

Duplex

Term Translator

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Limitations

The maximum number of terms in either type of glossary is 65,000.

In protected glossaries, each term is limited to 255 characters. The maximum total length of each protected glossary is 16,575,000 characters.

In ancillary glossaries, each term is limited to 32,500 characters. The maximum length of each ancillary glossary is 65,000 characters.

If any ancillary glossary attains this limit, you will be asked if you wish to promote its older half to the corresponding protected glossary. If you refuse, the ancillary glossary will be replaced by a new one with the same [heads](#). (The old one will be preserved with a .D## extension: D01, D02 etc.)

WARNING. The promotion operation truncates terms over the protected glossary limit of 255 characters per term. Warnings are issued in such cases, allowing the user to abort the promotion operation and preserve the old glossary, as explained above.

Duplex is designed for single users. Though it will run over a network, it will not allow several users to consult the same glossary at the same time. Duplex Pro should be deployed in multi-user situations. See [Registering As A Licensed User](#).

Hotkey Field

Press any combination of any shift keys (Shift, Ctrl, Alt) and any alphabetic character, such as Shift-Alt-J or Alt-Ctrl-X.

You should choose a combination that you find easy to remember and that does not conflict with any hotkeys used in other applications.

The combination that you choose will be displayed automatically in the hotkey field and will come into operation immediately. It will also be saved in order to remain operational until you change it again.

Glossary Field

Select an existing glossary name from the dropdown list, or enter the name of a glossary that you wish to create.

Glossary names must not exceed 8 characters in length. If you inadvertently enter a longer name, it will be truncated.

Search Pattern or Source Term Field

Use this field to initiate a search or enter a source term.

When initiating a search, enter a search pattern, such as "tend" to match tend, tendency, tender, etc.

When adding a pair of terms, enter the source term in this field and then the target term in the field underneath. For example, add "852-14" in this field (and "Large manilla envelopes" in the target field underneath).

Target Term Field

To add a term, enter the counterpart of the term already entered in the field above, such as the book title "Gnomisnakar" corresponding to the ISBN "88-04-41639-4."

Hit List Field

Select any term to display the source term and target term in the twin fields above the Hit List.

To select a source term in the Hit List, highlight it with the mouse or the UpArrow and DownArrow keys.

If the Hit List contains a vertical scroll bar, use the following methods to browse the hits:

- PageUp key
- PageDown key
- Ctrl-HOME key combination
- Ctrl-END key combination
- Initial letter of first word in term

Password Field

The initial password is "unlicensed" (without the inverted commas).

After registration, you will be able to protect access to Duplex if you wish by defining a password of your choice.

Keyword Field

Enter the keyword supplied on registration. This will "unlock" Duplex for use in [licensed mode](#).

(Note that different versions of Duplex have different keywords.)

For registration details, [click here](#).

User Name Field

Enter a meaningful string of at least 5 characters identifying the licensed user of this copy of Duplex.

(Note that the user name will be ignored if the keyword entered in the field above is incorrect.)

Old Password Field

Enter the password previously defined by yourself or your system manager.

(Note that this field is operative in licensed mode only.)

New Password Field

Enter any memorable sequence of alphanumeric characters.

If you do not wish to use a password, just leave the Password field empty and press OK.
(Note that this field is operative in licensed mode only.)

Confirm Password Field

Enter the same sequence of characters as in the field above.

If you do not wish to use a password, just leave the field empty as in the New Password field above.

(Note that this field is operative in licensed mode only.)

Fast Mode Field

Check the box to switch Fast Mode on, uncheck it to switch Fast Mode off.

To check or uncheck the box, click on it with the mouse or press the keyboard spacebar when the box has the input focus.

(Note that this field is operative in licensed mode only.)

Auto Mode Field

Check the box to switch Auto Mode on, uncheck it to switch Auto Mode off.

To check or uncheck the box, use the mouse or the keyboard spacebar.

(Note that this field is operative in licensed mode only.)

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Duplex is supplied "as-is." You may use it unlicensed, at your own risk, for 30 days. After that, you must either [register as a licensed user](#) or remove the product from your computer.

Creating A Glossary

1. Enter the name of your new glossary in the Glossary field.
2. Enter the [head](#) for the source terms in the Source Term field.
3. Enter the head for the target terms in the Target Term field.
4. Press the Glossary Operations button .
5. Press the Add button.

A new ancillary glossary will be created and will appear in the Glossary field.

