

**Getting Started with**



**Crossword Compiler  
For Windows**

**Creating a Standard American Puzzle for Publication**

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## **Introduction**

Crossword Compiler is a computer program for Windows used to create professional crossword puzzles in a variety of formats, including standard American. Standard American puzzles are found in many periodicals, such as the New York Times, that are published in the U.S. Crossword Compiler includes a library of grid patterns for standard size puzzles. Existing grids can be modified or created from a blank grid. Grid squares can be filled in manually or automatically from a variety of word lists.

This getting started manual focuses on the essential program features to create a basic standard American crossword puzzle, and print it for submission for publication. Topics not covered in detail here refer the user to the online help. The manual assumes that Crossword Compiler has been installed on the computer where crosswords will be created.

### ***Purchasing Crossword Compiler***

To order Crossword Compiler online visit the following site:

<http://www.crossword-compiler.com/ordering.html>

### ***Getting support***

Visit the following web site for support:

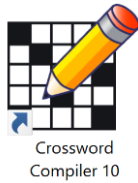
<http://www.crossword-compiler.com/contact.html>

See Crossword Compiler's Help menu for a link to the website for updates.

## Chapter 1: Starting a Crossword

To start working on a crossword, open Crossword Compiler in one of two ways:

- Double-click the icon on the desktop:



- Click the Windows **Start** button, select **All Programs/Apps**, and then click the Crossword Compiler program in the list. Or type Crossword Compiler in the search box.

After starting Crossword Compiler, you will see the **Create New Puzzle** window in Figure 1.

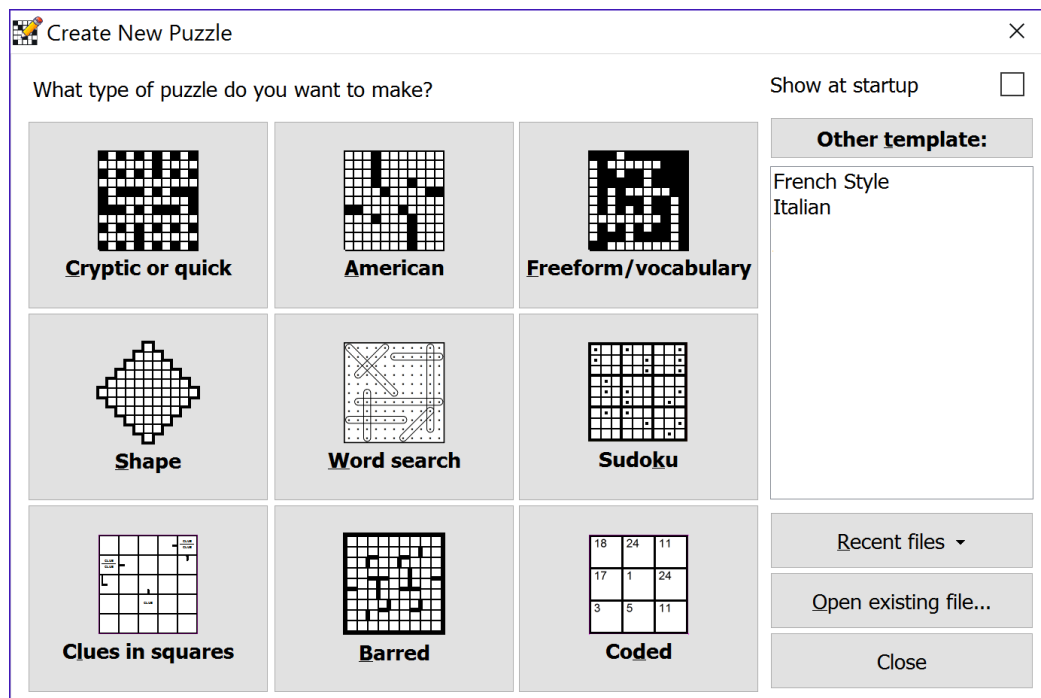


Figure 1. Create New Puzzle window

For a description of the **Recent files**, **Open existing file** and **Close** buttons, see *Selecting an existing crossword file*, page 10,

### ***Creating a standard American crossword***

To create a new standard American puzzle:

1. From the **Create New Crossword** window in Figure 1, click the **American** button to create a standard American puzzle. You will see the **Grid size options** window in Figure 2.

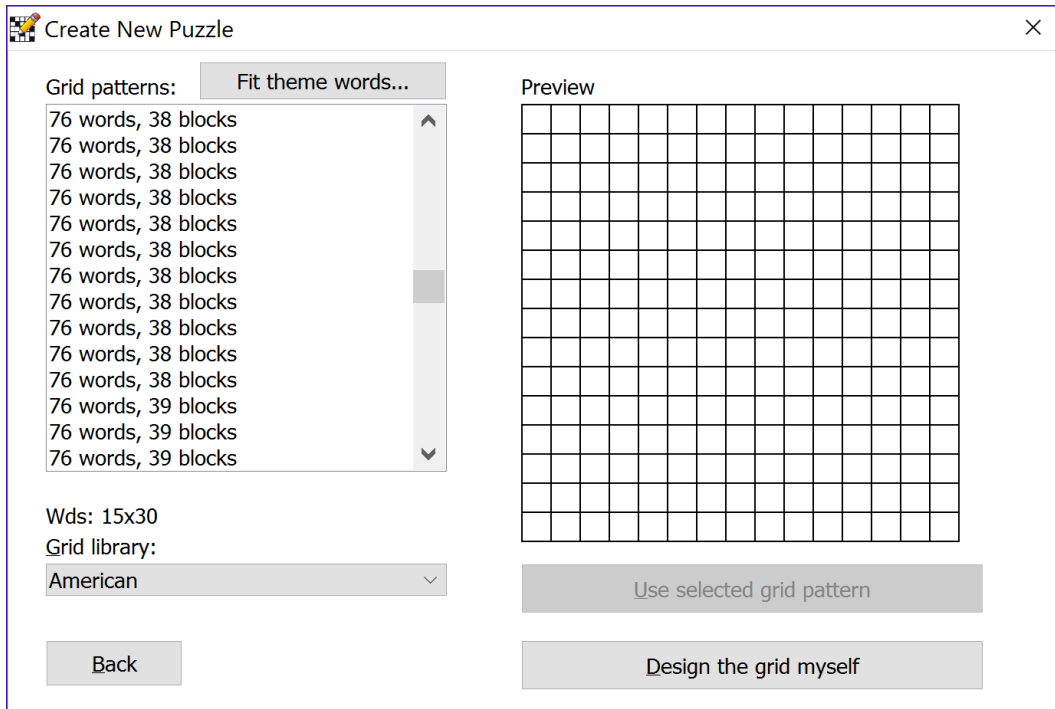
The screenshot shows a window titled "Create New Puzzle" with a close button (X) in the top right corner. The main text asks, "What size grid would you like to use?". Below this, there's a section titled "Grid dimensions" which contains a grid of buttons for various sizes: 11 x 11, 19 x 19, 13 x 13, 21 x 21, 15 x 15, 23 x 23, 17 x 17, and 25 x 25. To the right of this grid is an "Other size" section with two input fields: "Squares Wide:" and "Squares High:", both set to 15. Below these fields is a button labeled "Use Custom Size". At the bottom left of the "Grid dimensions" section is a dropdown menu labeled "Grid library sizes:". At the bottom of the window are three buttons: "Back", "Cancel", and a dropdown menu labeled "Template to use:" with "American" selected.

**Figure 2. Grid size options window**

## Selecting grid size

2. Click one of these buttons on the **Grid size options** window in Figure 2:
  - **Grid dimensions** buttons: Create a puzzle of the specified size.
  - **Back:** Return to the window in Figure 1.
  - **Cancel:** Open a blank standard American puzzle with a 15 by 15 grid.
  - **Use Custom Size:** Enter values for the Squares Wide and Squares High fields to define the puzzle size to create, and then click this button.
  - **Grid library sizes:** select a size with pre-designed grid patterns

After grid size is selected you will see the **Grid pattern options** window in Figure 3.



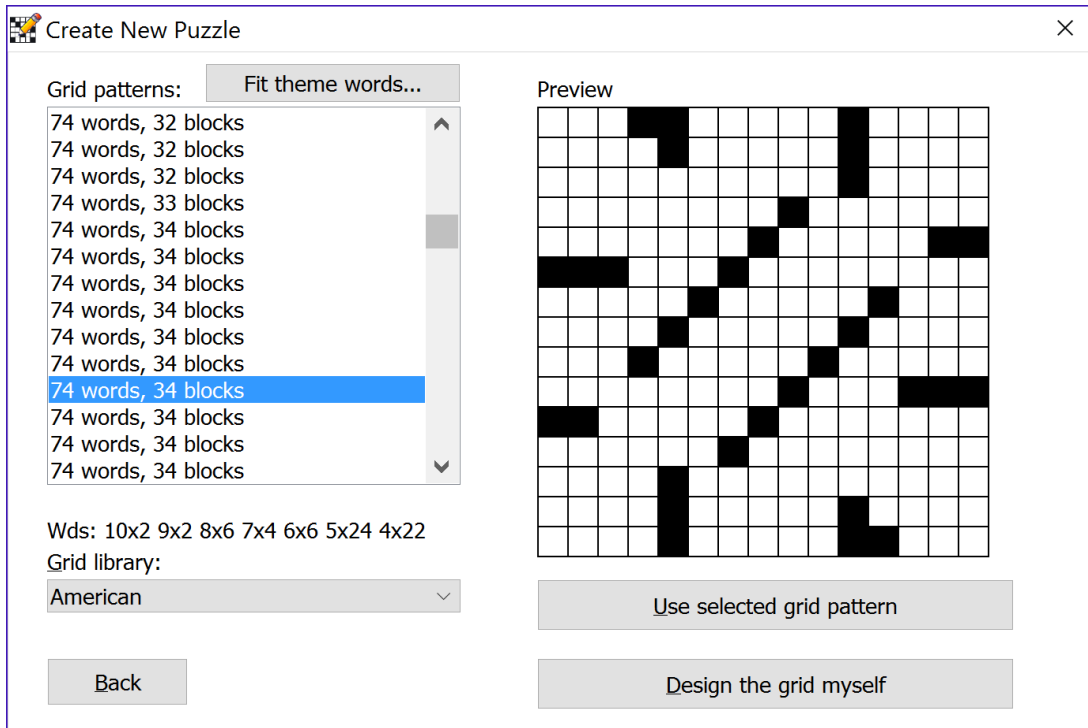
**Figure 3. Grid pattern options window**

### Selecting grid pattern

3. If you selected a grid size with no available grid patterns, or if you want to design your own grid, click the **Design the grid myself** button, which will show a blank puzzle, as in Figure 6, page 10. Otherwise, you can select a grid from the Crossword Compiler library. Use the **Back** button to return to the window in Figure 2.

