

Terminotix Toolbar

User Guide



A product from

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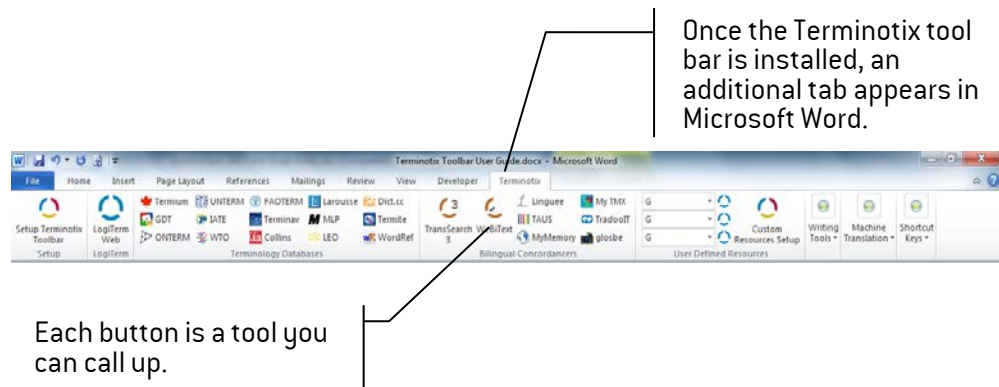


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What is the Terminotix Toolbar?

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.

