

# QuickStart Across Language Server v6 (Revision: August 5, 2014)

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## **QuickStart Across Language Server v6**

### I. Introduction

Thank you for your interest in Across. This QuickStart guide is designed to provide you with a simple overview of the basic features of the Across Language Server and how to work with Across in a network, based on a test installation. Please allow about two to three hours for this demonstration.

The test installation may also provide optional features that exceed the scope of the Across Language Server. These features are documented in the user or administrator manual.

The Across Language Server is a client/server application. This means that multiple users access a central server. The numerous advantages of this type of application include the fact that all users work with the same, most up-to-date, consistent data.

Accordingly, Across must be installed in two phases: first the Across Server and than the Across Client(s) for each work station. To enable you to get acquainted with Across with the least possible effort, we will start with a minimum installation, in which both the Server and a Client are set up on a single computer.

For demonstration purposes, this Client will now be used to play various "roles", i.e. tasks that would normally be performed by various team members, each on their own computers.

This allows us to simulate Across LAN Client work stations (LAN: Local Area Network), which are normally installed on separate computers within a local network and access the Server from those points.

Apart from this simple installation, you may also select an advanced installation in which the Clients are actually installed on various computers.

Further networking opportunities are provided by the crossGrid collaboration tool which enables you to delegate translation projects between several Across Servers. Please note our detailed product documentation.

We recommend you to follow the steps in chapters III and V and then go through the sample workflow in Chapter VI. Please carefully read the specifications regarding system requirements and preparation for installation in the following chapter II.

- E Further information on installing and using Across is available in our manuals:
  - The "Across at a Glance" user manual offers detailed product documentation.
  - The "Across Step by Step" introduces you to the basic workflows of Across.
  - The "Across Administrator Manual" covers the installation and administration of Across.
  - A detailed online help is always at your fingertips by clicking **F1**.

Visit <u>www.across.net/en/documentation/</u> to find the latest version of our entire product documentation.

The video library on the Across website at <u>www.across.net/en/video-library</u> features interactive tutorials that can be run directly from the website.

In addition, it also features recordings of past webinars.

Answers to frequently asked questions are available at <a href="https://www.across.net/en/support/fag/">www.across.net/en/support/fag/</a>.



## **II.** System Requirements and Installation Preparation

#### **General System Requirements**

U Further information and the complete list of system requirements are available in this document.

#### Minimum Installation / Client and Server on One PC

	Minimum	Recommended
RAM	4 GB	8 GB
CPU	Modern multicore architecture	Modern multicore architecture
Available Hard Disk Space for Across	25 GB	25 GB
Screen Resolution	1024x768 pixels	1280x800 pixels or more

#### **Supported Operating Systems, Editions**

- MS Windows Server 2008 R2 SP1: Standard, Enterprise, Datacenter
- MS Windows Server 2012 / MS Windows Server 2012 R2: Standard, Datacenter

#### Supported Database Management Systems, Editions

- MS SQL Server 2008 / MS SQL Server 2008 R2: Standard, Enterprise, Datacenter
- MS SQL Server 2012: Standard, Enterprise
- MS SQL Server 2014: Standard, Enterprise

The trial version of the Across Language Server operates on the basis of the "Microsoft SQL Server 2008 R2 Express Edition" database (hereinafter referred to as "SQL Server Express"), which is installed on your computer along with your Across installation. Across will install its own SQL Server Express instance with its own resources and its own database. (The Express version of the SQL Server is intended for test installations only. For the productive operation of Across, a full version of the respective SQL Server is required, i.e. at least an MS SQL Server Standard Edition.)

#### Client Installation on a Separate PC (LAN):

	Minimum	Recommended
RAM	2 GB	4 GB
CPU	Modern multicore architecture	Modern multicore architecture
Available Hard Disk Space for Across	15 GB	25 GB
Screen Resolution	1024x768 pixels	1280x800 pixels or more

#### **Supported Operating Systems**

- MS Windows 7 SP1
- MS Windows 8
- MS Windows 8.1

A network connection (at least 100 Mbit) is required for the Across Language Server. The LAN workstations must be in the network and belong to the same domain.

#### **Additional Components**

- MS .NET 4.5 (included in the installation packages)
- Handling of localization files from other .NET versions requires installation of the respective framework.
  MS XML 4.0 SP3
- Visual C++ Redistributable for Visual Studio 2012 (x86) (included in the installation packages)

QuickStart Across Language Server v6

#### System Requirements and Installation Preparation



- WIBU CodeMeter Runtime Kit (included in the installation packages)
- Arial Unicode MS Font (included in the installation packages)
- MS Office 2003 or higher (including MS Word, Excel, PowerPoint)
  - Required for server-side processing (i.e. via crossConnect, crossWeb, crossAPI, or certain solutions) of DOC, XLS, PPT, TXT, or RTF files.

## Antivirus Software

To avoid complications during the installation of Across, we recommend disabling any antivirus programs until the process has been completed.

If you use an antivirus program, such as Norton AntiVirus, the so-called "script blocking" must be disabled in order to check Office documents in and out of Across and to be able to create previews of them!

## 🔋 Uninstalling

Information on uninstalling Across is available in chapter VII starting on page 40.



This chapter describes how to install a server application and a client application. Make sure to read chapters I and II of this QuickStart guide before you start.

- 1. Log in to your computer as a user with administrator rights.
- 2. If necessary, unzip the archive file with the Across installation files and save the extracted files to your hard disk.
- 3. Go to the folder with the unzipped files and execute file **setup.exe**.
- Please note that you should run the file setup.exe with administrator permissions. To do this, right-click the file and select the command **Run as** administrator from the context menu.
- 4. Once the wizard has started, click **Next >**.
- Select the language in which you want to install Across and click Next >.

Across Installation Wizard v6.0
The following steps will lead you through the installation of a new or an update of an existing Across environment.
ACTOSSS. <sup>7</sup> v6 Language Technology for a Globalized World
< Back Next > Cancel Help
Across Installation Wizard v6.0

	Across Installation Wizard v6.0
Select product la	nguage 🕤
Please select the computer.	user interface language in which Across is to be installed on this
	English
If you are affect sor If you are be chang software	performing an installation of Across, the selected language will me texts in the SQL database, such as workflow names, etc. applying a patch, the default language of the SQL database will not ed by this setting. This setting will only affect the language of the GUI. For more information, press F1.
	< Back Next > Cancel Help



- Enable the checkbox to confirm that you have read the information and wish to continue with the installation of Across. Then click Next >.
- Mark the checkbox to confirm that you have read the license agreement (EULA) and accept it. Then click Next >.



- 9. In addition, a location for the installation of Across will be suggested. To change the location, click the ... button and select a different location.
- 10. Then click **Next >**.

