MADCAP LINGO 11 r3

Touring the Workspace

THIS PDF WAS CREATED USING MADCAP FLARE.

CONTENTS

APPENDIX

Introduction

Lingo's workspace is flexible, uses a modern Multiple Document Interface (MDI), and gives you several options to work the way that you want. This manual focuses on some of the more important parts of the workspace. For more information about other areas of the interface, see the online Help.

- "Main Sections of the Interface" on page 6
- "Start Page" on page 10
- "Customizing the Workspace" on page 14

CHAPTER 2

Main Sections of the Interface

The user interface consists of the following major sections:

- **Top—Ribbons** This area is used to access features.
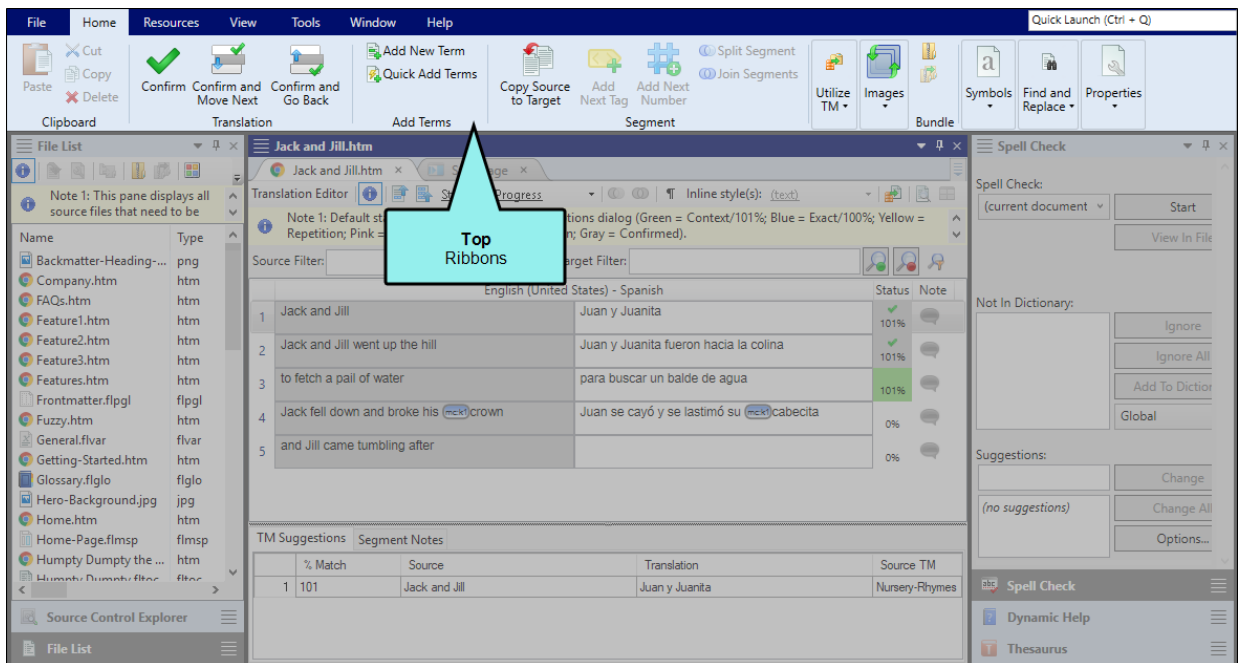
- **Left—Explorers and Window Panes** This is the default location for the File List window pane, which can be used to view a list of the files in the project you are translating. You can double-click files in the list to open them. Other window panes (e.g., Source Control Explorer) are also displayed on the left side.
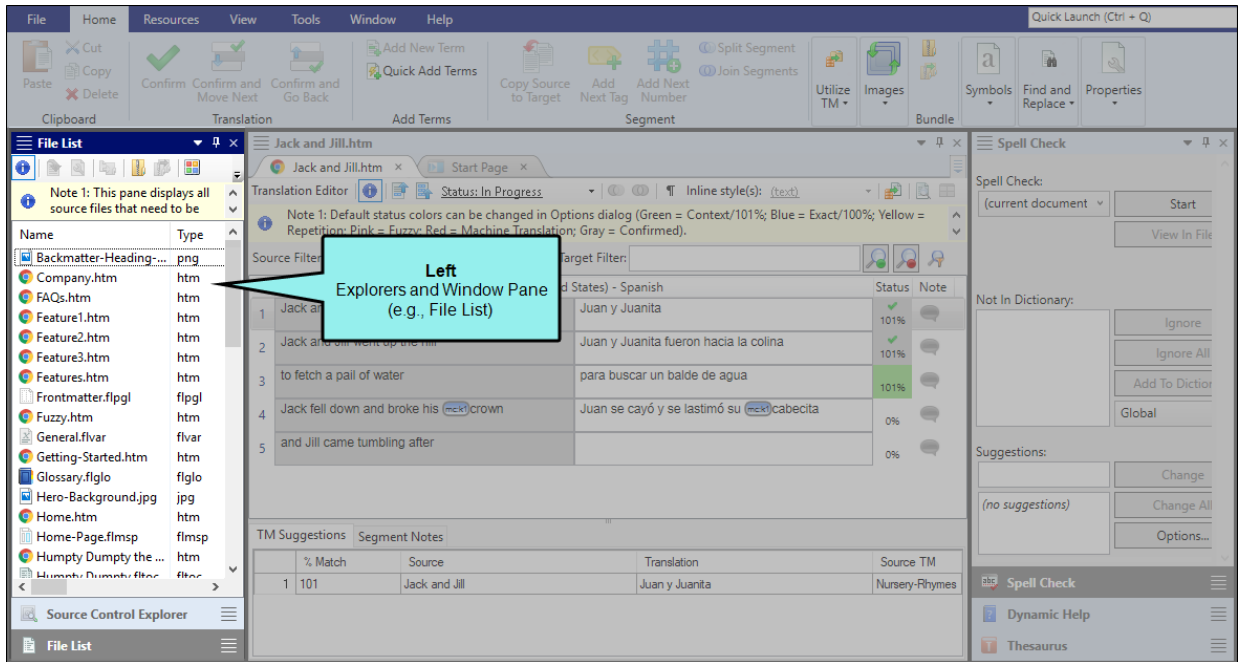
- **Middle—Editors and Start Page** This is the default location for the editors in Lingo (e.g., Translation Editor, Translation Memory Editor), which are used to perform the vast majority of the translation work