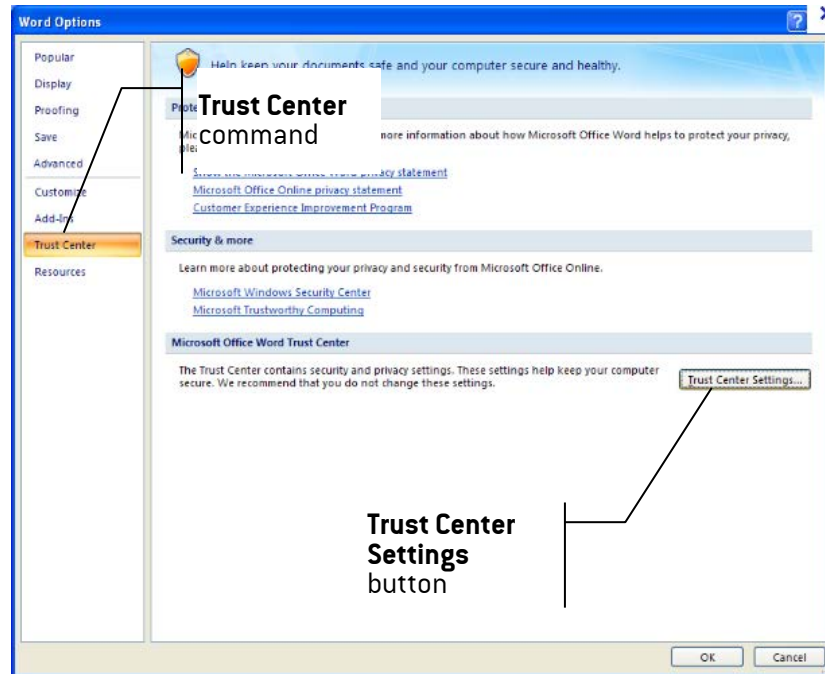
Enabling Macros in Word 2007

Procedure

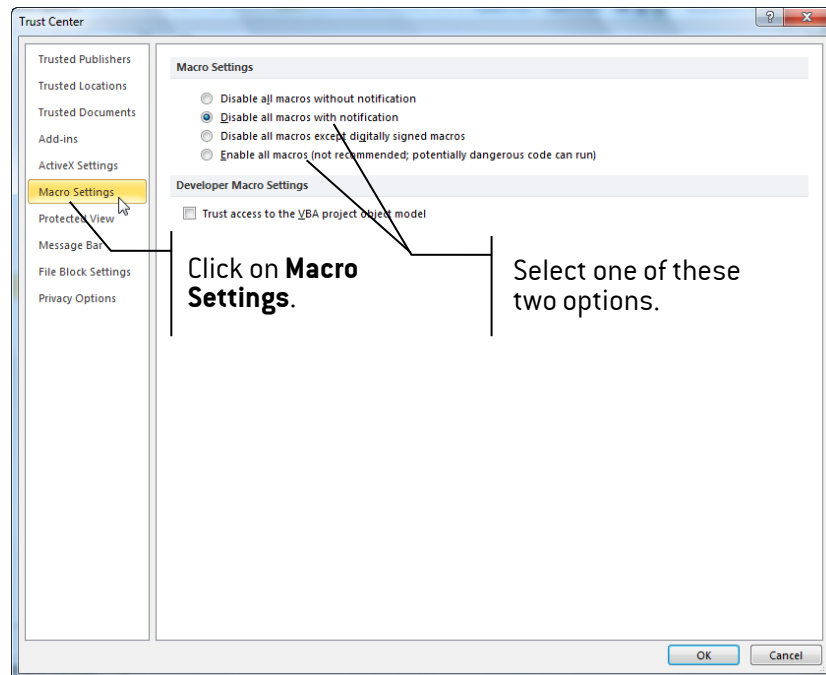
3. Click on the **Office** button, then on the **Word options** button.



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



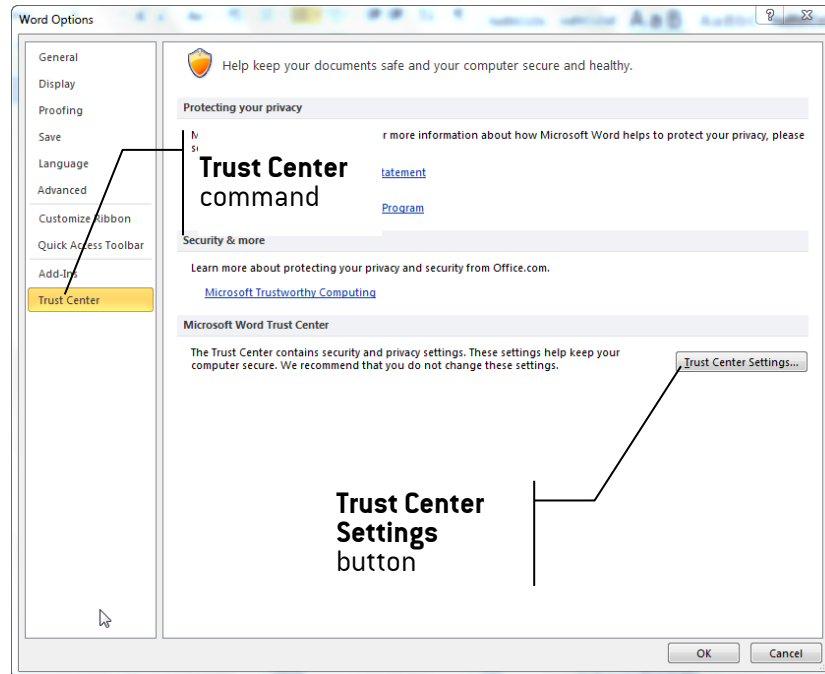
5. In the **Trust Center** dialog box, choose either the **Disable all macros with notification** or the **Enable all macros** option, then click on Ok.



