

**Elhuyar Basque-English Dictionary  
for Office 2003, 2007 and 2010**

**Handbook**



**HEZKUNTZA, HIZKUNTZA POLITIKA  
ETA KULTURA SAILA**  
Hizkuntza Politikarako Sailburuordetza

**DEPARTAMENTO DE EDUCACIÓN,  
POLÍTICA LINGÜÍSTICA Y CULTURA**  
Viceconsejería de Política Lingüística

## 1. Introduction

This handbook explains how to consult the Elhuyar EU/EN Bilingual Dictionary (Basque-English/English-Basque) when it is incorporated into the word processor Word.

This tool offers the user translations or equivalents of a Basque or English word in the other language (Basque → English, English → Basque).

The tool works in computers that have had the Windows 2000/XP/Vista/Windows 7 operating system installed. This dictionary search is incorporated into the Microsoft Word 2003, 2007 or Microsoft Word 2010 application system, into the *Reference* panel of the word processor Microsoft Word in fact, in exactly the same way as dictionaries for other languages can be consulted.

## 2. Installation

To incorporate the Elhuyar EU/EN Dictionary plug-in into the word processor, all you have to do is double-click on the *ElhuyarEUENHiztegia.msi* folder, and after that follow the instructions you are given by the installation assistant to install it.

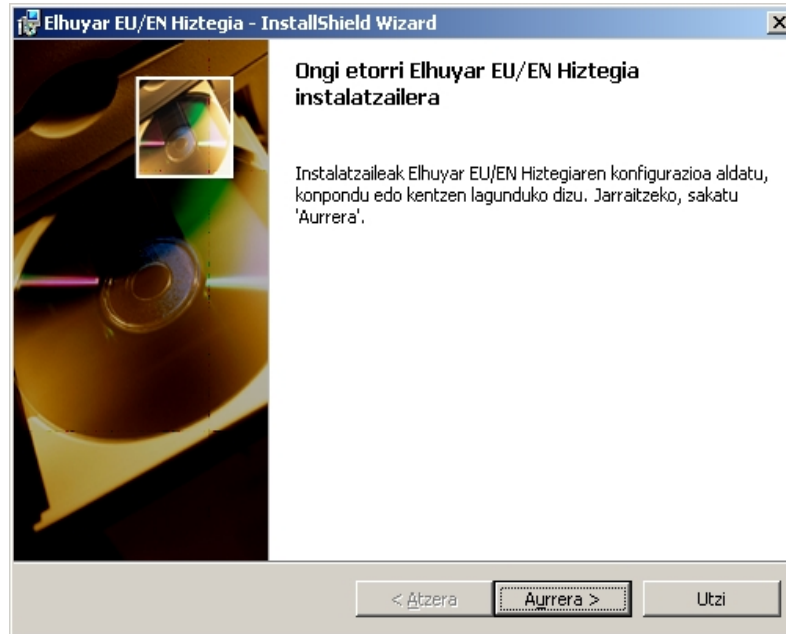


Figure 1. First display of the installer

### 3. Use

To consult the Elhuyar EU/EN dictionary, the *Reference* panel must be visible on the screen. The panel can be activated in three ways:

1. From the drop-down menu: by selecting **Tools** → **Language** → **Translate...** (*Office 2003*) or **Review** → **Language** (*Office 2007/2010*)
2. By clicking the right button on the word and selecting *Translate*.
3. By pressing ALT and clicking on the word (the ALT button has to be kept pressed while clicking).

When the panel is visible, all you have to do is write the word you want to look up in the first box of the panel, then select the source language (see the *From* list in Figure 2) and the target language (see the

To list in Figure 2), and then click on the green button below to see the equivalents. If the word you want to look up is in Basque, you have to select *Basque* in the *From* list and *English (UK)* in the *To* list. But if the word is in English, select *English (UK)* in the *From* list and *Basque* in the *To* list.

