

Personal Translator[®]

— Professional 20 —

Manual



*Lingua***tec**
Language Technologies

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1. First Steps

Linguetec Personal Translator is one of the most powerful PC translation programs available. A unique translation component with neural transfer technology and automatic subject-area recognition, comprehensive and carefully compiled dictionaries, as well as full text-editing and revision functions support you in your daily work.

Thanks to Personal Translator, producing fast, high-quality translations has never been so easy: The correct translation direction and the appropriate subject areas are selected automatically, and the synchronized display of translated sentence pairs facilitates editing the translation.

Using the add-on [PT Direct](#) you can look up words or translate text directly from any text document, without having to start the main application.

The Personal Translator offers even more options: The advanced [translation options](#) enable optimal coordination with your original texts. The comprehensive and fully updated dictionaries [can be extended with individual entries](#) as required, and not only provide the basis for high translation quality but are also ideally suited for looking up words.

The Personal Translator also offers a [translation memory](#) including 25,000 expressions from business correspondence (Business English; German<>English only), highly qualified and professional dictionaries for medicine and technology (German<>English only), additional specialized vocabulary, a [dictionary of idioms](#) (German<>English and German<>French only), a wide range of import and export options as well as many additional functions. The translation and dictionary functions can also be used directly in the [MS Office applications](#) Word, Outlook (E-mail) and PowerPoint; the PDF format is also supported.

Help and support

This manual will show you how to use all the features and functions of Personal Translator.

Fast support is offered by the detailed Help function for the application which you can open up at any time from the Help menu.

Our Internet site contains information on the latest updates, as well as answers to frequently asked questions (FAQ).

The address is <https://www.linguec.de/en/services/support-faqs/>

The next section «Technical support» provides you with information on how to receive personal support.

Thank you for choosing Personal Translator. We are confident that it will prove invaluable to your translation and reference needs!

Your Linguec team

1.1 Technical support

Internet support site

If you have any questions using Personal Translator that cannot be resolved with the manual or the online help, then visit our comprehensive Internet support site at:

<https://www.linguec.de/en/services/support-faqs/>

It includes a summary of the FAQs (*frequently asked questions*). Experience has shown that it contains detailed suggestions to quickly resolve almost all user questions.

Personal support

We would be happy to provide you with personal assistance for special issues which cannot be resolved with the help of the FAQs.

We offer email based support which is free of charge to registered customers for 90 days after the purchase of Personal Translator. Therefore please make sure to enter all required data correctly when activating the software.

All support queries must include the following information:

- Program version and license key
- Operating system
- Description of the error with the corresponding error message, if applicable

Please use the appropriate query form on our Internet support site.

General enquiries and suggestions

We would be more than happy to answer any questions you may have about additional licenses as well as network solutions for using our products in companies, or about the latest language technology products we offer.

We are always happy to receive your comments and suggestions regarding Personal Translator and we will try to implement them during the further development of our programs.

Please use the contact form on our website for all inquiries and suggestions to Linguattec (www.linguattec.de/en/contact/).

1.2 Installation

If a previous version of the program is already installed

It is recommended you uninstall any previous versions of Personal Translator before installing the new Personal Translator. Please observe the following hints:

- If you created your own translation memories with the Personal Translator Pro 2004 or earlier versions, you have to export them before uninstalling the previous program version and afterwards re-import them into the new version. For more information on the export of translation memories, consult the manual of your previous program version. For information on importing translation memories in Personal Translator see the chapter on translation memories about "[Importing translation memories](#)".
- Existing user dictionaries will not be removed during deinstallation and can still be used afterwards. Please consult your manual of the previous version about the default directory for user dictionaries.

Starting and completing the installation

Close your open documents and all Windows applications before starting the installation program.

Installation of the Personal Translator comprises the following steps:

- 1. Start the installation program:** Place the disk in the DVD ROM drive. If installation does not start automatically, you must start the **setup.exe** program manually: to do this, open the file folder of the DVD ROM and double-click on the file **setup.exe**.
- 2. Select a language for the installation:** Indicate the language in which you would like installation instructions to appear.
- 3. Automatic installation of the Microsoft .NET framework:** The installation of .NET 4.5 and C++ is required to operate Personal Translator. If .NET 4.5 and C++ does not exist on your PC it will automatically be installed during the Personal Translator setup. Note: Depending on what system you have this may take several minutes. A progress bar will not be shown during this time.
- 4. Start installation of the Personal Translator:** First of all, the installation files will be unpacked. The installation program will then launch. Follow the instructions on the screen.
- 5. Accept the license agreement:** The installation of the Personal Translator will be terminated if you do not accept the license agreement (by selecting the appropriate option).
- 6. Change the destination directory:** After entering your user information you can choose a different directory for the installation than the default. If this is the case, click on the **Change button**. To continue the installation without making any changes (recommended!), simply click the **Next button**.
- 7. Complete the installation:** After confirming the selected components the system will copy the necessary files to your PC and will configure the program. A message will appear once the configuration is complete. You will then be able to launch and use Personal Translator straight away.

Please note: Personal Translator must be activated within 30 days of installation. Read more in the following section [»Product activation«](#).

1.3 Product activation

For unrestricted use of the software, Personal Translator must be activated no later than 30 days after installation.

Production activation will be launched automatically the first time Personal Translator is launched after installation. If you would like to activate the product later, click the **Activate later** button.

To launch product activation later, choose the **Personal Translator Activation** command from the **Linguetec – Personal Translator** program group in the Windows Start menu.

Online access is required for product activation. Two activation methods are available:

- **Instant activation:** If the PC on which Personal Translator is installed has internet access, product activation can be completed online in just a few moments.
- **Manual Activation:** If an instant activation is not possible (e. g. because the PC with Personal Translator has no internet access, you can go online with another computer to retrieve the activation code from the Linguetec activation website, and transfer it manually to your PC.

Notes on product activation

- Product activation is bound to the PC on which Personal Translator is installed by means of a hardware code. The activation code which you receive from Linguetec to activate Personal Translator can thus only be used on the PC on which you have started product activation and generated a hardware code. The program must be reactivated every time it is reinstalled.
- Product activation can only be run with Administrator rights. If you are not logged in as an Administrator, you will be asked to enter an appropriate user name and password after launching product activation.

1.3.1 Instant activation

Instant activation requires internet access from the PC that Personal Translator is installed on. If this is the case, you should choose instant activation, since aside from the license key, no codes have to be entered manually and the activation is completed in just a few moments. If instant activation is not possible (e. g. because the PC with Personal Translator does not have access to the Internet), you can go online with another computer to retrieve the activation code from the LINGUATEC activation website and transfer the code manually to your PC.

Personal Translator can be used without activation for 30 days after installation; after that you will need to activate it. To do this, proceed as follows:

1. Launch product activation in the Windows Start menu with **Personal Translator activation** in the **LINGUATEC – Personal Translator** program menu in the Windows Start menu.
Please note. The product can only be activated with Administrator rights. If you are not logged in as an Administrator, you will be asked to enter an appropriate user name and password.
2. In the **Product activation: Dialog language** dialog box, select the language you would like the remaining activation dialog boxes to appear in, then click **Activate now**.
3. In the **Product activation: Entry of license key** dialog box, enter the license key next to the program version you would like to activate. With the DVD version, the license key is included in the packaging. If you purchased your program version by downloading it from an online store, you will receive your license key with your confirmation statement or by email. (If you have not received your license key, please consult the operator of the online store.)
4. Enter your name and email address. Please ensure these are entered correctly, as both are necessary to receive support and update offers in the future.
5. Click the **Continue** button to access the next dialog box: **Product activation: Selection of activation method**. Be sure that under **Activation method** the option **Instant activation** is selected. Under **Proxy settings** leave the standard option ("Do not use proxy server") selected, then click the **Continue** button to complete the activation.

6. After successfully completing the activation, you will receive a confirmation message. You can now enjoy unrestricted use of Personal Translator on this PC.

If you are not able to establish a connection to the activation server, you will have to reset the proxy settings. First try to do this using the option **Copy settings from Internet Explorer**. If this does not work either, you must enter the proxy server and appropriate port manually. If instant activation is unsuccessful, contact your system administrator or [activate the product manually](#).

1.3.2 Manual activation

You should only activate the product manually if the PC on which Personal Translator is installed does not have access to the Internet, or if instant activation failed. Otherwise instant activation is simpler and quicker.

For manual activation you must first generate a hardware code on the PC being used for the installation. Using this hardware code and your license key you can then access the LINGUATEC activation website (www.linguatec.de/en/activation/) from any other PC and generate the activation code required to activate the product on the installation PC.

Personal Translator can be used without activation for 30 days after installation; after that you will need to activate it. To do this, proceed as follows:

1. Launch product activation in the Windows Start menu with **Personal Translator Activation** in the **Linguatec – Personal Translator** program menu in the Windows Start menu.
Please note. The product can only be activated with Administrator rights. If you are not logged in as an Administrator, you will be asked to enter an appropriate user name and password.
2. In the **Product activation: Dialog language** dialog box, select the language you would like the remaining activation dialog boxes to appear in, then click **Activate now**.
3. In the **Product activation: Entry of license key** dialog box, enter the license key next to the program version you would like to activate.
With the DVD version, the license key is included in the packaging. If you purchased your program version by downloading it from an online store,

you will receive your license key with your confirmation statement or by email. (If you have not received your license key, please consult the operator of the online store.)

4. Enter your name and email address. Please ensure these are entered correctly, as both are necessary to receive support and update offers in the future.
5. Click the **Continue** button to access the next dialog box: **Product activation: Selection of activation method**. Under **Activation method** select the **Manual activation** option and click the **Continue** button to continue the activation.
(The proxy settings are not important for manual activation.)
6. In the **Product activation: Manual activation** dialog box you will find the hardware code that you will need to generate the activation code alongside your program version. Click the link **Activation form** to open an HTML document containing the license key you have entered and the hardware code. Print out this form or save it to a removable disk (e. g. a USB stick). If neither is possible, write down the hardware code and your license key.
7. Using any PC with an internet connection, open the Linguattec activation site (www.linguattec.de/en/activation/) and enter your license key and hardware code to generate your activation code.
8. Print out the web page with the activation code or note it down on the activation form, which you printed out.
9. Return to the **Product activation: Manual activation** dialog box on your PC.
If you have already closed it, you will have to restart Personal Translator to access the product activation. Then repeat the above-described steps 1) to 4).
10. Enter the activation code you received from the activation site in the appropriate fields. Make sure you enter the code in the correct order.
11. Click the **Continue** button to complete the activation.
12. After successfully completing the activation, you will receive a confirmation message. You can now enjoy unrestricted use of Personal Translator on this PC.

1.4 Uninstalling Personal Translator

Use the standard Windows function to uninstall Personal Translator:

Choose **Control Panel – Programs and Features** then select **Personal Translator** and click **Uninstall**.

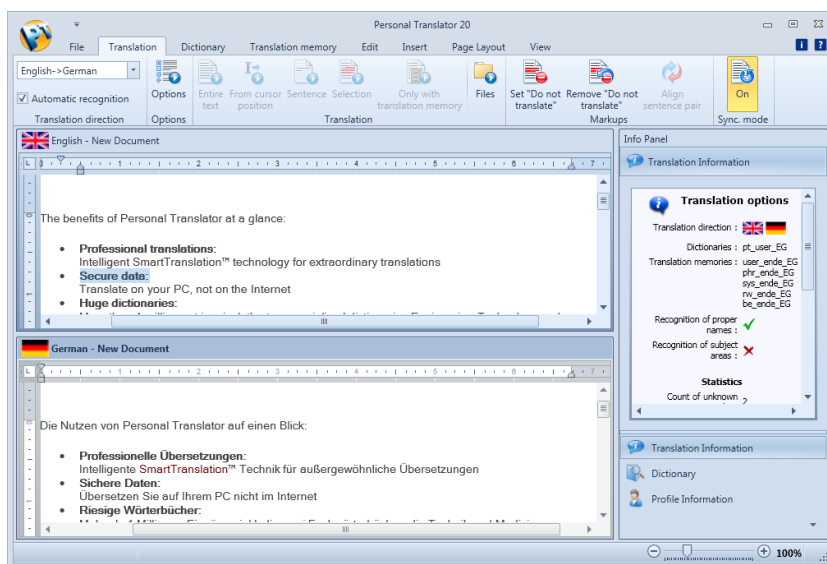
Any data created by yourself (dictionaries, translation memories, projects, profiles) will not be removed during uninstall and can be used again after reinstalling the software.

User-created files are saved under **Documents** in the folder **Personal Translator**.

2. The program interface

The Personal Translator application window contains two [text windows for the source text and translation](#) – these can either be placed alongside or above and below one another. It also features an optional [Info panel](#), which can be used to look up words in the dictionary, display translation statistics and administer profiles.

Program functions can be accessed using the [Shortcut toolbar](#) (to the right of the PT button) or by using the buttons grouped by theme which appear on the various tab pages in the [Multifunction bar](#).



You can customize the Personal Translator interface to your individual needs. You can show/hide the multifunction bar; you can arrange the two text windows one underneath the other or next to each other; and the info panel can be shown or hidden.

2.1 The multifunction bar

Similar to current Office programs, Personal Translator offers a multifunction bar that brings together popular functions from menus and buttons to enable quick and easy user control.

The separate commands are grouped into groups of common themes

which are in turn grouped into separate tabs for specific tasks, e. g. the translation or use of the dictionary.

To move from one tab to another, simply click on the tab you require.

Hiding the multifunction bar

The multifunction bar can be hidden where required. If the bar is inactive, only the tabs will remain visible. If you want to carry out a command, click on the tab to show the corresponding tab page; as soon as you activate a text window, the multifunction bar will be hidden once more.

To show/hide the multifunction bar, proceed as follows:

1. Right-click on any tab page to open the context menu.
2. Activate/deactivate the command **Minimize multifunction bar**.

2.2 The shortcut toolbar

The shortcut toolbar allows you to call up frequently used command directly without having to navigate to a specific tab on the multifunction bar.

Adjusting the position of the shortcut toolbar

By default, the toolbar is located next to the PT button in the title bar of the program window; if required, you can also move the shortcut toolbar to a position underneath the multifunction bar: Do so by opening the configuration menu by clicking on the arrow button next to the toolbar on the right and choosing the command **Show shortcut toolbar under the multifunction bar**.

Toolbar buttons

By default, the shortcut toolbar has no button preselection. You are free to arrange this group of commands the way you need.

Add an additional icon to the shortcut toolbar

Proceed as follows if you want to add a specific command from one of the tabs belonging to the multifunction bar to the shortcut toolbar:

1. Right-mouse click on the required entry on the required position in the multifunction bar to open the context menu.
2. Choose the command **Add to the shortcut toolbar**.

Remove an icon from the shortcut toolbar

If you wish to remove a specific button from the shortcut toolbar, proceed as follows:

1. Right-mouse click on the icon in the shortcut toolbar you wish to remove or click the appropriate command in the multifunction bar to open the context menu.
2. Choose the command **Remove from the shortcut toolbar**.

2.3 Text windows for source and target text

Personal Translator has two text windows: the source text window for the text to be translated, and the target text window for the translation. To activate one of the two windows simply click inside it.

You can adjust the text windows as follows:

Layout

You can arrange the two text windows either underneath or next to each other. To switch between the two arrangements, use the **Horizontal/Vertical** buttons in the **Window layout** group on the **View** tab.

Size

You can resize the two text windows at any time. Simply drag the horizontal/vertical divider between the two windows to the required position while holding down the mouse button.

Show status bar

You can track translation progress and if necessary interrupt translation using the status bar. To show/hide the status bar, use the **Status bar** button in the **Show/hide** group on the **View** tab.

2.4 The Info panel

The info panel optionally shows [translation information](#), the current [profile](#), or the [dictionary](#).

You can close and re-open the information panel whenever you want. To do so, click on the **Info panel** button in the **Show/hide** group on the **View** tab.

2.5 Selecting the menu language

You can have the menus, dialog boxes and system messages displayed in different languages. To do so, click on the **View** tab on the **Menu language** button and choose the required language from the menu.

You can change this setting anytime you want. It requires the restart of the program Personal Translator Professional 20.

3. The synchronous mode

By default, the contents of the source and target text windows are synchronized. As soon as text has been translated, each sentence in the source document will be linked directly to its translation in the target text window.

This synchronous mode offers the following advantages:

- If you change a sentence in the source document and have it translated again, the new translation automatically replaces the old one – irrespective of the current position of the cursor in the target text window.
- If you later add sentences in the source document and translate them, they are automatically inserted at the correct position in the target text.
- If you delete a sentence from the source document, it will be removed from the target text window during the next translation process – even if e. g. only one sentence is translated again.
- You can display a source sentence and its translation together at any time: Use the **Align sentence pair** button in the **Markups** group of the **Translation** tab or use the F5 function key to select the sentence currently containing the cursor in both windows simultaneously. This is particularly useful when revising large translations.
- The source document and the translation can be saved together [in a project file](#) (command **Save project** on the tab **File**); the synchronization of the individual sentence pairs is retained in the process. When you open a project again later, you can immediately resume work where you left off.
- Only in synchronous mode it is possible to archive translated and revised sentences [in the translation memory](#), in order to make them available for future translations.

In some cases, however, synchronous editing of the source and target text is not desired. Therefore, you can also [deactivate](#) synchronous mode. Asynchronous work is required, e. g. if an additional translated sentence needs to be inserted at a particular place in an open translation, or if you are revising a source sentence after translation and then want to retranslate it without deleting the previous translation variant.

The synchronous mode only synchronizes the *sequence* of sentences, not their contents. So if, after translating, you make manual changes in the target text, they are of course retained if you re-translate *other* sentences in the document. Only if you retranslate the sentence whose translation you have changed, will your changes be overwritten with the new translation. If the translation is saved into the translation memory, it will be [automatically recalled](#) should the sentence appear in any future translations.

3.1 De- /Activating the synchronous mode

When you start up Personal Translator, the synchronous mode is activated by default. If you deactivate synchronous mode and wish to reactivate it at a later point in time, use the Synchronous mode button on the **Translation** tab.



If synchronous mode is switched on or off when the target text window already contains a translation then this will affect the target text. Therefore, note the following:

If a translation already exists and synchronous mode is ...

- **... deactivated:** The current translation in the target window is retained if synchronous mode is deactivated; the link with the source text is lost, however, and cannot be restored.
- **... activated:** When synchronous mode is switched on, the current translation in the target text window is deleted so that a synchronized translation can be generated in the next translation process. If you click on the Synchronous mode button when it appears as **Off** you will be prompted to save the current contents of the target text window to a file. If you want the current translation to be available later on, you must save it; otherwise the current contents of the target text window will be lost!