See also [Editing A Glossary](#)

Adding A Pair Of Terms

1. Enter the source term in the Source Term field.
2. Enter the target term in the Target Term field.
3. Press Alt-INSERT or click on the Add button.

The pair of terms will be added to the current glossary.

Defining A Password

1. Use the TAB key or the mouse to move the input focus to the Configuration button.
2. Press ENTER or click on the button to open the Configuration Window.
3. Use the TAB key or the mouse to move the input focus either to the Old Password field (if a password has already been defined) or to the New Password field in the Password Frame.
4. Type in the password (* will replace each character for security reasons).
5. Use the TAB key or the mouse to move the input focus to the Confirm Password field and enter exactly the same password as before.
6. Press the OK button.

The password will be recorded for future use. Note it down in a safe place--you will need it every time you load Duplex until you cancel or change the password.

Deleting A Pair Of Terms

1. Select a hit in the Hit List field.
2. Press Alt-DELETE or press the Delete button.

The pair of items will be deleted from the current ancillary glossary. (*Items may not be deleted from protected glossaries.*)

Deleting A Glossary

1. Select the glossary you want to delete.
2. Press the Glossary Operations button.
3. Press the Delete button.
4. Answer 'Yes' when asked to confirm.

(Only [ancillary glossaries](#) may be deleted. Note that 'deleted' glossaries are merely renamed with a .D## extension: D01, D02 etc. If you wish to remove them permanently from your hard disk you must do so manually via Windows.)

Glossary Format

Duplex uses a very simple file format known as "text" format. This is the format output by Notepad and by Windows word processors saving in the ".txt" mode.

Each item in a Duplex file stands on a line of its own and is immediately followed on the line below by its counterpart item, giving the vertical pattern AB, AB, AB etc.

The first pair of entries in a Duplex file are treated as [heads](#) for the glossary, e.g. "English" and "French."

[Protected glossaries and ancillary glossaries](#) have the same format, but different file extensions. Protected glossaries have the .DGS extension, ancillary glossaries the .APG extension.

To see the example glossary shipped with Duplex, [click here](#).

See also [Editing A Glossary](#).

Editing A Glossary

1. Run any Windows editor, such as Notepad, and change to the Duplex directory.
2. Open the glossary file that you wish to edit. (*Protected glossaries have the .DGS extension, ancillary glossaries the .APG extension.*)
3. Add, delete or modify entries as required. (*Remember that the entries come in pairs! Do not delete an item without deleting its counterpart!*)
4. Make sure that the last line in your glossary is a "null string" (i.e. that the insertion point is at the very beginning of a blank line).
5. Save the file in [plain text format](#) with the appropriate file extension (.DGS or .APG) and close down the editor.
6. Select the glossary in the Glossary field to reload the modified file.

This method can be used to create a new glossary file if you wish. In step 2, create a new glossary file instead of opening an existing one. See [Glossary Format](#) for the file details.

To see the example glossary shipped with Duplex, [click here](#).

See also [Glossary Format](#).

Initiating A Search

1. Enter your search pattern in the Search Pattern field. Search patterns are sensitive to upper or lower case, i.e. "bo" will retrieve "book", but not "Book". No wildcard characters are recognised. The search method automatically allows for any number of implicit characters before and after the search pattern.

(Note that the more information you give in the search pattern, the more precise the search will be. For instance, a search pattern such as "m" would retrieve terms containing the word "market", but also those containing the word "money" or "assessment.")

2. Press Alt-ENTER in the Search Pattern field or click on the Search button.

The number of hits is displayed in the Glossary Message panel. The hits themselves are listed in the Hits List field.

Posting A Term

1. Select a source term in the Hit List.
2. The target term will appear in the Target field.
3. Press Alt-HOME or click on the Post button.

The target term will be posted to the clipboard ready to be written into your active application at the cursor position (just press Shift-INSERT or use your application's Edit menu).

Registering As A Licensed User

The owner of this product has granted you a free license to test it for 30 days at your own risk. Thereafter, you must either register as a licensed user or remove the product from your computer.

Registration is FREE. On registering, you will be e-mailed a keyword which will enable you to "unlock" your personal copy of Duplex for [licensed mode](#) use. For more information about registration, [click here](#).

Corporate, business or professional users (and other users needing professional features) should order an appropriate number of licenses to use Duplex Pro. On ordering, you will be airmailed the latest version of Duplex Pro (100% compatible with Duplex) incorporating multi-user database capabilities, glossary encryption and other professional features. For more information about ordering, [click here](#).

