Contents

The following Help Topics are available:

Editing Documents:

Dictionaries:

Translating:

Tools:

General:

Selecting a Translator

Any operation that is associated with a specific translation direction requires that you select a *Source/Target Language Pair*.   When translating, the Source/Target Language Pair indicates the direction you wish to translate.

· The **Source** is the language you wish to translate *from*.

· The **Target** is the language you wish to translate *to*.

For example, if you wish to translate English to Spanish, English is the *Source* and Spanish is the *Target*.

When working with the dictionaries or setting options, the Source/Target Language Pair identifies the appropriate files to be modified. For example, if you wish to add an English word with a corresponding Spanish translation, English is the *Source* and Spanish is the *Target*.

To select a *Source/Target Language Pair*, click on the pair you wish to choose and click on OK.

Opening External Documents

Globalink Power Translator Pro supports the following formats:

- Microsoft Write
- Hypertext Markup Language (HTM, HTML)
- Rich Text Format (RTF)
- Text
- Microsoft Word 2.0 for Windows
- Microsoft Word 6.0 for Windows and Windows NT
- Microsoft WordPad (saved in Text or RTF formats)

If your word processor is not among those listed, you can save your file as RTF, text, or copy your text to the Windows clipboard and paste it directly into a blank Globalink Power Translator Pro Project. Refer to your word processor's manual for specific instructions on saving a file with a different format.

When you use Globalink Power Translator Pro to open a word processing file, the program creates a new, unnamed *Project File* and places a copy of the text from the word processing file into the new project. You are NOT directly editing or changing your original word processor file.

Globalink Power Translator Pro does retain the format from your word processor. You may not see all of the formatting from the original file, but once you have completed and saved the translation, you will be able to open the translated file in your word processor and see the original formatting.

To import a word processor file, select *Open* from the *File* menu. The Open window will appear. To open your word processor file, you must first specify the file type in the *List Files of Type* box. Click on the down arrow on the right-hand side of the *List Files of Type* drop-down box to display the file formats supported by Globalink Power Translator Pro. Select the appropriate file type in the list by clicking on it with your mouse. Once you have selected the file type, locate your file as you normally would and click on *OK*.

Since Globalink Power Translator Pro needs to know the source and target languages for this new project, the *Select a Source/Target Language Pair* window will appear. Select the appropriate pair and click on *OK*. A copy of your word processor file will appear in an untitled project window. Or, after selecting the correct Source/Target Language Pair, click on the *Quick Translate* button to create the new project and immediately begin automatically translating the document.

Remember, what you see on your screen is not your original document. What you see on your upper screen is a copy that Globalink Power Translator Pro uses to create the translation. What you will see on the lower half of the screen is the translation that you can save in the format of your word processor.

Searching For Text Within A Document

To search for a particular text string within a document, select *Find* from the *Edit* menu. After you click on Find, the Find dialog box will appear. Type the text string you wish to find in the *Find What* box. The following options are available in the Find dialog box:

Search　The *Search* box allows you to select if you want to search up or down from the current cursor location.

Search Within Selection Only　If you have highlighted certain text, and only wish to search that selection, click on the *Search Within Selection Only* box.

Match Case　Click on the *Match Case* box if you want to search only for strings with the capitalization you have entered.

Find Whole Words Only　Click on the *Find Whole Words Only* box if the word you entered is a stand alone word and not part of another word. For example, if you are searching for cat, you don't want the search to find words such as indicate.

Replacing Text Within A Document

To replace text within a document, select *Replace* from the *Edit* menu. After you click on *Replace*, the Replace dialog box will appear. Enter the text you wish to replace in the *Find What* box. Enter the replacement text in the *Replace With* box. The following options are available in the Replace dialog box:

Search   The *Search* box allows you to select if you want to search up or down from the current cursor location.

Search Within Selection Only   If you have highlighted certain text, and only wish to search that selection, click on the *Search Within Selection Only* box.

Match Case   Click on the *Match Case* box if you want to search only for strings with the capitalization you have entered.

Find Whole Words Only   Click on the *Find Whole Words Only* box if the word you entered is a stand alone word and not part of another word.

Selecting Sentences

To select a sentence within your document, choose *Select Sentence* from Globalink Power Translator Pro's *Edit* menu. When you click on this command, a submenu will appear allowing you to select one of the following:

By Number   Clicking on By Number will bring up the *Go To Sentence* dialog box. Enter the number of the sentence you wish to go to. You can find sentence numbers on line-by-line printouts.

First   Highlights the first sentence in your project.

Previous   Highlights the sentence previous to the cursor location or currently highlighted sentence.

Current   Highlights the current sentence.

Next   Highlights the next sentence from the cursor location or currently highlighted sentence.

Last   Highlights the last sentence in your project.