To select a grid pattern from the Crossword Compiler library:

- a. Click a grid pattern under **Available grid patterns**. You will see a window similar to Figure 4. The selected pattern appears under **Preview**.
- b. Use the up and down arrow keys to move to adjacent grid patterns.



**Figure 4. Preview of selected grid pattern**

- c. When you find the pattern you like, click the **Use selected grid pattern** button. You will see the **Word-fill options** window in Figure 5.

Grid patterns are listed by number of words and number of blocks. A block is one black square. For the puzzle selected in Figure 4, 76 words fill the grid, with 38 grid squares blocked. Below the list of grid patterns, the program displays **Wds** followed by word count for each length. Read this as four 10-letter words, two 9-letter words, etc.



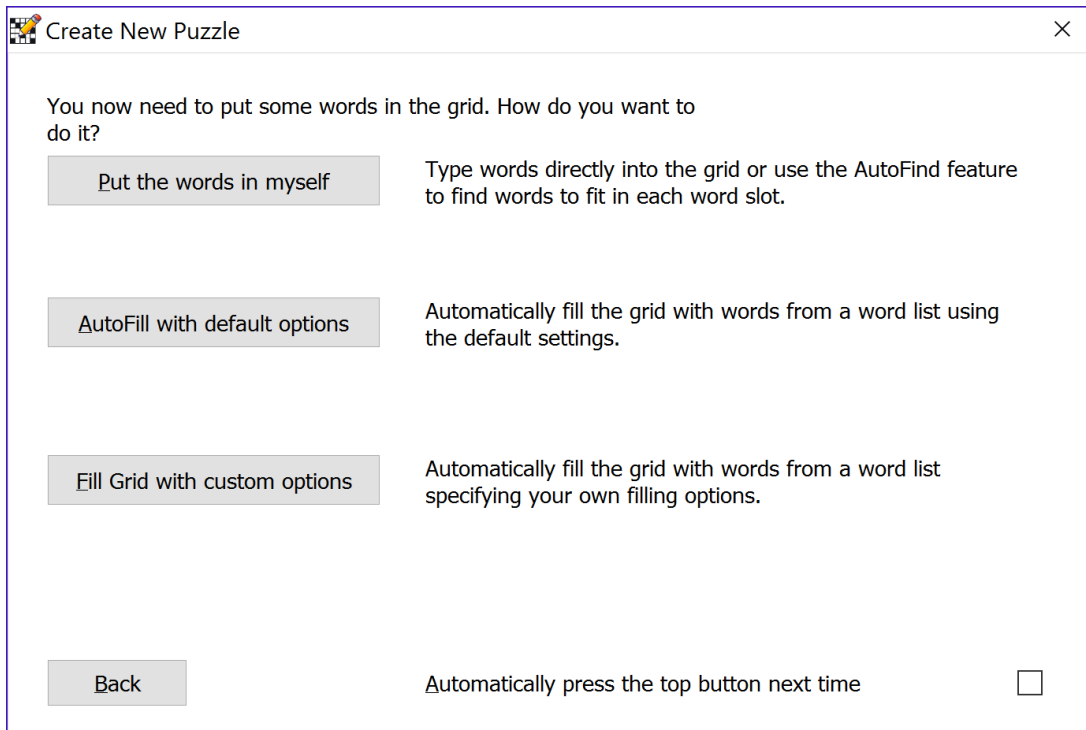


Figure 5. Word-fill options window

### Selecting the word-fill option

4. Three word-fill options are shown in Figure 5. Click one of these buttons:
  - **Put the words in myself:** Enter words as described in Chapter 2. You will see the **Crossword Compiler** window in Figure 6.
  - **AutoFill with default options:** Use the AutoFill feature to enter words. See Using the AutoFill feature, page 15.
  - **Fill Grid with custom options:** Refer to *Fill grid* in the online help.

Follow instructions in *Saving a new crossword to a file*, page 11, to associate a file name with the puzzle. Do frequent saves of your puzzle to make sure you have a copy of your work.

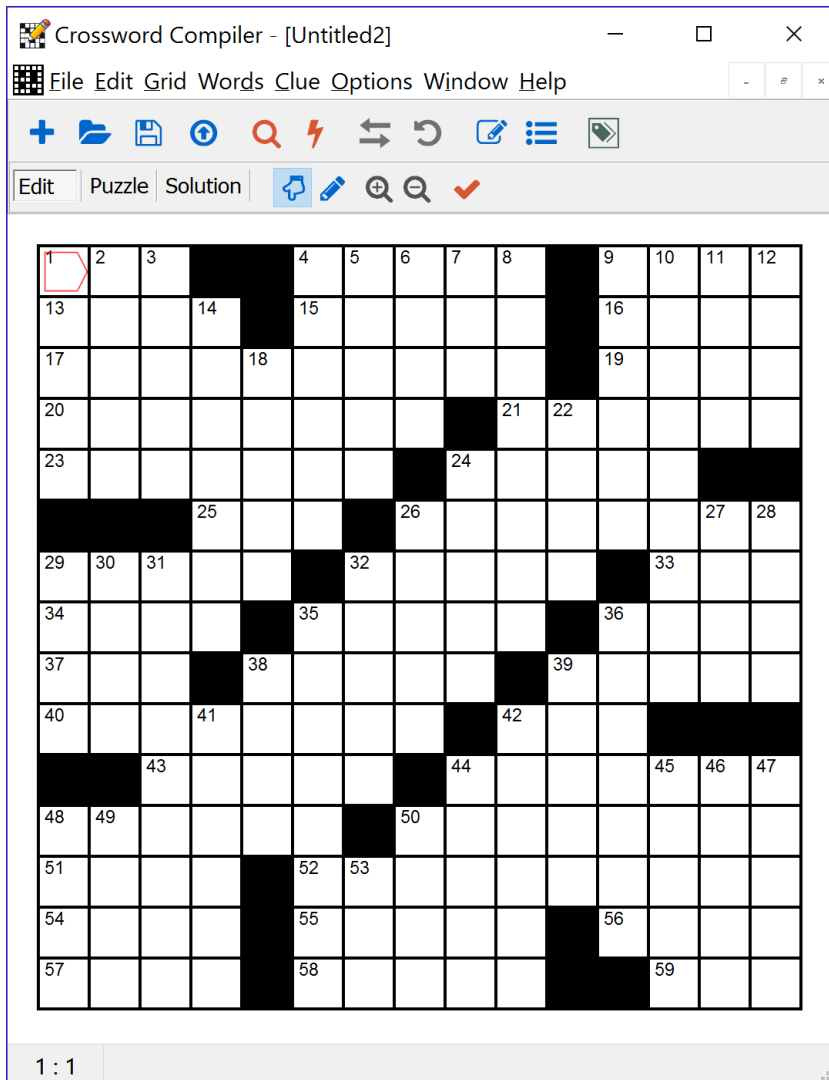


Figure 6. Crossword Compiler window with selected grid pattern

### ***Selecting an existing crossword file***

The **Create New Crossword** window in Figure 1, page 5, has options to open existing crosswords by clicking one of these buttons:

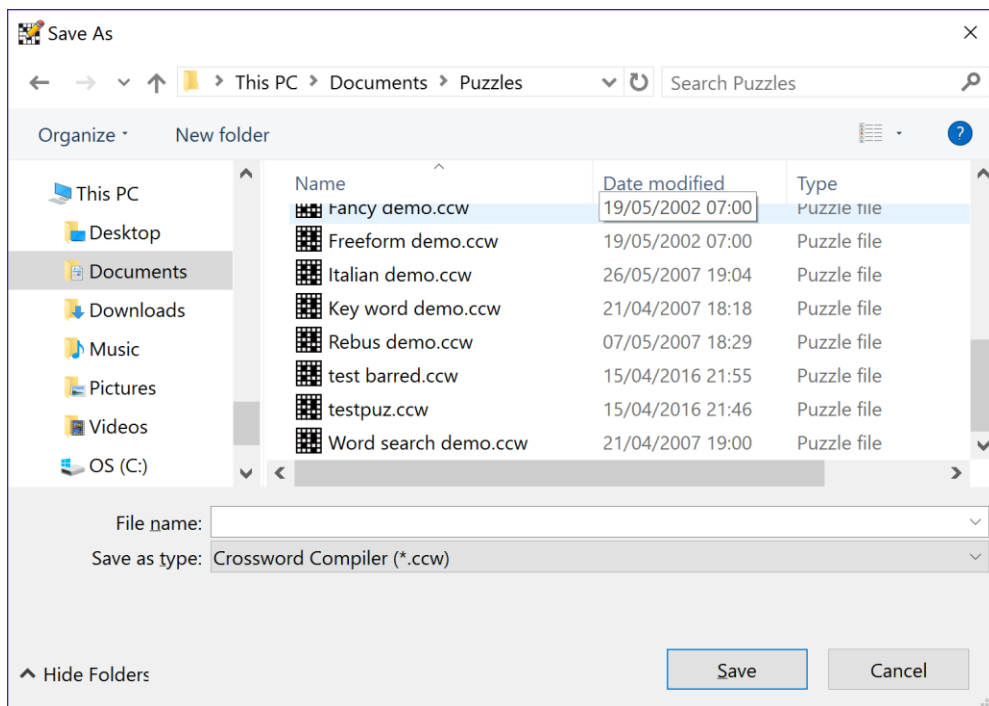
- **Recent files:** Brings up a list of crossword files recently worked on. Click on a file with the mouse to select it.
- **Open existing file...:** Brings up a file viewer to navigate to an existing crossword file.
- **Close:** Opens a blank standard American puzzle with a 15 by 15 grid.

