

T-Manager v. 4.8.3

Terminology Tool

Getting Started Guide

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Introduction

How to use this guide

This guide is an only an updated draft. Its intention is to give granular information about all the Excel macros in T-Manager.

Because of its length, this guide may result overwhelming. Therefore, we recommend that you consult this guide after you have seen the [online demos](#) that are most relevant to your needs.

About T-Manager Terminology Tool

T-Manager is a terminology tool designed to automatically analyse, customise and manage terminology on the fly using MS Excel spreadsheets. It can be also used with terminology exported from third-party tools such as WorldServer GMS and Systran Machine Translation (MT) dictionaries. Most of the macros in T-Manager are particularly geared towards the creation and comparison of controlled terminology with machine translation in mind.

Main features	
Diagnosis	- Finds terminology inconsistencies and duplicates in a glossary providing a diagnosis on the basic status of the glossary.
Glossaries Comparison	<ul style="list-style-type: none"> - Compares two glossaries and identifies which source terms are missing and which terms are translated inconsistently across both glossaries. - Displays translation inconsistencies. - Enables terminology synchronisation.
Aligned Comparisons	- Compares two sets of aligned strings flagging each string pair as "Modified" or "Identical".
Customisation	<ul style="list-style-type: none"> - Customises terminology to adapt it to different needs and formats (e.g. Systran Machine Translation dictionaries), based on tags and clues entered by the user. - Removes "noise" - Generates Systran user dictionary templates and populates them with terminology from a separate glossary or dictionary.
Leveraging	- Populates an empty list of terms reusing translations and any other information available from a legacy glossary.

Reports & Metrics	- Generates graphical reports and metrics based on most of the functions described above (e.g. validation, diagnosis, and comparisons).
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Minimum Software Requirements

Microsoft Excel 2007, or higher.

Installation

T-Manager does not require any installation. Because T-Manager comes in the form of Excel macros embedded in an Excel workbook, these macros can be simply run by the user by just clicking the START button that appears on each spreadsheet. Just make sure that you enable macros in Excel!

Feedback

Please, send your comments to Rafael Guzmán at Raf.Guzman@gmail.com, especially if you have suggestions for improvement or encounter any issues.

Copyright and licensing

Rafael Guzmán is the developer of the VBA code behind T-Manager Terminology Tool.

T-Manager is available free of charge, and can be distributed (not sold) and used for commercial purposes as long as the developer's name is acknowledged.

Getting started

This tutorial describes how to use T-Manager in different terminology scenarios. If you prefer, you can skip the sections that are not relevant to your current needs and focus instead on the other sections.

Once you know how T-Manager works, its scope and limitations, it's really up to your creativity how you use it.

Installing T-Manager

T-Manager does not require any installation. Because T-Manager comes in the form of Excel macros embedded in an Excel workbook, these macros can be simply run by the user by just clicking the START button that appears on each spreadsheet.

Accessing the T-Manager Macros

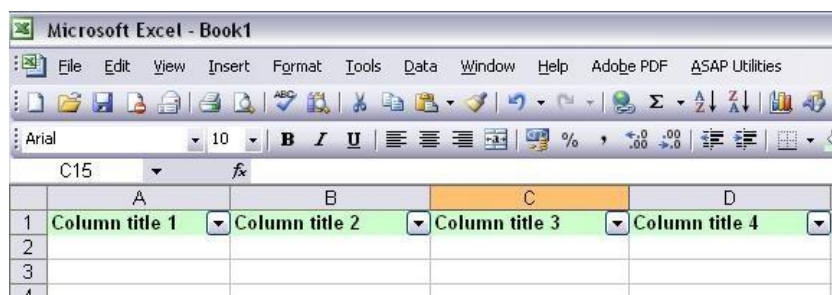
To access any of the T-Manager macros, simply click on the relevant tab at the bottom of the T-Manager Excel workbook.



Dos and Don'ts

- **Backups:** It's recommended to keep always a fresh copy of T-Manager somewhere on your PC, in case you delete any worksheet by mistake, or if the size of the Excel file becomes unexpectedly too big.
- **Part of Speech (POS):** Some of the macros enable the user to enter the POS values to be used as extra comparison criteria. This will allow T-Manager to distinguish between terms like "scan" (noun) and "scan" (verb). When you avail of this feature, make sure that all the POS values are consistent. For instance, avoid "noun", "n", "Noun" to refer to nouns. Instead, stick to just one single value (it doesn't matter which one).
- **Column names:** The first row in each worksheet will always be expected to be the name of a column. Consequently, terms should be copied starting in row 2.
- **Filters:** By pressing **CTRL + q**, a filter will be generated on the first row of the active worksheet. This will let you filter specific terms in each column according to different criteria. If you press the same key combination again, the filter will be removed.

IMPORTANT: it is recommended to always remove the filters (if active) before running any of the T-Manager macros. If you don't do this, T-Manager will automatically remove the filters, which may cause results that you didn't expect.



- **Blank cells between terms:** when T-Manager finds a cell in the source terms column, it assumes that the end of glossary has been reached.

H	I
EN	ES
open	abrir
close	cerrar
file	archivo
computer	equipo

blank
the

Therefore, there should be no blank cells in the middle of the column containing source terms.

- **Renaming worksheets:** Avoid renaming any worksheet. If a worksheet is renamed, an error might occur when running some of the T-manager macros.
- **Removing noise:** As explained throughout this guide, this setting enables you to remove any hotkeys, signs, tags, etc that might prevent you from matching some terms.

However, you need to be aware of some possible side effects. While one ampersand sign (&) in the middle of a word might be a hotkey, double ampersand signs (&&) could be the representation of "and" in software strings. Consequently, if you add a single ampersand sign to the noise list, you will lose both types of ampersand. To avoid this, you should manually remove all the && with something else (e.g. @@@@) so that when you remove & using noise, the && signs will not be found. Then you can revert the @@@@ signs to &&.

Other possible side effects: if you add * sign to the noise list, you will match everything and consequently everything will be removed. To avoid this, just add ~*. This will match only the * signs. If you wish to match anything between brackets in a cell, enter (*).

Additional comments

- **Main settings section:** Most of the macros come with a Main settings section (column B). Some of these settings are common to all macros. For instance, most of the times you will need to indicate in the Main settings section the names of the columns containing the source and translation terms, as well as the POS values:

B	C	D
Main settings	Blacklisted source terms	Blacklisted translation terms
Source column	Compulsory: enter below the name of the column containing all the source terms. Note: the first cell of each column will always be assumed to be a header (i.e. the name of the column).	
Translation column		
POS column		

Sometimes, there are other settings that need to be set by the user in the adjacent columns.

- **In-context help:** As shown in the image above, most "Main settings" boxes in TManager display in-context information explaining the type of information the user needs to enter in the cell underneath. This information will pop up when passing the mouse over the red little dot in the cell.
- **Glossaries, lexicons, dictionaries, strings lists ("trankits"):** they all can be handled by T-Manager. However, for the purposes of this tutorial, they all will be referred to as glossaries. Only occasionally a distinction will be made.
- **Leading spaces:** macros in T-Manager automatically delete all the term leading and trail spaces (if any). This is a necessary procedure in order to ensure more accuracy when running automatic comparisons. For instance, "file", " file" and "file " would otherwise be treated as different terms by T-Manager. Leading spaces are not removed only in the two Blacklisted terms columns (i.e. columns C and D) in the Diagnosis macro.
- **Speed:** The speed performance of most of the T-Manager macros has been significantly improved in this new version. If the volume of terms or strings is up to a few thousands only, then T-manager will normally generate results in a matter of just a few seconds or minutes. However, this really depends of how fast your PC is and, above all, how many terms are being processed. Massive amounts of terms (e.g. 15,000-30,000) might take considerable time to process. If your computer is not very powerful, Excel might even use all the CPU capacity of your computer until the T-Manager macro finishes.
- **Temporary side effects:** while running any of the T-Manager macros, it will not be possible to use Excel for any other purpose. How long this takes will depend on the amount of terms being processed and the speed of your computer. For more information, see FAQ chapter.

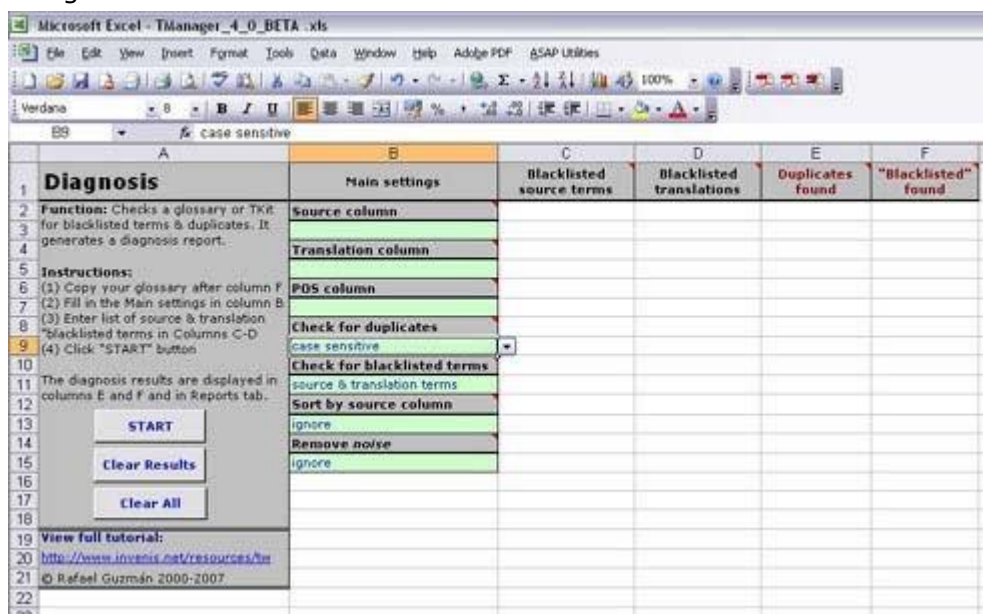
Identifying terminology inconsistencies and duplicates: "Diagnosis" macro

Introduction

This macro will help you address the following scenarios by automatically:

- Flagging duplicates as well as terminology inconsistencies and blacklisted terms in a glossary or strings list.
- Generating a diagnosis on the status of the glossary.

