

# AddisWord Version 6

## User Guide

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የአዲስ ቃል ተጠቃሚ መመሪያ

### Installing AddisWord

Inset the AddisWord program CD into your computer's CD-Rom drive and run the setup.exe program. The setup.exe program will guide you through the installation process. Please accept the default setup values to ensure that the program installs properly.

በዚህ ቀጥሎ አዲሱን የአማርኛ የፊደል ማቀናበሪያ ፕሮግራም AddisPro እንዴት መጠቀም የሚያስችል መመሪያ እናቀርባለን። ይህንን የተጠቃሚ መመሪያ ከተከተሉ፤ ፕሮግራሙን መጠቀም በጣም የቀለለ ተግባር ይሆናል ብለን እንገምታለን። ስለአጠቃቀሙ ዘርዘር ያለውን ትንተና ካቀርብን ወዲያ፤ ፕሮግራሙን በሚገባ ለመጠቀም የሚያስችሎ ጥቂት ስልጽግናዎችን እናቀርባለን። Here is what you will need to do to make use of the

English/Amharic character mapping. For example, to write the Amharic **ሀ** you will type the English **hh** and to write **ሁ** then you will type **hu**. **The listing in the የፊደሎች አጣጣል** is what you will need to follow throughout your document composition. The listing shows how the Amharic vowels and consonants are mapped against the Latin characters. This is the basic mapping we must use in AddisWord. Detailed listing the character mapping is also listed following this.

### በመጀመሪያ የፊደሎች አጣጣል፤

|         |    |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|----|
| አማርኛ    | ሀ  | ሁ  | ሂ  | ሃ  | ሄ  | ህ  | ሆ  |
| English | hh | hu | hi | ha | he | h- | ho |

ከላይ የሰፈረው ገበታ መሰረታዊ የሆነው የAddisWord ዋና የፊደሎች አጣጣል ሲሆን የሚከተሉት ፊደላት ደግሞ የአማርኛና የላቲን እኩያዎቻቸውን ይዘረዝራሉ።

| አማርኛ | LATIN | MODE  |
|------|-------|-------|
| ሀ    | h     | መጀመሪያ |
| ሰ    | l     | መጀመሪያ |
| ሐ    | h     | ሁለተኛ  |
| መ    | m     | መጀመሪያ |
| ሰ    | s     | "     |

|   |   |   |
|---|---|---|
| ረ | r | " |
| ሸ | S | " |
| ቀ | q | " |
| በ | b | " |
| ተ | t | " |
| ቸ | T | " |
| ነ | n | " |
| ኘ | N | " |
| አ | A | " |
| ከ | k | " |
| ዘ | z | " |
| የ | y | " |
| ደ | d | " |
| ጀ | j | " |
| ገ | g | " |
| ጠ | x | " |
| ጨ | X | " |
| ፀ | c | " |
| ፈ | f | " |
| ፐ | p | " |

ከዚህ ቀጥሎ ያለው ዝርዝር የሁለተኛውን መደብ ፊደላት ያሰፍራ።

| አማርኛ | LATIN | MODE |
|------|-------|------|
| ሲ    | L     | ሁለተኛ |
| ጧ    | M     | ሁለተኛ |
| ሯ    | R     | "    |
| ሰ    | S     | "    |
| ሸ    | W     | "    |
| ቸ    | X     | "    |
| ና    | N     | "    |
| ኘ    | V     | ሁለተኛ |
| ዘ    | Z     | "    |
| ዘ    | J     | "    |
| ደ    | D     | "    |
| ጧ    | T     | "    |
| ጨ    | X     | "    |
| ደ    | C     | "    |
| ፈ    | F     | "    |
| ቸ    | Q     | "    |
| ሸ    | v     | ሁለተኛ |
| ገ    | H     | "    |
| ጐ    | n     | "    |

example ጐ ጐ

|   |                |   |
|---|----------------|---|
|   | ኅ ሷ ኃ          |   |
|   | nn nu ni na ne |   |
| ሠ | s              | " |
| ዐ | A              | " |
| ኸ | k              | " |
| ዠ | z              | " |
| ዳ | p              | " |
| ከ | K              | " |
| ገ | g              | " |
| ቄ | q              | " |
| ገ | n              | " |
| ጸ | c              | " |
| ጸ | P              | " |

