Terminotix Toolbar





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What is the Terminotix Toolbar?

The Terminotix toolbar is an add-on to the Ribbon in Microsoft Word that brings together a host of translation tools from the Web, so that they are one click away when you work on your translations.



Installing the Terminotix Toolbar

Requirements

The following software must be installed in order for the Terminotix toolbar to function properly:

Operating system	Windows XP or higher
Microsoft Word	Version 2007 or higher

Enabling Macros

You must enable macros before you install the Terminotix toolbar, otherwise it will not work and no error message will appear. However, after the installation is completed, you can disable macros.

Enabling Macros in Word 2007

Procedure

3. Click on the **Office** button, then on the **Word options** button.



4. In the Word Options dialog box, click on Trust Center, then on Trust Center Settings.



5. In the **Trust Center** dialog box, choose either the **Disable all macros with notification** or the **Enable all macros** option, then click on 0k.

Trust Center			? X
Trust Center Trusted Publishers Trusted Locations Trusted Locations Add-ins Add-ins Addrins Address Address Protecter View Message Ba File Block Settings Privacy Options	Macro Settings Disable all macros without notification Disable all macros with notification Disable all macros with notification Prove of the set of	angerous code can run) Select one of these two options.	
		ОК	Cancel

Enabling Macros in Word 2010

Procedure

- 1. Under File, choose Options.
- 2. In the **Word Options** dialog box, click on **Trust Center**, then on **Trust Center Settings**.



6. In the **Trust Center** dialog box, choose either the **Disable all macros with notification** or the **Enable all macros** option, then click on **Ok**.

Trust Center			? X
Trusted Publishers Trusted Locations Trusted Documents Add-ins Add-ins AttiveX Settings Protecter View Message Bar	Macro Settings Disable all macros without notification Disable all macros with notification Disable all macros excert digitally signed macros Enable all macros (not recommended; potentially dar Developer Macro Settings Trust access to the VBA project bleft model Clinck on Macros]	
File Block Settings Privacy Options	Click on Macro Settings.	Select one of these two options.	
		ОК	Cancel

Downloading the Terminotix Toolbar

Procedure

- 1. Make sure macros are enabled (see <u>Enabling Macros</u>).
- 2. In the Terminotix Web site, click on the toolbar link.

3. Save the toolbar on your computer.



4. Open the folder where downloaded files are stored.

Organize 🔻 🙀 New 👻 Share wi	th 🔻 🛛 Pr	rint E-ma	iil Burn	New folder		811 -	-
🚖 Favorites	*	Name	<i>,</i>		Date modi	fied T	ype
📃 Desktop		🖳 Term	inotix Toolbar.	dotm N	2012-10-24	11h48 N	/icrosoft \
🐌 Downloads		💷 winde	ows6.1-KB9769	32-X86.exe	2012-09-05	05h10 A	pplicatio
🔛 Recent Places							
~							
🛜 Libraries							
Documents							
J Music							
Pictures	E						
🚼 Videos							
💻 Computer							
🚢 Local Disk (C:)							
DVD RW Drive (D:) PR1							
BVD Drive (E:) OFFICE14							
👽 Network							
🖳 ACER-418614E03A							
IN TXW7DOC	-	•					

5. Double-click on the **Terminotix toolbar.dotm** file.

Word starts. If you chose the **Disable all macros with notification** option, a message appears.



6. When the **Terminotix toolbar installation** dialog box appears, click on **Ok**, then confirm that you want to restart Word.



7. Restart Microsoft Word.

The Terminotix tab now appears in the Ribbon and the toolbar is ready to be used.

	Termino	tix tab	
File Home Ins	ert Page Layout References Mailings	Review View Developer Terr	ninotix
Cut		≝੶≝੶'n≣੶ ≇≇ ⊉↓ ¶	AaBbCcDa AaBbCcDdE AaB
Paste 💞 Format Painter	B <i>I</i> <u>U</u> ⊤abe x, x ² <u>A</u> ⊤ <u>A</u> ⊤	E = = = + · · · · ·	1 Caption Emphasis 1 Heading 1
Clipboard 🕞	Font 🖓	Paragraph 🕞	

Using the Toolbar

After you install the toolbar, the Terminotix tab appears in the ribbon, but nothing happens until you call up one of the tools. The procedure for calling up the different tools is always the same, although the procedure for using each tool changes from one application to the next.

