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 Macro Settings 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 Locations Trusted Documents Add-ins ActiveX Settings Protected View Message Ba File Block Settings Privacy Options	Macro Settings Diable all macros without notification Diable all macros with notification Diable all macros (not refummended; potentially dar Developer Macro Settings Trust access to the YBA project when model 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.

V V MarieC V Downloads	_			_	•	* Searce	h Downloads	
Organize 🔻 🔣 New 🔻 Share wi	th 🔻 🛛 F	Print	E-mail	Burn	New fo	lder	•	
🔆 Favorites	-		Name				Date modified	Туре
🧮 Desktop			Terminotix	Toolbar.	dotm N		2012-10-24 11h48	Microsoft
🚺 Downloads			windows6.1	-KB9769	32-X86.exe	\$	2012-09-05 05h10	Application
🔢 Recent Places								
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Documents								
Music Pi								
Videos	8							
- Videos								
💻 Computer								
Kocal Disk (C:)								
DVD RW Drive (D:) PR1								
🔮 DVD 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	Verdana · 9 · A A A Aa Aa	≝੶≝੶ ⊊੶∣≇≇ ≵↓ ¶	AaBbCcDa AaBbCcDal AaB
Paste 💞 Format Painter	B <i>I</i> <u>U</u> ∗ abe x, x ² <u>A</u> ∗ <u>A</u> ∗	≣ ≣ ≡ ≡ 	1 Caption Emphasis 1 Heading 1
Clipboard G	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.

Glospe	Termium Search	Kevs - Logi	erm Web		LEO	
iource Language	English Terms	Server	http address			
English 💌	C a l a				English <> German	-
arget Language	C French Terms				dict.cc	
French •	C Spanish Terms	Bitext	Modules Rel	esn		
	C All Terms			N	DE <> EN	-
				40	Larousse	
IradooII	- Grand Dictionnal	re			English-French	-
English -	English to French	n '				-
arget anguage		Source	e Language		TAUS	
French -	C French to English	Tara			Source Language	
• •		raigi	c canguage		English (Canada)	-
					Target Language	
ONTERM	T	TERMINAV			French (Canada)	-
• English to French C French t	o English	English to French	C French to English			
-	-	-	-		Source Language Por	Lai
Term Insertion		alling			English	
Term mserdon					Chighort	
		Johns			Target I anguage	_
✓ Insert selection on dose	Keep source term	English-French		•	Target Language	
Insert selection on close ↓	Keep source term	English-French		•	Target Language French	•
Insert selection on dose Image: A selection on	Keep source term	English-French	Source Language	•	Target Language French WordReference	•
Insert selection on dose Image: Insert selection on dose Image: Insert selection Image: Im	Keep source term	English-French	Source Language		Target Language French WordReference English-French	<u>-</u>
Insert selection on dose Image Insert selection on dose Image Insert Secret	Keep source term	English-French	Source Language English	•	Target Language French WordReference English-French	•
Insert selection on dose if	Keep source term	English-French	Source Language English Target Language	•	Target Language French WordReference English-French MyMemory	•
Insert selection on dose F	Keep source term	English-French	Source Language English Target Language German	•	Target Language French WordReference English French MyHemory Source Language	•
Insert selection on close Image: Image of the selection on close Bing Machine Translation Jient Id Jient Secret Path for searching in my THX –	Keep source term	English-French	Source Language English Target Language German	•	Target Language French WordReference English French Myttemory Source Language English	
Insert selection on dose Image: Image selection on dose Bing Machine Translation Ilent Id Ilent Secret Path for searching in my TMX -	Keep source term	English-French	Source Language English Target Language German	•	Target Language French WordReference English-French MyHemory Source Language English Target Language	- - - -
Insert selection on dose Image: Comparison of the selection o	Keep source term	English-French	Source Language English Target Language German	•	Target Language French WordReference English French MyNemory Source Language English Target Language French	
Image: Insert selection on dose Image: Ima	Keep source term	English-French	Source Language Finglish Target Language German	•	Target Language French WordReference English French HytHemory Source Language English 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**.

Search Screen link	English (en) Search Screen Help
	Result 1-3 of 3 for Stop word
Information technology and data processing [Council] EN stop word FR mot vide	<u>Full entry</u> ★☆☆☆ ★☆☆☆
Information technology and data processing, Humanities [COM]	Full entry
EN stop-list stop-word-list Antidictionnaire	**** *@ **** *@ **** *@
liste de mots vides	**** *@ Full entry
EN stop word dictionary	****
FR dictionnaire des mots-vides	**** 😣 🗗

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

****	My sea	arch ences link	inglish (en) 💽		*
	Search term	Stop word	Search		
	Source language [*]	en - English	Load preferences	<u>⊊</u>	
	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 cr	iteria			
	Choose the do	main associated with your query Any domain	▲ 2		
	Type of search	: 🔍 Term 🔍 Abbreviation 🔎 All			
	Your last 10 que	ries Select a saved query			
L		•			
iate di	iffusion 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 * Choose the source langua	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 <u>Clear</u>	
Target Languages Choose the target languag	es you use most often		
🗆 bg 🗆 cs 🗆 da	□de □el □en ⊡es □et □fi	🗆 fr 🗆 ga 🗆 hu	Ν
🗆 it 🗆 la 🗆 lt	□ lv □ mt □ nl □ pl □ pt □ ro	🗆 sk 🗆 sl 🗆 sv	45
		Clear	
This symbol indicates a man	datory field	Save Cancel	
·			

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

TÂTE InterA	Active Terminology Europe English (en)	
**	My search preferences. Remove my search preferences. Help	
\checkmark	Your search preferences have been saved in a Cookie	
Search crite	ria	
Search term	stop word Search	
Source language	en - English Load preferences	N
Target languages [*]	bg cs da de el en ⊽es et fi ⊽fr ⊡ga hu <mark>Any</mark> nit la lt lv mnt nl pl pt ro sk sl sv <u>Clear</u>	6
* This symbol i	indicates a mandatory field	
Optional crit	teria	
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:

ur 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

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 App Publishing Kit	Using Microsoft Translator API	IP Infringement Form Want to be a Data Publisher?		
	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 Setup IogiTerm IogiTerm	Terminum 📆 UNTERM 🛞 FAOTERM 🔝 Larousse 🏠 Dict. GDT 🐌 LATE Terminav M MLP S Termi ONTERM 🐳 WTO The Collins Life LEO we Word Terminology Databases Star S AL.M Terminotis Word Toolbar Setup - Version 6.3 Br	cc (3) (2) Linguee (My TMX ite TransSearch WeBiText Billingual Concordancers	google Outsom Custom Control C
	Glosbe Source Language English ▼ Target Language French ▼ Capa	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	LEO English <> Germani v dict.cc DE <> EN v
	TradeoIT Source Language English T Traget Language French T	I Dictionnaire Jish to French Andh to English Target Language Target Language TERNINAV	Larousse English-French TAUS Source Language English (Canada) Target Language French (Canada)
	C English to French C French to English	© English to French C French to English	Microsoft Language Portal Source Language English
	Insert selection on dose Keep source Bing Machine Translation	e term English-French 💌	Target Language
N .	Client Jacobie Charles	Source Language	WordReference English-French
-	Path for searching in my TMX	French V	MyMemory Source Language English
•			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.