

## Help for Crisscross Words

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# 1. General Help

## 1.1 Starting the application and the menu bar

When you start the software, a menu bar will appear in the upper part of the screen.

You can use the *File* menu in this bar to open a puzzle or a dictionary file.

This menu also enables you to create a dictionary or to access the software's preferences (these functions are described in detail later).

The *Quit* option enables you to quit (not available in the Web version).

To access the help pages, use the Help menu in the menu bar.

### ***Note concerning the Copy / Paste function***

The Copy / Paste function is not available in the menu bar but can be activated using the keyboard.

- With a Windows/PC, use the keyboard shortcuts CTRL+C (Copy) and CTRL+V (Paste). Access the Cut option by pressing CTRL+X.
- With a Mac, use the keyboard shortcuts CMD+C (Copy) and CMD+V (Paste). Access the Cut option by pressing CMD+X. The CMD (Command) button is the one with an apple.

## 1.2 Choice of mode

When you start the software, choose the mode of use.

### **1.2.1 Puzzle Mode**

Select the puzzle mode to open a Crisscross Words puzzle.

### **1.2.2 Dictionary Mode**

Select the Dictionary mode to create or modify a word dictionary that will be used to create puzzles.

You can use the *File* menu in the menu bar to open a puzzle or a dictionary. This menu also enables you to create a dictionary or to access the software's preferences (these functions are described later). Finally, the *Quit* option enables you to quit (not available

in the web version).

To access the help pages, use the *Help* menu in the menu bar.

## **1.3 Software preferences**

### **1.3.1 Settings for puzzle generation**

#### **1.3.1.1 Minimum number of words**

Use this field to indicate the minimum number of words contained in the puzzle.

#### **1.3.1.2 Maximum number of words**

Use this field to indicate the maximum number of words contained in the puzzle.

#### **1.3.1.3 Puzzle dimensions**

This setting corresponds to a list in which you can choose the puzzle's dimensions. The dimensions can vary between 11 x 11 and 35 x 35 squares.

If you modify this choice, remember to adjust the other pertinent variables: the minimum number of words and the time allowed for solving the puzzle. If the puzzle dimensions chosen are too small for the minimum number of words, it will be impossible to generate a puzzle.

#### **1.3.1.4 Number of probable attempts**

Depending on the choices made, this field indicates the approximate number of attempts the software needs to generate a puzzle.

#### **1.3.1.5 Use of exclusion factors**

Tick this box to activate the use of the exclusion factors already defined in the dictionary.

#### **1.3.1.6 Solution options**

Tick these boxes to activate or deactivate the solution options for the puzzle:

- use clues
- recognize capital letters
- time limit in minutes
- allow pause (active only if you have selected a time limit)

These options are described in detail in the Help section on puzzle creation (dictionary mode).

#### **1.3.1.7 Always use the default settings to generate a puzzle**

If this box is ticked, any puzzle you create will be generated using these predefined settings until the box is deactivated. Otherwise, this setting box always appears when the puzzle generator starts up.

### **1.4 To open a document**

#### **1.4.1 To open a puzzle**

Proceed as follows to open a puzzle:

- Select the *Open* command in the *File* menu.
- Use the dialog box and open a puzzle file. The puzzle window will appear.
- Click the button (if displayed) to start the puzzle.

#### **1.4.2 To open a dictionary**

Proceed as follows to open a dictionary:

- Select the *Open* command in the *File* menu.
- Use the dialog window displayed to find and open a dictionary file. The dictionary window will appear.

#### **1.4.3 To import a document in an older version**

Proceed as follows to open a document from an older version of Crisscross Words.

- Select the *Import former version* in the *File* menu.
- Use the dialog window displayed to find and open a dictionary or a puzzle file. The dictionary or puzzle window will appear.

## **2. Dictionary**

### **2.1 How to create a new dictionary**

#### **2.1.1 How to create a new dictionary**

Follow this procedure to build a new dictionary:

- Create a new dictionary by using the *New dictionary* command in the *File* menu.
- An empty dictionary will appear on the screen.

### 2.1.2 Add a word

To add a word to the dictionary:

- To insert a word in the word list, click the *Add a word* button in the menu on the left. You can also use the *Add a word* command in the *Dictionary* menu. This command creates and selects a blank field in the word list.
- Enter the exact word respecting the capital and small letters. (required field)
- Enter the definition. (required field)
- Enter the clues in the corresponding fields.
- Enter the exclusion factors in the corresponding fields. For more information, consult the "How to use exclusion factors" section.
- Repeat this procedure for each word you want to add to the dictionary.

You can add as many words as you wish but remember that a dictionary containing a large number of words takes more time to open.

### 2.1.3 Delete a word

To delete a word from the dictionary:

- Select the word in the word list.
- Click the *Delete the word* button in the menu on the left. You can also use the *Delete a word* command in the *Dictionary* menu.
- Confirm the operation by clicking the Yes button.
- Repeat for each word you want to delete.