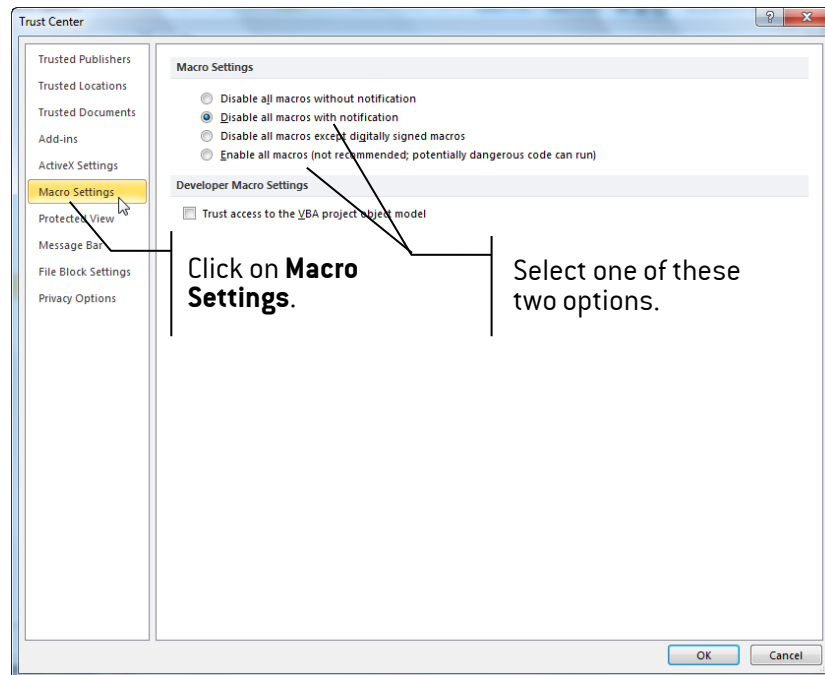
Enabling Macros in Word 2010

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**.