After selecting the file, you can continue with *Entering words into the crossword*, page 12.

## ***Saving a new crossword to a file***

Before entering words into your crossword, save your crossword to a file of your choice:

1. Choose File > Save from the Crossword Compiler menu. The **Save As** window in Figure 7 appears because this is a new crossword that has not yet been associated with a file.
2. Enter the desired file name in the **File name** text box. Entering the file extension .ccw is optional. The program will add the file extension when needed.
3. If desired, you can navigate to another file folder by clicking the path text next to **Save in**.
4. Click the **Save** button to save your crossword to the file name specified.



**Figure 7. Save As window**

Notice that before saving your crossword, the window title contained the name **Untitled**, as in Figure 6. After saving your crossword, the window title contains the file name you specified.

## ***Saving to a named crossword file***

To save a named crossword:

- Choose File > Save from the Crossword Compiler menu.
- Click the **Save** icon on the Crossword Compiler toolbar.



- Press the Ctrl+S shortcut key combination.

## Chapter 2: Entering Words into a Crossword

When a crossword is opened by Crossword Compiler, the cursor is positioned in the first open, upper left square of the grid, as shown in Figure 8. The cursor is a red line in the shape of a box. Either the right or bottom edge of the cursor is formed by two lines that point across or down, indicating its direction. Words are entered into the grid beginning at the cursor position and continuing in the direction the cursor points.




Figure 8. Cursor pointing in the across direction

### *Positioning the cursor*

To move the cursor in the grid:

- Click in one of the grid squares with the mouse.
- Press one of the arrow keys: up, down, left or right.
- When the cursor is pointed across, press Enter to position the cursor at the first square of the next line. When the cursor is on the bottom line of the puzzle, the cursor will be positioned to the top line of the puzzle.
- When the cursor is pointed down, press Enter to position the cursor to the next square to the right. When the cursor is on the rightmost square of a line, the cursor will be positioned to the leftmost square of that line.

The cursor can be pointed either across or down. To change the cursor direction:

- Press the down or right arrow key, whichever is opposite to the current cursor position.
- Click the **Change type direction** icon on the Crossword Compiler toolbar:  

- Press Tab.

## ***Changing blocked squares***

Before starting to fill in words, the puzzle can be modified by adding or removing blocked squares.

To add blocked squares:

- Position the cursor on the square to be modified, and then press the space bar.
- Double-click the mouse on an open square.

To remove blocked squares:


- Position the cursor on the square to be modified, and then press Backspace or Delete.
- Double-click the mouse on a blocked square.

## ***Entering words manually***

Words are entered manually into the grid by entering characters. After a character is entered, the cursor will move one square across or down, depending on the cursor direction. If a blocked square is reached, no further characters can be entered until the cursor is moved. When the end of a line is reached, the cursor stays in that position, and any characters entered will replace the character in that square.

## ***Using the Undo feature***


To undo a previous action, such as entering characters or adding a blocking square to the puzzle:

- Choose Edit > Undo from the Crossword Compiler menu.
- Click the Undo icon on the toolbar:  

- Press the Alt+Backspace shortcut key combination.

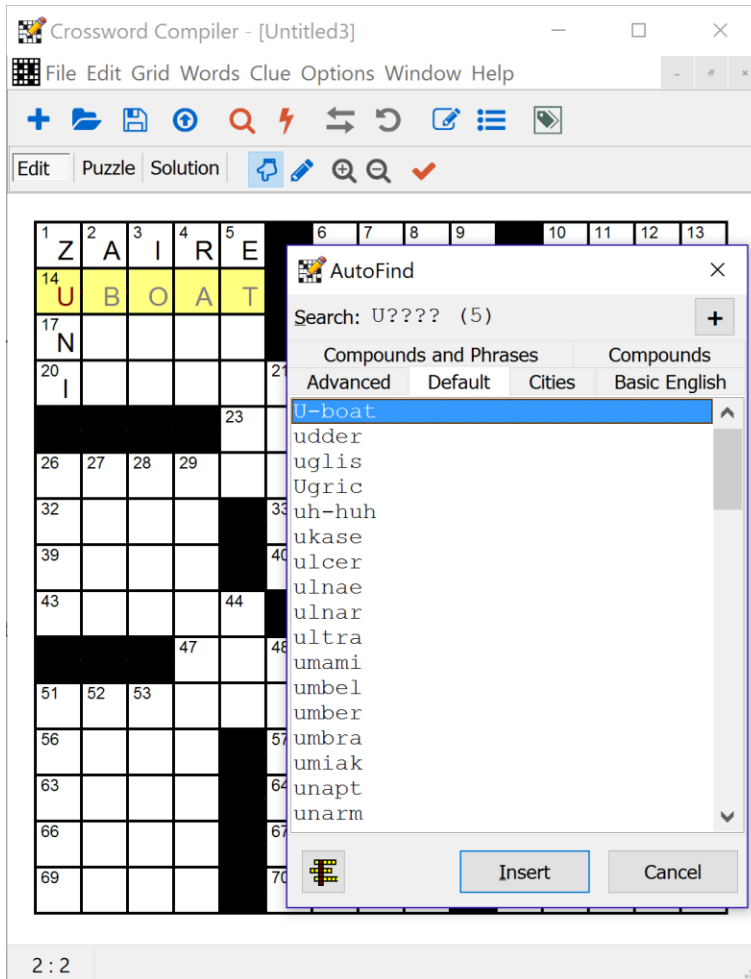
## ***Using the AutoFind feature***

Use AutoFind to find words at the cursor location and direction. Only words that fit the characters already in the grid will be searched. Until modified, the word list *default* is used to search for words.

To start AutoFind:

- Click the right mouse button on a square in the word slot to be filled.
- Choose Words > AutoFind from the Crossword Compiler menu.
- Click the AutoFind icon on the Crossword Compiler toolbar:  

- Press the Ctrl+A shortcut key combination.

After starting AutoFind, you will see the **AutoFind** window in Figure 9.




**Figure 9. AutoFind window**

In the example in Figure 9, the words *ZAIRE* and *ZUNI* were entered manually into the puzzle. AutoFind was started on the word slot at 14 across. The search string is displayed after **Search**, which for this case is *U????*. The *U* comes from *Zuni*, and *????* represents four empty squares. The words found in the default word list are displayed.

To navigate in the **AutoFind** window:

- Click a word list tab to display the word matches from that list.
- Use the scroll bar to move up or down in the word list.
- From a selected word, use the up and down arrow keys to move to adjacent words.

Use these buttons in the **AutoFind** window:

-  :  
Show only words that have possible intersecting words. The words compatible with the most intersecting words in the selected word list will be shown. If one word has the most intersecting words, then it will be

highlighted. Click this button again to once again show all words that will fit.

**Note:** Selecting a different word list does not change the setting of this button.

- **Insert:** Insert the selected word into the puzzle.
- **Cancel:** Return to the puzzle before AutoFind was started.
- **+:** Open the **Find Word** window. Refer to *Find Words* in the online help.

### Using the AutoFill feature

Use AutoFill to fill in the entire grid with words. First, position the cursor to an empty square. To start AutoFill:

- Choose Words > AutoFill from the Crossword Compiler menu.
- Click the AutoFill icon on the Crossword Compiler toolbar:



- Press the Ctrl+F shortcut key combination.



Figure 10. AutoFill window

When AutoFill finds a solution, you will see a window similar to Figure 10. Click one of these buttons:

- **Accept:** Keep the grid filled in as shown.
- **Cancel:** Go back to the puzzle before AutoFill was started.
- **Menu:** Refer to *Grid filling* in online help for details.
- **Next:** Show the next solution.
- **<:** Go back to the previous solution.

When AutoFill fails to find a solution, you will see the **Grid Filling** window in Figure 11. This means that at least one word could not be found to fit with the possible cross words. This indicates that in order to find a solution you must either change some existing words in the puzzle or choose some words not found in the word list selected. Use the **Cancel** button to return to the puzzle before AutoFill was started.

Refer to *Grid filling* in online help for details about the window in Figure 11.

The screenshot shows a window titled "Grid filling" with a close button (X) in the top right corner. The window has two tabs: "Standard options" and "Advanced", with "Advanced" currently selected. The "Advanced" tab contains several sections:

- Word list:** A list box showing various word lists: Advanced, Basic English, Cities, Compounds, Compounds and Phrases, Default (highlighted in blue), Eastern, Eastern\_old, and FillDefault.
- Optimization:** A group box containing five radio buttons: Weak (selected), Stronger, Maximum, Theme words, Fill reliability, and None.
- Clue database words:** A dropdown menu.
- Minimum word score:** A numeric input field set to 5.
- Pangrammatic fill:** An unchecked checkbox.
- Use theme words from:** A section containing:
  - Theme list:** A dropdown menu.
  - Main word list:** A dropdown menu.
  - Number of theme words:** A dropdown menu set to "Normal".
- Selection method:** Two radio buttons: Automatic word selection (selected) and Manual word selection.
- Buttons:** At the bottom, there is a checked checkbox for "Save as settings for AutoFill", and two buttons: "Fill" and "Cancel".

**Figure 11. AutoFill failure: Grid Filling window**



## Chapter 3: Writing Clues

To enter a clue for a word, position the cursor to a square in the desired word slot, and then show the **Edit Clue** window:

- Choose Clue > Edit Clue... from the Crossword Compiler menu.
- Click the **Edit Clue** icon on the Crossword Compiler toolbar:



- Press the Ctrl+E shortcut key combination.

You will see the **Edit Clue** window in Figure 12.

When you finish editing all clues, click one of these buttons:

- **OK**: Close the **Edit Clue** window and keep changes for the current word.
- **Cancel**: Close the **Edit Clue** window and discard any changes made for the current word. The program will keep changes made to previous words.

