



Compadre *Document*

Compadre™ Document™ 5.0
User Guide

Interact



Document



Interpreter



Message



Camera



Composer



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Contents

Chapter 1	Welcome	1
<hr/>		
About Document.....		2
How does Document work?		2
How does Document provide translation suggestions?		2
Contact Technical Support		2
Contact Sales.....		3
Typographical Conventions		4
Terminology		5
Machine Translator		5
Translation Memory		5
Stacking Order.....		6
Minimum Confidence.....		6
Chapter 2	Getting Started	7
<hr/>		
Adjusting Regional and Language Settings		7
Installing Document Components.....		9
System Requirements		9
Required Hardware		9
Required Software.....		10
Installation Steps		10
Starting Document.....		13
Chapter 3	Document Workbench	15
<hr/>		
Main Form		15
Translator Menu		16
Source Language field		20
Target Language field.....		20
Choose Languages button.....		21
Change Direction button.....		22
Launch ComposerEditor button		22
Move Translator Up button		22
Move Translator Down button.....		22
Translators List box.....		23
Files dropdown.....		24
Source Text text box		24
Splitter Bar.....		24
Target Text list box.....		24
Form Resizing Controls.....		27
Translation Entry Menu		28
Translation Entry > New Entry command.....		28

Translation Entry > Edit Entry Command.....	30
Options Menu.....	32
Options > Compact View command.....	32
Minimize to System Tray command.....	32
Stay on Top command.....	32
Display Fonts command.....	33
Tools Menu.....	34
Tools > Expand Acronyms command.....	34
Tools > Choose Languages command.....	34
Tools > Change Directions command.....	35
Tools > Refresh Translations command.....	35
Limitations.....	36

Chapter 4 Document Add-in for Microsoft Word 2003 and PowerPoint 2003 37

Menus.....	37
Full and Short menus for Word 2003.....	37
Full and Short Menus for PowerPoint 2003.....	38
Commands.....	38
Launch Document Workbench command / Current Language Pair Display.....	38
Translate All command.....	38
Translate Slide command (PowerPoint Only).....	39
Translate Selection command.....	39
Select Next command.....	39
Select Next and Translate command.....	39
Select Previous command.....	40
Launch ComposerEditor command.....	40
Add Translation command.....	41
Edit Last Translation Command.....	42
Protect Selection From Translation command (Word only).....	43
Unprotect Selection from Translation command (Word Only).....	43
Send Selection to Workbench command.....	43
Select Next and Send to Workbench command.....	43
Retrieve Translation from Workbench command.....	44
Statistics command.....	44
Left-Orient Selection command.....	45
Right-Orient Selection command.....	45
Short Menu command.....	45
Full Menu command.....	45
Hotkeys for Document Add-ins.....	46

Chapter 5 Document Add-ins for Microsoft Word 2007 and PowerPoint 2007 47

Translation Group.....	47
Translation Group label.....	48
Translate All command.....	48
Translate Slide command (PowerPoint only).....	48
Translate Selection command.....	48

Select Next button	49
Select Next and Translate command	49
Select Previous command	49
Protect Selection From Translation command (Word Only).....	50
Unprotect Selection From Translation command (Word Only)	50
Statistics command	51
Segmentation Group	51
Formatting Group.....	52
Formatting - No Change	52
Formatting - Different Font.....	53
Formatting - Scale Font.....	54
ComposerEditor Group	54
Launch ComposerEditor button	55
Add Translation command.....	55
Edit Last Translation button	56
Advanced Translation Group	57
Send Selection to Workbench button.....	57
Select Next and Translate button	57
Retrieve Translation from Workbench button	58
Statistics button	58
Text Orientation Group.....	59
Left-Orient Selection button	59
Right-Orient Selection button.....	59

Chapter 6 ComposerEditor **61**

Main Window.....	62
File menu	62
Edit menu	62
Translation Memory menu	63
Tools menu.....	63
Window menu	63
Help menu.....	63
Creating a New Composer Domain	63
Opening a Composer Domain	67
Importing and Exporting Composer Domains.....	68
Editing Composer Domains	69
Acronym Expansion	72

Chapter 7 Using Document Viewer **75**

Opening Document Viewer.....	75
Loading Presentations.....	77
Changing the Viewing Mode	78
Resizing the Presentation.....	79
Move Columns Together.....	79
Running the Slideshow	83
Using Your Keyboard.....	83

Using Your Mouse 84

Chapter 8 Getting Help 85

Document Help 85
 Getting help with PowerPoint and Word 85
Troubleshooting 86
 Why can't I see the Document Add-In Menu? 86
 The translation suggestions aren't showing in the right characters. 86

Index 87

Chapter 1

Welcome

This guide is designed to help get you started using Compadre:Document™. The guide is divided into the following sections:

- ▶▶ *Getting Started* (on page 7)
- ▶▶ Workbench
- ▶▶ AddIn Menu
- ▶▶ Translation Steps
- ▶▶ Building a Translation Memory
- ▶▶ *ComposerEditor* (on page 61)
- ▶▶ *Document Viewer* (see "Using Document Viewer" on page 75)
- ▶▶ *Getting Help* (on page 85)

This chapter tells you how to use this guide.

In This Chapter

About Document.....	2
Contact Technical Support.....	2
Contact Sales.....	3
Typographical Conventions	4
Terminology	5

About Document

Document is a language translation program designed to convert Microsoft Word documents and PowerPoint presentations from one language to another. Intended for bilingual users, Document can provide an initial translation of an entire presentation as well as allow individual paragraph editing. Document operates on a desktop PC in conjunction with PowerPoint and Word.

How does Document work?

After loading an existing Word document or PowerPoint presentation into Document, the system generates translation suggestions for all text segments in the entire presentation. To fine-tune translations, you can also choose to edit each segment individually to ensure cultural and grammatical accuracy. When you are satisfied with a translation, Document inserts the text into the appropriate location while retaining original formatting of text and graphics.

How does Document provide translation suggestions?

Document uses Machine Translator and Translation Memory technology to handle a large vocabulary of terms. Adding translations to the Translation Memory improves reliability of translations as they are used in repeated documents.

Contact Technical Support

Contact Customer Support if you have questions about how to use this application or if you are experiencing technical difficulties.

Start with the web site. There are FAQ and Release Notes that may have your question answered.

- 1) **Web:** *SpeechGear support web site* (<http://www.speechgear.com/support.aspx>)
- 2) **E-mail:** *support@speechgear.com* (<mailto:support@speechgear.com>)

Contact Sales

To help us improve our products, we encourage you to provide us with feedback about this guide or the product. Please contact us with any questions or comments you may have regarding this product.

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Typographical Conventions

The following kinds of formatting in the text identify special information.

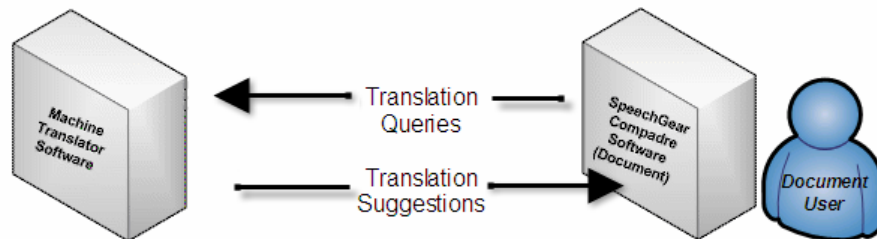
Formatting Convention	Type of Information
<i>To . . .</i>	Step-by-step procedures. You can follow these instructions to complete a specific task.
NOTE:	Tips or special instructions.
Special Bold	Denotes a description or a menu option or label.
Button	Denotes actiKey combinations for which you must press and hold down one key and then press another, for example, CTRL+P , or ALT+F4 .on. Refers to items you must select, such as menu options or command buttons.
<i>Emphasis</i>	Used to emphasize the importance of a point or for variable expressions such as parameters. or Identifies a dialog box, tab, or other interface item.
CAPITALS	Names of keys on the keyboard. for example, SHIFT , CTRL , or ALT .
KEY+KEY	Key combinations for which you must press and hold down one key and then press another, for example, CTRL+P , or ALT+F4 .

Terminology

Before you begin using Document, you should understand some key terms that help you use SpeechGear Compadre™ systems.

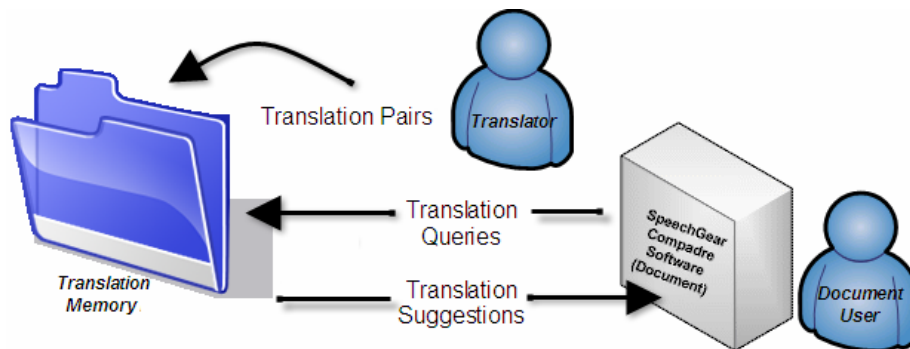
Machine Translator

The core translator of Document is its Machine Translator (MT). This is included in every installation and cannot be modified by the user. The MT is a software program that aims to provide a correct translation of the 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—especially with phrases that contain acronyms, idioms, and/or colloquiums. Because of these shortcomings, it is typically best to first rely on the Translation Memory (if available).



Translation Memory

The Translation Memory (TM) is a database (SGTM) 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. When you edit subsequent documents, the TM will be able to recognize previously used text and make recommendations for similar translations. The use of TM is completely optional; however, experienced users can improve their result documents by building and reusing these files.





NOTE: Document uses a Translation Memory database. Other Compadre products may use a TM database. You may share SGTMs between other Document users.

Stacking Order

When you begin translating your document, Document Workbench uses the available translation sources (MTs and TMs) to search for translation suggestions. You can decide the order in which Document searches the sources during the translation process. This is called the stacking order.

Minimum Confidence

The Minimum Confidence (MC) level refers to the fuzzy matching percentage between the input text from the document and the TM entry source text. Only translations that meet the selected MC level will appear as a translation suggestion. Generally, the higher the percentage match, the better confidence there is that the associated translation is accurate.

Chapter 2

Getting Started

This chapter helps you set up your computer with Document Workbench.

In This Chapter

Adjusting Regional and Language Settings	7
Installing Document Components.....	9
Starting Document	13

Adjusting Regional and Language Settings

To add languages and display the Language Bar for Vista

- 1) Click the **Start** menu, and click **Control Panel**.
- 2) Click **Clock, Language, and Region**.
- 3) From the Regional and Language Options area, click **Change Display Language**.
The Regional and Language Options window appears.
- 4) From the **Keyboard and Languages** tab, click **Change Keyboards**.
The Text Services and Input Languages window appears.
- 5) Click the **Language Bar** tab.
- 6) Select the **Docked on the Taskbar** option.
- 7) Click the **General** tab.
- 8) Click **Add**.
- 9) Select the language(s) to add to the Language Bar, and click **OK**.
The default language icon should appear in your desktop taskbar next to your date / time information.
- 10) Click **OK**, and close the **Control Panel**.

To add languages and display the Language Bar for XP

- 1) Click the **Start** menu, and click **Control Panel**.
- 2) Double-click **Regional and Language Options**.
The Regional and Language Options screen appears.

- 3) On the **Languages** tab, under Text services and input languages, click **Details**.
- 4) Under Preferences, click **Language Bar**.
- 5) Select the **Show the Language bar on the desktop** check box.
- 6) Click **Add**.
- 7) Select the language(s) to add to the Language Bar, and click **OK**.

The default language icon should appear in your desktop taskbar next to your date / time information.

- 8) Click **OK**, and close the **Control Panel**.

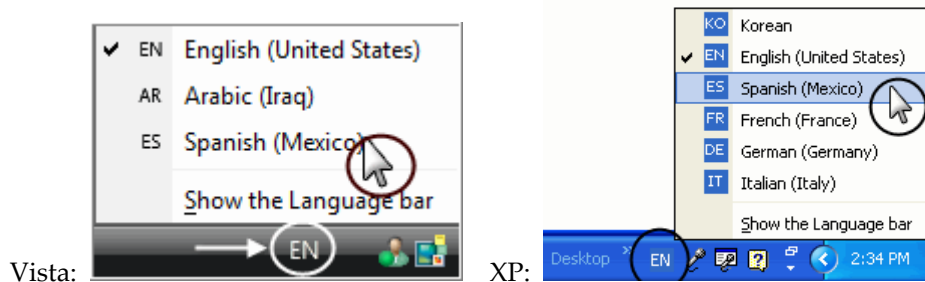
To type in non-English characters with the Standard Keyboard

- 1) In the text input window, use the mouse to place the cursor in the English recognition area, and then use the keyboard to type English characters.

English text will appear in the English text box as you type.

- 2) Translate when ready.
- 3) When you are ready to type in another language, change the keyboard mode to another language using the Language Bar.

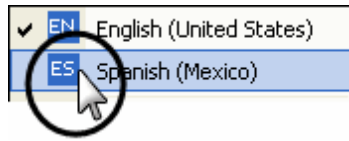
NOTE: The available languages in the Language Bar will vary. To add more languages, use the steps on the previous page (To add languages and display the Language Bar).



To use the Digitizer Keyboard - Tablet PC Edition Only

- 1) Set the keyboard mode to "EN" (English).
- 2) Select the onscreen digitizer keyboard from the Tablet System Tray at the bottom of the screen.
- 3) Use the mouse to place the cursor in the English text input area, and then use the keyboard to type English characters.
- 4) Translate when ready.

- 5) When you are ready to type in another language, change the keyboard mode to another language using the Language Bar.



NOTE: The available languages in the Language Bar will vary. To add more languages, use the procedure above (To add languages to the Language Bar).

- 6) Select the onscreen digitizer keyboard from the Tablet System Tray at the bottom of the screen.
- 7) Use the mouse to place the cursor in the target language text input area, and then use the keyboard to type non-English characters.

To use Handwriting Recognition - Tablet PC Edition Only

NOTE: Handwriting recognition can be used only for English text.

- 1) Select the onscreen digitizer input from the Tablet System Tray at the bottom of the screen.
- 2) Use the mouse to place the cursor in the English text input area, and then use the stylus to write English characters.

Click the Insert button to place the text in the English text input area.

Installing Document Components

SpeechGear, Inc. provides you with a Compadre:Document™ setup installer package when you purchase the software. The installer contains:

- ▶ .NET Framework
- ▶ Document Workbench and Office Add-In
- ▶ Document Viewer
- ▶ Compadre:ComposerEditor™

System Requirements

Required Hardware

- ▶ **Equipment:** Desktop PC
- ▶ **Processor:**
 - ▶ **Arabic:** 2 GHz or better clock speed - Ideally Dual Core

- ▶ **Other languages:** 1 GHz or better clock speed - Intel Pentium 4 or Pentium M
- ▶▶ **Disk Space:** 320 MB minimum
- ▶▶ **RAM:**
 - ▶ **Arabic:** 2 GB Minimum for Iraqi; 3 GB Minimum for MSA;
 - ▶ **Other languages:** 1 GB Minimum
- ▶▶ **I/O:** CD or DVD Reader - depending on the source and target languages

Required Software

- ▶▶ **PC Platform Operating System:** Microsoft® Windows XP Professional, Windows XP desktop or Tablet Edition, Windows Vista
- ▶▶ **Microsoft Office:** 2003 or 2007

NOTE: The 5.0 release does not support Office 2003 on Windows Vista

- ▶▶ **.NET Framework**:** 1.1 included in installation package

NOTE: **The .NET Framework is a component of the Microsoft® Windows® operating system used to build and run Windows-based applications. The installation wizard will automatically install this component if you do not have it installed.

- ▶▶ **Internet Access** - for initial licensing
- ▶▶ **Administrator privileges** - for installation
- ▶▶ **Access to Windows installation media** - for language support

Installation Steps

When you insert the CD/DVD, the Setup.exe file automatically launches the Installation Wizard to guide you through the installation process. Close all MS Office applications (including Outlook, Word, PowerPoint) before installing Document.

To install or upgrade Compadre Document

- 1) Insert your Document DC/DVD into your disc drive.

NOTE: If you do not have the minimum system requirements, the installation wizard will not be able to continue. Please make sure your system meets the requirements listed above.

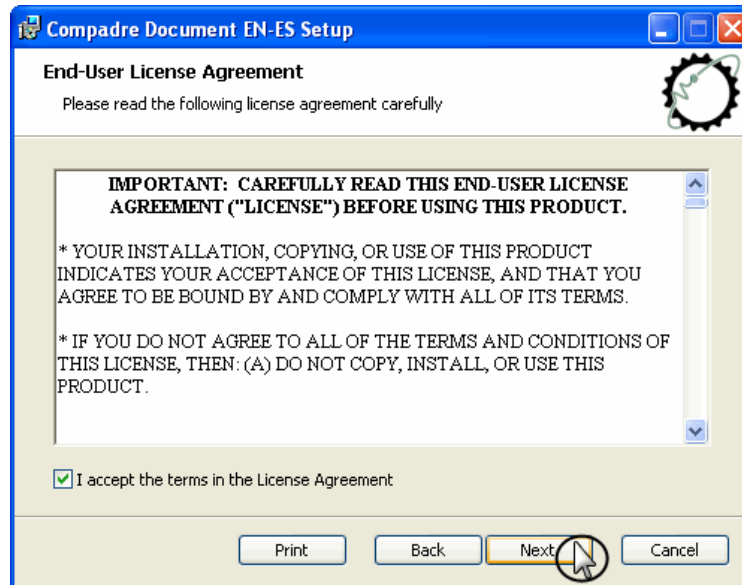
NOTE: If you are upgrading, you must uninstall the previous version prior to installing this version.

- 2) Click **Next**.



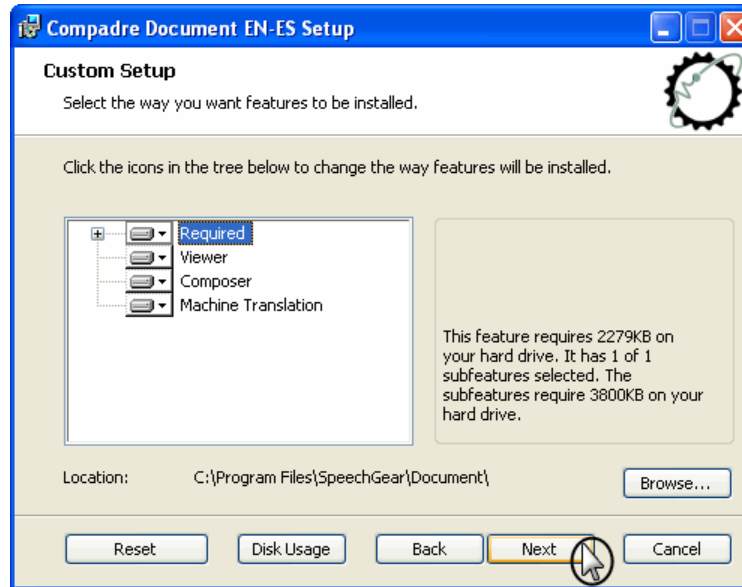
The End User License Agreement screen appears.

