

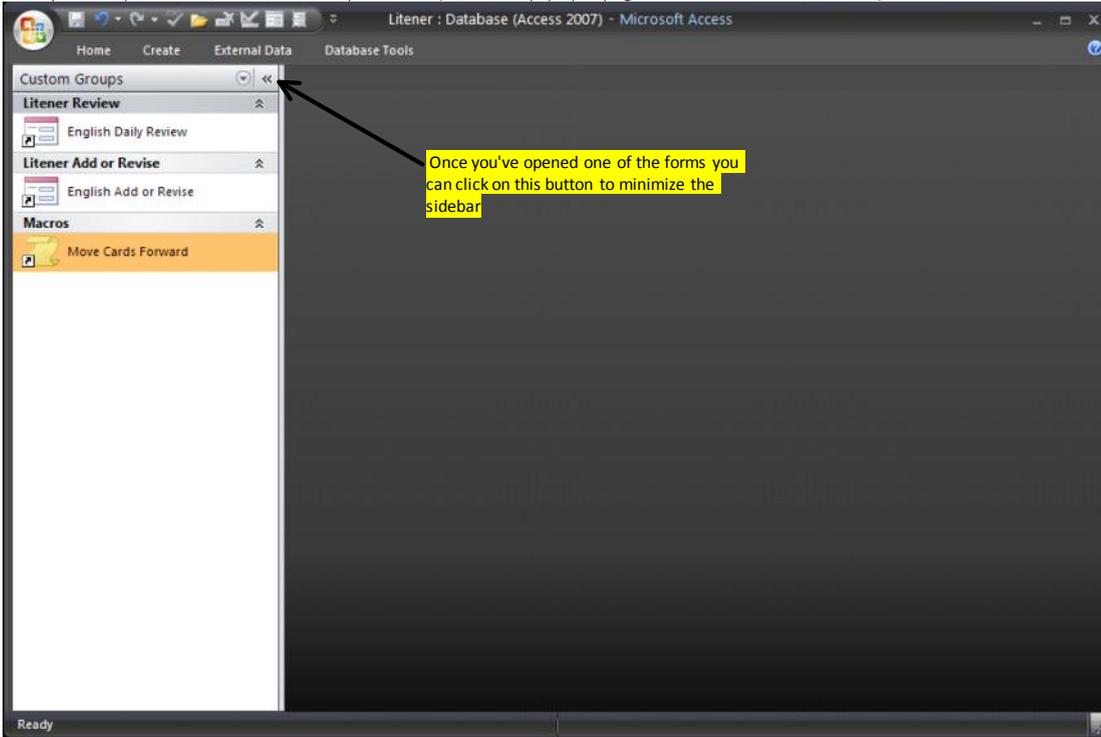
**English Vocabulary Litener**

To use this program you need to have Access 2007.  
The guide below will tell you how to

