

Translate 2004

User Guide

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Introducing Translate 2004

The LEC Translate system can simplify all of your translation tasks. Whether you want to understand a document or web page better, exchange messages with someone who writes in a different language, or translate an entire folder of documents, Translate will provide the best desktop translation.

To use Translate, you'll want to become familiar with these components:

Desktop Translation Tools

The full version of Translate includes four translation applications that share the same dictionaries and translation languages but are designed for different translation situations and working styles.

LogoTrans

LogoTrans is the easiest translation application to use for typing and translating small amounts of text. Its two panes show both the original text and the translation. Use it to get a quick translation of a few sentences while doing other work. LogoTrans can open and translate plain text documents as well as print and save translations.

Turn to LogoTrans when you're reading a foreign document onscreen and want help understanding a sentence or paragraph.

For complete instructions on using LogoTrans, refer to the topic *LogoTrans: Translating for Quick Understanding*.

TransIt

TransIt is designed to translate a word, phrase, or sentence and effortlessly place it into your primary text application. *TransIt* lets you chat or instant message back and forth with a correspondent who uses a different language. You can easily translate your message into your correspondent's language before sending. When you receive a reply, you can quickly view its translation in your own language. These features make TransIt the best tool for two-way conversations that you don't intend to save.

For complete instructions on using TransIt, refer to the topic *TransIt: Translating Short Expressions*.

Translation Mirror

Translation Mirror can monitor a window in another text-based application and automatically translate any text that appears in it.

For complete instructions on using Translation Mirror, refer to the topic *Translation Mirror: Monitoring and Translating Text from Another Application..*

FileTrans

FileTrans is a tool for translating entire text documents. It translates whatever you give it—one document or an entire multi-level directory of documents—working in the background so that you and your computer are free to work on other tasks.

Use FileTrans whenever you have a large number of files to translate, including directories of text or HTML files.

For complete instructions on using FileTrans, refer to the topic *FileTrans: Translating Files in the Background.*

Dictionary Browser

Dictionary Browser is the application you use to browse the contents of LEC's electronic dictionaries and look up specific words and phrases. For language pairs that support user dictionaries, Dictionary Browser also lets you create your own dictionaries and edit their contents.

You can open Dictionary Browser from within translation applications as well as from the Windows Start menu or desktop.

For complete instructions on using Dictionary Browser, refer to the topic *Working With Dictionaries.*

Add-Ins for Translating in Other Applications

These components bring the power of desktop translation directly into your Microsoft® Word, Excel, and PowerPoint documents as well as into Web pages you are viewing with Microsoft Internet Explorer.

Microsoft Word, Excel, and PowerPoint Add-Ins

These small programs add commands to Microsoft Word, Excel, and PowerPoint to let you translate either an entire document or text you have selected, directly in the Word, Excel, or PowerPoint document window.

Background Components

These components do their work unseen in the background.

Translation Engines

In the background, translation engines perform the actual work of translating. Whenever possible, they work with an entire sentence at a time. They parse each sentence into its component parts, determine the part of speech of each word and the function of each phrase, and then look up the translation of the words and phrases in software dictionaries.

Each engine is represented by a pair of translation languages; for example, E>S for translating from English to Spanish, and the S>E for translating from Spanish to English. Each pair of translation languages works with all the translation applications.

The full version of Translate can provide direct translation between 240 language pairs. The product you purchased probably contains a subset of these languages:

Language Pair	Symbol	Language Pair	Symbol
English to Arabic	En>Ar	Arabic to English	Ar>En
English to Chinese	En>Ch	Chinese to English	Ch>En
English to French	En>Fr	French to English	F>En
English to German	En>Ge	German to English	Ge>En
English to Hebrew	En>He	Hebrew to English	He>En
English to Italian	En>It	Italian to English	It>En
English to Japanese	En>Ja	Japanese to English	Ja>En
English to Korean	En>Ko	Korean to English	Ko>En
English to Persian	En>Pe	Persian to English	Pe>En
English to Polish	En>Po	Polish to English	Po>En
English to Portuguese	En>Pt	Portuguese to English	Pt>En
English to Russian	En>Ru	Russian to English	Ru>En
English to Spanish	En>Sp	Spanish to English	Sp>En
English to Turkish	En>Tr	Turkish to English	Tr>En
English to Ukrainian	En>Uk	Ukrainian to English	Uk>En

If you want to supplement the languages in the package you purchased, you can obtain any of these translation languages from LEC or your LEC dealer.

Electronic Dictionaries

A LEC dictionary accompanies each language pair. This large “main dictionary” contains tens of thousands of entries for many idiomatic phrases as well as individual words. To provide the most accurate translation, each main dictionary classifies words according to complex rules and utilizes many more parts of speech than the standard rules of grammar provide.

You can supplement some language pairs with one or more technical dictionaries, containing the translation of terms in specialized fields such as business, medicine, or engineering. You can purchase technical dictionaries from LEC or your LEC dealer. In addition, most language pairs let you supplement the LEC dictionary with user dictionaries which you create and modify yourself. For complete instructions on working with dictionaries, refer to the topic *Working With Dictionaries*.

Tips for Getting the Best Translations

Computer translation has improved tremendously in recent years, and LEC provides the highest quality desktop translation available anywhere. Still, when it comes to understanding language, computers lack many skills that people use automatically. Computers do not know about the social context in which language is used and cannot take that into account. They cannot consider complexities of subject matter or emotional nuances that affect the meaning of a sentence. Computers also stumble over misspellings, ideas left inexplicit because the writer knows that readers will assume them, and words used in a “poetic” rather than literal sense.

For all these reasons, a little extra care when writing text for translation can make a tremendous difference in the accuracy of your results.

Write Explicitly

Do not omit important words (for example relative clause pronouns such as that, which, who, and whom) or phrases. Avoid unclear references such as pronouns that refer to things which are not clearly identified in the sentence.

Like this: I know that the fax machine worked yesterday.

Not Like This: I know the fax worked yesterday.

Write Clearly and Simply

Aiming for simple, direct language that is easily understood will lead to better translations than aiming for colorful language or for a unique style. Avoid using slang, unusual expressions, or infrequently encountered words which may not be included in Translate’s dictionaries. Avoid words or phrases that can have more than one meaning.

Like this: Both people felt nervous after the brief silence.

Not Like This: A pregnant pause ushered in a tense hiatus in the conversation.

Be Concise

Brief sentences translate better. As a rule of thumb, limit sentences to between 15 and 20 words. Break long and complex sentences into shorter and simpler sentences. Revise awkward sentences to make them clearer and more concise.

Like this: When confronted with a sentence that has many long clauses, divide it into two or more sentences. Each sentence should be no longer than 20 words. Make sure that the sentence contains all of the elements that correct grammar requires.

Not Like This: When confronted with a sentence that has many long clauses, be sure that you divide it into two or more sentences, each of which should be no longer than 20 words, but whatever you do, make sure that the sentence contains all the elements which are required by correct grammar.

Use Proper Grammar and Spelling

Complete sentences translate much better than single words or short phrases. Well-organized and well-constructed sentences translate much better than poorly structured ones.

Make sure to use proper spelling. Although Translate's dictionaries include common misspellings and alternate spellings for words, Translate can not interpret many misspelled words.

Because Translate uses spacing and punctuation marks to find the beginning and end of sentences, be sure to use spacing and punctuation properly. For example, use question marks for questions and periods at the end of declarative sentences.

Additional Tips

Here are some more tips to help you generate more accurate results with Translate.

1. Write your documents in standard, formal language.

Aim for clear, formal writing, which is easiest for your reader to understand -- the kind of writing you would use in a business letter. Informal language -- the way you would speak in a conversation -- does not follow grammatical rules as closely and does not result in the best translations.

2. Avoid figures of speech.

Figures of speech, also called idioms or metaphorical expressions, frequently do not translate well. When translated literally, the words in a different language may have a completely different meaning from what you intend.

Like this: His presentation was a big success.

Not Like This: He hit a home run with his presentation.

3. Use a pronoun before each verb.

In many languages, the form of a verb depends upon the gender and number of the pronoun that precedes it.

Like this: I saw that movie, but I did not like it.

Not Like This: I saw that movie but did not like it.

4. Do not split compound verbs, such as 'pick up' and 'look up'.

Like this: I will have to look up the time of our appointment.

Not Like This: I have to look the time of our appointment up.

5. Clearly indicate the beginning and end of each sentence.

A hard return is interpreted as the end of the sentence, so remove any return characters from the middle of sentences. (Email messages frequently have a return character at the end of each line.)

Make headings explicit, for example by capitalizing the first letter of each word or by ending the heading with a period, return character, or blank line. If the document contains numbered or bulleted lists, consider making each one into a complete sentence, especially if they do not translate well.

Getting Started With Translate

Use these instructions to get started making your first translations and to become familiar with Translate basics. Please refer to the other sections of this user guide for complete instructions for using each of the Translate components.

To open a translation tool

Click the Windows Start menu located in the corner of your screen; in the menu, click Programs, then Language Engineering, and then choose the component from the Language Engineering sub-menu. You can use the Start menu to open Dictionary Browser, LogoTrans, TransIt, FileTrans, and Translation Mirror as well.

To make your first translation

If you're new to Translate, we recommend that you start with LogoTrans. LogoTrans displays both your source text and the translation so you can compare them, lets you save the translation, and also lets you print the source text or translation.

1. Double-click the LogoTrans icon on your desktop.

LogoTrans opens. Notice that the window has two panes. The upper pane is for the source text, the lower for the translation.

A button in the lower right corner of the window shows which translation language is selected and the direction of translation; for example, En>Fr is for translating English to French.



The same button appears in all the Translate tools.

2. Click the translation languages button to open a menu of all the installed languages and choose the one you want.

3. To translate, just type a small amount of text into the upper pane.

When you pause in typing, LogoTrans begins translating the text and almost immediately displays the translation in the lower pane.

Tip: Complete sentences translate better than single words or short phrases.

If untranslated words appear in the lower pane, it means that no translation for that expression could be found in Translate's dictionaries. If none of the text is translated, make sure you have selected the proper translation language. You can edit the text in the upper pane to improve the translation. Whenever you revise the source text, it is retranslated.

For complete instructions on using LogoTrans, refer to the topic *LogoTrans: Translating for Quick Understanding* or open online help for LogoTrans by pressing F1 on your keyboard.

To move text between applications

You may want to translate text that was created in another application, such as word processing or email software. That requires you to move the text from the original application to the translation tool. After the text is translated, you may want to move the translation back to the original application for saving or editing.

You can set LogoTrans to read and translate any text you cut or copy in another application, and TransIt can insert a translation directly into many applications. You can set Translation Mirror to monitor the document window of another application and automatically translate whatever text appears there. In other situations, or with applications in which these techniques do not work, you will need to move the text using your mouse. To do that, follow the steps below:

1. Select the text you want to move.

Here's how: Move the mouse pointer to the beginning of the text. Press and hold the left mouse button down while you drag the pointer to the end of the text; then release the mouse button. The selected text is highlighted.

When you want to select all the text in a window, you can also click anywhere inside the window and choose Select All from the application's Edit menu.

2. Try dragging and dropping

Most modern applications let you move text by dragging it and dropping it in the desired location. Here's how: Point to the highlighted text, press and hold the left mouse button down while you drag the pointer to the desired location; then release the mouse button.

3. If drag and drop doesn't work, copy and paste the selected text.

Here's how: After selecting the text, choose Copy from the Edit menu of your translation tool, click in the location where you want to place the text, and then choose Paste from the Edit menu of that application.

To choose these commands in TransIt, click the menu icon in the TransIt window and on the menu that opens click Edit, then choose from the sub-menu.

To translate a file with LogoTrans

Although not recommended for translating more than a few pages, LogoTrans can open and translate a small document that consists of plain text, such as documents created with Notepad or documents created with commercial word processing applications and then saved as plain text.

1. Save the document as plain text.

If the file was created with word-processing software such as Word, it was probably saved in a proprietary format. To translate it with LogoTrans you must first save it as plain text. Here's how: Open the file in the application used to create it. Choose Save As from the File menu. In the dialog box, give the file a new name, ending with the extension .txt. From the 'Save as type' menu in the dialog box, choose Text Only. (Your application may use a different term, such as Plain Text, or just Text.) If you like, select a different folder location for the file and then click Save.

Note that saving a file as plain text does not preserve any special formatting, such as headers and footers or character and paragraph styles.

2. Close the document.

Your document cannot be open in LogoTrans and another application at the same time.

3. Open LogoTrans and from the File menu, choose Load Source.

4. In the dialog box, locate and select the text file you want to translate, and click Open.

The text appears in the upper pane of the LogoTrans window. LogoTrans begins the translation immediately and displays it in the lower pane.

Note: If the Word and Excel Add-Ins are installed on your computer, you can also translate documents created with either of these applications directly from the application. For more information, see the section of the user guide *Translating To and From Other Applications*.

To translate a file with FileTrans

FileTrans is the recommended tool for translating large documents. FileTrans can translate two types of documents in the background and save the translation in a new file. The document may consist of plain text, such as documents created with Notepad or documents created with commercial word processing applications and then saved as plain text. The document may also contain HTML tags, such as a web page saved with the extension .htm or .html.

1. Save the original document as plain text or HTML.

If the file was created with word-processing software such as Word, it was probably saved originally in a proprietary format. To translate it with FileTrans you must first save it as plain text. Here's how: Open the file in the application used to create it.

Choose Save As from the File menu. In the dialog box, give the file a new name, ending with the extension .txt. From the 'Save as type' menu, choose Text Only. (Your application may use a different term, such as Plain Text, or just Text.) If you like, select a different folder location for the file and then click Save.

If you save the file from a web browser, or from an application, such as Word, which can read HTML, save it as plain text or as a web page. Saving as text preserves only the text. Saving as a web page also preserves the HTML tags which provide special formatting. These tags will be preserved in the translation as well. The file name should have the extension .txt, .htm, or .html.

2. Close the document after saving it.

Your document cannot be open in FileTrans and another application at the same time.

3. Open FileTrans and in the window, click the Translate button.

4. In the dialog box, locate and select the file you want to translate, and click Open.

FileTrans begins translating the file. Messages in the FileTrans window show how the translation is progressing. When the translation is complete, FileTrans saves it in the same folder as the original file, with 'Translation of ...' added to the name.

There is an option which lets you view the file as soon as it is translated. Before translating the file, click Options in the FileTrans window. Then click the Miscellaneous tab, and make sure the box called 'Open translated file when finished' is checked.

To print the text

Use LogoTrans when you want to print a small amount of text.

■ **From the LogoTrans File menu, choose Print**

Note: When you want to print the translation of an entire document that you translated with FileTrans, you may find it more convenient to open and print the document in a text-processing application such as Word or Notepad.

To save a translation

Use LogoTrans when you want to save a translation.