- 3) Confirm the agreement, and click **Next**.



The Custom Setup screen appears.

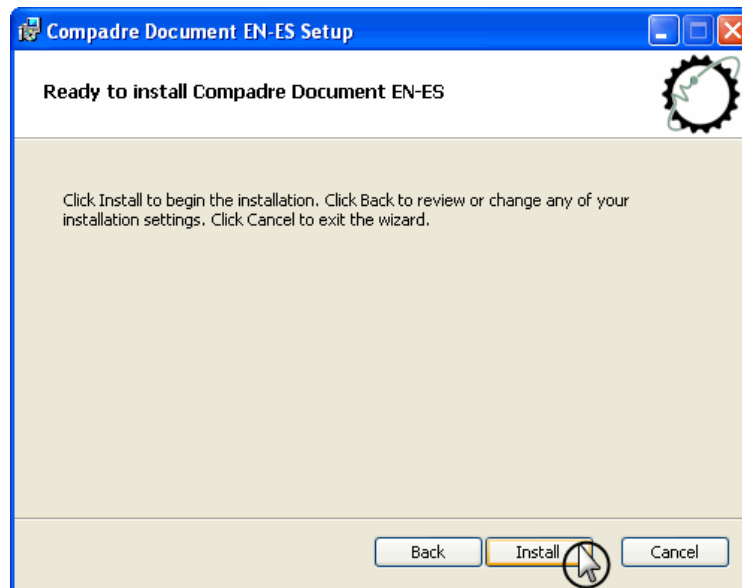
- 4) Choose the Typical installation by clicking **Next**.



clicking Next,

The Ready to install screen appears.

- 5) Click **Install**.



The installation wizard copies the files to your hard disk at the location specified. Wait for the Installation Complete screen to appear.

- 6) Click **Finish** to complete the wizard setup.



By default, the Document Workbench launches immediately after installation. Document Workbench, Document Viewer and ComposerEditor icons also appear on your desktop to launch these programs at a later time.

Starting Document

After you have successfully installed the Document Workbench and Office Add-In onto your computer, a Compadre:Document™ shortcut appears on your desktop and/or in your Start menu.

To launch Compadre:Document™

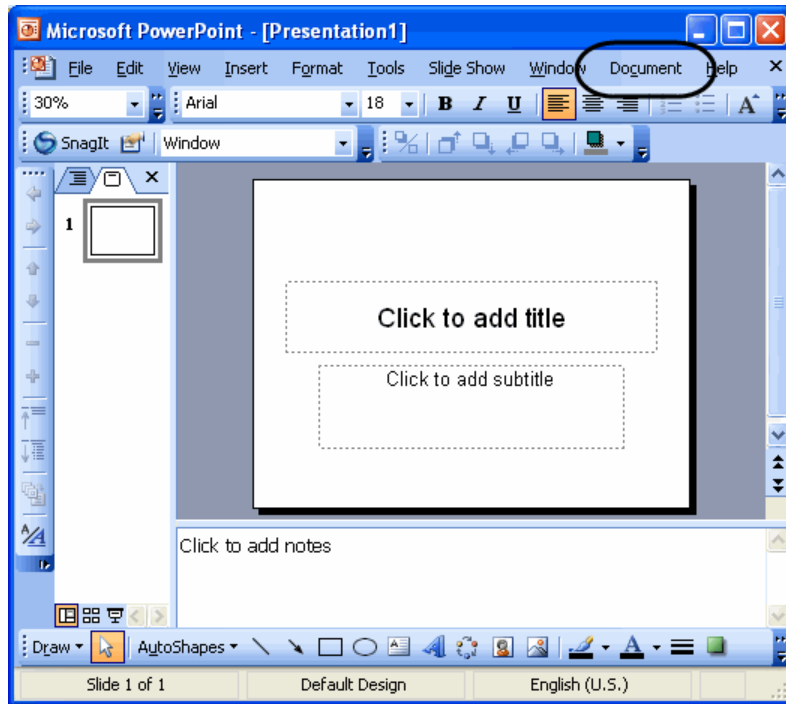
- 1) From your desktop, double-click the *Document Workbench* shortcut.



If this is the first time launching Document, a License Activation screen appears.

- 2) Click **Activate Online**, and then type your license activation code
Wait for the Workbench to load.
- 3) Open MS PowerPoint or MS Word. If the Add-In was installed correctly, an additional menu item (SpeechGear Translation) will appear within your main menu.

NOTE: If you are unable to find the Add-In menu, refer to page .



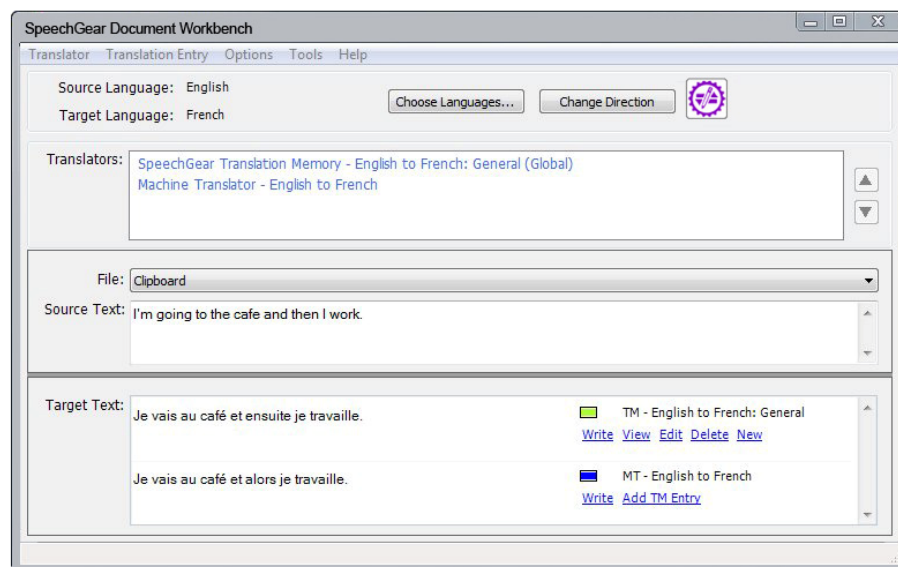
Chapter 3

Document Workbench

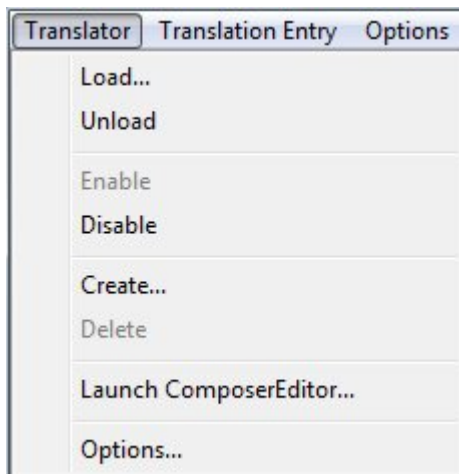
In This Chapter

Main Form.....	15
Translation Entry Menu	28
Options Menu.....	32
Tools Menu	34
Limitations	36

Main Form

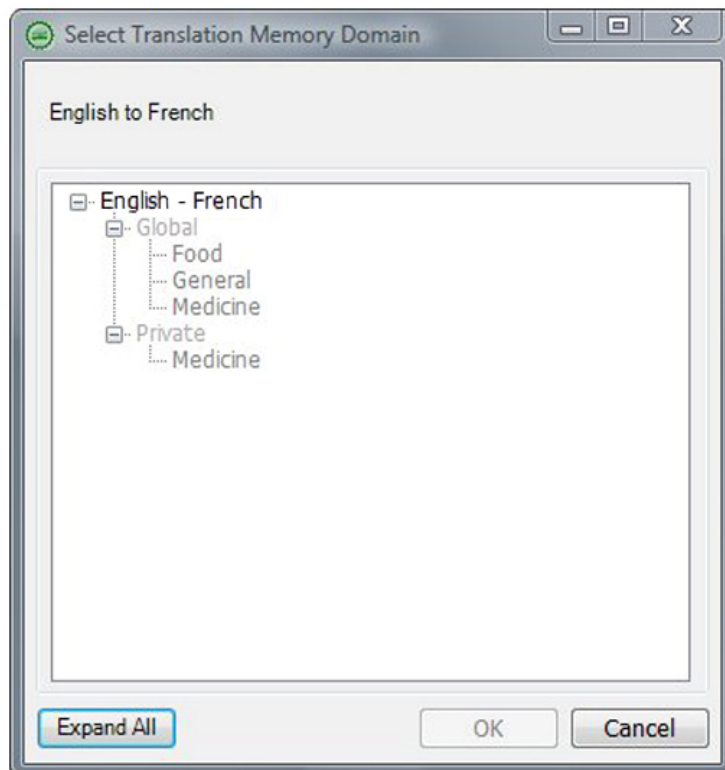


Translator Menu



Translator > Load command

The **Load** command displays the **Select Translation Memory Domain** form which offers a tree control listing all of the domains to which the user has access.



In this tree view, the upper most level signifies the **Language Pair**. Below the **Language Pair** level is the **User Level** (Global or Private). The bottom most level is the **Domain** name.

An item that is preceded by a "+" can be expanded by clicking on the "+". An item that is preceded by a "-" may be collapsed by clicking on the "-". Clicking on the **Expand All** button expands all the items in the tree.

Select the name of the domain you wish to load and then press the **OK** button.

If the domain that you wish to load isn't listed, you may create one by using the **Create** command on the **Translator** menu.

Translator > Unload command

Clicking the **Unload** command will unload the **Translation Memory** domain that is selected in the **Translators** list box, removing it from that list. This is the same command that may be accessed by right-clicking on the name of a translator in the **Translators** list box.

This command is only enabled when a translator in the **Translators** list box has been selected.

Translator > Enable command

Clicking the **Enable** command will enable the translator that is selected in the **Translators** list box. This is the same command that may be accessed by right-clicking the name of a translator in the **Translators** list box.

This command is only enabled when a translator in the **Translators** list box has been selected.

Translator > Disable command

Clicking the **Disable** command will disable the translator that is selected in the **Translators** list box. This is the same command that may be accessed by right-clicking the name of a translator in the **Translators** list box.

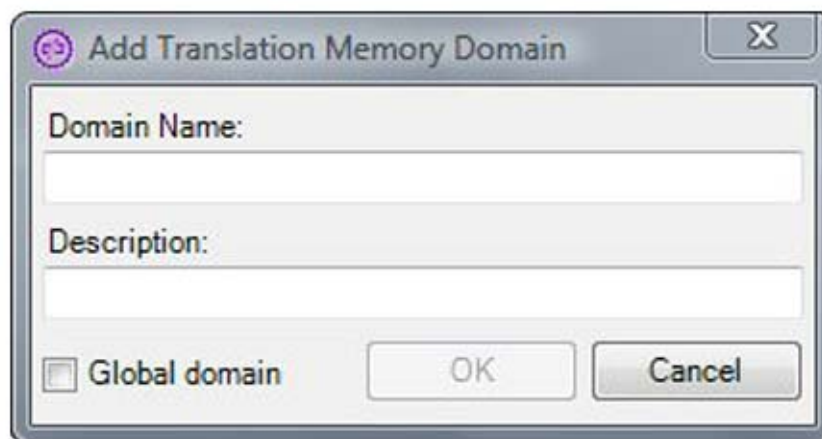
Disabled translators remain in the **Translators** list. The color of enabled translators in the list is blue while the color of disabled translators is gray.



This command is only enabled when a translator in the **Translators** list box has been selected.

Translator > Create command

Clicking the **Create** command will display the **Add Translation Memory Domain** form. Use this form to create a new domain for the current language pair and User. The **Domain Name** field is required and must be unique for the current language pair and User. The **Description** is optional. If the domain will be shared, check the **Global** domain checkbox; otherwise it will be **Private**. The **OK** button will become enabled once a **Domain Name** has been entered.




Translator > Delete command

Clicking the **Delete** command will delete the **Translation Memory** domain that is selected in the **Translators** list box from the domain database. All of the entries for this domain will be deleted.

This command is only enabled when a translator in the **Translators** list box has been selected.

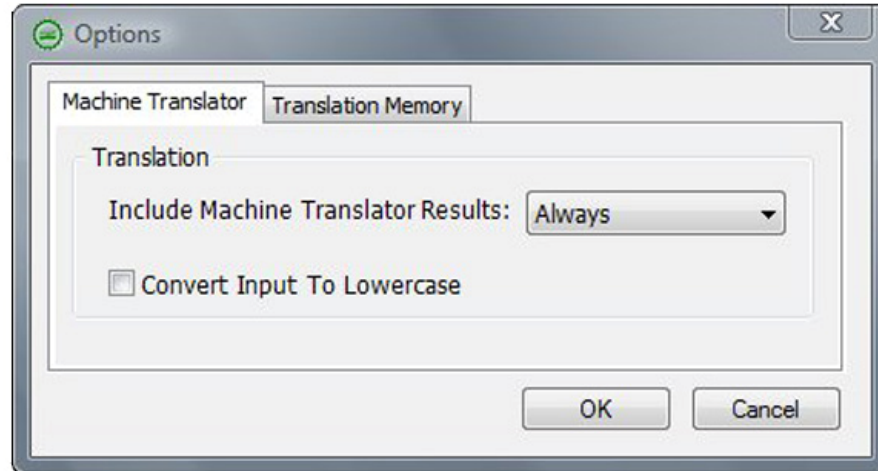
Translator > Launch ComposerEditor command

Clicking the **Launch ComposerEditor** command will launch SpeechGear's **ComposerEditor** application, which is used to work with **Translation Memory** domains. This includes creating and deleting domains, importing and exporting information relative to a selected domain, as well as adding, editing, and removing translation entries within a domain. New domains will be available for use in translation as soon as they are loaded into *Document Workbench*.

This is the same command that is run by pressing the  button.

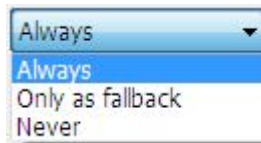
Translator > Options command

Translator > Options > Machine Translator tab



Include Machine Translator Results dropdown

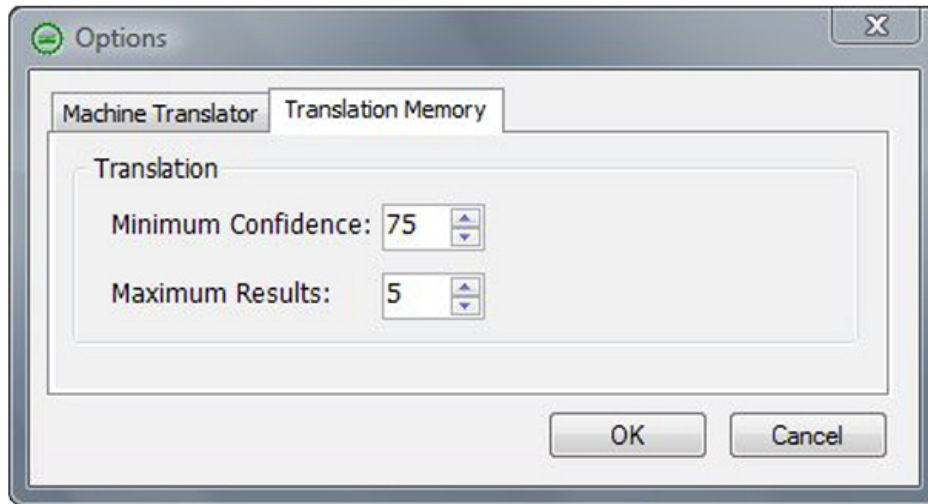
This is used to include **Machine Translator** translation suggestions in the **Target Text** list. The default value is **Always**. The **Only as fallback** value should only be used to include **Machine Translator** translations when no **Translation Memory** translations are included in the **Target Text** list.



Convert Input to Lowercase checkbox

If this checkbox is checked, source text will be shifted to lowercase prior to acronym expansion (if any) and translation. If unchecked, source text will not be modified prior to acronym expansion and translation. The default value is unchecked.

Translator > Options > Translation Memory Tab

**Minimum Confidence Up - Down Control**

Set the minimum confidence as a percentage that a **Translation Memory** translation must have to be included in the **Target Text** list. The default value is 75%.

Maximum Results Up - Down Control

Set the maximum number of translation results from a **Translation Memory** domain that can be included in the **Target Text** list. Each loaded domain can contribute up to this number of suggestions to the list. The default value is 5.

Source Language field

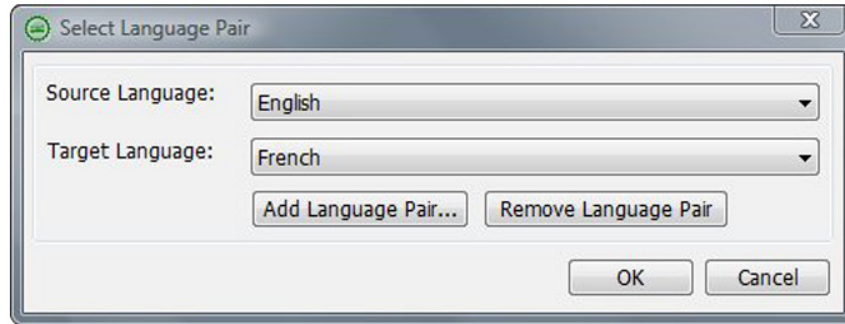
Displays the name of the source language for translations. Press the Choose Languages button to select the source/target language pair that should be used for translation.

