Translution User Manual

Contents

Preface

This Translution User Guide begins with introductory information about using this guide. It then gives an overview of the application and it ends with a detailed description of the features and functionalities of each Add-in.
The preface covers:

- Conventions used in this Guide

- Target Audience

Conventions used in this Guide

The documentation conventions followed in this user guide are as follows:

Key	Usage	Example
📖	This symbol followed by text in italics represents a note or a warning of significance	📖 *When you register, you must accept the terms in the Translution License Agreement.*
Field names, Screen names, Commands and buttons	Are presented in bold font	Select the **Password** field. The **Login** screen appears. Click on **Add** button.

Table 1: Documentation Conventions

Target Audience

The target audience of this user guide is the Translution application's end user. This guide has been designed to introduce and familiarise the end user with all the Translution Add-ins.

The Outlook Add-in is the primary interface for your Translution product. At a basic level, you need to be familiar with sending and receiving emails and adding Contacts. At an advanced level, you need to be familiar with Outlook Profiles and Delegation.

The Word and Internet Explorer Add-ins can be optionally installed and are easy to use.
We hope that this Guide will assist you in obtaining optimum results from your Translution software.

Application Basics

Introduction

Primarily, your Translution software translates email, documents and web pages. This translation service helps facilitate communication between individuals that transcends language barriers.

The translation process is automatic and transparent. Even though the Translution product is integrated with Microsoft Outlook, Word and Internet Explorer, it does not significantly alter your day to day usage of these applications.

Application Overview

The Translution system consists of add-ins for Outlook and Exchange applications. These Add-ins intercept outgoing and incoming emails and determine if translation is required. They then redirect the emails to the Translution Central Site for translation, if required, and forward them to the appropriate recipient. This process is undertaken without affecting your normal working procedures and imposes no extra work. In addition, add-ins to Word and Internet Explorer provide document and web page translations via the Translution Central Site.

Translution Products

The Translution product is categorised as being used by the following types of users.

Light	A restricted-feature version of the Pro product (Outlook Add-in only) that will be free to all users and downloadable from the Translution website.
Pro	A fully featured product (Outlook, Word and IE Add-ins) aimed at the standalone user connected to the Internet through an ISP.

Table 2: Product List

Scope of the Light Product

- Translution Light is offered to registered users free of charge.
- Translution Light supports HTML, RTF and plain text email, the three types of documents supported by Outlook.
- An add-in is provided for Microsoft Outlook only.
- No cc (copy) or bcc (blind copy) facilities are provided.
- Emails can only be sent to single recipients.
- No attachments are translated (including emails within emails, notes and Microsoft Word documents).
- Translation of text using Microsoft Word or Internet Explorer/ Netscape is not provided

Scope of the Pro Product

- Translution Pro offers a fully functional product, which integrates completely into the users Outlook environment.
- Add-ins are provided for Microsoft Outlook, Microsoft Word and Microsoft Internet Explorer.
- There is no restriction on the number of words in each email
- Multiple recipients are supported (multiple *To:* entries)
- CC and BCC facilities are supported
- Attachments can be translated when sending email.

Translution Product Components

Your Translution version 1.0 for Light and Pro users consists of the following modules.

- The Translution Control Centre (TCC)

- The Translution Outlook Add-in

- The Translution Word Add-in

- The Translution IE Add-in

While installing your Translution product, you can choose either Complete or Custom installation.

The Custom installation consists of the mandatory modules, the TCC and the Outlook Add-in. Installation of the Word Add-in and the IE Add-in is optional.

The Complete installation consists of all the above Add-ins including the TCC.

System Requirements

Your Translution product works as an Add-in, with MS Outlook, MS word and MS Internet Explorer. Before you start installing your Translution product you must ensure that your system is ready with following Hardware and Software setup and configuration.

Minimum Hardware configuration requirements

Processor

Pentium III 350 MHz minimum required (single or dual processor system); Intel Pentium/Celeron family, or AMD K6/Athlon/Duron family, or compatible processor recommended.

Memory

512 megabytes (MB) of RAM or higher recommended (256 MB minimum supported)

Disk Space

25 Megabytes (MB) of available hard disk space

Minimum software configuration requirements

Before installing your Translution product, ensure that following software is installed in your system.

- MS Outlook 2000 or later version
- MS Word 2000 or later version
- MS Internet Explorer 5.5 or later version
- .NET framework version 1.1 or later version (Download free from www.microsoft.com)
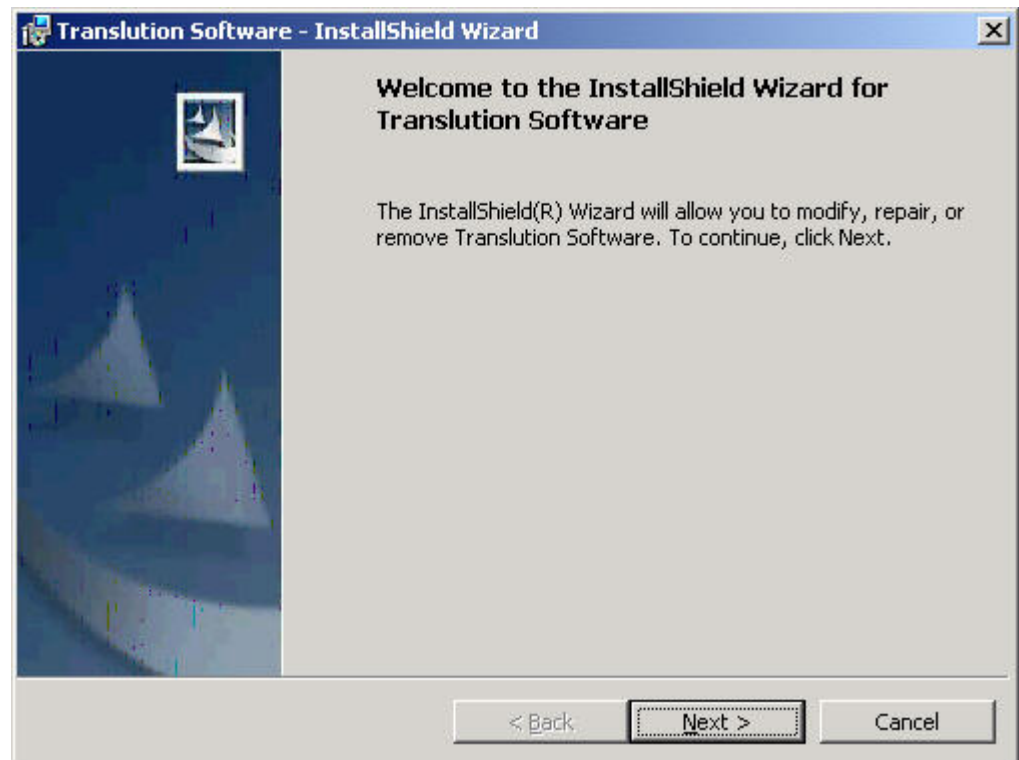
Installing Translution

Please refer to the Quick Start Guide.

http://www.translution.com/download.aspx

Un-Installing Translution

Before you start with un-installation, close your MS Office and Internet Explorer application.

To un-install your Translution product, click on the **Setup.exe** file. The Install Shield wizard is displayed. Click **Next** to proceed with un-installation.
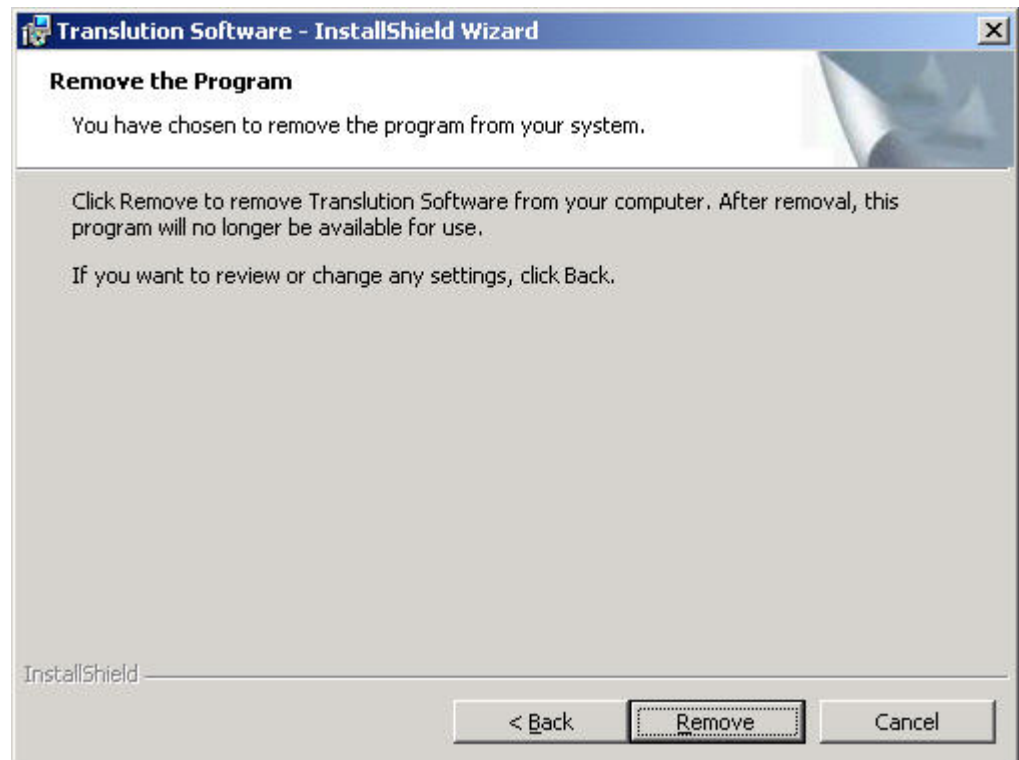

The Install Shield Wizard will automatically identify the presence of the Translution product in your system and the Program Maintenance screen
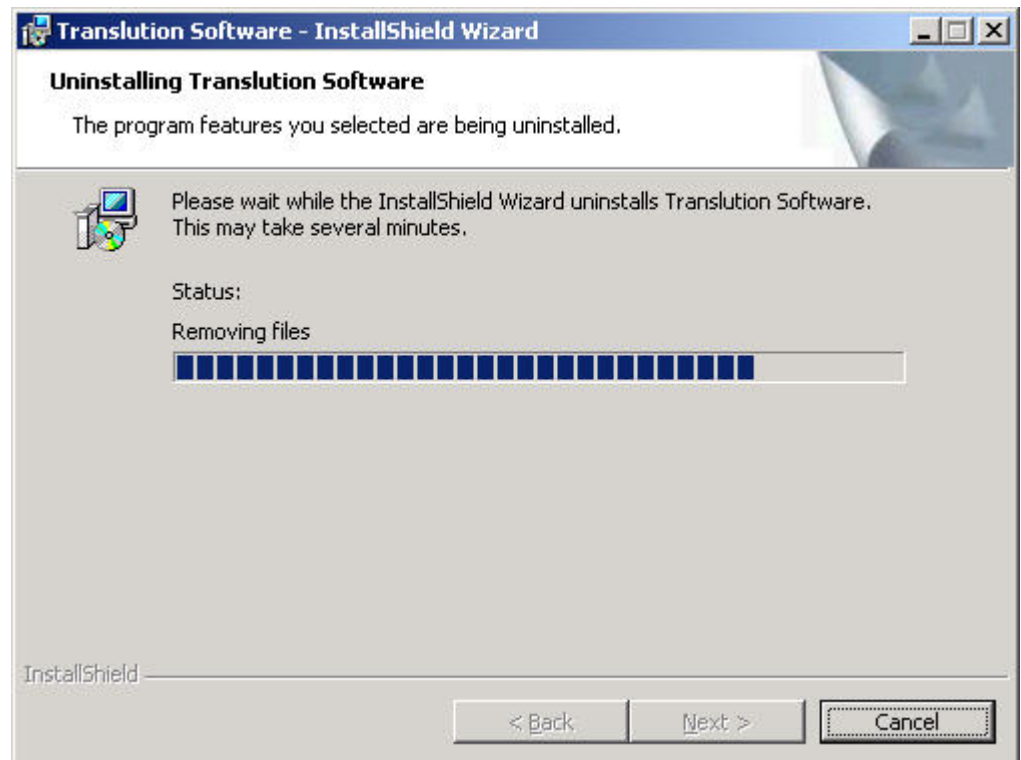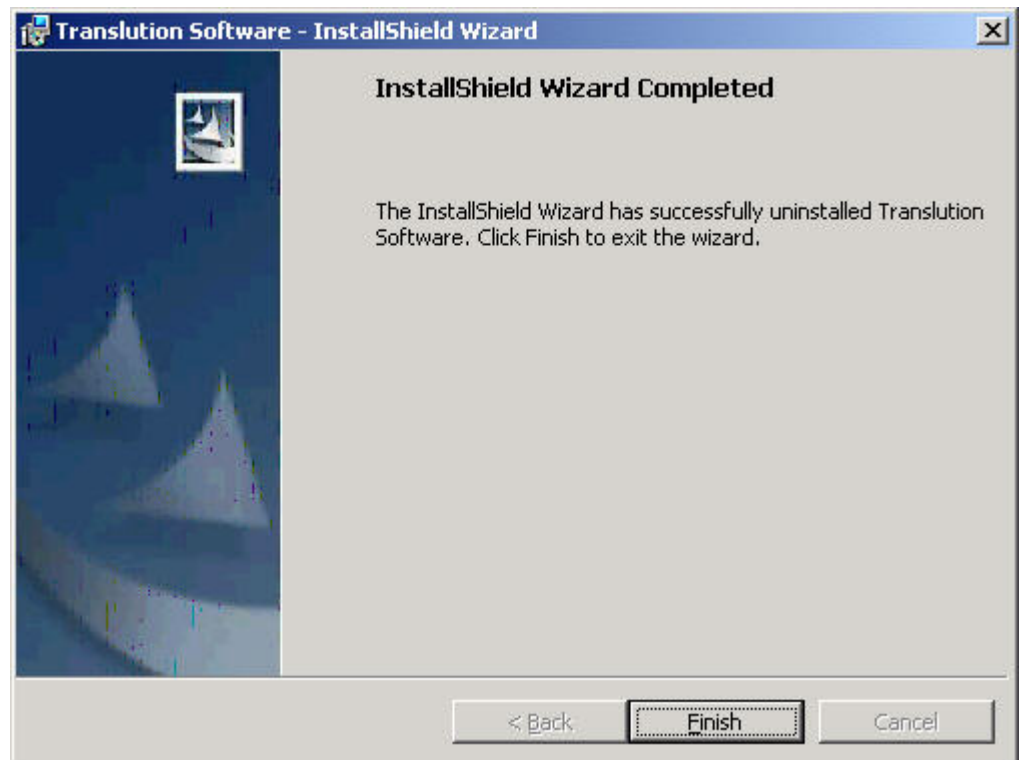
will be displayed.
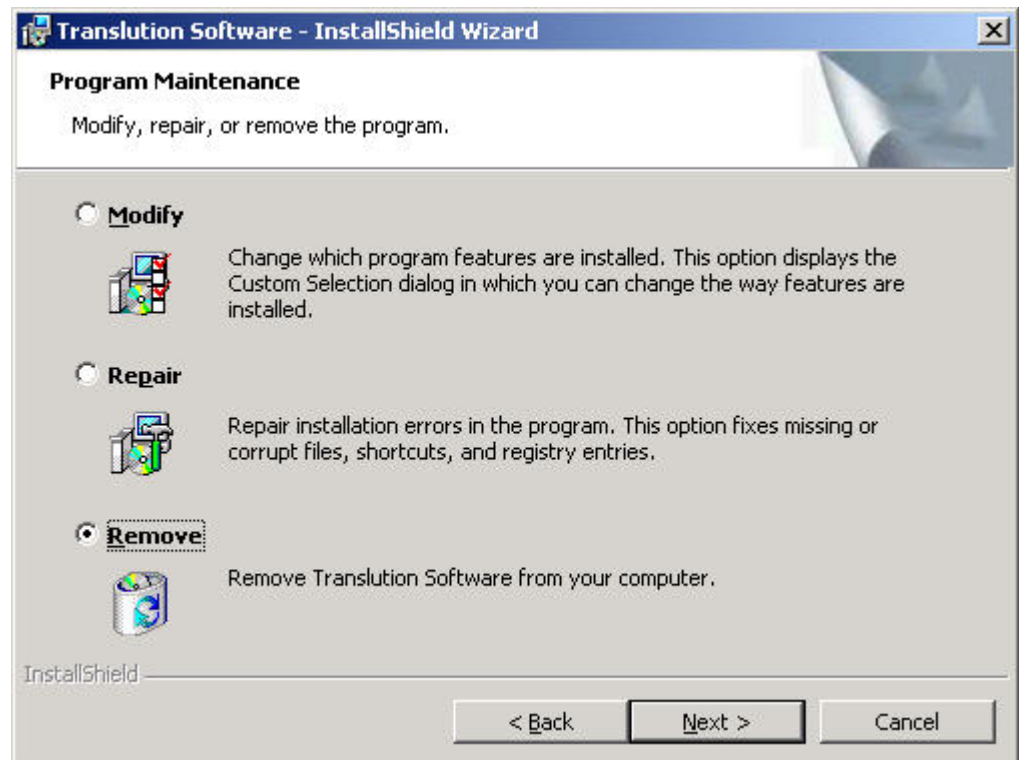
Select the **Remove** option and click on **Next** button.

Click **Remove** to continue with un-installation. If you want to stop the un-install process, click on **Cancel**.

The un-install progress bar is displayed.

Click on **Finish** to complete the un-installation of your Translution product.

Translution Outlook Add-in

Translution Registration

Light Users

In order to remove the limitations built into Translution Light, Light users can upgrade to Translution Pro at any time.

To upgrade to Translution Pro from the Translution menu, select **Tools, Upgrade to Pro**. You can also upgrade to Translution Pro by choosing the **Upgrade to Pro** option from the Translution web site.

Once you have purchased Translution Pro, there is no need to re-install Translution. However, you will be sent a new Activation Code which will enable all the features of Translution Pro. Enter this Activation Code by selecting **Tools** then **Activation** from the Translution Menu when in Outlook.

There is also no need to re-register.

Pro Users

Users who wish to purchase Translution Pro can do so in two ways:

1. By opening the Translution web site www.translution.com in Internet Explorer and choosing to Purchase Translution Pro

2. By choosing the **Upgrade to Pro** option within the Translution Menu

Registration Process

The Registration page has the following mandatory fields which must be completed.

Title
First Name
Last Name
Preferred Language
Login Name
Password
Re-enter the same Password
Security Question
Security Answer

Preferred Language

The Preferred Language can be changed via the drop down list. This is the language that Translution will use to communicate with you.

Login Name

If the Login Name you have entered is already in use by another Translution user, then a selection of possible Login Names that are currently unique will be displayed. Either choose one of these names or enter your own. This (or your email address) together with your Security Answer will enable you access the My Account area of the Translution Website, should you forget.

Password

You can enter any combination of alphanumeric characters between 6 and 20 characters. You must also re-enter your password to confirm it.

Security Question

This, along with your Security Answer, is meant to help you re-establish access in case you forget your Login and/or Password.

Security Answer

This is the answer to the Security Question that you must supply if you ever forget your Login and/or password.

Contact email

This will be the email address where you will receive your Activation Code.

If any of the above details change later, they can be updated via the My Account area of the Translution web site.

Once you have entered the above information, tick the check box shown if you wish to receive future technical and marketing information from Translution (Recommended). You can choose which categories of information to receive via the My Account area of the web site.

Before you click on the Register button, you must tick the Terms & Conditions check box to acknowledge that you have read and accepted the Translution Terms & Conditions. To read and print the complete Terms and Conditions of

being a registered user, click on the Terms and Condition link shown.

Once you have completed the above entries, click on the Register button to complete your registration process.

A confirmation email will be also be sent to you containing the product activation key.

Please note that the Licence number is also shown in the About Translution page from any Translution menu.

User Activation

Translution Light

Before you start working as a registered Translution user, you must complete the user Activation process.

You should have received an email containing your Activation Code and the email-id to which it applies, similar to the one below.

Email (Sample)

Dear <name>,

You have received this email because you have registered for Translution Pro, bearing Licence Number: 1-907C4BE. The activation code for the product is given below:
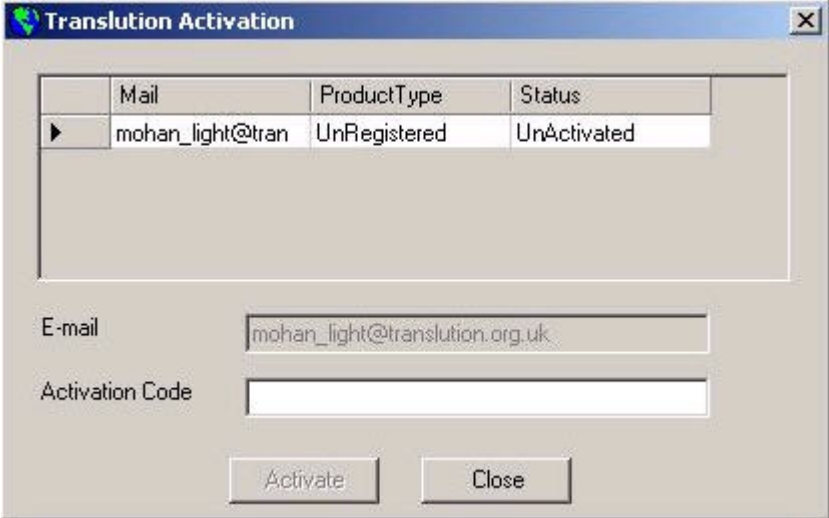
08aa29b5-5387-49a0-8f5b-51bbd7a9db3d

Please contact us at admin@translution.net if you have any queries.

With warm regards,
Translution Team

Select Activation from the Translution menu bar of Outlook.

The following screen will be displayed showing your current email-id.

If no previous email-ids have been activated the status will be shown as 'UnActivated' for all email-id's.

The email-id of the active profile is shown in the list. Select the email-id identified in your Activation Code email from the list.

To get help on how to add an email to your Outlook profile, refer to your Outlook user instructions.

The active email-id is displayed in the email box below and is shown disabled.

Enter the Activation Code that you have received in the Activation Code text box.

Click on **Activate** to activate your account or click on **Cancel** to cancel the activation process. Wait for a while until the Status of your email address changes to **Activated**.

The email-id has now been successfully activated.

To Activate additional email addresses, repeat the above process by logging into the respective profile.

: To use multiple email-ids for Translution Light you will need separate Activation codes for each email-id.

: Your email-id, Activation Code and machine-id together form a set of interlinked data. For licensing conditions see ...

http://www.translution.com/about/licensing.aspx

: If your computer breaks down or is unavailable, you will need to visit the My Account area of the Translution web site to delete the unavailable computer from the list of computers. You can then re-Activate Translution on your new computer after re-installing Translution.

: When you click on **Activate**, the application connects to the Translution site to carry out validation checks. Please ensure that you keep your Internet connection open whilst validation takes place.

Translution Pro

The process of Activation is identical for Translution Light and Translution Pro users. See under Activation for Translution Light users.

User Delegation

It helps to delegate to your reporting staff the receipt and answering of emails in your absence. You can achieve this by delegating Translution services to another user, who would be able to setup and include your Inbox in his Outlook.

Delegation by Translution Light User

The Delegation feature is not available to the Translution Light user.

Delegation by Translution Pro User

As a Translution Pro user you can Delegate to a Light or Pro user within the same Exchange network.

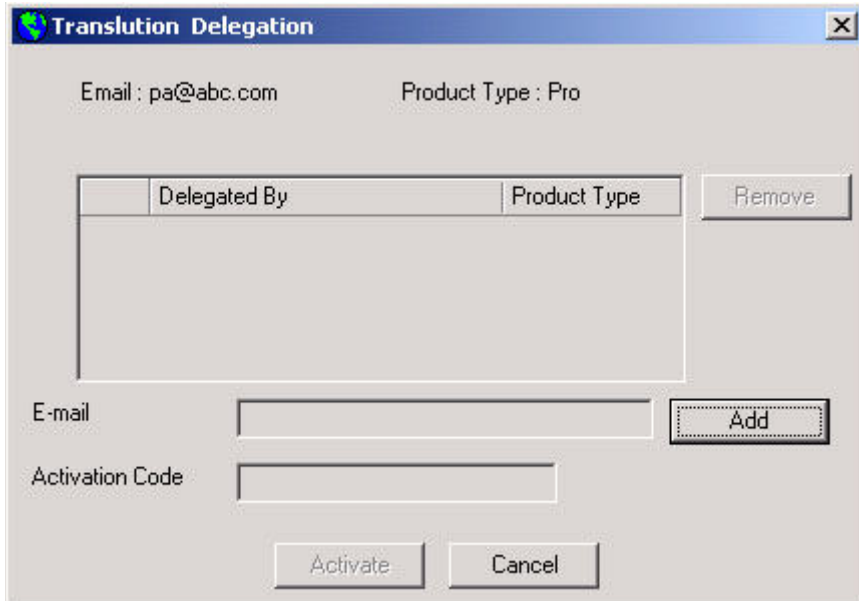Delegation involves a two-step process.

1. To delegate email usage rights to another user from Outlook Explorer. (e.g. user A delegates to User B from Outlook)

2. To activate user delegation. (e.g. user B activates user A from the Translution add-in)

From Outlook Explorer select **Options** in the Tools menu. Click the **Delegates** tab to display the following screen.
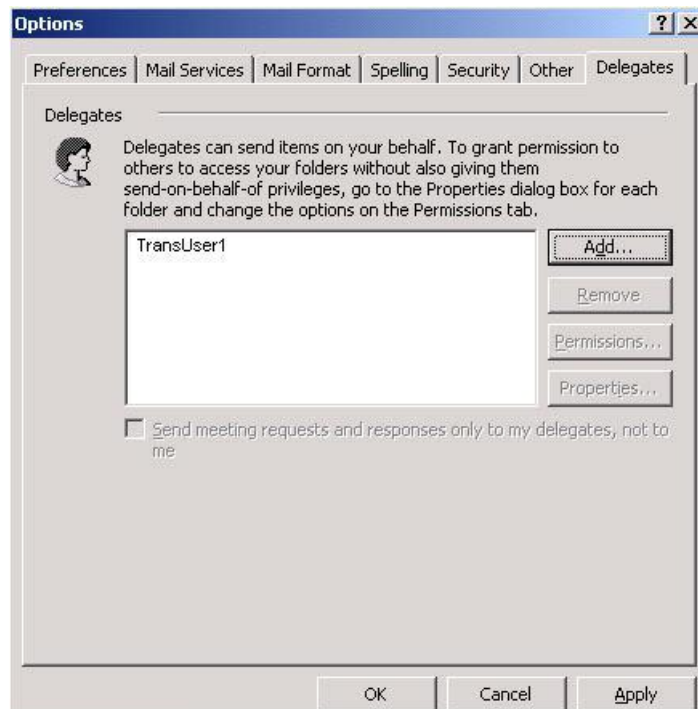
Click on **Add** and select the user to delegate from the address list. Click on Permission and grant the user the necessary privileges. Click **OK** and close the dialog box. This completes the first step of the two-step delegation process.