Based on the findings, this macro will generate a diagnosis in the Reports section to give you a quick idea of the state of your glossary. It will also let you identify terms according to the above criteria.



Configuration

- (1) Read the [Getting Started](#) section.
- (2) Click the "Diagnosis" tab.
- (3) Copy your glossary or transkit after column F.
- (4) Fill in the Main settings section:

Source Column: Enter below the name of the column containing all the source terms.

Translation column: (Optional). Enter below the name of the column containing all the translations only if you wish to check for just for translation "blacklisted" terms in the translation column, or both in the source and translations columns at the same time.

POS column: (Optional). Enter the name of the column containing the Part of Speech (POS) values only if you wish to use it as an additional criteria to search for duplicates (main criteria is always the source terms column).

Check for duplicates: This option lets you select the type of criteria to use while checking for duplicates. If you do not wish to check for duplicates, just select ignore, in the dropdown list of the cell underneath.

Case sensitive: AAA ≠ aaa
Not case-sensitive: AAA = aaa

Check for blacklisted terms: In the drop-down list, select the type of "blacklisted" terms to search for. For instance:



- Select "source terms only" if you need to check if certain obligatory or blacklisted terms occur in the Source column.
- Select "translation terms only" if you need to check for certain obligatory or blacklisted translations occur in the Translation column.
- Select "translation matches source" if you need to check if certain source terms occurring in your Source column comply with (i.e. match) an obligatory source term. You can also use this option for the opposite purpose: to check if a blacklisted translation occurs for a given source term.
- Select "translation doesn't match source" if you need to identify all the entries in the Translation column in which the translation for a particular source term **is NOT** (i.e. does not match) the obligatory or blacklisted translation indicated in columns C-D.

IMPORTANT: If you do not need to check for "blacklisted" terms, select "ignore". This will speed up the process considerably when checking for duplicates only.

"Blacklisted" terminology is checked using fuzzy match. This means that:

&File = File = file

"Blacklisted" terms will also be found if occurring in the middle of a string. For instance, "file" will be found in: "Share Files" and "Share &Files".

However, it will not be found in "Share F&iles", unless you remove the "&" in the "Remove noise" field. Fuzzy match does not apply to Duplicates checks.

Other limitations: Suppose that you enable the "translation matches source", and search for "back up" translated as "hacer copia de respaldo" as shown below.

C	D
Blacklisted source terms	Blacklisted translations
back up	hacer copia de respaldo

In this case, translations for "back up" such as "hacer una copia de respaldo", "ha hecho copia de respaldo", and "hizo una copia de respaldo" will not be found.

NOTE: False positives can be found if, for instance, you search for "IT". This term would be found in "item" and "Italian". To address this issue, you can insert a blank leading space before the relevant terms (i.e. source and/or target blacklisted terms). This will have the effect of a word delimiter. e.g. " type", instead of "type" will avoid matching "logotype". However, it will not match "Type" at the beginning of a string. Note: trailing blank spaces will be automatically removed. Also, remember that both leading/trailing spaces are always removed in all other columns in all macros.

Sort by source column: This option lets you choose whether you wish to sort the glossary alphabetically (by source terms column), or keep the original order.

Choose "yes" only if changing the order of the terms will not cause any problems. The advantage of sorting the terms alphabetically is that identical duplicated terms will be displayed one after the other, which makes it easier to clean the glossary.

Blacklisted source terms & Blacklisted translation columns (Columns C-D).

Use these two columns to list all your blacklisted terms to check for in the source and/or translation column/s. By default, blacklisted refers to unwanted (or deprecated) source terms and translations. Nonetheless, you can also use these two columns to search for the opposite purpose. For instance, you could check if certain preferred or favourite source terms and/or their translations occur in the glossary.

Remove noise: Use the drop-down list below to indicate whether noise (e.g. place holders, "&", "%", \$, tags, etc) needs to be removed before checking for duplicates or blacklisted terms.

To remove noises, you must have listed them before hand in Cells B16 and subsequent cells underneath.

Removing noise might be a good idea if you are analysing software strings in a transkit that are tagged or that contain place holders. For instance, if you do not remove the & noise, the following two strings would not be flagged as duplicates:

&Open file Open
file

(5) Click "START" button.

Interpreting the results

- Duplicated entries will be flagged as "yes" in column E (if any and if you enabled this option).

Getting Started Guide

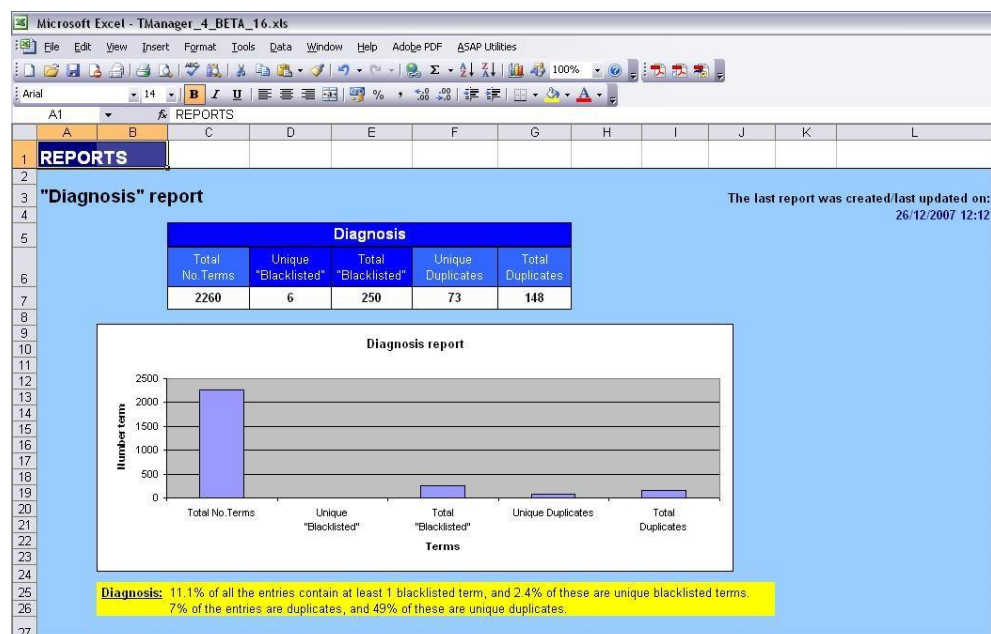
	A	B	C	D	E	F	G	H	I
1	Diagnosis	Main settings	Blacklisted source terms	Blacklisted translations	Duplicates found	"Blacklisted" found			
2	Function: Checks a glossary or Tkt for blacklisted terms & duplicates. It generates a diagnosis report.	Source column	scan	análisis [73]			EN	ES	XXC
3		EN	quick	veloz [0]				802.1x	Proper noun
4		Translation column	combined	combinado [0]				Existing client packages are	Proper noun
5	Instructions:	ES	managed	gestionado [0]				Recent changes appear bel	Proper noun
6	(1) Copy your glossary after column F	POS column	computer	equipo [52]				At Specified Times	Proper noun
7	(2) Fill in the Main settings in column B		warning	advertencia [1]				Based on applications	Proper noun
8	(3) Enter list of source & translation	Check for duplicates	block	bloquear [21]		equipo		Based on computer info	Proper noun
9	(4) Click "START" button	not case-sensitive	file	archivo [94]				Open	Proper noun
10		Check for blacklisted terms	account	cuenta [9]				Open Queue	Proper noun
11	The diagnosis results are displayed in columns E and F and in Reports tab.	translation terms only						Access	Proper noun
12		Sort by source column						Granted Access	Proper noun
13	START	ignore						Write Access	Proper noun
14		Remove noise						Read Access	Proper noun
15		yes						Process Access	Proper noun
16		==>FIND1_dictionary name<==						Denied Access	Proper noun
17		==>FIND1_ES_SymLookup<==						AccessConfig.exe	Proper noun
18		==>FIND1_ES_SymLookup<==						Action	Proper noun
19	View full tutorial:	==>NUMBER1<==						Action to perform	Proper noun
20	http://www.invenet.net/resources/tw	(a)						Signature Action	Proper noun
21	© Rafael Guzmán 2007-2008	(adj)						Default action if a passive	Proper noun
22		(adv)						Actions	Proper noun
23		(adverb)				análisis		Scan Actions	Proper noun
24		(verb)						Actions for	Proper noun

- Blacklisted (or obligatory terms) found in each entry will be displayed in Column F. In addition to this, the frequency of each blacklisted term will be highlighted between [] and allocated to each term listed in columns C and D. Also, the blacklisted terms will be highlighted in red in each entry, which will make it easier to identify, particularly if you are diagnosing a strings list.

Each duplicate and blacklisted terms found in columns E and F refer to the entries next to them.

By enabling the filter (Ctrl + q), you will be able to filter all the entries by using the duplicates or blacklisted terms columns.

Finally, the **Diagnosis report** will display a both a visual and descriptive diagnosis summary of the glossary or strings list. The difference between "unique" and "total" is the fact that totals are the total number of repetitions of each unique term put together.



Consolidating the glossary

Based on the results obtained, you just need to identify and delete the duplicated terms or strings by filtering all the duplicates found in the "Duplicates found", leaving of course only once instance of each term flagged as "duplicate".

Then you can use the filter in the "Blacklisted found" column to group all the entries containing blacklisted terms. Then, just apply the necessary modifications to the terms by either retranslating them or modifying the source terms. As a result, the glossary or string list will be consolidated both at the source and translation level. Remember that sometimes you may get false positives. If this is the case, you can try allocating a blank leading space to the relevant terms (columns C-D) and run the Diagnosis macro again.