Target Language field

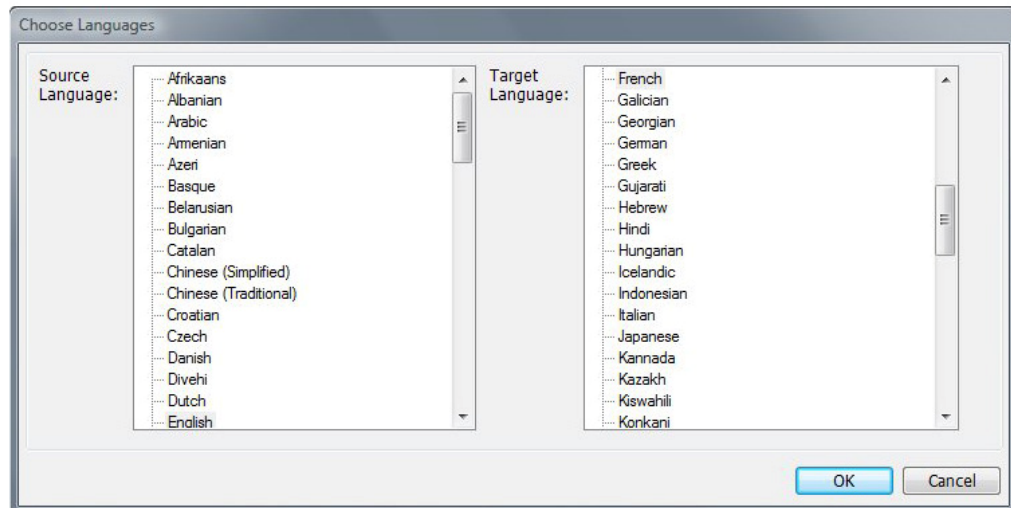
Displays the name of the target language for translations. Press the Choose Languages button to select the source/target language pair that should be used for translations.

Choose Languages button

Brings up the Select Languages Pair form, which may be used to select an existing language pair, add a new language pair, or remove an existing language pair.



Pressing the Add Language Pair button will display the Choose Languages form, which allows you to select the source and target languages of a new language pair.



You do not need to have a Machine Translator installed to use a new translation pair, but the translation suggestions that will be offered will be limited to the Translation Memory entries in the loaded domains for the translation pair.


Translation Memory entries for acronyms and idiomatic expressions in language X that should be replaced prior to translation should be placed in a Global domain named "General" for the language pair source X / target X. For example, the entry for the expansion of "AWOL" to "Away With Out Leave" should be placed in the Global domain named "General" for the English / English language pair.

Change Direction button

Press the **Change Direction** button to change the direction of the translation, which is accomplished by exchanging the source language and the target language. For example, if the source language is English and the target language is French, and the **Change Direction** button is pressed, the source language will become French and the target language English.

Launch ComposerEditor button




Press this button  to launch SpeechGear's *ComposerEditor* application, which is used to work with Translation Memory domains. This includes creating and deleting domains, importing information into and exporting out of domains, as well as adding, editing, and removing translation entries within a domain. New domains will be available for use in translation as soon as they are loaded into Document Workbench.

The hotkey for this command is Ctrl + Alt + L.


Move Translator Up button



Press this button  to move the selected translator up in the Translators list. This button is located to the right of the Translators list and is enabled only when a translator other than the topmost translator in the list is selected.

Move Translator Down button



Press this button  to move the selected translator down in the Translators list. This button is located to the right of the Translators list and is enabled only when a translator other than the bottommost translator in the list is selected.

Translators List box

The **Translators List** box contains a stack of translators that will be used for translation. If a **Machine Translator** is installed for the language pair that you have selected, it will automatically appear in the list. You may load **Translation Memory** domains by selecting the Load command in the **Translators** menu. Loaded domains will always be added to the end of the list, but you may move a translator into the position that you want it to occupy by selecting it and then moving it with the **Move Translator Up** and **Move Translator Down** buttons.

The order of the translators in the **Translators List** matters because it sets the order in which translation suggestions appear in the **Target Text List** box. Not every translator will always have a translation suggestion to offer, but those that do will have their suggestions listed in the **Target Text List** box in the order that the translators appear in the **Translators** list.

When using SpeechGear's add-in for either MS Word or MS PowerPoint, the translation suggestion in the top position in *Document Workbench's* **Target Text** list box will be used for the translation.

We suggest placing the **Machine Translator**, if any, at the bottom of the **Translators** stack.

Right-clicking with the mouse when hovering over a translator in the list will display a menu that lists commands that are available for that translator. The menu for a **Translation Memory** domain offers two commands, but the menu for a machine translator only offers the option of disabling it, since it is automatically added to the **Translators** list.

Disabled translators remain in the **Translators** list while unloaded **Translation Memory** domains are removed from the **Translators** list.

Translators that are enabled are blue and those that are disabled are gray. For example, the following shows that the **Translation Memory** is enabled while the **Machine Translator** is disabled:



Files dropdown

The Files dropdown contains the names of any file that is open in Microsoft Notepad, Word, or PowerPoint, as well as the clipboard. Any text that was previously selected from the chosen open file or Clipboard will be displayed in the Source Text box.

The translation suggestion that you wish to use may be written back to the file or to the Clipboard by clicking on the Write link to the right of the translation in the **Target Text** list. There may be more than one translation suggestion. Each suggested translation will be accompanied with a confidence indicator. You may choose whichever translation suggestion you would like by clicking the "Write" link that corresponds to the suggestion.

Source Text text box

Text that is typed or pasted in this text box will be translated automatically. The translation suggestions will appear in the Target Text list box.

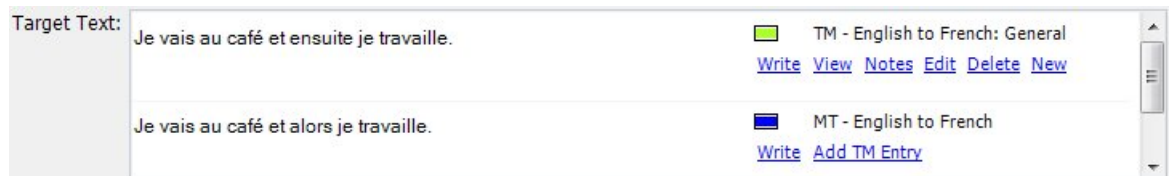
Splitter Bar

A splitter bar may be found between the **Source Text** text box and the **Target Text** list box.



When the cursor hovers over this bar, the cursor changes into a horizontal line with up and down arrows. The splitter bar may then be moved up and down by dragging it with the mouse while holding the Select mouse button down.

Target Text list box



The Target Text list consists of zero or more translation items, each of which was offered by a translator in the Translators list. Each translation item contains several pieces of information and two or more control links. Translation items for translation suggestions from Translation Memory domains offer five or six control links while those from Machine Translators offer two control links.

Translation Memory translation item:

Je vais au café et ensuite je travaille.  TM - English to French: General
[Write](#) [View](#) [Notes](#) [Edit](#) [Delete](#) [New](#)

Machine Translator translation item:

Je vais au café et alors je travaille.  MT - English to French
[Write](#) [Add TM Entry](#)

Translation

The translation appears on the left of the item and is the translation suggestion offered by the translator.

Translation tooltip

Hovering over the translation for a short time will cause a tooltip to be displayed that shows the text that was actually translated. If the **Expand Acronyms** option is enabled, the text in the tooltip may be different from the text in the Source Text text box. If different, it is the result of expanding acronyms to the text in the **Source Text** text box prior to translation. The **Expand Acronyms** control may be enabled (checked) and disabled (unchecked) in the **Tools** menu. It is disabled by default.

Confidence Bar

The confidence bar is the colored rectangle above the **Write** link. Confidence is a measure of the confidence the translator has in the translation suggestion. For **Translation Memory** translation items, the color of the confidence bar indicates the domain translator's confidence in the translation, ranging from blue (low confidence) to light green (high confidence). **Machine Translation** translations don't have a confidence measure and their confidence bars are always blue.

Hovering over the confidence bar will display the percent confidence for **Translation Memory** translation items.

The minimum confidence that a **Translation Memory** translation must have to be included in the **Target Text** list is 75% by default. This value may be changed on the **Translation Memory** tab of the **Options** form in the **Translator** menu.

Translator

The **Translator** field is to the right of the confidence bar and displays the type of translator (**Translation Memory** 'TM' or **Machine Translator** 'MT') followed by the language pair and the domain name. This identifier for the translator may be longer than the space that is available, but hovering over the **Translator** field will display a tooltip containing the entire identifier.

Write link

Clicking the **Write** link for a translation item will result in the translation being sent to the document specified in the **Files** dropdown. If **Clipboard** is selected in the **Files** dropdown, the translation will be copied to the clipboard. If the name of a document is selected in the **Files** dropdown, the translation will replace the selected text in that document.

View link (Translation Memory items only)

Clicking the **View** link for a translation item will display a read-only **Edit Translation Memory Entry** form, showing the source, target, and notes (if any) for the translation item.

Notes link (Translation Memory items only)

Clicking the **Notes** link for a translation item will display an **Edit Translation Memory Entry** form showing the source, target, and notes (if any) for the translation item. Changes made in this form will be made to the domain database once the **OK** button is pressed.

A **Notes** link is displayed only if the **Translation Memory** entry contains some notes. Hovering over the **Notes** link will cause a tooltip containing the notes to be displayed.

Edit link (Translation Memory items only)

Clicking the **Edit** link for a translation item will display an **Edit Translation Memory Entry** form showing the source, target, and notes (if any) for the translation item. Changes made in this form will be made to the domain database once the **OK** button is pressed.

Delete link (Translation Memory items only)

Clicking the **Delete** link for a translation item will cause the associated **Translation Memory** entry to be removed from the domain database.

New link (Translation Memory items only)

Clicking the **New** link for a translation item will display a **New Translation Memory Entry** form. A new **Translation Memory** entry will be added to the domain database once the **OK** button is pressed.

Add TM Entry link (Machine Translation items only)

Clicking the **Add TM Entry** link for a translation item will display a **New Translation Memory Entry** form populated with the source and target text for the translation item. A new **Translation Memory** entry will be added to the domain database once the **OK** button is pressed.

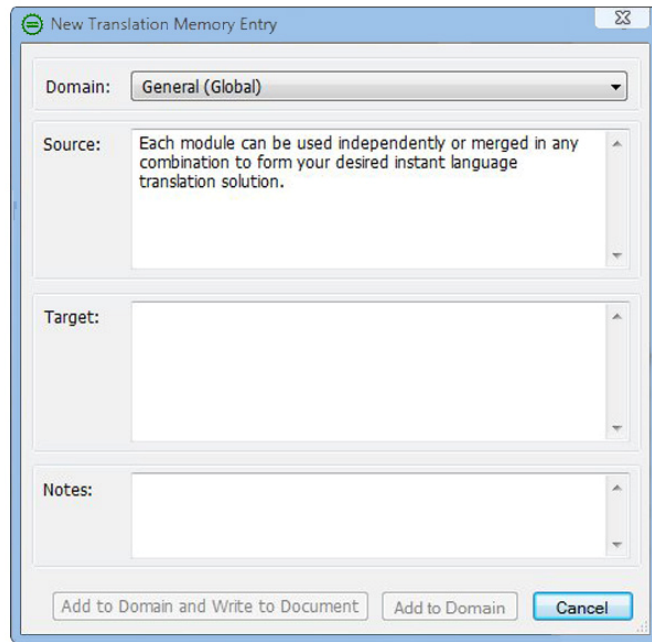
Form Resizing Controls

The *Document Workbench* form may be resized by grabbing the edge or corner and adjusting it to your liking. Both the normal and compact views of the form have a minimum height and width beyond which the form cannot be resized.

Translation Entry Menu

Translation Entry > New Entry command

Clicking the New Entry command displays the New Translation Memory Entry form, which is used to add a Translation Memory entry to the domain database.



Domain dropdown

This dropdown contains the names of all domains that have been loaded into *Document Workbench* and are enabled. The selected domain name is where the new **Translation Memory** entry will be added.

If the domain name is not listed, cancel the form, load the desired domain, and run the **New** command again.

Source Text box

The original, untranslated text should be typed or pasted into this text box. The field is required and may contain at most 255 characters.

Target Text box

The translation of the text for the **Source** text box should be typed or pasted into this text box. This field is required, and may contain at most 255 characters.

Notes Text box

Any notes that you wish to record with this translation should be typed or pasted into this text box. The field is optional, and may contain at most 255 characters.

Add to Domain and Write to Document button

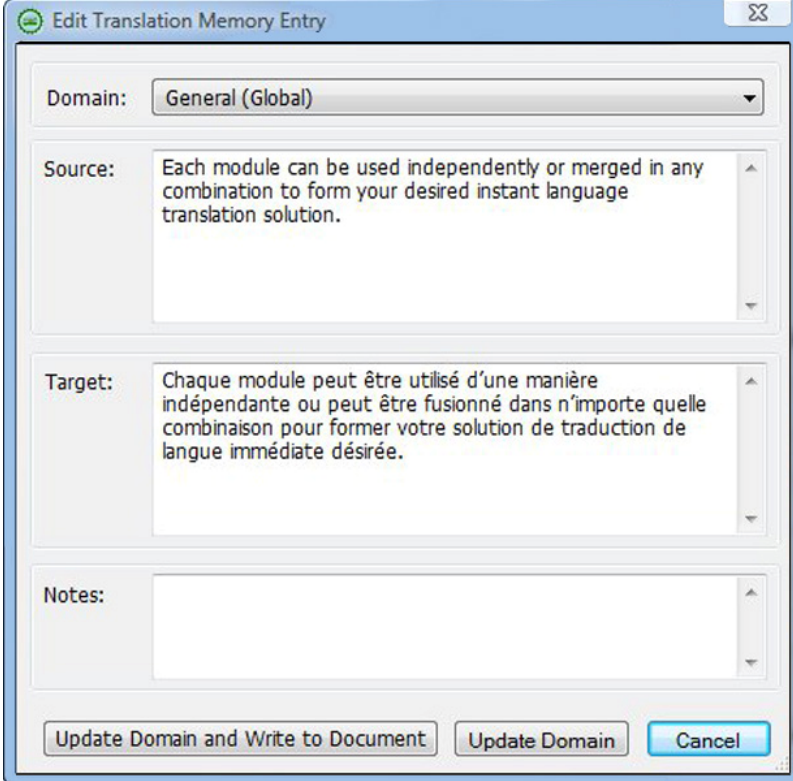
Once both the **Source** and **Target** text boxes both contain some text, this button will be enabled. Press this button if you wish to add this entry to the specified domain and to write the translation to the document, replacing the text in the selection.

Add to Domain button

Once both the **Source** and **Target** text boxes contain some text, this button will be enabled. Press this button if you wish to add this entry to the specified domain but make no change to the document.

Translation Entry > Edit Entry Command

Clicking the **Edit Entry** command displays the **Edit Translation Memory Entry** form, which is used to modify an existing **Translation Memory** entry in the domain database or to add a modified copy to a different domain. This form is populated with the source, target, and notes of the **Translation Memory** entry that contributed the translation item that is selected in the **Target Text** list box. This command is enabled only when a **Translation Memory** translation item is selected in the **Target Text** list box.



The screenshot shows a dialog box titled "Edit Translation Memory Entry". It features a "Domain:" dropdown menu set to "General (Global)". Below this are three text areas: "Source" containing the text "Each module can be used independently or merged in any combination to form your desired instant language translation solution.", "Target" containing the text "Chaque module peut être utilisé d'une manière indépendante ou peut être fusionné dans n'importe quelle combinaison pour former votre solution de traduction de langue immédiate désirée.", and "Notes" which is currently empty. At the bottom of the dialog are three buttons: "Update Domain and Write to Document", "Update Domain", and "Cancel".

Domain Dropdown

This dropdown contains the names of all domains that have been loaded into *Document Workbench* and are enabled. The selected domain name is the domain to which the new **Translation Memory** entry will be added. The domain name that is initially selected is the domain that contributed the translation item that is selected in the **Target Text** list box.

If the domain name is not listed, cancel the form, load the desired domain and run the **New** command again.

Source Text Box

This text box is populated with the source text of the translation item that is selected in the **Target Text** list box. This text can be modified. This field is required and may contain at most 255 characters.

Target Text Box

This text box is populated with the target text of the translation item that is selected in the **Target Text** list box. This text can be modified. This field is required and may contain at most 255 characters.

Notes Text Box

This text box is not populated with any text. You may enter your notes here. This field is optional, and may contain at most 255 characters.

Add to Domain and Write to Document button

Once both the **Source** and **Target** text boxes both contain some text, this button will be enabled. Press this button if you wish to add this entry to the specified domain and to write the translation to the document, replacing the text in the selection.

Add to Domain button

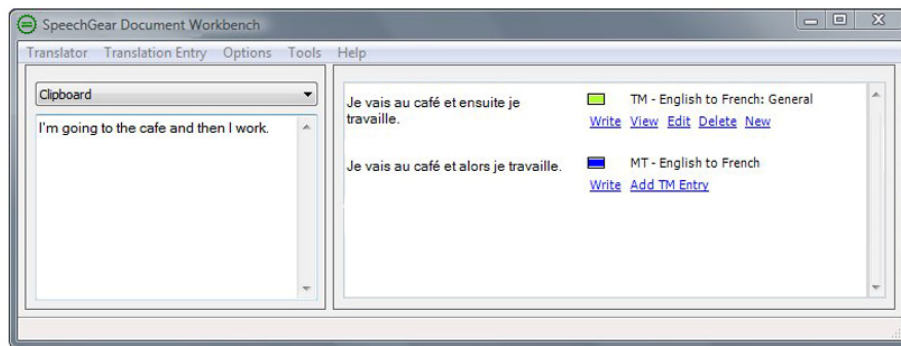
Once both the **Source** and **Target** text boxes contain some text, this button will be enabled. Press this button if you wish to add this entry to the specified domain but make no change to the document.

Options Menu

Options > Compact View command

Select this item to toggle between the **Normal View** and the **Compact View** of *Document Workbench*. The **Normal View** contains more controls and information than does the **Compact View**.

The initial view is normal. This value is remembered between sessions.



Minimize to System Tray command

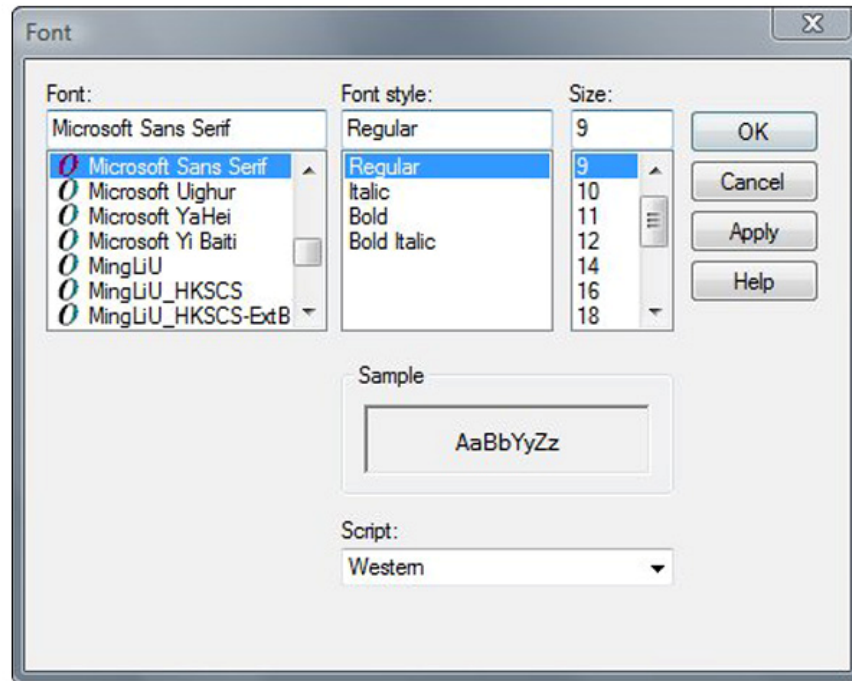
Select this option to minimize the *Document Workbench* application to the system tray or to the task bar when it is minimized. The initial value is to not minimize the application. This value is remembered between sessions.