Acr	oss Installation Wizard v6.0
Important information	<b>4</b> 7
	Across Installation Wizard v6.0
Welcome to the Across	Important information
enables you: - to reinstall Across - to install individual components - to update Across to v6.0 - to uninstall Across	Across Systems GmbH – License Conditions
Depending on the complexity of y note the following instructions <b>be</b>	Status: 08/2009 Version: 2.1 @ ACROSS Systems GmbH
Before an initial installation, plea QuickStart of your respective Acro version in the <u>Across Documen</u>	§ 1 License Agreement (End User License Agreement - EULA) Scope & Order of Precedence of Regulations
If you are installing the Across La sample data along with it. Shou	(1) All of ACROSS Systems GmbH's (*Licenser; hereinafter called 'ACROSS') business relations that are based on the provision of rights of use to software developed or programmed by ACROSS are subject to the following license conditions.
I have read this statement ca	(2) The latest version of these license conditions can be viewed and printed out at <u>flo//flo.across.net/legals/license_en.odf</u> . The latest version of the license conditions as of the date of contract apply.
	✓ I have read and fully agree/accept the license conditions (EULA).
	< Back Next > Cancel Help

	Across Installation Wizard v6.0
Type of installation	<mark>-</mark> ,
Across detected a clea between a default inst	an system without existing Across installation. You can choose allation or the user-defined installation for advanced users.
Across Personal Ec	lition with Standby Remote Client
O Across Client	
Across Language S	erver + Across Client
○ User-defined Install	ation (only for advanced Users)
Install Across to:	C:\Program Files (x86)\Across\
	< Back Next > Cancel Help

11. Along with the Across Server, various Across standard components will be installed. Confirm by clicking **OK**.





- 12. Enter your company details and your Customer Product Key.
- Ask your contact at Across Systems GmbH for your personal Customer Product Key.
- 13. Then click **Next** > to activate the product.
- For the product activation, a connection to the central Across license server at <u>https://licenses.across.net</u> will automatically be established. If this URL cannot be reached from your server, please follow the instructions for the offline product activation in the <u>administrator manual</u>.
- 14. In case the required components of Microsoft Framework .NET have not been installed on your computer yet, they will now be installed. The installation process may take several minutes.
- 15. Select whether you wish to adjust the rights for auto-patching, and if so, for which user(s). In this way, patches can be installed automatically.

When installing a trial version, you can select the option "Do not adjust any rights".

16. Click Next >.

Across Installation Wizard v6.0	×
Enter customer information	<b>د</b>
Main Server Installation You have to enter your product key. If your licenses have not been already activated for this machine, setup will try to perform an online activation when pressing next.	
Customer Product Key: L9FHJ-	
Across Systems GmbH	
Additional Dedicated Server Installation	
< Back Next > Cancel	Help

Across Installation Wizard v6.0
Rights adjustment
Across v6.0 offers a functionality called "auto-patch".
This feature reduces the administrative efforts after patching the Across Language Server environment.
It requires to set some specific rights to the Across sub-directory for updating Across system files, if needed.
By default, this feature is enabled and rights will be set now.
Activate rights for Windows users or groups (recommended)
$\bigcirc$ Activate rights for user-defined Windows users or groups (only for advanced users)
○ Do not activate any rights (not recommended)
< Back Next > Cancel Help



- 17. Confirm that the database SQL Server 2008 R2 Express should be installed on your computer.
- 18. Then click **Next >**.

Across Installation Wizard v6.0	×
Select database for Across	<b>د</b>
The Across system works on the basis of a database server. You will designat server on which the Across databases will be set up in a subsequent step of th installation. In order to do this, you require the name of the computer on which i database server is installed and the system administrator's password for the da server.	e the e the tabase
Install SQL Server 2008 R2 Express database server on this computer First, the SQL Server 2008 R2 Express is installed. The SQL Server 2008 R2 Express ent Across is independent of any previously existing SQL Server Express or SQL Server entiti Select this option if you want to work with crossWAN.	ty for es.
O Do not install SQL Server 2008 R2 Express Select this option if you do not plan to work with crossWAN.	
< Back Next > Cancel	Help

19. The SQL Server 2008 R2 Express will now be installed. This process may take several minutes.



20. Click **Next** > to continue with the installation of the Across Server.





21. Launch the installation by clicking **Install**.



22. Click **Finish** to complete the first part of the installation.



- 23. The Across database with its corresponding tables and table fields will now be set up.
- 24. Click **Next** > after the creation of the database has been completed.



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LAN environment (default)



- 25. For the trial version installation, please select "No Internet connection".
- 26. Then click Next >.



Across Server Environment - Setup Wizard

Will Across only be used by translators in the company network or also by external translators?

27. Click **Next** > to confirm the pre-selected option "LAN Environment (default)".

<ul> <li>Select the languages which you will need for your work in Across.</li> <li>(You can add further languages at any time.)</li> </ul>	the second se

28

LAN/WAN environme	nt		
Apart from the users ind	ide the com	nany network there a	re external translators who should be abl
to do their translation we port 2309 from the WAN	ork from out I.	tside over the internet	. The Across Server must be reachable vi
LAN/WAN environme	nt with cro	DSSVPN	
crossVPN is used to encr	ypt the com	munication between d	lients. The Across Server has to be
reachable via port 22 fro	om WAN.		
Advanced	LAN/WAN er different IPs	nvironment: Adjust the s in the LAN and WAN.	e default settings if the server has
		< Back Fi	nish Cancel Help
		L	
Acr	oss Serve	er Environment -	Setup Wizard
	oflanguage	a to be used with Arrow	ne Var ne vedfrikke et af language
Please specify the initial set ater.	oflanguage	es to be used with Acro	oss. You can modify this set of languages
Please specify the initial set ater. Available languages	of language	es to be used with Acro	oss. You can modify this set of languages Selected languages
Please specify the initial set ater. Available languages Scottish Gaelic	of language	es to be used with Acro	oss. You can modify this set of languages Selected languages Dutch
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic	of language	ts to be used with Acro	Selected languages
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin	of language	is to be used with Acro	Selected languages Dutch English French
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa	of language	is to be used with Acro	Selected languages Dutch French German
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa Setswana	of language	es to be used with Acro	Selected languages Dutch French German Italian
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa Setswana Sindhi	of language	es to be used with Acro Add >>	Selected languages Dutch English French German Italian Spanish
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa Setswana Sindhi Sinhala	oflanguage	is to be used with Acro Add >>	Selected languages Dutch English French German Italian Spanish
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa Setswana Sindhi Sinhala Slovak	oflanguage	es to be used with Acro Add >> << Remove	Selected languages Dutch English French German Italian Spanish
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa Setswana Sindhi Sinhala Slovak Slovak	of language	es to be used with Acro A <u>d</u> d >> << <u>R</u> emove	Selected languages Selected languages Dutch English French German Italian Spanish
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa Setswana Sindhi Sinhala Slovak Slovak Slovenian Somali	of language	es to be used with Acro Add >> << <u>R</u> emove	Selected languages Dutch English French German Italian Spanish
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa Setswana Sindhi Sinhala Slovak Slovenian Somali Sutu	of language	s to be used with Acro Add >> << Remove	Selected languages Dutch English French German Italian Spanish
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Latin Serbian Latin Sesotho sa Leboa Setswana Sindhi Sinhala Slovak Slovenian Somali Sutu Swedish	of language	Add >>	Selected languages Dutch English French German Italian Spanish
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa Setswana Sindhi Sinhala Slovak Slovenian Somali Sutu Swedish Syriac	of language	es to be used with Acro Add >> << Remove	Selected languages Dutch English French German Italian Spanish
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa Setswana Sindhi Sinhala Slovak Slovenian Somali Sutu Sutu Syviac Tanalon	of language	es to be used with Acro A <u>d</u> d >> << <u>R</u> emove	Selected languages Dutch English French German Italian Spanish
Please specify the initial set ater. Available languages Scottish Gaelic Serbian Cyrillic Serbian Latin Sesotho sa Leboa Setswana Sindhi Sinhala Slovak Slovenian Somali Sutu Swedish Syriac Tanalon	of language	es to be used with Acro A <u>d</u> d >> << <u>R</u> emove	Selected languages Dutch English French German Italian Spanish



29. Now create the "Default Supervisor". This supervisor is an initial user for the further setup of Across. He will be the Project Manager in our workflow example in chapter VI.

We recommend not changing the user name "Default". You may enter a password if you wish.

