



MADCAP LINGO 10.2

Touring the Workspace

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Touring the Workspace

Lingo's workspace is flexible, uses a modern Multiple Document Interface (MDI), and gives you several options to work the way that you want.

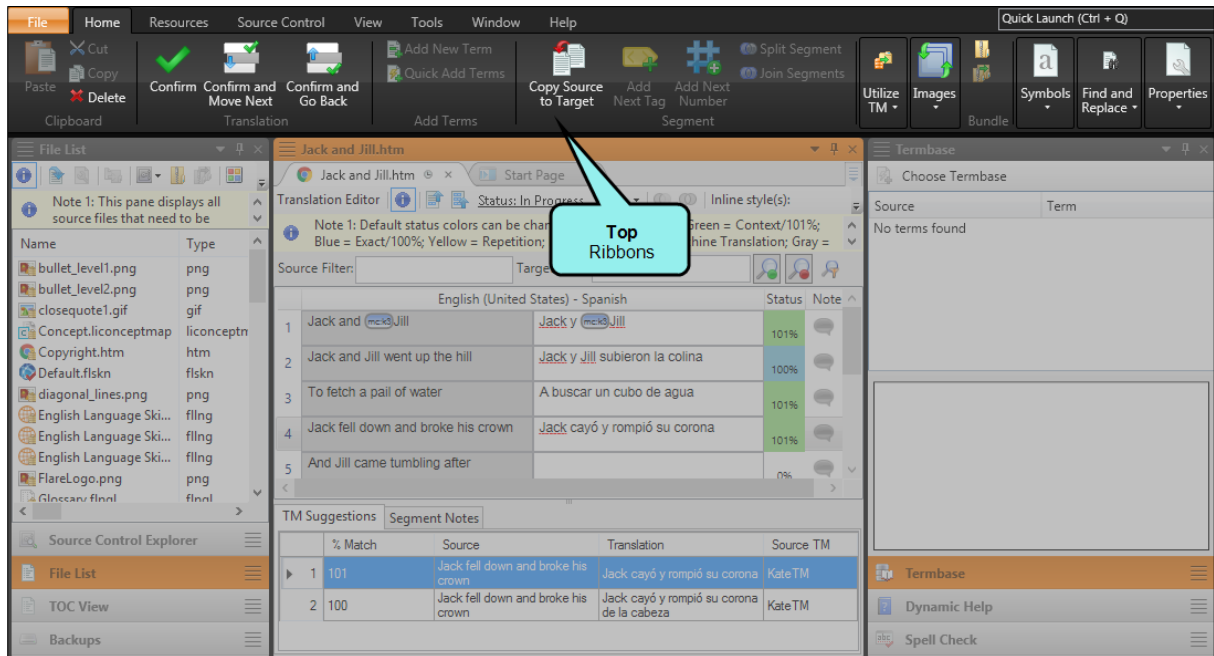
This chapter discusses the following:

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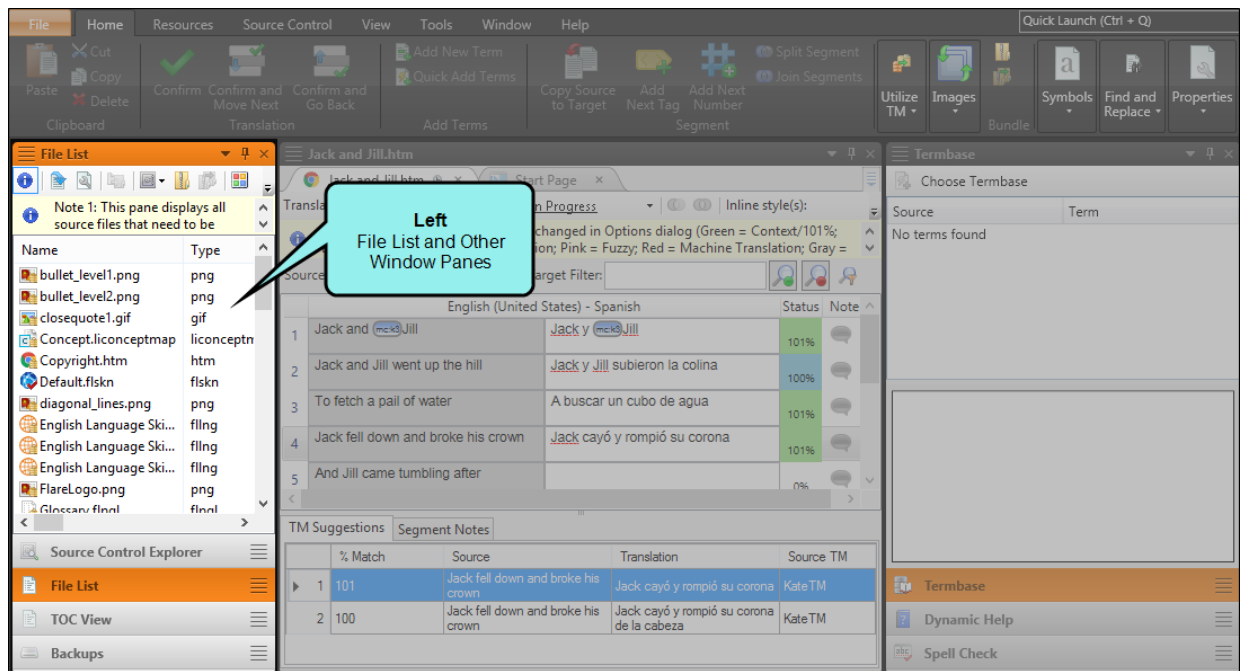
Main Sections of the Interface

Lingo's user interface consists of the following major sections:

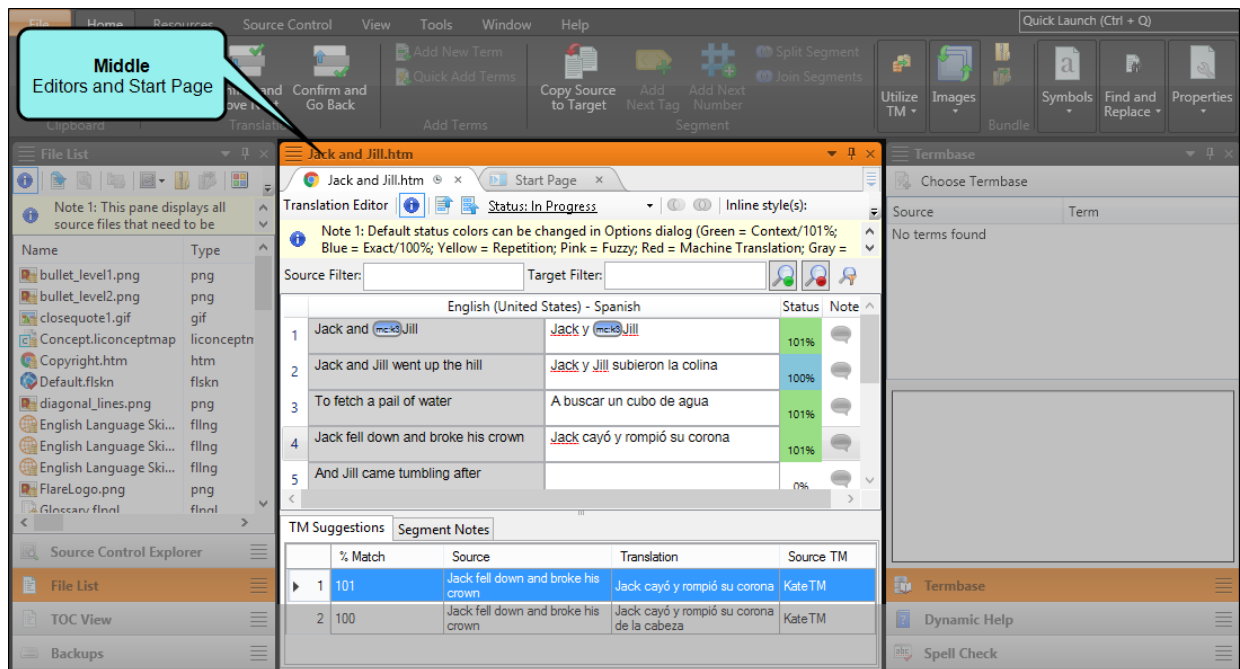
- **Top** The top portion of the Lingo interface displays a ribbon view, which is used to access features.