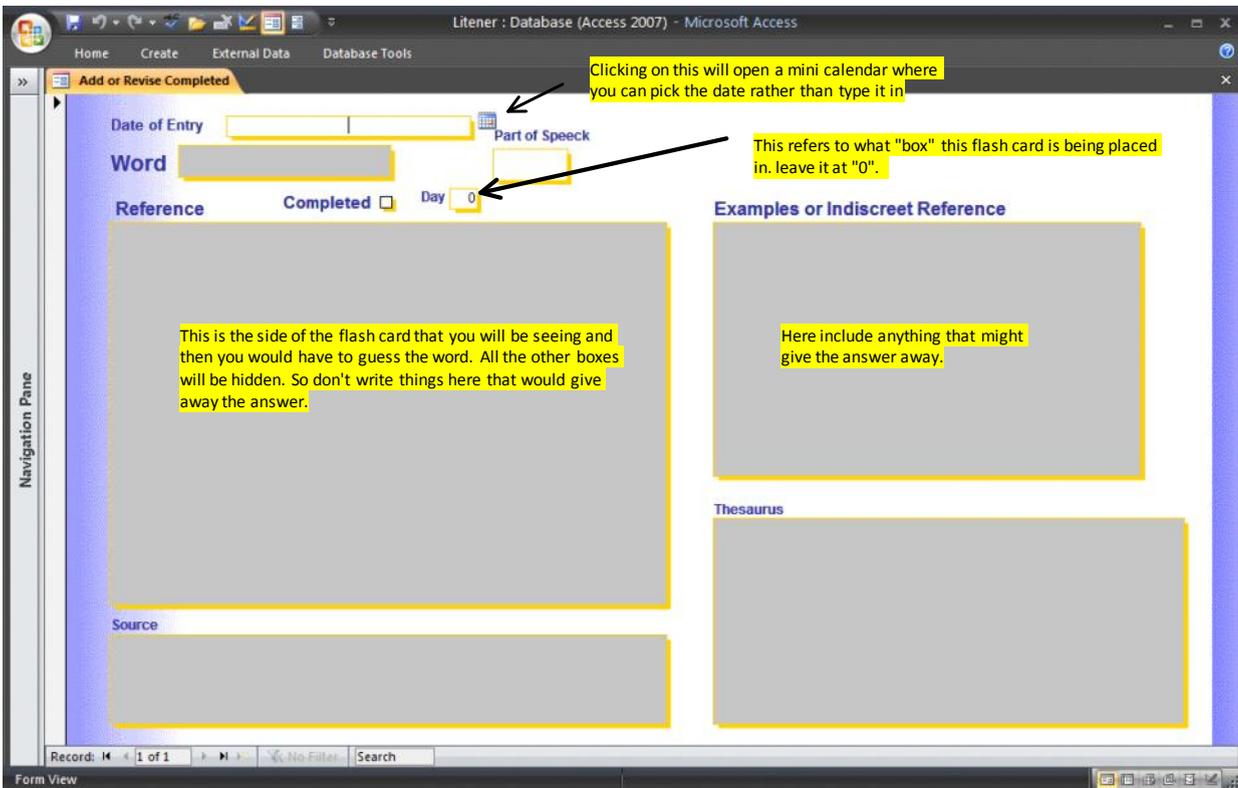
- o Add words
- o Do the Daily Review
- o Review words that have left the system.

