Quick guide to ANKI

Anki is a program which makes remembering things easy. Because it's a lot more efficient than traditional study methods, you can either greatly decrease your time spent studying, or greatly increase the amount you learn.

How to install ANKI:
Follow the instructions on http://www.ankisrs.net/ to download ANKI. It can be downloaded on Windows, Mac, Linux, iOS, Android, and any device with a web browser. Versions are free, except for Apple devices: Ipad, Iphone and Ipod Touch.

How to import decks of cards:
After installation is complete and ANKI is started, you will have to import decks of cards. First download from the Virtual Classroom the file (apkg extension).Then Clik File > Import. And choose the apkg file you want to import.

How does this application work:

Study in Anki is limited to the currently selected deck, and any decks it contains. You can change the currently selected deck by clicking on "Decks" in the main window.

On the decks screen, your decks will be displayed in a list. There are two number columns, *due* and *new*. *Due* is the count of waiting reviews and cards currently in learning. *New* is the number of new cards that are waiting to be learnt that day.

When you click on a deck, it will become the *current deck*, and Anki will change to the study screen.

You can click the gears button to the right of a deck in order to rename or delete decks, or customize their options.
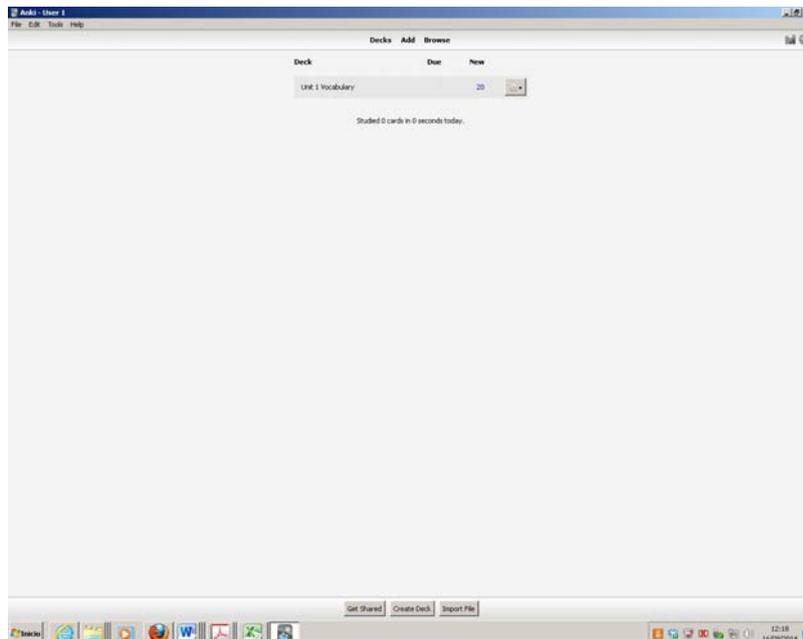

After clicking on a deck to study, you'll see a screen that shows you how many cards are due today. There are three types:

- **New** refers to cards that you have downloaded or entered in, but have never been studied before.

- **Learning** refers to cards that were seen for the first time recently, and are still being learnt.
- **To Review** refers to cards that were previously learnt, and now need to be reviewed so you don't forget them.

To start a study session, click the **Study Now** button. Anki will proceed to show you cards until the cards to be shown for the day have run out.

While studying, you can return to the overview by pressing the "s" key on your keyboard.
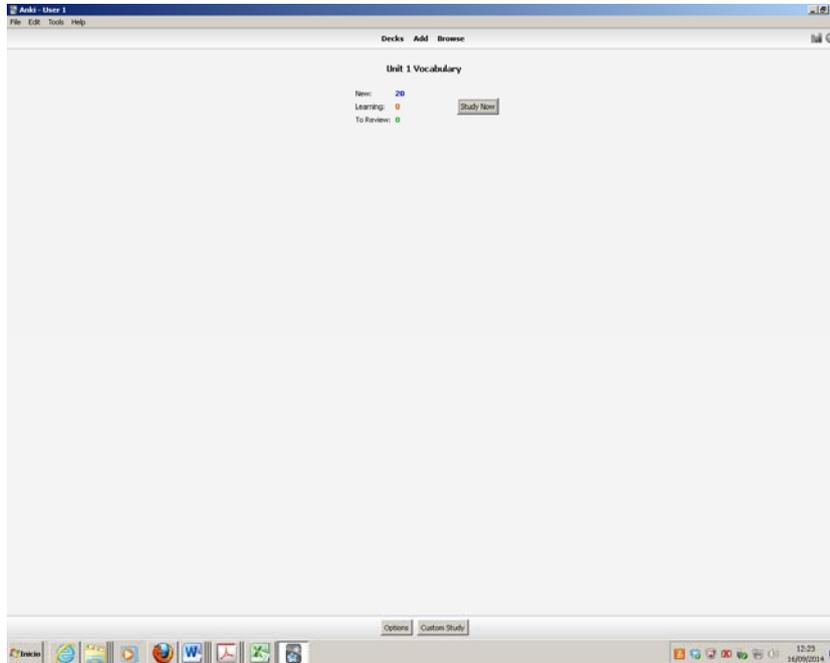
When a card is shown, only the question is shown at first. After thinking about the answer, either click the **Show Answer** button, or press the spacebar. The answer will then be shown. It's ok if it takes you a little while to recall the answer, but as a general rule if you can't answer within about 10 seconds, it's better to give up and show the answer than keep struggling to remember.