To activate user Delegation, from the Outlook Explorer window select **Tools, Delegation** from the Translution menu bar. The following screen is displayed.
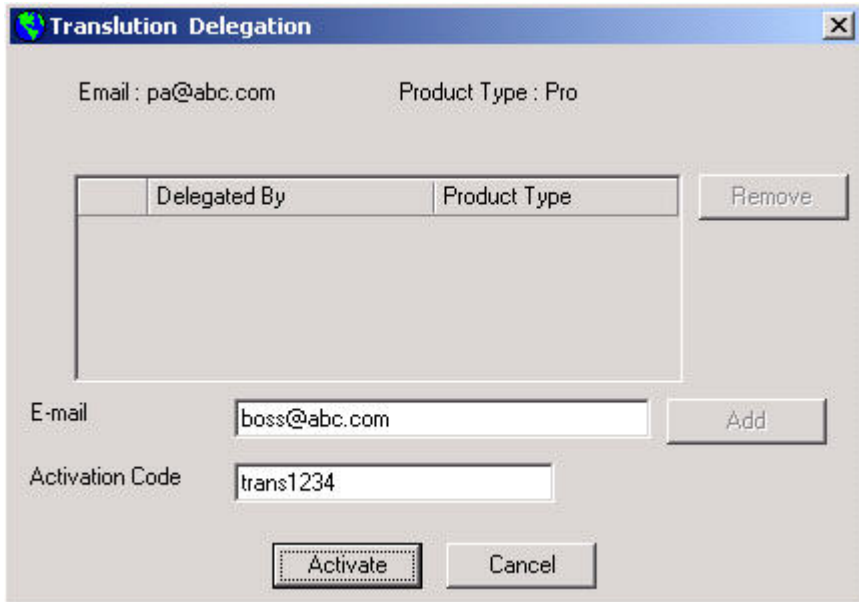

Click on **Add** and enter the email-id and Activation Code as shown below.
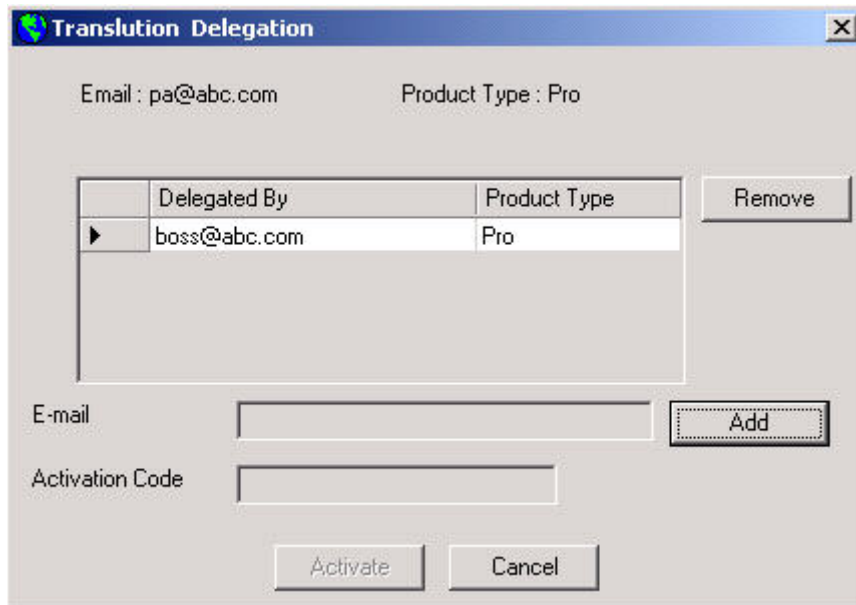
Click on the **Activate** button. The email-id and the Activation Code are validated before being accepted.

On successful validation the email-id and the product type of the user is displayed in the grid.

Later, if you wish to stop using the user from Delegation, click on the **Remove** button. The email-id and the Product Type are no longer displayed in the grid.

Close the Delegation dialog box and return to Outlook Explorer.

From the Outlook Explorer select **File, Open, Other User's** folder to add the user to your Inbox.

: You cannot add a user who is registered but has not yet activated his account. And also, you cannot add a user who has already been delegated.

Getting Started with Outlook Add-in

Working with your Outlook Add-in is your first step to start using the Translution product. When you install the Translution product, your Translution Outlook Add-in is automatically installed in your system. After you have installed your Translution product, open your Outlook to find the Translution menu bar displayed along with the standard Outlook menu bars.

The Translution menu bar in Outlook is displayed as shown below:

When you are working with the Outlook Add-in, you can choose to use the Translution menu bar or the Translution toolbar.

The Translution toolbar is as shown below.

If your Translution toolbar is not enabled, from your Outlook select **View, Toolbar, Translution**.
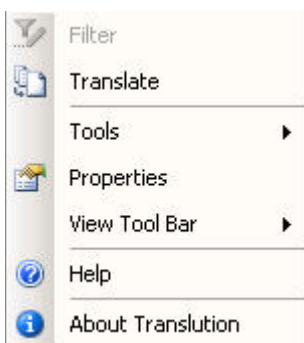
: You can either select options from the Translution menu or from the Translution tool bar. Additionally, you can also use the Alt key combination to access options from the Translution menu. However, while using the Alt key combinations, if the cursor is not placed in the desired option, use the arrow keys to navigate to the required option.

: At times, you may find that when you launch your Outlook application, the Translution menu is not being displayed. This can occur when you restart your system with Microsoft Windows XP or Windows 2003 Operating System and launch Outlook after an improper shutdown. To overcome this, from Outlook Help, select **About Microsoft Office Outlook**. Click on the **Disabled Items** button. A list of the disabled items is displayed. From the list select **Translution** and click on **Enable**. Close and restart Outlook. The Translution menu will now be displayed.

: If Office 2000 users attempt to use Word as their Outlook editor, they will find that the Translution Menu and Toolbar for Word appear, rather than the Translution Menu and Toolbar for Outlook. We recommend you use the Outlook editor instead of the Word editor. Alternatively, if you wish to continue using Word as your Outlook editor, then we recommend that you upgrade to Office XP or above.

: By default, the Translution Toolbar is displayed each time Outlook is opened. If you do not wish to have it displayed, click on **View, Toolbars, Translution** to deactivate it.

Working as an Unregistered Light user

As an Unregistered Light user you can work with your Outlook Add-in at a basic level. However, In spite of the limitations, you will still be able to set your recipient's language and send translated email.
In addition, as an Unregistered Light user:
1. You can send a maximum of 15 single-recipient emails to be translated.
2. You can send emails for translation with a maximum size of 250 words each.
3. Although you can send translated emails, your email attachments will not be translated.

When you launch your Outlook Add-in, the following message is displayed indicating the number of free translations remaining.

If you complete your allocated 15 translations, you must register to continue using the Translution service. The following message is displayed to that effect.

However, if you Register your Translution product, the message will cease to appear.

## Working as a Registered Light user

If you register your Translution product, you become a Registered Light user. As a Registered Light user you gain certain advantages over an Unregistered user. Registering your Translution product is a simple process. From the Translution menu bar select **Translution, Tools, Registration** to complete the registration process.

As a Registered Light user:

- You can send a maximum of 15 single-recipient emails to be translated within 30 days from the date of registration and continue sending 15 emails every 30 days.
- You can send emails for translation with a maximum size of 250 words.
- Although you can send translated emails, your email attachments will not be translated.

After you have sent 15 emails within a span of 30 days, the following message is displayed. You will need to wait for the 30-day period to end before you can continue using the translation services.

Click on **Purchase** to buy and register as a Translution Pro user. Click on **Continue** to continue using your Translution product as a Registered Light user.
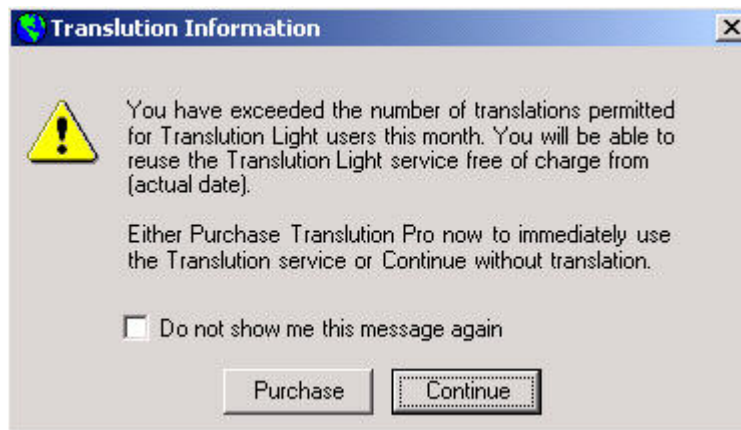
To get help on how to Register and Activate your Translution product as a Pro user, refer to the topic on Registration and Activation.

Setting up Contacts

Before your recipients are able to receive your emails translated into their own language, you will need to specify the Target Language in Outlook Contacts.

New Contacts

To create a new Contact, from your Outlook select **File, New, Contact** and enter the details. From within the new Contact window, click on **Translution, Set Language** and select the language of your recipient from the following screen:

Click on **OK**. Click on **Save and Close** to save the Contact details.

Existing Contacts

To set a Target Language for an existing Contact, click on the Contacts tab in Outlook and select the respective Contact member. Click on the **Set Language**

 button on the Translution toolbar. Alternatively, select **Set Language** from the Translution menu. The Translution Set Language window is displayed as shown below:


Select the **Target Language** from the drop down list. Click **Save** to save the Target Language for the recipient.

Something to bear in mind is the scenario where you might change your own Source Language. However, in the Global Properties screen, changing your Source Language may result in an unsupported Language Pair for one or more recipients. In this case the system will display the following warning message:

Setting Global Properties

From the Translution menu select **Properties**. The Global Translution Outlook Properties window is displayed as shown below.
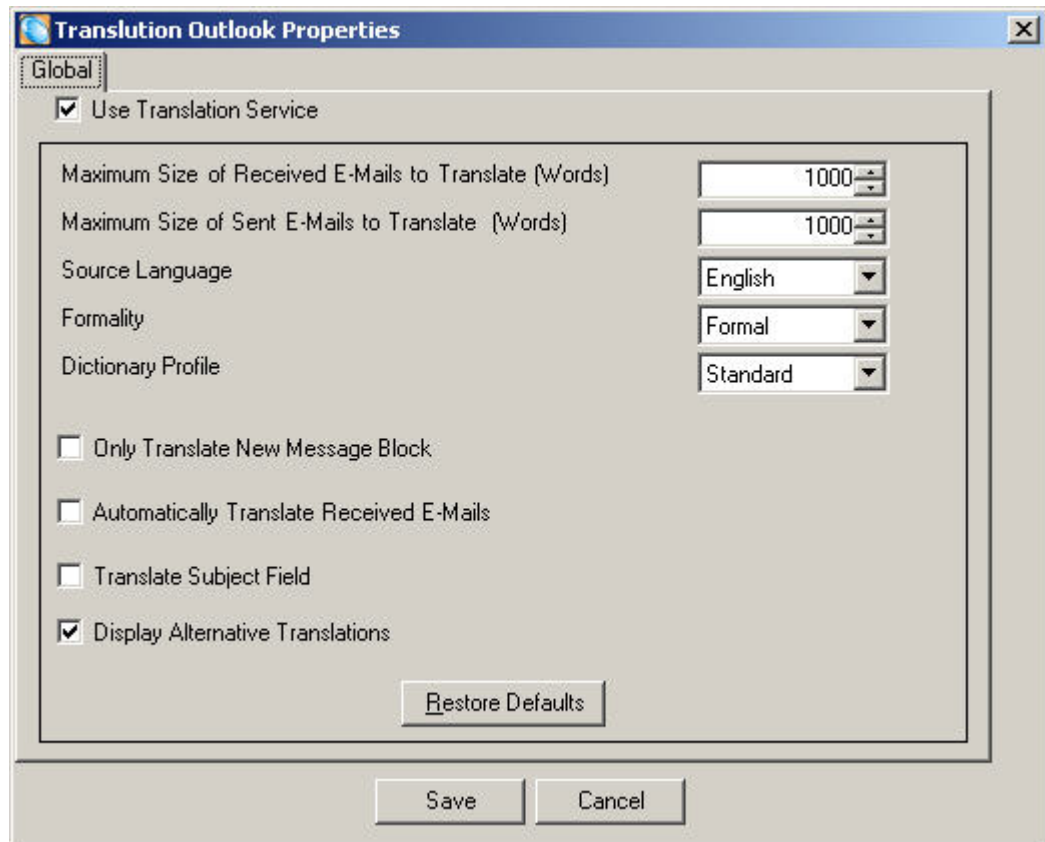
Use Translution Service

At the top left hand corner of the screen, the **Use Translution Service** check box is shown ticked by default. You must keep the check box ticked in order to carry out translations from Outlook. If the check box is not ticked, Translution Service will not be available and an abbreviated Translution menu is displayed as below:
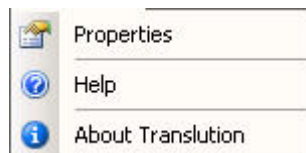
Maximum Size of Received Emails to Translate (words)

Enter the maximum number of words allowed for translation for Received emails or use the spinner control to select a number.

If you are an Unregistered or Light user, this limit is set by default to 250 words.

Maximum Size of Sent Emails to Translate (words)

Enter the maximum number of words allowed for translation for Sent emails or use the spinner control to select a number.

If you are a Translution Pro user this setting would help you manage the size of your emails and protect you from unwarranted submission of large files for translation.

Source Language

Your Source Language is automatically set at the time of installation. If you want to change your Source Language, select the required language from the drop-down list.

&: The selected Source Language will internally pair with the Target Language set for contacts using the Set Language option. If the resulting language pair is not supported by Translution, the following message is displayed. At this stage you may use your discretion to retain or change the Source Language. Click **Close** to close the window.

Formality

The Formality set for the email is shown by default. You may wish to change it by specifying whether the system uses Formal (polite) language or Informal (familiar) language in your translation. Make your selection from the drop-down list. However, for the Target Language English and Italian, this setting will not significantly affect the translation.

: Although not an issue in English, Formality is very important in many other languages. Once you have decided in which languages you will be communicating, it might be a good idea to do some research to avoid embarrassment. A useful site is: http://en.wikipedia.org/wiki/T-V_distinction

Dictionary Profile

From the drop down list select a Dictionary Profile. The selected profile will be set as the default profile. However, when you are in the Composer window, from the Properties window you can set the Dictionary Profile in the Message tab or the Attachment tab. This would apply the Dictionary Profile to the current message only, along with any attachments.

Only Translate New Message Block

When replying to a message or forwarding a message, you can specify that only the text that you have entered for that instance be translated. Any previous content will remain as it is. Tick **Only Translate New Message Block** to enable this option.

Automatically Translate Received emails

If you wish to have all incoming emails translated into your selected Source Language, tick the Automatically Translate Received emails check box.

Translate Subject Field

If you wish to have the subject line of your emails translated, tick the **Translate Subject Field** check box.

Display Alternative Translations

If you wish, you can have the system show all translations available for a given word in the translation output. If the **Display Alternative Translations** check box in the Properties tab is ticked, alternative translations will be displayed.

Restore Defaults

After you have made changes, you can click on the **Restore Defaults** button to revert to your original settings made at the time of installation.

Click **Save** for the changes to take effect. Click **Cancel** to cancel the changes made and close the Properties window.

Setting Properties from the Composer Window

The Properties option from the Composer window has four tabs for setting properties.

Global Properties

To get help on how to set Global properties refer to the topic on Setting Global Properties.

Message Properties

In the Translution menu from the Composer window select **Properties**. The Message tab of Translution Outlook Properties window is displayed as shown below:
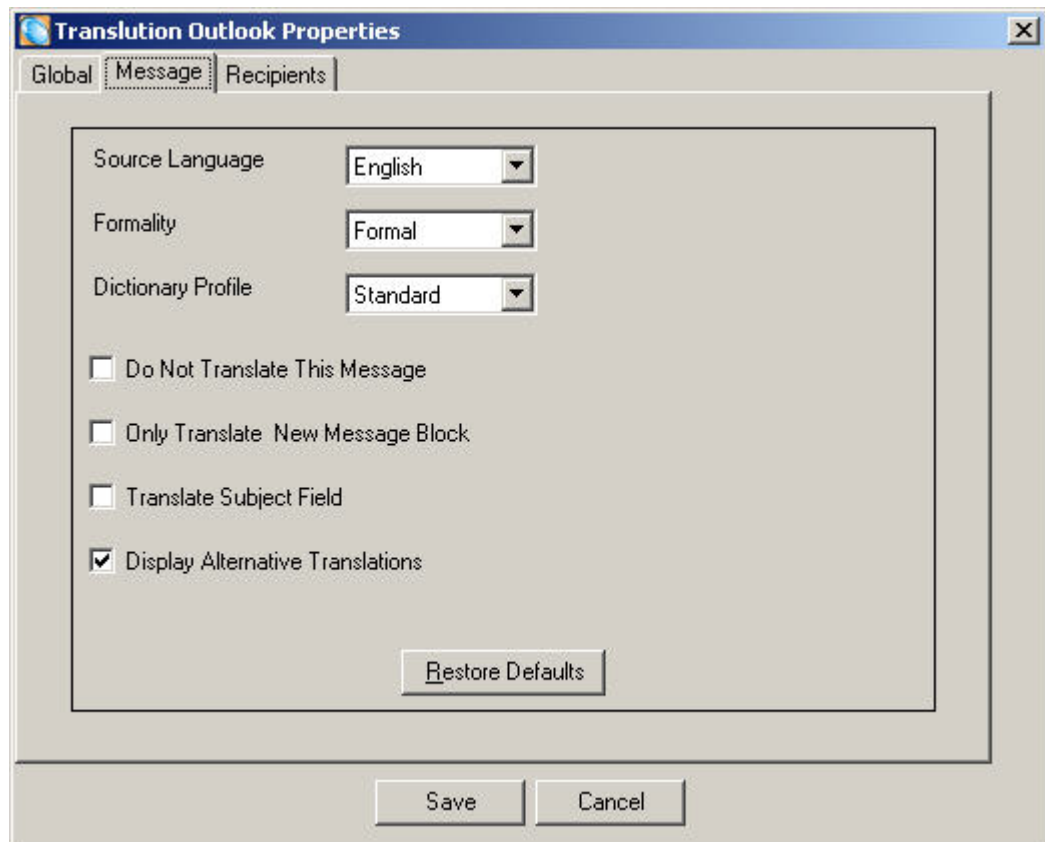
When you prepare a new email message, from the message tab you can set properties specifically for that email. Setting Message Properties is similar to Setting Global Properties. To get help on Setting Message Properties refer to the topic on Setting Global Properties.

The Properties window has two other tabs in it, Recipients and the Attachment tab.

Recipient Properties

Use the Recipients tab to set Recipient Language and to add the recipient to the Outlook contacts.

From your Outlook Explorer window open a new email and add an email id in the address row. From the Translution menu select **Properties** and click to display the Recipient tab as shown below. The email addresses in the address row will be listed in the grid.
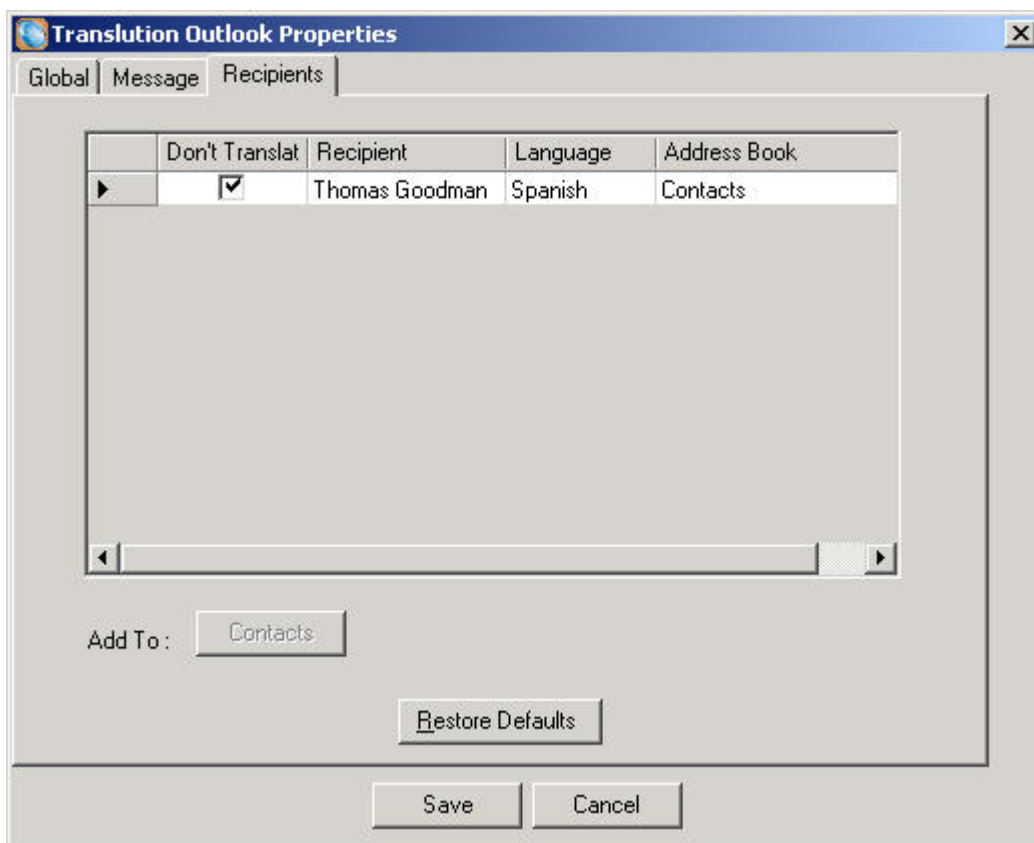
From the Language drop-down list select the required language for the recipient. At the row header click to select the row. The Add To Contact button will be enabled. Click on **Contacts** button to add the recipient to the contact list. Click **Save** to save the recipient's language to the contact list.

Click on **Restore Defaults** to revert to the original settings.

If the **Do Not Translate** check box is ticked, the current email will not be translated when it reaches the recipient.

Attachment Properties

To enable the Attachments tab, from your Outlook Explorer window open a new email and insert an attachment. From the Translution menu select **Properties** and click on the **Attachments** tab to view it, as shown below:
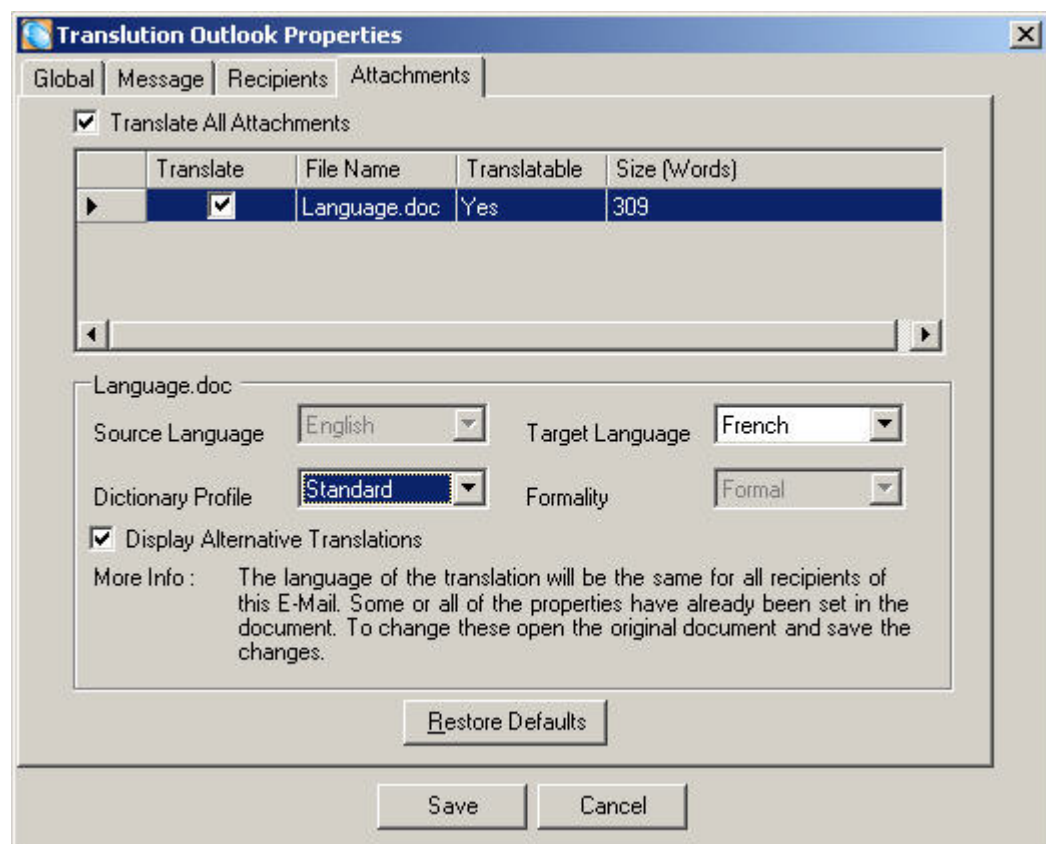
Click on the row header to select the row.

The Source Language shown is picked up from the Global Properties Settings. This can be changed for the attachment from the Source Language drop-down list.

From the Target Language drop-down list select the **Target Language** for the attachment.

: The Target Language set for the attachment is independent of the recipient's language. If you send an email in which the recipient's Target Language and the attachment Target Language are different, then the email body will be translated based on the recipient's Target Language whereas the attachment will be translated based on the attachment Target Language set here.

If you want to revert to the original settings, click on **Restore Defaults**.

Click **Save** to save the settings. Click **Cancel** to cancel and close the window.

Working from the Explorer Window

From your Outlook Explorer window menu bar, the Translution menu is displayed as shown below:
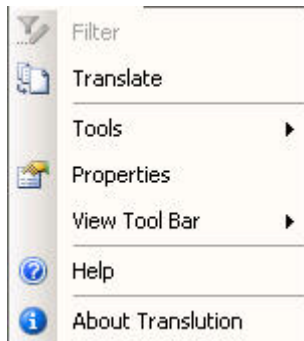
The Translution toolbar is displayed as shown below.

To get help on Filter and Translate, refer to the topic on Using Filter and Translate from Explorer Window respectively.

To get help on Properties, refer to the topics on Setting up Contacts and Setting Global Properties.

Using Filter

The Filter option helps you to view the original text of an email along with the translated text. To enable the Filter option, select a translated email from your Inbox. From the Translution toolbar select the **Filter** option. Alternatively, from the Translution menu bar select **Filter**.

You can use Filter at different levels for different results.

- The translated text that is shown in the Reading pane is your first level of email filter.
- From the Explorer window select an email with translated text. From the Translution menu select **Filter**. Alternatively, click the **Filter** button on the toolbar. The translated text and the original text of the email are displayed.
- Click again on the **Filter** button to view the third level of filter for the email text. If the email has been translated into multiple languages, all translations will be displayed. Clicking on the **Filter** button again will bring up the first level of the translated text.

: In Outlook XP and Outlook 2003 you need to keep the Reading Pane set to On to filter and view email within the Reading Pane. If you set the Reading pane Off, the Filter button will be disabled.
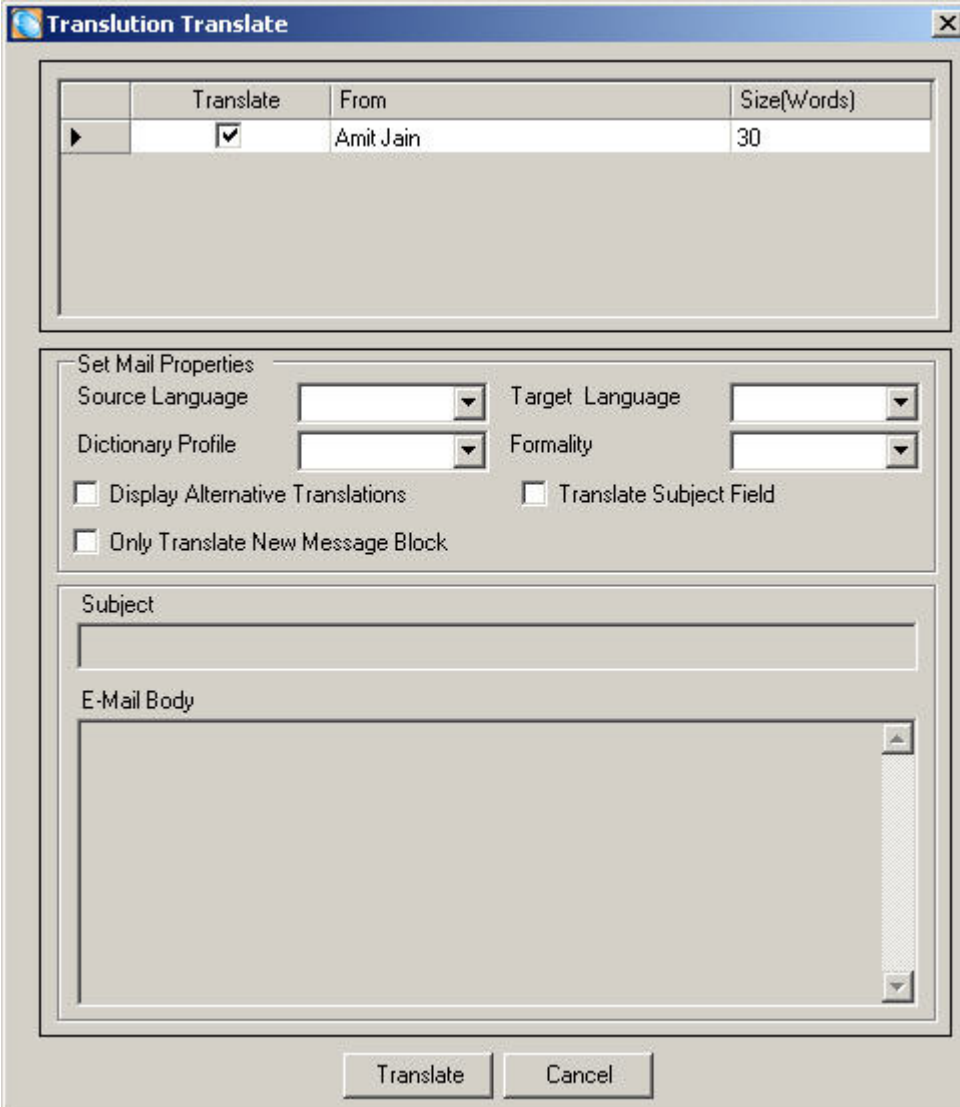
: In Outlook 2000, the Filter option is not available in the Outlook Explorer Window.

