



This is the T4T-FCO ReadMe file (unfinished) Document version 0.98. May 2008.

Contents

- Disclaimer
- What you can do with T4T-FCO
- Installing T4T-FCO
- Running T4T-FCO (3 sections)
- Demo mode notes
- Known bugs and limitations, upgrades

Disclaimer

ITLA makes no warranty, express or implied, that T4T-FCO will work as advertised in all configurations of all operating systems. ITLA waives any and all liability for direct and consequential damage that may be caused by T4T-FCO. By using T4T-FCO, you agree to have read, understood, and accepted this disclaimer with no reservations whatsoever.

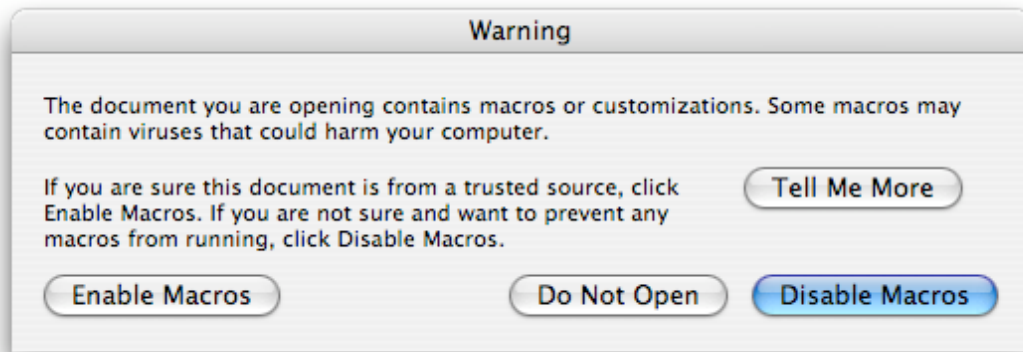
What you can do with T4T-FCO

You received two or more similar documents from client X and want to know how much similarity they actually share. T4T-FCO shows you sentences that are identical or similar. With the default settings, it highlights identical strings in green and similar ones in yellow. If you wish to have a table of the identical strings (**or, alternately, of the strings not contained in both documents**), T4T-FCO will create it and fill in the source-language side. You can then build a glossary by adding the target-language side. Subsequently, T4T-S&R or T4T-SRT will automatically translate everything in your source-language documents which it finds in that glossary.

Installing T4T-FCO

1. Make sure T4T-Installer.doc and T4T-FCO.dot are **both** in the **same folder**. It makes no difference where this folder is located or what its name is.
2. If you have two versions of Microsoft Word, launch the version in which you want to integrate T4T-FCO. You can skip this step if you only have one version of Microsoft Word. PC users: Set Word's security settings to low for the duration of the installation process.

3. Double-click on T4T-Installer.doc. First, you will see a macro warning like this:



Click on Enable Macros.

Then, you will see the window shown in Fig. 1. The white box with previously installed versions of T4T modules will be empty if you are a first-time user.

