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1 Starting with OpenTM2

- Before you start
- Working with the Translation Workbench
- Working with the Translation Environment
- Working with the OpenTM2 Editor

2 Using OpenTM2 in the Translation Business

2.1 Translation scenarios

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

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

- Translating a new document
- Translating updated documents
- Translating with one translator
- Translating with several translators
- Exchanging data with other people and systems

3 Working with OpenTM2 components and functions

- General concepts
- Working with documents
- Working with folders

4 Working with Translation Memory databases

A **Translation Memory** is a database that contains existing translations. You use a **Translation Memory** to find and reuse these translations.

During analysis **OpenTM2** splits a document into translatable segments, which usually correspond to sentences.

A **Translation Memory** contains pairs of such segments that consist of an original (source) segment and a translated (target) segment, which together make up a **Translation Memory** segment. A **Translation Memory** can contain source sentences in one *source language*, and translated sentences in several *target languages*.

4.1 Overview and terminology

Translation Memory databases are used during *translation* and *analysis* of documents.

- During translation in the **Translation Environment**, **OpenTM2** displays matching sentences as *translation proposals* for the current sentence. You can then choose the translation proposal that represents the best translation of the sentence, and copy it into the document you currently translate. The type of match is always evaluated by comparing a sentence in the source document with source sentences in the **Translation Memory**. **OpenTM2** proposes both *exact* matches and *fuzzy* matches. Exact matches are found if two source segments are completely identical. Fuzzy matches are found if two source segments are almost identical. All types of fuzzy matches are indicated by a character enclosed in brackets in front of the proposal. For example, [f] indicates a fuzzy match. If two source sentences differ by only a digit or a number, **OpenTM2** proposes this as a fuzzy match, with the number already replaced with the new value. Such a *fuzzy replacement* match is indicated by [r]. The various types of matches are described in detail in [Translation Memory matches](#). Whenever you translate a segment, **OpenTM2** automatically adds your translation to the **Translation Memory** associated with the current document. The **Translation Memory** is therefore being continuously updated?the translation of one sentence may even be offered as a translation proposal for the next matching segment.
- During document analysis, you can choose to have **OpenTM2** automatically replace sentences with matches that already exist in the **Translation Memory**. This substitution occurs only for exact matches.
- During document analysis, **OpenTM2** can also extract segments with an exact or a fuzzy match from existing **Translation Memory databases** and copy these segments into a new one. In this way, you can ?preload? a document-related **Translation Memory**.

When the same original sentence appears in several places in a document, **OpenTM2** also allows you to store several different translations of the sentence. In this way, you can translate a segment in different ways according to the context.

Translation Memory databases provide an efficient method of translating whenever you deal with similar or repetitive texts (for example revised editions of manuals).

During translation, you can select *automatic substitution*. This option automatically copies existing translated segments into the translation document for as long as it finds exact matches for the current source segments. Automatic copying stops when no exact match, or more than one exact match, has been found for a source segment. Now you must continue translating the segment manually. Afterwards automatic copying can be restarted.

Translation Memory databases can be even combined with one another. Use the *merge* option to merge the contents of one **Translation Memory** with another.

Translation Memory databases can have two formats:

- Internal, called **OpenTM2** format. The internal format is used to work with **Translation Memory databases** within **OpenTM2**.
- External. The external format is an SGML-based data exchange format that allows the data within **Translation Memory databases** to be processed outside of **OpenTM2**. The data in an external **Translation Memory** is interspersed between SGML tags that describe the structure of the **Translation Memory** as a whole and the data elements of each segment. This format allows you to edit a **Translation Memory** with a text editor, for example to change or delete segments in a **Translation Memory**.

If you have translated documents that were translated outside **OpenTM2**, you can generate an *Initial Translation Memory (ITM)*, this means you can fill a **Translation Memory** with existing translation segments. When you start the translation of a document that is similar to an existing one, you can benefit from your previous translations that are now available in the Initial Translation Memory.

An exported **Translation Memory** in SGML format is also helpful for reusing existing translations. If you have previously saved files or databases in another format, you can access them with **OpenTM2** by using a program to convert them to the format of an external **Translation Memory**.

4.1.1 Translation Memory matches

During translation in the **Translation Environment**, **OpenTM2** searches for matching segments, this means it checks whether the **Translation Memory** contains a previous translation of the current segment.

The system differentiates mainly between an *exact match*, which is completely identical, and a *fuzzy match*, which is an almost identical match where the fuzziness can have various degrees.

When **OpenTM2** displays a matching segment in the "Translation" window of the **Translation Environment**, the type of fuzzy match is indicated by a preceding flag in brackets, for example [f]. Exact matches do not have such a flag.

An exact match is found when the **Translation Memory** contains a segment identical to the current segment in the document to be translated and when the segment translation was accepted by a human translator during translation. The segments must be identical with respect to text and punctuation but

their tagging can differ.

If an identical source segment is placed in the **Translation Memory** by the EQFITM command or was imported as machine-generated translation, it is not regarded as an exact match. It is flagged by a preceding [m].

If you choose a **Translation Memory** previously used for a BookMaster ^(R) document, for the translation of machine-readable information, all trailing line feeds and blanks are removed when an exact match is found. This ensures that the target sentence has as many trailing line feeds as the source segment.

By default, a fuzzy match is recognized if the two segments overlap more than 33%. You can customize this threshold for segment lengths, as described in [Viewing and changing the system preferences](#).

OpenTM2 can also show combinations of these types of matches. The following table shows the categories of matches and the flagging displayed in the "Translation Memory" window.

Type of match	Flag
Exact	(not flagged)
Matches with minor deviations:	
- Machine	[m]
- Replacement	[r]
- Machine and replacement	[mr]
Fuzzy matches:	
- Fuzzy	[f]
- Fuzzy and replacement	[rf]
- Fuzzy and machine	[mf]
- Fuzzy, machine, and replacement	[mrf]

4.1.2 What you can do with Translation Memory databases

Most of the tasks concerning **Translation Memory databases** begin from the "Translation Memory List" window.

4.1.2.1 Calling sequence

Select:

1. "Translation Memory List" window from the main window
2. A **Translation Memory** from the window
3. One of the enabled commands from the **File** or **View** menu

This usually takes you to another window, where you can specify the necessary options and parameters and where you can start the requested procedure.

4.1.3 Creating a Translation Memory

Before you can use a **Translation Memory**, it must be initialized. To initialize a **Translation Memory**, you need to specify values for a number of parameters.

The procedure described here creates an empty **Translation Memory**. This can subsequently be filled by translating in the **Translation Environment**, by copying segments from other **Translation Memory databases** during analysis, or by importing external **Translation Memory databases**.

For a description of the other methods of creating and filling a **Translation Memory**, see:

- [Creating an external Translation Memory](#)
- [Merging Translation Memory databases](#)

4.1.3.1 Prerequisites

At least one language-support file must be installed.

4.1.3.1.1 Calling sequence

Select:

1. The "Translation Memory List" window in the main window
2. **New...** from the **File** menu

The "New Translation Memory" window is displayed.

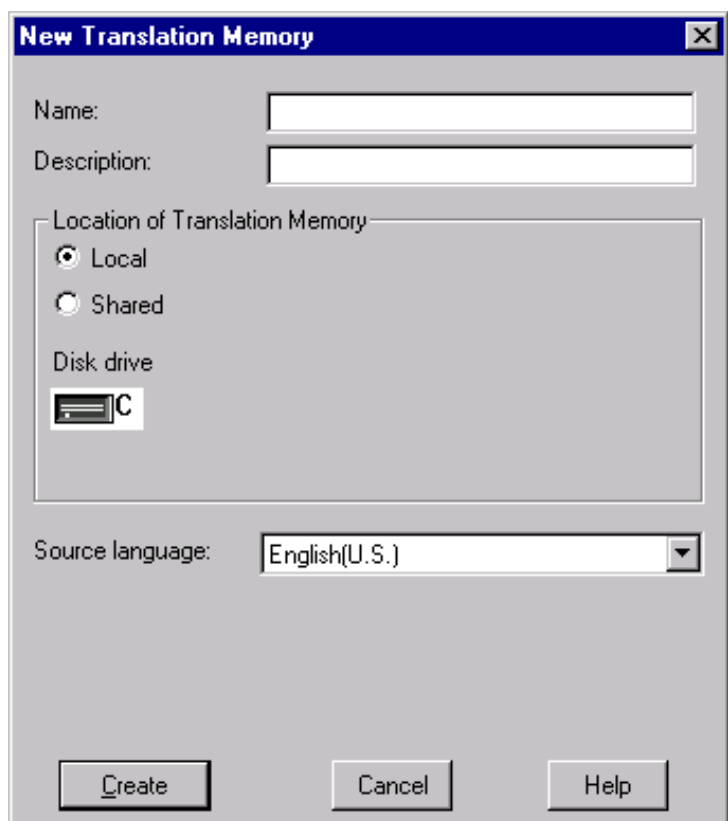


Figure 90. New Translation Memory window

4.1.3.1.2 Options and parameters

- **Name**

Type a name for the new **Translation Memory**.

- **Description**

Type a description of the new **Translation Memory**. This description can be up to 40 alphanumeric characters long. It is for your personal use and is not used by **OpenTM2**.

- **Location of Translation Memory**

Specify where you want the new **Translation Memory** to reside. You can keep it on a local disk drive (only you can use it) or on a shared disk drive (several translators can work with it simultaneously). See [Sharing Translation Memory databases](#) to learn about the benefits of Translation Memory databases residing on a shared disk drive. **Local** is the default selection. Note that a LAN drive is also considered as local drive.

- **Disk drive**

Shows local or shared disk drives. Select one of the available disk drives as the drive on which you want the new **Translation Memory** to reside. Remember that a **Translation Memory** grows in size over time, so ensure that the drive you select has sufficient free space.

- **Source language**

Select the source language from the list of languages displayed.

Click **Create** to create the new **Translation Memory**.

4.1.3.1.3 Results

The **Translation Memory** is created, but is still empty. You can now begin to fill it by translating text or by actions such as import, merge, or analysis.

4.1.4 Creating an external Translation Memory

An external **Translation Memory** is a file that contains segment pairs from previous translations and SGML tags. The SGML tags are used to distinguish between *control information* and the original and translated segments.

SGML format is used as the **OpenTM2** data exchange format for **Translation Memory databases**.

If you have already a translation database in a format of your own and want to use the information in it with **OpenTM2**, you must first convert it into a file in SGML format, for example, by a conversion program that understands your database format and the SGML format. This file can then be imported into **OpenTM2**.

Besides generating an *Initial Translation Memory (ITM)*, this is another method of filling a **Translation Memory** before beginning a translation.

When you export a **Translation Memory**, **OpenTM2** creates a file in SGML format.

During import, you can also merge an external **Translation Memory** with an internal **Translation Memory**.

4.1.4.1 Format of an external Translation Memory

A **Translation Memory** in SGML-based format includes, in addition to the original and translation segments, SGML tags that describe the data structure of each segment.

You can also use this format to create an external **Translation Memory** containing your own translation database data.

An external **Translation Memory** is an ASCII coded file. It starts with <NTMemoryDb> and ends with </NTMemoryDb>.

The starting tag is followed by a description of the **Translation Memory**, enclosed between <Description> and </Description> tags.

The description is followed by the segment pairs. The number of segment pairs is not limited. The individual segment pairs are tagged in the following format:

Example

```
<Segment>nnnnnnnnnn ???  
<Control> ???  
? ???  
<?Control> ???  
<Source>...<?Source> ???  
<Target>...<?Target> ???  
<?Segment> ???
```

The symbol **???** stands for the combination of the *carriage return* and the *line feed* characters. This character combination is usually generated when you press Enter to return you to the beginning of the next line.

The following describes the SGML structure sequentially.

1. A segment begins with the <Segment> tag.
2. The segment identifier nnnnnnnnnn must immediately follow the <Segment> tag and must be 10 characters long. This identifier must be unique within the **Translation Memory**
3. . **???** must follow the identifier.
4. The next tag is <Control> , and is followed by **???** .
5. The next line is a sequence of numbers representing the *segment control information*, which is described in ?Control information of a Translation Memory segment?
6. The control information must be terminated by the </Control> tag and be followed by **???**
7. .The next tag is <Source>, followed by the source segment. It is ended by </Source>, followed by **???** . If **???** appears in the source segment, it is considered to be part of the source.
8. The next tag is <Target>, followed by the target segment. It is ended by </Target>, followed by a **???**. If **???** appears in the target segment, it is considered to be part of the target.
9. The last tag of a segment is </Segment>, followed by **???**.

The **Translation Memory format** shows a small part of an external **Translation Memory**.

4.1.4.2 The Translation Memory format

The following shows part of an SGML-based **Translation Memory** containing two segments. The separator in the segment control information is indicated by the symbol ?. The combination of the *carriage return* and the *line feed* characters (**???**) is not shown in this example.

```
<NTMemoryDb>  
<Description>  
This is a Translation Memory sample
```

```

</Description>
.
.
.
<Segment>0000000001
<Control>
000015?0?0000000668798940?English(U.S.)?German(national)?EQFBOOK?DEMO.SCR
</Control>
<Source>The amount of data that you wish to process
</Source>
<Target>Die Datenmenge, die verarbeitet werden soll
</Target>
</Segment>
?
<Segment>0000000043
<Control>
000003?0?0000000668798783?English(U.S.)?German(national)?EVS?EQFBOOK?DEMO.SCR
</Control>
<Source>The IBM 9370 system includes a processor, I/O devices and the appropriate
software to fulfill your data processing requirements. </Source>
<Target>Das System IBM 9370 umfaßt den Prozessor, E/A Geräte sowie die
entsprechende Software, um den Ansprüchen bei der Informationsverarbeitung
gerecht zu werden. </Target>
</Segment>
.
.
.
</NTMemoryDb>

```

4.1.4.3 SGML tags for external Translation Memory databases

Start tag, end tag	Description
<NTMemoryDb>, </NTMemoryDb>	Start and end of a Translation Memory
<Segment>, </Segment>	Start and end of a Translation Memory segment
<Description>, </Description>	Start and end of a Translation Memory description
<Control>, </Control>	Start and end of the segment control information
<Source>, </Source>	Start and end of a source sentence
<Target>, </Target>	Start and end of a target sentence

4.1.4.4 Control information of a Translation Memory segment

The control information for each segment consists of several pieces of information, each of a specific length. The maximum length of each data element is contained in square brackets. The data elements must be separated by a character with the ASCII code 21 (X'15'), represented by the symbol §.

The control information has the following layout:

- **Segment number [6]**

The segment number forms a number (with leading zeros if required) representing the position of the segment within the document file from which it originates. If you do not know this number, specify a number that is unique within this **Translation Memory**. The segment number is used by the **Translation Memory** to rank segments with an identical source.

- **Translation indicator [1]**

This character can be 0 or 1:

- ◊ 0 - Indicates that the translation is a manual translation.
- ◊ 1 - Indicates that the translation of this segment originates from a machine translation system and has not been post-edited by a translator. If more than one exact translation match is available in the **Translation Memory**, **OpenTM2** ranks the human translation higher than the machine translation.

- **Time stamp [16]**

In exported **Translation Memory databases**, this data element contains a time stamp in internal format. In **Translation Memory databases** created outside of **OpenTM2**, use a value of 0.

- **Source language [20]**

Any language from the list of supported source languages.

- **Target language [20]**

Any language from the list of supported target languages.

- **Author [15]**

Contains the name of the translator as the author of the translation of this original segment. It is the only field that is optional.

- **Markup table [8]**

Any of the markup tables available.

- **File name [12]**

Contains the name of the source file from which this segment originates. If you do not know the file name, put any other identification in this field. The **Translation Memory** uses the file name to rank segments originating from the same source. This means if a document with the name XYZ is translated and several exact translation matches are found for a specific segment, then the exact translation with the file name XYZ (if available) is ranked higher. The file name must be immediately followed by **???**.

4.1.5 Renaming a Translation Memory

OpenTM2 enables you to give a **Translation Memory** a new name.

4.1.5.1 Prerequisites

The **Translation Memory** must exist.

4.1.5.1.1 Calling sequence

Select:

1. The **Translation Memory** from the "Translation Memory List" window
2. **Rename** from the **File** menu

4.1.5.1.2 Options and parameters

- **Rename to**

Type a new name for the **Translation Memory**.

- **Adjust all references automatically**

If you select this option, all references to the renamed **Translation Memory** are also changed.

4.1.5.1.3 Results

If you select **Rename**, the **Translation Memory** and, optionally, any references to it are renamed.

4.1.6 Deleting a Translation Memory

If you no longer need a **Translation Memory**, for example, if you have specified incorrect parameters or it has been filled with the wrong data, you can delete it.

For learning how to delete a shared Translation Memory, see [Deleting a shared Translation Memory](#).

4.1.6.1 Prerequisites

The **Translation Memory** must exist.

4.1.6.1.1 Calling sequence

Select:

1. The **Translation Memory** to be deleted
2. **Delete** from the **File** menu

Before **OpenTM2** deletes the requested **Translation Memory**, a message window is displayed asking you to confirm that you want to delete the **Translation Memory**.

4.1.6.1.2 Options and parameters

- ◇ If you select **No**, the **Translation Memory** is not deleted.
- ◇ If you select **Yes**, the **Translation Memory** is deleted.

4.1.6.1.3 Results

If you select **Yes**, the **Translation Memory** is deleted, and the disk space is freed. Otherwise, the **Translation Memory** remains unchanged. References to this **Translation Memory** may still exist in certain folders. Update the folder properties so that the deleted **Translation Memory** is no longer referenced.

4.1.7 Exporting a Translation Memory

To make a **Translation Memory** available to another system or user, you can export it to create an external **Translation Memory**. An external **Translation Memory** is in an SGML-based data exchange format that you can use to pass your **Translation Memory** data to users who do not work with **OpenTM2**.

Exporting a Translation Memory can also be part of the conversion of a Translation Memory into Unicode. To convert a Translation Memory into Unicode, you must first export it from OpenTM2 and then import it again. In both cases, you select **SGML UTF-16** as export format or import format.

You can also export the memory using the Translation Memory exchange format TMX.

4.1.7.1 Prerequisites

The **Translation Memory** must exist.

4.1.7.1.1 Calling sequence

Select:

1. The **Translation Memory** to be exported
2. **Export...** from the **File** menu

The "Export Translation Memory" window is displayed.

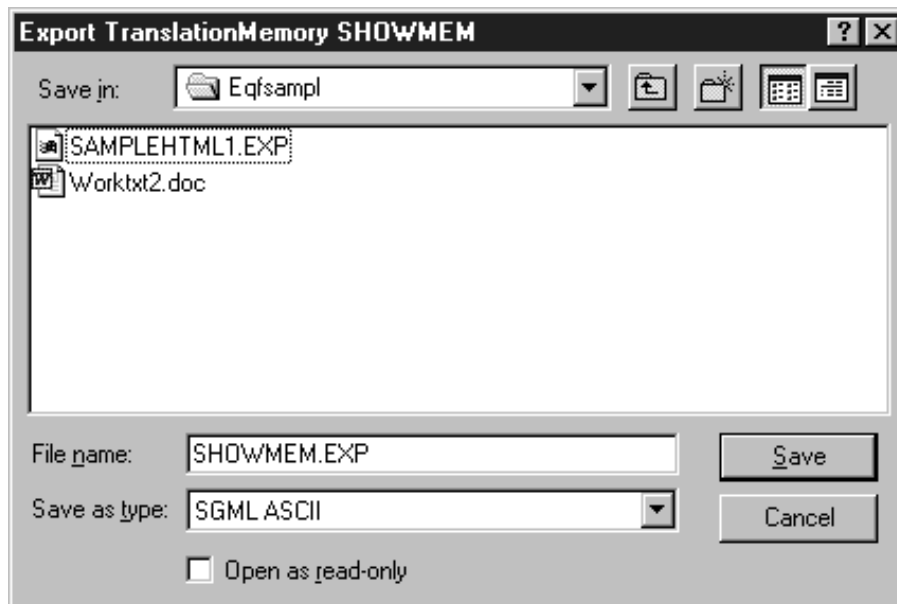


Figure 91. Export Translation Memory window

4.1.7.1.2 Options and parameters

- **Save in**

Select the drive and directory to which the **Translation Memory** is to be exported.

- **File name**

Contains the name of the **Translation Memory** to be exported. You can overwrite it with a new name.

- **Save as type**

Select the format in which the Translation Memory is to be stored. Select **SGML UTF-16** if the export is part of your conversion of the Translation Memory into Unicode. Select **TMX (UTF-16)** or **TMX (UTF-8)** to export the memory in the TMX format.

Click **Save** to begin exporting the **Translation Memory**.

If you selected a diskette drive and the data volume of the **Translation Memory** exceeds the capacity of the diskette, **OpenTM2** informs you that it cannot export the **Translation Memory** in this way. You then must export the **Translation Memory** in a folder. For more information, see [Exporting a folder](#).

4.1.7.1.3 Results

The Translation Memory is exported as a file that you can pass to other users or systems. The default file extension is EXP for SGML format export and TMX for TMX format export. The internal Translation Memory remains unchanged.

4.1.8 Creating an Initial Translation Memory

You can generate a Translation Memory already before you start translating a document in **OpenTM2**. In this way, you can immediately benefit from having a filled **Translation Memory** when you start translating, for example, updated versions of existing documents.

Such a **Translation Memory** is called an Initial **Translation Memory** (ITM). **OpenTM2** lets you create an Initial Translation Memory based on existing translations?both a source file, containing the original document, and a target file, containing the corresponding translated document, must be available.

OpenTM2 scans both files to find the corresponding target segment for each original segment, that is, it *aligns* the segments of the two files. You are recommended to check the combinations of segments afterwards.

When you use an Initial Translation Memory during a translation, the proposals in the "Translation Memory" window are prefixed with [m] (created by machine). Such *machine* proposals are treated as fuzzy matches, this means that they are not used during automatic substitution.

To generate an Initial Translation Memory, you can choose between two methods. You can start generating an Initial Translation Memory:

- **From the command area**

In this case you must type the EQFITM command and all required parameters in your system?s command area and press Enter. For a complete description of the syntax of this command, see [Creating an Initial Translation Memory from the command line](#).

- **From the Initial Translation Memory icon**

In this case you must double-click the **Initial Translation Memory Tool** icon in the "OpenTM2" group window.

Note: In both cases the SGML memory is written from ITM in UNICODE format

The following sections describe how to:

- Generate an Initial Translation Memory
- Check the results of the alignment process (the process of combining source segments with their matching target segments)

4.1.8.1 Prerequisites

- The original documents and corresponding translations must be available as separate files.
- The **Translation Memory** that is subsequently to be used as an Initial Translation Memory must already be initialized (see [Creating a Translation Memory](#))
- The markup table for the document files must be the same for source and target documents.
- The language support for the source language and the target language must be installed.

4.1.8.1.1 Calling sequence

Type `eqfitm` in the command area of your system (next to the `[C:\]` prompt).

1. Press Enter to start the command.
2. Double-click the **Initial Translation Memory Tool** icon in the "OpenTM2" group window.

The "Create Initial Translation Memory" window is displayed:

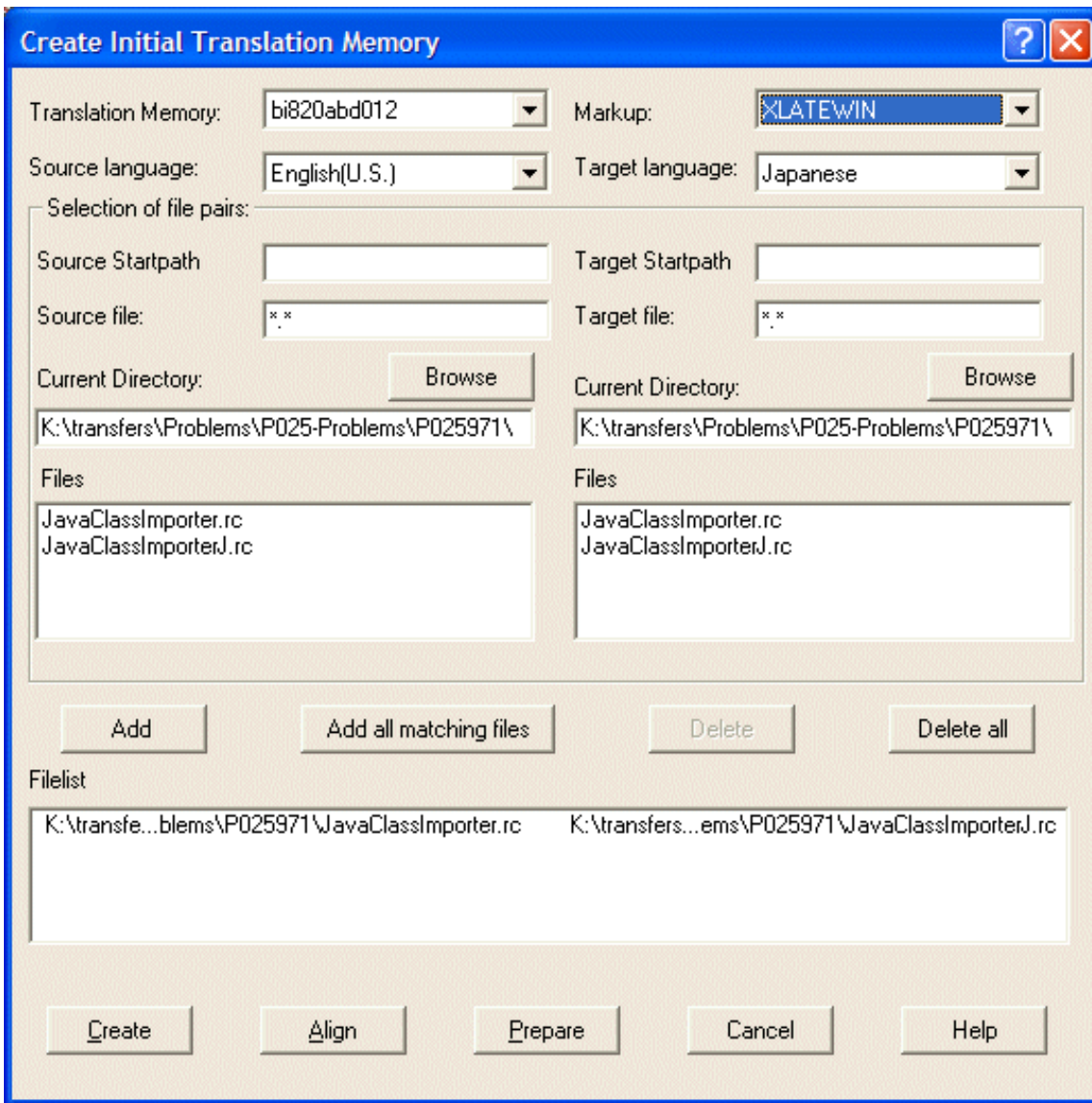


Figure 92. Create Initial Translation Memory window

4.1.8.1.2 Options and parameters

- **Translation Memory**

Select an existing **Translation Memory** to be filled with the matched segment pairs of existing translations (source segments and their matching target segments).

- **Markup**

Select an existing markup table to be used for the file pairs you select.

- **Selection of file pairs**

Define one file pair (source and target) at a time, then click **Add** to add the file pair to the **Filelist** list box. Then specify the next file pair or add all file pairs having the same name in the source file list and the target file list by clicking **Add all matching files**.

A source file is defined by the following parameters:

- **Source language**

Select the language of the original document file from the list of available languages.

- **Source start path**

Specify the path information that you do **not** want to become part of the document name when the original document is stored in the **Initial Translation Memory**. For example, if your source file is stored in `e:\tm\project\english` and you do not want `e:\tm\project` to

become part of the name under which it is stored, specify `e:\tm\project` in this field.

The path you specify here can differ from the target start path. However, if you specify a source start path, you must also specify a target start path.

- **Source file**

You can:

- ◇ Type the fully qualified file name in this field.
- ◇ Type only the file name but select the location of the file using the **Browse** button.
- ◇ If you first specify the file location using the **Browse** button or by typing in the location into the **Current Directory** field, select the file name from the **Files** list box.

- **Current directory**

This field shows the drive and path currently selected, you can modify the path directly or you can click **Browse** to display the "Browse for Folder" window on which you can select the appropriate path.

- **Files**

Contains a list of all the files in the current directory. Select the source file.

The target file is defined similar to the source file:

- **Target language**

Select the language of the target document from the list of available languages.

- **Target start path**

Specify the path information that you do **not** want to become part of the document name when the target document is stored in the **Initial Translation Memory**. For example, if your target file is stored in `e:\tm\project\german` and you do not want `e:\tm\project` to become part of the name under which it is stored, specify `e:\tm\project` in this field.

The path you specify here can differ from the source start path. However, if you specify a target start path, you must also specify a source start path.

- **Target file**

If the **Current Directory** field contains the correct drive and path name, either select the source document from the **Files** list box or type it directly into this field. Otherwise, first specify the correct drive and path information in the **Current Directory** field.

- **Current directory**

This field shows the drive and path currently selected, you can modify the path directly or you can click **Browse** to display the "Browse for Folder" window on which you can select the appropriate path.

- **Files**

Contains a list of all the files in the current directory. Select the target file.

- **Filelist**

Displays file pairs selected for subsequent processing. All files must have the same markup. To change the selection of file pairs, use one of the following buttons:

- **Add**

To save the specified file pair, click this button. The names of the source file and of the target file are added to the **Filelist** list box.

- **Add all matching files**

To add all files having the same name in the source and target file list as file pairs.

- **Delete/Delete all**

To remove a file pair, first select the file pair from the **Filelist** list box, then select **Delete**. To remove all file pairs, select **Delete all**.

- **Create**

Starts the creation of the Initial Translation Memory and presents its contents on the screen for you to review. After you saved the Initial Translation Memory, the contained segments are treated as *machine* proposals, prefixed with [m]. To remove this prefix and enable the segments to be used during the automatic substitution process, use EQFDMM.EXE.

- **Align**

When all file pairs have been added to the **Filelist** list box, click **Align** to begin filling the Initial **Translation Memory**. The aligning process starts and connects each source segment with a corresponding target segment. The matched segments are written to the selected Translation Memory (prefixed by [m]). Mind that these segment connections have not been checked yet. As it can take some time to join the document file pairs together, a window is displayed showing the progress of the operation.

- **Prepare**

Same as **Create...** but no visual presentation of the Initial Translation Memory contents. The selected file pairs are prefixed by **p**. You can use this option to create the Initial Translation Memory but view it later.

- **Cancel**

Stops the interaction with this window and returns you to the starting point. Any modifications you have made are not saved.

- **Help**

Gives information to help you interact with the current window.

When the generation of the Initial Translation Memory is completed, a message window appears containing the number of paired segments. If you pressed the **Create...** button, the contents of the Initial Translation Memory is presented in a window on the screen. How you work with this window is described in [Revising an Initial Translation Memory](#).

4.1.8.1.3 Results

The Initial **Translation Memory** is filled with matching source and target segments, using the file pairs you selected.

It is recommended that you check the correctness of the matches made by **OpenTM2**. You can do this before you start translation work with this **Translation Memory** as described in [Revising an Initial Translation Memory](#), or online using the Initial Translation Memory specific editor (see [Revising an Initial Translation Memory](#)). This editor is invoked by selecting the **Create** button in the "Create Initial Translation Memory" window.

If you start to use the Initial **Translation Memory** without any further checking, it is recommended to treat the *machine-generated* matches (prefixed by [m]) in the same way as fuzzy matches (prefixed by [f]). When you copy these proposals into your translation, check whether they need to be adapted and change them where necessary.

If you choose to use automatic substitution during analysis, *machine-generated* matches are not used.

4.1.9 Importing a Translation Memory

If you receive an external **Translation Memory**, you can import it into **OpenTM2**.

During the import, you can also merge the data from an external **Translation Memory** into a **Translation Memory** that already exists in **OpenTM2**.

Importing a Translation Memory can also be part of the conversion of a Translation Memory into Unicode. To convert a Translation Memory into Unicode, you must first export it from OpenTM2 and then import it again. In both cases, you select **SGML Unicode** as export or import format.

4.1.9.1 Prerequisites

- The **Translation Memory** to be imported must exist.
- If you want to merge the data from the external **Translation Memory** into an existing **Translation Memory**, both **Translation Memory databases** must have the same source language.

4.1.9.1.1 Calling sequence

Select:

1. The "Translation Memory List" window from the main window
2. Optionally the **Translation Memory** into which to import the external **Translation Memory**
3. **Import...** from the **File** menu

The "Import Translation Memory" window is displayed.

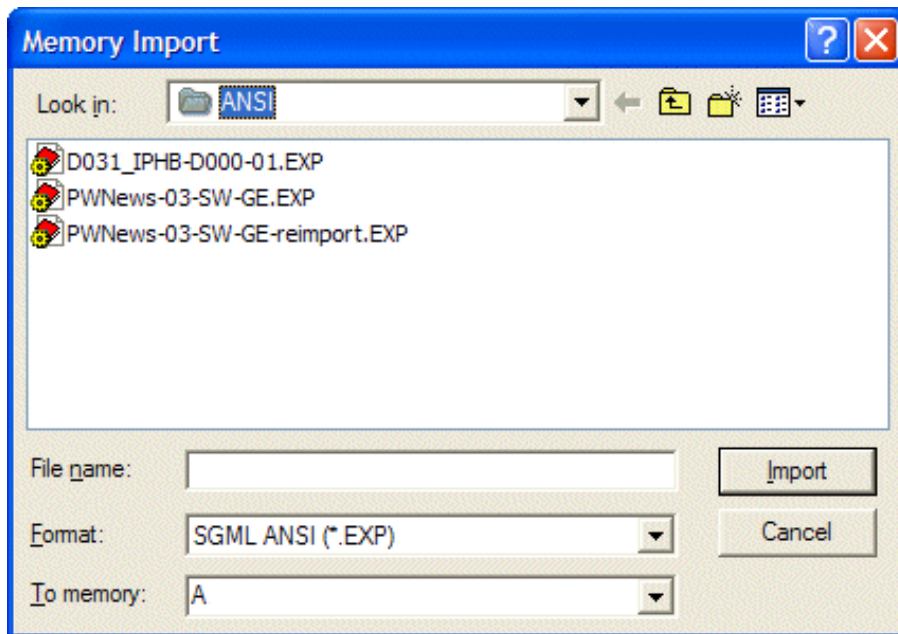


Figure 93. Import Translation Memory window

4.1.9.1.2 Options and parameters

- **Look in**

Select the directory where Translation Memory to be imported is currently stored.

- **File name**

Enter the file name of the Translation Memory to be imported or select one or more entries in the list box.

- **Format**

Select the format of the Translation Memory to be imported

- ◊ SGML ANSI for the import of external memory databases in the SGML (.EXP) format in ANSI encoding
- ◊ SGML ASCII for the import of external memory databases in the SGML (.EXP) format in ASCII encoding
- ◊ SGML UTF16 for the import of external memory databases in the SGML (.EXP) format in Unicode (UTF-16) encoding
- ◊ TMX for the import of external memory databases in the TMX (Translation Memory Exchange) format
- ◊ TMX (Trados) for the import of external memory databases in the TMX (Translation Memory Exchange) format which have been exported using the Trados translation tool, for this special import format any RTF tagging contained in the imported segment data is removed

- **To memory**

Contains the name of the **Translation Memory** to be imported. You can overwrite this name or select one from the list box. If you specify a **Translation Memory** that does not exist yet, the "New Translation Memory" window is displayed for you to create it (see [Creating a Translation Memory](#)).

If you select or specify an existing **Translation Memory**, the contents of the **Translation Memory** to be imported are merged into it.

When you have specified your input, click **Import**.

For information on importing **Translation Memory databases** from other **OpenTM2** products, see [Exchanging data with other OpenTM2 products](#).

4.1.9.1.3 Results

The **Translation Memory** data is imported into the selected target **Translation Memory** and you can begin to work with it. The external **Translation Memory** remains unchanged.

4.1.10 Merging Translation Memory databases

If several translators are working on a large document, each of them uses and updates a separate **Translation Memory**.

For the translation of subsequent releases of the document, it is useful to merge these to create a single consolidated **Translation Memory**.

You can merge **Translation Memory databases** in two ways:

- While importing an external **Translation Memory** (see [Importing a Translation Memory](#)).
- By merging two internal **Translation Memory databases**

The merging of two **Translation Memory databases** is described using two sample names, TMEM01 and TMEM02.

4.1.10.1 Prerequisites

- The two **Translation Memory databases** to be merged must exist.
- They must have the same source language.

4.1.10.1.1 Calling sequence

Select:

1. The "Translation Memory List" window
2. The **Translation Memory** to be merged, for example, TMEM01
3. Select **Merge...** from the **File** menu

The "Merge Translation Memory" window is displayed.

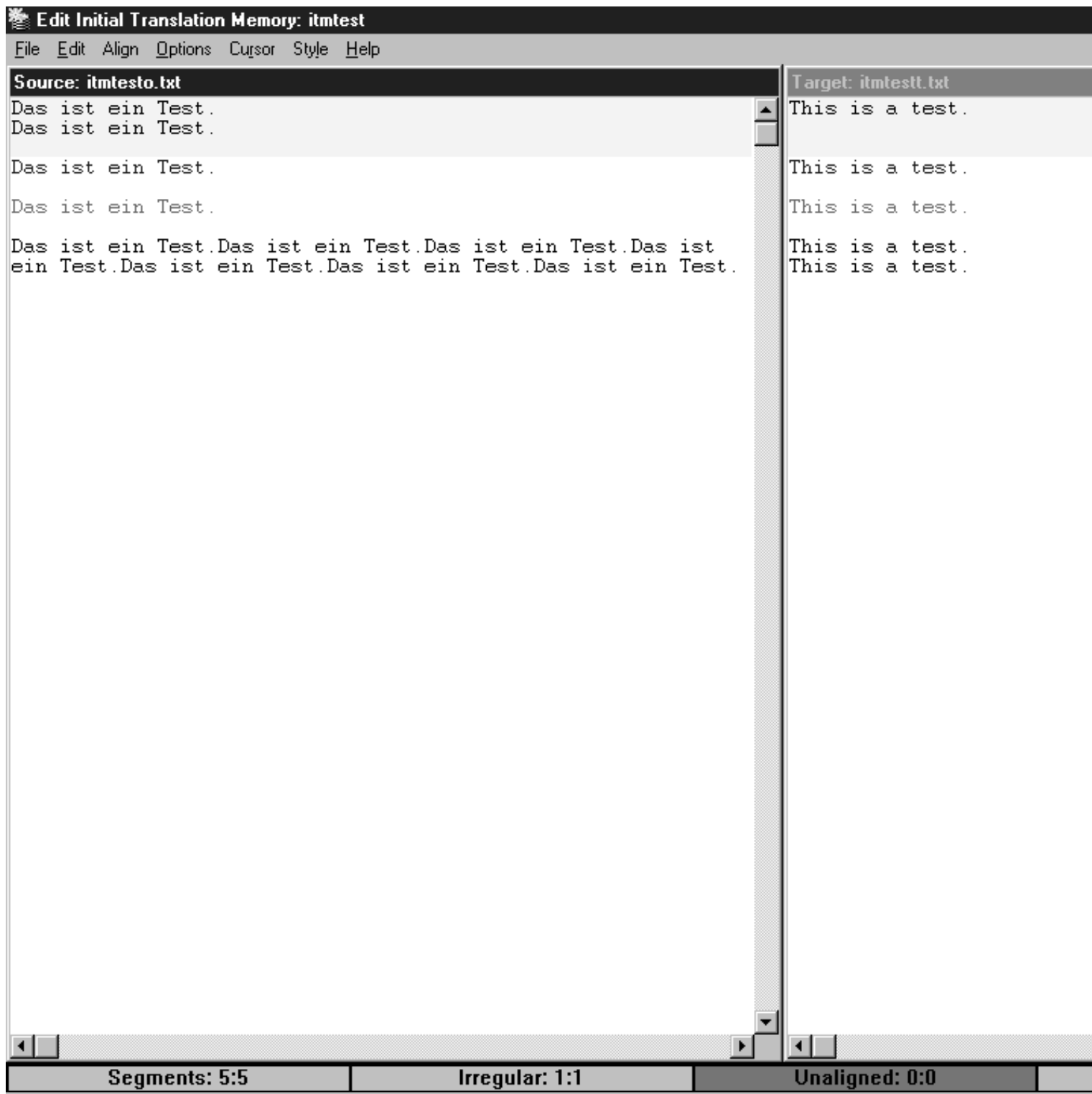


Figure 94. Merge Translation Memory window

4.1.10.1.2 Options and parameters

The **Into Translation Memory** list box displays all available **Translation Memory databases**. Select the **Translation Memory**, for example TMEM02, into which to merge the previously selected **Translation Memory** TMEM01.