Comparing and synchronising two glossaries: "Glossaries Comparison" macro

Introduction

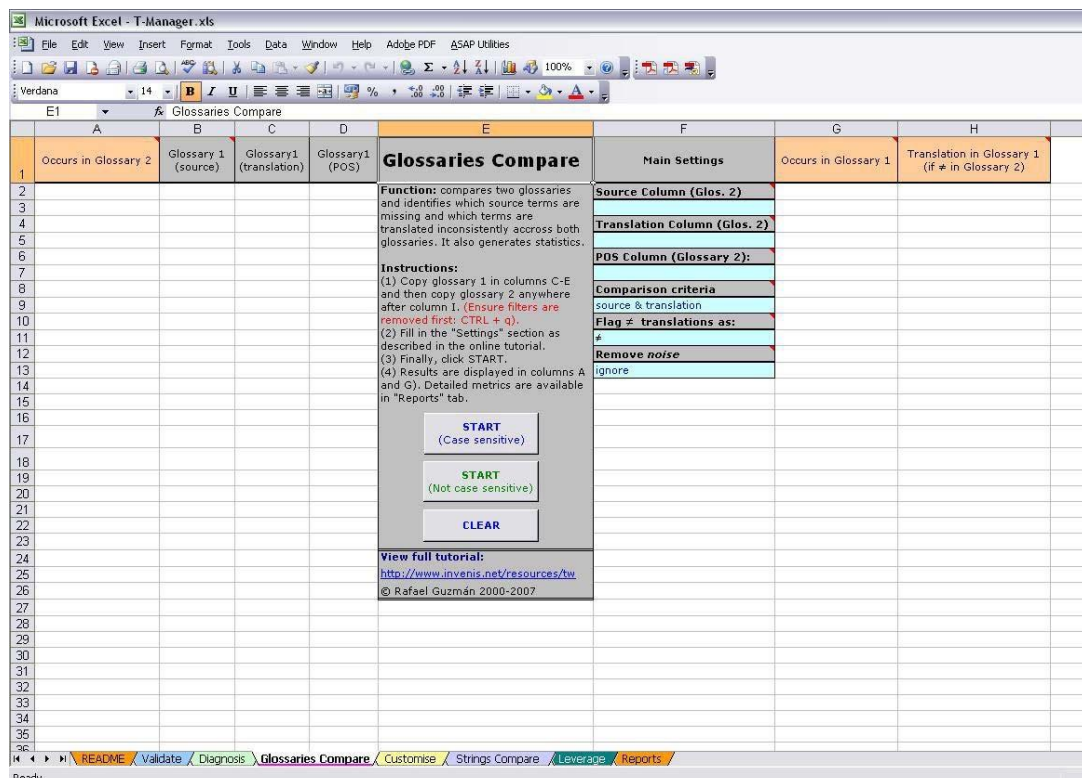
This macro can perform the following terminology tasks:

- Compares two glossaries and identifies which source terms are missing and which terms are translated inconsistently across both terminology repositories.
- Displays translation inconsistencies between two glossaries.
- Enables terminology synchronisation.

For instance, you can compare if a Systran MT dictionary contains all the terms that you have in a separate glossary of key terms, and if they are translated consistently.

Configuration

- (1) Read the Getting Started section.
- (2) Click the "Glossaries Comparison" tab.



- (3) Copy glossary 1 (e.g. your glossary of key terms) in columns B-D and then copy glossary 2 (e.g. your Systran MT dictionary) anywhere after column H. **(Ensure filters are removed first: CTRL + q).**

NOTE: This macro has been designed with controlled languages in mind. Each glossary is expected to contain only one term and just one translation for each concept. If this is not the case, misleading results may occur. Of course, a term used with a different part of speech will be treated as a different term, e.g. "scan" (noun) and "scan" (verb). For instance, let's consider the following scenario:

Glossary 1	Glossary 2
scan (verb) = analizar	scan (verb) = analizar
	scan (verb) = escanear
	scan (verb) = explorar

In an example like this, the T-Manager macro will first compare glossary 1 against glossary 2. Once the macro finds an occurrence of "scan" (verb) in glossary 2, it will stop searching for any more instances. In the example above, the first instance of "scan" (verb) happens to have the same translation, therefore the macro will flag the translations of this term in both glossaries as being identical. If the translations were different, the translations would be flagged as being different. The problem is that in either case, the macro will not detect that "scan" (verb) occurs several more times in glossary 2 with different translations.

However, when comparing glossary 2 against glossary 1, this issue will not happen in the example just described above is only one instance of "scan" (verb) in glossary 1.

Therefore, reports generated by some of the macros in T-Manager can be misleading if your glossaries provide several translations for the same term (in the same or separate entries) depending on the context.

(4) In the **"Main Settings"** section, enter the following details:

F		
Main Settings		Occ
Source Column (Glos. 2)	EN	Y
Translation Column (Glos. 2)	ES	Y
POS Column (Glossary 2):	POS	
Comparison criteria		
source & translation		
source terms only		
source & POS		
source & translation		
source & POS & translation		

- **Source: (Glos. 2):** Enter the name of the column containing the source terms in the 2nd glossary (e.g. "EN" for English). Ensure the two names match. In the cell below, enter the name of the column in Glossary 2 containing the source terms of Glossary 2.

NOTE: Glossary 2 needs to be copied anywhere after column G (ideally starting after column H).

- **Target (2nd glossary):** Enter the name of the column containing the target terms in the 2nd glossary (e.g. ES for Spanish). Ensure the two names match. If you do not wish to compare the translations in both glossaries, leave this field empty. In the cell below, enter the name of the column containing the translated terms of Glossary 2.

- **POS (2nd glossary): Optional.** In the cell below, enter the name of the column in containing the POS values of Glossary 2 (e.g. POS). **Ensure that the POS names in both glossaries match.** The POS will be used as additional criteria to compare terms. e.g. "scan" (verb) and "scan" (noun) are two different terms, but the only way T-Manager can know this is by looking at their POS values. NOTE: This is only necessary if you select **"source and POS"** or **"source & POS & translation"** comparison criteria in the Comparison Criteria drop-down list in the Main settings.

If you don't wish the POS values to be used during the comparison, please leave the POS columns empty in both glossaries. Also, ensure that you don't enter the name of this column header in the Settings section Otherwise, you will get an error.

- **Comparison Criteria:** You need to select the comparison criteria in the drop-down list below: **source terms only:** compares only the source terms in both glossaries.

e.g. 'file' = 'file', but 'file' ≠ 'files'.

source & POS: compares both the source terms in both glossaries and their POS values.

e.g. 'scan' (verb) ≠ 'scan' (noun)

source & translation: compares the source terms in both glossaries. If identical, it then compares their translations. POS values are not used.

source & POS & translation: compares both the source terms in both glossaries and their POS values. If identical, it then compares their translations.

- **Remove noise: (Optional).** Underneath this cell, you can enter (in separate cells) the tags and clues that needs to be removed from any term in both glossaries before executing the comparison.

Remove noise
yes
to [delete]
(~*)
TM
TM
©
©
®
®
"
"
<-
<-
(prep: ~*)
(noprep)
(preposition: ~*)
to [delete]
(f)
(m)
(feminine)
(masculine)
(plural: ~*)

Use the drop-down list below to indicate whether noise (e.g. place holders, "&", "%", \$, tags, etc) needs to be removed before running the comparison.

To remove noises, you must have listed them before hand in Cells B16 and subsequent cells underneath.

For instance, if you do not remove noises like ", ' and <>, the following two strings will not be flagged as duplicates:

"data protection" ≠ 'data protection'
<data protection> ≠ data protection

If you wish to remove "to" in front of infinitives in glossary 2, enter *to [delete]* on any cell after. For instance, if verbs in Glossary 2 are preceded by the preposition "to" (e.g. "to scan") whereas verbs in glossary 1 aren't, you need to select "remove from glossary 2" in order to remove the preposition from Glossary 2. If you don't, verbs will never match. This is the typical situation if you compare a

glossary against a Systran user dictionary (UD).

However, if verbs in both glossaries have "to" in front of them, or nothing at all, just select the "ignore" option.

Important: Clues need to be entered in the right sequence. For instance, if you want to strip "Linux" (**pn**) of the surrounding clues, you need to enter " (**pn**) before " (inverted commas) . If you enter " first, (**pn**) will be left on its own once all the " tags have been removed, and it will not match the " (**pn**) clue that T-Manager will try to find.

(5) Click START. (Ensure filters are removed first: CTRL + q).

Interpreting the results

Once the Glossaries Comparison macro has finished running the comparison between both glossaries, each source term gets flagged in columns A and G respectively, indicating if the term in Glossary 1 occurs in Glossary 2 (and vice-versa). Depending on the option you enabled in the "Comparison Criteria" field in the Main settings section, this result will/will not have used the POS and/or the translation values as comparison criteria.

Column A: "Occurs in Glossary 2": This column flags each source term in Glossary 1 indicating whether it has been found or not in Glossary 2, depending on the comparison criteria selected in the Main settings box. Possible results are "Yes", "No", "Yes (= translation)", and "Yes (≠ translation)".

