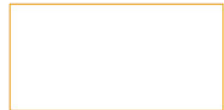
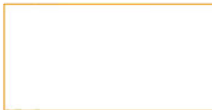


MindReader

User's Guide
2013-04



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1 Welcome

What is MindReader?

There are numerous identical or similar bits of content in technical documentation that have already been described. Using this content again consistently (Delta principle) will result in a uniform documentation style through consistent formulations, as well as considerable savings in editorial work and translation.

This is where MindReader comes in. This tool is used in parallel with the word processing or DTP program in use and provides the editor with identical or similar text suggestions (sentences and paragraphs) within their usual editorial environment – Microsoft Word, Adobe FrameMaker or Arbortext Editor.

As you carry out your editorial work, MindReader constantly searches the contents of your reference material, which has been previously attached to a MindReader project. The reference material is made up of text and documents in the relevant authoring language that has previously been converted into the XML-based Transit format.

MindReader uses the benefits of Transit NXT technology, the translation memory system from STAR, to get the most out of the attached reference material and ensure a smooth exchange of data between the two STAR products – and thus between the technical writer and translator.

By consistently reusing content and employing the same formulations, the technical writer can also have an influence on the consistency of the subsequent translations, even without having a command of the languages. The translator, working with a translation memory system (e.g. Transit NXT), will potentially get more translation suggestions (fuzzy matches) if the source text is consistently formulated, which may reduce translation costs.

Dictionaries can also be attached to a MindReader project, so that terminology entries are displayed during your editorial work. MindReader offers you the full functionality of TermStar NXT, the terminology management system from STAR. This means that, as a technical writer, you can also create and edit dictionaries, thus specifying terminology for certain subject areas or customers. This helps to ensure that the correct terminology is used consistently.

2 MindReader projects

What you should know In a project, you make and save all the settings that MindReader requires to search for text suggestions and to display any terminology.

You can work with various projects in MindReader. This means that you always use the optimum settings in your editorial work for each different subject area, document type or target group.

You have the following options for creating a new project:

- ▲ Unpacking a project from Transit NXT (⇒ [page 13](#))
- ▲ Creating a new MindReader project (⇒ [page 18](#))
- ▲ Saving a project under a new name (⇒ [page 28](#))



Settings applying to all projects

The settings described in this chapter are made for each project separately.

You can also customise MindReader by specifying search and user preferences that apply to all projects (⇒ [“Customising MindReader”](#), page 64).

If you do not require a project anymore, you can delete it (⇒ [“Deleting a project”](#), page 30).

Project settings The settings in a MindReader project include the following information:

▲ Administration settings

In the administration settings, you can specify the project name, scope, authoring language, working folder and project comment.

– Project name

We recommend that you use a descriptive name so that you can quickly identify the project when you want to open it.

You specify the project name when you create or unpack a project. You cannot change it at a later point, because MindReader uses it to identify the project and the necessary files.

- Scope

Select the scope that should be assigned to the project: 'Global', 'User'-related or 'Customer'-related.



The `prj` project file assigned to a specific scope

The project settings are stored in a file with the extension `prj`. Depending on the scope to which you have assigned the project, this file may be stored either in the `\config\global` folder, `config\users\<user name>` folder or `config\customers\<customer name>` folder. For more information on scopes, see section ⇨ [“Scopes in MindReader”](#), page 111.

- Authoring language

The authoring language is the language in which you create your text. MindReader displays text suggestions and, if required, terminology for this language.

- Working folder

The working folder is where project-specific data, .e.g. reference material for a received project, is saved. It is located in the `Projects` sub-folder in the MindReader installation folder. You can also create working folders in the `projects` folder globally, or for specific users or customers.

- Project comment

You can use the project comment to record additional information for yourself and other users. For example, you can make a note of what the project is to be used for or what should be taken into consideration during work on the project.

If you receive a project, the comment may contain instructions from the Transit NXT project manager.

- ▲ Reference material

The reference material is the basis for the text suggestions that MindReader displays.

The concept of reference material and the way in which it is searched is based on the tried and tested technology of Transit NXT (and its predecessor version Transit XV), STAR's translation memory system. Here too, translation suggestions are searched for in any attached reference material.

So that MindReader can search reference files, these must therefore be in Transit format. This is a format with an XML structure. The file extension depends on the language selected and consists of a 3-letter language code. To find out which language code belongs to which language, you can refer to section 13.2 “3-letter language code” in the Transit NXT/TermStar NXT Reference Guide.

You may receive the reference material in various ways:

- The reference material is created with the translation memory system Transit NXT or its predecessor version Transit XV and sent to you by a Transit project manager.
- You create the reference material yourself from your existing documentation files (⇒ *“Creating reference material”*, page 23).

▲ Dictionaries

As well as the text suggestions, MindReader can also display terminology. Terminology is saved in dictionaries and will be made available to you by a Transit NXT project manager if appropriate. You can also edit and create dictionaries in MindReader.

What you can do now Once you have reinstalled MindReader, you need a project before you can use it. You have the following options for this:

- ▲ Unpacking a project from Transit NXT (⇒ [page 13](#))
- ▲ Creating a new MindReader project (⇒ [page 18](#))

Unpacking a project from Transit NXT

What you should know The quickest way of receiving a project is to unpack it from Transit NXT.

A project manager creates a project in Transit NXT and selects the reference material and, if appropriate, dictionaries that you can use in MindReader. Using the Transit NXT function Pack, Transit NXT saves all the required data to a compressed file with the extension `ppf`. The project manager then makes this file available on the network, via e-mail or an FTP server.

You can unpack the project file in MindReader. When you do, MindReader creates a project and unpacks the data onto your computer so that MindReader can access it.

What you need In order to unpack a project, you need the compressed file with the project data (`ppf` file) that the project manager has created in Transit NXT.



Tips for Transit NXT project managers

In section ⇒ *“Creating and sending a Transit NXT project for MindReader”*, page 93, there are some instructions for project managers who create projects in Transit NXT and send them to MindReader users.

If you only use MindReader, where required, pass this information on to project managers who send you projects created in Transit NXT.

The project manager who sends you the project may also have added dictionaries to it. When you unpack the project, MindReader automatically preselects the `TermStar NXT Received` database. However, you can also select a different database or create a new one.

The `TermStar NXT Received` database is automatically created when you install MindReader.



The database `TermStar NXT Received` must be available

This database must always be available and must not be deleted or removed from the ODBC system settings.

Unpacking a project



DATA LOSS

If you select or enter the name of an existing project for the name of the new project, MindReader will overwrite your existing project.

How do I unpack a project?

- 1 Select **Project | Transit | Unpack**.

MindReader displays the **Unpack Transit project data** window:

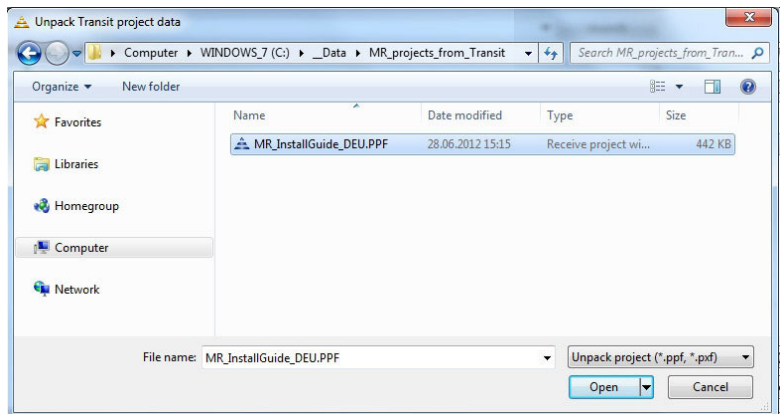


Fig. 2-1: *Unpack Transit project data* window

- 2 To unpack a project, select `Unpack project (*.ppf, *.pxf)` from the **Files of type** list.
Select the file that you wish to unpack. Click **Open** to confirm your choice.
MindReader displays the **Project name** window:

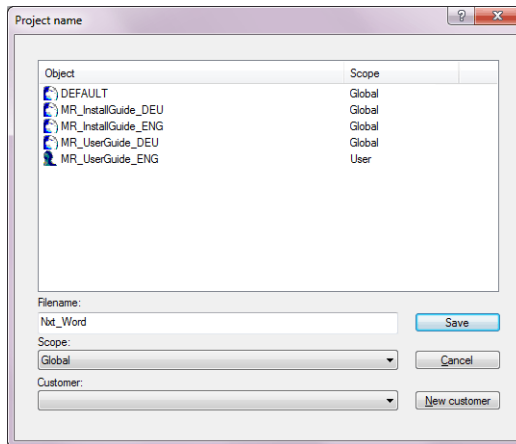


Fig. 2-2: **Project name** window

In the table, MindReader displays the available projects and their scopes.

- 3 Specify how MindReader should save the unpacked project:
 - **Filename:** If necessary, change the project name.
If the unpacked project has the same name as a project that has already been unpacked, you will overwrite your existing project. To prevent this from happening in such a case, enter a new project name.
 - **Scope:** If necessary, change the scope to which the project should be assigned: `Global`, `User` or `Customer` (i.e. global, user-specific, or customer-specific).
For more information on the scopes in MindReader, see ⇒ [“Scopes in MindReader”](#), page 111.
 - If you have selected `Customer` from the **Scope** list, select the desired customer from the **Customer** list.
- 4 Click **Save** to confirm the information entered.

MindReader displays the **Folders** window. A folder hierarchy is suggested for the working folder:

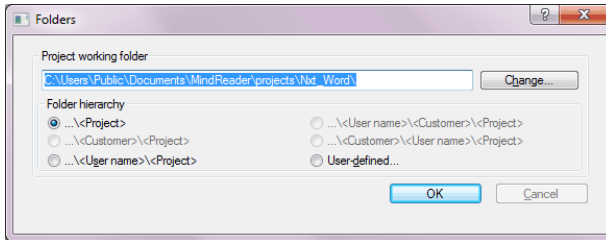


Fig. 2-3: **Folders** window

You can confirm the default folder hierarchy with **OK** or select a different folder hierarchy.

- 5 If you wish to specify a user-defined folder hierarchy, select **User-defined...** or click **Change**.

MindReader then displays the **Select working folder** window:

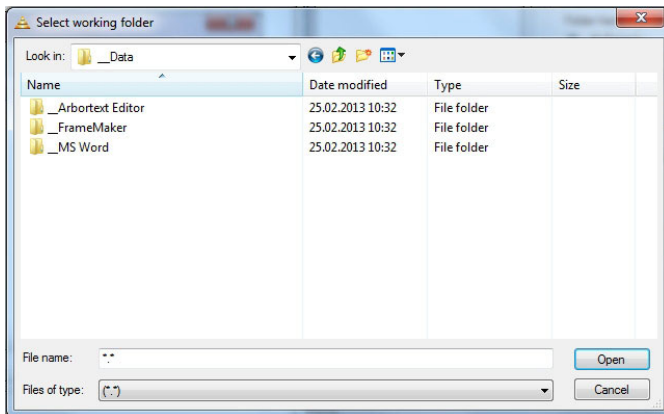


Fig. 2-4: **Select working folder** window

In this case, select the desired drive and folder. Confirm your selection by clicking **Open**.

- 6 In the **Folders** window, click on **OK** to confirm the folder that MindReader displays according to the selected hierarchy.

If the project you are unpacking contains a dictionary, you have the option of selecting the target database to which the content of the unpacked dictionary should be saved. In this case, MindReader displays the **Target database for unpacked dictionary** window:

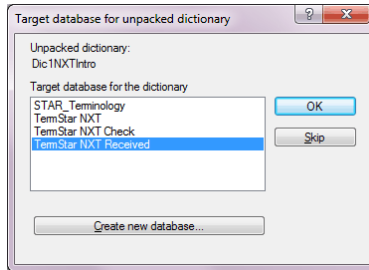


Fig. 2-5: **Target database for unpacked dictionary** window

The **TermStar NXT Received** database is already selected in the **Target database for unpacked dictionary** list.

- 7 You have the following options for selecting the target database:
 - To confirm **TermStar NXT Received** as the target database, click on **OK**.
 - If you wish to save the dictionary to another database, select the desired target database from the list and confirm your choice with **OK**.
 - Click on the **Create new database** button to create a new database.

Information about creating new dictionaries and databases can be found in chapter “4. Creating and Managing Databases and Dictionaries” of the **TermStar NXT User’s Guide**.

If you unpack a dictionary that you have unpacked before, MindReader displays the following message:

```
The dictionary <dictionary name> has already been unpacked.
Do you want to overwrite the dictionary <dictionary name>?
```

- 8 To overwrite the old dictionary with the new one, click on **Yes**. To save the dictionary under a different name, click on **No**.

MindReader opens the **The dictionary already exists** window.

- 9 Change the name highlighted in inverse colours in the text field and confirm with **OK**.

While it is unpacking, MindReader displays the **Unpack project** window. The progress bar indicates what percentage has already been unpacked.

When MindReader has finished unpacking, it displays the following message:
Project successfully unpacked and opened.

- 10 Confirm the message by clicking **OK**.

MindReader has received, saved and automatically opened the project, so you can immediately start to use it for your editorial work.



If the open project has not been saved

If you have changed the settings for the project that is currently open and have not saved them, MindReader displays the following message:

User preferences have been changed. Save?

You can decide whether MindReader saves or discards the modified settings for the project that is currently open, or whether you want to cancel the process.

Creating a new MindReader project

What you should know

When you make a new project, you create it from scratch.

Creating a new project is useful if you want to use your existing documentation files as reference material. This allows MindReader to support you with text suggestions as you write your text and you can ensure that you use consistent formulations and terminology throughout your entire product documentation.

A wizard guides you through all the necessary steps, so you do not forget to enter any information. You can go back to the previous window at any time to modify the information entered. You will find information on the project settings in section ⇒ [“Project settings”](#), page 11.

Alternatively, you can modify an existing project and save it under a different name (see section ⇒ [“Saving a project under a new name”](#), page 28).

What you need

To create a MindReader project, you require the following data:

▲ Reference material

The reference material is either created with the translation memory system Transit NXT and sent to you by a Transit NXT project manager, or you can create it yourself from your existing document files.

If you want to create reference material from your own document files, you must first convert them into a format that is compatible with MindReader. You can find out how to do this in section ⇒ [“Creating reference material”](#), page 23.

▲ Any dictionaries

Terminology is saved in dictionaries. These may be made available to you by a Transit NXT project manager. However, you can also use dictionaries that you have created yourself (⇒ [“Creating dictionaries/databases”](#), page 91).

If you have already received projects from Transit NXT in MindReader, you can also use the reference material and dictionaries from these projects.

Creating a new project from scratch

How do I create a project from scratch?

1 Select **Project | Administration | Create**.

MindReader displays the following window:

Fig. 2-6: **Administration** window

2 Specify the administration information:

- **Name:** Enter the name of the project here.
- **Scope:** Select the scope that should be assigned to the project: `Global`, `User` or `Customer` (i.e. global, user-specific, or customer-specific).

For more information on the scopes in MindReader, see ⇒ [“Scopes in MindReader”](#), page 111.

If you have selected `Customer` from the **Scope** list, select the desired customer from the **Customer** list.

Click **New customer** to create a new customer. MindReader displays the **Create new customer** window.

Enter the name of the customer and click on **Create customer**.

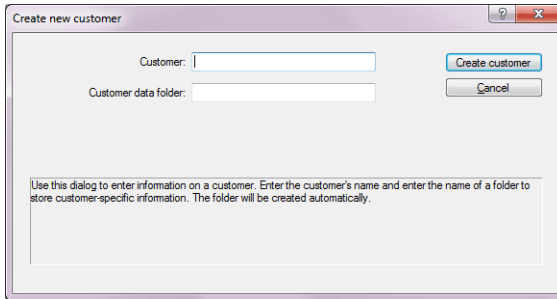


Fig. 2-7: **Create new customer** window

- **Authoring language:** Select the language in which you are creating your text.
- **Project comment:** Enter additional information about the project here, if required.

Confirm your entries with **Next**.

MindReader displays the following window:

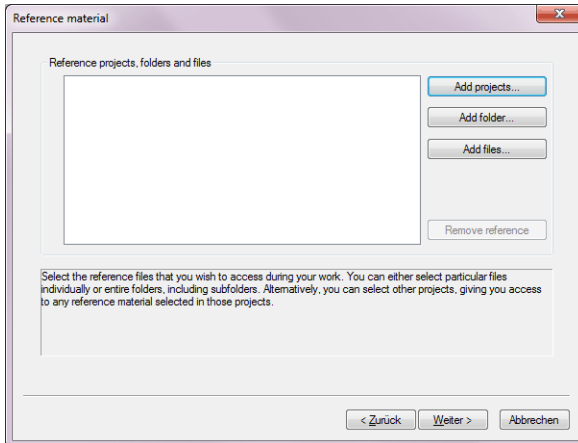


Fig. 2-8: **Reference material** window

- 3 Specify the reference material that should be used as the basis for the text suggestions that MindReader is to display:
 - To select individual files, click on **Add files**.

MindReader displays the **Select reference file(s)** window. Select the desired files from here and click on **Open**.

- To select all the files in a folder, click **Add folder**.

MindReader displays the **Select reference folder** window. Select the desired folders from here and click on **Open**.

- To use the reference material from an existing project, click on **Add project**.

MindReader displays the **Add project** window. Select the desired projects from here and click on **Open**.

The selected files, folders or projects are then shown in the **Reference projects, folders and files** area of the **Reference material** window.

You can also remove selected reference material from the project again by highlighting it and clicking on **Remove reference**.

You can also set the order in which MindReader searches the reference material. by changing the order in the **Reference projects, folder and files** area:

- Click on the reference material that you wish to move and hold down the mouse button.
- Using the mouse, drag the reference material to the desired position and then release the mouse button.

4 Confirm your selection with **Next**.

MindReader displays the following window:

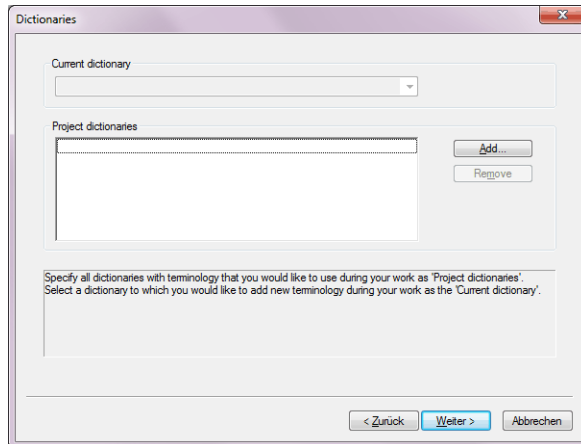


Fig. 2-9: **Dictionaries** window

The **Project dictionaries** area is empty as yet. If you do not wish to use dictionaries to display terminology, you can simply confirm the settings with **Next**.

- Specify the dictionaries that should be used as a basis for MindReader to display terminology:

Select **Add**.

MindReader displays the **Add dictionaries** window.

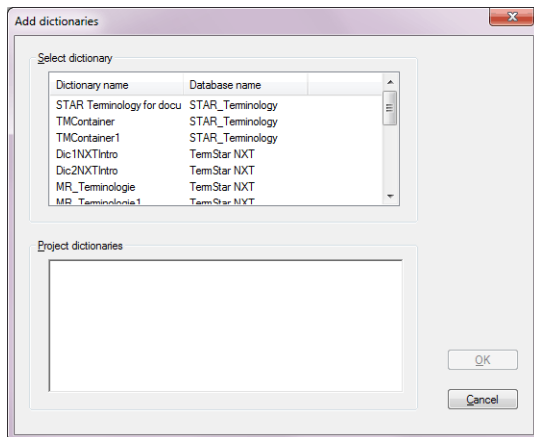


Fig. 2-10: **Add dictionaries** window

In the left column of the **Select dictionary** area, MindReader displays all the dictionaries to which you have access. In the right column, MindReader also displays the name of the database to which each dictionary is saved.

By clicking on the **Dictionary name** and **Database name** column headers, you can sort the dictionary or database names alphabetically in ascending or descending order.

- In the **Select dictionary** area, select one or more dictionaries which you want to add to the project. Confirm your selection with **OK**.

MindReader displays the **Dictionaries** window again, now with the project dictionaries that have been added.

- In the **Current dictionary** area, select the dictionary that you wish to use as the current dictionary.



New data records that you create are saved to the current dictionary

The “current dictionary” selection is relevant if you record new terminology during your editorial work. New data records are automatically created in the current dictionary. When you create a new data record using the rapid entry function, the current dictionary is preselected.