Translate from Explorer Window

In order to review a translation, use the **Translate** option to send your emails to Translution Central and receive back the translated emails.

Select an email from the Explorer window or use Ctrl + Shift buttons to select a group of emails. Select **Translate** from the Translution menu. Alternatively, click on the **Translate** button on the toolbar. The Translution Translate window is displayed as shown below.

The selected emails are listed in the top panel. Click on the row header to select an email. The Subject line and the Email Body will be displayed in the bottom panel. Tick the **Translate** check box to select or de-select an email for translation.

Source Language

The Source Language is the language of the email to be translated. Select the required Source Language from the drop-down list.

Target Language

The Target Language shown is the language set for the recipient in the Translution Global Properties settings.

Dictionary Profile

Refer to the topic on Dictionary Profile explained in Setting Global Properties.

Formality

The Formality set for the email is shown by default. You may wish to change it by specifying whether the system uses Formal (polite) language or Informal (familiar) language in your translation. Make your selection from the drop-down list. For the Target Languages English and Italian, the set Formality will not significantly affect the translation.

Display Alternative Translations

If you wish, you can have the system show all translations available for a given word in the translation output. Tick the **Display Alternative Translations** check box to display alternative translations.

Translate Subject Field

Tick the **Translate Subject Field** check box to translate the subject field of the selected mail.

Only Translate New Message Block

The selected email may have more than one message block in the mail body. If you need to translate only the new message block, tick the **Only Translate New Message Block** check box.

Click on **Translate** to send the selected emails for translation. Click on **Cancel** to close the window.

: The word count of any email that goes through the Translate process will be deducted from your total word allowance.

Working from the Composer Window

From your Outlook Explorer menu click on **New** to open the Outlook Composer window. Alternatively, select **File, New, Mail Message** to open the Composer Window. The Translution menu bar from the Outlook Composer window is displayed as shown below.
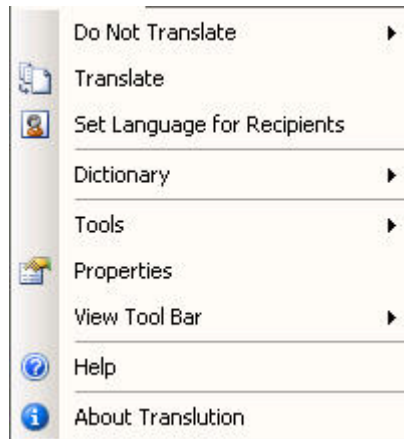
The Translution Composer window toolbar is displayed as shown below.

To get help on Do Not Translate refer to the topic on Marking Text as Do Not Translate.

To get help on Translate Refer to the topic on Translate from Composer Window.

To get help on Set Language for Recipients Refer to the topic on Setting Language from Contact Window.

To get help on Properties, refer to the topic on Setting up Contacts and Setting Properties from Composer window.

Marking Text as Do Not Translate

Do Not Translate (DNT)

When you create a new email message for translation, you have the option of marking parts of text that you do not wish to be translated.

Do Not Translate This Instance

Select text that you do not wish to be translated and click on the **Do Not Translate This Instance** icon on the Translution toolbar. Alternatively, from the Translution menu bar select **Do Not Translate, Do Not Translate This Instance.**

For easy identification, you can have all text marked as **Do Not Translate This Instance** highlighted, as shown in the example below:

When you click on the **Turn On DNT Highlight** icon on the toolbar, all marked text will be highlighted. Alternatively, from the Translution menu select **Do Not Translate, Turn On DNT Highlight**. With this, the Highlight DNT option in the toolbar and the menu bar will change to **Turn Off DNT Highlight.**

To remove the highlighting from the marked text, click on the **Turn Off DNT Highlight** icon. Alternatively, from the Translution menu select **Do Not** Translate, Turn Off DNT Highlight.

The Turn On DNT highlight and Turn Off DNT highlight works as a toggle key and you can alternately use it to highlight and de-highlight text marked as DNT. When you click on **Turn On DNT highlight**, the **Remove DNT This Instance** icon is enabled.

If you wish to remove the DNT marking from a selection of text, place the cursor anywhere in the selection and click on the **Remove DNT This Instance** icon. Alternatively, from the Translution menu select **Do Not Translate, Remove DNT This Instance**.

After you have completed all your DNT marking, click on **Translate** to proceed with translation.

Do Not Translate All Instances in Any Email

You can mark text as DNT that will be added to your user Dictionary as a DNT entry. The text will not be translated in any future emails.

Select the text and click on the **Do Not Translate All Instances in Any Email** icon in the Translution toolbar. Alternatively, from the Translution menu bar, select **Do Not Translate, All Instances in Any Email**. The selection will be sent directly to your User Dictionary and will appear in the DNT Entries.

 Currently, DNT support is only available for HTML formatted messages. In Outlook, select **Tools, Options, Mail Format**. In the Message Format section, select **HTML** from the **Compose in this message format:** drop-down list.

Translate from the Composer Window

Use the Translate option to Compose an email and translate it into to a supported language. To translate your email to a desired language, click **Translate** on the Translution toolbar. Alternatively, select **Translate** from the Translution menu.

The Translution Translate window is displayed as shown below.
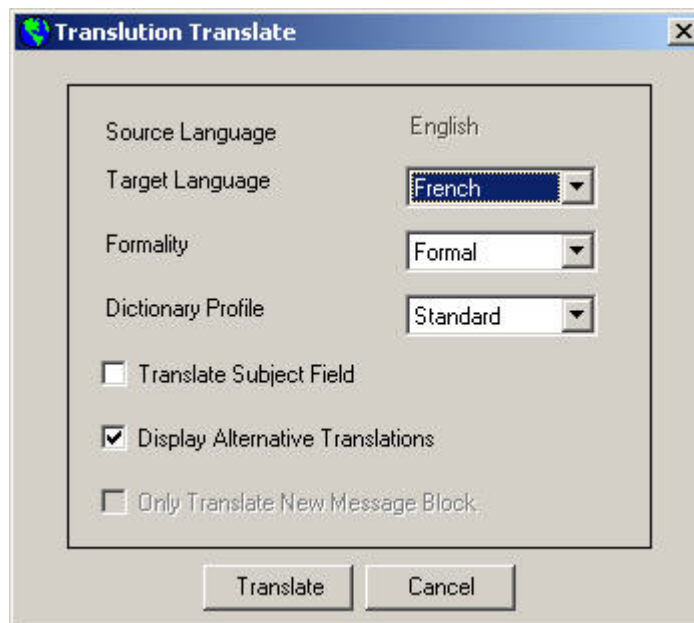
From the Translution Translate window, select the Target Language from the drop-down list.

Click **Translate** to send the email for translation. The translated email will return to your Inbox from the Translution Central.

Click **Cancel** to close the Translution Translate window.

Setting Language from Composer Window

There are two ways to set a language for a Contact from the Composer Window.

From the Address Book:
Clicking on the **To… (or Cc…)** button will open the Outlook **Select Names** screen. Select **Contacts** from the Address Book drop-down list.. Highlight your Contact(s) from the list and click on the **To -> (or Cc ->, or Bcc ->)** button. Click **OK** to return to the Composer window. From the Translution menu bar, select

Translution, Set Languge for Recipients or Click on the **Set Language** [icon] icon. This will bring up the following screen:

If a language has been previously set for a recipient, it will be displayed in the Language column. If you wish to change or add a language, click in the Language column next to the recipient and a drop-down list will appear from which to select. If you wish any changes or additions to be saved to the Address Book, tick the checkbox in the **Update Contacts** column. Click **Save** to return to the Composer window.

: Although you may use addresses stored in Address Books other than Contacts to send translated email, the language setting will only apply to that instance. As the above screen shows, the Update Contacts check box is inactive where the Global Address Book has been used and the language settings cannot be updated.

On-the-fly
You can type an email address directly in the Address Line. From the Translution menu bar, select **Translution, Set Languge for Recipients** or Click on the **Set Language** [icon] icon and follow the above steps.

Refer to the topic on Setting Language from the Contact window.

Working from the Contact Window

From your Outlook Explorer window select **New, Contact** to open the Outlook Contacts Window. The Translution menu bar from the Outlook Contacts window is displayed as shown below.
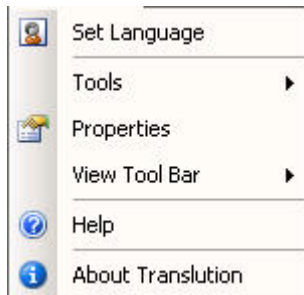
The Translution Contacts toolbar is displayed as shown below.

To get help on Set Language Refer to the topic Setting Language from Contact Window.

To get help on Properties, refer to the topics on Setting up Contacts and Setting Global Properties.

Setting Language from the Contact Window

From the Outlook Contacts window select an existing Contact or create a new Contact. From the Contact list shown click to select a Contact.

To set a language for the Contact, Click on the **Set Language** icon on the Translution toolbar. Alternatively, from the Translution menu select the **Set Language** option. The Translution Set Language For Contacts window is displayed as shown below:

To set a language for the Contact, select the required language from the drop-down list. Click **Save** to save the Contact details. Click **Cancel** to cancel the language setting and to close the window.

Setting a Language for Multiple Contacts

You can also set the same language for multiple Contacts at the same time. From the Outlook Contact list select two or more Contacts. Click on the **Set Language** icon on the Translution toolbar. Alternatively, from the Translution menu select the **Set Language** option.

The Translution Set Language For Contacts window is displayed as shown below.

If you want to set a common Language for all the Contacts, select the required language from the drop-down list. Click on **Apply** followed by **Save** to save the contact details.

If you want to individually set a language for each contact, click on the row header to select the Contact and click in the Language column to reveal the drop-down language list for that Contact. Select the required Language from the drop-down list. Click **Save** to save the Contact details.

Setting Language to a Distribution List

You can also set a language for all the Contacts in a Distribution List. From your Outlook Contacts window highlight one or more **Distribution Lists**. From the Translution menu or the Translution toolbar, select the **Set Language** option. The Translution Set Language for Contacts window is displayed as shown below:

From the list, click on the row header to select the Distribution List.

The Translution Distribution List window will display each member of the list as shown below.

Only the names from your own Contacts list will be enabled.

To set a language for individual Contacts, click in the Language column for a Contact to reveal the drop-down language list. Select a language and repeat the process for each Contact. Click **Save** to save the language settings, click **Reset** to revert to previous settings or click **Cancel** to cancel the settings and close the window.

To set the same language to all the Contacts listed, select the language from the drop-down list. Click **Apply** to apply the settings to all the Contacts. Click **Save** to save the language settings.

Click **Reset** to revert to previous settings or click **Cancel** to cancel the settings and close the window.

Working from the Read-only Window

In Outlook, when you open up an email message, it is displayed in the Read-only Window. The Translution menu in the Outlook menu bar is displayed as shown below.
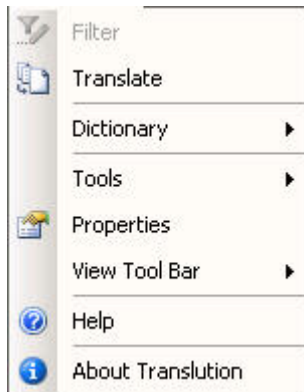
The Translution toolbar is displayed as shown below.

To get help on Properties, refer to the topics on Setting up Contacts and Setting Global Properties.

Filter from the Read-only Window

Using the Filter option in the Read-only window is similar to using Filter from the Explorer window.

To get help on Filter refer to the topic on Using Filter.

Translate from the Read-only window

From the Read-only window open an email for translation and click on **Translate** on the Translution toolbar. Alternatively, select **Translate** from the Translution menu.

The Translution Translate window is displayed as shown below.
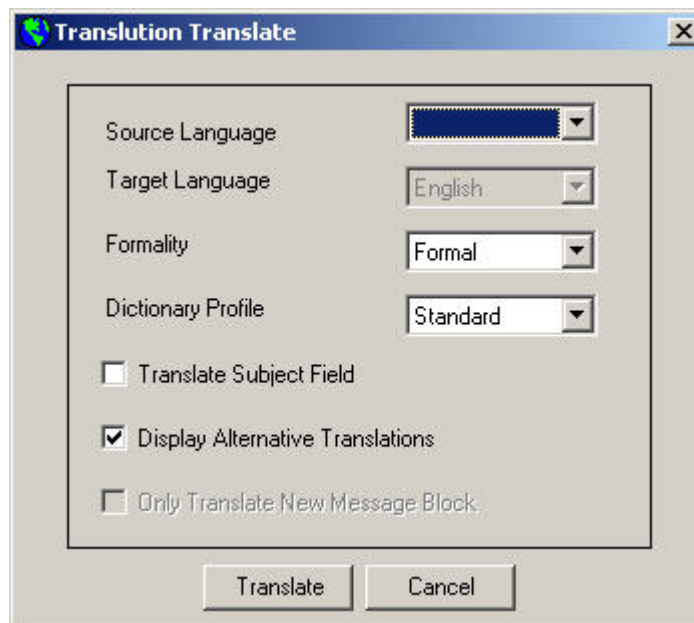
From the Translution Translate window, select the **Source Language** from the drop-down list.

Click **Translate** to send email for translation. The translated email will return to your Inbox from Translution Central.

Click **Cancel** to close the Translution Translate window.

Using Tools

The Tools option is available from Explorer window, Composer window, Contact window and the Read-only window.

Custom Dictionary Grabber

To get help on Custom Dictionary Grabber, refer to the topic on Using Custom Dictionary Grabber.

Detect Language

The Detect Language option is available from the Explorer window, Contact window and the Read-only window.

Use the Detect Language option to identify the Source Language of your email. Select an email in your Outlook Explorer window and click on **Detect Language**. If the email language is successfully identified, the following message is displayed.

However, if Translution fails to identify the email language, the following message is displayed.

Registration

To get help on Registration, refer to the topic on User Registration.

Activation

To get help on Activation, refer to the topic on User Activation.

Using Custom Dictionary Grabber

The Custom Dictionary Grabber (CDG) enables you to browse through the contents of a Word Custom Dictionary from which you can copy relevant terms to your Translution User Dictionary, either as a DNT Entry or as a Dictionary Entry.

From Translution menu select **Tools, Custom Dictionary Grabber**.

Alternatively, click on the **Custom Dictionary Grabber** icon on the Translution toolbar. The following screen is displayed:
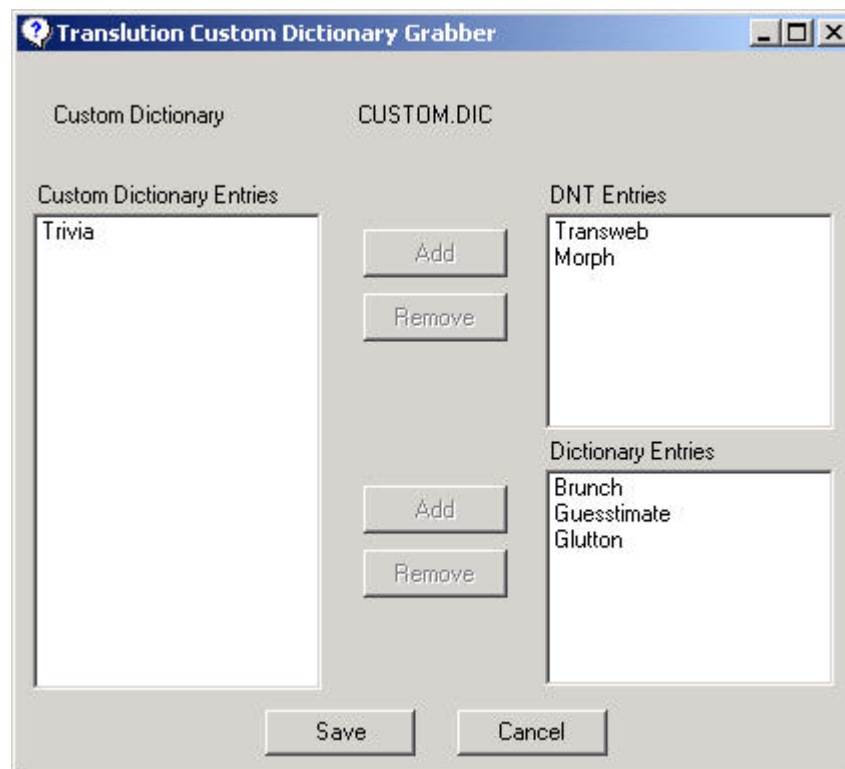
The Custom Dictionary entries are displayed from the default Custom Dictionary selected for Outlook.

To add the term as a DNT Entry in the Translution dictionary, highlight the term and click on the **Add** button next to the **upper pane**. To add the term as a Dictionary Entry in the Translution dictionary, highlight the term and click on the **Add** button next to the **lower pane**.

Click **Save** to save the entries.

&: If you attempt to add a term a second time, the following message will appear:
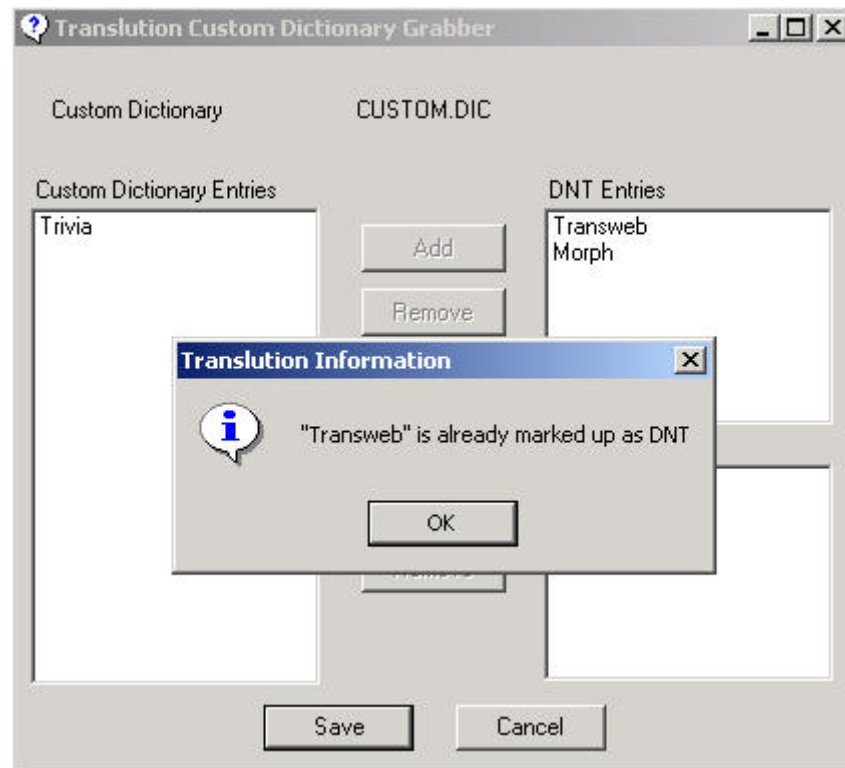
Add Selected Text to Dictionary

This option enables you to select terms in Outlook that you want to be included in Dictionary Entries or DNT Entries. Highlight the term and click on the [icon] icon or, alternatively, from the Translution Menu, select **Dictionary, Add Selected Text to Dictionary**. The term will be sent directly to Draft Entries for further processing.

Hint: Even if you are not specifically composing a message for translation, it is very useful to have this feature available in case you come across a specialised term or name that you might want to have in your dictionary the next time you have something translated.

View Toolbar

The View Toolbar option is available in the Translution menu bar of Explorer window, Composer window, Contact window and the Read-only window.

In your Translution menu, the View Toolbar has two options, Custom Dictionary Grabber and Detect Language (except in the Composer window, which has only the Custom Dictionary Grabber option). Although these two options are not shown by default in the toolbar (as shown below), you can add these buttons to the tool bar, if you wish.

To work with the Custom Dictionary Grabber, select **Translution, Tools, Custom Dictionary Grabber**. Likewise, to use Detect language, select **Translution, Tools, Detect Language**. If you wish to add these two options to your toolbar select **Translution, View Toolbar, Custom Dictionary Grabber** and **Translution, View Toolbar, Detect Language** respectively.

The Translution toolbar with Custom Dictionary Grabber and Detect Language added to it is shown as below:

Getting Help

While using your Translution product, you can access context sensitive help at the window level. Therefore, if you are working in the Composer window when you invoke help, only those topics that apply to the Composer window will be listed, thereby saving precious time by not having to browse through the entire help file.

To get help, from the Translution menu bar select **Translution, Help** or click on the **Help** button on the Translution toolbar.

About Translution

From the Translution menu bar select **About Translution** to open the About Translution window. Alternatively, click on the **About Translution** icon on the Translution toolbar.

The About Translution window has a host of useful information that includes your product Version Number, Translution Licence number, a link to Technical Support and a link to the Licence Agreement. Click **OK** to close the About Translution window.

Translution Control Centre

Getting Started with TCC

Using Translution Control Centre (TCC) is a great way to manage your files for translation. It helps you to load and submit files to the Translution Central site for translation and it updates you with the status of the translation. TCC works as an interface between the user and the Translution Central site.

After installing your Translution product, launch TCC from **Start, Programs, Translution, Translution Control Centre**. When you have launched TCC, the

TCC icon -   is displayed in the System Tray.

Double-click the **TCC icon** in the System Tray to start TCC.

If you are a Translution Pro user, a window with four tabs, Document; Job Status; Dictionary Download; and Properties, is displayed as shown below.
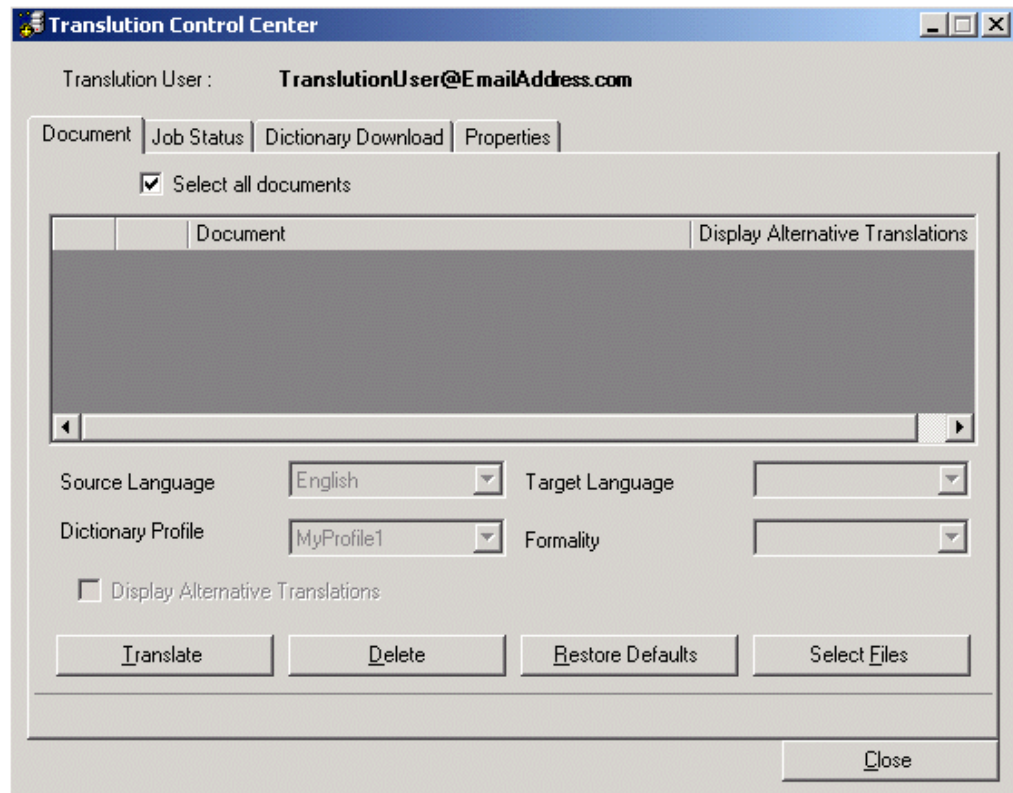
As a Translution Light user you will have only one tab, Dictionary Download, in the TCC window as shown below.
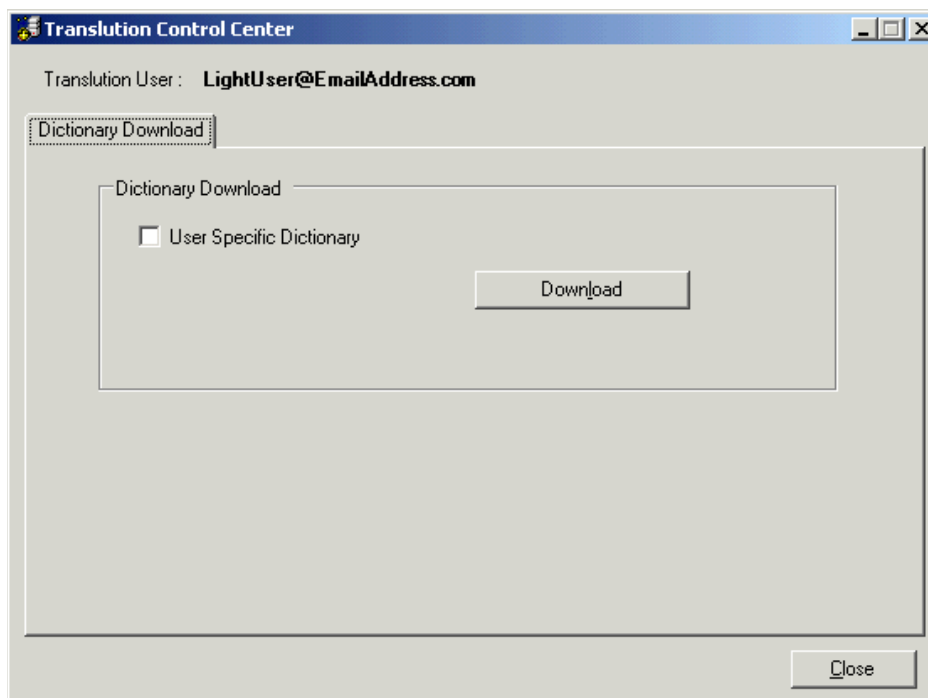
&: If you have not Registered and Activated the Translution product on your system, the tabs in the TCC window will be disabled. In order to enable the tabs and to start working with TCC, you must Register and Activate your email-id. To get help on how to Register and Activate your Translution product, refer to the corresponding section in Outlook Add-in online help.

To open or close TCC, right-click on the TCC icon in the System Tray. When you select **Close**, the TCC window will close, but TCC will continue to remain active and the icon will remain in the System Tray. When you select **Exit**, TCC will disconnect and close.

&: Since TCC connects the Word and IE Add-ins to the Central Site server, it is imperative to have an Internet connection open and running while TCC is in use. If the Internet gets disconnected, the TCC icon in the System Tray turns

to . The icon automatically returns to when the connection is re-established.

