

# Using Anki Flashcards on Your Computers

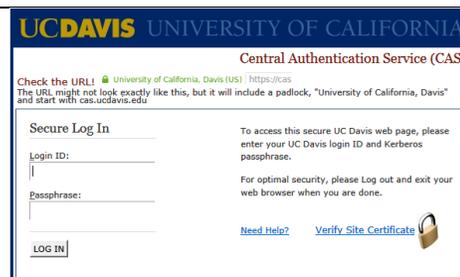
## Section 1: Install Anki and Vocabulary Decks

### I. Download Anki Software and Vocabulary Deck(s)

1. Go to the LLC site: <http://llc.ucdavis.edu> and click **Course Materials**.



2. Click **“Click here to go to the Download page”** (in the top portion of the page), enter your UCD ID and password to the UCD CAS system, and press the **Login** button. You will see the Anki applications and vocabulary decks.



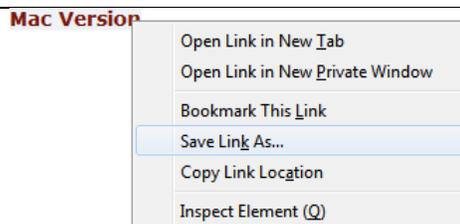
**Note:** Anki is also free for Android mobile devices but not for iPhone and iPad. For more information, please read the Anki Support page: <http://ankisrs.net/docs/help.html>.

3. Download Anki and a language deck. Make sure the file extension is **apkg**, not zip or other file type.

**Chrome, Safari and Internet Explorer:** Click a link to download it.

**Firefox:** Right-click a link, select **Save Link As...** browse for a save destination (download folder like Desktop), and click **Save**.

If your browser settings are different, you may use right-click or CTRL\_Click (Mac) a link to access **“Save Linked File to...”**

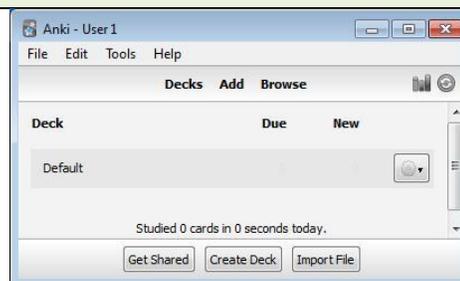


4. Install the free Anki application on your computer. It is quite straight forward as you do for other installations. When done, you should be able to see its shortcut on the computer desktop.

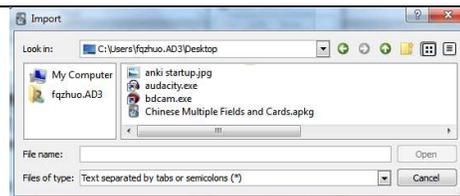


### II. Import Vocabulary Deck(s) Into Anki

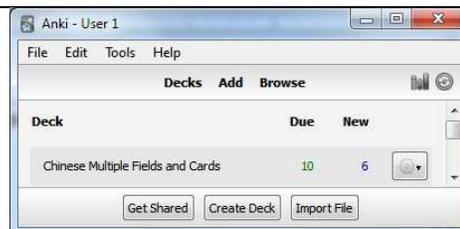
1. Start up Anki, select **English** for the interface, and complete the process.
2. Click **Import File** in the lower right of the Anki application screen. (Tip: You can simply double-click the downloaded deck (apkg) to bring it into Anki.)



3. Browse for the downloaded vocabulary deck (\*.apkg), then select the deck (\*.apkg) and click **Open**.



4. You should now see the vocabulary deck in Anki.



## Section 2: Using Anki

### Study and Review the Vocabulary Words

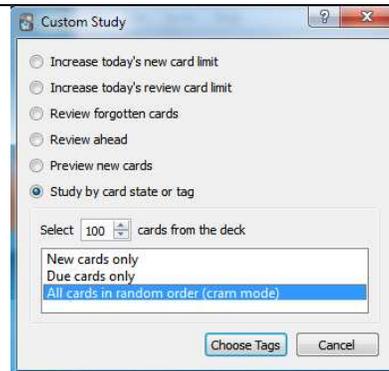
1. Select a deck by moving your mouse over the deck (underlined) and click it.



2. Click **Custom Study**, not Study Now. Custom study allows you to select which chapter(s) to study or review. If you click Study Now immediately, you cannot make a choice/filter.

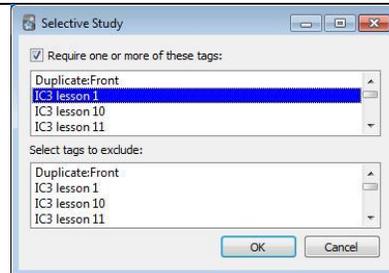


3. A) Select **Study by card state or tag** first. If the lessons to be selected do not have 100 cards, the custom study will show whatever is in the lessons.  
 B) Now select New cards only, Due cards only or All cards in random order in the box. If not, you will see the warning below at Step 4.  
 Note: *The light gray highlight over New cards only is confusing.*  
 C) Click **Choose Tags**.

