

# Personal Translator®

— Intranet 20 —

## Manual



*Lingua***tec**  
Language Technologies

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# 1. First Steps

Personal Translator Intranet 20 is a scalable, secure and flexible solution for simple integration of the award-winning translation technology of Personal Translator Professional into the workflow of your company. The technical provision is realized via the latest Microsoft Server Technologies.

This way, you can combine the advantages of superior translation quality with a standardized administration throughout the whole corporation. The translation engine application is installed on the company server in a protected environment and guarantees easy scalability and updating.

For translations or the look up in dictionaries and translation memories, the user can utilize the HTML-based graphical user interface. In addition, the translation application Personal Translator Intranet 20 Client can be installed, which provides besides an extensive editor also an integration possibility into the MS Office applications Word, Outlook and PowerPoint. For the integration into your company-specific workflow a Web Services API is available.

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.

The advanced [translation options](#) enable optimal coordination with your original texts. The comprehensive and fully updated dictionaries provide the basis for high translation.

The Personal Translator Intranet 20 Client 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 and a [dictionary of idioms](#) (German<>English and German<>French only). 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. Our Internet site contains information on the latest updates, as well as answers to frequently asked questions (FAQ).

The address is <https://www.linguetec.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 Linguattec 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.linguattec.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.

All support queries must include the following information:

- Program version
- 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 (<https://www.linguattec.de/en/contact/>).

## 1.2 Installation

### 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:** Please start the installation via the file **PTIntranetClientInstall.exe**, which will be available after the installation of the server component (instructions please see admin manual).
- 2. 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.
- 3. 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).
- 4. 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**.
- 5. Complete the installation:** After confirming the selected components the system will copy the necessary files to your PC and will configure the program. Please follow the instructions on the screen. A message will appear once the configuration is complete.

## 1.3 Connection to the server

Before a translation or a dictionary look up is possible, the client to server connection needs to be established. Therefore, please enter the Webserver address of your Personal Translator Intranet 20 Webserver in the field **PT Intranet Web Service Host** in the **Personal Translator Intranet 20 Client Integration Manager** (to open via its desktop icon or its entry in the start menu). When a proxy server is used, the proxy server address and the proxy port need to be entered manually.

When having questions concerning address or port, please consult your system administrator

## 1.4 Choose language pairs

In addition to translations within the 7 direct language pairs

German ↔ English

German ↔ French

English ↔ French

English ↔ Italian

English ↔ Portuguese (BR)

English ↔ Spanish

English ↔ Chinese

Personal Translator 20 Intranet Client supports also indirect language pairs. In this case, the translation via English as Interlingua will be enabled

Language Pairs:

- ☒ Only direct language pairs are possible
- ☐ Indirect language pairs are also possible (via English as Interlingua)

If translations should also be available for indirect language pairs, please activate the appropriate setting in the **Personal Translator Intranet 20 Client Integration Manager**.

☒ Indirect language pairs are also possible (via English as Interlingua)

After changes in the Personal Translator Intranet 20 Client Integration Manager, a restart needs to be done of:

- the Personal Translator Intranet 20 Client,
- the according Office application, in which the Personal Translator Intranet 20 Client has been integrated via Plugin.