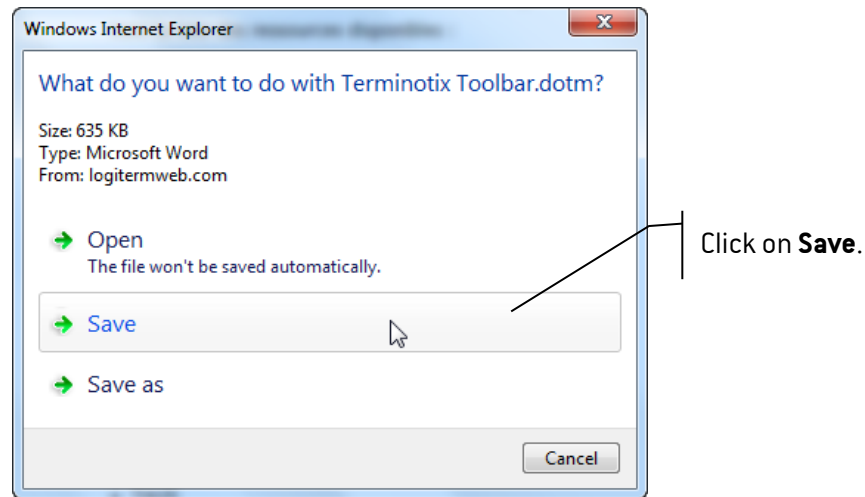


Downloading the Terminotix Toolbar

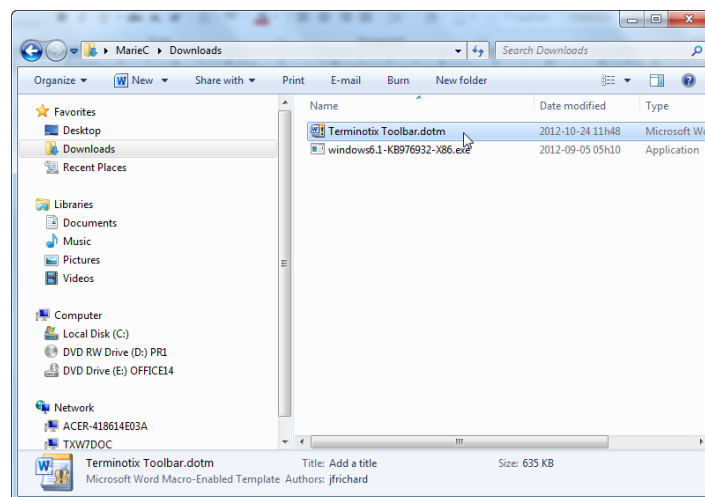
Procedure

1. Make sure macros are enabled (see [Enabling Macros](#)).
2. In the Terminotix Web site, click on the toolbar link.

3. Save the toolbar on your computer.

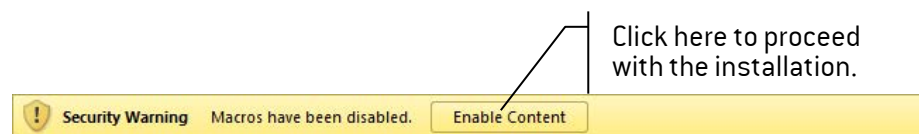


4. Open the folder where downloaded files are stored.

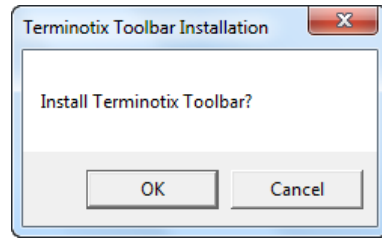


5. Double-click on the **Terminotix toolbar.dotm** file.

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

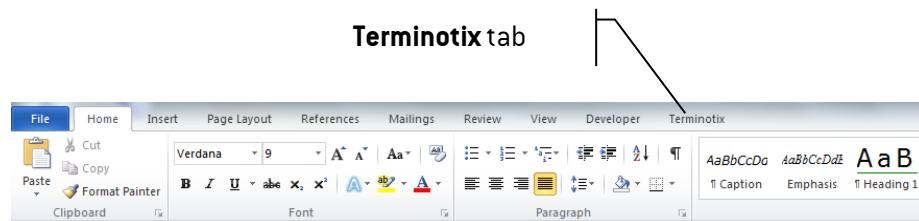


6. When the **Terminotix toolbar installation** dialog box appears, click on **Ok**, then confirm that you want to restart Word.



7. Restart Microsoft Word.

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



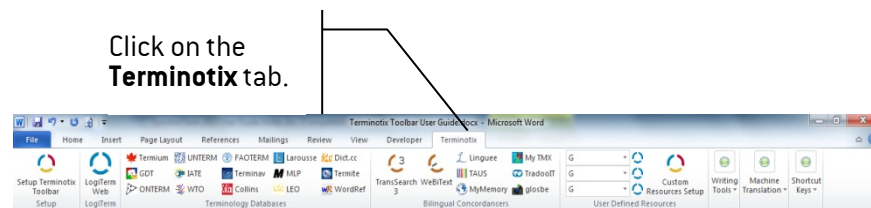
Using the Toolbar

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.

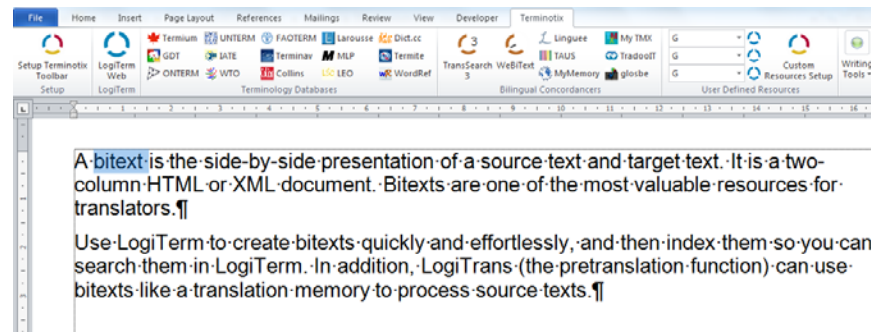
Some of the resources, such as IATE, are open to all, while others require you to have an account and a user name in order to use them.

Procedure

1. Display the Terminotix toolbar.

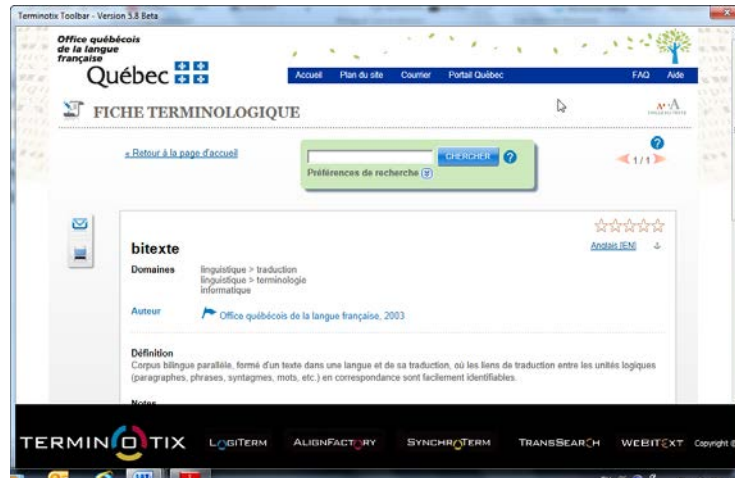


2. In your Microsoft Word document, select the term for which to perform a search.



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 [Defining Search Preferences for the Tools](#)).