- To remove a dictionary from the project again, select it in the **Project dictionaries** area and click **Remove**.

MindReader never deletes the data of a removed dictionary from the database: it simply no longer uses that dictionary in the current project.

- 6 Click **Next** to confirm the settings made in the **Dictionaries** window.
MindReader displays the **Summary** window, where there is an overview of all the settings that you have selected.
- 7 Confirm the settings by clicking on **Finish**.
MindReader creates and saves the new project and automatically opens it, so that you can immediately start to use it for your editorial work. The “virtual” dictionary containing all the project dictionaries is displayed in a separate window (⇒ *“Using dictionaries”*, page 80).

Creating reference material

What you should know

You can create your own reference material from your documentation files in order to forward it or to use it yourself as source material for working in MindReader.

Depending on which program you use as standard for your editorial work – Word, FrameMaker or Arbortext Editor – you will generally also use files created with that program to create reference material. To create the reference material, MindReader uses the relevant filter for the file type.

Each file type has its own specific filter. The filter segments the content of your documents and separates out text and formatting information. This means that the content of your existing documents is prepared in such a way that MindReader can display the required text suggestions for you.



Additional filters and supported file types

With MindReader, you can also create (as required) reference files in Transit format (based on XML) from files from numerous other DTP and word-processing programs and use these as the basis for your text suggestions.

The available filters and supported file formats (standard filters and optional filters) are the same as in Transit NXT. Section 2 “Supported file formats” of the “Transit NXT – Filters & Supported File Formats” guide provides an overview of all of the formats from which MindReader can create reference material.

Preparation work If you want to create reference material from your existing FrameMaker documents (“*FM documents*”), you must first resave them in the `mif` exchange format (Maker Interchange Format).

There are two options for this:

- ▲ Manually resaving FrameMaker files in `mif` format.
This method is only advisable if you only want to re-save individual FrameMaker files in `mif` format.
- ▲ Converting FrameMaker files to `mif` format using the *FMGate* plug-in
This method is recommended if you want to resave FrameMaker books with several files in `mif` format. Using *FMGate*, you can convert as many FrameMaker files as you like to `mif` format in one step.



Same licence number for FMGate plug-in

If you purchased MindReader with the filter and the MindReader plug-in for Adobe FrameMaker, you can also use the licence number that you received from STAR for this to install the FMGate plug-in.

The FMGate plug-in can be downloaded from the STAR Website at www.star-group.net. You will find the plug-in and the associated current documentation in the **Downloads | Transit & TermStar NXT | Accessories** area. In the “FMGate – Installation & Usage” guide, only the “Converting FM files to MIF/PDF files” section is relevant to you as a MindReader user.

If you want to use the content of Adobe InDesign or QuarkXPress documents as reference material for your editorial work in Word, FrameMaker or Arbortext Editor, you must also first export the text in these documents to an exchange format:

- ▲ InDesign: Save InDesign files in the `ttc` exchange format using the appropriate InDesign Gate plug-in for your InDesign version.
- ▲ QuarkXPress: Save QuarkXPress files in the `ttq` exchange format using the appropriate XGate XTension for your QuarkXPress version.

To be able to install the InDesign Gate plug-in or the XGate XTension, you must first have purchased the optionally available filter for InDesign and QuarkXPress files.

You need these filters in order to be able to convert the InDesign or QuarkXPress documents in the `ttc` or `ttq` formats into reference material that is compatible with MindReader.



Optional filters – enable via a licence number

The filters for the file types of Adobe InDesign and QuarkXPress documents are not included in the standard MindReader package. They are available as optional extras and are enabled via a licence number.

If you want to enable the filter, please contact your local STAR branch.



Same licence number for InDesign Gate plug-in and XGate XTension

If you purchased MindReader with the filter for Adobe InDesign or QuarkXPress, you can also use the licence number that you received from STAR for this to install the InDesign Gate plug-in or XGate XTension.

The relevant InDesign Gate plug-in for your InDesign version or the relevant XGate XTension for your QuarkXPress version can be downloaded from the STAR website at www.star-group.net. You will find the plug-ins and XTensions and the associated current documentation in the **Downloads | Transit & TermStar NXT | Accessories** area.

Creating reference material To create reference material:

- 1 Select **Project | Reference material | Create.**

MindReader displays the following window:

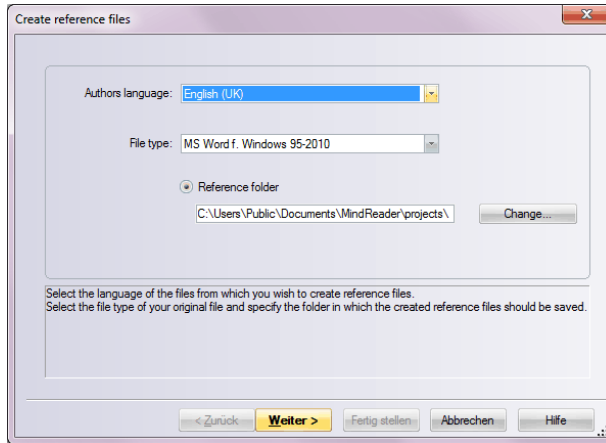


Fig. 2-11: **Create reference files window**

- 2 Specify the settings for the reference files to be created:

▲ **Authors language** - Enter your working language.

In the example, the authoring language is German, i.e. the reference files are given the file name extension (.DEU) according to the 3-letter language code determined by Microsoft.

▲ **File type** - Select the file type of your source file(s).

▲ **Reference folder** - Select the folder in which the created reference files should be saved.

You can use the **Change...** button to change the folder.

- 3 Select **Next**.

MindReader displays the following window:

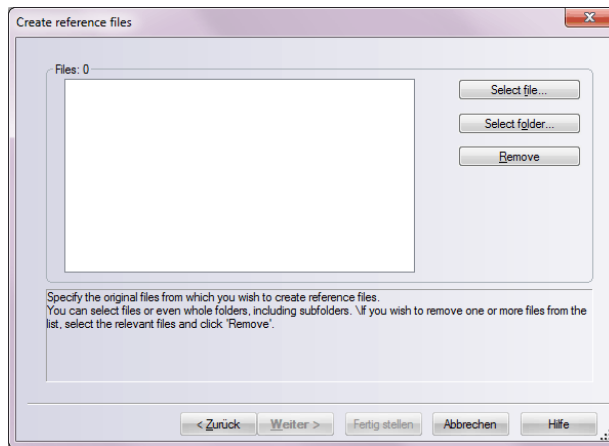


Fig. 2-12: **Create reference files** window

4 Select the source files that you want to use.

▲ **Select file:** Allows you to directly select the file(s) to be used.

▲ **Select folder:** Allows you to select a folder that contains the files to be used. In the **Select folder** window that opens, you can select whether any subfolders should also be included.

▲ **Remove:** Removes the selected file or folder from the list.

5 Select **Finish**.

MindReader displays the following message:

Do you want to create reference files now?

6 Select **Yes**:

MindReader starts the creation process and displays a progress bar to show the percentage of the data that has been saved to the reference file.

When MindReader has finished the creation process, it displays the following message:

Completed successfully.

7 Confirm by clicking **OK**.

MindReader has saved all the reference files in Transit format with the file name extension `.DEU` (or the 3-letter code for the authoring language selected) to the reference folder that you selected. You can now use the reference file for a project.

Saving a project under a new name

What you should know You can rename a project by opening it and saving it under a different name.

To save a project under a new name:

- 1 If it is not already open, open the required project, either by
 - clicking on the MindReader button and selecting it from **Recent projects** or
 - selecting **Project | Administration | Open** from the ribbon bar.
- 2 Select **Project | Administration | Save as**.

MindReader displays the following window:

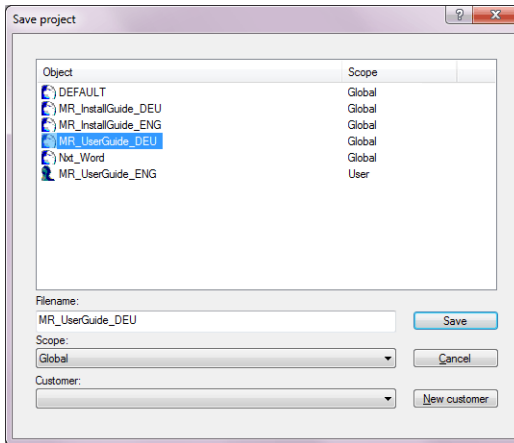


Fig. 2-13: **Save project** window

MindReader displays all the available projects.

- 3 Enter a new name for the project in the **Filename** field.

Please note: If you use the name of a project that already exists, MindReader overwrites your existing project.

Click **Save** to confirm the information entered.

MindReader has saved the project under the new name and automatically opened it, so you can immediately start to use it for your editorial work. The project that you originally opened is still there under the original name. Both projects are using the same working folder.

Changing the settings of a MindReader project

What you should know You can view and change the settings of a project, for example to add more reference material or additional dictionaries. You will find information on the project settings in section ⇒ [“Project settings”](#), page 11.

Note that you cannot change the project name or the working folder, because MindReader uses these to identify the project and the necessary files.

Changing the project settings **How do I change the project settings?**

- 1 If it is not already open, open the required project, either by
 - clicking on the MindReader button and selecting it from **Recent projects** or
 - selecting **Project | Administration | Open** from the ribbon bar.

2 Select **Project | Administration | Settings**.

MindReader displays the following window:

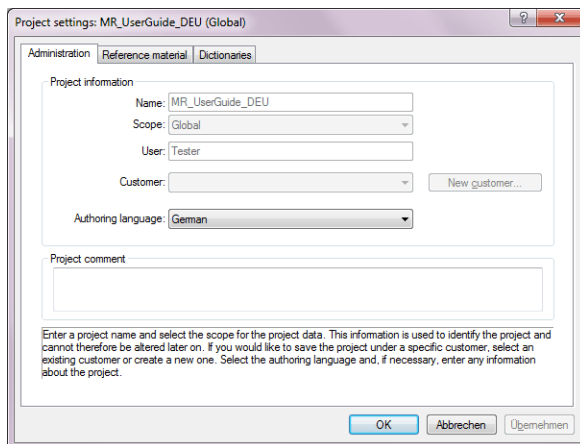


Fig. 2-14: **Project settings** window

- 3 Select the relevant tab and change the settings:
 - **Administration**
You can change the authoring language or add a project comment (⇒ [step 2](#) on page 19). The project name and scope cannot be changed.
 - **Reference material**
You can add additional reference material or remove reference material from the project (⇒ [step 3](#) on page 20).

- **Dictionaries**

You can add more dictionaries or remove dictionaries from the project (⇒ [step 5](#) on page 22).

4 Confirm your changes:

- To confirm the changes without closing the window, click on **Apply**. In this way, you can make further changes on the other tabs.
- To confirm the changes and close the window, click on **OK**.
- To discard the changes, click on **Cancel**. MindReader closes the window without adopting your changes.

5 So that the changes are not lost, save the project by selecting **Project | Administration | Save**.

MindReader now works with the changed project settings.

Deleting a project

What you should know

When you delete a project, you can specify whether, in addition to the project file with the `prj` file name extension, the associated working folder should also be deleted. The working folder is located in the `projects` sub-folder in the MindReader installation folder.



DATA LOSS

MindReader can irretrievably delete the entire working folder for the project. Make sure that you really no longer require the project and the data contained within it.

The working folder contains project-specific data, e.g. reference material for an unpacked project. If you delete a project including its working folder, you may also delete its reference material. Consider whether this reference material may also be being used by other projects (⇒ [step 3](#) on page 20).

If you only delete the project and not the working folder, the folder and the data are kept. MindReader no longer displays the project in the list of available projects when you open projects.

Deleting a project How do I delete a project?

- 1 If it is not already open, open the project to be deleted, either by
 - clicking on the MindReader button and selecting it from **Recent projects** or
 - selecting **Project | Administration | Open** from the ribbon bar.
- 2 Select **Project | Administration | Delete**.
MindReader displays the following message:
Do you also want to delete the working folder <working folder path> and all subfolders?
- 3 Decide whether you want to delete the working folder (note the information in the section → *“What you should know”*, page 30):
 - **Yes:** MindReader deletes the project file and the working folder. In doing so, MindReader irretrievably deletes all files of the project.
 - **No:** MindReader only deletes the project and no longer displays it in the list of available projects.
 - **Cancel:** MindReader cancels the deletion process. The project is retained.
Unless you have selected **Cancel**, MindReader prompts you to definitively confirm the deletion.
- 4 Confirm the deletion or cancel the deletion process:
 - If you really want to delete the project, confirm the message with **Yes**.
 - If you do not want to delete the project, click on **No**.Once MindReader has deleted the project, it displays a message to that effect.
 - MindReader may not be able to delete all the files in the working folder or the working folder itself. In this instance, MindReader displays the following message:

```
The working folder <working folder path> could not be completely deleted.
```


In this case, delete the files manually.
- 5 Confirm the message by clicking **OK**.
The project has now been deleted. MindReader no longer displays it in the list of available projects.

Closing MindReader

When you have finished your work in MindReader, you can close MindReader. To do this, click on the **MindReader button** and then select **Exit MindReader** at the bottom right.



If you have changed the search settings or user preferences

If you have changed the search settings or user preferences (⇒ [“Customising MindReader”](#), page 64), MindReader displays the following message when you close it:

The user preferences or certain settings on the ribbon bar have been changed. Save?

You can decide whether you want MindReader to save or discard the changed settings.



If the open project has not been saved

If you have changed the settings for the project that is currently open and have not saved them, MindReader displays the following message:

User preferences have been changed. Save?

You can decide whether MindReader saves or discards the modified settings for the project that is currently open, or whether you want to cancel the process.

When you start MindReader the next time, you can easily open the project that you were working on last time (⇒ [“Opening a project from the list of recently opened projects”](#), page 34).

3 Working with MindReader


Getting started with editorial work

- 1 Start MindReader and open the required project.
If you have already opened MindReader and you want to open a different project, proceed as described in ⇒ [“Opening a MindReader project”](#), page 34.
- 2 Start your editing program.



Start MindReader first, and then start your editing program.

If you start your editing program before starting MindReader, your editing program cannot access MindReader.

- 3 Arrange the two program windows beside or above each other on your screen.
- 4 If it has not yet been switched on, switch on MindReader using the MindReader plug-in in your editing program:
 - Plug-in for Word: In the toolbar for the plug-in, click on the  button.
 - Plug-in for FrameMaker: In the plug-in menu, click on **Switch on**.
 - Plug-in for Arbortext Editor: In the plug-in menu, click on **Switch MindReader on/off** so that a tick appears beside this option.

Opening a MindReader project

When you open a project, MindReader uses its settings to search for and display any text suggestions or terminology.



If the open project has not been saved

If you have changed the settings for the project that is currently open and have not saved them, MindReader displays the following message:
User preferences have been changed. Save?

Opening a project from the list of recently opened projects

- 1 Click on the **MindReader button** in the top left.
The right-hand side of the context menu that is displayed contains the list of **Recent projects**:

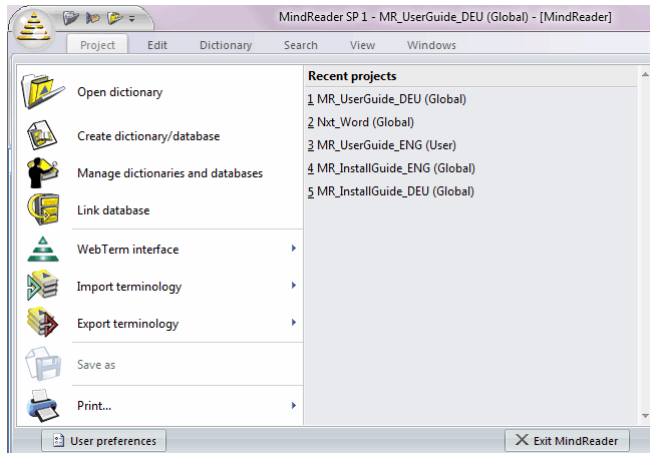


Fig. 3-1: Recent projects list

- 2 Click on the desired project to open it.

Opening a project from the ribbon bar

1 Select **Project | Administration | Open**.

MindReader displays the following window showing all available projects:

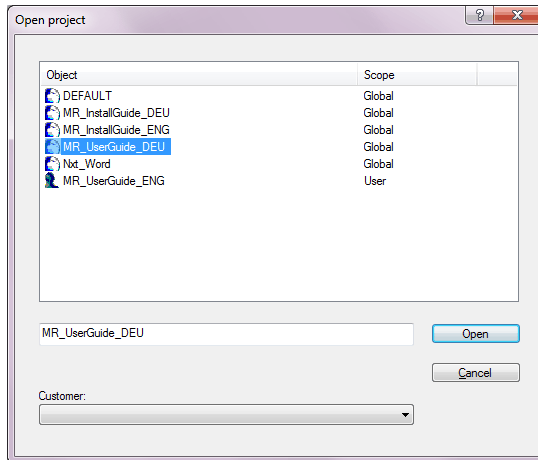


Fig. 3-2: **Open project** window

2 Select the desired project.

- If there are many projects available, you can enter the start of the project name and the selection automatically skips to the corresponding place in the list.

3 Click on **Open**.

MindReader opens the project so that you can use it for your editorial work.

If the project contains dictionaries, a “virtual” dictionary is displayed showing the contents of all project dictionaries on one separate **TermStar (project dictionaries)** tab page (⇒ [“Using dictionaries”](#), page 80).

Text suggestions in MindReader

Displaying the text suggestions

Once you have switched on MindReader (⇒ [step 4](#) on page 33) and you start to write in your program, MindReader copies the entered text to the search field and automatically starts a search for text suggestions and terminology (⇒ [“Terminology in MindReader”](#), page 40).

If any text suggestions are found, MindReader displays these on the **MindReader** tab page in descending order according to quality, i.e. the closest match appears first:

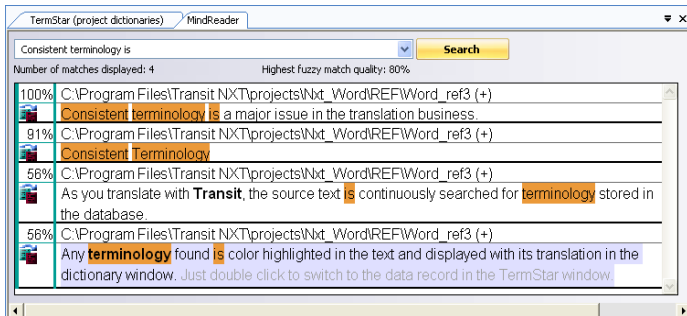


Fig. 3-3: MindReader displays the matches in order of quality.

With **Number of matches displayed**, MindReader displays how many suggestions it has found.

The selected suggestion is highlighted in colour (default: lavender)

MindReader displays each suggestions with the following information:

- ▲ Quality of the text suggestion and the path of the reference file in which the text was found
 - If the same text suggestion occurs elsewhere in the reference file or in another reference file, this is displayed by a corresponding number of plus signs.
- ▲ The text suggestion with the search text highlighted in colour (default: orange)
- ▲ Value (in %) for **Highest fuzzy match quality**: When you receive a project from Transit NXT, it may also contain the reference file for a target language (i.e. the translation into a different language of the reference files in your authoring language). These are also saved in the working folder. The **Highest fuzzy match quality** allows you to see the quality of each match. It shows how high the quality of the target language match is (fuzzy match), i.e. a translation suggestion with as high a match as possible. This helps to reduce the costs for the subsequent translation of your text, if required.

You can find detailed information about the settings for the search for text suggestions in ⇒ [“Search settings”](#), page 66.

You can use the **MindReader** tab page to perform the following actions:

- ▲ Showing the context for a text suggestion (⇒ [page 37](#))
- ▲ Changing the display options for the “MindReader” tab (⇒ [page 65](#))

Accepting a text suggestion

You can use the relevant MindReader plug-in to copy text suggestions that were found to your text:

- ▲ Plug-in for Word: Accepting a text suggestion (⇒ [page 45](#))
- ▲ Plug-in for FrameMaker: Accepting a text suggestion (⇒ [page 51](#))
- ▲ Plug-in for Arbortext Editor: Accepting a text suggestion (⇒ [page 59](#))

Showing the context for a text suggestion

In order to judge whether a text suggestion is suitable for your text, you can display the context for the suggestion:



Same text suggestion may occur several times

If the same text suggestion occurs elsewhere in the reference file or in another reference file, this is displayed by a corresponding number of plus signs.

- 1 To do this, double-click on the  button in the second column of the **MindReader** tab page in the row of the relevant text suggestion.