4. Opening and saving documents

The Personal Translator supports the following file formats:

- Text only (*.txt; text files without formatting)
- RTF (*.rtf, format with paragraph and character formatting that is supported by most word processors (e. g. Word, Works or OpenOffice/StarOffice).
- HTML (*.htm, *.html; webpage format supported by all web browsers and most word-processing programs).
- Web Archive, single file (*.mht)
- Word (*.doc, *.docx, Microsoft Word documents)
- OpenDocument Text Dokument (*.odt)
- Elektronical publishing (*.epub)
- PDF (*.pdf; format for cross-platform document exchange that can be viewed with, e. g. Adobe Acrobat / Adobe Reader and other compatible programs). Please refer to the [notes on working with PDF files](#).

Please note the following important information:

When a document is opened, it is converted into a special HTML-based format and only converted back into the required target format on saving. This makes it possible to synchronize source and target text, and also ensures that Personal Translator can copy the character formatting of the source text exactly to the target text during translation. However, some formatting in formatted documents may not be reproduced exactly as a result, for example, paragraph spacing or page margins. In individual cases, you may have to re-create such formatting after translation using an appropriate word-processing program.

You should always therefore save documents that were originally created or modified in other applications using a new name (**Save under** on the **File** tab), in order to keep the source file in its original format.

4.1 Opening and saving text files

You can open a text file in both the source and target text window.

In synchronous mode you can [save the source and target text together in a project and reopen them](#).

Opening a source text file

You open source-language documents that you want to translate in the source text window. To do this, proceed as follows:

1. Ensure that the source text window is active. You may have to click the title bar or click in the text window of the source text window.
2. Choose **Open** on the **File** tab. If the source text window contains unsaved text, you will be prompted to save the current contents of the window. You can save the current text (click **Yes**) or discard it (click **No**).
3. First select the required [file format](#) in the **Open** dialog box under **File type** and then select the required file name. Double-click the file or click **Open** to open the file in the source text window.

Opening a target text file

If you want to continue editing a translated document, you can open it in the target text window. For example, you can have additional sentences translated and inserted or replace individual sentences with new translations.

If you open a target text file independently of its source text, you must [deactivate synchronous mode](#) (**Translation** tab) to ensure that the original target text is not overwritten in an attempt to synchronize it with the source text.

Save file

In order to save the text in the source or target text window, you must first activate the required text window. To do this, click the title bar or click in the text area of the source or target text window.

You have two options:

- You can save the text in a new file under a new name and/or in a different [file format](#). The existing version is retained (**Save under** on the **File** tab).
- You can save changes made to the existing file. The existing version will

be overwritten.

Please note that the formatting of a document opened in Personal Translator may differ slightly from the original file after saving.

We therefore recommend that you save files that were originally created or modified in another application using a new name so that the original version remains unchanged.

4.2 Saving and opening projects

When you work in [synchronous mode](#), the individual sentence pairs of the source and target text are synchronized. To retain this synchronization even when the translation or editing of the text is paused, you must save both documents (i.e. the source and target text) together in a project.

This is carried out as follows:

Saving source and target text together as a project

1. Check that synchronous mode is active (appropriate button on the **Translation** tab is **On**) and that the source text and target text windows contain synchronized text.
2. Choose the command **Save Project as** on the **File** tab.
3. In the **Save project as** dialog box, enter a name for the new project and select a new folder where necessary.

Saving an existing project

To save the changes made to an existing project, choose the command **Save project** on the **File** tab. Select the **Save project as** command to save the current project under a new name and/or in a different folder.

Opening a project

1. Make sure that Synchronous mode is active (corresponding button on the **Translation** tab is **On**). Save any documents that have not yet been saved in the source and target text windows.
2. Choose the **Open project** menu command on the **File** tab.
3. Select the project file you want to open (extension ***.ptff**) in the **Open Project** dialog box.

4.3 Replacing text using the clipboard

You do not need to open a text file to insert text from another application into a Personal Translator window. You can use the Windows clipboard to select text in another application and copy it to the clipboard (e. g. with CTRL+C) and insert it into the Personal Translator with the **Paste** button on the **Edit** tab (CTRL+V). Paragraph and character formatting is largely preserved in the process.

Similarly, you can also copy text from a text window in Personal Translator and paste it into an external word-processing program.

4.4 Notes on working with PDF files

The *Portable Document Format* (PDF) is primarily intended to make documents available for different platforms (Windows, Mac OS, Linux etc.) and output devices (screen, printer, imagesetters, etc.) while retaining the layout. Although PDF files can be edited to some extent, this format does not offer the functionality such as that provided by word processors or layout programs.

To enable Personal Translator to process PDF documents, the individual graphics and text elements must first be converted into an editable XML-based format when the documents are opened in Personal Translator. Personal Translator will attempt to retain the layout, but especially with extensive and complex layouts this is only possible to a certain degree.

Therefore please note the following when working with PDF documents:

- You should never save a PDF file under the original file name if it has been created by another program and if you have opened it in Personal Translator (**Save source text** on the **File** tab). This would overwrite the original file with the version which Personal Translator created upon opening the file for internal processing, and which is displayed in the source text window. Always use the command **Save Source Text as** and use a new name.
- To achieve reasonable translation results, you should first check and, if necessary, edit the document opened in the source text window. For example, hyphens that were originally entered as discretionary hyphens are often shown as normal hyphens in PDF documents (e. g. *Was-ser*) preventing Personal Translator from identifying these words correctly.

- Sometimes text is converted into graphics in PDF documents. You can recognize such elements by the fact that you cannot highlight individual characters with the mouse. Text converted to graphics cannot be translated.
- The PDF support function of Personal Translator not only allows you to import existing PDF documents but also to save your translations as a PDF file for making them available to other platforms (command **Save target text as** on the **File** tab).

5. Look up

5.1 Dictionary look-up

The comprehensive, detailed system dictionary is at the heart of the first-rate translations delivered by Personal Translator, while it also serves as a powerful electronic dictionary for looking up unfamiliar words.

Alongside the main system dictionary, there are highly qualified and professional dictionaries for medicine and technology for the language pair English-German included, which can be used either for specialized translations or for a look up. Further on the Personal Translator features additional system dictionaries with technical terms from different subject areas. These additional system dictionaries are included automatically when looking up terms.

The [dictionary panel in the info panel](#) can be used for looking up terms. Or you can also use the [Look up/Edit Dictionary](#) dialog box. A comparative overview of both look-up options is provided in the following table.

Looking up terms in the info window vs. Looking up terms in the dialog box

	Info window	Dialog box
available translation direction	All language pairs installed, regardless of current translation direction	only the currently selected translation direction
Changing language / translation direction	directly in the info window	by changing the current translation direction
Entering word for search	in search field only	in search field / direct lookup from source text window also possible

	<u>Info window</u>	<u>Dialog box</u>
Word form of the search term	Base form only (e. g. English <i>go</i>)	Inflected form as well with look up from the source text (e. g. English <i>went</i> for <i>go</i>)
Changing / adding entries	not possible	possible

5.1.1 Looking up words in the Info Panel

The [Info Panel](#) can be displayed in addition to the two text windows. Here you can look up words independently of the current translation direction in all installed language pairs.

To look up a word in the dictionary panel of the info panel:

1. Make sure that the Info Panel is displayed (**Show/hide** group on the **View** tab) and activate the **Dictionary** panel.
2. Select the language direction you want to use from the list box in the info panel.
3. Enter the complete word you are looking for in the entry field and then click **OK** or press ENTER.

5.1.2 Looking up words in the dialog box

When looking up a word in the dialog box, you are restricted to the currently selected language direction but have a number of options the [Look up in the info panel](#) does not offer:

- You can look up words directly from within the source text, without having to type in the word. Unlike with many other electronic dictionaries the word does not have to be in the base form (e. g. German *gehen* or English *go*), but may also be used in the inflected form in the text (e. g. *ging*, *gegangen* or *went*).
- You can see a list of all available keywords and browse it.
- You can create a new entry directly from the dialog box if the searched word is not in the dictionary.

Proceed as follows to look up a word from within the source text:

1. Ensure that the correct language direction has been selected.

2. Highlight the word you want to look up. The word does not have to be in the base form; the correct entry will usually also be found when you look up an inflected word.
3. Open the dictionary with the **Dictionary** button on the **Dictionary** tab or by using the function key F11.


The Dictionary dialog box


For technical reasons, the dictionary dialog box for language pairs with German (e. g. German<>English or French<>German) will have a different layout than the one for other language pairs; please observe the corresponding notes in the following descriptions.

You can perform the following operations in the dictionary:

- **Register dictionaries:** In the list field, select which dictionaries you would like to use for the lookup. You can choose between the active user dictionary, all active additional dictionaries, only the system dictionary, or all activated additional dictionaries.
- **Look up a word:** Enter a word or the first few letters of a word in the text field and select the searched word from the word list to display the entry.

Please note that you can only use the base word form when typing in the search word in the dialog box. Inflected forms can only be looked up from within the source text.

- **Copying entries:** Highlight the required text passage in the entry with the mouse and click on the **Copy** button (language pairs with German) or press  to copy the highlighted range to the clipboard. Clicking the **Paste** button on the **Edit** tab or using the shortcut CTRL+V allows you to paste the text into a Personal Translator text window or another Windows application.

You can also adopt the highlighted text in the entry directly into a Personal Translator text window (language pairs without German): Use the  button to paste the highlighted text to the cursor position in the active Personal Translator text window.

You will find information on how to create and edit individual dictionary entries in the chapter [«Manage and expand dictionaries»](#) in the sections [«Edit dictionaries \(language pairs with German\)»](#) or [«Edit dictionaries](#)

[\(language pairs without German\)»](#).

5.2 Look-up in the dictionary of idioms

Personal Translator offers dictionaries of idioms for the language pairs German<>English and German<>French, which help you to understand English or French idioms better and use them with more confidence. As well as a translation, the dictionary often also contains a (German) sentence illustrating the use of the expression, plus information on usage (e. g. *colloquial, casual, formal, jocular, vulgar*).

To look something up in the dictionary of idioms, proceed as follows:

1. Check that the correct language direction is selected in Personal Translator.
2. If you want to look up a word contained in the source text window, you do not have to enter it again. Simply select the word you want to look up before opening the dictionary of idioms.
3. Open up the dictionary of idioms using the **Idioms** button in the **Dictionary** group on the **Dictionary** tab.

The dictionary of idioms dialog box offers the following possibilities:

- **Entering search term(s):** Along with the first search term you can also enter a second one to narrow down the search. The two search terms are connected with an AND: i.e. the program will find only idioms that contain both the first and the second search term.
- **Observing upper and lower case spelling:** By default, upper case and lower case in the search item are ignored (e. g. if you are searching for «liebe», both «liebe Mühe» and «Liebe auf den ersten Blick» will be found). Activate the match case option if you want to restrict the search to words with the same upper/lower case as the search terms.
- **Searching for whole words only:** If the option **Whole words only** is not activated, the program will search for words that match the start of the search term: If you are searching for «Glück», the program will find «Glück» and «Glückskind».
- **Displaying idioms:** After you have clicked the **Search** button, click on one of the idioms in the list of idioms to display the corresponding entry.
- **Copying the translation of the idiom:** Click the **Copy** button to copy the translation of the idiom to the clipboard. You can use the **Paste**

button on the **Edit** tab or the CTRL+V command to insert the copied text into a Personal Translator text window or another Windows application able to process the text.

You can leave the dictionary of idioms dialog box open while you continue working with Personal Translator. You can close the dialog box with the **Close** button.

6. Translating

For a successful translation we recommend you carry out the following steps, described in the subsequent sections:

[Prepare the translation by selecting the required translation direction and setting the appropriate translation options.](#)

[Start the translation.](#)

[Check and revise the translation.](#)

6.1 Preparing the translation

Before you translate a document with Personal Translator, you should prepare the text as well as possible in order to achieve optimum results and to keep post-processing to a minimum.

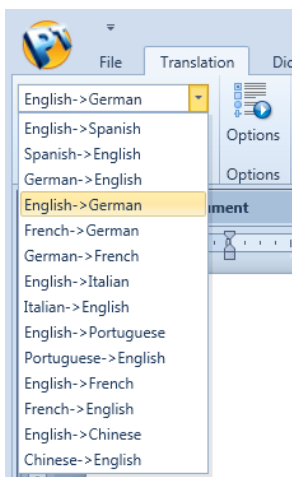
Make sure to perform the following steps:

- [Specify the translation direction](#)
- [Check the source text for errors](#) and [search for unknown words](#)
- [Register dictionaries](#)
- [Determine the settings for using translations from the translation memory](#)
- [Select subject areas](#)
- [Set translation options](#)

6.1.1. Specifying the translation direction

Setting the correct translation direction is not only important for the translation itself but also for all [translation options](#) that you determine prior to translating. Therefore the translation direction must always be selected correctly *before* you adjust the options.

From the **Translation** tab, you can check the current translation direction at any time and where necessary change using the appropriate list box.



Automatic language recognition

If automatic language recognition is switched on (option **Automatic recognition** on the **Translation** tab), the translation direction is usually adjusted automatically when you open a document in the source text window or paste text from the clipboard.

When you start a translation, Personal Translator checks the translation direction that is set; if a different direction is recognized, the **Translation direction** dialog box appears with the proposed translation direction. You can accept the suggested direction with **OK** or select a different one.

The source text must be at least 24 characters in length for automatic language definition to work. Automatic language detection is not possible for shorter text segments, e. g. when the text is only one word in length.

6.1.2. Checking the source text

Spelling errors in the source text will inevitably result in translation errors. Grammar slips (e. g. errors of agreement such as *Er fahren in Urlaub*) and missing or incorrect punctuation may also seriously affect the translation quality. Also the [Search for unknown words](#) (**Search** button in the **Unknown words** group on the **Dictionary** tab) pulls up any spelling mistakes. Grammatical and punctuation errors frequently remain undetected, however. You should therefore check the source text carefully before starting the translation.

Searching for unknown words in the source text

You can search the source text for unknown words before translating. This process marks all the words in the document that Personal Translator cannot identify.

To search for unknown words, proceed as follows:

1. Check that the [correct translation direction has been selected](#).
2. Click on the **Search** button in the **Unknown words** group on the **Dictionary** tab.
3. Once the search has been completed, all unknown words in the text will be shown in brown. Open the **Unknown words** dialog box to get a summary of all words unknown to the system; therefore click on the **Edit** button on the **Dictionary** tab.

The **Unknown words** dialog box contains a list of all the words Personal Translator cannot identify. Check the list for words with typing errors and correct them in the source text.

The dialog box offers the following possibilities:

- Click a word in the list in order to show the sentence in which it occurs in the lower area of the dialog box.
- Click on the **Remove** button to delete the highlighted word(s) from the list.
- Click the **Remove all** button to empty the whole list.
- Click the **Dictionary** button to [add the selected word to the user dictionary as a new entry](#)

If you have opened an unknown word in the dictionary dialog box, then it is marked in the list of unknown words with a checkmark. Thus you can see at a glance which words of the list have already been edited.

- Use the **Display word** button to display a word or double-click a word in the list to highlight it in the currently active text window (source or target).

Updating text mark-ups

During the translation process, Personal Translator recognizes unknown words and different name types (personal, company and geographical names) and highlights them each in different color.

If you want to find out before translating which words Personal Translator does not know and which words it recognizes as names, choose the **Update text mark-ups** button in the **Text mark-ups** group on the **Translation** tab.

6.1.3. Excluding text passages from translation

If the source text contains passages which you want to exclude from translation e. g. quotations you want to keep in the original language, program listings or product specifications which must not be changed, or proper, company or product names, you can mark these passages appropriately to exclude them from translation. They will then be copied to the target text without changes.

This is carried out as follows:

1. Select the text passage that is to be copied to the target text untranslated.
2. From the **Translation** tab in the group **Markcups** click on the **Set "Do not translate"** button.

If you want to undo the exclusion of the text, mark it and click on the **Remove "Do not translate"** button.

6.1.4. Specifying translation options

The translation settings comprise: the selection of dictionaries to be consulted for the translation process; settings for the automatic use of translations stored in the translation memory, the specification of appropriate subject areas and the translation options configuration. All options are summarized on separate tab sheets in the **Translation options** dialog box (**Options** button on the **Translation** tab).

Please note that the settings you make on the tabs of the **Translation options** dialog box only apply to the current language direction.

Therefore, ensure that the [required language direction is set](#) before opening the dialog box and remember to adjust the settings after changing the language direction, if necessary.

You can [save the translation options in a profile](#) in order to reuse them immediately for future translations.

Selecting dictionaries

You can create your own dictionaries in addition to the system dictionary and use them for translation.

For an individual dictionary to be consulted during the translation process, it must be registered and activated as user dictionary or as an additional dictionary.

Registering individual dictionaries

1. From the **Dictionary** tab click on the **Register dictionaries** button to open the **Register dictionaries** tab.
2. On the **User dictionary** or **Additional dictionaries** tabs, click on the **Register** button to select an individual dictionary as user dictionary or as an additional dictionary

You can determine the language direction of individual dictionaries with the source or target language German from the file extension. The standard user dictionary created for each language direction is **pt_user.de**, for German-English for instance, and **pt_user.fd**, for French-German. All other dictionaries will have the file name extension **.dct**, regardless of the language direction. The appropriate language direction can be determined from the file name itself: The standard user dictionary for English-Portuguese, for instance, is **user_enpt.dct**, and for Italian-English **user_iten.dct**.

If a dictionary has already been registered as the user dictionary, you must first remove the current one (**Deregister** button) before you can register another one.

A dictionary that has already been registered on one tab cannot be registered on the other one at the same time. First remove the respective dictionary from the list (button **Remove**) before you select it on the other tab.

If - with long paths - the path is not completely visible in the dictionary list, click with the mouse pointer onto it to get a tooltip with the complete path.

You can register up to 15 additional dictionaries. If you want to register a 16th additional dictionary, you must first remove another one from the list of additional dictionaries (**Deregister** button).

Activating registered dictionaries

Dictionaries that are registered in the **Registering dictionaries** dialog box can be temporarily deactivated.

From the **Translation** tab click on the **Options** button and activate the **Dictionaries** tab. Here you can see which dictionaries have been currently registered and can deactivate them individually.

Deactivate I dictionaries will no longer be available in the [Look up/Edit dictionary](#) dialog box. Therefore you should remember to reactivate deactivated dictionaries later.

It is not possible to deactivate system dictionaries.

Settings for automatic translation using the translation memory

You can set the Personal Translator so that it will query [the registered translation memories](#) first during the translation of each sentence, to see if they already contain a suitable translation; if this is the case the translation will be copied directly from the translation memory instead of machine translating the sentence.

To apply the translation memory in the translation process, proceed as follows:

1. This option only refers to the current language direction. First ensure that the [required language direction is set](#).

2. From the **Translation** tab click on the **Options** button.
3. From the **Translation options** dialog box click the **Translation memories** tab.

