



Terminology Management System

For Microsoft Windows 2000, XP, 2003 Server, Vista and 2008 Server

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User Instructions

For more information on Lingo 4.0 please visit:

<http://www.lexicool.com/lingo4.asp>

Introduction

Lingo 4.0 offers an effective way to create and manage monolingual and multilingual dictionaries and glossaries. With Lingo 4.0, translators, localisers, businesses or language enthusiasts can create their own dictionaries or glossaries in any language combinations they choose. Lingo 4.0 allows users to incorporate dictionary creation and management into their day-to-day work.

The application has full Unicode compatibility and can handle all character sets (Chinese, Arabic, Russian, etc). Dictionaries once created can be consulted easily using a dedicated search function and multiple dictionaries can be searched through simultaneously. Drag and drop functionality allows easy insertion of words into documents and facilitates dictionary creation.

Lingo 4.0 can be used with any Windows™ word processor and simple import and export features make the handling of data easy and mean that existing word processed dictionaries can be re-used. The program supports the industry standard TMX (XML) data transfer format.







[Lingo 4.0 toolbar interface](#)

Lingo 4.0 toolbar interface

When you initially launch Lingo 4.0 a small toolbar will be displayed:



The toolbar has six buttons offering the following functions:


-  **Dictionary management**
-  **Add data**
-  **Search**
-  **Options**
-  **Help / About**
-  **Exit**

The Lingo 4.0 toolbar can also be displayed with larger buttons (see the "Toolbar buttons" checkbox in Options):




The toolbar also has a quick search function which is activated either by right-clicking on the "Search" button or by checking the appropriate box in the [Options window](#). When the quick search function is activated, the toolbar is displayed as follows:

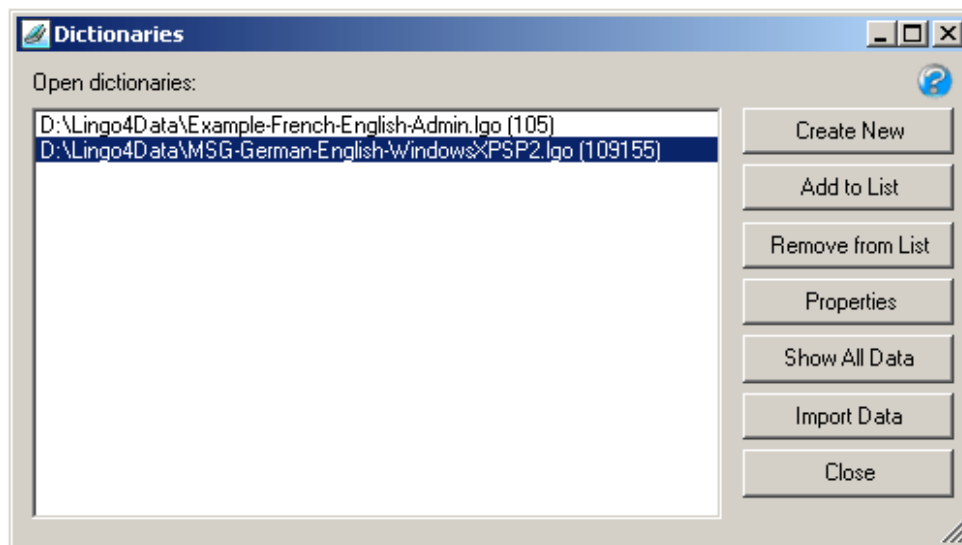


The quick search function allows you to search through your dictionaries without having to open the [Search window](#). The quick search text entry box and the quick search icon  both accept text drag and drop from other applications.

Managing Dictionaries

To manage your Lingo 4.0 dictionaries you must open the **Dictionaries window**:

Lingo toolbar button: 



- **Creating a new dictionary**

Use the "Create New" button if you wish to create a new monolingual, bilingual or multilingual dictionary. See the following Help topic: [Create a new dictionary](#)

- **Opening an existing dictionary**

To open an existing Lingo 4.0 dictionary (.lgo file), simply click on the "Add to List" button and select the file you wish to open. The file will also be re-opened the next time you start Lingo.

If a user password has been set for the dictionary you wish to open you will be required to enter either the user password or the admin password to open the dictionary. If you enter the admin password you will have administrator permissions for the dictionary (no user restrictions) until you exit Lingo (or you remove the dictionary from the list of opened dictionaries).

- **Removing an opened dictionary**

If you wish to stop using a Lingo dictionary (.lgo file), you can close it by selecting the file in the list and clicking on the "Remove from List" button. This action does not delete the dictionary, which can be re-opened at a later time if so desired.