in your project. It also displays the Start Page, which is used for quickly performing high-level tasks and accessing information.
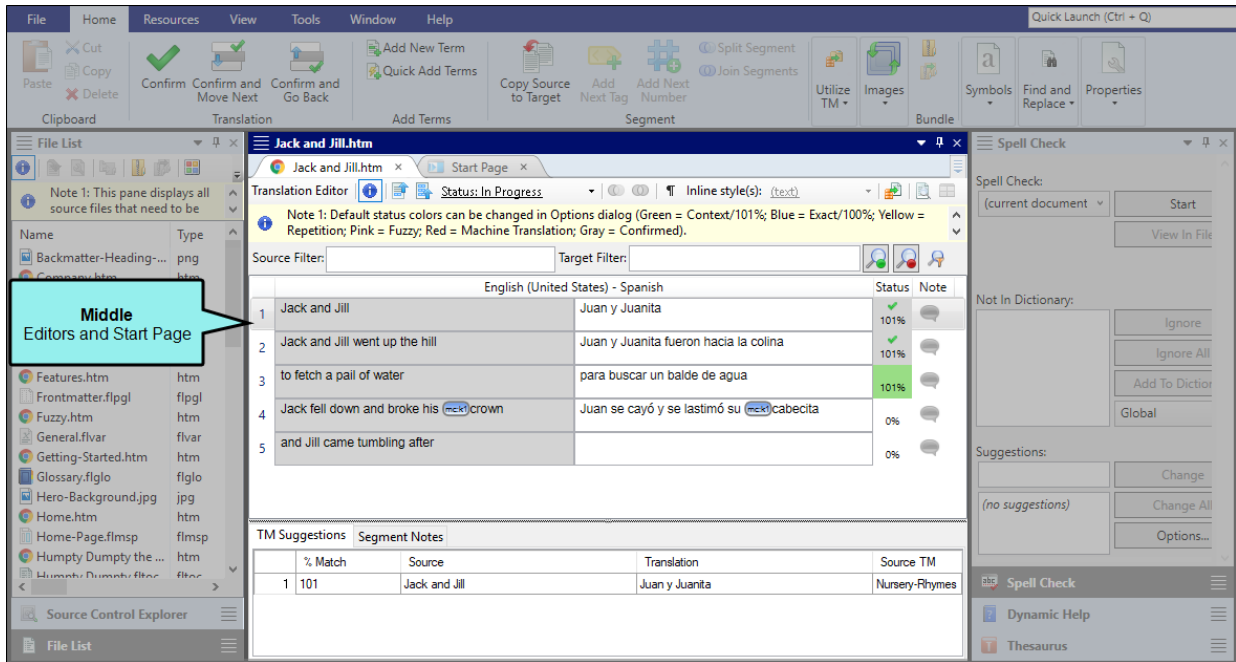
- **Right–Window Panes** Like the left side, this is the default location for many different window panes (e.g., Dynamic Help, Spell Check window pane).
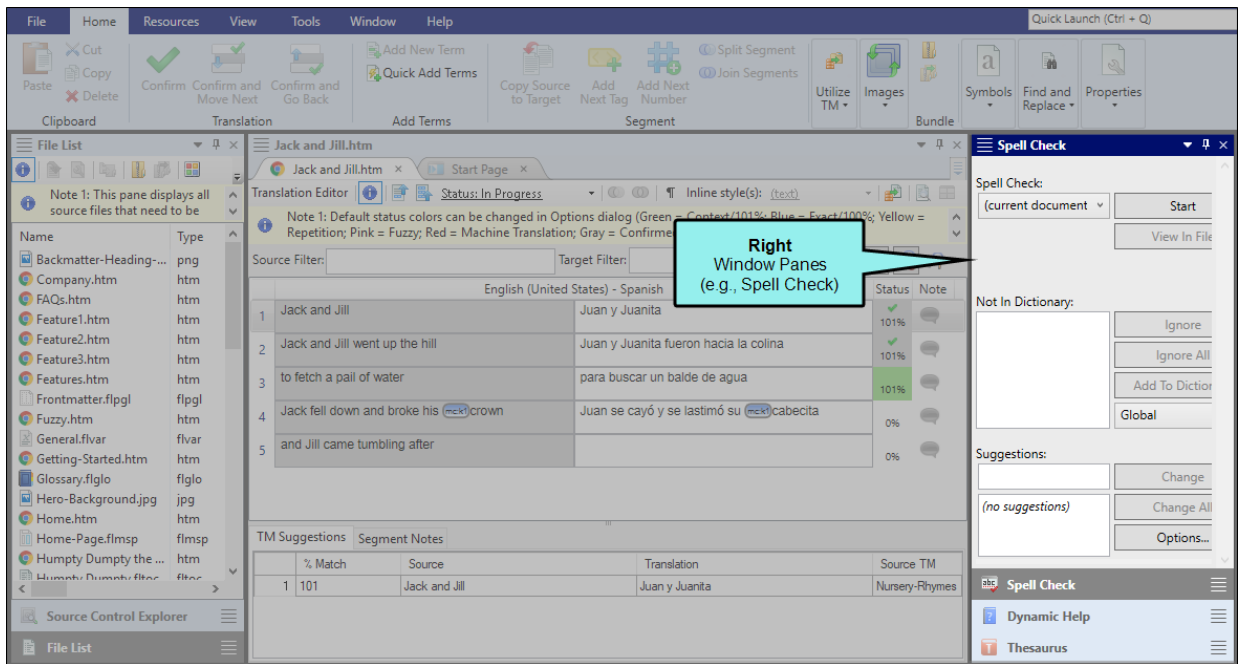
For the most part, the window panes on the edges of the interface are used to support the work that you do in the middle. You have the flexibility to close or move elements around as you like, so it is not mandatory that every window pane remain permanently in its default location.