Stay on Top command

Select this option to specify whether the *Document Workbench* application should appear on top of all other applications. The initial value is unchecked, meaning that it will not automatically stay on top of other applications. This value is remembered between sessions.

Display Fonts command

Clicking the **Display Fonts** command displays the **Font** form, which is used to specify the font that will be used to display the text in both the **Source** and **Translation** text.



The default font is Microsoft Sans Serif, Regular, 9 point. This value is remembered between sessions.

NOTE: If the font used for translations in the Target Text list box appears too large and overlaps other text, you may need to adjust the font size (DPI) in Vista. The *Document Workbench* form will only display text properly if the default scale of 96 dots per inch (DPI) is used.

To determine or adjust the font size, do the following:

Warning: Changing the DPI will require a reboot of your system before it takes effect.

1. Minimize applications so that some of the desktop is exposed.
2. Using the secondary mouse button, click on the desktop. A menu will be displayed.
3. Click on the Personalize command. A form will be displayed.
4. Click on the Adjust Font Size (DPI) command that is listed on the left under Tasks. A form will be displayed.

5. To change to the Default Scale (96 DPI), select Default Scale 96 DPI and press the OK button.

Tools Menu

Tools > Expand Acronyms command

Select the Expand Acronyms option to enable acronyms and idiomatic expressions to be expanded prior to translation. The default value is unchecked, meaning that the acronym expansion will not take place prior to translation. This value is remembered between sessions.

Translation Memory entries for acronyms and idiomatic expressions in the source language will be replaced prior to translation. These expressions should be placed in a **Global General**, for the **Source** language pair in use. For example, the entry for the expansion of "AWOL" is "Away Without Leave", and would be placed in the **Global General** domain for the English/ English language pair.

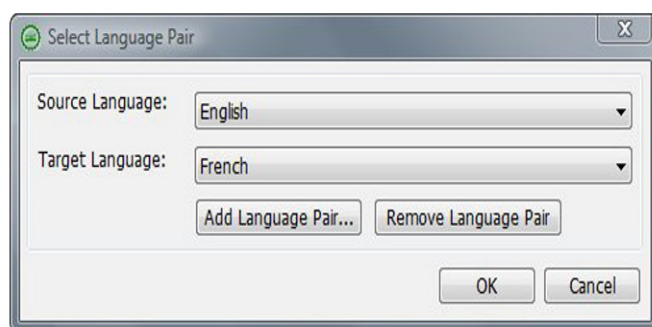
Once a portion of text has been replaced during acronym expansion, further expansion will not take place in the replacement text.

If acronym expansion is enabled, the source text may be modified prior to translation. To see the text that was actually translated, hover over the translation in any translation item in the **Target Text** list box, and a tooltip containing this text will be displayed.

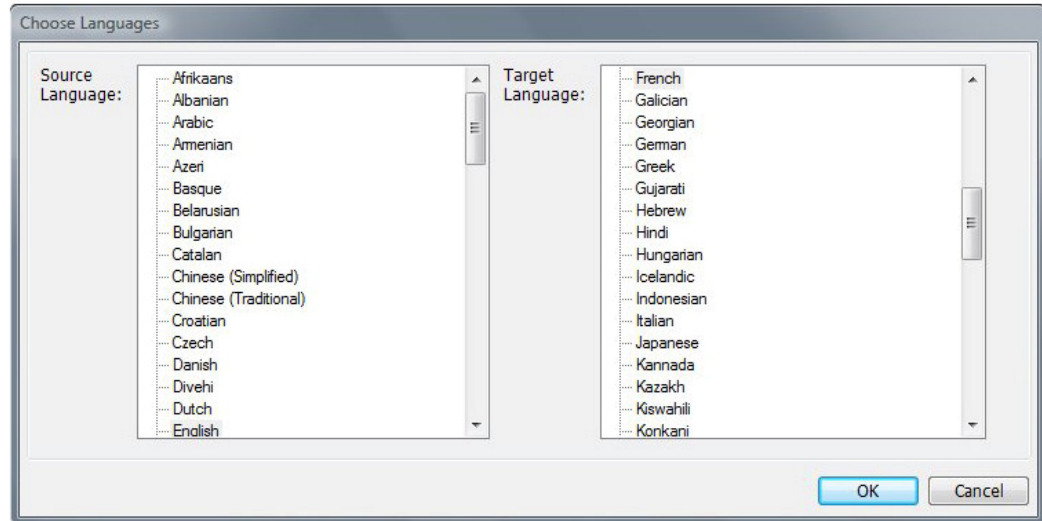
Tools > Choose Languages command

Clicking the **Choose Languages** command will display the **Select Language Pair** form. This command may also be run by clicking on the **Choose Languages** button.

The **Select Languages Pair** form may be used to select an existing language pair, add a new language pair, or remove an existing language pair.



Pressing the **Add Language Pair** button will display the **Choose Languages** form, which allows you to select the source and target languages of a new language pair.



You do not need to have a **Machine Translator** installed to use a new translation pair. However, the translation suggestions that will be offered will be limited to the **Translation Memory** entries in the loaded domains.

Translation Memory entries for acronyms and idiomatic expressions in language X that should be replaced prior to translation should be placed in a General domain named General for the language pair source X / target X. For example, the entry for the expansion of AWOL to "Away WithOut Leave" should be placed in the Global domain named General for the English / English language pair.

Tools > Change Directions command

Selecting the **Change Direction** command will change the direction of translation, which is accomplished by exchanging the source language and the target language. For example, if the source language is English, the target language is French, and the **Change Direction** command is pressed, the source language will become French and the target language English.

This command may also be run by clicking on the **Change Direction** button.

Tools > Refresh Translations command

If, for any reason, the translation items in the **Target Text** list box do not automatically refresh when the text in the **Source Text** text box is changed, select the **Refresh Translations** command to refresh them.

Limitations

The source, target, and notes for a Translation Memory entry must each be 255 characters or less in length.

Chapter 4

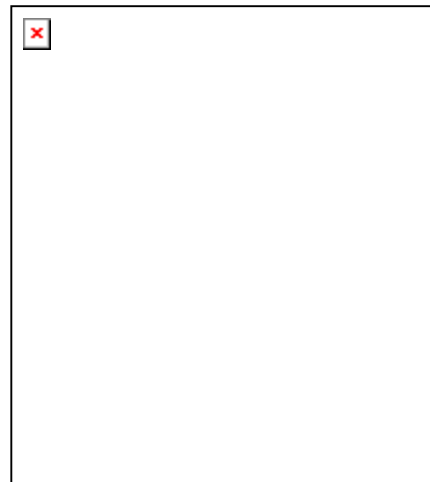
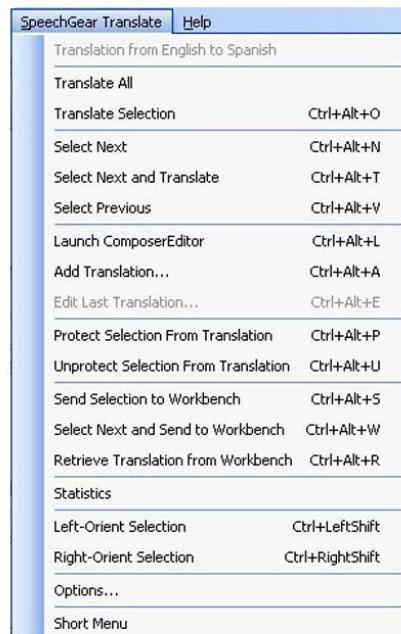
Document Add-in for Microsoft Word 2003 and PowerPoint 2003

In This Chapter

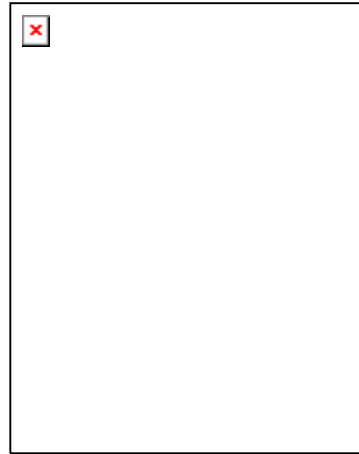
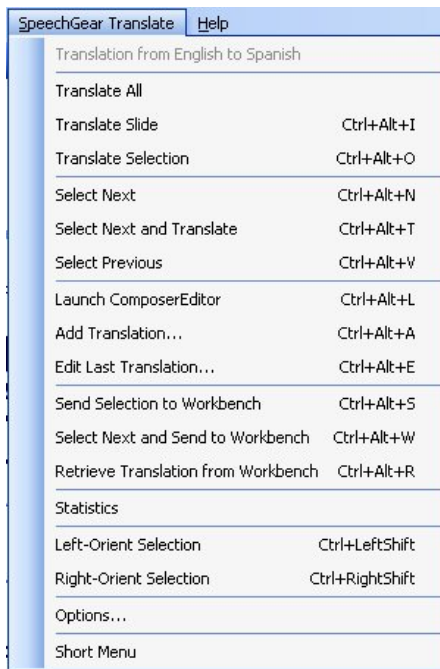
Menus	37
Commands.....	38
Hotkeys for Document Add-ins.....	46

Menus

Full and Short menus for Word 2003



Full and Short Menus for PowerPoint 2003



Commands

Launch Document Workbench command / Current Language Pair Display

The top item in each menu serves two purposes, depending on whether *Document Workbench* is running. If *Document Workbench* is not running, the top item is a command button labeled "**Launch Document Workbench**", and clicking on this command will start the Document Workbench application. If *Document Workbench* is running, this item displays the source and target languages that are active in *Document Workbench*.

Translate All command

Translates all of the document, including most of the document components, sending the segments (i.e. paragraphs, sentences, words) of the text to *Document Workbench* for translation.

This command is enabled only when a document that contains some text is open in the *Office* application.

Translate Slide command (PowerPoint Only)

Translates all of selected slide(s), including most of the presentation components, sending the segments (i.e. paragraphs, sentences, words) of the text to *Document Workbench* for translation.

This command is enabled only when a presentation that contains some text is open in the PowerPoint application. The hotkey for this command is Ctrl + Alt + I.

Translate Selection command

Translates all of the text in a selection, sending the segments (i.e. paragraphs, sentences, words) of the text to Document Workbench for translation.

This command is enabled only when a document that contains some text is open in the Office application. The hotkey for this command is Ctrl + Alt + O.

Select Next command

Selects the next paragraph / sentence / word in the document, depending on the segmentation unit. To change the segmentation that is used by selection, select a different segmentation unit in the Segmentation group. If no text is selected, the segment that contains the cursor will be selected.

This command is enabled only when a document that contains some text is open in the *Office* application. The hotkey for this command is Ctrl + Alt + N.

Select Next and Translate command

Selects the next paragraph / sentence / word in the document, depending on the segmentation unit, sends the selected text to *Document Workbench* for translation, retrieves the translation suggestion, and replaces the selected text with its translation. The top-most translator in *Document Workbench's* translators stack that finds a translation for the selected text will provide the translation that will replace the selected text. To change the segmentation that is used by selection, select a different segmentation unit in the Segmentation group. If no text is selected, the segment that contains the cursor will be selected.

This command is enabled only when a document that contains some text is open in the *Office* application. The hotkey for this command is Ctrl + Alt + T, except for Word 2003, for which the hotkey is Ctrl + Alt + H.

Select Previous command

Selects the previous paragraph / sentence / word in the document, depending on the segmentation unit. to change the segmentation that is used by selection, select a different segmentation unit in the Segmentation group. If no text is selected, the segment that contains the cursor will be selected.

This command is enabled only when a document that contains some text is open in the Office application. The hotkey for this command is Ctrl + Alt + V.

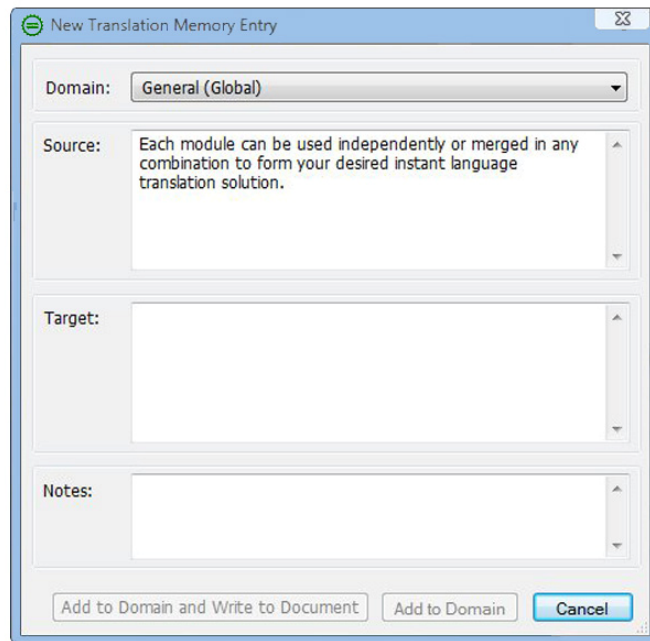
Launch ComposerEditor command

Launches SpeechGear's *ComposerEditor* application, which is used to work with Translation Memory domains. This includes creating and deleting domains, as well as adding, editing, and removing translation entries within a domain. New domains will become available for use in translation as soon as they are loaded into *Document Workbench*.

Add Translation command

A form is displayed to collect information for a new **Translation Memory** entry. If the selected text was the result of the most recent translation, that text will populate the **Source** text field, the translated text will populate the **Target** text field, and any notes will populate the **Notes** field. Otherwise, the selected text will populate the **Source** text field. The information in the form will be used to create a new entry in the selected domain.

The hotkey for this command is Ctrl + Alt + A.



Add to Domain and Write to Document button

Updates or creates a Translation Memory entry in the selected domain using information from the form, then writes the target text back to the document, replacing the selection.

Add to Domain button

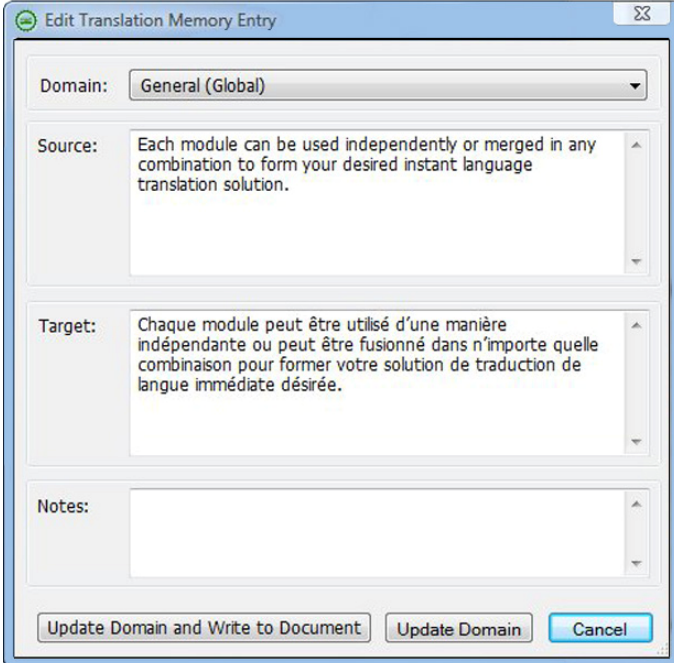
Updates or creates a Translation Memory entry in the selected domain using information from the form.

Edit Last Translation Command

Displays a form containing information on the Machine Translation suggestion or the Translation Memory entry that was responsible for the most recent translation. Changes to the fields on the form will be used to create or update a Translation Memory entry in the selected domain and may be used to update the selection in the document.

This command is enabled only when at least one Translation Memory has been loaded in Document Workbench and at least one translation has been made in the document during this editing session.

The hotkey for this command is Ctrl + Alt + E.



The screenshot shows a dialog box titled "Edit Translation Memory Entry". It features a "Domain" dropdown menu currently set to "General (Global)". Below this are three text input fields: "Source" containing the English text "Each module can be used independently or merged in any combination to form your desired instant language translation solution.", "Target" containing the French translation "Chaque module peut être utilisé d'une manière indépendante ou peut être fusionné dans n'importe quelle combinaison pour former votre solution de traduction de langue immédiate désirée.", and an empty "Notes" field. At the bottom of the dialog are three buttons: "Update Domain and Write to Document", "Update Domain", and "Cancel".

Add to Domain and Write to Document button

Updates or creates a Translation Memory entry in the selected domain using information from the form, then writes the target text back to the document, replacing the selection.

Add to Domain button

Updates or creates a Translation Memory entry in the selected domain using information from the form.

Protect Selection From Translation command (Word only)

This protects the selected text from translation. It is recommended that you individually select and protect each sentence or line that you don't want translated. Protection is accomplished by inserting private fields before and after the selected text. These fields can be viewed by toggling the ¶ button in the Paragraph group of the Home tab, which shows/hides paragraph marks and other hidden formatting symbols.

This command is only available for use with Microsoft Word and will only work when used with Microsoft Word 2007 or Microsoft Word 2003 - Professional Edition or higher.

The hotkey for this command is Ctrl + Alt + P.

Unprotect Selection from Translation command (Word Only)

This command removes protection from the selected text, regardless of how many of the selections were previously protected from translation. Unprotection is accomplished by removing private fields before and after the selected text. These fields can be viewed by toggling the ¶ button in the Paragraph group of the Home tab, which shows/hides paragraph marks and other hidden formatting symbols.

NOTE: This command is only available for use with Microsoft Word and will only work when used with Microsoft Word 2007 or Microsoft Word 2003 - Professional Edition or higher.

The hotkey for this command is Ctrl + Alt + U.

Send Selection to Workbench command

This command sends the selected text to *Document Workbench* for translation using its current language pair and domain stack.

This command is enabled only when a document that contains some text is open in the Office application. The hotkey for this command is Ctrl + Alt + S.

Select Next and Send to Workbench command

The next segment of text (paragraph, sentence, word) is selected and sent to *Document Workbench* for translation using its current language pair and domain stack.

This command is enabled only when a document that contains some text is open in the Office application. The hotkey for this command is Ctrl + Alt + W.