- **Dictionary properties**

Once you have selected a dictionary in the list, use the "Properties" button to view and/or modify dictionary specific properties such as description, structure and security permissions. See the following Help topic: [Dictionary properties](#)

- **Viewing all the data in a dictionary**

To view all the data in a dictionary, select a file in the list then click on the "Show all Data" button. It should be noted that this action can take some time to process, especially if the file contains a lot of data and is stored on a network drive. See the following Help topic: [Viewing and modifying data](#)

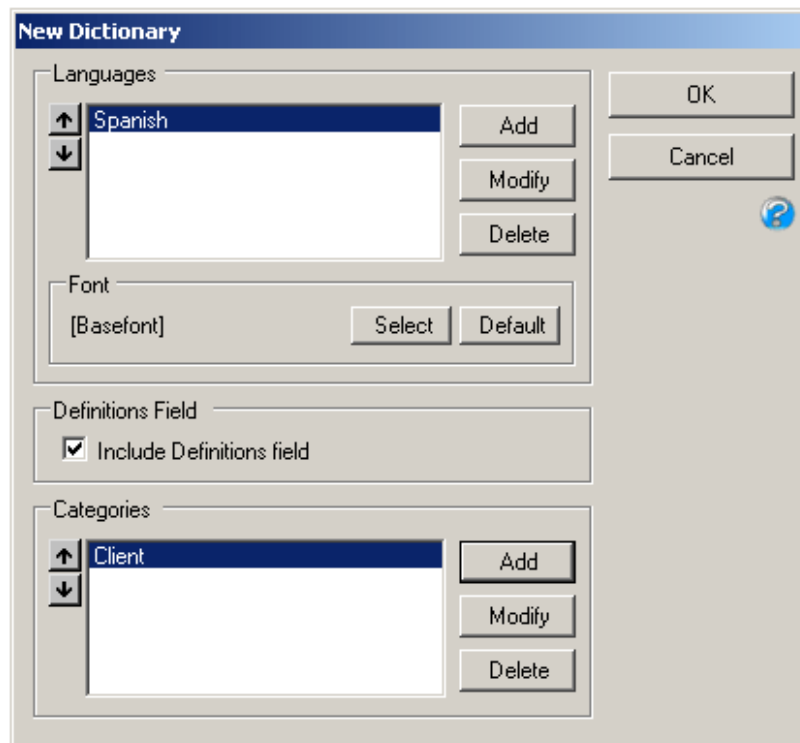
- **Importing data into a dictionary**

To import new data into a dictionary, select a file in the list then click on the "Import Data" button. The supported import formats are TMX (XML) and tab separated text. See the following Help topic: [Importing data](#)

Create a new dictionary

To create a new dictionary you must click on the "Create New" button in the [Dictionaries window](#).

The following window will be displayed:



- **Languages**

You must specify the languages you wish to include. Lingo 4.0 dictionaries must have at least one language. When you add a language you are also prompted to enter a language code. This code is not obligatory and is only used if data is exported in the TMX format. If you do enter codes, we recommend using ISO two character codes (eg. en for English, fr for French, es for Spanish, hu for Hungarian, etc).

The Up/Down arrows define the order in which the languages are displayed when [viewing data](#) or [adding data](#).

Use the font section for defining a specific font for a language. You may need to use this feature if standard Unicode fonts do not include all the characters you require or if imported data was originally entered using a specific non-Unicode font. "[Basefont]" indicates that the selected language is using the default font selected for the entire dictionary.

- **Definitions Field**

Check the "Include Definitions Field" box if you wish to include a definitions field in your dictionary.

- **Categories**

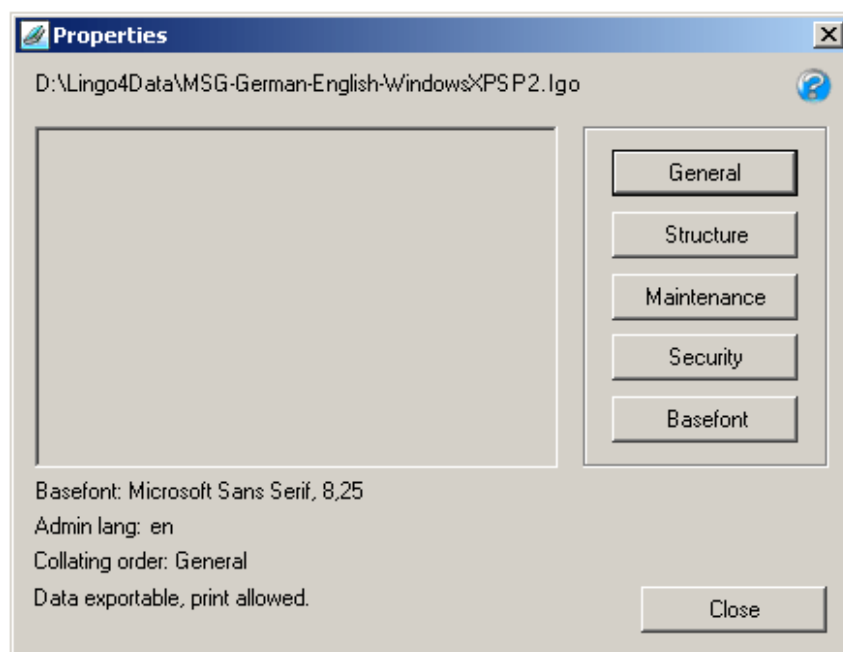
Categories are specific user-defined text fields intended to hold any miscellaneous data required for your dictionary. Possible categories could be "Client", "Industry", "Gender", "Verified", "Import Info", etc. When adding a category you may select the maximum number of characters allowed in the field (default = 100). It should be noted that this value cannot be changed at a later time.