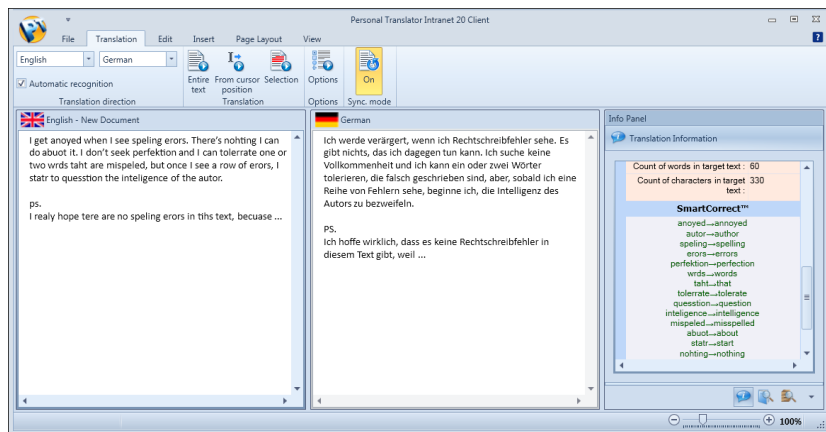
## 1.5 Uninstalling Personal Translator

Use the standard Windows function to uninstall Personal Translator Intranet 20 Client: Choose **Control Panel – Programs and Features** (under Windows 10: **Windows settings menu – Apps & features**) then select **Personal Translator** and click **Uninstall**.

## 2. The program interface of PT Intranet 20 Client

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 or sentences in the translation memory or for to display translation options and statistics.

Program functions can be accessed by using the buttons grouped by theme which appear on the various tab pages in the [Multifunction bar](#).



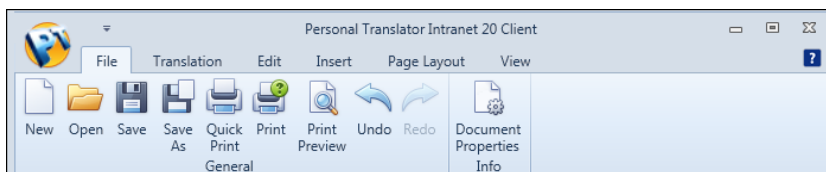
*You can customize the Personal Translator interface to your individual needs. You can show/hide the multifunction bar; you can arrange the two text windows one underneath the other or next to each other and you can show or hide the info panel.*

### 2.1 The multifunction bar

Similar to current Office programs, Personal Translator Intranet 20 Client offers a multifunction bar that brings together popular functions from menus and buttons to enable quick and easy user control.

The following provides an overview of the tabs, groups and buttons available in Personal Translator Intranet 20 Client. Each button has a Mouse Over text that is displayed when you hover (without clicking) the mouse cursor over the respective button.

#### File Tab



#### ● Group: General

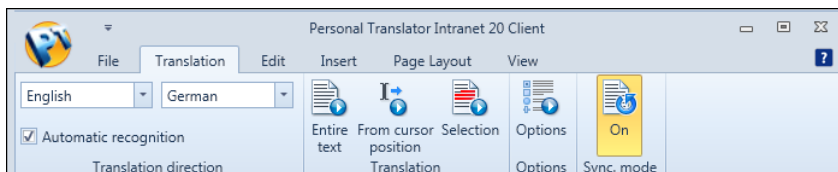
Create a new document ( **New** button), open an existing document (**Open** button ), save an open document (**Save** or **Save As** buttons), select one of the printing options (**Quick Print**, **Print** or **Print Preview** buttons) and go one step back or forward (**Undo** or **Redo** buttons).

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.

#### ● Group: Info

Please click onto the button **Document Properties**, if you want to obtain information about the opened document or define some properties for it.

### Translation Tab



#### ● Group: Translation Direction

Here you can check the current translation direction at any time and when necessary change using the appropriate list boxes (left side: source language and right side: target language).

#### Option: Automatic recognition

If automatic language recognition is switched on, 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 is checking 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.

#### ● Group: Translation

**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 a selected text 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 text selection, please mark it and then click on the button **Selection** in the **Translation** group on the **Translation** tab.

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.

#### ● **Group: 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.

Please be informed that the translation options can be adjusted directly only in the direct language pairs:

German ↔ English

German ↔ French

English ↔ French

English ↔ Italian

English ↔ Portuguese (BR)

English ↔ Spanish

English ↔ Chinese

When using an **indirect language pair** (see chapter 1.4) (e.g. German- Italian) the **Translation options** dialog box is **not active**.

In this case, please adjust the settings in two steps. First, choose the translation direction of the source text into English (e.g. German – English) and set your desired translation options, then switch the translation direction into English and the language of your desired translation (e.g. English – Italian) and adjust the options also there.