Retrieve Translation from Workbench command

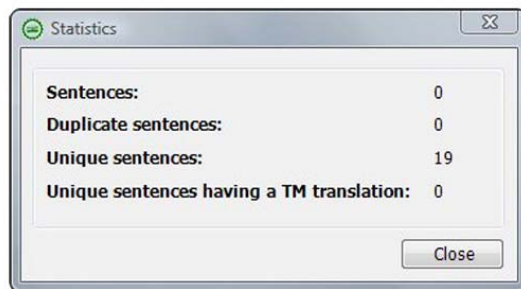
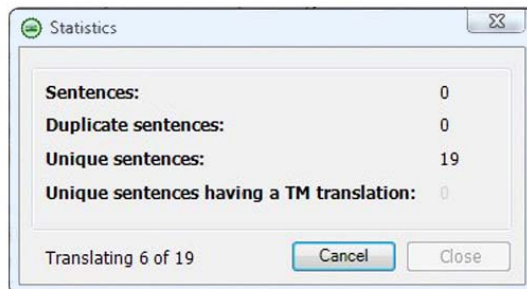
Translated text from *Document Workbench* is retrieved and replaces The current selection with the suggested translation. The top translator in the Workbench's stack will be used to provide the translation that will replace the selected text.

This command is enabled only when a document that contains some text is open in the Office application. This command will only be successful if the current selection is the same selection that was used when the Send Selection to Workbench command was recently run.

The hotkey for this command is Ctrl + Alt + R.

Statistics command

This command is useful for determining the cost of a translation and is best run before the document is translated. In order to provide information on how many segments (paragraphs, sentences, words) in the document have translations in the **Translation Memories**, it is necessary to translate all unique segments. This translation process starts automatically and can be cancelled by pressing the **Cancel** button. The translation process is complete when the **Cancel** button disappears and the **Close** button becomes enabled.



This command is enabled only when a document that contains some text has been opened in the Office application.

Left-Orient Selection command

This command changes one or more paragraphs into left-oriented text. Some languages (e.g. English) are written from left to right and are left-oriented languages. Other languages (e.g. Arabic) are written from right to left and are right-oriented languages. Selecting this command will left-orient one or more paragraphs of the document. If no text is selected, the paragraph that the cursor is in will become left-oriented. If some text is selected, any paragraph that is at least partially selected will become left-oriented.

Right-Orient Selection command

This command changes one or more paragraphs into right-oriented text. Some languages (e.g. English) are written from left to right and are left-oriented languages. Other languages (e.g. Arabic) are written from right to left and are right-oriented languages. Selecting this command will right-orient one or more paragraphs of the document. If no text is selected, the paragraph that the cursor is in will become right-oriented. If some text is selected, any paragraph that is at least partially selected will become right-oriented.

Short Menu command

This command changes the user-preferred menu to the short menu. This preference will be remembered between editing sessions.

Full Menu command

This command changes the user-preferred menu to the full menu. This preference will be remembered between editing sessions. The full menu is the default after Document is installed.

Hotkeys for Document Add-ins

A hotkey is a quick way of running a command using the keyboard rather than the mouse. All of the hotkeys for Document Office add-ins use a three-key combination -- hold the Ctrl and Alt keys down and the letter key for the command that you wish to run. The letter keys for commands are listed in the following table. They are shown in capital letters, but you should not hold down the Shift key when pressing keys for the hotkey combination. For example, in order to Select Next using its hotkey, hold down the Ctrl key and the Alt key and then tap the N key.

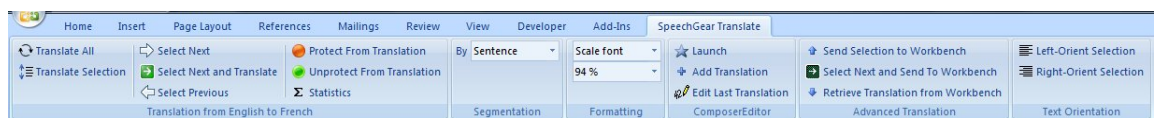
Command	Power Point 2003	Power Point 2007	Word 2003	Word 2007
Add Translation	A	A	A	A
Edit Last Translation	E	E	E	E
Launch ComposerEditor	L	L	L	L
Protect Selection From Translation			P	P
Retrieve Translation from Workbench	R	R	R	R
Select Next	N	N	N	N
Select Next and Send to Workbench	W	W	W	W
Select Next and Translate	T	T	H	T
Select Previous	V	V	V	V
Send Selection to Workbench	S	S	S	S
Translate Selection	O	O	O	O
Translate Slide	I	I		
Unprotect Slide from Translation			U	U

Chapter 5

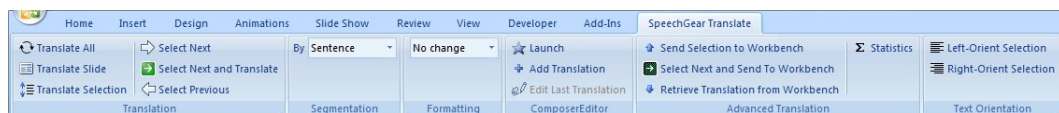
Document Add-ins for Microsoft Word 2007 and PowerPoint 2007

The Document add-in adds a tab in the Office application's ribbon that is labeled 'SpeechGear Translate'. All of the add-in's functionality may be accessed through controls on this tab.

SpeechGear Translate tab in the Word 2007 ribbon



SpeechGear Translate tab in the PowerPoint 2007 ribbon

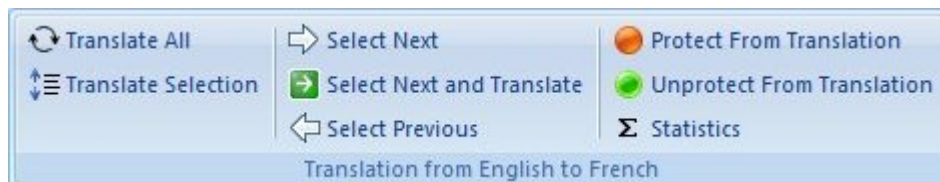


In This Chapter

Translation Group.....	47
Segmentation Group.....	51
Formatting Group.....	52
ComposerEditor Group.....	54
Advanced Translation Group.....	57
Text Orientation Group.....	59

Translation Group

Translation group for Microsoft Word 2007



Translation group for Microsoft PowerPoint 2007



Translation Group label

The label at the bottom of the Translation group will read 'Translation' if *Document Workbench* is not running, but it will display the source and target languages if *Document Workbench* is running.

Translate All command

This command will translate the whole document, including most of the document components, sending the segments (i.e. paragraphs, sentences, words) of the text to *Document Workbench* for translation.

This command is enabled only when a document that contains some text is open in the Office application.

Translate Slide command (PowerPoint only)

This command translates all of the selected slide(s), including most of the presentation components, sending the segments (i.e. paragraphs, sentences, words) of the text to *Document Workbench* for translation.

This command is enabled only when a presentation that contains some text is open in the PowerPoint application. The hotkey for this command is Ctrl + Alt + I.

Translate Selection command

This command translates all of the text in a selection, sending the segments (i.e. paragraphs, sentences, words) of the text to *Document Workbench* for translation.

This command is enabled only when a document that contains some text is open in the Office application. The hotkey for this command is Ctrl + Alt + O.

Select Next button

This command selects the next paragraph / sentence / word in the document, depending on the segmentation unit. To change the segmentation, select a different segmentation unit in the Segmentation group. If no text is selected, the segment that contains the cursor will be selected.

This command is enabled only when a document that contains some text is open in the Office application. The hotkey for this command is Ctrl + Alt + N.

Select Next and Translate command

This command selects the next paragraph / sentence / word in the document, depending on the segmentation unit, sends the selected text to *Document Workbench* for translation, retrieves the translation suggestion, and replaces the selected text with its translation. The top translator in the stack that finds a translation for the selected text will provide the translation that will replace the selected text. To change the segmentation that is used by selection, select a different segmentation unit in the Segmentation group. If no text is selected, the segment that contains the cursor will be selected.

This command is enabled only when a document that contains some text is open in the Office application. The hotkey for this command is Ctrl + Alt + T, except for Word 2003, for which the hotkey is Ctrl + Alt + H.

Select Previous command

Selects the previous paragraph / sentence / work in the document, depending on the segmentation unit. To change the segmentation that is used by selection, select a different segmentation unit in the Segmentation group. If no text is selected, the segment that contains the cursor will be selected.

This command is enabled only when a document that contains some text is open in the Office application. The hotkey for this command is Ctrl + Alt + V.

Protect Selection From Translation command (Word Only)

This command protects the selected text from translation. It is recommended that you individually select and protect each sentence or line that you don't want translated. Protection is accomplished by inserting private fields before and after the selected text. These fields can be viewed by toggling the ¶ button in the paragraph group of the Home tab, which shows/hides paragraph marks and other hidden formatting symbols.

NOTE: This command is only available for use with Microsoft Word and will only work when used with Microsoft Word 2007 or Microsoft Word 2003 - Professional Edition or higher.

The hotkey for this command is Ctrl + Alt + P.

Unprotect Selection From Translation command (Word Only)

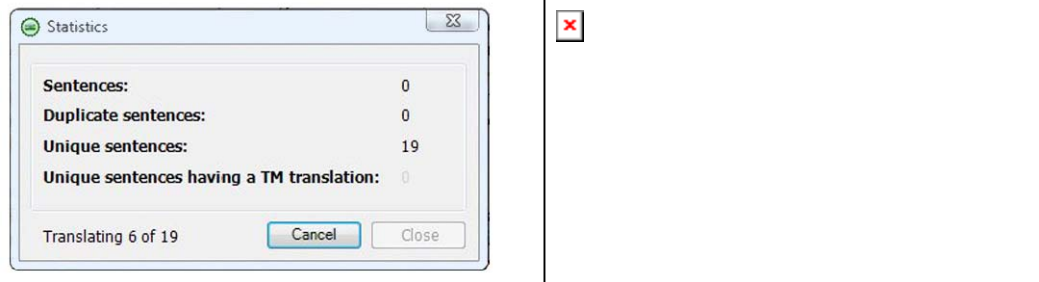
This command removes the protection fields from the selected text from translation, regardless of how many of the selections were previously protected from translation. Unprotection is accomplished by removing private fields before and after the selected text. These fields can be viewed by toggling the ¶ button in the Paragraph group of the Home tab, which shows/hides paragraph marks and other hidden formatting symbols.

This command is only available for use with Microsoft Word and will only work when used with Microsoft Word 2007 or Microsoft Word 2003 - Professional Edition or higher.

The hotkey for this command is Ctrl + Alt + U.

Statistics command

This command is useful for determining the cost of a translation and is best run before the document is translated. In order to provide information on how many segments (paragraphs, sentences, words) in the document have translations in the Translation Memories that have been loaded in *Document Workbench*, it is necessary to translate all unique segments. This translation process starts automatically and can be cancelled at any time by pressing the **Cancel** button. The translation process is complete when the **Cancel** button disappears and the **Close** button becomes enabled.



This command is only enabled when a document that contains some text has been opened in the Office application.

Segmentation Group



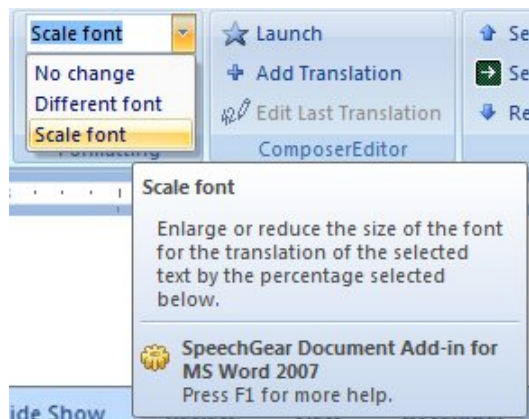
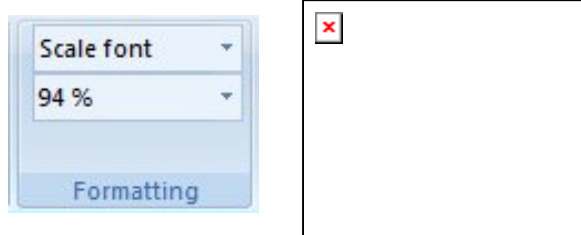
The segmentation unit controls the amount of text that is sent to *Document Workbench* for translation, as well as the amount of text that will be selected by the **Select Next**, **Select Next and Send to Workbench**, and **Select Previous** commands.

Paragraphs are separated by one or more carriage returns, which are inserted by pressing the **Return** key.

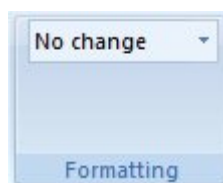
Sentences are separated by end-of-sentence punctuation, such as a period or question mark.

Formatting Group

The formatting group of controls is used to specify the font changes, if any, that should be applied to all text in the selection, slide, or document as it is translated. If a change in font is specified, even text that is not changed during translation will have its font changed.

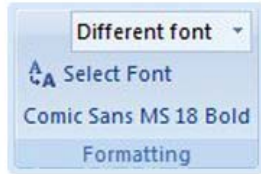


Formatting - No Change



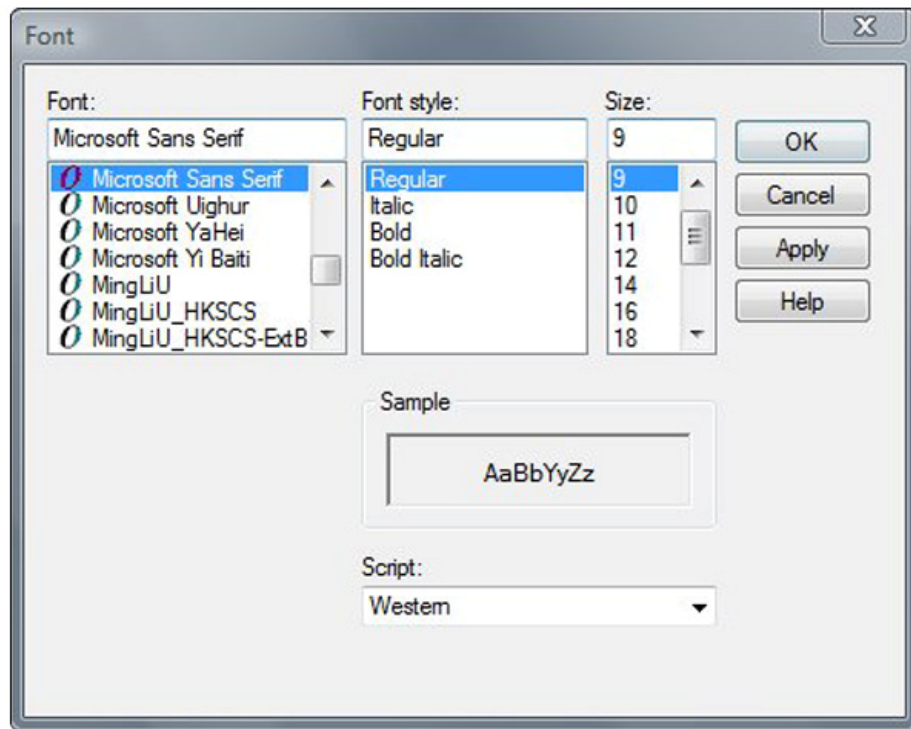
Select this formatting option if the fonts of the text being translated should be left unchanged. If this option is chosen, the Document add-ins for Microsoft Word will attempt to retain the fonts of translated text in Word documents.

Formatting - Different Font



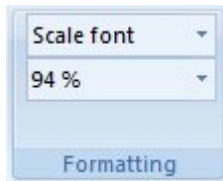
Select Font button

Pressing this button will display the Font form.



Select the font that you would like to use for all text that is processed for translation, even if that text is not changed during translation or is protected from translation. Press the **OK** button to record your choice. This button will be displayed only when **Different Font** has been selected.

Formatting - Scale Font



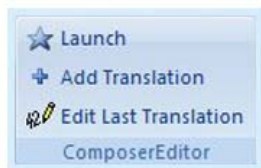
This option allows the user to specify a scaling factor that should be applied to the sizes of all fonts of text that is processed for translation without changing other properties of the fonts. If this option is chosen, the Document add-ins for Microsoft Word will attempt to retain the fonts of translated text in Word documents.

Scaling Percentage Combo Box

The scaling-percentage combo box offers a dropdown that lists scaling percentages ranging from 10% to 300% in increments of 10. The user can also replace the displayed percentage with any positive value, either with or without a decimal place. The percent sign will automatically be added to the display after the user edits it.

NOTE: The difference in length between the source text and its translation depends a great deal on the language pair. For example, English text is usually shorter than its Spanish translation, and a scaling factor of 93% appears to work well to keep translated Spanish text in the same space on the page as the original English text. *Document Workbench* keeps the Document add-ins informed of the language pair and a recommended default scaling factor for that pair. When you first choose the Scale font formatting option during a session, or after the language pair or direction has changed, the appropriate default scaling factor for that language pair and direction will be preselected in the Scaling percentage combo box. This default scaling factor is only a starting point - some experimentation will be needed to find the value that works best for your document.

ComposerEditor Group



Launch ComposerEditor button



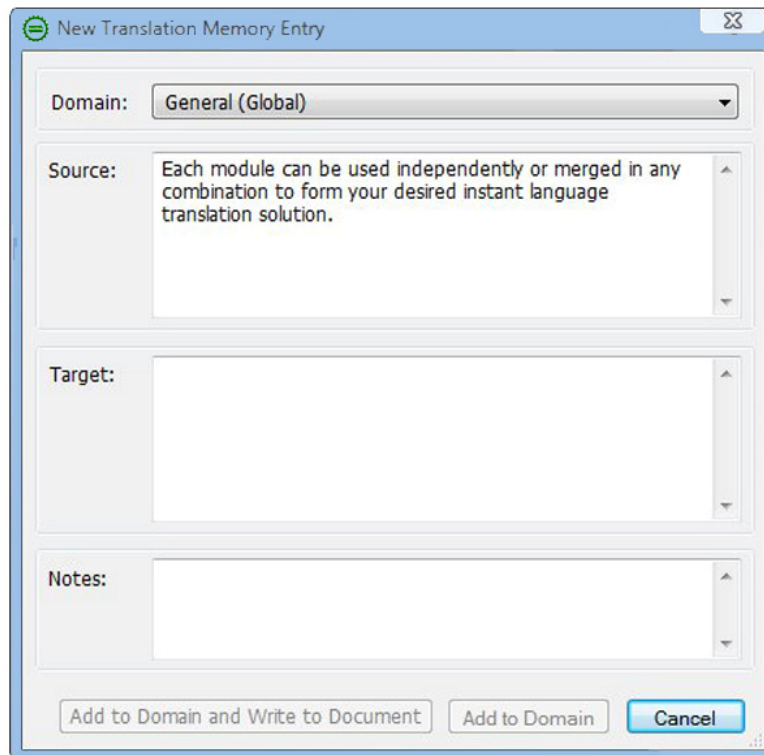
Press this button to launch SpeechGear's *ComposerEditor* application, which is used to work with Translation Memory domains. This includes creating and deleting domains, importing information into and exporting out of domains, as well as adding, editing, and removing translation entries within a domain. New domains will be available for use in translation as soon as they are loaded into Document Workbench.