The Up/Down arrows define the order in which the languages are displayed when [viewing data](#) or [adding data](#).

Dictionary properties

To view or modify the properties of a dictionary you must use the "Properties" button in the [Dictionaries window](#).

The following window will be displayed:



- **General**

Use the "General" button if you wish to modify a dictionary's description or its underlying collating order. See the following Help topic: [Modifying a dictionary's general properties](#)

- **Structure**

Use the "Structure" button if you wish to modify the structure (add, modify or delete languages and/or categories) of a dictionary. See the following Help topic: [Modify a dictionary's structure](#)

- **Security**

Use the "Security" button if you wish to change a dictionary's security permissions (admin password, user password, etc). See the following Help topic: [Security](#)

- **Maintenance**

Use the "Maintenance" button to compress a dictionary and repair it if damaged. To use this feature, you must provide the administrator password (default = "123456").

- **Basefont**

Use the "Basefont" button to modify the font which will be used by default for all the fields of the dictionary. When a dictionary is created the value for basefont is always "Microsoft Sans Serif" (Unicode). To reset the basefont to this initial value you can simply right-click on the "Basefont" button.

Modifying a dictionary's general properties

To modify a dictionary's general properties you must use the "General" button in the [Dictionary properties window](#).

To modify general properties, you must provide the dictionary's administrator password (default = "123456").

Once you have provided the administrator password, you can enter or modify the dictionary's description by typing into the description text entry box.

The "Admin lang" box allows you to enter the code of the language used for managing the dictionary (generally the same language used for the description). This code is not obligatory and is only used if data is exported in the TMX format. If you do enter codes, we recommend using ISO two character codes (eg. "en" for English, "fr" for French, "es" for Spanish, "hu" for Hungarian, etc). The default code is "en" (English).

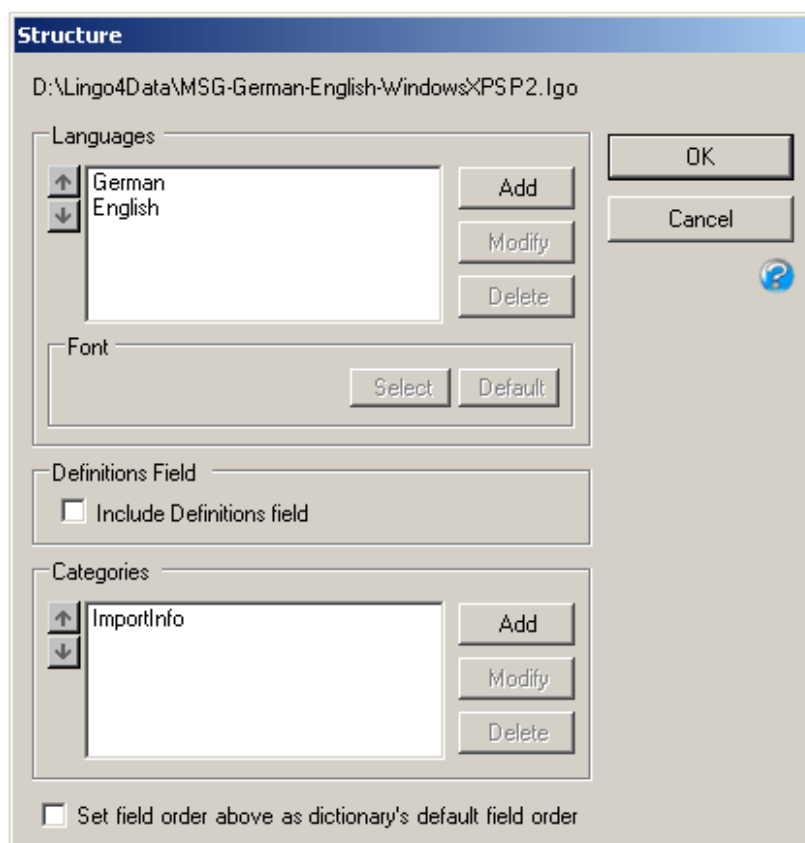
Select a different "Collating order" if you consider that the default "General" collating order is not suitable for your dictionary. The selected collating order is applied to all the languages and categories of the dictionary.

If "Keep admin session active" is checked you will have administrator permissions (no user restrictions) until you exit Lingo (or you [remove the dictionary](#) from the list of opened dictionaries). You will also not be required to re-enter the administrator password again.

Modify a dictionary's structure

To modify a dictionary's structure you must click on the "Structure" button in the [Dictionary properties window](#).