When you have selected the target **Translation Memory**, click **Merge** to begin merging the **Translation Memory databases**.

4.1.10.1.3 Results

The contents of TMEM01 is merged into the target **Translation Memory** TMEM02. The **Translation Memory** TMEM01 remains unchanged. You can begin to use the extended **Translation Memory** TMEM02.

4.1.11 Archiving a Translation Memory

When you have finished a translation project you can archive the translated documents in another or a new **Translation Memory**. You then have a clean **Translation Memory** without redundancies.

4.1.11.1 Prerequisites

At least one segment of the document or documents you want to archive must have been translated.

4.1.11.1.1 Calling sequence

Select:

1. The "Folder List" or "Document List" window, depending on whether you want to archive a single or all documents in a folder.
2. The folder or document.
3. **Build Archive Translation Memory...** from the **Utilities** menu.

The "Build Archive Translation Memory" window is displayed.

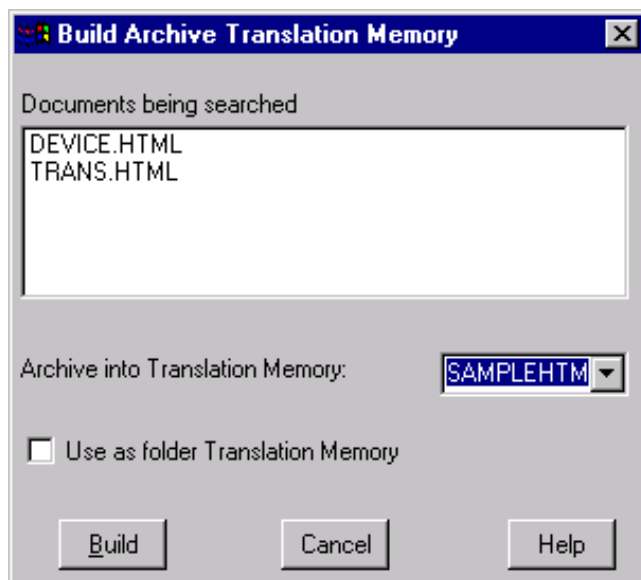


Figure 95. Build Archive Translation Memory window

4.1.11.1.2 Options and parameters

- **Documents being searched**

This box lists the documents that are searched for translated segments to be included in the **Translation Memory**.

- **Archive into Translation Memory**

Select an existing **Translation Memory** or type the name for a new **Translation Memory** in which the documents are to be archived.

- **Use as folder Translation Memory**

Select this option if you want to use the **Translation Memory** as the new folder **Translation Memory**.

4.1.11.1.3 Results

The documents are stored in the specified **Translation Memory**. If you specified an existing **Translation Memory**, you are asked whether you want to overwrite its contents or merge the new entries with the existing ones.

4.1.12 Organizing a Translation Memory

Occasionally **OpenTM2** prompts you to *organize* a **Translation Memory**. A **Translation Memory** must be organized to delete obsolete segments, to repair a defective **Translation Memory**, or to upgrade a backlevel **Translation Memory**.

4.1.12.1 Prerequisites

The **Translation Memory** to be organized must exist.

4.1.12.1.1 Calling sequence

Select:

1. The "Translation Memory List" window
2. The **Translation Memory** to be organized
3. **Organize** from the **File** menu

Organizing begins immediately. As it may take some time to organize a large **Translation Memory**, a window is displayed showing you the progress.

4.1.12.1.2 Options and parameters

None.

4.1.12.1.3 Results

The **Translation Memory** is now organized and the new number of segments in the **Translation Memory** is displayed. You can continue to use it.

4.1.13 Revising an Initial Translation Memory

To increase the reliability of the automatically generated Initial Translation Memory, it is necessary to check the correctness of the relation between source and target segments.

With the Initial Translation Memory editor you can see the contents of the Initial Translation Memory at a glance to verify the correspondence between source and target segments. When a target segment does not correspond to a source segment, you can perform the necessary changes.

The original segments are displayed in the "Source" window, the corresponding translations in the "Target" window. The segment pairs are synchronized with each other. That means that a target segment is displayed at the same level on the screen as the source segment and with the same background color. The following describes how to work with the Initial Translation Memory editor.

4.1.13.1 Prerequisites

The "Create Initial Translation Memory" window must be invoked and filled in.

4.1.13.1.1 Calling sequence

Select:

- The **Create** button from the "Create Initial Translation Memory" window.

The "Edit Initial Translation Memory" window is displayed. It consists of two windows. One window shows source segments, the other window shows the corresponding target segments.

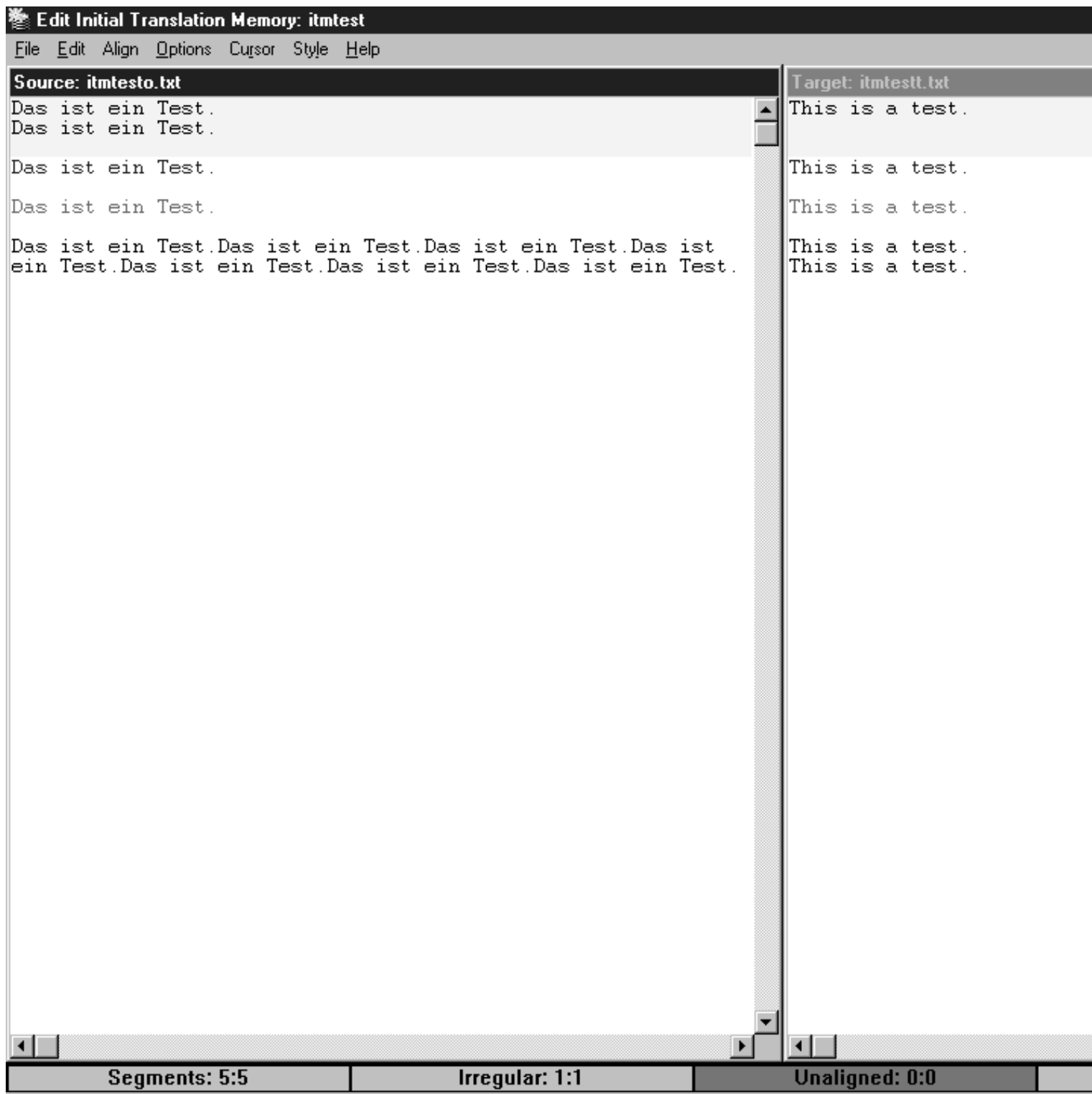


Figure 96. Edit Initial Translation Memory window

4.1.13.1.2 Options and parameters

For information on how to work with the Initial Translation Memory editor see [The Initial Translation Memory editor](#).

4.1.13.1.3 Results

You are now ready to verify the correctness of the automatically generated pairs of source segments and their translated equivalents. When you leave the editor the segment pairs are stored in the Translation Memory.

4.1.14 The Initial Translation Memory editor

On the menu bar of the "Edit Initial Translation Memory" window you can select the following items:

- **File**

To save changes in the "Initial Translation Memory" window and to exit.

- **Edit**

To find and replace, split and join, cut and paste, delete, and do other operations on the text.

- **Align**

To manipulate the relation between source and target segments.

- **Options**

To change the view of the "Source" and "Target" windows and to modify colors and fonts.

- **Cursor**

To move and change the cursor position in the "Source" and "Target" windows, to mark segments, and to set bookmarks.

- **Style**

To change the display of markup information.

- **Help**

To get information that helps you interact with the current window.

4.1.14.1 File menu

Menu or key	Function
Save (F2)	Saves the current segment connections. If you have selected another pair of files, the segment connections resulting from these files will be displayed next.
Quit (F3)	Quits the "Edit Initial Translation Memory" window without saving changes.
End-Save (F4)	Quits the "Edit Initial Translation Memory" window and saves any changes to the selected Translation Memory.
Toggle window (Ctrl+t)	Activates the opposite window ("Source" or "Target").

4.1.14.2 Edit menu

Menu or key	Function
Find and replace... (Ctrl+f)	Locates a term in the source or target document, depending on where the cursor is located, and changes it as specified. You can only change a term if the Initial Translation Memory can be edited.
Cut (Ctrl+x)	Copies a marked text section to the system clipboard and removes text afterwards.
Copy (Ctrl+c)	Copies a marked text section to the system clipboard for later pasting.
Paste (Ctrl+v)	Inserts text from the clipboard into the active segment at the current cursor position.
Undo	Restores the original state as it was before an action was performed.
Split line	Splits the line at the current cursor position.
Join line	Combines the current line with the following line.
Toggle initial caps	Changes the initial caps to small initials.
Add an abbreviation (Ctrl+a)	Adds the term where the cursor is positioned to the list of abbreviations associated to the current source language.

4.1.14.3 Align menu

Menu or key	Function
Connect segments (Ctrl+o)	Relates the marked source segment to the marked target segment.
Delete connection (Ctrl+d)	Removes a connection between a source segment and a target segment. Either of the segments must be marked.
Ignore segment (Ctrl+i)	Removes a marked segment from the ITM which you do not want to be connected with another segment, or that does not have a match in the opposite file. The ignored segment remains visible but gets a different background color.
Undo Ignore (Ctrl+u)	Makes a previously ignored segment available for connection with a matching

Join segments (Ctrl+j)
Split joined segments (Ctrl+s)

segment in the opposite file. Note that the segment must be marked before you use.
Combines the currently active segment with the following one.
Splits a previously joined segment at the current cursor position.

4.1.14.4 Options menu

Menu	Function
Colors...	Lets you define the colors for the segments in the "Source"and "Target"windows.
Fonts...	Lets you set the font and font size for the "Source"and "Target" windows in the "Set Fonts" window.
Arrange	Changes the arrangement of the "Source" and "Target" windows. You can arrange them (the target document is positioned next to the source document on the right half of the screen) or (the target document is positioned below the source document on the lower half of the screen).
Parallel	Positions the segments in the "Source" window parallel to their matches in the "Target" window. That means that lines may be inserted in either the "Source"or the "Target" window to achieve that a segment is presented at the same position as its counterpart.
Automatic linewrap	Wraps the text at the end of a line.
Visible white spaces	Replaces blanks in the text with a dot and displays a ¶ sign at the end of a segment or in an empty line to make them visible.

4.1.14.5 Cursor menu

Menu	Function
Next connection (Ctrl+Shift+Down)	Moves the cursor to the next connected segment pair.
Previous connection (Ctrl+Shift+Up)	Moves the cursor to the previous connected segment pair.
Next unaligned (Alt+Down)	Moves the cursor to the next segment for which no matching segment has been found. This can be either in the same or in the opposite window.
Previous unaligned (Alt+Up)	Moves the cursor to the previous segment for which no matching segment has been found. This can be either in the same or in the opposite window.
Next irregular (Shift+Alt+Down)	Moves the cursor to the next and marks it. An irregular match can be one of the following: <ul style="list-style-type: none">• A 1:2 match, where one source segment is connected to two target segments• A 2:1 match, where two source segments are connected to one target segment• A 2:2 match, where two source segments are connected to two target segments• An unaligned sentence (the default color is red)• A sentence that is ignored (the default color is gray)
Previous irregular (Shift+Alt+Up)	Moves the cursor to the previous irregular match and marks it.
Synchronize (Ctrl+Enter)	Positions the current segment and its match in the opposite window beside one another at the same level.
Mark segment (Ctrl+m)	Marks the segment where the cursor is positioned. A segment must be marked to connect and to remove it.
Unmark segment (Ctrl+n)	Removes the marking from a segment. Only one segment in a window can be marked.
Go to line...	Enables you to specify the number of the line to which you want to move your cursor.
Query line	Informs you in which line your cursor is located.
Set bookmark	Sets a bookmark at the current cursor position. This makes it easier for you to return to this point in the Initial Translation Memory at a later point of time. You can set several bookmarks, for example, at all those alignments that you want to check again later.
Go to bookmark	Moves the cursor to the position where you set a bookmark.
Clear bookmark	Removes a bookmark from the segment where the cursor is located.

4.1.14.6 Style menu

Menu	Function
Protect	The markup tags are shown but cannot be overwritten (see the example given in Figure 2).
Unprotect	The markup tags are shown and you can overwrite and change them.
Hide	The markup tags are not shown.
Shrink	All markup tags outside segments are not shown. A replacement character is shown instead (see the example given in Figure 2).
Compact	All markup tags are replaced with a replacement character to indicate the position of each tag (see the example given in Figure 2).
Compact+1	Markup tags are shown up to a length of 10 characters and cannot be changed. Longer markup tags are followed by three dots (?), for example <i>[Style=@Out?</i>

The **status bar** at the bottom of the window displays the following information from left to right:

1. The total number of segments in the source window compared to the total number of segments in the target window.
2. The number of segments in the source window that have an irregular match in the target window compared to the number of segments in the target window that have an irregular match in the source window.

3. The number of segments in the source window that have no match in the target window compared to the number of segments in the target window that have no match in the source window.
4. The number of ignored segments in the source window compared to the number of ignored segments in the target window.
5. The relation of source segments to target segments. For example, **2:1** means that two source segments have been connected to one target segment.

4.1.15 Revising a Translation Memory

To improve the quality of your translations, you may wish to check the contents of a Translation Memory from time to time, and modify or remove translations that are stored there. Doing these changes directly in the Translation Memory lets you benefit from polished translations the next time you use this repository.

Therefore, OpenTM2 offers a Translation Memory that can be manipulated. You can browse its contents, make changes to existing translations, or delete complete entries from it. You can work on a Translation Memory contents in an editor window as if you were editing normal text. The original segments are displayed in the "Original" window, the corresponding translations in the "Translation" window.

You make your changes in the "Translation" window. Translation Memory files can be huge. To make it easier for you to find a certain translation, you have the choice to narrow down what you are looking for. For example, you can search for a certain translation segment, or for translations made within a certain time frame. The following describes how to open a Translation Memory in order to work with it.

Note: Use this function with care. A Translation Memory that has grown over a period of time is an essential asset for all your translations. Therefore it is good practice to avoid any uncontrolled changes. There is no Quit or Undo function. All changes become effective immediately.

4.1.15.1 Prerequisites

The Translation Memory you want to work with must exist.

4.1.15.1.1 Calling sequence

Select:

1. The "Translation Memory List" window from the main window
2. The Translation Memory you wish to edit
3. **Open** from the **File** menu or double-click the Translation Memory name

You are first prompted with the "Translation Memory Editor" window to specify what you are looking for in the selected Translation Memory. For more information on how to work with this window see [Searching a translation](#). After you specified the search criteria, the "Edit Translation Memory" window (see Figure 97) is displayed. It consists of two windows. The "Original" window lets you view the original text, in the "Translation" window you can make your changes. By pressing Ctrl+Enter you can move from segment to segment.

Original

The amount of data that you wish to process

The amount of data storage space required

The answer:

translation using IBM translation tools.

Translation costs are estimated at 25 billion dollars yearly, taking into consideration that many companies do not translate information that should be translated.

Are your translation procedures effective?



Translation

Die Datenmenge, die verarbeitet werden soll

erforderliche Speicherkapazität

Die Antwort lautet:

Übersetzungen mit IBM Übersetzungsprogrammen.

Es werden jährlich schätzungsweise 25 Milliarden Dollar für Übersetzungen ausgegeben, obwohl viele Unternehmen darauf verzichten, Texte zu übersetzen, die übersetzt werden müssten.



Figure 97. Edit Translation Memory window

4.1.15.1.2 Options and parameters

For information on how to use the Translation Memory editor functions, see [The Translation Memory editor](#).

4.1.15.1.3 Results

You open a Translation Memory to work on the translations that are stored in it. In the "Edit Translation Memory" window you can browse the original texts and revise the corresponding translations. If you need to change or remove translated text, you can do this in the "Translation" window where you are assisted by an editor. How you use this editor is explained in [The Translation Memory editor](#).

4.1.16 Searching a translation

Translation Memory files can be huge. You can search for a certain translation segment or for specific translations. In the "Translation Memory Editor" window you specify the individual search criteria. The **Look up...** button starts the search in the Translation Memory and displays the found Translation Memory contents in the "Edit Translation Memory" window. The following describes how to specify the search criteria.

4.1.16.1 Prerequisites

The Translation Memory you want to work with must exist.

4.1.16.1.1 Calling sequence

Select:

1. The "Translation Memory List" window from the main window
2. The Translation Memory you wish to edit
3. **Open** from the **File** menu

The "Translation Memory Editor" window is displayed.

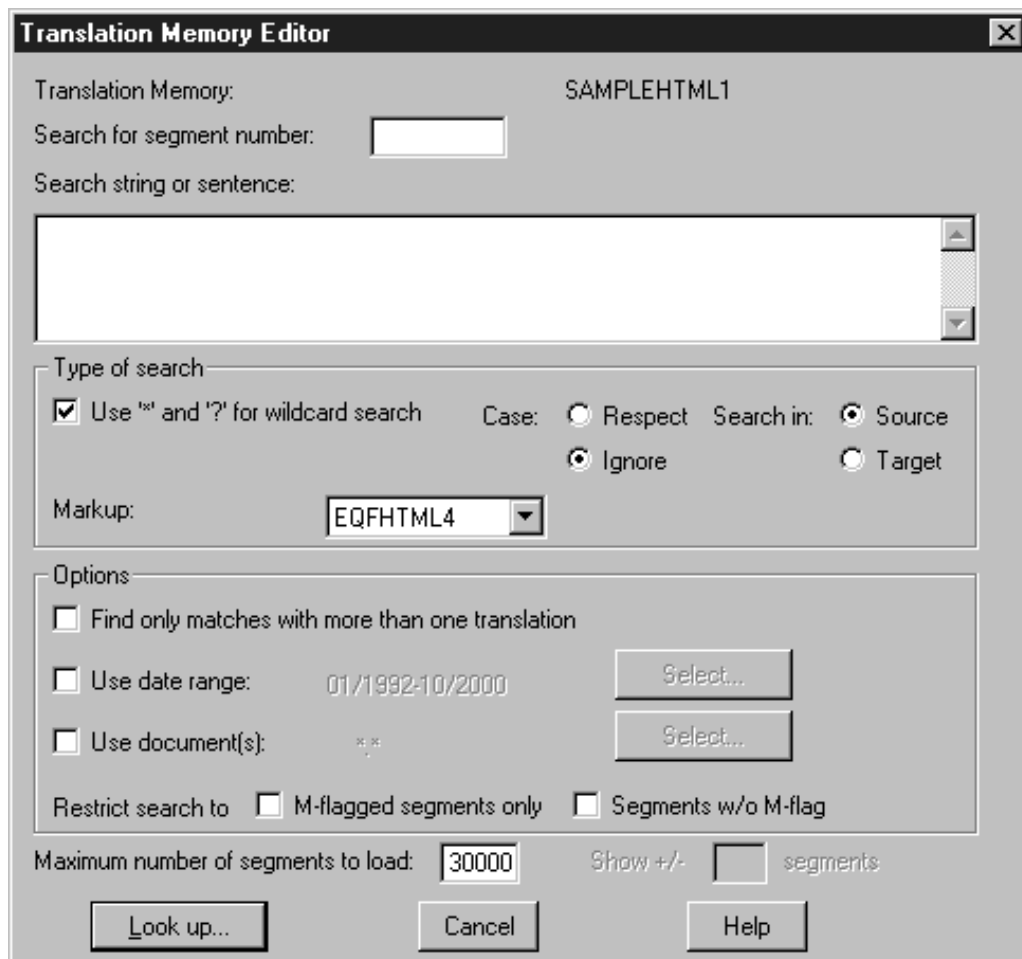


Figure 98. Translation Memory Editor window

4.1.16.1.2 Options and parameters

- **Search for segment number**

Each segment in the **Translation Memory** has a number. It is displayed in the status bar of the "Edit Translation Memory" window as part of the document name. Instead of specifying the segment to be searched, or part of it, you can type its number here.

- **Search string or sentence**

Type the term or sentence you are looking for. You can also use wildcard characters (**Use "*" and "?" for wildcard search**). For example, if you are looking for a product name beginning with ?Star? and you are not sure about the product?s exact name, you can type Star*.

- **Case**

Specify whether the search for the requested text string is to be case-sensitive (**respect** case sensitivity). The default setting is **ignore** case sensitivity.

- **Search in**

Specify whether the search is to be performed on the original entries (**Source**) or on the translations (**Target**). The default setting is **Source**.

- **Markup**

Specify the markup language of the text you are looking for.

- **Find only matches with more than one translation**

Specify whether you want to retrieve only original segments with more than one translation. If there is only one translation for an original segment, this segment will be ignored during the search in the Translation Memory and not displayed. Use this option to revise translation variants.

- **Use date range**

Specify the period of time when translations were stored in the Translation Memory selected. Only the original segments of those translations that were added to the Translation Memory during the specified period are displayed in the "Edit Translation Memory" window. The default setting for the time span is January 1992 until the present time. Select **Select...** to alter this time span.

- **Use document(s)**

Type the name of the document from which the translation is to originate. Select **Select...** to type the name of a document. You may use * as wildcard character.

- **Restrict search to**

Specify whether you want to restrict your search to segments that were translated by *machine* (**m-flagged segments only**) or segments that were not translated by machine (**segments w/o m flag**).

- **Maximum number of segments to load**

The segments are loaded into the editor in stages. Specify the maximum number of segments that you want to be loaded into the Translation Memory editor at one time. You can specify a number between 5 and 99999. The default setting is 99999.

Click **Look up...** to start the search.

4.1.16.1.3 Results

The Translation Memory is searched according to the search criteria specified in the "Translation Memory Editor" window. The found matches are loaded into the editor and displayed in the "Edit Translation Memory" window where you can revise them. How you revise Translation Memory entries is described in [The Translation Memory editor](#).

4.1.17 The Translation Memory editor

To revise the entries in a Translation Memory, you are assisted by an editor. The functions of this editor support you when changing the Translation Memory entries.

The editor consists of two windows. The "Original" window shows original segments, the "Translation" window shows the corresponding translations. By pressing Ctrl+Enter you can move from segment to segment.

From the menu bar of the "Edit Translation Memory" window you can select the following items:

- **File**

To save changes, to exit the editor, to load more segments, to switch between "Translation" and "Editor" window.

- **Edit**

To find and replace, to split and join, to cut and paste, to delete, and do other operations on the text.

- **Options**

To change colors and fonts, and to arrange the editor windows.

- **Style**

To change your view of markup tags.

4.1.17.1 File menu

Menu or key	Function
Next	Loads another collection of segments into the editor if more segments are found in the Translation Memory than the number set in the "Translation Memory Editor" window.
Previous	Loads the previous collection of segment pairs into the editor.
New query (F5)	Saves any changes made in the Translation Memory. Returns you to the "Translation Memory Editor" window.
Quit (F4)	Saves any changes made in the Translation Memory editor and returns you to the OpenTM2 main window.
Toggle windows (Ctrl+t)	Activates the opposite window ("Original" or "Translation").

4.1.17.2 Edit menu

Many of the editor functions are tied to the "Translation" window only. If a function on the **Edit** menu cannot be performed in the "Original" window, the function is disabled whenever the "Original" window becomes active. If a keystroke editor function does not apply to the active window, the system beeps.

Menu or key	Function
Find and replace... (Alt+F6)	Locates a term and replaces it as specified. Works in "Translation" and "Original" window. Changes in the original text are not allowed.
Cut	Copies a marked text section to the system clipboard and removes text afterwards. Works in "Translation" window only.
Copy	Copies a marked text section to the system clipboard for later pasting. Works in "Translation" and "Original" window. Text cannot be pasted into "Original" window though.
Paste	Inserts text from clipboard into active segment at current cursor position. Works in "Translation" window only.
Undo	Restores the original state as it was before an action was performed. Works in "Translation" window only.
Unmark block (Alt+m)	Removes marking from a text section. Works in "Translation" and "Original" window.
Split line (Alt+s)	Splits line at current cursor position. Works in "Translation" window only.
Join line (Alt+j)	Combines current line with following line. Works in "Translation" window only.
Delete	Lets you choose either of the following options: Current segment (Ctrl+d) Removes only the currently active segment from the Translation Memory. All segments Removes all segments from the Translation Memory (those that were loaded in the editor). Works in "Translation" and "Original" window. Lets you choose one of the following options: Delete one m flag Deletes the m flag contained in the current segment. Delete all m flags Deletes all m flags contained in the Translation Memory . Set one m flag Displays the m flag for the current segment. Set all m flags Displays the m flags for all machine translations in the Translation Memory that are currently loaded into the editor.
Set m flag	

The following key combinations let you manipulate text in both the "Original" and "Translation" windows. Note that the two windows are synchronized with each other. That means, whenever you activate a segment in the "Translation" window, it becomes active in the "Original" window too, and vice

versa. The matching segment in the opposite window is presented beside the active one at the same level.

Keys	Function
Ctrl+Shift+Left	Marks previous word from cursor position to beginning of word.
Ctrl+Shift+Right	Marks next word from cursor position to end of word including the blank space.
Ctrl+Insert	Copies marked block to system clipboard.
Ctrl+Delete	Deletes all characters from current cursor position to end of line in active segment. Works in "Translation" window only.
Ctrl+Home	Moves cursor to first segment in window.
Ctrl+End	Moves cursor to last segment in window.
Ctrl+left	Moves cursor to beginning of previous word.
Ctrl+right	Moves cursor to beginning of next word.
Ctrl+Enter	Activates next segment or segment where cursor is positioned.
Ctrl+t	Toggles between "Original" window and "Translation" window.
Shift+left	Extends text marking by one character to the left.
Shift+right	Extends text marking by one character to the right.
Shift+Up	Extends text marking to the previous line.
Shift+Down	Extends text marking to the next line.
Shift+Insert	Inserts text from clipboard at current cursor position in active segment.
Alt+F6	Locates a term and changes it as specified. Works in "Translation" window and "Original" window. Changes in the original text are not allowed.
Alt+Delete	Deletes all characters from current cursor position to end of active segment. Works in "Translation" window only.
Alt+j	Joins current line with following line. Works in "Translation" window only.
Alt+s	Splits line at current cursor position. Works in "Translation" window only.
Alt+n	Loads next collection of segments.
Alt+p	Loads previous collection.
Alt+m	Removes marking from a text section.
Up	Moves cursor one line up.
Down	Moves cursor one line down.
Right	Moves cursor one character right.
Left	Moves cursor one character left.
Home	Moves cursor to beginning of current line.
End	Moves cursor to end of current line.
Page Up	Moves text one page up.
Page Down	Moves text one page down.
Delete	If a text section has been marked, the marked text is removed. If no text has been marked, the character where the cursor is positioned is removed.
Backspace	Moves cursor back by one character in the active segment and deletes this character.
Insert	Switches from insert mode to overtype mode and vice versa. When you insert text in insert mode, the existing text is moved to the right to make room for the new text. If you want to type over the existing text, switch to overtype mode.
F3	Quits the Translation Memory editor and returns you to the workbench.
F4	Saves any changes made in the Translation Memory and returns you to the "Translation Memory Editor" window.
Enter	Moves to next line.
Double-click left mouse button	Marks entire segment beginning from the cursor position.
Double-click right mouse button	Removes marking from a segment.

4.1.17.3 Options menu

Menu	Function
Colors...	Lets you change foreground and background colors. Note that if you change colors in the "Translation" window or the "Original" window, it will change colors in the translation editor windows accordingly. See also to learn how to work with the "Set Colors" window.
Fonts...	Lets you change fonts and their sizes. Note that if you change a font or a font size in the "Translation" window or the "Original"

window, it will change the font or font size in the translation editor windows accordingly. See also to learn how to work with the "Set Fonts" window.

Arrange

Lets you arrange windows. Horizontal positions the "Translation" window below the "Original" window. positions the "Translation" window next to the "Original" window on the right half of the screen.

4.1.17.4 Style menu

Menu	Function
Protect	Markup tags cannot be overwritten.
Unprotect	Markup tags within a currently active translation can be overwritten.
Hide	Markup tags are not shown (they are there, but invisible).
Compact	Markup tags are replaced by a special character indicating the position of the tag.

The **status bar** at the bottom of the editor window displays the following information (from left to right):

- **M flag**

Shows whether or not the **Translation Memory** contains any m flags (**On** or **Off**).

- **Document**

Displays the name of the document where the active translation segment originates from and the line number of the segment.

- **Date**

Displays the date at which the translation was added to the Translation Memory.

- **Segment n of m**

Displays the number of the currently active segment (*n*) and the total number of segments loaded into the editor (*m*).

- **Loaded**

Displays how much of the Translation Memory has been loaded into the editor.

4.1.18 Revising external Translation Memory databases

An external **Translation Memory** contains segments in their original sequence. That is, the segments are placed in an external **Translation Memory** in the sequence in which they occur in the documents.

You can edit the external **Translation Memory** with an editor of your choice as follows:

1. Remove all segments that have no corresponding source or target segment.
2. To show that a segment pair has been checked for correctness by a human translator and that it is no longer a machine-generated match, change the character that indicates machine translation in the external **Translation Memory**. To see where this character is located in the segment control information of the external **Translation Memory** and how to change it, refer to [Format of an external Translation Memory](#).

4.1.19 Viewing the properties of a Translation Memory

The properties of a **Translation Memory** are:

- **Memory Name**

The name of the **Translation Memory**.

- **Full Memory Name**

The name of the **Translation Memory** including its location.

- **Description**

The description of the **Translation Memory**.

- **Source language**

The source of the **Translation Memory**, this means, the language of the terms (headwords).

- **Drive**

The drive where the **Translation Memory** resides.

- **Last update**

The date and time of the last update of the **Translation Memory**.

- **Size of index file**

The total size of the **Translation Memory**, in bytes.

- **Different Segments**

The total number of different segments stored in the **Translation Memory**, which have different translations, which are from different languages or which have different markup tables.

- **Markup**

A list of all markup tables used by the segments of this **Translation Memory**.

- **Documents**

A list of the documents for which segments are stored in this **Translation Memory**.

4.1.19.1 Prerequisites

The **Translation Memory** must exist.

4.1.19.1.1 Calling sequence

Select:

1. A **Translation Memory** from the "**Translation Memory** List" window.
2. **Properties Summary...** from the **File** menu

4.1.19.1.2 Results

A document in HTML format is displayed containing a summary of the **Translation Memory** properties is displayed.



Figure 99. Memory Properties document

If you want to view more properties or change the properties of a Translation Memory, refer to [Changing the properties of a Translation Memory](#).

4.1.20 Changing the properties of a Translation Memory

All properties of a **Translation Memory** can be viewed, but only the description can be changed.

4.1.20.1 Prerequisites

The **Translation Memory** must exist.

4.1.20.1.1 Calling sequence

Select:

1. The "**Translation Memory** List" window
2. The **Translation Memory** from the list of **Translation Memory databases**
3. **Properties...** from the **File** menu

This takes you to the "**Translation Memory** Properties" window.

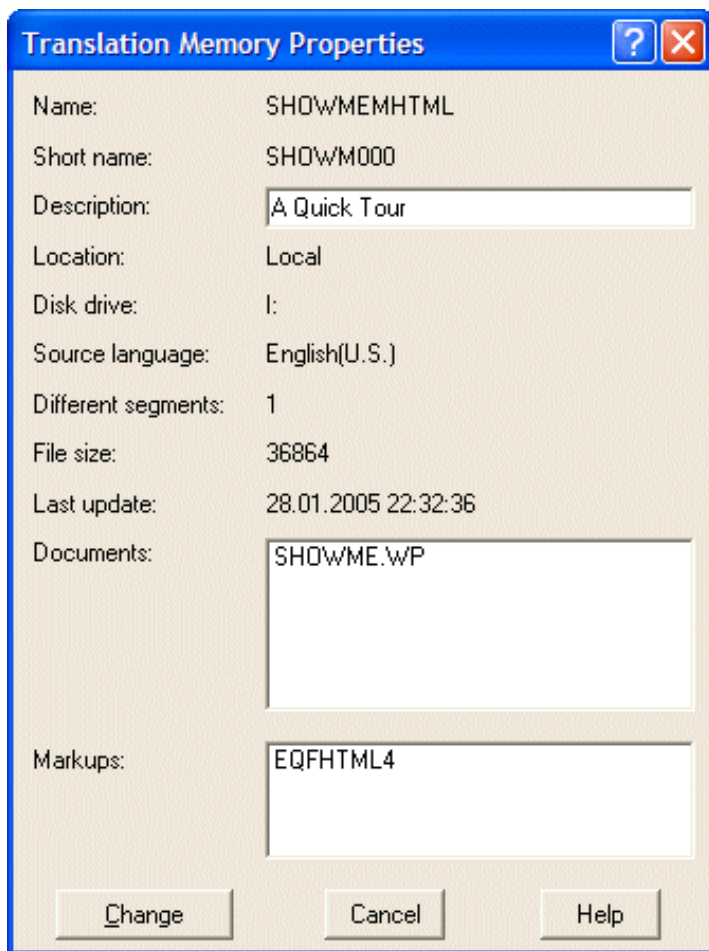


Figure 100. Translation Memory Properties window

4.1.20.1.2 Options and parameters

The "Translation Memory Properties" window lists the characteristics of the selected **Translation Memory**. Only the **Description** field can be changed.

- **Name**

The name of the **Translation Memory**.

- **Short name**

The short name of the Translation Memory.

- **Description**

The description of the **Translation Memory**. It can be up to 40 characters long.

- **Location**

Can be **local** (only one translator can use it at a time) or **shared** (several translators can use it simultaneously).

- **Disk drive**

The drive where the **Translation Memory** resides.

- **Source language**

The source of the **Translation Memory**, this means the language of the terms (headwords).

- **Different Segments**

The total number of different segments stored in the **Translation Memory** which have different translations, which are from different languages or which have different markup tables.

- **File size**

The total size of the **Translation Memory**, in bytes.

- **Last update**

The date and time of the last update of the **Translation Memory**.

- **Documents**

A list of the documents for which segments are stored in this **Translation Memory**.

- **Markups**

A list of all markup tables used by the segments of this **Translation Memory**.

4.1.20.1.3 Results

If you select **Change**, the **Translation Memory** description is changed according to your specification. Otherwise, it remains unchanged. You are returned to the previous window.

4.1.21 Viewing the details of a Translation Memory

In the "**Translation Memory** List" window, you can display additional information about a **Translation Memory**. You can define which details you want to be displayed and in which order.

The **Translation Memory** details are:

- **Name**

The name of the Translation Memory.

- **Description**

The description of the Translation Memory.

- **Size**

The size of the Translation Memory (number of bytes).

- **Drive**

The drive on which the Translation Memory resides.

- **Owner**

Shows who created the Translation Memory if it is a shared one. If it is a local Translation Memory, n/a is displayed.

- **Source Language**

The language of the source segments.

You can toggle between two display modes:

- Display the Translation Memory names only
- Display selected details

You can change the arrangement of the **Translation Memory** details in the "Change Details" window described in [Viewing and changing the details of a list item](#).

5 Working with dictionaries

A dictionary is a database that contains terms, their translations, and other related information.

OpenTM2 provides a set of bilingual dictionaries with general vocabulary for English, German, French, Spanish, and Italian.

You need dictionaries to look up the translations of individual terms or have these terms displayed automatically in the "Dictionary" window during translation.

A *dictionary entry* contains all data relating to a term (or *headword*). The dictionary entry structure describes which data elements can be stored for a term in a dictionary.

OpenTM2 provides a general dictionary structure that you can use as a model for building a dictionary serving your own purposes. Headword and Translation are mandatory fields. Certain entry fields, for example Synonym and Related term, are reserved for search criteria available during lookup in a dictionary.

OpenTM2 can handle dictionaries with simple and complex structures.

The general dictionary entry structure in **OpenTM2** is divided into four embedded levels to contain, for example, verb and noun entries, different meanings (senses), and translation variants.

In **OpenTM2** a dictionary can have two formats:

- An internal dictionary is a dictionary that exists in **OpenTM2**.
- A dictionary in external format is an SGML-based data file. SGML is the data exchange format required for importing dictionary data into **OpenTM2**. When a dictionary in the internal format is exported, it is automatically converted into SGML. When you import an external dictionary, it is automatically converted to the **OpenTM2** format.

