



ULTRA DesktopTM

User's Guide

Release 3.0





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Preface

This User's Guide provides instruction on working within the ULTRA Desktop application. When possible, supporting reference information is provided as background information to help you complete your work.

- The *Installation* chapter guides you through installing and setting up ULTRA Desktop for the first time.
- The *Document Manager Basics* chapter provides reference information on ULTRA Desktop processes and terminology.
- The *Using Document Manager* chapter provides task-based information on using features in Document Manager.
- The *Using Image Manager* chapter provides task-based information on using the features within Image Manager.
- The *Other Tools and ULTRA Desktop* chapter provides a few simple scenarios for using ULTRA Desktop with other applications such as TRADOS and Adobe Photoshop.

WHAT IS ULTRA DESKTOP?

eTranslate's ULTRA Desktop is the professional standard for localization resources. Using eTranslate's GlobalLink to manage content and the ULTRA server to manage all projects. ULTRA Desktop provides easy access to content and important reference information.

The ULTRA Desktop application has two tools: Document Manager and Image Manager.

Document Manager

Document Manager allows you to receive and send project tasks and content from your desktop during the localization process. This interface to the ULTRA project management system provides detailed information on each task within the localization workflow; this includes the file name, the project name, the word count, the type of file, and the due date. It is the default tool used in the ULTRA Desktop application.

Image Manager

Graphics translation is facilitated by Image Manager. Image Manager provides a single tool for viewing, transcribing, and translating graphics. It is accessible from Document Manager.

See also:

WHO USES ULTRA DESKTOP?

Table 1: ULTRA Desktop roles lists the roles that use ULTRA Desktop. Some features may not be accessible by all users.

Table 1: ULTRA Desktop roles

Role	ULTRA Desktop actions	Other tools used
Localization Assessor (LA)	Responsible for the classification of non-graphics files.	TRADOS
Translator	Get/Submit documents from ULTRA for initial translation.	TRADOS
Editor	Get/Submit documents from ULTRA for post-translation editing.	TRADOS
Proofreader	Get/Submit documents from ULTRA for post-editing proofreading.	TRADOS
Localization Engineer	Get/Submit documents from ULTRA for localization.	LE scripts and macros
Graphics Assessor (GA)	Responsible for the classification of graphics files.	Image Manager and image rendering tools such as Photoshop
Graphics Engineer	Get/Submit project documents containing art, identify localizable graphics and their translatable text, transcribe text, and render graphics.	Image Manager and other image rendering tools
Linguistic QA	Get/Submit documents during final stages of project to review target sites for consistency and linguistic changes.	QA tools
Functional QA	Get/Submit documents during final stages of project to set up and test target sites.	QA tools

THE ETRANSLATE SYSTEM

As a member of the eTranslate localization team, your work is streamlined by eTranslate's sophisticated, integrated system designed to make your job easier.

GlobalLink, ULTRA server, and ULTRA Desktop facilitate the localization process. Each of these components works with the others to keep the workflow moving smoothly.

ULTRA Desktop serves as your connection to the ULTRA server, which manages the localization workflow. You can use ULTRA Desktop to log into the ULTRA server or to work on task content locally. ULTRA Desktop searches the ULTRA server and displays only the documents which are assigned to you. Once you've finished working on a document, ULTRA Desktop makes it simple to send the finished product back to the server. In addition, you'll be able to style guides, notes, glossaries, and other reference content for a project using ULTRA Desktop.

GlobalLink

GlobalLink is used by clients to send a localization project to the ULTRA server, beginning the workflow process.

ULTRA server

ULTRA manages localization projects, assigning the various files to the appropriate locations and personnel, processing documents, and tracking every part of the localization process.

ULTRA Desktop

ULTRA Desktop serves as your connection to the ULTRA server, allowing you to **Get** and **Submit** task from any location.

WHAT'S NEW IN ULTRA DESKTOP 3.0?

The following features are new to this release of ULTRA Desktop.

TRADOS integration. Export translation memory for use with TRADOS tool.

Classification. Classifying source documents: QA Reference, Resource Reference, Graphics Reference, Localizable, Translatable, Out Of Source, and Hold.

Content. A pane displaying task content such as GIFS and JPEGs.

Task notes. Comments from a task rejection which are displayed from a previous step in the workflow.

Image Manager. A tool to annotate and transcribe images for translation and translate.

Reference content. A pane to display reference content such as glossaries and style guides.

History pane. Lists the manual and automated steps of the workflow that the task has passed through, and the results of each step.

1

Installation

Before you begin, verify that you have the minimum requirements for installation.

This chapter describes the following topics:

- **Installation and connection requirements**
- **Installing ULTRA Desktop**

INSTALLATION AND CONNECTION REQUIREMENTS

To install and run ULTRA Desktop successfully you must meet the minimum system and connection requirements.

Table 2: System and connection requirements lists the minimum requirements that eTranslate recommends for a successful installation of ULTRA Desktop.

Table 2: System and connection requirements

Minimum requirements	Recommended requirements
Pentium 100 Mhz or equivalent processor.	Pentium II 233 Mhz processor.
64 MB RAM	128 MB RAM
Microsoft Windows 98, 2000, ME, or Microsoft Windows NT version 4.0.	
28 Kbps modem or faster.	56 Kbps modem.
Must be able to connect to ULTRA through your network or through the Internet.	

INSTALLING ULTRA DESKTOP

Follow these steps to install ULTRA Desktop.

1. On your ULTRA Desktop CD-ROM, double-click the Install.exe file to begin your installation.

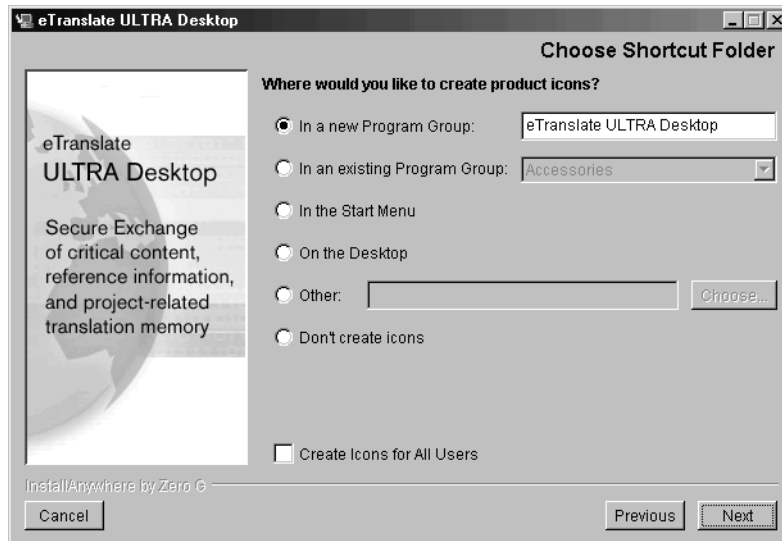
The **Introduction** screen appears.

2. Click **Next** to continue.

The **License Agreement** screen appears.

3. If you accept the terms of the License Agreement, Click **Accept**, then **Next** to continue with the installation.

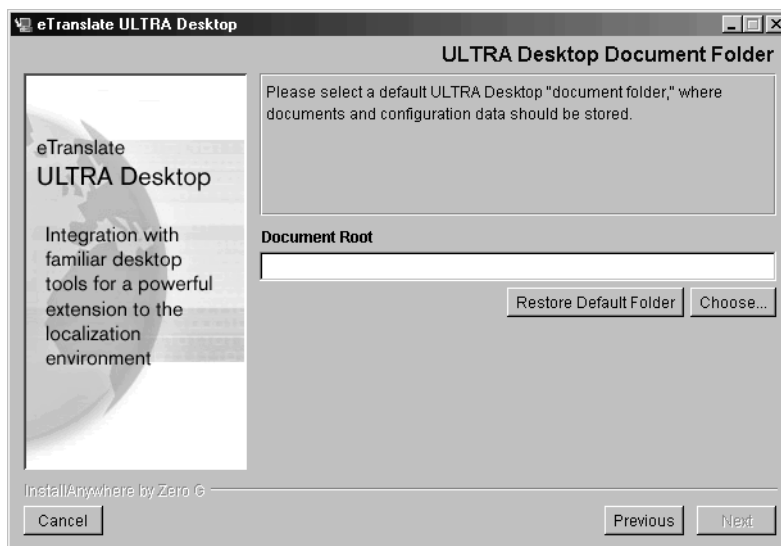
The **Choose Shortcut** screen appears.



4. Select the location where you want to create product icons. This is how you will launch ULTRA Desktop once it has been installed.

5. Click **Next**.

The **Document Folder** screen appears.



6. Select the document folder. This is the location on your local drive where tasks that you download from the ULTRA server will be placed.
7. Click **Next**.
The **Pre-Installation Summary** screen appears. This screen provides the details of the installation.
8. Click **Install**.
The **Install Progress** screen appears. If your installation was successful, the **Install Complete** screen appears.
9. Click **Done** to quit the installer.

2

Document Manager Basics

ULTRA Desktop is a localization toolkit that allows you to receive and send tasks and task content from your desktop during the localization process. This interface to the ULTRA project management system provides detailed information on each task within the localization workflow, such as the name of the task, the project name, the word count, the type of file, and the due date.