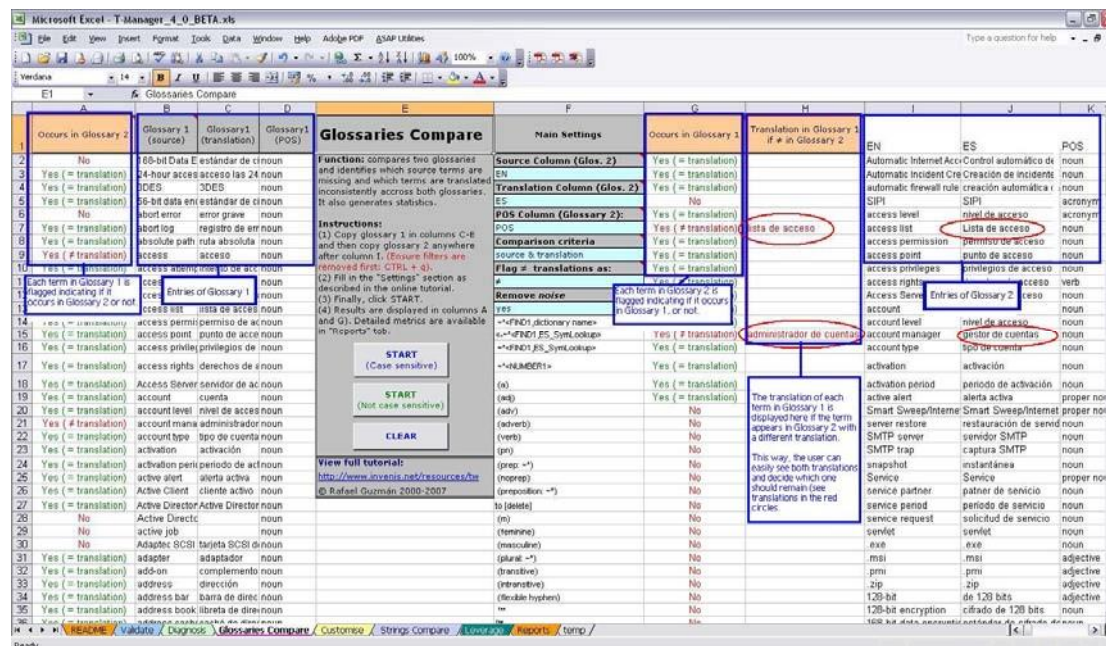
	A	B	C	D
	Occurs in Glossary 2	Glossary 1 (source)	Glossary1 (translation)	Glossary1 (POS)
1				
2	No	address range	intervalo de direcciones	noun
3	Yes (= translation)	Hour:	Hora:	noun
4	Yes (= translation)	Hour	Hora	noun
5	Yes (≠ translation)	Icon status	Estado de icono	noun
6	No	administration console	consola de administración	noun
7	Yes (= translation)	administration snap-in	módulo integrable de administración	noun
8	Yes (= translation)	administration tool	herramienta de administración	noun
9	Yes (≠ translation)	Ignore	Ignore	noun
10	Yes (= translation)	Import Policy	Importar política	noun
11	Yes (= translation)	Import Rule...	Importar norma...	noun
12	No	address bar	barra de direcciones	noun

Column G: "Occurs in Glossary 1": This column flags each source term in Glossary 2 indicating whether it has been found or not in Glossary 1, depending on the comparison criteria selected in the Main settings box. Possible results are "Yes", "No", "Yes (= translation)", and "Yes (≠ translation)".

G	H	I	J	K
Occurs in Glossary 1	Translation in Glossary 1 (if ≠ in Glossary 2)	EN	ES	POS
No		Host name	Nombre de host	noun
Yes (= translation)		Hour:	Hora:	noun
Yes (= translation)		Hour	Hora	noun
Yes (≠ translation)	Estado de icono	Icon status	Estado del icono	noun
Yes (= translation)		administration console	consola de administración	noun
Yes (= translation)		administration snap-in	módulo integrable de administración	noun
Yes (= translation)		administration tool	herramienta de administración	noun
Yes (≠ translation)	Ignore	Ignore	Ignorar	noun
Yes (= translation)		Import Policy	Importar política	noun
Yes (= translation)		Import Rule...	Importar norma...	noun
No		Import Rule	Importar norma	noun
No		Infection information:	Información de la infección	noun
No		Infection information	Información de la infección	noun
No		Information	Información	noun
No		Insert Field	Insertar campo	noun

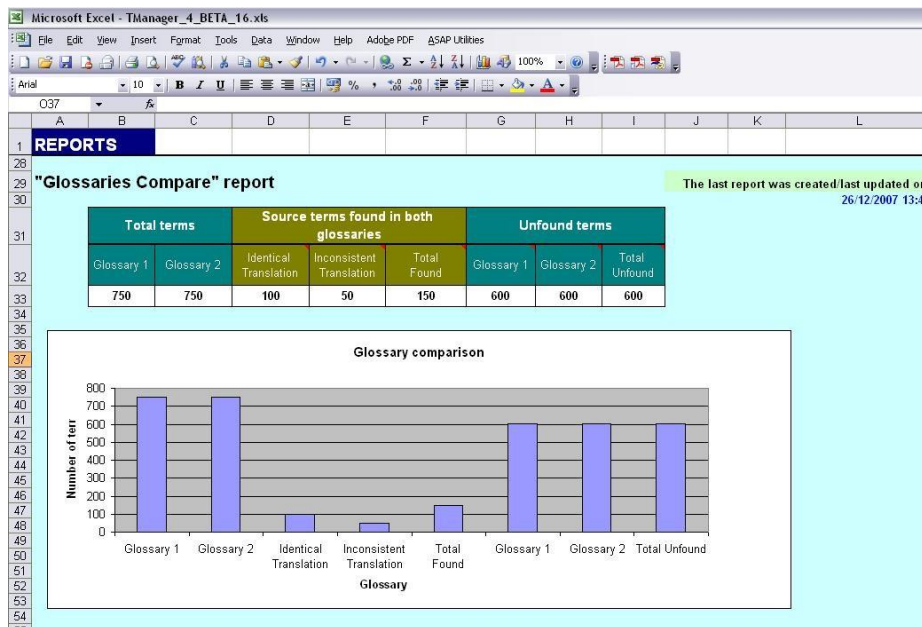
Column H: "Translation in Glossary 1 (if ≠ in Glossary 2)": When a term occurs in both glossaries but with a different translation, this column will display the translation that these terms have in Glossary 1. This way, the user can easily compare both translations and decide. In other words, by looking at column G you will know if a term in Glossary 2 occurs in Glossary 1 with the same or a different translation. When the translation in Glossary 2 is different, you can easily identify the translation used for that particular term in glossary 1 by just looking at column H.

Getting Started Guide



NOTE: if the comparison is case-sensitive, some translations flagged as being different could actually be identical, if case is not considered. For instance, "file" might be translated as "archivo" in glossary1 and "Archivo" in glossary2. In this case, the translations will be considered different.

To see the statistics report, go to the "Reports" worksheet and scroll up and down until you find the "Glossaries Comparison" report.



Synchronising the two glossaries

Suppose that Glossary 1 contains your key terminology and Glossary 2 is a Systran MT dictionary that you need to synchronise with your key terminology. Based on the results obtained after running the Glossaries Comparison macro, you just need to filter (Ctrl + r) all the results in columns A and G.

For instance, if you just need to ensure that your MT dictionary contains all the source terms available in Glossary 1, you need to filter results in column A by "No". This will display all the terms in Glossary 1 (columns B-C) that were not found in Glossary 2 (e.g. your MT dictionary). These are the terms that you need to add to your MT dictionary (e.g. in Systran you can just copy and paste them (using the relevant template structure – For more information, see the "Converting a glossary into a Systran MT dictionary" chapter). If you wish to make sure that Glossary 1 contains all the terms that occur in Glossary 2, you just need to repeat this operation by using the filter in column G: these are the terms in Glossary 2 that don't occur in Glossary 1 and therefore you need to add them to Glossary 1.

If, in addition to or disregarding the source terms, you wish to ensure that all the terms that occur in both glossaries share exactly the same translation, you need to disable any current filtering operation and filter now the results in column G by "Yes (≠ translation)" results. These are the translations in Glossary 2 that you need to synchronise. In order to make it easier, you can just look at the translations displayed in column F: these are the translations of your key terminology. At this point, you need to decide to either copy and paste these translations into your TM dictionary (i.e. adjacent cells after column F) or change these translations in your Glossary 1. It should be pointed out that sometimes the difference can be just a dot, a double space, a hyphen, etc.

Comparing two sets of strings: "Aligned Comparison" macro

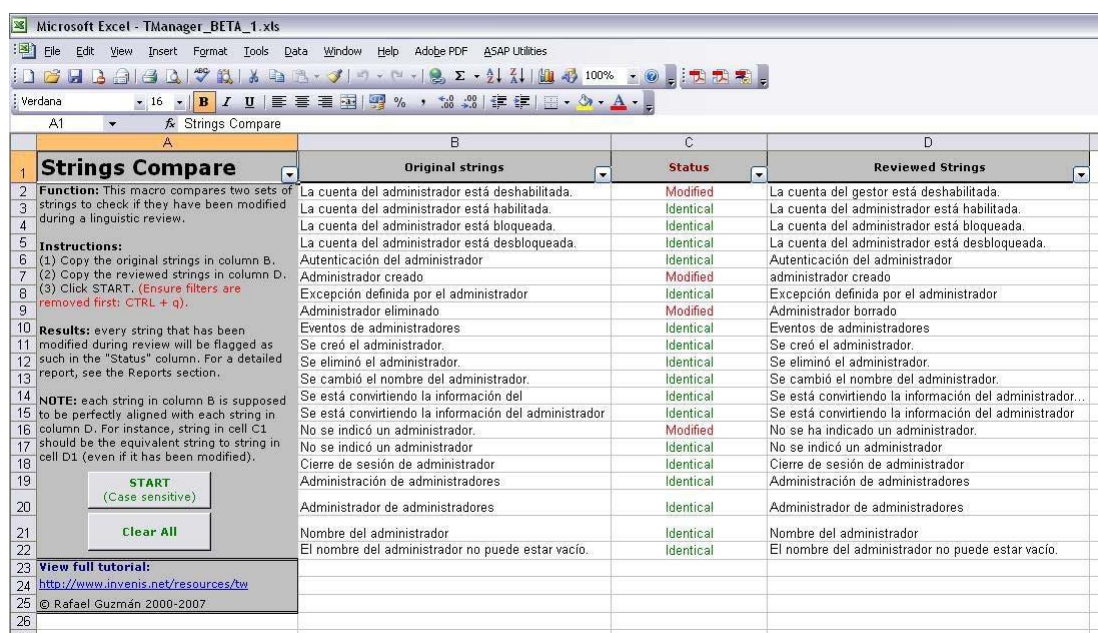
Introduction

This macro compares two sets of aligned strings and flags each string that has been modified or post-edited during a linguistic review.

Configuration

- (1) Read the [Getting Started](#) section.
- (2) Click the "Aligned Comparison" tab.
- (3) Copy the original strings in column B.
- (4) Copy the reviewed or post-edited strings in column D. Ensure that these strings are perfectly aligned with the original strings copied in column B.