**የአማርኛ ቁጥሮች**

| አማርኛ | Latin         | MODE |
|------|---------------|------|
| ፩    | 1             | ሁለተኛ |
| ፪    | 2             | "    |
| ፫    | 3             | "    |
| ፬    | 4             | "    |
| ፭    | 5             | "    |
| ፮    | 6             | "    |
| ፯    | 7             | "    |
| ፰    | 8             | "    |
| ፱    | 9             | "    |
| ፲    | Shift 1 =     | "    |
|      | 10            | "    |
| ፳    | Shift 2 = 20  | "    |
| ፴    | Shift 3 = 30  | "    |
| ፵    | Shift 4 = 40  | "    |
| ፶    | Shift 5 = 50  | "    |
| ፷    | Shift 6 = 60  | "    |
| ፸    | Shift 7 = 70  | "    |
| ፹    | Shift 8 = 80  | "    |
| ፺    | Shift 9 = 90  | "    |
| ፻    | Shift 0 = 100 | "    |
| ፿    | 0 = 1000      | "    |

**የአማርኛ ነጥቦች -**

| አማርኛ | Latin        | Mode  |
|------|--------------|-------|
| ፤    | ;            | መጀመሪያ |
|      | (semi-colon) |       |
| ፥    | :(colon)     | "     |
| ፣    | ,            | "     |

|   |                |   |
|---|----------------|---|
| ' | (single quote) |   |
| ” | (double quote) | ” |
| < |                | “ |
| > |                | “ |

እነዚህ መሰረታዊ የአማርኛ ነጥቦች ሲሆኑ ሌሎች የእንግሊዝኛ ነጥቦችን በሙሉ እንግሊዝኛ የሚለውን በመምረጥ መጠቀም ይቻላል።

## Menu Items

Now we will describe the different features available with AddisWord program starting with menu options that are given at the top the AddisWord screen .

### መጀመሪያ

ይህ ምርጫ የመጀመሪያውን ዋና የአማርኛ ፊደላት ያስገኛል። በዚህ ምርጫ ስር የሚገኙት ፊደሎች ዝርዝራቸው ቀደም ሲል በመቅረቡ ደግመን አናቀርብም።

This is the first set of the Amharic alphabets. The listing can be found in the previous pages. You make this selection every time you want to use one the main characters.

### ሁለተኛ

ይህ ምርጫ የመጀመሪያውን ዋና የአማርኛ ፊደላት ያስገኛል። በዚህ ምርጫ ስር የሚገኙት ፊደሎች ዝርዝራቸው ቀደም ሲል ቀርቧል።

By pressing this button you will get access to the second set of the Amharic alphabets also known as "ዲቃላ ፊደላት"