A *task* in ULTRA Desktop is a step in the workflow of a file, or a document, that has been sent to you from the ULTRA server. What you do with that task depends on your role. If you are a translator, for example, then your role may be to localize the source content into the target language. If you are an assessor, then your role may be to assess the task that needs to be localized, and determine if it is Translatable, or Non-Translatable.

The Image Manager tool within ULTRA Desktop is used by Graphics Engineers and translators to localize image content.

This chapter describes the basic features of Document Manager.

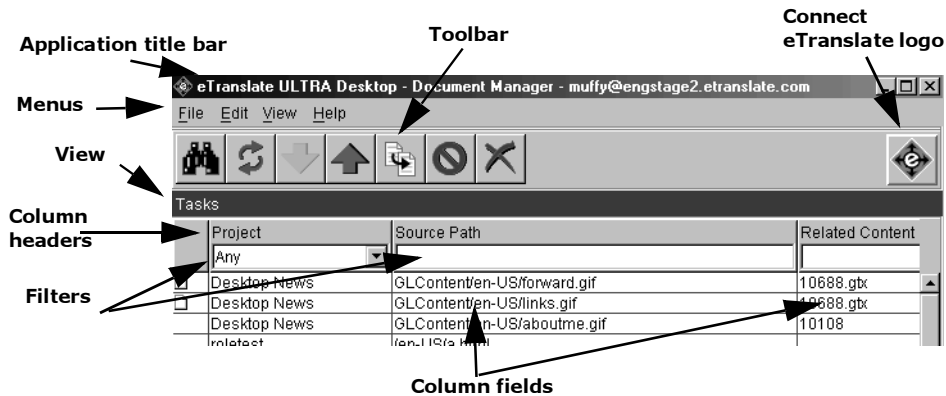
The following topics are covered:

- **Document Manager main window**
- **Document Manager panes**
- **Document Manager toolbar**
- **Understanding the Tasks pane**
- **Understanding the Reference Content pane**
- **Understanding the Target Classification pane**
- **Understanding the Content pane**

DOCUMENT MANAGER MAIN WINDOW

The Document Manager main window is the central access point in the ULTRA Desktop document management process. *Figure 1: Document Manager main window* shows the main features.

Figure 1: Document Manager main window



Application title bar. Displays the application you are working in, the tool (Document Manager or Image Manager), the username, and the ULTRA server you connect to.

Toolbar. Buttons used to access Document Manager's features.

eTranslate logo. Click this button to log in to the ULTRA server. It also spins when communicating with the ULTRA Server and is indented once you are connected.

Menus. Allow access to all of ULTRA Desktop's features.

View. An area displaying data about your tasks.

Column headers. Specifies the information displayed in each column.

Filters. A field or drop down menu used to specify search criteria for that column.

Column fields. Displays information related to each task. For example, the **Project** column field displays the name of the project this task belongs to.

DOCUMENT MANAGER PANES

A pane in Document Manager displays detailed information about your tasks.

Upon launching ULTRA Desktop the default display is the **Task** pane. For a detailed description of each pane see *Table 3: Document Manager panes*.









Table 3: Document Manager panes

Panes	Definition
Tasks	The Tasks pane is the default display. It displays columns with information related to each task assigned to you.
History	Displays the steps that a particular task has followed. You must have a task selected in the Task pane to display its history and be connected to the ULTRA server.
Reference Content	Displays any supporting materials that have been submitted for a project. This can include a project style sheet, a glossary, or instructions.
Target Classifications	Allows you to classify a task's particular targets as: QA Reference, Resource Reference, Graphics Reference, Localizable, Translatable, or Out Of Scope .
Content	Displays the images in GIF and JPEG files once they have been downloaded to your desktop.


DOCUMENT MANAGER TOOLBAR

The buttons that appear in the Document Manager toolbar are: **Find Tasks**, **Refresh Tasks List**, **Get**, **Submit**, **Copy Selected Tasks**, **Reject Selected Tasks**, **Delete Selected Tasks**, and the **eTranslate logo**. *Table 4: Document Manager buttons* details each button and its definition.

Table 4: Document Manager buttons

Icon	Button Name	Definition	Menu option
	Find Tasks	Searches locally on selected filters.	File>Find Tasks.
	Refresh Task List	Refreshes the Tasks pane from the ULTRA server.	None.
	Get	Gets tasks from ULTRA to the desktop.	File>Get.
	Submit	Submits tasks to ULTRA from the desktop.	File>Submit.
	Copy Selected Tasks	Copies a task to the desktop without Getting it from ULTRA.	File>Copy Task.
	Reject Selected Tasks	Rejects tasks that have been received.	File>Reject Tasks.
	Delete Selected Tasks	Removes tasks from the Task pane and your local drive.	Edit>Delete Selected Tasks.
	eTranslate logo	Launches connection dialog. Spins when connecting to the ULTRA server. Also used to disconnect.	File>Connect and File>Disconnect.

UNDERSTANDING THE TASKS PANE

The **Tasks** pane displays a table with tasks available to you. When you log into the ULTRA server, all tasks that have been assigned to you on the ULTRA server are displayed. It also displays work that you have obtained and have on your local drive. Tasks that are available for you on your desktop, whether you received or copied them display a white document  icon.

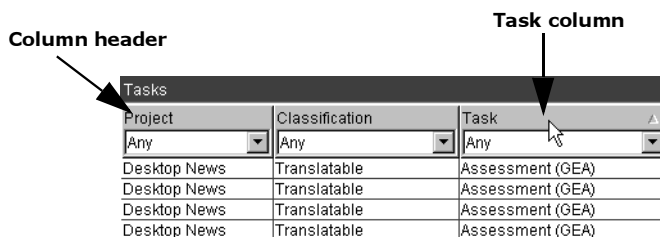
Detailed information related to each task is also available. The **Tasks** pane has columns with **Project** name, **Source Path**, **Classification**, **Task** name, **Language**, **State**, **Words**, **Domain** of expertise, **Type**, **Source Type**, **ID**, **Due Date**, and **Submission ID**.

Columns

The columns in the **Tasks** pane display detailed information related to each task row. Each column can be moved within the table, and each column can be sorted up or down alphabetically or numerically.

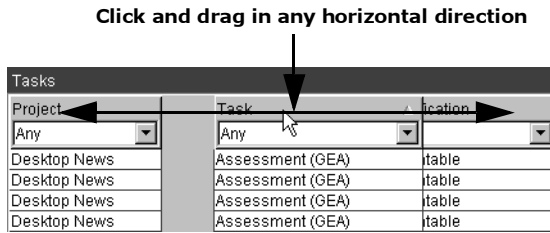
TO RE-ORDER THE COLUMNS

1. Click in the column header of the column you want to move.



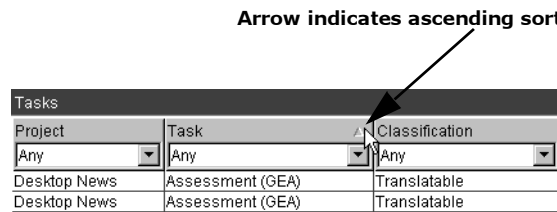
Tasks		
Project	Classification	Task
Any	Any	Any
Desktop News	Translatable	Assessment (GEA)
Desktop News	Translatable	Assessment (GEA)
Desktop News	Translatable	Assessment (GEA)
Desktop News	Translatable	Assessment (GEA)

2. Drag the column horizontally to the desired position.

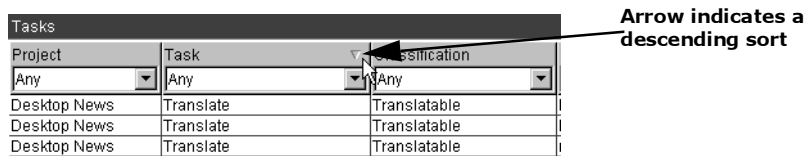


TO SORT COLUMNS ALPHABETICALLY OR NUMERICALLY

1. Click near the right edge of the column header.
An arrow appears indicating a sort ascending or descending.

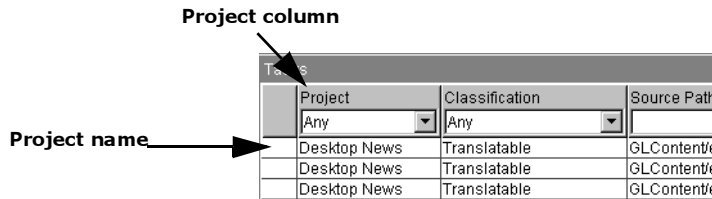


2. Click in the column header more than once to change the direction of the sorting.



THE PROJECT COLUMN

The **Project** column lists the project name for each task. All tasks sent to you from ULTRA are part of a project. This column can be sorted alphabetically.



You may be working on many projects simultaneously. Thus the **Project** column may be crowded with tasks for many projects. ULTRA Desktop lets you “filter” on the **Project** column to display all tasks within a certain project only.

THE SOURCE PATH COLUMN

The **Source Path** column shows the file path of the task as it was submitted to ULTRA. This column can be sorted alphabetically.

Source Path	Task
	Any
GLContent/en-US/backward.gif	Assessment
GLContent/en-US/bar.gif	Assessment
GLContent/en-US/blank.gif	Assessment

THE CLASSIFICATION COLUMN

The **Classification** column displays the current classification of the task. Depending upon your role, you may be able to reclassify tasks.