Shrinking The Main Window

EITHER :

1. Use the TAB key or the mouse to move the input focus to the Shrink button.
2. Press ENTER or click on the Shrink button.

OR :

Press Alt-END in either the Source Term field or the Target Term field.

The main window will shrink to an icon and remain visible on top of all other windows. It may be dragged with the mouse to any position on the screen.

Switching On/Off Auto Mode

1. Use the TAB key or the mouse to move the input focus to the Configuration button.
2. Press ENTER or click on the button to open the Configuration window.
3. Use the TAB key or the mouse to move the input focus to the Auto box in the Mode frame.
4. Click the mouse or press the keyboard spacebar to check ("On") or uncheck ("Off") the Auto box.
5. Use the TAB key or the mouse to move the input focus to the OK button.
6. Press ENTER or click on the button to close the Configuration window.

Switching On/Off Fast Mode

1. Use the TAB key or the mouse to move the input focus to the Configuration button.
2. Press ENTER or click on the button to open the Configuration window.
3. Use the TAB key or the mouse to move the input focus to the Fast Box in the Mode frame.
4. Click the mouse or press the keyboard spacebar to check ("On") or uncheck ("Off") the Fast box.
5. Use the TAB key or the mouse to move the input focus to the OK button.
6. Press ENTER or click on the button to close the Configuration window.

Switching On/Off Inversion Mode

1. Use the TAB key or the mouse to move the input focus to the Invert Glossary button.
2. Press ENTER or click on the button to switch Inversion Mode on (button down, caption "BA") or off (button up, caption "AB").
3. The "A" and "B" panels identifying the contents of the Source and Target Term fields will change accordingly.

Plain text format is the format output by Notepad and by Windows word processors saving in the ".txt" mode.

A field is a zone in a window in which the user sets or gets information stored in the product's databases.

A glossary is a double list containing different labels for the same objects. In Duplex, the labels are listed in pairs (A and B items).

A head is a descriptor for one of the two imbricated lists comprising a glossary. Each glossary begins with two heads describing the alternating pairs of terms listed underneath, e.g. English (source head) and French (target head).

A hit is a source term retrieved when the search pattern matches part of the term. Hits are listed in the Hit List field and their total is displayed in the Glossary Message panel.

A glossary is inverted when the direction in which it is consulted is reversed, as when an English-French glossary is turned into a French-English glossary.

The keyword is provided when you register as a licensed user of Duplex. It enables you to "unlock" the product for use in licensed mode.

A search pattern is any sequence of alphanumeric characters corresponding to any part of the term you wish to retrieve, such as "market" to retrieve all recorded terms containing the word "market."

A hotkey is a key or combination of keys which produce an event to which an application responds, as when the main window in Duplex is restored from its icon.

Posting in Duplex is what happens when a target term is transmitted to the clipboard ready to be inserted at the insertion point into whatever application has the input focus.

Shrinking in Duplex is what happens when the main window is reduced to an icon which remains visible on top of all other windows.

A source term in a Duplex glossary is a term for which an equivalent target term is sought.

A target term in a Duplex glossary is a term corresponding to a particular source term.

A term in Duplex is any meaningful sequence of alphanumeric characters constituting one of the items in a glossary.

In licensed mode, Duplex can be configured to start automatically at boot time, with or without predefined defaults, with or without password protection.

Glossary Types

Duplex will not add to or delete from a protected glossary. Items in ancillary glossaries may be deleted or added as required. Such items are preceded by the ¶ character when displayed, but not when posted. Ancillary glossaries may be deleted, but protected glossaries may not. The two types of glossary have different file extensions, but share the same simple text format.

Buttons

[Add](#)

[Configure](#)

[Delete](#)

[Glossary Operations](#)

[Help \(general\)](#)

[Help \(what's this?\)](#)

[Invert](#)

[Post](#)

[Search](#)

[Shrink](#)


[Unload](#)

Add Button



This button will add the current source and target terms to the current glossary. If no source and target terms exist, or if no glossary is current, nothing happens. If the Glossary Operations button is in the down position, the Add button will create a new ancillary glossary. If the new glossary is not named in the Glossary box and if heads are not provided in the Source and Target boxes, nothing happens. Short cut: Alt-INSERT.