30. Then click **Next >**.

31. Now an initial softkey will be created.

(Softkeys provide an easy connection of clients to the server and serve to authenticate the users at the Server)

32. Enable the option "Save Softkey" and click **Browse...** 

Across Server Environment - Setup Wi	zard
Please specify the initial default user here. This user can be modified later or system will ask you where to store this user's computer license (Softkey; ne The default name of the first Softkey is "MyComputer".	on. After pressing 'Next', the eeded for client installation).
<u>F</u> irst name:	
Default	
Last name:	
Supervisor	
E-mail address:	
Login <u>n</u> ame:	
Default	
Password:	
Confirm password:	
( Deale Marsh )	Canad
< Back Next >	Cancel Help

<b>7</b>	Across Server Environment - Setup Wizard	
Acro	oss clients need a Softkey file containing all information required to configure an A	cross dient.
	Save Softkey file to disk	
	Softkey file path/name:	Browse
	Send Softkey file by e-mail	
	< Back Finish Cancel	Help

- Now enter a name for the softkey. It is advisable to select "Default Supervisor". Finally, select a directory and click Save.
- 34. Click Next >.





- 35. The second part of the server installation is now complete: The Across Server has been set up completely, including the crossTank translation memory and the crossTerm terminology system. Click **Finish**.
- 36. The installation of the Across Client will now begin. Click **Next** >.
- 37. Then click the button to start the installation. Upon completion of the installation, click **Finish**.



38. The next step is the installation of the additional Across component crossAPI Interactive, which is also required for using crossWeb. Click Next > to continue with the installation.





- 39. First, define the generic softkey. Usually, it is automatically generated and detected by Across. This softkey is responsible for authenticating the crossAPI Interactive user against the Across Server.
- 40. Click **Next** > to continue with the installation.
- 41. Then click the button to start the installation. Upon completion of the installation, click **Finish**.
- 42. Click **Next** > to continue with the installation of crossWeb for browser-based work with Across via the Internet.
- 43. Now the generic softkey is defined. Usually, it is automatically generated and detected by Across. This softkey is responsible for the authentication against the Across Server.
- 44. Click **Next** > to continue with the installation.

- 45. Now you can configure crossWeb. We recommend customizing the crossWeb settings after the installation of the Across Language Server in the **crossWeb** module of Across administration software crossAdmin.
- 46. Click Next >.
- 47. Then click the button to start the installation. Upon completion of the installation, click **Finish**.

<mark>i</mark> ₿	cross	API Interactive 6.0 Setup 🚽 🗖 🗙
Connection Select and r	to Across Serv egister a softkey (c	er ap file). You can create softkeys or generic
Location of th The registry	e softkey or generi	c softkey:
Details of th	e softkey or generi	ic softkey
Installatio	n Name:	Across Systems GmbH, (on WIN-CG9AAP6LL
Database	Type:	Microsoft SQL Server
Database	Name:	across
Database	Location:	WIN-CG9AAP6LLRD
Server Ac	ldress:	WIN-CG9AAP6LLRD
		Back Next Cancel





- 48. The Across Display Text Server will now be installed.
- 49. Click **Next** > and press the button to start the installation. Upon completion of the installation, click **Finish**.

- 50. The next step is the installation of the authentication module Across Identity Provider.
- 51. Click Next >.
- 52. First, define the generic softkey. Usually, it is automatically generated and detected by Across. This softkey is responsible for the authentication against the Across Server.
- 53. Click **Next** > to continue with the installation.
- 54. Next, select the SSL certificate that is needed for the Across Identity Provider. If you have a certificate, activate the corresponding option and select the certificate. If you do not have any certificate, you can generate a self-signed certificate. To do so, activate the corresponding option.
- 55. Click **Next** > to continue with the installation.
- 56. Click the button to start the installation. Upon completion of the installation, click **Finish**.



Security Token Encription
Please specify the certificate to use for the encryption of security tokens.
Of Generate self-signed certificate
This installer offers to generate self-signed certificates that may be used by Across Identity Provider. Please consider that self-signed certificates do not provide the same security level as officially-signed certificates issued by an certificate authority (CA).
$\bigcirc$ Use an existing certificate from the store
Select certificate
Your website already has an HTTPS binding, its certificate will be changed to the selected one.
Back Next Cancel

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□ ×

Select...

Cancel

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crossAnalytics 6.0 Setup

Please specify location of the Across Server configuration package (ACP)

crossAnalytics 6.0 Setup

The registry

Wizard

影

Welcome to the crossAnalytics Setup

Across Server configuration package location:

Across Server configuration package details

Connection to Across Server

- 57. The reporting module crossAnalytics will now be installed.
- 58. Click Next >.
- 59. Now the generic softkey is defined. Usually, it is automatically generated and detected by Across. This softkey is responsible for the authentication against the Across Server.
- 60. Click **Next** > to continue with the installation.
- 61. Then click the button to start the installation. Upon completion of the installation, click **Finish**.
- 62. The installation of crossMining for machine-aided creation of statistical lexica will now be carried out.
- 63. Click Next >.
- 64. Then click the button to start the installation. Upon completion of the installation, click **Finish**.



- 65. The next step is the installation of the Core API.
- 66. Click Next >.
- 67. First, define the generic softkey. Usually, it is automatically generated and detected by Across. This softkey is responsible for the authentication against the Across Server.
- 68. Click **Next** > to continue with the installation.



Back

Next



- 69. Next, select the SSL certificate that contains the parameters needed for the Across Identity Provider. If a self-signed certificate was created during the installation of the Across Identity Provider, it is preselected. Click **Next** > to continue with the installation.
- 70. Click the button to start the installation. Upon completion of the installation, click **Finish**.
- 71. The next step is the installation of the crossTerm API.
- 72. Click Next >.
- 73. First, define the generic softkey. Usually, it is automatically generated and detected by Across. This softkey is responsible for the authentication against the Across Server.

- 74. Next, enter the name and, if applicable, the password of an Across user via which crossTerm is to be accessed with the help of the crossTerm API. This may be any Across user.
  Click Next > to continue with the installation.
- 75. Click the button to start the installation. Upon completion of the installation, click **Finish**.

76. If the installation package contains a new patch, this patch will automatically be extracted and installed.

Please specify all nece	ssary paramete	rs related to	Across I	dentity Provid	er	
Certificate:	D					
Select certificate	1					



谩	crossTerm API 6.0 Setup – 🗆 🗙
crossTerm API Con Please specify a valid	iguration Across username and password
Username: default	Password:
	Back Next Cancel
Patching	



- 77. Start Across via >>Start >>Programs >>Across >>Across and log in as Default Supervisor.
- 78. Now click **Login** to log in to Across.



79. After starting Across, the **Dashboard** module will appear.

The basic functions of Across are shown here at a glance. One click is sufficient to start the desired function.

 Log out as Default Supervisor. To do this, log out of Across by clicking >>File >>Exit and confirming with Yes.



Continue with the following chapter V, "Preparations on Across Side and User Creation".

#### Advanced test installation with various computers:

If you wish to test Across in an advanced test installation in which LAN clients are installed on various computers, continue with the following chapter IV "Optional Installation of Additional Clients".



## **IV. Optional Installation of Additional Clients**

In this chapter, you will learn how to install an additional Client on a separate computer. Prior to that you should have already installed the Across Server application including one Across Client, as described in chapter III. These instructions are relevant for you only if you opted for an advanced installation where Across Clients are distributed over different computers. In this case, perform the installation on two additional computers. These additional Clients are meant for Test User 1 and Test User 2 in the workflow example in chapter VI.

You should transfer the files needed for the installation, e.g. on a CD or a flash drive. You can also store the files in a shared directory that is accessible from the computer. **Please note** that the separate computers must all be part of the same local network.

### Before installing a separate client, please read chapters II and III of this QuickStart carefully.

- 1. Log in to your computer as a user with administrator rights.
- 2. Go to the folder with the unzipped files and execute file **setup.exe**.
- Please note that you should run the file setup.exe with administrator permissions. To do this, right-click the file and select the command Run as administrator from the context menu.
- Once the wizard has started, click Next >.

