

OpenTM2 for Windows

# Translator's Reference

*Version 1.3.0*



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**Note!** Before using this information and the product it supports, be sure to read the general information under Appendix M, "Notices," on page 505.

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## About this book

This book is intended for users working with OpenTM2 under Windows.

This book is meant for users of OpenTM2 who are already familiar with the basic functions of this product.

OpenTM2 basics are explained in *A Quick Tour* and in the *Translator's Workbook*.

The *Translator's Reference* provides information on the more advanced topics of translating with OpenTM2.

It provides:

- Comprehensive descriptions of all OpenTM2 components and their functions essential for doing the daily translation business
- Application programming interfaces
- Appendixes with detailed technical information

An easy way to find information about a specific item is to look it up in the index. However, if you are not sure about the precise naming of a function, search the table of contents to find a topic where this function may belong to.

All changes in the new edition are marked with a vertical bar.

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## Related information

*OpenTM2 for Windows: A Quick Tour*. It teaches the basics of translating with OpenTM2.

*OpenTM2 for Windows: Translator's Workbook*. It helps to learn using OpenTM2.

*OpenTM2 for Windows: Technical Reference*. It helps to learn the usage of OpenTM2 APIs.



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## Summary of Changes

This section introduces a **summary of changes** compared to the previous version of OpenTM2.

- Improved stability by **fixing problems**.
- Entirely removed the chapter “Programming Interfaces” from the “Translator’s Reference”. This chapter is now contained in the book “Technical Reference”, which is deployed in the OpenTM2 base package too. A second blue “Book” icon is added to the icon-list in the OpenTM2 workbench. Clicking on it opens the new book “Technical Reference”.
- New requirements implemented (see “New features and functions in OpenTM2 v1.3.0” on page xix).
- New chapter covering plugins (see Chapter 19, “Working with Plug-Ins,” on page 427).



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## New features and functions in OpenTM2 v1.2.2

This chapter introduced new features and functions introduced in OpenTM2 v1.2.2.

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### Additional analysis options to protect text

Additional selection criterias are added to the OpenTM2 analysis panel. The new option protects text in XMP, SCREEN, MSGNUM, CODEBLOCK, and META sections of dedicated file formats and their dedicated markup tables.

Using this new option, each section-type can be protected individually without affecting the other section types.

For the analysis-API call EqfAnalyzeDoc the five new options PROTECTXMP\_OPT, PROTECTMSGNUM\_OPT, PROTECTMETA\_OPT, PROTECTSCREEN\_OPT, and PROTECTCODEBLOCK\_OPT can be used to activate the section protection for the given tag group. The old option PROTECTXMPSCREEN\_OPT will protect all five sections types.

---

### OpenTM2 Dictionary XML support

OpenTM2 allows to import and export dictionaries in a standard XML format. In the dictionary export or import panel, select "XML UTF-8" as the file format.

---

### Frequently used DOS line-command utilites integrated into UI

This function is part 1 of 2, and the final implementation is done in the next version of OpenTM2.

Important OpenTM2 line command utilities such as OtmExp2TMX or OtmMtEval etc. are now integrated into OpenTM2, and can be directly envoked from within OpenTM2.

This frees users from remembering long and complex command line syntax calls. The function is called via "Utilities" --> "GUI for command line tools" inside the OpenTM2 workbench.

---

### Target language entry in calculation report

The "Calculating Report" output files now contain the target language information in the report header of a given folder or file counted.

---

### XML Preview function

This function is part 1 of 2, and the final implementation is done in the next version of OpenTM2.

A new output format "Translatable text only" has been added to the document export function "Validation format". To export a document in the "translatable text" format, check-mark "Translatable text only" in the section "Options" in the panel "Export documents".



---

## New features and functions in OpenTM2 v1.2.3

This chapter introduced new features and functions introduced in OpenTM2 v1.2.3.

---

### Improved Global Find and Replace function

The function "Global find and replace" was entirely reworked.

See the new reworked and new functionality in the description of the "Global Find and Replace" panel at "Searching and replacing text in documents" on page 134.

---

### Frequently used DOS line-command utilites integrated into UI

The OpenTM2 line command utilities such as OtmExp2TMX.exe or OtmMtEval.exe etc. are now integrated into the OpenTM2 workbench, and can be directly invoked from within OpenTM2. This frees users from remembering long and complex command line syntax calls.

The new function is called via "Utilities" --> "GUI for command line tools" inside the OpenTM2 workbench.

---

### XML Preview function

Within the OpenTM2 editor, any XML-document can now be previewed in a basic style.

The XML-document can be previewed inside the translation editor either by clicking on the "Pre-View" icon located in the icon list, or via "Translate" - "Show Translation". An HTML window opens, and the translatable segments of the XML document are shown line-by-line.

More details can be found in "Step by step description to preview a XML document" on page 155.

---

### Interface to allow easy entry of characters not on keyboard

This function allows to quickly add **special characters** into a segment inside the OpenTM2-editor.

In the current OpenTM2-editor implementation, it may be difficult to enter special characters which do not exist on the keyboard. A new interface is provided where users can customize an accelerator key which inserts character at the current cursor position in the OpenTM2-editor. More details can be found in "Assign keys" on page 489.

---

### Dictionary proposal merge function is not implemented properly

**Change 1 - Displaying single source terms:** In the previous dictionary display within the editor, the display for a single source term may show several duplicate head term entries, each listing the same or different translated terms. The translated terms may have the same or different product identifiers or comments. The **new** implementation will merge these multiple entries into a **single head term**

**entry**, where each translated term is listed only once, with its product identifiers and comments merged together. This will compress the head term entry into a smaller area, and allow more terms to be listed for long segments. The dictionary **lookup** window can still be used to display the original entry's information.

**Change 2 - Copying terms when more than 52 terms are listed:** In the previous dictionary display within the editor, only the **first 52** (or less) translated terms could be easily copied using a hot key (like Ctrl+a). If there were **more** than 52 (or less) terms, they were identified with an asterisk '\*' and could **not** be copied using a hot key. The **new** implementation allows the user to **define a special hot key** to page down/up the hot key assignments to either the next or the previous group of terms. This will allow all terms to be easily copied using a **Ctrl+x** hot key (where x is the user defined key). Keys are defined while being in the translation editor. Go to "Options", "Keys...", and in the panel "Assign Keys" locate e.g. "Scroll disctionary down".

---

## Export XLIFF folder with search Translation Memory Databases

A folder can be exported into the XLIFF-format using "Export As: XLIFF folder" in the tab "General". A new functionality "Export including the "Search translation memories"" has been added to the XLIFF-folder export. If the search translation memories should be exported too, the option "With search Translation Memory databases" in the tab "Options" needs to be selected. As a result, the exported XLIFF-folder not only contains memory proposals from the project translation memory, but it also contains memory proposals from the **search translation memories**. The API call "EqfExportFolder" supports the XLIFF-folder export including memory proposals from the search translation memories too.

For more detailed information, see also "Exporting a folder" on page 169

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## New features and functions in OpenTM2 v1.2.4

This chapter introduced new features and functions introduced in OpenTM2 v1.2.4.

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### Re-import document

The function “Re-Import document” allows to re-import a document from within the editor in case the source file is changed frequently. This avoids to manually process each single document re-import step.

Basic Information:

1. The function only works for documents which have been imported on the machine from which the reload function is started. If the document has been imported using a “folder import” or a “document import in internal format”, the function will not be available. The function will also not be available when the original document is not accessible - e.g. it resides on a network drive which is not available at this time or the external document has been deleted.
2. The document re-import will not overwrite the original document properties, only the document time stamps and the completion rate will be adjusted.
3. The analysis step will use the analysis options which were active at the time where the last analysis was executed on the folder containing the document. To ensure that no translation work is lost the “Automatic substitution” option is generally used even when the option was not active during the last “manual” analysis run.
4. When the newly re-imported and re-analyzed document is opened in the translation editor, the segment which was active at the time the re-import function was started will be made the active one. It may happen that the segmentation is slightly different due to the changed document source file and that the activated segment is not the correct one.
5. A key-combination can be assigned to the re-import document function. This is performed via “Options”, “Keys”, panel “Assign Keys”, function “Re-import document”.

The process to re-import a document while being in the translation editor is started by going to “File”, “Re-Import document”.

This starts the following process:

1. Close the translation editor.
2. Import the document.
3. Analyze the document with the previously used analysis settings.
4. Open the analyzed document in the translation editor.
5. Position the cursor in the segment which was active when the “Re-Import” process was started.

See also the folder properties window on page “Changing the properties of a folder” on page 180.

---

## **Allow selecting PID of glossary terms to be displayed during editing**

When translating documents in a folder, one or more dictionaries can be attached to the folder using the folder properties. If any of these folder contain a "NL Product" element, the OpenTM2 can display only these values. The function is implemented via the folder properties. The field named "PID selection" can be check-marked, and by clicking on the button "Select...", the user can select the PID-value to be used when displaying specific terms belonging to a "NL Product". If no PID is selected, all terms are displayed to the user.

### Specific information:

1. The PID selection is only available for the entire folder. It does not make sense to allow different PID selection for an individual document in the folder.
2. In the folder property window, there is a field under the list of selected memories: [PID selection:] [the value] [Select...]. The default is that there is no value, which means that all dictionary entries are to be used, regardless of the PID value. This is the same function as today. If the button "Select..." is pressed, then a list of all the PID-values used in any of the selected dictionaries would be listed. Users can select one or more of these listed values.
3. Within the editor, when the dictionary entries are being shown, only the entries which have a matching PID value or which have no PID values are shown in the Dictionary window.

---

## **Adding Folder Name in Title Bar**

While being in the OpenTM2 workbench, the "build-in" function (this function can not be selected or de-selected) "Adding folder name in title bar" allows to see to which folder the selected document belongs to - the information is displayed in the title bar. The same functionality is used inside the translation editor, so that a user can see to which folder the edited document belongs to.

---

## **OpenTM2 to support the languages Bosnian and Montenegrin**

OpenTM2 now supports two more languages - Bosnian and Montenegrin. Both languages can be selected as source and/or target languages.

---

## **Support SmartTVT project by providing a unique Segment-ID**

The checkbox "With TVT tracking IDs" on the document export window must only be used when required to support unique IBM TTV (Translation Verification Test) processing. When exporting a Unicode encoded file from OpenTM2, a unique segment identifier is added around each translatable OpenTM2 segment. During TTV, when a piece of text needs to be changed, this unique identifier can be used to identify the OpenTM2 segment number and document name which contains that piece of text.

This is a purely technical implementation, with no impact on translations performed in OpenTM2. So there is no further description in this document.

## New features and functions in OpenTM2 v1.3.0

This chapter introduced new features and functions implemented in OpenTM2 v1.3.0.

### Shortcut keys for next EXACT, FUZZY, NO match segment

Translators can jump to the next **untranslated** segment using one of these options:

1. next untranslated segment with **Any** match. This means, the next **untranslated** segment is identified, regardless of whether there are matches found or not.
2. next untranslated segment with **EXACT** match. This means, the next **untranslated** segment is identified, for which an Exact match is found. Other untranslated segments are ignored.
3. next untranslated segment with **FUZZY** match. This means, the next **untranslated** segment is identified, for which a Fuzzy match is found. Other untranslated segments are ignored.
4. next untranslated segment with **NO** match. This means, the next **untranslated** segment is identified, for which No matches are found. Other untranslated segments are ignored.

The default hot-key assigned for “Next Untranslated Segment => Any” is “Alt+n”. Users can assign their own hotkeys for **With EXACT match**, **With FUZZY match**, and **With NO match** using the function “Options” => “Keys...” (see page “Assign keys” on page 489).

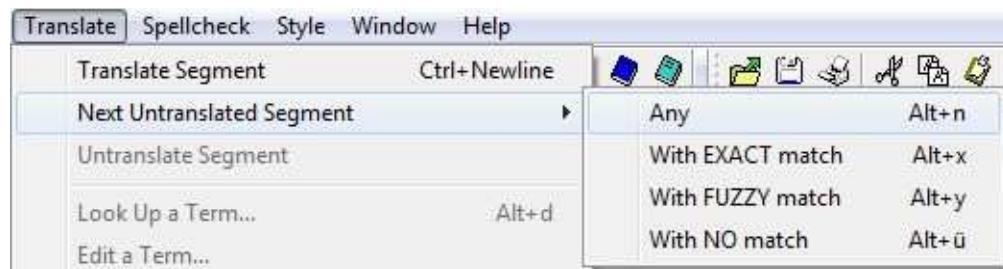


Figure 1. Context Menu ‘Next Untranslated Segment’

See also the information on page “Translation Menu” on page 501.

### Plugin to backup and restore Profile Settings

The new plugin “Profiles Settings Management” allows to export (backup) and restore (import) vital OpenTM2 settings.

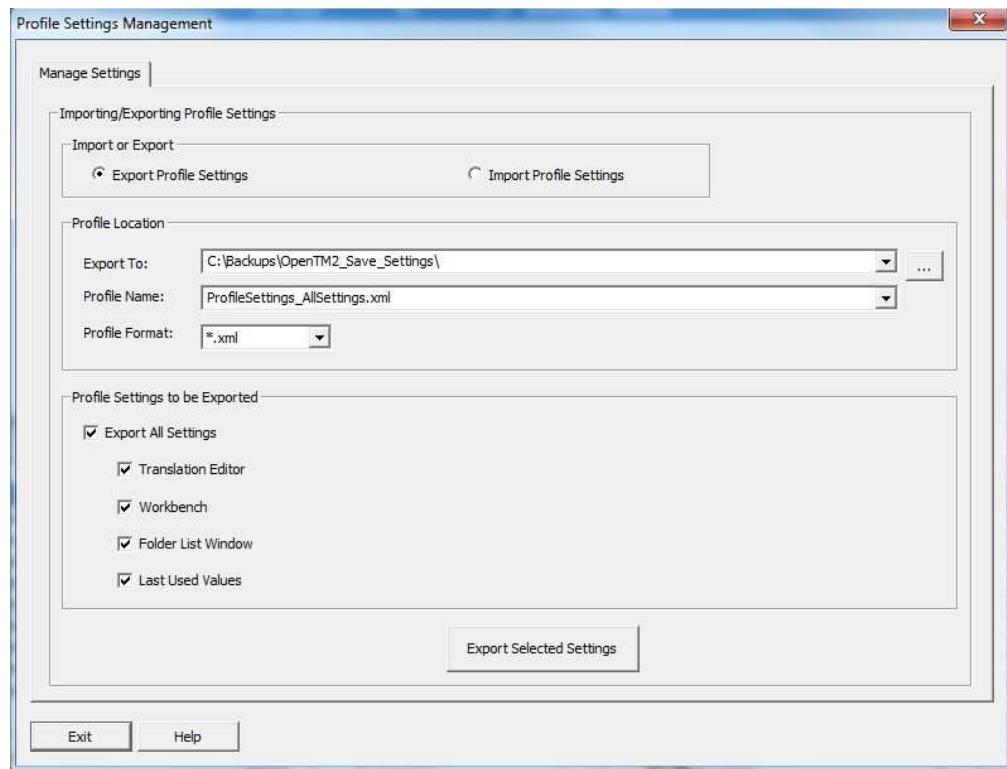


Figure 2. The panel ‘Profile Settings Management’

For more information see page “The Plugin Profile Settings Management” on page 433.

## Spellchecking across multiple Folders or Documents

Beginning with OpenTM2 v1.3.0, spellchecking can not only be performed inside the Translation Environment, but it can be run either on one or more selected **folders**, or one or more selected **documents** of a selected folder. In case of multi-selected folders or documents, the spellchecking is performed on all documents selected. Once the spellchecking has completed on one document, it automatically moves to the next document etc., until the last segment in the last document has been reached.

For more information see page “Spellchecking Documents or Folders” on page 143.

## Add Match Segment ID to support Machine Translation

By adding a “unique segment identifier” to segments (mainly when imported into OpenTM2), an analysis can be run on the MTLOG file using the DOS line command utility **OtmMtEval.exe**. New meta-information elements such as “TM\_ID”, “StoreID”, and “MatchSegID” allow analytics teams to analyze segments where translation memory proposals have been used or rejected.

The API “EqfImportMemEx” allows to add the identifier to each segment of a translation during the **imported** of the translation memory into OpenTM2.

The API “EqfAddMatchSegID” allows to add the identifier to each segment of a translation memory already imported into OpenTM2.

Inside an external translation memory, all data is stored inside the “metadata” element.

Both APIs are described in the document “OpenTM2 Technical Reference”, which is part of the OpenTM2 distribution.

## Change View Details

The old “Change Details” panel was rather static, and changing adding/removing columns, as well as the sequence of the columns was time consuming and error prone. The new panel allows to quickly shift the elements in pane “Available” to the “Selected” pane. After that, the sequence of the single elements can be changed by pressing the “Up” and “Down” arrows. “layout”“saved”“Document List Window”“Translation Memory List window”“Save as default list”“Save as default list”

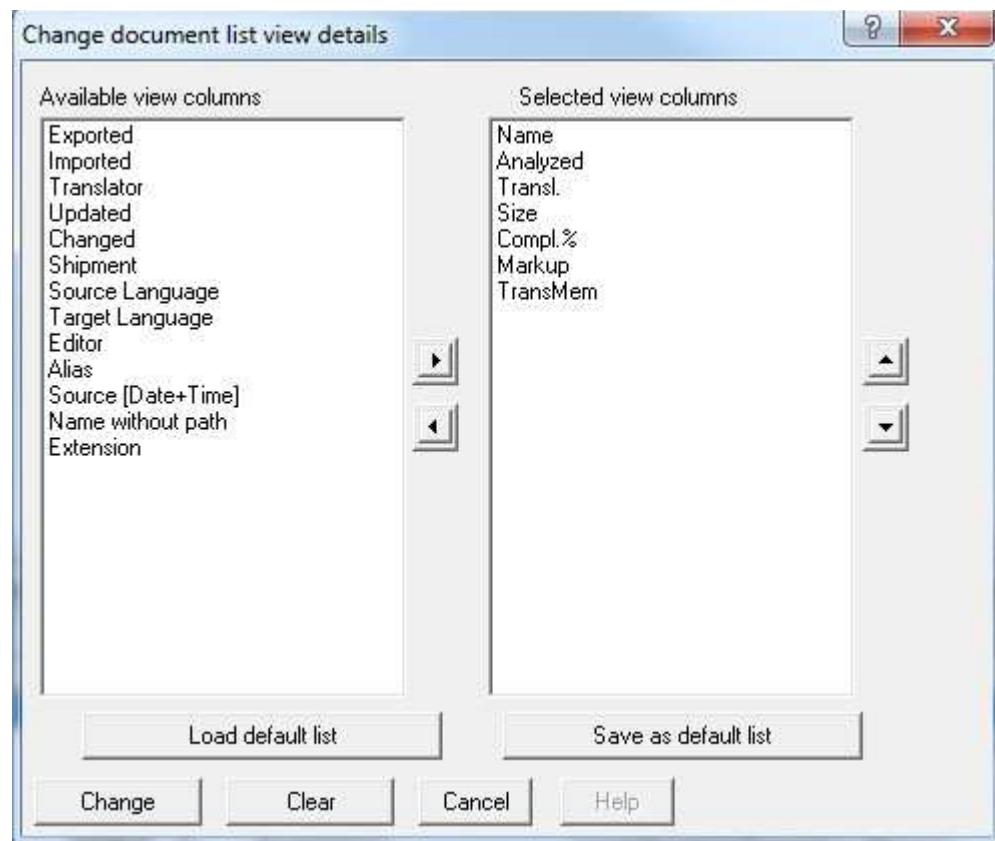


Figure 3. The new panel “Change Details”

## Updated WEB-based Shared Translation Memory concept

The Shared Translation Memory concept, that uses OpenTM2 as the WEB-based translation memory did not meet the expectations. So we decided to re-design this solution, now being fully based on own code.

The solution is based on a server component, that is mainly represented by XAMPP, an “all inclusive” server package, mainly containing an Apache-Server and the MySQL.

| Since we still need to do some updates on this solution, we provide the solution  
| “as is”, but encourage testers to perform some tests. The documentation is not  
| fully authored in DITA, so we ask the test team members to use the document  
| “Shared\_Translation\_Memory\_UsersGuide.pdf” provided to the test teams.

| See also the information on page “Sharing WEB-based Translation Memories” on  
| page 222

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## **Part 1. Starting with OpenTM2**



---

# Chapter 1. Before you start

This chapter provides information about the prerequisites needed before starting to work with OpenTM2.

---

## Hardware requirements

To install OpenTM2, the following minimum hardware is required:

- An IBM® compatible PC with a Pentium III processor or higher
- 1 GB<sup>1</sup> main storage (RAM)
- 1 GB free hard disk space<sup>2</sup>

---

## Software requirements

OpenTM2 runs on any of the following operating systems:

- Windows 7
- Windows 8
- Windows 8.1
- Windows 10

To use OpenTM2 with Shared Translation Memories stored on a **LAN**-server (Local Area Network) environment, the appropriate LAN-server incl. the appropriate software is required.

To use OpenTM2 with Shared Translation Memories stored on a **WEB**-server, the WEB-server must be set up. That is mainly the APACHE-server plus a relational DB such as MySQL or MariaDB. An “all inclusive” solution is XAMPP.

To use OpenTM2 with Shared Translation Memories stored on a **WEB**-server, a JRE (Java Runtime Environment) must be installed on the **server**. We recommend JRE v1.7 or above.

---

## What you get from OpenTM2

You receive an install-package containing:

- The installation program
- The program files
- The sample files
- Basic dictionaries
- Language-support files.

## Language-support files

Language-support files support the translation from a source language into a target language. You must have at least one language-support file installed for the source language from which you want to translate.

---

1. 1 MB equals 1.048.576 bytes.

2. OpenTM2 requires aprox. 200MB of disk space, but plan additional disk space for translation material.

OpenTM2 can translate from the following source languages:

- Afrikaans
- Arabic
- Basque
- Catalan
- Chinese(simpl.)
- Chinese(trad.)
- Croatian
- Czech
- Danish
- Dutch(restrictive)
- Dutch(permissive)
- English(U.K.)
- English(U.S.)
- Estonia
- Finnish
- French(Canadian)
- French(national)
- German(DPAnat)
- German(reform)
- German(Swiss)
- Greek
- Hebrew
- Hungarian
- Icelandic
- Indonesian
- Italian
- Japanese
- Kazakh
- Korean
- Latvian
- Lithuanian
- Malay
- Norwegian(bokmal)
- Norwegian(nynorsk)
- Polish
- Portuguese(Br.New)
- Portuguese(Brasil)
- Portuguese(nat.)
- Portuguese(nt.New)
- Romanian
- Russian
- Slovakian
- Slovene
- Spanish

- Swedish
- Thai
- Turkish
- Vietnamese

OpenTM2 accepts any target language that is supported by your operating system.

## Dictionaries

OpenTM2 offers integrated basic dictionaries. However, if you already have a stock of technical terminology that you would like to use in OpenTM2, you can do this by creating a new dictionary in OpenTM2 that contains your own terminology. To learn how to do this, see “Creating a dictionary” on page 254.

## Installing OpenTM2

The OpenTM2 installation program guides through the installation.

### Installing components

The following OpenTM2 components can be installed:

#### OpenTM2 Base

The OpenTM2 base product are the base program and data files.

#### Samples

Sample files which are necessary to work through the sample session described in Chapter 14, “Working with the samples,” on page 325.

#### Basic Dictionaries

Basic dictionaries containing general vocabulary (English-Arabic, English-French, English-German, English-Italian, English-Spanish, French-English, German-English, Italian-English, and Spanish-English).

#### Language-Support Files

Morphological, monolingual data files for the source languages supported. To work with OpenTM2 at least one of the available language-support files must be installed. To do a spellcheck on translated documents, you must install the language-support file for the target language.

Note that these language-support files have no influence on the language in which OpenTM2 windows and messages are presented.

## Installation procedure

OpenTM2 can be installed in two ways:

### First time installation

Use these instructions only when installing OpenTM2 for the very first time on the workstation. If OpenTM2 is already installed, use the OpenTM2 Auto Version Update utility (OpenTM2 menu item: Utilities --> Auto Version Upgrade...).

1. Download the latest OpenTM2 installation package.
2. Open the Windows explorer and navigate to the place where you downloaded the install package to.
3. Start installation by double clicking on the install package.
4. The OpenTM2 installation program will start.
5. Follow the instructions of the installation program.

6. After OpenTM2 is successfully installed, a folder named "OpenTM2" is installed on the desktop as well as an icon named "OpenTM2".

### Upgrade installation

Use these instructions only when OpenTM2 has already been installed on the workstation.<sup>3</sup>

1. Start OpenTM2.
2. Select the menu item: Utilities --> Auto Version Upgrade...
3. In the "OpenTM2 Auto Version Upgrade" window, select the "Updates" tab (if it is not already selected).
4. Select (check) the checkbox next to the "OpenTM2" component.
5. Close the main OpenTM2 window, by selecting the menu item: File --> Exit. Do not close the "OpenTM2 Auto Version Upgrade" window.
6. Press the "Upgrade Selected" button to install this new version of OpenTM2.
7. Wait for the download to complete.
8. The OpenTM2 installation program will automatically start when the download is successfully completed.
9. Follow the instructions of the installation program.

---

## Required settings

Before translators start working with OpenTM2, the "Default Target Language" must be set. This is very important in order to properly handle the import and export of translation memories and dictionaries, e.g. when importing an external memory in the SGML ASCII or the SGML ANSI format the "Default target language" must exactly match the language of the target segments in the imported memory otherwise some special characters might be corrupted after the import. Click the button "Set" to save the changes.

For the correct display of characters in the dictionary editor, translation memory editor, global find&replace; window, and the various list and dialog windows (e.g. folder list window) the Windows "**Regional options**" must match the target language of the documents and dictionaries being worked with. The Windows regional settings are changed in the Windows "**Control Panel**" under "**Regional Options**". Select the locale for the current target language in the first tab **and** the third tab of the "**Regional options**" window. Windows has to be restarted after this change.

**Note:** The name of the regional options window differs depending on the language version of Windows; e.g. in a German Windows version the regional settings are located in "**Einstellungen**" ==> "**Systemsteuerung**" => "**Regions- und Sprachoptionen**".

---

## Starting OpenTM2

To start OpenTM2, double-click the **OpenTM2** icon on the desktop or in the "OpenTM2" group window.

---

3. NOTE: Back up any translation material as described in "Reusing OpenTM2 Version 1.0 translation material".

After OpenTM2 has started, the OpenTM2 main window is displayed. From here users start all tasks required for translating with OpenTM2. You find a description of the basic tasks in *A Quick Tour*.

---

## Getting help

OpenTM2 provides online help for each window. Display these help texts by clicking the **Help** button in the respective window, or pressing F1. Read the help texts whenever you are not sure what to do in a window.

OpenTM2 comes with *A Quick Tour* and a *Translator's Workbook*. These books teach you how to perform the basic tasks. If you work through both of them before you start working with OpenTM2, it will be easier for you to become familiar with this program.

A good way to learn about OpenTM2 is to take the following approach:

1. Read the *A Quick Tour* to learn how to perform the first steps with OpenTM2.
  2. Work through the *Translator's Workbook* to learn how to do all tasks necessary for a translation project.
  3. Refer to the *Translator's Reference* if you want to know more about a certain function in OpenTM2.
- 

## Backing up your translation material

Make regular backup copies of your translation material, such as Translation Memories, dictionaries, and documents.

Use the **Export...** command on the **File** menu of the OpenTM2 main window to copy the respective files on any media (e.g. LAN drive, local hard disk drive, USB-stick etc.) and have them available as backups.

---

## Defining additional drives

OpenTM2 allows to define more drives in addition to the one where you installed the program by selecting **Configure Drives...** from the **Utilities** menu. Use this option when there is not much space left on the current drive. Files from this drive can then be transferred to the additional ones.



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## Chapter 2. Working with the Translation Workbench

### The Workbench

The **Workbench** is the first main window you see after you have started OpenTM2. With this window you start the actual translation and perform tasks closely related to translating, such as importing and exporting.

The Workbench is the environment for managing all OpenTM2 components, such as:

- Documents
- Folders
- Translation Memories
- Dictionaries

Each component is listed in an individual window. Usually you work with any of these components in the following way:

1. Select the item you want to work with from the respective window. For example, a document.
2. Select the task you want to perform with this item from the respective menu. For example, **Import....**
3. Fill in the required information in the respective window. OpenTM2 needs this information to correctly perform the task you selected.
4. Press a button (for example, **Import**) to start the specified task.

The most important tasks in OpenTM2 are also represented as icons in the toolbar of the Workbench. When you move your cursor over the individual icons you get hover help, giving you a short description of what the icon represents.

A status bar at the bottom of the Workbench indicates your current action. For example, if you select **New...** from the **File** menu, the status bar displays "Create a new object". To display the status bar, point to **Toolbar** on the **View** menu and then select **Statusbar** from the submenu.

You find all OpenTM2 components listed in smaller, subsidiary windows on the Workbench. Sometimes these windows are minimized. You see them displayed as icons at the bottom of the screen. If you double-click on one of these icons, it is restored to its original size.

When starting OpenTM2 for the first time, the following windows are shown on the Workbench:

- The "Folder List" window shows the folders currently available in your system. Folders contain all translation material for one translation project. Read more about folders in the *Translator's Workbook*.
- The "Translation Memory List" window (as icon) shows the Translation Memories currently available in your system. Translation Memories keep all sentences you ever translated, and provide translation proposals for previously translated text. Read more about Translation Memories in Chapter 9, "Working with Translation Memory databases," on page 187.

- The “Dictionary List” window shows the dictionaries currently available in your system. For the translation of a document you can use more than one dictionary. Read more about working with dictionaries in Chapter 10, “Working with dictionaries,” on page 245.

Each item in a list is preceded by a small icon indicating the type of item.

To work with other OpenTM2 components, such as language lists, terminology lists, or markup tables, open the respective window by selecting it from the Utilities menu.

---

## Arranging the windows

You can position and size all subsidiary windows on the Workbench as you find them most convenient. When the Workbench is displayed for the first time, OpenTM2 has made a default arrangement for you.

The defaults are usually good choices for many translators, but you are free to rearrange and resize the windows into whatever position and size you like.

The window layout can best be determined by you according to your requirements and preferences. For example, have the windows positioned in a tiled way, overlaying each other, displayed as icons, or hidden behind other windows to reduce clutter on the screen.

The easiest way to do this is by placing the mouse pointer in the window’s title bar and dragging the window into the new position. This is a basic function of the operating system you use. If you do not know how to reposition or resize windows, refer to the appropriate user documentation of your operating system.

---

## Defining the view details

Usually you just see the names of documents, Translation Memories, dictionaries, and so on, listed in the respective windows. For example, in the “Document List” window OpenTM2 by default displays only the document names.

However, if you are interested in more details about a specific list item, this information can be easily retrieved.

You can view, for example:

- A description of a list item
- When a list item was last modified
- Where a list item is located
- The completion percentage of a translation

Because not every translator has the need for the same amount of detail, OpenTM2 lets you choose individually what you want to display.

You define this by selecting **Change details...** from the **View** menu. On the subsequent window **Change View Details** you select the details in which you are interested.

If, in the corresponding List windows, the columns displaying the individual details are too narrow or too wide, you can change them by dragging the borders of the column headers using the mouse.

---

## Hiding and shrinking path names

Document names in the "Document List" window can be shown in various ways:

- Without the path name, for example, as Mydoc.htm.
- With the path name, for example, as ps303\final\source\mydoc.htm.
- With the path name shrunk to eight characters, for example, as ps303\f;...\\mydoc.htm.

Which way is appropriate depends on your preferences and the amount of view details you already specified for the "Document List" window. To hide or shrink the path names, select **Hide Path** or **Shrink Path** from the **View** menu. To show the path names, select **Show Path** from the **View** menu.

If the Name column in the "Document List" window is too narrow or too wide, you can drag the column border accordingly.

---

## Option to sort document list on file name and extension

There are two new display columns of the document list "Name without path" and "Extension". These new columns can be used as sort or filter criteria in the same way as the already existing document list columns.

The column "Name without path" shows the document name without the relative path part, if the document name does not contain a relative path this column shows the same name as the standard "Name" column.

The column "Extension" shows the extension of the document name which is the part of the document name following the last dot. If the document name has no extension its column is empty.

---

## Saving the Workbench

When you have tailored the Workbench layout, defined the view details, and arranged the column widths as appropriate, you can save these modifications.

When you leave OpenTM2, you are asked if you want to save the current Workbench. If you confirm this, you get the same window layout on the Workbench the next time you start OpenTM2.

This saves you from rearranging windows for each OpenTM2 session.



---

# Chapter 3. Working with the Translation Environment

## The Translation Environment

When you selected a document for translation and opened it, OpenTM2 takes you to the Translation Environment. It is the environment where you:

- Type the translation
- Can view and copy translations for specific terms
- Can view and copy previously translated text segments
- Can decide whether you use the keyboard or the mouse for a task

To save you from paper-shuffling, OpenTM2 automatically looks up terms in dictionaries and retrieves previous translations. You see the findings on the screen, and you can copy them if they are appropriate for your current context.

To conveniently do this, the Translation Environment is divided into the following subwindows:

- The “Translation” window Displays the text to be translated, broken into segments. The first segment ready for translation is shown with a yellow background.

All formatting information is displayed in red. To avoid that it takes up too much space on your screen or distracts you from the actual text, you can reduce or hide it. By default it is protected from being overwritten. This ensures that the layout of the original text is retained in the translation.

In this window you perform the actual translation with an editor that provides functions that are especially useful for translating.

You do the actual translation by inserting or overtyping text. While editing the translation document, the original document is in the background. You can switch to it whenever necessary.

- The “Translation Memory” window Displays translation proposals that are based on previously translated segments.

OpenTM2 finds these proposals by looking through a database called Translation Memory that contains all text segments you ever translated together with their corresponding translations.

When first created, the Translation Memory is empty. It is gradually filled as you continue translating. If it contains a segment that matches your currently active segment, OpenTM2 lets you know how you translated it before.

These proposals can be exact or fuzzy, depending on how precisely they match the current original segment. It is up to you to decide if you copy the proposal as is, or modify it to suit your current context.

Exact proposals can occur multiple times in a Translation Memory if the same sentence has been translated in different contexts. This fact is shown in the “Translation Memory” window by a `[x++]` string preceding the original segment, where `x` represents the number of available proposals. To display all proposals, double-click `++` or press the assigned shortcut key. To permanently set this option, see “Setting up the profile” on page 44.

If only the tagging differs between a segment and a proposal, the proposal is still considered to be an exact match. When you copy the proposal, its tagging is adapted to the tagging in the segment currently being translated.

If the Translation Memory offers more than one fuzzy proposal, the first proposal is most likely to fit in the current context. In the second or third fuzzy proposal the differences to the current original segment increase, and you have to be careful when you copy them.

To ease your decision which multiple fuzzy proposals to consider, you can customize OpenTM2 to display a quality number with every fuzzy proposal. This quality number (a percentage number) ranks different proposals, and you might just ignore proposals below a certain level. See “Setting up the profile” on page 44 about how to customize OpenTM2.

To learn how to copy a Translation Memory proposal see “Translation-specific functions” on page 39.

- The “Dictionary” window Displays translations that are found for terms in the currently active segment.

The title bar of this window contains the dictionaries used for the translation. Depending on what you specified on the Dictionary page of the “Customize Translation Functions” window (see “Setting up the profile” on page 44), the dictionaries and the translation of the source terms are numbered.

When a new segment is activated, OpenTM2 automatically looks up specific terms of this segment in the related dictionary. For example, if the term **proposals** is to be looked up, it is reduced to **proposal**. If a translation for **proposal** has been found in a dictionary, it is shown in the “Dictionary” window.

Whenever you activate a segment for translation, the “Translation Memory” and the “Dictionary” window reflect this by presenting appropriate translation proposals for this segment.

To learn how to copy a dictionary proposal see “Translation-specific functions” on page 39.

---

## The meaning of the colors

OpenTM2 shows the status of segments in the “Translation” window by different colors. The default settings are:

Status	Text	Background	Meaning
Translated	Black	Grey	Segment has already been translated.
Active	Black	Yellow	Currently active segment ready to be translated.
Not translated	Blue	Grey	Segment has not been translated yet.
Not translatable	Red	Grey	Segment contains no translatable information.

## How markup tags are displayed

OpenTM2 lets you choose how to display markup information in a translation document:

Style	Meaning
Protect	The markup tags are shown but you cannot change them (default).
Unprotect	The markup tags are shown and you can overwrite and change them.
Hide	The markup tags are not shown.
Shrink	All markup tags outside segments are not shown. A replacement character is shown instead.
Compact	The information that is not to be translated and the markup tags within a segment are replaced with a character.
Compact+1	Markup tags are shown up to a length of 10 characters and cannot be changed. Longer markup tags are followed by three dots (...), for example [Style=@Out....]

## Changing the display of markup information

You can change the tag representation style by opening the **Style** menu and selecting a style command of your choice.

Figure 4 on page 16 contains examples of a Microsoft WORD document that show you how the text is presented, depending on the selected style. The following symbols are used to show information that is protected and cannot be translated:

- <> Appears when you select shrink and compact style. The symbol is a placeholder for information that cannot be translated.
- # Appears when you select compact style. This symbol shows that there is information in a segment that cannot be translated.

These symbols are protected and have the same color as markup tags (the default is red). You can change them as follows:

1. Select **Profile settings...** from the **Options** menu of the Translation Environment.
2. Select the **Display** page.
3. In the **Display Settings** box, change the respective symbols.

The shrink and compact styles are useful when you translate documents that contain numerous markup tags, such as RTF documents. The various style options let you display the text in a less cluttered form. The markup information is replaced by the symbols of your choice, and you can concentrate on the text that is to be translated.

If two or more markup tags appear after one another in a text, they are replaced by only one symbol depending on the style you chose.

```

Protected/Unprotected:
[style:heading 2]
Planning Forms
[paragraph: 0005,E8]
[style:Normal]
While reading this chapter, you will complete one or more of the following
planning forms, which are included in [italic]
Planning Forms[/italic],
GX24-4093:
[paragraph: 0005,F5]
[style:Normal]
[field: 3913]SYMBOL 183 \.f "Symbol" \.s 10 \h[field end: 0015] [efield]
• Processor Configuration (Forms B3, B5, or B7)
[paragraph: 0005,ED]
[style:Normal]
[field: 3913]SYMBOL 183 \.f "Symbol" \.s 10 \h[field end: 0015] [efield]
• Integrated DASD/Tape Devices (Form C2).
Hide:
Planning Forms
While reading this chapter, you will complete one or more
of the following planning forms, which are included in
Planning Forms,
GX24-4093:
• Processor Configuration (Forms B3, B5, or B7)
• Integrated DASD/Tape Devices (Form C2).

Shrink:
<>
Planning Forms
<>
While reading this chapter, you will complete one or more
of the following planning forms, which are included in
[italic]Planning Forms[/italic], GX24-4093:
<>
• Processor Configuration (Forms B3, B5, or B7)
<>
• Integrated DASD/Tape Devices (Form C2).

Compact:
<>
Planning Forms
<> While reading this chapter, you will complete one or more
of the following planning forms, which are included in
#Planning Forms#, GX24-4093:
<>
#Processor Configuration (Forms B3, B5, or B7)
<>
#Integrated DASD/Tape Devices (Form C2).

```

*Figure 4. Markup display styles*

---

## Displaying the original of a translation proposal

To view the source of a translation proposal double-click anywhere within the “Translation Memory” window. The “Source of Proposal(s)” window shows the original text of a proposal found in the Translation Memory, for example, the English original of a German translation. The original text of an exact match is preceded by [0], that of a fuzzy match by [f]. This window also shows the segment that is currently active in the original document. The source of a proposal is displayed below the currently active segment. These segments are compared with one another, and differences are indicated by color.

You can change the colors by selecting **Colors...** from the **Options** menu of the “Translation” window.

OpenTM2 indicates the correspondence and differences between the source text of a found proposal and the currently active source text. This helps you determine how strongly you can rely on a translation proposal. If the source of the proposal differs from the segment currently to be translated, do not take the match as is, but change it so that the translation matches the original you are currently translating.

The following gives you an example how OpenTM2 indicates differences:

- Terms that occur in the source of the translation proposal but not in the currently active source segment.

Current segment:

0 - These are the descriptions of the products that  
will eventually be shown at the 2000 fair.

Translation proposal (German):

1[f] - Dies sind die Beschreibungen der Produkte, die dann  
auf der COMDEX Messe 2000 gezeigt werden.

Source of proposal:

1[f] - These are the descriptions of the products that  
will eventually be shown at the 2000 COMDEX fair.

The part that differs is underlined here. The proposal must be altered to reflect the meaning of the current segment.

- Terms that are different in the source of the match compared to the currently active segment.

Current segment:

0 - These are the descriptions of the products that  
will eventually be shown at the 2000 fair.

Proposal (German):

1[f] - Dies sind die Beschreibungen einiger Produkte, die  
dann auf der Messe 2000 gezeigt werden.

Source of proposal:

1[f] - These are the descriptions of **some** products that  
will eventually be shown at the 2000 fair.

The part that differs is shown in bold. The proposal must be changed to reflect the meaning of the current segment.

- Terms that occur in the currently active segment but not in the source of the proposal.

Current segment:

0 - These are the descriptions of the products that  
will eventually be shown at the 2000 fair.

Proposal (German):

1[f] - Dies sind die Beschreibungen der Produkte, die  
auf der Messe 2000 gezeigt werden.

Source of proposal:

1[f] - These are the descriptions of the products that will  
? be shown at the 2000 fair.

The part that differs is indicated by a question mark. The proposal must be altered to reflect the meaning of the current segment. That means, a translation for the term *eventually*, which is not included in the source of the proposal but in the current source, must be added at the ? position.

Text that is identical in the active segment and in the source of the proposal is not highlighted. However, you can have the identical parts displayed in a color of your choice.

---

## Making a window active

The following windows are listed when you open the **File** menu in the Translation Environment:

- “Translation”
- “Translation Memory”
- “Dictionary”
- “Original”
- “Source of Proposal”

All documents you opened for reference purposes, in addition to the document you translate are listed. You open another document by selecting **Open...** from the **File** menu of the Translation Environment.

Use this option to quickly move to a certain window while working in the Translation Environment. It is especially helpful if a window is hidden behind another window. If you select this window from the list, it becomes immediately active and is displayed in the foreground.

---

## Checking how segments were translated

Translated segments can have been translated from scratch, copied from a Translation Memory and changed, or copied from a Translation Memory and not changed.

OpenTM2 lets you know how many of the translated segments have been translated by one of these methods. When you save the translation, you can request a summary in the “Document List” window showing how many segments have been:

- Translated from scratch
- Copied from a Translation Memory proposal
- Copied from a Translation Memory proposal and then changed

This feature can be useful if translations are paid depending on the way they have been translated. Translated segments that have been translated from scratch may be paid higher than segments that have been copied from a proposal in the Translation Memory. It helps to find out how many segments have been translated in one of the above ways.

---

## Influence of Windows regional settings (Windows control panel => “Regional and Language Options”)

The regional settings of Windows control the display of textual data within standard entry fields and multi-line entry fields; i.e. when the regional settings have been set to “Chinese”, German umlaut in description fields (folder description, memory description) will not be displayed correctly. As the Global Find&Replace; function use a standard multi-line entry field for the found text, the displayed text may be incorrect when the regional settings do not match the target language of the documents being searched.

**Note:**

- The displayed text in the Translation Environment windows is not affected by the Windows regional settings as all data is in Unicode. The display may be incorrect however when the selected fonts do not support the characters being displayed.

---

## Working with bidirectional language documents

OpenTM2 enables you to translate documents from and to Arabic and Hebrew, and it supports Arabic and Hebrew dictionaries and spellchecking. These languages are “bidirectional” languages; the presentation of text is from right to left, and embedded numerals, or segments of text in languages such as English, are presented from left to right.

The following sections describe the prerequisites for the bidirectional language support in OpenTM2, and how you can control the display of bidirectional documents. The particularities of the Translation Environment and OpenTM2's built-in editor, when used with an Arabic and Hebrew document, are explained. Finally, minor items that you should be aware of when translating from or to a bidirectional language are listed.

### Prerequisites for bidirectional language support

Under the operating systems Windows 7, Windows 8, Windows 8.1, OpenTM2 requires that the System Locale is set to Arabic or Hebrew in the system preferences. If you open an Arabic or Hebrew document and it does not display its text right-aligned and you cannot read it from right to left, you need to set the System Locale. Click **Start**, **Settings**, **Control Panel**, then select **Regional Settings**. Find a panel similar to the following. Set the System Locale and start over.

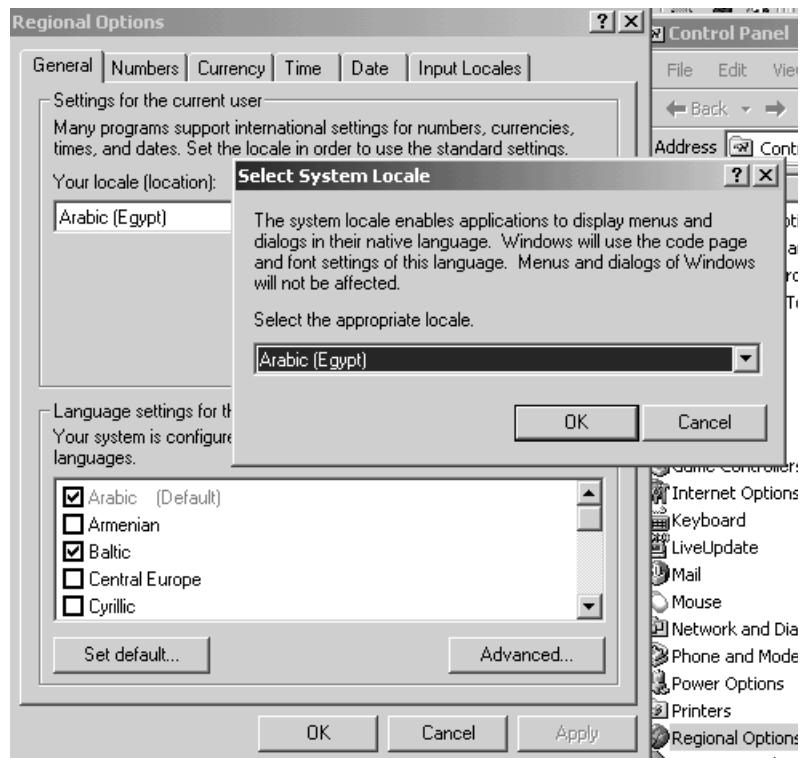


Figure 5. Setting the System Locale for bidirectional languages

If these settings are not correctly made, the drop-down boxes and dialog control panels might not show text in the correct language.

## Controlling the bidirectional display

You can control whether embedded text in a bidirectional language document, like numerals and foreign language text phrases, are displayed from left to the right or reverted.

The decision depends on your personal preference and on the amount of embedded text in a document.

To change the direction, you can customize the Translation Environment as follows:

- Open the **Options** menu
- Select **Profile settings...**
- In the “Customize Translation Functions” window, select the **Display** page.
- Select or clear the **Visual display** check box, and click **Set** to save the profile settings.

Selecting this check box displays embedded text in the same direction as the Arabic or Hebrew text, from right to the left.

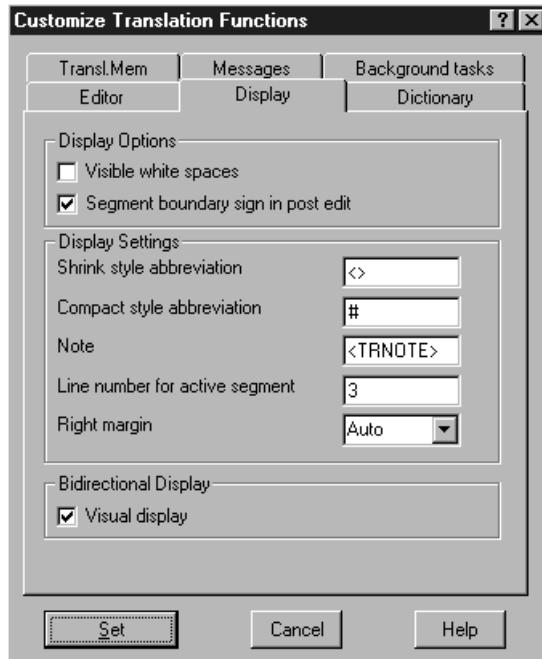


Figure 6. Controlling the bidirectional display

Remember to clear this check box if you work with non-bidirectional documents.

## Translation Environment with an Arabic document

When you open an Arabic document, you recognize the usual “Translation” window, “Dictionary” window, and “Translation Memory” window. However, the contents of these windows look different in several aspects. The following Translation Environment example assumes a translation from English to Arabic:

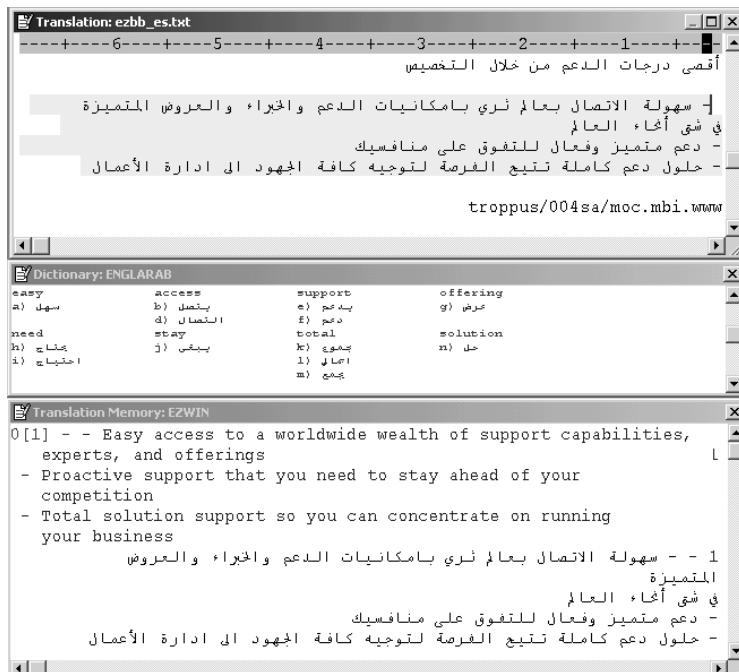


Figure 7. Translation Environment with an Arabic document

- In the “Translation” window the text is aligned to the right, and the ruler runs from right to the left (ruler digits are always shown as Latin digits). The reading order is from right to the left for English and Arabic words. While you are typing, the cursor moves from right to the left. The cursor control keys let the cursor move as depicted on the keys.
- In the “Dictionary” window all words are aligned to the left. The reading order of English words is from left to the right, and the reading order of Arabic words is from right to the left.
- In the “Translation Memory” window the English source text is aligned to the left, and its reading order is from left to the right. The Arabic translation proposals are aligned to the right, and their reading order is from right to the left (same alignment and reading order as in the “Translation” window).
- Shaping of Arabic characters is supported. (Arabic characters can assume up to four different shapes depending on their positions in words and their connectivity traits of the surrounding characters. The proper shape is selected by a shape-determination routine.)
- Ligatures of Arabic characters are supported. (A ligature is a graphic character consisting of two or more characters that are joined together. For example, the joining A and E form the ligature Æ.)
- Digits in the proposal window are displayed as Latin digits.
- The **Find and Replace** function in the Translation Environment allows you to select the **Case Respect** or **Case Ignore** option. However, these options have no effect with Arabic language documents.

## Translation Environment with a Hebrew document

When you open a Hebrew document, you recognize the usual “Translation” window, “Dictionary” window, and “Translation Memory” window. However, the contents of these windows look different in several aspects. The following Translation Environment example assumes a translation from English to Hebrew:

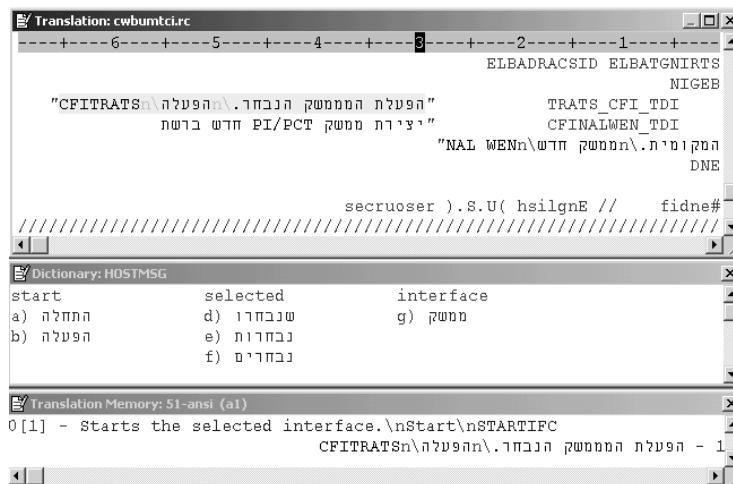


Figure 8. Translation Environment with a Hebrew document

- In the “Translation” window the text is aligned to the right, and the ruler runs from right to the left (ruler digits are always shown as Latin digits). The reading order is from right to the left for English and Hebrew words. While you are typing, the cursor moves from right to the left. The cursor control keys let the cursor move as depicted on the keys.

- In the “Dictionary” window all words are aligned to the left. The reading order of English words is from left to the right, and the reading order of Hebrew words is from right to the left.
- In the “Translation Memory” window the English source text is aligned to the left, and its reading order is from left to the right. The Hebrew translation proposals are aligned to the right, and their reading order is from right to the left (same alignment and reading order as in the “Translation” window).

## Further considerations

### Defining shortcut keys

When a document with Arabic or Hebrew source or target language is opened, the keyboard properties are automatically changed to the Arabic, respectively Hebrew, input locale.

If you want to assign your own keys or key combinations for certain editor functions (**Options** menu, **Keys...**, **Assign Keys**), select the English input locale before doing so. This ensures a proper key assignment and a proper display of all key assignments. When finished, switch back to the previous input locale.

### The treatment of braces - no symmetrical swapping

OpenTM2 does *not* interchange the order of some directional pairs of characters, such as left and right parentheses ( ), less-than and greater-than signs < >, left and right brackets [ ], and left and right braces { }.

< > is used in “Translation Memory” windows to denote matches. < > is used to denote shrink and compact styles.

You need to manually translate these characters in accordance with the logical sequence of a sentence.

### The treatment of text in dialog boxes

In dialog boxes, for example, the Find and Replace box, the entry fields show the standard Windows behavior, regardless of whether the bidirectional language is active. Text is aligned to the left, and cursor movement is from left to the right.

This behavior cannot be changed in OpenTM2. It is assumed to be acceptable because of the shortness of the text.

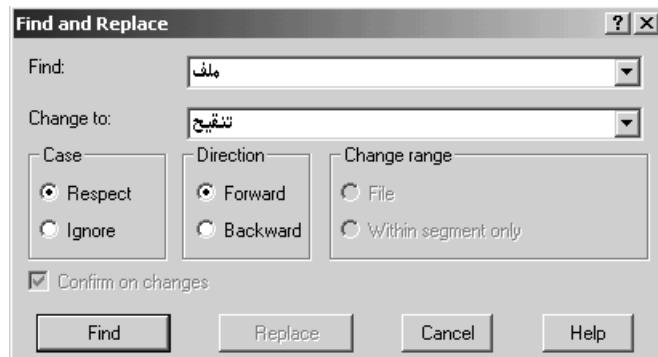


Figure 9. Dialog box example with a bidirectional language

## **Translation Memory considerations**

When you edit a Translation Memory with the Translation Memory editor, Arabic and Hebrew source and target segments are aligned to the left, with a reading order from right to the left.

During the creation of an Initial Translation Memory (with the **Create** option, which causes a visual presentation on the screen), the contents of Arabic and Hebrew documents are aligned to the left, with a reading order from right to the left.

---

## **Working with Thai language documents**

OpenTM2 supports the translation of documents from and to the Thai language. This language is special in its character representation, character composition, word spacing, and writing order, therefore OpenTM2 provides a Rich Text Format (RTF) editor that can process Thai language documents.

This RTFEdit editor is required for Thai documents, but can also be used for all other document formats supported by OpenTM2. In contrast, OpenTM2's "Standard" editor supports all document formats except the Thai document format.

Another difference that you might notice: RTFEdit is a proportional fonts editor; the standard editor is a monospace fonts editor.

The following sections describe the preparation for a translation, shows a typical Translation Environment scenario, and lists particularities and limitations.

### **Preparing for a translation**

When you start translating a Thai document for the first time, the Thai font is *not* automatically selected in the Translation Environment. You need to manually set the font.

From the Translation Environment, select **Fonts** from the **Options** menu. This takes you to the "Font" window:

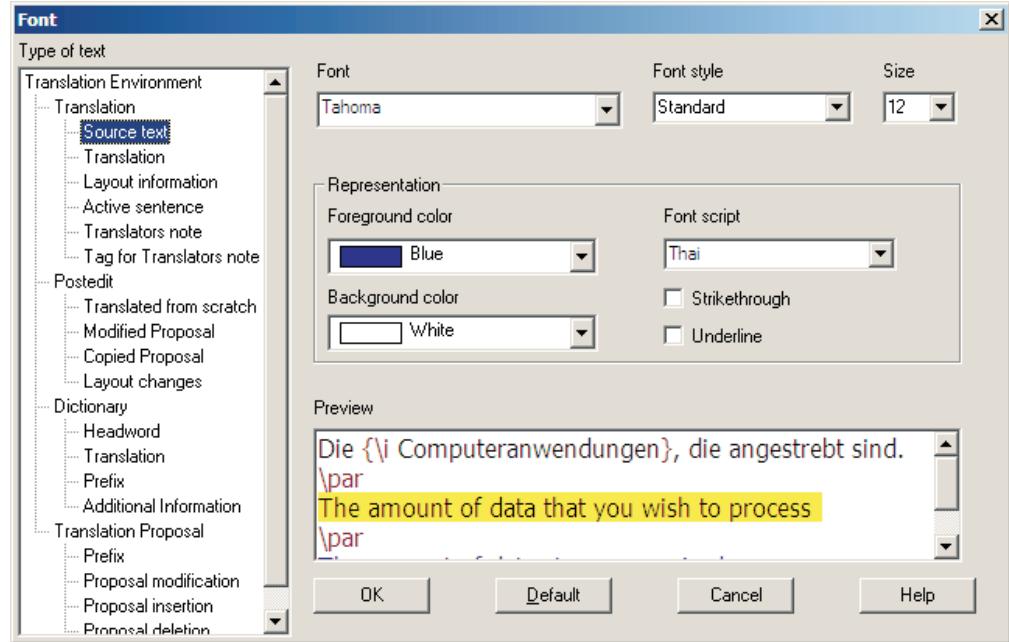


Figure 10. Setting fonts and colors for the Translation Environment

Select a font that supports the Thai script. You can also click **Defaults**, then **OK**, which selects an appropriate font for all Translation Environment windows shown on the left side of the "Font" window.

The window allows to customize and fine-tune the Translation Environment similar to OpenTM2's standard editor, as described in "Customizing colors and fonts" on page 43. Be sure to select only fonts that support the Thai script. Your changes are reflected in the Preview area.

## Translation Environment with a Thai document

When you open a Thai document, you see the usual three windows that make up the Translation Environment. In all windows Thai characters are properly displayed. You do not necessarily notice any differences because of the Rich Text Format editor, except that you can type and edit Thai characters.

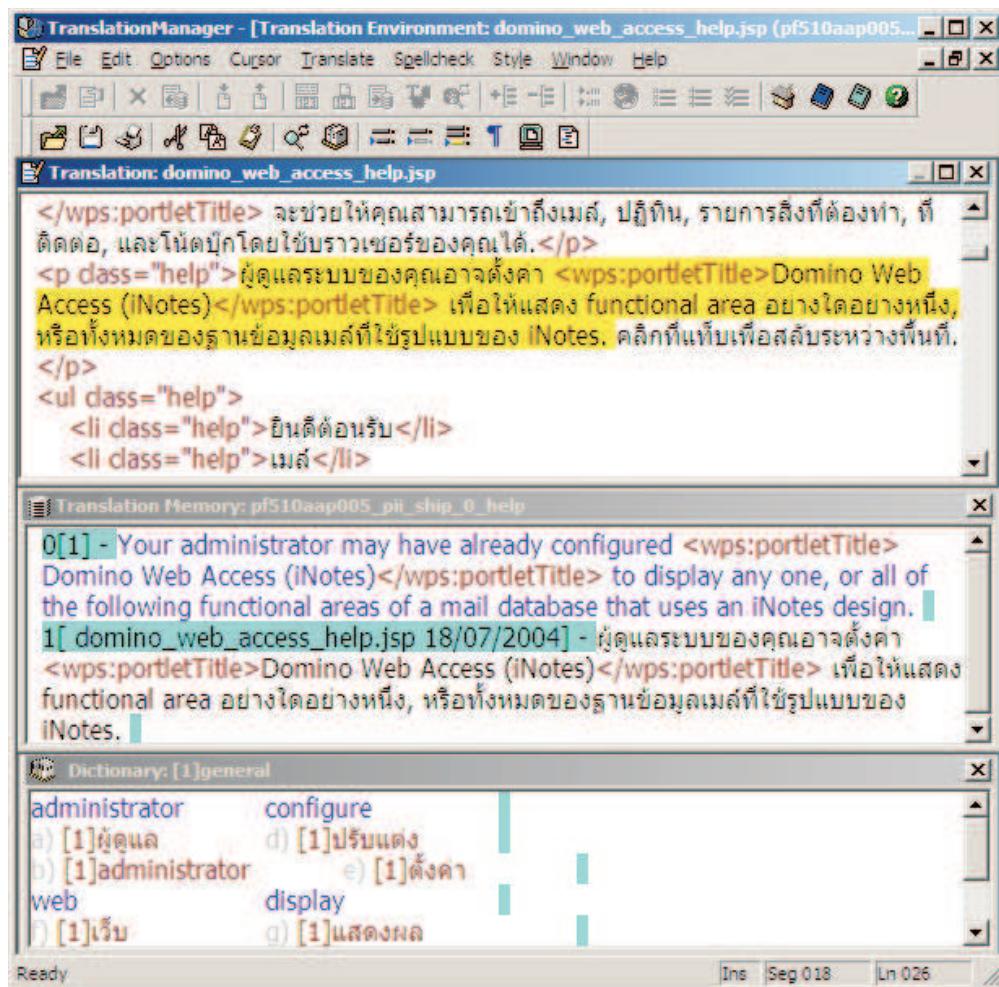


Figure 11. Translation Environment with a Thai document

The RTFEdit editor provides the same functions as the standard editor, with a few exceptions:

- Copying Translation Memory proposals with the Ctrl-<number\_of\_proposal> keys requires a non-Thai keyboard or the use of the numeric pad.
- When you open a document with a Thai source or target language with the RTFEdit editor, a Thai keyboard is automatically selected.

Spellchecking is available from the Translation Environment, as described in “Spellchecking Documents or Folders” on page 143. Note that no spelling aid is given for the Thai language.

## Using Find and Replace

You can use the **Find and Replace** function in the Translation Environment with one exception: the **Case Respect** and **Case Ignore** options can be selected, but have no effect for the Thai language.

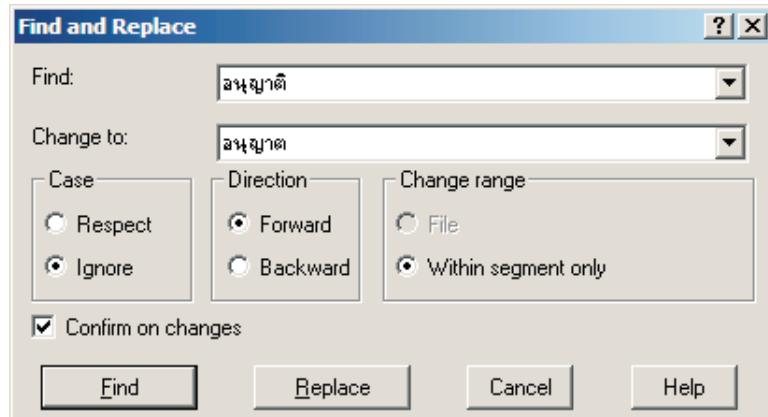


Figure 12. Using the Find and Replace window with Thai scripts

The **Global Find and Replace** function also works properly with Thai documents. When using this function with Thai text, ensure that the "Whole words only" option is not selected. The following example shows a search for a Thai character in Thai source files.

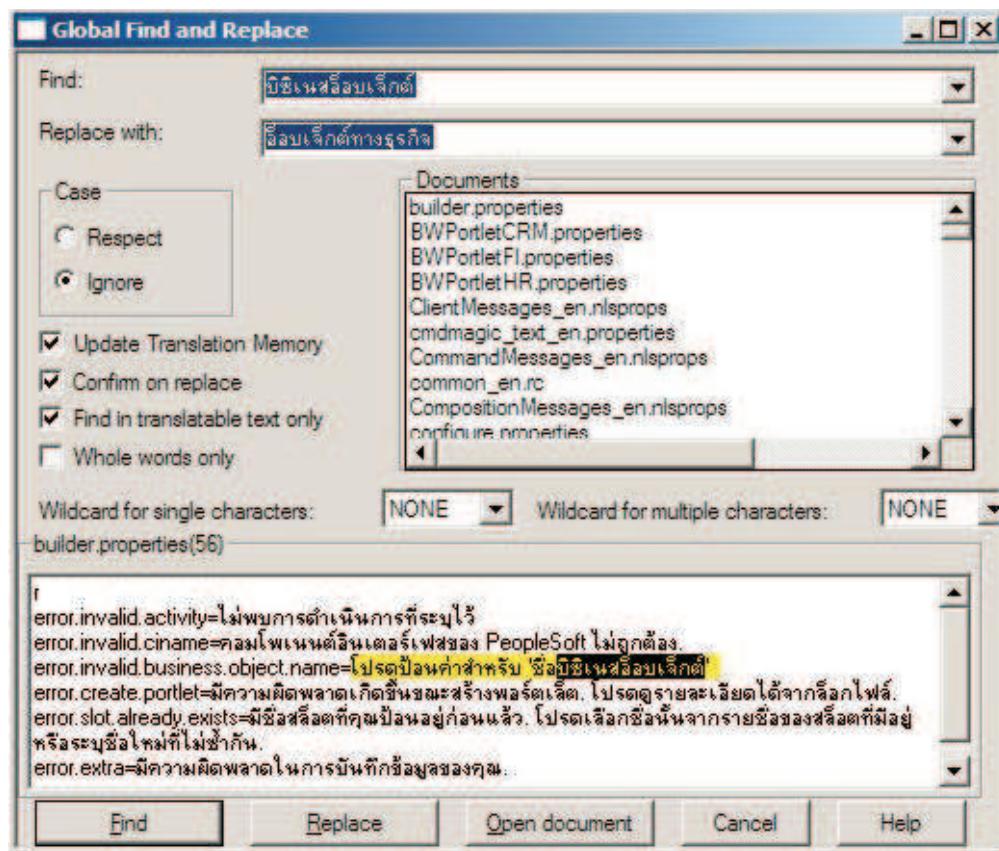


Figure 13. Using the Global Find and Replace window with Thai scripts

## Using Thai dictionaries and abbreviation lists

You can use Thai dictionaries the usual way, as described in Chapter 10, "Working with dictionaries," on page 245. The headwords can be in Thai, as well as the translations. The following dialog box shows an example of how an entry in an

English-Thai dictionary is edited. Ensure that the Thai keyboard is selected before editing or adding entries.

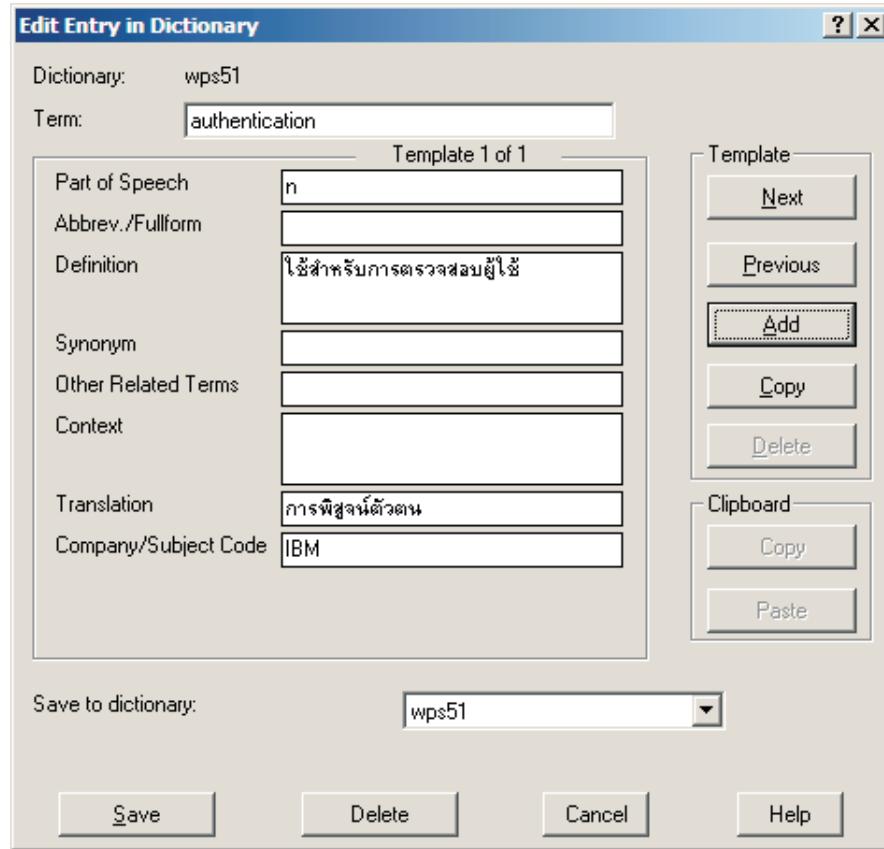


Figure 14. Editing a Thai dictionary entry

You can maintain abbreviation lists, as described in “Maintaining abbreviation lists” on page 96, also for the Thai language. The following dialog box shows an example:

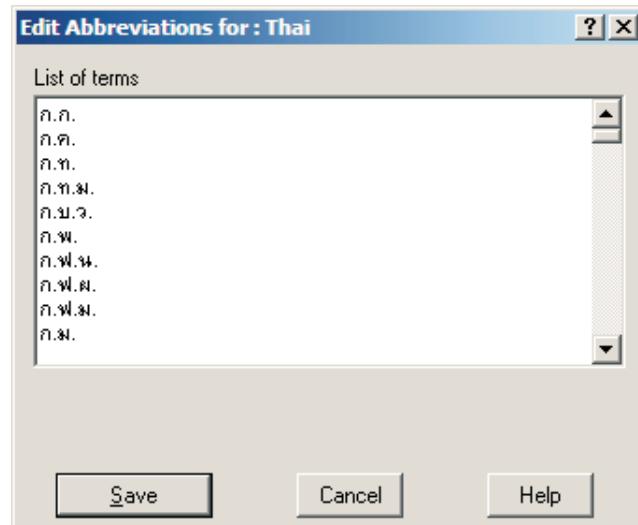


Figure 15. Editing a Thai abbreviation list

## Translating HTML documents

The OTMHTM32 markup table is enabled for the Thai language. The following example shows a preview of an HTML document.

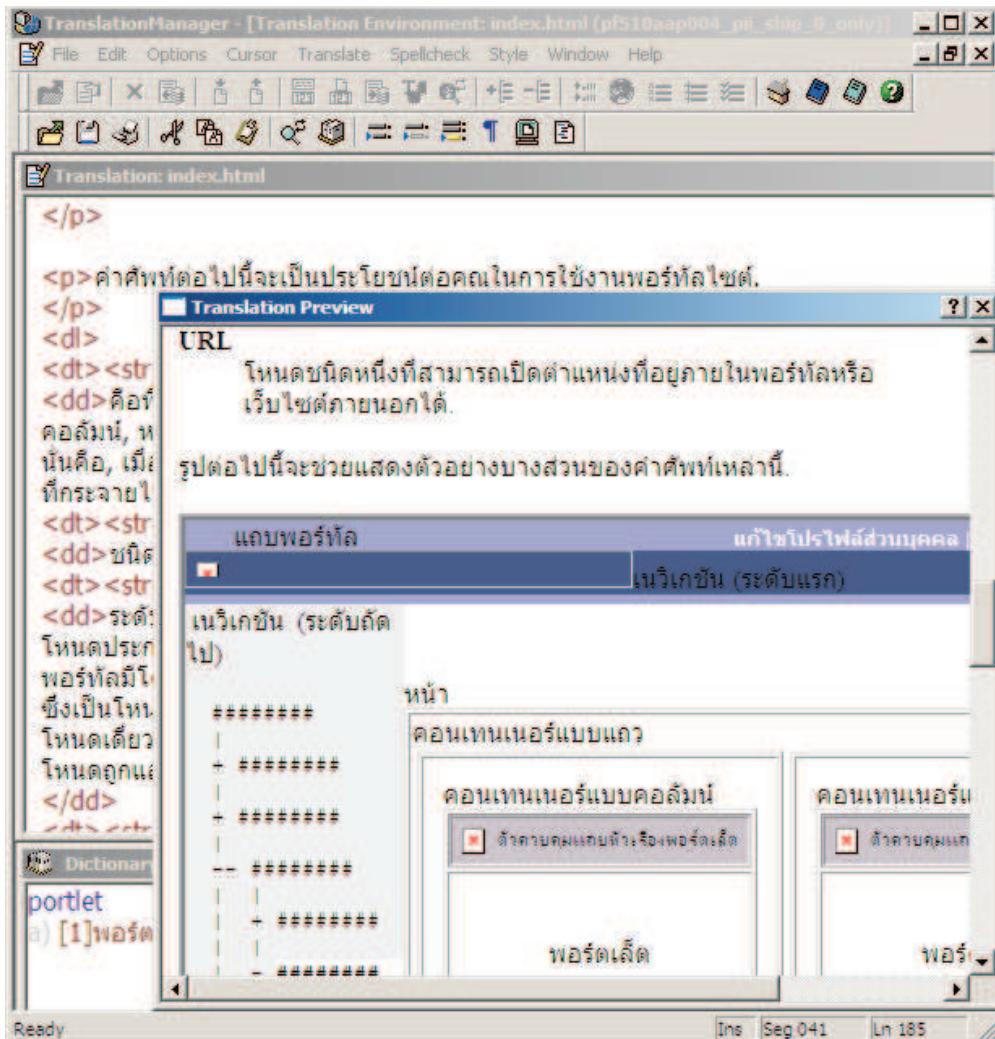


Figure 16. Sample of a Thai translation preview of an HTML document

## Limitations of the current Thai support

Note the following limitations of OpenTM2's current Thai support:

- Thai support is only available on Personal Computers that have Thai fonts installed. Code page 874 is supported.
- The sentence recognition in documents with Thai source language is not always correct.
- The dictionary lookup dialog box does not display the Thai translation correctly because of the fixed pitch size in this dialog box.
- Names of folders, files, translation memories, dictionaries, and terminology lists should not contain Thai characters.
- The Translation Memory editor cannot display Thai characters. During the creation of an Initial Translation Memory Thai characters cannot be displayed.

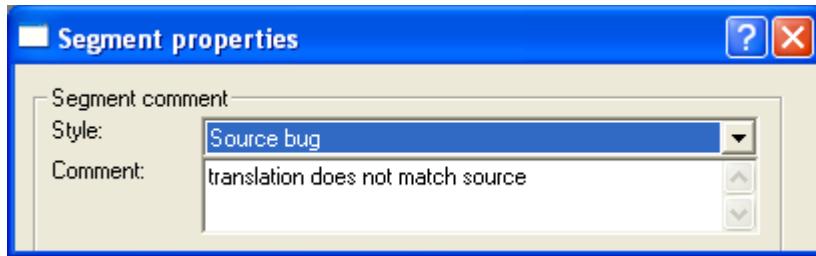
- Further, Thai word counting, spelling check and machine translation are not supported.

## Commenting segments in the editor

The segment comments is used to exclude specific memory proposals from the usage in automatic substitution. These memory proposals may contain special translations which make only sense in very rare situations or the target of the memory proposal may not match the source of the proposal because of errors in the document which had to be corrected by the translator.

The comments are entered in the segment properties window in the OpenTM2 editor and are saved to the memory when the segment is saved.

The segment comments in the Translation Environment are maintained using the segment properties window. This window is opened using the "Segment properties window" menu item of the "File" pulldown or by assigning a key to the "Segment properties" function and pressing this key.



*Figure 17. Segment properties window*

For normal documents the segment properties window shows the comment style and the comment text, for documents in XLIFF folders additional properties are shown. The window is a modeless window: i.e. it can be left open while working with the other windows of the Translation Environment.

The windows always shows the properties of the currently activated segment.

### Storing segment comments in the Translation Memory

Whenever a segment with a comment is saved in the Translation Environment (e.g. by pressing Ctrl-Enter) its comment and comment style is saved together with the segment source and segment translation in the Translation Memory.

In the memory proposal window the proposals with comments are prefixed with [Note].

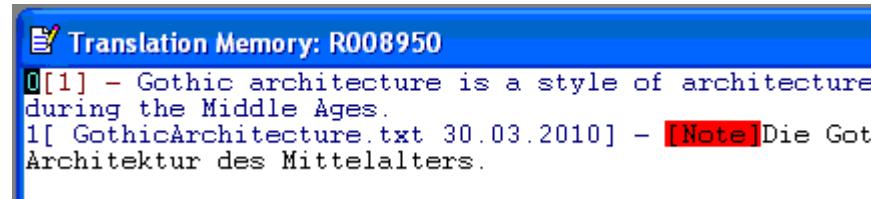


Figure 18. Translation Memory window

By double clicking the [Note] indicator the comment of the proposal is displayed in the "Proposal comment" window

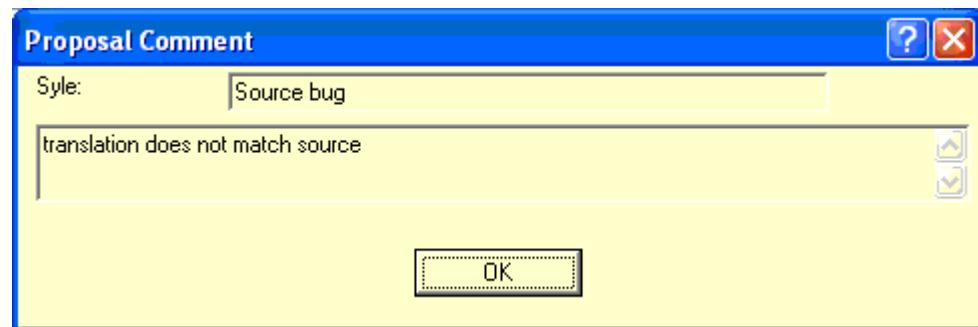


Figure 19. Proposal comment window

#### Handling of commented segments in the automatic substitution of the analysis

The new option "Ignore memory proposals with comments" controls the way memory proposals with comments are processed. When this option is selected memory proposals with comments are not used for automatic substitution. The same option is available for the EqfAnalyzeDoc API call and for the OTMBATCH command line tool.



---

## Chapter 4. Working with the OpenTM2 editor

### What the OpenTM2 editor is

OpenTM2 has a built-in editor that assists you when translating. It supports all major editing functions and a set of functions that are especially adapted to translations.

You can work with the editor when you have entered the Translation Environment.

The descriptions in this chapter apply also to the Rich Text Format editor RTFEdit, which supplements the standard editor in support of Thai language documents. See also “Working with Thai language documents” on page 24, if required.

---

### Basic functions

Usually when you want to do a certain task with OpenTM2’s editor, you select a menu that takes you to a window where you fill in the required information. For some basic editing functions OpenTM2 offers you predefined key combinations that you can reassign to suit your individual needs. This is a quick way of performing tasks that you do frequently.

### Assigning keys

For some functions you can define your own keys or key combinations by selecting **Keys...** from the **Options** menu. In the “Assign Keys” window select the function you want to define a key for. These are the functions for which no menu commands are available and no keys have been predefined. In the “Assign Keys” window they are indicated by **\*none\***.

Click **Assign new key**. You are prompted to press the key or key combination you want to assign to a function. Then click **Assign** to save your settings and leave the window.

Clicking **Print** lets you print all functions and their assigned keys.

To remove a key assignment, click **Clear key** in the “Assign Keys” window after you have selected a function.

Appendix B, “Editor functions reference,” on page 441 gives you an overview of the tasks to which you can assign keys.

### Finding and replacing terms

If you wish to locate a specific term in your translation document, select **Find and Replace...** from the **Edit** menu in the Translation Environment. In the “Find and Replace” window type the word you are looking for in the **Find** field and click **Find**. You can define the following search criteria:

- The spelling of the term to be searched (case sensitivity)
- The direction of the search (forward or backward)
- The text area that can be changed: within the current segment if the document is currently being translated, or throughout the file if the document is currently being revised (post-edited)

A term is found even if it spans over two lines.

If you wish to replace a word by another term, type the new term into the field **Change to** and click **Replace**. The term specified in the **Find** field is changed to the new term in all places where it has been found in the text. If you wish to change the term only in certain contexts, click **Confirm on changes**. When the term is found press the **Replace** button a second time to replace the found term.

If you wish to locate a certain piece of text but do not know exactly the document where it originates from, you can search through a series of documents related to a folder. See for details.

The “Find and Replace” window remains open until you explicitly close it and is associated with the window that is currently active.

If both the “Translation” window and the “Original” window (source document) are open during a search, the two windows are synchronized. This means that when the searched term is found in the “Translation” window, the “Original” window is scrolled to the segment that contains the source of the searched term, and vice versa.

If you close the “Find and Replace” window and open it again at a later point of time during the same OpenTM2 session or during a new session, the **Find** and **Change to** lists contain the last five terms that you searched for and changed.

## Searching for terms in Translation Memory databases

The function **Concordance search** allows to search through one or more Translation Memory databases for terms. This function is useful to search for other translations of the given term or to verify the context of translations.

The concordance search is activated from the **Edit** pulldown menu of the Translation Environment.

The concordance search window is a modeless window which can be opened parallel to the other windows of the Translation Environment; i.e. you can work in the translation window without having to close the concordance search window.

The window can be positioned everywhere on the desktop and its size is customizable.

### Prerequisites

The “Translation Environment” is active.

### Calling sequence

Select:

**Concordance Search...** from the **Edit** menu

The “Concordance Search” window is displayed (see Figure 20 on page 35)

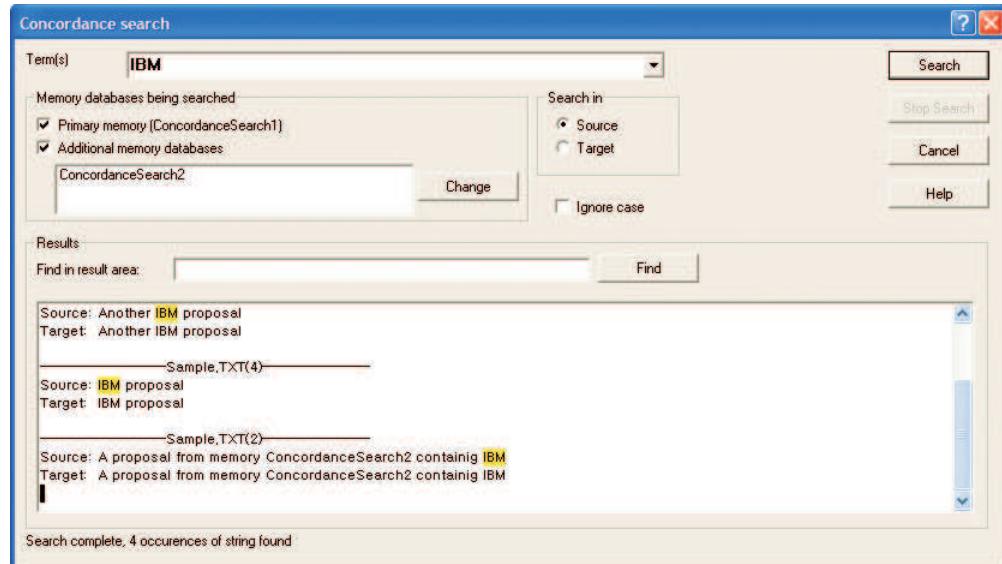


Figure 20. Concordance Search window

### Options and parameters

#### Term(s)

Enter here the term being searched for. This field is preset with the contents of the clipboard. The term is exactly searched like it has been specified in this field.

#### Source

When selected the search is done in the source of the memory proposals.

#### Target

When selected the search is done in the target of the memory proposals.

#### Primary memory

Check this option to search the primary memory. The primary memory is the memory active for the current document. The name of the primary memory is displayed in parenthesis following the text "Primary memory".

#### Additional Memories

Check this option to select other memory databases. When this option has been active additional memory databases can be selected by pressing the "Change" button.

#### Change

Press this button to activate the memory selection dialog and select one or more memory databases for the search.

#### Ignore case

When selected the search is performed case insensitive otherwise is it performed case sensitive.

#### Results

The search results are shown in this area. Each found proposal starts with a delimiter line containing the document and segment number of the memory proposal followed by the source of the proposal and the target of the proposal. The matching portions of the text are colored in yellow.

#### Find in result area

Enter here the text which is to be searched in the result area.

**Find**

Press this button to start the search for the entered text. Each time the button is pressed the next occurrence of the text (if any) is selected. At the end of the result area the search restarts at the beginning of the result area.

**Search**

Press this button to start the search. The button is only active when some text has been entered in the Term(s) field and when at least one search memory has been selected. The button becomes inactive while the search is performed.

**Stop search**

This button is only active while a search is running. Press the button to stop the current search and to enter the search criteria for a new search.

**Cancel**

Press this button at any time to close the concordance search window.

## Moving around the text

When you have opened a document you can start using the editor. The text appears in the "Translation" window, and the cursor is placed in the active text unit to be translated (shown with a yellow background). To view another part of the text in the "Translation" window, you must move the cursor. The following table explains how to move the cursor within a segment and within the complete translation and how to scroll text in windows.

Move to...	Action	Comment
Active segment	Translate menu, "Go to active segment"	Positions the cursor in front of the first character of the active segment.
Beginning of line	Home	Positions the cursor at the beginning of the current line.
Beginning of segment	Alt+Home	Positions the cursor at the beginning of the current segment.
Bookmark	Translate menu, "Go to bookmark"	Positions the cursor on the bookmark previously set. To go to subsequent one, repeat action.
Bottom of document	Ctrl+End	Moves cursor to bottom of document.
End of line	End	Positions the cursor on the last character of the current line.
End of segment	Alt+End	Positions the cursor on the last character of the active segment.
Newly translated segment	To be assigned	Saves you from scrolling through whole text. Takes you directly to the segment.
Next changed segment	To be assigned	Saves you from scrolling through whole text. Takes you directly to the segment.
Next line	Enter	Positions the cursor at the beginning of the next line.
Next unchanged segment	To be assigned	Saves you from scrolling through whole text. Takes you directly to the segment.
Next untranslated segment	Translate menu, "Next untranslated segment"	Confirms a translation and positions the cursor in the next untranslated segment.
Next word	Ctrl+Right	Positions the cursor on the next word.
Previous word	Ctrl+Left	Positions the cursor on the first character of the previous word.

Move to...	Action	Comment
Tab backward	Backtab	Moves cursor to previous tab stop (tab = 8 characters).
Tab forward	Tab	Moves cursor to next tab stop (tab = 8 characters).
Top of document	Ctrl+Home	Moves cursor to top of document.

## Scrolling

Scroll...	Action	Comment
Dictionary proposal down	Alt+down	Moves text 1 line down.
Dictionary proposal up	Alt+up	Moves text 1 line up.
Translation down	Shift+F4	Moves text 1 line down.
Translation left	Shift+F5	Moves text 1 character to the left.
Translation right	Shift+F2	Moves text 1 character to the right.
Translation up	Shift+F3	Moves text 1 line up.
Translation Memory proposal down	Ctrl+down	Moves text 1 line down.
Translation Memory proposal up	Ctrl+up	Moves text 1 line up.
Translation down	Page Down	Moves text 1 page down.
Translation up	Page Up	Moves text 1 page up.

## Querying and setting the cursor position

Use the options **Query line** or **Go to line...** from the **Cursor** menu in the Translation Environment to query the line where the cursor is located or to move the cursor to a certain line within your document.

## Moving around marked text

To copy, move, or delete a section of text within a segment, the OpenTM2 editor provides key combinations. Selecting a section of the text is called **marking**. You can mark text across several segments or lines. Marked text is displayed in reverse image.

To work with a text section:

1. Mark the text to be copied, moved, or deleted by using the respective key combination. The OpenTM2 editor highlights the area to show you what you have marked.
2. Move the cursor to the position where you want to copy or move the highlighted text.
3. Use the respective key combination depending on what you want to do with the marked text (copy, move, or delete).

To manipulate a block of text, use one of the following key combinations:

Task	Action	Comment
Copy block	To be assigned	Copies a marked text section to the current cursor position.
Copy block to clipboard	Ctrl+Insert	Copies a marked text section to the Windows clipboard.
Copy proposal block to clipboard	Ctrl+letter of proposal	Copies a marked Translation Memory proposal, or part of it, to the active segment in the "Translation" window. Marking is only possible within one proposal. If you specified line wrapping for this translation, the copied text is also wrapped.
Cut block to clipboard	Shift+Delete	Copies a marked text section to the Windows clipboard and then removes the block.
Delete block	Key or command to be assigned	Removes a marked text section.
Find block	Cursor menu, "Find block"	Moves cursor to marked text section.
Mark block	Shift+Cursor, or mouse	Marks a text section.
Mark word	Key or command to be assigned	Marks the word where the cursor is positioned.
Move block	Key or command to be assigned	Moves a marked text section to another position.
Paste block from clipboard	Shift+Insert	Inserts marked text section from clipboard into text.
Unmark block	Edit menu, "Unmark block"	Removes marking from text section.

**Note:**

1. Only the active segment or, if in postediting mode, translated segments can be cut to the Windows clipboard.
2. Marked areas can only be moved within the active segment or, if in postediting mode, the translated segments.
3. When copying text, remember that a segment can have a maximum size of 2 KB.

## Working with bookmarks

OpenTM2 lets you set bookmarks in a text to temporarily indicate a place where you want to return to later.

Task	Key or Menu	Comment
Set bookmark	Translate menu, "Set bookmark"	Sets a bookmark at the current cursor position. Makes it easier to return to this point in text later to complete the translation, for example.
Go to bookmark	Translate menu, "Go to bookmark"	Moves cursor to the position where you set a bookmark.
Clear bookmark	Translate menu, "Clear bookmark"	Removes a bookmark previously set.

## Working with lines and words

The OpenTM2 editor provides default key combinations for manipulating lines and words within a document.

Task	Key or Menu	Comment
Delete character	Delete or Backspace key	Deletes the character where the cursor is currently positioned, or the previous character.
Delete line	To be assigned	Deletes the line where the cursor is currently positioned.
Delete until tag	To be assigned	Deletes all characters from the current cursor position up to the next tag.
Delete word	To be assigned	Removes the term where the cursor is located.
Find and replace	Edit menu, "Find and replace"	Locates the required term and replaces it as specified.
Insert line	To be assigned	Inserts a line after the line where the cursor is currently positioned.
Join lines	To be assigned	Joins the current line with the following one.
Split line	To be assigned	Splits the line at the current cursor position.
Truncate line	Ctrl+Delete	Deletes all characters from the current cursor position until the end of the line.
Undo	Alt+Backspace	Restores the original state as it was before an action was performed. You can undo up to five preceding operations.
Wrap line	Edit menu, "Line wrap (toggle)"	Set wrapping at margin column on or off.

---

## Translation-specific functions

The OpenTM2 editor particularly supports you when you translate in the Translation Environment.

Task	Key or Menu	Comment
Add an abbreviation	Translate menu, "Add an abbreviation"	Adds the term where the cursor is positioned to your abbreviation list.
Automatic substitution	Translate menu, "Automatic substitution"	Replaces segments for which a translation has been found in the Translation Memory by their previous translation. Automatic substitution stops when no exact match or more than one exact match has been found.
Change display style of markup tags	Style menu, "Protect", "Unprotect", "Hide", "Shrink", "Compact"	Displays the markup information in a document according to the selected style. To avoid overtyping by mistake, all markup tags are protected by default.
Copy dictionary proposal	Ctrl+letter of proposal	Inserts the translation proposal at the current cursor position. The first 26 dictionary entries are preceded by a to z, the entries 27 to 52 are preceded by A to Z. Entries beyond 52 are preceded by an asterisk (*) and must be copied from the clipboard using Copy and Paste.

Task	Key or Menu	Comment
Copy Translation Memory proposal	Ctrl+number of proposal	Replaces the active segment with the translation proposal. See “Moving around marked text” on page 37 for information on how to copy a marked part of a translation proposal.
Delete Translation Memory proposal	“Delete” key while cursor is on proposal	Lets you remove translation proposals from the Translation Memory, for example, translations that have been added by mistake.
Display exact <b>and</b> fuzzy proposals	To be assigned	Displays fuzzy translation proposals in addition to an exact one in the “Translation Memory” window. Is useful for viewing more than one translation possibility for a segment.
Edit abbreviations	Translate menu, “Edit abbreviations...”	Enables the extension and update of abbreviations defined for the selected language-support file.
Edit addendum terms	Spellcheck menu, “Edit addendum terms...”	Lets you modify or remove terms which have been added to the spellchecker addendum (for example, terms that have been added by mistake).
Edit an entry in a dictionary	Translate menu, “Edit a term...”, or positioning cursor on term in “Dictionary” window and double-clicking mouse button 2	Lets you edit a found entry or add a new one while translating. To edit a multiword term, all components of the term must be marked first.
Look up a sentence in the Translation Memory	Options menu, “Sentence lookup...”	Looks up a sentence in the Translation Memory while you translate.
Look up a term in a dictionary	Translate menu, “Look up a term...”, or positioning cursor on term in “Dictionary” window and double-clicking mouse button 1	Looks up entry of term where the cursor is positioned. To look up a multiword term, all components of the term must be marked first.
Postedit	Translate menu, “Postediting”	Lets you revise what you translated. Whatever you change in the translation is automatically changed in the Translation Memory.
Spellcheck	Spellcheck menu, “File” or “Segment”	Checks the spelling of a translated document or an individual segment.
Toggle first character of dictionary proposal	Options menu, “Keys...”	Changes the first character of the dictionary proposal from uppercase to lowercase, and vice versa. If the dictionary proposal consists of several words, it changes the first character of the word where the cursor is placed. This function does not apply to DBCS characters.

Task	Key or Menu	Comment
View another document	File menu, "Open..."	Opens another document for checking purposes while translating. Parts of this document can be marked for copying into the document you currently translate.
View original	File menu, "Original window"	Displays the source document while translating.
View source of a translation proposal	Filemenu, "Source of Proposal", or double-clicking mouse button 1 while being in proposal window	Displays the source of a translation proposal.
View table of contents	Cursor menu, "Special go to..."	Displays a table of contents of the document being translated. Double-clicking an item directly takes you to this item in the document.
		To enable the display, you must include a specific tag in your markup table (see classid).
View translation	Translate menu, "Show translation"	Displays the translation document in HTML, RTF, or Microsoft Word format. Prerequisite is the availability of the WebBrowser control.
View translator's notes	To be assigned	Displays the notes for the translator that are contained in the source document.

## Manipulating segments

OpenTM2 divides the translation into individual text units (segments). The editor provides functions to conveniently work with these segments.

Task	Key or Menu	Comment
Compress segment	To be assigned	Turns segments presented in a style other than compact into compact style again.
Delete segment	To be assigned	Deletes the active segment.
Expand segment	To be assigned	Turns a segment into protected style if it was compact before.
Join segments	Translate menu, "Join segments"	Combines the active segment with the following one, and changes the way a document file is segmented.
Mark segment	Key or command to be assigned	Marks the active segment.
Reflow segment	Edit menu, "Reflow segment"	The current segment is reflowed (dependent on definition of right margin). This function is not active if right margin is set to AUTO.
Spellcheck segments	Spellcheck menu, "Segment"	Checks the spelling of a segment.
Split joined segments	Translate menu, "Split joined segments"	Splits up previously combined segments at the current cursor position.

Task	Key or Menu	Comment
Translate segment	Translate menu, "Translate segment" or Ctrl+Enter	Confirms a translation and activates next segment. Alternative way to activate any segment in document where cursor has been positioned. Can be used to leave postediting mode.
Truncate segment	Alt+Delete	Deletes all text from the current cursor position to the end of the segment.
Untranslate segment	Translate menu, "Untranslate segment"	Deletes the translated segment from the Translation Memory. The original segment replaces the translated one.

## Manipulating documents

The following functions let you save your translation, print it, and leave the Translation Environment. There is also an option to spellcheck the complete translation.

Task	Action	Comment
Open	File menu, "Open..."	Opens another document.
Save	File menu, "Save" or F2	Saves the translation document.
Print	File menu, "Print"	Prints the document displayed in the "Translation" window.
Quit	File menu, "Quit" or F3	Closes the Translation Environment and returns you to the Translation Workbench.
End-Save	File menu, "End-Save" or F4	Saves the translation and leaves the Translation Environment.
Re-import document	File menu, "Re-import document" or an assigned key	Re-imports the source document into the editor.
Next	File menu, "Next"	Toggles between original, translation, and any other open document.
Previous	To be assigned	Toggles between original, translation, and any other open document in the ring.
Spellcheck file	Spellcheck menu, "File"	Checks the spelling of the document displayed in the "Translation" window.

## Spellchecking

To proofread an entire translation document or just a segment, select **File...** or **Segment...** from the **Spellcheck** menu while you are in postediting mode. Click **Skip** when misspelled words are indicated (in the **Misspelled word** field) that you consider correct or unimportant.

If a word turns out to be misspelled, either double-click the right word in the **Similar words** list box or type the correct word in the **Change to** field and click **Change**. The misspelled word is then replaced with the correct word.

To permanently add the correct word to the spellchecker, click **Addendum**. If you want to add this word only temporarily, click **Temp add**.

This addendum can be edited at a later time. For example, to remove, change, or add more terms.

If no more misspelled words are found, you receive a message.

To practise handling the proofreading aid, refer to the *Translator's Workbook*, Lesson 11: Postediting translations.

For more information on spellchecking, refer to "Spellchecking Documents or Folders" on page 143.

### **Viewing other documents while translating**

If you wish to view another document while translating, select **Open...** from the **File** menu.

For a document already imported in OpenTM2, you can specify whether you want to browse the translation or the original. Then select the folder that contains the document from the **Folders** list. In the **Documents** list select the requested document and click **Open**.

For an external text file, first select the drive where this file is stored and the respective directory from the **Directories** list. In the **Files** list select the requested file and click **Open** to view it.

To leave this window, click **Cancel**.

---

## **Configuring the editor**

The following options help you tailor the Translation Environment and make translating easier for you.

### **Customizing colors and fonts**

You can change the font and font size of the text in the various windows of the Translation Environment and the color of the various text types and markup tags to suit your needs.

If you are working with Thai language documents, see "Working with Thai language documents" on page 24 for customizing colors and fonts.

To change the font and font size, choose **Fonts** on the **Options** menu. This takes you to the "Set Fonts" window on which you can select the window for which you want to change the font and font size. In the **Sample text** box you see an example of how the changed font looks. When you are satisfied with your changes, click **Set** to save them. To get the initial settings again, click **Defaults**.

To change the color, choose **Colors** on the **Options** menu. This takes you to the "Set colors" window on which you can select the text type for which you want to change the foreground color, background color, or both. In the **Sample text** box you see an example of how the changed color looks. When you are satisfied with your changes, click **Set** to save them. To get the initial settings again, click **Defaults**.

Refer to the lesson on customizing the Translation Environment in the *Translator's Workbook* to learn how to change fonts and colors.

## Displaying a ruler

Sometimes it is necessary to position text at a specific place in a translation. For this purpose, OpenTM2 enables you to display a ruler in the “Translation” window or the window that contains the original document or another document. The ruler has the same size as the currently selected font.

To display a ruler in the “Translation” window, select **Tailor** from the **Options** menu or the context-sensitive popup menu and choose **Ruler**. To display a ruler in the window containing the original document or another document, select **Tailor** from the context-sensitive popup menu and choose **Ruler**. You get the context-sensitive popup menu by pressing the right mouse button.

## Displaying the cursor position

OpenTM2 enables you to display the current position and status of the cursor while you are translating:

Select **Tailor** from the **Options** menu or the context-sensitive popup menu and choose **Statusbar**. In the bottom right corner of your “Translation” window, OpenTM2 displays the following information:

- Whether you are working in insert or replace mode (**Ins** or **Ins**)
- The number of the segment (**Seg**) you are currently translating
- The number of the line (**Ln**) in which your cursor is positioned
- The number of the column (**Col**) at which your cursor is positioned

## Setting up the profile

You can customize some translation-specific functions in the editor according to your needs. Do this as follows:

- Open the **Options** menu
- Select **Profile settings...**

This takes you to the “Customize Translation Functions” window. The options you specify in this window become immediately active when you continue working with OpenTM2.

You can customize the following options:

- On the “Editor” page:
  - **Set insert mode for active segment**  
If you select this check box, the cursor state is switched to insert mode each time you start translating a new segment, even if it was in replace mode before.
  - **Backspace across line boundaries**  
If you select this check box, the current line is joined with the previous line using the Backspace key during a translation. To achieve this, you must place the cursor in the first column of a text line and then press the Backspace key. The cursor is then moved to the end of the previous line, and the two lines are joined within the active segment. If this check box is cleared, pressing the Backspace key when the cursor is in the first text column has no effect on the cursor position.
  - **Insert proposal if insert mode is active**  
If you select this check box, a proposal that you copied from the “Translation Memory” window is inserted at the current cursor position when the cursor

is in insert mode. When the cursor is in replace mode, and this check box is cleared, the proposal replaces the active segment.

– **Visual display**

Determines the display of embedded text in bidirectional language documents. Select this check box if you want embedded numerals and text in an Arabic or Hebrew document to be shown from right to the left. Clear this check box if you want these parts displayed from left to the right. See also “Working with bidirectional language documents” on page 19, if required.

Have this check box cleared also for all non-bidirectional language documents.

– **Automatic insert of SO/SI characters**

If you select this check box, shift-in (SI) and shift-out (SO) characters are inserted for double-byte characters (Asian languages).

SO characters and SI characters are treated as protected characters to prevent them from being overtyped. They are still displayed in compact style mode.

• On the “Display” page:

– **Visible white spaces**

If you select this check box, you can select a character that is displayed instead of a blank or a line feed.

– **Visible blank**

Select a character from this drop-down list that you want to be displayed instead of a blank.

– **Visible line feed**

Select a character from this drop-down list that you want to be displayed instead of a line feed.

**Note:**

1. Some of the selectable characters might not display properly in the active system language.
2. Do not select the same character for both options, otherwise you cannot distinguish for what the substitution character stands.
3. You can choose a blank as a substitution for one or the other option. However, choosing a blank for *all* options causes the Translation Environment to appear as if the **Visible white spaces** check box is not selected. Avoid this combination.
4. If you use the RTFEdit editor, the selections for **Visible blank** and **Visible line feed** are disabled because standard Windows characters are used for both selections.

– **Segment boundary sign in post edit**

If you select this check box, you can select a character that is displayed at the end of each segment when you postedit your translation.

– **Segment boundary sign**

Select a character from this drop-down list that you want to be displayed at the end of each segment.

**Note:** See also the previous notes.

– **Shrink-style abbreviation**

Displays the symbol used as a placeholder for the information that cannot be translated. This symbol is displayed in the “Translation” window if you select

the shrink style from the **Style** menu. You can overtype this symbol with a symbol of your choice. This symbol can consist of up to three characters, for example </>.

- **Compact-style abbreviation**

Displays the symbol used to mark information in a segment that cannot be translated. This symbol is displayed in the “Translation” window if you select the compact style from the **Style** menu. You can overtype it with a symbol of your choice. It can consist of up to three characters, for example </>.

- **Note**

Displays the name of the markup tag in the source document indicating that this document contains one or more notes. You can overtype this name with a name of your choice.

- **Line number for active segment**

Displays the number of the line containing the active segment. You can change it by specifying a number from 1 to 99.

- **Right margin**

Determines the line length of a translated segment. You can select **Auto** to let the line length automatically adapt to the window size. You can also select one of the offered numbers or specify a number of your choice. This number determines how many characters are to fit a line.

This option only applies to segments still to be translated, not to segments that are already translated.

- On the “Dictionary” page:

- **Information for dictionary terms**

If you mark this option, the “Dictionary” window contains additional information about each dictionary entry. You control which dictionary entry fields are displayed by selecting or deselecting, for each field, the **Aut.Lookup** check box in the “Dictionary Properties” window. If too many dictionary entry fields are to be displayed, they are abbreviated in the “Dictionary” window.

- **Dictionary terms of all dictionaries**

If you mark this option, the “Dictionary” window displays all translations that are found in the folder dictionaries for the terms in the current segment. If you do not mark this option, only the first translation found for the terms is displayed.

- **Dictionary indicator**

If you mark this option, the dictionaries listed in the title bar of the “Dictionary” window are numbered. In this case, each translation of a term is preceded by the number of the dictionary from which it comes. The maximum number of dictionaries allowed is 10, where the tenth dictionary is preceded by the letter A.

The default color of the dictionary indicator is gray on a white background. You can change these colors in the “Set Colors” window (see “Customizing colors and fonts” on page 43).

- **Show single words of compound terms in auto-lookup**

If the option is active the single words of a compound term are looked up together with the compound term. If the option is inactive the single words of a compound term are not looked up in the dictionary auto-lookup.

An example:

Assume a dictionary containing the terms “data”, “data processing”, “data processing unit”, and “unit”. If a segment contains the term “data processing

unit" the dictionary window will show the translations for "data", "data processing", "data processing unit", and "unit" if the option is active and "data processing unit" if the option is inactive.

- On the "Transl.Mem" page:

- "Translation Memory window"

Lets you choose how the markup information is to be displayed in this window. You can choose between Protect, Hide, Compact, and Compact+1. Protect is the default. For more information on these styles, refer to "How markup tags are displayed" on page 15.

- "Display 'Source of Proposal' window"

If you select this check box, the "Source of Proposal(s)" window is always displayed when you work in the Translation Environment. If you clear this check box, the window only appears when you double-click in the "Translation Memory" window, and it disappears again when you continue translating the next segment.

- **Number of proposals**

If you select this check box, the number of found translation proposals is displayed in front of the original segment in the "Translation Memory" window and the "Source of Proposal(s)" window. For example, [2] in either of these windows means that two translation proposals are available.

- **Document of proposal**

If you select this check box, the file name of the document where a translation proposal originates from is displayed in front of the proposal in the "Translation Memory" window and the "Source of Proposal(s)" window. For example, [DEVICE.HTML] means that the displayed proposal originates from document device.html.

- **Date of proposal**

If you select this check box, the date when a translation proposal has been stored in a Translation Memory is displayed in front of the proposal in the "Translation Memory" window and the "Source of Proposal(s)" window. For example, [DEVICE.HTML 3/21/00] means that the displayed proposal has been saved on the date shown.

- **Always display MT match**

If you select this check box,, MT matches are always displayed in the "Translation Memory" window. If you clear this check box, MT proposals are only displayed if there are no fuzzy proposals, or fuzzy proposals of poor quality.

- **Automatic replacement in fuzzy matches**

If you select this check box, all information that is language independent (and therefore need not be translated), such as dates and proper nouns, is automatically replaced in a fuzzy match to reflect the information in the active original segment. This results in more precise proposals. It also saves you from revising the proposal after it has been copied from the "Translation Memory" window.

This option is particularly useful if you translate documents that contain numerous dates, figures, and abbreviations (for example, stock market reports).

To show the automatic replacement, the proposal is preceded by an [r] when it is displayed in the "Translation Memory" window.

The following example shows an automatic replacement within a fuzzy match:

Current original segment:

(0) - Windows 98 Developer's Toolkit

Similar segment in a previous original document:

(0) - Windows 95 Developer's Toolkit

This segment has previously been translated into German:

Windows 95 Entwicklungswerkzeug

If you have not marked this option, you get this translation offered as a proposal in the "Translation Memory" window:

1[f] - Windows 95 Entwicklungswerkzeug

If you have marked this option, the match is presented as follows:

1[r] - Windows 98 Entwicklungswerkzeug

The version number (95) has been updated to match the current original segment.

**Note:** A translation proposal can be fuzzy in some parts and also contain information that has automatically been replaced (for example, a date). This proposal would be preceded by [rf].

- **Abbreviate Translation Memory proposal**

If you select this check box, the original segment in the "Translation Memory" window (preceded by [0]) is truncated if it is longer than one line. This is shown by an ellipsis (...). If this check box is cleared, the "Translation Memory" window displays the complete original segment even if it exceeds one line.

- **Display all exact proposals**

If you select this check box, the "Translation Memory" window permanently shows up to nine available translation proposals for a current segment. If multiple proposals are available, they are displayed in chronological order. Proposals from the current document precede those from other documents.

If this check box is cleared, only one (the most recent) translation proposal is displayed for a segment. If more proposals are available, this proposal is preceded by [1++]. You can actuate the display of (up to nine) further proposals by double-clicking ++ in the "Translation Memory" window, or by pressing an assigned shortcut key. However, you need to repeat this for every segment.

- **Quality of Proposal (in %)**

If you select this check box, the "Translation Memory" window permanently shows a percentage number with every fuzzy translation proposal. Percentage numbers rank fuzzy proposals; the topmost proposal has the highest rank.

- **Memory Indicator**

If you select this check box, the "Translation Memory" window permanently shows a memory indicator (e.g. [a]) for the memory containing the displayed proposal.

- **Memory Name**

If you select this check box, the "Translation Memory" window permanently shows the name of the memory containing the displayed proposal.

- **Use color for machine and fuzzy proposals**

If you select this check box, the "Translation Memory" window permanently shows fuzzy matches and machine matches in the colors defined in the "Set colors" window. The settings "(M) - Fuzzy proposal" and "(M) - Protected in fuzzy proposal" are used for fuzzy matches and "(M) - Machine proposal" and "(M) - Protected in machine proposal" is used for machine proposals.

- **Show differences between machine and fuzzy proposals above**

If you select this check box, the "Translation Memory" window permanently shows the differences between the best fuzzy match and the first machine match in the colors defined in the "Set colors" window for "(MS) - Source modified", "(MS) - Source equal", and "(MS) - Source inserted". The following field can be used to specify the fuzziness below which the differences will not be shown.

If this check box is cleared, no percentage number is displayed. Nevertheless, the topmost proposal is likely to fit best.

- On the "Messages" page:

- **Check for changes of inline tags**

If you mark this option, OpenTM2 checks if you changed, deleted, or added any markup tags within segments. For example, it checks if you changed a tag that indicates a change of the font type used. If a tag has been changed, you get a warning message. This ensures that the layout of the translation document still looks like that of the original document, and no markup information is changed. If you do not mark this option, the warning message is not displayed.

- **Suppress message 'Fuzzy proposal unchanged'**

If you do not mark this option, you get a warning message when you save a segment that you copied from a fuzzy proposal and did not change it (this is the default). This helps you remember to revise segments that you translated using a fuzzy translation proposal. If you mark this option, the message is not displayed.

- **Suppress message 'Source unchanged'**

If you do not mark this option, you get a warning message when you want to save an untranslated segment as a translation. If you mark this option, the message is omitted, and the original segment is saved as a translation. This might be useful when the original segment contains information that you do not want to translate (for example, citations, time and date information).

- On the "Aut. Substitution" page:

- **Interrupt automatic substitution**

Select this check box if you want the automatic substitution to stop if a segment cannot be substituted automatically. This occurs when OpenTM2 cannot find an exact match in the Translation Memory or if it finds more than one exact match. If you clear this check box, OpenTM2 skips all segments for which no exact match is found or for which more than one exact match is found and continues automatic substitution.

- **Use exact context match when more than one found**

Select this check box if you expect segments with more than one exact match in the associated Translation Memory and if you want the system to choose the one from the same document. If you clear this check box, OpenTM2 skips the automatic substitution for this segment whenever more than one exact translation is found for a source segment.

- **Use latest exact match when more than one found**

Select this check box if you want an automatic substitution run not to stop when more than one exact match is encountered. The most recent match in the Translation Memory is taken for the substitution.

- **Adjust leading white space to white space in source segment**

Select this check box if you want the text to have the same leading white space (blank, tab stop, and line feed) before and after the automatic substitution, or when copying a proposal from the Translation Memory in the active segment.

No adjustment is the default.

– **Adjust trailing white space to white space in source segment**

Select this check box if you want the text to have the same trailing white space (blank, tab stop, and line feed) before and after the automatic substitution, or when copying a proposal from the Translation Memory in the active segment.

No adjustment is the default.

## Sharing a profile

You may want to provide all translators or those working on the same project with the same profile settings and shortcuts. You can do this in the following way:

1. Prepare all settings on one workstation.
2. Stop OpenTM2 on all the workstations to receive the shared profile.
3. Copy the file eqfprow.prp, which contains all settings, from directory \otm\property to e.g. a LAN-drive shared among all translators.
4. Put the copied file in the \otm\property directory of each translator's workstation.

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## **Part 2. Using OpenTM2 in the translation business**



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## Chapter 5. Translation scenarios

OpenTM2 is designed to help you perform your daily translation work. As a flexible tool that can be adapted to your specific requirements it improves your productivity regardless of the types of documents you translate and the size of your business.

The following scenarios give you an overview of how you can perform your translation tasks using OpenTM2. They show you how to:

- Translate a new document
- Translate an updated document
- Use OpenTM2 when a project involves only one translator
- Use OpenTM2 when a project involves several translators
- Exchange data with other translators and systems

---

### Translating a new document

Translating a new document involves the following tasks:

- Creating a folder
- Importing the new document
- Translating the document
- Postediting the document
- Exporting the document

These tasks are briefly described in the following.

### Creating a folder

New documents must be included in a folder before you can translate them. Therefore your first step is to decide whether you want to create a new folder or include the new document in an existing folder. The folder concept allows you to group the entire translation material belonging to a specific project into one folder. If the new document does not belong to an existing project, create a new folder. A folder can contain only one document or several documents.

When you create a new folder, choose a folder name that describes the subject of the project and is easy to remember.

Each folder is associated with a Translation Memory. You can either specify a new Translation Memory or use an existing one. You can use a new Translation Memory for each folder. If you later decide that several folders should share one Translation Memory, you can merge the Translation Memory databases of these folders.

You can also specify whether you want to create a new dictionary with the folder or use one or more existing dictionaries. If you specify existing dictionaries, OpenTM2 searches these dictionaries during translation and displays the translated terms for you to include them in the text.

## **Importing a new document**

When you import a new document into the newly created or an existing folder, the document is analyzed, that is, its text is broken into segments. You later translate the document segment by segment. Each translated segment is stored in the Translation Memory associated with the folder or the specific document. If a segment appears a second time in the document or in another document of the folder, OpenTM2 displays the translated segment to you. You then only have to include the displayed translated segment in your translation. In this way, you achieve consistency throughout your document.

## **Translating the document**

When you open a document for translation, OpenTM2 displays the document with the first segment being highlighted. You translate the segment by overtyping the source text and using the full-featured editor provided by OpenTM2. In addition to the document you also see a “Translation Memory” window, which displays translation proposals, and a “Dictionary” window, which displays dictionary terms (single words or word groups). You can copy the proposals and terms into your document.

While you are translating a document, you can open another document in OpenTM2 or files outside OpenTM2. OpenTM2 enables you to copy text from the opened document into your current translation.

## **Postediting and viewing the translated document**

After you have translated all segments of the document, you can move directly into postediting mode, which allows you to revise and correct your translation. In postediting mode, the “Translation Memory” and “Dictionary” windows are not displayed, and you can type text anywhere in the document.

In addition, you can display the translated document in HTML or RTF format.

## **Exporting the translated document**

After translating and revising the document, you can export it back into its original word-processing format.

---

## **Translating updated documents**

To translate an updated document, you first import it into a folder referencing the Translation Memory containing the old translation (of the original document). You then have the following options:

- Let OpenTM2 automatically translate the unchanged parts during analysis. You then only have to deal with the new and untranslated text.
- After analysis, open the changed document and run the automatic substitution. OpenTM2 then stops at the places where your interaction is required, for example, where you have to translate the new parts or where you must decide which match to take if the Translation Memory supplies several matches.
- After analysis, open the changed document and work through it segment by segment, copying the translation for the unchanged parts into the changed document and translating the changed parts.

After the translation is complete, you can postedit the translation regardless of which option you chose. The associated Translation Memory is updated automatically.

When you export a changed document, you can ask OpenTM2 to place different revision marks next to the old text, the changes, and the text that you copied from the Translation Memory.

---

## Translating with one translator

When a translation project involves only one translator, this person must also carry out the management and terminology tasks that support the translation process. These tasks are performed under Translation Workbench, whereas the translation itself takes place in the Translation Environment.

### Working with the Workbench

The Workbench consists of the following parts: folders, dictionaries, Translation Memory databases, and three kinds of terminology lists. It enables you to perform the various tasks, such as:

- Create a new dictionary or access an existing one for maintenance purposes such as modifying, adding, or deleting entries
- Merge Translation Memory databases
- Process terminology lists
- Import and export documents

From the Workbench you can also open a document to access the Translation Environment.

### Working with the Translation Environment

After opening a document, you are in the Translation Environment where you translate segment by segment by using the Translation Memory and dictionary proposals. The original document is still in the background and can be viewed at any time. After postediting the translation, you return to the Workbench to export the document into its original word-processing format.

---

## Translating with several translators

OpenTM2 can also be used by a team of translators. This is useful in particular if a large document has to be translated. You can divide the large document into several parts and include these parts in individual files. In addition, you can assign one person the role of a coordinator who performs all duties associated with the preparation of the translation material. These duties can include maintaining and importing dictionaries, making sure that each team member receives the appropriate dictionary for the document to be translated, and performing all Workbench-related tasks.