The following window will be displayed:



• Languages

If the dictionary is not set as "[Structure read-only](#)", you will be able to add, modify and delete language fields. If you delete a field, any data contained within that field will also be deleted. Lingo 4.0 dictionaries must have at least one language. When you add or modify a language you are also prompted to enter a language code. This code is not obligatory and is only used if data is exported in the TMX format. If you do enter codes, we recommend using ISO two character codes (eg. en for English, fr for French, es for Spanish, hu for Hungarian, etc).

The Up/Down arrows define the order in which the languages are displayed when [viewing data](#) or [adding data](#).

If the dictionary is not set as "[Data read-only](#)", you will be able to use the font section for modifying a specific font for a language. You may need to use this feature if standard Unicode fonts do not include all the characters you require or if imported data was originally entered using a specific non-Unicode font.

"[\[Basefont\]](#)" indicates that the selected language is using the default font selected for the entire dictionary.

• Definitions Field

If the dictionary is not set as "[Structure read-only](#)", you will be able to use the "Include Definitions Field" box to either add or delete a definitions field in your dictionary.

• Categories

If the dictionary is not set as "[Structure read-only](#)", you will be able to add, modify and delete category fields. Categories are specific user-defined text fields intended to hold any miscellaneous data required for your dictionary. Possible categories could be "Client", "Industry", "Gender", "Verified", "Import Info", etc. When adding a category you may select the maximum number of characters allowed in the field (default = 100). It should be noted that this value cannot be changed at a later time.

The Up/Down arrows define the order in which the languages are displayed when [viewing data](#) or [adding data](#).

• Miscellaneous

If the dictionary is not set as "[Structure read-only](#)" you will be able to use the checkbox "Set field order above as dictionary's default field order" to update the dictionary's underlying (default) field order.

To modify a dictionary's security/permissions you must click on the "Security" button in the [Dictionary properties window](#).

To use this feature, you must provide the administrator password (default = "123456").

The following window will be displayed:



- **Data read-only**

Use this checkbox to prohibit modifications to the data of your dictionary. Users will not be able to [add data](#) or [edit data](#). If checked then "Structure-read only" will also be checked automatically. Making a dictionary read-only can be useful if you are sharing it with others but you do not want them to modify the terms you have entered. Default = unchecked.

- **Structure read-only**

Use this checkbox to prohibit modifications to the structure of your dictionary. Users will be able to [add data](#) or [edit data](#) but will not be able to [change the field structure](#). Default = unchecked.

- **Allow export of data**

Use this checkbox to allow users to [export data](#) in other formats and/or copy large amounts of data to the clipboard. Data is exported via the [search results window](#). Default = checked.

- **Allow printing of data**

Use this checkbox to allow users to [print data](#). Data is printed via the [search results window](#). Default = checked.

- **User password required**

Use this checkbox to require users to enter a password when [opening the dictionary](#). Default = unchecked.

- **File encrypted**

Use this checkbox to encrypt (encode) your Lingo dictionary. Encryption means that if your file is opened in another application such as a plain text viewer the terms you have entered will be encoded and will not be clearly visible. It should be noted however that searching through an encrypted file is approximately 20% slower than searching through an unencrypted one. Default = unchecked.

- **Keep admin session active**

If this box is checked you will have administrator permissions (no user restrictions) until you exit Lingo (or you [remove the dictionary](#) from the list of opened dictionaries). You will also not be required to re-enter the administrator password again.

- **Modify admin password**

Use this checkbox to modify the administrator password (default = "123456").

Managing data

- **Adding data**

To add data to your Lingo 4.0 dictionaries you must open the Add window.

Lingo toolbar button:



See the following Help topic: [Adding data](#)

- **Importing data**

To import data into your Lingo 4.0 dictionaries you must use the "Import" button in the [Dictionaries window](#).

See the following Help topic: [Importing Data](#)

- **Searching for terms**

To search through your Lingo 4.0 dictionaries you must open the Search window.

Lingo toolbar button:



See the following Help topic: [Searching for terms](#)


- **Viewing and modifying data**

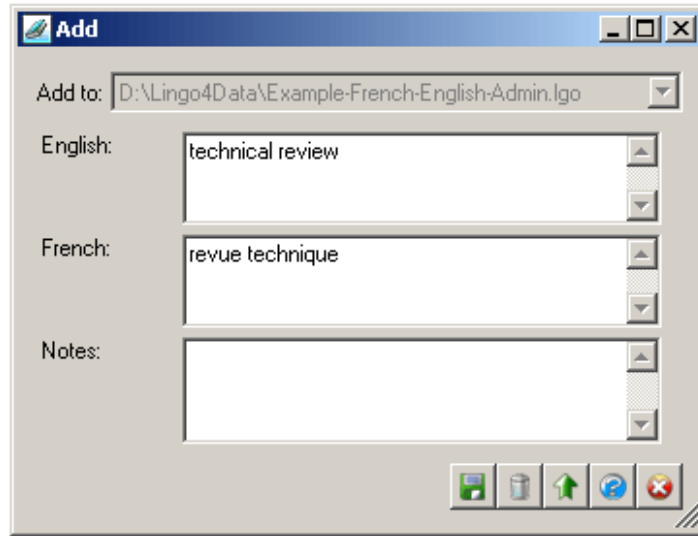
Viewing and/or modifying data is achieved in the search results window. To access the search results window you must either use the [Search window](#) or the "Show all data" button in the [Dictionaries window](#).