OR

In case of several occurrences of the same text suggestion:

Open the context menu of the **MindReader** tab page by right-clicking in the row of the relevant text suggestion.

- In the context menu, select **View context** and one of the occurrences of the text suggestion:

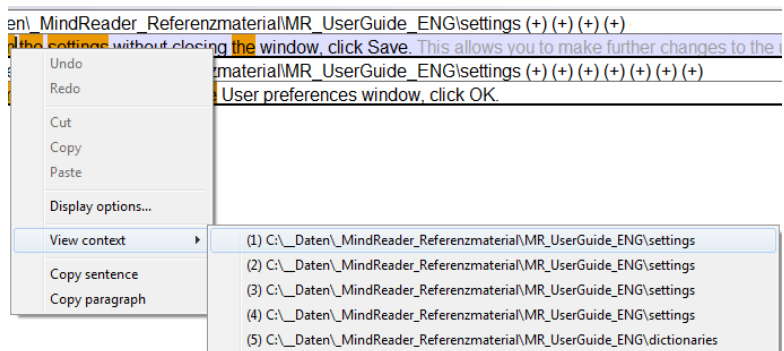


Fig. 3-4: This text suggestion occurs several times in the reference files.

MindReader displays the context of the relevant text suggestion in the **Context** tool window:

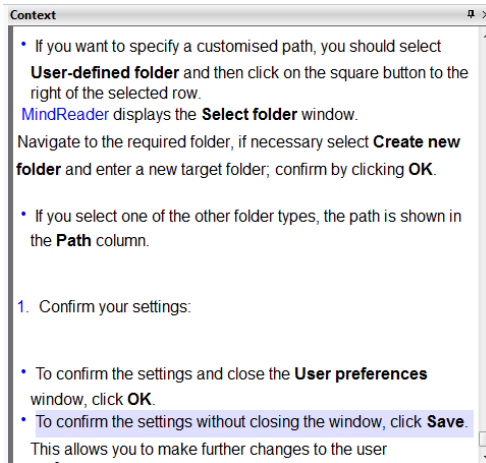


Fig. 3-5: The selected suggestion is highlighted in colour.

The **Context** tool window is displayed as a floating window or docked to the user interface, depending on whether the icon of the **Context** tool has already been available in the MindReader toolbar or not.

Information about working with the MindReader toolbar can be found in ⇒ [“MindReader toolbar”](#), page 106 and the subsequent sections.

Searching for text suggestions and terminology manually

If required, you can start a manual search for text suggestions or terminology (⇒ [“Terminology in MindReader”](#), page 40) directly in MindReader.

- 1 In MindReader, enter the word or phrase for which you want to search in the search field.
- 2 If necessary, change the settings for the MindReader search (⇒ [“Search settings”](#), page 66).

You can define further settings in the **User preferences** window (⇒ [“User preferences for MindReader”](#), page 68).

- 3 To start the search, click on **Search**.

MindReader starts the search and displays any text suggestions and terminology that it finds:

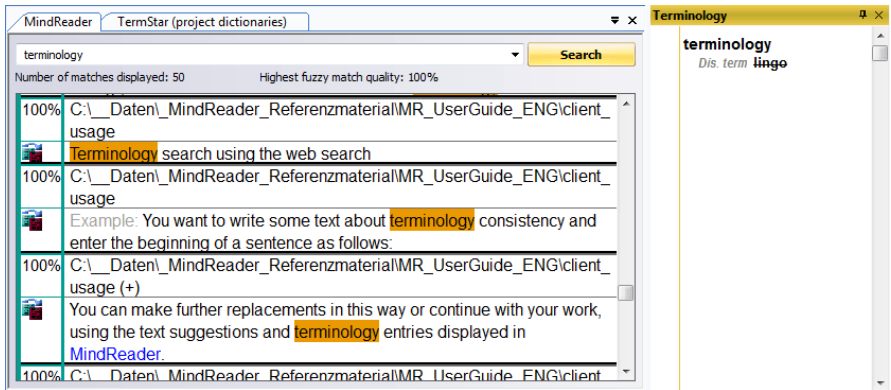


Fig. 3-6: You can also search for text suggestions and terminology manually.



Searching for a search term again

In the search field list, MindReader displays all the search texts for which you have searched since MindReader was started.

If you want to search for a text again, select it from the list of the search field and click on **Search**.

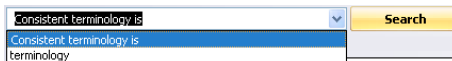


Fig. 3-7: MindReader displays the search texts that you entered most recently.

You can use the relevant MindReader plug-in to copy text suggestions that were found to your text:

- ▲ Plug-in for Word: Accepting a text suggestion (⇒ [page 45](#))
- ▲ Plug-in for FrameMaker: Accepting a text suggestion (⇒ [page 51](#))
- ▲ Plug-in for Arbortext Editor: Accepting a text suggestion (⇒ [page 59](#))

Special case: Copying suggestions to a different program If you want to copy text suggestions found by MindReader into a different program (i.e. not Word, FrameMaker or Arbortext Editor), MindReader also has a convenient option to allow you to do this. Let's suppose you have found the text suggestion via the manual search (⇒ *"Searching for text suggestions and terminology manually"*, page 38).

How do I copy a text suggestion to a different program?

- 1 Position the cursor in the text suggestion to be copied.
- 2 Under **Edit | Clipboard**, select one of the following two options:
 - **Copy sentence:** MindReader copies the current sentence to the clipboard.
 - **Copy paragraph:** MindReader copies the entire paragraph to the clipboard.

You can also find these options in the context menu of the **MindReader** tab page.
- 3 Switch to the program to which you wish to copy the text and position the cursor where the text suggestion should be entered.
- 4 Insert the text suggestion using the **Paste** command.

Terminology in MindReader

What you should know In addition to the text suggestions, MindReader can also search for and display terminology. Terminology is saved in dictionaries. These may be made available to you by a Transit project manager. However, you can also use dictionaries that you have created yourself.

So that MindReader can search for and display terminology, the dictionaries must be added to the project as project dictionaries (⇒ *"MindReader projects"*, page 11).

"Terminology" tool window If the text that you entered contains words that already exist as terms of main entries or sub-entries in the project dictionaries, MindReader displays this in the **Terminology** tool window:

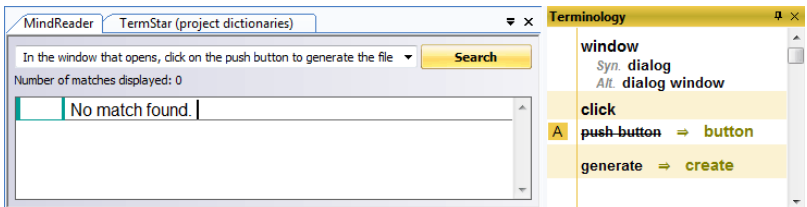


Fig. 3-8: Example: Display of dictionary entries that were found in the **Terminology** tool window

In the default layout for the **Terminology** tool window, the terms that were found are displayed as follows:

Display	Meaning
window <i>Syn.</i> dialog <i>Alt.</i> dialog window	▲ The term found is a main entry.
generate ⇒ create	▲ The term found is a sub-entry (<i>Abbreviation, Synonym, Alternative, User index, Irregular form, Disallowed term</i>). Behind the arrow: Term of the corresponding main entry
A push button ⇒ button	▲ The term found is a sub-entry of the type <i>Disallowed term</i> . Behind the arrow: Term of the corresponding main entry Disallowed terms are also highlighted in the text and can be replaced (⇒ <i>“Disallowed terms”</i> , page 41).



Docking the “Terminology” tool window

If your MindReader project contains dictionaries, it is advisable not to use the **Terminology** tool window as a floating window, but rather to dock it to the user profile (⇒ *“Docking and positioning a tool window”*, page 107).

When you double-click on the terms in the **Terminology** tool window, the relevant entries are displayed on the **TermStar (project dictionaries)** tab page.

If required, you can change the layout of the **Terminology** tool window via the **User preferences** window (see the **Select terminology layout** option (⇒ *“Select terminology layout”*, page 77).

Disallowed terms When adding terms to TermStar dictionaries, the main entries that each contain the correct term can also contain sub-entries of the type Disallowed term. This means that you can enter terms that could almost be synonyms but which must not be used (e.g. to ensure that corporate language is consistent).

In MindReader, to ensure that dictionaries are used in such a way that the terminology that is used is correct and consistent, we recommend that the number of main entries that contain disallowed terms as sub-entries is kept as low as possible.

Disallowed terms that occur in your text are highlighted in colour by the MindReader plug-in for your particular program (exception: Plug-in for Arbortext Editor).

Furthermore, you can use the relevant MindReader plug-in to replace disallowed terms quickly and easily with allowed terms.

You can find further information about this here:

- ▲ Plug-in for Word: Highlighting disallowed terms (⇒ [page 47](#))
- ▲ Plug-in for FrameMaker: Highlighting disallowed terms (⇒ [page 53](#))
- ▲ Plug-in for Arbortext Editor: Replacing disallowed terms (⇒ [page 61](#))

Terminology search using the web search

The **Web search** tool allows you to access the Internet from MindReader during your editorial work in order to search for terminology.

The icons at the top of the window are used to access the following functions:

Function	Explanation
Change text size	Changes the size of the font in the results window
Check all	Checks all the services in the list Search in
Uncheck all	Unchecks all the services in the list Search in

Tab. 3-1: Web search functions

How do I use the web search?

- 1 Open the **Web search** window.

The following options are available:

- If the **Web search** tool is available as an icon in the toolbar, you can display it as a floating window and dock it if necessary (⇒ [“How do I display a floating window?”](#), page 107 and ⇒ [“How do I change the display mode for a floating window?”](#), page 107).
- If the **Web search** tool is not shown as an icon in the toolbar, you can open the window via the context menu (⇒ [“How do I open a tool via the context menu?”](#), page 109) or the ribbon bar (**Windows | Open | Web search**).

MindReader then displays the tool as a window docked to the user interface. If required, you can change the display mode to “floating” (⇒ [“How do I change the display mode for a floating window?”](#), page 107).

- 2 To search for a term on the Internet, proceed as follows:
 - Select the services in which you want to search for the term from the **Search in list**.
 - Select a service by checking the box on the left of the service name. Alternatively, you can also select all services by clicking on the **Check all** option in the toolbar.
 - Enter a search term into the field and click on **Search**.
If one of the services finds the search term, a green light appears to the left of the corresponding list entry, and the word **Go** appears to the right, next to the globe icon. If a red light appears instead, then the search query returned no results for this service.
 - You can display the search results for a particular service by clicking the **Go** button with the globe symbol, to the right of the service name.

MindReader displays the search results for the relevant service in the right-hand section of the **Web search** window.



No suitable search engine for the selected authoring language

Depending on the selected authoring language, specific search engines may not support this language. The list of available search engines is then adapted accordingly. If no search engine can be found for a language, MindReader displays the following message:

```
No suitable search engine could be found for the selected language!
```



Disabling script debugging

When you display a search result, an error message may appear in the **Web search** window that refers to a script error in the page being displayed. To prevent these error messages from being displayed, script debugging must be disabled in Internet Explorer. To do this, select the **Disable Script Debugging** option under **Settings | Control Panel | Internet Options | Advanced**.

4 Using the MindReader plug-in for Word

Toolbar of the MindReader plug-in

The MindReader plug-in is displayed as a toolbar in Word:

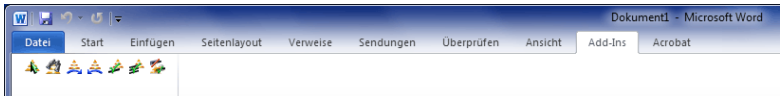









Fig. 4-1: Toolbar of the MindReader plug-in for Word

You can use the toolbar of the MindReader plug-in to carry out the following actions directly from Word:

Action	Button	Shortcut
Switch MindReader on and off		Ctrl+Shift+o
Search manually in MindReader		Alt+Shift+u
Move the cursor to the next text suggestion in MindReader		ALT+Shift+w
Move the cursor to the previous text suggestion in MindReader		Alt+Shift+q
Accept the current text suggestion - current sentence		Alt+Shift+v
Accept the current text suggestion - whole paragraph		Alt+Shift+y
Replace a disallowed term		Alt+Shift+r

Tab. 4-1: Actions to be carried out via the MindReader plug-in

You can use the buttons, or alternatively the specified keyboard shortcuts, to work with MindReader without having to leave Word.

Switching MindReader on and off

For MindReader to automatically search for and display text suggestions and terminology during your editorial work, MindReader must be switched on.

If you do not expect to receive any text suggestions as you are writing a text about a completely new subject area, for example, it may be useful to temporarily switch off MindReader.

You can use the toolbar for the MindReader plug-in for Word to switch MindReader on or off as required:



▲ MindReader is switched off.

If you enter text, MindReader does not run a background search for text suggestions and terminology.

To switch on MindReader, click on the button.



▲ MindReader is switched on.



If you enter text, MindReader runs a background search for text suggestions and terminology.

To temporarily switch off MindReader, click on the button.



Accepting a text suggestion

If text suggestions are displayed on the **MindReader** tab page, you can use the toolbar of the MindReader plug-in to accept these.

The remaining text of a paragraph belonging to each sentence found is displayed in grey.

1 Use the  or  buttons to move the cursor to the text suggestion that you want to accept.

2 There are two ways to accept a text suggestion:

- If you only want to accept the current sentence, click on the  button.
- If you want to accept the entire paragraph, click on the  button.

The text suggestion replaces the text you have entered or marked (when searching manually).

If you have carried out a manual search directly using the MindReader search field, the text suggestion is inserted at the cursor position.

You can now continue with your editorial work and use further text suggestions from MindReader.


If you wish to carry on working without text suggestions, you can switch MindReader off (⇒ [“Switching MindReader on and off”](#), page 45).

Searching for text suggestions and terminology manually

If required, you can start a manual search for text suggestions or terminology using the MindReader plug-in for Word.

- 1 In your Word document, select the text for which you want to search.
- 2 If necessary, change the settings for the MindReader search (⇒ [“Search settings”](#), page 66).

You can define further settings in the **User preferences** window (⇒ [“User preferences for MindReader”](#), page 68).

- 3 Click on the  button in the toolbar of the MindReader plug-in.

MindReader copies the text to the search field, automatically starts the search and, if applicable, displays the text suggestions and terminology entries that were found:

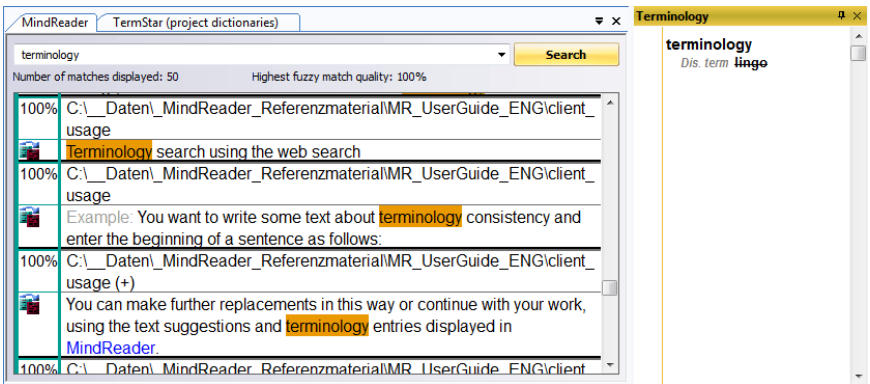


Fig. 4-2: You can also search for text suggestions and terminology manually.



Searching for a search term again

In the search field list, MindReader displays all the search texts for which you have searched since MindReader was started.

If you want to search for a text again, select it from the list of the search field and click **Search**.

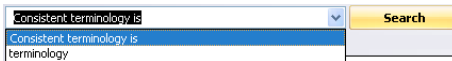


Fig. 4-3: MindReader displays the search texts that you entered most recently.

For every suggestion found, you may carry out the following actions:

- ▲ Showing the context for a text suggestion (⇒ [page 37](#))
- ▲ Accepting a text suggestion (⇒ [page 45](#))

Highlighting disallowed terms

What you should know If the project dictionaries for the current project contain entries that have disallowed terms as their sub-entries, MindReader points this out to you in your Word document if you use these disallowed terms in your text.

The disallowed terms are underlined in colour in the text:

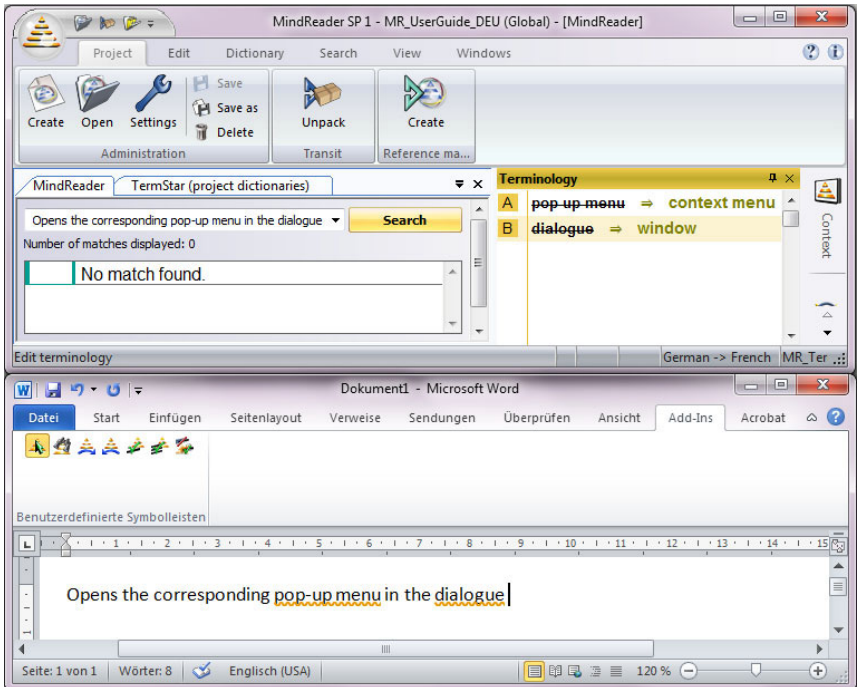


Fig. 4-4: Disallowed terms: Highlighting in Word

If the search text contains disallowed terms, these are additionally displayed in the **Terminology** tool window.

The coloured underlining is carried out for disallowed terms

- ▲ contained in the text you have entered,
- ▲ contained in paragraphs already existing,
- ▲ contained in text suggestions you have accepted.




Disallowed terms are highlighted in the current paragraph and the preceding paragraph

MindReader highlights disallowed terms in the current paragraph, i. e. in the paragraph in which the cursor is positioned, and the preceding paragraph.


Generally, you may replace disallowed terms during writing or when you have finished writing.

Replacing disallowed terms

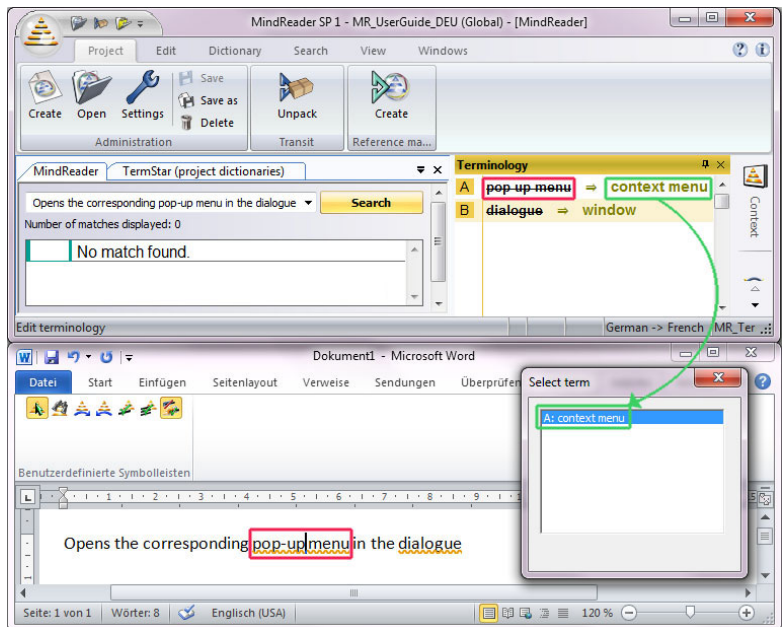
There are two ways of replacing disallowed terms with a corresponding allowed term:

- ▲ using the  button of the plug-in
- ▲ Using the context menu in Microsoft Word

How do I replace disallowed terms using the MindReader plug-in button?