### እንግሊዝኛ

የእንግሊዝኛ ቃላት መጠቀም በምፈልጉበት ጊዜ ይህንን ምርጫ ይጠቀማሉ።

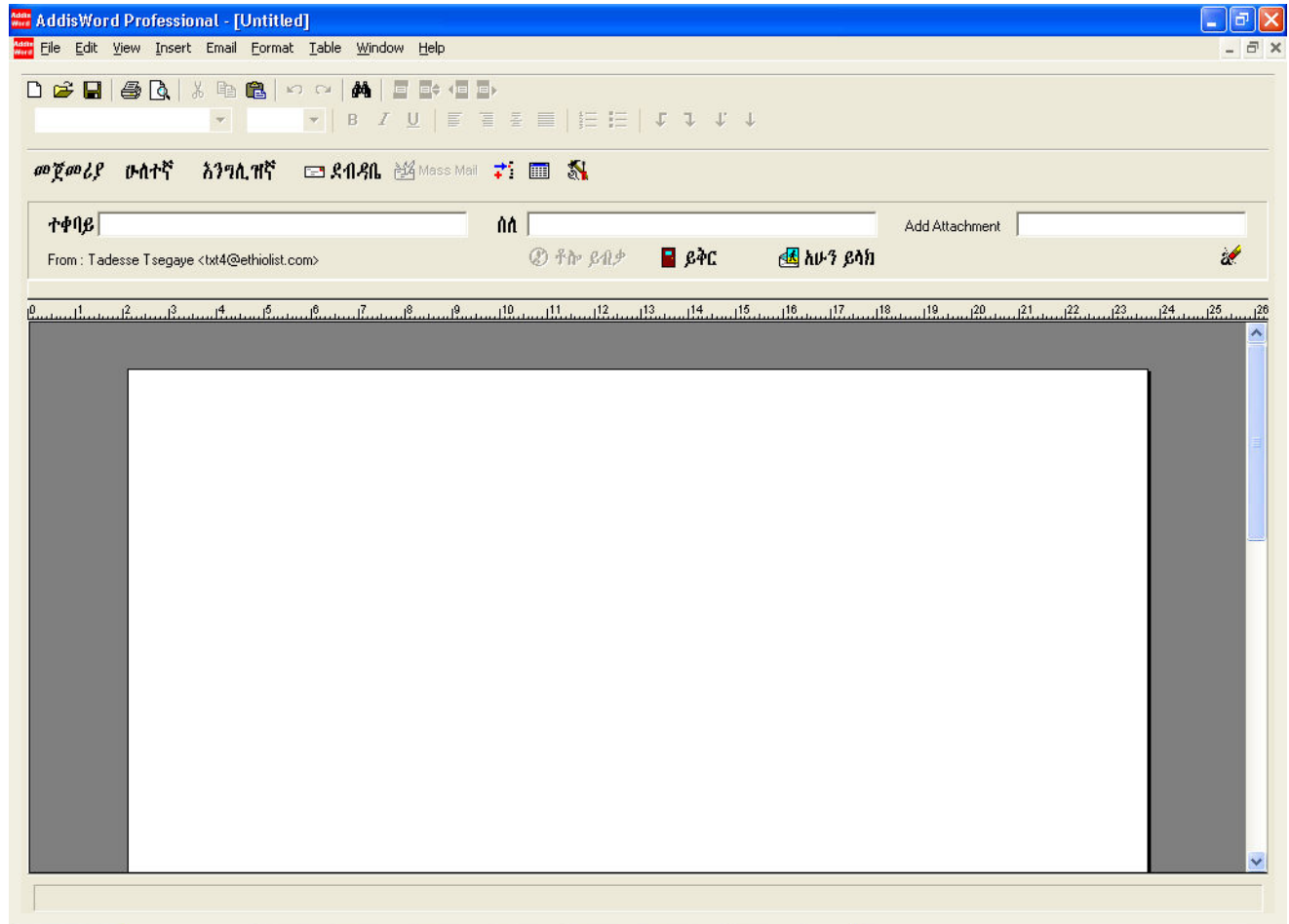
This option allows you to use the English character set with the AddisWord. By pressing this option, AddisWord will become a full-fledged English editor with all the bells and whistles of the big name English-based word processors.

### ደብዳቤ

ይህንን በሚጫኑበት ወቅት e-mail ለማላክ የሚያስችለው ስፍራ ይገባሉ።

When you press this button, you will get an additional panel Window that will prepare you to send the document you have composed as e-mail. Please enter the recipients

e-mail address, subject and attachment (if any). Then, when you click the “Send Now” (አሁን ይላክ) button, the e-mail content will be send to the recipient. Prior to using this option, you must make sure that all the necessary setup regarding the e-mail is complete. Here is what the ደብዳቤ Window looks like:



## AddisWord Menu Items

### *File Menu Items*

#### **New**

This option creates a new AddisWord document. When you click this option while working on a document, another document with a title "Untitled." will be created.