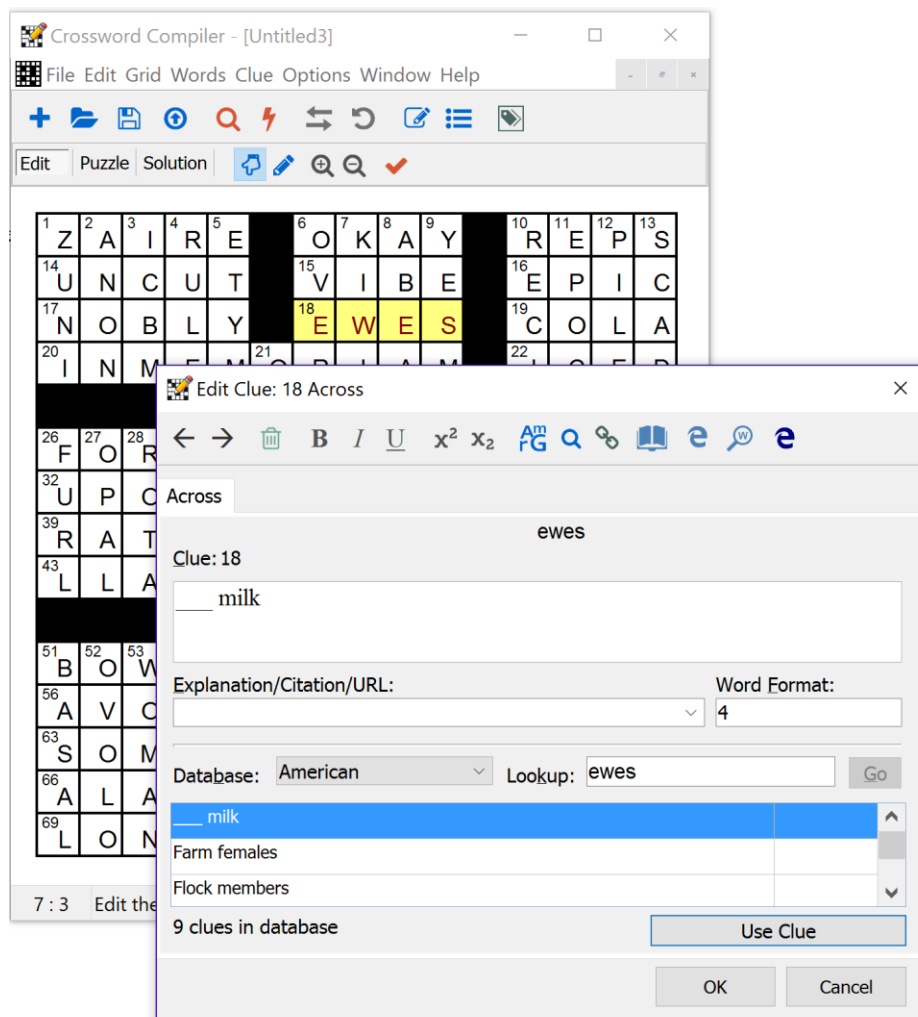


Figure 12. Edit Clue window

## Accessing dictionaries

The **Edit Clue** window, provides an interface to getting information about a clue using the WordWeb dictionary, and dictionaries you have installed on your computer.

To get dictionary help on the web you can use WordWeb. This feature brings up your web browser and starts a search for the current word at wordwebonline.com. You will need to connect to the web prior to using WordWeb. To look up the current word on the web:

- Click the **Look up word on the web** icon on the **Edit Clue** toolbar:



- Press the Ctrl+H shortcut key combination.

If you have the WordWeb program installed on your computer, you can start it with the current word in one of these ways:


- Click the **Show WordWeb** icon on the **Edit Clue** toolbar:



- Press the Ctrl+W shortcut key combination.

## Modifying clue data

To modify clue data in the **Edit Clue** window, page 17:

- Click the mouse in the **Clue** text box to enter or modify the clue itself. You can format the clue text using bold, italic or underline. First highlight the desired portion of text, and then apply the formatting in one of these ways:
  - Click the **Bold**, **Italic** or **Underline** icon on the **Edit Clue** toolbar:  

  - Press one of the shortcut key combinations Ctrl+B, Ctrl+I or Ctrl+U.
- Click the mouse in the **Explanation/Citation/URL** text box to enter this information, which can be printed along with clues. This might be used to indicate to a puzzle editor where to verify an unusual answer or its definition.
- Click the mouse on the current word, *ANITA* in the example. You can add word formatting so that the word appears as it would in written text, including capital letters, spaces between multiple words, or hyphens. You can also add underlining. When spaces and hyphens are used, the **Word Format** field will be modified accordingly. Refer to *Word Format* in the online help to learn how to modify this field directly.

Refer to *Clue databases* in the online help to learn about the **Database** field.

## Navigating to other clues

Once you complete the selected clue, you can navigate to the next or previous clue in the **Edit Clue** window, page 17, in one of these ways:

- Click the **Previous Clue** or **Next Clue** icon on the **Edit Clue** toolbar:



- Press one of the shortcut key combinations Ctrl+P or Ctrl+N.

The default clue ordering is by clue number. The next clue in the **Edit Clue** window, page 17, is 21 across. Refer to the section *Setting preferences*, page 29, to change clue ordering from number (the default) to across then down from the **Clue Editing** tab.

## Reviewing and editing clues

To show the **Review/edit Clues** window to verify that your clues and words are correct:

- Click the **Review/edit clue list** icon on the **Crossword Compiler** toolbar:



- Press the Ctrl+R shortcut key combination.

You will see the **Review/edit clues** window in Figure 13. You can move the window to a convenient location and leave it open as you work on the grid.

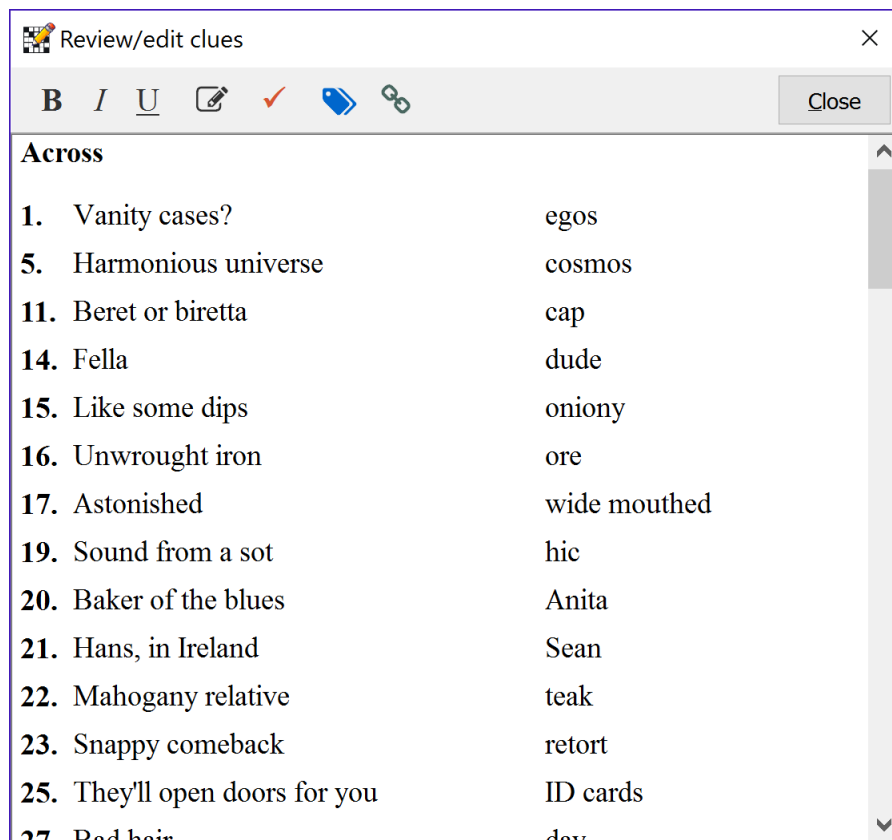





Figure 13. Review/edit Clues window

You can resize the **Review/edit Clues** window by dragging the bottom, right-hand corner with the mouse. Incomplete words in the solution appear with question marks for the missing letters. You can only edit clues for complete words. Solution words shown in red indicate a difference between the word in the grid and the word being clued.

To edit clues and answers in the **Review/edit Clues** window:

- Run a spell check on clues using the default word list in one of these ways:
  - Click the **Spell-check clues** icon on the **Review/edit Clues** toolbar.  

  - Press the F7 shortcut key.
- Format the clue text using bold, italic or underline. First highlight the desired portion of text, and then apply the formatting in one of these ways:
  - Click the **Bold**, **Italic** or **Underline** icon on the **Review/edit Clues** toolbar:  

  - Press one of the shortcut key combinations Ctrl+B, Ctrl+I or Ctrl+U.
- Show the **Edit Clue** window, in one of these ways:
  - Click the **Edit Clue** icon on the **Review/edit Clues** toolbar:  

  - Double-click the mouse on the clue to edit.