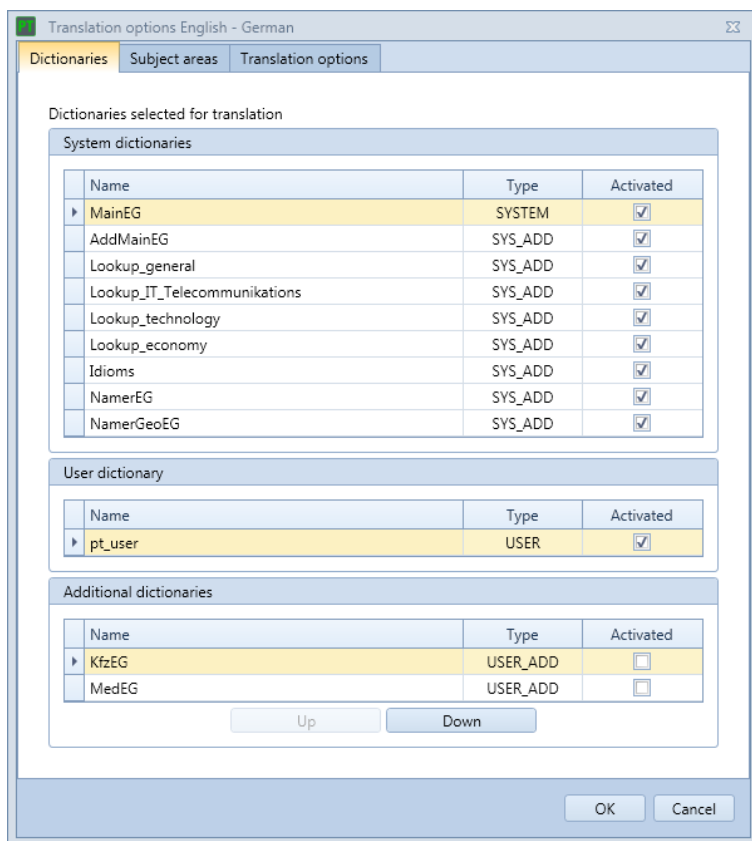
### Tab: Dictionaries

Alongside the system dictionaries (section: **System dictionaries**) a user dictionary (section: **User dictionary**) and additional dictionaries (section: **Additional dictionaries**) can be used for your translations.

For that a dictionary will be considered when translating, it needs to be selected and activated as a user dictionary or as an additional dictionary. (The administration and maintenance is implemented on the server side.)

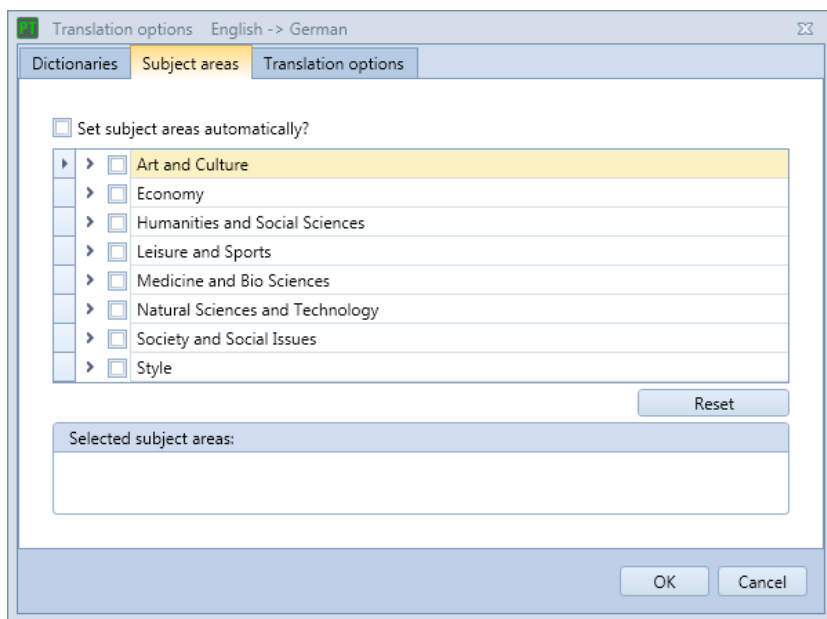
The settings of the system dictionaries can't be modified.