**Add Words**

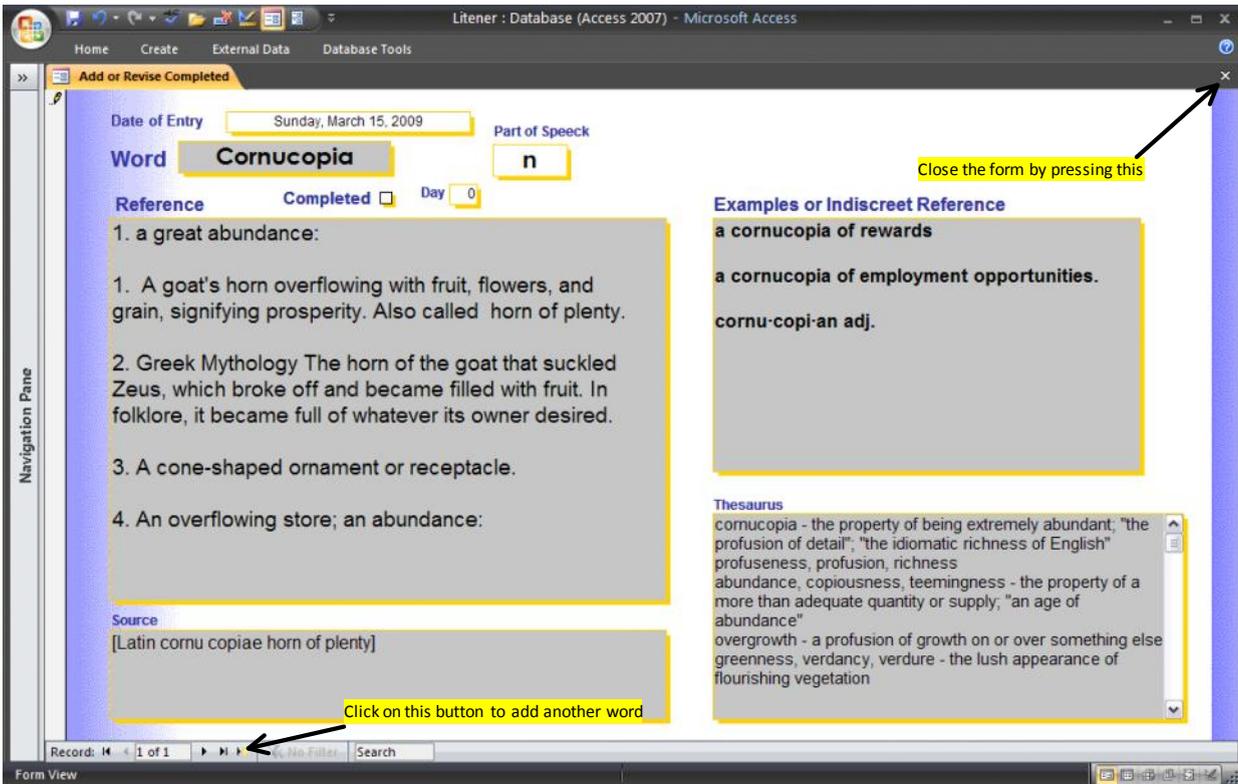
1. When you first open this file, this is the screen you will see (if there is a pop up saying the content is disabled, enable it)



2. Double click on the form titled "English Add or Revise"



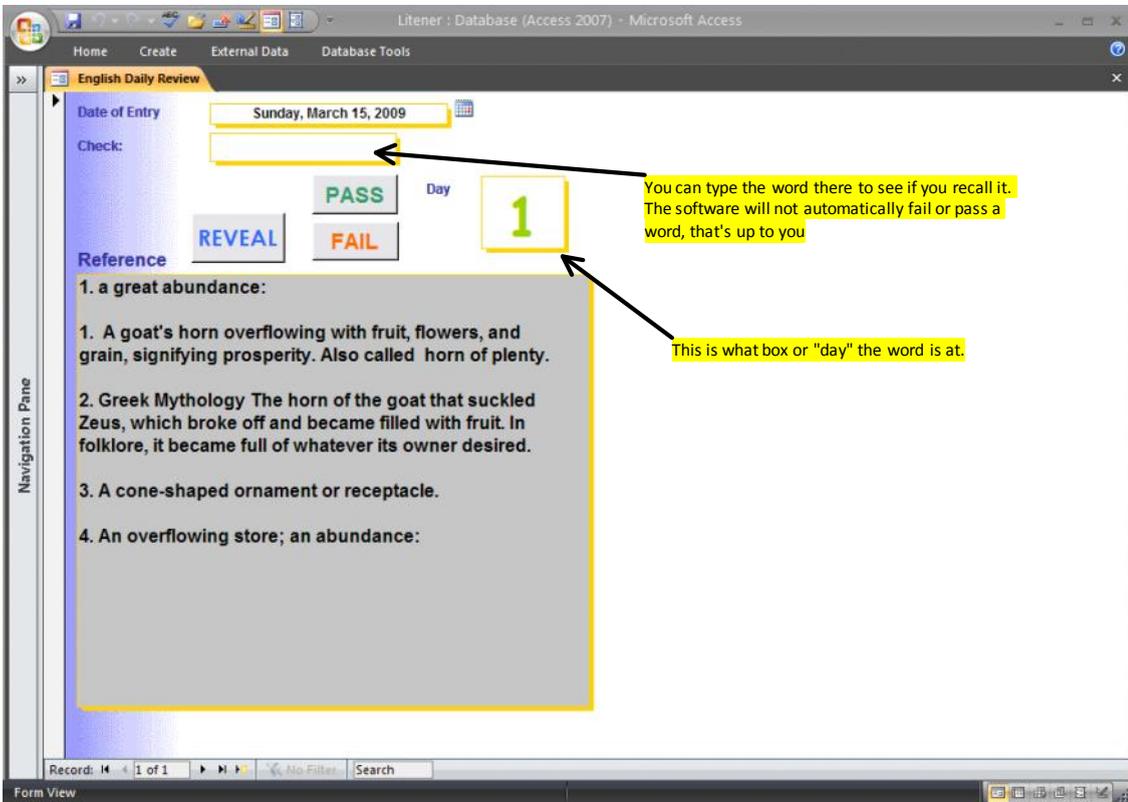
3. To add a word, fill out the boxes accordingly, you should have a dictionary open, so you can just copy and paste most of this information. Bellow I have provided an example of what this might look like.
4. You do not have to fill out all the boxes, the important ones are the "reference" and the "word"