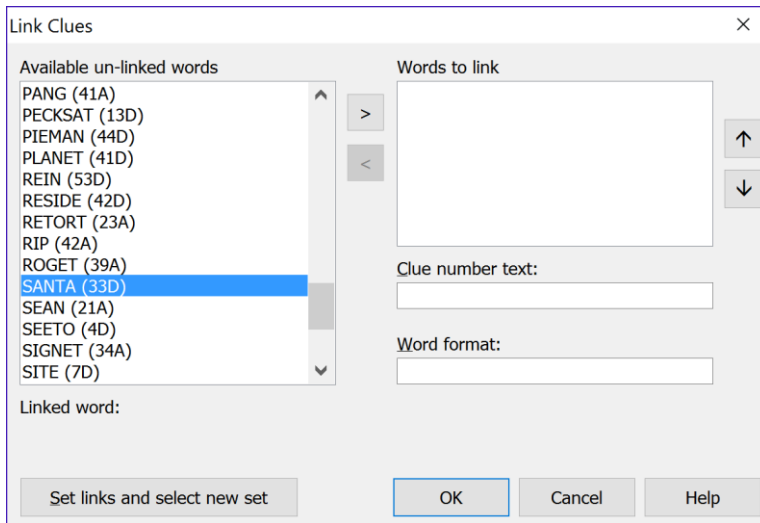
## ***Linking clues***

Use the link clues feature to combine two or more words under a single clue. For example, we might have the words *SANTA* and *ANITA*, and want to write one clue for Santa Anita:

1. To show the **Link Clues** window:
  - Choose Clue > Link clues... from the Crossword Compiler menu.
  - From the **Edit Clue** or **Review/Edit Clues** window click the **Link Clues** icon on the toolbar:

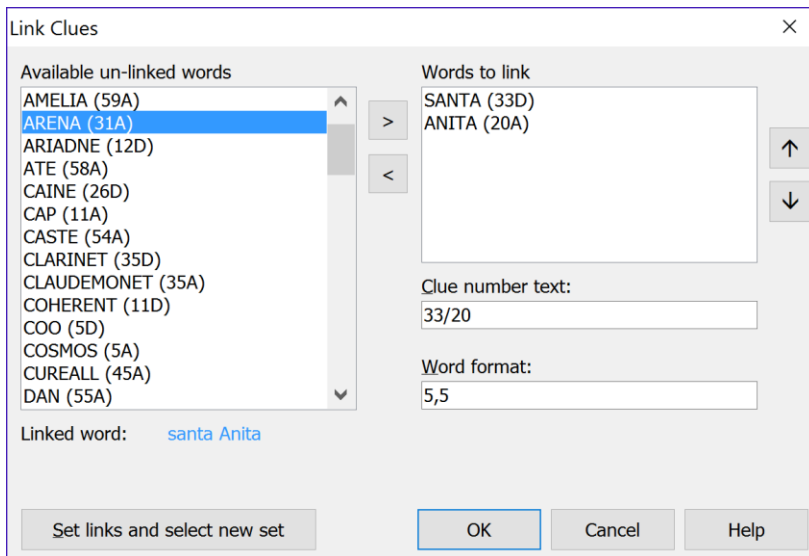


You will see the **Link Clues** window in Figure 14.



**Figure 14: Link Clues window**

2. From the **Link Clues** window select the first word of the combination, *SANTA*, as shown in Figure 14.
3. Click the > button to add this word to the list of **Words to link**, which also removes it from the **Available un-linked words** list.
4. Select the second word of the combination, *ANITA*.
5. Click the > button to add this word to the list of **Words to link**. You will see the **Selected words to link** window in Figure 15.



**Figure 15. Selected words to link**

6. Click the **OK** button, or to add another set of links click the **Set links and select new set** button.

The first word in the set of linked clues receives the clue for the set. In the example in Figure 15 the clue for *ANITA* is automatically set by the Crossword Compiler to: *See 33 Down*.

Refer to *Linking clues* in the online help for more information about the **Link Clues** window.

### ***Deleting Linked Clues***

To delete a linked set of clues:

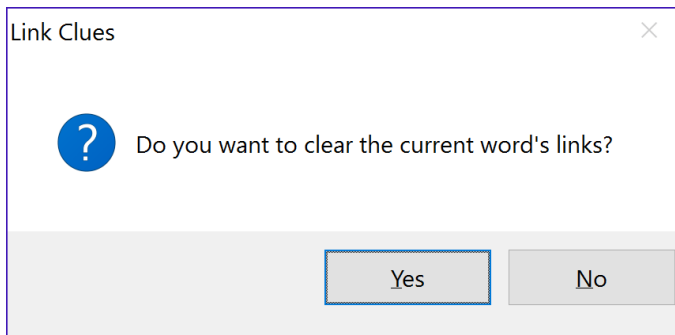
1. Put the cursor on one of the words in the set to unlink.
2. Show the **Edit Clue** window by clicking the **Edit Clue** icon on the toolbar:



3. Click the **Link Clues** icon on the toolbar:



4. You will see the **Clear linked clues** window in Figure 16. Click the **Yes** button to clear the links associated with the current word, or the **No** button to leave them as they are.



**Figure 16. Clear linked clues window**

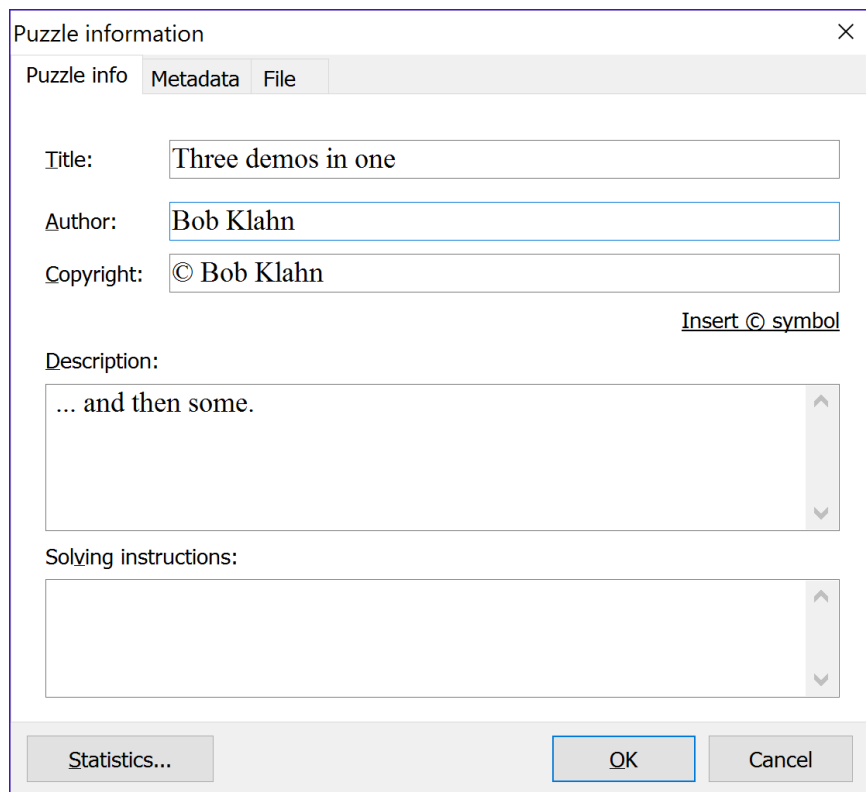
## Chapter 4: Printing Crosswords

This section describes how to print a crossword, and then includes a procedure to print a crossword for submission to the New York Times.

### Setting Crossword Information

Before printing your crossword, use the **Crossword Information** window to fill in the information to print:

1. Choose File > Information... from the Crossword Compiler menu. You will see the **Crossword Information** window in Figure 17.



Puzzle information

Puzzle info Metadata File

Title: Three demos in one

Author: Bob Klahn

Copyright: © Bob Klahn

[Insert © symbol](#)

Description:  
... and then some.

Solving instructions:

Statistics... OK Cancel

Figure 17. Crossword Information window

2. Enter crossword title in the text box to the right of the **Title** field.
3. Enter crossword author in the text box to the right of the **Author** field.
4. Enter copyright information in the text box to the right of the **Copyright** field. Click **Insert © symbol** to insert a copyright symbol in your text.
5. Enter crossword description in the text box to the right of the **Description** field.

**Note:** The **Title** and **Author** fields will be used in the New York Times printing example. In the **Page Headers** window the codes %A (author) and %T (title) refer to the values entered here. Refer to *Printing* in the online help for more information.

## Starting a printout

To print the current crossword:

- Choose File > Print from the Crossword Compiler menu.
- Press the Ctrl+P shortcut key combination.

You will see the **Print** window in Figure 18.

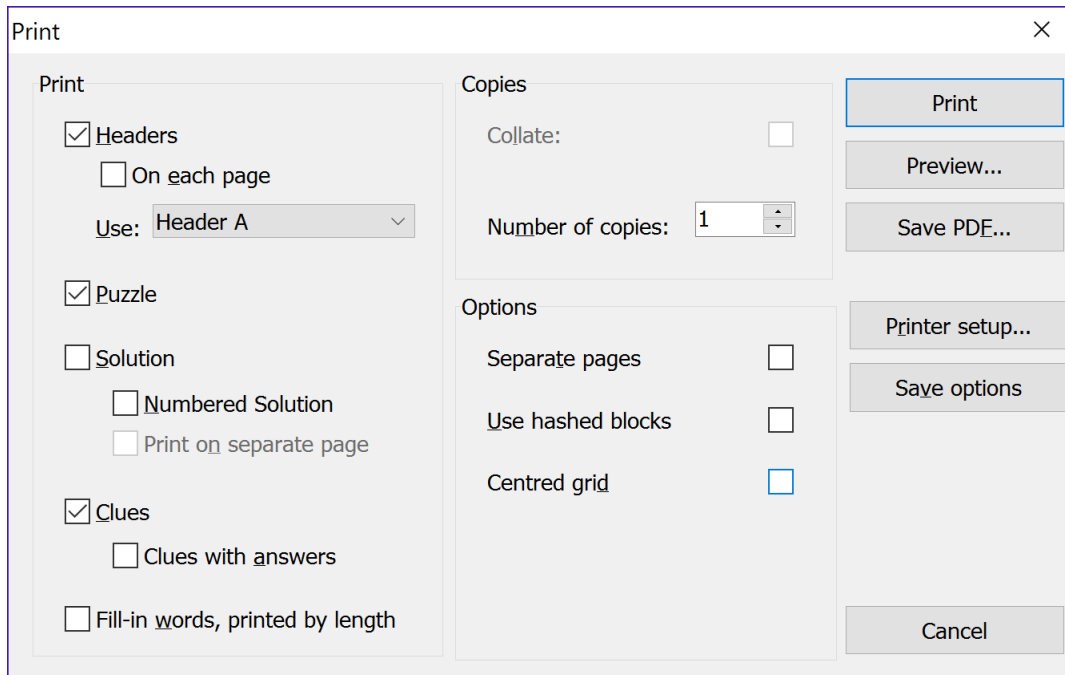


Figure 18. Print window

## Selecting what to print

Select what to print from these items in the **Print** window, Figure 18:

- **Headers:** Check this box to print headers, which are shown in Figure 19.
  - **On each page:** Check this box to print headers on every page. Otherwise, headers are only printed on the first page.
  - **Header A or Header B:** Select which header to use.
- **Puzzle:** Check this box to print the puzzle grid with numbers.
- **Solution:** Check this box to print the solved puzzle.
  - **Numbered Solution:** Check this box to print the solved puzzle with numbers. Otherwise, the solution is printed without numbers.
  - **Print on separate page:** Check this box to start the solution at the top of a new page.
- **Clues:** Check this box to print the clues in two columns.
  - **Clues with answers:** Check this box to print clues in one column and clue answers in a second column to the right.
- **Fill-in words:** Check this box to print a list of answer words by length.