Adjust the following settings:

1. If you want to be able to access the registered translation memories, activate the **Use translation memory** option.
2. By **Translate only sentences with fuzzy match larger than**, enter the desired value for the fuzzy match.
With a **Value of 100** (max. value) only those translations from the translation memories will be used, where the source sentence exactly matches the sentence to be translated.
With a **Value of 99**, translations are also used, where the source sentence in the translation memory contains a [dynamic variable](#), but is otherwise identical to the source sentence in the document.
With **Values below 99** translations are also used if the source sentence in the translation memory differs; the lower the value, the greater the differences will be.
3. Choose regional variants and user attributes, where necessary, if you only want to use correspondingly marked sentence pairs.
4. Deactivate individual translation memories under **User translation memory** and **Additional translation memories** if you do not want all registered translation memories to be used for the translation.

Further information on translation with the translation memory can be found in the section [Automatically use archived sentences during translation](#) in the translation memory chapter.

Selecting subject areas

The choice of subject areas can have a major impact on translation quality as many words mean different things depending on the context and may require different translations as a result.

To select the appropriate subject areas, proceed as follows:

1. The selected subject area applies only to the current language direction.
First ensure that the [required language direction is set](#).
2. From the **Translation** tab click on the **Options** button.

3. From the **Translation options** dialog box, click on the **Subject areas** tab.

Set subject areas automatically

Select this option if you want Personal Translator to select the subject areas automatically. Before translation, the program will then carry out a context analysis and automatically assign the appropriate subjects areas.

Automatic recognition usually results in a very good subject area match. Since the context analysis is carried out prior to each new translation, the subject area selection is automatically updated when the source text is changed or a new document is opened.

Setting subject areas manually

If you want to select subject areas manually, you must deselect the **Set subject areas automatically** option.

To select a subject area, click the checkbox by the subject area in question. Click it again to deselect it.

Please note the following:

- Subject areas are organized hierarchically in a tree structure according to subject. Click the [+] symbol by a subject to show all subsidiary subjects. Click [-] to hide them again.
- Main subject areas contain the more general terms associated with all the subsidiary subject areas. If you only select one main subject area, the lower-level subject areas contained within will *not* be included in the selection. If, on the other hand, you select one of the lower-level subject areas, then the relevant higher-level subject area is also included.

The selection of subject areas remains valid for the current language direction until you change it. Remember that you may have to change the manually selected subject areas before translating a new source document.

You can save the subject area settings in a [translation profile](#) to reuse them for later translations.

Setting language-specific translation options

Before translating a new document, you should check the translation options and adjust them if necessary, so that the source text is correctly recognized and the translation corresponds to the required style.

Proceed as follows to adjust the options:

1. The displayed options apply only to the current language direction. First ensure that the [required language direction is set](#).
2. From the **Translation** tab click on the **Options** button.
3. From the **Translation options** dialog box, click on the **Translation options** tab.

There you will find the following options, irrespective of the current language pair:

End of line is also end of sentence

Personal Translator works by analyzing individual sentences. This means that for translation, the end of each sentence must be unambiguously identified.

The following punctuation marks are always defined as sentence separators: manual page break, question mark, exclamation mark and period (except in numbers and dates and in abbreviations in the dictionary). If you select the **End of line is also end of sentence** option, line breaks or paragraph indicators that are entered manually will also be defined as separators. This usually makes sense because headings or lists with several points often do not end with a punctuation mark.

You should only deselect this option therefore if the source text contains line feeds that do not mark the end of the sentence (this happens frequently in e-mails for example).

Tab stop is also end of sentence

If you select the **Tab stop is also end of sentence** option, the entered tab stops will also be defined as separators and therefore end of a sentence. This option should be activated when in e.g. headings or lists the separation isn't realized with a punctuation mark but with tab stops.

Automatic recognition of proper names

Personal names, geographical names and names of companies and institutions often cause problems during machine translation if they are not recognised as such, either because they are not in the dictionary or because they have a different meaning in the dictionary (e. g. surnames such as *Bäcker, Baker, Boulanger* etc., which are of course all job titles as well).

Personal Translator can automatically recognize proper names by analyzing the context with the help of a neural network. We recommend that you keep this option selected in order to avoid mistranslation of proper names.

SmartCorrect

SmartCorrect is an automatic spelling correction for the translation. If the option is activated and Personal Translator finds misspelled words or word groups during translation, it will attempt to replace them with plausible content and use this for the translation. For example, Personal Translator will translate the sentence «hope the *trian* arrives on time.» correctly despite the misspelled word «train». The source text will not be corrected in the process; the incorrect «trian» therefore remains unchanged even after the translation has been carried out.

You can find a list of the words which were corrected by SmartCorrect during translation in the **Translation information** tab of the **Info panel**, together with the unknown words which could not be corrected plausibly.

Names are frequently not included in the dictionary but should nevertheless not be corrected. Therefore, it is important that you always activate SmartCorrect together with the option **Automatic recognition of proper names** to ensure that names remain unchanged and are not automatically corrected.

If you work with the German<>English or German<>French language pair, further options are available depending on the selected language direction. These are described in the following sections.

German-English

The following additional options are available when translating from German into English:

Text contains ae/oe/ue/ss instead of ä/ö/ü/ß

Sometimes German umlauts are substituted, for example because only international keyboards are available or because they are not supported by the e-mail program. If this is the case, select this option so that Personal Translator can recognize affected words even if their umlauts have been substituted.

Automatic pronoun recognition

German makes a distinction between natural and grammatical gender. While the natural gender of *das Mädchen* for example is feminine, its grammatical gender is neuter. Personal and possessive pronouns agree with the grammatical gender; for example: **es** [=das Mädchen] **hat seine** Tasche verloren, but **sie** [=die junge Frau] **hat ihre** Tasche verloren.

This distinction does not exist in English. *He/his* is always used for masculine, *she/her* for feminine, and *it/its* for neuter.

If this option is switched off, Personal Translator will translate personal and possessive pronouns without reference to the context; if **Automatic pronoun recognition** is activated though, the program will attempt to resolve pronoun references, if need be, across sentence boundaries.

Automatic compound recognition

Personal Translator includes a function which breaks down German compound words and translates each part separately. This results in the correct translation of many compound words, but it can also produce undesirable results in some cases because the program attempts to break down *all* compounds, including unidentifiable family, product and place names, for example.

Translating «Sie» with «you» instead of «they»

Personal Translator distinguishes correctly between «Sie» with an upper case initial letter (formal second person singular and plural) and «sie» with a lower case initial letter (personal pronoun, third person plural), translating the former as «you» and the latter as «they». This distinction is not possible at the beginning of a sentence, however. This option allows you to specify which alternative is selected if «Sie» is at the beginning of a sentence.

We recommend that you select this option for letters and other documents that are personally addressed to someone. Otherwise, do not select it.

Translate impersonal requests as imperatives

In German technical documentation, such as operating instructions, manuals etc., an impersonal style is sometimes used instead of the imperative for instructions (e. g. «Nicht aus dem Fenster lehnen.»). Commands expressed in this way are usually translated into English using the imperative.

If the German source text contains impersonal commands of this nature, then you should select this option so that the imperative is used where appropriate in the English translation.

If you select this option in conjunction with the Translate «Sie» with «you» instead of «they» option (see above), then subjectless passive constructions involving intransitive and reflexive verbs are translated with a second person subject. The German «Jetzt wird geschlafen» would be translated as *You sleep now* (instead of: *They are sleeping now*).

Do not create contractions

Select this option if you do not want negative constructions to be contracted (e. g. *he could not come* instead of *he couldn't come*).

Regional variant: American/British English

When translating into English, you can specify preferred usage in terms of word choice (e. g. *Gepäck*: «baggage» or «luggage») or spelling (e. g. «color» or «colour») if there are differences between American and British English.

The options remain valid for the current language direction until you change them. Keep in mind that you may have to change these options before translating a new source document.

German-French

The following additional options are available when translating from German into French:

Text contains ae/oe/ue/ss instead of ä/ö/ü/ß

Sometimes German umlauts are substituted, for example because only international keyboards are available or because they are not supported by the e-mail program. If this is the case, select this option so that Personal

Translator can recognize affected words even if their umlauts have been substituted.

Automatic pronoun recognition

German makes a distinction between natural and grammatical gender. For example, the physical gender of *das Mädchen* is feminine, but the grammatical gender is neutral. Personal and possessive pronouns agree with the grammatical gender; for example: **es** [=das Mädchen] **hat seine** *Tasche verloren*, but **sie** [=die junge Frau] **hat ihre** *Tasche verloren*.

French also makes a distinction between natural and grammatical gender, but grammatical gender in German and French can be different (e. g. **das** *Mädchen/la fille* or **die Sonne/le soleil**).

If this option is switched off, Personal Translator will translate personal and possessive pronouns without reference to the context; if **Automatic pronoun recognition** is activated though, the program will attempt to resolve pronoun references, if need be, across sentence boundaries.

Automatic compound recognition

Personal Translator includes a function which breaks down German compound words and translates each part separately. This results in the correct translation of many compound words, but it can also produce undesirable results in some cases because the program attempts to break down *all* compounds, including unidentifiable family, product and place names, for example.

Informal style

This option allows you to specify the stylistic register you require the translation to have: in French, questions can be formulated by inverting the verb and the subject, which is rather formal, or by rewriting with *est-ce que*, which is considered informal.

Translating «Sie» with «vous»

If the capitalized word «Sie» appears at the beginning of a sentence, the program has no way of knowing whether it is referring to a pronoun in the third person plural or the formal form of address «Sie».

We recommend that you select this option for letters and other documents that are personally addressed to someone. Otherwise, do not select it.

«je»/«tu»/«nous» refers to a woman/a group of women

With some French verbs, the form varies depending on whether the speaker (*ich/je* or *wir/nous*) or the person spoken to (*du/tu*) is male or female. In relevant documents (e. g. letters) it is therefore necessary that you specify the gender of the speaker / the person being spoken to in order to obtain the correct translation.

Also note the options relating to «vous» (next option).

«vous» refers to ...

As for *ich/je*, *wir/nous* and *du/tu* (see above), it is also important to know whether the pronouns «Sie» and «ihr», which are both translated as «vous», have male or female referents.

The options remain valid for the current language direction until you change them. Keep in mind that you may have to change these options before translating a new source document.

English-German

The following additional options are available when translating from English into German:

Regional variant: American/British English

When translating from English, it is important to select the correct variant in order to obtain the correct translation of words that have different meanings in American and British English. This affects words such as *pavement* («Fahrbahn» or «Bürgersteig»), *suspenders* («Hosenträger» or «Strumpfhalter») or *green card* («Arbeitserlaubnis» or «grüne Versicherungskarte»).

Different spellings in American and British English (e. g. *color/colour* or *theater/theatre*) are correctly recognized regardless of the chosen setting.

Automatic pronoun recognition

German makes a distinction between natural and grammatical gender. While the natural gender of *das Mädchen* for example is feminine, its grammatical gender is neuter. Personal and possessive pronouns agree with

the grammatical gender; for example: **es** [=das Mädchen] *hat seine Tasche verloren*, but **sie** [=die junge Frau] *hat ihre Tasche verloren*.

This distinction does not exist in English. *He/his* is always used for masculine, *she/her* for feminine, and *it/its* for neuter.

If this option is switched off, Personal Translator will translate personal and possessive pronouns without reference to the context; if **Automatic pronoun recognition** is activated though, the program will attempt to resolve pronoun references, if need be, across sentence boundaries.

Translating «You» with «Sie»

While German has two different forms of address, «Sie» or «Du», English only has one. If you want the German translation to have a formal style, then select this option. Otherwise, «you» will be translated with «du».

The selected setting affects not only how the personal pronoun «you» is translated, but also the personal possessive pronoun «your» («dein» or «Ihr»).

Translate impersonal requests as infinitives

In general, an English imperative should be translated into German as a personal imperative. So for example, *Open the window* would be translated, depending on formality of address, with *Öffne das Fenster* or *Öffnen Sie das Fenster*. However, with some types of text, such as concise operating manuals, an impersonal form (infinitive) is sometimes used; for example *Tür erst bei Stillstand des Zuges öffnen* or *Vor Inbetriebnahme Transportschrauben entfernen*.

German spelling

You can choose between two different settings in order to specify which spelling rules you want to be used in the German translation.

- **Conservative new:** Words that have a pre-reform spelling and a new spelling (e. g. *Delfin/Delphin*) are spelled the old way.
- **Progressive new:** Words that can have pre-reform spelling as well as new spelling are spelled the new way.

The options remain valid for the current language direction until you change them. Keep in mind that you may have to change these options before translating a new source document.

French-German

The following additional options are available when translating from French into German:

Automatic pronoun recognition

German makes a distinction between natural and grammatical gender. For example, the physical gender of *das Mädchen* is feminine, but the grammatical gender is neutral. Personal and possessive pronouns agree with the grammatical gender; for example: **es** [=das Mädchen] *hat seine Tasche verloren*, but **sie** [=die junge Frau] *hat ihre Tasche verloren*.

French also makes a distinction between natural and grammatical gender, but grammatical gender in German and French can be different (e. g. **das Mädchen/la fille** or **die Sonne/le soleil**).

If this option is switched off, Personal Translator will translate personal and possessive pronouns without reference to the context; if **Automatic pronoun recognition** is activated though, the program will attempt to resolve pronoun references, if need be, across sentence boundaries.

Translating «vous» with «Sie»

It is not automatically clear in French texts whether «vous» is to be translated with the personal form of address «ihr» (second person plural) or the formal «Sie». Select/Deselect this option depending on the required style.

Formal style

This option controls how indirect speech is expressed.

Strictly speaking, indirect speech in German is expressed with a subjunctive (formal style). However, this is often perceived as stilted and the indicative is used instead (informal style).

German spelling

You can choose between two different settings in order to specify which spelling rules you want to be used in the German translation.

- **Conservative new:** Words that have a pre-reform spelling and a new spelling (e. g. *Delfin/Delphin*) are spelled the old way.

- **Progressive new:** Words that can have pre-reform spelling as well as new spelling are spelled the new way.

The options remain valid for the current language direction until you change them. Keep in mind that you may have to change these options before translating a new source document.

6.2 Performing the translation

Before translating the document in the source window, you need to make sure you have made the necessary preparations. In particular, you should check that

- The text does not contain spelling and grammatical errors
- The [correct language direction is set](#)
- The [automatic subject area selection](#) is selected or the suitable [subject areas](#) have been configured
- The appropriate [translation options](#) have been selected

Translate entire text in the source window




If you want to translate the entire document, it is irrelevant where the cursor is located in the source window or whether text is selected (highlighted).

To start the translation, click on the **Translate entire text** button  in the **Translation** group on the **Translation** tab (also CTRL+T).

Translate a section of text

You can translate an individual sentence, several consecutive sentences or all sentences from the current position of the cursor up to the end of the document.

Because Personal Translator cannot deliver meaningful translation results for individual words or word orders, all commands for translating by section apply to complete sentences; so even if only an individual word is selected, the complete sentence is translated.

- To translate a single sentence, position the cursor in the sentence and click on the **Sentence** button  in the **Translation** group on the **Translation** tab or press F9.
- To translate several sentences in sequence, select them and then click the **Selection** button  in the **Translation** group on the **Translation** tab or press F10.
- To translate from a particular sentence up to the end of the document, place the cursor in the sentence you want to start translating from, and then click the **From cursor position** button  in the **Translation**

group on the **Translation tab**.

6.2.1 Canceling a translation

During the translation process, a progress indicator appears on the status bar on the bottom right of the window. To cancel a translation in progress, click the **Cancel** button next to the status bar. Please note that it might take a moment to cancel the process as the translation of the current sentence has to be completed first.



6.2.2 During translation

The translated sentences are inserted in the target window. How the translation is inserted in the target text window depends on whether [synchronous mode](#) is activated (default) or not:

Synchronous mode activated

- **During the first translation run** the entire source text is transferred to the target text window. If only a section of text was selected for translation, e. g., an individual sentence, then all remaining sentences will be copied to the target window untranslated.

Note that any contents still existing in the target window are overwritten.

- **During each additional translation process** only newly translated sentences will be changed in the target text window. In the process, it does not matter if the cursor is located in the target window or whether text is selected there; the correct allocation of source sentence and translation will take place automatically. If you delete a sentence in the source text, the sentence is also removed from the target text in the next translation process; if you insert a new sentence, then it is also copied to the target text.

Synchronous mode deactivated

A translation is always inserted at the current cursor position in the target text window. If text is selected in the target window, then the selection is replaced by the new translation.

When synchronous mode is deactivated, you should always check that the

cursor is at the correct position in the target text window before [starting the translation process](#).

6.3 Revising a translation

An initial overview of the translation can be found in the section **Translation Information** of the [Info panel](#).

Here you can see which words were corrected by the [SmartCorrect](#) function, whether subject areas were selected automatically or manually, which subject areas were set, how many words were unknown to Personal Translator, and the source and target text volume.

6.3.1 Searching for unknown words in the translation

Unknown words, i.e. words that are not in any of the Personal Translator dictionaries, are copied into the target text untranslated. If these words are names of persons, products, companies etc., translation quality normally remains unaffected. In other cases, however, sentences containing unknown words will probably have to be revised.

After translation, all unknown words are highlighted in color in the target window, so that you can see them immediately.

If you do not want unknown words to be shown in a different color, switch off the option **Unknown words** in the group **Text markups** on the **View** tab.

The unknown words in the text are particularly easy to find via the **Unknown words** dialog box. To open the dialog box, click the **Edit** button in the **Unknown words** group on the **Dictionary** tab.

The **Unknown words** dialog box offers the following possibilities:

- Click a word in the list in order to show the sentence in which it occurs in the lower area of the dialog box.
- Click on the **Remove** button to delete the highlighted word(s) from the list.
- Click the **Remove all** button to empty the whole list.
- Click the **Dictionary** button to [add the selected word to the user dictionary as a new entry](#)

If you have opened an unknown word in the dictionary dialog box, then


it is marked in the list of unknown words with a checkmark. Thus you can see at a glance which words of the list have already been edited.

- Use the **Display word** button to display a word or double-click a word in the list to highlight it in the currently active text window (source or target).

If you have activated the [SmartCorrect](#) functionality, spelling errors are corrected internally before starting the translation process. These temporary corrections are not saved to the source text and also do not appear in the dialog box **Unknown words**. The corrections executed by SmartCorrect are displayed in the **Translation Information** tab of the [Info panel](#). Check this list to make the corrections permanently in the source text yourself.

6.3.2 Synchronized check by sentence pair

Checking a translation is particularly convenient with the [synchronous mode](#) activated: Simply click in a sentence in the source or target text window and, from the **Translation** tab, press the **Align sentence pair** button or press F5 to select the relevant sentence in both text windows. This allows you to move through the text sentence by sentence, to check the translation and make corrections if necessary.

The comparison of source text with translation is particularly clear if you split the window vertically, so that the sentence pairs appear directly side by side. To do so, click on the **Vertical** button () on the **View** tab (**Window layout** group).

6.4 Translating file(s) in the background (batch processing)

You have the option of translating one or even multiple files simultaneously without having to open them in the Personal Translator text window.