You can also use various Globalink Power Translator Pro Speed Bar buttons to select sentences. See the User's Guide for complete information on the Globalink Power Translator Pro Speed Bar.

Looking Up Words In A Dictionary

To access Globalink Power Translator Pro's dictionaries, follow these steps:

1. Click on *Dictionaries* in the *Tools* menu. The <u>Select Translator</u> dialog box will appear.

2. Select the Source/Target Language Pair for the dictionary you wish to view. The Source/Target Language Pairs that you have available depends on the languages that you have installed. The dictionary that you have selected will appear.

Note: For information on editing, rather than viewing, dictionaries, refer to <u>Adding New Dictionary Entries</u> or <u>Editing Existing Dictionary Entries</u>. Looking up words in the bilingual dictionaries is not the same as searching for entries in the dictionary maintenance screen.

When the dictionary window is displayed on your screen, follow these steps to look up a word:

1. Make sure that the Dictionary Search button is depressed, which displays the *Search* and *Root Words* boxes at the top of the dictionary display.

2. Click in the Search box and type the word you wish to find. The dictionary will display the selected word (or its root word if you are searching for an inflected word).

3. The first possible translation will be highlighted. In most cases, the first entry is the one most commonly used. To select another entry, click on that entry. To copy a translation to the clipboard, click on the *Copy to Clipboard* button.

4. Click on the *<u>Inflect Word</u>* button to display the various inflected forms of the word, if any. The inflections window allows you to select the tense or case that you wish to view.

5. To look up the translation of a single word from within a project, place your cursor in or highlight the word you wish to look up and select *Look Up Word* (or press Ctrl-R) from the *Translate* menu. The dictionary window will appear with the translations for that word.

Adding New Dictionary Entries

Adding to and editing the dictionaries are very similar procedures. The general procedure is as follows:

1. Add a new headword (or edit an existing headword).

2. Select the dictionary to which you want to add the word.

3. Designate a part of speech.

4. Verify, and change if needed, the inflections pattern used to determine how the new headword is inflected.

5. Provide a translation (and comments, if desired).

6. Assign attributes, where applicable.

7. Add additional translations and parts of speech for the headword, if necessary.

These steps are explained below.

Add a New Headword

To add a new word, click on the *Add Word* button. You will be presented with a blank Edit Dictionary Window.

Type the new headword in the headword box (to the right of the yellow square). Headwords should be entered in their uninflected form. Note that each headword MUST consist of a single word only. Phrases, consisting of two or more words, must be added to the entry for a single headword.

Select the Dictionary

The next step is to select the dictionary to which you would like to add the word. The *Select Dictionary* field is to the right of the Headword box. Click on the down arrow attached to the Select Dictionary box to view a list of the active dictionaries and highlight your choice to select the desired dictionary.

Selecting a Part of Speech

The next step is to select the correct part of speech. First, click on the blue diamond below the headword you have entered to switch to the Part-of-Speech section. Then, click on the arrow button to the right of the part of speech field. A list of the available parts of speech will appear. Click on the correct part of speech for the word. The part of speech will automatically appear in the text box.

If you are adding a noun to a foreign to English dictionary (e.g. Spanish-English), you must designate the gender of the foreign noun. To do so, click on the down arrow attached to the Gender field, to the right of the part of speech you have selected. Selecting a gender marks that entry with the appropriate gender attribute.

Assigning Inflections Patterns

After selecting a part of speech, you must select an inflections pattern. Globalink Power Translator Pro uses inflections pattern to determine how the new headword is inflected or conjugated. Words are inflected to denote case, gender, number, tense, and comparison.

Globalink Power Translator Pro will automatically assign an inflections pattern. While the program typically makes very accurate assignments, you will need to review or change the inflections pattern Globalink Power Translator Pro has assigned to the new word. To review and/or change the inflections pattern, click on the *Morphology* button located to the right of the part of speech selection (or press F5). The Specify Inflections dialog box will appear, listing the possible inflections models on the left-hand side.

To select an inflections pattern, move the highlight bar to any of the available choices. As you move your highlight bar to the different choices, different inflections will appear on the right hand side of the Specify Inflections dialog box. Choose the inflection model that produces the most accurate inflections set. Click on OK.

Provide a Translation

Enter the appropriate translation(s) for your headword. First, move the highlight bar to the line below the part of speech indicator by clicking your mouse pointer on the red dot.

Only one translation should be entered on each line. Comments should be placed in parentheses following the translation.

Attributes

Many of the rules Globalink Power Translator Pro uses when translating take advantage of attributes that have been assigned to words. Attributes help define a dictionary entry's semantic (meaning) and syntactic (structural) usage in a sentence, beyond simply selecting a part of speech and morphology code. For example, the English word *teacher* is not only a noun, but an *animate* noun as well as an *occupation*. Selecting the Animate and Occupation attributes for the word teacher ensures that the correct rules are used to create the best possible translation. Therefore, it is strongly recommended that you assign attributes where appropriate in your dictionary entries.