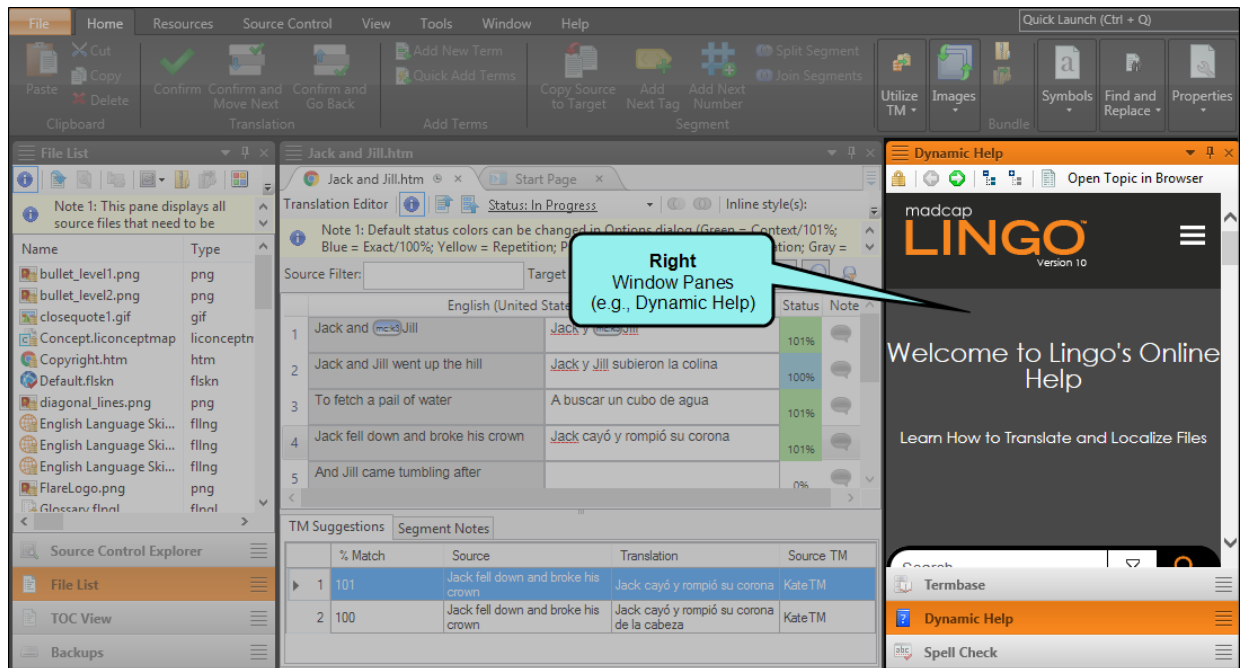
- **Left** The left side of the Lingo interface is the default location for the File List window pane, which can be used to view a list of the files in the project you are translating. You can double-click files in the list to open them. Other window panes (e.g., TOC View pane, Source Control Explorer) are also displayed on the left side.



- **Middle** The large middle section of the Lingo interface is the default location for the main Project Editor, as well as the Translation Editor, which is used to perform the vast majority of the translation work in your project. It also displays the Start Page, which is used for quickly performing high-level tasks and accessing information.



- **Right** The right side of the Lingo interface (like the left side) is the default location for various window panes (e.g., Dynamic Help window pane, termbase).

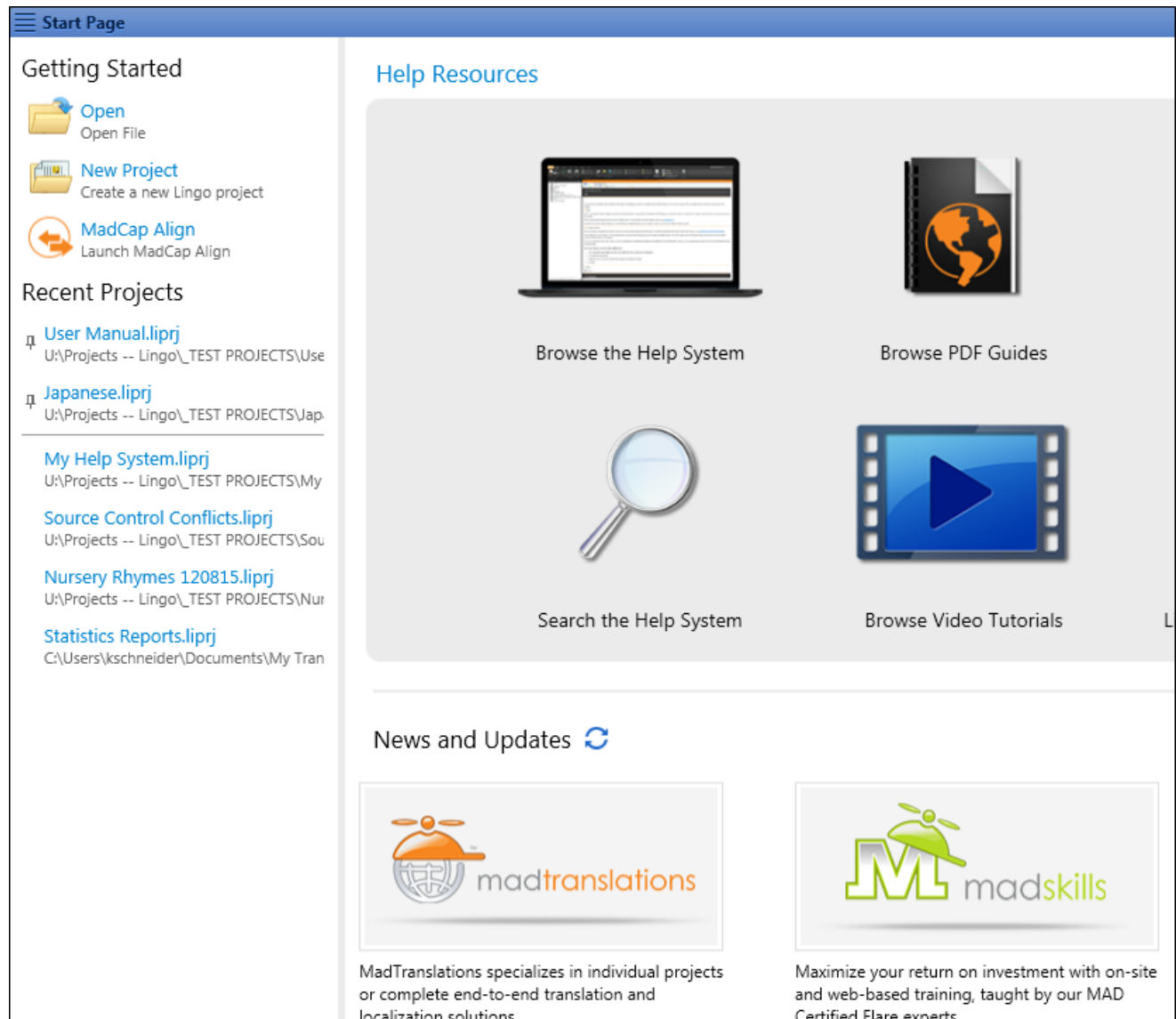


For the most part, the window panes on the edges of the interface are used to support the work that you do in the middle. You have the flexibility to close or move elements around as you like, so it is not mandatory that every window pane remain permanently in its default location.

Following are overviews of some of the most important elements that you will encounter as you work in Lingo.

Start Page

The Start Page in this application is a handy window pane that displays when you first launch Lingo and remains open unless you close it. You can use the Start Page to open and create projects, launch the Align tool, view Help resources, and more.



Translation Editor

The large middle section of the workspace is used to display the Translation Editor, which is used to perform the actual translation work for individual files in your project. Lingo's Translation Editor allows you to work in Translation (or grid) mode, with the source content in one column and the target language in the next column. For some types of files—such as Flare topics, snippets, and master pages; Microsoft Excel, PowerPoint, and Word documents; DITA files; HTML files; and XML files—you can also switch to Live Preview mode, which allows you to view content in its intended context. A suggestions area at the bottom of the Translation Editor lets you quickly select and insert matching translations from your translation memory (TM) database.

The screenshot shows the Translation Editor window. At the top, there's a status bar with 'Status: In Progress' and 'Inline style(s): (text)'. Below this are 'Source Filter' and 'Target Filter' fields. The main area is a grid with two columns: 'Source' and 'Target'. The grid is titled 'English (United States) - Spanish'. It contains five rows of text segments. Each row has a 'Status' column on the right, showing '101%' for all segments. Below the grid is a 'TM Suggestions' section with a 'Segment Notes' tab. The 'TM Suggestions' table has columns for '% Match', 'Source', 'Translation', and 'Lingo TMNew'. It shows one suggestion with a 101% match for the source text 'Humpty Dumpty sat on a wall'.