Start Page

The Start Page is a handy window pane that displays when you first launch Lingo and remains open unless you close it. You can use the Start Page to open and create projects, view the online Help, and see news and updates. If you do not see it, select **View > Start Page**.
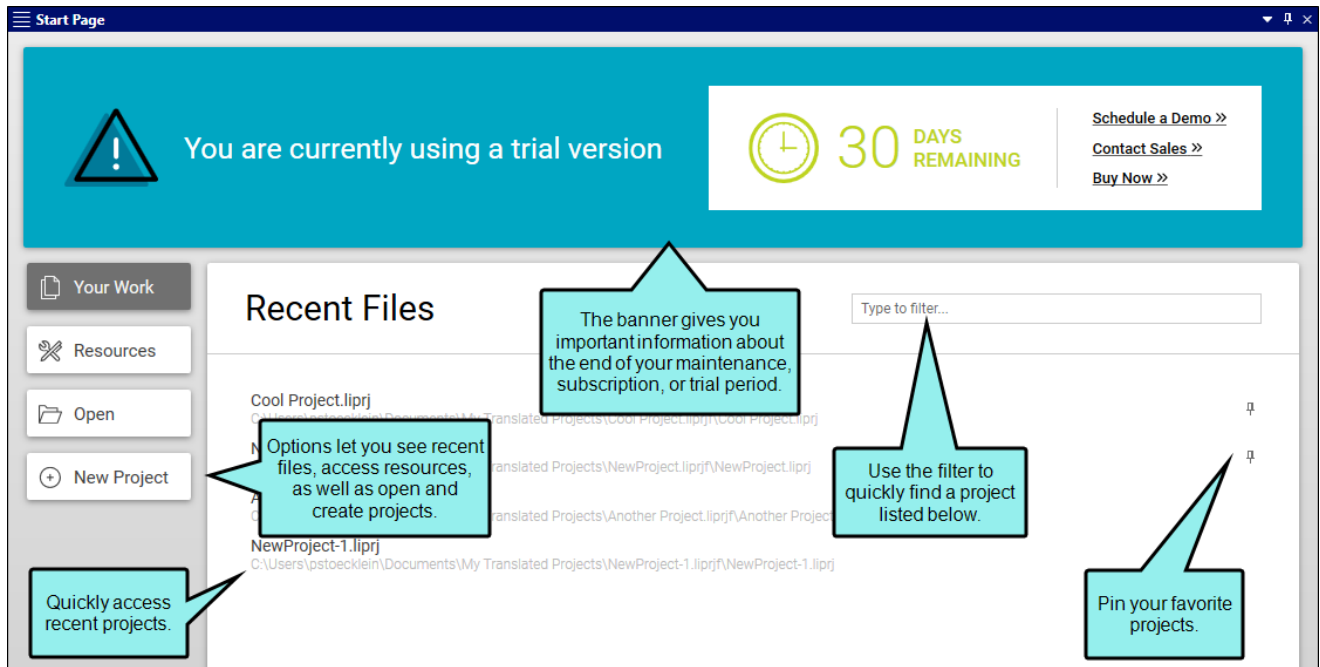
❙ Page Options on Left

A series of options on the left side of the Start Page can be used to access different information or perform specific actions.
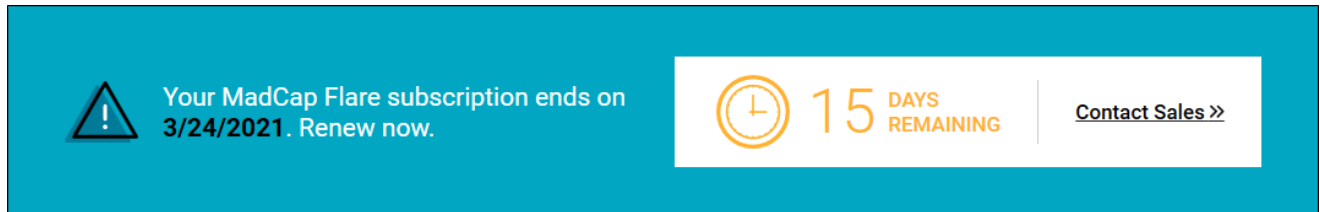
- **Your Work** Displays recent projects, with a filter field at the top. This is the same information that was previously shown on the left side of the Start Page in previous versions. But by clicking this option, you can now see more of it.

- **Resources** This is the same dynamic information that was previously displayed at the bottom of the Start Page. Again, by moving it to a separate page view, more space becomes available to list resources.

- **Open** Lets you open an existing Lingo project.

- **New Project** Opens the wizard so that you can create a new Lingo project.
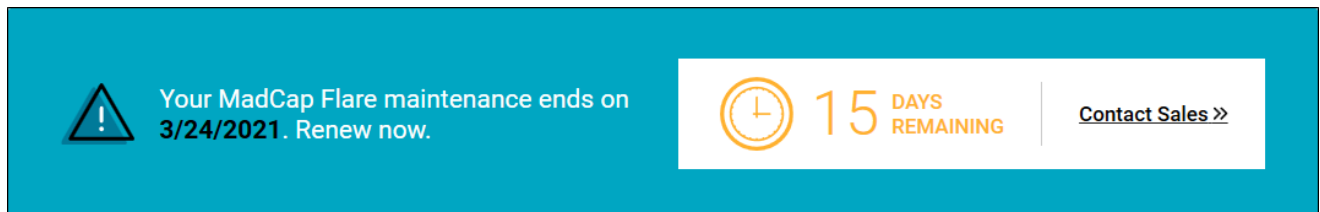
❘ License Expiration Banner

Depending on your type of license (e.g., subscription, maintenance, trial), a banner displays when a deadline for renewing or purchasing is approaching. You can click a link to take action (e.g., Contact Sales). If you have more than 90 days left, you will not see a banner.

