2015

Sysfilter for InDesign® IDML

USER GUIDE

POLMANN SERVICES | ST.-LUKAS-STR. 36 86169 AUGSBURG GERMANY

User Guide

Sysfilter for InDesign® IDML

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2 GENERALLY

Sysfilter for Indesign® IDML is a solution for handling the complete translation process of Adobe InDesign files.

Sysfilter for Indesign® IDML enables you to transfer texts from your Indesign files to a word processor of your choice or into XML. After the texts have been edited, they will be automatically reinserted into the original document using the filter.

Many features assist your **translation activities** and **quality assurance tasks**. Here is a brief overview of the filter's functionality:

SYSFILTER FOR INDESIGN® IDML

- Automatic text transfer: Formats: IDML <-> XML, DOC, DOCX or RTF
- InDesign document information is displayed:

  - Number of master spreads
  - Number of spreads
  - Number of hyperlinks
  - Number of cross references
  - Number of notes
  - Number of footnotes
  - Number of inline frames
  - Number of tables
  - Number of XML elements
  - Number of sections

- Layer names are displayed in the exported file. Unnecessary texts from specific layers can be easily removed from the exported files.
- Compatible with Adobe InDesign® CS4, CS5 or CS6 (IDML).
- Compatibility: Translation can be done using the most popular translation memory systems: Wordfast, Across, Déjà Vu Atril, SDL Trados, Star Transit or using MS Word.
- Conversion options.
- Merging of hundreds of files to form one file.

AUTOMATION / SERVER TASKS

- Control via command line available.

3 SYMBOLS AND NOTES

It was one of our priorities to design this User Manual as clearly arranged as possible.

We have marked notes that are particularly important or useful as follows:

Notes to be observed specifically. Data security, risk of data loss, etc.

Notes to be observed.

Information on the duration of specific processes.

Useful tips for your daily work.

Enjoy reading the User Manual and working with your newly acquired Sysfilter.

Your Support Team

4 INSTALLATION REQUIREMENTS

In order to use Sysfilter for Indesign® IDML the following software needs to be installed on your computer and run without problems:

Recommended operating systems: Windows* 7

Sysfilter for Indesign® IDML is for use with Microsoft's Windows operating systems up to Windows 8.

On Windows ME, 98, NT and 2000 operating systems you might not be able to use the full functionality of Sysfilter for Indesign® IDML. If you have any doubts, please try out the trial version.

The following programs should be installed in order to use all conversion options:

Adobe* InDesign CS4, CS5, CS5.5, CS6, CC (32 bit), CC 2014 and/or CC 2015

For the text transfer (export / import) and most other functions Adobe InDesign doesn't need to be installed on your computer. Only the IDML files are needed.

To guarantee full functionality of Sysfilter, we recommend, that you update your Microsoft and Adobe programs to the latest service releases.

Programs marked with an asterisk (*) are programs of Microsoft Corporation or Adobe and **not included** in the delivery.

Required disk space: approx 30 MB

4.1 SCOPE OF DELIVERY

The delivery of Sysfilter for Indesign® IDML includes:

- the file "setup_S4Indesign_IDML_....exe "
- User Guide in PDF format

4.2 LICENSE AGREEMENTS

The use of Sysfilter is governed by license agreements. You must read and agree to the license agreement terms before using Sysfilter. During the installation process the license agreements will appear on your desktop and you will be asked to read and accept them.

4.3 INSTALLATION

Installation is very easy.

If you are an experienced user, just execute the setup file and follow the instructions on the screen.

You must have administrator rights to use this function.

Installation process in detail:

1. Extract " setup-S4....exe "from the ZIP archive.
2. Copy the file "setup-S4A....exe" to a folder on your hard disk.
3. Double-click on the file "setup-S4A....exe" within your "Windows Explorer" to start the installation process.
4. Select a language. Here you can switch the language of the Sysfilter user interface to your preferred language (German, English or Spanish). The language setting can be changed any time.
5. License Agreements
   You will now be asked to accept or decline the license agreements. You will only be able to continue the installation process if you accept the license agreements.
6. Select the target folder. This folder is used to store the installation files.
7. Select the folder for the start menu.
8. Click on 'Complete' and Sysfilter for Indesign® IDML will be started automatically. Using the Windows start menu you can start Sysfilter at any later time.
9. After the start a Welcome Screen will be displayed.

5 ACTIVATE SOFTWARE

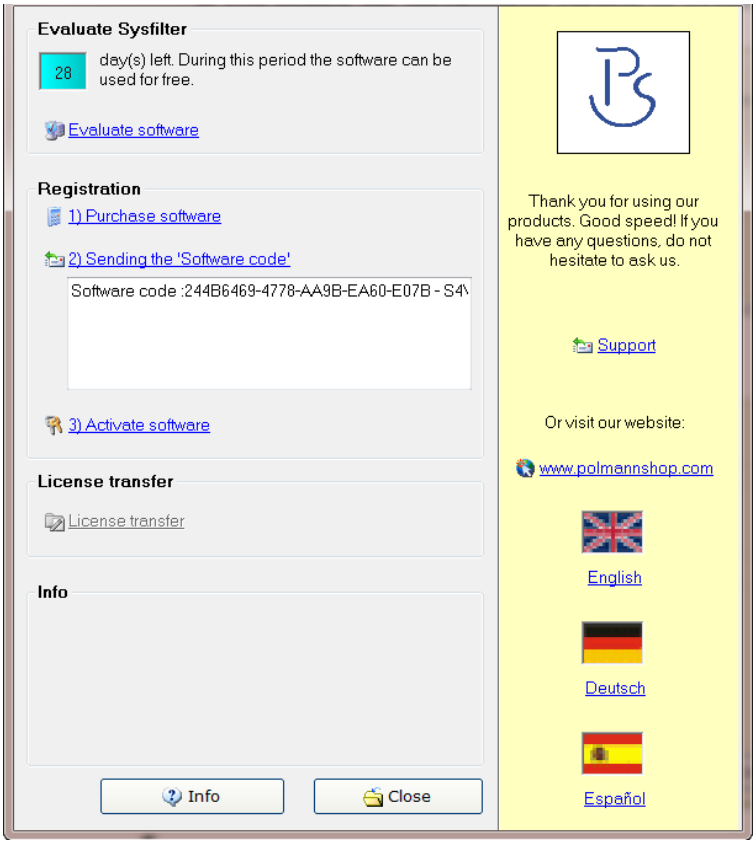
The full version of this program is activated with an activation key. A different software code is generated during each installation process. For detailed information about the activation please read the following chapters.

Using the activation key you can install Sysfilter on one computer.

If you buy a full version of Sysfilter we will send you an e-mail with your activation key.

Use the "Info" command in the "?" menu to display the registration status of your software.

If you launch the unregistered version of Sysfilter for Indesign® IDML the activation screen is displayed:



You can select one of the following options:

- Test Software
- Registration
  1) Purchase software
  2) Please send the "software code" to Polmann Services
  3) Activate software
- License transfer (only applicable for activated software)

5.1 EVALUATE SOFTWARE / TRIAL VERSION

You may test Sysfilter during a period of 28 days at no charge and use all functions. In the upper left corner a counter is displayed, which indicates how long the software can be started in testing mode. After the software is activated, instead of the counter the letter "A" is displayed.

- The trial version permits you to select a maximum of 10 files.
- In the export file, the term "trial version" is inserted.
- Some functions are restricted.

5.2 REGISTRATION

If you want to use the full version without restrictions, please proceed as follows:

5.2.1 PURCHASE SOFTWARE

Click the link "Purchase software" in the activation screen. The link will lead you to the Polmann Services website, where you can find detailed information about how you can order Sysfilter.

Or you can simply purchase Sysfilter by sending us an e-mail or a fax including your order.

E-Mail: sales@sysfilter.de
The current contact data is provided on our Website.

Be sure to include your name, address, and e-mail address.
Or just order via the Online Shop on our website http://www.sysfilter.de

5.2.2 PLEASE SEND THE "SOFTWARE CODE" TO POLMANN SERVICES

After you have completed the ordering process, please send us the software code of your Sysfilter installation. Please click on the link "Please send the software code". An e-mail message will open automatically. The software code generated during installation will be displayed in the reference line. Simply send this email to key@polmannservices.com. Alternatively, you can copy the software code manually from the subjacent text field into an e-mail.

5.2.3 ACTIVATE SOFTWARE

After we received your order and your software code, we will send you an activation key within 24 hours (on working days).

For software activation please click the link **"Activate software"** in the activation screen. The following entry box will be displayed.

Enter the activation key into the field "Activation key" and click on "Activate". A confirmation message will be displayed.

The software is now activated!

After the activation process has been completed without errors, the letter "A" will be displayed in the upper left corner of the activation screen.

5.2.4 LICENSE TRANSFER (ONLY APPLICABLE FOR ACTIVATED SOFTWARE)

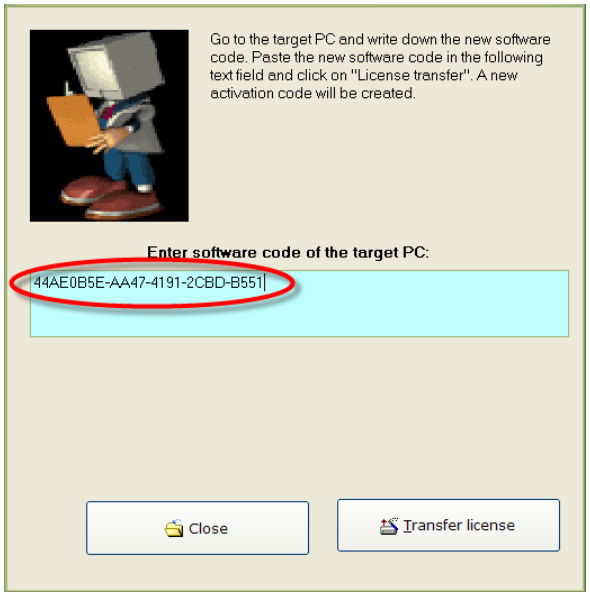
If you want to install and use your already activated Sysfilter software on a new PC you have the possibility to transfer your license.

- If you transfer the license, the activation on your previous computer will be deleted. The software will be changed again into the test mode.

- On the target computer, the same Sysfilter version should be installed. A transfer using different versions is not supported.

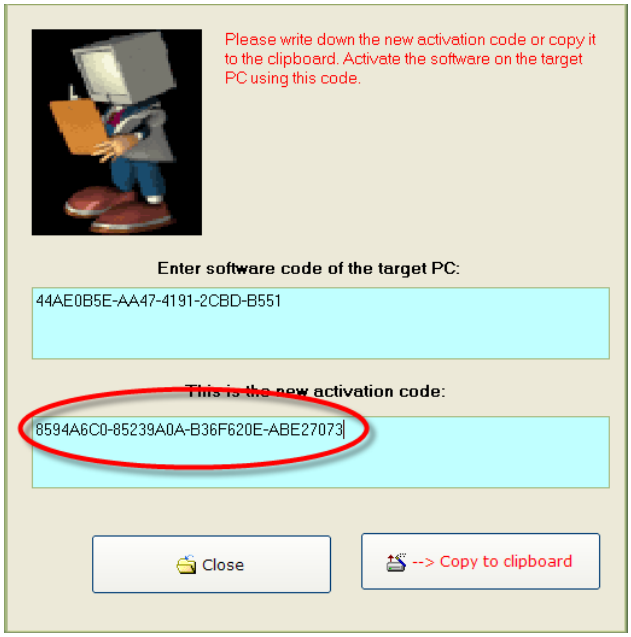
To transfer your license proceed as follows:

1. Start the Sysfilter program on your "old" computer.
2. To do so, go to the main menu and click "?" and then "Register software". The activation screen will be displayed.
3. Click the link "Transfer license".
4. Use the field "Enter software code of the target PC:" to enter the software code of the new PC.