This is carried out as follows:

1. Select the [desired language direction](#).
2. Set the desired [translation options](#) or [load a profile](#).
3. Open the **Translate files** dialog box using the **Files** button in the **Translation** group on the **Translation** tab.
4. Select the desired files and options (see details below) here and then click the **Translate** button.
5. When all the files have been translated, a translation report will be generated and displayed in the browser window. When the report is displayed you can close the dialog box (**Close** button).

The translated files will be located in the selected target directory, or -- if you have not selected a target directory -- in the same directory as the current source file. An abbreviation for the target language will be added to the file name; so if e. g. the file **Document.txt** is being translated into English, the name of the target file will be **Document_en.txt**.

Options in the «Translate files» dialog box.

The **Translate files** dialog box offers you the following options:

File selection

To select a file for translation, click the **Open** button and select the file to add it to the list of files to be translated.

You can also select multiple files for translation. Please note the following requirements:

- The selected files do not have to be saved in the same directory and can have different formats. You just have to be sure that each of the files selected has the same source language as is currently set in Personal Translator.
- If you would like to select multiple files *from the same directory*, you can do this using the multiple selection functionality with the mouse in Windows:

To select a series of files, begin by selecting the first and last files in the list while pressing the SHIFT key.

To add or remove individual files, select them by clicking them directly while pressing the CTRL key.

- If you would like to select files *from different folders*, repeat the selection for each folder by clicking the **Open** button in the **Translate files** dialog box.

If you would like to delete an already selected file from the list of files to translate, select it in the list and click the **Remove** button.

Target directory

You can select any directory you would like to save the translated files to. If no selection is made here, the translated file will always be saved in the same directory as the source file.

An abbreviation for the target language will be appended to the translated file names (for ex. **Document_en.rtf** for a translation of the file **Document.rtf** into English). If a file has already been saved in the directory with this name, then the file name will have an additional number added to it (for ex. **Document_en_1.rtf**); this ensures that existing files are not overwritten.

Creating an additional sentence pair file

When you activate the **Create sentence pair file** option, an *additional* file is created containing both the source text and the translation. The contents are arranged in sentence pairs, meaning each source sentence and its translation will form a separate paragraph divided by a tab stop. With the juxtaposition of source text and translation at sentence level the sentence pair file makes reviewing a translation much easier.

The sentence pair file will generally be saved in text format with no formatting. It will be assigned the name of the source file, along with the abbreviation of the target language and the word «pair» (thus, for ex., **Document_en_pair.rtf**).

Translate with translation memory only


Activate this option when the job is not intended to be a machine translation but will instead be completed by selecting the same or similar sentences from the selected translation memories. More information on this topic can be found in the section [«Translate entire document with translation memory only»](#).

6.5 Saving translation settings in profiles

Profiles offer you the option to save different configurations of translation settings. This way you can apply your once defined translation settings every time you translate texts from a specific subject area or for a specific customer using a single command.

All settings listed in the four tabs of the **Translation options** dialog box (**Options** button on the **Translation** tab) are saved in a profile:

- **Dictionaries:** dictionaries being used (user dictionary and additional dictionaries)
- **Translation memories:** translation memories being used, regional variants and attributes, match value for translations from a translation memory
- **Subject areas:** automatic recognition or manual selection of subject areas
- **Translation options:** all settings specific to the language direction

Information about the currently loaded profile can be found in the panel **Profile Information** of the [Info panel](#), profiles are managed in the **Manage profiles** dialog box (open via pressing CTRL and clicking the  button next to the profile name in the [Info panel](#)).


After a restart or after a change of the translation direction, Personal Translator will always use the setting last used for the translation direction in question on the tab of the **Translation options** dialog box even if these have not been explicitly saved to a profile.

If changes of the translation settings have not been saved to a profile at the end of the previous session, the program will start with the profile name «No Profile».

6.5.1 Creating a new profile

The current translation settings are copied when you create a new profile. It may be advisable to make the desired settings first and then create the new profile. Of course you can customize a profile at any time.


To create a new profile, complete the following steps:

1. Press CTRL and click on the  button next to the profile name [Info panel](#).
2. Click the **New** button in the **Manage translation profiles** dialog box (if you have not yet created your own profile) or the **Save as** button (if you have already created your own profiles).
3. In the **Create/Edit translation profiles** dialog box, enter a name for the new profile and a short description that will allow you to later identify the profile more easily.

A new profile will be loaded automatically. You will be given an overview of the most important settings in the **Profile Information** tab of the [Info panel](#).

6.5.2 Loading a profile

If you would like to load a profile so you can use the settings saved in it for the translation, complete the following steps:

1. Press CTRL and click on the  button next to the profile name in the [Info panel](#) together with the CTRL key,
2. Select the desired profile from the list in the **Manage translation profiles** dialog box, then click the **Load** button.

Be aware that in loading a new profile any unsaved changes that have been made to the current profile will be lost. If you would like to save your changes, save the current profile or create a new profile with the updated settings before loading a new profile.

When you load a profile that references a language direction other than the one currently set, the language direction for the translation will be changed automatically.

When the new profile is loaded, a summary of the most important settings will be displayed in the **Profile information** tab of the Info panel. You can edit the translation settings and save them in the profile at any time.

6.5.3 Restoring the standard settings

The standard settings for all translation options («Default settings») can be restored at any time. To do this, click on the link **Default settings** in the **Profile Information** tab of the [Info panel](#).

Be aware that in restoring the standard settings any unsaved changes that have been made to the translation settings will be lost. If you would like to save your changes, either save the current profile or create a new one with the updated settings before restoring the standard settings.



The default settings cannot be changed. When you save your changes, these will be saved in a new profile.

6.5.4 Editing a profile

You can edit the translation settings of the current profile at any time. To make changes, open the **Translation options** dialog box by clicking on the **Options** button on the **Translation** tab or with a single click on the link **Edit profile** in the panel **Profile Information** of the [Info panel](#).

Once you have made your changes, a red button **Save changes** will appear in the panel **Profile Information** of the Info panel and a red exclamation mark will appear after the profile name.

If you would like to save your changes, proceed as follows:

- **Updating the current profile:** Click the **Save changes** button in the panel **Profile Information** of the info panel or open the **Manage profiles** dialog box (via pressing CTRL together with a click on the  button next to the profile name in the [Info panel](#)) and from here click on the **Save** button. Note: Changes made to default settings can only be saved in a new profile using the **Save as** button.
- **Saving updated settings in a new profile:** Open the **Manage profiles** dialog box (via pressing CTRL together with a click on the  button next to the profile name in the [Info panel](#)), click on the **Save as** button and enter a name and a description for the new profile.


If you do not wish to save your changes, you can at any time load another profile or reload the standard settings.

Changing the name or description of a profile

Profiles cannot be renamed directly. If you would like to rename an existing profile or update the description text, follow these steps:

1. [Load the corresponding profile](#)
2. Click on the **Save as** button.
3. Enter a new name and a description for the profile in the **Create/edit translation profiles** dialog box.
4. When you have created a copy of the profile under a new name using this method, you can delete the old profile.

6.5.5 Deleting a profile

If you want to delete a profile, open the **Manage profiles** dialog box (Press CTRL and click on the  button next to the profile name [Info panel](#)), choose the profile you want from the list and click on the **Delete** button.

6.6 Translating text only with translation memory

If you are working with translation memories, you will usually use a combined approach in your translation consisting of both machine translation and copying from translation memories. Sentences for which there is no identical or sufficiently similar translation available in the memory will be translated new; whereas suitable translations will be taken from the translation memory directly (cf. [«Automatically copying archived sentences in translating»](#)).

The translation of a document exclusively from the translation memory mainly serves for testing purposes. This way you can check quickly to see for which sentences in the document there are matching translations in the translation memory.

To translate a document only with the translation memory, follow these steps:

1. Ensure that the correct translation direction setting has been made and that the desired translation memories have been selected.
2. Determine in the translation settings how high the correspondence has to be between a sentence in the document and the translation memory for a translation to be copied from the translation memory.
3. Start the translation from the translation memory by clicking on the **Only with translation memory** button in the **Translation** group on the **Translation** tab.

After the document has been translated, you can see how many sentences were copied from the translation memory in the Info panel under «translation information».

7. Managing and expanding dictionaries

For each language direction, Personal Translator features an extensive system dictionary as well as an additional dictionary (initially empty) for user entries. The system dictionary, which may contain differing translations for certain subject areas in addition to normal definitions for terms, cannot be edited directly. This ensures that the basic stock of term definitions is not corrupted over time through erroneous entries or changes to existing entries.

Alongside the main system dictionary, there are highly qualified and professional dictionaries for medicine and technology for the language pair English<>German included, which can be used either for specialized translations or for a look up. Further on the Personal Translator features additional system dictionaries with technical terms from different subject areas. These additional system dictionaries are included automatically when looking up terms.

Separate dictionaries are used to expand the dictionary or to change existing definitions. For your individual vocabulary additions or changes to take effect, you will only have to determine whether and which additional dictionaries need to be searched in translating – Personal Translator always searches the user dictionary first and the additional dictionaries in the order they are selected, and it only refers back to the system dictionary when no matching entry is found there.

In addition to the user dictionary that is created by default, you can create as many additional dictionaries as desired, which e. g. can handle special subject areas or assist in the exchange of data between multiple users.

Up to 16 dictionaries can be searched in translating or looking up terms, in addition to the system dictionary or system dictionaries. But only one of them can be updated, which must be opened as the so- called user dictionary. The other dictionaries that are included additionally only allow read access. Thus for example employees can make their changes to the term base in their own dictionary opened as a user dictionary, while at the same time using a dictionary with specialized company terminology for translation and look-up; this second dictionary will remain unchanged by the employee.

7.1 Creating and selecting your own dictionaries

Personal Translator comes with an (empty) user dictionary for each language direction.

- User dictionaries for language pairs with German have the file name **pt_user.az**, whereby the extension (the two letters after the period) indicate the language direction (e. g. **.de** = German-English).
- User dictionaries for other language pairs have the file name **user_aazz.dct**; the language direction can be taken from the last four letters of the file name (e. g. **user_enfr.dct** for the standard user dictionary English-French).

Normally, this dictionary is registered as the user dictionary; however, you can create as many additional dictionaries as you need.

All dictionaries which are currently selected as user dictionary or additional dictionary and activated in the translation settings will be consulted for translation.

Creating a new dictionary

To create a new dictionary proceed as follows:

1. Check that the [correct language direction has been selected](#).
2. On the **Dictionary** tab, click on the **Register dictionaries** button and in the dialog box, activate the **User dictionary** tab.
3. If another user dictionary has already been registered, you must first deregister it: Select the dictionary and click the **Deregister** button.

This Deregister command only refers to the removal from the selection. The dictionary file will, of course, be retained.

4. Use the **New** button and enter a name for the new dictionary under **File name** in the **Register user dictionaries** dialog box. The file name extension indicating the language direction will be assigned automatically.

User dictionary files are saved by default under **Documents** in the folder **Personal Translator 20\data\userdict**.

The new dictionary is created and registered as the user dictionary after confirming with **OK**.

Registering an individual dictionary as the user dictionary

The dictionary registered as the user dictionary can be edited and expanded with new entries. To register a user dictionary, proceed as follows:

1. Check that the [correct language direction has been selected](#).
2. On the **Dictionary** tab click on the **Register dictionaries** button and in the dialog box, activate the **User dictionary** tab.
3. If another user dictionary has already been registered, you must first deregister it: Select the dictionary and click the **Deregister** button.

This Deregister command only refers to the removal from the selection. The dictionary file will, of course, be retained.

4. Click on the **Register** button and choose the required dictionary in the **Register additional dictionaries** dialog box.

A dictionary that has already been opened as an additional dictionary cannot be opened as user dictionary at the same time. In this case you must first remove it from the list of additional dictionaries (tab **Additional dictionaries**; see below).

The dictionary is registered as user dictionary after confirming with **OK**.

Registering an individual dictionary as an additional dictionary

An additional dictionary will be consulted during translation but cannot be edited. You can register up to 15 additional dictionaries. To register an additional dictionary, proceed as follows:

1. Check that the [correct language direction has been selected](#).
2. On the **Dictionary** tab click on the **Register dictionaries** button and in the dialog box, activate the **Additional dictionaries** tab.
3. Click on the **Register** button and choose the required dictionary in the **Register additional dictionaries** dialog box.

A dictionary that has already been registered as the user dictionary cannot be registered as an additional dictionary at the same time. In this case, you must first remove it in the User dictionary tab (see above).

The dictionary is registered as additional dictionary after confirming with **OK**.

Please note that registered dictionaries can be deactivated in the translation options. So that the dictionaries are actually queried during translation or look up, they must not be deactivated on the [Dictionary tab in the Translation options](#) dialog box.

7.2 Working with your own dictionary entries

The vocabulary of Personal Translator can be amended and modified as you wish to optimize the translation performance for your specific requirements.

All amendments and changes made to the vocabulary will be stored in your own dictionaries and will be used for translation and look up as long as the corresponding dictionaries are activated. This will ensure that the system dictionary is protected against accidental or erroneous modifications and that your individual dictionary amendments can be turned on or off as needed.

The following options are available for vocabulary changes:

- You can create **new entries** for keywords that are not included in the system dictionary.
- You can add a **definition for a new part of speech** (proper name, noun, verb, adjective or adverb) to an existing keyword.
- You can add a **new translation** to an existing definition, which will replace the standard translation – optionally always or only if a specific subject area has been selected.
- You can **edit individual entries, definitions and translations** or delete them again.

If you want to create, edit or delete individual entries, definitions and translations, proceed as follows:

1. The operation always refers to the currently registered user dictionary.

Therefore, ensure that the corresponding user dictionary is selected in which the new entries, definitions or translations are to be added or which contains the entries to be edited or deleted in the **Register dictionaries** dialog box (open the dialog box via the **Register dictionaries** button on the **Dictionary** tab).

2. Editing will take place via the dictionary dialog box. Open it using the **Dictionary** button on the **Dictionary** tab or press F11.

Language pair related structure of dictionary dialog box:

The dictionary dialog boxes for the language pairs German/English and German/French differ in structure and operation from the ones for language pairs without German due to technical reasons.

You can find information on editing dictionaries in the following sections [«Editing a dictionary \(language pair with German\)»](#) and [«Editing a dictionary \(language pair without German\)»](#).

7.2.1 Editing dictionaries (language pairs with German)

You can edit dictionaries with the language pairs German/English and German/French in the **Dictionary look-up and editing** dialog box. To open it click on the **Dictionary** button on the **Dictionary** tab or press F11.

Creating a new entry for a new keyword

Proceed as follows to create an entry for a word that is not yet listed in one of the selected dictionaries:

1. Enter the new keyword in the **Search term** text field. Make sure to enter the word in the correct upper and lower case spelling.
2. Click on the **New** button.
3. The **Translation and part of speech** dialog box will open. Enter the required translation here (observe correct upper and lower case spelling) and choose the part of speech (noun, proper name, verb, adjective or adverb). Confirm your entries with **OK**.
4. The **Edit dictionary entries** dialog box will open. Here you can enter additional information for the new entry (see below «Editing individual dictionary entries») and save it (with the **Save** button).

Adding or modifying an entry for a word already listed

To add a definition for another part of speech or an alternative translation for a word that is already listed in one of the selected dictionaries, or if you want to edit an individual entry or individual definition, proceed as follows:

1. Enter the respective keyword with correct upper and lower case in the **Search term** text field or copy it with a double-click from the keyword list **Search results**.
2. Click the **Edit** button.
3. If the entry is from a write-protected dictionary (system dictionary or additional dictionary) the **Translation and part of speech** dialog box will be open. Enter the required translation here (observe correct upper and lower case spelling) and choose the part of speech (noun, proper name, verb, adjective or adverb). Confirm your entries with **OK**. If the entire entry or the individual definitions in it are from the user dictionary, the **Edit dictionary entries** dialog box will be opened immediately (cf. the following point 4).
4. The **Edit dictionary entries** dialog box will open. Here you can edit the entry (cf. the subsequent section «Editing an individual dictionary entry») and then save it (with the **Save** button).

Editing an individual dictionary entry

After you have created a new entry, a new definition or an alternative translation, the **Edit dictionary entries** dialog box will open. The buttons on the right margin of the dialog box can be used for editing as well as the buttons to the left of the entry itself. All editable elements can be edited with a double-click or by highlighting them and subsequently pressing the **Edit field** button. If you point the cursor to the elements in the entry window or if the cursor is above a selectable element, it will turn into an upward pointing arrow.

You can display additional selectable elements in the entry window with the [Extended coding](#) checkbox.

The following options for editing entries are available:

- **Changing the keyword:** Double-click on the keyword in the entry window or select it and then click on the **Edit field** button.
- **Changing word forms of the keyword** (depending on language and part of speech): In the entry window, double-click on the corresponding

indication by the word form information or select it and then click the **Edit field** button.

- **Changing the translation:** Double-click on the corresponding translation in the entry window or select it and then click on the **Edit field** button. Correct the translation in the **Translation and subject areas** dialog box and assign a region and/or subject area, if necessary.
- **Changing word forms of the translation** (depending on language and part of speech): Double-click in the entry window on the pertaining indication behind the translation or select it and then click on the **Edit field** button.
- **Assigning subject areas:** If you want to [assign subject areas](#) to a translation so that it will only be used if the corresponding subject areas have been selected, double-click «Subject areas» in the entry window of the corresponding translation or select the element and then click the **Edit field** button. If necessary, you can assign and create subject areas in the **Translation and subject areas** dialog box.
- **Changing syntax information** (only if the option [Extended coding](#) is activated) Double-click on the corresponding information behind «Syntax» in the entry window for the source text keyword or translation, or select it and then click the **Edit field** button.
- **Entering or editing generic terms** (only if the option [Extended coding](#) has been activated): Double-click on «Generic term(s)» in the entry window for the source language keyword or choose the element and then click the **Edit field** button.
A dialog box that is independent of language and part of speech will be opened from which you can choose a generic term (among other information) that is to be assigned to the keyword.
- **Entering or editing descriptions:** Double-click on «Description» in the entry window for the source language keyword or choose the element and then click the **Edit field** button.
- **Adding definitions:** If the keyword is also listed in a part of speech other than the one already defined, click the **Add definition** button. Enter the translation for the new part of speech in the **Translation and part of speech** dialog box (observe correct upper and lower case spelling) and select the additional part of speech.
- **Adding translations:** If a translation is to be added to a part of speech,

choose the structure number of the corresponding part of speech and then click the **Add translation** button. Enter the translation for the new part of speech in the **Translation and part of speech** dialog box (observe correct upper and lower case spelling!) and select the additional part of speech.

Please note that the alternative translation must be distinguishable through a different subject area or the indications in the extended coding so that the different variants can be used during translation.

- **Deleting a definition or translation:** To delete a definition or translation choose the corresponding structure number and then click the **Delete definition** or **Delete translation** button.
Please note: if the entry only contains one definition then this will delete the entire entry!