■ **From the LogoTrans File menu, choose Save As.**

Note: When you translate an entire document with FileTrans, the translation is automatically saved in a new file. You can also save translations made with Translation Mirror. For more information please refer to the sections *FileTrans: Translating Files in the Background* and *Translation Mirror: Monitoring and Translating Text From Another Application*.

To edit a translation

TransIt is the only LEC translation tool in which you can edit the text of the translation directly. You can insert or delete characters the same way that you would edit text in a word-processing application.

When using LogoTrans or Translation Mirror, we recommend using either of the following methods:

- Copy the translation and paste the text into a word-processing application in which you can edit it. Here's how: Click inside the translation and choose Select All from the Edit menu, then choose Copy from the Edit menu. Open your word processor, open a new document, and choose Paste from the Edit menu of your word processor.
- Save the translation as a file, open your word processor, choose Open from the File menu, and open the saved file in your word processor. Tip: To make sure the file is visible in the Open dialog box, be sure to set the 'Files of type' drop-down menu to show all files.

Obtaining Help in Using Translate

In addition to this user guide, Translate provides complete online help for each of its components.

To view online help

For information about the active window or dialog box and the tasks you can perform there, press F1 on your keyboard while using any Translate component.

To identify objects and commands onscreen

When using a translation application, which displays a window onscreen, you can display information about an object in the window.

■ **Point to the object.**

After a moment, a tool tip near the pointer identifies the object or describes how you can use it.

If the translation application has a status bar at the bottom of the window, it displays information about the currently selected command and any activity that is currently in progress. If no status bar is visible, it may be hidden. Look for a check box among the optional settings or a menu command that lets you show or hide the status bar.

For up to date information and technical support

For up-to-date information about LEC products, visit <http://store.yahoo.com/logomedia-software/>.

Support is available by emailing info@lec.com. So we can best assist you, please let us know:

- Which Operating System do you have (for example Windows 95, Windows 98, Windows NT, Windows ME, Windows 2000, Windows XP, other)? Please note that Translate does not work with Windows 95.
- Which LEC package did you purchase?
- Where did you purchase the package?
- How much memory (RAM) does your computer have (for example, 128K, 256K)?
- How much free hard disk space do you have on your computer?
- Which Translate component were you using (for example, LogoTrans) and if you were translating, from and to which languages?
- If you got an error message, could you please copy and include its text?

- What steps were you following when the problem occurred or the error message appeared?
- If you were using another text application with Translate, which one?

Selecting Languages

Setting the Languages of the Source Text and Translation

The full version of Translate can provide direct translation between 240 language pairs. The product you purchased probably contains a subset of these languages:

Language Pair	Symbol	Language Pair	Symbol
English to Arabic	En>Ar	Arabic to English	Ar>En
English to Chinese	En>Ch	Chinese to English	Ch>En
English to French	En>Fr	French to English	F>En
English to German	En>Ge	German to English	Ge>En
English to Hebrew	En>He	Hebrew to English	He>En
English to Italian	En>It	Italian to English	It>En
English to Japanese	En>Ja	Japanese to English	Ja>En
English to Korean	En>Ko	Korean to English	Ko>En
English to Persian	En>Pe	Persian to English	Pe>En
English to Polish	En>Po	Polish to English	Po>En
English to Portuguese	En>Pt	Portuguese to English	Pt>En
English to Russian	En>Ru	Russian to English	Ru>En
English to Spanish	En>Sp	Spanish to English	Sp>En
English to Turkish	En>Tr	Turkish to English	Tr>En
English to Ukrainian	En>Uk	Ukrainian to English	Uk>En

To set the languages of the source text and translation

You must set the language pair in each translation application.

1. Open the translation application you want to use.

Double-click the application's icon on the Windows desktop or in the Windows Start menu, look for LogoTrans, TransIt, or FileTrans under Programs/Language Engineering.

In the application window, the translation languages button shows the pair of languages that is currently selected and their direction. For example, English to French translation appears as En>Fr.



2. **Click the translation languages button and choose the new languages from the menu that appears.**

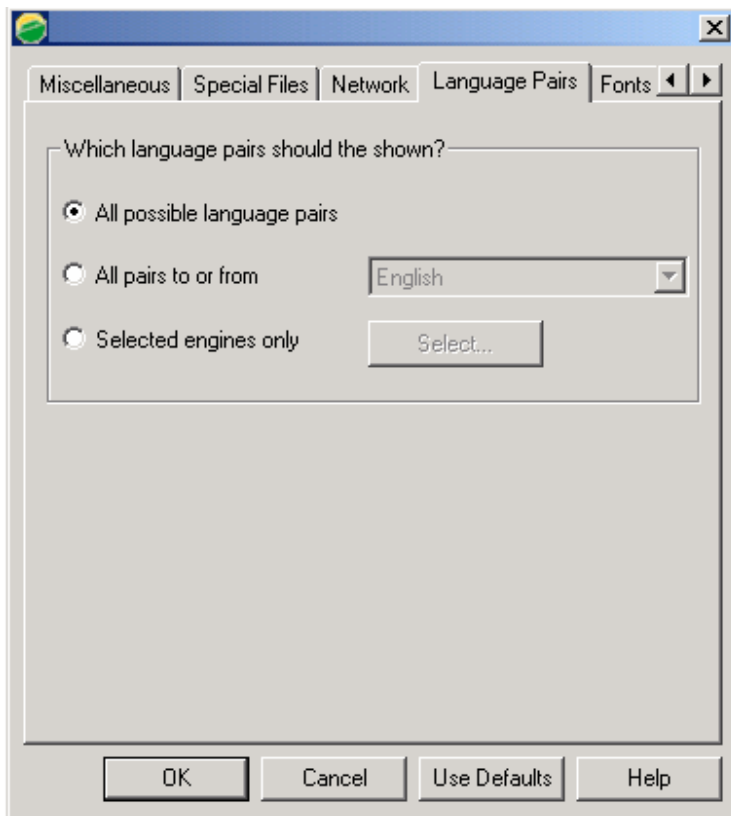
Your choice remains in effect until you change it.

3. **If you want to select options for the translation languages, click the button again and choose Translation Options from the menu.**

The options editor appears, and you can change the settings. Different options are available for each pair of translation languages. They might include which dictionaries to use, the balance between translation speed and accuracy, and how to interpret the source text. For more information, refer to the topic [Selecting Translation Options](#) or press the F1 key on your keyboard after opening the options editor to display online help.

Controlling the language pairs that are shown

Clicking on the Translation Languages Button brings up a menu letting you choose a different translation language. This menu is a simple listing of language pairs if you have chosen a limited subset of the possible language pairs. If you chosen to display all or most of the possible language pairs, the language pairs will be sorted by source language. You can control the contents of this menu as shown in the [Options dialog](#) below.



The Language Pairs panel lets you choose what translation pairs you wish to have displayed by the Translation Languages Button in the Status Bar of the application. You can choose to have all possible language pairs (which could be nearly 250) displayed, or prune the list to only display language pairs that contain a particular language, or select the exact list of language pairs you wish to have displayed.

Changing Which Language is Displayed and How It Appears

To set your keyboard for entering and editing text

When your computer has been set up for keyboard entry in more than one language, an indicator should appear in the system tray on your desktop.



The letters on the indicator shows which language is selected ('EN' stands for English). When you want to type in a language that uses a different input method, you can switch by clicking the indicator and choosing from the menu that pops up.

If the indicator does not appear, follow the steps below.

1. From the Windows Start menu, choose Settings/Control Panel.

The Control Panel window opens.

2. Double-click the Keyboard Control Panel and in its window, click the Input locales tab.

When more than one locale and keyboard layout appear in the Input Locales tab, a checkbox labeled 'Enable indicator on taskbar' appears at the bottom of the tab.

3. Make sure a check mark appears in the 'Enable indicator on taskbar' checkbox.

4. If you want to add an additional locale, click the Add button, select both the new language and keyboard layout in the dialog box, and then click OK to close the dialog box.

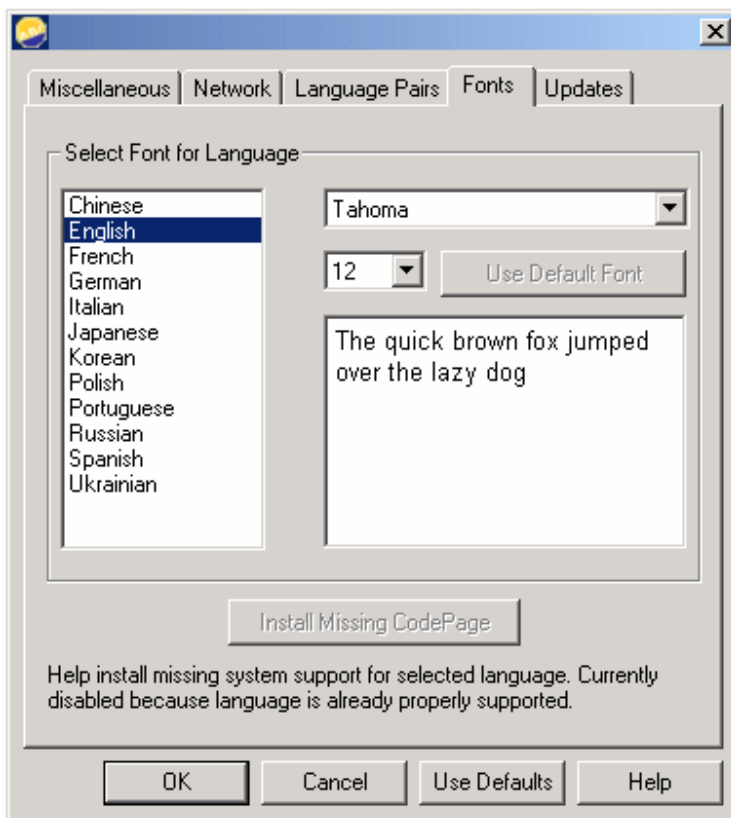
5. Click OK.

Note that the Input Locales tab also lets you create hot keys for switching between input methods.

To change the font and size of text

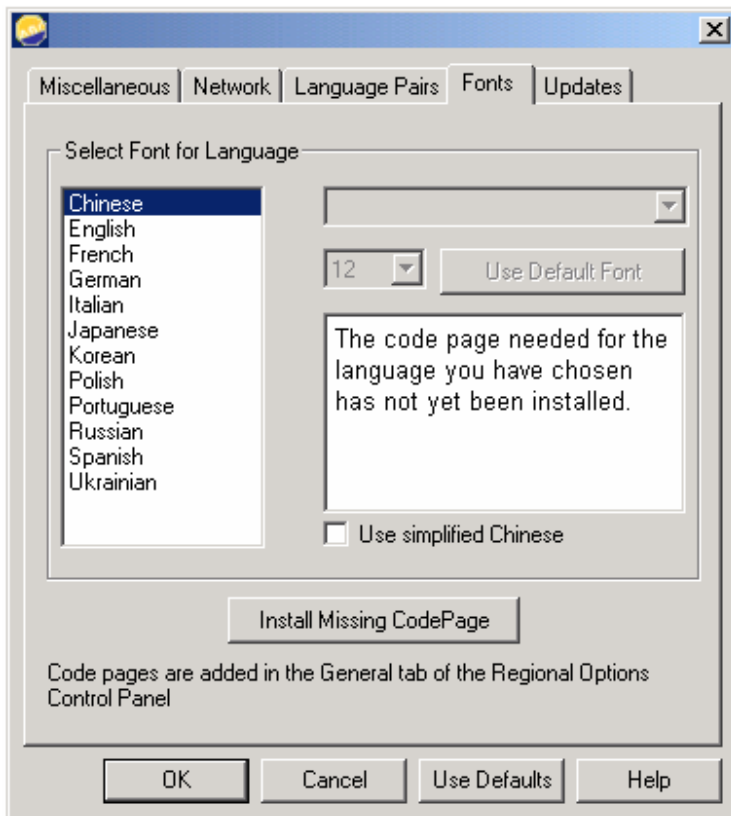
You can customize the way the text and buttons on your application look like by choosing the type of font for the applications. The font settings you apply are universal for all the applications.

The font setting window can be brought up from the "Options" menu and then clicking on the "Font" tab. The font window shows up as follows



"Tahoma" is the default font for the applications. You can change the font face and also specify the font size for each language pack. In case your machine is configured to show the various regional fonts, then the "Install Missing Code Page" appears *disabled* as shown above (as in case of English).

But if your machine is not configured to support regional languages, then as shown in the image below the "Install Missing Code Page" button appears enabled.



You can then click on the "Install Missing Code Page" button to open a further popup window where you can specify which regional languages your machine should support and then install that particular code page from your Windows Installation CD.

Once the code pages are installed, you can start using your own languages and fonts for the applications.

Setting Up Windows for Additional Languages

Adding support for additional languages within your computer's Windows settings may be required to display and enter text in those languages. Language support is built-in to many systems or may have been added when you installed Translate. Follow the instructions in this section only if you are having trouble displaying or entering text in a particular language.

To set up Windows XP for additional languages

Support for most languages is pre-installed. Follow the steps below to install additional languages, which may include East Asian languages, languages entered right to left languages, and languages requiring complex scripts. Have your Windows XP CD handy. You may be prompted to insert it so that additional languages can be downloaded to your computer.

- 1. Open the Windows Control Panel from the Start menu.**
- 2. Under 'Pick a Category', click the Date, Time, Language, and Regional Options icon.**
- 3. In the area under 'or pick a Control Panel icon' click the Regional and Languages Options icon.**

The Regional and Languages Options dialog box appears.

- 4. Select the Languages tab and under 'Text services and input languages' click the Details button.**

The 'Text services and input languages' dialog box appears. The languages already installed are shown in the box.

- 5. Click Add to open the 'Add input language' dialog box.**
- 6. Select the desired language from the pull-down menu and then click OK.**

You can repeat steps 5 and 6 if you want to add additional languages.

- 7. Click Apply in the 'Text services and input languages dialog' to save your new settings and then click OK.**
- 8. If you want to install support for Asian languages, right to left languages, or languages requiring complex script, go to the 'Regional and Language Options' dialog box, select the appropriate check box(es) in the 'Supplemental languages' area of the dialog box, and then click Apply.**

You may be prompted to insert your Windows XP CD so the new languages can be downloaded.

- 9. When installation is complete, click OK to close the Regional and Language Options dialog and then close the Control Panel.**

To set up Windows 2000 for additional languages

- 1. Click the Start menu on the Windows task bar, point to Settings, and then click Control Panel.**
- 2. In the Control Panel window, double-click the Regional Options icon.**

The Regional Options control panel opens.