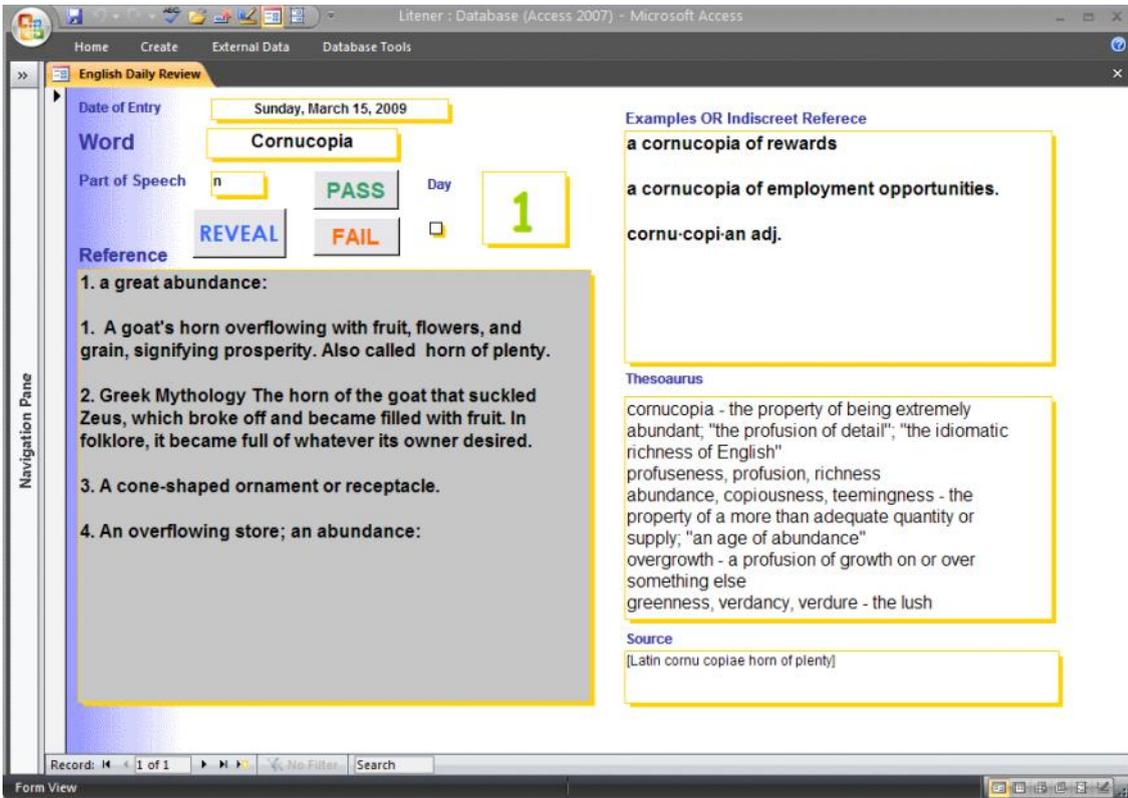
5. Once you have finished entering, close the tab by pressing the "x" mark under the help sign. The words are now in the review part of the system, so if you open this screen again you will not see them. You will only see them when you are doing your daily review if they are at their review day.
6. Note that this is the screen you will see if you have just started using this program. Once you get to a point where some words have finished the 50 days, this is where you would see them and be able to review them if you. More on this later.