The order of the additional dictionaries can be changed via the buttons **Up** and **Down** and thus the priority of the translation. If in different dictionaries are existing different translations for the same term, the higher ranked dictionary takes precedence.



### Tab: 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:

The selected subject area applies only to the current language direction.

First ensure that the [required language direction is set](#).

From the **Translation** tab click on the **Options** button.

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:

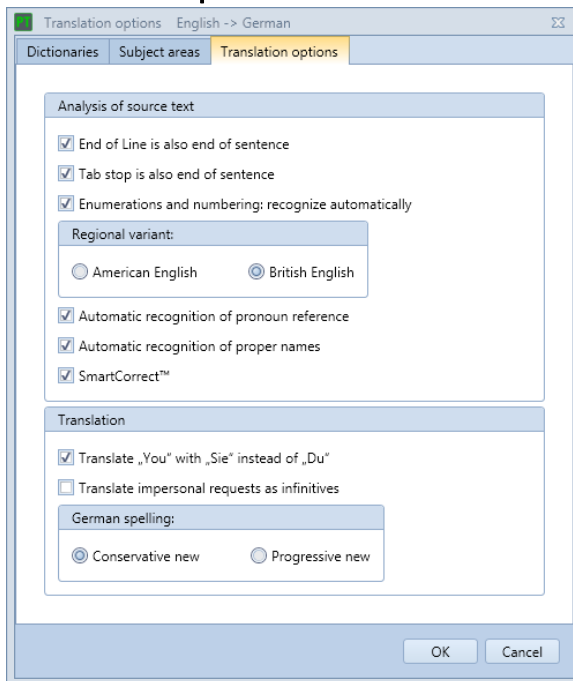
- Subject areas are organized hierarchically in a tree structure according to subject. Click the [+] symbol by a subject to show all subsidiary

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.

### Tab: 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:

The displayed options apply only to the current language direction.

- First ensure that the [required language direction is set](#).
- From the **Translation** tab click on the **Options** button.
- From the **Translation options** dialog box, click on the **Translation options** tab.

## a) Setting language-specific translation options

### **Soft return is handled as 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, hard line break, question mark, exclamation mark and period (except in numbers and dates and in abbreviations in the dictionary). If you select the **Soft return is handled as end of sentence** option, soft returns 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.

### **Enumerations and numbering: recognize automatically**

This option should be enabled if you are wishing to translate e.g. tables of contents with enumerations and numberings.

### **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 recognized 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.

#### • Group: Synchronous mode (Sync. mode)

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

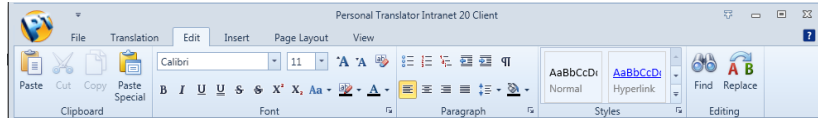
If synchronous mode is switched on or off when the target text window already contains a translation then this will affect the target text. Therefore, note the following:

#### 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!

## Edit Tab



- **Group: Clipboard**

This group contains buttons for inserting text from the clipboard, cutting or copying text, or inserting content.

- **Group: Font**

Font, font style, font size, font color or text effects can be configured here.

- **Group: Paragraph**

Determine indents and spacing, line and page breaks or tab stops in your text.

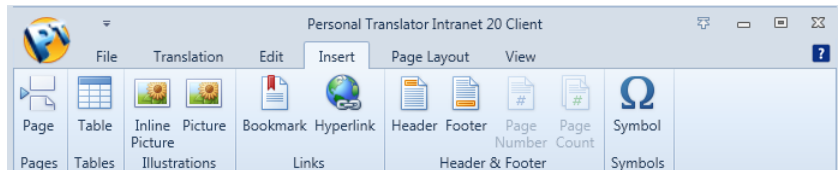
- **Group: Styles**

In this group, you can choose your style template.