3. **Click the General tab in the control panel.**
4. **In the 'Language settings for the system' area at the bottom of the control panel, select the checkbox next to each language you want to use.**
5. **Follow any instructions that appear, such as inserting the Windows CD or restarting your computer.**
6. **Click the Input Locales tab.**
7. **Click the Add button to display the Add Input Locale dialog box.**
8. **Select the desired locale from the 'Input locale' menu, and click OK.**

When you change the input locale, the keyboard layout selection also changes.

9. **Repeat steps 7 and 8 to add as many locales as you need, and when done, close the control panel by clicking the 'X' in the upper right corner.**

To set up Windows ME, 98, and NT for additional languages

Older Windows versions, such as ME, 98, and NT, may lack built-in support for displaying some languages.

The steps required to add limited Input support* for East Asian languages on Windows 98, Windows ME and Windows NT are different depending on whether or not you have Office XP installed. These steps are described in more detail at:

<http://www.microsoft.com/windows/ie/downloads/recommended/ime/default.asp>

■ **If you do NOT have Microsoft Office XP installed on your computer, install Global IME 5.02:**

1. Go to
http://www.microsoft.com/msdownload/iebuild/ime5_win32/en/ime5_win32.htm
2. Choose the support for the desired language WITH the Language Pack if available.
3. Proceed with the download and follow instructions to install, and reboot.

■ **If you have Microsoft Office XP installed on your computer, install IMEs for Office XP:**

1. Go to:
<http://office.microsoft.com/assistance/2003/articles/odownloadinputmethodeditors.aspx>
2. Choose the language you want to add support for.
3. Proceed with the download and follow the instructions that appear as you install.

***Note:** The usefulness of Global IME on Windows 98 and Windows ME is limited to certain Microsoft applications such as Internet Explorer, Outlook Express, and the Office suite of application. You cannot use Global IME to input East Asian language scripts directly into LEC applications. Global IME does permit you to enter the East Asian scripts into the Microsoft applications, and you can then use the LEC translation tools to translate those scripts.

LogoTrans: Translating for Quick Understanding

LogoTrans is designed for fast and easy translation of up to a few pages of text. You can translate text in three ways: as you type, when you drag and drop text from another application, or by loading a text file.

As soon as you enter source text in the upper pane of the LogoTrans window, its translation appears in the lower pane. No commands are needed. The translation happens automatically and instantly.

LogoTrans works best with amounts of text small enough to fit in the window. It is not intended for large documents or as a place to do polished, permanent translations. Rather, use LogoTrans for quick tasks such as translating a letter or checking the meaning of sentences as you read.

You can refine the translation of individual words by choosing from a list of alternate translations. You can save the contents of the LogoTrans window as a file and print the contents of either pane. You cannot edit the translation directly.

To open LogoTrans

- **open LogoTrans by choosing Programs/Language Engineering/LogoTrans from the Windows Start menu**

When launched, LogoTrans places an icon in the system tray on the Task Bar..

- **When the window is hidden, click the LogoTrans icon in the system tray to bring the window to the front.**

The system tray is usually located at the lower right corner of your screen. You can also open LogoTrans from the Windows Start menu by choosing Program Files/Language Engineering/LogoTrans.

You can also set a keyboard shortcut to open LogoTrans. For more information, see “To set a hot key”.

Before entering the text you want to translate, choose the translation languages pair. For more information, see the section *Choosing Languages*.

To translate as you type

- **Type in the upper (white) pane of the LogoTrans window.**

Translating begins as soon as you stop typing.

You can add text to the upper pane or modify what you have already typed. LogoTrans rapidly detects the changes and re-translates the contents of the window.

To translate text from another application

There are several ways to move text selected from another application into LogoTrans.

- **Select a block of text in any application that supports drag and drop text editing and drag it onto the LogoTrans window.**

When the upper pane is hidden, drag the text onto any part of the LogoTrans window except the translation pane. Only the translation will appear, not the source text.

- **Copy the text, click inside the upper LogoTrans pane and paste the text.**
- **When a hot key is enabled, simply select the text in the other application and press the hot key.**

To translate a file

You can use LogoTrans to translate small text files. LogoTrans is not designed to open files created by word processing applications, such as Microsoft Word, unless they are first saved in TEXT ONLY format.

- **To open and translate a text file, choose Load Source from the file menu, locate and select the file, and click Open.**

LogoTrans begins translating the file as soon as it opens.

To check a translation

When you are translating into an unfamiliar language, how can you make sure your message will be understandable? One way is to translate the translation back into the original language. Every translation may introduce inaccuracies, so if this “back translation” is understandable after being translated twice—even if the result is far from elegant, you have good reason to think the first translation is reasonably accurate.

1. **Choose Translate Back from the Tools Menu.**

A new window opens and immediately begins translating the text in your translation pane. The language pair in the new pane is set to the opposite direction from the LogoTrans setting. For example, if LogoTrans is set to translate from English to Spanish, the new pane automatically translates from Spanish to English.

To choose an alternate translation

Alternate translations may not be available for every language.

1. **To see alternate translations for a word, select the word and click on it with the right mouse button to show a context menu**

A sub-menu with alternates for the selected word appears. A check mark appears next to the current translation.

- 2. Click the alternate translation you prefer.**

Your choice replaces the original word in the bottom pane.

Notes

When a selected target word corresponds to an idiomatic source expression containing two or more words, LogoTrans highlights the entire expression. When a selected translation has no corresponding source word, or vice versa, LogoTrans does not provide alternates. For example, Japanese particles such as *ga* and *wa* rarely have a corresponding English word, and many English particles such as *out* in a sentence like, “I bought him out,” do not have a Japanese equivalent.

In order to provide as many choices as possible, LogoTrans does not distinguish between uppercase and lowercase letters.

Caution: If you choose alternate words in a sentence and then retranslate the sentence, the new translation may replace your choices.

To set LogoTrans to translate only on request

LogoTrans is preset to translate as soon as text is detected. You can set the application to wait for your command.

- 1. Choose LogoTrans Options from the Options menu and click the Source tab.**
- 2. Uncheck the option labeled ‘Automatically translate source text on the fly’ and then click OK.**

LogoTrans adds a Translation menu to the menu bar.

- 3. To begin a translation, enter the source text and choose Translate from the menu.**

To set a hot key

When LogoTrans is running but its window is hidden, the window can be displayed by using the hot key sequence. You can also use the hot key to quickly translate any text selected in another application. By default the hot key is not in effect when LogoTrans is first launched.

- 1. Choose LogoTrans Options from the Options menu and click the Hot Key tab.**
- 2. Check Use Hot Key.**

The default sequence is Ctrl + Alt + Q.

- 3. To change the hot key, click inside the box and press the keys you want.**

The sequence must include the Alt key and can include only one alpha-numeric character. To avoid confusion, you should not choose the same Hot Key sequence for both LogoTrans and other translation applications.

- 4. Click OK.**

Once you have checked Use Hotkey, the commands on the File menu change. Exit is replaced by two commands: Hide and Disable LogMedia LogoTrans. Hide closes the window but leaves the program running in the background; pressing the hot key opens the window again. Disable LogMedia LogoTrans exits the program entirely; to reopen it, you must use the desktop icon or Windows Start menu.

The hot key will work until you exit LogoTrans. LogoTrans remains running in the background when you close it or its window is hidden. When you restart your computer after shutting down, LogoTrans starts automatically and remains in the background until you open its window by using the hot key or clicking its icon in the system tray.

To save a translation

LogoTrans lets you save the source text and translation to a text file.

1. **Choose Save As from the File menu.**
2. **Select what to save by checking the Source box, the Translation box, or both boxes in the lower left corner of the dialog box.**
3. **In the dialog box, enter a name for the file, select a folder location, and click Save.**

To print the source text or translation

LogoTrans lets you print the contents of either the upper or lower pane.

1. **Choose which to print by choosing Print from the File menu.**
2. **In the Print dialog box, select the desired printing options, and click OK.**

To resize the source and translation panes

- **Drag the separator between the panes up or down.**

TransIt: Translating for Quick Input to Other Applications

TransIt is designed to provide short translations as quickly and simply as possible and place them in another application. It remains hidden when not in use, takes up very little space on your screen, and lets you move back and forth easily between translating and working in your primary text application. A mouse is not required to enter text, translate, or edit, so TransIt is especially convenient for those who prefer to work from the keyboard.

TransIt works with applications that accept text entry. For example, you can use it to specify search text in an Internet browser, or to help you reply to chat or an instant message from another country.

The TransView window lets you monitor a window in another application and translate any text that appears there in the opposite direction from the direction TransIt is set to translate. For example, if you are using TransIt to translate from English to Spanish, the TransView window will show translations from Spanish to English. That makes TransIt and TransView an ideal combination for translating messages before sending them with your chat or instant message software, and then seeing any reply you receive immediately translated back into your own language.

TransIt lets you replace the translation of individual words by choosing from a list of alternates, and you can edit translations directly.

To open TransIt

- 1. To open TransIt, double-click its icon on the Windows desktop.**

You can also open TransIt from the Windows Start menu by choosing Programs/Language Engineering/TransIt.


When launched, TransIt places an icon in the system tray on the Task Bar. If its window is hidden, you can restore it by clicking the icon.

You can also set a keyboard shortcut to open TransIt. For more information, see *To set a hot key*.

To enter and translate text

1. **Click the translation languages button and select the languages and direction for translation.**

2. **Type or paste source text into the white area of the TransIt window.**

You can press Ctrl+V to paste or click the menu icon  and point to Edit; then choose Paste from the sub-menu that opens.

The text is shown in blue and the text area expands to accommodate the text you enter.

3. **Press Enter on your keyboard.**

TransIt translates the text and displays the translation in black.

You can also translate by clicking the menu icon and choosing Translate from the menu that pops up.

To choose an alternate translation

1. **Select a word in the translation.**

You can use the left and right arrow keys to move from one word to another.

2. **Press the up arrow to open a list of alternate translations.**

3. **If you see a translation you prefer, use the up and down arrow keys to select it; then press Enter.**

Your choice replaces the original word in the bottom pane.

You can also edit the translation directly, but once you do, alternate words may not be available. For that reason, make final edits after choosing alternate words.

To insert the translation into another application

When you are satisfied with the translation, you can quickly insert it into another running application. Make sure the text cursor in that application is positioned where you want the translation inserted.

- **Press Enter on your keyboard.**

Or click the menu icon and choose Commit from the menu.

TransIt is hidden, the other application window becomes active, and the translation is inserted at the text cursor.

To clear the window



- **To clear the window at any time, press Esc.**

After translating, you can also clear the window by clicking the menu icon and choosing New Translation from the menu.

To translate in the opposite direction

The TransView window translates text in the opposite direction from the translation languages set in TransIt. For example, when TransIt is set to translate from English to Spanish, TransView translates from Spanish to English.

You can set the TransView window to monitor another text window and translate any text that appears there. The translation occurs automatically. TransView can monitor applications that accept text entry, such as Notepad, WordPad, and most chat and instant message software.

- 1. If the TransView window is not visible, click the TransIt menu icon  and choose Show TransView from the menu.**
- 2. Open the application you want to monitor.**
- 3. Drag the selector icon  from the TransIt window and drop it in the window you want to monitor.**

The outline of the window is highlighted briefly. Any text in TransIt's translation language that appears in the selected window is displayed in the TransView window translated into TransIt's source language. Whenever new text appears in the window, it is translated automatically.

Tip: When you want to translate from a window that TransView cannot monitor, you can copy the text and paste it into the TransView window. To paste text that you have copied, click inside the TransView window and press Ctrl+V on your keyboard. The pasted text appears briefly in italics and then is replaced by the translation.

To translate to and from Instant Messenger or Chat

Used together, TransIt and the TransView window let you exchange messages with someone who is writing in an unfamiliar language.

Follow the steps below to write and translate a message you want to send.

- 1. Open your instant message or chat application.**
- 2. Click your mouse once in the Send window.**
- 3. Open TransIt and select the translation languages for translating from your language to your recipient's.**

4. Type your message in TransIt.

5. Press Enter on your keyboard.

TransIt displays the translation. You can choose alternate translations for words and edit the translation if you like.


6. Press Enter again.


The translated text is inserted into your instant messaging or chat Send window.

Note: When using CompuServe Chat, you must select the translated text, copy it, and then paste it into the chat window. To do that, click inside the translation and press Ctrl+A to select all the text, then press Ctrl+C to copy it. Click inside the chat window and press Ctrl+V to paste the text there.

7. If necessary, repeat steps 2 through 6 until your message is ready to go, then click Send in your messaging or chat application.

Follow the steps below to translate messages you receive:

1. If the TransView window is not visible, click the TransIt menu icon  and choose Show TransView from the menu.

2. Drag the selector icon  from the TransIt window and drop it in your instant message or chat software, inside the window where messages are received.

When your correspondent replies to your message, his or her reply will be translated automatically and be displayed in a more familiar language in the TransView window.

Note: If received messages do not appear in the TransView window automatically, you can copy the text and paste it into the TransView window. To paste text you have copied, click inside the TransView window and press Ctrl+V on your keyboard. The pasted text appears briefly in italics in the language in which it was written and then is replaced by the translation.

To set a hot key

When TransIt is running but its window is hidden, you can display it by pressing the hot key sequence. Conversely, when the TransIt window is visible, using the hot key will hide it.

1. Click the menu icon and choose Add Hot Key from the menu.

2. In the dialog box, check Use Hot Key.

The default sequence is Ctrl+Alt+T.

3. To change the hot key, click inside the box and press the keys you want; then click OK.

The sequence must include the Alt key and can include only one alpha-numeric character. To avoid confusion, you should not choose the same hot key sequence for both TransIt and other translation applications.

Once you have checked Use Hotkey, the commands on the File menu change. Exit is replaced by two commands: Hide and Disable LogMedia TransIt. Hide closes the window but leaves the program running in the background; pressing the hot key opens the window again. Disable LogMedia TransIt exits the program entirely; to reopen it, you must use the desktop icon or Windows Start menu.

The hot key will work until you exit TransIt. TransIt remains running in the background when you close it or its window is hidden. When you restart your computer after shutting down, TransIt starts automatically and remains in the background until you open its window by using the hot key or clicking its icon in the system tray.

To set when TransIt is visible

If you expect to use TransIt several times during your text application session, you may want to keep its window open so that it is visible and easily available with a mouse click.

If you would prefer to have the window out of the way, you can set it to remain invisible except when explicitly invoked.

- **To keep the TransIt window open, click the pushpin icon, so it appears to pin the TransIt window to your desktop.**

The window will retain its position on the screen, floating above other applications. You can change its location by dragging the window.

To hide the window, click the menu icon and choose Hide from the menu.

- **To have the window appear only when invoked, click the pushpin icon, so it appears to lie on its side.**

The TransIt window vanishes whenever you click outside it or make another application active. TransIt remains running in the background.