When the Workbench is handled by a coordinator, translators perform their work exclusively in the Translation Environment. All resources needed for translation can be prepared beforehand, and the only functions the translators need to select from the Workbench are the Open folder and Open document options.

Due to the split of OpenTM2 into a Workbench and a Translation Environment, work can easily be assigned to a vendor. The coordinator can supply the vendor with a folder containing all the required resources, namely the Translation Memory databases, dictionaries, and documents to be translated. After receiving the translated folder, the coordinator can merge the Translation Memory databases returned by the vendor into a main Translation Memory for future translations.

The dictionaries updated by the vendor can also be merged into one main dictionary and then be maintained by the coordinator or project leader.

In addition, the word count utility enables you to count all the words to be translated and so facilitates billing.

## **Sharing translation resources**

To facilitate teamwork OpenTM2 lets you share a dictionary or a Translation Memory with fellow translators working in the same LAN (Local Area Network) system. This way of sharing resources not only helps keeping your own used disk space small but also makes it possible to use a Translation Memory or a dictionary even if another translator is using it at the same time. You may find this especially convenient when you work together with fellow translators on the same project.

For example, if you must translate a sentence that your colleague has translated only recently for the same project, you can instantly use your colleague's translation by copying it from the shared Translation Memory. For detailed information on sharing dictionaries and Translation Memory databases, see "Sharing LAN-based Translation Memories" on page 219 and "Sharing dictionaries" on page 283.

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## **Exchanging data with other people and systems**

OpenTM2 lets you exchange translation material with other OpenTM2 users by means of its export and import facility. For this purpose OpenTM2 uses a specific exchange format (based on SGML tags), except when exporting or importing a folder or document. This feature ensures a consistent interface with the outside world, such as your own terminology databases and full-text editors.

### **Exchanging documents**

When a translation is completed, it must be exported from OpenTM2 and loaded into its original word-processing system for final formatting and printing. The markup information is preserved throughout the document because all tags are protected.

An exported translation can be copied on a diskette or forwarded to another translator or a word-processor operator using e-mail.

### **Exchanging dictionaries**

You can use your own terminology databases or dictionaries in OpenTM2 using the SGML-based exchange format. You must add SGML tags to the file containing your database or dictionary to make it compatible with OpenTM2.

OpenTM2 dictionaries can also be converted into other formats. You first export them as external dictionaries and then replace the SGML tags with the appropriate coding. Outside OpenTM2, the dictionaries can be copied on a diskette or any other media for distribution.

OpenTM2 dictionaries can also be distributed as part of a folder. This is convenient for copyright-protected dictionaries that can only be transferred from one workstation to another using the folder export and import procedures.

## **Exchanging terminology lists**

Terminology lists can be exported as standard text files and processed with any editor or word processor. They can also be distributed in this format on a diskette or any other media.

Terminology lists can be reimported into OpenTM2 for dictionary maintenance.

## **Exchanging Translation Memory databases**

Translation Memory databases can be created from scratch using the Initial Translation Memory utility. If you have a document and its translation in external format, OpenTM2 can align the translated segments with the original segments. In this way you can create a Translation Memory to be used in OpenTM2.

Translation Memory databases can be exported to an external SGML-based format and copied on diskettes or any other media for distribution and modification. They can be imported back onto another workstation through a standard import procedure. They can also be merged into an existing Translation Memory.

## **Exchanging folders**

Folders cannot be exported to an external format. Exported folders remain in OpenTM2 format with the data being compressed to save storage. When you export a folder, you can choose which of the documents it contains should also be exported. In addition, you can decide whether the associated dictionaries and Translation Memory databases should be exported with the folder. For future reference, you can add a note describing the contents of the exported folder. Folders can be copied on a diskette or any suitable media for distribution.

## **Exchanging markup tables**

OpenTM2 is an open platform that supports many word-processing formats by using specific markup tables. These markup tables enable OpenTM2 to distinguish between formatting information in a document and actual text to be translated.

You may want to distribute a markup table to someone who has to translate a document with special formatting tags that require customization of a OpenTM2 markup table.

Markup tables can also be exported in an SGML-based format for distribution or modification. However, they should only be modified by people experienced in SGML.



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## **Part 3. Working with OpenTM2 components and functions**



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## Chapter 6. General concepts

In this part, you find descriptions of what you can do with all kinds of translation material in OpenTM2. Each type of data, such as documents, dictionaries, and folders, is considered as an object on which you can perform an action, such as copying, changing, and deleting.

For each OpenTM2 object, you find a chapter that contains:

- A general description of what the object is
- An overview of the functions and the terminology related to the object
- Detailed descriptions of the actions you can perform on the object

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### How a task is described

Each task is described according to the following structure:

- In an introduction, the individual task is explained such as when and why to do it.
- How to perform the task is usually described as follows:

#### Prerequisites

What the prerequisites are

#### Calling sequence

How to get to the windows required for performing the task

#### Options and parameters

Which options and parameters to specify and how to specify them

#### Results

What is achieved by the task

---

### Export and import

To exchange translation material with other OpenTM2 users or other programs, OpenTM2 offers functions to export and import the translation material.

To import an object, for example a folder, is a prerequisite for working with it in OpenTM2. You export an object to work with it outside OpenTM2. Exported objects can be in OpenTM2 format or in external format.

Objects in OpenTM2 format are files in a compressed format and can be imported only by other OpenTM2 users. For files in this format, you only have to specify the drive where to export to, or where to import from. These files are stored in the `otm\export` directory of the selected drive.

Objects in external format are ASCII encoded files that can be edited with a text editor. They can be imported by other OpenTM2 users and processed by other systems. For files in external format you must specify the fully qualified DOS file name where to export to, or where to import from.

Files in external format contain SGML tags that describe the structure of the files and the data it contains. For a complete description of SGML, refer to *ISO 8879, Information Processing - Text and Office Systems - Standard Generalized Markup Language (SGML)*.

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## Printing

In several windows you can request to print information.

You can print:

- The contents of all list windows, such as the “Folder List” window or the “Dictionary List” window
- The details of a folder to be imported
- The terms in an exclusion list
- The terms in a new terms list or a found terms list
- The data of a dictionary entry
- A complete dictionary or selected parts of it
- A document file
- The results of counting words
- The key assignments in the Translation Environment

You are prompted with the “Print Setup” window where you can specify the destination of your printout.

## Printing list windows

You can print the contents of all list windows, such as the “Folder List” window or the “Dictionary List” window on a printer of your selection.

### Prerequisites

The respective window that contains the list to be printed is active.

### Calling sequence

Select **Print list...** from the **File** menu.

The “Print Setup” window is displayed where you can specify the printer you want and the layout of your printout.

### Results

The list is printed on the printer of your choice. The printout reflects the columns and column widths of the list window that is displayed. If the list window has autotext columns, for example for long document names, the width of the printed columns is adjusted to the actual length.

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## Windows

To perform an action on an object in OpenTM2, you can specify the options and parameters in a window specific for this action. At the bottom of the window you find pushbuttons, where you can:

- Start the action (left pushbutton)

- Leave the window without any further action (**Cancel**)
- Ask for information about this window (**Help**)

## Message windows

When you work with OpenTM2, the system prompts you with message windows if necessary. There are several types of messages:

### Informational

For example, to inform you that a Translation Memory was imported completely

**Error** For example, if something critical happens

### Warning or Question

For example, to ask whether you really want to delete a folder

All messages have a unique number and start with **EQF** to identify them as OpenTM2 messages.

With all message windows where you are asked to confirm actions on an object, you can select a **Yes to All** button in the first message window that pops up after an action has been requested. When you pressed this button, OpenTM2 assumes the answer **Yes** on all subsequent message windows that ask for a confirmation. For example, while analyzing documents of a folder, a message asks if you want to overwrite the target document because translation for a document has already started. If you answer **Yes to All**, all subsequent messages are suppressed.

## Progress windows

Some actions may require some time to complete, for example:

- Organizing a dictionary
- Exporting a Translation Memory
- Analyzing all documents of a folder

The progress of such an action is indicated by a so-called progress window (see Figure 21).

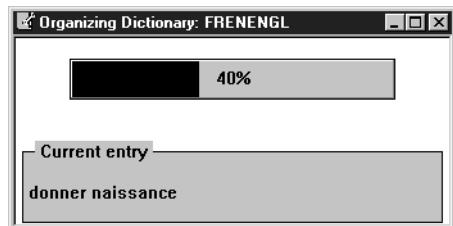


Figure 21. Organizing Dictionary sample window

This type of window can be minimized to let you do other work in OpenTM2. When the action is completed, a message with the result of the action is displayed.

If you want to interrupt the action, double-click the system icon of the progress window. In the following message window, you can confirm the cancellation request.

## Menus

To perform an action on a list window such as the “Translation Memory List” window in OpenTM2, you can do one of the following:

- Select the appropriate item from the OpenTM2 menu bar to access a menu of actions.
- Click the icon in the toolbar representing this action. The most important tasks are represented as icons.
- Open a context-sensitive popup menu where you can select the same items as from the OpenTM2 menu bar. The menu shows only the selection of tasks that can be started from the currently active list window. You open the popup menu by pressing the right mouse button.

## Specifying an output file

You may need to specify an output file when working with one of the following windows:

- “Count Words” for documents or a folder (see Figure 50 on page 99)
- “Print Dictionary” (Figure 132 on page 276)

When you select the output option **File** and click **Select...**, the “Select File” window is displayed (see Figure 22).

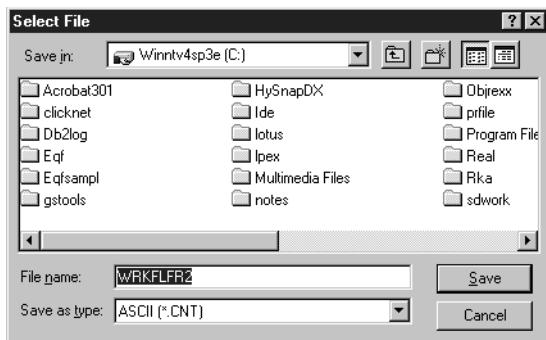


Figure 22. Select File window

Specify the fully qualified file name, consisting of drive, directory and file name, as follows:

1. Select the drive where the file is to reside from **Save in**.
2. Select the directory to hold the file by double-clicking it.
3. Specify a name in the **File name** field.
4. Select the file type from **Save as type**.

Alternatively, you might select an existing file name as the output file. Its content will be overwritten upon completion of the operation.

When you have specified the file name, click **Save** to return to the previous window.

## Results

The drive, directory, and file name you select are used by the respective function.

## Selecting multiple objects in list windows

Several list windows in OpenTM2 allow you to select more than one object on which you want to perform the same task. This allows you to perform repeatable and time-consuming tasks unattended.

In the following chapters, whenever a “Calling sequence” asks you to select “one or more” objects in one of the list windows, you can use this capability. If unsure, just try to select multiple objects in a window. OpenTM2 only allows you to select multiple objects if it can safely perform the task on multiple objects in one run.

The selection of multiple objects is done much like in the Windows environment. You use the mouse to click list items. Holding down the Ctrl key, and then clicking list items, lets you randomly select list items in a list window. Holding down the Alt key, and then clicking list items, lets you select a series of list items. If you prefer to use key combinations only, or need information about more sophisticated selection methods, see the Windows Help facility.

Multiple object selection is supported in the following windows:

### Document List window

Almost all OpenTM2 tasks can be applied to multiple documents in this window.

**Note:** If you view document properties for multiple documents, the “Document Properties” window shows:

- Property values that are equal for all selected documents in black color.
- Property values that are different for all selected documents in grey color. Only the property values of the first document are shown.

If you change document properties for multiple documents, the changed values are applied to all selected documents, and unchanged values are left as they are.

For example, assume that document A (properties are markup EQFAMRI, and editor STANDARD) and document B (properties are markup EQFAMRI, and editor XLATE) are selected in the “Document List” window. The “Document Properties” window shows markup EQFAMRI in black color (because it is equal for both documents) and editor STANDARD in grey (because the second document uses a different editor). If you change the editor in the “Document Properties” window to RTFEDIT, and save the change, this editor is now associated with the selected documents.

### Folder List window

The Export, Delete, and Analyze tasks can be applied to multiple folders in this window.

**Note:** If you prefer to use the Explorer-like tree view, you cannot select multiple folders from the directory tree displayed on the left. Instead, click the parent folder on the left, and click the individual folders on the right.

### Translation Memory List window

The Export, Delete, and Organize tasks can be applied to multiple Translation Memories in this window.

### **Dictionary List window**

The Export, Delete, and Organize tasks can be applied to multiple dictionaries in this window.

### **Connect Shared Translation Memories window**

The Access and Disconnect tasks can be applied to multiple shared Translation Memories in this window.

### **Connect Shared Dictionaries window**

The Access and Disconnect tasks can be applied to multiple shared dictionaries in this window.

### **Import ... windows**

Import tasks can be applied to multiple objects in the various import windows, such as the "Import Documents", "Folder", "Translation Memory", "Dictionary", "New Terms Lists", "Found Terms Lists", "Exclusion Lists", and "Markup Table" windows.

#### **Note:**

1. In the "Import Folder" window the options you specify are applied to all folders to be imported. The **Import folder as** option cannot be selected if multiple folders are to be imported. Also, the "Details" page in the "Import Folder" window cannot be selected.
2. In the "Import Dictionary" window the **To dictionary** option cannot be selected if multiple dictionaries are to be imported. The dictionaries are imported using the file names given when they were exported. For every dictionary to be imported the "New Dictionary" window is shown before the import starts.
3. In the "Import Translation Memory" window the **To Translation Memory** option cannot be selected if multiple Translation Memories are to be imported. The Translation Memories are imported using the file names given when they were exported. For every Translation Memory to be imported the "New Translation Memory" window is shown before the import starts.

---

## **Viewing and changing the details of a list item**

In the list windows, OpenTM2 can show you more information in addition to the names of the list items. You can ask the system to display these view details selectively and in a sequence defined by you.

The details contain properties and statistical information of the list items, such as the:

- Name of a document
- Source language of a Translation Memory
- Size of a new terms list
- Date when a document was analyzed
- Date when a found terms list was updated
- Drive where a folder is stored

Details can be displayed for:

- Folders
- Documents
- Dictionaries

- Translation Memory databases
- New terms lists
- Found terms lists
- Exclusion lists
- Markup table list

You can view the selected details and change which details are displayed on a list window.

## **Viewing selected details**

### **Prerequisites**

The respective list window is already selected.

### **Calling sequence**

Select **Details** from the **View** menu.

### **Results**

The list window contains for each list item the detail information as previously defined. As an example, the “Document List” window is shown in Figure 23.

Name	Compl.%	Size	Imported	Analyzed
DEVICE.HTML	0	1393	29.03.2000	29.03.2000
itmtesto.txt	0	195	17.11.2000	
tm\project\part01....	0	4608	25.10.2000	
tm\project\part02....	0	4608	25.10.2000	
tm\project\part03....	0	4608	25.10.2000	
tm\project\part04....	0	4608	25.10.2000	
TRANS.HTML	0	1280	29.03.2000	

Figure 23. Document List window sample with selected details

As a default setting, only the names are displayed. You can change the details to be displayed (see “Changing the details setting”). Once you have defined your setting of the details, they are displayed as selected.

## **Changing the details setting**

OpenTM2 lets you customize the view details in the respective list window.

If not all details of a list item, for example a folder, fit on one line in the list window, you should set priorities.

As an example, this window is explained for the details of documents in the “Document List” window.

## Prerequisites

The respective list window is already selected, for example a "Document List" window.

## Calling sequence

Select **Change Details...** from the **View** menu.

The "Change View Details" window is displayed (see Figure 24).

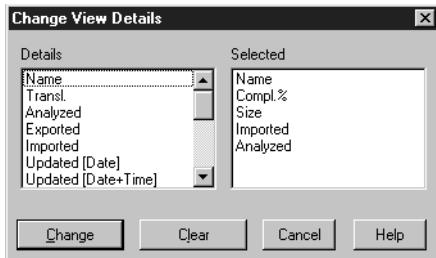


Figure 24. Change View Details sample window for documents

## Options and parameters

### Details

This box displays all the view details available, for example, name, drive, dates.

Double-click those view details you want to be displayed in the "Document List" window.

### Selected

This box displays the view details selected. The items are displayed from left to right in the same order you selected them from the **Details** list box.

To deselect an item, double-click the entry in the **Selected** box.

Click **Clear** to remove all items from the **Selected** box. You can then begin to define a new sequence of details.

When you have selected the desired details, click **Change** to activate the new setting.

Click **Cancel** at any time to leave the "Change View Details" window. No changes are made.

## Results

The list window contains the selected details in the newly defined sequence. This setting remains active throughout the current session until you change it again.

To save the settings for future OpenTM2 sessions, respond with **Yes** to the prompt *Do you want to save the current workbench?* when you leave OpenTM2. The current settings will then be used the next time you start OpenTM2.

## **Arranging and filtering list items**

In the list windows, all items are listed and sorted by name in alphabetical order. For example, in the “Folder List” window, you always find all the folders that you created in, or imported into, OpenTM2, sorted by name.

You can change this by arranging the items according to specific details and by filtering specific items. For example, you can arrange the folders by name in descending order, or by markup table and within the same markup table by description. In addition, you can define that only those folders are displayed whose name starts with a **W**.

You can arrange and filter items in the following list windows:

- “Folder List”
- “Document List”
- “Dictionary List”
- “Translation Memory List”
- “New Terms Lists”
- “Found Terms Lists”
- “Exclusion Lists”
- Markup table list

## **Arranging list items**

OpenTM2 provides several sort keys that enable you to arrange the items in the list windows according to your needs.

### **Prerequisites**

The respective list window is selected.

### **Calling sequence**

Select **Sort...** from the **View** menu.

The “Sort List Items” window is displayed (see Figure 25 on page 70).

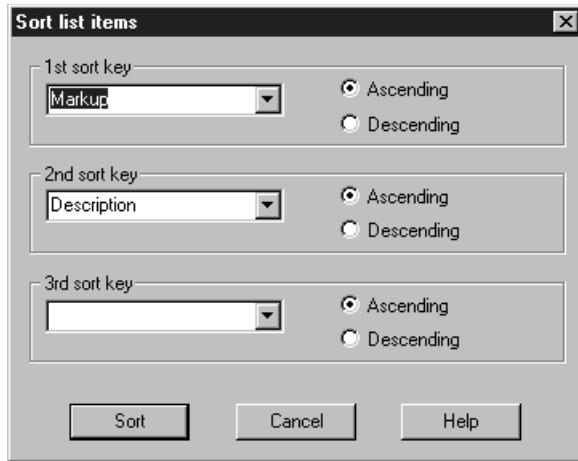


Figure 25. Sort List Items window

## Options and parameters

### 1st sort key

Select the detail according to which the list is to be sorted, for example, markup table. Also decide whether items are to be sorted in ascending or descending order.

### 2nd sort key

Select the detail according to which the list is to be sorted within the first sort and decide whether the items are to be sorted in ascending or descending order.

For example, when you decide to sort your folders by markup table (1st sort key) and several folders have the same markup table, these folders are automatically sorted by name within the markup table. If, however, you want to sort the folders that use the same markup table by their description, you select **Description** as the 2nd sort key.

### 3rd sort key

Select the detail to be used as third sort key and specify the direction of the sort.

After selecting your sort keys, click **Sort** to reflect your specifications in the appropriate list window.

Click **Cancel** to leave the "Sort List Items" window without rearranging the items on your list window.

## Results

The list window displays the items sorted according to your specifications.

## Filtering list items

If a list window contains too many items, you can reduce its contents.

### Prerequisites

The respective list window is selected.

## Calling sequence

Select **Filter...** from the **View** menu.

The “Filter List Items” window is displayed (see Figure 26).

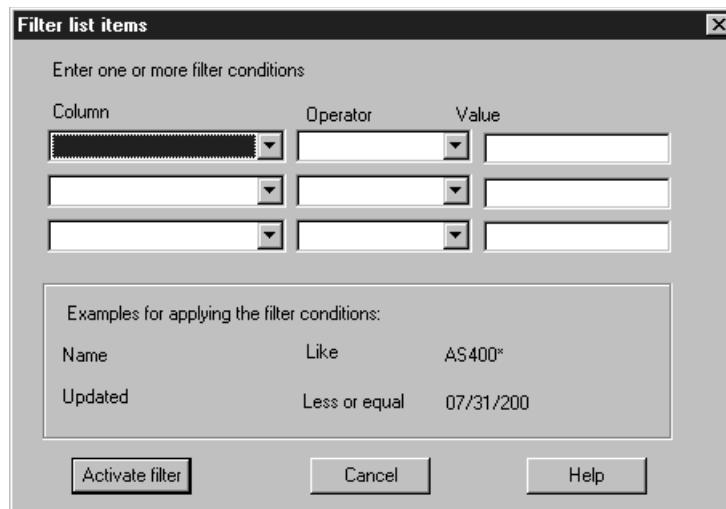


Figure 26. Filter List Items window

## Options and parameters

### Column

Select the detail that you want to use as filter condition. For example, if you wanted to list only those folders that were updated before, on, or after a certain date, you would select the detail **Updated**.

### Operator

Select one of the available operators.

**Value** Specify a name or date, or part of a name. It can be up to 15 characters long and be specified in uppercase, lowercase, or mixed case. You can also use a wildcard (\*) in the value.

The individual operators and possible values are explained using the following folder list:

Name	Description	Updated	TransMem	Dictionaries
SAMPLAMI	Folder for Sample Ami Pro	22.03.1996	SAMPLAMI	SAMPLAMI
SAMPLEHTML1	Folder for Sample HTML Session 1	29.03.2000	SAMPLEHTML1	SAMPLE1
SAMPLEHTML3	Folder for Sample HTML Session 3	29.03.2000	SAMPLEHTML3	SAMPLE3
SHOWME		27.02.1998	SHOWMEM	SHOWDICT
WORKFLFR	Workbook exercise folder Eng -> Fre	22.03.1996	WORKMFR1	WORKDIR
WORKFLGE	Workbook exercise folder Eng -> Ger	22.03.1996	WORKMGE1	WORKDICE
WORKFLIT	Workbook exercise folder Eng -> Ita	22.03.1996	WORKMIT1	WORKDIIT

Figure 27. Folder List window

### The Equal operator

Use this operator to search for a single folder that exactly matches a specific value. You cannot use a wildcard in the value.

Example 1: To display only the folder SHOWME, you must specify the following:

Column	Operator	Value
Name	Equal	Showme

Figure 28. Specifying the Equal operator (Example 1)

Example 2: To display the folder that was updated on February 27, 1998, you must specify the following:

Column	Operator	Value
Updated	Equal	27.02.1998

Figure 29. Specifying the Equal operator (Example 2)

### The Not equal operator

Use this operator to search for all folders that do not match a specific value. You cannot use a wildcard in the value.

Example 1: If you want all folders whose name is *not* SHOWME, your specification will look similar to the one in Figure 28 except that you select the **Not equal** operator instead of the **Equal** operator.

Example 2: If you want all folders that were *not* updated on February 27, 1998, your specification will look similar to the one in Figure 29 except that you select the **Not equal** operator instead of the **Equal** operator.

### The Less operator

Use this operator to search for all folders updated before a certain date or for all folders the detail of which precedes the letters that you specify. You can use a wildcard in the value.

Example 1: To list all folders that were updated before March 29, 2000, you specify the following:

Column	Operator	Value
Updated	Less	29.03.2000

Figure 30. Specifying the Less operator (Example 1)

Example 2: To list all folders whose name precedes the letters WORKFLG, you specify the following:

Column	Operator	Value
Name	Less	WORKFLG

Figure 31. Specifying the Less operator (Example 2)

You then get the following list:

Name	Description	Updated	TransMem	Dictionaries
SAMPLAMI	Folder for Sample Ami Pro	22.03.1996	SAMPLAMI	SAMPLAMI
SAMPLEHTML1	Folder for Sample HTML Session 1	29.03.2000	SAMPLE...	SAMPLE1
SAMPLEHTML3	Folder for Sample HTML Session 3	29.03.2000	SAMPLE...	SAMPLE3
SHOWME		27.02.1998	SHOWMEM	SHOWDICT
WORKFLR	Workbook exercise folder Eng -> Fre	22.03.1996	WORKMF...	WORKDIFR

Figure 32. Result of a Less operation

### The Less or equal operator

Use this operator to search for all folders updated on or before a certain date or for all folders the detail of which precedes or matches the letters that you specify. If you specify a wildcard in the value or do not specify the full value, you will not get an exact match.

Example 1: To list all folders that were updated on or before February 27, 1998, you specify the following:

Column	Operator	Value
Updated	Less or equal	29.03.2000

Figure 33. Specifying the Less or equal operator (Example 1)

You then get all folders updated in 1996, and the folder updated on the specified date.

Example 2: To list all folders whose name precedes or matches the letters **WORKFLG**, you specify the following:

Column	Operator	Value
Name	Less or equal	WORKFLG

Figure 34. Specifying the Less or equal operator (Example 2)

In this example you get the same list as in Figure 32 because the value **WORKFLG** is not the full name of a folder and therefore no exact match can be listed.

### The Greater operator

Use this operator to search for all folders updated after a certain date or for all folders the detail of which follows the letters that you specify. You can use a wildcard in the value.

Example 1: To list all folders that were updated after March 22, 1996, you specify the following:

Column	Operator	Value
Name	Greater	22.03.1996

Figure 35. Specifying the Greater operator (Example 1)

Example 2: To list all folders whose dictionary name follows the letters **WORKDIF**, you specify the following:

Column	Operator	Value
Dictionaries	Greater	WORKDIF

Figure 36. Specifying the Greater operator (Example 2)

You then get the following folders:

Folder List [Some]				
Name	Description	Updated	TransMem	Dictionaries
WORKFLFR	Workbook exercise folder Eng > Fre	22.03.1996	WORKMFR1	WORKDIF
WORKFLGE	Workbook exercise folder Eng > Ger	22.03.1996	WORKMGE1	WORKDIGE
WORKFLIT	Workbook exercise folder Eng > Ita	22.03.1996	WORKMIT1	WORKDIIT

Figure 37. Result of a Greater operation

#### The Greater or equal operator

Use this operator to search for all folders updated on or after a certain date or all folders the detail of which follows or matches the letters that you specify. If you specify a wildcard in the value or do not specify the full value, you will not get an exact match.

Example 1: To list all folders that were updated on or after February 27, 1998, you specify the following:

Column	Operator	Value
Updated	Greater or equal	27.02.1998

Figure 38. Specifying the Greater or equal operator (Example 1)

You then get all folders updated in 2000, and the folder updated on the specified date.

Example 2: To list all folders whose Translation Memory name follows or matches the letters SH\*, you specify the following:

Column	Operator	Value
TransMem	Greater or equal	SH*

Figure 39. Specifying the Greater or equal operator (Example 2)

In this example you get the following list:

Folder List [Some]				
Name	Description	Updated	TransMem	Dictionaries
SHOWME		27.02.1998	SHOWMEM	SHOWDICT
WORKFLFR	Workbook exercise folder Eng > Fre	22.03.1996	WORKMFR1	WORKDIF
WORKFLGE	Workbook exercise folder Eng > Ger	22.03.1996	WORKMGE1	WORKDIGE
WORKFLIT	Workbook exercise folder Eng > Ita	22.03.1996	WORKMIT1	WORKDIIT

Figure 40. Result of a Greater or equal operation

#### The Like operator

Use this operator to search for folders the detail of which matches, starts with, or ends with, the value that you specify. If you do not specify the full name, you must represent the missing characters by an asterisk.

For example, if you want to list only those folders whose description starts with **Folder**, you specify the following:

Column	Operator	Value
Description	Like	Folder*

*Figure 41. Specifying the Like operator*

After making your selections, click **Activate filter** to reflect them in the appropriate list window.

Click **Cancel** to leave the “Filter List Items” window without changing the contents of your list window.

If you want to have a complete list of your folders again, select **Show all** from the **View** menu.

---

## **Viewing and changing the system preferences**

You can view and change the properties of your system.

### **Calling sequence**

Select **System Preferences** from the **File** menu.

The “General page” of the “System Preferences” window is displayed. For more advanced options select the “Advanced” page of this window.

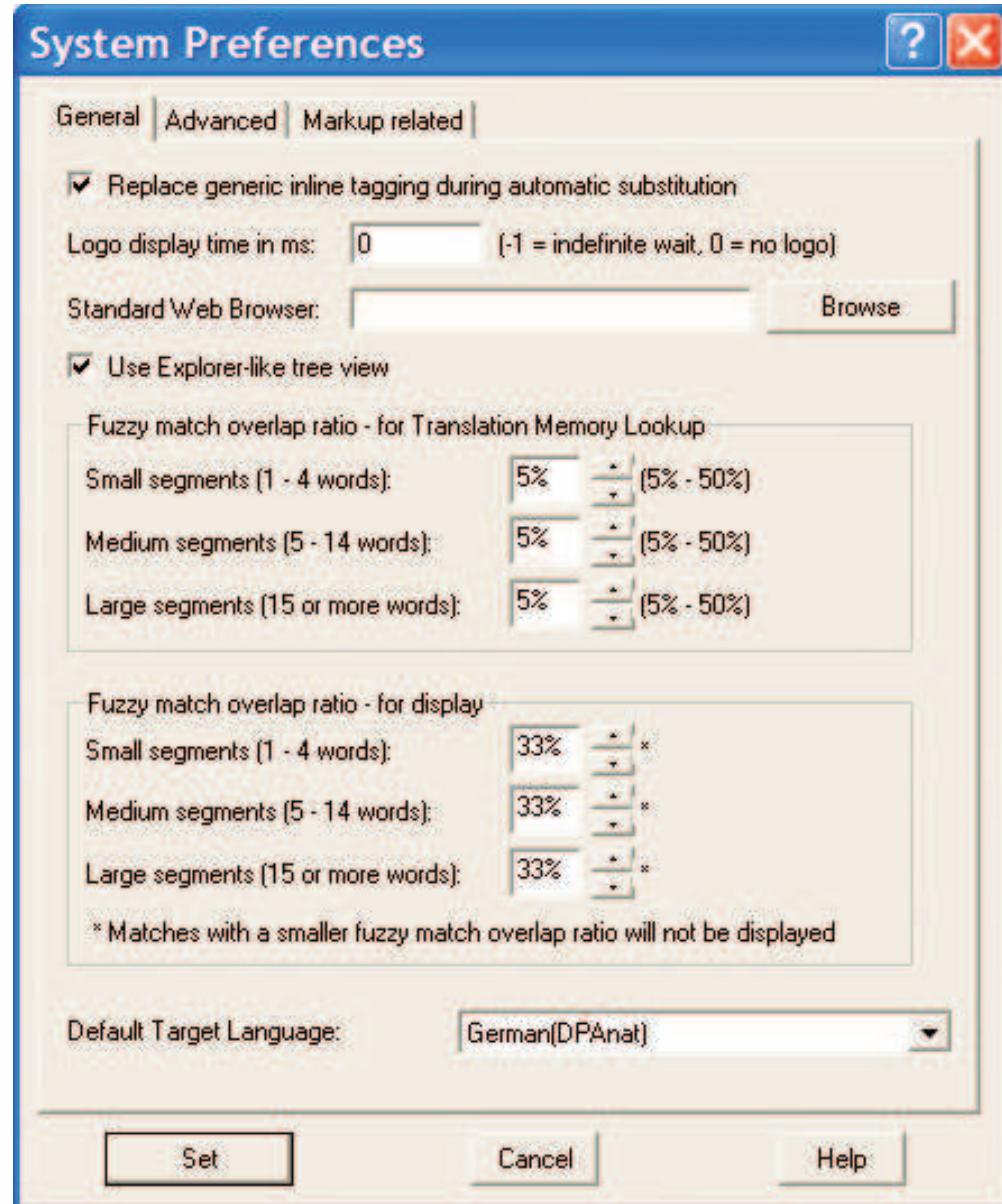


Figure 42. General page of System Preferences window

## Options and parameters

### Replace generic inline tagging during automatic substitution

Select this check box if you want OpenTM2 to adapt the tagging in the Translation Memory during automatic substitution for exactly matching segments that differ only in inline tags. If selected, OpenTM2 replaces the tagging in a translation proposal and the source of this proposal with the tagging from the currently active segment. As a result, the Translation Memory becomes format-independent, which results in more automatic translations because of more exact matches.

The automatic tagging replacement occurs only if:

- Exact text matches are encountered
- Tagging between the currently active segment and the translation proposal is different

- A one-to-one correspondence between the taggings in the currently active segment, the translation proposal, and the source of the proposal can be proven.

If an active segment does not contain a tagging that is, on the other hand, contained in a translation proposal, OpenTM2 deletes this tagging from the translation proposal and the source of this proposal.

- All taggings in a segment are suitable for replacement or deletion. No partial replacement or deletion takes place.

This option is helpful if you translate updated documents that were meanwhile converted to a different document format. For example, if you first translated a BookMaster document, and you now translate an update of the same document in SGML format, the Translation Memory for this document successively converts to SGML.

As a side effect, inline tags convert to lower, upper, or mixed case, dependent on the preference in the translated document.

#### **Logo display time in ms**

Specify for how many milliseconds (ms) the OpenTM2 logo is to be displayed when you log on to OpenTM2 before the Translation Workbench appears.

#### **Standard Web Browser**

Specify the name of the Web Browser to be called. You can also click **Browse** to display the “Select a Web Browser” window on which you can select it.

#### **Use Explorer-like tree view**

Select this check box if you want to have your folder list displayed in an Explorer-like tree view. Your “Folder List” window would then look as follows:

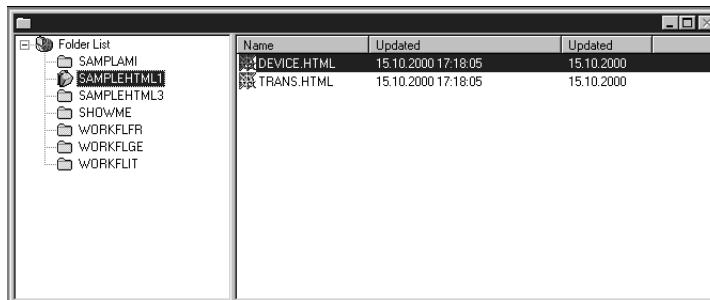


Figure 43. Folder List window in Explorer-like tree view

#### **Fuzzy match overlap ratio — for Translation Memory Lookup**

You can specify individual overlap ratio thresholds for the retrieval of fuzzy matches in small, medium, and large segments. You can specify values from 5% to 50%. If nothing is specified, the default overlap ratio is 33% regardless of a segment's length.

Fuzzy matches with an overlap smaller than the specified percentage (or default) are not retrieved from the translation memory as translation proposals. Further, all matches below 50% are considered as “no matches” when OpenTM2 counts matches (see “Counting the number and type of matches in a document” on page 104 and “Creating a Counting Report” on page 335).

See “Translation Memory matches” on page 188 for more details, if required.

#### **Fuzzy match overlap ratio - for display**

For the display in the translation environment, you can specify individual overlap ratio thresholds for fuzzy matches in small, medium, and large segments. You can specify values from 5% to 99%. If nothing is specified, the default overlap ratio is 33% regardless of a segment's length.

Fuzzy matches with an overlap smaller than the specified percentage (or default) are not displayed as translation proposals in the translation environment.

#### **Default Target Language:**

For the editor and translation memory handling as well as some other functionalities, it is necessary to specify the default target language.

Memory import in ANSI or ASCII format:

- The default target language is used to obtain the codepage which is used to convert the input data from ASCII/ANSI to Unicode (UTF-16). It is therefore important that the "default target language" matches exactly the language of the target segments in the imported memory.

Memory export in ANSI or ASCII format:

- The default target language is used to obtain the codepage which is used to convert the internal Unicode (UTF-16) data to ASCII/ANSI. When the default target language does not match the target language of the exported segments most likely some special characters will be corrupted. Memories with a source language other than English should always be exported in Unicode format to avoid corrupted characters on the source or the target side of the segments.

Other:

- There are several other locations within OpenTM2 which require a conversion to/from Unicode. At all locations where no specific language is available (i.e. all non-document related functions) the default target language is used to obtain the codepage for the conversion.

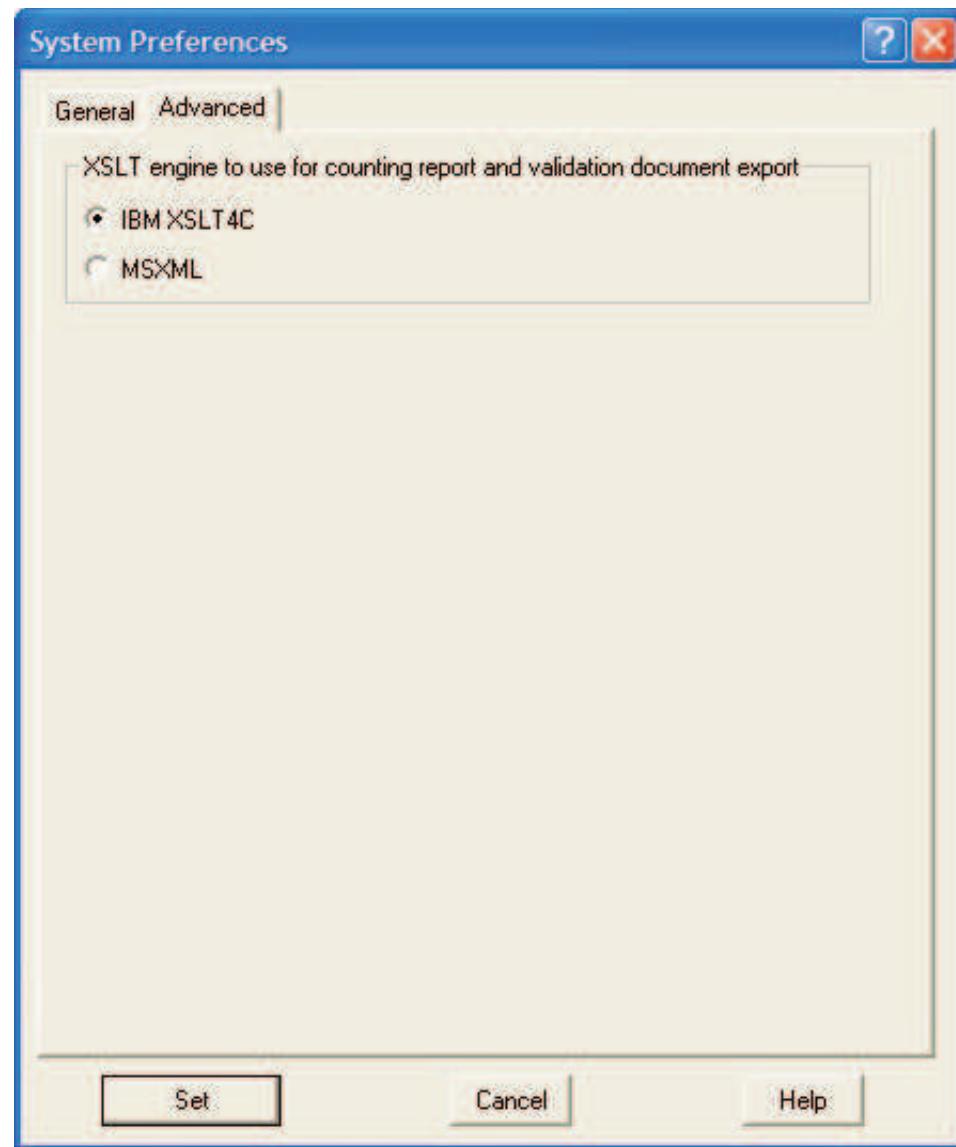


Figure 44. Advanced page of System Preferences window

**XSLT engine to use for counting report and validation document export**

Select either the IBM XSLT4C (this is the default) or the MSXML option.

The selected XSLT engine will be used by OpenTM2 to convert the internal XML format of reports or documents to the selected output format.

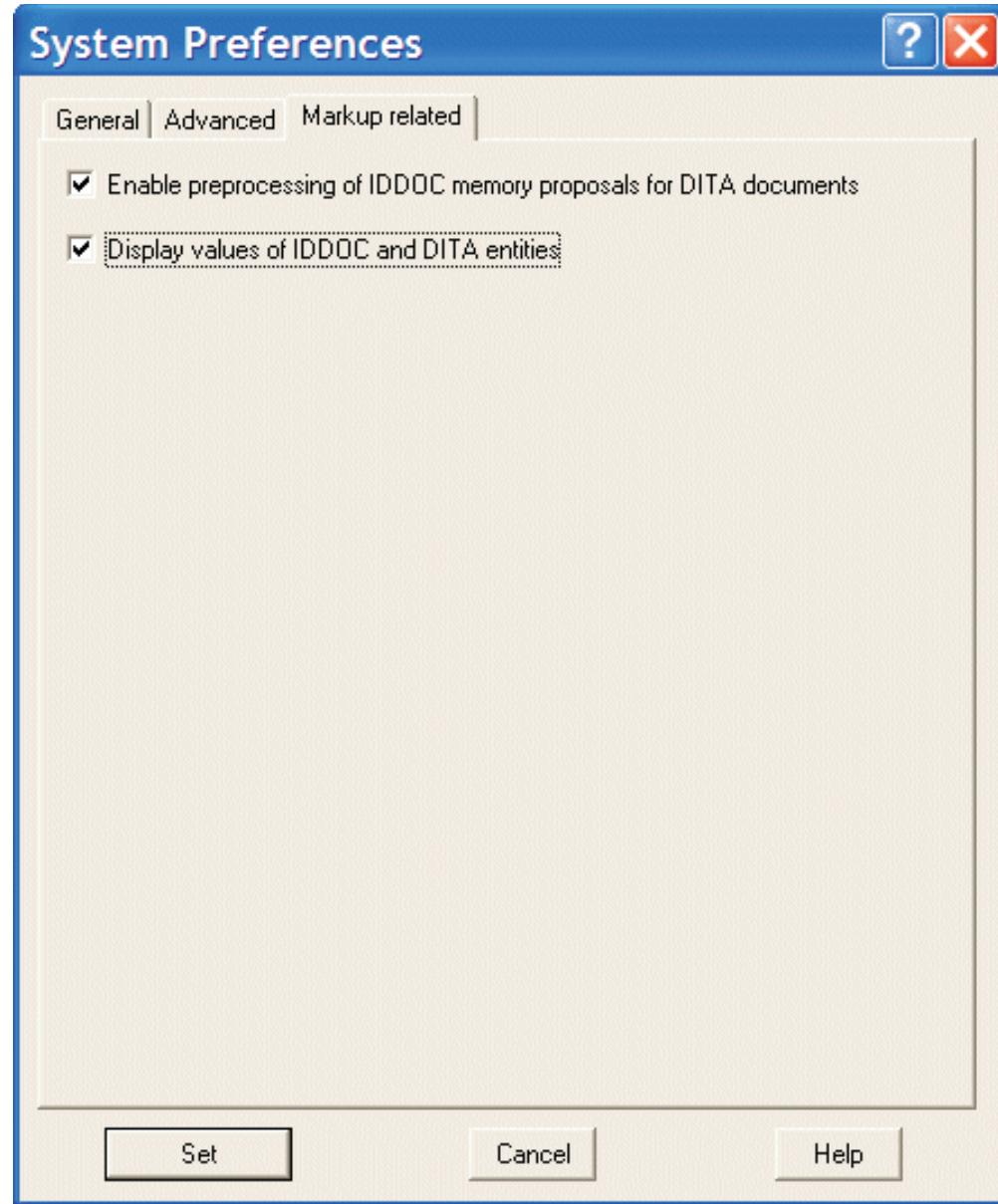


Figure 45. Markup related page of System Preferences window

**Note:** Only change this setting if you encounter problems during the calculation report creation or during the export of validation documents.

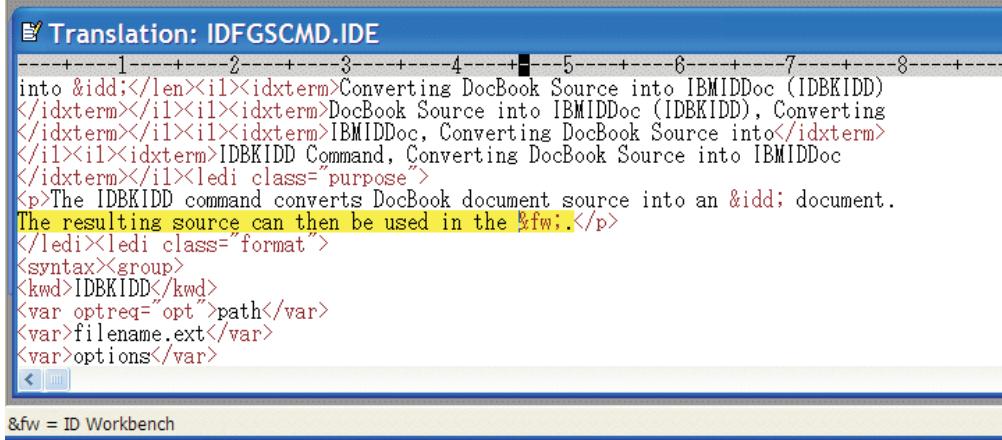
**Enable preprocessing of IDDOC memory proposals for DITA documents:**

Select this check box if you want to enable automatic preprocessing of IDDOC memory proposals when looking up proposals for DITA documents. The preprocessing automatically replaces IDDOC character entities (e.g. &rahead) with the actual character, converts other entities to <keyword> or <ph> sequences, removes superfluous inline tagging, and enables the usage of TMO replacement lists during analysis.

**Display values of IDDOC and DITA entities:**

Select this check box if you want to automatically display the value of IDDOC and DITA entities and variables in the status line of the translation environment. The information for these entities is collected during the

analysis of the documents and is displayed in the status line of the translation environment when the cursor is placed on an IDDOC or DITA variable.



The screenshot shows a software interface titled "Translation: IDFGSCMD.IDE". The main area displays XML code related to the conversion of DocBook Source into IBMIDDoc (IDBKIDD). The code includes various tags like <idxterm>, <id>, <ledi class="purpose">, <p>, <ledi class="format">, <syntax>, <group>, <kwd>, <var optreq="opt">, <var>, and <var options>. A tooltip at the bottom left indicates "&fw = ID Workbench".

```
<!--+--1---+--2---+--3---+--4---+--5---+--6---+--7---+--8---+
into &idd;</len><i1><idxterm>Converting DocBook Source into IBMIDDoc (IDBKIDD)
</idxterm></i1><i1><idxterm>DocBook Source into IBMIDDoc (IDBKIDD), Converting
</idxterm></i1><i1><idxterm>IBMKDD, Converting DocBook Source into</idxterm>
</i1><i1><idxterm>IDBKIDD Command, Converting DocBook Source into IBMIDDoc
</idxterm></i1><ledi class="purpose">
<p>The IDBKIDD command converts DocBook document source into an &idd; document.
The resulting source can then be used in the &fw;. </p>
</ledi><ledi class="format">
<syntax><group>
<kwd>IDBKIDD</kwd>
<var optreq="opt">path</var>
<var>filename.ext</var>
<var>options</var>
<!--+-->
```

Figure 46. Display of IDDOC and DITA entities

After making your selections, click **Set** to activate the new settings.

Click **Cancel** to leave the “System Preferences” window without activating any new settings.

## Results

The settings become effective immediately. If you selected the Explorer-like tree view for your folder list, however, close OpenTM2 and then open it again to get the “Folder List” window in this view.



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## Chapter 7. Working with documents

You can translate many document types with OpenTM2, such as letters, brochures, booklets, and manuals.

You can translate documents that were originally created with a variety of text editors, word processors, and publishing systems. The file types you can use with OpenTM2 include:

- ASCII text files
- Documents from word processors and publishing systems:
  - Ami Pro
  - BookMaster® and IPF
  - HTML
  - Microsoft Word for Windows
  - RTF
  - WordPerfect
  - SGML
  - FrameMaker
  - Interleaf
  - Lotus® Notes®
  - Ventura
  - PageMaker
  - QuarkXpress
  - Machine-readable information (MRI)
  - Microsoft PowerPoint
- Machine-readable information that is contained within:
  - Assembler source code
  - Help files of Windows programs
  - Help and message files of OS/2 programs
  - Windows resource files
  - OS/2 resource files
- Unicode documents

A translation project can consist of one file or a set of files. In OpenTM2, each file is treated as a document.

In their original formats, documents consist of text and layout information, called *markup*. Markup defines things such as the positioning of page breaks and paragraph endings, highlighting, and font sizes.

When translating a document, OpenTM2 must be able to distinguish between this markup and the text that is to be translated. By ignoring the markup information during translation, OpenTM2 preserves the original format of the document—although minor changes in the translated document can be necessary, such as adding space to a table that is full or a translated term that does not fit within a column. OpenTM2 uses a different *markup table* for each document format type.

For more information on markup tables visit the Markup Table Development Home Page at <http://w3-03.ibm.com/globalization/page/2071>

To find the correct markup table for a document you can use the CHKPII tool, see Using CHKPII in the Markup Table Process at <http://w3-03.ibm.com/globalization/page/2080>

Each document has a number of *properties*, such as the source and target languages, the markup table to use with the document, and the name of the Translation Memory to use for translations.

You must specify the properties of a document when you import it into OpenTM2.

By default, all documents in a folder have the same properties, although you can change them for individual documents.

For further information on how to deal with document formats, see “Dealing with specific document formats” on page 110.

---

## Overview and terminology

You must first *import* documents you want to translate into OpenTM2 (see “Importing a document” on page 126).

This can be done by importing documents into an existing folder. At this point, OpenTM2 asks you to specify the properties of the document. You can either let the system assign the default properties of the folder to which the document belongs, or you can assign different properties to the document.

Another method for importing documents is to import a complete folder that contains at least one document (see “Importing a folder” on page 172).

When you go to the Translation Environment to begin translating a new document, OpenTM2 *analyzes* the document to distinguish between the text that requires translation and markup data. It then splits up the document into translatable *segments*—which usually correspond to individual sentences—and markup data that is not to be translated.

OpenTM2 can distinguish between abbreviations ended by a period and the end of a sentence. It uses an abbreviation list to correctly identify sentence boundaries. See “Maintaining abbreviation lists” on page 96 to learn how to maintain an abbreviation list.

The OpenTM2 editor displays the segments to be translated and the markup in different colors so that you can easily distinguish between the two. As you move from segment to segment, the markup data is skipped.

With the OpenTM2 editor, you can check the spelling in the translated document and see suggestions for correct spellings.

OpenTM2 also includes a *word count* function, which shows you the number of words and markup tags in the original and translated documents.

Prior to translating a document, you can check a document against the dictionaries that are installed with OpenTM2 to compile a list of terms in the document that are not currently in the dictionaries. You can choose to add terms from this *new terms list* to a dictionary.

When translating a new version of an existing document that has already been translated, you should check whether a Translation Memory for the document already exists, or whether one can be generated.

To continue translating a document that has been partly translated by somebody else, you should first acquire all related translation material. In particular, ask for the Translation Memory and all the dictionaries that were used. These can be passed to you in the form of an exported folder.

You can then display details of the document in the “Document List” window, such as the properties and processing status of a document, the date of import, date of analysis, and what percentage of the document has already been translated.

After completing a translation, you can choose to *export* a document back into its original format to load it into the original word processing system for a final layout review.

---

## What you can do with documents

OpenTM2 offers several processing functions for documents, which you start by selecting:

1. At least one document from the “Document List” window
2. An action from the associated **File**, **View**, or **Utilities** menu

### Prerequisites

A folder containing at least one document (except if you import a document).

### Calling sequence

Select:

1. The folder with your documents from the “Folder List” window
2. **Open** from the **File** menu

Alternatively, select the “Folder List” window and double-click the folder name in the list.

The “Document List” window for this folder is displayed.

### Results

The selected folder is “opened”. To perform a task on a document, select at least one document and an action from one of the toolbar menus.

## Analyzing a document

Analyzing a document means splitting it up into translatable pieces called *segments*. Segments are in most cases equivalent to sentences. This segmentation is performed with the help of *markup tables* that contain specific information for the type of markup used in the document. You choose the markup table to use as one of the properties of the document.

After the analysis of a document, OpenTM2 produces a copy of the original document to be used for the translation, this means, the original version of the document is kept unchanged by OpenTM2.

The system allows you to analyze documents with different results:

- The documents are segmented (default).
- The documents are segmented, segments can be substituted with segment translations, or a Translation Memory can be filled with these translations.
- The documents are segmented, and terminology lists are created.

To analyze all documents in a folder, see “Analyzing all the documents in a folder” on page 158.

## Analyzing documents using defaults

Segmentation is the basic part of the analysis. You activate it implicitly when you select **Open** for a document that has not yet been analyzed.

### Prerequisites

The folder containing the document must be opened.

### Calling sequence

Select:

1. The document to analyze from the “Document List” window of the folder
2. **Open** from the **File** menu

Alternatively, double-click the document in the “Document List” window.

This takes you to the Translation Environment where the analyzed document is displayed in the “Translation” window.

### Results

The document is segmented. You can start to translate it (see “Translating a document” on page 146).

## Analyzing documents using Translation Memory databases

If you have *Translation Memory databases* available from previous translations, you have several options:

- OpenTM2 can search existing Translation Memory databases for segments that match segments in the document to be analyzed. Segments that match exactly or almost exactly can be copied into a new document- or project-specific Translation Memory.

- The system can perform automatic substitutions, that is, it copies the translations of segments that were previously made for an identical source segment (*exact match*) into the translation version of the document. Matches are considered to be exact even if the tagging of the segment to be replaced differs from that of the translation proposal.
- The remaining untranslated segments can optionally be sent to the machine translation server. (only if the target language is supported by the machine translation server)

## **Prerequisites**

- The Translation Memory databases to be searched must exist.
- The folder containing the document must be opened.

## **Calling sequence**

Select:

1. One or more documents from the “Document List” window
2. **Analyze...** from the **File** menu

The “Analyze Documents” window (see Figure 47 on page 88) is displayed.

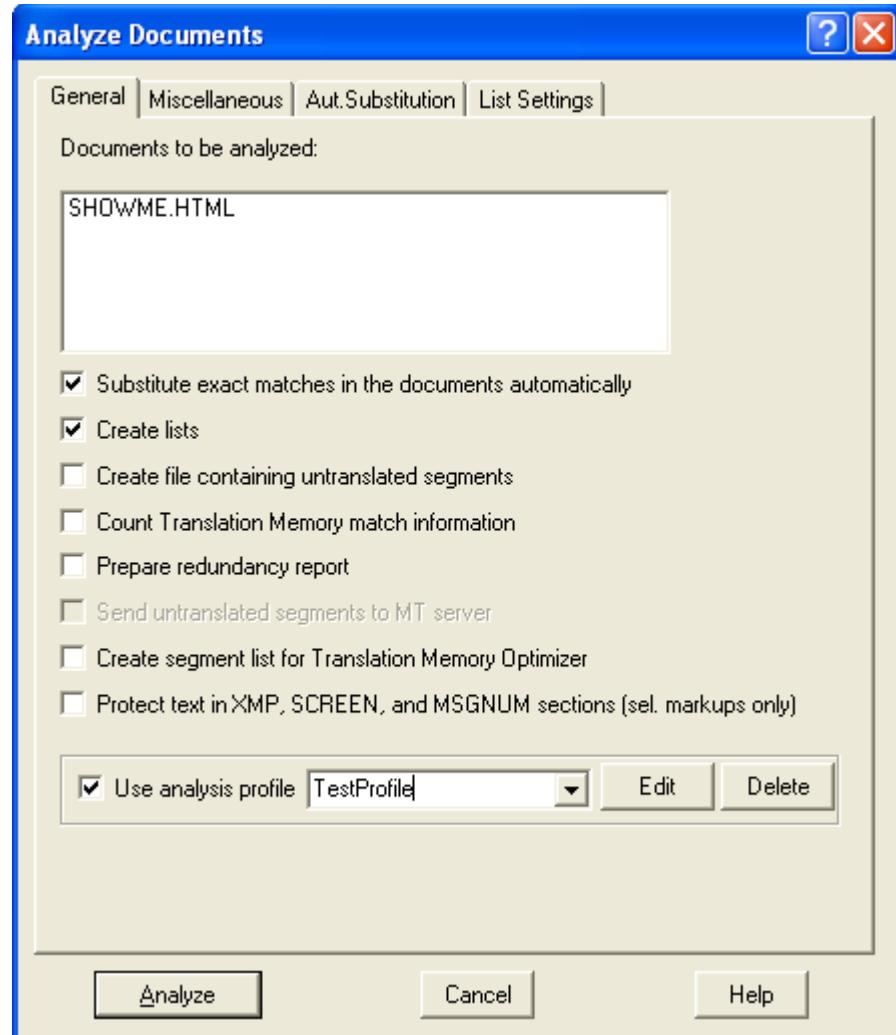


Figure 47. Analyze Documents window

## Options and parameters

On the “General” page:

### Documents to be analyzed

This box contains the documents you selected previously.

### Substitute exact matches in the documents automatically

Select this option to automatically replace original segments with the translations found in the Translation Memory associated with the document.

The document is then already partially translated when you start working with it, enabling you to concentrate on the translation of new segments.

This option is particularly useful in conjunction with the **Add segments to Translation Memory of folder/document** option on the “Miscellaneous” tabbed page. Many Translation Memory databases can be searched in one run for matching segments that are copied into the document-specific Translation Memory, and are substituted in the translation document.

When you select this option, the **Aut. Substitution** tab is created, which is described in the following.

#### **Create lists**

When you select this option, the **List Settings** tab is created, which is described in “Analyzing documents using dictionaries” on page 94.

#### **Create file containing untranslated segments**

Select this option if you want OpenTM2 to create a separate file containing all untranslated segments. If you also selected **Substitute exact matches in the documents automatically**, this file contains only the remaining untranslated segments.

A file with a format similar to an external Translation Memory is created (see “Untranslated segments file” on page 461) containing empty target segments. This file can be exported for use by other systems. If an external system is able to add valid translations for these untranslated segments, the updated file can be imported into OpenTM2 as a Translation Memory for translation use.

#### **Count Translation Memory match information**

Select this option to enable OpenTM2 to count the number and type of matches that are found in the Translation Memory for the document. The document is then segmented and the matches are counted but no segments are replaced with matches that are found in the Translation Memory.

If you also select the **Substitute exact matches in the documents automatically** option, OpenTM2 automatically replaces segments with matches found in the Translation Memory and counts the number and type of matches replaced.

For information on how to view the counting result, refer to “Counting the number and type of matches in a document” on page 104.

#### **Prepare Redundancy Report**

Select this option if you later want to create a Redundancy Report to calculate the costs for a translation project. For more information on Redundancy Reports, refer to “Creating a Redundancy Report” on page 344.

#### **Send untranslated segments to MT server**

Select this option if you want send untranslated segments to the MT (Machine Translation) server. This option is inactive in the current version of OpenTM2.

#### **Create segment list for Translation Memory Optimizer**

Select this option if you want to create a segment list for the Translation Memory Optimizer too

#### **Protect text in XMP and SCREEN sections**

Select this option to protect text inside of <xmp> and <screen> sections in IDDOC or DITA documents. Without this option the text will be translatable.

#### **Use analysis profile**

Select this option to use an analysis profile for the analysis of documents. An analysis profile contains markup table specific analysis settings which will override the analysis settings specified in the analysis window. Select an analysis profile from the analysis profile list or enter the name of a new analysis profile. Press the **Edit** button to specify or modify the analysis settings in the profile. Press the **Delete** button to delete the currently selected analysis profile.

On the “Miscellaneous” page:

#### **Add segments to Translation Memory of folder/document**

Select this option if you want the Translation Memory databases that you can select from the **Available** list to be searched for matches. All exact matches or

fuzzy matches found in the selected Translation Memory databases are then added to the Translation Memory databases associated with the folder or documents that are being analyzed.

From the **Available** list, select with a double-click those Translation Memory databases from where the segments are to be copied. The selected Translation Memory databases are displayed in the **Selected** box. You must select at least one Translation Memory, and you can select a maximum of 10 Translation Memory databases.

**Stop search at first memory with exact match**

Select this option if the search for memory segments should stop at the first memory containing an exact match. This avoids duplicate exact matches from subsequent Translation Memory databases in the list. Without this option OpenTM2 will extract matches from all selected Translation Memory databases.

On the “Aut. Substitution” page, which is only shown when the **Substitute exact matches in the documents automatically** option is selected:

**Use exact context match when more than one found**

Select this option if you expect segments with more than one exact match in the associated Translation Memory and you want the system to choose the one from the same document. In this case, the document must contain only one exact match. If this option is not selected, OpenTM2 skips the automatic substitution for a segment when more than one exact translation is found for a source segment.

**Use latest exact match when more than one is found**

Select this option if you expect segments with more than one exact match in the associated Translation Memory and you want the system to choose the most recent translation of the segment. If this option is not selected, OpenTM2 skips the automatic substitution for a segment when more than one exact translation is found for a source segment.

**Adjust leading white space to white space in source segment**

Select this option if the text is to have the same leading white space (blank, tab stop, and line feed) before and after the automatic substitution.

**Adjust trailing white space to white space in source segment**

Select this option if the text is to have the same trailing white space (blank, tab stop, and line feed) before and after the automatic substitution.

**Respect CRLF in segment**

The Translation Memory may contain two matching target segments for a source segment, one with carriage return line feed (CRLF), and one without. If you select this option, the target segment containing CRLF is taken during automatic substitution.

**No blank at segment end even if source segment has one**

A source segment may differ from its matching target segment in that the source segment contains one or more blanks at its end. If you select this option, such segments are considered an exact match during automatic substitution and the additional blanks at the end of the source segment are removed.

**Use joined segments when found**

Select this option to join segments. This can be useful if you want to analyze a document that you have worked with before and where you joined neighboring text segments before you translated them. During a new analysis run these segments are treated as separate units again. However, in the

associated Translation Memory there is a match (translation) for the joined segments only. To find this match more easily during automatic substitution, this option joins neighboring segments in the document to be analyzed. Note that two neighboring segments are only joined if for the first segment in the sequence a fuzzy match has been found.

#### **Ignore path in document names**

Select this option if any path information in the document name is to be ignored when a document is checked for exact-exact matches.

#### **No substitution if source and target segment is identical**

Select this option to suppress the automatic substitution of segments when the source segment is identical with the target segment found in the Translation Memory.

#### **Ignore memory proposals with comments**

Select this option to suppress the automatic substitution of segments when the memory proposal has a comment.

#### **Use TMO replacement list for IDDOC to DITA converted projects**

Select this option to specify a TMO replacement list to be applied on IDDOC proposals for DITA documents. Once this option is selected, the name of the replacement list can be typed in the list name field or be selected using the **Select....** button

#### **List**

The fully qualified file name of a TMO replacement list.

When you select both **Use exact context match...** and **Use latest exact match...**, the system combines both requirements and chooses the latest of the exact context matches. You then get fewer automatic substitutions than with **Use latest exact match...** but more than with **Use exact context match....**

Click **Analyze** to begin with the analysis of the document. As it can take some time to analyze the document, a window is displayed showing the progress of the operation.

## **Results**

The document is segmented.

Depending on the options you selected, the document may already be partially translated, the Translation Memory updated, or a file created containing untranslated segments.

You can begin translating the document.

## **Editing analysis Profiles**

An analysis profile allows the specification of analysis settings for a specific group of markup tables. When an analysis profile is specified in the analysis window the settings from the profile overide the settings specified in the analysis window. When the markup table of the analyzed document does not match the markup tables defined in the profile the analysis profile settings are ignored and the settings from the analysis window are used instead.

## Calling sequence

Select:

1. Activate the analysis window
2. Select the option "Use analysis profile"
3. Select an analysis profile from the analysis profile list or enter the name of a new analysis profile
4. press the **Edit** button

## Results

The analysis profile window is displayed

The “Analyze profile” window (see Figure 48) is displayed.

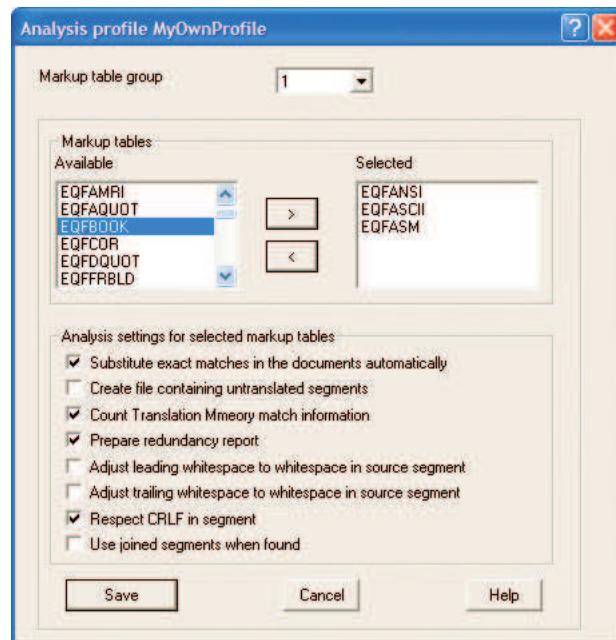


Figure 48. Analysis Profile window

## Options and parameters

### Markup table group

Select one of the markup table groups. The markup tables and the analysis settings for the selected group are displayed.

### Available

This list shows the available markup tables. Markup tables already selected (in the same or another markup table group) are not listed here. To move a markup table to the selected list either double-click the markup table name or select the markup table name and press the ">" button.

### Substitute exact matches in the documents automatically

Select this option to automatically replace original segments with the translations found in the Translation Memory associated with the document.

### Create file containing untranslated segments

Select this option if you want OpenTM2 to create a separate file containing all

untranslated segments. If you also selected **Substitute exact matches in the documents automatically**, this file contains only the remaining untranslated segments.

#### **Count Translation Memory match information**

Select this option to enable OpenTM2 to count the number and type of matches that are found in the Translation Memory for the document. The document is then segmented and the matches are counted but no segments are replaced with matches that are found in the Translation Memory.

#### **Adjust leading white space to white space in source segment**

Select this option if the text is to have the same leading white space (blank, tab stop, and line feed) before and after the automatic substitution.

#### **Adjust trailing white space to white space in source segment**

Select this option if the text is to have the same trailing white space (blank, tab stop, and line feed) before and after the automatic substitution.

#### **Respect CRLF in segment**

The Translation Memory may contain two matching target segments for a source segment, one with carriage return line feed (CRLF), and one without. If you select this option, the target segment containing CRLF is taken during automatic substitution.

#### **Use joined segments when found**

Select this option to join segments. This can be useful if you want to analyze a document that you have worked with before and where you joined neighboring text segments before you translated them. During a new analysis run these segments are treated as separate units again. However, in the associated Translation Memory there is a match (translation) for the joined segments only. To find this match more easily during automatic substitution, this option joins neighboring segments in the document to be analyzed. Note that two neighboring segments are only joined if for the first segment in the sequence a fuzzy match has been found.

- Click **Save** to save the analysis profile.
- Click **Cancel** to leave this window without saving the analysis profile.

## **Results**

If you clicked on **Save**, the analysis profile is saved or created (if it is a new one) and can be used for the analysis process.

#### **Usage of analysis profile**

An analysis profile can be used when the analysis settings for documents must be different depending on the markup table of the document.

Normally you would select all documents of one markup table and perform the analysis for these documents and when select the documents which require different analysis settings and repeat the analysis for these documents.

With the help of an analysis profile this can be simplified. Just select one of the markup tables in markup table group 1 and select the settings required for this markup table, go to markup table group 2, select the second markup table and select the settings required for this markup table and save the profile. Select the profile in the analysis window and run the analysis process. For all documents with the markup table selected in the first markup table group the settings from the first markup table group are used and for all documents with

a the markup table selected in the second group the settings from the second markup table group are used. For all other documents the settings from the analysis window are used.

## Analyzing documents using dictionaries

If you have *dictionaries* available containing vocabulary associated with the document, you can ask OpenTM2 to generate two types of *terminology list*:

- *New terms* list. This list contains all terms in your document that are not defined in the referenced dictionaries. You can use this list of terms to add entries to these dictionaries.
- *Found terms* list. This list contains all terms in your document that are already defined in the referenced dictionaries. You can use this list of terms to fill a separate dictionary related to the document.

The generated terminology lists may contain terms that are unsuitable as terminology for your translation. In this case, you can create the lists again using *exclusion lists* or *exclusion dictionaries* to get fewer terms in the lists.

If you are only interested in terms that occur more than once in a document, you can specify a minimum number of occurrences greater than 1.

To perform the creation of terminology lists, you specify your options and parameters in two subsequent windows.

### Prerequisites

- Dictionaries and, optionally, exclusion lists must be available
- The folder containing the document must be opened

### Calling sequence

Select:

1. One or more documents from the “Document List” window.
2. **Analyze...** from the **File** menu. The “Analyze Documents” window is displayed
3. **Create lists**. The **List Settings** tab is created.
4. **List Settings** tab.

The “List Settings” page (see Figure 49 on page 95) is displayed.

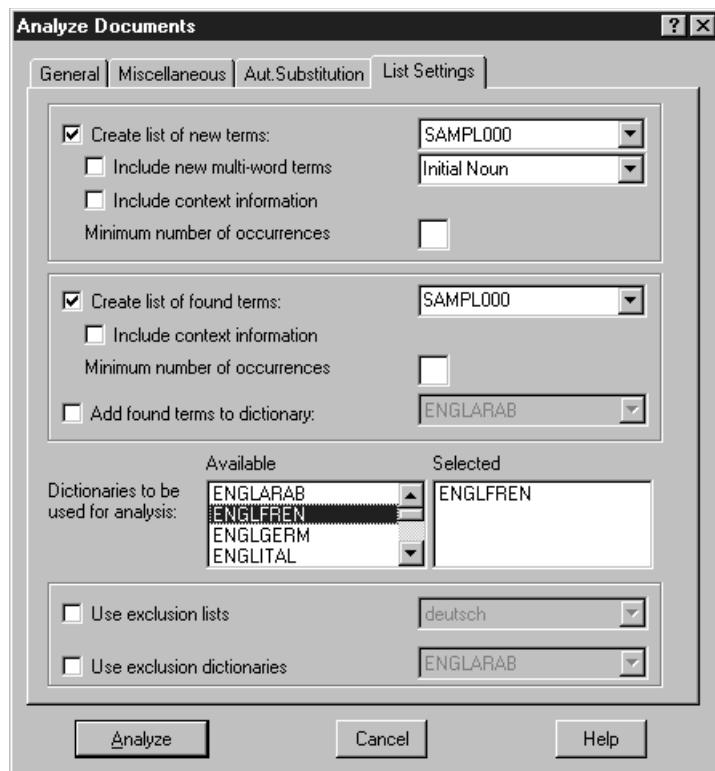


Figure 49. Analyze Documents window — List Settings page

## Options and parameters

To create a new terms list, select:

### Create list of new terms

Select this option to create a list of new terms. The system provides the folder name as the default name for the list to be generated. You can specify any other name. For this type of list, you can also select:

### Include new multiword terms

Select this option to include multiword terms that are not hyphenated, such as data management, in the list of new terms. Choose whether the first word of these terms can be a noun, an adjective, or either of them.

### Include context information

If a new term is found, the system can save the original segment (containing the term) as *context* information. This option is useful if you intend to copy the new terms to a dictionary that can contain context information.

### Minimum number of occurrences

Specify how often a term must occur in the document so that it is included in the new terms list.

To create the list of all terms of a document that are also in selected dictionaries, select:

### Create list of found terms

Select this option to create a list of found terms. The system provides the folder name as the default name for the list to be generated. You can specify any other name. For this type of list, you can also select:

#### **Include context information**

If a term is found in one of the selected dictionaries, the system can save the original segment (containing the term) as *context* information. This option is useful if you intend to copy the found terms to a dictionary that can contain context information.

#### **Minimum number of occurrences**

Specify how often a term must occur in the document so that it is included in the found terms list.

#### **Add found terms to dictionary**

To copy the found terms to a dictionary, select a dictionary from this list box.

For both new terms and found terms lists, you must specify:

#### **Dictionaries to be used for analysis**

Select the dictionaries to be used for generating terminology lists from the **Available** list box. The dictionaries are listed in the **Selected** list box in the order in which you select them, and the dictionaries are searched in this order. You must select at least one dictionary, and you can select up to 10.

If needed, you can limit the generation of terminology lists by the following options:

#### **Use exclusion lists**

If you have terms you want to exclude from the lists to be generated, use an exclusion list. For each language for which you installed the language support, OpenTM2 already provides an exclusion list. It contains so-called noise terms. Select the exclusion lists to be used from the list box.

#### **Use exclusion dictionaries**

If you have a dictionary that contains well-defined terms that you want to exclude from the terminology lists to be generated, select it from the list box.

Click **Set** to return to the “Analyze Documents” window.

To begin analysis, click **Analyze**.

## **Results**

The document is segmented.

Depending on the options you selected, new terms lists and found terms lists are created, and can be modified and used for dictionary updates. For information on how to process new terms lists and found terms lists, see Chapter 11, “Working with terminology lists,” on page 293.

Analyzing documents using machine translation (MT)

You can begin translating the document.

## **Maintaining abbreviation lists**

OpenTM2 uses language-specific abbreviation lists to identify correct endings of a sentence. This prevents that the period after an abbreviation is interpreted as the end of a sentence during analysis, for example in a sentence like For details see books, films, magazines, etc. and keep the subject in mind.. The period after etc. is not considered to be the end of the sentence.

OpenTM2 provides default abbreviation lists for each source language supported. You can add new abbreviations, or delete or modify existing ones.

## Prerequisites

- The “Language List” window must be active (**Display Language List** from the **Utilities** menu).
- The language you want to work with must be in active state.

## Calling sequence

Select:

1. An active language
2. **Open** from the **File** menu or double-click the name of the language

The list of abbreviations for the selected language is displayed. For example, **Edit Abbreviations for: German(national)** if you selected this language. You can now make your changes.

## Options and parameters

### Abbreviations list

To update an abbreviation, overtype it. To add a new one, switch to Insert mode and press Enter at the line before which you want to insert it. To delete an abbreviation, use the Backspace key. Note that you end the abbreviation with a full stop.

### Save

To save any changes and close this window.

### Cancel

To close this window without saving any changes.

### Help

To get information on how to interact with this window.

## Results

The language-specific list of abbreviations is updated and will be used for subsequent analysis runs. Depending on the language you selected, abbreviations have been changed, added, or removed from the abbreviation list for this language.

---

## Closing a document

To translate a document, you must open it so that the Translation Environment for this document is displayed.

Closing a document means to stop translating a document and to leave the Translation Environment.

## Calling sequence

Select **Close** from the Translation Environment system menu.

This takes you back to the OpenTM2 main window.

## **Results**

The translation document, the Translation Memory, and the dictionaries used are saved in their current status. You can start any other OpenTM2 task. The translation of this document can be continued at any time.

---

## **Counting the number of words in a document**

OpenTM2 provides a facility for counting the number of words and markup tags in a document at any time. The result is shown in a window and can be saved in a file.

To count the number of words in all the documents of a folder, see “Counting the words in all documents of a folder” on page 159.

### **Prerequisites**

At least one document must exist in the selected folder.

### **Calling sequence**

Select:

1. At least one document from the “Document List” window
2. **Count Words...** from the **Utilities** menu

The “Count Words” window (see Figure 50 on page 99) is displayed.

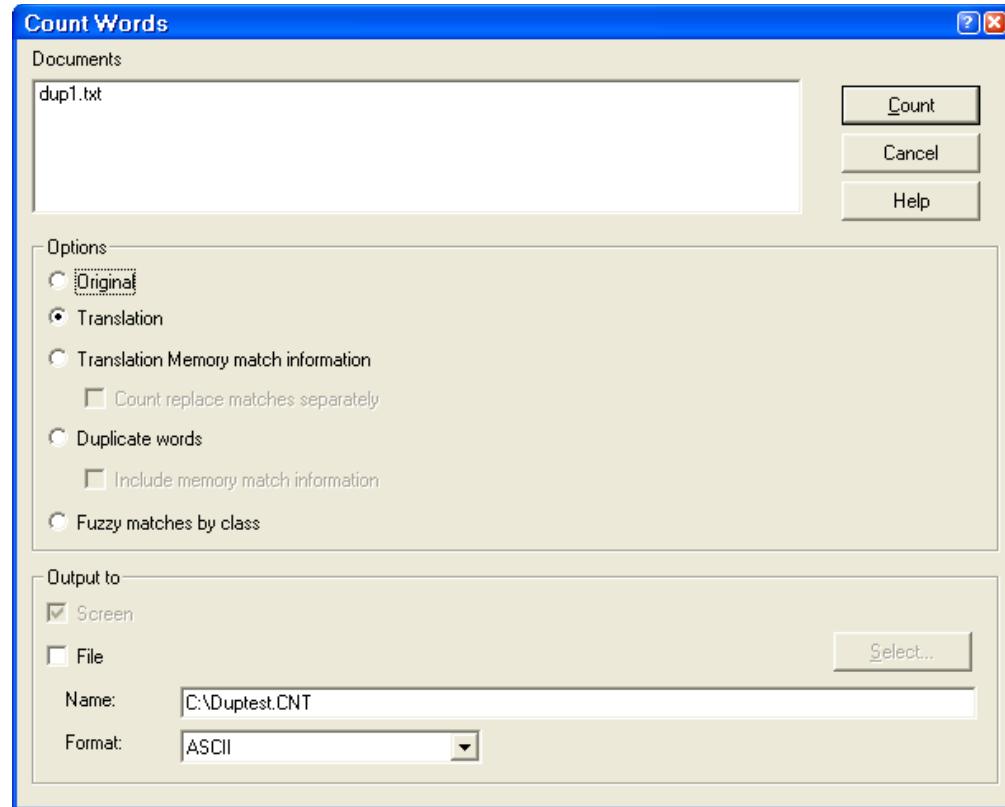


Figure 50. Count Words window

## Options and parameters

### Documents

This box contains the list of the documents you selected in the "Document List" window.

### Options

One of the following options can be selected at a time. Select:

#### Original

To count the number of words in the document before translation.

#### Translation

To count the number of words in the translated document.

#### Translation memory match information

See "Counting the number and type of matches in a document" on page 104 for an explanation.

#### Duplicate words

See "Counting duplicate words in a document" on page 101 for an explanation.

#### Fuzzy matches by class

See for an explanation.

### Output to

In this block you define where you want the system to save the results:

#### Screen

The result of the word count is displayed on your screen. This option is selected automatically.

## **File**

Select this option to also store the count results in a file. You can:

- Accept the proposed file name.
- Type a file name of your choice.
- Click **Select...** to display the “Select File” window from where you can choose the file name without having to type it (for a detailed description, see “Specifying an output file” on page 64).
- Select the format of the count result file. The supported formats are
  - ASCII (plain text)
  - HTML
  - XML

Click **Count** to begin counting words.

## **Results**

If you selected **Original** and output to **Screen**, the result is displayed in the “Word Count Results - Original” window (see ) with the following columns for each original document:

### **Documents**

The name of the document

### **Untranslated**

The number of words

### **Markup**

The number of markup tags

### **Total** The number of words and markup tags

If you selected **Translation** and output to **Screen**, the result is displayed in the “Word Count Results - Translation” window (see Figure 51 on page 101) with the following columns for each translated document:

### **Documents**

The name of the document.

### **Translated**

The number of original words already translated. Note that copying a marked part of a Translation Memory proposal (see “Moving around marked text” on page 37) is counted as one character.

### **Untranslated**

The number of original words not yet translated.

### **Target words**

The number of translated words in the translated document.

### **Markup**

The number of markup tags.

### **Total** The number of translated words and markup tags.

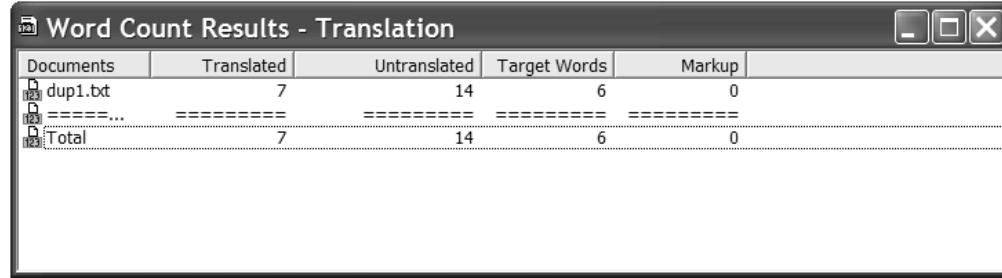


Figure 51. Word Count Results - Translation window

If you selected the **File** output option, the results are stored in the same format in the specified file.

To return to the previous window, close the respective "Word Count Result" window.

## Counting duplicate words in a document

OpenTM2 provides a facility for counting duplicate words for one or more documents. The result is shown in a window and can be saved in a file. Duplicate words are words in segments which are contained more than once in the documents and will become exact matches once the first occurrence of such a segment has been translated.

To count the number of words in all the documents of a folder, see "Counting the words in all documents of a folder" on page 159.

Using the "**Include memory match information**" option, information on memory matches can be included in the created reslts.

### Prerequisites

At least one document must exist in the selected folder.

### Calling sequence

Select:

1. At least one document from the "Document List" window
2. **Count Words...** from the **Utilities** menu

The "Count Words" window (see Figure 50 on page 99) is displayed.

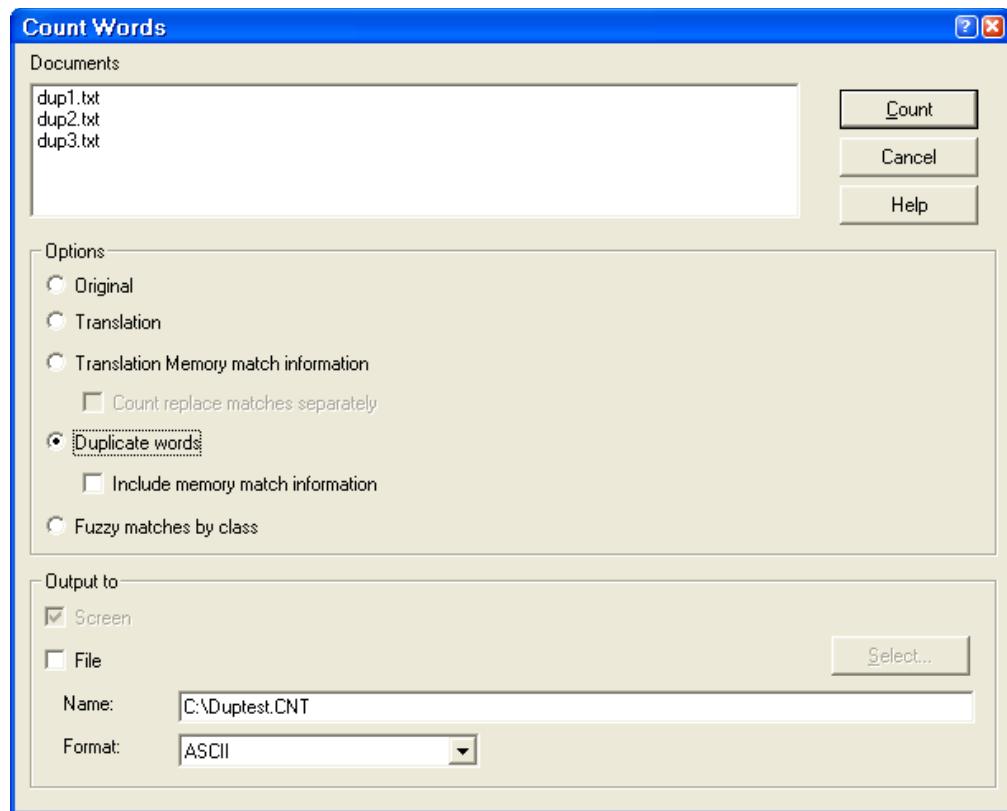


Figure 52. Count Words window

## Options and parameters

### Documents

This box contains the list of the documents you selected in the “Document List” window.

### Options

Select:

#### Duplicate words

To count the number of duplicate words in the selected documents.

#### Include memory match information

To show information on memory matches in the results.

### Output to

In this block you define where you want the system to save the results:

#### Screen

The result of the word count is displayed on your screen. This option is selected automatically.

#### File

Select this option to also store the count results in a file. You can:

- Accept the proposed file name.
- Type a file name of your choice.
- Click **Select...** to display the “Select File” window from where you can choose the file name without having to type it (for a detailed description, see “Specifying an output file” on page 64).
- Select the format of the count result file. The supported formats are

- ASCII (plain text)
- HTML
- XML

Click **Count** to begin counting words.

## Results

Result without “Include memory match information” option selected. The results of the word count are shown, for example, in the “Word Count Results - Duplicate Words” window (see Figure 53).

Documents	Translated	Untranslated	Duplicate Words	To be translated	Markup
dup1.txt	7	14	0	14	0
dup2.txt	0	20	15	5	0
dup3.txt	0	23	10	13	0
=====	=====	=====	=====	=====	=====
Total	7	57	25	32	0

Figure 53. Word Count Results - Duplications Words window

The window contains the following columns:

### Documents

The name of the document.

### Translated

The number of translated words in the documents.

### Untranslated

The number of untranslated words in the documents.

### Duplicate words

The number of words in duplicate segments. The first occurrence of these segments is counted in the “To be translated” column.

### To be translated

The number of words which have to be translated manually.

### Markup

The number of tags in the documents.

If you selected the **File** output option, the results are stored in the same format in the specified file.

To return to the previous window, close the respective “Word Count Result — Duplicate Words” window.

## Results

Result with “Include memory match information” option selected. The results of the word count are shown, for example, in the “Word Count Results - Duplicate Words” window (see Figure 54 on page 104).

Documents	Duplicate Words (Repetitions)	95-99% Fuzzy	75-94% Fuzzy	0-74% Fuzzy	Total Untranslated	Exact matches (100% Matches)
dup1.txt	0	0	14	7	21	0
dup2.txt	15	0	0	5	20	0
dup3.txt	10	0	5	8	23	0
<b>Total</b>	<b>25</b>	<b>0</b>	<b>19</b>	<b>20</b>	<b>64</b>	<b>0</b>

Figure 54. Word Count Results with memory match information- Duplications Words window

The window contains the following columns:

#### Documents

The name of the document.

#### Duplicate words (Repetitions)

All words in segments, which had already one occurrence in one of the document(s). The first occurrence of the segment is listed in one of the fuzzy columns and any additional occurrence of the segment is listed in the duplicate words column.

#### 95-99% Fuzzy

The number of words in segments for which there is a fuzzy match in the memory with a fuzziness of 95% up to 99% or segments for which another segment would become a 95-99% fuzzy match proposal during the translation of the document(s).

#### 75-94% Fuzzy

The number of words in segments for which there is a fuzzy match in the memory with a fuzziness of 75% up to 94% or segments for which another segment would become a 75-94% fuzzy match proposal during the translation of the document(s).

#### 0-74% Fuzzy

The number of words in segments for which there is a fuzzy match in the memory with a fuzziness of 0% up to 74% or segments for which another segment would become a 0-74% fuzzy match proposal during the translation of the document(s).

#### Total untranslated

The total number of words in segments which have no exact match in the Translation Memory. This column contains the total of the duplicitae words column and the fuzzy columns.

#### Exact matches (100% Matches)

The number of words in segments for which there is one or more exact match in the Translation Memory.

If you selected the **File** output option, the results are stored in the same format in the specified file.

To return to the previous window, close the respective "Word Count Result — Duplicate Words" window.

---

## Counting the number and type of matches in a document

OpenTM2 provides a facility for counting the number and type of Translation Memory matches for one or more documents. The result is shown in a window and can be saved in a file.

## Prerequisites

At least one document must exist in the selected folder.

## Calling sequence

Select:

1. At least one document from the “Document List” window
2. **Count words...** from the **Utilities** menu

The “Count Words” window (see Figure 55) is displayed.

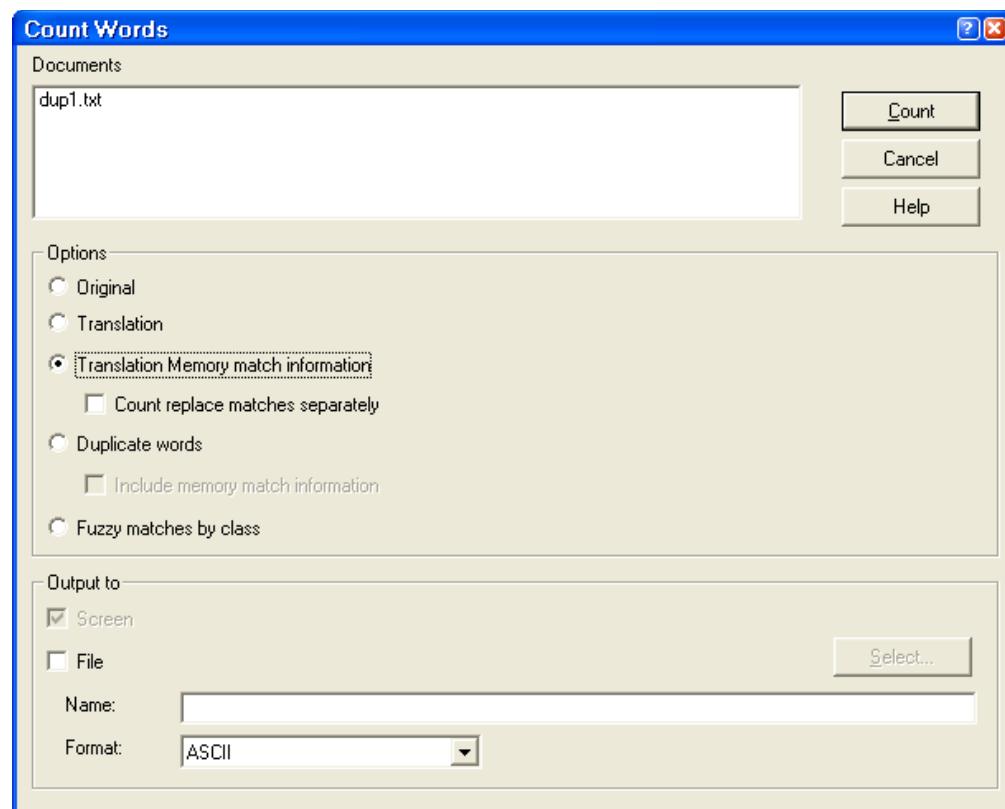


Figure 55. Count Words window

## Options and parameters

### Documents

This box contains the list of the documents you selected in the “Document List” window.

### Options

Select:

#### Translation Memory match information

To count the number and type of matches found in the Translation Memory for the selected documents.

#### Count replace matches separately

To show the matches replaced automatically, in separate columns.

### Output to

In this block you define where you want the system to save the results:

### Screen

The result of the word count is displayed on your screen. This option is selected automatically.

### File

Select this option to also store the count results in a file. You can:

- Accept the proposed file name.
- Type a file name of your choice.
- Click **Select...** to display the “Select File” window from where you can choose the file name without having to type it (for a detailed description, see “Specifying an output file” on page 64).
- Select the format of the count result file. The supported formats are
  - ASCII (plain text)
  - HTML
  - XML

Click **Count** to begin counting the matches.

## Results

The results of the word count are shown, for example, in the “Word Count Results - Translation Memory Matches” window (see Figure 56).

Documents	Total	Exact-Exact	Exact (1)	Exact (2+)	Fuzzy	MachMatch	No match
dup1.txt	21	7	0	0	14	0	0
Total	21	7	0	0	14	0	0

Figure 56. Word Count Results - Translation Memory window

The window contains the following columns:

#### Documents

The name of the documents.

#### Total

The number of words in the documents.

#### Exact-Exact

The number of words in segments with identical matches.

#### Exact (1)

The number of words in segments having exactly one proposal.

#### Exact (2+)

The number of words in segments having more than one exact proposal.

#### Fuzzy

The number of words in segments with fuzzy proposals. If you did not select **Count replace matches separately**, the number displayed also includes the number of words in segments automatically replaced and automatically replaced in a fuzzy match.

#### MachMatch

The number of segments translated by machine.

#### No match

The number of words in segments with no proposal.

If you selected **Count replace matches separately**, you get the following fields in addition:

**Replace**

The number of words in segments automatically replaced.

**FuzzyRepl**

The number of words in segments automatically replaced in a fuzzy match.

If you selected the **File** output option, the results are stored in the same format in the specified file.

Note that the criteria for fuzzy matches can be customized, as described in “Counting the number and type of matches in a document” on page 104. This also influences the “No match” counter.

If there is no Translation Memory match data available for a document, for example because the document has not been analyzed yet or neither the **Substitute exact matches in the documents automatically** options nor the **Count Translation Memory match information** option was selected during analysis, the “Word Count Results - Translation Memory Matches” window contains the text No match ....

To return to the previous window, close the “Word Count Result — Translation Memory Matches” window.

---

## Counting words in segments with fuzzy matches

OpenTM2 provides a facility for counting words in segments with fuzzy matches. The result is shown in a window and can be saved in a file. The words in segments with fuzzy matches are grouped in classes. The column Class-0 lists the number of words in segments with fuzzy matches which are only different in white space or inline tagging. The column Class-1 lists the number of words in segments with one different word , class-2 with two different words and so on. To count the number of words in all the documents of a folder, see “Counting the number of words in a document” on page 98

### Prerequisites

At least one document must exist in the selected folder and the document has to be analyzed.

### Calling sequence

Select:

1. At least one document from the “Document List” window
2. from the menu

The “Count Words” window (see Figure 55 on page 105) is displayed.

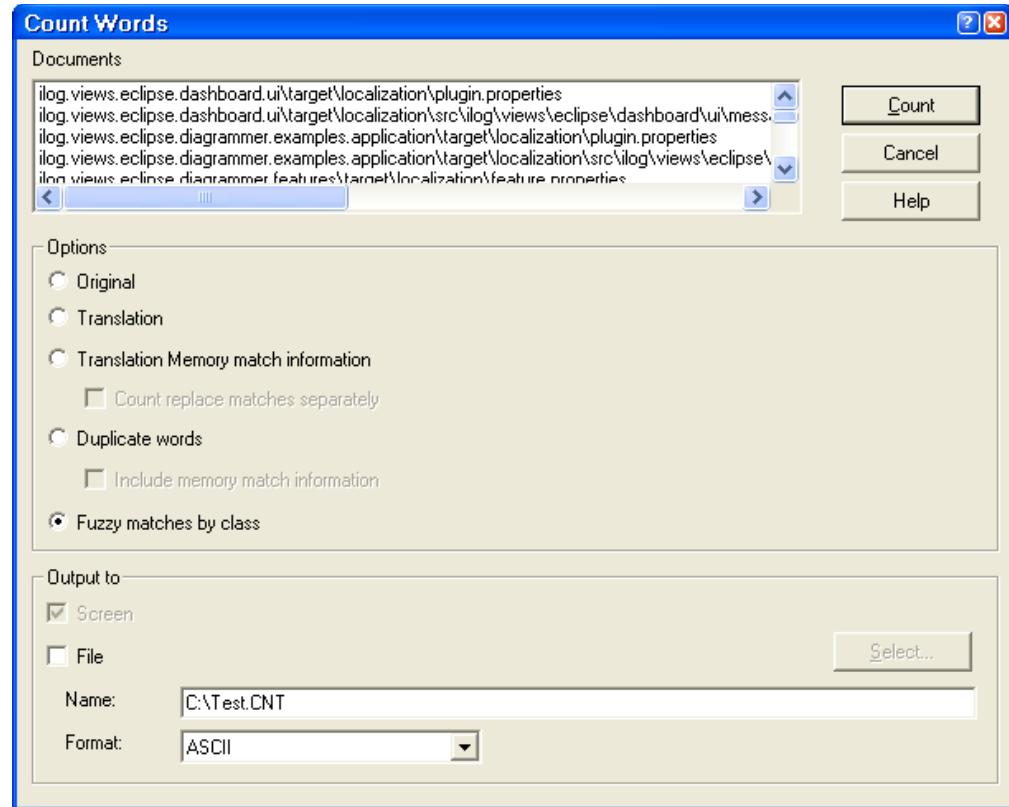


Figure 57. Count Words window

## Options and parameters

### Documents

This box contains the list of the documents you selected in the “Document List” window.

### Options

Select:

#### Fuzzy matches by class

To count the number of words in segments with fuzzy matches in the selected documents.

### Output to

In this block you define where you want the system to save the results:

#### Screen

The result of the word count is displayed on your screen. This option is selected automatically.

#### File

Select this option to also store the count results in a file.

You can:

### Output to

In this block you define where you want the system to save the results:

#### Screen

The result of the word count is displayed on your screen. This option is selected automatically.

## File

Select this option to also store the count results in a file. You can:

- Accept the proposed file name.
- Type a file name of your choice.
- Click **Select...** to display the “Select File” window from where you can choose the file name without having to type it (for a detailed description, see “Specifying an output file” on page 64).
- Select the format of the count result file. The supported formats are
  - ASCII (plain text)
  - HTML
  - XML

Click **Count** to begin counting words

## Results

The results of the word count are shown, for example, in the “Word Count Results – Fuzzy Matches per Class” window (see Figure 56 on page 106).

Documents	Total	Class-zero	Class-1	Class-2	Class-3	Class-4	Class-5	Class-6up
jviews-sdmlarge...	0	0	2	0	7	0	0	10
jviews-sdmlarge...	0	0	0	6	0	9	0	0
jviews-sdmlarge...	0	0	0	0	0	0	0	0
jviews-sdmlarge...	0	0	17	17	0	0	0	0
jviews-sdmlarge...	0	0	0	10	0	0	0	10
jviews-styling-mo...	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>69</b>	<b>364</b>	<b>486</b>	<b>428</b>	<b>530</b>	<b>486</b>	<b>1416</b>

Figure 58. Word Count Results – Fuzzy Matches per Class window

The window contains the following columns:

### Documents

The name of the documents.

### Total

The number of words in the documents.

### Class-zero

The number of words in segments with fuzzy matches where no source words are different.

### Class-1

The number of words in segments with fuzzy matches where one source word is different.

### Class-2

The number of words in segments with fuzzy matches where two source words are different.

### Class-3

The number of words in segments with fuzzy matches where three source words are different.

### Class-4

The number of words in segments with fuzzy matches where four source words are different.

### Class-5

The number of words in segments with fuzzy matches where five source words are different.

### **Class-6up**

The number of words in segments with fuzzy matches where six or more source words are different.

If you selected the output option, the results are stored in the same format in the specified file.

To return to the previous window, close the respective "Word Count Result – Fuzzy Matches per Class" window.

---

## **Dealing with specific document formats**

OpenTM2 can work with documents that originate from a variety of word processors and formats.

Most word processors include facilities for converting document files from one document format to another. If the file format of your word processor is not explicitly supported by OpenTM2, you may be able to use these conversion facilities to convert your file to a format that is supported directly by OpenTM2.

Sometimes, it can be helpful to have a printed version of the original document available to get a better picture of the whole document.

It is recommended that you check your document after translation for any changes concerning the layout. You can edit and print it with the word processor that was used for creating the original document. Minor format corrections might be necessary because translated text has not always the same length as the corresponding original text.

## **ANSI documents**

OpenTM2 provides the following markup tables to import different ANSI (Windows ISO 8859-x) documents:

- EQFALINE for files in which everything is translatable.
- EQFAQOUT for files in which translatable text is enclosed in single quotes.
- EQFAMRI for files in which translatable text is enclosed in double quotes.
- EQFANSI for ANSI documents. This markup table is combined with a user exit.

The EQFALINE markup table is used for ANSI documents that are completely translatable. In such documents, each line is translated separately. This means that text segmentation is based on a line basis. Such documents do not contain comments.

The EQFAQOUT markup table is used for files in which translatable text is enclosed in single quotes ('') and the EQFAMRI markup table for files in which translatable text is enclosed in double quotes (""). Comments, which are not translatable, begin with two backslashes (\\\) and end with the end of the current line or begin with \\* and end with \*\|. In the latter case, comments can span several lines. Replacement variables that start with a percent sign (%) and have a well-defined format like %8.8s or %ld, are not translatable.

## **ASCII documents**

OpenTM2 provides the following markup tables to import different ASCII documents, which are text files without any formatting tags:

- EQFLINE for files in which everything is translatable

- EQFQUOTE for files in which translatable text is enclosed in single quotes
- EQFMRI for files in which translatable text is enclosed in double quotes
- EQFASCII for ASCII documents

The EQFLINE markup table is used for ASCII documents that are completely translatable. In such documents, each line is translated separately. This means that text segmentation is based on a line basis. Such documents do not contain comments.

The EQFQUOTE markup table is used for files in which translatable text is enclosed in single quotes ('') and the EQFMRI markup table for files in which translatable text is enclosed in double quotes (""). Comments that are not translatable begin with two backslashes (\\\) and end with the end of the current line or begin with \\* and end with \*\|. In the latter case, comments can span several lines. Replacement variables that start with a percent sign (%) and have a well-defined format like %8.8s or %ld, are not translatable.

## Assembler documents

OpenTM2 allows you to translate text contained in Assembler files, that is, information that is enclosed by single quotes. For example:

```
*2.....10.....16.....72.....
      DC   C'THIS IS A ONE LINE TEXT'      DC   C'This is
a two line text string that will be presented x           under
OpenTM2 on one line'
```

Import these documents into a OpenTM2 folder, using the EQFASM markup table.

Text spread over more than one line is shown on one line in the "Translation" window. Translated text that does not fit into one source record is spread into several lines. A continuation character is placed in column 72, and the continuation begins in column 16.

## BookMaster and Information Presentation Facility documents

Import these documents using the EQFB00K markup table.

## FrameBuilder files

OpenTM2 supports FrameBuilder Version 5.5 files, which usually have the file extension MIF. Import these files using the EQFFRBLD markup table.

## HTML documents

Import HTML level 2.0 and 3.0 documents using the EQFHTML2 markup table and level 4.0 documents using EQFHTML4. The latter markup table is combined with a user exit.

## Interleaf files

OpenTM2 supports Interleaf (ASCII) files, which usually have a file extension of DOC. Import these files using the EQFINT2 markup table.

## Microsoft PowerPoint documents

Import Microsoft PowerPoint documents using the EQFPPT markup table.

## **Microsoft Word for Windows documents**

OpenTM2 supports the following document formats of Microsoft Word for Windows:

- Word Version 2.0
- Word Version 6.0
- Word Version 7.0 (Word 97)
- Word Version 8.0 (Word 98)
- Word Version 9.0 (Word 2000)

Import these documents using the EQFMSWRD markup table.

**Note:** The markup tables EQFWORD and EQFWORD6 are no longer supported. Therefore, analyze existing Word documents again using the new markup table EQFMSWRD.

## **RTF documents**

Rich Text Format (RTF) is a document format supported by many word processors. Import these documents using the EQFRTF markup table.

Select **Check for changes of inline tags** during translation to ensure that braces ({} {}) are not misplaced or deleted unintentionally. Otherwise the translated document may no longer be accepted by the original word processor.

## **SGML documents**

Import SGML documents that were designed for processing by Lotus Notes using the EQFSGML markup table.

## **Unicode documents**

Unicode enables you to display, and work with, documents in OpenTM2 that have different character sets, such as German and Japanese, or different code pages.

OpenTM2 provides the following markup tables to import Unicode documents:

- EQFUTF8 for files which are encoded in UTF-8 format
- UNICODE for files which are encoded in UTF-16 format

To use Unicode you must import the documents using the UNICODE or the EQFUTF8 markup table.

## **Windows help files**

These files are used to define help texts for programs running under Windows. They can be saved as RTF documents.

Import these documents using the EQFRTF markup table.

---

## **Deleting a document**

When you delete a document, you also delete the translated version of the document. However, segments you have translated are preserved in the Translation Memory.

## **Prerequisites**

The folder containing the document must be open.

## **Calling sequence**

Select:

1. One or more documents from the “Document List” window of the appropriate folder. To delete all documents in a folder, choose **Select all** from the **File** menu.
2. **Delete** from the **File** menu.

You must confirm that you want to delete each selected document.

## **Results**

The documents are deleted.

---

## **Deleting documents from a folder based on a list**

When you delete documents using this function the documents are not shown in the folder anymore but can be restored when necessary using the **Restore deleted documents** function.

## **Prerequisites**

The folder containing the documents being deleted must be selected.

## **Calling sequence**

Select:

1. A folder in the folder list or a folder in the left column of the folder tree.
2. **Delete Documents...** from the **Delete/Restore Documents based on a list** menu of the **Utilities** menu.
3. Select the text file containing the names of the documents being deleted in the **Select file containing the list of documents being removed** window

**Note:** the selected file has to be a pure text file in ANSI encoding, each line of the text file contains the name of a single document

4. Press the button which opens the selected file

## **Results**

The documents are removed from the folder. You can restore the documents using the **Restore Deleted Documents** function

---

## **Restore Deleted documents**

This function restores documents which have been deleted using the **Deleting documents from a folder based on a list** function.

## Prerequisites

The folder containing the documents being deleted must be selected and documents of this folder must have been deleted using the **Deleting documents from a folder** based on a list function.

## Calling sequence

Select:

1. A folder in the folder list or a folder in the left column of the folder tree.
2. **Restore Delete Documents** from the **Delete/Restore Documents** based on a list menu of the **Utilities** menu.

You must confirm that you want to restore the documents.

## Results

The documents are restored and are shown in the document list of the folder.

---

## Exporting a document in OpenTM2 format

### Calling sequence

To export a document that is in OpenTM2 format, select **OpenTM2 Format** from **Export as**.

The “OpenTM2 Format” page is displayed (see Figure 59).

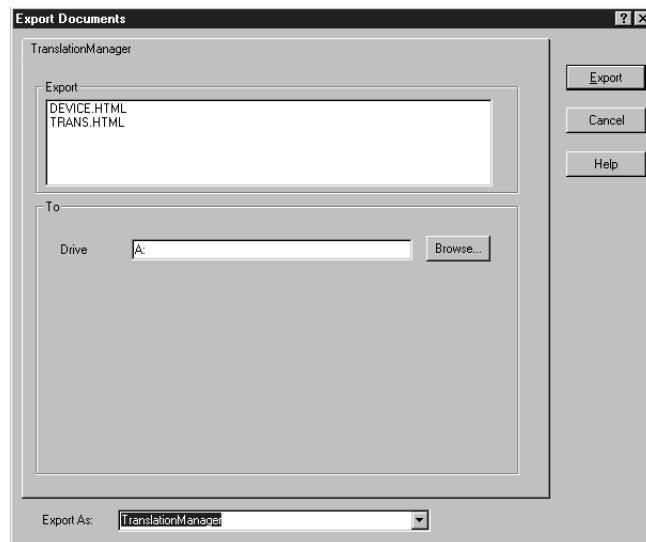


Figure 59. Export Documents window (OpenTM2 format)

### Options and parameters

#### Export

This box contains a list of the documents you selected in the “Document List” window.

- To** Specify the drive to which you want to export the documents. You can also click **Browse** to display the “Browse for Folder” window on which you can select the appropriate drive.

Click **Export** to start document export.

## Results

The document is exported and stored in OpenTM2 on the selected drive on your workstation in a separate subdirectory of the \otm\export path under the file name you specified. For example, if the document device.html is exported from the folder samplehtml3, it is stored as \otm\export\samplehtml3.f00\device.html. The document can be passed to other OpenTM2 users for further processing.

## Exporting a document in external format

You use the external format to distribute a translated document for checking, for example.

### Calling sequence

To export a document in external format, select **External Format** from **Export as**.

The “External Format” page is displayed (see Figure 60).

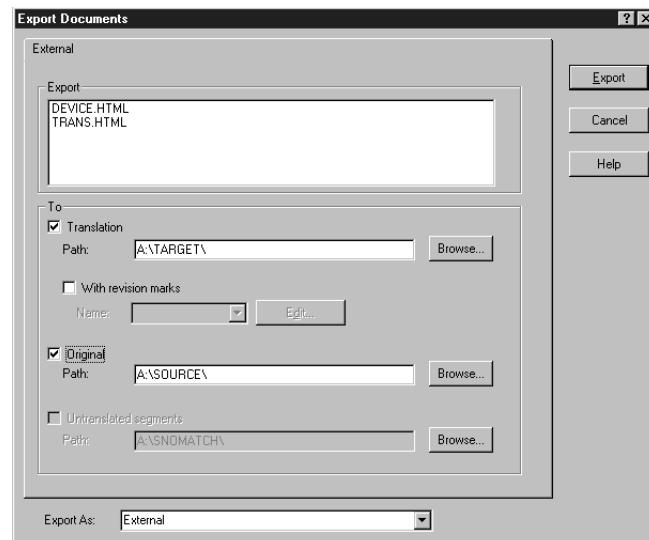


Figure 60. Export Documents window (External format)

## Options and parameters

### Export

This box contains a list of the documents you selected in the “Document List” window.

### Translation

Select this option to export the documents in their translated version.

### Path

Type the path name where you want the translated documents to be stored on

the selected drive. Use a trailing backslash (\). You can also click **Browse** to display the “Browse for Folder” window on which you can select the appropriate path.

#### **With revision marks**

Select this option to have the parts of the exported document that have been newly translated marked. Revision marks can be individually defined by you. To specify a set of revision marks to be used, do one of the following:

- Type the name of an existing set of revision marks or a new name.
- Select an existing name from the list box.

To change an existing set of revision marks or to define new revision marks, click **Edit...** This takes you to the “Edit Revision Marks” window where you define your revision marks (see “Editing document revision marks for export” on page 124).

#### **Original**

Select this option to export the documents in their original version.

#### **Path**

Type the path name on the selected drive where you want the original document to be stored. Use a trailing backslash (\). You can also click **Browse** to display the “Browse for Folder” window on which you can select the appropriate path.

#### **Untranslated segments**

You can select this option only if you selected **Create file containing untranslated segments** during analysis, which generates a file containing untranslated segments. Select this option if you want to export this file.

This exported file is in the format of an external Translation Memory with empty target segments. You can transfer this file to a machine translation system to translate these segments automatically.

**Note:** The machine translation system must first be programmed to recognize the source and target language segments in the external format of the Translation Memory.

After the empty target segments have been completed by the machine translation system, you can import the file into OpenTM2 as a Translation Memory and use it to translate the rest of the document. The proposals offered in the Translation Memory window are then preceded by an [m] (generated by machine).

#### **Path**

You must type the path name on the selected drive where you want the untranslated segments file to be stored. Use a trailing backslash (\). You can also click **Browse** to display the “Browse for Folder” window in which you can select the appropriate path.

Click **Export** to start document export.

## **Results**

The document is exported in external format and stored as an HTML file in the directory under the file name you specified. The document can then be further processed with the corresponding word-processing system.

## Exporting a document in external format with a path

You can export a document in external format with its entire path information. You use this format to distribute a translated document for checking, for example, using the relative path information of the document to build the fully qualified name for the document to be exported.

### Calling sequence

To export a document in external format, select **External Format with relative path** from **Export as**.

The “External Format with relative path” page is displayed (see Figure 61).

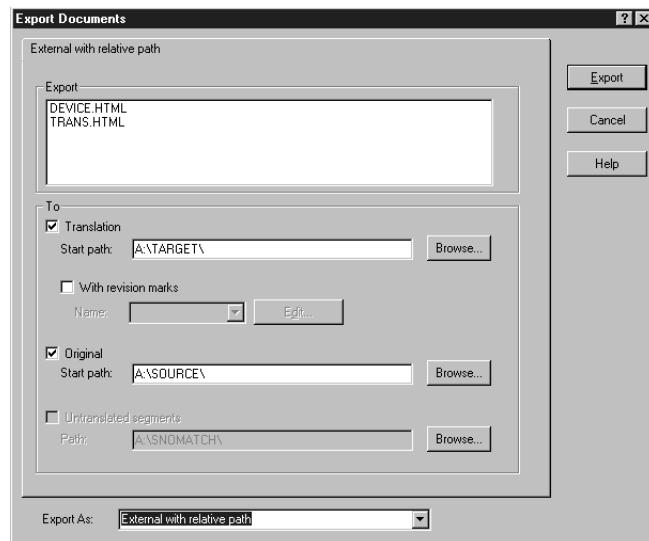


Figure 61. Export Documents window (External format with path information)

### Options and parameters

The page displayed differs from the “External” page in only one field, **Start path** instead of **Path**. The following sections describe only this field. For an explanation of all other fields, refer to “Exporting a document in external format” on page 115.

#### Start path

Type the path name on the selected drive where you want the translated or original document to be stored. Use a trailing backslash (\). The path that you specify in this field will also be stored as part of its name. For example, if the document name is vers\docs\device.html and the start path is \target\, the document is exported under \target\vers\docs\device.html.

### Results

The document is exported in external format under its name and path information and stored as an HTML file in the directory under the file name you specified. The document can then be further processed with the corresponding word-processing system.

If the path that you specified does not exist yet, you are asked whether you want to create the new path. If you are exporting one document, click **Yes**. If you are exporting several documents and the path is to apply to all documents, click **Yes to All**.

## Exporting a document in validation format

You can export a document in validation format for proofreading or translation validation.

### Calling sequence

To export a document in validation format, select **Validation Format** from **Export as**.

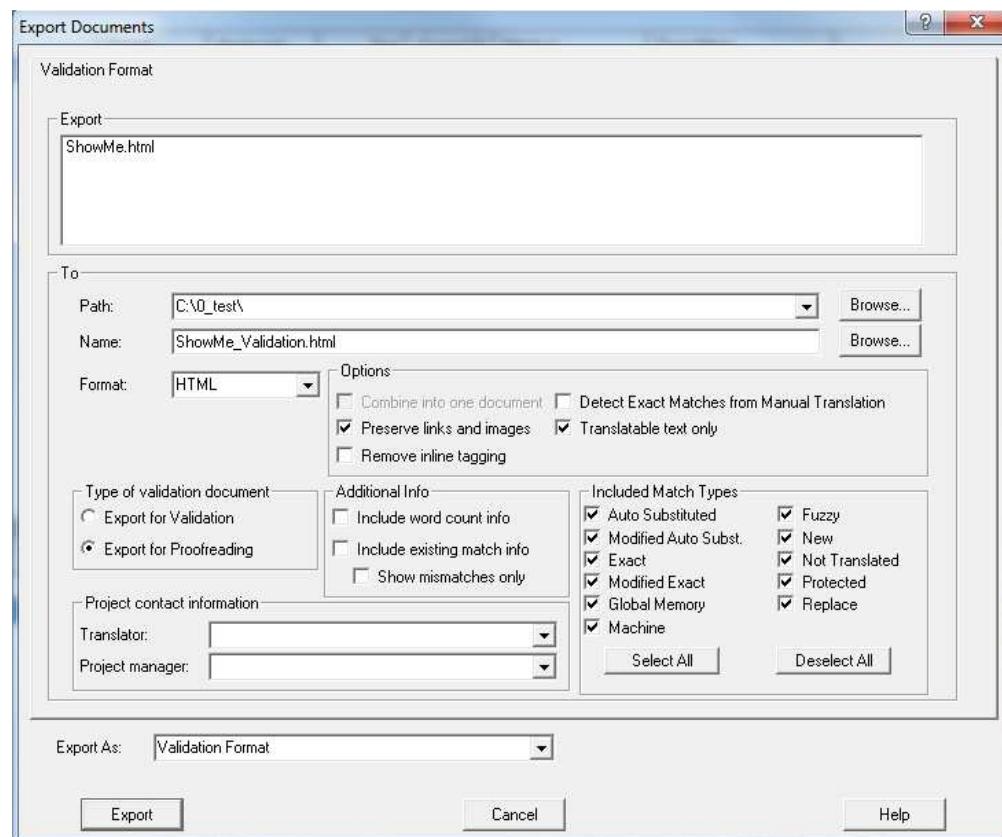


Figure 62. Export Documents window (Validation format)

## Options and parameters

### Path

Type the path name on the selected drive where you want the validation document to be stored. Use a trailing backslash (\). You can also click **Browse** to display the "Browse for Folder" window on which you can select the appropriate path.

### Name

Type the name of the validation document. When no name is specified, the name of the document is used as name for the validation document. In

combined mode the name of the folder is used. The name can only be specified when only one document has been selected or when all documents are combined into one validation document. You can also click **Browse** to display the "Select validation document name" window on which you can select the appropriate document name.

#### Format

- **HTML:** Use the HTML file format if you want to **display** the validation or proofreading document in the browser. No further modifications can be applied to this file format.
- **XML:** Use the XML file format if you either want to display the validation or proofreading document in the browser by applying a style sheet or if you want to process the XML file using custom tools.
- **MS WORD (.DOC):** Use the DOC file format if you want to **display and edit** the validation or proofreading document in MS WORD or even in Open Office. Further processing is possible e.g. by using TRACK CHANGES or by using ADD COMMENTS. These functions are dedicated to MS WORD or Open Office.
- **Symphony (.ODT):** Use the ODT file format if you want to **display and edit** the validation or proofreading document in Lotus Symphony or in Open Office.

#### Type of Validation Document

- **Export for Validation:** This format is dedicated for **validation** purposes only. Validators request a dedicated format of the output which supports dedicated tasks and information. Please refer to the header of the generated document which contains detailed information for validators. Compared to the proofreading format users can't adjust the output by exporting single match types, the output is more static.
- **Export for Proofreading:** This format is dedicated for **proofreading** purposes only. Proofreaders request a dedicated format of the output which supports dedicated tasks and information. Compared to the validation format users can adjust the output by exporting single match types.

#### Options

- **Combine into one document:** Select this option to combine all exported documents into one file. The name of the folder is used for the combined document. Note: this option is only active when more than one document is selected for the export.
- **Preserve links and images:** When the "Preserve links and images" links in the document are left as active links within the validation document and images are converted to image links. This option works independently from the "Remove inline tagging from the text" option.
- **Remove inline tagging from text:** When the "Remove inline tagging from text" option is selected, all inline (neutral) tags contained in the segments are removed from the validation/proofreading document.
- **Detect Exact Matches from Manual Translation:** Select this option to identify exact matches which result from formerly manually translated segments.
- **Translatable text only:** Select this option to create an output that lists the result in a plain text format.

