehensive (120 page) illustrated User Manual, program disks (with the latest version of software), an additional 200 words of vocabulary, one month of telephone support, and a one year user service subscription (including a regular newsletter to keep you informed about new version releases, reference dictionary updates, new products, tips and tricks, bug fixes, etc).

To order, simply print and fill out a Registration Form (files in Word 5.0 format and TeachText format are contained in this package) - this form contains all necessary information on prices and ordering. Send us the completed form by mail with a bank cheque, personal cheque (Australia only) or postal money order. Alternatively, you may wish to enter your credit card details on the registration form.

The fastest way to order is by fax, E-mail, or telephone - simply quote your credit card number and card type (we accept Visa, MasterCard and BankCard), the full name printed on the card, the expiry date, and the Pack that you would like supplied. We provide same-day dispatch of both Australian (domestic) and international orders so you'll receive it in the shortest possible time. International orders are sent via air mail to ensure prompt delivery.

Special discount prices for volume purchases of the MultiUser Edition are as follows:

Number of installations	Price per installation
1 - 2	\$79.00
3 - 6	\$65.00

7 - 15
16+

45
\$58.00
\$55.00

The single user edition also attracts a volume discount - simply submit a block of 10 or more completed Registration Forms (with payment) at one time and the price reduces to \$34.00 per unit. Packs can be despatched to the address on each Registration Form or to a central address if you prefer. All prices quoted are in AUD (Australian dollars).

6.2 Planned future Enhancements

To improve the service that Japanese Prelector™ provides, registered users are eligible for program and reference vocabulary list upgrades. There are a number of planned program enhancements which will be made available to registered users, and these enhancements are described below.

All registered users will be notified of, and eligible for, Japanese Prelector™ software upgrades as they become available. A nominal upgrade charge is applicable.

6.2.1 Kanji selection by radical

Kanji selection by radical will provide an alternative to selecting a Kanji by its reading, allowing Japanese Prelector™ to closely mimic Kanji dictionaries in the way that Kanji within a compound are located. However, since any Kanji in any compound position can be used as a search key, very much greater power and flexibility is offered by the Japanese Prelector™ software.

This new feature will display a dialog with the full set of Kanji radicals, and allow you to click any that occur in the Kanji you are trying to locate. You can select as many or as few radicals as you like. Kanji which contain all the radicals you have selected will then be displayed in the Select Kanji dialog.

This new feature will be particularly useful for persons who currently use a Kanji dictionary, and it will very significantly cut the time required to find a Japanese word and its English definition. The possible study productivity increase will be even more substantial when SmartSearch™ becomes available, since words will be found almost instantly by their Kanji.

6.2.2 Connecting sounds with words/expressions

The ability to store speech in the Macintosh allows Japanese words to be spoken by the computer, adding another dimension to the effectiveness of exercises and thereby helping students in vocalising the words which appear on the screen. The latest models of Macintosh computers offer sound input, allowing words in vocabulary lists to have pronunciation information stored with them by users and educators. All Macintosh computers have sound output, so can play back any stored Japanese speech.

This feature will be particularly useful for new Japanese language students, as it provides both aural and oral lessons in Japanese. Just think of it ... once this feature is implemented, Kana reading, writing and pronunciation exercises will be fully integrated in the Japanese Prelector™ package,

providing students with a fast track method of learning all the basics of Japanese.

Of course, other sound effects can also be used. You might put in the sound of a dog barking when 'inu' is displayed, or hear a cat meow when 'necko' is shown. You are limited only by your imagination.

6.2.3 Integrated expression dictionary

Expressions will be able to be stored in the same way as words (in a dictionary format) and also used in exercises. Up to 10,000 expressions can be entered in a particular expression list and, using the powerful computerised search facilities, can be very effectively located by users. In addition, expressions will be able to be linked to words to provide example sentences for those words.

6.2.4 SmartSearch™ facility extensions

The current word search speed is around 1000 words every 6 seconds on a Macintosh classic with a hard disk drive. SmartSearch™ uses advanced search algorithms which increase this search speed (on average) up to 100 times. If some particular search keys are used, such as Kanji, words will be found almost instantly. The speed of the search will be very closely tied with the degree of specificity of the search keys - occasionally searches will still take the normal search time.