The hotkey for this command is Ctrl + Alt + L.

Add Translation command

This command displays a form to collect information for a new Translation Memory entry. If the selected text was the result of the most recent translation, the text that was translated will populate the **Source** text field, the selected text will populate the **Target** text field, and any notes will populate the **Notes** field. Otherwise, the selected text will populate the **Source** text field. The information in the form will be used to create a new entry in the selected domain.

The hotkey for this command is Ctrl + Alt + A.



New Translation Memory Entry

Domain: General (Global)

Source: Each module can be used independently or merged in any combination to form your desired instant language translation solution.

Target:

Notes:

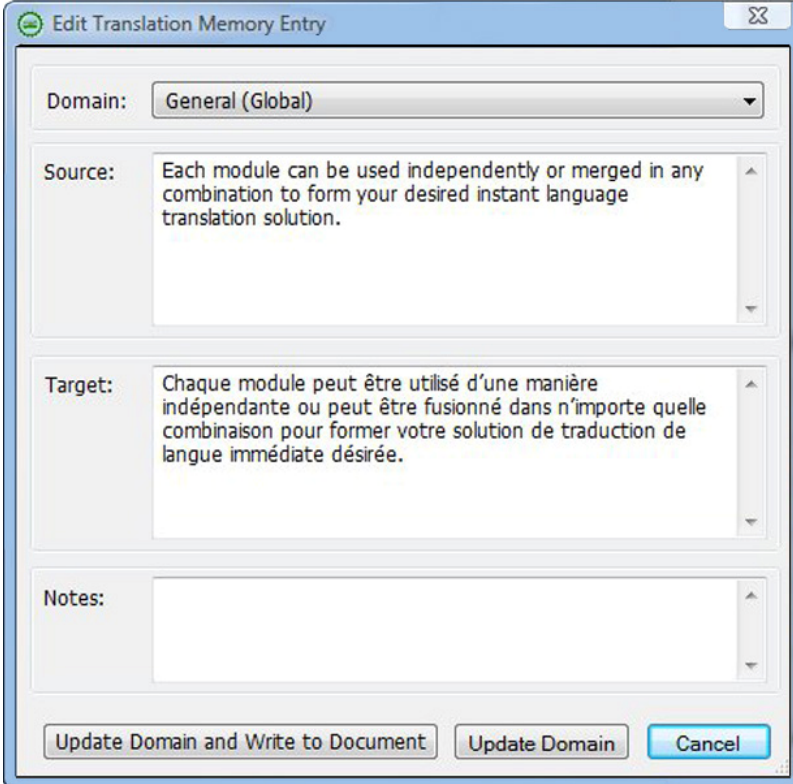
Add to Domain and Write to Document Add to Domain Cancel

Edit Last Translation button

Displays a form containing information on the Machine Translation suggestion or the Translation Memory entry that was responsible for the most recent translation. Changes to the fields on the form will be used to create or update a Translation Memory entry in the selected domain and may be used to update the selection in the document.

This command is enabled only when at least one Translation Memory has been loaded in *Document Workbench* and at least one translation has been made in the document during this editing session.

The hotkey for this command is Ctrl + Alt + E.



The screenshot shows a dialog box titled "Edit Translation Memory Entry". It contains the following fields and controls:

- Domain:** A dropdown menu currently set to "General (Global)".
- Source:** A text area containing the English text: "Each module can be used independently or merged in any combination to form your desired instant language translation solution."
- Target:** A text area containing the French translation: "Chaque module peut être utilisé d'une manière indépendante ou peut être fusionné dans n'importe quelle combinaison pour former votre solution de traduction de langue immédiate désirée."
- Notes:** An empty text area.
- Buttons:** Three buttons at the bottom: "Update Domain and Write to Document", "Update Domain", and "Cancel".

Update Domain and Write to Document button

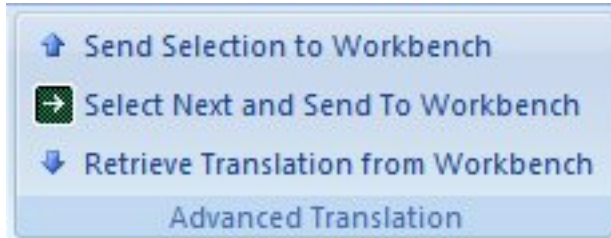
Updates or creates a Translation Memory entry in the selected domain using information from the form, then writes the target text back to the document, replacing the selected text.

Update Domain button

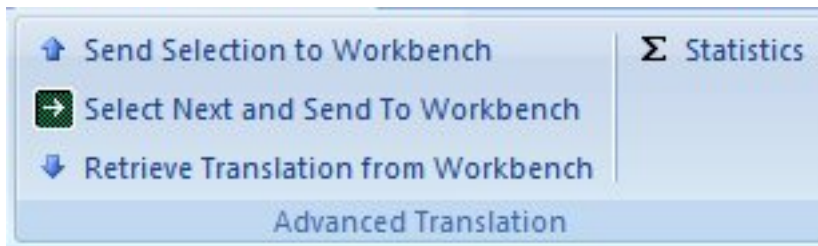
Updates or creates a Translation Memory entry in the selected domain using information from the form.

Advanced Translation Group

Advanced Translation group for Microsoft Word:



Advanced Translation group for Microsoft PowerPoint:



Send Selection to Workbench button

This button sends the selected text to *Document Workbench* for translation using its current language pair and domain stack.

This command is only enabled when a document that contains some text is open in the Microsoft Office application. The hotkey for this command is Ctrl + Alt + S.

Select Next and Translate button

This button selects the next paragraph / sentence / word in the document, depending on the segmentation unit, sends the selected text to *Document Workbench* for translation, retrieves the translation suggestion, and replaces the selected text with its translation. The top translator in *Document Workbench's* domain stack will provide the translation that will replace the selected text. To change the segmentation that is used by this selection, select a different segmentation unit in the Segmentation group. If no text is selected, the segment that contains the cursor will be selected.

This command is only enabled when a document that contains some text is open in the Office application. The hotkey for this command is Ctrl + Alt + T, except for Word 2003, which uses the hotkey Ctrl + Alt + H.

Retrieve Translation from Workbench button

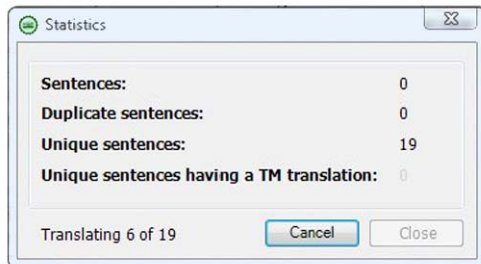
Retrieves translated text from *Document Workbench* and replaces the selected text with the suggested translation. The top translator in *Workbench*'s domain stack will provide the translation that will replace the selected text.

This command is only enabled when a document that contains some text is open in the *Microsoft Office* application. This command will only be successful if the current selection is the same selection that was used when the **Send Selection to Workbench** command was recently run.

The hotkey for this command is Ctrl + Alt + R.

Statistics button

This command is useful for determining the cost of a translation and is best run before the document is translated. In order to provide information on how many segments (paragraphs, sentences, words) in the document have translations in the Translation Memories that have been loaded in *Document Workbench*, it is necessary to translate all unique segments. This translation process starts automatically and can be cancelled at any time by pressing the **Cancel** button. The translation process is complete when the **Cancel** button disappears and the **Close** button becomes enabled.



This button is only enabled when a document that contains some text has been opened in the Office application.

Text Orientation Group

Left-Orient Selection button

This button changes one or more paragraphs into left-oriented text. Some languages (e.g. English) are written from left to right and are left-oriented languages. Other languages (e.g. Arabic) are written from right to left and are right-oriented languages. Selecting this command will left-orient one or more paragraphs of the document. If no text is selected, the paragraph that the cursor is in will become left-oriented. If some text is selected, any paragraph that is at least partially selected will become left-oriented.

Right-Orient Selection button

This button changes one or more paragraphs into right-oriented text. Some languages (e.g. English) are written from left to right and are left-oriented languages. Other languages (e.g. Arabic) are written from right to left and are right-oriented languages. Selecting this command will right-orient one or more paragraphs of the document. If no text is selected, the paragraph that the cursor is in will become right-oriented. If some text is selected, any paragraph that is at least partially selected will become right-oriented.

Chapter 6

ComposerEditor

When you want to edit or create a Translation Memory Domain to be used in the Document add-ins, use the Composer Translation Memory database features in ComposerEditor. This tool allows you to customize translation capabilities for individual or multi-user environments.

A Composer database supports multiple Language Pairs. Within each Language Pair, you can add multiple Domains.

The default translator in *Document Workbench* is a software program called a Machine Translator (MT). The MT is designed to give translations that represent the gist or general meaning of a source phrase but those translations might not be grammatically correct. The purpose of a Composer Domain is to keep exact translations of often-used phrases. Therefore, if you know the grammatically correct translation of a phrase that you use frequently, you can enter both the source and target phrases into a Composer Domain. *Document Workbench* will use the translation from the Composer Domain instead of the one generated by the Machine Translator.

Domains can be either Global, shared by all machine users, or Private, available only to the user that's currently logged in. You can select a specific Domain on the Composer tab of the Configure screen. By default, *Document Workbench* will query the selected Domain first, and then query the other Global Domains to attempt to find the closest match for a specific translation.

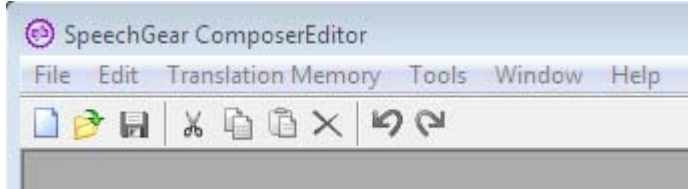
This section will walk you through the process of using ComposerEditor to select a Language Pair, create or edit a new Domain, and add, edit or delete translations within a Domain. At the end of this chapter, you will also find instructions for loading the new Domain into the *Document Workbench* application.

In This Chapter

Main Window	62
Creating a New Composer Domain	63
Opening a Composer Domain	67
Importing and Exporting Composer Domains	68
Editing Composer Domains	69
Acronym Expansion	72

Main Window

ComposerEditor's Main window contains the following features:



File menu

Contains all Composer Domain functions:

- ▶ **New** (📄): Creates a new Composer Domain.
- ▶ **Open...** (Ctrl + O 📂): Opens an existing Domain in the current database.
- ▶ **Close**: Closes the current Domain.
- ▶ **Close All**: Closes all open Domain windows.
- ▶ **Recent Documents**: Lists the last Domains opened during the current session. Choosing a Domain from the *Recent Documents* list saves loading time.
- ▶ **Exit** (ALT + F4): Safely closes the ComposerEditor program.

Edit menu

Contains all text edit options:

- ▶ **Undo** (Ctrl + Z ↶): Removes the last editing operation.
- ▶ **Redo** (Ctrl + Y ↷): Redoes the last editing operation.
- ▶ **Cut** (Ctrl + X ✂): Cuts the current selection of text.
- ▶ **Copy** (Ctrl + C 📄): Copies the current selection of text.
- ▶ **Paste** (Ctrl + V 📄): Pastes the last selection of text.
- ▶ **Delete** (Del): Deletes the current entry in the Domain.

Translation Memory menu

Contains all Domain editing options:

- ▶▶ **New Entry...:** Adds a new entry to the Domain
- ▶▶ **Edit Entry...:** Opens the Edit Entry dialog box.
- ▶▶ **Delete Entry:** Deletes a selected entry.

Tools menu

For more information about Import and Export see *Importing and Exporting Composer Domains* (on page 68).

- ▶▶ **Import...:** Provides import functionality; allows you to choose a source file, in TMX or Tab Delimited text format, and merge translations from the file with the selected target Domain.
- ▶▶ **Export...:** Opens a dialog box allowing you to save the active Domain into a tab delimited text (.txt) file.

Window menu

Contains window display options:

- ▶▶ **Cascade:** Stacks all open Domain windows in a diagonal order.
- ▶▶ **Tile Horizontally:** Stacks all open Domain windows top-to-bottom.
- ▶▶ **Tile Vertically:** Stacks all open Domain windows side-by-side.
- ▶▶ **Minimize All:** Minimizes all open Domain windows; the main window becomes the active window.
- ▶▶ **Maximize All:** Maximizes all open Domain windows.

Help menu

Contains the ComposerEditor About and Help files.

Creating a New Composer Domain

To connect to a Composer Database

- 1) Start ComposerEditor. (Click Start > All Programs > SpeechGear > ComposerEditor.)
The ComposerEditor Start window appears.

- 2) In the Start dialog, select **SpeechGear Translation Memory**.
- 3) Click on the **New** or **Open** button

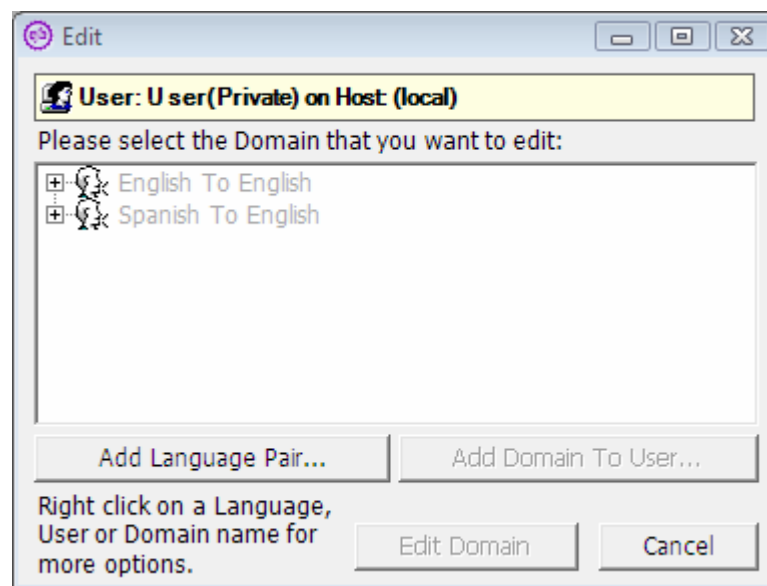
The Edit window appears.

All Global and Private Composer Domains which are available to the logged in user will be listed in the Domain window.

To add a Language Pair to the Database

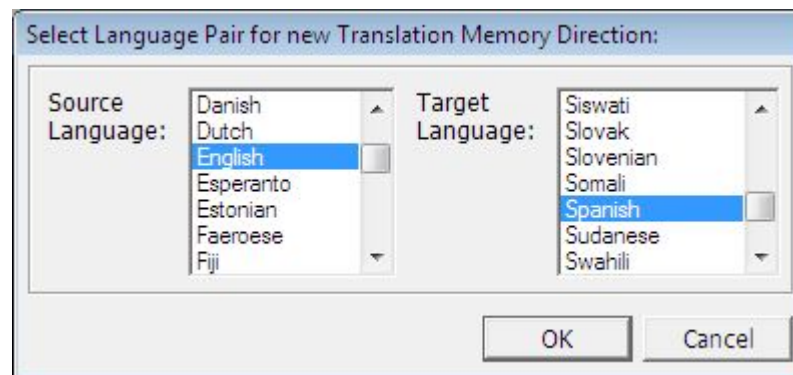
- 1) Connect to your Composer database.

The Edit window appears.



- 2) Click **Add Language Pair**.

The **Select Language Pair** window appears.



- 3) Select the Source and Target languages to use in the new Language Pair, and then click **OK**.

A confirmation window appears.

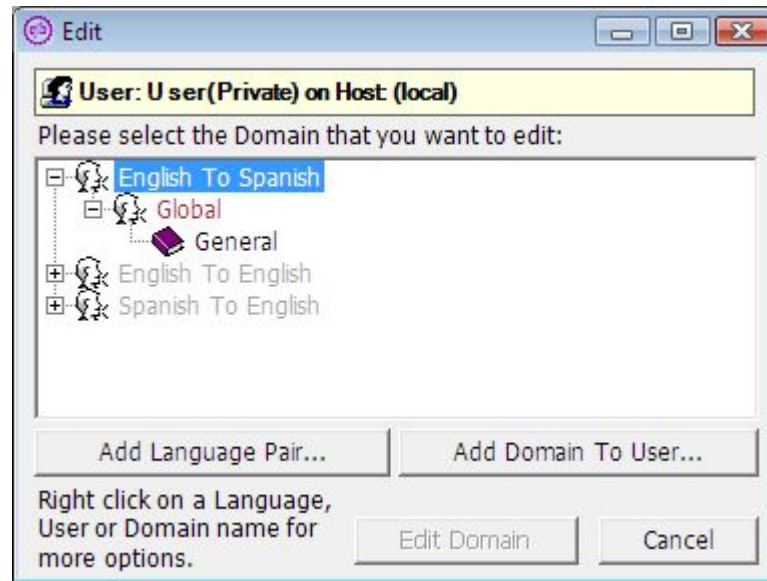
- 4) Click **Yes** to create the new Language Pair in the connected database.

The Language Pair is added to the list with a default (**Global**)**General** Domain.

NOTE: You may have to scroll to find the Language Pair in the list.

To Add a Domain to a Language Pair

- 1) Connect to your Composer database.



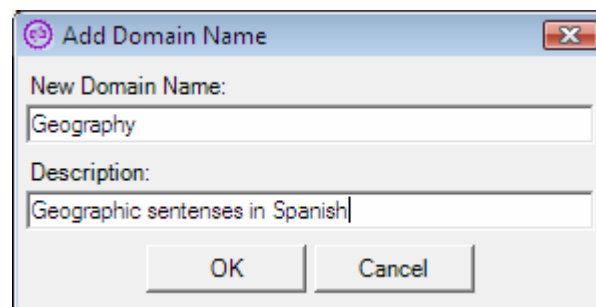
- 2) Select the Language Pair you want to add a Domain to.

By default, ComposerEditor will create a **Private** Domain. If you want to add a Global Domain then expand the Language Pair and select the **Global** User under the Language Pair

- 3) Click **Add Domain To User**.

NOTE: If you have previously removed the Global\General domain you will be asked here if you'd like to create a new one.