This is the Translation Editor. In this example, the editor is displayed in Translation (or "grid") mode, with the source text segments on the left and the target segments on the right.

Filter fields let you limit the results based on text searches.

Each row in the grid is a text segment from the file. You can type the translation directly in the target cell.

You can add internal notes for segments.

If the segment has a match from your translation memory database, it is shown here. You can quickly select and insert a matching suggestion instead of typing one.

	Source	Target	Status
1	Humpty Dumpty	Humpty Dumpty	101%
2	Humpty Dumpty sat on a wall	Humpty Dumpty se sentó en una pared	101%
3	Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída	101%
4	All the King's horses, And all the King's men	Todos los caballos del Rey, y todos los hombres del Rey	101%
5	Couldn't put Humpty together again	No se pudo poner Humpty otra vez	101%

% Match	Source	Translation	Lingo TMNew
101	Humpty Dumpty sat on a wall	Humpty Dumpty se sentó en una pared	

This is the same editor in Live Preview mode.

Translation Editor | Status: Sent for Transla... | Inline sty

Source Filter: Target Filter:

	English (United States) - Spanish	Status	Note
1	Humpty Dumpty	Humpty Dumpty	101%
2	Humpty Dumpty sat on a wall	Humpty Dumpty sentado en una pared	101%
3	Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída	101%
4	All the King's horses, And all the King's men	Todos los caballos del Rey, y todos los hombres del Rey	101%
5	Couldn't put Humpty together again	No se pudo poner Humpty otra vez	101%

TM Suggestions | Segment Notes

	% Match	Source	Translation	Source TM
▶ 1	100	Humpty Dumpty sat on a wall	Humpty Dumpty se sentó en una pared	LingoLocal
2	100	Humpty Dumpty sat on a wall	Humpty Dumpty sentado en una pared	LingoLocal

(text)

Translated File

Translated Title:

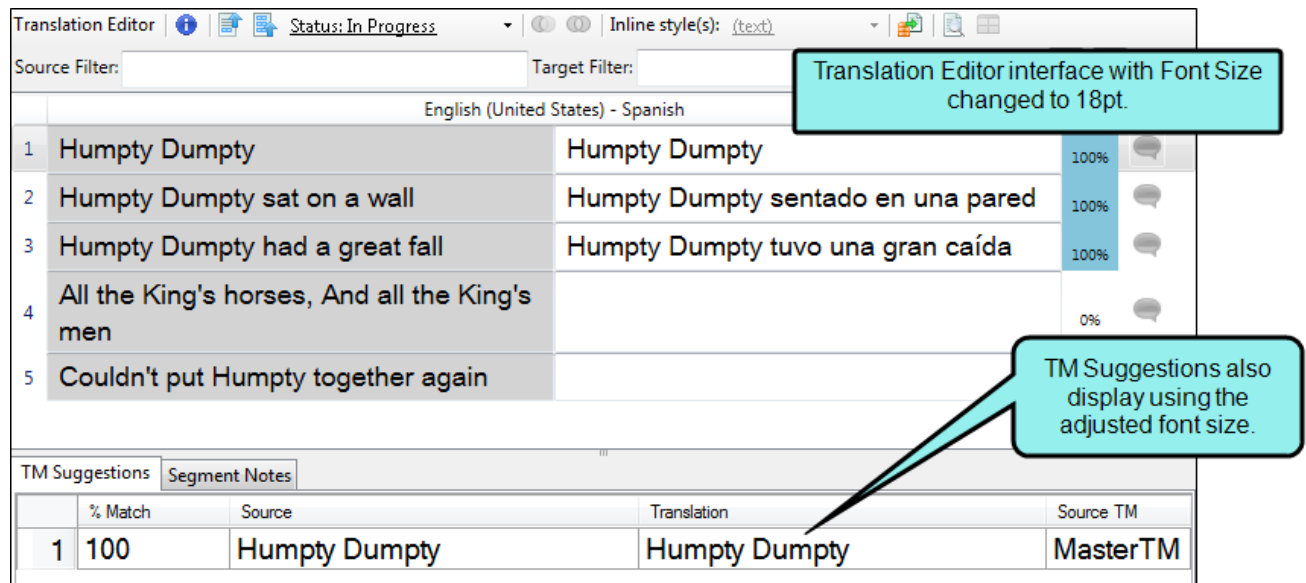
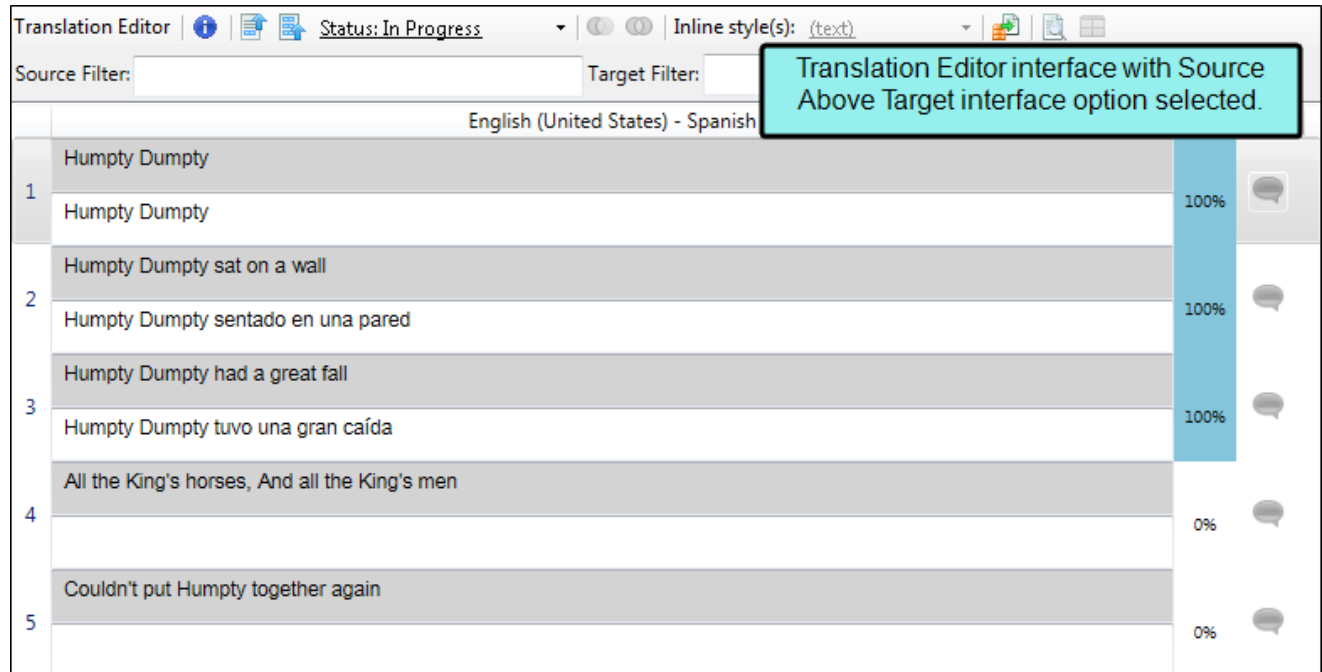
MadCap: keyword

```

html
body
h1
Hu... Humpty Dumpty
p
Humpty Dumpty sentado en una pared
p
Humpty Dumpty tuvo una gran caída
p
Todos los caballos del Rey, y todos los hombres del Rey
p
No se pudo poner Humpty otra vez
p

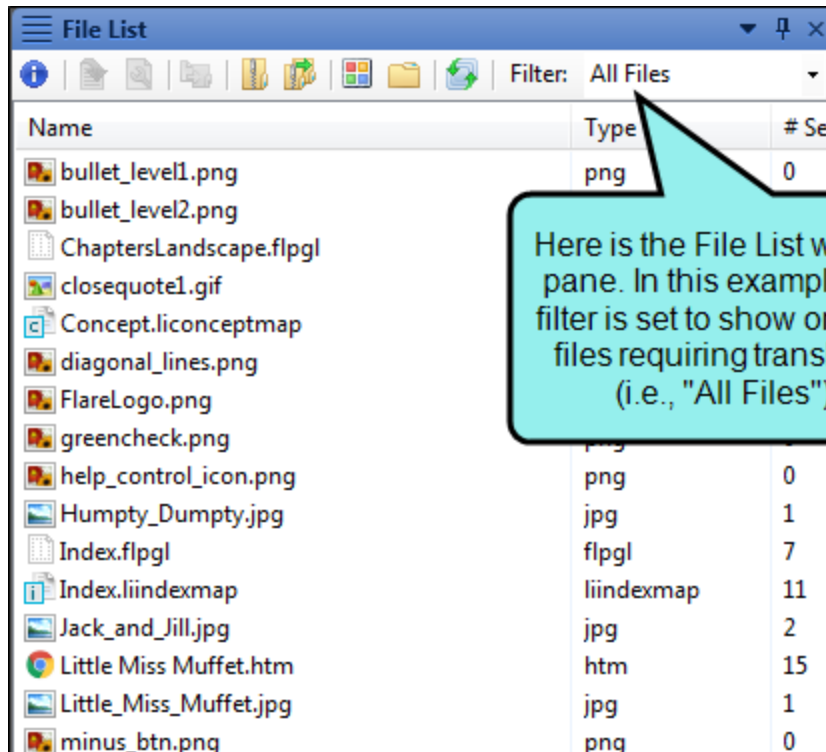
```