Some of the resources, such as IATE, are open to all, while others require you to have an account and a user name in order to use them.

Procedure

1. Display the Terminotix toolbar.



2. In your Microsoft Word document, select the term for which to perform a search.



3. Click on the desired tool.

The tool starts.



- 4. If the tool requires a user name and a password, enter them.
- **Note!** Some of the tools, such as LogiTerm, My TMX or Bing, may not work properly until you configure them in the **Setup** window (see <u>Defining Search Preferences for</u> <u>the Tools</u>).

Defining Search Preferences for the Tools

You can define your own settings for the different tools so that using them will be even more convenient. Note that most tools will work using default settings while others, such as LogiTerm, My TMX or Bing, must be configured in order to work properly.

Many of the tools can be set up in the Setup window, whereas others, such as IATE, must be set up upon their first use.

Using the Setup Window

Before you start

The table below lists the information you will need in order to use LogiTerm Web, Bing Machine Translation or My TMX.

Tool	Required Information				
LogiTerm Web	The IT department should provide you with the following information:				
	 The http address of the server where the version of LogiTerm Web you will be using resides 				
	 The location of the bitext modules 				
	 The codes for the source and target languages 				
	• A user name and a password if you need them				
Bing	Please refer to the Setting up Microsoft Bing section in this document.				
My TMX	The IT department should provide you with the complete path where the translation memory exchange files are stored.				

Procedure

1. On the Terminotix toolbar, click on the **Setup Terminotix Toolbar** button

A dialog box appears.

		h Kevs 🗆	LogiTerr			LEO	
ource Language	English Terms		Server http	o address			
English 👻	C French Terms					English <> German	•
arget Language					fresh	dict.cc	
French •	C Spanish Terms		Bitext Mod	ules Re	resn		
	C All Terms				N	DE <> EN	-
	Grand Dictionn				~~	Larousse	
TradooIT ource Language	Grand Dictionn	aire				English-French	-
English -	English to Free	ch					
arget Language			Source La	anguage		TAUS	
French v	C French to Engl	sh	Target La			Source Language	
Tiendi I			largeria	inguage		English (Canada)	-
						Target Language	
ONTERM		TERMINAV				French (Canada)	-
• English to French C French to	o English	• English to	French	C French to English		 Microsoft Language Port 	
-	-	-		-		Source Language	ai
Term Insertion		Collins				English	-
						Target Language	
✓ Insert selection on close	Keep source term	English-F	rench		-	French	-
						1 manan	-
Bing Machine Translation				Source Language		WordReference	
aeric 10				English	-	English-French	
lient Secret				Target Language	-	1	_
lent Sed et				German		MyMemory	
				German	-	Source Language	
Path for searching in my TMX –						English	-
ruen for searching in my frite						Target Language	
						French	-

2. Enter the setup information for the tools you wish to use, then click on **Ok**.

Setting Up IATE

Like a few other tools, IATE can be set up upon first use. The setup is then saved for all future uses. The procedure for other tools is sensibly the same, that is you start the tool, you define your preferences, then you do a search.

Procedure

- 1. Select a term in a Microsoft Word document.
- 2. On the Terminotix toolbar, click on the IATE button.

IATE starts.