SmartSearch1 has been implemented in Japanese Prelector™ version 1.1, and greatly speeds up searches made using Japanese Romaji.

6.2.5 Kanji reading editor

Currently, an extensive database of Kanji readings exists within the Japanese Prelector™ software, which is more than sufficient for most purposes. With this new feature, however, additional Kanji readings can be added by the user at any time.

6.2.6 Kana and Kanji stroke order lessons

Students need to develop skills in using the correct stroke order when writing Kana and Kanji to ensure that Japanese characters are properly formed. This applies especially to new Japanese language students.

This new on-line stroke order help feature will demonstrate the correct stroke order of Kana and Kanji, thus helping students if they have any problems forming a particular character. It will be fully accessible during vocabulary lessons.

6.2.7 Full JIS set of Kanji

Teachers and advanced students may need more than the currently supplied 1850 Kanji characters to allow for the entry of special Japanese words such as personal and place names.

The full JIS set (approximately 7000 characters) will be provided in a future version of Japanese Prelector™ to cater for their more advanced needs.

6.2.8 Connecting pictures with words/expressions

Graphics greatly enhance any program, as they add an important visual element - especially to exercise oriented software such as Japanese Prelector™. Pictures help greatly in the memorisation process, since they can provide important visualisation cues. For example, associating 'moñ' with a picture of a gate helps reinforce the origin of this particular Kanji, thus improving students' grasp of the Kanji and what it pictorially represents.

6.2.9 Kanji and vocabulary test facility

Many schools conduct weekly Kanji and vocabulary tests to ensure students are keeping up with the course material. This new feature will allow schools to do weekly tests (with minimal preparation) on whole classes of students, and have fully automated result collection and reporting. These results can then be analysed and printed out.

Since each student will have their own 'JP user' floppy disk with their user name embedded in it, all results will be stamped with the users name and various other details.

6.2.10 Printing out vocabulary lists

Japanese Prelector™ is invaluable in the preparation and maintenance of course materials, and with the ability to print out vocabulary lists, will provide a way of obtaining a hard copy of vocabulary lists.

Students may also use this facility to print a list of words they need for an upcoming test, or for times when they do not have access to a computer on which to exercise.

6.2.11 Full motion video connected to words/expressions

You may wish to display some full motion video when a particular word or expression is displayed. For example, some video footage of a person in their shorts running down a road may be associated with the verb, 'to run'.

Any number of words and expressions can be connected to a single piece of video footage - the linkages are under your full control. To illustrate: if a segment of video of a baseball game were shown, words such as 'baseball', 'baseball stadium' or 'team sports' could be connected to it.

6.2.12 Kanji morphing

One of the most effective ways to become familiar with new Kanji is to associate them with some object or process that the student is already familiar with. This method is especially relevant to learning Kanji since these characters are generally ideographic symbols.

Kanji morphing is a process of slowly changing a picture (ie. a Kanji's pictorial origin) to a Kanji character (and vice versa) through the process of graphical animation.

6.2.13 Attaching animated graphics to words/expressions

This process is similar to connecting full motion video to words and expressions as described above, and is actually the method used in Kanji morphing. Of course, you may wish to develop your own animated graphics, such as showing a rabbit being pulled out of a hat when the word 'magic' is displayed during exercises.

6.2.14 CD-ROM based reference dictionary

The reference dictionary will be significantly expanded over time to rival the size of current printed dictionaries. This will greatly aid teachers in the preparation of Japanese Prelector™ based course materials since words from the reference dictionary can be copied to institution specific vocabulary lists, thus reducing the time needed to create or alter specific course materials.

Dictionary expansion will not only include further vocabulary but sounds, graphic animations and video footage as well. Due to the large amount of disk space required to store sound, graphics and video, and the acceptance of CD-ROM as an effective method of high density storage, the full Japanese Prelector™ package is planned to be available on CD-ROM at some time in the future.

6.2.15 Fully compatible to the new Apple PowerPC computers

This powerful new range of computers is expected to be released by Apple Computer, Inc. in early 1994, and Japanese Prelector™ will be fully compatible with it (PowerPCs will run existing Macintosh applications). You are thus assured of a fully supported upgrade path to these potent new computers.

Section 7: Notices

The notices shown below stipulate the conditions of use of the Japanese Prelector™ product, and the warranties that apply to it.

