



# This is the T4T-GLO ReadMe file Document version 2.3. April 2010. PC/Mac version 2.2/1.9

## Preamble

You don't really have to read this document if you have already installed T4T-GLO. Just click on the green GLO button to open <Left(d).doc> and <Right(e).doc> (examples of a pair of approved source- and target-language documents you will be using to create a glossary). "Left" contains the short-form instructions. **Please note that in the demo mode, the glossary entries created by T4T-GLO are interspersed with question marks.**

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## Disclaimer

ITLA makes no warranty, express or implied, that T4T-GLO 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-GLO. By using T4T-GLO and by sending in your Product ID, you agree to have read, understood, and accepted this disclaimer with no reservations whatsoever. Please test T4T-GLO in the unregistered demo mode until you are satisfied that it will serve you well. Do not purchase an unlock code unless the demo version works on your computer.

## A brief description of T4T-GLO

T4T-GLO is a Word macro that lets you extract the terminology from a source-language document and the matching (client-approved) target-language document. The two documents are positioned side by side. T4T-GLO lets you create a new glossary (a Word document that will contain the term pairs you choose) or, alternatively, will append your term pairs to an existing glossary.

This macro is extremely simple to operate: you select a word or phrase on the left side (source language, SL) and press the ESC key. T4T-GLO holds your selection and makes the document on the right side (target language, TL) active. Now you select the matching word or phrase on the right and press the ESC key again. This creates one glossary entry with the tabbed format:

SL term – TAB – TL term – RETURN

or with the table format:

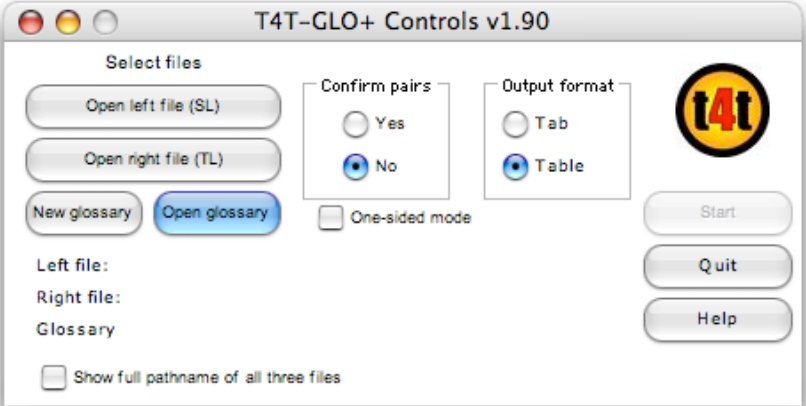
SL term	TL term
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You repeat the process as often as needed and don't have to type a single word.

## Installing T4T-GLO

Because it is the same for all T4T utilities, the installation process is explained in the separate document `Installer_ReadMeFIRST`. This allows us to keep our utility ReadMes short and to the point.

## Running T4T-GLO



This is the T4T-GLO Controls window.

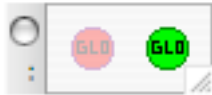
1. To get started, you merely need a document in your source language and the matching document in the target language. As an alternative, you can

use Left(d).doc and Right(e).doc for testing purposes. If you have PDF documents, convert them into Word documents first (Acrobat can convert into RTF documents and you can resave RTF documents in the normal Word format).

2. Launch Word. If you have installed but never used T4T-GLO, locate its toolbar button (usually top right) and then click on the green launch button. This will create a T4T pulldown menu.

Registering: T4T-GLO will first run in the demo mode. You can use it now. If you already have your unlock code, select T4T > T4T-GLO > Register to enter it. Copy the unlock code from the e-mail you received, then place your cursor in the bottommost entry field and click on the paste icon to the right of it. Then click OK.

3. If you have used T4T-GLO before, you can simply click on the **green Launch button** in your toolbar.



4. T4T-GLO will open its control window and consecutively highlight its buttons so you can Open left, Open right, create a New glossary, or Open an existing glossary, and then Start working. Left is the source-language document, right is the matching target-language document.
5. It is suggested that you open a new glossary to get acquainted with T4T-GLO. However, if you already have a tab-separated glossary for the respective client or subject matter, you can open that and have T4T-GLO append all new term pairs to that glossary. Appending will automatically start below the last line of your existing glossary. Remember that you can alphabetize your glossary at any time by selecting the entire glossary text and choosing Sort in the Table menu.
6. T4T-GLO will consecutively open your left-hand document, your right-hand document, and your glossary. When you press start, the control window will disappear and your two documents will be aligned side by side. You will also notice that the Stop symbol in the T4T-GLO toolbar button turns red. Click on that at any time to end the glossary-making process.
7. To create a term pair in your glossary, select a term in the left-hand window and then press the ESCAPE key (ESC). As soon as you press ESC, T4T-GLO activates the right-hand window. Now select the matching term in target language and press ESC again. T4T-GLO will show you the term pair you have selected and ask you whether to append it to your glossary. Click Yes to do that or No to ignore the term pair. Either way, T4T-GLO will activate the left-hand window again to let you proceed with the next term pair.