#### **Open**

This option allows you to open an existing file. The type files that AddisWord can open are listed in the dialog box.

## Save

The "save" option will allow you to save the contents of the active document in the same file as it was opened from or uses the same file name used.

## Save As

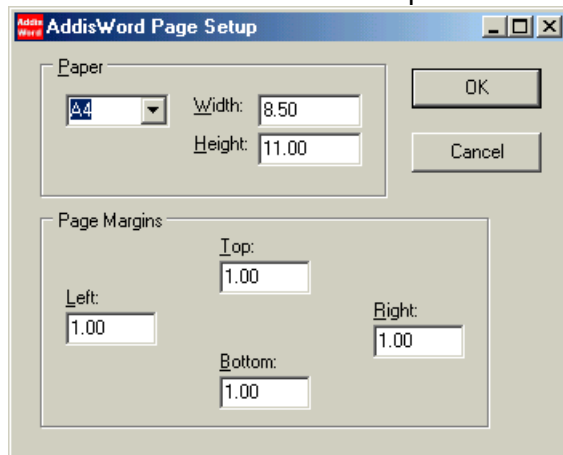
Save as allows you to save the contents of AddisWord into other type of file formats. Among the formats supported, Microsoft Word format (\*.doc) and Rich Text File (\*.rtf) are included.

## Save AS HTML

This option allows you to save the contents as HTML content. This is very handy when creating Web Pages.

## Page Setup

You can use the page setup option to change the page margin and the paper type used for the documents. The options look like the following:



## Print Preview

This option allows you to look at the image version of the document

## Exit

This option will close the current document and exit the program. If the last document you were working on was not saved, then the system will give you option to save the file(s) before exiting.

## *Edit Menu Items*

### Undo

This will cancel the last transaction you did. If it pasting you did, then it will undo it.

### Redo

This selection will do the action you Undid.

### Cut

Erases/clear the highlighted items. The items can be pasted to another location.

## Copy

Copies the highlighted items. Has the same effect as cut, but copy won't clear the highlighted items.

## Paste

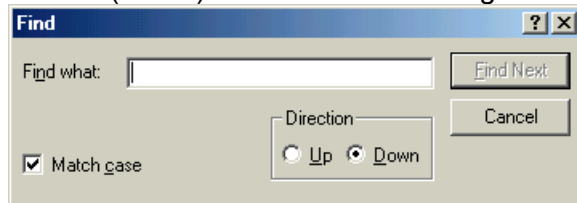
Pastes the copied/cut items at the location where the current cursor is.

## Delete

Deletes the selected items.

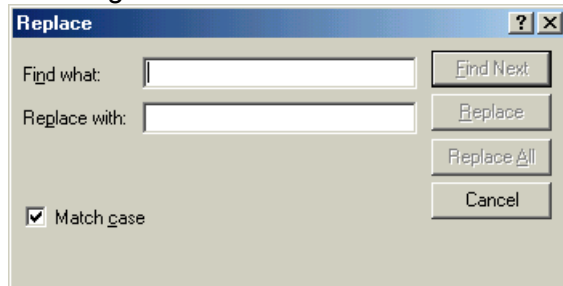
## Search

This option works better for English editing and allows us to find words in the current (active) document. The dialog box looks like:



## Replace

This option allows us to replace a word with another word. Dialog box looks like the following:



## *View Menu Item*

The first part of the view menu items controls the looks of AddisWord by displaying Toolbar, Paragraph bar, Ruler and status bar. When you deselect any of these choice the items will not be displayed.

## Normal

This presents the page without any edges. This affects only the view (what you see) of the document. The document may look like a continuous document.

## Page

This option presents a page at a time.