## Selecting print options

Select print options from these items in the **Print** window, Figure 18:

- **Separate pages:** Check this box to print selected items on a separate page.
- **Use hashed blocks:** Check this box to print blocked squares with hash lines rather than solid black. This can be a benefit on some printers.
- **Centered grid:** Check this box to print the puzzle grid centered on the page. Otherwise, the puzzle is printed justified to the left margin.
- **Print to file:** Check this box to send printout to a file.
- **Collate:** Check this box to collate pages on printers that support this option.
- **Number of copies:** Select the number of copies to print.

Use these buttons in the **Print** window:

- **Printer setup...:** Show the standard Windows **Print Setup** window.
- **Save Options:** Save the selected print settings for the next time the **Print** window is opened.
- **Print:** Start printing the selected items.
- **Cancel:** Cancel the **Print** window and return to the puzzle.

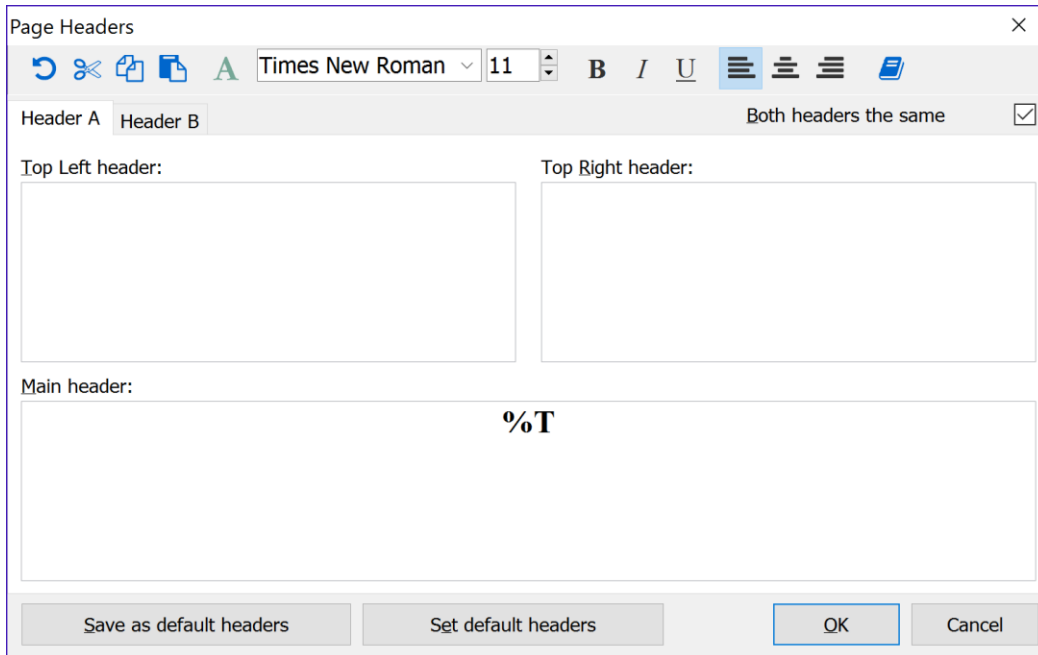
## Printing for submission to the New York Times

The New York Times has these instructions in their specifications for puzzle submissions:

*Use regular typing paper (8 1/2" x 11"). Type the clues double-spaced on the left (no periods after the numbers), answer words in a corresponding column on the far right. Give a source for any hard to verify word or information. Down clues need not begin on a new page. Include a filled-in answer grid with numbers and a blank grid with numbers (for the editor's use). Put your name, address, and social security number on the two grid pages, and just your name on all other pages.*

To print a puzzle for submission to the New York Times:

1. Enter crossword information as described in *Setting Crossword Information*, page 23.
2. Choose File > Headers... from the Crossword Compiler menu to show the **Page Headers** window in Figure 19. The **Main header** text will be printed at the top of the page.  
**Note:** During printing the program translates %A and %T in the headers to the author and title you entered in the **Crossword Information** window, page 23.



**Figure 19. Page Headers window**

- a. Uncheck the box **Both headers the same**. Now you will be able to use both headers A and B for printing.
  - b. Add these lines to the **Top Left header** box of Header A:
    - %A
    - enter line 1 of your address*
    - enter line 2 of your address*
    - enter your social security number*
  - c. Select the **Header B** tab to enter data for the second header.
  - d. Add this line to the **Top Left header** box of Header B:
    - %A
  - e. Click the **OK** button to save the header information.
3. Choose File > Print from the Crossword Compiler menu to show the **Print** window.
  4. Select print options as shown in Figure 20.

Print

Print

☒ Headers

☐ On each page

Use: Header A

☒ Puzzle

☐ Solution

☐ Numbered Solution

☐ Print on separate page

☒ Clues

☐ Clues with answers

☐ Fill-in words, printed by length

Copies

Collate: ☐

Number of copies: 1

Options

Separate pages ☐

Use hashed blocks ☐

Centred grid ☐

Print

Preview...

Save PDE...

Printer setup...

Save options

Cancel

**Figure 20. NY Times grid print setup**

5. Click the **Print** button to print the two puzzle grid pages.
6. Select print options as shown in Figure 21.

Print

Print

☒ Headers

☒ On each page

Use: Header B

☒ Puzzle

☐ Solution

☐ Numbered Solution

☐ Print on separate page

☒ Clues

☒ Clues with answers

☐ Fill-in words, printed by length

Copies

Collate: ☐

Number of copies: 1

Options

Separate pages ☐

Use hashed blocks ☐

Centred grid ☐

Print

Preview...

Save PDE...

Printer setup...

Save options

Cancel

**Figure 21. NY Times clue print setup**

7. Click the **Print** button to print the puzzle clues and answers.
8. Click the **Cancel** button to return to the puzzle.

## Chapter 5: Getting More Information

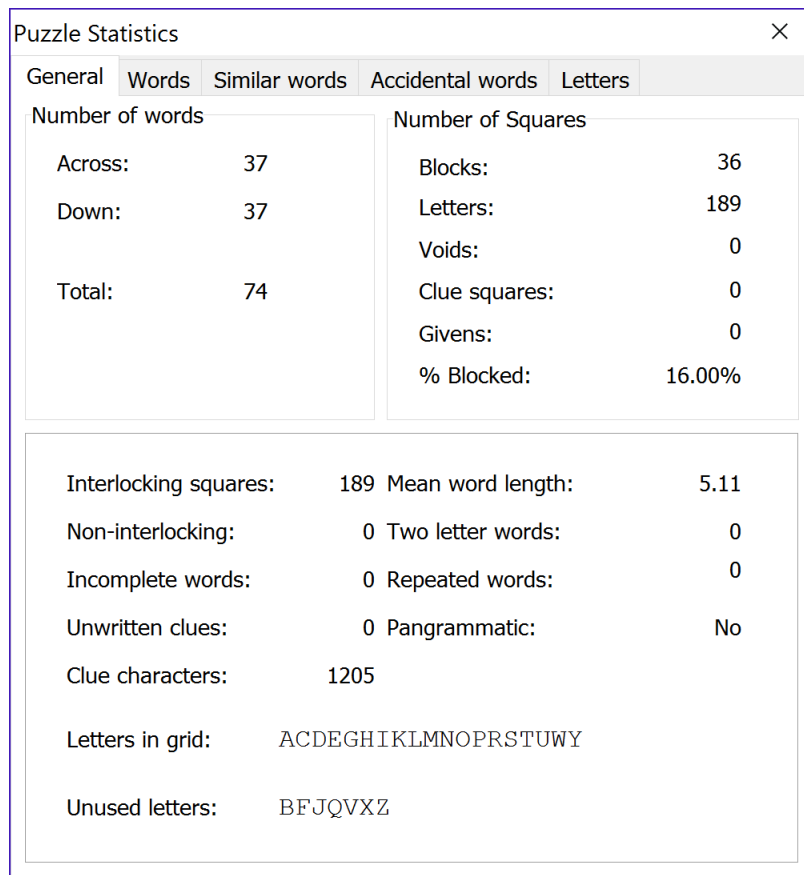
This final chapter introduces the **Crossword Statistics** and the **Preferences** windows, which are useful in working with crosswords. Crossword Compiler has a rich set of features for creating, printing and publishing crosswords, including many not covered in this getting started guide. An introduction to the Crossword Compiler online help, which provides a means of getting information about all program features, concludes this manual.

### *Getting crossword statistics*

In the **Crossword Statistics** window, Crossword Compiler presents useful statistics that can aid in design decisions for the current crossword. To show the **Crossword Statistics** window:

- Choose File > Statistics from the Crossword Compiler menu.
- Press the Ctrl+T shortcut key combination.

You will see the **Crossword Statistics** window in Figure 22.