Subscription

Maintenance

Trial

Responsive to Window Size

The layout of the Start Page changes depending on the size of the window.

For example, if the window is large, the page options are shown on the left, and the information banner is at the top. But if the window is reduced in size, the page options are shown at the top, and the information banner is at the bottom. A horizontal bar might also appear if the window becomes narrow enough.
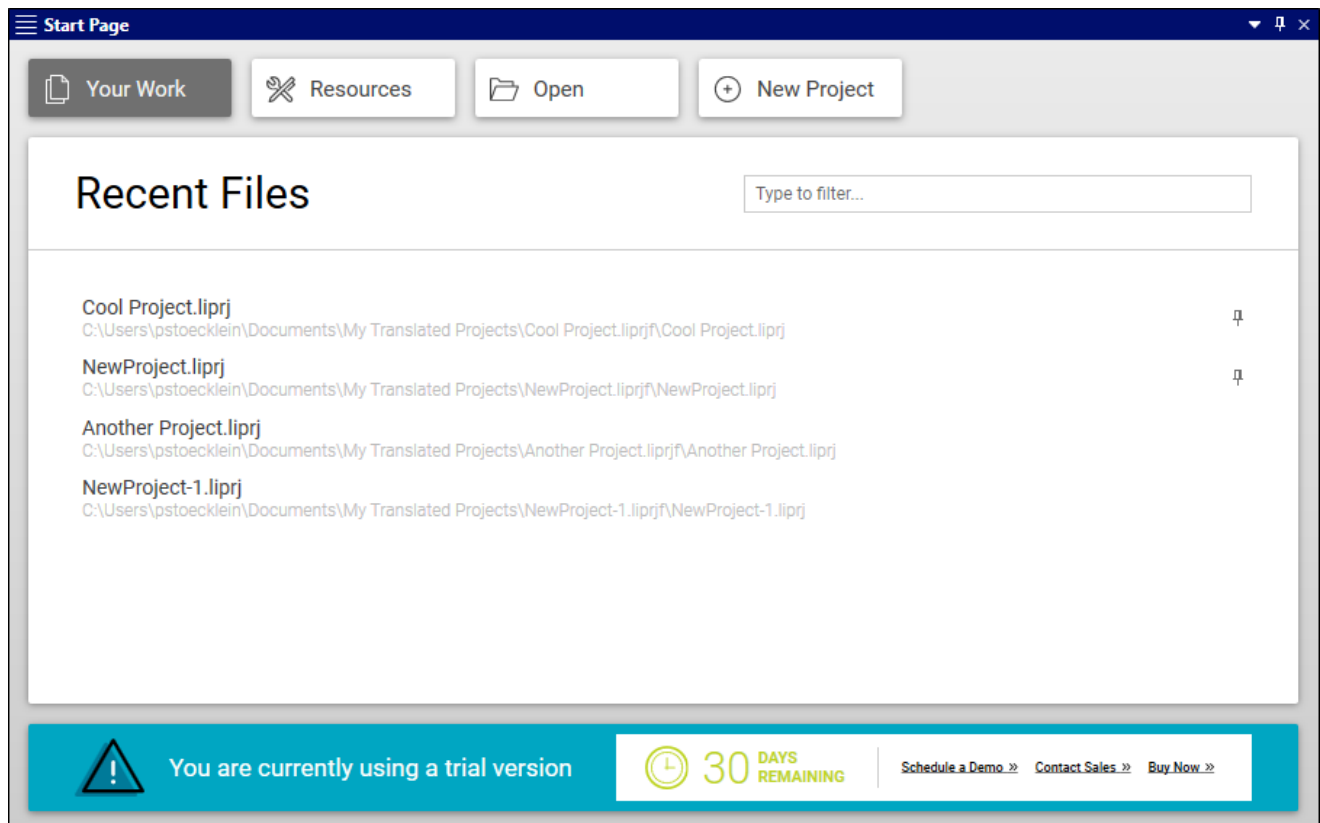
Customizing the Workspace

You can set preferences and customize the workspace in various ways.