7.1 Copyright notice

Both the Japanese Prelector™ User Manual and Japanese Prelector™ Software are copyright (c) 1992, 1993 by Michael Wildoer, GPO Box 215, Adelaide, Australia, 5001.

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7.5 Viruses

Viruses are nasty little creatures which are capable of causing damage to the data on your computer. Some are benign, while others have the capability to completely destroy the information on your hard disk. They propagate like a virus - replicating by attaching themselves to applications which are then copied (normally via floppy disk) on to other computers.

Unfortunately, viruses are a way of life. Using good housekeeping, you can minimise disruptions arising from them. You can do this by ensuring that you have a virus checking program correctly installed. Having a **Disinfectant init** (a special program that tests for viruses during the start up sequence) in your system folder is a good way of protecting your files. This program is available from the public domain and via the international computer network called 'Internet', amongst others. Various computer network addresses to obtain this program are shown below:

Internet:	j-norstad@nwu.edu
Bitnet:	jln@nuacc
AppleLink:	a0173
America Online:	JNorstad
CompuServe:	76666,573

Section 8: MultiUser Edition

The MultiUser Edition was created for High Schools, Universities and other educational institutions. It allows any number of students to use Japanese Prelector™ on a single Macintosh and enjoy all the benefits that users of the single user edition currently enjoys. This particularly applies to comprehensive tailoring of exercises to each individual student - one of the most powerful features of Japanese Prelector™.

Each student who wishes to use the software must have their own floppy disk on which to store their vocabulary list files and other information. This floppy disk can be either a double density floppy disk (5500 word capacity) or high density floppy disk (11,500 word capacity), since both should provide sufficient storage for most students' vocabulary list files.

8.1 Access privileges

To start up a copy of Japanese Prelector™, open a Japanese Prelector™ folder and double click the application icon. This will launch the application. If you wish to run the software from a file server, select a Japanese Prelector™ folder which is not currently being used by someone else.

It is suggested that users select the lowest numbered folder available. This helps site officers track the level of usage of individual installations since the user log of the higher numbered installations should then reflect less use (TeachText can be used to examine any user log). If the highest numbered installation is often used, more installations may be necessary.

Teachers and students have different access privileges to Japanese Prelector™. The access privilege of a user is determined by their entry on the **login** dialog. This dialog is the first one displayed when the MultiUser Edition is started.

If you are a student, you simply need to insert your 'JP user' floppy disk and press the **Student** button. Japanese Prelector™ will then read your exercise information from the floppy disk and continue.

If you are a teacher, you need to initially select a password between 6 and 15 characters in length. This password will provide you with teacher access privileges, including access to all vocabulary list files on the hard disk. **The password you enter the first time you run the software will be the password you must always subsequently use.** If you ever wish to change your password, you must re-install the application program and then enter a new password.

Select a password which is unique and unusual to maximise the security of the system.

When you have entered your password, press the **Teacher** button to continue.

8.2 Setting up a new user

The MultiUser Edition contains an additional folder called **User folder**. This folder contains all the files that each individual user requires, except for institution specific vocabulary list files which should be placed in the **Vocab Lists** folder within the User folder.

To set up a new user, you need to first copy the User folder to their floppy disk. You should also copy across any vocabulary list files that they need. Change the name of the floppy disk to 'JP user' - the software will then recognise it as being a user's floppy disk. After you have set up the floppy disk, start up Japanese Prelector™ as a teacher (by entering your password) and select **JP user...** from the **Setup** menu.

Now type in the student's name and press the **Transfer** button. The user name will be transferred to the floppy disk and an alert will pop up to indicate this. If there is any problem, an appropriate alert will be displayed. The student's name is actually stored inside the **User info** application program on the floppy disk.

If you have any problems, make sure that the floppy disk is named '**JP user**', that the folder named **User folder** is stored on the floppy disk, and that the **User info** application program is stored within the **User folder**.

8.3 Getting user information

User info is an application program (with an icon showing an 'I' inside a diamond) which displays some basic user specific information which is read from the user's floppy disk. Included is the name of the student, weekly reset day and the user and weekly timers. Various other user information is also stored within this application program such as Kanji selected and the names of all files in the student's search file list.

To dismiss the dialog, press **Done**.