For instance, string in cell B2 should correspond to string in cell D2 (even if it has been modified). If strings are misaligned, the macro will find that the strings are different and will flag them all in column D as "Modified".



- (5) Click START. (**Ensure filters are removed first: CTRL + q**). Every string that has been modified during review will be flagged as "Modified" or "Identical" in the "Status" column.

Interpreting the results

To quickly identify all the modified strings, activate the filter on the first row (CTRL + q) and filter all the strings flagged as "Modified" in the "Status" column. You can also view the statistics results available in the Reports section, under "Aligned Comparison Report" heading.

Leveraging translations from a legacy glossary: "Leverage" macro

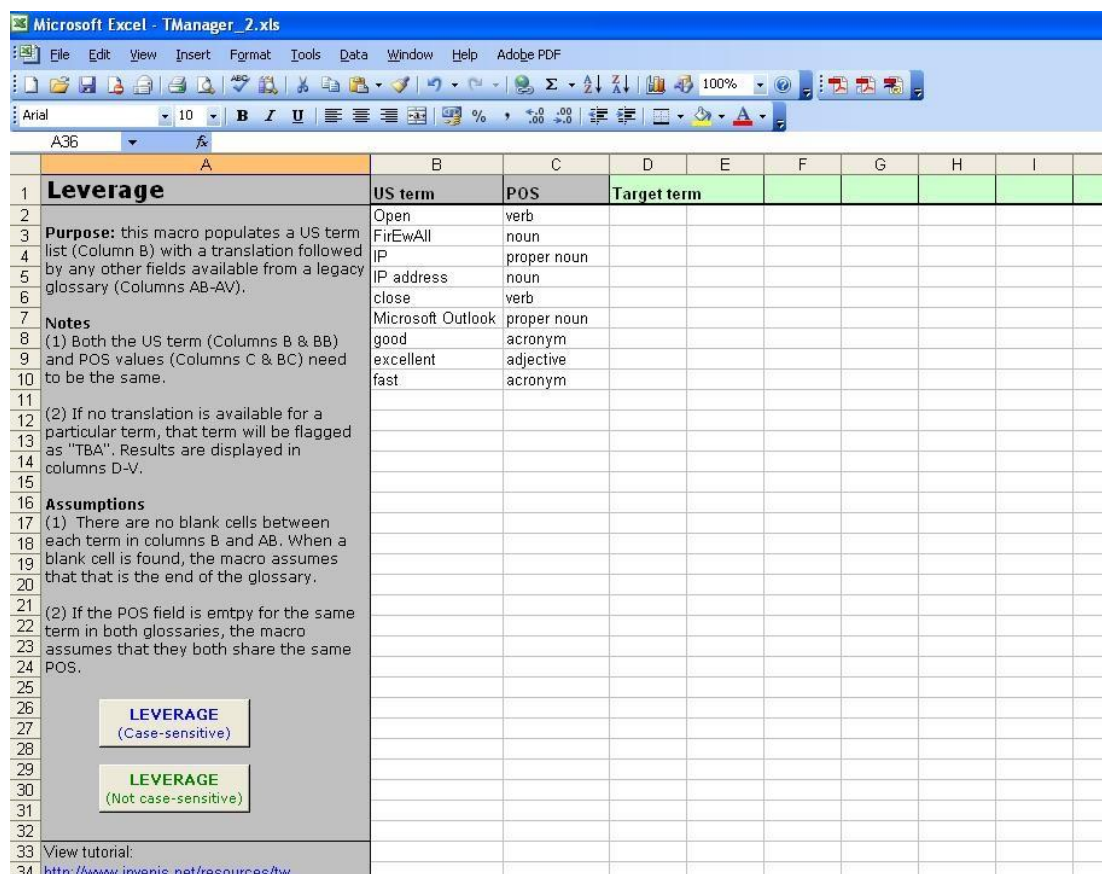
Introduction

This macro populates an empty list of terms reusing translations as well as any other field available from a legacy glossary.

For instance, suppose that you have created a list of key terms that you want to translate and populate with grammatical information, dates, etc. You can automatically do this by leveraging all this information from a legacy dictionary or glossary that you may have in your files.

Configuration

- (1) Read the [Getting Started](#) section.
- (2) Click the "Leverage" tab.
- (3) Copy your list of source terms and their part of speech (POS) in columns B and C respectively.



- (4) Copy all the fields of your legacy glossary anywhere between Columns AB-AV, and ensuring that the following fields are copied in the relevant columns:

- Source field: column AB
- POS field: column AC
- Translation field: column AD

Otherwise, the macro will never find a match for the terms you placed in column B and their POS values.

Also, ensure that the values that identify the POS in both glossaries are used consistently (e.g. nouns are always "noun", not "noun", "Noun" and "n" across the glossary). The POS fields are used by the macro as criteria to leverage translations without confusing verbs and nouns. **If you do not wish to use this criterion, leave columns C and AC empty in both glossaries.**

(5) Click any "Leverage" button, depending on whether a case sensitive criteria is necessary or not. **(Ensure filters are removed first: CTRL + q).**

If your legacy glossary does not match a particular source term in your list of terms, this term will be flagged as "TBD". The rest of the leveraged fields from your legacy glossary will be displayed in columns D-V in the same order as they appear in your legacy glossary. If they appear empty is because they are also empty in your legacy glossary.

Customising terminology: "Customise" macro

Introduction

This macro automatically performs the following tasks:

- Customises terminology to adapt it to different needs and formats (e.g. Systran Machine Translation dictionaries), based on tags and clues entered by the user.
- Removes "noise".
- Generates Systran user dictionary templates and populates them with terminology from a separate glossary or dictionary.

For instance, if you need to add 500 proper nouns to a Systran MT dictionary, you need to surround each source and target term with double quotes and add the *(pn)* clue. Doing this manually would be very time consuming and prone to errors. This is the type of tasks that the *Customise* macro can automate for you. **Configuration**

- (1) Read the [Getting Started](#) section.
- (2) Click the "Customise" tab.
- (3) Copy your glossary after column K.
- (4) Fill in the Main settings section:

Main settings
Source column
EN
Translation column
ES
POS column
POS
Activate:
tagging
Import glossary from:
ignore
Create Systran UD
yes
Systran UD domain
office software
Systran UD comments
(only for Windows O/S)

Source column: In the cell below, enter the name of the column containing all the source terms.

Translation Column: In the cell below, enter the name of the column containing all the translated terms.

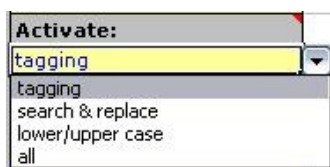
The source and target terms will then be customised based on the functions you activate and the POS values that you set as a condition.

POS Column: In the cell below, enter the name of the column containing the Part of Speech (POS) values. This will be used as the condition to apply all the activated functions.

Of course, POS values can be renamed to anything you like as long as they are used consistently.

NOTE: If you only wish to activate the "Search & Replace" function (Columns C-D), you can leave the POS setting blank.

Activate: This is the setting where you decide what actions the Customise macro will execute. The drop-down list allows you select which function/s you wish to activate to customise your terminology.



NOTE: If you select "all", you will get a warning asking you to confirm your decision. For instance, configuring this macro to make all proper nouns lower case and upper case (columns E and F) would be a contradictory command which would cause unexpected results. Therefore, make sure that you have configured the settings correctly.

Import glossary from: The drop-down list below allows you to select the worksheet from which you wish to import the glossary or dictionary that needs to be customised.

Use this option if you want to reuse the terminology that you have just evaluated in the Diagnosis or any of the other spreadsheets in T-Manager, instead of manually copying and pasting it in this spreadsheet from another location.

NOTE: If you choose to import a glossary from any of the listed spreadsheets, make sure that you have entered the relevant names of the source, target, and POS columns in the Main settings fields (Customise macro). Otherwise, they won't be found in the other spreadsheet and you will get an error message.

If this option is set to "ignore", the Customise macro will assume that you have manually copied your glossary after column K on this spreadsheet.

Create Systran UD: Optional. If you set this option to "yes", the Customise macro will generate a template for a Systran user dictionary. Then it will populate it with all the relevant fields using the terminology of the glossary that you imported or copied in this spreadsheet. This will save considerable time, saving you from manually having to enter each term surrounded with clues manually into the MT user dictionary (UD).

If you set this option to "ignore", the macro will assume that you have manually entered your glossary onto the Customise spreadsheet, and only the source and translation fields will get customised.

Systran UD domain: Optional. If you have set the "Create Systran UD" option to "yes", you can use this "Systran UD domain" setting to indicate the domain name that should be displayed in the "Domain" field in the Systran User Dictionary (UD).

Systran UD comments: Optional: If you have set the "Create Systran UD" option to "yes", you can use this "Systran UD comments" setting to populate the "Comments" field in the Systran User Dictionary (UD) with any comment you like.

Search for: In cell C2 and subsequent cells underneath, enter the "noise" (e.g. words, tags, clues, etc) that needs to be replaced with the words, tags, clues, etc, in column D. Each cell in column C should correspond to the adjacent cell in column D. For instance, if you leave cell D2 empty, it will be assumed that you wish to replace the "noise" indicated in cell C2 with nothing and therefore it will be deleted in your glossary.

Search for	Replace with
------------	--------------

Warning! Words, tags, clues, etc are added and replacements are made in the sequence that you enter them on the "Search for" and "Replace with" columns. Please, make sure that the sequence is correct. Otherwise, unexpected results may occur.

Lower case: In cell E2 and subsequent cells below, enter the conditions that need to be matched in column K in order to make the source and translation entries lower case.

Lower case	Upper case
------------	------------

For instance, if the Condition column contains part of speech values, you can list "noun" and "adjective" as conditions in column E.

To deactivate this function, ensure that the value of C2 is set to "(ignore)" or just blank, or avoid selecting "lower/upper case" or "all" in the "Activate" main setting.

Upper case: In cell F2 and subsequent cells, enter the conditions to that need to be matched in column K to make the source and translation entries upper case.

For instance, if the Condition column contains part of speech values, you can list in column E "proper noun" and "acronym" as conditions.