#### Additional Info

- **Include word count info:** Check this option to add a column containing the number of source words of this segments to the proofreading document.

- **Include existing match info:** Check this option to show information on the memory proposals which were available at the time the segment was translated.
- **Show mismatches only:** Check this option to show only segments where the available memory proposals were not used by the translator; e.g. the segment was translated manually although an exact match existed.

#### Colors used in Validation Documents

- gray : protected segments
- green : segments with an extract match
- yellow : segments with fuzzy matches, modified exact matches or modified matches automatically substituted
- orange : segments with machine matches or replacement matches
- red : segments without matches

Document:	MatchTest.TXT			
Folder:	MatchTest			
Date created:	30.02.2006			
Project:				
Project manager:				
Validator:				
Seg #	Match	% Match Ratio	Source	Translation
1	Protected	0	A protected segment.	A protected segment.
2	Exact	100	This is an exact match.	Dies ist ein exakter Match.
3	Fuzzy	91-99	Here we have a very good fuzzy match.	Hier haben wir einen sehr guten Fuzzy-Match.
4	Fuzzy	71-90	This is a good fuzzy match.	Dies ist ein guter Fuzzy-Match.
5	Fuzzy	50-70	Now a match with a low fuzziness.	Nun ein Match mit niedriger Fuzziness.
6	Machine	100	This sentence is from the machine.	Dieser Satz ist von der Maschine.
7	Replace	100	A replacement match.	Ein Replacement Match.
8	New	0	A sentence without a match.	Ein Satz ohne Match.

Figure 63. Proofreading example

Match type options:

#### Auto Substituted

Select this option to include segments which have been substituted automatically into the validation document.

#### Modified Auto Substituted

Select this option to include segments in the report, that were automatically replaced during the analysis, and were subsequently modified by the user.

#### Exact

Select this option to include segments which have been translated using an exact match into the validation document.

#### Modified Exact

Select this option to include segments which have been translated using an exact match which has been modified manually into the validation document.

#### Global Memory

Select this option to include segments which have been translated using an global memory (HAMSTER) match into the validation document.

**Machine**

Select this option to include segments which have been translated using a machine translation into the validation document.

**Replace**

Select this option to include segments which have been translated using a replace match into the validation document.

**Fuzzy**

Select this option to include segments which have been translated using a fuzzy match into in the validation document.

**New**

Select this option to include segments which have been translated manually into the validation document.

**Not Translated**

Select this option to include segments which have not been translated into the validation document.

**Protected**

Select this option to include protected (= not translatable) segments into the validation document.

**Select All / Deselect All**

Click **Select All** to select all match types, click **Deselect All** to deselect all match types.

## Results

The document is exported as a validation document.

If the path that you specified does not exist yet, you are asked whether you want to create the new path. If you are exporting one document, click **Yes**. If you are exporting several documents and the path is to apply to all documents, click **Yes to All**.

---

## Exporting a document in plain XML format

You can export a document in XML format for processing the segments of the document with other tools.

### Calling sequence

To export a document in validation format, select **Plain XML Format** from **Export as**.

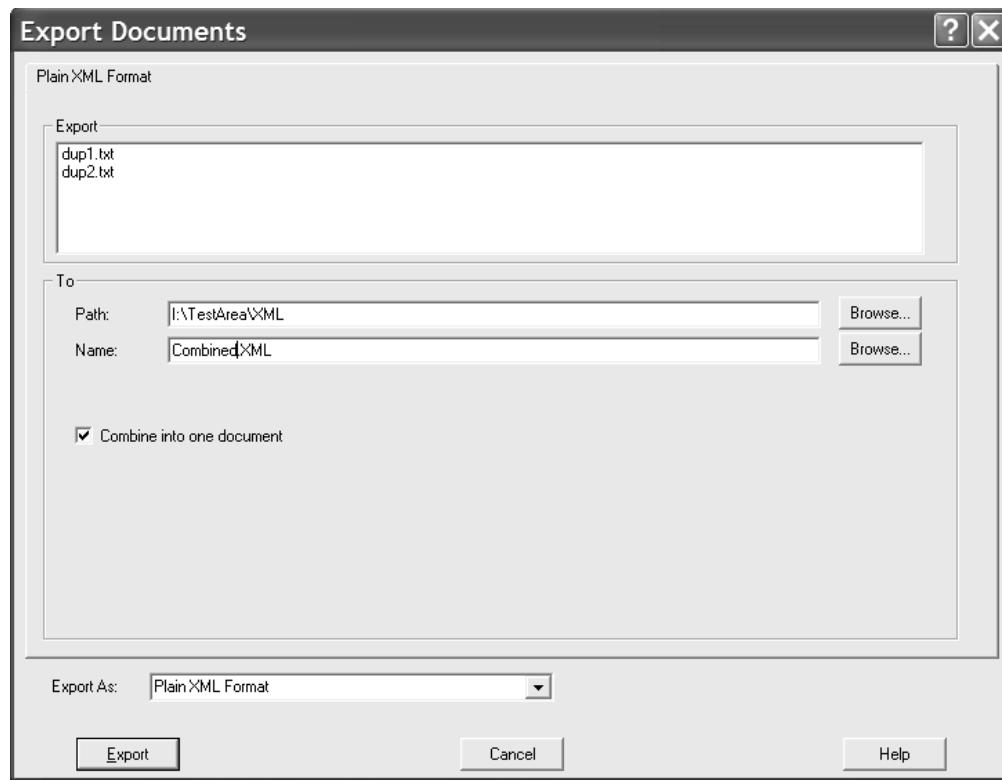


Figure 64. Export Documents window (Plain XML format)

## Options and parameters

### Path

Type the path name on the selected drive where you want the XML document to be stored. Use a trailing backslash (\). You can also click **Browse** to display the “Browse for Folder” window on which you can select the appropriate path.

### Name

Type the name of the XML document. When no name is specified, the name of the document is used as name for the XML document. In combined mode the name of the folder is used. The name can only be specified when only one document has been selected or when all documents are combined into one XML document. You can also click **Browse** to display the “Select XML document name” window on which you can select the appropriate document name.

### Combine into one document

Select this option to combine all exported documents into one file. The name of the folder is used for the combined document. Note: this option is only active when more than one document is selected for the export. Have been substituted automatically into the validation document.

## Results

The document is exported as a XML document.

If the path that you specified does not exist yet, you are asked whether you want to create the new path. If you are exporting one document, click Yes. If you are exporting several documents and the path is to apply to all documents, click Yes to All.

## Export segments in tag groups

OpenTM2 provides a Export Segments in tag groups function, which works across all or some documents of a folder.

This function export the segments which are located inside the given start and stop tags; e.g. segments located in the title of the documents. The segments are exported in the standard memory export format of TM (.EXP).

### Prerequisites

The folder must exist, and its documents must have been analyzed.

### Calling sequence

You can start this function from a "Folder List" window or from a "Document List" window. Here the start from the "Document List" window is described.

Select:

1. One or more documents you want to processe from the "Document List" window
2. "Export segments in tag groups" from the "Utilities" menu The "Export segments inside given tag groups" window is displayed

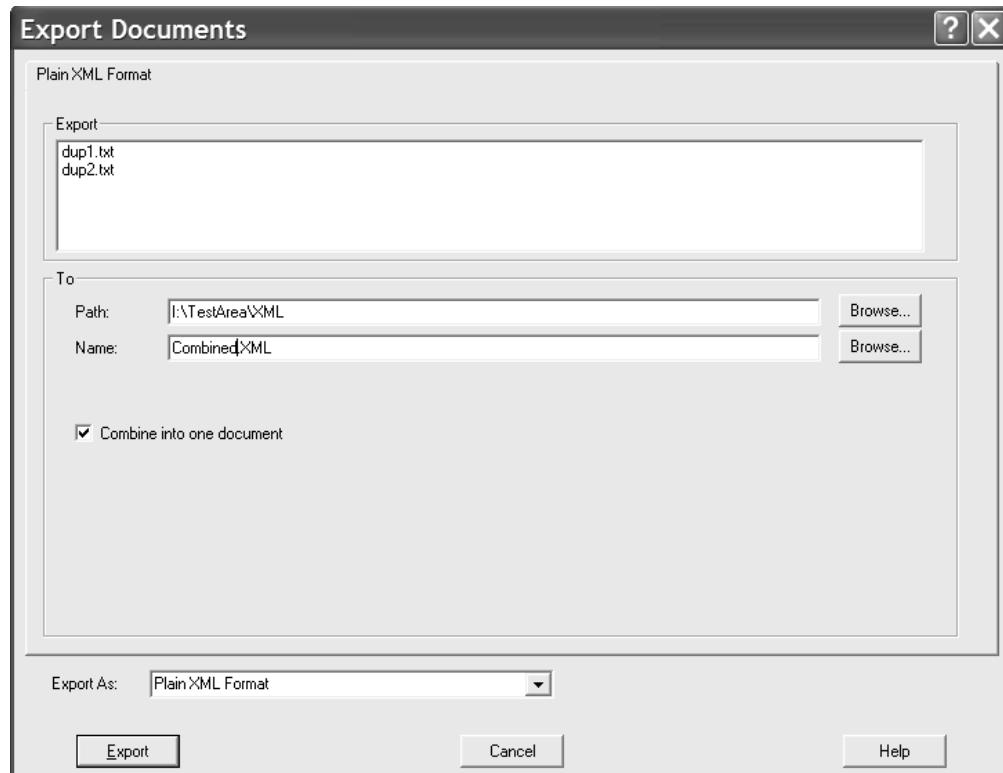


Figure 65. Export segments inside given tag groups window

## Options and parameters

### Documents being processed

here the list of processed documents is displayed.

### File containing list of start/stop tags

Here the name of the file containing the start/stop tags is entered. You can also click Browse to display the "Select file containing list of start/stop tags" window on which you can select the appropriate file name.

The list of start/stop tags is a plain text file. Each text line of the file contains a start and stop tag separated by a comma. The start and stop tag can be enclosed in double-quotes.

Sample

```
<title>,</title>
"<h1>","</h1>"
```

### Output file

Here the name of the output file is entered. You can also click Browse to display the "Select output file" window on which you can select the appropriate file name.

### Start

Starts the export process.

### Cancel

Stops the search and the interaction with this window and returns you to the starting point.

### Help

Gives information to help you interact with this window.

## Results

The segments contained in the text groups are exported to the selected output file.

---

## Editing document revision marks for export

During export, OpenTM2 can insert revision marks in translated documents.

Revision marks can help reviewing a translated document. When translating an updated version of a previously translated document, many segments will remain unchanged. In most cases you can simply copy the Translation Memory proposals for these segments into the new document. These segments usually need no further checking because they originate from a previous translation.

The only segments that need to be reviewed are those that are translated from scratch, and those that are based on a proposal copied from the "Translation Memory" window and subsequently changed.

You can choose which segment categories you want to mark.

### Prerequisites

- The "Export Documents" window must be active, and you must export the documents in external format.
- The export options **Translation** and **With revision marks** must have been selected.

## Calling sequence

Click **Edit...** in the “Export Documents” window

The “Edit Revision Marks” window is displayed (see Figure 66).

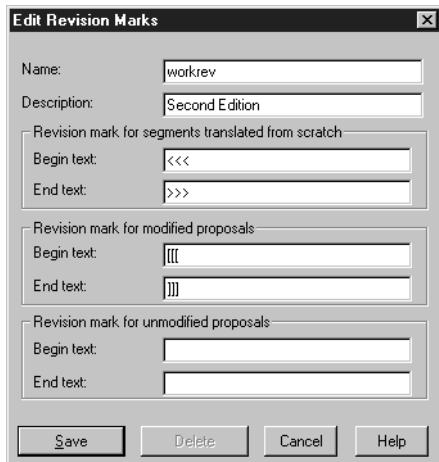


Figure 66. Edit Revision Marks window

## Options and parameters

### Name

If this field is still empty, type a name for the revision marks.

### Description

Type a text to describe the set of revision marks; this is optional.

You can mark the following types of segments with revision marks:

- Segments that have been translated from scratch without using a proposal from the Translation Memory (... **translated from scratch**)
- Segments that have been copied from a Translation Memory proposal and then changed (... **modified proposal**)
- Segments that have been copied from a Translation Memory proposal but not changed (... **unmodified proposal**)

OpenTM2 lets you choose different symbols for marking the beginning and the end of each type of segment in the **Begin text** and **End text** fields.

You can type, for example:

- Tags that produce symbols when the exported document is formatted and printed.
- Control characters that change the font type when the exported document is formatted and printed. Control characters are only recognized by certain word processors or printers.
- Eye-catching characters, such as a string of asterisks (\*\*\*\*\*).

Click **Save** to return to the “Export Documents” window.

## Results

The set of revision marks is saved under the name you specified in the **Name** field. Documents exported in external format are marked accordingly. To see the result of the revision marks, browse the exported document file with a text editor or, if applicable, print the document.

**Note:** When you have marked the translations with the revision mark, you are recommended not to import these documents in OpenTM2 again, because the revision marks might be misinterpreted.

It is recommended to export the revised and finalized translation again without revision marks.

---

## Importing a document

You must import a document into OpenTM2 before you can work with it.

A OpenTM2 document can be in one of the following formats:

- OpenTM2 format

This format can be received from another OpenTM2 user who previously exported the document in OpenTM2 format. When you import a document into OpenTM2, you receive the current status of both the original and translated version of the documents.

- External format (with and without relative path)

This format is produced by word-processing systems, such as WordPerfect or Microsoft Word for Windows.

When you import a document in external format you can decide whether you want to import it either under its name only or under its name and path information. Name and path uniquely identify a document in a folder. If you import a document under its name and path, you can have several documents in a folder with the same name, provided that the path differs.

In addition, you can extract glossary terms from a Lotus Notes database and import them as a document into OpenTM2.

## Prerequisites

The active window is the “Document List” window of the folder into which the document is to be imported.

## Calling sequence

Select **Import...** from the **File** menu.

The “Import Documents” window is displayed (see Figure 67 on page 127).

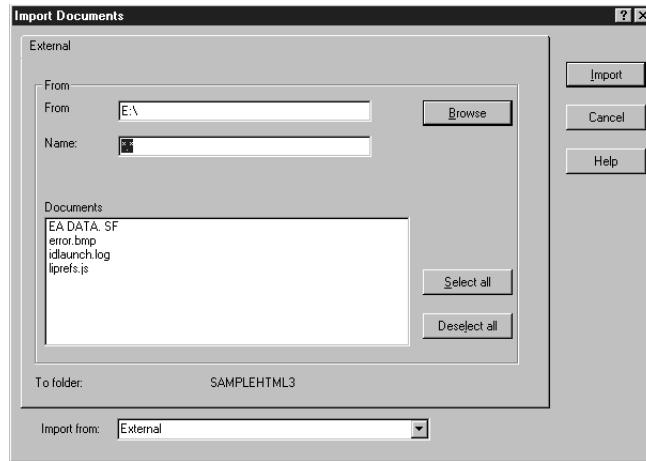


Figure 67. Import Documents window

## Importing a document in OpenTM2 format

### Calling sequence

To import a document that is in OpenTM2 format, select **OpenTM2 Format** from **Import from**.

The “OpenTM2 Format” page is displayed (see Figure 68).

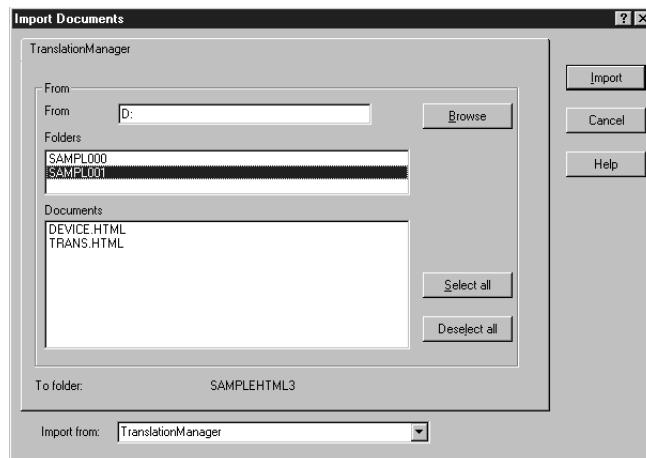


Figure 68. Import Documents window (OpenTM2 format)

### Options and parameters

#### From

To specify the current location of the documents:

- Specify the drive where the documents to be imported currently reside. You can also click **Browse** to display the “Browse for Folder” window on which you can select the appropriate drive.
- Double-click the folder containing the documents to be imported, in the **Folders** list.
- Click one or more document names in the **Documents** list.

To import all documents listed in the **Documents** list, click **Select all**.

To start a new selection of documents, click **Deselect all**.

#### To folder

Shows the name of the folder to which you want to import the documents.

All files contained in the selected folder are listed in **Documents**. Select the documents you want to import, then click **Import** to start the import procedure.

## Results

The selected documents are imported and you can start analyzing and translating.

## Importing a document in external format

### Calling sequence

To import a document produced by word-processing systems, select **External Format** from **Import from**.

The “External Format” page is displayed (see Figure 69).

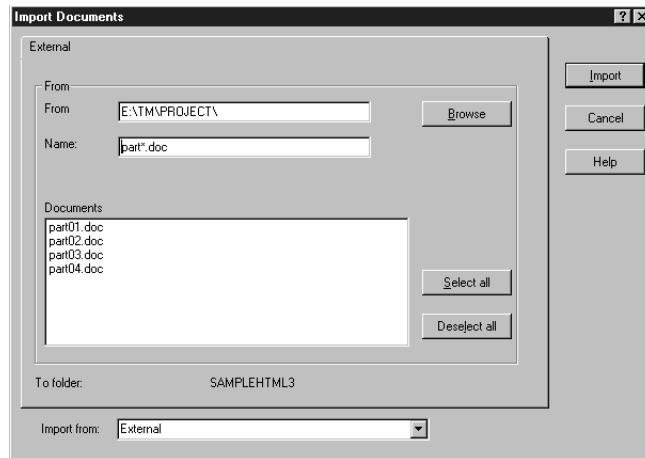


Figure 69. Import Documents window (External format)

### Options and parameters

#### From

To specify the current location of the documents:

- Specify the path in which the documents to be imported currently reside. You can also click **Browse** to display the “Browse for Folder” window on which you can select the appropriate path.
- Type the **Name** of the document to be imported. You can use global file name characters in this field as follows:

Type only the common part of the file name in the **Name** field to display a subset of the available files in the **Files** list. Then add an asterisk (\*) to represent the part of the file names that is different. For example, to import the files part01.doc, part02.doc, part03.doc, and part04.doc, type part\*.doc in the **Name** field and press Enter.

- The **Documents** list displays the files that match the specification you have entered in the **Name** field. Select the files you want to import as documents.

To import all documents listed in the **Documents** list box, click **Select all**.

To start a new selection of documents, click **Deselect all**.

#### To folder

Shows the name of the folder to which you want to import the documents.

All selected files are listed in **Documents**. Select the documents you want to import, then click **Import** to start the import procedure.

The “Document Properties” window is displayed for the first document (see Figure 70).

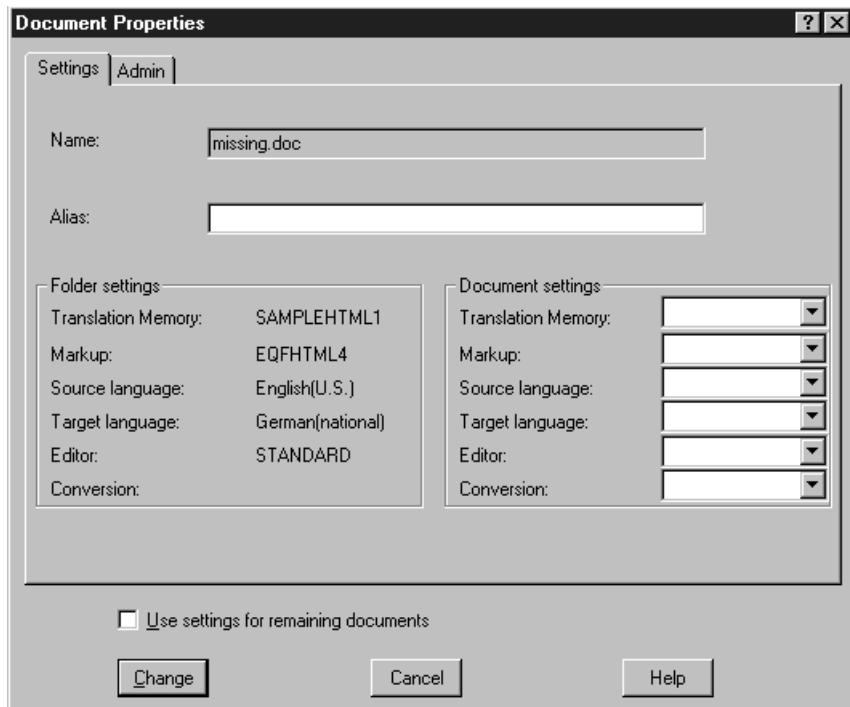


Figure 70. Document Properties window

### Options and parameters

If you import documents with the same properties as the folder, you do not specify anything in this window. Click **Change** to import the document.

If several documents are selected for importing, you must specify the properties for each document to be imported.

On the “Settings” page, specify:

#### Alias

An alias name for the document. Such a name is useful if you want to get the same exact matches from the Translation Memory as for another document that you already translated. You then assign the name of the other document as alias name for this document. Assume, for example, that document docupdate is an update of docnew and you want to get the same exact matches from the Translation Memory that docnew received. In this case, you would assign docnew as the alias name to docupdate.

If an alias name exists, OpenTM2 uses this name instead of the actual document name to access the correct Translation Memory.

The same alias name can be assigned to several documents. An alias name can have up to 256 characters.

#### **Folder settings**

In this box, the properties are displayed that are already defined for the folder in general:

##### **Translation Memory**

The name of an existing Translation Memory

##### **Markup**

The name of an existing markup table

##### **Source language**

The name of a supported source language

##### **Target language**

The name of a supported target language

##### **Editor**

The editor used for the documents in the folder

##### **Conversion**

The code page used for the documents in the folder

#### **Document settings**

Each document can have its own properties and can be different from those of the folder.

If you import a document for the first time, the boxes in this group are empty. If you import a document that already exists in the folder, the properties that you specified for the first import and that differ from the folder properties are displayed as default values, which you can change.

If the document has the same properties as the folder, you do not have to enter anything, and the document *inherits* the folder properties. Document properties that are different from the folder properties can be selected from the respective list boxes:

##### **Translation Memory**

The name of an existing Translation Memory

##### **Markup**

The name of an existing markup table

##### **Source language**

The name of a supported source language

##### **Target language**

The name of a supported target language

##### **Editor**

The editor to be used for the imported document

##### **Conversion**

The code page to be used for the imported document

#### **Use settings for remaining documents**

This option is only displayed if you want to import more than one document. If you want to assign the same properties to all documents, select this option.

For information on the “Admin” page, refer to Admin page.

To save the specified properties, click **Change**.

## Results

The selected documents are imported and you can start analyzing and translating.

## Importing a document in external format with a path

You can import a document in external format with its entire path information. You can then have several documents in a folder that have the same name provided that the path differs.

### Calling sequence

To import a document produced by word-processing systems, select **External Format with relative path** from **Import from**.

The “External Format with relative path” page is displayed (see Figure 71).

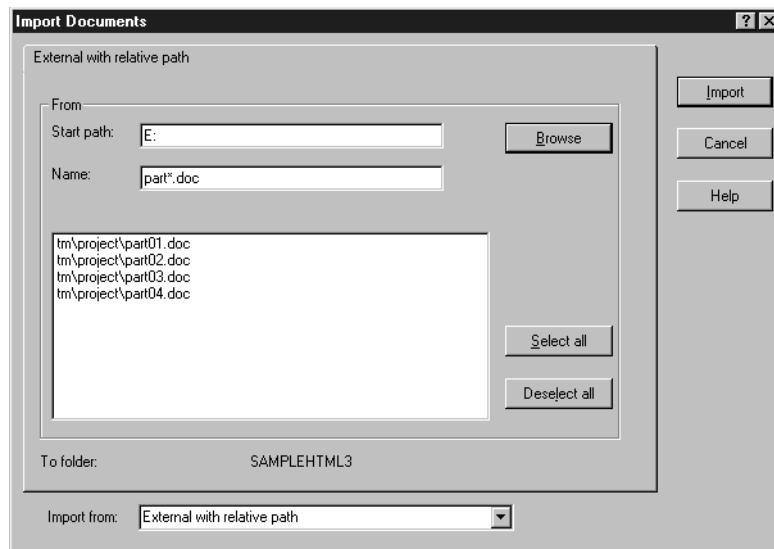


Figure 71. Import Documents window (External format with path information)

### Options and parameters

#### Start path

Specify the drive on which the documents to be imported reside or specify the entire path in which they are stored. What you specify depends on which path information you want to become part of the documents' name. If you do not want the full path information become part of the documents' name, type the directory to be omitted in this field. For example, if you do not want directory **tm** to be part of the documents' name, type **TM** in the **Start path** field.

Document **part01.doc** is then imported under the name **project\part01.doc**.

You can also select the path from the “Browse for Folder” window after clicking **Browse**.

#### **Name**

Type the name of the document to be imported. You can use global file name characters in this field as follows:

Type only the common part of the file name to display a subset of the available files in the files list. Then add an asterisk (\*) to represent the part of the file names that is different. For example, to import the files part01.doc, part02.doc, part03.doc, and part04.doc, type part\*.doc in the **Name** field and then press Enter. The files list then lists all documents whose name matches your specifications. The name of the documents listed also contains the path information that you did not specify in the **Start path** field and therefore becomes part of the documents' name.

#### **Files**

Displays the files that match the specifications you entered in the **Start path** and **Name** fields.

#### **To folder**

Shows the name of the folder to which you want to import the documents.

Select the documents you want to import from the files list. To import all documents listed in the files list, click **Select all**. To start a new selection of documents, click **Deselect all**. Click **Import** to start the import procedure.

The “Document Properties” window is displayed for the first document (see Figure 70 on page 129). For more information about the contents of this window, refer to “Importing a document in external format” on page 128.

#### **Results**

The selected documents are imported. If you left the **Start path** field empty, the documents are imported under their name and full path information. If you specified a path in the **Start path** field, the path information of the imported documents excludes the specified path.

You can now start analyzing and translating the imported documents.

---

## **Copying and moving documents between folders**

You can copy or move one or more documents in a folder to another folder. This is an alternative to exporting and then importing documents, and it is recommended if you deal with a large number of documents. The advantage of this method is that you use the Windows-like multiple-select and drag-and-drop techniques to copy or move documents. Nevertheless, internally OpenTM2 exports the selected documents to a temporary directory and imports them into the target folder.

OpenTM2 maintains the history log files of the source and target folders, as described in “Results” on page 133.

#### **Prerequisites**

The source folder containing at least one document must be open, and the corresponding “Document List” window must be shown.

The “Document List” window with the target folder must be open. You can also have your folder list displayed in the Explorer-like tree view. Make sure that the target folder is visible.

## Calling sequence

1. Select one or more documents in the “Document List” window that you want to copy or move. Do this by holding down the Ctrl key and clicking the documents. To select a series of documents, use the Alt key respectively.
2. If you want to drag and drop the selected documents to the target folder:
  - To move the documents, drag them to the target folder. Note the small drag icon.
  - To copy the documents, press SHIFT and drag them to the target folder. Note the small plus symbol beside the drag icon, indicating a copy operation.
3. If you want to use the move/copy menu:
  - With the documents still selected, click right on the document.
  - Open the target folder
  - Click **PASTE**
  - Select document list window
  - Right mouse click on document list window.
  - Click **Copy**, respectively **Move**. (The button corresponds to your previous selection.)

## Results

The selected documents are copied or moved to the selected target folder.

The history log files of the source and target folder are updated as follows:

- The history log entries of the selected documents from the source folder are merged into the target folder's history log. They are not deleted from the source folder's history log.
- The target folder's history log gets an entry that indicates that the documents were copied, respectively moved, with the “copy/move” function.
- The source folder's history log only gets an entry when documents were moved, indicating this fact.

---

## Opening a document

You must open a document before you can start translating.

If the selected document has not been analyzed, OpenTM2 automatically analyzes the document based on the properties of the document and the folder. For more information on the analysis, see “Analyzing a document” on page 86.

## Prerequisites

The “Document List” window of the respective folder is active.

## Calling sequence

Select:

1. The document from the “Document List” window
2. **Open** from the **File** menu

Alternatively, double-click the document in the “Document List” window.

You are taken to the Translation Environment, where the selected document is contained in the “Translation” window.

## Results

The document is segmented and you can start translating it.

To leave the Translation Environment, you must close the document.

---

# Searching and replacing text in documents

## General information

OpenTM2 provides a **Global Find and Replace** function, which works across all or some documents contained in an OpenTM2 folder, or even across several folders.

This function might be helpful if you are looking for a particular piece of text of which source document you are not sure about. Also, you may need to change a particular wording, but do not want to type the new text manually at each occurrence. OpenTM2 can search through a series of documents to locate the required text and change it automatically. Any change can be automatically reflected in the associated Translation Memory.

Note that OpenTM2 searches and replaces only pieces of text that can be translated. Markup tags cannot be changed. You can control whether OpenTM2 searches in protected text areas, like inline tags, for translatable text. This is helpful if you want to include markup tag attribute values in the search process.

## Prerequisites

The OpenTM2-folder must exist in OpenTM2, and the folder's documents must have been analyzed.

## Calling sequence

This function can either be started from the “Folder List” window or from the “Document List” window belonging to a folder. The following description uses the “Document List” window as the starting point.

1. From the “Document list” window select one or more documents that need to be searched through
2. From the “File” menu, select “Global Find and Replace...”.

The window “Global Find and Replace”, with the focus on tab “Interactive find and replace” is displayed (see Figure 72 on page 135).

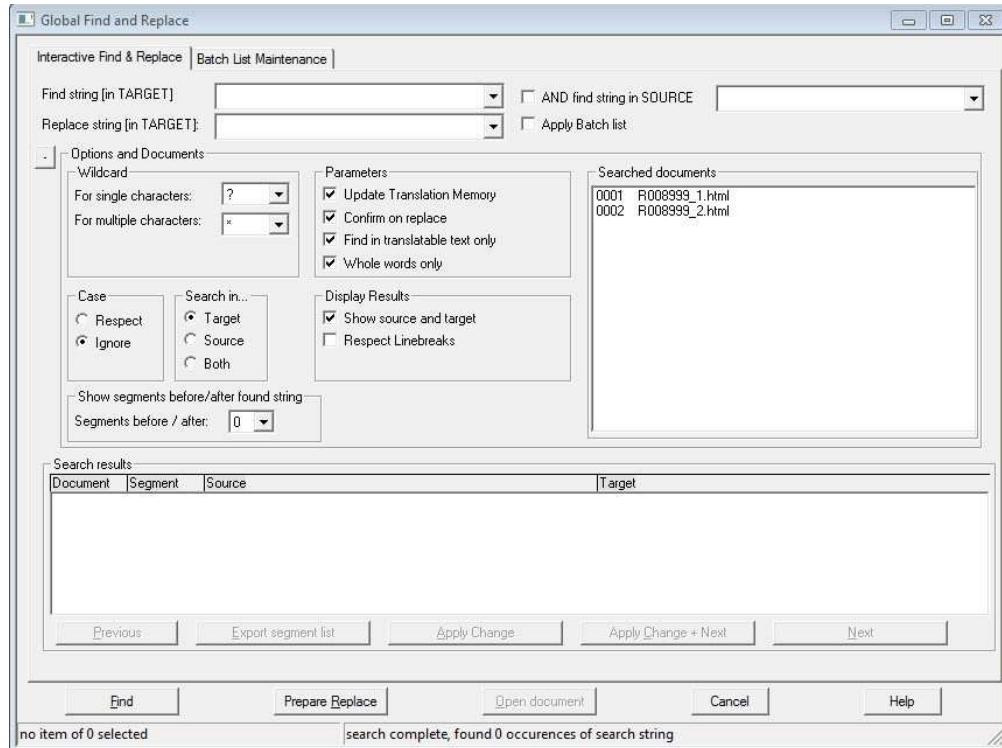


Figure 72. Global Find and Replace window, tab “Interactive Find and Replace”

## Options and parameters

### Find string [in TARGET]

The text-string you are looking. From the drop-down window, you can select one of the last five terms that you recently searched for.

If you are searching for 2 or more terms combined with AND, all terms must be contained in the same segment to form a match.

If you are searching for several terms combined with OR, either one of the terms must be contained in the same segment to form a match.

If a search term is negated with the NOT operator, a segment will only match if the negated term is not contained in the segment.

**Note:** You can use wildcards: a \* is the placeholder for multiple characters, a ? is the placeholder for a single character. The placeholder can be changed in section “Wildcard”.

**Note:** If a search string contains AND / OR / NOT, enclose the **search string** between **double quotes**. If you want to search terms containing double quotes, the search term has to be enclosed in double quotes and the double quote being searched has to be duplicated. E.g. if you want to search for the term *Null* ("Null" followed by a double quote) the term has to be entered as "Null"" in the find field.

### AND find string in SOURCE

A search string can not only be used to search in the **translation**, but at the same time another (and different) search string can be used to search in the **source** file too. Only if both values are found, a search result is displayed.

### Replace string [in TARGET]

In order to **change** the searched term into another term, type the “replacement term” into the text-box **Replace string [in TARGET]**. From the drop-down window, you can also select one of the last five terms that you recently searched for.

**Note:** You can only replace terms in **translated** segments.

### Apply Batch list

Users can not only search using a single string, but an entire list of strings can be applied instead. By clicking on tab “Batch List Maintenance”, several search and replacement strings can be entered into a table form.

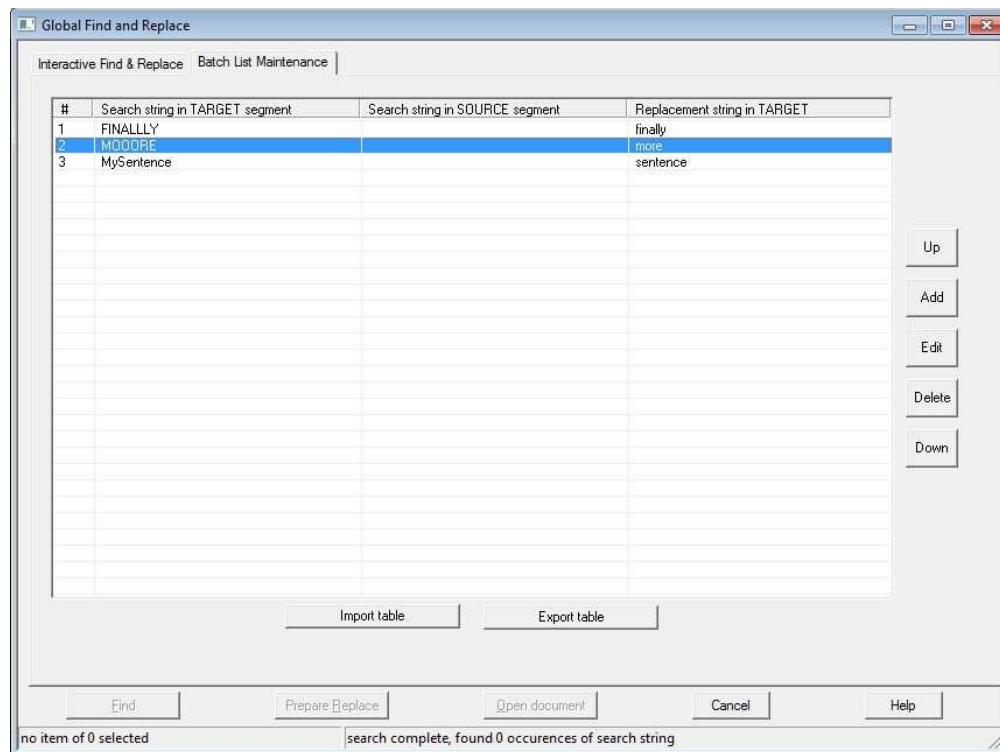


Figure 73. Global Find and Replace window, tab “Batch List Maintenance”

1. Column “#” shows the list-number of the entries.
2. In column “Search string in TARGET segment” users can type in the string that should be searched in the TARGET segment.
3. In column “Search string in SOURCE segment” users can type in the string that should be searched in the SOURCE segment.
4. In column “Replacement string in TARGET segment” users can type in the string that should be replaced in the TARGET segment.
5. The entire table can be **exported** by pressing the button “Export table”. The file format is \*.CSV (a comma separated value file), and the file encoding is UTF-16.
6. The entire table can be **imported** by pressing the button “Import table”. The expected file format is \*.CSV (a comma separated value file), and the expected file encoding is UTF-16.
7. The “Up” button on the right hand side of the panel moves **up** a selected entry by one step.

8. The “Down” button on the right hand side of the panel moves **down** a selected entry by one step.
9. The “Add” button on the right hand side of the panel **opens** a dialog to add a new entry.
  - The string to be searched in the **target** is added to the entry field “Search string in TARGET segment”.
  - The string to be searched in the **SOURCE** is added to the entry field “Search string in SOURCE segment”.
  - The string to be replaced in the **TARGET** is added to the entry field “Replacement string in TARGET”.

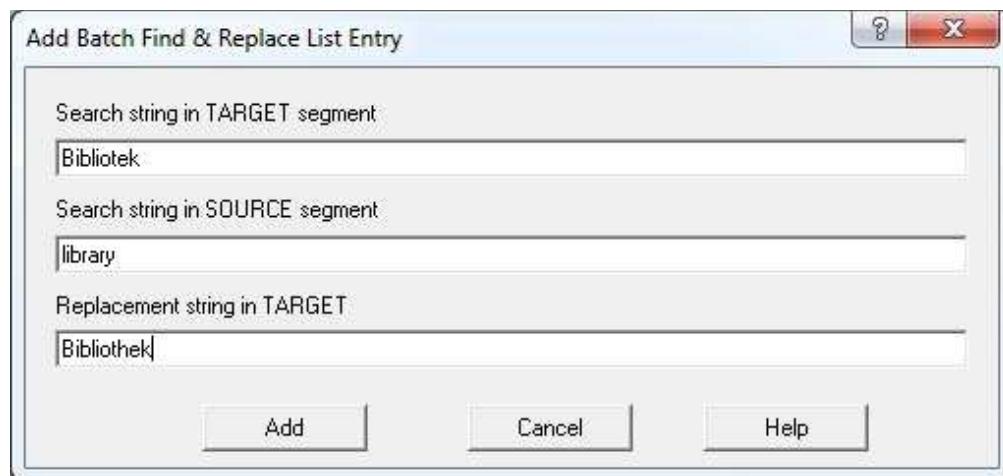


Figure 74. Adding search strings to the table

10. The “Delete” button on the right hand side of the panel **deletes** the selected entry.
11. The “Edit” button on the right hand side of the panel **opens** an edit dialog used to modify an existing entry. Users can update the shown content in the panel.
  - The string to be searched in the **target** is added to the entry field “Search string in TARGET segment”.
  - The string to be searched in the **SOURCE** is added to the entry field “Search string in SOURCE segment”.
  - The string to be replaced in the **TARGET** is added to the entry field “Replacement string in TARGET”.

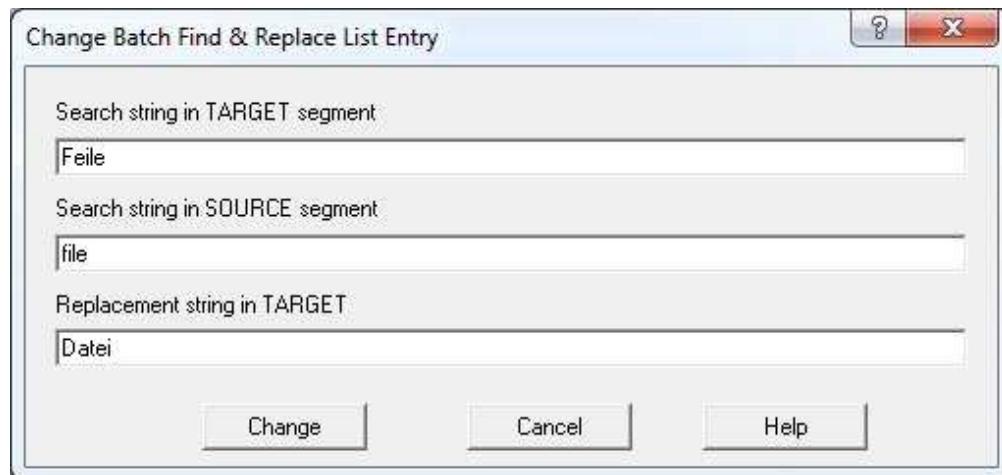


Figure 75. Editing a search string in the table

#### Options and Documents

In order to get a bigger “Search result” section, the section “Options and Documents” can either be shrunk or enlarged by clicking on the [-] or [+] sign on the left hand side of “Options and Documents”.

#### Wildcard

- **For single characters:** Select the character to be used as wildcard for single characters or de-activate the single character wildcard by selecting "None". When used in the search string the wildcard character matches any character of the document.

Example: assuming that "?" has been selected as wildcard for single characters, the search string "f?r" will match the following words: "fur", "for" but not the words "father", "feather", "fr"

- **For multiple characters:** Select the character to be used as wildcard for multiple characters or de-activate the multiple character wildcard by selecting "None". When used in the search string the wildcard character matches none, one or more characters in the document.

Example: assuming that "\*" has been selected as wildcard for multiple characters, the search string "f\*r" will match the following words: "four", "father", "feather", "fr", "for"

#### Parameters

- **Update Translation Memory:** Select this box if you want your changes to be reflected in the Translation Memory. Any changed text segment is then updated in the Translation Memory associated to the folder.
- **Confirm on replace:** Select this check box if you want OpenTM2 **not** to automatically substitute all changes, but to allow you to step through the changes one by one. Selecting this check box also triggers to change the function of the button “Replace”:
  - If **selected**, the text on button “Replace” changes into “Prepare Replace”.
  - If **not** selected, the text on button “Prepare Replace” changes into “Replace”.
- **Find in translatable text only:** Select this check box if you want OpenTM2 to search the text you are looking for in translatable text only.

If this check box is not selected, OpenTM2 searches also in protected text areas, like inline tags, for translatable text. This process might locate markup tag attribute values.

- **Whole words only:** Select this check box if you want to find whole words only, not occurrences where the “Find” string is part of a word.

If this check box is not selected, the Find term is also found if it is part of a word.

#### Case

- **Respect:** Specifies whether the search must **respect** case sensitivity.
- **Ignore:** Specifies whether the search must **ignore** case sensitivity.

#### Search in...

- **Target:** Specifies whether to search in the **Target** only.
- **Source:** Specifies whether to search in the **Source** only.
- **Both:** Specifies whether to search in both, in the **Source** and in the **Target**.

#### Display Results

- If “Show source and target” is selected, then the columns “Source” and “Target” are displayed in the section “Search results”.
- If “Show source and target” is **not** selected, then only the column “Target” is displayed in the section “Search results”.
- “Respect Linebreaks” allows to either display or hide line breaks in found segments.

#### Show Segments before / after found string

- If “Segments before/after” contains “0”: only show the segment containing the found string.
- If “Segments before/after” contains “1”: show the found string plus the string before and after it.
- If “Segments before/after” contains “2”: show the found string plus the two strings before and after it.

#### The “Searched documents” box

Displays the list of documents that are to be searched.

#### The “Search results” box

This area shows the segment of the document containing the found text, and the found text is highlighted. You are also informed about the **document name** (see column “Document”), as well as the **segment number** (see column “Segment”) containing the piece of text.

For easier perception of found text, the lines are wrapped if they exceed the available width. You can enlarge the text area by enlarging the “Global Find and Replace” window. This retains the dialog control elements, but dynamically resizes the available window space for the text area.

By pressing the button “Export segment list”, the entire list can be exported either into a FLAT text file, or into an XML-file for further automated processing. This button is only activated if the list is filled with data, otherwise it is de-activated.

#### Button “Find”

Starts to search for the term that was specified in the **Find string [in TARGET]** (or **Find string [in SOURCE]**, depending on the settings in section **Search in...**). The result of the search process is shown in the box “Search results”. The found term is highlighted.

#### **Button "Replace"**

This button can be clicked, if you do **not** select the check box **Confirm on change**. Clicking on the button “Replace” immeditale applies the desired changes in the found string without asking the user for any confirmation.

#### **Button "Open document"**

This button can be clicked to open the corresponding segment inside the document in which the term was found.

#### **Button "Prepare Replace"**

This button can be applied, if you select the check box **Confirm on change**. Clicking on the button “Prepare Replace” does **not** immeditale apply the desired changes in the found string, but updates the list of found segments with the term to be deleted (gets a red background), and the new term (gets a green background) as defined in “Replace string [in TARGET]”. It allows to step through the changes one by one.

By selecting any entry in the box “Search result”, you can perform the following task by clicking one of the described buttons:

- Button “Previous”: if you are on 2nd or lower entry, you can **move backwards** to the previous entry in the list.
- Button “Export Segment List”: the entire segment list can be exported in either a plain text format (\*.TXT), or into an XML-document (\*.XML).
- Button “Apply Change”: the string to be replaced is marked with a strike-through font, and the background is a light red color. In order to proceed to the next entry in the list, press the button “Next”
- Button “Apply Change + Next”: the string to be replaced is marked with a strike-through font, and the background is a light red color. The next entry in the list is automatically selected.
- Button “Next”: if you are on any entry in the list (but not on the last entry in the list), you can **move foward** to the next entry in the list.

#### **Button "Cancel"**

Stops the search and the interaction with this window and returns you to the starting point. Any changes you have made are not saved.

#### **Button "Help"**

Gives information to help you interact with this window.

## **Results**

The specified piece of text is located at every occurrence within a document and changed where necessary. The associated Translation Memory is updated if requested.

## **Search examples with search operators**

### **"and"**

Finds all occurrences of the string **and**. The double quotes surrounding the term **and** are required because “and” is a **logical operator** too.

### **Peter and not Paul**

Finds all occurrences of the string **Peter** in segments which do **not** contain the term **Paul**.

**f\*r**

Finds all occurrences of strings starting with **f** and ending with **r**, e.g. for, fur, futur, fair, far

**f?r**

Finds all occurrences of strings starting with **f** followed by **one** character, followed and ending with **r**, e.g. for, far, fur.

**"one"""**

finds all occurrences of the term **one** followed by a double quote.

**""""**

finds all occurrences of a single double quote.

---

## Search segments with fuzzy matches

OpenTM2 provides a Search Segments with Fuzzy Matches function, which works across all or some documents of a folder or across a group of folders.

This function might be helpful in the pre-translation process to identify segments which can be easily translated by using a fuzzy memory proposal and change some tagging or a few words.

Note that OpenTM2 searches and replaces only pieces of text that can be translated. Markup tags cannot be changed. You can control whether OpenTM2 searches in protected text areas, like inline tags, for translatable text. This is helpful if you want to include markup tag attribute values in the search process.

### Prerequisites

The folder must exist, and its documents must have been analyzed.

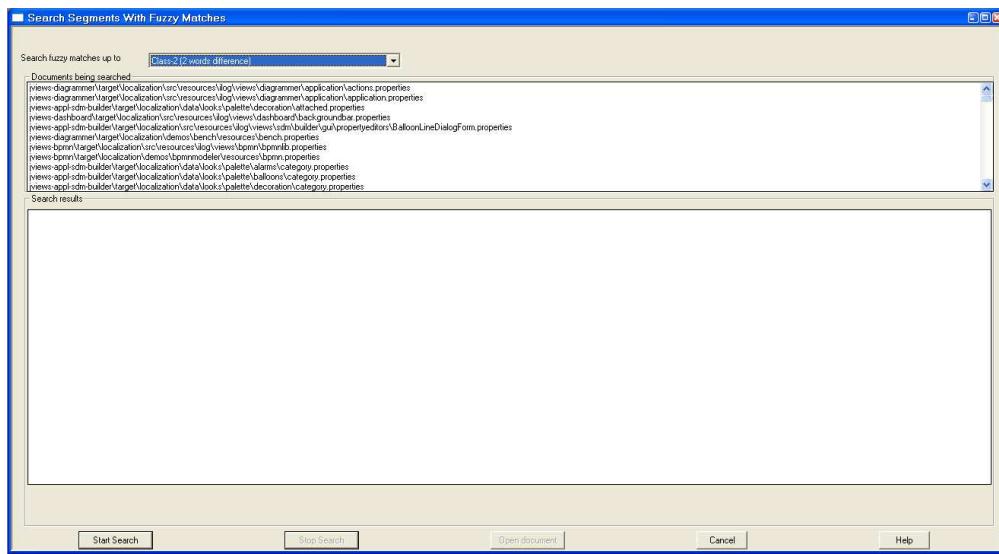
### Calling sequence

You can start this function from a “Folder List” window or from a “Document List” window. Here the start from the “Document List” window is described.

Select:

1. One or more documents you want to have searched through from the “Document List” window
2. from the menu

The “Search Segments With Fuzzy matches” window is displayed (see “Search segments with fuzzy matches”).



*Figure 76. Search Segments With Fuzzy matches window*

## Options and parameters

### Search fuzzy matches up to

select here the class of the segments with fuzzy matches being searched.

The class is the number of different words between the segment and the memory proposal.

Differences in white spaces and inline tagging are ignored.

### Search results

In this area the results of the search are displayed.

For each entry the folder name, the document name, the segment number, the segment data and the source of the memory proposal is shown.

The differences between the segment text and the memory proposal are highlighted.

### Start search

Starts the search for segments with fuzzy matches.

The segments which match the selected class are displayed in the result area.

### Stop search

Stops the current search.

### Open document

Opens the document which contains the selected segment and makes the segment the active one. Opens the document which contains the selected segment and makes the segment the active one.

You can also open the document and position to the segment by double-clicking the entry in the result list.

### Cancel

Stops the search and the interaction with this window and returns you to the starting point.

Help Gives information to help you interact with this window.

## Results

The segments matching the selected class are displayed in the result area.

Results displayed in the Search Segments With Fuzzy matches window (see “Search segments with fuzzy matches” on page 141).

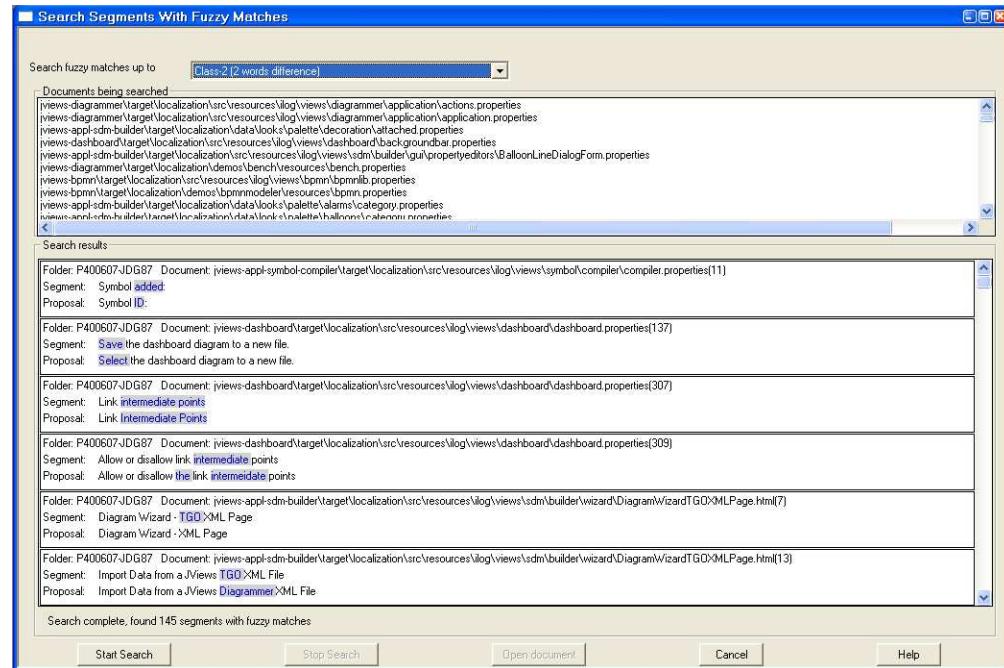


Figure 77. Search Segments With Fuzzy matches window

## Spellchecking Documents or Folders

A translated document can contain typos or misspelled words. OpenTM2 offers a spellchecking function you can use at any time during translation.

Spellchecking is supported for all languages for which the language support is installed. For each misspelled word, OpenTM2 shows a correction proposal, which you can accept, overwrite, or skip.

Note that only the spelling of **translated** segments is checked.

### Prerequisites

- The language support file for the **target** language of the document must be installed.
- No spellchecking is supported for the following languages: Romanian, Slovene, Croatian, Slovakian, Lithuania, Latvia, Estonia.
- In case of performing the spellchecking on multi-selected documents, the **target language** must be the same. In case of “mixed target languages”, an error message (EQF0674) appears, indicating the issue. Before continuing the spellchecking, ensure to only select documents with the same target language.

## Calling sequence

Spellchecking in OpenTM2 can not only be performed inside the Translation Environment, but it can be run either on one or more selected **folders**, or one or more selected **documents** of a selected folder. In case of multi-selected folders or documents, the spellchecking is performed on all documents selected. Once the spellchecking has completed on one document, it automatically moves to the next document etc., until the last segment in the last document has been reached.

**Note:** “Resuming stopped spell-checking”: in case of running the spell checking on multiple documents, and in case the spell check window is cancelled, the current document stays open in the Translation Environment. In order to “resume” the spell checking of the previously selected group of documents, select “Spellcheck” ==> “File”.

Outside the Translation Environment, the spellchecking can be started as follows:

- Select one or more **folders** in the folder list window, and click on “File” --> “Spellcheck...”. Alternatively right-mouse click into the list of selected folders, and select “Spellcheck...” from the context menu.
- Select one or more **documents** in the document list window of a selected folder, and click on “File” --> “Spellcheck...”. Alternatively right-mouse click into the list of selected folders, and select “Spellcheck...” from the context menu.

The “classic” way to perform spellchecking on translated segments is to run it inside the Translation Environment.

If you are not already in the Translation Environment, start it by selecting:

1. A document from the “Document List” window
2. **Open** from the **File** menu
3. The “Translation” window
4. **File...** from the **Spellcheck** menu

The Spellcheck function starts immediately at the beginning of the translated document, and the “Spellcheck” window (see Figure 78) is displayed.

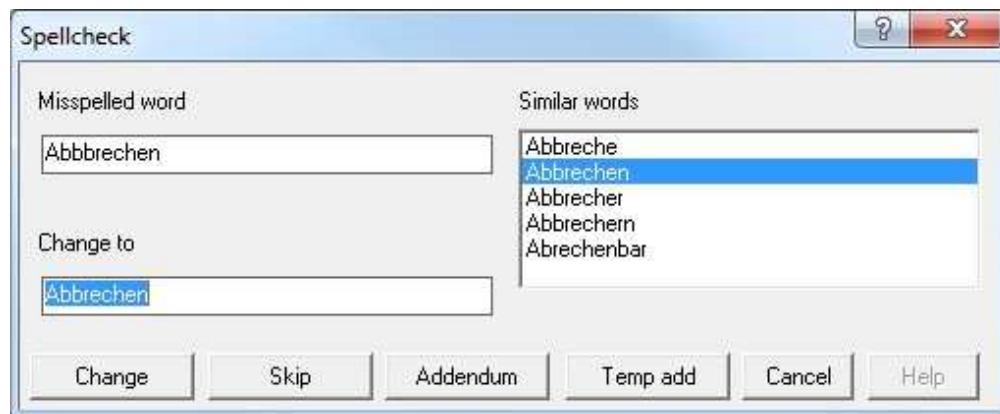


Figure 78. Spellcheck window

## Options and parameters

### Misspelled word

The first word in the document that is misspelled or which is not contained in the language support file.

### Similar Words

A list of correctly spelled alternatives for the misspelled word. Double-click the correctly spelled word to select it. Or, click **Skip** to continue with the next misspelled word without selecting any of the alternatives. For some words, this list may be empty.

### Change to

The word selected as the correctly spelled one. You can overtype it if you need a new spelling.

### You can accept a spelling in several ways by selecting:

#### Change

To accept the spelling in the **Change to** field.

#### Addendum

To add a new spelling to the target language support file. Then this spelling will not be shown as misspelled anymore.

#### Temp Add

To add the new spelling temporarily to the target language support file. When you leave OpenTM2, this new spelling is not saved.

When all misspelled words have been either changed or skipped, a message appears telling you that spellchecking is complete.

## Results

The corrections you accepted are substituted for the misspelled words in both the document and the Translation Memory.

---

## Editing the spellcheck addendum

You can add terms which have been indicated as misspelled by the spellcheck facility (although spelled correctly) to an addendum for the language-support file of the current target language. During the next spellcheck, terms of this addendum are considered to be correct. You can modify this addendum at any time, for example, to remove terms that have been added by mistake.

### Prerequisites

The document must be translated, and you must be in the Translation Environment.

### Calling sequence

Select **Edit addendum terms...** from the **Spellcheck** menu.

The “Edit Addendum Terms” window is displayed.

## **Options and parameters**

The terms in the addendum can be modified as follows:

- To change a term, overtype it.
- To add a term, press Enter, and type the new term.
- To remove a term, mark it and press Enter.

Clipboard operations (cut, copy, paste) are supported.

To save your changes, select **Save**.

To leave the window without saving your changes, select **Cancel**.

## **Results**

The corrections you made are saved and taken into account during subsequent spellchecks.

---

## **Translating a document**

To prepare the translation of documents you can generate terminology lists, for example, to add new terms to a dictionary or generate a Translation Memory from previous translations.

To translate the documents, the Translation Environment offers common editor functions and specific functions for translation, such as dictionary lookup and copying translation proposals. Using these functions helps you translate documents more efficiently.

When you translate several documents on the same subject, the Translation Memory used will grow, and the number of translation proposals will increase.

### **Prerequisites**

- The document must have been imported.
- To begin translating a document, it must be opened.

### **Calling sequence**

Select:

1. The document to be translated from the “Document List” window
2. **Open** from the **File** menu

The Translation Environment is displayed. It consists of a number of windows. The selected document is shown in the “Translation” window. If the document you selected has already been partially translated, the cursor is positioned on the first untranslated segment and you can continue there.

## **Options and parameters**

For information on how to use the editor functions, see Chapter 4, “Working with the OpenTM2 editor,” on page 33.

## **Results**

You can choose the sequence in which you translate documents. You can also translate parts of a document at a time and continue later until the documents are completely translated. If needed, you can export partially translated documents and give them to other OpenTM2 users who can continue the translation.

When you have completed the translation of the segments of a document, OpenTM2 automatically switches to the postediting mode where you can review the translation and check the spelling. The Translation Memory you used contains all segments and their translations and can be used for documents containing similar texts. You can postedit it whenever a translation needs to be modified.

---

## **Opening and translating several documents**

You can open several documents and translate them in parallel in the Translation Environment.

If the selected documents have not been analyzed, OpenTM2 automatically analyzes them based on the properties of the documents and the folder. For more information on the analysis, see “Analyzing a document” on page 86.

### **Prerequisites**

The “Document List” window of the respective folder is active.

### **Calling sequence**

You have two choices:

1. You select several documents from the “Document List” window and then **Open** from the **File** menu.
2. You open one or more documents while translating using **Open...** from the **File** menu (see “Viewing other documents while translating” on page 43).

### **Results**

In either case, the opened documents are displayed in the “Translation” window together with the respective dictionary and Translation Memory. If you used the first choice, the document selected first is the active one. If you used the second choice, the document opened last is the active one.

You can switch to another opened document by either clicking it or by selecting it from the **Translation Environment** option from the **File** menu.

You can close the opened documents one by one.

---

## **Viewing the properties of a document**

The main properties of a document are:

### **Translation Memory**

The Translation Memory to be used for the translation of the document.

### **Source language**

The language of the original document.

**Target language**

The language of the translated document.

**Editor** The editor associated with the document.

**Markup table**

The markup table associated to the document. The markup table is used during analysis and translation of the document.

**Prerequisites**

The document must be in a folder.

**Calling sequence**

Select:

1. A document from the “Document List” window
2. **Properties Summary...** from the **File** menu

**Results**

A document in HTML format is displayed containing a summary of the document properties (see Figure 79 on page 149).

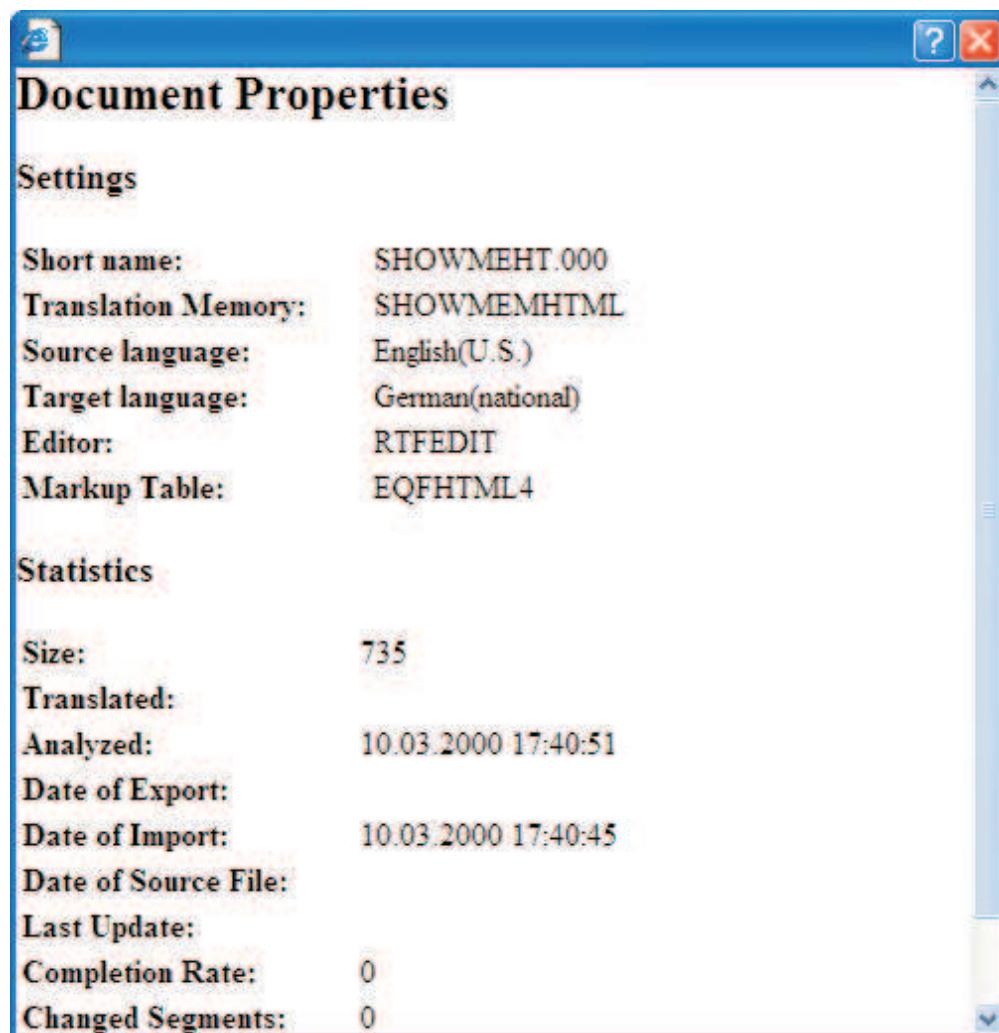


Figure 79. Document Properties document

If you want to view more properties or change the properties of a document, refer to "Changing the properties of a document."

## Changing the properties of a document

The properties must be defined individually for each document when you import documents in external format. They can be changed later.

### Prerequisites

The document must be in a folder.

### Calling sequence

Select:

1. A document from the "Document List" window
2. **Properties...** from the **File** menu

The “Document Properties” window (see Figure 80) is displayed.

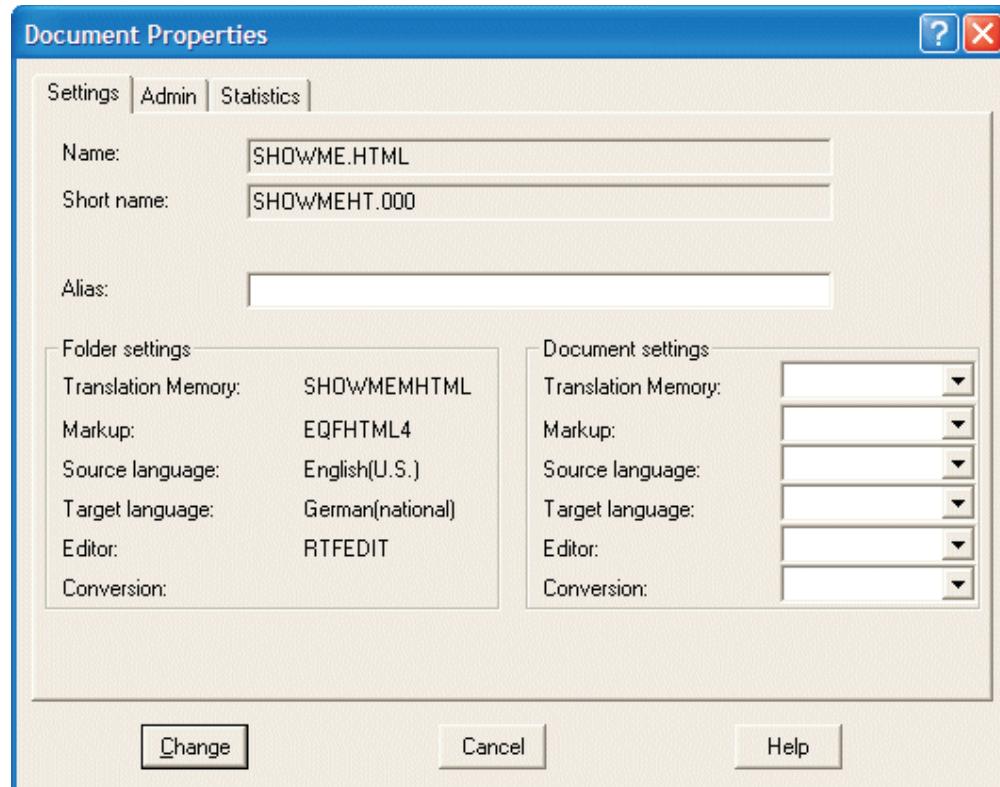


Figure 80. Document Properties window

## Options and parameters

On the “Settings” page:

### Short name

This field shows the document short name. This name is the internally used file name of the document.

### Alias

Either this field contains the alias name that you specified during the import of the document or you can specify an alias name here.

An alias name is useful if you want to get the same exact matches from the Translation Memory as for another document that you already translated. You then assign the name of the other document as alias name for this document. Assume, for example, that document docupdate is an update of docnew and you want to get the same exact matches from the Translation Memory that docnew received. In this case, you would assign docnew as the alias name to docupdate.

If an alias name exists, OpenTM2 uses this name instead of the actual document name to access the correct Translation Memory.

The same alias name can be assigned to several documents. An alias name can have up to 256 characters.

### Folder settings

This box contains the properties that are specified for the folder in general. They cannot be changed in this window.

### **Document settings**

This box contains the individual settings per document. Initially these boxes are empty.

If the document has the same properties as the folder, you do not have to enter anything, and the document “inherits” the folder properties. Document properties that are different from the folder properties can be selected from the respective list boxes. In the **Translation Memory** field, you can type the name of a new Translation Memory.

On the “Admin” page:

### **Folder administration**

Contains part of the information specified on the “Admin” page of the “Folder Properties” window. You cannot change any of the fields.

### **Document administration**

Contains administration information about the document:

#### **Translator's name**

If the document is still to be translated, specify or select the name of the person to receive this document next. This can be the actual translator or the vendor, for example. If the document is already translated and on its way back to the project coordinator, leave this field blank.

#### **Translator's e-mail**

If the document is still to be translated, specify or select the e-mail address of the person to receive this document next. This can be the actual translator or the vendor, for example. If the document is already translated and on its way back to the project coordinator, leave this field blank.

#### **Shipment number**

Contains the shipment number assigned to the folder containing this document. You cannot change this field.

The “Statistics” page contains information about the translation status of the document. The data cannot be changed in this window.

#### **Date of source file**

The date and time at which the source file was last modified outside OpenTM2.

#### **Size**

The number of bytes the document occupies on your disk.

#### **Translated**

The date and time at which translation was completed.

#### **Analyzed**

The date and time at which the document was analyzed.

#### **Date of export**

The date and time at which the document was last exported.

#### **Date of import**

The date and time at which the document was last imported.

#### **Last update**

The date and time at which the document was last updated in the Translation Environment.

#### **Completion rate**

The percentage to which the document is already translated.

**Changed segments**

The number of segments that were copied during the translation from the Translation Memory and then changed.

**New segments**

The number of segments that were entered entirely new without copying a match from the Translation Memory.

**Copied segments**

The number of segments that were copied from the Translation Memory and saved unchanged.

To save the specified properties for this document, click **Change**.

## Results

The properties are saved for this document.

---

## Viewing the details of a document

You can display parts of the properties and the current processing status of a document in the “Document List” window. This includes such details as the date of import, date of analysis, the percentage of the document that has been translated. Using this data you can easily show the progress of translation work. You can display these details in the “Document List” window.

The details of a document are:

**Name** The name of the document

**Date of source file**

The date and time at which the source file was last modified outside OpenTM2.

**Translated**

The date when translation of the document was completed

**Analyzed**

The date when the document was analyzed

**Exported**

The date when the document was last exported

**Imported**

The date when the document was last imported

**Updated**

The date (and optionally the time) that the document was last updated

**Size** The number of bytes of the original document

**Complete %**

The percentage of the document that has already been translated

**Changed**

The number of segments that were copied from the Translation Memory window during translation and subsequently changed

**Shipment**

The shipment number of the document

**Markup**

The markup table used for this document

**Translation Memory**

The Translation Memory used for this document

**Source language**

The language of the original document

**Target language**

The language into which the document is translated

**Editor** The editor used for this document**Alias** The alias name for the document**Source**

The last update date and time of the source document

**Name without path**

The document name without any path information

**Extension**

The file extension of the document

If nothing is specified for any of the last four items, OpenTM2 assumes these properties to be the same as for the folder.

For an imported folder, the details in the “Document List” window are defined by the sender. You can change them if you like. You can toggle between two display modes:

- Displaying the names only
- Displaying selected details

You can change the arrangement of the document details in the “Change Details” window described in “Viewing and changing the details of a list item” on page 66.

---

## Including notes for the translator

OpenTM2 enables you to include notes in the source document to be translated. Thus, you can give the translator hints, tips, or instructions. The author of the document might want to inform the translator about the specific meaning of an expression. Or the project coordinator might want to give the translator the correct translation for a word.

Translator's notes can be inserted at any place in a document. You can specify two levels of notes to emphasize different importance, which is then displayed with different colors, fonts, and indentation in the Translation Environment.

## Translator's notes in a source document

OpenTM2 supports translator's notes for document types that allow for annotations or hidden text that do not appear in a printed document. For example, SGML documents, BookMaster documents, and word processors like Microsoft Word for Windows Version 6, and WordPerfect, allow for annotations.

OpenTM2 uses this capability to nest translator's notes inside annotations.

The following example shows the source of a BookMaster document any how the author has added an annotation and several translator's notes. Note that :annot. and :eannot. are BookMaster markup tags, which enclose an ordinary annotation.

`trnote1:` and `trnote2:` are OpenTM2 extensions that start a level 1 and level 2 translator's note. The latter need to be nested inside BookMaster annotations.

```
...text...
:annot. This is an ordinary BookMaster annotation from the author,
not a translator's note. OpenTM2 ignores it. :eannot.
...text... :annot.trnote1: Important: Always translate "Insert" with
"Einfuegen" in order to be consistent throughout the documentation
and the menu items. :eannot. ...text... :annot.trnote2: If time:
check for proper translation of "Manual change". :eannot.
```

If you just want to add translator's notes, you can specify them by adding `trnote1:` or `trnote2:` markups inside annotation markups of a document. Both markups are identical for all supported document types. Upper case notation is supported.

If you work with markup tables in more detail, note that the `trnote1:` and `trnote2:` markups are defined in the markup tables that support an annotation or hiding method.

## Translator's notes in the Translation Environment

A note in a document is referred to by `<TRNOTE>` in the Translation Environment. You can view all translator's notes contained in the currently displayed document in one of the following ways:

- Double-click `<TRNOTE>`.
- Select **Commands...** from the **Options** menu, select the **TRNote window** entry, and then press **Run**.
- Use the keys that you assigned to this command using the **Keys** dialog.
- Select the **Translator's note** entry from the **File** menu.

You then get the “Translator’s Note” window containing all notes available in your current document. When you double-click a note in this window, the input focus is set on the segment next to the note.

`<TRNOTE>` is treated like any markup tag in OpenTM2:

- You can hide it or display it in shrink mode.
- You can change its name in the **Note** field on the “Display” page of the “Customize Translation Functions” window (see “Setting up the profile” on page 44). This changes the term `<TRNOTE>` in the Translation Environment, but has no effect on how translator's notes are marked up in a source document.
- You can change its foreground and background colors. The defaults are black and cyan, respectively. You might want to change them if you work with documents that contain many translator's notes, or notes that are difficult to perceive in context. See “Customizing colors and fonts” on page 43 for details.
- You can change its font, style, and size (if you work with the RTFEdit editor) to differentiate it from surrounding text. See “Customizing colors and fonts” on page 43 for details.

---

## Preview XML documents

XML markup tables, such as the markup table IBMXML, are enabled to perform a XML-document preview. In order to preview the XML document, the steps described below should be followed. XML documents require a style sheet (\*.XSL) document in order to be properly displayed. Either import the XSL document into

the folder containing the XML documents to be translated and analyze it in order to be used by the preview function, or select your own XSL file from a directory on the hard disk drive.

## Step by step description to preview a XML document

1. Import and analyze the XML document.
2. Open the XML document in the translation editor.
3. Either click on "Translate" - "Show Translation" or click on the preview-icon in the icon list.
4. The window "Select Preview Options" opens.

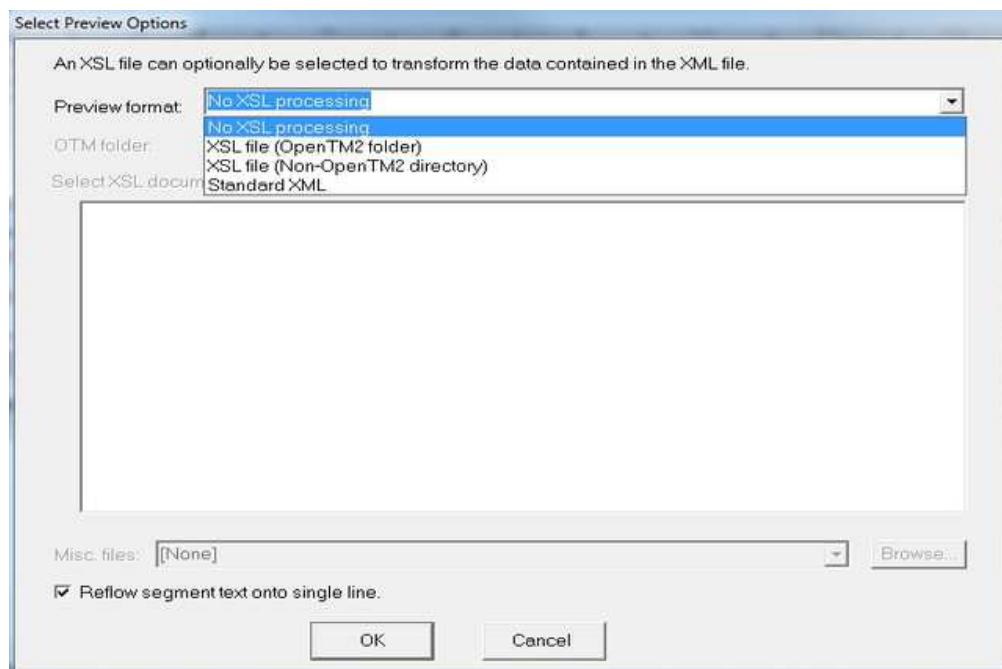


Figure 81. Select XSLT-stylesheet document from OpenTM2 Folder window

5. If **no** XSLT processing is required:
  - From "**Preview format**" select "No XSL processing".
  - Click on "**OK**" and the preview window opens. Only translatable segments are shown, preceded by the segment number.
6. If the XSLT-Sytslesheet document **is** part of the OpenTM2 folder:
  - From "**Preview format**" select "XSL file (OpenTM2 folder)".
  - From "**OTM folder**" select the folder that contains the XSLT-Stylesheet.
  - From "**Select XSL document**" select the XSL document which is required to preview the XML document.
  - Optionally select a directory where additional files are stored on. This can be graphics, include files etc. Click on button "**Browse...**" and select the appropriate directory in order to fill in the path-information to entry field "**Misc. Files**" or manually type the path to the additional files.
  - Click on "**OK**" and the preview window opens.
7. If the XSLT-Sytslesheet document **is located** in any directory on your hard disk drive:
  - From "**Preview format**" select "XSL file (Non-OpenTM2 directory)".

- Click on button "OK" and the dialog "Select XSL file" opens.
  - Navigate to the directory which contains the XSL file to be used, select it and click on button "Open".
  - The window "Translation Preview" opens.
8. If no XSLT-Sytslesheet document should be used:
- From "Preview format" select "Standard XML".
  - Click on "OK" and the preview window opens. It lists all segments line by line. Each line starts with the segment number, followed by the segment itself. If a segment was selected in the translation editor, then this segment is highlighted.

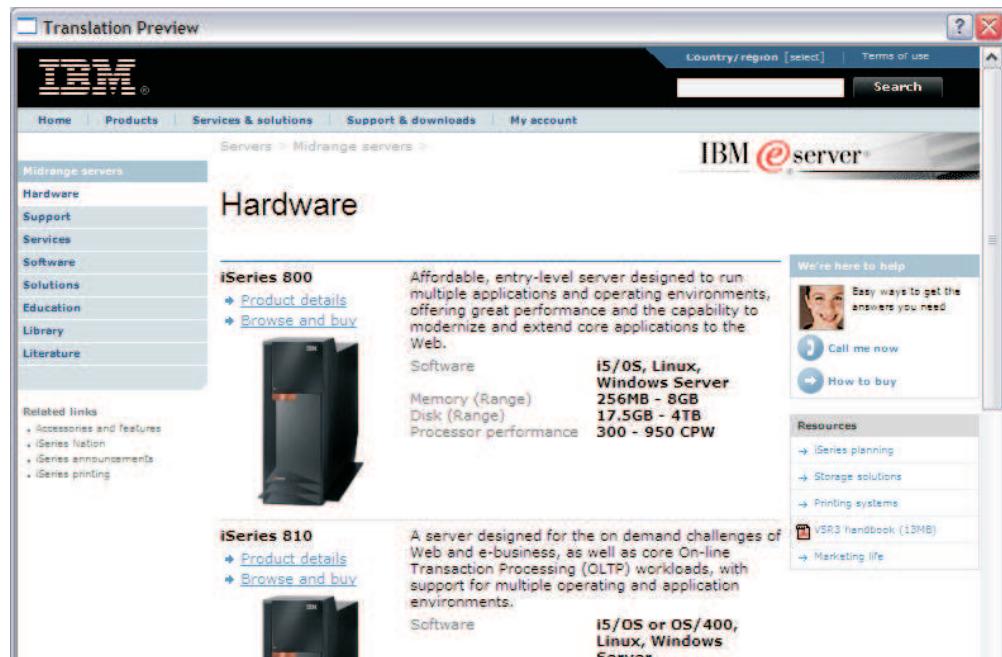


Figure 82. Translation Preview window

---

## Chapter 8. Working with folders

Similar to office folders that contain paper files, an OpenTM2 folder contains a number of related documents or document files, respectively. A folder, for example, might contain all documents of a specific translation project, or any other collection of documents that belong together.

Each folder has a number of *properties*, such as the source and target language, or references to the dictionaries and Translation Memory databases to be used for analysis and translation of the documents in the folder. By default, all documents in a folder have the same properties, but you can specify individual properties for each document.

---

### Overview and terminology

You can send all the documents in a folder to another OpenTM2 user.

Folders that are sent or exported contain a number of documents, associated *dictionaries* and *Translation Memory databases*, and optionally an accompanying note to the recipient.

To work with a folder that has been exported by another user, you must first *import* it into OpenTM2.

Exporting folders is also useful to make backup copies of your translation material.

When creating a folder you can select *Controlled folder handling*. Selecting this option means that you are the project coordinator responsible for this folder. It enables you to specify, and change at any time, all properties and details for the folder, including the translators for the documents to be imported into this folder. The originator and translator that you specify for the folder also outline the way the folder is taking until it is received by the actual translator, for example, from project coordinator to the vendor, to translator A, to translator B who actually translates the folder contents.

The specifications you make with regard to controlled folder handling appear on various windows and extend your possibilities concerning a folder and its contents. For example, you can export only the documents that are to be translated by a specific translator, a task that was not possible before controlled folder handling was introduced.

Users who are not authorized for controlled folder handling have only restricted rights.

---

### What you can do with folders

OpenTM2 includes a number of processing functions for folders, which you can access by selecting a folder from the “Folder List” window and then selecting a choice from the **File**, **View**, or **Utilities** menu.

## **Prerequisites**

At least one folder must exist, except if you import a folder.

## **Calling sequence**

Select the “Folder List” window from the main window. The “Folder List” window is displayed.

## **Results**

This window displays a list of the available folders. When you select a command from one of the menus, you are taken to another window where you can specify processing options.

---

# **Analyzing all the documents in a folder**

Documents that are to be translated must first be *segmented*. Segmentation is done during *analysis* of a document. You can analyze all the documents in a folder at once.

## **Prerequisites**

- The folder must contain at least one document.
- If you intend using dictionaries to perform analysis, at least one dictionary must exist.
- If you intend using Translation Memory databases to perform analysis, at least one Translation Memory must exist.

## **Calling sequence**

Select:

1. The folder from the “Folder List” window
2. **Analyze...** from the **File** menu

The “Analyze Documents” window is displayed (see Figure 47 on page 88).

## **Options and parameters**

### **Documents to be analyzed**

This box lists all the documents in the folder.

For a description of all other options, see “Analyzing documents using Translation Memory databases” on page 86 and “Analyzing documents using dictionaries” on page 94.

When you have selected the desired options, click **Analyze** to begin analysis of the documents.

## **Results**

All documents in the folder are segmented. Depending on the options you selected:

- Terminology lists may be created
- Dictionaries may be extended

- Translation Memory databases may be extended
- A file containing untranslated segments may be created
- Segments in the documents may be automatically substituted

You can now begin translating the documents by opening a document, see “Translating a document” on page 146.

---

## Closing a folder

To start to work with a document, you must first open the folder containing the document. Then the “Document List” window is displayed.

Closing a folder means to close the “Document List” window, which takes you back to the “Folder List” window.

### Prerequisites

The “Document List” window of the folder must be active.

### Calling sequence

Select:

1. The “Document List” window of the folder you want to close
2. **Close** from the system menu of this window

This takes you back to the “Folder List” window.

### Results

You can begin working on documents in other folders or any other tasks in OpenTM2.

---

## Counting the words in all documents of a folder

OpenTM2 provides a facility for counting the number of words and markup tags in all documents in a folder before and after translation. You can also perform this task for selected documents in a folder (see “Counting the number of words in a document” on page 98).

### Prerequisites

The folder must contain at least one document.

### Calling sequence

Select:

1. The folder from the “Folder List” window
2. **Count Words...** from the **Utilities** menu

“Count Words” window (see Figure 50 on page 99) is displayed.

## **Options and parameters**

The options and parameters are the same as described in Figure 50 on page 99.

Click **Count** to begin counting words.

## **Results**

The results are displayed in the “Word Count Results - Original” window or in the “Word Count Results - Translation” window which are explained in Figure 50 on page 99.

When you close this window, you are returned to the “Folder List” window.

If you selected the output option **File**, the results are also saved in a file with the name you choose.

---

## **Creating a folder**

Grouping documents in a folder is recommended whenever:

- A number of documents belong to the same translation project.
- You use the same Translation Memory databases for a number of documents.
- You use the same dictionaries for a number of documents.

A folder also makes it easier to export or import a group of documents.

### **Prerequisites**

- Decide for which documents, dictionaries, and Translation Memory databases you wish to create a folder.
- At least one language support file must be installed.

### **Calling sequence**

Select:

1. The “Folder List” window in the main window
2. **New...** from the **File** menu

The “New Folder” window (see Figure 83 on page 161) is displayed.

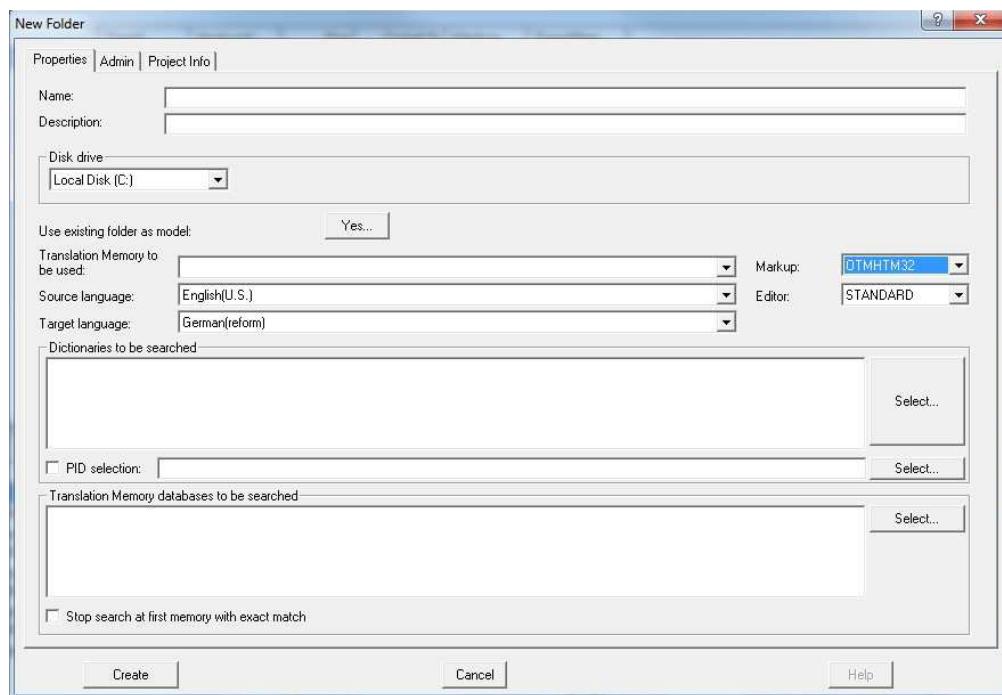


Figure 83. New Folder window

“New Folder”

## Options and parameters

The options you specify are used for all documents imported into this folder. If individual documents need other properties, you can specify these when importing the documents.

On the “Properties” page:

### Name

Type a name of up to 8 alphanumeric characters for the new folder.

### Description

Type up to 40 alphanumeric characters that describe the folder.

### Disk drive

Select the drive where the folder is to reside.

### Use existing folder as model

Click **Yes...** if the properties of the new folder are similar to an existing one.

This takes you to the “Use existing Folder as Model” window, where you can select an existing folder as a model for the new folder. Click **Select** to return to the “New Folder” window.

### Translation Memory to be used

Select a Translation Memory to be used for the documents in the new folder.

To create a new Translation Memory, type in its name.

### Source language

Select the language of the original documents.

### Target language

Select the language into which the documents are to be translated.

**Markup**

Select a markup table name from the available names in the box.

**Editor**

Select an editor from the available names in the box.

**Conversion**

Select a conversion from the box that is to be used for all documents in this folder.

**Dictionaries to be searched**

The selected search dictionaries are shown in the list box. The order in which you select the dictionaries determines the order in which they are searched. You can select up to 10 dictionaries. To select or deselect dictionaries press the **Select...** button which will open the dictionary selection window.

You can also deselect dictionaries by double-clicking the dictionary name.

**PID selection**

When translating documents in a folder, one or more dictionaries can be attached to the folder using the folder properties. If any of these folder contain a "NL Product" element, the OpenTM2 can display only these values. The function is implemented via the folder properties. The field named "PID selection" can be check-marked, and by clicking on the button "Select...", the user can select the PID-value to be used when displaying specific terms belonging to a "NL Product". If no PID is selected, all terms are displayed to the user.

**Specific information:**

1. The PID selection is only available for the entire folder.
2. In the folder property window, there is a field under the list of selected memories: [PID selection:] [the value] [Select...]. The default is that there is no value, which means that all dictionary entries are to be used, regardless of the PID value. This is the same function as today. If the button "Select..." is pressed, then a list of all the PID-values used in any of the selected dictionaries would be listed. Users can select one or more of these listed values.
3. Within the editor, when the dictionary entries are being shown, only the entries which have a matching PID value or which have no PID values are shown in the Dictionary window.

**Translation Memory databases to be searched**

The selected search Translation Memory databases are shown in the list box. The order in which you select the Translation Memory databases determines the order in which they are searched. You can select up to four Translation Memory databases. To select or deselect Translation Memory databases press the **Select...** button which will open the Translation Memory selection window.

You can also deselect Translation Memory databases by double-clicking the Translation Memory name.

**Stop search at first memory with exact match**

Select this option if the search for memory segments should stop at the first memory containing an exact match. This avoids duplicate exact matches from subsequent Translation Memory databases in the list. Without this option OpenTM2 will extract matches from all selected Translation Memory databases.

On the "Admin" page:

#### **Controlled folder handling**

Select this option if you are the project coordinator responsible for this folder. Clicking this option enables you to fill in all fields on this page and the “Project Info” page. For more information on this option, refer to Controlled folder handling.

#### **Password**

Type a password of up to five alphanumeric characters. This password protects your folder from being changed by unauthorized people on the “Folder Properties” window.

#### **Project coordinator**

Specify your name and e-mail address in the appropriate fields.

#### **Originator**

Remains empty until this folder has been exported for the first time. After an export it contains the name and the e-mail address of the person who last exported it.

#### **Translator**

Specify the name and the e-mail address of the person receiving the folder next. This can be a vendor or the actual translator.

The “Project Info” page enables you to specify all necessary information about the project reflected by this folder. Always specify a shipment number to ensure that you always get a correct Calculating, Preanalysis, or Redundancy Report (see Chapter 15, “Creating reports,” on page 329). If you specify the shipment number at a later point of time using the “Folder Properties” window, any documents that the folder then contains need to be exported and imported again to guarantee a correct report.

Click **Create** to create the new folder. Click **Cancel** to leave this window without creating a new folder.

## **Results**

If you clicked on **Create**, the folder is created, an empty “Document List” window is displayed, and the folder can be filled with documents.

If you entered a new Translation Memory name as a folder property, you are prompted with the “New Translation Memory” window, to specify some more parameters.

## Dictionary Selection window

### Options and parameters

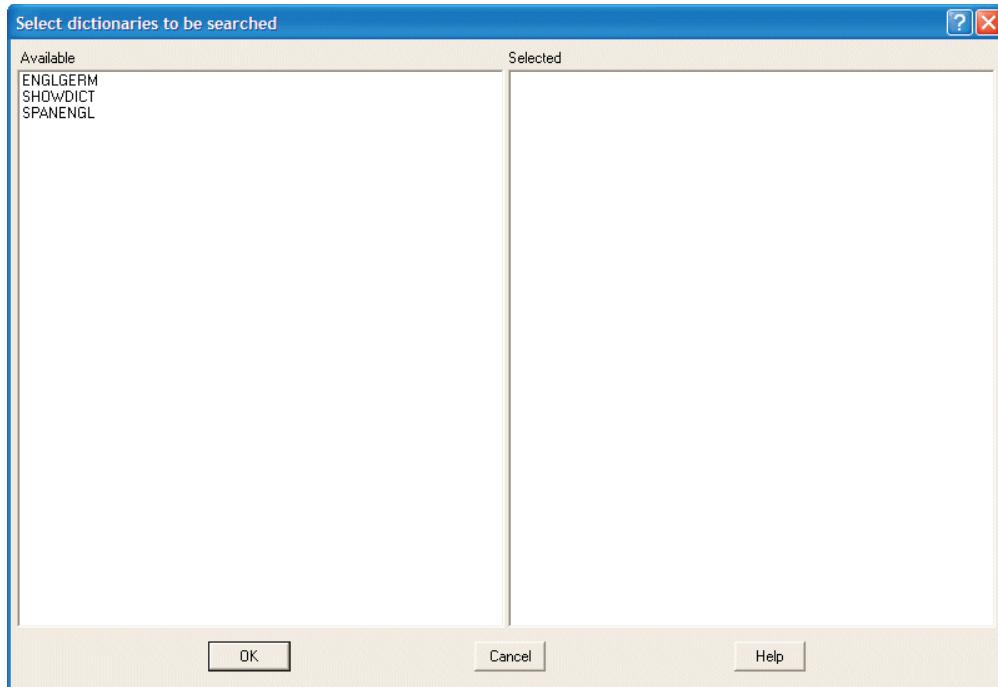


Figure 84. Dictionary Selection window

- The **Available** listbox shows the names of the available dictionaries. To add a dictionary to the **Selected** listbox either double-click the dictionary name or select it using the keyboard and press the “Enter”-key.
- The **Selected** listbox lists the names of the selected dictionaries. To remove a dictionary from the **Selected** listbox either double-click the dictionary name or select it using the keyboard and press the “Enter”-key.

Press the **OK** button to leave the selection window and return to the previous window or press the **Cancel** button to leave the window and discard any changes made to the list of selected dictionaries.

## Translation Memory Selection window

### Options and parameters

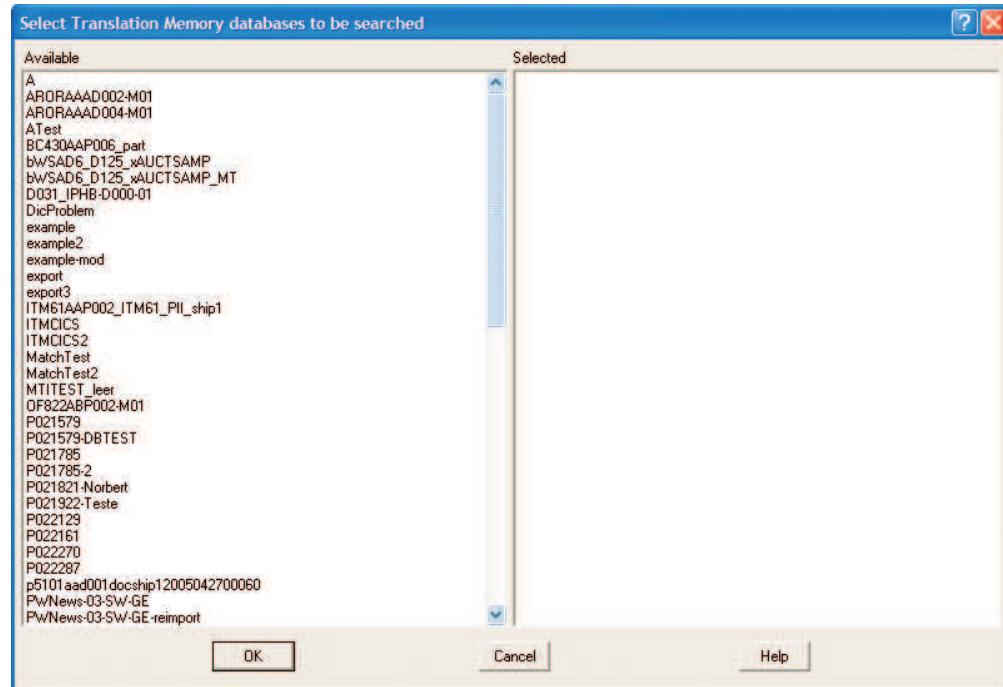


Figure 85. Translation Memory Selection window

- The **Available** listbox shows the names of the available Translation Memory databases. To add a Translation Memory to the **Selected** listbox either double-click the Translation Memory name or select it using the keyboard and press the “Enter”-key.
- The **Selected** listbox lists the names of the selected Translation Memory databases. To remove a Translation Memory from the **Selected** listbox either double-click the Translation Memory name or select it using the keyboard and press the “Enter”-key.

Press the **OK** button to leave the selection window and return to the previous window or press the **Cancel** button to leave the window and discard any changes made to the list of selected Translation Memory databases.

## Creating a subfolder

When your folder list is in Explorer-like tree view, you can create subfolders to each folder. You can then import documents into the subfolders like into any other folder. You can even create a subfolder for a subfolder.

### Prerequisites

Your folder list must be in Explorer-like tree view.

## Calling sequence

1. Double-click the folder for which you want to create a subfolder. The contents of this folder is displayed.
2. Click in the area containing the folder contents.
3. Click **New** on the **File** menu.

The “Create a New Subfolder” window (see Figure 86) is displayed.

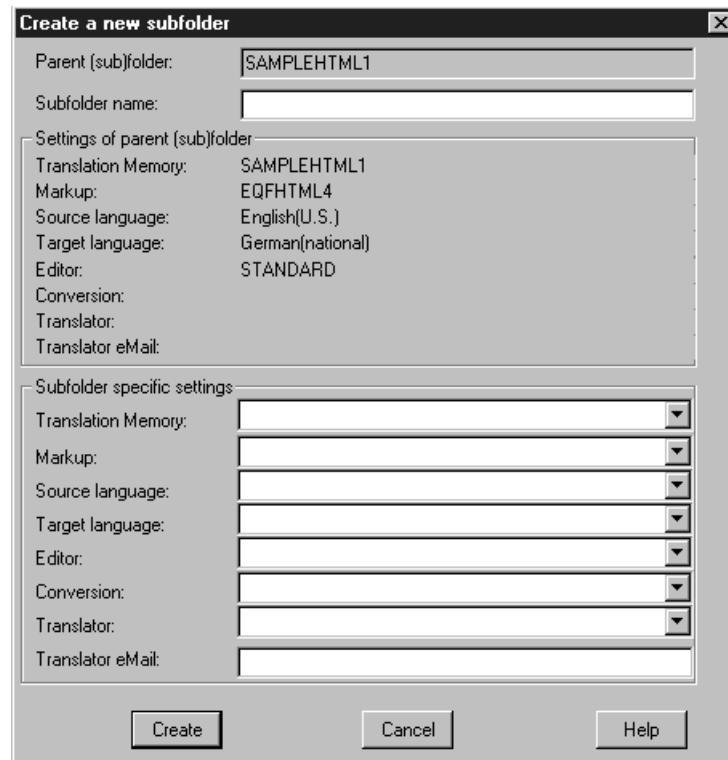


Figure 86. Create a New Subfolder window

## Options and parameters

The options you specify are used for all documents imported into this folder. If individual documents need other properties, you can specify these when importing the documents.

### Parent (Sub)Folder

Contains the name of the folder or subfolder for which you are creating a subfolder.

### Subfolder name

Type up to 40 alphanumeric characters that describe the subfolder.

### Settings of parent (sub)folder

Displays the properties of the folder or subfolder for which you are creating a subfolder.

### Subfolder-specific settings

If your subfolder is to differ in one or more properties from its parent folder or subfolder, specify them in the appropriate fields.

Click **Create** to create the new subfolder. Click **Cancel** to leave this window without creating a new subfolder.

## Results

If you clicked **Create**, the subfolder is created and added, in the tree view, as a subfolder to its parent folder.

---

## Renaming a folder

OpenTM2 enables you to give a folder a new name.

### Prerequisites

The folder to be deleted must not be open (that is, the “Document List” window for the folder must not be displayed).

### Calling sequence

Select:

1. The folder from the “Folder List” window
2. **Rename** from the **File** menu

### Options and parameters

#### **Rename to**

Type a new name for the folder.

## Results

If you select **Rename**, the folder and any references to it are renamed.

---

## Deleting a folder

When you delete a folder, it is no longer listed in the “Folder List” window, and all subfolders and documents in the original and the translated version are also deleted. You might want to delete a folder when you completed working on the documents in the folder, exported it, and no longer require it. Also, if you have backed up the contents of the folder, you can delete the folder to free disk space on your workstation for other purposes.

You can also delete a folder during or after export. For more information, see “Exporting a folder” on page 169 and “Deleting a folder exported to the `otm\export` subdirectory” on page 168.

### Prerequisites

The folder to be deleted must not be open (that is, the “Document List” window for the folder must not be displayed).

### Calling sequence

Select:

1. The folder from the “Folder List” window

## 2. Delete from the File menu

### Options and parameters

None.

Before deleting the selected folder, OpenTM2 prompts you to confirm that you want to delete the folder and its contents:

- Select **Yes** to delete the folder.
- Select **No** to leave the folder unchanged.

### Results

If you select **Yes**, the folder and the documents in it are deleted. The disk space it occupied is freed.

Dictionaries, markup tables, and the Translation Memory databases associated with the folder or its documents are not deleted.

---

## Deleting a folder exported to the otm\export subdirectory

When you export a folder, OpenTM2 writes the data to a file in the \otm\export subdirectory on the selected drive. If you no longer need this exported folder file, you can delete it.

### Prerequisites

- The folder must have been exported to otm\export.
- The exported folder must still exist on the drive that you selected when exporting the folder.

### Calling sequence

Select:

1. The “Folder List” window in the main window
2. **Delete Exported Folder...** from the **Utilities** menu

The “Delete Exported Folder” window (see Figure 87) is displayed.

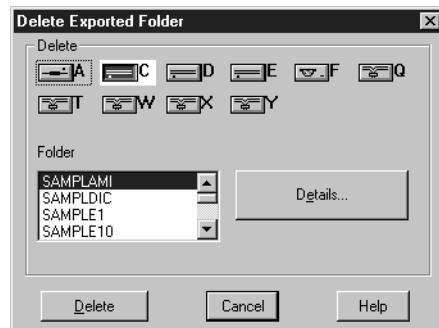


Figure 87. Delete Exported Folder window

## Options and parameters

### Delete

In this box, select:

1. The drive where the exported folder resides. The **Folder** list box displays all folders previously exported to the selected drive.
2. The folder to be deleted from the **Folders** list box. To see more information about the exported folder, click **Details....** The information is displayed in the "Folder Details" window.

Click **OK** to return to the previous window.

To leave the exported folder unchanged, click **Cancel**.

To delete the exported folder, click **Delete**. For each selected exported folder, a message window prompts you to confirm that you want to delete the exported folder:

- Select **Yes** to delete the exported folder.
- Select **No** to leave the exported folder unchanged.

If there are no more exported folders selected to delete, click **Cancel** to return to the "Folder List" window.

## Results

If you confirmed to delete the exported folder in the \otm\export subdirectory, it is deleted and cannot be reimported.

---

## Exporting a folder

The main purpose of exporting a folder is to make documents available to other users or on other systems. Other translation material, such as dictionaries and Translation Memory databases, can also be exported, either as part of a folder, or separately.

Exporting a folder is the easiest way of distributing translated material from one OpenTM2 user to another, and it is the recommended way.

You can also include a note for the recipient. This note could, for example, include instructions about which document to translate first or when the translation is due. The recipient can display this note when importing the folder.

You can also export the folder as a XLIFF "package" to allow translation outside of OpenTM2. The export as an XLIFF-folder only exports the **translatable parts** of the documents together with matching memory proposals. As not all parts of the documents are contained in the XLIFF-Folder, it can **not** be used to transport or backup an OpenTM2 folder. XLIFF-folders can only be imported into the OpenTM2 folder from which they had been exported from. If the **search translation memories** should be exported too, the option "With search Translation Memory databases" in the tab "Options" needs to be selected.

## Prerequisites

The folder to be exported must exist in OpenTM2.

## Calling sequence

Select:

1. The folder from the “Folder List” window
2. **Export...** from the **File** menu

The window “Export Folder” (see Figure 88) is displayed.

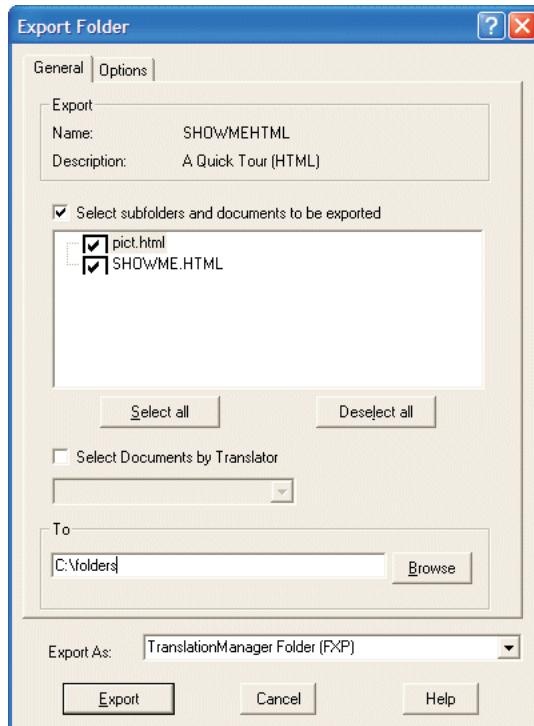


Figure 88. Export Folder window

## Options and parameters

On the “General” page:

### Select subfolders and documents to be exported

To export only selected subfolders and documents of this folder. You can then select these subfolders and documents from the list box. You can extend or limit your selection by clicking **Select all** or **Deselect all**, respectively.

### Select documents by translator

To export only the documents that are to be translated by a specific translator. Select one of the translators listed.

- To** Specify the drive and directory to which you want to export your folder. You can also click **Browse** to display the “Browse for Folder” window on which you can select the appropriate drive and directory.

### Export as

The export format of the folder. Either select “OpenTM2 Folder (FXP)” for exporting in the standard OpenTM2 format, or select “XLIFF folder” to export the folder as an XLIFF “package” for the translation outside of OpenTM2.

On the “Options” page:

#### **Word-count data only**

To export only the history log file (HISTLOG.DAT) of the folder. For more information on this file, refer to “Overview and terminology” on page 329.

#### **With dictionaries**

To export the folder with the dictionaries associated with this folder.

#### **With Translation Memory**

To export the folder with the Translation Memory database associated with this folder.

#### **With search Translation Memory databases**

To export the folder with the Translation Memory databases that are only used to search for matching segments.

#### **With document Translation Memory databases**

To export the folder with all the Translation Memory databases defined for the folder and its documents.

#### **Export folder as**

To export the folder using a **different** name.

#### **Export using folder short name**

To export the folder using a **short** name. This is useful if you later want to import the folder into a system that recognizes only file names with a length of eight characters plus a 3-character extension (e.g. TEST1234.fxp).

#### **Export in non-Unicode format**

This option exports the folder in a format which is compatible to TP5.5.1 and TP5.4 (non-Unicode versions of TM). Older versions of OpenTM2 can not use folders exported in non-Unicode format due to changes in the file structure. If you use this option the segmented files, contained dictionaries and memories are converted to ASCII and stored in TP5.5.1 format. If you import a folder which is in non-Unicode format you will need to organize the contained memories and dictionaries after the import is completed to be able to use them.

#### **Add note**

To add some explanatory text for the recipient of the folder. You type the text in the “Add Note to Folder” window that is displayed when the exporting function is started. Your note is saved and included in the exported folder.

#### **Delete the folder after export**

To delete the folder **after** it is exported. This option can only be selected when all documents in the folder are being exported. After the export file is created, the system prompts you to confirm that you want to delete the folder. If you selected the **Select subfolders and documents to be exported** option, the **Select documents by translator** option, or both, not all documents are exported, and the folder can not be deleted.

#### **Export as master folder**

To export the folder as master folder. This option can be used to create a backup of a master folder or to move a master folder to another PC. If you export a master folder **without** specifying this option, the folder will be exported as a **child folder**. This option is only active for master folders.

#### **Originator**

Specify your name and e-mail address. Make sure that you filled in these fields before exporting the folder.

**Note:** Only the options "With Translation Memory" and "With search Translation Memory databases" can be selected when exporting the folder as an XLIFF folder.

After having selected the required options, select **Export** to start the export process.

If you selected the **Add note** option, you are prompted with the "Add Note to Folder" window to type your note for the recipient. To save the note in the exported folder, click **Add** to start the export of the folder.

## Results

Export as OpenTM2 folder:

- The folder is exported, including all material you selected. If you exported the folder together with documents, any markup tables used by documents are also exported.
- OpenTM2 stores the exported folder in one file in the specified directory. From this directory it can be reimported. The file has the folder name and the extension FXP.
- If you selected the option **Delete the folder after export**, the folder is deleted, including all documents in it. However, the referenced markup tables, dictionaries, and Translation Memory databases are not deleted.

Export as XLIFF folder:

- The translatable information of the documents in the folder is exported as an XLIFF "package".
- Translation memory proposals are added to the XLIFF-folder when the option "With Translation Memory" has been selected.
- If the **search translation memories** should be exported too, the option "With search Translation Memory databases" in the tab "Options" needs to be selected.
- The XLIFF-folder can be translated outside of OpenTM2 using a XLIFF translation editor.
- The translated XLIFF-folder must be **imported** into the **original** OpenTM2 folder before the translated documents can be exported using the document **export** function.

---

## Importing a folder

When translations are prepared centrally before being distributed to individual translators, you are strongly recommended to use folders as the means of distributing this material, because all related translation material (documents, dictionaries, and Translation Memory databases) can be included in one folder.

Before you can start to work with material that has been exported, you must import the material in OpenTM2.

A folder exported to a diskette drive can span more than one diskette. The system prompts you to insert the diskettes into the diskette drive in the same sequence they were used during export.

## Prerequisites

Ensure that there is sufficient free disk space on your system.

## Calling sequence

Select:

1. The “Folder List” window from the main window
2. **Import...** from the **File** menu

The “Import Folder” window (see Figure 89) is displayed.

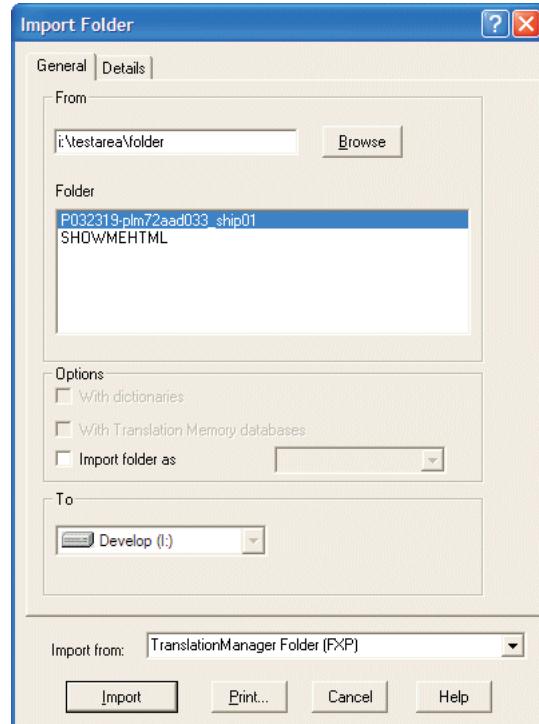


Figure 89. Import Folder window

## Options and parameters

You can import a folder from any drive that is defined to your installation.

On the “General” page:

### From

Select:

- The drive where the folder to be imported resides.
- The folder from the **Folder** box. When you have selected a drive, this box shows the importable folders on this drive.

### Options

Select:

#### With dictionaries

if you wish to import all dictionaries that were previously exported together with the folder. If there are no dictionaries in the folder, this option cannot be selected.

#### With Translation Memory databases

if you wish to import all Translation Memory databases that were

previously exported with the folder. If there are no Translation Memory databases in the folder, this option cannot be selected.

**Import folder as**

if you wish to import the folder under a different name.

- To** Contains the drive on which OpenTM2 resides. If you have several OpenTM2 installations, select the appropriate drive.

**Import from**

Select "OpenTM2 folder (FXP)" for the import of OpenTM2 folders.

The "Details" page contains information about the selected folder; it cannot be changed on this window.

**Name**

The name of the folder.

**Description**

Additional information about the folder.

**Date of export**

The date and time when the folder was exported.

**Translation Memory**

The name of the Translation Memory referenced in this folder.

**Markup**

The name of the markup table used.

**Export options**

This field can contain **Selected documents only** if the folder was exported with this option, otherwise this field is empty.

**Documents**

If the folder contains documents, their file names are displayed here.

**Translation Memory databases**

If the folder contains Translation Memory databases, their names are displayed here.

**Dictionaries**

If the folder contains dictionaries, their names are displayed here.

**Note**

If the folder contains a note, it is displayed here.

To print a copy of the details, click **Print**.

To begin importing the folder, click **Import**.

If you import the folder from a diskette drive and the exported folder was written to more than one diskette, you are prompted to insert the diskettes in the sequence in which they were inserted during export.

## Results

The folder is imported. It is added in the "Folder List" window, and you can start using its contents or the imported dictionaries for document analysis.

If the folder contains a dictionary with the same name as an existing one, you are asked whether the dictionary is to be ignored, or to be imported and automatically merged with the existing one.

If the folder contains a Translation Memory with the same name as an existing one, you are asked whether the Translation Memory is to be ignored, or to be imported and automatically merged with the existing one.

An imported folder also contains the markup tables of the folder and document properties. During import, markup tables in your system are overwritten if they have the same name and the markup table in the folder is a more recent one.

If you import a folder that already exists but the content of one or more of its documents differs from the existing ones, the “Set Document Processing Options” window is displayed. You can then decide for each document whether it is to be imported.

When you open the imported folder, the “Document List” window displays the details arrangement defined by the sender.

---

## Importing a XLIFF folder

Use the folder import in XLIFF format to import XLIFF packages translated outside of OpenTM2.

### Prerequisites

The original XLIFF package has to be exported from a OpenTM2 folder.

The original OpenTM2 folder has to exist.

### Calling sequence

Select:

1. The “Folder List” window from the main window
2. **Import...** from the **File** menu

The “Import Folder” window (see Figure 90 on page 176) is displayed.

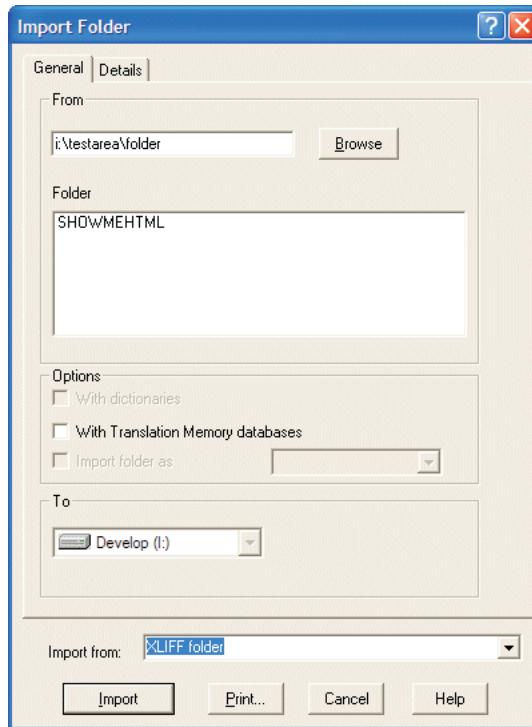


Figure 90. Import Folder window

## Options and parameters

You can import a folder from any drive that is defined to your installation.

On the “General” page:

### From

Select:

- The drive where the XLIFF package to be imported resides.
- The folder from the **Folder** box. When you have selected a drive, this box shows the importable folders on this drive. The folder box will only list XLIFF packages which have been created by OpenTM2. The box shows the folder names and not the names of the XLIFF package files.

### Options

Select:

#### With Translation Memory databases

if you wish to import the translated segments contained in the XLIFF package to the Translation Memory databases of the folder or document.

**To** Contains the drive on which OpenTM2 resides. If you have several OpenTM2 installations, select the appropriate drive.

### Import from

Select “OpenTM2 folder (FXP)” for the import of OpenTM2 folders.

The “Details” page is empty for XLIFF folder imports.

## Results

The translated segments contained in the XLIFF package replace the corresponding segments of the documents. The document completion ratio is updated accordingly.

If the “With TranslationMemory databases” option has been selected, the translated segments from the XLIFF package are also added to the TranslationMemory of the folder or document.

## Importing a folder into controlled folder



Figure 91. Controlled Folder Password window

This window is shown whenever a folder is imported into an existing controlled folder and the folder being imported is not a child of the controlled folder.

### Options and parameters

#### Password

Enter the password of the controlled folder into which the folder should be imported.

**OK** Checks the given password and checks it against the password of the controlled folder. If the password is correct, the folder import starts. If the password is not correct, the folder import window is shown.

#### Cancel

Closes the “Controlled Folder Password” window and returns to the folder import window.

#### Help

Gives information to help you to interact with this window.

## Opening a folder

You open a folder to see which documents it contains. You can then select a document to work with from the “Document List” window.

## **Prerequisites**

The folder must exist.

## **Calling sequence**

Select:

1. The folder from the “Folder List” window
2. **Open** from the **File** menu

Alternatively, double-click the folder to open it.

The “Document List” window is displayed.

## **Results**

A list of documents in the selected folder is displayed. From this list, you can start document-related functions by selecting one or more documents and an action from one of the menus.

For further information see “What you can do with documents” on page 85.

---

## **Searching and replacing text across several documents in a folder**

OpenTM2 provides a Global Find and Replace function, which works across several folders or across all or some documents of a folder.

This function might be helpful if you are looking for a particular piece of text whose source document you are not sure of. Also, you may need to change a particular wording, but do not want to type the new text manually at each occurrence. OpenTM2 can search through a series of documents to locate the required text and change it as specified. Any change is automatically reflected in the associated Translation Memory to be available for future translations.

Note that OpenTM2 searches and changes only pieces of text that can be translated. Markup tags cannot be changed.

Wildcard search as well as AND / OR combinations of the search terms are possible.