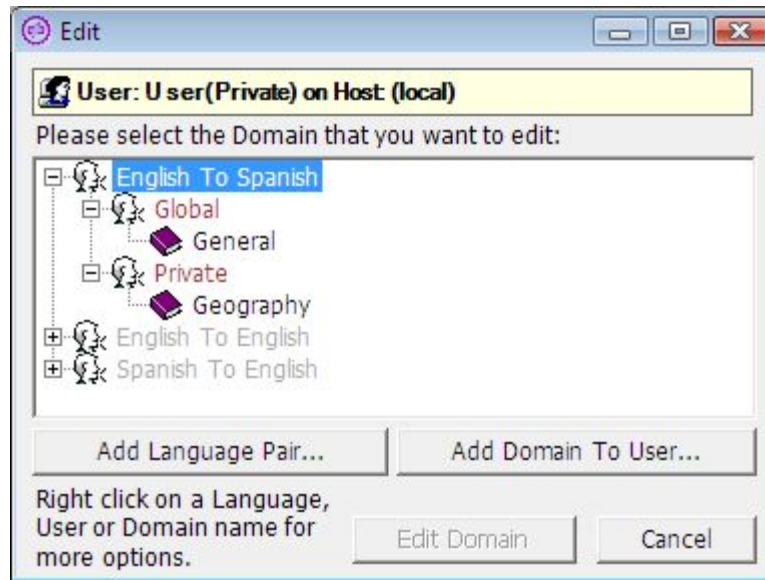
The Add Domain Name window appears.



- 4) Enter a name and a description for the Domain, and then click **OK**.
A confirmation window appears.

- 5) Click **Yes** to create the new Domain.

The Domain is added to the selected Language Pair.



To remove a Domain

- 1) Connect to your Composer database.
- 2) Right-click a Domain name, and then click **Remove Domain**.
A confirmation window appears.
- 3) Click **Yes**.

NOTE: If the Domain was successfully deleted, you will no longer see it in the database list.

To remove a Language Pair

- 1) Connect to your Composer database.
- 2) Right-click a Language Pair name, and then click **Remove Language**.
A confirmation window appears.
- 3) Click **Yes**.

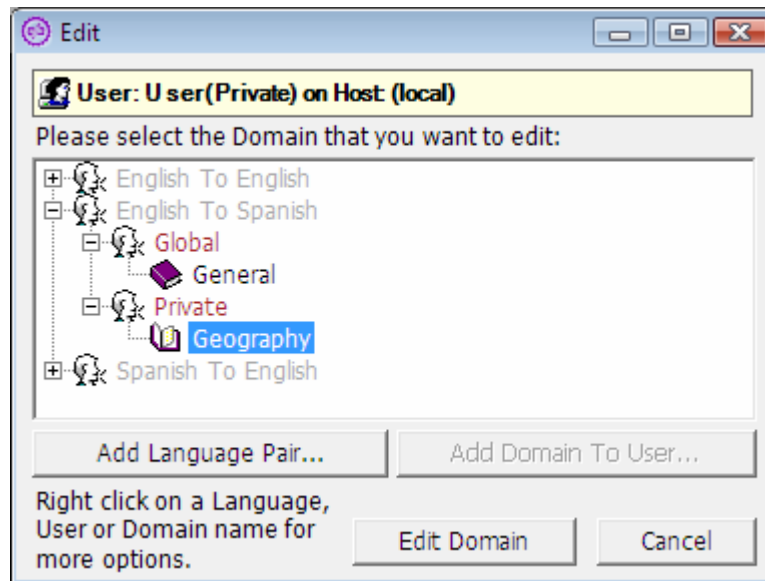
The selected language and all related Domains will be removed from the database list. However, if any entries were added by another user (besides the Global and current user), the delete operation will abort.

Opening a Composer Domain

To open a Composer Domain

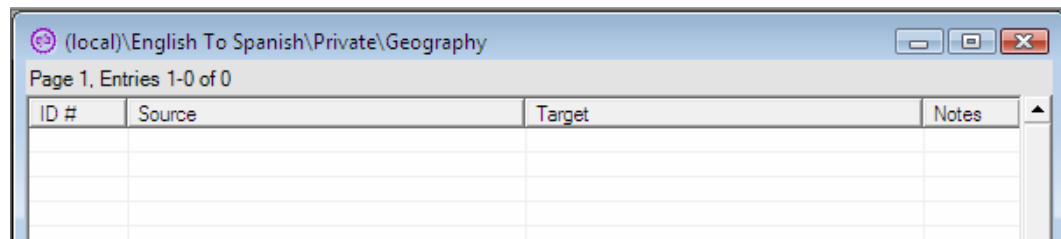
- 1) Launch ComposerEditor and open **SpeechGear Translation Memory**

The Edit window will appear



- 2) Click the "+" next to the Language Pair to expose the users Global and Private.
Select the Domain that you want to open.
- 3) Click on the "+" next to either the Global or Private user to expose the domains within each.

The selected Domain will open in a new window.



Importing and Exporting Composer Domains

ComposerEditor allows you to import translations from a file into a Composer Domain or export translations from a Domain into a file.

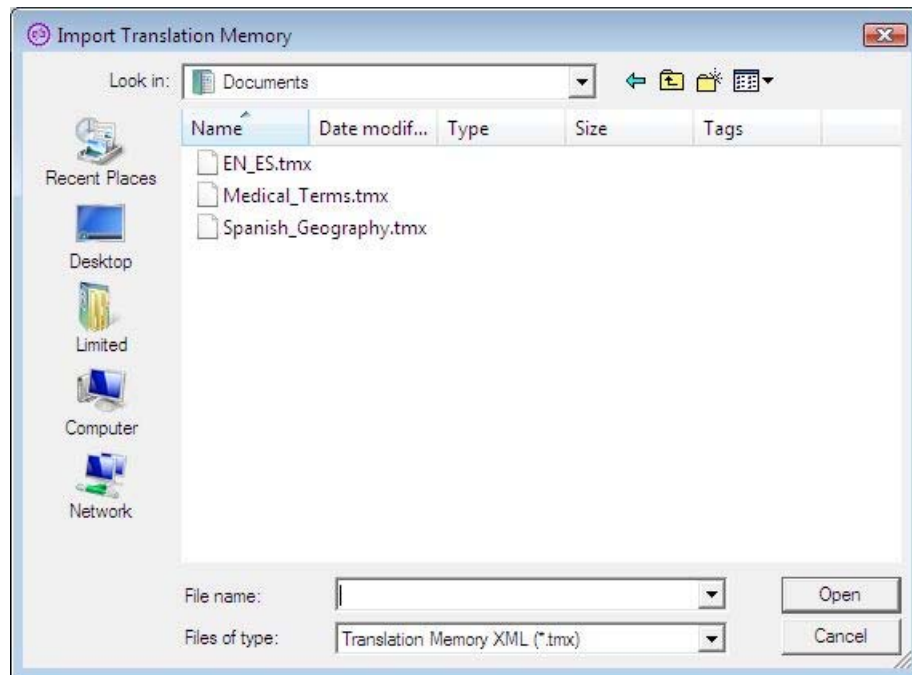
Files to be *imported from* must be in Translation Memory eXchange (TMX) format or tab delimited text files. TMX is a file format based on XML that is a standard of the Localization Industry Standards Association (LISA). Exporting data will result in the creation of a tab delimited text file.

NOTE: Importing of a file cannot be undone.

To import into a Composer database Domain

- 1) Create a TMX file or an existing tab delimited text file that has the translations you want to import.
- 2) Create a new Domain or open an existing Domain into which to import the terms.
- 3) From the ComposerEditor Main window, click **Tools > Import...**

The **Import Translation Memory** window appears.



- 4) Select the file that you want to import.

Click **Open**.

To export a Composer Domain

- 1) Open a Composer Domain.
- 2) From the **Tools** menu, click **Export**.
- 3) Enter a name for the new file, and then click **OK**.

The file is exported into a new tab delimited text (.txt) file.

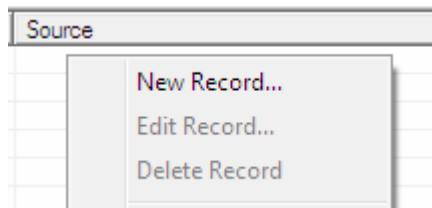
Editing Composer Domains

ComposerEditor uses right-click commands to display all editing menus. When working with Composer Domains, you have the following edit commands:

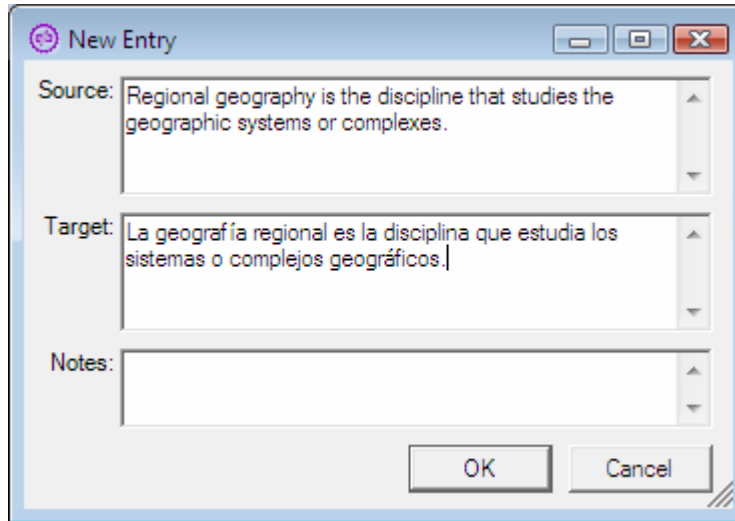
- ▶▶ New Record
- ▶▶ Edit Record
- ▶▶ Delete Record
- ▶▶ Save a Domain

To Add a New Record

- 1) Open the Domain you want to edit.
- 2) Right-click anywhere in the Domain window, and then click **New Record**.



The New Domain Entry window appears.



- 3) Enter the source text, target, and notes.
- 4) Click **OK**.

The record is added in alphabetical order to the Domain.

ID #	Source	Target
1	Geography is divided in two great branches: syst...	La geografía se divide en dos grandes ramas: la...
2	Human Geography is social science centered in ...	La Geografía Humana es la ciencia social centr...
3	Physical Geography is the Earth science that stu...	La Geografía física es la ciencia de la tierra que...
4	Regional geography is the discipline that studies ...	La geografía regional es la disciplina que estudi...

To Edit a Record

- 1) Open the Domain you want to edit.
- 2) Double-Click on the record you want to edit

Or

Right-click on the record you want to edit, and then select **Edit Record**.

The Edit Domain Entry window appears.

- 3) Edit the source text, target, and notes.
- 4) Click **OK**.

To Delete a Record

When you delete a record, it is permanently removed from the Domain. If you are working in a Global Domain in a multi-user environment, deleting a record will remove it for all users who are working with the Global Domain.

- 1) Open the Domain you want to edit.
- 2) Right-click on the record you want to delete, and then click **Delete Record**.

ComposerEditor removes the record from the list.

Note: No confirmation box will appear but there is an **Undo** command under the **Edit** menu.

To Save a Domain

When working with Composer Domains connected to a shared database, changes will automatically be written to the database as you work. If you make an error during editing, you can undo the last editing operation from the **Edit > Undo** menu.

When you are finished editing entries, close the Domain window to close the connection to the database.

Acronym Expansion

Acronym Expansion is a feature of *Document Workbench* that assists in getting the correct translation of acronyms, idioms, abbreviations and technical phrases. For example, if you dictated "We're like two peas in a pod." into the English recognition area on the Translate screen and clicked the Translate button, the Target text might be talking about vegetables.

In order to get the correct translation of an idiom, *Document Workbench* has a mechanism to substitute the idiom with another phrase in the same language that means the same but uses a more literal phrase. Therefore, the literal phrase can be translated instead of the words of the idiom.

For example:

- ▶ "pet project" becomes "favorite project"
- ▶ "We're like two peas in a pod." becomes "We're very similar."
- ▶ "When pigs fly" becomes "Never"

This can be very helpful if you are using *Document Workbench* to communicate for your job and your industry regularly uses abbreviations. You can see that it's important to create your own list because different industries may use the same acronym for different terms.

- ▶ "AMT" becomes "Alternative Minimum Tax"
- ▶ "NSF" becomes "Not Sufficient Funds"
- ▶ "PITI" becomes "Principle, Interest, Taxes and Insurance"

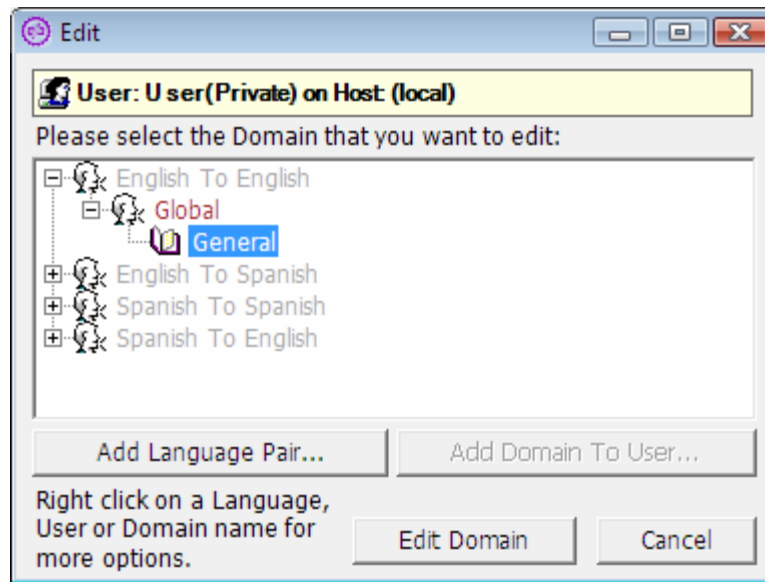
This feature is enabled by checking the box labeled "Expand Acronyms" on the Tools menu on the *Workbench* main menu bar. See User Options

You create this list of idioms and literal phrases in ComposerEditor by using the <language> to <language>\General Composer Domain.

Note: This feature can be used for any language, for example **Spanish to Spanish**, but only the **General** Domain is currently supported.

To Add or Edit entries in Acronym Expansion

- 1) In ComposerEditor, open the **English to English\General** Domain.



- 2) Then add or edit terms that the English speakers might use in conversation.

ID #	Source	Target	Notes
1	AMT	Alternative Minimum Tax	
2	ARM	Adjustable Rate Mortgage	real estate
3	BLT	bacon, lettuce and tomato sandwich	
4	MSL	Multiple Listing Service	real estate
5	NSF	Not Sufficient Funds	
6	pet project	favorite project	
7	PITI	Principle, Interest, Taxes and Insurance	real estate
8	We're like two peas in a pod.	We're very similar.	
9	When pigs fly	Never	

If the Acronym Expansion capability is enabled in *Document Workbench*, every time you click the Translate button on the Translate screen, the text that is in the English recognition area gets compared with each of the Source entries in the **English to English\General** Domain. If an exact match is found, that phrase is replaced with the Target phrase *before* the English text is translated.

Therefore, you will still see the Source phrase in the English recognition area on the Translate screen, but the text that is translated will contain the Target phrase from the Domain. If logging is enabled, the translated text with included expansion will be saved to the log.

To reiterate, even though the examples are in English, this feature is available in other languages, too.

Note: Acronym Expansion Segmentation is independent of Translation Segmentation. It checks for matches in this order:

1. Full sentence matches
 2. 2-word matches, in any segments where full sentence matches were not found
 3. 1-word matches, in any segments that were not expanded by full sentence or 2-word matches
-

Chapter 7

Using Document Viewer

This chapter introduces you to *Document Viewer*. *Document Viewer* is a supporting slide show application that allows you to present multiple PowerPoint presentations at the same time to a multi-lingual audience.

After using *Document* to translate your original PowerPoint presentation, load *Document Viewer* with up to four presentations—Each with the same content (number of slides) but different languages. Document Viewer allows you to view a presentation in one of two modes: two-pane or four-pane. The slides in each pane remain synchronized as you advance through the presentation.

In This Chapter

Opening Document Viewer.....	75
Loading Presentations.....	77
Changing the Viewing Mode	78
Resizing the Presentation.....	79
Running the Slideshow	83

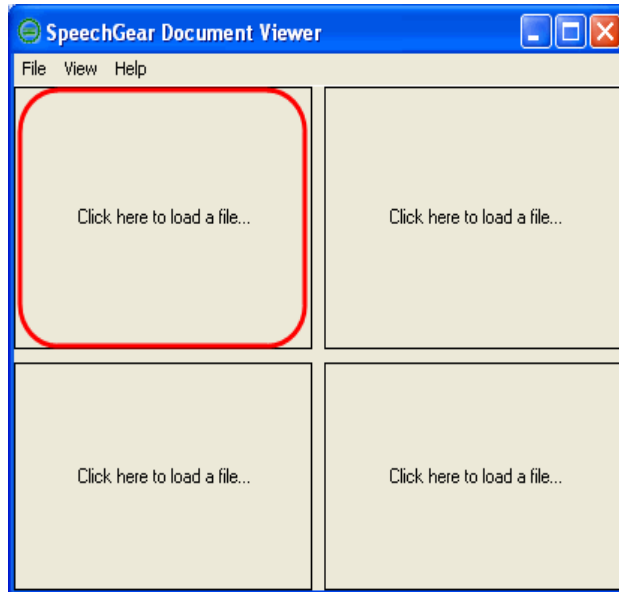
Opening Document Viewer

To open Document Viewer

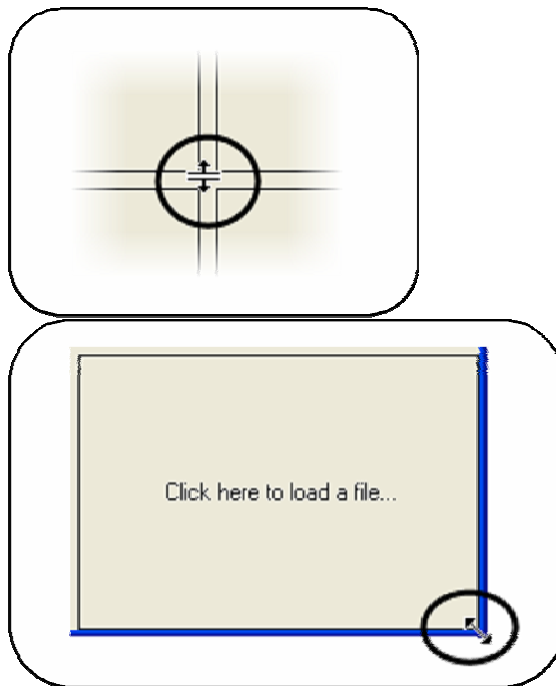
- 1) Double-click the *Document Viewer* shortcut on your desktop.

NOTE: You can also launch the Viewer from the Start menu (**Start > Programs > SpeechGear > Viewer**).

The Viewer opens.



- 2) Resize the viewer as needed by dragging the sides of the window or the borders of the pane divider.