Subject areas

By assigning subject areas to a translation you determine that the corresponding translation is only used if the appropriate [subject area has been selected](#) for translation.

This way you can define your own translations for special cases without dispensing the translations in the system dictionary for standard texts. Please note that when specifying multiple alternative translations for one definition, it is essential that these are distinguished by different subject areas (or different [extended coding](#) options); otherwise Personal Translator will always use the first alternative.

Proceed as follows to assign a subject area to a translation or to define individual subject areas:

In the dictionary entry, double-click on the field «Subject area(s)» below the required translation or highlight the field and click on the **Edit field** button to open the **Translation and subject areas** dialog box.

The **Subject areas** section of the dialog box offers the following possibilities:

- **Assigning subject areas:**
Click the check box by the subject area to select it. Assign a main subject area (e. g. «Medicine and Bio Sciences») if you want the translation to be used whenever this subject area or any subsidiary subject area (e. g. «Pharma Industry») is selected in the translation options. If you select a subsidiary subject area, the translation will only be used if the relevant

subject area is selected in the translation options (the main subject area is *not* assigned this way.)

- **Creating individual subject areas:**

Highlight the subject area to which the new subject area will be subsidiary (for the top level, highlight the **Subject areas** right at the top) and then click the **Add** button to enter a name for the subject area.

- **Moving individual subject areas:**

Highlight the subject area you want to move, and click the **Move** button. Enter the name or the required main subject area in the next dialog box.

- **Deleting individual subject areas:**

Highlight the subject area you want to delete, and click the **Remove** button to delete the subject area. Note that individual dictionary entries which are assigned only to a deleted subject area, will no longer be used in the translation process.

You can only move and remove individually created subject areas. The subject areas of the system dictionary cannot be modified.

Extended coding

The information in the standard definition of a new entry is in most cases sufficient to produce a meaningful translation. However, the translation context may be more complex, requiring additional information. This is where the extended coding facility comes in.

For example, to allow *the cat eats* or *le chat mange* to be rendered as *die Katze frisst*, *but the girl eats* or *la fille mange* as *das Mädchen isst*, the dictionary must contain the following additional information: *cat* or *chat* refers to an animal, *girl* or *fille* refers to a human being and *eat* or *manger* will be translated with *fressen* if the acting noun is an animal, whereas the translation *essen* will be used for human beings.

The system dictionary already contains coding of this kind, and you can include this information in the user dictionary for nouns, proper names, verbs, and adjectives if required.

For detailed information on extended coding, refer to the help topics for the individual dialog boxes in the online help, which may be displayed when editing a dictionary entry. Select the relevant dialog box in the online help table of contents in the chapter «Dialog boxes for word definition (language pairs with German)» or click on the **Help** button in the relevant

dialog box to open the corresponding help topic directly.

Note the following general points on using the extended coding facility:


- To allow for definition of extended coding, you must activate the option **Extended coding** in the **Edit dictionary entries** dialog box.
- To define extended coding – [just as with standard definitions](#) – you must double-click on the field definitions and select them and then use the **Edit field** button.
- When extended coding is active, the dialog boxes for defining the fields contain additional options for the source language word and its translation.
- It is important to note that extended coding information must always be specified for the source language word first, and then for its translation, since the options for defining the translation depend on the settings chosen for the source language word. If a specific option was not selected for extended coding of the source language word, the option will not be available for the translation and cannot be activated.
- The available options for extended coding always appear in the source language of the word you are editing. When defining a word in the English-German user dictionary, the generic terms also appear in English (e. g. *human being*), but when editing the French-German dictionary, they appear in French (e. g. *être humain*).

7.2.2. Editing dictionaries (language pairs without German)

You can edit dictionaries with the **Look up/Edit dictionary** dialog box. To open it click on the **Dictionary** button on the **Dictionary** tab or press F11.


Creating a new entry, an additional definition or an additional translation

To create a new entry or add an additional definition to an existing entry (new part of speech) or to add a new translation, proceed as follows:

1. Click the  button above the entry window to open the **Translation and part of speech** dialog box.



2. Enter the required translation here (observe correct upper and lower case spelling!), choose the part of speech (noun, proper name, verb, adjective or adverb) and confirm your entries with **OK**.
3. The [definition of the selected part of speech dialog box](#) will open (cf. the following section). Adjust your settings, if necessary, and then confirm with **OK**. (This step is not required in the language pair English-Chinese).

If the keyword in question did not have an entry yet, then it will be created in the current user dictionary. If an entry is already listed in one of the selected dictionaries, then an additional definition or translation will be added to it.

To add an additional definition or an alternative translation to an existing entry in the current user dictionary, you can also open the respective entry and then click on the green cross () behind the keyword together with pressing the CTRL key. The **Translation and part of speech** dialog box will also be opened. Proceed as described above.

Editing an individual translation in an entry

All individual definitions in an entry are indicated by the buttons for editing and deleting behind the respective translation.

- Click the  button together with the CTRL key to open the [dialog box with the information on the respective part of speech](#) (cf. the following section) and make the required alterations.
- Click the  button together with the CTRL key to delete the pertaining translation. You must confirm the relevant query to complete the process.

Refer to the online help for information on the various dialog boxes for the definition of individual parts of speech. Select the required subject from the table of contents in the online help or, in one of the definition dialog boxes, click on the **Help** button.

Dialog boxes for word definition (language pairs without German)

The options for word definition depend on the part of speech and the current language pair. You can find detailed information on the different options in the online help.

You can request help for the currently opened dialog box in Personal Translator at any time by clicking on the **Help** button.

For the language pair English<>Chinese no additional options are available for word definitions. All features are defined in the Translation and Part of Speech dialog box. The subject areas and the description are also defined within this dialog box.

You can find the following options in all dialog boxes for word definition:



Subject areas

By assigning subject areas to a translation you determine that the corresponding translation is only used if the appropriate [subject area has been selected](#) for translation.

This way you can define your own translations for special cases without dispensing the translations in the system dictionary for standard texts. Please note that, when specifying multiple alternative translations for one keyword, it is essential that these are distinguished by different subject areas (or different extended coding options); otherwise Personal Translator will always use the first alternative.

To assign and manage subject areas, click the «Subject areas» button to open the **Subject areas** dialog box. The following options are available here:



- **Hide and display lower-level subject areas:**

Click the  symbol by a subject to show all lower-level subject areas.
Click  to hide them again.

- **Assigning subject areas:**

Click the check box by the subject area to select it.

- **Creating individual subject areas:**

Highlight the subject area to which the new subject area will be subsidiary, and then use the  button to enter a name for the subject area. If you want to create a subject area at the top level, click the  button.

Please note that a new subject area must be selected if you close the dialog box with **OK**. If you create a new subject area without selecting it, it will **not be stored** when you leave the dialog box.

Subject areas cannot be deleted manually. Any subject area created by yourself will be removed automatically, if no entry is assigned to it any more.

Description

You can add a short description or an example of use to your definition. To do this, click the **Description** button and enter the required text in the dialog box.

To delete an existing description open the **Description** dialog box, delete the existing text manually or with the help of the **Clear** button and confirm with **OK**.

Extended coding

The information in the standard definition of a new entry is in most cases sufficient to produce a meaningful translation. However, the translation context may be more complex, requiring additional information. The **Extended coding** tab was provided for this purpose.

A source language word may require different translations in the target language, e. g. depending on whether the acting noun is a human being or an animal. The system dictionary already contains coding of this kind, and you can define this information in the user dictionary, if required.

For detailed information on extended coding, refer to the help topics for the individual dialog boxes in the online help, which may be displayed when editing a dictionary entry. Select the relevant dialog box in the help system contents of the chapter «Dialog boxes for word definition (language pairs without German)» or click the **Help** button in the relevant dialog box to open the corresponding help topic directly.

It is important to note that extended coding information must always be specified for the source language word first and then for its translation, since the options for defining the translation depend on the settings chosen for the source language word. If a specific option was not selected for extended coding of the source language word, the option will not be available for the translation and cannot be activated.

7.3 Extended dictionary options

The group **Manage** on the **Dictionary** tab contains the commands for importing and exporting dictionary data.

Different options and functions for managing dictionaries are available depending on the language pair.

You have the following options for language pairs with German:

- [Importing word lists into a dictionary](#)
- [Exporting a dictionary as a text file](#)
- [Merging dictionaries \(importing entries from another dictionary\)](#)
- [Exporting and importing XML data](#)

You have the following options for language pairs without German:

- [Importing a dictionary](#)
- [Exporting a dictionary](#)

7.3.1 Language pairs with German

Importing word lists into a dictionary

Companies and other large organizations often already have lists of specialized terms, which are required for the translation process (e. g. parts lists, glossaries of scientific terms, etc.). With appropriate formatting, such lists can be imported directly into a user dictionary for use with Personal Translator.

Such a word list must meet the following requirements:

- It must be an unformatted text file («text only» format).
- ANSI must be used for charset coding (under Windows standard).
- The file must only contain word entries (no comments or additional information).
- Each entry forms an individual paragraph in the form **Source word [separator]Target word**.
- All entries must be of the same part of speech (e. g. only nouns, or only proper names).

A word list will always be initially imported into a new dictionary. After a successful import you can copy the new entries immediately into the current user dictionary by merging it with the newly created dictionary.

To import a word list, open the **Import word list** dialog box and click on the **Import** button in the **Manage** group on the **Dictionary** tab and proceed as follows:

1. Under **Word list** click the **Select** button to choose the text file with the word list.
2. Under **Separator character (string)** choose from the drop-down list, if there are tabs between source word and translation or enter the separator string that is used in the word list.
3. Under **Dictionary** use the **Create** button to create a new dictionary. Please note: if you select an existing dictionary, its entire contents will be overwritten with the imported word list.
4. Under **Log file** use the **Change** button to select another log file or create a new one. The log file is in text only format and contains a list of all the entries added to the dictionary and information on any problems encountered while importing the word list.
5. Select the part of speech type of the entries in the word list under **Part of speech**.
6. If you want all the imported words to be assigned to a particular subject area, click the **Subject areas** button to open the dialog box showing the subject areas. Here you can assign one or more subject areas. If you want to create a new subject area for the imported words, click the **Add** button.
7. Click the **Import** button to start importing the word list.
8. After the process has been completed a dialog box appears presenting information on the import. If you want to copy the imported entries to the current user dictionary right away, use the **Yes** button here to [merge](#) the user dictionary with the newly created one. Click **No** to finish the process without copying the entries from the new dictionary to the user dictionary.

It is recommended to check the imported entries after the import process and to change them if necessary. Register the newly created dictionary [as the user dictionary](#) and then open it in the **Look up/Edit dictionary** dialog box (if you have copied the imported entries directly into the current user dictionary you do not need to change the user dictionary). To see only the current user dictionary, make the respective settings in the **Look up/Edit dictionary** dialog box in order to facilitate finding the imported entries.

Exporting a dictionary

If you want to list all the entries in a user dictionary in a convenient format, e. g. to check them or pass them on to someone else, you can export the data into a text file and open the file either in a Personal Translator text window or in a word processor. If you select RTF as the export format, formatting such as bold, italics, color, and indents will be retained. You can determine the information to be exported from the user dictionary in the options.

The export operation always concerns the currently registered user dictionary. If you want to export another dictionary then you must first select it [as the user dictionary](#).

To export the user dictionary to a text file, open the **Export user dictionary** dialog box and click on the **Export** button in the **Manage** group on the **Dictionary** tab and proceed as follows:

1. Click the **Options** button to select the data be exported in addition to the source language keyword in the **Exporting dictionaries - Options** dialog box. Confirm the selected settings with **OK**.
2. Click the **Start export** button to start the export process. The export will initially be carried out into the text window of the dialog box and not into a file.
To abort the operation use the **Cancel export** button.
3. Check the results in the text window. Use the **Options** button again, if necessary, and then start the export once more to replace the displayed results with new ones.
4. If you want to save the exported data displayed in the text window permanently, click the **Save as** button. Choose the required file format in the save dialog box and enter a file name.
You should generally choose RTF as the file type to retain the

formatting. If you save the file in text format, all the formatting will be lost. (Note: the format «DOS text files» is unsuitable for Windows systems; it is needed only if data exchange with old MS-DOS based applications is required.)

5. The **Close** button closes the dialog box. The contents of the text window will not be saved. If you want to save the exported data, you must follow the instructions as described in point 4 above.

If you have saved the exported data to a file, you can now open this file in a Personal Translator text window as you would any other text file, or in a word processor which supports your chosen file format.

Merging dictionaries

Here you can import all entries or only the selected entries of a dictionary into the [current user dictionary](#). This operation can take place either automatically or with the option of confirming each individual entry.

Please note that the dictionary whose entries you wish to import into the current user dictionary, cannot be selected as user dictionary or additional dictionary in the [Select dictionaries](#) dialog box.

To import entries from a dictionary into the current user dictionary, open the **Merge dictionaries** dialog box and click on the **Merge** button in the **Manage** group on the **Dictionary** tab and proceed as follows:

1. Use the **Select** button under **Source dictionary** to choose the dictionary whose entries you wish to include in the current user dictionary (the source dictionary must not be selected as an additional dictionary).
2. If you do not want to copy all the entries in the source dictionary, you can use the **Start with word** field to specify the alphabetical point at which to begin the merge. If you want to start with the first entry, leave the text box empty.
3. Under **Check with** you can select the dictionary or dictionaries to be checked for existing entries before the entry is copied from the source dictionary. You can only select **System dictionary**, current **User dictionary**, selected **Additional dictionaries** and **All dictionaries** (that is the system dictionary as well as the dictionaries selected as additional or user dictionaries).

4. Under **Edit manually** define the degree of user involvement in the merge operation.
 - Choose **All entries** to be prompted prior to the import of each entry whether the entry should be added or not.
 - Choose **Existing entries only** if you only want to be asked whether to import entries found to exist in one of the dictionaries selected using **Check with**; all other entries will be imported automatically.
 - Choose **No entries** if you want the merge to be fully automatic.Depending on the selected sub-option, the existing entries in one of the dictionaries selected under **Check with** will also be copied from the source dictionary (**Always take entry from source dictionary** option) or not (**Never overwrite entries in target dictionary** option).
5. Start importing the new entries by clicking the **Merge** button.

Depending on the option you have selected under **Edit Manually** you will either have to confirm individual entries or the process will be fully automatic.

If an entry that already exists in the currently active user dictionary is imported manually or automatically, the existing entry will be overwritten.

Exporting/importing XML data (only for language pairs with German)

Most dictionary exchange formats are based on the XML format (TBX, OLIF, XLIFF etc.). This format allows clear classification of the different categories in an entry, thus making it ideal for professional data exchange across different platforms.

If the dictionary structure complies with the [PT-XML interface](#), you can export entries of a user dictionary [into the XML format](#) as well as [import XML data into a user dictionary](#).

Exporting a dictionary to XML

The export operation always concerns the [currently selected user dictionary](#).

To export the user dictionary to an XML file, open the **Export for Personal Translator dictionaries** dialog box by clicking on the **XML export** button in the **Manage** group on the **Dictionary** tab and proceed as follows:

1. Click the **Create** button to create a new XML file in the **Save as** dialog box (file extension **.xml**).
2. Click the **Start export** button to begin the export operation. To abort the operation, click the **Cancel export** button.
3. When the export is completed, a message is displayed reporting the number of exported entries. Close the dialog box with the **Close** button.

Importing XML data

To make sure an XML file with dictionary entries can be imported correctly into a user dictionary in Personal Translator, it must be structured according to the specifications of the [PT-XML interface](#).

To import an XML file, open the **Import for Personal Translator dictionaries** dialog box by clicking on the **XML import** button in the **Manage** group on the **Dictionary** tab and proceed as follows:

1. Under **Source file** click the **Select** button to choose the XML file with the dictionary entries.
2. Under **Dictionary** click the **Create** button to create a new dictionary. Please note: if you select an existing dictionary, its entire contents will be overwritten by the imported XML data.
3. Under **Protocol file** click the **Change** button to select another log file or create a new one. The log file is in «Text Only» format, and contains a list of all the entries added to the dictionary and information on any problems encountered while importing the word list.
4. Click the **Start import** button to begin the import operation. To abort the operation, click the **Cancel import** button.
5. When the import is finished, a message is displayed reporting the number of imported entries. Close the dialog box with the **Close** button.

Description of the PT XML interface

Logical display

The XML file is represented as a list of **entries**. Each entry consists of a **Lemma** (*head term = keyword*) and a list of **Homonyms** (*definitions*); a homonym corresponds to a part of speech.

Example:

Lemma: *pin*
Homonym 1: *Noun*
Homonym 2: *Verb*
...

The Lemma is a string in the root form; for multiword expressions the head word must be specified in the root form (Note: not all types of multiword expressions can be imported).

The individual homonyms consist of a specification regarding the **Part of speech** and several specifications regarding the (semantic) **reading**.

Valid specifications for the **part of speech** are *n* (Noun), *propn* (proper noun), *v* (Verb), *adj* (Adjective), *adv* (Adverb). For multiword expressions, specify the part of speech of the head word.

The **Versions** consist of the following elements:

- An optional definition (text; complies with the dictionary description)
- An optional subject area specification
- A translation specification

The Translation specification may again consist of several parts:

- The actual translation (string)
- An optional specification of the part of speech (the value must however be identical to the value of the source-language term to ensure a smooth import process)
- An optional specification of the subject area (which must also be defined beforehand)
- An optional definition (text; complies with the dictionary description)

The subject area specification corresponds to the descriptions in Personal Translator (art, architecture, etc.). Please note that these indications depend on the selected menu language. This must be taken into account for exporting/importing.

The individual entries, like the entire file, must be described in XML format; see the following for information on the formal display:

PT-XML: the DTD

```
<?xml version="1.0" encoding="UTF-8"?>
<!ELEMENT dict (entry)+>
<!-- an import file consists OF a list OF entries -->
<!ELEMENT entry (hdterm, hom+)>
<!-- an entry consists OF the lemma / head term -->
<!-- And a list OF homony readings. basically
distinguished -->
<!-- by different parts-OF-speech -->
<!ELEMENT hdterm (#PCDATA)>
<!-- the term itself, In canonical form. Multiwords
should have -->
<!-- the head In base form. Not all kinds OF multiwords
will be -->
<!-- recognized In the De-Fr system -->
<!ELEMENT hom (epos, sense+)>
<!-- a homonym consists OF a part-OF-speech And
several senses -->
<!-- i.e. semantically different readings OF this
homonym -->
<!ELEMENT epos (#PCDATA)>
<!-- the part OF speech. values are: n, propn, v, adj,
adv -->
<!ELEMENT sense (edef?, esubjcode?, target+)>
<!-- a sense IS defined by a definition (Optional) -->
<!-- subject area code (Optional), And one Or more
translations -->
<!ELEMENT edef (#PCDATA)>
<!-- definition (Text) -->
<!ELEMENT esubjcode (#PCDATA)>
<!-- subject code (one OF the legal codes) -->
<!-- must be defined In advance -->
<!ELEMENT target (trans, tpos?, tsubjcode?, tdef?)>
<!-- translation. This consists OF the translation
(obligatory) -->
<!-- the target part-OF-speech, subject code -->
<!-- And target definition (all Optional) -->
<!ELEMENT trans (#PCDATA)>
<!-- translation: the target term (Optional) -->
<!ELEMENT tpos (#PCDATA)>
<!-- target part OF speech. Values like In source
(Optional)-->
<!-- must be the same As the source POS -->
<!ELEMENT tsubjcode (#PCDATA)>
<!-- target subject code (Optional) -->
<!ELEMENT tdef (#PCDATA)>
<!-- definition Text (Optional) -->
```

7.3.2 Language pairs without German

Importing a dictionary

You can [export the dictionary entries from a user dictionary](#) and subsequently import them into another user dictionary to merge the entries of both dictionaries. However, you can also use the import function to import individually created word lists into a user dictionary.