Other user specific information is stored within the vocabulary list files on the student's floppy disk. To protect this valuable information, students need to perform backups periodically like any other user when alerted by Japanese Prelector™ to do so.

APPENDIX A

The Japanese Romaji entry system

A key feature of Japanese Prelector™ that makes it inexpensive, is that it operates without the Macintosh Japanese script system called KanjiTalk™. It contains all necessary Japanese character fonts, as well as a powerful Romaji input system that is both consistent and intuitive. It is easy to learn and use, and a help screen provides on-line information about the generation of the few special characters needed (to get this on-line help, select the **Keyboard** menu item from the **Help** menu). This Romaji input system also relies on the U.S. keyboard, which is the most used and generally available Macintosh keyboard in the world.

The tables below show the character combinations used to generate Hiragana and Katakana. The extensive Kanji reading database contained in this software provides an extremely fast and effective way to select a Kanji character using its Hiragana reading. Alternate readings can also be used to locate Kanji which have exceptional or exceptional compound readings. As a last alternative, all Kanji have a **Kanji code**, which can be entered in place of a particular reading. The full list of Kanji and their corresponding Kanji codes is contained in Appendix B of the printed User Manual.

The best way to become familiar with how this entry system works is to read the section below, and then try out various character combinations to see the Kana that they generate. The entry system rigorously checks the actual Romaji entered and displays appropriate error messages to help you if you make any mistakes.

A.1 How it works

All Japanese vowels can be either short or long vowels. Long vowels are usually represented by a **macron** (a bar) above the vowel, but on the Macintosh screen the macron bar is replaced by the '^' symbol. These special long vowels are generated using the key strokes shown in Appendix B. The list below shows the standard representations of short and long vowels on the Macintosh screen.

a	i	u	e	o	short vowel
â	ii	û	ê	ô	long vowel

To allow the Romaji entry system to differentiate between the 'n' character and 'na', 'ni', 'nu', 'ne', and 'no', the special 'ñ' character is used. Likewise, to represent the direct object marker, the special character 'õ' is used. Generation of these characters is also described in Appendix B.

Hiragana are represented by lower case characters, and Katakana by upper case characters. Thus, to generate Katakana, simply translate the clusters shown on the next page into upper case. For example, to generate Katakana tsu, enter 'TSU'. Similarly, to generate Katakana chi, enter 'CHI'. Some further clusters are available in Katakana, and these involve small 'a', 'i', 'u', 'e' and 'o' symbols. These are entered by placing a small vowel within the upper case Katakana word. For

example, the Katakana for 'whisky' is 'UisUKI'.

The Hiragana table below shows how the majority of Romaji character clusters are entered to represent Japanese Hiragana. Clusters modified by bubbles (**Dakuon**) or double apostrophes (**Handakuon**) are shown beneath their base set (shown in bold text).

a	i	u	e	o
ka	ki	ku	ke	ko
ga	gi	gu	ge	go
sa	shi	su	se	so
za	ji	zu	ze	zo
ta	chi	tsu	te	to
da	di	du	de	do
na	ni	nu	ne	no
ha	hi	fu	he	ho
ba	bi	bu	be	bo
pa	pi	pu	pe	po
ma	mi	mu	me	mo
ya		yu		yo
ra	ri	ru	re	ro
wa				ō
ñ				

The clusters below create two kana characters (**Yonon**).

kya	kyu	kyo
gya	gyu	gyo
sha	shu	sho
ja	ju	jo
cha	chu	cho
nya	nyu	nyo
hya	hyu	hyo
bya	byu	byo
pya	pyu	pyo
mya	myu	myo
rya	ryu	ryo

As in all Japanese Romaji systems, this entry system uses double consonants to indicate staccato pronunciation - in Kana this is represented by a small tsu. In the very special case that a Kanji reading has a small tsu as it's last character (a rare case), this can be represented by the '/' character. Thus, the Kanji reading of 'hos(suru)' (the Kanji reading is a 'ho' plus small 'tsu'), can be represented by 'ho/'.

Spaces are used to separate words and particles. This allows any combination of Hiragana and Katakana words to be shown together on the screen. The entry system determines if a word is Hiragana or Katakana by checking if the first letter is upper or lower case. If the first letter is lower case, the whole word is then deemed to be Hiragana, and likewise, if the first letter is upper case, the word is deemed to be Katakana. Combining lower and upper case within a word will thus create an

error, except for the special case where small 'a', 'i', 'u', 'e' or 'o' are embedded in a Katakana word.