All dictionary data in other text-processor or database formats needs to be converted into SGML by, for example, a program or database macro.

You can create your own dictionaries from existing terminology imported into **OpenTM2**, or from scratch while you are translating.

For more information on the dictionary structure and on how to construct an SGML-based file, see:

- [Dictionary entry structure](#)
- [Creating an SGML-based dictionary](#)

5.1 Dictionary entry structure

A dictionary entry is divided into the following levels:

• Entry

This level contains general or administrative information, such as the date, author, or origin of an entry, and the headword itself. This information applies to all other levels of the dictionary entry.

• Homonym

This level contains grammatical and syntactic information, such as which part of speech a headword is or how it is to be abbreviated and hyphenated.

• Sense

This level contains semantic variations of a headword, such as different areas of meaning and usage.

• Target

This level contains all information applying to one translation variant of a headword, such as definition or usage. For example, if a headword can be translated in two different ways, there is target level information for both translation variants.

The entry level can have any number of homonym levels. For example, there are separate homonym levels for the noun **copy** and the verb **copy**.

A homonym level can also have any number of sense levels depending on the individual definition of a headword or contextual information. For example, the noun **bank** can mean both the river bank or a financial institution.

A sense level can have any number of target levels depending on the individual translation variants. For example, the German word **Schnecke** has two English translations, **snail** and **slug**.

The entry fields and how they are distributed over the four levels is only suggested by **OpenTM2**. The entry fields **Headword** and **Translation** are mandatory. All other predefined fields can be deleted or renamed. You can even omit particular levels. For example, you can omit the homonym and sense level if you want to have only headwords and translations in your dictionary.

You can also add new fields to any of the levels. You can do this when creating a new dictionary in the "New dictionary" window by selecting **Add fields?** or by including them in the SGML dictionary file.

For the list of all predefined entry fields and their corresponding SGML tags see [List of dictionary-entry fields and their SGML tags](#).

5.1.1 Dictionary search criteria

To search for one or more dictionary entries, the specified term can be used as one of the following search criteria:

- **Headword**

The dictionary entry for the specified term is retrieved.

- **Synonyms**

All entries that have the specified term in the synonym field of the dictionary entry are retrieved.

- **Related terms**

All entries that have the specified term in the related terms field of the dictionary entry are retrieved.

- **Abbreviations**

All entries that have the specified term in the abbreviation field of the dictionary entry are retrieved.

- **Neighborhood**

If the specified term exists, it is listed together with terms preceding and following it in alphabetical order. If not, the terms that would precede and follow it are listed.

- **Compounds**

All compounds that begin with the specified term are retrieved and displayed as a list. For example, if you search for the term **data**, the possible compounds that would be retrieved are **data processing**, **data model**, and **data processing division**.

The first four entry fields can only be used as search criteria when they exist at the entry level shown in the following table. The entry fields are:

Entry field	Level
Headword	Entry
Synonym	Sense
Other Related Terms	Sense
Abbrev./Fullform	Sense

In the **OpenTM2** default entry structure, these fields are defined at these levels.

If you are importing an SGML dictionary file and want to use any of the above search criteria, see [List of dictionary-entry fields and their SGML tags](#) for the SGML tags required.

5.1.2 Overview and terminology

Dictionaries are used during analysis and translation:

- During the analysis of a document one or more dictionaries can be searched. This is useful to find *new terms* (terms in the document that are not in the selected dictionaries) or to find *found terms* (terms in the document that are already in the referenced dictionaries). The new terms can be added to the dictionary to be used during translation. The found terms can be used to fill a dictionary with entries extracted from other dictionaries.
- During the translation of a document, the "Dictionary" window displays either all translations that are found in the folder dictionaries for the terms in the current segment or only the first translation found. This depends on whether you marked the box on the "Display" page of the "Customize Translation Functions" window.

The *properties* of a dictionary are its main characteristics such as the source language, the dictionary structure, information on its location, and a brief description of its contents. You can specify them in the "Dictionary Properties" window.

Parts of these properties can also be displayed as *details* (or *view details*) in the "Dictionary List" window.

5.1.3 What you can do with dictionaries

OpenTM2 offers several lookup functions for terms in dictionaries and their data:

- You can search for terms using general search criteria and filters defined by yourself (Look up a Term function).
- You can display all data of a dictionary entry or parts of it (Lookup Entry function).
- You can add and change dictionary entries (Edit an Entry function).

OpenTM2 dictionaries can be printed to a printer or to a file. You can select the entry fields to be printed and how to arrange them in the printout. This layout is defined in a print format file. You can also use filters to print selected entries only.

A dictionary can be shared with other users by means of the dictionary *export* function, or if it has been defined to reside on a shared disk when it was created. If you receive an exported dictionary, you can *import* it into your system.

During import, you can also *merge* the contents of one dictionary into another. In addition, you can create dictionaries tailored to suit your own needs. To create a new dictionary, you must determine the *dictionary structure*, this means, which data elements in a dictionary are important to you. You can start using the **OpenTM2** default structure or using other existing dictionary structures that you can subsequently change.

OpenTM2 dictionaries can be protected with a password against unauthorized changes if necessary. Most of the processing functions **OpenTM2** offers for dictionaries can be started from the "Dictionary List" window.

5.1.3.1 Prerequisites

The dictionary must exist (except if you import a dictionary).

5.1.3.1.1 Calling sequence

Select:

1. The "Dictionary List" window in the **OpenTM2** main window.
2. A dictionary with which you want to work. Skip this step when importing or creating.
3. An action from the **File** menu.

The "Dictionary List" window is displayed.

This window displays a list of the existing dictionaries. When you select a command from one of the menus, you are taken to another window where you can specify processing options.

5.1.4 Creating an SGML-based dictionary

An SGML-based file contains dictionary data and SGML tags describing the data structure and the relation between the data elements.

SGML-based dictionaries can be created by:

- The **OpenTM2** dictionary export function
- Data conversion programs or database macros
- Editing a file (only recommended for small data volumes)

If you have dictionary data in a format other than SGML, you must convert it before you can import it.

Importing the SGML-based file into **OpenTM2** (which can be either ASCII, Ansi or Unicode) converts the dictionary into the internal format recognized by **OpenTM2**.

5.1.4.1 The structure of an SGML-based dictionary

An SGML-based dictionary is divided into the following:

1. A header section containing general dictionary information such as source language, target language(s), and creation date.
2. A mappable section specifying the structure of a dictionary entry. That is, all the entry fields that make up a dictionary entry and the relation between these entry fields.
3. An entry section with dictionary entries appearing one after another.

The dictionary is enclosed by a dictionary start tag `<dict>` and a dictionary end tag `</dict>` .

5.1.4.1.1 Header section

The header section contains general information about the dictionary such as:

- Type (for example, bilingual)
- Source language (for example, English (U.S.))

- Date when it was created
- Codepage encoding

The dictionary header is marked with a header start tag `<header>` and a header end tag `</header>` .

The only information that you must provide in the header section is the source language of the dictionary. You can specify any of the languages for which you have a language support file installed (if you need to specify another language, see [What you can do for other languages](#)). **OpenTM2** needs this information for reducing terms to their stem form when looking them up in the dictionary.

The header section can have the following tags:

Start tag	End tag	Description
<code><type></code>	<code></type></code>	Type of dictionary
<code><source></code>	<code></source></code>	Source language
<code><ltarget></code>	<code></ltarget></code>	Target language
<code><descript></code>	<code></descript></code>	Description of the dictionary, up to 255 characters long.
<code><createdate></code>	<code></createdate></code>	Date when dictionary was created
<code><CodePage></code>	<code></CodePage></code>	SGML-Format, can be UTF16, or ASCII=cp, or ANsi=cp

Example of a header section

```
<header>
<type>Bilingual</type>
<source>English(U.S.)</source>
<ltarget>German(national)</ltarget>
<descript>Basic Dictionary - English -> German</descript>
<CodePage>ASCII=850</CodePage>
<createdate>31/05/94</createdate>
</header>
```

5.1.4.1.2 Mappable section

The mappable section determines how a dictionary entry is structured. It serves as a model for the structure of an entry. The fields you defined in the mappable section are reflected in the dictionary entries.

The mappable contains the total of all allowed fields (up to a maximum of 38) in a dictionary entry. If a dictionary entry contains entry field tags not included in the mappable section, the information between the tags is not imported during dictionary import and only the entry fields listed in the mappable are taken into account. The information between a start tag and its end tag contains the name you want to give the entry field of the dictionary. You find these names displayed when you look up or edit a term in a dictionary.

For example, if you specify `<hdterm> Source Term </hdterm>`, the terms you look up in the dictionary are shown under *Source Term*. If you want to use another name, rename *Source Term* into any other name you would like to use instead.

The following is an example of a mappable section:

Example of a mappable section

```
<mappable>
  <hdterm>Source term</hdterm>
  <hom>
    <epos>English category</epos>
    <sense>
      <edef>Formal English definition</edef>
      <target>
        <trans>NL term</trans>
      </target>
    </sense>
  </hom>
</mappable>
```

The mappable begins with the start mappable tag `<mappable>` and ends with the end mappable tag `</mappable>`. The `<hom>`, `<sense>`, and `<target>` start tags with their respective end tags mark the homonym, sense, and target levels.

If you want to use the search criteria described in [Searching for a dictionary entry](#), use the following start and end SGML tags:

Searching for ?	Level	Tags
Headwords	Entry	<code><hdterm></code> and <code></hdterm></code>
Abbreviations	Sense	<code><eabbr></code> and <code></eabbr></code>
Synonyms	Sense	<code><esyn></code> and <code></esyn></code>
Related terms	Sense	<code><erel></code> and <code></erel></code>

If you use the tags listed above, **OpenTM2** establishes a correct relation between the entry field name and the term you want to look up in the dictionary.

If you want **OpenTM2** to add date information automatically to your dictionary entries, add the Creation Date and Update fields to the mactable.

If you want OpenTM2 to show style indicators in the dictionary lookup window, add the Style and the Trans Style fields to the mactable.

You can add any number of individually defined entry fields to any level. The entry field names are numbered and automatically mapped to an entry field name denoted by you in the mactable. Entry fields you add to the entry, homonym, or sense level start with the tag `<euser id=xxx>` and end with the tag `</euser>`, where xxx is the running number. Entry fields you add to the target level start with `<tuser id=xxx>` and end with `</tuser>`.

You can control the display panel (the panel on which a field is displayed in the "Lookup Entry" window) using the `displevel=` attribute. Use `displevel=1` for fields to be displayed in panel 1, `displevel=2` for fields to be displayed on panel 1 and 2 and `displevel=3` for fields to be displayed on panel 1, panel 2, and panel 3. To omit fields from the display in the "Lookup Entry" window use `displevel=0`.

The size of a dictionary field in the "Edit Entry in Dictionary" window is controlled using the `entrytype` attribute. Specify `entrytype=1` for single line fields and `entrytype=2` for multi-line fields.

In order to display the contents of a dictionary field as additional dictionary data in the dictionary proposal area of the TranslationEnvironment specify the `autlookup` attribute for the field.

Example of date-information fields and user-defined fields

```
<mactable>
  <hdterm>?</hdterm>
  .
  .
  <ecrdate>Creation date</ecrdate>
  .
  .
  <hom>
  .
  .
  <sense>
  .
  .
  <euser id=1 displevel=2 entrytype=1 autlookup>Entry code</euser>
  <elupdate displevel=3 entrytype=1>Last update</elupdate>
  .
  .
  <target>
  <trans>?</trans>
  <tcrdate displevel=3 entrytype=1>Translation creation date</tcrdate>
  <tupdate displevel=3 entrytype=1>Translation update</tupdate>
  <tuser id=2 displevel=3 entrytype=2>Related definition</tuser>
</target>
</sense>
</hom>
</mactable>
```

5.1.4.1.3 Entry section

The entry section lists the actual entries in the dictionary one after the other. Each entry starts with an `<entry>` tag and ends with an `</entry>` tag. Each entry contains the same entry field tags as used in the mactable section. Whereas the mactable contains the general description of the structure of an entry, the entry section contains real data.

The levels below the entry level can be repeated as often as necessary, for example, to contain multiple senses or translations.

For an example of an SGML-based dictionary see [Sample of an SGML-based dictionary](#).

5.1.4.2 List of dictionary-entry fields and their SGML tags

The following table shows a list of all dictionary-entry field tags as they are predefined in the **-Master-** model dictionary.

Level	Entry field name	Start tag	End tag
Entry	Headword	<code><hdterm></code>	<code></hdterm></code>
Entry	Reliability Code	<code><erlcode></code>	<code></erlcode></code>
Entry	Author	<code><eauthor></code>	<code></eauthor></code>
Entry	Creation Date	<code><ecrdate></code>	<code></ecrdate></code>
Entry	Status Code	<code><estatcode></code>	<code></estatcode></code>
Homonym	Part of Speech	<code><epos></code>	<code></epos></code>
Homonym	Morphology	<code><emorph></code>	<code></emorph></code>
Homonym	Hyphenation	<code><ehyph></code>	<code></ehyph></code>
Sense	Source of Headword	<code><esrc></code>	<code></esrc></code>
Sense	Abbrev./Fullform	<code><eabbr></code>	<code></eabbr></code>
Sense	Author of Update	<code><eauthupdate></code>	<code></eauthupdate></code>

Sense	Last Update	<elupdate>	</elupdate>
Sense	Definition	<edef>	</edef>
Sense	Source of Definition	<esdef>	</esdef>
Sense	Synonym	<esyn>	</esyn>
Sense	Other Related Terms	<erel>	</erel>
Sense	Context	<econtext>	</econtext>
Sense	Source of Context	<escontext>	</escontext>
Sense	Comments	<comment>	</comment>
Sense	Note on Usage	<eusage>	</eusage>
Sense	Idiom	<eidiom>	</eidiom>
Sense	Style	<estyle>	</estyle>
Target	Language	<tlanguage>	</tlanguage>
Target	Translation	<trans>	</trans>
Target	Company/Subject Code	<tsubjcode>	</tsubjcode>
Target	Source of Translation	<tsrc>	</tsrc>
Target	Abbrev./Fullform	<tabbr>	</tabbr>
Target	Reliability Code	<trlcode>	</trlcode>
Target	Author	<tauthor>	</tauthor>
Target	Author of Update	<tauthupdate>	</tauthupdate>
Target	Creation Date	<tcrdate>	</tcrdate>
Target	Last Update	<tlupdate>	</tlupdate>
Target	Status Code	<tstatcode>	</tstatcode>
Target	Part of Speech	<tpos>	</tpos>
Target	Morphology	<tmorph>	</tmorph>
Target	Hyphenation	<thyph>	</thyph>
Target	Definition	<tdef>	</tdef>
Target	Source of Definition	<tsdef>	</tsdef>
Target	Synonym	<tsyn>	</tsyn>
Target	Other Related Terms	<treel>	</treel>
Target	Context	<tcontext>	</tcontext>
Target	Source of Context	<tscontext>	</tscontext>
Target	Comments	<tcomment>	</tcomment>
Target	Note on Usage	<tusage>	</tusage>
Target	Idiom	<tidiom>	</tidiom>
Target	Trans Style	<tstyle>	</tstyle>

5.1.4.3 Sample of an SGML-based dictionary

The following is an example of an SGML-based dictionary containing a header section, a mactable, and two entries. The text to the right of the vertical line is explanatory information or comments to the tags. All explanatory information must be omitted when you actually create an SGML-based dictionary.

```

<dict>
<header>
  <source>English (U.S.)</source>
  <descript>Basic Dictionary - English -> German</descript>
</header>
<mactable>
  <hderm>Source term</hderm>
  <eauthor>Created by</eauthor>
  <ecrdate>Term Creation Date</ecrdate>
  <hom>
    <epos>Category</epos>
    <sense>
      <edef>Definition</edef>
      <euser id=210>Private glossary</euser>
    </sense>
    <target>
      <tsubjcode>Subject code</tsubjcode>
      <ttrans>Translation</ttrans>
      <tuser id=1>Project code</tuser>
    </target>
  </hom>
</mactable>
<entry>

```

start of dictionary

start of header section

source language (required)

end of header section

start of mactable section

user-defined entry field

added to sense level

user-defined entry field

added to target level

end of mactable section

start of first entry

```

<hdterm>file</hdterm>
<eauthor>Fred Miller</eauthor>
<ecrdate>940401</ecrdate>
<hom>
  <epos>n</epos>
  <sense>
    <target>
      <tsubjcode>EDV</tsubjcode>
      <trans>Datei</trans>
    </target>
  </sense>
</hom>
</entry>
<entry>
<hdterm>abend</hdterm>
<eauthor>Peter G.</eauthor>
<ecrdate>940501</ecrdate> c
<hom>
  <epos>v</epos>
  <sense>
    <target>
      <tsubjcode>EDV</tsubjcode>
      <trans>abnormal beenden</trans>
      <tuser id=4>AS400</tuser>
    </target>
  </sense>
</hom>
<hom>
  <epos>n</epos>
  <sense>
    <target>
      <tsubjcode>EDV</tsubjcode>
      <trans>abnormale Beendigung</trans>
    </target>
  </sense>
</hom>
</entry>
</dict>

```

```

headword: file
author: Fred Miller
creation date: 4/01/94
start of homonym level
part of speech: noun
start of sense level
start of target level
subject code
translation
end of target level
end of sense level
end of homonym level
end of first entry
start of second entry
headword: abend
author: Peter G.
creation date: 5/01/94
start of homonym level
part of speech: verb
start of sense level
start of target level
subject code
translation
user-defined entry field
not in mappable, field
is ignored when this
dictionary is imported
end of target level
end of sense level
end of homonym level
start of homonym level
part speech: noun
start of sense level
start of target level
subject code
translation
end of target level
end of sense level
end of homonym level
end of second entry
end of dictionary

```

5.1.5 Creating a dictionary

OpenTM2 offers you several ways of setting up a new dictionary.

- If you do not have any existing terminology in machine-readable form, you must create a completely new dictionary. You do this by determining the dictionary properties. In particular, you must define a dictionary structure. You can use a default structure offered by **OpenTM2**, or you can use the structure of an existing dictionary in **OpenTM2** and change it. A newly created dictionary is empty at first but you can add entries from a new terms list built during document analysis or at any stage during the translation process. In this way you can create dictionaries that contain specific terms related to your translation projects.
- During analysis, **OpenTM2** can generate a found terms list that contains all terms of the document that exist in the referenced dictionaries. **OpenTM2** can also copy the entry data of these terms into a separate dictionary.
- If you have a terminology file in a format of your own, you must generate an external SGML-based dictionary and you must import it into **OpenTM2**. In this case, a new dictionary is created with your terminology and the entry structure as defined in the SGML file is taken.

If you create a new dictionary via the "New Dictionary" window in **OpenTM2** and you do not use the modeling option, the following entry fields are offered as default fields:

Entry field	Level
Headword *)	Entry
Part of Speech	Homonym
Abbrev./Fullform *)	Sense
Definition	Sense
Synonym *)	Sense
Other Related Terms *)	Sense
Context	Sense
Translation	Target
Company/Subject Code	Target

The entry fields marked with *) can be used as predefined search criteria in the "Look up a Term" window (see [Searching for a dictionary entry](#)).

If you are working with a more comprehensive structure and require more entry fields, select **-Master-** in the "Use Existing Dictionary as Model" window, which offers an extensive dictionary structure. You can rename or delete any fields from this set of entry fields and you can also add new user-defined fields to it. **OpenTM2** adds and updates time stamp information automatically, provided the following date fields are selected in the "New dictionary" window from the **-Master-** model dictionary.

Entry field	Level	Contents
-------------	-------	----------

Creation Date entry The date when a headword was added to a dictionary.
Last Update sense The date when information at the sense level of an entry was added or modified.
Creation Date target The date when a translation for a headword was added.
Last Update target The date when a translation entry field was last updated.

5.1.5.1 Prerequisites

None.

5.1.5.1.1 Calling sequence

Select:

- The "Dictionary List" window
- **New...** from the **File** menu

The "New Dictionary" window is displayed.

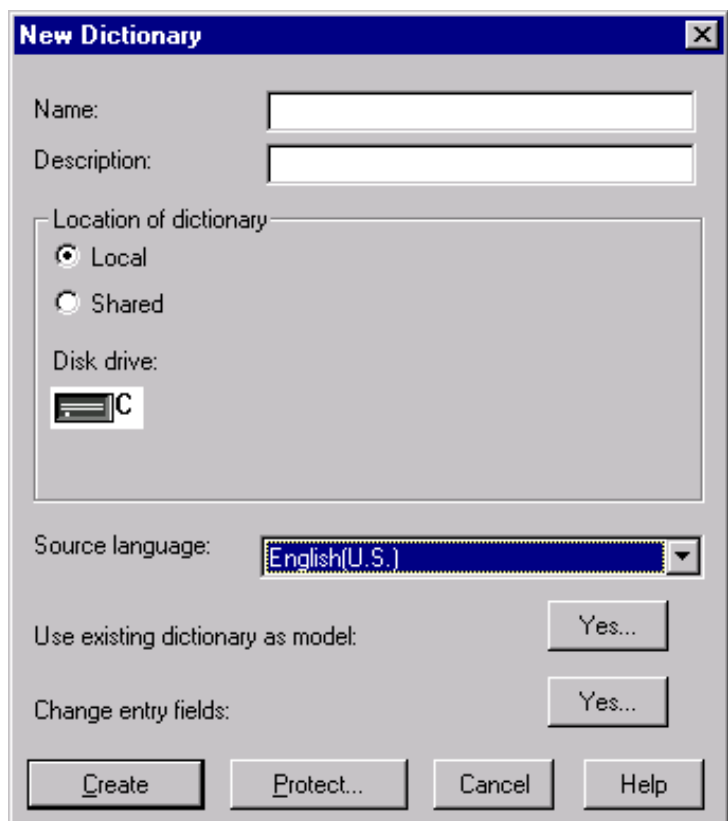


Figure 101. New Dictionary window

5.1.5.1.2 Options and parameters

• Name

Type a name of your choice for the new dictionary. This name can be up to eight alphanumeric characters long.

• Description

Type a description for the new dictionary. The description can be up to 255 alphanumeric characters long.

• Location of dictionary

Specify where to place the new dictionary. It can be on a **local** disk drive (only you can use it) or on a **shared** disk drive (several translators can use it simultaneously). See [Sharing dictionaries](#) to learn about sharing dictionaries. Select the drive on which you want the new dictionary to reside. A dictionary grows with time, so select a drive with enough space.

• Source Language

Select a source language from the list of installed languages displayed in the list box.

• Use existing dictionary as model

If you do not want to determine the dictionary entry structure yourself, you can use the structure of an existing dictionary as a model by clicking **Yes?**. This takes you to the "Use Existing Dictionary as Model" window where you can select a dictionary as model. Click **Select** or **Cancel** to return to the "New Dictionary" window. For more information on this option see [Using an existing dictionary as model](#).

5.1.5.1.3 Change entry fields

If you want to change the dictionary entry structure (add, delete, or rename entry fields), click **Yes?**, which takes you to the "Change Entry Fields" window where you can define your changes. Click **Select** or **Cancel** to return to the "New Dictionary" window. For more information on this option see [Changing dictionary entry fields](#).

To avoid unauthorized modification of a dictionary, you can protect it by clicking **Protect?**, which takes you to the "Protect Dictionary" window where you can type a password of your own. Click **Protect** to return to the "New Dictionary" window. From now on, the dictionary can only be modified when the correct password is supplied. For more information on how to protect and unprotect dictionaries see [Protecting a dictionary](#).

Click **Create** to create the new dictionary.

5.1.5.1.4 Results

The dictionary is created but still empty. When the dictionary has been created, its entry structure is fixed and can no longer be changed. You can now start to fill it by importing an SGML-based file, by entering terms from a new terms list, or by editing dictionary entries.

5.1.6 Using an existing dictionary as model

All dictionaries have a dictionary entry structure. In **OpenTM2** you can use the given default structure, use an existing dictionary structure with or without changes, or define a new structure based on all the available entry fields.

5.1.6.1 Prerequisites

Decide on which dictionary entry fields your dictionary is to contain.

5.1.6.1.1 Calling sequence

Select:

1. The "Dictionary List" window.
2. **New** from the **File** menu. The "New Dictionary" window is displayed.
3. **Yes...** next to the **Use existing dictionary as model** option.

The "Use Existing Dictionary as Model" window is displayed.

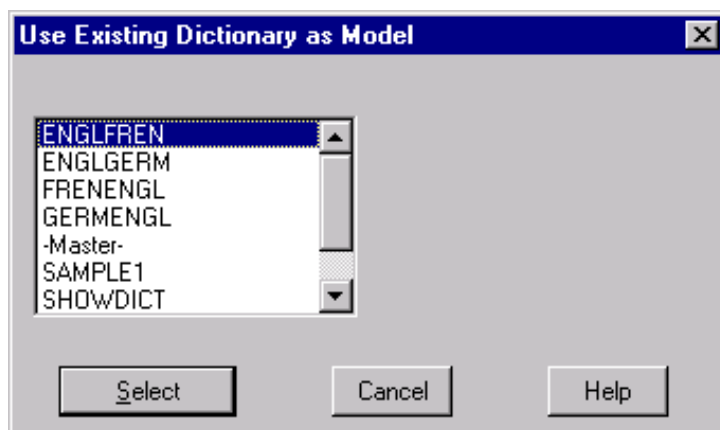


Figure 102. Use Existing Dictionary as Model window

5.1.6.1.2 Options and parameters

The list of existing dictionaries is displayed in the list box. Select a dictionary with the structure you want to use as a model from this list or select **-Master-**, which contains all the entry fields predefined by **OpenTM2**.

Click **Select** to return to the "New Dictionary" window where you can view and change the selected entry structure by selecting the **Change entry fields** option.

5.1.6.1.3 Results

You have determined which entry structure to use as a base for the new dictionary.

5.1.7 Changing dictionary entry fields

Select this function to make modifications to a dictionary entry structure. You can delete entry fields, rename entry fields, or add new user-defined entry fields. You can determine the size of the entry field and what entry field data you want to have displayed on which panel of the "Lookup Entry" window.

5.1.7.1 Prerequisites

Decide on which dictionary entry fields your dictionary is to contain.

5.1.7.1.1 Calling sequence

Select:

1. The "Dictionary List" window.
2. **New...** from the **File** menu. The "New Dictionary" window is displayed.
3. **Yes...** next to the **Change entry fields** option.

The "Change Entry Fields" window is displayed.

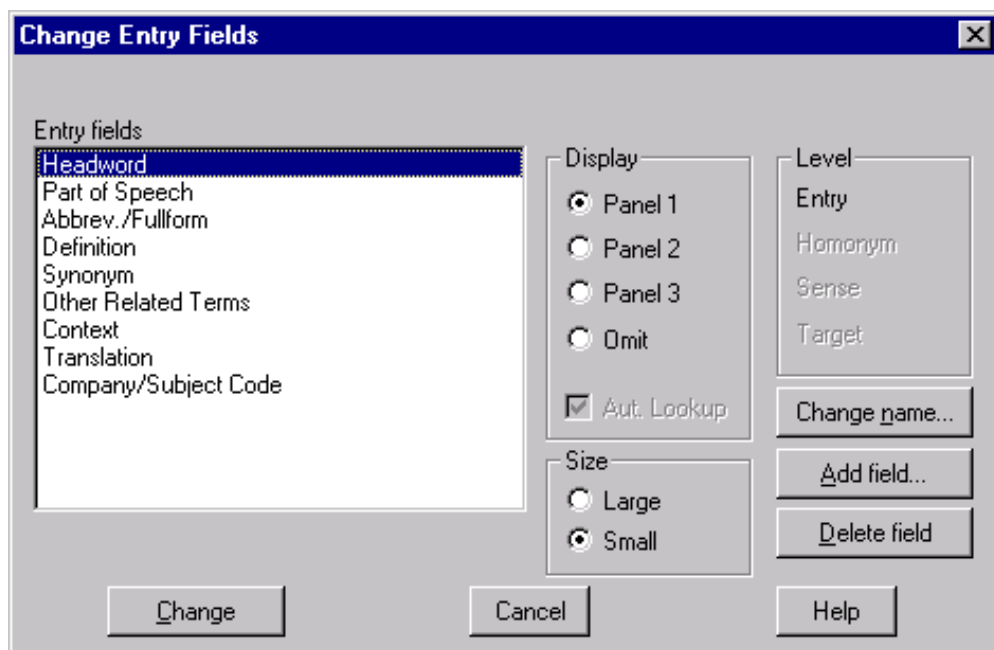


Figure 103. Change Entry Fields window

5.1.7.1.2 Options and parameters

• Entry fields

This list box contains all the entry fields defined for this dictionary. Select one entry field at a time and define your settings for this field.

• Display

If you want this entry field to be displayed in one of the panels of the "Lookup Entry" window, decide on which one. This means choose between **Panel 1** (for the most relevant data), **Panel 2**, and **Panel 3**.

Select **Omit** if you want the entry field and its data not to be displayed on any of the lookup panels. The entry field is not deleted from the entry structure. Select **Aut. Lookup** to display the complete entry field information in the window showing the found dictionary proposals during translation.

- **Level**

To specify the level you want the entry field to belong to, select a corresponding entry field so that the required level is active. It can be **Entry**, **Homonym**, **Sense**, or **Target**.

- **Size**

Select one of the two choices:

- ◇ Small

- Is adequate for an entry field of about a line in length (the maximum is 255 characters).

- ◇ Large

- Is needed for an entry field consisting of several lines of data. Select this size only if absolutely necessary because the use of too many large fields decreases the performance of **OpenTM2**.

For each selected entry field you can click of the following:

- **Change Name?**

To rename the entry field. See [Renaming a dictionary entry field](#) for details.

- **Add Field?**

To add a new user-defined entry field to the list of entry fields. For more detail see [Adding a user-defined entry field](#).

- **Delete field**

To remove the entry field from the entry structure.

When all of the entry field settings are complete, click **Change**. This takes you back to the "New Dictionary" window.

5.1.7.1.3 Results

The entry structure of the selected dictionary is changed according to your specifications, this means the dictionary can have more or fewer entry fields, changed entry field names and sizes, and changed lookup display options.

5.1.8 Renaming a dictionary entry field

In **OpenTM2**, all entry fields are automatically assigned a name. You can change the field name to any other name. The changed names are used in all windows where dictionary entry data is displayed. For example, you may want to change *Headword* to *Term*, or *Part of speech* to *Category*. You can also change the field names to another language of your preference.

You can change the entry field names of an existing dictionary when you create a new dictionary.

5.1.8.1 Prerequisites

Decide which dictionary entry field names you want to use in your dictionary.

5.1.8.1.1 Calling sequence

When creating a new dictionary, select:

1. The "Dictionary List" window.
2. **New...** from the **File** menu. The "New Dictionary" window is displayed.
3. **Yes...** next to the **Change entry fields** option.
4. The entry field you want to rename in the "Change Entry Fields" window.

When changing the properties of an existing dictionary, select:

1. The "Dictionary List" window
2. The dictionary to which you want to make changes
3. **Properties...** from the **File** menu
4. The entry field you want to rename in the "Dictionary Properties" window

The "Change Entry Field Name" window is displayed.

5.1.8.1.2 Options and parameters

Type the new field name in the **Displayed as** field. Click **Change** to rename the selected field.

5.1.8.1.3 Results

The selected dictionary entry field is renamed. You are returned to the "Change Entry Fields" window when you create a new dictionary or to the "Dictionary Properties" window when you change the properties of an existing dictionary.

5.1.9 Adding a user-defined entry field

The predefined entry fields in **OpenTM2** dictionaries are only examples of possible fields you can use when you create a new dictionary and determine its structure.

You can add your own user-defined fields to any of the four levels that make up the dictionary structure.

You can only add user-defined fields when you create a new dictionary. When the dictionary already exists, you cannot change its structure.

5.1.9.1 Prerequisites

Decide which dictionary entry fields you want to add to your dictionary structure.

5.1.9.1.1 Calling sequence

The "Dictionary List" window

1. **New...** from the **File** menu
2. **Yes...** next to the **Change entry fields** option in the "New Dictionary" window
3. An entry field belonging to the level to which you want to add a field

The "Add Entry Field" window is displayed.

5.1.9.1.2 Options and parameters

Type a name for the entry field you want to add in the **Displayed as** field. Click **Add** to add the new field to your structure.

5.1.9.1.3 Results

The entry field is added to the dictionary structure at the same level as the entry field you have selected before clicking **Add field?**. You are returned to the "Change Entry Fields" window.

5.1.10 Defining a dictionary filter

A dictionary filter is a means by which data in a dictionary can be selected so that only entries that meet specified conditions are displayed or printed.

In **OpenTM2** filters can be used in combination with printing (see [Working with dictionaries#Printing a dictionary|Printing a dictionary]) or dictionary lookup (see [Looking up a dictionary entry](#)). You can use an existing filter, change an existing one, or create a new one.

In **OpenTM2** a filter condition consists of:filterconditions

- An entry field (such as **Headword**, **Translation**)
- An operator (such as = or >)
- An operand (such as **a***)

For example, the condition Headword LIKE = 'a*' selects all (and only) the entries beginning with the letter a.

There are two types of operators:

1. (=, <>, <, >, <=, >=, LIKE, BETWEEN and **IN** form *expressions* (for example, Headword = 'Test').
2. **AND**, **OR**, (,) and **NOT**) join valid expressions to form a larger expression (for example, Headword = 'Test' AND Translation = 'Test').

The operators have the following meanings:

- =

The field must contain exactly the value specified.

- <>

The field must not contain the value specified.

- <

The field can contain only values that are less than the value specified, for example, preceding the specified value in alphabetical sequence.

- >

The field can contain only values that are greater than the value specified, for example, following the specified value in alphabetical sequence.

- <=

The field can contain only values that are less than or equal to the value specified.

- >=

The field can contain only values that are greater than or equal to the value specified.

- **LIKE**

The field can contain values that are similar to the value specified, for example, they start with the specified value.

- **BETWEEN**

The field can contain values that are in a range between one value and another.

- **IN**

The field can contain values that match up to six different values.

- **AND**

This operator joins two expressions so that both expressions must match in order to let the entry pass the filter.

- **OR**

This operator joins two expressions so that one or both expressions must match in order to let the entry pass the filter.

- **NOT**

This operator specifies that the filter let pass only those entries that do not match the specified value.

- (and)

These operators are used to group expressions. Expressions in parentheses are processed before expressions without parentheses.

Note: All filters depend on the dictionary entry structure. This means that a filter created for one dictionary possibly refers to entry fields that are not contained in another dictionary. In such cases, it is recommended to create a new filter for each dictionary.

5.1.10.1 Prerequisites

Either the "Look up a Term" window or the "Print Dictionary" window is active.

5.1.10.1.1 Calling sequence

1. Select the **Use filter** option.
2. Click **Edit...**

The "Edit Dictionary Filter" window is displayed.

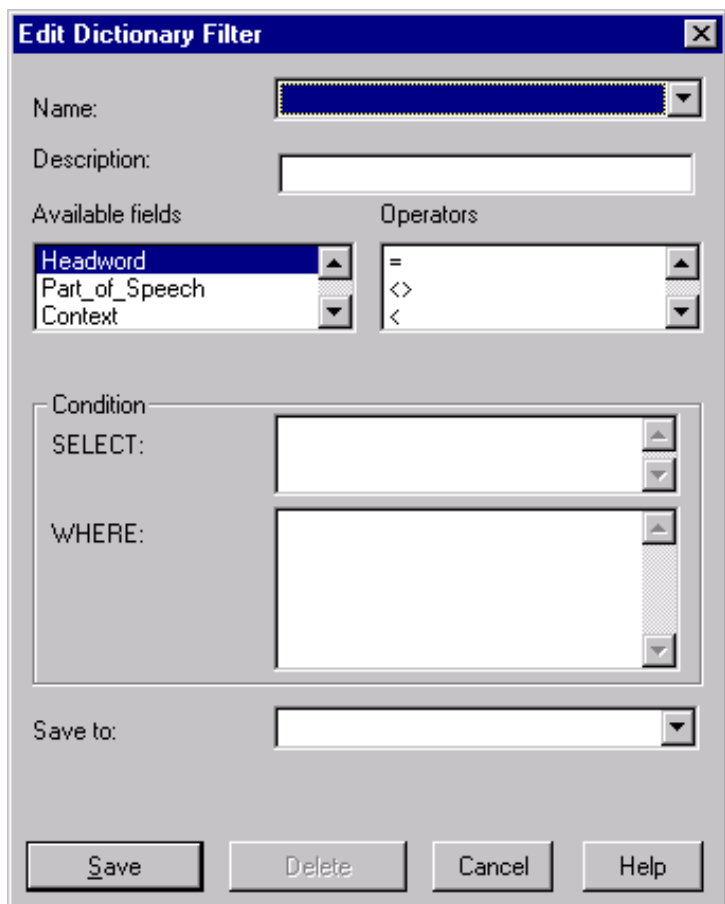


Figure 104. Edit Dictionary Filter window

5.1.10.1.2 Options and parameters

The dictionary-filter parameters are as follows:

- **Name**

Lists the name of all available filters. If you specified or selected an existing filter in the **Print Dictionary** or "Look up a Term" window, the name of this filter is displayed first in the list. If you specified a new filter in either of these windows, this field is empty and the new name is only displayed in the **Save to** box. If you want to change an existing filter, select this filter. If you want to create a new filter, skip this box.

- **Description**

Displays the description of a filter if one was entered. For a new filter, type a descriptive text.

- **Available fields**

Lists the name of all entry fields that a dictionary entry consists of. If you want all entry fields to appear in the printout or in the "Lookup Entry" window (depending on which window you came from) but do not specify any conditions for the entry fields, you can skip this box. If you want specific entry fields to appear in the printout or in the "Lookup Entry" window but do not want to specify any conditions for them, double-click these entry fields. They will appear in the **SELECT** box. If you also want to specify conditions for one or more entry fields using one of the operators =, <>, <, >, <=, >=, **LIKE**, **BETWEEN**, and **IN**, double-click the entry field and then double-click the operator. The "Set Dictionary Condition" window is displayed in which you can specify one or more values, depending on the operator that you selected. The condition that you specify is displayed in the **WHERE** box after you leave the "Set Dictionary Condition" window.

Note: The operators AND, OR, NOT, (, and) can only be selected for the WHERE box. Lists the entry fields defined for the selected dictionary.

- **Operators**

Lists the available operators that can be used with an entry field to specify a filter condition.

- **Condition**

Displays the defined filter condition:

◇ SELECT

Lists the entry fields that you selected in the **Available fields** box. Only those listed here will appear in the printout or in the "Lookup Entry" window, depending on which window you came from. To add more entry fields, double-click them in the **Available fields** box. To include all fields, leave this box blank or type an asterisk (*).

◇ WHERE

Contains the condition that you specified and that a dictionary entry has to match in order to pass the filter. A condition expression consists of an entry field, an operator, and a value. To add an expression, double-click an entry field in the **Available fields** box and then double-click one of the operators =, <>, <, >, <=, >=, **LIKE**, **BETWEEN**, and **IN**. The "Set Dictionary Condition" window is displayed in which you can specify one or more values, depending on the operator that you select. The expression that you specify is displayed in the **WHERE** box after leaving the "Set Dictionary Condition" window. To join expressions, move the cursor between the expressions to be joined and then double-click the operator **AND**, **OR**, or **NOT**. For example, Headword = 'Test' AND Translation = 'Test'. To group expressions, move the cursor to the beginning or end of an expression and then double-click the operator (or).