Until you actually exit TransIt, you can bring the window back at any time by pressing the Hot Key or clicking the TransIt icon in the system tray on the Task Bar, provided that you have enabled one or both of these options. When the window appears, it positions itself slightly below the text cursor in your application.

To change the TransIt display

1. **Click the menu icon and choose TransIt Options from the menu.**
2. **In the Settings dialog box, click the Miscellaneous tab.**

3. Select from the following options, then click OK.

TransIt window remains at fixed location. When checked, keeps the window open when inactive (the same effect as “pinning” the window with the pushpin icon).

Show TransIt control on Task Bar. When checked, places an icon on the Windows system tray. Clicking the icon opens the TransIt window.

Show Pushpin. When checked, displays the pushpin icon in the TransIt window.

Show TransView Window Chooser. When checked, displays the selector icon that lets you designate a window in another application, for example, a chat window, to monitor in the TransView window.

Show Translation Languages Chooser. When checked, displays the translation languages button in the TransIt window.

Show Menu. When checked, displays the menu icon in the TransIt window.

Note: To open the menu when its icon is not displayed, right-click inside the text-entry area of the window.

To resize the TransIt window

- **Point to the window border and when the pointer changes to a two-headed arrow, drag the window border.**

To change Translation Options

See the section *Setting Translation Options*.

To use TransIt from your keyboard

TransIt is designed to work from your keyboard, with minimum need for your mouse.

- Use Enter to translate text after you have entered it.
- Press Enter again to send the translation to another application.
- Use Escape (Esc) to clear the text area so you can start over.
When the text area is clear, Esc hides the TransIt window.
- Use Left and Right Arrow to move from one selected word to another in translated text.
- Use Up Arrow key to display a list of alternate translations for a selected word.
Then use Up Arrow to move up the list of alternate translations, from one word to another.
- Use Down Arrow to move down the list of alternate translations, from one word to another.

Note: To use the arrow keys for their normal, non-TransIt functions, combine them with the Control (Ctrl) key.

To exit TransIt

Exiting shuts TransIt off completely.

- **Choose Disable LEC TransIt from the TransIt menu.**

The hot key is disabled and the TransIt icon is removed from the system tray.

When you next want to use TransIt, open it from the Start menu.

Translation Mirror: Monitoring & Translating Text from another Application

Translation Mirror can monitor the window of another application and translate its contents. It responds automatically to changes to the text in the other window. Translation Mirror works with many applications that accept text, including chat, instant message software, Notepad, and WordPad.


To use Translation Mirror

- 1. Open Translation Mirror by double-clicking its icon on the Windows desktop.**

You can also open it from the Windows Start menu by choosing Program Files/LEC/Translation Mirror.

When launched, Translation Mirror places an icon in the system tray on the Task Bar. If its window is ever hidden, you can restore it by clicking the icon.

You can also set a keyboard shortcut to open Translation Mirror. For more information, see *To set a hot key*.

- 2. Click the translation languages button and choose a language pair and direction for the translation.**
- 3. Open the application you want to monitor.**
- 4. Drag the selection icon  from the lower left corner of the Translation Mirror window to the document window or text entry window you want to monitor.**

The outline of the window is momentarily highlighted.

- 5. Type in the window being monitored.**

Or, open a document in the window.

The source text immediately appears in Translation Mirror in italics and is translated automatically. The translation then replaces the source text. Whenever new text is added or replaces the original contents of the application window, it automatically appears in Translation Mirror and is translated.

6. If you want to save a translation, choose Save As from the File menu.

Be sure to save the translation before new text appears in the original application window to replace it.

7. To exit Translation Mirror choose Exit from the File menu.

Tips: If a compatible application window is already open when you open Translation Mirror, it will automatically target that window, and you may not need to select an application window to monitor. If more than one window is open, Translation Mirror targets the topmost window. You can also set Translation Mirror to target the topmost application window by clicking the selection icon once.

To set a hot key

When Translation Mirror is running but its window is hidden, you can display it by pressing the hot key sequence. Conversely, when the Translation Mirror window is visible, using the hot key will hide it.

1. Choose Add Hot Key from the Options menu.

2. In the dialog box, check Use Hotkey.

The default sequence is Ctrl+Alt+V.

3. To change the hot key, click inside the box and press the keys you want; then click OK.

The sequence must include the Alt key and can include only one alpha-numeric character. To avoid confusion, you should not choose the same Hot Key sequence for both Translation Mirror and other translation tools.

Once you have checked Use Hotkey, the commands on the File menu change. Exit is replaced by two commands: Hide and Disable LogMedia Translation Mirror. Hide closes the window but leaves the program running in the background; pressing the hot key opens the window again. Disable LogMedia Translation Mirror exits the program entirely; to reopen it, you must use the desktop icon or Windows Start menu.

The hot key will work until you exit Translation Mirror. Translation Mirror remains running in the background when you close it or its window is hidden. When you restart your computer after shutting down, Translation Mirror starts automatically and remains in the background until you open its window by using the hot key or clicking its icon in the system tray.

To keep Translation Mirror in front

You can set the Translation Mirror window to float when you want it to stay in front of all other application windows.

- 1. Choose Translation Mirror Options from the Options menu.**
- 2. In the Settings dialog box, click the Miscellaneous tab.**
- 3. Check the box ‘Translation Mirror window should float above all applications’, then click OK.**

Uncheck the box when you want the window to behave like other application windows. Then when the window is hidden behind other windows, you can bring it to the front by pressing the hot key or clicking its icon in the Windows system tray.

To resize the Translation Mirror window

- **Point to the window border and when the pointer changes to a two-headed arrow, drag the window border.**

To hide the Translation Mirror window

You can hide the window without exiting Translation Mirror when a hot key is enabled.

- 1. Choose Hide from the File menu, or click the window’s close box.**

To open the window again, press the hot key or click the system tray icon.

Note that when the hot key is disabled, the Hide command is not available, and clicking the close box exits Translation Mirror.

To exit Translation Mirror

When a hot key is enabled, clicking the close box hides the Translation Mirror window without actually exiting the program. You can disable Translation Mirror when you want to turn the application completely off.

- **To exit, choose Disable LogoTrans from the File menu.**

The hot key is disabled and the Translation Mirror icon removed from the system tray.

Use the Start menu or the desktop icon to open Translation Mirror again.

FileTrans: Translating Files in the Background

FileTrans is the easiest way to translate one or more text files or HTML files from one language to another. FileTrans performs translations quickly and efficiently in the background, freeing your computer for other work.

You can drag a file onto FileTrans and have the translation appear automatically when it finishes. Or, you can drag a directory of files onto FileTrans and have all of the files translated automatically, with file names and subdirectories intact. You can even drag text directly from your text editor and have it translated immediately.

FileTrans can read plain text, Unicode, and HTML files (and you can change the handling of any file type as needed). The translation files are created automatically.

Note: FileTrans does not accept files created by popular word processors such as Microsoft Word or Word Perfect unless you have first saved the files as TEXT ONLY in your word processor. FileTrans currently cannot open Japanese EUS or JIS.

To prepare a file that you want FileTrans to translate

When you want to use FileTrans to translate a web page or word processing document, such as a document created by Internet Explorer, Microsoft Word, or Word Perfect, you must first save the file in HTML or TEXT ONLY format.

- 1. Open the document in your web browser or word processing application.**
- 2. Choose Save As from the File menu.**
- 3. In the 'File Name' box, type a new name for the file.**

Providing a new name insures that both your original document and the HTML or TEXT ONLY version remain on your hard drive.

- 4. In the 'Save As Type' box, select one of the following:**
 - To save a web page with its original formatting (but without images) select 'HTML only'.
 - To save the words on a web page, without their original formatting select 'Text file' or TEXT ONLY.
 - To save the words in a word processing document (without any special formatting) select 'Text file' or TEXT ONLY.
- 5. If you like, select a folder location for the saved file.**

6. Click Save.

Text files are saved with the extension '.txt'; HTML files are saved with the extension '.htm'.

To open FileTrans

- **Double-click the FileTrans icon on your desktop.**

You can also open FileTrans from the Windows Start menu. Choose Programs/Language Engineering/FileTrans.

To translate files and folders

There are several ways to translate one or more text files or HTML files with FileTrans:

- **With FileTrans running, drag and drop one or more document icons onto the FileTrans window.**
- **With FileTrans running, drag and drop the selected text from another open application onto the FileTrans window.**
- **With FileTrans running, click Translate in the FileTrans window and select a file in the directory dialog box; then click Open.**
- **In a desktop window or the Windows Explorer, drag one or more document icons to the FileTrans icon.**

There are several ways to translate the contents of one or more folders:

- **With FileTrans running, drag and drop one or more directory icons onto the FileTrans window.**
- **With FileTrans running, click the Translate button, open the folder to be translated and then click the Translate Folder button.**
- **In a desktop window or the Windows Explorer, drag one or more directory icons to the FileTrans icon.**

The FileTrans window shows the number of files to be translated, the name of the file currently being translated, and a progress bar.

Where are translated files saved?

When FileTrans has finished translating a single document, it saves the translation in the same folder as the original file. The translation file has the same name as the original, with a prefix indicating the new language. For example, a Japanese translation of 'mysample.txt' is saved as '[J] translation of mysample.txt'.

When translating an entire folder, FileTrans creates a new folder with the files and sub-folders all in the same place as in the original folder. This new folder is labeled with a prefix to indicate that it contains translations, but each of the files has exactly the same name as the source file. For example, translation of a folder called 'MyFiles' to Spanish would result in a new folder named '[S] translation of MyFiles' and containing files and sub-folders with the same names as those inside 'MyFiles.' Of course, the files in this new folder have been translated into the target language.

When you have dropped selected text on the FileTrans window, FileTrans always opens a window in your default text editor, for example Notepad, and displays the translated text there. When you want to keep the translation, save it as a file.

To stop translation before it is completed

- **Click Stop.**

All completely translated sentences are saved.

To select how completed translations are displayed

1. **In the FileTrans window click Options to open the Settings dialog, and then click the Miscellaneous tab.**
2. **To view the translation immediately, select Open translated file when finished, then click OK.**

The translated files will open in an application window.

To delete source files after translation

1. **In the FileTrans window click Options to open the Settings dialog, and then click the Miscellaneous tab.**
2. **To delete the source file after translation, select Discard original file when finished, then click OK.**

To select which files are interpreted as HTML

We recommend against changing the original settings unless you are an advanced user and know exactly what you want to do.

1. **In the FileTrans window click Options to open the Settings dialog, and then click the HTML Files tab.**

An alphabetical list shows file extensions that FileTrans interprets as marked up and whether FileTrans interprets the markup as HTML.

2. **Revise the list:**

- To remove a file type from the list select it and click Delete.
- To add a file type click Add, type the file extension in the box (replace the question marks and do not type an initial dot), then click anywhere in the list to save the new item.
- To change how FileTrans interprets a file type select it in the list and under 'Treat extension as' click HTML.
- To restore the original list click Factory Defaults

Note: When you add an extension it appears in the list alphabetically. Adding an extension and setting how FileTrans interprets it require separate steps: you must add the extension, then select the new extension in the list and click HTML.

3. Click OK.

To specify which file types are ignored

The Files to Ignore tab in FileTrans' Settings dialog lists file types that you do not want FileTrans to translate. We recommend against changing the original settings unless you are an advanced user and know exactly what you want to do.

1. In the FileTrans window click Options to open the Settings dialog, and then click the Files to Ignore tab.

An alphabetical list shows file extensions that FileTrans will not translate and whether FileTrans will copy such a file untranslated into the translation folder or ignore the file entirely.

2. Revise the list:

- To remove a file type from the list select it and click Delete.
- To add a file type click Add, type the file extension in the Extension box (replace the question marks and do not type an initial dot), then click anywhere in the list to save the new item.
- To change how FileTrans handles a file type select it in the list and under 'Copy into new folder?' click Yes or No.
- To restore the original list click Factory Defaults.

Note: When you add an extension it appears in the list alphabetically. Adding an extension and setting how FileTrans handles it require separate steps: you must add the extension, then select the new extension in the list and click Yes or No.

Translating To and From Other Applications

Translating text that was created in another application, such as a web browser, word processing application, or email software, usually requires you to move the text from the original application to the translation tool. After the text is translated, you may want to move the translation back to the original application for saving or editing.

LogoTrans, TransIt, and Translation Mirror are easy to use with other text applications.

- LogoTrans can be set to read and translate any text that you cut or copy in another application.
- TransIt can insert translations into many other applications with a single stroke of the Enter key.
- Translation Mirror automatically reads and translates any text that appears in the front-most application window on your desktop -- or in whichever other window you select.

You can find more information about these features in the online help for each of the translation tools or in the section of this user guide devoted to each tool.

Most Translate packages also include 'add-in' software that works with Microsoft Word, Excel, and PowerPoint to let you translate text right in the document windows of those applications.

To move text between applications

For those situations or applications in which the automated text-handling features of Translate applications do not work, you'll want to be familiar with standard techniques for moving text.

1. Select the text you want to move.

Here's how: Move the mouse pointer to the beginning of the text. Press and hold the left mouse button down while you drag the pointer to the end of the text; then release the mouse button. The selected text is highlighted.

When you want to select all the text in a window, you can also click anywhere inside the window and choose Select All from the application's Edit menu.

2. Try dragging and dropping

Most modern applications let you move text by dragging it and dropping it in the desired location. Here's how: Point to the highlighted text, press and hold the left mouse button down while you drag the pointer to the desired location; then release the mouse button.

3. If drag and drop doesn't work, copy and paste the selected text.

Here's how: After selecting the text, choose Copy from the Edit menu of your translation tool, click in the location where you want to place the text, and then choose Paste from the Edit menu of that application.

To choose these commands in TransIt, click the menu button in the TransIt window and on the menu that opens click Edit, then choose from the sub-menu.

To translate the content of a Microsoft Word, Excel, or PowerPoint document

The LEC Word, Excel, and PowerPoint Add-Ins add a Translate menu to those applications. The commands on the menu let you translate directly from your Word, Excel, or PowerPoint document.

- **To select the translation language, choose Language Pair from the Translate menu and then select the language you want from the sub-menu that opens.**
- **To translate the entire document, choose Translate All from the Translate menu.**
- **To translate part of the document, select the text you want to translate and then choose Translate Selection from the Translate menu.**

Each translation appears in a new document window. Character and paragraph style information is not included in the translation, so the translation text will not have the same appearance as the original. The source text remains unmodified in the original document window.

Tip: To check whether a translation is understandable, change the language pair to the opposite direction and translate the translation back into the original language.

To translate to and from Instant Messenger or Chat

Used together, TransIt and the TransView window let you exchange messages with someone who is writing in an unfamiliar language.

Follow the steps below to write and translate a message you want to send.