- 1 Place the cursor inside the disallowed term.
- 2 Click on the  button.

MindReader displays the **Select term** window with the allowed terms for the disallowed term:



If the corresponding data record contains subentries or further main entries, their terms are also displayed in the **Select term** window.

- 3 In the **Select term** window, double-click the desired allowed term.

OR

Mark the desired allowed term in the **Select term** window and enter the letter specified in front of it (in the example: A).

MindReader overwrites the disallowed term. The cursor remains behind the pasted term, so you can make any grammatical changes necessary (gender, number, etc.)

- 4 Repeat this procedure from ⇨ [step 1](#) on page 48 until you have replaced all disallowed terms in the current paragraph.

You can make replacements in further paragraphs in this way or continue with your work, using the text suggestions displayed in MindReader.

How do I replace terms using the context menu?

- 1 In your Word document, right-click anywhere within the disallowed term (in the example: `pop-up menu`) to open the context menu.

Word displays the context menu.

Opens the corresponding `pop-up menu` in the dialogue

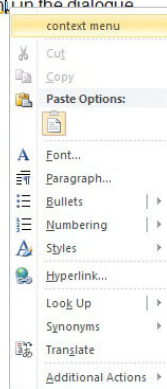


Fig. 4-5: Context menu containing the allowed term (in the example: `context menu`)

- 2 Click on the appropriate allowed term at the top of the context menu.

If the corresponding data record contains subentries or further main entries, their terms are also displayed.

MindReader overwrites the disallowed term with the selected term.

You can make further replacements in this way or continue with your work, using the text suggestions displayed in MindReader.

5 Using the MindReader plug-in for FrameMaker

Menu of the MindReader plug-in

The MindReader plug-in is displayed as a menu in FrameMaker:

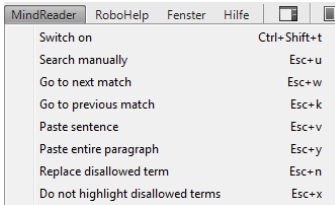


Fig. 5-1: Menu of the MindReader plug-in for FrameMaker

Using the menu of the MindReader plug-in, you can carry out the following actions directly from FrameMaker:

Action	Menu item	Shortcut
Switch MindReader on and off	Switch on / Switch off	Ctrl+Shift+t
Search manually in MindReader	Search manually	Esc+u
Move the cursor to the next text suggestion in MindReader	Go to next match	Esc+w
Move the cursor to the previous text suggestion in MindReader	Go to previous match	Esc+k
Accept the current text suggestion - current sentence	Paste sentence	Esc+v
Accept the current text suggestion - whole paragraph	Paste entire paragraph	Esc+y

Tab. 5-1: Actions to be carried out via the MindReader plug-in

Action	Menu item	Shortcut
Replace a disallowed term	Replace disallowed term	Esc+n
Highlight or not highlight disallowed terms in the text	Highlight disallowed terms / Do not highlight disallowed terms	Esc+x

Tab. 5-1: Actions to be carried out via the MindReader plug-in (cont.)

Using the menu or alternatively the specified keyboard shortcuts, you can work with MindReader without having to leave FrameMaker.

Switching MindReader on and off

For MindReader to automatically search for and display text suggestions and terminology during your editorial work, MindReader must be switched on.

If you do not expect to receive any text suggestions as you are writing a text about a completely new subject area, for example, it may be useful to temporarily switch off MindReader.

You can use the top entry in the menu for the MindReader plug-in for FrameMaker to switch MindReader on or off as required:

▲ **Switch on** is displayed in the menu: MindReader is switched off.

If you enter text, MindReader does not run a background search for text suggestions and terminology.

To switch MindReader on, select **Switch on**.

▲ **Switch off** is displayed in the menu: MindReader is switched on.

If you enter text, MindReader runs a background search for text suggestions and terminology.

To switch MindReader off temporarily, select **Switch off**.

Accepting a text suggestion

If text suggestions are displayed on the **MindReader** tab page, you can use the menu of the MindReader plug-in to accept these.

The remaining text of a paragraph belonging to each sentence found is displayed in grey.

- 1 Use the **Go to next match** or **Go to previous match** commands in the **MindReader** menu to move the cursor to the text suggestion that you want to accept.
- 2 There are two ways to accept a text suggestion:
 - If you only want to accept the current sentence, select the **Paste sentence** command in the **MindReader** menu.
 - If you want to accept the entire paragraph, select the **Paste entire paragraph** command in the **MindReader** menu.

The text suggestion replaces the text you have entered or marked (when searching manually).

If you have carried out a manual search directly using the MindReader search field, the text suggestion is inserted at the cursor position.

You can now continue with your editorial work and use further text suggestions from MindReader.

If you wish to carry on working without text suggestions, you can switch MindReader off (⇒ *“Switching MindReader on and off”*, page 51).

Searching for text suggestions and terminology manually

If required, you can start a manual search for text suggestions or terminology using the MindReader plug-in for FrameMaker.

- 1 In your FrameMaker document, select the text for which you want to search.
- 2 If necessary, change the settings for the MindReader search (⇒ *“User preferences for MindReader”*, page 68).

You can define further settings in the **User preferences** window (⇒ *“User preferences for MindReader”*, page 68).

- 3 In the **MindReader** menu, select the **Search manually** command.

MindReader copies the text to the search field, automatically starts the search and, if applicable, displays the text suggestions and terminology entries that were found:

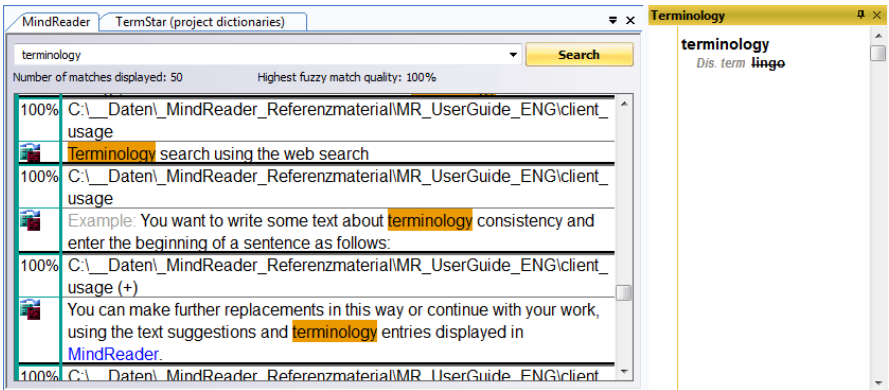


Fig. 5-2: You can also search for text suggestions and terminology manually.



Searching for a search term again

In the search field list, MindReader displays all the search texts for which you have searched since MindReader was started.

If you want to search for a text again, select it from the list of the search field and click **Search**.

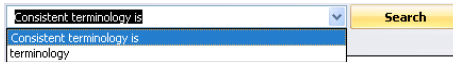


Fig. 5-3: MindReader displays the search texts that you entered most recently.

For every suggestion found, you may carry out the following actions:

- ▲ Showing the context for a text suggestion (⇒ [page 37](#))
- ▲ Accepting a text suggestion (⇒ [page 51](#))

Highlighting disallowed terms

What you should know If the project dictionaries for the current project contain entries that have disallowed terms as their sub-entries, MindReader points this out to you in your FrameMaker document if you use these disallowed terms in your text.

The disallowed terms are highlighted in colour in the text:

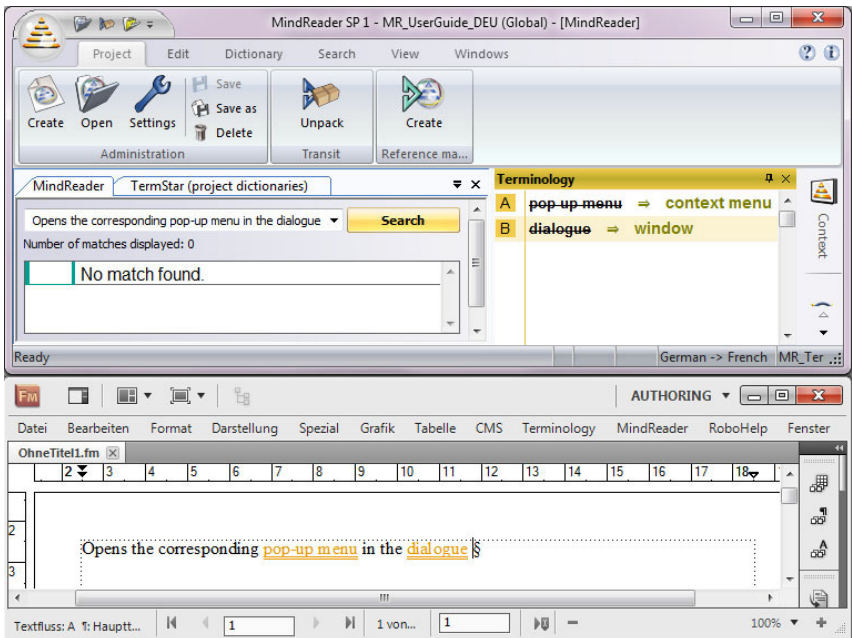


Fig. 5-4: Disallowed terms: Highlighting in FrameMaker

If the search text contains disallowed terms, these are displayed in the **Terminology** tool window.

The coloured highlighting is carried out for disallowed terms

- ▲ contained in the text you have entered,
- ▲ contained in paragraphs already existing,
- ▲ contained in text suggestions you have accepted.



Disallowed terms are highlighted in the current and the preceding paragraph

MindReader highlights disallowed terms in the current paragraph, i. e. in the paragraph in which the cursor is positioned, and the preceding paragraph.

Generally, you may replace disallowed terms during writing or when you have finished writing.



Turn off highlighting of disallowed terms

If you do not want disallowed terms to be highlighted in FrameMaker, select the **Do not highlight disallowed terms** in the **MindReader** menu.

Replacing disallowed terms

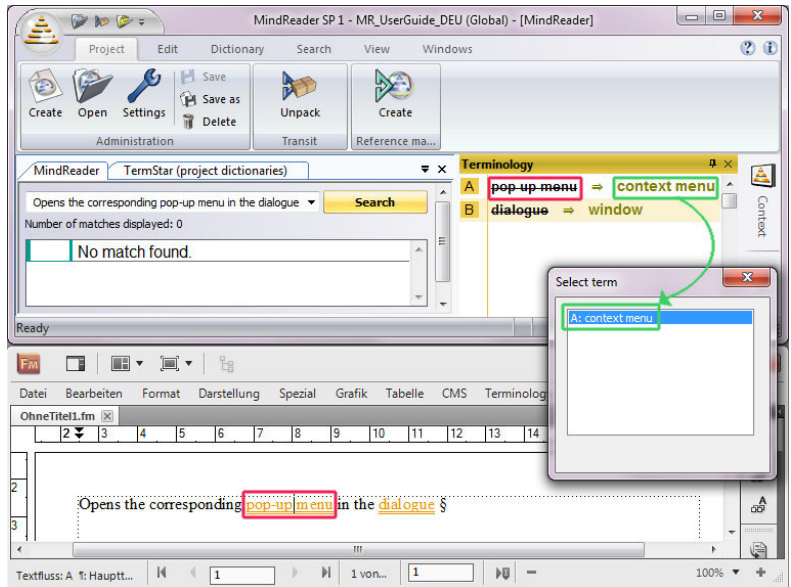
There are two ways of replacing disallowed terms with a corresponding allowed term:

- ▲ Using the **Replace disallowed term** command in the plug-in
- ▲ Using the context menu in Adobe FrameMaker

How do I replace disallowed terms using the “Replace disallowed term” command in the MindReader plug-in?

- 1 Place the cursor in front of or inside the first disallowed term.
- 2 In the **MindReader** menu, select the **Replace disallowed term** command.

MindReader displays the **Select term** window with the allowed terms for the first disallowed term:



If the corresponding data record contains subentries or further main entries, their terms are also displayed in the **Select term** window.

- 3 In the **Select term** window, double-click the desired allowed term.

OR

Mark the desired allowed term in the **Select term** window and enter the letter specified in front of it (in the example: A).

MindReader overwrites the disallowed term. The cursor remains behind the pasted term, so you can make any grammatical changes necessary (gender, number, etc.)

- 4 Repeat this procedure from ⇒ [step 2](#) on page 54 until you have replaced all disallowed terms in the current paragraph.

You can make replacements in further paragraphs in this way or continue with your work, using the text suggestions displayed in MindReader.

How do I replace terms using the context menu?

- 1 In your FrameMaker document, right-click anywhere within the disallowed term (in the example: `pop-up menu`) to open the context menu.

FrameMaker displays the context menu.

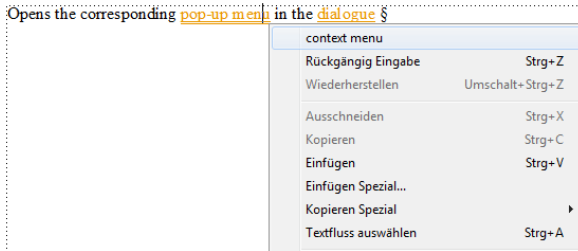


Fig. 5-5: Context menu containing the allowed term (in the example: `context menu`)

- 2 Click on the appropriate allowed term at the top of the context menu.
If the corresponding data record contains subentries or further main entries, their terms are also displayed.

MindReader overwrites the disallowed term with the selected term.

You can make further replacements in this way or continue with your work, using the text suggestions displayed in MindReader.

6 Using the MindReader plug-in for Arbortext Editor

Menu of the MindReader plug-in

The MindReader plug-in is displayed as a menu in Arbortext Editor:

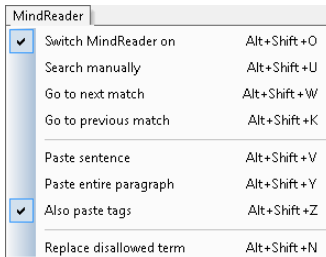


Fig. 6-1: Menu of the MindReader plug-in for Arbortext Editor

Using the menu of the MindReader plug-in, you can carry out the following actions directly from Arbortext Editor:

Action	Menu item	Shortcut
Switch MindReader on or off	Switch MindReader on	Alt+Shift+o
Search manually in MindReader	Search manually	Alt+Shift+u
Move the cursor to the next text suggestion in MindReader	Go to next match	Alt+Shift+w
Move the cursor to the previous text suggestion in MindReader	Go to previous match	Alt+Shift+k

Tab. 6-1: Actions to be carried out via the MindReader plug-in

Action	Menu item	Shortcut
Accept the current text suggestion - current sentence	Paste sentence	Alt+Shift+v
Accept the current text suggestion - whole paragraph	Paste entire paragraph	Alt+Shift+y
Switch pasting of text suggestions including tags on or off	Also paste tags	Alt+Shift+z
Replace a disallowed term	Replace disallowed term	Alt+Shift+n

Tab. 6-1: Actions to be carried out via the MindReader plug-in (cont.)

Using the menu or alternatively the specified keyboard shortcuts, you can work with MindReader without having to leave Arbortext Editor.

Switching MindReader on and off

For MindReader to automatically search for and display text suggestions and terminology during your editorial work, it must be MindReader switched on.

If you do not expect to receive any text suggestions as you are writing a text about a completely new subject area, for example, it may be useful to temporarily switch off MindReader.

You can use the top entry in the menu for the MindReader plug-in for Arbortext Editor to switch MindReader on or off as required:

- ▲ No tick is displayed beside **Switch MindReader on** in the menu: MindReader is switched off.

If you enter text, MindReader does not run a background search for text suggestions and terminology.

To switch on MindReader, select **Switch MindReader on**. The tick is then displayed beside the option.

- ▲ In the menu, a tick is displayed beside **Switch MindReader on**: MindReader is switched on.

If you enter text, MindReader runs a background search for text suggestions and terminology.

To switch MindReader off temporarily, select **Switch MindReader on**. The tick then disappears from beside the option.

Accepting a text suggestion

If text suggestions are displayed on the **MindReader** tab page, you can use the menu of the MindReader plug-in to accept these.

The remaining text of a paragraph belonging to each sentence found is displayed in grey.

- 1 Use the **Go to next match** or **Go to previous match** commands in the **MindReader** menu to move the cursor to the text suggestion that you want to accept.

**“Also paste tags” option**

By switching the **Also paste tags** option in the **MindReader** menu on or off, you can specify if text suggestions found by MindReader are pasted into your text with or without tags.

- 2 There are two ways to accept a text suggestion:
 - If you only want to accept the current sentence, select the **Paste sentence** command in the **MindReader** menu.
 - If you want to accept the entire paragraph, select the **Paste entire paragraph** command in the **MindReader** menu.

The text suggestion replaces the text you have entered or marked (when searching manually).

If you have carried out a manual search directly using the MindReader search field, the text suggestion is inserted at the cursor position.

You can now continue with your editorial work and use further text suggestions from MindReader.

If you wish to carry on working without text suggestions, you can switch MindReader off (⇒ *“Switching MindReader on and off”*, page 58).

Searching for text suggestions and terminology manually

If required, you can start a manual search for text suggestions or terminology using the MindReader plug-in for Arbortext Editor.

- 1 In your Arbortext Editor document, select the text for which you want to search.
- 2 If necessary, change the settings for the MindReader search (⇒ *“User preferences for MindReader”*, page 68).

You can define further settings in the **User preferences** window (⇒ *“User preferences for MindReader”*, page 68).

- 3 In the **MindReader** menu, select the **Search manually** command.

MindReader copies the text to the search field, automatically starts the search and, if applicable, displays the text suggestions and terminology entries that were found:

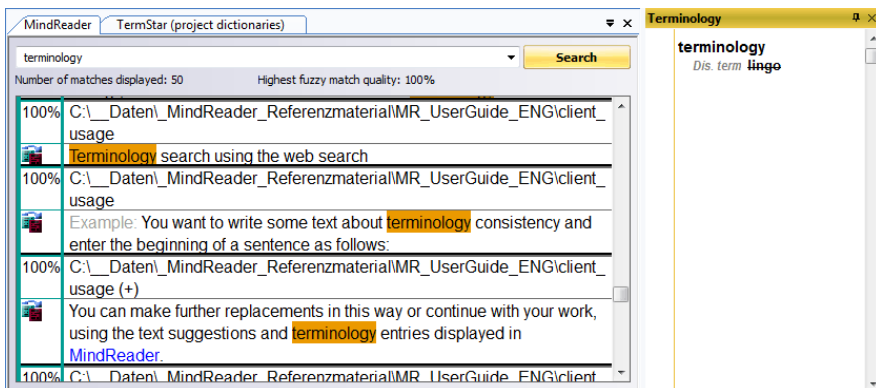


Fig. 6-2: You can also search for text suggestions and terminology manually.



Searching for a search term again

In the search field list, MindReader displays all the search texts for which you have searched since MindReader was started.

If you want to search for a text again, select it from the list of the search field and click **Search**.

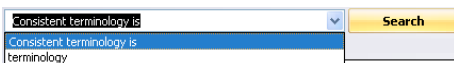


Fig. 6-3: MindReader displays the search texts that you entered most recently.

For every suggestion found, you may carry out the following actions:

- ▲ Showing the context for a text suggestion (⇒ [page 37](#))
- ▲ Accepting a text suggestion (⇒ [page 59](#))

Replacing disallowed terms If the search text contains disallowed terms, these are displayed in the **Terminology** tool window:

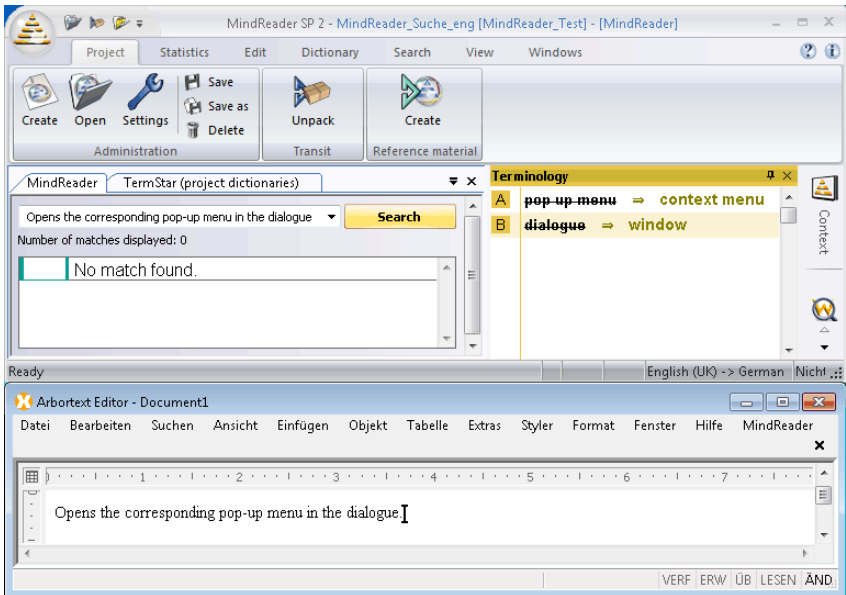


Fig. 6-4: Disallowed terms: Display in the **Terminology** tool window

You can search for disallowed terms and replace them with allowed terms in the current paragraph or in the whole document.

