office **dictionary**

user manual

Contents

Installation

For installation you have a choice between the installation for a network of rich clients (network installation) and the installation on a terminal server.

System requirements

Single user version

Windows Vista, XP, 2000, processor with at least 300 MHz, 170 MB free disk space per language pair plus optionally 240 MB disk space per language pair for audio data; mouse with mouse wheel or middle mouse button recommended.

Network installation

Server: Windows Server 2003, Windows 2000, Linux or Solaris Samba Server, Network Attached Storage (NAS), Windows Peer-to-Peer; 140 MB disk space, optionally 330 MB disk space for audio data.

Clients: Windows Vista, XP, 2000, processor with at least 300 MHz, 64 MB RAM; disk space minimal; mouse with mouse wheel or middle mouse button recommended.
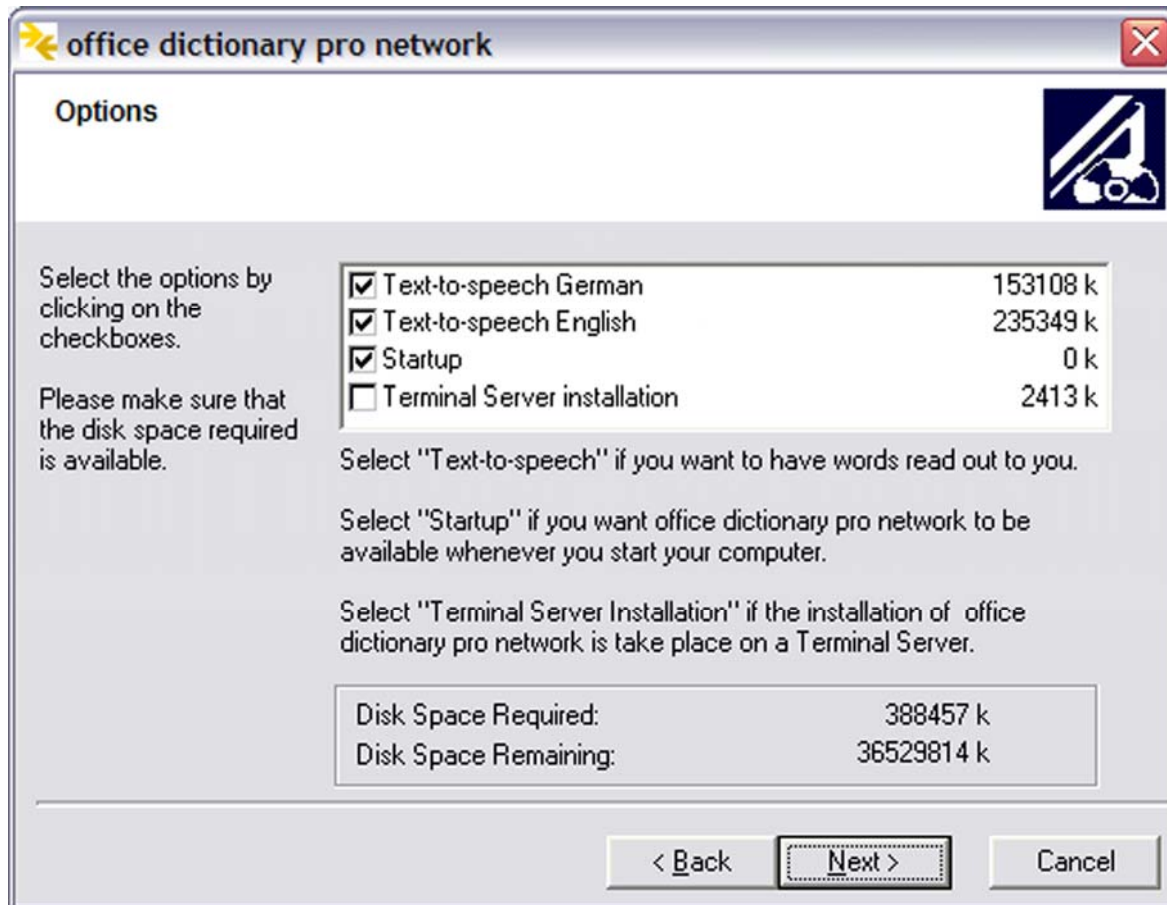
Terminal Server installation

Server: Windows Server 2003 Enterprise Edition or similar; 270 MB disk space, optionally 330 MB disk space for audio data.