For example, an Assessor reclassifies tasks and determines how they will proceed through the workflow. See *Table 5: Classification Definitions* for a listing of what each classification designation means.

Classification	Source Path
Any	
Translatable	GLContent/en-US/backward.gif
Translatable	GLContent/en-US/bar.gif
Translatable	GLContent/en-US/blank.gif
Translatable	GLContent/en-US/bullet.gif
Translatable	GLContent/en-US/edge.gif

Table 5: Classification Definitions

Classification	Definition
QA Reference	The person classifying the tasks finds the document to be useful in the Functional QA localization process, but not translatable.
Resource Reference	The person classifying the tasks finds the document to be useful to people involved in the localization process, but not translatable. Typical content is useful for translating, editing, and proofreading of a task.
Graphics Reference	The person classifying the tasks finds the document to be useful in the graphics localization process, but not translatable.
Non-Translatable	A document is not translatable. If a task is classified as non-translatable it will not go through the translate, edit, and proof workflow. It goes directly to Functional QA.
LE Reference	A document that is useful to the Language Engineer as Reference Content .

Table 5: Classification Definitions

Classification	Definition
Instructions	A document that contains instructions associated with a project and sent through the workflow as Reference Content .
Style Guide	A document that contains a style guide associated with a project and should be sent through the workflow as Reference Content .
Glossary	A document that contains a glossary for the project and should be sent through the workflow as Reference Content .
Translatable	The task needs to go through the complete localization workflow.
Out Of Scope	Tasks deemed as not deliverable.
Hold	The person classifying the tasks doesn't want the task to move on in the localization process.

THE STATE COLUMN

The **State** column displays the current status of the tasks displayed in the **Tasks** pane. For example, a task may show a **Ready** status because it is ready for you to **Get** from ULTRA. *Table 6: State definitions* lists the states and definitions of a task.

Table 6: State definitions

State	Definition
Ready	The task is ready to be downloaded from ULTRA to your desktop.
Rejected	The task was downloaded, you rejected it, and it was submitted back to ULTRA.
Submitted	The task was sent back to ULTRA after being completed.
<i>Username</i>	The task was downloaded and is currently owned by this user.

THE TASKS COLUMN

The **Tasks** column indicates where in the workflow each task is. Depending upon your role, you may see one or all of these steps. For example, if your role is a translator, you may only see tasks with the **Translate** task. See *Table 7: Tasks definitions/workflow step* for a list of possible task designations and definitions.

Table 7: Tasks definitions/workflow step

Tasks	Definition
Assessment (GA)	All new graphics documents are examined and classified by the Graphics Assessor.
Assessment (LA)	All new non-graphics documents are examined and classified by a Localization Assessor.
Assessment Prep (LA)	The localization engineer must prepare the document.
Classify (LA)	Language engineer will classify the task.
Clean (LE)	If a text document fails to be converted from TRADOS-compatible RTF format back to its original (native) file format during the automated Convert to Native Format task, the Clean (LE) task will be used to permit a Localization Engineer to manually convert the file.
Edit	Documents which have completed the Translate task typically proceed to this task, in which an editor makes any necessary changes to the translator's work.
Fix (LE)	Documents that generate errors or are rejected in ways not covered by workflow conditions will be assigned this task, which enables a Localization Engineer to make the necessary changes required to return documents to the normal workflow.
Fix from FQA (LE)	After project documents have completed nearly all of the localization process, it is necessary to ensure that target documents still work properly. For example, if a web site is being localized, all links and images will require checking. The Functional QA (FQA) task is the point at which such testing is performed and changes, if any, are made by the project's Functional QA.
Functional QA (Non-Translatable)	Some documents submitted to a project may not contain any localizable text but are still necessary for the delivered target documents to work properly; for example, a Javascript file which is necessary for the function of a web site. This type of document will not have any of its content localized but will still be delivered with other target documents. When this task is enabled in a workflow, documents classified as Non-Translatable will immediately be directed to the Deliver task.
Language Prep (LE)	This task is similar to the Prep (LE) task, but it is always performed on documents in the target workflow.
Linguistic QA	Grammatical and cultural QA of translated content.

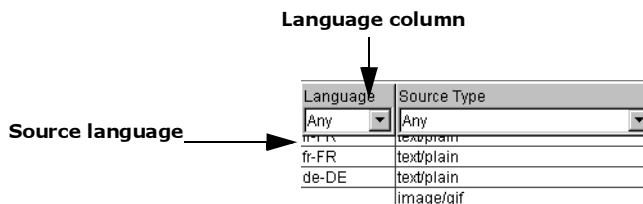
Table 7: Tasks definitions/workflow step

Tasks	Definition
Prep (LE)	If a text document has technical defects that prevent it from proceeding to the next workflow step, a Localization Engineer will be assigned to prepare it for the next step. Generally, this means the Localization Engineer will perform the file conversion by hand.
Proofread	Documents which have completed the Edit task typically proceed to this task, during which a Proofreader makes any necessary changes to the Editor's work.
Render (GE)	Once a graphics document's content has been completely localized, the Render task is used to assemble the completed target graphic from the text/image information contained in the GTX file associated with the source graphic. The product of this task is the completed target document image, in the format used by the original image.
Review	Clients may want to inspect and/or make changes to project documents after the Translate, Edit, and/or Proof tasks. The Review task provides this ability; when it is enabled in the workflow, users with the Reviewer role may use ULTRA Desktop to access documents and make changes as needed.
Transcribe (GE)	Using Image Manager in ULTRA Desktop, the Graphics Engineer extracts the translatable text from a graphics file and saves text and other image data in a GTX file.
Translate	Task is ready to be translated from the source language to the target language.

THE LANGUAGE COLUMN

This **Language** column displays the source language of the listed task. The value specifies two pieces of information: source language and country.

For example, **en-AU** is the English language as spoken in Australia. **en-GB** is the English language as spoken in Great Britain, and **en-US** is the English language as spoken in the United States.



THE WORDS COLUMN

This **Words** column displays the word count of the task content.

THE DOMAIN COLUMN

The **Domain** column displays the area of expertise needed to work on the task. For example, the task may require expertise in the area of **Accounting and Auditing** or the task may require just **General Knowledge**.

Domain column →

Domain	Due Date
Any	
General	
General	
General	

THE TYPE COLUMN

The **Type** column indicates the MIME type of the task's current content.

Type	Due Date	Domain	Source Type
Any		Any	Any
application/rtf		General	text/html
text/html		General	text/html
text/html		General	text/html

MIME type ↑

THE SOURCE TYPE COLUMN

The **Source Type** column indicates the MIME type of the task as it was sent from the customer.

Source Type	ID	Type	Batch ID	Domain
Any		Any		Any
text/html	12725	application/rtf	10029	General
text/html	12654	text/html	10043	General
text/html	12651	text/html	10044	General

MIME type ↑

THE ID COLUMN

The **ID** column indicates the task ID assigned by the ULTRA server. It is unique to each task.

ID column



ID	Due Date	Domain	Batch ID	Source Type
		Any		Any
12725		General	10029	text/html
12654		General	10043	text/html
12651		General	10044	text/html

THE SUBMISSION ID COLUMN

The ID of the GlobalLink submission containing the content of this task.

Submission ID



Batch ID	Domain	Source Type	Due Date
	Any	Any	
10029	General	text/html	
10043	General	text/html	
10044	General	text/html	

THE DUE DATE COLUMN

The **Due Date** column displays the date and time the task is due to be completed.

THE RELATED CONTENT COLUMN

The **Related Content** column displays any content that is associated with the selected task. For example, once a GIF file has been associated with a GTX file, the GTX task's ID information, or file name is listed.

Related Content column



Tasks			
	Project	Source Path	Related Content
	Any		
]	Desktop News	GLContent/en-US/forward.gif	10688.gbc
]	Desktop News	GLContent/en-US/links.gif	10688.gbc
	Desktop News	GLContent/en-US/aboutme.gif	10108

Associated tasks



THE DOCUMENT PATH COLUMN

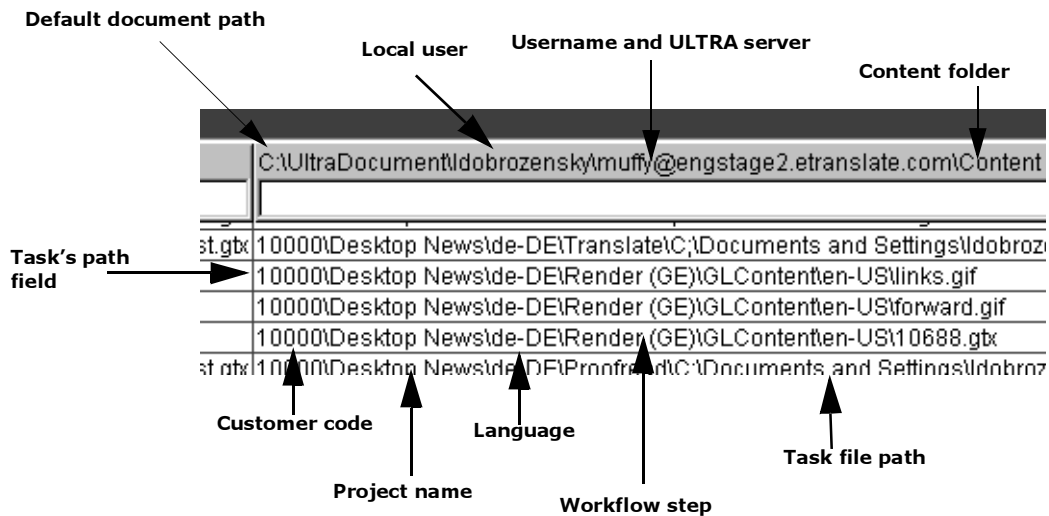
When you **Get** a task from the ULTRA server, its content is placed on your desktop. To access the task content, it helps to be familiar with the directory structure ULTRA Desktop uses for file storage. The complete local file path and file name of each document you have obtained is easily determined from the information displayed in the **Document Path** column header and the task's path column field.