This chapter discusses the following:

▎Autohiding Window Panes

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

❚ Customizing Window Layouts

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

How to Save a Window Layout

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

1. Configure the workspace how you want it.

2. Select **Window > Save Layout > Save Window Layout As**.

3. In the Save Window Layout dialog, enter a name for the layout.

4. Click **OK**.

How to Auto-Save a Window Layout

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

Select **Window > Auto-save Layout**.

How to Select a Saved Window Layout

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

Select **Window > Layout > [Name of Layout]**.

How to Reset the Window Layout

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

Select **Window > Reset Layout**.

How to Reload the Window Layout

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

Select **Window > Reload Layout**.

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

How to Delete a Window Layout

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

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

Minimizing Ribbons

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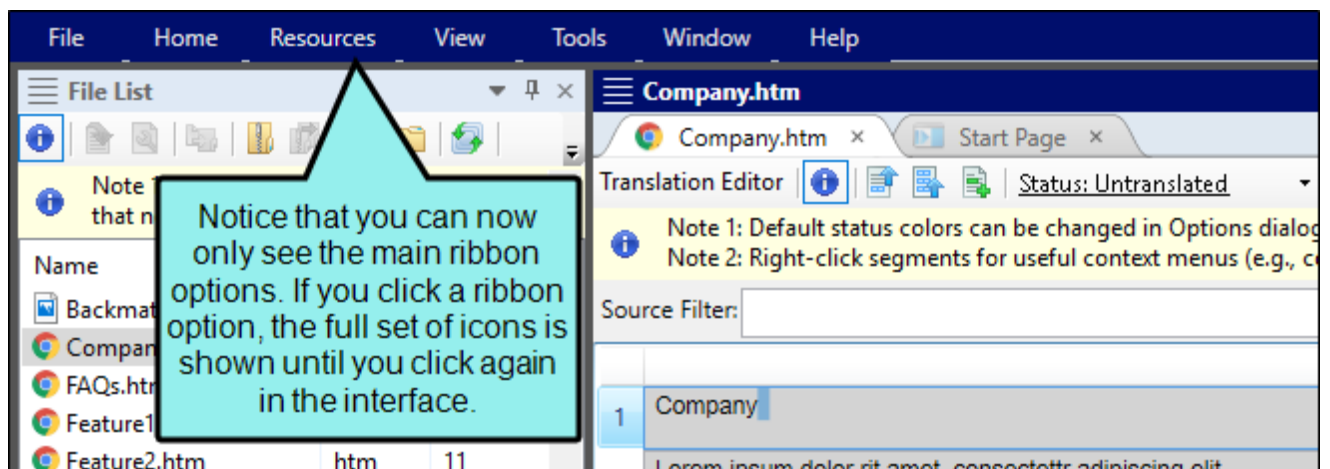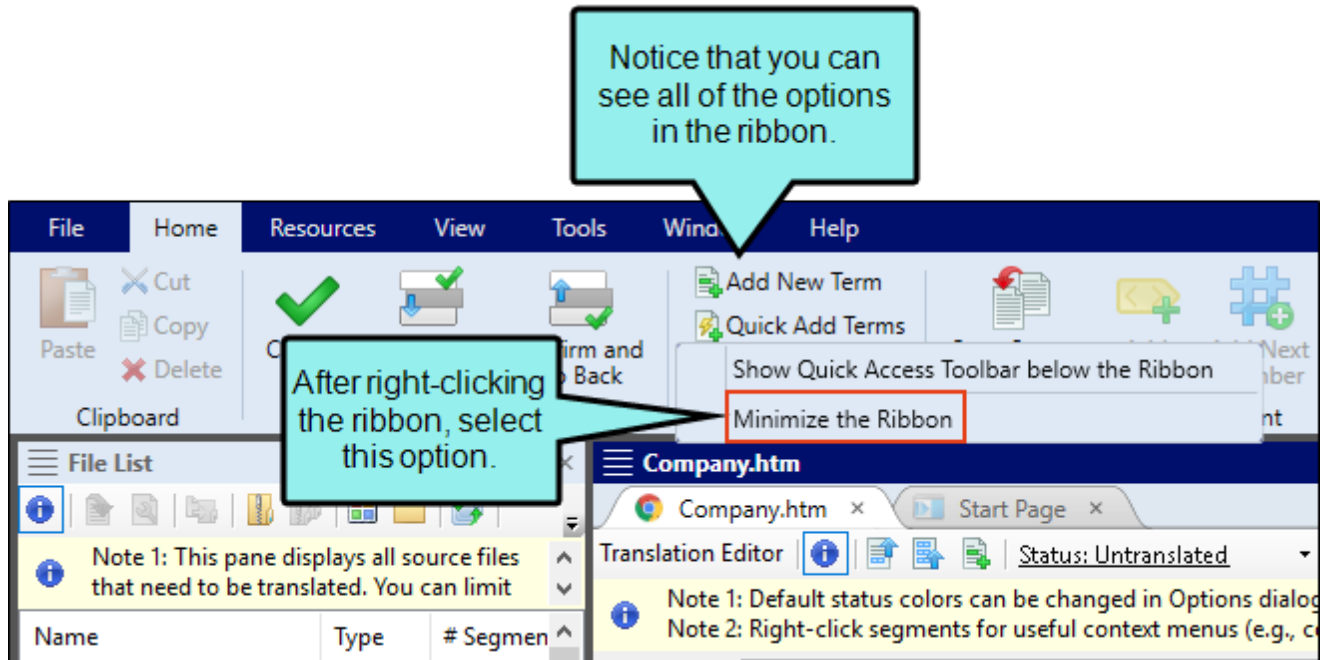
Moving, Docking, and Floating User Interface Elements