We highly recommend that you terminate any active Windows applications before starting the installation program.

A. Single user version

1. Start the setup program: Insert the CD-ROM in the appropriate drive and start the **setup.exe** program on the CD-ROM. To do this, choose the **Run** command on the Start menu and type the following in the command line: **d:setup.exe** (replacing d: with the letter for your CD-ROM drive, if different).

2. Select the installation language: Specify the language in which you want the installation messages to be output.

3. Select the installation directory: After the welcome screen and new information which may not have been included in the manual, you select the program directory. It is best to confirm the suggested installation location (default: **C:\Program Files\OW3** or **C:\Program Files\OWPro3** respectively). You can also choose a different directory.

4. Select components: Select the components you want to install in the installation dialog box.

office dictionary pro network

Options

Select the options by clicking on the checkboxes.

Please make sure that the disk space required is available.

☑ Text-to-speech German   153108 k
☑ Text-to-speech English   235349 k
☑ Startup   0 k
☐ Terminal Server installation   2413 k

Select "Text-to-speech" if you want to have words read out to you.

Select "Startup" if you want office dictionary pro network to be available whenever you start your computer.

Select "Terminal Server Installation" if the installation of office dictionary pro network is take place on a Terminal Server.

Disk Space Required: 388457 k
Disk Space Remaining: 36529814 k

< Back   Next >   Cancel

Once the installation process is complete, you need to activate **Office Dictionary**. Fill in the form which is displayed on starting the program. If you have an Internet connection, activation will be immediate. Otherwise print out the form and send it by fax or mail to digital publishing AG. You can run the installation program again later to add any components you have not installed at this point.

B. Network installation

1. Start the setup program: Insert the CD-ROM in the appropriate drive and start the **setup.exe** program on the CD-ROM. To do this, choose the **Run** command on the Start menu and type the following in the command line: **d:setup.exe** (replacing d: with the letter for

your CD-ROM drive, if different).

2. Select the installation language: Specify the language in which you want the installation messages to be output.

3. Select the installation directory: After the welcome screen and new information which may not have been included in the manual, you select the program directory. Choose a directory for installation to which all users have read access from their client computers.

4. Select components: Select the components you want to install in the installation dialog box.
Select "Startup" if you want office dictionary pro network to be available whenever you start your computer.

5. Client installation: Now you have to execute local client setups which will make the office dictionary available to each user. Invoke ClientSetupDE.exe bzw. ClientSetupDF.exe the installation process is complete, you can immediately start **Office Dictionary**.

You can run the installation program again later to add any components you have not installed at this point.

C. Terminal Server installation

1. Start the setup program: Insert the CD-ROM in the appropriate drive and start the **setup.exe** program on the CD-ROM. To do this, choose the **Run** command on the Start menu and type the following in the command line: **d:setup.exe** (replacing d: with the letter for your CD-ROM drive, if different).

2. Select the installation language: Specify the language in which you want the installation messages to be output.

3. Select the installation directory: After the welcome screen and new information which may not have been included in the manual, you select the program directory. It is best to confirm the suggested installation location (default: **C:\Program Files\OWProNet**). You can also choose a different directory on which users have read access.

4. Select components: Select the components you want to install in the installation dialog box.
Select "Startup" if you want office dictionary pro network to be available whenever you start your computer.
Select "Terminal Server"

Once the installation process is complete, you can immediately start **Office Dictionary**. You can run the installation program again later to add any components you have not installed at this point.

Uninstallation

To uninstall **Office Dictionary,** use Start - Settings – Control Panel – Add/Remove Progams.