The **Document Path** column header information is combined with the tasks path information, you can determine where on your desktop each task is located. In

Figure 2: Document Path column, for example, the location of one of the tasks listed is:

C:\UltraDocument\ldobrozensky\muffy@engstage2.etranslate.com\Content\10000\Desktop News\de-DE\Render (GE)\GLContent\en-US\links.gif.

Figure 2: Document Path column



NOTE: Do not move, rename, or delete any ULTRA Desktop folders. Moving or renaming files will prevent ULTRA Desktop from locating documents.

The column header displays a path with the following information:

Default document path. This path was chosen during the installation process.

Username and ULTRA server. ULTRA Desktop creates a new folder for every user that logs on and places all content in each user's personal directory.

Content folder. Always called content.

The Task's path field displays a path with the following information:

Customer code. A unique number generated by the ULTRA server for each customer.

Project name. The name of the task's project.

Language. The source language of the task.

Workflow step. The step in the workflow of the task.

Task name. The file path of the task as displayed in the Source Path column

UNDERSTANDING THE REFERENCE CONTENT PANE

Working on a task is easier if you have access to project resources, such as style guides, submission instructions, glossaries, and other supporting materials. Some reference content is associated with a specific task or language within a project, while others are applicable to all tasks within a project.

Reference Content					
Project	Classification	Language	Source Path	Type	C:\UltraD
	Any	Any		Any	
Desktop News	Glossary		Glossary-ALL-2001-10-09.html	text/html	
Don't Delete Me	Glossary		Glossary-fr-FR-2001-10-09.html	text/html	
Foo foo foo	Glossary	fr-FR	Glossary-fr-FR-2001-10-09.html	text/html	
Hawk News	Instructions		Instructions-ALL-2001-10-09.html	text/plain	
Highlander	Style Guide	fr-FR	Style Guide-fr-FR-2001-10-09.html	text/plain	

The **Reference Content** pane displays reference content related to the selected project. The following information is available:

Project. The list of projects. Select a project to see the reference content for that project.

Classification. Indicates the type of the reference content available.

Language. Indicates the target language of the reference content.

Source Path. Indicates the name and location of the reference content.

Type. Indicates the MIME type of the reference content.

File Path. Indicates the location where the reference content has been copied.

Viewing the Reference Content pane

The **Reference Content** pane allows you easy access to all reference content that is sent with each project. If you are working on multiple projects, then the **Reference Content** pane displays all project names and any associated reference content.

TO VIEW THE REFERENCE CONTENT PANE:


1. Connect to the ULTRA server.
2. Click the **View** menu.
3. Select **Show Reference Content**.

Copying reference content

You can copy reference content to your desktop.

TO COPY REFERENCE CONTENT

1. In the **Reference Content** pane, select a project.
2. The reference content available for that project will be listed.

3. Select the reference content items you want to copy to your desktop.
4. Click the **Copy**  button.

The reference content is copied to a temporary file in your local path.

UNDERSTANDING THE TARGET CLASSIFICATION PANE

The **Target Classification** pane allows Assessors to designate tasks for continued flow in the workflow. The assessor at this point looks at the tasks and determines by tasks and by language whether the tasks is a **Glossary, Graphics Reference, Hold, Instructions, LE Reference, Non-Translatable, Out Of Scope, QA Reference, Resource Reference, Style Guide, or Translatable.**

Viewing the Target Classification pane

The Target Classification pane displays a table with the target languages of the selected task, as well as the classification for each language.

TO VIEW THE TARGET CLASSIFICATION PANE

1. Select a task in the **Task** pane.
2. In the **View** menu, select **Show Target Classification.**

The **Target Classifications** pane opens and displays the target languages and their classifications.

Reclassifying tasks

If your role is other than the assessor, the **Target Classifications** pane displays the target language and whether the tasks has more than one target language and the action to be taken on that language's content.

TO RECLASSIFY A TASK

1. Select a **Target Language.**
2. Click in the classify cell to activate the drop down list of classifications.
3. Select a classification.

Document Manager places an asterisk in the **Classification** column in the **Task** pane if a there are two different classifications associated with a task.

Figure 3: Target Classifications - Two Targets, Two Classifications demonstrates how a task can have two target languages and have two different classifications.

Figure 3: Target Classifications - Two Targets, Two Classifications

Selected task


Desktop News	/en-US/test3.html	Submitted	Translatable*
Desktop News	C:\Documents and Settings\ldobrozensky\ultrabugtest.gb	Submitted	Translatable
Desktop News	C:\Documents and Settings\ldobrozensky\ultrabugtest.gb	Submitted	Translatable
Desktop News	C:\Documents and Settings\ldobrozensky\ultrabugtest.gb	Submitted	Translatable



Asterisk

Two target languages and two classifications

Target Classifications	
Target Language	Classification
Any	Any
de-DE	Style Guide
fr-FR	Translatable

UNDERSTANDING THE HISTORY PANE

The History pane displays the steps that a particular tasks has followed. For example, a proofreader may wish to see the file as it appeared before the translator submitted it for editing. ULTRA Desktop accomplishes this with the **History** pane. A yellow document icon  indicates that that task has notes from a previous step in the workflow.

Previous Steps						
ID	Step	Status	Result	Completed	Type	Comment
10433	Classify (LA)	Completed		10/09/2001 19:27:53	text/html	
10491	Convert To RTF	Completed		10/09/2001 19:28:00	text/html	
 10498	Assessment (LA)	Rejected	REJECTED	10/09/2001 20:32:31	application/rtf	Some other reason - why does this go to?
10650	Assessment (LA)	Completed		10/10/2001 01:31:17	application/rtf	
12724	Recompute Word Count	Completed		10/10/2001 01:31:24	application/rtf	
 10434	Apply TM	Completed		10/10/2001 01:31:26	application/rtf	
12725	Translate	Ready			application/rtf	

The **History** pane displays the following information:

ID. A unique ID number generated by ULTRA that is associated with the task.

Step. Indicates the various steps the tasks has taken.

Status. The result of each step. For example, a document may have been rejected and resubmitted to ULTRA.

Result. Indicates the action taken on a task at a particular step in the workflow.

Completed. The Date and time the task was submitted to ULTRA.

Type. The MIME type of the content for that task.

Comment. Displays if a tasks has comments that were submitted.


Viewing a task in the History pane

You can view a task from an earlier step in the workflow process.

TO VIEW A TASK'S HISTORY:

1. Connect to the ULTRA server.
2. In the **Task** pane, select a task.
3. From the **View** menu, select **Show History**.

The **History** pane appears.

4. Double-click on any of the steps to view the document as it appeared at that point in the workflow.
5. Click a step to see comments if post-it icon  is present.

UNDERSTANDING THE CONTENT PANE

The **Content** pane displays GIF and JPEG images once they have been downloaded to your desktop.

Viewing and hiding the Content Pane

Viewing and hiding the Content pane in Document Manager is simple.

TO VIEW THE CONTENT PANE

1. In the **View** menu, select **Show Content**.

The **Content** pane appears.

2. Select a GIF or JPEG task in the **Tasks** pane that has been downloaded to your desktop.

The image should appear in the content pane.

NOTE: If the image does not appear, verify that you have downloaded the tasks from the ULTRA server to your desktop.

TO HIDE THE CONTENT PANE

1. Click the **View** menu.
2. Select **Hide Content**.

3

Using Document Manager

This chapter describes using the features in ULTRA Desktop Document Manager to work on tasks.

Document Manager provides an efficient means of working on various translation projects. Its purpose is to serve as your window into the workflow of handling tasks for translation editing, proofreading, and assessing tasks. You can log on to the Internet, launch ULTRA Desktop, and begin working on your tasks.

The **Get** command is the process of retrieving a task that is ready for you to work on from the ULTRA server. If your role is a text translator, then the document could be a RTF document or a Microsoft Word document. If your role is a graphics engineer, then the tasks waiting for you can be an image file. Whatever your role, the ULTRA Desktop window is a display that allows you to manage your translation work from your desktop back to your project manager.

The Following topics are described in this chapter:

- **Logging on**
- **Logging on as a different user**
- **Getting tasks**
- **Opening a task**
- **Copying tasks**
- **Submitting tasks**
- **Deleting tasks**
- **Searching for tasks**
- **Rejecting tasks**
- **Changing a file type**
- **Exporting Translation Memory (TM)**
- **Disconnecting from ULTRA**

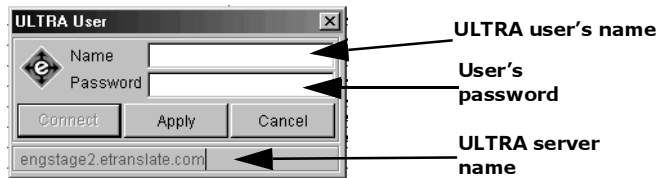
LOGGING ON

To log on to the ULTRA server with Document Manager you must have your ULTRA username, password, and ULTRA server information. After the first use, **Name** and server become your default entries. To change your username or password on ULTRA, you must contact your Language Manager.