#### Daily Review

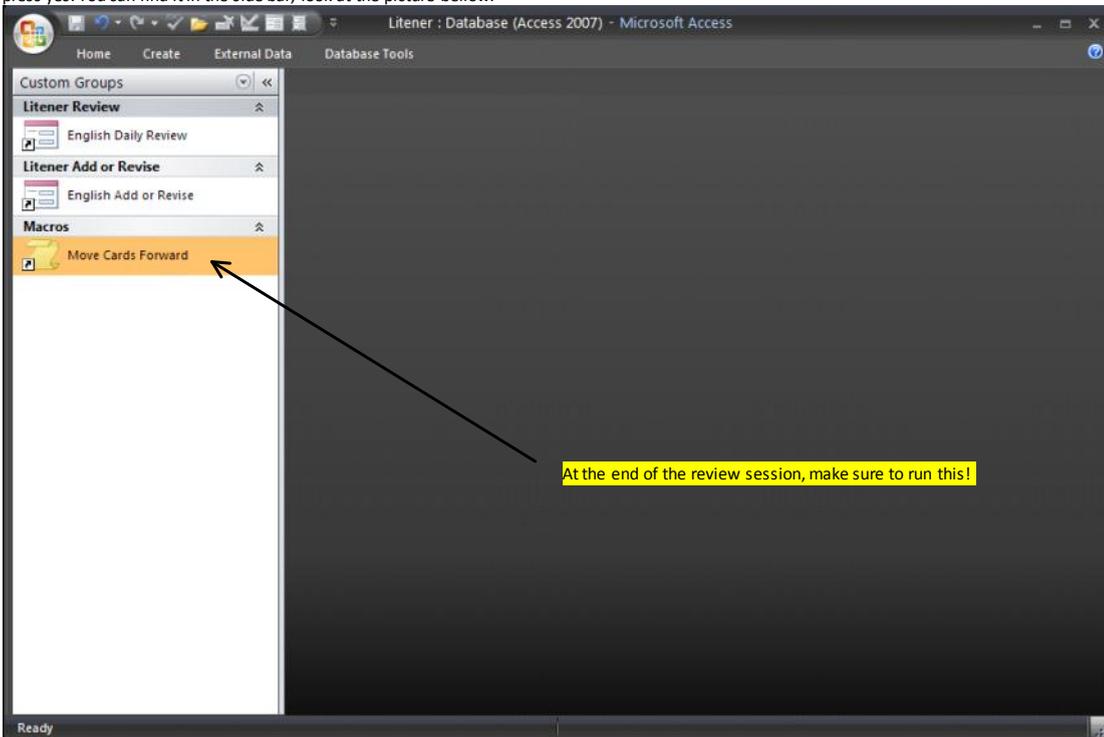
1. The word you just entered the system was at "day" 0. in the review section of the program you will only see words that are at days 1,3,7,15,30 or 50. So you will not see the word until the next day, which is good, because right now its fresh in your memory, so its better to take some time before you test yourself on it. Now open the form "English Daily Review". This is what you will see:



2. Here you see one side of the flash card. Based on that try to guess the word. I usually have a talking dictionary open on the side to type the word in, to first see if I have spelled it right and also to learn the pronunciation. After you have typed the word click on reveal to see the whole flash card. This is what you will see:



- Before you press pass or fail read through the whole flash card. This helps you learn it. If you knew the word press pass, otherwise press fail. You don't have to memorize all the boxes, then again its up to you what standards you use to pass or fail a word. If I can recall the word and spell it correctly it's enough for me. Pressing either "pass" or "fail" will open the next word and hide the revealed content. Continue the process until you have reviewed all the words. If you press pass, the word stays at the day it is, and in the next step you will run a function that adds a day to every card. If you press fail, the word is set to day "0" so when you add a day to everything, it becomes day "1" ready to be reviewed the next day. Once you are done everything close the form.
- The final step is to add a day to all the flash cards in the system. To do that double click on the macro called "Move Cards Forward" and when it asks for confirmation press yes. You can find it in the side bar, look at the picture bellow:

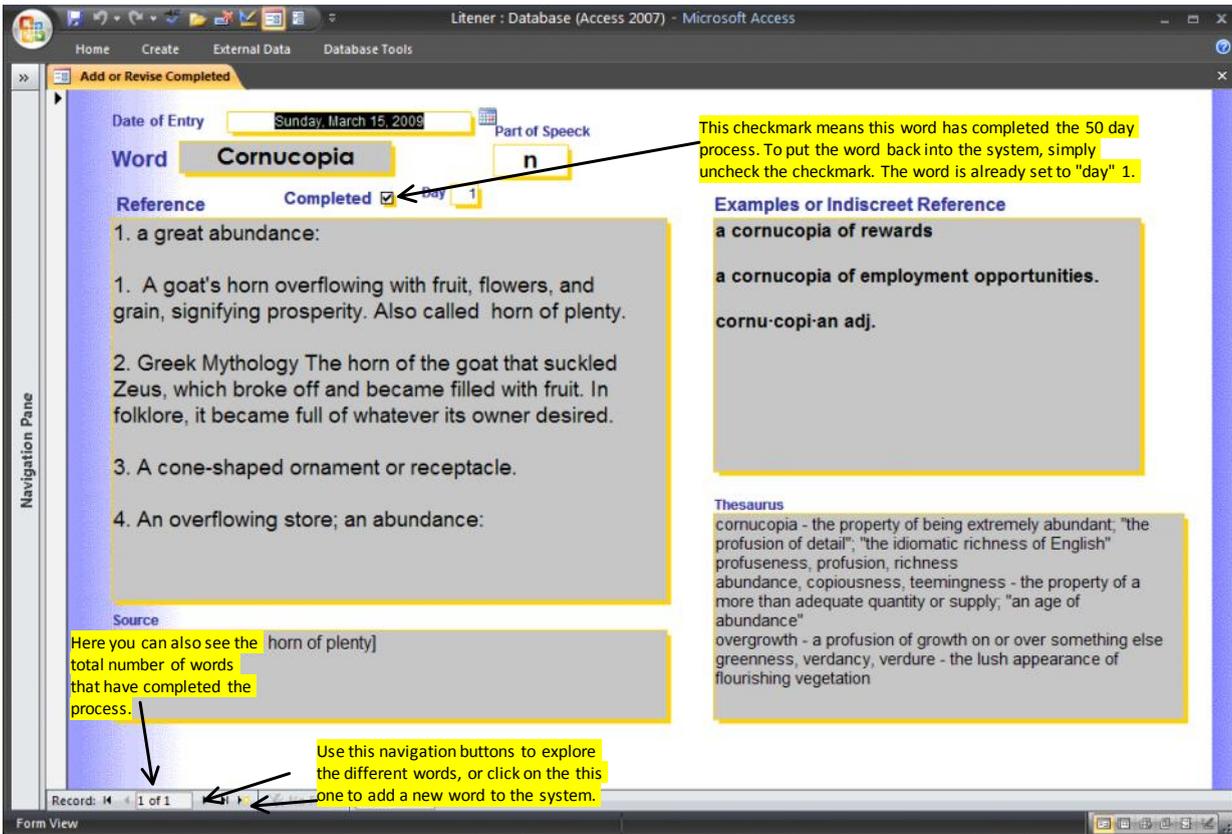


5.