For information on how to search and replace text, refer to .

---

## **Viewing the properties of a folder**

The properties of a folder are:

### **Folder name**

The name of the folder.

### **Document format**

The format of the documents contained in the folder.

### **Source language**

The language of the original documents in the folder. A different language can be specified for individual documents in the folder.

**Target language**

The language of the translated documents in the folder. A different language can be specified for individual documents in the folder.

**Description**

The description of the folder. The description can be up to 40 alphanumeric characters long, including blanks. This description is for your use and is not used by OpenTM2.

**Editor**

The text editor used (default value STANDARD).

**Memory**

The Translation Memory associated with the folder. This Translation Memory is searched during segment matches and is updated when documents in this folder are being translated.

**Dictionary**

The dictionaries associated with the folder. These dictionaries are used in conjunction with the selected exclusion lists during analysis. They are also used for looking up a term. The order in which you select the dictionaries determines the search order associated with the folder.

**Conversion**

The conversion to be used for all documents in this folder.

**Translation Memory databases to be searched**

The Translation Memory databases to be searched for segment matches in addition to the Translation Memory to be used and updated during translation. These additional databases are not updated during translation.

## Prerequisites

The folder must exist.

## Calling sequence

Select:

1. A folder from the “Folder List” window
2. **Properties Summary...** from the **File** menu

## Results

A document in HTML format is displayed containing a summary of the folder properties (see Figure 92 on page 180).

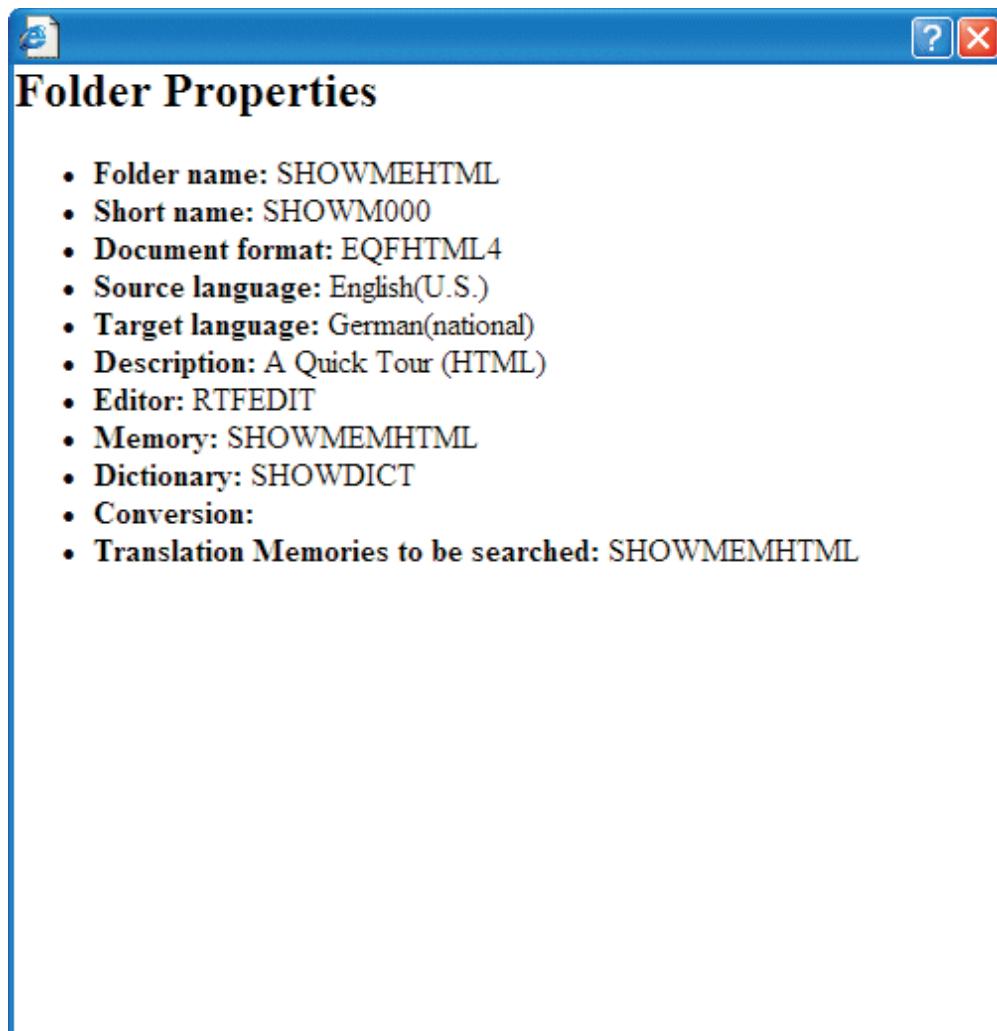


Figure 92. *Folder Properties* document

If you want to view more properties or change the properties of a folder, refer to “[Changing the properties of a folder](#).”

## Changing the properties of a folder

When you create a folder, you must define its properties before you can work with the folder. Some of them can be changed later.

The properties defined for each folder apply to all documents in the folder unless individual document properties have been set. It is sometimes not advisable to change the properties of a folder. In particular, you should not change the Translation Memory associated with the folder when you have started translating a document. You can change the associated dictionaries, if necessary.

### Prerequisites

- The folder must exist.
- If you want to change the properties of the folder, it must not be open.

## Calling sequence

Select:

1. The folder from the “Folder List” window
2. **Properties...** from the **File** menu

The “Folder Properties” window (see Figure 93) is displayed.

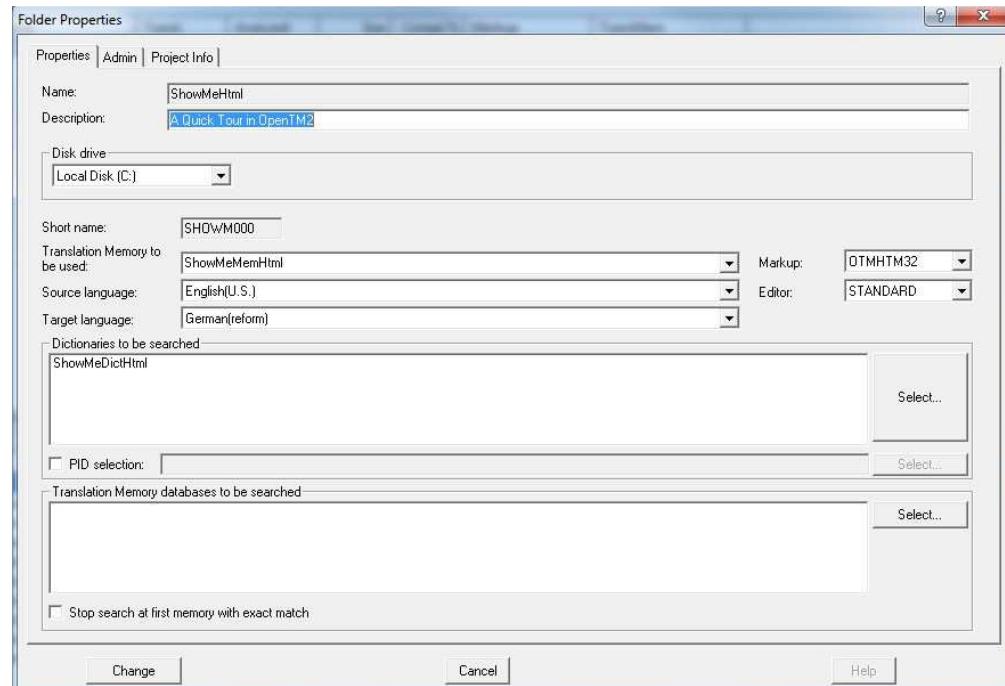


Figure 93. Folder Properties window

## Options and parameters

On the “Properties ” page, the selected properties are shown in the respective fields. The **Name** field and the **Short name** field cannot be changed for an existing folder.

The following fields contain the currently assigned names. They can be changed by selecting another name from the respective list box.

- Translation Memory
- Markup
- Editor
- Source language
- Target language

For the Translation Memory to be used, you can also type a new name in the respective field.

The dictionaries to be used in the folder are selected as follows:

- The **Dictionaries to be searched** list box shows the selected dictionaries.
- To select or deselect dictionaries press the **Select...** button, which will open the dictionary selection window.

- Dictionaries can also be deselected by double-clicking the dictionary name.

The PID (Product Identifier) to be used in the folder is selected as follows:

- The PID selection is only available for the entire folder.
- In the folder property window, there is a field under the list of selected memories: [PID selection:] [the value] [Select...]. The default is that there is no value, which means that all dictionary entries are to be used, regardless of the PID value. If the button "Select..." is pressed, then a list of all the PID-values used in any of the selected dictionaries would be listed. Users can select one or more of these listed values.
- Within the editor, when the dictionary entries are being shown, only the entries which have a matching PID value or which have no PID values are shown in the Dictionary window.

The Translation Memory databases to be searched in the folder are selected as follows:

- The **Translation Memory databases** list box shows the selected Translation Memory databases.
- To select or deselect Translation Memory databases press the **Selected** button, which will open the Translation Memory selection dialog.
- Translation Memory databases can also be deselected by double-clicking the Translation Memory name.

If the folder is protected by a password, you can only change the fields on the "Admin" page if you know the password.

#### **Controlled folder handling**

If it is a folder for which controlled folder handling was selected during its creation, this check box is selected. For more information on this option, refer to Controlled folder handling.

#### **Password**

If the folder is protected by a password, type the password assigned to this folder.

#### **Project coordinator**

Contains the name and e-mail of the project coordinator. You can change the fields if you are the project coordinator or allowed to perform the tasks of the project coordinator.

#### **Originator**

If this folder has not been exported yet, the **Name** and the **e-mail** fields are empty. If this folder was exported before, the fields contain the name and e-mail address of the person who last exported it.

#### **Translator**

Select or specify name and e-mail address of the person to receive the folder next.

The "Project Info" page contains information about the project. You can change all fields if you are the project coordinator. If the folder is protected by a password, you can only change them if you specified the correct password on the "Admin" page.

If you change the shipment number or specify one for this folder for the first time, export and import again any documents that this folder already contains. This is

necessary to get a correct Calculating, Preanalysis, or Redundancy Report (see Chapter 15, "Creating reports," on page 329).

The "Admin" page contains also two buttons for the maintenance of the folder history log. The folder history log contains all information concerning the folder history and is vital for the creation of calculation reports.

- The "Delete history log" button deletes the complete history log. No calculation reports can be performed for this folder anymore. Use this button only when an existing folder is re-used for another translation job or for another shipment and the counting information of the previous shipment is not required anymore.
- The "Clean history log" button tries to reduce the size of the history log by removing superfluous entries from the history log.

When the folder has an associated global memory option file the additional page "Global Memory" is available:

Here you can review and modify the options for global memory proposals. The

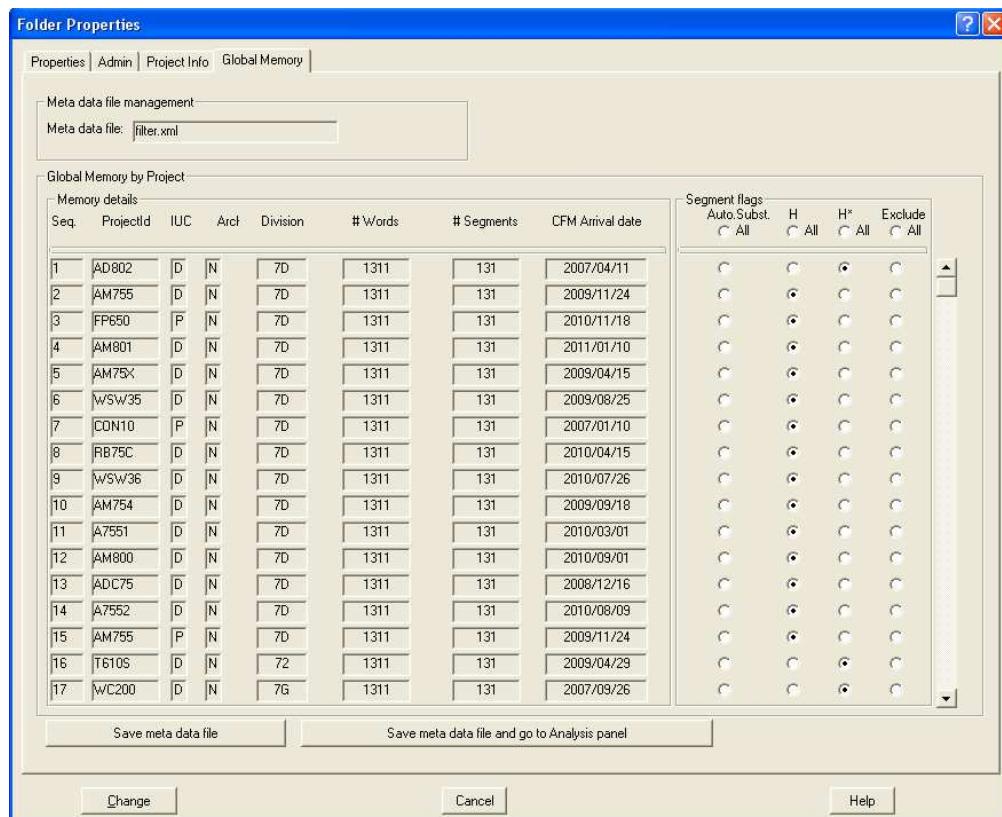


Figure 94. Folder Properties Global Memory window

meta data file field shows the name of the associated global memory option file. In the global memory by project area the scrollable table with the project IDs and the settings is displayed. The table has the following columns:

#### Seq.

The sequence number of the table entry

#### ProjectId

The project identifier

#### IUC

Either "D" for pubs/documentation, or "P" for PII

**Arch.**

"Y" when the project has been archived in the TMB otherwise "N"

**Division**

The division

**# Words**

The number of word matches found in the project

**# Segments**

The number of segments matches found in the project

**CFM Arrival Date**

The CFM arrival date

For each entry one of the following options can be selected:

**AutoSubst**

The memory proposals for this project can be used for automatic substitution

H The memory proposals for this project are not used for automatic substitution and are displayed with the prefix "h" in the memory proposal window

H\* The memory proposals for this project are not used for automatic substitution and are displayed with the prefix "h\*" in the memory proposal window

**Exclude**

The memory proposals for this project are excluded from memory look-up

The button "save meta data file" saves the global memory options and the button "Save meta data file and got to Analysis panel" saves the global memory option file, closes the folder property window and opens the Analysis window.

To save the changes of the properties, click **Change**.

To leave the "Folder Properties" window without changing the properties, for example, if you only wanted to look at the folder properties, click **Cancel**.

## Results

If you select **Change**, the folder properties are changed according to your specifications. Otherwise, they remain unchanged. You are returned to the previous window.

If you entered the name of new Translation Memory, the **New Translation Memory** is displayed to specify the characteristics of this Translation Memory.

If you changed a markup table name, it is strongly recommended that you analyze the documents in the folder again.

For more information how to select a **Dictionary** or a **Translation Memory**, refer to

- "Dictionary Selection window" on page 164
- "Translation Memory Selection window" on page 165

## **Viewing the details of a folder**

In the “Folder List” window, you can display additional information about a folder. You can define which details you want to be displayed and in which order.

The displayable folder details are as follows:

### **Name**

The name of the folder.

### **Description**

The description of the folder.

### **Updated**

The date when the folder properties were last changed.

### **Markup**

The markup table defined in the folder's properties. This markup table is used for all documents in the folder unless a different markup table is specified in the properties of a document.

### **Translation Memory**

The Translation Memory associated with the folder.

### **Drive**

The disk drive where the folder resides.

### **Dictionary**

The first dictionary in the list of dictionaries associated with the folder.

### **Editor**

The text editor used (default value STANDARD).

### **Source language**

The language of the original documents in the folder. A different language can be specified for individual documents in the folder.

### **Target language**

The language of the translated documents in the folder. A different language can be specified for individual documents in the folder.

### **Search Translation Memory**

The Translation Memory databases to be searched for segment matches.

You can toggle between two display modes:

- Display the names only
- Display selected details

You can change the arrangement of the folder details in the “Change Details” window described in “Viewing and changing the details of a list item” on page 66.



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# Chapter 9. Working with Translation Memory databases

A *Translation Memory* is a database that contains existing translations. You use a Translation Memory to find and reuse these translations.

During analysis OpenTM2 splits a document into translatable segments, which usually correspond to sentences.

A Translation Memory contains pairs of such segments that consist of an original (source) segment and a translated (target) segment, which together make up a Translation Memory segment. A Translation Memory can contain source sentences in one *source language*, and translated sentences in several *target languages*.

---

## Overview and terminology

Translation Memory databases are used during *translation* and *analysis* of documents.

- During translation in the Translation Environment, OpenTM2 displays matching sentences as *translation proposals* for the current sentence. You can then choose the translation proposal that represents the best translation of the sentence, and copy it into the document you currently translate.

The type of match is always evaluated by comparing a sentence in the source document with source sentences in the Translation Memory.

OpenTM2 proposes both *exact* matches and *fuzzy* matches. Exact matches are found if two source segments are completely identical. Fuzzy matches are found if two source segments are almost identical.

All types of fuzzy matches are indicated by a character enclosed in brackets in front of the proposal. For example, [f] indicates a fuzzy match.

If two source sentences differ by only a digit or a number, OpenTM2 proposes this as a fuzzy match, with the number already replaced with the new value. Such a *fuzzy replacement* match is indicated by [r]. The various types of matches are described in detail in “Translation Memory matches” on page 188.

Whenever you translate a segment, OpenTM2 automatically adds your translation to the Translation Memory associated with the current document. The Translation Memory is therefore being continuously updated—the translation of one sentence may even be offered as a translation proposal for the next matching segment.

- During document analysis, you can choose to have OpenTM2 automatically replace sentences with matches that already exist in the Translation Memory. This substitution occurs only for exact matches.
- During document analysis, OpenTM2 can also extract segments with an exact or a fuzzy match from existing Translation Memory databases and copy these segments into a new one. In this way, you can “preload” a document-related Translation Memory.

When the same original sentence appears in several places in a document, OpenTM2 also allows you to store several different translations of the sentence. In this way, you can translate a segment in different ways according to the context.

Translation Memory databases provide an efficient method of translating whenever you deal with similar or repetitive texts (for example revised editions of manuals).

During translation, you can select *automatic substitution*. This option automatically copies existing translated segments into the translation document for as long as it finds exact matches for the current source segments. Automatic copying stops when no exact match, or more than one exact match, has been found for a source segment. Now you must continue translating the segment manually. Afterwards automatic copying can be restarted.

Translation Memory databases can be even combined with one another. Use the *merge* option to merge the contents of one Translation Memory with another.

Translation Memory databases can have two formats:

- Internal, called OpenTM2 format. The internal format is used to work with Translation Memory databases within OpenTM2.
- External. The external format is an SGML-based data exchange format that allows the data within Translation Memory databases to be processed outside of OpenTM2. The data in an external Translation Memory is interspersed between SGML tags that describe the structure of the Translation Memory as a whole and the data elements of each segment. This format allows you to edit a Translation Memory with a text editor, for example to change or delete segments in a Translation Memory.

If you have translated documents that were translated outside OpenTM2, you can generate an *Initial Translation Memory (ITM)*, this means you can fill a Translation Memory with existing translation segments. When you start the translation of a document that is similar to an existing one, you can benefit from your previous translations that are now available in the Initial Translation Memory.

An exported Translation Memory in SGML format is also helpful for reusing existing translations. If you have previously saved files or databases in another format, you can access them with OpenTM2 by using a program to convert them to the format of an external Translation Memory.

---

## Translation Memory matches

During translation in the Translation Environment, OpenTM2 searches for matching segments, this means it checks whether the Translation Memory contains a previous translation of the current segment.

The system differentiates mainly between an *exact match*, which is completely identical, and a *fuzzy match*, which is an almost identical match where the fuzziness can have various degrees.

When OpenTM2 displays a matching segment in the “Translation” window of the Translation Environment, the type of fuzzy match is indicated by a preceding flag in brackets, for example [f]. Exact matches do not have such a flag.

An exact match is found when the Translation Memory contains a segment identical to the current segment in the document to be translated and when the segment translation was accepted by a human translator during translation. The segments must be identical with respect to text and punctuation but their tagging can differ.

If an identical source segment is placed in the Translation Memory by the EQFITM command or was imported as machine-generated translation, it is not regarded as an exact match. It is flagged by a preceding [m].

If you choose a Translation Memory previously used for a BookMaster document, for the translation of machine-readable information, all trailing line feeds and blanks are removed when an exact match is found. This ensures that the target sentence has as many trailing line feeds as the source segment.

By default, a fuzzy match is recognized if the two segments overlap more than 33%. You can customize this threshold for segment lengths, as described in “Translation Memory matches” on page 188.

OpenTM2 can also show combinations of these types of matches. The following table shows the categories of matches and the flagging displayed in the “Translation Memory” window.

Type of match	Flag
Exact	(not flagged)
Matches with minor deviations:	
- Machine	[m]
- Replacement	[r]
- Machine and replacement	[mr]
Fuzzy matches:	
- Fuzzy	[f]
- Fuzzy and replacement	[rf]
- Fuzzy and machine	[mf]
- Fuzzy, machine, and replacement	[mrf]

---

## What you can do with Translation Memory databases

Most of the tasks concerning Translation Memory databases begin from the “Translation Memory List” window.

### Calling sequence

Select:

1. “Translation Memory List” window from the main window
2. A Translation Memory from the window
3. One of the enabled commands from the **File** or **View** menu

This usually takes you to another window, where you can specify the necessary options and parameters and where you can start the requested procedure.

---

## Creating a Translation Memory

Before you can use a Translation Memory, it must be initialized. To initialize a Translation Memory, you need to specify values for a number of parameters.

The procedure described here creates an empty Translation Memory. This can subsequently be filled by translating in the Translation Environment, by copying segments from other Translation Memory databases during analysis, or by importing external Translation Memory databases.

For a description of the other methods of creating and filling a Translation Memory, see:

- “Creating an external Translation Memory” on page 191
- 
- “Merging Translation Memory databases” on page 203

## Prerequisites

At least one language-support file must be installed.

## Calling sequence

Select:

1. The “Translation Memory List” window in the main window.
2. **New...** from the **File** menu.

The “New Translation Memory” window (see Figure 95) is displayed.

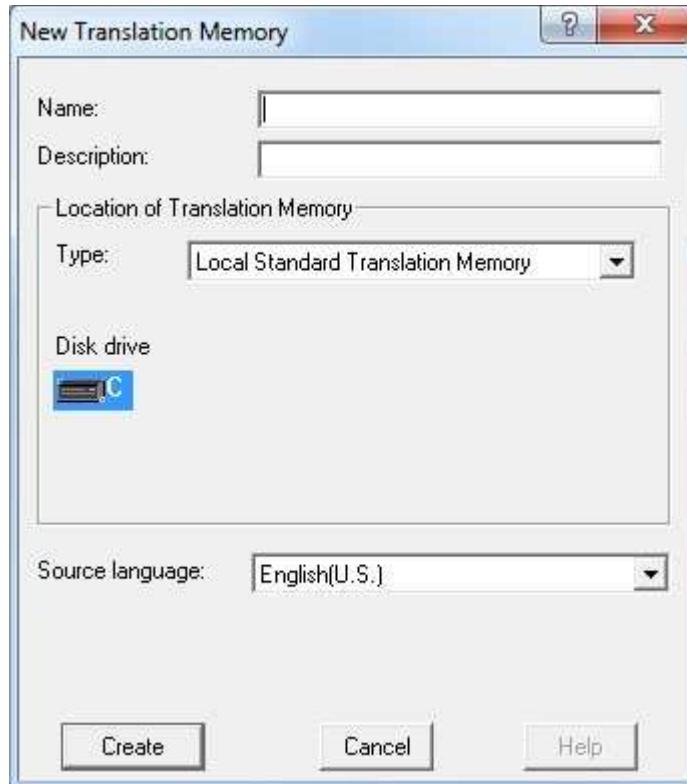


Figure 95. New Translation Memory window

## Options and parameters

### Name

Type the name for the new Translation Memory.

### Description

Type a description of the new Translation Memory. This description can be up to 40 alphanumeric characters long. It is for your personal use and is not used by OpenTM2.

	<b>Type</b>
	Specify where you want the new Translation Memory to reside on. You can keep it on a local disk drive (only you can use it) or on a shared disk drive (several translators can work with it simultaneously). See “Sharing LAN-based Translation Memories” on page 219 to learn about the benefits of Translation Memory databases residing on a shared disk drive.
	There are three options to choose from:
	1. Local Standard Translation Memory
	2. Shared Translation Memory (MS Win LAN based)
	3. Shared Translation Memory (Web based)
	<b>Local Standard Translation Memory</b> is the default selection.

#### Disk drive

Shows local or shared disk drives. Select one of the available disk drives as the drive on which you want the new Translation Memory to reside. Remember that a Translation Memory grows in size over time, so ensure that the drive you select has sufficient free space.

#### Source language

Select the source language from the list of languages displayed.

Click the button **Create** to create the new Translation Memory.

#### Results

The Translation Memory is created, but is still empty. You can now begin to fill it by translating text or by actions such as import, merge, or analysis.

## Creating an external Translation Memory

An external Translation Memory is a file that contains segment pairs from previous translations and SGML tags. The SGML tags are used to distinguish between *control information* and the original and translated segments.

SGML format is used as the OpenTM2 data exchange format for Translation Memory databases.

If you have already a translation database in a format of your own and want to use the information in it with OpenTM2, you must first convert it into a file in SGML format, for example, by a conversion program that understands your database format and the SGML format. This file can then be imported into OpenTM2.

Besides generating an *Initial Translation Memory (ITM)*, this is another method of filling a Translation Memory before beginning a translation.

When you export a Translation Memory, OpenTM2 creates a file in SGML format.

During import, you can also merge an external Translation Memory with an internal Translation Memory.

## Format of an external Translation Memory

A Translation Memory in SGML-based format includes, in addition to the original and translation segments, SGML tags that describe the data structure of each segment.

You can also use this format to create an external Translation Memory containing your own translation database data.

An external Translation Memory is an ASCII coded file. It starts with <NTMemoryDb> and ends with </NTMemoryDb>.

The starting tag is followed by a description of the Translation Memory, enclosed between <Description> and </Description> tags.

The description is followed by the segment pairs. The number of segment pairs is not limited. The individual segment pairs are tagged in the following format:

### Example

```
<Segment>nnnnnnnnnn ←  
<Control> ←  
... ←  
</Control> ←  
<Source>...</Source> ←  
<Target>...</Target> ←  
</Segment> ←
```

The symbol ← stands for the combination of the *carriage return* and the *line feed* characters. This character combination is usually generated when you press Enter to return you to the beginning of the next line.

The following describes the SGML structure sequentially.

1. A segment begins with the <Segment> tag.
2. The segment identifier nnnnnnnnn must immediately follow the <Segment> tag and must be 10 characters long. This identifier must be unique within the Translation Memory.
3. ← must follow the identifier.
4. The next tag is <Control>, and is followed by ←.
5. The next line is a sequence of numbers representing the *segment control information*, which is described in “Control information of a Translation Memory segment” on page 193.
6. The control information must be terminated by the </Control> tag and be followed by ←.
7. The next tag is <Source>, followed by the source segment. It is ended by </Source>, followed by ←. If ← appears in the source segment, it is considered to be part of the source.
8. The next tag is <Target>, followed by the target segment. It is ended by </Target>, followed by a ←. If ← appears in the target segment, it is considered to be part of the target.
9. The last tag of a segment is </Segment>, followed by ←.

“The Translation Memory format” on page 193 shows a small part of an external Translation Memory.

## The Translation Memory format

The following shows part of an SGML-based Translation Memory containing two segments. The separator in the segment control information is indicated by the symbol •. The combination of the *carriage return* and the *line feed* characters ( ↲) is not shown in this example.

```
<NTMemoryDb>
<Description>
This is a Translation Memory sample
</Description>
:
<Segment>0000000001
<Control>
000015•0•000000668798940•English(U.S.)•German(national)•EQFB00K•DEMO.SCR
</Control>
<Source>The amount of data that you wish to process
</Source>
<Target>Die Datenmenge, die verarbeitet werden soll
</Target>
</Segment>
:
<Segment>0000000043
<Control>
000003•0•000000668798783•English(U.S.)•German(national)•EVS•EQFBOOK•DEMO.SCR
</Control>
<Source>The IBM 9370 system includes a processor, I/O devices and the appropriate
software to fulfill your data processing requirements. </Source>
<Target>Das System IBM 9370 umfaßt den Prozessor, E/A Geräte sowie die
entsprechende Software, um den Ansprüchen bei der Informationsverarbeitung
gerecht zu werden. </Target>
</Segment>
:
</NTMemoryDb>
```

## SGML tags for external Translation Memory databases

Start tag, end tag	Description
<NTMemoryDb>, </NTMemoryDb>	Start and end of a Translation Memory
<Segment>, </Segment>	Start and end of a Translation Memory segment
<Description>, </Description>	Start and end of a Translation Memory description
<Control>, </Control>	Start and end of the segment control information
<Source>, </Source>	Start and end of a source sentence
<Target>, </Target>	Start and end of a target sentence

## Control information of a Translation Memory segment

The control information for each segment consists of several pieces of information, each of a specific length. The maximum length of each data element is contained in square brackets. The data elements must be separated by a character with the ASCII code 21 (X'15'), represented by the symbol §.

The control information has the following layout:

### Segment number [6]

The segment number forms a number (with leading zeros if required)

representing the position of the segment within the document file from which it originates. If you do not know this number, specify a number that is unique within this Translation Memory. The segment number is used by the Translation Memory to rank segments with an identical source.

#### **Translation indicator [1]**

This character can be 0 or 1:

- 0** Indicates that the translation is a manual translation.
- 1** Indicates that the translation of this segment originates from a machine translation system and has not been post-edited by a translator. If more than one exact translation match is available in the Translation Memory, OpenTM2 ranks the human translation higher than the machine translation.

#### **Time stamp [16]**

In exported Translation Memory databases, this data element contains a time stamp in internal format. In Translation Memory databases created outside of OpenTM2, use a value of 0.

#### **Source language [20]**

Any language from the list of supported source languages.

#### **Target language [20]**

Any language from the list of supported target languages.

#### **Author [15]**

Contains the name of the translator as the author of the translation of this original segment. It is the only field that is optional.

#### **Markup table [8]**

Any of the markup tables available.

#### **File name [12]**

Contains the name of the source file from which this segment originates. If you do not know the file name, put any other identification in this field. The Translation Memory uses the file name to rank segments originating from the same source. This means if a document with the name XYZ is translated and several exact translation matches are found for a specific segment, then the exact translation with the file name XYZ (if available) is ranked higher. The file name must be immediately followed by **←**.

---

## **Renaming a Translation Memory**

OpenTM2 enables you to give a Translation Memory a new name.

### **Prerequisites**

The Translation Memory must exist.

### **Calling sequence**

Select:

1. The Translation Memory from the “Translation Memory List” window
2. **Rename** from the **File** menu

## **Options and parameters**

### **Rename to**

Type a new name for the Translation Memory.

### **Adjust all references automatically**

If you select this option, all references to the renamed Translation Memory are also changed.

## **Results**

If you select **Rename**, the Translation Memory and, optionally, any references to it are renamed.

---

## **Deleting a Translation Memory**

If you no longer need a Translation Memory, for example, if you have specified incorrect parameters or it has been filled with the wrong data, you can delete it.

For learning how to delete a shared Translation Memory, see .

### **Prerequisites**

The Translation Memory must exist.

### **Calling sequence**

Select:

1. The Translation Memory to be deleted
2. **Delete** from the **File** menu

Before OpenTM2 deletes the requested Translation Memory, a message window is displayed asking you to confirm that you want to delete the Translation Memory.

## **Options and parameters**

- If you select **No**, the Translation Memory is not deleted.
- If you select **Yes**, the Translation Memory is deleted.

## **Results**

If you select **Yes**, the Translation Memory is deleted, and the disk space is freed. Otherwise, the Translation Memory remains unchanged. References to this Translation Memory may still exist in certain folders. Update the folder properties so that the deleted Translation Memory is no longer referenced.

---

## **Exporting a Translation Memory**

To make a Translation Memory available to another system or user, you can export it to create an external Translation Memory. An external Translation Memory is in an SGML-based data exchange format that you can use to pass your Translation Memory data to users who do not work with OpenTM2.

Exporting a Translation Memory can also be part of the conversion of a Translation Memory into Unicode. To convert a Translation Memory into Unicode, you must

first export it from OpenTM2 and then import it again. In both cases, you select **SGML UTF-16** as export format or import format.

You can also export the memory using the Translation Memory exchange format TMX.

## Prerequisites

The Translation Memory must exist.

## Calling sequence

Select:

1. The Translation Memory to be exported
2. **Export...** from the **File** menu

The “Export Translation Memory” window is displayed.

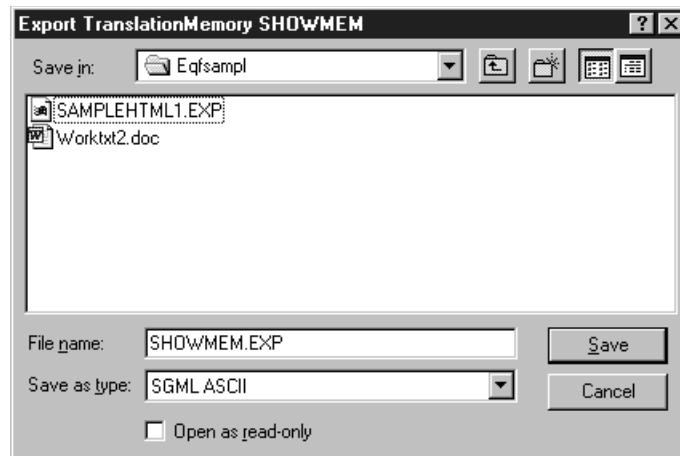


Figure 96. Export Translation Memory window

## Options and parameters

### Save in

Select the drive and directory to which the Translation Memory is to be exported.

### File name

Contains the name of the Translation Memory to be exported. You can overwrite it with a new name.

### Save as type

Select the format in which the Translation Memory is to be stored. Select **SGML UTF-16** if the export is part of your conversion of the Translation Memory into Unicode. Select **TMX (UTF-16)** or **TMX (UTF-8)** to export the memory in the **TMX format**. Select **TMX (UTF-16) (no CRLF)** or **TMX (UTF-8) (no CRLF)** to export the memory in the TMX format and to remove any line breaks contained in the segment data. Line break removal will insert blanks when necessary.

Click **Save** to begin exporting the Translation Memory.

If you selected a diskette drive and the data volume of the Translation Memory exceeds the capacity of the diskette, OpenTM2 informs you that it cannot export the Translation Memory in this way. You then must export the Translation Memory in a folder. For more information, see “Exporting a folder” on page 169.

## Results

The Translation Memory is exported as a file that you can pass to other users or systems. The default file extension is EXP for SGML format export and TMX for TMX format export. The internal Translation Memory remains unchanged.

# Creating an Initial Translation Memory

You can generate a Translation Memory already before you start translating a document in OpenTM2. In this way, you can immediately benefit from having a filled Translation Memory when you start translating, for example, updated versions of existing documents.

Such a Translation Memory is called an Initial Translation Memory (ITM). OpenTM2 lets you create an Initial Translation Memory based on existing translations—both a source file, containing the original document, and a target file, containing the corresponding translated document, must be available.

OpenTM2 scans both files to find the corresponding target segment for each original segment, that is, it *aligns* the segments of the two files. You are recommended to check the combinations of segments afterwards.

When you use an Initial Translation Memory during a translation, the proposals in the “Translation Memory” window are prefixed with [m] (created by **machine**). Such *machine* proposals are treated as fuzzy matches, this means that they are not used during automatic substitution.

To generate an Initial Translation Memory, you can choose between two methods. You can start generating an Initial Translation Memory:

- **From the command area** In this case you must type the EQFITM command and all required parameters in your system’s command area and press Enter. For a complete description of the syntax of this command, see “Creating an Initial Translation Memory from the command line” on page 403.
- **From the Initial Translation Memory icon** In this case you must double-click the **Initial Translation Memory Tool** icon in the “IBM OpenTM2” group window.

**Note: In both cases the SGML memory is written from ITM in UNICODE format**

The following sections describe how to:

- Generate an Initial Translation Memory
- Check the results of the alignment process (the process of combining source segments with their matching target segments)

## Prerequisites

- The original documents and corresponding translations must be available as separate files.

- The Translation Memory that is subsequently to be used as an Initial Translation Memory must already be initialized (see “Creating a Translation Memory” on page 189).
- The markup table for the document files must be the same for source and target documents.
- The language support for the source language and the target language must be installed.

### Calling sequence

1. Type `eqfitm` in the command area of your system (next to the `[C:\]` prompt).
2. Press Enter to start the command.
3. Double-click the **Initial Translation Memory Tool** icon in the “IBM OpenTM2” group window.

The “Create Initial Translation Memory” window is displayed:

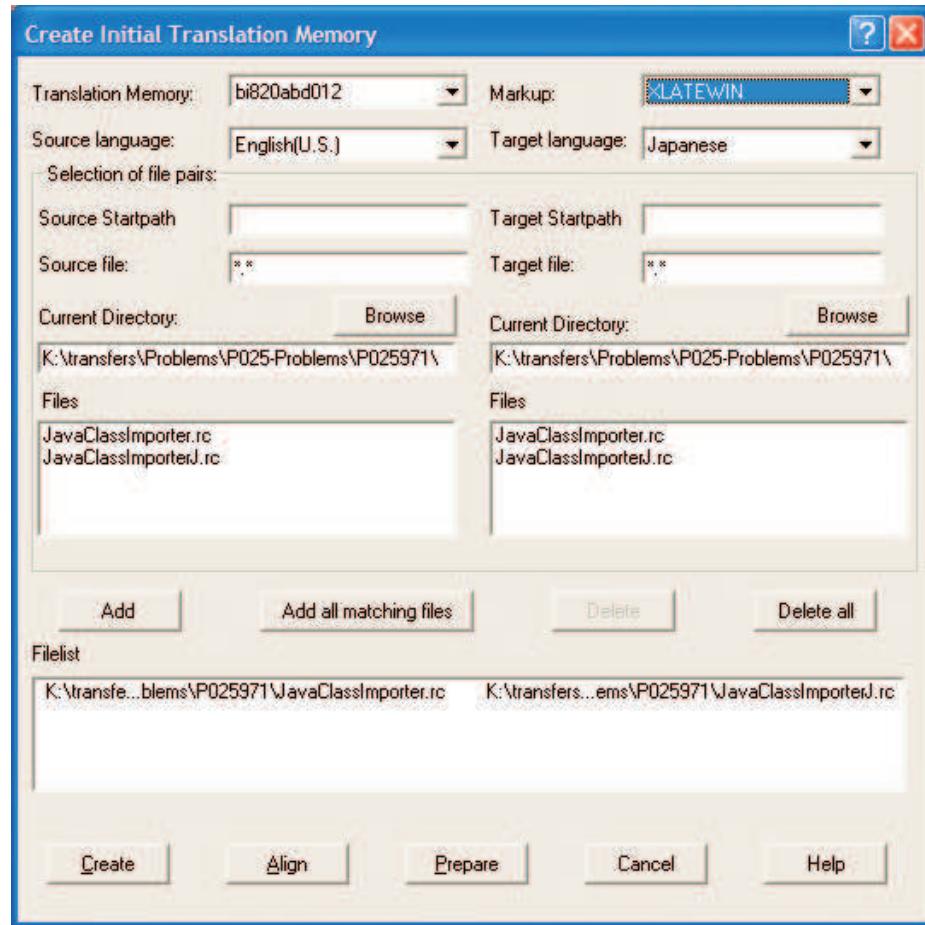


Figure 97. Create Initial Translation Memory window

### Options and parameters

#### Translation Memory

Select an existing Translation Memory to be filled with the matched segment pairs of existing translations (source segments and their matching target segments).

### **Markup**

Select an existing markup table to be used for the file pairs you select.

### **Selection of file pairs**

Define one file pair (source and target) at a time, then click **Add** to add the file pair to the **Filelist** list box. Then specify the next file pair or add all file pairs having the same name in the source file list and the target file list by clicking **Add all matching files**.

A source file is defined by the following parameters:

#### **Source language**

Select the language of the original document file from the list of available languages.

#### **Source start path**

Specify the path information that you do **not** want to become part of the document name when the original document is stored in the Initial Translation Memory. For example, if your source file is stored in e:\tm\project\english and you do not want e:\tm\project to become part of the name under which it is stored, specify e:\tm\project in this field.

The path you specify here can differ from the target start path. However, if you specify a source start path, you must also specify a target start path.

#### **Source file**

You can:

- Type the fully qualified file name in this field.
- Type only the file name but select the location of the file using the **Browse** button.
- If you first specify the file location using the **Browse** button or by typing in the location into the **Current Directory** field, select the file name from the **Files** list box.

#### **Current directory**

This field shows the drive and path currently selected, you can modify the path directly or you can click **Browse** to display the "Browse for Folder" window on which you can select the appropriate path.

#### **Files**

Contains a list of all the files in the current directory. Select the source file.

The target file is defined similar to the source file:

#### **Target language**

Select the language of the target document from the list of available languages.

#### **Target start path**

Specify the path information that you do **not** want to become part of the document name when the target document is stored in the Initial Translation Memory. For example, if your target file is stored in e:\tm\project\german and you do not want e:\tm\project to become part of the name under which it is stored, specify e:\tm\project in this field.

The path you specify here can differ from the source start path. However, if you specify a target start path, you must also specify a source start path.

#### **Target file**

If the **Current Directory** field contains the correct drive and path name, either

select the source document from the **Files** list box or type it directly into this field. Otherwise, first specify the correct drive and path information in the **Current Directory** field.

#### **Current directory**

This field shows the drive and path currently selected, you can modify the path directly or you can click **Browse** to display the "Browse for Folder" window on which you can select the appropriate path.

#### **Files**

Contains a list of all the files in the current directory. Select the target file.

#### **Filelist**

Displays file pairs selected for subsequent processing. All files must have the same markup. To change the selection of file pairs, use one of the following buttons:

##### **Add**

To save the specified file pair, click this button. The names of the source file and of the target file are added to the **Filelist** list box.

##### **Add all matching files**

To add all files having the same name in the source and target file list as file pairs.

##### **Delete/Delete all**

To remove a file pair, first select the file pair from the **Filelist** list box, then select **Delete**. To remove all file pairs, select **Delete all**.

#### **Create**

Starts the creation of the Initial Translation Memory and presents its contents on the screen for you to review. After you saved the Initial Translation Memory, the contained segments are treated as *machine* proposals, prefixed with [m]. To remove this prefix and enable the segments to be used during the automatic substitution process, use EQFDMM.EXE.

#### **Align**

When all file pairs have been added to the **Filelist** list box, click **Align** to begin filling the Initial Translation Memory. The aligning process starts and connects each source segment with a corresponding target segment. The matched segments are written to the selected Translation Memory (prefixed by [m]). Mind that these segment connections have not been checked yet. As it can take some time to join the document file pairs together, a window is displayed showing the progress of the operation.

#### **Prepare**

Same as **Create...** but no visual presentation of the Initial Translation Memory contents. The selected file pairs are prefixed by p. You can use this option to create the Initial Translation Memory but view it later.

#### **Cancel**

Stops the interaction with this window and returns you to the starting point. Any modifications you have made are not saved.

#### **Help**

Gives information to help you interact with the current window.

When the generation of the Initial Translation Memory is completed, a message window appears containing the number of paired segments. If you pressed the **Create...** button, the contents of the Initial Translation Memory is presented in a window on the screen. How you work with this window is described in "Revising

an Initial Translation Memory” on page 206.

## Results

The Initial Translation Memory is filled with matching source and target segments, using the file pairs you selected.

It is recommended that you check the correctness of the matches made by OpenTM2. You can do this before you start translation work with this Translation Memory as described in “Revising an Initial Translation Memory” on page 406, or online using the Initial Translation Memory specific editor (see “Revising an Initial Translation Memory” on page 206). This editor is invoked by selecting the **Create** button in the “Create Initial Translation Memory” window.

If you start to use the Initial Translation Memory without any further checking, it is recommended to treat the *machine-generated* matches (prefixed by [m]) in the same way as fuzzy matches (prefixed by [f]). When you copy these proposals into your translation, check whether they need to be adapted and change them where necessary.

If you choose to use automatic substitution during analysis, *machine-generated* matches are not used.

---

## Importing a Translation Memory

If you receive an external Translation Memory, you can import it into OpenTM2.

During the import, you can also merge the data from an external Translation Memory into a Translation Memory that already exists in OpenTM2.

Importing a Translation Memory can also be part of the conversion of a Translation Memory into Unicode. To convert a Translation Memory into Unicode, you must first export it from OpenTM2 and then import it again. In both cases, you select **SGML Unicode** as export or import format.

### Prerequisites

- The Translation Memory to be imported must exist.
- If you want to merge the data from the external Translation Memory into an existing Translation Memory, both Translation Memory databases must have the same source language.

### Calling sequence

Select:

1. The “Translation Memory List” window from the main window
2. Optionally the Translation Memory into which to import the external Translation Memory
3. **Import...** from the **File** menu

The “Import Translation Memory” window (see Figure 98 on page 202) is displayed.

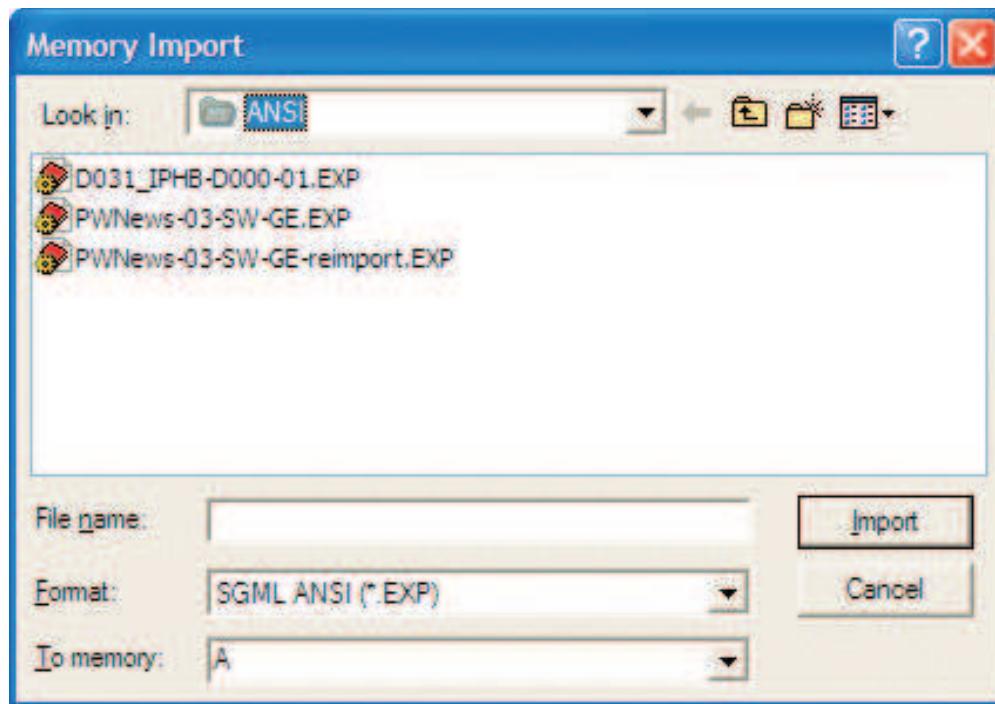


Figure 98. Import Translation Memory window

## Options and parameters

### Look in

Select the directory where Translation Memory to be imported is currently stored.

### File name

Enter the file name of the Translation Memory to be imported or select one or more entries in the list box.

### Format

Select the format of the Translation Memory to be imported

- SGML ANSI for the import of external memory databases in the SGML (.EXP) format in ANSI encoding
- SGML ASCII for the import of external memory databases in the SGML (.EXP) format in ASCII encoding
- SGML UTF16 for the import of external memory databases in the SGML (.EXP) format in Unicode (UTF-16) encoding
- TMX for the import of external memory databases in the TMX (Translation Memory Exchange) format
- TMX (Trados) for the import of external memory databases in the TMX (Translation Memory Exchange) format which have been exported using the Trados translation tool, for this special import format any RTF tagging contained in the imported segment data is removed

S

### To memory

Contains the name of the Translation Memory to be imported. You can overwrite this name or select one from the list box.

If you specify a Translation Memory that does not exist yet, the “New Translation Memory” window is displayed for you to create it (see “Creating a Translation Memory” on page 189).

If you select or specify an existing Translation Memory, the contents of the Translation Memory to be imported are merged into it.

When you have specified your input, click **Import**.

For information on importing Translation Memory databases from other OpenTM2 products, see Appendix E, “Exchanging data with other OpenTM2 products,” on page 461.

## Results

The Translation Memory data is imported into the selected target Translation Memory and you can begin to work with it. The external Translation Memory remains unchanged.

---

## Merging Translation Memory databases

If several translators are working on a large document, each of them uses and updates a separate Translation Memory.

For the translation of subsequent releases of the document, it is useful to merge these to create a single consolidated Translation Memory.

You can merge Translation Memory databases in two ways:

- While importing an external Translation Memory (see “Importing a Translation Memory” on page 201).
- By merging two internal Translation Memory databases.

The merging of two Translation Memory databases is described using two sample names, TMEM01 and TMEM02.

### Prerequisites

- The two Translation Memory databases to be merged must exist.
- They must have the same source language.

### Calling sequence

Select:

1. The “Translation Memory List” window
2. The Translation Memory to be merged, for example, TMEM01
3. Select **Merge...** from the **File** menu

The “Merge Translation Memory” window (see Figure 99 on page 204) is displayed.

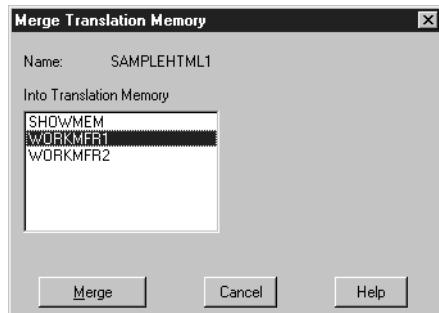


Figure 99. Merge Translation Memory window

## Options and parameters

The **Into Translation Memory** list box displays all available Translation Memory databases. Select the Translation Memory, for example TMEM02, into which to merge the previously selected Translation Memory TMEM01.

When you have selected the target Translation Memory, click **Merge** to begin merging the Translation Memory databases.

## Results

The contents of TMEM01 is merged into the target Translation Memory TMEM02. The Translation Memory TMEM01 remains unchanged. You can begin to use the extended Translation Memory TMEM02.

---

## Archiving a Translation Memory

When you have finished a translation project you can archive the translated documents in another or a new Translation Memory. You then have a clean Translation Memory without redundancies.

### Prerequisites

At least one segment of the document or documents you want to archive must have been translated.

### Calling sequence

Select:

1. The “Folder List” or “Document List” window, depending on whether you want to archive a single or all documents in a folder.
2. The folder or document.
3. **Build Archive Translation Memory...** from the **Utilities** menu.

The “Build Archive Translation Memory” window (see Figure 100 on page 205) is displayed.

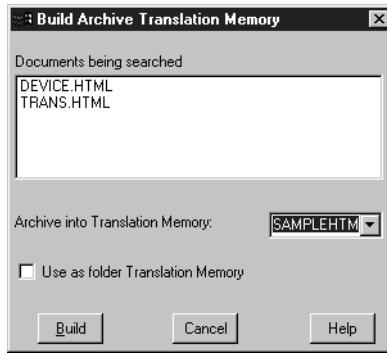


Figure 100. Build Archive Translation Memory window

## Options and parameters

### Documents being searched

This box lists the documents that are searched for translated segments to be included in the Translation Memory.

### Archive into Translation Memory

Select an existing Translation Memory or type the name for a new Translation Memory in which the documents are to be archived.

### Use as folder Translation Memory

Select this option if you want to use the Translation Memory as the new folder Translation Memory.

## Results

The documents are stored in the specified Translation Memory. If you specified an existing Translation Memory, you are asked whether you want to overwrite its contents or merge the new entries with the existing ones.

---

## Organizing a Translation Memory

Occasionally OpenTM2 prompts you to *organize* a Translation Memory. A Translation Memory must be organized to delete obsolete segments, to repair a defective Translation Memory, or to upgrade a backlevel Translation Memory.

### Prerequisites

The Translation Memory to be organized must exist.

### Calling sequence

Select:

1. The “Translation Memory List” window
2. The Translation Memory to be organized
3. **Organize** from the **File** menu

Organizing begins immediately. As it may take some time to organize a large Translation Memory, a window is displayed showing you the progress.

## **Options and parameters**

None.

## **Results**

The Translation Memory is now organized and the new number of segments in the Translation Memory is displayed. You can continue to use it.

---

# **Revising an Initial Translation Memory**

To increase the reliability of the automatically generated Initial Translation Memory, it is necessary to check the correctness of the relation between source and target segments.

With the Initial Translation Memory editor you can see the contents of the Initial Translation Memory at a glance to verify the correspondence between source and target segments. When a target segment does not correspond to a source segment, you can perform the necessary changes.

The original segments are displayed in the “Source” window, the corresponding translations in the “Target” window. The segment pairs are synchronized with each other. That means that a target segment is displayed at the same level on the screen as the source segment and with the same background color.

The following describes how to work with the Initial Translation Memory editor.

## **Prerequisites**

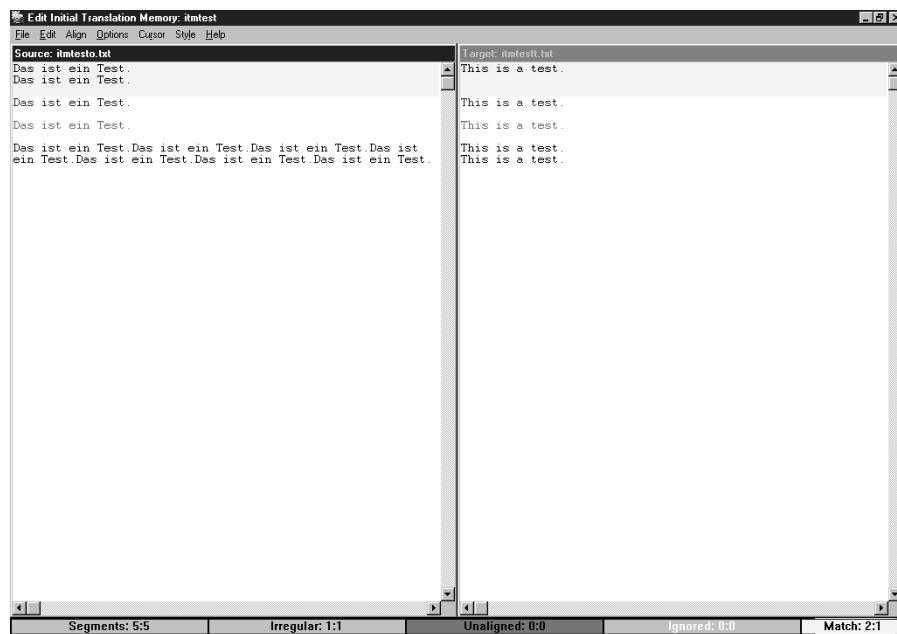
The “Create Initial Translation Memory” window must be invoked and filled in.

## **Calling sequence**

Select:

- The **Create** button from the “Create Initial Translation Memory” window.

The “Edit Initial Translation Memory” window is displayed. It consists of two windows. One window shows source segments, the other window shows the corresponding target segments.



*Figure 101. Edit Initial Translation Memory window*

## Options and parameters

For information on how to work with the Initial Translation Memory editor see “The Initial Translation Memory editor.”

## Results

You are now ready to verify the correctness of the automatically generated pairs of source segments and their translated equivalents. When you leave the editor the segment pairs are stored in the Translation Memory.

---

## The Initial Translation Memory editor

On the menu bar of the “Edit Initial Translation Memory” window you can select the following items:

**File** To save changes in the “Initial Translation Memory” window and to exit.

**Edit** To find and replace, split and join, cut and paste, delete, and do other operations on the text.

**Align** To manipulate the relation between source and target segments.

### Options

To change the view of the “Source” and “Target” windows and to modify colors and fonts.

### Cursor

To move and change the cursor position in the “Source” and “Target” windows, to mark segments, and to set bookmarks.

**Style** To change the display of markup information.

**Help** To get information that helps you interact with the current window.

## File menu

Menu or key	Function
Save (F2)	Saves the current segment connections. If you have selected another pair of files, the segment connections resulting from these files will be displayed next.
Quit (F3)	Quits the "Edit Initial Translation Memory" window without saving changes.
End-Save (F4)	Quits the "Edit Initial Translation Memory" window and saves any changes to the selected Translation Memory.
Toggle window (Ctrl+t)	Activates the opposite window ("Source" or "Target").

## Edit menu

Menu or key	Function
Find and replace... (Ctrl+f)	Locates a term in the source or target document, depending on where the cursor is located, and changes it as specified. You can only change a term if the Initial Translation Memory can be edited.
Cut (Ctrl+x)	Copies a marked text section to the system clipboard and removes text afterwards.
Copy (Ctrl+c)	Copies a marked text section to the system clipboard for later pasting.
Paste (Ctrl+v)	Inserts text from the clipboard into the active segment at the current cursor position.
Undo	Restores the original state as it was before an action was performed.
Split line	Splits the line at the current cursor position.
Join line	Combines the current line with the following line.
Toggle initial caps	Changes the initial caps to small initials.
Add an abbreviation (Ctrl+a)	Adds the term where the cursor is positioned to the list of abbreviations associated to the current source language.

## Align menu

Menu or key	Function
Connect segments (Ctrl+o)	Relates the marked source segment to the marked target segment.
Delete connection (Ctrl+d)	Removes a connection between a source segment and a target segment. Either of the segments must be marked.
Ignore segment (Ctrl+i)	Removes a marked segment from the ITM which you do not want to be connected with another segment, or that does not have a match in the opposite file. The ignored segment remains visible but gets a different background color.
Undo Ignore (Ctrl+u)	Makes a previously ignored segment available for connection with a matching segment in the opposite file. Note that the segment must be marked before you use <b>Undo ignore</b> .

Menu or key	Function
Join segments (Ctrl+j)	Combines the currently active segment with the following one.
Split joined segments (Ctrl+s)	Splits a previously joined segment at the current cursor position.

## Options menu

Menu	Function
Colors...	Lets you define the colors for the segments in the "Source" and "Target" windows.
Fonts...	Lets you set the font and font size for the "Source" and "Target" windows in the "Set Fonts" window.
Arrange	Changes the arrangement of the "Source" and "Target" windows. You can arrange them <b>vertically</b> (the target document is positioned next to the source document on the right half of the screen) or <b>horizontally</b> (the target document is positioned below the source document on the lower half of the screen).
Parallel	Positions the segments in the "Source" window parallel to their matches in the "Target" window. That means that lines may be inserted in either the "Source" or the "Target" window to achieve that a segment is presented at the same position as its counterpart.
Automatic linewrap	Wraps the text at the end of a line.
Visible white spaces	Replaces blanks in the text with a dot and displays a ¶ sign at the end of a segment or in an empty line to make them visible.

## Cursor menu

Menu	Function
Next connection (Ctrl+Shift+Down)	Moves the cursor to the next connected segment pair.
Previous connection (Ctrl+Shift+Up)	Moves the cursor to the previous connected segment pair.
Next unaligned (Alt+Down)	Moves the cursor to the next segment for which no matching segment has been found. This can be either in the same or in the opposite window.
Previous unaligned (Alt+Up)	Moves the cursor to the previous segment for which no matching segment has been found. This can be either in the same or in the opposite window.

Menu	Function
Next irregular (Shift+Alt+Down)	Moves the cursor to the next <b>irregular match</b> and marks it. An irregular match can be one of the following: <ul style="list-style-type: none"> <li>• A 1:2 match, where one source segment is connected to two target segments</li> <li>• A 2:1 match, where two source segments are connected to one target segment</li> <li>• A 2:2 match, where two source segments are connected to two target segments</li> <li>• An unaligned sentence (the default color is red)</li> <li>• A sentence that is ignored (the default color is gray)</li> </ul>
Previous irregular (Shift+Alt+Up)	Moves the cursor to the previous irregular match and marks it.
Synchronize (Ctrl+Enter)	Positions the current segment and its match in the opposite window beside one another at the same level.
Mark segment (Ctrl+m)	Marks the segment where the cursor is positioned. A segment must be marked to connect and to remove it.
Unmark segment (Ctrl+n)	Removes the marking from a segment. Only one segment in a window can be marked.
Go to line...	Enables you to specify the number of the line to which you want to move your cursor.
Query line	Informs you in which line your cursor is located.
Set bookmark	Sets a bookmark at the current cursor position. This makes it easier for you to return to this point in the Initial Translation Memory at a later point of time. You can set several bookmarks, for example, at all those alignments that you want to check again later.
Go to bookmark	Moves the cursor to the position where you set a bookmark.
Clear bookmark	Removes a bookmark from the segment where the cursor is located.

## Style menu

Menu	Function
Protect	The markup tags are shown but cannot be overwritten (see the example given in Figure 4 on page 16).
Unprotect	The markup tags are shown and you can overwrite and change them.
Hide	The markup tags are not shown.
Shrink	All markup tags outside segments are not shown. A replacement character is shown instead (see the example given in Figure 4 on page 16).
Compact	All markup tags are replaced with a replacement character to indicate the position of each tag (see the example given in Figure 4 on page 16).
Compact+1	Markup tags are shown up to a length of 10 characters and cannot be changed. Longer markup tags are followed by three dots (...), for example [Style=@0ut....]

The **status bar** at the bottom of the window displays the following information from left to right:

1. The total number of segments in the source window compared to the total number of segments in the target window.
2. The number of segments in the source window that have an irregular match in the target window compared to the number of segments in the target window that have an irregular match in the source window.
3. The number of segments in the source window that have no match in the target window compared to the number of segments in the target window that have no match in the source window.
4. The number of ignored segments in the source window compared to the number of ignored segments in the target window.
5. The relation of source segments to target segments. For example, **2:1** means that two source segments have been connected to one target segment.

---

## Revising a Translation Memory

To improve the quality of your translations, you may wish to check the contents of a Translation Memory from time to time, and modify or remove translations that are stored there. Doing these changes directly in the Translation Memory lets you benefit from polished translations the next time you use this repository.

Therefore, OpenTM2 offers a Translation Memory that can be manipulated. You can browse its contents, make changes to existing translations, or delete complete entries from it. You can work on a Translation Memory contents in an editor window as if you were editing normal text. The original segments are displayed in the “Original” window, the corresponding translations in the “Translation” window. You make your changes in the “Translation” window.

Translation Memory files can be huge. To make it easier for you to find a certain translation, you have the choice to narrow down what you are looking for. For example, you can search for a certain translation segment, or for translations made within a certain time frame.

The following describes how to open a Translation Memory in order to work with it.

**Note:** Use this function with care. A Translation Memory that has grown over a period of time is an essential asset for all your translations. Therefore it is good practice to avoid any uncontrolled changes. There is no Quit or Undo function. All changes become effective immediately.

### Prerequisites

The Translation Memory you want to work with must exist.

### Calling sequence

Select:

1. The “Translation Memory List” window from the main window
2. The Translation Memory you wish to edit
3. **Open** from the **File** menu or double-click the Translation Memory name

You are first prompted with the “Translation Memory Editor” window to specify what you are looking for in the selected Translation Memory. For more information on how to work with this window see “Searching a translation.”

After you specified the search criteria, the “Edit Translation Memory” window (see Figure 102) is displayed. It consists of two windows. The “Original” window lets you view the original text, in the “Translation” window you can make your changes. By pressing Ctrl+Enter you can move from segment to segment.

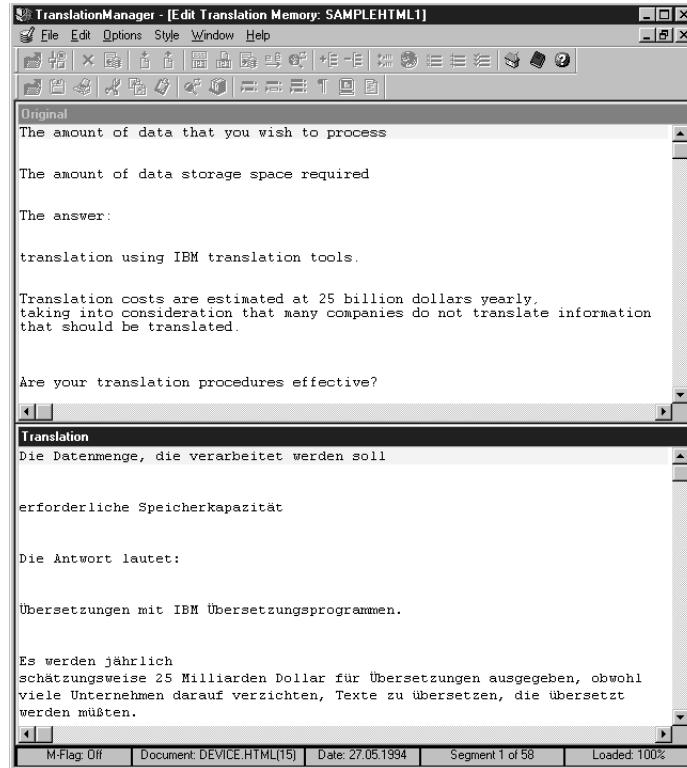


Figure 102. Edit Translation Memory window

## Options and parameters

For information on how to use the Translation Memory editor functions, see “The Translation Memory editor” on page 215.

## Results

You open a Translation Memory to work on the translations that are stored in it. In the “Edit Translation Memory” window you can browse the original texts and revise the corresponding translations. If you need to change or remove translated text, you can do this in the “Translation” window where you are assisted by an editor. How you use this editor is explained in “The Translation Memory editor” on page 215.

---

## Searching a translation

Translation Memory files can be huge. You can search for a certain translation segment or for specific translations.

In the “Translation Memory Editor” window you specify the individual search criteria. The **Look up...** button starts the search in the Translation Memory and displays the found Translation Memory contents in the “Edit Translation Memory” window.

The following describes how to specify the search criteria.

## Prerequisites

The Translation Memory you want to work with must exist.

## Calling sequence

Select:

1. The “Translation Memory List” window from the main window
2. The Translation Memory you wish to edit
3. **Open** from the **File** menu

The “Translation Memory Editor” window (see Figure 103) is displayed.

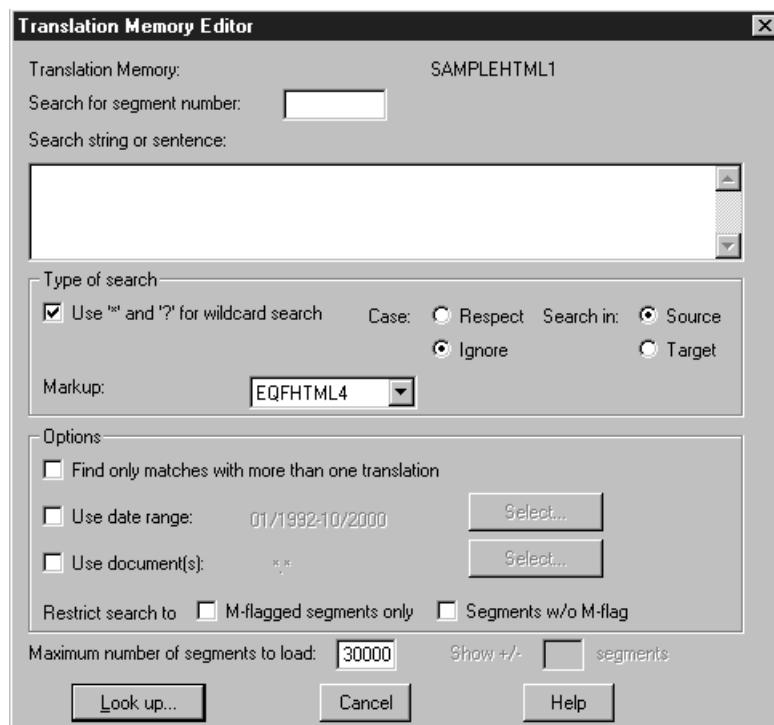


Figure 103. Translation Memory Editor window

## Options and parameters

### Search for segment number

Each segment in the Translation Memory has a number. It is displayed in the status bar of the “Edit Translation Memory” window as part of the document name. Instead of specifying the segment to be searched, or part of it, you can type its number here.

### **Search string or sentence**

Type the term or sentence you are looking for. You can also use wildcard characters (**Use '\*' and '?' for wildcard search**). For example, if you are looking for a product name beginning with "Star" and you are not sure about the product's exact name, you can type Star\*.

### **Case**

Specify whether the search for the requested text string is to be case-sensitive (**respect** case sensitivity). The default setting is **ignore** case sensitivity.

### **Search in**

Specify whether the search is to be performed on the original entries (**Source**) or on the translations (**Target**). The default setting is **Source**.

### **Markup**

Specify the markup language of the text you are looking for.

### **Find only matches with more than one translation**

Specify whether you want to retrieve only original segments with more than one translation. If there is only one translation for an original segment, this segment will be ignored during the search in the Translation Memory and not displayed. Use this option to revise translation variants.

### **Use date range**

Specify the period of time when translations were stored in the Translation Memory selected. Only the original segments of those translations that were added to the Translation Memory during the specified period are displayed in the "Edit Translation Memory" window. The default setting for the time span is January 1992 until the present time. Select **Select...** to alter this time span.

### **Use document(s)**

Type the name of the document from which the translation is to originate. Select **Select...** to type the name of a document. You may use \* as wildcard character.

### **Restrict search to**

Specify whether you want to restrict your search to segments that were translated by **machine** (**m-flagged segments only**) or segments that were not translated by machine (**segments w/o m flag**).

### **Maximum number of segments to load**

The segments are loaded into the editor in stages. Specify the maximum number of segments that you want to be loaded into the Translation Memory editor at one time. You can specify a number between 5 and 99999. The default setting is 99999.

Click **Look up...** to start the search.

## **Results**

The Translation Memory is searched according to the search criteria specified in the "Translation Memory Editor" window.

The found matches are loaded into the editor and displayed in the "Edit Translation Memory" window where you can revise them. How you revise Translation Memory entries is described in "The Translation Memory editor" on page 215.

## The Translation Memory editor

To revise the entries in a Translation Memory, you are assisted by an editor. The functions of this editor support you when changing the Translation Memory entries.

The editor consists of two windows. The “Original” window shows original segments, the “Translation” window shows the corresponding translations. By pressing Ctrl+Enter you can move from segment to segment.

From the menu bar of the “Edit Translation Memory” window you can select the following items:

- File** To save changes, to exit the editor, to load more segments, to switch between “Translation” and “Editor” window.
- Edit** To find and replace, to split and join, to cut and paste, to delete, and do other operations on the text.

### Options

To change colors and fonts, and to arrange the editor windows.

- Style** To change your view of markup tags.

## File menu

Menu or key	Function
Next	Loads another collection of segments into the editor if more segments are found in the Translation Memory than the number set in the “Translation Memory Editor” window.
Previous	Loads the previous collection of segment pairs into the editor.
New query (F5)	Saves any changes made in the Translation Memory. Returns you to the “Translation Memory Editor” window.
Quit (F4)	Saves any changes made in the Translation Memory editor and returns you to the OpenTM2 main window.
Toggle windows (Ctrl+t)	Activates the opposite window (“Original” or “Translation”).

## Edit menu

Many of the editor functions are tied to the “Translation” window only. If a function on the **Edit** menu cannot be performed in the “Original” window, the function is disabled whenever the “Original” window becomes active. If a keystroke editor function does not apply to the active window, the system beeps.

Menu or key	Function
Find and replace... (Alt+F6)	Locates a term and replaces it as specified. Works in “Translation” and “Original” window. Changes in the original text are not allowed.
Cut	Copies a marked text section to the system clipboard and removes text afterwards. Works in “Translation” window only.
Copy	Copies a marked text section to the system clipboard for later pasting. Works in “Translation” and “Original” window. Text cannot be pasted into “Original” window though.

Menu or key	Function
Paste	Inserts text from clipboard into active segment at current cursor position. Works in "Translation" window only.
Undo	Restores the original state as it was before an action was performed. Works in "Translation" window only.
Unmark block (Alt+m)	Removes marking from a text section. Works in "Translation" and "Original" window.
Split line (Alt+s)	Splits line at current cursor position. Works in "Translation" window only.
Join line (Alt+j)	Combines current line with following line. Works in "Translation" window only.
Delete	Lets you choose either of the following options:  <b>Current segment (Ctrl+d)</b> Removes only the currently active segment from the Translation Memory. <b>All segments</b> Removes all segments from the Translation Memory (those that were loaded in the editor). Works in "Translation" and "Original" window.
Set m flag	Lets you choose one of the following options:  <b>Delete one m flag</b> Deletes the m flag contained in the current segment. <b>Delete all m flags</b> Deletes all m flags contained in the Translation Memory. <b>Set one m flag</b> Displays the m flag for the current segment. <b>Set all m flags</b> Displays the m flags for all machine translations in the Translation Memory that are currently loaded into the editor.

The following key combinations let you manipulate text in both the "Original" and "Translation" windows. Note that the two windows are synchronized with each other. That means, whenever you activate a segment in the "Translation" window, it becomes active in the "Original" window too, and vice versa. The matching segment in the opposite window is presented beside the active one at the same level.

Keys	Function
Ctrl+Shift+Left	Marks previous word from cursor position to beginning of word.
Ctrl+Shift+Right	Marks next word from cursor position to end of word including the blank space.
Ctrl+Insert	Copies marked block to system clipboard.
Ctrl+Delete	Deletes all characters from current cursor position to end of line in active segment. Works in "Translation" window only.
Ctrl+Home	Moves cursor to first segment in window.
Ctrl+End	Moves cursor to last segment in window.

Keys	Function
Ctrl+left	Moves cursor to beginning of previous word.
Ctrl+right	Moves cursor to beginning of next word.
Ctrl+Enter	Activates next segment or segment where cursor is positioned.
Ctrl+t	Toggles between "Original" window and "Translation" window.
Shift+left	Extends text marking by one character to the left.
Shift+right	Extends text marking by one character to the right.
Shift+Up	Extends text marking to the previous line.
Shift+Down	Extends text marking to the next line.
Shift+Insert	Inserts text from clipboard at current cursor position in active segment.
Alt+F6	Locates a term and changes it as specified. Works in "Translation" window and "Original" window. Changes in the original text are not allowed.
Alt+Delete	Deletes all characters from current cursor position to end of active segment. Works in "Translation" window only.
Alt+j	Joins current line with following line. Works in "Translation" window only.
Alt+s	Splits line at current cursor position. Works in "Translation" window only.
Alt+n	Loads next collection of segments.
Alt+p	Loads previous collection.
Alt+m	Removes marking from a text section.
Up	Moves cursor one line up.
Down	Moves cursor one line down.
Right	Moves cursor one character right.
Left	Moves cursor one character left.
Home	Moves cursor to beginning of current line.
End	Moves cursor to end of current line.
Page Up	Moves text one page up.
Page Down	Moves text one page down.
Delete	If a text section has been marked, the marked text is removed. If no text has been marked, the character where the cursor is positioned is removed.
Backspace	Moves cursor back by one character in the active segment and deletes this character.
Insert	Switches from insert mode to overtype mode and vice versa. When you insert text in insert mode, the existing text is moved to the right to make room for the new text. If you want to type over the existing text, switch to overtype mode.
F3	Quits the Translation Memory editor and returns you to the workbench.
F4	Saves any changes made in the Translation Memory and returns you to the "Translation Memory Editor" window.

Keys	Function
Enter	Moves to next line.
Double-click left mouse button	Marks entire segment beginning from the cursor position.
Double-click right mouse button	Removes marking from a segment.

## Options menu

Menu	Function
Colors...	Lets you change foreground and background colors. Note that if you change colors in the “Translation” window or the “Original” window, it will change colors in the translation editor windows accordingly. See also “Configuring the editor” on page 43 to learn how to work with the “Set Colors” window.
Fonts...	Lets you change fonts and their sizes. Note that if you change a font or a font size in the “Translation” window or the “Original” window, it will change the font or font size in the translation editor windows accordingly. See also “Configuring the editor” on page 43 to learn how to work with the “Set Fonts” window.
Arrange	Lets you arrange windows. <b>Horizontal</b> positions the “Translation” window below the “Original” window. <b>Vertical</b> positions the “Translation” window next to the “Original” window on the right half of the screen.

## Style menu

Menu	Function
Protect	Markup tags cannot be overwritten.
Unprotect	Markup tags within a currently active translation can be overwritten.
Hide	Markup tags are not shown (they are there, but invisible).
Compact	Markup tags are replaced by a special character indicating the position of the tag.

The **status bar** at the bottom of the editor window displays the following information (from left to right):

### M flag

Shows whether or not the Translation Memory contains any m flags (**On** or **Off**).

### Document

Displays the name of the document where the active translation segment originates from and the line number of the segment.

### Date

Displays the date at which the translation was added to the Translation Memory.

**Segment *n* of *m***

Displays the number of the currently active segment (*n*) and the total number of segments loaded into the editor (*m*).

**Loaded**

Displays how much of the Translation Memory has been loaded into the editor.

---

## Revising external Translation Memory databases

An external Translation Memory contains segments in their original sequence. That is, the segments are placed in an external Translation Memory in the sequence in which they occur in the documents.

You can edit the external Translation Memory with an editor of your choice as follows:

1. Remove all segments that have no corresponding source or target segment.
2. To show that a segment pair has been checked for correctness by a human translator and that it is no longer a machine-generated match, change the character that indicates machine translation in the external Translation Memory. To see where this character is located in the segment control information of the external Translation Memory and how to change it, refer to "Format of an external Translation Memory" on page 192.

---

## Sharing LAN-based Translation Memories

OpenTM2 provides **two different solutions** to share Translation Memory databases amongst several translators. One solution is based on **LAN-technology**, and one solution is based on a **WEB-Server technology** (see "Sharing WEB-based Translation Memories" on page 222). This section describes the **LAN** (Local Area Network) based solution.

Sharing Translation Memory databases with other translators in a **LAN** (Local Area Network) system not only helps to keep the local disk space small, but you can work with a Translation Memory even if another translator is using it at the same time. You may find this especially convenient when you work with other translators on the same project. For example, if you must translate a sentence that a fellow translator has translated only recently for the same project, you can instantly use your colleague's translation by copying it from the LAN-based shared Translation Memory.

If you wish to work with a LAN-based shared Translation Memory, you must note the following prerequisites:

1. **Install the LAN software on the server.** The appropriate LAN software must be installed (see "Software requirements" on page 3 for the supported software).
2. **Log on to the LAN.** You must be logged on to the LAN.
3. **Define a shared disk.** At least one of your disks must be defined as shared disk. In **Windows** you do this using the FileManager. In NOVELL Netware and IBM LAN Manager LANs you use the NET USE command. It is recommended to share the entire disk because OpenTM2 creates its own subdirectory structure on this disk.
4. **Specify a LAN-based shared Translation Memory as a shared Translation Memory.** The Translation Memory you want to share must be defined to reside on a shared disk. This can only be done when a new Translation Memory is

created. See “Creating a Translation Memory” on page 189 for the creation of LAN-based shared Translation Memory databases. Note that it is not possible to redefine a local Translation Memory as a LAN-based shared Translation Memory at a later point in time. It must be done when it is **created**. If you created the Translation Memory, you can now start working with it. If you want to use a Translation Memory created by someone else, see the next step.

5. **Connect to the LAN-based shared Translation Memory.** To use a Translation Memory that is defined as LAN-based shared Translation Memory, but **not** created by you, you must add it to your Translation Memory List. See “Sharing WEB-based Translation Memories” on page 222 to learn how to do this.

## Connecting or disconnecting a LAN-based shared Translation Memory

In order to use a LAN-based shared Translation Memory that is shared by many translators you must include it in your list of local Translation Memory databases. To remove it from this list you must disconnect it.

### Prerequisites

The LAN-based shared Translation Memory must exist.

### Calling sequence

Select:

1. The “Translation Memory List” window from the OpenTM2 workbench
2. **Connect shared resources...** from the **Utilities** menu

The “Connect Shared Translation Memories” window is displayed.

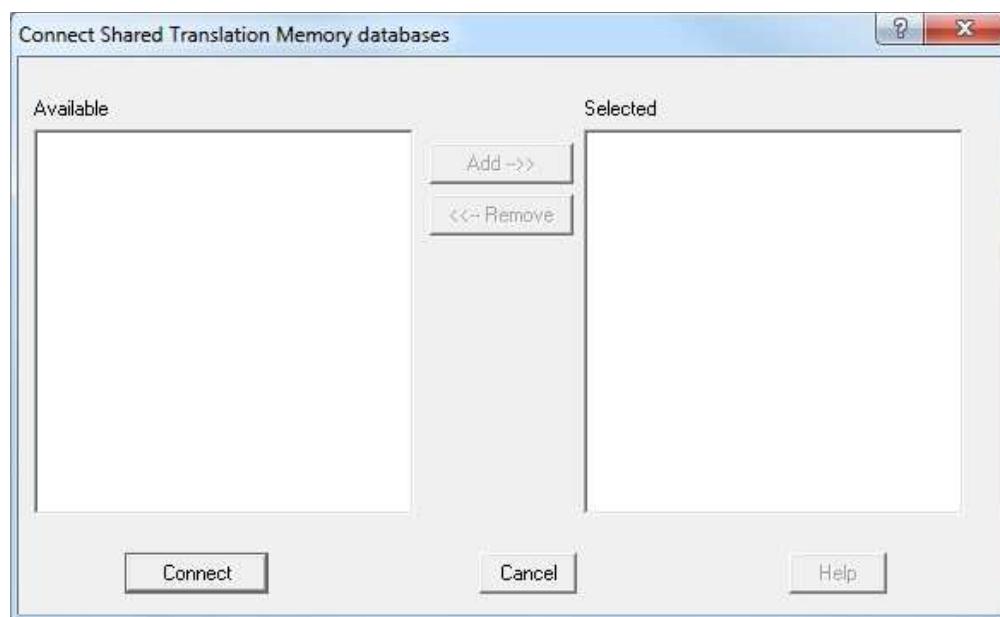


Figure 104. Connect Shared Translation Memories window

## Options and parameters

### Available

This box lists all Translation Memory databases available on shared drives you have access to.

### Add -->

Pressing this button **adds** the selected Translation Memory name to the **Selected** box.

### <-- Remove

Pressing this button **removes** the selected Translation Memory name from the **Selected** box, so that you are **disconnected** from this Translation Memory. It does **not** delete the Translation Memory.

### Selected

This box lists all Translation Memory databases that you have selected, and where you want to connect to. When you press the button **Connect**, the listed Translation Memory databases will be **connected** as "Shared Translation Memories". Translation Memory databases removed from this list are **disconnected**.

## Results

The selected Translation Memory has been added to your local list window and can now be used like any other Translation Memory. If you selected to **remove** it from your list window, it is **disconnected**.

## Deleting a LAN-based shared Translation Memory

If you no longer need a LAN-based shared Translation Memory, you can delete it. When you delete a LAN-based shared Translation Memory that is shared by others, the following conditions apply:

- If you are the owner of the LAN-based shared Translation Memory, you can delete it at any time. Keep in mind that other users in the network can no longer use the deleted LAN-based shared Translation Memory because it has been physically deleted.
- If you did not create the LAN-based shared Translation Memory but just share it, you can delete it at any time. Keep in mind that this will remove the LAN-based shared Translation Memory from **your** list of Translation Memory databases. The deleted LAN-based shared Translation Memory is no longer available for you. All other users who share it can still continue working with it because it is still available on the shared disk. In case you need to work with the deleted LAN-based shared Translation Memory again, you can access it by connecting it once more.

## Prerequisites

The LAN-based shared Translation Memory must exist.

## Calling sequence

Select:

1. The LAN-based shared Translation Memory to be deleted
2. **Delete** from the **File** menu

Before OpenTM2 deletes the selected file, you are prompted to confirm that you want to delete the file.

## Options and parameters

- Yes** The LAN-based shared Translation Memory is deleted.  
**No** The LAN-based shared Translation Memory is **not** deleted.

## Results

If you are the owner of the deleted LAN-based shared Translation Memory, it is deleted physically, the disk space is freed, and it can no longer be used by any other translator in the network.

If the LAN-based shared Translation Memory was created by someone else and you just shared it, it is removed from the respective list window and you can no longer access it. However, it is still available on the shared disk to be used by other translators.

## Finding the owner of a LAN-based shared Translation Memory

In the “Translation Memory List” window, you can display additional information about a LAN-based shared Translation Memory. The **Owner** column shows the user ID of the person who created the shared resource.

---

## Sharing WEB-based Translation Memories

OpenTM2 provides **two different solutions** to share Translation Memory databases amongst several translators. One solution is based on **LAN-technology** (see “Sharing LAN-based Translation Memories” on page 219), and one solution is based on a **WEB-Server technology**. This section describes the **WEB-server** based solution.

Sharing Translation Memory databases with other translators on a **WEB-server** not only helps to keep the local disk space small, but you can work with a Translation Memory even if another translator is using it at the same time. You may find this especially convenient when you work with other translators on the same project. For example, if you must translate a sentence that a fellow translator has translated only recently for the same project, you can instantly use your colleague's translation by copying it from the WEB-based shared Translation Memory.

If you wish to work with a WEB-based shared Translation Memory, you need to meet the following prerequisites:

1. **Install the WEB-server software on the server.** The appropriate WEB-server software must be installed (see “Software requirements” on page 3 for the supported software).
2. **Log on to the WEB-server.** From the operating system, you must be logged on to the WEB-server.
3. **Specify a WEB-based shared Translation Memory as a shared Translation Memory.** The Translation Memory you want to share must be defined to reside on a shared disk. This can **only** be done when a new Translation Memory is created. See “Creating a Translation Memory” on page 189 for the creation of WEB-based shared Translation Memory databases. Note that it is not possible to redefine a local Translation Memory as a WEB-based shared Translation Memory at a later point in time. It must be done when it is **created**. If you

- created the Translation Memory, you can now start working with it. If you want to use a Translation Memory created by someone else, see the next step.
4. **Connect to the WEB-based shared Translation Memory.** To use a Translation Memory that is defined as WEB-based shared Translation Memory, but **not** created by you, you must add it to your Translation Memory List. See “Sharing WEB-based Translation Memories” on page 222 to learn how to do this.

## Installation of important Client components

This chapter describes the installation of the most vital components used in OpenTM2's Web-based Shared Translation Memory concept. It is assumed, that OpenTM2 is already installed on the client PC.

### Downloading Axis2C to the OpenTM2 Client PC

This chapter describes how to download Axis2c to the OpenTM2 **client PC**.

Go to the web-site [http://archive.apache.org/dist/ws/axis2-c/1\\_6\\_0/](http://archive.apache.org/dist/ws/axis2-c/1_6_0/), and download the package **axis2c-bin-1.6.0-win32.zip** to your local hard disk drive. You may use e.g. a temporary directory.

**Note:** Axis2c is not part of the OpenTM2 installer package, but a 3rd party open source module **used** by OpenTM2.

### Installing Axis2C on the OpenTM2 Client PC

This chapter describes how to install Axis2c on the OpenTM2 **client PC**. Axis2c is an open source software-package used by OpenTM2 to allow the communication of local translation memories with the Web Based Shared Translation Memory located on the server.

#### Installation steps:

- Have the zip-file “axis2c-bin-1.6.0-win32.zip” located in a temporary directory on your hard disk drive.
- Manually create a directory like e.g. **c:\Axis2c\** on your local hard disk drive (you may choose a different directory name, but we describe the installation and setup using the mentioned directory name).
- Unzip the “axis2c-bin-1.6.0-win32.zip” to **c:\Axis2c\**. A directory structure like **c:\Axis2c\bin\** is generated.

**Note:** Ensure that the directory structure is exactly created as shown before (e.g. ensure **not** to generate e.g. **c:\Axis2c\Axis2c\** when the ZIP-file is unpacked).

In section “Configure Axis2c on the OpenTM2 Client” a description of the Axis2c-**setup** is provided. However, don't jump to this section directly, but continue with the next page of this User's Guide.

### Configure Axis2c on the OpenTM2 Client

Ensure you are on the client PC.

In order to make the OpenTM2 client working, add the Axis2c root directory to you system environment variables as following (For example: Axis2C is installed in “C:\axis2c”):

- Open the system environment as following, and add a new system variable. The name is: “AXIS2C\_HOME”, and the value is “C:\axis2c”.
- Add “;%AXIS2C\_HOME%\lib;” to the “Path” system variable.

## Installation of important Server components

This chapter describes the installation of the most vital components used in OpenTM2's Web-based Shared Translation Memory concept. It is assumed, that OpenTM2 is already installed on the client PC as well as on the server.

**Note:** To install OpenTM2 on the **server** is only required to make the "OtmTMService" available on the server. This service is part of the OpenTM2 **client** installation, and the entire directory can also be manually copied from the client PC to the server PC.

From the XAMPP-website at <https://www.apachefriends.org/index.html>, download the package "xampp-win32-5.6.19-0-VC11-installer.exe" (or higher) to the local hard disk drive on the server.

**Note:** XAMPP is not part of the OpenTM2 installer package, but a 3rd party open source module **used** by OpenTM2.

### Installing XAMPP on the Server

This procedure describes how to install XAMPP on a **server**.

**Note:** Install XAMPP directly into the C-drive on your Server. We strongly request to use the directory **c:\xampp**. Do **not** install XAMPP to e.g. **c:\program files\xampp\**, because the programs may not work properly.

On the server, start the XAMPP installer program, that was downloaded in the step before, by double clicking on e.g. "xampp-win32-5.6.10-0-VC11-installer.exe" (or a similar name). Follow the instructions of the installer (NSIS) you see on your screen. Most of the messages come from the installer. Read the displayed information carefully.

### Setup and configure XAMPP on the Server

After XAMPP is properly installed on the server, continue to configure the server.

Ensure that you are on the **server side**.

- By using e.g. the windows explorer, navigate to the drive, where OpenTM2 is installed on (e.g. drive C:\).
- Open the directory **x:\OTM\** (where x: is the drive-letter where OpenTM2 is installed on).
- See the directory **\OtmTMService\** (this directory contains the shared memory server). In case you want to deploy it to a different server, you need to copy the entire directory to the new server.
- Open the directory **\OtmTMService\configure\**.
- Search for the file named **service\_cfg.xml** (this file contains the shared memory server configuration).
- Open it in a text editor (e.g. in Notepad++).

```

<?xml version="1.0" encoding="utf-8"?>

<service_cfg>

    <url name="service_url">http://localhost:8085/tmservice</url>

    <downloadsize name="maxsize_per_time">3</downloadsize>

    <db>
        <property name="driver_class">com.mysql.jdbc.Driver</property>
        <property name="user_name">OtmAdmin</property>
        <property name="user_password">OtmAdmin</property>
        <property name="server_ip">localhost</property>
        <property name="server_port">3306</property>
    </db>

</service_cfg>

```

*Figure 105. The ‘Service\_CFG.xml’ opened in a text editor.*

- If you want to test and run the shared translation memory server **locally** (which means you have installed XAMPP on your local PC rather than on a “real” server), then there is no need to change the values in **service\_url** and **service\_ip**. But if you use a “real” server, then replace the value “localhost” in “server\_ip” by a real server IP-address, and the value in “service\_url” by a real server url.
- You can change the **user\_name** and **user\_password** to values you need or want.
- Keep all other configuration-values unchanged, and **save** any changes before close this configuration-file.

## Create a Shared Translation Memory on the Server

After the server is setup properly, continue to create a new WEB-based Shared Translation memory.

This procedure describes how to create a new WEB-based Shared Translation Memory in the OpenTM2 client and on the server.

**Note:** When a new WEB-based Shared Translation Memory is created in OpenTM2, then first a **local** translation memory is created which will then be automatically created on the server too.

**Step 1:** If not already done, start the Shared Translation Memory Server as follow:

- Ensure that you are on the server side.
- Open a DOS command line on the server.
- Navigate to the directory x:\otm\OtmTMService\ (where x: is the drive where OpenTM2 is installed on).
- Double click on the file “OtmTMService.jar”, and the following dialog shows up (remember that a JAVA RUNTIME Environment (JRE) must exist on the server).

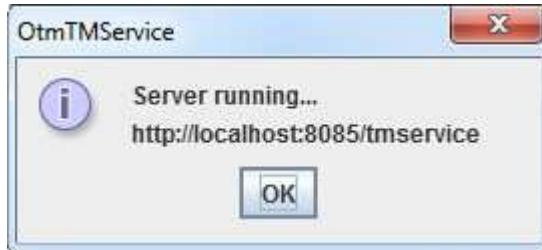


Figure 106. The panel “OtmTMSERVICE”.

**Note:** If the shared memory server is started for the first time, wait some seconds before the following panel shows up, because an initialization-step (only one time) needs to be done.

- Ensure **not** to click on the button “OK”, because this would **stop** the service. Notice the “http” entry – this value is required when the WEB-based Shared Translation Memory is created in OpenTM2. In the example screen shot above, the value is **http://localhost:8085/tmservice**.
- By starting the **OtmTMSERVICE.jar**, the APACHE-server and MySQL are automatically started too.

**Step 2:** Create a WEB-based Shared Translation Memory. In order to create a WEB-based Shared Translation Memory in OpenTM2, follow these steps:

- On the client PC, start OpenTM2.
- Right mouse click into the translation memory list window.
- From the context menu, select “New”.
- In panel “New Translation Memory” type in:
  - In **Name:** “M009” (as an example)
  - In **Description:** “A shared memory test” (as an example)
  - In **Type:** select “Shared Translation Memory (Web based)”.
  - From **Source language:** select a valid language like “English(U.S.)”.

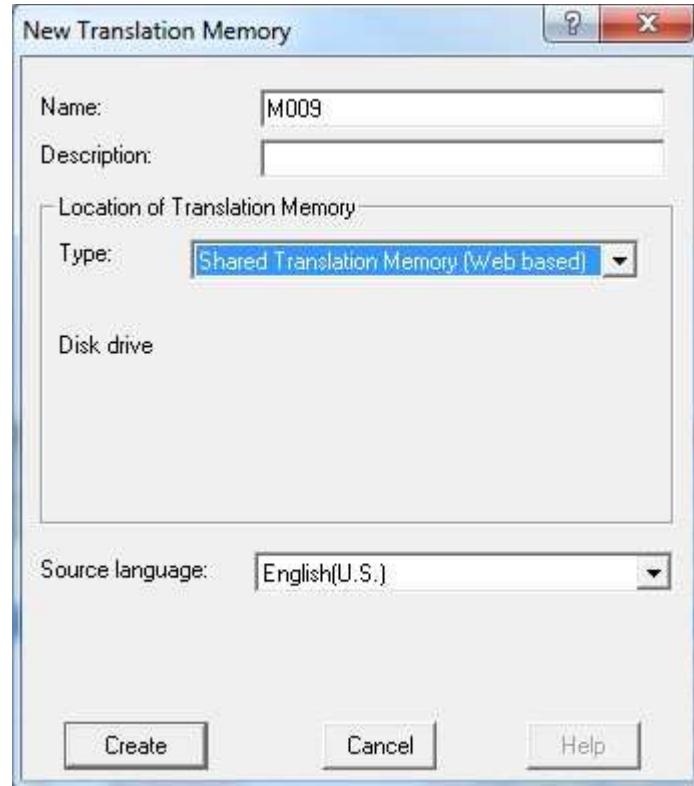


Figure 107. The panel “New Translation Memory”.

- In panel “New Translation Memory” click on button “Create”, and the panel “Create a shared memory” appears.

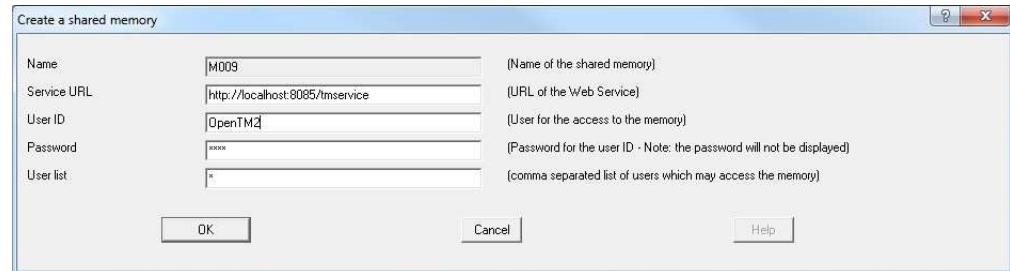


Figure 108. The panel “Create a Shared Memory”.

- In panel “Create a shared memory”, type in the following values:
  - Name** is already made available and can't be changed in this panel.
  - In **Service URL**: **http://localhost:8085/tmservice**. Find this value from the open dialog “OtmTMServer” described before in “Start the Shared Translation Memory Server”, the third entry from the top of the dialog. Make sure to add your server's real IP-address to the field “Service URL”. “http://localhost:8085/tmservice” is an example of “Local Host”.
  - In **User ID** and “Password” add any user you prefer, but you need to remember the name(s).
  - “User list” must not be empty, you need to type in the “User ID” (e.g. xyz). But you can also specify other users separated by “;”, or just set “\*” for any user.

- Click on button “OK”.
- Wait some seconds, until a dialog appears either showing, that the shared memory was created successfully, or that it failed.
- In this dialog, click on button “OK”.

**Note:** The panel “OpenTM2 Memory Replicator” appears. This panel is used to replicate local translation memories with the server translation memory. See the translation memory “M009” in the window “Available”. At the moment, only minimize the window, and we will see how to work with it later on.

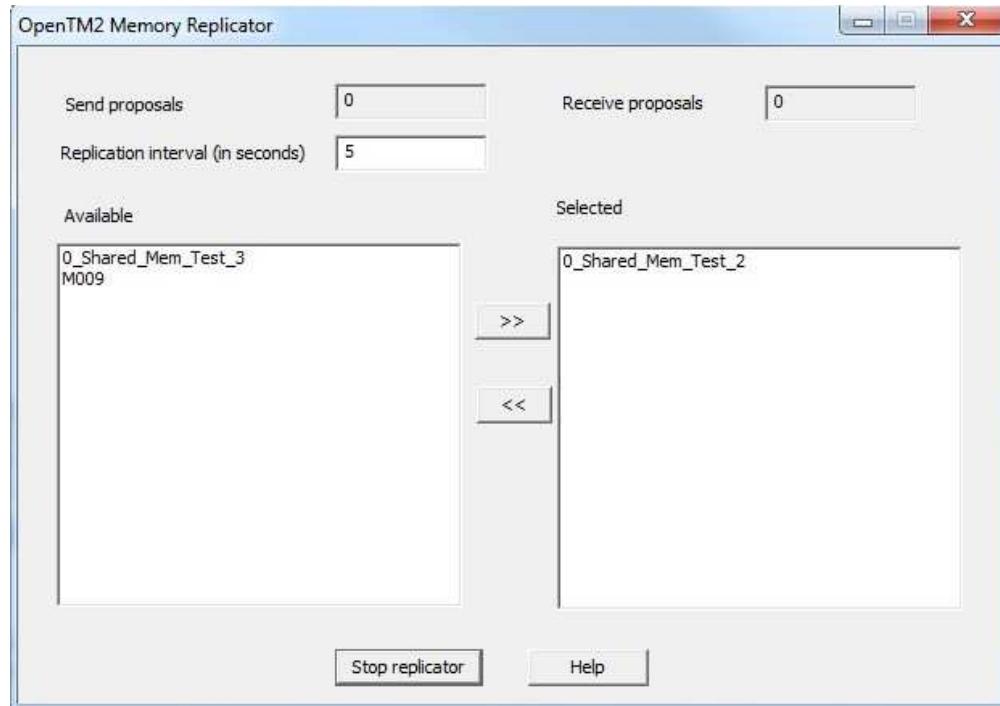


Figure 109. The panel “OpenTM2 Memory Replicator”.

- In OpenTM2’s translation memory list window, see the newly created shared translation memory named “M009”.

## A Translation Scenario using the OpenTM2 WEB-based Shared Translation Memory

This chapter describes how to create a Web-based Shared Translation Memory, how to start the work on the OpenTM2 client, etc.

**Important:** This chapter is under development. During the test phase of OpenTM2 v1.3.0, please use the document “Shared\_Translation\_Memory\_UsersGuide.pdf”, which is distributed to the test team members.

### Creating a WEB-based Shared Translation Memory

In order to create a new Web-based Shared Translation Memory in OpenTM2, refer to “Create a Shared Translation Memory on the Server” on page 225.

## Connecting or Disconnecting a WEB-based Shared Translation Memory

**Prerequisites:** The Apache-Server and MySQL are started, and the Web Service Server is started too.

**Note:** By starting the “OtmTMService.jar”, the APACHE-server and MySQL are automatically started too. So no manual start of these two components is usually required.

Translators can connect to a Web-based Shared Translation Memory as soon as these users are defined in the user access list of this Web-based Shared Translation Memory. After having successfully connected to the Web-based Shared Translation Memory, a copy of the Web-based Shared Translation Memory is stored on the local OpenTM2 client installation. This is a way to share translation memories created by other users. Users work with this translation memory almost identically as they work with any other local translation memory created by the user. The only exception is that users, not being the creator of the shared translation memory, can not delete it on the shared translation memory server.

In order to connect to the Web-based Shared Translation Memory, follow these steps:

- In OpenTM2, right-mouse click into the translation memory list window.
- From the context menu select “Connect Shared Resource...”.
- The panel “Options to connect to a shared memory” opens.
- **Type in:**
  - The “Service URL” which is the URL of the web service (e.g. <http://localhost:8085/tmservice>). Ensure to add your server's real IP-address to the field “Service URL” (“Localhost” is only an example).
  - The “User ID” which is the client user ID to access the shared translation memory (e.g. “xyz”).
  - The “Password” which belongs to the “User ID”.
  - Click on the button “OK”.
- The panel “Connect Shared Translation Memory databases” appears. From the left hand side pane “Available”, select (click on it) the translation memory you want to connect to, and then press the button “Add->>”. From the right-hand pane “Selected” choose the shared translation memory you want to connect to (e.g. M009), and click on the button “Connect”.

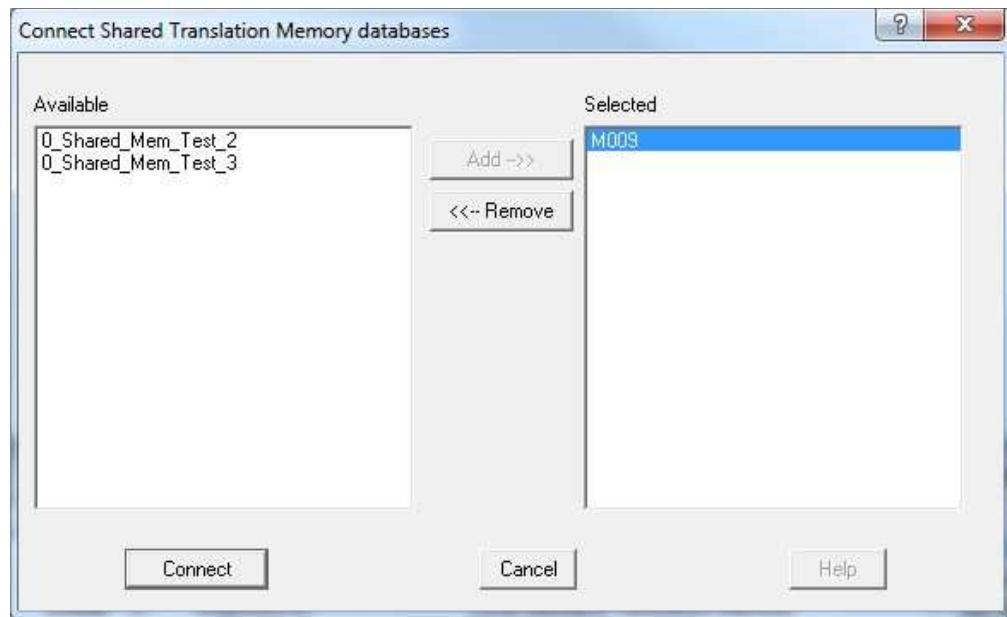


Figure 110. The panel “Connect Shared Translation Memory databases”.

- Back in the “translation memory list window” see the translation memory selected before.

### **Deleting a WEB-based Shared Translation Memory**

Only the creator of a Web-based Shared Translation Memory can delete it on the server, other users can only delete their local copies of this translation memories.

- Inside the translation memory list window, right mouse click on the shared translation memory to be deleted.
- From the context menu, select “Delete”.

### **User List Operations**

Users can **add**, **remove** and **list** other users of a Web-based Shared Translation Memory if these users are in the user list of the selected Web-based Shared Translation Memory. By right-mouse clicking on a Web-based Shared Translation Memory, select the task “Add User” in order to add a new user to the Web-based Shared Translation Memory, or select “Remove User” from the Web-based Shared Translation Memory, or select “List User” in order to list all users having access to the shared translation memory.

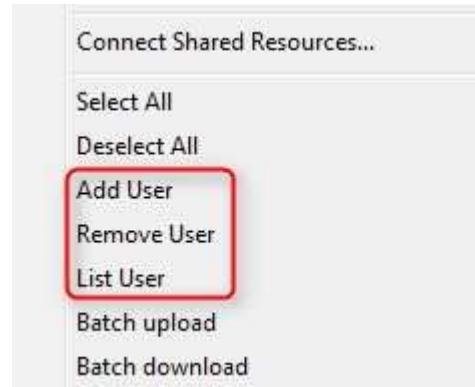


Figure 111. The context menu to add, remove and list other users.

You can select one to perform the corresponding operations.

### Synchronization (Upload and Download) with WEB-based Shared Translation Memory Server

The panel “OpenTM2 Memory Replicator” supports a “real time memory replication” with the server. In the left hand “Available” window all existing memories are listed, but they are **not** actively replicated with the server. You can select the memory you want to replicate, and move it to the “Selected” list window on the right-hand side. After having moved one or more translation memories to the “Selected” list window, the memories automatically start to be synchronized with server. This means, that the segments of the **local** translation memory are uploaded to server, and that segments of the WEB-based Translation Memory are download to the client.

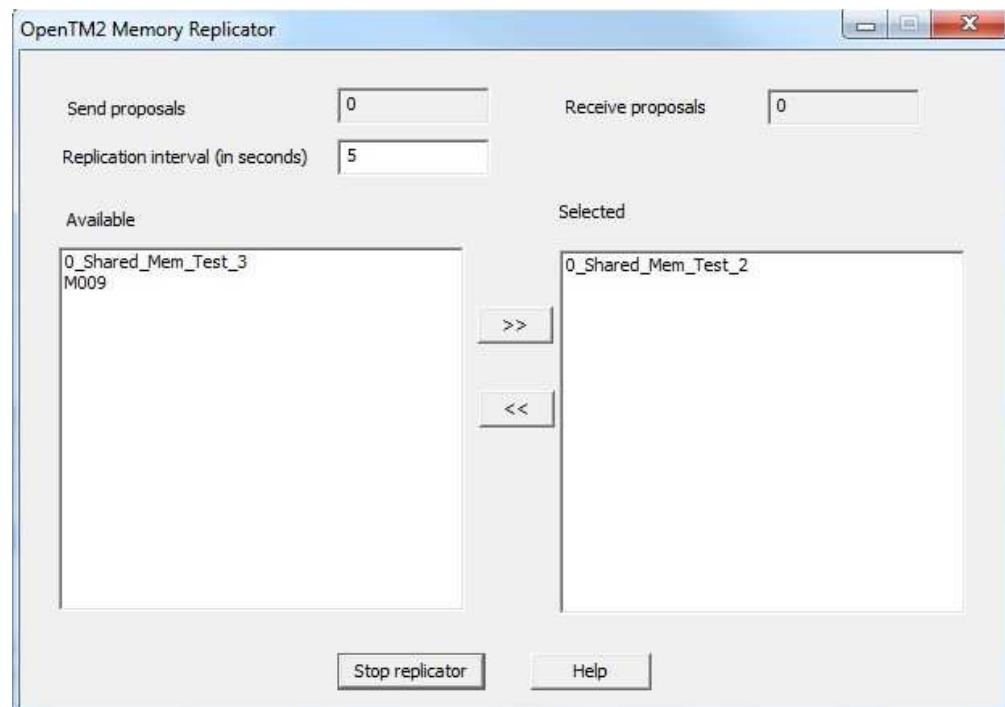


Figure 112. The panel OpenTM2 Memory Replicator.

If you don't want a memory to be synchronized with the server, you can just move it from "Selected" to the "Available" list window.

The "Replication interval" (in seconds) can be adjusted. The bigger the interval for memory replication is defined, the longer it takes to synchronize the local translation memory with the server translation memory. So it is better to set the "Replication interval" between 5 to 15 seconds. But there is no general rule – observe the systems behaviour, and set the interval-time to a value where your infrastructure is supported the best.

## **Batch Processing WEB-based Shared Translation Memory Content**

This processing supports the upload and download of "masses" of segments in one "batch". E.g. uploading (importing) several thousands of segments contained in a \*.TMX translation memory would be rather time-consuming using the standard "memory import" process.

### **The Batch upload:**

In case there is a large external translation memory (either \*.EXP or \*.TMX) that needs to be shared across team members, and that must be stored into a WEB-based Shared Translation Memory, follow these steps (import the external memory into OpenTM2 by applying the standard translation memory import functionality):

- Right mouse click into the "Translation Memory" list window.
- From the context menu, select "Import...".
- Within the dialog window "Memory Import", navigate to the directory, where the external translation memory is located in, and select the translation memory you want to import. Click on the button "Import".
- In panel "New Translation Memory", and from "Type:", select "**Shared Translation Memory (Web based)**" (this is the important step that must take place to generate a WEB-based Shared Translation Memory).

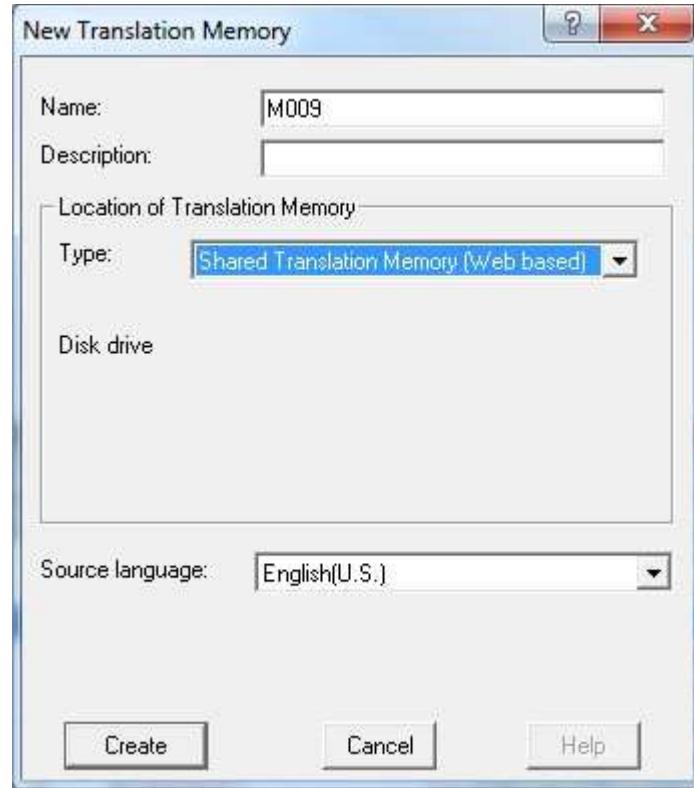


Figure 113. The panel “New Translation Memory”.

- Click the button “Create”. The panel “Create a shared memory” appears. See that all fields are already filled with data.

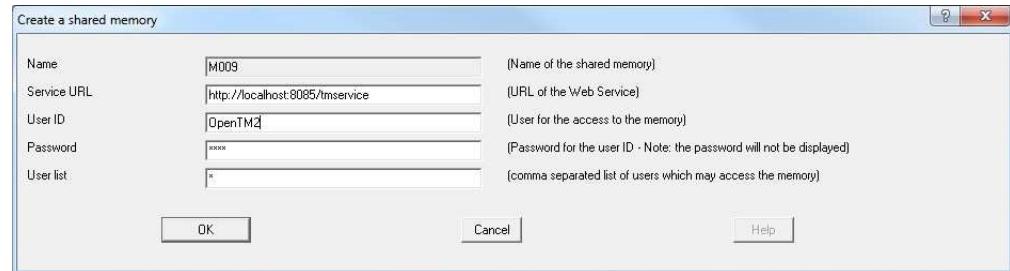


Figure 114. The panel “Create a Shared Memory”.

- Click the button “OK” to finish the memory creation.
- See the message panel that confirms that the translation memory was created successfully.

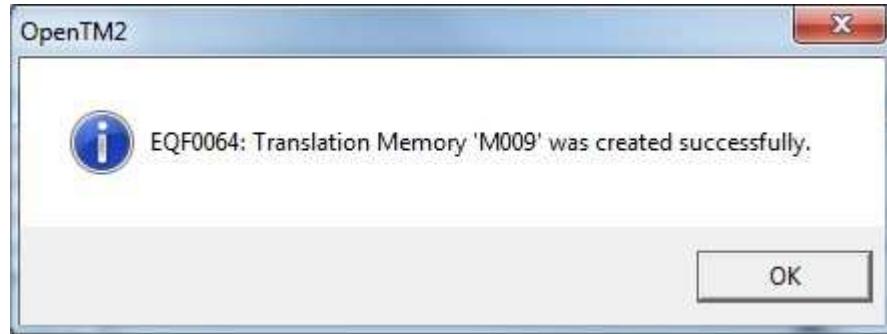


Figure 115. The message panel "EQF0064".

- Click the button "OK" to finish the memory creation, and wait until the import process completed.

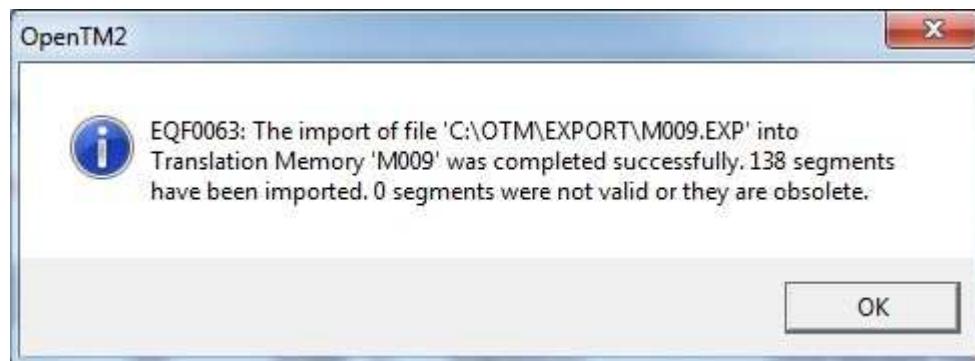


Figure 116. The message panel "EQF0063".

- Click on button "OK" and the message window gets closed.
- Begin the batch upload by right-mouse clicking on the newly imported translation memory.
- From the context menu, select "Batch upload".
- Wait until the uploading has completed.



Figure 117. The context menu “Batch upload”.

- **Important:** In the panel “OpenTM2 Memory Replicator”, and when uploading and downloading a translation memory in the batch-mode, make sure that the traslation memory is not contained in “Selected”.

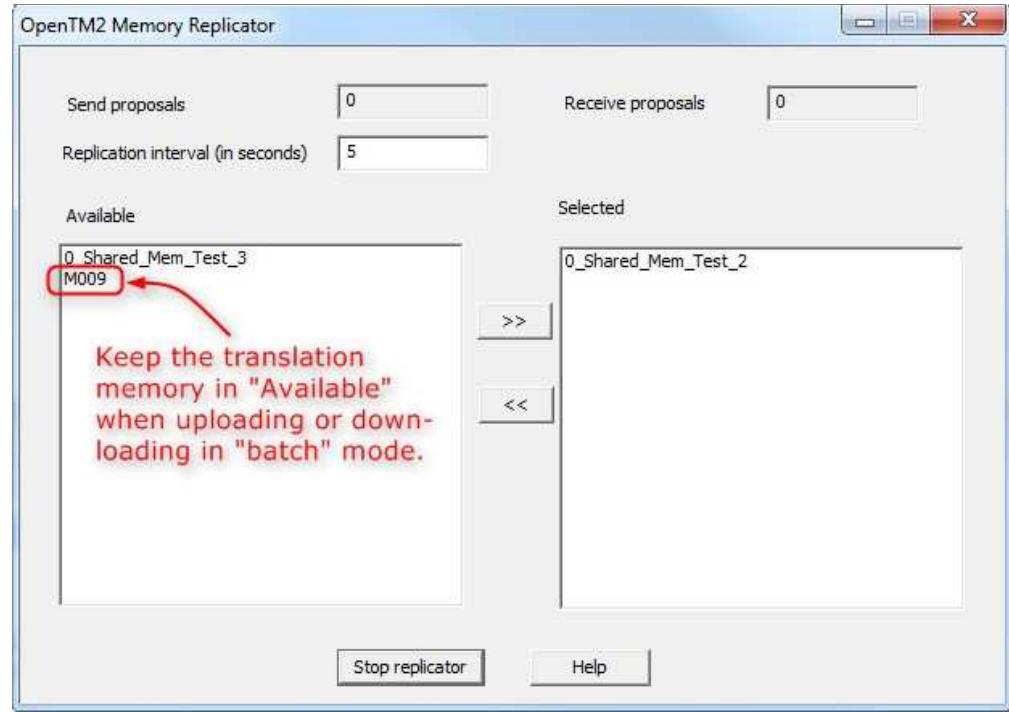


Figure 118. The panel “OpenTM2 Memory Replicator”.