To deactivate this function, ensure that the value of F2 is set to "(ignore)" or just blank, or avoid selecting "lower/upper case" or "all" in the "Activate" main setting.

WARNING! Ensure you do not enter contradictory settings. For instance, you should not try to make T-Manager to both capitalise and put in lowercase terms flagged as proper nouns. If you do, only one of these settings will be applied. Clues are added and replacements are made in the sequence that you enter them. Make sure that the sequence is correct. Otherwise, you may get unexpected results.

Source (Opening Tag): In cell E2 and subsequent cells below, enter the tags or text that need to be inserted at the beginning of each source term. Same applies to columns H-J.

source (opening tag)	source (closing tag)	target (opening tag)	target (closing tag)	Condition (e.g. POS)
-------------------------	-------------------------	-------------------------	-------------------------	-------------------------

Column K should list the POS value that needs to be matched in each entry in order to tag each source/translation entry accordingly.

For instance, if you want to tag the term fast as "fast" (adj) - "rápido" (adj), you need to enter the following:

Cell G2: "
 Cell H2: " (adj) Cell
 I2: "
 Cell G2: " (adj)
 Cell K2: adjective

Condition (e.g. POS): This is the column where you can enter the condition for each function to be applied to each type of term. Enter the surrounding clues or tags for each term that T-Manager will check before deciding doing anything.

To use a blank cell as a condition, use the K2 cell only. Normally, the conditions will be POS values. See also comments in Cell G1.

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Verdana 14 B I

Customise

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Customise	Main settings	Search for	Replace with	Lower case	Upper case	Source (opening tag)	Source (closing tag)	target (opening tag)	target (closing tag)	Condition (e.g. POS)			
1	Function:	Source column	→FIND1 dictionary names	noun	proper noun *	proper noun *								
2	This macro customises terminology by:	PH	→FIND1_E5_SynLookup	Noun	Proper noun *	Proper noun *								
3	(1) surrounding terms with tags	Translation column	→FIND1_E5_SynLookup		acronym *	acronym *								
4	(2) searching/replacing text	FS	*NLMKJH1+		Acronym *	Acronym *								
5	(3) converting terms to lower or upper case.	POS column	(a)											
6		POS	(ad)											
7	Instructions:	Activate:	(adv)											
8	(1) Copy your glossary anywhere	tagging	(adv-verb)											
9	after Column K (first row is always a header).	Import glossary from:	(verb)											
10	(2) fill in the Main settings section.	ignore	(pn)											
11	(3) Use columns C-K to specify the text to search for and replace with,	Create Systran UD	(prep -*)											
12	tags to allocate to terms, condition to apply criteria (POS column), etc.	yes	(no prep)											
13	(5) Finally, click Customise. To undo the last action, click Undo.	Systran UD domain	(no repetition -*)											
14		office software	to (delete)											
15		Systran UD comments	(f)											
16		(only for Windows QV2)	(pn)											
17			(feminine)											
18			(masculine)											
19			(plural -*)											
20			(transitive)											
21			(intransitive)											
22			(flexible hyphen)											
23			no											
24			no											
25			no											
26			no											
27			no											
28			no											

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To search for and replace any type of noise, enter the appropriate values in columns C and D. To delete the "to" preposition in front of each source verb, enter the **"to [delete]"** value using the drop-down list in the "Search for" column. This drop-down list comes up whenever you click any cell in this column. When you enter this value, the macro understands that you want to delete this preposition in front of every verb.

(5) Finally, click START. To undo the last encoding action, click Decode.

Each time you click START, the tags and clues will be allocated on top of the ones already added. Clicking Decode will only undo the last action.

If the “Activate” setting is set to “all”, the sequence followed by the *Customise* macro is:

- 1st: Lowercase
- 2nd: Uppercase
- 3rd: Clues
- 4th: Search and Replace.

Getting Started Guide

	E	F	G	H	I	J	K	L	M	N
	Lower case	Upper case	source (opening tag)	source (closing tag)	target (opening tag)	target (closing tag)	Condition (e.g. POS)	EN	ES	POS
1	noun	proper noun	"	" (pn)	"	" (pn)	Proper noun	silent installation	instalación silenciosa	Noun
2	Noun	Proper noun	"	" (pn)	"	" (pn)	proper noun	SIPi	SIPi	Acronym
3		acronym	"	" (a)	"	" (a)	Adjective	SIS	SIS	Acronym
4		Acronym	"	" (a)	"	" (a)	adjective	to skip (sys_set: NMR)	omitir	Verb
5			to	(sys_set: NMR)			Verb	slack	holgura	Noun
6			to	(sys_set: NMR)			verb	severe (a)	grave (a)	Adjective
7			"	"	"	"	acronym	slave computer	equipo esclavo	Noun
8			"	"	"	"	Acronym	slot identifier	identificador de ranura	Noun
9								"Smart Sweep" (pn)	"Smart Sweep" (pn)	Proper noun
10								"Smart Sweep/Internet	"Smart Sweep/Internet	Proper noun
11								server restore	restauración de servidor	Noun
12								snapshot	instantánea	Noun
13								"Service" (pn)	"Service" (pn)	Proper noun
14								service partner	patner de servicio	Noun
15										

The screenshot above shows the terms in columns L-N after customisation. As you can see, every term has been allocated the clues that were indicated in columns G-J, according to their part of speech value. The "to" preposition before verbs has also been removed, as requested in column B.

Converting a Glossary into a Systran MT Dictionary: "Customise" macro

Introduction

This section describes how to automatically customise a glossary and converting it into a Systran MT dictionary.

Why customising terminology automatically? Suppose that you need to add 500 proper nouns to a Systran MT dictionary, you need to encode them using especial "clues" and then add them to the Systran MT dictionary. Doing this task manually would be very time consuming and prone to errors. This is the task that this macro can automate for you. For instance, proper nouns normally need to be surrounded by double quotes and followed by (pn); English verbs need to be preceded by "to", etc.

	English	Spanish	Category	Confidence	Frequency	Priority
1	"Default group" (pn)	"Grupo por defecto" (pn)	Proper noun			
2	"Enter Password" (pn)	"Introduce la clave" (pn)	Proper noun			
3	"About PCAnywhere Access Server" (pn)	"Acerca de PCAnywhere Access Server" (pn)	Proper noun			
4	"Access Server Details" (pn)	"Detalles del servidor de acceso" (pn)	Proper noun			
5	"Access Server Name" (pn)	"Nombre del servidor de acceso" (pn)	Proper noun			
6	"Server Group to Join" (pn)	"Grupo del servidor al que desea unirse" (pn)	Proper noun			
7	"Access Server Name or IP Address" (pn)	"Nombre del servidor de acceso o dirección IP" (pn)	Proper noun			
8	"Access Server Security" (pn)	"Seguridad del servidor de acceso" (pn)	Proper noun			
9	"AccessConfig.exe" (pn)	"AccessConfig.exe" (pn)	Proper noun			
10	"Actions" (pn)	"Acciones" (pn)	Proper noun			
11	"Add" (pn)	"Agregar" (pn)	Proper noun			
12	"Add or Remove Programs" (pn)	"Agregar o quitar programas" (pn)	Proper noun			
13	"Advanced" (pn)	"Avanzadas" (pn)	Proper noun			
14	"Apply" (pn)	"Aplicar" (pn)	Proper noun			
15	"Automatically login to host upon connection" (pn)	"Iniciar la sesión en el host de forma automática al conectarse" (pn)	Proper noun			
16	"Change" (pn)	"Cambiar" (pn)	Proper noun			
17	"Change Current Destination Folder" (pn)	"Modificar la carpeta de destino actual" (pn)	Proper noun			
18	"Compatibility Update for PCAnywhere 11.5.1" (pn)	"Actualización de compatibilidad para PCAnywhere 11.5.1" (pn)	Proper noun			
19	"Confirm Password" (pn)	"Confirmar contraseña" (pn)	Proper noun			
20	"Connect" (pn)	"Conectar" (pn)	Proper noun			
21	"Connect through Gateway or Access Server" (pn)	"Conectar mediante el Gateway o el Servidor de acceso" (pn)	Proper noun			
22	"Connect to a group" (pn)	"Conectar a un grupo" (pn)	Proper noun			
23	"Connection" (pn)	"Conexión" (pn)	Proper noun			
24	"Connection Info" (pn)	"Información de conexión" (pn)	Proper noun			
25	"Connection Method" (pn)	"Método de conexión" (pn)	Proper noun			
26	"Connectivity" (pn)	"Conectividad" (pn)	Proper noun			

(Example of a Systran MT dictionary)

	A	B	C	D	E	F	G	H	I	J
1	XXC	XXD	XXA	XXB	XXE	XXF	XXI	EN	ES	
2	Noun	99	RedHat Linux					<-box	->caja	
3	Noun	99	RedHat Linux			e.g. "Compatibility ha		<-compatibility	->compatibilidad	
4	Adjective	27	RedHat Linux					<-compatibility	->de compatibilidad	
5	Noun	89	RedHat Linux					<-configuration setting	->opción de configuración	

This is the typical structure of a Systran user dictionary after having selected and copied all the entries of a Systran MT dictionary like the one above into a txt or Excel file. Each column name is used by Systran to identify the type of content in the required order. For instance, Systran v.5.5 uses "EN" for English, "ES" for "Spanish, "XXC" for POS, and so on. If this structure is kept, this template can be copied back into a Systran UD by just copying and pasting from Excel or a txt file.

Configuration

- (1) Read the [Getting Started](#) section.
- (2) Click the "Customise" tab.
- (3) Copy your glossary after column K. Your glossary needs to have at least three columns: source, target, and POS.
- (4) Fill in the Main settings section as described in the previous chapter.

Remember setting the "Create Systran UD" to "yes" so that the macro generates a Systran MT dictionary template that will be populated with your glossary. You can also use the "Systran UD domain" and "Systran UD comments" settings if necessary.

