



# Document Quick Start Guide

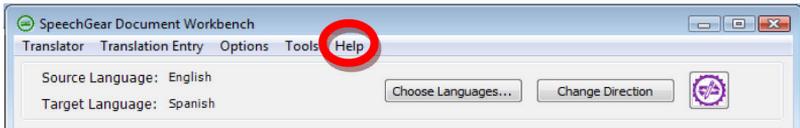
---

Thank you for purchasing *Compadre:Document*®. *Document* is one of the many communication modules available in SpeechGear's *Compadre*® instant translation suite. With this module you'll be able to instantly translate text and typing, plus translate documents such as Microsoft Word® files and PowerPoint® presentations, display translated files side by side in presentations, and also manage your translation content and use your stored translations to easily create and translate new documents.

This *Quick Start Guide* gives you all the information you need to quickly launch and start using *Compadre:Document*®, *DocumentViewer*® and *DocumentWorkbench*®. If you'd like to learn more about *Compadre:Document*'s many features, additional information can be found at the following locations:



Additional information about all of *Document*'s features can be found by clicking on the help button in the applications.



You can print your own copy of *Document*'s *User Guide* by going to the Support Page of SpeechGear's website, which is [www.speechgear.com/support.aspx](http://www.speechgear.com/support.aspx). The Support Page also has latest version of this *Quick Start Guide* plus answers to many Frequently Asked Questions.



There are many additional instructional and demonstration videos located on SpeechGear's YouTube channel. For quick access to this channel, visit [www.speechgear.com](http://www.speechgear.com) and click on the YouTube icon that is located in the upper right corner of the website.



For additional help, just send an email to [support@speechgear.com](mailto:support@speechgear.com). We'll be glad to assist in getting you *Documenting* right away.



To keep up on all the latest news, scan the QR code and sign up for SpeechGear's Newsletter



Scan the QR Code to learn more about the entire *Compadre Translation Suite*



Compadre Document™

## A Quick Overview

Your **Document Disc** includes three primary components, each of which is briefly described in this *Quick Start Guide*:

- (1) **SpeechGear Translate** is the interface that's added to your Microsoft Office® applications.
- (2) **Document-Workbench** is your interface to the *Compadre:Composer*® engine. It's where all the translations are generated and where you manage your translation content. You'll need to have the *Workbench* running whenever you use *Document*.
- (3) **Document-Viewer** is an additional program that lets you show both the original and the translated versions of a PowerPoint® presentation on a single screen.

## Step 1: Installation and Set Up

To begin using *Compadre:Document*, you first need to install the software. Each of the above three items are automatically loaded onto your computer during the installation process.

- (1) Insert the disc. If *Document* doesn't start installing automatically, open the disc in Explore view and click *setup.exe*.
- (2) If you want to type or do spell checking in languages other than English, you will need to add these languages to your system. To do this, go to the **Control Panel > Change keyboards or other input methods** tab.
  - a) Click the **Change keyboards...** button
  - b) On the next screen click the **Add** button, select the language you want to add, and then click **OK**
  - c) Next, select the **Language Bar** tab and select "**Docked in the taskbar**" and "**Show text labels on the Language Bar**".
  - d) You can now use the Language Bar to select the language to use for typing and spell checking.
  - e) If you need additional help, see *Add Another Language in Windows® Help* and the *Getting Started* chapter of *Document's User Guide*.
- (3) If you are using Office 2007, then you may need to install an upgrade that Microsoft provides free of charge. This only applies to Office 2007 users, not Office 2003 or Office 2010. This hotfix upgrade can be downloaded by going to <http://support.microsoft.com/kb/976477> and then clicking on the link located near the top of the page that is titled, *View and request hotfix downloads*.