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

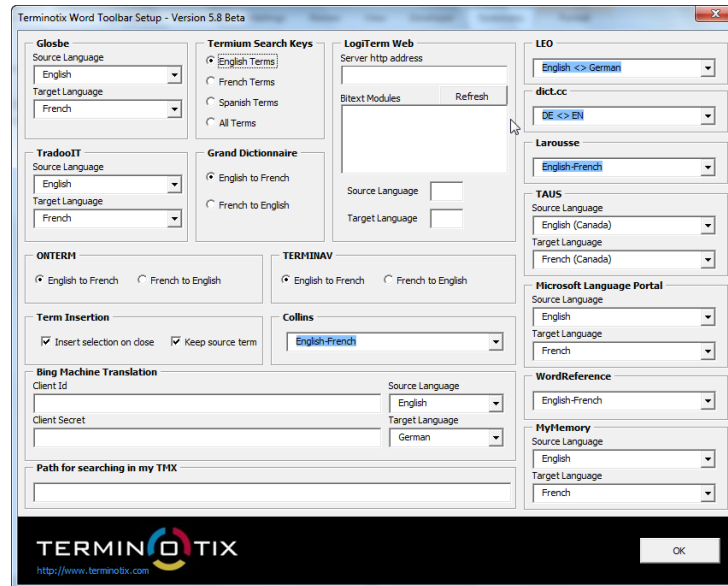
The table below lists the information you will need in order to use LogiTerm Web, Bing Machine Translation or My TMX.

Tool	Required Information
LogiTerm Web	The IT department should provide you with the following information: <ul style="list-style-type: none">■ 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.



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

Setting Up IATE

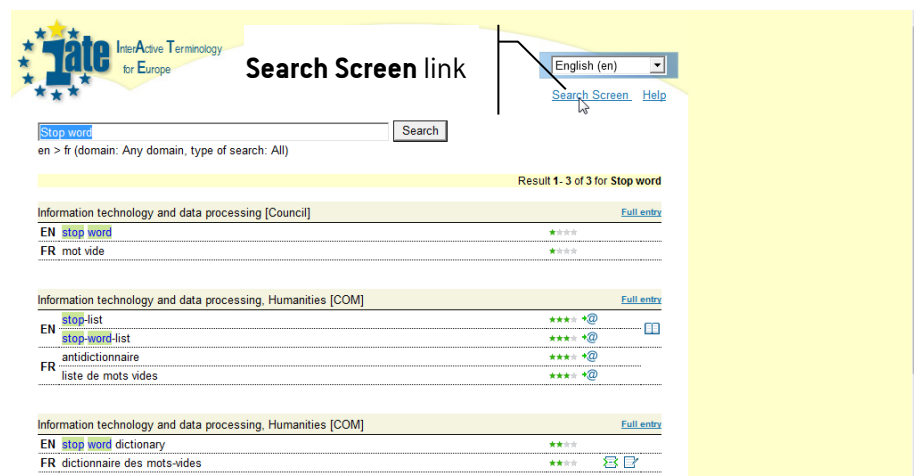
Like a few other tools, IATE can be set up upon first use. The setup is then saved for all future uses. The procedure for other tools is sensibly the same, that is you start the tool, you define your preferences, then you do a search.

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**.



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

My search preferences link

English (en) [My search preferences](#) [Remove my search preferences](#) [Help](#)

Search term:

Source language: [Load preferences](#)

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 ☐ Any [Clear](#)

* This symbol indicates a mandatory field

Optional criteria

Choose the domain associated with your query: 2

Type of search: ☐ Term ☐ Abbreviation ☒ All

Your last 10 queries:

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

Display language

English (en) [Search Screen](#) [Help](#)

Source Languages

Choose the source languages 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 languages 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](#)

* This symbol indicates a mandatory field

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

late InterActive Terminology for Europe

English (en) [My search preferences](#) [Remove my search preferences](#) [Help](#)

✓ • Your search preferences have been saved in a Cookie

Search criteria

Search term:

Source language: [Load preferences](#)

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 ☐ Any [Clear](#)

* This symbol indicates a mandatory field

Optional criteria

Choose the domain associated with your query: 2

Type of search: ☐ Term ☐ Abbreviation ☒ All

Your last 10 queries:

Note!