Importing a previously exported user dictionary

If you import a previously exported user dictionary into another user dictionary, all information on the individual entries will be copied provided you have also previously exported them.

The import file is a text file that can be edited with any text editor. Nevertheless, manual editing of the file is not recommended at all due to the complex data structure.

Importing a word list



Companies and other large organizations often already have lists of specialized terms, which are required for the translation process (e. g. parts lists, glossaries of scientific terms, etc.). With appropriate preparation, such lists can be imported directly into a user dictionary for use with Personal Translator.

Such a word list must meet the following requirements:

- It must be an unformatted text file («text only» format).
- The file must only contain word entries (no comments or additional information).
- Each entry forms an individual paragraph in the form **Source word [separator]Target word**. The string @@@ or a tab can be used as separator.
- All entries must be of the same part of speech (e. g. only nouns, or only proper names).

Carrying out the import:

To import an exported user dictionary or word list, open the **Import user dictionary** dialog box and click on the **Import** button in the **Manage** group on the **Dictionary** tab and proceed as follows:

1. The import is generally carried out into the currently registered user dictionary. You can see which user dictionary is in use in the **User dictionary** text box.
If you want to import the import file into another dictionary, you have to stop the process and first [Register the required dictionary as user dictionary](#).
2. Under **Import file** click the  button to select the text file with the import word list.
3. Enter the separator used in the import file with the help of the corresponding options button. The following options are available **PT-separator (@@@)** (three AT signs; the standard export format of Personal Translator) or **Tab-separator** (one tab).
4. Activate the **Test run (no real import)** option to test the import first without making changes to the user dictionary. After carrying out the import command you can see from a dialog box (just as with a real import) if there are problems with the data format and how many entries would be imported.
5. Under **Logfile** click the  button to select a different log file or create a new one. The log file is in text only format and contains a list of all entries added to the dictionary as well as information on any problems encountered during the import.
6. If you import a word list you must select the part of speech for the word list entries under **Part of speech**. The parts of speech of the individual entries are always contained in the files which were exported from a Personal Translator dictionary. The selection in the dialog box has no effect in this case.
7. Under **In case of conflict** you can determine how to proceed with the import of entries that are already in the current user dictionary. You can import the new entries in addition to the existing ones (option **Keep existing entries**; standard setting) or replace the existing entries completely with the new ones (option **Overwrite existing entries**).
8. Start the import of the import file or word list with the **Import** button.
9. When the process is completed, a dialog box appears with information about the import.


Exporting a dictionary

You can export the entries in a user dictionary to a text file.

The purpose of such an export file is primarily to [import entries into another user dictionary](#) so that this will contain the entries of both dictionaries. However, an export file can also be used to check the entries in, e. g., a user dictionary.

The export operation always concerns the currently registered user dictionary. If you want to export another dictionary then you must first select it [as the user dictionary](#).

To export the user dictionary to a text file, open the **Export user dictionary** dialog box and click on the **Export** button in the **Manage** group on the **Dictionary** tab and proceed as follows:

1. Under **Target file** use the  button to create a text file in the **Select file with entries** dialog box.
Please note: if you select an existing file here, it will be replaced with the new one.
2. Please indicate with the help of the appropriate option button, which separator to use in the export file. **PT-separator (@@@)** (three AT signs; the standard export format of Personal Translator) or **Tab-separator** (one tab).
3. Under **Include in the export** select the information to be added to the keyword, the translation and the part of speech in the export file.
If you later want to import the export file again into a Personal Translator user dictionary, you should select all options here.
If you need only specific information then deselect the options which are not required. If you deselect all options a list will be displayed, which contains only keyword, translation and part of speech.
4. Use the **Export** button to start the export process.

When the export is finished, a message is displayed reporting the number of exported entries.

8. Working with the translation memory

A *translation memory* is a sentence archive that is structured like a dictionary, except that it contains complete sentences or clauses and the corresponding translation, rather than individual words. A unit of source language sentence and its translation are known as a *sentence pair*.

The translation memory is used to store the final, edited version of sentences that you have translated, and revised where necessary. If you make a habit of saving all edited [sentences in the translation memory](#) (which can be done more or less automatically while reviewing the translation), you will soon have a supply of perfectly worded sentences, which you can use again and again in future translation jobs, and which you can even have [inserted automatically by Personal Translator](#).

This is especially useful if you tend to translate the same kind of documents on a regular basis (e. g. business correspondence or technical documentation), where having a well-maintained translation memory can speed up translation significantly and boost translation quality.

Just like the dictionaries, the translation memories are distinguished as the *user translation memory* and *additional translation memories*.

- The **user translation memory** is the translation memory which can be edited. If you archive a new sentence pair, it will always be copied to the translation memory registered as the user translation memory.
- The **additional translation memories** are write-protected. Additional translation memories will be queried during translation but cannot be edited. You cannot use more than 15 additional translation memories.

In this chapter you will find information on the following subjects:

- [Introduction: what is the structure of the translation memory?](#)
- [Creating and registering translation memories](#)
- [Archiving translations](#)
- [Translating with the translation memory \(automatically or manually\)](#)
- [Using attributes](#)
- [Searching and editing sentence pairs](#)
- [Importing sentence pairs](#)
- [Exporting sentence pairs](#)

- [Merging translation memories](#)
- [Inverting a translation memory](#)
- [Querying information on the translation memories \(Statistics\)](#)

8.1 Introduction: What is the structure of the translation memory?

A translation memory is a database in which each record consists of a pair of sentences, i.e. source sentence and its translation (target sentence) as well as additional information on the sentence pair. It can be shown in a table as follows:

Source sentence	Target sentence	User	Local variant	User attributes	Date
This is a sentence.	Das ist ein Satz.	Maria	en_US	Attribute1; Attribute2	18.05.2018

A record consists of the following fields:

- **Source sentence:** A source language sentence. During [translation with the translation memory](#), the degree of similarity between the source sentence in the translation memory and the source sentence to be translated determines whether a translation in the translation memory is used or not.
- **Target sentence:** The translation of the source sentence. The translation in the translation memory is independent of the results of a straight machine translation; it should rather be a carefully checked and edited translation.
The target sentence and the source sentence together are the so-called *sentence pair*.
- **User:** Indicates who saved the sentence pair. The sentence selection can later be restricted to specific users with this attribute; this is especially important if several users work together.
The user name can be changed in the [Translation memory attributes](#) dialog box, which can be opened from the **Translation memory options** dialog box. To open the translation memory options click on the **options** button on the **Translation memory** tab.

- **Regional variants:** Indicates if the sentence pair is restricted to a specific regional variant of the language used, e. g. to American English (en_US) or British English (en_GB).
- **User attributes:** Attributes that are freely definable to classify a sentence pair (e. g. stylistic register, specialist area, text type, etc.). Several attributes can be assigned to one sentence pair. Attributes can be created and edited in the [Translation memory attributes](#) dialog box. To open the translation memory options click on the **options** button on the **Translation memory** tab.
- **Date:** Indicates when the sentence pair was stored in the translation memory. The date is inserted automatically and cannot be edited.

Variables in the translation memory

Source and target sentence can also contain, along with the normal text, variables which can be adjusted manually to the current text after accepting a translation. Some variables are even replaced dynamically [during translation with the translation memory](#): This way personal names from the source text for instance are inserted automatically into the translation from the translation memory, replacing the corresponding variable value.

The use of variables makes translation memories very flexible. If a sentence reads for instance «Bitte überweisen Sie den fälligen Betrag von #AMOUNT_1# bis zum #DATE_1# auf eines der unten genannten Konten.», then you can copy the translation from the translation memory independent of the current values – you need only enter the definite amount; the date will be copied automatically and converted into the target language format.

In the translation memory, variables are placed between two number signs (#) and always have an underscore at the end, followed by a number (e. g. _1); the number indicates the number of occurrence of the corresponding variable in the sentence.

The following variables are available:

Variable	Description	Example
ADDRESS	Address; includes street with number as well as postcode and place (e. g. Gottfried-Keller-Str. 12, 81245 München or 23 Derry Street, London W8 5TT)	Our postal address is #ADDRESS_1# .
AMOUNT	Currency amount; incl. amount and currency (e. g. £9.49 or \$2,000.00 or 1.286,25 € or EUR 25,00)	You will begin at a salary of #AMOUNT_1# p.a.
COMPANY (dynamic variable*)	Company name incl. the abbreviation of the type of company (e. g. Linguatec GmbH or IMB Corp. or Autodesk, Inc.)	Please contact #COMPANY_1# .
DATE (dynamic variable*)	Date in the customary format (e. g. 05.10.18 or 2018-10-5)	You have to deliver the machine by #DATE_1# at the latest.
NUMBER	Number (without unit of measurement)	You should discuss points #NUMBER_1# and #NUMBER_2# with your lawyer. Our telephone number has changed as follows: #NUMBER_1# .

Variable	Description	Example
PERSON (dynamic variable*)	Personal name; incl. first and last name (e. g. Ann Bishop or W. Keller)	Please call Mrs #PERSON_1# .
PLACE (dynamic variable*)	Place (e. g. München or Munich or Monaco)	Can you come to #PLACE_1# ?
PRODUCT	Product name	We need a new #PRODUCT_1# as soon as possible.
TIME	Time in the customary format (e. g. 20:15 or 20:15 Uhr or 8:30 a.m.)	Could you please arrange for me to be picked up at #TIME_1# ?
VARIABLE	Arbitrary expression (word)	Please use connector #VARIABLE_1# to connect the printer.

* Dynamic variables are replaced with the appropriate value from the source sentence with [automatic transfer from the translation memory](#). The program will also attempt to generate an automatic translation for the variables PLACE and DATE. If the value of the PLACE variable in the English source sentence is e. g. «Munich», then the appropriate translated term will appear in the translation e. g. «München» (German) or «Monaco» (Italian). The English date «Dec 10» will appear in place of the variable DATE in the translation, e. g. «10. Dezember (German)» or «10 décembre» (French). For all other dynamic variables the value will be copied unchanged.

8.2 Creating and registering translation memories

Personal Translator already comes with two translation memories for each language direction. You can see which language direction is in use from the pairs of letters before the underscore (_) in the file name (e. g. *deen* = German-English):

- **An empty user translation memory «*user_*.tmd*» to store your archived translations.** Normally, this translation memory is selected as the active user translation memory. However, you can also create additional translation memories and select one of them as the user translation memory.
- **A system translation memory «*sys_*.tmd*» already filled with frequently used sentences.** You should always have this translation memory selected as an additional, i.e. write-protected translation memory.

For language pairs with German (German<>English and German<>French) there is an additional translation memory with frequently used sentences and phrases called ***phr_*.tmd***.

Exclusively for the German/English pair, you are also provided with a comprehensive compilation of idioms (***rw_*.tmd***) and the Business correspondence translation memory *Business English* (***be_*.tmd***).

You should always have all of these translation memories selected as additional, i.e. write-protected translation memories.

To create a new translation memory or register a translation memory for the translation you must first ensure the [correct language direction has been set](#). On the **Translation memory** tab click on the **Register translation memories** button. The following options are available in the **Register translation memories** dialog box:

Creating a new translation memory

If you require more than one translation memory for your work, e. g. because you create separate translation memories for different subjects or tasks, or if you want to make your translation memories available to other users, you can create further translation memories in addition to the standard translation memory (***user_*.tmd***).

This is carried out as follows:

1. In the **Register translation memories** dialog box choose the **User translation memory** tab.
2. If another translation memory has already been registered, you must first deregister it. Select it from the list and click the **Deregister** button.
3. Click on the **New** button.
4. Enter a file name for the new translation memory in the **Select user translation memory** dialog box.

Please note the following when creating a new translation memory:

- Translation memory files are saved by default under **Documents** in the folder **Personal Translator 20\data\usertm**.
- Translation memory files automatically have the extension **.tmd**; do not assign other extensions, to make sure the files will show up when opening the selection.
- An identification tag for the language direction will automatically be added to the translation memory file name. The translation memory identification tag consists of an underscore and two letter pairs for the source and target language (e. g. **_enfr** = English-French).

The newly created translation memory will automatically be registered as the user translation memory. If you want to use the newly created translation memory as an additional one, you must deregister it in the user translation memory list (**Deregister** button).

Registering the user translation memory

The user translation memory is the sentence archive that can be amended and edited. You can archive new sentence pairs only into the user translation memory; even [the options for translation memory management](#) (import, export, merge, invert) each refer to the user translation memory. To register a translation memory as the user translation memory, proceed as follows:

1. In the **Register translation memories** dialog box choose the **User translation memory** tab.
2. If another user translation memory has already been registered, you must first deregister it.. Select it from the list and click the **Deregister** button.
3. Click the **Register** button.
4. Choose the required translation memory in the **Register user**

translation memory dialog box.

The translation memory files have the extension **.tmd** and are usually stored in the **Documents** folder in the **Personal Translator 20\data\usertm** folder.

If you want to work with only one translation memory you should register the file **user_*.tmd**, which is created during the installation, as the active translation memory.

Registering additional translation memories

Additional translation memories will be queried during translation but are write-protected and cannot be edited. To register an additional translation memory, proceed as follows:

1. In the **Register translation memories** dialog box activate the **Additional translation memories** tab.
2. Click the **Register** button.
3. Choose the required translation memory in the **Register additional translation memories** dialog box.
The translation memory files have the extension **.tmd** and are usually stored in the **Documents** folder in the **Personal Translator 20\data\usertm** folder.
4. Use the **Up** and **Down** buttons to move a translation memory in the list of additional translation memories. The top translation memory has the highest priority. Therefore, if a source sentence appears in several additional translation memories the translation will be taken from the translation memory that is further up the list.

Deregistering translation memories from the selection

To remove a translation memory from the selection, highlight it on the **User translation memory** or **Additional translation memories** tab and then use the **Deregister** button.

A translation memory that has been registered as the user translation memory cannot be registered as an additional translation memory at the same time. If you want to change the status of a translation memory, you must first deregister it from the selection in one tab and then register it in the other one.

8.3 Archiving translations

The most important requirement for implementing the translation memory technology successfully is a translation memory with as many usable sentence pairs as possible. Only if you archive your translations consistently after revision, you will benefit from the translation memory later.

You should therefore get into the habit of adding revised sentences to the translation memory as soon as you have finished them.

Archiving can be done with a simple command (cf. section [«Storing a sentence pair in the user translation memory»](#)); but first you should determine the settings for archiving (cf. the following section [«Archiving settings»](#)).

8.3.1 Archiving options

To configure the archiving settings, click on the **Options** button on the **Translation memory** tab.

In the **Translation memory options** dialog box you determine how the archiving (i.e. the storing of a sentence pair in the user translation memory) will be performed and which additional information will be stored with it. You can also access the **Translation memory attributes** dialog box from here where you can [manage the user attributes](#).

You can choose from the following options:

When archiving documents: Display and confirm each sentence pair

If this option is selected, a sentence pair will be displayed again in the **Archiving** dialog box before it is finally stored in the user translation memory. This enables you to edit the source or target sentence or adjust the attributes prior to storing, if necessary.

If the option is not selected, the highlighted sentence pair will be stored in the user translation memory without any confirmation.

When source sentences are identical

Here you can define the action to be taken during archiving sentence pairs if an identical source language sentence already exists in the user translation memory. The following options are available:

- **Overwrite the existing translation:** The existing sentence pair in the translation memory will be replaced with the new one.
- **Keep the existing translation:** The new translation will not be integrated; the existing sentence pair is retained in the translation memory.
- **Add a new sentence pair:** The new sentence pair will be added to the existing one in the translation memory. Please ensure that the sentence pairs have different attributes so that you can later determine which alternative to use when translating with the translation memory.

Regional variants:

Here you can find the regional variants that are available for the current language pair. The regional variants are shown in the form **aa_BB**, where **aa** indicates the relevant language and **BB** the corresponding variant; **en_US** for instance, refers to the American English variant, **en_GB** to the British English one.

Specifying regional variants enables you to supply a suitable translation for different regions, e. g. Great Britain and USA respectively.

If the sentence pairs you want to archive are to be used for a specific regional variant only, then you can select it here.

User attributes

In addition to the regional variants you can also store freely definable attributes with the sentence pair. These allow you to specifically determine during subsequent translations, which sentence pairs to use from the translation memory. For instance, you can distinguish between different stylistic registers (formal/casual) or restrict sentence pairs to specific customers or projects.

Select specific attributes here in order to assign them to the sentence pairs when archiving them in the translation memory.

To create or edit attributes use the **Attributes** button to open the **Translation memory attributes** dialog box.

Each sentence pair receives a user ID during archiving, which can be used to select sentence pairs, just like regional variants and user attributes. The user ID can be changed in the **Translation memory attributes** dialog box.

8.3.2 Saving a sentence pair to the user translation memory

During archiving, a source sentence will be saved together with its assigned translation as a sentence pair in the user translation memory.

The alignment of source sentence and translation is supported only in the [synchronous mode](#). Archiving is therefore possible only for translations that were carried out in the synchronous mode.

You can either archive sentence pairs immediately after the final editing or save a translation [as a project](#) and archive it later.

Translation preparation

Make sure you make or check the following settings before archiving the sentence pairs.

- The translation must have been carried out in the [synchronous mode](#) and the synchronous mode must be switched on.
(Please note that a subsequent conversion of a non-synchronized translation into a synchronized one is *not* possible.)
- [A translation memory must be registered as the user translation memory](#).
- The [archiving settings](#) should be checked (archiving with or without confirmation, procedure for saved sentence pairs with identical source sentences, regional variants and user attributes).

Determining a selection for archiving

You can archive:

- the current sentence (the sentence in which the cursor is located) or a sequence of several selected sentences (to select, click the **Extend selection** button on the **Translation memory** tab several times or press SHIFT+F7):
Click on the **Selection** button in the **Archive** group on the **Translation memory** tab or press CTRL+F8.

- the entire document (regardless of the current cursor position): Click on the **Entire text** button in the **Archive** group on the **Translation memory** tab or press CTRL+D.