## Centered

This option presents the document will be divided into page and the view will be centered.

## **Control Characters**

If you select this option you will see some control characters on the document. Deselecting the option removes the characters.

## **Zoom**

Allows you to view the document at different sizes. Zoom ratio of 30%, 50%, 75%... are available.

## ***Insert Menu Item***

Text, Image and OLE objects can be inserted in AddisWord document. Place the cursor where you want to insert the item and when the dialog box opens make the selections appropriately.

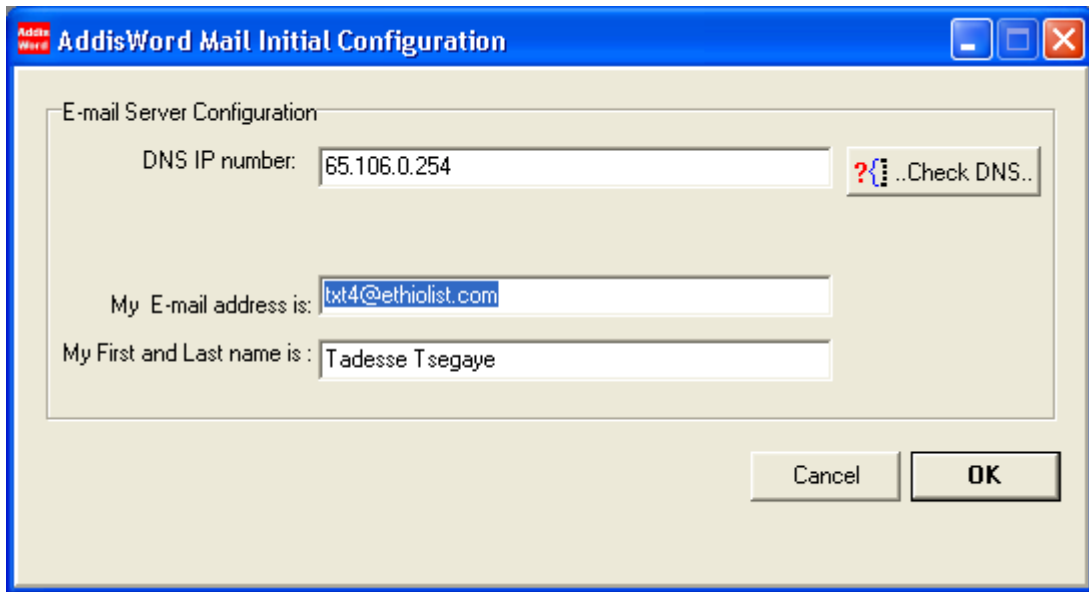
Header and Footer can also be inserted in the documents prepared using this version of AddisWord. In addition, page break and page number can be added to the current active document.

If you plan to save the document as HTML, do not insert "Page Number" as this will cause problem with the document formatting.