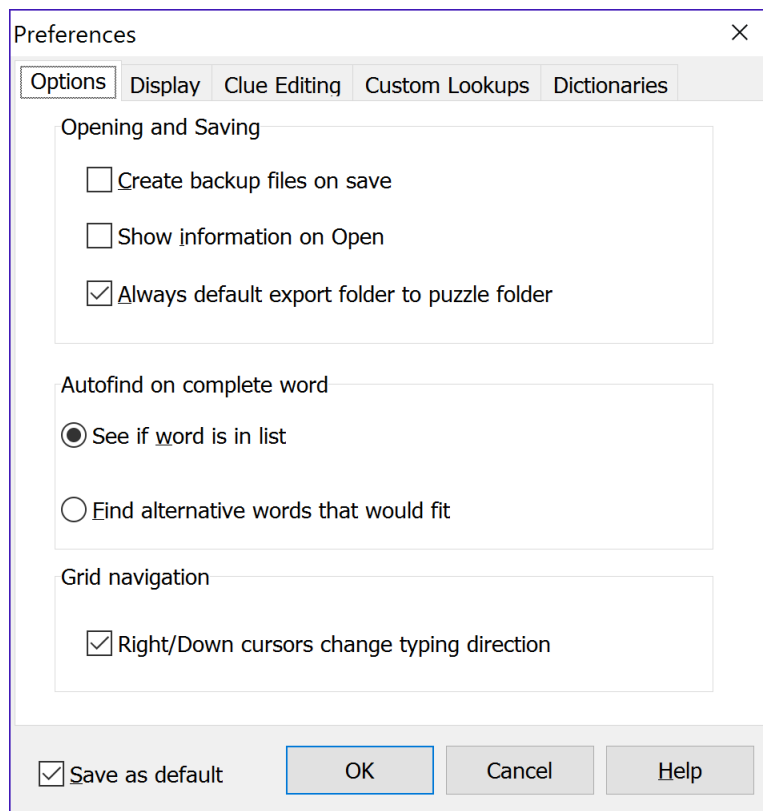
**Figure 22. Crossword Statistics window**

The **General** tab is shown in Figure 22. The **Words** tab shows an alphabetical list of all words used in the puzzle and their distribution by length. The **Similar words** tab shows words used in the puzzle with sequences of three or more identical characters. **Accidental words** shows words in your blacklist. Refer to *statistics* in the online help for more information.

## Setting preferences

The Crossword Compiler settings are preset to commonly used values. The **Preferences** window offers a door to customizing these settings. Show the **Preferences** window by choosing Options > Preferences from the Crossword Compiler menu.

You will see the **Preferences** window in Figure 23.



**Figure 23. Preferences window**

Use these tabs in the **Preferences** window:

- **Options:** General settings as shown in Figure 23.
- **Display:** Color and font settings.
- **Clue Editing:** Editing, formatting and default database settings.
- **Custom Lookups:** Custom clue editor menu files settings.
- **Dictionaries:** Auto detecting, adding and removing dictionaries; definition of lookup interface.

Refer to *preferences* in the online help for more information.

## ***Getting online help***

Online help provides a way to get information about all features of the Crossword Compiler from help information installed on your computer. Show the online help window in one of these ways:

- Choose Help > Contents from the Crossword Compiler menu.
- Press the F1 shortcut key.

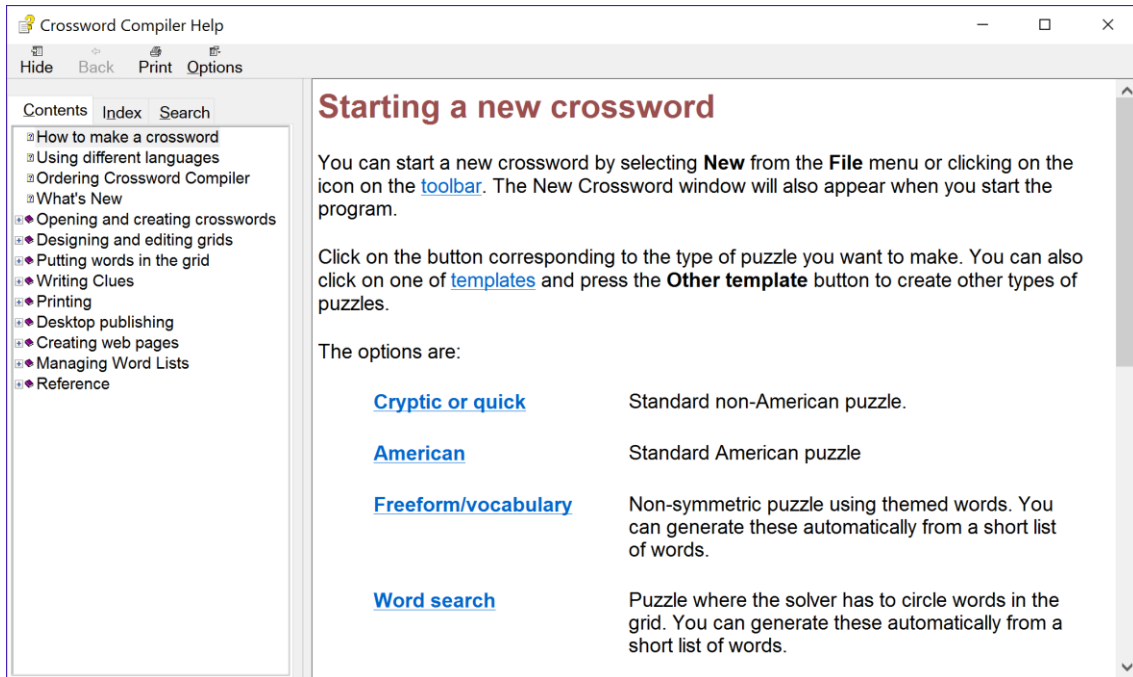
You will see the **Help Contents** window in Figure 24.

Click one of the tabs in the **Help contents** window:

- **Contents:** A table of contents presentation of help topics. See

*Online help: contents method, page 31.*

- **Index:** An index of selected words and word combinations that lead to help topics. See *Online help: index method, page 32.*
- **Search:** A word based approach to finding topics that contain a word or word combination of interest. See *Hiding and Showing Contents, page 33.*

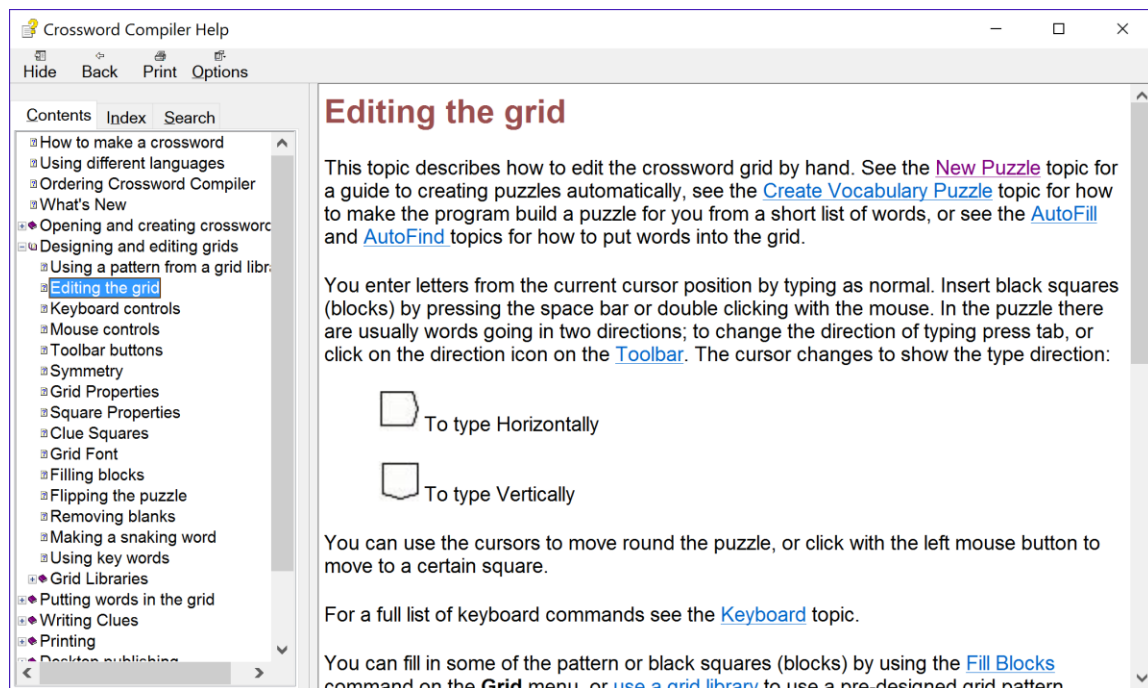


**Figure 24. Help contents window**

## Online help: contents method

The contents method shows help information organized in a manual format. The question mark represents a help topic. The book icon represents a heading. To find a help topic:

- Click the mouse on a topic icon to show it.
- Click the mouse on a book icon to open the book to reveal further topic and book icons.
- Use the arrow keys to move the current selection up or down.
- Press Enter as an alternative to clicking on an item.



**Figure 25. Crossword Compiler help window**

- back to the previous help topic viewed.

Learn the options available from the help menu by clicking the mouse on the keywords to open up each menu.



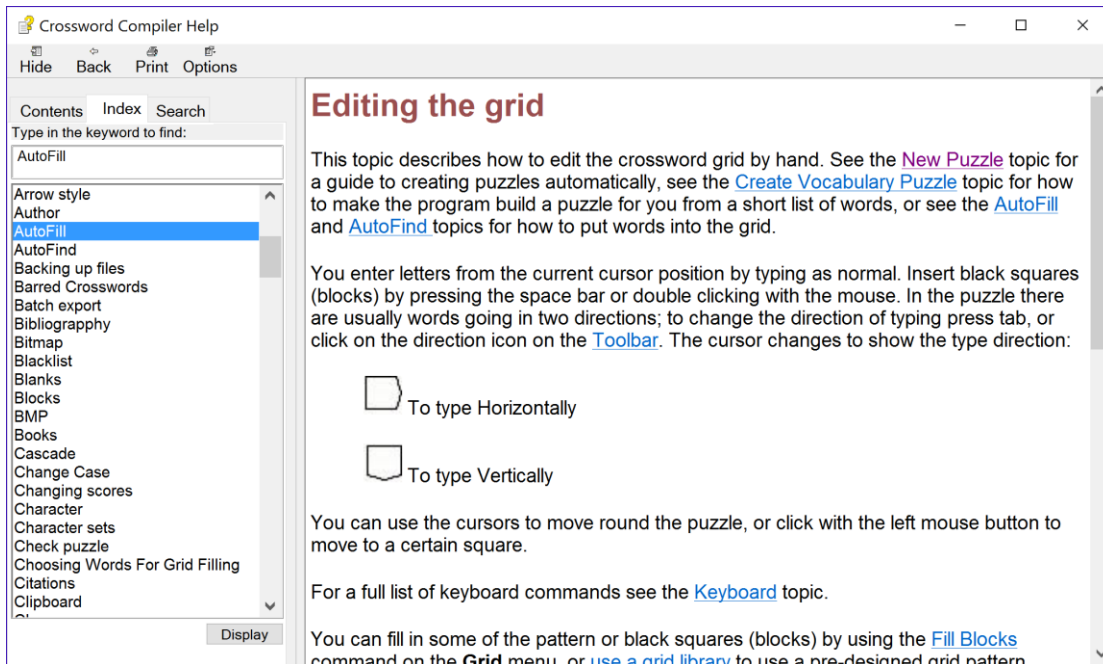


Figure 26. Help Index window

## Online help: index method

The index method, shown in the **Help Index** window, lists words linked to help topics. You can enter a word to look up in the index, or use the mouse or arrow keys to select words. Click the **Display** button or press Enter. You will see the topic displayed in the **Crossword Compiler help** window, page 31.

