madcap software

USER GUIDE

MADCAP LINGO 12

Key Features

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Key Features

Following are some of the key features that make Lingo unique. See the Help system for more information about each feature.

Multilingual Projects 4
Unicode Support 4
Project Bundles 4
Project Updates 4
Source Control 5
File List Filter for Translation Work 5
Translation/Live Preview Modes 5
Translation Memory 6
Machine Translation 6
Alignment 6
Concordance 7
Dictionaries 7
Segmentation Rules and Split/Join 7
Termbases 8
Thesaurus 8
Quality Assurance Reports 8
Reviews 8
Statistics 9

Multilingual Projects

A multilingual project is a Lingo project that includes more than one target language. Lingo lets you add as many languages as you like to your projects, and you can add or remove them at any time. A great benefit to multilingual projects is that you can add all the languages you need to translate to a single project. This makes it easier for a translator to translate content in multiple languages, and it makes it easier for a content developer to send files for translation or review.

Unicode Support

Lingo is fully Unicode capable, making it possible to handle the entire world's Unicode language characters. This includes English, French, German, Japanese, Chinese, Arabic, Persian, Hebrew, multi-byte languages, and more.

Project Bundles

You can bundle your Lingo project, exporting it to a ZIP or LIPRJZIP (Lingo Project Bundle) file. This feature allows content developers to work with translators who must use a tool other than Lingo (e.g., Trados, memoQ) to perform the actual translation work. With this process, Lingo helps to prepare your files before you send them to the translator.

Project Updates

If changes were made to source files after you have started working in—or even completed—a Lingo project, you need to update the project so that the modified files can be translated.

Source Control

Lingo provides integrated support for version control applications. Built-in support is available for Microsoft Team Foundation Server, Perforce Helix Core, Git, and Apache Subversion. Additionally, because Lingo uses a wide open architecture and stores files as independent XML files (such as XLF), you can manually manage your files in an external source control system.

File List Filter for Translation Work

You can quickly open a list of all files in the project that need to be translated. For source files such as Flare projects—which contain many unique types of files—this helps take the guessing out of localization work. All files requiring translation are displayed in the File List window pane.

A filter feature in the File List window pane lets you list files by type (e.g., topics, snippets, images, template pages, movies) when you are using the grid view. The All Files filter option shows all of the translatable files in your project.

Translation/Live Preview Modes

For certain types of files (e.g., Microsoft Word documents; PowerPoint files; Flare topics, snippets, template pages) the Translation Editor lets you work in Translation (or grid) mode and open Live Preview mode as well. When you want to translate text, you use the Translation mode, which displays source text segments in a column on the left and target text segments in a column on the right. When you want to view your translations in their intended context (in complete paragraphs, with formatting, etc.), you can click a button in the local toolbar to switch to Live Preview mode, where you can continue to translate text in the left pane and while looking at a preview of your changes in the right pane.

Translation Memory

A TM system is a database that consists of content in a source language next to the translated content in one or more target languages. The great benefit of a TM system is that it remembers what you have already translated in previous projects and uses it to provide suggestions for future translation work. You can connect your Lingo project to one or more TM databases.

Machine Translation

Machine translation (MT) is translation of text by a computer or translation program, such as Google Cloud Translation. A great benefit of MT is that it allows translators to translate a large amount of content quickly using an automated translation system, and then make any necessary updates to the translation on a case-by-case basis (e.g., using a termbase to replace certain words, fixing translations that are not accurate in context). Then, the translator can add the target segments to an installed TM, improving the speed for future translations as well.

Alignment

You can leverage translation work previously completed outside of Lingo by using the alignment feature.

EXAMPLE Your company has some legacy content that was created in English using MadCap Flare Desktop (or even another tool such as Microsoft Word). Subsequently, that content was translated into German using a tool other than Lingo. Now your company has purchased Lingo and wants to use it to translate future updates to that same documentation. The problem is that you do not want to lose all of that previous translation work. The solution is to launch the MadCap Align utility from Lingo and create an alignment project.

From MadCap Align, you use the Start Alignment Wizard to create the new alignment project. In the process of doing this, you select the English version of the original Flare project (or other type of project/file), as well as the German translation of that project or

file. In addition, you make sure the option is selected in the wizard to automatically upload the translated segments to your translation memory. Therefore, when you translate content in future Lingo projects, that previously translated content can be used via the suggestions feature in Lingo.

Concordance

Lingo lets you use a concordance to perform advanced searches in one or more TM databases. You can also search suggestions from MT providers. This means you can search for words you've already translated to maintain consistency. The concordance searches the TM and suggestions from MT; in contrast, the search filter in the Translation Editor looks only in the current file.

Dictionaries

You can see which dictionaries are installed on your computer by opening the Options dialog and selecting the Spelling tab. You can also use the Options dialog to import more dictionaries that you have downloaded. In addition to all of the built-in dictionaries that are installed on your computer, and other dictionaries that you install, you can develop global and project dictionaries.

Segmentation Rules and Split/Join

When you are preparing your legacy translation content for Lingo, you may have segments in the Alignment Editor that you need to join together or split apart. You can do this in a couple of ways in Lingo—automatically by using segmentation rules or manually by using the split and join features. By using segmentation rules or split and join features, you can ensure that the segments in your translation memory are in the best shape possible when you open your legacy project in Lingo.

Termbases

A termbase is a concept-oriented database that makes translation work easier and quicker by letting you create, manage, and reuse multilingual terminology from a single storage area. This system automatically displays previously translated words from your termbase during the translation process, thus improving the reliability of translations.

Thesaurus

The Thesaurus window pane displays on the right side of the interface and lets you look up and use related words in an open file.

Quality Assurance Reports

You can run quality assurance (QA) reports to review your translated projects for discrepancies between the source and target segments. This is a way to check the quality of your translations before sending your project for review, returning a translation to a client, or exporting the final, translated project. These reports can be useful because they can help find errors that you might not have otherwise noticed, such as formatting inaccuracies, repeated segments, or termbase errors. By running a QA report, you can locate errors and correct them early in the translation process, preventing unnecessary rework later.

Reviews

You can send translated content to individuals for review. For example, you might use this feature if you are an author who has received files back from a translator and you want to send them to a third party (who does not have access to Lingo) to ensure the translations are correct. When you use this feature, you can export translations as a MadCap Contributor review package.

Before you send a Contributor review package to a reviewer, be sure the reviewer has the latest version of Contributor installed. Reviewers do not need to purchase a license to use Contributor review Lingo files; instead, they can use Contributor's free review mode to review Lingo files.

Statistics

You can compute statistics for your Lingo project, displaying information about the translation work. This is a way to compare the project files against the translation memory (TM) database in order to see how much translation work has been completed and how much still needs to be done. This report can be useful if you are a translator and need to provide estimates to a client, or if you are a content developer who is using Lingo to manage the translation process.

PDFs

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

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