- 1. Open your instant message or chat application.**
- 2. Click your mouse once in the Send window.**
- 3. Open TransIt and select the translation languages for translating from your language to your recipient's.**
- 4. Type your message in TransIt.**
- 5. Press Enter on your keyboard.**

TransIt displays the translation. You can choose alternate translations for words and edit the translation if you like.


6. Press Enter again.


The translated text is inserted into your instant messaging or chat Send window.

Note: When using CompuServe Chat, you must select the translated text, copy it, and then paste it into the chat window. To do that, click inside the translation and press Ctrl+A to select all the text, then press Ctrl+C to copy it. Click inside the chat window and press Ctrl+V to paste the text there.

7. If necessary, repeat steps 2 through 6 until your message is ready to go, then click Send in your messaging or chat application.

Follow the steps below to translate messages you receive:

1. If the TransView window is not visible, click the TransIt menu icon  and choose Show TransView from the menu.

2. Drag the selector icon  from the TransIt window and drop it in your instant messaging or chat software, inside the window where messages are received.

When your correspondent replies to your message, his or her reply will be translated automatically and be displayed in a more familiar language in the TransView window.

Note: If received messages do not appear in the TransView window automatically, you can copy the text and paste it into the TransView window. To paste text you have copied, click inside the TransView window and press Ctrl+V on your keyboard. The pasted text appears briefly in italics in the language in which it was written and then is replaced by the translation.

To translate email

When sending and receiving email, you may want to translate your messages into a recipient's language and translate messages you receive into a language that is more familiar to you.

To translate a message before you send it:

1. Open LogoTrans and select the translation language that will translate your message into a language your recipient is more familiar with.

2. Type your message in the upper pane of LogoTrans.

If you are creating a long message, you may want to translate a few sentences at a time and transfer them to your email application. When you pause in typing, the sentences are translated and the translation appears in the lower pane.

3. Click inside the lower pane and choose Select All from the Edit menu.

The translation is selected.

4. Open your email application and open a new message form.

5. Move the translation from LogoTrans to your email message window


If your email application accepts drag and drop text editing, try dragging the selected text to the message window. If not, use the Copy command on the LogoTrans Edit menu to copy the selected translation, click inside your email message window, and choose Paste from the email program's Edit menu.

6. Enter the recipient's address and the message subject and send the message.

To translate a message you receive:

1. Click inside the the message you want to translate.

1. Open Translation Mirror.

Translation Mirror should target the window you clicked and the text of the message should appear in the Translation Mirror window. If not, drag the Translation Mirror selector icon  to the message window. If the text of the message still does not appear, Translation Mirror may not work automatically with your email application; you must then copy and paste (or drag and drop) the text of the message into the Translation Mirror window.

2. Click the translation languages icon and select a language that will translate the message into a language more familiar to you.

In the Translation Mirror window, the original text is replaced by the translation.

Tip: You may prefer to use TransIt to write and translate brief emails and TransView to translate emails you receive. When writing a message in TransIt, press Enter after each sentence to translate it, and then press Enter again to pop the translation into your email message window.

Working with Dictionaries

The Translate applications translate only the words they find in their electronic dictionaries, so the completeness and accuracy of the translations depend upon the completeness and accuracy of your dictionaries.

A LEC dictionary (also called a system dictionary or main dictionary) is installed for each set of translation languages and opens whenever your translation application uses those languages. The LEC dictionary contains translations for many idiomatic expressions as well as individual words. You can browse a LEC dictionary and look up words, but you cannot modify it.

Most Translate products let you supplement the system dictionary with subject dictionaries, which contain terms used in specialized fields such as computers, business, or medicine. Most Translate products also let you employ user dictionaries, which you create and modify yourself. A user dictionary lets you:

- Define words not included in any other dictionary, for example, product names, nicknames, and specialized terms.
- Supersede a translation in the system dictionary.
- Define a compound word or phrase (such as *hot dog*) which has a translation different from the translations of the individual words.
- Translate words appropriately for a particular document or project. For example, when translating an article about rivers, you may want *current* to mean ‘flow of water’ instead of ‘flow of electricity’ or ‘in use at this time’.
- Prioritize or weight a preferred translation so that it is favored over other translations of the same word.

In order to correctly interpret and translate nuances of meaning, system dictionaries classify words according to complex rules. System dictionaries also utilize many more parts of speech than the standard rules of grammar provide. Entries in user dictionaries do not have the same level of complexity. As a result, you may find that your user dictionaries at times do not improve a translation, and may, in fact, yield less desirable results than you can achieve with the system dictionaries alone.

Note: Subject dictionaries, user dictionaries, dictionary browsing, and dictionary editing are not available for every translation language or version of Translate. See the system specifications for each product.

Setting Which Dictionaries Are Used When Translating

The system dictionary for a translation language is used whenever that language is selected. In order to supplement the system dictionary with a user dictionary or technical dictionary, you must first open that dictionary in the translation options.

To view a list of dictionaries

Do the following to view a list of the dictionaries open for translating the current document.

1. **Open the translation application you want to use.**
2. **Click the translation languages icon and choose Translation Options from the menu that opens.**
3. **In the settings dialog box, click the Dictionaries tab.**

Dictionaries in use are shown on the left, available dictionaries not currently being used are on the right. Use the arrow keys to start or stop using dictionaries. The main dictionary must always be used. There is sometimes a limit on the number of dictionaries that can be used. If you have reached the limit the left arrow button will gray out.

Opening and Displaying Dictionary Browser

Please note that the Dictionary Browser application, used to browse and edit dictionaries, is not included in all versions of Translate.

To open the Dictionary Browser application

Whenever you view or edit the contents of a dictionary, you use the Dictionary Browser application.

- **Do one of the following to open Dictionary Browser:**
 - From the Windows Start menu choose Programs/Language Engineering/Dictionary Browser.

About the Dictionary Browser window

When you open Dictionary Browser from the Start menu, Windows Explorer, or My Computer window, the application has a menu with commands for opening dictionaries, navigating a list of found entries, editing user dictionaries, customizing the display and setting other options

- The selection pane is the row of boxes at the top of the window, just below the toolbar. The boxes let you select search criteria for finding words in a dictionary. In the empty middle box, you can type the word you want to look up.
- The navigation pane, on the left side of the window, displays the results of a search. Words are listed in alphabetical order. The commands on the Navigation menu let you switch selections and change how items in the Navigation pane are displayed
- The details pane, directly below the selection pane and divided into columns labeled ‘Source’, ‘POS’ (Part Of Speech), ‘Translation’, ‘Dictionary’, and ‘Weight’, displays all the dictionary entries for a word you have selected in the navigation pane. You can remove columns or add additional columns to the display and can sort the list on any column by clicking the column header.
- The entry properties pane, directly below the details pane, displays complete information about an entry you have selected in the details pane. When browsing a user dictionary, you can modify the information in the entry properties pane to edit the dictionary entry.
- The dictionaries pane at the bottom of the window, shows the dictionaries that are open for browsing. Checkmarks in the left column show which of the open dictionaries will be searched when you look up words. You can select or deselect a dictionary by clicking in the left column.

To select which panes are displayed

You can display or hide several of the panes by choosing them from the Window menu. When a pane is displayed, a check mark appears in the menu next to its name. Choosing it removes the check mark and hides the pane.

To show or hide:

- Status bar at the bottom of the window, choose Status Bar.
- List of open dictionaries at the bottom of the window, choose Dictionaries Pane.

To sort the contents of the details or dictionaries pane

- Click the header of the column by which you want the list sorted.

To change column widths

You can change the width of the entry list (navigation pane), as well as the columns in the details and dictionaries panes.

1. **In the row of column headers, point to the separator at the right edge of the column you want to change.**

To change the navigation pane, point to its right edge.

The shape of the pointer changes.

3. Click and drag the separator to the right to increase the column width, to the left to decrease the width.

To view hidden information in a column

Sometimes a column is too narrow to view the entire text (for example, a long path name).

- **Point to the text with your mouse.**

After a few moments the entire text will appear in a tool tip rectangle.

Browsing Dictionaries

Please note that not all translation languages support dictionary browsing.

To open a dictionary for browsing

1. **Open Dictionary Browser from the Windows Start menu.**
2. **Select the language pair you wish to use with the language pair chooser**
3. **use the dictionary panel of Translation Options to set the dictionaries you wish to browse or edit**

To find a word or phrase

You specify what to search for using the boxes in the selection pane at the top of the browser window.

1. **In Dictionary Browser, open the dictionaries you want to search.**
2. **In the first (Source Text) box, select the part(s) of the dictionary entries you wish to search: the source text, the translation text, or both.**

Searching for translation text may not be available in dictionaries for all translation languages.

3. **In the next (Starts With) box, specify how you want the search string matched: an entry that Starts With or Ends With the search string, forms an Exact Match or Rough Match, or All Entries that match.**

All types of search may not be available for particular translation languages.

Tip: Use Starts With when you want to find all inflected or alternate forms starting with the search string. Use Rough Match when you want to find words that may be spelled in more than one way.

4. **In the next to last (Any POS) box, select the part of speech to search for.**

Dictionaries for some translation languages include more parts of speech than others.

- 5. In the right-most (All Dictionaries) box, choose the dictionary or dictionaries to search.**

To search a combination of dictionaries, select Custom Search; in the dialog box, select the check box next to each dictionary you want to search.

At the bottom of the screen a check mark appears next to each dictionary to be searched. Tip: you can select or unselect a dictionary by clicking in this column.

- 6. Type the word or phrase you want to find in the text box in the middle of the selection pane.**

Tip: A pull-down menu in the box lists recent searches, so that you can repeat a search without typing the entry again.

A list of matching words appears in the navigation pane at the left. The first item found (not necessarily the first item in alphabetical order) is selected, and one or more dictionary entries for that item appear in the details pane just below the text box where you entered the word or phrase.

The number of matching entries is shown on the Status Bar, at the bottom of the window.

- 7. To display an particular entry if more than one is found, locate and select the word in the list on the left; then, if more than one entry for that word is listed in the details pane to the right, select the one you are interested in.**

The parts of the entry appear in the entry properties pane.

Tip: Try this quick search method: Select Starts With in the second selection box, click inside the text box, and type the first few letters. A list of entries appears in the navigation pane. The list updates as you type more letters.

Tip (ES, EJ): To find adjectives with prepositions, or verbs with particles and/or prepositions, choose Rough Match and the relevant part of speech and type in the adjective or verb without the particle or preposition. For example, search for 'sure' with 'Rough Match' and 'Adjective' to display 'sure' and 'sure of'; search for 'pick' with 'Rough Match' and 'Verb' to display 'pick on', 'pick out', and 'pick up on', among others.

To find all entries in a dictionary

- 1. In Dictionary Browser, open the dictionaries you want to search.**
- 2. In the Dictionaries box, at the right below the tool bar, select the dictionary whose contents you want to view.**
- 3. In the Starts With box, select All Entries.**

All entries in the dictionary appear alphabetically in the navigation pane. The first is selected.

Note: You cannot display all entries for any main dictionary or technical dictionary. Also, many some language pairs do not support All Entries user dictionaries either.

To browse a found set of entries

When a search finds a large number of words, use the following methods to navigate the word list and locate the entry you want. For menu commands to be available, you must have opened Dictionary Browser from the Windows Start menu, My Computer window or Windows Explorer window.

- **Use the commands on the Navigation menu:**
 - To collapse the list so that only the source words appear, choose Collapse All.
 - To collapse the selected word, choose Collapse.
 - To view the translation for a collapsed word, select it and choose Expand.
 - To expand every word in the list, choose Expand All.
 - To browse sequentially, choose Next Entry or Previous Entry.
 - To select the first or last word in the list, choose First Word or Last Word.
- **To scan the list, use the scroll bar.**

To select entries

- **To select contiguous entries, hold down the Shift key and click each entry.**
- **To select non-contiguous entries, hold down the Control key and click each entry.**

Editing User Dictionaries

Please note that not all translation languages support user dictionaries.

To open an existing user dictionary

You can open any dictionary from within Dictionary Browser. When a dictionary is open for translating, you can also open it from within the translation application. You select user dictionaries from the Dictionaries panel of Translation Options.

To create a user dictionary

You can create as many user dictionaries as you wish for different translation needs.

- 1. Open Dictionary Browser from the Windows Start menu.**
- 2. In Dictionary Browser choose Translation Options from the Tools Menu**
- 3. Click on the Dictionary tab**
- 4. Press the “New” button and type in the name you want for the new dictionary**
- 5. Select the new dictionary, and press the left arrow button to add it to the list of dictionaries in use**

To add or edit an entry (English<>Chinese)

Chinese to English and English to Chinese user dictionaries let you enter source words or phrases and their translations as well as specify the entry’s part of speech.

- 1. If necessary, open the user dictionary**
- 2. Do one of the following:**
 - To create a new entry, choose New Entry from the Edit menu then enter the word or phrase in the Source box.
 - To edit an existing entry, select it in the details pane.
- 3. Choose the Part of Speech from the list box: Noun, Verb, Adjective, Adverb, Preposition**
- 4. Type the translation in the Translation box.**

When you click inside the box, the editor switches to Chinese input mode.
- 5. To save the entry, choose Save Entry from the Edit menu.**

To add or edit an entry (EF, FE, EG, GE, EI, IE, EP, PE, SE)

1. **If necessary, open the user dictionary**
2. **Do one of the following:**
 - To create a new entry, choose New Entry from the Edit menu then enter the word or phrase in the Source box.
 - To edit an existing entry, select it in the details pane.
3. **Choose the Part of Speech from the list box: Noun, Verb, Adjective, Adverb or Article.**
4. **Choose a gender (if necessary)**

When the source language is not English, you must set the gender of the word (Masculine, Feminine, Neuter, or Both)

5. **Choose an Inflection Pattern from the list box.**

Choose the word in the listbox that inflects in the same way as your new entry or that best describes your entry. The results of your choice are shown just below in the Inflections panel so that you can verify and if necessary correct them.

Notes

English Nouns. If the plural is formed by adding *es*, choose 'Box', since the plural of *box* is *boxes*. If the plural is formed by adding just *s*, choose 'Boy'. Or, if the noun does not have both a singular and a plural, or if the same form is used for both, choose '(Singular Only)', '(Plural Only)', or '(Singular and Plural)'. If you are entering a noun which ends with *s*, you will be offered other choices, such as 'James' when you want its possessive form to consist of an apostrophe only, or 'Mike' when you want it to come out as an apostrophe plus *s*.

French Nouns. If the plural is formed by adding *s*, choose 'Crayon(m)', since the plural of *crayon* is *crayons*. If *es* is added to form the plural, choose 'Sketch'. If the plural is formed by adding *x*, choose 'Feu'. If the same form is used for both singular and plural, choose 'Nez'. The choices you are offered will depend on the final letters of the noun you are adding; some others are 'Journal', 'Ciel', 'Aieul', and 'Afflux'. Or you may select '(Singular)' or '(Plural Only)', or '(Singular and Plural)'.