• Save to

Displays the filter name that you specified or selected in the **Print Dictionary** or "Look up a Term" window or selected from the **Name** list. You can type a new name or select the name of an existing filter. In the latter case, the existing filter is overwritten.

Select **Save** to create the new or changed filter. Select **Delete** to delete the displayed filter.

For example, if you want to create a filter that selects only those entries in the dictionary that begin with the letter *a*, define the filter as follows:

1. Click the field name *Headword* in the **Available fields** list box to mark it.
2. Double-click the *LIKE* operator in the **Operators** list box. The "Set Dictionary Condition" window appears.
3. Type *a** or *A** at the cursor position and click **Set**. The input can be in uppercase, lowercase, or mixed-case characters.
4. The condition is displayed in the **WHERE** field.
5. Enter a name for the filter (for example, **ONLYA**) in the **Save to** combination box.
6. Click **Save** to create the filter.

5.1.10.1.3 Results

The changed or new filter is saved and can be used for dictionary lookup or printing. You are returned to the previous window.

5.1.11 Renaming a dictionary

OpenTM2 enables you to give a dictionary a new name.

5.1.11.1 Prerequisites

The dictionary must exist.

5.1.11.1.1 Calling sequence

Select:

1. The dictionary from the "Dictionary List" window
2. **Rename** from the **File** menu

5.1.11.1.2 Options and parameters

• Rename to

Type a new name for the dictionary.

• Adjust all references automatically

If you select this option, all references to the renamed dictionary are also changed.

5.1.11.1.3 Results

If you select **Rename**, the dictionary and, optionally, any references to it are renamed.

5.1.12 Deleting a dictionary

Deleting a dictionary can be useful when you have exported it or archived it outside of **OpenTM2** and no longer need it, and you require free space on your disk. For deleting a shared dictionary, see [Deleting a shared dictionary](#).

5.1.12.1 Prerequisites

Make sure that you have a backup copy of the dictionary before deleting it if it contains important data.

5.1.12.1.1 Calling sequence

Select:

1. "Dictionary List" window
2. The dictionary you want to delete
3. **Delete** from the **File** menu

5.1.12.1.2 Options and parameters

A confirmation message appears before the dictionary is deleted.

If you select **No**, the delete function is canceled.

If you select **Yes**, the dictionary is deleted.

5.1.12.1.3 Results

If you select **Yes**, the dictionary is deleted. References to this dictionary may still exist in certain folders. Update the folder properties so that the deleted dictionary is not referenced anymore.

5.1.13 Editing a dictionary entry

Individual dictionary entries can be changed, for example, a new translation can be added or an existing obsolete translation deleted.

You can edit a dictionary entry at any time before, after, or during translation.

5.1.13.1 Prerequisites

The dictionary must exist.

5.1.13.1.1 Calling sequence

There are several ways to get to the "Edit Entry in Dictionary" window:

- To add, change, or delete a dictionary entry outside the **Translation Environment**, select:

1. The "Dictionary List" window
2. The dictionary you want to open
3. **Open** from the **File** menu
4. The term to enter in the "Look up a Term" window
5. **Headword** search type and click **Edit...**

- To add, change, or delete a dictionary entry in the **Translation Environment**, select:

1. The document for translation in the "Document List" window
2. **Open** from the **File** menu
3. The term in the document to add or modify by marking it
4. **Edit a term...** in the **Translate** menu

- Or select:

1. The term in the "Dictionary" window and double-click it
2. **Edit** in the "Lookup Entry" window

In all cases, the "Edit Entry in Dictionary" window is displayed.

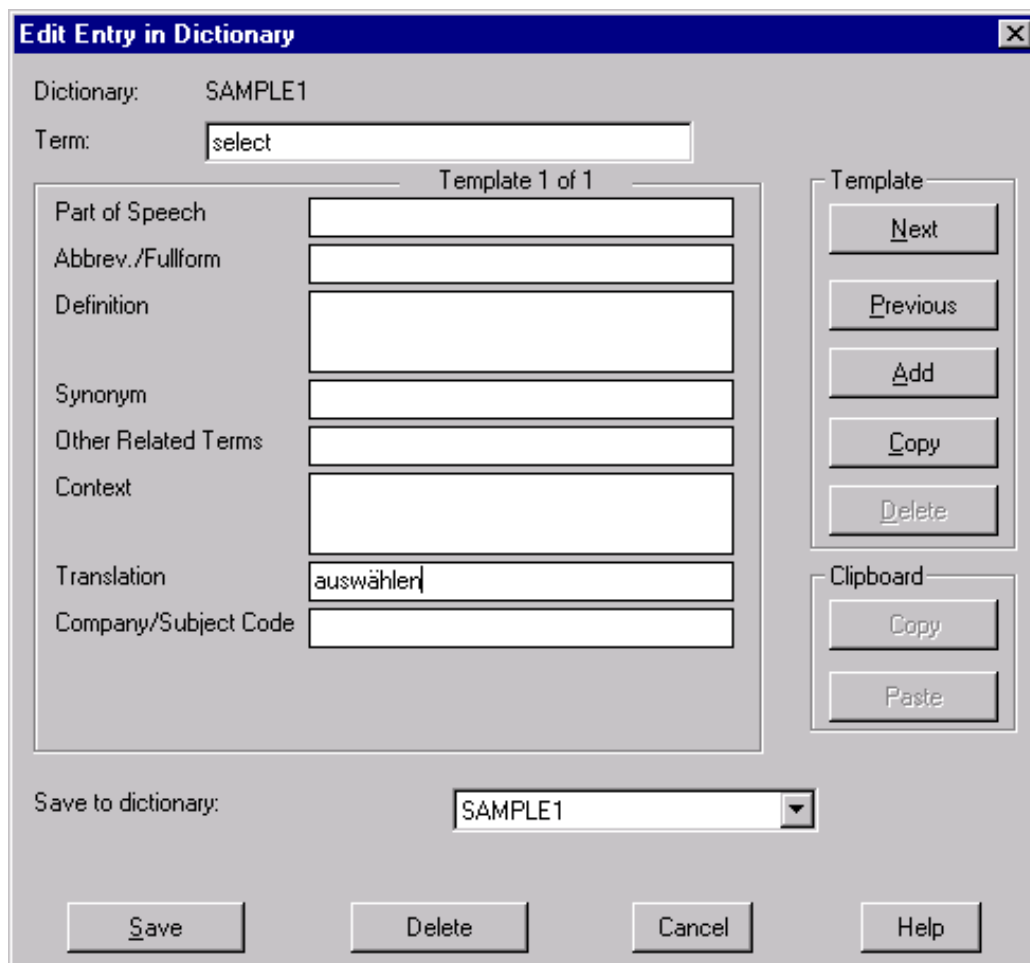


Figure 105. Edit Entry in Dictionary window

5.1.13.1.2 Options and parameters

The entry displayed in the "Edit Entry in Dictionary" window is split up into templates. A template is the complete dictionary entry information related to one translation. This window shows one template at a time.

If the term does not exist, only one empty template is displayed. If, on the other hand, the term exists, the first template (translation) is displayed.

- **Template 1 of 1**

The term in the sample window has one translation. This box displays all data related to this translation, this means, each entry field with its name and its contents.

- **Template**

The following options let you scroll through all templates of an entry or change complete templates.

Select:

- ◊ Next
To select the following template.
- ◊ Previous
To select the previous template.
- ◊ Add
To add an empty template for a new translation variant.
- ◊ Copy
To copy the contents of the currently displayed template into a new one where you can type over the contents to add the new translation. You would use **Copy** instead of **Add** in cases where only minor changes need to be made to a translation variant.
- ◊ Delete
To delete the currently displayed template.

• Clipboard

By selecting options in this box, you can move data from the current template to the clipboard and vice versa, for example, you can insert context information from the document in the **Translation Environment**.

◇ Copy

To copy a marked text to the clipboard.

◇ Paste

To copy a previously saved text from the clipboard to the current cursor position.

To delete the entire entry from the dictionary, click **Delete** at the bottom of the window.

Click **Save** to save your changes to the dictionary displayed in the **Save to dictionary** list box. In the **Translation Environment**, you can choose between any of the dictionaries opened for translation (defined as a folder property). Outside the **Translation Environment**, you can only save the data to the dictionary you explicitly selected.

5.1.13.1.3 Results

A new term is added to the dictionary, or an existing term is changed or deleted.

5.1.14 Exporting a dictionary

There are two ways to export dictionary data, within a folder in the internal **OpenTM2** format or as an external dictionary in SGML format.

Export a dictionary if you want to pass the dictionary on to other **OpenTM2** users or to create a backup copy of a dictionary. Protected dictionaries must be exported in a folder. For more information on folder export, see [Exporting a folder](#).

Exporting a dictionary into an SGML-based file is required if you want to use the dictionary data in environments other than **OpenTM2**.

Exporting a dictionary can also be part of the conversion of a dictionary into Unicode. To convert a dictionary into Unicode, you must first export it from OpenTM2 and then import it again. In both cases, you select **SGML Unicode** as export or import format.

5.1.14.1 Prerequisites

Sufficient disk space for the exported dictionary is available.

5.1.14.1.1 Calling sequence

Select:

1. The "Dictionary List" window
2. The dictionary you want to export
3. **Export...** from the **File** menu

The "Export dictionary" window is displayed.

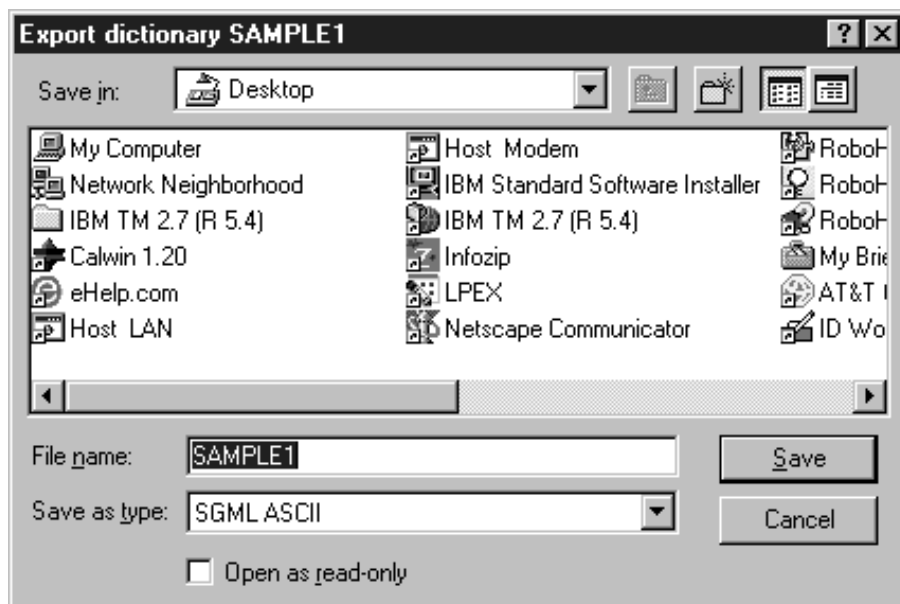


Figure 106. Export Dictionary window

5.1.14.1.2 Options and parameters

- **Save in**

Select the drive and directory to which the dictionary is to be exported.

- **File name**

Contains the name of the dictionary to be exported. You can overwrite it with a new name.

- **Save as type**

Select the format in which the dictionary is to be stored. Select **SGML Unicode** if the export is part of your conversion of the dictionary into Unicode.

Click **Save** to begin exporting the dictionary. If you specified a new directory name, you are prompted to confirm whether you want to create this new directory.

5.1.14.1.3 Results

An SGML-based dictionary file is created at the specified location and can be given to other users or programs for further usage.

5.1.15 Importing a dictionary

You can import a dictionary as an external dictionary (SGML-based) or within a folder in the **OpenTM2** format.

If you want to work with terminology created outside **OpenTM2**, create an SGML-based file (for more details, see [Creating an SGML-based dictionary](#)) and import this file into **OpenTM2**. You can either import the file into a new dictionary or merge the data into an existing dictionary.

Dictionaries imported in a folder are in **OpenTM2** format. If the dictionary does not exist, a new dictionary is created; if it does exist, the folder dictionary is merged into the existing one. For more information on folder import, see [Importing a folder](#).

When merging two dictionaries, the dictionary structure of the destination dictionary is maintained. Data in entry fields that exist only in the source dictionary and not in the destination dictionary will not be regarded and data may be lost. Entry fields not contained in the external dictionary will be empty in the dictionary after importing.

If you select to import an external dictionary under a new dictionary name, the "New Dictionary" window is displayed where all the properties are shown as they are coded in the SGML-based file. You can change certain properties if you want to, although this is not always advisable as the changed properties may be different from what is specified in the SGML file.

Importing a dictionary can also be part of the conversion of a dictionary into Unicode. To convert a dictionary into Unicode, you must first export it from OpenTM2 and then import it again. In both cases, you select **SGML Unicode** as export or import format.

5.1.15.1 Prerequisites

The SGML-based file for import must have been created according to the description in [Creating an SGML-based dictionary](#).

5.1.15.1.1 Calling sequence

Select:

1. The "Dictionary List" window
2. A dictionary if you want to merge dictionaries
3. **Import...** from the **File** menu

The "Import Dictionary" window is displayed.

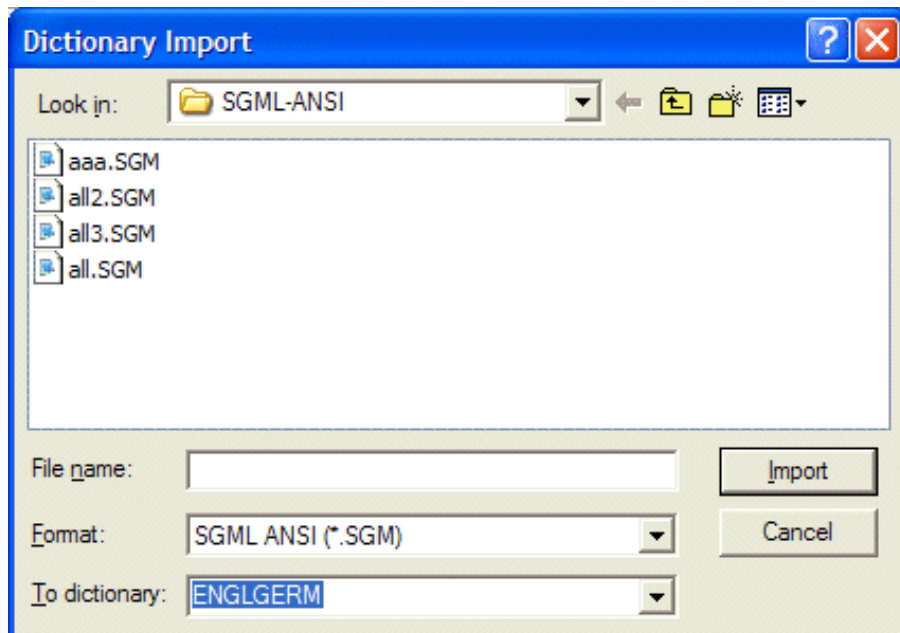


Figure 107. Import Dictionary window

5.1.15.1.2 Options and parameters

- **Look in**

Select the directory where the dictionary to be imported resides.

- **File name**

Enter the name of the external dictionary to be imported.

- **Format**

Select the format of the dictionary to be imported.

- **To dictionary**

Contains the name of the selected dictionary to be imported. You can overwrite this name to create a new dictionary or select a name from the list box to merge your file into an existing dictionary.

Click **Import** to begin the import function.

If **OpenTM2** detects an incorrect SGML tag in the SGML-based file, a message is displayed, asking you if you want to skip the entry containing the error or to cancel the import process.

If you selected to import an external dictionary under a new dictionary name, the "New Dictionary" window is displayed where all the properties are shown as they are coded in the SGML-based file. For more information, see [Creating a dictionary](#).

If you selected to merge the external dictionary into an existing dictionary in **OpenTM2**, remember that the dictionary structures may differ and that there may be identical terms. In case of conflicts you are prompted to specify additional options for merging dictionaries in the "Merge Dictionary Entries" window. For more information, see [\[Working with dictionaries#Merging dictionaries|Merging dictionaries\]](#).

5.1.15.1.3 Results

The external dictionary data is imported either under a new name or merged with an existing dictionary. You can begin to use it in **OpenTM2**. The external dictionary is unchanged.

5.1.16 Looking up a dictionary entry

There are several ways to look up dictionary entries in **OpenTM2**:

- During translation, **OpenTM2** automatically displays the translation of all terms in the currently active segment for which entries are found in the dictionaries selected for search in the folder. The dictionaries are searched in the order defined in the folder properties (see [Changing the properties of a folder](#)), and the first entry found is displayed in the dictionary window.
- To view the complete dictionary entry or to check if there are any further entries in other dictionaries, you can double-click the term, and the "Lookup Entry" window for this term is displayed, which allows you to select the dictionary (if the entry occurs in more than one of the folder dictionaries) and the lookup panel you want to see.
- You can also mark a term or a multiword term in the "Translation" window and select **Look up a term...** from the **Translate** menu. If the term is not found in the dictionaries, the "Look up a Term" window is displayed. If the term is found in the dictionaries, the "Lookup Entry" window is displayed containing the data for this term.

Outside the **Translation Environment** you can look up entries only in one dictionary at a time.

How to search for terms in a dictionary is described in [Searching for a dictionary entry](#). How to edit an existing entry in a dictionary after you have retrieved it is described in [Editing a dictionary entry](#).

5.1.16.1 Prerequisites

- The dictionary must exist.
- The term you want to look up must exist in the dictionary.

5.1.16.1.1 Calling sequence

Outside the **Translation Environment**, follow this procedure to look up a dictionary entry:

1. Select the "Dictionary List" window.
2. Double-click the dictionary you want to open. The "Look up a Term" window is displayed, where you can type the term, select your search type, and define a filter if you want to restrict your search. For more detail on defining a filter, see [Defining a dictionary filter](#).
3. Type the term you want to look up in the **Term** field.
4. Select the **Headword** search option.
5. If the term exists in the dictionary, click **Look up** in the "Look up a Term" window. Otherwise **OpenTM2** offers you to add the term to the dictionary (see also [Editing a dictionary entry](#)).

During translation in the **Translation Environment**, there are several ways to look up a dictionary entry:

- Using a displayed term in the "Dictionary" window, double-click the term you want to look up. The "Lookup Entry" window is displayed (see [Figure 108](#)).
- Using a term in the "Translation" window:
 1. Mark the term, possibly a multiword term.
 2. Select **Look up a a term...** from the **Translate** menu.

If the specified term does not exist in the selected dictionary, the "Look up a Term" window is displayed (see [Figure 111](#)) showing existing terms preceding and following the marked term in alphabetical sequence. For more information on searching, see [Searching for a dictionary entry](#).

In all cases, if the specified term exists in the dictionary, the "Lookup Entry" window is displayed.

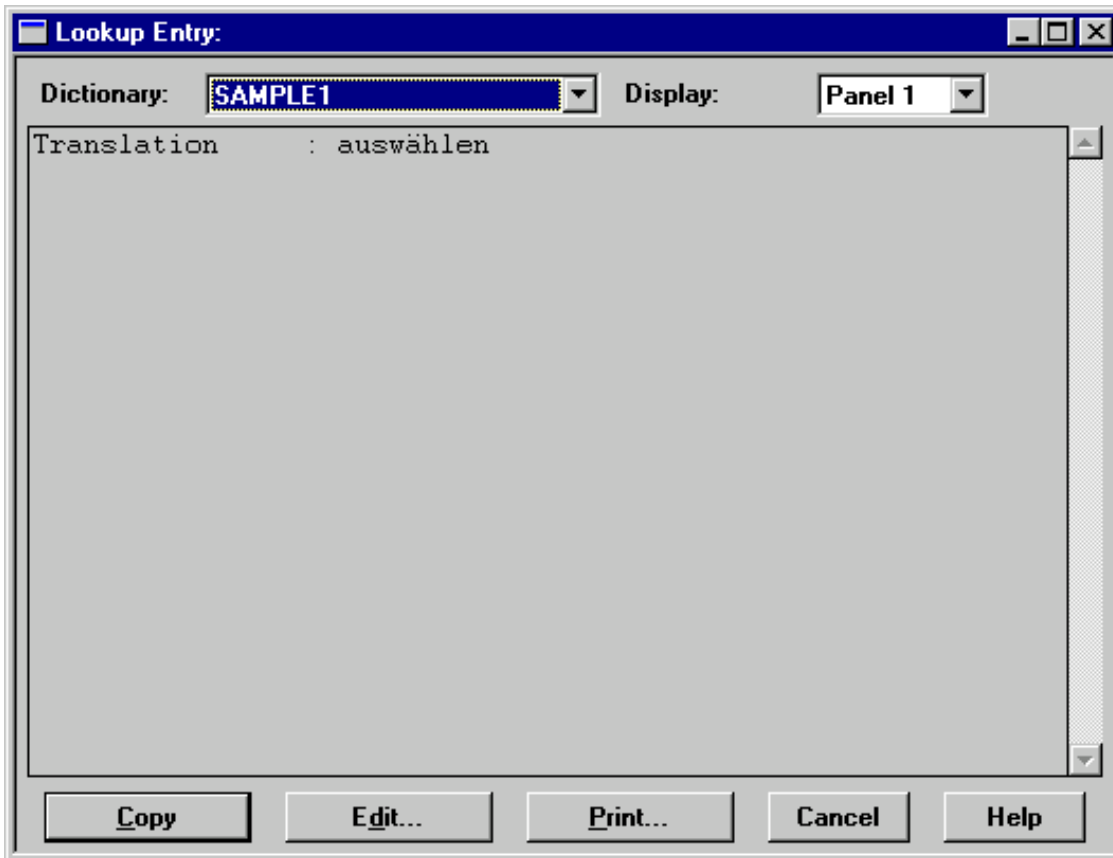


Figure 108. Lookup Entry window

5.1.16.1.2 Options and parameters

- **Dictionary**

This field contains the name of the first dictionary where the term and its entry data are found. If the lookup function was called from the **Translation Environment** and the folder properties contain more than one dictionary, you can switch between the different dictionaries to see whether the same term is in more than one dictionary.

- **Display**

In this field, you can switch between the lookup panels 1, 2, and 3 to display entry data of this term as defined in the dictionary structure.

The large center box contains entries for the found term in the displayed dictionary according to the panel selection.

Click **Print** to print the data of the term on your workstation printer.

Click **Edit?** if you want to edit the entry data of the found term in the "Edit Entry in Dictionary" window. For more information on editing, see [Editing a dictionary entry](#).

Click **Copy** to copy a marked text to the clipboard.

Click **Cancel** to leave the window.

5.1.16.1.3 Results

The entries for the selected term are displayed. The entries are changed, printed, or copied to the clipboard depending on the options you selected in this window.

5.1.17 Merging dictionaries

Merging two dictionaries is only supported when you import an external dictionary into an existing one in **OpenTM2**. When you do this, remember that the dictionary structure of the destination dictionary has precedence. You are warned if the dictionary structures differ, and **OpenTM2** allows you to create a new dictionary instead, to prevent any loss of data.

If, during dictionary merge, the same term exists in both dictionaries, the "Merge Dictionary Entries" window is displayed.

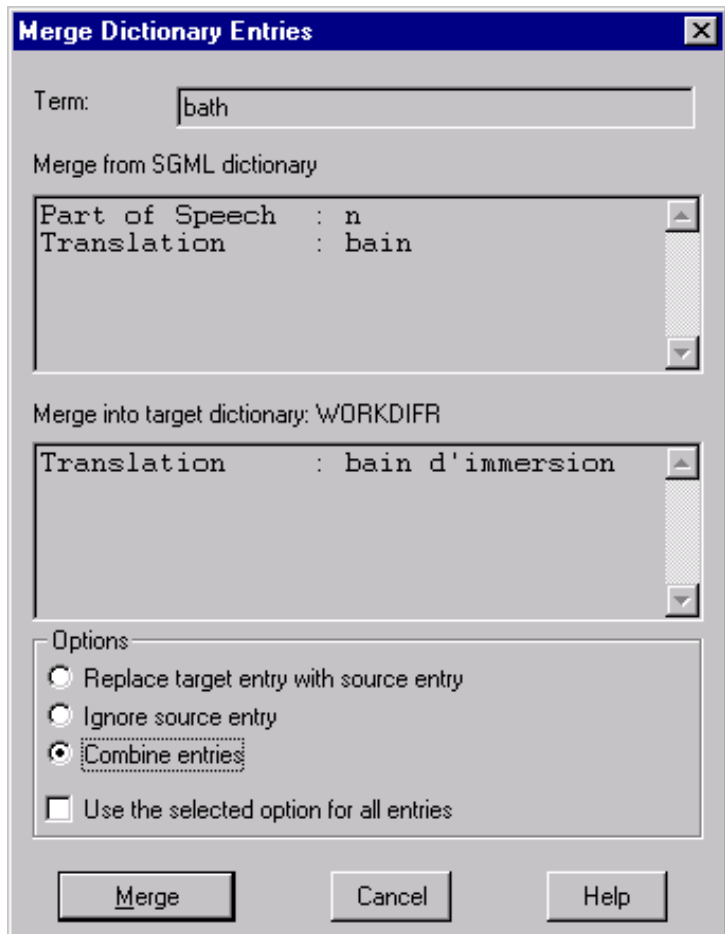


Figure 109. Merge Dictionary Entries window

5.1.17.1 Options and parameters

- **Term**

Displays the term that exists in both dictionaries.

- **Merge from SGML dictionary**

Contains the entries in the external dictionary for this term.

- **Merge into target dictionary**

Contains the entries in the existing dictionary for this term.

- **Options**

Depending on how you want to process the entries for the current term (displayed in the two boxes), select one of the following options or click **Cancel** to stop the merging:

- ◊ Replace target entry with source entry

This option only takes the source dictionary entry into consideration. The destination dictionary entry is overwritten.

- ◊ Ignore source entry

This option only takes the destination dictionary entry into consideration. The source dictionary entry is discarded.

- ◊ Combine entries

This option takes both the source dictionary and the destination dictionary entries into consideration, combining them to form one entry. Provided that the dictionary structures do not differ, no data is discarded or overwritten.

- **Use the selected option for all entries**

Select this option, if you do not want the "Merge Dictionary Entries" window to appear every time the same term is found in both dictionaries and you are sure that your selected merge option applies for all entries.

Click **Merge** to begin or to continue the merging.

Click **Cancel** to leave the merging and importing program.

5.1.17.1.1 Results

The external dictionary data is merged with the existing dictionary according to the specified options. The external dictionary is unchanged.

5.1.18 Opening a dictionary

To look at dictionary data, you must open it. In a dictionary, you can search for specified terms, you can look up the data of an existing term, you can change the entry data of an existing term, and you can add entries for new terms.

Opening a dictionary can be done in several ways outside the **Translation Environment** and during translation in the **Translation Environment**.

Opening a dictionary is automatically done, when you use one of the following functions:

- [Editing a dictionary entry](#)
- [Looking up a dictionary entry](#)
- [Searching for a dictionary entry](#)

5.1.19 Organizing a dictionary

Organizing makes the dictionary compact and increases performance. Dictionaries to which you frequently make changes should be organized periodically.

If an error occurs during dictionary processing, you are prompted to organize the dictionary because organizing often rectifies the error.

5.1.19.1 Prerequisites

The dictionary must exist.

5.1.19.1.1 Calling sequence

Select:

1. The "Dictionary List" window
2. The dictionary you want to organize
3. **Organize** from the **File** menu

The organize procedure starts immediately.

5.1.19.1.2 Options and parameters

None.

5.1.19.1.3 Results

The dictionary is organized, informing you how many terms have been organized, and you can continue using it.

5.1.20 Printing a dictionary

You can choose to print a complete dictionary or parts of it.

If you only want to print part of a dictionary, for example all entries with a headword starting with the letter *a*, or only some of the entry fields, or only the headwords and the translations, you can define a filter for the print function.

You must define the layout of your print output in format files that you edit with a text editor. In the print format file you define the entry fields to be printed and how they are arranged in the printout.

You can send your printout to an attached workstation printer or have the printout data sent to a file.

Before printing a dictionary or part of a dictionary, the output file structure must be determined. If you decide not to use one of the format files provided by **OpenTM2**, you must create this file in the subdirectory `\eq\prtfm`. For more information on how to use the sample format print files see [Defining the printout format](#). For a detailed description of the structure and syntax of a print format file see [Format files for printing a dictionary#Defining your own format file](#).

5.1.20.1 Prerequisites

- The dictionary must exist.
- The format file for the specific printout layout must exist.

5.1.20.1.1 Calling sequence

Select:

1. The "Dictionary List" window
2. The dictionary you want to print
3. **Print...** from the **File** menu

The "Print Dictionary" window is displayed.

Print Dictionary

Name: SAMPLE1
Description: Dictionary for Sample Session 1

Output to:
 Printer
 File Select...
Name:

Format:
Name:
Description: Format for SAMPLE1 and SAMPLE2

Filter:
 Use filter Edit...
Name:
Description:

Figure 110. Print Dictionary window

5.1.20.1.2 Options and parameters

• Name

The selected dictionary name.

• Description

The dictionary description text.

• Output to

In this box, select where you want to send your printout to:

◇ Printer

If you want the printout on your attached workstation printer.

◇ File

If you want the printout on file. Enter the complete file name specification?consisting of drive, path, file name?in the **Name** field yourself or click **Select?**, which takes you to the "Select File" window assisting you in selecting the drive, directory, and file name

(see [#Specifying an output file](#)).

• Format

Specify the print format file to be used:

◇ Name

Select a format file from the list of available files. If you created a new format file, it should appear in this list.

◇ Description

Describes the selected format file.

• Filter

Specify whether to use a filter. You can use an existing filter or change it or create a new filter.

◇ Use filter

To use a filter, select this option and specify which filter to use:

◇ Name

Lists all available filters. To use or change an existing filter, select it. To define a new filter, type the name in the list box.

◇ Description

Describes the selected filter.

Click **Edit?** to define the new filter or to change an existing one, which takes you to the "Edit Dictionary Filter" window. For more information on how to define filter conditions, see [Defining a dictionary filter](#).

Click **Print** to start the printing function.

5.1.20.1.3 Results

If you selected the **Printer** option, the dictionary printout is sent to your attached printer. If you selected the **File** option, the dictionary printout is stored in the specified file.

5.1.21 Defining the printout format

OpenTM2 provides sample print-format files that you can use to print dictionary data or as a basis for defining your own print output format.

To become acquainted with format files, use the FORMAT1.FRM print format file for printing one of the sample dictionaries provided in a sample folder (for example SAMPLE2).

When you change a format file or create one of your own, make sure you follow the required syntax of the format file. All print-format files are located in the subdirectory \eqf\prform.

The following sample files are provided by **OpenTM2**:

File name	Description
-----------	-------------

format1.frm	Prints each headword and its translation.
--------------------	---

format2.frm	Prints all templates for each entry without formatting.
--------------------	---

format3.frm	For this format file, it is recommended to select the File output option because it generates a BookMaster ^(R) source file (containing all templates for each entry). This file must be processed by BookMaster ^(R) outside OpenTM2 to obtain a formatted dictionary printout.
--------------------	--

format4.frm	Prints a dictionary extract consisting of cover page, body part, header section, and current page number for each page.
--------------------	---

All the print-format files provided by **OpenTM2** are described in detail in [Sample format files](#). For a complete and detailed description of the structure and syntax of print-format files see [Format files for printing a dictionary#Defining your own format file](#)|[Defining your own format file](#)].

Experienced users can use the print function also for generating new external dictionaries, which again can be imported and used in **OpenTM2**. For example, you can:

- Generate a reverse dictionary from an existing one (this means, generate a German to English dictionary from an English to German dictionary).
- Generate a new dictionary containing selected entries from another dictionary. This can be useful, for example, when you have a dictionary containing translations into several languages and want to extract the entry data related to translations into one of the languages.

5.1.22 Protecting a dictionary

To avoid uncontrolled modification, you can protect dictionaries, that is, everyone can browse these dictionaries, but only authorized persons responsible for updating dictionaries (for example, a terminologist) can make changes to them.

You protect them by assigning a password to them. You can protect dictionaries in the "New Dictionary" window when creating a new dictionary or in the "Dictionary Properties" window when viewing its properties by pressing the **Protect?** button.

If you are not authorized to edit a protected dictionary but want to make changes to existing entries or add new entries, you can do this by creating a new dictionary using the protected dictionary as a model. For more details see [Creating a dictionary](#). You can then use the new dictionary as an addendum dictionary to the protected one. Redefine any dictionary search sequence so that this addendum dictionary precedes the protected dictionary.

You can send this addendum dictionary to a person who is authorized to edit protected dictionaries and can update these dictionaries on the basis of the modifications and additions made in your addendum dictionary.

When you start creating a new dictionary, the unprotected mode is the default setting. In this mode you can carry out any modifications to that dictionary.

Dictionary task	Unprotected	Protected
Export to SGML-based dictionary	Yes	No
Delete a dictionary	Yes	Yes
Export folder with dictionary	Yes	Yes
Look up a dictionary entry	Yes	Yes
Edit a dictionary entry	Yes	No
Organize a dictionary	Yes	Password

The following table shows you which tasks you can perform with unprotected and protected dictionaries:

The following table shows the merge options that are available:

Dictionary merge from	To unprotected dictionary	To protected dictionary
SGML-based dictionary	Yes	Password
Unprotected folder dictionary	Yes	No
Protected folder dictionary	No	No

5.1.22.1 Calling sequence

To protect an existing dictionary, select:

1. The "Dictionary List" window
2. The dictionary you want to protect
3. **Properties...** from the **File** menu
4. **Protect** in the "Dictionary Properties" window

To protect a new dictionary, select:

1. The "Dictionary List" window
2. **New** from the **File** menu
3. **Protect** in the "New Dictionary" window

The "Protect Dictionary" window is displayed. Enter your new password twice and confirm by clicking **Protect**.

5.1.22.1.1 Results

The dictionary is protected, for example, only those that know the password have read-write access to the dictionary. Those who do not know the password have read-only access.

The protection status of a dictionary can be revoked if the password assigned to the respective dictionary is known.

5.1.22.1.2 Calling sequence

Select:

- The "Dictionary List" window
- The dictionary you want to unprotect
- **Properties...** from the **File** menu
- Click **Unprotect...**

The "Query Password for Dictionary" window is displayed.

This window is also displayed when you try to perform an action that makes changes to the dictionary.

In this window you can enter the dictionary password and confirm by pressing the **OK** button.

5.1.22.1.3 Results

The dictionary is unprotected and everyone can change it.

5.1.23 Searching for a dictionary entry

If you want to know whether a certain term is included in a dictionary, you can search for this term in several ways, this means with a:

- Complete or incomplete term
- Predefined search type
- Dictionary filter defined by you
- Combination of these

Searching for a term can be done outside the **Translation Environment** and during translation in the **Translation Environment**.

To search for a term, you specify the term and the search parameters in the "Look up a Term" window.

If more than one term matches with the specified search criteria, you can select the term you are currently interested in to display its data.

If the term is found in the dictionary, you can display and edit the complete entry in subsequent windows (**Look up Entry** and **Edit Entry in Dictionary**).

If the specified term is not found in the dictionary, you can add a new entry for this term. What you can do in the following windows is described in [Looking up a dictionary entry](#), and [Editing a dictionary entry](#).

5.1.23.1 Prerequisites

The dictionary must exist.

5.1.23.1.1 Calling sequence

To search for a term outside the **Translation Environment**, select::

1. The "Dictionary List" window
2. The dictionary you want to open
3. **Open** from the **File** menu

Alternatively, double-click the dictionary in the "Dictionary List" window in the main window.

To search for a term in the **Translation Environment**, select:

1. A term or a multiword term in the "Translation" window by marking it
2. **Look up a term...** from the **Translate** menu. If the term exists in the dictionary, the "Look up Entry" window for this term is displayed. For more information, see [Looking up a dictionary entry](#). If the term does not exist in the dictionary, **OpenTM2** starts searching for the term as if you specified the search option.

The "Look up a Term" window is displayed.

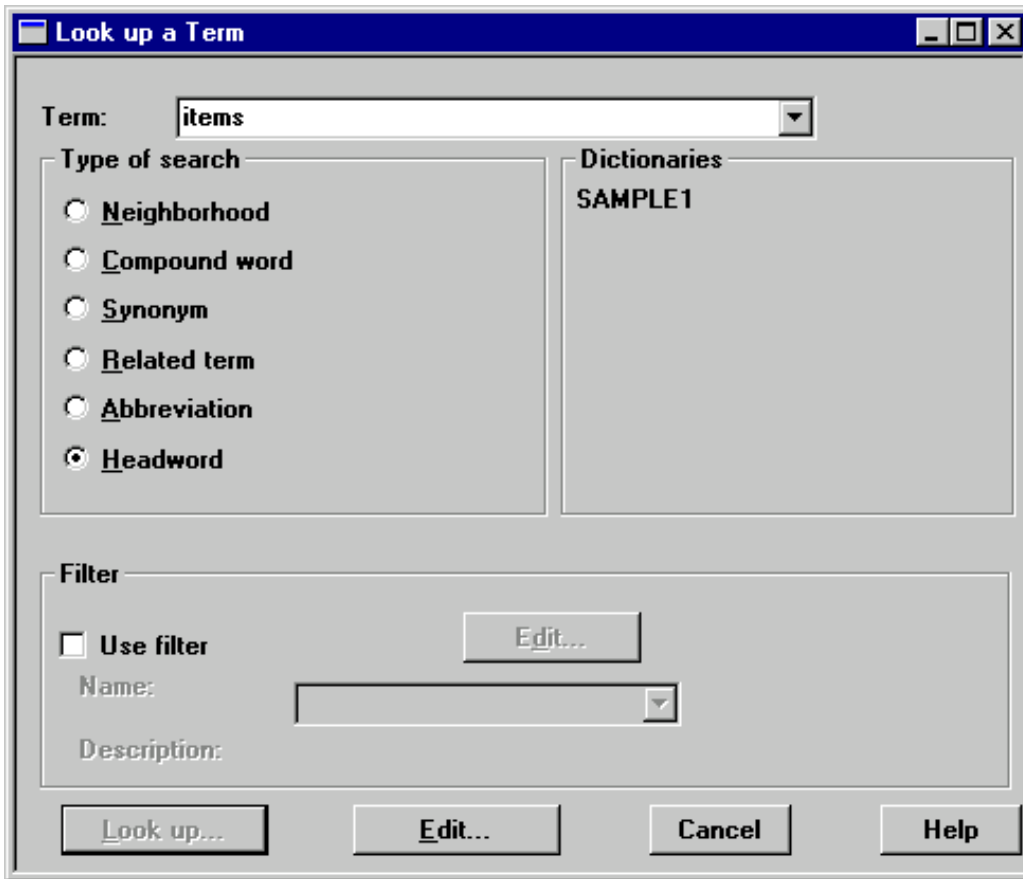


Figure 111. Look up a Term window

5.1.23.1.2 Options and parameters

• Term

If you came from the "Dictionary List" window, type the term you are looking for. You can type a single term or a multiword term. You can use an asterisk (*) to get a list of all terms in the dictionary, or use the asterisk as part of a term to get a list of terms. For example, enter *app** to get a list of all terms starting with the letters *app*. You can enter the term in uppercase, lowercase, or mixed-case characters.