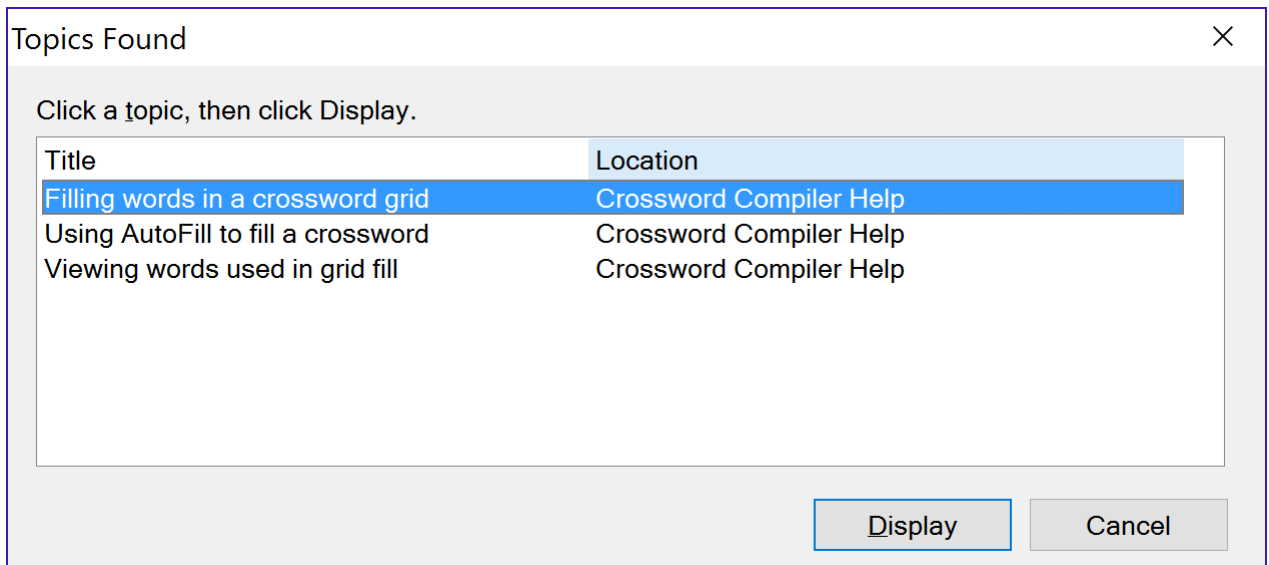
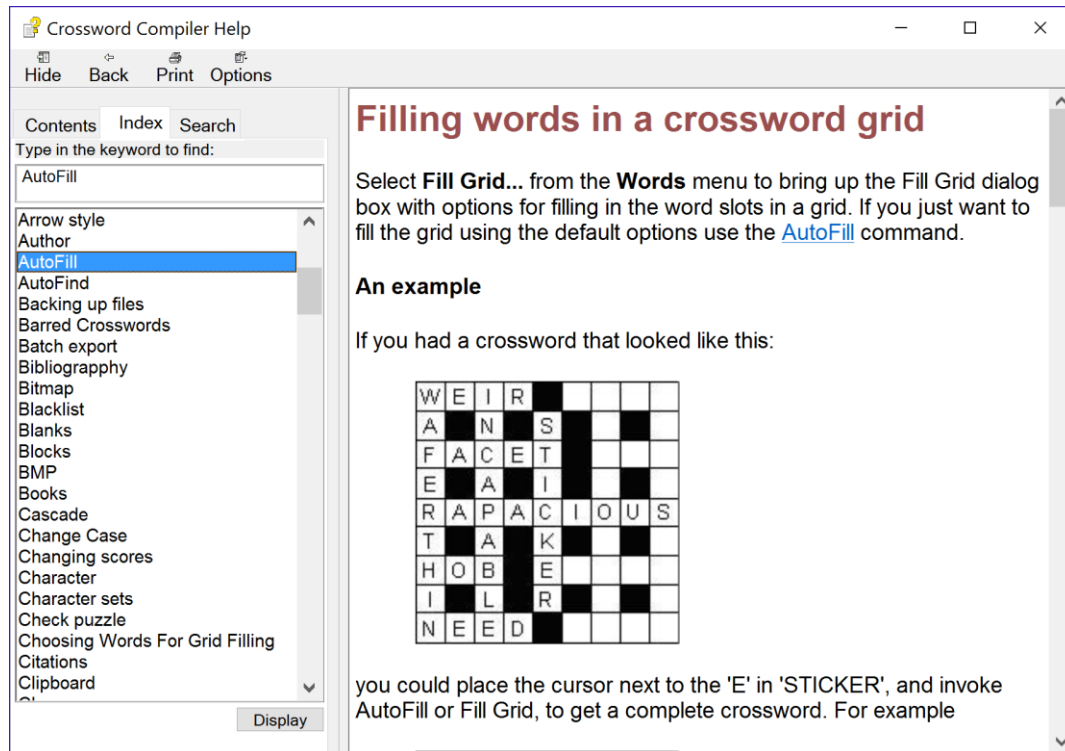


Figure 27. Help Topics Found window

If more than one topic is associated with a word, you will see the **Help Topics Found** window. From this menu of topics, choose one of interest and click the

**Display** button or press Enter. You will see the topic displayed in the **Crossword Compiler help** window, page 31.

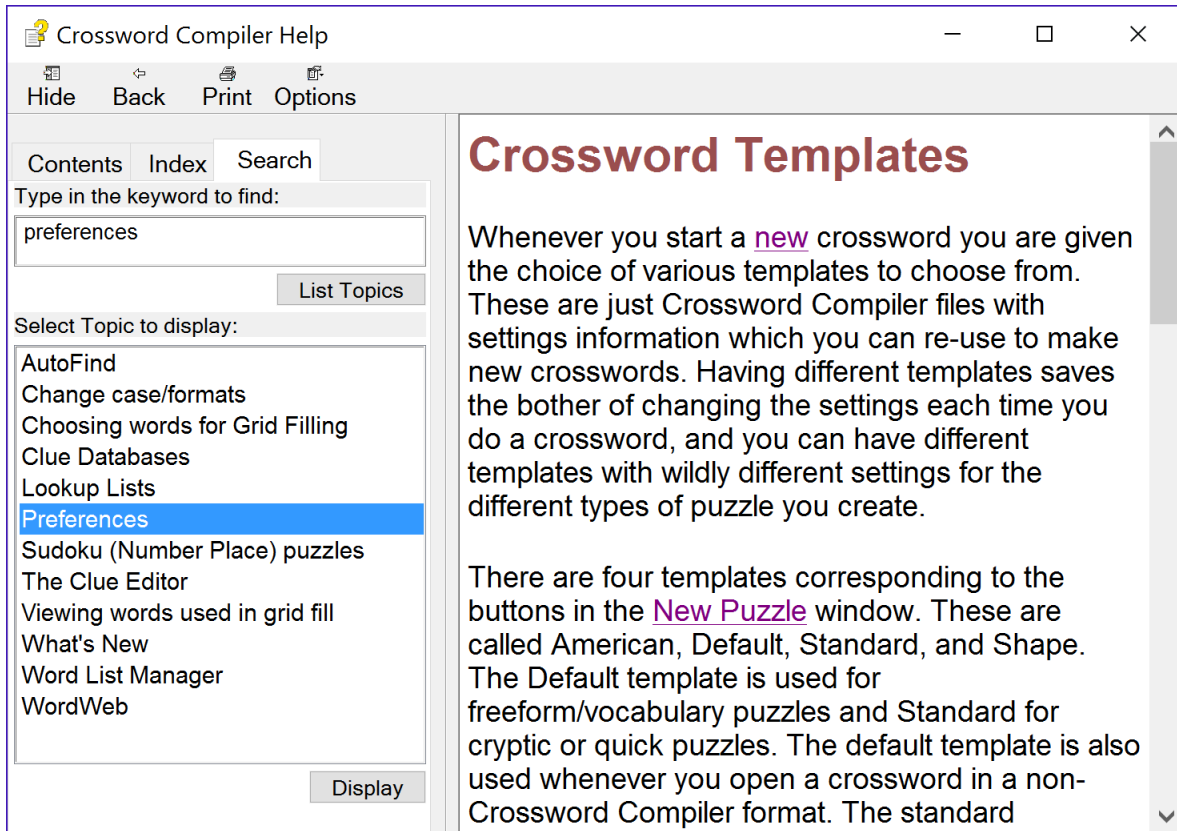


**Figure 28.** Help with contents and index hidden

## Hiding and Showing Contents.

Click the **Hide** button at the top of the Help Viewer to hide the index and contents. To see them again press **Show**.

Once the database of help words has been generated, you will see the **Help Find** window, page 34.



**Figure 29. Help Search window**

Follow these steps in the **Help Search** window:

1. Type the word or word combination you want to find in box 1.
2. Click a topic in box 2.
3. Click the **Display** button or press Enter to display the selected topic.

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