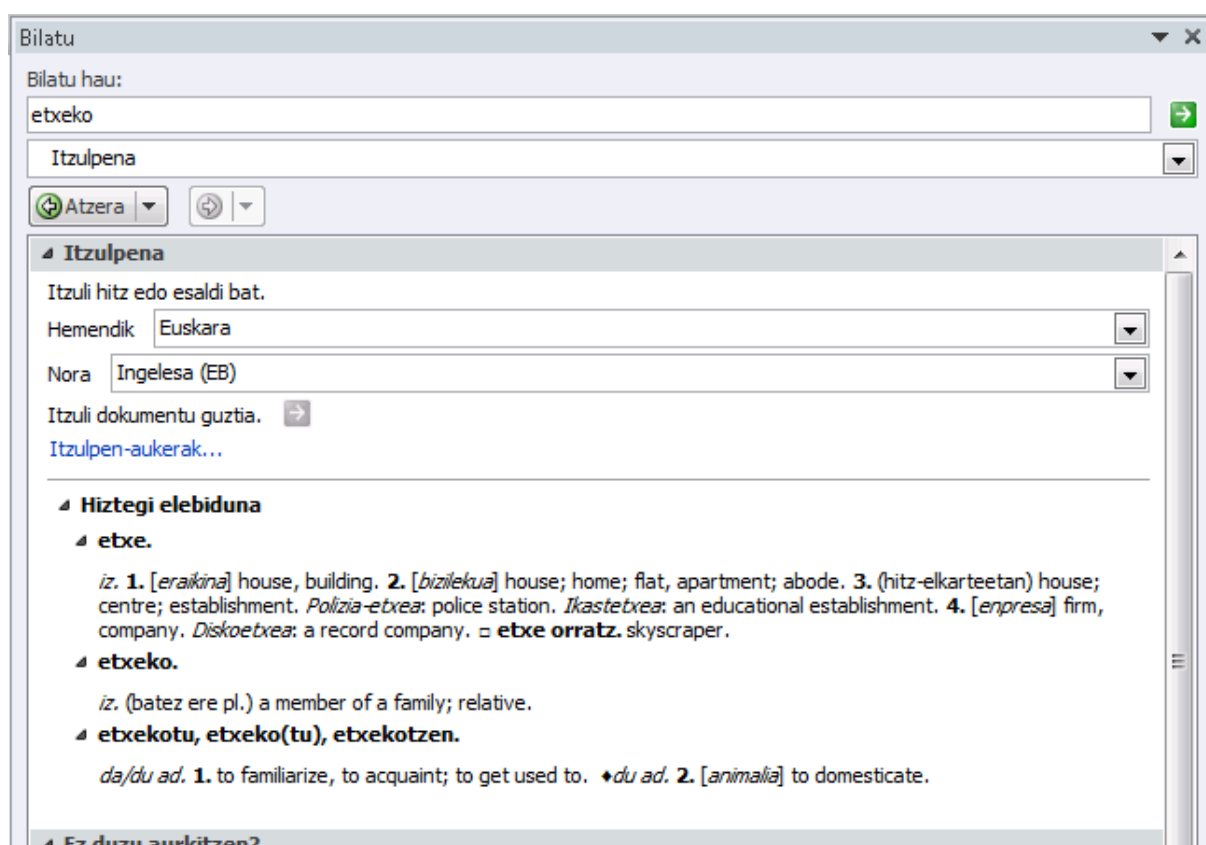


Figure 2. Example of a search

If the 2nd and 3<sup>rd</sup> ways are used to activate the *reference* panel, you don't need to write the word you want to look up in the first box: the word on which the cursor is positioned will automatically appear in the box.

To speed up more searches, if the text language has been specified, you don't need to select the source language, because it will automatically use the text language for this purpose. To specify the

text language, go to section **3.1. Language selection**. If the original language has more than one dictionary installed for it, you need to check that the target language is correct.