4. Select the language in which the Across interface should be displayed.

Across Installation Wizard v6.0
The following steps will lead you through the installation of a new or an update of an existing Across environment.
Across. <sup>9</sup> v6
< Back Next > Cancel Help

Across Installation Wizard v6.0	×
Select product language	,
Please select the user interface language in which Across is to be installed on this computer.	
English	
If you are performing an installation of Across, the selected language will affect some texts in the SQL database, such as workflow names, etc. If you are applying a patch, the default language of the SQL database will not be changed by this setting. This setting will only affect the language of the software GUI. For more information, press F1.	
< Back Next > Cancel Help	

#### **Optional Installation of Additional Clients**



- Enable the checkbox to confirm that you have read the information and wish to continue with the installation of Across. Then click Next >.
- Mark the checkbox to confirm that you have read the license agreement (EULA) and accept it. Then click Next >.

Ad	cross Installation Wizard v6.0
Important information	<mark>-</mark> ,
	Across Installation Wizard v6.0
Welcome to the Across	Important information
to reinstall Across     to install individual components     to update Across to v6.0     to uninstall Across	Across Systems GmbH – License Conditions (EULA)
Depending on the complexity of y note the following instructions be	Status: 08/2009 Version: 2.1 @ ACROSS Systems GmbH
Before an initial installation, plea: QuickStart of your respective Acro: version in the Across Documen	§ 1 License Agreement (End User License Agreement - EULA) Scope & Order of Precedence of Regulations
If you are installing the Across La sample data along with it. Shou	(1) All of ACROSS Systems GmbHs (+Licenser; hereinafter called ACROSS) business relations that are based on the provision of rights of use to software developed or programmed by ACROSS are subject to the following license conditions.
✓ I have read this statement ca	(2) The latest version of these license conditions can be viewed and printed out at <u>thp://thp.accoss.net/ieqais/license en.pdf</u> . The latest version of the license conditions as of the date of contract apply.
	✓ I have read and fully agree/accept the license conditions (EULA).
	<back next=""> Cancel Help</back>

- 7. Enable the option for installing the Across Client.
- 8. In addition, a location for the installation of Across will be suggested. To change the location, click the ... button and select a different location.
- 9. Click Next >.

	Across Installation Wizard v6.0
Type of installation	<mark>-</mark> ,
Across detected a clea between a default insta	an system without existing Across installation. You can choose allation or the user-defined installation for advanced users.
Across Personal Ec	lition with Standby Remote Client
<ul> <li>Across Client</li> </ul>	
O Across Language S	erver + Across Client
OUser-defined Install	ation (only for advanced Users)
Install Across to:	C:\Program Files (x86)\Across\
	< Back Next > Cancel Help

#### **Optional Installation of Additional Clients**



- 10. Select whether you wish to adjust the rights for auto-patching, and if so, for which user(s). In this way, patches can be installed automatically.
- When installing a trial version, you can select the option "Do not adjust any rights".

11. The installation of the Across Client will

now begin. Click Next >.12. Then click the button to start the installation. Upon completion of the

installation, click Finish.

Rights adjustment   Across v6.0 offers a functionality called "auto-patch". This feature reduces the administrative efforts after patching the Across Language Server environment. It requires to set some specific rights to the Across sub-directory for updating Across system files, if needed. By default, this feature is enabled and rights will be set now. Activate rights for Windows users or groups (recommended) Activate rights for user-defined Windows users or groups (only for advanced users) Do not activate any rights (not recommended) Mert> Cancel Help Across Client Environment 6.0 Setup The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the setup Wizard. Mert The Setup Wizard will install Across Client Environment on your computer. Else Next Cancel Else Next Cancel The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the setup Wizard. Mert The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the setup Wizard. The Setup Wizard. Mert Cancel Next	Rights adjustment	
Across v6.0 offers a functionality called "auto-patch". This feature reduces the administrative efforts after patching the Across Language Server environment. It requires to set some specific rights to the Across sub-directory for updating Acros system files, if needed. By default, this feature is enabled and rights will be set now. Activate rights for Windows users or groups (recommended) Activate rights for user-defined Windows users or groups (only for advanced users Do not activate any rights (not recommended) Cancel Help Across Client Environment 6.0 Setup – Welcome to the Across Client Environment Setup Wizard The Setup Wizard will instal Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard. The Setup Wizard.		
This feature reduces the administrative efforts after patching the Across Language Server environment. It requires to set some specific rights to the Across sub-directory for updating Acros system files, if needed. By default, this feature is enabled and rights will be set now. Activate rights for Windows users or groups (recommended) Activate rights for user-defined Windows users or groups (only for advanced users Do not activate any rights (not recommended) Across Client Environment 6.0 Setup – Welcome to the Across Client Environment Setup Wizard The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard. Back Next Cancel to exit the setup Wizard	Across v6.0 offers a functi	ionality called "auto-patch".
It requires to set some specific rights to the Across sub-directory for updating Across system files, if needed. By default, this feature is enabled and rights will be set now. Activate rights for Windows users or groups (recommended) Activate rights for user-defined Windows users or groups (only for advanced users Do not activate any rights (not recommended) Across Client Environment 6.0 Setup – Welcome to the Across Client Environment Setup Wizard The Setup Wizard will instal Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard. Back Next Cancel to exit the Setup Wizard.	This feature reduces the a Server environment.	dministrative efforts after patching the Across Language
By default, this feature is enabled and rights will be set now.  Activate rights for Windows users or groups (recommended)  Activate rights for user-defined Windows users or groups (only for advanced user Do not activate any rights (not recommended)  Cancel Help  Across Client Environment 6.0 Setup -  Welcome to the Across Client Environment Setup Wizard  Welcome to the Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard.  Back Next Cancel  tching	It requires to set some spe system files, if needed.	cific rights to the Across sub-directory for updating Acros
Activate rights for Windows users or groups (recommended)   Activate rights for user-defined Windows users or groups (only for advanced users)   Do not activate any rights (not recommended)   Across Client Environment 6.0 Setup   Across Client Environment 6.0 Setup   Welcome to the Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard.     The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard.     Back     Next     Cancel     tching	By default, this feature is e	enabled and rights will be set now.
Activate rights for user-defined Windows users or groups (only for advanced users Do not activate any rights (not recommended)                  Across Client Environment 6.0 Setup       -          Welcome to the Across Client Environment Setup Wizard         The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard.         Back       Mext         Cancel       Environment Setup Wizard	Activate rights for Winde	ows users or groups (recommended)
Ob not activate any rights (not recommended)     < Back	<ul> <li>Activate rights for user-</li> </ul>	defined Windows users or groups (only for advanced users
< Back	<ul> <li>Do not activate any righ</li> </ul>	its (not recommended)
< Back		
Across Client Environment 6.0 Setup       -		< Back Next > Cancel Help
Across Client Environment 6.0 Setup       -       -         Welcome to the Across Client Environment Setup Wizard         The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard.         Back       Next       Cancel         tching		
Welcome to the Across Client Environment Setup Wizard The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard. Back Next Cancel tching	Acro	ss Client Environment 6.0 Setup – 🗆
Back Next Cancel		Environment Setup Wizard
itching		The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard.
itching		The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard.
		The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard.
	tching	The Setup Wizard will install Across Client Environment on your computer. Click Next to continue or Cancel to exit the Setup Wizard.

In the life in the second second

13. If the installation package contains a new patch, this patch will automatically be extracted and installed.

The additional Clients are now installed on two separate computers. Now continue with the following chapter V, "Preparations on Across Side and User Creation".



### V. Preparations on Across Side and User Creation

In this chapter, we will make two preparations in Across that are required for the workflow example in chapter VI. In addition, this chapter describes how to create users that are also needed for the workflow example.