Attributes can be assigned to part of speech sections (designated with blue diamonds) or to translation lines (designated with red circles). When you assign an attribute to a section, you are assigning it to every line within that section.

The list of attributes for any part of speech can be accessed by clicking on the *Attributes* button, or by pressing F6. The Attributes dialog box will appear. Some parts of speech, such as Suffix, have no possible attributes.

If you activate the Attributes dialog box while on a Part-of-Speech section, you will display a variation of the dialog box that includes attributes that vary within the section.

Entries may have more than one attribute. For example, the English word "programmer" may have Animate, Human, and Occupation noun attributes.

To select an attribute, follow these steps (for explanations of the available attributes, please refer to the Globalink Power Translator Pro User's Guide):

1. Place the cursor in the box for the appropriate attribute. Click to place an X in the box.

To remove an attribute, click again in the box for the attribute you wish to remove.

2. When you have selected all the attributes required for the current definition, click on OK to save the choices.

Once you have completed these steps, you can add additional translation lines or part-of-speech sections by clicking on the appropriate buttons.

Editing Existing Dictionary Entries

To edit an existing dictionary entry, follow these steps:

1. Search for the word you wish to find by entering the word in the Search text box.

2. Make sure that the Dictionary Edit button is depressed, which places the dictionary in edit mode.

3. If you would like to change the translations of a headword, add new translations, or add a different part-of-speech, please refer to the help section Adding New Words to the Dictionaries.

4. Make any desired changes to the word, including;

Specifying Attributes

Specifying Inflections

Specifying the Inflection Boundary of German Nouns

Specifying Inflections

After selecting a part of speech, you must select an inflections pattern. Globalink Power Translator Pro uses inflections pattern to determine how the new headword is inflected or conjugated. Words are inflected to denote case, gender, number, tense, and comparison.

Globalink Power Translator Pro will automatically assign an inflections pattern. While the program typically makes very accurate assignments, you will need to review or change the inflections pattern Globalink Power Translator Pro has assigned to the new word.

To review and/or change the inflections pattern, click on the Morphology button located to the right of the part of speech selection (or press F5). The Specify Inflections dialog box will appear, listing the possible inflections models on the left-hand side.

To select an inflections pattern, move the highlight bar to any of the available choices. As you move your highlight bar to the different choices, different inflections will appear on the right hand side of the Specify Inflections dialog box. Choose the inflection model that produces the most accurate inflections set. Click on OK.

When specifying inflections for German nouns, you will be able to designate the Inflection Boundary.

When specifying inflections for German verbs, you will be able to designate the Separable Prefix as well as the Past Participle Inflection.

Specifying Attributes

Many of the rules Globalink Power Translator Pro uses when translating take advantage of attributes that have been assigned to words. Attributes help define a dictionary entry's semantic (meaning) and syntactic (structural) usage in a sentence, beyond simply selecting a part of speech and Inflections Pattern. For example, the English word *teacher* is not only a noun, but an animate noun as well as an occupation. Selecting the Animate and Occupation attributes for the word teacher ensures that the correct rules are used to create the best possible translation. Therefore, it is strongly recommended that you assign attributes where appropriate in your dictionary entries.

Attributes can be assigned to part of speech sections (designated with blue diamonds) or to translation lines (designated with red circles). When you assign an attribute to a section, you are assigning it to every line within that section.

The list of attributes for any part of speech can be accessed by clicking on the *Attributes* button, or by pressing F6. The Attributes dialog box will appear. Some parts of speech, such as Preposition, have no possible attributes.

If you activate the Attributes dialog box while on a Part-of-Speech section, you will display a variation of the dialog box that includes attributes that vary within the section.

Entries may have more than one attribute. For example, the English word "programmer" may have Animate, Human, and Occupation noun attributes.

To select an attribute, follow these steps:

1. Place the cursor in the box for the appropriate attribute. Click to place an X in the box.

To remove an attribute, click again in the box for the attribute you wish to remove.

2. When you have selected all the attributes required for the current definition, click on *OK* to save the choices.

Specifying The Inflection Boundary for German Nouns

The following Help Topic only applies to users of Globalink Power Translator Pro German.

When adding a German noun that takes an umlaut when pluralized, you must choose the portion of the noun   that needs to be inflected (known as setting the inflection boundary). This applies only when the <u>Inflection Pattern</u> that you have selected specifies that the noun takes an umlaut in the plural form (e.g., -es/"-e).