&: You cannot open or work with multiple instances of TCC.

Accessing Help on TCC

While working on TCC, press **F1** to display help for the respective tab.

Working with the Document tab

The Document tab is available to Translution Pro users only.

Use the Document tab to select and manage documents for translation. When you click on the Document tab, the following screen is displayed.
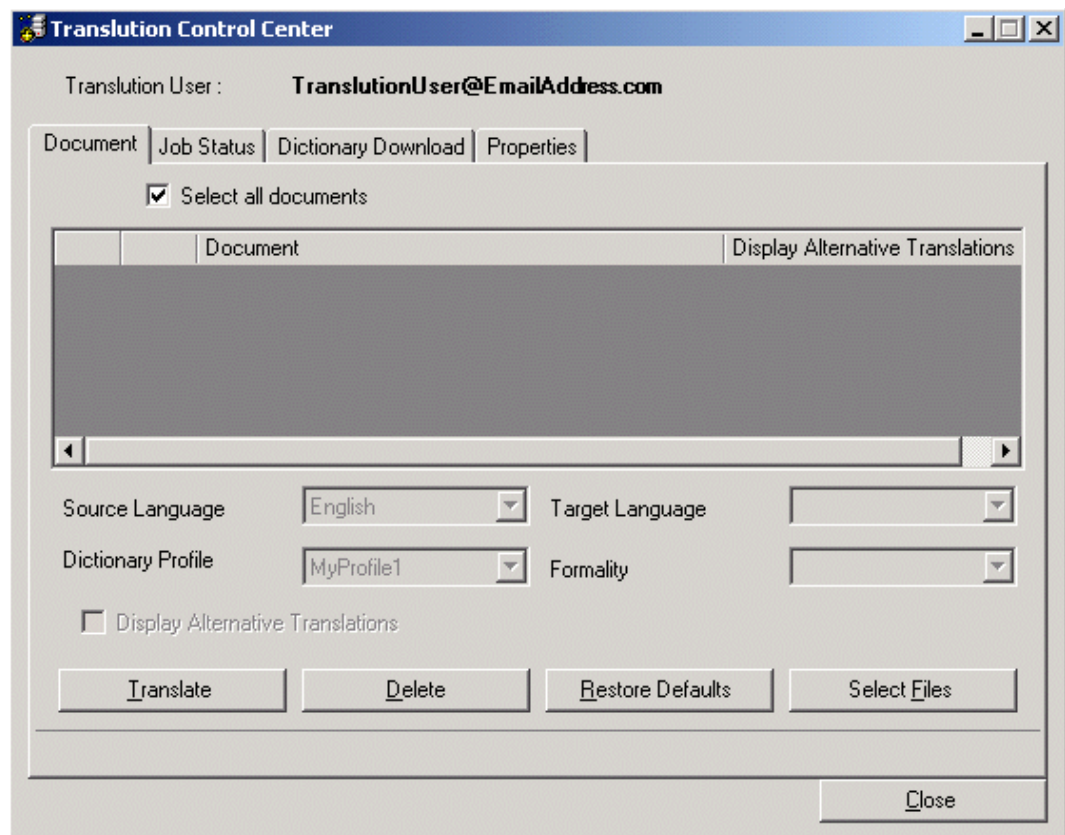
The above screen shows no documents selected for translation and, consequently, all the drop-down boxes shown are disabled. You can select documents for translation in any of the following ways.

Click on Select Files

Click on the **Select Files** button. This opens up the Windows File dialog box. Select the required files for translation.

Selection by drag and drop

Click on any document from Desktop, My Computer or Windows Explorer and drag and drop it onto the TCC dialog box.

Dragging a Folder

You can select and drag and drop an entire folder from the Desktop, My Computer or Windows Explorer to the TCC dialog box.

Once you select the files, only the files supported for translation are displayed in the TCC grid. The file types supported for translation are html, doc, plain text and rtf files. If you select files of any other file type, they will not be listed in the TCC grid.

The files selected for translation are listed as shown below.
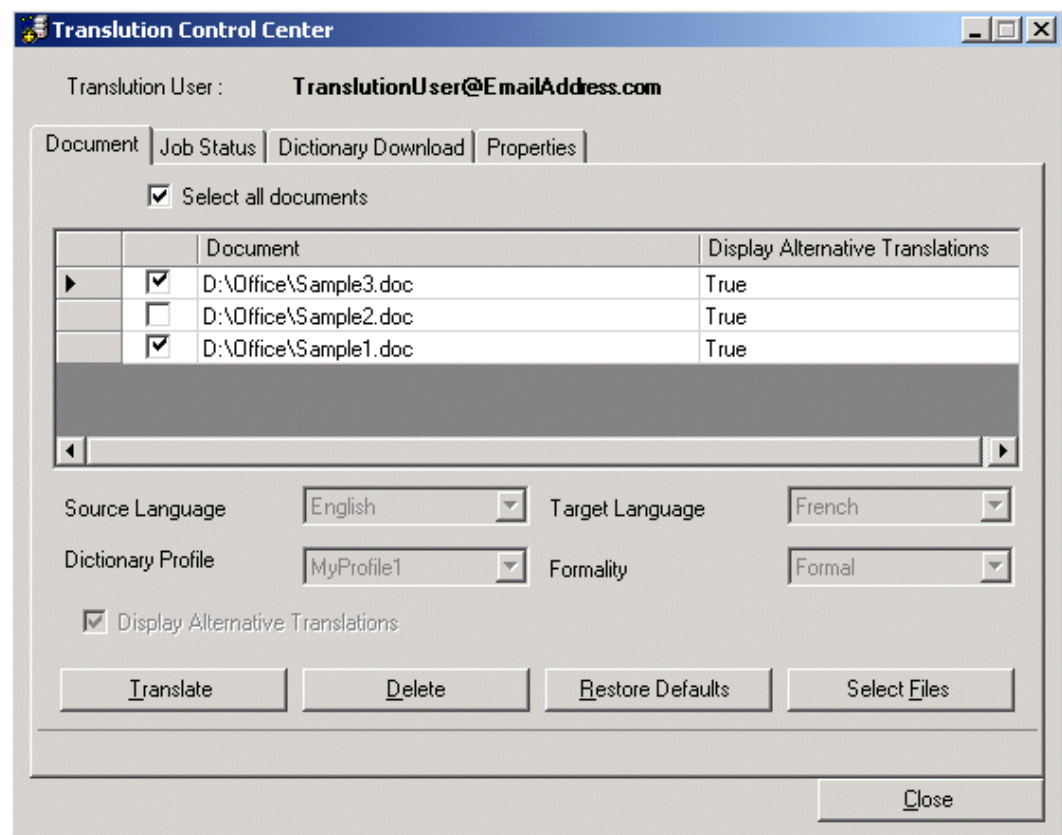
When you drag and drop to add files or a folder to the grid, the files identified for translation will have the check box to the left of the file name ticked by default. To stop a file from being translated, click on the respective check box to remove the tick.

To select or deselect all the files, click on the **Select All Documents** check box shown above the grid.

If you are a Translution Pro user and some of your files have not been marked for translation, it could be due to two reasons:

1. The selected file is larger than the word limit set in the Properties tab. (Refer to the topic on Size for further details.)

2. The Source Language and the Target Language for the file are identical.

If you attempt to override this setting by ticking the selection check box, a message box appears stating one of the above reasons for not marking the file for translation.

Customise View

Using the Customise View option enables you to add more columns in order to make the grid more informative. To customise the view, right-click on the grid and select the **Customise Current View** option. The following dialog box is displayed.
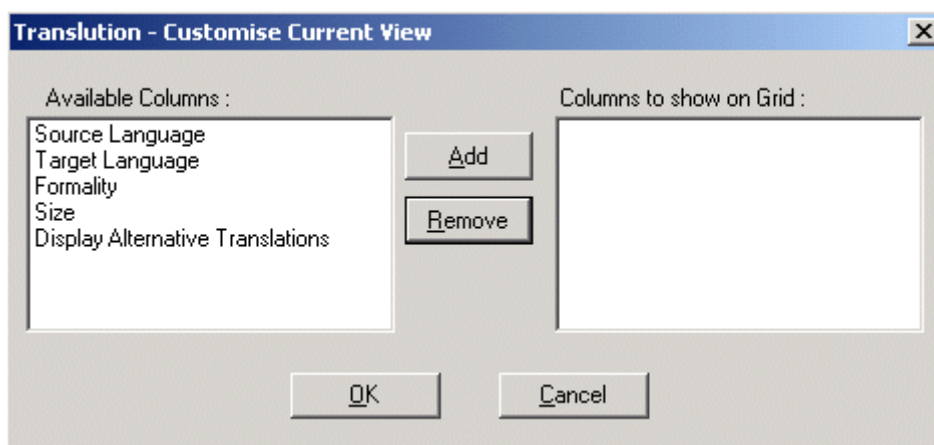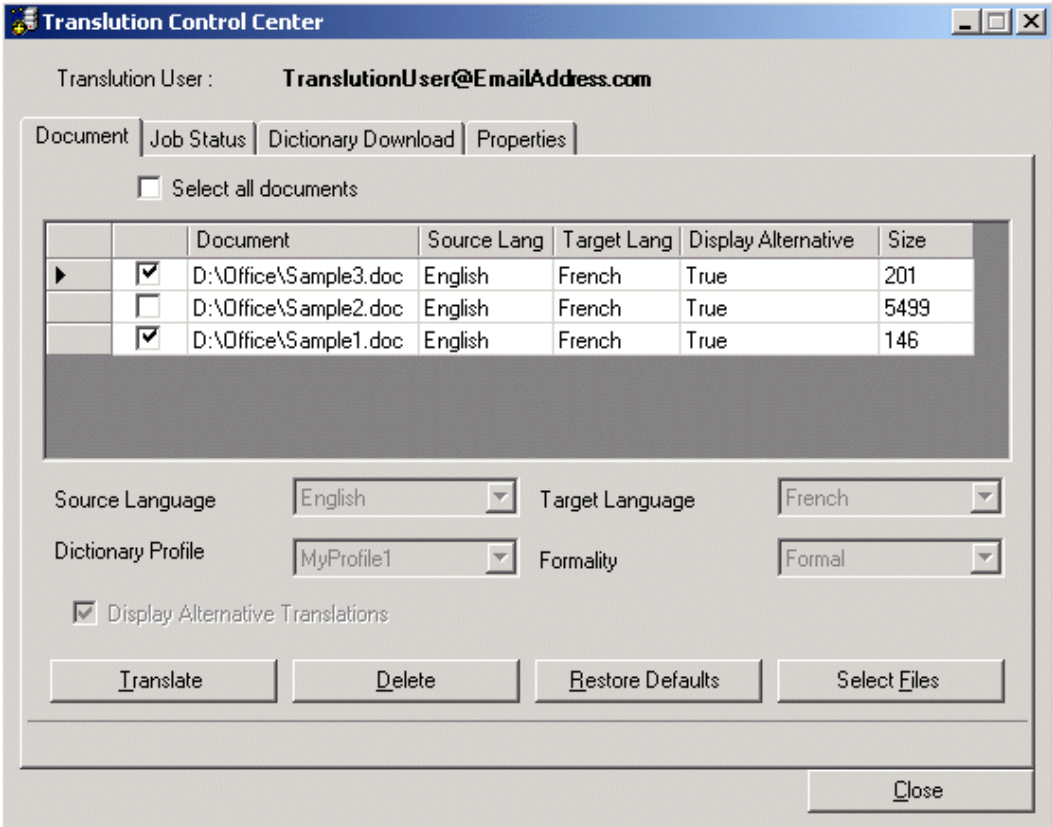
Select the required column heading under Available Columns and click on the **Add** button. This will move the selected column headings to the right pane as shown below.

To remove a column from the grid view, select the column heading in the right pane and click **Remove**. The column heading will then move to the left pane.
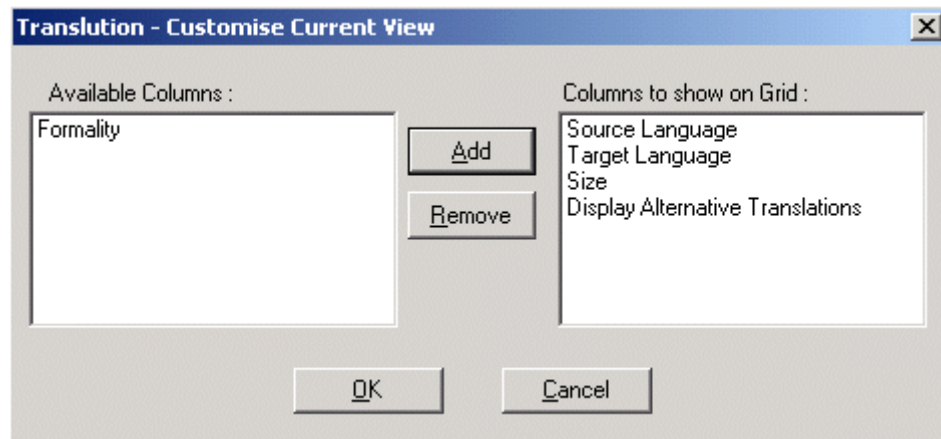
Click **OK** and return to the TCC window. The grid will display the selected fields
as shown below.

&: The Source Language, Target Language and other settings shown for the
files are based on the TCC Properties settings. To view the TCC Properties
settings, click on the Properties tab.

Source Language

The Source Language for all documents is set based on the TCC Propertiessettings.

For MS-Word documents, the Source Language and the Target Language are normally set as per the Properties settings made using the MS-Word Add-in.

If you have not made any Properties settings in MS-Word and the Detect Language check box in the Properties tab is ticked, then the Source Language is set based on the content of the file. All other settings are picked up from the TCC Properties tab.

If you have not made any Properties settings in MS-Word and the Detect Language check box in the Properties tab is not ticked, then all the settings are picked up from the TCC Properties tab.

To change the Source Language, click on the row header to select a file in the grid and select the required language from the Source Language drop-down list.

Target language

As with the Source Language, the Target Language for the files is set based on the TCC Properties settings. You can select a Target Language based on the available Language Pairs for the Source language. To change a required Target Language, make a selection from the drop-down list.

: In Translution terms a Language Pair is a Source and Target language combination that is supported by Translution. A Source Language may or may not be supported for translation into another Target language. For example with German as the Source language, you can only select either French or English as the Target language. Whereas with English as the Source language, you can select French, German, Italian or Spanish as the Target Language.

Dictionary Profile

Select the required Dictionary Profile from the drop-down list. The selected Dictionary Profile will be associated with the document sent for translation.

To get help on how to create a Dictionary Profile refer to the Dictionary Manager online help.

Formality

You can set Formality, either as Formal or Informal for any Target Language. However, for the Target Language English and Italian, the set Formality will not significantly affect the translation.

To set Formality, select the file in the Grid and select Formality from the drop-down list.

You can also set Formality for a document using the MS-Word Add-in. If you have not already set the Formality for a Word document, the Formality will be set based on the TCC Properties settings.

Size

The Size that appears in the grid refers to the selected file size based on the number of words. The size indicator shows the size of each document selected for translation.

You can set the file size limit for translations in the Properties tab. You enter the maximum number of words allowed for translation in the **Maximum size of the Document to Translate (words)** field. When you select a file for translation, the actual file size is checked against the file size limit set in the Properties tab.

If the file size exceeds the set limit, the check box for that file is shown unticked. If you tick the check box a warning message is displayed stating that the file size exceeds the set limit. Click **OK** to accept the selection or click **Cancel** to cancel the selection.

Display Alternative Translation

If you wish, you can have the system show all translations available for a given word in the translation output. The **Display Alternative Translations** check box is available in the Properties tab. If this check box is ticked, alternative translations will be displayed.

Translate

Once you have listed all the files to be translated and made the required settings, click on **Translate** to send the selected files for translation.

Delete

To remove a file from the grid, click on its row header and click on **Delete.**

Select Files

Refer to the topic **Click on Select Files** explained above.

Restore Defaults

In order to restore a file to the TCC default settings, click on its row header and click on **Restore Defaults.**

The Job Status tab

The Job Status tab is available to Translution Pro users only.

The Job Status tab shows the Document, Status, Job Type, Date and Time columns in a grid. The latest job submitted for translation is always shown at the top of the list.
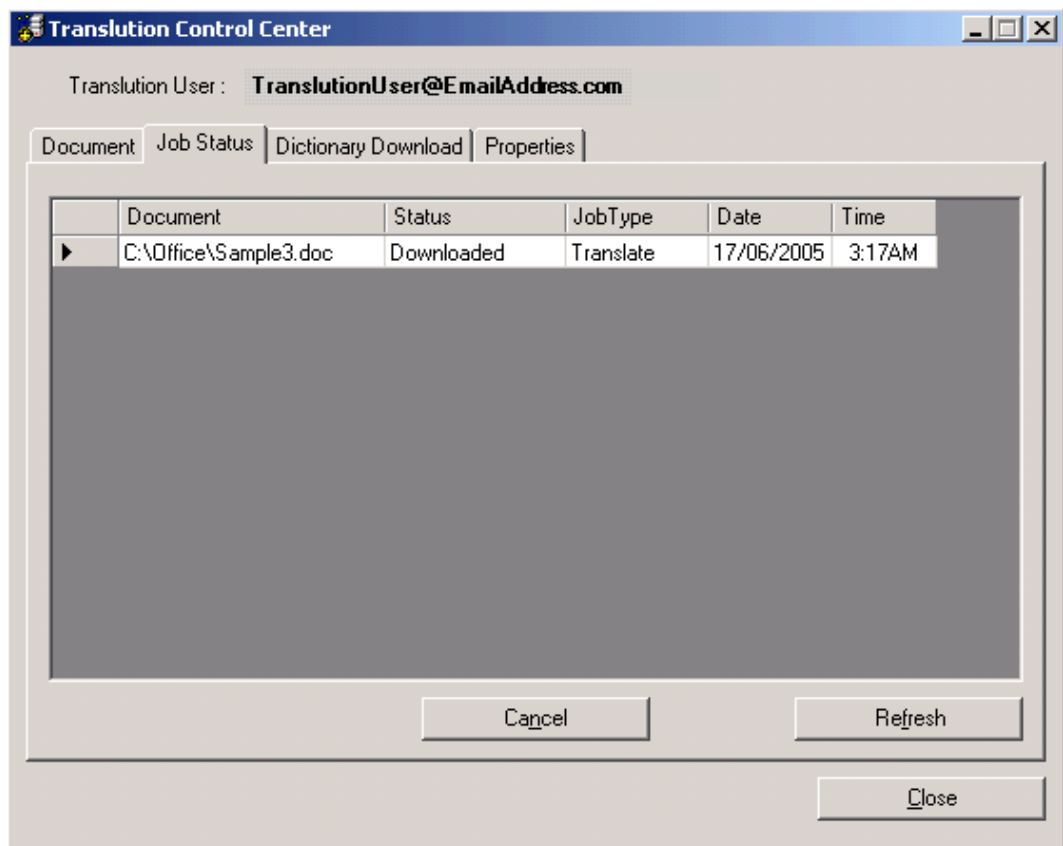
Document

The Document column shows the name and path of the file submitted for translation.

Status

The Status column populates with status indicators at various stages of the translation in progress.

Queuing

When the document is submitted for translation, the status is shown as **Queuing**.

Being Translated

The **Being Translated** status indicates that the translation is currently in progress.

Downloaded

When the translation is completed, you are prompted with the following message box to either **Open** the translated document, **Save** the translated document **As…** or **Cancel** the operation and delete the translated document from the source location.
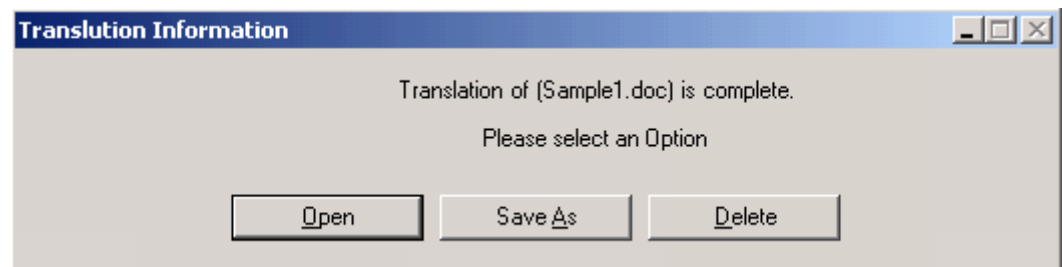
This message box is displayed only if you have ticked the **Notify me Immediately when a Translation is Completed** check box in the Properties tab. If the check box is not ticked, the job status changes to **Downloaded**.

Double click on the row header of the file with Downloaded status to open the message box.

Click on **Open** to open and view the translated document. Click on **Save As** to save the document to any location. Click on **Cancel** to discard the translated document and delete it from the source location.

Completed

The Completed status indicates successful completion of the translation. Once you action your file in Downloaded status, the status changes to Completed and the row disappears from the grid.

Error

An **Error** status is an indication of a translation failure for one or more reasons. When an error is encountered, if the **Notify me Immediately when a Translation is Completed** option is checked in the Properties tab, an error message is displayed.

If the check box is not ticked, the status in the grid for the file changes to Error. Double-click on the row header of the file to view the error message.

Pending

The **Pending** status indicates that the file is yet to be submitted for translation. This can occur due to files being queued up when a large number of files are submitted for translation. Another reason could be due to network or internet connection failure. Once these issues are resolved, the status automatically changes to either **Queuing** or **Being Translated** and then the translation is completed.

: Files with the Job Status **Completed, Error** and **Cancelled** are periodically removed from the grid as part of the database clean up process.

Job Type

The Job Type is always shown as Translate.

Date / Time

The Date and Time shows the date and time of the file selection for translation.

Cancel

You can choose to cancel the translation process for a file that is currently in **Queuing, Being Translated** or **Pending** status.

To cancel a job, click on the row header to select the file and click on the **Cancel** button. Click on **Yes** on the user confirmation box to cancel the job. Once the job is cancelled, the status for the selected document changes to **Cancelled**.

Refresh

If you have left your TCC interface idle for a long time, click **Refresh** to reconnect TCC to the Translution server. Also, if you notice an unusual delay in receiving your translated files, click **Refresh** to speed up the process.

Dictionary Download

Each time you compile a User Dictionary, a copy of that dictionary is saved on the Central Site by Translution. This is done so the user can download a copy in case a User Dictionary is lost or corrupted. Obviously, this copy will only reflect changes made to the dictionary as of the last compilation. However, it must be noted that, **if a user downloads this dictionary back-up before compiling any data entered since the last compilation, all data will be overwritten and, therefore, lost.**
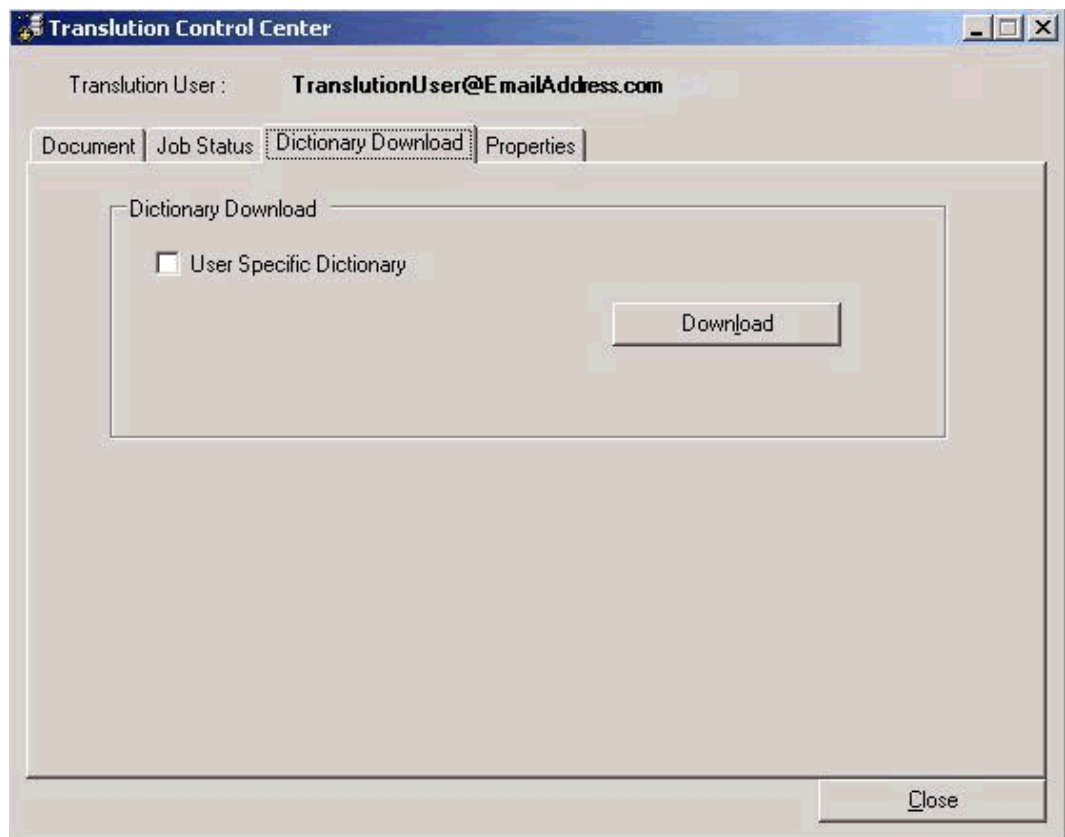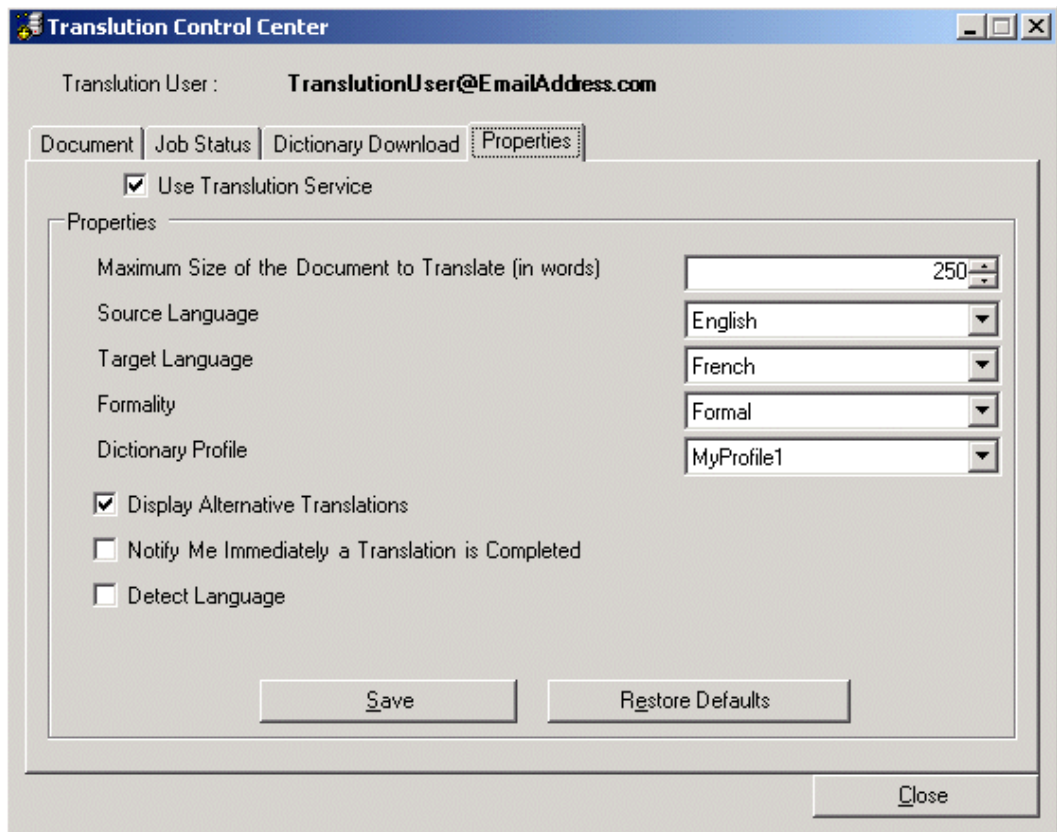
To download your back-up User Dictionary, simply click on the [Download] button on the Download Tab. Your current User Dictionary will be overwritten by the downloaded dictionary.