Introduction

Content and origin of the Office Dictionaries

The **Office Dictionaries** were originally developed for Machine Translation programs, and therefore they contain detailed information on morphology, grammar, semantics and on translation conditions.

The selection of the vocabulary is oriented at what actually occurs in contemporary texts. Emphasis is put on the following areas: everyday language , business and administration, technology

In total the vocabulary is very large – **Office Dictionary** contains about 250,000, **Office Dictionary pro** as many as 480,000 entries. This implies that in addition to the areas mentioned many more subjects are very well covered.

Regardless of how large a dictionary is, there will always be vocabulary which is not contained in it. Therefore the **Office Dictionaries** allow you to add your own words which may be stored in one or (in **Office Dictionary pro**) more separate so-called user dictionaries. These dictionaries are compatible with the dictionaries of the Translate series of products, and dictionaries created for Translate can be used as part of an **Office Dictionary pro**.

The IntelliDict technology of Office Dictionary pro

The **Office Dictionary pro** is no dictionary in the ordinary sense, since the IntelliDict technology ensures that the most probable translation in a given context is highlighted. If for instance you are looking for the word *Leiter* in the sentence *Die Leiter steht an der Wand.* you will see the following:

➜ ladder noun

Other translations such as *leader, manager, conductor* are also displayed, but the arrow will point at the appropriate translation.

The IntelliDict technology is based on an automatic grammatical analysis of the sentence in which you are looking for a word. In this way, the most appropriate translation for a word can be found even if the word is ambiguous. The basis for this technology stems from Machine Translation where a precise analysis of the sentences to be translated is a prerequisite for good translation results.

Your advantage as a user ist that even in large dictionary entries you will find the most suitable translation very fast, and you will not

have to guess which of three available translations may be the one you are looking for.

Due to this unique grammatical analysis, it is no problem to recognize expressions consisting of more than one word and to display them accordingly. So, if you just select the word _stellt_ in the sentence _Das Unternehmen stellt Mitarbeiter ein_, the word _einstellen_ will be found and displayed. Similarly, if you take a sentence like _Condoleezza Rice picks a new team at the State Department._, it does not matter whether you select _State_, _Department_ or _State Department_ - in each case the complete expression will be recognized, and the German translation _Außenministerium_ will be displayed.

Due to the complexity of natural languages, their automatic treatment can never be without fault. So, it can also happen with the IntelliDict technology that analyses are incorrect - especially, if there is not enough context available - and that the intended reading of a word cannot be recognized. Therefore it is recommended to check the plausibility of the suggested translations.

Support

In case you should need help or have questions, please send an e-mail to support@lingenio.de. If possible, use the form on the page

http://www.lingenio.com/Services/hotline.htm

Using the dictionary

The program menu

Lookup word	lookup the contents of the clipboard
User dictionary...	Creating, modifying, and deleting of your own words
Technical vocabularies..	Selecting and using specialized vocabularies
Search key...	of the key you use to lookup words in an application
Display...	of the information in a dictionary entry
Translation direction	to be searched; automatic language identification
Settings...	for reading out words, the search window, and the interface language
Online update	for the dictionary
Show search window	or minimize it
Help	show help
Sleep	temporary deactivation of search in applications
Info…	about the Office Dictionary
Close	the Office Dictionary

Icons in the Office Dictionary

	Program icon. When you click on it, the menu for controlling the **Office Dictionary** will open.
	Pronunciation available
	Arrow which points at the translation determined by contextual search (only in **Office Dictionary pro**)
	Word which has been automatically decomposed (only in **Office Dictionary pro**)
	Translation condition
	Definition, description
	Example
	Generic term
	Subject area
	Entry in the user dictionary
	Idiom (only in Office Dictionary pro)
	High probability that the idiom was used in the context (only in **Office Dictionary pro**)
	Medium probability that the idiom was used in the context (only in **Office Dictionary pro**)
	Low probability that the idiom was used in the context (only in **Office Dictionary pro**)
	history of the words looked up
	German-English - Clicking on it causes a switch to English-German
	German-French - Clicking on it causes a switch to French-German
	English-German - Clicking on it causes a switch to German-English
	French-German - Clicking on it causes a switch to German-French
	Display / hide list of keywords
	Keep the application window fixed / floating
	Hide / display dictionary entries
	Minimize application window

Choosing the translation direction

By default, the **Office Dictionary** recognizes automatically whether an English translation of a foreign-language word is looked for, or vice versa.

