

## To Import a Dictionary into SmartCAT

1. From SmartCAT's job menu, go to File -> Import -> Import Dictionary (Alt-F,m,d if you prefer to use the keyboard).
2. In the Open dialog that comes up, find and select your RTF/CRE dictionary.
  - a. Where it says "TurboCAT dictionary", change that to "RTF/CRE Dictionary".
  - b. The field at the top center tells you where you're looking in; you want to set it to whatever folder the RTF file is in. There are often links on the left-hand side of the Open box that can help make that easier.
  - c. Once you're looking in the right folder, you will see the Jumpstart RTF dictionary. Click on that file, and click Open.
3. In the Save As dialog that follows, make sure the dictionary has an appropriate name and save it to your main work directory (called "SC Work Directory" or simply "green cheetah face").
  - a. The "green cheetah face" will usually already be in the "Save In" field at the top center.
  - b. Double-check the File Name field near the bottom center to make sure its name is correct (the type will be "SmartCAT Dictionary").
  - c. Click Save.
4. You will likely want to set the dictionary to be used in your style sheet.
  - a. Go to File -> Open Style Sheet (Alt-F,h).
  - b. Click on the style sheet you want to use your new dictionary with; click OK.
  - c. Click on the Dictionary tab of the style sheet.
  - d. In the "Available" column on the left, click on your new dictionary to highlight it.
  - e. Click the Add button in the center, and your new dictionary will appear in the In Use column.
  - f. If you want entries in your new dictionary to supersede entries in other dictionaries you've got In Use, click to highlight the new dictionary and click the Up button in the center until it's above the dictionaries you want it to "trump".
  - g. Click OK to save and exit the style sheet.
  - h. Repeat steps a-g for each style sheet you want to be using your new dictionary.