8. Continue loading term pairs until you're done. Then click on the **red Stop button** in the toolbar. T4T-GLO will tell you that Word now has control over the ESC again, and you can close your source- and target-language documents and save the glossary with all the new terminology you have harvested.



9. In the **One-side mode**, T4T-GLO lets you work in the same way except that you have only a source-language document and must type the translation of the target-language equivalent into a text box. See the addendum on the last page.

### A visual guide to what happens when you use T4T-GLO

What you do	What you see on the left	What you see on the right
Align your documents and scroll to a position where you have two relevant text passages side by side.	Der Verwaltungsratspräsident hat beschlossen, an der bevorstehenden GV für eine Dividendenerhöhung einzustehen.	The Chairman of the Board of Directors decided that he would endorse a dividend increase at the forthcoming General Meeting.
Select source-language text on the left, then press ESC.	Der <b>Verwaltungsratspräsident</b> hat beschlossen, an der GV Generalversammlung für eine Dividendenerhöhung einzustehen.	The Chairman of the Board of Directors decided that he would endorse a dividend increase at the forthcoming General Meeting.
Select matching target-language text on the right, then press ESC	Der Verwaltungsratspräsident hat beschlossen, an der bevorstehenden GV für eine Dividendenerhöhung einzustehen.	The <b>Chairman of the Board of Directors</b> decided that he would endorse a dividend increase at the forthcoming General Meeting.
Your glossary now contains this:	Verwaltungsratspräsident	Chairman of the Board of Directors
Continue: you can select any term or phrase (string) as long as it contains no TAB or RETURN.	Der Verwaltungsratspräsident hat beschlossen, <b>an der bevorstehenden GV</b> für eine Dividendenerhöhung einzustehen.	The Chairman of the Board of Directors decided that he would endorse a dividend increase at the forthcoming General Meeting.
Choose any string pair that recurs frequently and that you would normally have to look up for a given client.	Der Verwaltungsratspräsident hat beschlossen, an der bevorstehenden GV für eine Dividendenerhöhung einzustehen.	The Chairman of the Board of Directors decided that he would endorse a dividend increase <b>at the forthcoming General Meeting.</b>
Your glossary now contains this:	Verwaltungsratspräsident an der bevorstehenden GV	Chairman of the Board of Directors at the forthcoming General Meeting

## T4T-GLO demo behavior

An unregistered copy of T4T-GLO will operate exactly as described above except that the replaced terms are interspersed with question marks.

## Features

1. T4T-GLO is arguably the fastest and most convenient glossary-making software ever written.
2. T4T-GLO is lean: only about 150 KB.
3. T4T-GLO can handle big documents.
4. T4T-GLO is compatible with PCs and Macintosh computers. There are no known restrictions as regards platforms. If you can run Microsoft Word, you can run T4T-GLO.
5. T4T-GLO works with any language pair that uses the Roman alphabet. It has not been tested with non-Roman languages.
6. T4T-GLO ignores the formatting of your source-language and target-language documents as you build your glossary. It uses the default font of your glossary.
7. T4T-GLO creates classic tab-separated glossaries.
8. T4T-GLO retains your control over your source- and target-language documents. You can navigate in both documents as you see fit.
9. T4T-GLO has an advanced mode that lets you create glossaries in record time without having to verify each entry. Simply turn off the “Confirm entry” feature.
10. Glossaries created with T4T-GLO will run under T4T-S&R to pretranslate your documents.

## Shortform help text

1. Open your source-language document with GLO by clicking on “Open left file”.
2. Open your target-language document with GLO by clicking on “Open right file”.
3. Select yes or no under “Confirm term pairs”. Novices should use yes.
4. Determine whether you want to create a new glossary or append your terms to an existing one, and choose the output format.
5. Click start.

6. Select a word or phrase on the left, then click the ESC key. Select the matching word or phrase on the right, and click ESC again. This creates one glossary entry.
7. Repeat step 6 until done.

### Known bugs

1. Word 98 cannot correctly display the help text integrated in T4T-GLO. This is a bug in Microsoft Word 98. Word 2001 displays the help text correctly.
2. Not a bug: The T4T pulldown menu may remain visible in your Word menu even if you have decided to discard all T4T modules. To remove the T4T menu, click on Tools -> Customize. In the Toolbars tab, scroll down to the Menu bar checkbox and activate it. This will create a "clone" of your menu bar. Just grab the T4T menu item and drag it out of the Toolbar zone. You're done.

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### Addendum:

If you want to create a one-sided glossary without having to type the target language equivalent for each term or phrase, click "Do not show" and then Save when the window below appears for the first time. Now, you can build your glossary with consecutive SELECT + ESC sequences and do the translation work later.