#### a) Preface and Preparations

Across is a database-supported system. This means that all data, including the source and target texts and project-related and personal data of translators and customers, are *centrally* stored in a single database. Nevertheless, there is no need to worry about data clutter. Along with the language data, the system stores various attributes such as the subject, relation/customer, project, etc. Detailed filter settings enable you - if required - to narrow down your search and find the data you are looking for. On the other hand, you can also benefit from the infobase as a whole.

Before you go through the workflow example in chapter VI, we therefore recommend that you first set up a sample subject and a relation.

 Creating a subject: The subject creation and management take place under >>Tools >>System Settings... >>General >>Subjects. Enter a subject (e.g. "Technology") in the input field and click Add. The new subject has been added.

Structure Attributes		
Subjects		
System Attributes		
User-defined Dictionary		
Search Center		
Concordance Search		
Fuzzy Search		
Terminology		< >>
Concordance Search		
Stopwords		Delete Edit
Term Extraction		
Document Settings		Create new subject as
.NET resources		Enter new subject:
Display text		Technology Add
Document Associations		
Excel		Main subject
Excel 2007-2013		
IDML		O Sub-subject of
		General V
· housed	× .	

Now you can close the system settings.

Creating a relation: The creation and management of relations take place in a separate Relations module. (In Across, a relation is usually a customer or client, but it may also refer to a product or product group.) Click >>Administration >>Relations in the module bar on the left-hand side (or the corresponding icon) to enter the Relations module.

Click **New...** and then **Next** > once the Relation Wizard has started. Enter a name for relation (e.g. "Sample Company"). You can enter additional information by means of various tabs. Then click **OK**.

,	Relation properties		
Main	Primary cor	ttact Secondary contact Address Projects Comments	
<u>R</u> elati	ion ID:	1	
Relation name:		Sample Company	
<u>W</u> eb:			
Creat	ion <u>d</u> ate:	7/14/2014	

The new relation has been added.

For the following workflow example, perform a final change in the profile settings. Go to >>Tools >>Profile Settings... >>General >>Project Wizard settings. Select the option "Always ask the project manager" as workflow template. You can now exit the profile settings and continue with creating users.



#### b) Creating Users

 Use the module bar on the left to switch to the Users module via
 >Administration >>Users. The user "Default Supervisor" has already been created.

**Note**: In the workflow example in chapter VI, the Default Supervisor will act as project manager. As Default Supervisor, you can also do the translation by simply assigning yourself the corresponding language(s). To do this, double-click the Default Supervisor, go the **Languages** tab and add a new language combination via **New**.

- Create another user "Test User 1". To do this, click New... and then Next > once the User Wizard has started.
- 3. Then enter the name, the user name and, if required, a password.
- Important: Click More >> and make sure that the option "Create softkey for this user" is enabled.
- 5. Then click **Next** >.

- 6. There are two different ways to access the Across Server - for online users, who have direct access to the Across Server via a local network and for offline users, who have indirect access to the Across Server via the Internet. In our workflow example, "Test User 1" is going to work within a local network. Therefore, select the "Online User" setting for this user.
- Now you can also assign the user role that "Test User 1" is supposed to perform. In our sample workflow, the user will be translating from English into German. In order to assign him a corresponding role, select Translator on the left and click >.
- 8. Then click Next >.









9. Enter personal contact data if required and click **Next >**.

•,		User	Wizard		×	
Contact Inform	ation					
Address						
<u>F</u> irst name:	Test User	•	Last name:	1	*	
Street:						
Zip/postal code:			<u>C</u> ity:			
Country:					~	
Contact Informati	on					
Phone:						
Mobile:						
F <u>a</u> x:						
<u>E</u> -mail:						
Web:						
		< Back	Next >	Cancel	Help	

- 10. Now determine which languages "Test User 1" is going to work in (German and English in our example). Enable the corresponding checkboxes in order to do this. You can also determine the level of language competence under "Rating" in the drop-down list.
- 11. Then click **Next >**.

	036	i wizaru		
Languages				
Name	Source Language	Target Language	Rating	
English	<ul> <li>Image: A start of the start of</li></ul>	<ul> <li>Image: A start of the start of</li></ul>	8: Unknown	~
German			8: Unknown 7: Beginner 6: Basic 5: Intermediate 4: Master 3: Superior 2: Expert 1: Perfect	
Select All	Unselect all		2	



 Now select the subjects corresponding to the user's qualification. Via Next > Across forms combinations of subjects and languages, which you can edit at any time. Then click Next >.

	I	User Wizard	×	
Subjects			2	
Please select your s	ubject fields:			
General Technology			Name	
			Technology	
6	-		Liese Millioned	
	,		User Wizard	
	Languages			
	Source Language	Target Language	Subject	Rating
	English	German	General	8
	German	English	General	8
	English	German	Technology	8
	German	English	Technology	8
	_			
	<u>N</u> ew <u>P</u> r	operties De	ete	
			< Back Next > Cancel	Help
			B	

- 13. Now the license for "Test User 1" will be created in the form of a softkey. The required information is already preset.
- 14. Click **Save softkey...** Save the softkey as "Test User 1" by clicking **Save**, preferably in the directory in which you have already saved the softkey of the Default Supervisor.
- 15. Then click **Next >**.

<b>6</b>	User Wizard ×
License main	properties
Li <u>c</u> ense name:	Test User 1
Description:	^
<u>S</u> tatus:	logged out
L <u>a</u> st login:	never
Mode:	Online License     Offine License
	Assign license to:
Default login:	Test User 1  test.user.1 Auto login
Save Softkey	E-mail Softkey < Back Next > Cancel Help



16. Now you can enter additional data for the new user. To finish creating "Test User 1" click **Finish**.

<b>6</b> 9	User Wizard ×
License inform	ation 5
Salutation:	
<u>F</u> irst name:	Test User
Last name:	1
<u>E</u> -mail:	
Street:	
<u>C</u> ity:	
Zip:	
Phone:	
Mobile:	
Fa <u>x</u> :	
Web:	
Save Softkey	E-mail Softkey < Back Finish Cancel Help

- 17. Now create another user "Test User 2". This user will be integrated as an online user and will take on translating and correcting tasks in English and German. Use the same method to create the user as you did in the case of "Test User 1".
- 18. All the users needed for the workflow example in the next chapter have now been created.

<b>6</b> 9	Across I	Language Server v6.0	60690_er	n - [Default Super	visor] - Use	ers	- 🗆 🗙
<u>File View T</u> ools	Help						
🗈 🗄 🖾 💵 🖴	i 🗗 🖨 🖸 🔣 👗 🛸						
crossBoard	Users a x						^
Projecto	- 🎽 🎽 📥 📃	A Name	PM	Last login	Login state	E-mail	
Filipecis	Default Supervisor	Default Supervisor	r 📫	7/14/2014 4:31	Online		
Administration	Test User 1	Test User 1		<n a=""></n>	Offline		
Users							
Groups		New Properties	<u>D</u> ele	ete <u>C</u> alendar	Message	Send E-mail E	Edit Profile
		,					
		Course Language Tar		0.444		Define	
		Source Language Targ	et Languag	e Subject		Rating	
Profiles							
Relations							
		New Propertie	es [	Delete			×
Ready		`					

Continue with chapter VI "Sample workflow Across Language Server".



## VI. Sample Workflow Across Language Server

The following workflow will demonstrate how to work with the Across Language Server and requires a full installation in accordance with the previous chapters. This example refers to users that you created in chapter V.

In this sample, we are going to work with the translation of an MS Word document from English into German. Our sample user "Default Supervisor" will act as project manager. The user called "Test User 1" will be responsible for translating the English text and the user "Test User 2" will do the correction of the translation.