TO LOG ON TO DOCUMENT MANAGER:

1. Connect to the Internet.
2. Launch the ULTRA Desktop application.
The ULTRA Desktop Document Manager main window appears.
3. Click on the eTranslate logo , or **File>Connect**.

The **ULTRA User** window appears.




4. Enter your **username** and **Password** in the corresponding fields.
5. Enter the name of the ULTRA server in the server field.
6. Click the **Connect** button.

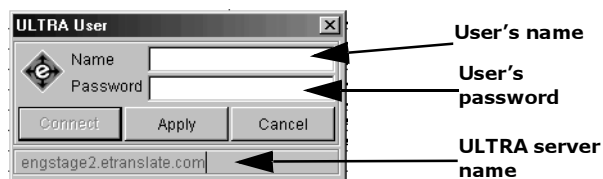
The eTranslate logo spins indicating that the application is connecting with the ULTRA server.

LOGGING ON AS A DIFFERENT USER

Multiple users can share a single computer's ULTRA Desktop application, provided that each user logs in with their own username and password. Task and documents downloaded from ULTRA are saved separately for each username.

TO LOGON AS A DIFFERENT USER:

1. Connect to the Internet.
2. Launch the ULTRA Desktop application.
The ULTRA Desktop Document Manager main window appears.
3. Click on the eTranslate logo , or **File>Connect**, to get to the log on window.
The **ULTRA User** window appears.




4. Enter the new **username** and **Password** in the corresponding fields.
5. Enter the name of the ULTRA server in the server field.
6. Click the **Apply** button.
This creates a folder for the new user on the desktop in the document file path. Any tasks the new user gets or copies are placed in the document file path with the user's name on the desktop.
7. Click the **Connect** button.
The eTranslate logo spins indicating that the application is connecting with the ULTRA server.

You can choose to open and work on documents you have previously obtained, or to connect to the ULTRA server and get new documents. Some actions can be performed without going online, while others require that your computer connect to the ULTRA server via the Internet.


GETTING TASKS

Document Manager's **Tasks** pane displays a list of the tasks available to you from the ULTRA server. If a task is in the **Ready** state it is available for you to **Get** from the ULTRA server. Once you **Get** a task from ULTRA it is no longer available to any other users. The **Get** process downloads a task from the ULTRA server to your desktop.

TO GET A TASK:

1. Connect to the Internet.
2. Highlight a task, or group of tasks that are in the **Ready** state.
3. Click the **Get**  button, or **File>Get**. You can also **Get** a document by double-clicking on it in the **Task** pane.

The **State** column changes to your user name to indicate that you have checked the tasks out from ULTRA.

When a task is available on your desktop, a white document symbol  is displayed on the task's line.

Document Manager places the task content in your document file path. The task is now available for you on your local machine.

If you are getting a task which you have previously copied or rejected (without deleting), you will be given the option of overwriting the copied file with the version on the server. Any changes made by you to the copied document will be lost if you choose to overwrite it.

NOTE: Once a task's content is on your local drive, do not move, rename or change the file type. ULTRA Desktop will not allow you to **Submit** the completed task back to the ULTRA server unless it can find the local document.

OPENING A TASK


Opening a task that you are ready to work on once you have performed the **Get** or **Copy** command is a simple process.

TO OPEN A TASK:


1. Select the task in the **Task** pane.
2. Double-click the task.

This will Get it, if possible.

COPYING TASKS

If you have tasks in your **Task** pane that you do not want to **Get** from ULTRA, you can **Copy** them to your desktop. Copying a task from ULTRA does not change the state of the task, it just makes the content available on your desktop. For example, if you want to view a task before checking it out from ULTRA, you can **Copy** it to your desktop. When a task is available on your desktop, a white document symbol  is displayed on the task's line, but the state does not change.

TO COPY A TASK:

1. Connect to the Internet.
2. Highlight a task, or group of tasks.
3. Click the **Copy**  button, or **File>Copy Task**.



The location of the copied document can be found by navigating to the default folder as listed in the column path header and the document path field.

If you copy a task to your desktop and you decide that you want to work on the task, you must then **Get** the task from the ULTRA server.

SUBMITTING TASKS

Submitting a task to ULTRA is the process of returning a task ULTRA PM so it can move to the next step in the workflow. For example, if you have performed the **Get** action, translated the document, and are ready to return it to ULTRA, you must **Submit** it.

TO SUBMIT A TASK:

1. Connect to the Internet.
2. Highlight the task or tasks in the task window that you are ready to **Submit**. The task **State** must be your username to submit it.
3. Click the **Submit**  button, or **File>Submit**.
4. The eTranslate  logo spins while connecting and submitting the task.

Once a task has been submitted, if you no longer want it displayed in your **Task** pane, you must delete it.


DELETING TASKS

You can delete a task from the **Tasks** pane. Deleting a task removes the item from the **Tasks** pane display as well as from your local drive.

NOTE: Deleting a task only removes the item from your **Tasks** pane and desktop. If you **Get** a task and do not want to work on it, you need to reject it, so that ULTRA PM will release it and make it available to other users.

The **Delete** command can be used to remove tasks you copied and want to remove from the **Tasks** pane and your local drive.

TO DELETE A DOCUMENT:

1. Select the item in the **Task** pane.
2. Click the **Delete**  button.

The deleted task is removed from the **Task** pane and from your desktop.

Do not delete documents with your username in the State field of the Task pane. If you cannot or will not work on a document which you have already obtained from the ULTRA server, you must release it. If you delete such a document by mistake, the copy function can be used to refresh the deleted document. However, any changes made before deletion will be lost. You will be warned before ULTRA Desktop will delete tasks you have received.

SEARCHING FOR TASKS

ULTRA Desktop searches using the filter fields at the top of each column. Depending upon the column, you can either enter or select filters to define your search. When a large number of tasks are displayed, finding a specific task can be a challenge. You can display only the tasks which match specified criteria by using the filters available in each of the column headers to narrow your search.

Figure 4- Filter fields

Filter fields

Task	Language	Source Path	Project
Translate	de-DE	*Instructions*	Any
Translate	de-DE	/English/Batch_Instructions.htm	No Va


You can specify search criteria from any combination of fields. For example, selecting **Translate** in the Task pull-down menu, **de-DE** in the Language pull-down menu, and entering “*Instructions*” in the **Source Path** field refines the display to items with “Instructions” somewhere in the path or filename text, awaiting translation into German.

You can select values from or enter information in as many filter fields as necessary.

Text can be entered or pasted into the **Source Path** field in order to limit a search to document paths or filenames containing the specified text. Some things to keep in mind when defining text filters:

- Text searches are case-sensitive, so you must capitalize letters correctly in order to receive good results.
- The asterisk (*) must be used as a wildcard character when entering partial values. For example, entering “*memo*” in the Path field will show all documents with the text “memo” anywhere in its path or filename, regardless of what text is found before or after. If you do not use wildcards, you must enter the complete path or filename in order to get any search results.

TO ENTER TEXT IN THE TEXT FILTER

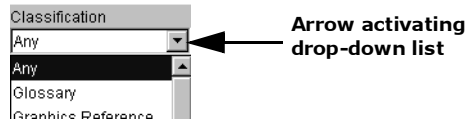
1. Enter text in the appropriate filter field.
2. Add the asterisk (*) before and after an entry as a wildcard to search for results containing that word.
3. Click the **Find Tasks**  button, or **File>Find Tasks**.


Document Manager displays the results of your search criteria.

TO SELECT CRITERIA FROM A DROP-DOWN LIST

1. Click on the filter for the column that has a filter drop-down list.

- Click on the small button at the right side of the field to activate the pull-down list.



- Scroll and click to select an item for the search.
- Click the **Find Tasks**  button, or **File>Find Tasks**.

Numerical values can be typed or pasted into the **ID** or **Words** fields. The asterisk (*) wildcard character may be used in the **ID** field, but not in the **Words** field. A search based on a specified word count will return only those documents with exactly the word count entered in the field.

ENTERING NUMBERS IN THE ID OR WORD COUNT FILTER

- Enter numbers in the **ID**, **Word Count**, or **Batch ID** filter fields.
- Click the **Find Tasks**  button, or **File>Find Tasks**.

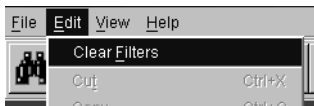
ULTRA Desktop only returns results with identical matches to the numbers you entered.

Restoring all tasks to the Task pane

You can restore all tasks displayed in the **Task** pane before any filtering.

TO CLEAR THE FILTER FIELDS

- In the **Edit** menu, select **Clear Filters**.




- Click the **Search**  button.

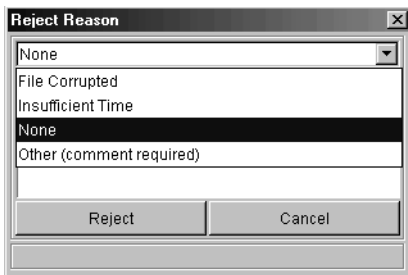
All unfiltered tasks should be restored to your display.

