

LangCorr Installation and User Guide

This guide will show you how to install and use the Language Corrector program.

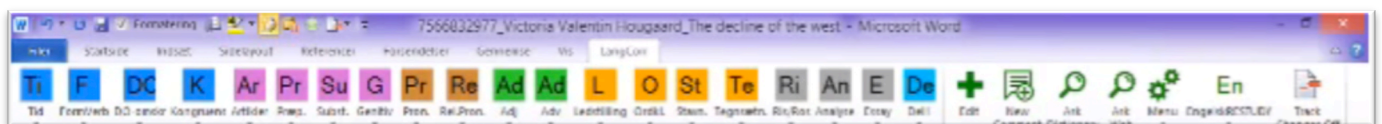
Installation

Go to www.LangCorr.com and download Language Corrector. You'll find it on the **bottom left**. Here you may read about the program and watch instruction videos that will help you get started. Before you are able to download the program and the product key, you need to fill out the form and complete the purchase. You can try it for free for 60 days or buy access to it for 1 or 3 years. Please note that you get a 30% discount by choosing a 3 year license.

You will receive an email within minutes. Please check your spam folder if the email doesn't show up in your inbox. In this email you will find links to download Language Corrector for either Windows or Mac. Choose the one you want and download the program.

If you are a PC user, your computer will try to install a free program called Visual Studio tools for Office (if you don't already have it). This is necessary because it makes LangCorr and Microsoft Word co-operate. When you have downloaded the file, you simply double click on it and follow the instructions.

PC users can now find it as an integrated toolbar in Microsoft Word (see the picture below).



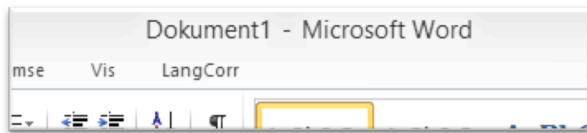
The Mac version of Language Corrector is a separate program that can be placed anywhere on your computer. This program co-operates with Microsoft Word. You have to open both programs to use Language Corrector.

The first time you open Microsoft Word or the Mac version of Language Corrector, you will be prompted to enter your **email address and Product Key**. You will find this in the email you received earlier. When you've entered the email you used when you ordered the software and the product key, you'll be ready to correct your first paper.

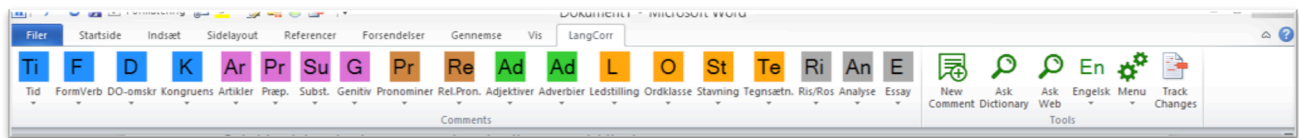
If you want to use Language Corrector on another computer, simply download the program and enter the same email address and product key you used earlier.

The program

In Word, you'll find LangCorr at the top of your screen as an **additional toolbar**:



When you click on it, the LangCorr toolbar will appear with a set of standard comments. Depending on what version of the program you have, you'll have access to various different preinstalled profiles. You may edit these comments in the **Edit menu**.



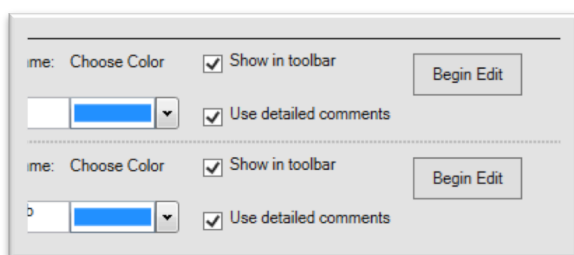
To **insert a comment** simply place your cursor in the Word document and click on the appropriate comment in the Language Corrector toolbar. The comment is automatically inserted in the document.

Language Corrector operates with **category buttons and sub-button comments**. The category buttons are always present in the toolbar. In each category there are a number of sub-buttons that will be shown in the toolbar, if you have chosen this in the edit menu. Note the little triangle in each category. This triangle indicates that sub-buttons are activated in this category.

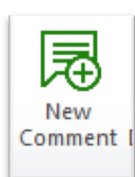
If you choose to deactivate the sub-buttons in the edit menu, the triangle will disappear and the next time you click on this category button, the sub-buttons will not be shown. Word will then immediately insert a comment.

The rest of the toolbar is for menus and other useful functions.

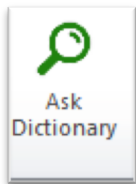
The **big green + symbol takes** you directly to the edit menu, where you can easily add, delete or change comments. You can also edit the categories and colours. If the green tools buttons (right-hand side) don't unfold, the reason is that your screen size doesn't allow 20 comments-buttons. You may hide a few buttons in the EDIT menu by removing the tag for "Show in toolbar".



If you click on the green toolbar button called 'New Comment', you can insert a comment that you haven't already predefined in the edit menu.



'**Ask Dictionary**' allows you to see a definition of a word. You simply highlight the words you're interested in and click on the button. You are then taken to an online dictionary that gives you a definition.



You can also use the '**Ask Web**' button, which automatically makes Google show you a list of relevant results pertaining to the highlighted words.



Thanks to the Menu button, you can access various useful menus. The stats menu allows you to print a list of comments that you've used in the document and you can save stats reports and see grades. This way, you can easily follow a student's progress. You can also choose relevant exercises that will then be incorporated into the student's document.

The profile button allows you to switch between toolbars.

'Track Changes' is useful if you want to write in the student's paper directly. When activated, your text becomes easily recognizable.

If you prefer to use **keyboard shortcuts**, this is also possible. Some teachers find it faster and more comfortable to use the shortcuts. Language Corrector uses the same system as Microsoft Word. You simply press ALT + X + the letters or numbers below the button you want to activate. For instance, if you want to activate a New Comment, simply press ALT + X + 1 and you can start to write your comment.

When you are finished, save the document and send it to your student. Your student doesn't need to have Language Corrector installed on their computer to see your comments, the stats report or the exercises, and they can begin to correct their paper according to your instructions.

The STATS menu is attached to a database which will be filled with online exercises.

The TRACK menu works as a log for each of your students. You can easily go through previous stats reports and see grades (only numbers, though – you might want to translate your country's grading system into numbers. E.g. A=1, B+=2, B=3 etc.). The program can calculate an average grade that also takes into consideration the hours a student has spent on the various assignments.

TRACK and STATS only work when you are online and can connect to our databases. Some school firewalls prevent this. If this is the case, please use your home network instead.

We hope that you'll benefit from this program.

You are welcome to join our LangCorr Facebook group or e-mail us at info@langcorr.com if you have additional questions or comments.

The LangCorr team

info@langcorr.com

www.langcorr.com

LangCorr
Easv correction. **More time.**