5. After that click on the "Transfer license" button.

6. The bottom text field now shows the new activation key.



7. Use this activation key to activate the software on the target PC. Note down this key or copy it into an e-mail.

5.2.5 RENEWAL OF SYSFILTER SUBSCRIPTION:

To renew your Sysfilter subscription during the subscription period, proceed as follows:

1) In the Menu click on "?" --> "Register Software..."

2) Click on "Renew Sysfilter subscription"

3) Copy the newly released Software Key into a mail which you send to Polmann Services. We will send you an Activation Key.

4) Enter the Activation Key into the bottom field.

5) Click on the button "Activate".

--> The Software subscription has been renewed!

5.2.6 CONVERT SYSFILTER SUBSCRIPTION INTO PERMANENT LICENSE:

To convert your Sysfilter subscription into a permanent license during the subscription period, proceed as follows:

1) In the Menu click on "?" --> "Register Software..."

2) Click on "Renew Sysfilter subscription"

3) Copy the newly released Software Key into a mail which you send to Polmann Services. We will send you an Activation Key.

4) Enter the Activation Key into the bottom field.

5) Click on the button "Activate".

--> The software subscription has been converted into a permanent license!

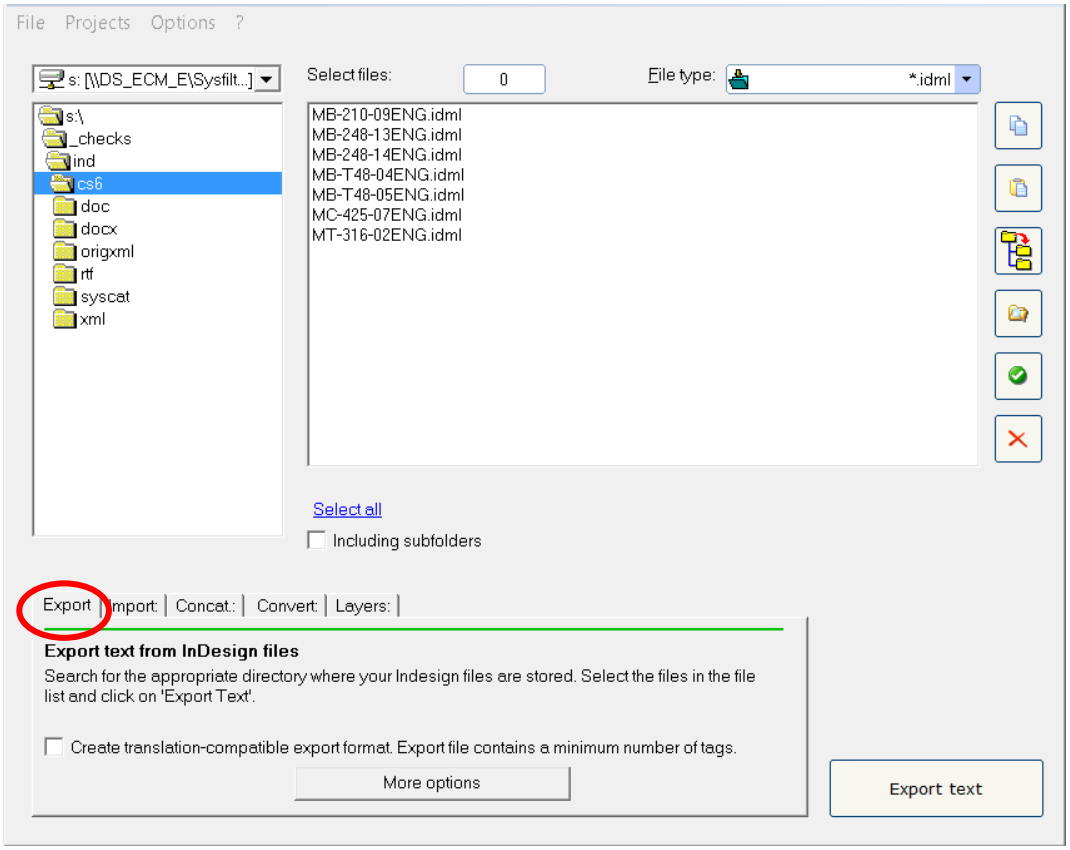
6 OPERATION

The user interface of Sysfilter for InDesign® IDML is easy to use. Follow your intuition. Sysfilter for Indesign provides the following functions:

6.1 FUNCTIONS IN THE MAIN VIEW

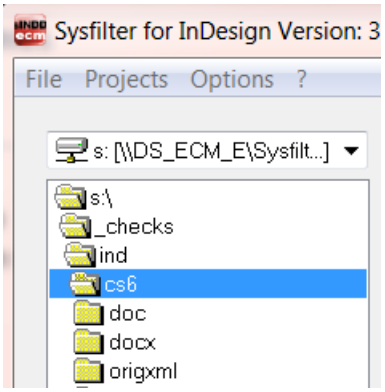
If Sysfilter for InDesign® IDML is started you will see the main view first with activated "Export" tab (see below left).

Main view with activated export options:



6.1.1 SELECTION OF DRIVES AND DIRECTORIES

Main view, top left

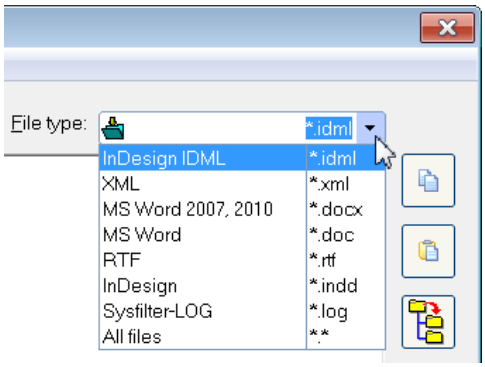


On the top left display you can select the drives and directories which contain the files you want to edit.

6.1.2 SELECTION OF FILE TYPES

By selecting the file type you determine which file or files you want to edit. The following options are possible:

Main view, top right



In addition to the displayed files any other files can be displayed.

Just type another extension in the text box and press "Return".

Wildcards can also be used. For example: * xxx * -> All files will be displayed which contain "xxx" in the file name .

- In order to export the files click on **InDesign IDML (*.idml)**. All IDML-files are displayed in the file list.
- In order to import the files click on ***.docx, *.doc, *.rtf or *.xml**.
- To display an overview of all files select **"All files (*.*)"**. All files in the selected directory are displayed.

6.1.3 SELECTION OF THE FILES FOR EXPORT OR IMPORT PROCESS

Select the files you want to process. For the export process select the desired IDML files. For the import process select the desired DOCX, DOC, RTF or XML files.

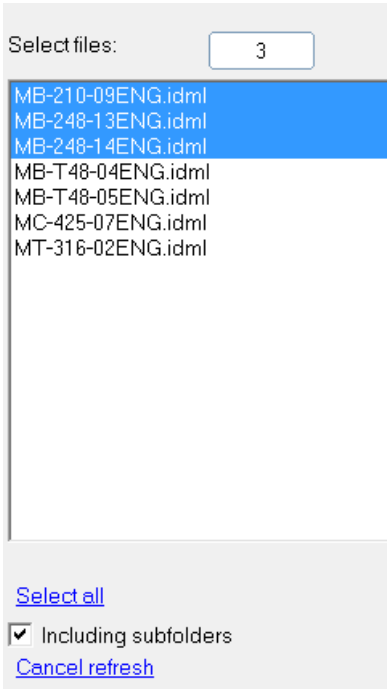
IN THIS WAY YOU CAN SELECT THE FILES:

Selection of a single file: Click on the file name.
Multiple file selection: Click first file, then keep the control key pressed to select more than one file. Continuous file block: Click first file in the block. Scroll to the last file you want in the block, then hold down the shift key and click file.

If you want to edit **all files** in the directory, click on **"Select all"**.

In addition **files from subfolders** can be selected. Activate the check box **"Including subfolders"**. The file list will be updated and now also the files located in subfolders are displayed.

File list (main view, center)



Files from subfolders

Files from subfolders can be selected and edited.

The update process can be cancelled.

The target files are saved during text transfer in the respective folder / subfolder.

6.1.4 FILE PROCESSING OPTIONS

Main view, buttons on the right side

Selected files will be copied.

Files will be pasted from the clipboard into the selected directory.

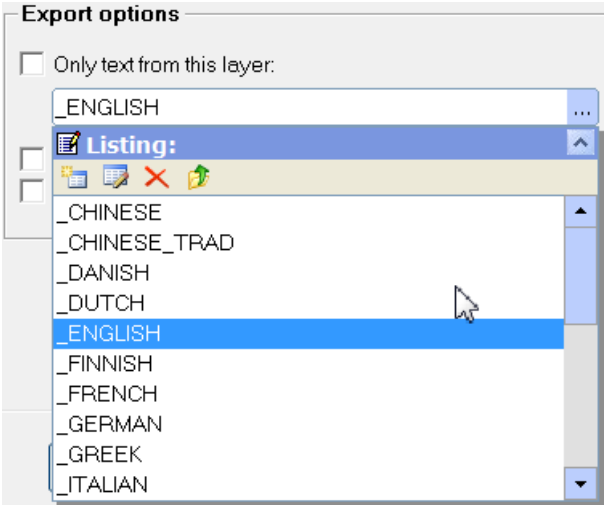
Selected files will be copied to subfolders, and new subfolders will be created (see following Chapter).

Windows Explorer will be opened. The current directory will be selected in the Windows Explorer.

The file list will be updated.

The files are deleted. The program will prompt to confirm the deletion. Please note that the files will be deleted not only in the Sysfilter view, but actually from the applicable directory.

6.1.5 OPERATION OF THE PICK LISTS:



- To open the pick list, click on the 3 dots next to the text box.

Usually there are 4 icons available and the selection list with the appropriate entries.

Meaning of the symbols from left to right:

1. Insert a new entry to the list
2. Edit entry
3. Delete entry
4. Add an entry to the text box

A list entry can be added to the text box by double-clicking.

The pick list will be closed using the symbol "^".

6.1.6 CHANGE SAVING LOCATION AND AUTOMATIC CREATION OF SUBFOLDERS

Sysfilter for InDesign® IDML provides the following file management options for the **project management tasks**.

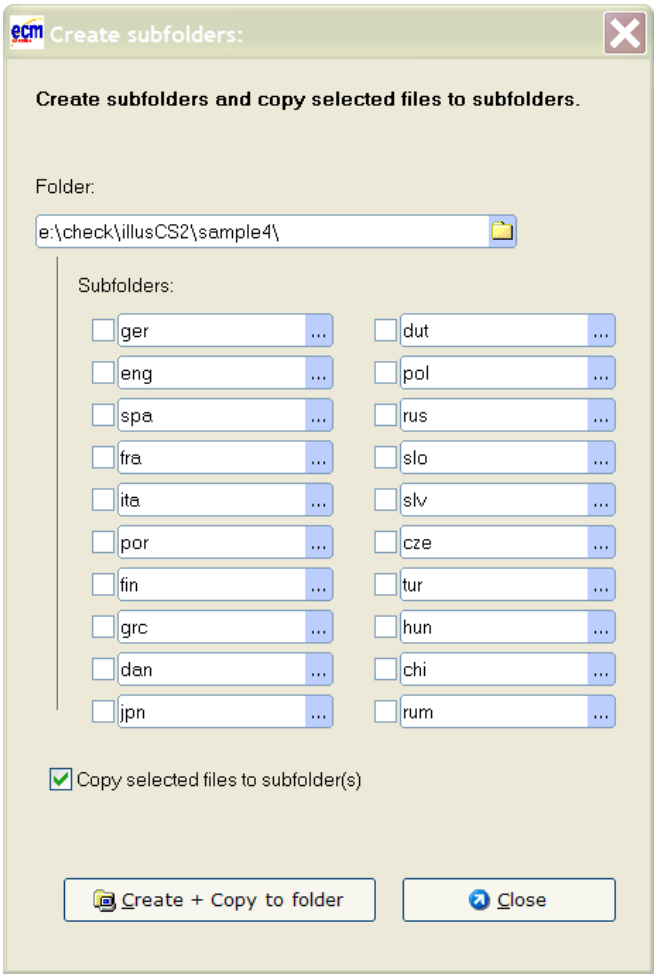
For instance, you need not further manually create a folder for managing different language versions for every language and copy the work files separately to such folder. Sysfilter for InDesign® IDML will create up to 20 language folders to which it copies the desired files in one operation.