REJECTING TASKS

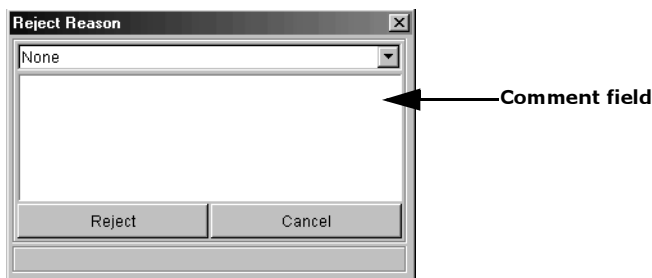
If you performed the **Get** command on a task and now do not want to work on it, you can reject it. When a document is rejected, the ULTRA server makes it available to other users. You may need to discuss specific policies with regard to document rejection with the project's Language Manager before using this option.

TO REJECT A TASKS:

1. Connect to the Internet using your computer's usual method.
2. Connect to the ULTRA server.
3. In the **Task** pane, select a task that is available on your desktop.
4. Click the **Reject Selected Tasks**  button, or **File > Reject Tasks**.
5. The **Reject Reason** dialog box opens.
6. From the drop down list in the **Reject Reason** dialog, select a reason for rejecting the document.



7. Enter any comments you have in the **Comment** field.



8. Click the **Reject** button in the **Reject Reason** dialog box, or **File > Reject Tasks**.

The task is sent to ULTRA as a rejection with your reason and comments. To remove the task from your **Task** pane you must **Delete** it.

CHANGING A FILE TYPE

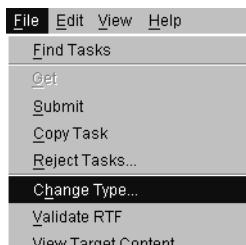
In some cases, it may become necessary for a Localization Engineer to change the file type (also known as the MIME type) of a task before submission. To check in a document with a changed file type extension (for example, “Document.html” is changed to “Document.rtf”), Document Manager must be informed of the change in order to recognize the new file name. This is accomplished through the use of the **Change Type** command.

NOTE: Translators, Editors, and Proofreaders should not use the Change Type command unless specifically authorized to do so by a Language Manager.

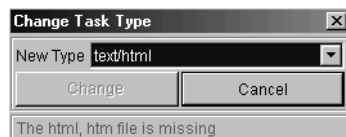
The document with the changed file type must have the same name as the original document, with the exception of the file type extension. In addition, the new document must be saved in the same folder as the original document.

TO CHANGE A TASK’S FILE TYPE:

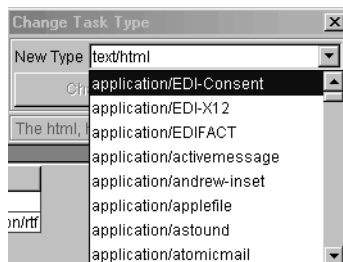
1. Get the task from ULTRA.
2. In the **Task** pane, select the task you want to change.
3. From the **File** menu, select **Change Type**.



The **Change Task Type** pane is displayed.



4. From the drop down list, select the file type you want the task changed to.



5. Click the **Change** button.

You should get a message reading “The [file type] file is present” at the bottom of the window (see illustration, below). If the message reads “The [file type] file is missing”, you

will need to check the document's file extension and location. Refer to the original document's path information to determine to correct file location.

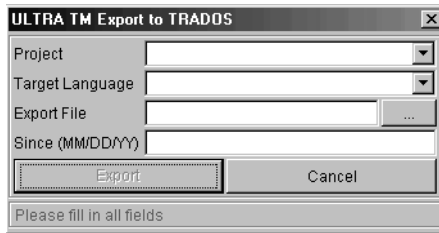
EXPORTING TRANSLATION MEMORY (TM)

You can use your team's TRADOS-compatible translation memory in your translation projects. Document Manager allows you to bring the translation memory in through a simple procedure from the ULTRA server.

TO GET TRANSLATION MEMORY:

1. In the **File** menu, select **Export TM from ULTRA**.

The **ULTRA TM Export to TRADOS** window opens.



2. Select the **Project** name from the drop down list. This is the translation memory associated with a particular project on the ULTRA server.
3. Select the **Target Language** from the drop down list. This is the translation memory associated with a particular target language.
4. In the **Export File** field, select the file location and name you want your translation memory to be placed on your desktop.
5. In the **Since** date field, enter the date you want the translation memory you are getting from ULTRA to indicate.
6. Click **Export** to get the translation memory.

The TRADOS-compatible translation memory is retrieved from ULTRA to your local drive and is ready for you to use.

DISCONNECTING FROM ULTRA

You can disconnect from ULTRA at any point and work offline using just ULTRA Desktop. Be sure that you have obtained all the necessary task that you need to work. Once you have done this, you also no longer need to be connected to the Internet.

TO DISCONNECT FROM ULTRA:

1. In the **File** menu, select **Disconnect**.
2. Begin selecting and opening tasks in the **Tasks** pane.

4

Using Image Manager

Image Manager facilitates graphics localization. It provides a single source for viewing, assessing, transcribing, and translating graphics. It works with Document Manager to manage the graphics localization process.

In this chapter, the following topics are discussed:

- **Understanding Image Manager**
- **The Image Manager window**
- **Column headers**
- **Creating GTX files**
- **Opening GTX files**
- **Assessing graphics with Image Manager**
- **Transcribing images with Image Manager**
- **Translating images using Image Manager**
- **Rejecting images with Image Manager**
- **Copying images associated with a GTX file**
- **Searching in Image Manager**
- **Generating Image Reports**
- **Saving as RTF**
- **Keyboard shortcuts**

UNDERSTANDING IMAGE MANAGER

Graphics localization is simplified using the Image Manager tool. Image Manager stores data in the GTX file. To use Image Manager a graphic or group of graphics must be associated with a GTX file. A GTX file is a graphics transcription file that is associated with one or more graphic images selected in the **Task** pane. Within Image Manager you are able to view graphics, transcribe the source content from each graphic, and translate the content of each graphic. The results of this work are stored in the GTX file and displayed in Image Manager.

During the image localization process a graphics file is submitted to ULTRA for assessment, transcription, and translation, all of which occurs using Image Manager. The image is then sent to a Graphics Engineer to be localized, which takes place outside of the Image Manager tool.

Table 8: Image Manager roles details the roles and how each role can use Image Manager.

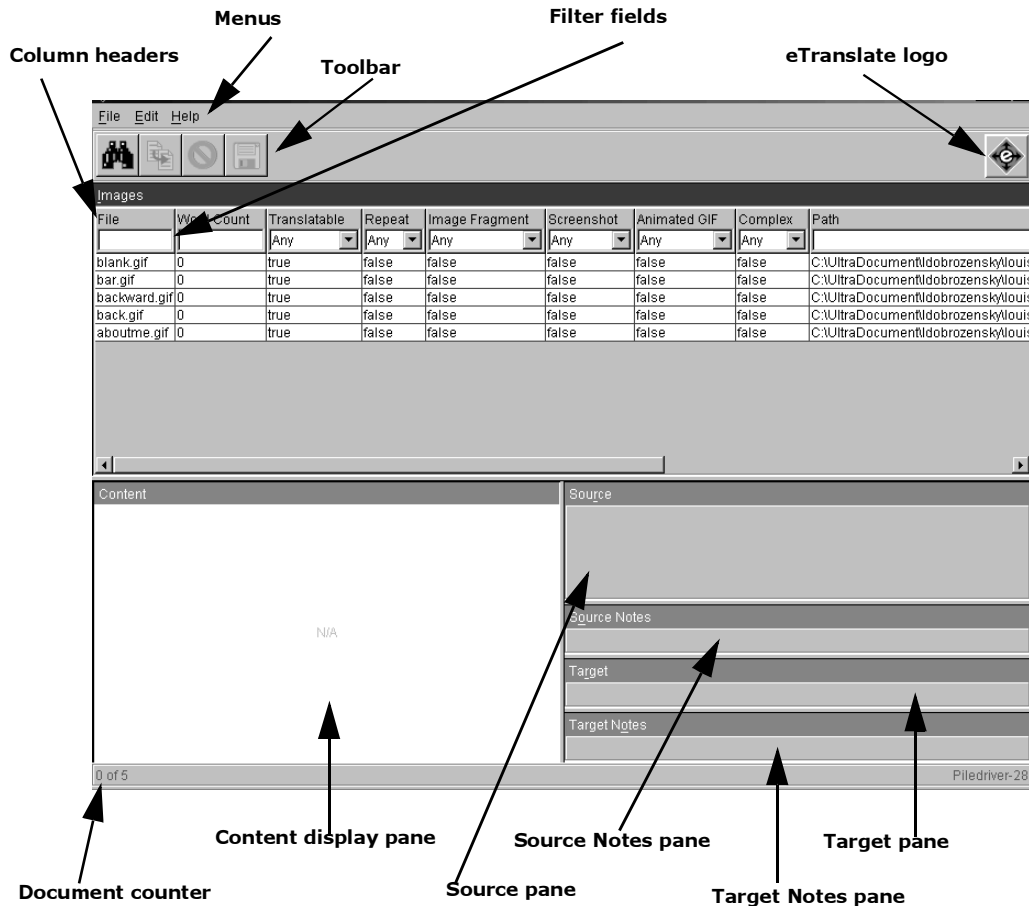
Table 8: Image Manager roles

Role	Definition
Assessor	Assesses the graphic for the next step in the workflow, and makes basic decisions on the graphic. For example, an assessor determines if a graphic is translatable, if it's a repeat, if it's an image fragment, if it's a screen shot, an animated GIF, or if it is a complex graphic. An assessor can also create a GTX file from graphics selected in Document Manager's Tasks pane.
Transcriber	Creates a GTX file if it hasn't already been created from graphics in the Document Manager's Tasks pane. In Image Manager, transcribes the source text of the graphics, and adds any notes that may help the translator.
Translator	Translates the transcribed text.
Graphics Engineer	Renders the new graphic with the translated text which is recorded in the GTX file and can be viewed in Image Manager.