Properties

The Properties tab is available to Translution Pro users only.

Click on the **Properties** tab to bring up the following screen.

Your user id is displayed at the top of the screen. The default Properties settings are displayed for the user.

Use Translution Service

Select the check box to use Translution Service. If the check box is not ticked, the Document tab is not displayed and translation using TCC is no longer available.

Maximum Size of the Document to Translate (words)

Enter your maximum number of words allowed for translation or select a figure from the drop-down list.

If you are a Translution Pro user, this setting would help you manage the size of your files and protect you from unwarranted submission of large files for translation.

Source Language

Select the desired Source Language from the drop-down list. This is set as your Source Language setting for TCC.

Target Language

Select the desired Target Language from the drop-down list. This is set as your Target Language setting for TCC.

Formality

You may wish to specify whether the system uses Formal (polite) language or Informal (familiar) language in your translation. Make your selection from the drop-down list. (This option has no effect on English and Italian).

Dictionary Profile

The Dictionary Profile drop-down box lists all Profiles that have been created within the Translution Dictionary Manager. Dictionary Profiles are collections of dictionaries that you can assemble for your particular requirements. Along with your User Dictionary, you can select subject-specific dictionaries to translate material from a particular sector, e.g. Science, Business, etc. Select a Dictionary Profile from this list.

Display Alternative Translations

If you wish, you can have the system show all translations available for a given term in the translation output. If the **Display Alternative Translations** check box in the Properties tab is ticked, alternative translations will be displayed.

Notify me Immediately when a Translation is completed

Select the check box to bring up all user notification messages.

If this check box is selected the message box with the **Open, Save As** and **Cancel** buttons appears when the translation is completed. If the check box is not ticked, the file status in the Job Status tab is shown as Downloaded.

Detect Language

Tick the Detect Language check box to set the Source Language of the selected file as determined by the Automatic Language Identifier.

The default values for the Source Language and Target language are set based on the TCC Properties settings made while installing TCC.

If you are working on a Word document, you can set the Source Language and the Target Language from the Word Add-in. In that case if you select the document in TCC, the language settings will remain unchanged from those set in the Word Add-in..

Whatever the Source Language setting is, you have the flexibility to change it to your choice of language.

Save

Click on the **Save** to save and apply the setting changes.

Restore Defaults

Click on **Restore Defaults** to revert to the default settings.

: After you have restored the default settings, you will not be able to revert to your customised settings and will have to re-enter them, if required.

Translution Word Add-in

Getting Started with Word Add-in

The Translution Word Add-in is available to Translution Pro users only.

When you install your Translution product, the Translution Word Add-in is automatically installed in your system. After you have installed your Translution product, open MS-Word to find the Translution menu bar displayed along with the standard MS-Word menu bar.

&: If you find that the Translution menu bar is shown disabled, open your Outlook Add-in and complete your Translution product registration. Once you complete your product registration, close and restart your Word for the registration to take effect. To get help on how to proceed with Registration refer to the topic on Registration and Activation in the Outlook Add-in online help.

The Translution menu bar is shown as below.
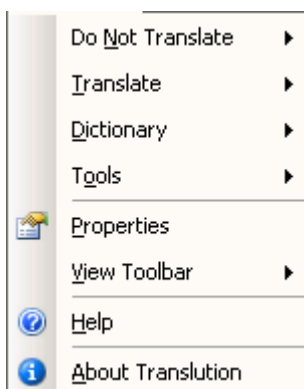
When you are working with the Word Add-in, you can choose to use the Translution menu bar or the Translution toolbar.

&: You can either select options from the Translution menu or from the Translution tool bar. Additionally, you can also use the Alt key combination to access options from the Translution menu. However, while using the Alt key combinations if the cursor is not placed in the desired option, use the arrow keys to navigate to the required option.

To enable the Translution toolbar select **View, Toolbars, Translution** from standard Word menu.

The Translution toolbar is shown as below.

At this point, two buttons will not be visible: Custom Dictionary Grabber and Detect Language . If you wish to add these two options to the Translution toolbar, select **Translution, View Toolbar, Custom Dictionary Grabber** and **Translution, View Toolbar, Detect Language** respectively.

The Translution toolbar with Custom Dictionary Grabber and Detect Language added is shown below.

&: The Translution Word Add-in is supported by Windows 2000 and later versions including Windows XP. The Translution Word Add-in can be installed in Word 2000, Word 2003 and Word XP. The only document type supported using the Word Add-in is DOC. RTF and HTML documents are not supported. However, if you wish to process other document types, you can open them in Word and then Save As a Word Document.

Translate

With the Word Add-in you can translate sections of a document or an entire word document. These two options, **Translate Selected Text** and **Translate Entire Document** are available in the Translution menu bar and in the Translution toolbar.

&: Before you proceed with translation, it is important to set the document properties. To get help on how to set Document and Global properties, refer to the topic on Setting Properties and the topic on Properties in the TCC online help.

Translate Selected Text

To translate selected text, select and highlight the text. Click on **Translate Selected text** icon on the Translution toolbar. Alternately, select **Translution, Translate, Selected Text** from the Translution menu bar.

When you select text for translation, Word internally identifies each selection as a book-mark. Therefore, it is important that you Save your document before you translate selected text. This will help the system to locate the original text and replace it with the translated text.

Before the system starts a translation, it checks the number of words you have selected for translation. If you are a Translution Pro user and the number of words exceeds the set limit, the system will ask for confirmation before continuing the translation, as shown below.
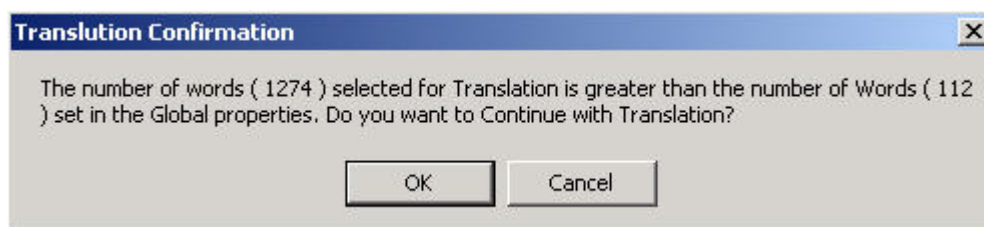
After the word limit check is done the Translution Confirmation window is displayed as shown below.
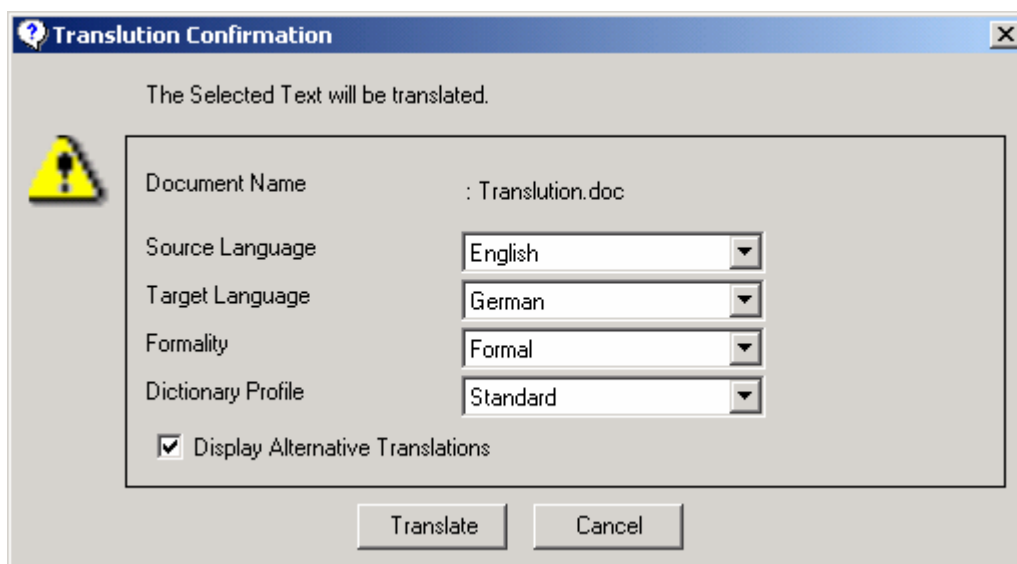
The Source Language, Target Language and other settings shown above are based on your Word Add-in Document Properties settings. If you have not set the document properties then the settings are picked up from the Word Add-in Global Properties settings. Both Global and the Document properties settings can be changed to suit your requirements.

Set the **Source Language, Target Language** and **Formality** from the respective drop-down list. If you wish to have all the translations for a given word to be displayed, tick the **Display Alternative Translations** check box.

When you click on **Translate Selected Text** the Translution Control Centre (TCC) is automatically launched and the TCC icon appears in the system tray. Right-click on the icon and select **Open** to open the TCC window. The status of the translation can be monitored at any time by clicking on the Job Status tab.

Once the translation is completed, the following dialog box is displayed.
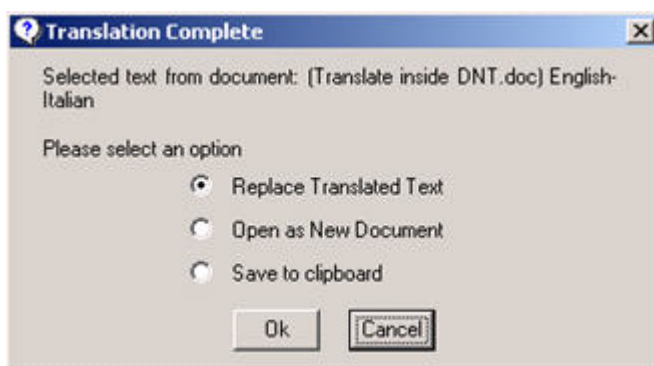
You have a choice of three options. However, if the system fails to locate the original document then the Replace Translated Text option is shown disabled.

If you wish to replace the original text with the translated text, select **Replace Translated Text** and click **OK**. When you select text for translation, Word internally identifies each selection as a book-mark. Therefore, it is important that you Save your document before you translate selected text. This will help the system to locate the original text and replace it with the translated text.

If you select **Open as New Document** and click **OK**, another instance of Word is automatically launched containing the translated text. Select **Save As** option to save the document.

If you select **Save to Clipboard**, the translated text is saved to the clipboard. Select **Edit, Paste** in Word to paste the translated text to a document.

If you click on **Cancel**, the translated text will be discarded and will no longer be available. However, even though you have discarded the translated text, it will still be calculated in your total word usage.

Translate Current Document

To translate the contents of entire document, open the document in Word and click on **Translate Current Document** icon on the Translution toolbar. Alternatively; select **Translution, Translate, Current Document** from the Translution menu bar.

Before you click on **Translate Current document**, you must **Save** your word document. If you have not saved the document, you would be prompted to **Save** the document as shown below.
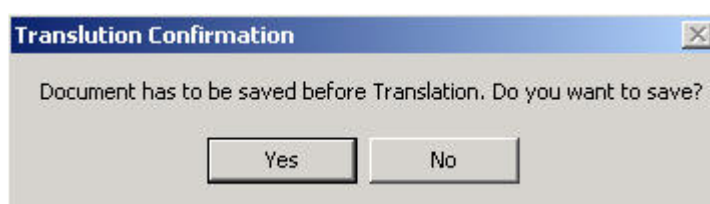
When you click on **Translate Current Document** the Translution Control Centre

(TCC) is automatically launched and the TCC icon appears in the system tray. Right-click and select **Open** to open the TCC window. The status of the translation can be monitored at any time by clicking on the **Job Status** tab.

If the **Notify me Immediately when a Translation is completed** check box in the TCC properties tab is ticked, the following is displayed.
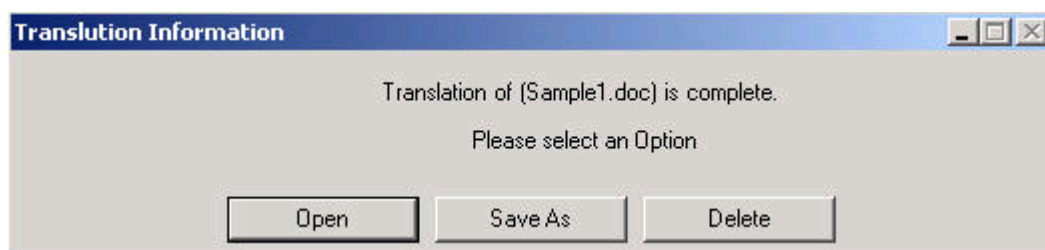
Click **Open** to open and view the document, click on **Save As** to save the document or click on **Delete** to ignore and delete the document. If the check box is not ticked, the file status in the Job Status tab is shown as **Downloaded.**

Do Not Translate

All languages contain words that should not be translated into other languages, such as company names and product names. Translution enables you to mark such terms as DNT Entries, thereby preventing the Translation System from attempting to translate them. When you select text or a document for translation, you can also mark parts of the text not to be translated.

Do Not Translate Selected Text

From your Word document select text that you do not want to be translated. Click on the **Do Not Translate Selected Text** icon on the Translution toolbar. Alternatively, from the Translution menu bar select **Do Not Translate, Selected Text**. The selected text will be marked and saved in the document.

For easy identification, you can have all the text that has been marked as DNT highlighted. Click on the **Turn On DNT highlight** icon on the toolbar. Alternatively, from the Translution menu, select **Do Not Translate, Turn On DNT highlight**. All the text marked as DNT will appear highlighted. With this, the **Turn On DNT highlight** option in the toolbar and the menu bar will change to **Turn Off DNT highlight.**

To remove the highlights, click on the **Turn Off DNT highlight** icon. Alternatively, from the Translution menu select **Do Not Translate, Turn Off DNT highlight.**

The Turn On DNT highlight and Turn Off DNT highlight button works as a toggle key and you can alternately use it to highlight and de-highlight text marked as DNT. When the **Turn On DNT highlight** option is active, the **Remove Selected DNT** icon is enabled.

If you wish to remove the DNT marking from a selection of text, place the cursor anywhere in the text and click on the **Remove Selected DNT** icon. Alternatively, from the Translution menu select **Do Not Translate, Remove Selected DNT**.
After you have finished marking the selected parts of the text as DNT, click on **Translate Selected Text** or **Translate Current Document** to proceed with translation.

Do Not Translate in Any Document

You can mark text so that it will not be translated in any document sent for translation. Highlight the text and click on the Do **Not Translate in Any Document** icon in the Translution toolbar. Alternatively, from the Translution menu bar, select **Do Not Translate, Do Not Translate in Any Document**. The selected text will automatically be entered in your User Dictionary as a DNT Entry.

Getting Help

While using your Translution product in Word, you can access context sensitive help at the window level. This means you can invoke help on all the options available in Word alone, thus saving precious time by not having to browse through the entire help file.

To get help on Translution menu options, from the Translution menu bar select

Translution, Help or click on the **Help** icon on the Translution toolbar.

About Translution

From the Translution menu bar select **About Translution** to open the About Translution window.

The About Translution window has a host of useful information that includes your product Version Number, Translution Licence number, a link to Technical Support and a link to the Licence Agreement. Click **OK** to close the About Translution window.

Global/Document Properties

You can set properties in your Word Add-in at two different levels. The Global Properties settings affect all the documents selected for translation. However, the Document Properties settings apply only to the current document selected for translation.

Click on **Properties** on the Translution toolbar to open the Translution Word Properties window. Alternatively, select **Translution, Properties** from the Translution menu. The Translution Word Properties window has two tabs, Global and the Document tab. The Global tab is always shown by default.

Global Properties settings

The Global Properties tab for Translution Pro user is shown as below.
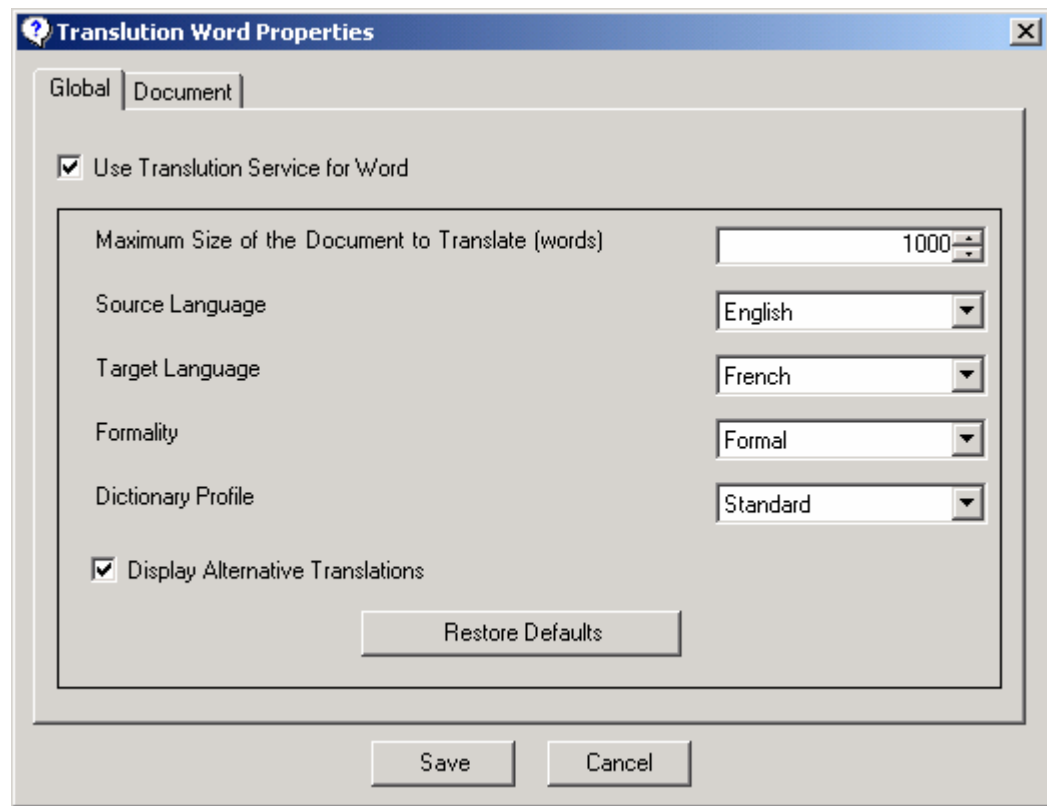
The **Use Translution Service for Word** check box is ticked by default. If you remove the selection, the Translution Menu bar and the Translution toolbar will be disabled.
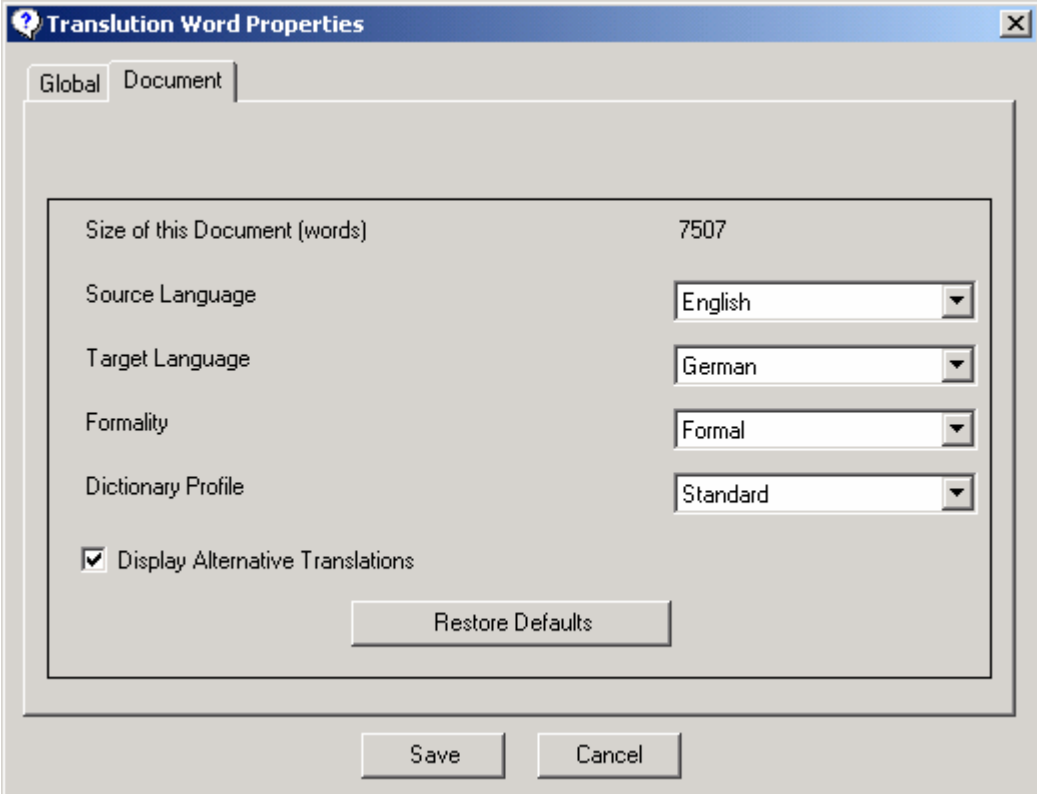
Enter the maximum word limit or use the spinner control to select a number.
To get help on the Source Language, Target Language and all other properties settings, refer to the topic on Properties in the TCC online help.

After you make changes to any of the properties settings, click **Save** for the changes to take effect. Click **Cancel** to close the Global Properties window.

The Global Properties are set by default at installation. If you make any changes to Global Properties settings and later wish to revert to the original settings, click on **Restore Defaults**. Click **Save** to save the settings.

Document Properties settings

Clicking on the Document tab displays the Document Properties tab shown as below. The Document tab is identical to the Global tab. However, rather than displaying the maximum number of words allowed for translation, the word count for the current document is shown.

When you click on **Restore Defaults** in the document tab, the most recently saved Global Properties settings are restored. Click on **Save** to save the settings.

To get help on all other properties settings refer to the topic on properties in the TCC online help.

Custom Dictionary Grabber

The Custom Dictionary Grabber (CDG) enables you to browse through the contents of a Word Custom Dictionary from which you can copy relevant terms to your Translution User Dictionary, either as a DNT Entry or as a Dictionary Entry.

From Translution menu select **Tools, Custom Dictionary Grabber**.

Alternatively, click on **Custom Dictionary Grabber** icon on the Translution toolbar. The following screen is displayed:
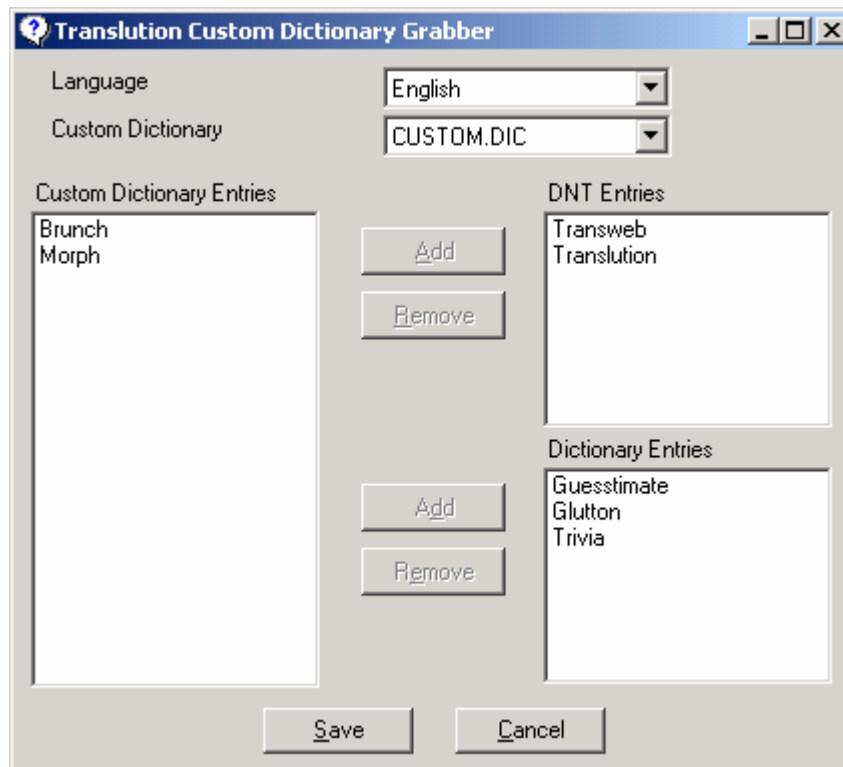
Select the **Language** and the **Custom Dictionary** from the respective drop-down list. All entries in the Word Custom Dictionary will appear in the Custom Dictionary Entries pane.

To add the term as a DNT Entry in the Translution dictionary, highlight the term and click on the **Add** button next to the **upper pane**. To add the term as a Dictionary Entry in the Translution dictionary highlight the term and click on the **Add** button next to the **lower pane**.

Click **Save** to save the entries.

: If you attempt to add a term a second time, the following message will appear:
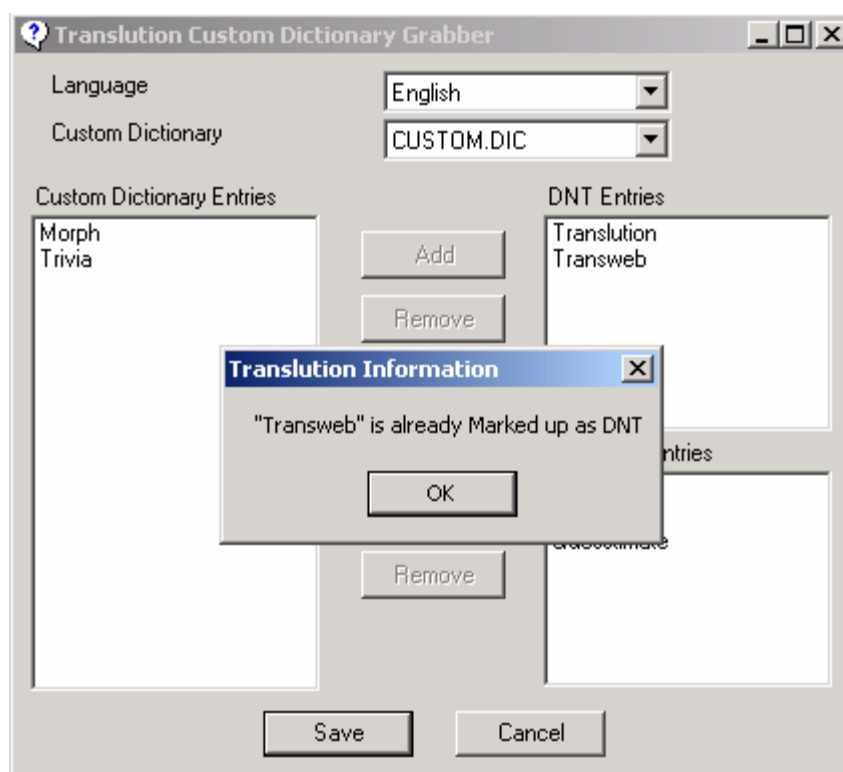
Add Selected Text to Dictionary

This option enables you to select terms in a Word document that you want to be included in Dictionary Entries or DNT Entries. Highlight the term and click on the icon or, alternatively, from the Translution Menu, select **Dictionary, Add Selected Text to Dictionary.** The term will be sent directly to Draft Entries for further processing.

Hint: Even if you are not specifically processing a document for translation, it is very useful to have this feature available in case you come across a specialized term or name that you might want to have in your dictionary the next time you have something translated.

Detect Language

The Detect Language feature helps you to identify the source language of your document. If you are not sure of the source language of your document, select parts of the document and then select **Translution, Tools, Detect Language** to ascertain the source language. If you do not select parts of the document, the analysis will be applied to the entire document.

The system will carry out the automatic language detection process and display the source language as shown below.
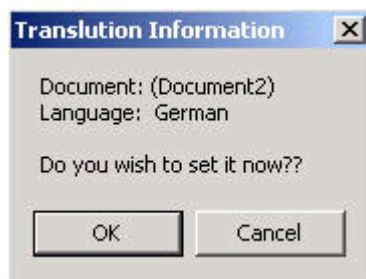
Click **OK** to set the identified language as the source language in the Document Properties settings. Select **Translution, Properties** and click on the Document tab to verify the new source language setting. Click **Cancel** to ignore the message.