English Verbs. If it inflects like 'kick' in that it adds *s*, *ing*, *ed*, and *ed* to make the 3rd person singular, the present participle, the past tense, and the past participle respectively, then choose 'kick'. If it inflects like 'pat' in that it adds *s* for the 3rd person singular but doubles the final consonant before adding *ing*, *ed*, and *ed* for the other inflections, choose 'pat'. There are other, less common choices, such as 'beat' which inflects as *beats*, *beating*, *beat*, *beaten*.

Spanish Verbs. You are offered three choices depending on the conjugation of the verb (*-ar*, *-er*, or *-ir*) and the possible types of irregularity. For the verb *sustituir*, for

example, the choices are ‘incluir’, ‘vivir’, ‘sentir’, and ‘bullir’, and you would choose ‘incluir’.

5. Select a headword, if entering a phrase

A phrase is a source that contains more than one word. When you enter a phrase, you must select a “headword” that will be the word that will be inflected when the phrase is inflected. For example, if you enter the phrase “kiss the frog”, and choose “frog” as the headword, then the inflections will be “kiss the frog, kisses the frog, kiss's the frog, kisses' the frog”. Note: only nouns can be chosen as headwords, and the headword must already exist within either the main or the user dictionary.

6. Type the translation in the Translation text box.

7. To save the entry, choose Save Entry from the tool bar or the Edit menu.

To add or edit an entry (EJ, ES)

1. If necessary, open the user dictionary

2. Do one of the following:

- To create a new entry, choose New Entry from the Edit menu then enter the word or phrase in the Source box.
- To edit an existing entry, select it in the details pane.

3. Choose the appropriate Part of Speech from the drop-down list, and if additional an additional list box appears next to it, use it to describe the word more precisely.

4. To generate the plural for a noun or inflections for a verb, click the Inflect button. Then edit the inflections to correct their spelling if necessary.

You must type in irregular inflections yourself.

If a plural noun has no singular, leave the Singular box blank. For example, *scissors* is a plural English noun that has no singular form. Enter it in the Plural box and leave the Singular box empty.

5. Type your translation in the appropriate (Japanese or Spanish) text box and provide additional transformation information as required.

Notes for Japanese translations

When you click inside the Japanese text box, the editor switches to Japanese input mode automatically.

Choose a Japanese Past Tense for an ambiguous Japanese verb or a Base Verb Form for the Japanese translation of an adjective, if asked.

When you enter a Japanese verb for which the program cannot determine the inflection type, you must choose the past tense form of the verb from the Past Tense list. The editor identifies the inflection type from the past tense form. For example, if the verb you enter is SURU, you may choose between SHITA and SUTTA.

If the program does not recognize the verb ending you enter, the Past Tense list displays the message 'Bad Ending'. Correct the verb ending in the Japanese text box.

When you enter a Japanese adjective with TEIRU/DEIRU, for which the program cannot determine the base verb form, you must choose the correct form from the Base Verb list. For example, when the adjective you enter is RIKAISITEIRU, you may choose between RIKAISURU and RIKAISU.

When the Japanese translation has the infinitive verb form, you may have to choose the past tense form of the verb. For example, when the adjective you enter is RIKAIDEKIRU, choose between RIKAIDEKITA and RIKAIDEKITTA.

When you are entering a transitive verb, provide the Japanese particle which will follow the object of the verb.

You can choose from the drop-down Postposition list or type directly in the box.

Notes for Spanish translations

Choose the Gender for a noun.

When you are entering a verb that takes a preposition, enter the infinitive form of the verb in the Translation box and in the list box(es) select the preposition.

When you are entering a simple adjective (N1 (that is) beautiful), select the preferred form of *to be* and whether the adjective appears before or after the noun in the translation. When you are entering an adjective with a preposition (N1 that is fond of N2), enter the preferred form of *to be* and select the preposition in the list box.

For more information, see *Advanced Editing of ES and EJ User Dictionaries*.

6. If one or more Features buttons appears, click each and in its dialog box, check the boxes that apply to the noun or noun phrase used with the entry, and click OK.

Refer to the sentence template that is shown above the Features button(s). It shows which part of the sentence, for example the subject or object of a verb or the object of a preposition, each set of features describes.

You can select one or more features. To have the system generate features for you, leave all the boxes unchecked.

For more information, see the chapter *Advanced Editing of ES and EJ User Dictionaries*.

7. Set the Priority for the entry.

Check the Preferred [Part of Speech] box to use this translation in preference to other translations (when the word appears as the specified part of speech). Leave the box unchecked if you do not want to make this entry preferred.

8. To save the entry, choose Save Entry from the tool bar or the Edit menu.

To delete an entry

1. **Select the entry in the details pane or navigation pane.**
2. **Choose Delete from the Edit menu.**
3. **Confirm the deletion.**

To discard unsaved changes

- **To restore the current entry to its previously saved form, choose Revert Entry from the Edit menu.**

You can also click the Revert dictionary entry button on the tool bar.

To export entries

To perform large-scale editing tasks or make the content of a user dictionary available to be imported to another user dictionary, you can save its contents as an XML file or as a tab-separated text file.

XML (EXtensible Markup Language) is a relatively new but increasingly used language designed to store, carry and exchange data. It is software and hardware independent, and can be used by many different applications. Editors for XML are widely available. Entries transferred between user dictionaries and XML files lose no information in the transition. Everything from part of speech to inflections to gender to semantics is retained.

Tab-separated text files are more limited. Text files can be edited with standard word-processing or spreadsheet applications. When you import entries from a text file, you will have the opportunity to edit each entry and supply information that may have been lost during export.

Note: only user dictionary entries can be exported

1. **Open the user dictionary in Dictionary Browser.**
2. **Find and select the entries you want to export.**
2. **Choose Export Entries from the File menu.**

In the directory dialog box, select ‘Export File’ or ‘Tab Delimited’; click Save.

XML files have the extension ‘.xml’. Text files have the extension ‘.txt’.

When you save a text file, a dialog comes up letting you specify the field order for your export.

To edit an XML file, use an XML editor. To edit a tab-separated text file, use a spreadsheet, database, or word-processing application

Note: XML editors automatically check for unbalanced brackets and unclosed tags, saving you time.

To import entries

Dictionary Browser lets you add the content of an XML or text file to an existing user dictionary.

When you are importing entries, always create a backup of the dictionary first.

- 1. Open an existing user dictionary in Dictionary Browser or create a new dictionary.**
- 2. Choose Import Entries from the File menu and choose the dictionary you want to import to from the submenu.**
- 3. In the directory dialog box, locate the file you wish to import, select it, and click Open.**

When importing a text a dialog box will come up, letting you specify how the fields in the text file should be used as parts of a dictionary entry.

Dictionary Browser begins importing the file. An errors window may appear when there are problems importing certain entries.

- 4. If an errors window appears, resolve the problematic entries:**
 - To correct each entry as you import it, select the problematic entry in the errors window and click Edit. The Dictionary Browser entry properties pane appears. Correct and save the entry.
 - To correct problems in the original file, open the file in an appropriate editor (XML editor, text editor or word processor) and make the required corrections. Then save the file and begin importing again. Be sure to add the corrected file to a fresh copy of your dictionary.

Advanced Editing of ES and EJ User Dictionaries

English to Spanish and English to Japanese user dictionaries let you define words very precisely. In ES dictionaries, and in EJ dictionaries when the Dictionary Browser editor pane is set to the default Advanced Controls, you can select among nine verb types and two adjective types. When describing nouns, verbs, adjectives, or prepositions, you can also select semantic features that clarify the context in which the word appears. In EJ dictionaries, you can provide additional information about the translation.

This chapter describes the advanced features of the dictionaries and provides examples of how to use them in the Dictionaries application.

Entering English Verbs (EJ, ES)

About entering the infinitive

Enter the infinitive form without *to*. If the meaning of the word depends on its pairing with a particle or preposition, include that word in the base form. Examples: *send out* or *tired of*. However, when entering a reporting verb, such as *think that*, do not include *that*.

About selecting the verb type

When you select Verb as the part of speech, a drop-down list containing nine items appears next to the Part of Speech list. Each item is an example of a different type of verb. Select the item that best matches the verb you want to add. The choices are as follows:

- N1 sleep describes a verb that doesn't take an object, particle, or preposition plus noun phrase.
Examples: He arrived. She laughed. They are rebelling. We will go.
- N1 depend on N2 describes a verb followed by a prepositional phrase, which consists of a preposition plus a noun phrase.
Examples: She called on the student. We depended on it. They are relying on you. She leaned against the door.
- N1 go out describes a verb followed by a particle.
Examples: We went out. They walked by. She came in. He fell down.
- N1 put up with N2 describes a verb followed by a particle and a prepositional phrase (prep + noun phrase).

Examples: We put up with it (*up* is a particle, *with it* is a prepositional phrase). She is going along with him (*along* is a particle, *with him* is a prepositional phrase). He backed away from her (*away* is a particle, *from her* is a prepositional phrase).

- N1 buy N2 describes a verb that takes a noun phrase object.

Examples: He synthesized the enzyme. They like their neighbors. I found a key.

- N1 give N2 to N3 describes a verb that takes a direct object and prepositional phrase.

Examples: We gave it to them (*it* is the direct object, *to them* is a prepositional phrase). They took them from her (*them* is the direct object, *from her* is a prepositional phrase). She reminds me of you (*me* is the direct object, *of you* is a prepositional phrase).

- N1 call N2 up describes a verb followed by a noun phrase and a particle (*See Note 1 below.*)

Examples: She sent it out. We looked them up. They brought it over.

- N1 send N2 out to N3 describes a verb followed by a noun phrase, particle, and prepositional phrase. (*See Note 2 below*)

Examples: We sent it out to them. She handed it over to me. I set them aside for her.

- N1 say that . . . describes a verb that is a reporting verb, which is followed by a that-clause.

Examples: We said that he was right. They insisted that she was invited. I remember that the food was delicious.

Note 1

The particle appears after the noun phrase in these cases because the noun phrase is a pronoun. A particle must appear *after* the noun phrase if the noun phrase is a pronoun. If the noun phrase is *not* a pronoun, the particle may appear *before* the noun phrase, though in most cases it can appear after it also. Contrast these examples with their pronoun counterparts:

Particle + Noun Phrase: She sent out the party invitation.

Noun Phrase + Particle: She sent it out.

Particle + Noun Phrase: We looked up the definitions.

Noun Phrase + Particle: We looked them up.

Particle + Noun Phrase: They brought over the new computer software.

Noun Phrase + Particle: They brought it over.

In some sentences a verb that is really a V + NP + part may look like V + prep + NP. The confusion arises when the sentence you have in mind for illustrating the verb contains an NP that is *not* a pronoun. For example: “He turned on the answering machine.”

This sentence makes *turn* look like V + prep (on) + NP. But if you replace ‘the answering machine’ with *it*, you see that you must say, “He turned it on,” rather than, “He turned on it,” and therefore the verb is really V + NP + part. Compare this with the following sentence: “The car turned on the sidewalk.” You cannot say, “The car turned it on,” when substituting

it for the sidewalk, but instead must say, “The car turned on it.” Therefore the verb here is truly a V + prep + NP.

Note 2

In the following examples, the noun phrase right after the verb is a pronoun. If it were NOT a pronoun, you could reverse the order of the noun phrase and the particle. Compare the following sentences with their pronoun counterparts above:

Particle + Noun Phrase: We sent out the order to them.

Noun Phrase (pronoun) + Particle: She sent it out to them.

Particle + Noun Phrase: She handed over the book to me.

Noun Phrase (pronoun) + Particle: She handed it over to me.

Particle + Noun Phrase: I set aside the files for her.

Noun Phrase (pronoun) + Particle: I set them aside for her.

For help distinguishing between particles and prepositions, especially when applying ‘N1 call N2 up’ and ‘N1 send N2 out to N3’, see “About distinguishing between particles and prepositions” below.

About distinguishing between particles and prepositions

When selecting several of the verb types, you must decide whether the word accompanying a verb is a particle (part) or a preposition (prep). These parts of speech are small words in English: *on, up, under, by, with*, etc.

Each of the following verb types contains a verb plus one or more types of small words:

- N1 depend on N2 contains a preposition
- N1 go out contains a particle
- N1 put up with N2 contains a particle and preposition
- N1 give N2 to N3 contains a preposition
- N1 call N2 up contains a particle
- N1 send N2 out to N3 contains a particle and preposition

Because most particles in English also function as prepositions, and *vice versa*, it is sometimes difficult to decide whether a word is a particle or a preposition in a particular context. There are several differences between them.

When deciding whether to choose a verb type with a preposition or particle, ask yourself the following questions:

1. Can the small word move to the right and appear *after* the object noun phrase?

If so, it is a particle, not a preposition. Prepositions in English only appear *before* a noun phrase. Particles are more like adverbs: they can move around. If you cannot move the word without destroying the meaning of the sentence, the word is a preposition.

Examples

Original Sentence: He ran up a big hill.
Try moving the word to the right: He ran a big hill up.
Does that work? No. Moving *up* results in a poorly formed sentence.
Therefore: *Up* is a preposition.
Verb Type: N1 depend upon N2

Original Sentence: He ran up a big bill.
Try moving the word to the right: He ran a big bill up.
Does that work? Yes. The meaning is the same.
Therefore: *Up* is a particle.
Verb Type: N1 call N2 up

Original Sentence: She turned on the main road.
Try moving the word to the right: She turned the main road on.
Does that work? No. Moving *on* results in nonsense.
Therefore: *On* is a preposition.
Verb Type: N1 depend on N2

Original Sentence: She turned on the lights.
Try moving the word to the right: She turned the lights on.
Does that work? Yes. The meaning is the same.
Therefore: *On* is a particle.
Verb Type: N1 call N2 up

2. If the object noun phrase is a pronoun, must the small word appear *after* the pronoun?

If so, it is a particle. If it must appear *before* the pronoun, it is a preposition.

Examples:

Original Sentence: We called her up.
Try moving the word: We called up her.
Does that work? No. Moving *up* results in a poorly formed sentence.
Therefore: *Up* is a particle.
Verb Type: N1 call N2 up

Original Sentence: They shook it out.
Try moving the word: They shook out it.
Does that work? No. Moving *out* results in a poorly formed sentence.
Therefore: *Out* is a particle.
Verb Type: N1 call N2 up

Original Sentence: We walked up it.
Try moving the word: We walked it up.
Does that work? No. Word must appear before the pronoun
Therefore: *Up* is a preposition
Verb Type: N1 depend on N2

3. **When a sentence contains a verb + small word + noun phrase, and the noun phrase is not a pronoun, try replacing the noun phrase with a pronoun.**

Must the small word now appear *before* or *after* the pronoun?