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Type a question for

And

L1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Customise	Main settings	Search for	Replace with	Lower case	Upper case	source (opening tag)	source (closing tag)	target (opening tag)	target (closing tag)	Condition (e.g. POS)	EN	ES	POS
1														
2	Function:	Source column	~*~FIND dictionary name~	noun	acronym		(pn)	-	-	(pn)	proper noun	ip	ip	acronym
3	This macro customises terminology by:	EN	~*~FIND ES_SynLookup~	Noun	Acronym		(pn)	-	-	(pn)	Proper noun	Co-ROM	Co-ROM	acronym
4	(1) surrounding terms with tags	Translation column	~*~FIND ES_SynLookup~				-	-	-	-	acronym	CPU	CPU	acronym
5	(2) searching/replacing text	ES	~*~NUMBERT~				-	-	-	-	Acronym	fast	veloz	adjective
6	(3) converting terms to lower or upper case.	POS column					-	-	-	-	adjective	slow	lento	adjective
7		POS	(adj)				-	-	-	-	Adjective	advanced	avanzado	adjective
8	Instructions:	Activate:	(adv)				to				verb	allowed	permido	adjective
9	(1) Copy your glossary anywhere	Tagging	(adverb)				to				Verb	emphatish	emphatish	adjective
10	after Column K (first row always a header)	Import glossary from:	(verb)									adverbial	adverbio	adjective
11	(2) Fill in the Main settings section.	ignore										award-winn	palardonado	adjective
12	(3) Use columns C-K to specify the	Create systran UID	(prez ->)									backward	compatible	adjective
13	text to search for and replace with,	yes	(proper)									bloated	bloqueado	adjective
14	tags to allocate to terms, condition to	Systran UID domain	(improvement ->)									both infected	infestado p	adjective
15	split entries (POS column), etc.	(my domain)	(n [added])									built in	integrado	adjective
16	(5) Finally, click Customise. To undo	Systran UID comments	(n)									bundled	combinada	adjective
17	the last action, click Undo.	(my comments)	(n)									CA-signed	firmado por	adjective
18			(feminine)									notification	noun	
19			(masculine)									pattern	noun	
20			(plural ->)											
21			(verbative)											
22			(transitive)											
23			(flexible hyphen)											
24	View full tutorial:													
25	http://www.inveris.net/en/queries/faq													
26	© Rafael Guzmán 2007-2008													

START

Undo

Clear

Important: the source and target terms need to be encoded with Systran clues appropriately depending on their POS value. Otherwise, Systran will display errors after encoding the terms. If you don't know which Systran clues you must use, you will need to check the Systran manual.

- (5) Click START. If you made a mistake, click Undo and start again.

Now you should see a Systran MT dictionary template (columns L-T) populated with the terminology from your glossary. Ensure that everything is correct. The terminology should also appear perfectly customised according to the clues you entered in columns G-J and POS values in column K.

	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	target (opening tag)	target (closing tag)	Condition (e.g. POS)	XXC	XXD	XXA	XXB	XXE	XXF	XXI	EN	ES		
1														
2	*	(pn)	proper noun	acronym		(my domain (my comments))					"IP"	"IP"		
3	*	(pn)	Proper noun	acronym		(my domain (my comments))					"CD-ROM"	"CD-ROM"		
4	*		acronym	acronym		(my domain (my comments))					"CPU"	"CPU"		
5	*		Acronym	adjective		(my domain (my comments))					"fast" (a)	"veloz" (a)		
6	*	(a)	adjective	adjective		(my domain (my comments))					"slow" (a)	"lento" (a)		
7	*	(a)	Adjective	adjective		(my domain (my comments))					"advanced" (a)	"avanzado" (a)		
8			verb	adjective		(my domain (my comments))					"allowed" (a)	"permitido" (a)		
9			Verb	adjective		(my domain (my comments))					"antiphishing" (a)	"antifishing" (a)		
10				adjective		(my domain (my comments))					"authoritative" (a)	"fidedigno" (a)		
11				adjective		(my domain (my comments))					"bundled" (a)	"combinado" (a)		
12				adjective		(my domain (my comments))					"CA signed" (a)	"firmado por una Autoridad de certificación" (a)		
13				noun		(my domain (my comments))					notification	notificación		
14				noun		(my domain (my comments))					pattern	modelo		
15			Proper noun	Proper noun		(my domain (my comments))					"Add Printer" (pn)	"Agregar impresora" (pn)		
16			Proper noun	Proper noun		(my domain (my comments))					"Add Restriction" (pn)	"Agregar limitación" (pn)		
17			Proper noun	Proper noun		(my domain (my comments))					"Add Search" (pn)	"Agregar búsqueda" (pn)		
18			Proper noun	Proper noun		(my domain (my comments))					"Add Systems to Configuration" (pn)	"Agregar sistemas a grupos de configuración" (pn)		
19			Proper noun	Proper noun		(my domain (my comments))					"Add to Favorites" (pn)	"Agregar a Favoritos" (pn)		
20			Proper noun	Proper noun		(my domain (my comments))					"Add/Remove Programs" (pn)	"Agregar/quitar los programas" (pn)		
21			Proper noun	Proper noun		(my domain (my comments))					"Advanced Host TCP/IP Options" (pn)	"Opciones avanzadas de TCP/IP del host" (pn)		
22			Proper noun	Proper noun		(my domain (my comments))					"Linux" (pn)	"Linux" (pn)		
23			Proper noun	Proper noun		(my domain (my comments))					"Windows" (pn)	"Windows" (pn)		
24				verb		(my domain (my comments))					to boot	arrancar		
25				verb		(my domain (my comments))					to break into	penetrar		
26				verb		(my domain (my comments))					to browse	explorar		

Columns S-T should represent your language codes (source and target correctly). If you wish to understand the meaning of the title of each column of the Systran MT dictionary template, just roll your mouse over the relevant red dot at the right upper corner in columns L-T. A little yellow box will pop up.

For your information: you can also create a blank Systran MT dictionary template and populate it manually by pressing CTRL + t. However, this procedure is not very practical.

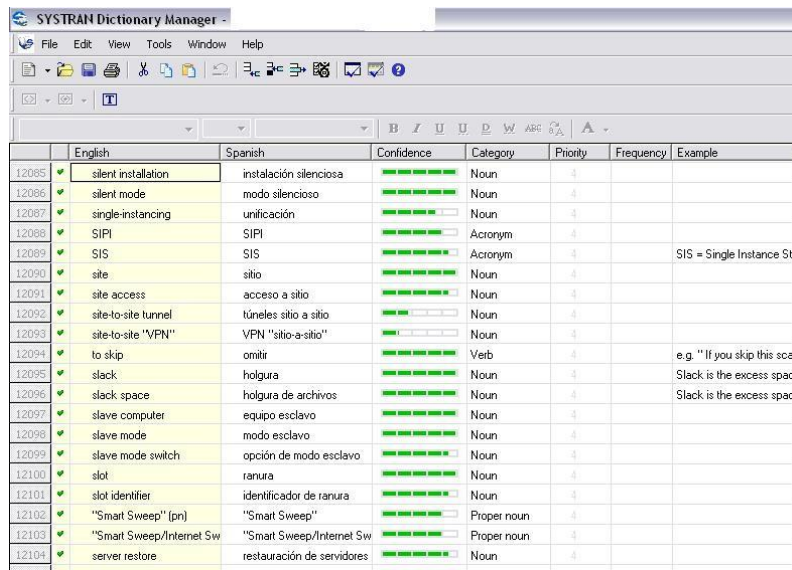
	L	M	N	O	P	Q	R	S	T	U	V	W
	XXC	XXD	XXA	XXB	XXE	XXF	XXI	EN	ES			
1												
2												
3												
4												
5												
6												
7												

Copying the encoded terminology into Systran MT dictionary

Once you have verified that all the terminology has been properly encoded by the Customise macro and properly inserted in the Systran MT dictionary template, follow these steps:

- (1) Open the real Systran MT dictionary with your Systran Dictionary Manager client too. If you don't have a Systran MT dictionary, you will need to create one.
- (2) Select and copy the Systran dictionary template generated in T-Manager (Columns LT). It is crucial that you copy the columns headings as well. Otherwise, Systran will not recognise your terminology.
- (3) Paste the Systran dictionary Excel template into the real Systran MT dictionary (i.e. right click your mouse and select paste). Finally, In Systran, click the relevant button to encode the terminology that you just pasted. If you encoded all your

terminology ok in Excel, you should not get any errors. Now you should see all the terms in the Systran user dictionary as shown in the screenshot below:



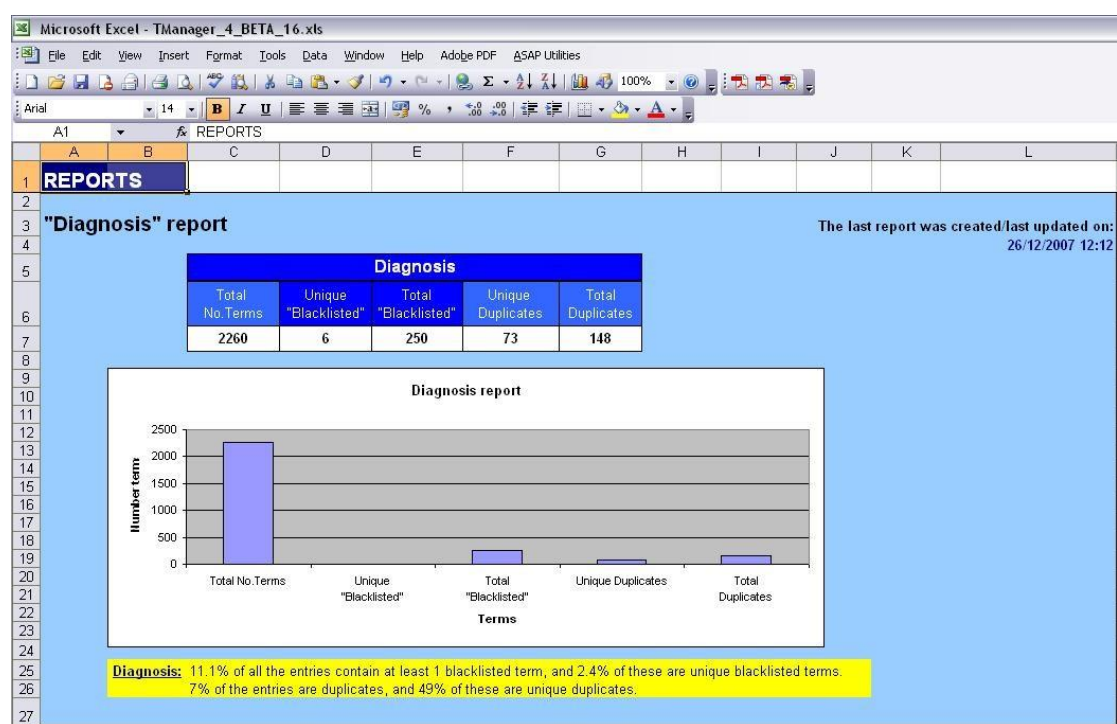
	English	Spanish	Confidence	Category	Priority	Frequency	Example
12085	✓ silent installation	instalación silenciosa	██████████	Noun	4		
12086	✓ silent mode	modo silencioso	██████████	Noun	4		
12087	✓ single-instancing	unificación	██████████	Noun	4		
12088	✓ SIPI	SIPI	██████████	Acronym	4		
12089	✓ SIS	SIS	██████████	Acronym	4		SIS = Single Instance St...
12090	✓ site	sitio	██████████	Noun	4		
12091	✓ site access	acceso a sitio	██████████	Noun	4		
12092	✓ site-to-site tunnel	túneles sitio a sitio	██████████	Noun	4		
12093	✓ site-to-site "VPN"	VPN "sitio-a-sitio"	██████████	Noun	4		
12094	✓ to skip	omitir	██████████	Verb	4		e.g. "If you skip this sca...
12095	✓ slack	holgura	██████████	Noun	4		Slack is the excess spac...
12096	✓ slack space	holgura de archivos	██████████	Noun	4		Slack is the excess spac...
12097	✓ slave computer	equipo esclavo	██████████	Noun	4		
12098	✓ slave mode	modo esclavo	██████████	Noun	4		
12099	✓ slave mode switch	opción de modo esclavo	██████████	Noun	4		
12100	✓ slot	ranura	██████████	Noun	4		
12101	✓ slot identifier	identificador de ranura	██████████	Noun	4		
12102	✓ "Smart Sweep" (pn)	"Smart Sweep"	██████████	Proper noun	4		
12103	✓ "Smart Sweep/Internet Sw	"Smart Sweep/Internet Sw	██████████	Proper noun	4		
12104	✓ server restore	restauración de servidores	██████████	Noun	4		

NOTE: T-Manager has been tested in FIGS, Chinese and Japanese obtaining satisfactory results. However, you should always check that no characters corruption has happened and that all your terms display in and translate correctly from your Systran dictionary. If any corruption has taken place, there are workarounds to solve this problem. For instance, you can try to save your Excel file as .csv format and open it with [Open Office](#) UTF8 (freeware). Then try to copy and paste the terms in the Systran dictionary again as described above. T-Manager has been tested in FIGS languages and no problems have been found on this regard.

Viewing Reports and Metrics

This section describes how the Reports in T-Manager display statistical results for some of the macros in T-Manager.

- (1) Once you have executed "Glossaries Comparison", "Aligned Comparison", "Diagnosis", or "Validate" macro in T-Manager, click "Reports" tab. Alternatively, you can click CTRL + r to display the Reports worksheet.
- (2) To view the relevant report, scroll up and down. Each report has a different background colour. The name of the macro to which each report refers to is written on the top left corner. The date in which each report was created or last modified is written on the top right corner.



Every time you run any of the macros above mentioned, the reports will be automatically updated.

FAQs

Q. What are linguistic clues?

Answer: Linguistic clues are tags used to flag terms depending on their part of speech. This helps linguistic tools to distinguish between different types of terms. For instance, in order to identify proper nouns, Systran MT dictionaries require that each proper noun is surrounded with double quotes and followed by (pn), as shown in this screenshot:

	English	Spanish
1	"Default group" (pn)	"Grupo por defecto" (pn)
3	"Enter Password" (pn)	"Introduzca la clave" (pn)
208	"About PCAnywhere Access Server" (pn)	"Acerca de PCAnywhere Access Server" (pn)
210	"Access Server Details" (pn)	"Detalles del servidor de acceso" (pn)
211	"Access Server Name" (pn)	"Nombre del servidor de acceso" (pn)
212	"Server Group to Join" (pn)	"Grupo del servidor al que desea unirse" (pn)
213	"Access Server Name or IP Address" (pn)	"Nombre del servidor de acceso o dirección IP" (pn)
214	"Access Server Security" (pn)	"Seguridad del servidor de acceso" (pn)

Q. Can I use the Validate macro if I don't have a column with all the frequency values?

Answer: No, the column with the frequency values is necessary in order to run the Validate macro. If you don't have any frequency values for your harvested terms, you still can create an empty frequency column and run the Validate macro.

Q. After comparing two glossaries, is the reported number of source common terms accurate?

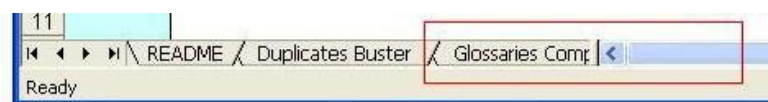
Answer: It depends. If both glossaries contain a maximum of only one term per part of speech in both glossaries, the answer is yes. However, if one of the glossaries, or both, contain more than one term per part of speech (e.g. scan (verb) = analizar; scan (verb) = escanear), the macro will count the first match found. If this is the case, the reported number of common terms in both glossaries can be misleading. It must be remembered that the Glossaries Comparison macro tends to assume that terminology is controlled. If you want to ensure that your glossary is controlled (i.e. does not contain duplicates: only one concept per term and POS), you can use the Diagnosis macro.

Q. How do I stop or cancel a T-Manager macro while it is running?

Answer: Press CTRL + ALT + Delete to open the Windows Task Manager. Then click the Applications tab. Select the Excel file and click End Task button. After this, you will need to restart Excel. Note: all your unsaved data will be lost.

Q. Why can't I find the tab of some of the macros in the Excel horizontal scrolling bar?

Answer: There are several possible reasons. The most likely reason for this problem is that the horizontal scrolling bar in Excel is hiding some of the worksheets tabs (see screenshot below). To fix this problem, you just need to grab the end of the scrolling bar with your mouse and move it to the right until all the tabs are fully visible.



Q. Why does the Main settings section appear distorted?

Answer: This is likely to happen when you use the filter, but it is completely normal. Once you disable the filter (CTRL + q), the Main settings section should display fine. This can also happen if you have deleted one or more of the first few rows in the spreadsheet.

	A	B	C	D	E
1	Diagnosis	Main settings	Blacklisted source terms	Blacklisted translations	Duplicates found
9	Function: Checks a glossary or TKit for blacklisted terms & duplicates. It generates a report.	not case-sensitive	file	archivo [94]	duplicate
10		Check for blacklisted terms	account	cuenta [9]	duplicate
14		Remove noise			duplicate
15	Instruc Clear Results	yes			duplicate
16	(1) Copy your glossary under column F	~*~FIND1, dictionary name>			duplicate
17	Clear All	<~*~FIND1, ES_SymLookup>			duplicate
25		(pn)			duplicate
26		(prep: ~*)			duplicate
35		(transitive)			duplicate

Q. Why has the size of my T-Manager file suddenly increased so much?

Answer: There are several possible reasons for this problem. Try to delete strings and terms that you don't need any more from any of the macros. The less unnecessary content you keep in the Excel spreadsheets, the smaller the file size will be.

Check also where the last used cell in each worksheet is located. To do this, press Ctrl+End on each worksheet. "If the lower-right corner of the worksheet seems completely out of whack, then you can delete whatever columns or rows are necessary to get the worksheet size back where it should be." ([Click here](#) for more info).

Q. Why can't I use any other Excel files while the T-Manager macros are running?

Answer: Unfortunately, whenever an Excel macro is running, Excel does not let the user use any other Excel file until the macro stops.

Q. Why does T-Manager crash if I try to run a macro?

Answer: This may happen if you have deleted or renamed any of the worksheets in TManager. If this is the case, ensure that you revert the names and worksheets to their original status. If this does not fix the problem, please report it to Raf.Guzman@gmail.com

Q. Why do some T-Manager macros run so slowly?

Answer: This problem may happen if you try to process huge glossaries (e.g. 15-30 thousand terms) in a computer that is not very powerful. If you experience this problem too often, try to process smaller amounts of terms until you get an idea of the capacity of your computer to process terminology in T-Manager. Once you find out, you can either leave T-Manager running at night or while you are not using your computer. Alternatively, you may want to consider using a more powerful computer. A computer with the following spec should normally be able to process medium-size glossaries in a matter of seconds or minutes: Pentium IV, 1.86 GHz processor, and 1GB of RAM memory.

Slow performance can also happen if your hard disk is nearly full or very fragmented. If this is the case, just leave some reasonable free space in your hard disk and/or defragment it using the Windows System Tools: Program > Accessories > System Tools > Disk defragmenter.

Q. Why do some T-Manager macros seem to freeze shortly after I start running a macro?

Answer: Sometimes T-Manager may give the impression of having frozen because the screen does not change and nothing seems to be happening, or the screen may have gone blank. However, T-Manager is actually operating in the background. Normally, it is just a matter of waiting for a few minutes until the macro finishes processing the data. Of course, if you are processing a huge glossary and your computer is not very powerful, you may have to wait for a good while, even for more than an hour. If you have left T-Manager running for several hours and the screen is still frozen, cancel T-Manager (CTRL + Alt + Delete) and check that your computer's hard disk is not full. You also may want to reboot your computer. If this problem persists, please report this problem to Raf.Guzman@gmail.com.

Q. Why does my PC slow down while running some T-Manager macros?

Answer: This happens if you are processing a huge glossary in T-Manager and your computer is not very powerful. In these circumstances, Excel may use 100% of the CPU capacity of your computer, which causes your PC to slow down until the macro finishes.