Archiving with or without confirmation

In the [Archiving settings](#) (**Options** button on the **Translation memory** tab) you can determine if sentence pairs are to be stored in the user translation memory without confirmation or if the sentence pairs should be displayed again to check and edit them, if necessary.

If you want a confirmation when you archive, activate the **Display and confirm each sentence pair** option in the [Translation memory options](#) dialog box.

If you then want to archive a sentence, a sequence of sentences or the entire document (**Selection** or **Entire text** button in the **Archive** group on the **Translation memory** tab), the **Archiving** dialog box will be displayed. This shows a table with all selected sentence pairs. The following options are available:

- **Deleting a sentence pair from the selection:** If you do not wish to archive a sentence pair, select it by clicking on the appropriate source or target sentence field and then use the button **Delete**.
- **Changing a sentence pair:** To edit the text of a sentence pair prior to archiving click on the corresponding source or target sentence field and edit the text.
- **Creating a new sentence pair:** You can add new sentence pairs to the selection at any time. To do this, click the **New** button and enter the source and target sentence in the two new text fields. Please remember to close each sentence with a punctuation mark, provided it is a complete sentence. (Even sentences ending with a colon should as a rule be a complete sentence, i.e. be entered without the part following the colon.)
- **Changing archiving settings:** You can change the settings used to store sentence pairs in the **Archiving** dialog box prior to archiving. To do this, use the **Options** button to open the [Translation memory options](#) dialog box. Please make the required adjustments here (e. g. during the selection of user attributes) and confirm with **OK** to return to the **Archiving** dialog box.

8.4 Translating using the translation memory

When translating using the translation memory, the translations for matching sentences are not generated using machine translation but are copied from the [selected translation memories](#) (user translation memory and additional translation memories), either automatically during the translation process or manually after a search in the translation memory.

8.4.1 Automatically using archived sentences during translation

You can set the Personal Translator so that it will query [the registered translation memories](#) first during the translation of each sentence, to see if they already contain a suitable translation; if this is the case the translation will be copied directly from the translation memory instead of machine translating the sentence.

To activate and configure the automatic usage of terms from the translation memory, open the **Translation memories** tab in the translation options (**Options** button in the **Translation** group on the **Translation** tab) and select the following settings:

1. If you want to be able to access the registered translation memories, activate the **Use translation memory** option.
2. By **Translate only sentences with fuzzy match larger than**, enter the desired value for the fuzzy match.
With a **Value of 100** (max. value) only those translations from the translation memories will be used, where the source sentence exactly matches the sentence to be translated.
With a **Value of 99**, translations are also used, where the source sentence in the translation memory contains a [dynamic variable](#), but is otherwise identical to the source sentence in the document.
With **Values below 99** translations are also used if the source sentence in the translation memory differs; the lower the value, the greater the differences will be.
3. Choose regional variants and user attributes, where necessary, if you only want to use correspondingly marked sentence pairs.
4. Deactivate individual translation memories under **User translation memory** and **Additional translation memories** if you do not want all registered translation memories to be used for the translation.

After you have determined the required settings and confirmed them you can [start automatic translation the usual way](#).

After translation, you can immediately see which sentences were not translated automatically, but taken directly from the translation memory.

Notes on sentences copied from the translation memory

- **Text formatting:** When a sentence is copied from the translation memory, deviating mark-ups of individual words (e. g. bold or italic) are ignored.
- **Variables:** If the translation from the translation memory contains a simple variable, then this will be inserted as such instead of a specific text. The variable must then be replaced with the corresponding text manually. For the dynamic variables COMPANY and PERSON, the text will be copied from the source sentence unchanged; if necessary, you will have to adjust the text afterwards, e. g. to translate copied company names into the target language.
The dynamic variables DATE and PLACE will mostly be automatically translated into the target language, but should be checked nonetheless.

8.4.2 Manually copying an archived sentence

You can also search for a suitable translation [in the registered translation memories](#) yourself and insert it in the target text. This is carried out as follows:

1. Select the sentence for the search

In the source text window, just click on the sentence for which you are looking up a suitable translation in the translation memory. However, it is recommended, while in [Synchronous mode](#), to highlight the sentence pair in question straight away (**Align sentence pair** button on the **Translation** or **Translation memory** tab or with the key F5); if synchronous mode is deactivated, you can select the source text sentence in question with the **Select sentence** button on the **Translation memory** tab or with the key F7.

2. Start search in translation memory

Click on the **Translation memory** button on the **Translation memory** tab (**Translation memory** group) or press CTRL+F9, to open the **Translation memory** dialog box. The selected sentence will be copied to the search text field and searched for in the registered translation

memories with the current search settings.

3. Adjusting the search settings

The following options are activated by default in the **Translation memory** dialog box: **Source sentence** (to search for corresponding source sentences) and **Fuzzy search** (to have similar sentences taken into consideration, too).

During the search, if you want to primarily display sentence pairs which have specific user IDs or user attributes, or which are assigned to a regional variant, you must first adjust the relevant options. This way, the fuzzy search will display all the sentences with the corresponding user ID or attributes at the top of the search results; similar sentences, possibly even without the selected attributes, will be listed below.

Once you have adjusted the search settings, click on the **Search** button to search for the selected sentence again with the new settings.

Note: A list of all search options available in the **Translation memory** dialog box can be found in the section [«Search and edit sentence pairs»](#) further back in this chapter.

4. Inserting a translation

When you find a suitable translation in the translation memory, click on the field with the translation (column **Target sentence**) and choose from one of the two following options:

(a) Click on the **Copy** button to copy the translation to the clipboard and subsequently insert it at the required position in the target text window with the **Insert** button (**Edit** tab) or with CTRL+V.

(b) Click on the **Paste** button to immediately insert the translation into the main window of the Personal Translator.

Make sure beforehand that the target text window is activated and that the cursor is at the required position or that the sentence to be replaced is highlighted.

Variables will be treated like normal words during the search. If a translation contains a [variable](#), this will be copied as such to the document. This is also the case for dynamic variables, which will not be replaced by the corresponding word of the source text (as opposed to [automatic copying during the translation process](#)).

You will have to check and replace the variable manually with the required text.

8.4.3 Translating an entire document with translation memory only

If you are working with translation memories, you will usually use a combined approach in your translation consisting of both machine translation and copying from translation memories. Sentences for which there is no identical or sufficiently similar translation available in the memory will be translated new; whereas suitable translations will be taken from the translation memory directly (cf. [«Automatically copying archived sentences in translating»](#)).

The translation of a document exclusively from the translation memory mainly serves for testing purposes. This way you can check quickly to see for which sentences in the document there are matching translations in the translation memory.

To translate a document only with the translation memory, follow these steps:

1. Ensure that the correct translation direction setting has been made and that the desired translation memories have been selected.
2. Determine in the translation settings how high the correspondence has to be between a sentence in the document and the translation memory for a translation to be copied from the translation memory.
3. Start the translation from the translation memory by clicking on the **Only with translation memory** button in the **Translation** group on the **Translation** tab.

After the document has been translated, you can see how many sentences were copied from the translation memory in the Info panel under «translation information».

8.5 Using attributes

User-defined attributes facilitate the organization of the sentence pairs stored in a translation memory. They can be used as an additional search criterion when searching for matching sentences and exporting specific sentence pairs.

With the help of attributes, several translations can be assigned to a source sentence, e. g. one with a more formal style and one with a rather informal

and personal style. You can also use attributes to assign sentence pairs to a specific topic or project. In this way you can, for example, group salutations for the end of a letter or collect wordings for reminders, making them easier to retrieve later on.

The user-defined attributes are stored together in a translation memory file. If you use several translation memories, you must define the required attributes for each of these translation memories.

The assignment of user-defined attributes and the user ID either takes place automatically during the [archiving](#), or manually in the **Translation memory** dialog box, in which you can [edit stored sentence pairs](#).

8.5.1 Opening the dialog box to edit the attributes

To open the **Translation memory attributes** dialog box, open the **Translation memory options** dialog box (**Options** button in the **Translation memory** group on the **Translation memory** tab) and click on the **Attributes** button.

Please note that the selected attributes only apply to the current user translation memory. Therefore, ensure that you have registered the required user translation memory before editing attributes.

8.5.2 Creating and editing attributes

To create and edit attributes or to change the user ID, open the **Translation memory attributes** dialog box (cf. the previous section [«Opening the dialog box for editing attributes»](#)).

User ID

The user ID can be changed in the upper section of the dialog box.

The user ID is automatically stored with each sentence pair that you archive. If you work with translation memories of other users, the user ID allows you to specifically choose the sentence pairs of a certain user.

User attributes

You can create and edit user attributes in the lower section of the dialog box. The following options are available:

Creating attributes: Enter a name for the new attribute in the text field

and click on the **Insert** button.

Renaming attributes: Select an attribute from the list and click the **Edit** button. The attribute will be removed from the list and can then be edited in the entry field and subsequently reinserted with the **Insert** button.

Deleting attributes: Select an attribute from the list and click on the **Delete** button.

Renaming or deleting attributes will affect only future archiving activities. Attributes that are already assigned and stored in the translation memories will be maintained with their old name.

8.6. Searching and editing sentence pairs

You can search for sentence pairs [in the selected translation memories](#) in the **Translation memory** dialog box. The diverse search options not only support you during [manual translation with the translation memory](#) but also allow a specific search for certain sentence pairs in order to edit them.

- The section [«Searching sentence pairs»](#) provides information on how to search for sentence pairs and how to adjust the search to your requirements with the help of various settings.
- The section [«Editing sentence pairs»](#) provides information on how to edit or delete sentence pairs in the user translation memory.
- The section [«Exporting sentence pairs in an external format»](#) provides information on how to export the list of sentence pairs found in an Excel, HTML or text file.

Please note this feature is only available for sentence pairs included in self-compiled translation memories.

To open the dialog box, click on the **Translation memory** button in the **Translation memory** group on the **Translation memory** tab or press CTRL+F9.

8.6.1 Searching for sentence pairs

This section shows you how to do the following in the **Translation memory** dialog box: [enter a search term, search the source or target text](#), [exclude specific translation memories from the search](#) and [restrict the search to specific users/attributes](#).

Entering a search term

In the search term text field you can enter a sentence or individual search terms that you are looking for. Please note the following:

- **Language:** The search term can be from the source language as well as the target language. Under **Search**, check that the suitable search area (**Source sentence** or **Target sentence**) has been selected.
- **Match case:** If you are searching for an exact term (**Exact search** option) the search term must match the upper and lower case spelling of the archived sentence. During the fuzzy search the upper/lower case spelling will not be taken into consideration; a deviation in the spelling will lead to a lower matching value.
- **Punctuation:** Punctuation will be included in the evaluation of the match. If the punctuation is different or missing (even the period at the end of a sentence!), the exact search will not produce any results.
- **Fuzzy search for complete sentences:** To search for identical sentences or ones that are as close as possible, observe the correct spelling (including upper/lower case spelling) and punctuation.
- **Fuzzy search for individual words:** You can search the translation memory for sentence pairs that contain specific words.
- **Fuzzy search for several words:** You can also enter several words into the search field. Sentence pairs that contain all search terms will receive a higher matching value (and will thus be higher up in the list) than those with only one of the search terms.
- **Fuzzy search for word parts/strings:** Searching for words starting with the search pattern or for strings within words is not possible.
- **Fuzzy search for variables:** Sentence pairs may also contain [variables](#) in place of definite values (e. g. personal names or dates). The variables in archived sentence pairs will receive a count (followed by an underscore) and will be between two hash marks (e. g. #PERSON_1#). If you want to search the sentence pairs for variables, simply enter the name of the variable in capital letters (without hash marks and counts, e. g. «PERSON»).
- **Show all sentence pairs:** If you want to have all sentence pairs of the registered translation memories displayed, delete the text from the entry field and click the **Search** button. If more than 200 sentence pairs

are displayed, use the **Next** and **Back** buttons below the sentence pair list to scroll the list.

To search for sentences already in the source text or target text window in Personal Translator, you only need to move the cursor to the sentence in question and then click the **Translation memory** button in the **Translation memory** group on the **Translation memory** tab or press CTRL+F9: The relevant sentence will then be copied to the search term text field and the search will be initialized – it will be automatically detected if the sentence is a source or target sentence, and the search options will be adjusted accordingly.

Search the source or target text

You can determine with the appropriate option under **Search in** if you want to search in the source sentences or in the target sentences (translations) of the translation memory.

Excluding individual translation memories from the search

You can see [all currently registered translation memories](#) (user translation memory and additional translation memories) in the **Translation memories** list box. To exclude specific translation memories from the search, click on the checkbox by the relevant translation memory to remove the checkmark. Click it once more to include the translation memory again.

If you want to search translation memories other than the ones listed here, you will first need to select them via the **Register translation memories** dialog box (corresponding button on the **Translation memory** tab).

Restricting the search to specific users/attributes

If you want to restrict the scope of the search to sentence pairs that were created by specific users then enter his/her ID in the **User ID** text field.

If you want to restrict the scope of the search to specific attributes then select them from the **User attributes** or **Regional variants** list boxes.



Sentences with the corresponding user ID or attributes will be shown at the top of the search results; similar sentences, possibly without the selected attributes, will be listed below.

8.6.2 Editing sentence pairs

You can only edit sentence pairs that are included in the translation memory registered as the user translation memory. In the **Translation memory** dialog box the user translation memory sentence pairs are highlighted with a light orange background color.

If you want to search sentence pairs specifically for editing, you can deselect the additional translation memories in the **Translation memories** list of the **Translation memory** dialog box; only user translation memory sentence pairs will then be displayed.

Changing a sentence pair

1. [Search for the desired sentence pair](#) in the **Translation memory** dialog box.
2. Click on the field in the sentence pair list that you wish to modify and make your changes. The following fields can be modified:
 - **Source sentence** and **Target sentence**: Change the text of the source sentence or the translation.
 - **User**: Enter another user name.
 - **Regional variants**: Click the  button to open the **Select attributes** dialog box and choose the required variant.
 - **User attributes**: Click the  button to open the **Select attributes** dialog box and choose the required variant.
3. Click the **Save** button to save the changes.

A confirmation message will remind you if you have forgotten to save changes as soon as you enter a new search or close the **Translation memory** dialog box. Click **Yes** to save the changes or **No** to discard them.

Deleting a sentence pair

To delete a sentence pair from the user translation memory, select it from the sentence pair list and click the **Delete** button. Confirm the query to permanently delete the sentence pair from the user translation memory. Please note that this command cannot be undone.

Creating a new sentence pair

Use the **New** button to open the **Archiving** dialog box. To create a new sentence pair proceed as follows:

1. Enter source and target sentence in the appropriate text field.
2. If you want to change archiving settings or assign regional variants and user attributes to the new sentence pair, click the **Options** button to open the **Translation memory options** dialog box.
3. Here you can determine the action if an identical source sentence already exists and assign regional variants and user attributes to the new sentence pair if necessary. You can also [define new user attributes](#), if necessary (**Attributes** button).
Click **OK** to return to the **Archiving** dialog box.
4. To create more new sentence pairs use the **New** button. Conclude the definition of new sentence pairs with the **OK** button.

8.6.3 Exporting sentence pairs in an external format

You can export the sentence pairs found in the **Translation memory** dialog box in an Excel, HTML or text file, so that they can be opened in an external program and either printed out or edited.

Please note that sentence pairs can only be exported from self-compiled translation memories. Sentence pairs incorporated in the translation memories included with the program cannot be exported.

To export a sentence pair in an external format, proceed as follows:

1. In the **Translation memory** dialog box, use the search function to locate the sentences you wish to export (in self-compiled translation memories).
2. Click on the **Export** button to export all sentence pairs found.
3. Select the format you require in the **Select file for exporting** dialog box, via **File type**. Select where you wish to save the file and name it.
Click **Save** to create the new file.

Note that you require other suitable programs in order to open the file.

If you want to export sentence pairs to reimport them into a translation memory later, you will need to use [the export function of the extended translation memory options](#) (**Export** button in the **Manage** group on the **Translation memory** tab).

8.7 Advanced translation memory options

In this section you will find information on how to [import sentence pairs into the user translation memory](#), [export sentence pairs of the user translation memory](#), import the content of another translation memory into the user translation memory ([Merging](#)), [invert a translation memory](#) (reverse the language direction) and [call up information on translation memories \(statistics\)](#).

All commands for these extended options are located on the **Manage** group on the **Translation memory** tab.


8.7.1 Importing sentence pairs

Here you can import a list of sentence pairs into the active user translation memory. The following formats are supported:

- An **export file** generated by the Personal Translator in the text format (cf. [»Export sentence pairs«](#) in the following section)
- An **individually created text file** that is structured like an export file (please refer to the [end of this section](#) for more information on such text files.)
- A **TMX file** (the TMX format is a cross-product exchange format for *Translation memories*. It is also supported by TRADOS® and other translation memory programs.

A sentence list is always imported into the active user translation memory. If you want to copy sentence pairs to another translation memory you must first [register it as the user translation memory](#) (**Register translation memory** button on the **Translation memory** tab).

To import sentence pairs from the user translation memory, click on the **Import** button in the **Manage** group on the **Translation memory** tab to open the **Import sentence pairs** dialog box. Proceed as follows to import the translation memory:

1. Under **Import file**, specify if you want to import a text file in the **PT format** (cf. the notes [at the end of this section](#)) or in the **TMX format**.
2. Click the  button next to the text field to open the text file (.txt) or TMX file (.tmx) with the sentence pairs.
3. Under **When source sentences are identical**, you can determine what should happen if the source sentence is already in the user translation memory: you can replace the existing translation in the user memory with the new one, retain the existing translation, or add the new sentence pair to the existing one in the user translation memory.
4. Under **Attributes** activate the **Accept attributes from import file** option if you want to import the creation date, user ID, regional variants and user attributes together with the source and target sentences.
5. If the attributes are not to be accepted from the import file (cf. point 4), you can enter a user ID under **Set global attributes** and select regional variants and user attributes that are to be assigned to all imported sentence pairs. Use the **Attributes** button to [define new attributes](#).
6. Start the import by clicking the **Import** button.

After the import has been completed, the number of imported sentence pairs will be displayed in a message.

If any problems should occur with the display of special characters, save the import file in UTF-8 format using the Windows Editor.

Notes on the format of translation memory import/export files

- The file may only contain text without formatting (txt format).
- Every sentence pair makes up an individual paragraph. Source sentence and translation are separated by three @ symbols. Example:
This is the first sentence.@@@Das ist der erste Satz.
This is the second sentence.@@@Das ist der zweite Satz.
- You may also optionally include a date (**d=**), a user ID(**b=**), regional variants (**l=**) as well as user-defined attributes. These details always are listed behind the translation. Each information is provided between double angular brackets (**<<...>>**) and separated by a blank. Example:

Das ist ein Satz.@@@This is a sentence. <<b=Maier>>
<<d=20180217092231>> <<l=en_GB>> <<Attribute1>>
<<Attribute2>>

This sentence pair was saved on 17.08.18, at 9:22:31, with the user id «Maier», it is assigned to the local variant British English and has the user attributes «Attribute1» and «Attribute2».

