Using the dictionary for idioms, and phrasal verbs:

1) How do I know which word to look up in an idiom?

An idiom is listed in the dictionary under one of the main words. If you don't find it in the first word you look up, then you need to look up another word. For example, for the idiom "to keep one's fingers crossed", you could first look up the word "finger", and if you don't find the idiom listed, then you could look up the word "cross". The idioms are listed in alphabetical order.

2) Where can I find the meaning of a phrasal verb, such as "to put up with someone"?

Phrasal verbs are listed with the main verb. For example, in the phrasal verb above, look up the verb "put". All the phrasal verbs are in alphabetical order, so scroll down until you find "to put up with someone or something. Please note that someone is abbreviated s.o., and something is abbreviated s.t.