If you came from the Translation Environment, the term that you highlighted or on which you positioned your cursor is displayed and a list of up to 30 terms preceding and following the term in alphabetical order.

• Type of search

The synonym, related term, and abbreviation search types are greyed out if the corresponding entry field does not exist in the dictionary.

Select one of the following search types:

◇ Neighborhood

To display the 30 terms preceding and the 30 terms following the specified term.

◇ Compound word

To retrieve all compound words that start with the specified term. For example, if the term **data** is looked up, the possible compound words that would be retrieved are:

- Data processing
- Data processing network
- Data processor

The displayed list is empty if no matches are found in the dictionary.

◇ Synonym

To retrieve all terms where the specified term is in the synonym entry field of the respective term. For example, if you specified the term *stream* with the **Synonym** search option, you would get *brook* and *rivulet*, if *stream* is contained in their dictionary entries. The displayed list is empty if no matches are found in the dictionary.

◇ Related Term

To display all terms related to the selected term. For example, if you specified the term **forest** with the **Related Term** search option, you would get **forestry commission** and **forester** as related terms if forest was entered in the related term entry field of their dictionary entries. The displayed list is empty if no matches are found in the dictionary.

◇ Abbreviation

To display all terms that have an abbreviation. For example, if you specified the term **appl.** with the **Abbreviation** search option, you would get **application** if **appl.** was entered in the abbreviation entry field of its dictionary entry. The displayed list is empty if no matches are found in the dictionary.

◇ Headword

To search only for the specified term. This is the default search option.

• **Dictionaries**

This box displays the name of the selected dictionary if you came from the "Dictionary List" window, or the name of one or more dictionaries used during the translation of the document if you came from the Translation Environment.

• **Filter**

Specify whether to use a filter to restrict the number of terms to be found. You can use an existing filter, change it, or create a new filter.

◇ Use filter

To use a filter, select this option and specify which filter to use:

◇ Name

Lists all available filters. If you want to use or change an existing filter, select it. If you want to define a new filter, enter a name in the list box.

◇ Description

The description of the selected filter.

Click **Edit?** to define the new filter or to change an existing one, which takes you to the "Edit Dictionary Filter" window. For more details on how to define filters, see [Defining a dictionary filter](#).

Click **Look up?** to start the search.

Click **Edit?** to display the "Edit Entry in Dictionary" window in which you can edit the selected term, if it already exists in the dictionary, or define it to the dictionary as a new term.

5.1.23.1.3 Results

If you selected the **Headword** search type and an entry for the specified term is found in the dictionary, the "Lookup Entry" window is automatically displayed containing the data for this entry. For more information, see [Looking up a dictionary entry](#).

If you selected the **Headword** search type and the term is not found in the dictionary and you clicked **Look up?**, a message appears asking if you want to add the term to the dictionary. If you add the term, you are automatically taken to the "Edit Entry in Dictionary" window. For more information, see [Editing a dictionary entry](#).

If you selected **Neighborhood** search, and the term is not found in the dictionary, a list of up to 60 terms is displayed in alphabetical order where the specified term would appear in the middle. If more than one term satisfies the specified search criteria, a list of up to 60 terms is displayed from which you can select a term and use it for a **Headword** search request.

If the specified term exists in the selected dictionary and you selected **Edit?**, the "Edit Entry in Dictionary" windows is displayed. For more information, see [Editing a dictionary entry](#).

5.1.24 Viewing the properties of a dictionary

The main properties of a dictionary are:

• **Name**

The name of the dictionary. It cannot be changed for an existing dictionary.

• **Source language**

The source of the dictionary, this means, the language of the terms (headwords). It cannot be changed for an existing dictionary.

• **Drive**

The drive where the dictionary resides. It cannot be changed for an existing dictionary.

• **Description**

The description of the dictionary. It can be up to 255 characters long.

- **Location**

Can be **local** (only one translator at a time can use it) or **shared** (several translators can use it simultaneously).

- **Entry fields**

Contains the entry fields that make up the dictionary structure. For an existing dictionary you can only change the name of a field and the lookup panel number.

- **Protected?**

Specifies whether the dictionary is protected against unauthorized modifications.

5.1.24.1 Prerequisites

The dictionary must exist.

5.1.24.1.1 Calling sequence

Select:

1. A dictionary from the "Dictionary List" window
2. **Properties Summary...** from the **File** menu

5.1.24.1.2 Results

A document in HTML format is displayed containing a summary of the dictionary properties.



Figure 112. Dictionary Properties document

If you want to view more properties or change the properties of a dictionary, refer to [Changing the properties of a dictionary](#).

5.1.25 Changing the properties of a dictionary

The properties of a dictionary are its individual characteristics. Some properties, for example the dictionary structure and the size of an entry field, cannot be changed when the dictionary has been created. Others, for example which lookup panels are to display which data, can be changed.

5.1.25.1 Prerequisites

The dictionary must exist.

5.1.25.1.1 Calling sequence

Select:

1. The "Dictionary List" window
2. The dictionary from the list of dictionaries
3. **Properties...** from the **File** menu

This takes you to the "Dictionary Properties" window.

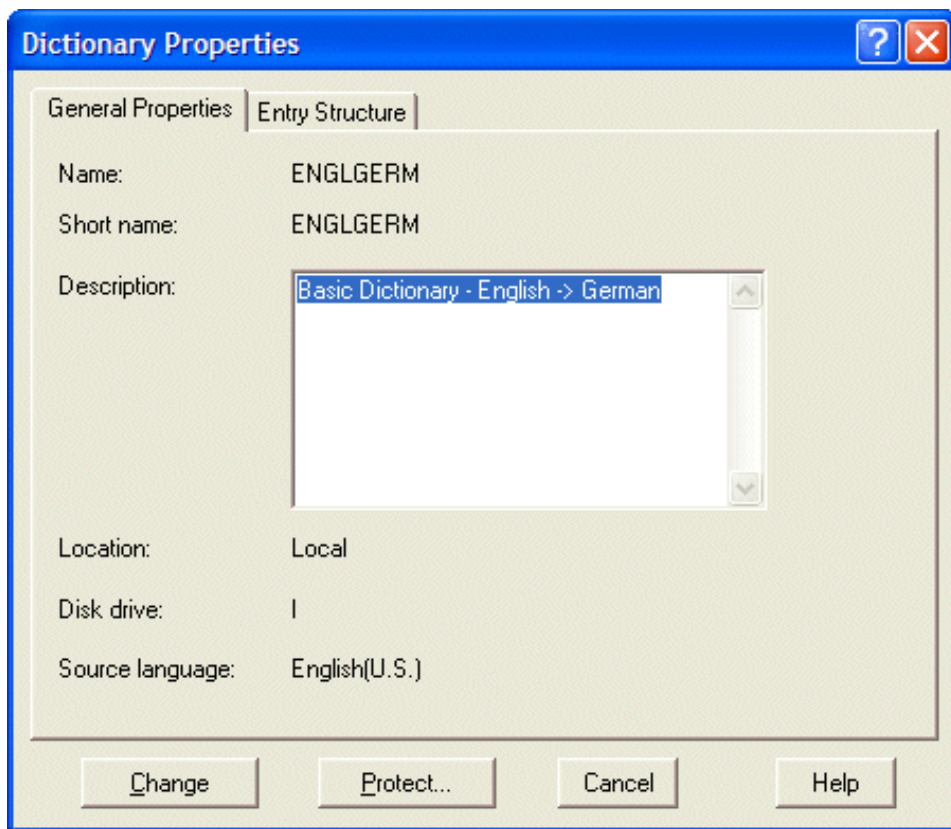


Figure 113. Dictionary Properties window

5.1.25.1.2 Options and parameters

The "Dictionary Properties" window lists the characteristics of the selected dictionary.

For an existing dictionary, only the following properties can be changed:

- The dictionary description
- The lookup display panel of an entry field
- The name of an entry field

On the "General Properties" page:

- **Name**

The name of the dictionary. It cannot be changed for an existing dictionary.

- **Short name**

The short name of the dictionary.

- **Description**

The description of the dictionary. It can be up to 255 characters long.

- **Location**

Can be **local** (only one translator at a time can use it) or **shared** (several translators can use it simultaneously).

- **Disk drive**

The drive where the dictionary resides. It cannot be changed for an existing dictionary.

- **Source language**

The source of the dictionary, this means, the language of the terms (headwords). It cannot be changed for an existing dictionary.

On the "Entry Structure" page:

- **Entry fields**

Contains the entry fields that make up the dictionary structure. For an existing dictionary you can only change the name of a field and the lookup panel number.

- **Display**

Click the **Panel** number on which you want this entry field displayed in the "Lookup Entry" window. **Omit** means you do not want this entry field to be displayed at all. The entry field is not deleted from the entry structure. **Aut. Lookup** displays the complete entry field information in the window showing the found dictionary proposals during translation.

- **Level**

Shows the level of the selected entry field. It cannot be changed for an existing entry.

- **Size**

Shows the size of the selected entry field. It cannot be changed for an existing entry.

To change the name given to an entry field click **Change name?**. For example, you can change the name of the *Headword* entry field to *Term*. For more information on renaming entry fields see [Renaming a dictionary entry field](#).

To avoid unauthorized modification of a dictionary, you can protect it by clicking **Protect** and typing a password in the "Protect Dictionary" window. Then the dictionary can only be modified when the correct password is entered. For more detail on how to protect and unprotect dictionaries see [Protecting a dictionary](#).

Click **Change** to change dictionary properties.

5.1.25.1.3 Results

The dictionary properties are changed according to your specifications.

5.1.26 Viewing the details of a dictionary

In its simplest form, the "Dictionary List" window lists all of the available dictionaries. However, if you want to see more specific details of each dictionary, you can change your view of the "Dictionary List" window to have it display individual properties, such as the source language, location, or description of a dictionary.

The details selectable for a dictionary are:

- **Name**

The name of the dictionary.

- **Description**

The description of the dictionary.

- **Drive**

The drive on which the dictionary resides.

- **Owner**

Shows who created the dictionary (if it is a shared one). If it is a local dictionary, n/a is displayed.

- **Source language**

The source language of the dictionary, this means the language of the headwords.

You can toggle between two display modes:

- Display the dictionary names only
- Display the names and details

You can change the arrangement of the dictionary details in the "Change Details" window.

For a general description see [Viewing and changing the details of a list item](#).

5.1.27 Option to select dictionary lookup for compound words in editor

User Interface

The new option can be activated or de-activated using the "Show single words of compound terms in auto-lookup" option of the Dictionary tab of the "Profile settings" dialog of the TranslationEnvironment:

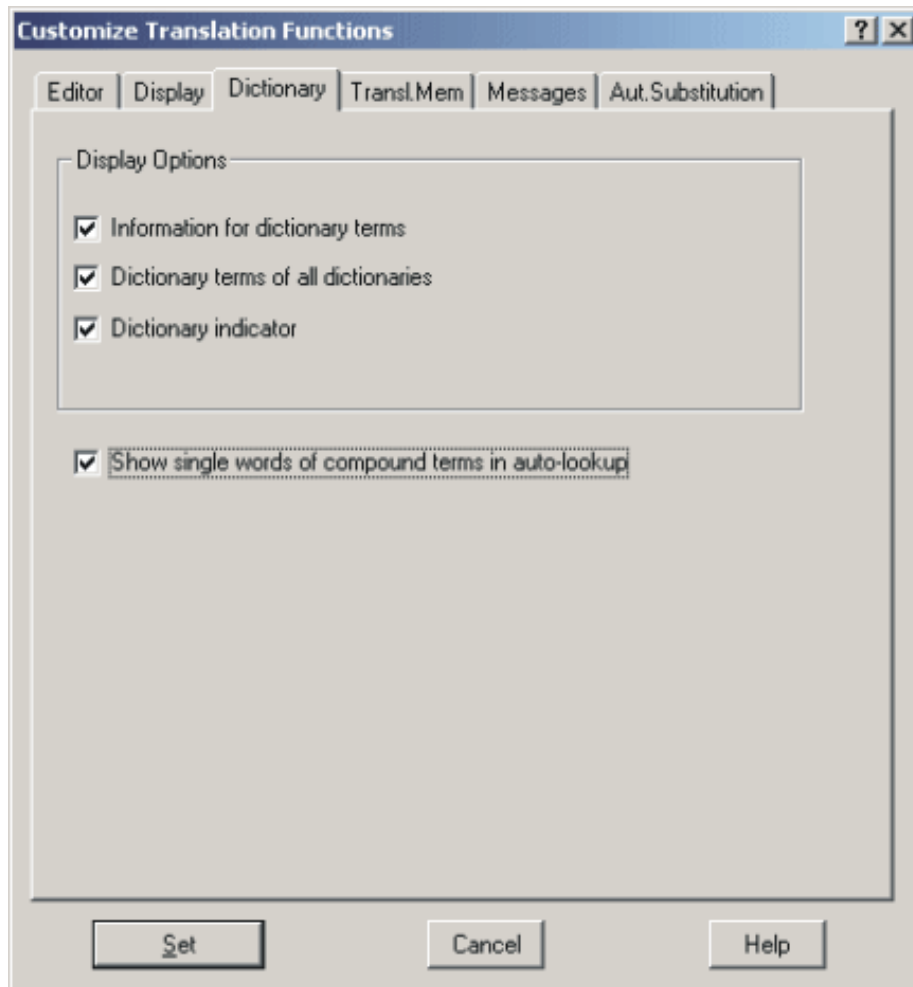


Figure 114. Dictionary Lookup

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

An example:

Assume a dictionary containing the terms "data", "data processing", "data processing unit", and "unit". If a segment contains the term "data processing unit" the dictionary window will show the translations for "data", "data processing", "data processing unit", and "unit" if the option is active and "data processing unit" if the option is inactive..

5.1.28 Viewing style indicators for dictionary terms

The style of dictionary terms can be specified using the "Style" field (<estyle>) on sense level and the "Trans Style" field (<tstyle>) on target level.

The following style values are predefined:

- Positive styles values: "preferred"
- Negative style values: "deprecated", "non standard", and "no longer used"

When a term with predefined style information is displayed in the dictionary lookup window of the TranslationEnvironment, a style indicator is displayed before the term for styles on sense level and before the term translation for styles on target level.

For the positive style values this indicator is a plus sign ('+') with green background. The indicator for negative style values is the minus sign ('-') with red background.

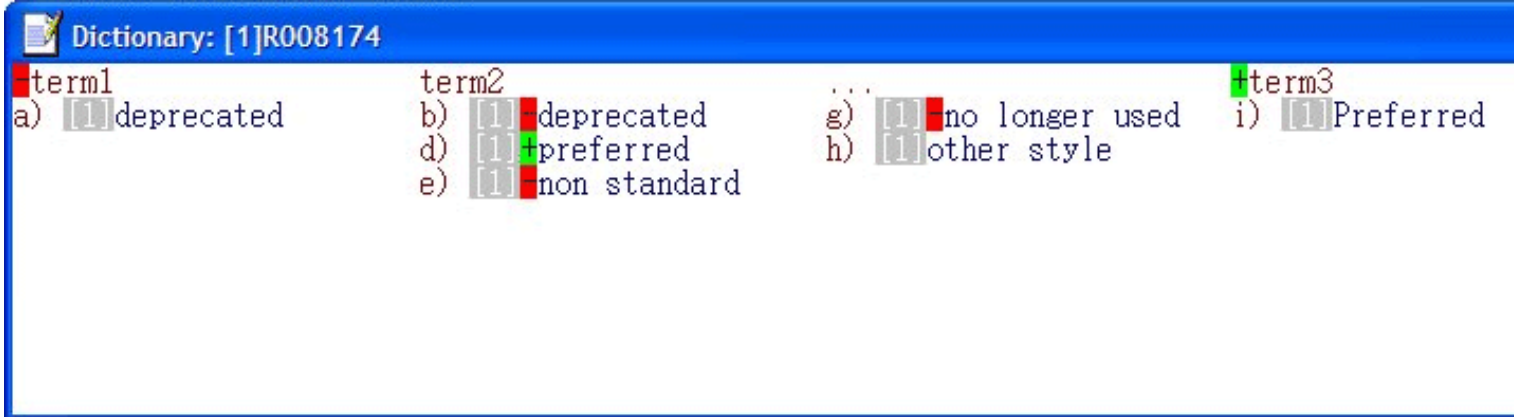


Figure 115. Style indicators for dictionary terms

6 Working with terminology lists

You use terminology lists to tell **OpenTM2** to look for or ignore specific terms when checking a document.

OpenTM2 creates terminology lists during document analysis. The lists are compiled by comparing terms in a document with selected dictionaries.

In **OpenTM2**, you can generate and work with the following types of terminology lists:

6.1 New terms lists

New terms are terms in a document that are not contained in specified dictionaries. You can use new terms lists to create a project-specific dictionary, to create your personal dictionary with terms that are often used for specific terminology, or to extend an existing dictionary.

6.1.1 Found terms lists

Found terms are terms in a document that are also contained in specified dictionaries. You can use found terms lists to copy existing entries from one dictionary to another or to check the used terminology in a dictionary before you use the dictionary for translation.

6.1.1.1 Exclusion lists

Exclusion lists contain terms that **OpenTM2** can ignore when searching for new and found terms. Exclusion lists can be generated by copying selected new terms and found terms, or by editing in **OpenTM2** or outside the system. By using such an exclusion list, you can reduce the number of terms to be included the next time you create a new terms list or a found terms list. Exclusion lists usually contain so-called noise words. For each installed language support, **OpenTM2** already provides such a list.

A terminology list usually contains terms of only one language. When you copy a term from a terminology list to a dictionary, the source language of the dictionary must be the same.

6.1.2 Overview and terminology

All types of terminology lists can be *exported*, this means they are converted to an *external* format that is SGML based. A file with this format can be used to exchange the data of a list with other users or applications.

External terminology lists can be edited or created by other systems; to use them in **OpenTM2**, you *import* them.

A description of the external format is given in [Creating an external terminology list](#).

6.1.3 What you can do with terminology lists

You can start most of the functions related to terminology lists from the related list window, as shown in the following example.

6.1.3.1 Prerequisites

None.

6.1.3.1.1 Calling sequence

Select:

1. Utilities from the action bar
2. **Display terminology lists** from the menu
3. One of the list types offered in the cascaded window: **Exclusion Lists**, **Found Terms Lists** or **New Terms Lists**.

One of the list windows is displayed, for example the "New Terms Lists" window. The list window contains the list of existing terminology lists, in this example all new terms lists. Actions on a terminology list can be started by selecting a list name and an action from the **File** menu.

6.1.4 Creating a terminology list

Depending on the type of terminology list to be created, there are different ways to do this:

- New terms lists or found terms lists are usually created during the analysis of a document. An overview of how to do this is given in [?Analyzing documents using dictionaries?](#).
- Exclusion lists can be created in a **OpenTM2** window as described in [?Creating an exclusion list?](#).

You can also create an exclusion list from an existing new terms list or found terms list. This is explained in [Opening and changing a terminology list](#).

Another general way is to create an external terminology list outside of **OpenTM2**, which can be imported. This is explained in [Creating an external terminology list](#).

6.1.4.1 Creating a list of new terms or found terms

New terms lists and found terms lists are created during analysis of a document.

6.1.4.1.1 Prerequisites

- At least one document must exist.
- At least one dictionary must exist.

6.1.4.1.2 Calling sequence

Select:

1. The document in the "Document List" window
2. **Analyze...** from the **File** menu
3. **Create lists** in the "Analyze Documents" window
4. **Create list of new terms** or **Create list of found terms** in the "List Settings" window
5. Any dictionaries to be used
6. **Set** to return to the previous window
7. **Analyze** to begin the analysis and the creation of the selected terminology lists

6.1.4.1.3 Options and parameters

For a detailed description of the options see [Analyzing a document](#).

6.1.4.1.4 Results

The terminology lists are created according to your specifications.

6.1.4.2 Creating an exclusion list

You can create an exclusion list from an existing new terms list or found terms list. This procedure is explained in [Opening and changing a terminology list](#).

You can also create an exclusion list from the "New Exclusion List" window or the "Edit Exclusion List" window.

6.1.4.2.1 Prerequisites

The "Exclusion Lists" window is active.

6.1.4.2.2 Calling sequence

Select **New?** from the **File** menu. The "New Exclusion List" window is displayed.

6.1.4.2.3 Options and parameters

The upper list box is empty. Here you can define the terms for the new exclusion list:

- To add a term, press Enter and type a term in the empty line.
- To delete a term already entered, mark it with the mouse and press Enter.
- To change a term already entered, overwrite it. Pasting from the clipboard is also supported.

6.1.4.2.4 Name

Type the name of the new exclusion list.

To save the terms in the new exclusion list, select the **Create** button. If you do not want to create the exclusion list anymore, select the **Cancel** button.

6.1.4.2.5 Results

If you selected the **Create** button, the exclusion list is created with the terms entered and you can use it in the analysis of a document. If you selected the **Cancel** button, no new exclusion list is created.

6.1.5 Creating an external terminology list

Although **OpenTM2** offers functions for the creation of terminology lists where you only specify some parameters in a window, you can also create them outside of **OpenTM2**.

This can be useful when you already have terminology lists available in a format of your own, which you must only convert to the format you can import in **OpenTM2**.

External new terms lists and external found terms lists must be created in an SGML format to import them.

External exclusion lists are created without SGML tags. If you want to create an exclusion list outside of **OpenTM2**, you can write a list of terms in an editor of your choice, where each line contains one term, and then import it in external format. The list can have any number of terms. For details on importing terminology lists see [Importing a terminology list](#).

A new terms list requires as first tag in the first line <NTLIST> and as the very last tag in the last line of the list the tag </NTLIST>. The same applies to a found terms list, except that you must use the tags <FTLIST> and </FTLIST>.

The description of an entry always starts with the start tag <TERM> and ends with the corresponding end tag </TERM>.

The term itself is between the start tag <LEMMA> and the end tag </LEMMA>.

To add context information to a term, the context information must have the start tag <CONTEXT>, and the end tag </CONTEXT>. Adding context information is optional; you can include more than one context.

To insert the term **address** to a terminology list without context information, your entry would look as follows:

```
<TERM>
<LEMMA>address</LEMMA>
</TERM>
```

When you want to insert the term **hardware** to a terminology list with information about two contexts, your entry would look as follows:

```
<TERM>
<LEMMA>hardware</LEMMA>
<CONTEXT>However, before selecting your hardware devices,
you should understand your data processing requirements. </CONTEXT>
<CONTEXT>This publication assists you in selecting
a hardware configuration. </CONTEXT>
</TERM>
```

You can insert as much context information as you want, but each piece of context information needs the start and the end tag.

A new terms list with the entries **hardware**, **software**, **term**, **context**, and with some context information for the first and last entry would have the following layout:

```
<NTLIST>
<TERM>
<LEMMA>hardware</LEMMA>
<CONTEXT>Your hardware requirements are as follows:</CONTEXT>
</TERM>
<TERM>
<LEMMA>software</LEMMA>
</TERM>
<TERM>
<LEMMA>term</LEMMA>
</TERM>
<TERM>
<LEMMA>context</LEMMA>
<CONTEXT>The context information must be stored between a start
and end tag.</CONTEXT>
</TERM>
</NTLIST>
```

You do not have to sort your entries in alphabetical order. This is done during importing.

How to import the new list is described in [Importing a terminology list](#).

6.1.6 Deleting a terminology list

6.1.6.1 Prerequisites

The list window that contains the terminology list to be deleted is active.

6.1.6.1.1 Calling sequence

Select:

1. The terminology list to be deleted
2. **Delete** from the **File** menu

6.1.6.1.2 Options and parameters

Before the system deletes the selected list, it asks you to confirm whether you really want it:

- If you select **No**, you can leave the delete function.
- If you select **Yes**, the list is deleted.

6.1.6.1.3 Results

If you selected **Yes**, the list is deleted; otherwise it remains unchanged.

6.1.7 Exporting a terminology list

You can export a terminology list to give it to another user, for example, another translator who needs it for the translation of another document. You can choose to export the list in **OpenTM2** or external format.

In order to exchange the data with other **OpenTM2** users, select the **OpenTM2** format. If you want to pass the list to another program, you should select the external format.

When you export in external format, the found terms lists and the new terms lists are exported in SGML format. You can find a description of this format in [Creating an external terminology list](#).

When you export an exclusion list in external format, it is written as an ASCII-coded file.

6.1.7.1 Prerequisites

The list window that contains the terminology list to be exported is active.

6.1.7.1.1 Calling sequence

Select:

1. The terminology list to be exported
2. **Export...** from the **File** menu

For an exclusion list, the "Export Exclusion List" window is displayed .

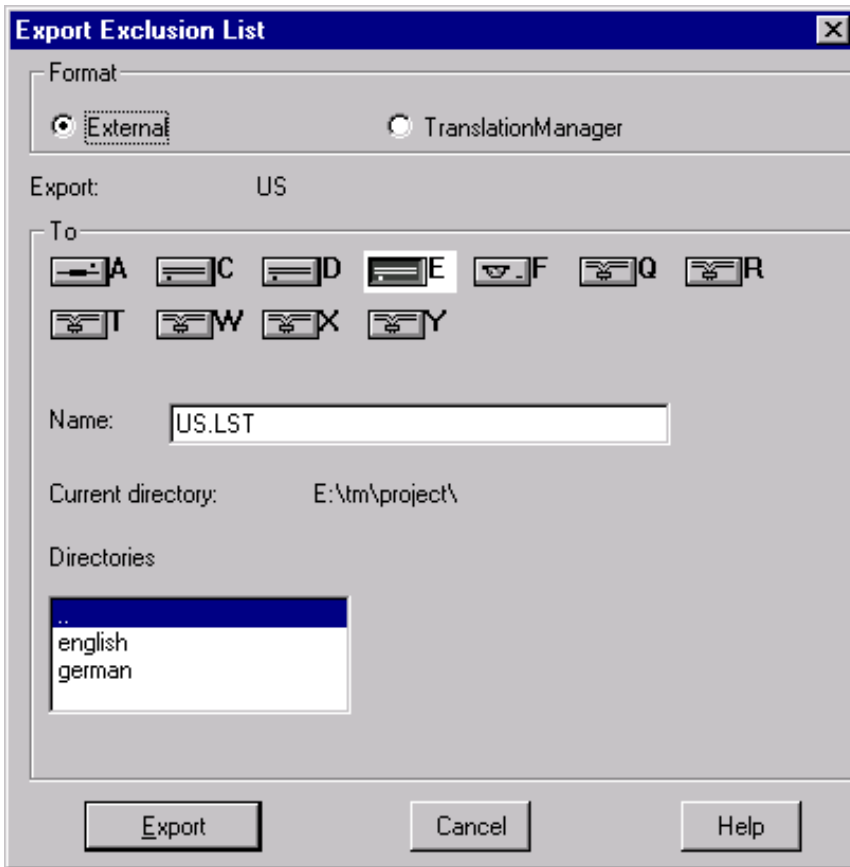


Figure 116. Export Exclusion List window

6.1.7.1.2 Options and parameters

Depending on the format selected, this window offers a different number of options and parameters. For exporting in **OpenTM2** format, specify the following:

- **Format**

Select **OpenTM2**.

- **To**

Select the drive to which you want to export the terminology list.

For exporting in external format, specify the following:

- **Format**

Select **External**.

- ◇ **To**

Specify the needed parameters where to store the terminology list and select the drive to which you want to export the list.

- ◇ **Name**

Define the file name for the exported list.

- ◇ **Current directory**

Displays the directory selected from the **Directories** list box.

- ◇ **Directories**

Contains all available directories on the drive selected. Select the directory where to store the exported list.

To start the exporting function, select **Export**.

6.1.7.1.3 Results

The selected terminology list is now exported in the selected format. The file in the internal format can only be used by **OpenTM2** users. The file in the external format can be used or changed by other applications. In [Creating an external terminology list](#) you find a description of how to work with external lists.

6.1.8 Importing a terminology list

If a terminology list has been created by another **OpenTM2** user, you must import it to make it available in **OpenTM2**.

6.1.8.1 Prerequisites

To import a new terms list, the "New Terms Lists" window must be active.

- To import a found terms list, the "Found Terms Lists" window must be active.
- To import an exclusion list, the "Exclusion Lists" window must be active.

6.1.8.1.1 Calling sequence

Select **Import?** from the **File** menu.

For an exclusion list, the "Import Exclusion List" window is displayed.

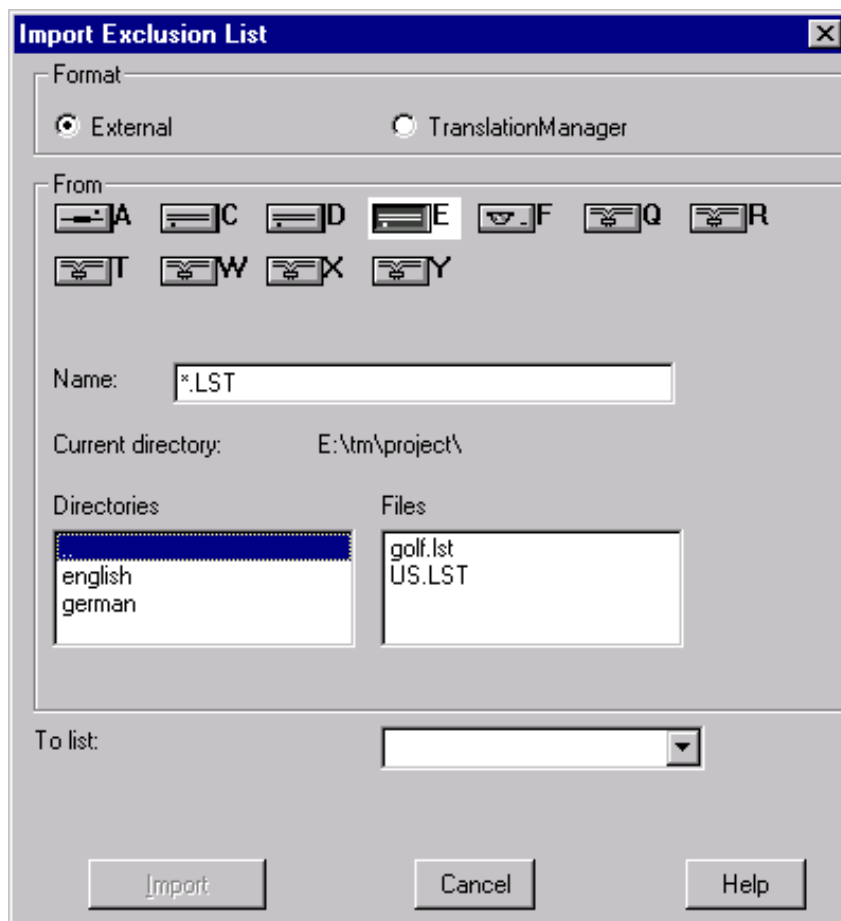


Figure 117. Import Exclusion List window

6.1.8.1.2 Options and parameters

Depending on the format selected, this window offers a different number of options and parameters:

For importing in **OpenTM2** format, specify the following:

- **Format**

Select **OpenTM2**.

- **From**

Select the drive from which you want to import the terminology list. When you have selected a drive the terminology lists are automatically displayed in the list box. Select the list you want to import.

- **To list**

Type the name under which you want the data stored in **OpenTM2**.

For importing in external format, specify the following:

- **Format**

Select **External**.

- ◊ **From**

OpenTM2 needs information where the terminology list to be imported currently resides:
Select the drive where the external list is stored.

- ◊ **Name**

Type the name of the external list.

- ◊ **Current directory**

Displays the directory selected from the **Directories** list box.

- ◊ **Directories**

Select the directory containing the external terminology list from the list of directories on the selected drive.

- ◊ **Files**

Select the file name of the external terminology list from the list of names in the currently selected path.

- **To list**

Type the name under which you want the data stored in **OpenTM2**.

To start the importing function, select the **Import** button.

6.1.8.1.3 Results

The terminology list is stored in **OpenTM2** and can be used for further processing.

6.1.9 Opening and changing a terminology list

You open a list to work with it, for example, to copy entries from the terminology list to a dictionary or to another list.

6.1.9.1 Prerequisites

The list window that contains the terminology list to be opened is active.

6.1.9.1.1 Calling sequence

Select:

1. The terminology list to be opened
2. **Open** from the **File** menu

One of the following windows is displayed, depending on the type of list selected:

- "Work with Found Terms List"
- "Work with New Terms List"
- "Edit Exclusion List"

See the "Work with New Terms List" window, as an example.

The "Edit Exclusion List" window is explained in [Editing an exclusion list](#).

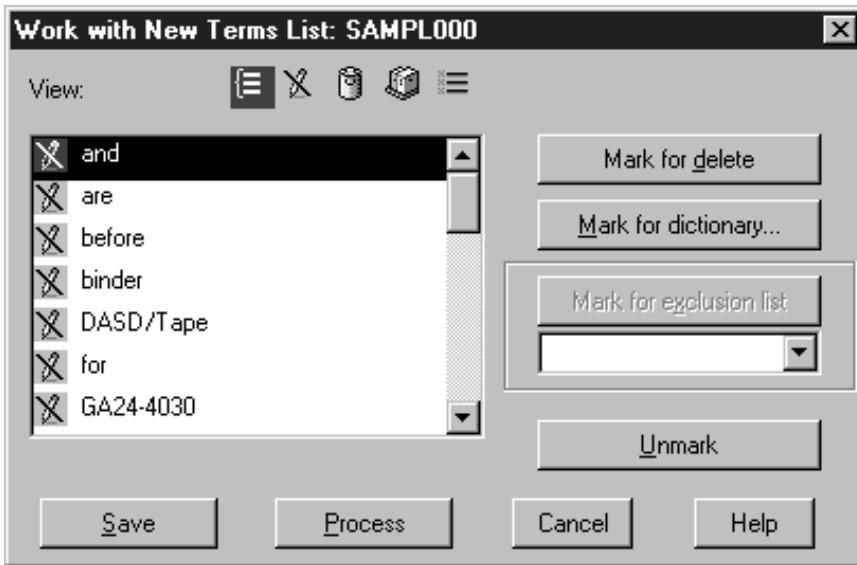







Figure 118. Work with New Terms List window

6.1.9.1.2 Options and parameters

In the list box you see the terms contained in the opened new or found terms list.

6.1.9.1.3 View

The meaning of the processing symbols in this row is as follows:

-  Shows all terms in the list.
-  Shows all terms not marked for any processing.
-  Shows all terms to be deleted.
-  Shows all terms to be added to a dictionary.
-  Shows all terms to be added to an exclusion list.

The contents of the list box depends on the processing selected for the terms and the processing symbol selected in this row.

You can select and mark one or more terms in order to specify the processing:

- **Mark for delete**

Select this button to remove this term from the lists.

- **Mark for dictionary?**

Select this button to add this term to a dictionary. This takes you to the "Mark Term for Dictionary" window where you specify further parameters and then return to this window (see [Marking a term for a dictionary](#)).

- **Mark for exclusion list**

Select this button to add this term to an exclusion list. You can select the exclusion list to be filled from the list box, which contains all available exclusion lists. You can also type a new name for an exclusion list in order to create a new one.

- **Unmark**

Click this option to unmark a previously marked term.

The view symbol preceding a term represents the processing you have selected for it.

To begin the processing of the selected terms, you click **Process**. If you marked any term to add to a dictionary, you can specify more options in the "Mark Term for Dictionary" window (see [Editing a dictionary entry](#)). When the processing is completed, the list contains the remaining terms for which no processing was specified.

The marked terms need not be processed immediately. To save the list in its current status of marking, click **Save**.

To leave the terms list in its original status, click **Cancel**.

6.1.9.1.4 Results

If you selected **Process**, the terminology list is changed depending on your selections. If you made changes to any dictionary or exclusion list, they are active during the next analysis or translation of a document. If you selected **Save**, the terminology list is saved including the new processing marks. If you selected the **Cancel** button, the terminology list remains unchanged.

6.1.10 Marking a term for a dictionary

You can mark new terms and found terms to add them to a dictionary. You do this by clicking **Mark for dictionary?** in one of the following windows:

- "Work with New Terms List"
- "Work with Found Terms List"

The "Mark Term for Dictionary" window is displayed.

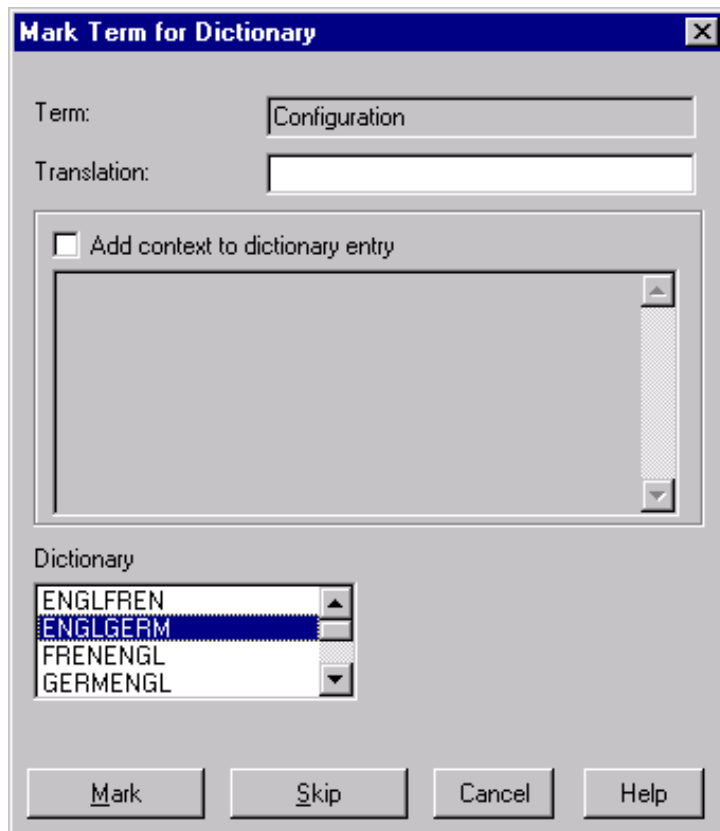


Figure 119. Mark Term for Dictionary window

6.1.10.1 Options and parameters

• Term

The current term from the terminology list is displayed.

• Translation

Optionally, type the translation for the term to be copied to the dictionary.

• Add context information to dictionary entry

If you have created the terminology list with context information, this information is copied to this field. You can also type your own context information. To save the context information to the dictionary, mark the check box.

• Dictionary

The list box contains all available dictionaries that are not protected. Select the dictionary where you want the term to be added.

To save the processing information for this term, click **Mark**.

To skip the current term, select the **Skip** button.

If several terms are marked for the dictionary, the next term is displayed in the **Term** field. If all marked terms were displayed, you are returned to the previous window.

6.1.10.1.1 Results

The selected term is prepared for addition to a dictionary. When all terms marked for the dictionary are processed, you can add more information, depending on the structure of the selected dictionary in the "Edit Entry in Dictionary" window. You can find more information about editing entries in dictionaries in [Editing a dictionary entry](#).