The complexity of the projects and tasks can be increased to suit the situation, e.g. a wide variety of document formats can be translated. The documents can also be partitioned according to various criteria and distributed to a number of translators. If you wish, you can also give the users various rights and play through and define "validation workflows" for the translation memory and terminology entries. You can also test other workflows that either correspond to actual working situations or ones that you have simply invented yourself.

If you have selected the minimum installation, the Client alternates between the roles of various LAN clients. In the advanced test installation, the LAN clients are installed on separate computers. **These must be installed as described in chapter IV prior to beginning the following workflow example.** Please be sure to observe the information in chapters I and II of this documentation.

U If you have opted for an advanced test installation where Clients are installed on different computers, you will need the following in order to log in to the Across Client of "Test User 1" and "Test User 2":

- the softkey "Test User 1" and "Test User 2", which you have already created in chapter V, and
- the usernames and, if required, the passwords for "Test User 1" and "Test User 2"
- If Across has not started yet, start it in an installation with several computers use the Client of the Default Supervisor – and log in as "Default Supervisor".



2. After starting Across, the **Dashboard** module will appear.

The basic functions of Across are shown here at a glance. One click is sufficient to start the desired function.

3. Click **Project Wizard** to create a new project. The wizard will guide you through the individual steps if project creation.





4. Once the wizard has started, click Next >.

",	Project Wizard ×
	Creates a new project
	Use the Project Wizard to create new projects and define elements such as source documents and target languages, task assignments, due dates and QM criteria. Use the Alignment Wizard to import text pairs that have already been translated.
	< Back Next > Cancel Help

- 5. Now enter a project name. A project ID will be assigned automatically.
- 6. Finally, select the MS Word document to be translated by clicking **Add file(s)...**.
- 7. Then click **Next >**.

<u>6</u> 9	Project Wizard	×			
Main project properties					
<u>P</u> roject Name: Project <u>I</u> D:	Across Fact Sheet				
Please select your source	documents:				
Filename	Path	Document type			
Across Fact Sheet	C:\Users\Sales User\Desktop\	Word 2007-2013			
Add file(s) Add folder Delete					
< Back Next > Cancel Help					

6.



x

 If necessary, add any additional projectrelated information.
 You can change the scheduled project deadline and enter a description for the

project. Additionally, you can assign attributes to the project, such as the previously created relation and subject. You can select them in the "Default values" column in the respective drop-down list.

9. Then click **Next** >.

10. A dialog box for selecting the source and target language opens.

By default, Across tries to detect the source language for Office and other formats automatically.

- 11. Then select a desired target language for the project in the left area of the dialog window and click >.
- 12. Click Next >.

Project settings.     Default       Project gettings.     Default Supervisor       Reporting template:     Default       Einish date:     9/ 1/2014       Description:     Image: Company       Task priority:     Medium       Project attributes:     Image: Company       A Name     Default values       Relations     Sample Company	
Project manager:     Project manager:       Reporting template:     Default       Einish date:     9/ 1/2014       Description:     12:00       Task priority:     Medium       Project attributes:     Aname       Default values       Relations     Sample Company	
Reporting template:     Default       Einish date:     9/ 1/2014       9/ 1/2014     *       Description:     *       Task priority:     Medium       Project attributes:     *       A Name     Default values       Relations     Sample Company	
Einish date: 9/ 1/2014 • 12:00 Description: Task priority: Medium • Project attributes: A Name Default values Relations Sample Company	
Task priority: Medium    Task priority: Medium    Project attributes:    A Name Default values   Relations Sample Company	~
Task priority: Medium   Project attributes:  Name Default values  Relations Sample Company	~
Project attributes:  Name Default values Relations Sample Company	
Name     Default values     Relations     Sample Company	
Relations Sample Company	
	~
E Subjects Technology	~
< Back Next > Cancel	Help
Document languages	<i>din</i>
Source Language: English Vereinigte Staate	en v
Available languages Target Languages Deadline date D	eadline time
English 9/1/2014 12	2:00
French >	
German	
>>>	
<	
<	
<	
<	

Project Wizard

#### Sample Workflow Across Language Server



- 13. If necessary, select a template with which the document is to be checked in. (For example, templates enable you to hide sections of a document that are not to be translated.) For our simple example, select the "default" template from the drop-down list below the list of documents.
- 14. Then click **Next >**.

	Project Wizard					
Select document settings templates						
Assigned Document Settings Templates	s:					
A Document	Туре	Template				
Across Fact Sheet_en.docx	Word 2007-2013	default				
Documents:						
Across Fact Sheet_en.docx						
Document settings template:						
default	✓ Configure	]				
		1				
Description:						
			^			
			~			
	< Back Next >	Cancel	Help			

15. In order to keep the sample workflow relatively simple, the following sample text will only be translated and corrected.

Therefore, select the "Translation and correction" workflow in the the drop-down list.

16. Then click **Next >**.

👣 Proj	ect Wizard
Select workflow templates	
Assigned workflow templates:	
Document	Workflow
Across Fact Sheet_en.docx	Translation and correction
Documents:	
Across Fact Sheet_en.docx	
Workflow template:	
Translation and correction	~
Description:	
Document translation followed by correction	A
	×
< Ba	ack Next > Cancel Help

6,



- 17. Now the tasks are to be assigned.
- 18. First, select the "Document translation" task and assign it to the "Test User 1" by selecting him in the list on the right.
- 19. Then assign the "Document correction" task to the "Test User 2".
- 20. Click Next >.



22. Click **Finish** to complete the project creation. This starts the automatic check-in process, in which the source document is analyzed and prepared for translation.

- 23. The window showing the check-in progress is displayed. Depending on the document, the check-in procedure can take several minutes.
- 24. The project creation has now been completed. All the tasks have already been assigned to the respective users.

Name 🔶		<ul> <li>Assigned to</li> </ul>	
Document translation	🔤 🕨 💻	🐝 Test User 1	¥
Document correction	💷 🕨 💻		~
	•	Test User 2	
	****		
	Document translation	Document translation	Addite Assigned to

Project Wizard

Deadlines				
n this step, you can define Fasks Module. Project finish date:	a deadi 9/ 1/20	ine for each task type. Adju 14 🔍 💌 12:00	istments can be done	e any time in the
Workflow		Task type	Deadline date	Deadline time
Translation and correc	tion 🗄	Document translation	9/1/2014	12:00
Translation and correct	tion 🗸	Document correction	9/1/2014	12:00

ction		Remaining time	I otal time
Across Fact Sheet_en.docx	Cancel	Not available	12 sec
cument post-processing.			
Cancel All	ther sheels in		Minimize

25. Log out as Default Supervisor. To do this, log out of Across by clicking >>File >>Exit and confirming with Yes.



26. Restart Across – in case of an installation with several PCs use the Client of "Test User 1" – and log in as "Test User 1". To do so, select "Standby Client" in the login section and click **Import...**.

27. Select the softkey of "Test User 1" in the directory in which you saved the softkeys during the project creation and click **Open**.





28. If required, enter the password of "Test User 1" and click **Login**.



- 29. After starting Across, go to the corresponding module via >>crossBoard >>My Tasks. According to the project created, a translation task will appear. Additional information on the pending task is displayed at the bottom of the window.
- 30. Click the button Confirm/Reject... to confirm the translation task.



#### Sample Workflow Across Language Server

across

- 31. The confirmation dialog with basic information about the task will be displayed.
- 32. Click Confirm.