To do so, proceed as follows:

- 1 Place the cursor at the beginning of the paragraph to be searched.
- 2 In the **MindReader** menu, select the **Replace disallowed term** command.

If MindReader finds a disallowed term, the term is marked in the text and MindReader displays the **Replace disallowed term** window:

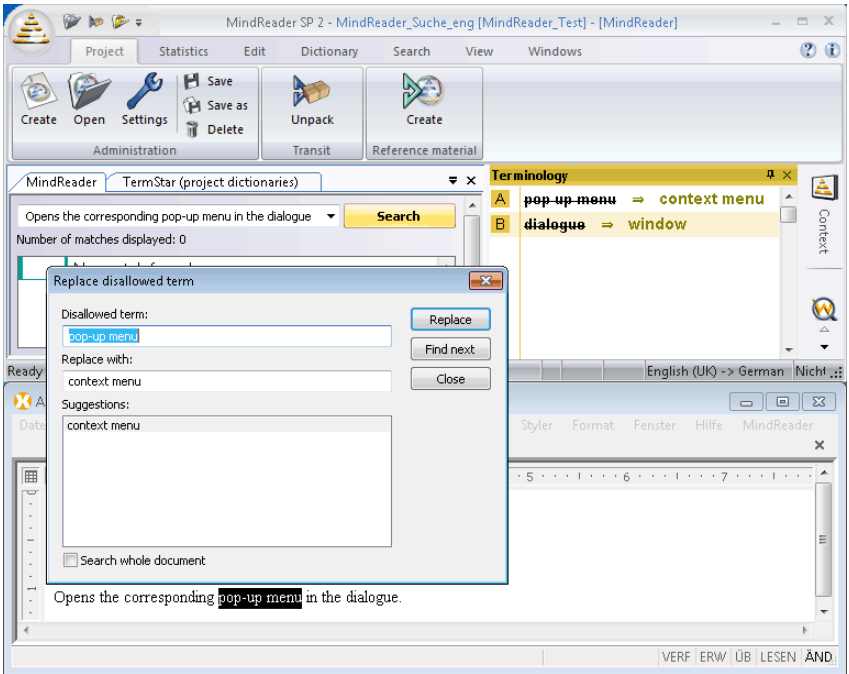


Fig. 6-5: MindReader displays the **Replace disallowed term** window.

This window displays the disallowed term and the term of the corresponding main entry with which you can replace it.

If the corresponding data set contains sub-entries (e. g. synonyms, abbreviations, etc.) or further main entries, their terms are also displayed as replacement suggestions.



“Search whole document” option

If you want to search not only the current paragraph but the whole document for disallowed terms, select the **Search whole document** option in the **Replace disallowed term** window.

Please consider that this kind of search may take longer depending on the size of the document.

- 3 Select the desired allowed term (in case of multiple suggestions) and make any grammatical changes necessary (gender, number, etc.) in the **Replace with** field.
- 4 Perform one of the following actions:
 - Click **Replace** to replace the disallowed term and continue the search.
 - Click **Find next** to continue the search without replacing.
- 5 Repeat this procedure until you have replaced all disallowed terms.

7 Customising MindReader

You have the following options for customising MindReader:

- ▲ Changing the display options for the “MindReader” tab (⇒ [page 65](#))
- ▲ Search settings (⇒ [page 66](#))
- ▲ User preferences for MindReader (⇒ [page 68](#))
- ▲ Customising the dictionary view
To find out how to customise the view in the dictionary window, see section “9.4 Customising the dictionary window” of the TermStar NXT User’s Guide.
- ▲ Customising the window layout (⇒ [“Saving and modifying the window layout”](#), page 109).



Project-specific settings

The search settings and user preferences apply to all projects.

Within projects, you can make project-specific settings so that you always use the optimum settings in your editorial work for each different subject area, document type or target group (⇒ [“MindReader projects”](#), page 11).



Saving changed settings when exiting

If you change settings and then later exit MindReader, MindReader displays a prompt asking whether you want to save the changed settings (⇒ [“If you have changed the search settings or user preferences”](#), page 32).

Changing the display options for the “MindReader” tab

If required, you can change the displays options for the **MindReader** tab page.

To access the display options for the “MindReader” tab:

- 1 Right-click anywhere on the **MindReader** tab page.
MindReader opens the context menu for the **MindReader** tab.
- 2 Select **Display options...** from the context menu.
MindReader displays the **Display options** window:

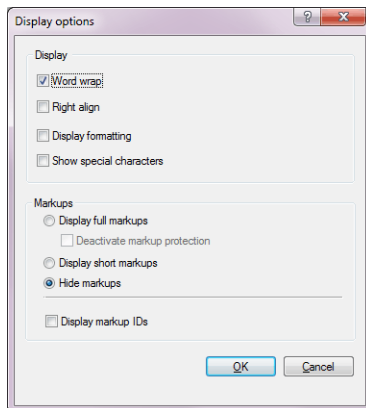


Fig. 7-1: Display option for the **MindReader** tab

The following options are available:

- ▲ **Word wrap:** If this option is activated, the text suggestions are wrapped at the right-hand side of the **MindReader** tab, so that you can see the entire text suggestion at once, even with longer sentences, and do not have to scroll.
- ▲ **Right align:** If this option is activated, the **MindReader** tab is displayed aligned to the right of the window. This option is used for displaying right-to-left languages.
- ▲ **Display formatting:** If this option is activated, the font format (e.g. **bold**, *italic* or font size) from the original document is shown.
- ▲ **Show special characters:** If this option is activated, the special characters that you may have set under the **Special characters** option in the User preferences are displayed.

- ▲ **Markups:** Formatting information, such as emphasised text, hyperlinks, footnotes or inserted graphics, are shown as markups.

Display full markups: If this option is activated, markups are shown in full with all their content.

Deactivate markup protection: If this option is activated, you can edit the full markups if necessary.

Display short markups: If this option is activated, markups are shown with no or reduced content.

Hide markups: If this option is activated, no markups are shown.

Display markup IDs: If this option is activated, any markups are shown with their markup IDs.

Search settings

The most important settings for searching for text suggestions can be specified in the **MindReader** group under the **Search** tab:

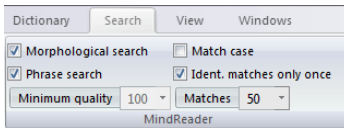


Fig. 7-2: **MindReader** group under the **Search** tab

- ▲ **Morphological search** option

Select this option if you want MindReader to include in the search all the possible inflections of the search term.

- ▲ **Phrase search** option

You can use this option to set whether the individual words of the search text can appear at any point in the text suggestion or whether they must be in this exact sequence at the start of the text suggestion:

- If the individual words must be found in exactly the order you enter them, select the **Phrase search** option. MindReader then automatically applies a quality of 100%.
- If the individual words may appear in any order and be spread out throughout the text, deselect the **Phrase search** option.

The following table shows examples of the difference between word and phrase searches:

Search string	MindReader uses the word search	MindReader uses the phrase search
<i>this documentation</i>	This tool is useful for your documentation .	–
<i>this documentation</i>	Improve your documentation with this new feature.	–
<i>this documentation</i>	You can do this documentation with MindReader.	You can do this documentation with MindReader.

Tab. 7-1: Examples of word and phrase searches

▲ **Min. quality** option

This specifies the degree to which the search text and the text suggestion must match, i.e. how similar the suggestions should be.

Please note: When activating the **Phrase search** option, MindReader automatically uses a quality of 100%.

▲ **Match case** option

You can use this option to specify whether you want MindReader to take account of upper and lower case in its search.

- If you want MindReader to take account of upper and lower case, select the **Match case** option.
- If you want MindReader to search without considering upper and lower case, deselect the **Match case** option.

▲ **Matches** option

You can use this option to specify the maximum number of suggestions that you want MindReader to display.

▲ **Identical matches only once** option

You can use this option to ensure that MindReader only displays identical matches once. If there are lots of hits, this improves the overview. It is useful to disable this option if you are interested in seeing which reference file the text comes from and possibly the context of each match.

User preferences for MindReader

What you should know In the user preferences, you specify the settings for MindReader that apply to all projects. The following Table shows which user preferences are available and where you can find more information about them:

Setting	Selection in the 'User preferences' window	More information
Dialog language for MindReader and the plug-ins following a restart	Languages	⇒ “Setting the dialog language” , page 69
Preferred working languages	Languages	⇒ “Setting the preferred working languages” , page 70
Display of special characters	Special characters	⇒ “Specifying how MindReader displays special characters” , page 70
Colours and fonts used to display the context of a suggestion	Colours and fonts	⇒ “Setting the font and colours for text suggestions that are displayed” , page 71
Character sets for particular languages	Non-Latin fonts	⇒ “Setting non-Latin fonts for individual languages” , page 73
Dictionary display and search	TermStar	⇒ “Making general settings for dictionaries” , page 74
Dictionary assignment to customers	Dictionary assignment	⇒ “Assigning a dictionary to a customer” , page 77
Folder selection	Folder selection	⇒ “Managing folder selections” , page 78
Quick Access Toolbar	Quick Access Toolbar	⇒ “Quick Access Toolbar” , page 102

Tab. 7-2: MindReader user preferences



Saving changed settings when exiting

If you change settings and then later exit MindReader, MindReader displays a message asking whether you want to save the changed settings (⇒ *“If you have changed the search settings or user preferences”*, page 32).

Setting the dialog language

The “Dialog language” is the language in which MindReader and the associated plug-ins display messages, window titles, etc.

A change of dialog language only takes effect once you close and reopen MindReader.

How do I set the dialog language?

- 1 Select **MindReader button | User preferences**.

MindReader displays the **User preferences** window.

- 2 Select the **Languages** option.

MindReader displays the user preferences for the **Languages** option:

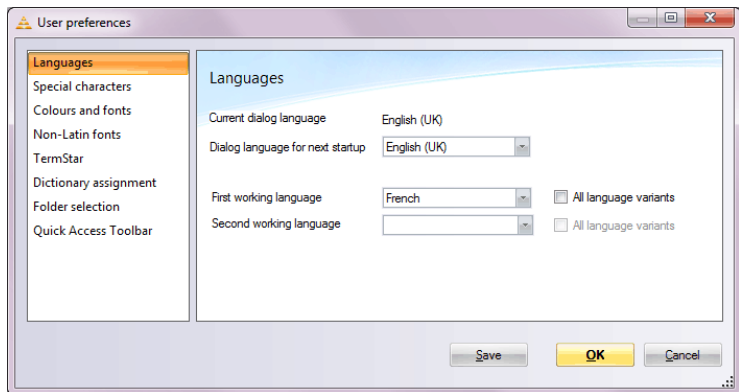


Fig. 7-3: **User preferences** window, **Languages** option

- 3 From the **Dialog language for next startup** list, select the language that MindReader should use the next time it is started.
- 4 Confirm your settings:
 - To confirm the settings and close the **User preferences** window, click **OK**.
 - To confirm the settings without closing the window, click **Save**. This allows you to make further changes to the user preferences.

Setting the preferred working languages

The working languages allow you to specify the authoring language(s) in which you usually write and create projects. When you create a project, the specified working languages will automatically be displayed at the top of the list of possible authoring languages. This means that you do not need to select “your” language from a list of all the possible authoring languages for the project.

You can set the following working languages:

- ▲ **First working language:** When you create a project, MindReader automatically displays this language at the very top of the list of possible authoring languages.
- ▲ **Second working language:** When you create a project, MindReader automatically displays this language second in the list of possible authoring languages.

How do I change the preferred working languages?

- 1 Select **MindReader button | User preferences**.
MindReader displays the **User preferences** window.
- 2 Select the **Languages** option.
MindReader displays the user preferences for the **Languages** option.
- 3 Specify the required working languages:
 - To specify your first working language, select the relevant language from the **First working language** list.
If you also want MindReader to use the variants of the language as the first working language, select **All language variants**.
 - To specify your second working language, select the relevant language from the **Second working language** list.
If you also want MindReader to use the variants of the language as the second working language, select **All language variants**.
- 4 Confirm your settings:
 - To confirm the settings and close the **User preferences** window, click **OK**.
 - To confirm the settings without closing the window, click **Save**. This allows you to make further changes to the user preferences.

Specifying how MindReader displays special characters

You can specify how special characters are displayed on the **MindReader** tab:

- ▲ **Display spaces as:** Character that MindReader displays instead of a space.
- ▲ **Display non-break spaces as:** Character that MindReader displays instead of a protected space. Non-break spaces are spaces that cannot be split over two lines.
- ▲ **Display other spaces as:** Character that MindReader displays instead of other spaces. Other spaces include spaces with a fixed width (em spaces, thin spaces, etc.)

- ▲ **Display line breaks as:** Character that MindReader displays instead of a line break (e.g. instead of a soft return).
- ▲ **Display tabs as:** Character that MindReader displays instead of a tab.

How do I specify the characters that should be shown on the “MindReader” tab instead of special characters?

- 1 Select **MindReader button | User preferences**.
MindReader displays the **User preferences** window.
- 2 Select the **Special characters** option.
MindReader displays the user preferences for the **Special characters** option:

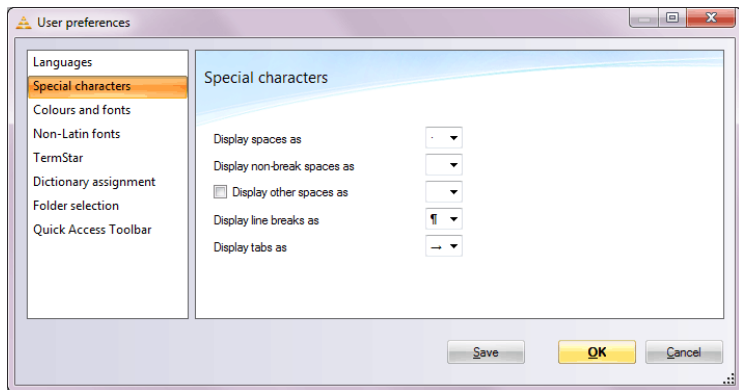


Fig. 7-4: **User preferences** window, **Special characters** option

- 3 From the drop-down menu for each special character, select the character that you want to display on the **MindReader** tab page.
To ensure that MindReader displays the selected special characters for the **Display other spaces as** option, also select the checkbox on the left, otherwise the other spaces will be displayed as a blank space.
- 4 Confirm your settings:
 - To confirm the settings and close the **User preferences** window, click **OK**.
 - To confirm the settings without closing the window, click **Save**. This allows you to make further changes to the user preferences.

Setting the font and colours for text suggestions that are displayed

You can set the font that MindReader uses to display the text on the **MindReader** tab page and in the **Context** tool window. For languages with characters that cannot be displayed in the selected font, MindReader automatically uses a suitable font or the fonts that you have specified for specific languages (⇒ [“Setting non-Latin fonts for individual languages”](#), page 73).

Furthermore, you can set which colours MindReader displays on the **MindReader** tab page and in the **Context** tool window. You can set colours for the following:

- ▲ Colours for text and markups
- ▲ Background colours for search text and text suggestions

How do I set the font and colours that are displayed on the “MindReader” tab page?

- 1 Select **MindReader button | User preferences**.

MindReader displays the **User preferences** window.

- 2 Select the **Colours and fonts** option.

MindReader displays the user preferences for the **Colours and fonts** option:

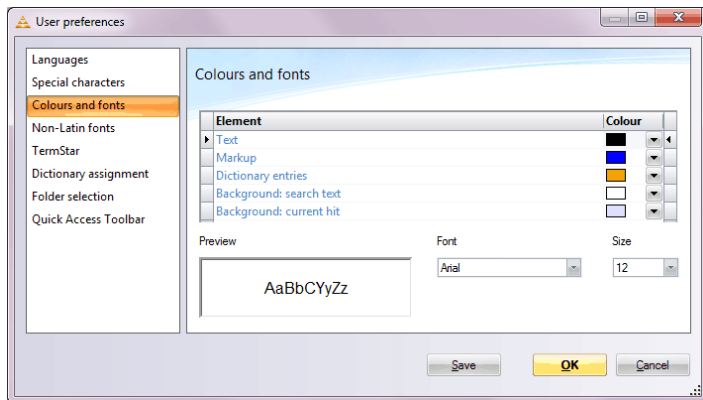


Fig. 7-5: **User preferences** window, **Colours and fonts** option

- 3 To change a colour in which a certain element is displayed, click on the triangle next to the colour in the row with the element name that you want to change. MindReader displays the colour selection menu.
- 4 Decide whether the selection shown contains the colour you want to use.
 - If it is available, select the desired colour.
 - To define a colour yourself, select **Custom colour**. MindReader displays the **Select colour** window. Here you can specify the values for your custom colour. Confirm your selection with **OK**.
- 5 To change the font displayed on the **MindReader** tab page, select the desired font type and size from the **Font** and **Size** drop-down menus.

- 6 Confirm your settings:
 - To confirm the settings and close the **User preferences** window, click **OK**.
 - To confirm the settings without closing the window, click **Save**. This allows you to make further changes to the user preferences.

Setting non-Latin fonts for individual languages

MindReader uses the font selected under **Colours and fonts** for all languages. For languages with characters that are not contained in the selected font, MindReader automatically selects a suitable font (e.g. for Chinese or Arabic).

Alternatively, you can select a font for these languages yourself.

How do I select a font for a language?

- 1 Select **MindReader button | User preferences**.

MindReader displays the **User preferences** window.

- 2 Select the **Non-Latin fonts** option.

MindReader displays the user preferences for displaying non-Latin fonts in a table of languages and fonts:

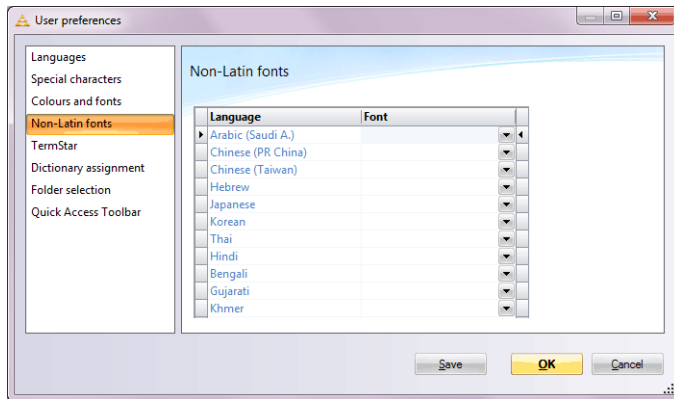


Fig. 7-6: **User preferences** window, **Non-Latin fonts** option

- **Language** column: Languages for which you can select a separate character set.
These are all languages that MindReader cannot display with a standard font.
 - **Font** column: Font in which you want MindReader to display the language.
If MindReader does not display anything for a language in the **Font** column, it will display the language in the font that you have selected or it will automatically select a suitable font that is installed on your computer.
- 3 To change or delete the font for a language, select the desired language from the **Language** column.

- 4 From the **Font** column, select the font that MindReader should use to display the language.
If you want to delete the font selected for a language, select the first, blank entry from the **Font** list.
- 5 Confirm your settings:
 - To confirm the settings and close the **User preferences** window, click **OK**.
 - To confirm the settings without closing the window, click **Save**. This allows you to make further changes to the user preferences.

Making general settings for dictionaries

In the **TermStar** option in the user preferences, you can make some basic view and search settings for the dictionary components of TermStar NXT that are integrated into MindReader.