See the following Help topic: [Viewing and modifying data](#)


Adding data

To add data to your Lingo 4.0 dictionaries you must open the Add window:


Lingo toolbar button: 




To add data:

1. Select the dictionary to which you wish to add data (see the "Add to" dropdown list).
2. Enter your data either by typing it in or by using drag and drop from another application.
3. Click on the Save icon  to save your data to file (keyboard shortcut Ctrl+S). At this point the data entry text boxes will be cleared ready for you to enter more data if you so wish.

* It should be noted that you can only change the current dictionary if all the text entry boxes are empty. Once you have started typing into the boxes the dropdown list becomes inactive, and only becomes active again once you have saved your data.

The Delete icon  simply clears the text boxes without saving the data (keyboard shortcut Alt+D).

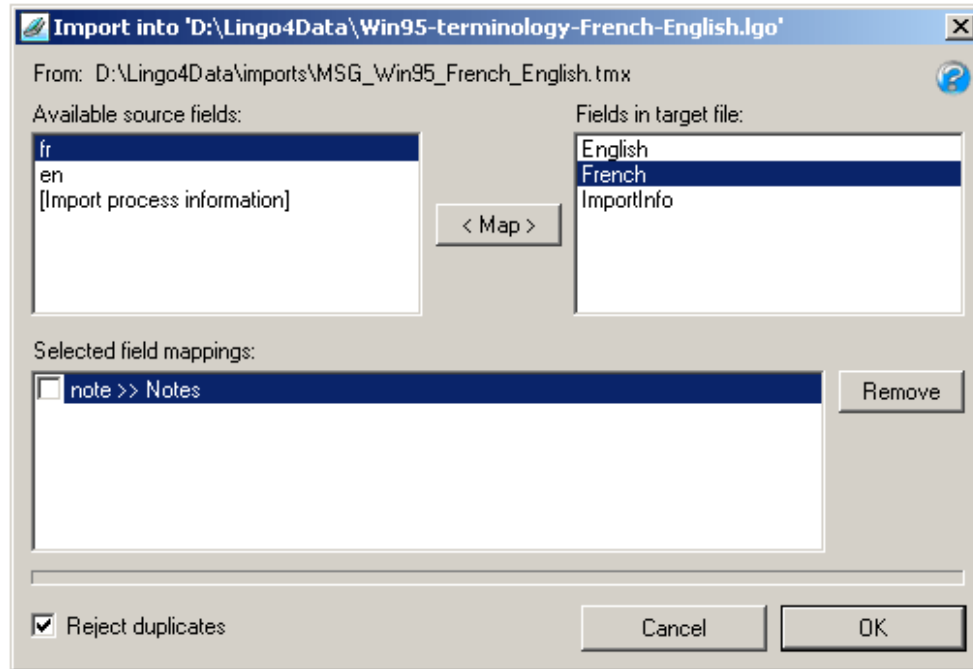
You can use the "Always on top" icon  for making the window always stay in the foreground (above other windows). This can be useful for drag and drop operations.

Importing data

To import data into a Lingo dictionary you must click on the "Import Data" button in the [Dictionaries window](#).

You will be prompted to select either a TMX file (Translation Memory eXchange format) or a text file. To import a text file, each dictionary entry in the file must be on a separate line that ends with a carriage return and items within each entry must be separated by a tab character.

Once you have selected your file the following window will be displayed:




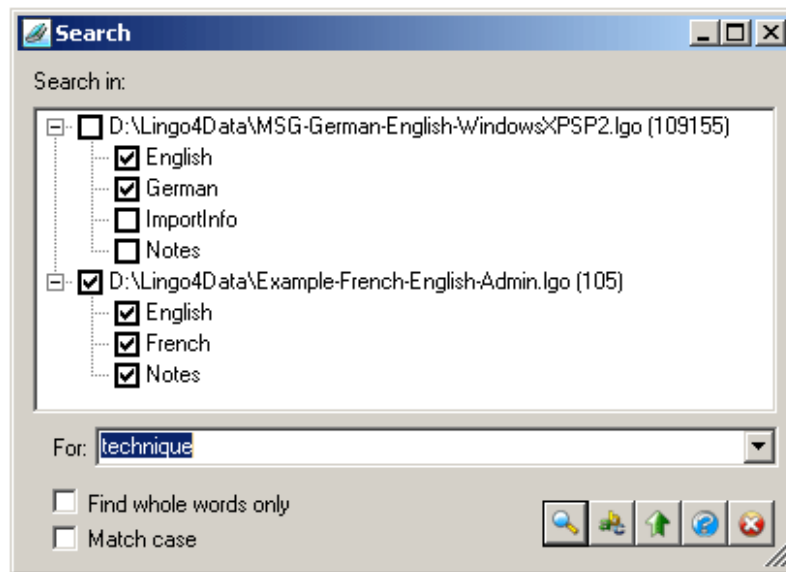
To import data:

- First map the source and target fields by selecting one item from "Available source fields" and one item from "Fields in target file" then clicking on the "Map" button. Additional "Import process information" is available as a source field which provides information about the source file name and the date and time of the import process. This can be useful for subsequently identifying batches of data.
- Use the "Remove" button to remove selected field mappings in order to re-map them if you did not initially map items correctly.
- If you check the "Reject duplicates" box, you can use the checkboxes in the "Selected field mappings" list to decide which mappings you would like to include in the reject duplicates filter. If a duplicate is found it will not be imported.
- Finally click on "OK" to launch the import process. It should be noted that using the "Reject duplicates" function can slow down the import process, especially if you are importing a lot of data (over 10,000 entries).




Searching for terms

To search for terms in your Lingo 4.0 dictionaries you must open the Search window or use the quick search feature from the [Lingo toolbar](#) :

Lingo toolbar button: 



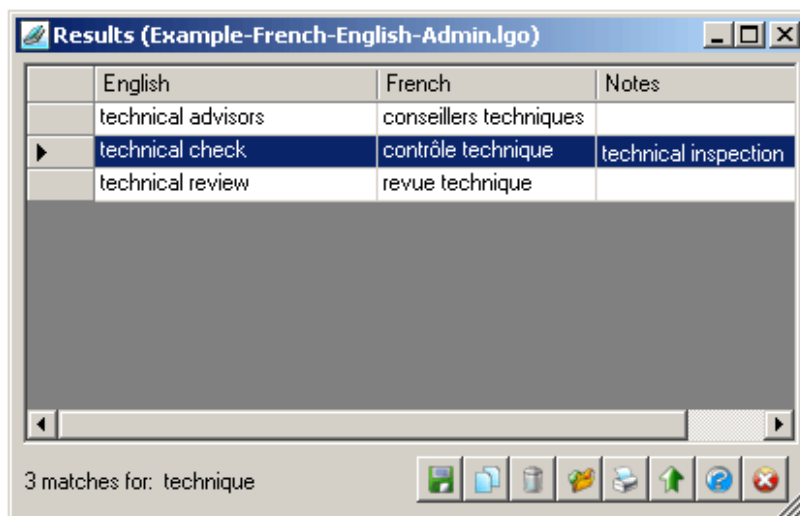
To use the search window:







- From the list, select the dictionaries and dictionary items you wish to include in your search by checking/unchecking the checkboxes provided.
- Enter a term to search for then click on the search icon  to launch the search.
- Use the "Find whole words only" checkbox to limit the search to whole word matches only and use the "Match case" checkbox to make the search function distinguish between upper and lower case.
- Use the font icon  to modify the font which will be used for the search term box. To reset to the default font (Microsoft Sans Serif) simply right-click on the font icon.
- You can use the "Always on top" icon  for making the window always stay in the foreground (above other windows). This can be useful for drag and drop operations.

Viewing and modifying data

You can view and/or modify data in the search results window. To access the search results window you must either use the [Search window](#) or the "Show all data" button in the [Dictionaries window](#).

The window for viewing and modifying data is as follows:

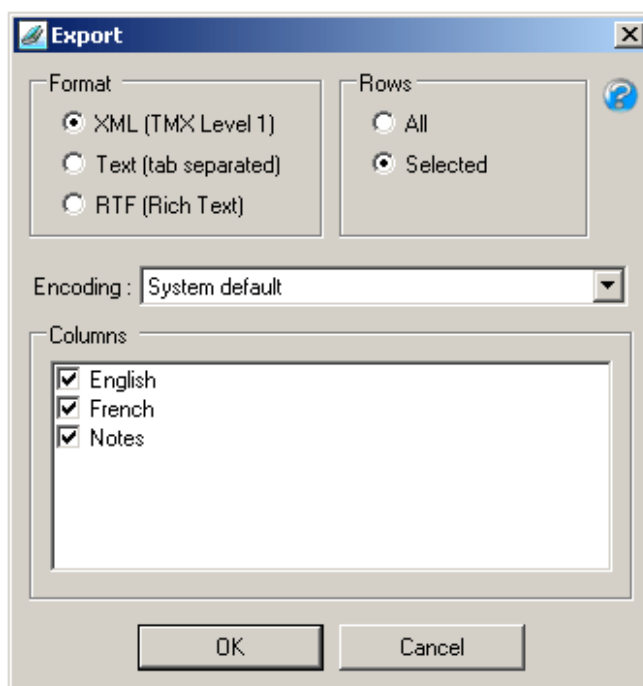


- To modify data simply type your changes into the text boxes of the data grid. Any changes you make are not saved to file until you click on the Save icon . You cannot modify data if the [dictionary is set as read-only](#).
- You can change the sort order of the dictionary by clicking on the column headings.
- Use the Copy icon  to copy a row (line) or multiple rows of data to the clipboard so that the data can be pasted into other applications. To copy a row it must be selected using the row selection zone on the left-hand side of the data grid. Use the keyboard Ctrl key + left mouse button to select multiple rows. The Copy icon is not available if [data export is not allowed](#).
- Use the Delete icon  to delete a row (line) or multiple rows of data. To delete a row it must be selected using the row selection zone on the left-hand side of the data grid. Use the keyboard Ctrl key + left mouse button to select multiple rows. You cannot delete rows of data if the [dictionary is set as read-only](#).
- Use the Export icon  to export data in XML (TMX), text or RTF format. You can either export all data or just selected rows (lines). To select a row use the row selection zone on the left-hand side of the data grid. Use the keyboard Ctrl key + left mouse button to select multiple rows. The Export icon is not available if [data export is not allowed](#). See the following Help topic: [Exporting data](#)
- Use the Print icon  for printing data. You can either print all data or just selected rows (lines). To select a row use the row selection zone on the left-hand side of the data grid. Use the keyboard Ctrl key + left mouse button to select multiple rows. The Print icon is not available if [printing is not allowed](#). See the following Help topic: [Printing data](#)
- You can use the "Always on top" icon  for making the window always stay in the foreground (above other windows). This can be useful for drag and drop operations.

Exporting data

To export data from a dictionary you must use the "Export" button in the [Search results window](#).

The following window will be displayed:



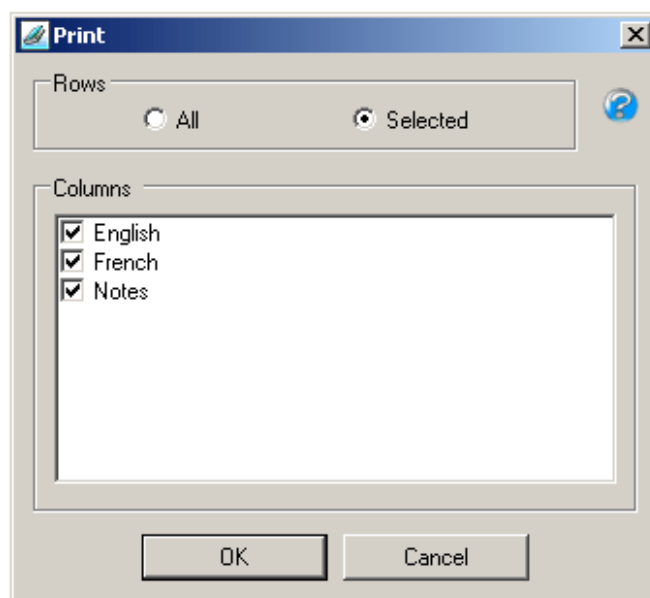
To export data:

1. Select the format in which you wish to export. Three formats are provided (XML, Text and RTF).
2. Select whether you wish to export all the data in the [search results window](#) or just the selected rows.
3. Select an encoding. If the data is to be re-used in the same computer then you should select "System default" as your encoding.
4. Check the columns (fields) you wish to export.
5. When you click on OK you will be prompted to enter a name for your export file. Enter a file name and click OK again to launch the export process. A confirmation message will be displayed once the process has completed.

Printing

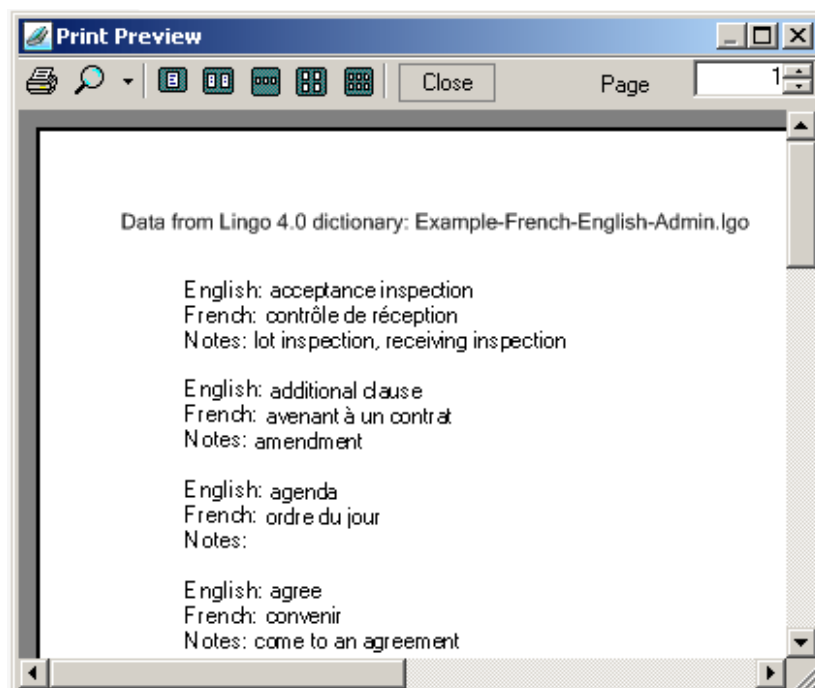
To print data in a dictionary you must use the "Print" button in the [Search results window](#).