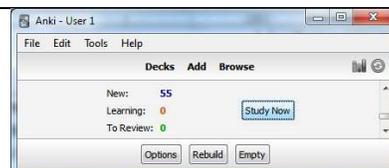


4. **Including Method:** Check **Require one or more of these tags** select a lesson. You can include multiple lessons by clicking and de-clicking them. When done click **OK**.

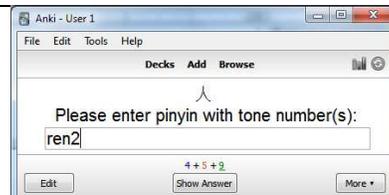
**Excluding Method:** Don't check **Require one or more of these tags**. In the second box, select whatever is to be excluded, and then click OK.



5. Click **Study Now**.



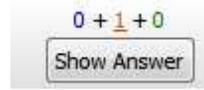
6. Now look at the front/question card, recall/learn it, or enter the new vocabulary word or definition based on the instruction if there is a fill-in blank for the card. You can skip the fill-in blank by clicking **Show Answer** to see its answer.



7. The back/answer card shows up. It may also repeat the front/question card. Now it is time for you to decide whether it is hard, good, or easy. Select one of them. The left means more difficult. Click it if you would like it to be repeated.



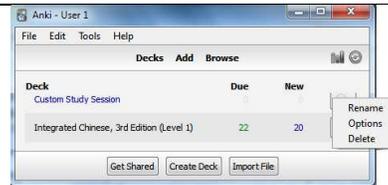
8. When only the question is shown, Anki shows three numbers like 12 + 34 + 56. They represent the new cards, cards in learning, and cards to review. If you'd prefer not to see the numbers, you can turn them off in Anki's preferences (from Anki's Guide). The underlined number in the middle means repeated cards.



9. It's completed now.



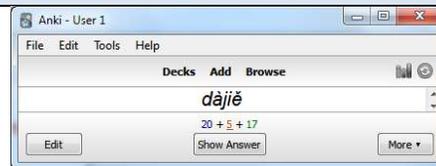
10. Click **Decks** under the Menu bar to go to the Decks/courses page. Click  to see the statistics. If you want to keep the Custom Study deck, click the  on the right of the line to rename it in case that you create another Custom Study.



## Section 3: Additional Uses and Tips

### A. Flipping Cards

1. Flip Your Cards: Select a deck, click **Study Now**, and click **Edit** in the lower-left corner. For example, Spanish (prompt) → English (answer), English (prompt) → Spanish (answer) *if your deck does not contain reversed cards or optional reversed cards*. Note: If there isn't due card or new card left in the deck, you cannot click Study Now. Please see the following tip to learn/review the vocabulary words again.

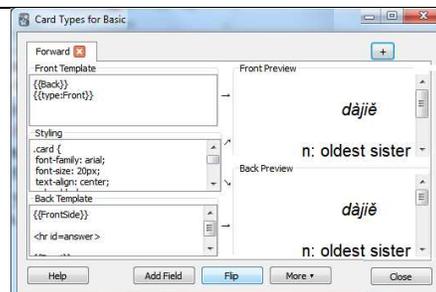


2. Click **Cards...** in the top-left area.



3. Click **Flip** in the bottom area, and click **Close**, and click another **Close**.

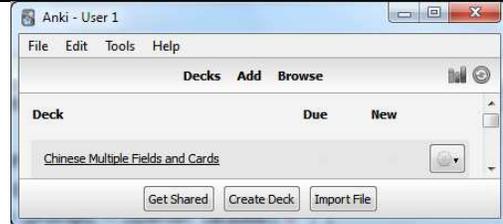
Note: (1) Some words may not reverse. (2) If a deck has multiple cards built, there is no need to reverse/flip, for example, a question has multiple fields or Chinese vocabulary cards: Chinese → English, Chinese → Pinyin, English → Pinyin, English → Chinese, Pinyin → Chinese, Pinyin → English, Sound → Chinese, Image → Chinese. They can have multiple combinations of text, audio, image, animation, video, etc.



## B. Study or Review Finished Decks Again

### Approach 1: Accessing the Original Deck

1. Select the finished deck which does not have any Due and New cards.



2. Click **Custom Study**.



3. Follow Section II: Steps 3-5 to review the finished vocabulary words.

### Approach 2: Accessing the Custom Study Deck

1. If the deck is a Custom Study and you don't want to create another one, click it to Custom Study Session.



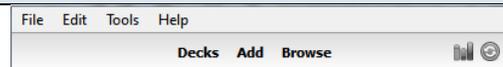
2. Click **Rebuild** to clean the data to make it fresh; otherwise, you cannot immediately access it. Certainly, you can simply make another Custom Study.



3. Click **Study Now**.

## C. Fine Tune a Lesson (Review Only a Part of Vocabulary in a Lesson)

1. Click the Browse button.



2. Select a lesson in the left pane, select a vocabulary word in word list (upper-right area), and add something like "Part 1" or "P1" for the word. You will need to add this same information for the words to be reviewed for that period of the lesson finished or to be covered.
3. You should do for the rest words based on how many parts you would like to split and select for review.
4. Exit or close this window to go back to the main deck window.

Note: Now you can select the vocabulary words by tag in Custom Study. Consult Section 2 if necessary.