In the Lingo Options dialog, you can customize the way the Translation Editor and Translation Memory Editor display translation segments. You can display the source and target segments next to each other, or with the source segment above the target segment. You can also adjust the editor font size, which resizes translation segments, translation suggestions, and segment notes based on your desired font size.



File List Window Pane

The File List window pane lets you view all of the content files in your project in alphabetical order—or in another order, such as by file type—by clicking the heading in one of the columns. You can limit the files that are displayed by using the file type filter. For example, if you want to see only your snippet files, you could select the "Snippet Files" option from the **Filter** drop-down list. If you want to see a comprehensive list of the files in the project that should be translated, you can select the "All Files" option from the drop-down list.



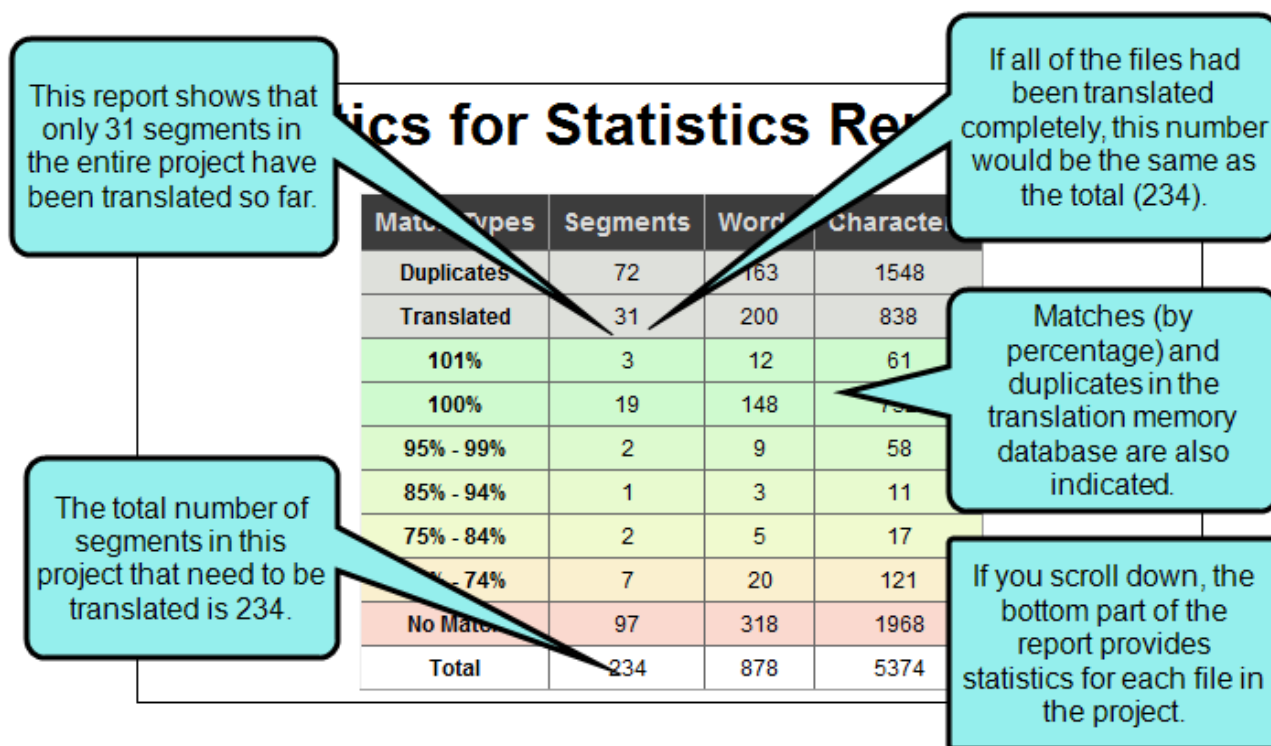
The screenshot shows the 'File List' window pane with a toolbar at the top containing icons for file operations and a 'Filter: All Files' dropdown menu. Below the toolbar is a table with three columns: 'Name', 'Type', and '# Selected'. The table lists various files such as 'bullet_level1.png', 'ChaptersLandscape.flppl', 'Concept.liconceptmap', 'Index.liindexmap', and 'Little Miss Muffet.htm'. A callout box points to the 'Filter' dropdown menu.

Name	Type	# Selected
bullet_level1.png	png	0
bullet_level2.png	png	0
ChaptersLandscape.flppl	flppl	7
closequote1.gif	gif	0
Concept.liconceptmap	liindexmap	11
diagonal_lines.png	png	0
FlareLogo.png	png	0
greencheck.png	png	0
help_control_icon.png	png	0
Humpty_Dumpty.jpg	jpg	1
Index.flppl	flppl	7
Index.liindexmap	liindexmap	11
Jack_and_Jill.jpg	jpg	2
Little Miss Muffet.htm	htm	15
Little_Miss_Muffet.jpg	jpg	1
minus_btn.png	png	0

Here is the File List window pane. In this example, the filter is set to show only the files requiring translation (i.e., "All Files").

Statistics Browser

The Statistics Browser window lets you view statistics for your Lingo project, displaying information about the translation work. This is a way to compare the project files against the TM 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.