The following window will be displayed:




To print data:

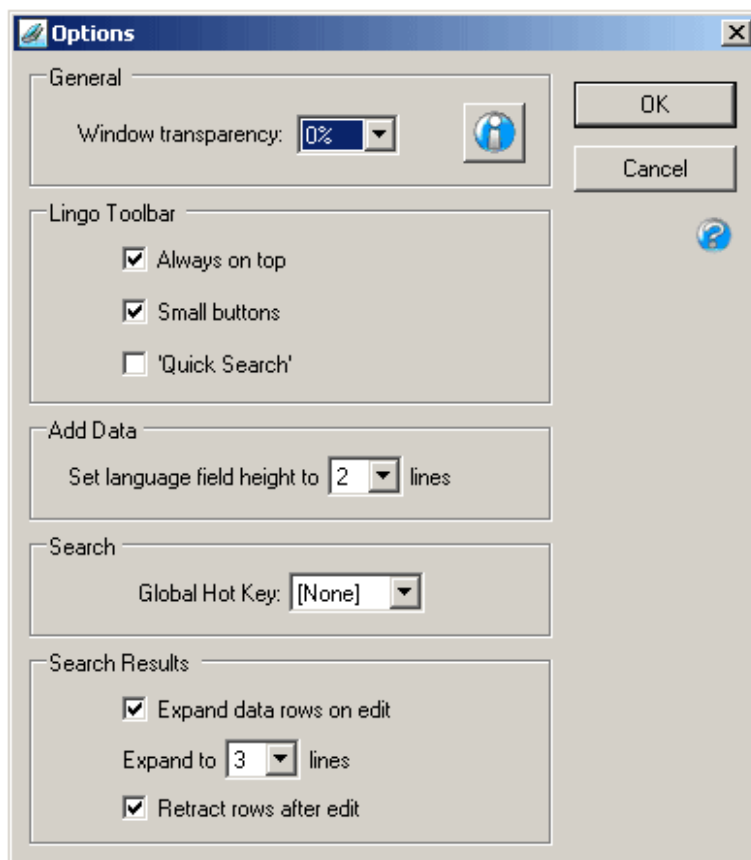
1. Select whether you wish to print all the data in the [search results window](#) or just the selected rows (lines).
2. Check the columns (fields) you wish to print.
3. When you click on OK a page setup window will be displayed. Choose your Paper size, Orientation, Margins and Printer settings then click OK.
4. A print preview window will be displayed (see below). Click on the top left-hand corner print icon in this preview window to finally print the document.



Options


To view or modify program configuration options you must open the Options window:

Lingo toolbar button: 



General

- Use the "Window transparency" checkbox to render transparent the main Lingo 4.0 windows ([Lingo toolbar](#), [Add](#), [Search](#), [Search results](#)). The default setting is 0% (maximum transparency = 30%). This feature is not available in Windows 2000, XP or 2003 Server.

- The information icon  provides you with system information as well as information about where your Lingo 4.0 configuration file is stored.

Lingo Toolbar

- Use the "Toolbar always on top" checkbox to make the [Lingo toolbar](#) always stay in the foreground above other windows. Default = checked.
- Use the "Small toolbar buttons" checkbox to make the [Lingo toolbar](#) use a set of small icons instead of larger ones which are easier to view. Default = checked.
- Use the "Toolbar 'Quick Search'" checkbox to add a function to the [Lingo toolbar](#) which allows you to search through your dictionaries without having to open the [Search window](#). Default = unchecked.

Add Data

- Use "Set language field height" to select the approximate height in lines of the language field text entry boxes in the [Add data window](#) (default = 2).

Search

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- The "Global Hot Key" allows you to search through your Lingo dictionaries from within other Windows applications, such as Word, Internet Explorer, Notepad, etc. If you select one of the key combinations proposed in the list, when you select a word or expression in another application you can search for it in Lingo using the global hot key. This function works even when Lingo is minimized.

Search Results

- Use the "Expand data rows on edit" checkbox (default = checked) to facilitate viewing and editing data in the [Search results window](#). If this option is checked, when you click on a data row to edit it, the row will expand vertically by the number of lines specified (default = 3). This option will function if a dictionary is set as read-only, but editing will obviously not be possible.

The "Retract rows after edit" option (default = checked) will return expanded data rows to their original one line size after editing.