Task information		
Task name	Document translation	
Project	Across Fact Sheet	
Project ID	1	
Manager	Default Supervisor	
Counting	50 characters per line including spaces	
Relation	Sample Company	
Document	Across Fact Sheet_en.docx	
Source language	English (Vereinigte Staaten)	
Target language	German (Germany)	
Creation Date	7/15/2014	
Start Date	7/15/2014	
Deadline	9/1/2014 12:00:00 PM	
Document informati 1. General	on	
Description:	Across Fact Sheet_en.docx	
Subject:	Technology	
Format:	Word 2007-2013	
Creation Date:	7/15/2014	

33. The view will now change again to the **My Tasks** module. Click the **Open...** button to open the task.

<b>6</b> 9		Acr	oss Language Serv	er v6.0 6069	0_en - [Test Us	ser 1] - My tasks				- 🗆 🗙
Elle View Tools	Help									
🗈 🗄 🖾 👭 🖴	FPO K	8.14								
crossBoard										
	PRIORITY	TASK TYPE	PROJECT	DOCUMENT	r	<ul> <li>LANGUAGES</li> </ul>	PROGRESS	TOTAL	REMAINING	DUE DATE
		Document translation	Across Fact Sheet	Across Fact	Sheet_en.docx	<b>=</b> > <b>=</b>	0%	825	825	9/1/2014
Dashboard										
My tasks										
	0	1			🗖 Castish Aras					
	Project:	Across Fact Sneet	Source	e Language:	Gormon (Cor	einigte staaten)				
	Document:	Across Fact Sheet en do	raige	Start Date	7/15/2014 10:04	1.27 AM				
	Task type	Document translation		Due Date:	9/1/2014 12:00:0	NO PM				
	Subject:	Technology		Progress:	096					
	Size:	825 words	Proje	ct manager:	Default Supervis	sor	(	Open	Sho	w report
Projects										
Ready										



- 34. Across now opens crossDesk, the work environment designed for carrying out the actual translation work:
  - a) On the left of the screen, there is a navigation pane crossView that enables various views and functions for the translation via the tabs.
  - b) The source and target texts appear next to each other in the Context View, i.e. the upper middle window.
  - c) You type in the translation into the Target Editor in the middle lower pane.
  - d) The crossTerm window is located on the right side of the screen this is your interface to the Across terminology system.
  - e) At the bottom of the screen there is a window that unifies three search functions in one: the fuzzy search for searching sentences in crossTank, i.e. the translation memory of Across, the concordance search for quickly finding single words or phrases in crossTank and crossSearch for carrying out quick searches in Internet and Intranet resources.

Across - [Default Supervisor] Personal Edition v5.00.0	ISP1_B2_en - crossDesk Document translation (SIP	S_Quickstart_EN.doc, S	IPPS_EN, Sample Company)			_ 8 ×
Eile View Tools Help						
i 🗶 🎕 i 🕱 🕵 i 🏭 🚍 🏭 🖌 🥔 🍇 i 🗆 😨	📄 : 🔶 🔿 🕲 🕲 🥲 🕲 🕞 🤤 🦛 🕫	> i 🙆 🚳 i 💩 📓	📴 📃 i 🕰 🔍 i 🖓			
trossView 👻 🕈 🗶					crossTerm	→ # ×
B S I V I 0 I V I Q I III III Gene	eral - information	Allgemei	ne·Informationen		🧮 general 💻 1. allgemein	
Quickstart Manual	ose of QuickStart	8				
SIPPS IM     Information on copyright and bra     This SIPP     the install     The SIPPS™ QuickStart guide a     uickly ar     QuickStart guide	PS™ QuickStart is designed to help you complete lation and basic configuration of SIPPS™ as nd as smoothly as possible.					
CrossView	elephone calls using SIPPS™ wit oo many detailed settings. Conte:	e kt View			crossTerm	
Informatio	n on all of the other functions offered by sirrs n to telephony as well as troubleshooting and			-		
- 1.1 Purpose of QuickStart	+5 💾 🕫 🗟 - 🖏 - 😽 🛃 🧏 🍕 🗠 လ					
The purpose of this document, the Arial, 1	Arial, 18pt, Bold					
In the state of the state	emeine · Informatione <mark>n</mark>			<u> </u>		ĸ
UDP: Ports 3478 / 3479 (for N/	Targe	t Editor		=	ע Quick Filter	
Search Center				100		- a ×
Search for similar sertences in cross Tank  General information  100% Aligemeine Inform (Sample Company)	cros concordar cross	sTank, nce search, Search	<u>د</u>		∎ ≄ %3 3 3 7 × 1	
Ready			L	Intouched	CAI	

- 35. Once a paragraph is translated, you can click the 🗐 icon in the toolbar below the menu bar to assign it the "translated" editing state. The editing of the paragraph is then completed.
- 36. Now move on to the next segment you wish to translate. To do so, click into the respective segment in the Context View or click the ➡ icon in the navigation toolbar above the Context View.



37. As soon as all segments have been assigned the "translated" status ()) the task can be finished. A corresponding dialog box will automatically appear.

If you do not wish to finish the task, go to >>Tools >>Mark all Paragraphs as in the menu bar and select Translated.

- 38. Select the option "Finish the task" and disable the option "Store Finished Translations to crossTank".
- 39. Click **Finish** to finish the task.
- 40. Now log out as "Test User 1". To do this, log out of Across by clicking >>File >>Exit and confirming with Yes.

<b>6</b> 9	Finish task			2	×
1	All paragraphs of the following task have Project: Across Fact Sheet Document: Across Fact Sheet_en.docx Source language: English (Vereinigte St Target language: German (Germany) Task: Document translation	e reached a	a final s	tate:	_
QM check su	mmary:	-			-
Mandatory	Criterion	⊽ En	rors	Ignored	
	Spell-check		61	0	
What would ye	crossTank 100% matches check		2	0	
Finish the to Store	task ⊧ finished translations to cross⊺ank				
O <u>C</u> ontinue th	ne task				
Remi	nd again after iinute ∨				
	4			ОК	

41. Log in again as Default Supervisor. Click the blinking message symbol on the status bar (🛃).



- 42. The messages that "Test User 1" has confirmed and finished his task are both displayed.
- 43. Log out as Default Supervisor.

5		Incomi	ng Mess	age		×			
From									
First name:	Test Us	ser	Date:	15.07.2014	Time: 1	0:26			
Last name: 1			Project:						
E-mail:			Relation:						
Message		6		Inco	ming Mess	age			
User 'Test Us Project: Acros	er 1' has confi ss Fact Sheet	From First name	e:	Test User	Date:	15.07.2	2014	Time:	10:57
Source langua	ent: Across Fact She language: English (V Last name:			1 Project:		oject: Across		s Fact Sheet	
Target langua	ge: German (C	E-mail:		Relation: Sample		le Company			
		Message							History
Reply		Task is fir Task nam Owner: To Project: A Document Source lai Target lan	nished. est User 1 cross Fact t: Across Fa nguage: En iguage: Ger	nt translation Sheet act Sheet_en.doc: glish (Vereinigte S man (Germany)	c taaten)				
		Reply					Next		Close

across

Standby Client



Sample Company

Sample Company test user 1

Standby Client

Default

44. Restart Across - in case of an installation with several PCs use the Client of "Test User 2" - and log in as "Test User 2". To do so, select "Standby Client" in the login section and click Import....

45. Select the softkey of "Test User 2" in the directory in which you saved the softkeys during the project creation and click Open.



46. If required, enter the password of "Test User 2" and click Login.



48. Click the button Confirm/Reject... to confirm the correction task.





#### Sample Workflow Across Language Server



- 49. The confirmation dialog will now be shown.
- 50. Click Confirm.

51. The view will now change again to the **My Tasks** module. Click **Open...** to open the crossDesk editor, the Across working environment, and then start the correction.



In all other respects, the procedure of processing correction tasks is identical to that of the translation tasks. If you wish to "release" a part of the text, use the segment.

In order to edit a paragraph, first switch either to the Edit mode () or the Combi Mode ()!