#### The Batch download:

If there are large memories on the Web-based Shared Memory Server, and you want to download it to the local client, follow these steps:

- Connect to the server as described in section “4.2 - Connecting to a Web-based Shared Translation Memory”.
- Panel “Connect Shared Translation Memory databases” opens.
- In windows “Available” select the memory you want to download, and move it to the “Selected” window. Then click on the button “Connect”.

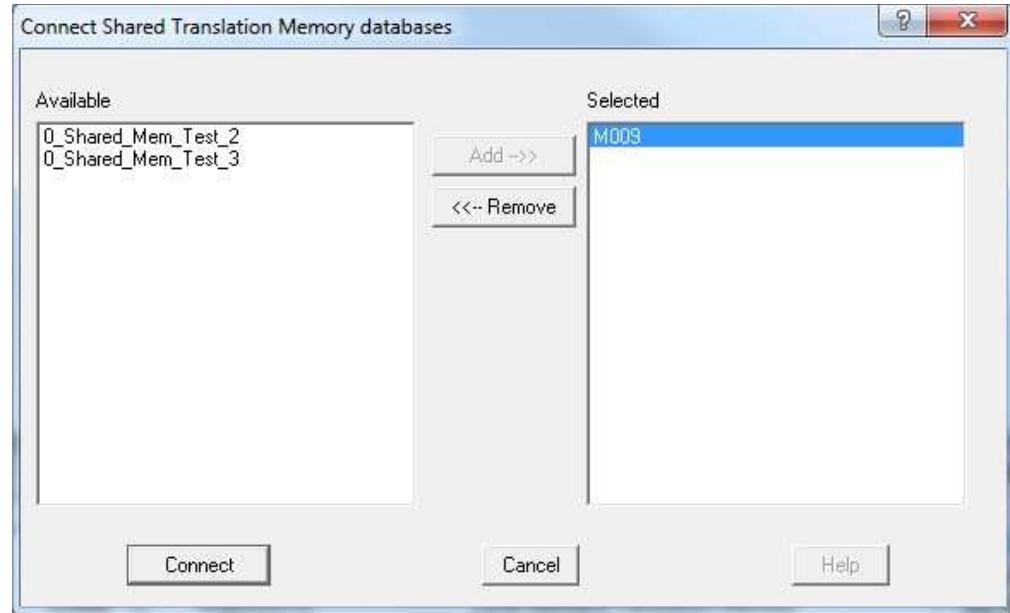


Figure 119. The panel “Connect Shared Translation Memory databases”

- Right-mouse click the translation memory, and select “Batch download”.
- Wait until the download has completed.

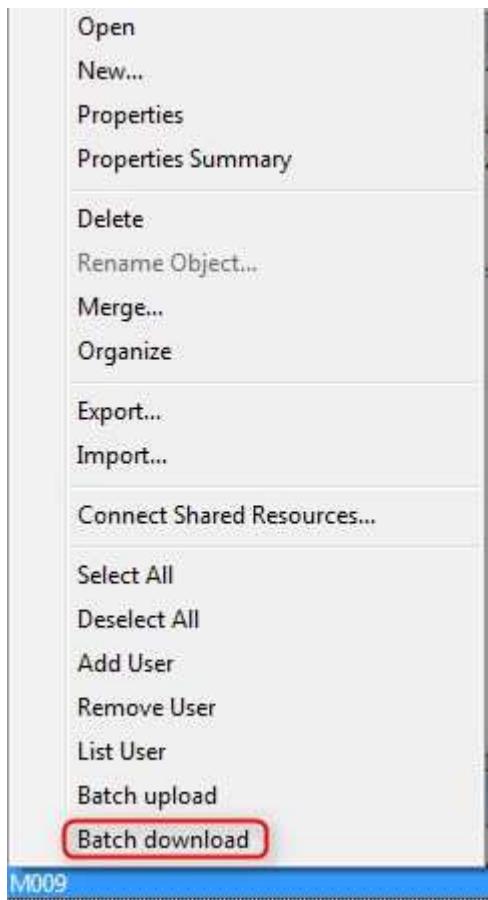


Figure 120. The context menu “Batch download”.

- **Important:** In the panel “OpenTM2 Memory Replicator”, and when uploading and downloading a translation memory in the batch-mode, make sure that the translation memory is not contained in “Selected”.

### Finding the owner of a WEB-based Shared Translation Memory

In the “Translation Memory List” window, you can display additional information about a WEB-based Shared Translation Memory. The column “Owner” shows the user-ID of the person who created the shared resource.

## Viewing the properties of a Translation Memory

The properties of a Translation Memory are:

#### Memory Name

The name of the Translation Memory.

#### Full Memory Name

The name of the Translation Memory including its location.

#### Description

The description of the Translation Memory.

#### Source language

The source of the Translation Memory, this means, the language of the terms (headwords).

**Drive**

The drive where the Translation Memory resides.

**Last update**

The date and time of the last update of the Translation Memory.

**Size of index file**

The total size of the Translation Memory, in bytes.

**Different Segments**

The total number of different segments stored in the Translation Memory, which have different translations, which are from different languages or which have different markup tables.

**Markup**

A list of all markup tables used by the segments of this Translation Memory.

**Documents**

A list of the documents for which segments are stored in this Translation Memory.

## Prerequisites

The Translation Memory must exist.

## Calling sequence

Select:

1. A Translation Memory from the “Translation Memory List” window.
2. **Properties Summary...** from the **File** menu

## Results

A document in HTML format is displayed containing a summary of the Translation Memory properties (see Figure 121 on page 240) is displayed.

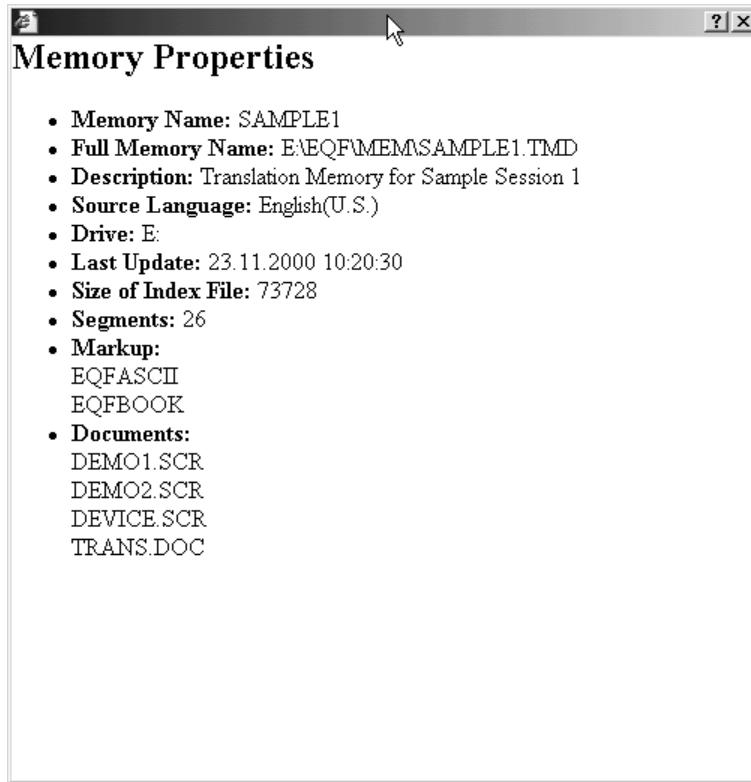


Figure 121. Memory Properties document

If you want to view more properties or change the properties of a Translation Memory, refer to "Changing the properties of a Translation Memory."

## Changing the properties of a Translation Memory

All properties of a Translation Memory can be viewed, but only the description can be changed.

### Prerequisites

The Translation Memory must exist.

### Calling sequence

Select:

1. The "Translation Memory List" window
2. The Translation Memory from the list of Translation Memory databases
3. **Properties...** from the **File** menu

This takes you to the "Translation Memory Properties" window (see Figure 122 on page 241).

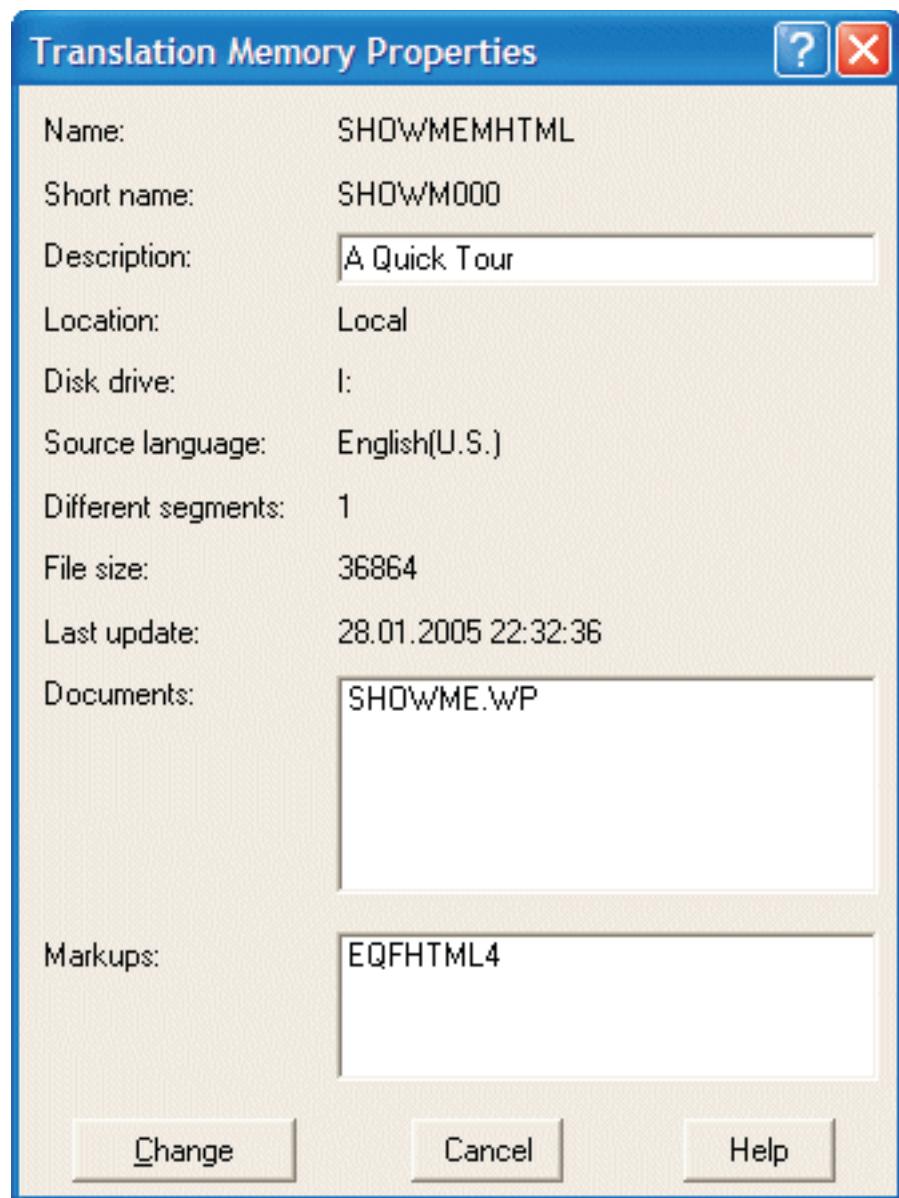


Figure 122. Translation Memory Properties window

## Options and parameters

The “Translation Memory Properties” window lists the characteristics of the selected Translation Memory. Only the **Description** field can be changed.

### Name

The name of the Translation Memory.

### Short name

The short name of the Translation Memory.

### Description

The description of the Translation Memory. It can be up to 40 characters long.

### Location

Can be **local** (only one translator can use it at a time) or **shared** (several translators can use it simultaneously).

**Disk drive**

The drive where the Translation Memory resides.

**Source language**

The source of the Translation Memory, this means the language of the terms (headwords).

**Different Segments**

The total number of different segments stored in the Translation Memory which have different translations, which are from different languages or which have different markup tables.

**File size**

The total size of the Translation Memory, in bytes.

**Last update**

The date and time of the last update of the Translation Memory.

**Documents**

A list of the documents for which segments are stored in this Translation Memory.

**Markups**

A list of all markup tables used by the segments of this Translation Memory.

## Results

If you select **Change**, the Translation Memory description is changed according to your specification. Otherwise, it remains unchanged. You are returned to the previous window.

---

## Viewing the details of a Translation Memory

In the “Translation Memory List” window, you can display additional information about a Translation Memory. You can define which details you want to be displayed and in which order.

The Translation Memory details are:

**Name**

The name of the Translation Memory.

**Description**

The description of the Translation Memory.

**Size**

The size of the Translation Memory (number of bytes).

**Drive**

The drive on which the Translation Memory resides.

**Owner**

Shows who created the Translation Memory if it is a shared one. If it is a local Translation Memory, n/a is displayed.

**Source Language**

The language of the source segments.

You can toggle between two display modes:

- Display the Translation Memory names only
- Display selected details

You can change the arrangement of the Translation Memory details in the “Change Details” window described in “Viewing and changing the details of a list item” on page 66.



---

## Chapter 10. Working with dictionaries

A dictionary is a database that contains terms, their translations, and other related information.

OpenTM2 provides a set of bilingual dictionaries with general vocabulary for English, German, French, Spanish, and Italian.

You need dictionaries to look up the translations of individual terms or have these terms displayed automatically in the “Dictionary” window during translation.

A *dictionary entry* contains all data relating to a term (or *headword*). The dictionary entry structure describes which data elements can be stored for a term in a dictionary.

OpenTM2 provides a general dictionary structure that you can use as a model for building a dictionary serving your own purposes. Headword and Translation are mandatory fields. Certain entry fields, for example Synonym and Related term, are reserved for search criteria available during lookup in a dictionary.

OpenTM2 can handle dictionaries with simple and complex structures.

The general dictionary entry structure in OpenTM2 is divided into four embedded levels to contain, for example, verb and noun entries, different meanings (senses), and translation variants.

In OpenTM2 a dictionary can have two formats:

- An internal dictionary is a dictionary that exists in OpenTM2.
- A dictionary in external format is an SGML-based data file. SGML is the data exchange format required for importing dictionary data into OpenTM2. When a dictionary in the internal format is exported, it is automatically converted into SGML. When you import an external dictionary, it is automatically converted to the OpenTM2 format.

All dictionary data in other text-processor or database formats needs to be converted into SGML by, for example, a program or database macro.

You can create your own dictionaries from existing terminology imported into OpenTM2, or from scratch while you are translating.

For more information on the dictionary structure and on how to construct an SGML-based file, see:

- “Dictionary entry structure”
- “Creating an SGML-based dictionary” on page 248

---

### Dictionary entry structure

A dictionary entry is divided into the following levels:

**Entry** This level contains general or administrative information, such as the date, author, or origin of an entry, and the headword itself. This information applies to all other levels of the dictionary entry.

### **Homonym**

This level contains grammatical and syntactic information, such as which part of speech a headword is or how it is to be abbreviated and hyphenated.

**Sense** This level contains semantic variations of a headword, such as different areas of meaning and usage.

**Target** This level contains all information applying to one translation variant of a headword, such as definition or usage. For example, if a headword can be translated in two different ways, there is target level information for both translation variants.

The entry level can have any number of homonym levels. For example, there are separate homonym levels for the noun **copy** and the verb **copy**.

A homonym level can also have any number of sense levels depending on the individual definition of a headword or contextual information. For example, the noun **bank** can mean both the river bank or a financial institution.

A sense level can have any number of target levels depending on the individual translation variants. For example, the German word **Schnecke** has two English translations, **snail** and **slug**.

The entry fields and how they are distributed over the four levels is only suggested by OpenTM2. The entry fields **Headword** and **Translation** are mandatory. All other predefined fields can be deleted or renamed. You can even omit particular levels. For example, you can omit the homonym and sense level if you want to have only headwords and translations in your dictionary.

You can also add new fields to any of the levels. You can do this when creating a new dictionary in the “New dictionary” window by selecting **Add fields...** or by including them in the SGML dictionary file.

For the list of all predefined entry fields and their corresponding SGML tags see “List of dictionary-entry fields and their SGML tags” on page 252.

---

## **Dictionary search criteria**

To search for one or more dictionary entries, the specified term can be used as one of the following search criteria:

### **Headword**

The dictionary entry for the specified term is retrieved.

### **Synonyms**

All entries that have the specified term in the synonym field of the dictionary entry are retrieved.

### **Related terms**

All entries that have the specified term in the related terms field of the dictionary entry are retrieved.

### **Abbreviations**

All entries that have the specified term in the abbreviation field of the dictionary entry are retrieved.

### Neighborhood

If the specified term exists, it is listed together with terms preceding and following it in alphabetical order. If not, the terms that would precede and follow it are listed.

### Compounds

All compounds that begin with the specified term are retrieved and displayed as a list. For example, if you search for the term **data**, the possible compounds that would be retrieved are **data processing**, **data model**, and **data processing division**.

The first four entry fields can only be used as search criteria when they exist at the entry level shown in the following table. The entry fields are:

Entry field	Level
Headword	Entry
Synonym	Sense
Other Related Terms	Sense
Abbrev./Fullform	Sense

In the OpenTM2 default entry structure, these fields are defined at these levels.

If you are importing an SGML dictionary file and want to use any of the above search criteria, see “List of dictionary-entry fields and their SGML tags” on page 252 for the SGML tags required.

---

## Overview and terminology

Dictionaries are used during analysis and translation:

- During the analysis of a document one or more dictionaries can be searched. This is useful to find *new terms* (terms in the document that are not in the selected dictionaries) or to find *found terms* (terms in the document that are already in the referenced dictionaries). The new terms can be added to the dictionary to be used during translation. The found terms can be used to fill a dictionary with entries extracted from other dictionaries.
- During the translation of a document, the “Dictionary” window displays either all translations that are found in the folder dictionaries for the terms in the current segment or only the first translation found. This depends on whether you marked the **Dictionary terms of all dictionaries** box on the “Display” page of the “Customize Translation Functions” window.

The *properties* of a dictionary are its main characteristics such as the source language, the dictionary structure, information on its location, and a brief description of its contents. You can specify them in the “Dictionary Properties” window.

Parts of these properties can also be displayed as *details* (or *view details*) in the “Dictionary List” window.

---

## What you can do with dictionaries

OpenTM2 offers several lookup functions for terms in dictionaries and their data:

- You can search for terms using general search criteria and filters defined by yourself (Look up a Term function).
- You can display all data of a dictionary entry or parts of it (Lookup Entry function).
- You can add and change dictionary entries (Edit an Entry function).

OpenTM2 dictionaries can be printed to a printer or to a file. You can select the entry fields to be printed and how to arrange them in the printout. This layout is defined in a print format file. You can also use filters to print selected entries only.

A dictionary can be shared with other users by means of the dictionary *export* function, or if it has been defined to reside on a shared disk when it was created. If you receive an exported dictionary, you can *import* it into your system.

During import, you can also *merge* the contents of one dictionary into another. In addition, you can create dictionaries tailored to suit your own needs. To create a new dictionary, you must determine the *dictionary structure*, this means, which data elements in a dictionary are important to you. You can start using the OpenTM2 default structure or using other existing dictionary structures that you can subsequently change.

OpenTM2 dictionaries can be protected with a password against unauthorized changes if necessary.

Most of the processing functions OpenTM2 offers for dictionaries can be started from the “Dictionary List” window.

## **Prerequisites**

The dictionary must exist (except if you import a dictionary).

## **Calling sequence**

Select:

1. The “Dictionary List” window in the OpenTM2 main window.
2. A dictionary with which you want to work. Skip this step when importing or creating.
3. An action from the **File** menu.

The “Dictionary List” window is displayed.

This window displays a list of the existing dictionaries. When you select a command from one of the menus, you are taken to another window where you can specify processing options.

## **Creating an SGML-based dictionary**

An SGML-based file contains dictionary data and SGML tags describing the data structure and the relation between the data elements.

SGML-based dictionaries can be created by:

- The OpenTM2 dictionary export function
- Data conversion programs or database macros
- Editing a file (only recommended for small data volumes)

If you have dictionary data in a format other than SGML, you must convert it before you can import it.

Importing the SGML-based file into OpenTM2 (which can be either ASCII, Ansi or Unicode) converts the dictionary into the internal format recognized by OpenTM2.

## The structure of an SGML-based dictionary

An SGML-based dictionary is divided into the following:

1. A header section containing general dictionary information such as source language, target language(s), and creation date.
2. A mappable section specifying the structure of a dictionary entry. That is, all the entry fields that make up a dictionary entry and the relation between these entry fields.
3. An entry section with dictionary entries appearing one after another.

The dictionary is enclosed by a dictionary start tag `<dict>` and a dictionary end tag `</dict>`.

### Header section

The header section contains general information about the dictionary such as:

- Type (for example, bilingual)
- Source language (for example, English (U.S.))
- Date when it was created
- Codepage encoding

The dictionary header is marked with a header start tag `<header>` and a header end tag `</header>`.

The only information that you must provide in the header section is the source language of the dictionary. You can specify any of the languages for which you have a language support file installed (if you need to specify another language, see “What you can do for other languages” on page 323). OpenTM2 needs this information for reducing terms to their stem form when looking them up in the dictionary.

The header section can have the following tags:

Start tag	End tag	Description
<code>&lt;type&gt;</code>	<code>&lt;/type&gt;</code>	Type of dictionary
<code>&lt;source&gt;</code>	<code>&lt;/source&gt;</code>	Source language
<code>&lt;ltarget&gt;</code>	<code>&lt;/ltarget&gt;</code>	Target language
<code>&lt;descript&gt;</code>	<code>&lt;/descript&gt;</code>	Description of the dictionary, up to 255 characters long.
<code>&lt;createdate&gt;</code>	<code>&lt;/createdate&gt;</code>	Date when dictionary was created
<code>&lt;CodePage&gt;</code>	<code>&lt;/CodePage&gt;</code>	SGML-Format, can be UTF16, or ASCII=cp, or ANsi=cp

### Example of a header section

```
<header>
<type>Bilingual</type>
<source>English(U.S.)</source>
<ltarget>German(national)</ltarget>
```

```

<descriptor>Basic Dictionary - English -> German</descriptor>
<CodePage>ASCII=850</CodePage>
<createdate>31/05/94</createdate>
</header>

```

## Maptable section

The maptable section determines how a dictionary entry is structured. It serves as a model for the structure of an entry. The fields you defined in the maptable section are reflected in the dictionary entries.

The maptable contains the total of all allowed fields (up to a maximum of 38) in a dictionary entry. If a dictionary entry contains entry field tags not included in the maptable section, the information between the tags is not imported during dictionary import and only the entry fields listed in the maptable are taken into account. The information between a start tag and its end tag contains the name you want to give the entry field of the dictionary. You find these names displayed when you look up or edit a term in a dictionary.

For example, if you specify `<hdterm> Source Term </hdterm>`, the terms you look up in the dictionary are shown under *Source Term*. If you want to use another name, rename *Source Term* into any other name you would like to use instead.

The following is an example of a maptable section:

### Example of a maptable section

```

<maptable>
  <hdterm>Source term</hdterm>
  <hom>
    <epos>English category</epos>
    <sense>
      <edef>Formal English definition</edef>
      <target>
        <trans>NL term</trans>
      </target>
    </sense>
  </hom>
</maptable>

```

The maptable begins with the start maptable tag `<maptable>` and ends with the end maptable tag `</maptable>`. The `<hom>`, `<sense>`, and `<target>` start tags with their respective end tags mark the homonym, sense, and target levels.

If you want to use the search criteria described in “Searching for a dictionary entry” on page 279, use the following start and end SGML tags:

Searching for ...	Level	Tags
Headwords	Entry	<code>&lt;hdterm&gt;</code> and <code>&lt;/hdterm&gt;</code>
Abbreviations	Sense	<code>&lt;eabbr&gt;</code> and <code>&lt;/eabbr&gt;</code>
Synonyms	Sense	<code>&lt;esyn&gt;</code> and <code>&lt;/esyn&gt;</code>
Related terms	Sense	<code>&lt;erel&gt;</code> and <code>&lt;/erel&gt;</code>

If you use the tags listed above, OpenTM2 establishes a correct relation between the entry field name and the term you want to look up in the dictionary.

If you want OpenTM2 to add date information automatically to your dictionary entries, add the Creation Date and Update fields to the maptable.

If you want OpenTM2 to show style indicators in the dictionary lookup window, add the Style and the Trans Style fields to the maptable.

You can add any number of individually defined entry fields to any level. The entry field names are numbered and automatically mapped to an entry field name denoted by you in the maptable. Entry fields you add to the entry, homonym, or sense level start with the tag `<euser id=xxx>` and end with the tag `</euser>`, where `xxx` is the running number. Entry fields you add to the target level start with `<tuser id=xxx>` and end with `</tuser>`.

You can control the display panel (the panel on which a field is displayed in the "Lookup Entry" window) using the `displevel`= attribute. Use `displevel=1` for fields to be displayed in panel 1, `displevel=2` for fields to be displayed on panel 1 and 2 and `displevel=3` for fields to be displayed on panel 1, panel 2, and panel 3. To omit fields from the display in the "Lookup Entry" window use `displevel=0`.

The size of a dictionary field in the "Edit Entry in Dictionary" window is controlled using the `entrytype` attribute. Specify `entrytype=1` for single line fields and `entrytype=2` for multi-line fields.

In order to display the contents of a dictionary field as additional dictionary data in the dictionary proposal area of the TranslationEnvironment specify the `autlookup` attribute for the field.

### **Example of date-information fields and user-defined fields**

```
<maptable>
  <hdterm>...</hdterm>
  .
  .
  <ecrdate>Creation date</ecrdate>
  .
  .
  <hom>
  .
  .
  <sense>
  .
  .
  <euser id=1 displevel=2 entrytype=1 autlookup>Entry code</euser>
  <elupdate displevel=3 entrytype=1>Last update</elupdate>
  .
  .
  <target>
  <trans>...</trans>
  <tcrdate displevel=3 entrytype=1>Translation creation date</tcrdate>
  <tlupdate displevel=3 entrytype=1>Translation update</tlupdate>
  <tuser id=2 displevel=3 entrytype=2>Related definition</tuser>
  </target>
  </sense>
  </hom>
</maptable>
```

### **Entry section**

The entry section lists the actual entries in the dictionary one after the other. Each entry starts with an `<entry>` tag and ends with an `</entry>` tag. Each entry contains the same entry field tags as used in the maptable section. Whereas the maptable contains the general description of the structure of an entry, the entry section contains real data.

The levels below the entry level can be repeated as often as necessary, for example, to contain multiple senses or translations.

For an example of an SGML-based dictionary see “Sample of an SGML-based dictionary” on page 253.

## List of dictionary-entry fields and their SGML tags

The following table shows a list of all dictionary-entry field tags as they are predefined in the **-Master-** model dictionary.

Level	Entry field name	Start tag	End tag
Entry	Headword	<hdterm>	</hdterm>
Entry	Reliability Code	<erlcode>	</erlcode>
Entry	Author	<eaauthor>	</eaauthor>
Entry	Creation Date	<ecrdate>	</ecrdate>
Entry	Status Code	<estatcode>	</estatcode>
Homonym	Part of Speech	<epos>	</epos>
Homonym	Morphology	<emorph>	</emorph>
Homonym	Hyphenation	<ehyph>	</ehyph>
Sense	Source of Headword	<esrc>	</esrc>
Sense	Abbrev./Fullform	<eabbr>	</eabbr>
Sense	Author of Update	<eauthupdate>	</eauthupdate>
Sense	Last Update	<elupdate>	</elupdate>
Sense	Definition	<edef>	</edef>
Sense	Source of Definition	<esdef>	</esdef>
Sense	Synonym	<esyn>	</esyn>
Sense	Other Related Terms	<erel>	</erel>
Sense	Context	<econtext>	</econtext>
Sense	Source of Context	<escontext>	</escontext>
Sense	Comments	<comment>	</comment>
Sense	Note on Usage	<eusage>	</eusage>
Sense	Idiom	<eidiom>	</eidiom>
Sense	Style	<estyle>	</estyle>
Target	Language	<tlanguage>	</tlanguage>
Target	Translation	<trans>	</trans>
Target	Company/Subject Code	<tsubjcode>	</tsubjcode>
Target	Source of Translation	<tsrc>	</tsrc>
Target	Abbrev./Fullform	<tabbr>	</tabbr>
Target	Reliability Code	<trlcode>	</trlcode>
Target	Author	<tauthor>	</tauthor>
Target	Author of Update	<tauthupdate>	</tauthupdate>
Target	Creation Date	<tcrdate>	</tcrdate>
Target	Last Update	<tlupdate>	</tlupdate>
Target	Status Code	<tstatcode>	</tstatcode>

Level	Entry field name	Start tag	End tag
Target	Part of Speech	<tpos>	</tpos>
Target	Morphology	<tmorph>	</tmorph>
Target	Hyphenation	<thyph>	</thyph>
Target	Definition	<tdef>	</tdef>
Target	Source of Definition	<tsdef>	</tsdef>
Target	Synonym	<tsyn>	</tsyn>
Target	Other Related Terms	<trel>	</trel>
Target	Context	<tcontext>	</tcontext>
Target	Source of Context	<tscontext>	</tscontext>
Target	Comments	<tcomment>	</tcomment>
Target	Note on Usage	<tusage>	</tusage>
Target	Idiom	<tidiom>	</tidiom>
Target	Trans Style	<tstyle>	</tstyle>

## Sample of an SGML-based dictionary

The following is an example of an SGML-based dictionary containing a header section, a maptable, and two entries. The text to the right of the vertical line is explanatory information or comments to the tags. All explanatory information must be omitted when you actually create an SGML-based dictionary.

```

<dict>                                start of dictionary
<header>                               start of header section
  <source>English (U.S.)</source>          source language (required)
  <descript>Basic Dictionary - English -> German</descript>
</header>                               end of header section
<mptable>                               start of mptable section
  <hdterm>Source term</hdterm>
  <eauthor>Created by</eauthor>
  <ecrdate>Term Creation Date</ecrdate>
  <hom>
    <epos>Category</epos>
    <sense>
      <edef>Definition</edef>
      <euser id=210>Private glossary</euser>      user-defined entry field
                                                    added to sense level
      <target>
        <tsubjcode>Subject code</tsubjcode>
        <trans>Translation</trans>
        <tuser id=1>Project code</tuser>            user-defined entry field
                                                    added to target level
      </target>
    </sense>
  </hom>
</mptable>                               end of mptable section
<entry>                                 start of first entry
  <hdterm>file</hdterm>                  headword: file
  <eauthor>Fred Miller</eauthor>          author: Fred Miller
  <ecrdate>940401</ecrdate>              creation date: 4/01/94
  <hom>
    <epos>n</epos>                      start of homonym level
    <sense>
      <target>
        <tsubjcode>EDV</tsubjcode>
        <trans>Datei</trans>                part of speech: noun
                                              start of sense level
                                              start of target level
                                              subject code
                                              translation
      </target>
    </sense>
  </hom>
</entry>                                 end of target level

```

```

        </sense>
        </hom>
    </entry>
    <entry>
        <hdterm>abend</hdterm>
        <eaauthor>Peter G.</eaauthor>
        <ecrdate>940501</ecrdate>
        <hom>
            <epos>v</epos>
            <sense>
                <target>
                    <tsubjcode>EDV</tsubjcode>
                    <trans>abnormal beenden</trans>
                    <tuser id=4>AS400</tuser>

                </target>
            </sense>
        </hom>
        <hom>
            <epos>n</epos>
            <sense>
                <target>
                    <tsubjcode>EDV</tsubjcode>
                    <trans>abnormale Beendigung</trans>
                </target>
            </sense>
        </hom>
    </entry>
</dict>
```

end of sense level  
 end of homonym level  
 end of first entry  
 start of second entry  
 headword: abend  
 author: Peter G.  
 creation date: 5/01/94  
 start of homonym level  
 part of speech: verb  
 start of sense level  
 start of target level  
 subject code  
 translation  
 user-defined entry field  
 not in maptable, field  
 is ignored when this  
 dictionary is imported  
 end of target level  
 end of sense level  
 end of homonym level  
 start of homonym level  
 part speech: noun  
 start of sense level  
 start of target level  
 subject code  
 translation  
 end of target level  
 end of sense level  
 end of homonym level  
 end of second entry  
 end of dictionary

## Creating a dictionary

OpenTM2 offers you several ways of setting up a new dictionary.

- If you do not have any existing terminology in machine-readable form, you must create a completely new dictionary. You do this by determining the dictionary properties. In particular, you must define a dictionary structure. You can use a default structure offered by OpenTM2, or you can use the structure of an existing dictionary in OpenTM2 and change it. A newly created dictionary is empty at first but you can add entries from a new terms list built during document analysis or at any stage during the translation process. In this way you can create dictionaries that contain specific terms related to your translation projects.
- During analysis, OpenTM2 can generate a found terms list that contains all terms of the document that exist in the referenced dictionaries. OpenTM2 can also copy the entry data of these terms into a separate dictionary.
- If you have a terminology file in a format of your own, you must generate an external SGML-based dictionary and you must import it into OpenTM2. In this case, a new dictionary is created with your terminology and the entry structure as defined in the SGML file is taken.

If you create a new dictionary via the “New Dictionary” window in OpenTM2 and you do not use the modeling option, the following entry fields are offered as default fields:

Entry field	Level
Headword *)	Entry
Part of Speech	Homonym

Entry field	Level
Abbrev./Fullform *)	Sense
Definition	Sense
Synonym *)	Sense
Other Related Terms *)	Sense
Context	Sense
Translation	Target
Company/Subject Code	Target

The entry fields marked with \*) can be used as predefined search criteria in the “Look up a Term” window (see “Searching for a dictionary entry” on page 279).

If you are working with a more comprehensive structure and require more entry fields, select **-Master-** in the “Use Existing Dictionary as Model” window, which offers an extensive dictionary structure. You can rename or delete any fields from this set of entry fields and you can also add new user-defined fields to it.

OpenTM2 adds and updates time stamp information automatically, provided the following date fields are selected in the “New dictionary” window from the **-Master-** model dictionary.

Entry field	Level	Contents
Creation Date	entry	The date when a headword was added to a dictionary.
Last Update	sense	The date when information at the sense level of an entry was added or modified.
Creation Date	target	The date when a translation for a headword was added.
Last Update	target	The date when a translation entry field was last updated.

## Prerequisites

None.

## Calling sequence

Select:

1. The “Dictionary List” window
2. **New...** from the **File** menu

The “New Dictionary” window is displayed (see Figure 123 on page 256).

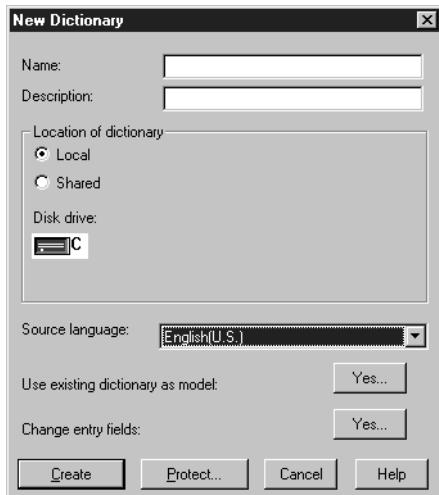


Figure 123. New Dictionary window

## Options and parameters

### Name

Type a name of your choice for the new dictionary. This name can be up to eight alphanumeric characters long.

### Description

Type a description for the new dictionary. The description can be up to 255 alphanumeric characters long.

### Location of dictionary

Specify where to place the new dictionary. It can be on a **local** disk drive (only you can use it) or on a **shared** disk drive (several translators can use it simultaneously). See "Sharing dictionaries" on page 283 to learn about sharing dictionaries.

Select the drive on which you want the new dictionary to reside. A dictionary grows with time, so select a drive with enough space.

### Source Language

Select a source language from the list of installed languages displayed in the list box.

### Use existing dictionary as model

If you do not want to determine the dictionary entry structure yourself, you can use the structure of an existing dictionary as a model by clicking **Yes....**. This takes you to the "Use Existing Dictionary as Model" window where you can select a dictionary as model. Click **Select** or **Cancel** to return to the "New Dictionary" window. For more information on this option see "Using an existing dictionary as model" on page 257.

### Change entry fields

If you want to change the dictionary entry structure (add, delete, or rename entry fields), click **Yes...**, which takes you to the "Change Entry Fields" window where you can define your changes. Click **Select** or **Cancel** to return to the "New Dictionary" window. For more information on this option see "Changing dictionary entry fields" on page 258.

To avoid unauthorized modification of a dictionary, you can protect it by clicking **Protect...**, which takes you to the "Protect Dictionary" window where you can type a password of your own. Click **Protect** to return to the "New Dictionary" window.

From now on, the dictionary can only be modified when the correct password is supplied. For more information on how to protect and unprotect dictionaries see “Protecting a dictionary” on page 278.

Click **Create** to create the new dictionary.

## Results

The dictionary is created but still empty. When the dictionary has been created, its entry structure is fixed and can no longer be changed. You can now start to fill it by importing an SGML-based file, by entering terms from a new terms list, or by editing dictionary entries.

---

## Using an existing dictionary as model

All dictionaries have a dictionary entry structure. In OpenTM2 you can use the given default structure, use an existing dictionary structure with or without changes, or define a new structure based on all the available entry fields.

### Prerequisites

Decide on which dictionary entry fields your dictionary is to contain.

### Calling sequence

Select:

1. The “Dictionary List” window.
2. **New...** from the **File** menu. The “New Dictionary” window is displayed.
3. **Yes...** next to the **Use existing dictionary as model** option.

The “Use Existing Dictionary as Model” window is displayed (see Figure 124).

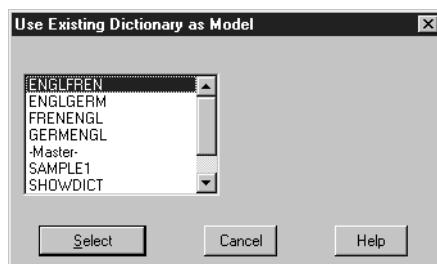


Figure 124. Use Existing Dictionary as Model window

### Options and parameters

The list of existing dictionaries is displayed in the list box. Select a dictionary with the structure you want to use as a model from this list or select **-Master-**, which contains all the entry fields predefined by OpenTM2.

Click **Select** to return to the “New Dictionary” window where you can view and change the selected entry structure by selecting the **Change entry fields** option.

## Results

You have determined which entry structure to use as a base for the new dictionary.

## Changing dictionary entry fields

Select this function to make modifications to a dictionary entry structure. You can delete entry fields, rename entry fields, or add new user-defined entry fields. You can determine the size of the entry field and what entry field data you want to have displayed on which panel of the "Lookup Entry" window.

### Prerequisites

Decide on which dictionary entry fields your dictionary is to contain.

### Calling sequence

Select:

1. The "Dictionary List" window.
2. **New...** from the **File** menu. The "New Dictionary" window is displayed.
3. **Yes...** next to the **Change entry fields** option.

The "Change Entry Fields" window is displayed (see Figure 125).

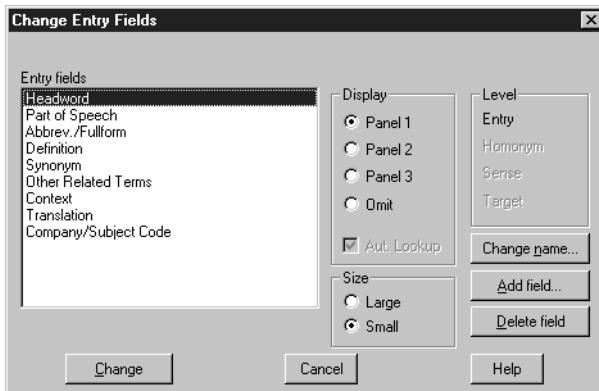


Figure 125. Change Entry Fields window

### Options and parameters

#### Entry fields

This list box contains all the entry fields defined for this dictionary. Select one entry field at a time and define your settings for this field.

#### Display

If you want this entry field to be displayed in one of the panels of the "Lookup Entry" window, decide on which one. This means choose between **Panel 1** (for the most relevant data), **Panel 2**, and **Panel 3**.

Select **Omit** if you want the entry field and its data not to be displayed on any of the lookup panels. The entry field is not deleted from the entry structure.

Select **Aut. Lookup** to display the complete entry field information in the window showing the found dictionary proposals during translation.

### **Level**

To specify the level you want the entry field to belong to, select a corresponding entry field so that the required level is active. It can be **Entry**, **Homonym**, **Sense**, or **Target**.

### **Size**

Select one of the two choices:

#### **Small**

Is adequate for an entry field of about a line in length (the maximum is 255 characters).

#### **Large**

Is needed for an entry field consisting of several lines of data.

Select this size only if absolutely necessary because the use of too many large fields decreases the performance of OpenTM2.

For each selected entry field you can click one of the following:

#### **Change Name...**

To rename the entry field. See “Renaming a dictionary entry field” for details.

#### **Add Field...**

To add a new user-defined entry field to the list of entry fields. For more detail see “Adding a user-defined entry field” on page 260.

#### **Delete field**

To remove the entry field from the entry structure.

When all of the entry field settings are complete, click **Change**. This takes you back to the “New Dictionary” window.

## **Results**

The entry structure of the selected dictionary is changed according to your specifications, this means the dictionary can have more or fewer entry fields, changed entry field names and sizes, and changed lookup display options.

---

## **Renaming a dictionary entry field**

In OpenTM2, all entry fields are automatically assigned a name. You can change the field name to any other name. The changed names are used in all windows where dictionary entry data is displayed. For example, you may want to change *Headword* to *Term*, or *Part of speech* to *Category*. You can also change the field names to another language of your preference.

You can change the entry field names of an existing dictionary when you create a new dictionary.

### **Prerequisites**

Decide which dictionary entry field names you want to use in your dictionary.

### **Calling sequence**

When creating a new dictionary, select:

1. The “Dictionary List” window.

2. **New...** from the **File** menu. The “New Dictionary” window is displayed.
3. **Yes...** next to the **Change entry fields** option.
4. The entry field you want to rename in the “Change Entry Fields” window.
5. **Change name...**

When changing the properties of an existing dictionary, select:

1. The “Dictionary List” window
2. The dictionary to which you want to make changes
3. **Properties...** from the **File** menu
4. The entry field you want to rename in the “Dictionary Properties” window
5. **Change name...**

The “Change Entry Field Name” window is displayed.

## **Options and parameters**

Type the new field name in the **Displayed as** field. Click **Change** to rename the selected field.

## **Results**

The selected dictionary entry field is renamed.

You are returned to the “Change Entry Fields” window when you create a new dictionary or to the “Dictionary Properties” window when you change the properties of an existing dictionary.

---

## **Adding a user-defined entry field**

The predefined entry fields in OpenTM2 dictionaries are only examples of possible fields you can use when you create a new dictionary and determine its structure.

You can add your own user-defined fields to any of the four levels that make up the dictionary structure.

You can only add user-defined fields when you create a new dictionary. When the dictionary already exists, you cannot change its structure.

## **Prerequisites**

Decide which dictionary entry fields you want to add to your dictionary structure.

## **Calling sequence**

1. The “Dictionary List” window
2. **New...** from the **File** menu
3. **Yes...** next to the **Change entry fields** option in the “New Dictionary” window
4. An entry field belonging to the level to which you want to add a field
5. **Add field...**

The “Add Entry Field” window is displayed.

## Options and parameters

Type a name for the entry field you want to add in the **Displayed as** field. Click **Add** to add the new field to your structure.

## Results

The entry field is added to the dictionary structure at the same level as the entry field you have selected before clicking **Add field....** You are returned to the “Change Entry Fields” window.

---

## Defining a dictionary filter

A dictionary filter is a means by which data in a dictionary can be selected so that only entries that meet specified conditions are displayed or printed.

In OpenTM2 filters can be used in combination with printing (see “Printing a dictionary” on page 275) or dictionary lookup (see “Looking up a dictionary entry” on page 271). You can use an existing filter, change an existing one, or create a new one.

In OpenTM2 a filter condition consists of:

- An entry field (such as **Headword**, **Translation**)
- An operator (such as = or >)
- An operand (such as a\*)

For example, the condition Headword LIKE = 'a\*' selects all (and only) the entries beginning with the letter a.

There are two types of operators:

1. (=, <>, <, >, <=, >=, **LIKE**, **BETWEEN**, and **IN** form *expressions* (for example, Headword = 'Test').
2. **AND**, **OR**, (,), and **NOT**), join valid expressions to form a larger expression (for example, Headword = 'Test' AND Translation = 'Test').

The operators have the following meanings:

- = The field must contain exactly the value specified.
- <> The field must not contain the value specified.
- < The field can contain only values that are less than the value specified, for example, preceding the specified value in alphabetical sequence.
- > The field can contain only values that are greater than the value specified, for example, following the specified value in alphabetical sequence.
- <= The field can contain only values that are less than or equal to the value specified.
- >= The field can contain only values that are greater than or equal to the value specified.
- LIKE** The field can contain values that are similar to the value specified, for example, they start with the specified value.

## BETWEEN

The field can contain values that are in a range between one value and another.

**IN** The field can contain values that match up to six different values.

**AND** This operator joins two expressions so that both expressions must match in order to let the entry pass the filter.

**OR** This operator joins two expressions so that one or both expressions must match in order to let the entry pass the filter.

**NOT** This operator specifies that the filter let pass only those entries that do not match the specified value.

## ( and )

These operators are used to group expressions. Expressions in parentheses are processed before expressions without parentheses.

**Note:** All filters depend on the dictionary entry structure. This means that a filter created for one dictionary possibly refers to entry fields that are not contained in another dictionary. In such cases, it is recommended to create a new filter for each dictionary.

## Prerequisites

Either the "Look up a Term" window or the "Print Dictionary" window is active.

## Calling sequence

1. Select the **Use filter** option.
2. Click **Edit....**

The "Edit Dictionary Filter" window is displayed (see Figure 126).

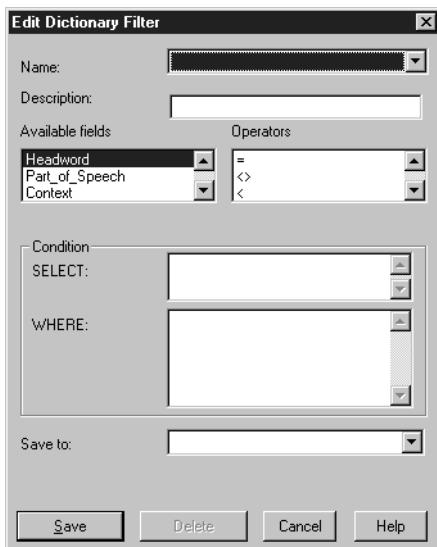


Figure 126. Edit Dictionary Filter window

## Options and parameters

The dictionary-filter parameters are as follows:

**Name**

Lists the name of all available filters. If you specified or selected an existing filter in the **Print Dictionary** or “Look up a Term” window, the name of this filter is displayed first in the list. If you specified a new filter in either of these windows, this field is empty and the new name is only displayed in the **Save to** box.

If you want to change an existing filter, select this filter.

If you want to create a new filter, skip this box.

**Description**

Displays the description of a filter if one was entered. For a new filter, type a descriptive text.

**Available fields**

Lists the name of all entry fields that a dictionary entry consists of.

If you want all entry fields to appear in the printout or in the “Lookup Entry” window (depending on which window you came from) but do not specify any conditions for the entry fields, you can skip this box.

If you want specific entry fields to appear in the printout or in the “Lookup Entry” window but do not want to specify any conditions for them, double-click these entry fields. They will appear in the **SELECT** box.

If you also want to specify conditions for one or more entry fields using one of the operators **=, <>, <, >, <=, >=, LIKE, BETWEEN, and IN**, double-click the entry field and then double-click the operator. The “Set Dictionary Condition” window is displayed in which you can specify one or more values, depending on the operator that you selected. The condition that you specify is displayed in the **WHERE** box after you leave the “Set Dictionary Condition” window.

**Note:** The operators AND, OR, NOT, (, and ) can only be selected for the WHERE box. Lists the entry fields defined for the selected dictionary.

**Operators**

Lists the available operators that can be used with an entry field to specify a filter condition.

**Condition**

Displays the defined filter condition:

**SELECT**

Lists the entry fields that you selected in the **Available fields** box. Only those listed here will appear in the printout or in the “Lookup Entry” window, depending on which window you came from.

To add more entry fields, double-click them in the **Available fields** box.

To include all fields, leave this box blank or type an asterisk (\*).

**WHERE**

Contains the condition that you specified and that a dictionary entry has to match in order to pass the filter. A condition expression consists of an entry field, an operator, and a value.

To add an expression, double-click an entry field in the **Available fields** box and then double-click one of the operators **=, <>, <, >, <=, >=, LIKE, BETWEEN, and IN**. The “Set Dictionary Condition” window is displayed in which you can specify one or more values, depending on the operator that you select. The expression that you specify is displayed in the **WHERE** box after leaving the “Set Dictionary Condition” window.

To join expressions, move the cursor between the expressions to be joined and then double-click the operator **AND**, **OR**, or **NOT**. For example, Headword = 'Test' AND Translation = 'Test'.

To group expressions, move the cursor to the beginning or end of an expression and then double-click the operator ( or ).

#### **Save to**

Displays the filter name that you specified or selected in the **Print Dictionary** or "Look up a Term" window or selected from the **Name** list. You can type a new name or select the name of an existing filter. In the latter case, the existing filter is overwritten.

Select **Save** to create the new or changed filter. Select **Delete** to delete the displayed filter.

For example, if you want to create a filter that selects only those entries in the dictionary that begin with the letter *a*, define the filter as follows:

1. Click the field name *Headword* in the **Available fields** list box to mark it.
2. Double-click the *LIKE* operator in the **Operators** list box. The "Set Dictionary Condition" window appears.
3. Type *a\** or *A\** at the cursor position and click **Set**. The input can be in uppercase, lowercase, or mixed-case characters.
4. The condition is displayed in the **WHERE** field.
5. Enter a name for the filter (for example, *ONLYA*) in the **Save to** combination box.
6. Click **Save** to create the filter.

## **Results**

The changed or new filter is saved and can be used for dictionary lookup or printing. You are returned to the previous window.

---

## **Renaming a dictionary**

OpenTM2 enables you to give a dictionary a new name.

#### **Prerequisites**

The dictionary must exist.

#### **Calling sequence**

Select:

1. The dictionary from the "Dictionary List" window
2. **Rename** from the **File** menu

#### **Options and parameters**

##### **Rename to**

Type a new name for the dictionary.

##### **Adjust all references automatically**

If you select this option, all references to the renamed dictionary are also changed.

## Results

If you select **Rename**, the dictionary and, optionally, any references to it are renamed.

---

## Deleting a dictionary

Deleting a dictionary can be useful when you have exported it or archived it outside of OpenTM2 and no longer need it, and you require free space on your disk.

For deleting a shared dictionary, see “Deleting a shared dictionary” on page 284.

### Prerequisites

Make sure that you have a backup copy of the dictionary before deleting it if it contains important data.

### Calling sequence

Select:

1. “Dictionary List” window
2. The dictionary you want to delete
3. **Delete** from the **File** menu

### Options and parameters

A confirmation message appears before the dictionary is deleted.

If you select **No**, the delete function is canceled. If you select **Yes**, the dictionary is deleted.

## Results

If you select **Yes**, the dictionary is deleted. References to this dictionary may still exist in certain folders. Update the folder properties so that the deleted dictionary is not referenced anymore.

---

## Editing a dictionary entry

Individual dictionary entries can be changed, for example, a new translation can be added or an existing obsolete translation deleted.

You can edit a dictionary entry at any time before, after, or during translation.

### Prerequisites

The dictionary must exist.

### Calling sequence

There are several ways to get to the “Edit Entry in Dictionary” window:

- To add, change, or delete a dictionary entry outside the Translation Environment, select:

1. The “Dictionary List” window
  2. The dictionary you want to open
  3. **Open** from the **File** menu
  4. The term to enter in the “Look up a Term” window
  5. **Headword** search type and click **Edit...**
- To add, change, or delete a dictionary entry in the Translation Environment, select:
    1. The document for translation in the “Document List” window
    2. **Open** from the **File** menu
    3. The term in the document to add or modify by marking it
    4. **Edit a term...** in the **Translate** menu
  - Or select:
    1. The term in the “Dictionary” window and double-click it
    2. **Edit...** in the “Lookup Entry” window

In all cases, the “Edit Entry in Dictionary” window is displayed (see Figure 127).

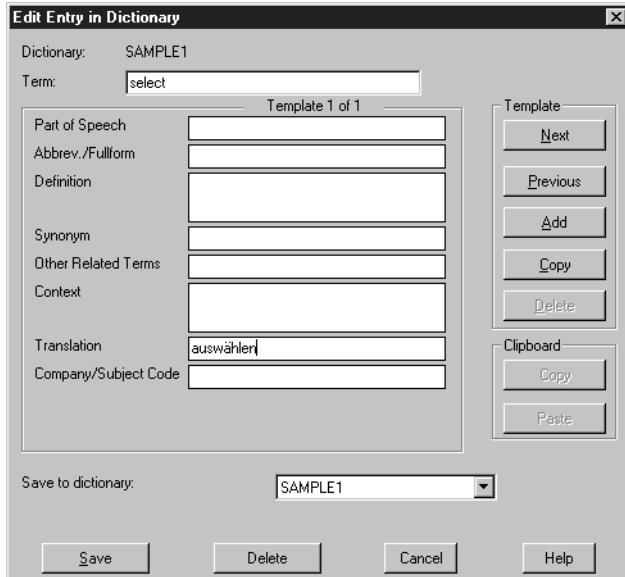


Figure 127. Edit Entry in Dictionary window

## Options and parameters

The entry displayed in the “Edit Entry in Dictionary” window is split up into templates. A template is the complete dictionary entry information related to one translation. This window shows one template at a time.

If the term does not exist, only one empty template is displayed. If, on the other hand, the term exists, the first template (translation) is displayed.

### Template 1 of 1

The term in the sample window has one translation. This box displays all data related to this translation, this means, each entry field with its name and its contents.

### **Template**

The following options let you scroll through all templates of an entry or change complete templates. Select:

#### **Next**

To select the following template.

#### **Previous**

To select the previous template.

#### **Add**

To add an empty template for a new translation variant.

#### **Copy**

To copy the contents of the currently displayed template into a new one where you can type over the contents to add the new translation. You would use **Copy** instead of **Add** in cases where only minor changes need to be made to a translation variant.

#### **Delete**

To delete the currently displayed template.

### **Clipboard**

By selecting options in this box, you can move data from the current template to the clipboard and vice versa, for example, you can insert context information from the document in the Translation Environment.

#### **Copy**

To copy a marked text to the clipboard.

#### **Paste**

To copy a previously saved text from the clipboard to the current cursor position.

To delete the entire entry from the dictionary, click **Delete** at the bottom of the window.

Click **Save** to save your changes to the dictionary displayed in the **Save to dictionary** list box. In the Translation Environment, you can choose between any of the dictionaries opened for translation (defined as a folder property). Outside the Translation Environment, you can only save the data to the dictionary you explicitly selected.

## **Results**

A new term is added to the dictionary, or an existing term is changed or deleted.

---

## **Exporting a dictionary**

There are two ways to export dictionary data, within a folder in the internal OpenTM2 format or as an external dictionary in SGML format.

Export a dictionary if you want to pass the dictionary on to other OpenTM2 users or to create a backup copy of a dictionary. Protected dictionaries must be exported in a folder. For more information on folder export, see “Exporting a folder” on page 169.

Exporting a dictionary into an SGML-based file is required if you want to use the dictionary data in environments other than OpenTM2.

Exporting a dictionary can also be part of the conversion of a dictionary into Unicode. To convert a dictionary into Unicode, you must first export it from OpenTM2 and then import it again. In both cases, you select **SGML Unicode** as export or import format.

## Prerequisites

Sufficient disk space for the exported dictionary is available.

## Calling sequence

Select:

1. The “Dictionary List” window
2. The dictionary you want to export
3. **Export...** from the **File** menu

The “Export dictionary” window is displayed (see Figure 128).

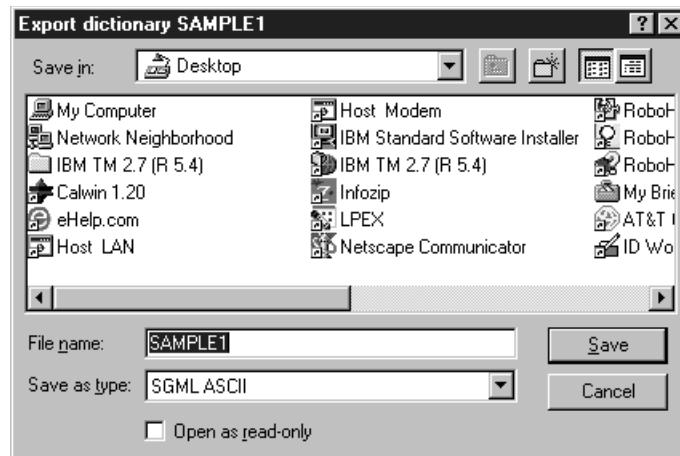


Figure 128. Export Dictionary window

## Options and parameters

### Save in

Select the drive and directory to which the dictionary is to be exported.

### File name

Contains the name of the dictionary to be exported. You can overwrite it with a new name.

### Save as type

Select the format in which the dictionary is to be stored. Select **SGML Unicode** if the export is part of your conversion of the dictionary into Unicode.

Click **Save** to begin exporting the dictionary.

If you specified a new directory name, you are prompted to confirm whether you want to create this new directory.

## Results

An SGML-based dictionary file is created at the specified location and can be given to other users or programs for further usage.

---

## Importing a dictionary

You can import a dictionary as an external dictionary (SGML-based) or within a folder in the OpenTM2 format.

If you want to work with terminology created outside OpenTM2, create an SGML-based file (for more details, see “Creating an SGML-based dictionary” on page 248) and import this file into OpenTM2. You can either import the file into a new dictionary or merge the data into an existing dictionary.

Dictionaries imported in a folder are in OpenTM2 format. If the dictionary does not exist, a new dictionary is created; if it does exist, the folder dictionary is merged into the existing one. For more information on folder import, see “Importing a folder” on page 172.

When merging two dictionaries, the dictionary structure of the destination dictionary is maintained. Data in entry fields that exist only in the source dictionary and not in the destination dictionary will not be regarded and data may be lost. Entry fields not contained in the external dictionary will be empty in the dictionary after importing.

If you select to import an external dictionary under a new dictionary name, the “New Dictionary” window is displayed where all the properties are shown as they are coded in the SGML-based file. You can change certain properties if you want to, although this is not always advisable as the changed properties may be different from what is specified in the SGML file.

Importing a dictionary can also be part of the conversion of a dictionary into Unicode. To convert a dictionary into Unicode, you must first export it from OpenTM2 and then import it again. In both cases, you select **SGML Unicode** as export or import format.

## Prerequisites

The SGML-based file for import must have been created according to the description in “Creating an SGML-based dictionary” on page 248.

## Calling sequence

Select:

1. The “Dictionary List” window
2. A dictionary if you want to merge dictionaries
3. **Import...** from the **File** menu

The “Import Dictionary” window is displayed (see Figure 129 on page 270).

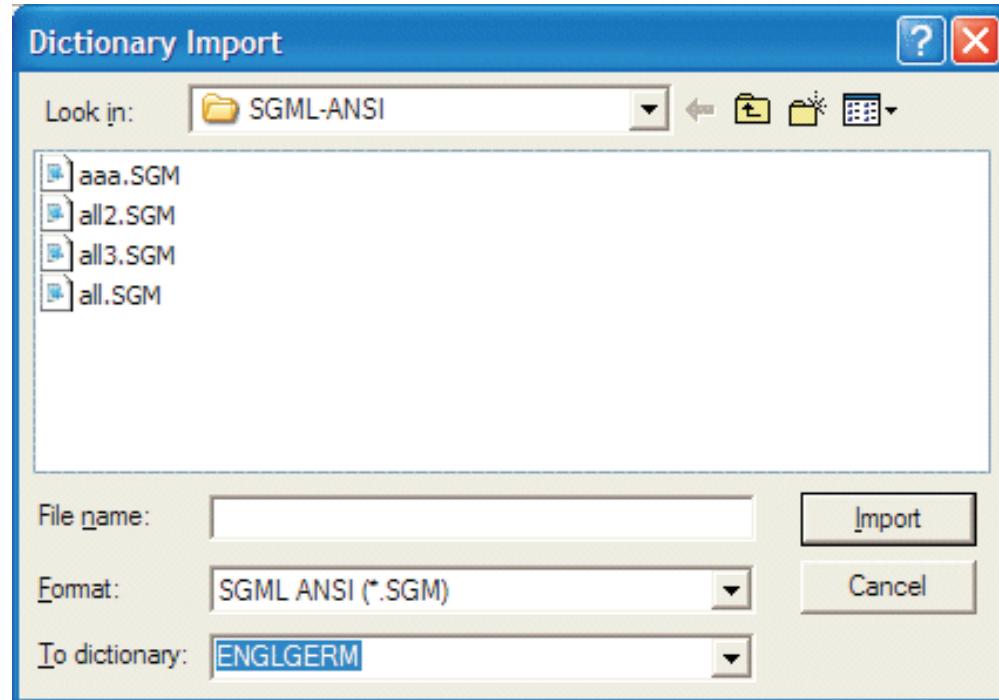


Figure 129. Import Dictionary window

## Options and parameters

### Look in

Select the directory where the dictionary to be imported resides.

### File name

Enter the name of the external dictionary to be imported.

### Format

Select the format of the dictionary to be imported.

### To dictionary

Contains the name of the selected dictionary to be imported. You can overwrite this name to create a new dictionary or select a name from the list box to merge your file into an existing dictionary.

Click **Import** to begin the import function.

If OpenTM2 detects an incorrect SGML tag in the SGML-based file, a message is displayed, asking you if you want to skip the entry containing the error or to cancel the import process.

If you selected to import an external dictionary under a new dictionary name, the "New Dictionary" window is displayed where all the properties are shown as they are coded in the SGML-based file. For more information, see "Creating a dictionary" on page 254.

If you selected to merge the external dictionary into an existing dictionary in OpenTM2, remember that the dictionary structures may differ and that there may be identical terms. In case of conflicts you are prompted to specify additional options for merging dictionaries in the "Merge Dictionary Entries" window. For more information, see "Merging dictionaries" on page 273.

## Results

The external dictionary data is imported either under a new name or merged with an existing dictionary. You can begin to use it in OpenTM2. The external dictionary is unchanged.

---

## Looking up a dictionary entry

There are several ways to look up dictionary entries in OpenTM2:

- During translation, OpenTM2 automatically displays the translation of all terms in the currently active segment for which entries are found in the dictionaries selected for search in the folder. The dictionaries are searched in the order defined in the folder properties (see “Changing the properties of a folder” on page 180), and the first entry found is displayed in the dictionary window.
- To view the complete dictionary entry or to check if there are any further entries in other dictionaries, you can double-click the term, and the “Lookup Entry” window for this term is displayed, which allows you to select the dictionary (if the entry occurs in more than one of the folder dictionaries) and the lookup panel you want to see.
- You can also mark a term or a multiword term in the “Translation” window and select **Look up a term...** from the **Translate** menu. If the term is not found in the dictionaries, the “Look up a Term” window is displayed. If the term is found in the dictionaries, the “Lookup Entry” window is displayed containing the data for this term.

Outside the Translation Environment you can look up entries only in one dictionary at a time.

How to search for terms in a dictionary is described in “Searching for a dictionary entry” on page 279. How to edit an existing entry in a dictionary after you have retrieved it is described in “Editing a dictionary entry” on page 265.

### Prerequisites

- The dictionary must exist.
- The term you want to look up must exist in the dictionary.

### Calling sequence

Outside the Translation Environment, follow this procedure to look up a dictionary entry:

1. Select the “Dictionary List” window.
2. Double-click the dictionary you want to open. The “Look up a Term” window is displayed, where you can type the term, select your search type, and define a filter if you want to restrict your search. For more detail on defining a filter, see “Defining a dictionary filter” on page 261.
3. Type the term you want to look up in the **Term** field. You can use an asterisk (\*) as wildcard at any position, for example, **data\*** or **\*data**.
4. Select the **Headword** search option.
5. If the term exists in the dictionary, click **Look up** in the “Look up a Term” window. Otherwise OpenTM2 offers you to add the term to the dictionary (see also “Editing a dictionary entry” on page 265).

During translation in the Translation Environment, there are several ways to look up a dictionary entry:

- Using a displayed term in the “Dictionary” window, double-click the term you want to look up. The “Lookup Entry” window is displayed (see Figure 130).
- Using a term in the “Translation” window:
  1. Mark the term, possibly a multiword term.
  2. Select **Look up a term...** from the **Translate** menu.

If the specified term does not exist in the selected dictionary, the “Look up a Term” window is displayed (see Figure 133 on page 281) showing existing terms preceding and following the marked term in alphabetical sequence.

For more information on searching, see “Searching for a dictionary entry” on page 279.

In all cases, if the specified term exists in the dictionary, the “Lookup Entry” window is displayed (see Figure 130).

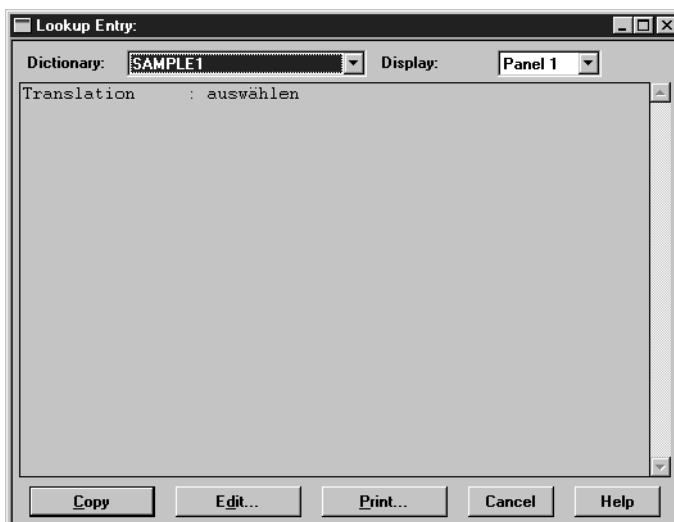


Figure 130. Lookup Entry window

## Options and parameters

### Dictionary

This field contains the name of the first dictionary where the term and its entry data are found. If the lookup function was called from the Translation Environment and the folder properties contain more than one dictionary, you can switch between the different dictionaries to see whether the same term is in more than one dictionary.

### Display

In this field, you can switch between the lookup panels 1, 2, and 3 to display entry data of this term as defined in the dictionary structure.

The large center box contains entries for the found term in the displayed dictionary according to the panel selection.

Click **Print** to print the data of the term on your workstation printer. Click **Edit...** if you want to edit the entry data of the found term in the “Edit Entry in Dictionary” window. For more information on editing, see “Editing a dictionary entry” on page 265

265. Click **Copy** to copy a marked text to the clipboard. Click **Cancel** to leave the window.

## Results

The entries for the selected term are displayed. The entries are changed, printed, or copied to the clipboard depending on the options you selected in this window.

## Merging dictionaries

Merging two dictionaries is only supported when you import an external dictionary into an existing one in OpenTM2.

When you do this, remember that the dictionary structure of the destination dictionary has precedence. You are warned if the dictionary structures differ, and OpenTM2 allows you to create a new dictionary instead, to prevent any loss of data.

If, during dictionary merge, the same term exists in both dictionaries, the “Merge Dictionary Entries” window is displayed (see Figure 131).

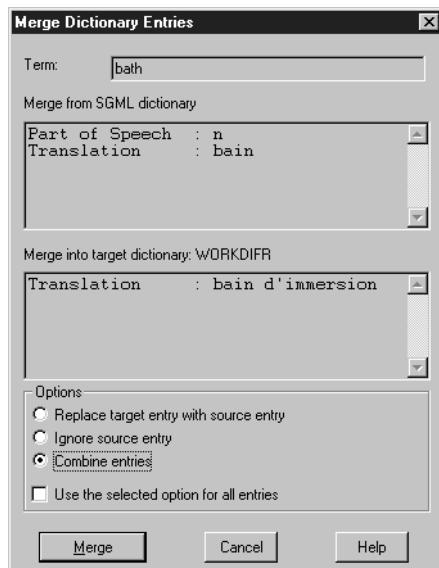


Figure 131. Merge Dictionary Entries window

## Options and parameters

### Term

Displays the term that exists in both dictionaries.

### Merge from SGML dictionary

Contains the entries in the external dictionary for this term.

### Merge into target dictionary

Contains the entries in the existing dictionary for this term.

### Options

Depending on how you want to process the entries for the current term (displayed in the two boxes), select one of the following options or click **Cancel** to stop the merging:

#### **Replace target entry with source entry**

This option only takes the source dictionary entry into consideration. The destination dictionary entry is overwritten.

#### **Ignore source entry**

This option only takes the destination dictionary entry into consideration. The source dictionary entry is discarded.

#### **Combine entries**

This option takes both the source dictionary and the destination dictionary entries into consideration, combining them to form one entry. Provided that the dictionary structures do not differ, no data is discarded or overwritten.

#### **Use the selected option for all entries**

Select this option, if you do not want the “Merge Dictionary Entries” window to appear every time the same term is found in both dictionaries and you are sure that your selected merge option applies for all entries.

Click **Merge** to begin or to continue the merging. Click **Cancel** to leave the merging and importing program.

## **Results**

The external dictionary data is merged with the existing dictionary according to the specified options. The external dictionary is unchanged.

---

## **Opening a dictionary**

To look at dictionary data, you must open it. In a dictionary, you can search for specified terms, you can look up the data of an existing term, you can change the entry data of an existing term, and you can add entries for new terms.

Opening a dictionary can be done in several ways outside the Translation Environment and during translation in the Translation Environment.

Opening a dictionary is automatically done, when you use one of the following functions:

- “Editing a dictionary entry” on page 265
- “Looking up a dictionary entry” on page 271
- “Searching for a dictionary entry” on page 279

---

## **Organizing a dictionary**

Organizing makes the dictionary compact and increases performance. Dictionaries to which you frequently make changes should be organized periodically.

If an error occurs during dictionary processing, you are prompted to organize the dictionary because organizing often rectifies the error.

### **Prerequisites**

The dictionary must exist.

## Calling sequence

Select:

1. The “Dictionary List” window
2. The dictionary you want to organize
3. **Organize** from the **File** menu

The organize procedure starts immediately.

## Options and parameters

None.

## Results

The dictionary is organized, informing you how many terms have been organized, and you can continue using it.

---

## Printing a dictionary

You can choose to print a complete dictionary or parts of it.

If you only want to print part of a dictionary, for example all entries with a headword starting with the letter *a*, or only some of the entry fields, or only the headwords and the translations, you can define a filter for the print function.

You must define the layout of your print output in format files that you edit with a text editor. In the print format file you define the entry fields to be printed and how they are arranged in the printout.

You can send your printout to an attached workstation printer or have the printout data sent to a file.

Before printing a dictionary or part of a dictionary, the output file structure must be determined. If you decide not to use one of the format files provided by OpenTM2, you must create this file in the subdirectory `\otm\prtform`. For more information on how to use the sample format print files see “Defining the printout format” on page 277. For a detailed description of the structure and syntax of a print format file see “Defining your own format file” on page 449.

## Prerequisites

- The dictionary must exist.
- The format file for the specific printout layout must exist.

## Calling sequence

Select:

1. The “Dictionary List” window
2. The dictionary you want to print
3. **Print...** from the **File** menu

The “Print Dictionary” window (see Figure 132 on page 276) is displayed.

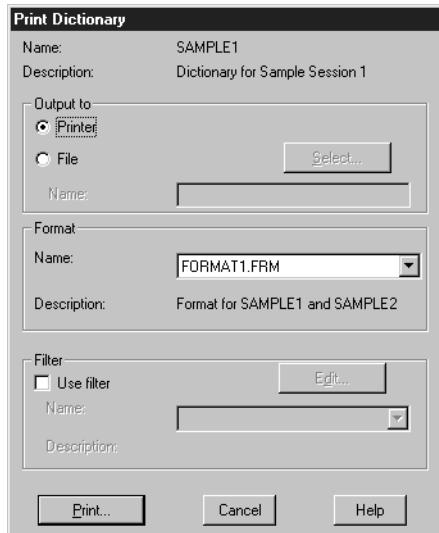


Figure 132. Print Dictionary window

## Options and parameters

### Name

The selected dictionary name.

### Description

The dictionary description text.

### Output to

In this box, select where you want to send your printout to:

#### Printer

If you want the printout on your attached workstation printer.

#### File

If you want the printout on file. Enter the complete file name specification—consisting of drive, path, file name—in the **Name** field yourself or click **Select...**, which takes you to the “Select File” window assisting you in selecting the drive, directory, and file name (see “Specifying an output file” on page 64).

### Format

Specify the print format file to be used:

#### Name

Select a format file from the list of available files. If you created a new format file, it should appear in this list.

#### Description

Describes the selected format file.

### Filter

Specify whether to use a filter. You can use an existing filter or change it or create a new filter.

#### Use filter

To use a filter, select this option and specify which filter to use:

#### Name

Lists all available filters. To use or change an existing filter, select it. To define a new filter, type the name in the list box.

#### Description

Describes the selected filter.

Click **Edit...** to define the new filter or to change an existing one, which takes you to the “Edit Dictionary Filter” window. For more information on how to define filter conditions, see “Defining a dictionary filter” on page 261.

Click **Print** to start the printing function.

#### Results

If you selected the **Printer** option, the dictionary printout is sent to your attached printer.

If you selected the **File** option, the dictionary printout is stored in the specified file.

---

## Defining the printout format

OpenTM2 provides sample print-format files that you can use to print dictionary data or as a basis for defining your own print output format.

To become acquainted with format files, use the **FORMAT1.FRM** print format file for printing one of the sample dictionaries provided in a sample folder (for example **SAMPLE2**).

When you change a format file or create one of your own, make sure you follow the required syntax of the format file. All print-format files are located in the subdirectory **\otm\prtform**.

The following sample files are provided by OpenTM2:

#### File name

#### Description

##### **format1.frm**

Prints each headword and its translation.

##### **format2.frm**

Prints all templates for each entry without formatting.

##### **format3.frm**

For this format file, it is recommended to select the **File** output option because it generates a BookMaster source file (containing all templates for each entry). This file must be processed by BookMaster outside OpenTM2 to obtain a formatted dictionary printout.

##### **format4.frm**

Prints a dictionary extract consisting of cover page, body part, header section, and current page number for each page.

All the print-format files provided by OpenTM2 are described in detail in “Sample format files” on page 447. For a complete and detailed description of the structure and syntax of print-format files see “Defining your own format file” on page 449.

Experienced users can use the print function also for generating new external dictionaries, which again can be imported and used in OpenTM2. For example, you can:

- Generate a reverse dictionary from an existing one (this means, generate a German to English dictionary from an English to German dictionary).
- Generate a new dictionary containing selected entries from another dictionary. This can be useful, for example, when you have a dictionary containing translations into several languages and want to extract the entry data related to translations into one of the languages.

## Protecting a dictionary

To avoid uncontrolled modification, you can protect dictionaries, that is, everyone can browse these dictionaries, but only authorized persons responsible for updating dictionaries (for example, a terminologist) can make changes to them. You protect them by assigning a password to them.

You can protect dictionaries in the “New Dictionary” window when creating a new dictionary or in the “Dictionary Properties” window when viewing its properties by pressing the **Protect...** button.

If you are not authorized to edit a protected dictionary but want to make changes to existing entries or add new entries, you can do this by creating a new dictionary using the protected dictionary as a model. For more details see “Creating a dictionary” on page 254. You can then use the new dictionary as an addendum dictionary to the protected one. Redefine any dictionary search sequence so that this addendum dictionary precedes the protected dictionary.

You can send this addendum dictionary to a person who is authorized to edit protected dictionaries and can update these dictionaries on the basis of the modifications and additions made in your addendum dictionary.

When you start creating a new dictionary, the unprotected mode is the default setting. In this mode you can carry out any modifications to that dictionary.

Dictionary task	Unprotected	Protected
Export to SGML-based dictionary	Yes	No
Delete a dictionary	Yes	Yes
Export folder with dictionary	Yes	Yes
Look up a dictionary entry	Yes	Yes
Edit a dictionary entry	Yes	No
Organize a dictionary	Yes	Password

The following table shows you which tasks you can perform with unprotected and protected dictionaries:

The following table shows the merge options that are available:

Dictionary merge from	To unprotected dictionary	To protected dictionary
SGML-based dictionary	Yes	Password
Unprotected folder dictionary	Yes	No
Protected folder dictionary	No	No

## **Calling sequence**

To protect an existing dictionary, select:

1. The “Dictionary List” window
2. The dictionary you want to protect
3. **Properties...** from the **File** menu
4. **Protect...** in the “Dictionary Properties” window

To protect a new dictionary, select:

1. The “Dictionary List” window
2. **New** from the **File** menu
3. **Protect...** in the “New Dictionary” window

The “Protect Dictionary” window is displayed. Enter your new password twice and confirm by clicking **Protect**.

## **Results**

The dictionary is protected, for example, only those that know the password have read-write access to the dictionary. Those who do not know the password have read-only access.

The protection status of a dictionary can be revoked if the password assigned to the respective dictionary is known.

## **Calling sequence**

Select:

1. The “Dictionary List” window
2. The dictionary you want to unprotect
3. **Properties...** from the **File** menu
4. Click **Unprotect...**

The “Query Password for Dictionary” window is displayed.

This window is also displayed when you try to perform an action that makes changes to the dictionary.

In this window you can enter the dictionary password and confirm by pressing the **OK** button.

## **Results**

The dictionary is unprotected and everyone can change it.

---

## **Searching for a dictionary entry**

If you want to know whether a certain term is included in a dictionary, you can search for this term in several ways, this means with a:

- Complete or incomplete term
- Predefined search type
- Dictionary filter defined by you

- Combination of these

Searching for a term can be done outside the Translation Environment and during translation in the Translation Environment.

To search for a term, you specify the term and the search parameters in the “Look up a Term” window.

If more than one term matches with the specified search criteria, you can select the term you are currently interested in to display its data.

If the term is found in the dictionary, you can display and edit the complete entry in subsequent windows (**Look up Entry** and **Edit Entry in Dictionary**).

If the specified term is not found in the dictionary, you can add a new entry for this term.

What you can do in the following windows is described in “Looking up a dictionary entry” on page 271, and “Editing a dictionary entry” on page 265.

## **Prerequisites**

The dictionary must exist.

## **Calling sequence**

To search for a term outside the Translation Environment, select:

1. The “Dictionary List” window
2. The dictionary you want to open
3. **Open...** from the **File** menu

Alternatively, double-click the dictionary in the “Dictionary List” window in the main window.

To search for a term in the Translation Environment, select:

1. A term or a multiword term in the “Translation” window by marking it
2. **Look up a term...** from the **Translate** menu If the term exists in the dictionary, the “Look up Entry” window for this term is displayed. For more information, see “Looking up a dictionary entry” on page 271. If the term does not exist in the dictionary, OpenTM2 starts searching for the term as if you specified the **Neighborhood** search option.

The “Look up a Term” window is displayed (see Figure 133 on page 281).

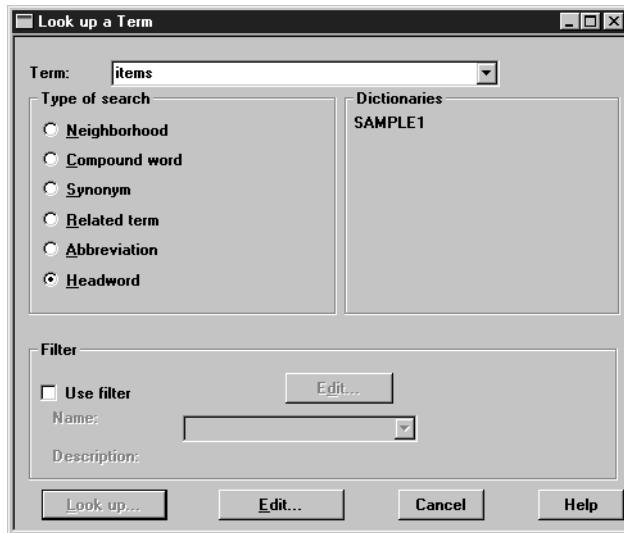


Figure 133. Look up a Term window

## Options and parameters

### Term

If you came from the “Dictionary List” window, type the term you are looking for. You can type a single term or a multiword term. You can use an asterisk (\*) to get a list of all terms in the dictionary, or use the asterisk as part of a term to get a list of terms. For example, enter app\* to get a list of all terms starting with the letters app. You can enter the term in uppercase, lowercase, or mixed-case characters.

If you came from the Translation Environment, the term that you highlighted or on which you positioned your cursor is displayed and a list of up to 30 terms preceding and following the term in alphabetical order.

### Type of search

The synonym, related term, and abbreviation search types are greyed out if the corresponding entry field does not exist in the dictionary.

Select one of the following search types:

#### **Neighborhood**

To display the 30 terms preceding and the 30 terms following the specified term.

#### **Compound word**

To retrieve all compound words that start with the specified term. For example, if the term **data** is looked up, the possible compound words that would be retrieved are:

- **Data processing**
- **Data processing network**
- **Data processor**

The displayed list is empty if no matches are found in the dictionary.

#### **Synonym**

To retrieve all terms where the specified term is in the synonym entry field of the respective term. For example, if you specified the term *stream* with

the **Synonym** search option, you would get *brook* and *rivulet*, if *stream* is contained in their dictionary entries. The displayed list is empty if no matches are found in the dictionary.

#### **Related Term**

To display all terms related to the selected term. For example, if you specified the term **forest** with the **Related Term** search option, you would get **forestry commission** and **forester** as related terms if forest was entered in the related term entry field of their dictionary entries. The displayed list is empty if no matches are found in the dictionary.

#### **Abbreviation**

To display all terms that have an abbreviation. For example, if you specified the term **appl.** with the **Abbreviation** search option, you would get **application** if **appl.** was entered in the abbreviation entry field of its dictionary entry. The displayed list is empty if no matches are found in the dictionary.

#### **Headword**

To search only for the specified term. This is the default search option.

#### **Dictionaries**

This box displays the name of the selected dictionary if you came from the “Dictionary List” window, or the name of one or more dictionaries used during the translation of the document if you came from the Translation Environment.

#### **Filter**

Specify whether to use a filter to restrict the number of terms to be found. You can use an existing filter, change it, or create a new filter.

#### **Use filter**

To use a filter, select this option and specify which filter to use:

#### **Name**

Lists all available filters. If you want to use or change an existing filter, select it. If you want to define a new filter, enter a name in the list box.

#### **Description**

The description of the selected filter.

Click **Edit...** to define the new filter or to change an existing one, which takes you to the “Edit Dictionary Filter” window. For more details on how to define filters, see “Defining a dictionary filter” on page 261.

Click **Look up...** to start the search.

Click **Edit...** to display the “Edit Entry in Dictionary” window in which you can edit the selected term, if it already exists in the dictionary, or define it to the dictionary as a new term.

#### **Results**

If you selected the **Headword** search type and an entry for the specified term is found in the dictionary, the “Lookup Entry” window is automatically displayed containing the data for this entry. For more information, see “Looking up a dictionary entry” on page 271.

If you selected the **Headword** search type and the term is not found in the dictionary and you clicked **Look up...**, a message appears asking if you want to

add the term to the dictionary. If you add the term, you are automatically taken to the “Edit Entry in Dictionary” window. For more information, see “Editing a dictionary entry” on page 265.

If you selected **Neighborhood** search, and the term is not found in the dictionary, a list of up to 60 terms is displayed in alphabetical order where the specified term would appear in the middle.

If more than one term satisfies the specified search criteria, a list of up to 60 terms is displayed from which you can select a term and use it for a **Headword** search request.

If the specified term exists in the selected dictionary and you selected **Edit...**, the “Edit Entry in Dictionary” windows is displayed. For more information, see “Editing a dictionary entry” on page 265.

---

## Sharing dictionaries

Sharing dictionaries with other translators in a LAN system helps you keep your own used disk space small and you can work with a dictionary even if another translator is using it at the same time. You may find this especially convenient when you work with fellow translators on the same project. For example, if you must translate a term that a fellow translator has added to the shared dictionary only recently, you can instantly use your colleague’s translation by copying it from the shared dictionary.

If you wish to work with shared dictionaries, you must note the following prerequisites:

1. **Install the LAN software.** The appropriate LAN software must be installed (see “Software requirements” on page 3 for the supported software).
2. **Log on to the LAN.** You must be logged on to the LAN.
3. **Define a shared disk.** At least one of your disks must be defined as shared disk. In **Windows** you do this using the FileManager. In NOVELL Netware and IBM LAN Manager LANs you use the NET USE command. It is recommended to share the entire disk because OpenTM2 creates its own subdirectory structure on this disk.
4. **Specify a dictionary as shared.** The dictionary you want to share must be defined to reside on a shared disk. This can only be done when a new dictionary is created. See “Creating a dictionary” on page 254 for learning how to create a dictionary that can be shared. Note that it is not possible to redefine a local dictionary as shared at a later time. It must be done when it is created. If you created the dictionary, you can now start working with it. If you want to use a dictionary created by someone else, see the next step.
5. **Connect the shared dictionary.** To use a dictionary that is defined as shared and not created by you, you must add it to your Dictionary List. See “Accessing or disconnecting a shared dictionary” to learn how to do this.

## Accessing or disconnecting a shared dictionary

To use a dictionary that is shared by many translators you must include it in your list of local dictionaries. To remove it from this list you must disconnect it.

## Prerequisites

The shared dictionary must exist.

## Calling sequence

Select:

1. The “Dictionary List” window from the OpenTM2 workbench
2. **Connect shared resources...** from the **Utilities** menu

The “Connect Shared Dictionaries” window is displayed.

## Options and parameters

### Available

Lists all dictionaries available on shared disks.

### Add -->

Adds the selected dictionary name to the **Selected** box.

### <-- Remove

Removes the selected dictionary name from the **Selected** box but does not delete the dictionary.

### Selected

Lists all dictionaries selected. When you select **Connect**, the listed dictionaries will be connected. Dictionaries removed from this list are disconnected.

Select **Connect** to update your list window.

## Results

The selected dictionary has been added to your local list window and can now be used like any other dictionary. If you disconnected it, it is no longer shown in the list window.

## Deleting a shared dictionary

If you no longer need a dictionary, you can delete it. When you delete a dictionary that is shared by others, the following conditions apply:

- If you created the shared dictionary, you can delete it at any time. Keep in mind that other users in the network can no longer use the deleted dictionary because it has been physically deleted.
- If you did not create the dictionary but just share it, you can delete it at any time. Keep in mind that this will remove the dictionary from **your** list of dictionaries. The deleted dictionary is no longer available for you. All other users who share this resource can still continue working with it because it is still available on the shared disk. In case you need to work with the deleted dictionary again, you can access it by connecting it once more to add it to your list of dictionaries.

## Prerequisites

The dictionary must exist.

## Calling sequence

Select:

1. The dictionary to be deleted
2. **Delete** from the **File** menu

Before OpenTM2 deletes the selected file, you are prompted to confirm that you want to delete the file.

## Options and parameters

**Yes** The dictionary is deleted.

**No** The dictionary is not deleted.

## Results

If you are the owner of the deleted dictionary, it is deleted physically, the disk space is freed, and it can no longer be used by any other translator in the network.

If the dictionary was created by someone else and you just shared it, it is removed from the respective list window and you can no longer access it. However, it is still available on the shared disk to be used by other translators.

## Hints and tips when working with a shared dictionary

If a term in a shared dictionary is locked although nobody is working with it, delete the files with the dictionary name and extension R-I and R-D in the directory \otm\dict. These files contain locking information. They are usually synchronously updated unless there is a network failure.

If a shared dictionary is not available, that is, it is grayed, check if the drive on which the dictionary resides is still connected using **net use** or the Windows Explorer.

## Finding the owner of a shared dictionary

In the "Dictionary List" window, you can display additional information about a shared dictionary. The **Owner** column shows the user ID of the person who created the shared resource.

---

## Viewing the properties of a dictionary

The main properties of a dictionary are:

### Name

The name of the dictionary. It cannot be changed for an existing dictionary.

### Source language

The source of the dictionary, this means, the language of the terms (headwords). It cannot be changed for an existing dictionary.

### Drive

The drive where the dictionary resides. It cannot be changed for an existing dictionary.

### Description

The description of the dictionary. It can be up to 255 characters long.

**Location**

Can be **local** (only one translator at a time can use it) or **shared** (several translators can use it simultaneously).

**Entry fields**

Contains the entry fields that make up the dictionary structure. For an existing dictionary you can only change the name of a field and the lookup panel number.

**Protected?**

Specifies whether the dictionary is protected against unauthorized modifications.

**Prerequisites**

The dictionary must exist.

**Calling sequence**

Select:

1. A dictionary from the "Dictionary List" window
2. **Properties Summary...** from the **File** menu

**Results**

A document in HTML format is displayed containing a summary of the dictionary properties (see Figure 134 on page 287).

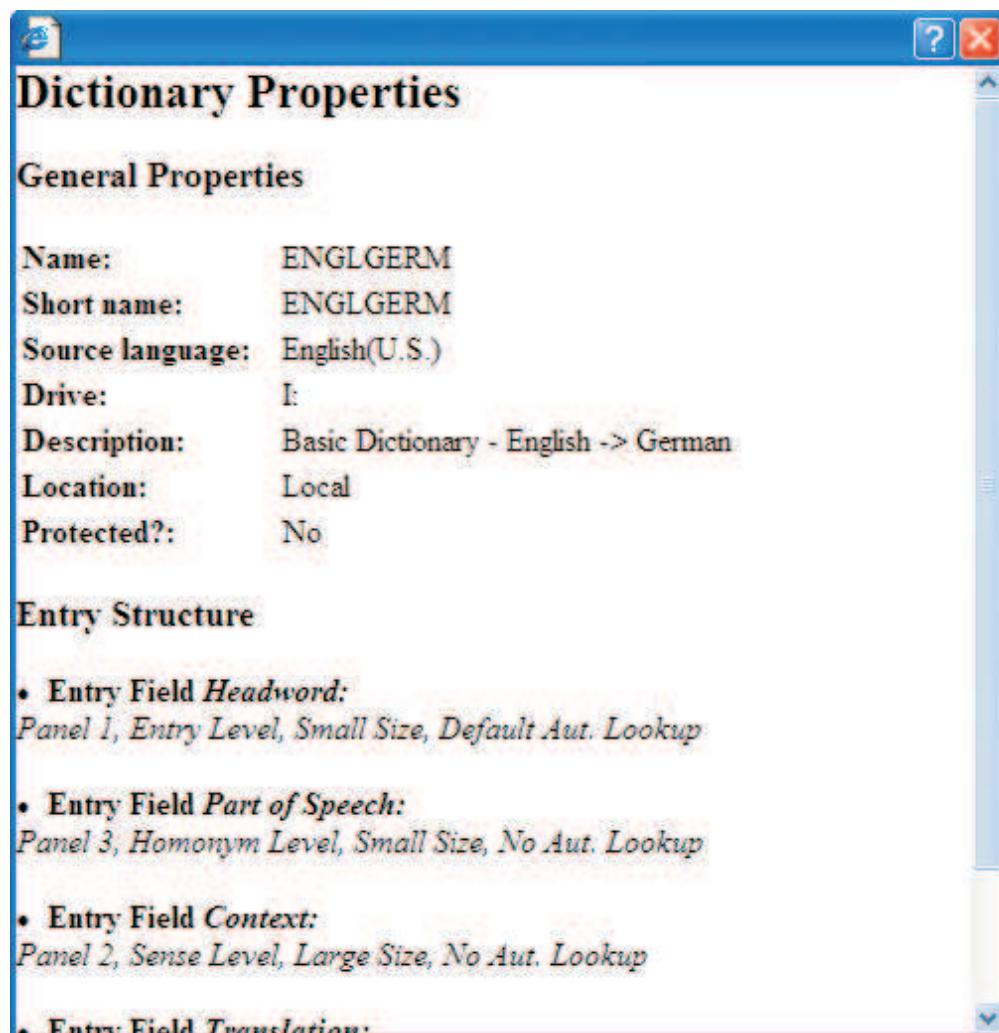


Figure 134. Dictionary Properties document

If you want to view more properties or change the properties of a dictionary, refer to "Changing the properties of a dictionary."

## Changing the properties of a dictionary

The properties of a dictionary are its individual characteristics. Some properties, for example the dictionary structure and the size of an entry field, cannot be changed when the dictionary has been created. Others, for example which lookup panels are to display which data, can be changed.

### Prerequisites

The dictionary must exist.

### Calling sequence

Select:

1. The "Dictionary List" window
2. The dictionary from the list of dictionaries

3. **Properties...** from the **File** menu

This takes you to the “Dictionary Properties” window (see Figure 135).

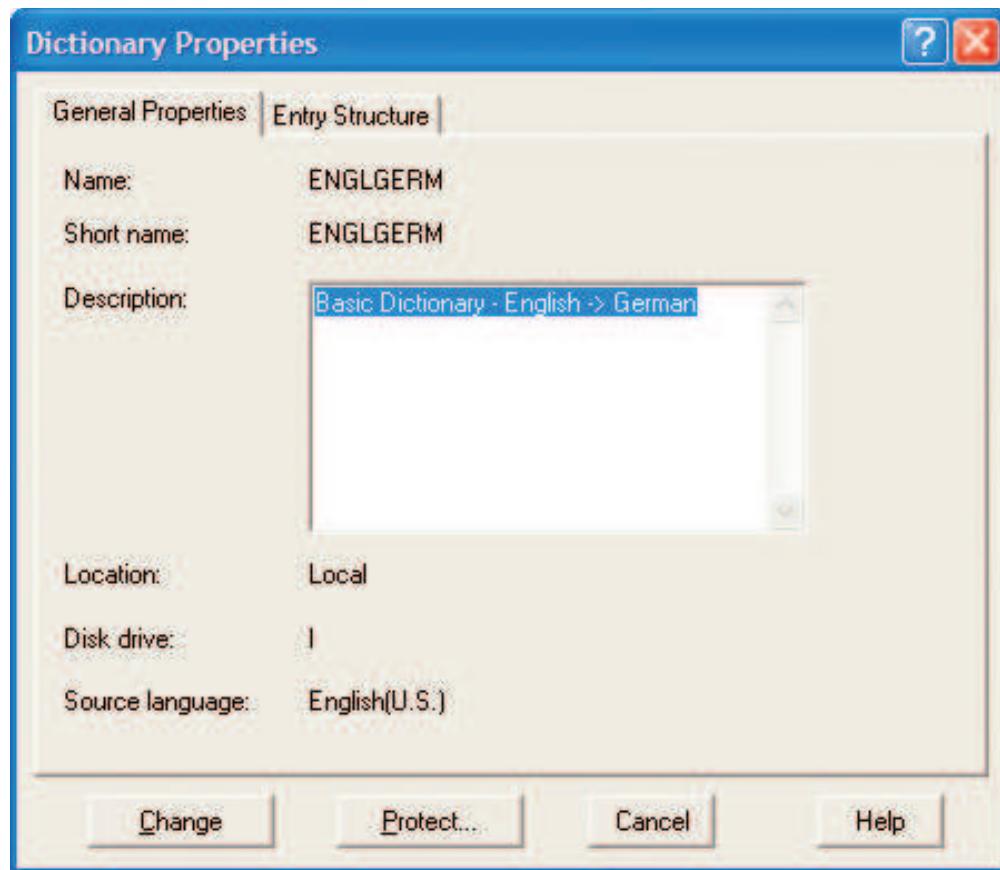


Figure 135. Dictionary Properties window

## Options and parameters

The “Dictionary Properties” window lists the characteristics of the selected dictionary.

For an existing dictionary, only the following properties can be changed:

- The dictionary description
- The lookup display panel of an entry field
- The name of an entry field

On the “General Properties” page:

### Name

The name of the dictionary. It cannot be changed for an existing dictionary.

### Short name

The short name of the dictionary.

### Description

The description of the dictionary. It can be up to 255 characters long.

#### **Location**

Can be **local** (only one translator at a time can use it) or **shared** (several translators can use it simultaneously).

#### **Disk drive**

The drive where the dictionary resides. It cannot be changed for an existing dictionary.

#### **Source language**

The source of the dictionary, this means, the language of the terms (headwords). It cannot be changed for an existing dictionary.

On the “Entry Structure” page:

#### **Entry fields**

Contains the entry fields that make up the dictionary structure. For an existing dictionary you can only change the name of a field and the lookup panel number.

#### **Display**

Click the **Panel** number on which you want this entry field displayed in the “Lookup Entry” window. **Omit** means you do not want this entry field to be displayed at all. The entry field is not deleted from the entry structure.

**Aut. Lookup** displays the complete entry field information in the window showing the found dictionary proposals during translation.

#### **Level**

Shows the level of the selected entry field. It cannot be changed for an existing entry.

#### **Size**

Shows the size of the selected entry field. It cannot be changed for an existing entry.

To change the name given to an entry field click **Change name....** For example, you can change the name of the *Headword* entry field to *Term*. For more information on renaming entry fields see “Renaming a dictionary entry field” on page 259.

To avoid unauthorized modification of a dictionary, you can protect it by clicking **Protect** and typing a password in the “Protect Dictionary” window. Then the dictionary can only be modified when the correct password is entered. For more detail on how to protect and unprotect dictionaries see “Protecting a dictionary” on page 278.

Click **Change** to change dictionary properties.

## **Results**

The dictionary properties are changed according to your specifications.

---

## **Viewing the details of a dictionary**

In its simplest form, the “Dictionary List” window lists all of the available dictionaries. However, if you want to see more specific details of each dictionary, you can change your view of the “Dictionary List” window to have it display individual properties, such as the source language, location, or description of a dictionary.

The details selectable for a dictionary are:

**Name** The name of the dictionary.

**Description**

The description of the dictionary.

**Drive** The drive on which the dictionary resides.

**Owner**

Shows who created the dictionary (if it is a shared one). If it is a local dictionary, n/a is displayed.

**Source language**

The source language of the dictionary, this means the language of the headwords.

You can toggle between two display modes:

- Display the dictionary names only
- Display the names and details

You can change the arrangement of the dictionary details in the "Change Details" window.

For a general description see "Viewing and changing the details of a list item" on page 66.

---

## Option to select dictionary lookup for compound words in editor

User Interface

The new option can be activated or de-activated using the "Show single words of compound terms in auto-lookup" option of the Dictionary tab of the "Profile settings" dialog of the TranslationEnvironment:

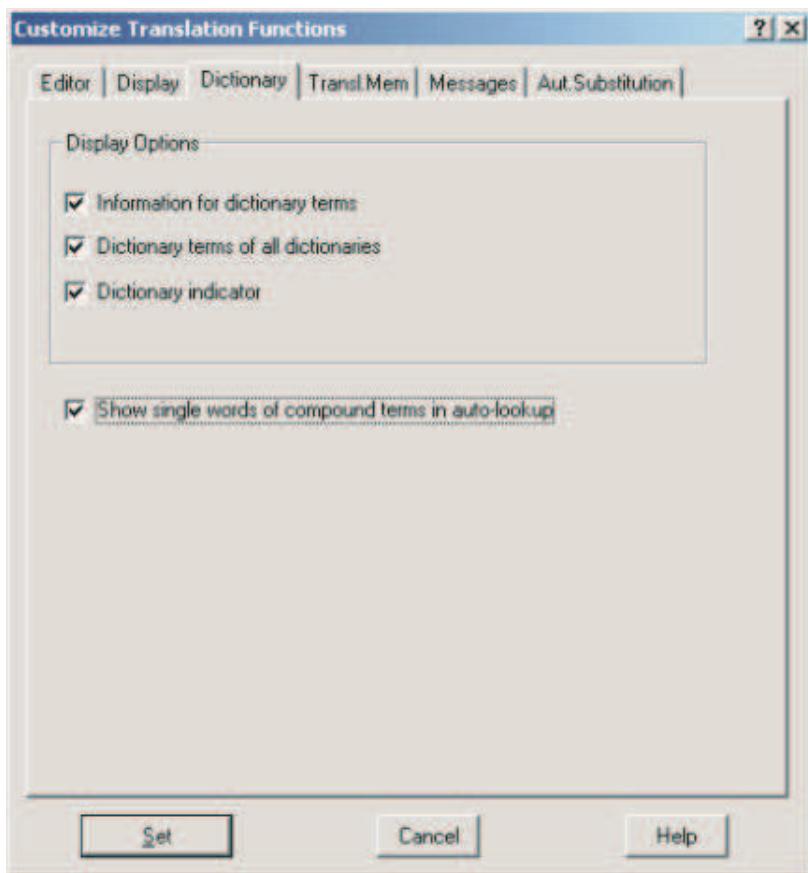


Figure 136. Dictionary Lookup

If the option is active the single words of a compound term are looked up together with the compound term. If the option is inactive the single words of a compound term are not looked up in the dictionary auto-lookup.

An example:

Assume a dictionary containing the terms "data", "data processing", "data processing unit", and "unit". If a segment contains the term "data processing unit" the dictionary window will show the translations for "data", "data processing", "data processing unit", and "unit" if the option is active and "data processing unit" if the option is inactive..

## Viewing style indicators for dictionary terms

The style of dictionary terms can be specified using the "Style" field ( <estyle> ) on sense level and the "Trans Style" field ( <tstyle> ) on target level.

The following style values are predefined:

- Positive styles values: "preferred"
- Negative style values: "deprecated", "non standard", and "no longer used"

When a term with predefined style information is displayed in the dictionary lookup window of the TranslationEnvironment, a style indicator is displayed before the term for styles on sense level and before the term translation for styles on target level.

For the positive style values this indicator is a plus sign ('+') with green background. The indicator for negative style values is the minus sign ('-') with red background.

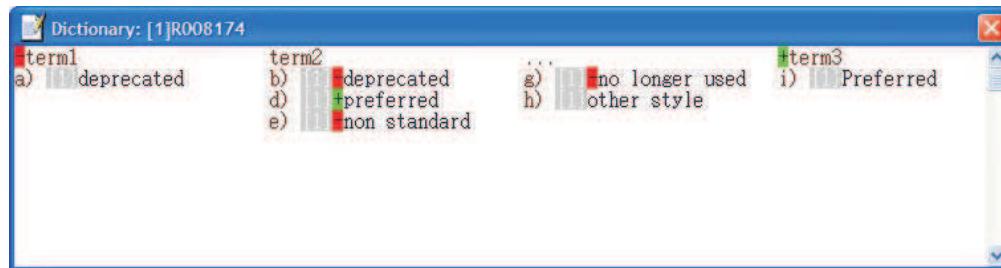


Figure 137. Style indicators for dictionary terms

---

## Chapter 11. Working with terminology lists

You use terminology lists to tell OpenTM2 to look for or ignore specific terms when checking a document.

OpenTM2 creates terminology lists during document analysis. The lists are compiled by comparing terms in a document with selected dictionaries.

In OpenTM2, you can generate and work with the following types of terminology lists:

### New terms lists

New terms are terms in a document that are not contained in specified dictionaries. You can use new terms lists to create a project-specific dictionary, to create your personal dictionary with terms that are often used for specific terminology, or to extend an existing dictionary.

### Found terms lists

Found terms are terms in a document that are also contained in specified dictionaries. You can use found terms lists to copy existing entries from one dictionary to another or to check the used terminology in a dictionary before you use the dictionary for translation.

### Exclusion lists

Exclusion lists contain terms that OpenTM2 can ignore when searching for new and found terms. Exclusion lists can be generated by copying selected new terms and found terms, or by editing in OpenTM2 or outside the system. By using such an exclusion list, you can reduce the number of terms to be included the next time you create a new terms list or a found terms list. Exclusion lists usually contain so-called noise words. For each installed language support, OpenTM2 already provides such a list.

A terminology list usually contains terms of only one language. When you copy a term from a terminology list to a dictionary, the source language of the dictionary must be the same.

---

## Overview and terminology

All types of terminology lists can be *exported*, this means they are converted to an *external* format that is SGML based. A file with this format can be used to exchange the data of a list with other users or applications.

External terminology lists can be edited or created by other systems; to use them in OpenTM2, you *import* them.

A description of the external format is given in “Creating an external terminology list” on page 296.

---

## What you can do with terminology lists

You can start most of the functions related to terminology lists from the related list window, as shown in the following example.

## **Prerequisites**

None.

## **Calling sequence**

Select:

1. **Utilities** from the action bar
2. **Display terminology lists** from the menu
3. One of the list types offered in the cascaded window: **Exclusion Lists**, **Found Terms Lists**, or **New Terms Lists**

One of the list windows is displayed, for example the “New Terms Lists” window.

The list window contains the list of existing terminology lists, in this example all new terms lists.

Actions on a terminology list can be started by selecting a list name and an action from the **File** menu.

---

## **Creating a terminology list**

Depending on the type of terminology list to be created, there are different ways to do this:

- New terms lists or found terms lists are usually created during the analysis of a document. An overview of how to do this is given in “Analyzing documents using dictionaries” on page 94.
- Exclusion lists can be created in a OpenTM2 window as described in “Creating an exclusion list” on page 295.

You can also create an exclusion list from an existing new terms list or found terms list. This is explained in “Opening and changing a terminology list” on page 301.

Another general way is to create an external terminology list outside of OpenTM2, which can be imported. This is explained in “Creating an external terminology list” on page 296.

## **Creating a list of new terms or found terms**

New terms lists and found terms lists are created during analysis of a document.

### **Prerequisites**

- At least one document must exist.
- At least one dictionary must exist.

### **Calling sequence**

Select:

1. The document in the “Document List” window
2. **Analyze...** from the **File** menu
3. **Create lists** in the “Analyze Documents” window
4. **Create list of new terms** or **Create list of found terms** in the “List Settings” window

5. Any dictionaries to be used
6. **Set** to return to the previous window
7. **Analyze** to begin the analysis and the creation of the selected terminology lists

## Options and parameters

For a detailed description of the options see “Analyzing a document” on page 86.

## Results

The terminology lists are created according to your specifications.

## Creating an exclusion list

You can create an exclusion list from an existing new terms list or found terms list. This procedure is explained in “Opening and changing a terminology list” on page 301.

You can also create an exclusion list from the “New Exclusion List” window or the “Edit Exclusion List” window.

### Prerequisites

The “Exclusion Lists” window is active.

### Calling sequence

Select **New...** from the **File** menu.

The “New Exclusion List” window is displayed.

## Options and parameters

The upper list box is empty. Here you can define the terms for the new exclusion list:

- To add a term, press Enter and type a term in the empty line.
- To delete a term already entered, mark it with the mouse and press Enter.
- To change a term already entered, overtype it. Pasting from the clipboard is also supported.

#### Name

Type the name of the new exclusion list.

To save the terms in the new exclusion list, select the **Create** button.

If you do not want to create the exclusion list anymore, select the **Cancel** button.

## Results

If you selected the **Create** button, the exclusion list is created with the terms entered and you can use it in the analysis of a document.

If you selected the **Cancel** button, no new exclusion list is created.

---

## Creating an external terminology list

Although OpenTM2 offers functions for the creation of terminology lists where you only specify some parameters in a window, you can also create them outside of OpenTM2.

This can be useful when you already have terminology lists available in a format of your own, which you must only convert to the format you can import in OpenTM2.

External new terms lists and external found terms lists must be created in an SGML format to import them.

External exclusion lists are created without SGML tags. If you want to create an exclusion list outside of OpenTM2, you can write a list of terms in an editor of your choice, where each line contains one term, and then import it in external format. The list can have any number of terms. For details on importing terminology lists see “Importing a terminology list” on page 299.

A new terms list requires as first tag in the first line `<NTLIST>` and as the very last tag in the last line of the list the tag `</NTLIST>`. The same applies to a found terms list, except that you must use the tags `<FTLIST>` and `</FTLIST>`.

The description of an entry always starts with the start tag `<TERM>` and ends with the corresponding end tag `</TERM>`.

The term itself is between the start tag `<LEMMA>` and the end tag `</LEMMA>`.

To add context information to a term, the context information must have the start tag `<CONTEXT>`, and the end tag `</CONTEXT>`. Adding context information is optional; you can include more than one context.

To insert the term **address** to a terminology list without context information, your entry would look as follows:

```
<TERM>
  <LEMMA>address</LEMMA>
</TERM>
```

When you want to insert the term **hardware** to a terminology list with information about two contexts, your entry would look as follows:

```
<TERM>
  <LEMMA>hardware</LEMMA>
  <CONTEXT>However, before selecting your hardware devices,
you should understand your data processing requirements. </CONTEXT>
  <CONTEXT>This publication assists you in selecting
a hardware configuration. </CONTEXT>
</TERM>
```

You can insert as much context information as you want, but each piece of context information needs the start and the end tag.

A new terms list with the entries **hardware**, **software**, **term**, **context**, and with some context information for the first and last entry would have the following layout:

```
<NTLIST>
  <TERM>
    <LEMMA>hardware</LEMMA>
```

```

<CONTEXT>Your hardware requirements are as follows:</CONTEXT>
</TERM>
<TERM>
  <LEMMA>software</LEMMA>
</TERM>
<TERM>
  <LEMMA>term</LEMMA>
</TERM>
<TERM>
  <LEMMA>context</LEMMA>
<CONTEXT>The context information must be stored between a start
and end tag.</CONTEXT>
</TERM>
</NTLIST>

```

You do not have to sort your entries in alphabetical order. This is done during importing.

How to import the new list is described in “Importing a terminology list” on page 299.

---

## **Deleting a terminology list**

### **Prerequisites**

The list window that contains the terminology list to be deleted is active.

### **Calling sequence**

Select:

1. The terminology list to be deleted
2. **Delete** from the **File** menu

### **Options and parameters**

Before the system deletes the selected list, it asks you to confirm whether you really want it:

- If you select **No**, you can leave the delete function.
- If you select **Yes**, the list is deleted.

### **Results**

If you selected **Yes**, the list is deleted; otherwise it remains unchanged.

---

## **Exporting a terminology list**

You can export a terminology list to give it to another user, for example, another translator who needs it for the translation of another document. You can choose to export the list in OpenTM2 or external format.

In order to exchange the data with other OpenTM2 users, select the OpenTM2 format. If you want to pass the list to another program, you should select the external format.

When you export in external format, the found terms lists and the new terms lists are exported in SGML format. You can find a description of this format in “Creating an external terminology list” on page 296.

When you export an exclusion list in external format, it is written as an ASCII-coded file.

## Prerequisites

The list window that contains the terminology list to be exported is active.

## Calling sequence

Select:

1. The terminology list to be exported
2. **Export...** from the **File** menu

For an exclusion list, the “Export Exclusion List” window is displayed (see Figure 138).



Figure 138. Export Exclusion List window

## Options and parameters

Depending on the format selected, this window offers a different number of options and parameters.

For exporting in OpenTM2 format, specify the following:

### Format

Select **OpenTM2**.

**To** Select the drive to which you want to export the terminology list.

For exporting in external format, specify the following:

### Format

Select **External**.

**To** Specify the needed parameters where to store the terminology list and select the drive to which you want to export the list.

**Name**

Define the file name for the exported list.

**Current directory**

Displays the directory selected from the **Directories** list box.

**Directories**

Contains all available directories on the drive selected. Select the directory where to store the exported list.

To start the exporting function, select **Export**.

## Results

The selected terminology list is now exported in the selected format. The file in the internal format can only be used by OpenTM2 users. The file in the external format can be used or changed by other applications. In “Creating an external terminology list” on page 296 you find a description of how to work with external lists.

---

## Importing a terminology list

If a terminology list has been created by another OpenTM2 user, you must import it to make it available in OpenTM2.

### Prerequisites

- To import a new terms list, the “New Terms Lists” window must be active.
- To import a found terms list, the “Found Terms Lists” window must be active.
- To import an exclusion list, the “Exclusion Lists” window must be active.

### Calling sequence

Select **Import...** from the **File** menu.

For an exclusion list, the “Import Exclusion List” window is displayed (see Figure 139 on page 300).

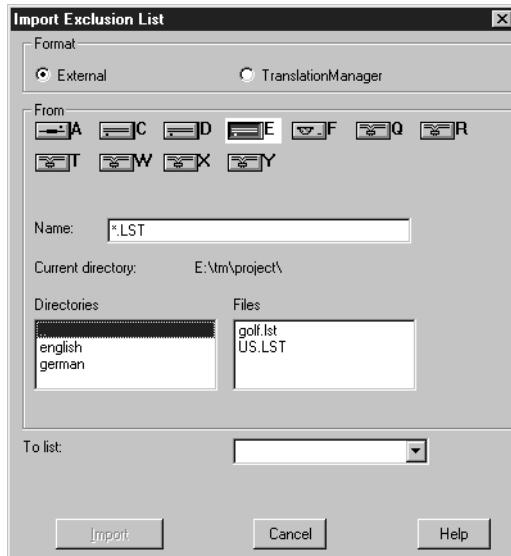


Figure 139. Import Exclusion List window

## Options and parameters

Depending on the format selected, this window offers a different number of options and parameters:

For importing in OpenTM2 format, specify the following:

### Format

Select **OpenTM2**.

### From

Select the drive from which you want to import the terminology list.

When you have selected a drive the terminology lists are automatically displayed in the list box. Select the list you want to import.

### To list

Type the name under which you want the data stored in OpenTM2.

For importing in external format, specify the following:

### Format

Select **External**.

### From

OpenTM2 needs information where the terminology list to be imported currently resides:

Select the drive where the external list is stored.

### Name

Type the name of the external list.

### Current directory

Displays the directory selected from the **Directories** list box.

### Directories

Select the directory containing the external terminology list from the list of directories on the selected drive.

### Files

Select the file name of the external terminology list from the list of names in the currently selected path.

### To list

Type the name under which you want the data stored in OpenTM2.

To start the importing function, select the **Import** button.

### Results

The terminology list is stored in OpenTM2 and can be used for further processing.

## Opening and changing a terminology list

You open a list to work with it, for example, to copy entries from the terminology list to a dictionary or to another list.

### Prerequisites

The list window that contains the terminology list to be opened is active.

### Calling sequence

Select:

1. The terminology list to be opened
2. **Open** from the **File** menu

One of the following windows is displayed, depending on the type of list selected:

- “Work with Found Terms List”
- “Work with New Terms List”
- “Edit Exclusion List”

See Figure 140, the “Work with New Terms List” window, as an example.

The “Edit Exclusion List” window is explained in “Editing an exclusion list” on page 304.

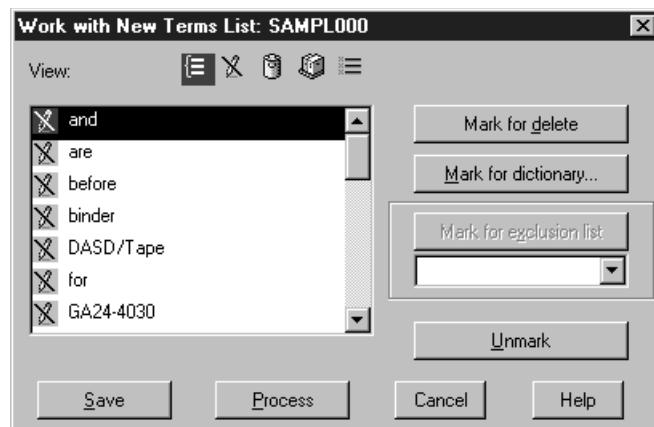


Figure 140. Work with New Terms List window

## Options and parameters

In the list box you see the terms contained in the opened new or found terms list.

### View

The meaning of the processing symbols in this row is as follows:



Shows all terms in the list.



Shows all terms not marked for any processing.



Shows all terms to be deleted.



Shows all terms to be added to a dictionary.



Shows all terms to be added to an exclusion list.

The contents of the list box depends on the processing selected for the terms and the processing symbol selected in this row.

You can select and mark one or more terms in order to specify the processing:

### Mark for delete

Select this button to remove this term from the lists.

### Mark for dictionary...

Select this button to add this term to a dictionary. This takes you to the “Mark Term for Dictionary” window where you specify further parameters and then return to this window (see “Marking a term for a dictionary” on page 303).

### Mark for exclusion list

Select this button to add this term to an exclusion list. You can select the exclusion list to be filled from the list box, which contains all available exclusion lists. You can also type a new name for an exclusion list in order to create a new one.

### Unmark

Click this option to unmark a previously marked term.

The view symbol preceding a term represents the processing you have selected for it.

To begin the processing of the selected terms, you click **Process**. If you marked any term to add to a dictionary, you can specify more options in the “Mark Term for Dictionary” window (see “Editing a dictionary entry” on page 265). When the processing is completed, the list contains the remaining terms for which no processing was specified.

The marked terms need not be processed immediately. To save the list in its current status of marking, click **Save**.

To leave the terms list in its original status, click **Cancel**.

## Results

If you selected **Process**, the terminology list is changed depending on your selections. If you made changes to any dictionary or exclusion list, they are active during the next analysis or translation of a document.

If you selected **Save**, the terminology list is saved including the new processing marks.

If you selected the **Cancel** button, the terminology list remains unchanged.

## Marking a term for a dictionary

You can mark new terms and found terms to add them to a dictionary. You do this by clicking **Mark for dictionary...** in one of the following windows:

- “Work with New Terms List”
- “Work with Found Terms List”

The “Mark Term for Dictionary” window is displayed (see Figure 141).



Figure 141. Mark Term for Dictionary window

## Options and parameters

### Term

The current term from the terminology list is displayed.

### Translation

Optionally, type the translation for the term to be copied to the dictionary.

### Add context information to dictionary entry

If you have created the terminology list with context information, this information is copied to this field. You can also type your own context information. To save the context information to the dictionary, mark the check box.

### Dictionary

The list box contains all available dictionaries that are not protected. Select the dictionary where you want the term to be added.

To save the processing information for this term, click **Mark**.

To skip the current term, select the **Skip** button.

If several terms are marked for the dictionary, the next term is displayed in the **Term** field. If all marked terms were displayed, you are returned to the previous window.