If before, the word is a preposition. If after, the word is a particle.

This rule can help you identify a Verb + Noun Phrase + Particle which, because of the word order, looks like a Verb + Preposition + Noun Phrase.

Examples:

Original Sentence: He turned on the answering machine.

Replace NP with a pronoun: He turned it on.

Where must the word go? After

Therefore: *On* is a particle.

Verb type: N1 call N2 up

Original Sentence: The car turned on the sidewalk.

Replace NP with a pronoun: The car turned on it.

Where must the word go? Before

Therefore: *On* is a preposition.

Verb type: N1 depend on N2

4. **Do you stress the small word when you speak it?**

If so, it is a particle. If not, it is a preposition.

Examples:

Original Sentence: He turned in the driveway.

Word stressed? No

Therefore: *In* is a preposition.

Verb type: N1 depend on N2

Original Sentence: He turned in the driver to the police.

Word stressed? Yes

Therefore: *In* is a particle.

Verb type: N1 send N2 out to N3

Note that the following words are always prepositions, never particles: *at, against, among, for, from, into, of, onto, toward, upon, with.*

The following are always particles, never prepositions: *ahead, apart, aside, away, back, forth, forward, together.*

Some examples of common words which can be either particles or prepositions are *across, along, around, behind, by, down, in, off, on, out, over, past, through, under, up.*

About inflecting verbs

- **To generate the verb's inflection in the inflection boxes (Past, Past Participle, 3rd Person Singular, and Present Participle), click the Inflect button. Then edit the inflections to correct their spelling if necessary.**

When adding a verb followed by a particle or a preposition, you may want to enter inflections yourself rather than using the Inflect button to generate standard inflections.

The button inflects the last word in the Base Form box. For example, if you generate standard inflections for *send out*, the result may be *send outs*, *send outed*, and *send outing* instead of the correct *sends out*, *sent out*, and *sending out*.

To enter the Spanish translation for a verb (ES)

After entering the English infinitive form of a verb, inflecting it, and choosing the verb type, do the following in the Spanish translation box:

1. **Enter the Spanish infinitive only (e.g., *pintar*, *vender*, *salir*) in the translation box.**

To translate an 'N1 say (that)' verb, do not include 'que' in the box; for example, enter only 'pensar' for *think (that...)*. If the Spanish translation is a reflexive verb, include the *se* in the translation box. For example, for the English 'N1 sleep' verb *coalesce*, put 'se unir' in the box.

English verb particles are never translated into Spanish. For example, the English 'N1 go out' verb *come in* is translated into Spanish as 'entrar'. The English 'N1 call N2 up' verb *turn on* as in, "She turned on the light," is translated into Spanish as 'encender'.

Note that when the English verb has a preposition, its Spanish translation may or may not have one. Conversely, when an English verb does not have a preposition, its Spanish translation may have one or it may not.

2. **When the Spanish verb requires one or more prepositions, choose the correct ones from the list boxes that appear before the noun phrases that are their objects.**

Do not enter the preposition(s) in the translation box.

Note the difference between the preposition *a* as in, "Envié el libro a mi madre," and the *personal a* as in, "Vi a su hermana ayer" that marks certain (usually human) direct objects. The *personal a* should not be considered in deciding what prepositions a verb takes.

Examples:

When entering a translation for *sail through*, enter 'navegar' in the translation box and select 'por' in the list box.

The English 'N1 give N2 to N3' verb *consult on*, as in, "We consulted John on the problem," has one preposition, *on*, which comes before N3. Its Spanish translation

‘consultar’ has two prepositions, one before N2 and one before N3, as in, “Consultamos con Juan sobre el problema.”

Examples of entering Spanish translations

English verb type: N1 sleep

How Spanish verb may differ: Neither E nor S has a preposition.

Examples of Spanish translations: *to walk* (caminar). *We will walk* (Caminaremos). *to scratch* (se rascar). *He scratched* (Se rascó).

English verb type: N1 depend on N2

How Spanish verb may differ: Both E and S have a preposition before N2.

Examples of Spanish translations: *to rely on* (depender (de)). *We relied on Marisol* (Dependíamos de Marisol).

English verb type: N1 go out

How Spanish verb may differ: Neither E nor S has a preposition. E has a particle, while S does not.

Examples of Spanish translations: *to go out* (salir). *We went out* (Salimos). *to fall down* (caerse). *I fell down*: (Me cai).

English verb type: N1 put up with N2

How Spanish verb may differ: E has a particle; S does not. E has a preposition before N2; S may have one or not.

Examples of Spanish translations: *to blend in with* (armonizar (con)). *Its color blends in with the foliage* (Su color armoniza con el follaje). *put up with* (aguantar). *We put up with his behavior* (Aguantamos su comportamiento).

English verb type: N1 buy N2

How Spanish verb may differ: E does not have a preposition; S may have one before N2, or not.

Examples of Spanish translations: *paint* (pintar). *I painted the deck*. (Pinté la terraza.) *to reach* (llegar (a)). *We didn't reach Boston until 2 in the morning*. (No llegamos a Boston hasta las 2 de la mañana.)

English verb type: N1 give N2 to N3

How Spanish verb may differ: Both E and S have a preposition before N3. S may also have one before N2.

Examples of Spanish translations: *to badger for* (importunar (por)). *They badger their father for money*. (Importunan a su padre por dinero.) Note that ‘a’ here is not a preposition, but the ‘personal a’.) *to consult on* (consultar (con) (sobre)). *We consulted John on the problem*. (Consultamos con Juan sobre el problema.)

English verb type: N1 call N2 up

How Spanish verb may differ: E has a particle; S does not. S may have a preposition before N2, or not.

Examples of Spanish translations: *to turn on* (encender). *I turned the lights on*. (Encendí las luces.) *to roll over* (overtorn): (dar la vuelta (a).) *He rolled his car over/He rolled over his car*: (Dio la vuelta a su automóvil.)

English verb type: N1 send N2 out to N3

How Spanish verb may differ: E has a particle, S does not. Both E and S have a preposition before N3. S may have one before N2 also, or not.

Examples of Spanish translations: *to send out to* (enviar (a)). *We sent flyers out to our customers.* (Enviamos folletos a nuestros clientes.)

English verb type: N1 say that . . .

How Spanish verb may differ: Neither E nor S has a preposition. E may or may not take 'that', while S always takes que.

Examples of Spanish translations: *to write (that)* (escribir (que)). *She wrote that they hadn't come.* (Escribió que no habían venido.) *to think (that)* (pensar (que)). *I think she is pretty.* (Pienso que es bonita.)

Entering Nouns, Adjectives and Prepositions

To enter an English noun and Spanish translation (ES)

1. **Enter the singular form of the English noun in the Singular box.**

The noun you enter may consist of just one word, or of more than one. Examples: *palmtop, cost of living, trade commission.*

2. **Click the Inflect button to form the English plural, or enter it yourself in the Plural box.**

The Inflect button normally pluralizes the last word of the noun or noun phrase you enter. For example, if you entered *key executive* for the singular form, the Inflect button will produce *key executives*. If you enter *reign of terror*, it will produce *reign of terrors*, and you will need to correct this to *reigns of terror*.

3. **Enter the singular form of the Spanish translation in the Spanish Singular box.**
4. **Enter the plural form of the Spanish translation in the Spanish Plural box.**
5. **Select Masculine or Feminine from the Spanish Gender listbox.**

To enter an English adjective (EJ, ES)

When you select Adjective as the part of speech, a drop-down list containing two items appears next to the Part of Speech list. Each item is an example of a different type of adjective. Select the item that best matches the adjective you want to add to the user dictionary.

1. **Choose Adjective in the Part of Speech listbox.**
2. **Select the type of adjective you want to enter from the 'like' listbox: 'N1 (that is) beautiful' or 'N1 (that is) fond of N2'.**

Choose 'N1 (that is) beautiful' when the adjective is a simple adjective, as in, "She is *fearless*," or "That is an *old* house."

Choose 'N1 (that is) fond of N2' when the adjective is followed by a prepositional phrase (preposition plus a noun phrase), as in, "He is *good at* tennis," or "Be *ready for* dinner at 8:30."

Examples

Simple Adjective: She is BEAUTIFUL.

Adjective+Prepositional Phrase: I am FOND OF her.

Simple Adjective: The dog is SICK

Adjective+Prepositional Phrase: She is SICK OF school.

Simple Adjective: Her face looked ANGRY.

Adjective+Prepositional Phrase: He is MAD AT his friend.

Simple Adjective: The chemicals are HARMFUL.

Adjective+Prepositional Phrase: The chemicals are HARMFUL TO your body.

3. Enter the English form of the adjective in the Base Form box.

The adjective you enter may consist of just one word, or of more than one. Examples: *red, salty, average size, battle scarred.*

If you have chosen 'N1 fond of N2,' enter both the adjective (whether it is one word or more) AND the preposition in the Base Form box. Examples: *tired of, terrific at, best known for, battle scarred from.*

To enter the Spanish translation for an adjective (ES)

After entering the English adjective and selecting the adjective type, do the following in the Spanish translation box:

1. Enter the masculine singular form of the Spanish translation in the Spanish Translation box.

Do not include the preposition if there is one; it will be selected from a listbox in Step 4.

1. Select which Spanish verb *to be* goes with the adjective by clicking on one of the four 'To Be' Form buttons.

For example, *She is talented* would be translated with 'ser': 'Es talentosa', while *He is tired* would be translated with 'estar': 'Está cansado.

Some adjectives can be used with both *to be* verbs, in different situations. For a given adjective, you can choose whether 'ser' is more likely (as for 'bueno'), or 'estar' is more likely (as for 'sereno').

2. If you selected 'N1 (that is) beautiful' for the adjective type, choose Before Noun or After Noun from the Placement buttons.

If the adjective precedes the noun, as in 'a otra casa,' click the Before Noun button.

If it follows the noun, as in 'la casa roja,' click the After Noun button.

Note that all ‘N1 (that is) fond of N2’ adjectives follow the noun, so After Noun placement is automatic if you chose this type.

3. Select one or more semantic features for N1 from its Features listbox.

If you chose ‘N1 (that is) fond of N2’ for the adjective type, select features for N2 also, from its listbox. For example, *talented* (talentoso) refers mostly to people, as in *a talented musician*, so you would probably choose ‘human’ for the semantic feature for N1.

Clogged with (atascado con), as in, “The street was clogged with vehicles,” or “The filter was clogged with leaves,” often has a place or a thing as N1, and virtually anything concrete as N2. You might choose ‘place’ and ‘entity’ for the features for N1 and ‘entity’ for N2.

For more information on semantic features, see *Selecting Semantic Features* below.

4. If you selected ‘N1 (that is) fond of N2’ for the adjective type, choose the Spanish preposition that it takes from the listbox between N1 and N2.

To enter an English preposition (EJ, ES)

A sentence may have different meanings depending on whether a prepositional phrase has an adjectival or adverbial interpretation. For example, the sentence, “We need a book on the fourth of July,” means “We need a book about the American fourth of July holiday,” when *on the fourth of July* has an adjectival interpretation, but the same sentence means “On the fourth day of July we (will) need a book,” when the phrase has an adverbial interpretation.

- **To define an adverbial preposition, choose Adverbial from the drop-down list next to the Part of Speech list.**

Examples: “I saw him on the street.” “In her garden she found a gold coin.”

- **To define an adjectival preposition, choose Adjectival from the drop-down list next to the Part of Speech list.**

Examples: “The house on the hill burned down last night.” “He was in the kitchen earlier.”

Selecting Semantic Features (EJ, ES)

Semantic features categorize the kinds of information for which the word is used. They improve translation by helping the system choose among competing translations. Translations that have matching or compatible semantic features receive preference. For example, in translating the sentence “The bank consolidated its reserves,” the system compares the available translations for “bank,” “consolidate,” and “reserves”. If one translation of each word has the semantic feature ‘business’, that translation receives preference. The probability of using another translation of “bank”, with the semantic feature ‘natural object’ is decreased.

Semantic features describe nouns and noun phrases. When you add a noun to a dictionary, you select semantic features that describe the noun itself. For example, if you are adding somebody’s name like *John*, you can assign the semantic feature ‘person's name’; if you are adding *apple pie* you can assign ‘food’; and when adding *sadness*, you can set its semantic features as ‘abstract’ and/or ‘state’.

When you add a verb, adjective, or preposition, you select semantic features that describe the kinds of nouns and noun phrases that can appear in sentences with the word you are defining, such as, the subject of a verb or the noun phrase that follows a preposition. For example, when defining the verb *pay*, you can specify what pays as ‘human’ and/or ‘business’, as well as specifying what is paid as ‘money, asset’, or even more broadly, as ‘artifact’ and/or ‘substance’. When defining the preposition *since*, as in *since last week*, you can specify the object of the preposition as ‘time’.

Adverbs and conjunctions do not have semantic features.

The parts of a sentence that semantic features describe

Refer to the templates that appear in the editor window when you have chosen a part of speech. A Features button is displayed under each part of the sentence for which you can select semantic features. Depending on the part of speech and type, you can choose semantic features for up to three different parts of the sentence.

Except when describing a noun entry, the parts of the sentence you can describe with semantic features are noun phrases. The template identifies these phrases by number: N1, N2, and N3. For example, in the template ‘N1 <English Base Form> N2,’ N1 refers to whatever noun or noun phrase is the subject of the sentence and N2 refers to the object of the transitive verb.

Note that the parts of the sentence may not be exactly the same in English and Spanish. For example, *reach* in English as in, “We reached Boston,” takes a place noun as a direct object, but it can be translated into Spanish by ‘llegar’, which calls for a preposition plus a place noun instead (Llegamos a Boston).

The following lists show each part of speech for which you can select semantic features and each part of the sentence that the features describe.

- For a NOUN, select semantic features for the noun itself.
- For a PREPOSITION, select semantic features for the noun phrase following the preposition.
- For the VERB type N1 sleep, select semantic features for subject of verb.
- For the VERB type N1 depend on N2, select semantic features for subject of verb...noun phrase following the preposition.
- For the VERB type N1 go out, select semantic features for subject of verb .
- For the VERB type N1 put up with N2, select semantic features for subject of verb...noun phrase following the preposition.
- For the VERB type N1 buy N2, select semantic features for subject of verb...object of verb (or, in Spanish, sometimes the object of a preposition instead).
- For the VERB type N1 give N2 to N3, select semantic features for subject of verb...object of verb (or, in Spanish, sometimes the object of another preposition instead)...noun phrase following the preposition.
- For the VERB type N1 call N2 up, select semantic features for subject of verb...object of verb (or, in Spanish, sometimes the object of a preposition instead).
- For the VERB type N1 send N2 out to N3, select semantic features for subject of verb...object of verb (or, in Spanish, sometimes the object of another preposition instead)...Noun phrase following the preposition .
- For the VERB type N1 say that . . . , select semantic features for subject of verb.
- For the ADJECTIVE type Beautiful, select semantic features for noun which the adjective describes.
- For the ADJECTIVE type Fond of, select semantic features for noun which the adjective describes...noun phrase following the preposition

To select semantic features

You can select a single semantic feature for a word or multiple features. Or, you can have the translation system generate the information for you.