By default, the program will add the umlaut to the first vowel that can take an umlaut, starting from the left. To specify a different vowel, you must mark the correct portion of the noun in the Inflection Boundary portion of the Specify Inflections window.

To specify the inflection boundary, use your mouse cursor or the arrow buttons to change the highlighted portion of the noun in the *Inflection Boundary* portion of the *Specify Inflections* dialog box. The program will add the umlaut to the first vowel that can take an umlaut to the right of the left edge of the highlighted portion of the noun. As you move the highlight bar, you will see the changes displayed in the examples portion of the window.

When you have selected the correct inflection boundary, click on *OK*.

For example, the German noun *Bademantel* (bathrobe) becomes *Bademäntel* in the plural. Assigning *mantel* as the Inflection Boundary ensures that the correct vowel will take the umlaut when the word is pluralized.

Separable German Verbs

The following Help Topic only applies to users of Globalink Power Translator Pro German.

German verbs in the past participle form usually take a ge- prefix. In the case of separable verbs, the ge- goes in between the two parts of the verb (*aufstehen* becomes *auf**ge**standen*).

Globalink Power Translator Pro's *Specify Inflections* window allows you to designate the separable prefix of the verb, which changes the location at which the ge- prefix is inserted in the past participle. Changing the separable prefix also affects the split which occurs in the present and past tenses.

To select the *Separable Prefix*, use your mouse cursor to highlight the separable portion of the verb in the *Separable Prefix* section of the *Specify Inflections* window. As you change the highlighted portion, you will see the changes reflected immediately in the example window.

Past Participle Inflection

The following Help Topic only applies to users of Globalink Power Translator Pro German.

The Past Participle Inflection portion of the *Specify Inflections* window allows you to override the defaults selected by the dictionaries with regards to the use of the *ge-* prefix for the past participle of the German verb you are modifying.

If the verb is a separable verb, the program will place the *ge-* prefix after the separable portion you have specified in the Separable Prefix portion of the Specify Inflections window. If no prefix is found, the verb is treated as a regular verb, with the *ge-* prefix placed before the verb, with the following exceptions:

· Verbs ending in -ieren

· Verbs starting with:

> · ver
>
> · be
>
> · ge
>
> · ze
>
> · e

All excepted verbs must have at least two syllables.

To change the default behavior, click in one of the radio buttons in the *Past Participle Inflection* portion of the *Specify Inflections* window. If the *ge-* prefix is being added to a verb that should not take it, click in the circle to the left of *Suppress 'ge'*. If the *ge-* prefix is not being added to a verb that needs it, click in the circle to the left of *Force 'ge'*.

Dictionary Word Inflections

To use the Inflections tool, follow these steps:

1. Click on *Inflections* in the *Tools* menu. The Select Translator dialog box will appear. Select the Source/Target Language Pair for the inflections you wish to view. The Source/Target Language Pairs you have available will depend on the Globalink Power Translator Pro languages you have installed. The Inflections window will appear.

2. Make sure that the *Search* Toggle button is depressed, which displays the *Search and Root Word* boxes in the Inflections window.

3. Type the word for which you wish to view inflections in the *Search* text box.

4. If the word you have entered is a verb, you can select the tense you want to see conjugated. Click on one of the tenses listed in the left column.

If you select a noun, pronoun or article, declensions can be seen for gender and number. Adjective forms will also include comparative and superlative forms (German adjectives include strong and weak forms).

5. If you want to copy a word from the Inflections window, click on the word to highlight it then click on the Copy button to copy the word to the Windows clipboard. You can then paste the word to the project or to another Windows application.

To view the inflections of a word in your project file, place your cursor in or highlight the selected word and select *Look Up Inflection* from the *Translate* menu. The Inflections window will appear with the inflections for the desired word displayed.

Conversation Mode

The Conversation feature gives you the ability to quickly enter and translate text between English and a target language. When you click on *Conversation* in the *Translate* menu, you will be prompted to select the [Source/Target Language Pair](#) you wish to use. After you select the appropriate language pair and click on OK, the Conversation dialog box will appear.

Type the text you wish to translate in the small box at the bottom of the window. Then, click on the *Translate* button. Your translated text will appear in the large box at the top of the Conversation window. Once you have selected a Language Pair, you can type text in English or the target language. Globalink Power Translator Pro will automatically detect the correct source (original) language. If the program cannot determine the source language, it will ask you to confirm it. Once you have finished using conversation, click on the *Cancel* button.

Dictionary Maintenance

The Dictionary Maintenance feature allows you to activate or deactivate subject-specific dictionaries, create new subject-specific dictionaries, and prioritize your dictionaries in a manner appropriate for the text you are working with.

To access Dictionary Maintenance, select *Options* from the *Tools* menu. The Options window will appear. Click on the *Dict. Maint*. tab within the Options Window.