However, after you have clicked **OK**, if the source language and target language are found to be the same then the following message is displayed.

You would also get the same message if the system does not support translation of a particular language pair. Click **OK** to close the message box.

: Documents with multiple language content are not supported for translation.

Translution Add-in for Internet Explorer

Using IE Add-in

The Translution IE Add-in is available to Translution Pro users only.

When you install your Translution product, the Translution IE Add-in is automatically installed in your system. After you have installed your Translution product, open your Internet Explorer (IE) to find the Translution toolbar displayed as shown below.

&: If you have carried out custom installation of your Translution product, you need to have selected IE Add-in as part of the custom installation for the IE Add-in to be installed automatically.

If the Translution toolbar is not being displayed, from View menu select the **Toolbars, Translution Bar** to enable the Translution toolbar.

&: If you find that the Translution toolbar is shown disabled, open your Outlook Add-in and complete your Translution product Activation. Once you complete your product Activation, close and restart your IE for the Activation to take effect. To get help on how to proceed with the Activation refer to the topic on Registration and Activation in the Outlook Add-in online help.
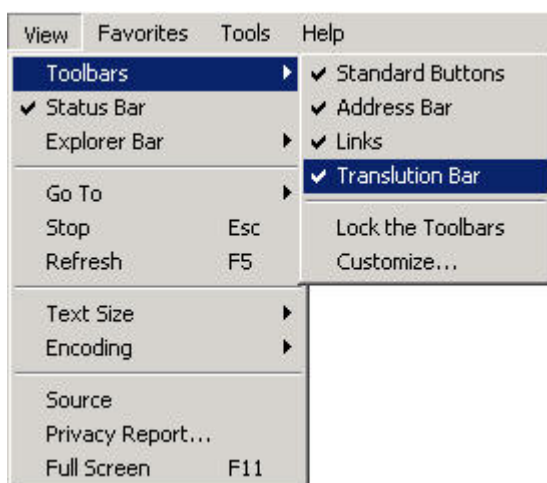
: The Translution IE Add-in is supported by Windows 2000 and later versions of the Windows operating system including Windows XP. The Translution IE Add-in can be installed in IE 5.5 and later versions of the Internet Explorer.

If your Translution IE Add-in toolbar is still not being displayed, try the following trouble-shooting options.

1. From the IE Tools menu select **Internet Options** and click on **Advanced tab**. From the Browsing group of check boxes shown, look for the **Enable third-party browser extensions (requires restart)** check box and ensure that it is ticked.

2. If you have installed your Translution IE Add-in in Windows 2003 operating system, certain advance security settings might be preventing your IE Add-in toolbar from being displayed. Click on the **Start** button and select **Settings, Control Panel, Add/Remove programs** and click on the **Add/Remove Windows Component** button to open up Windows Components wizard. In the Windows Component wizard look for the **IE enhanced security** option check box and ensure that it is not ticked.

Selecting Language Pair
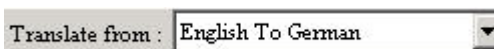
A language pair consists of a Source Language and a supported Target Language pair. When you open a web page for translation, the language in which the web page is shown is referred to as the Source Language and the Target Language is the language to which you wish to have the web page translated. Before you proceed with translating a web page, you need to select and set the required language pair from the **Translate from:** drop-down list. The Translate from drop-down lists all the language pairs supported by Translution.

In the **Translate from:** drop-down list the selection **<Automatically Detect>** is displayed by default. If you set the **Translate from** language pair as <Automatically Detect>, Translution will automatically identify the Source Language and then pick up the Target Language from Properties settings to form the language pair.

To understand how to set your IE Add-in Properties Settings, refer to the topic on Setting Properties.

Translating a Web page

To translate a web page, simply open a web page in IE, ensuring that you have selected the correct language pair, and click on the Translate button displayed on the Translution toolbar. As a result, Translution will launch another instance of IE and the translated page will be displayed.

: When you select a web page and click on the **Translate** button, the Translution Control Centre (TCC) is automatically launched and the TCC icon

appears in the system tray. Right-click the **TCC** icon and select **Open** to start the TCC window and Click on the **Job Status** tab to view the status of the document. To understand how TCC can help you to manage your web pages for translation, refer to the TCC online help.

Detect Language
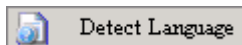
If you wish to translate a web page and you are not sure of the Source Language of the web page, you may not be able to make a correct selection in the **Translate from** drop-down list. This is when you can use the Detect Language option to identify the Source Language.

Open a web page and click on the **Detect Language** button. Translution will identify the Source Language and then pick up the Target Language from the add-in Properties Settings and set the **Translate from** language pair accordingly. If the resulting language pair is supported by Translution, the following message will be displayed.

📕: The Target Language in the add-in Properties window is set as French by default.

Click **Yes** to set the language pair in the **Translate from** drop-down list. Click **No** to cancel the message.

If the Source Language is successfully identified, but the resulting language pair is not supported by Translution, such as German to Spanish as shown in the example below, then the following message is displayed. However, if you are familiar with any other supported language, such as English in this case, you can set it as the Target Language and proceed with translation. To find out how to the set the Target Language, refer to the topic on Setting Properties.

Click **OK** to cancel the message.

If Translution fails to identify the Source Language, then the following message is displayed. However, if you are sure of the Source Language of the web page, you can select the required language pair from the **Translate from** drop-down list and proceed with translation.
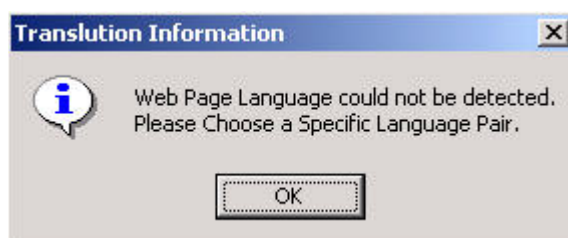
Click **OK** to cancel the message.

Getting Help

While using your Translution product in IE, you can access context sensitive help at the window level. This means you can invoke help on all the options available in IE alone, thus saving precious time by not having to browse through the entire help file.

To get help on Translution menu options, from the Translution menu bar select **Translution, Help** or click on the **Help** button on the Translution toolbar or simply press the **F1** key.

About Translution

From the Translution toolbar click on **About Translution** to open the About Translution window. The About Translution window has host of useful information that includes your product Version Number, Translution Licence number, a link to Technical Support and a link to Licence Agreement.

Click **OK** to close the About Translution window.

Setting Properties

Click on the **Properties** [icon] icon to open the IE Add-in Properties window. If you are a Translution Pro user, the following Properties window is displayed.
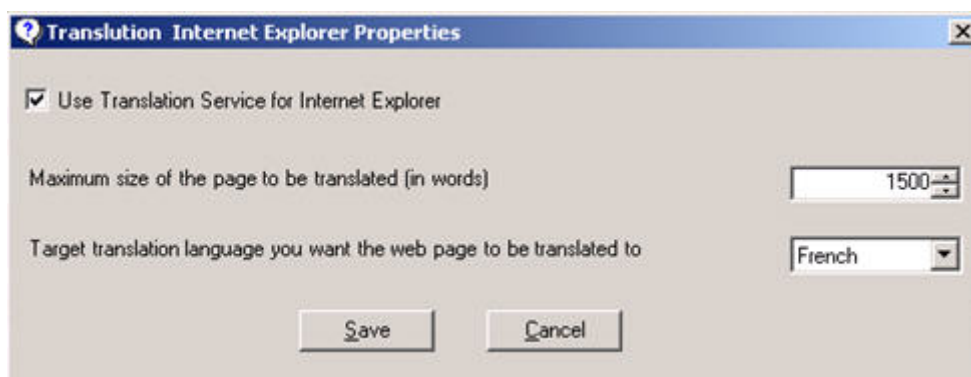
The **Use Translution Service for Internet Explorer** check box is ticked by default. This will enable you to send web pages for translation.

Select the required web page size in words from the **Maximum size of the page to be translated (words)** list box. If your web page exceeds the set word limit, when you click on Translate button, a confirmation message box will be displayed before proceeding with translation.

Most web pages have about 1500 to 2000 words per page. However, this word range will vary from one language to another. Hence, you may set a comfortable limit in the **Maximum size of the page to be translated (words)** to suit most web pages.

The **Target translation language you want the web page to be translated to** drop-down list shows the Target Language set during installation. To change over to any other Target Language select the desired Target Language from the drop-down list.

Click **Save** for the changes to take effect. Click **Cancel** to close the Properties Window.
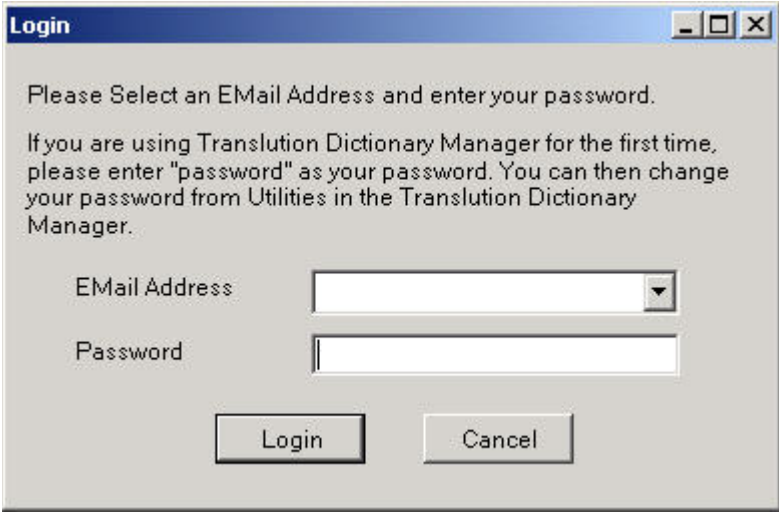
Translution Dictionary Manager

Your Translution Dictionary has been designed to augment the General and Subject-Specific system dictionaries of the Machine Translation (MT) engine. This feature enables you to dramatically improve the quality of your translations. Whenever a term in your document is not found in one of the system dictionaries, you will be able to add it to your Translution Dictionary, thereby ensuring a correct translation from then on. Not Found Words are not the only potential issues with MT systems. If you were to use an MT system to translate *Red Buttons came to town* into French, the resulting translation could very well be *Les boutons rouges sont venus à la ville.* The name Red Buttons is translated literally. This is easily overcome by entering the name in your Translution Dictionary as a Proper Noun with Red Buttons as the target translation for all languages.
:

Working with the Translution Dictionary Manager

Launch the Translution Dictionary Manager by clicking on **Start, Programs, Translution, Translution Dictionary Manager.** The following login screen opens:

Dictionary access is limited to users with a valid email address and password. The default password for first-time users is password. This password can be changed at any time via **Utilities, Change Password.** Click on **Login** to continue.

The Dictionary Manager Menu, Toolbar and Explorer Pane appear as shown below:
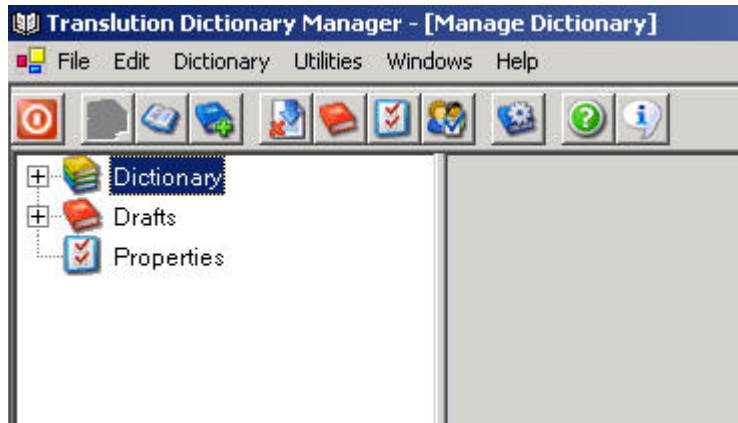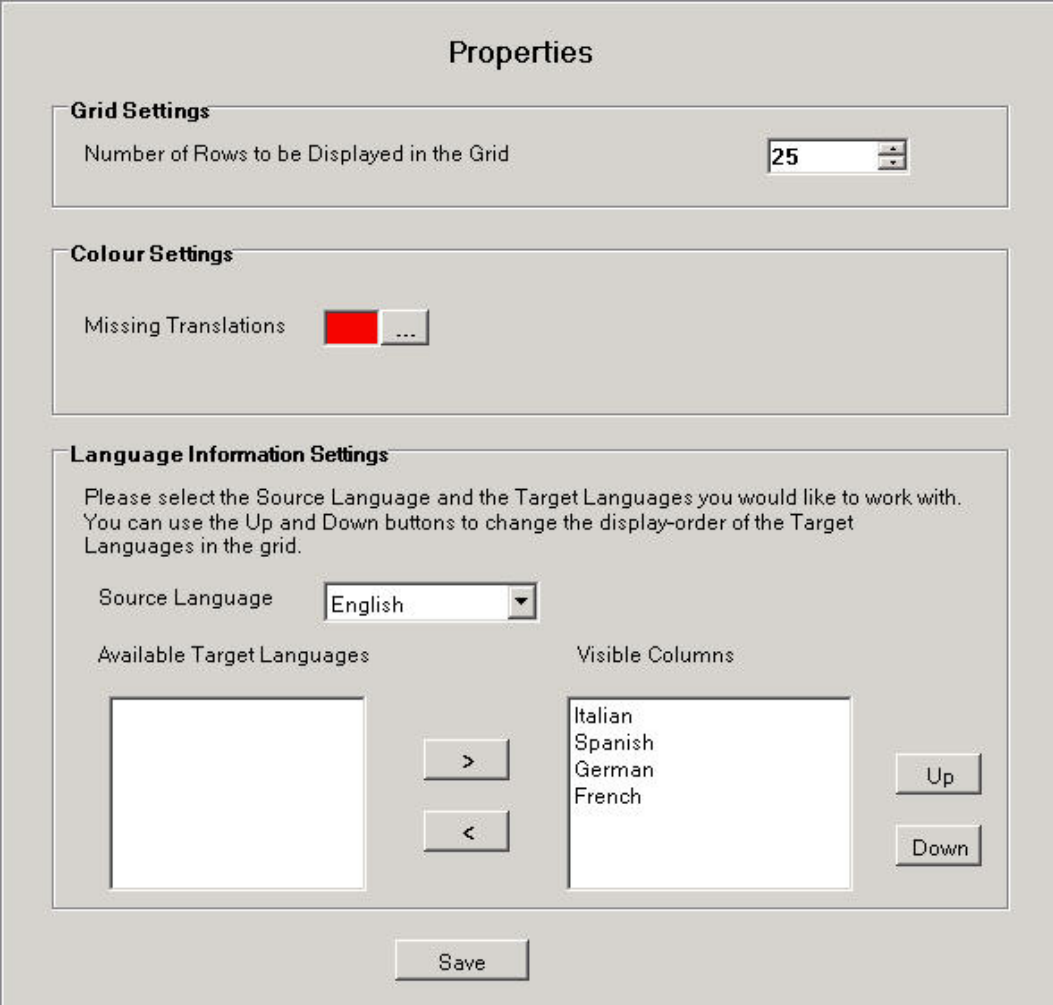
📖: If you close your dictionary without exiting the Dictionary Manager, you can reopen the dictionary either by selecting **File, Open Dictionary** or by clicking on the [icon] icon in the toolbar. However, you will be required to log in again.

Setting Dictionary Manager Properties

Before using your Translution Dictionary Manager for the first time, you will need to decide how you will want your dictionary entries to be displayed. You will also need to set the source and target languages you will be using.

You can open the Properties window via the Menu by clicking on **Edit, Properties**, or by clicking on **Properties** in the Dictionary Manager Explorer pane, or by clicking on the [icon] icon in the Translution Dictionary Manager toolbar. The following screen will be displayed:

Grid Settings

All Dictionary, Do Not Translate (DNT) and Draft entries are displayed in a table format with each row containing an entry. In the Grid Settings panel, you can specify how many rows you wish to have displayed in a Viewing Pane at the same time. Either select the number from the spinner box, or type in the number.

: The minimum number of rows is 10. The maximum number of rows is 50.

Colour Settings

For easy recognition in the Dictionary, all missing translations for a given defined term are indicated by a colour in the blank cell. In Colour Settings, you can specify which colour is to be used. Clicking on the **ellipsis** (…) will open the Colour Palette.

Language Information Settings

You can specify the Source and Target Languages to be displayed in the grid of your Dictionary Entry pane.

Source Language

Select a source language from the drop-down list.

: The language that you select as your source language will become the default Source Language in all Dictionary Manager Screens. You will need to return to Properties if you wish to change the source language.

Target Language

Highlight a target language in the **Available Target Languages** list and click on

the [>] button to add it to the **Visible Columns** window. Add more target languages, if required. The order in which your selected target languages are listed will determine their display order in the Dictionary Entries screen. To change the order, highlight a language and click the **Up** or **Down** button to move it.

If you wish to remove an item from the **Visible Columns** window and place it back in the **Available Target Languages** list, highlight the language and click on

the [<] button.

Click on **Save** to save your settings.

Managing Dictionary Profiles

In the Translution Dictionary Manager menu, click on **Dictionary, Profiles** or

click on the [icon] icon in the Translution Dictionary Manager toolbar.

The following screen appears:

Dictionary Profiles are collections of dictionaries that you can assemble for your particular requirements. Along with your User Dictionary, you can select subject-specific dictionaries to translate material from a particular sector, e.g. Science, Business, etc. In this screen you may create new Profiles or edit existing Profiles.

Profile List

This grid shows all the Profiles that you have created and saved. Both the **Profile** column and the **Description** column may be sorted in ascending or descending alphabetical order by clicking on the column header. Column widths can also be resized. Clicking on the row header of a Profile in the Profile List will display the dictionaries that are included for that Profile in the Profile Dictionaries list.

Available Dictionaries
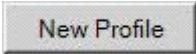
This is a list of dictionaries that are available for inclusion in your Profile. Each Dictionary Category contains one or more subject-specific dictionaries. Double-click on a **Category Name** to view the full contents of that Category, as shown below:
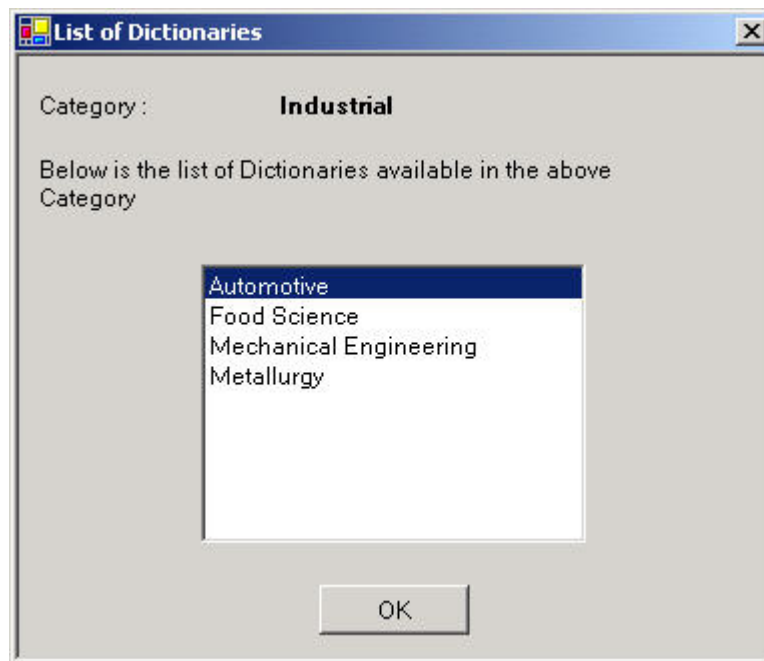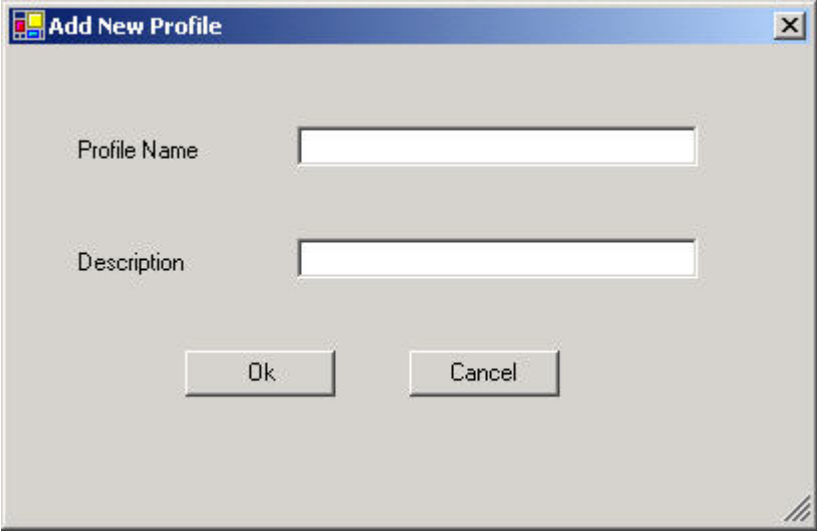
Profile Dictionaries

When you click on the row header of a Profile in the Profile List, all the dictionaries that have been selected for that Profile will be displayed in the Profile Dictionaries list.

Creating New Profiles

Click on the [New Profile] button. The following screen is displayed:

Enter an appropriate name for your profile in the **Profile Name** box. Enter a description in the **Description** box. Click **OK** to save the information or click **Cancel** to cancel the operation. When saved, the new Profile will appear alphabetically in the Profile List grid, as shown below:

Profile Name	Description
Planning	Release 4 execution plan
Design	Layout design and interconnectivity

Adding Dictionaries to your Profile

The first thing you must do is to determine the most appropriate Dictionary Categories for your Profile. The order in which these dictionaries are listed will determine how the system searches for terms.

Clicking on the row header of your Profile in the Profile List will display the dictionaries that are included in your Profile. By default, the **User Specific Dictionary (USD)** will be the first dictionary in the list. To add one or more of the subject-specific dictionaries to the list, follow these steps:

1. Click on a **Category Name** to highlight it.

2. Click on the [>] button to move it from the **Available Dictionaries** list to the **Profile Dictionaries** list.

If you decide that you want to remove a dictionary from the Profile Dictionaries list, highlight the **Category** and click on the [<] button to move it back to the Available Dictionaries list.

Changing the Priority Order of Dictionary Categories

If you wish to change the order of your Dictionary Categories, click on the **Category Name** in the Profile Dictionaries list to highlight it and click on **Up** or **Down** to move it higher or lower in the priority order.

Changing the Priority Order of Dictionaries Within Categories

You can also change the order of subject-specific dictionaries within Dictionary Categories. Double-click a **Category Name** to open the following screen:
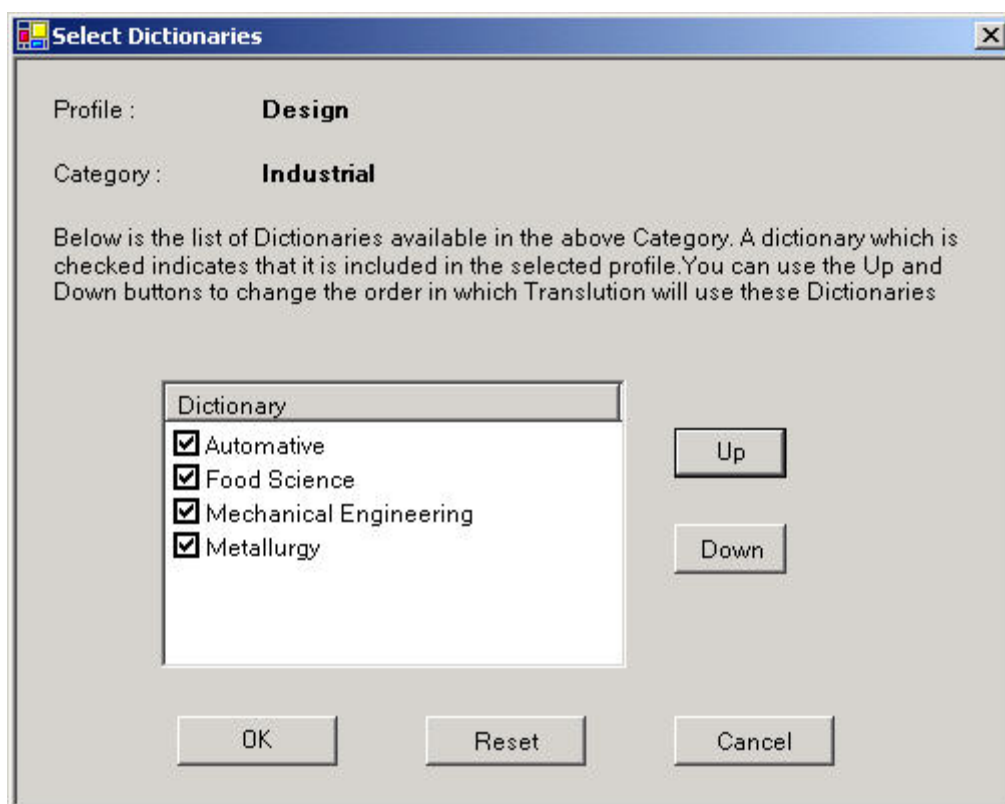
By default, all dictionaries within a Category are selected. If you do not wish to include a particular dictionary, click on its check box to deselect it. If you wish to change the priority order of a particular dictionary, highlight the dictionary and click on the **Up** or **Down** button to move it.

When you have finished selecting the dictionaries for your Profile, click on **Save** to save your settings.
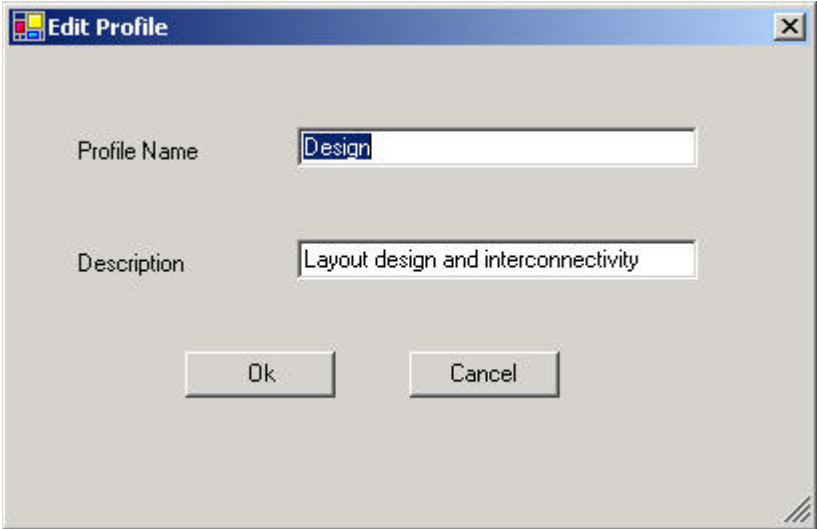
: You can add or remove dictionaries from a Profile at any time simply by highlighting the Profile in the Profile list and following the above steps.

Editing Profiles

Select the Profile that you wish to edit by clicking on the row header as shown below:

	Profile Name	Description
	Planning	Release 4 execution plan
▶	Design	Layout design and interconnectivity

Click on the [Edit Profile] button. The following screen is displayed:

Edit the **Profile Name** or **Description** and click **OK** to save the information or click **Cancel** to cancel the operation. The edited Profile will appear alphabetically in the Profile List.
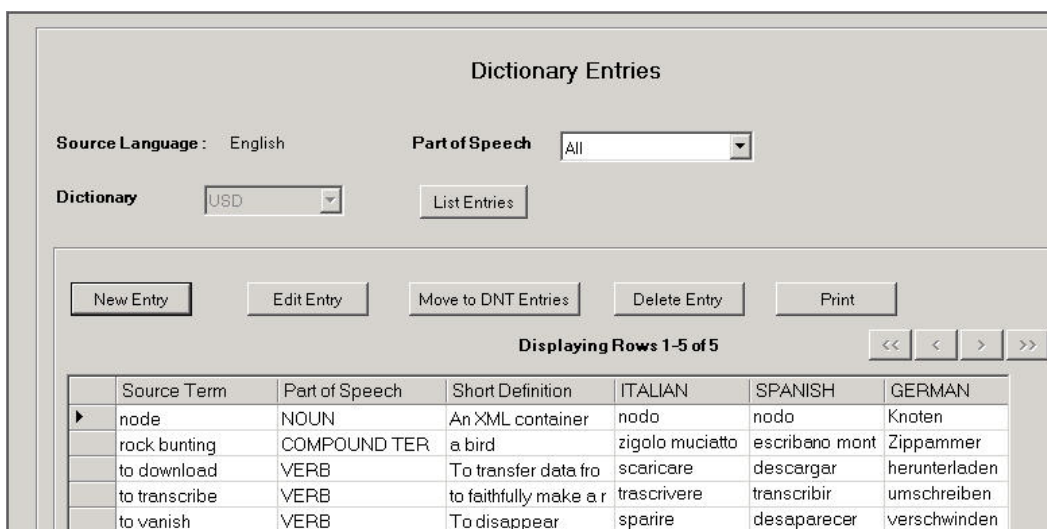
Using Dictionaries

Translution Dictionaries contain two types of entries, **Dictionary Entries** and those terms that the user does not wish to be translated by the Machine Translation (MT) System, **DNT Entries**.