## Results

The selected term is prepared for addition to a dictionary. When all terms marked for the dictionary are processed, you can add more information, depending on the structure of the selected dictionary in the “Edit Entry in Dictionary” window. You can find more information about editing entries in dictionaries in “Editing a dictionary entry” on page 265.

---

## Editing an exclusion list

When you have opened an exclusion list, the “Edit Exclusion List” window is displayed.

### Options and parameters

The list box contains terms from the selected exclusion list.

- To change a term, overtype it.
- To add a term, press Enter and type a term in the empty line.
- To delete a term, mark it and press Enter.

Clipboard operations (cut, copy, paste) are supported.

#### Save to

Displays all the exclusion lists to which terms can be saved. Select an existing exclusion list or overtype it with another name (to create a new list).

To save the terms in the selected exclusion list, select the **Save** button.

To leave the exclusion list in its original status, select **Cancel**.

## Results

If you selected **Save**, the exclusion list is changed depending on your selections. If you made changes to the exclusion list, they are active during the next analysis of a document.

If you selected **Cancel**, the exclusion list remains unchanged.

---

## Printing a terminology list

To do paperwork on terminology lists, you can print them on the printer attached to your workstation.

### Prerequisites

The respective list window that contains the terminology list to be printed is active.

## **Calling sequence**

Select:

1. The terminology list to be printed
2. **Print...** from the **File** menu

The printing function is started immediately. The respective list window remains displayed.

## **Options and parameters**

None.

## **Results**

The selected terminology list is directly routed to your attached printer. The first line of the printout contains the type of terminology list and the list name. Then the contents of the list follow. Each entry is printed in a separate line. If your list contains context information, it is also printed.

---

## **Viewing the details of a terminology list**

For all types of terminology lists, the system keeps some view details that can be displayed in the corresponding list window.

These details are:

**Name** The name of the list.

**Drive** The drive the list resides on.

**Last Update (Date)**

The date when the list was last changed.

**Last Update (Date + Time)**

The date and time when the list was last changed.

**Size** The number of bytes that the list occupies on your disk.

You can toggle between two display modes:

- Display the names only
- Display selected details

You can change the arrangement of the details of terminology lists in the “Change Details” window described in “Viewing and changing the details of a list item” on page 66.



---

## Chapter 12. Working with markup tables

OpenTM2 can handle documents that are created by the most popular word-processing systems and a wide range of other document types.

Documents usually are a mixture of text and layout information, which describes the formatting of the document. This layout information is called markup data. It defines, for example, the start of a new page, the start of a paragraph, or character layout like boldness, italics, or underline.

In most of the word-processing systems that display a text in WYSIWYG mode (What You See Is What You Get), you usually do not see this markup but only its effects. Some systems allow you to display and check the markup data, for example in WordPerfect with the **Reveal codes** option.

In other systems that generate the formatting printout in a separate step, you usually edit the markup yourself.

The table that stores the description of the markup data is called *markup table* in OpenTM2. OpenTM2 needs this markup table to differentiate between the text to be translated and the markup data.

Markup tables are used:

- During analysis to divide the document into translatable and nontranslatable parts
- During translation to protect the markup information, so that translators are warned if they try to overtype it

It is important for you to know which markup table is to be used for which type of document. You must tell OpenTM2 what kind of markup table should be associated with a folder or a document.

For more information on associating a markup table with a document see either “Changing the properties of a document” on page 149, or “Importing a document” on page 126.

For information on associating a folder with a markup table, see “Creating a folder” on page 160, or “Changing the properties of a folder” on page 180.

The association of a document or folder with a markup table is essential because the different word processors have different layout descriptions. All these layout descriptions are understood by OpenTM2 and processed in a general way.

The following table shows the available markup table names and the supported document types.

Markup table	Type of document
EQFALINE	ANSI files in which everything is translatable.
EQFAMI	Ami Pro texts (Ami Pro for Windows, Version 2.0).
EQFAMRI	ANSI files in which translatable text is enclosed in double quotes.
EQFANSI	ANSI documents. This markup table is combined with a user exit.

<b>Markup table</b>	<b>Type of document</b>
EQFAQOUT	ANSI files in which translatable text is enclosed in single quotes.
EQFASCII	ASCII files in which everything is translatable.
EQFASM	Assembler documents.
EQFBOOK	BookMaster and Information Presentation Facility (IPF) texts.
EQFFRBLD	FrameBuilder files (Version 5.5).
EQFHTML2	HTML texts (level 2.0).
EQFHTML4	HTML texts (level 4.0). This markup table is combined with a user exit.
EQFINT2	Interleaf files.
EQFLINE	ASCII files in which everything is translatable.
EQFMRI	ASCII files in which translatable text is enclosed in double quotes.
EQFMSWRD	Microsoft Word for Windows documents.
EQFPPT	Microsoft PowerPoint documents.
EQFQUOTE	ASCII files in which translatable text is enclosed in single quotes.
EQFRFTF	Rich Text Format (RTF) files coming from Word for Windows, Ami Pro, or other word processors.
EQFSGML	SGML documents that were designed for processing by Lotus Notes. Also applies to help texts for programs running under Windows that can be saved as RTF documents.
EQFWP	WordPerfect texts (Version 5.0).
EQFWP6	WordPerfect texts (Version 6.0 and 6.1).
EQFUTF8	Unicode document in UTF-8 encoding
LOTUSAMI	Ami Pro documents designed for processing by Lotus Notes.
LOTUSNGD	Lotus Notes documents.
UNICODE	Unicode documents in UTF-16 encoding.

OpenTM2 allows you to add more formats. For detailed information on creating external markup tables see “Creating a markup table” on page 310, and .

For information on how to use the markup tables and how to prepare the different document types for translation, see “Dealing with specific document formats” on page 110.

---

## Overview and terminology

Markup tables can be exchanged with other users or applications. This may be necessary, when you have changed a markup table for your special translation needs and another translator may want to share your changes for similar translation environments.

To give the markup table to someone else you must transfer it out of OpenTM2. This process is called *export*. The recipient must *import* the exported markup table into OpenTM2 again.

Markup tables can also be exchanged via exported folders. When you export a folder with a document using a specific markup table, this markup table is included in the exported folder and can be loaded implicitly during folder import in the recipient's system.

Markup tables can be changed. You can choose from two methods:

- One way is to *export* it from OpenTM2 and to use an external editor to apply the changes. You need to *import* the markup table into OpenTM2 to use it again, and you need to be familiar with the SGML-based format of the exported markup table.
- Another way is to *change the properties* of a markup table without leaving OpenTM2.

Each method has its advantages. See “[Changing a markup table](#)” for the details.

You can also create new markup tables, as described in “[Creating a markup table](#)” on page 310. New markup tables also need to be imported into OpenTM2 before they can be used for translations.

---

## What you can do with markup tables

Start the functions related to markup tables from the “[Markup Table List](#)” window.

### Prerequisites

None.

### Calling sequence

Select **Display markup table list** from the **Utilities** menu.

The “[Markup Table List](#)” window is displayed.

The window contains all existing markup tables in your system.

Most of the actions related to markup tables can be started by selecting a list name and an action from the **File** menu, such as **Delete**, **Export...**, or **Import....**

---

## Changing a markup table

A markup table can be changed by using two different methods:

- You can export an existing markup table from the OpenTM2 internal format to an SGML-based external format, which can be edited with any text editor. The contents of an exported markup table are described in terms of SGML statements, so you need to be familiar with SGML. After changes are made you need to import the markup table into OpenTM2 before you can use it again. Follow these steps if you choose this method:

- Export an existing markup table from OpenTM2, as described in “[Exporting a markup table](#)” on page 311. This ensures that you start with a markup table that has the correct SGML syntax.
- Make a backup copy. The original markup tables provided by OpenTM2 cannot be reinstalled.
- Change and replace the markup data in the exported file as required, as described in .
- Before importing the external markup table, consider to rename the file to protect the original markup table until you are finished.
- Import the external markup table, as described in “[Importing a markup table](#)” on page 312.

OpenTM2 performs a syntax check during the import. It does not import an incorrect markup table, so you need to correct it in its external format.

Note that an external markup table can be imported either under the old name or a new name.

The disadvantages of this method are that you need to export and import the markup table and that you need to know SGML. Further, no syntax checking is provided (other than OpenTM2 refusing to import an improperly coded markup table).

The advantage is that extensive changes are faster. You can also use tools of choice to automate changes to markup tables, for example word processing macros.

For more detailed information see .

- Within OpenTM2, you can use the “Markup Table Properties” window to change, add, and remove properties of a markup table. The properties comprise all aspects of the content of a markup table. In addition, you can test your modifications immediately, and you can password-protect a markup table.

The advantages of this method are that you do not need to leave OpenTM2 to change a markup table and that less knowledge about SGML is required.

On the other hand, the graphical user interface might not be appropriate for extensive changes.

To actually change a markup table by means of the “Markup Table Properties” window, see “Changing the properties of a markup table” on page 314.

Before you change a markup table provided by OpenTM2, it is recommended to make a backup copy of the original version because the original markup tables cannot be reinstalled.

---

## Creating a markup table

New markup tables can be created by using two different methods:

- You can create an external markup table in SGML-based format and import it into OpenTM2.
- Within OpenTM2, you can use the “Markup Table Properties” window to create a new markup table.

Creating a new markup table is similar to changing an existing markup table. Therefore, see “Changing a markup table” on page 309 for the details and advantages of both methods. Note that it is often more practical to modify a copy of an existing markup table.

---

## Deleting a markup table

If you no longer need a markup table, you can delete it. For markup tables provided by OpenTM2, it is recommended to create a backup copy by exporting the table, because it cannot be reinstalled separately but only by a system reinstallation.

### Prerequisites

- The “Markup Table List” window must be active.
- The markup table to be deleted must be selected.

## **Calling sequence**

Select **Delete** from the **File** menu.

## **Options and parameters**

Before the system deletes the selected markup table, it asks you to confirm whether you really want to delete it.

If you select **No**, you will leave the delete function. If you select **Yes**, the markup table will be deleted.

## **Results**

If you selected **Yes**, the markup table is deleted. Otherwise it remains unchanged. References to this markup table may still exist in certain folders. Update the folder properties so that the deleted markup table is no longer associated with a folder.

---

## **Exporting a markup table**

You can export a markup table to give it to other users, for example, other translators who must use the same modified markup table in their translation environment.

Markup tables can only be exported in external format.

Each markup tag described in the markup table is exported together with its nondefault data. You can find a table that contains the definition of markup table SGML tags and the data defaults that are used for OpenTM2 in .

## **Prerequisites**

- The “Markup Table List” window must be active.
- The markup table to be exported must be selected.

## **Calling sequence**

Select **Export...** from the **File** menu.

The “Export Markup Table” window is displayed.

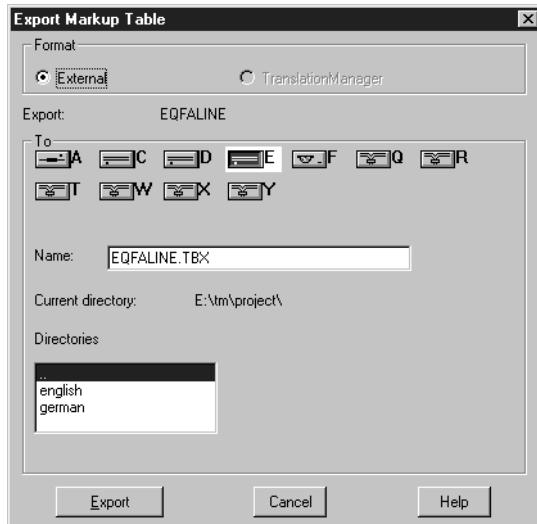


Figure 142. Export Markup Table window

## Options and parameters

### Format

External is selected automatically.

- To Enter the required parameters where to store the exported markup table:  
Select the drive to which you want to export the markup table.

### Name

Define the file name for the exported markup table.

### Current directory

Displays the directory selected from the Directories list box.

### Directories

This list box contains all available directories on the selected drive. Select the directory where to store the markup table.

To start the exporting function, select the Export button.

## Results

The selected markup table is exported to the specified file and saved on the selected drive and directory.

---

## Importing a markup table

If another user has prepared a markup table for your translation environment, you must import it in order to be able to use it in OpenTM2.

Markup tables can only be imported in external format.

### Prerequisites

The "Markup Table List" window must be active.

## Calling sequence

Select **Import...** from the **File** menu.

The “Import Markup Table” window is displayed (see Figure 143).

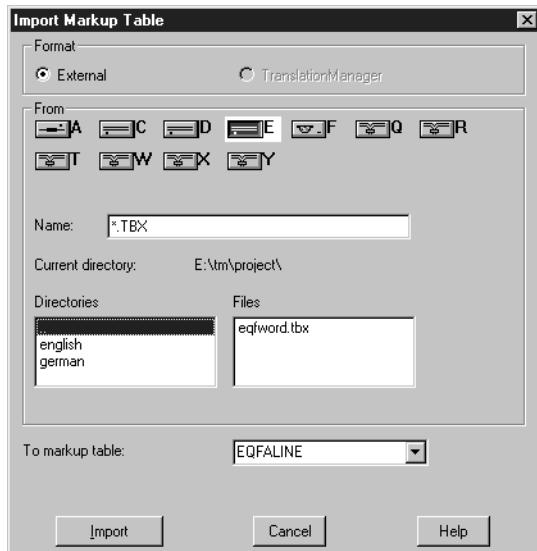


Figure 143. Import Markup Table window

## Options and parameters

### Format:

**External** is selected automatically.

### From

Specify where the markup table to be imported currently resides and select the drive where the external markup table is stored.

### Name

Type the name of the external markup table or select the name from the following list boxes.

### Current directory

Displays the directory selected from the **Directories** list box.

### Directories

Select the directory containing the external markup table from the list of directories on the selected drive.

### Files

Select the file name of the external markup table from the list of names in the currently selected path.

### To markup table

Contains the name of the selected markup table to be imported. You can overwrite this name to create a new markup table or select a name from the list box to merge your file into an existing markup table.

To start the importing function, select the **Import** button.

## Results

The markup table is now available in OpenTM2, you can start to associate it with documents or folders.

---

## Changing the properties of a markup table

The “Markup Table Properties” window allows you to change, create, test, and protect a markup table without the need to export the markup table to an external format. You can change an existing markup table, which includes the addition, removal, and modification of markup tag definitions and markup attribute definitions. You can create a new markup table from scratch (however, it might be more efficient to choose the external method, as described in “Creating a markup table” on page 310 and “Changing a markup table” on page 309). You can dynamically test a markup table against a test document and continue to change it without leaving the “Markup Table Properties” window. And you can password-protect a markup table against unauthorized modifications.

Before you apply any changes to a markup table or attempt to create a new one, you should know its syntax and semantics, as described in . Note that most options and parameters on the “Markup Table Properties” window pages have their equivalent SGML tags described in the subchapters of .

Before you change a markup table provided by OpenTM2, it is recommended to create a backup copy by exporting the markup table.

**Note:** The contents of markup tables are sensitive. Improper modifications avoid the correct handling of documents that are associated with them. Apply the password protection to prevent unauthorized modifications.

### Prerequisites

The “Markup Table List” window must be active.

### Calling sequence

To change an existing markup table:

- Select a markup table in the “Markup Table List” window.
- Select **Properties...** from the **File** menu.

To create a new markup table:

- Select **New...** from the **File** menu.

If an existing name of a markup table is chosen, a warning message is shown.

The “Markup Table Properties” window is displayed (see Figure 144 on page 315).

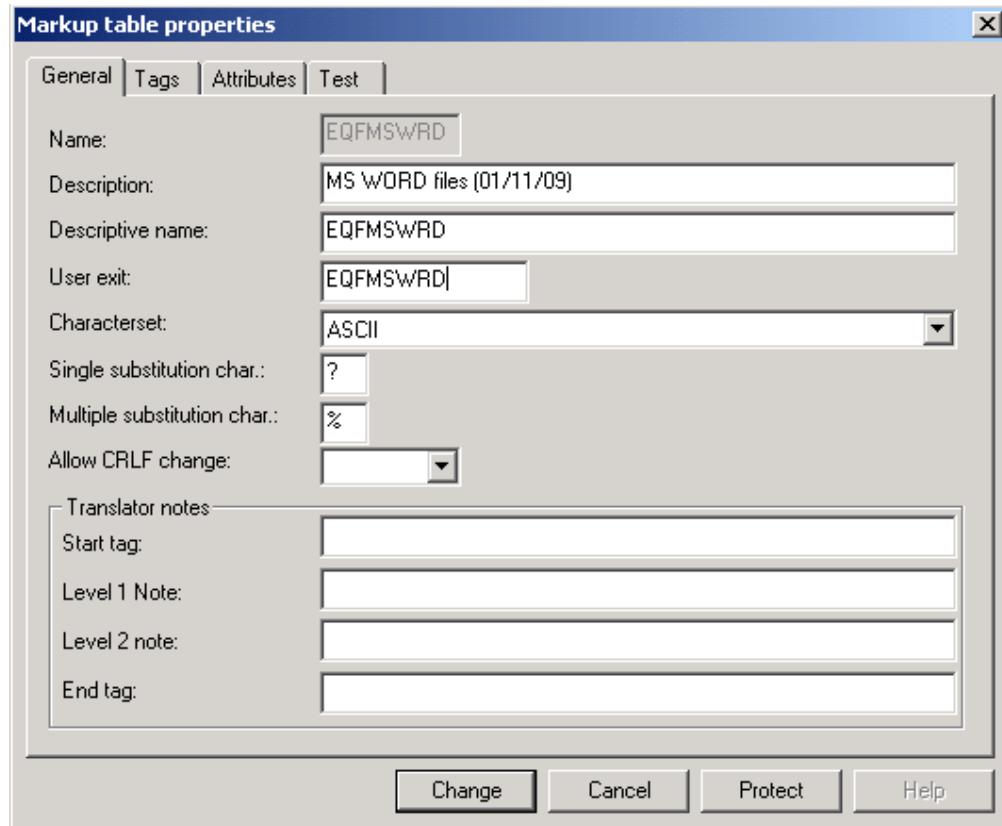


Figure 144. Markup Table Properties window

## Options and parameters

On the “General” page you can set or change general markup table properties:

### Name

Contains the name of the markup table being changed. This field cannot be changed if an existing markup table is changed.

The field accepts a markup table name if you started to create a new markup table.

### Description

Contains a markup table description, which is shown in the “Markup Table List” window.

### Descriptive name

Contains a descriptive name for this markup table. For example, if **Name** is EQFB00K, you could simply describe it as B00K.

If you create a new markup table, the descriptive name must be unique.

### User exit

Contains the name of the user exit, if the markup table uses one.

If you create a new markup table, and you enter the name of a user exit that does not exist, a warning message is shown. You can confirm this message to continue.

**Character set**

Contains the specified character set that is to be used for import and export of documents that use this markup table. You can specify ASCII, ANSI, UNICODE, or UTF8.

**Single substitution character**

Contains the substitution character to use for single character substitution. The default character is ?.

If you create a new markup table, the character must be different from that used as multiple substitution character.

**Multiple substitution character**

Contains the substitution character to use for multiple character substitution. The default character is %.

If you create a new markup table, the character must be different from that used as single substitution character.

**Allow CRLF change**

If set to NO, do not allow reflow in the editor.

**Translator notes**

The following fields contain the markup for translator's notes. Before changing or adding information here you should be familiar with the internals of a markup table and how translator's notes are added to a source document. For the latter see "Including notes for the translator" on page 153. Note especially that the level 1 and level 2 translator's note tags are nested between the start tag and end tag. The latter two are usually the annotation or comment tags and have their own definitions in a markup table. If the translator's notes start and end tags do not match the annotation start and end tags, OpenTM2 fails to properly recognize translator's notes.

**Start tag**

Contains the start tag that begins an annotation or comment in the source document. For example, :annot for a BookMaster document, or <!-- for an HTML document (but not :annot., respectively <!--).

**Level 1 Note**

Contains the level 1 translator's note tag, for example, trnote1:

**Level 2 Note**

Contains the level 2 translator's note tag, for example, trnote2:

**End tag**

Contains the end tag that terminates an annotation or comment in the source document. For example, :eannot for a BookMaster document, or -- for an HTML document (but not :eannot., respectively -->).

On the "Tags" page you can work with markup tag definitions. On the left of this page you see the list of tags that are defined in this markup table. You can select a tag by clicking it. You can add new tags (by clicking **Add new tag**) and delete selected tags (by clicking **Delete tag**). On the right of this page you see the definition, respectively properties, of a selected tag. You can change the properties of a tag by changing the entry fields, by selecting or clearing the check boxes, and by selecting options from drop-down lists.

If you create a new markup tag, you must at least specify the tag string and its delimiter, respectively its length.

**Tag string**

Contains the string that represents the markup tag.

**End delimiter**

Contains one or more characters that end the tag string. Two or more characters cause OpenTM2 to check for all possible combinations of these characters to determine the end of the tag. You cannot specify a string as end delimiter.

Alternatively, you can specify a length that specifies the end of the tag string (see parameter **Length**).

**Length**

Contains the length of the tag string.

Alternatively, you can specify end delimiters that specify the end of the tag string (see parameter **End delimiter**).

**Column position**

Contains the column position where the markup tag starts. If a markup tag has no special start position and can occur anywhere in a line, this parameter is omitted or can be set to 0. The default is 0.

**Tag type**

Contains the type of the markup tag, which specifies whether the tag starts or ends a segment and whether the tag influences OpenTM2's segmentation. See "TYPE" in for a description of possible selections in the drop-down list.

**Segmentation flag**

Contains a flag for this markup tag that controls OpenTM2's segmentation and text protection.

- If segmentation is toggled off, text following this markup tag is not segmented by OpenTM2 until it encounters a markup tag that toggles on segmentation.
- If text protection is toggled on, text following this markup tag is protected by OpenTM2 until it encounters a markup tag that toggles off text protection.

See "SEGINFO" in for a description of possible selections in the drop-down list.

**Text processing flag**

Contains a flag for this markup text that specifies how text following this tag is associated with the tag. See "ASSTEXT" in for a description of possible selections in the drop-down list.

**Unique ID**

Contains a unique ID in the range from 1 to 65565 that is associated with this tag. The use of these identifiers is at your disposal.

**Additional information**

Specifies whether specific text is to be ignored when segments are aligned during the creation of an Initial Translation Memory. See "ADDINFO" in for a description of possible specifications.

**Class ID**

Contains a class identifier. **CLS\_HEAD** causes this markup tag to become an entry of the table of contents that you can display during the translation of a document using the **Special go to...** dialog.

**Tag has attributes**

This check box is selected if this markup tag has attributes attached (which

requires that these attributes are listed on the “Attributes” page). This parameter is equivalent to the specification of “ATTRINFO” in .

#### **Can contain translator's notes**

This check box is selected if this markup tag can contain translator's notes. See “Translator's notes in a source document” on page 153 for details.

#### **Can contain translatable text**

This check box is selected if the segment associated with this markup tag must be translated. This parameter is equivalent to the specification of “TRANSLATEINFO” in .

On the “Attributes” page you can work with markup attribute definitions. On the left of this page you see the list of attributes that are defined in this markup table. You can select an attribute by clicking it. You can add new attributes (by clicking **Add new attribute**) and delete selected attributes (by clicking **Delete attribute**). On the right of this page you see the definition, respectively properties, of a selected attribute. You can change the properties of an attribute by changing the entry fields and by selecting or clearing the check box.

If you create a new markup attribute, you must at least specify the attribute string and its delimiter, respectively its length.

#### **Attribute string**

Contains the string that represents the markup attribute.

#### **End delimiter**

Contains one or more characters that end the attribute string. Two or more characters cause OpenTM2 to check for all possible combinations of these characters to determine the end of the attribute. You cannot specify a string as end delimiter.

Alternatively, you can specify a length that specifies the end of the attribute string (see parameter **Attribute length**).

#### **Attribute length**

Contains the length of the attribute string.

Alternatively, you can specify end delimiters that specify the end of the attribute string (see parameter **End delimiter**).

#### **Additional information**

Specifies whether specific text is to be ignored when segments are aligned during the creation of an Initial Translation Memory. See “ADDINFO” in for a description of possible specifications.

#### **Can contain translatable text**

This check box is selected if the segment associated with this markup attribute must be translated. This parameter is equivalent to the specification of “TRANSLATEINFO” in .

On the “Test” page you can test the markup table. To test a markup table you need to load a test document that contains text that is marked up with tags and attributes. When loaded, the test document is shown in its source form with all markup tags and attributes visible. The test document is analyzed by using the markup table as it is currently defined. As a result of the analysis the contents of the test document is shown with visible distinctions of segments, translatable text, and protected text. You can inspect the test document and decide whether your definitions of markup tags and markup attributes are properly recognized in the test document.

When you test a markup table, you might encounter markup tags or markup attributes in the test document that are not recognized by your markup table. You can add the missing markup tags or markup attributes to your markup table by marking the text section that represents the tag or attribute with the mouse and clicking **Add Selection as tag** or **Add Selection as attribute**. This adds a new markup tag or markup attribute to your markup table. When you click **Refresh** the document is analysed again and the added markup tag or markup attribute should be distinct.

If you encounter markup tags or markup attributes that are improperly recognized during the analysis, you might need to change one or the other property of the affected tag (on the “Tags” page) or attribute (on the “Attributes” page). Thereafter, you can test the effect of the property changes by clicking **Refresh** on the “Test” page.

#### **Load test document**

Lets you choose a test document through the operating system's file open dialog, loads the document, and analyses its content by applying the current markup table definitions. The result of the analysis is shown in the text box on the left.

#### **Add Selection as tag**

Builds a markup tag from a selected text section in the test document and adds the tag to the markup table. The markup tag is added to the list of tags on the “Tag” page with its default properties.

#### **Add Selection as attribute**

Builds a markup attribute from a selected text section in the test document and adds the attribute to the markup table. The markup attribute is added to the list of attributes on the “Attributes” page with its default properties.

#### **Refresh**

Restarts the analysis of the loaded test document and shows the result in the text box on the left. Click this button after you added or deleted markup tags or markup attributes, or changed their properties.

#### **Legend**

Explains how to interpret markups in the text box. For example, <P> indicates the boundary between segments, and nontranslatable text is marked red.

On all pages of the “Markup Table Properties” window the following buttons are active:

#### **Save**

Saves the markup table with its current definitions and leaves the “Markup Table Properties” window.

#### **Cancel**

Leaves the “Markup Table Properties” window without saving the markup table.

#### **Protect / Unprotect**

Lets you protect or unprotect the markup table by a password against unauthorized changes.

If the markup table is unprotected, a **Protect** button is shown. If the markup table is protected, an **Unprotect** button is shown.

Clicking the button invokes a Protect, respectively Unprotect dialog that requests a password. Type a password. Remember the password.

## **Results**

The markup table is now available in OpenTM2, you can start to associate it with documents or folders.

---

## Chapter 13. Working with language-support files

Language-support files are monolingual morphological data files. With OpenTM2 they are used to perform:

- **Stem reduction** during dictionary lookup of terms in original documents.  
When an original document contains the English word **bought**, for example, OpenTM2 actually looks up the infinitive form of the verb, **buy**, in the dictionary. The English (U.S.) language-support file contains the information necessary to associate **bought** with **buy**.
- **Compound separation** during dictionary lookup of terms in original documents for all Germanic languages.  
When an original document contains the German word **Autoradio** (car radio), OpenTM2 looks up **Autoradio**. If it does not find this compound, it decomposes it and looks up its parts **Auto** and **Radio**.
- **Text segmentation** into sentences, including recognizing abbreviations in the original documents.  
A paragraph of text is divided into sentences during analysis to allow a sentence-by-sentence translation.
- **Spellchecking** of translated documents.

For translations from a given source language, you *must* install the corresponding language-support file.

For translations into a target language, the installation of the language-support file is optional unless you need to check the spelling of the target file.

---

## Overview and terminology

The “Language List” window contains lists of all the language-support files available in OpenTM2 and their current installation status.

### Prerequisites

None.

### Calling sequence

Select **Display language list** from the **Utilities** menu.

The “Language List” window is displayed.

### Options and parameters

None.

### Results

The “Language List” window shows all available languages and their current status. The **State** column indicates whether the language-support file for the respective language is installed (indicated by **active** or **inactive**).

There are several reasons for a language being shown as inactive:

- It is not included in your base package.
- It is included in your base package, but you did not install it.
- It is included in your base package and you installed it, but you subsequently deleted it because you had no need for it at that time.

If you need a language-support file for any of the languages supported by OpenTM2, you can install it on top of your current installation.

If you translate into languages for which language support is not available, such as Hungarian, you cannot check the spelling of the translated documents.

---

## What you can do with language-support files

Language-support files can be installed, extended, or deleted. For a list of supported source languages see “What you get from OpenTM2” on page 3.

---

### Deleting language-support files

You can delete a language-support file when you no longer need it. You may want to do this, for example, if you no longer translate from or into this language.

#### Prerequisites

None.

#### Calling sequence

Select:

1. **Display language list** from the **Utilities** menu
2. The language-support file to delete
3. **Delete** from the **File** menu

#### Options and parameters

Before OpenTM2 deletes the selected language-support file, you are asked to confirm your request:

- Select **Yes** to delete the language-support file.
- Select **No** to cancel the delete request.

#### Results

If you select **Yes**, the language-support file is deleted. Otherwise, it remains unchanged. A reference to this source language may still exist in certain folders, dictionaries, and Translation Memory databases. Update the respective properties so that the deleted language-support file is no longer referred to.

---

### Extending language-support files

Occasionally, documents contain words with a spelling not recognized by OpenTM2 although you consider them spelled correctly.

Such words can be added to an *addendum* of the respective language support and are then accepted by the spellchecking function. For more information, see “Spellchecking Documents or Folders” on page 143.

---

## What you can do for other languages

If you need to translate *from* a language that is not included in the list of currently supported languages, contact your local IBM representative and ask about the availability of new language-support files.

The list of target languages includes all languages for which language-support files exist, and certain other languages that are supported by Windows. If you want to translate into other languages, select **Other Languages** from the list of languages.



---

## Chapter 14. Working with the samples

OpenTM2 comes with sample translation material that you can use for practising. The samples are contained in folders to help you become familiar with the concepts of file organization and navigation in OpenTM2.

### Overview and terminology

The following table lists the sample folders you can select when installing OpenTM2.

Folder	Format	Original	Translation
samplami	Ami Pro	English (U.S.)	Spanish
samplprt	OS/2 resource file	English (U.S.)	German (national)
samplrtf	RTF	English (U.S.)	Spanish
samplwp	WordPerfect	English (U.S.)	Spanish
samplw4w	Word 2.0	English (U.S.)	German (national)
samplehtml1	HTML	English (U.S.)	German (national)
sample2	OS/2 program file	English (U.S.)	German (national)
samplehtml3	HTML	English (U.S.)	Italian
samplehtml4	HTML	English (U.S.)	Spanish
samplehtml5	HTML	English (U.S.)	French (national)
samplehtml6	HTML	German (national)	English (U.S.)
samplehtml7	HTML	English (U.S.)	Japanese
samplehtml8	HTML	English (U.S.)	Russian
samplehtml9	HTML	English (U.S.)	Arabic
samplehtml10	HTML	English (U.S.)	Polish

Each sample folder contains several documents, a dictionary, and a Translation Memory specially prepared for demonstration purposes. The `samplehtml1` folder, for example, contains:

- Two small documents called `device.html` and `trans.html`
- A small English (U.S.) to German (national) dictionary called `sample1`
- A small Translation Memory `samplehtml1`

The text of the sample documents is the same for all formats, except:

- `SAMPLE2` contains OS/2 program files
- `SAMPLPRT` contains a sample dictionary for printing

The document `device.html` is already analyzed, the document `trans.html` is not analyzed.

To install the sample folders, select the **Samples** option during installation. The installation procedure prepares the folders for subsequent import and use.

OpenTM2 performs a morphological stem reduction so that you can look up terms in the original document and check the spelling in translated documents. To use these features with the material in a sample folder, you must first install the appropriate language-support files for the source and target languages. For example, to use folder samplwp you must install the English (U.S.) language-support file because the original sample documents are in English. To check which language-support files have been installed, select **Display language list** from the **Utilities** menu of the OpenTM2 workbench. State **active** tells you that a language has been installed.

To have OpenTM2 check the spelling of a translated document, you must install the language-support file for the target language. For example, for SAMPLWP the Spanish language-support file must be installed.

To study the material in one of the sample folders, import it first. You can then open a document. The **Translation Environment** is displayed and you can start to translate the document. From the “Dictionary” window you can also look up terms in the supplied sample dictionary, and from the “Translation Memory” window you can copy entire sentences.

During translation, sentences you translate are added to the sample Translation Memory.

To return a sample folder to its initial status, delete the associated dictionary, Translation Memory, and folder. Then import the entire folder again. Otherwise, the contents of the initial and updated folders are merged.

To see samples of SGML-based files for data exchange, you can export a sample dictionary or a sample Translation Memory in external format.

---

## What you can do with the samples

The following describes a number of tasks related to working with the sample material. They contain short overviews of how to proceed and references to the detailed task descriptions to be found elsewhere in this book.

---

### Deleting a sample folder

If you no longer need any of the sample material, for example, because you are translating other document types or because you are now sufficiently familiar with it, you can delete selected sample folders.

For details on how to delete parts of the samples, see:

- “Deleting a folder” on page 167
- “Deleting a document” on page 112
- “Deleting a dictionary” on page 265
- “Deleting a Translation Memory” on page 195

To remove the sample folders from your disk entirely, see “Deleting a folder exported to the otm\export subdirectory” on page 168.

---

## Importing and opening a sample folder and its documents

To import a sample folder and to start a translation exercise is described using the folder `samplehtml1` as an example.

### Prerequisites

- The samples must have been installed.
- The language-support file for English (U.S.) must have been installed.

### Calling sequence

1. Select the “Folder List” window.
2. Select **Import...** from the **File** menu. The “Import Folder” window is displayed.
3. Select the drive where OpenTM2 is installed, for example, **C**. The **Folder** list box displays all folders that can be imported.
4. Select `samplehtml1` from the **Folder** list box.
5. Click **Details....** This displays the note that is attached to `samplehtml1`.
6. Click **OK** to leave the “Folder Details” window.
7. Click the destination drive where you want to store `samplehtml1`.
8. Click **Import** to begin importing the folder. Several windows are displayed showing the progress of the import procedure.
9. Click **OK** when you have read the completion message. This takes you back to the OpenTM2 main window.
10. Double-click folder `samplehtml1` in the “Folder List” window. The “Document List” window is displayed.
11. Double-click `device.html` in the “Document List” window. The Translation Environment is displayed and the document appears in the Translation window ready for translation.

### Results

The folder `samplehtml1` is imported into OpenTM2. The analyzed document `device.html` is opened. You can start translating it.

---

## Translation exercise with a sample document

Before documents can be translated, OpenTM2 analyzes them to prepare them for translation. The `device.html` documents have already been analyzed. The `trans.html` documents are analyzed automatically when you open them, or you can explicitly select one of the analysis functions.

After importing and opening a document, you are taken to the **Translation Environment**, where the following windows are displayed:

- The “Translation” window
- The “Translation Memory” window
- The “Dictionary” window

The document `device.html` contains one chapter of a complete book. Other document files of the book have been translated already, that is, a Translation Memory exists for them.

When you translate a sample document, remember that you can stop at any point in the session by:

- Double-clicking the system menu icon of the **Translation Environment**
- Selecting **Close** from the system menu

To copy a proposal from the **Translation Memory** into the “Translation” window, press and hold down the Control key and type the number of the required proposal.

To copy a proposal from the “Dictionary” window into the “Translation” window, press and hold down the Control key and type the letter of the required proposal.

You can edit the translation document file in either insert or replace mode.

If the suggested translation contains special characters that are not available on your keyboard, ignore them or type other characters instead.

---

## Chapter 15. Creating reports

OpenTM2 enables you to collect information about the effort, state, and history of your translations. The collected information can be displayed in different reports and used as a basis for calculating translation costs.

### Overview and terminology

OpenTM2 collects information during the following events, called *process tasks*:

- Import of a folder or document
- Export of a folder or document
- Change of folder or document properties
- Analysis of a document
- Automatic substitution during analysis
- Saving of a document
- Deletion of a folder or document

The records containing the information and the result of the collection depend on the process task and are stored in a logging file in compressed form. There is one logging file per folder, the *history log file*, stored as HISTLOG.DAT in the PROPERTY directory of the folder. New records are added at the end of the history log file.

The following table shows what happens with the history log file during the various process tasks.

Process Task	Action
Importing a folder	<ul style="list-style-type: none"><li>• The imported history log file is merged with the existing one</li><li>• The entries are sorted by date</li><li>• Duplicate entries are stored only once</li><li>• An import record is added to the history log file</li></ul>
Importing a document (external format)	<ul style="list-style-type: none"><li>• An import record is added to the history log file</li></ul>
Importing a document (internal format)	<ul style="list-style-type: none"><li>• The history log file of the imported document is merged with the folder history log file</li><li>• An import record is added to the history log file</li><li>• If a new target document replaces an existing one, an additional record is added containing the results of the target document</li></ul>
Exporting a folder	<ul style="list-style-type: none"><li>• The history log file is exported together with the folder data</li><li>• If only selected documents are exported, only that part of the history log file belonging to these documents is exported</li></ul>
Exporting a document (external or internal format)	<ul style="list-style-type: none"><li>• An export record is added to the history log file</li></ul>
Changing folder or document properties	<ul style="list-style-type: none"><li>• A record containing the new settings is added to the history log file</li></ul>

Process Task	Action
Analyzing a document	<ul style="list-style-type: none"> <li>An analysis record is added to the history log file</li> <li>If automatic substitution is selected, an additional record containing the collected information is added to the history log file</li> </ul>
Saving a document	<ul style="list-style-type: none"> <li>A save record containing the summary of the collected information is added to the history log file</li> </ul>
Deleting a folder	<ul style="list-style-type: none"> <li>The history log file is deleted</li> </ul>
Deleting a document	<ul style="list-style-type: none"> <li>A deleted record is added to the history log file</li> </ul>

During editing and analyzing, information is collected on the following:

- The source and target words
- The quality of the best proposal:
  - Null if an exact proposal exists
  - The number of source words if no proposal exists
  - The number of different words if a fuzzy proposal exists
- The type of the best proposal
- The type of the copied proposal
- Whether a segment is translated using automatic substitution during analysis or while using the editor

The collected information is kept in the segmented target file and deleted when the source file is analyzed again. Each time a document is saved during translation, the information collected is stored in a record that is added to the history log file. If more than one proposal exists for a specific word, only the best proposal is counted and assigned to the appropriate class, independent of your selection. Only those proposals are counted that existed when the segment was translated for the first time. An exact proposal is assigned to the column "Analyze Auto", "Analyze Edit", or "Edit Exact".

The number of source words is counted when a segment is activated, which means that segments not yet translated always have zero source words. The number of target words is updated each time a segment is saved and when the segment is autosubstituted. For the current segment, the number of target words is zero if not yet translated. If a source segment is copied into a target document, the number of target words is set to zero. The following rules apply for counting source and target segments:

- The same counting facility is used as for counting the number of words in documents.
- Punctuation and NOLOOKUP tokens are not counted.
- Inline tags are not counted. For inline tags with attributes, only the translatable information is counted.

The number of modified words, which is the number of words differing in the current source and the source of proposal, is counted using an LCS algorithm. Only the best proposal is counted. The modified words are counted when the segment is saved for the first time. It is not counted when the segment is activated, but not translated. The count is not changed when the segment is translated again. The information on which proposal has been chosen is not saved in the history log

file. The current segment belongs to the count of segments not translated. If two segments are joined, they are counted as one.

The reports created from the collected information can be either displayed in a window or stored in a file. Each report is attached to the specified folder and can be created for the whole folder or selected documents in the folder. You can create the following types of report:

- The **History Report** keeps track of the most important process tasks performed by the translator.
- The **Counting Report** enables you to roughly calculate the effort of a translator. You cannot customize this report to fit your needs.
- The **Calculating Report** enables you to exactly calculate the effort of a translator. You can customize this report to fit your needs.
- The **Preanalysis Report** calculates the effort before a translation starts by checking the Translation Memory databases for exact and fuzzy matches.
- The **Redundancy Report** analyzes redundancies in a folder or document to calculate the effort required by a translation. Use this report to calculate the translation costs before a project starts.
- The **Redundant Segment List** lists the 100 most frequently used segments in a folder.

The following table gives an overview of when a report should be created.

When to create	Before translation	During translation	After translation
Preanalysis Report	x		
Redundancy Report	x		
Redundant Segment List	x		
Calculating Report	(x)	x	x
History Report		x	x
Counting Report		x	x

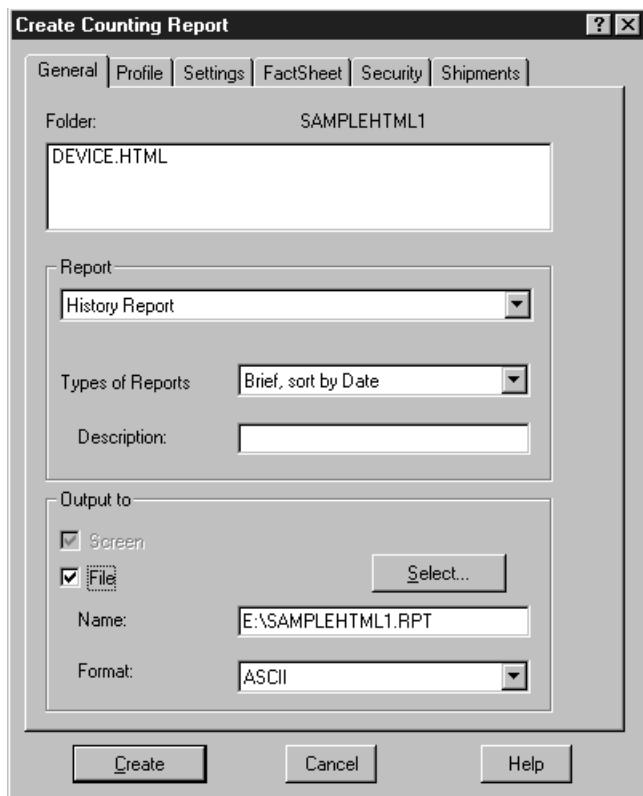
The Calculating Report is the most important report for all parties involved in a translation project. All other reports help you manage your translations in a more effective way.

To create a report or list, a folder containing at least one document must exist.

Select:

1. The folder from the “Folder List” window or a document from the “Document List” window.
2. **Create Counting Report...** from the **Utilities** menu.

The “Create Counting Report” window (see Figure 145 on page 332) is displayed.



*Figure 145. Create Counting Report window*

The options and parameters available depend on the report you want to create.

The following sections describe the individual reports.

## **Creating a History Report**

The History Report contains a history of the process tasks with regard to the selected folder or document. It keeps track of the most important tasks performed by the translator. It is available in different views depending on the level of complexity of the process tasks to be tracked. It should be created if problems with word-count results or consistency arise and when a translation project is finished.

If you want to create a report for an entire folder, all documents that it ever contained are listed.

### **Calling sequence**

Select **History Report** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a History Report.

*Table 1. Overview of the tabbed pages to be filled in for a History Report*

Tabbed page	Purpose	Required?	Described in...
"General"	To define the basics required for a report	Yes	General page

*Table 1. Overview of the tabbed pages to be filled in for a History Report (continued)*

Tabbed page	Purpose	Required?	Described in...
“Profile”	To save or load the report layout defined on the “Settings” tabbed page	No	Profile page
“Settings”	To define the report layout	No	
“FactSheet”	To set the factors for cost calculation	No	“Setting the factors for cost calculation” on page 355
“Security”	To select special options	Optional	Security page
“Shipments”	To create a report on specific shipments	No	Shipments page

## Options and parameters

On the “General” page (see Figure 145 on page 332), you can choose or specify the following options and parameters:

### **Folder**

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

### **Report types**

Choose one of the following History Report types:

#### **Brief, sort by date**

To get a brief report that is sorted by the creation date and time of the documents and contains the following information:

- A unique record number within the history log file
- The name of the documents for which you create a history report
- The creation date and time of the documents
- The process tasks for each document listed in the report

#### **Brief, sort by document**

To get a brief report where the information is sorted by document name.

### **Detail**

To get a detailed report of the process tasks performed on the selected documents, such as the Translation Memory and markup language used and the number of matches found. The information is sorted by the unique record number.

### **Version**

To get a report on the OpenTM2 versions used.

### **Description**

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

### **Output to Screen**

To display the report in a window.

### **Output to File**

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click the “Security” tab to display the “Security” tabbed page (see Figure 146).



Figure 146. Create Counting Report window — Security page

On the “Security” page, you can choose or specify the following options and parameters:

**List of documents**

Select this option if you want to add, to the end of the report, a list of all documents contained in this report. This is useful if your documents have long names because the report abbreviates file names to 10 characters. The list at the end of a report, however, contains the full document names.

Click **Create** to start the creation of the History Report.

## Results

The History Report is created according to your specifications.

The following examples show a brief History Report, sorted by date, on one document and an excerpt of a detailed History Report, also on one document.

### Example 1:

Task Id	Document	Date Time	Process task
1	DEVICE.SCR	08.09.1999 16:11:08	Document import
4	DEVICE.SCR	08.09.1999 16:25:31	Save of document expanded form
6	DEVICE.SCR	09.09.1999 16:10:47	Document analysis
7	DEVICE.SCR	09.09.1999 16:10:47	...with automatic substitution
8	DEVICE.SCR	09.09.1999 16:11:16	Document analysis
9	DEVICE.SCR	09.09.1999 16:11:18	...with automatic substitution
10	DEVICE.SCR	09.09.1999 16:11:39	Document analysis
11	DEVICE.SCR	09.09.1999 16:11:39	...with automatic substitution

Figure 147. Brief History Report, sorted by date

### Example 2:

1	Document import			
Date	08.09.1999 16:11:08			
Document	DEVICE.SCR			
Format	Folder			
Folder	SAMPLE1			
Source replaced	No			
Source replaced	No			
4	Save of document expanded form			
Date	08.09.1999 16:25:31			
Document	DEVICE.SCR			
	Segments	Source Words	Modified Words	Target Words
None	1..4	0	0	0
Matches	5..14	1	5	5
	>=15	0	0	0
Not	1..4	2	7	0
Translated	5..14	10	70	0
	>=15	4	84	0

Figure 148. Detailed History Report

## Creating a Counting Report

The Counting Report contains tables that enable you to roughly calculate the translator's effort. You cannot change the tables to meet your requirements.

### Calling sequence

Select **Counting Report** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a Counting Report.

*Table 2. Overview of the tabbed pages to be filled in for a Counting Report*

Tabbed page	Purpose	Required?	Described in...
“General”	To define the basics required for a report	Yes	General page
“Profile”	To save or load the report layout defined on the Settings tabbed page	No	Profile page
“Settings”	To define the report layout	No	
“FactSheet”	To set the factors for cost calculation	No	“Setting the factors for cost calculation” on page 355
“Security”	To select special options	Optional	Security page
“Shipments”	To create a report on specific shipments	No	Shipments page

## Options and parameters

On the “General” page (see Figure 145 on page 332), you can choose or specify the following options and parameters:

### **Folder**

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

### **Report types**

Choose one of the following Counting Report types:

#### **Base list**

To get a redundant segment list containing only the 99 most used segments with a frequency of 3 or above.

#### **Detailed list**

To get a redundant segment list containing all redundant segments.

### **Description**

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

### **Output to Screen**

To display the report in a window.

### **Output to File**

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click **Create** to start the creation of the Counting Report.

## Results

The Counting Report is created according to your specifications.

The following example shows a Counting Report on the contents of a folder, with a summary at its end. For an explanation of the individual rows, refer to “The report layout” on page 348.

When interpreting the results note that the criteria for fuzzy matches can be customized, as described in “Creating a Counting Report” on page 335. This also

influences the “No match” counter.

Document		DEVICE.SCR		
Date	09.09.1999 16:11:39			
Last process task	...with automatic substitution			
		Segments	Source Words	Modified Words
			Target Words	
<b>Analysis</b>	1..4	0	0	0
<b>Autosubst</b>	5..14	0	0	0
	>=15	0	0	0
<b>Edit</b>	1..4	0	0	0
<b>Autosubst</b>	5..14	0	0	0
	>=15	0	0	0
<b>Exact</b>	1..4	0	0	0
<b>Matches</b>	5..14	0	0	0
	>=15	0	0	0
<b>Replace</b>	1..4	0	0	0
<b>Matches</b>	5..14	0	0	0
	>=15	0	0	0
<b>Fuzzy</b>	1..4	0	0	0
<b>Matches</b>	5..14	0	0	0
	>=15	0	0	0
<b>Machine</b>	1..4	0	0	0
<b>Matches</b>	5..14	0	0	0
	>=15	0	0	0
<b>None</b>	1..4	0	0	0
<b>Matches</b>	5..14	1	5	5
	>=15	0	0	0
<b>Not</b>	1..4	1	4	0
<b>Translated</b>	5..14	5	31	0
	>=15	0	0	0
<b>Summary</b>	1..4	0	0	0
	5..14	1	5	5
	>=15	0	0	0

Figure 149. Counting Report with totals — Table on first document in folder

Selected documents of folder SAMPLE1				
Summary generated at 01.12.1999 14:56:19				
		Segments	Source Words	Modified Words
<b>Analysis</b>	1..4	0	0	0
<b>Autosubst</b>	5..14	0	0	0
	>=15	0	0	0
<b>Edit</b>	1..4	0	0	0
<b>Autosubst</b>	5..14	0	0	0
	>=15	0	0	0
<b>Exact</b>	1..4	0	0	0
<b>Matches</b>	5..14	1	11	0
	>=15	0	0	0
<b>Replace</b>	1..4	0	0	0
<b>Matches</b>	5..14	0	0	0
	>=15	0	0	0
<b>Fuzzy</b>	1..4	0	0	0
<b>Matches</b>	5..14	0	0	0
	>=15	0	0	0
<b>Machine</b>	1..4	0	0	0
<b>Matches</b>	5..14	0	0	0
	>=15	0	0	0
<b>None</b>	1..4	0	0	0
<b>Matches</b>	5..14	1	5	5
	>=15	0	0	0
<b>Not</b>	1..4	3	8	0
<b>Translated</b>	5..14	14	110	1
	>=15	2	47	0
<b>Summary</b>	1..4	0	0	0
	5..14	2	16	5
	>=15	0	0	0

Figure 150. Counting Report with totals — Summary table

# Creating a Calculating Report

The Calculating Report is the most important report for all parties involved in a translation project. It enables you to exactly calculate the effort for a translation project. It contains detailed tables, a summary, a fact sheet, or a combination of the three, on the contents of a folder or on one or more documents, depending on your specifications. Create such a report before a translation project starts, during a translation project, or after it is finished.

## Calling sequence

Select **Calculating Report** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a Calculating Report.

*Table 3. Overview of the tabbed pages to be filled in for a Calculating Report*

Tabbed page	Purpose	Required?	Described in...
“General”	To define the basics required for a report	Yes	General page
“Profile”	To save or load the report layout defined on the Settings tabbed page	Optional	Profile page
“Settings”	To define the report layout	Optional	
“FactSheet”	To set the factors for cost calculation	Optional	“Setting the factors for cost calculation” on page 355
“Security”	To select special options	Optional	Security page
“Shipments”	To create a report on specific shipments	Optional	Shipments page

## Options and parameters

On the “General” page (see Figure 145 on page 332), you can choose or specify the following options and parameters:

### Folder

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

### Report types

Choose one of the following Calculating Report types:

### Base

To get a detailed overview, for each selected document, of the activities performed by OpenTM2 and by the translator to complete a translation. The translator’s effort can be calculated based on these activities.

### Summary

To get a summary row for each selected document, and a summary row for all documents.

### Fact sheet

To get a complete overview of the costs of a translation project using different complexity and pay factors.

#### **Base & Summary & Fact Sheet**

To get a report containing all the information previously described.

#### **Base & Summary**

To get the detailed overview, a summary row for each selected document, and a summary row for all documents.

#### **Summary & Fact Sheet**

To get a report containing both the summary and the fact sheet. This report is designed for the project coordinator.

#### **Base & Summary & Fact Sheet**

To get a report containing all the information previously described.

#### **Description**

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

#### **Output to Screen**

To display the report in a window.

#### **Output to File**

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click the “Profile” tab to display the “Profile” page (see Figure 151).

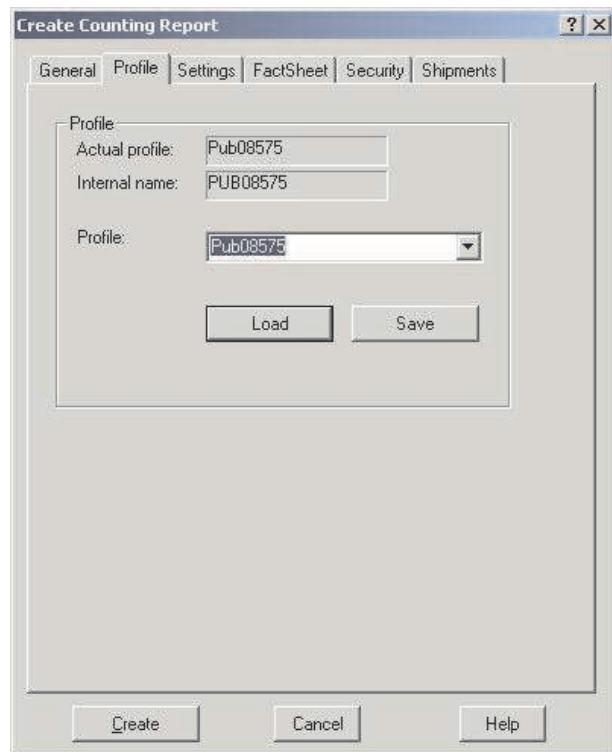


Figure 151. Create Counting Report window — Profile page

On the “Profile” page, you can choose the following option:

#### **Actual profile**

This display-only field shows the name of the loaded profile. If no profile has been loaded “- none —” is shown.

#### **Internal name**

This display-only field shows the internal name of the loaded profile. Note: only official approved profiles have an internal profile name which is normally the same as name of the profile.

#### **Profile**

Type a name for the settings that you specified on the “Settings” tabbed page and then click **Save** to save them. Or select or specify the name of existing settings that you want to use and then click **Load**.

Click the “Shipments” tab to display the “Shipments” page (see Figure 152).

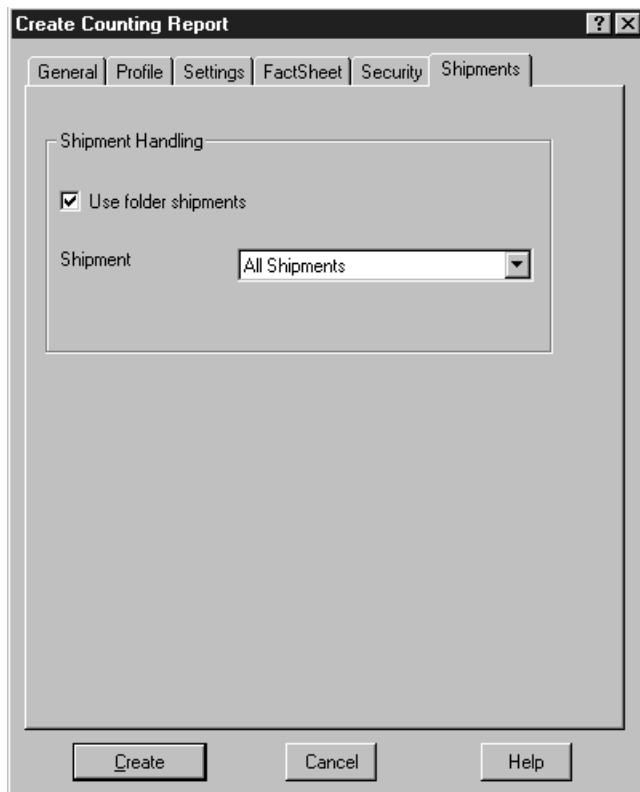


Figure 152. Create Counting Report window — Shipments page

On the “Shipments” page, you can choose or specify the following options and parameters:

#### **Use folder shipments**

Select this option if you want to use the original shipment number of the folder.

#### **Shipment**

You can select one of the following:

##### **All shipments**

To get a report on all shipments

##### **Single shipment**

To get a report on all shipments, ordered by the shipment number.

##### **Shipment number**

The shipment number of the folder for which you want to create the

report. The shipment number of a folder only appears in this field if you defined it during the creation of the folder (see “Creating a folder” on page 160) or when changing the properties of the folder (see “Changing the properties of a folder” on page 180).

Click **Create** to start the creation of the Calculating Report.

## Results

The Calculating Report is created according to your specifications.

The following example shows a Calculating Report containing the overview, summary, and fact sheet of two documents. For an explanation of the individual columns, refer to “The report layout” on page 348.

Document Folder											DEVICE.SCR C:\EQF\SAMPLE1.F00 Source Words				
Doc Id	Document	Number Skipn	Catego.	Analyze			Edit			Fuzzy			Mach. Matches	None Matches	Not Transl
				Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%				
1	DEVICE.SCR	1	1..4		3									5	31
			5..14		44										4
			>= 15		84										

Document Folder											TRANS.DOC C:\EQF\SAMPLE1.F00 Source Words				
Doc Id	Document	Number Skipn	Catego.	Analyze			Edit			Fuzzy			Mach. Matches	None Matches	Not Transl
				Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%				
2	TRANS.DOC	1	1..4												4
			5..14											11	79
			>= 15											11	47

Figure 153. Calculating Report — Base

Document Folder											Summary C:\EQF\SAMPLE1.F00 Source Words				
Doc Id	Document	Number Skipn	Catego.	Analyze			Edit			Fuzzy			Mach. Matches	None Matches	Not Transl
				Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%				
1	DEVICE.SCR	1	1..4		3									5	31
			5..14		44										4
			>= 15		84									11	47
2	TRANS.DOC	1	1..4												4
			5..14											11	79
			>= 15											11	47
	Sum	1	1..4		3									8	
			5..14		44									16	110
			>= 15		84									47	
	Sum	1	Sum		131									16	165

Figure 154. Calculating Report — Summary

Document Folder											Final Fact Sheet C:\EQF\SAMPLE1.F00 Source Words				
Doc Id	Document	Number Skipn	Catego.	Analyze			Edit			Fuzzy			Mach. Matches	None Matches	Not Transl
				Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%				
	Actual Words	1	1..4		3									8	
			5..14		44									16	110
			>= 15		84									47	
	Complexity		1..4	1	1	1	1	1	1	1	1	1	1	1	
	Factor		5..14	1	1	1	1	1	1	1	1	1	1	1	
			>= 15	1	1	1	1	1	1	1	1	1	1	1	
	Complexity		1..4		3									16	
	Factor *		5..14		44									16	
	Actual Words		>= 15		84									16	
	Pay		1..4	1	1	1	1	1	1	1	1	1	1	1	
	Factor		5..14	1	1	1	1	1	1	1	1	1	1	1	
			>= 15	1	1	1	1	1	1	1	1	1	1	1	
	Pay		1..4		3									16	
	Factor *		5..14		44									16	
	Compl. Word		>= 15		84									16	
	Payable Words		Sum		131									16	

Payable Words				Final Summary		
Local Currency				147.00		
Total Pay				0.00 ARP		

Figure 155. Calculating Report — Fact Sheet

**Note:** If you create this report before a translation starts, only the “Analyze Auto” and “Not Translated” columns contain figures. During and after a translation, all other columns can also contain figures. After a translation is complete, the “Not Translated” column should show “0”.

---

## Creating a Preanalysis Report

The Preanalysis Report is used to calculate the translator’s effort on a “what-if” basis. It simulates a translation using exact and fuzzy matches from all Translation Memory databases belonging to the folder or documents. Create this report before work on a translation project starts.

### Prerequisites

To prepare a folder or document for this report type, analyze it with the “Count Translation Memory match information” option selected. See “Analyzing documents using Translation Memory databases” on page 86 for more information.

### Calling sequence

Select **Preanalysis Report** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a Preanalysis Report.

*Table 4. Overview of the tabbed pages to be filled in for a Preanalysis Report*

Tabbed page	Purpose	Required?	Described in...
“General”	To define the basics required for a report	Yes	General page
“Profile”	To save or load the report layout defined on the Settings tabbed page	Optional	Profile page
“Settings”	To define the report layout	Optional	
“FactSheet”	To set the factors for cost calculation	Optional	“Setting the factors for cost calculation” on page 355
“Security”	To select special options	Optional	Security page
“Shipments”	To create a report on specific shipments	Optional	Shipments page

### Options and parameters

On the “General” page (see Figure 145 on page 332), you can choose or specify the following options and parameters:

#### Folder

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

#### Report types

Choose one of the following Preanalysis Report types:

#### Base

To get a detailed overview, for each selected document, of the activities

performed by OpenTM2 and by the translator to complete a translation. The translator's effort can be calculated based on these activities.

#### **Summary**

To get a summary row for each selected document, and a summary row for all documents.

#### **Fact sheet**

To get a complete overview of the costs of a translation project using different complexity and pay factors.

#### **Base & Summary & Fact Sheet**

To get a report containing all the information previously described.

#### **Base & Summary**

To get the detailed overview, a summary row for each selected document, and a summary row for all documents.

#### **Summary & Fact Sheet**

To get a report containing both the summary and the fact sheet. This report is designed for the project coordinator.

#### **Description**

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

#### **Output to Screen**

To display the report in a window.

#### **Output to File**

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click **Create** to start the creation of the Preanalysis Report.

## **Results**

The Preanalysis Report is created according to your specifications.

The following example shows you a Preanalysis Report containing the overview, summary, and fact sheet of two documents. For an explanation of the individual columns, refer to "The report layout" on page 348.

Document Folder Memory's			DEVICE.SCR									
Doc Id	Document	Catego.	Analyze		Edit		Fuzzy			Mach.	None	Not
			Auto	Exact	Replace	50-70%	70-90%	>90%	Matches	Matches	Transl	
1	DEVICE.SCR	1..4		3	4							
		5..14		44	5				5		21	
		= 15		84								

Document Folder Memory's			TRANS.DOC									
Doc Id	Document	Catego.	Analyze		Edit		Fuzzy			Mach.	None	Not
			Auto	Exact	Replace	50-70%	70-90%	>90%	Matches	Matches	Transl	
2	TRANS.DOC	1..4		4								
		5..14		60					19		11	
		= 15		47								

Figure 156. Preanalysis Report — Base

Document		Summary									
Folder		C:\EQFSAMPLE1.FOO									
Memory's		SAMPLE1 ,									
Source Words											
Doc Id	Document	Catego.	Analyze	Edit	Fuzzy	Mach.	None	Not			
			Auto	Exact	50-70%	70-90%	>90%	Matches	Matches	Transl	
1	DEVICE.SCR	1..4	3	4							
		5..14	44	5				5			21
		>= 15	84								
2	TRANS.DOC	1..4	4								
		5..14	60				19				11
		>= 15	47								
	Sum	1..4	7	4			24				32
		5..14	104	5							
		>= 15	131								
		Sum	242	9			24				32

Figure 157. Preanalysis Report — Summary

Document		Final Fact Sheet									
Folder		C:\EQFSAMPLE1.FOO									
Memory's		SAMPLE1 ,									
Source Words											
Doc Id	Document	Catego.	Analyze	Edit	Fuzzy	Mach.	None	Not			
			Auto	Exact	50-70%	70-90%	>90%	Matches	Matches	Transl	
	Actual Words	1..4	7	4							
		5..14	104	5				24			32
		>= 15	131								
	Complexity	1..4	1	1	1	1	1	1			1
	Factor	5..14	1	1	1	1	1	1			1
		>= 15	1	1	1	1	1	1			1
	Complexity	1..4	7	4							
	Factor *	5..14	104	5				24			32
	Actual Words	>= 15	131								
	Pay	1..4	1	1	1	1	1	1			1
	Factor	5..14	1	1	1	1	1	1			1
		>= 15	1	1	1	1	1	1			1
	Pay	1..4	7	4							
	Factor *	5..14	104	5				24			32
	Compl. Word	>= 15	131								
	Payable Words	Sum	242	9				24			32

Payable Words	Final Summary
307.00	
Local Currency	0.00 ARP
Total Pay	0.00 ARP

Figure 158. Preanalysis Report — Fact Sheet

## Creating a Redundancy Report

The Redundancy Report is used to calculate the translator's effort on a "what-if" basis. It simulates a translation using exact and fuzzy matches from all Translation Memory databases belonging to the folder or documents. In addition, it counts the redundant sentences, that is, the sentences that appear more than once, within each document (inner-document redundancies) and across all documents in the folder (cross-document redundancies). Create this report before work on a translation project starts.

### Prerequisites

To prepare a folder or document for this report type, analyze it with the "Count Translation Memory match information" and "Prepare Redundancy Report" options selected. See "Analyzing documents using Translation Memory databases" on page 86 for more information.

### Calling sequence

Select **Redundancy Report** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a Redundancy Report.

*Table 5. Overview of the tabbed pages to be filled in for a Redundancy Report*

Tabbed page	Purpose	Required?	Described in...
“General”	To define the basics required for a report	Yes	General page
“Profile”	To save or load the report layout defined on the Settings tabbed page	Optional	Profile page
“Settings”	To define the report layout	Optional	
“FactSheet”	To set the factors for cost calculation	Optional	“Setting the factors for cost calculation” on page 355
“Security”	To select special options	Optional	Security page
“Shipments”	To create a report on specific shipments	Optional	Shipments page

## Options and parameters

On the “General” page (see Figure 145 on page 332), you can choose or specify the following options and parameters:

### Folder

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

### Report types

Choose one of the following Redundancy Report types:

#### Base

To get a detailed overview, for each selected document, of the activities performed by OpenTM2 and by the translator to complete a translation. The translator’s effort can be calculated based on these activities.

#### Summary

To get a summary row for each selected document, and a summary row for all documents.

#### Fact sheet

To get a complete overview of costs of a translation using different complexity and pay factors.

#### Base & Summary & Fact Sheet

To get a report containing all the information previously described.

#### Base & Summary

To get the detailed overview, a summary row for each selected document, and a summary row for all documents.

#### Summary & Fact Sheet

To get a report containing both the summary and the fact sheet. This report is designed for the project coordinator.

### Description

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

## Output to Screen

To display the report in a window.

## Output to File

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click **Create** to start the creation of the Redundancy Report.

## Results

The Redundancy Report is created according to your specifications.

The following example shows you a Redundancy Report containing the overview, summary, and fact sheet of two documents. For an explanation of the individual columns, refer to “The report layout” on page 348.

Document DEVICE.SCR Folder C:\EQF\SAMPLE1.FOO Source Words Inner Document Redundancies													
Doc Id	Document	Number		Analyze		Edit		Fuzzy			Mach. Matches	None Matches	Net Transl
		Shipm	Catego.	Auto	Post	Edit	Exact	Replace	50-70%	70-90%			
1	DEVICE.SCR	1	1..4	3			4						
			5..14	44			5					5	21
			>= 15	84									

Document TRANS.DOC Folder C:\EQF\SAMPLE1.FOO Source Words Inner Document Redundancies													
Doc Id	Document	Number		Analyze		Edit		Fuzzy			Mach. Matches	None Matches	Net Transl
		Shipm	Catego.	Auto	Post	Edit	Exact	Replace	50-70%	70-90%			
2	TRANS.DOC	1	1..4	4									
			5..14	60								19	11
			>= 15	47									

Document Redundancies Folder C:\EQF\SAMPLE1.FOO Source Words Cross Document Redundancies													
Doc Id	Document	Number		Analyze		Edit		Fuzzy			Mach. Matches	None Matches	Net Transl
		Shipm	Catego.	Auto	Post	Edit	Exact	Replace	50-70%	70-90%			
3	Redundancies	1	1..4	3									
			5..14	44									
			>= 15	84									

Figure 159. Redundancy Report — Base

Document Summary Folder C:\EQF\SAMPLE1.FOO Source Words All Redundancies													
Doc Id	Document	Number		Analyze		Edit		Fuzzy			Mach. Matches	None Matches	Net Transl
		Shipm	Catego.	Auto	Post	Edit	Exact	Replace	50-70%	70-90%			
1	DEVICE.SCR	1	1..4	3			4						
			5..14	44			5						
			>= 15	84									
2	TRANS.DOC	1	1..4	4									
			5..14	60								19	11
			>= 15	47									
3	Redundancies	1	1..4	3									
			5..14	44			32						
			>= 15	84									
		Sum	1	1..4	7		4						
				5..14	104		37					24	
				>= 15	131								
					1	Sum	242					24	
							41						

Figure 160. Redundancy Report — Summary

Document		Final Fact Sheet C:\EQP\SAMPLE1.FOO Inner Document Redundancies											
Doc Id	Document	Number Shipm	Catego.	Analyze		Edit		Fuzzy			Mach. Matches	None Matches	Net Transl
				Auto	Post	Edit	Exact	Replace	50-70%	70-90%			
	Actual Words	1	1..4	7			4						
			5..14	104			37					24	
			>= 15	131									
	Complexity		1..4	1	1	1	1	1	1	1	1	1	1
	Factor		5..14	1	1	1	1	1	1	1	1	1	1
			>= 15	1	1	1	1	1	1	1	1	1	1
	Complexity		1..4	7			4						
	Factor *		5..14	104			37					24	
	Actual Words		>= 15	131									
	Pay		1..4	1	1	1	1	1	1	1	1	1	1
	Factor		5..14	1	1	1	1	1	1	1	1	1	1
			>= 15	1	1	1	1	1	1	1	1	1	1
	Pay		1..4	7			4						
	Factor *		5..14	104			37					24	
	Compl Word		>= 15	131									
	Payable Words			Sum	242		41					24	

Payable Words		Final Summary	
		307.00	
Local Currency		0.00 ARP	
Total Pay		0.00 ARP	

Figure 161. Redundancy Report — Fact Sheet

## Creating a Redundant Segment List

The Redundant Segment List contains the first 100 most frequently used segments in a folder. As part of your translation project preparation, translate the segments listed. You can open the documents containing the segments from the Redundant Segment List by double-clicking the document name.

### Prerequisites

To prepare a folder or document for this report type, analyze it with the “Count Translation Memory match information” and “Prepare Redundant Segment List” options selected. See “Analyzing documents using Translation Memory databases” on page 86 for more information.

### Calling sequence

Select **Redundant Segment List** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a Redundancy Segment List.

Table 6. Overview of the tabbed pages to be filled in for a Redundancy Segment List

Tabbed page	Purpose	Required?	Described in...
“General”	To define the basics required for a report	Yes	General page
“Profile”	To save or load the report layout defined on the Settings tabbed page	No	Profile page
“Settings”	To define the report layout	No	
“FactSheet”	To set the factors for cost calculation	No	“Setting the factors for cost calculation” on page 355
“Security”	To select special options	Optional	Security page
“Shipments”	To create a report on specific shipments	No	Shipments page

To produce a Redundant Segment List, fill in the following tabbed pages:

- “General”, described in the following
- Optionally, “Security”, described in Security page

## Options and parameters

On the “General” page (see Figure 145 on page 332), you can choose or specify the following options and parameters:

### Folder

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

### Description

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

### Output to Screen

To display the report in a window.

### Output to File

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click **Create** to start the creation of the Redundant Segment List.

## Results

The Redundant Segment List is created according to your specifications.

The following example shows a Redundant Segment List.

```
Entry 0: Frequency=4
[1] C:\EQF\SAMPLE1.F00\translate.doc : #1
Segment: Do not translate this sentence.

=====
Entry 1: Frequency=3
[1] C:\EQF\SAMPLE1.F00\translate.doc : #6
Segment: Error!
```

Figure 162. Redundant Segment List

---

## Changing the layout of a report

The Calculating, Preanalysis, and Redundancy Reports have the same layout. However, you can change it according to your needs. The following sections explain the various rows and columns of a report and tell you what you can change.

## The report layout

This section describes the individual rows and columns of a Calculating, Preanalysis, or Redundancy Report.

### Analyze Auto

Contains the number of exact and exact-exact matches retrieved from a Translation Memory during the analysis of a document for which the manual translation has already been started. The “Analyze Auto2” numbers are not

used for payment purposes as these numbers contain a mixture of manually translated segments (which have been added to the memory while manually translating the document) and segments which were already in the memory before the manual translation started.

When the document is re-imported OpenTM2 assumes the start of a new shipment. The automatically substituted segments during an analysis following the re-import are when counted in the "**Analyze Auto**" column although the manual translation may have been started already.

#### **Analyze Auto2**

Contains the number of exact and exact-exact matches retrieved from a Translation Memory during the analysis of a document. To get a result, you must select the option "Substitute exact matches in the documents automatically" on the "General" page of the "Analyze Documents" window (see "Analyzing documents using Translation Memory databases" on page 86 for a description). If more than one exact match is found, it is counted as part of the "Edit Exact" column because the translator has to decide which match is the correct one.

Only the first analysis of the document is taken into account. If, however, a previously translated document is imported and analyzed again, the report contains both the number of exact matches of the first analysis and the results of the reimported document. The results are shown as belonging to shipment 1 and shipment 2 (column "Number Shipment").

#### **Analyze Post**

Has the same contents as, and replaces, the "Analyze Auto" column after the analyzed document is opened for translation.

#### **Analyze Edit**

Contains the number of exact matches retrieved from a Translation Memory during the translation of the document. To get a result, you must analyze the document without the "Substitute exact matches in the documents automatically" option and then select the option "Automatic substitution" from the **Translate** menu during translation. Only the first analysis of the document is taken into account.

If a previously translated document is imported and analyzed again and then edited with automatic substitution, the report contains the number of exact matches of both the first and the second edit. The results are shown as belonging to shipment 1 and shipment 2 (column "Number Shipment").

#### **Edit Auto**

Contains the number of exact and exact-exact matches retrieved from a Translation Memory during the "**Automatic Substitution**" from within the Translation Environment.

#### **Edit Exact**

Contains the number of exact matches copied from a Translation Memory during the translation of the document, using the **Ctrl+n** key (where *n* is the number of the exact-match proposal). In addition, it includes the number of exact matches where the translator had to choose between several matches offered. It also includes the number of inner-document and cross-document redundancies produced by the Redundancy Report.

If a previously translated document is imported, analyzed, and edited again, the report contains the number of exact matches of both the first and the second edit. The results are shown as belonging to shipment 1 and shipment 2 (column "Number Shipment").

If you selected the “Use existing proposals” option on the “Settings” page, this column shows all exact matches offered by the Translation Memory regardless of whether the translator accepted and copied them. The number of exact matches not accepted by the translator is reflected in the Calculating Report when you choose “Include statistics” and “Advanced statistics” on the “Settings” page.

#### **Edit Replace**

Contains the number of fuzzy replacement matches copied from an existing Translation Memory during the translation of the document, using the  $\text{Ctrl}+n$  key (where  $n$  is the number of the fuzzy-replacement-match proposal).

If a previously translated document is imported, analyzed, and edited again, the fuzzy replacement matches become exact matches. OpenTM2 keeps the original number of fuzzy replacement matches and adds the number of exact matches to the “Analyze Auto” column as shipment 2.

If you selected the “Use existing proposals” option on the “Settings” page, this column shows all fuzzy replacement matches offered by the Translation Memory regardless of whether the translator accepted and copied them. The number of fuzzy replacement matches not accepted by the translator is reflected in the Calculating Report when you choose “Include statistics” and “Advanced statistics” on the “Settings” page.

#### **Fuzzy Matches**

Contains the number of fuzzy matches copied from an existing Translation Memory during the translation of the document, using the  $\text{Ctrl}+n$  key (where  $n$  is the number of the fuzzy-match proposal). The fuzzy matches are broken down to matches that fit 50 to 70%, 70 to 90%, and over 90%.

If a previously translated document is imported, analyzed, and edited again, the fuzzy matches become exact matches. OpenTM2 keeps the original number of fuzzy matches and adds the number of exact matches to the “Analyze Auto” column as shipment 2.

If you selected the “Use existing proposals” option on the “Settings” page, this column shows all fuzzy matches offered by the Translation Memory regardless of whether the translator accepted and copied them. The number of fuzzy matches not accepted by the translator is reflected in the Calculating Report when you choose “Include statistics” and “Advanced statistics” on the “Settings” page.

#### **Machine Matches**

Contains the number of exact matches copied from an Initial Translation Memory during the translation of the document, using the  $\text{Ctrl}+n$  key (where  $n$  is the number of the machine-match proposal).

If a previously translated document is imported, analyzed, and edited again, the machine matches become exact matches. OpenTM2 keeps the original number of machine matches and adds the number of exact matches to the “Analyze Auto” column as shipment 2.

If you selected the “Use existing proposals” option on the “Settings” page, this column shows all machine matches offered by the Translation Memory regardless of whether the translator accepted and copied them. The number of machine matches not accepted by the translator is reflected in the Calculating Report when you choose “Include statistics” and “Advanced statistics” on the “Settings” page.

#### **Non Matches**

Contains the number of segments translated manually. This number remains

the same even if you analyze the translated document again and translate it using the “Automatic substitution” option from the **Translate** menu.

If a previously translated document is imported, analyzed, and edited again, the non-matches become exact matches. OpenTM2 keeps the original number of non-matches and adds the number of exact matches to the “Analyze Auto” column as shipment 2.

#### **Not Translated**

Contains the number of segments not yet translated because the translation has not started yet or was interrupted. If the partly translated document is imported and analyzed again, only the number of segments not yet translated is shown.

This column should show “0” once the translation is finished.

## **Changing the layout**

This section describes what you can change with regard to the layout of a report.

To begin, click the “Settings” tab in the “Create Counting Report” window to display the “Settings” tabbed page (see Figure 163).

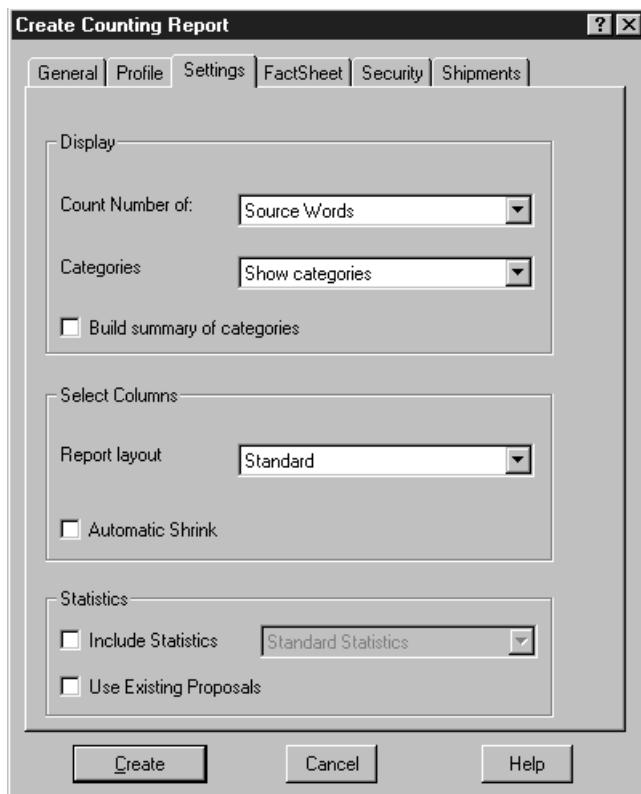


Figure 163. Create Counting Report window — Settings page

On this page, you can choose or specify the options and parameters described in the following. A Calculation Report (Base) is used as an example to demonstrate the effect that the different specifications have on the report layout.

#### **Count number of**

Specify what is to be counted to calculate the effort and payment of the translator:

### **Source words**

The source words are used for the calculation. This is the preferred setting.

Differences in the complexity of different languages can be taken into account using language-dependent complexity factors on the “FactSheet” page of the “Create Counting Report” window (see “Setting the factors for cost calculation” on page 355).

### **Target words**

The target words are used for the calculation. Select this option only for tracking and informational purposes.

### **Segments**

The translated segments are used for the calculation.

### **Modified words**

The modified source words are used for the calculation.

### **Categories**

Specify whether your report is to contain a “Category” column breaking your calculation down to segments with 1..4 words, 5..14 words, and more than 15 words.

### **Show categories**

The report contains a “Category” column.

The following Calculating Report contains such a column:

Document Folder		DEVICE.SCR C:\EQF\SAMPLE1.FOO Source Words											
Doc Id	Document	Number Skipm	Catego. 1	Analyze		Edit		Fuzzy			Mach. Matches	None Matches	Net Transl
				Post	Auto	Edit	Exact	Replace	50-70%	70-90%			
1	DEVICE.SCR	1	1..4		3								4
			5..14		44								5
			>= 15		84								31

Figure 164. Calculating Report (Base), with categories

### **Hide categories**

The report does not contain a “Category” column but shows the calculation summed up in one row.

The following Calculating Report differs from Figure 164 in that it does not contain any categories:

Document Folder		DEVICE.SCR C:\EQF\SAMPLE1.FOO Source Words											
Doc Id	Document	Number Skipm	Catego. 1	Analyze		Edit		Fuzzy			Mach. Matches	None Matches	Net Transl
				Post	Auto	Edit	Exact	Replace	50-70%	70-90%			
1	DEVICE.SCR	1	1..4		131								5

Figure 165. Calculating Report (Base), without categories

### **Build summary of categories**

If you selected “Show categories”, you can select this option to add a row containing the sum of the calculation. It is similar to the row you get when specifying “Hide categories”. Your Calculating Report would then look as follows:

Document		DEVICE.SCR C:\EQF\SAMPLE1.F00 Source Words												
Doc Id	Document	Number		Analyze			Edit		Fuzzy			Mach.	None	Not
		Shipm	Catego.	Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%	Matches	Matches	Transl
1	DEVICE.SCR	1	1..4		3									4
			5..14		44									5
			>= 15		84									31
	DEVICE.SCR	1	Sum		131									5
														35

Figure 166. Calculating Report (Base), with summary of categories

## Report layout

Specify which columns the report is to contain:

### Standard

The report contains the following columns:

- Analyze Auto
- Analyze Post
- Analyze Edit
- Edit Exact
- Edit Replace
- Fuzzy 50–70%
- Fuzzy 70–90%
- Fuzzy >90%
- Machine matches
- Manually translated (None Matches)
- Not Translated

These columns are described in “The report layout” on page 348.

### Standard and group summary

The report contains the columns previously described and summaries for the Analyze, Edit, and Fuzzy columns. Your Calculating Report would then look as follows:

Document		DEVICE.SCR C:\EQF\SAMPLE1.F00 Source Words													
Doc Id	Document	Number		Analyze			Edit		Fuzzy			Mach.	None	Not	
		Shipm	Catego.	Auto	Post	Edit	Exact	Replace	Fuzzy	50-70%	70-90%	>90%	Matches	Matches	Transl
1	DEVICE.SCR	1	1..4		3										4
			5..14		44										5
			>= 15		84										31
	DEVICE.SCR	1	Sum		131										5
															35

Figure 167. Calculating Report (Base), standard and group-summary layout

### Shrunk to groups

For the Analyze, Edit, and Fuzzy columns, the report only shows the summaries to improve readability. Your Calculating Report would then look as follows:

Document		DEVICE.SCR C:\EQF\SAMPLE1.F00 Source Words									
Doc Id	Document	Number		Sum			Mach.		None		Not
		Shipm	Catego.	Analyze	Edit	Fuzzy	Matches	Matches	Matches	Matches	Transl
1	DEVICE.SCR	1	1..4	3							4
			5..14	44							5
			>= 15	84							31
	DEVICE.SCR	1	Sum	131							5
											35

Figure 168. Calculating Report (Base), shrunk to groups

### Automatic shrink

Select this option if you want your report without the columns containing no values. Figure 168 on page 353 would then look as follows:

Document Folder		DEVICE.SCR C:\EQFSAMPLE1.F00 Source Words						
Doc Id	Document	Number		Sum		Analyze	None	Not
		Shipm	Catego.	Analyze	Post	Matches	Transl	
1	DEVICE.SCR	1	1..4	3	3			4
			5..14	44	44	5		31
			>= 15	84	84			
DEVICE.SCR		1	Sum	131	131	5		35

Figure 169. Calculating Report (Base), standard and group-summary layout, automatic shrink

### Include statistics

This option is only available to the Calculating Report.

Select this option if you want to add a statistics table of your project to the end of your report. This table can help you check the quality and consistency of the translation. A low percentage of matches used indicates that the translator used few of the proposals offered by OpenTM2.

You can choose between the following types of statistics:

#### Standard statistics

The statistics table contains the percentage of proposals offered (exact, replace, fuzzy, and machine proposals) that were actually used by the translator. Such a statistics table can look as follows:

Document Folder		Statistics TRANS.DOC C:\EQFSAMPLE1.F00								
Doc Id	Document	Number		Edit		Sum	Fuzzy	Mach		
		Shipm	Catego.	Exact	Replace	Fuzzy	50-70%	70-90%	>90%	Matches
1	TRANS.DOC	1	1..4	-	-	-	-	-	-	-
			5..14	62%	-	100%	-	100%	-	-
			>= 15	100%	-	-	-	-	-	-

Figure 170. Standard statistics

#### Advanced statistics

The statistics table contains both the percentage of proposals used and the absolute number of proposals not used during the translation. This option enables you to estimate whether the number of matches not copied by the translator is acceptable. Your table can look as follows:

Document Folder		Statistics TRANS.DOC C:\EQFSAMPLE1.F00												
Doc Id	Document	Number		Edit		Sum	Mach.	Edit	Sum	Fuzzy	Mach			
		Shipm	Catego.	Exact	Replace	Fuzzy	Matches	Exact	Replace	Fuzzy	50-70%	70-90%	>90%	Matches
1	TRANS.DOC	1	1..4					-	-	-	-	-	-	-
			5..14	18		9		62%	-	100%	-	100%	-	-
			>= 15	22				100%	-	-	-	-	-	-

Figure 171. Advanced statistics

### Use existing proposals

Select this option if you want your report to show all proposals offered by OpenTM2 regardless of whether the translator accepted and copied them. This option enables you to calculate the effort based on the assumption that all proposals were accepted.

## Setting the factors for cost calculation

Documents can differ considerably with regard to their complexity. Some documents are easy to translate while the translation of others is difficult and time-consuming. The complexity of a document can also vary depending on the source language. OpenTM2 enables you to take into account such language-dependent differences.

For each translation project you can specify different complexity and pay factors. The factors can be reflected in the History, Calculating, Preanalysis, and Redundancy Reports.

Click the “FactSheet” tab of the “Create Counting Report” window to display the “FactSheet” tabbed page (see Figure 172).

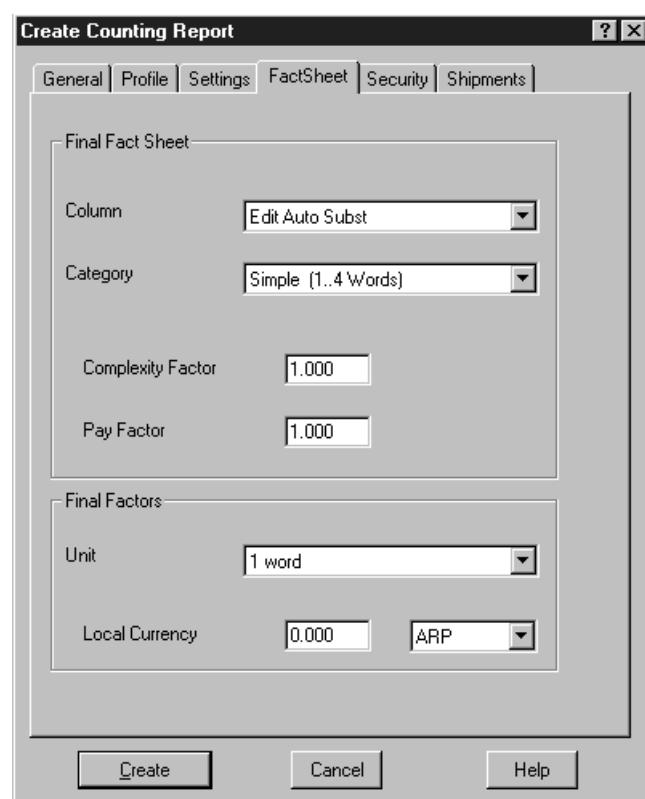


Figure 172. Create Counting Report window — FactSheet page

On this page, you can choose or specify the following options and parameters:

### Column

Select the calculating factor for which you want to choose different complexity and pay factors. You can choose one of the following:

#### Analysis Auto Subst

Contains the number of exact and exact-exact matches retrieved from a Translation Memory during the analysis of the document.

#### Analysis Auto Subst 2

Has the same contents as, and replaces, the “Analysis Auto Subst” column after the analyzed document is opened for translation.

### **Edit Auto Subst**

Contains the number of exact matches retrieved from a Translation Memory during the translation of the document using the “Automatic substitution” option from the **Translate** menu.

### **Exact Matches**

Contains the number of exact matches copied from a Translation Memory during the translation of the document using the **Ctrl+n** key.

### **Replace Matches**

Contains the number of fuzzy replacement matches copied from a Translation Memory during the translation of the document.

### **Fuzzy Matches**

Contains the number of fuzzy matches copied from a Translation Memory during the translation of the document. The fuzzy matches are broken down to matches that fit less than 70%, less than 90%, and over 90%.

### **Machine Matches**

Contains the number of exact matches copied from an Initial Translation Memory during the translation of the document.

### **Manually Translated**

Contains the number of segments to be manually translated.

For a more detailed description of these options, refer to “The report layout” on page 348.

You can change the complexity and pay factors for several or all columns of a report. For example, if you want to specify different complexity and pay factors for the Exact Matches and Manually Translated columns, proceed as follows:

1. Select Exact Matches.
2. Select a category.
3. Specify a complexity factor.
4. Specify a pay factor.
5. Select Manually Translated. At this point of time, OpenTM2 saves your settings for the Exact Matches column.
6. Select a category and specify a complexity factor and a pay factor.

### **Categories**

Select the segments for which you want to choose different complexity and pay factors. You can choose one of the following:

#### **Simple (1..4 Words)**

Segments with one to four words.

#### **Medium (5..14 Words, mean)**

Segments with five to 14 words.

#### **Complex (>= 15 Words)**

Segments with more than 15 words.

### **Complexity factor**

Specify a complexity for the selected column and category. This option enables you to take into account the translation challenges that each language poses.

For example, a Finnish sentence with more than 15 words might be more difficult to translate than an English sentence of the same length. So, for a translation from Finnish, you might want to specify a complexity factor of 2 for

segments with more than 15 words that need to be manually translated, whereas for a translation from English, you might want to leave the complexity factor at 1.

The default complexity factor is 1.

#### **Pay factor**

Specify a number by which the amount of money defined in the **Local Currency** fields is to be multiplied for the unit specified.

It is recommended that you specify the same pay factor for an entire translation project.

The default pay factory is 1.

#### **Unit**

Select the unit on which your payment is based:

##### **1 word**

Payment is per word.

##### **Standard line (10 words)**

Payment is per line, which consists of 10 words on average.

##### **Standard page (250 words)**

Payment is per page, which consists of 250 words on average.

#### **Local currency**

Specify the amount of money to be paid for each unit and the currency.

#### **Example:**

The following figure shows the fact sheet of a Calculation Report that was created after the translation was finished:

Document Folder		Final Fact Sheet C:\EQF\SAMPLE1.FOO Source Words					
Doc Id	Document	Number		Analyze Post	Edit Exact	Fuzzy 70-90%	None Matches
		Shipm	Catego.				
	Actual Words	1	1..4	3			4
			5..14	44	5	5	26
			>= 15	84			
	Actual Words	1	Sum	131	5	5	30
	Complexity		1..4	0.50	0.75	1	1
	Factor		5..14	0.50	0.75	1	2
			>= 15	0.50	0.75	1	3
	mean comp		Sum	0.50	0.75	1	2
	Complexity		1..4	1			4
	Factor *		5..14	22	3	5	52
	Actual Words		>= 15	42			
	Compl. Word		Sum	65	3	5	56
	Pay		1..4	1	1	1	1
	Factor		5..14	1	1	1	1
			>= 15	1	1	1	1
	mean pay		Sum	1	1	1	1
	Pay		1..4	1			4
	Factor *		5..14	22	3	5	52
	Compl. Word		>= 15	42			
	Payable Words		Sum	65	3	5	56

Final Summary	
Payable Words	130.25
Standard Lines	13.02
Local Currency	10.00 USD
Total Pay	130.25 USD

Figure 173. Calculating Report — Fact Sheet

To achieve this result, you specify the following on the “FactSheet” page:

1. Select **Analysis Auto Subst2** as column.
2. Select **Simple (1..4 Words)** as category.
3. Specify **0.5** for the complexity.
4. Select **Medium (5..14 Words, mean)** as category.
5. Specify **0.5** for the complexity.
6. Select **Complex (>= 15 Words)** as category.
7. Specify **0.5** for the complexity.
8. Select **Exact Matches** as column.
9. Select **Simple (1..4 Words)** as category.
10. Specify **0.75** for the complexity.
11. Select **Medium (5..14 Words, mean)** as category.
12. Specify **0.75** for the complexity.
13. Select **Complex (>= 15 Words)** as category.
14. Specify **0.75** for the complexity.
15. Select **Manually Translated** as column.
16. Select **Simple (1..4 Words)** as category.
17. Specify **1** for the complexity.
18. Select **Medium (5..14 Words, mean)** as category.
19. Specify **2** for the complexity.
20. Select **Complex (>= 15 Words)** as category.
21. Specify **3** for the complexity.
22. Specify **Standard line (10 words)** as unit.
23. Specify **10 USD** as local currency.

OpenTM2 calculates the costs by multiplying each category with the complexity factor specified for that category. Each result is multiplied with the pay factor specified. The sum is the number of payable words. Because the unit is defined to be a standard line, the number of payable words is divided by 10. The result is multiplied by the cost (“Local currency”) specified for a standard line. You then receive the costs for the translation of this document.

---

## Chapter 16. Working from the command area (OTMBATCH)

Using the OpenTM2 windows is only one way of performing translation tasks with this product. An alternative way is to type instructions directly in the system's command area.

To start a task from the command area:

1. Type a command and its parameters in your operating system's command area (next to the command prompt) according to the command syntax described in the following chapters.
2. Press Enter.

Note that lowercase letters in a parameter name are optional and need not be typed. A mixture between uppercase and lowercase letters is allowed. However, a muddled letter sequence like in OVerWRiTe must not be used. The parameters can be entered in any order.

To process several commands in sequence, type the individual commands into a batch file (\*.BAT or \*.CMD) using any text editor. You can execute these commands by starting the batch file.

To avoid retyping of long text strings in commands, you can also type a command and its parameters in a text editor, which is capable of the **Copy to clipboard** function. You can then **paste** the text string from the clipboard directly into your system's command area and start the task.

---

### How to read syntax diagrams

In this chapter diagrams are used to illustrate the programming syntax. To use a diagram, follow a path from left to right, top to bottom, adding elements as you go. In these diagrams, all spaces and other characters are significant.

Each diagram begins with a double right arrowhead and ends with a right and left arrowhead pair. Lines beginning with single right arrowheads are continuation lines.

►—keyword—=—variable\_value—►►

Keywords are all in lowercase, but can be entered in uppercase or in lowercase. Variable values that you provide are shown in *italics* and are usually in lowercase. Where values are shown in uppercase, they should be entered as they appear.

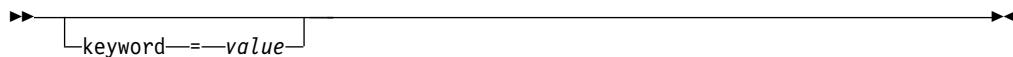
In a choice of items, the default item is always shown above the main line:

►—keyword=—

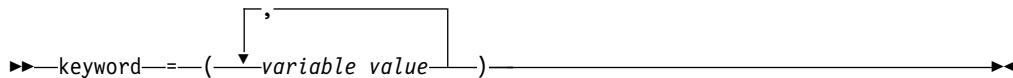
default_value
other_value
other_value

—►►

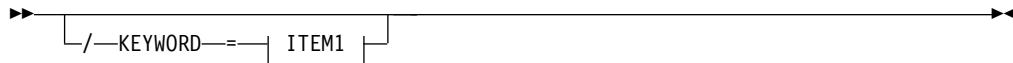
Optional syntax elements are shown below the main line:



A repeat arrow shown above an item or a stack of items indicates that you can specify the item multiple times or specify more than one of the items. A character (such as a comma) on the repeat arrow line indicates that the items must be separated by that character. A repeatable operand is shown like this:



Syntax diagrams can be broken into fragments. A fragment is indicated by vertical bars with the name of the fragment between the bars. The fragment is shown following the main diagram, like this:



#### **ITEM1:**



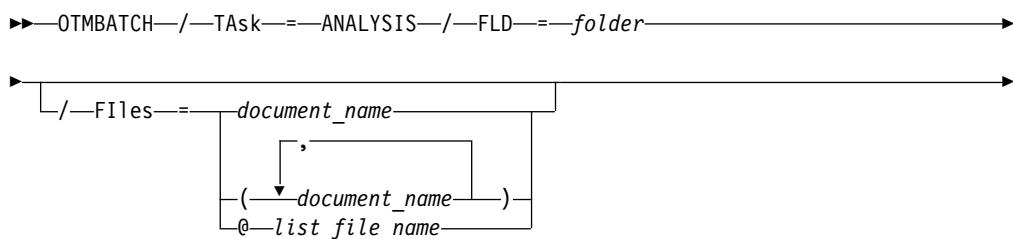
## **Analyzing a document or folder**

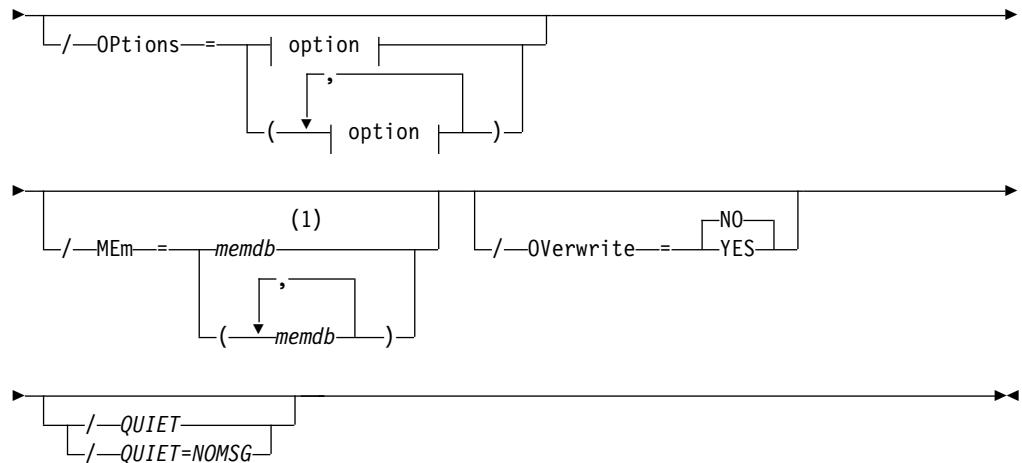
### **Purpose**

To analyze a document or a set of documents it might be more convenient to use a command instead of OpenTM2 windows. It is particularly useful if you have many large documents or folders that you want to analyze overnight.

### **Format**

The following syntax diagram describes how you analyze documents from the Windows command line. Note that lowercase letters in a parameter name are optional and need not be typed.





### option:

ADDTOMEM
AUTO
AUTOCONTEXT
AUTOLAST
AUTOJOIN
TMMATCH
SENDDOMT
UNTRANSLATED
ADJUSTLEADWS
ADJUSTTRAILWS
REDUNDCOUNT
STOPATFIRSTEXACT
IGNORERECOMMENDED
RESPECTCRLF

### Notes:

- 1 Mandatory only when Options=ADDTOMEM

## Parameters

### /TAsk=ANALYSIS

ANALYSIS specifies that you want to analyze documents.

### /FLD=folder

folder specifies the name of a folder that contains the documents that you want to analyze.

### /FIles=document\_name

document\_name specifies the name of a document to be analyzed.

If you specify several documents, enclose the document names in brackets and separate them by commas.

If you want to specify a list of document names in a list file, refer to this list file by preceding the list file name with the @ symbol (@list\_file\_name). In the list file enclose the document names in brackets and separate them by commas.

If you do not specify the FIles option, all documents in the folder are analyzed.

### **/OPtions=**

This parameter is particularly useful if you have Translation Memory databases available from previous translations. It specifies the following:

- **ADDTOMEM** OpenTM2 can search existing Translation Memory databases for segments that match segments in the document being analyzed. Segments that match exactly or almost exactly are copied into the Translation Memory associated to the document or folder being analyzed. In that way, you can start to fill a document-specific Translation Memory even before its translation has begun.
- **AUTO** You can choose to have OpenTM2 automatically replace sentences with matches that already exist in the Translation Memory. This substitution is done only for exact matches. The document is then already partially translated when you start working with it, enabling you to focus on the translation of new segments.
- **AUTOCONTEXT** See the explanation for AUTO. However, if more than one exact match has been found, the translation of the segment is to be taken from the same document.
- **AUTOLAST** See the explanation for AUTO. However, if more than one exact match has been found, the most recent translation of the segment is to be taken.
- **AUTOJOIN** Joins neighboring segments. This can be useful if you want to analyze a document that you have worked with before and where you joined neighboring text segments before you translated them. During a new analysis run these segments are treated as separate units again. However, in the associated Translation Memory there is a match (translation) for the joined segments only. To find this match more easily during automatic substitution, this option joins neighboring segments in the document to be analyzed. Note that neighboring segments are only joined if for the first segment a fuzzy match has been found.
- **TMMATCH** OpenTM2 counts the number and type of matches found in the Translation Memory for the document. The document is then segmented and the matches are counted, but no segments are replaced with matches found in the Translation Memory.

If you also specify **AUTO**, OpenTM2 automatically replaces segments with matches found in the Translation Memory and counts the number and type of matches replaced.

- **SENDTOMT** OpenTM2 prepares untranslated segments for the processing by a machine translation system
- **UNTRANSLATED** All untranslated segments are to be stored in a separate file.
- **ADJUSTLEADWS** During whitespace handling of automatic substitution, leading whitespaces are adjusted to whitespaces in source segment.
- **ADJUSTTRAILWS** During whitespace handling of automatic substitution, trailing whitespaces are adjusted to whitespaces in source segment.
- **RESPECTCRLF** During whitespace handling of automatic substitution, substitution takes place with respect of CRLF in the segment.
- **REDUNCOUNT** Prepare information for redundancy counting
- **STOPATFIRSTEXACT** Do no look for memory proposals in the remaining memories when an exact match has been found
- **IGNORECOMMENTED** Ignore memory proposals which have a comment

**/MEm=memdb**

*memdb* specifies a Translation Memory or a list of Translation Memory databases that is to be searched when ADDTOMEM has been specified.

**/OVerwrite=**

Specifies if an existing document will be overwritten when its translation has already been started. (N0 is the default).

**/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

**/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to analyze a document by using the OTMBATCH command.

### Example

```
OTMBATCH /task=analysis /fld=myfol /files=16.scr /options=(addtomem,auto,untranslated)  
/mem=oldmem
```

In this example, the document to be analyzed has the file name 16.scr and is stored in folder myfol. Any matches found in the Translation Memory oldmem are to be added to the Translation Memory of folder myfol. Any original segment for which an exact match has been found is to be replaced with its corresponding translation segment. All the remaining segments that are not translated are to be stored in a separate file.

---

## Archiving a Translation Memory

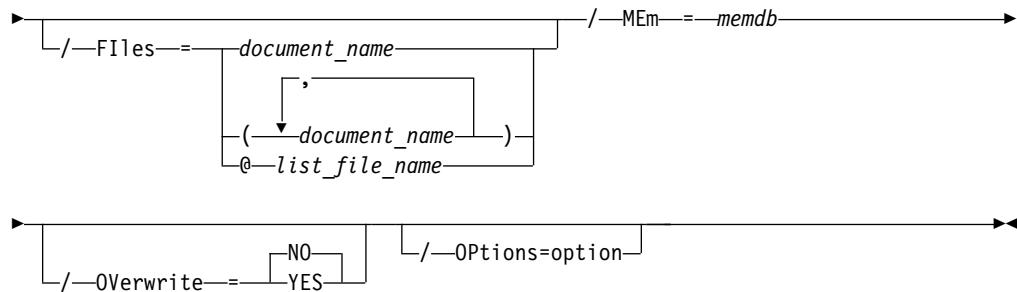
### Purpose

To archive a Translation Memory it might be more convenient to use a command instead of OpenTM2 windows.

### Format

The following syntax diagram describes how you archive a Translation Memory with the OTMBATCH command. Note that lowercase letters in a parameter name are optional and need not be typed.

```
►—OTMBATCH—/—TAsk—=—ARCHTM—/—FLD—=—folder—————→
```



## Parameters

### /TAsk=ARCHTM

ARCHTM specifies that you want to archive a Translation Memory.

### /FLD=folder

folder specifies the name of the folder that contains the documents of which you want to archive the translated segments.

### /F1les=document\_name

document\_name specifies the name of a document to be archived. The document\_name specification can include the drive and directory containing the document to be archived.

If you specify several documents, enclose the document names in brackets and separate them by commas.

If you want to specify a list of document names in a list file, refer to this list file by preceding the list file name with the @ symbol (@list\_file\_name). In the list file enclose the document names in brackets and separate them by commas.

If you do not specify the F1les option, all documents in the folder are archived.

### /MEm=memdb

memdb specifies the name of the Translation Memory to be archived.

### /OVerwrite=

Specifies if an existing Translation Memory is to be overwritten when archiving starts (NO is the default).

### /Options=option

option can be one of the following:

USEASFOLDERTM to use the archive memory as folder memory

SOURCESOURCEMEM to create a source-source memory using the untranslated segments

SETMFLAG to set the machine translation flag of the segments in the archive memory

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to archive a Translation Memory using the OTMBATCH command.

## Example

OTMBATCH /task=archtm /fld=test /mem=arch

In this example, the folder test is archived in Translation Memory arch.

## Changing the properties of a folder

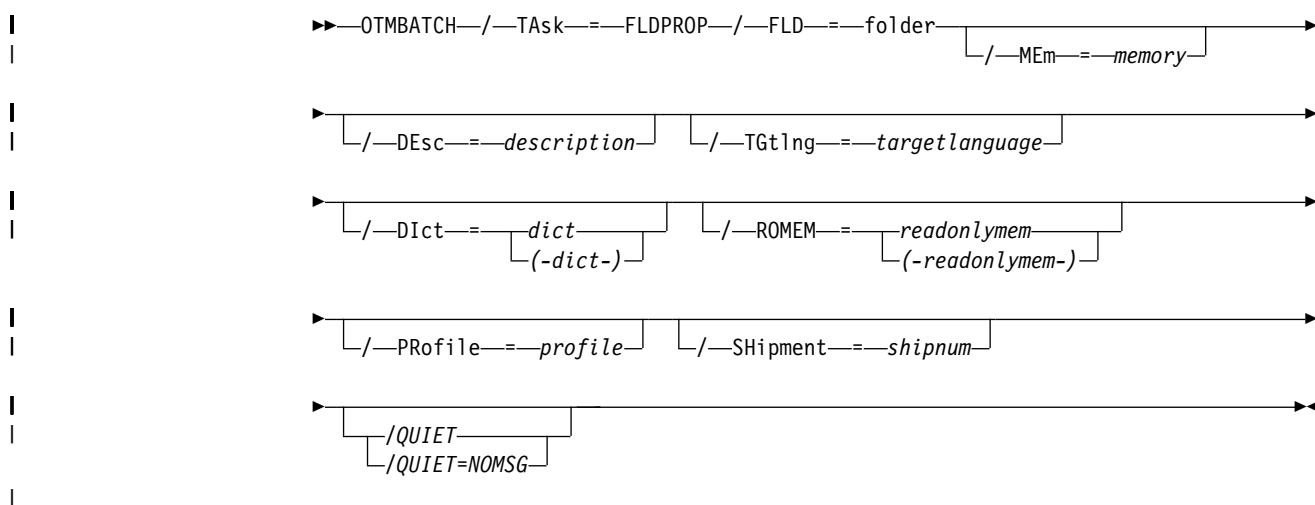
## Purpose

If you need to change the properties of a folder frequently, it may be more convenient not to use the OpenTM2 GUI, but a DOS line command utility.

To work from the DOS line command area, use the **OTMBATCH** command. The syntax is described in the following chapter.

## Format

The following syntax diagram describes how to change the folder properties from the DOS command line. Note that lowercase letters in a parameter name are optional and need not be typed.



## Parameters

/TAsk=FLDPROP

*FLDPROPS* specifies that you want to change the folder properties.

**/FLD=***folder*

*folder* specifies the name of the folder.

/MEm=memory

*memory* specifies the name of an existing translation memory that is to be used as folder memory.

/DEsc=*desc*

*desc* specifies the new description for the folder

/T<sub>GT</sub>l<sub>ng</sub>=targetlanguage

**target** is the new target language of the documents stored in the folder.

**/DIct=dict**

*dict* specifies the name of a dictionary to be associated with the folder. If you specify several dictionaries, enclose the dictionary names in brackets and separate them by commas.

**/R0mem=readonlymem**

*target* is the new read-only translation memory to be associated with the folder. If you specify several translation memory databases, enclose the names in brackets and separate them by commas. In order to clear the list of read-only memories, specify an empty list: (/ROMEM=())

**/PRofile=profile**

*profile* specifies the name of a profile to be associated with the folder.

**/SHipment=shipnum**

*shipnum* specifies the numeric value of a shipment number from 1 to "n" (where "n" is e.g. "10").

**Note:** The shipment number can only be set in a "Controlled Folder".

**/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

**/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to change the properties of a folder using the OTMBATCH command.

### Example

```
OTMBATCH /task=fldprop /name=proj1 /desc="My new description"
```

In this example, the description of the folder called "proj1" is changed to "My new description". All other properties of the folder are not changed.

---

## Creating reports

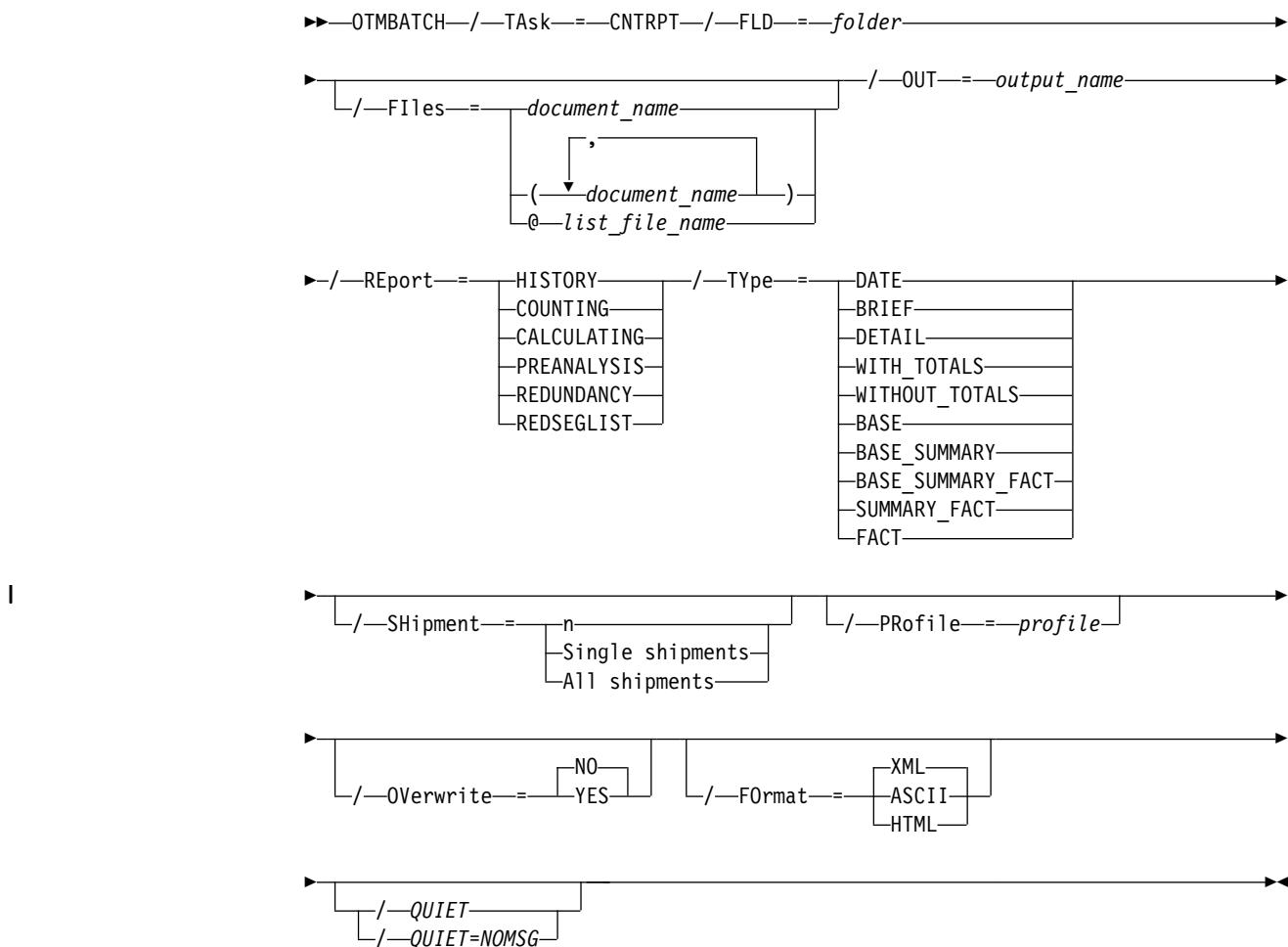
### Purpose

OpenTM2 enables you to collect information about the effort, state, and history of your translations. The collected information can be displayed in different reports and used as a basis for calculating translation costs.

Instead of using OpenTM2 windows to create reports, using a command might be more convenient.

## Format

The following syntax diagram describes how you start to create reports from the Windows command area. Note that lowercase letters in a parameter name are optional and need not be typed.



## Parameters

### `/TAsk=CNTRPT`

`CNTRPT` specifies that you want to create a report.

### `/FLD=folder`

`folder` specifies the name of the folder that contains the documents of which you want to create a report.

### `/FILES=document_name`

`document_name` specifies the name of the document of which you want to create a report.

If you specify several documents, enclose the document names in brackets and separate them by commas.

If you want to specify a list of document names in a list file, refer to this list file by preceding the list file name with the `@` symbol (`@list_file_name`). In the list file enclose the document names in brackets and separate them by commas.

If you do not specify the `FILES` option, all documents in the folder are selected.

**/OUT=output\_name**

*output\_name* specifies the name of the file where the report is to be stored (along with the drive and directory information).

**/REport=rpt\_name**

*rpt\_name* specifies whether you want to create a History, Counting, Calculating, Preanalysis, or Redundancy Report or a Redundant Segment List.

**/TYpe=rpt\_type**

*rpt\_type* specifies the type of report.

The following types are available for a History Report:

- DATE To get a brief report that is sorted by the creation date and time of the documents.
- BRIEF To get a brief report where the information is sorted by document name.
- DETAILED To get a detailed report of the process tasks performed on the selected documents.

The following types are available for a Counting Report:

- WITH\_TOTALS To get a report on one or more documents in the folder, with a summary at its end.
- WITHOUT\_TOTALS To get a report on one or more documents in the folder, without a summary.

The following types are available for a Calculating, Preanalysis, or Redundancy Report:

- BASE To get a rough overview, for each selected document, of the activities performed by OpenTM2 and by the translator to complete a translation.
- BASE\_SUMMARY To get an overview and a summary of the activities performed for selected documents.
- FACT To get a detailed overview of the costs of a translation using different complexity and pay factors.
- BASE\_SUMMARY\_FACT To get a report containing all the information previously described.
- SUMMARY\_FACT To get a report containing both the summary and the fact sheet.

**/PRofile=profile**

*profile* specifies the name of the profile to be loaded.

**/OVerwrite=**

Specifies whether the file specified in *output\_name* is to be overwritten if it already exists (NO is the default).

**/FOrmat=**

Specifies the output format for the report.

The following formats can be used:

- ASCII To create the report in plain ASCII text
- XML To create the report in the XML format
- HTML To create the report in HTML format

**/SHipment=**

Specifies the shipment number value.

The following formats can be used:

- n To count shipment "n", where "n" is a numeric value (e.g. 1).

- **Single shipments** To count each “Single shipment” separately.
- **All shipments** To count “all shipments” in total.

#### /QUIET

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

#### /QUIET=NOMSG

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to create a report using the OTMBATCH command.

### Example

```
OTMBATCH /task=cntrpt /fld=sample1 /out=output /report=history /type=date
```

In this example, a History Report of folder sample1 is created and stored in the file output.

## Counting words

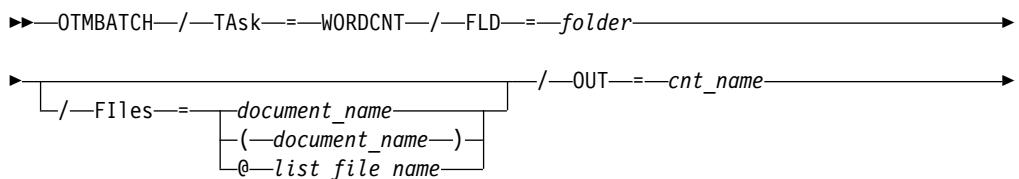
### Purpose

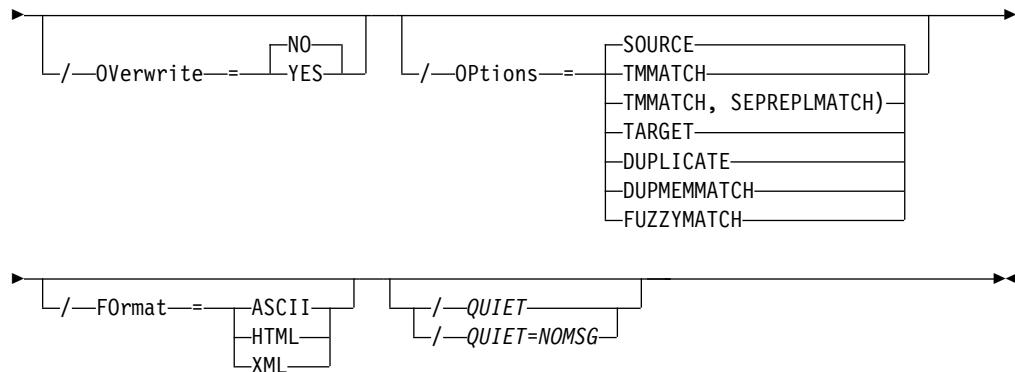
Translators are usually paid for translated words or lines. To prepare the payment it is necessary to count the words that have been translated for a specific project. Also, to plan for a translation project it is necessary to know how many words will have to be translated.