How to proceed:

In the main view click on the button in the button bar on the right side.

The window "**Create subfolders**" will open:

The **files selected in the file list** can be copied to another directory.



Window "Create subfolders"

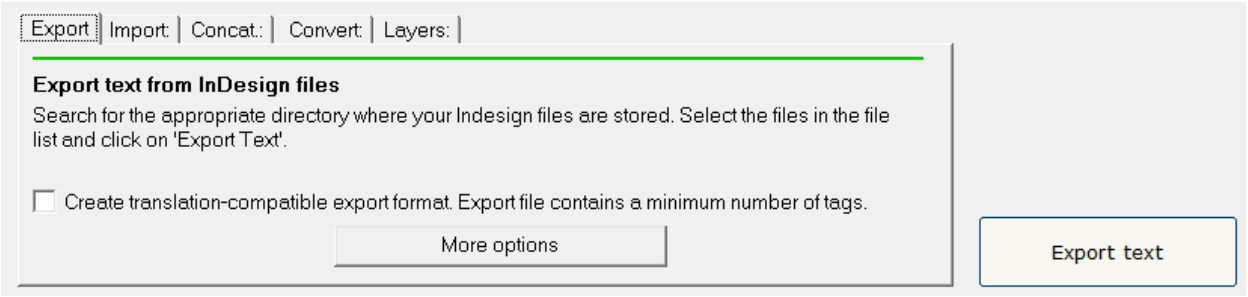
A main folder can be selected.

Up to 20 subfolders may be created. The files previously selected will be automatically copied to these folders.

To initiate this, activate the applicable check box and enter a folder name.

--> If the files are not to be copied, but only folders to be created, deactivate the box.

6.2 EXPORT TAB



Several export options are provided:

"Create translation-compatible export format. Export file contains a minimum number of tags."

If this check box is selected, less formatting tags appear in the target text.

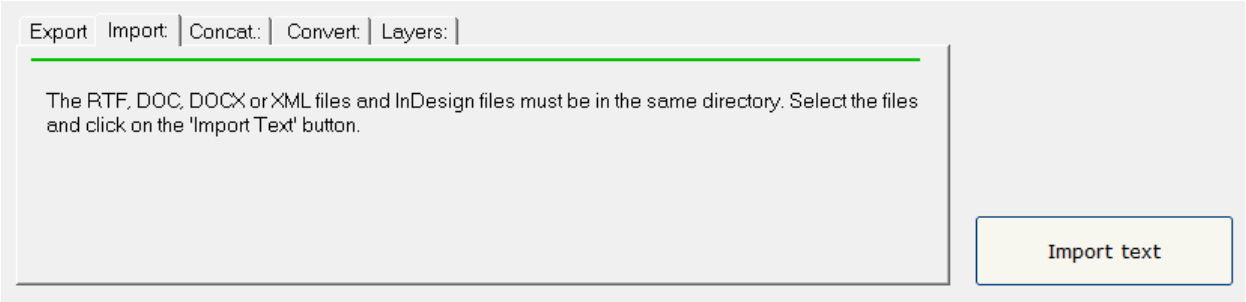
The texts to be translated are easier to read and more clearly arranged.

This option is suitable for proofreading texts or for example to translate directly using a word processor.

If you translate with SDL Trados or other translation tools:
To prevent "broken" segments, simply clear the check box **"Create translation-compatible export format. ..."**.

Click on "More options" in order to open the export options window. See also chapter More export options.

6.3 IMPORT TAB



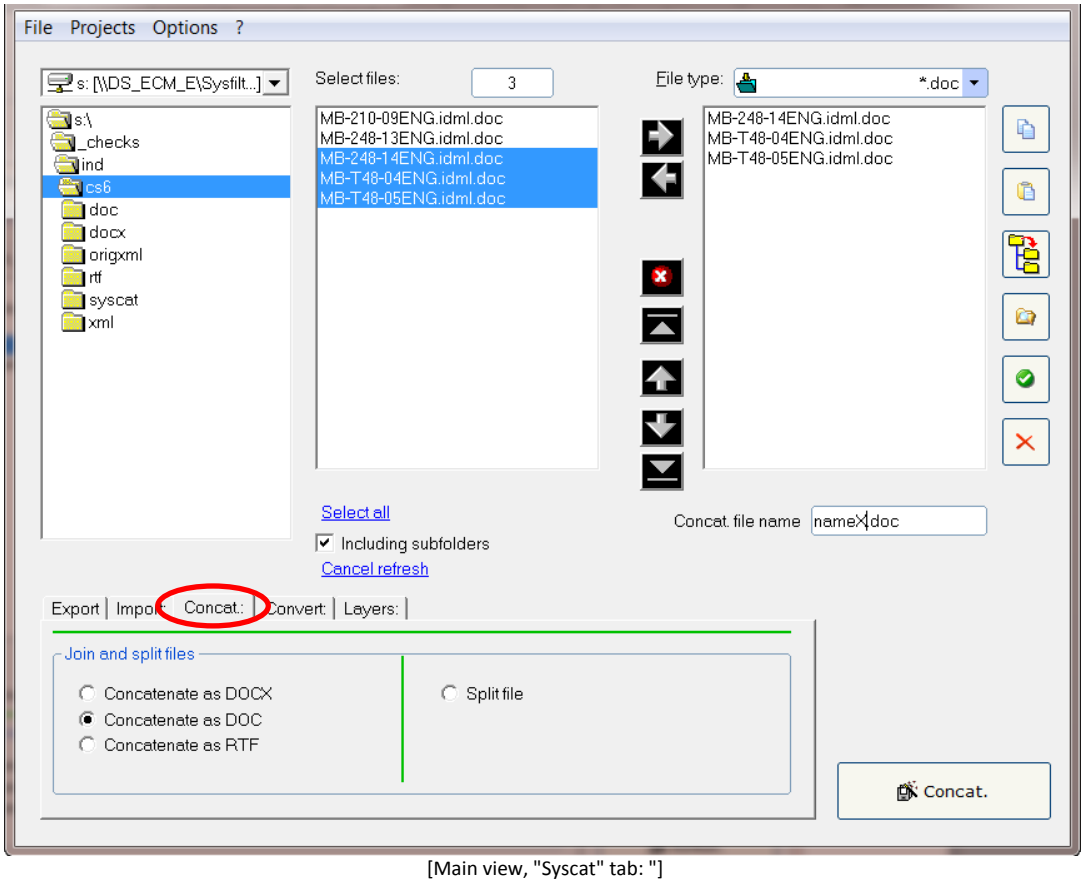
HOW TO PROCEED:

1. Select and mark files.
2. Select the corresponding tab in the main view: "Import".
3. Click on the respective button (Import).

6.4 TAB: SYSCAT / CONCATENATION AND SPLIT FUNCTIONS

These functions enable you to concatenate the exported RTF, DOCX or DOC files into one single file or into several batches and to split them again after translation.

This time-saving solution is especially valuable for editors or translators working on projects with large file numbers. It is no longer necessary to open and close hundreds of files. Translation, spell check or replacement of terms can be done in one single file.



[Main view, "Syscat" tab: "]

6.4.1 CONCATENATING AND SPLITTING – FUNCTIONS

1. **Selection of drive and directories**. File concatenation: Select the directory where the files you want to concatenate are located. Split: Select the directory where the concatenated file is located.

2. **File list left:** File selection. By default all files in the actual folder are selected, but it is also possible to specify individual files within that folder.

   - Click on the file name to select an individual file.
   - **Multiple file selection:** Click first file, then keep the control key pressed to select more than one file. Continuous file block: Click first file in the block. Scroll to the last file you want in the block, then hold down the shift key and click file.

3. **File list, right:** All files in the right-hand list box will be concatenated or split, no matter if they are highlighted or not. In this connection, it is irrelevant whether the files have been selected or not.

FUNCTION OF THE BUTTONS:

Include files to right-hand list box.

Remove files from right-hand list box.

Remove all files from right-hand list box. The files are not deleted, only removed from the list box.

Move selected entry to the uppermost position.

Move down selected entry (one position).

Move down selected entry (one position).

Move selected entry to the lowermost position.

Move highlighted files using the mouse:
Click one entry you want to move, and then hold down the shift key while selecting further files. Continue to hold down the shift key and drag the selected files upwards or downwards in the list.

6.4.2 CONCATENATE FILES

HOW TO PROCEED:

1. Select tab page **"Concat."**
2. Option: Select **"Concatenate as DOCX"**, **"Concatenate as DOC"** or **"Concatenate as RTF"**.
3. Move files you want to cat to the right-hand list box.

   Use function buttons to change file order if necessary. The sorting order of the files in the right-hand list box defines the file order of the resulting collective file.
4. You can change the file name of the resulting collective file here.
5. Click on the **"Concat."** button.

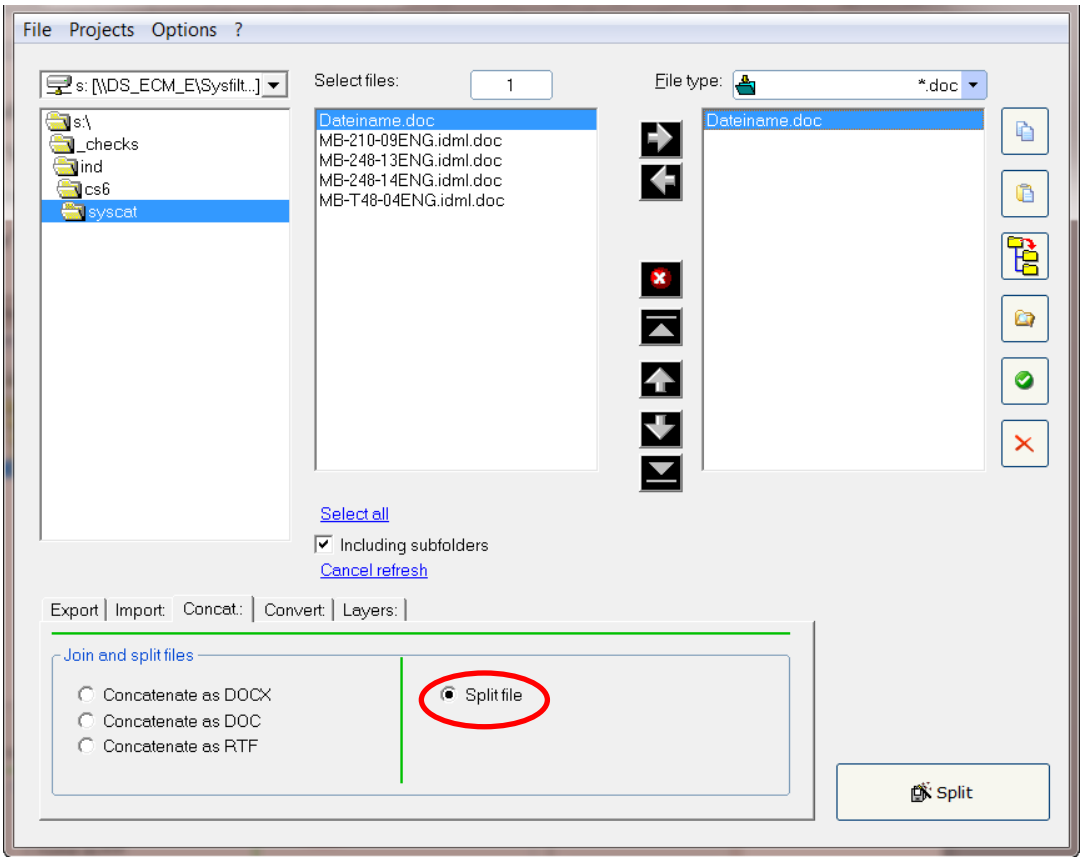
A subfolder named "Syscat" will be created in the current folder and the generated cat file will be saved in this folder. This is the location where the batch file is stored together with the concatenated files. The current directory name is proposed as file name.