Delete Button

 When a hit is selected in the Hits List, this button will delete the corresponding source and target terms from the current glossary. If no hit is selected, or if no glossary is current, nothing happens. If the Glossary Operations button is in the down position, the Delete button will delete the current ancillary glossary (after confirmation). If no glossary is current, nothing happens. Short cut: Alt-DELETE.

Search Button




This button launches a search of the current glossary using the current look-up order (AB or BA) set by the [Invert button](#). The search criterion is set by the pattern entered in the Source Term field. If no criterion is set, or if no glossary is current, nothing happens. Short cut: Alt-ENTER.

Post Button



This button "posts" the current target term to the clipboard for pasting into any active application. It also shrinks the main window. If no target term is available, nothing happens. Short cut: Alt-HOME.

Shrink Button

 This button shrinks the main window to an always-visible icon which may be dragged to any convenient position on the screen. Double-click on the icon or press the hotkey to restore the main window. Short cut: Alt-END.

Unload Button



On clicking this button, you will be asked whether you wish to unload Duplex from the list of tasks currently running on your system. If you confirm, Duplex will be removed from the task list and its resources released for use by other applications. Duplex may be reloaded later if required. All the current options will be preserved.

Invert Button



This button inverts the look-up order of the glossary. When the caption is AB (up position), the normal order (e.g. English-French) is used. When the caption BA is shown (down position), the inverse order (e.g. French-English) is used. The order selected is preserved until cancelled. It is applied to all glossaries as they are loaded without affecting their physical format.

Glossary Operations Button



When this button is in the down position, you can create a new glossary or delete the current glossary by pressing the Add or Delete buttons. It is automatically cancelled after each operation.

Configure Button



This button opens the Configuration options window. The options--password, fastmode and autoloading--are available after registration, which is formalized by the entry of a keyword and user name in this same window.

General Help Button



Use this button to consult, browse or search the Duplex helpfile. Help is also available via the F1 key, the What's This button, and the status bar.

What's This Help Button



When this button is in the down position, the cursor changes to a crosshair icon. Move the crosshair over the different fields and buttons to get "what's this" identification of each. Help is also available via the F1 key, the General Help button, and the status bar.

Overview

Using Duplex involves a few simple steps:

[Start Up](#)

[Select A Glossary](#)

[Perform A Search](#)

[Post A Term](#)

To step through this list, [click here](#).

See also [How To...](#) , [Help Info](#)

Start Up

1. Launch Duplex from Program Manager (Win31) or the Start button (Win95/NT).
2. A dialog box appears asking for your password. The initial password is "unlicensed" without the inverted commas. Enter the password and click the OK button.
3. Duplex loads and displays its About box. Click on OK.
4. The main window awaits your commands.

[Click here](#) for the next step.

Select A Glossary

1. Locate the  field.

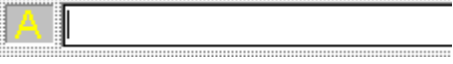

2. Pull down the list by clicking on the arrow at the right of the box.

3. Select the glossary you wish to use, e.g. "example". This is a tiny example glossary (94 terms) containing Windows expressions in English and Spanish. You can delete it later.

4. The glossary loads.

[Click here](#) for the next step.

Perform A Search


1. Locate this field: 
2. Enter the term, or part of the term, which you wish to retrieve, e.g. "bo" to retrieve all entries containing that sequence of letters.
3. Press the  button.
4. A list of terms matching "bo" appears in the Hits field.

[Click here](#) for the next step.

Select A Hit

1. Select one of the hits listed in the Hits field.
2. The selected hit is highlighted and the equivalent target term is automatically displayed in blue characters in the Target Term field.


Post A Term

1. Copy the current target term to the Clipboard by clicking the  button.
2. Duplex shrinks to its icon.
3. Paste the copied term into your current document by pressing Shift-INSERT.

[Click here](#) to return.

See also [Shrink Duplex](#) , [Unload Duplex](#)

Shrink Duplex

1. Click the  button.
2. Duplex shrinks to its icon.
3. Drag and drop the icon anywhere on the desktop.
4. Double-click the icon to recall Duplex.

[Click here](#) to return.

Unload Duplex

1. Press the  button.



2. Duplex asks for confirmation, then unloads.

N.B. Duplex can be left on the desktop throughout your work session. When you shut down your computer, Duplex will automatically save all changes made before closing down.

[Click here](#) to return.

Help Info

Four sources of online help are available:

1. Automatic status bar messages.
2. Cue card help via the F1 key.
3. General help via the  button.
4. What's This Help via the  button.