Instead of using OpenTM2 windows to count words in a document, using a command might be more convenient.

### Format

The following syntax diagram describes how you start to count words from the Windows command area. Note that lowercase letters in a parameter name are optional and need not be typed.





## Parameters

### **/Task=WORDCNT**

*WORDCNT* specifies that you want to count words in a document.

### **/Fld=folder**

*folder* specifies the name of the folder that contains the document of which you want to count words.

### **/Files=document\_name**

*document\_name* specifies the name of the document of which you want to count words.

If you specify several documents, enclose the document names in brackets and separate them by commas.

If you want to specify a list of document names in a list file, refer to this list file by preceding the list file name with the @ symbol (@*list\_file\_name*). In the list file enclose the document names in brackets and separate them by commas.

If you do not specify the **Files** option, the words of all documents in the folder are counted.

### **/Out=cnt\_name**

*cnt\_name* specifies the name of the file where the count result is to be stored (along with the drive and directory information).

### **/Overwrite**

Specifies whether the file specified in *cnt\_name* is to be overwritten if it already exists (NO is the default).

### **/Options=option**

*option* specifies whether you want to count the words

- in the translated document (TARGET)
- or in the original document (SOURCE)
- or the duplicate words (DUPLICATE)
- or duplicate words with added memory match information (DUPMEMMATCH)
- or fuzzy matches per class (FUZZYMATCH)
- or whether you want to count the number and type of matches found in the Translation Memory (TMMATCH)
- or use TMMATCH together with SEPREPLMATCH to count replaced matches separately. SOURCE is the default.

**/F0rmat=format**

*format* specifies the output format for the word count results and can be ASCII (= plain text), HTML, or XML

**/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

**/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to count words using the OTMBATCH command.

### Example

```
OTMBATCH /task=wordcnt /fld=newfld /files=161.scr /options=target  
/out=e:\161.cnt
```

All words in the translated document 161.scr, which is contained in folder newfld, are counted and the result is stored in the file 161.cnt on drive E.

---

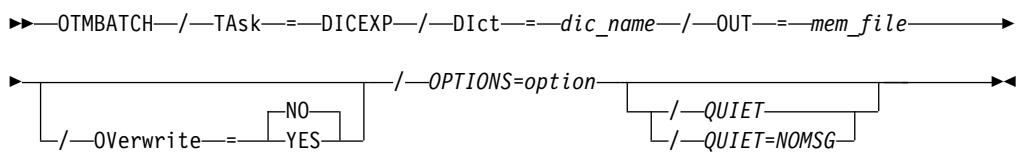
## Exporting a dictionary

### Purpose

If you want to export a dictionary, using a command typed in your system's command area instead of OpenTM2 windows might be more convenient.

### Format

The following syntax diagram describes how you export a Translation Memory from the Windows command line. Note that lowercase letters in a parameter name are optional and need not be typed.



### Parameters

**/TAsk=DICEXP**

DICEXP specifies that you want to export a dictionary.

**/DIct=dic\_name**

*dic\_file* specifies the name of the dictionary to be exported.

**/OUT=*mem\_file***

*mem\_file* specifies the name (along with the drive and directory) of a file where the dictionary is to be exported to. The file must have the extension EXP.

**/OVerwrite=**

Specifies whether an existing dictionary file is to be overwritten with the exported dictionary.

**/OPTIONS=option**

Specifies the format of the exported dictionary. Use ASCII for ASCII encoding, ANSI for Ansi encoding or UTF16 for Unicode (UTF-16) encoding of the exported dictionary. If nothing is specified the dictionary is exported in the ASCII format.

**/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

**/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to export a dictionary using the OTMBATCH command.

### Example

```
OTMBATCH /task=dicexp /dict=mydict /out=d:\mydict.exp
```

In this example, the dictionary mydict is exported to the file d:\mydict.exp.

---

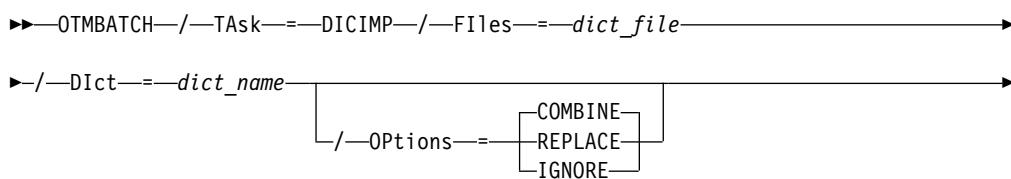
## Importing a dictionary

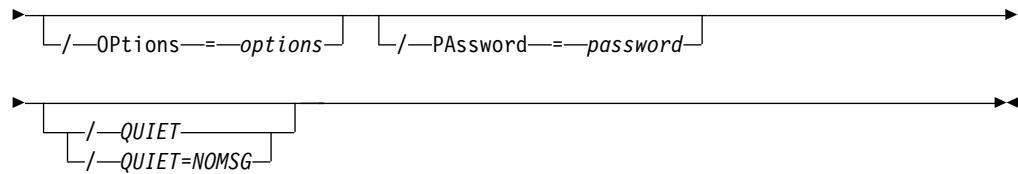
### Purpose

If you want to import a dictionary, using a command typed in your system's command area instead of OpenTM2 windows might be more convenient.

### Format

The following syntax diagram describes how you import a dictionary from the Windows command area. Note that lowercase letters in a parameter name are optional and need not be typed.





## Parameters

### **/TAsk=DICIMP**

DICIMP specifies that you want to import a dictionary.

### **/FIlEs=dict\_file**

Specifies the name of the SGML file containing the dictionary that you want to import along with the drive and directory where it is located.

### **/DIct=dict\_name**

Specifies the name of an existing dictionary to which the dictionary specified in **FIlEs** is to be imported to. It can be a local or a shared dictionary.

### **/OPtions**

This parameter controls the format of the imported dictionary and the handling for entries which already exist.

For the dictionary form use one of the following values:

- ANSI For external dictionaries in the Ansi format
- ASCII For external dictionaries in the ASCII format
- UTF16 For external dictionaries in Unicode (UTF-16) format

For the handling of existing dictionary entries use one of the following values:

- REPLACE The entries in the SGML (external) dictionary file replace the entries in the existing (internal) dictionary.
- IGNORE Ignores the entries in the SGML (external) dictionary.
- COMBINE Combines the entries in the SGML (external) dictionary file with the entries in the existing (internal) dictionary. This is the default. That means if nothing is specified, the system assumes that you want to combine the dictionary entries.

If you specify more than one value you have to enclose the values in parenthesis and separate them using the comma; e.g.

**/OPTIONS=(ANSI,REPLACE)** to import a dictionary in Ansi format and replace existing dictionary entries with the imported entries.

### **/PAssword**

**password** specifies the password of the dictionary to which the SGML file is to be imported (if this dictionary is write-protected). If the dictionary is write-protected and no password is entered, processing stops.

### **/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the **/quiet** parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

### **/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to import a dictionary using the OTMBATCH command.

### Example

```
OTMBATCH /task=dicimp /files=d:\mymemo.sgm /options=replace /dict=newmemo
```

In this example, the dictionary file *mymemo.sgm*, which is in external (SGML) format, is imported to the existing dictionary *newmemo*. The entries in *mymemo.sgm* replace the entries in *newmemo*.

---

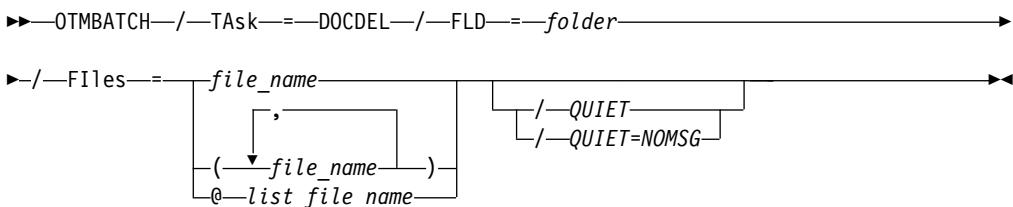
## Deleting documents

### Purpose

If you want to delete a document, using a command typed in your system's command area instead of OpenTM2 windows might be quicker and more convenient.

### Format

The following syntax diagram describes how you delete documents with the OTMBATCH command. Note that lowercase letters in a parameter name are optional and need not be typed.



### Parameters

#### /TAsk=DOCDEL

DOCDEL specifies that you want to remove documents.

#### /FLD=folder

Specifies the name of the folder that contains the documents to be removed.

#### /FIles=file\_name

*file\_name* specifies the name of the document you want to remove. The *file\_name* specification can include the drive and directory where the file to be removed is found.

If you specify several documents, enclose the document names in brackets and separate them by commas.

If you want to specify a list of document names in a list file, refer to this list file by preceding the list file name with the @ symbol (@*list\_file\_name*). In the list file enclose the document names in brackets and separate them by commas.

#### **/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

#### **/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

### **Examples**

The following example shows how to delete documents using the OTMBATCH command.

#### **Example**

```
OTMBATCH /task=docdel /fld=pharma /files=(med.txt) /quiet
```

In this example, the document med.txt is removed from folder pharma without prompting the user.

---

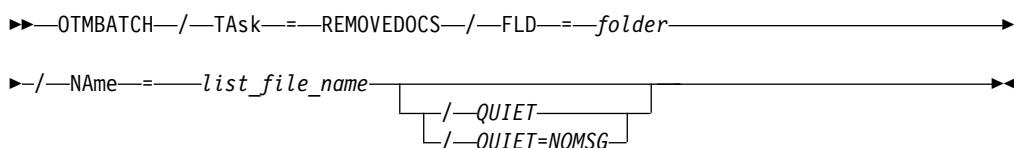
## **Removing documents based on a list**

### **Purpose**

Remove a group of documents from a folder. The document names are stored in a list file. The documents can be restored using the /TASK=RESTORDOCS.

### **Format**

The following syntax diagram describes how you delete documents with the OTMBATCH command. Note that lowercase letters in a parameter name are optional and need not be typed.



### **Parameters**

#### **/TAsk=REMOVEDOCS**

REMOVEDOCS specifies that you want to remove documents.

#### **/FLD=folder**

Specifies the name of the folder that contains the documents to be removed.

#### **/NAme=list\_file\_name**

list\_file\_name specifies the name of a text file containing the document names being removed. The names are specified on document per line.

#### **/QUIET**

If you specify the parameter in this format, you are not prompted with any

message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

#### **/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

### **Examples**

The following example shows how to delete documents using the OTMBATCH command.

#### **Example**

```
OTMBATCH /task=removedocs /fld=pharma /name=C:\mydeletelist.txt /quiet
```

In this example, the documents listed in c:\mydeletelist.txt are removed from folder pharma.

---

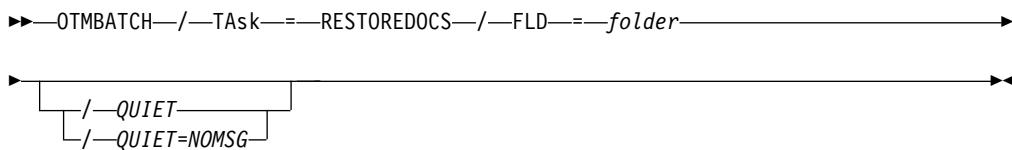
## **Restoring documents**

### **Purpose**

Restore all documents removed previously using the /TASK=REMOVEDOCS function.

### **Format**

The following syntax diagram describes how you delete documents with the OTMBATCH command. Note that lowercase letters in a parameter name are optional and need not be typed.



### **Parameters**

#### **/TAsk=RESTOREDOCS**

RESTOREDOCS specifies that you want to remove documents.

#### **/FLD=folder**

Specifies the name of the folder that contains the documents to be removed.

#### **/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

#### /QUIET=NOMSG

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

### Examples

The following example shows how to delete documents using the OTMBATCH command.

#### Example

```
OTMBATCH /task=restoredocs /fld=pharma
```

In this example, all previously removed documents of folder pharma are restored.

## Exporting documents

### Purpose

If many documents need to be exported from OpenTM2, using the DOS command area of your operating system might be more convenient instead of using the OpenTM2 GUI.

Before exporting, ensure that:

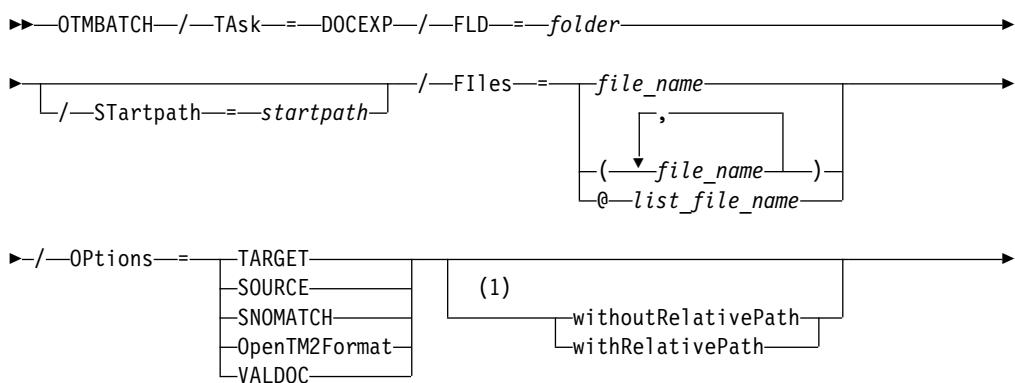
- The OpenTM2 folder exists which contains the document(s) to be exported.

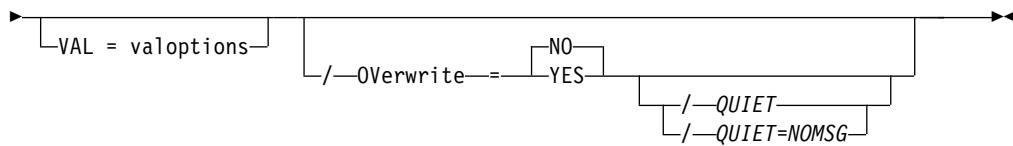
The folder-properties or the document-properties give information regarding the used markup table and other document-related information necessary when exporting the respective documents.

To work from the DOS command area, use the **OTMBATCH** command. Its syntax is described in the following chapter.

### Format

The following syntax diagrams describe how to export a document from the Windows command area. Note that lowercase letters in a parameter name are optional and need not be typed.





#### Notes:

- 1 Mandatory only when Options=TARGET, SOURCE, or SNOMATCH

### Parameters

#### /TAsk=DOCEXP

DOCEXP specifies that you want to export a document.

#### /FLD=folder

folder specifies the name of the folder containing the documents that you want to export.

#### /STartpath=startpath

startpath specifies the drive, directory, or both where the file exported is to be placed. The path information specified becomes part of, that is it prefixes, the name of the document. The directory specified must already exist.

If you omit this parameter, the document is placed in the drive and directory specified in *file\_name*. However, this drive and directory does not become part of the document name.

#### /FIles=file\_name

*file\_name* specifies the name of the document you want to export. The *file\_name* specification can include the drive and directory where the file exported is to be placed. The subdirectory specified here must already exist.

You can use the wildcard characters '\*' and '?' in the name part of the parameter to export all documents matching the given name pattern (e.g. "C:\DOCEXP\\*.DOC" to export all documents with a file name extension of ".DOC" to the directory "C:\DOCEXP").

If you specify several documents, enclose the document names in brackets and separate them by commas.

If you want to specify a list of document names in a list file, refer to this list file by preceding the list file name with the @ symbol (@*list\_file\_name*). In the list file enclose the document names in brackets and separate them by commas.

#### /OPtions=

Specifies whether you want to export an original document (SOURCE), a translation (TARGET), a document with nonmatching segments (SNOMATCH), a document in the OpenTM2 internal format (OpenTM2Format), or a validation document (VALDOC). For the SOURCE, TARGET, and SNOMATCH export you can export the document with the relative path information (WITHRELATIVEPATH) or without the relative path information (WITHOUTRELATIVEPATH). When none of the relative path options is specified, the document is exported with the relative path information. If you specify more than one option, you must enclose them in brackets and separate the individual options using a comma.

#### /VAL=

Specifies additional options for the export of validation documents. These options control the format of the validation document (XML, HTML, DOC or ODT), the inclusion of protected segments (PROTSEGS) and allows to combine

all exported documents into one validation document (COMBINE). If you specify more than one option, you must enclose them in brackets and separate the individual options using a comma.

#### **/OVerwrite=**

Specifies whether an existing document is overwritten when exporting a document with the same name (NO is the default).

#### **/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

#### **/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters.

## **Examples**

The following example shows how to export a document using the OTMBATCH command with the TASK option.

### **Example**

```
OTMBATCH /task=docexp /fld=pharma /files=c:\med.txt /options=target  
/overwrite=yes
```

In this example, the document to be exported is called med.txt. It is contained in folder pharma. The translation of med.txt is exported to the root directory of drive C. If med.txt already exists, it is overwritten.

The following example shows how to export documents in external format with a path.

### **Example**

```
OTMBATCH /task=docexp /fld=sample1 /startpath=i:\transl  
/files=(test1\demo1.scr,test1\demo2.scr)
```

The document test1\demo1.scr is exported to i:\transl\test1\demo1.scr and the document test1\demo2.scr is exported to i:\transl\test1\demo2.scr.

The following example shows how to export all documents of the folder as validation format documents in HTML format and to combine them into a single document.

### **Example**

```
OTMBATCH /task=docexp /fld=pharma /files=c:\valdoc\*.* /options=VALDOC  
/val=(HTML, COMBINE) /overwrite=yes
```

In this example, all documents of the folder pharma are exported in validation format and are combined into one HTML document. The combined document is stored in the directory C:\valdoc\ and has a name of pharma.html (When several documents are combined into one validation document the name of the folder is used for the combined document).

# Importing documents

## Purpose

If you have many large documents that you want to import, using the command area of your operating system instead of OpenTM2 windows might be more convenient.

Before importing, ensure that:

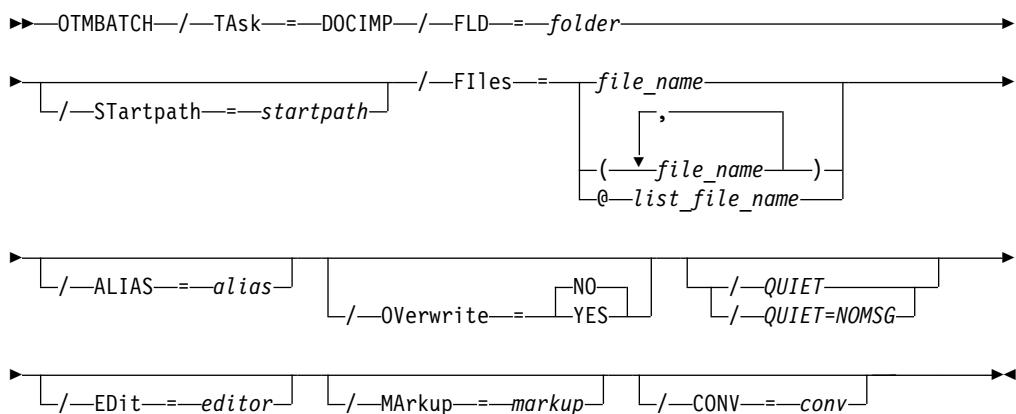
- OpenTM2 has been started.
- A folder has been created. This folder can still be empty and will later contain the documents to be imported.

The properties of the folder give information on the used markup language and other document-related information that is necessary when importing the respective documents.

To work from the command area, use the **OTMBATCH** command. Its syntax is described in the following chapter.

## Format

The following syntax diagram describes how to import from the command area of your operating system. Note that lowercase letters in a parameter name are optional and need not be typed.



## Parameters

### /TAsk=DOCIMP

DOCIMP specifies that you want to import a document.

### /FLD=folder

folder specifies the name of the folder where the documents imported are to be placed.

### /SStartpath=startpath

startpath specifies the drive, directory, or both, to be omitted from the document's name. It only applies to documents imported in external format where the path in which the document resides normally becomes part of the document's name.

**/FILES=***file\_name*

*file\_name* specifies the name of the document you want to import. The *file\_name* specification can include the drive and directory where the file to be imported is found.

If you specify several documents, enclose the document names in brackets and separate them by commas.

If you want to specify a list of document names in a list file, refer to this list file by preceding the list file name with the @ symbol (@*list\_file\_name*). In the list file enclose the document names in brackets and separate them by commas.

**/ALIAS=***alias*

*alias* specifies an alias name for the document to be imported. If you import several documents, this alias name applies to all of them. The name can be up to 256 characters long.

**/OVERWRITE=**

Specifies if an existing document will be overwritten when importing a document with the same name (NO is the default).

**/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

**/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**/EDIT=***editor*

Specifies the editor to be used for the imported document.

**/MARKUP=***markup*

Specifies the markup table to be used for the document.

**/CONV=***conv*

Specifies the conversion to be used for the document.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to import several documents using the OTMBATCH command.

### Example

```
OTMBATCH /task=docimp /fld=pharma /files=@medlist.lst /overwrite=no
```

In this example, the documents to be imported are listed in file medlist.lst. medlist.lst looks as follows:

#### medlist.lst

```
(d:\medset.doc, d:\medfrm.doc, d:\medb01.doc, d:\medb02.doc)
```

The file medlist.lst must be located either on the current directory, or (if it is not in the current directory) you must specify the complete path where it is located. For example, @d:\test\medlist.lst.

**Note:** There is a @ sign before the drive letter.

All files contained in medlist.lst are to be imported into folder pharma and are located in the root directory of drive D. If one of the files already exists in the specified folder, it is not overwritten and you get a message.

## Examples

The following examples show how to import documents in external format with a path.

Assume that the following directories and files are on your V disk:

```
[proj1]
  [vers1]
    [mri]
      base.mri
      dialog.mri
      dialog2.mri
      message.osm
    [docs]
      intro.htm
      lesson.htm
  [vers2]
    [mri]
      base.mri
      dialog.mri
      dialog2.mri
      message.osm
    [docs]
      intro.htm
      lesson.htm
```

### Example 1

```
OTMBATCH /task=docimp /fld=test /startpath=v:\  
          /files=(vers1\docs\*.htm,vers2\docs\*.htm)
```

In this example, the following documents are imported into folder test:

```
vers1\docs\intro.htm
vers1\docs\lesson.htm
vers2\docs\intro.htm
vers2\docs\lesson.htm
```

### Example 2

```
OTMBATCH /task=docimp /fld=test /startpath=v:\vers1\ /files=(mri\*.* ,docs\*.* )
```

In this example, the following documents are imported into folder test:

```
mri\base.mri
mri\dialog.mri
mri\dialog2.mri
mri\message.osm
docs\intro.htm
docs\lesson.htm
```

### Example 3

```
OTMBATCH /task=docimp /fld=test /startpath=v:\vers1\ /files=(*.* )
```

In this example, the following documents are imported into folder test:

```
mri\base.mri  
mri\dialog.mri  
mri\dialog2.mri  
mri\message.osm  
docs\intro.htm  
docs\lesson.htm
```

### Example 4

```
OTMBATCH /task=docimp /fld=test /startpath=v:\ /files=(*.*)
```

In this example, the following documents are imported into folder test:

```
vers1\mri\base.mri  
vers1\mri\dialog.mri  
vers1\mri\dialog2.mri  
vers1\mri\message.osm  
vers1\docs\intro.htm  
vers1\docs\lesson.htm  
vers2\mri\base.mri  
vers2\mri\dialog.mri  
vers2\mri\dialog2.mri  
vers2\mri\message.osm  
vers2\docs\intro.htm  
vers2\docs\lesson.htm
```

### Example 5

```
OTMBATCH /task=docimp /fld=test /startpath=v:\vers1\docs /files=(*.htm)
```

In this example, the following documents are imported into folder test:

```
intro.htm  
lesson.htm
```

---

## Creating a folder

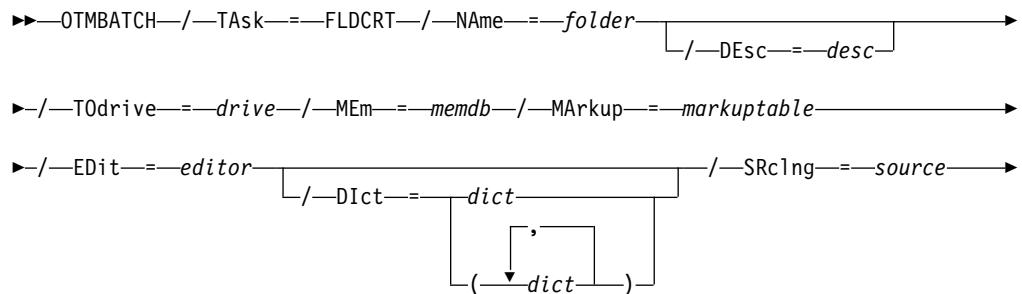
### Purpose

If you need to set up new folders frequently, using the command area of your operating system instead of OpenTM2 windows might be more convenient.

To work from the command area, use the **OTMBATCH** command. Its syntax is described in the following chapter.

### Format

The following syntax diagram describes how you create a folder from the Windows command area. Note that lowercase letters in a parameter name are optional and need not be typed.





## Parameters

### /TAsk=FLDCRT

FLDCRT specifies that you want to set up a new folder.

### /NAme=folder

*folder* specifies the name of the new folder.

### /DEsc=desc

*desc* specifies the description of the new folder (up to 40 characters). If none is specified, the folder will have no description and will be more difficult to relate to a specific project later on.

### /T0drive=drive

*drive* specifies the drive where the new folder is to be placed. It must be either the main drive or a drive that has been configured as additional drive.

### /MEm=memdb

*memdb* specifies the name of an existing Translation Memory that is to be related to the new folder.

### /MArkup=markuptable

*markuptable* specifies the name of a markup table that is to be related to the markup language of the documents that will be stored in the new folder.

### /EDit=editor

*editor* specifies the name of an editor that is to be associated with the new folder (only STANDARD is possible).

### /DIct=dict

*dict* specifies the name of a dictionary to be associated with the new folder. This parameter is optional, that is, it is not required that a dictionary is specified.

If you specify several dictionaries, enclose the dictionary names in brackets and separate them by commas.

### /SRc1ng=source

*source* is the source language of the documents stored in the new folder.

### /TGt1ng=target

*target* is the target language of the documents stored in the new folder.

### /QUIET

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

### /QUIET=NOMSG

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to create a folder using the OTMBATCH command.

### Example

```
OTMBATCH /task=fldcrt /name=proj1 /desc="new folder" /todrive=e  
/mem=ibmmem /markup=eqfbook /edit=standard /dict=(ibmterm,ibm2)  
/srcLng=German(national) /tgtLng=English(U.S.)
```

In this example, the folder to be created is called proj1 and is described as new folder. It will be located on drive E and will have the following translation resources attached to it:

- The Translation Memory ibmmem
- The dictionaries ibmterm and ibm2
- The markup table eqfbook
- The editor standard

The source language of the folder's documents will be German (national), the target language will be English (U.S.).

---

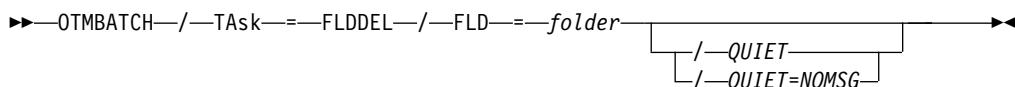
## Deleting a folder

### Purpose

If you want to delete a folder, using a command typed in your system's command area instead of OpenTM2 windows might be quicker and more convenient.

### Format

The following syntax diagram describes how you delete a folder with the OTMBATCH command. Note that lowercase letters in a parameter name are optional and need not be typed.



### Parameters

#### /TAsk=FLDDEL

FLDDEL specifies that you want to remove a folder.

#### /FLD=folder

Specifies the name of the folder that you want to remove.

#### /QUIET

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

#### /QUIET=NOMSG

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to delete a folder using the OTMBATCH command.

### Example

```
OTMBATCH /task=fldde1 /fld=pharma /quiet
```

In this example, the folder pharma is deleted without prompting the user.

---

## Exporting a folder

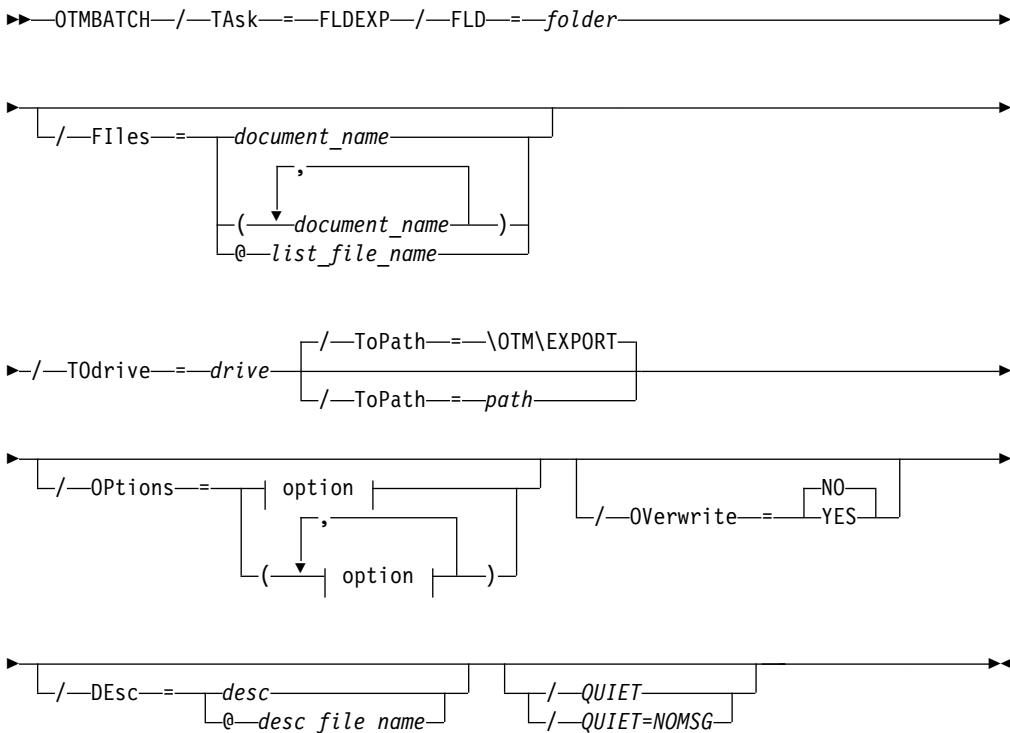
### Purpose

If you need to set up new folders frequently, using the command area of your operating system instead of OpenTM2 windows might be more convenient.

To work from the command area, use the **OTMBATCH** command. Its syntax is described in the following chapter.

### Format

The following syntax diagram describes how you export a folder from the Windows command area. Note that lowercase letters in a parameter name are optional and need not be typed.



**option:**



## Parameters

**/TAsk=FLDEXP**

FLDEXP specifies that you want to export a folder.

**/FLD=folder**

folder specifies the name of the folder that you want to export.

**/FIles=document\_name**

document\_name specifies the name of a document to be exported.

If you specify several documents, enclose the document names in brackets and separate them by commas.

If you want to specify a list of document names in a list file, refer to this list file by preceding the list file name with the @ symbol (@list\_file\_name). In the list file enclose the document names in brackets and separate them by commas.

If you do not specify the FIles option, all documents in the folder are exported.

**/T0drive=drive**

drive specifies the drive where the folder is to be exported to.

**/ToPath=path**

path specifies the path where the folder is to be exported to. Start the path value with a backslash \. The default is \otm\export.

**/OOptions=**

Specifies whether you want to export the folder with its dictionaries (DICT), with its Translation Memory (MEM), with its Translation Memory databases to be searched (ROMEM), with its Translation Memory and all the Translation Memory databases defined for its documents (DOCMEM), or whether you want to delete the folder after it has been exported (DELETE), or whether you want to export the folder as a master folder (MASTERFOLDER) or as a XLIFF translation package (XLIFF). A master folder exported without the MASTERFOLDER option becomes a child folder when it is re-imported. If you specify more than one option, you must enclose them in brackets. The XLIFF option cannot be used together with the options DELETE and MASTERFOLDER.

**/OVerwrite=**

Specifies whether an existing folder is overwritten when exporting a folder with the same name (NO is the default).

**/DEsc=desc**

desc specifies the note that you want to add to the exported folder, or the name of a file containing the note. The text that gives more information about the exported folder must be enclosed in quotes. The specified note is displayed when the folder is being selected for import. It has nothing to do with the folder description which can only be changed using the folder properties window. If you specify a file that contains the text, the name of the file must be preceded by the @ symbol.

#### **/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

#### **/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

### **Examples**

The following example shows how to export a folder using the OTMBATCH command.

#### **Example**

```
OTMBATCH /task=fldexp /fld=pharma /files=(161.scr,1500.scr) /todrive=e /options=(dict,mem)  
/desc="This is information on the folder"
```

In this example, the folder to be exported is called pharma. It is exported to drive E with the documents 161.scr and 1500.scr, with its associated dictionary and Translation Memory. The note This is information on the folder is added to the folder.

---

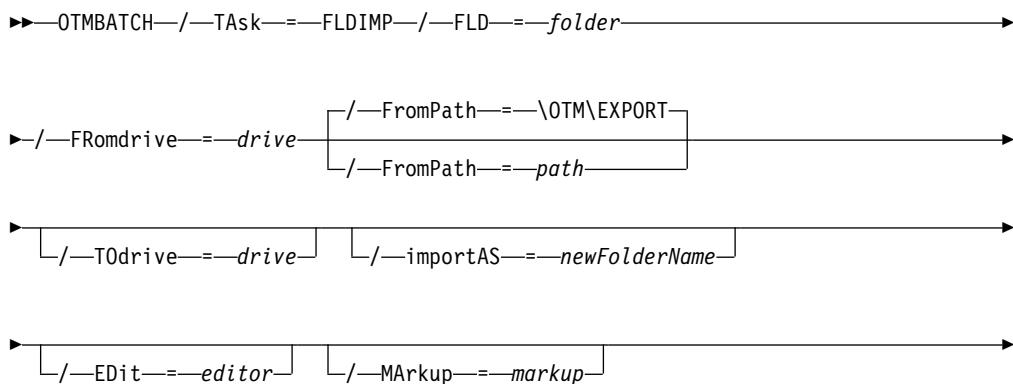
## **Importing a folder**

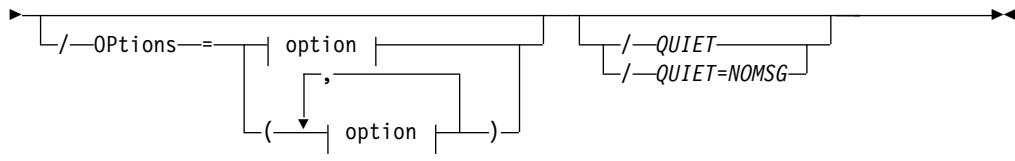
### **Purpose**

It might be more convenient to use a command instead of OpenTM2 windows to import a folder. This is especially useful if you have many folders that you want to import.

### **Format**

The following syntax diagram describes how you import a folder from the Windows command line. Note that lowercase letters in a parameter name are optional and need not be typed.





#### **option:**



## **Parameters**

### **/TAsk=FLDIMP**

FLDIMP specifies that you want to import a folder.

### **/FLD=folder**

folder specifies the name of the folder that you want to import.

### **/FRomdrive=drive**

drive specifies the drive where the folder is imported from.

### **/FromPath=path**

path specifies the path where the folder is imported from. Start the path value with a backslash \. The default is \otm\export.

### **/TOdrive=drive**

drive specifies the drive where the folder is to be imported to. If nothing is specified, the folder is imported to the drive where the OpenTM2 program files are located.

### **/importAS=newFolderName**

newFolderName specifies the **new name** of the folder being imported into OpenTM2.

### **/OPTions=**

Specifies whether you want to import the folder with its associated dictionary (DICT), with its Translation Memory (MEM) or if you want to import a XLIFF package (XLIFF). If you specify more than one option, you must enclose them in brackets and separate them with commas.

### **/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

### **/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

### **/EDit=editor**

Specifies the editor to be used for the imported folder.

### **/MArkup=markup**

Specifies the markup table to be used for the imported folder.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to import a folder using the OTMBATCH command.

### Example

```
OTMBATCH /task=fldimp /fld=myFolder /fromdrive=d /todrive=e /options=(dict,mem)
```

In this example, the folder to be imported is called myFolder. It is imported from drive C to drive E together with its associated dictionary and Translation Memory.

---

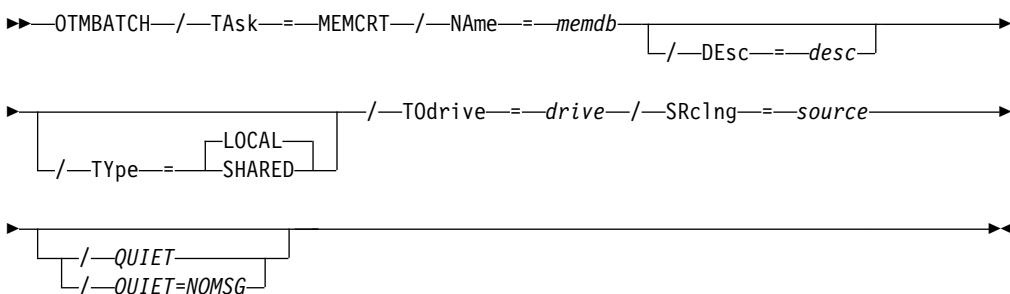
## Creating a Translation Memory

### Purpose

To set up a new Translation Memory, it might be more convenient to use a command instead of using OpenTM2 windows.

### Format

The following syntax diagram describes how you create a Translation Memory from the Windows command line. Note that lowercase letters in a parameter name are optional and need not be typed.



### Parameters

#### /Task=MEMCRT

MEMCRT specifies that you want to set up a new Translation Memory.

#### /Name=memdb

memdb specifies the name of the new Translation Memory.

#### /DEsc=desc

desc specifies the description of the new Translation Memory (up to 40 characters). If this parameter is not specified, the new Translation Memory will have no description.

#### /Type=

Specifies whether the new Translation Memory is to be shared among several OpenTM2 users (SHARED) or if it is a local one which can be used only by you (LOCAL). If you omit this parameter, LOCAL is assumed.

#### /T0drive=drive

drive specifies the drive where the new Translation Memory is to be located.

#### **/SRC<sub>1</sub>ng=source**

*source* is the source language of the text segments stored in the new Translation Memory.

#### **/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

#### **/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## **Examples**

The following example shows how to create a Translation Memory using the OTMBATCH command.

### **Example**

```
OTMBATCH /task=memcrt /name=medmem /desc="new memory" /type=local  
/todrive=e /src1ng=English(U.S.)
```

In this example, the new Translation Memory `medmem` is a local one and will be located on drive E. The source language of the stored text segments is English (U.S.).

---

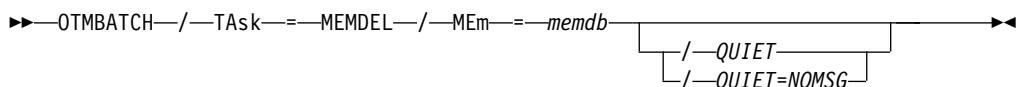
## **Deleting a Translation Memory**

### **Purpose**

If you want to delete a Translation Memory, using a command typed in your system's command area instead of OpenTM2 windows might be quicker and more convenient.

### **Format**

The following syntax diagram describes how you delete a Translation Memory with the OTMBATCH command. Note that lowercase letters in a parameter name are optional and need not be typed.



### **Parameters**

#### **/TAsk=MEMDEL**

`MEMDEL` specifies that you want to remove a Translation Memory.

#### **/ME<sub>m</sub>=memdb**

Specifies the name of the Translation Memory that you want to remove.

#### **/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

#### **/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

### **Examples**

The following example shows how to delete a Translation Memory using the OTMBATCH command.

#### **Example**

```
OTMBATCH /task=memdel /mem=medmem
```

In this example, the Translation Memory `medmem` is deleted. You will be prompted with a message window.

---

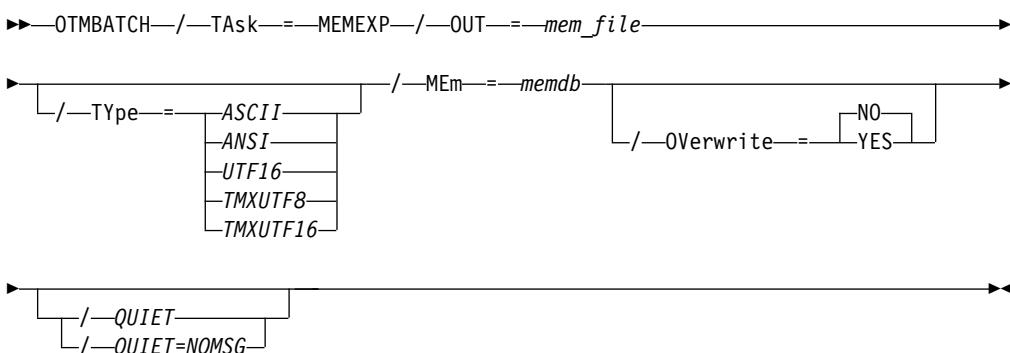
## **Exporting a Translation Memory**

### **Purpose**

If you want to export a Translation Memory, using a command typed in your system's command area instead of OpenTM2 windows might be more convenient.

### **Format**

The following syntax diagram describes how you export a Translation Memory from the Windows command line. Note that lowercase letters in a parameter name are optional and need not be typed.



### **Parameters**

#### **/TAsk=MEMEXP**

`MEMEXP` specifies that you want to export a Translation Memory.

**/OUT=mem\_file**

*mem\_file* specifies the name (along with the drive and directory) of a file where the Translation Memory specified in *memdb* is to be exported to. The file must have the extension EXP.

**/TYpe=**

- ASCII specifies that the encoding of the exported memory should be in ASCII and the format is SGML (EXP).
- ANSI specifies that the encoding of the exported memory should be in ANSI and the format is SGML (EXP).
- UTF16 specifies that the encoding of the exported memory should be in Unicode (UTF-16) and the format is SGML (EXP).
- TMXUTF8 specifies that the encoding of the exported memory should be in UTF-8 and the format is TMX.
- TMXUTF16 specifies that the encoding of the exported memory should be in UTF-16 and the format is TMX.

**/MEm=memdb**

*memdb* specifies the name of the Translation Memory that you want to export.

**/OVerwrite=**

Specifies whether an existing Translation Memory file is to be overwritten when exporting the Translation Memory.

**/QUIET**

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

**/QUIET=NOMSG**

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to export a Translation Memory using the OTMBATCH command.

### Example

```
OTMBATCH /task=memexp /out=d:\mymemo.exp /type=external /mem=oldmemo
```

In this example, the Translation Memory *oldmemo* is exported to the file *d:\mymemo.exp*.

---

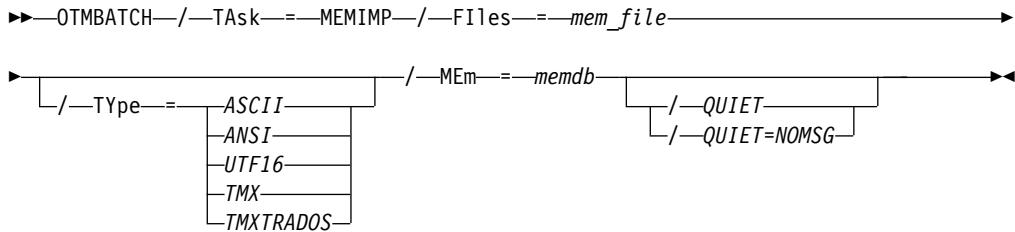
## Importing a Translation Memory

### Purpose

To import a Translation Memory, you might find it more convenient to use a command instead of OpenTM2 windows. You might want to do this if you have many Translation Memory databases that you want to import.

## Format

The following syntax diagram describes how you import a Translation Memory from the command area. Note that lowercase letters in a parameter name are optional and need not be typed.



## Parameters

### /TTask=MEMIMP

MEMIMP specifies that you want to import a Translation Memory.

### /FILES=mem\_file

mem\_file specifies the name of the Translation Memory that you want to import along with the drive and directory where it is located.

### /TYpe=

- ASCII specifies that it is an external Translation Memory (in SGML format) encoded in ASCII that you want to import.
- ANSI specifies that it is an external Translation Memory (in SGML format) encoded in ANSI that you want to import.
- UTF16 specifies that it is an external Translation Memory (in SGML format) encoded in Unicode (UTF-16) that you want to import.
- TMX specifies that it is an external TMX Translation Memory that you want to import (the encoding can be either in UTF-8 or UTF-16).
- TMXTRADOS specifies that it is an external TMX Translation Memory that you want to import (the encoding can be either in UTF-8 or UTF-16) and what RTF tags should be removed from the imported data.

### /Mem=memdb

memdb specifies the name of an existing Translation Memory to which the Translation Memory specified in mem\_file is to be imported to. The contents of these Translation Memory databases will then be merged.

### /QUIET

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

### /QUIET=NOMSG

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to import a Translation Memory using the OTMBATCH command.

### Example

```
OTMBATCH /task=memimp /files=d:\mymemo.mem /type=UTF16 /mem=oldmemo
```

In this example, the Translation Memory *mymemo.mem*, which is in external format, is imported to the Translation Memory *oldmemo*.

---

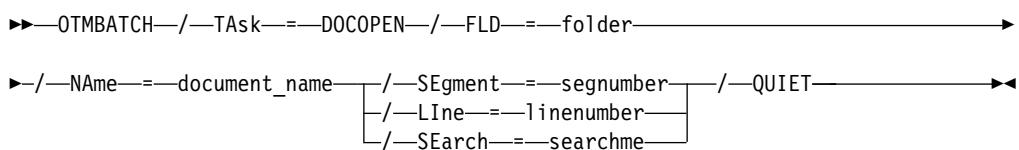
## Opening a document

### Purpose

Instead of using OpenTM2 windows to open a document, you might find it more convenient to use a command.

### Format

The following syntax diagram describes how you open a document from the Windows® command line. Note that lowercase letters in a parameter name are optional and need not be typed.



### Parameters

#### /TAsk=DOCOPEN

*DOCOPEN* specifies that you want to open a document.

#### /FLD=*folder*

*folder* specifies the name of the folder that contains the document you want to open.

#### /NAme=*document\_name*

*document\_name* specifies the name of the document to be opened.

#### /SEgment=*segnumber*

*segnumber* specifies the number of the segment which is to be activated when the document is opened.

#### /LIne=*linenumber*

*linenumber* specifies the line number to which the cursor is positioned when the document is opened.

#### /SEArch=*searchme*

*searchme* specifies a search string to be searched in the document, the segment containing the first occurrence of the search string will be activated.

#### /QUIET

If you specify this parameter, you are not prompted with any message window. If you do not specify this parameter, a message window pops up whenever an error occurs or when the task has successfully completed.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to organize a Translation Memory using the OTMBATCH command.

### Example

```
OTMBATCH /task=docopen /fld=sample1 /name=device.scr
```

This command opens the document DEVICE.SCR which is stored in folder SAMPLE1.

---

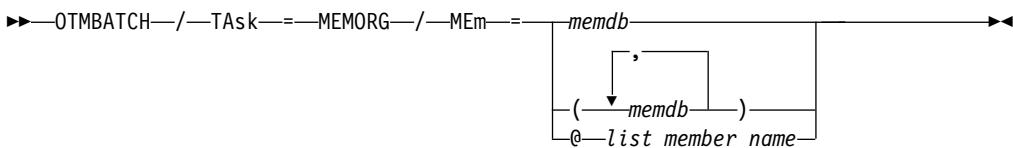
## Organizing a Translation Memory

### Purpose

To organize a Translation Memory it might be more convenient to use a command instead of OpenTM2 windows. It is particularly useful if you want to regularly organize several or all Translation Memory databases overnight.

### Format

The following syntax diagram describes how you organize a Translation Memory with the OTMBATCH command. Note that lowercase letters in a parameter name are optional and need not be typed.



### Parameters

#### /Task=MEMORG

MEMORG specifies that you want to organize a Translation Memory.

#### /Mem=memdb

memdb specifies the name of the Translation Memory to be organized.

If you want to specify several Translation Memory databases, enclose the Translation Memory database names in brackets and separate them by commas.

If you want to specify a list of Translation Memory database names in a list file, refer to this list file by preceding the list file name with the @ symbol (@list\_member\_name). In the list file enclose the Translation Memory database names in brackets and separate them by commas.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to organize a Translation Memory using the OTMBATCH command.

### Example

```
OTMBATCH /task=memorg /mem=sample1
```

In this example, the Translation Memory sample1 is organized.

## Renaming a folder, a dictionary or a Translation Memory

### Purpose

If you want to rename a folder, a dictionary or a Translation Memory using a command typed in your system's command area instead of OpenTM2 windows might be quicker and more convenient.

### Format

The following syntax diagram describes how you rename a folder, a dictionary or a TranslationMemory with the OTMBATCH command. Note that lowercase letters in a parameter name are optional and need not be typed.

#### For the rename of folders:

```
►—OTMBATCH—/—TAsk—==—RENAME—/—FLD—==—folder—/—NEW—==—newname—————→  
|—————/—QUIET—————  
|—————/—QUIET=NOMSG—————→
```

#### For the rename of dictionaries:

```
►—OTMBATCH—/—TAsk—==—RENAME—/—DIct—==—dicname—/—NEW—==—newname—————→  
|—————/—QUIET—————  
|—————/—QUIET=NOMSG—————→
```

#### For the rename of Translation Memory databases:

```
►—OTMBATCH—/—TAsk—==—RENAME—/—MEm—==—memdb—/—NEW—==—newname—————→  
|—————/—ADJust=YES—————|—————/—QUIET—————  
|—————/—QUIET=NOMSG—————→
```

### Parameters

#### /TAsk=RENAME

RENAME specifies that you want to rename a folder, dictionary or a TranslationMemory.

- /FLD=*folder***  
 Specifies the name of the folder that you want to rename.
- /DICT=*dicname***  
 Specifies the name of the dictionary that you want to rename.
- /MEM=*memdb***  
 Specifies the name of the Translation Memory that you want to rename.
- /NEW= *newname***  
 Specifies the new name for the folder, dictionary or Translation Memory.
- /ADJJust=YES**  
 When specified OTMBATCH will change all occurrences of the TranslationMemory name or dictionary name in the properties of folders and documents
- /QUIET**  
 If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.
- QUIET=NOMSG**  
 If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to rename a folder using the OTMBATCH command.

### Example

```
OTMBATCH /task=rename /fld=pharma /new=pharmaceutical /quiet
```

In this example, the folder pharma is renamed to pharmaceutical without prompting the user.

The following example shows how to rename a TranslationMemory and adjust all references to the Translation Memory name automatically.

### Example

```
OTMBATCH /task=rename /mem=MyMem /new=MyNewMem /adjust=yes
```

In this example, the Translation Memory MyMem is renamed to MyNewMem and all references to this memory in the properties of folders and documents are adjusted to use the new name.

## Performing several tasks in one step

### Purpose

Instead of typing all parameters in one line, you can use the /TASKLIST option and specify the parameters for any task in a separate file.

## Format

```
►—OTMBATCH—/—TASKLIST—=—list_of_tasks—  
          |  
          | /—QUIET  
          | /—QUIET=NOMSG
```

## Parameters

### /TASKLIST=*list\_of\_tasks*

*list\_of\_tasks* is the name of a file containing a task description on each line, for example, parameters for several import or export requests (see examples).

### /QUIET

If you specify the parameter in this format, you are not prompted with any message window. If you do not specify any of the /quiet parameters, a message window pops up whenever an error occurs or when the task has successfully completed.

### /QUIET=NOMSG

If you specify this parameter, you are not prompted with any message window. Any error message text is routed to stdout.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to specify the export parameters in a separate file (taskexp.fil) to export several documents (med1.txt and med2.txt) and then call the OTMBATCH command with a reference to this file.

### taskexp.fil

```
/task=docexp /fld=pharma /files=c:\med1.txt /options=target /overwrite=yes  
/task=docexp /fld=pharma /files=c:\med2.txt /options=target /overwrite=yes
```

Enter the OTMBATCH command as follows:

### Example

```
OTMBATCH /tasklist=taskexp.fil
```

This lets you export more than one document with one command. All OTMBATCH tasks can be combined.

The next example shows how to specify the import parameters in a separate file (taskimp.fil) to import several documents listed in two files (@meddoca.lst and @meddocb.lst) and then call the OTMBATCH command with a reference to this file.

### taskimp.fil

```
/task=docimp /fld=pharma /files=@meddoca.lst /overwrite=no  
/task=docimp /fld=pharma /files=@meddocb.lst /overwrite=no
```

Enter the OTMBATCH command as follows:

### Example

```
OTMBATCH /tasklist=taskimp.fil
```

This lets you import more than one document with one command. All OTMBATCH tasks can be combined.

---

## Chapter 17. Working from the command area (Other Tools)

This chapter contains “other OpenTM2 tools” which can be executed from the DOS command area.

OpenTM2 contains a plugin named “**GUI for Command Line Tools**” which helps users to run the tools from within OpenTM2. Users are supported by displaying the command syntax as well as possible options to choose. The process and output will be same same, no matter which way the user decided to use. For more information see “The Plugin GUI for Command Line Tools” on page 435.

To start a task from the DOS command area:

1. Open a DOS line command.
2. Type a command and its parameters into the operating system’s DOS command area (next to the command prompt) according to the command syntax described in the following chapters.
3. Press the “Enter” key.

Note that lowercase letters in a parameter name are optional and need not be typed. A mixture between uppercase and lowercase letters is allowed. However, a muddled letter sequence like in **OVerWRiT**e must not be used. The parameters can be entered in any order.

To process several commands in sequence, type the individual commands into a DOS batch file (\*.BAT) using any text editor. You can execute these commands by starting the DOS batch file.

To avoid retyping of long text strings in commands, you can also type a command and its parameters in a text editor, which is capable of the **Copy to clipboard** function. You can then **paste** the text string from the clipboard directly into your system’s DOS command area and start the task.

---

### How to read syntax diagrams

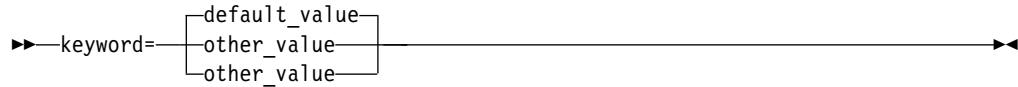
In this chapter diagrams are used to illustrate the programming syntax. To use a diagram, follow a path from left to right, top to bottom, adding elements as you go. In these diagrams, all spaces and other characters are significant.

Each diagram begins with a double right arrowhead and ends with a right and left arrowhead pair. Lines beginning with single right arrowheads are continuation lines.

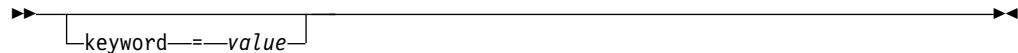
►—keyword—=—variable\_value—►►

Keywords are all in lowercase, but can be entered in uppercase as well as in lowercase. Variable values that you provide are shown in *italics* and are usually in lowercase. Where values are shown in uppercase, they should be entered as they appear.

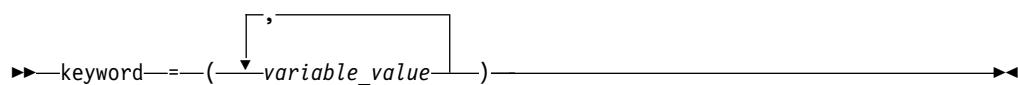
In a choice of items, the default item is always shown above the main line:



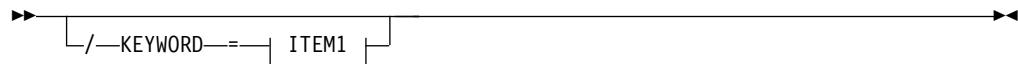
Optional syntax elements are shown below the main line:



A repeat arrow shown above an item or a stack of items indicates that you can specify the item multiple times or specify more than one of the items. A character (such as a comma) on the repeat arrow line indicates that the items must be separated by that character. A repeatable operand is shown like this:



Syntax diagrams can be broken into fragments. A fragment is indicated by vertical bars with the name of the fragment between the bars. The fragment is shown following the main diagram, like so:



#### **ITEM1:**



## **Converting a NLV memory to a source/source memory**

### **Purpose**

In order to convert OpenTM2-internal translation memories (translation memories containing source **and** translated segments) into OpenTM2-internal source/source Translation Memories, OpenTM2 offers the DOS line command utility *OtmCreateITMFromMemory*. This tool reads a translation memory and only writes the **source** segments of this memory into a new translation memory replacing the **target** of the segments with the content of the source segment.

### **Format**

```
>> OtmCreateITMFromMemory /INmem= inmemdb /OUTmem= outmemdb
```

### **Parameters**

**/INmem = inmemdb**

*inmemdb* specifies the name of the OpenTM2-internal translation memory that you want to use as input translation memory.

**/OUTmem = outmemdb**

*outmemdb* is the name of a new OpenTM2-internal translation memory which is meant to receive the converted segments from the input translation memory. The translation memory “*outmemdb*” is automatically created by the DOS line command utility “OtmCreateITMFromMemory”.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to use the DOS line command utility OtmCreateITMFromMemory.

Enter the OtmCreateITMFromMemory command as follows:

### Example

```
OtmCreateITMFromMemory /INmem=MyNlVMem /OUTmem=MySourceSourceMem
```

In this example all segments contained in the translation memory “*MyNlVMem*” are written to the new output translation memory “*MySourceSourceMem*” and the target of the segments is replaced by the source of the segments.

---

## Creating an Initial Translation Memory from the command line

### Purpose

If you need to create Initial Translation Memory (ITM) databases frequently, you might find it more convenient to use a command instead of the procedure described in .

The correctness of the aligned segment pairs in an internal ITM can be checked with a text editor as described in “The Initial Translation Memory editor” on page 207 or “Revising an Initial Translation Memory” on page 406.

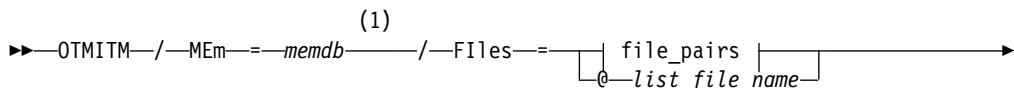
When you consider the Initial Translation Memory to be correct, you can begin using it for your translations.

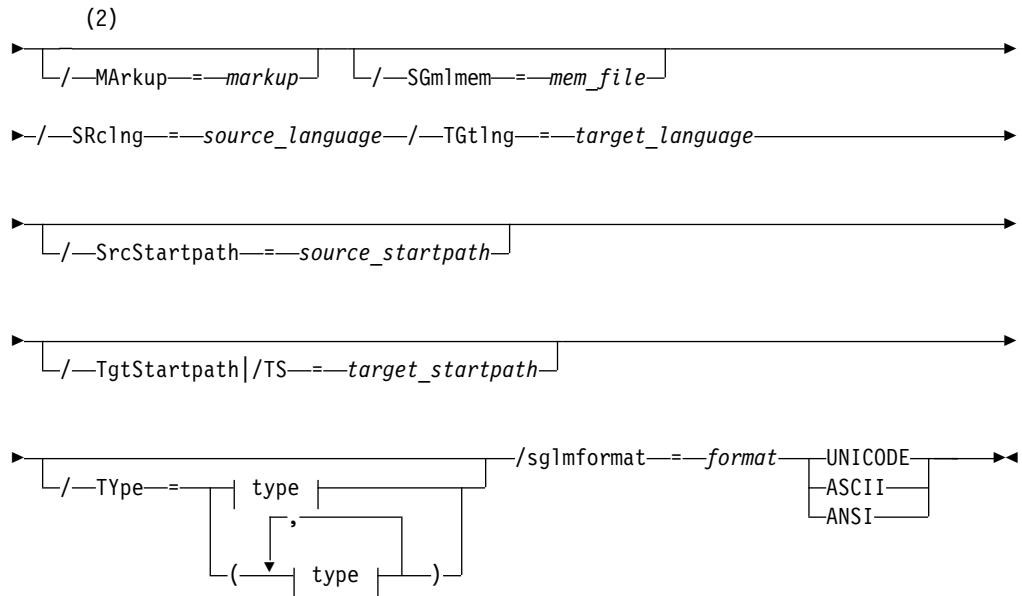
The OTMITM command has additional options compared to the window version:

- You not only can create an internal Translation Memory, but also an external Translation Memory.
- You must not fill the internal Translation Memory.
- You can suppress the confirmation message.

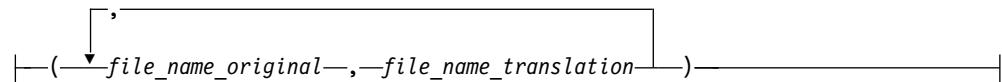
### Format

The following syntax diagrams describe how you create an initial Translation Memory from the Windows command area. Note that lowercase letters in a parameter name are optional and need not be typed.





#### **file\_pairs:**



#### **type:**



#### **Notes:**

- 1 Mandatory, but not filled if /TYPE=NOTM
- 2 Mandatory except for /TYPE=NOANA

## **Parameters**

### **/SGMLFORMAT=format**

*format* specifies the export format of a ITM. The default parameter is UNICODE. Other possible parameters are ANSI and ASCII. Shortform is /sf.

### **/MEm=memdb**

*memdb* is the name of a previously created OpenTM2 Translation Memory (without the file extension). This Translation Memory can still be empty. It can be filled with original segments and their corresponding translations.

### **/FILes=file\_pairs**

*file\_pairs* specifies the pair of files to use when creating the ITM. Enclose the pair of files in brackets and separate the file names by a comma.

If you specify several pairs (as original1, translation1, original2, translation2, and so on), enclose the file names in brackets and separate them by commas.

If you want to specify a list of pairs in a list file, refer to this list file by preceding the list file name with the @ symbol (@*list\_file\_name*). In the list file enclose the file names in brackets and separate them by commas.

**/M**Ar**kup=markup******

*markup* is the name of the markup table that the selected texts use (mandatory except for /TYPE=NOANA). See Chapter 12, “Working with markup tables,” on page 307 for the names of the markup tables.

**/S**Gm**1mem=mem\_file******

*mem\_file* is the name you want to give to the external ITM and the path where it is to be located. The ITM is in SGML format and can subsequently be imported into OpenTM2 after you have checked it.

**/S**Rc**1ng=source\_language******

*source\_language* is the language of the original documents.

**/T**Gt**1ng=target\_language******

*target\_language* is the language of the translated documents.

**/S**rc**Startpath=source\_startpath******

*source\_startpath* is the path information that you do **not** want to become part of the document name when the original document is stored in the Initial Translation Memory. For example, if your source file is stored in e:\tm\project\english and you do not want e:\tm\project to become part of the name under which it is stored, specify e:\tm\project in this field.

The path you specify here can differ from the *target\_startpath*. However, if you specify a source start path, you must also specify a *target\_startpath*.

**/T**gt**Startpath=target\_startpath******

*target\_startpath* is the path information that you do **not** want to become part of the document name when the target document is stored in the Initial Translation Memory. For example, if your source file is stored in e:\tm\project\english and you do not want e:\tm\project to become part of the name under which it is stored, specify e:\tm\project in this field.

The path you specify here can differ from the *source\_startpath*. However, if you specify a source start path, you must also specify a *source\_startpath*.

**/T**Ype****

One or more of the following:

- NOANA Do not analyze the selected files because they have already been analyzed by OpenTM2.
- NOTM Do not fill the internal Translation Memory (*memdb*). Fill the external Translation Memory. It is in SGML format and you can check it afterwards.
- NOCONF No confirmation message is displayed. This is useful if you do not want to be interrupted by progress messages while you are working.
- PREPARE The source documents are related to their corresponding translations. The file pairs are prefixed with p.
- VISUAL Creates the ITM and presents its contents on the screen for you to revise.

## Examples

The following examples show how to use the OTMITM command.

### **Example:**

```
otmitm /mem=MyItm /files=(d:\eng\text.html,d:\ger\text.html)
        /markup=otmhtm32 /srcLng=English(U.S.) /tgtLng=German(reform)
```

**Note:** For better readability, the command is shown on two lines. However, it must be typed in one line.

In this example, the original HTML document `text.html` is located in the directory `d:\eng\`. The German translation is located in the directory `d:\ger\`. `otmhtm32` is the name of the OpenTM2 markup table used for this document. All matching sentence pairs are put into Translation Memory `MyItm`. No external Translation Memory (SGML format) is created.

### **Example:**

```
otmitm /mem=MyItm /files=@itm.lst /markup=otmhtm32 /sgmlmem=xx.out
        /type=notm /srcLng=English(U.S.) /tgtLng=German(reform)
```

**Note:** For better readability, the command is shown on two lines here. However, it must be typed in one line.

In this example, a Translation Memory `myitm` is used to find out the source language. The files to be analyzed are contained in `itm.lst`. `itm.lst` looks as follows:

#### **itm.lst**

```
(  
d:\eng\text1.html, d:\ger\text1.html,  
d:\eng\text2.html, d:\ger\text2.html  
)
```

The ITM created is placed into an SGML Translation Memory named `xx.out`, not into `myitm` (because type `notm` is specified). The markup table to be used is `otmhtm32` because the documents were originally created in HTML.

You must type the command in one line. You can type it in uppercase letters, lowercase letters, or mixed case. You cannot use any wildcard characters, such as asterisks (\*).

**Note:** It is recommended to proofread the external ITM before using it in OpenTM2. Because it has not been created during translation, but consists of machine-generated matches, the alignment of original and translated segments might not be completely correct. This could be the case where two original segments have been combined into one translated segment.

---

## **Revising an Initial Translation Memory**

### **Purpose**

All matches placed in an Initial Translation Memory are indicated in the translation editor by a [m] prefix. It is strongly recommended that you check the correctness of these machine matches before using them if you have not already done this using the Initial Translation Memory editor.

An alternative method to perform this check is to retranslate the original document in the OpenTM2 editor, and to compare the sentences in the original document with the translation proposals from the Initial Translation Memory. For each

sentence, either accept or reject the saved translation. If you accept the translation proposal, the [m] flag is removed. Translations you reject, however, retain the [m] flag. Finally, the DOS line command utility OtmMemoryTool (applying the task “/TASK=deleteMtProposal”) can be used to delete all translations that still have the machine translation flag [m].

To check the correctness of a newly generated Initial Translation Memory, proceed as follows:

1. Create a folder with the following properties:
  - The name of the Initial Translation Memory as Translation Memory name.
  - The same markup table that was used when creating the Initial Translation Memory.
  - The same source and target language you used when creating the Initial Translation Memory.
  - If you want to make changes while checking, select the appropriate dictionaries.
2. Import only the original documents into the folder, but don't import the target documents. Use the same original files that you used when creating the Initial Translation Memory.
3. Open each document and perform the following tasks for all sentences:
  - If there is an acceptable proposal for the current segment, displayed in the “Translation Memory” window, accept it by pressing **Ctrl+n**, where *n* is the number of the proposal you consider correctly translated. The source segment is replaced with the accepted target segment.  
Press **Ctrl+Enter** to store the translation of the segment now as a human translation that removes the [m] flagging and proceeds to the next segment.
  - If you do not accept any of the displayed proposals, move the cursor to the text following the currently active segment (for example, by pressing **Ctrl+End** and moving the cursor to the right) and then press **Ctrl+Enter**.
4. When you have reached the end of all documents, leave the Translation Environment.
5. When you have checked the Initial Translation Memory based on all the documents that were used to create it, the Initial Translation Memory contains exact matches (the approved proposals) and machine-generated matches (the rejected proposals).

## Format

The following syntax diagram describes how you remove all the rejected machine-generated matches from the Initial Translation Memory from the DOS command line area. Note that lowercase letters in a parameter name are optional and need not be typed.

```
►—OtmMemoryTool—/—TASK—=—deleteMtProposal—/—MEM—=—memdb—————→  
    |—————/—TYpe—=—NOCONF—————|—————→
```

## Parameters

### /TASK=deleteMtProposal

deleteMtProposal is the option used to delete MT-proposals from the Translation Memory.

/MEm=*memdb*

*memdb* is the name of the previously created and checked Initial Translation Memory (without the file extension). All segments with the [m] flag are removed from this Translation Memory, all others remain unchanged.

/TYpe=NOCONF

**NOCONF** specifies that no confirmation message is displayed at the end of the process. This is useful when you do not want to be interrupted by a message.

When all machine-generated matches are removed from the Translation Memory, this is indicated by a completion message.

## Examples

The following example shows how to remove all machine-generated matches from a Translation Memory called `MyMemory`.

## Example

```
OtmMemoryTool /TASK=deleteMtProposal /MEM=MyMemory
```

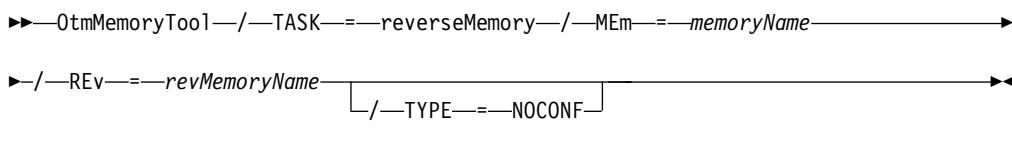
## Reversing a Translation Memory

## Purpose

OpenTM2 provides a DOS line command utility to reverse a Translation Memory. The reversed Translation Memory is saved in a new Translation Memory file. This means that the source language of the Translation Memory you want to reverse is turned into the target language. The target language of the reversed Translation Memory is now becoming the source language. This can be useful when you are working in a company which does translations from any to any languages. Or, when a document was initially written in English, translated into German, revised in German for a second release, and now must be translated back into English.

## Format

The following syntax diagram describes how you reverse a Translation Memory from the DOS line command. Note that lowercase letters in a parameter name are optional and need not be typed.



## Parameters

/TASK=reverseMemory

`reverseMemory` specifies the task to reverse the Translation Memory.

/MEm=*memoryName*

*memoryName* specifies the name of the Translation Memory to be reversed.

/REv=revMemoryName

*newMemoryName* Specifies the name of the Translation Memory where you want to place the reversed Translation Memory specified in *revMemoryName*.

#### /TYpe=NOCONF

No confirmation message is displayed. This is useful if you do not want to be interrupted by progress messages while you are working.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to reverse a Translation Memory using the OtmMemoryTool DOS line command utility.

### Example

```
OtmMemoryTool /TASK=reverseMemory /MEM=MyMemory /REV=MyRevisedMemoryName
```

In this example, the Translation Memory MyMemory is reversed into the existing Translation Memory MyRevisedMemoryName.

---

## Changing m-flagged segments

### Purpose

In the translation editor, machine translated segments are prefixed with an [m]. OpenTM2 provides a DOS line command utility, which allows to remove these "m" prefixes from machine-translated segments in a Translation Memory. Alternatively, this DOS line command utility allows to add the "m" flags to segments which did not have such a flag before.

### Format

The following syntax diagram describes how to change the "m"-flags in a Translation Memory using the DOS line command utility OtmMemoryTool. Note that lowercase letters in a parameter name are optional and need not be typed.

```
►—OtmMemoryTool—/—TASK—=—ChgProposalMeta—/—MEM—=—memdb—/—SEt————→  
|—————/—CLea—  
|—————/—TYpe—=—NOCONF————→
```

### Parameters

#### /TASK=ChgProposalMeta

ChgProposalMeta specifies the task to either clear or set the m-flag of the Translation Memory that you want to work with.

#### /MEM=memdb

memdb specifies the name of the Translation Memory that you want to work with.

#### /CLea

Specifies whether you want to remove the m-flags in the specified Translation Memory. This option is only required if you do not specify the SET option.

#### /SEt

Specifies whether you want to add new m flags to segments in the specified Translation Memory. This option is only required if you do not specify the CLEAR option.

#### **/TYpe=NOCONF**

No confirmation message is displayed. This is useful if you do not want to be interrupted by progress messages while you are working.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

### **Examples**

The following example shows how to change an m-flag in a Translation Memory using the line command utility OtmMemoryTool.

#### **Example**

```
OtmMemoryTool /TASK=ChgProposalMeta /MEM=MyMemory /CLEAR /type=noconf
```

In this example, the m-flags that preceded the segments in the Translation Memory MyMemory are removed. You are not prompted with a confirmation message.

---

## **Specifying the quality of m-flagged segments**

### **Purpose**

Segments that were translated in a MT (Machine Translation) environment, are prefixed with an [m]. OpenTM2 provides a command to specify the quality of those MT-translations.

You can specify a number between 0 and 101 for the quality. 101 stands for a perfect translation. The following translations, that is, the following aligned segments, get an m-flag:

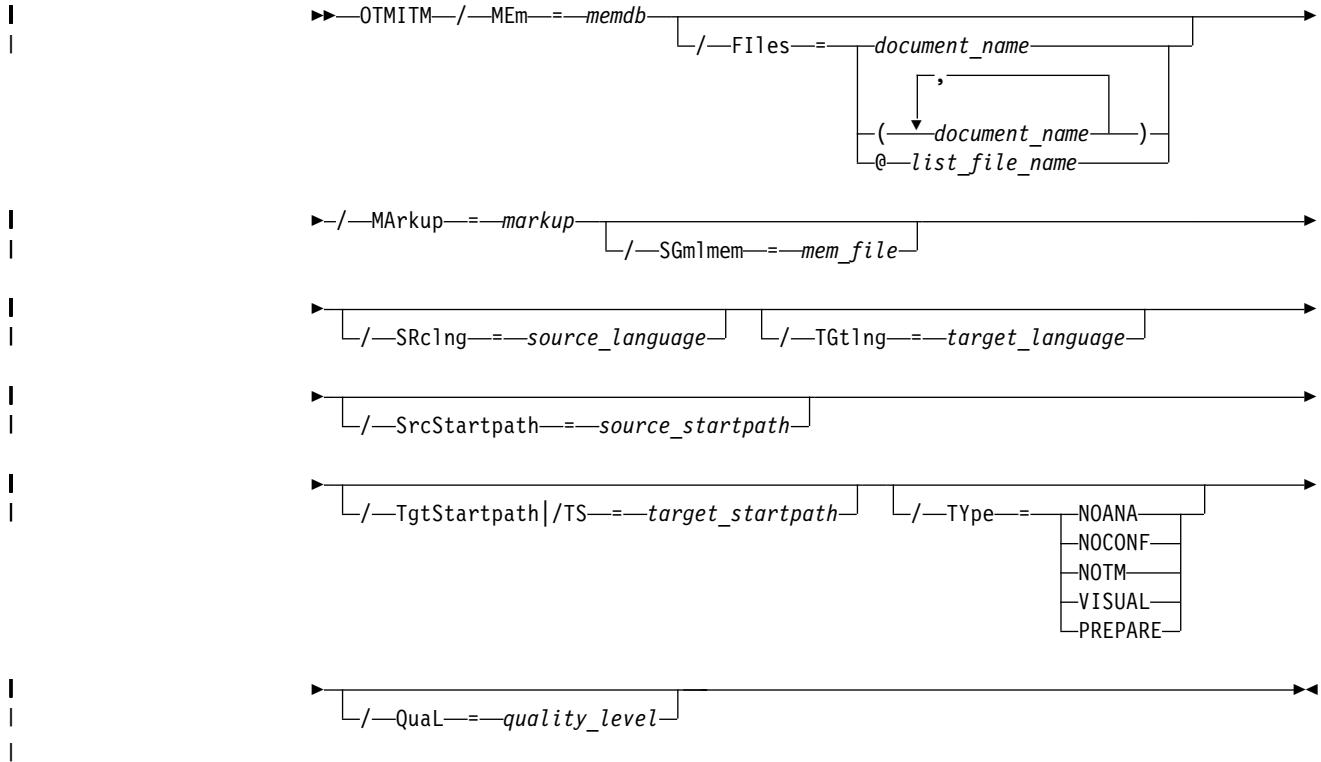
- All aligned segments if you specify 101
- The segments not reaching the specified quality level if you specify a number from 1 through 100
- No segments if you specify 0

A quality of 100 is decreased by certain findings:

- It is decreased by 1 if:
  - The source sentence contains less than 10 words and the target sentence more than 19
  - The source sentence contains more than 10 words but the target sentence is not even half as long as the source sentence
  - The source sentence contains more than 10 words but the target sentence is more than 1.5 times longer than the source sentence.
- It is decreased by the number of alignments that do not match 1:1 in the current alignment nor the five alignments before and after the current alignment.
- It is decreased by the number of differences between the source and target segment with respect to:
  - Numbers
  - Abbreviations
  - Words in uppercase characters only
  - The terms “F1”, “F2”, and so on
  - Formatting tags within a segment

## Format

The following syntax diagram describes how to specify the quality of m-flagged segments with the OTMITM command. Note that lowercase letters in a parameter name are optional and need not be typed.



## Parameters

### /MEM=memdb

*memdb* specifies the name of the Initial Translation Memory you want to work with.

### /FILES=document\_name

*document\_name* specifies the name of a document you want to work with. The *document\_name* specification can include the drive and directory where the file to work with is located.

If you specify several documents, enclose the document names in brackets and separate them by commas.

If you want to specify a list of document names in a list file, refer to this list file by preceding the list file name with the @ symbol (@*list\_file\_name*). In the list file enclose the document names in brackets and separate them by commas.

If you do not specify the **FILES** option, all documents in the folder are selected.

### /MARKUP=markup

*markup* is the name of the markup table that the selected texts use (mandatory except for /TYPE=NOANA). See Chapter 12, "Working with markup tables," on page 307 for the names of the markup tables.

**/SGmlmem=mem\_file**

*mem\_file* is the name and path name for the external ITM. The ITM is in SGML format and can subsequently be imported into OpenTM2 after you have checked it.

**/SRcLang=source\_language**

*source\_language* is the language of the original documents.

**/TGtLang=target\_language**

*target\_language* is the language of the translated documents.

**/SrcStartpath=source\_startpath**

*source\_startpath* is the path name of the source documents.

**/TgtStartpath=target\_startpath**

*target\_startpath* is the path name of the translated documents.

**/TYpe=**

One or more of the following:

- NOANA Do not analyze the selected files because they have already been analyzed by OpenTM2.
- NOCONF No confirmation message is displayed. This is useful if you do not want to be interrupted by progress messages while you are working.
- NOTM Do not fill the internal Translation Memory (*memdb*) but the external Translation Memory. It is in SGML format and can be checked.
- VISUAL Creates the ITM and presents its contents on the screen for you to revise.
- PREPARE The source documents are related to their corresponding translations. The file pairs are prefixed with p.

**/QuaL=quality\_level**

A number between 0 and 101 specifying the quality level of an alignment. If you omit this parameter, m-flags are added to all alignments unless you specify /TYPE=VISUAL.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example shows how to specify the quality of m-flagged segments using the OTMITM command.

### Example

```
eqfitm /fi=(us\al1.txt, ger\alde.txt) /me=a1 /ma=EQFBOOK /SR=English(U.S.)  
/TG=German(national) /SS=D:\kbt\itm /TS=D:\kbt\itm /TY=(VISUAL) /QL=99
```

In this example, you request that all alignments with a quality level of less than 99 are m-flagged.

---

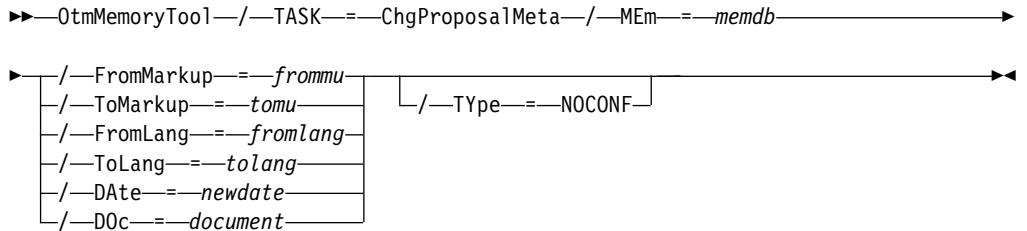
## Changing the markup, target language and date of segments

### Purpose

OpenTM2 enables you to change the markup table name, the target language or the date of segments stored in a Translation Memory.

## Format

The following syntax diagram describes how to change the markup table name, the target language or the date of segments using the DOS line command utility OtmMemoryTool. Note that lowercase letters in a parameter name are optional and need not be typed.



## Parameters

### /TASK=ChgProposalMeta

*ChgProposalMeta* specifies the task to change meta data in a translation memory.

### /MEm=memdb

*memdb* specifies the name of the Translation Memory to work with.

### /FromMarkup=

*frommu* is the name of the markup table to be changed. The name can contain wildcard characters. For example, /FROMMARKUP=OTM\* would change all segments with a markup table name starting with OTM. If this parameter is omitted, the markup tabel name of all segments is changed. This parameter can also be used to restrict the number of segments being changed when changing languages or segment dates. If specified without the /ToMarkup parameter, only segments from the specified markup table will be changed.

### /ToMarkup=

*tomu* is the new markup table name to be used for either the segments with the markup table name *frommu* or all segments if the /FROMMARKUP parameter is omitted.

**Note:** When the markup table name of segments has been changed, the tool performs an organize of the memory at the end of the processing. This ensures that the memory lookup works correctly after a change of the markup table name.

### /FromLang=

*fromlang* is the name of the target language to be changed. The name can contain wildcard characters. For example, /FROMLANG=Eng\* would change all segments with a target language starting with "Eng". If this parameter is omitted, the target language of all segments is changed.

### /ToLang=

*tolang* is the new target language to be used for either the segments with target language *fromlang* or all segments if the /FROMLANG parameter is omitted.

### /DAte=

*newdate* is the new date to be set for the segments. The format of newdate is YYYY-MM-DD HH:MM:SS. The time part (HH:MM:SS) is optional. You can also specify an asterisk ("\*") as newdate, which instructs the OtmMemoryTool

to use the current system date as segment date. For example, /DATE=2016-01-01 would change the segment date of all changed segments to the 1st January 2016.

#### **/DOC=**

By using this parameter, the changed segments can be restricted to segments from dedicated document names. The name can contain wildcard characters. For example, /DOC=A\* would change all segments from documents starting with the letter A.

#### **/TYPE=NOCONF**

If you specify this parameter, no confirmation message is displayed. This is useful if you do not want to be interrupted by progress messages while you are working.

If you do not specify this parameter, the “Change Markup and Target Language” window is displayed.

This window contains the following information:

- The name of the Translation Memory
- The number of the current segment
- The number of segments whose markup was changed
- The number of segments whose target language was changed
- The number of segments whose date was changed

At the end of the process, you get a completion message showing the number of segments processed and changed.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## **Examples**

The following examples show how to change the markup or language of segments using the OtmMemoryTool.

### **Example 1**

```
OtmMemoryTool /TASK=ChgProposalMeta /MEM=mymem /FromMarkup=OTMASCII /ToMarkup=OTMANSI
```

In this example, the markup table of the Translation Memory mymem is changed from (OTMASCII) to (OTMANSI).

### **Example 2**

```
OtmMemoryTool /TASK=ChgProposalMeta /MEM=mymem /fromlang=English(U.S.) /tolang=German(Reform)
```

In this example, the target language is changed from English to German.

### **Example 3**

```
OtmMemoryTool /TASK=ChgProposalMeta /MEM=mymem /doc=A* /date=*
```

In this example, the date of all segments from documents starting with the letter “A” in the Translation Memory mymem is changed to the current system date.

## Removing segments with identical source and target strings

### Purpose

OpenTM2 enables you to remove segments which have the same source and the same target string from a Translation Memory. Whitespace characters such as linefeed, carriage return and space are ignored when checking the source and target string. For security reasons, the segments are not removed from the input Translation Memory but a new Translation Memory is created which contains all segments from the input Translation Memory except for the segments having the same source and target string.

### Format

```
►—OtmMemoryTool—/—TASK—=—deleteIdentical—/—MEm—=—inmemdb—————→  
►/—OUT—=—outmemdb—————→
```

### Parameters

#### /TASK=*deleteIdentical*

*deleteIdentical* specifies the task to delete identical segments from a translation memory.

#### /MEm =*inmemdb*

*/MEm inmemdb* specifies the name of the Translation Memory that you want to use as input Translation Memory.

#### /OUT =*outmemdb*

*outmemdb* is the name of a new Translation Memory which is to receive all segments from the input Translation Memory except the segments having the same source and target string. The Translation Memory *outmemdb* is created by the OtmMemoryTool.

If you do not specify this parameter, the "Change Markup and Target Language" window is displayed. This window contains the following information:

- The name of the Translation Memory
- The number of the current segment
- The number of segments whose markup was changed
- The number of segments whose target language was changed

At the end of the process, you get a completion message showing the number of segments processed, the number of skipped segments, and the number of segments written to the output Translation Memory.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

### Examples

The following example show how to use the OtmMemoryTool command.

Enter the OtmMemoryTool command as follows:

## Example

```
OtmMemoryTool /TASK=deleteIdentical /MEM=myMem /OUT=myCleanedMemory
```

In this example all segments contained in Translation Memory myMem are written to the new output Translation Memory myCleanedMemory except for segments having the same source and target string.

## Removing inline tagging from an external memory

## Purpose

OpenTM2 enables you to remove inline tagging from the segments in an external (= exported memory). For security reasons the segments are not updated in the original translation memory, but a new translation memory is created containing the updated segments.

## Format

## Parameters

**/INMEM** =*inmemdb*

**/INMEM** inmemdb specifies the fully qualified name of the external translation memory that you want to use as input translation memory.

**/INTYPE=***intype*

`intype` specifies the format of the input memory and can be ASCII, ANSI, UTF16 or TMX

**/OUTMEM** =*outmemdb*

`outmemdb` is the fully qualified name of a new external translation memory which is to receive all segments from the input translation memory with the inline tagging removed.

**/OUTTYPE=***outtype*

`outtype` specifies the format of the output memory and can be ASCII, ANSI, UTF16 or TMX or INTERNAL (to create an internal memory instead of an external)

**/MARKUP=***markup*

markup specifies the markup to use for the recognition of inline tagging. The special value **RTF** can be used to remove pure RTF tagging from the segments, using the standard markup table EQFRTF will also remove HTML like tags beside the pure RTF tags. If not specified the markup information of the segment itself is used for the inline tag recognition.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## **Examples**

The following example shows how to use the OTMREMOVETAGS command.

Enter the OTMREMOVETAGS command as follows:

### **Example**

```
otmremovetags /inmem=c:\mymem.tmx /intype=TMX /outmem=c:\mymem-cleaned.exp  
/outtype=UTF16 /markup=EQRTF
```

In this example all segments contained in translation memory “mymem.tmx” are written to the new output translation memory “mymem-cleaned.exp” except for segments having the same source and target string.

---

## **Showing the contents of exported folders**

### **Purpose**

OpenTM2 enables you to display the content of an exported OpenTM2 folder (\*.fxp), either in a brief overview, or in greater details when using the option /DETAILS.

### **Format**

```
►►—OTMSHOWFXP—Folderfile—►  
                  |  
                  |-—DETAILS—►
```

### **Parameters**

#### **folderfile**

folderfile specifies the fully qualified file name of an exported folder (\*.FXP)

#### **/DETAILS**

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

### **Example**

The following example shows how to use the OTMSHOWFXP command.

Enter the OTMSHOWFXP command as follows:

### **Examples**

```
otmshowfxp c:\folders\showme.fxp  
otmshowfxp c:\folders\showme.fxp /DETAILS
```

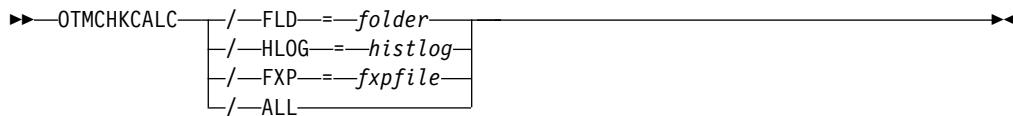
---

## **Checking the folder history data**

### **Purpose**

OpenTM2 collects all processing steps and count information for a folder in a history log file. This history log file is the base for the creation of calculation reports. The tool CHKCALC can be used to verify that the folder history log file is not corrupted.

## Format



## Parameters

**/FLD =***folder*

folder specifies the name of a OpenTM2 folder which is to be checked

**/HLOG=***histlog*

histlog specified the fully qualified file name of a history log file to be checked

**/FXP =***fxpfile*

fxpfile specified the fully qualified file name of an exported OpenTM2 folder

**/ALL**

The / ALL switch tells the tool to check the history log information of all OpenTM2 folders

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example show how to use the CHKCALC command..

Enter the CHKCALC command as follows:

### Example

```
otmchkcalc /fld=showme
```

In this example the history log information of folder showme is checked.

```
otmchkcalc /all
```

In this example the history log information of all folders is checked.

---

## Correcting the drive letter information of OpenTM2 files

### Purpose

Many OpenTM2 files contain drive letter information. When these files are copied from one machine to another machine, or copied from one drive letter to another drive letter, the files can not be used anymore and are shown as marked as defect in the OpenTM2 list windows. The tool OTMADL corrects the drive letter settings of the specified file so that the files can be processed as usual.

## Format



## Parameters

### /FOL =*folder*

*folder* specifies the name of a OpenTM2 folder whose drive letter settings will be corrected

### /MEM=*mem*

*mem* specifies the name of a Translation Memory whose drive letter settings will be corrected

### /DIC =*dictionary*

*dictionary* specified the name of a dictioanry whose drive letter settings will be corrected

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example show how to use the OTMADL command.

Enter the OTMADL command as follows:

### Example

```
otmadl /fol=showme
```

In this example the drive letter of the folder showme and the drive letter of all of its documents is corrected

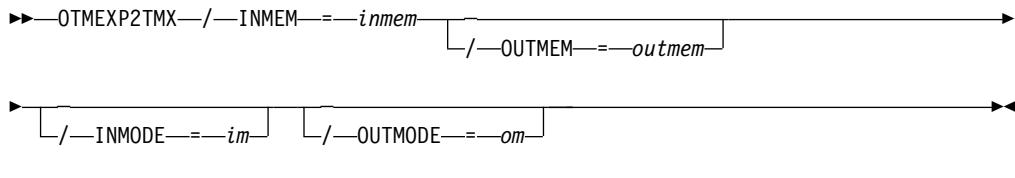
---

## Converting SGML memory databases into TMX format

### Purpose

OpenTM2 allows to turn a \*.EXP translation memory (an SGML-based OpenTM2 translation memory) into the \*.TMX translation memory format. This conversion is done using the DOS line command utility OTMEXP2TMX.

### Format



## Parameters

### /INMEM =*inmem*

*inmem* is the fully qualified file name of the input memory in SGML format  
(This name can contain wildcard characters)

### /OUTMEM =*outmem*

*outmem* is the fully qualified file name of the output memory in TMX format.  
When no output memory name is specified, the input memory name is used as output memory name with the extension changed to TMX

### /INMODE =*im*

*im* specifies the encoding of the input memory and can be UTF16, ASCII, ANSI

or the number of a codepage. The input mode has to be specified only when the memory is not encoded in UTF16 and does not contain the <codepage> tag in the header

#### /OUTMODE=*om*

*om* specifies the encoding of the output memory and can be UTF8 or UTF16. When not specified UTF8 is used as default

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

### Examples

The following example show how to use the OTMEXP2TMX command.

Enter the OTMEXP2TMX command as follows:

#### Example

```
otmexp2tmx c:\MyMemory\*.EXP
```

In this example all \*.EXP memory databases located in folder c:\MyMemory are converted into the TMX format. The output memory name will be the input memory name with an extension of TMX, and the encoding of the output memory will be UTF8.

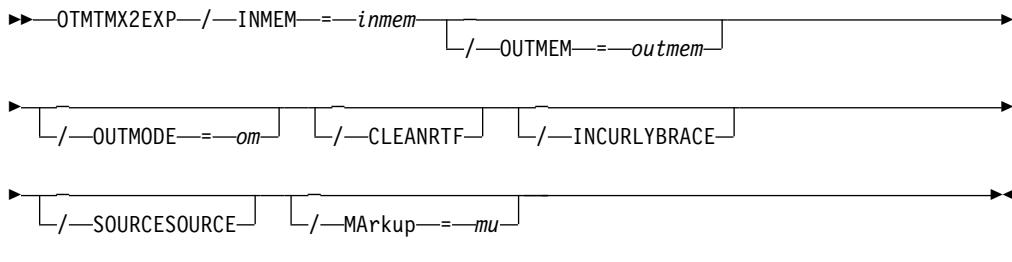
---

## Converting external Memory databases from the TMX format into the EXP format

### Purpose

TMX is widely used to interchange translation memories with other translation tools. The DOS line command utility OTMTMX2EXP can be used to convert TMX Translation Memory databases into the OpenTM2 specific \*.EXP format (an SGML-based format).

### Format



### Parameters

#### /INMEM=*i mem*

*i mem* specifies the name of the external translation memory in EXP-format that you want to convert. The name may contain wildcards (e.g. C:\MEMS\\*.EXP) to convert a group of files in a single run

**/OUTMEM=***outmem*

*outmem* is the name of the converted translation memory in EXP format. If no name is specified, the name of the input memory is used with the file extension changed to \*.EXP.

**/OUTMODE=***om* or **/OM=***om*

*om* specifies the encoding of the output memory and can be UTF16, ASCII, or ANSI.

**/CLEANRTF**

if specified any RTF inline tags are removed from the segments of the memory

**/IN CURLYBRACE**

if specified only RTF inline tags inside curly braces "{}" are removed. This option is only valid together with the /CLEANRTF option

**/SOURCESOURCE or /SS**

if specified the source of the memory matches is also used as the target text thus creating a source-source memory

**/MARKUP=***mu* or **/MA=***mu*

if specified the markup table name *mu* is used when no OpenTM2 markup table name can be associated automatically with the TMX translation unit. You can also specify a list of markup table names (e.g.

/MA=(OTMXML,OTMHTM32,EQFRTF) ), the OTMTMX2EXP tool will then generate for each markup table a separate segment entry in the output EXP file. This will only be done when no markup table could be associated with the TMX translation unit, and when the text of the translation unit contains inline-tagging.

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example show how to use the OTMTMX2EXP command.

Enter the OTMTMX2EXP command as follows:

### Example

```
otmtmx2exp *.TMX /outmode=UTF16 /CLEANRTF
```

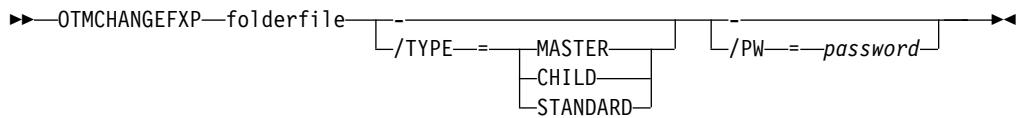
In this example all translation memory databases with an extension of \*.TMX will be converted into the EXP format, and the encoding of the converted memories will be UTF-16. All RTF-tagging contained in the segments will be removed.

## Changing the type of an exported folder

### Purpose

Exported OpenTM2 folders can be “master folders”, “child folders” or “standard folders”. When exporting a master folder, it is automatically exported as a child folder when not specified otherwise. The tool OTMCHANGEFXP can be used to change the type of the exported folder without requiring a new export of the folder.

## Format



## Parameters

### **folderfile**

folderfile is the fully qualified name of the exported folder, if no file extension is specified ".FXP" is used as default

### **/TYPE=type**

type is the new type of the folder and can be MASTER, CHILD, or STANDARD

### **/PW =password**

password specifies the folder password for MASTER or CHILD folders

**Note:** You can type the commands in uppercase, lowercase, or in mixed-case letters. You may not use any wildcard characters, such as an asterisk (\*).

## Examples

The following example show how to use the OTMCHANGEFXP command.

Enter the OTMCHANGEFXP command as follows:

### **Example**

```
otmchangefp c:\showme.fxp /TYPE=MASTER /PW=verysecret
```

In this example the exported folder "showme.fxp" is converted into a master folder, an the password is set to "verysecret"

### **Example**

```
otmchangefp c:\master.fxp /TYPE=STANDARD
```

In this example the exported folder "master.fxp" is converted into a standard folder

---

## Chapter 18. Machine Translation (MT) Support

### Machine Translation Evaluation in OpenTM2

Evaluating the results of a translation in OpenTM2, where MT (Machine Translation) was involved in, is key to understand the productivity of MT. OpenTM2 can track all activities in a central LOG-file, and this LOG-file can be evaluated using a DOS line command utility OtmMtEval.exe.

#### Preparing for MT-processing

In order to use the MT-support functionality in OpenTM2, a text-file named "EQFNFLUENT.TRG" must be updated and adjusted.

Open the file "EQFNFLUENT.TRG", which is located in the OpenTM2 directory \otm\property\, in a TEXT editor like Notepad++. Locate the entry "MTLOGGING", and remove a leading "\*" (where a "\*" indicates a comment line). This globally "activates" all MT-logging activities in OpenTM2.

More options can be set in the "EQFNFLUENT.TRG" file that control the creation of various different MT-output formats. These outputs formats are either in the \*.EXP (the OpenTM2 native format of external translation memories), or in dedicated XML-formats.

- NOMATCH - creates an XML-file which contains all source-segments but no exact matches.
- NOMATCH\_NODUPLICATE - same output as NOMATCH, but without duplicate segments.
- NOMATCHEXP - creates an EXP-file which contains all source-segments but no exact matches.
- NOMATCHEXP\_NODUPLICATE - same output as NOMATCHEXP, but without duplicate segments.
- ALLSEGS - creates an XML-file which contains all source-segments even exact matches.
- ALLSEGS\_NODUPLICATE - Same output as ALLSEGS but without duplicate segments.
- ALLSEGSEXP - creates an EXP-file which contains all source-segments even exact matches.
- ALLSEGSEXP\_NODUPLICATE - Same output as ALLSEGSEXP but without duplicate segments.
- ALLWMATCH - creates an XML-file which contains all source-segments and all target-segments, including e.g. EXACT or FUZZY matches. In addition the match-rate is written into the output.
- ALLWMATCH\_NODUPLICATE - same output as ALLWMATCH but without duplicate segments.
- ALLWMATCHSOURCE - creates an XML-file which contains all source-segments and all target-segments including e.g. EXACT or FUZZY matches. In addition the MATCH-rate and the SOURCE of the translation memory proposal is written into the output.
- ALLWMATCHSOURCE\_NODUPLICATE - Same output as ALLWMATCHSOURCE but without duplicate segments.

- NOPROPOSAL - creates an XML-file which contains all source-segments which have no proposal at all.
- NOPROPOSAL\_NODUPLICATE - Same output as NOPROPOSAL but without duplicate segments.
- NOPROPOSALEXP - creates an EXP-file which contains all source-segments which have no proposal at all.
- NOPROPOSALEXP\_NODUPLICATE - Same output as NOPROPOSAL but without duplicate segments.
- XLIFF - creates an XLIFF-file which contains all source-segments, along with all proposals.

## The OtmMtEval tool

For the evaluation of the MT-log information (MT = Machine Translation), the DOS command line tool OtmMtEval.exe has been created. This tool combines the MT-log information from the folder property file and the MT-log per document and creates an XML document containing the evaluation results.

### Usage of the OtmMtEval tool

The OtmMtEval tool is called from the DOS command line:

```
►►—OtmMtEval—filespec— [outfile] [ /details ]
```

The *filespec* parameter specifies the input file(s) which can either be:

- the long name of an OpenTM2 internal folder (e.g. "MyTestFolder")
- the short name of an OpenTM2 internal folder (e.g. "MYTES000.F00" )
- the name (incl. path) of an external OpenTM2 folder (e.g. "C:\MyTestFolders\MyTestFolder.FXP")
- a generic name for a group of external OpenTM2 folders (e.g. "C:\MyTestFolders\My\*.FXP")
- the name of a directory containing external OpenTM2 folders (e.g. "C:\MyTestFolders")

If a **directory** is specified, the evaluation is performed for all external OpenTM2 folders in the directory, and in all sub-directories of this directory.

The optional *outfile* parameter specifies the **name** of the **output file**. If no output file is specified "C:\OtmMtEval.XML" is used as default name.

The optional */details* parameter activates the output of the **segment detail information**.

## Output created by the OtmMtEval tool

The OtmMtEval tool creates an UTF-8 encoded XML file. This file can be viewed using any browser like Mozilla Firefox or MS Internet Explorer, by applying the XSLT style sheet "MTEVAL.XSL". Ensure that this XSLT style sheet (the "MTEVAL.XSL") is located in the same directory the XML file is stored in.

**Note:** The original MTEVAL.XSL is part of the OpenTM2 installation, and can be found in the OpenTM2 directory \otm\property\).

The report consists of three main parts:

1. A **header** part
2. A **main report** part (which is the detailed folder list information)
3. A **summary** part

The details of each part of the report are described in the next section.

MT Evaluation:	
Version of MTEVAL:	1.2.3.2103
Report Generation Date:	Tue Aug 04 08:44:54 2015
Input specification:	0_test_MT_2

MT Evaluation:	Folder list
Folder:	0_test_MT_2
Option "Send to MT server" used:	No
MT job received:	

Document 0_test_MT_2.html													
Segment ID	Words	Process Time (Sec)	Choice Time (Sec)	Think Time (Sec)	Edit Time (Sec)	Total Time (Sec)	Chars Typed	Existing Proposal	Used Proposal	AutoSubst	Time Stamp	Segment source	MT metadata
Shipment 1													
7	10	24.85	12.50	10.44	14.41	37.35	7	FuzzyMachine	Fuzzy	no	2015/08/04 08:42:29	This sentence can be translated by anybody who knows how.	
10	6	3.88	6.65	1.67	2.21	10.53	0	Machine	Machine	no	2015/08/04 08:42:40	You should translate this sentence soon.	
13	8	27.04	4.29	4.29	22.75	27.04	62	Machine		no	2015/08/04 08:43:07	Start the translation of this package by today.	

Document Name	Type	Simple 1..4 words	Medium 5..14 words	Complex 15++ words	Total
Existing MT proposals	0	24	0	24	
Used MT proposals	0	6	0	6	

MT Evaluation:	Summary
Folders processed:	1
Units:	words
Type	simple 1..4 words
medium 5..14 words	complex 15++ words
Processed for MT	0
Existing MT proposals	0
Used MT proposals	0

Figure 174. The MT-Evaluation report

In the above example of a LOG file **header** (see the screen shot before), the following information is displayed:

- the **version of the OtmMtEval** tool used to create the report (see: “1.2.3.2103”)
- the **report generation date** (see: “Tue Aug 04 08:44:54 2015”)
- the **input specification** (see: “0\_test\_MT\_2”)

The header is followed by a detailed **folder list information**.

For each evaluated **folder**, the listing shows the following **header information**:

- the **name of the folder** (see: "0\_test\_MT\_2")
- the **MT settings** used for the latest analysis process (see: "No")

For each evaluated **folder**, the listing shows the following **detailed information**:

- The **Segment ID**
- The **Words** in segment
- The **Process Time** (in seconds)
- The **Choice Time** (in seconds)
- The **Think Time** (in seconds)
- The **Edit Time** (in seconds)
- The **Total Time** (in seconds)
- The **Charcters Typed**
- The **Existing Proposals**
- The **Used Proposal**
- The **Autosubstituted** value (yes or no)
- The **Time Stamp**
- The **Segment Source**
- The **MT metadata** value

For each evaluated **folder**, the listing shows the following **Folder summary**:

- The type "Existing MT proposal" shows the amount of words in MT proposals "displayed" to the translator.
- The type "Used MT proposal" shows the amount of words in MT proposals **used** by the translator.
- The words for each of these two entries are devided into three categories of words in a segment, "Simple 1...4 words (per segment)", "Medium 5...14 words (per segment)" and "Complex 15++ words (per segment)".
- Finally a total word count (summary of the three categories before).

The detailed folder list information section is followed by a **folder list summary**.

- The **summary** is located at the end of each MT evaluation report.
- The **summary** shows the number of processed folders (Folders processed).
- The **summary** shows the counting unit (Words).
- The three **types** of proposals are "Processed for MT", "Existing MT proposals" and "Used MT proposals".
- The words for each type of proposals are devided into the three categories "Simple 1...4 words (per segment)", "Medium 5...14 words (per segment)" and "Complex 15++ words (per segment)".
- A Total word count (summary of the three categories before).

## Chapter 19. Working with Plug-Ins

Plugins in OpenTM2 are used to enhance the functionality. Existing plug-ins may be removed, new plug-ins may be added. So both, the **sequence** of the plug-ins as well as the **amount** of plugins may vary, and may not exist in the users OpenTM2 environment. This chapter describes the plug-ins which are usually deployed in the OpenTM2 base package.

### The Plugin Manager

The OpenTM2-plugin “Plugin Manager” is invoked via “Utilities” => “Plugin Manager...”. When the “OpenTM2 Plugin Manager” panel is opened, 5 tabs are visible.

#### The tab “Installed”

On tab “Installed”, all installed plugins are listed in a table. The plugins, which a user can remove, are located on the top of the list, and can be selected individually by clicking on the entry in the list. Once selected, the icon on the left hand side of each plugin gets a check-mark, indicating that the plugin can now be removed. To finally remove the plugin, click on button “Remove Selected”.

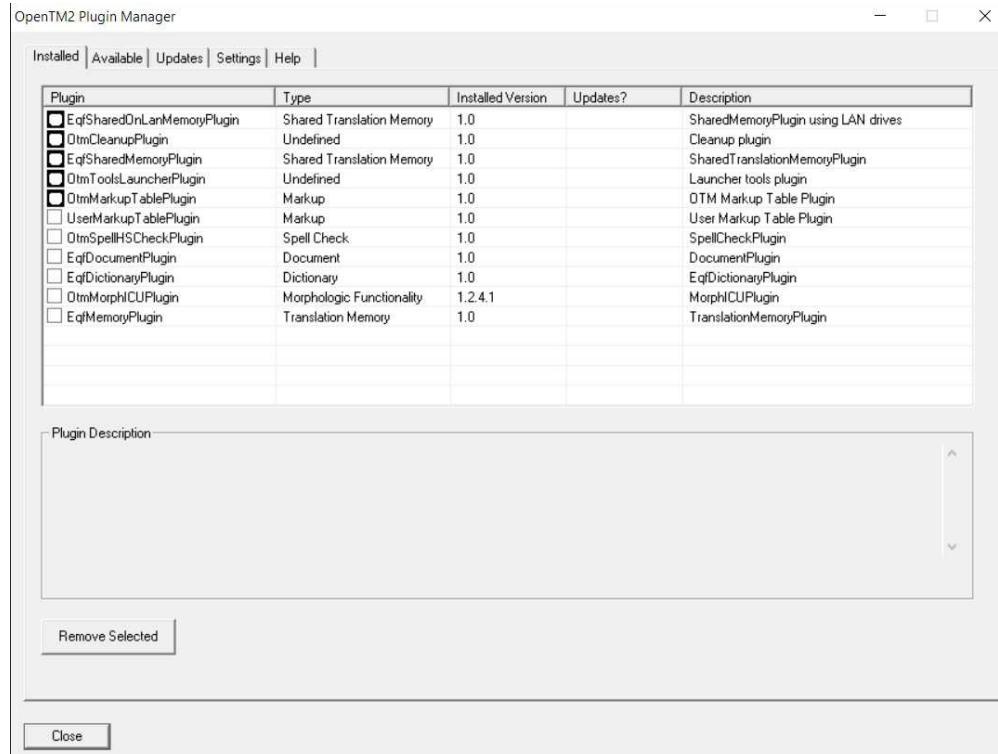


Figure 175. Plugin manager tab “Installed”

## The tab “Available”

On tab “Available”, all plugins are listed, which have either been deleted before (see tab “Installed”), or which are newly provided by the community. If a plugin should be installed, select the appropriate plugin from the list, and click on button “Install Selected”. After the installation, the plugin is removed from tab “Available”, and it is then listed on tab “Installed”.

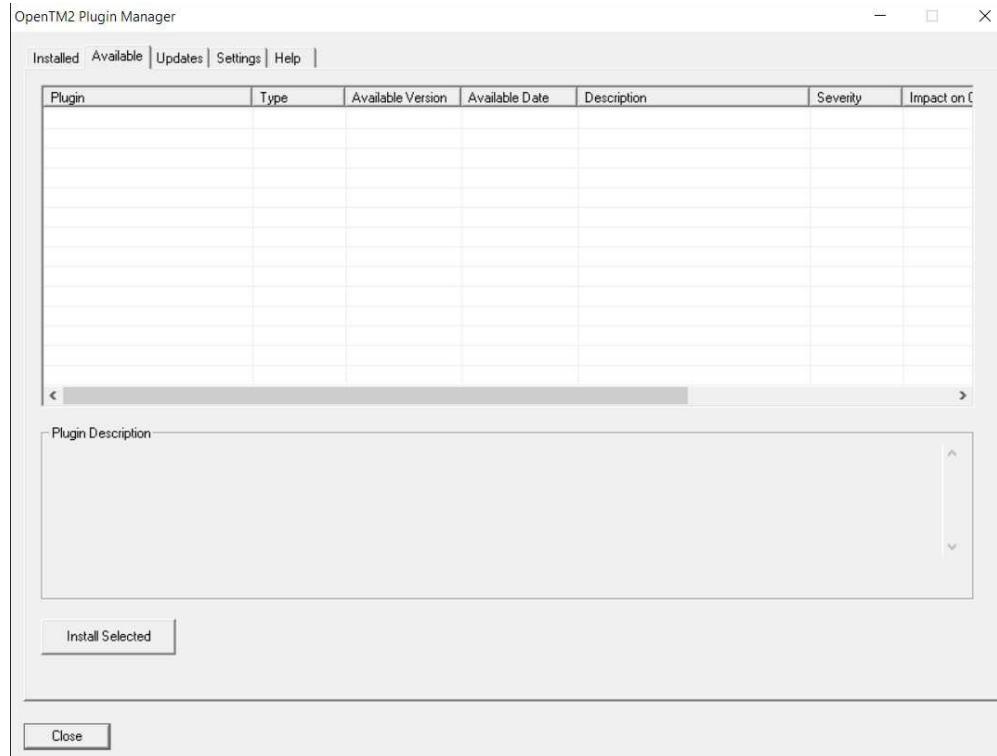


Figure 176. Plugin manager tab “Available”

## The tab “Updates”

On tab “Updates”, all plugins are listed, for which an update is available. If a plugin should be updated, select the appropriate plugin-update from the list, and click on button “Update Selected”. After the installation, the plugin-update is removed from tab “Updates”.

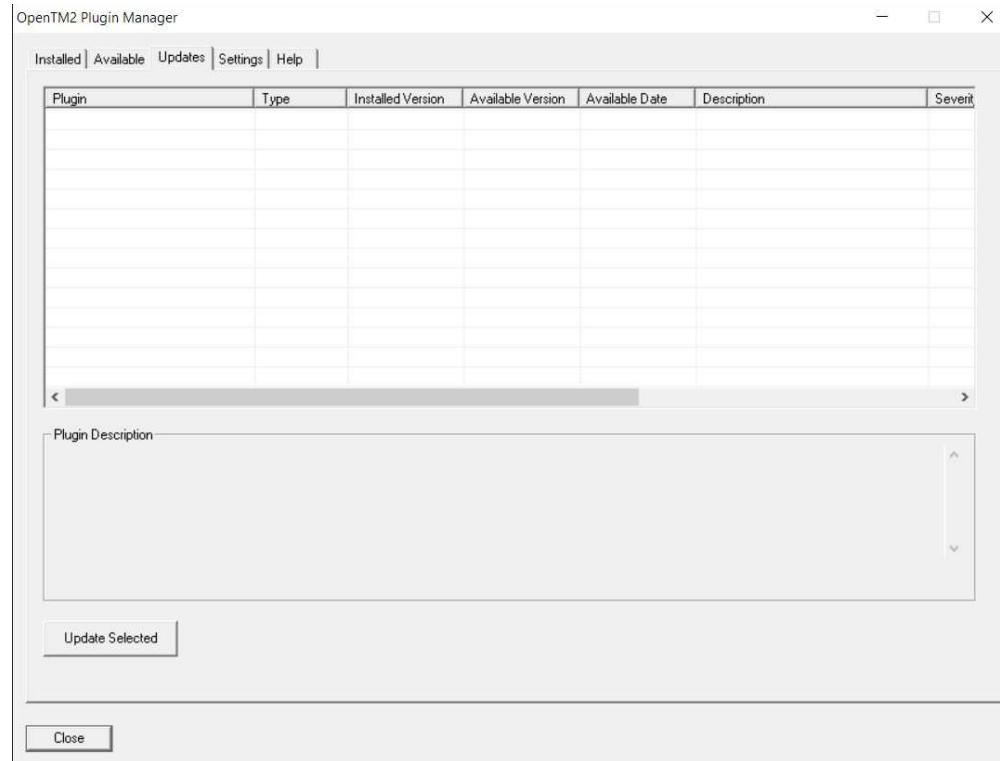


Figure 177. Plugin manager tab “Updates”

### The tab “Settings”

On tab “Settings”, vital Plugin Manager settings can be managed and adjusted.

- In “URL:” the URL is listed, which links to the server keeping the OpenTM2 updates. This entry can not be adjusted by the user.
- In “Proxy Address:” a proxy server address could be entered. This is initially left blank, and must usually not be filled.
- In “Proxy Port:” a proxy server port could be entered. This is initially left blank, and must usually not be filled.
- Button “Test connection...”: can be pressed to check whether OpenTM2 can connect the server as listed in “URL:”. After some seconds, a message window appears, informing whether or not the connection could be established to the server.
- In “Timeout:” enter a numerical value such as “5”, which shows the time in seconds to wait before OpenTM2 stops checking the connection to the server.
- In section “Check Frequency Setting” users can select the frequency OpenTM2 should check for updates.
  - “Check for updates **once per day**” triggers OpenTM2 to check for updates once per day.
  - “Check for updates **once per week**” triggers OpenTM2 to check for updates once per week.
  - “Check for updates **manually**” triggers OpenTM2 to check for updates only if the user clicks on button “Check Now”.
- Check-box “Keep the downloaded package in \OTM\PLUGINS\Download” keeps all downloaded plugins in the OpenTM2 directory “\OTM\PLUGINS\

Download". This could be of interest for users, who like to distribute updates manually rather than asking every user to download the updates from the server, and to install these updates.

- Button "Save Settings" saves all changes made on tab "Settings".
- Button "Cancel" is cancelling all changes made on tab "Settings".

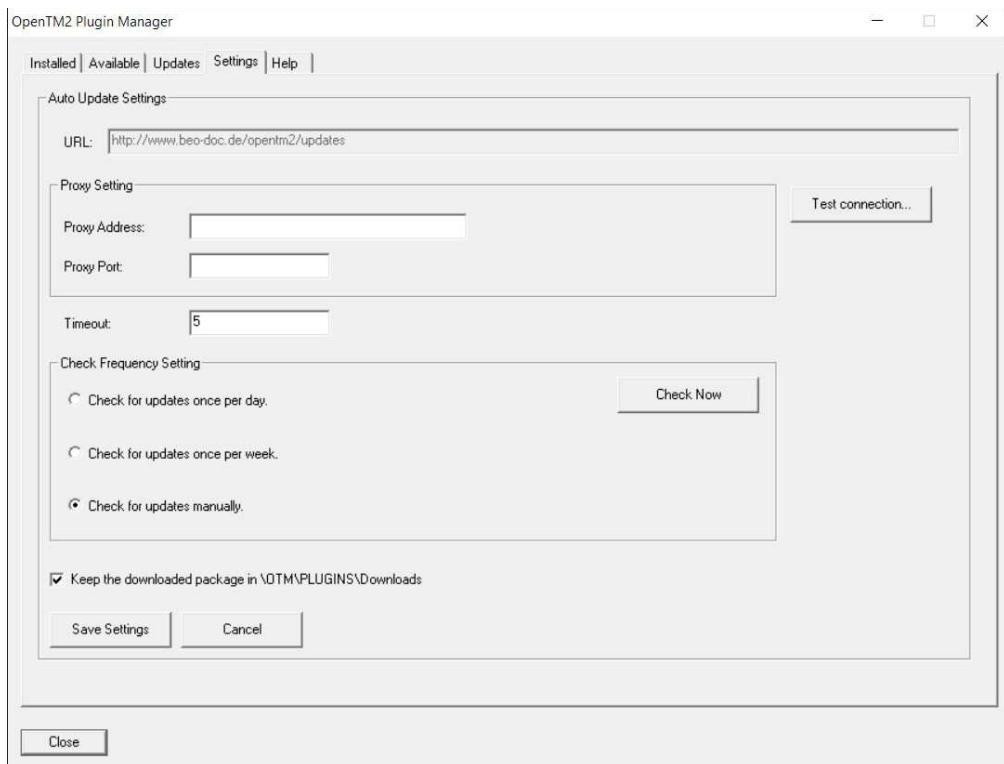


Figure 178. Plugin manager tab "Settings"

### The tab "Help"

On tab "Help", a brief overview of the functions of each tab is listed.