- **Group: Editing**

This contains the buttons to search

## Insert Tab



- **Group: Pages**

Insert a page break in order to start a new page from the cursor's current position.

- **Group: Tables**

Create a table and insert it into your text.

- **Group: Illustrations**

When you want to insert a picture or an inline picture into the text, the illustrations group contains the necessary buttons.

- **Group: Links**

Create bookmarks to help you navigate larger documents. You can also insert hyperlinks.

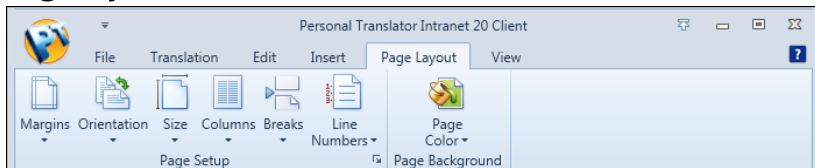
- **Group: Header & Footer**

The tools to create and/or organize headers and footers can be found in the eponymous group.

- **Group: Symbols**

Symbols that are not available on your keyboard can be called up and inserted from this button

## Page Layout Tab



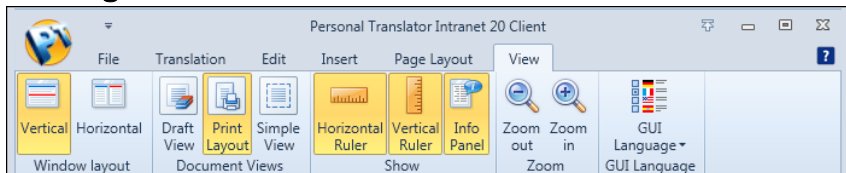
- **Group: Page Setup**

This group contains all the features that facilitate setting up a page (margins, page layout, size, columns, breaks, line numbers).

- **Group: Page Background**

To select the page background color, click the Page Color button.

## View Tag



- **Group: Window 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.

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.

- **Group: Document Views**

Choose one of the possible views: Draft View, Print Layout or Simple View

- **Group: Show**

Show or hide a horizontal and/or vertical ruler. The availability depends on the selected document view.

- **Group: Zoom**

The Zoom out and Zoom in buttons let you adjust the zoom factor of the text

area.

- **Group: GUI Language**

Choose the language of Voice Reader Studio 15's user interface from the GUI Language list.

- **Other Tabs**

Depending on the file opened and the style templates it contains, other tabs may be displayed in Voice Reader Studio 15. For example: Design (to draw or adjust table styles such as shading or frames) Layout (to adjust table properties, especially the administration and arrangement of lines and columns)

### **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 open the PT menu or navigating 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**.

### **Add an additional icon to the shortcut toolbar**

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

1. Right-mouse click on the required entry in the PT menu or 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 PT Menu or 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.

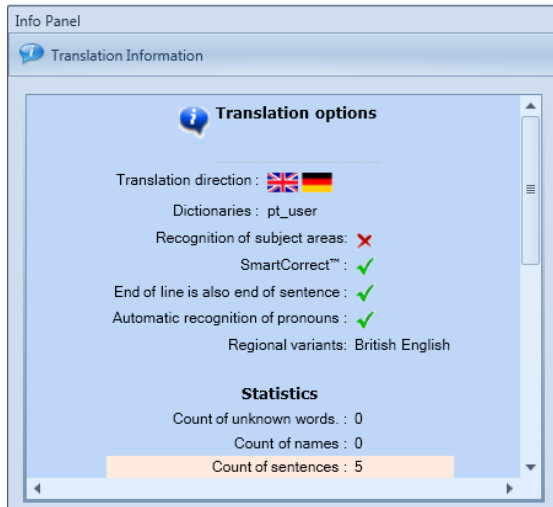


## 2.4 The Info Panel

The info panel optionally shows [translation information](#), the [dictionary](#) and the translation memory.

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.

### 2.4.1. Translation Information Panel



An initial overview of the translation can be found here. In addition to the selected translation direction and the activated dictionaries, you can find the result of further translation options. E.g. 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.

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.

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.