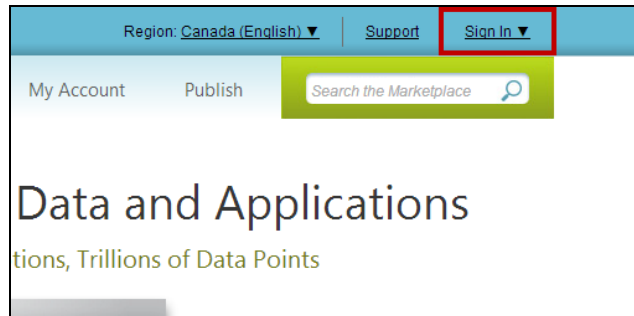
You must do a search for the source and target language settings to be saved.

Setting up Microsoft Bing

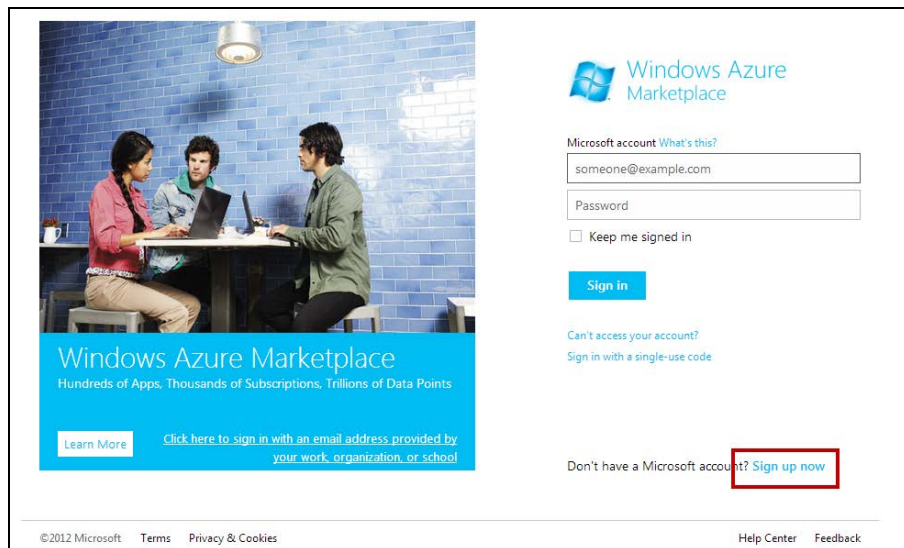
Procedure

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:

Registration

Please enter your information to create a Windows Azure Marketplace account.
Your privacy is important to 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

?

☐ I agree that Microsoft may use my email address to provide information and offers regarding Windows Azure Marketplace.

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.

PUBLISH	DEVELOP	SUPPORT
Publishing Portal	How-to	Forum / Blog
Online Resources	Code Samples	Billing/Technical/General Support
Videos	Register Your Application	IP Infringement Form
Data Publishing Kit	Using Microsoft Translator API	Want to be a Data Publisher?
App Publishing Kit	Developer's Playground	Want to be an App Publisher?
<div>Terms of UsePrivacy and CookiesTrademarks</div> <div></div>		

Fill in the required fields.

Register your application

* Client ID

* Name

* Client secret

* Redirect URI

☐ 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.