## ***Email Menu***

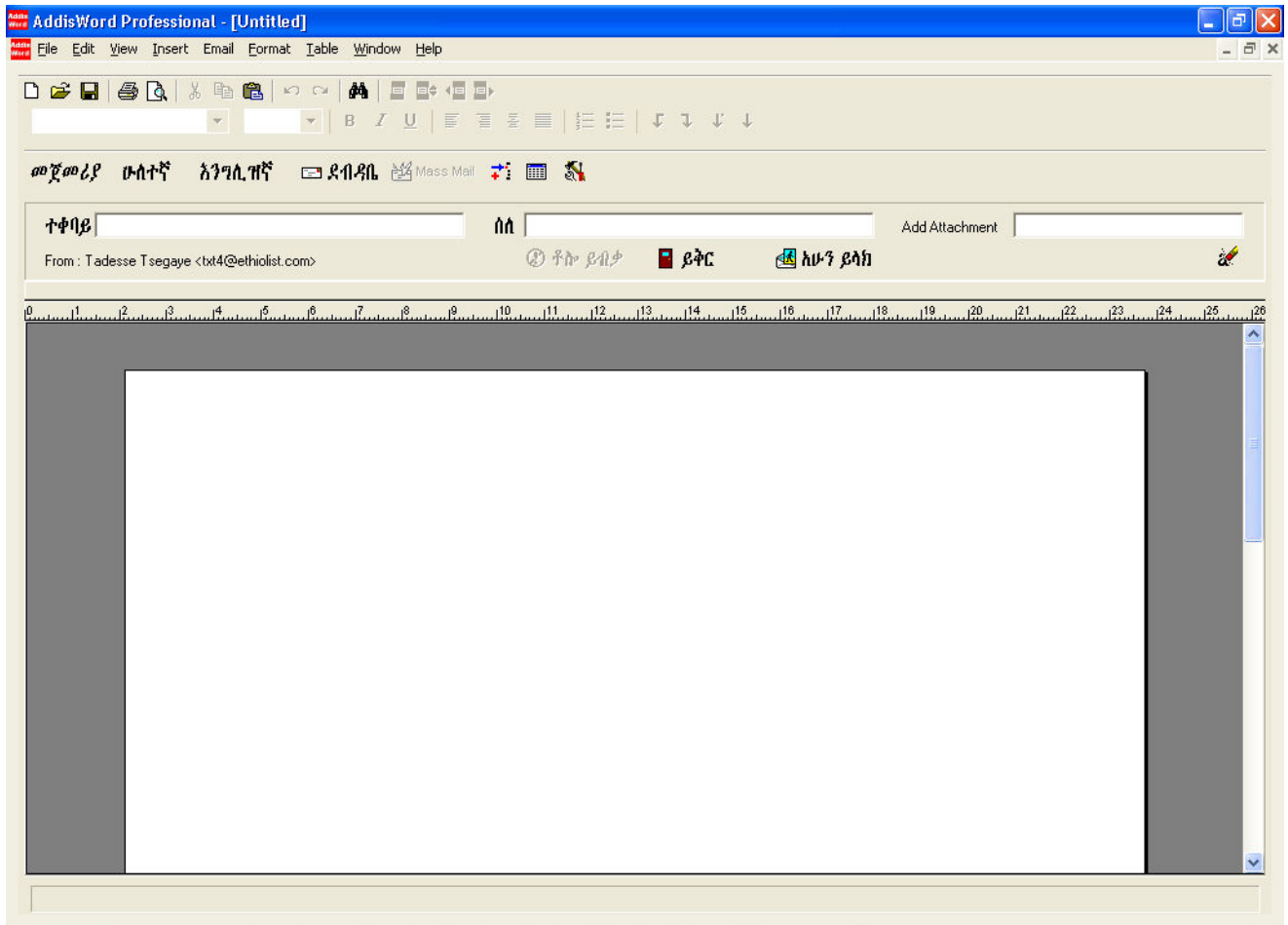
### **Setup**

If you plan to send the documents you write as e-mail messages then you will need to do this setup. The email setup is required to be completed before you attempt to send the document as e-mail message. The setup for AddisWord version 6 is fully automated and the only information you will need to enter is your e-mail address. Just click the "Check DNS" button and enter your name and e-mail address. Then, press the OK button. That's all you need to configure your e-mail. AddisWord version 6 will automatically figure out what your DNS server is and place it in the text box. This setup is required only once. The setup window looks like the following and you need to provide the appropriate information.