Before you can activate, deactivate, create, or prioritize your dictionaries, you must select the Source/Target Language Pair you wish to work with. To do so, click on the *Select* button in the *Translation Language Pair* section of the *Dictionary Maintenance* window. The *Select Translator* window will appear. Click on the Source/Target Language Pair for the dictionaries you wish to work with. The Source/Target Language Pairs you have available will depend on the language modules you have installed. Your window should show the dictionary options. If you select Options while working on a project, the Options for that language pair will be displayed.

Once you have selected the Source/Target Language Pair, you can create a new Subject-Specific dictionary, Activate/Deactivate Subject-Specific dictionaries, or change the order in which the dictionaries are used.

Creating Subject Specific Dictionaries

Specifying A Shared Dictionary Location

Creating Subject Specific Dictionaries

To add a new subject-specific dictionary, follow these steps:

1. Click on the *New* button in the Dictionaries section of the [Dictionary Maintenance](#) window. The *New Dictionary* window will appear. Type the name and description of the dictionary you wish to create.

3. Click on *Local* if you wish to create a new subject-specific dictionary on your local hard-drive (it will be stored in the same location as your Globalink Power Translator Pro program files).

Click on *Shared* if you wish to create a shared (network) subject-specific dictionary.   Click on *OK* to accept the information you have entered and create the new subject-specific dictionary. Your new dictionary will now appear in the list of available dictionaries.

The file name associated with a user dictionary depends on the name you give the dictionary and the language direction that you have chosen. For example, if you add a Widget subject-specific dictionary for the English-Spanish Language Pair, the file name would be ESWidget.CDS. An English-French Widget dictionary would be named EFWidget.CDS.

Note: When you create a subject-specific dictionary for a Source/Target Language Pair, Globalink Power Translator Pro automatically creates the same dictionary for the opposite direction. For example, if you create an English-Spanish subject-specific dictionary called *Widget*, Globalink Power Translator Pro will also create the *Widget* subject-specific dictionary for Spanish-English.

Specifying A Shared Dictionary Location

Globalink Power Translator Pro can be installed and configured for use on a network. This allows users to share common lexicon files (all files ending in the extensions .LEX and .CDS) and rule files and have only the product executables and related files installed to their local drives. To install the program for network use, you must first install to the server and then to local machines. Or, if the program has already been installed, and you wish to change the location of the shared files, skip to the section below titled *Dictionary Setup*. There are also issues specific to network use that users should be aware of. These issues are covered later in this section.

Server Installation:

1. Place the installation CD in the CD ROM drive.

2. Select *Run* from the Windows 95 Start menu.

3. Type D:Setup in the *Open* text box, and click on *OK* to start the installation (substitute the correct drive letter for your CD ROM drive if it is not D).

4. Enter the correct registration information and serial number (the serial number can be found inside the front cover of the manual and on the CD sleeve) and click on *OK* to continue the installation.

5. Indicate the *network* location to which you wish to install the program. This should be the drive from which the lexicon files will be shared.

6. Make sure that *Local* is selected as the Dictionary Option. Do NOT select Microsoft Word or WordPerfect support unless you want files copied to those word processor's directories on the Server.

7. Click on *OK* to continue the installation. Once you have completed the server portion of the installation, you can install to user's local drives.

Local Installation:

1. Follow steps one through four of the Server Installation instructions above.

Note: Local installations must conform to your Globalink Power Translator Pro license agreement.

2. Indicate the local directory to which you wish to install the program files.

3. Click on *Shared* as the Dictionary Option in the *Standard Installation* dialog box, and click *OK* to continue.

4. Locate the drive and directory of the files you installed in the Server Installation. Click on OK to accept that location for the shared dictionaries.

5. Follow the prompts to complete the installation.

Dictionary Setup

There may be times when you want to move the shared dictionaries and have user's machines point to the new dictionary location. To do so, you will need to run the *Dictionary Setup* utility from the local machines.

To run the Dictionary Setup utility, follow these steps:

1. Select the *Globalink Power Translator Pro Dictionary Setup* icon from the Globalink program group to begin dictionary setup.

2. In the *Location of Globalink Power Translator Pro* text box, type the full pathway of the local directory where you installed Globalink Power Translator Pro (not the server installation), or use the Browse button to locate the file BARCSRV.EXE (this should be on the local machine, in the PTWIN63 directory).

3. In the *Location for Shared Dictionaries* text box, type the full pathway of the shared directory where you installed Globalink Power Translator Pro in the Server Installation, or use the browse button to locate any of the LEX or CDS files from that installation.