3. In IATE, click on **Search screen**.

Stop vote en > fr (domain: Any domain, type of search: All)	K English (en) - Search Screen Help
	Result 1-3 of 3 for Stop word
Information technology and data processing [Council]	Full entry
EN stop word	* 市市市
FR mot vide	*****
Information technology and data processing, Humanities [COM]	Full entry ★★★★ + 40 ★★★★ + 40 ★★★★ + 20
Inste de mots vides	Full entry
EN stop word dictionary	****
FR dictionnaire des mots-vides	**** 8 2'

4. In the Search Screen, click on My search preferences.

****	My sea	arch ences link <u>My search preferences</u> . Remove my search	glish (en) 💽		*
	Search term	Stop word	Search		
	Source language [*]	en - English	Load preferences	G	
	Target languages	□bg □cs □da □de □el □en □es □et □fi ⊽fr □ga □hu □it □la □lt □lv □mt □nl □pl □pt □ro □sk □sl □sv	Clear		
	* This symbol	indicates a mandatory field			
	Optional cri	teria			
	Choose the do	main associated with your query Any domain	• 2		
	Type of search	: C Term C Abbreviation C All			
	Your last 10 que	ries Select a saved query			
iate dif	fusion version <u>1.4.13</u>	© Copyright Disclaimer About IATE Contact us			-

5. Set the display language, the source language, and the target language, then click on **Save**.

for Europe	°Display language	English (en)	
Source Languages	ges you use most often		
🗆 bg 🗆 cs 🗆 da	□de □el ⊠en □es □et □fi	🗆 fr 🗆 ga 🗆 hu	
🗆 it 🗆 la 🗆 lt	□ lv □ mt □ nl □ pl □ pt □ ro	□sk □sl □sv	
		Clear	
Target Languages * Choose the target languag	-		
🗆 bg 🗆 cs 🗆 da	□ de □ el □ en ☑ es □ et □ fi	🗆 fr 🗆 ga 🗆 hu	<u>_</u>
⊡it ⊡la ⊡lt	□ lv □ mt □ nl □ pl □ pt □ ro	□sk □sl □sv	~
		Clear	
This symbol indicates a mar	datory field	Save Cancel	

6. Search for a term in order to save the settings.

	Adve Terminology Europe English (en)	
**	My search preferences. Remove my search preferences. Help	
✓	Your search preferences have been saved in a Cookie	
Search crite	ria	
Search term	stop word Search	
Source language	en - English	N
Target languages [*]	bg □cs □ da □ de □ el □ en ⊽ es □ et □ fi ⊽ fr □ ga □ hu □ Any □ it □ la □ lt □ lv □ mt □ nl □ pl □ pt □ ro □ sk □ sl □ sv Clear	2
* This symbol i	ndicates a mandatory field	
Optional crit	Leria	
Choose the dor	main associated with your query Any domain 👤 🙎	
Type of search:	C Term C Abbreviation C All	
Your last 10 quer	ies Select a saved query	

Note! You must do a search for the source and target language settings to be saved.

Setting up Microsoft Bing

Procedure

Go to https://datamarket.azure.com/.

Click Sign In.



If you don't already have an account, click Sign up now.



Once your account is created and validated, return to the home page https://datamarket.azure.com/.

To complete your registration, you must provide the following details:

· · · · · · · · · · · · · · · · · · ·	n to create a Windows Azure Marketplace account. us! For more information, check out our privacy statement.
ACCOUNT DETAILS	
* First name	
* Last name	
Organization	
* E-mail address	etheberge@terminotix.com
Country / Region	United States 💽 🥝

Once your registration is complete, you have to register your application. To do so, click the **Register Your Application** link located under the **Develop** section at the bottom of the page.

Publishing Portal	How-to	Forum / Blog Billing/Technical/General Support		
Online Resources Videos	Code Samples Register Your Application			
Data Publishing Kit	Using Microsoft Translator	IP Infringement Form Want to be a Data Publisher?		
App Publishing Kit	API			
	Developer's Playground	Want to be an App Publisher?		
	Terms of Use Privacy	and Cookies 🛛 Trademarks 🔄 👪		

Fill in the required fields.

Register	r your applica	tion
* Client ID		
* Name		
* Client secret	0WS7RE+jv5zdT3JLPBWoQsjgBv0ew+H58fl	
* Redirect URI	https://mysite.com	
	Enable subdomain access	
Description		
* Required fields		
 ✓ Cancel 	CREATE	

Client ID: Enter your name or any short word while avoiding any dash, accents or any other non alphabetical symbol.