Make the concatenated files appear in the batch file in the most meaningful order for your translation project.

6.4.3 SPLIT FILES

HOW TO PROCEED:

1. Select tab page **"Concat."**.
2. Option: Select **"Split files"**.
3. Move files you want to cat to the right-hand list box.
4. Click the **"Split"** button.

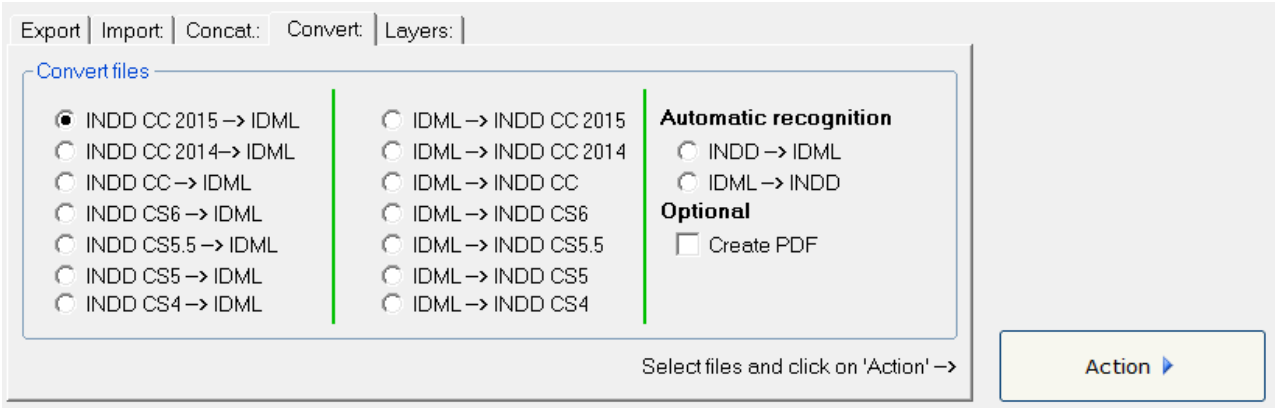


[Split files]

The files will be split and the resulting files are saved into the selected folder.

6.5 TAB PAGE "CONVERT:"

Here you can convert your files to InDesign or to IDML files. The default settings of Adobe InDesign are used.



For this purpose

- select the desired files,
- enable the appropriate options
- and click on **"Action"**.

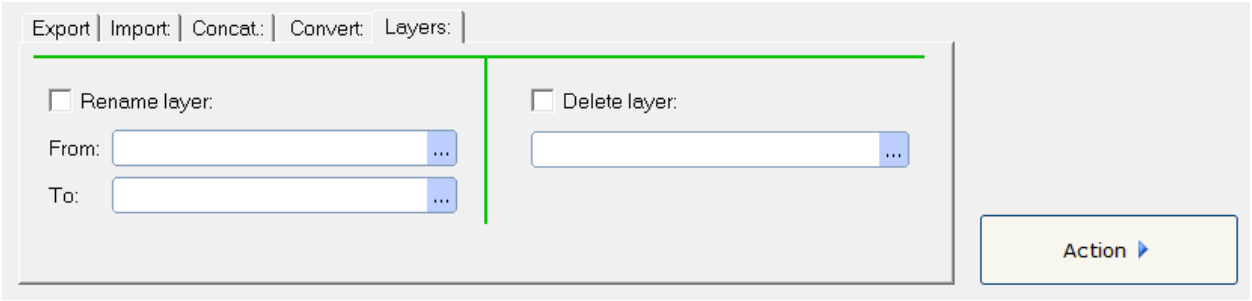
The following options are available:

- **"Create PDF":** PDF files of selected InDesign files are generated. File size will be kept as small as possible.

The PDF files can be used as reference material during translation, proofreading and post layout processes.

6.6 TAB: LAYERS

In the **"Layers"** tab, the functions **"Rename Layer"** and **"Remove Layer"** can be run independently from the export and import operation.



For this purpose

- select the desired files,
- activate the appropriate check box, fill in the text fields
- and click on **"Action"**.

These actions should be performed before or after the text transfer (export/import) since the basic structure of the InDesign document is changed.

Sequence of actions when both check boxes are checked: First, the layers are renamed, and then the specified layer is removed from the InDesign document.

6.6.1 RENAME TEXT LAYERS

HOW TO PROCEED:

1. In the "Layers" tab activate the check box **"Rename layer"**.

2. Enter the appropriate layer name or select one from the list **"..."**.

- In the upper field enter the name of the layer, which should be renamed.
- At the bottom enter the new name.

3. Select files and click on **"Action"**.

--> The relevant text layers of the InDesign documents will be renamed.

See also notes in the Sysfilter4InDesign-Import.LOG file.

6.6.2 "REMOVE LAYERS"

HOW TO PROCEED:

1. In the "Layers" tab activate the check box **"Rename layer"**.

2. Enter the appropriate layer name or select one from the list **"..."**.

3. Select files and click on **"Action"**.

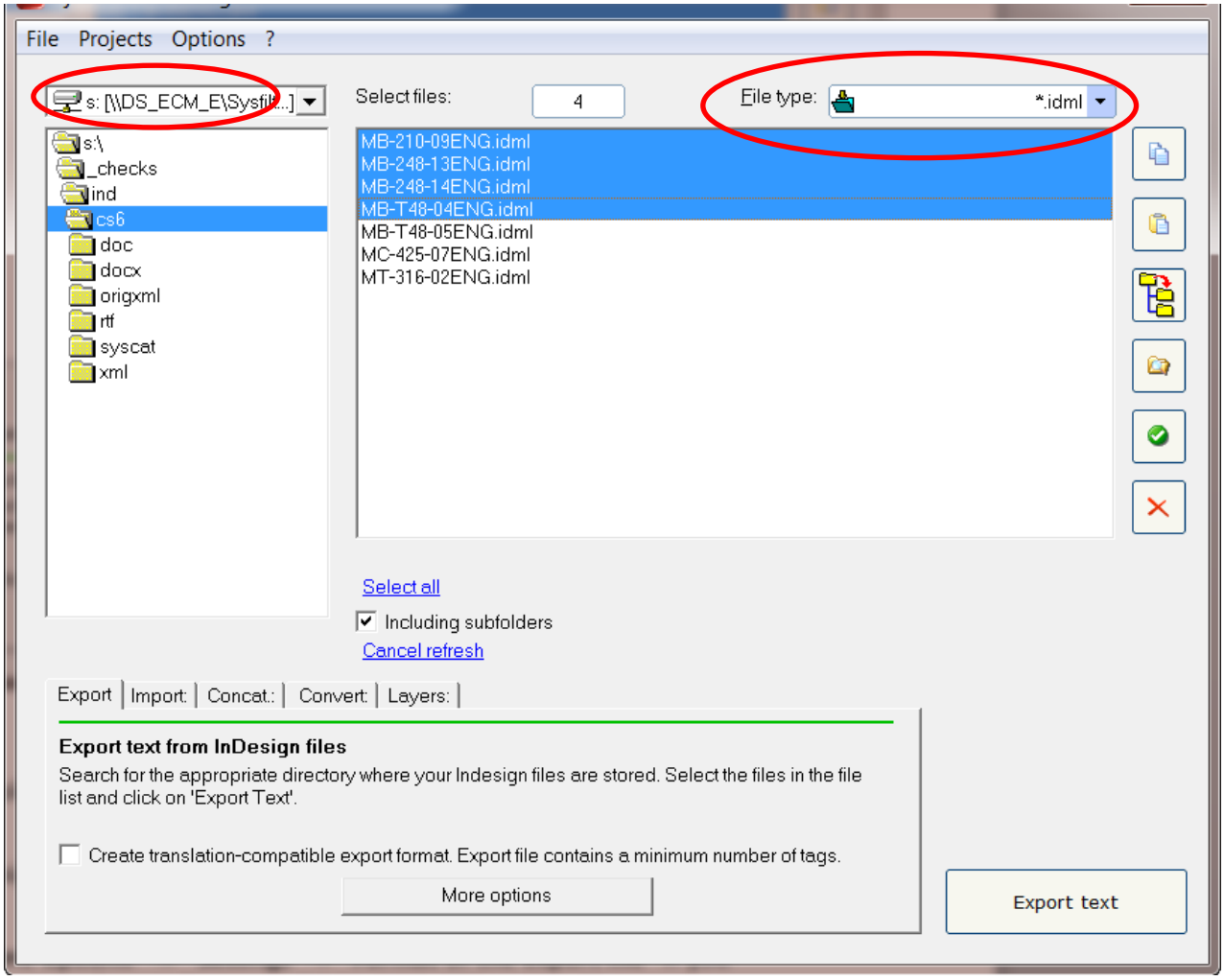
Selected text layer will be deleted. Select a layer from the combo box.

The layer name must match exactly the layer name of the Indesign document.
Upper and lower case letters can be ignored.

7 EXPORT PROCESS

Sysfilter for InDesign® IDML exports and imports all texts from IDML files.

Main view, "Export" tab



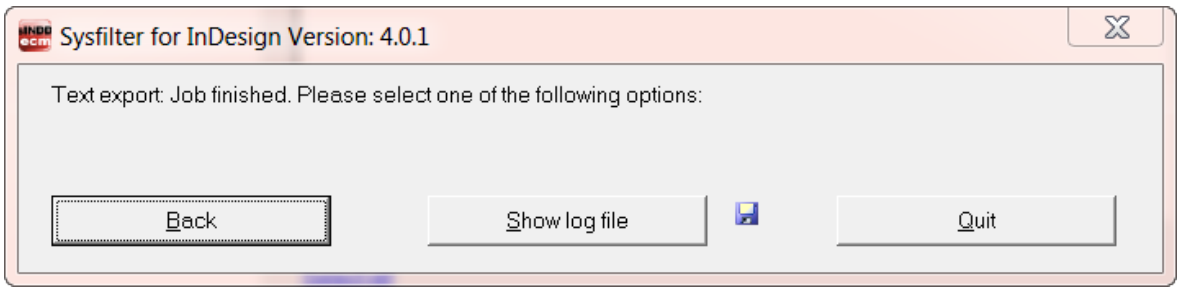
HOW TO PROCEED:

- Select the folder in which the IDML files are located. The IDML files will appear.
- Select "InDesign IDML (*.idml)" in the drop down combo box in the right corner.
- Click on **"More options" -> "Settings" -> "Format of the export file"** if you want to export text from InDesign as DOCX, DOC, RTF or XML file.
- If you want to export the text of a certain layer, activate the check box **"Only text from this layer"** and enter the desired layer name.
- Highlight the InDesign files which contain texts you want to export. Click onto the **"Export text"** button to launch the export process.

The progress bar appears now and the export process can be monitored. During export process you can minimize the Sysfilter window.