The '+' character is used as the special Katakana word separator, and the '-' character as the Katakana vowel extender. The '¥', '\$', '(', ')', and '0'-'9' characters and numerals '0'-'9' can be placed anywhere in the Kana. The special symbols '<' and '>' represent Japanese quotation marks, and the '.' is a Japanese period (full stop). Placing English text between the special brackets, '{' and '}', will embed that text within the Kana. Appendix C contains a summary of special characters and key stroke combinations used in Japanese Prelector™.

APPENDIX B

Keyboard help

The **option** key is like a special shift key, which is usually located on the bottom left side of the Macintosh keyboard. When used in conjunction with one or more other keys, it can be used to generate special characters. For example, the following procedure should be used to generate 'ñ': press and hold the option key, then press and release the 'n' key. Now release the option key, and press 'n' again. The special ñ character should be generated and displayed.

If you have any difficulties generating the special characters, select **Key Caps** from the **Apple** menu and try out the key combinations there. If you still can't get the right characters, ensure you have the **U.S. keyboard** enabled by selecting **Control Panels** from the **Apple** menu, and then double clicking the **Keyboard** control panel icon. The currently selected keyboard will be displayed, and you can change it to the U.S. keyboard if it is not already set.

The Keyboard help screen can be displayed by selecting **Keyboard** from the **Help** menu.

APPENDIX C

Word type help

Verbs:

The verb word type coding is particularly important. The placement of a 't' or an 'i' after the 'v' character indicates a **transitive** verb (which requires a direct object to operate on) or **intransitive** verb respectively. The **group number** shown after it sometimes goes by other names such as weak/strong/irregular or vowel/consonant verbs. It refers to the way that the verb conjugates in sentences - an example of a group 1 (strong) verb is 'hataraku', a group 2 (weak) verb is 'taberu' and a group 3 (irregular) verb is 'suru'. A group 2 transitive verb would thus be represented by the word type code 'vt2'.

The listed verb coding is recommended for the various verb types; however, some educational institutions have their own naming conventions which they may find more appropriate.

The simplest verb word type code is the single character 'v'. This character should only be used as an interim entry, since the group the verb belongs to should always be included in the word type.

Nouns:

Proper nouns are those nouns which are used to designate an individual person, animal, town, ship, etc. They should always be capitalised in the English definition and contain no macrons or other special characters. For example, 'Tokyo' should not be written 'Tôkyô'.

'suru' nouns are those nouns which can be transformed into verbs by the addition of 'suru' after the noun. For example, the noun 'benkyô' (study) can be effectively transformed into a verb by the addition of 'suru' - 'benkyô suru'. Of course, conjugation of the verb portion follows the normal rules for this group 3 (irregular) verb.

Occasionally 'suru' nouns are transitive, and these may be coded as 'nst'.

Interrogatives:

Interrogative words are those which create a form of question or enquiry. For example, 'which' is an interrogative adjective in the sentence: 'Which coat is hanging on the hook?', since it enquires about a description of the coat's type or owner. 'What' is an interrogative pronoun, since it takes the place of a noun in a sentence but also asks a question. For example, 'What is that big green monster?'.

Many Japanese-English dictionaries provide details about a word which allow a word type code to be easily determined. They may indicate transitive verbs with 'vt', and nouns with 'n', as many English dictionaries do. The word type code of all words placed on a vocabulary entry form should be checked in this way to make sure that the various parts of the word are correct. This greatly enhances the quality and usefulness of vocabulary lists, and thus the quality of learning that each

student derives from them.

The Word type help screen can be displayed by selecting **Word type** from the **Help** menu.

APPENDIX D

Alerts and error messages

All current words have been learnt this session

All words that had been designated as current have been successfully learnt in this session. You may wish to stop exercises and make some new words current, or simply continue exercises (in this case, all words will be drawn from the learnt pool).

All information about this session's exercises will be cleared if this menu item is selected.

Exercises have been started during this session, and the menu item selected will cause the student's previous answers during these exercises to be lost.

All vocabulary list files must reside in the 'Vocab Lists' folder

You must store all your vocabulary list files in the 'Vocab Lists' folder so that they can be located by the Japanese Prelector™ application program.

