

***Compadre™:Document* Quick Start Guide**

Introduction

This *Quick Start Guide* gives you all the information you need to quickly launch and start using *Document*. Please refer to the *Document User Guide* for more detail about every aspect of the application.

Glossary

Machine Translation (MT) - A software program which is part of *Document* that aims to provide a correct translation of selected text. In general, an **MT** is useful for providing the meaning or gist of a phrase, but may not always produce a grammatically correct translation.

Translation Memory (TM) - a Translation Memory eXchange (TMX) file external to the *Document* program that contains source text and translation pairs. As you edit your projects, you can add new translations to the **TM** and reuse them in other translation projects.

Install

- Insert the disc. If it doesn't start automatically, open the disc in Explore view and click *setup.exe*.
- For Windows® Vista, go to the **Control Panel -> Regional and Language Options -> Keyboards and Languages** tab
 - Click **Change keyboards**
 - Under Installed services, click **Add**
 - Click the language you want to add, select the text services you want to add, and then click OK
 - If you need help, see *Add an input language* in *Windows Help and Support*
- For Windows® XP, go to the **Control Panel -> Regional and Language Options -> Languages** tab

- In the top box, click the **Details** button
- On the next screen click the **Add** button, select the text services you want to add, and then click OK
- Back on the **Languages** tab, check the boxes in the lower section of the screen if they apply
- If you need help, see *Add Another Language* in *Windows® Help*

Launch

Launch Workbench - Double click the **Workbench** icon on the Desktop.

License -

You need a connection to the internet to communicate with www.speechgear.com in order to activate either the **Trial** or **Permanent** license. If you have a firewall you may get a communication error when you attempt this connection. Please talk to your network administrator to arrange to temporarily relax the firewall in order to license this software.

If you are using the software for a trial period then click **Begin Trial**.

If you have a permanent license from SpeechGear:

- Click the **Activate Online** button.
- Type the code that you have been given by *SpeechGear*, e.g. SG-XXXXX-XXXXX-XXXXX-XXXXX, into the textbox

Workbench -

1. Make sure the Source and Target Languages are correct. If not, click the **Choose Languages** button.
2. (*Advanced Feature*) In the **File** menu, **Open** any **Translation Memory eXchange (TMX)** files you want to use.
3. (*Advanced Feature*) Click the **Language Options** button->**Sources** tab and set the order in which you want the **MT** and **TMXs** queried.

Translate

Launch MS Word® or PowerPoint® -

Basic Method

1. In the **Document** menu, **Select Next (Ctrl+Alt+N)**

Check to make sure that this command has made a good selection:

- Avoid selecting empty lines and formatting such as Page Breaks or Cross references
- Skip items you don't want translated; for example images, brand names and hyperlinks
- If a heading spans more than one line, select the entire heading
- See "Known Bugs" section of the Release Notes on the www.speechgear.com/support.aspx site

2. In the **Document** menu, **Extract + Retrieve (Ctrl+Alt+E, Ctrl+Alt+R)**
3. **Repeat**

Advanced Method

1. In the **Document** menu, **Select Next (Ctrl+Alt+N)**

Check to make sure that this command has made a good selection:

- Avoid selecting empty lines and formatting such as Page Breaks or Cross references
- Skip items you don't want translated; for example images, brand names and hyperlinks
- If a heading spans more than one line, select the entire heading

- See "Known Bugs" section of the Release Notes on the www.speechgear.com/support.aspx site
- 2. In the **Document** menu, **Extract (Ctrl+Alt+E)** the Source text to the **Workbench**.
- 3. Go back to the **Workbench** and select the best translation provided by the Translation Sources (**TMXs** and **MT**)
- 4. (*Optional*) Edit this translation
- 5. (*Optional*) Save the Source/Translation pair to a **TMX**.
- 6. **Write** the translation back to the **MS Office®** document.
- 7. **Repeat**

Read the User Guide

There is a lot of information as well as a few short cuts in the *User Guide* that could save you time and energy in learning how to use *Document*.

Support

Please look at the website:

<http://www.speechgear.com/support.aspx>. There are *FAQs* and Release Notes that might have your problem solved.

Composer

- *Composer* contains the translation engines of the entire *Compadre* suite of applications
- The icon on the desktop provides you a link to an editor of **Translation Memory eXchange (TMX)** files This is a feature of *Document* for the advanced user. Please read the *Building a Translation Memory* chapter of the *Document User Guide* to explain **TMXs**.
- Read the *Document* section of the *Composer User Guide*.