4. Click on *OK* to complete the Dictionary Setup.

Specifying Translation Settings

Translation options affect the way Globalink Power Translator Pro translates certain words and phrases. They provide greater translation flexibility and accuracy. For example, if the author of a document is male, you can set the *Author Gender* to male. You can control the formality level of your translation by setting the *Address* to formal or familiar options.

Once you have selected *Options* from the *Tools* menu, click on the *Translate* tab to display the translation options.

Click on the Select button to select a Source/Target Language Pair. Or, if you are currently working on a project, selecting Options will display the Translation Options for that language pair (for example, if you have an English-Spanish project on screen, Options will automatically select the English/Spanish Translation Language Pair).

Audience

The Audience option allows you to choose the audience of the receiver of the message. The two choices for the option *Audience* are *Indirect Audience* (default) and *Direct Audience*.

This option is only relevant for the following language pairs: Spanish/English, Italian/English and Portuguese/English. Effects of these options on translation are shown below:

Spanish/English

In the Spanish/English language pair, the Option *Audience* is available to translate the Spanish personal pronoun *le* and the possessive adjective *su.*

Word	Indirect Audience	Direct Audience
le	him	you
su	their	your

Example	Indirect Audience	Direct Audience
Le visité el año pasado.	I visited him last year.	I visited you last year.
Quiero visitar a su madre.	I want to visit their mother.	I want to visit your mother.

Italian/English

In the Italian/English language pair, the Option *Audience* is available to translate the Italian personal pronoun *lei(le,la)* and the possessive adjective *suo.*

Word	Indirect Audience	Direct Audience
le	her	you
la	her	you
suo	her/his	your

Example	Indirect Audience	Direct Audience
Le inviamo i nostri saluti.	We send her our regards.	We send you our regards.
La chiamerò presto.	I will call her soon.	I will call you soon
Sua madre è molto cara.	His/her mother is very kind.	Your mother is very kind.

Portuguese/English

In the Portuguese/English language pair, the Option *Audience* is available to translate the Portuguese personal pronoun *lhe* and the possessive adjective *seu/sua.*

Word	Indirect Audience	Direct Audience
lhe	him	you
seu/sua	their	your

Example	Indirect Audience	Direct Audience
Eu lhe visitei no ano passado.		I visited him last year. I visited you last year.
Quero visitar sua mãe.	I want to visit their mother.	I want to visit your mother.

Author Gender

The author is the person who wrote the document you are translating. Their gender affects the way certain words will be translated. The default setting for *Author Gender* is *Masculine*. To change the setting, click on the down arrow to the right of Author Gender and select the appropriate gender from the list.

If the option setting is Masculine, adjectives describing I will be masculine in gender. If the setting is Feminine, adjectives describing I will be feminine in gender.

Examples of Author Gender

Language	English	Masculine	Feminine
Spanish	I am tall.	Yo soy alto.	Yo soy alta.
French	I am tall.	Je suis grand.	Je suis grande.
Italian	I am tall.	Sono alto.	Sono alta.
Portuguese	I am tall.	Eu sou alto.	Eu sou alta.
German*	I am a teacher.	Ich bin Lehrer.	Ich bin Lehrerin.

*Note: When translating English to German, *Author Gender* will affect the translation of predicate nominative nouns that have been marked with the 'Both Genders' attribute in the dictionary.

Address

The default setting for the form of *Address* is *Formal*. To change this setting to *Familiar, Formal Plural*, or *Familiar Plural*, click on the down arrow to the right of the current Address setting and select the appropriate form of address. The form of address affects how the English subject *you* is translated. Address settings are shown for each language in the tables below.

Spanish
Example - cantar, to sing

Setting	Form	Conjugation
Formal	Usted	canta
Familiar	tú	cantas
Formal Plural	Ustedes	cantan

Familiar Plural	vosotros	cantáis

French
Example - chanter, to sing

Setting	Form	Conjugation
Formal	vous	chantez
Familiar	tu	chantes
Formal Plural	vous	chantez
Familiar Plural	vous	chantez

Italian
Example - cantare, to sing

Setting	Form	Conjugation
Formal	Lei	canta
Familiar	tu	canti
Formal Plural	Loro	cantano
Familiar Plural	voi	cantate

German
Example - singen, to sing

Setting	Form	Conjugation
Formal	Sie	singen
Familiar	du	singst
Formal Plural	Sie	singen
Familiar Plural	ihr	singt

Portuguese
Example - cantar, to sing

Setting	Form	Conjugation
Informal	você	canta
Formal Masculine	o senhor	canta
Formal Feminine	a senhora	canta
Informal Plural	vocês	cantam
Formal Masculine Plural	os senhores	cantam
Formal Feminine Plural	as senhoras	cantam

General Application Options

There are three General Options that can be set; *Sound Alert When Finished, Save Detailed Translation Info*, and *Journaling Initials*. These options are described below.