When you write a document, it often happens that the word written in the text is inflected (*etxeko*, *amaren*, etc.) and does not have a direct dictionary entry. So before you run the search, apply the lemmatizing process to the word in the text and the searches will be made on the basis of the lemma (see section **3.2 Lemmatizing**).

### **3.1 Selecting the Dictionary**

When selecting the language of a new document, you have to select *Basque* or *English (UK)* – whichever is appropriate– in the **Language** → **Specify language** in the **Tools** menu (Office 2003) or **Review** → **Language** (Office 2007/2010).

To select the language on the basis of a text that has already been completed or on the basis of a single word, you have to follow the same steps as above, after you have highlighted the relevant complete text or word.

### **3.2 Lemmatization**

This is the process to find the lemma (*gizarte*) in the inflected words in the text (*gizartea*, *gizartean*, etc.). The lemmatizing process is applied before the search is made for the word written in the text, or directly for the word written in the *Search for* box. A search has to be made in the dictionary for each lemma. For example, if you run a search on the word *etxeko*, it will give you three lemmas: *etxe*, *etxeko* and *etxekotu*. As the three are dictionary entries, the equivalents of the three entries will come up in the result on the Reference panel (see Figure 2.).

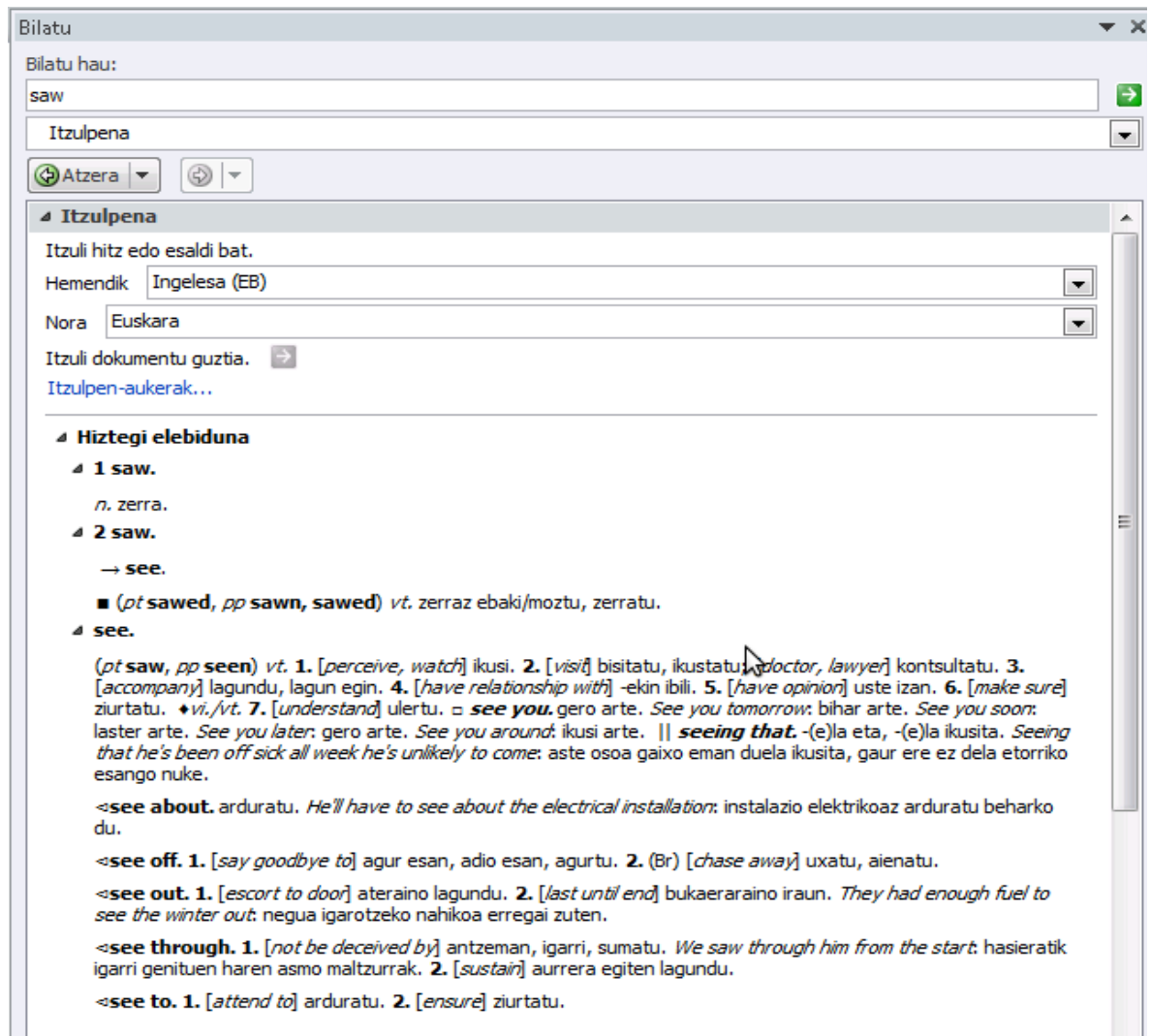


Figure 3. Example of a search (II)

The lemmatizing process is particularly interesting in the case of Basque, but it can also be applied in the case of English. For example, if we look up the word *saw*, the lemmas *saw* and *see* will appear (see Figure 3).

## 4. Uninstallation

To remove the functions and resources of the tool from the word processor Word (new menu choices, etc.), this is what you have to do.

- Select **Settings** → **Control Panel** from the **Start** menu
- Select **Add/Remove programmes**
- From the list in the **Install/Uninstall** folder, double click on "Elhuyar EU/EN Hiztegia" (see Figure 4).

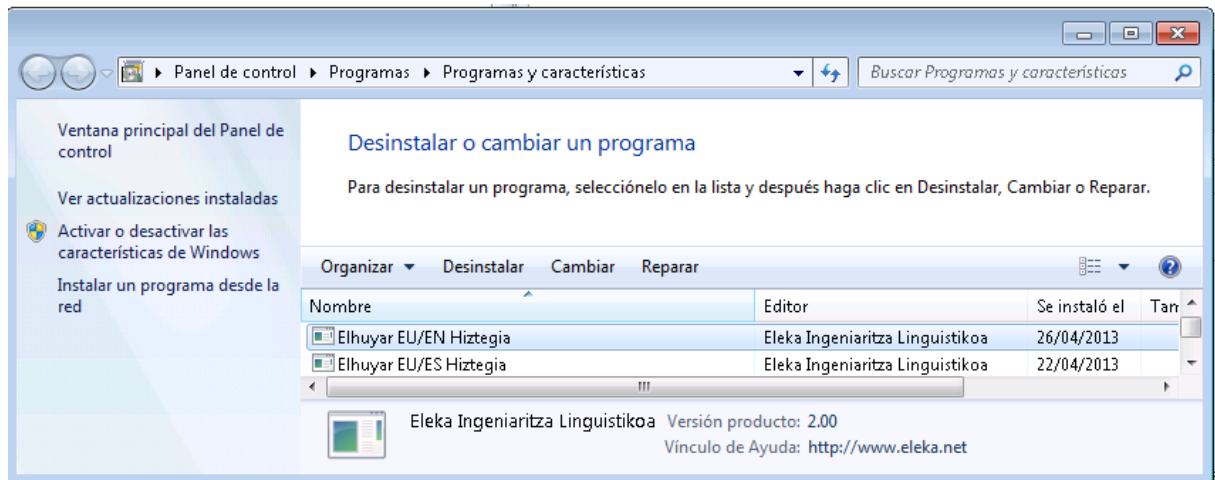


Figure 4. Add or remove program display

When that is done, all the dictionaries and libraries used by the product will be deleted from the system.