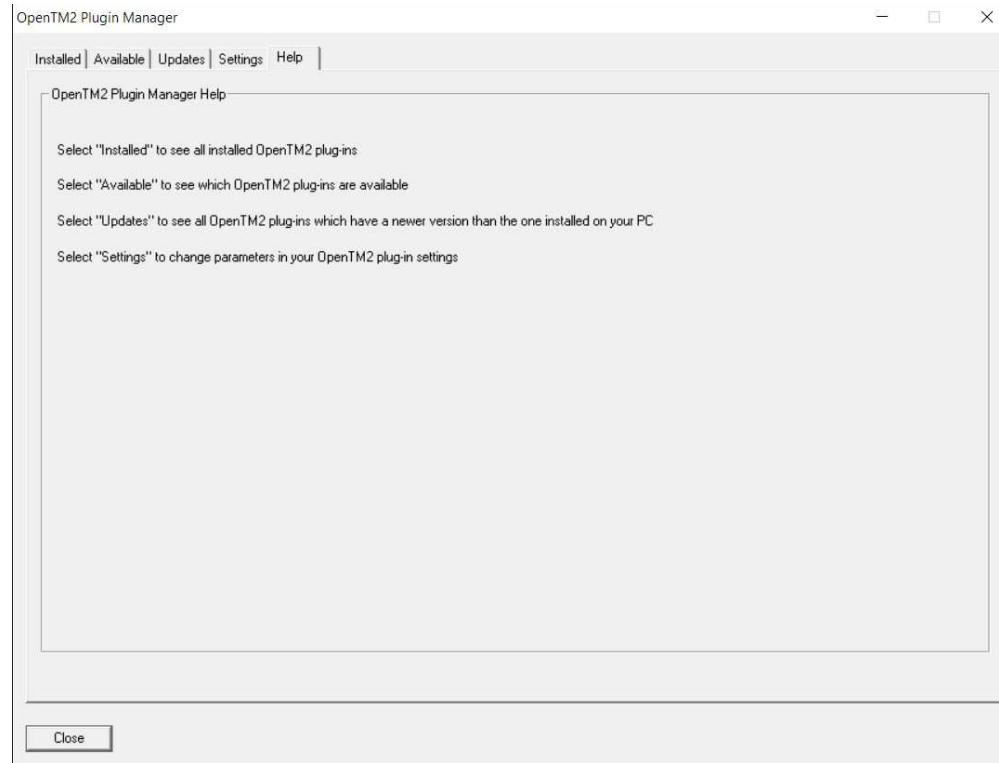


Figure 179. Plugin manager tab ‘Help’

## The Plugin Auto Version Upgrade

The OpenTM2-plugin “Auto Version Upgrade” is invoked via “Utilities” => “Auto Version Upgrade...”. When the “OpenTM2 Auto Version Upgrade” panel is opened, 2 tabs are visible.

### The tab “Updates”

On tab “Updates”, all OpenTM2-components are listed, for which an update is available. If a component should be updated, select the appropriate component from the list, and click on button “Update Selected”. After the installation, the component is removed from tab “Updates”.

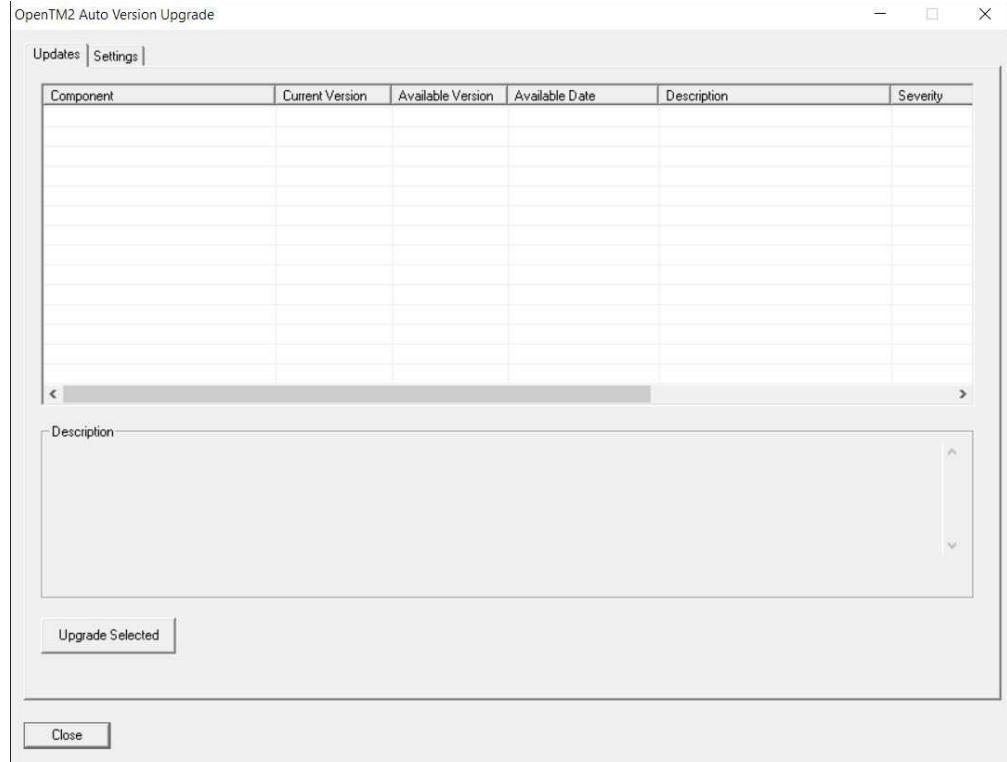


Figure 180. Auto Version Upgrade tab ‘Updates’

### The tab “Settings”

On tab “Settings”, vital Auto Version Upgrade settings can be managed and adjusted.

- In “URL:” the URL is listed, which links to the server keeping the OpenTM2 updates. This entry can not be adjusted by the user.
- In “Proxy Address:” a proxy server address could be entered. This is initially left blank, and must usually not be filled.
- In “Proxy Port:” a proxy server port could be entered. This is initially left blank, and must usually not be filled.
- Button “Test connection...”: can be pressed to check whether OpenTM2 can connect the server as listed in “URL:”. After some seconds, a message window appears, informing whether or not the connection could be established to the server.
- In “Timeout:” enter a numerical value such as “5”, which shows the time in seconds to wait before OpenTM2 stops checking the connection to the server.
- In section “Check Frequency Setting” users can select the frequency OpenTM2 should check for updates.
  - “Check for updates **once per day**” triggers OpenTM2 to check for updates once per day.
  - “Check for updates **once per week**” triggers OpenTM2 to check for updates once per week.
  - “Check for updates **manually**” triggers OpenTM2 to check for updates only if the user clicks on button “Check Now”.
- Check-box “Keep the downloaded package in \OTM\Downloads” keeps all downloaded components in the OpenTM2 directory “\OTM\Downloads”. This

could be of interest for users, who like to distribute updates manually rather than asking every user to download the updates from the server, and to install these updates.

- Button “Save Settings” saves all changes made on tab “Settings”.
- Button “Cancel” is cancelling all changes made on tab “Settings”.

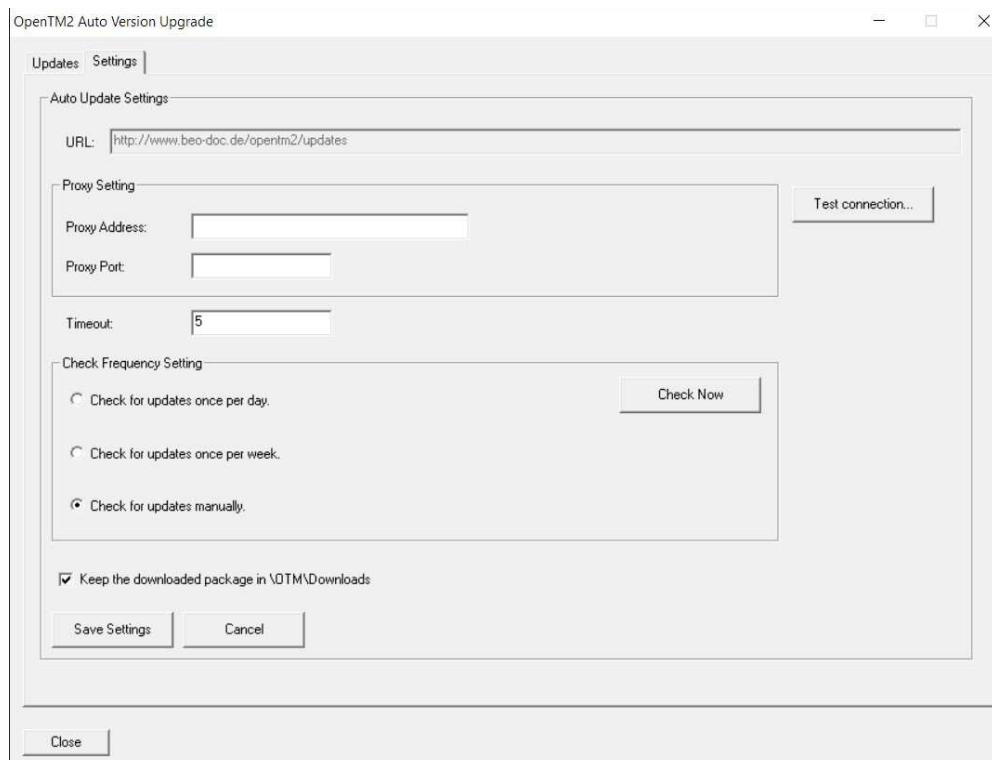


Figure 181. Auto Version Upgrade tab “Settings”

## The Plugin Profile Settings Management

The OpenTM2-plugin “Profile Settings Management” is meant to backup vital OpenTM2 settings to a save place, and restore it in case of problems, or a new installation of OpenTM2, where own settings may have been reset.

### Export (Backup) Profile Settings

In order to export (= backup) profile settings, perform these steps:

- In section “Import or Export”, select “Export Profile Settings”.
- In section “Profile Location”, “Export To:” either type in the path to where the profile settings should be stored into, or select it from the drop down list.
- In section “Profile Location”, “Profile Name:” either type in a profile name, or select it from the drop down list.
- In section “Profile Location”, “Profile Format:” ensure to leave “\*.xml”. This is the only supported file format, and it can not be changed by the user.
- In section “Profile Settings to be Exported”, either check-mark “Export All Settings” (which exports all available settings), or check-mark any of the four profile settings “Translation Editor”, “Workbench”, “Folder List Window”, or “Last Used Values”.

- Click on button “Export Selected Settings” to start the export function. A message window appears which confirms the successful export. In case the profile name should already exist, a warning message appears which allows to either overwrite the existing profile, or to cancel the profile export.

## Import (restore) Profile Settings

In order to import (= restore) profile settings, perform these steps:

- In section “Import or Export”, select “Import Profile Settings”.
- In section “Profile Location”, “Import To:” either type in the path from where the profile settings should be imported from, or select it from the drop down list.
- In section “Profile Location”, “Profile Name:” either type in a profile name, or select it from the drop down list.
- In section “Profile Location”, “Profile Format:” ensure to leave “\*.xml”. This is the only supported file format, and it can not be changed by the user.
- In section “Profile Settings to be Imported”, either check-mark “Import All Settings” (which imports all available settings), or check-mark any of the four profile settings “Translation Editor”, “Workbench”, “Folder List Window”, or “Last Used Values”.
- Click on button “Import Selected Settings” to start the import function. A message window appears which confirms the successful import.

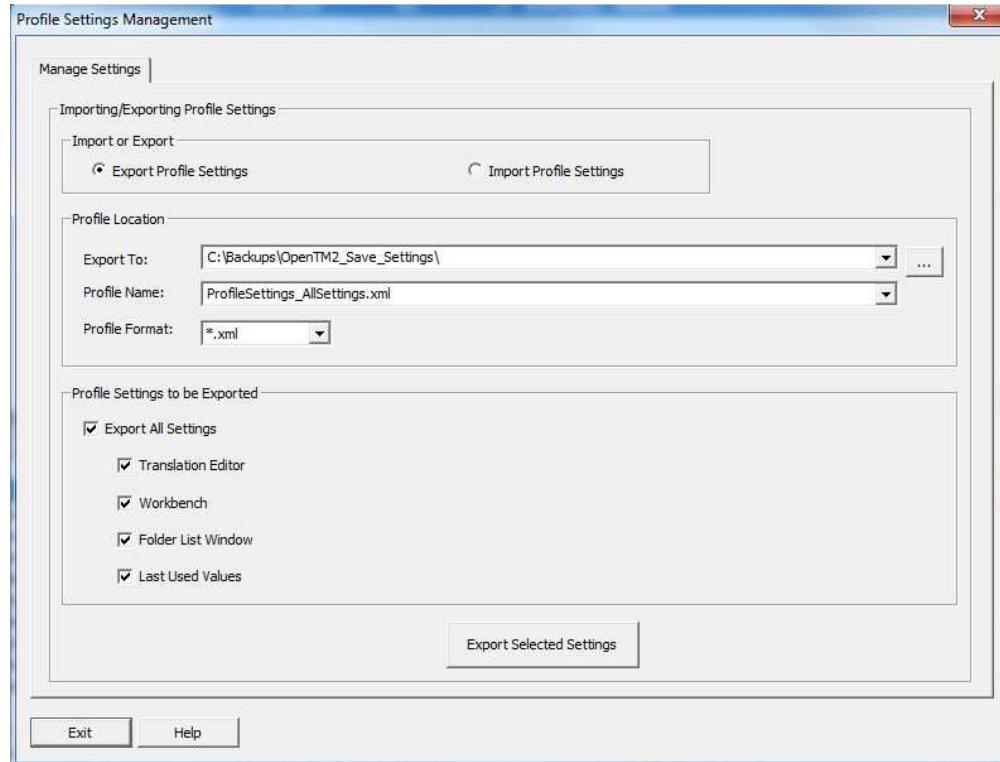


Figure 182. The panel ‘Profile Settings Management’

## The Plugin GUI for Command Line Tools

OpenTM2 provides a bunch of DOS Line Command Utilities, and their command-syntax is sometimes hard to use, and even harder to remember. The plugin "GUI for Command Line Tools" has been implemented into OpenTM2 to help users in using the DOS Line Command Utilities in a user friendly way.

In the OpenTM2 workbench, open the "OpenTM2 Tools Launcher" via "Utilities" => "Tools". This function allows to start OpenTM2 DOS Line Command Utilities via a GUI interface. 16 tools have been integrated. In order to select one or more of the tools, users need to mark the tool(s) in the left hand "Available Tools", and move it to the right hand side "Selected tools" >. Each tool gets its own tab at the top of the panel.

Example: All available tools are located in the left hand frame "Available Tools". In order to "activate" a tool (e.g. "OtmExp2Tmx"), move it to the right hand frame either by double clicking on the tool, or by selecting it and then clicking on the arrow "-->". For each of the selected tools, a new tab appears next to the tab "Launcher" (which is static and always visible). Tools no longer needed can be "removed" by moving it from the right hand "Selected tools" section into the left hand "Available Tools" section. All the tool entries in "Available Tools" can not be deleted.

In section "Run GUI Apps" the OpenTM2 Scripter GUI can be started. By clicking on the button "OpenTM2ScripterGUI", the tool "OpenTM2 Scripter" is started.

"OpenTM2ToolsLauncher"

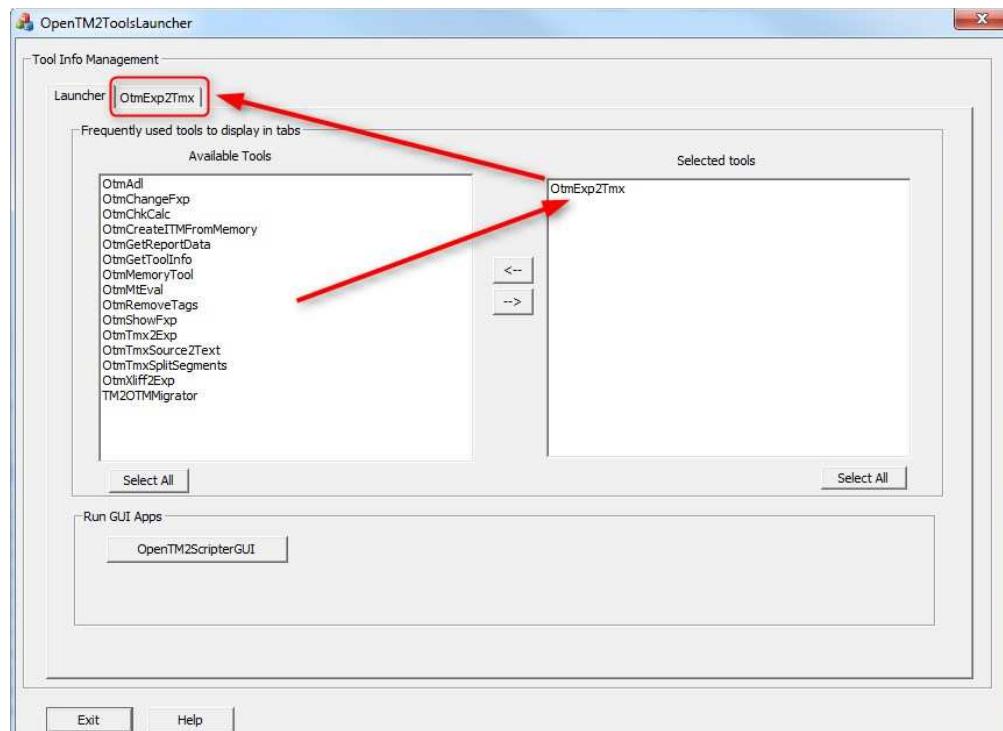


Figure 183. The panel "GUI For Command Line Tools"

## The Plugin Remove Temporary Files

The OpenTM2-plugin “Remove Temporary Files” helps users to remove temporary files from OpenTM2. The tool collects all temporary files and displays it in panel “Remove temporary files”, where users can either select individual entries or even all entries to delete it.

In order to delete temporary files from OpenTM2, process these steps:

- The section “Temporary files being deleted” contains all files which can be deleted.
- Either mark or un-mark a single checkbox on the left-hand side of the entry.
- In order to mark all entries in the list, klick on button “Select All”.
- In order to unmark all entries in the list, klick on button “Deselect All”.
- Field “Number of selected files:” shows the total amount of file a user selected.
- Field “Total size of selected files:” shows the total amount of KB (Kilo Byte) of the files a user selected. As soon as the process has ended, the panel “Remove temporary files” is closed.
- In order to delete the selected files, click on button “Delete selected files”.
- In order to close the panel with no action performed, click on button “Cancel”.

“Remove temporary files”

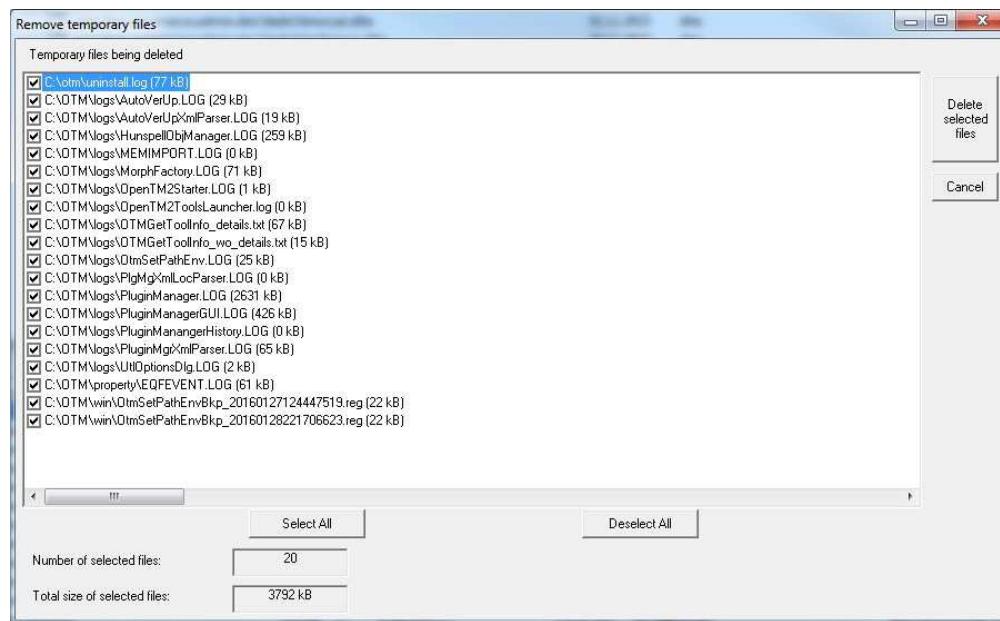


Figure 184. The panel “Remove temporary files”

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## **Part 4. Appendixes**



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## Appendix A. Overview of the OpenTM2 menus

The following table shows which tasks can be selected for which OpenTM2 components.

Note that for every list window you can open a list-specific menu where you can select the same commands as from the OpenTM2 menu bar. You open this menu by pressing the right mouse button. The menu shows only the selection of tasks that can be started from the list window for which you opened the menu.

Documents	Folders	Translation Memory databases	Dictionaries	Markup tables
Open	Open	Open	Open	—
—	New...	New...	New...	—
Properties...	Properties...	Properties...	Properties...	—
Properties Summary	Properties Summary	Properties Summary	Properties Summary	—
Delete	Delete	Delete	Delete	Delete
—	Rename...	Rename...	Rename...	—
—	—	Merge...	—	—
—	—	Organize	Organize	—
Analyze...	Analyze...	—	—	—
—	—	—	Print...	—
Export...	Export...	Export...	Export...	Export...
Import...	Import...	Import...	Import...	Import...
Count words...	Count words...	—	—	—
Create Counting Report...	Create Counting Report...	—	—	—
—	Delete exported folder...	—	—	—
Global find and replace...	Global find and replace...	—	—	—
Select all	—	—	—	—
Deselect all	—	—	—	—
—	—	Connect shared resources...	Connect shared resources...	—



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## Appendix B. Editor functions reference

To assign a function to a key or a key combination, click **Keys...** in the **Options** menu, select the function and assign it to a key.

To call an editor function that is assigned to a key combination, click **Commands...** in the **Options** menu, select the command to be executed, and click **Run**.

On the following pages, you find the complete list of the functions available in the Translation Environment. They are grouped as follows:

- Editor functions inside the “Translation” window
  - “Cursor movement in window”
  - “Scrolling” on page 442
  - “Editing” on page 442
  - “Modes of editing” on page 443
  - “Changing the presentation of control tags” on page 444
  - “Document overall functions” on page 444
  - “Switching to other windows” on page 444
- Editor functions outside the “Translation” window
  - “Using the clipboard” on page 444
  - “Switching to other windows” on page 445
  - “Functions in the Translation Memory window” on page 445
  - “Functions in the Dictionary window” on page 445

The tables shown provide a column in which you can enter the key that you assigned to the functions. Note that the keys Ctrl+A to Ctrl+Z and Ctrl+a to Ctrl+z are reserved keys and cannot be assigned.

---

### Editor functions inside the Translation window

#### Cursor movement in window

Bottom	Cursor	Ctrl+End	
Top	Cursor	Ctrl+Home	
Cursor down		Down	
Cursor up		Up	
Cursor left		Left	
Cursor right		Right	
Insert shift-in/shift-out character in file			
Insert shift-in/shift-out character in segment			
Delete shift-in/shift-out character in file			
Delete shift-in/shift-out character in segment			
Start of line	Cursor	Home	
End of line	Cursor	End	

Start of segment	Cursor	Alt+Home	
End of segment	Cursor	Alt+End	
Query (active) line	Cursor		
Go to line dialog	Cursor		
Go to segment dialog	Cursor		
Special go to dialog	Cursor		
Next line		Enter	
Next word		Ctrl+Right	
Previous word		Ctrl+Left	
Tab backward		Backtab	
Tab forward		Tab	
Go to active segment	Translate		
Go to changed segment			
Go to newly translated segment			
Go to unchanged segment			
Go to bookmark	Translate		

## Scrolling

Function	Menu	Default key	My key
Scroll down		Shift+F4	
Scroll up		Shift+F3	
Scroll page down		PageDown	
Scroll page up		PageUp	
Scroll left		Shift+F5	
Scroll right		Shift+F2	

## Editing

Function	Menu	Default key	My key
Delete character or marked block		Delete	
Delete character and move cursor left		Backspace	
Delete until tag			
Delete line			
Insert line			
Join line(s)	Edit		
Split line	Edit		
Truncate line		Ctrl+Delete	
Delete word			
Mark word			
Compress current segment			

Function	Menu	Default key	My key
Truncate segment		Alt+Delete	
Delete segment			
Join segments	Translate		
Split joined segments	Translate		
Mark segment			
I Next untranslated segment	Translate	Alt+n	
Reflow segment	Edit		
Spellcheck segment	Spellcheck		
Translate segment	Translate	Ctrl+Enter	
Untranslate segment	Translate		
Copy block			
Copy proposal block	Edit	Ctrl+letter of proposal	
Delete block (Clear)	Edit		
Find block	Cursor		
Mark block			
Move block			
Unmark block	Edit		
Find (and change... )	Edit		
Undo	Edit	Alt+Backspace	
Set bookmark	Translate		
Clear bookmark	Translate		

## Modes of editing

Function	Menu	Default key	My key
Line wrap (toggle)	Edit		
Insert toggle		Insert	
Toggle first character of dictionary proposal			
Add an abbreviation	Translate		
Edit abbreviations	Translate		
Postediting	Translate		
Show translation	Translate		
Automatic substitution	Translate		
Automatic spellchecking	Spellcheck		
Spellcheck file	Spellcheck		
Spellcheck segment	Spellcheck		
Next misspelled word	Spellcheck		
Next misspelled word	Spellcheck		
Next updated word			

## Changing the presentation of control tags

Function	Menu	Default key	My key
Compact (document)	Style		
Compact+1 (document)	Style		
Hide tags	Style		
Protect tags	Style		
Shrink tags (in segment)	Style		
Unprotect tags	Style		

## Document overall functions

Function	Menu	Default key	My key
File (End_Save)	File	F4	
Open	File		
Quit	File	F3	
Print (document)	File		
Save	File	F2	
Next (document in the ring)	File		
Previous document			

## Switching to other windows

Function	Menu	Default key	My key
"Set Colors" window	Options		
"Set Fonts" window	Options		
"Run Command" window	Options		
"Assign Keys" window	Options		
"Customize Translation Functions" window	Options		
"Sentence Lookup" window	Options		
"Translator's Note" window			

---

## Editor functions outside the Translation window

### Using the clipboard

Function	Menu	Default key	My key
Copy (to clipboard)	Edit	Ctrl+Insert	
Cut (to clipboard)	Edit	Shift+Delete	
Paste (from clipboard)	Edit	Shift+Insert	

## Switching to other windows

Function	Menu	Default key	My key
"Dictionary" window	File		
"Original" window	File		
"Source of proposal" window	File		
"Translation Memory" window	File	F8	
"Translation" window	File		
Look up a term	Translate		
Edit a term	Translate		

## Functions in the Translation Memory window

Function	Menu	Default key	My key
Scroll proposal down		Ctrl+Down	
Scroll proposal up		Ctrl+Up	
Display (also) fuzzy matches			
Display all exact translation proposals			

## Functions in the Dictionary window

Function	Menu	Default key	My key
Scroll dictionary down		Alt+Down	
Scroll dictionary up		Alt+Up	



---

## Appendix C. Format files for printing a dictionary

To print dictionary data, you must first define the layout of your print output in format files that you edit with a text editor. In the format print file you define the entry fields to be printed and how to arrange them in the printout. For general information on printing, see “Printing a dictionary” on page 275.

### Sample format files

OpenTM2 provides several sample format files. The following contains an introduction to format file statements.

The print program assumes a page size with a default of 72 lines per page. To modify this layout you can insert printer-specific characters in the format files according to the syntax provided.

#### FORMAT1.FRM

This format file prints each headword and its translation. It uses the following format statements to achieve this:

##### Part of FORMAT1.FRM

```
<entryprt>
=====
<var name=Headword>
  <var name=Translation>
</entryprt>
```

Between `<entryprt>` and `</entryprt>` you specify which entry fields you want to be printed for each entry. The names following `var name=` must be the same names that are defined as entry field names in the dictionary you want to print. To see which entry field names are in a dictionary, select **Properties...** from the **File** menu when the “Dictionary List” window is active and the respective dictionary selected.

`<var name=Translation>` means that the translation for the headword is printed. If there is more than one translation, only the first translation is printed.

Nontagged information that you type between the `<entryprt>` and `</entryprt>` tags is printed for each iteration. In the example above, the `=====` is used as a separator line between the entries on your printout.

The following is an example of what your dictionary printout would look like. Assume that the dictionary is English-German and the sample format FORMAT1.FRM has been used for formatting. Two entries (rule and run) are extracted.

##### Sample printout

```
=====
rule
  regieren
=====
run
  laufen
```

## FORMAT2.FRM

This format file prints the templates for each entry without formatting. A template is all entry field information on all levels (entry level, homonym level, sense level, and target level) relating to one specific translation of a headword. The following is an illustration of a dictionary entry.

FORMAT2.FRM looks as follows:

### Part of FORMAT2.FRM

```
<entryprt>
=====
<var name =Headword>
<repeat name=Headword>
  <var name='Part of Speech'>
  <var name=Translation>
  <var name=Abbrev./Fullform>
</repeat>
</entryprt>
```

<var name=Headword> means that the headword is printed. <repeat...> means that the Part of Speech, the Translation, and the Abbrev./Fullform entry fields are printed until a different headword is found. If the fields for Part of Speech, Translation, or Abbrev./Fullform in the dictionary are not filled, an empty line is printed.

The following sample shows how your dictionary printout would look. Assume that the dictionary is English-German and the sample format FORMAT2.FRM has been used for formatting. Two entries (rule and run) are extracted.

### Sample printout

```
=====
rule
verb
regieren

rule
noun
Regel

=====
run
verb
laufen

run
noun
Lauf
```

## FORMAT3.FRM

This format file prints all templates for each entry.

It is designed to be formatted with BookMaster outside OpenTM2 before you print it. If you print the file without BookMaster, you see a mixture of dictionary entry data and BookMaster tags. Formatting with BookMaster produces a printout resembling entries in printed dictionaries.

The tags used in this format file are described in “Tags for defining the format of a dictionary printout” on page 451. You must use them in the same sequence as listed there.

## FORMAT4.FRM

This format file prints a dictionary extract with the following structure:

- A front page showing the title of the printed dictionary, the date, and the author.
- The major part containing the dictionary entries with the fields specified by you. The sample contains the fields Translation, Part of Speech, Subject Code, and Context.
- A header section for each page with the name of the dictionary and the first headword on each page.
- The bottom of each page displaying the current page number.

FORMAT4.FRM contains comments on most of the tags used. It is recommended that you read these comments to understand the results the tags produced on the printout.

If you want to see the results of such a printout, print dictionary DICTPRT, which is contained in sample folder SAMPLPRT.

**Note:** You must first import SAMPLPRT into OpenTM2.

---

## Defining your own format file

To print a dictionary or an extract from it, you can use one of the format files provided by OpenTM2. You find them on the drive where you installed OpenTM2 in the subdirectory \otm\prtform.

These format files provide a predefined layout for printing dictionary information. They serve as sample files. You must replace all the generic information they contain with your personal data, such as your address, and your name. It is useful to select a format file that contains entry fields that match those of the dictionary you want to print.

To get an idea of how the printout will turn out when using one of these format files, read the explanation that is given after the <comment> tag in each file. However, if you want to print a dictionary with a layout other than those provided, you can define your own format file. You do this as follows:

1. Copy one of the format files provided or create a new file. It must be in ASCII format.
2. Give it the extension frm (for example, myform.frm).
3. Edit this file with a text editor of your choice. You can use any of the tags given in “Tags for defining the format of a dictionary printout” on page 451 to create an individual layout.
4. Place this file in the subdirectory \otm\prtform on the drive where you installed OpenTM2.
5. Use the new file name as format file name in the “Print Dictionary” window.

The selected dictionary is printed on the printer that is defined as LPT1 in your operating system (default setting).

The following is an example of an individual format file and how it looks on the printout.

<comment>

This is my private format file.

It prints entries from dictionary MYDICT in the following way.

The front page gives administrative information about the printout, such as title, date, and my name.  
 Then two entries of MYDICT follow.  
 These entries contain the fields I specified:  
 Part of Speech, Translation, Synonym, and Context.  
 Each page has the dictionary name MYDICT in its header section.  
 The page number is printed at the bottom of each page.

```
</comment>
<set sysname=$page_length value='61'>
<set sysname=$page_eject value=' '>
<dictfront>
  Title: Dictionary <var sysname=$Dictname>
  Date: <var sysname=$Date format=dd.mm.yyyy>
  Author: Betty Miller
</dictfront>
<pagehead>
<var sysname=$Dictname $Min=45 $Right>
<var name=headword $first_on_page>
=====
</pagehead>
<entryprt>
```

The term "<var name=Headword>" has the following meaning:

```
<repeat name=Headword>
  Part of Speech: <var name='Part of Speech'>
<repeat name='Part of Speech'>
  Translation:   <var name=Translation>
  Synonym:       <var name=Synonym>
  Context:       <var name=Context>
</repeat>
</repeat>
<entryprt>
<pagefoot>
=====
- <var sysname=$Page_No> -
</pagefoot>
```

If you used this format file when printing dictionary MYDICT, you would get a printout with the following information on its title page:

Title: Dictionary MYDICT

Date: 04/01/94

Author: Betty Miller

After the title page, the entries found are printed in the following way:

MYDICT

assist

The term "assist" has the following meaning:

```
Part of Speech: verb
  Translation:   helfen
  Synonym:
  Context:
```

Translation: assistieren  
 Synonym:  
 Context: to assist sb

The term "access" has the following meaning/s:

Part of Speech: noun  
 Translation: Zugriff  
 Synonym:  
 Context:

Translation: Zutritt  
 Synonym:  
 Context:

Part of Speech: verb  
 Translation: zugreifen  
 Synonym:  
 Context:

=====

- 1 -

## Tags for defining the format of a dictionary printout

Each data element to be printed is defined between a start and an end tag (except for <set> and <var>). The end tag always starts with "</>". If you use any multiword terms as entry-field names, for example, Part of Speech, you must enclose them in single quotes (for example: <var name='Part of Speech'>). You may type these tags in either uppercase or in lowercase letters. Some of the tags have attributes (<set...>, <repeat...>, <var...>).

You can control the layout of your printout by placing the variables at the appropriate position. The printing of a text or a data element starts where the opening pointed bracket (<) has been placed.

Start tag, end tag	Meaning
<description>, </description>	Here you can describe what your printout contains. These tags are optional and have no effect on the layout of your printout. This description is shown in the "Print Dictionary" window.
<dictfront>, </dictfront>	Contains administrative information related to the printed dictionary, such as the name of the dictionary and the date of printing. This information is printed once at the beginning of your printout before any entries are printed. These tags are optional.
<pagehead>, </pagehead>	Here you can specify the information that you want to be printed on the top of each printed page. These tags are optional.
<entryprt>, </entryprt>	Here specify the structure and contents of the entries you want to be printed. These tags are mandatory.
<pagefoot>, </pagefoot>	Here you can specify the information that you want to be printed at the bottom of each printed page. These tags are optional.
<dictback>, </dictback>	Contains information related to the printed dictionary. This information is printed at the end of your printout after all entries have been printed. These tags are optional.

Within the format files the tags must follow the same sequence as specified here. To modify the layout of your printout, you can use the following additional tags:

Start tag, end tag	Meaning
<comment>, </comment>	Here you can specify information that you do not want to appear on your printout. These tags are optional. They can occur anywhere within a format file, but not between another start and end tag.
<set...>	This tag lets you specify the length of a line and the length of a page of your printout. It can occur anywhere within a format file, but not between another start and end tag. For more information, see "The <set...> attributes."
<repeat...>, </repeat>	The information specified here is repeated until all information belonging to the specified entry field is printed. These tags are optional and can only occur between <entryprt> and </entryprt>. For more information, see "The <repeat...> attributes" on page 453.
<var...>	This tag can have the attribute "name=". It can occur only between the <pagehead>, <pagefoot>, and <entryprt> tags and their end tags.
	If it has the attribute "sysname=\$..." it can occur only between the <dictfront>, <pagehead>, <entryprt>, <pagefoot>, and <dictback> tags and their corresponding end tags. For more information, see "The <var...> attributes" on page 453.

## The <set...> attributes

### **sysname=\$line\_length**

Specifies the length of a single line on your printout. If you do not use this attribute, 80 characters per line are printed. This attribute must be used together with the value attribute, for example: <set sysname=\$line\_length value='70'>.

### **sysname=\$page\_length**

Specifies the number of lines that are to be printed per page. If you do not use this attribute, 72 lines per page are printed. If your printer prints less than 72 lines per page, you must specify the correct number here. This attribute must be used together with the value attribute, for example: <set sysname=\$page\_length value='62'>

### **sysname=\$page\_no**

Specifies which page number is to be printed on the first page of your printout. If you do not use this attribute, the starting page number is 1. This attribute must be used together with the value attribute, for example:<set sysname=\$page\_no value='7'>

### **sysname=\$page\_eject**

Specifies a character string that is inserted when the printer is supposed to make a page eject. You must specify the value that is used by your printer, otherwise no page eject is made. Refer to your printer manual for the page eject character that is used by your printer (for example the ♀ character = ASCII character 12). If you do not use this attribute, no character is used. An automatic page eject is done within the <dictfront> and <dictback> section. This attribute must be used together with the value attribute, for example:<set sysname=\$page\_eject value='♀'>.

### **value=xxx**

This attribute is mandatory. It must be used in combination with the

attributes listed here for the <set...> tag. You use it to specify the line length, the page length, the page number, and the page eject string.

## The <repeat...> attributes

### **name=xxx**

Specifies that the information between <repeat...> and </repeat> is repeated as long as the contents of the xxx entry field is the same while processing the templates of an entry.

### **level=entry|hom|sense|target**

Specifies that the information between <repeat...> and </repeat> is repeated as long as the contents of all fields of the specified level is the same. For a description of the individual levels, refer to “Dictionary entry structure” on page 245.

## The <var...> attributes

### **name=xxx**

Specifies which entry field (xxx) of a dictionary entry is to be printed. It can be used together with one of the following attributes:

- \$first\_on\_page Prints the content of the specified entry field when a page is started. This lets you put the headword in the pagehead section. For example: <var name=headword \$first\_on\_page>
- \$last\_on\_page Prints the contents of the specified entry field when a page is finished. This lets you put the headword in the pagefoot section. For example: <var name=headword \$last\_on\_page>
- \$same\_entry\_again Makes a reset within one entry going from the end of one template to the beginning of the same template again. This lets you process the same template again, printing different information. For example: <var name=headword \$same\_entry\_again>
- \$no\_display Does not print the contents of the specified entry field. You can use it in combination with \$same\_entry\_again when only a reset is needed, but no information is to be printed. For example: <var name=headword \$no\_display>

### **sysname=\$filename**

Specifies the name of the file your printout is to be written to.

### **sysname=\$dictname**

Specifies the name of the dictionary that you selected for printing.

### **sysname=\$date**

Prints the current date at the specified position.

### **sysname=\$time**

Prints the current time at the specified position.

### **format=date/time**

Specifies the format of the date and time information. This attribute is mandatory for sysname=\$date and sysname=\$time. For example: <var sysname=\$date format='dd.mm.yy'> or <var sysname=\$time format='hh:mm:ss'>

### **sysname=\$page\_no**

Prints the current page number.

### **sysname=\$page\_eject**

Makes a page eject at this position.

**\$max=n**

Specifies the maximum number of characters that is to be printed from the information in the specified entry field. If the information exceeds the specified number of characters, the rest is not printed.

**\$min=n**

Specifies the minimum number of characters to be printed from the information in the specified entry field. This tag lets you define a minimum amount of space for an entry field. You may want to use it if you wish to print the contents of entry fields in two columns. If the information in the entry field is less than the specified number of characters, the rest is filled with blank characters.

If both \$max and \$min are specified, the value for \$min must be lower or equal to the value of \$max.

**\$left** The printed text of the specified entry field is justified at the left edge. This attribute only works in combination with the \$min attribute. For example: <var sysname=\$dictname \$min=45 \$left>.

**\$right** The printed text of the specified entry field is justified at the right edge. This attribute only works in combination with the \$min attribute. For example: <var sysname=\$dictname \$min=45 \$right>.

---

## Appendix D. Displaying markup information for Word documents

The following table contains all markup tags that are used for Microsoft Word for Windows. The first column gives the tag name, the second column indicates whether the tag has an end tag or not, and the third column gives a brief description of the tag.

It may be necessary to insert highlighting tags like bold, italic, or underline if the sentence changes its structure in the target language. If you insert a highlighting tag, the corresponding end tag must be inserted, too. The first table lists the tags that reflect such highlighting that may be changed.

Most of the used markup tags for Microsoft Word for Windows have a start tag and an end tag. The end tag has the same name as the start tag, with a slash in front of the tag name. When the end tag is different from the start tag, it is given in addition to the start tag.

---

### Markup data that can be changed

The following table lists markup data that may be deleted, inserted, or moved depending on the structure in the target language. These tags are parts of a segment that is to be translated.

Tag name	End tag	Description
[ <i>-</i> ]	no	Required hyphen.
[blank]	no	Required blank.
[bold]	yes	The text is printed in bold.
[caps]	yes	The text is printed as capital letters.
[color: <i>code</i> ] <sup>4</sup> [/color]	yes	The text is printed colored; the <i>code</i> is the color used.
[condensed: <i>space</i> ] <sup>4</sup> [/condensed]	yes	The text is printed in condensed form, the respective space between the characters is coded with <i>space</i> .
[extended: <i>space</i> ] <sup>4</sup> [expanded: / <i>space</i> ] <sup>5</sup> [/extended] [/ <i>expanded</i> ] <sup>5</sup>	yes	The text is printed in expanded form, the respective space between the characters is coded with <i>space</i> .
[font: <i>name</i> ] <sup>4</sup> [/font]	yes	The text is printed in a special font; the font name is given with <i>name</i> .
[fontsize: <i>size</i> ] <sup>4</sup> [/fontsize]	yes	The text is printed in a special size; the fontsize is coded with <i>size</i> .
[italic]	yes	The text is printed in italic.
[lid: <i>lid code</i> ] <sup>4</sup> [/lid]	yes	The text has a specific language reference; refer to your Microsoft Word for Windows documentation for the meaning.

---

4. Do not change the variables, because they are calculated automatically by Microsoft Word for Windows.

5. Changed or added markup data when dealing with documents originated in Microsoft Word 6.0.

Tag name	End tag	Description
[line break]	no	Soft line feed.
[page]	no	Start of a new page.
[rev mark]	yes	The text is revised.
[rev strike]	yes	The text is revised by strikethrough.
[small caps]	yes	The text is printed as small capital letters.
[strike]	yes	The text is printed strikethrough.
[subscript: <i>size</i> ] <sup>4</sup> [lowered: <i>size</i> ] <sup>5</sup> [/subscript] [/lowered] <sup>5</sup>	yes	The text is printed in subscript; the amount of space the text is lowered is given in <i>size</i> .
[superscript: <i>size</i> ] <sup>4</sup> [raised: <i>size</i> ] <sup>5</sup> [/superscript] [/raised] <sup>5</sup>	yes	The text is printed in superscript; the amount of space the text is raised is given in <i>size</i> .
[subscript] <sup>5</sup>	yes	The text is printed in subscript.
[superscript] <sup>5</sup>	yes	The text is printed in superscript.
[underline: <i>code</i> ] <sup>4</sup> [/underline]	yes	The text is printed underlined; the type of underline is given with <i>code</i> .
[vanish][hidden] <sup>5</sup>	yes	The text is not printed because it is hidden; the text is not to be translated.

The following markup has been added to support MS Word 6.0:

[shadow]	yes	The text is printed shadowed.
[bkf: <i>attribute</i> ] <sup>4</sup>	no	A bookmark starts at this position in text; where <i>attribute</i> is an index to the bookmark end entry.
[blk: <i>attribute</i> ] <sup>4</sup>	no	A bookmark ends at this position in text; where <i>attribute</i> is the value to which the bookmark start points to.
[rev auth: <i>attribute</i> ] <sup>4</sup> [/rev auth]	yes	Used when revision marking was set to on in Word; is indicator for the author who did the revision.
[DTTM: <i>attribute</i> ] <sup>4</sup> [/DTTM]	yes	Used when revision marking was set to on in Word; is indicator for date and time when revision took place.
[symb font: <i>name char</i> ] <sup>4</sup>	no	Indicates that the character given with <i>char</i> is to be printed in the font given with <i>name</i> .
[csty: <i>name</i> ] <sup>4</sup> [/csty]	yes	For the run of text enclosed in start and ending tag the style given with <i>name</i> is used.
[kerning: <i>value</i> ] <sup>4</sup> [/kerning]	yes	For the run of text enclosed in start and ending tag automatic kerning was used; where <i>value</i> is the kerning distance.

## Markup data that must not be changed

The following table lists markup data that must not be changed. It is essential that the markup data remains in its original form. Only the position within the segment may change.

When you copy a Translation Memory proposal that contains one of these tags and there the source segment does not contain such a tag, you must delete this tag after you have copied the Translation Memory proposal.

If your source segment contains such a tag, keep this tag, no matter which type of tags are contained within your Translation Memory proposal.

The variables *var1* and *var2* are relevant only for OpenTM2.

Tag name	End tag	Description
[auto footnote: <i>ref var1,var2</i> ]	no	An autonumbered footnote is inserted; <i>ref</i> is the reference number of the footnote.
[auto endnote: <i>ref var1,var2</i> ] <sup>5</sup>	no	An autonumbered end note is inserted; <i>ref</i> is the reference number of the end note.
[efield]	no	The end of a field, even after all nested fields.
[field end: <i>code</i> ]	no	The end of the previously inserted field; fields may be nested, the <i>code</i> indicates the type of end field.
[field sep]	no	Field separator.
[field sep: <i>var1,var2</i> ]	no	Field separator of embedded objects.
[field: <i>code</i> ]	no	Anything that can be inserted with <b>Insert Field</b> or <b>Insert Symbol</b> in Microsoft Word for Windows; <i>code</i> indicates the type of field.
[fld] <sup>5</sup>	yes	A field entry follows.
[footnote: <i>ref var1,var2</i> ]	no	A custom footnote is inserted; <i>ref</i> is the reference mark of the footnote.
[endnote: <i>ref var1,var2</i> ] <sup>5</sup>	no	A custom referenced end note is inserted; <i>ref</i> is the reference mark of the end note.
[comment ref: <i>var1,var2</i> ] <sup>5</sup>	no	An annotation is inserted.
[index entry]	yes	An index entry follows.
[index field] [ix fld] <sup>5</sup>	no	An index entry follows.
[picture: <i>offset</i> ]	no	A graphic or picture is inserted in the document; where <i>offset</i> is used by OpenTM2 internally.
[object: <i>offset</i> ]	no	An object link is inserted in the document; where <i>offset</i> is used by OpenTM2 internally.
[toc entry]	yes	A table of contents entry follows.
[toc field] [toc fld] <sup>5</sup>	no	A table of contents entry follows.
[toa entry]	yes	A table of authority entry follows.
[toa fld]	no	A table of authority entry follows.

## Markup data outside translatable segments

The following table lists markup data that is outside of translatable segments. They must not be changed.

The variables *var1* and *var2* are relevant only for OpenTM2.

Tag name	End tag	Description
[Annotation Subdoc]	no	The annotation texts follow.
[column]	no	The start of a new column if the text is written in columns (as in a newspaper).
[comment] <sup>5</sup>	no	An annotation text follows.
[comment text: <i>var1,var2</i> ] <sup>5</sup>	no	An annotation text follows.
[drawn obj: <i>attributes</i> ] <sup>5</sup>	no	A drawing object is inserted.
[endnote text: <i>ref var1,var2</i> ] <sup>5</sup>	no	The endnote text for the end note reference with <i>ref</i> follows.
[Endnote Subdoc]	no	The end note texts follow.
[footnote text: <i>ref var1,var2</i> ]	no	The footnote text for the footnote referenced with <i>ref</i> follows.
[Footnote Subdoc]	no	The footnote texts follow.
[hdr textbox] <sup>5</sup>	no	A header textbox entry.
[header/footer]	no	One header/footer.
[Header/Footer Subdoc]	no	Header/footer texts follow.
[Header Textbox Subdoc]	no	The header textbox texts follow.
[index]	yes	The index follows, it is not translatable. For more information on rebuilding the index, see "Microsoft Word for Windows documents" on page 112.
[lf] <sup>5</sup>	no	Hard line feed.
[next cell: <i>var1,var2</i> ]	no	The next cell in a table starts.
[paragraph: <i>var1,var2</i> ]	no	Start of a new paragraph.
[row]	no	A new row starts in a table.
[section: <i>var1,var2</i> ]	no	A new section starts.
[style: <i>name</i> ]	no	Occurs after the paragraph tag and gives the style name for the next paragraph with <i>name</i> .
[subdoc] <sup>5</sup>	no	The current document is a master document and has as subdocument inserted at this text position.
[textbox] <sup>5</sup>	no	A textbox entry.
[Textbox Subdoc]	no	The textbox texts follow.
[toa]	yes	The table of authorities follows, it is not translatable. For more information on rebuilding the table of authorities, see "Microsoft Word for Windows documents" on page 112.

Tag name	End tag	Description
[toc]	yes	The table of contents follows, it is not translatable. For more information on rebuilding the table of contents, see "Microsoft Word for Windows documents" on page 112.



---

## Appendix E. Exchanging data with other OpenTM2 products

In general, all types of translation material can be exchanged between other OpenTM2 versions.

This table shows which data types you can export to and import from OpenTM2 Version 1.2.2.

Data type	Export to	Import from
Folder (including documents, dictionaries, Translation Memory databases)	yes	yes
Document	yes	yes
External Translation Memory	no	yes
External dictionary	yes	yes
External markup table	yes	yes
External terminology list	yes	yes

---

### Untranslated segments file

During export, you can generate a file with the untranslated segments of a document. This file can be processed by other systems, such as a machine translation system. This file format is similar to an external Translation Memory. The following sample contains three segments:

```
<NTMMemoryDb>
<Segment>0000000002
<Control>
000011•0•0000000000000000•English(U.S.)•German(national)•EQFANSI•DEVICE.DOC
</Control>
<Source>Selecting Your Rack-Mounted Devices
</Source>
<Target></Target>
</Segment>
<Segment>0000000009
<Control>
000011•0•0000000000000000•English(U.S.)•German(national)•EQFANSI•DEVICE.DOC
</Control>
<Source>Some items to consider are:
</Source>
<Target></Target>
</Segment>
<Segment>0000000074
<Control>
000011•0•0000000000000000•English(U.S.)•German(national)•EQFANSI•DEVICE.DOC
</Control>
<Source>This publication assists you in selecting a hardware configuration.
</Source>
<Target></Target>
</Segment>
</NTMMemoryDb>
```



---

## Appendix F. Directory structure of OpenTM2

This chapter gives you an overview of the directory structure of a OpenTM2 installation.

Subdirectory	Content
otm	All OpenTM2 objects
win	All executable programs
table	All markup tables
prtform	Print-format files used for printing dictionary data
msg	Messages and helps
property	Property files for folders, Translation Memory databases, and dictionaries
export	Subdirectory for exported folders
document	OpenTM2 documentation
mem	Translation Memory databases
dict	Dictionaries
list	Generated lists
*.f00	Folders
\$\$S*****.f00	Temporary folders for source documents from the Initial Translation Memory  This directory is created by the Initial Translation Memory and deleted when the Initial Translation Memory has finished (***** always stands as a variable - these are numbers/characters which are generated freely during ITM process).
\$\$T*****.f00	Temporary folders for target documents from the Initial Translation Memory  This directory is created by the Initial Translation Memory and deleted when the Initial Translation Memory has finished (***** always stands as a variable - these are numbers/characters which are generated freely during ITM process).

The subdirectories with the extension \*.f00, which contain the folders, have the following structure:

Subdirectory	Content
property	Property files for documents
source	Source documents
ssource	Segmented source files
starget	Segmented target files
target	Target files; only used during the export of documents
eadata	Extended attribute data
mtlog	MT logging information

Subdirectory	Content
misc	Intermediate document source files required by some markup tables
RTF	RTF source of MS Word documents

---

## **Appendix G. Inline Tag pre-processing for machine translation - Overview**

The WebSphere Translation server cannot handle inline tagging other than HTML-look-alike (i.e. inline tagging which is enclosed in angle brackets '<' and '>'). Inline tagging in other formats has to be converted before segments containing this inline tags are send to the MT server. This conversion is performed in module EQF2WTS which handles the pre-processing of inline tagging and the post-processing (after translation has been completed).

The module has two entry points:

- TM2WST for the conversion of a OpenTM2 SNOMATCH file into a WST SNOMATCH file
- WST2TM for the conversion of a WST SNOMATCH file into a OpenTM2 SNOMATCH file.

For the following markups no inline tag pre-processing is performed as these markups use already tags which are enclosed in angle brackets:

- EQFHTML2
- QFHTML4
- IBMXML
- IBMHTM32
- IBMIDDOC
- EQFINT2
- EQFSGML
- IBMDITA
- IBMJDK11
- IBMJSPHT
- IBMJXWML
- IBMJXHT
- IBMNTDAT
- IBMREXX
- IBMSYS
- IBMUHTM3
- IBMXHTML
- IBMXMNCM
- IBMXMTVP
- IBMXMWEL
- IBMXMWML
- IBMXMXSL

For all other markups a new inline tag section is added to the segment-data which contains the original inline tags. The inline tags within the segments are replaced by the dummy tag <iTag $n$ > , where  $n$  is the number of the inline tag in the inline tag area. Angle brackets within the inline tags are replaced with '\$1' and '\$2' to avoid any collision with the control tags of the SNOMATCH file.

A sample:

Original segment information in SNOMATCH file:

```
<Segment>000000003
<Control>
000011•1•0000000000000000•English(U.S.)•German(DPAnat)••EQFRTF•MORE1.RTF
</Control>
<Source>A small {\fs125 sample } containing inline tags.</Source>
<Target></Target>
</Segment>
```

Segment information after conversion:

```
<Segment>000000003
<Control>
000011•1•0000000000000000•English(U.S.)•German(DPAnat)••EQFRTF•MORE1.RTF
</Control>
<InlineTags>{\fs125 $0}$0</InlineTags>
<Source>A small <ITag0>sample<ITag1>containing inline tags.</Source>
<Target></Target>
</Segment>
```

### Inline tag post-processing

In the inline tag post-processing the inline tag placeholders (<ITag*n*>) in the source and target segments are replaced with the original inline tags and the <InlineTags>section is removed.

## Function Reference

### Purpose

Reads a SNOMATCH file and pre-processes the inline tags and inserts inline tag placeholders if required. The pre-processed .SNOMATCH file is written to the given target file.

### Format

```
usRC = TM2WST( pszInSnomatch, pszOutSnomatch, fShowMsg );
```

*Table 7.*

Type	Parameter	Description
PSZ	pszInSnomatch	Fully qualified name of the input SNOMATCH file.
PSZ	pszOutSnomatch	Fully qualified name of the file receiving the converted SNOMATCH data.
EQF_BOOL	fShowMsg	TRUE = the function should display error messages FALSE = no error messages are to be shown

### Return code

USHORT

*Table 8.*

Value	Description
0	The function completed successfully.
Other	An error return code.

## Function WST2TM

### Purpose

Reads a translated SNOMATCH file and restores the original inline tagging. The processed .SNOMATCH data is written to the given target file.

### Format

```
usRC = WST2TM( pszInSnomatch, pszOutSnomatch, fShowMsg );
```

### Parameters

*Table 9.*

Type	Parameter	Description
PSZ	pszInSnomatch	Fully qualified name of the input SNOMATCH file containing the translated segments with pre-processed inline tags..
PSZ	pszOutSnomatch	Fully qualified name of the file receiving the converted SNOMATCH data.
EQF_BOOL	fShowMsg	TRUE = the function should display error messages FALSE = no error messages are to be shown

### Return code

USHORT

*Table 10.*

Value	Description
0	The function completed successfully.
Other	An error return code.



---

## Appendix H. MT Client Interface via MQ Series -

### Overview

The interface between OpenTM2 and the MT server code has been encapsulated in the dynamic link library EQFMTMQS. This DLL handles all pre-processing and packing required for the MT translation.server. The DLL should be loaded dynamically as the DLL requires a MQ series client. The load will fail if MQ Series client hasn't been installed. The following entry points are available:

- MT\_INIT to initialize internal data. This function must have been called before using any other function of this DLL
- MT\_TERMINATE to terminate the processing and close any open communication channels and queues
- MT\_SEND\_FILE to prepare and send a SNOMATCH file to the MT server
- MT\_GET\_STATUS to get the state of a specific MT translation job submitted using MT\_SEND\_FILE
- MT\_RECEIVE\_FILE to receive the translated SNOMATCH file and convert it back into the OpenTM2 format
- MT\_DELETE\_JOB to delete a job submitted using MT\_SEND\_FILE. Delete will fail if the translation of the job has already started.

The pre-processing of inline tags is performed in the separate dynamic link library EQF2WTS.DLL. The entry points of DLL and the description of the inline tag pre-processing is contained in the documentation R007498-EQF2WTS.HTM.

The processing of the functions is synchron; i.e. the function returns once the requested task has been completed. If the functions are called from a GUI which requires constant message processing the functions should be called from a separate processing thread (This is the way it has been implemented OpenTM2).

### Function Reference

#### Function MT\_INIT

##### Purpose

Initializes all internal data and prepares the communication with MQ Series.

##### Format

fOK = MT\_INIT( pMTPass );

##### Parameters

*Table 11.*

Type	Parameter	Description
PMTPASS	pMTPass	Pointer to a MT Pass structure Currently the MTPASS structure is not used by this function

**Return code**

USHORT

*Table 12.*

<b>Value</b>	<b>Description</b>
1 (TRUE)	The function completed successfully.
0 (FALSE)	The function failed

**Function MT\_TERMINATE****Purpose**

Closes all open communication channels and queues. This function must be called at the end of the MT processing.

**Format**

```
fOK = MT_TERMINATE( pMTPass );
```

**Parameters***Table 13.*

<b>Type</b>	<b>Parameter</b>	<b>Description</b>
PMTPASS	pMTPass	Pointer to a MT Pass structure Currently the MTPASS structure is not used by this function

**Return code**

USHORT

*Table 14.*

<b>Value</b>	<b>Description</b>
1 (TRUE)	The function completed successfully.
0 (FALSE)	The function failed

**Function MT\_SEND\_FILE****Purpose**

Prepares and sends a SNOMATCH file (a file containing untranslated segments) to the MT server. In the preparation step the inline tagging in the segments is preprocessed or masked, the meta data file is created and both files are packed into a ZIP archive. For the inline tag preprocessing the functions in the DLL EQF2WTS is required (this DLL also requires the OpenTM2 standard DLLs). The ZIP archive is send to the MT server using MQ Series. The returned message ID is required to check the job state using MT\_GET\_STATUS and to receive the translated segments using MT\_RECEIVE\_FILE.

**Format**

```
fOK = MT_SEND_FILE( pMTPass, pszDocumentName, pSourceLang, pTargetLang,
pszMTId, pszProfile, pszMTError );
```

## Parameters

*Table 15.*

Type	Parameter	Description
PMTPASS	pMTPass	<p>Pointer to a MT Pass structure The following fields have to be filled:</p> <ul style="list-style-type: none"> <li>• chServer (with the name of the MQ server)</li> <li>• chQueueMgr (with the name of the queue manager)</li> <li>• chServerInQueue (with the name of the input queue)</li> <li>• chTEMP1 (with the folder name);</li> <li>• chSourceLang (with the segment source language);</li> <li>• chTargetLang (with the target language for the translation);</li> <li>• chSUBJAREA (with a comma delimited list of subject areas)</li> <li>• chSUBJAREA (with a comma delimited list of subject areas)</li> <li>• chZipFile (with the fully qualified path name of the ZIP archive to be used)</li> </ul> <p>The following fields are filled by MT_SEND_FILE:</p> <ul style="list-style-type: none"> <li>• lCommStatus (contains error code if communication fails)</li> <li>• chMESSAGEID (is filled with the message ID from MQ Series for this job)</li> </ul>
PSZ	pszDocumentName	Fully qualified file name of the SNOMATCH file
PSZ	pszDocumentName	Fully qualified file name of the SNOMATCH file
PSZ	pszSourceLang	Obsolete, chSourceLang of MTPASS is used instead
PSZ	pszTargetLang	Obsolete, chTargetLang of MTPAS is used instead
PSZ	pszMTID	Obsolete, chMESSAGEID of MTPASS is used instead.

*Table 15. (continued)*

PSZ	pszMTError	Pointer to a buffer receiving the text of an error message in case of failures. The buffer should have a size of 100 bytes.
-----	------------	---

#### **Return code**

USHORT

*Table 16.*

Value	Description
1 (TRUE)	The function completed successfully
0 (FALSE)	The function failed, pszMTError contains an error message text

### **Function MT\_GET\_STATUS**

#### **Purpose**

Checks for status messages of the current job in the output queue. If there are status messages the function receives all available status message of the job before returning. The fStateAvailable flag in the MTPASS structure is set to TRUE once a server state is available even if the function has not been completed because there are more state messages to receive. If there are no new state messages for the given job, The return code is TRUE and the fStateAvailable flag is FALSE:

#### **Format**

```
fOK = MT_GET_STATUS( pMTPass, pszMTID, pszMTError,plJobStatus,  
pusComplete );
```

#### **Parameters**

*Table 17.*

Type	Parameter	Description
------	-----------	-------------

*Table 17. (continued)*

PMTPASS	pMTPass	<p>Pointer to a MT Pass structure. The following fields have to be filled:</p> <ul style="list-style-type: none"> <li>• chServer (with the name of the MQ server)</li> <li>• chQueueMgr (with the name of the queue manager)</li> <li>• chServerOutQueue (with the name of the output queue)</li> <li>• chMESSAGEID (with the MQ message id returned by MT_SEND_FILE)</li> </ul> <p>The following fields are filled by MT_GET_STATUS:</p> <ul style="list-style-type: none"> <li>• lCommStatus (contains error code if communication fails)</li> <li>• fStateAvailable (TRUE if a state message text is available in pszMTError)</li> </ul>
PSZ	pszMTID	Currently not in use. The chMESSAGEID field of the MTPASS structure is used for this purpose.
PSZ	pszMTError	Pointer to a buffer receiving the text of an error message in case of failures or the new job state text if available. The buffer should have a size of 100 bytes.
PLONG	plJobState	<p>Pointer to a LONG variable receiving the state of the job</p> <ul style="list-style-type: none"> <li>• currently this parameter is not used</li> </ul>
PUSHORT	pusComplete	Pointer to an USHORT buffer receiving the job completion state: TRUE = job (translation) has been completed and can be received from the server FALSE = job is not yet complete

#### Return code

USHORT

*Table 18.*

Value	Description
1 (TRUE)	The function completed successfully.

*Table 18. (continued)*

0 (FALSE)	The function failed, pszMTError contains an error message text
-----------	--

### Function MT\_RECEIVE\_FILE

#### Purpose

Receives the translation from the MT server, unpacks the translated SNOMATCH file and restores any inline tags which have been pre-processed or masked in during the processing in the MT\_SEND\_FILE function.

#### Format

fOK = MT\_RECEIVE\_FILE( pMTPass, pszMTId, pszDocument, pszMTError

#### Parameters

*Table 19.*

Type	Parameter	Description
PMTPASS	pMTPass	<p>Pointer to a MT Pass structure The following fields have to be filled:</p> <ul style="list-style-type: none"> <li>• chServer (with the name of the MQ server)</li> <li>• chQueueMgr (with the name of the queue manager)</li> <li>• chServerOutQueue (with the name of the output queue)</li> <li>• chMESSAGEID (with the MQ message id returned by MT_SEND_FILE)</li> <li>• chZipFile (with the fully qualified path name of the ZIP archive to be used)</li> </ul> <p>The following fields are filled by MT_RECEIVE_FILE:</p> <ul style="list-style-type: none"> <li>• lCommStatus (contains error code if communication fails)</li> </ul>
PSZ	pszMTId	Obsolete – chMessageID of MTPASS is used instead
PSZ	pszDocument	Fully qualified file name of the target SNOMATCH file.
PSZ	pszMTError	Pointer to a buffer receiving the text of an error message in case of failures. The buffer should have a size of 100 bytes.

**Return code**

USHORT

*Table 20.*

Value	Description
1 (TRUE)	The function completed successfully.
0 (FALSE)	The function failed, pszMTError contains an error message text

**Function MT\_DELETE\_JOB****Purpose**

Tries to delete a MT translation job send to the MT server using MT\_SEND\_FILE. The job cannot be deleted anymore once the translation has been stated.

**Format**

```
fOK = MT_DELETE_JOB( pMTPass, pszMTJobId, pszMTError );
```

**Parameters***Table 21.*

Value	Parameter	Description
PMTPASS	pMTPass	Pointer to a MT Pass structure The following fields have to be filled: <ul style="list-style-type: none"> <li>• chServer (with the name of the MQ server)</li> <li>• chQueueMgr (with the name of the queue manager)</li> <li>• chServerOutQueue (with the name of the output queue)</li> <li>• chMESSAGEID (with the MQ message id returned by MT_SEND_FILE)</li> </ul>
PSZ	pszMTJobId	Obsolete – chMessageID of MTPASS is used instead
PSZ	pszMTError	Pointer to a buffer receiving the text of an error message in case of failures. The buffer should have a size of 100 bytes.

**Return Code**

USHORT

*Table 22.*

Value	Description
-------	-------------

*Table 22. (continued)*

1 (TRUE)	The function completed successfully.
0 (FALSE)	The function failed, pszMTError contains an error message text

---

## Appendix I. System limitations

This chapter gives an overview of the limits set by the system.

Item	Limit
Folders	unlimited
Translation Memory databases	unlimited
Dictionaries	unlimited
Documents per folder	unlimited
File types per folder	300
Segments in a document	unlimited
Terms in a dictionary	depending on disk size
Segments in a Translation Memory	16,777,215
Markup table size (tags per attribute)	2,000
Segments shown in a OpenTM2 editor	5 to 2.147.483.647
Segments shown in the editor of an Initial Translation Memory	unlimited
Dictionaries that can be searched at a time	10
Dictionaries that can be used for the analysis at a time	10
Translation Memory databases that can be searched at a time	4
Translation Memory databases that can be used for the analysis at a time	10
Maximum number of file pairs in one ITM call	300
Maximum number of file pairs in one ITM creation	900
Setting for right margin	10 to 999
Length of a dictionary headword	254 bytes
Length of a segment in a Translation Memory	2 KB
Maximum size of single-line text that can be pasted	128 bytes
Maximum size of multiline text that can be pasted	512 bytes
Dictionary size	256 MB
Translation Memory size	1.04GB
Number of dictionary fields	38
Document size	131 MB



---

## **Appendix J. Hints, tips, and technical notices**

The following topics are a collection of hints, tips, frequently asked questions, and technical notices that might be of interest in rare cases only. Nevertheless, this information might help to solve or identify one or the other problem.

Where appropriate, other sections in this book refer to these topics. Also, several index entries guide you to these topics; note especially the index entries "hints", "tips", and "technical notices".

---

### **About Microsoft Word documents**

#### **Disk space consumption with .doc files**

When OpenTM2 processes Microsoft Word files, it temporarily needs disk space that might be a multiple of the size of the .doc file to be processed. Especially files that contain graphics require more disk space.

The reason is that OpenTM2 uses an internal conversion from .doc to .rtf format to process Microsoft Word files.

#### **Problem: Word files with embedded picture data cannot be exported**

The export of .doc and .rtf documents might fail if they contain embedded objects in a format other than Word's native format. To overcome this problem, convert the embedded objects into graphics before importing.

1. Open a document in Microsoft Word and locate all pictures, one after the other.
2. Click a picture, and observe the status line.
3. If the status line shows "Double-click to edit Unknown", this picture is not stored in native format.
4. Mark this picture and press CTRL-SHIFT-F9, which converts the embedded object into a graphic.
5. For verification, click the picture again. The "Double-click to edit Unknown" message should not appear.
6. Continue until all pictures are processed this way.

#### **Automatic font conversion for translated RTF documents**

OpenTM2 supports the automatic font conversion for translated RTF documents. You can see the conversion when postediting your translation (provided that all the required fonts are installed), or after exporting the translated document.

The specifications for the automatic font substitution are in the language-specific sections of file ..\otm\table\eqfrtf.chr. If you want to change the specifications, you need to change the parameters following the keywords CHANGEFONT or DEFCHGFONT.

If you want to add specifications for another language, follow the layout of the already existing specifications in this file.

- CHANGEFONT specifies one or more one-to-one font substitutions.

The general structure of an entry is:

```
CHANGEFONT="[source font name]=RTF font spec. for target font" \
(...)  
"[last entry]=..."
```

where substitutions are enclosed in double quote pairs, and separated by backslash characters.

The following example:

```
CHANGEFONT=[Times New Roman]={\f%1\froman\fprq2\fcharset2\fprq2 Arial;} \
"[Courier]={\f%1\froman\fprq2\fcharset2\fprq2 Garamond;}"
```

specifies font substitution from “Times New Roman” to “Arial” and from “Courier” to “Garamond”. The other characters in the *RTF font spec. for target font* specify special characteristics of the substitution.

- DEFCHGFONT specifies font family substitution.

The general structure of an entry is:

```
DEFCHGFONT="[source font family]=RTF font spec. for target font family" \
(...)  
"[last entry]=..."
```

where substitutions are enclosed in double quote pairs, and separated by backslash characters.

OpenTM2 supports the following font families as *RTF font spec. for target font family*:

*Table 23. RTF font specification for the target font family*

Font family	Characteristics	Examples
\froman	Roman, proportionally spaced serif fonts	Times New Roman, Palatino
\fswiss	Swiss, proportionally spaced sans serif fonts	Arial
\fmodern	Fixed-pitch serif and sans serif fonts	Courier New, Pica
\fscript	Script fonts	Cursive
\fdecor	Decorative fonts	Old English, ITC Zapf Chancery
\ftech	Technical, symbol, and mathematical fonts	Symbol
\fbidi	Arabic, Hebrew, or other bidirectional font	Miriam

**Note:** If you use both keywords in a language section, and specify identical source fonts, the one-to-one font substitution takes precedence.

## Translating TOC and index sections in Word documents

When you open a Word document in OpenTM2, the table of contents section and the index section of the document are protected and cannot be translated.

To create translated table of contents and index sections, re-create both sections after the translation is completed. Open the document in Microsoft Word, select where you want to insert the TOC, respectively index, click Index and Tables on the Insert menu, and then click the Table of Contents tab, respectively Index tab. The table of contents and index are then re-created from the (already translated) headings and index entries.

For more details see Microsoft Word Help.

## **EQFRTF/EQFMSWRD markup table and third-party program limitations**

If you use the markup tables EQFRTF (for Rich Text Format documents) or EQFMSWRD (for Microsoft Word documents), note the following limitations:

- The Mac file format is currently not supported.
- Font Embedding is currently not supported.
- For bidirectional languages, note that the Visual C++ help compiler versions 4.01.0950 and 4.03.0002 (part of Visual C++ versions 5.0 and 6.0) do not support the reordering of table columns; therefore table columns are not automatically displayed in reversed order.

See also “Windows Help/RTF – Table columns not in reverse order.”

---

## **About bidirectional language processing**

### **Windows Help/RTF – Table columns not in reverse order**

Although the RTF specification encloses special tags for bidirectional language processing of tables, the Microsoft Help compiler does not support column reordering for bidirectional languages. Note the following excerpt from a Microsoft technical article: "... Right-to-left tables, a standard feature of word processors such as Arabic Microsoft Word, are not a supported feature of Help Compiler Workshop. Help Compiler Workshop will compile a right-to-left table as if it is a left-to-right table. ...".

See also “EQFRTF/EQFMSWRD markup table and third-party program limitations.”

As a workaround, you can edit the tables manually before importing the documents into OpenTM2. You can use the Word macro function to automate this task.



---

## Appendix K. Problem determination

This chapter helps to solve problems that might arise when working with OpenTM2.

---

### Problems when starting OpenTM2

If OpenTM2 does not start or its windows are empty, do the following:

1. Delete the file eqfsys.prp from the \otm\property directory.
2. Type **EQFINST c:** on the command line, where *c* is the drive on which OpenTM2 resides.
3. Start OpenTM2 again.



---

## Appendix L. Accessibility

Accessibility features help users with physical disabilities, such as restricted mobility or limited vision, to use software products successfully. The following list describes the major accessibility features of OpenTM2:

- You can use keyboard shortcuts instead of the mouse to perform the most common tasks.
- You can modify the properties to use colors for the different text types of OpenTM2.
- You can modify the properties to display different font styles or font sizes.
- You can assign keys (new, change and/or delete) to almost all available functions OpenTM2 provides to the translator.

The following sections explain how to use these accessibility features.

This table describes the File menu in the main view:

*Table 24. File Menu 1*

Menu bar choices	Actions	Keyboard shortcuts
File => Open	Opening the 'Document List' window from selected folder (works only in the deselected 'Use Explorer-like tree view')	Alt+O
File => New...	<p>Creating</p> <ul style="list-style-type: none"><li>• a new subfolder (when a file is selected in the 'Folder List' window).</li><li>• new folder (when a folder is selected in the 'Folder List' window).</li><li>• a translation memory (when 'Translation Memory' window is selected).</li><li>• a dictionary (when 'Dictionary List' window is selected).</li><li>• a new markup table (when 'Markup Table List' window is selected).</li><li>• a new exclusion (when 'Exclusion Lists' window is selected).</li></ul>	Alt+N

*Table 24. File Menu 1 (continued)*

Menu bar choices	Actions	Keyboard shortcuts
File => Properties	Opening <ul style="list-style-type: none"> <li>• the 'Folder Properties' window (when a folder is selected in the 'Folder List' window).</li> <li>• the 'Document Properties' window (when a file is selected in the 'Folder List' window).</li> <li>• the 'Translation Memory Properties' window (when the 'Translation Memory' window is selected).</li> <li>• the 'Dictionary Properties' window (when the 'Dictionary List' window is selected).</li> <li>• the 'Markup Table Properties' window (when the 'Markup Table List' window is selected).</li> </ul>	Alt+r
File => Properties Summary	Opening <ul style="list-style-type: none"> <li>• the 'Folder Properties Summary' window (when a folder is selected in the 'Folder List' window).</li> <li>• the 'Document Properties Summary' window (when a file is selected in the 'Folder List' window).</li> <li>• the 'Translation Memory Properties Summary' window (when the 'Translation Memory' window is selected).</li> <li>• the Dictionary Properties Summary' window (when the 'Dictionary List' window is selected).</li> </ul>	Alt+u
File => Delete	Deleting the selection (e.g. TM folder, file, memory or dictionary).	Alt+d
File => Rename Object	Renaming the selected object (e.g. TM folder, memory or dictionary).	Alt+b
File => Cut	Cutting to the clipboard.	—
File => Copy	Copying to the clipboard.	—
File => Paste	Pasting to the clipboard.	—
File => Merge...	Merging selected translation memory from the 'Translation Memory List' window with another selectable memory.	Alt+m
File => Organize	Organizing selected translation memory or dictionary.	Alt+g
File => Analyze...	Analyzing the selected OpenTM2 folder.	Alt+a
File => Print...	Printing the file content opened in the translation view window.	Alt+p
File => Print List...	Printing the file list of an OpenTM2 folder.	Alt+t
File => System Preference	Opening the 'System Preferences' window.	Alt+y
File => Export	Exporting selected file (e.g. OpenTM2 folder, file, memory or dictionary).	Alt+e

*Table 24. File Menu 1 (continued)*

Menu bar choices	Actions	Keyboard shortcuts
File => Import	Importing file (e.g. OpenTM2 folder, file, memory or dictionary).	Alt+I
File => Global Find and Replace	Opening the 'Global Find and Replace' window to find and change a term in all files of a selected folder.	Alt+F
File => Select All	Selecting all files in a folder.	Alt+S
File => Deselect All	Deselecting all files in a folder.	Alt+I

This table describes the File menu in the translation view:

*Table 25. File Menu 2*

Menu bar choices	Actions	Keyboard shortcuts
File => Translation Environment	Selecting one of the file(s) which was/were opened in the translation view.	Alt+T
File => Open...	Opening another document for checking purposes while translating.	Alt+O
File => Save	Saving the current file in the translation view.	Alt+S
File => Print	Printing the current file in the translation view.	Alt+P
File => Quit	Quitting the current file in the translation view.	Alt+Q
File => End-Save	Saving and quitting the current file in the translation view.	Alt+E
File => Re-import document	Re-imports the source document into the editor.	To be defined by user
File => Translation Window	Bringing the 'Translation' window to front.	Alt+1
File => Translation Memory Window	Bringing the 'Translation Memory' window to front.	Alt+2
File => Dictionary Window	Bringing the 'Dictionary' window to front.	Alt+3
File => Original Window	Bringing the 'Original' window to front.	Alt+4
File => Source of Proposal Window	Bringing the 'Source of Proposal' window to front.	Alt+5

---

## Colors, fonts and key assignment

In all OpenTM2 versions, you can change the font color, background color and font styles of each segment (translated, untranslated and coded text parts) and proposals. These changes can be performed by the following windows:

- Translations window
- Translation Memory window
- Source of Proposal(s) window
- Original window

- Dictionary window

By default, the segments are presented in colors and fonts that can be easily differentiated by color-blind users. For example, most of the color-blind people have difficulties in differentiating between green and red colors. Therefore, these colors were not used as default values.

## Set colors

You can modify the default settings by clicking **Options => Color...** from the menu bar (it is necessary to activate the translation view).

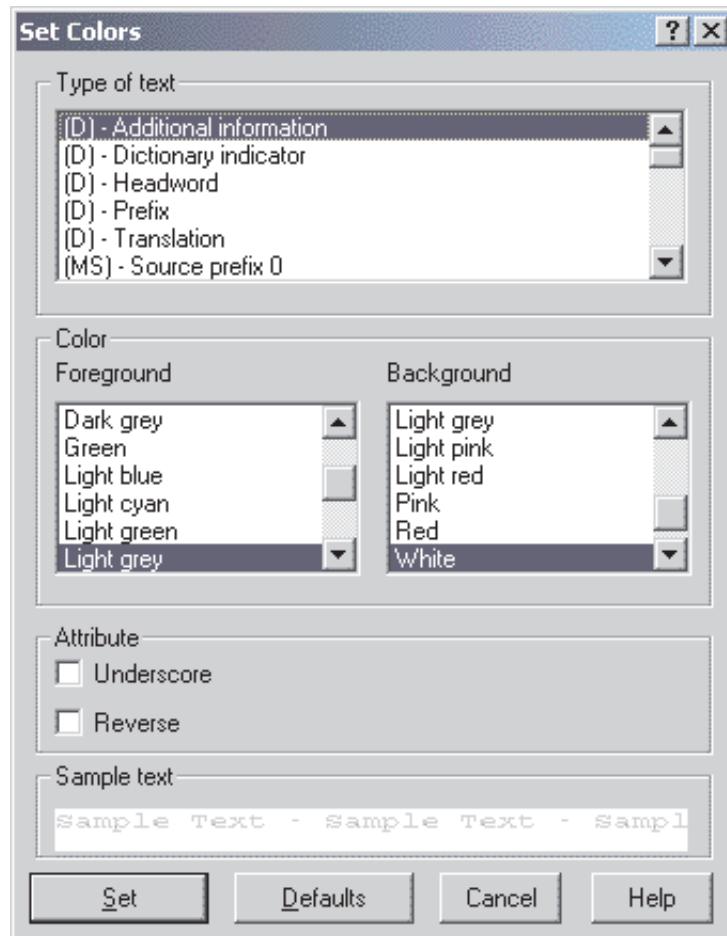


Figure 185. Set Colors Window

## Set fonts

You can modify the default settings by clicking **Options => Fonts...** from the menu bar (it is necessary to activate the translation view).

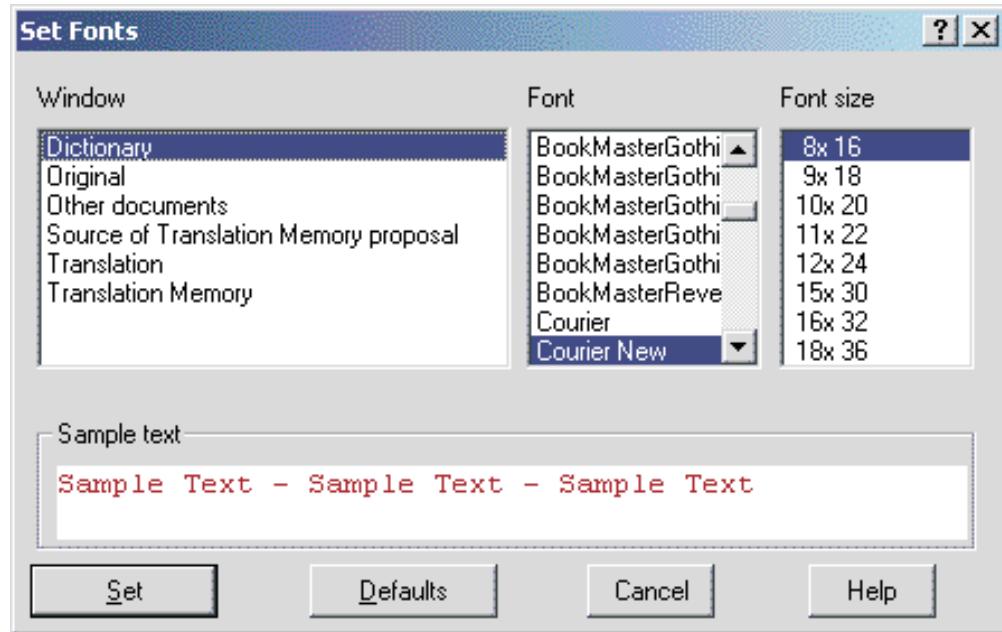


Figure 186. Set Fonts Window

## Assign keys

Default settings of keys can be modified by clicking **Options => Keys...** from the menu bar (it is necessary to activate the translation view).

In order to either **change** or **add** a key-assignment, run this process:

1. In panel "Assign Keys", search the key to be modified, and select it.
2. Click on button "Assign new key".
3. Press the key-combination to be used for the key (e.g. ALT+a)
4. The key assignment takes place immediately. In case of a warning, that this key-combination is already used, chose another key combination.
5. Finally click on button "Assign".

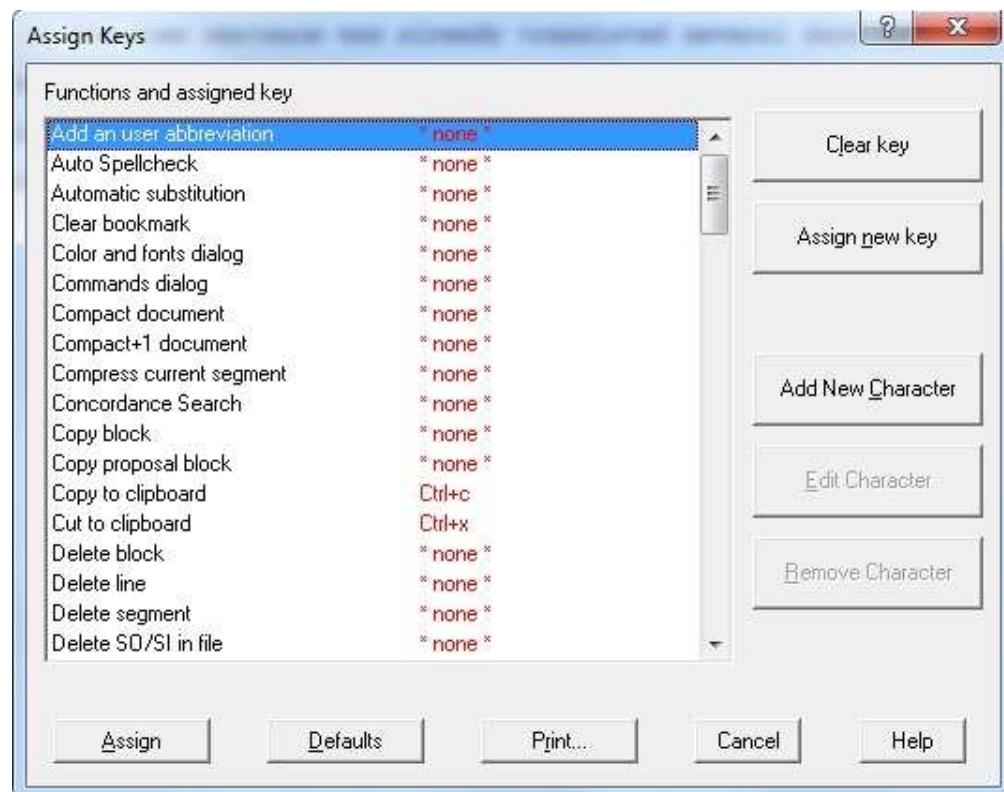


Figure 187. Assign Keys Window

**Special characters**, such as the copyright sign, can be added to the list of keys:

1. In panel "Assign Keys", click on button "Add New Character".
2. The panel "Add New Character" opens.
3. Clicking on the button "Open Windows Charmap" opens the Windows application "Charmap".
4. From this panel, select the **Font** (e.g. "Courier new") as well as the "Special character" (use the button "copy").
5. **Important:** the font used in the **translation editor** must match the font selected in the CHARMAP utility.
6. In the panel "Add New Character" paste the copied character into field "Char".
7. The field "Unicode" (a protected field) is automatically filled with the unicode value of the character.
8. For the user to better understand the special character, a name can be typed into field "Descriptive Name" (e.g. Copyright).
9. By pressing the button "Add Character", the special character is inserted into the list of keys in panel "Assign Key" (the list is sorted alphabetically, so you find it under the letter "T").
10. The final step is to add a key combination to the newly defined special character using the button "Assign new key".

Already **existing** special characters can either be **modified** by selecting the key and by clicking on button "Edit Character", or can be **deleted** by selecting the key and clicking on button "Remove Character".



Figure 188. Add New Character Window

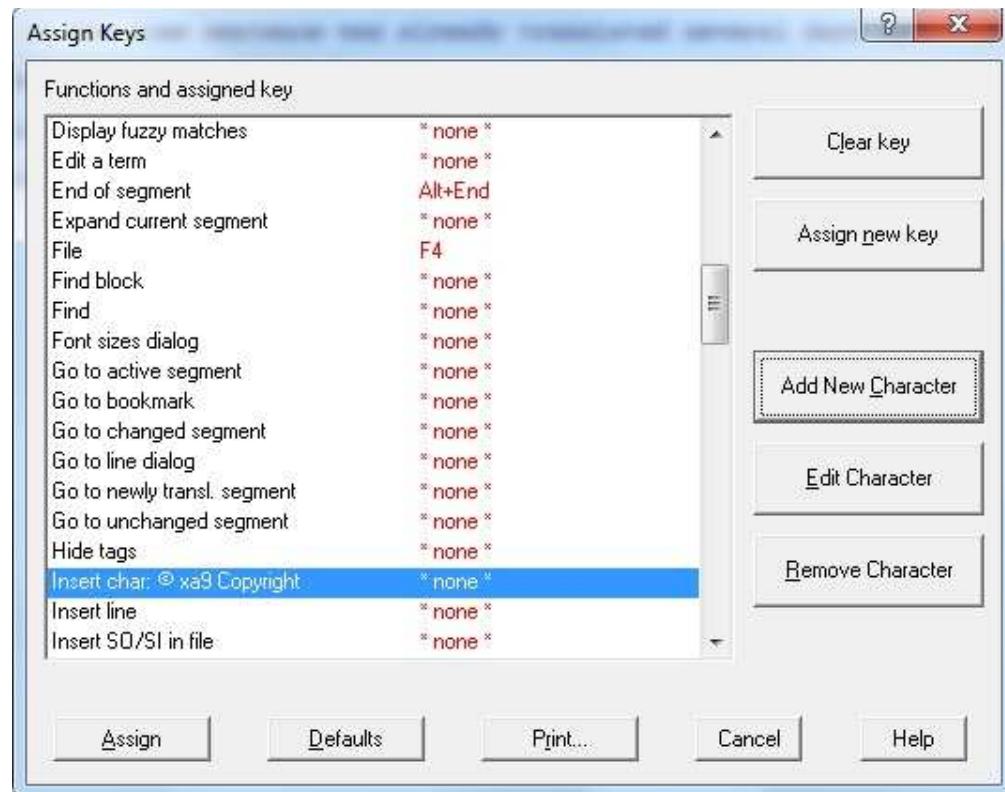


Figure 189. Assign Keys Window with newly added special character

## Keyboard shortcuts

OpenTM2 provides you can use keyboard shortcuts for the most frequently used tasks. These keyboard shortcuts are described in the following sections.

### Opening menus

Table 26. Opening menus

Task	Keyboard shortcut
Moving the focus to the menu bar	F10

## **Navigating in windows (Folder List window, Document List window, Translation Memory List window or Dictionary List window)**

*Table 27. Navigating in windows*

Task	Keyboard shortcut
Moving the cursor one selection down/up	Down/Up arrow
Moving the cursor one screen view down/up	Page Down/Up
Moving the cursor to first entry in the window	Home
Moving the cursor to last entry in the window	End

## **Default keyboard shortcuts in Translation window**

*Table 28. Default keyboard shortcuts in Translation window*

Task	Keyboard shortcut
Save	F2
Quit	F3
End-Save	F4
Translation Memory Window	F8
Copy	Ctrl+c
Paste	Ctrl+v
Cut	Ctrl+x
Undo	Alt+Backspace
Start of Segment	Alt+Home
End of Segment	Alt+End
Start of Line	Home
End of Line	End
Start of Segment	Alt+Home
End of Segment	Alt+End
Translate Segment	Ctrl+Newline
Next Untranslated Segment	Alt+n

## **Help**

*Table 29. Help*

Task	Keyboard shortcut
Opening the online help	F1

## Special accessibility keyboard shortcuts

Table 30. Special accessibility keyboard shortcuts

Task	Keyboard shortcut
Toggles StickyKeys on and off	Tap <SHIFT> 5 times
Toggles FilterKeys on and off	Hold the <Right SHIFT> key for 8 seconds
Toggles ToggleKeys on and off	Hold the <NUM LOCK> key for 5 seconds
Toggles MouseKeys on and off	<Left ALT>+<Left SHIFT>+<NUM LOCK>
Toggles High Contrast on and off	<Left ALT>+<Left SHIFT>+<PRINT SCREEN>

---

## Menu bar choices

This chapter summarizes the menu bar choices of OpenTM2. The first five menu items

- File (Alt+F)
- View (Alt+V)
- Utilities (Alt+U)
- Window (Alt+W)
- Help (Alt+H)

are visible for all windows.

The following seven menu items are only visible when the translation window is open:

- File (Alt+F, this File menu contains different choices than the File menu in the main view)
- Edit (Alt+E)
- Options (Alt+O)
- Cursor (Alt+r)
- Translate (Alt+T)
- Spellcheck (Alt+p)
- Style (Alt+l)

As a prerequisite for the Actions described below, the view of OpenTM2 must be set to 'Use Explorer-like tree view'.

---

## File Menu 1

This table describes the File menu in the main view:

Table 31. File Menu 1

Menu bar choices	Actions	Keyboard shortcuts
File => Open	Opening the 'Document List' window from selected folder (works only in the deselected 'Use Explorer-like tree view').	Alt+O

*Table 31. File Menu 1 (continued)*

Menu bar choices	Actions	Keyboard shortcuts
File ==> New...	<p>Creating</p> <ul style="list-style-type: none"> <li>• a new subfolder (when a file is selected in the 'Folder List' window).</li> <li>• new folder (when a folder is selected in the 'Folder List' window).</li> <li>• a translation memory (when 'Translation Memory' window is selected).</li> <li>• a dictionary (when 'Dictionary List' window is selected).</li> <li>• a new markup table (when 'Markup Table List' window is selected).</li> <li>• a new exclusion (when 'Exclusion Lists' window is selected).</li> </ul>	Alt+N
File => Properties	<p>Opening</p> <ul style="list-style-type: none"> <li>• the 'Folder Properties' window (when a folder is selected in the 'Folder List' window).</li> <li>• the 'Document Properties' window (when a file is selected in the 'Folder List' window).</li> <li>• the 'Translation Memory Properties' window (when the 'Translation Memory' window is selected).</li> <li>• the 'Dictionary Properties' window (when the 'Dictionary List' window is selected).</li> <li>• the 'Markup Table Properties' window (when the 'Markup Table List' window is selected).</li> </ul>	Alt+R

*Table 31. File Menu 1 (continued)*

Menu bar choices	Actions	Keyboard shortcuts
File => Properties Summary	<p>Opening</p> <ul style="list-style-type: none"> <li>• the 'Folder Properties Summary' window (when a folder is selected in the 'Folder List' window).</li> <li>• the 'Document Properties Summary' window (when a file is selected in the 'Folder List' window).</li> <li>• the 'Translation Memory Properties Summary' window (when the 'Translation Memory' window is selected).</li> <li>• the Dictionary Properties Summary' window (when the 'Dictionary List' window is selected).</li> </ul>	Alt+u
File => Delete	Deleting the selection (e.g. OpenTM2 folder, file, memory or dictionary).	ALT+D
File => Rename Object	Renaming the selected object (e.g. OpenTM2 folder, memory or dictionary).	ALT+b
File => Cut	Cutting to the clipboard.	---
File => Copy	Copying to the clipboard.	---
File => Paste	Pasting to the clipboard.	---
File => Merge...	Merging selected translation memory from the 'Translation Memory List' window with another selectable memory.	Alt+M
File => Organize	Organizing selected translation memory or dictionary.	Alt+g
File => Analyze...	Analyzing the selected OpenTM2 folder.	Alt+A
File => Print...	Printing the file content opened in the translation view window.	Alt+P
File => Print List...	Printing the file list of an OpenTM2 folder.	Alt+t
File => System Preference	Opening the 'System Preferences' window.	Alt+y
File => Export	Exporting selected file (e.g. OpenTM2 folder, file, memory or dictionary).	Alt+E
File => Import	Importing file (e.g. OpenTM2 folder, file, memory or dictionary).	Alt+I

*Table 31. File Menu 1 (continued)*

Menu bar choices	Actions	Keyboard shortcuts
File => Global Find and Replace	Opening the 'Global Find and Replace' window to find and change a term in all files of a selected folder.	Alt+F
File => Select All	Selecting all files in a folder.	Alt+S
File => Deselect All	Deselecting all files in a folder.	Alt+l

---

## File Menu 2

This table describes the File menu in the translation view:

*Table 32. File Menu 2*

Menu bar choices	Actions	Keyboard shortcuts
File => Translation Environment	Selecting one of the file(s) which was/were opened in the translation view.	Alt+T
File => Open...	Opening another document for checking purposes while translating.	Alt+O
File => Save	Saving the current file in the translation view.	Alt+S
File => Print	Printing the current file in the translation view.	Alt+P
File => Quit	Quitting the current file in the translation view.	Alt+Q
File => End-Save	Saving and quitting the current file in the translation view.	Alt+E
File => Translation Window	Bringing the 'Translation' window to front.	Alt+1
File => Translation Memory Window	Bringing the 'Translation Memory' window to front.	Alt+2
File => Dictionary Window	Bringing the 'Dictionary' window to front.	Alt+3
File => Original Window	Bringing the 'Original' window to front.	Alt+4
File => Source of Proposal Window	Bringing the 'Source of Proposal' window to front.	Alt+5

---

## View Menu

*Table 33. View Menu*

Menu bar choices	Actions	Keyboard shortcuts
View => Name	Making only the 'Name' Column visible.	Alt+N
View => Details	Making all selected details visible.	Alt+D
View => Change Details...	Changing the details view.	Alt+C

*Table 33. View Menu (continued)*

Menu bar choices	Actions	Keyboard shortcuts
View => Sort...	Opening the 'Sort List Item' window.	Alt+o
View => Filter...	Opening the 'Filter List Items' dialog window.	Alt+F
View => Show All	Showing all files, canceling the filter function.	Alt+A
View => Shrink Path	Shrinking the path information for all files.	—
View => Hide Path	Hiding the path information for all files.	—
View => Show Path	Showing the path information for all files.	—
View => Toolbar	Selecting one of the following settings: <ul style="list-style-type: none"><li>• Workbench</li><li>• Translation Environment</li><li>• Status bar</li></ul>	Alt+T

---

## Utilities Menu

*Table 34. Utilities Menu*

Menu bar choices	Actions	Keyboard shortcuts
Utilities => Count Words...	Opening the "Count Words" window (OpenTM2 folder or file based).	Alt+W
Utilities => Create Counting Report...	Opening the "Create Counting Report" window (OpenTM2 folder or file based).	Alt+R
Utilities => Configure Drives...	Configuring drives.	Alt+D
Utilities => Connect Shared Resources...	Connecting shared resources.	Alt+o
Utilities => Build Archive Translation Memory...	Building an archive translation memory from the selected folder.	Alt+B
Utilities => Display Markup Table List	Displaying the window "Markup Table List".	Alt+M
Utilities => Display Language List	Displaying the window "Language List".	Alt+L
Utilities => Display Terminology List	Displaying the window "Terminology List".	Alt+T
Utilities => Display Machine Translation Job List	Displaying the window "Machine Translation Job List".	—

*Table 34. Utilities Menu (continued)*

Menu bar choices	Actions	Keyboard shortcuts
Utilities => Plugin Manager...	Displaying the window "Plugin Manager".	—
Utilities => Auto Version Upgrade...	Displaying the window "Auto Version Upgrade".	—
Utilities => Profile Settings Management...	Displaying the window "Profile Settings Management".	—
Utilities => GUI for command line tools...	Displaying the window "OpenTM2ToolsLauncher".	—
Utilities => Remove temporary files...	Displaying the window "Remove temporary files".	—

---

## Window Menu

*Table 35. Window Menu*

Menu bar choices	Actions	Keyboard shortcuts
Window => Minimize All	Minimizing all open windows.	Alt+M
Window => Restore All	Restoring all active windows.	Alt+R
Window => Tile Window	Tiling all windows in the OpenTM2 Workbench.	Alt+T
Window => Cascade Window	Cascading all windows in the OpenTM2 Workbench.	Alt+C
Window => 1) Folder List	Bringing the 'Folder List' window to front.	Alt+1
Window => 2) Translation Memory List [Some]	Bringing the 'Translation Memory List [Some]' window to front.	Alt+2
Window => 3) Dictionary List [Some]	Bringing the 'Dictionary List [Some]' window to front.	Alt+3

---

## Help Menu

*Table 36. Help Menu*

Menu bar choices	Actions	Keyboard shortcuts
Help => Help for Help...	Opening the 'Help Topics' window.	Alt+H
Help => Help Index...	Opening the 'OpenTM2 Help' window.	Alt+I

*Table 36. Help Menu (continued)*

Menu bar choices	Actions	Keyboard shortcuts
Help => Homepage	Opening the OpenTM2 internet homepage via standard web browser.	Alt+p
Help => Documentation (PDF)	Opening the current OpenTM2 documentation via Acrobat Reader (PDF file format).	Alt+D
Help => Documentation (HTML)	Opening the current OpenTM2 documentation via standard web browser (HTML file format).	Alt+o
Help => Product Information...	Opening the 'Product Information' window.	Alt+P

---

## Edit Menu

*Table 37. Edit Menu*

Menu bar choices	Actions	Keyboard shortcuts
Edit => Find and Replace...	Opening the 'Find and Replace' window for the 'Translation' window.	Alt+F
Edit => Cut	Cutting to the clipboard.	Alt+t
Edit => Copy	Copying to the clipboard.	Alt+C
Edit => Paste	Pasting to the clipboard.	Alt+P
Edit => Clear	Clearing the selection.	Alt+l
Edit => Undo	Undoing previous action.	Alt+U
Edit => Copy Proposal Block	Copying selected proposal block.	Alt+o
Edit => Unmark Block	Removing marks from text section.	Alt+m
Edit => Split Line	Splitting the line at the position of cursor.	Alt+S
Edit => Join Line	Joining the line at the position of cursor.	Alt+J
Edit => Line Wrap	Setting the wrapping at margin column on or off.	Alt+W

*Table 37. Edit Menu (continued)*

Menu bar choices	Actions	Keyboard shortcuts
Edit => Reflow Segment	Reflowing the current segment is reflowed (depending on definition of right margin). This function is not active if right margin is set to AUTO.	Alt+R

---

## Options Menu

*Table 38. Options Menu*

Menu bar choices	Actions	Keyboard shortcuts
Options => Color...	Opening the 'Set Colors' window.	Alt+C
Options => Fonts...	Opening the 'Set Fonts' window.	Alt+F
Options => Keys...	Opening the 'Assign Keys' window.	Alt+K
Options => Sentence Lookup...	Opening the 'Sentence Lookup' window.	Alt+S
Options => Commands...	Opening the 'Run Command' window.	Alt+o
Options => Profile Settings...	Opening the 'Customize Translation Functions' window.	Alt+P
Options => Tailor	Selecting one of the following settings: <ul style="list-style-type: none"><li>• Ruler</li><li>• Horizontal</li><li>• Vertical</li><li>• Titlebar</li><li>• Status bar</li></ul>	—

---

## Cursor Menu

*Table 39. Cursor Menu*

Menu bar choices	Actions	Keyboard shortcuts
Cursor => Next Updated	Jumping to next updated segment.	—
Cursor => Find block	Moving cursor to marked text section.	Alt+F
Cursor => Special Go To...	Opening 'Special Go To' window.	Alt+p
Cursor => Go to Line...	Opening the 'Go to Line' window.	Alt+G
Cursor => Go to Segment	Opening the 'Go to Segment' window.	

*Table 39. Cursor Menu (continued)*

Menu bar choices	Actions	Keyboard shortcuts
Cursor => Query Line	Querying line information of selected line.	Alt+Q
Cursor => Top	Placing the cursor at the start of the file.	Alt+T
Cursor => Bottom	Placing the cursor at the end of the file.	Alt+B
Cursor => Start of Line	Placing the cursor at the start of the line.	Alt+S
Cursor => End of Line	Placing the cursor at the end of the line.	Alt+E
Cursor => Start of Segment	Placing the cursor at the start of the segment.	Alt+a
Cursor => End of Segment	Placing the cursor at the end of the segment.	Alt+n

---

## Translation Menu

*Table 40. Translation Menu*

Menu bar choices	Actions	Keyboard shortcuts
Translate => Translate Segment	Confirming a translation and activating next segment.	Ctrl+Newline
Translate => Next Untranslated Segment => Any	Jump to next untranslated segment.	Alt+N
Translate => Next Untranslated Segment => With EXACT match	Jump to next untranslated segment with EXACT match proposal.	(Define via => Options => Keys)
Translate => Next Untranslated Segment => With FUZZY match	Jump to next untranslated segment with FUZZY match proposal.	(Define via => Options => Keys)
Translate => Next Untranslated Segment => With NO match	Jump to next untranslated segment with NO proposal.	(Define via => Options => Keys)
Translate => Untranslate Segment	Deleting the translated segment from translation memory.	Alt+U
Translate => Look Up a Term...	Opening the 'Look Up a Term' window.	Alt+L
Translate => Edit a Term...	Opening the 'Edit Entry in Dictionary' window.	Alt+E
Translate => Add an Abbreviation	Adding selected word to the abbreviation list.	—

*Table 40. Translation Menu (continued)*

Menu bar choices	Actions	Keyboard shortcuts
Translate => Edit Abbreviations...	Editing the abbreviation list.	—
Translate => Go To Active Segment	Going to active segment.	Alt+G
Translate => Join Segments	Joining segments.	Alt+J
Translate => Split Joined Segments	Splitting joined segments.	Alt+S
Translate => Set Bookmark	Setting a bookmark into the translation window (segmentation based).	Alt+B
Translate => Go To Bookmark	Going to a created bookmark.	Alt+k
Translate => Clear Bookmark	Clearing created bookmarks.	Alt+C
Translate => Postediting	Reviewing the translation and checking the spelling.	Alt+P
Translate => Automatic Substitution	Copying automatically existing translated segments into the translation document as long as exact matches for the source segments are found.	Alt+A
Translate => Show Translation	Showing translated file in a preview window.	—

---

## Spellcheck Menu

*Table 41. Spellcheck Menu*

Menu bar choices	Actions	Keyboard shortcuts
Spellcheck => Segment...	Spellchecking the selected segment.	Alt+S
Spellcheck => File...	Spellchecking the selected file.	Alt+F
Spellcheck => Edit Addendum Terms...	Opening the 'Edit Addendum Terms for: ....' window for the target language.	—
Spellcheck => Auto Spellcheck	Turning the auto spellcheck on or off.	Alt+A
Spellcheck => Next Misspelled	Jumping to next misspelled word.	Alt+N

---

## Style Menu

Only one item can be selected at a time

*Table 42. Style Menu*

Menu bar choices	Actions	Keyboard shortcuts
Style => - Protect - Unprotect - Hide - Shrink - Compact - Compact+1	Changing the style in the 'Translation' window.	- Alt+P - Alt+U - Alt+H - Alt+S - Alt+C - Alt+o



---

## **Appendix M. Notices**

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### **Trademarks**

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# Glossary of terms and abbreviations

This glossary defines and describes terms and abbreviations used in this manual.

## addendum

The extension of a *language-support file* that contains individually added spellings of terms. For example, terms which have been indicated as misspelled by the spellchecker although spelled correctly.

## aligning

The process of combining source segments with their corresponding target segments in an Initial Translation Memory (ITM).

## analysis

A process for dividing text into *segments*. It checks the text against specific *exclusion lists* and *dictionaries*, and produces, on your request, a *new terms list* and a *found terms list*.

**ANSI** American National Standards Institute.

**API** *Application programming interface.*

## application programming interface (API)

A software interface that enables applications to communicate with each other. An API is the set of programming language constructs or statements that can be coded in an application program to obtain the specific functions and services provided by an underlying operating system or service program.

## automatic lookup

During translation, OpenTM2 performs an automatic lookup in the referenced *Translation Memory* and in the referenced *dictionaries*. For each segment, matching segment translations from the Translation Memory are displayed as *translation proposals* in the "Translation Memory" window, translations of its terms are displayed in the "Dictionary" window.

## automatic substitution

An option in the Translate menu. It lets you start the automatic substitution process, which translates those *segments* that have been previously translated by you or another translator and are stored in the *Translation Memory*. It is particularly

useful for translating updated text. However, you still must translate new text manually.

## company code

Abbreviation for a particular area of usage a translation applies to. For example, certain terms are used differently depending on the companies or clients you do translations for.

## controlled folder handling

Is a concept that is only available to project coordinators. It allows them to specify, and change at any time, all properties and details for a folder, including the translators for the documents to be imported into this folder. It also allows them to ship the folder once all translations are finished.

## details

See *view details*.

## dictionary

A database that contains terms, their translation, and other related information.

## dictionary entry

All data relating to a *headword* in a *dictionary*

## dictionary filter

A method to select specific entries from a *dictionary* or only parts of these entries. The filter conditions that must be met if an entry is to pass the filter can be individually defined when printing or searching a dictionary.

## dictionary print format

Specifies the layout of a printed *dictionary*. OpenTM2 provides standard formats described in *format files* that can be tailored individually. The format files are on the same disk where OpenTM2 is installed under the subdirectory eqf\prtform.

**DLL** *Dynamic-link library.*

## document file

A generic term used to describe all types of files containing information that is to be translated. Document files can be analyzed and opened for translation in

the *Translation Environment*. The source of the document file you translate is called the *original document*. The document file that you edit during translation is referred to as the *translation document*.

#### **document type**

Depending on the different types of *markup* used to describe the layout of document, OpenTM2 differentiates between different document types.

#### **dynamic-link library (DLL)**

A file containing executable code and data bound to a program at load time or runtime, rather than during linking. The code and data in a dynamic-link library can be shared by several applications simultaneously.

#### **entry fields**

The various fields and styles of an entry in a *dictionary*, such as meaning, usage, context, abbreviation, idioms, and grammatical information. For example, the entry field *Abbr.* would contain the abbreviation of a *headword*. The combination of all entry fields of a specific headword makes up the headword's entry in the dictionary.

#### **entry level**

The information that applies to all the *templates* of an entry. For example, the term itself, the author, and the date the entry was created.

#### **entry section**

Section in a *dictionary*. Contains all *dictionary entries* appearing one after another.

#### **exact match**

Each *segment* in the *translation document* is compared with the selected *Translation Memory*. If an identical segment is found, an *exact match* has occurred and the corresponding *translation proposal* is shown in the "Translation Memory" window. It originates from a previous translation.

#### **exact match (1)**

An *exact match* for which the following condition applies: The exact match occurs only once in the attached Translation Memory databases.

#### **exact match (>=2)**

An *exact match* for which the following

condition applies: The exact match occurs at least twice in the attached Translation Memory databases.

#### **exact-exact match**

An *exact match* for which the following condition applies: The number of the active segment in the source document is identical (give or take 2) with that of the corresponding segment in the Translation Memory. In addition, the name of the document (document name = file name plus relative path (if available)) being translated is identical with that of the document stored in the Translation Memory.

#### **exact context match**

An *exact match* for which the following condition applies: The number of the active segment in the source document is not identical with that of the corresponding segment in the Translation Memory. However, the name of the document being translated is identical with that of the document stored in the Translation Memory.

#### **exclusion list**

A list containing common words such as articles, prepositions, proper nouns, and terms that occur frequently. These words are ignored when creating *new terms lists* and *found terms lists* during *analysis*, and are not shown in the "Dictionary" window during translation. Exclusion lists can be edited.

**export** To copy *folders*, *documents*, *dictionaries*, and *Translation Memory databases* to the DOS file system to make them available to another user.

**folder** Contains documents belonging to one project and references to the *Translation Memory databases* and *dictionaries* you want to use during translation.

#### **format file**

A file that contains the specification of a *dictionary print format*. It can be created and changed with a text editor.

#### **found terms list**

A list of all terms in the documents being analyzed that were found in the selected *dictionaries*. The list is used to update *dictionaries* and *exclusion lists*. Found terms lists can be edited, that is, terms

can be deleted, moved to a dictionary, or to an *exclusion list*. A found terms list can be used to fill a separate dictionary related to a document.

#### fuzzy match

Each *segment* in the *translation document* is compared with the selected *Translation Memory*. If an almost identical segment is found, a fuzzy match has occurred and the corresponding *translation proposal* is shown in the “Translation Memory” window with a preceding [f]. It originates from a previous translation.

#### fuzzy replacement match

A *replacement match* where a couple of words are not identical. It is displayed in the “Translation” window with a preceding [rf].

Example:

Document text: This is what happened in 1998.  
TM proposal: This happens in 1999.

In this example, the date in the TM proposal (1999) is automatically changed to the date in the document text (1998). However, happened is not replaced with happens.

#### header section

Section in a *dictionary*. Contains general dictionary information such as source language, target language, and creation date of the dictionary.

#### headword

Word or term placed at the beginning of an entry in a *dictionary*.

#### history log file

A file storing, in compressed form, records that contain the information collected during events, such as exporting or deleting a folder, and the result of this collection. There is one history log file per folder, which is stored as HISTLOG.DAT in the PROPERTY directory of the folder. New records are added at the end of the history log file.

#### homonym

Words that are spelled and pronounced alike but different in meaning. For example, the noun conduct and the verb conduct are homonyms.

#### homonym level

Part of a *dictionary entry*. Contains

grammatical and syntactic information, such as part of speech, hyphenation, and abbreviation information.

#### HTML

*Hypertext Markup Language*.

#### Hypertext Markup Language (HTML)

A subset of the Standard Generalized Markup Language (SGML) allowing the presentation of electronically stored information within the World Wide Web (Internet).

#### icon

A small graphical symbol. Icons can represent windows that you want to work with (such as Folder list, Document list, Dictionary list, Translation Memory list, Terminology lists) or tasks that you want to perform.

#### import

To copy *folders*, *documents*, *dictionaries*, and *Translation Memory databases* from the DOS file system to make them available to OpenTM2.

#### Initial Translation Memory (ITM)

A *Translation Memory* created from existing translations and their corresponding originals. Proposals originating from an ITM are shown in the “Translation Memory” window with a preceding [m] like *machine-generated matches*.

#### irregular match

One of the following:

- A 1:2 match, where one source segment has been connected to two target segments
- A 2:1 match, where two source segments have been connected to one target segment
- A 2:2 match, where two source segments have been connected to two target segments
- An unaligned sentence (the default color is red)
- A sentence that is ignored (the default color is grey)

#### ITM

*Initial Translation Memory*.

#### JavaScript

A scripting language that resembles Java<sup>TM</sup> and was developed by Netscape for use with the Netscape browser.

**language support files**

Source languages supplied with OpenTM2. Language support files are required when looking up *dictionary entries* during *analysis* of document files and during *spellcheck*.

**lookup**

See *automatic lookup* and *search*.

**machine-generated match**

Originates from an *Initial Translation Memory* and is displayed in the “Translation Memory” window with a preceding [m]. Can be used in the same way as a *fuzzy match*.

**maptable section**

Section in a *dictionary*. Determines the structure of *dictionary entries*. Contains the total of all allowed entry fields in a dictionary.

**markup**

Information added to a document, for example, formatting tags, to enable a system to process it. It describes the document characteristics or specifies the actual processing to be performed.

**markup language**

The language specific to a word processor that describes a document layout.

**markup table**

Contains all tags and attributes of a particular *markup language*. Is used in OpenTM2 during *analysis* and translation.

**match** The fact that a source *segment* in a Translation Memory and a source segment in a document to be translated at least resemble each other (*fuzzy match* or *replacement match*). If they are completely identical, it is an *exact match* if the translation was done by a translator, or a *machine-generated match* if the translation is generated by a program.

**merge** Combining information of either two *dictionaries* or two *Translation Memory databases*. When merging dictionaries, OpenTM2 preserves the structure of the destination dictionary.

**model dictionary**

An already existing *dictionary* whose structure can be taken as a sample when creating a new dictionary.

**model folder**

An already existing *folder* whose *properties* can be taken as a sample when creating a new folder.

**new terms list**

A list of all the terms found in the documents being analyzed but not found in the selected *dictionaries* during *analysis*. New terms lists can be used to update dictionaries and *exclusion lists*. New terms lists can be edited, that is, terms can be deleted, moved to a dictionary, or to an exclusion list.

**organize**

Internal restructuring of frequently changed *dictionaries* and *Translation Memory databases* to shorten search times.

**original document**

The source of the document that you translate. You cannot edit this document but you can display it and use it for comparison or checking purposes.

**postediting**

Editing an already translated document. Any changes cause an automatic update of the already translated *segments* in the *Translation Memory*.

**properties**

A summary of the different characteristics of a *folder* or a document, such as a description, the *markup language* used in documents, and references to *Translation Memory databases* and *dictionaries*.

**replacement match**

An *exact match* where only a number or date differs. It is displayed in the “Translation” window with a preceding [r].

Example:

Document text: This happened in 2015.  
Memory proposal: This happened in 2014.

In this example, the date in the translation memory proposal (2014) is automatically changed to the date in the document text (2015).

**reversing**

Turning source segments contained in a Translation Memory into target segments and vice versa.

**revision marks**

Characters at the beginning and end of a

<b>segment</b>	A translation unit produced during <i>analysis</i> . It is usually a sentence, part of a sentence, an element of a list, or a citation.
<b>search</b>	In the “Look up a Term” window, you can search for terms in a dictionary using predefined search criteria and user-definable <i>dictionary filters</i> . See also <i>automatic lookup</i> .
<b>SGML</b>	<i>Standard Generalized Markup Language</i> .
<b>sense level</b>	Part of a <i>dictionary entry</i> . Contains semantic variations of a <i>headword</i> such as varying areas of meaning and usage.
<b>spellcheck</b>	A proofreading aid to identify unrecognized or misspelled words in <i>translation documents</i> . Lists possible corrections for misspelled words.
<b>Standard Generalized Markup Language (SGML)</b>	A set of rules that allows the format specification of a <i>markup language</i> independent of any individual processing system. The external file formats created during export are based on SGML.
<b>stem</b>	The part of an inflected word that remains unchanged except by phonetic changes or variations throughout an inflection.
<b>subject code</b>	Abbreviation for a particular subject area a translation applies to.
<b>tag</b>	Statement used to determine the format of a <i>document file</i> . Is contained in a <i>markup table</i> .
<b>target document</b>	See <i>translation document</i> .
<b>target level</b>	Contains all information applying to one translation variant of a <i>headword</i> , such as definition and usage.
<b>template</b>	<i>Dictionary entry</i> information on all levels ( <i>entry, homonym, sense, and target</i> ) relating to one specific translation of a <i>headword</i> .
<b>terminology list</b>	A generic term for the following types of lists: <i>exclusion lists, found terms lists, and new terms lists</i> .
<b>translation document</b>	The document that you translate.
<b>Translation Environment</b>	Environment where the actual translation is performed. It consists of a window where you can edit the document file, a window with proposals from the associated <i>Translation Memory</i> , and a window with translations for terms in the document. All <i>translation proposals</i> can be copied into the <i>translation document</i> .
<b>Translation Memory</b>	A database that contains previously translated <i>segments</i> added during translation and <i>analysis</i> .
<b>Translation Memory databases</b>	More than one <i>Translation Memory</i> .
<b>translation proposal</b>	The translation of a <i>segment</i> found in a <i>Translation Memory</i> during translation, where the source segment is identical ( <i>exact match</i> ) or almost identical ( <i>fuzzy match</i> ) to the current segment.
<b>user exit</b>	A point in a program at which a user exit routine may be given control.
<b>user-defined</b>	A programming service provided by a software product that may be requested during the execution of an application program for the service of transferring control back to the application program upon the later occurrence of a user-specified event.

**view details**

Contents of the list windows displayed in the main window. You can define how detailed the contents of these lists is to be displayed. The default is to display only the names of the individual list items.

**word count**

Utility to count words (words to be translated, words already translated, *markup tags*) in *original documents* or *translation documents*.

**workbench**

The OpenTM2 main window.

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