**Send**

The **Send** option is similar to what you will get when you click ደብዳቤ



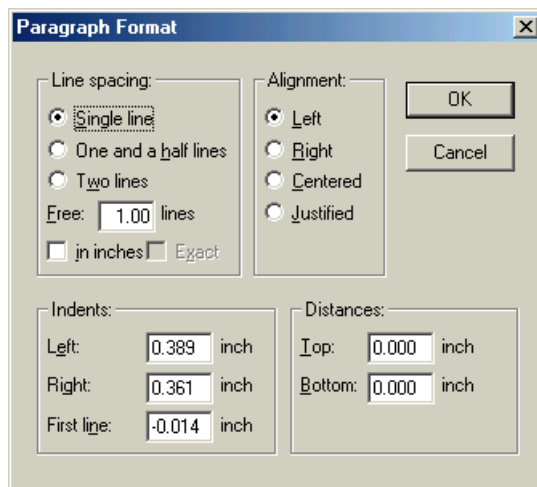
The value for the “From” is filled in automatically from the information you provided when setting up AddisWord e-mail.

## **Format Menu**

Formatting is available to change the Text Color, Font Type, and Text Background. You simply choose the one you want once the dialog boxes appear.

### **Paragraph**

AddisWord has its own paragraph formatting dialog with a number of choices to choose from. This setup affects the paragraph that has been selected or subsequent paragraphs that will be written.

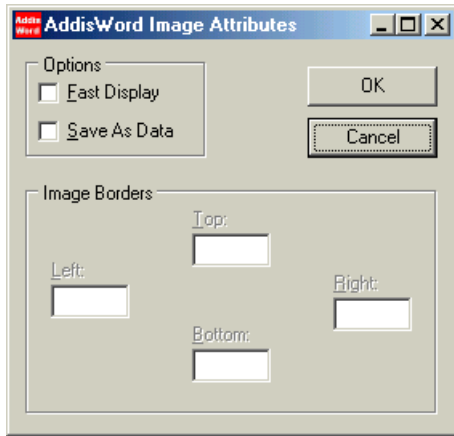


### **Frame Formatting**

AddisWord allows to add frames around the text you are typing. Make sure the appropriate parts of the frame (Top, Right..) are chosen to format the selected text or new text.

### **Image Formatting**

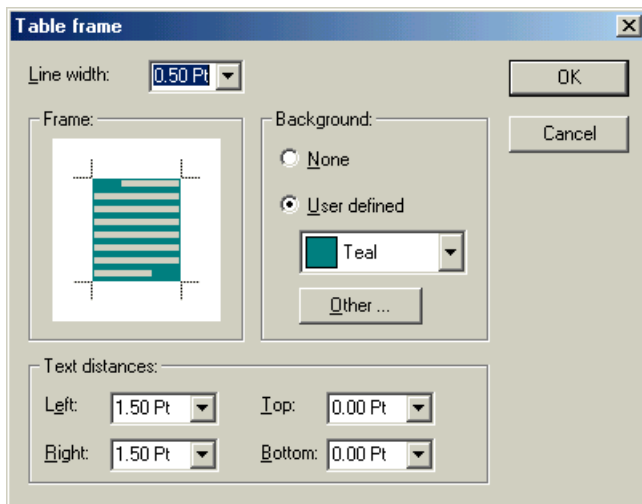
If you have insert an image, then highlighting the image (one click) will give you access to image formatting. The dialog looks like the following.



This format allows you to format the image borders. You can enter numerical values to determine the borders. The units used are the same as what was chosen when the page was formatted.

### **Table** Formatting

If you have created table in the document, then you can format the table to make some changes. The options available are listed below.



### **Document** Formatting

This formatting is similar to the formatting option you select the Page Setup in the File menu.

## **Support**

Ethiolist Services is committed to providing support to the registered users of its products. Training and tutorial documents can also be made available for

organizations that have made bulk purchases or have licensed the software for enterprise use. Please check the Ethiolist web site (<http://www.ethiolist.com>) for contact information regarding support, or send e-mail to [txt4@ethiolist.com](mailto:txt4@ethiolist.com).

AddisWord is very flexible and has a lot of features that would make it useful for document writing, newspaper publishing and Internet communications. Using AddisWord it is easy to create web pages in Amharic.

For questions or suggestions regarding AddisWord, please go to our website and obtain the latest contact information – <http://www.ethiolist.com>