THE IMAGE MANAGER WINDOW

The Image Manager window is the central access point to the features available in the graphics localization process. *Figure 5: Image Manager window*, shows the main features.

Figure 5: Image Manager window



Column headers. Displays the name of each column.

Menus. Allows access to all of Image Manager's features.

Toolbar. Quick access to Image Manager's features.

Filter fields. A field or drop down list for specifying values to search for in the list of images.

eTranslate logo. Spins when connecting with the ULTRA server.

Document counter. Displays the number of graphics associated with the GTX file and how many are currently selected.

Content display pane. Displays a view of a GIF or a JPEG file.

Source pane. The field where the original text of the graphic is transcribed.

Source Notes pane. The field where any notes on the source transcription can be added.

Target pane. The field where the target language translation of the transcribed text is entered.

Target Notes pane. The field where any notes on the target translation are added.

COLUMN HEADERS

The column headers identify information displayed for each graphic within a GTX file. *Figure 6: Image Manager column headers*, shows the location of the column headers and what column headers are used.

Figure 6: Image Manager column headers

Column headers

File	Word Count	Translatable	Repeat	Image Fragment	Screenshot	Animated GIF	Complex	Path
		Any	Any	Any	Any	Any	Any	
blank.gif	0	true	false	false	false	false	false	C:\UltraDocum
bar.gif	0	true	false	false	false	false	false	C:\UltraDocum
backward.gif	0	true	false	false	false	false	false	C:\UltraDocum
back.gif	0	true	false	false	false	false	false	C:\UltraDocum
aboutme.gif	0	true	false	false	false	false	false	C:\UltraDocum

File. The actual file name of the image that was brought into the GTX file.

Word Count. The number of transcribed words in the each file.

Translatable. Displays **True** if the image is translatable, or **False** if it is not.

Image Fragment. Displays **True** if the graphic is an fragment of a another image, or **False** if it is not, and therefore translatable.

Screenshot. Displays **True** if the image is a screenshot, or **False** it is not.

Animated GIF. Displays **True** if the image is an animated GIF, or **False** if it is not.

Complex. Displays **True** if a image may take more time to render than a simple graphic.

Path. The source path location of the file on your desktop.

CREATING GTX FILES

To work in Image Manager you must select one or more graphics from Document Manager's **Tasks** pane and associate them with a GTX file. The GTX file is the only file Image Manager will open. *Figure 7: Selecting graphics for a GTX file* demonstrates how selected graphic files in the Document Manager **Task** pane will appear in a newly created GTX file within Image Manager.

GTX files are created by ULTRA Desktop for use with Image Manager. When a new file is created it is saved in a temporary folder in your local **File Path**.

TO CREATE A GTX FILE:


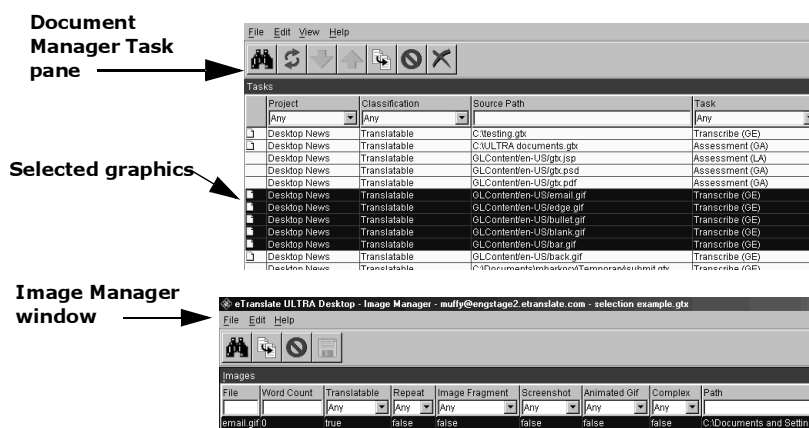
1. Get  any graphics files you want in your GTX files from ULTRA.
2. In Document Manager, select graphics content from the **Task** pane.

Figure 7: Selecting graphics for a GTX file



3. From the **File** menu, select **Assess/Transcribe Images**.
The **Save As** dialog opens.
4. Name the GTX file.
5. Click the **Save As** button to save the GTX file.

The newly created GTX file is now available to you from Document Manager's **Task** pane and Image Manager is opened.

OPENING GTX FILES

GTX files can only be opened through Document Manager's **Tasks** pane.

TO OPEN A GTX FILE:

1. In Document Manager's **Tasks** pane, select the GTX file you want to open.
2. Double-click the file.

Image Manager opens and displays the contents of the file.

Once you have opened your GTX file you are ready to begin working.

ASSESSING GRAPHICS WITH IMAGE MANAGER

As an assessor it is your responsibility to evaluate each graphic associated with a GTX file to determine whether and how it will be handled by the transcriber, translator, proofreader, and graphics engineer.

TO ASSESS AN IMAGE:

1. With the GTX file open, select an image.
2. Determine if the image is translatable. Click in the graphic's cell in the **Translatable** column to activate the drop down list, then select **True** or **False**.

File	Word Count	Translatable	Repeat
		Any	Any
back.gif		false	false
aboutme.gif	2	false	false
backward.gif	3	false	false
anish1.jpg	4	true	false

If you select **False**, when you save the GTX file, Image Manager removes that graphic from the GTX file and reclassifies it in the Document Manager **Task** pane as **Non-translatable**. You must then **Submit** the task back to ULTRA as **Non-translatable**. It will not be transcribed, translated, or rendered.

3. Determine if the image is a repeat. Click in the graphic's cell in the **Repeat** column and select **True** or **False**.

File	Translatable	Repeat	Image Fragment
	Any	Any	Any
back.gif	false	Any	false
aboutme.gif	false	false	false
backward.gif	true	true	false
anish1.jpg	true	true	false

4. Determine if the image is an **Image Fragment**. Click in the graphic's cell in the **Image Fragment** column and select **True** or **False**.

File	Translatable	Repeat	Image Fragment	Screen Shot
	Any	Any	Any	Any
back.gif	false	false	Any	false
aboutme.gif	false	false	false	false
backward.gif	true	false	true	false
anish1.jpg	true	false	true	false

5. Determine if the image is a **Screen Shot**. Click in the graphic's cell in the **Screen Shot** column and select **True** or **False**.

File	Translatable	Repeat	Image Fragment	Screen Shot
	Any	Any	Any	Any
back.gif	false	false	Any	false
aboutme.gif	false	false	false	false
backward.gif	true	false	true	false
anish1.jpg	true	true	true	false

6. Determine if the image is a **Animated GIF**. Click in the graphic's cell in the **Animated GIF** column and select **True** or **False**.

File	Animated GIF	Complex
	Any	Any
back.gif	false	false
aboutme.gif	false	false
backward.gif	false	false
anish1.jpg	true	false

7. Determine if the image is a **Complex**. Click in the graphic's cell in the **Complex** column and select **True** or **False**.

File	Animated GIF	Complex	Score
	Any	Any	Any
back.gif	false	false	false
aboutme.gif	false	false	false
backward.gif	false	false	false
anish1.jpg	false	false	false
		true	

TRANSCRIBING IMAGES WITH IMAGE MANAGER

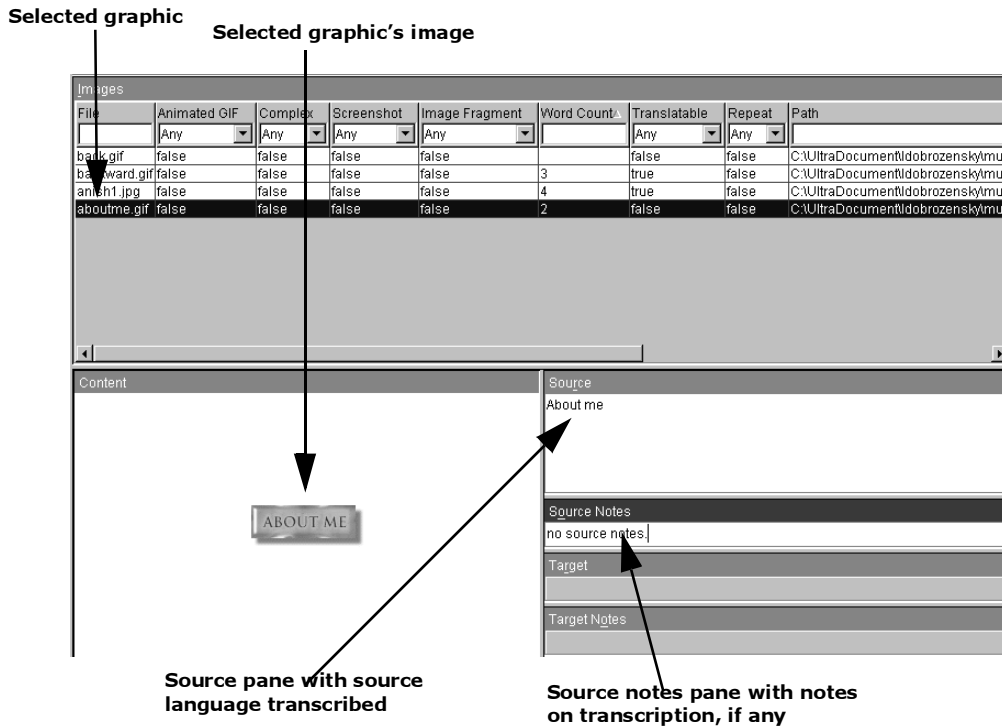
A GTX file contains data on one or more images files that need to be translated and localized. Within Image Manager you can see the image that needs to be translated.