If you have installed the **Office Dictionary** for more than one language pair, you must choose manually which language pair shall be used. But the opposite translation direction will still be determined automatically. To select the language pair, click on the program icon and then in the menu on **Translation direction**. Then select the translation direction you want (and thus the language pair of interest).

If you want to switch off automatic language identification, click on the menu item **Detect automatically**.

If you want to switch the translation direction, you may also click on the icon shown on the title bar until the desired translation direction is shown:

d → e   e → d   d → f   f → d

The search window

You can enter a search term - even a multiword expression - directly in the title bar of the **Office Dictionary**. When you press the enter key, the corresponding dictionary entry is displayed. If the word you are looking for, does not exist in the dictionary, the entry display window remains empty.
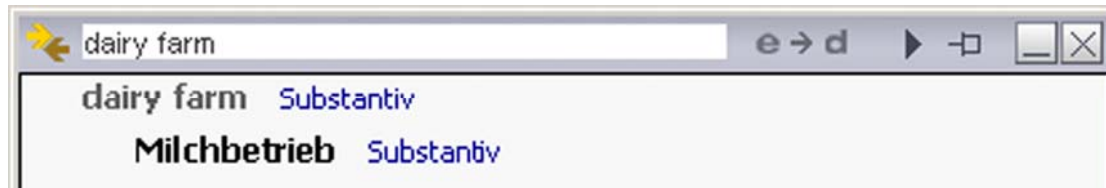
If you use the contextual search in **Office Dictionary pro**, the context is shown in the search window and the search term is highlighted in blue and automatically selected. This allows you to correct the context, if it was not correctly determined, and to repeat the search.

If you click on the search term, the context is removed.

Long contexts which do not fit in the search window are first displayed in abbreviated form, such that always beginning and end of the context are visible, so that you can easily verify whether the relevant context has been fetched.

If you click on the text, the context is expanded to full length, and you may have to scroll by moving the insertion point over the edge of the window to see hidden parts of the context.

By clicking on the ▶ icon on the title bar, you can display the list of keywords neighboring the search term. When you click on one of the keywords, the corresponding dictionary entry is displayed.

The entry display window

A dictionary entry is structured according to the following schema:

Headword ◀ spelling, region. Part of speech. Morphology. Syntax. Generic term
Description
Translation Part of Speech. Morphology. Syntax
Condition
Subject area
Example
more translations

more readings

🐝 Idiom 🟡🟡🟡

translation

User-defined entries are preceded by **u** .

The various types of information are explained in the topic Content of dictionary entries.

You can specify the types of information which always shall be shown when a dictionary entry is displayed by clicking on Display... in the menu under the program icon 🪁. You can choose

Morphology
Examples and descriptions
Subject areas
Generic terms
Syntax and translation conditions

When you click on a keyword or a translation, you can toggle between full detail and reduced information. In particular with large entries, it may be quite helpful to just show those pieces of information which you currently require.

If the loudspeaker icon ◀ appears next to a word, you may click on it to have the word read out to you. More under the topic Reading out entries.