Working with Dictionary Entries

To open the Dictionary Entries screen, click on **Dictionary, Dictionary Entries** in the Dictionary Manager menu, or click on **Dictionary Entries** in the Dictionary

Manager Explorer pane, or click on the [icon] icon in the Dictionary Manager toolbar. The following screen will be displayed:

Source Language

The Source Language is the source language that you selected in your Dictionary Properties. By default, it is automatically entered in the Dictionary Entries screen. If you wish to have a different Source Language, you must change it in Dictionary Properties.

Part of Speech

This option filters the entry display, only listing those entries having the part of speech that was selected from the drop-down list. Selecting **All** will display all Dictionary Entries, regardless of their part of speech.

Dictionary

This shows the User Dictionary that is being used by the Dictionary Manager.

List Entries

Clicking on the [List Entries] button will display the Dictionary Entries conforming to your filter criteria.

Browsing Dictionary Entries

The columns displayed in the Dictionary Entries grid are **Source Language, Part of Speech, Short Definition** and **Target Languages**. The number of Target Language columns displayed is determined by your **Language Settings** in **Properties**. The number of rows that you specified in **Properties, Grid Settings** will determine how many entries will be visible in the viewing pane. If the number of rows extends beyond the bottom of the viewing pane, a scroll bar will appear in the window. If the number of entries exceeds the number of rows that you specified in the Grid Settings, the list will continue on subsequent pages. Click on [>] to advance to the next page, click on [<] to go back to the previous page. Clicking on [>>] will take you to the last page, clicking on [<<] will return to the first page. All columns may be sorted in ascending or descending alphabetical order by clicking on the column header. Column widths can also be resized.

Printing Reports

The print function enables you to produce reports on your dictionary content. Click on the [Print] button and the following screen appears:
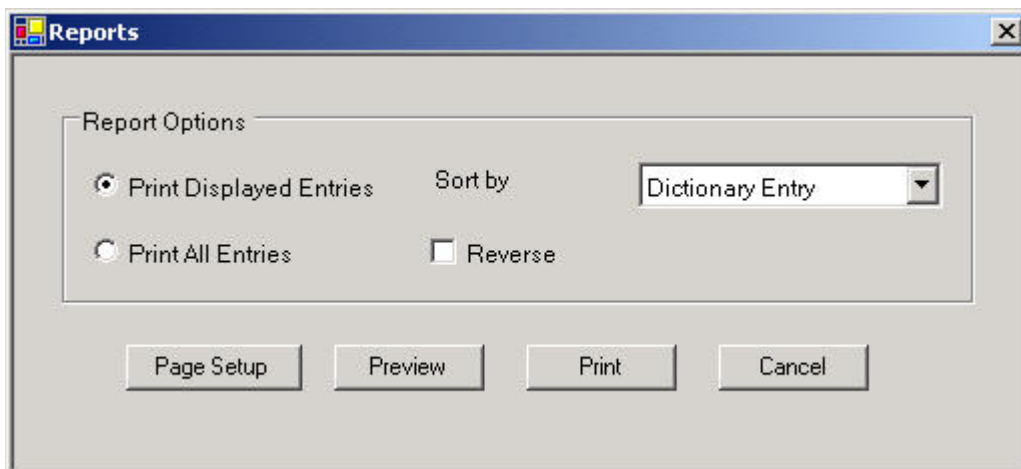
The options are:

Print Displayed Entries

This will print all entries currently displayed in the Dictionary Entries grid.

Print All Entries

This will print the entire contents of your dictionary.

Sort by

The drop-down list gives you the option of sorting by the following columns: Dictionary Entry, Part of Speech, Short Definition or any of the Target Languages.

Reverse

This option will reverse the order of your sort selection.

Page Setup

This option conforms to standard Windows functionality.

Preview

Click on the [Preview] button and the following screen appears:

Click on the [🔍 ▾] button to access the drop-down list of Zoom options. Clicking on the page-view icons, [icons], gives you the option of viewing a single page or two, three, four or six pages simultaneously. You can also scroll

through the pages one at a time using the Page spinner buttons.

Print
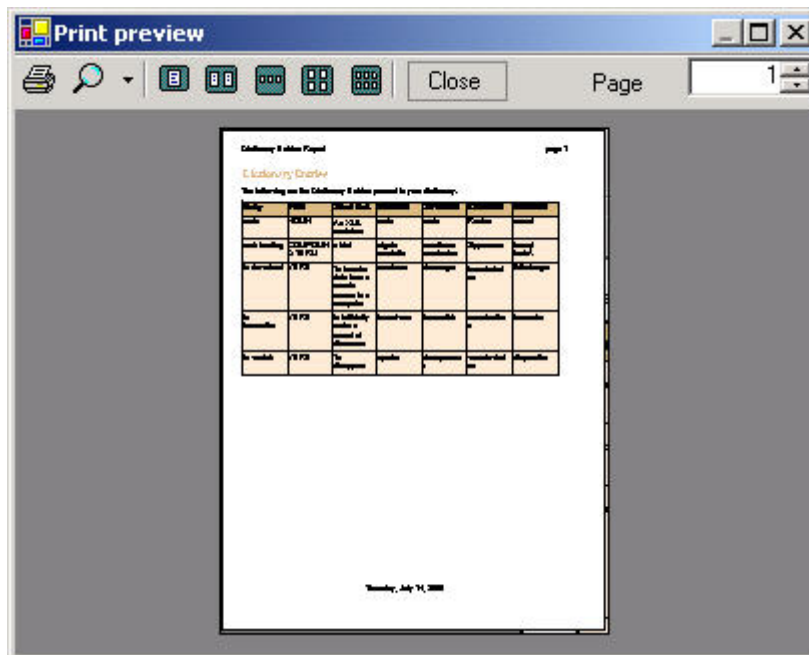
This option conforms to standard Windows functionality.

Adding New Dictionary Entries

Clicking on the [New Entry] button will open up the following Wizard:
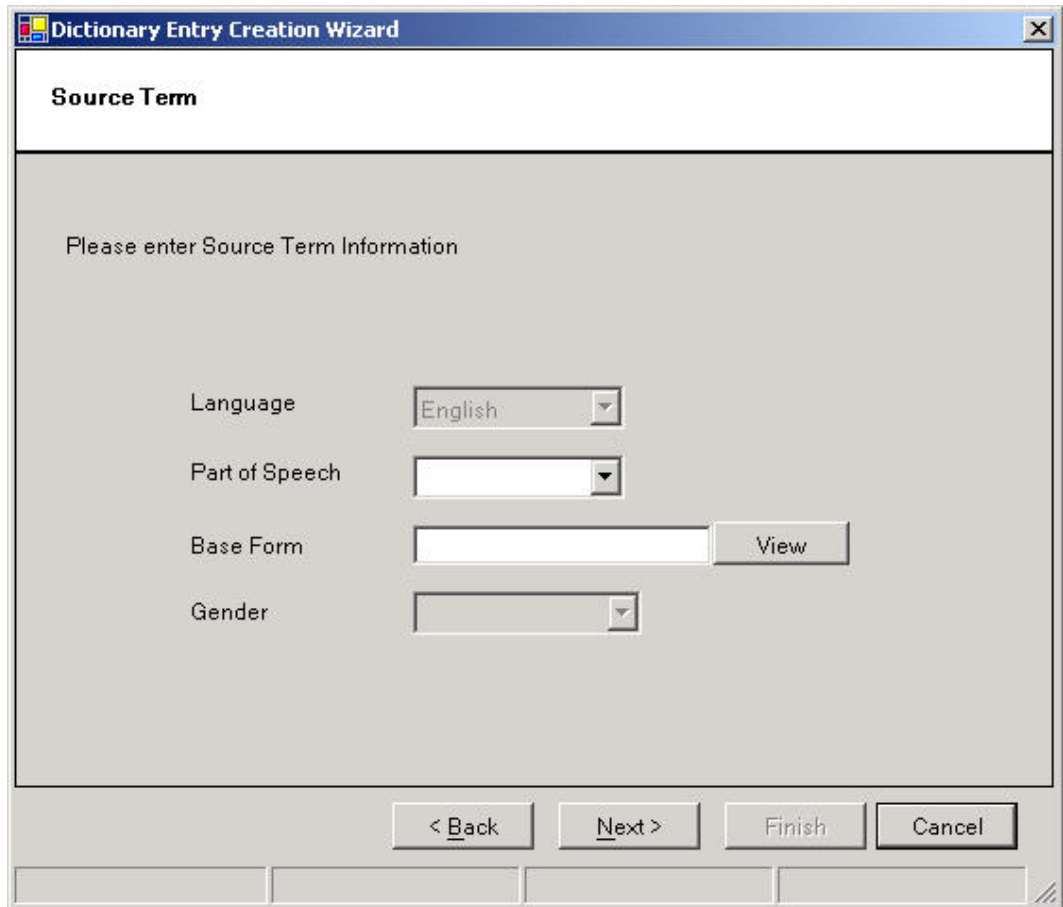
Review the **Steps to Create an Entry** and click on **Next** to continue or click on **Cancel** to cancel the operation and return to the **Dictionary Entries** window. The **Source Entry** screen opens:

Source Entry

Language

The **Language** is entered automatically, based on your Language Settings in Properties. By default, it is automatically entered in the Source Entry screen. If you wish to have a different Source Language, you must change it in Dictionary Properties.

Part of Speech

A Part of Speech is required for each New Entry. The following Parts of Speech are available for selection:

Noun

A **noun** is a word that signifies a person, place, thing, idea, action, condition, or quality.

Proper Noun

Names of people, places, ships, organisations and products, which **usually** begin with a capital letter, e.g. Maurice Gatsonides, Africa, Translution, **but** evian.

Verb

A **Verb** expresses an action, an event or a state, e.g. to fly, to snow, to seem.

Adjective

An **Adjective** describes a noun or a pronoun, e.g. a green apple, he is young.

Adverb

An **Adverb** modifies a verb, an adjective, or another adverb, e.g. he spoke quickly, the comedian was embarrassingly rude, he drove frighteningly fast.

Acronym

An **Acronym** is a word that is formed by the initial letters of a name or the initial letter or parts of a series of words, e.g. WAC from Women's Army Corps or RADAR from Radio Detecting and Ranging.

Compound Term

Most **Compound Terms** you will be entering in your dictionary will be attributive compound nouns, such as boarding school, flack jacket, exhaust pipe, where the main part of the compound is qualified by an adjective or another noun.

Fixed Expression

Strictly speaking, a **Fixed Expression** is not a grammar term in the conventional sense. It serves as a device to enable you to enter a series of words in your dictionary that could prove to be very difficult for an MT system to translate. For example, an idiomatic expression, such as I have a frog in my throat, should be translated into French by J'ai une chat dans la gorge (I have a cat in my throat). By entering these phrases in your dictionary as a Fixed Expression, the MT system will not attempt to translate them and the target text produced will be exactly as you enter it in your dictionary.

: The maximum length for a Fixed Expression is 320 characters.

Select the **Part of Speech** from the drop-down list.

Base Form

Enter your New Entry in it's **Base Form**, the form of the term as it would appear as a Headword in a paper dictionary. For example, enter nouns in the singular form, car, not cars, coche, not coches; verbs should be in the infinitive form, ir, not voy, go, not went. For English verb entries, include the to, i.e. to run.

: The Base Form may not exceed 80 characters.

Accented Character Toolbar
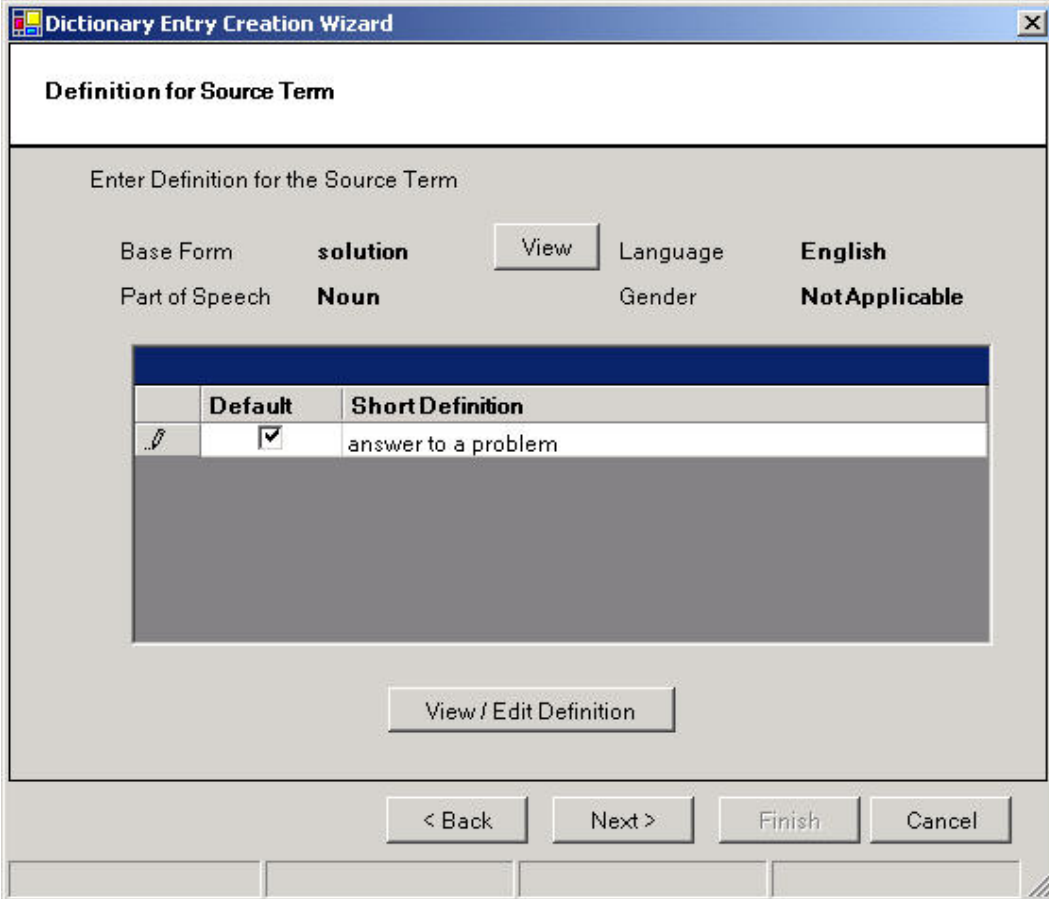
For the benefit of users not using language-specific keyboards, a toolbar appears on the Source Term page. It contains the accented characters required by language of the Source Term. Simply drag and drop accented characters into the text box as required.
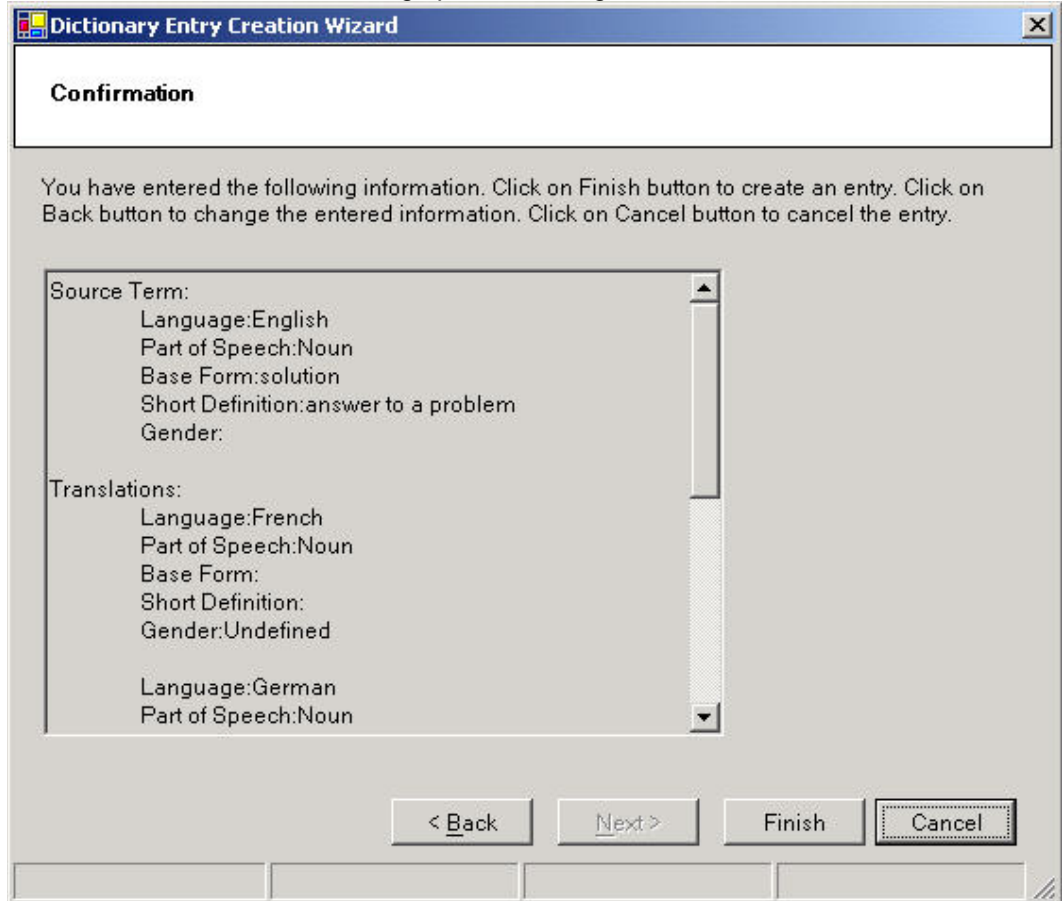
Gender

For nouns and pronouns, enter the **Gender**, Masculine or Feminine for French,

Italian and Spanish, Masculine, Feminine or Neuter for German. English usually only requires a gender for certain proper nouns.

Click on **Next** to continue or click on **Cancel** to cancel the operation and return to the **Dictionary Entries** window. The **Source Entry Definition** screen opens:

Definition

All Entries require a **Short Definition**. This should be a brief description that conveys the sense, or meaning of the term. Enter this in the text box provided.

: the maximum length of Short Definitions is 60 characters.

If you wish to describe the term even further, you can also enter a **Long Definition** by clicking on the **View/Edit** button, which brings up the following screen:

Short Definition

If necessary, you can review and edit the **Short Definition** in this text box.
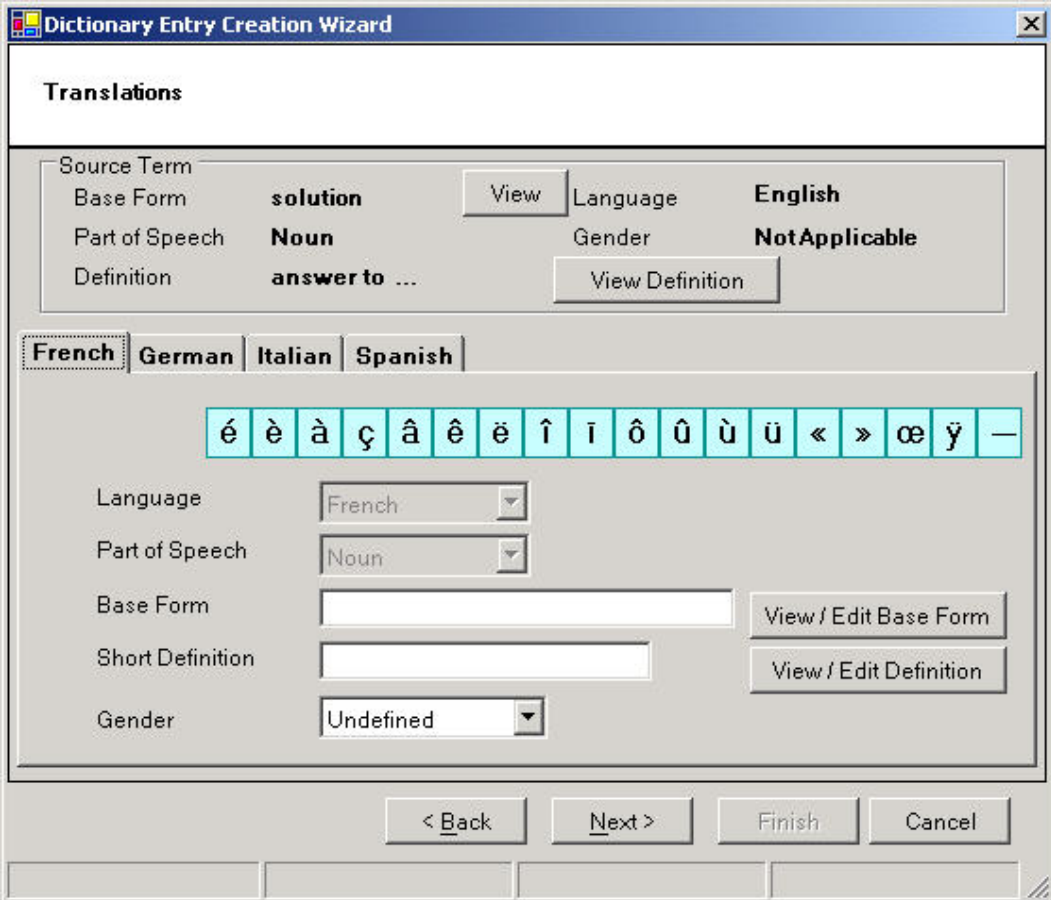
Long Definition

You can add a **Long Definition** in this text box.

📖: The maximum length for a Long Definition is 2000 characters.

Click **OK** to save the Definitions or **Cancel** to cancel the operation and return to the Wizard.

Click on [< Back] to return to the previous screen, click on [Next >] to continue with the Wizard, or **Cancel** to cancel the operation and return to the **Dictionary Entries** window. If you continue, the following screen appears:

Target Entry

All details entered for the Source Entry appear at the top of the screen for reference. If the Base Form or Definition extend beyond the display area, you will be able to view the complete Base Form by clicking on the [View] button and the complete Definition by clicking on the [View Definition] button.

Select the appropriate language tab to enter the Target Language details.

Accented Character Toolbar

For the benefit of users not using language-specific keyboards, a toolbar appears on the language tab. It contains the accented characters required by that language. Simply drag and drop accented characters into the text box as required.

Language

The **Target Language** is determined by the active Language Tab and is automatically entered.

Part of Speech

The **Part of Speech** is automatically entered, based on your Source Entry details.

Base Form

Enter your Target Entry in it's **Base Form**, the form of the term as it would appear as a Headword in a paper dictionary. For example, enter nouns in the singular form, car, not cars, coche, not coches; verbs should be in the infinitive form, ir, not voy, go, not went. For English verb entries, include the to, i.e. to run.

: The Base Form may not exceed 80 characters.

Short Definition

As with the Source Entry, a Short Definition is mandatory for the Target Term and, ideally, this should be entered in the target language. However, if you wish to enter a Short Definition at a later date, you can leave the box blank and the system will copy in the definition from the Source Entry. This serves as a place-holder until the proper Target Entry definition is entered.

: The maximum length for a Short Definition is 60 Characters.

Gender

For nouns and pronouns, enter the **Gender**, Masculine or Feminine for French, Italian and Spanish, Masculine, Feminine or Neuter for German. English usually only requires a gender for certain proper nouns.. If you are unsure of the Gender, you can select **Unspecified** and the system will try to work it out.

If you wish to add other Target Language Entries, click on the tab for that language. If you have completed the Target Entry process, click on the

Next > button. This will bring up the following Confirmation Screen:

This screen gives you the opportunity to have a final review of the information you have entered. If you wish to make any changes to the Target Language

details, click on the < Back button.

Click on **Finish** to save the entry and exit the Wizard or click on **Cancel** to cancel the operation.
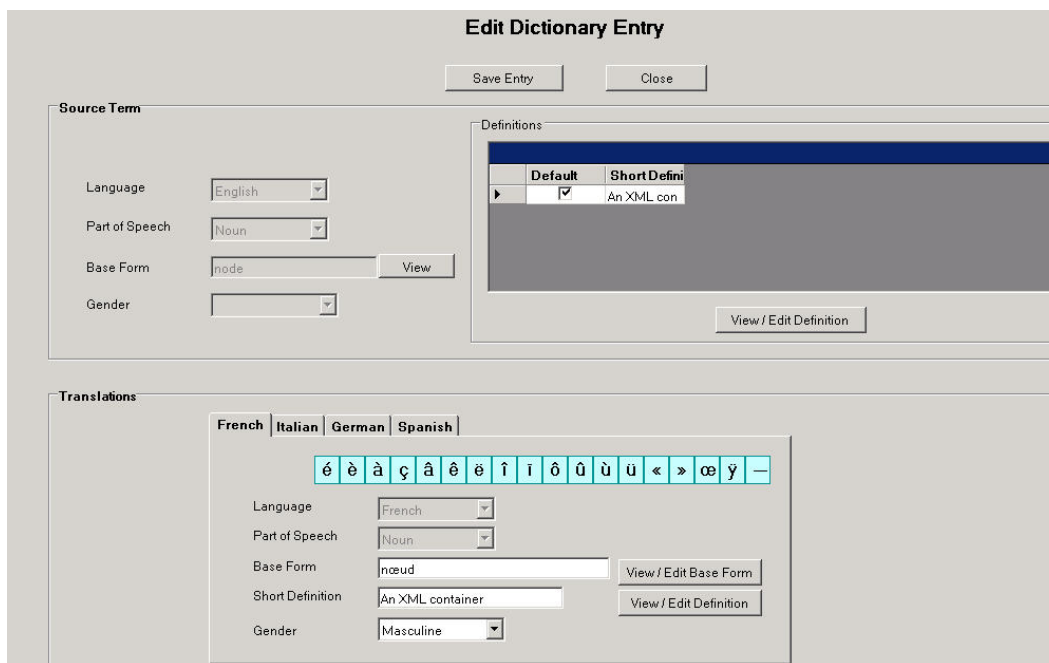
: Before changes can take effect on translations, you must compile your Dictionary. See Compilation.

Editing Entries

Select the entry that you wish to edit by clicking on the row header, as shown below:

	Source Term	Part of Speech	Short Definition	ITALIAN	SPANISH	GERMAN
▶	node	NOUN	An XML container	nodo	nodo	Knoten
	rock bunting	COMPOUND TER	a bird	zigolo muciatto	escribano mont	Zippammer
	to download	VERB	To transfer data fro	scaricare	descargar	herunterladen
	to transcribe	VERB	to faithfully make a r	trascrivere	transcribir	umschreiben
	to vanish	VERB	To disappear	sparire	desaparecer	verschwinden

Click on the [Edit Entry] button to open up the following screen:

You can make changes to the Base Form, Short Definition or Gender for the Target Language entries. However, if you wish to change the Source Language details at this stage, you must delete the whole entry and re-enter all details.

Unlike the behavior of the New Entry Wizard, if you are editing a target term, the system will not automatically copy the Short Definition from the Source entry. If you wish to enter a place holder until the definition in the target language can be completed, you can copy and paste the Source Language definition.

: Before changes can take effect on translations, you must compile your Dictionary. See Compilation.

Moving Entries to DNT Entries

There may be occasions when you would wish to change the status of a Dictionary Entry to DNT.

