



This is the T4T-S&R ReadMe file Document version 2.0. December 2007.

Contents

- Disclaimer
- Installing T4T-S&R
- Running T4T-S&R
- Known bugs
- Shortform help text (Power users read this after installation)

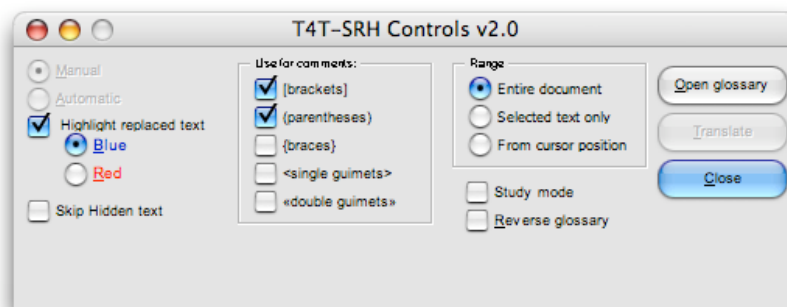
Disclaimer

ITLA makes no warranty, express or implied, that T4T-S&R 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-S&R. By using T4T-S&R and by sending in your Product ID, you agree to have read, understood, and accepted this disclaimer with no reservations whatsoever.

Installing T4T-S&R

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-S&R



This is the S&R Controls window (almost identical with SRH).

Make sure Word's Tracking feature is turned off!

1. The best way to get acquainted with T4T-S&R is to work with the two enclosed demo files: "S&R-sampletext.doc" and "S&R-sampleglossary.doc".
2. Launch Word and open "S&R-sampletext.doc".
3. Then launch T4T-S&R from the pulldown menu by selecting Translate or by clicking on the yellow S&R toolbar button.
4. Click on the Open glossary button and select "S&R-sampleglossary.doc".
5. Click on the Automatic radio button and then on the Translate button. Make sure you have a highlighting color selected so you can see the results of the S&R process.
6. Click on the Close button in the T4T-S&R Controls window, then close "S&R-sampletext.doc" without saving and open it again.
7. Now relaunch T4T as in step 3, click on the Manual radio button, then on the Translate button to repeat the process in the manual mode.
8. Test the "Selected text only" mode by selecting portions of text in "S&R-sampletext.doc" before launching T4T-S&R. Don't forget to activate the "Selected text only" radio button before pressing the Translate button.
9. Explore "S&R-sampleglossary.doc" and see how versatile it is. Notes inside "S&R-sampleglossary" will help you optimize your own glossaries for working with T4T-S&R.
10. The "Study mode" colors blue the entries found in the document *and* in the glossary and appends (in red) the corresponding target language term from the glossary.
11. The "Reverse glossary" checkbox lets you run T4T-S&R in "the opposite direction". In your TAB-separated glossary, T4T-S&R will assume that the terms on the right side are the source language and those on the left side are the target language. This is an extremely useful feature for translators who work in both directions within a given language pair.
12. If you add annotations in parentheses to your glossary, you can instruct S&R to ignore them. Text in parentheses and in brackets is ignored by default. However, you may expressly wish to have text in parentheses processed as well, as part of a longer string. Simply deactivate the respective radio button in the S&R controls window. This must be done before you load a glossary.

Known bugs

1. T4T-S&R takes control of Microsoft Word while it is running. There have been rare reported incidents where Word no longer responds to keyboard commands, but this has always been in situations where no documents were open. In such a case, you can safely force-quit Word and restart. It is unlikely to happen a second time, but if it does, try to describe the sequence of events with as much detail as possible and send your bug report to john@itla.ch.
2. The % done display in the T4T Controls window as well as the indication of the number of replacements made may lead or lag behind the actual figures, depending on the size of the source-language document and the speed of your computer.
3. At times, when you process a long document with a voluminous glossary on a slow computer, the % done display and the replacements made numbers may appear to stand still. In extensive tests, T4T-S&R has never crashed while processing a document, so simply be patient. A spinning cursor or similar feature will be added to show users that T4T-S&R is working.
4. If you are not watching T4T-S&R work, you may not notice when the translation process is finished. The T4T Controls window overwrites the % done message with "Translation successfully completed".
5. In the automatic mode, T4T-S&R does not offer you a choice between multiple entries (same source-language term, different target-language terms) as it does in the manual mode.
6. If your text window "jumps" while T4T-S&R is working, simply click on the controls window. Depending on the screen refresh status, your text window might turn white, but T4T-S&R will complete the job.

Shortform help text

1. Open the source-language document you wish to pretranslate with T4T-S&R.
2. Click on Open glossary and select the TAB-separated glossary that matches your source-language document.
3. Select Manual or Automatic.
4. Select a highlighting color or deselect highlighting.
5. Check "Skip hidden text" if you want this feature.
6. Click on Translate.
7. Click on Close when T4T-S&R is done.

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