Search key

You can activate dictionary search in one of the following ways (select the button from the list, or just click on the button on your mouse):
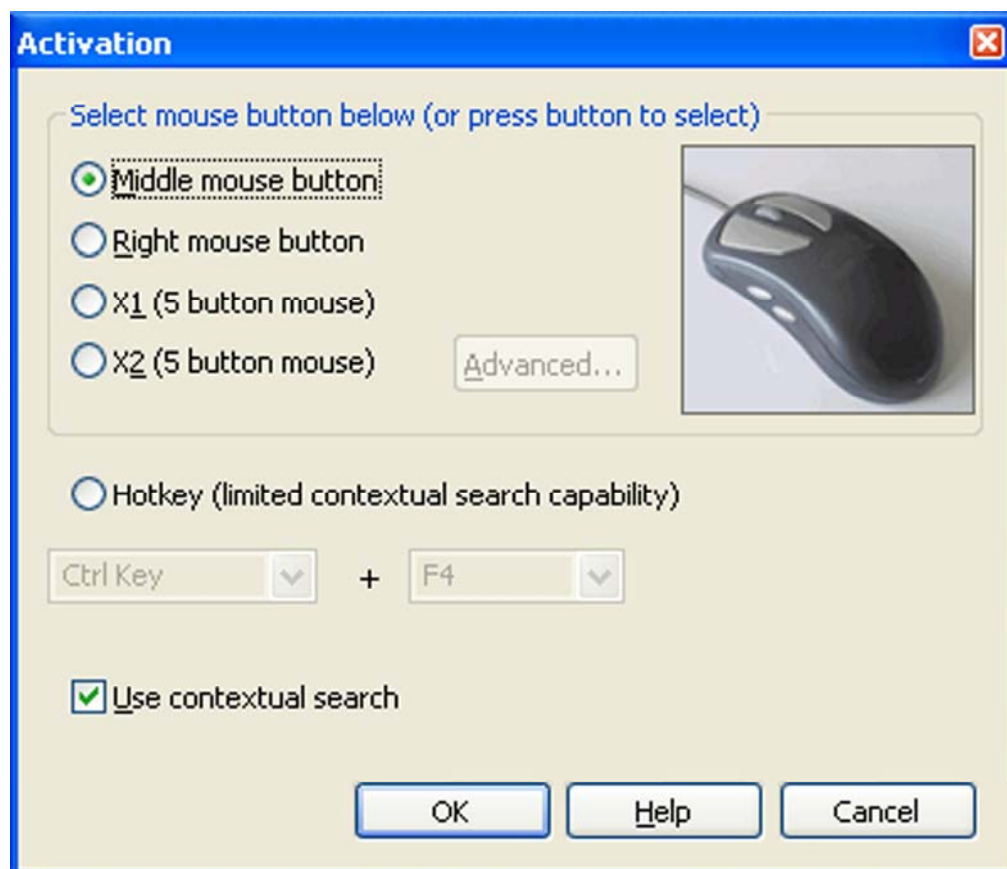
middle mouse button (or scroll wheel). A scroll wheel can be used as button if you click on it without turning the wheel. Note: For older versions of Windows you may need to install a specific mouse driver.
right mouse button (note: in this case, you will not be able to use context menus in other applications! Use the Sleep mode to temporarily suspend the search function)
X1 (5 button mouse). The button can be used under Windows 2000 and Windows XP. If you have installed a specific mouse driver, you should check under Control Panel>Mouse that this button is not assigned to some special function.
X2 (5 button mouse). The button can be used under Windows 2000 and Windows XP. If you have installed a specific mouse driver, you should check under Control Panel>Mouse that this button is not assigned to some special function.
Hotkey (combination of keys on the keyboard) only limited contextual search capability available You can use a combination of the following keys:
Alt   +   Letter A - Z Ctrl   Function key F1 – F11 Shift Windows

To look up a word, select it in the current application (e.g. with a doubleclick or by dragging the mouse pointer over the word while keeping the left mouse button pressed down), and press the activation key. In **Office Dictionary pro**, the context is then automatically selected - if contextual search is enabled - and displayed in the search window. In the entry display window, the appropriate translation will be highlighted by a yellow arrow .

If in a particular application the context is not selected, it may be because the currently used method for selecting context is not supported by that application, but a different method may work. In such a case, you can click on the button **Advanced…** and then on **Yes**. Currently, there are three different methods available, which you may try with a given application. For a number of standard applications, the methods are already assigned and cannot be modified. Please see our service page for the Office Dictionary for more details.

If you temporarily want to suspend contextual search in **Office Dictionary pro** and simply want to look up single words you can uncheck the option **Use contextual search**.