6.1.11 Editing an exclusion list

When you have opened an exclusion list, the "Edit Exclusion List" window is displayed.

6.1.11.1 Options and parameters

The list box contains terms from the selected exclusion list.

- To change a term, overwrite it.
- To add a term, press Enter and type a term in the empty line.
- To delete a term, mark it and press Enter.

Clipboard operations (cut, copy, paste) are supported.

- **Save to**

Displays all the exclusion lists to which terms can be saved. Select an existing exclusion list or overwrite it with another name (to create a new list).

To save the terms in the selected exclusion list, select the **Save** button.

To leave the exclusion list in its original status, select **Cancel**.

6.1.11.1.1 Results

If you selected **Save**, the exclusion list is changed depending on your selections. If you made changes to the exclusion list, they are active during the next analysis of a document.

If you selected **Cancel**, the exclusion list remains unchanged.

6.1.12 Printing a terminology list

To do paperwork on terminology lists, you can print them on the printer attached to your workstation.

6.1.12.1 Prerequisites

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

6.1.12.1.1 Calling sequence

Select:

1. The terminology list to be printed
2. **Print** from the **File** menu

The printing function is started immediately. The respective list window remains displayed.

6.1.12.1.2 Options and parameters

None.

6.1.12.1.3 Results

The selected terminology list is directly routed to your attached printer. The first line of the printout contains the type of terminology list and the list name. Then the contents of the list follow. Each entry is printed in a separate line. If your list contains context information, it is also printed.

6.1.13 Viewing the details of a terminology list

For all types of terminology lists, the system keeps some view details that can be displayed in the corresponding list window.

These details are:

- **Name**

The name of the list.

- **Drive**

The drive the list resides on.

- **Last Update (Date)**

The date when the list was last changed.

- **Last Update (Date + Time)**

The date and time when the list was last changed.

- **Size**

The number of bytes that the list occupies on your disk.

You can toggle between two display modes:

- Display the names only
- Display selected details

You can change the arrangement of the details of terminology lists in the "Change Details" window described in [#Viewing and changing the details of a list item](#).

7 Working with markup tables

OpenTM2 can handle documents that are created by the most popular word-processing systems and a wide range of other document types.

Documents usually are a mixture of text and layout information, which describes the formatting of the document. This layout information is called markup data. It defines, for example, the start of a new page, the start of a paragraph, or character layout like boldness, italics, or underline.

7.1 Contents

- 1 Markup table names
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In most of the word-processing systems that display a text in WYSIWYG mode (What You See Is What You Get), you usually do not see this markup but only its effects. Some systems allow you to display and check the markup data, for example in WordPerfect with the **Reveal codes** option.

In other systems that generate the formatting printout in a separate step, you usually edit the markup yourself.

The table that stores the description of the markup data is called *markup table* in **OpenTM2**. **OpenTM2** needs this markup table to differentiate between the text to be translated and the markup data.

Markup tables are used:

- During analysis to divide the document into translatable and nontranslatable parts
- During translation to protect the markup information, so that translators are warned if they try to overtype it

It is important for you to know which markup table is to be used for which type of document. You must tell **OpenTM2** what kind of markup table should be associated with a folder or a document.

For more information on associating a markup table with a document see either [Changing the properties of a document](#), or [Importing a document](#).

For information on associating a folder with a markup table, see [Creating a folder](#), or [Changing the properties of a folder](#).

The association of a document or folder with a markup table is essential because the different word processors have different layout descriptions. All these layout descriptions are understood by **OpenTM2** and processed in a general way.

7.1.1 Markup table names

The following table shows the available markup table names and the supported document types.

Markup table	Type of document
EQFALINE	ANSI files in which everything is translatable.
EQFAMI	Ami Pro texts (Ami Pro for Windows ^(R) , Version 2.0).
EQFAMRI	ANSI files in which translatable text is enclosed in double quotes.
EQFANSI	ANSI documents. This markup table is combined with a user exit.
EQFAQUOT	ANSI files in which translatable text is enclosed in single quotes.
EQFASCII	ASCII files in which everything is translatable.
EQFASM	Assembler documents.
EQFBOOK	BookMaster ^(R) and Information Presentation Facility (IPF) texts.
EQFFRBLD	FrameBuilder files (Version 5.5).
EQFHTML2	HTML texts (level 2.0).
EQFHTML4	HTML texts (level 4.0). This markup table is combined with a user exit.
EQFINT2	Interleaf files.
EQFLINE	ASCII files in which everything is translatable.
EQFMRI	ASCII files in which translatable text is enclosed in double quotes.
EQFM5WRD	Microsoft ^(R) Word for Windows ^(R) documents.
EQFPPT	Microsoft ^(R) PowerPoint ^(R) documents.
EQFQUOTE	ASCII files in which translatable text is enclosed in single quotes.
EQFRTF	Rich Text Format (RTF) files coming from Word for Windows ^(R) , Ami Pro, or other word processors.
EQFSGML	SGML documents that were designed for processing by Lotus ^(R) Notes ^(TM) . Also applies to help texts for programs running under Windows ^(R) that can be saved as RTF documents.
EQFWP	WordPerfect texts (Version 5.0).
EQFWP6	WordPerfect texts (Version 6.0 and 6.1).
EQFUTF8	Unicode document in UTF-8 encoding
LOTUSAMI	Ami Pro documents designed for processing by Lotus ^(R) Notes ^(TM) .
LOTUSNGD	Lotus ^(R) Notes ^(TM) documents.
UNICODE	Unicode documents in UTF-16 encoding.

OpenTM2 allows you to add more formats. For detailed information on creating external markup tables see [Creating a markup table](#), and [Working with external markup tables](#).

For information on how to use the markup tables and how to prepare the different document types for translation, see [Dealing with specific document formats](#).

7.1.2 Overview and terminology

Markup tables can be exchanged with other users or applications. This may be necessary, when you have changed a markup table for your special translation needs and another translator may want to share your changes for similar translation environments.

To give the markup table to someone else you must transfer it out of **OpenTM2**. This process is called *export*. The recipient must *import* the exported markup table into **OpenTM2** again.

Markup tables can also be exchanged via exported folders. When you export a folder with a document using a specific markup table, this markup table is included in the exported folder and can be loaded implicitly during folder import in the recipient's system.

Markup tables can be changed. You can choose from two methods:

- One way is to *export* it from OpenTM2 and to use an external editor to apply the changes. You need to *import* the markup table into OpenTM2 to use it again, and you need to be familiar with the SGML-based format of the exported markup table.
- Another way is to *change the properties* of a markup table without leaving OpenTM2.

Each method has its advantages. See [Changing a markup table](#) for the details.

You can also create new markup tables, as described in [Creating a markup table](#). New markup tables also need to be imported into OpenTM2 before they can be used for translations.

7.1.3 What you can do with markup tables

Start the functions related to markup tables from the "Markup Table List" window.

7.1.3.1 Prerequisites

None.

7.1.3.1.1 Calling sequence

Select **Display markup table list** from the **Utilities** menu. The "Markup Table List" window is displayed. The window contains all existing markup tables in your system. Most of the actions related to markup tables can be started by selecting a list name and an action from the **File** menu, such as **Delete**, **Export?**, or **Import?**.

7.1.4 Changing a markup table

A markup table can be changed by using two different methods:

- You can export an existing markup table from OpenTM2's internal format to an SGML-based external format, which can be edited with any text editor. The contents of an exported markup table are described in terms of SGML statements, so you need to be familiar with SGML. After changes are made you need to import the markup table into OpenTM2 before you can use it again. Follow these steps if you choose this method:
 - ◊ Export an existing markup table from OpenTM2, as described in [Exporting a markup table?](#). This ensures that you start with a markup table that has the correct SGML syntax.
 - ◊ Make a backup copy. The original markup tables provided by OpenTM2 cannot be reinstalled.
 - ◊ Change and replace the markup data in the exported file as required, as described in [Creating new markup tables](#)
 - ◊ Before importing the external markup table, consider to rename the file to protect the original markup table until you are finished.
 - ◊ Import the external markup table, as described in [Importing a markup table?](#) OpenTM2 performs a syntax check during the import. It does not import an incorrect markup table, so you need to correct it in its external format. Note that an external markup table can be imported either under the old name or a new name.

The disadvantages of this method are that you need to export and import the markup table and that you need to know SGML. Further, no syntax checking is provided (other than OpenTM2 refusing to import an improperly coded markup table).

The advantage is that extensive changes are faster. You can also use tools of choice to automate changes to markup tables, for example word processing macros.

For more detailed information see [Working with external markup tables](#).

- Within OpenTM2, you can use the "Markup Table Properties" window to change, add, and remove properties of a markup table. The properties comprise all aspects of the content of a markup table. In addition, you can test your modifications immediately, and you can password-protect a markup table.

The advantages of this method are that you do not need to leave OpenTM2 to change a markup table and that less knowledge about SGML is required.

On the other hand, the graphical user interface might not be appropriate for extensive changes.

To actually change a markup table by means of the "Markup Table Properties" window, see [Changing the properties of a markup table](#).

Before you change a markup table provided by **OpenTM2**, it is recommended to make a backup copy of the original version because the original markup tables cannot be reinstalled.

7.1.5 Creating a markup table

New markup tables can be created by using two different methods:

- You can create an external markup table in SGML-based format and import it into OpenTM2.
- Within OpenTM2, you can use the "Markup Table Properties" window to create a new markup table.

Creating a new markup table is similar to changing an existing markup table. Therefore, see [Changing a markup table](#) for the details and advantages of both methods. Note that it is often more practical to modify a copy of an existing markup table.

7.1.6 Deleting a markup table

If you no longer need a markup table, you can delete it. For markup tables provided by **OpenTM2**, it is recommended to create a backup copy by exporting the table, because it cannot be reinstalled separately but only by a system reinstallation.

7.1.6.1 Prerequisites

- The "Markup Table List" window must be active.
- The markup table to be deleted must be selected.

7.1.6.1.1 Calling sequence

Select **Delete** from the **File** menu.

7.1.6.1.2 Options and parameters

Before the system deletes the selected markup table, it asks you to confirm whether you really want to delete it.

If you select **No**, you will leave the delete function.

If you select **Yes**, the markup table will be deleted.

7.1.6.1.3 Results

If you selected **Yes**, the markup table is deleted. Otherwise it remains unchanged. References to this markup table may still exist in certain folders. Update the folder properties so that the deleted markup table is no longer associated with a folder.

7.1.7 Exporting a markup table

You can export a markup table to give it to other users, for example, other translators who must use the same modified markup table in their translation environment.

Markup tables can only be exported in external format.

Each markup tag described in the markup table is exported together with its nondefault data. You can find a table that contains the definition of markup table SGML tags and the data defaults that are used for **OpenTM2** in [Working with external markup tables](#).

7.1.7.1 Prerequisites

- The "Markup Table List" window must be active.
- The markup table to be exported must be selected.

7.1.7.1.1 Calling sequence

Select **Export?** from the **File** menu.

The "Export Markup Table" window is displayed.

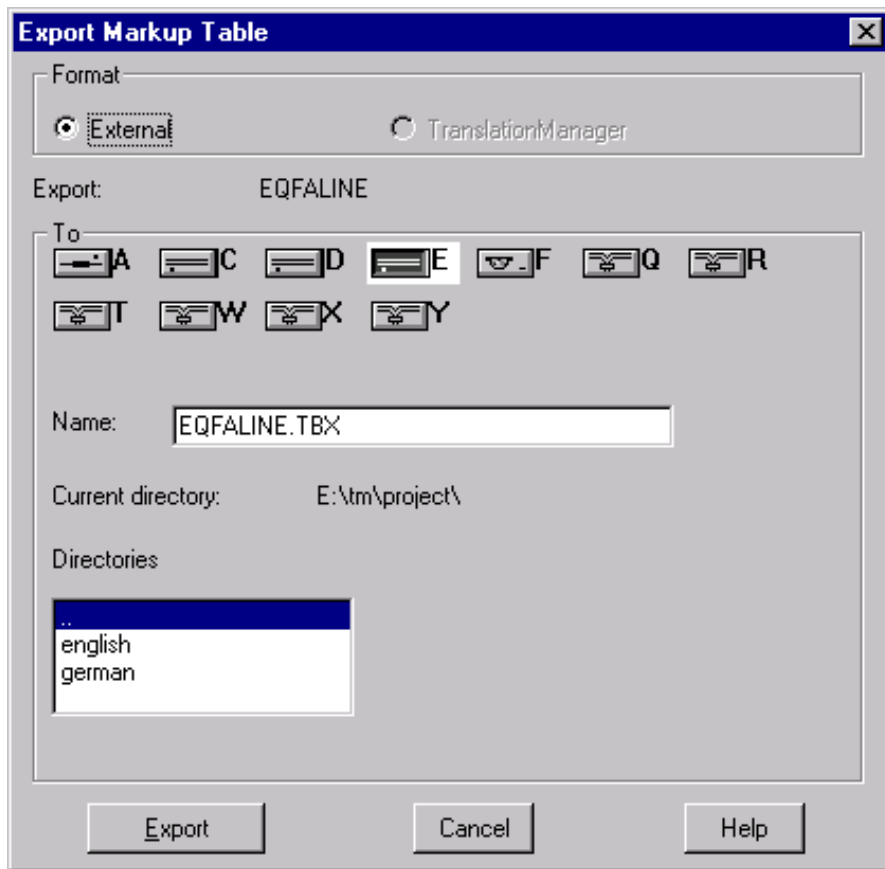


Figure 120. Export Markup Table window

7.1.7.1.2 Options and parameters

- **Format**

External is selected automatically.

- **To**

Enter the required parameters where to store the exported markup table:
Select the drive to which you want to export the markup table.

- ◊ **Name**

Define the file name for the exported markup table.

- ◊ **Current directory**

Displays the directory selected from the **Directories** list box.

- ◊ **Directories**

This list box contains all available directories on the selected drive. Select the directory where to store the markup table.

To start the exporting function, select the **Export** button.

7.1.7.1.3 Results

The selected markup table is exported to the specified file and saved on the selected drive and directory.

7.1.8 Importing a markup table

If another user has prepared a markup table for your translation environment, you must import it in order to be able to use it in **OpenTM2**.

Markup tables can only be imported in external format.

7.1.8.1 Prerequisites

The "Markup Table List" window must be active.

7.1.8.1.1 Calling sequence

Select **Import?** from the **File** menu. The "Import Markup Table" window is displayed.

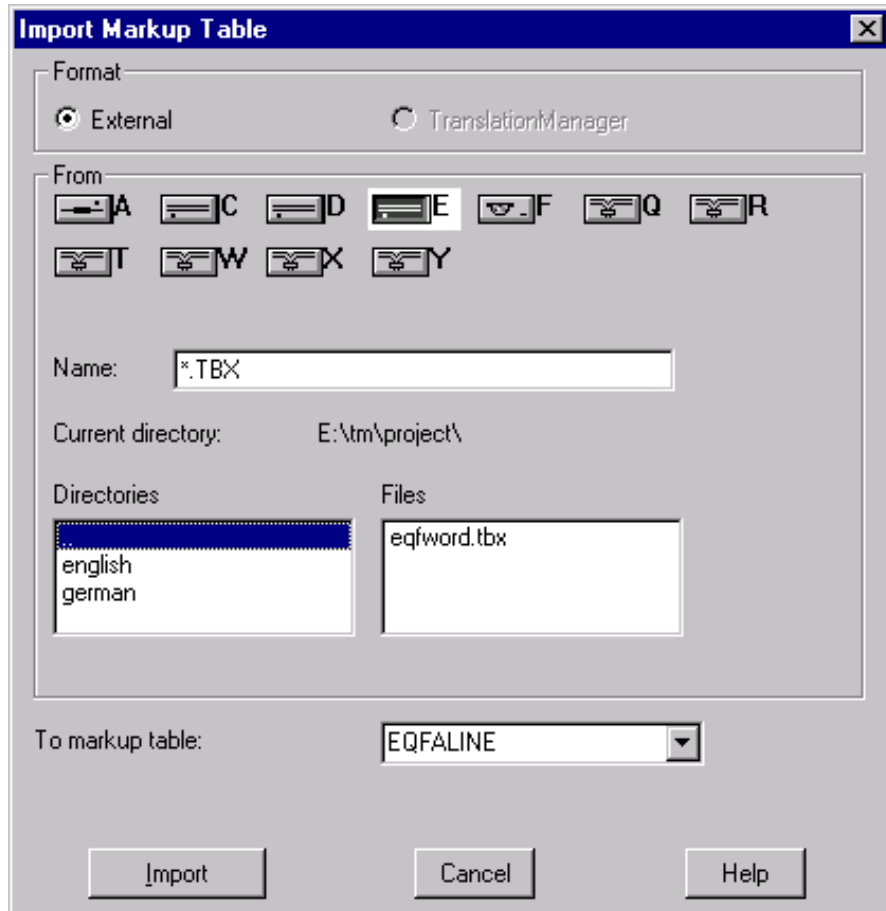


Figure 121. Import Markup Table window

7.1.8.1.2 Options and parameters

- **Format:**

External is selected automatically.

- **From**

Specify where the markup table to be imported currently resides and select the drive where the external markup table is stored.

- ◇ **Name**

Type the name of the external markup table or select the name from the following list boxes.

- ◇ **Current directory**

Displays the directory selected from the **Directories** list box.

- ◇ **Directories**

Select the directory containing the external markup table from the list of directories on the selected drive.

- ◇ **Files**

Select the file name of the external markup table from the list of names in the currently selected path.

- **To markup table**

Contains the name of the selected markup table to be imported. You can overwrite this name to create a new markup table or select a name from the list box to merge your file into an existing markup table.

To start the importing function, select the **Import** button.

7.1.8.1.3 Results

The markup table is now available in **OpenTM2**, you can start to associate it with documents or folders.

7.1.9 Changing the properties of a markup table

The "Markup Table Properties" window allows you to change, create, test, and protect a markup table without the need to export the markup table to an external format. You can change an existing markup table, which includes the addition, removal, and modification of markup tag definitions and markup attribute definitions. You can create a new markup table from scratch (however, it might be more efficient to choose the external method, as described in [Creating a markup table](#) and [Changing a markup table](#)). You can dynamically test a markup table against a test document and continue to change it without leaving the "Markup Table Properties" window. And you can password-protect a markup table against unauthorized modifications.

Before you apply any changes to a markup table or attempt to create a new one, you should know its syntax and semantics, as described in [Creating new markup tables](#). Note that most options and parameters on the "Markup Table Properties" window pages have their equivalent SGML tags described in the subchapters of [Creating new markup tables](#).

Before you change a markup table provided by OpenTM2, it is recommended to create a backup copy by exporting the markup table.

Note: The contents of markup tables are sensitive. Improper modifications avoid the correct handling of documents that are associated with them. Apply the password protection to prevent unauthorized modifications.

7.1.9.1 Prerequisites

The "Markup Table List" window must be active.

7.1.9.1.1 Calling sequence

To change an existing markup table:

- Select a markup table in the "Markup Table List" window.
- Select **Properties** from the **File** menu.

To create a new markup table:

- Select **New...** from the **File** menu.

If an existing name of a markup table is chosen, a warning message is shown.

The "Markup Table Properties" window is displayed.

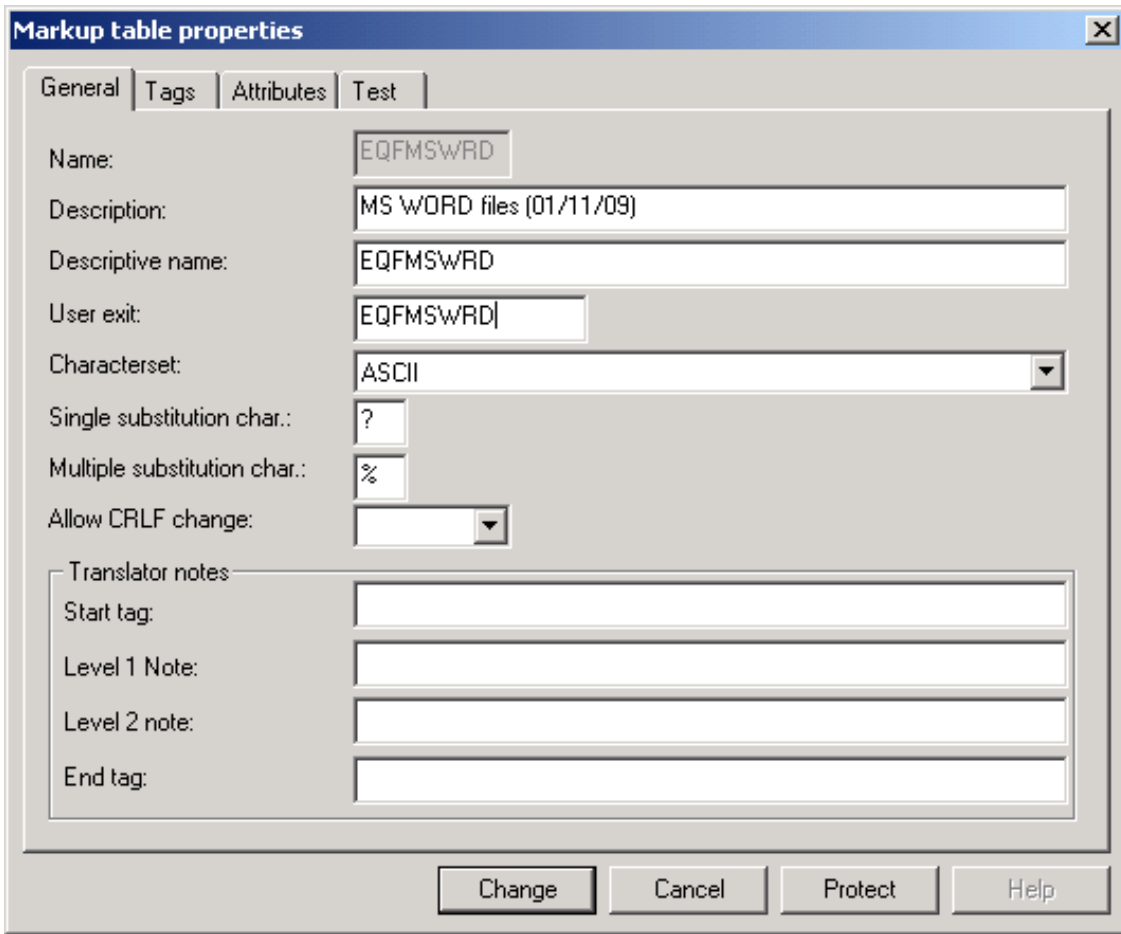


Figure 122. Markup Table Properties window

7.1.9.1.2 Options and parameters

On the "General" page you can set or change general markup table properties:

- **Name**

Contains the name of the markup table being changed. This field cannot be changed if an existing markup table is changed. The field accepts a markup table name if you started to create a new markup table.

- **Description**

Contains a markup table description, which is shown in the "Markup Table List" window.

- **Descriptive name**

Contains a descriptive name for this markup table. For example, if **Name** is EQFBOOK, you could simply describe it as BOOK. If you create a new markup table, the descriptive name must be unique.

- **User exit**

Contains the name of the user exit, if the markup table uses one. If you create a new markup table, and you enter the name of a user exit that does not exist, a warning message is shown. You can confirm this message to continue.

- **Character set**

Contains the specified character set that is to be used for import and export of documents that use this markup table. You can specify ASCII, ANSI, UNICODE, or UTF8.

- **Single substitution character**

Contains the substitution character to use for single character substitution. The default character is ?. If you create a new markup table, the character must be different from that used as multiple substitution character.

- **Multiple substitution character**

Contains the substitution character to use for multiple character substitution. The default character is %.
If you create a new markup table, the character must be different from that used as single substitution character.

- **Allow CRLF change**

If set to NO, do not allow reflow in the editor.

- **Translator notes**

The following fields contain the markup for translator's notes. Before changing or adding information here you should be familiar with the internals of a markup table and how translator's notes are added to a source document. For the latter see [Including notes for the translator](#). Note especially that the level 1 and level 2 translator's note tags are nested between the start tag and end tag. The latter two are usually the annotation or comment tags and have their own definitions in a markup table. If the translator's notes start and end tags do not match the annotation start and end tags, OpenTM2 fails to properly recognize translator's notes.

- ◇ **Start tag**

- Contains the start tag that begins an annotation or comment in the source document. For example, :annot for a BookMaster document, or <!-- for an HTML document (but not :annot., respectively).

On the "Tags" page you can work with markup tag definitions. On the left of this page you see the list of tags that are defined in this markup table. You can select a tag by clicking it. You can add new tags (by clicking **Add new tag**) and delete selected tags (by clicking **Delete tag**). On the right of this page you see the definition, respectively properties, of a selected tag. You can change the properties of a tag by changing the entry fields, by selecting or clearing the check boxes, and by selecting options from drop-down lists.

If you create a new markup tag, you must at least specify the tag string and its delimiter, respectively its length.

- **Tag string**

Contains the string that represents the markup tag.

- **End delimiter**

Contains one or more characters that end the tag string. Two or more characters cause OpenTM2 to check for all possible combinations of these characters to determine the end of the tag. You cannot specify a string as end delimiter. Alternatively, you can specify a length that specifies the end of the tag string (see parameter **Length**).

- **Length**

Contains the length of the tag string.
Alternatively, you can specify end delimiters that specify the end of the tag string (see parameter **End delimiter**).

- **Column position**

Contains the column position where the markup tag starts. If a markup tag has no special start position and can occur anywhere in a line, this parameter is omitted or can be set to 0. The default is 0.

- **Tag type**

Contains the type of the markup tag, which specifies whether the tag starts or ends a segment and whether the tag influences OpenTM2's segmentation. See "TYPE" in [Markup Table Names](#) for a description of possible selections in the drop-down list.

- **Segmentation flag**

Contains a flag for this markup tag that controls OpenTM2's segmentation and text protection.

- ◇ If segmentation is toggled off, text following this markup tag is not segmented by OpenTM2 until it encounters a markup tag that toggles on segmentation.

- ◇ If text protection is toggled on, text following this markup tag is protected by OpenTM2 until it encounters a markup tag that toggles off text protection.

See "SEGINFO" in [SGML tags for markup tags and markup attributes](#) for a description of possible selections in the drop-down list.

- **Text processing flag**

Contains a flag for this markup text that specifies how text following this tag is associated with the tag. See "ASSTEXT" in [SGML tags for markup tags and markup attributes](#) for a description of possible selections in the drop-down list.

- **Unique ID**

Contains a unique ID in the range from 1 to 65565 that is associated with this tag. The use of these identifiers is at your disposal.

- **Additional information**

Specifies whether specific text is to be ignored when segments are aligned during the creation of an Initial Translation Memory. See "ADDINFO" in [SGML tags for markup tags and markup attributes](#) for a description of possible specifications.

- **Class ID**

Contains a class identifier. **CLS_HEAD** causes this markup tag to become an entry of the table of contents that you can display during the translation of a document using the **Special go to?** dialog.

- **Tag has attributes**

This check box is selected if this markup tag has attributes attached (which requires that these attributes are listed on the "Attributes" page). This parameter is equivalent to the specification of "ATTRINFO" in [SGML tags for markup tags and markup attributes](#).

- **Can contain translator's notes**

This check box is selected if this markup tag can contain translator's notes. See [Translator's notes in a source document](#) for details.

- **Can contain translatable text**

This check box is selected if the segment associated with this markup tag must be translated. This parameter is equivalent to the specification of "TRANSLATEINFO" in [SGML tags for markup tags and markup attributes](#).

On the "Attributes" page you can work with markup attribute definitions. On the left of this page you see the list of attributes that are defined in this markup table. You can select an attribute by clicking it. You can add new attributes (by clicking **Add new attribute**) and delete selected attributes (by clicking **Delete attribute**). On the right of this page you see the definition, respectively properties, of a selected attribute. You can change the properties of an attribute by changing the entry fields and by selecting or clearing the check box.

If you create a new markup attribute, you must at least specify the attribute string and its delimiter, respectively its length.

- **Attribute string**

Contains the string that represents the markup attribute.

- **End delimiter**

Contains one or more characters that end the attribute string. Two or more characters cause OpenTM2 to check for all possible combinations of these characters to determine the end of the attribute. You cannot specify a string as end delimiter. Alternatively, you can specify a length that specifies the end of the attribute string (see parameter **Attribute length**).

- **Attribute length**

Contains the length of the attribute string. Alternatively, you can specify end delimiters that specify the end of the attribute string (see parameter **End delimiter**).

- **Additional information**

Specifies whether specific text is to be ignored when segments are aligned during the creation of an Initial Translation Memory. See "ADDINFO" in [SGML tags for markup tags and markup attributes](#) for a description of possible specifications.

- **Can contain translatable text**

This check box is selected if the segment associated with this markup attribute must be translated. This parameter is equivalent to the specification of "TRANSLATEINFO" in [SGML tags for markup tags and markup attributes](#).

On the "Test" page you can test the markup table. To test a markup table you need to load a test document that contains text that is marked up with tags and attributes. When loaded, the test document is shown in its source form with all markup tags and attributes visible. The test document is analyzed by using the markup table as it is currently defined. As a result of the analysis the contents of the test document is shown with visible distinctions of segments, translatable text, and protected text. You can inspect the test document and decide whether your definitions of markup tags and markup attributes are properly recognized in the test document.

When you test a markup table, you might encounter markup tags or markup attributes in the test document that are not recognized by your markup table. You can add the missing markup tags or markup attributes to your markup table by marking the text section that represents the tag or attribute with the mouse and clicking **Add Selection as tag** or **Add Selection as attribute**. This adds a new markup tag or markup attribute to your markup table. When you click **Refresh** the document is analysed again and the added markup tag or markup attribute should be distinct.

If you encounter markup tags or markup attributes that are improperly recognized during the analysis, you might need to change one or the other property of the affected tag (on the "Tags" page) or attribute (on the "Attributes" page). Thereafter, you can test the effect of the property changes by clicking **Refresh** on the "Test" page.

- **Load test document**

Lets you choose a test document through the operating system's file open dialog, loads the document, and analyses its content by applying the current markup table definitions. The result of the analysis is shown in the text box on the left.

- **Add Selection as tag**

Builds a markup tag from a selected text section in the test document and adds the tag to the markup table. The markup tag is added to the list of tags on the "Tag" page with its default properties.

- **Add Selection as attribute**

Builds a markup attribute from a selected text section in the test document and adds the attribute to the markup table. The markup attribute is added to the list of attributes on the "Attributes" page with its default properties.

- **Refresh**

Restarts the analysis of the loaded test document and shows the result in the text box on the left. Click this button after you added or deleted markup tags or markup attributes, or changed their properties.

- **Legend**

Explains how to interpret markups in the text box. For example, <P> indicates the boundary between segments, and nontranslatable text is marked red.

On all pages of the "Markup Table Properties" window the following buttons are active:

- **Save**

Saves the markup table with its current definitions and leaves the "Markup Table Properties" window.

- **Cancel**

Leaves the "Markup Table Properties" window without saving the markup table.

- **Protect / Unprotect**

Lets you protect or unprotect the markup table by a password against unauthorized changes. If the markup table is unprotected, a **Protect** button is shown. If the markup table is protected, an **Unprotect** button is shown.

Clicking the button invokes a Protect, respectively Unprotect dialog that requests a password. Type a password. Remember the password.

7.1.9.1.3 Results

The markup table is now available in **OpenTM2**, you can start to associate it with documents or folders.

8 Working with language-support files

Language-support files are monolingual morphological data files. With **OpenTM2** they are used to perform:

- **Stem reduction** during dictionary lookup of terms in original documents. When an original document contains the English word **bought**, for example, **OpenTM2** actually looks up the infinitive form of the verb, **buy**, in the dictionary. The English (U.S.) language-support file contains the information necessary to associate **bought** with **buy**.
- **Compound separation** during dictionary lookup of terms in original documents for all Germanic languages. When an original document contains the German word **Autoradio** (car radio), **OpenTM2** looks up **Autoradio**. If it does not find this compound, it decomposes it and looks up its parts **Auto** and **Radio**.
- **Text segmentation** into sentences, including recognizing abbreviations in the original documents. A paragraph of text is divided into sentences during analysis to allow a sentence-by-sentence translation.
- **Spellchecking** of translated documents.

For translations from a given source language, you *must* install the corresponding language-support file.

For translations into a target language, the installation of the language-support file is optional unless you need to check the spelling of the target file.

8.1 Overview and terminology

The "Language List" window contains lists of all the language-support files available in **OpenTM2** and their current installation status.

8.1.1 Prerequisites

None.

8.1.1.1 Calling sequence

Select **Display language list** from the **Utilities** menu.

The "Language List" window is displayed.

8.1.1.1.1 Options and parameters

None.

8.1.1.1.2 Results

The "Language List" window shows all available languages and their current status. The **State** column indicates whether the language-support file for the respective language is installed (indicated by **active** or **inactive**).

There are several reasons for a language being shown as inactive:

- It is not included in your base package.
- It is included in your base package, but you did not install it.
- It is included in your base package and you installed it, but you subsequently deleted it because you had no need for it at that time.

If you need a language-support file for any of the languages supported by **OpenTM2**, you can install it on top of your current installation.

If you translate into languages for which language support is not available, such as Hungarian, you cannot check the spelling of the translated documents.

8.1.2 What you can do with language-support files

Language-support files can be installed, extended, or deleted.

8.1.3 Deleting language-support files

You can delete a language-support file when you no longer need it. You may want to do this, for example, if you no longer translate from or into this language.

8.1.3.1 Prerequisites

None.

8.1.3.1.1 Calling sequence

Select:

1. **Display language list** from the **Utilities** menu
2. The language-support file to delete
3. **Delete** from the **File** menu

8.1.3.1.2 Options and parameters

Before **OpenTM2** deletes the selected language-support file, you are asked to confirm your request:

- Select **Yes** to delete the language-support file.
- Select **No** to cancel the delete request.

8.1.3.1.3 Results

If you select **Yes**, the language-support file is deleted. Otherwise, it remains unchanged. A reference to this source language may still exist in certain folders, dictionaries, and **Translation Memory databases**. Update the respective properties so that the deleted language-support file is no longer referred to.

8.1.4 Extending language-support files

Occasionally, documents contain words with a spelling not recognized by **OpenTM2** although you consider them spelled correctly.

Such words can be added to an *addendum* of the respective language support and are then accepted by the spellchecking function. For more information, see [Spellchecking a document](#).

8.1.5 What you can do for other languages

The list of target languages includes all languages for which language-support files exist, and certain other languages that are supported by Windows^(R). If you want to translate into other languages, select **Other Languages** from the list of languages.

9 Working with the samples

OpenTM2 comes with sample translation material that you can use for practising. The samples are contained in folders to help you become familiar with the concepts of file organization and navigation in **OpenTM2**.

9.1 Overview and terminology

The following table lists the sample folders you can select when installing OpenTM2.

Folder	Format	Original	Translation
samplami	Ami Pro	English (U.S.)	Spanish
samplprt	OS/2 ^(R) resource file	English (U.S.)	German (national)
samplrtf	RTF	English (U.S.)	Spanish
samplwp	WordPerfect	English (U.S.)	Spanish
samplw4w	Word 2.0	English (U.S.)	German (national)
samplehtml1	HTML	English (U.S.)	German (national)
sample2	OS/2 ^(R) program file	English (U.S.)	German (national)
samplehtml3	HTML	English (U.S.)	Italian
samplehtml4	HTML	English (U.S.)	Spanish
samplehtml5	HTML	English (U.S.)	French (national)
samplehtml6	HTML	German (national)	English (U.S.)
samplehtml7	HTML	English (U.S.)	Japanese
samplehtml8	HTML	English (U.S.)	Russian
samplehtml9	HTML	English (U.S.)	Arabic
samplehtml10	HTML	English (U.S.)	Polish

Each sample folder contains several documents, a dictionary, and a Translation Memory specially prepared for demonstration purposes. The `samplehtml1` folder, for example, contains:

- Two small documents called `device.html` and `trans.html`
- A small English (U.S.) to German (national) dictionary called `sample1`
- A small **Translation Memory** `samplehtml1`

The text of the sample documents is the same for all formats, except:

- `SAMPLE2` contains OS/2^(R) program files
- `SAMPLPRT` contains a sample dictionary for printing

The document `device.html` is already analyzed, the document `trans.html` is not analyzed.

To install the sample folders, select the **Samples** option during installation. The installation procedure prepares the folders for subsequent import and use.

OpenTM2 performs a morphological stem reduction so that you can look up terms in the original document and check the spelling in translated documents. To use these features with the material in a sample folder, you must first install the appropriate language-support files for the source and target languages. For example, to use folder `samplwp` you must install the English (U.S.) language-support file because the original sample documents are in English. To check which language-support files have been installed, select **Display language list** from the **Utilities** menu of the **OpenTM2** workbench. State **active** tells you that a language has been installed.

To have OpenTM2 check the spelling of a translated document, you must install the language-support file for the target language. For example, for `SAMPLWP` the Spanish language-support file must be installed.

To study the material in one of the sample folders, import it first. You can then open a document. The **Translation Environment** is displayed and you can start to translate the document. From the "Dictionary" window you can also look up terms in the supplied sample dictionary, and from the "Translation Memory" window you can copy entire sentences.

During translation, sentences you translate are added to the sample **Translation Memory**.

To return a sample folder to its initial status, delete the associated dictionary, **Translation Memory**, and folder. Then import the entire folder again. Otherwise, the contents of the initial and updated folders are merged.

To see samples of SGML-based files for data exchange, you can export a sample dictionary or a sample **Translation Memory** in external format.

9.1.1 What you can do with the samples

The following describes a number of tasks related to working with the sample material. They contain short overviews of how to proceed and references to the detailed task descriptions to be found elsewhere in this book.

9.1.2 Deleting a sample folder

If you no longer need any of the sample material, for example, because you are translating other document types or because you are now sufficiently familiar with it, you can delete selected sample folders.

For details on how to delete parts of the samples, see:

- [Deleting a folder](#)
- [Deleting a document](#)
- [Deleting a dictionary-entry](#)
- [Deleting a Translation Memory](#)

To remove the sample folders from your disk entirely, see [Deleting a folder exported to the eqflexport subdirectory](#).

9.1.3 Importing and opening a sample folder and its documents

To import a sample folder and to start a translation exercise is described using the folder samplehtml1 as an example.

9.1.3.1 Prerequisites

- The samples must have been installed.
- The language-support file for English (U.S.) must have been installed.

9.1.3.1.1 Calling sequence

Select the "Folder List"window.

1. Select **Import...** from the **File** menu. The "Import Folder" window is displayed.
2. Select the drive where **OpenTM2** is installed, for example, **C**. The **Foder** list box displays all folders that can be imported.
3. Select samplehtml1 from the **Foder** list box.
4. Click **Details...** This displays the note that is attached to samplehtml1.
5. Click **OK** to leave the "Folder Details"window.
6. Click the destination drive where you want to store samplehtml1 .
7. Click **Import** to begin importing the folder. Several windows are displayed showing the progress of the import procedure.
8. Click **OK** when you have read the completion message. This takes you back to the **OpenTM2** main window.
9. Double-click folder samplehtml1 in the "Folder List" window. The "Document List" window is displayed.
10. Double-click device.html in the "Document List"window. The **Translation Environment** is displayed and the document appears in the Translation window ready for translation.