If you already did export a certain project and run a second export process, Sysfilter for InDesign® IDML will overwrite the existing files in this folder. Please make sure that you really want to overwrite the existing files before launching a second exporting process!
You should NEVER use your original files for import or export processing, only copies. Take your time to save the original files and your translated files in a separate folder!

After the export the following dialog appears:



Back to main menu.	LOG file is displayed. Information about version, file number and settings.	Quit Sysfilter

There are additional options available for the export process. They can be found at: Tools >> Options ... >> Export options. See also under chapter: ***SYSFILTER ADVANCED SETTINGS / TOOLS***

7.1 EXPORT RESULTS

The exported files are now in the same folder as the IDML files.
The name of the export files consists of the name of the InDesign files including the file extension ".IDML".

EXAMPLE: NAME OF INDESIGN FILE: "NAME.IDML"

File name (InDesign)	Export option:	Export file name
Name.IDML	-> Standard settings	Name.idml.docx Name.idml.doc Name.idml.rtf or Name.idml.xml
	-> "Create PDF"	Name.pdf
	A LOG file in text format will be created automatically.	Sysfilter4InDesign-Export.LOG

7.2 TRANSLATION OF THE FILES (DOCX, DOC OR RTF)

7.2.1 EXPORT FORMAT DOCX, DOC OR RTF

The files can be translated directly with **Microsoft Word, other word processors or translation tools**.

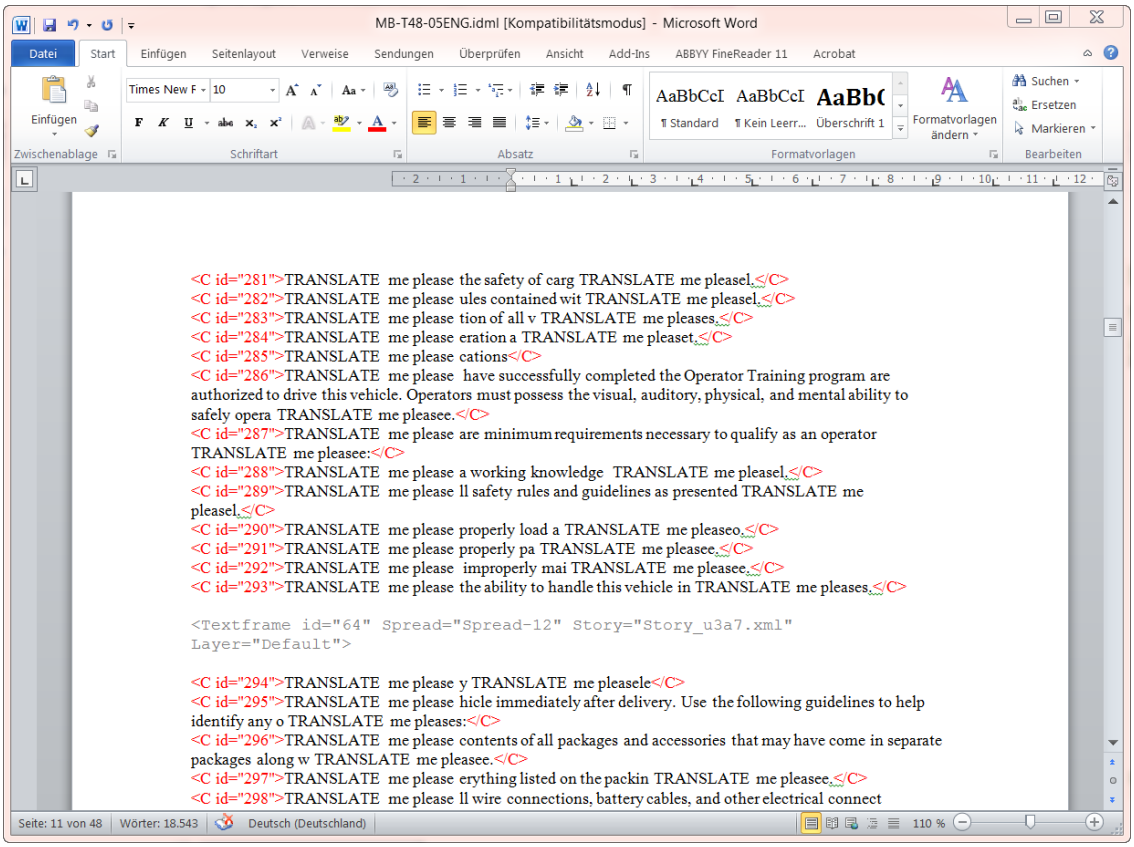
7.2.2 NOTES ON THE TRANSLATION OF DOCX, DOC OR RTF USING TRADOS

When the files are opened directly using TagEditor or the translation editor in SDL Trados Studio, undesired side effects may occur. It is possible that the formatting will be displayed incorrectly. To prevent this, we recommend the following practices:

USING THE TAGEDITOR:
For TTX creation, we recommend to choose the translation function of the workbench. (Activate the check box **Tools → Translate... → Options → Translation Memory Options... →"TRADOStag XML Workflow for Workbench")**

USING SDL TRADOS STUDIO:
A project should be created for the translation and the translation should be done in the SDLXLIFF files.

7.2.3 TAGS



The texts to be translated are black. They can easily be translated or edited.

If problems occur during import process, not imported contents are displayed in the log file:

For example:
<C Id="1264"> Note: Tag doesn't exist:

7.3 TRANSLATION OF THE FILES (XML)

7.3.1 EXPORT FORMAT XML

The XML files are saved in UTF8 format. These files can be translated using a XML or text editor or a Translation Tool of your choice.

7.3.2 MEANING OF THE XML ELEMENTS

Content tags: The texts to be translated are located in the following elements:

```
<C id="..">Text</C>
<SectionMarker id="0">Text</SectionMarker>
<IndexName id="23">Text</IndexName>
```

Format tags: In order to form meaningful translation units the red tags should be defined as translatable segments (see table). These may be moved within the parent element.

Structure tags: The other tags form the skeleton of the XML file and can not be changed or deleted.

XML element	Type	Meaning
<syscatXML>	Structure tag:	
<AICS2File>	Structure tag:	
<Application>	Structure tag:	
<Filename>	Structure tag:	
<Sections>	Structure tag:	
<SectionMarker>	**Content tags:**	Section name of the InDesign document
<SectionPrefix>	Structure tag:	
	Structure tag:	
<Story>	Structure tag:	
<TextFrame>	Structure tag:	Text frame
<Inlineframe>	Structure tag:	Inline text frame
<Note>	Structure tag:	Note
<Table>	Structure tag:	Table
<Cell>	Structure tag:	Cell

XML element	Type	Meaning
<Footnote>	Structure tag:	Footnote
<CrossReferenceSource>	Structure tag:	Cross Reference
<HyperlinkTextSource>	Structure tag:	Link
<Index>	Structure tag:	<Index>
<IndexName>	**Content tags:**	Index entry
<IndexSortOrder>	Structure tag:	<Index>
<BackingStory>	Structure tag:	Text content of not placed XML content of the IDML document
<XmlStory>	Structure tag:	Text content of not placed XML content of the IDML document
<XMLElement>	Structure tag:	IDML XML elements
<Paragraph>	Structure tag:	Paragraph information
<cf>	Format tag	Format information
<C>	**Content tags:**	Texts for translation
<lf>	Format tag	Manual line break
<tab>	Format tag	Tab
<	Format tag	< sign
>	Format tag	> sign
&	Format tag	& sign
'	Format tag	' sign
"	Format tag	Quotation marks
<?ACE 18?>	Format tag	auto page number
<?ACE 19?>	Format tag	section marker
<?ACE 3?>	Format tag	end nested style
<?ACE 8?>	Format tag	right indent tab
<?ACE 7?>	Format tag	indent here tab
<?ACE 4?>	Format tag	[tab]text in footnote
<?S4I &HA0?>	Format tag	nonbreaking space
<?S4I &H202F?>	Format tag	fixed width nonbreaking space
<?S4I &H200A?>	Format tag	hair space
<?S4I &H2009?>	Format tag	thin space
<?S4I &H2006?>	Format tag	sixth space
<?S4I &H2005?>	Format tag	quarter space
<?S4I &H2004?>	Format tag	third space
<?S4I &H2002?>	Format tag	en space
<?S4I &H2003?>	Format tag	em space
<?S4I &H2008?>	Format tag	punctuation space
<?S4I &H2007?>	Format tag	figure space
<?S4I &H2001?>	Format tag	flush space
<?S4I &H200B?>	Format tag	discretionary line break
<?S4I &H200C?>	Format tag	zero width nonjoiner
<?S4I &HAD?>	Format tag	discretionary hyphen
<?S4I &H2011?>	Format tag	non breaking hyphen

XML element	Type	Meaning
<?S4I &H2014?>	Format tag	em dash
<?S4I &H2013?>	Format tag	en dash
<?S4I obj1?>")	Format tag	special empty space
<Change>	Structure tag:	When "Track changes" is turned on in the InDesign document: Only the changed texts are exported/imported. - the options "Accept and reject changes" will still be available in the InDesign document after importing the texts.

Information on IDML structure can be found in the Adobe specifications "IDML File Format Specification" on the Internet.

7.3.3 NOTES ON THE TRANSLATION OF THE XML FILES

Format tags may be moved within the parent element.

Applies to elements that do not contain text to be translated: Please make sure that you don't change or delete the XML tags, otherwise errors will occur during the import process after translation.

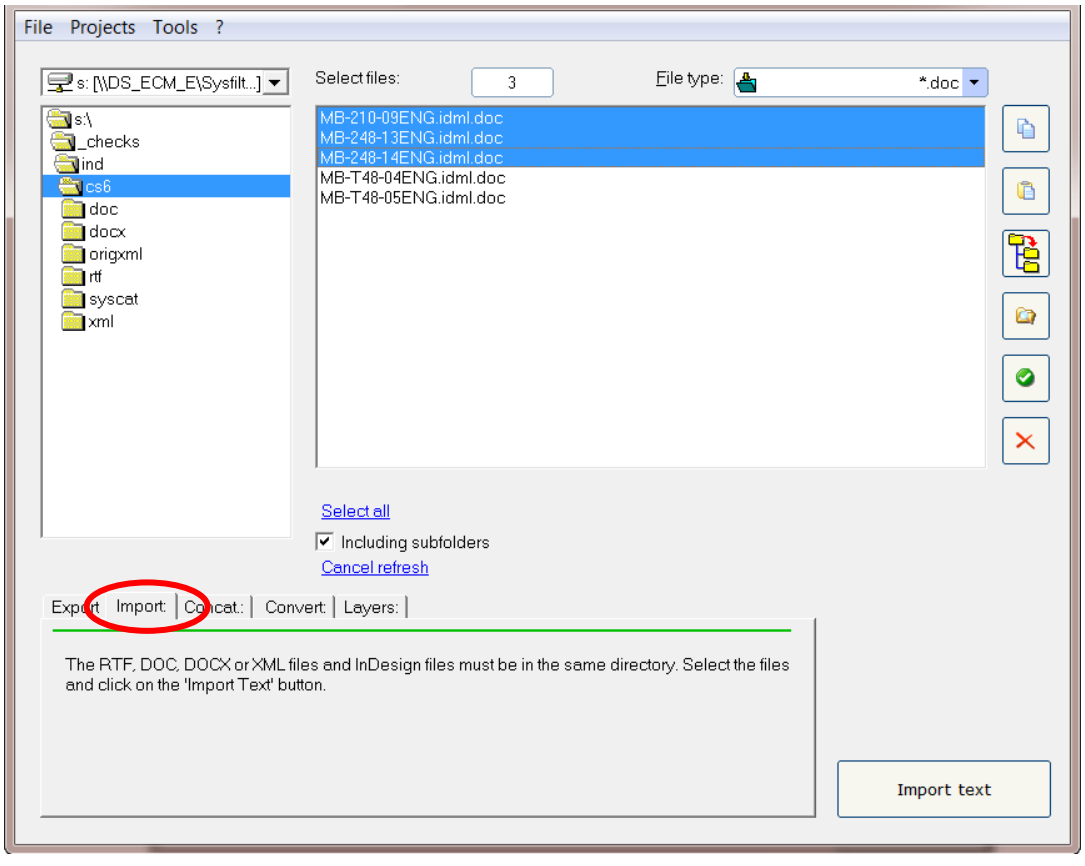
It is more difficult to translate tagged files. A PDF file of the Indesign document may be used as a reference file during the translation process.