Are you sure you want to delete the whole block?

This alert allows you to confirm that you really do want to delete the whole block of words which was previously found. If you don't want to delete the whole block, press the **Cancel** button.

Fatal error number:

A fatal error is one for which the only option was to exit the program. This type of error only occurs in very unusual circumstances such as when there is not enough memory for the program to perform some function. Further details about fatal errors can be found in Appendix E.

Invalid Romaji selection

The Romaji selected as a Kanji reading is not a valid Japanese Romaji character cluster. See Appendix A for further details about the Japanese Romaji entry system.

Invalid Kanji code

The Kanji code entered must be in the range of 1 to 1850. Kanji and their associated Kanji codes are shown on the Kanji help screen (select **Kanji** from the **Help** menu) and in Appendix B of the printed User Manual.

It's now time to renew your annual subscription to Japanese Prelector™.

A reminder that your current subscription has either run out or is close to running out. To continue to obtain all the benefits of Japanese Prelector™ user support services, you should renew your user service subscription. A Subscription Renewal Form will be mailed to you at this time.

Kanji readings cannot overlap

You have selected a section of Hiragana for which a Kanji has already been attached.

Line cannot be left empty

A word must have valid Japanese Romaji and English fields, or it can't be stored in the vocabulary list file. This ensures that there will never be words entered which don't have both Japanese and English parts. See next page...

Line cannot be left empty.

A valid student name must be entered.

Line too long

Too many characters have been entered, and they won't fit into the space available for them in the word record. The caret will be positioned just after the last character that fits.

Maximum length is 11 characters

The maximum number of characters that can represent a Kanji reading is 11 characters.

No Kanji was found with this reading

None of the Kanji in the Kanji reading database have such a reading - you may wish to use an alternate reading to locate the Kanji you want by clicking the **OK** button. You will be able to add Kanji readings in a future version of the Japanese Prelector™ program.

No matching words found

All the words in the vocabulary list files in the search file list failed to match the Find Word dialog. Try not putting as much information into the Find Word dialog (broaden the search), and you may then find the word(s) you want.

No more than 8 Kanji per word

The maximum number of Kanji which you can use in a particular word is 8.

No search file(s) selected

You must select vocabulary list files in which to search. Do this by selecting **Search file list...** from the **Setup** menu and adding some files to the search file list. Note that this list of files is also used for exercises.

No words are in the current list

A list of words has not been selected for exercises. Use the word search facilities to find suitable words, and then make them current by clicking their **Current** radio button.

No words in search files

The search file list contains no search files (vocabulary list files) in which there are words.

Number must be between 0 and 100

The entry system expects you to enter a number here between 0 and 100.

Number must be between 0 and 10000

The entry system expects you to enter a number here between 0 and 10000.

Part of the Japanese line must be selected

Use the mouse to select the part of the Hiragana for which you want Kanji readings.

Password must be between 6 and 15 characters in length.

The teacher password must be of sufficient length to provide a degree of security - select a password whose length is within the range specified.

Please backup all your vocabulary list files now, so that your study progress is protected.

You should backup your vocabulary list files regularly (at least once a week when this reminder is displayed), otherwise you risk losing your valuable personalised exercise information.

Please insert your 'JP user' floppy disk and then press 'OK' to continue.

The program is waiting for you to enter your 'JP user' floppy disk so that it can get your user specific information from it.

Please use less than 40 characters.

The user name must be less than 40 characters in length.

Preset values must be between 1 and 100

You cannot make a session or success preset value equal to 0, or enter a value greater than 100. It is recommended that you use the default preset values.

Replace existing "file name" ?

The new file name that you have entered has been found to already exist in the 'Vocab Lists' folder. You can either replace that file (which will delete the existing file and create an empty one with the name entered), or select another file name that has not already been used.

Search buffer full (200 words)

The search buffer is limited to 200 words. If you want to work with larger blocks, you must work with them a section at a time.

Subscription code is not valid

The subscription code entered does not verify as being correct. Check your registration information and try again.

Text too wide to fit window

When the word was viewed, the text was too wide to fit into the display window. This error will only ever occur if a very unusual combination of wide characters are used in a word.

The disk is full.

A disk full error occurred whilst information was being written to the disk.