9.1.3.1.2 Results

The folder samplehtml1 is imported into **OpenTM2**. The analyzed document device.html is opened. You can start translating it.

9.1.4 Translation exercise with a sample document

Before documents can be translated, **OpenTM2** analyzes them to prepare them for translation. The device.html documents have already been analyzed. The trans.html documents are analyzed automatically when you open them, or you can explicitly select one of the analysis functions.

After importing and opening a document, you are taken to the **Translation Environment** , where the following windows are displayed:

- The "Translation"window
- The "Translation Memory"window
- The "Dictionary"window

The document device.html contains one chapter of a complete book. Other document files of the book have been translated already, that is, a Translation Memory exists for them.

When you translate a sample document, remember that you can stop at any point in the session by:

- Double-clicking the system menu icon of the **Translation Environment**
- Selecting **Close** from the system menu

To copy a proposal from the **Translation Memory** into the "Translation" window, press and hold down the Control key and type the number of the required proposal.

To copy a proposal from the "Dictionary" window into the "Translation" window, press and hold down the Control key and type the letter of the required proposal.

You can edit the translation document file in either insert or replace mode.

If the suggested translation contains special characters that are not available on your keyboard, ignore them or type other characters instead.

10 Creating reports

OpenTM2 enables you to collect information about the effort, state, and history of your translations. The collected information can be displayed in different reports and used as a basis for calculating translation costs.

10.1 Overview and terminology

OpenTM2 collects information during the following events, called *process tasks*:

- Import of a folder or document
- Export of a folder or document
- Change of folder or document properties
- Analysis of a document
- Automatic substitution during analysis
- Saving of a document
- Deletion of a folder or document

The records containing the information and the result of the collection depend on the process task and are stored in a logging file in compressed form. There is one logging file per folder, the *history log file*, stored as HISTLOG.DAT in the PROPERTY directory of the folder. New records are added at the end of the history log file.

The following table shows what happens with the history log file during the various process tasks.

Process Task	Action
Importing a folder	<ul style="list-style-type: none">• The imported history log file is merged with the existing one• The entries are sorted by date• Duplicate entries are stored only once• An import record is added to the history log file
Importing a document (external format)	<ul style="list-style-type: none">• An import record is added to the history log file
Importing a document (internal format)	<ul style="list-style-type: none">• The history log file of the imported document is merged with the folder history log file• An import record is added to the history log file• If a new target document replaces an existing one, an additional record is added containing the results of the target document
Exporting a folder	<ul style="list-style-type: none">• The history log file is exported together with the folder data• If only selected documents are exported, only that part of the history log file belonging to these documents is exported
Exporting a document (external or internal format)	<ul style="list-style-type: none">• An export record is added to the history log file
Changing folder or document properties	<ul style="list-style-type: none">• A record containing the new settings is added to the history log file
Analyzing a document	<ul style="list-style-type: none">• An analysis record is added to the history log file• If automatic substitution is selected, an additional record containing the collected information is added to the history log file
Saving a document	<ul style="list-style-type: none">• A save record containing the summary of the collected information is added to the history log file
Deleting a folder	<ul style="list-style-type: none">• The history log file is deleted
Deleting a document	<ul style="list-style-type: none">• A deleted record is added to the history log file

During editing and analyzing, information is collected on the following:

- The source and target words
- The quality of the best proposal:
 - ◊ Null if an exact proposal exists
 - ◊ The number of source words if no proposal exists
 - ◊ The number of different words if a fuzzy proposal exists
- The type of the best proposal
- The type of the copied proposal
- Whether a segment is translated using automatic substitution during analysis or while using the editor

The collected information is kept in the segmented target file and deleted when the source file is analyzed again. Each time a document is saved during translation, the information collected is stored in a record that is added to the history log file. If more than one proposal exists for a specific word, only

the best proposal is counted and assigned to the appropriate class, independent of your selection. Only those proposals are counted that existed when the segment was translated for the first time. An exact proposal is assigned to the column "Analyze Auto", "Analyze Edit", or "Edit Exact".

The number of source words is counted when a segment is activated, which means that segments not yet translated always have zero source words. The number of target words is updated each time a segment is saved and when the segment is autosubstituted. For the current segment, the number of target words is zero if not yet translated. If a source segment is copied into a target document, the number of target words is set to zero. The following rules apply for counting source and target segments:

- The same counting facility is used as for counting the number of words in documents.
- Punctuation and NOLOOKUP tokens are not counted.
- Inline tags are not counted. For inline tags with attributes, only the translatable information is counted.

The number of modified words, which is the number of words differing in the current source and the source of proposal, is counted using an LCS algorithm. Only the best proposal is counted. The modified words are counted when the segment is saved for the first time. It is not counted when the segment is activated, but not translated. The count is not changed when the segment is translated again. The information on which proposal has been chosen is not saved in the history log file. The current segment belongs to the count of segments not translated. If two segments are joined, they are counted as one.

The reports created from the collected information can be either displayed in a window or stored in a file. Each report is attached to the specified folder and can be created for the whole folder or selected documents in the folder. You can create the following types of report:

- The **History Report** keeps track of the most important process tasks performed by the translator.
- The **Counting Report** enables you to roughly calculate the effort of a translator. You cannot customize this report to fit your needs.
- The **Calculating Report** enables you to exactly calculate the effort of a translator. You can customize this report to fit your needs.
- The **Preanalysis Report** calculates the effort before a translation starts by checking the **Translation Memory databases** for exact and fuzzy matches.
- The **Redundancy Report** analyzes redundancies in a folder or document to calculate the effort required by a translation. Use this report to calculate the translation costs before a project starts.
- The **Redundant Segment List** lists the 100 most frequently used segments in a folder.

The following table gives an overview of when a report should be created.

When to create	Before translation	During translation	After translation
Preanalysis Report	x		
Redundancy Report	x		
Redundant Segment List	x		
Calculating Report	(x)	x	x
History Report		x	x
Counting Report		x	x

The Calculating Report is the most important report for all parties involved in a translation project. All other reports help you manage your translations in a more effective way.

To create a report or list, a folder containing at least one document must exist.

Select:

1. The folder from the "Folder List" window or a document from the "Document List" window.
2. Create Counting Report... from the **Utilities** menu.

The "Create Counting Report" window is displayed.

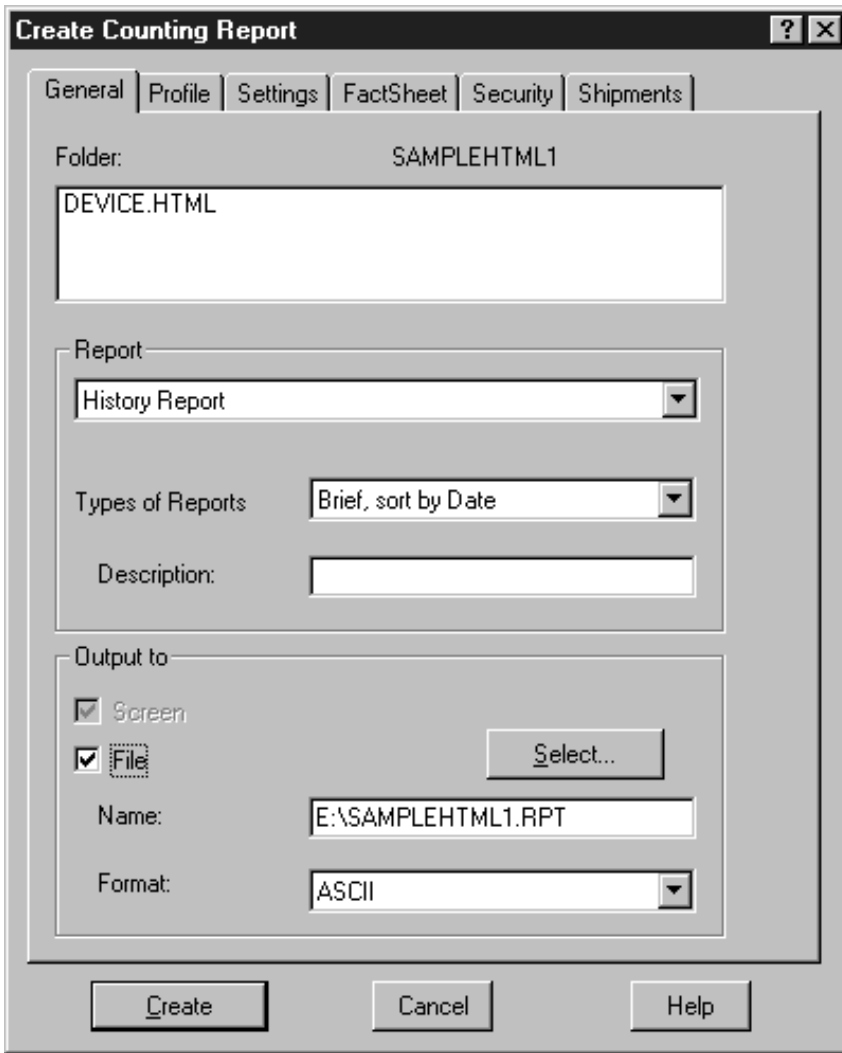


Figure 123. Create Counting Report window

The options and parameters available depend on the report you want to create.

The following sections describe the individual reports.

10.1.1 Creating a History Report

The History Report contains a history of the process tasks with regard to the selected folder or document. It keeps track of the most important tasks performed by the translator. It is available in different views depending on the level of complexity of the process tasks to be tracked. It should be created if problems with word-count results or consistency arise and when a translation project is finished.

If you want to create a report for an entire folder, all documents that it ever contained are listed.

10.1.1.1 Calling sequence

Select **History Report** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a History Report.

Table 2. Overview of the tabbed pages to be filled in for a History Report

Tabbed page	Purpose	Required?	Described in...
"General"	To define the basics required for a report	Yes	General page
"Profile"	To save or load the report layout defined on the "Settings" tabbed page	No	Profile page
"Settings"	To define the report layout	No	
"FactSheet"	To set the factors for cost calculation	No	Setting the factors for cost calculation
"Security"	To select special options	Optional	Security page

"Shipments" To create a report on specific shipments

No

[Shipments page](#)

10.1.1.1.1 Options and parameters

10.1.1.1.2 "General page I"

On the "General" page (see Figure 123), you can choose or specify the following options and parameters:

- **Folder**

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

- **Report types**

Choose one of the following History Report types:

- ◇ Brief, sort by date

To get a brief report that is sorted by the creation date and time of the documents and contains the following information:

- A unique record number within the history log file
- The name of the documents for which you create a history report
- The creation date and time of the documents
- The process tasks for each document listed in the report

- ◇ Brief, sort by document

To get a brief report where the information is sorted by document name.

- ◇ Detail

To get a detailed report of the process tasks performed on the selected documents, such as the **Translation Memory** and markup language used and the number of matches found. The information is sorted by the unique record number.

- ◇ Version

To get a report on the **OpenTM2** versions used.

- **Description**

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

- **Output to Screen**

To display the report in a window.

- **Output to File**

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click the "Security" tab to display the "Security" tabbed page.



Figure 124. Create Counting Report window ? Security page

10.1.1.1.3 "Security page"

On the "Security" page, you can choose or specify the following options and parameters:

- **List of documents**

Select this option if you want to add, to the end of the report, a list of all documents contained in this report. This is useful if your documents have long names because the report abbreviates file names to 10 characters. The list at the end of a report, however, contains the full document names.

Click **Create** to start the creation of the History Report.

10.1.1.1.4 Results

The History Report is created according to your specifications. The following examples show a brief History Report, sorted by date, on one document and an excerpt of a detailed History Report, also on one document.

Example 1:

Task Id	Document	Date Time	Process task
1	DEVICE.SCR	08.09.1999 16:11:08	Document import
4	DEVICE.SCR	08.09.1999 16:25:31	Save of document expanded form
6	DEVICE.SCR	09.09.1999 16:10:47	Document analysis
7	DEVICE.SCR	09.09.1999 16:10:47	...with automatic substitution
8	DEVICE.SCR	09.09.1999 16:11:16	Document analysis
9	DEVICE.SCR	09.09.1999 16:11:18	...with automatic substitution
10	DEVICE.SCR	09.09.1999 16:11:39	Document analysis
11	DEVICE.SCR	09.09.1999 16:11:39	...with automatic substitution

Figure 125. Brief History Report, sorted by date

Example 2:

1	Document import
Date	08.09.1999 16:11:08
Document	DEVICE.SCR
Format	Folder
Folder	SAMPLE1
Source replaced	No
Source replaced	No

4	Save of document expanded form
Date	08.09.1999 16:25:31
Document	DEVICE.SCR

		Segments	Source Words	Modified Words	Target Words
None	1..4	0	0	0	0
Matches	5..14	1	5	5	6
	>=15	0	0	0	0
Not	1..4	2	7	0	0
Translated	5..14	10	70	0	0
	>=15	4	84	0	0

Figure 126. Detailed History Report

10.1.2 Creating a Counting Report

The Counting Report contains tables that enable you to roughly calculate the translator's effort. You cannot change the tables to meet your requirements.

10.1.2.1 Calling sequence

Select **Counting Report** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a Counting Report.

Table 3. Overview of the tabbed pages to be filled in for a Counting Report

Tabbed page	Purpose	Required?	Described in...
"General"	To define the basics required for a report	Yes	General page

"Profile"	To save or load the report layout defined on the Settings tabbed page	No	Profile page
"Settings"	To define the report layout	No	
"FactSheet"	To set the factors for cost calculation	No	Setting the factors for cost calculation
"Security"	To select special options	Optional	Security page
"Shipments"	To create a report on specific shipments	No	Shipments page

10.1.2.1.1 Options and parameters

10.1.2.1.2 "General page" II

On the "General" page (see Figure 123), you can choose or specify the following options and parameters:

- **Folder**

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

- **Report types**

Choose one of the following Counting Report types:

- ◇ Base list

To get a redundant segment list containing only the 99 most used segments with a frequency of 3 or above.

- ◇ Detailed list

To get a redundant segment list containing all redundant segments.

- **Description**

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

- **Output to Screen**

To display the report in a window.

- **Output to File**

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click **Create** to start the creation of the Counting Report.

10.1.2.1.3 Results

The Counting Report is created according to your specifications.

The following example shows a Counting Report on the contents of a folder, with a summary at its end. For an explanation of the individual rows, refer to [The report layout](#).

When interpreting the results note that the criteria for fuzzy matches can be customized, as described in [Viewing and changing the system preferences](#). This also influences the "No match" counter.

Document	DEVICE.SCR
Date	09.09.1999 16:11:39
Last process task	...with automatic substitution

		Segments	Source	Modified	Target
			Words	Words	Words
Analysis	1..4	0	0	0	0
Autosubst	5..14	0	0	0	0
	>=15	0	0	0	0
Edit	1..4	0	0	0	0
Autosubst	5..14	0	0	0	0
	>=15	0	0	0	0
Exact	1..4	0	0	0	0
Matches	5..14	0	0	0	0
	>=15	0	0	0	0
Replace	1..4	0	0	0	0
Matches	5..14	0	0	0	0
	>=15	0	0	0	0
Fuzzy	1..4	0	0	0	0
Matches	5..14	0	0	0	0
	>=15	0	0	0	0
Machine	1..4	0	0	0	0
Matches	5..14	0	0	0	0
	>=15	0	0	0	0
None	1..4	0	0	0	0
Matches	5..14	1	5	5	6
	>=15	0	0	0	0
Not	1..4	1	4	0	0
Translated	5..14	5	31	0	0
	>=15	0	0	0	0
Summary	1..4	0	0	0	0
	5..14	1	5	5	6
	>=15	0	0	0	0

Figure 127. Counting Report with totals ? Table on first document in folder

Selected documents of folder SAMPLE1
 Summary generated at 01.12.1999 14:56:19

		Segments	Source Words	Modified Words	Target Words
Analysis	1..4	0	0	0	0
Autosubst	5..14	0	0	0	0
	>=15	0	0	0	0
Edit	1..4	0	0	0	0
Autosubst	5..14	0	0	0	0
	>=15	0	0	0	0
Exact	1..4	0	0	0	0
Matches	5..14	1	11	0	11
	>=15	0	0	0	0
Replace	1..4	0	0	0	0
Matches	5..14	0	0	0	0
	>=15	0	0	0	0
Fuzzy	1..4	0	0	0	0
Matches	5..14	0	0	0	0
	>=15	0	0	0	0
Machine	1..4	0	0	0	0
Matches	5..14	0	0	0	0
	>=15	0	0	0	0
None	1..4	0	0	0	0
Matches	5..14	1	5	5	6
	>=15	0	0	0	0
Not	1..4	3	8	0	0
Translated	5..14	14	110	1	0
	>=15	2	47	0	0
Summary	1..4	0	0	0	0
	5..14	2	16	5	17
	>=15	0	0	0	0

Figure 128. Counting Report with totals ? Summary table

10.1.3 Creating a Calculating Report

The Calculating Report is the most important report for all parties involved in a translation project. It enables you to exactly calculate the effort for a translation project. It contains detailed tables, a summary, a fact sheet, or a combination of the three, on the contents of a folder or on one or more documents, depending on your specifications. Create such a report before a translation project starts, during a translation project, or after it is finished.

10.1.3.1 Calling sequence

Select **Calculating Report** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a Calculating Report.

Table 4. Overview of the tabbed pages to be filled in for a Calculating Report

Tabbed page	Purpose	Required?	Described in...
"General"	To define the basics required for a report	Yes	General page
"Profile"	To save or load the report layout defined on the Settings tabbed page	Optional	Profile page
"Settings"	To define the report layout	Optional	
"FactSheet"	To set the factors for cost calculation	Optional	Setting the factors for cost calculation
"Security"	To select special options	Optional	Security page

"Shipments" To create a report on specific shipments

Optional [Shipments page](#)

10.1.3.1.1 Options and parameters

10.1.3.1.2 "General page" III

On the "General" page (see Figure 123), you can choose or specify the following options and parameters:

- **Folder**

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

- **Report types**

Choose one of the following Calculating Report types:

- ◊ Base

To get a detailed overview, for each selected document, of the activities performed by **OpenTM2** and by the translator to complete a translation. The translator's effort can be calculated based on these activities.

- ◊ Summary

To get a summary row for each selected document, and a summary row for all documents.

- ◊ Fact sheet

To get a complete overview of the costs of a translation project using different complexity and pay factors.

- ◊ Base & Summary & Fact Sheet

To get a report containing all the information previously described.

- ◊ Base & Summary

To get the detailed overview, a summary row for each selected document, and a summary row for all documents.

- ◊ Summary & Fact Sheet

To get a report containing both the summary and the fact sheet. This report is designed for the project coordinator.

- ◊ Base & Summary & Fact Sheet

To get a report containing all the information previously described.

- **Description**

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

- **Output to Screen**

To display the report in a window.

- **Output to File**

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click the "Profile" tab to display the "Profile" page.

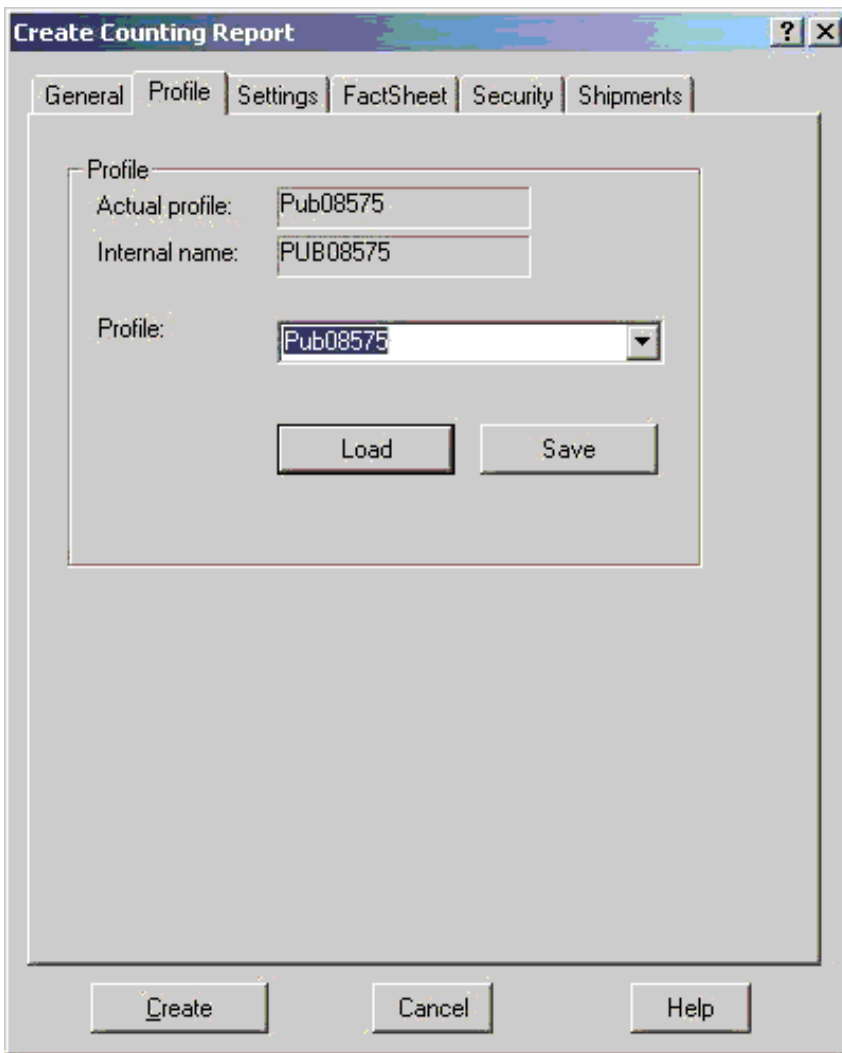


Figure 129. Create Counting Report window ? Profile page

10.1.3.1.3 "Profile page"

On the "Profile" page, you can choose the following option:

- **Actual profile**

This display-only field shows the name of the loaded profile. If no profile has been loaded "- none ?" is shown.

- **Internal name**

This display-only field shows the internal name of the loaded profile. Note: only official approved profiles have an internal profile name which is normally the same as name of the profile.

- **Profile**

Type a name for the settings that you specified on the "Settings" tabbed page and then click **Save** to save them. Or select or specify the name of existing settings that you want to use and then click **Load**.

Click the "Shipments" tab to display the "Shipments" page.

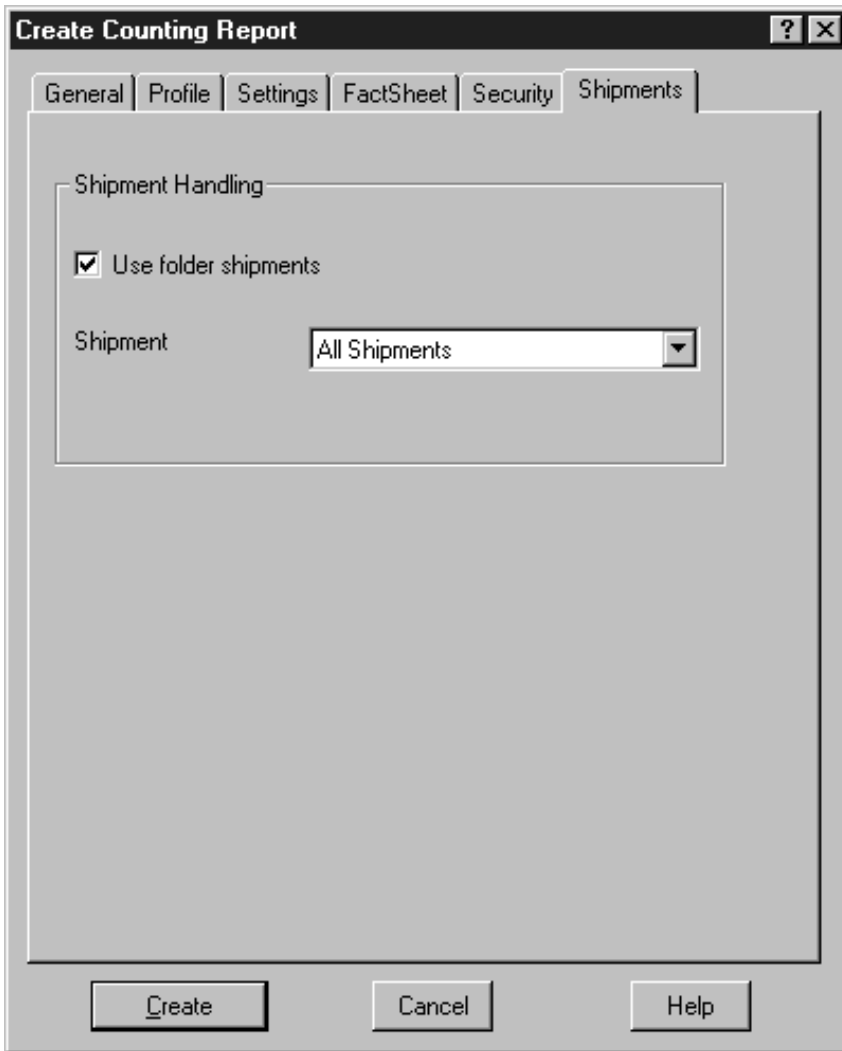


Figure 130. Create Counting Report window ? Shipments page

10.1.3.1.4 "Shipments page"

On the "Shipments" page, you can choose or specify the following options and parameters:

- **Use folder shipments**

Select this option if you want to use the original shipment number of the folder.

- **Shipment**

You can select one of the following:

- All shipments

To get a report on all shipments

- ◊ Single shipment

To get a report on all shipments, ordered by the shipment number.

- ◊ Shipment number

The shipment number of the folder for which you want to create the report. The shipment number of a folder only appears in this field if you defined it during the creation of the folder (see [Creating a folder](#)) or when changing the properties of the folder (see [Changing the properties of a folder](#)).

Click **Create** to start the creation of the Calculating Report.

10.1.3.1.5 Results

The Calculating Report is created according to your specifications. The following example shows a Calculating Report containing the overview, summary, and fact sheet of two documents. For an explanation of the individual columns, refer to [The report layout](#).

Document		DEVICE.SCR									
Folder		C:\EQF\SAMPLE1\F00									
Source Words											
		Number		Analyze			Edit		Fuzzy		
Doc Id	Document	Shipm	Catego.	Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%
1	DEVICE.SCR	1	1..4		3						
			5..14		44						
			>= 15		84						

Document		TRANS.DOC									
Folder		C:\EQF\SAMPLE1\F00									
Source Words											
		Number		Analyze			Edit		Fuzzy		
Doc Id	Document	Shipm	Catego.	Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%
2	TRANS.DOC	1	1..4								
			5..14								
			>= 15								

Figure 131. Calculating Report ? Base

Document		Summary									
Folder		C:\EQF\SAMPLE1\F00									
Source Words											
		Number		Analyze			Edit		Fuzzy		
Doc Id	Document	Shipm	Catego.	Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%
1	DEVICE.SCR	1	1..4		3						
			5..14		44						
			>= 15		84						
2	TRANS.DOC	1	1..4								
			5..14								
			>= 15								
	Sum	1	1..4		3						
			5..14		44						
			>= 15		84						
		1	Sum		131						

Figure 132. Calculating Report ? Summary

Document Folder	Final Fact Sheet C:\EQF\SAMPLE1.F00 Source Words
------------------------	---

Doc Id	Document	Number		Analyze			Edit		Fuzzy		
		Shipm	Catego.	Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>
	Actual Words	1	1.4		3						
			5.14		44						
			>= 15		84						
	Complexity		1.4	1	1	1	1	1	1	1	1
	Factor		5.14	1	1	1	1	1	1	1	1
			>= 15	1	1	1	1	1	1	1	1
	Complexity		1.4		3						
	Factor *		5.14		44						
	Actual Words		>= 15		84						
	Pay		1.4	1	1	1	1	1	1	1	1
	Factor		5.14	1	1	1	1	1	1	1	1
			>= 15	1	1	1	1	1	1	1	1
	Pay		1.4		3						
	Factor *		5.14		44						
	Compl. Word		>= 15		84						
	Payable Words		Sum		131						

Payable Words	Final Summary
Local Currency	147.00
Total Pay	0.00 ARP
	0.00 ARP

Figure 133. Calculating Report ? Fact Sheet

Note: If you create this report before a translation starts, only the ?Analyze Auto? and ?Not Translated? columns contain figures. During and after a translation, all other columns can also contain figures. After a translation is complete, the ?Not Translated? column should show ?0?.

10.1.4 Creating a Preanalysis Report

The Preanalysis Report is used to calculate the translator?s effort on a ?what-if? basis. It simulates a translation using exact and fuzzy matches from all **Translation Memory databases** belonging to the folder or documents. Create this report before work on a translation project starts.

10.1.4.1 Prerequisites

To prepare a folder or document for this report type, analyze it with the ?Count **Translation Memory** match information? option selected. See [Analyzing documents using Translation Memory databases](#) for more information.

10.1.4.1.1 Calling sequence

Select **Preanalysis Report** from the **Report** field. The following table shows which tabbed pages must be filled in to produce a Preanalysis Report.

Table 5. Overview of the tabbed pages to be filled in for a Preanalysis Report

Tabbed page	Purpose	Required?	Described in...
"General"	To define the basics required for a report	Yes	General page
"Profile"	To save or load the report layout defined on the Settings tabbed page	Optional	Profile Page
"Settings"	To define the report layout	Optional	
"FactSheet"	To set the factors for cost calculation	Optional	Setting the factors for count calculation
"Security"	To select special options	Required?	Security page
"Shipments"	To create a report on specific shipments	Optional	Shipments page

10.1.4.1.2 Options and parameters

10.1.4.1.3 "General page IV"

On the "General" page (see Figure 123), you can choose or specify the following options and parameters:

- **Folder**

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

- **Report types**

Choose one of the following Preanalysis Report types:

- ◊ Base

To get a detailed overview, for each selected document, of the activities performed by **OpenTM2** and by the translator to complete a translation. The translator's effort can be calculated based on these activities.

- ◊ Summary

To get a summary row for each selected document, and a summary row for all documents.

- ◊ Fact sheet

To get a complete overview of the costs of a translation project using different complexity and pay factors.

- ◊ Base & Summary & Fact Sheet

To get a report containing all the information previously described.

- ◊ Base & Summary

To get the detailed overview, a summary row for each selected document, and a summary row for all documents.

- ◊ Summary & Fact Sheet

To get a report containing both the summary and the fact sheet. This report is designed for the project coordinator.

- **Description**

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

- **Output to Screen**

To display the report in a window.

- **Output to File**

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click **Create** to start the creation of the Preanalysis Report.

10.1.4.1.4 Results

The Preanalysis Report is created according to your specifications. The following example shows you a Preanalysis Report containing the overview, summary, and fact sheet of two documents. For an explanation of the individual columns, refer to [The report layout](#).

Document	DEVICE.SCR
Folder	C:\EQF\SAMPLE1.F00
Memory's	SAMPLE1 , Source Words

Doc Id	Document	Catego.	Analyze	Edit		Fuzzy			Mach.	None
			Auto	Exact	Replace	50-70%	70-90%	>90%	Matches	Matches
1	DEVICE.SCR	1..4	3	4						
		5..14	44	5			5			21
		>= 15	84							

Document	TRANS.DOC
Folder	C:\EQF\SAMPLE1.F00
Memory's	SAMPLE1 , Source Words

Doc Id	Document	Catego.	Analyze	Edit		Fuzzy			Mach.	None
			Auto	Exact	Replace	50-70%	70-90%	>90%	Matches	Matches
2	TRANS.DOC	1..4	4							
		5..14	60				19			11
		>= 15	47							

Figure 134. Preanalysis Report ? Base

Document	Summary
Folder	C:\EQF\SAMPLE1.F00
Memory's	SAMPLE1 , Source Words

Doc Id	Document	Catego.	Analyze	Edit		Fuzzy			Mach.	None
			Auto	Exact	Replace	50-70%	70-90%	>90%	Matches	Matches
1	DEVICE.SCR	1..4	3	4						
		5..14	44	5			5			21
		>= 15	84							
2	TRANS.DOC	1..4	4							
		5..14	60				19			11
		>= 15	47							
	Sum	1..4	7	4						
		5..14	104	5			24			32
		>= 15	131							
		Sum	242	9			24			32

Figure 135. Preanalysis Report ? Summary

Document	Final Fact Sheet
Folder	C:\EQ\F\SAMPLE1\F00
Memory's	SAMPLE1 , Source Words

Doc Id	Document	Catego.	Analyze	Edit		Fuzzy			Mach.	None
			Auto	Exact	Replace	50-70%	70-90%	>90%	Matches	Matches
	Actual Words	1..4	7	4						
		5..14	104	5				24		32
		>= 15	131							
	Complexity	1..4	1	1	1	1	1	1	1	1
	Factor	5..14	1	1	1	1	1	1	1	1
		>= 15	1	1	1	1	1	1	1	1
	Complexity	1..4	7	4						
	Factor *	5..14	104	5				24		32
	Actual Words	>= 15	131							
	Pay	1..4	1	1	1	1	1	1	1	1
	Factor	5..14	1	1	1	1	1	1	1	1
		>= 15	1	1	1	1	1	1	1	1
	Pay	1..4	7	4						
	Factor *	5..14	104	5				24		32
	Compl. Word	>= 15	131							
	Payable Words	Sum	242	9				24		32

Payable Words	Final Summary
Local Currency	307.00
Total Pay	0.00 ARP
	0.00 ARP

Figure 136. Preanalysis Report ? Fact Sheet

10.1.5 Creating a Redundancy Report

The Redundancy Report is used to calculate the translator's effort on a ?what-if? basis. It simulates a translation using exact and fuzzy matches from all **Translation Memory databases** belonging to the folder or documents. In addition, it counts the redundant sentences, that is, the sentences that appear more than once, within each document (inner-document redundancies) and across all documents in the folder (cross-document redundancies). Create this report before work on a translation project starts.

10.1.5.1 Prerequisites

To prepare a folder or document for this report type, analyze it with the ?Count **Translation Memory** match information? and ?Prepare Redundancy Report? options selected. See [Analyzing documents using Translation Memory databases](#) for more information.

10.1.5.1.1 Calling sequence

Select **Redundancy Report** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a Redundancy Report.

Table 6. Overview of the tabbed pages to be filled in for a Redundancy Report

Tabbed page	Purpose	Required?	Described in...
"General"	To define the basics required for a report	Yes	General page
"Profile"	To save or load the report layout defined on the Settings tabbed page	Optional	Profile page
"Settings"	To define the report layout	Optional	
"FactSheet"	To set the factors for cost calculation	Optional	Setting the factors for count calculation
"Security"	To select special options	Optional	Security page

"Shipments" To create a report on specific shipments

Optional [Shipments page](#)

10.1.5.1.2 Options and parameters

10.1.5.1.3 "General page V"

On the "General" page (see Figure 123), you can choose or specify the following options and parameters:

- **Folder**

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

- **Report types**

Choose one of the following Redundancy Report types:

- ◊ Base

To get a detailed overview, for each selected document, of the activities performed by **OpenTM2** and by the translator to complete a translation. The translator's effort can be calculated based on these activities.

- ◊ Summary

To get a summary row for each selected document, and a summary row for all documents.

- ◊ Fact sheet

To get a complete overview of costs of a translation using different complexity and pay factors.

- ◊ Base & Summary & Fact Sheet

To get a report containing all the information previously described.

- ◊ Base & Summary

To get the detailed overview, a summary row for each selected document, and a summary row for all documents.

- ◊ Summary & Fact Sheet

To get a report containing both the summary and the fact sheet. This report is designed for the project coordinator.

- **Description**

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

- **Output to Screen**

To display the report in a window.

- **Output to File**

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click **Create** to start the creation of the Redundancy Report.

10.1.5.1.4 Results

The Redundancy Report is created according to your specifications. The following example shows you a Redundancy Report containing the overview, summary, and fact sheet of two documents. For an explanation of the individual columns, refer to [The report layout](#).

Document	DEVICE.SCR
Folder	C:\EQF\SAMPLE1.F00
Source Words	Inner Document Redundancies

Doc Id	Document	Number Shipm	Catego.	Analyze			Edit		Fuzzy		
				Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%
1	DEVICE.SCR	1	1..4	3			4				
			5..14	44			5				
			>= 15	84							

Document	TRANS.DOC
Folder	C:\EQF\SAMPLE1.F00
Source Words	Inner Document Redundancies

Doc Id	Document	Number Shipm	Catego.	Analyze			Edit		Fuzzy		
				Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%
2	TRANS.DOC	1	1..4	4							
			5..14	60							
			>= 15	47							

Document	Redundancies
Folder	C:\EQF\SAMPLE1.F00
Source Words	Cross Document Redundancies

Doc Id	Document	Number Shipm	Catego.	Analyze			Edit		Fuzzy		
				Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%
3	Redundancies	1	1..4								
			5..14				32				
			>= 15								

Figure 137. Redundancy Report ? Base

Document	Summary
Folder	C:\EQF\SAMPLE1.F00
Source Words	All Redundancies

Doc Id	Document	Number Shipm	Catego.	Analyze			Edit		Fuzzy		
				Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%
1	DEVICE.SCR	1	1..4	3			4				
			5..14	44			5				
			>= 15	84							
2	TRANS.DOC	1	1..4	4							
			5..14	60							
			>= 15	47							
3	Redundancies	1	1..4								
			5..14				32				
			>= 15								
	Sum	1	1..4	7			4				
			5..14	104			37				
			>= 15	131							
		1	Sum	242			41				

Figure 138. Redundancy Report ? Summary

Document	Final Fact Sheet
Folder	C:\EQF\SAMPLE1\F00
Source Words	Inner Document Redundancies

Doc Id	Document	Number	Shipm	Catego.	Analyze			Edit		Fuzzy		
					Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>
	Actual Words	1	1.4	7				4				
			5.14	104				37				
			>= 15	131								
	Complexity		1.4	1	1	1	1	1	1	1	1	1
	Factor		5.14	1	1	1	1	1	1	1	1	1
			>= 15	1	1	1	1	1	1	1	1	1
	Complexity		1.4	7				4				
	Factor *		5.14	104				37				
	Actual Words		>= 15	131								
	Pay		1.4	1	1	1	1	1	1	1	1	1
	Factor		5.14	1	1	1	1	1	1	1	1	1
			>= 15	1	1	1	1	1	1	1	1	1
	Pay		1.4	7				4				
	Factor *		5.14	104				37				
	Compl. Word		>= 15	131								
	Payable Words		Sum	242				41				

Payable Words	Final Summary
Local Currency	307.00
Total Pay	0.00 ARP
	0.00 ARP

Figure 139. Redundancy Report ? Fact Sheet

10.1.6 Creating a Redundant Segment List

The Redundant Segment List contains the first 100 most frequently used segments in a folder. As part of your translation project preparation, translate the segments listed. You can open the documents containing the segments from the Redundant Segment List by double-clicking the document name.

10.1.6.1 Prerequisites

To prepare a folder or document for this report type, analyze it with the ?Count **Translation Memory** match information? and ?Prepare Redundant Segment List? options selected. See [Analyzing documents using Translation Memory databases](#) for more information.

10.1.6.1.1 Calling sequence

Select **Redundant Segment List** from the **Report** field.

The following table shows which tabbed pages must be filled in to produce a Redundancy Segment List.