Eile ⊻iew Tools <u>H</u> elp				
2 🖉 🗷 🖾 🔢 🔜 📕 💻 🦉	$\mathbf{P} \subseteq \mathbf{Q} \subseteq \mathbf{Q} \subseteq \mathbf{Q} \in \mathbf{Q} \in \mathbf{Q} \in \mathbf{Q}$	Þ		20
rossView # ×	🗄 📇 Complete overview 🛛 - 💻 🔍 - 🔍	•		
Across Fact Sheet_en.docx	English (Vereinigte Staaten) Project: Across Fact Sheet Relation: Sample Company Document: Across Fact Sheet_en.docx		German (Germany) Project Manager:Default Supervisor Date: 7/15/2014	
	Translating · with · Across	₽	Übersetzen · mit · Across	
	The crossDesk multiformat editor is designed to meet translators' requirements in the best way possible	=	Multiformat-Editor crossDesk ist auf die Anforderungen eines Übersetzers optimiert	
	The translator's main work environment is crossDesk, the Across multiformat editor.	•	Die zentrale Arbeitsumgebung des Übersetzers ist der crossDesk, der Multiformat-Editor von Across.	
	All information relevant for the translation is displayed in this editor, outside the document format.		Unabhängig vom Dokumentenformat werden alle übersetzungsrelevanten Informationen hier übersicht-lich dargestellt.	
< >>	Thus, translators can concentrate on their actual work and do not need to be concerned with the idiosyncrasies of the document format in question.	=	Dadurch kann sich der Übersetzer auf seine eigentliche Arbeit konzentrieren und muss sich nicht mit den Einenheiten der inweiligen Dekumenterformater	
earch Center				2
Search for similar sentences in crossTa	nk		🔍 🎟 🛤 🕸 🖓 🖶 🖶 🎘 🗙 👖 💷	
🖞 🚢 🎟 Translating with A	cross			
💈 💈 🗤 🙀 📴 Übersetzen m	it Across			



53. As soon as all of the segments of the document to be translated have been assigned the "checked" (♂) state, the task can be finished. A corresponding dialog box will automatically appear.

If you do not wish to finish the correction task, go to >>Tools >>Mark all Paragraphs as... and select Checked.

- 54. Select the option "Finish the task" and disable the option "Store Finished Translations to crossTank".
- 55. Click **Finish** to finish the task.
- 56. Now log out as "Test User 2".

,	Finish task		>
888	All paragraphs of the following task hav Project: Across Fact Sheet Document: Across Fact Sheet_en.docx Source language: English (Vereinigte S Target language: German (Germany) Task: Document correction	re reached a final s < taaten)	state:
QM check sur	nmary:		
Mandatory	Criterion		Ignored
	Spell-check	61	0
What would vo	crossTank 100% matches check	2	0
Finish the t     Store <u>C</u> ontinue t     Remi	ask finished translations to crossTank ne task nd again after		
1 m	inute v		ОК

- 57. Next time you log in as Supervisor, you will receive the following messages:
  - "Test User 2" has accepted the correction task.
  - The document correction task has been finished.
  - All tasks for the target language German have been finished.
  - Work on the "Across Fact Sheet\_en.docx" document is finished.
- 58. The finished document can now be returned to its original format. To do so, start the Check-Out Wizard in the Dashboard module.



59. The Check-out Wizard will now start. Select the project to be exported, then the language to be exported, and the directory where the document is to be stored.

Check-Ou	t Wizard ×	49		Check-Out Wiz	ard	×
Select check-out options	<b>F</b>	Select chec	k-out options			
	Use the Check-Out Wizard to restore	Pleae select the	project you would li	ke to export:		
	your translation to its original format and	Project		Project Manager	Relation	Deadline
	Across.	Across Fac	ct Sheet	Default Supervisor	Sample Company	9/1/2014 12
	The data stored within Across are retained. This means that a check-out can be carried out several times and at various stages during the translation of the document.					
	Do not show this info again	Also show a	archived projects			
< Back	Next > Cancel Help			< Back	Next > Cano	el Help

QuickStart Across Language Server v6.0

#### Sample Workflow Across Language Server



		C	heck-Out Wizard		Check-Out Wiz	zard
Ρ	Please select documents.				Select check-out options	
Pleas	e select the source and target	doci	iments you would like to exp	ort:	Save to Folder:	
	Document	1	Language	Progress	C:\Users\Sales User\Documents	B <u>r</u> owse
•	Across Fact Sheet_en.docx	6	German (Germany)	Finished	Keep structure of directories	
					Create subfolders for each language	
					O Create subfolders for each document	
					O Don't create subfolders	
					Standard language names	
					User-defined ending	
					O No ending	
		_				
S	Select All Deselect A	L.,				
					-	
			< Back Next >	Cancel Help	< Back Cl	neck-Out Cancel Help

60. Now click **Finish** to complete checking out the document.

Select check-out options		
Export Progress		
Document	Language	Progress
Across Fact Sheet_en.docx	German (Germany)	
ol · · · · · ·		
storing finished.		

This successfully concludes our sample workflow, and the translated document has been converted to the format of the original document.

We hope that the preceding sample workflow has been able to provide you with an insight into the basic Across features and that we have inspired you to try out your own workflows and "experiments".

We wish you success as you continue to work with Across, both now and in the future. We are looking forward to receiving your feedback!

Further information on installing and using Across is available in our manuals:

- The "Across at a Glance" user manual offers detailed product documentation.
- The "Across Step by Step" introduces you to the basic workflows of Across.
- The "Across Administrator Manual" covers the installation and administration of Across.

A detailed online help is always at your fingertips by clicking F1.

Sisit <u>www.across.net/en/documentation/</u> to find the latest version of our entire product documentation.

The video library on the Across website at <u>www.across.net/en/video-library</u> features interactive tutorials that can be run directly from the website. In addition, it also features recordings of past webinars.

Answers to frequently asked questions are available at <a href="https://www.across.net/en/support/fag/">www.across.net/en/support/fag/</a>.



## **VII. Uninstalling Across**

If you wish to uninstall Across, for example in order to carry out a complete re-installation, please proceed as follows:

**Please note** that after you uninstall Across and delete the data associated with Across, all data that have been stored in Across will be lost. If you need the data, we urgently recommend you to back up your data before you uninstall Across. Across Systems GmbH accepts no liability for loss of data.

- First, uninstall the installed Across components (Across Client, Across Server as well as crossWeb and crossAPI Interactive if necessary). The best way to do this is to restart the application setup.exe, which you already used to install Across.
- Once the wizard has started, click Next > and confirm that you have read the information and wish to uninstall Across. Then click Next >.
- Enable the checkbox to confirm that you have read the license conditions (EULA) and accept them. Then click Next >.
- Installed Across components are automatically detected and displayed. Confirm that you wish to uninstall Across and click Next >.
- Confirm the following message with **OK**. The selected Across components will be removed from your system. This process may take several minutes.
- Once the uninstalling process has finished, you can proceed to delete Across-related files that are still on your computer. You should only remove them if you are sure not to need them any longer! If you wish to remove the files, confirm the message with **Yes**. Otherwise click **No**.
- Uninstall the database via >>Start >>Control Panel >>Programs and Features. To do so, select the entry "Microsoft SQL Server 2008 R2". Click Change/Remove and confirm the following message with Yes, if needed.
- Select the Across instance and click **Next** >. Then select the option to remove the "Database Engine Services" and click **Next** >. Click **Remove**.
- The MS SQL Server will now be removed from your system. Upon completion of the uninstall process, click **OK**.
- Refresh the display of the installed programs by pressing **F5**. Finally, uninstall other components of MS SQL Server.
- Finally, delete the MS SQL Server installation folder including the Across databases.

If you are sure that you no longer need the Across data, you can carry out the following additional steps:

- Delete the Across-related files in the directory C:\Program Files\Microsoft SQL Server. Alternatively, you can move the files to another directory.
- Delete the Across folder (if available) in the directory C:\Program Files on your server.