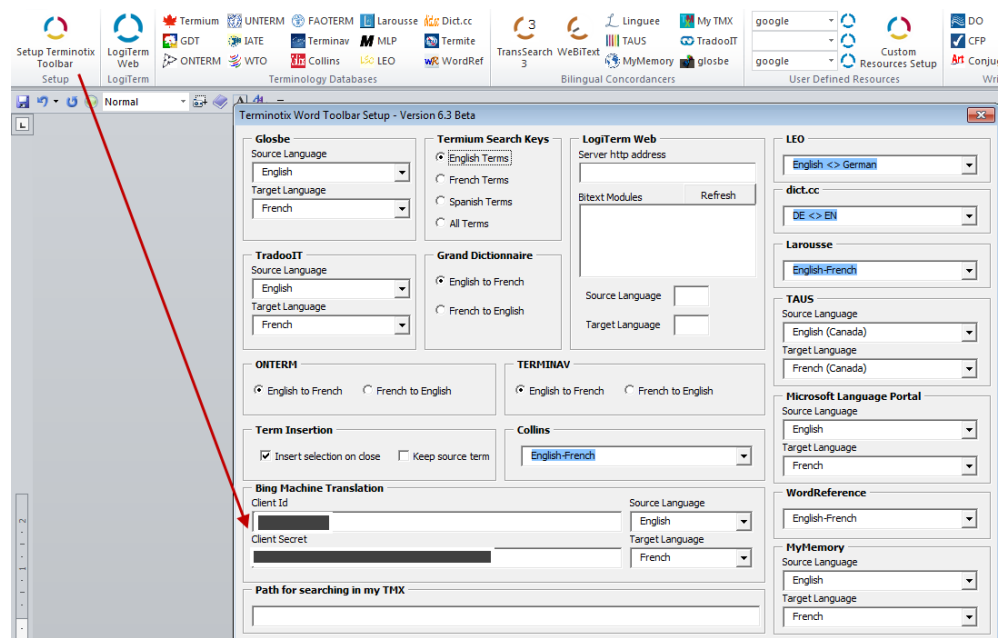
Client Secret: This serial number is generated automatically. Before copying the Client Secret, delete all “+” and “=” symbols in the field. Also, make sure there is no space between characters. Then, copy paste the serial number in a Notepad or MS Word file temporarily.

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

Description: This field can be left blank.

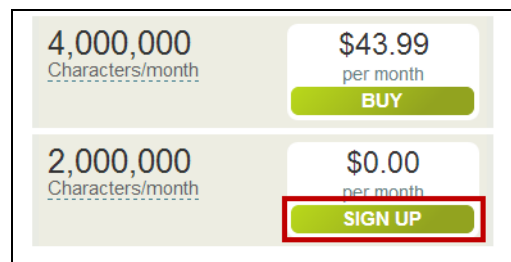
Finally, click **Create**.

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.



Click **OK** to save your settings.

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

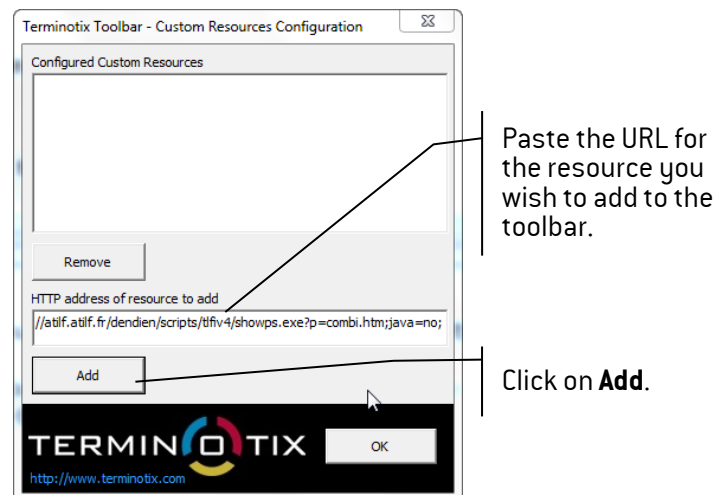
Customizing the Terminotix Toolbar

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

Adding your Own Resources to the Toolbar

Procedure

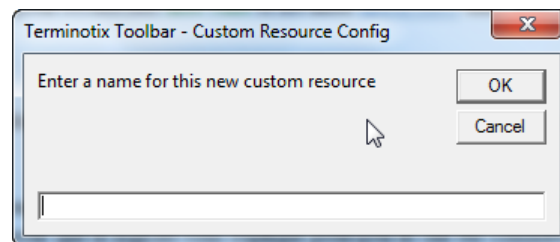
1. Make sure macros are enabled (see [Enabling macros](#)).
2. Search for the resource in your Web browser, then copy its URL.
3. On the Terminotix toolbar in Microsoft Word, click on the **Custom Resources Setup** button.
4. Paste the URL in the **Custom Resources Configuration** dialog box.



The tool starts.