Loading Presentations

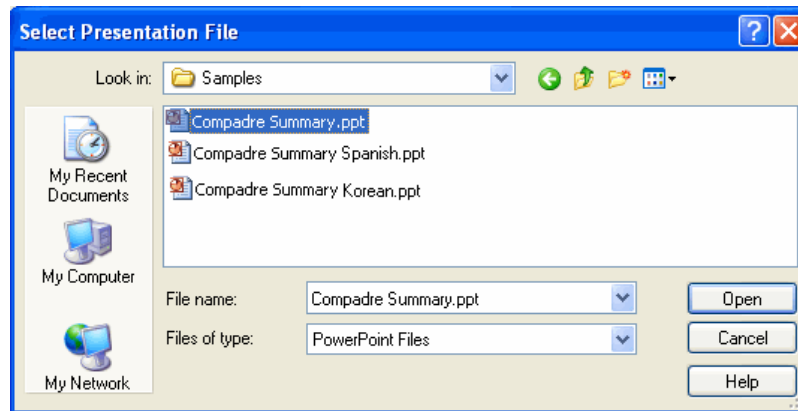
Document Viewer allows you to load from one to four PowerPoint presentations. *Document Viewer* is designed to show up to four presentations with the same content (number of slides), but written in different languages. Loading presentations with varying number of slides is not recommended.

To load a presentation

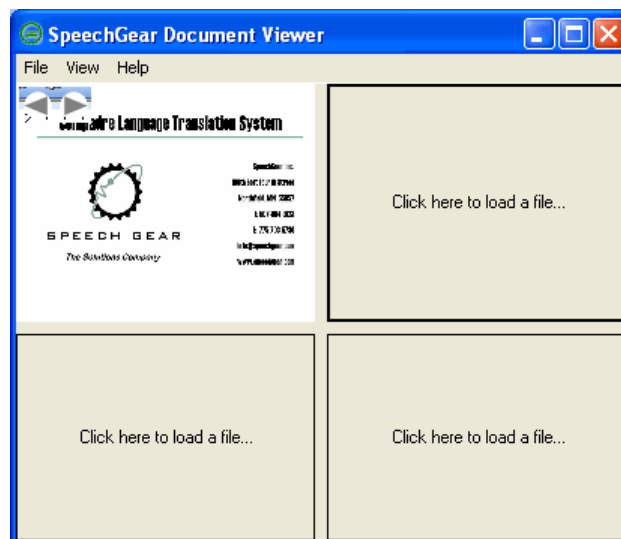
- 1) Choose the pane in which you want to load your first presentation.
- 2) Left-click anywhere in the pane.

A **Select Presentation File** window appears.

- 3) Browse through your folders to locate the PowerPoint presentation you want to load, and double-click the file.



Document Viewer loads the presentation into the selected pane.



- 4) Repeat steps 1-3 for each presentation you want to load (up to 4 total).

NOTE: Click **File > New** to clear the viewer and start over.

Changing the Viewing Mode

Document Viewer has two viewing modes: Two Presentations and Four Presentations.

To select Two Presentations mode

From the main menu, click **View > Two Presentations**.

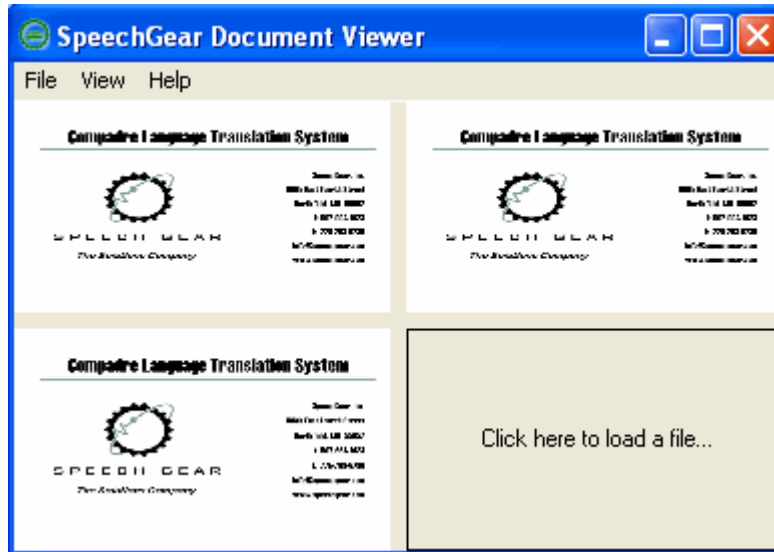
The window panes adjust accordingly, and the panes on the bottom left and right will not appear in the Viewer.



To select Four Presentations mode

From the main menu, click **View > Four Presentations**.

The window panes adjust accordingly to show all four panes in the Viewer.



Resizing the Presentation

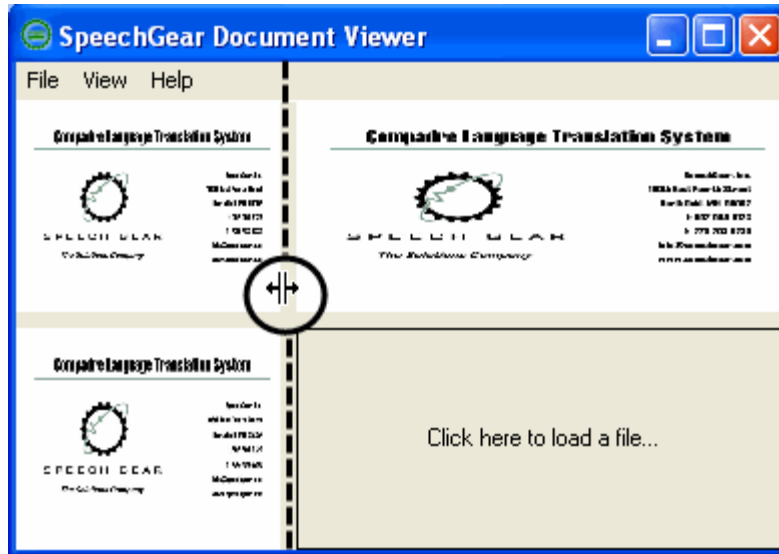
Move Columns Together

The Move Columns Together view option allows you to force the top and bottom vertical pane borders to resize using the same width when viewing in Four Presentation mode.

To move columns together

- 1) From the main menu, click **View > Move Columns Together**.
- 2) Using the cursor, hover your mouse over the pane divider.

The panes in the same column synchronize when the dimensions are resized.



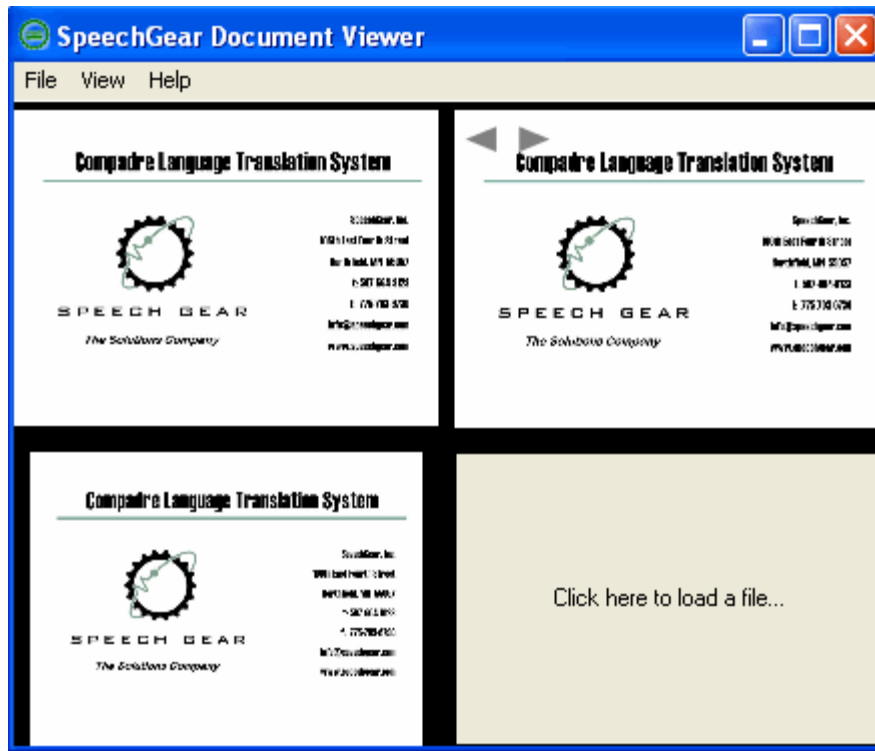
Maintain Aspect Ratio

The Maintain Aspect Ratio view option allows you to maintain each slide's proportions while resizing the viewing panes. Without the Maintain Aspect Ratio option selected, horizontal and vertical dimensions remains independent of each other during resizing.

To maintain aspect ratio

- 1) From the main menu, click **View > Maintain Aspect Ratio**.

The divider color is darkened and the window panes adjust accordingly.



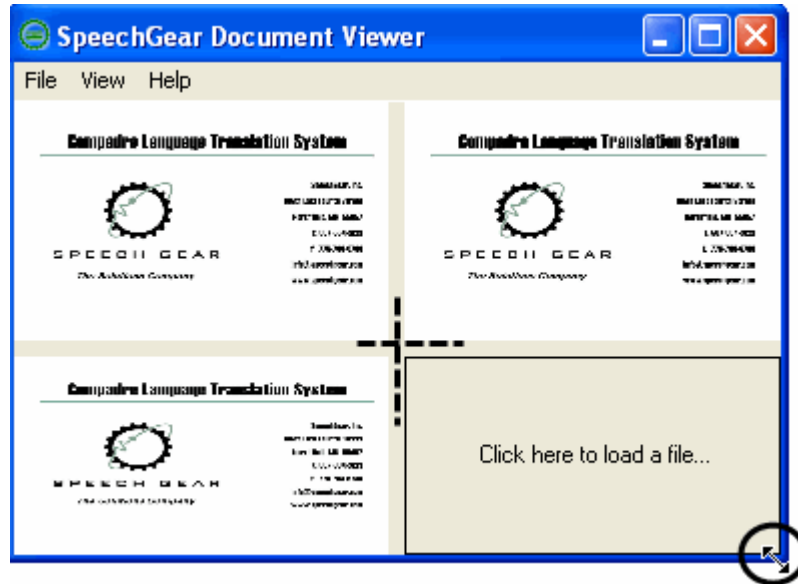
Lock Windows Evenly

The **Lock Windows Evenly** view option allows you to maintain the proportions of each pane while resizing the entire window. Without the **Lock Windows Evenly** option selected, horizontal and vertical borders may be cropped during resizing.

To lock windows evenly

- 1) From the main menu, click **View > Lock Windows Evenly**.

The percentages of the panes are maintained as you resize the window.



Hide the Title Bar and Main Menu

The **F12** option is a shortcut command that allows you to hide the title bar and main menu to increase the viewing area.

To hide the title bar and main menu

- 1) From your keyboard, press the **F12** key.

The title bar and main menu disappear.



- 2) Press the F12 key again to return the title bar and main menu.

Running the Slideshow

You can use your mouse or your keyboard to navigate through your slides. The slides in each pane remain synchronized as you advance or backtrack through the presentation.

Using Your Keyboard

Document Viewer has the following keyboard support:

- ▶▶ Display the next slide: right arrow or down arrow
- ▶▶ Display the previous slide: left arrow or up arrow
- ▶▶ Display the first slide: Home key
- ▶▶ Display the last slide: End key

Using Your Mouse

Document Viewer has the following mouse support:

- ▶▶ **Display the next slide:** left click
- ▶▶ **Display the previous slide:** right click
- ▶▶ **Arrow buttons:** click the arrow button (forward or backward) that appears when you hover your mouse over a pane.



Chapter 8

Getting Help

This chapter provides some trouble-shooting tips and shows you where to find additional help.

In This Chapter

Document Help	85
Troubleshooting	86

Document Help

If you experience difficulty using Document, you can find the answers to your questions regarding the program usage by using the documentation provided with your licensed copy of Document.

To use Document HTML Help

- 1) From the main window, choose **Help > Contents** (or **F1** on your keyboard).
The HTML Help file opens with the most recently viewed tab.
- 2) Find the information you need by:
 - ▶ Using the **Contents** tab. Read about finding the information you need in this Guide.
 - ▶ Using the **Index** tab. Find topics containing terms that have been indexed.
 - ▶ Using the **Search** tab. Find all occurrences of a word, no matter how trivial.

NOTE: If your Regional and Language Options settings are not set to English (United States), the Document HTML Help will not load.

Getting help with PowerPoint and Word

If you experience difficulty using PowerPoint or Word functionality, you can find the answers to your questions by using the documentation provided with your licensed copy of Microsoft Office.

To use PowerPoint or Word Help

- 1) From the Main menu, click **Help > Microsoft [PowerPoint] / [Word] Help** (or press **F1**).

- 2) Find the information you need by using the provided **Search** box or by viewing the Table of Contents.

Troubleshooting

Why can't I see the Document Add-In Menu?

Make sure you have Add-Ins enabled from your Office application (PowerPoint or Word).

To enable Add-Ins in MS Office for Windows XP

- 1) Open the Office application that you will use to translate your documents.
- 2) From the **Tools** menu, click **Macro > Security**.
The Security window appears.
- 3) From the **Trusted Sources** tab, select the check box next to **Trust all installed add-ins and templates**.
- 4) Click **OK**.

The translation suggestions aren't showing in the right characters.

Make sure your system regional and language options are enabled to support non-English characters. If your system is not equipped to support non-English languages, you will not be able to view or type in languages other than English.

See [Adjusting Regional and Language Settings](#) (on page) for help.

Index

A

About Document • 2
 Acronym Expansion • 83
 Add TM Entry link (Machine Translation items only) • 32
 Add to Domain and Write to Document button • 34, 36, 48, 49
 Add to Domain button • 34, 36, 48, 50
 Add Translation command • 48, 64
 Adjusting Regional and Language Settings • 9
 Advanced Translation Group • 66

C

Change Direction button • 26
 Changing the Viewing Mode • 90
 Choose Languages button • 25
 Commands • 45
 ComposerEditor • 1, 71
 ComposerEditor Group • 63
 Confidence Bar • 31
 Contact Sales • 3
 Contact Technical Support • 2
 Convert Input to Lowercase checkbox • 24
 Creating a New Composer Domain • 73

D

Delete link (Translation Memory items only) • 32
 Display Fonts command • 38
 Document Add-in for Microsoft Word 2003 and PowerPoint 2003 • 43
 Document Add-ins for Microsoft Word 2007 and PowerPoint 2007 • 55
 Document Help • 97
 Document Workbench • 19
 Domain dropdown • 33
 Domain Dropdown • 36

E

Edit Last Translation button • 65
 Edit Last Translation Command • 49
 Edit link (Translation Memory items only) • 32
 Edit menu • 72
 Editing Composer Domains • 80

F

File menu • 72
 Files dropdown • 29
 Form Resizing Controls • 32
 Formatting - Different Font • 61
 Formatting - No Change • 61
 Formatting - Scale Font • 62
 Formatting Group • 60
 Full and Short Menus for PowerPoint 2003 • 45
 Full and Short menus for Word 2003 • 44
 Full Menu command • 53

G

Getting Help • 1, 97
 Getting help with PowerPoint and Word • 98
 Getting Started • 1, 9

H

Help menu • 73
 Hotkeys for Document Add-ins • 54

I

Importing and Exporting Composer Domains • 73, 78
 Include Machine Translator Results dropdown • 24
 Installation Steps • 13
 Installing Document Components • 12

L

Launch ComposerEditor button • 26, 63
 Launch ComposerEditor command • 47
 Launch Document Workbench command / Current Language Pair Display • 45
 Left-Orient Selection button • 68
 Left-Orient Selection command • 52
 Limitations • 41
 Loading Presentations • 89

M

Main Form • 19
 Main Window • 72
 Maximum Results Up - Down Control • 24
 Menus • 44

Minimize to System Tray command • 37
Minimum Confidence Up - Down Control • 24
Move Columns Together • 91
Move Translator Down button • 27
Move Translator Up button • 26

N

New link (Translation Memory items only) • 32
Notes link (Translation Memory items only) • 32
Notes Text box • 34
Notes Text Box • 36

O

Opening a Composer Domain • 77
Opening Document Viewer • 87
Options > Compact View command • 37
Options Menu • 37

P

Protect Selection From Translation command
(Word only) • 50
Protect Selection From Translation command
(Word Only) • 58

R

Resizing the Presentation • 91
Retrieve Translation from Workbench button •
67
Retrieve Translation from Workbench command
• 51
Right-Orient Selection button • 69
Right-Orient Selection command • 53
Running the Slideshow • 95

S

Scaling Percentage Combo Box • 63
Segmentation Group • 60
Select Font button • 62
Select Next and Send to Workbench command •
51
Select Next and Translate button • 67
Select Next and Translate command • 46, 57
Select Next button • 57
Select Next command • 46
Select Previous command • 47, 57
Send Selection to Workbench button • 66
Send Selection to Workbench command • 50
Short Menu command • 53
Source Language field • 25
Source Text box • 33

Source Text Box • 36
Source Text text box • 29
Splitter Bar • 29
Starting Document • 16
Statistics button • 68
Statistics command • 52, 59
Stay on Top command • 37
System Requirements • 12

T

Target Language field • 25
Target Text box • 34
Target Text Box • 36
Target Text list box • 29
Terminology • 5
Text Orientation Group • 68
The translation suggestions aren't showing in the
right characters. • 99
Tools > Change Directions command • 41
Tools > Choose Languages command • 40
Tools > Expand Acronyms command • 39
Tools > Refresh Translations command • 41
Tools menu • 73
Tools Menu • 39
Translate All command • 45, 56
Translate Selection command • 46, 56
Translate Slide command (PowerPoint only) • 56
Translate Slide command (PowerPoint Only) •
46
Translation • 30
Translation Entry > Edit Entry Command • 35
Translation Entry > New Entry command • 33
Translation Entry Menu • 33
Translation Group • 55
Translation Group label • 56
Translation Memory menu • 73
Translation tooltip • 30
Translator • 31
Translator > Create command • 22
Translator > Delete command • 23
Translator > Disable command • 22
Translator > Enable command • 21
Translator > Launch ComposerEditor command
• 23
Translator > Load command • 20
Translator > Options > Machine Translator tab •
23
Translator > Options > Translation Memory Tab
• 24
Translator > Options command • 23

Translator > Unload command • 21

Translator Menu • 20

Translators List box • 28

Troubleshooting • 98

Typographical Conventions • 4

U

Unprotect Selection from Translation command
(Word Only) • 50

Unprotect Selection From Translation command
(Word Only) • 58

Update Domain and Write to Document button •
65

Update Domain button • 66

Using Document Viewer • 1, 87

Using Your Keyboard • 95

Using Your Mouse • 96

V

View link (Translation Memory items only) • 31

W

Welcome • 1

Why can't I see the Document Add-In Menu? •
98

Window menu • 73

Write link • 31