8.7.2 Exporting sentence pairs


By exporting a translation memory and subsequently [Importing](#) the exported sentence list into an existing translation memory, you have the opportunity to exchange data with Personal Translator users or – if you are using the TMX format – also with other programs e. g. TRADOS®; You can also reorganize the sentence pairs in your translation memories with the help of export/import.

The following two formats are available for export:

- **PT format:** A text file, which can be [imported](#) into any other translation memory of Personal Translator. Due to its simple structure, this export file can be edited and expanded at any time with a text editor. (Please refer to the [Importing sentence pairs](#) section for more information on the structure of such text files.)
- **TMX format:** A cross-product exchange format for *Translation memories*. It is also supported by TRADOS® and other translation memory programs.

The export always refers to the sentence pairs from the active user translation memory. If you want to export sentence pairs from another translation memory you must first [register it as the user translation memory](#) (**Register translation memory** button on the **Translation memory** tab).

To export sentence pairs from the user translation memory, click on the **Export** button in the **Manage** group on the **Translation memory** tab to open the **Export sentence pairs** dialog box. Proceed as follows to export the translation memory:

1. Under **Target file** use the  button to specify the file that the exported sentence pairs are to be saved to. Under **File type** be sure to

select the appropriate format for the file with the sentence pairs: **.txt** for the PT format or **.tmx** for the TMX format.

2. Under **Include in the export** select the information to be added to the source and target sentence.
3. Select the desired format (**PT format** or **TMX format**).
4. Start the export by clicking the **Export** button.

After the export has been completed the number of exported sentence pairs will be displayed in a message.

If you would like to open sentence pairs in an external program, first open the **Translation memory** dialog box and [export the data as an Excel, HTML or text file](#). Please note that files exported in this format later cannot be imported into the translation memory.

8.7.3 Merging translation memories

You can import a translation memory directly into another one so that in future you will have the sentence pairs of both memories available in one file.

Please note that the target translation memory is always the active user translation memory and only translation memories that have been registered as an additional translation memory can be imported. Therefore, first ensure that you have registered the required translation memories (**Register translation memories** button on the **Translation memory** tab).

To import sentence pairs from an additional translation memory into the user translation memory, click on the **Merge** button in the **Manage** group on the **Translation memory** tab to open the **Merge translation memories** dialog box. Proceed as follows to merge the translation memories:

1. Select the required translation memory under **Source memory**. Note that the system translation memories (also displayed in additional translation memories) are not available for selection here.
2. Under **When source sentences are identical** you determine what you want to happen if the user translation memory (target memory) already contains a sentence pair with the same source sentence as the source memory. You can replace the existing translation in the user memory with the new one, keep the existing one, or additionally add the new

sentence pair to the user memory (only if it has different attributes).

3. Under **Accept from the source memory** select the information to be added to the source and target sentence in the user translation memory.
4. Start the process by clicking the **Merge** button.


A confirmation message will appear when the merge is complete.

8.7.4 Inverting a translation memory

Inverting a translation memory allows you to also use it for the opposite language direction. This function creates a mirror image copy of the translation memory: each translation of a sentence in the original memory turns into a source sentence in the inverted memory and vice versa.

The invert operation always concerns the current user dictionary. If you want to invert another translation memory you must first [register it as the user translation memory](#) (**Register translation memory** button on the **Translation memory** tab).

To invert the user translation memory, click on the **Invert** button in the **Manage** group on the **Translation memory** tab to open the **Invert translation memory** dialog box. Proceed as follows to invert the translation memory:

1. Under **Target memory** use the  button to specify a file name for the inverted translation memory.
2. Under **Options** select the information to be added to the source and target sentence in the inverted translation memory.
3. Start the process by clicking the **Invert** button.

A message will confirm a completed process.

8.7.5 Querying information on the translation memories (Statistics)

In the **Translation memory statistics** dialog box you can see which translation memories are currently registered, how many sentence pairs they contain and which attributes are used.

To open the dialog box, click on the **Statistics** button in the **Manage** group on the **Translation memory** tab

9. Translating and looking up words in Office applications

You can use the translation and look-up functions of Personal Translator directly from within the [Microsoft Office applications](#) Word, Outlook and PowerPoint without having to start Personal Translator itself.

Activating/deactivating integration for individual applications

Using the *PT Integration Manager* you can decide at any time which of the supported applications you want to be started with/without PT integration. To do this, proceed as follows:

1. Close all supported applications that you want to (de-)activate.
2. Start the *PT Integration Manager* from the program group **Personal Translator** in the Start menu or via its desktop icon.
3. Select all applications to be started with PT integration in the **PT Integration Manager** and confirm with **OK**.

When you start one of the selected applications in future, the translation and look-up functions of Personal Translator will be available in it.

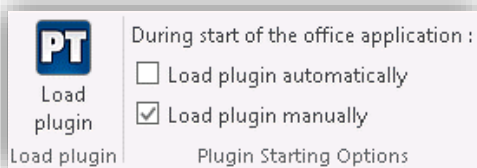
The selection made in the *PT Integration Manager* applies until you change it again (even after a system restart). If you no longer require the PT integration for an application, start up the *PT Integration Manager* again and deselect the check box next to the relevant application; next time the application is started, it will run without PT integration.

If the Personal Translator license has not been activated yet and the trial period has already been exceeded, you may no longer be able to start Office applications which are activated in the *PT Integration Manager*. In this case, either deactivate the relevant applications in the PT Integration Manager or activate the product license.

If PT Integration was activated for an Office application in the [PT Integration Manager](#), an extra tab **Personal Translator** will appear in multifunction bar in the Office applications including all the available PT commands.

Before starting the plugin for the first time, resources (translation engine, dictionaries...) have to be loaded. To do this, click on the Load plugin button

in the **PT Integration 20 Client** Tab.



You can determine start options in the plugin, such as whether to automatically load resources each time the Office application is started, or whether to use the Load plugin button and load the plugin manually each time. When the loading procedure has completed, you will have access to all available Personal Translator Intranet 20 Client commands.

If specific PT functions are not available in an Office application, please check whether individual components have been deactivated, and activate the PT elements in the list of deactivated elements if necessary. The corresponding dialog box can be accessed as follows:

Office: Select the corresponding **Word/Outlook/PowerPoint-Options – Add-Ins** option using the **Options** button on the **File** tab. Select the **COM Add-Ins** option and then click the **Go** button. In the **Add-Ins available** list, select «PT 20 Office Add-In» and click the **OK** button.

If the **Add-In** is not listed, click on the **Disabled items** command. From the **Disabled items** list, select «PT 20 Office Addin» and click the **Activate button**.

9.1 MS Word

Once the Word Plugin has been activated using the Integration Manager you will find an additional tab for **Personal Translator 20** in Word's multi-function ribbon. Before starting the plugin for the first time, resources (translation engine, dictionaries...) have to be loaded. To do this, click on the Load plugin button in the **Personal Translator 20** Tab. You can determine start options in the plugin, such as whether to automatically load resources each time Word is started, or whether to use the **Load plugin** button and load the plugin manually each time. When the loading procedure has completed, you will have access to all available **Personal Translator**

Professional 20 commands in the additional Tab.

Choosing the translation direction

- Please choose your desired **translation direction**
- If automatic language recognition is switched on (option **Automatic recognition** on the **Translation** tab), the translation direction is usually adjusted automatically when you open a document in the source text window or paste text from the clipboard. When you start a translation, Personal Translator checks the translation direction that is set; if a different direction is recognized, the Translation direction dialog box appears with the proposed translation direction. You can accept the suggested direction with **OK** or select a different one. The source text must be at least 24 characters in length for automatic language definition to work. Automatic language detection is not possible for shorter text segments, e.g. when the text is only one word in length.

Looking up and translating

- Select a word to look it up in the dictionaries or in the dictionary of idioms (**Dictionary** button, then **Look up in dictionaries** or **Look up idioms**).
- Select a sentence (best of all with the **Select sentence** button) or a sequence of sentences to have the selected passage translated (**Translate selection** button).
- Click anywhere in a sentence to have the text translated from this sentence to the end of the text (**Start translation at cursor position** button).
- Click on the **Translate entire text** button to translate the entire document.

Inserting the translation

Click on the **Position translation** button to call up a menu with the options for inserting the translation:

- **Insert translation after selection:** The translation is inserted immediately after the translated text passage in addition to the source text.
- **Replace selection with translation:** The source language text passage is

overwritten by the translation.

- **Insert translation into new document:** A new document is created for the translation and is displayed in the foreground. To show the source document again, from the **View** tab click the **Toggle window** button. This option is recommended especially when you have long passages of text or an entire document translated; you should not use it for translating individual sentences as an additional document is created for each new translation.

Note: Up from Word 2013 PDF files can be opened directly in Word.

9.2 MS Outlook

Once the MS Outlook Plugin has been activated using the Integration Manager you will find an additional tab for **Personal Translator 20** in the multifunction bar of the Outlook email window.

Before starting the plugin for the first time, resources (translation engine, dictionaries...) have to be loaded. To do this, click on the Load plugin button in the **Personal Translator 20** Tab. You can determine start options in the plugin, such as whether to automatically load resources each time Outlook is started, or whether to use the **Load plugin** button and load the plugin manually each time. When the loading procedure has completed, you will have access to all available **Personal Translator Professional 20** commands in the additional Tab.

Choosing the translation direction

- Please choose your desired **translation direction**
- If automatic language recognition is switched on (option **Automatic recognition** on the **Translation** tab), the translation direction is usually adjusted automatically when you open a document in the source text window or paste text from the clipboard. When you start a translation, Personal Translator checks the translation direction that is set; if a different direction is recognized, the Translation direction dialog box appears with the proposed translation direction. You can accept the suggested direction with **OK** or select a different one. The source text must be at least 24 characters in length for automatic language definition to work. Automatic language detection is not possible for shorter text segments, e.g. when the text is only one word in length.

Looking up and translating

- Select a word in the e-mail text to look it up in the dictionaries or in the dictionary of idioms (**Dictionary** button, then **Look up in dictionaries** or **Look up idioms**).
- Click on the **Translate entire text** button to translate the entire e-mail.

Inserting the translation

Click on the **Position translation** button to call up a menu with the options for inserting the translation:

- **Insert translation at the end of the document.** The translation will be inserted after the source text in the e-mail form.
Please note: this is not possible when displaying received e-mails as these are write-protected. To translate write-protected e-mails, use the option **Insert translation in a new document**.
- **Replace document with translation** The source-language text of the e-mail is overwritten by the translation.
Please note: this is not possible when displaying received e-mails as these are write-protected. To translate write-protected e-mails, use the option **Insert translation in a new document**.
- **Insert translation into new document:** A new e-mail form is opened for the translation and is displayed in the foreground.

Depending on the selected security level, a warning message is displayed before translating or reading out text stating that a program is trying to access Outlook. In this case, select the **Grant access** option to enable Personal Translator to translate or read out the text.

9.3 MS Power Point

Once the MS PowerPoint Plugin has been activated using the Integration Manager you will find an additional tab for **Personal Translator 20** in the multi-function ribbon of Power Point. Before starting the plugin for the first time, resources (translation engine, dictionaries...) have to be loaded. To do this, click on the Load plugin button in the **Personal Translator 20** Tab. You can determine start options in the plugin, such as whether to automatically load resources each time PowerPoint is started, or whether to use the **Load plugin** button and load the plugin manually each time. When

the loading procedure has completed, you will have access to all available Personal Translator Professional 20 commands in the additional Tab.

Choosing the translation direction

- Please choose your desired **translation direction**
- If automatic language recognition is switched on (option **Automatic recognition** on the **Translation** tab), the translation direction is usually adjusted automatically when you open a document in the source text window or paste text from the clipboard. When you start a translation, Personal Translator checks the translation direction that is set; if a different direction is recognized, the Translation direction dialog box appears with the proposed translation direction. You can accept the suggested direction with **OK** or select a different one. The source text must be at least 24 characters in length for automatic language definition to work. Automatic language detection is not possible for shorter text segments, e.g. when the text is only one word in length.

Selecting text for look up and translation

You can highlight a text passage to look up a word or have individual sentences translated, or you can have the current slide or the entire presentation translated.

Inserting the translation

On the **Personal Translator** tab click on the **Position translation** button to call up a menu with the options for inserting the translation:

- **Insert translation after selection:** The translation is inserted after the source text within the edited text frame.
- **Replace selection with translation:** The source-language content of a text frame is overwritten by the translation.
- **Insert translation into new document:** A new presentation is created for the translation and is displayed in the foreground. To show the source presentation again, select it using the **Toggle window** button on the **View** tab from within PowerPoint.
This option is recommended especially when you have a slide or an entire presentation translated; you should not use it for translating individual passages of text as an additional presentation is created for each new translation.

Please note that the new presentation does not automatically adopt the slide design of the source presentation. However, you can quickly reassign the design To do so, while in PowerPoint from the **Draft** tab select the design most recently used from the **Designs** group.

10. PT Direct

With PT Direct, you can access Personal Translator's dictionaries and translation functions from other applications - without having to open the program.

The definition or translation can be copied and then pasted elsewhere.

10.1 Starting and using PT Direct

Starting PT Direct

To start PT Direct, select the relevant entry in the Personal Translator program group in the Windows Start menu or click on the corresponding Desktop icon.

To close PT Direct use the **Exit** command in the context menu of the taskbar icon in the Info area or click on the exit symbol **X** in the title bar of the PT Direct window.

The PT Direct taskbar icon

After launching PT Direct, an icon will appear in the info area on the right of the Windows taskbar which can be used to control PT Direct.


The taskbar icon offers you the following options:

- Double-click on it to display the hidden window of PT Direct.
- Right-click it to open a context menu with the PT Direct commands.


The PT Direct application window

The PT Direct application window can be displayed at all times if you prefer or only when requesting a dictionary entry or a translation.

To change the display characteristics, follow these steps:


1. Right-click on the taskbar icon to open the context menu. Choose the **PT Direct settings** command or click on the  button in the PT Direct toolbar.
2. In the **PT Direct settings** dialog box, select/deselect the **Window always on top** option.

If you always display the window, it can be hidden for the time being.

Click the  button to the right in the PT Direct toolbar. The window will be displayed again as soon as you look up a term with PT Direct or translate a sentence.

10.2 Entering and translating/looking up text

You can enter text directly into the entry field (the upper section of the text window), look up the text or have it translated.

Before you look up or translate, you must ensure that the correct language direction has been configured. To change the language direction, open the **PT Direct settings** dialog box by clicking on the  button in the PT Direct toolbar or by opening the context menu with a right-click on the [PT-Direct icon in the Info area of the taskbar](#) and choosing the **PT Direct settings**.

Note: Unlike Personal Translator, PT Direct does not feature automatic recognition of language direction.

To look up/translate, proceed as follows:


1. Enter a word to look up or a text to translate or paste the text from the clipboard (CTRL+V).
2. Press the ENTER key.

PT Direct automatically distinguishes between lookup and translate: If the entry box only contains a single word, this word will be looked up in the dictionary. Otherwise, longer texts will be translated.

10.3 Looking up and translating terms with the clipboard

With PT Direct, you can look up or translate text that has been selected in any text document simply by pressing STRG+C at the same time.

Before you can use the clipboard function, you must first ensure that you made the correct settings in PT Direct.

Open the **PT Direct settings** dialog box by clicking on the  button in the PT Direct toolbar or by opening the context menu with a right-click on the [PT-Direct icon in the Info area of the taskbar](#) and choosing the **PT Direct settings** menu command.

Here you should check the following settings and make changes where necessary:

Set the correct translation direction

Select the desired translation direction.

Note: Unlike Personal Translator, PT Direct does not feature automatic recognition of language direction.

Select the use of the clipboard

Select the option **Activate clipboard**.

You can also easily deactivate the clipboard use any time by double-left clicking the [PT Direct icon in the information area of the Windows taskbar](#) or by right-clicking it and deactivating the **Activate Clipboard** context menu option.

Selecting the desired action

Please choose if you want to translate the marked text or look up the marked word or phrase in the dictionary when using the clipboard (STRG+C). You can change the desired action at any time if needed.

Looking up/translating text





To look up or translate text, proceed as follows:





1. Select the term or passage you would like to look up or translate.
Be sure the selection has been properly placed and that it in fact contains an entire term or a complete sentence segment.
2. Press STRG+C and activate the command to look up a term or translate a marked text. (depends on your PT Direct settings)
3. The result will be displayed in the [PT Direct application window](#). Here you have additional options: You can either copy the result, look up the selection and copy it to the dictionary, or search for the source sentence in the translation memory. You can also repeat the lookup or translation, e. g., after making a change to the translation direction or the translation settings.

10.4 Additional options in the PT Direct application window

The PT Direct application window displays results after looking up or translating words. Additional functions are available to you with the toolbar buttons.

The following buttons are available:

-  **Look-up in dictionary:** Look up the word in the entry box in the dictionary. If there is more than one word in the entry box, the command will use the word before which or in which the cursor is currently located or will use the selected text.
-  **Translation:** The text in the entry box is translated. This always affects the entire text irrespective of the cursor's position or any selection that may have been made.
-  **Look up in translation memories:** The entire text in the entry box is [looked up in the active translation memories](#).
-  **Look up/Edit dictionary** The word in the entry box is looked up in the Look up/Edit dictionary dialog box. Here you can create a new entry for the word in question or scroll to other entries in the dictionary.

If there is more than one word in the entry box, the command will use the word before which or in which the cursor is currently located or will use the selected text.
-  **Copy:** Copies the text selected in the results window to the clipboard. Using **Edit – Insert** or CTRL+V you can insert the contents of the clipboard into any text document you like.
-  **Translation options:** Opens the Personal Translator [Translation options](#) dialog box for the language direction selected in the **PT Direct settings** dialog box.
-  **PT Direct settings:** Opens the **PT Direct settings** dialog box, from where you will be able to [customize PT Direct](#).
-  **Hide window:** Hides the PT Direct application window. It will be displayed again the next time you look up or translate text with PT Direct.

10.5 Customizing PT Direct

Settings for translation and PT Direct can all be customized. To open the relevant dialog boxes, either click the corresponding button in the [PT Direct application window](#) or open the context menu by right-clicking the PT Direct taskbar icon and then selecting the desired command.

Translation options

Open the [Translation options](#) dialog box in the Personal Translator for the language combination selected in the **PT Direct settings** dialog box.

PT Direct settings

Opens the **PT Direct settings** dialog box. The following program settings can be customized here:

- **Translation direction:** Select the translation direction for term lookup and translation here. Remember to set the translation direction *before* updating the translation settings.
- **Window always on top:** Activate this option if you would like the application window in PT Direct to be displayed permanently.
- **Activate using the clipboard:** [You can translate or look up selected text in the dictionary from any application by pressing STRG+C at the same time](#) if you activated the clipboard function (STRG+C) in PT Direct. Choose the desired action (translate or look up in the dictionary) and confirm with OK.

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