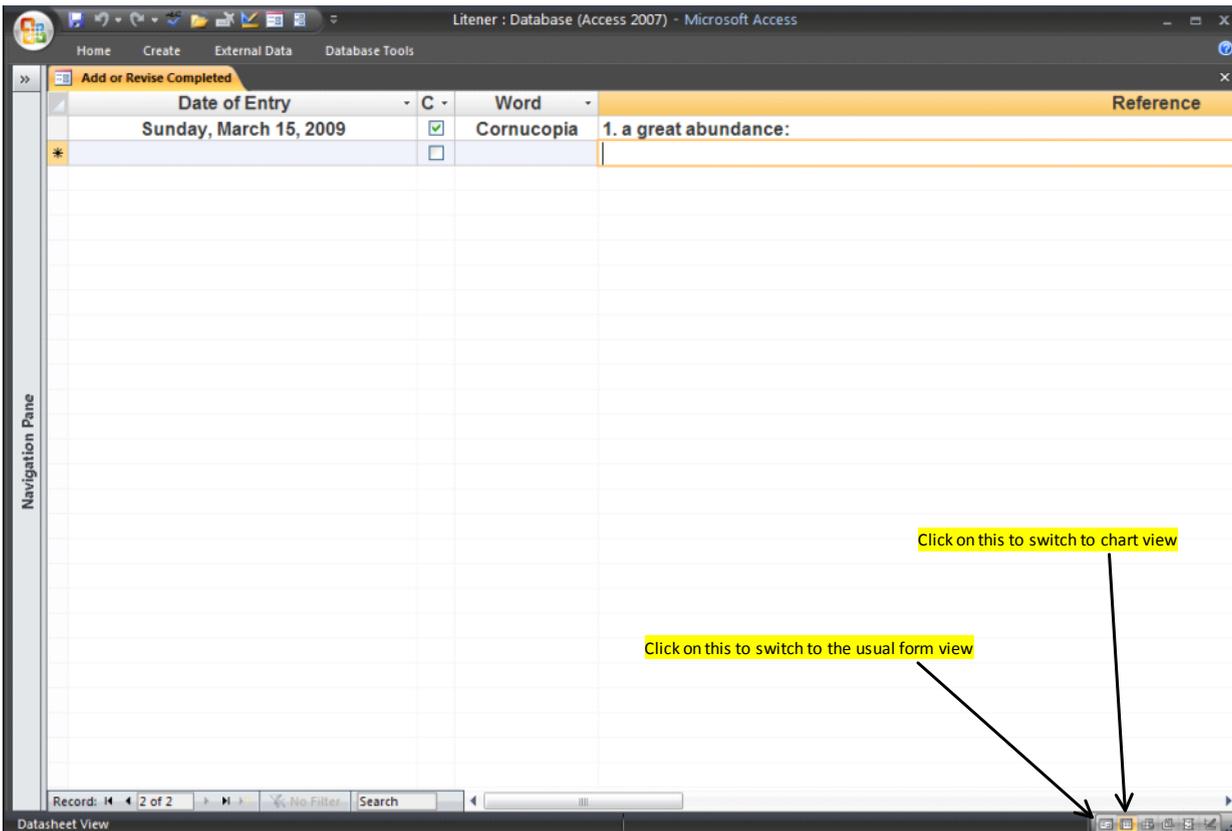
At the end of the review session, make sure to run this!

#### Review Completed Words

- To review words that have finished the 50 day process successfully, open "English Add/ Revise". Completed words will appear bellow like this:



2. Later on, you will get to a point where you have hundreds of words that have left the system, and you might want to take a quick look at them. Flipping through them one by one might be a bit slow. You can switch to a chart view where you see the words in a chart format like bellow.



**Notes:**

- Like all your data, remember to back this up regularly.
- You can freely distribute this software, you can change and modify it, you may not use it for commercial purposes.
- If you have questions you can contact me at saeid.chavoshi@utoronto.ca o