Table 7. Overview of the tabbed pages to be filled in for a Redundancy Segment List

Tabbed page	Purpose	Required?	Described in...
"General"	To define the basics required for a report	Yes	General page
"Profile"	To save or load the report layout defined on the Settings tabbed page	No	Profile page
"Settings"	To define the report layout	No	
"FactSheet"	To set the factors for cost calculation	No	Setting the factors for count calculation
"Security"	To select special options	Optional	Security page
"Shipments"	To create a report on specific shipments	No	Shipments page

To produce a Redundant Segment List, fill in the following tabbed pages:

- "General", described in the following
- Optionally, "Security", described in [Security page](#)

10.1.6.1.2 Options and parameters

10.1.6.1.3 "General page VI"

On the "General" page (see Figure 123), you can choose or specify the following options and parameters:

- **Folder**

This box contains the documents contained in the selected folder or the document that you selected from the **Document List**.

- **Description**

To specify additional information on the report that will display in the header of the report. You can type up to 80 characters.

- **Output to Screen**

To display the report in a window.

- **Output to File**

To store the report in a specific file for which you can specify or select the name and directory and select the file format.

Click **Create** to start the creation of the Redundant Segment List.

10.1.6.1.4 Results

The Redundant Segment List is created according to your specifications. The following example shows a Redundant Segment List.

```

Entry 0: Frequency=4
[1] C:\EQF\SAMPLE1.F00\translate.doc : #1
Segment: Do not translate this sentence.

=====

Entry 1: Frequency=3
[1] C:\EQF\SAMPLE1.F00\translate.doc : #6
Segment: Error!

=====

```

Figure 140. Redundant Segment List

10.1.7 Changing the layout of a report

The Calculating, Preanalysis, and Redundancy Reports have the same layout. However, you can change it according to your needs. The following sections explain the various rows and columns of a report and tell you what you can change.

10.1.7.1 The report layout

This section describes the individual rows and columns of a Calculating, Preanalysis, or Redundancy Report.

10.1.7.1.1 Analyze Auto

Contains the number of exact and exact-exact matches retrieved from a Translation Memory during the analysis of a document for which the manual translation has already been started. The "**Analyze Auto2**" numbers are not used for payment purposes as these numbers contain a mixture of manually translated segments (which have been added to the memory while manually translating the document) and segments which were already in the memory before the manual translation started.

When the document is re-imported OpenTM2 assumes the start of a new shipment. The automatically substituted segments during an analysis following the re-import are when counted in the "**Analyze Auto**" column although the manual translation may have been started already.

10.1.7.1.2 Analyze Auto2

Contains the number of exact and exact-exact matches retrieved from a **Translation Memory** during the analysis of a document. To get a result, you must select the option ?Substitute exact matches in the documents automatically? on the "General" page of the "Analyze Documents" window (see [Analyzing documents using Translation Memory databases](#) for a description). If more than one exact match is found, it is counted as part of the ?Edit Exact? column because the translator has to decide which match is the correct one.

Only the first analysis of the document is taken into account. If, however, a previously translated document is imported and analyzed again, the report contains both the number of exact matches of the first analysis and the results of the reimported document. The results are shown as belonging to shipment 1 and shipment 2 (column ?Number Shipment?).

10.1.7.1.3 Analyze Post

Has the same contents as, and replaces, the ?Analyze Auto? column after the analyzed document is opened for translation.

10.1.7.1.4 Analyze Edit

Contains the number of exact matches retrieved from a **Translation Memory** during the translation of the document. To get a result, you must analyze the document without the ?Substitute exact matches in the documents automatically? option and then select the option ?Automatic substitution? from the **Translate** menu during translation. Only the first analysis of the document is taken into account.

If a previously translated document is imported and analyzed again and then edited with automatic substitution, the report contains the number of exact matches of both the first and the second edit. The results are shown as belonging to shipment 1 and shipment 2 (column ?Number Shipment?).

10.1.7.1.5 Edit Auto

Contains the number of exact and exact-exact matches retrieved from a Translation Memory during the "**Automatic Substitution**" from within the Translation Environment.

10.1.7.1.6 Edit Exact

Contains the number of exact matches copied from a **Translation Memory** during the translation of the document, using the Ctrl+*n* key (where *n* is the number of the exact-match proposal). In addition, it includes the number of exact matches where the translator had to choose between several matches offered. It also includes the number of inner-document and cross-document redundancies produced by the Redundancy Report.

If a previously translated document is imported, analyzed, and edited again, the report contains the number of exact matches of both the first and the second edit. The results are shown as belonging to shipment 1 and shipment 2 (column ?Number Shipment?).

If you selected the ?Use existing proposals? option on the "Settings" page, this column shows all exact matches offered by the **Translation Memory** regardless of whether the translator accepted and copied them. The number of exact matches not accepted by the translator is reflected in the Calculating Report when you choose ?Include statistics? and ?Advanced statistics? on the "Settings" page.

10.1.7.1.7 Edit Replace

Contains the number of fuzzy replacement matches copied from an existing **Translation Memory** during the translation of the document, using the Ctrl+*n* key (where *n* is the number of the fuzzy-replacement-match proposal).

If a previously translated document is imported, analyzed, and edited again, the fuzzy replacement matches become exact matches. **OpenTM2** keeps the original number of fuzzy replacement matches and adds the number of exact matches to the ?Analyze Auto? column as shipment 2.

If you selected the ?Use existing proposals? option on the "Settings" page, this column shows all fuzzy replacement matches offered by the **Translation Memory** regardless of whether the translator accepted and copied them. The number of fuzzy replacement matches not accepted by the translator is reflected in the Calculating Report when you choose ?Include statistics? and ?Advanced statistics? on the "Settings" page.

10.1.7.1.8 Fuzzy Matches

Contains the number of fuzzy matches copied from an existing **Translation Memory** during the translation of the document, using the Ctrl+*n* key (where *n* is the number of the fuzzy-match proposal). The fuzzy matches are broken down to matches that fit 50 to 70%, 70 to 90%, and over 90%.

If a previously translated document is imported, analyzed, and edited again, the fuzzy matches become exact matches. **OpenTM2** keeps the original number of fuzzy matches and adds the number of exact matches to the ?Analyze Auto? column as shipment 2.

If you selected the ?Use existing proposals? option on the "Settings" page, this column shows all fuzzy matches offered by the **Translation Memory** regardless of whether the translator accepted and copied them. The number of fuzzy matches not accepted by the translator is reflected in the Calculating Report when you choose ?Include statistics? and ?Advanced statistics? on the "Settings" page.

10.1.7.1.9 Machine Matches

Contains the number of exact matches copied from an **Initial Translation Memory** during the translation of the document, using the Ctrl+*n* key (where *n* is the number of the machine-match proposal).

If a previously translated document is imported, analyzed, and edited again, the machine matches become exact matches. **OpenTM2** keeps the original number of machine matches and adds the number of exact matches to the "Analyze Auto" column as shipment 2.

If you selected the "Use existing proposals" option on the "Settings" page, this column shows all machine matches offered by the **Translation Memory** regardless of whether the translator accepted and copied them. The number of machine matches not accepted by the translator is reflected in the Calculating Report when you choose "Include statistics" and "Advanced statistics" on the "Settings" page.

10.1.7.1.10 Non Matches

Contains the number of segments translated manually. This number remains the same even if you analyze the translated document again and translate it using the "Automatic substitution" option from the **Translate** menu.

If a previously translated document is imported, analyzed, and edited again, the non-matches become exact matches. **OpenTM2** keeps the original number of non-matches and adds the number of exact matches to the "Analyze Auto" column as shipment 2.

10.1.7.1.11 Not Translated

Contains the number of segments not yet translated because the translation has not started yet or was interrupted. If the partly translated document is imported and analyzed again, only the number of segments not yet translated is shown. This column should show "0" once the translation is finished.

10.1.7.2 Changing the layout

This section describes what you can change with regard to the layout of a report.

To begin, click the "Settings" tab in the "Create Counting Report" window to display the "Settings" tabbed page.

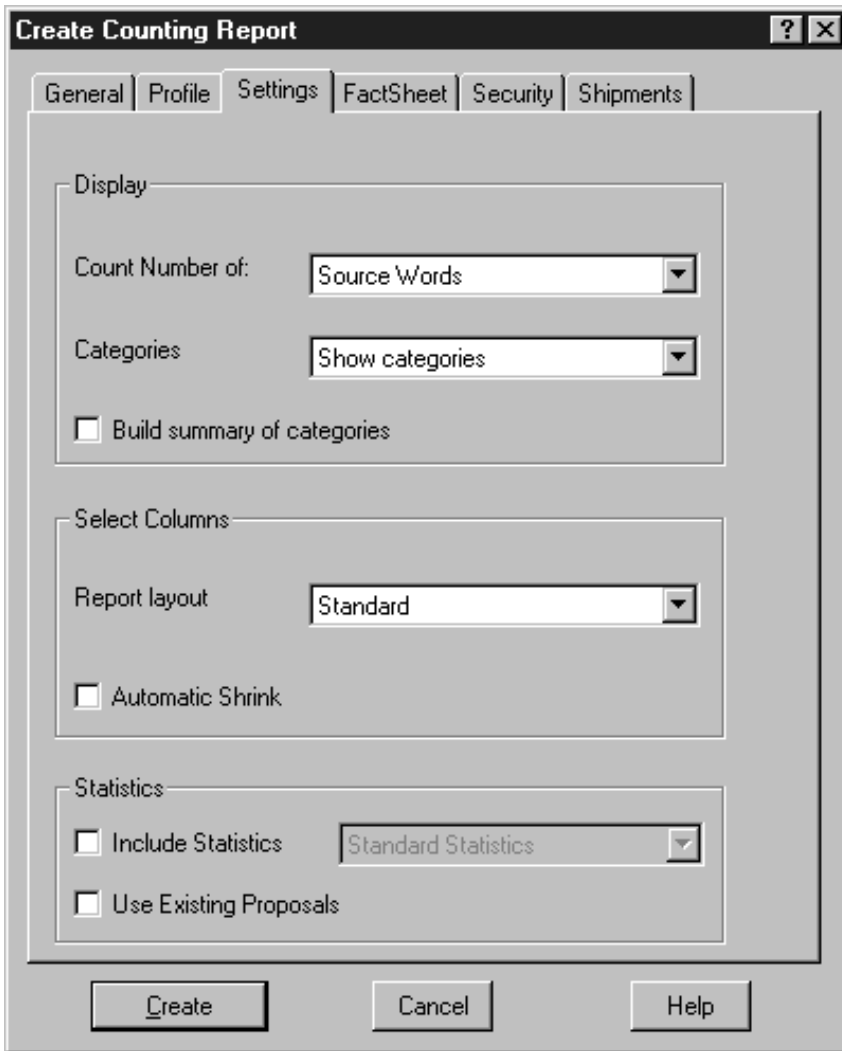


Figure 141. Create Counting Report window ? Settings page

On this page, you can choose or specify the options and parameters described in the following. A Calculation Report (Base) is used as an example to demonstrate the effect that the different specifications have on the report layout.

• Count number of

Specify what is to be counted to calculate the effort and payment of the translator:

◇ Source words

The source words are used for the calculation. This is the preferred setting.

Differences in the complexity of different languages can be taken into account using language-dependent complexity factors on the "FactSheet" page of the "Create Counting Report" window (see [Setting the factors for cost calculation](#)).

◇ Target words

The target words are used for the calculation. Select this option only for tracking and informational purposes.

◇ Segments

The translated segments are used for the calculation.

◇ Modified words

The modified source words are used for the calculation.

• Categories

Specify whether your report is to contain a ?Category? column breaking your calculation down to segments with 1..4 words, 5..14 words, and more than 15 words.

◇ Show categories

The report contains a ?Category? column. The following Calculating Report contains such a column:

Document	DEVICE.SCR
Folder	C:\EQF\SAMPLE1.F00
	Source Words

Doc Id	Document	Number	Shipm	Catego.	Analyze			Edit		Fuzzy		
					Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%
1	DEVICE.SCR	1		1..4		3						
				5..14		44						
				>= 15		84						

Figure 142. Calculating Report (Base), with categories

◇ Hide categories

The report does not contain a ?Category? column but shows the calculation summed up in one row. The following Calculating Report differs from [Figure 142] in that it does not contain any categories:

Document	DEVICE.SCR
Folder	C:\EQF\SAMPLE1.F00
	Source Words

Doc Id	Document	Number	Shipm	Analyze			Edit		Fuzzy		
				Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%
1	DEVICE.SCR	1			131						

Figure 143. Calculating Report (Base), without categories

• Build summary of categories

If you selected ?Show categories?, you can select this option to add a row containing the sum of the calculation. It is similar to the row you get when specifying ?Hide categories?. Your Calculating Report would then look as follows:

Document	DEVICE.SCR
Folder	C:\EQF\SAMPLE1.F00
	Source Words

Doc Id	Document	Number	Shipm	Catego.	Analyze			Edit		Fuzzy		
					Auto	Post	Edit	Exact	Replace	50-70%	70-90%	>90%
1	DEVICE.SCR	1		1..4		3						
				5..14		44						
				>= 15		84						
	DEVICE.SCR	1		Sum		131						

Figure 144. Calculating Report (Base), with summary of categories

• Report layout

Specify which columns the report is to contain:

◇ Standard

The report contains the following columns:

- Analyze Auto
- Analyze Post
- Analyze Edit
- Edit Exact
- Edit Replace
- Fuzzy 50?70%
- Fuzzy 70?90%
- Fuzzy >90%
- Machine matches
- Manually translated (None Matches)
- Not Translated

These columns are described in [The report layout](#).

- **Standard and group summary**

The report contains the columns previously described and summaries for the Analyze, Edit, and Fuzzy columns. Your Calculating Report would then look as follows:

Document		DEVICE.SCR									
Folder		C:\EQF\SAMPLE1.F00									
		Source Words									
		Number		Sum	Analyze			Sum	Edit		Sum
Doc Id	Document	Shipm	Catego.	Analyze	Auto	Post	Edit	Edit	Exact	Replace	Fuzzy
1	DEVICE.SCR	1	1..4	3		3					
			5..14	44		44					
			>= 15	84		84					
	DEVICE.SCR	1	Sum	131		131					

Figure 145. Calculating Report (Base), standard and group-summary layout

- **Shrunk to groups**

For the Analyze, Edit, and Fuzzy columns, the report only shows the summaries to improve readability. Your Calculating Report would then look as follows:

Document		DEVICE.SCR									
Folder		C:\EQF\SAMPLE1.F00									
		Source Words									
		Number		Sum			Mach.	None	Not		
Doc Id	Document	Shipm	Catego.	Analyze	Edit	Fuzzy	Matches	Matches	Transl		
1	DEVICE.SCR	1	1..4	3					4		
			5..14	44				5	31		
			>= 15	84							
	DEVICE.SCR	1	Sum	131				5	35		

Figure 146. Calculating Report (Base), shrunk to groups

10.1.7.2.1 Automatic shrink

Select this option if you want your report without the columns containing no values. Figure 146 would then look as follows:

Document		DEVICE.SCR									
Folder		C:\EQF\SAMPLE1.F00									
		Source Words									
		Number		Sum	Analyze	None	Not				
Doc Id	Document	Shipm	Catego.	Analyze	Post	Matches	Transl				
1	DEVICE.SCR	1	1..4	3	3		4				
			5..14	44	44	5	31				
			>= 15	84	84						
	DEVICE.SCR	1	Sum	131	131	5	35				

Figure 147. Calculating Report (Base), standard and group-summary layout, automatic shrink

- **Include statistics**

This option is only available to the Calculating Report.

Select this option if you want to add a statistics table of your project to the end of your report. This table can help you check the quality and consistency of the translation. A low percentage of matches used indicates that the translator used few of the proposals offered by **OpenTM2**.

You can choose between the following types of statistics:

◇ Standard statistics

The statistics table contains the percentage of proposals offered (exact, replace, fuzzy, and machine proposals) that were actually used by the translator. Such a statistics table can look as follows:

Document Folder		Statistics								
TRANS.DOC		C:\EQF\SAMPLE1.F00								
Doc Id	Document	Number	Catego.	Edit		Sum	Fuzzy			Mach
				Exact	Repl	Fuzzy	50-70%	70-90%	>90%	Matches
1	TRANS.DOC	1	1.4	-	-	-	-	-	-	-
			5.14	62%	-	100%	-	100%	-	-
			>= 15	100%	-	-	-	-	-	-

Figure 148. Standard statistics

◇ Advanced statistics

The statistics table contains both the percentage of proposals used and the absolute number of proposals not used during the translation. This option enables you to estimate whether the number of matches not copied by the translator is acceptable. Your table can look as follows:

Document Folder		Statistics									
TRANS.DOC		C:\EQF\SAMPLE1.F00									
Doc Id	Document	Number	Catego.	Edit		Sum	Mach.	Edit		Sum	50-70%
				Exact	Replace	Fuzzy	Matches	Exact	Repl	Fuzzy	50-70%
1	TRANS.DOC	1	1.4					-	-	-	
			5.14	18		9		62%	-	100%	
			>= 15	22				100%	-	-	

Figure 149. Advanced statistics

• Use existing proposals

Select this option if you want your report to show all proposals offered by **OpenTM2** regardless of whether the translator accepted and copied them. This option enables you to calculate the effort based on the assumption that all proposals were accepted.

10.1.8 Setting the factors for cost calculation

Documents can differ considerably with regard to their complexity. Some documents are easy to translate while the translation of others is difficult and time-consuming. The complexity of a document can also vary depending on the source language. **OpenTM2** enables you to take into account such language-dependent differences.

For each translation project you can specify different complexity and pay factors. The factors can be reflected in the History, Calculating, Preanalysis, and Redundancy Reports.

Click the "FactSheet" tab of the "Create Counting Report" window to display the "FactSheet" tabbed page.

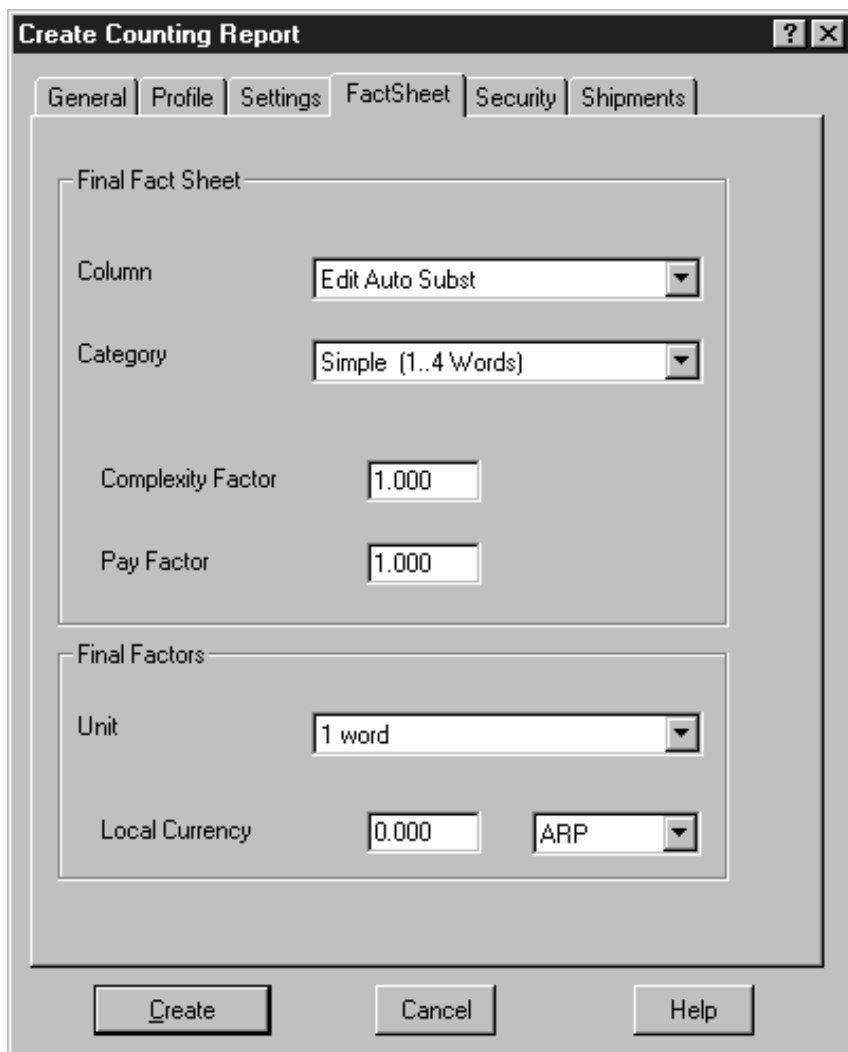


Figure 150. Create Counting Report window ? FactSheet page

On this page, you can choose or specify the following options and parameters:

• **Column**

Select the calculating factor for which you want to choose different complexity and pay factors. You can choose one of the following:

- ◇ Analysis Auto Subst
Contains the number of exact and exact-exact matches retrieved from a **Translation Memory** during the analysis of the document.
- ◇ Analysis Auto Subst 2
Has the same contents as, and replaces, the ?Analysis Auto Subst? column after the analyzed document is opened for translation.
- ◇ Edit Auto Subst
Contains the number of exact matches retrieved from a **Translation Memory** during the translation of the document using the ?Automatic substitution? option from the **Translate** menu.
- ◇ Exact Matches
Contains the number of exact matches copied from a **Translation Memory** during the translation of the document using the Ctrl+n key.
- ◇ Replace Matches
Contains the number of fuzzy replacement matches copied from a **Translation Memory** during the translation of the document.
- ◇ Fuzzy Matches
Contains the number of fuzzy matches copied from a **Translation Memory** during the translation of the document. The fuzzy matches are broken down to matches that fit less than 70%, less than 90%, and over 90%.
- ◇ Machine Matches
Contains the number of exact matches copied from an **Initial Translation Memory** during the translation of the document.
- ◇ Manually Translated

Contains the number of segments to be manually translated.

For a more detailed description of these options, refer to [The report layout](#). You can change the complexity and pay factors for several or all columns of a report. For example, if you want to specify different complexity and pay factors for the Exact Matches and Manually Translated columns, proceed as follows:

1. Select Exact Matches.
2. Select a category.
3. Specify a complexity factor.
4. Specify a pay factor.
5. Select Manually Translated. At this point of time, **OpenTM2** saves your settings for the Exact Matches column.
6. Select a category and specify a complexity factor and a pay factor.

• Categories

Select the segments for which you want to choose different complexity and pay factors. You can choose one of the following:

- ◇ Simple (1..4 Words)
Segments with one to four words.
- ◇ Medium (5..14 Words, mean)
Segments with five to 14 words.
- ◇ Complex (≥ 15 Words)
Segments with more than 15 words.

• Complexity factor

Specify a complexity for the selected column and category. This option enables you to take into account the translation challenges that each language poses.

For example, a Finnish sentence with more than 15 words might be more difficult to translate than an English sentence of the same length. So, for a translation from Finnish, you might want to specify a complexity factor of 2 for segments with more than 15 words that need to be manually translated, whereas for a translation from English, you might want to leave the complexity factor at 1.

The default complexity factor is 1.

• Pay factor

Specify a number by which the amount of money defined in the **Local Currency** fields is to be multiplied for the unit specified.

It is recommended that you specify the same pay factor for an entire translation project.

The default pay factory is 1.

• Unit

Select the unit on which your payment is based:

- ◇ 1 word
Payment is per word.
- ◇ Standard line (10 words)
Payment is per line, which consists of 10 words on average.
- ◇ Standard page (250 words)
Payment is per page, which consists of 250 words on average.

• Local currency

Specify the amount of money to be paid for each unit and the currency.

Example: The following figure shows the fact sheet of a Calculation Report that was created after the translation was finished:

Document Folder	Final Fact Sheet C:\EQF\SAMPLE1.F00 Source Words
------------------------	---

		Number		Analyze	Edit	Fuzzy	None
Doc Id	Document	Shipm	Catego.	Post	Exact	70-90%	Matches
	Actual Words	1	1..4	3			4
			5..14	44	5	5	26
			>= 15	84			
	Actual Words	1	Sum	131	5	5	30
	Complexity		1..4	0.50	0.75	1	1
	Factor		5..14	0.50	0.75	1	2
			>= 15	0.50	0.75	1	3
	mean comp		Sum	0.50	0.75	1	2
	Complexity		1..4	1			4
	Factor *		5..14	22	3	5	52
	Actual Words		>= 15	42			
	Compl. Word		Sum	65	3	5	56
	Pay		1..4	1	1	1	1
	Factor		5..14	1	1	1	1
			>= 15	1	1	1	1
	mean pay		Sum	1	1	1	1
	Pay		1..4	1			4
	Factor *		5..14	22	3	5	52
	Compl. Word		>= 15	42			
	Payable Words		Sum	65	3	5	56

	Final Summary
Payable Words	130.25
Standard Lines	13.02
Local Currency	10.00 USD
Total Pay	130.25 USD

Figure 151. Calculating Report ? Fact Sheet

To achieve this result, you specify the following on the "FactSheet" page:

1. Select **Analysis Auto Subst2** as column.
2. Select **Simple (1..4 Words)** as category.
3. Specify **0,5** for the complexity.
4. Select **Medium (5..14 Words, mean)** as category.
5. Specify **0,5** for the complexity.
6. Select **Complex (>= 15 Words)** as category.
7. Specify **0,5** for the complexity.
8. Select **Exact Matches** as column.
9. Select **Simple (1..4 Words)** as category.
10. Specify **0,75** for the complexity.
11. Select **Medium (5..14 Words, mean)** as category.
12. Specify **0,75** for the complexity.
13. Select **Complex (>= 15 Words)** as category.
14. Specify **0,75** for the complexity.
15. Select **Manually Translated** as column.
16. Select **Simple (1..4 Words)** as category.
17. Specify **1** for the complexity.
18. Select **Medium (5..14 Words, mean)** as category.
19. Specify **2** for the complexity.
20. Select **Complex (>= 15 Words)** as category.
21. Specify **3** for the complexity.
22. Specify **Standard line (10 words)** as unit.
23. Specify **10 USD** as local currency.

OpenTM2 calculates the costs by multiplying each category with the complexity factor specified for that category. Each result is multiplied with the pay factor specified. The sum is the number of payable words. Because the unit is defined to be a standard line, the number of payable words is divided by 10. The result is multiplied by the cost (?Local currency?) specified for a standard line. You then receive the costs for the translation of this document.

11 Working from the command area

- Working from the command area: BatchUtil
- Working from the command area: Other Tools

12 Appendices

- Overview of the OpenTM2 menus
- Editor functions reference
- Format files for printing a dictionary
- Displaying markup information for Word documents
- Exchanging data with other OpenTM2 products
- Directory structure of OpenTM2
- System limitations
- Hints, tips, and technical notices
- Problem determination
- Accessibility
- Trademarks

13 Glossary

This glossary defines all new terms and abbreviations used in this manual. It does not include all terms previously established for operating systems. If you do not find the term you are looking for, refer to the index or to the *Dictionary of Computing*, New York: McGraw-Hill, 1994.

addendum

The extension of a *language-support file* that contains individually added spellings of terms. For example, terms which have been indicated as misspelled by the spellchecker although spelled correctly.

aligning

The process of combining source segments with their corresponding target segments in an Initial Translation Memory (ITM).

analysis

A process for dividing text into *segments*. It checks the text against specific *exclusion lists* and *dictionaries*, and produces, on your request, a *new terms list* and a *found terms list*.

ANSI

American National Standards Institute.

API

Application programming interface.

application programming interface (API)

A software interface that enables applications to communicate with each other. An API is the set of programming language constructs or statements that can be coded in an application program to obtain the specific functions and services provided by an underlying operating system or service program.

In VTAM^(R), the language structure used in control blocks so that application programs can reference them and be identified to VTAM^(R).

automatic lookup

During translation, **OpenTM2** performs an automatic lookup in the referenced **Translation Memory** and in the referenced *dictionaries*. For each segment, matching segment translations from the **Translation Memory** are displayed as *translation proposals* in the "**Translation Memory**" window, translations of its terms are displayed in the "Dictionary" window.

automatic substitution

An option in the Translate menu. It lets you start the automatic substitution process, which translates those *segments* that have been previously translated by you or another translator and are stored in the *Translation Memory*. It is particularly useful for translating updated text. However, you still must translate new text manually.

company code

Abbreviation for a particular area of usage a translation applies to. For example, certain terms are used differently depending on the companies or clients you do translations for.

controlled folder handling

Is a concept that is only available to project coordinators. It allows them to specify, and change at any time, all properties and details for a folder, including the translators for the documents to be imported into this folder. It also allows them to ship the folder once all translations are finished.

details

See *view details*.

dictionary

A database that contains terms, their translation, and other related information.

dictionary entry

All data relating to a *headword* in a *dictionary*

dictionary filter

A method to select specific entries from a *dictionary* or only parts of these entries. The filter conditions that must be met if an entry is to pass the filter can be individually defined when printing or searching a dictionary.

dictionary print format

Specifies the layout of a printed *dictionary*. **OpenTM2** provides standard formats described in *format files* that can be tailored individually. The format files are on the same disk where **OpenTM2** is installed under the subdirectory `eqflprtfm`.

DLL

Dynamic-link library.

document file

A generic term used to describe all types of files containing information that is to be translated. Document files can be analyzed and opened for translation in the *Translation Environment*. The source of the document file you translate is called the *original document*. The document file that you edit during translation is referred to as the *translation document*.

document type

Depending on the different types of *markup* used to describe the layout of document, **OpenTM2** differentiates between different document types.

dynamic-link library (DLL)

A file containing executable code and data bound to a program at load time or runtime, rather than during linking. The code and data in a dynamic-link library can be shared by several applications simultaneously.

entry fields

The various fields and styles of an entry in a *dictionary*, such as meaning, usage, context, abbreviation, idioms, and grammatical information. For example, the entry field *Abbr.* would contain the abbreviation of a *headword*. The combination of all entry fields of a specific headword makes up the headword's entry in the dictionary.

entry level

The information that applies to all the *templates* of an entry. For example, the term itself, the author, and the date the entry was created.

entry section

Section in a *dictionary*. Contains all *dictionary entries* appearing one after another.

exact match

Each *segment* in the *translation document* is compared with the selected *Translation Memory*. If an identical segment is found, an *exact match* has occurred and the corresponding *translation proposal* is shown in the "Translation Memory" window. It originates from a previous translation.

exact match (1)

An *exact match* for which the following condition applies: The exact match occurs only once in the attached **Translation Memory databases**.

exact match (>=2)

An *exact match* for which the following condition applies: The exact match occurs at least twice in the attached **Translation Memory databases**.

exact-exact match

An *exact match* for which the following condition applies: The number of the active segment in the source document is identical (give or take 2) with that of the corresponding segment in the Translation Memory. In addition, the name of the document (document name = file name plus relative path (if available)) being translated is identical with that of the document stored in the Translation Memory.

exact context match

An *exact match* for which the following condition applies: The number of the active segment in the source document is not identical with that of the corresponding segment in the Translation Memory. However, the name of the document being translated is identical with that of the document stored in the Translation Memory.

exclusion list

A list containing common words such as articles, prepositions, proper nouns, and terms that occur frequently. These words are ignored when creating *new terms lists* and *found terms lists* during *analysis*, and are not shown in the "Dictionary" window during translation. Exclusion lists can be edited.

export

To copy *folders*, documents, *dictionaries*, and *Translation Memory databases* to the DOS file system to make them available to another user.

folder

Contains documents belonging to one project and references to the **Translation Memory databases** and *dictionaries* you want to use during translation.

format file

A file that contains the specification of a *dictionary print format*. It can be created and changed with a text editor.

found terms list

A list of all terms in the documents being analyzed that were found in the selected *dictionaries*. The list is used to update dictionaries and *exclusion lists*. Found terms lists can be edited, that is, terms can be deleted, moved to a dictionary, or to an *exclusion list*. A found terms list can be used to fill a separate dictionary related to a document.

fuzzy match

Each *segment* in the *translation document* is compared with the selected *Translation Memory*. If an almost identical segment is found, a fuzzy match has occurred and the corresponding *translation proposal* is shown in the "Translation Memory" window with a preceding [f]. It originates from a previous translation.

fuzzy replacement match

A *replacement match* where a couple of words are not identical. It is displayed in the "Translation" window with a preceding [rf]. Example: Document text: This is what happened in 1998.

TM proposal: This happens in 1999. In this example, the date in the TM proposal (1999) is automatically changed to the date in the document text (1998). However, happened is not replaced with happens.

header section

Section in a *dictionary*. Contains general dictionary information such as source language, target language, and creation date of the dictionary.

headword

Word or term placed at the beginning of an entry in a *dictionary*.

history log file

A file storing, in compressed form, records that contain the information collected during events, such as exporting or deleting a folder, and the result of this collection. There is one history log file per folder, which is stored as HISTLOG.DAT in the PROPERTY directory of the folder. New records are added at the end of the history log file.

homonym

Words that are spelled and pronounced alike but different in meaning. For example, the noun conduct and the verb conduct are homonyms.

homonym level

Part of a *dictionary entry*. Contains grammatical and syntactic information, such as part of speech, hyphenation, and abbreviation information.

HTML

Hypertext Markup Language.

Hypertext Markup Language (HTML)

A subset of the Standard Generalized Markup Language (SGML) allowing the presentation of electronically stored information within the World Wide Web (Internet).

icon

A small graphical symbol. Icons can represent windows that you want to work with (such as Folder list, Document list, Dictionary list, Translation Memory list, Terminology lists) or tasks that you want to perform.

import

To copy *folders*, documents, *dictionaries*, and *Translation Memory databases* from the DOS file system to make them available to **OpenTM2**.

Initial Translation Memory (ITM)

A *Translation Memory* created from existing translations and their corresponding originals. Proposals originating from an ITM are shown in the "Translation Memory" window with a preceding [m] like *machine-generated matches*.

irregular match

One of the following:

- ◇ A 1:2 match, where one source segment has been connected to two target segments
- ◇ A 2:1 match, where two source segments have been connected to one target segment
- ◇ A 2:2 match, where two source segments have been connected to two target segments
- ◇ An unaligned sentence (the default color is red)
- ◇ A sentence that is ignored (the default color is grey)

ITM

Initial Translation Memory.

JavaScript

A scripting language that resembles Java (™) and was developed by Netscape for use with the Netscape browser.

language support files

Source languages supplied with **OpenTM2**. Language support files are required when looking up *dictionary entries* during *analysis* of document files and during *spellcheck*.

lookup

See *automatic lookup* and *search*.

machine-generated match

Originates from an *Initial Translation Memory* and is displayed in the "Translation Memory" window with a preceding [m]. Can be used in the same way as a *fuzzy match*.

maptable section

Section in a *dictionary*. Determines the structure of *dictionary entries*. Contains the total of all allowed entry fields in a dictionary.

markup

Information added to a document, for example, formatting tags, to enable a system to process it. It describes the document characteristics or specifies the actual processing to be performed.

markup language

The language specific to a word processor that describes a document layout.

markup table

Contains all tags and attributes of a particular *markup language*. Is used in **OpenTM2** during *analysis* and translation.

match

The fact that a source *segment* in a **Translation Memory** and a source segment in a document to be translated at least resemble each other (*fuzzy match* or *replacement match*). If they are completely identical, it is an *exact match* if the translation was done by a translator, or a *machine-generated match* if the translation is generated by a program.

merge

Combining information of either two *dictionaries* or two *Translation Memory databases*. When merging dictionaries, **OpenTM2** preserves the structure of the destination dictionary.

model dictionary

An already existing *dictionary* whose structure can be taken as a sample when creating a new dictionary.

model folder

An already existing *folder* whose *properties* can be taken as a sample when creating a new folder.

new terms list

A list of all the terms found in the documents being analyzed but not found in the selected *dictionaries* during *analysis*. New terms lists can be used to update dictionaries and *exclusion lists*. New terms lists can be edited, that is, terms can be deleted, moved to a dictionary, or to an exclusion list.

organize

Internal restructuring of frequently changed *dictionaries* and **Translation Memory databases** to shorten search times.

original document

The source of the document that you translate. You cannot edit this document but you can display it and use it for comparison or checking purposes.

postediting

Editing an already translated document. Any changes cause an automatic update of the already translated *segments* in the *Translation Memory*.

properties

A summary of the different characteristics of a *folder* or a document, such as a description, the *markup language* used in documents, and references to **Translation Memory databases** and *dictionaries*.

replacement match

An *exact match* where only a number or date differs. It is displayed in the "Translation" window with a preceding [r].

Example:

Document text:

This happened in 1998.

TM proposal:

This happened in 1999.

In this example, the date in the TM proposal (1999) is automatically changed to the date in the document text (1998).

reversing

Turning source segments contained in a Translation Memory into target segments and vice versa.

revision marks

Characters at the beginning and end of a *segment* that can be individually defined and indicate that the enclosed segment has been translated from scratch, or by copying a *translation proposal* and changing it, or by copying a proposal without changing it.

search

In the "Look up a Term" window, you can search for terms in a dictionary using predefined search criteria and user-definable *dictionary filters*. See also *automatic lookup*.

segment

A translation unit produced during *analysis*. It is usually a sentence, part of a sentence, an element of a list, or a citation.

sense level

Part of a *dictionary entry*. Contains semantic variations of a *headword* such as varying areas of meaning and usage.

SGML

Standard Generalized Markup Language.

shared translation material

A dictionary or Translation Memory file located on a shared disk. It can be concurrently accessed by all **OpenTM2** users who are connected to the same LAN.

source document

See *original document*.

spellcheck

A proofreading aid to identify unrecognized or misspelled words in *translation documents*. Lists possible corrections for misspelled words.

Standard Generalized Markup Language (SGML)

A set of rules that allows the format specification of a *markup language* independent of any individual processing system. The external file formats created during export are based on SGML.

stem
The part of an inflected word that remains unchanged except by phonetic changes or variations throughout an inflection.

subject code
Abbreviation for a particular subject area a translation applies to.

tag
Statement used to determine the format of a *document file*. Is contained in a *markup table*.

target document
See *translation document*.

target level
Contains all information applying to one translation variant of a *headword*, such as definition and usage.

template
Dictionary entry information on all levels (*entry, homonym, sense, and target*) relating to one specific translation of a *headword*.

terminology list
A generic term for the following types of lists: *exclusion lists, found terms lists, and new terms lists*.

translation document
The document that you translate.

Translation Environment
Environment where the actual translation is performed. It consists of a window where you can edit the document file, a window with proposals from the associated *Translation Memory*, and a window with translations for terms in the document. All *translation proposals* can be copied into the *translation document*.

Translation Memory
A database that contains previously translated *segments* added during translation and *analysis*.

Translation Memory databases
More than one **Translation Memory** .

translation proposal
The translation of a *segment* found in a **Translation Memory** during translation, where the source segment is identical (*exact match*) or almost identical (*fuzzy match*) to the current segment.

user exit
A point in an OpenTM2-supplied program at which a user exit routine may be given control.
A programming service provided by an software product that may be requested during the execution of an application program for the service of transferring control back to the application program upon the later occurrence of a user-specified event.

view details
Contents of the list windows displayed in the main window. You can define how detailed the contents of these lists is to be displayed. The default is to display only the names of the individual list items.

word count
Utility to count words (words to be translated, words already translated, *markup tags*) in *original documents* or *translation documents*.

workbench
The **OpenTM2** main window.