### 2.4.2. Dictionary Panel



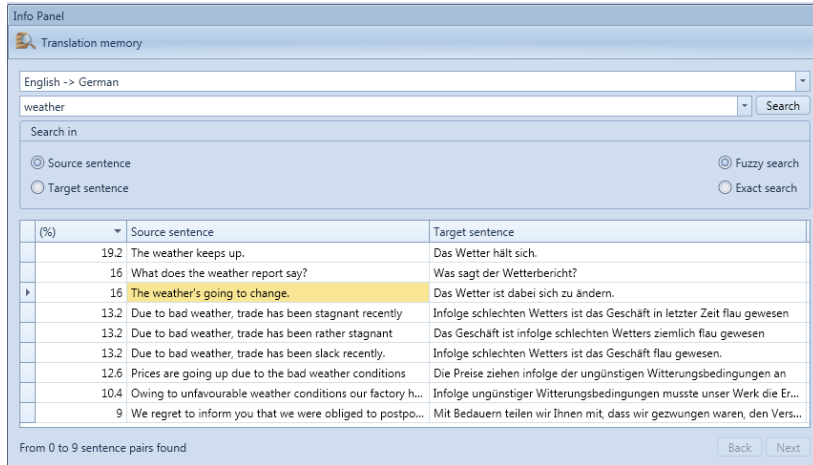
The [dictionary panel in the info panel](#) can be used for looking up terms. Here you can look up words independently of the current translation direction in the following language pairs:

German ↔ English  
 German ↔ French  
 English ↔ French  
 English ↔ Italian  
 English ↔ Portuguese (BR)  
 English ↔ Spanish  
 English ↔ Chinese

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.

### 2.4.3. Translation Memory Panel



In the search term text field of the Translation Memory Panel 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.

For the search in the translation memory, the following language pairs are available:

German ↔ English  
 German ↔ French  
 English ↔ French  
 English ↔ Italian  
 English ↔ Portuguese (BR)  
 English ↔ Spanish  
 English ↔ Chinese

### 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.

**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.

## 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 does not affect what you are currently working on and does not require restarting the program.

### 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.

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.

#### Activating and deactivating 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 later, 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; page format supported by all web browsers and most word-processing programs).
- **Word** (\*.doc, \*.docx, Microsoft Word documents)
- **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](#).
- **Epub** (\*.epub )
- **ODT** (\*.odt )
- **MHT** (\*.mht )

### **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 source text/ target text under** in the PT menu), 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.

### 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** in the PT menu or click on the  button in the shortcut toolbar. 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 source text under/save target text under** in the PT menu).
- You can save changes made to the existing file. The existing version will be overwritten (**Save source text/save target text** in the PT menu).

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 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 e.g. 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.

## 4.3 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** in the PT Menu). 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** in the PT menu).

- Up from Word 2013 PDF files can be opened directly in Word. Therefore a translation of PDF files is alternatively also possible via the Office Integration of the Personal Translator Intranet 20 Client. For further information please see chapter 8.1.

## 5. 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.

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 the following language pairs.

German ↔ English

German ↔ French

English ↔ French

English ↔ Italian

English ↔ Portuguese (BR)

English ↔ Spanish

English ↔ Chinese

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

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

## 6. Translation Memory Look Up

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.

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).

The [translation memory panel in the info panel](#) can be used for looking up terms.

In the search term text field of the Translation Memory Panel 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.

For the search in the translation memory, the following language pairs are available:

German ↔ English  
German ↔ French  
English ↔ French  
English ↔ Italian  
English ↔ Portuguese (BR)  
English ↔ Spanish  
English ↔ Chinese

### 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.

**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.

# 7. 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.](#)

## 7.1 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](#)
- [Register dictionaries](#)
- [Select subject areas](#)
- [Set translation options](#)

### 7.1.1 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.

German->English ▾

#### 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.

### 7.1.2 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. You should therefore check the source text carefully before starting the translation.

