



madcap
LINGOTM

Key Features Guide

Version 4.0

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Key Features

Lingo offers an extensive list of features to assist you in translating documentation. See the online Help for more information about each feature.







Language Support And Translation Features

Following are the key language support and translation features in Lingo.

- **Unicode support for all left-right languages** Lingo is fully Unicode capable, making it possible to handle the entire world's Unicode language characters. Lingo not only supports Western European languages, but also double-byte Asian languages, Eastern European languages, and more.
- **Project Packager** Project Packager is designed specifically for individuals such as authors who need their documentation translated into another language but are working with a translator who must use a tool other than Lingo (e.g., Trados, CATALYST) to perform the actual translation work. With this process, Lingo helps to "prepare" your files before you send them to the translator.
- **Statistics** You can compute statistics for your Lingo project, displaying information about the translation work. This is a way to compare the project files against the translation memory database in order to see how much translation work has been completed and how much still needs to be done. This report can be useful if you are a translator and need to provide estimates to a client, or if you are an author who is using Lingo to manage the translation process.
- **Project updates** Let's say you have already created a Lingo project for an earlier version of a particular project or document. You have already translated it, exported it to a new project or file, and given it to the author. Sometime after this, the author makes many changes to the project or file (in the source language). Now the author needs you to translate those changes into the target language. When this occurs, you can select **File>Update Project**. Lingo updates the current project with the latest changes. When you use this feature, you select the newest version of the source project or file that you are translating. A progress dialog displays temporarily and the Lingo project is reloaded. If the changed source file has segments that exactly match those in TM, the segments automatically receive those translations. If there are changes where matches do not occur in TM, those changes are reflected in the Lingo project in a few ways. First, the Difference column in the File List window pane indicates whether a file has changed. Second, if a translated segment has been changed, it displays with a white background in the Translation Editor (by contrast, anything that has already been translated and has not been changed displays with a gray background). Third, if you switch to Preview mode

in the Translation Editor (for files such as topics, which can be displayed in that mode), icons are displayed next to segments that have been changed.

Following are the various kinds of "difference" icons that you might see in Preview mode for a file:

- | | | | |
|---|-----------------|---|-------------|
|  | Content changed |  | Moved |
|  | Different |  | New |
|  | Head changed |  | Tag changed |

- **Translation memory suggestions** A translation memory (TM) system is a database that consists of content in a source language next to the translated content in one or more target languages. The great benefit of a TM system is that it remembers what you have already translated in previous projects and uses it to provide suggestions for future translation work.
- **Alignment** You can leverage translation work previously completed outside of Lingo by using the alignment feature.

EXAMPLE

Let's say your company has some legacy content that was created in English using MadCap Flare (or even another tool such as Microsoft Word). Subsequently, that content was translated into German using a tool other than Lingo. Now your company has purchased Lingo and wants to use it to translate future updates to that same documentation. The problem is that you do not want to lose all of that previous translation work. The solution is to launch the MadCap Align utility from Lingo and create an alignment project.

From MadCap Align, you use the Start Alignment Wizard to create the new alignment project. In the process of doing this, you select the English version of the original Flare project (or other type of project/file), as well as the German translation of that project or file. In addition, you make sure the option is selected in the wizard to automatically upload the translated segments to your translation memory. Therefore, when you translate content in future Lingo projects, that previously translated content can be used via the suggestions feature in Lingo.

- **Dictionaries** You can use dictionaries in various languages to assist you when translating content. MadCap provides many dictionaries with English terms translated to another language (e.g., an English-to-German dictionary, an English-to-French dictionary, an English-to-Spanish dictionary, and so on). In addition, if using Across for your translation memory (TM) system (see their website at <http://www.across.net>), you can use any dictionary that you have set up in the Across TM database. When you click on a particular word, the dictionary provides one or more translations of the term in the other language. You can then double-click the translated word to insert it into the project.

You can download language dictionaries from the following link:

<http://www.madcapsoftware.com/downloads/dictionaries040.aspx>

- **Termbases** In Lingo you can use concept-oriented terminology databases to make your translation work easier and quicker. Termbases allow you to create, manage, and reuse multilingual terminology from a single storage area. This system automatically displays previously translated words from your termbase during the translation process, thus improving the reliability of translations. A termbase is much like the dictionary feature in Lingo. Both a dictionary and a termbase are used for short terms and phrases. However, a termbase is more powerful. The idea behind a termbase is to create a database of words and phrases that you never need to translate again.
- **File list filter for translation work** You can quickly open a list of all files in the project that need to be translated. This helps take the guessing out of localization work. All files requiring translation are displayed in the File List window pane.

A filter feature in the File List window pane allows you to list files by type (e.g., topics, snippets, images, master pages, movies, movie project data). Even better, the "Translation Candidates" filter option shows only the files that may need to be translated (as opposed to files that do not require translation, such as condition tag set files).

- **Shortcuts** Several keyboard shortcuts are available to make your job easier.

Note: If you would like to print these shortcuts, you can download the Lingo *Shortcuts* manual:

madcapsoftware.com/documentation/LingoV4/LingoShortcuts.pdf

Interface

Following are the key interface features in Lingo.

- **Translation/Preview modes** For certain types of files (e.g., topics, snippets, master pages) the Translation Editor allows you to work in Translation (or grid) mode and switch to Preview mode as well. When you want to translate text, you use the Translation mode, which displays source text segments in a column on the left and target text segments in a column on the right. However, if you want to see all of the content in its intended context (in complete paragraphs, with formatting, etc.), you can click a button in the local toolbar to switch to Preview mode.
- **Multiple documents open simultaneously** Lingo is unique in that you can have multiple documents open in the interface simultaneously.

EXAMPLE

If you want to work on translating four topics, two TOCs, and one glossary all at the same time, you do not have to close one document before working on another. You can have all seven documents open at the same time. You can even "float" and move them so that they are placed side-by-side. If you have access to dual monitors, you can have one document displayed on one monitor and another document displayed on the second monitor.

- **Floating and dockable window panes** You can "float" window panes and editors, which lets you then click and drag them wherever you want in the interface. A window pane can be attached (or "docked") to the sides, top, or bottom of the program interface.
- **Resizable dialogs and drop-down menus** All dialogs and even drop-down menus can be resized by clicking and dragging their edges.
- **Window layouts** You can save a custom configuration (layout) of your workspace.
- **Enhanced undo and redo** Lingo's undo and redo functions are enhanced as follows:
 - **Unlimited** You can undo or redo an unlimited number of times, back to the last time you opened the document, even after you have saved it.
 - **Multiple buffers** Each document in the Lingo interface has its own Undo/Redo buffer. This means that you can undo actions in one document and then switch to another document and undo actions specific to that file.
 - **User-friendly interface** The name of the action is displayed on the Undo or Redo button. In addition, you can use the drop-down arrow next to the button to select multiple steps to undo or redo at once, even resizing the drop-down box as necessary.