- 1 Select **MindReader button | User preferences**.
MindReader displays the **User preferences** window.
- 2 Select the **TermStar** option.
MindReader displays the user preferences for the **TermStar** option:

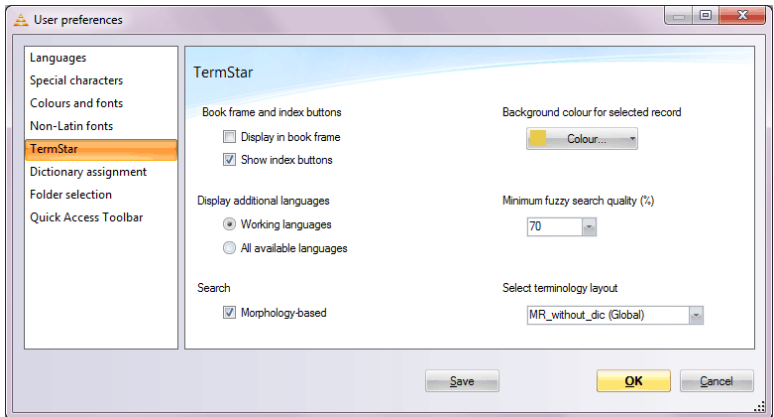


Fig. 7-7: *User preferences window, TermStar option*

In the **TermStar** option of the user preferences, the following options are available:

▲ Book frame and index buttons

Display in book frame: You can display TermStar dictionaries in a book frame or in two columns. To do this, you either select or deselect this option.



Fig. 7-8: Dictionary view in book frame

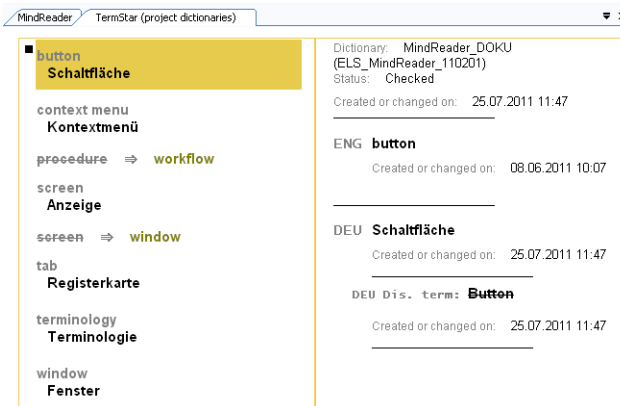


Fig. 7-9: Dictionary view in two columns



Customising the column display

You can customise the view *without* book frame by moving the centre separating line sideways using the mouse. To do this, hover the mouse cursor over this line so that it turns into a double arrow. Then press and hold the mouse button to drag the line to the left or right.

- ▲ **Show index buttons:** You can show and hide the index buttons, which are used to go to the first data record starting with a certain letter. More information is available in ⇒ [“Using index buttons”](#), page 86.
- ▲ **Background colour for selected record:** You can select a specific background colour that MindReader uses to highlight the data record that is currently selected. Select one of the suggested colours or specify a customer colour.

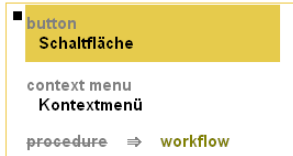


Fig. 7-10: Selected data record with background colour

- ▲ **Display additional languages:** You can decide whether, in addition to the entries in the authoring language specified for your project, the dictionary should also display entries in other languages. A prerequisite for this is that the dictionary in question contains entries in two or more languages.
 - **Working languages:** MindReader also displays entries in all languages that are set as working languages in the user preferences (⇒ [“Setting the preferred working languages”](#), page 70).
 - **All available languages:** MindReader also displays entries in all languages that are contained in the dictionary.



Additional languages only with compatible dictionary layout

MindReader only displays the additional languages if fields for additional languages are used in the terminology layout. Otherwise, any selection you make here will not have an effect on how the entries are displayed.

- ▲ **Minimum fuzzy match quality:** You can set a percentage value for the fuzzy search in dictionaries. The fuzzy search allows you to search for words (or parts of words) that appear exactly or similarly as a term in the dictionary. The value that you specify here is then preselected under **Search | In dictionary | Min. quality**. You can find information about fuzzy searches in section “5.4.3 Fuzzy search” of the TermStar NXT User’s Guide.
- ▲ **Search: Morphology-based:** You can select whether MindReader should search for terminology morphologically, i.e. whether the search for dictionary entries should include all inflections of the search term. The morphological search works in the following authoring languages: English, Spanish, Italian, French and German.

▲ Select terminology layout

You can select a terminology layout for displaying data records in the **Terminology** window. A terminology layout defines how which fields are displayed.

By default, the `MR_without_dic` (Global) terminology layout is selected. It displays the entries without specifying the dictionary name.

If you work with more than one dictionary and want to know from which dictionary an entry originates, select the `MR_with_dic` (Global) layout.

You can also use the layout editor to create, modify and save your own layouts. You can find information about working with layouts in chapter “7. Customising layouts” in the Transit NXT/TermStar NXT Reference Guide.

Assigning a dictionary to a customer You can assign one or more dictionaries to each customer. If you then receive a project for this customer created with Transit NXT and select the `customer` scope and the name of the customer when you unpack it, the assigned dictionaries will be automatically added to the project as project dictionaries. You can read about this in section ⇒ [“Unpacking a project”](#), page 14.

How do I assign a dictionary to a customer?

1 Select **MindReader button | User preferences**.

MindReader displays the **User preferences** window.

2 Select the **Dictionary assignment** option.

MindReader displays the user preferences for the **Dictionary assignment** option:

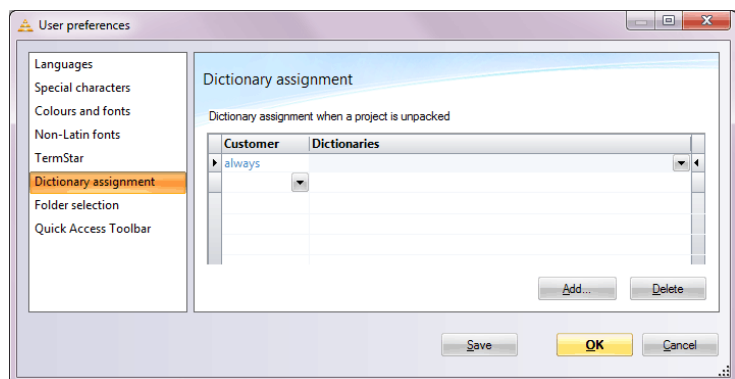


Fig. 7-11: **User preferences** window, **Dictionary assignment** option

3 Select the required customer.

- If the name is not yet visible in the **Customer** column, click on the arrow at the bottom right corner of the list or select **Add**.

MindReader displays a drop-down list with the names of all the customers.

Select the customer.

- If the name is visible in the **Customer** column click on the entry.
- To assign a dictionary for all customers, select the entry **always** shown in the top row of the list.

- 4 To assign dictionaries, click on the arrow at the right-hand end of the highlighted row, in the **Dictionaries** column.

MindReader displays a drop-down list with the names of all the dictionaries and the associated databases.

- 5 Assign the required dictionaries by clicking on the associated rows in the drop-down. Clicking again deselects the dictionary. The dictionaries that are currently selected are indicated by the tick at the start of the row.

In the row for each customer, MindReader displays all the dictionaries that are assigned to it; the associated database name is shown in brackets after each dictionary name.

- 6 To delete an entry from the list, click on the entry and select **Delete**.

MindReader displays the following message:

Do you really want to delete the dictionary assignment for the customer <customer name>?

- 7 Select **Yes** to delete the entry.

MindReader deletes the selected entry.

- 8 Confirm your settings:

- To confirm the settings and close the **User preferences** window, click **OK**.
- To confirm the settings without closing the window, click **Save**. This allows you to make further changes to the user preferences.

Managing folder selections

In the user preferences, MindReader allows you to set the default for all path prompts. For each activity that is associated with one of these prompts, you can choose from the following folder types:

- ▲ My Documents folder (Windows)
- ▲ Projects folder (MindReader) (C:\Users\Public\Documents\MindReader\projects\)
- ▲ Working folder
- ▲ User-defined folder
- ▲ Last used folder
- ▲ Users folder (MindReader) (C:\Users\Public\Documents\MindReader\config\users\\)
- ▲ DB folder (MindReader) (C:\Users\Public\Documents\MindReader\db\)

How do I manage folder selections?

- 1 Select **MindReader button | User preferences**.

MindReader displays the **User preferences** window.

- 2 Select the **Folder selection** option.

MindReader displays the user preferences for the **Folder selection** option:

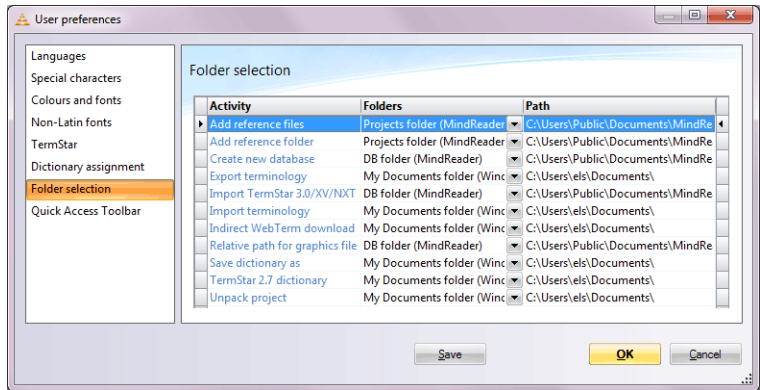


Fig. 7-12: **User preferences** window, **Folder selection** option

MindReader displays you all the possible activities in the **Activity** column.

- 3 Decide which activity you would like to change the default folder for.
- 4 In corresponding row of the **Folders** column, you will see the folder type that is currently selected for this activity.
- 5 Click on the arrow to the right of the folder type shown.
MindReader displays a drop-down list with the available folder types.
- 6 Select the required folder type.
 - If you want to specify a customised path, you should select **User-defined folder** and then click on the square button to the right of the selected row.
MindReader displays the **Select folder** window.
Navigate to the required folder, if necessary select **Create new folder** and enter a new target folder; confirm by clicking **OK**.
 - If you select one of the other folder types, the path is shown in the **Path** column.
- 7 Confirm your settings:
 - To confirm the settings and close the **User preferences** window, click **OK**.
 - To confirm the settings without closing the window, click **Save**. This allows you to make further changes to the user preferences.

8 Using dictionaries

Opening dictionaries

If you have been sent a Transit NXT project with dictionaries or you have created a new project and added dictionaries to it, you can use these for your work with MindReader.



The dictionaries to be searched must be assigned to the project

For MindReader to search the terminology in a dictionary during your editorial work and display dictionary entries in the Terminology window, the relevant dictionary *must* be added to the project that is currently open.

You can check the project settings to find out which dictionaries are assigned to your project as project dictionaries. You can add more dictionaries later if necessary. Please refer to the section ⇒ [“Changing the settings of a MindReader project”](#), page 29 for more details.

When you open a project, MindReader automatically opens the dictionaries it contains (⇒ [“Opening a MindReader project”](#), page 34). MindReader displays all project dictionaries as a single virtual dictionary in one window. MindReader gives the window the title **TermStar (project dictionaries)**:

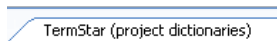


Fig. 8-1: Window title of the virtual dictionary containing all project dictionaries

You can also open dictionaries in the following way:

- ▲ Open a project dictionary also in a separate window

When MindReader displays all project dictionaries as a single virtual dictionary in one window, you can also open each dictionary that belongs to the project in a separate window.

- ▲ Open project dictionaries if the project is already open

If you have closed the virtual dictionary with all the project dictionaries that MindReader opens automatically when the project is opened, you can open this window again at a later point.

- ▲ Open a dictionary independently of a project

If you open dictionaries independently of a project, MindReader uses the user preferences for the **TermStar** option and displays each dictionary in a separate window.

How do I open one of the project dictionaries also in a separate window?

- 1 Select **Windows | TermStar | Separate tab for....**

MindReader displays a sub-menu with the names of all the project dictionaries.

- 2 Select a name.

MindReader displays the selected project dictionary in a separate window. MindReader displays the name and database of the dictionary as the window title.

How do I open the project dictionaries if the project is already open?

- 1 Select **Windows | TermStar | Project dictionaries.**

MindReader displays all project dictionaries as a single virtual dictionary in one window, as before. The window title is **TermStar (project dictionaries)**.

How do I open a dictionary independently?

1 Select the **MindReader** button | **Open dictionary**.

MindReader displays the **Open dictionaries** window.

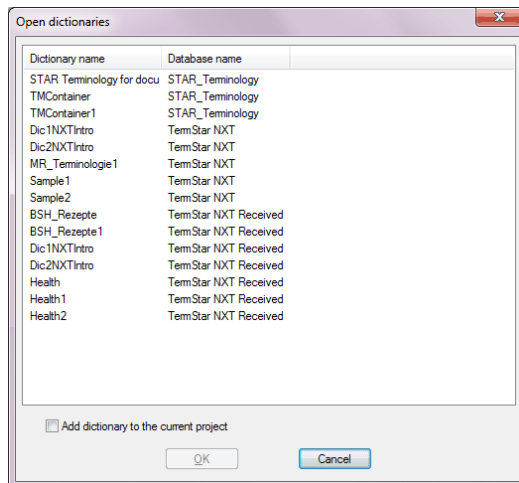


Fig. 8-2: **Open dictionaries** window

MindReader displays the following two columns in the table:

- **Dictionary name:** All available dictionaries that have not yet been opened
- **Database name:** Database in which each dictionary is saved.

By clicking in the **Dictionary name** and **Database name** column headers, you can sort the dictionary or database names alphabetically in ascending or descending order.

2 Select the dictionary you wish to open.

Using the **Add dictionary to the current project** option under the selection list, you can assign the selected dictionary to the current project as a project dictionary.

Do not select this option if you want to open the dictionary independently of the project.

3 Confirm your selection with **OK**.

MindReader opens the dictionary independently of the project. MindReader displays the note **(independent)** as well as the name of the dictionary and database as the window title:

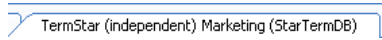


Fig. 8-3: Window title of the project-independent Marketing dictionary in the StarTermDB database

Closing dictionaries

If you no longer require the dictionary window, you can close it. When you do so, it makes no difference how you opened the dictionary.

How do I close a dictionary?

- 1 Click on the **X** at the top right of the dictionary window that you want to close. MindReader closes the window that contains the dictionary.



Project dictionaries remain open in the background

If you close the project dictionaries window, the project dictionaries still remain open in the background and terminology entries are still shown in the **Terminology** window. Closing a dictionary window does not therefore affect the project settings. If you want to remove the dictionary from the project, you must change the project settings accordingly (⇒ [“Changing the settings of a MindReader project”](#), page 29).

Customising the dictionary window

MindReader saves numerous settings for displaying your dictionaries in the *Views*. You can find information about setting up a dictionary view in section 9.4.2 “Structure of a dictionary view” of the TermStar NXT User's Guide.

MindReader is supplied with several standard dictionary views that have proven to be useful in practice.

You have the following options for changing the dictionary window view:

▲ Switch between views

You can easily switch between the views at any time so as to use the optimum display for the current use of a dictionary (see section 9.4.3 “Switching between dictionary views” of the TermStar NXT User's Guide).

▲ Change the view

In order to set up your own view for your dictionary window or to modify an existing view, you can use existing layouts or ones you have created yourself:

- Combine existing layouts in a different way

You can quickly and easily create an individual view from existing layouts. You can find information about this in section 9.4.4 “Modifying and managing dictionary views” of the TermStar NXT User's Guide.

- Create your own layouts

You can find out how to create and edit individual dictionary layouts in chapter 7 “Customising layouts” of the Transit NXT/TermStar NXT Reference Guide.

Views can be combined with data record filters and can be saved or deleted. You can find information about this in section 9.4.4 “Modifying and managing dictionary views” of the TermStar NXT User's Guide.

Navigating within a dictionary

Navigating using the keyboard or menu

MindReader allows you to navigate within your dictionary using a navigation menu or keyboard commands.

How do I open the navigation menu?

- 1 Select **Search | In dictionary | Navigate**.

MindReader displays the navigation menu.

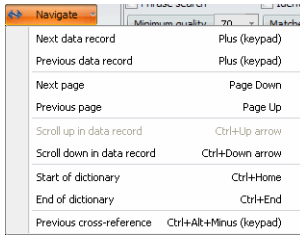


Fig. 8-4: Navigation menu

Function	Keyboard	Navigation menu
Display the next data record	PLUS (numeric keypad)	Next data record
Display the previous data record	MINUS (numeric keypad)	Previous data record
Display the next page	PAGE DOWN	Next page
Display the previous page	PAGE UP	Previous page
Scroll up within the current data record (right dictionary page)	CTRL+PAGE UP	Scroll up in data record
Scroll down within the current data record (right dictionary page)	CTRL+PAGE DOWN	Scroll down in data record
Go to the start of the dictionary	CTRL+HOME	Start of dictionary
Go to the end of the dictionary	CTRL+END	End of dictionary
Go back to the starting point of the cross-reference	CTRL+ALT+MINUS (numeric keypad)	Previous cross-reference

Tab. 8-1: Navigating within the dictionary

Using index buttons You can use the index buttons to go straight to a particular letter of your dictionary. If the index buttons are hidden and you want to use them, you must display them. You can change this setting in the user preferences (⇒ [“How do I switch the index buttons on and off?”](#), page 86).

How do I work with the index buttons?

- 1 Click on one of the index buttons down the left-hand side of the dictionary:

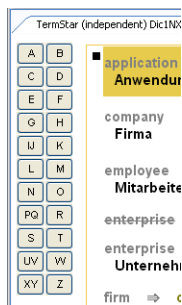


Fig. 8-5: Index buttons

The cursor jumps to the first entry starting with the selected letter. If there is no entry starting with this letter, the cursor jumps to the first entry starting with the next letter in the alphabet.

You can switch the index buttons on and off to determine whether MindReader displays them.

How do I switch the index buttons on and off?

- 1 Select **MindReader button | User preferences**.
MindReader displays the **User preferences** window.
- 2 Select **TermStar**.
MindReader displays the user preferences for the **TermStar** option.
- 3 Under **Book frame and index buttons**, select the **Show index buttons** option.
Delete the tick to switch off the index buttons.

- 4 Confirm your settings:
 - To confirm the settings and close the **User preferences** window, click **OK**.
 - To confirm the settings without closing the window, click **Save**. This allows you to make further changes to the user preferences.



Adapting the index buttons

You can specify which index buttons MindReader should display for each language. This allows you, for example, to add special characters or special character groups (Æ, Ö, Sch, St) as index buttons.

You can find out how to do this in the Transit/TermStar NXT Reference Guide.

Working with cross-references

Cross-references are words that you can click on to go directly to a different, related entry.

Cross-references have two distinguishing features:

- ▲ The word is highlighted in a colour specified in your dictionary layout.
- ▲ The mouse cursor changes into a hand when it is moved over a cross-reference.

Cross-references can be created in various ways, but they always behave in the same way.

You can find out how to create cross-references in section 6.4 “Creating cross-references” of the TermStar User's Guide.

How do I use cross-references?

- 1 Move the mouse cursor over a cross-reference.
The mouse cursor changes into a hand:



Fig. 8-6: Mouse cursor over a cross-reference

- 2 Click on the cross-reference.
The cursor jumps to the linked entry.
- 3 To go back to the original position, select **Search | Navigate | Previous cross-reference**.

Displaying multimedia files

The data records in dictionaries can be illustrated with linked graphics, audio or video files.

MindReader handles these files differently depending on the current layout:

- ▲ If the current layout displays the **Multimedia** field, MindReader displays the multimedia file directly in the dictionary. This may be annoying if there are large graphics, for example.
- ▲ If the current layout does not display the **Multimedia** field, MindReader does not automatically display the multimedia files. Instead, you can display them in a separate window.

How do I display multimedia files if the layout does not include them?

- 1 Select a data record that is linked to multimedia data.
- 2 Open the **Media viewer** tool window.

The following options are available:

- If the **Media viewer** tool is already available as an icon in the toolbar, you can display it as a floating window and dock it if necessary (⇒ [“How do I display a floating window?”](#), page 107 and ⇒ [“How do I change the display mode for a floating window?”](#), page 107).
- If the **Media viewer** tool is not yet shown as an icon in the toolbar, you can open the window via the context menu (⇒ [“How do I open a tool via the context menu?”](#), page 109) or the ribbon bar (**Windows | Open | Media viewer**).

MindReader then displays the tool as a window docked to the user interface. If required, you can change the display mode to “floating” (⇒ [“How do I change the display mode for a floating window?”](#), page 107).

MindReader displays the multimedia data in this window.



Reference to available multimedia files

If you select a layout that does not contain the **Multimedia** field, you can insert a reference indicating that this data exists. This means that you can recognise whether a data record contains a video, for example.

Temporarily changing the source and target language

When performing multilingual terminology work, it may be necessary to “temporarily” change or swap the source and target language. As a rule, it is not desirable to permanently specify the temporary change of the authoring language in the project settings or of the working languages in the user preferences.

MindReader allows you to make the following changes without influencing the user preferences:

- ▲ Swap the source and target languages

You can temporarily swap the source and target languages so that the current source language is converted to the target language and vice versa.