To move a Dictionary Entry to DNT Entries, select the term that you wish to move by clicking on the row header, as shown below:

	Source Term	Part of Speech	Short Definition	ITALIAN	SPANISH	GERMAN
▶	node	NOUN	An XML container	nodo	nodo	Knoten
	rock bunting	COMPOUND TER	a bird	zigolo muciatto	escribano mont	Zippammer
	to download	VERB	To transfer data fro	scaricare	descargar	herunterladen
	to transcribe	VERB	to faithfully make a r	trascrivere	transcribir	umschreiben
	to vanish	VERB	To disappear	sparire	desaparecer	verschwinden

Click on the **Move to DNT Entries** button and the following confirmation screen will appear:

Translution

? Do you really want to move this entry from Dictionary Entries to DNT Entries?

[Yes] [No]

Click Yes to move the entry to DNT Entries, click No to cancel the operation. Clicking on Yes will open the following confirmation screen.
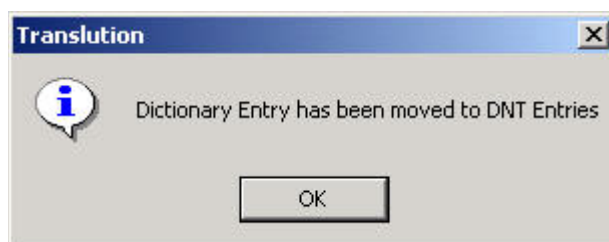
Translution

i Dictionary Entry has been moved to DNT Entries

[OK]

: Before changes can take effect on translations, you must compile your Dictionary. See Compilation.

Deleting Entries

Select the entry or entries that you wish to delete by clicking on the row header, as shown below:

	Source Term	Part of Speech	Short Definition	ITALIAN	SPANISH	GERMAN
▶	rock bunting	COMPOUND TER	a bird	zigolo muciatto	escribano mont	Zippammer
	to download	VERB	To transfer data fro	scaricare	descargar	herunterladen
	to transcribe	VERB	to faithfully make a r	trascrivere	transcribir	umschreiben
	to vanish	VERB	To disappear	sparire	desaparecer	verschwinden

Click on the **Delete Entry** button and the following confirmation screen will appear:
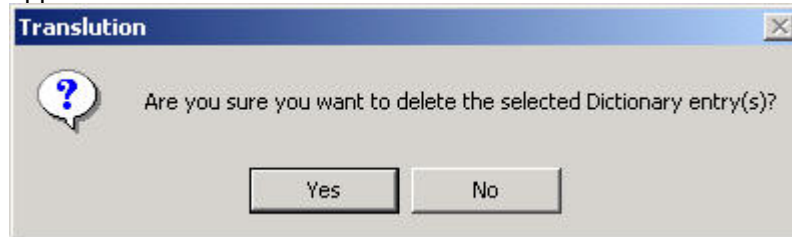
Click **Yes** to delete the entry, click **No** to cancel the operation.

: Before changes can take effect on translations, you must compile your Dictionary. See Compilation.

Do Not Translate (DNT) Entries

All languages contain words that should not be translated into other languages, such as company names and product names. Translution enables you to mark such terms as DNT Entries, thereby preventing the Translation System from attempting to translate them.

Click on **Dictionary, Do Not Translate** Entries in the Dictionary Manager Menu, or click on the [icon] icon in the Dictionary Manager Toolbar, or click on **DNT Entries** in the Dictionary Manager Explorer pane. The following screen will be displayed:

Source Language

The Source Language is the source language that you selected in Dictionary Properties.

Part of Speech

This option filters the entry display, only listing those entries with the selected part of speech that was chosen from the drop-down list. Selecting **All** will display all DNT Entries, regardless of their part of speech.

Dictionary

This shows the User Dictionary that is being used by the Dictionary Manager.

List Entries

Clicking on the [List Entries] button will display the DNT Entries conforming to your filter criteria.

Browsing Entries

The number of rows that you specified in Properties, Grid Settings will determine how many entries will be visible in the viewing pane. If the number of rows extends beyond the bottom of the viewing pane, a scroll bar will appear in the window. If the number of entries exceeds the number of rows that you specified in the Grid Settings, the list will continue on subsequent pages. Click on [>] to advance to the next page, click on [<] to go back to the previous page. Clicking on [>>] will take you to the last page, clicking on [<<] will return to the first page. All columns may be sorted in ascending or descending alphabetical order by clicking on the column header. Column widths can also be resized.

Adding New Entries
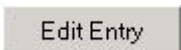
Clicking on the [New Entry] button will open up the following screen:
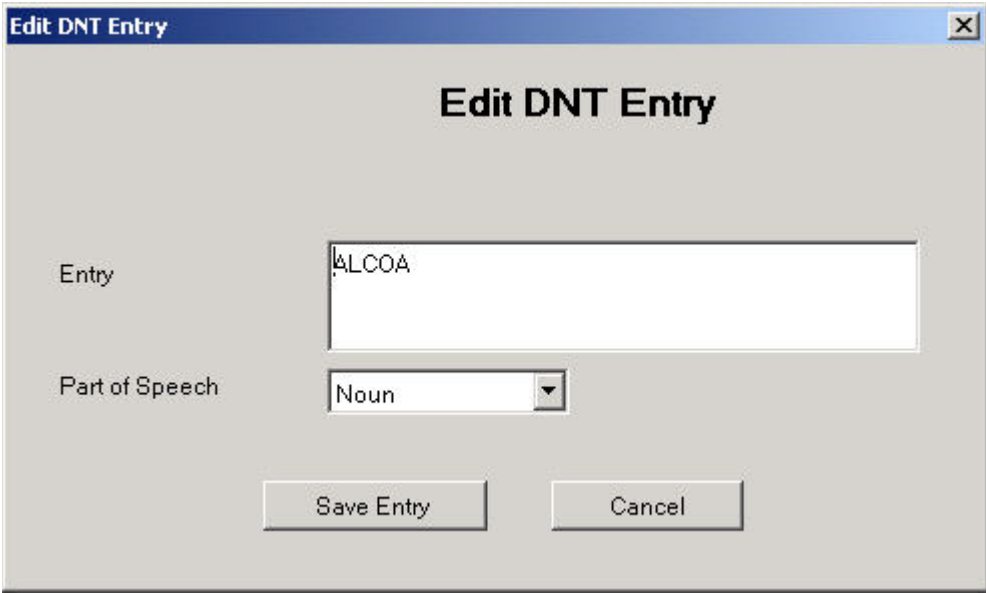
Enter the term that you do not wish to be translated into the **Entry** box. Select the **Part of Speech** from the drop-down list. (DNT Entries are limited to Nouns and Proper Nouns). Click on **Save Entry** to save the entry to the Dictionary. Click on **Cancel** to cancel the operation and return to the **Do Not Translate (DNT) Entries** screen. If you have saved your entry, it should appear in the list alphabetically.

Editing Entries

Select the entry that you wish to edit by clicking on the row header, as shown below:

	DNT Entry	Part of Speech
▶	ALCOA	NOUN
	RADAR	NOUN
	ROLEX	NOUN
	Sears Tower	NOUN

Click on the **Edit Entry** button to open up the following screen:

You can make changes to the entry in the **Entry** box and, if required, you can change the part of speech by making a selection from the **Part of Speech** drop-down list. Click on **Save Entry** to replace the existing DNT Entry with the edited entry. Click on **Cancel** to cancel the operation and return to the **Do Not Translate (DNT) Entries** screen. If you have saved your entry, it should appear in the list alphabetically.

Moving DNT Entries to Dictionary Entries

There may be occasions when you would wish to change the status of an entry from a DNT Entry to a Dictionary Entry. For example, you might be forgiven for entering Paris as a DNT Entry, since it is the same in English, French, German and Spanish. However, you then discover that the Italian version is Parigi. You would want to convert the entry in order for the Italian translation to be available.

Select the entry that you wish to move by clicking on the row header, as shown below:

	DNT Entry	Part of Speech
	ALCOA	NOUN
▶	RADAR	NOUN
	ROLEX	NOUN
	Sears Tower	NOUN

Click on the [Move to Dictionary Entries] button and the following confirmation screen will appear:

Click **Yes** to move the entry to Dictionary Entries, click **No** to cancel the operation.

Deleting Entries

Select the entry that you wish to delete by clicking on the row header, as shown below:

	DNT Entry	Part of Speech
	ALCOA	NOUN
	RADAR	NOUN
	ROLEX	NOUN
▶	Sears Tower	NOUN

Click on the [Delete Entry] button and the following confirmation screen appears:
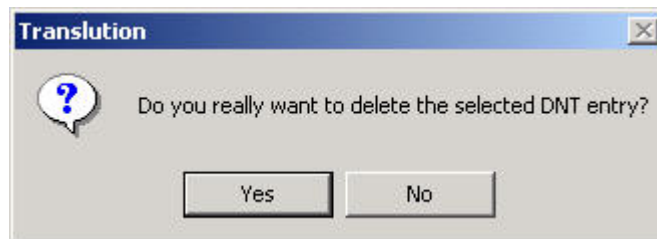
Click **Yes** to delete the entry, click **No** to cancel the operation.

: Before changes can take effect on translations, you must compile your Dictionary. See Compilation.

Printing Reports

The print function enables you to produce reports on your DNT content. Click on the [Print] button and the following screen appears:
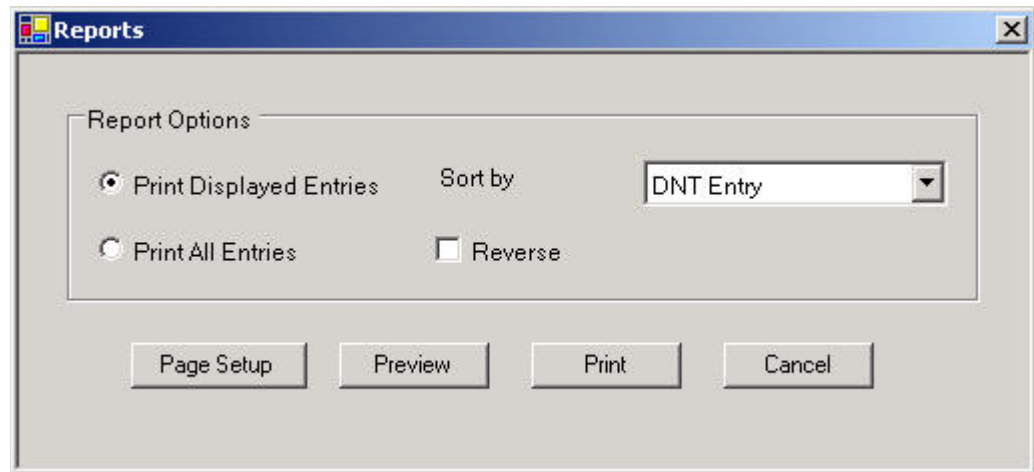
The options are:

Print Displayed Entries

This will print all entries currently displayed in the DNT Entries grid.

Print All Entries

This will print all of your DNT Entries.

Sort by

The drop-down list gives you the option of sorting by DNT Entry or Part of Speech.

Reverse

This option will reverse the order of your sort selection.

Page Setup

This option conforms to standard Windows functionality.

Preview

Click on the [Preview] button and the following screen appears:
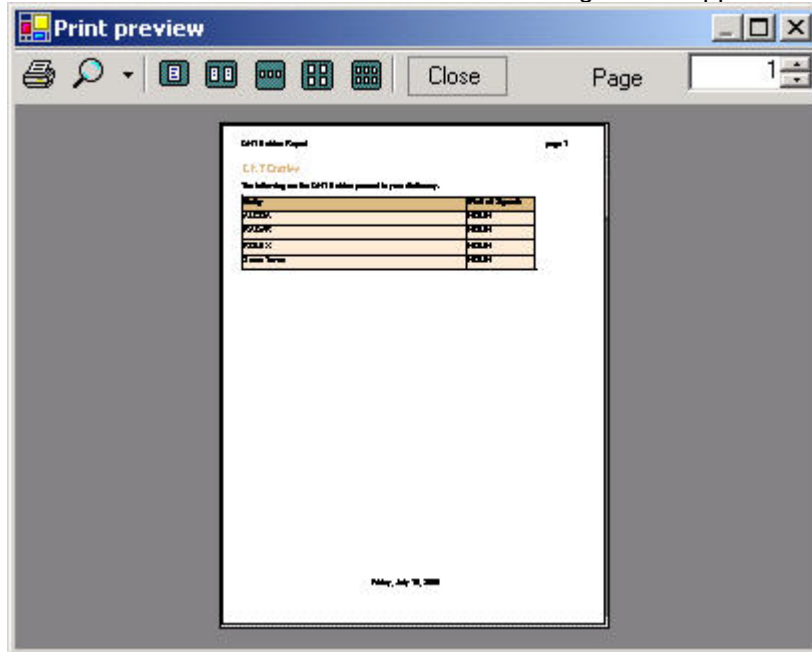
Click on the [magnifier] button to access the drop-down list of Zoom options. Clicking on the page-view icons, [page-view icons], gives you the option of viewing a single page or two, three, four or six pages simultaneously. You can also scroll through the pages one at a time using the **Page** spinner buttons.

Print

This option conforms to standard Windows functionality.

Draft Entries

When you mark up terms in Outlook or Word to be added to Dictionary Entries or DNT Entries, they are stored in Draft Entries for further processing.

Click on Dictionary, Draft Entries in the Dictionary Manager menu, or Draft

Entries in the Dictionary Manager Explorer pane or on the [icon]. The following screen will be displayed:

The grid shows the candidate terms in the following way: Column one shows the form in which they appeared in the source document. Column two shows the day and the time that the term was extracted. Column three shows the application in which the source document was created. Column four shows the filename of the document.

Browsing Entries

The number of rows that you specified in Properties, Grid Settings will determine how many entries will be visible in the viewing pane. If the number of rows extends beyond the bottom of the viewing pane, a scroll bar will appear in the

window. If the number of entries exceeds the number of rows that you specified in the Grid Settings, the list will continue on subsequent pages. Click on [>] to advance to the next page, click on [<] to go back to the previous page. Clicking on [>>] will take you to the last page, clicking on [<<] will return to the first page. All columns may be sorted in ascending or descending alphabetical order by clicking on the column header. Column widths can also be resized.

Deleting Entries

Select the entry that you wish to delete by clicking on the row header, as shown below:

	Entry	Date / Time	Source Application	Source Document
	Add-in	15/07/2005 12:40	MS Outlook	Add-in
	behaviour	08/07/2005 16:45	MS Outlook	behaviour
	firewall	15/07/2005 12:31	MS Word	Document2
	guesstimate	15/07/2005 12:36	MS Outlook	guesstimate
▶	lenovo	15/07/2005 12:35	MS Outlook	lenovo
	lookup	15/07/2005 12:37	MS Word	Document2
	Redemption	15/07/2005 12:38	MS Outlook	Redemption
	Script	15/07/2005 12:41	MS Outlook	Script

Click on the [Delete Entry] button and the following confirmation screen appears:
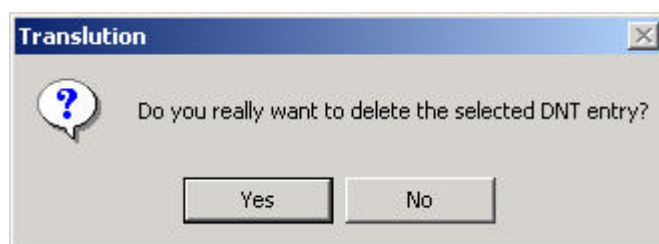
Click **Yes** to delete the entry, click **No** to cancel the operation.

Moving Draft Entries

You can specify whether you wish to have a Draft Entry included in either DNT Entries or Dictionary Entries.

Dictionary Entries

Select the entry that you wish to become a Dictionary Entry by clicking on the row header.

Source Entry

This is how the term appeared in the source document.

Base Form

The user must enter the base form, i.e. as it would appear in a paper dictionary.

Short Definition

This should be a brief description that conveys the sense, or meaning of the term. Enter this in the text box provided.

: The maximum length of Short Definitions is 60 characters.

Part of Speech

Select the Part of Speech from the drop-down list.

Gender

For nouns and pronouns, enter the Gender, Masculine or Feminine for French, Italian and Spanish, Masculine, Feminine or Neuter for German. English usually only requires a gender for certain proper nouns. If you are unsure of the **Gender**, you can select **Unspecified** and the system will try to work it out.

Click on Add to Dictionary Entries to move the term.

: At this point there will be no translations for this term in Dictionary Entries. You will need to go to Dictionary Entries and fill in the missing translations via the Edit option.

DNT Entries

Select the entry that you wish to become a DNT by clicking on the row header.

Source Entry

This is how the term appeared in the source document.

Base Form

The user must enter the base form of the term, i.e. as it would appear in a paper dictionary.

Short Definition

This should be a brief description that conveys the sense, or meaning of the term. Enter this in the text box provided. Although the Sort Definition will not appear in the DNT Entries list, it will be saved in case the term is moved to Dictionary Entries at a later date.

: The maximum length of Short Definitions is 60 characters.

Part of Speech

Select the Part of Speech from the drop-down list.

: Only Nouns and Proper Nouns are allowed for DNTs.

Gender

For nouns and pronouns, enter the Gender, Masculine or Feminine for French, Italian and Spanish, Masculine, Feminine or Neuter for German. English usually only requires a gender for certain proper nouns. If you are unsure of the Gender, you can select Unspecified and the system will try to work it out.

Printing Reports

The print function enables you to produce reports on your DNT content. Click on the [Print] button and the following screen appears:
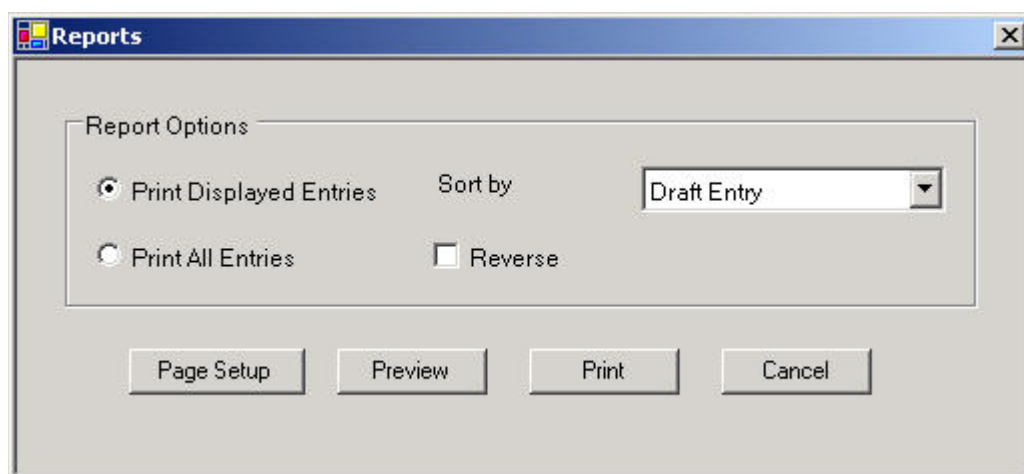
The options are:

Print Displayed Entries

This will print all entries currently displayed in the Draft Entries grid.

Print All Entries

This will print all of your Draft Entries.

Sort by

The drop-down list gives you the option of sorting by Draft Entry or Date and Time.

Reverse

This option will reverse the order of your sort selection.

Page Setup

This option conforms to standard Windows functionality.

Preview

Click on the [Preview] button and the following screen appears:

Click on the [🔍 ▾] button to access the drop-down list of Zoom options. Clicking on the page-view icons, [icons], gives you the option of viewing a single page or two, three, four or six pages simultaneously. You can also scroll through the pages one at a time using the **Page** spinner buttons.
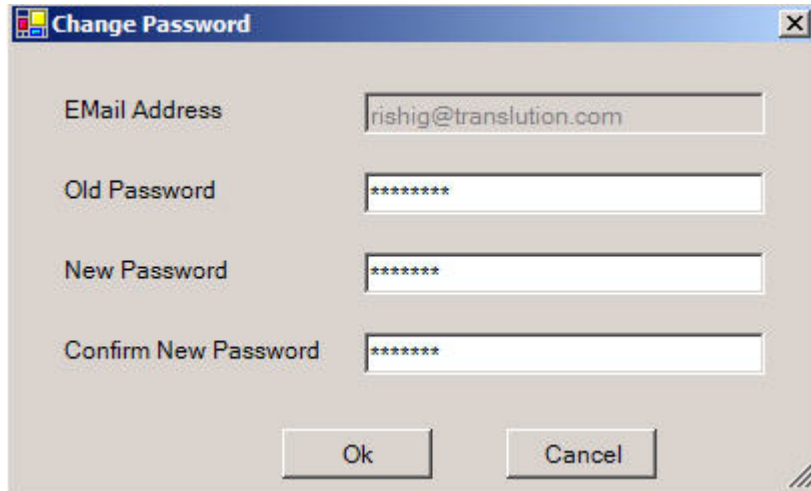
Print
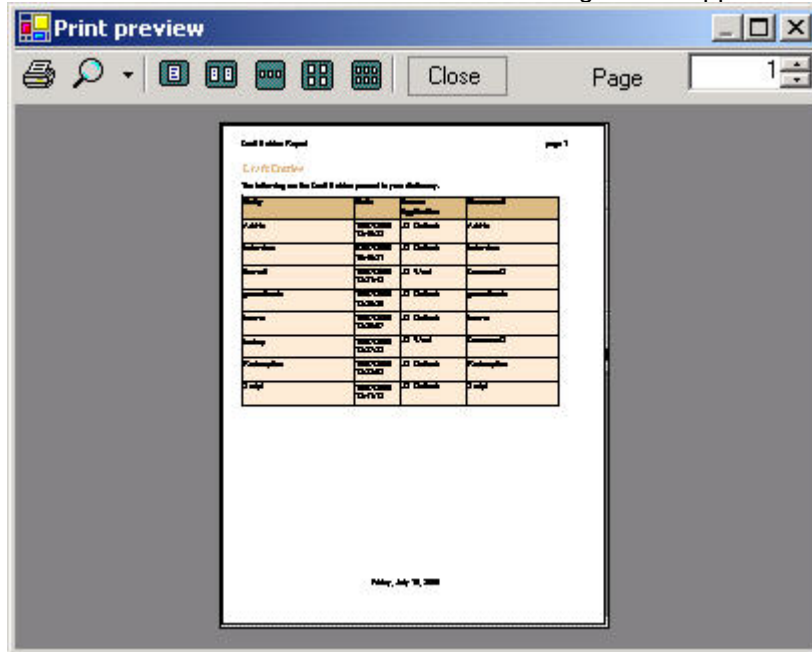
This option conforms to standard Windows functionality.

Utilities

Change Password

Using this utility, you can change your login password at any time. Click on Utilities, Change Password. The following screen will be displayed:
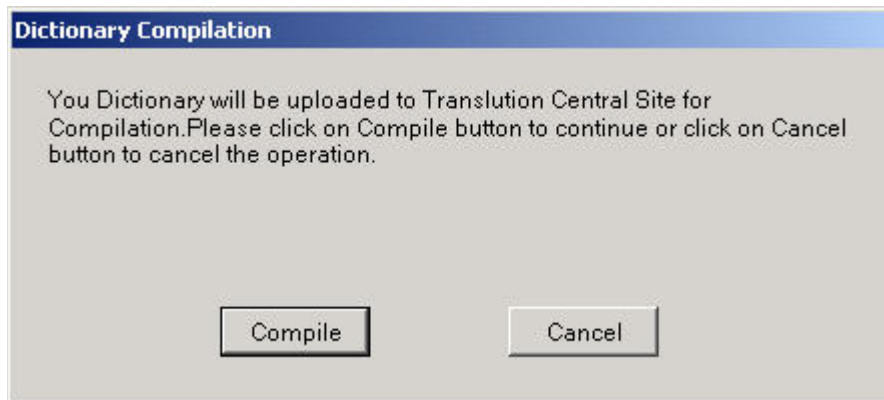
Click on **OK** to save the new password.

Compilation

Before changes can take effect on translations, you must compile your Dictionary. When you have completed and saved all changes, click on **Utilities, Compilation, Compile Dictionary**. The following screen should appear:

Click on **Compile** to proceed and the following screen will appear:

When your dictionary has been successfully uploaded for compilation, the following message will appear:
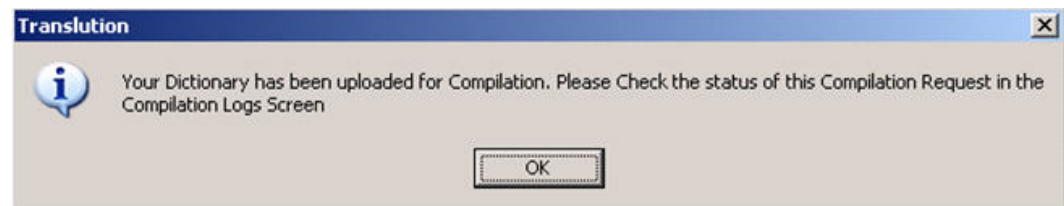
To check the progress of your compilation, click on **Utilities, Compilation, View Logs**. The following screen will appear:
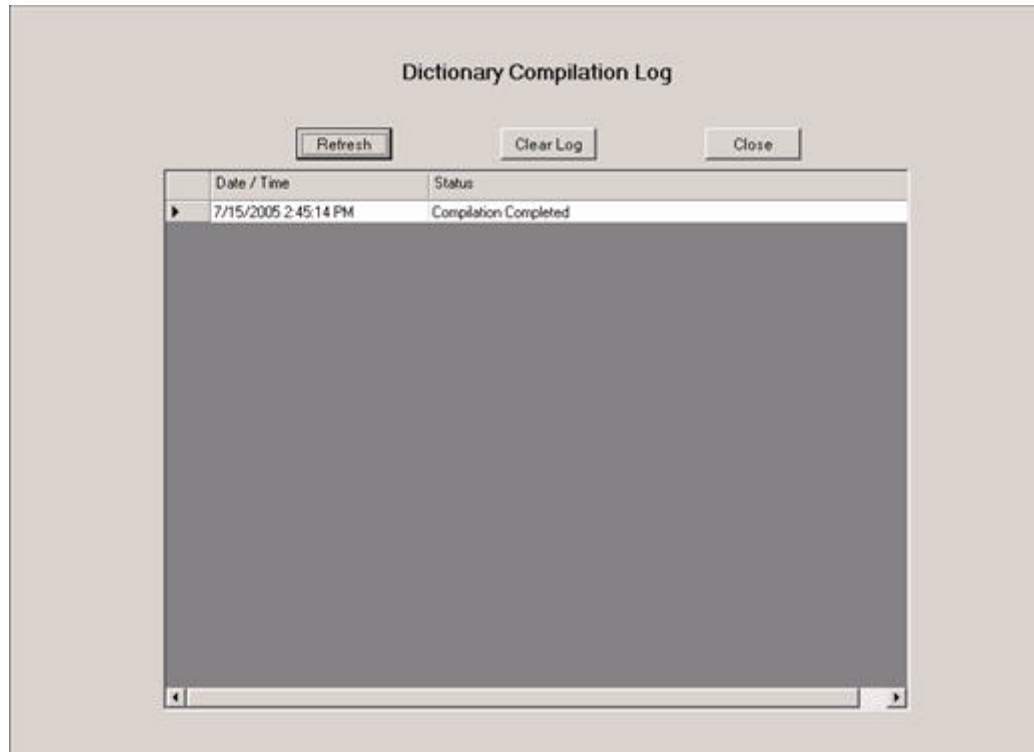
Clicking the **Refresh** button will display the most recent status. Clicking the **Clear Log** button will clear the contents of the log screen.

: Ensure that you have an active connection to the Internet before attempting to compile a dictionary. It is also wise to check any firewall settings that may prevent your connection to the Translution Central Site.

Restore

This utility enables you to revert back to the state your dictionary was in when you logged into the Dictionary Manager. This could be useful for training purposes or, simply, if you are less than satisfied with the data you have entered.

Trouble Shooting

Error description:

Redemption.dll could not be installed or loaded.

Error Resolution:

1. From the Outlook Explorer window, navigate to **Tools, Options, Other, Advanced Options, Add-in Manager**.
2. Uncheck the option **Redemption Helper Outlook Extension** from the list.
3. Click **OK** on all the open dialog boxes
4. Open Outlook.

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