Direct search via the search window

Enter the word you are looking for in the search window and press the enter key. If the word is contained in the dictionary, its dictionary entry will be displayed. If not, the opposite translation direction is searched automatically. If it is not found there either, the original translation direction is reactivated.

You can look for inflected word forms. These are automatically reduced to their base form. E.g., you are looking for *fanden*. Then the entry for *finden* will be displayed. You can also look for multiword expressions such as *Aal frittiert* or *schlief ein*.

If you want to browse through the words in the dictionary, you can click on the icon ▶ to have a list of headwords displayed.

Contextual search in Office Dictionary pro

The innovative feature of **Office Dictionary pro** is contextual search.

Select a word in any Windows application, e.g. by doubleclicking on it with the left mouse button or by dragging the mouse pointer over it with the left mouse button pressed down.

If you now press the activation key, the context surrounding the search word is automatically selected and analyzed by the program. The context selected is also displayed in the search window of **Office Dictionary pro**.

By default the middle mouse button or the scroll wheel; you define your preferred key under the menu item Activation in the program menu.

The corresponding dictionary entry is displayed, and the translation suited for the given context is highlighted by a yellow arrow ➜ . If in addition a possible idiom can be identified, it is also shown, preceded by the 👤 icon.

Contextual search finds the appropriate translation with a high probability, but it is possible that the analysis fails; e.g. because a complete sentence cannot be found for the search word, or because the sentence is too complex or contains errors. In such cases, you can modify the context in the search window and repeat the search by hitting the enter key.

In case you have selected a technical vocabulary, translations belonging to the corresponding subject domain are preferred.

Hints for selected applications

Acrobat (Reader)	Before you can look up words in a PDF file, you must set the text selection mode. Depending on the document properties, it may even then not be possible to select text.
Office-applications	The clipboard toolbar appears after you have copied something twice. Drag the toolbar to the border of the application window to keep it from popping up. In Office 2003 you can set an option to keep the toolbar from being displayed.
Microsoft Excel	Doubleclick on a cell. Then you can select and look up words in the cell or in the input line. If you use the default setting, contextual search is not available. In Excel 2000 or XP (2002) you can select method 2 by pressing the button **Advanced...** in the **Activation** dialog, after you have activated Excel first.
Opera	Deactivate the "Hotclick" menu (Settings>Skins>Toolbars and menus)

Reading out dictionary entries
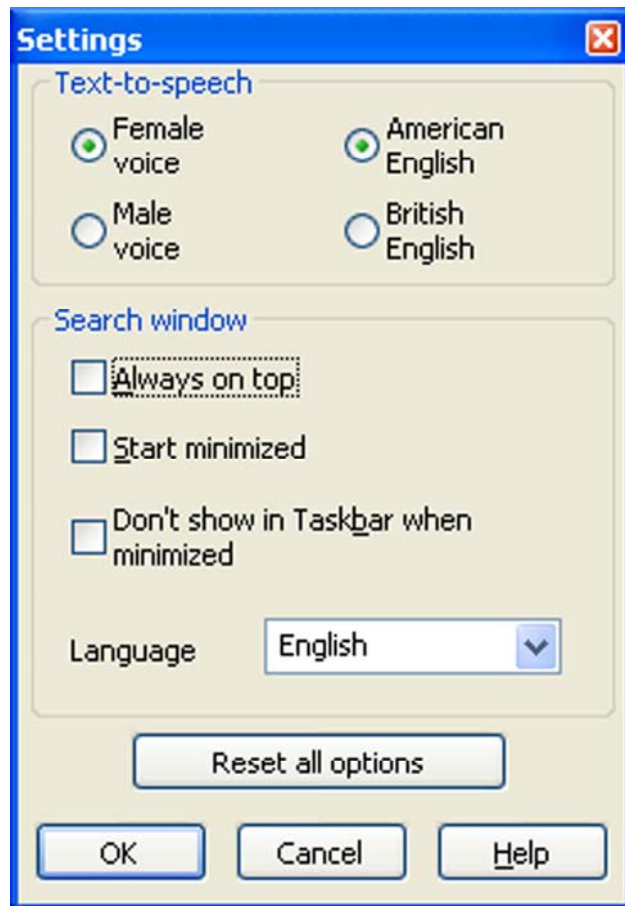
If the loudspeaker icon ◀ appears next to a word, you can click on it to have it read out to you. This function is also available on the context menu of the entry display window.