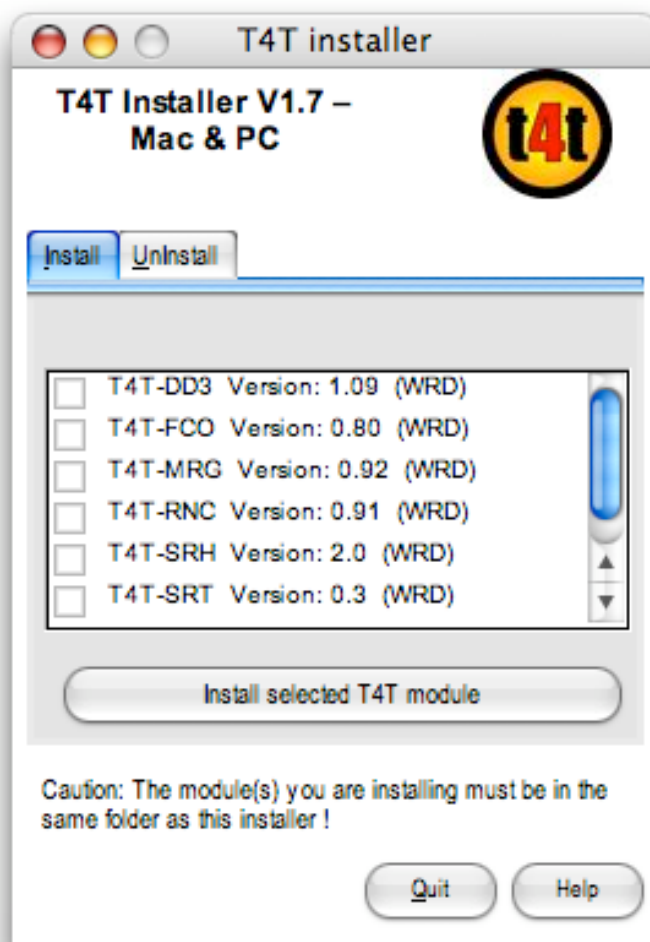


Fig 2



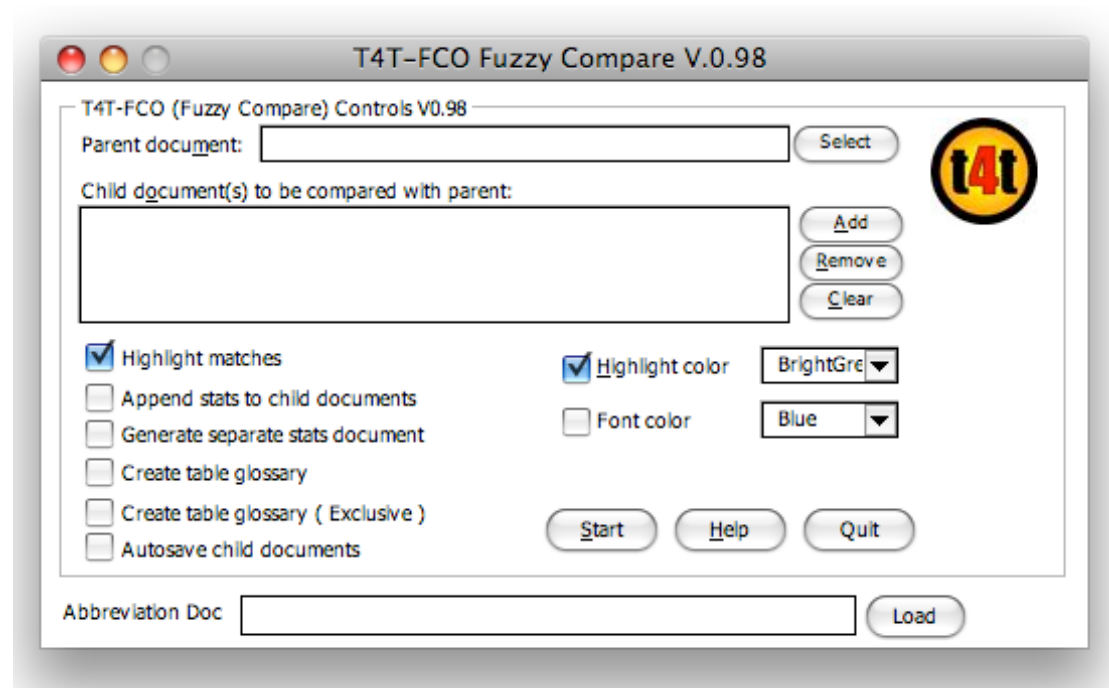
Fig. 3

← Fig.1

Click on the **FCO** checkbox, then on "Install selected T4T module". A small window (Fig. 2 or similar) will tell you that installation is complete. Click on OK, then click on "Quit" at the bottom of the T4T installer window (Fig. 1). We recommend that you now quit and restart Word.

4. After T4T-FCO has been installed, you will see the T4T-FCO toolbar icon (Fig. 3) somewhere on your screen, usually on the far left-hand side. You can grab it and drag it to a convenient location **in the toolbar** with your mouse. It will reappear at that location when you next start Word. If you have a T4T menu, FCO will be added to it after you launch FCO for the first time by clicking on the toolbar icon. The demo version of T4T-FCO has a Register button. If you wish to purchase this tool, you will need the Product ID that is displayed in the registration window.