### 7.1.3 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.

The translation options can be adjusted directly only for the direct language pairs, which are the following ones (please see also chapter 1.4):

German ↔ English

German ↔ French

English ↔ French

English ↔ Italian

English ↔ Portuguese (BR)

English ↔ Spanish

English ↔ Chinese

When using an indirect language pair (e.g. German- Italian) the **Translation options** dialog box is not active.

In this case, please adjust the settings in two steps. First, choose the translation direction of the source text into English (e.g. German – English) and set your desired translation options, then switch the translation direction into English and the language of your desired translation (e.g. English – Italian) and adjust the options also there.

### De- and activating additional dictionaries

Dictionaries that are registered in the **Additional 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.

The administration and maintenance of user dictionary and additional dictionaries is carried out on the server side.

In Personal Translator Intranet 20 Client editor, the provided dictionaries can be solely deactivated or activated.

### 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:

The selected subject area applies only to the current language direction.

First ensure that the [required language direction is set](#).

From the **Translation** tab click on the **Options** button.

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.

## 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:

The displayed options apply only to the current language direction. First ensure that the [required language direction is set](#).

From the **Translation** tab click on the **Options** button.

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:

### Soft return is handled as 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, hard line break, question mark, exclamation mark and period (except in numbers and dates and in abbreviations in the dictionary). If you select the **Soft return is handled as end of sentence** option, soft returns 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.

### Enumerations and numbering: recognize automatically

This option should be enabled if you are wishing to translate e.g. tables of contents with enumerations and numberings.

#### 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*, *Boulangier* 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.

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.

## 7.2 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 **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.

### 7.2.1 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.



## 7.2.2 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](#).

## 7.3 Revising a translation

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

After the translation, you can see here 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.

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.

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. 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.

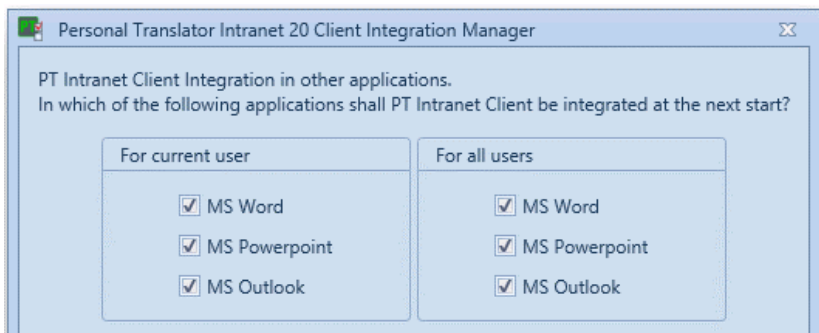
## 8. Translating and looking up words in MS Office applications

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 *Personal Translator Intranet 20 Client 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 *Personal Translator Intranet 20 Client Integration Manager* from the program group **Personal Translator** in the Start menu or via its desktop icon.
3. In the **Personal Translator Intranet 20 Client Integration Manager** dialogue, select all applications in which the plugin should be activated.
4. Determine whether the application selection applies for the current user only (option: **For current user**) or for all users that have access to this PC (option: **For all users**).



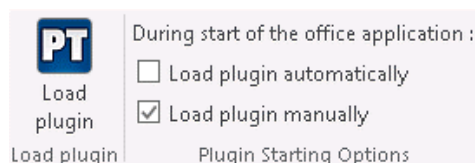
5. Confirm by clicking OK.
6. Start the respective Office application.  
When you start one of the selected applications in future, the translation and look-up functions of Personal Translator will be available in it.

The selection made in the *PT Integration Manager* applies until you change it

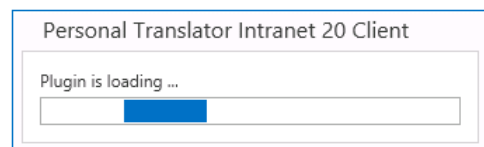
again (even after a system restart). If you no longer require the PT integration for an application, start up the *PT Integration Manager* again and deselect the check box next to the relevant application; next time the application is started, it will run without PT integration.

### Personal Translator in the MS Office Applications:

If PT Integration was activated for an Office application in the [PT Integration Manager](#), an extra tab **PT Intranet 20 Client** 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.