That is how the exported XML files look like, if opened by using a text editor:

8 IMPORT PROCESS

HOW TO PROCEED:

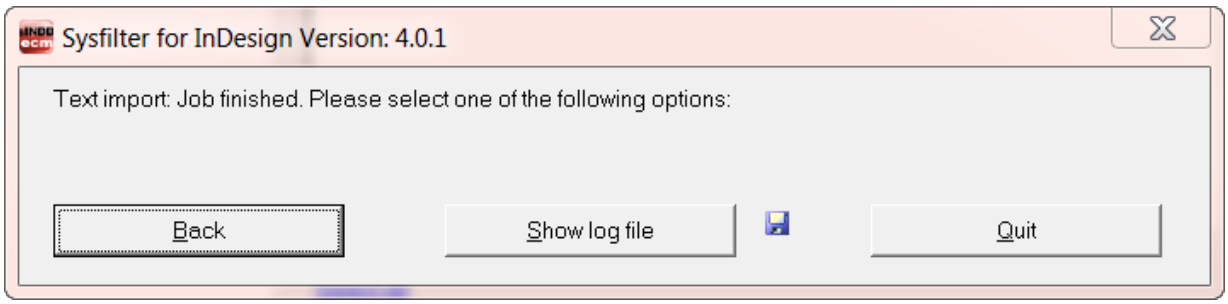
- Select the folder in which the translated files are located. The IDML files will appear.
- Select ***.docx, *.doc, *.rtf** or ***.xml** in the drop down combo box in the right corner.
- Select the import options you want.
- Highlight the files which contain the translations. Click onto the **"Import text"** button to launch the importing process.



The progress bar appears now and the export process can be monitored. During export process you can minimize the Sysfilter window.

If you already did import a certain project and run a second import process, Sysfilter for InDesign® IDML will overwrite the existing files in this folder. Please make sure that you really want to overwrite the existing files before launching a second importing process!
You should NEVER use your original files for import or export processing, only copies. Take your time to save the original files and your translated files in a separate folder!

After import process the following dialog appears:



Back to main menu.	LOG file is displayed. Information about version, file number and settings.	Quit Sysfilter

The IDML files now contain the translated texts.

Remember that automated filter processes require layout control and, depending on the file structure, post layout.

If necessary, we can assist you. Contact us at: info@polmannservices.com

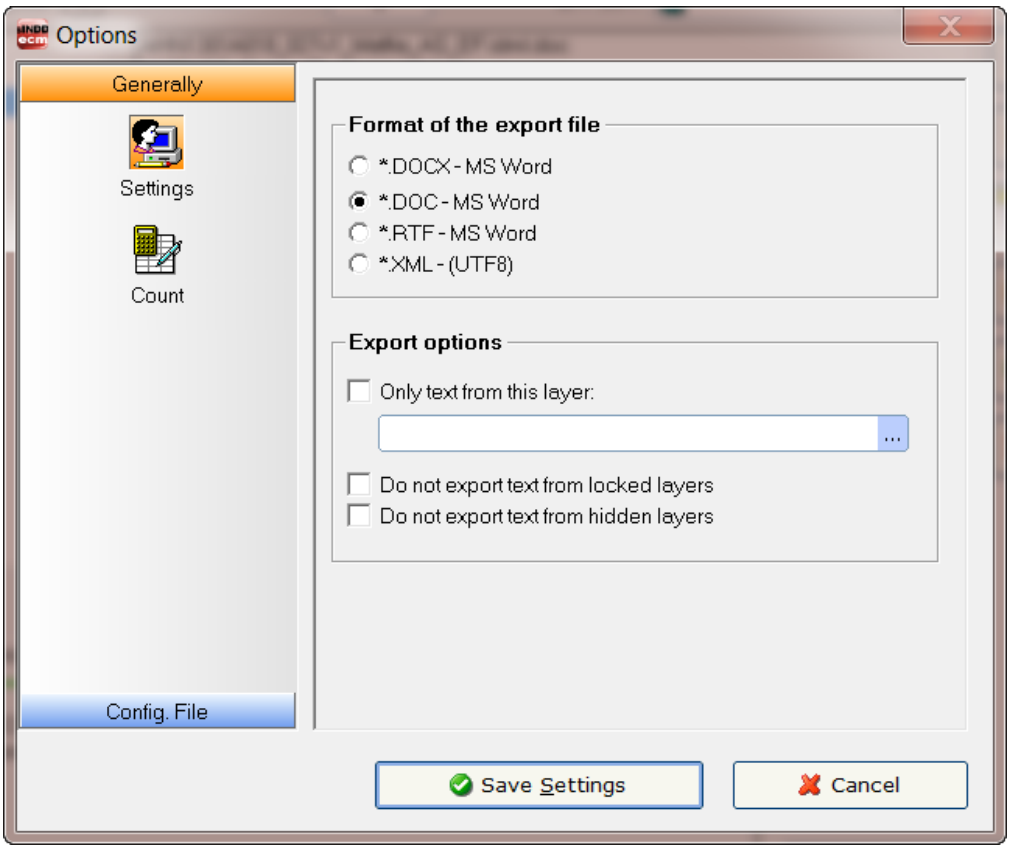
9 SYSFILTER ADVANCED SETTINGS / TOOLS

How to activate the option window:

Click on **"More options"** in the applicable tab of the main view

or click on the menu **"Tools"** ➔ **"Options..."**.

9.1 "SETTINGS"



Here you can make the following settings.

9.1.1 FORMAT OF THE EXPORT FILE

Here you have the option to specify the **format of the export file**. You have the following choices:

*.DOCX - MS Word	Output format: DOCX
*.DOC - MS Word	Output format: DOC
*.RTF - MS Word	Output format: RTF
*.XML (UTF8)	Output format: XML, Unicode (UTF8) format.

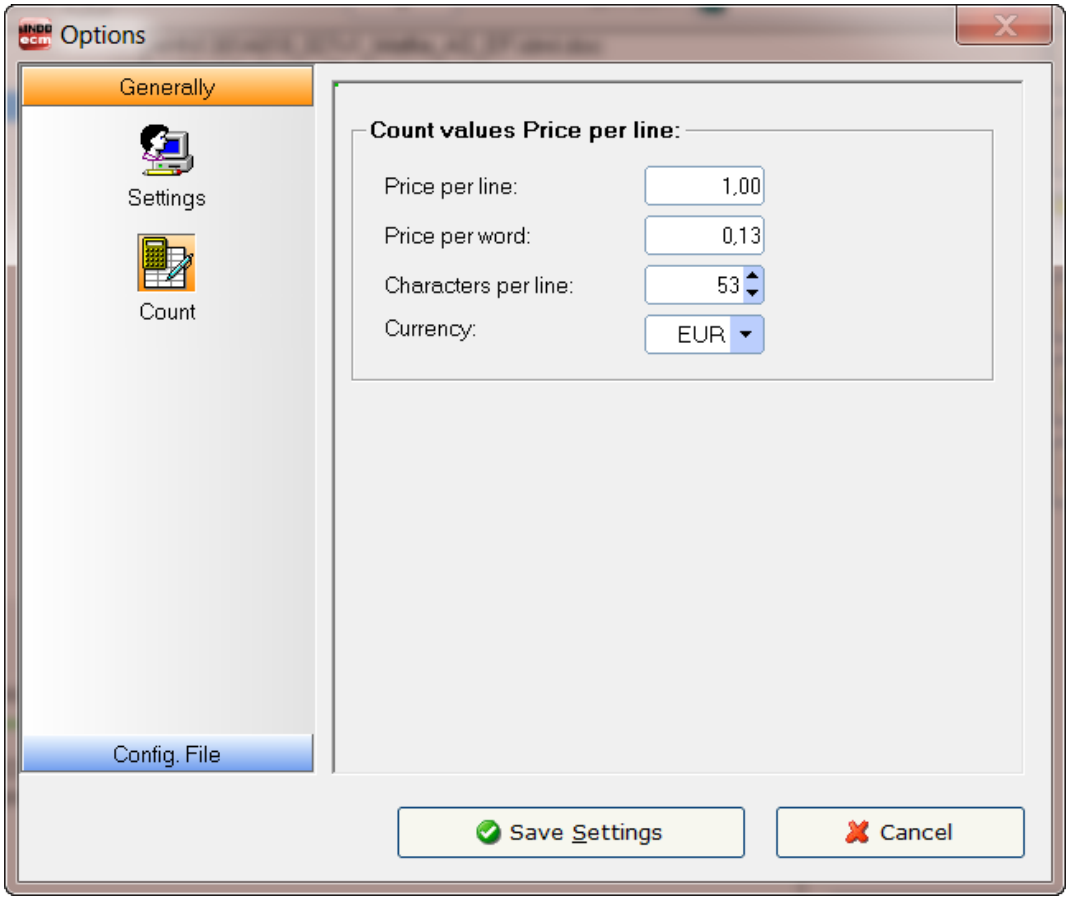
9.1.2 MORE EXPORT OPTIONS

"Only text from this layer" will be exported.
Enter the layer name into the text box which contains texts you want to export. The exported files contain the text of the selected layer.

Do NOT export text from blocked layers.
Texts from blocked layers are not exported.

Do NOT export text from hidden layers.
Texts from hidden layers are not exported.

9.2 "COUNT"



- Modify the settings of word count and price calculation according to your needs.

- The LOG file contains information about the export/import process, the total character number, the number of lines and number of words and the price calculation.

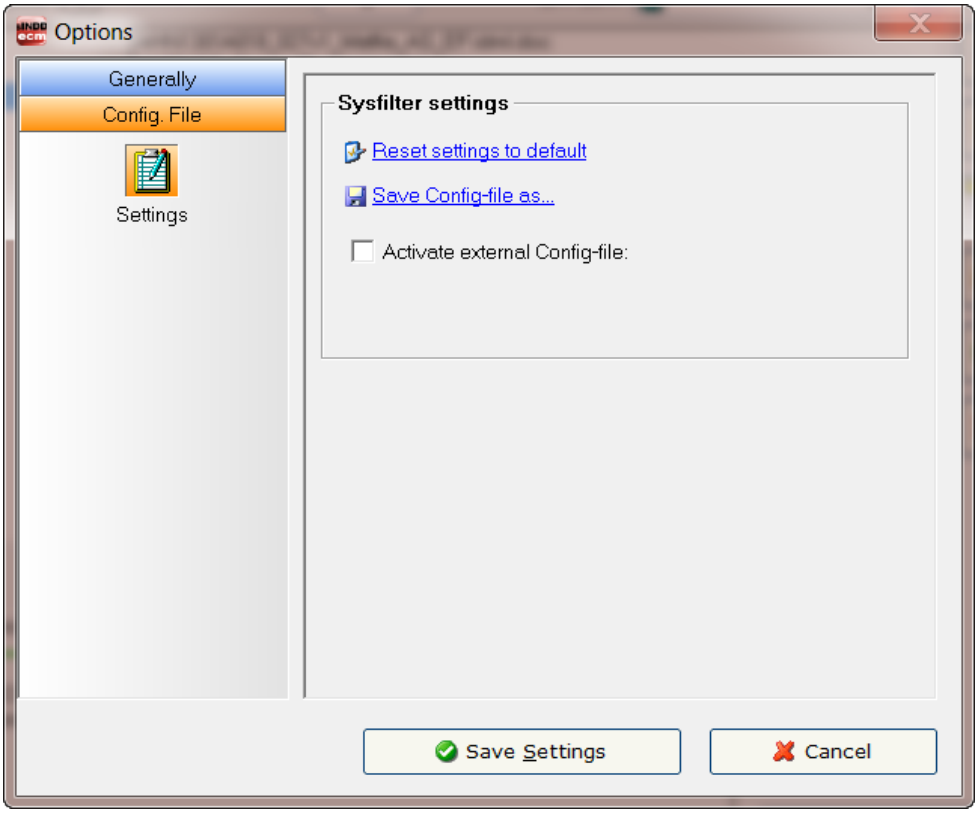
During export/import the results are written into the LOG file. To view the LOG file click onto "Show LOG file".