## Step 2: Getting Started

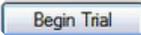
**Start Document-Workbench** by double clicking on the icon that's located on your desktop. The *Workbench* is your interface to the *Composer* engine. It's where all the translations are generated. You'll need to have the *Workbench* running whenever you use the *Document* suite. There are two main components in the *Composer* engine:

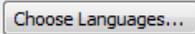


Document Workbench

- (1) **Composer Translation** - A translation engine that analyzes the context of each word, sentence or paragraph to determine the meaning and then generate an appropriate translation.
- (2) **User Translation** - A file where you can add your own terms to the translation engine. This file is called a TMX file, which stands for Translation Memory eXchange. As you edit your projects, you can add new translations to your TMX files and reuse them in other translation projects. You can learn more about using the *Workbench* by reading the *User Guide* which is located in the **help** button of the workbench. For now, let's skip over most of the features of this powerful tool so you can quickly start translating.

**Registering Your Software** – To activate *Interact*, you need to connect to the internet. 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.

- a) If you are using the software for a trial period then click 
- b) If you have purchased a permanent license, click the  button and type the 22-character code that you have been given by SpeechGear into the textbox (SG-xxxxx-xxxxx-xxxxx-xxxxx). If you do not have this license key, please contact SpeechGear by calling 888-664-9123 (use +1-507-664-9123 if you are calling from outside of the United States), or send an email to [support@speechgear.com](mailto:support@speechgear.com).

**Choose Your Language Pair** by clicking on the  button that is located near the top of the workbench. Languages for your **Direct Modules** will automatically appear in the **Target Language** box of the displayed interface. Direct language modules run directly on your computer, you do not need network connectivity. If you are using a **Remote Server Language Module**, then you need to add your desired languages by the **Add Language** button. Please go to the support page at [www.speechgear.com](http://www.speechgear.com) to see a list of the languages included with your Remote Server Module. Please also note that your computer needs to be connected to the internet in order to use the Remote Server Module.

## Step 3: Start Translating

- 1 When you launch Microsoft PowerPoint or Word, a new tab which is labeled **SpeechGear Translate** is automatically added to your interface. The figure on the back page shows what this looks like for PowerPoint for Office 2007 users. A similar interface is also present for Word; as well as Office 2003 and 2010 users.
- 2 Set your preference on whether you would like to translate by paragraphs, sentences or words. In general, selecting *paragraph* will give produce more accurate translations, whereas *sentence* will be better at preserving the formatting of the original document. The use of *Word* segmentation is not recommended.

- ③ Use this feature if you want the font size of the translation to be different than the original document. For example, when going from English to Spanish, a value of 93% is suggested so your translated document is the same length as the original.
- ④ Select the text in your document that you want translated and click the **Translate Selection** button, or select **Translate Slide** if you are using PowerPoint, or simply select **Translate All**. That's it; you are now ready to start translating files.



**USER TIP:** Skip items that you do not want to be translated, such as brand names or hyperlinks that are contained in your document.

## Step 4: Document Viewer

Document includes an extra feature for PowerPoint users. When you are ready to present your slides, you can show both the original and the translated versions on a single screen. That way you do not need multiple computers and projectors for your presentation. You can have up to four versions of your presentation shown at the same time, as is illustrated in the figure where an English slide has been automatically translated into Spanish, Simplified Chinese and Arabic.

- ① **Start DocumentViewer** by clicking on the *Viewer* icon that's located on your desktop.
- ② **Load Your Presentation** by clicking in the box where you want it to be placed.
- ③ **Choose Your Display Options** by clicking the **View** button. Options include having two or four versions of your presentation; maintaining the original aspect ratio; making each presentation the same size or making one larger than the others.
- ④ **For Additional Information** click on *DocumentViewer's* help button.



## A Final Suggestion on Using Document

**Read the User Guides.** *Document*, *DocumentViewer* and *DocumentWorkbench* have numerous features that are not discussed in this *Quick Start Guide*. Click the help button in *DocumentViewer* and *DocumentWorkbench* to learn more about these products.