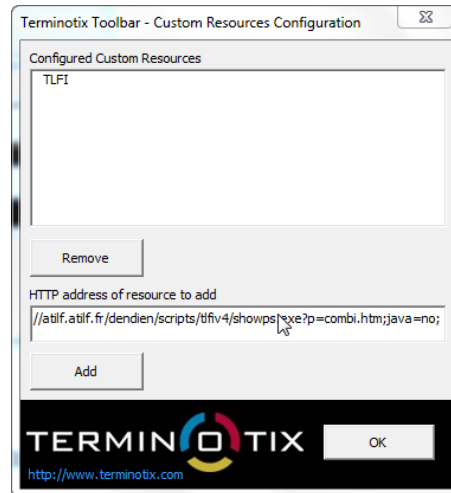
5. Perform a search in the new resource, then close it.

A dialog box appears.



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

The **Custom Resources Configuration** dialog box appears again.



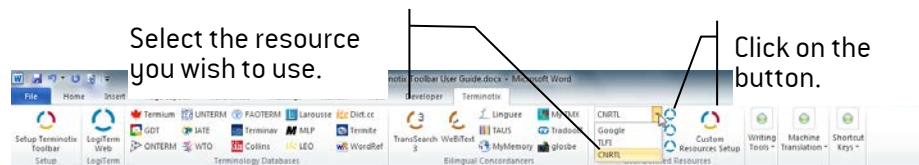
7. Click on **OK** to add the resource to the Terminotix toolbar.
8. Restart Microsoft Word for the change to take effect.

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.

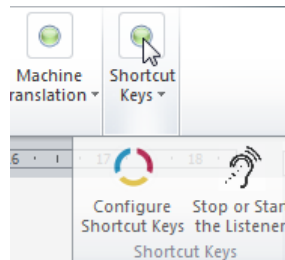
Calling Up Tools from Other Applications than Word

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

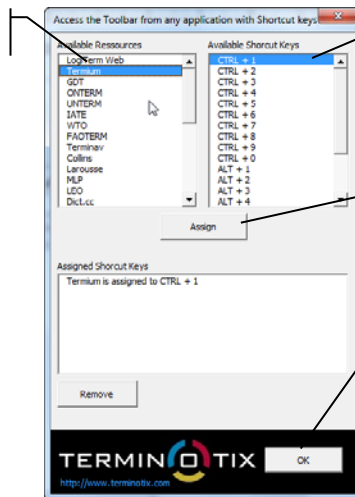
Procedure

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



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

a) Select a tool.

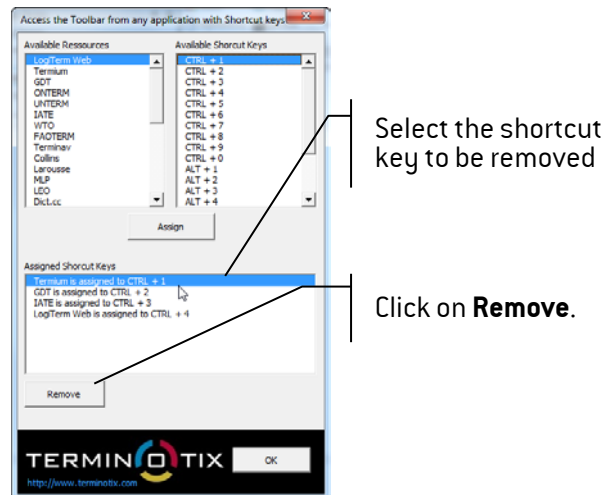


b) Select the corresponding shortcut key.

c) Click on **Assign**.

d) Click on **OK** once you are finished assigning shortcut keys to

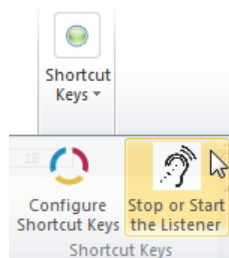
- To remove a shortcut key:



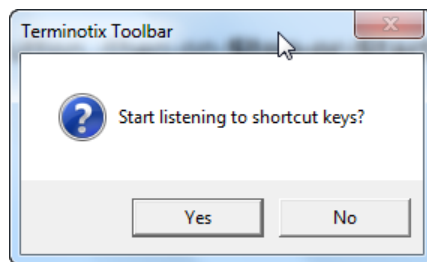
Using Shortcut Keys

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.