### 2.1.4 How to use the exclusion factors

The exclusion factors are only useful when creating a puzzle, not when solving one. For example, take two words whose roots or meaning are similar, such as:

- Actor
- Acting

You might want to have both words in your dictionary but you might not want them in the same puzzle. For both words, **write the same exclusion factor in the same exclusion field.**

For example, enter "act" in the first exclusion field for both words. The software will never place two words in a puzzle that have the same exclusion factor in the same field.

Please note that in the example above, the puzzle generator could place the word

"Actress" in the puzzle unless you give it the same exclusion factor as the two other words.

The exclusion factor does not have to relate to the actual spelling of the words. It can be any group of letters, as long as it is the same for both words. Of course, for mnemotechnic reasons, it is much simpler to choose a group of letters belonging to the word to be excluded from the same puzzle.

### **2.1.5 How to save a dictionary**

To save a dictionary, use the *Save* or *Save As* commands in the *File* menu.

## **2.2 How to merge two dictionaries**

### **2.2.1 How to merge two dictionaries**

Follow this procedure to merge two dictionaries:

- In the *Dictionary* menu, select the *Merge* command to launch the merge assistant.
- The open dictionary will serve as the destination: the words already in it will appear in the list on the left.
- Using the *Search* button under the list on the right, open the second dictionary containing the words to be added to the destination dictionary.
- Click the *Next* button and a screen will appear with a summary of the operation.
- If the dictionary that you wish to merge contains a word already in the destination dictionary, a window will ask you to make a choice:
  - Keep the original word
  - Keep the word of the merged dictionary only
  - Keep both words

If you no longer wish this window to appear, tick the "Apply to the rest of the list" box. It will merge the rest of the list using the selected settings.

- Click the *Finish* button to complete the merger and to return to editing the merged dictionary.

## **2.3 Import / export a dictionary**

### **2.3.1 How to import a dictionary that has previously been exported in Excel format**

In the *Dictionary* menu, use the *Import Excel* command. This command opens a dialog box allowing you to open a Microsoft Excel document that has already been

exported using the *Export Excel* function. Once you confirm your choice of the Excel file, the dictionary opens in the same editing window.

This function enables you to open a dictionary that has been exported and modified in Microsoft Excel

### **2.3.2 How to export a dictionary**

Once your dictionary is complete, you can export it to Excel format by choosing the option *Export to Excel* in the *Dictionary* menu. Your dictionary must be open to use this function. A dialog box opens and asks you to save the document in Excel format onto your hard drive. Once it is saved, you can open and modify the document directly in Ms Excel.

### **2.3.3 Important note for Mac users**

To modify a dictionary in Ms Excel on a Mac with the intention of re-importing it into Crisscross Words, you must follow the following procedure while saving:

- In Excel, choose the option *Save web page* in the *File* menu..
- Choose the *Page* format option in the settings of the Save window.
- Save the file. It can now be imported into Crisscross Words.

## **2.4 Print a dictionary**

### **2.4.1 How to print a dictionary**

To print a dictionary, use the *Print* command in the *File* menu. This command first opens a dialog box for the configuration of the document and then opens the dialog box for printing.

## **2.5 How to create a new puzzle**

### **2.5.1 Before generating a new puzzle**

Follow these steps before creating a new Crisscross Words puzzle:

1. Open the dictionary you want to use for the new puzzle. A dictionary must be open in order to create a new puzzle.
2. Use the *Preference* command in the *File* menu to open the dialog box for the software's preferences. Fix the settings for generating the puzzle:
  - the minimum number of words you want in the puzzle

- the maximum number of words you want in the puzzle (optional))
  - the puzzle's dimensions
  - the use of exclusion factors
3. Tick the Solution options on the right side of the window:
- if you wish the clues to be active while the puzzle is being solved
  - if you want capital letters to be respected when the user enters a response
  - if a pause is permitted while the puzzle is being solved (when a time limit has been specified)
  - if the user can start over once the puzzle has been completed or stopped
  - if you want to specify a time limit. If the time limit box is not ticked, the user will have unlimited time to complete the puzzle. If you want a time limit, tick this option and specify the number of minutes.
4. If you tick the "Always use the default settings to generate a puzzle" option, any puzzle you create will be generated using the predefined settings until the box is deactivated. Otherwise, this settings box always appears when the puzzle generator starts up.

### 2.5.2 How to create a puzzle

To create a new Crisscross Words puzzle, select the *Generate a puzzle* from the *Dictionary* menu or click the *Generate a puzzle* button in the *Dictionary* mode. This command will open the puzzle generator.

- The first step is to choose the settings and solution options for the puzzle. These settings and options are the same as those defined above in the software's preferences.

**N.B.** If the "always use the default settings to generate a puzzle" option is ticked in the preferences box, this option panel will not appear. The puzzle generator will appear immediately.

- Click the Next button to create the puzzle. This second step generates a puzzle automatically. You can follow the progression in the left side of the window. Once the puzzle is created, a miniature preview appears so you can see the words it contains.

**N.B.** If the creation of the puzzle seems to take forever, it's because the settings entered in the previous panel are causing a problem. For example, if the minimum number of words is 30 and the puzzle dimensions are only 11 X 11, a puzzle cannot be generated. However, the generator will continue to try to create a puzzle.