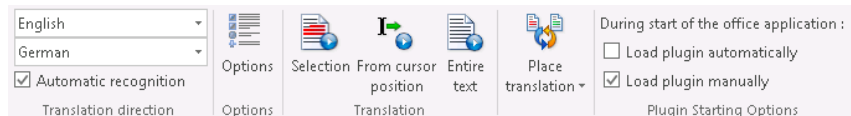
If specific PT functions are not available in an Office application, please check whether individual components have been deactivated, and activate the PT elements in the list of deactivated elements if necessary. The corresponding dialog box can be accessed as follows:

**Office:** Select the corresponding **Word/Outlook/PowerPoint-Options – Add-Ins** option using the Office button (top left). Under **Manage** select the **COM Add-Ins** option and then click the **Go** button. In the **Add-Ins available** list, select «PT Intranet 20 Client Office Addin» and click the **OK** button.

In the event that the add-in has been deactivated in the respective Office application (Word, Outlook, PowerPoint), you can activate it as follows: Go

In the event that the add-in has been deactivated in the respective Office application: Go to the **Options** section of the File Tab in Word, Outlook or PowerPoint. Please select the display of deactivated elements in the **Add-Ins** area. This is done by selecting the option **Deactivated Elements** in the **Manage** section and then clicking **Go to...** In the Deactivated Elements window, select the deactivated **PT Intranet 20 Client Office Addin** (if available) and click on **Activate**. Afterwards, restart Word, Outlook and PowerPoint.

## 8.1 Microsoft Word Plugin



Once the Word Plugin has been activated using the Integration Manager you will find an additional tab for **PT Intranet 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 **PT Intranet 20 Client** 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 Intranet 20 Client** 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.

### Choosing the translation options

In the options group please choose the desired settings concerning dictionaries, subject areas and translation options. The functionality correspond to the one in the editor of Personal Translator Intranet 20 Client. Please see chapter 7.1.3.

### Translating

- 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.

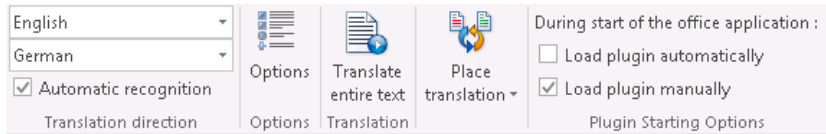
### Inserting the translation

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.

## 8.2 Microsoft Outlook Plugin



Once the MS Outlook Plugin has been activated using the Integration Manager you will find an additional tab for **PT Intranet 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 **PT Intranet 20 Client 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 Intranet 20 Client 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.

### Choosing the translation options

In the options group please choose the desired settings concerning dictionaries, subject areas and translation options. The functionality corresponds to the one in the editor of Personal Translator Intranet 20 Client. Please see chapter 7.1.3.

### 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.

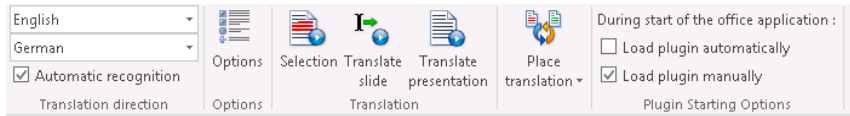
## Inserting the translation

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.

## 8.3 Microsoft PowerPoint Plugin



Once the MS PowerPoint Plugin has been activated using the Integration Manager you will find an additional tab for **PT Intranet 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 **PT Intranet 20 Client 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 Intranet 20 Client 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.

### Choosing the translation options

In the options group please choose the desired settings concerning dictionaries, subject areas and translation options. The functionality correspond to the one in the editor of Personal Translator Intranet 20 Client. Please see chapter 7.1.3.

### Selecting text for 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.

## **Software license agreement**

Please install the program only after you have carefully read through this software license agreement. By installing the software, you agree to the terms and conditions of this software license agreement.

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1. in agreement with copyright law, to use the program for the purpose of processing or for observing, investigating or testing on one computer.
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