In the Settings dialog window, you can choose whether you want words to be read by a male or female voice, and for English, whether you prefer American or British English.

Please note that the dictionary containes recorded - not synthesized - speech by native speakers. Therefore pronounciations are not available for all words.

You can only have words read out to you, if you previously installed the speech data. If you have not done so yet, you can have them installed at any time by rerunning the setup program.

Settings

Text-to-speech

Details in the section above.

Search window

Always on top	Choose this setting if you want the search window never to be behind any other window on your desktop.
Start minimized	Choose this setting if you do not want the search window to be displayed immediately after the program start. In order to display the search window, click on the icon displayed in the bottom right corner of your screen (the systray).
Don't show in taskbar when minimized	Choose this setting if you want to save space on your taskbar for other applications while the Office Dictionary is waiting in background. You still have the program icon in the systray, on which you can click to display the search window when you need it.
Language	Choose your interface language: Available are English, German, and French.

Dictionary updates

The **Office Dictionary pro** will be updated several times a year. You can download the updates from

http://www.lingenio.com/Online-Aktualisierung-OW.htm

Vocabulary trainer

The **Office Dictionary** has an interface to digital publishing's vocabulary trainers:

Vocabulary Trainer English

Spécial Vocabulaire Français

You can either export a complete entry to the vocabulary trainer or only a word pair you select.

If you want to export a complete entry, place the mouse pointer on the headword, open the context menu with the right mouse button, and click on **Export**.

If you want to export a word pair, place the mouse pointer on a translation, open the context menu and click on **Export**.

Online extensions – access to webtranslate

You can use the context menu in the entry display window to access the translation portal webtranslate in which you can obtain additional information on words, and you can use the online translation function to translate whole sentences or paragraphs of text.

Content of dictionary entries

Headwords

A headword is either a single word in the form in which appears in a conventional dictionary or a sequence of words, a so-called multiword expression (multiword lexeme).

In **Office Dictionary pro**, German compounds are decomposed if possible, which is indicated by an **a** . Under it the entries for the components are displayed.

The words which you enter in a user dictionary are stored in the form in which you enter them. An internal form is computed which is needed to support contextual search in **Office Dicitonary pro**.

Reflexive pronouns (German: *sich*, English: *oneself*, French: *se*) are not considered part of the headword. So look for reflexive verbs without entering the reflexive pronoun.

Spelling and regions

German orthography was reformed in 1998, and after a transition period, the new spelling will be obligatory for schools and official use from August 2005. Spelling variants which are only valid according to the "old" German, a chararacterized as "old orthography". The new German spelling abounds in variants which are based on a number of principles. You will find an overview of the variants covered in your **Office Dictionary** in the online help.

Region

Words and translations which are specific for American and British English are marked.

Parts of speech and morphology (inflection)

Morphology information is given for nouns, proper names, verbs, and adjectives. Please consult the online help for a more detailed explanation as well as a description of the parts of speech.

Generic terms

Many words in the **Office Dictionary** are classified by a generic term. In total approx. 400 different generic terms are used, e.g. *human being, event, time interval, ...*

Generic terms are also used in tranaslation conditions, e.g.

Mensch einstellen Das Unternehmen stellte 3 Mitarbeiter ein	hire human being The company hired 3 employees
Gerät einstellen Die Heizung lässt sich nicht einstellen	adjust device The heating cannot be adjusted
Zahlung einstellen Beitragszahlungen wurden eingestellt	suspend payment Payments of contribution were suspended

Syntax information

Goverment of words is displayed in the form of sentence schemes. Elements in square brackets are optional. In the online help, you will find details on the different languages: under the heading "syntax information", you can choose between information on German, English and French entries.