9.3 "CONFIGURATION"

Here you can save and load the Sysfilter settings or restore the default settings.

The settings are stored in a file under the name Config.XML.

The set Sysfilter options are stored in the file "Config.XML".
This configuration file is a XML file that is stored in UTF8 format.
It is located by default in the application path of the filter.

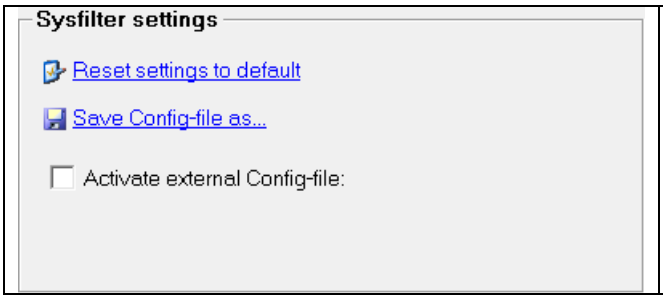


The user interface of Sysfilter permits to change and store the set options in the configuration file:

How to proceed:

1. Change desired options in the options area or in the main view.
2. Menu item: Select "Tools" --> "Options...".
3. Click on "OK".

9.3.1 SYSFILTER-SAVE SETTINGS



(1)

(2)

(3)

(1) The XML configuration file may be stored at another location.

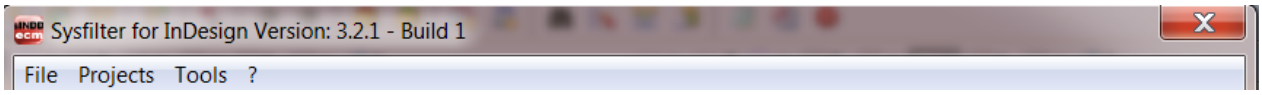
(2) To restore the standard settings, click on "Reset settings to default".

(3) **External configuration file is activated.** Whenever the program starts, Sysfilter will automatically load the external configuration file, whenever this check box is activated.

The external configuration file may, for instance, be located on a network drive and used by several users.

To prevent changes to the configuration file, the configuration file can be set read-only.

10 MENU FUNCTIONS



File → Quit

Projects→ Saves the path settings of the last 8 filtering projects. A time-consuming search for the preceding projects on your hard disk is not necessary. Just select your project from the project list to get to the directory you want.

Tools→ Language Here you can switch the language (English, German and Spanish) of the user interface to your preferred language. This setting will be retained after closing the program.

Tools → Options... This opens the option window. Settings see chapter Options Windows.

? --> Information, Software registration

11 RECORDING OF EXPORT AND IMPORT PROCESSES IN A LOG FILE

During export and import a LOG file is generated and saved in the current directory ("export.log" / "import.log"). The LOG file contains information about the process and of errors that may have occurred.

You should check the LOG files after each export and import.
The LOG file can be opened with any common text editor.

12 LINE/WORD COUNT

Sysfilter offers the following possibilities of text count:

a) Sysfilter count and calculation function for text count and price calculation.

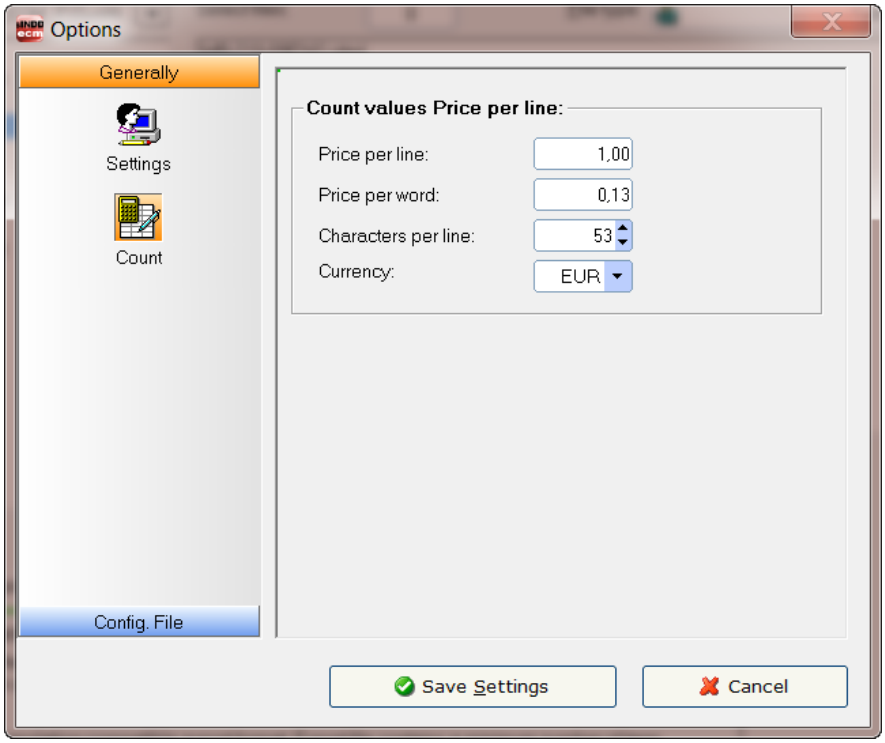
b) Generation of a count file without tags, which you can count with your usual counting tool.

12.1 SYLFILTER TEXT COUNT AND CALCULATION FUNCTION

Import and export process is documented in a LOG file. The log file contains information about import and export process as well as **line count**, **word count** and **translation price calculation**. Sometimes you might have found it difficult to calculate the translation price of a project including InDesign files. The Sysfilter count and calculation function enables you to **calculate the translation price during a simple export/import process**. A plain export/import function provides you with a basis for your quotation costing.

To use the Sysfilter count and calculation function please proceed as follows. Go to the main menu and follow the menu path Tools --> Options --> Count. The following screen will be displayed.

Option window "Count"



Modify the settings of word count and price calculation according to your needs.

During export/import the counting and calculation information is written into the LOG file.
To view the LOG file click onto "Show LOG file". The LOG file contains information about the export process, the total character number, the number of lines (53 characters per line) and number of words.

The log file ("export.log/import.log") is saved in the same folder as the IDML files. If you want to save the LOG file into a different directory, proceed as follows:
Click onto "Show log file" after the export/import is completed. Then click right mouse button. A file saving dialog will be displayed. The LOG file can be opened with any common text editor.

And that's what a Sysfilter LOG file looks like:

```
Sysfilter for InDesign Version: 3.2.1 - Build 1
17.01.2013 --- 10:42:12

Option: Export
Option: Text transfer Export: IDML
Output format of export file: DOC
5 File(s) selected

*****************************************

exportingMB-210-09ENG.idml
Target folder: s:\_checks\ind\cs6\

File information:
Number of master spreads: 4
Number of spreads: 27
Number of hyperlinks: 0
Number of cross references: 0
Number of notes: 0
Number of footnotes: 0
Number of inline frames: 0
Number of tables: 1
Number of XML elements: 1
Number of sections: 1

*****************************************
                Statistics
*****************************************
Chars Total:
                  415542
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Total lines: (53 Characters)
                 7840,42
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Total words:
                   67191
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Number of files:
                       5
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Total (lines) in EUR:
                 7840,42
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Total (words) in EUR:
                 8734,83

*****************************************
17.01.2013 --- 10:44:10
```

13 TIPS AND TRICKS

13.1 NOTES ON LAYOUT WORKS / DTP:

Due to the automation of text export and import Sysfilter Tools significantly reduce pre- and post-translation formatting and layout expenses and thus help you to save a lot of time and money during translation process. **Nonetheless you should consider, that automated filter processes require layout control and, depending on the file structure, post layout. Especially for very complex files, we recommend that you test the suitability of Sysfilter Tools.** Please don't hesitate to request a free test version (info@sysfilter.de).

13.2 LAYERS

Some InDesign documents are structured so that the layer function of InDesign is used to manage multiple language versions in one single document.

You have the following possibilities for such documents using Sysfilter for InDesign® IDML:

13.2.1 SELECTIVE TEXT EXPORT OF A LAYER

1. In the "Export" tab check the box **"Only text from this layer"**.

2. A text box will appear where you enter the name of the layer to be exported or select the layer name from the pick list. The list permits to store layer names permanently and to retrieve them.

3. Make further settings according your needs and click on **"Export Text"**.

---> The exported files contain the text of the selected layer.

Import: The import function imports the texts automatically into the correct text frames.

13.2.2 RENAME TEXT LAYERS

1. In the "Layers" tab activate the check box **"Rename layer"**.

2. Text boxes will appear where you enter the name of the layers or select the layer names from the pick list. In the upper field enter the name of the layer, which should be renamed. At the bottom enter the new name.

The list permits to store layer names permanently and to retrieve them.

3. Make further settings according your needs and click on **"Action"**.

---> The relevant text layers of the InDesign documents will be renamed.
See also notes in the Sysfilter4InDesign-Aktion.LOG file.

13.2.3 "REMOVE LAYERS"

HOW TO PROCEED:

1. In the "Layers" tab activate the check box "Rename layer".

2. Enter the appropriate layer name or select one from the list "...".

3. Select files and click on **'Action'**

--> Selected text layer will be deleted.

The layer name must match exactly the layer name of the document.
Upper and lower case letters can be ignored.

14 PROOFREADING / CREATE PDF FILES

Conversion tab: Here you can automatically create PDF files of the InDesign files.

The PDF files can be used as reference material for translation, proofreading or layout control.

15 INSTRUCTIONS COMMAND LINE MODE (CL MODE)

The new command line function enables you to start Sysfilter for InDesign® IDML by a batch-file or via command line. By this means all export and import tasks can be accomplished automatically or at a designated moment for example on a server.

Basics:

1. To shorten the path information the Sysfilter application path can be added to the system path.

(Default application path: c:\Program Files (x86)\ecm\Sysfilter\S4IDML\SysF4IDML.exe)
--> Sysfilter can be started using the command line calling only the application name ("SysF4IDML"):

To start more than 3 instances at the same time, or to run the filter on a server a server license is required.

15.1 COMMANDS

15.1.1 COMMANDS FOR THE EXPORT PROCESS XML, DOC, DOCX ODER RTF:

XML export:
```
SysF4IDML /c:\path /exp /xml
```

DOC export:
```
SysF4IDML /c:\path /exp /doc
```

DOCX export:
```
SysF4IDML /c:\path /exp /docx
```

RTF export:
```
SysF4IDML /c:\path /exp /rtf
```

Parameter:
"/c:\path" - any folder, containing the IDML files
"/exp" - files will be exported
"/xml", "/doc", "/docx" or "/rtf"- export format
"/conf d:\path" -[Optional: Path to an external config file]

Other export options depend on the settings in the 'config.xml' file.