Sound Alert When Finished   Place a checkmark in the box next to *Sound Alert When Finished* to have Globalink Power Translator Pro notify you when it has finished translating the current project. Globalink Power Translator Pro uses your computer's default alert sound for the notification.

Save Detailed Translation Info   Place a checkmark in this box to have Globalink Power Translator Pro save information about translated sentences in your project. Saving detailed translation information saves time if you plan to retranslate sentences later using Interactive Mode. Selecting this option will, however, increase the size of the associated project file.

Journaling Initials   If you would like Globalink Power Translator Pro to save your initials with any dictionary entry that you add or modify, enter your initials in the *Journaling Initials* text box.

Selecting Fonts

Select a string of text and click on the *Font* command in the *Format* menu to change the font typeface, size, and style of the selected text. When you click on *Font*, the Font dialog box appears. In the Font dialog box, you can change three attributes:

Font   Use the scroll bar to search for the font typeface in the left column. Click on the desired font.

Style   Click in the Italic and/or Bold boxes to make the selected text italic, bold, or both. Click again in a box to remove the style.

Size   Select the desired font size by clicking on the appropriate number in the Size option column.

You can see the results of your choices in the sample at the bottom of the *Font* window.

Setting Paragraph Attributes

The *Paragraph* command, available from the *Format* menu, allows you to set a left and right indent, and specify an additional indent for the first line of each paragraph. You can also have Globalink Power Translator Pro remove unwanted line breaks from your imported text.

To set the left, right, and first line indents, type in the desired number of inches in the appropriate boxes. Or, use the up or down arrows to the left of each box to increase or decrease the indent amount.

Some imported text may contain carriage returns at the end of each line. If that is the case, Globalink Power Translator Pro will treat partial sentences as full sentences, decreasing translation accuracy. If you notice that Globalink Power Translator Pro is not always translating complete sentences, click in the *Remove Extra Line Breaks* box in the *Paragraph* dialog box.

Translating A Document

To translate your document, you will use one of three commands from the *Translate* menu; *Document, Sentence*, or *Interactive*.

· To translate your entire document automatically, select *Document* from the *Translate* menu.

· To translate the current sentence automatically, select *Sentence* from the *Translate* menu.

· To translate the current sentence interactively, select *Interactive* from the *Translate* menu.

Translating Individual Sentences

· To translate the current sentence automatically, select *Sentence* from the *Translate* menu.
· To translate the current sentence interactively, select *Interactive* from the *Translate* menu.

Modifying Translations Using Interactive Mode

To interactively translate a sentence, follow these steps:

1. Click your mouse cursor in or highlight the sentence you wish to translate.

2. Click on *Interactive* in the *Translate* menu. Globalink Power Translator Pro automatically translates the selected sentence and displays the results in the *Translate Interactive* window. The Translate Interactive window is split into three sections. The top section contains the source (original) sentence. The middle section contains the translated sentence in its current state. The bottom section contains alternate translations for the highlighted word in the source (original) sentence.

3. If you click on a word in the source sentence, you will highlight that word and its translation in the target sentence (in the middle window). All of the possible translations for the highlighted word appear in the lower portion of the *Translate Interactive* window. To change a translation for a word, click on the word, then click on one of the alternate translations in the lower portion of the window. Since the new definition you have selected will need to be put into its proper form according to the original sentence (i.e. inflected according to tense, gender, number, etc.), the new word will not be displayed in the sentence until you have retranslated it.

4.   Once you have made a change, you can click on another word to make additional changes, click on the retranslate button to see your changes displayed in the Translate Interactive window, click on OK to accept your changes and return to the project window, or click on either the Previous Sentence/Next Sentence buttons to save or reject your changes and display another sentence.

Adding a Ruleset

To add a Ruleset, click on the *Add Ruleset* button. You will be asked to provide a name for your new ruleset. Type in a name and click on *OK*. Make a note of the name, in case you need to edit the ruleset later. You will be presented with a blank window in the Rule Editor.

For further information, please refer to the help topic [The Rule Editor](#).

Opening a Ruleset

To open an existing Ruleset, click on the Edit Ruleset button. Make sure that the radio button for *Group* is selected and click on the phrase *User Keyed Rules* in the window below the button. After you have clicked on User Keyed Rules, the available Rulesets for the current language pair will appear in the *Ruleset to Edit* window. If you click on a Ruleset, you will see the text of the Ruleset displayed in the bottom portion of the *Open Ruleset* window.

Once you have highlighted the Ruleset you wish to open, click on *OK*.

For further information, please refer to the help topic [The Rule Editor](#).