Subject areas

Please consult the online help for a list of subject areas used in your **Office Dictionary**.

Translations

Translations are structured as follows:

Translation Part of speech Morphology.
Condition and syntax information.
Example.
Subject area

If you click on the translation, detail information will be displayed or hidden.

Translation conditions

If a word has more than one translation, it is important to specify the conditions for choosing each translation.

Most conditions are determined syntactically:

Transitivity

| grow intransitive | wachsen |
| grow transitive | züchten, wachsen lassen |

Prepositional complements

| aus etwas bestehen ~ consist of something |
| auf etwas bestehen ~ insist on something |

Complements with a restriction to a specific semantic type

| ein Flugzeug setzt auf ~ an airplane touches down |
| ein Wasserfahrzeug setzt auf ~ a watercraft beaches itself |

Conditions referring to a wider syntactic context

| He is a teacher ~ Er ist Lehrer |
| She is a teacher ~ Sie ist Lehrerin |

In many cases, conditions are illustrated by examples.

Examples

When translation conditions are complex, giving an example is often the easiest way to explain them:

Er bestellt ihr ein Taxi ~ Il lui appelle un taxi
Er bestellt uns einen Tisch ~ Il nous reserve une table

Der Aufsichtsrat bestellt Herrn Schmidt zum Vorsitzenden ~ The supervisory board appoints Mr Schmidt chairman
Er bestellt uns einen Tisch ~ He reserves us a table

Idioms

In **Office Dictionary pro**, idioms are displayed if there is an indication in contextual search that the search term could be part of an idiom.

The programmer slept like a log
🧑 sleep like a log 🟡🟡🟡 schlafen wie ein Bär

The 🟡🟡🟡 icon shows the degree of correspondence of the context searched and the idiom found. If the degree of correspondence is lower, the icons 🟡🟡⚪ and 🟡⚪⚪ appear.

User dictionaries

Creating and maintaining user dictionaries

You can add your own words to the **Office Dictionary**. An empty user dictionary is already created, when the program is installed in the folder

You can create additional user dictionaries with arbitrary names anywhere on your computer. However, the extensions have to correspond to the translation directions.

To create or open a user dictionary, click on the program icon ![icon] and then on **User dictionary...** in the menu. In the **User dictionaries** dialog window you open an existing user dictionary or create a new one by clicking on **Open**.

You remove a user dictionary from the list of dictionaries to be searched by clicking on **Remove**.

If you select a dictionary from the list and click on **Edit**, you can add, modify, or delete an entry.

Creating and editing dictionary entries

You can create your own dictionary entries by clicking on **Create translation** in the context menu of the search window, or by clicking on **User dictionary** in the context menu of the entry display window, or by clicking on the program icon ![icon] and on **User dictionary...**.

In the **Translation and Part of Speech** dialog there are the following fields

Entry	Here the last search word if there is one. You can overwrite it with any other word if you like.
Translation	Here you enter your translation.
Part of Speech	Select the appropriate part of speech.
Example / Description	Here you can enter arbitrary text, e.g. a description, an example of usage, or the like.
Active user dictionary	Storage location of the currently active dictionary
Word list	List of words in the currently active dictionary If you select a word, the information of the entry is displayed in the corresponding fields

The words you define are used in contextual search in **Office Dictionary pro**.

Integrating translate user dictionaries

If you have a translate plus or translate pro user dictionary (version 9 or later) which you would like to use in Office Dictionary pro, you can integrate it by opening the **User Dictionaries** dialog window and clicking on the button **Transfer Dictionary**.

Please note that these dictionaries cannot be modified in the office dictionary. Therefore all changes should be made in the original program.

Importing word lists

In Office Dictionary pro, you can import existing word lists, and to make them available at once for lookup. To do so open the **User Dictionaries** dialog window and press on the button **Import Word Lists**. A word list must consist of a source term followed by a separator (e.g. the tab character) followed by a target term. More information about using this facility you find in the online help.

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