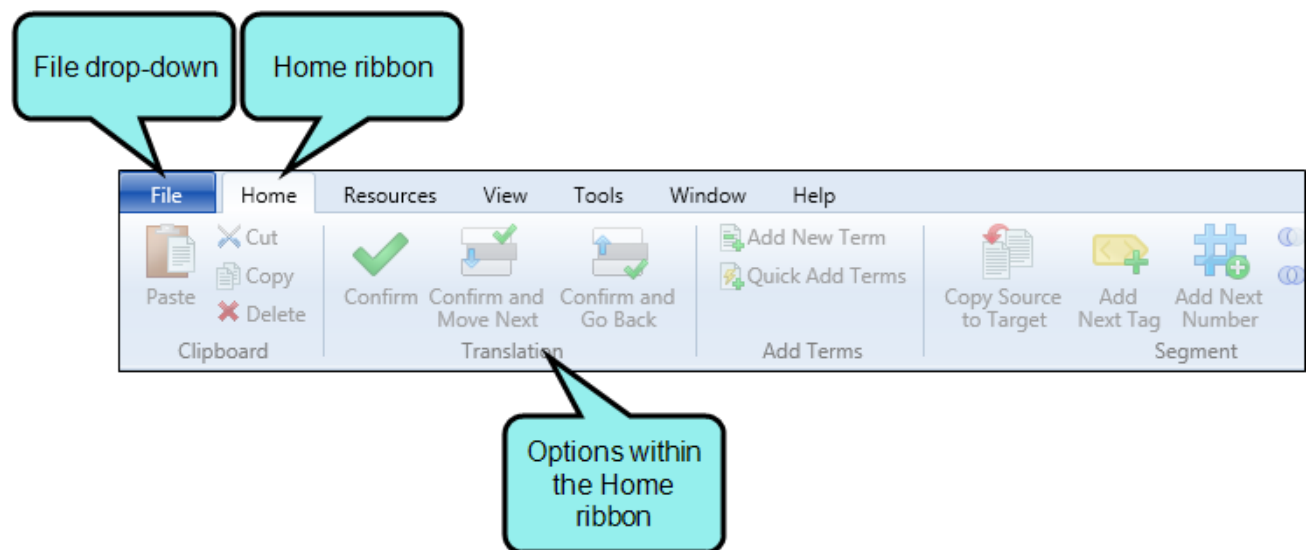


Tab Between User Interface Elements

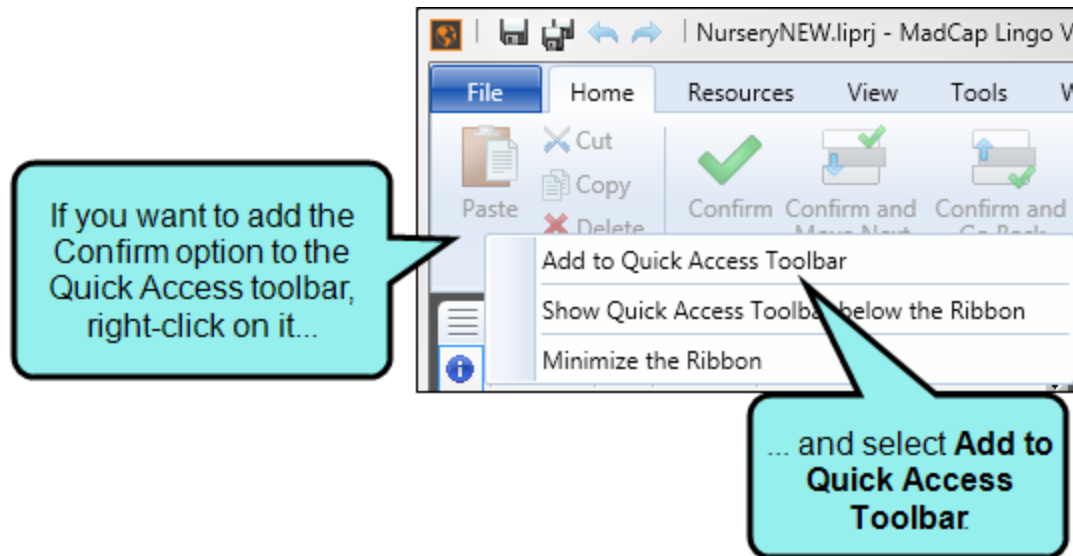
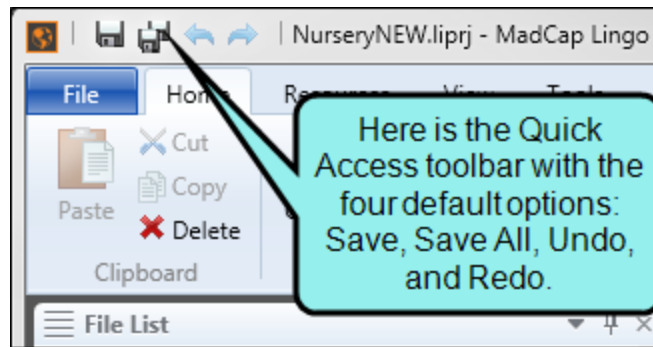
By using the CTRL+TAB and CTRL+SHIFT+TAB shortcuts, you can easily switch between elements in the user interface. This opens a popup displaying icons of the various files and window panes that are currently open in the user interface. Therefore, you can easily move from element to element. By pressing CTRL+TAB, you can tab forward through the icons. By pressing CTRL+SHIFT+TAB, you can tab backwards through the icons. When you release the keys, the element associated with the selected icon opens.

Ribbons

The ribbon layout consists of a File drop-down with common tasks such as creating, exporting, and updating projects, as well as computing statistics. This is followed by the Home ribbon, which is the default, and several others related to various features in Lingo.



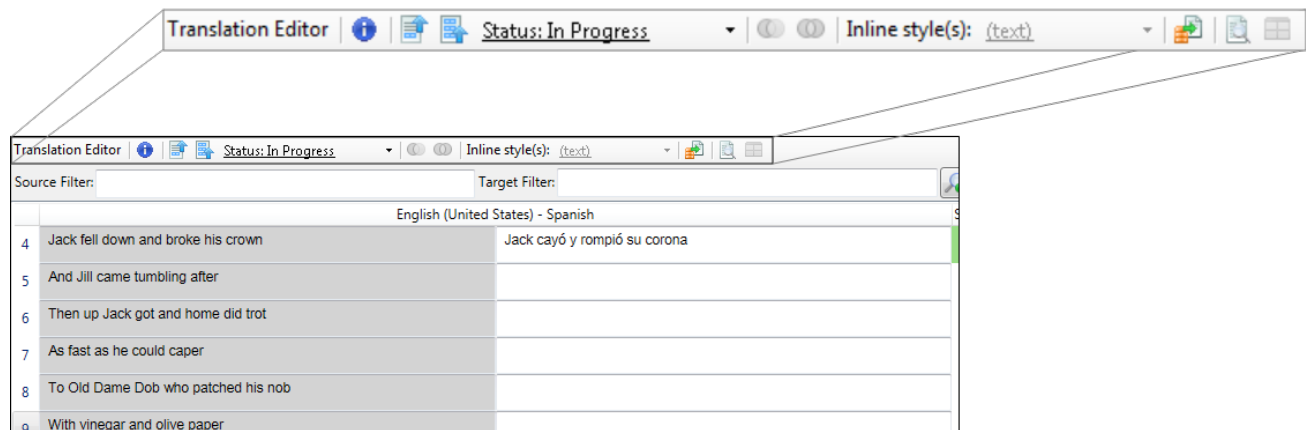
The ribbon view also lets you take advantage of the Quick Access toolbar, which lets you add your favorite ribbon options to it.



Local Toolbars

These are toolbars that are intended for a particular editor or window pane. Most editors and window panes in Lingo contain a local toolbar.

For example, this is the local toolbar from the Translation Editor:



CHAPTER 2

Customizing the Workspace

One of the benefits of Lingo's user interface is that it is flexible and easy to customize to meet your needs. Following are some of the ways you can customize the workspace.

This chapter discusses the following:


- Moving, Docking, and Floating Elements 20
- Autohiding Window Panes 21
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- Setting User Interface Options 22
- Window Layouts 24
- Minimizing Ribbons 26
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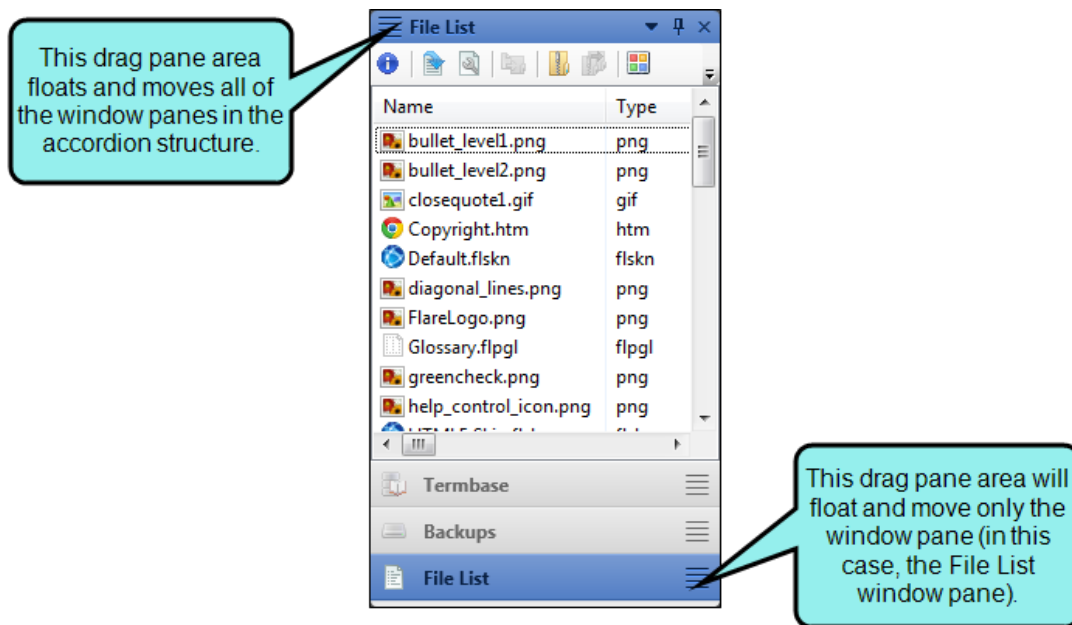
Moving, Docking, and Floating Elements

Simply because a window pane or tab is attached to a particular area of the program window by default, does not mean it has to stay there.