Name: Enter your first name.

Client Secret: This serial number is generated automatically. Before copying the Client Secret, delete all "+" and "=" symbols in the field. Also, make sure there is no space between characters. Then, copy paste the serial number in a Notepad or MS Word file temporarily.

Redirect URI: Enter https://mysite.com. Do not check Enable subdomain access.

Description: This field can be left blank.

Finally, click Create.

Access the Terminotix toolbar and click the **Setup Terminotix Toolbar** button. Type your Client ID in the **Client ID** field and paste the serial number (Client Secret) in the **Client Secret** field under the Bing Machine Translation section.

Setup Terminotix Toolbar Setup IogiTerm January Normal		TarnsSearch WeBiText	TAUS TradooIT	oogle Custom Custom User Defined Resources	DO CFP
	Glosbe Source Language English • Target Language French •	Termium Search Keys Logi English Terms French Terms	iTerm Web er http address t Modules Refresh	LEO English <> German dict.cc DE <> EN	•
	TradooIT Source Language English • Target Language French •	C French to English	rce Language	Larousse English-French TAUS Source Language English (Canada) Target Language French (Canada)	•
	English to French C French to E Term Insertion	English © English to French	n C French to English	Microsoft Language Portal Source Language English	-
		ep source term	•	Target Language French	•
~	Client Secret		Source Language	WordReference English-French	•
-	Path for searching in my TMX		French	MyMemory Source Language English Target Language	•
•				French	•

Click **OK** to save your settings.

One step remains prior activating Bing. Go to <u>https://datamarket.azure.com/dataset/bing/microsofttranslator</u> and click **Sign Up** of the last option of the list (*2 000 0000 Characters/month*) to activate the service:



Accept the conditions of use and click **Sign Up**.

Once the service is activated, try highlighting a text string in MS Word and click the Microsoft Bing button to check if the service works fine.

Customizing the Terminotix Toolbar

You can add up to three of your favorite Web sites to the Terminotix toolbar.

Adding your Own Resources to the Toolbar

Procedure

- 1. Make sure macros are enabled (see <u>Enabling macros</u>).
- 2. Search for the resource in your Web browser, then copy its URL.
- 3. On the Terminotix toolbar in Microsoft Word, click on the **Custom Resources Setup** button.
- 4. Paste the URL in the **Custom Resources Configuration** dialog box.



The tool starts.

5. Perform a search in the new resource, then close it.

A dialog box appears.



6. Enter a name for this new resource, then click on **OK**.

The Custom Resources Configuration dialog box appears again.

Terminotix Toolbar - Custom Resources Configuration
Configured Custom Resources
TLFI
Remove
HTTP address of resource to add
//atilf.atilf.fr/dendien/scripts/tlfiv4/showps/exe?p=combi.htm;java=no;
Add
http://www.terminotix.com

- 7. Click on **OK** to add the resource to the Terminotix toolbar.
- 8. Restart Microsoft Word for the change to take effect.

Using Custom Resources

Once you have added custom resources and restarted Microsoft Word, you can start using them.

Procedure

- 1. In your Microsoft Word document, select the term for which to perform a search.
- 2. Select the custom resource, then click on the button next to it.



The tool starts.

Calling Up Tools from Other Applications than Word

You can assign shortcut keys to any tool on the toolbar so that you can call up the tool from other applications than Word, for example, your translation software.

Assigning Shortcut Keys to Tools

Procedure

3. Click on the **Shortcut Keys** button, then on **Configure Shortcut Keys**.



4. In the dialog box, assign shortcut keys to tools, then click on **Ok**.



5. To remove a shortcut key:



Using Shortcut Keys

Procedure

1. Click on the Shortcut Keys button, then on Stop or Start the Listener.



2. In the dialog box that appears, click on **Yes**.



The shortcut keys are now available from all the applications on your computer.

Note! You must leave Microsoft Word open for the shortcut keys to be available.