Running T4T-FCO – Comparing two documents



This is the T4T-FCO control panel

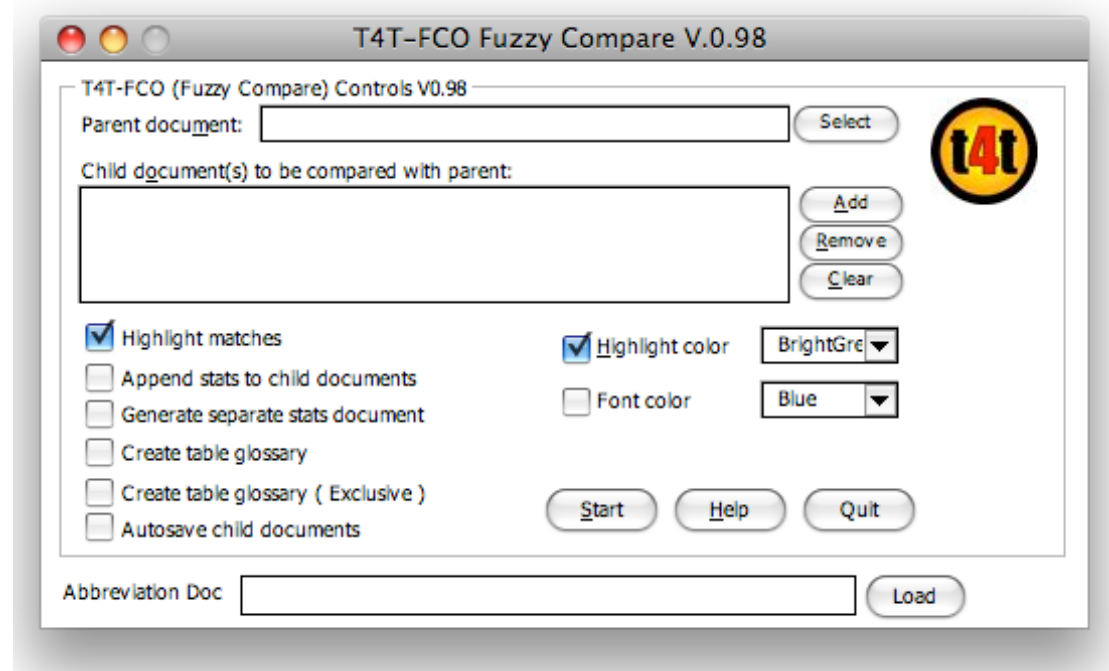
1. Before you begin to compare two or more documents, you need to determine which one has the largest corpus or the most pages. That will be the "parent" document. The others are "child" documents.
2. Click on "Select" to choose the parent document, and on "Add" to add one or more child documents. If you have an abbreviations document (highly recommended!), click on "Load" to load it.
3. Now press "Start".

The result

The child document will have highlighting like this, depending on which colors you chose. The green strings are exact matches (sentences contained in the parent document), and the yellow highlighting indicates a similarity with a string in the parent document. Here's a snippet from the demo files that come with the T4T-FCO package:

- पा
▪ **3 → Business information** पा
- पा
 3.1 → Use of proceeds पा
 The generated income is reinvested on an ongoing basis according to section 1. "Key fund data" पा
- पा
 3.2 → Taxation पा
 In Liechtenstein, the assets managed by an investment fund are tax-exempt. पा
 पा
 The establishment (issue) of fund units does not entail an issue charge. The paid transfer of title to units is subject to revenue taxation provided one party or agent is a domestic broker. पा
 पा
 Investors domiciled in the Principality of Liechtenstein must declare their units as property. Income distributed by the fund, if any, shall be deemed capital gains and are thus not subject to income tax. The capital gains incurred when the units are sold shall be taxed as income. Payouts are tax-exempt. पा
 पा
 With respect to the fund, a paying agent in Liechtenstein may be obliged to withhold taxes in regard to certain interest payments applicable to yield distribution and to the sale or redemption of units if the recipient is a natural person who resides in an EU member nation (EU taxation on interest). If applicable, a Liechtenstein paying agent may, if explicitly requested by the beneficiary, report income as described above instead of withholding amounts for taxes due. पा
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Running T4T-FCO – Creating a raw (table) glossary



1. Click on “Create table glossary” to have T4T-FCO generate a glossary.
2. Press “Start”.

The result:

Raw (table) glossary generated by T4T-FCO from the above document snippet (**T4T-FCO automatically suppresses duplicate strings**):

Business information	
Use of proceeds	
The generated income is reinvested on an ongoing basis according to section 1, “Key fund data”	
Taxation	
In Liechtenstein, the assets managed by an investment fund are tax-exempt	
The establishment (issue) of fund units does not entail an issue charge	
Investors domiciled in the Principality of Liechtenstein must declare their units as property	
Income distributed by the fund, if any, shall be deemed capital gains and are thus not subject to income tax	
The capital gains incurred when the units are sold shall be taxed as income	
Payouts are tax-exempt	
If applicable, a Liechtenstein paying agent may, if explicitly requested by the beneficiary, report income as described above instead of withholding amounts for taxes due	

Running T4T-FCO – Using an abbreviations document

T4T-FCO is designed to find complete sentence matches. A sentence is a logical string that ends with a period or a hard return. If you load an abbreviations document, you can instruct T4T-FCO to disregard the periods contained in abbreviations such as `www.domain.com`, `Mr.`, `para.`, `Art.`, etc. This maximizes the yield of complete sentences for your glossary. The T4T-FCO package contains a basic abbreviations document to which you can append your own abbreviations. It pays to experiment with this feature.

Demo mode notes

In the demo mode, you cannot load an abbreviations document and you cannot create glossaries.

Known bugs and limitations, upgrades

No bugs. Limitations: T4T-FCO cannot process footnotes, headers, footers, and textboxes (yet). To upgrade to a new version, download it from the shop, use the installer to uninstall the old version and install the new one. The new version will run without re-registration. It uses the same unlock code as the old version.

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