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

Floating and Moving Elements

You can float an element that displays with a tab by clicking the tab and dragging it down until it floats.

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

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

This drag pane area floats and moves all of the window panes in the accordion structure.
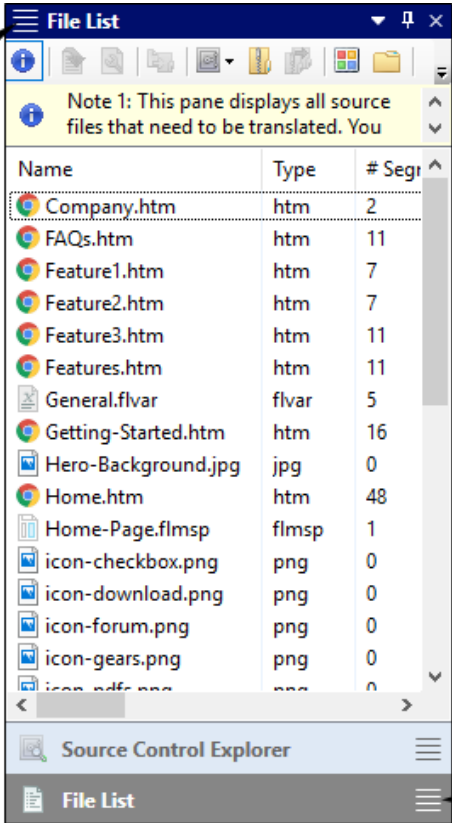
This drag pane area will float and move only the window pane (in this case, the File List window pane).

Docking Elements

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

	Dock in *center* of workspace
	Dock on *left* side of workspace
	Dock on *right* side of workspace
	Dock on *top* side of workspace
	Dock on *bottom* side of workspace

▍Resizing User Interface Elements

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

❙ Selecting an Interface Color Theme

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

How to Select an Interface Color Theme

1. Select **File > Options**.

2. Select the **Interface** tab.

3. Click in the **Active Theme** drop-down and select a color scheme.

4. Click **OK**.

❙ Selecting the Way Tabs are Displayed

You can choose how to view window panes in the workspace.

- **Accordion Tabs** Stacks the document tabs below the window pane or editor.
- **Standard Tabs on Top** Places the document tabs on the top of the window pane or editor.
- **Standard Tabs on Bottom** Places the document tabs on the bottom of the window pane or editor.

To switch between tab types, right-click in the title bar of the window pane or editor and select a view.

PDFs

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

Cheat Sheets

Shortcuts Cheat Sheet

User Guides

Alignment Guide

Getting Started Guide

Key Features Guide

Source Control Guide: Git

Source Control Guide: Perforce Helix Core

Source Control Guide: Subversion

Source Control Guide: Team Foundation Server

Termbases Guide

Touring the Workspace Guide

Translation Guide

What's New Guide