- **Floating and Moving User Interface Elements** You can float an element that displays with a tab by clicking the tab and dragging it down until it floats.

Another way to float an element is to click on it and select **Window > Float**.

You can move window panes displayed in accordion view by clicking the "Drag Pane" section . To drag all of the window panes grouped together, click this button in the upper-left corner of the window pane. To drag a single window pane, click this button in the accordion bar for that window pane. Hold down your mouse and drag the window panes where you want them. If you drop a window pane at a random location in the program window, it becomes a "floating" window.



- **Docking User Interface Elements** Docking an element that is floating means to attach it to a particular part of the program window. To do this, click in the title bar, drag it to the edge where you want to dock it, and drop it onto one of the small squares that appear in the interface. The portion of the square that has color indicates where the window pane will be docked.



Dock in *center* of workspace



Dock on *left* side of workspace



Dock on *right* side of workspace




Dock on *top* side of workspace



Dock on *bottom* side of workspace

Autohiding Window Panes

In the top-right corner of every window pane, you will see a small button that looks like a pin . If you click this button, the window pane is hidden (or "pinned" to the edge of the program window). However, you can still see the title of the window pane along the edge of the program window. When you hover over the title, the window pane temporarily displays again until you move the mouse off the window pane. Click the button again to "un-pin" the window pane.

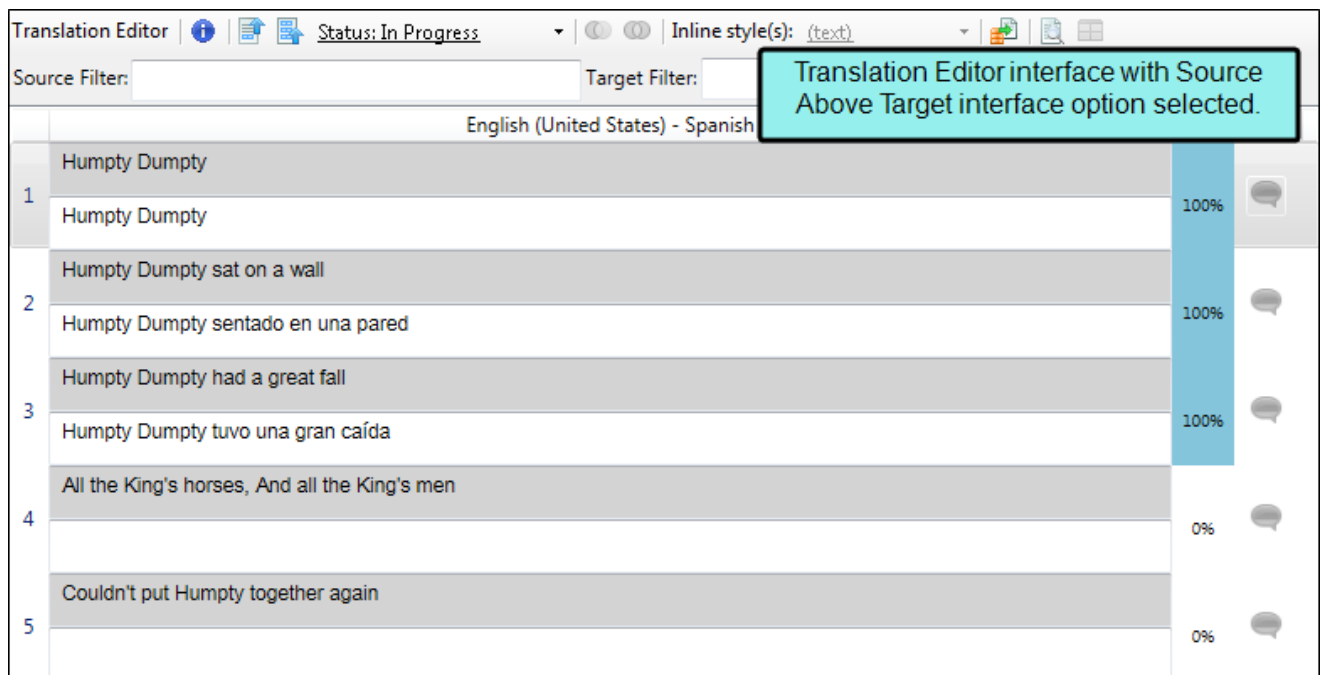
Resizing User Interface Elements

You can easily resize the program window, dialog windows, and floating window panes in Lingo by clicking the edge of the element and dragging the mouse to the desired size. You can also resize drop-down menus in the same way.

Setting User Interface Options

You can set user interface options in the Options dialog. This allows you to make global changes to how the interface is displayed.

In the Lingo Options dialog, you can customize the way the Translation Editor and Translation Memory Editor display translation segments. You can display the source and target segments next to each other, or with the source segment above the target segment. You can also adjust the editor font size, which resizes translation segments, translation suggestions, and segment notes based on your desired font size.



Translation Editor
Status: In Progress
Inline style(s): (text)

Source Filter:
Target Filter:

English (United States) - Spanish

1	Humpty Dumpty	Humpty Dumpty	100%	
2	Humpty Dumpty sat on a wall	Humpty Dumpty sentado en una pared	100%	
3	Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída	100%	
4	All the King's horses, And all the King's men		0%	
5	Couldn't put Humpty together again			

TM Suggestions

Segment Notes

	% Match	Source	Translation	Source TM
1	100	Humpty Dumpty	Humpty Dumpty	MasterTM

Translation Editor interface with Font Size changed to 18pt.

TM Suggestions also display using the adjusted font size.

Window Layouts

When you move window panes, explorers, or editors around in the Lingo interface, the configuration (or "layout") of the workspace is changed. You can do several things with layouts, including the following.

HOW TO SAVE A WINDOW LAYOUT

You can save different layouts of the interface, in case you want to use them for different purposes.

1. Configure the workspace how you want it.
2. Select the **Window** ribbon. In the **Window Layout** section select **Save Layout > Save Window Layout As**.
3. In the Save Window Layout dialog, enter a name for the layout.
4. Click **OK**.

HOW TO AUTO-SAVE A WINDOW LAYOUT

You can automatically save the layout of the workspace when you exit Lingo. The next time you launch Lingo, that same layout will be displayed.

- Select the **Window** ribbon. In the **Window Layout** section select **Auto-save Layout**.

HOW TO SELECT A SAVED WINDOW LAYOUT

You can quickly change the configuration of your workspace by selecting a window layout that you have saved previously.

- Select the **Window** ribbon. In the **Window Layout** section select **Layout > [Name of Layout]**.

HOW TO RESET THE WINDOW LAYOUT

You can return the workspace configuration to the original layout that you saw when you first installed and launched Lingo.

- Select the **Window** ribbon. In the **Window Layout** section select **Reset Layout**.

HOW TO RELOAD THE WINDOW LAYOUT

You can return the workspace to the saved configuration of the layout. In other words, if you are working in a particular layout and have opened different interface elements or moved interface elements around, you can select this option to go back to the saved configuration.

- Select the **Window** ribbon. In the **Window Layout** section select **Reload Layout**.


HOW TO DELETE A WINDOW LAYOUT

You can open the Manage Window Layouts dialog, which lets you select or delete an existing layout.