The file you have chosen to edit has no words in it

The edit file you have chosen is empty. You cannot edit words that don't exist.

The new file to update was empty

The new file to which the update information was to go was empty.

The new file to update was not found

The new file to which the update information was to go was not found.

The old and new file names cannot be the same

You cannot update a file to itself.

The old file was empty

The old file from which the update information was to come was empty.

The old file was not found

The old file from which the update information was to come was not found.

The password you have entered is incorrect.

The password you enter must match the stored password to allow you to enjoy the access privileges of a teacher. If you forget your password, you must re-install the Japanese Prelector™ application program.

The time and date are not set correctly

The date is set to a year before 1993, and so cannot be correct. To set the time and date, select **Control Panels** from the **Apple** menu and double click the **General Controls** icon. The time and date can then be changed on the displayed dialog.

The 'User info' file could not be found on your 'JP user' floppy disk.

You should ask your teacher to replace this file and log your name again on the disk. You will then need to set various options again such as selecting Kanji and your favourite backdrop, etc.

There are no words in the learnt pool

No words have yet been properly learnt (and thus moved to the learnt pool), and no current words can be used for exercises either (possibly because they have all already been learnt in this session). You may wish to make some new words current and then continue with exercises, or terminate the session.

There is an unrecoverable fault with the 'User info' file on your 'JP user' floppy disk.

You should ask your teacher to replace this file and log your name again on the disk. You will then need to set various options again such as selecting Kanji and your favourite backdrop, etc.

This doesn't make sense

The Romaji entry system doesn't understand what you are trying to do. You may have made a mistake in entering the Romaji, or combined Hiragana and Katakana within the same word. The caret will be positioned at the place where the problem was found.

This is not a positive number

The entry system expects you to enter a positive number here.

This reading does not exist

The reading entered does not yet exist in the Kanji reading database. In a future version of the Japanese Prelector™ program, you will be able to insert new readings.

Time to reset weekly timer

The weekly timer is about to be reset, and all weekly housekeeping performed. The day of the week that the timer is reset can be designated by choosing **Weekly timer reset** from the **Exercises** menu, and selecting a day from the sub-menu displayed.

To provide the most room for vocabulary ...

Some backdrops and sound effects used in Japanese Prelector™ can be removed to provide more disk space, which may be particularly useful if you are running from floppy disk. If you do not want those resources removed, press **Cancel** and the program will operate as usual. If you press **OK**, the resources will be removed and the disk space will be released. Now restart the program to continue.

User access code is not valid

The user access code entered does not verify as being correct. Check your registration information and try again.

Vocabulary list full

No more words can be added to this vocabulary list file, as it would then contain more than 10,000 words (this is the maximum capacity). Create a new vocabulary list file or add the words to another vocabulary list file.

Your 'Japanese Prelector™' disk is locked.

When the sliding tab on the back of the floppy disk is in the 'Disk Locked' position, the program cannot update information on it (it is write protected). Slide the tab across to the other position to continue.

<file name> was removed from the search file list because it was missing

A vocabulary list file that was previously selected and placed in the search file list could not be found again. All vocabulary list files must reside in the 'Vocab Lists' folder.

<file name> was removed from the search file list because it was empty

A vocabulary list file that was previously selected and placed in the search file list was found to be empty, and so has been removed from the search file list.

APPENDIX E

Fatal errors

When the Japanese Prelector™ application is started up, it checks that no support files or resources have been damaged or are missing. If such an event occurs, a fatal error alert is displayed and the program terminates. The support files checked by Japanese Prelector™ include:

<u>File name</u>	<u>File type</u>	<u>File description</u>
Kanji	custom	Kanji font
Vocab List Form	MacDraw 1.9.5	vocabulary list entry form
Brochure	Microsoft Word	promotional information
Notice	Microsoft Word	promotional information
Registration Form	Microsoft Word	user registration form
Registration Form TT	Teach Text	user registration form
Read me	Teach Text	information for new users

If you get such an error when you first install the software, something has been corrupted in the archive you received. Try getting a new copy of the archive from another source.

If you get such an error after using the software for some time, something else has gone astray. If you are a registered user, you can obtain further details about Fatal Errors and how to fix them from the printed User Manual, or you can fax, E-mail or telephone the Vitronics help line for user support.