To stop the process, click on the *Previous* button. You can then change the settings so the puzzle can be created.

If you have selected the "always use the default settings to generate a puzzle" option, you must choose the Preferences option in the File menu to change the settings.

- The third step is to preview and save the puzzle:
  - Click the *Generate HTML* button to save a web version of the puzzle (this option will be explained later).
  - Click on the *Previous* button to create a new puzzle using the same settings.
  - Click on the *Finish* button to display the puzzle and use it.

## 2.6 Generating a puzzle for the web (HTML)

### 2.6.1 To generate a web puzzle

When you create a puzzle using the puzzle generator, the *Generate HTML* button enables you to create files that can be placed on a web server (Internet) or used on a computer equipped with a recent web browser.

When you click the *Generate HTML* button, a dialog box opens inviting you to choose a destination on the disk where the puzzle will be saved. After you have entered a name and approved the choice, a folder appears at the chosen destination containing the puzzle and the HTML files that compose it. The complete folder must be placed on a web server for the puzzle to function.

In the folder, the "index.html" or "default.html" file allows you to start the puzzle.

- For use on a web server, place the folder in the proper place within the web structure. For more information, verify the procedure with the technician in charge of the server to obtain the corresponding URL.
- For local use, open the "index.html" file using a recent web browser.

**N.B.** The web version of the puzzle requires the Macromedia Flash plug-in, version 7 or higher.

## 3. Puzzle

### 3.1 Puzzle options and settings

#### 3.1.1 Puzzle options

Use the *Options* command in the *Puzzle* menu to modify the following options:

- Allow start over
- Allow pause
- Recognize capital letters
- Use clues
- Time limit in minutes

The puzzle options cannot be modified once you have started to solve the puzzle. Moreover, if the puzzle is used in its web version, the options cannot be changed.

#### 3.1.2 Puzzle settings

To consult the settings and statistics of the puzzle being used, use the *Settings* command in the *Puzzle* menu.

### 3.2 Evaluation and identification

#### 3.2.1 Evaluation

Use the *Evaluation and identification* command in the *Puzzle* menu to consult the following settings:

- Number of correct words (also according to each level of difficulty)
- Time taken to solve the puzzle
- Total score on the maximum possible score

#### 3.2.2 Identification

Use the *Evaluation and identification* command in the *Puzzle* menu to enter the following information:

- Last name
- First name
- Other

Click the *OK* button to save the identification information. You must save the puzzle for

this information to be saved (not available in the web version).

**N.B.** The evaluation and identification panel appears automatically after the puzzle has been solved.

### 3.3 How to solve a puzzle

#### 3.3.1 How to solve a puzzle

To solve a Crisscross Word puzzle, proceed as follows:

- Open an existing puzzle using the *Open* command in the *File* menu.
- Start the puzzle by clicking the *Start* button. The list of definitions will appear and the puzzle is displayed.
- Choose a word to find by clicking on its squares in the puzzle or click on a definition in the definition list.
- Type in the word corresponding to the definition in the answer field. You must respect capital letters, hyphens and punctuation, as needed.
- Check your answer with the *Check* button. If your answer is correct, the converted word will appear in the puzzle and a tick will appear in front of the definition.
- If the answer is wrong, an alert appears but the word stays selected to allow you to try again.
- Continue in a similar fashion for each word in the puzzle.

You can stop the puzzle with the *Stop* button (if shown). If you go beyond the allotted time, the software stops the puzzle automatically and displays all the words and your score.

#### 3.3.2 Maximum number of attempts for each word

You are allowed a maximum number of attempts for each word. This number is equal to its level of difficulty plus 2. In the simplest case where there is no clue for a word, the level of difficulty is 1, so you have 3 tries. After 3 wrong answers, an error message appears indicating you have exhausted all the possible attempts. The correct word then appears in the puzzle in red.

Of course, you will not receive any points for this word.

#### 3.3.3 To obtain clues

To obtain a clue for a selected definition, proceed as follows:

- Sous la rubrique *Indices*, cliquez dans la case à gauche du premier indice,
- L'indice apparaît au même endroit avec un crochet.
- Continue in the same fashion for the next clues, as needed or if available.

**N.B.** If no clues are available, check the puzzle options.

### **3.3.4 How to pause**

To stop the puzzle chronometer temporarily, proceed as follows:

- Click the *Pause* button (if available). The chronometer stops and the *Pause* button becomes a *Start* button.
- Start the puzzle after the pause by clicking on the *Start* button.

### **3.3.5 How to start over**

To start a Crisscross Words puzzle over, proceed as follows:

- Click on the *Start over* button. An alert appears for you to confirm your choice.
- The chronometer stops and the puzzle and the list of definitions are erased.
- Start the puzzle over by clicking on the *Start* button.

## **3.4 Print a puzzle**

### **3.4.1 How to print a puzzle**

Use the *Print* command in the *File* menu to print a puzzle. This command opens the dialog box for configuring the document, then the dialog box for printing.