- ▲ Select a different source or target language

You can temporarily specify any language that is available in MindReader as a source or target language.

MindReader does not save the temporary changes: When you open the project the next time, MindReader uses the languages that are saved in the project settings.



Permanently changing the languages


The authoring language is saved in the project settings. When you open the project, MindReader automatically uses the specified authoring language as the source language. In the **TermStar** option of the user preferences, you can specify whether the set authoring languages or all available languages should be displayed as additional languages in the dictionary. You can therefore change the displayed languages permanently in the project settings and in the user preferences (⇒ [“Changing the settings of a MindReader project”](#), page 29 and ⇒ [“Making general settings for dictionaries”](#), page 74).

How do I temporarily swap the source and target languages?

- 1 Select **View | Display language |  Reverse order of source/target language**.

MindReader uses the previous source language as the target language and vice versa.

How do I temporarily select a different source or target language?

- 1 To specify the languages that MindReader should use temporarily:
 - Select the required source language from the list **View | Display languages | Source**.
 - Select the required target language from the list **View | Display languages | Target**.
 - To swap the source and target languages, click on  **Reverse order of source/target language**.

MindReader uses the selected languages temporarily.

Filtering data records

You can filter data records, so that MindReader only displays certain entries and hides all other entries. To do this, you use a “data record filter”. These allow you to perform more complex searches or to search in fields that are not indexed.

MindReader takes account of data record filters not only for display purposes, but also for other functions:

- ▲ Printing a dictionary (see chapter 8 “Printing a dictionary” of the TermStar NXT User’s Guide)
- ▲ Global changes (see section 6.11 “Global changes” of the TermStar NXT User’s Guide)

You can find information about creating and using data record filters in section 5.3 “Filtering data records” of the TermStar NXT User’s Guide.

Section 12.1 “Examples of data record filters” of the TermStar NXT User’s Guide contains practical examples of how you can use data record filters to display or hide specific data records.

Searching for a word

MindReader has various search functions for searching for a word in a dictionary (see section 5.4 “Searching for a word” of the TermStar NXT User’s Guide):

- ▲ You can search for a word or the first few letters of a word.
(See section 5.4.1 “Searching for a word or the beginning of a word” of the TermStar NXT User’s Guide)
- ▲ You can search for part of a word that appears in a certain position in a term. You use wildcards to do this.
(See section 5.4.2 “Searching with wildcards” of the TermStar NXT User’s Guide)
- ▲ You can search for a word or part of a word that appears *exactly or similarly* in a term, so that you do not need to enter exactly the same spelling. You use the fuzzy search for this.
(See section 5.4.3 “Fuzzy search” of the TermStar NXT User’s Guide)
- ▲ You can search for a specific data record number.
(see paragraph 5.4.4 „Displaying all data records (by searching by data record number)” in the TermStar NXT User’s Guide).

9 Creating and editing dictionaries

Creating and maintaining dictionaries and data records may be of particular interest to technical writers if, for example:

- ▲ ... several technical writers are working on a project.

If all writers use the same dictionary, this will help with the consistency of the terminology used in the texts.

- ▲ ... multilingual dictionaries are to be created or maintained.

As a technical writer, you can enter source-language terms into dictionaries as data records. These can then be translated within the dictionary by the translators during the subsequent translation process. This requires the translators to work with Transit NXT and/or TermStar NXT. Multilingual dictionaries can be created and maintained in this way, which will help the translators to use terminology consistently in the target language too.

Creating dictionaries/databases You can find out how to create new dictionaries and databases in section 4.3 “Creating dictionaries and databases” of the TermStar NXT User's Guide.



Functions for creating dictionaries/databases under the MindReader button

When you read the instructions in section 4.3 “Creating dictionaries and databases” of the TermStar NXT User's Guide, note that all the functions for creating dictionaries in MindReader can be found under the **MindReader button** (equivalent to the **Dictionaries** button in the resource bar in TermStar NXT).

Editing dictionaries You can find out how to edit existing dictionaries, e.g. by creating data records and language entries or subentries such as synonyms, abbreviations or disallowed terms, in chapter 6 “Editing dictionaries” of the TermStar NXT User’s Guide.



Dictionary-editing functions under the “Dictionary” tab in MindReader

When you read the instructions in section 6 “Editing dictionaries” of the TermStar NXT User’s Guide, note that all the functions for creating dictionaries in MindReader can be found under the **Dictionary** tab (equivalent to the **Processing** tab in TermStar NXT).

Special data records for addresses and bibliography In addition to normal terminology data records, special data records can also be created in each dictionary which you can use for addresses and bibliographies. For information on this, refer to section 12.2 “Special data records for addresses and bibliography” in the TermStar NXT User’s Guide.

Importing/exporting dictionaries It is possible to use MindReader to import and export dictionaries (**MindReader button | Import terminology** or **Export terminology**).

If you want to use dictionaries from other MindReader or TermStar users, from a previous version of TermStar NXT or from other terminology management programs, you can import these.

Using the export function for dictionaries in MindReader, you can export the contents of your dictionaries to external files.

For information on how to import and export dictionaries please refer to the „TermStar NXT - Import/Export“ manual.



Current user's guides on our website

The current versions of the TermStar NXT User's Guide and other documentation are available from the **Downloads | Transit & TermStar NXT | Technical Documentation** area of our website www.star-group.net.

10 Creating and sending a Transit NXT project for MindReader



Information for Transit NXT project managers

This chapter is aimed at project managers who create projects in Transit NXT and send them to users of MindReader.

If you only use MindReader and do not work with Transit NXT, this section is not relevant for you. You could pass this information on to Transit NXT users who send projects to you.

What you should know

MindReader, like Transit NXT, works with projects in which various settings are defined. MindReader users can also receive projects that have been sent from Transit NXT (⇒ [“Unpacking a project from Transit NXT”](#), page 13). This makes the work of MindReader users easier, because they do not need to deal with creating projects or selecting reference material and dictionaries.

You can either send a 'normal' translation project (as you would to a translator) or you can create and send a special project for MindReader.

Project settings in Transit NXT and MindReader

Due to the different aims and tasks of MindReader, it only needs a small part of the project settings that you usually need to set for a translation project in Transit NXT. MindReader projects only have the following settings:

- ▲ Project name
- ▲ Authoring language (corresponds to the source language in Transit NXT)
- ▲ Project comment
- ▲ Reference material
- ▲ Dictionaries (optional)

It is not necessary, of course, to delete the settings that are not required: MindReader automatically ignores them when it receives a Transit NXT project.

Special instructions for project settings

If you wish to make projects available for MindReader, please note the following special project settings.

Project comment MindReader also sends the project comment (**Administration** tab) with the project. You can use the project comment to tell MindReader users about additional information. For example, you can make a note of what the project is to be used for or what should be taken into consideration during work on the project.

If you are sending a “normal” translation project for MindReader, make sure that the comment does not contain any information relating to translation that the MindReader user could misunderstand.

Reference material MindReader uses the reference material as the basis for its text suggestions. It is therefore absolutely essential to select reference material in the Transit NXT project. Otherwise, the project would have no practical use for MindReader.

Working languages MindReader is monolingual, i.e. it only searches for text suggestions in one language. This language is the source language that you set in Transit NXT.

However, because translation projects have at least two languages, you must select at least one target language in Transit NXT. The target language is not relevant for MindReader, because it only works in a single language.



Transit NXT also sends the target language

Please note: Transit NXT also sends target-language reference files and terminology, if this reference material and terminology are available.

However, you can prevent the MindReader user from receiving “unwanted” reference material and terminology in a target language that is not required: by simply selecting a target language for which there is no reference material or terminology.

Language files MindReader only searches in the reference material of the project. For this reason, it makes no difference to MindReader which language pairs are in the working folder, or if there are any at all.

When you create a project specifically for MindReader, you can skip the step where you select the files to be translated. You do not need to import any files.

Dictionaries MindReader uses the dictionaries to display terminology during editorial work. MindReader users can also edit and add data records and language entries and create new dictionaries. MindReader includes the full functionality of TermStar NXT.

You should therefore let the technical writer know whether they should edit the dictionaries contained in the project or create new dictionaries.

Special instructions for packing

If you wish to make projects available for MindReader, you must note the following special instructions

Reference material MindReader uses the reference material as the basis for its text suggestions. It is therefore absolutely essential to pack the project with reference material.

Working languages MindReader is monolingual, i.e. it only searches for text suggestions in one language. This language is the source language that you set in Transit NXT.

Nevertheless, when you send the project, you must select a target language in Transit NXT. The target language is not relevant for MindReader, because it only works in a single language.



Transit NXT also sends target-language reference material

Please note: Transit NXT also sends the target-language reference material, if any is available (⇒ *“Working languages”*, page 94).

Language files Transit NXT packs the language files, even though they are not used by MindReader.

However, you can prevent the MindReader user from receiving 'unwanted' and unnecessary language files

- ▲ When you create a project specifically for MindReader, you can skip the step where you select the files to be translated. You do not need to import any files.
- ▲ If you are packing a “normal” translation project for MindReader, you can remove all the files from the project settings (in Transit NXT **Project | Administration | Settings, Files** tab) before you pack the project.



DATA LOSS

Under no circumstances should you save the modified project if you have removed all the files from the settings of a 'normal' translation project! Instead, close the project without saving.

Otherwise, the translation project would no longer have any working files and could not be easily processed and exported.

Dictionaries MindReader uses the dictionaries to display terminology in the authoring language (= source language). The existence of target-language entries is therefore of no importance for MindReader. The terminology displayed depends on the text that the MindReader user enters. It must not be restricted when the project is sent.

It is therefore useful to use the following settings when sending the project (in Transit NXT **Project | Exchange | Pack**, click on **TermStar options**):

- ▲ Disable the option **Only extract terminology which is used in the language pairs**.
- ▲ Select `always` from the **Export data record** list.



Transit NXT also sends target-language terminology

Please note: Transit NXT also sends target-language terminology, if any is available (⇒ *“Working languages”*, page 94).

11 Appendix

User interface of MindReader

Areas of the MindReader user interface When MindReader is started, the MindReader user interface is displayed:

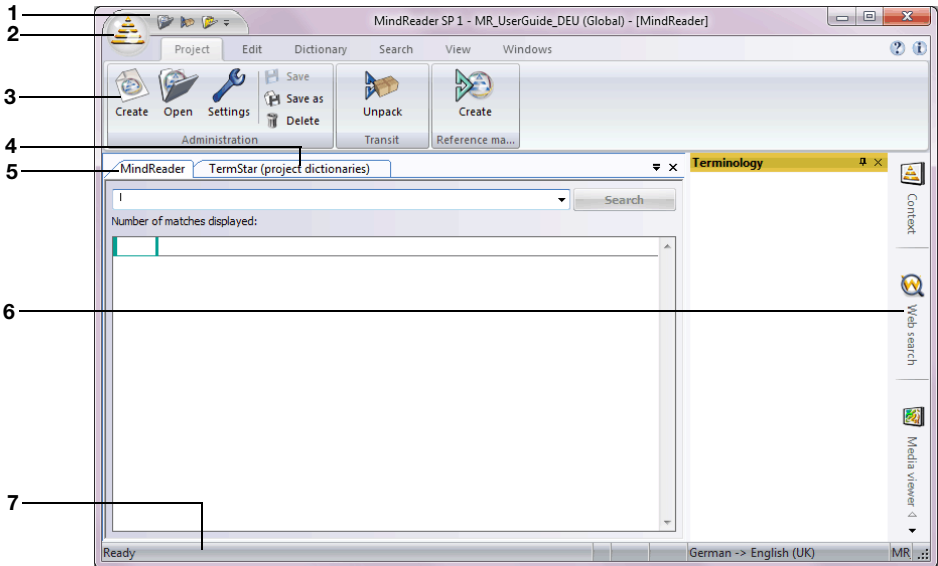


Fig. 11-1: User interface of MindReader:
 1: Quick Access Toolbar,
 2: MindReader button,
 3: Ribbon bar,
 4: Tab for dictionary,
 5: Tab for MindReader text suggestions,
 6: Toolbar,
 7: Status bar

The user interface of MindReader is divided into the following areas:

▲ Top:

- MindReader button (⇒ [page 99](#))
- Quick Access Toolbar (⇒ [page 102](#))
- Ribbon bar (⇒ [page 106](#))

▲ Middle:

- Tab for MindReader text suggestions (⇒ *“Displaying the text suggestions”*, page 36)
- Tab for dictionary (⇒ *“Using dictionaries”*, page 80)
- MindReader toolbar (⇒ [page 106](#))

▲ Bottom:

Status bar: The status bar provides you with information about the current project dictionary or dictionary that has been opened independently of a project. When you open a project or dictionary, MindReader shows you the following details in the status bar:

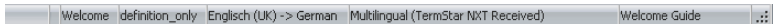


Fig. 11-2: Status bar with information about the current project dictionary or dictionary that has been opened independently of a project

Most recently entered search text, if any, e.g. `Welcome`

(see section “5.4 Searching for a word” in the TermStar NXT User's Guide)

Name of active data record filter, if any, e.g. `definition_only`

(see section “5.3 Filtering data records” in the TermStar NXT User's Guide)

Source language and current target language, if any, of the dictionary, e.g.:

`English (UK) -> German`












- Name of the current project dictionary and, in brackets, the name of the database in which this dictionary is located, e.g. `Multilingual (TermStar NXT Received)`
- The term in the selected dictionary entry, if any, e.g. `Welcome Guide`

MindReader button The **MindReader button** is located in the top left corner of the MindReader user interface:

















Fig. 11-3: MindReader button

Clicking on the **MindReader button** opens a window containing the commands listed in the following table. These are mostly commands for working with dictionaries.

Icon/button	Function
	Open dictionaries
	Create dictionary/database
	Manage dictionaries and databases
	Link database
	WebTerm interface opens a list of the following functions:
	New Direct WebTerm download - New
	Update Direct WebTerm download - Update
	Import Indirect WebTerm download - Import
	Current status Indirect WebTerm download - Current status
	Import terminology: opens a list of the following formats:
	MARTIF/TBX

Tab. 11-1: Functions available via the MindReader button

Icon/button	Function
	TMX
	TermStar 3.0/XV/NXT image
	TermStar 3.0/XV/NXT dictionary
	Log file
	Customised format
	Export terminology: opens a list of the following formats:
	MARTIF
	TBX
	TMX
	Excel
	CSV
	TermStar 3.0/XV/NXT image
	Save as
	Print...
User preferences	Opens the User preferences window

Tab. 11-1: Functions available via the MindReader button (cont.)

Icon/button	Function
Exit MindReader	Closes MindReader

Tab. 11-1: Functions available via the MindReader button (cont.)

Under **Recent projects** in the right half of the window, there is a list of recently opened projects.

Quick Access Toolbar The Quick Access Toolbar contains functions that are used frequently when working with MindReader. To optimise your use of MindReader, you can configure the Quick Access Toolbar and add functions according to your individual requirements. In its default configuration, the Quick Access Toolbar contains the functions **Open existing project**, **Unpack project**, **Open dictionaries**:



Fig. 11-4: Default configuration of the Quick Access Toolbar

How do I modify the Quick Access Toolbar?

- 1 Click on the down arrow on the right of the Quick Access Toolbar.

MindReader shows the **Customise Quick Access Toolbar** context menu:

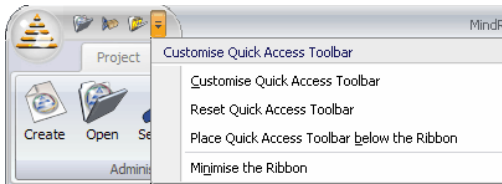


Fig. 11-5: **Customise Quick Access Toolbar** context menu

This context menu allows you to change the settings of the Quick Access Toolbar in the following ways:

- If you want to add or remove functions to or from the Quick Access Toolbar, select the **Customise Quick Access Toolbar** option.

MindReader shows the window with the user preferences for the **Quick Access Toolbar** option:

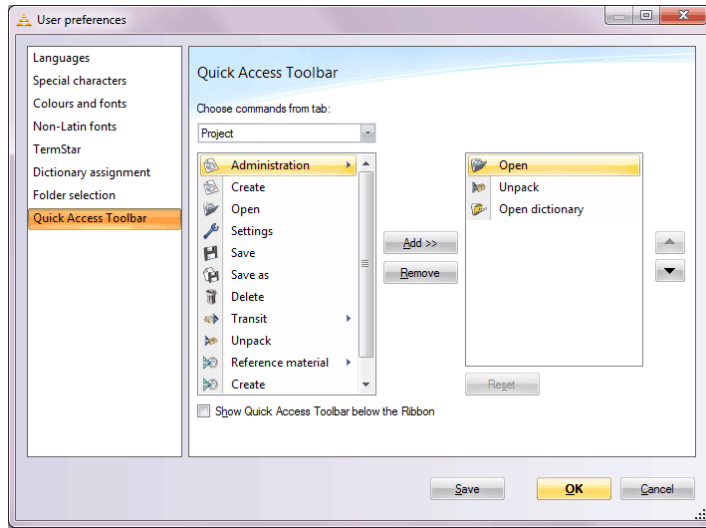


Fig. 11-6: *User preferences window, Quick Access Toolbar screen*

You can customise the Quick Access Toolbar as follows:

First, under **Choose commands from tab**, select the tab in which the function that you want to add is located.

Then, in the left-hand column, select the function and click on **Add**. Repeat this process until you have added all the required functions to the Quick Access Toolbar.

If you want to remove a function from the Quick Access Toolbar, click on the function in the right-hand column and then on **Remove**.

To place the Quick Access Toolbar below the ribbon bar, click on **Show Quick Access Toolbar below the Ribbon**.

To reset the Quick Access Toolbar to its default state, click on the **Reset** button, under the right-hand column.

Click on **Save** to save the changes made to the User preferences. Then click **OK** to close the **User preferences** window.

If you click **OK** without first saving the changes, these may be lost when you close MindReader. However, you will be asked when you exit MindReader whether you want to save the changes you have made.

Clicking **Cancel** without saving first discards the changes and restores the Quick Access Toolbar to its former state.

- If you want to restore the Quick Access Toolbar to its default settings, select the **Reset Quick Access Toolbar** option from the context menu.
- If you want to change the location of the Quick Access Toolbar, you can do this from the context menu as follows:

If the Quick Access Toolbar is positioned above the ribbon bar, select **Place Quick Access Toolbar below the Ribbon** to move its location to below the ribbon bar.

If the Quick Access Toolbar is positioned below the ribbon bar, select **Place Quick Access Toolbar above the Ribbon** to move its location to above the ribbon bar.

MindReader zeigt die Schnellstartleiste an der jeweiligen Position an:

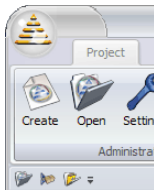


Fig. 11-7: Quick Access Toolbar below the ribbon bar

Select the option **Minimise the Ribbon** to minimise the ribbon bar and create extra space on your screen.

You can find more detailed information about the ribbon bar in the section → [“Ribbon bar”](#), page 106.

MindReader minimises the ribbon bar as follows:

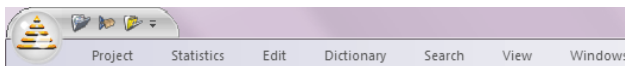


Fig. 11-8: Ribbon bar minimised

Alternatively, you can also add and remove functions to and from the Quick Access Toolbar directly via two context menus.

How do I add a function directly to the Quick Access Toolbar?

- 1 Hover the mouse pointer over the function in the ribbon bar which you would like to add to the Quick Access Toolbar and call up the context menu using the right mouse button.

MindReader shows the following context menu:

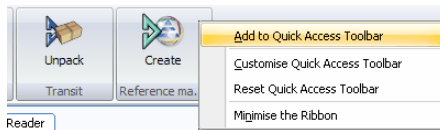


Fig. 11-9: Adding a function to the Quick Access Toolbar

- 2 Click on the option **Add to Quick Access Toolbar**.

MindReader adds the function to the Quick Access Toolbar.

How do I remove a function directly from the Quick Access Toolbar?

- 1 Hover the mouse pointer directly over the function in the Quick Access Toolbar which you would like to remove and call up the context menu using the right mouse button.

MindReader shows the following context menu:

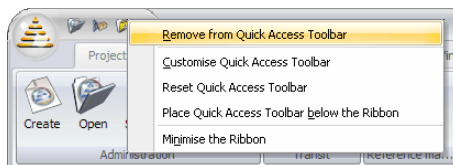


Fig. 11-10: Removing a function from the Quick Access Toolbar

- 2 Click on the option **Remove from Quick Access Toolbar**.