As you fill in the English and translation fields, templates show how your word and its translation might appear in English and Japanese or Spanish sentences. A button below each noun phrase (N1, N2, or N3) in the Japanese or Spanish sentence lets you select the word's semantic features: the categories of information that are suitable for that phrase.

Before selecting semantic features, you may find it helpful to refer to the template and imagine one or more actual sentences that match it.

1. Below the first noun phrase in the template, click Features.

A Features dialog box for N1 appears.

2. Select any check boxes that describe the first noun phrase for the word you are defining.

The checkboxes are organized in a hierarchy. General features appear at the left and specific features are indented below them. The higher feature includes the lower feature, and specifying the higher feature applies the semantic features more broadly. For example, 'person's name' is included in 'human'.

To have the system generate semantic features, leave all the check boxes blank.

3. Click OK to save your selections.

To restore the most recently saved features, click Revert.

When you want to uncheck all the boxes, click Clear All.

4. Repeat from step 1 for each noun phrase in the template.

Examples of semantic features

If you are adding the verb *say to*, the English template might look like this:

N1 will say N2 to N3.

A Features button appears directly below N1, N2, and N3 in the Japanese and Spanish template.

You might describe who will say by selecting 'human' in the Features dialog box for N1. You might describe what a human will say by selecting 'statement' for N2. Finally you might describe whom the human will say a statement to by 'animate' for N3.

The following table describes examples of how each feature can be used.

To describe things such as	Select this semantic feature
To have the system do it for you	Don't select any features
Any concrete object or substance	Entity
Any agent of action	Animate
Boy, she, wife, person, colleague	Group, Human
John, Juan, Smith, Yamada, Romero	Person's name
Government body, school, club, institute	Organization
Company, shop, factory, firm	Business
Tree, flower, weed, rose	Plant

Any non-living, concrete thing	Inanimate
Cloud, planet, star, island, lake, mountain	Natural Object
Town, field, outside, country, sidewalk	Place
Cream, oil, liquid, solid, metal, poison, gas	Substance
Rice, dinner, ice cream, vegetable	Food
Statue, tool, furniture	Artifact
Memo, report, birth certificate, file	Document
Car, boat, bicycle, bus	Vehicle
Dollar, yen, mutual fund, stock, savings	Money, asset
Actions, ideas, states, attributes	Abstract
Things not covered by the other features	Abstract
Event, project, move, smile, jump	Action
Earthquake, storm, sunshine, gravity	Natural phenomenon
Peace, depression, situation, happiness, joy	State
Information, knowledge, art, thinking	Cognition
Attitude, plan, belief, principle	Mental object
Computer program	Mental object
Story, language, music, song, play, statement	Communication
Oral utterance, report, question	Statement
Japanese, Spanish	Language
Week, vacation, pause	Time
Dozen, bunch, sum	Quantity

Selecting Translation Options

You set translation options by choosing “Translation Options” either from the Language Pair Chooser popup menu or from the Menu Bar.

Because each set of translation languages has its own set of options, you must pick the desired languages first. If you are going to select a different translation engine (such as a new vendor or version) you should do that before changing the translation options.

Note: For settings using the Dictionaries tab, please refer to *Working with Dictionaries*.

Selecting the Translation Languages

To set the languages of the source text and translation

You set translation languages in each translation application separately.

1. Open the translation application you want to use.

In the Windows Start menu, look for LogoTrans, TransIt, or FileTrans under Programs/Language Engineering.

In the application window, the Language Pair button shows the languages that are currently selected. For example, English to French translation appears as E>F.



3. Click the translation languages button in the main window and choose the new languages from the menu that appears.

Your choice remains in effect until you change it.

Describing the Source Text

Translation options for some languages include an Input tab. Its options let you guide how the translation engine interprets the source text.

To describe the Chinese language (CE)

- **Select the language in the Input tab:**

- To translate Big5 encoded Traditional Chinese text (common in Taiwan and Hong Kong), select Traditional.
- To translate GB encoded Simplified Chinese text (common in People's Republic of China), select Simplified.

Make sure to use the right font to display the selected script. For example, you may want to pick the Ming Liu font to display Traditional Chinese, and MS Hei font to display Simplified Chinese. For more information on selecting fonts, see “To change the font and type size of text” in the chapter *Changing the Display*.

To have the translation engine identify dialog (CE)

- **In the Input tab, check the Automatically Detect box.**

To describe the source text’s content (EJ, ES)

Many words in the LEC dictionary have both a technical and a general, non-technical translation. For example, the verb *engineer* has the technical meaning ‘to design,’ as in “We engineered the new power plant,” and the non-technical meaning ‘to plan cleverly,’ as in “They engineered a takeover of their biggest competitor.” You can have the translation application favor either technical or general translations.

- **In the Input tab, select Technical or General.**

To translate the source text as dialogue (EJ, ES)

English sentences that can have both vocative and non-vocative interpretations are ambiguous. For example, the sentence, “I’d like you to meet my friend, John,” can have two meanings:

Vocative interpretation: John! I’d like you to meet my friend.

Non-vocative interpretation: I'd like you to meet John, who is my friend.

The translation applications are preset to rank non-vocative interpretations higher. When the text is a dialogue, the author is more likely to have intended vocative interpretations. In that case you can increase the likelihood that the translation will give preference to the vocative interpretation.

- **To interpret ambiguous sentences as dialogue, check the Dialogue box.**

Tuning the Translation

Translation options for some languages include an Output tab. Its options let you guide how the translation engine generates the translation.

To identify the author's gender (EF, EG, EI, EP)

You can select the author gender in order to have the first person singular pronoun I interpreted as feminine or masculine in the languages where this can make a difference in the translation of such other words in the sentence as past participles, adjectives, or predicate nominatives. For example, "I had left," is translated into French as "J'_tais parti," when the author is male, and as "J'_tais partie," when the author is female. "I am sick," is translated into Italian as "Sono malato," when the author is male, and "Sono malata," when the author is female. For German, the selection of author gender affects only predicate nominatives which have both masculine and feminine forms: "Ich bin Künstler," for "I am an artist," when the author is male, but "Ich bin Künstlerin," when the author is female.

- **In the Author Gender box in the Output tab, select Female or Male.**

To specify the audience (IE, PE, SE)

- **In the Output pane, select Direct or Indirect.**

Select direct when translating dialog. The setting determines the English translation of pronouns and possessive adjectives which are ambiguous between second person and third person. For example, in the Italian sentence, “Io le spedii una lettera,” *le* (her/you) will be translated as ‘you’ (I sent you a letter) when the audience is set to Direct, and as ‘her’ when the audience is set to Indirect. The possessive adjective *sua* in the sentence “La sua famiglia _ qui?” will be translated as ‘your’ (Is your family here?) when the audience is set to Direct and as ‘his/her’ when it is set to Indirect. Similarly, selecting the audience will determine the translation of the ambiguous Portuguese words *lhe* (him/you), and *seu* or *sua* (their/your).

To set the level of formality (EF, EG, EI, EP)

When translating from English to French, German, Italian, or Portuguese, you can control the level of formality of your translation by selecting how the English *you* is translated.

- **In the Formality pane in the Output tab select Familiar, Familiar-Plural, Formal, or Formal-Plural.**

For example in German, select Familiar (‘du’), Familiar Plural (‘ihr’) or Formal (singular or plural) (‘Sie’) as the translation for English *you*. “Are you coming?” may thus be translated as “Kommst du?” or “Kommt ihr?” or “Kommen Sie?”. In French you may choose between ‘tu’ and ‘vous’, in Italian among ‘tu’, ‘voi’, ‘Lei’, and ‘Loro’, and in Portuguese among ‘voc_’, ‘o senhor’, ‘a senhora’, ‘voc_s’, ‘os senhores’, and ‘as senhoras’.

To set the level of formality (EJ, EK)

- **Select in the Formality pane of the Output tab:**
 - When translating Japanese select Informal (da), Polite (desu) or Formal (deanu).
 - When translating Korean select Informal or Polite.

To set how ‘they’ and ‘them’ are translated (EJ)

- **In the Translate they, them pane of the Output tab, select whether to have plural third-person pronouns translated always as human, always as non-human, or whether to have the translation engine decide.**

To set how proper nouns are translated (EJ)

- In the Proper Nouns pane in the Output tab, select whether proper nouns should be retained in the source language, translated, or translated followed by the source language in parentheses.

To set how numbers are represented (EJ)

- In the Roman Characters pane in the Output tab, select whether numbers are retained unchanged (in Arabic numerals) or converted to single-byte or double-byte characters.

To set whether English 'the' is translated (EJ)

- To translate the word 'the' as the Japanese word 'sono', select the Japanese Article check box.

When the box is unchecked, 'the' is not translated at all.

To set whether to translate English 'you' (EJ)

- To include second person pronouns in the translation, select the Translate 'you' check box.

To set how auxiliary verbs are translated (EJ)

Auxiliary verbs in English include *can, could, may, might, must, will, would, shall, should*. You can change the translations used for these verbs and the translations used when they are combined with *not* or *be*.

1. In the Output pane, click the Auxiliary Verbs button.

A dialog shows the settings for each verb.

4. For each verb:

- To specify the translation yourself, select User Selection.
- To use the default translation, select Automatic.

The default translation for each verb is designated by an asterisk (*).

3. When you choose User Selection for a verb, select your preferred translation for each of its variants from the list of alternate translations.
4. When all of your selections are complete, click OK to return to the Output pane.

To identify incomplete translations (EJ, ES)

When a sentence cannot be translated as a whole, it is translated in fragments, or word by word.

- **To mark in the translation where problems resulted in sentence fragments, select the Show GLOMs check box.**

To set how second-person pronouns are translated (ES)

The Spanish words used for second person pronouns vary according to geographic region and according to the formality level chosen.

The translation engine normally chooses the polite singular form ‘usted’ as the default pronoun, and inserts it between parentheses in the sentence. As a last step in working with a document, you will probably want to edit the Spanish text to remove the parentheses and the unwanted pronoun.

You can also set the engine to use a different default pronoun: ‘t_’ or ‘vos’ instead of ‘usted’. The Second Person Pronouns box in the Output tab allows you to set the regional variety of your preference.

- **In the Second Person Pronouns pane of the Output tab select Informal or Polite for your preferred regional dialect.**

You can select only one of the six settings.

To set how imperatives are translated (ES)

Imperative sentences in English use the same verb form for both singular and plural, whether speaking to one person or to several people. Spanish uses different verb forms and pronouns. You can adjust the Imperatives options to match the number according to the characteristics of each document.

- **In the Imperatives pane of the Output tab, select Singular or Plural.**

Imperatives works in conjunction with the setting for second-person pronouns. For example, different combinations of these settings can result in five different Spanish translations for the English imperative *Come!*

If you select Singular in the Imperatives box and Informal, and General or Spain in the Second Person Pronouns box, the Spanish translation will be ‘_Ven!’’. If you change the formality level to Polite instead of Informal, the translation will be ‘_Venga!’’. If you check Voseo and Informal in the Second Person Pronouns box, the translation will change to ‘_Ven_!’’.

If you select Plural in the Imperatives box and General or Voseo is checked (in either the Informal or in the Polite register), the resulting translation will be ‘_Vengan!’’, but if Spain and Informal have been selected, the translation will be ‘_Venid!’’.

To set a default subject (JE, KE)

Although Japanese sentences often lack subjects, English sentences require subjects. When the source Japanese does not have a subject, the translation engine tries either to guess the missing subject or to change the sentence structure to use the passive voice (depending on the settings of Handling of Missing Subject). You can specify a subject to be used when these attempts fail.

- **In the Output tab, choose a pronoun from the list in the Default Subject box.**

To set a default object (JE, KE)

Assigning appropriate articles to English nouns is difficult when translating from Japanese to English because most Japanese nouns do not take articles. You can specify the article you want used as a default.

- **In the Output tab, choose an article from the list in the Default Object box.**

To specify how missing subjects are handled (JE, KE)

Using a default subject can produce incorrect Japanese to English translations. Changing the sentence structure to use the imperative or the passive may be preferable.

- **In the Output tab, choose the form you prefer from among the following options:**
 - Select Supplement to use the default subject you have selected.
 - Select Passive to translate the sentence in the passive voice.
 - Select None-Base to omit the subject and use a base infinitive verb (e.g., to be to go).
 - Select None-One to omit the subject and use a first person singular verb, (e.g., am, go)
 - Select None-Two to omit the subject and use a second person singular verb (e.g., are, go)
 - Select None-Three to omit the subject and use a third person singular verb (e.g., is, go).

To use or not use English contractions (JE, KE)

- **In the Handling of Contractins area of the Output tab, choose Use (isn't) when you want to permit the use of contractions in the translation.**
- **Choose Do not use (is not) to prohibit the use of contractions.**

Preserving HTML and Email Tags

HTML documents, such as Web pages, contain codes, termed 'Markup', which instruct the browser how to display the page. When translating HTML documents, it is desirable to leave the markup untranslated than have Translate attempt to translate it. When you are using FileTrans or setting shared translation options, you can identify HTML documents, so that their markup is preserved in translation.

When translating, email messages, you can also have Translate recognize and preserve the symbols that begin lines of quoted text.

To describe markup in the source text

1. **Display the translation options and click the Markup tab.**
2. **If you are translating email messages which may contain symbols for quoted text, check the 'Recognize email prefix quoting' check box.**

If you have opened the shared translation options or the translation options from within FileTrans, two additional options appear in the Markup tab.

3. **In the shared or FileTrans translation options, select whether you want the document translated as a plain text file (no markup) or HTML file.**

Setting the Speed of Translation

To balance translation accuracy and speed (EJ, ES)

Accuracy and speed are related. More accurate translations take more time and require more memory. Faster translations may be less accurate. Normally the translation engine balances speed against accuracy to provide good translations in a reasonable length of time and, when memory is limited, uses the most accurate setting that available memory allows.

- **In the Speed tab, choose a setting from the Accuracy Versus Speed pull-down list.**

The current setting is shown in the box.

Best (at the bottom of the list) produces the most accurate translations. At this setting, the engine considers every possible interpretation of each English sentence and selects the best one.

Fastest (at the top of the list) produces the most rapid translations. At this setting, the program considers fewer possibilities.

Greater accuracy requires more memory. When translating an unusually long or complex sentence with a setting toward the Best end of the scale, insufficient memory may result in a less accurate or word-by-word translation. If you see many word-by-

word translations at a given setting, try using a faster setting or increase the available memory.