15.1.2 COMMANDS CONCERNING THE IMPORT PROCESS :

XML import:
```
SysF4IDML /c:\path /imp /xml
```

DOC import:
```
SysF4IDML /c:\path /imp /doc
```

DOCX import:
```
SysF4IDML /c:\path /imp /docx
```

RTF import:
```
SysF4IDML /c:\path /imp /rtf
```

Parameter:
"/c:\path" - any folder, containing the translated files
"/imp" - files will be imported
"/xml", "/doc", "/docx" or "/rtf"- import format
"/conf d:\path" -[Optional: Path to an external config file]

Other import options depend on the settings in the 'config.xml' file.

15.1.3 COMMANDS CONCERNING THE CONCATENATION PROCESS

DOC:
```
SysF4IDML/c:\path /cat /DOC
```

DOCX
```
SysF4IDML/c:\path /cat /DOCX
```

RTF:
```
SysF4IDML/c:\path /cat /rtf
```

Parameter:
"/c:\path" - any folder, containing the translated files
"/cat" - files will be concatenated
"/doc", "/docx" or "/rtf"- format of the files
"/conf d:\path" -[Optional: Path to an external config file]

A sub folder will be created named Syscat (For example: "c:\path\SYSCAT"). The file name of the concatenated file is generated automatically and depends on the folder name.

Other options depend on the settings in the 'config.xml' file.

15.1.4 COMMANDS CONCERNING THE SPLITTING PROCESS

DOC:

```
SysF4IDML /c:\path /split /doc
```

DOCX:

```
SysF4IDML /c:\path /split /docx
```

RTF:

```
SysF4IDML /c:\path /split /rtf
```

Parameter:
"/c:\path" - any folder, containing the concatenated files
"/split" - files will be split
"/docx", "/doc" or "/rtf"- format of the files
"/conf d:\path" -[Optional: Path to an external config file]

Other options depend on the settings in the 'config.xml' file.

15.1.5 IDML-/PDF CONVERSION OPTIONS OF THE "CONVERT:" TAB

Command line:

```
SysF4IDML /c:\path /CONV
```

Parameter:
"/c:\path" - any folder, containing the INDD or IDML files
"/CONV "- Conversion according program settings
"/conf d:\path" -[Optional: Path to an external config file]

15.1.6 LAYER HANDLING (TAB: "LAYERS")

Command line:

```
SysF4IDML /c:\path /lay
```

Parameter:
"/c:\path" - any folder, containing the IDML files
"/lay" - layer handling: Options of the "Layer" tab are activated
"/conf d:\path" -[Optional: Path to an external config file]

Other options depend on the settings in the 'config.xml' file.

15.1.7 SYSTEM TRAY - COMMAND LINE MODE

When starting the filter via command line a small traffic light is displayed in the system tray. This indicates that the Sysfilter runs in the background. When the traffic light is clicked more options appear.

15.1.8 SAMPLE FILES / BATCH, CMD FILES

Start-SYS-BatchMode.cmd: This kind of batch files calls Sysfilter one by one and will perform different tasks.

Example:

```
@Echo Off
Goto after
Rem ##########################################################################################
Rem #
Rem #                          Start process in batch mode
Rem #
Rem #
Rem # Description:    1- Starts Sysfilter for InDesign by the dos prompt
Rem # ------------       (Change the paths according your system)
Rem #
Rem #                   Copyright by Polmann Services
Rem #                   All rights reserved.- File for free use.
Rem #
Rem ##########################################################################################
:after

@Echo On
```

```
Rem Task: Sample 1: Text Export IDML2XML

Call "c:\YourApplicationPath\SysF4IDML.exe" /e:\YourSamplePath\sample1\ /exp /xml /conf
e:\YourSamplePath\sample1\config1.xml

Rem Task: Sample 2: Text Import DOCX2IDML

Call "c:\YourApplicationPath\SysF4IDML.exe" /e:\YourSamplePath\sample2\ /imp /Docx


Rem Task: Sample 5: Conversions

Call "c:\YourApplicationPath\SysF4IDML.exe" /e:\YourSamplePath\sample5\ /conv
```

Start-SYS-ParallelTasks.cmd: This batch file will execute multiple instances of Sysfilter and will perform different tasks.

Example:

```
@Echo Off
Goto after
Rem ##############################################################################
Rem #
Rem #
Rem #
Rem # Description:    1- Starts Sysfilter for InDesign by the dos prompt
Rem # ------------       (Change the paths according your system)
Rem #
Rem #                   Copyright by Polmann Services
Rem #                   All rights reserved.- File for free use.
Rem #
Rem ##############################################################################
:after

@Echo On

Rem Sample1: Export idml2xml
Start c:\YourApplicationPath\SysF4IDML.exe /e:\YourSamplePath\sample1\ /exp /xml /conf
e:\YourSamplePath\sample1\config1.xml

Rem Sample2: Export idml2docx
Start c:\YourApplicationPath\SysF4IDML.exe /e:\YourSamplePath\sample2\ /exp /docx /conf
e:\YourSamplePath\sample2\config2.xml

Rem Sample3: Import xml2idml
Start c:\YourApplicationPath\SysF4IDML.exe /e:\YourSamplePath\sample3\ /imp /xml

Rem Sample4: Import docx2idml
Start c:\YourApplicationPath\SysF4IDML.exe /e:\YourSamplePath\sample4\ /imp /docx

Rem Sample5: Conversions
Start c:\YourApplicationPath\SysF4IDML.exe /e:\YourSamplePath\sample5\ /conv
```

In order to check the results see the folders and log files.

Further information about using batch files can be found on the following Microsoft page: **http://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/batch.mspx?mfr=true**

15.2 CHANGING THE CONFIG.XML FILE

The Sysfilter settings are stored in the "Config.XML"file. This configuration file is a XML file that is stored in UTF8 format. It is located by default in the **application path** of the filter or in the **"Document"** folder of your system under **"Sysfilter"**.

There are 2 ways to alter the configuration file.

15.2.1 MODIFICATION USING THE SYSFILTER USER INTERFACE

The user interface of Sysfilter permits to modify and save the settings of the configuration file:

How to proceed:

1. Change desired options in the tools area or in the tabs of the main view.
2. Menu item: Select "Tools" --> "Options...".
3. Click on "Save Settings".

The setting of the main view will be retained after closing the program.

15.2.2 ALTERING THE CONFIGURATION FILE MANUALLY

How to proceed:

Open the corresponding config.xml using a text editor and edit the entries.

15.2.3 DEFAULT SETTINGS

In order to restore the standard settings, click on "Reset settings to default". (Menu item: Tools--> Options...--> Configuration)

<TAG>Value</TAG>	Values / Description
<?xml version="1.0" encoding="UTF-8" ?>	XML-Header
<AICS2Config>	Start tag
<Application>Sysfilter for InDesign CS4/CS6-IDML -Config-File</Application>	Version information
<ApplicationVers>4</ApplicationVers>	no function
<ApplicationVersIndex>0</ApplicationVersIndex>	no function
<ConfigPath />	no function
<Startsettings />	no function
<OptionsPriceLine>1</OptionsPriceLine>	Price options
<OptionsPriceWord>0,13</OptionsPriceWord>	Price options
<OptionsPriceCharsPerLine>53</OptionsPriceCharsPerLine>	Price options
<OptionsPriceCurrency>EUR</OptionsPriceCurrency>	Price options
<OptionsProgStart>1</OptionsProgStart>	no function
<OptionsExpProg>0</OptionsExpProg>	no function
<OptionsWordObj>0</OptionsWordObj>	no function
<OptionExpFormat>0</OptionExpFormat>	Export settings
<OptionExpFormatSSTAB1>0</OptionExpFormatSSTAB1>	**"Create translation-compatible export format. Export file contains a minimum number of tags."** 0 = no action (default) 1 = activated
<OptionsExpActTAB3>6</OptionsExpActTAB3>	conversion options idml Values : between 0 to 7
<ExportCreatePDF>1</ExportCreatePDF>	0 = no action (default) 1 =Create PDF file (export)
<OptionsHandzettel>1</OptionsHandzettel>	no function
<OptionsKommentare>1</OptionsKommentare>	no function
<OptionsMasterSlides>1</OptionsMasterSlides>	no function
<OptionsNotizen>1</OptionsNotizen>	no function
<OptionsNotizenMaster>1</OptionsNotizenMaster>	no function
<OptionsSlides>1</OptionsSlides>	no function
<OptionsGenOptXML>0</OptionsGenOptXML>	no function
<OptionsGenOptMSWord>0</OptionsGenOptMSWord>	no function
<OptionsGenchkGesDok>1</OptionsGenchkGesDok>	no function
<OptionsGenchkGesPDF>0</OptionsGenchkGesPDF>	no function
<OptionsgesPDFs>60</OptionsgesPDFs>	no function
<OptionsgesASZSPDFs>30</OptionsgesASZSPDFs>	no function
<syskonkat>0</syskonkat>	conversion options idml Values : between 0 to 3
<ExportLayer>1</ExportLayer>	0 = no action 1= Only text from this layer/ export
<ExportLayerName>Master Default</ExportLayerName>	Layer name
<OptionsUnlock>0</OptionsUnlock>	0 = all texts 1= texts of blocked layer/ export
<OptionsHidden>0</OptionsHidden>	0 = all texts 1= texts of hidden layer/ export
<MainSubfolder>0</MainSubfolder>	0 = no action 1 = browse subfolders
<LayersDeleteLayer>1</LayersDeleteLayer>	Tab "Layers": 0 = no action (default) 1= Layers will be deleted
<LayersDeleteName>Layer 21</LayersDeleteName>	Layer name
<LayersRenameLayer>1</LayersRenameLayer>	Tab "Layers": 0 = no action 1= Layers will be renamed
<LayersRenameLayerSource>Layer 2</LayersRenameLayerSource>	Layer name
<LayersRenameLayerTarget>Ausgangstext</LayersRenameLayerTarget>	Layer name
<AICS2Config>	Final tag

15.2.4 CONFIGURATION FILE IN COMMAND LINE MODE

If the CONFIG file is not specified in the command line, the default CONFIG file is loaded from the application path.

15.3 RUNNING SERVER TASKS

To start more than 3 instances at the same time, or to run the filter on a server a server license is required. We are available for any inquiries.

15.3.1 RUNNING SERVER TASKS: ADOBE INDESIGN

Running different Adobe InDesign versions at the same time could cause problems. Only tasks for the same InDesign version should be started.

This only affects the conversion options. For the other functions Adobe InDesign is not required.

16 TECHNICAL SUPPORT

Detailed information, sample files or screen shots especially the log file will help us process your request more quickly and accurately.

Please make sure to include the following information:

Operating system:

Indesign Version:

This will make it easier for us to respond to your request.

Use the following e-mail address to get in touch with our support.

E-Mail: mailto:support@sysfilter.de

If you have any problems or questions concerning Sysfilter please first check this user guide or our support forum for help.

Time-critical support requests cannot be answered under our free support. Inquire about our Special Support.

17 TRAINING

We will be glad to train you or your staff members. On site in your company or via the Internet by means of online sessions at your workplace. Inquire about our trainings – we will advise you.

18 NEW FEATURES

Sysfilter is continuously updated based on our tests and your suggestions. If you are already a customer, it will pay off for you to download the updated Sysfilter versions from our Download-Center on a regular basis. Smaller updates are available free of charge.

19 CONTACT

Software & Development
Wilhelm Polmann
Telefon: 0049-(0)821-74785633
Online Shop: http://www.polmannshop.com/
mailto: wpolmann@polmannservices.com

POLMANN SERVICES
www.polmannservices.com
Polmann Services
Jorge Polmann
St.-Lukas-Str. 36
86169 Augsburg

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