MindReader removes the function from the Quick Access Toolbar.

Ribbon bar The ribbon bar replaces the menus and toolbars that are usually used to call up commands. The ribbon bar is divided into tabs, which are in turn divided into task groups:

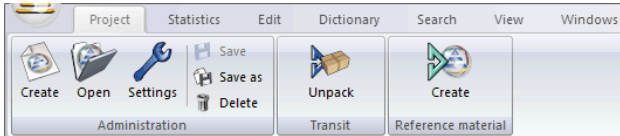






Fig. 11-11: Structure of the ribbon bar

1. Tabs for particular activities
2. Groups divide the activities into sub-tasks
3. Buttons in the separate groups either execute a command or show a command menu

MindReader toolbar The MindReader toolbar is located down the right-hand side of the MindReader user interface.

The following tools are available:

	Tool	Section in the MindReader User's Guide
	Terminology	⇒ “Terminology in MindReader” , page 40
	Web search	⇒ “Terminology search using the web search” , page 42
	Media viewer	⇒ “Displaying multimedia files” , page 88
	Context	⇒ “Showing the context for a text suggestion” , page 37

Tab. 11-2: Tools in the MindReader toolbar

The MindReader **Terminology** tool window is docked to the user interface by default; the **Web search**, **Media viewer**, and **Context** tools can be shown as floating windows if required.

Floating Windows in the MindReader toolbar In its “floated-out” state, a tool in floating-window mode is represented on the MindReader toolbar by an icon. The term “floating window” refers to the fact that the window only “floats in” when it is selected (e.g. by hovering the mouse pointer over the icon).

How do I display a floating window?

- 1 Hover the mouse pointer over the icon in the MindReader toolbar for the tool that you want to display as a floating window.

MindReader displays the selected tool as a floating window. After you have finished working in it and moved the mouse pointer away, the floating window automatically floats back out again.

A floating window can also be docked to the user interface and displayed permanently if required.

Docking and positioning a tool window

How do I change the display mode for a floating window?

- 1 Display the tool by hovering the mouse pointer over the corresponding icon in the MindReader toolbar.

MindReader displays the selected tool as a floating window. In the title bar of the tool window the horizontal pushpin icon is displayed. It indicates that the window is in floating window mode.

- 2 Click on the pushpin icon in the title bar.

The floating window changes display mode; it is now docked to the user interface and is permanently displayed. The mode is also indicated by the pushpin icon in the titlebar, which is now vertical.

It is possible to alter the position of a docked window in the user interface (⇒ [“How do I adjust the position of a window in the user interface?”](#), page 108).

- 3 To change the display mode from “docked” to “floating”, click the pushpin icon again.



Fig. 11-12: Horizontal pushpin = tool window as a floating window
Vertical pushpin = tool window docked

How do I adjust the position of a window in the user interface?

- 1 Hover the mouse pointer over the window titlebar and press the left mouse button.
- 2 Keeping the mouse button pressed, drag the window to the position where you would like it to appear.

As soon as you move the window, blue positioning arrows appear on the user interface. Hovering the mouse pointer over one of these arrows displays a blue, shaded area which indicates where the docked window will be positioned and how much space it will occupy:

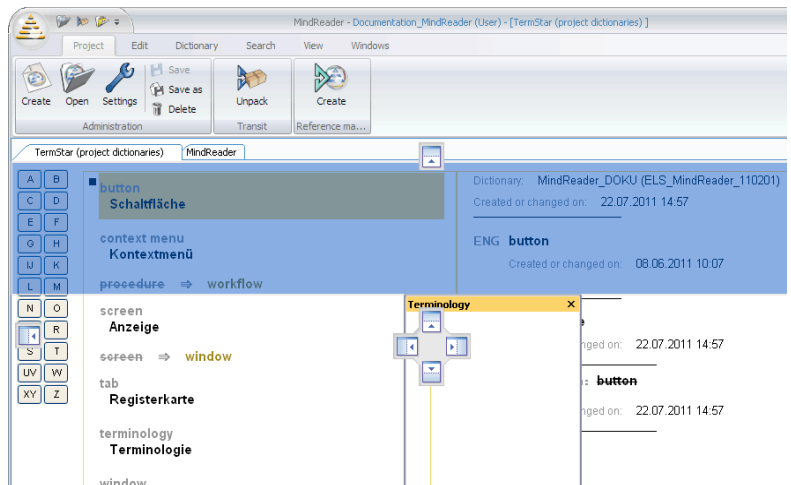



Fig. 11-13: Positioning icons for the floating windows

If you position the window with the help of one of these positioning arrows, it is inserted at the specified point and docked with the user interface again.

If you instead place the window somewhere else, it is displayed as a standard window, which can be moved freely. The option to change the display mode is only available if you dock the window with the user interface again, i.e. using the positioning arrows.

- 3 Release the left mouse button in the desired position to dock the window or to place it on the interface as a standard window.

MindReader places the window at the selected location.

If you close a specific tool window completely by clicking , its icon is no longer displayed in the MindReader toolbar. If you need it again, you may open it via the context menu or alternatively via the ribbon bar (**Window | Activate**). It is then again displayed as a window being docked to the user interface.

How do I open a tool via the context menu?

- 1 Hover the mouse pointer over the status bar (or alternatively over the title bar of an open tool window) and right-click.

MindReader shows the context menu of the MindReader toolbar:

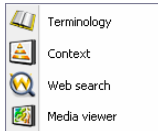


Fig. 11-14: Context menu of the MindReader toolbar

- 2 Move the mouse pointer over the icon for the required tool and left-click to open the associated window.

MindReader displays the selected tool as a window docked to the user interface (vertical pushpin icon).

You can change the display mode or the position of the window as required (see the instructions ⇒ [“How do I change the display mode for a floating window?”](#), page 107 and ⇒ [“How do I adjust the position of a window in the user interface?”](#), page 108).

Saving and modifying the window layout

MindReader can save your tool selection and the arrangement of the tool windows on the screen in a window layout. This will then be available to you at all times, in addition to the default configuration (MR_01).

You can find information about selecting and arranging to tools in section ⇒ [“Docking and positioning a tool window”](#), page 107.

You can save the current layout under the previous name (even if it is a default layout) or save it as a new, separate layout. The latter can be deleted if necessary, but a default layout cannot.

How do I save the current window layout?

- 1 Arrange the required tools according to your requirements, as described in section ⇒ *“Docking and positioning a tool window”*, page 107.
- 2 Open the **Windows** tab.

Note that the name of the most recently selected or saved layout is still shown in the **Window layout** dropdown in the **Manage windows** group, even though the actual layout of your tools was changed during the previous steps and has not yet been saved.

To return to your most recently selected or saved layout and discard the current layout, select **Windows | Manage windows | Reset**. If you have selected a default layout, you can restore the original state in this way.

To save the current, as yet unsaved layout, you can choose between two options:

- To save the modified layout under the name shown in the **Window layout** dropdown, select **Windows | Manage windows | Save**.
- To save the modified layout under a new name, select **Windows | Manage windows | Save as**.

MindReader saves the current layout under the selected name.

How do I change the window layout?

- 1 Open the **Windows** tab.
- 2 Click on the **Window layout** dropdown in the **Manage windows** group.

MindReader shows a list of all the layouts:

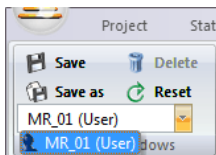


Fig. 11-15: List of window layouts

- 3 Select the desired layout.
MindReader applies the selected layout.

How do I delete a personal layout?

- 1 Open the **Windows** tab.
- 2 Click on the **Window layout** dropdown in the **Manage windows** group.
MindReader shows a list of all the layouts.
- 3 Select the layout which is to be deleted.
- 4 Select **Delete**.

MindReader displays the following message:

```
Do you really want to delete the window layout <name of
window layout>?
```

- 5 Decide whether you really want to delete the layout:
 - Select **No** to cancel the process.
 - Select **Yes** to delete the layout.

MindReader deletes the selected layout.

Scopes in MindReader

When you save settings in MindReader, you can select the scope for which the settings are available (e.g. for data record filters).

This means, for example, that you can make sure that user-specific settings are only available to you or that you don't accidentally use the settings for a different customer.

Examples:

- ▲ You assign a project to a particular customer by selecting the `Customer` scope when creating the project. If you select this customer when opening a project, MindReader displays only the projects for this customer and you can quickly select the correct project.
- ▲ You have set up a personal layout for the tool windows or a personal view for the dictionary window and you want to save this for your future work. If you assign this window layout or view to the `User` scope, it will only be available for you to select; other users may prefer a different layout or view and can save these in the same way.

You can select the following scopes, depending on the settings to be saved:

- ▲ **Global**
The settings are available to all users and all customers.
MindReader saves these settings in the `config\global` folder.

▲ User

The settings are only available to the current MindReader user. Another user cannot access the settings.

MindReader saves these settings in the following folder:

`config\users\`

Example: MindReader saves the settings for the user Carry Onn in the folder `config\users\carry onn`.

▲ Customer




The settings are only available for projects for the current customer or the customer selected. You cannot access the settings in projects for other customers.

MindReader saves these settings in the following folder:

`config\customers\`

Example: MindReader saves these settings for the customer Terminus in the `config\customers\terminus` folder.

Icons for scopes MindReader uses the following icons to indicate the scope:

Icon	Explanation
	Global scope
	User scope
	Customer scope







Tab. 11-3: Icons for scopes in MindReader

Ribbon bar

Overview In MindReader, there is a ribbon bar with the following tabs:


- ▲ **Project** tab
- ▲ **Edit** tab
- ▲ **Dictionary** tab
- ▲ **Search** tab
- ▲ **View** tab
- ▲ **Windows** tab

“Project” tab In **Project | Administration**, you can call up the following functions:

Icon	Function	Explanation
	Create	Opens the project wizard for creating a new project.
	Open	Opens the Open project window.
	Settings	Opens the Project settings window.
	Save	Saves the project that is currently open.
	Save as	Allows you to save the project under a different name.
	Delete	Deletes the current project.


Tab. 11-4: **Project** tab, **Administration** group

In **Project | Transit**, you can call up the following functions:

Icon	Function	Explanation
	Unpack	Opens the Unpack Transit project data window.



Tab. 11-5: **Project** tab, **Transit** group

In **Project | Reference material**, you can call up the following functions:

Icon	Function	Explanation
	Reference material	Opens the Create reference files window.






Tab. 11-6: *Project tab, Reference material group*

“Statistics” tab In **Statistics | Terminology**, you can call up the following functions:

Icon	Function	Explanation
	Project	Opens a report based on all dictionaries in the TermStar report manager .
	Active	Opens a report based on the active dictionary in the TermStar report manager .






Tab. 11-7: *Statistics tab, Terminology group*

“Edit” tab In **Edit | Clipboard**, you can call up the following functions:

Icon	Function	Explanation
	Copy sentence	Copies the current text suggestion to the clipboard.
	Copy paragraph	Copies the entire paragraph of the current text suggestion to the clipboard.
	Cut	Cuts the highlighted text.
	Copy	Copies the highlighted text.
	Paste	Inserts the cut or highlighted text.







Tab. 11-8: *Edit tab, Clipboard group*

In **Edit | Style**, you can call up the following functions:









Icon	Function	Explanation
	Bold	Assigns “bold” formatting to the highlighted text.
	Italics	Assigns “italic” formatting to the highlighted text.
	Underline	Underlines the highlighted text.
	Subscript	Places the highlighted text lower.
	Superscript	Places the highlighted text higher.

Tab. 11-9: **Edit** tab, **Style** group

“Dictionary” tab In **Dictionary | Data record**, you can call up the following functions:





Icon	Function	Explanation
	Create	Switches to edit mode and creates a new data record in the dictionary that is currently active; alternatively, you can select a different dictionary from the dropdown.
	Create next	Creates another data record in the dictionary that is currently active; can only be selected in edit mode.
	Rapid entry	Opens the Rapid entry window.
	Modify	Opens the currently selected data record in edit mode so that it can be modified.
	Modify next	Opens the next data record in the dictionary in edit mode so that it can be modified.
	Save	Saves the data record that is currently selected.

Tab. 11-10: **Dictionary** tab, **Data record** group






Icon	Function	Explanation
	Delete	Deletes the data record that is currently selected.
	Quit	Exits edit mode.
	Unlock	Unlocks the data record that is currently selected.
	Cut	Cuts the data record that is currently selected.
	Copy	Copies the data record that is currently selected.
	Paste	Inserts the data record that has been cut or copied.
	Merge	Merges the data record that has been cut or copied.
	Duplicate	Duplicates the data record that is currently selected.

Tab. 11-10: *Dictionary* tab, *Data record* group (cont.)

In **Dictionary | Language entry**, you can call up the following functions:




Icon	Function	Explanation
	Add (language entry)	Adds a language entry in the language selected in the adjacent dropdown list.
	Add (subentry)	Adds the type of subentry selected in the adjacent dropdown list.
	Cut	Cuts the language entry currently selected.
	Copy	Copies the language entry that is currently selected.

Tab. 11-11: *Dictionary* tab, *Language entry* group

Icon	Function	Explanation
	Paste as...	Opens a menu in which you can select whether the cut or copied language entry is inserted as a language entry or subentry; the type of subentry can also be selected.
	Delete	Deletes the language entry that is currently selected.
	Duplicate	Duplicates the language entry that is currently selected.
	Multimedia	Opens a menu from which you can show, delete and insert multimedia files.
	Cross-reference	Creates a cross-reference.


Tab. 11-11: *Dictionary* tab, *Language entry* group (cont.)

In **Dictionary** | **Global changes**, you can call up the following functions:


Icon	Function	Explanation
	Data records	Globally deletes data records.
	Lang. entries	Globally deletes language entries.
	Field contents	Opens a menu from which you can make global changes to field contents.

Tab. 11-12: *Dictionary* tab, *Global changes* group

“Search” tab In **Search** | **In dictionary**, you can call up the following functions:

Icon	Function	Explanation
	Find	Opens the Find field contents window.

Tab. 11-13: *Search* tab, *In dictionary* group

Icon	Function	Explanation
	Minimum quality	Shows the value that is currently set for the minimum quality of the fuzzy search in the dictionary and allows you to set a new value from the dropdown.
	Navigate	Opens a menu which allows you to navigate within the dictionary.


Tab. 11-13: **Search** tab, *In dictionary* group (cont.)

In **Search | MindReader**, you can call up the following functions:

Icon	Function	Explanation
	Morphological search	Specifies whether MindReader should include all the possible inflections of the search term in the search.
	Phrase search	Specifies whether MindReader should only display hits which contain the search text in exactly the order entered.
	Minimum quality	Shows the value that is currently set for the minimum quality of the search for text suggestions and allows you to set a new value from the dropdown.
	Match case	Specifies whether MindReader should take account of upper and lower case in the search.
	Identical matches only once	Specifies whether MindReader should only display identical matches once.
	Matches	Specifies the current number of matches that may be displayed as a maximum, and allows you to set a new value from a dropdown list.





Tab. 11-14: **Search** tab, *MindReader* group

“View” tab In **View | Display languages**, you can call up the following functions:

Icon	Function	Explanation
	Source	Opens a dropdown list of source languages
	Target	Opens a dropdown list of target languages
	Swap languages	Reverses the display of the source and target languages in the dictionary




Tab. 11-15: **View** tab, **Display languages** group

In **View | Data record filter**, you can call up the following functions:

Icon	Function	Explanation
	Filter	Opens a dropdown list of user-defined filters
	On/Off	Activates/deactivates the user-defined filter selected under Filter
	Display	Opens a dropdown list of default filters
	Create	Creates a user-defined filter
	Modify	Modifies a user-defined filter
	Delete	Deletes a user-defined filter



Tab. 11-16: **View** tab, **Data record filter** group

In **View | Dictionary layouts**, you can call up the following functions:



Icon	Function	Explanation
	Left	Opens a dropdown menu from which you can modify and delete the main layout
	Right	Opens a dropdown menu from which you can modify and delete the additional layout
	Edit	Opens a dropdown menu from which you can modify and delete the edit-mode layout
	Left-hand layout	Opens a dropdown list from which you can select the main layout
	Right-hand layout	Opens a dropdown list from which you can select the additional layout
	Edit-mode-layout	Opens a dropdown list from which you can select the edit-mode layout
	Create	Opens a dropdown menu from which you can create a dictionary layout
	Modify	Opens a dropdown where you can modify a dictionary layout
	Options	Opens a window containing further options for displaying dictionaries

Tab. 11-17: **View** tab, **Dictionary layouts** group

In **View | Manage views**, you can call up the following functions:





Icon	Function	Explanation
	Save	Saves your current view under the name of the view that is currently selected
	Save as	Saves your current view under a different name

Tab. 11-18: **View** tab, **Manage views** group

Icon	Function	Explanation
	Delete	Deletes the current view
	Reset	Discards any changes made to the view and resets it to the original
	(View for dictionary window)	List of predefined views for the dictionary window





Tab. 11-18: **View** tab, **Manage views** group

“Windows” tab In **Windows** | **Manage views**, you can call up the following functions:

Icon	Function	Explanation
	Save	Saves the layout of the windows as they are currently configured
	Save as	Saves the layout of the windows under a different name
	Delete	Deletes the window layout that is currently selected
	Reset	Discards any changes made to the view and resets it to the original
	(Window layout)	List of window layouts in MindReader




Tab. 11-19: **Windows** tab, **Manage windows** group

In **Windows** | **Open**, you can show or hide the tools and views listed below:

Icon	Function	Explanation
	Terminology	Opens the Terminology window
	Web search	Opens the Web search window
	Multimedia	Opens the Media viewer window
	Context	Opens the Context window

Tab. 11-20: **Windows** tab, **Open** group

In **Windows | TermStar**, you can call up the following functions:

Icon	Function	Explanation
	Project dictionaries	Opens a project dictionary that is not yet open
	Separate tab for...	Displays project dictionaries in separate tabs; clicking on the arrow opens a list from which you can select the project dictionary
	Display mode	Opens a list of the display modes available in MindReader

Tab. 11-21: **Windows** tab, **TermStar** group

Keyboard shortcuts

Overview You can also perform many functions in MindReader NXT using keyboard shortcuts. Once you are familiar with the shortcuts, you may be able to work significantly faster than with the mouse in many cases.



Executing commands in MindReader using mnemonics

As well as the keyboard shortcuts described in this appendix, you can also use the mnemonics available in MindReader to navigate through the ribbon bar, MindReader button and Quick Access Toolbar and execute commands using the keyboard.

When you press the ALT key, the first mnemonics (letters or numbers) with which you can start an command string are shown.

General functions The following table shows the shortcuts for general functions:

Function	Shortcut
Close file	CTRL+F4
Quit MindReader	ALT+F4
Print dictionary (dictionary open)	CTRL+P
Close window	ESC
Find	CTRL+F

Tab. 11-22: MindReader: General functions

Navigating within a dictionary The following table shows the keyboard shortcuts for moving the cursor within a dictionary.

Function	Shortcut
First data record	CTRL+HOME
Last data record	CTRL+END
Previous page	PAGE UP
Next page	PAGE DOWN
Previous data record	MINUS (numeric keypad)
Next data record	PLUS (numeric keypad)
Previous cross-reference	CTRL+ALT+ MINUS (numeric keypad)

Tab. 11-23: MindReader: Navigating within a dictionary

Editing the dictionary The following table shows the keyboard shortcuts that can be used to edit the dictionary.

Function	Shortcut
Insert new data record	ALT+PLUS (numeric keypad)
Delete data record	ALT+MINUS (numeric keypad)
Cut data record	ALT+FORWARD SLASH (keypad)
Copy data record	ALT+ASTERISK (keypad)
Paste cut/copied data record	ALT+ENTER

Tab. 11-24: MindReader: Editing the dictionary

Edit mode for a data record The following table shows the shortcuts for starting and exiting edit mode and those that can be used in edit mode for the selected data record.

Function	Shortcut
Edit mode for the currently selected data record	ENTER or CTRL+E
Edit mode on right-hand side of the dictionary	CTRL+ENTER
Next field	TAB
Previous field	SHIFT+TAB
Insert new entry	CTRL+PLUS (numeric keypad)
Delete entry	CTRL+MINUS (numeric keypad)
Cut entry	CTRL+FORWARD SLASH (keypad)
Copy entry	CTRL+ASTERISK (keypad)
Paste cut/copied entry	CTRL+ENTER
Undo	CTRL+Z
Redo	CTRL+Y
Exit edit mode	ESC

Tab. 11-25: MindReader: Edit mode for a data record

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