The Rule Editor

The Rule Editor provides greater control and flexibility for adding phrases and their translations to Globalink Power Translator Pro than simply adding them to the dictionaries. Rules are used by Globalink Power Translator Pro during the translation process to determine how source (original) sentences are analyzed, which translations are used for individual words and phrases in the source sentence, and how the translated sentences are constructed.

The following example illustrates the advantages of entering a rule instead of a lexical phrase (a lexical phrase is a phrase entered into the dictionary under a single part of speech). Assume you are translating the sentence "The bus stopped at the bus stops," and you would like the source noun phrase "bus stop" translated as a particular target phrase. You would certainly want "bus stops" to be recognized as the plural form of the phrase "bus stop" and to be translated accordingly. However, you would NOT want the program to recognize ʻbus stoppedʼ as a form of the noun phrase bus stop, since ʻstoppedʼ is being used as a verb in this instance.

If you add the lexical noun phrase ʻbus stopʼ to the dictionary, the program will incorrectly translate the words ʻbus stoppedʼ using the target phrase that you have entered. However, entering ʻbus stopʼ as a rule will assure that Globalink Power Translator Pro only uses the phrase translation for noun forms of both ʻbusʼ and stopʼ and will not incorrectly translate the phrase.

To add a Ruleset, you will use one of the Rule Templates provided in Globalink Power Translator Proʼs Template directory. The process is described in Chapter 6 of the Globalink Power Translator Pro Userʼs Guide.

Word Scan - Searching for Unknown Words

The Word Scan tool will find unknown words such as names, acronyms, and jargon in your document. Much like a spell-checker, Word Scan will allow you to ignore the unknown word or replace it with a word from a list of suggested alternatives. More importantly, you can choose to add the word to the general dictionaries or any of your active subject-specific dictionaries. Adding words to the dictionaries is one of the most important things you can do to increase the accuracy of your translations.

To scan your document for unknown words, follow these steps:

1. Place your cursor at the beginning of the text in the source (upper) portion of the project you wish to check.

2. Select *Word Scan* from the *Tools* menu.

3. If you have no unknown words in your document a message indicating that Word Scan is complete will appear. Click on OK to return to your project.

4. If Word Scan finds an unknown word, the Word Scan dialog box will appear with the unknown word in the *Not in Dictionary* box. Once an unknown word has been found, there are five options for that word:

Ignore - Ignores the current unknown word and searches for the next unknown word.

Ignore All - Ignores all occurrences of the current unknown word.

Change - Changes the unknown word to either a word you have typed into the *Change To* text box or a word you have selected from the alphabetical *Change To* word list.

Change All - Changes all occurrences of the current unknown word to either a word you have typed into the Change To text box or a word you have selected from the alphabetical Change To word list.

Add - Activates the Dictionary Edit window, allowing you to add the word to the Globalink Power Translator Pro general dictionaries or any of your active subject-specific dictionaries. For specific instructions on adding words to the dictionaries, please refer to Adding New Dictionary Entries.

Once you have added the new word to the dictionary, you can restart the Word Scan, and search for the next unknown word. Note: Make sure that the correct project is the active window before restarting Word Scan.

The Word Scan dialog box has two check boxes that can speed up your scans.

Click on *Ignore UPPERCASE Words* to ignore words in your document typed completely in uppercase letters.

Click on *Ignore Words with Numbers* to ignore words that contain numbers.

Note: Unknown words are automatically treated as nouns during the translation process. Unknown capitalized words are treated as proper nouns. Therefore, to achieve the best possible translations, it is imperative to add unknown words to the dictionaries.

Project File

Before you can plunge into using the program, you need to know how Globalink Power Translator Pro handles files. Each time you begin working with Globalink Power Translator Pro, you can start in three different ways:

· Create a new project file and type text directly into Globalink Power Translator Pro (or paste from the Windows Clipboard).

· Open a word processing file (which creates a new unnamed project).

· Open a project file that you have previously created.

The Project File

Project files contain all of the information regarding a translation project, including the source (original) and target (translated) text. Project files end with the extension .MTP, which stands for Machine Translation Project.

When you create a new project, you will be presented with an untitled project that contains two windows. The upper window will contain the source text. The lower window initially contains a copy of the source text. As you translate your project, the text in the lower window will be replaced by the translated text.

Creating and Opening Projects

To create a new project, select *New Project* from the *File* menu. The <u>Select Translator</u> dialog box will appear. Select the Source/Target Language Pair that you desire for your new project and click on *OK*. The source is the language you wish to translate *from*, and the target is the language you wish to translate *to*.

Note: The Source/Target Language Pairs that you have available will differ depending on the Globalink Power Translator Pro languages that you have installed.

Type the text you wish to translate in the upper (source) portion of the new project.

To open a saved project, click on *Open* in the *File* menu. Select *Project Files* in the *List Files of Type* box, locate and select your file in the correct folder, and click on *OK*.