1. Select the **Window** ribbon. In the **Window Layout** section select **Layout > Layouts**.

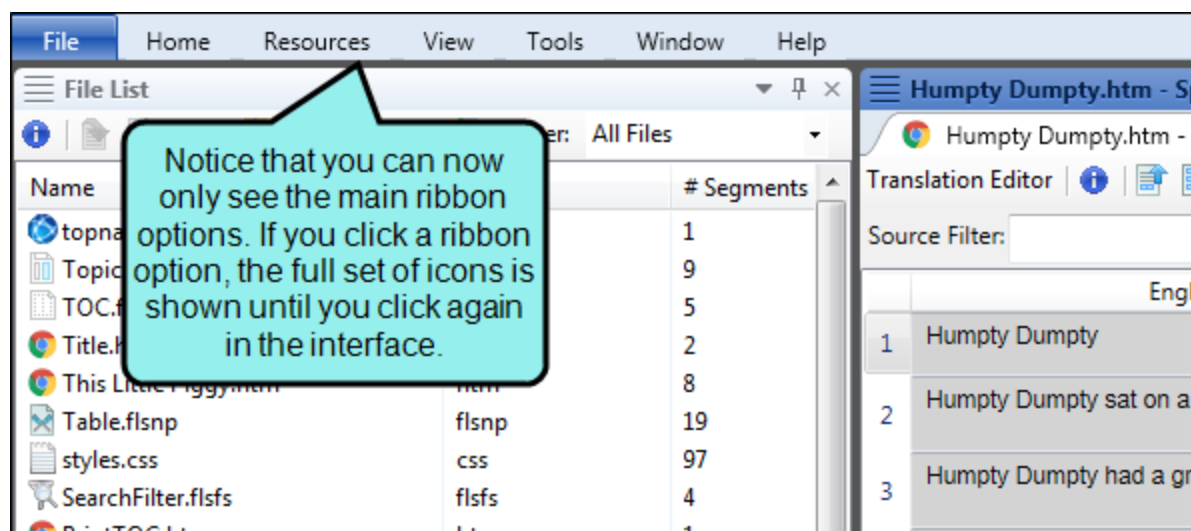
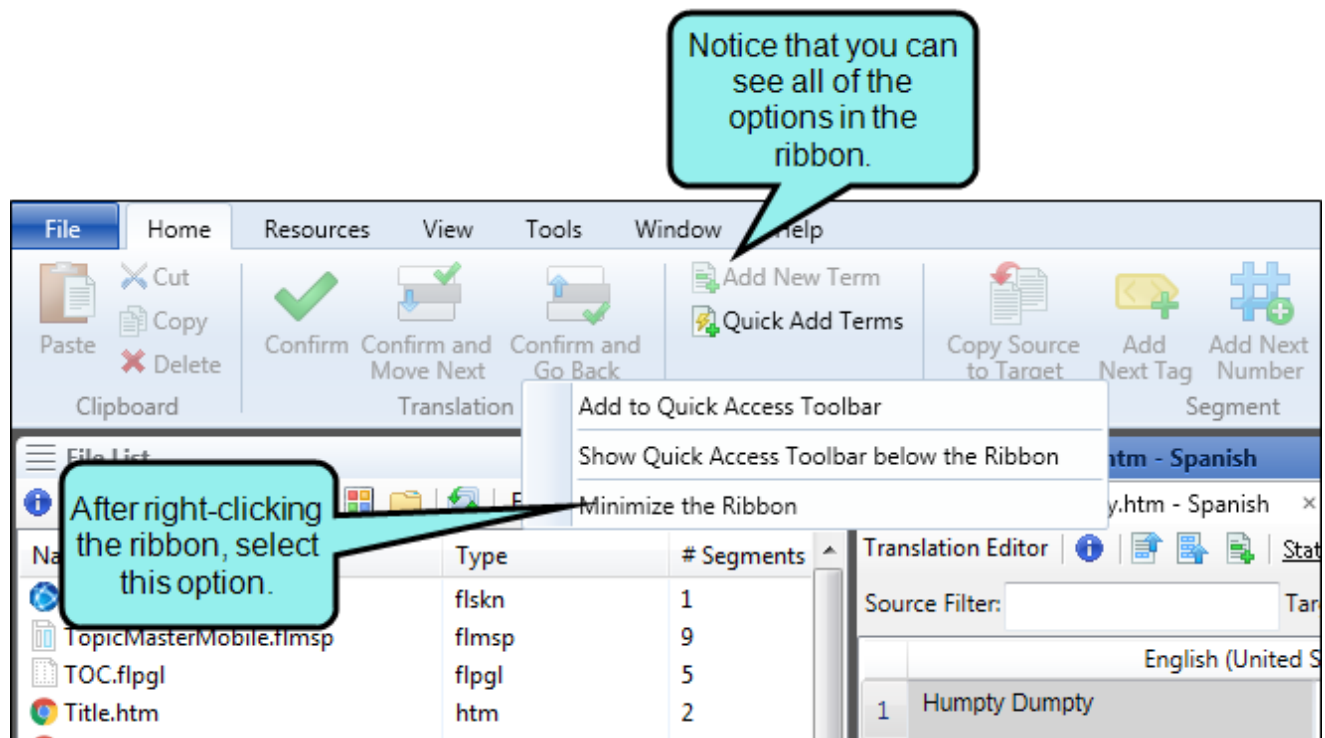
The Manage Window Layouts dialog opens.

2. Select the layout that you want to delete.
3. Click **Delete**.
4. Confirm the deletion by clicking **OK**.
5. Click **Close**.

 **NOTE:** Resetting a layout returns the interface to the way it was when you opened Lingo for the first time. Reloading a layout means returning the interface to your last saved layout.