When the answer is shown, you should compare the answer you thought of with the answer which is shown, and tell Anki how well you remembered. The number of buttons available for grading depends on whether the card is being learnt or reviewed.
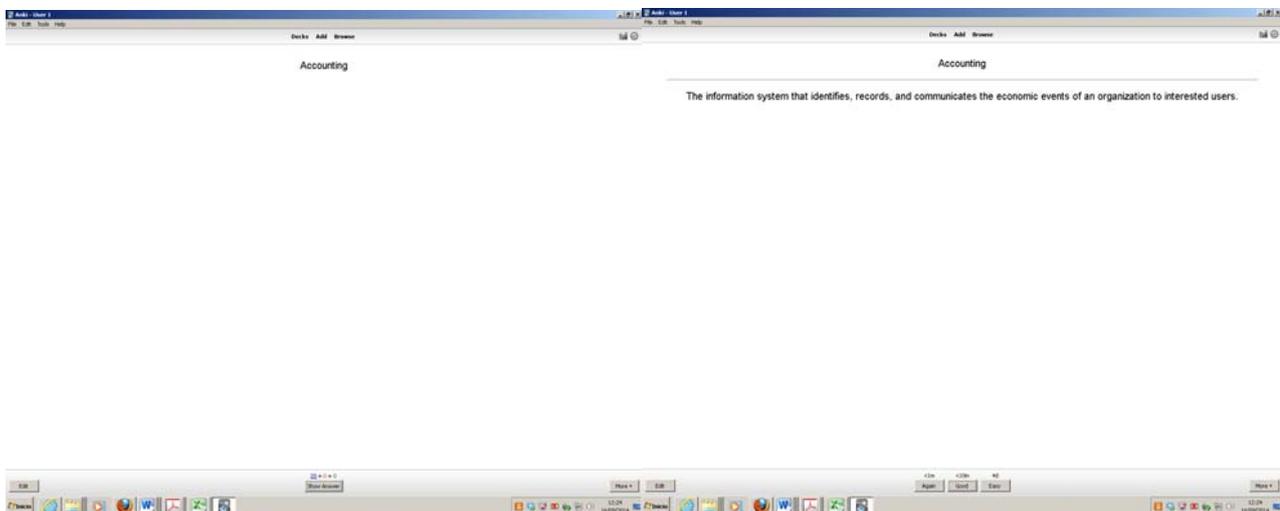
When learning new cards, or when relearning cards that you have forgotten, Anki will show you the cards one or more times to help you memorize them. By default there are two steps: 1 minute and 10 minutes. You can change the number of steps and the delays between them by clicking the **Options** button while looking at the study overview.

There are three rating buttons when learning:

Again moves the card back to the first step.

Good moves the card to the next step. If the card was on the final step, the card is converted into a review card (it *graduates*). By default, the card will be shown again the next day, and then at increasingly long delays.

Easy immediately converts the card into a review card, even if there were steps remaining. By default, the card will be shown again 4 days later, and then at increasingly long delays. The easy button will not be shown if it would give the same interval as "good."

When cards are seen for the first time, they start at step one. This means answering **Good** on a card for the first time will show it one more time in 10 minutes, and the initial 1 minute step will be skipped.

You can use the 1, 2 and 3 keys on your keyboard to select a particular button, where 1 = **Again**. Pressing the spacebar will select **Good**.

If there are no other cards to show you that day, Anki will by default show learning cards again even if their delay has not elapsed completely.

When a card has been previously learnt and is ***ready to be reviewed*** again, there are four buttons to rate your answer:

Again marks your answer as incorrect, and asks Anki to show the card more frequently in the future.

Hard shows the card at a slightly longer delay than last time, and tells Anki to be more conservative when scheduling the card in the future.

Good tells Anki that the last delay was about right, and the card easiness doesn't need to be adjusted down or up. At the default starting easiness, the card will be shown again approximately 2 1/2 times longer than the previous time - so if you had waited 10 days to see the card previously, the next delay would be about 25 days.

Easy tells Anki you're finding the delays too short. The card will be scheduled further into the future than *Good*, and Anki will be more aggressive in its scheduling of the card in the future. Because *Easy* rapidly increases the delay, it's best left for only the easiest of cards. Usually you should find yourself answering *Good* instead.

Like learning cards, you can use 1-4 on the keyboard to select an answer. Pressing the spacebar will select *Good*.

You can customise your study: Increase new or review card limits, review forgotten cards, …. Just have to click Options or Custom Study buttons.

You can also create your own set of cards by clicking the Add button.