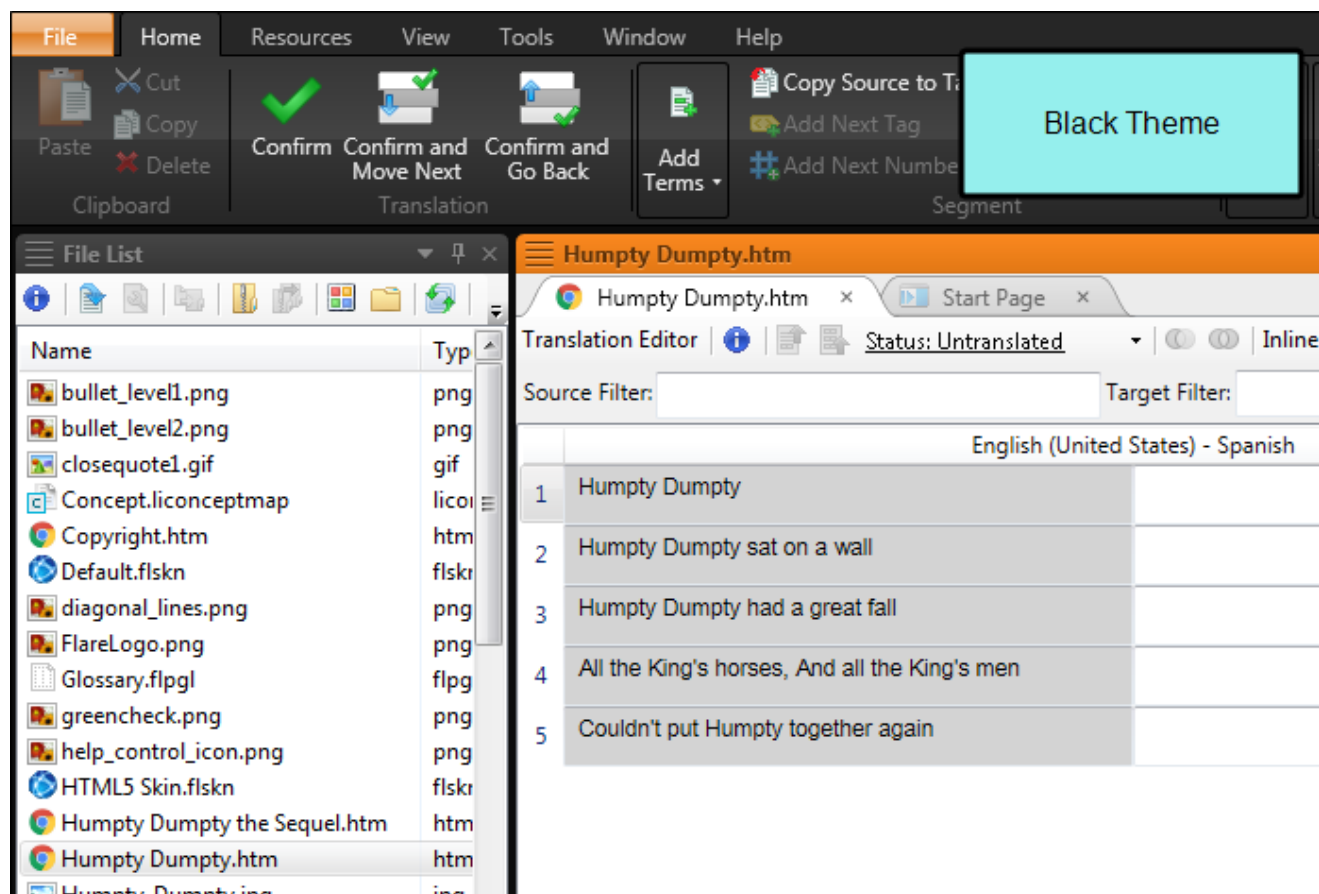
Minimizing Ribbons

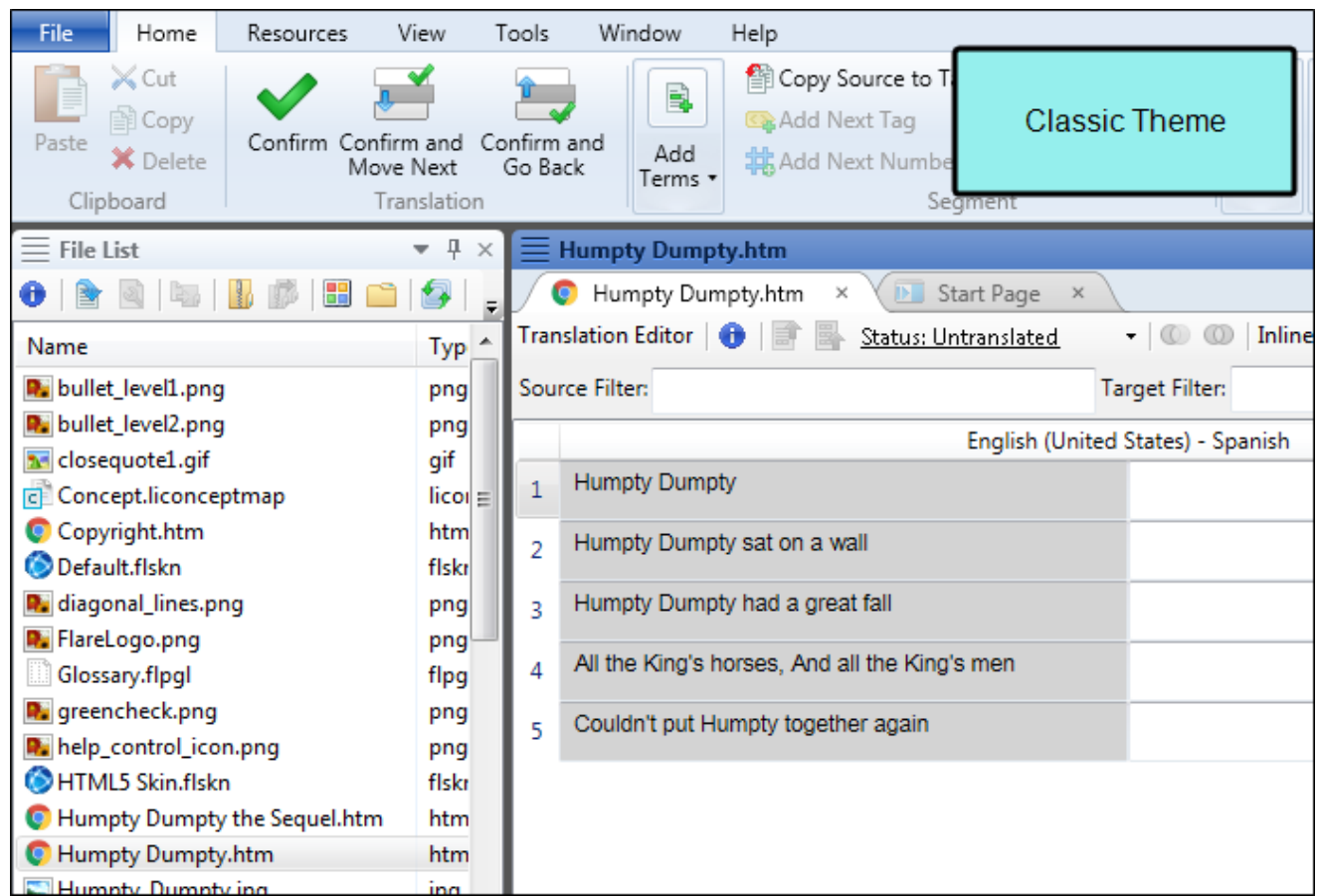
You can minimize the ribbons so that you only see the top portion of the ribbons until you select an option. To do this, right-click anywhere in a ribbon and select **Minimize the Ribbon** from the context menu.

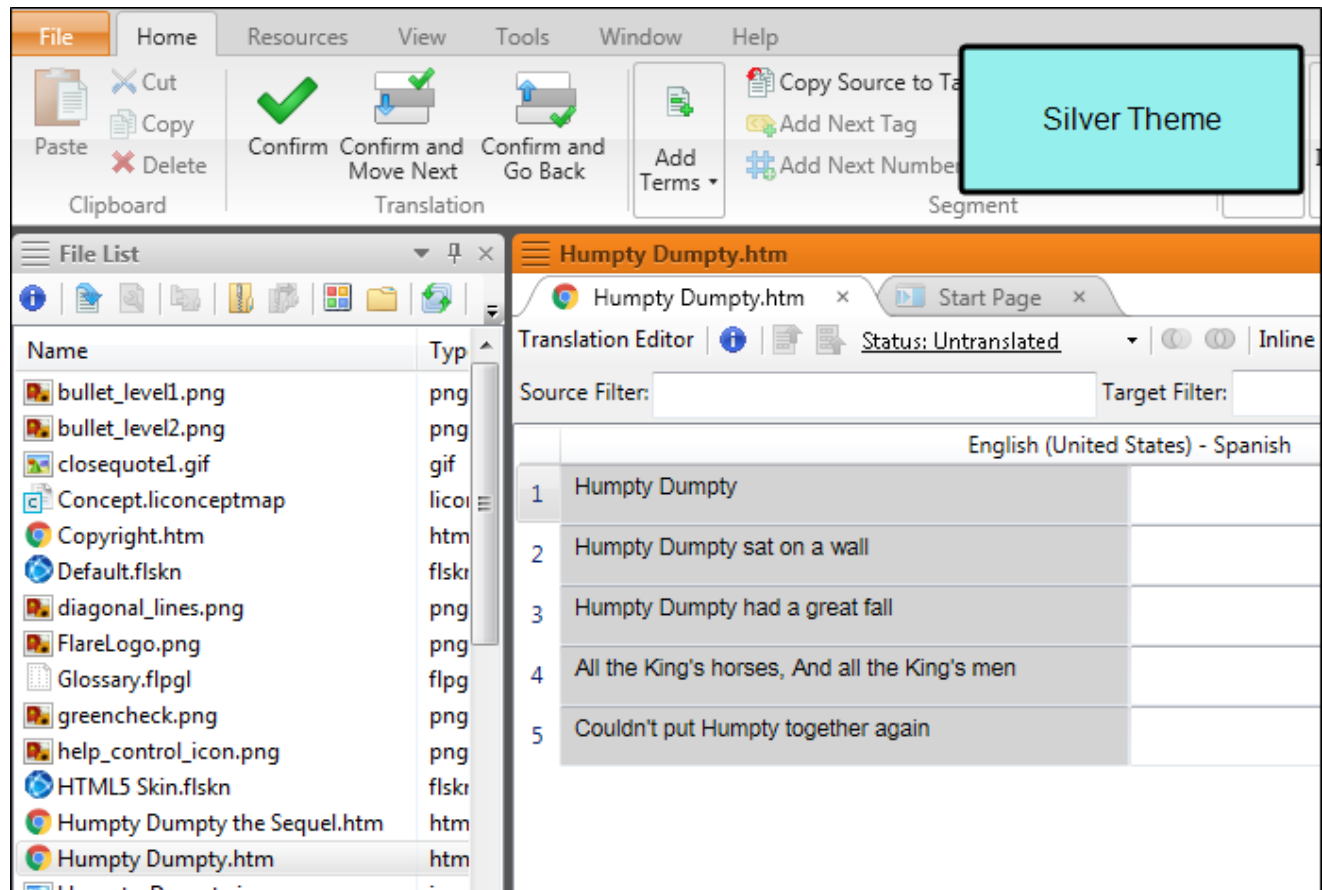


Selecting an Interface Color Theme

You can use the Interface tab on the Options dialog to choose a color scheme for the interface: black, classic, or silver.







HOW TO SELECT AN INTERFACE COLOR THEME

1. Select **File > Options**. The Options dialog opens.
2. Select the **Interface** tab.
3. Click in the **Active Theme** and select a color scheme.
4. Click **OK**.

APPENDIX

PDFs

The following PDFs are available for download from the online Help.

Alignment Guide

Getting Started Guide

Key Features Guide

Shortcuts Guide

Source Control Guide: Git

Source Control Guide: Perforce

Source Control Guide: Subversion

Source Control Guide: Team Foundation Server

Termbases Guide

Touring the Workspace Guide

Translation Guide

What's New Guide