TO TRANSCRIBE A GRAPHIC

1. Open the GTX file in Image Manager by double-clicking on it in the **Tasks** pane.
2. Within Image Manager, select the image you want to transcribe.

The image of the image appears in the **Content** pane within Image Manager.

Figure 8: Image Manager window - transcribing



3. Transcribe the source language text to be translated from the graphic into the **Source** pane.
4. Add any related notes regarding the transcription into the **Source Notes** pane.

Source Notes can be any information that needs to be related to the translator or graphics engineer, and be empty.

5. Save the GTX file when you have transcribed all graphics within the file by clicking the **Save** button, or **File>Save**.

TRANSLATING IMAGES USING IMAGE MANAGER

A GTX file is ready to be translated once all images have been assessed and transcribed. A GTX file can contain data for more than one graphic that needs to be translated.

TO TRANSLATE A GTX FILE

1. Open the GTX file in Image Manager by double-clicking on it in the **Tasks** pane.
2. Image Manager opens and the contents of the GTX file are displayed.
3. Select the image you want to work on.
4. Translate the text displayed in the **Source** pane into the **Target** pane.
NOTE: Read any notes in the **Source Notes** pane.
5. Add any notes regarding the translation to the **Target Notes** pane.
Target Notes can be information that may help the proofreader or Graphics Engineer and can be empty.
6. Translate any remaining images.
7. Save the GTX file by clicking the **Save** button, or **File>Save**.


REJECTING IMAGES WITH IMAGE MANAGER

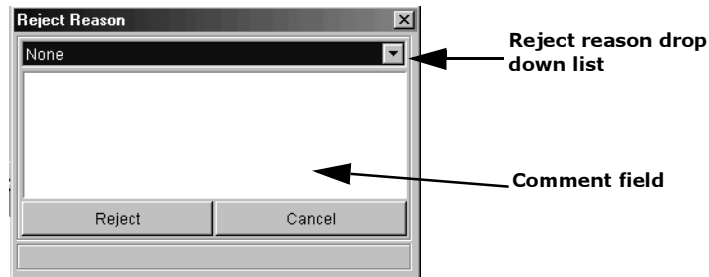
It may be necessary to reject one or more images within a GTX file. Image Manager makes the process for rejecting images simple.


TO REJECT AN IMAGE:

1. You must have a GTX file open and an image selected in Image Manager.

NOTE: You can reject more than one image at a time.

2. Click the **Reject**  button, or **File>Reject Images**.
3. The **Reject Reason** window opens.




4. Select the reject reason from the drop down list.
5. Enter any comments regarding the reason for rejecting the image in the comments field.
6. Click the **Reject**  button.
These images will be removed from the GTX file and Image Manager.
7. Finish your work and **Submit** the GTX file to ULTRA.

COPYING IMAGES ASSOCIATED WITH A GTX FILE

The GTX file contains information on each graphic associated with it. It does not contain images themselves. In the assess and transcribe step in the workflow, images are checked out for you and displayed in the **Content** pane. In the translation step, you may find it useful to view the images in the **Content** pane, therefore you must copy the images using Image Manager.

TO COPY AN IMAGE:

1. Open the GTX file in Image Manager.
2. Select the graphics within the GTX file you want to copy to your desktop.
3. Click the **Copy Images**  button, or **File>Copy Images**.

The image is copied to a temporary file in your document path and is now visible in Image Manager.

SEARCHING IN IMAGE MANAGER

A GTX file can have one or more images associated with it. You may need to search the list of graphics to access particular images quickly. Image Manager provides filter fields in each column to search for images. Depending upon the column, you can enter or select filters to define your search. When a large number of items are displayed, finding a graphic can be a challenge. By using the filters in each column header to narrow your search, you can display only the graphics which match the criteria you specify.

You can specify search criteria from any combination of fields. For example, entering ***.gif** in the **File** filter field and selecting **True** in the **Animated GIF** field refines the display to images with **.gif** as the file extension and Animated GIFs set to **True**.

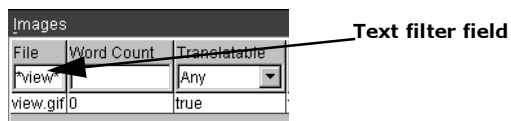
You can select or enter information in as many filter fields as necessary.

Text can be entered or pasted into the Path field in order to limit a search to document paths or filenames containing the specified text. Some things to keep in mind when defining Path text filters:

- Searches using the Path field are case-sensitive, so you must capitalize letters correctly in order to receive good results.
- The asterisk (*) must be used as a wildcard character when entering text. For example, entering ****memo*** in the Path field will show all documents with the text **memo** anywhere in its path or filename, regardless of what text is found before or after. If you do not use wildcards, you must enter the complete path or filename in order to get any search results.

TO ENTER TEXT IN THE PATH OR FILENAME FILTER

1. Enter text in the appropriate filter field. Add the asterisk (*) before and after an entry as a wildcard to search for results containing that word.

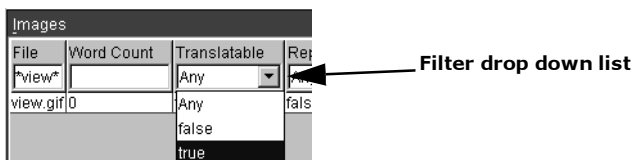



2. Click the **Find Images**  button, or **File>Find Images**.

Document Manager displays the results of your search criteria.

TO SELECT CRITERIA FROM A DROP-DOWN LIST

1. Click on the filter for the column you want to sort.
2. Click on the arrow at the right side of the field to activate the pull-down list.



3. Scroll and click to select an item for the search.
4. Click the **Find Images**  button, or **File>Find Images**.

Numerical values can be typed or pasted into the Word fields. The asterisk (*) wildcard character may not be used in the Word field. A search based on a specified word count will return only those documents with exactly the word count entered in the field.

ENTERING NUMBERS WORD COUNT FILTER



1. Enter numbers in with the **Word Count** filter fields.
2. Click the **Find Images**  button, or **File>Find Images**.

Image Manager only returns results with identical matches to the numbers you entered.

TO CLEAR THE FILTER FIELDS

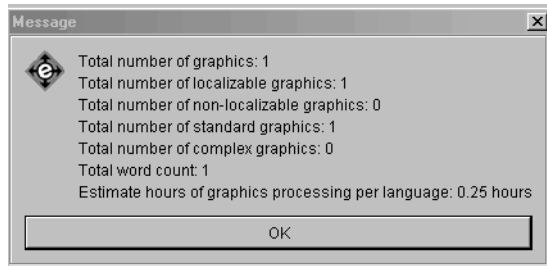
1. In the **Edit** menu, select **Clear Filters**.
2. Click the **Find Images**  button.

All unfiltered tasks should be restored to your display.

GENERATING IMAGE REPORTS

Image Manager can display a report on a GTX file that contains summary information on the assessment and transcription of the images. *Figure 9: Image Report* shows the information generated in the report.

Figure 9: Image Report



TO RUN AN IMAGE REPORT

1. Open the GTX file you want to run a report on in Image Manager.
2. In Image Manager's **File** menu, select **Image Report**.
3. The **Image Report** window is displayed.

To print the **Image Report**, see **Saving As RTF**.

SAVING AS RTF

The **Save As RTF** command creates a tabular report of the GTX file. *Table 9: RTF file information* details the information in the RTF file.

The **Save As RTF** command is useful to graphics engineers during the render step of the workflow when you may be working on a system that is independent of the ULTRA Desktop application. This command creates a RTF file with information that can be printed or viewed with Microsoft Word.

Table 9: RTF file information

Column Header	Definition
Path Name	The path name of each graphic within the GTX file.
File Name	The file name of each graphic in the GTX file.
File Type	The MIME type of file of a particular graphic with the GTX file.
Localizable	Displays whether or not a graphic is localizable.
Word Count	Displays the word count of the translated source language.
Source	The transcribed source text of the graphic.
Target	The translated text of the graphic.
Art Info	Consolidated information indicating if a graphic is an Image Fragment, a Screen Shot, an Animated GIF, or Complex.
Source Notes	Any notes the transcriber added.
Target Notes	Any notes the translator added.

To SAVE As RTF:

1. Open the GTX file in Image Manager.
2. In the **File** menu, select **Save As RTF**.

Image Manager saves the file in the **Temporary** folder within your **Document File Path**.

KEYBOARD SHORTCUTS

Image Manager provides keyboard shortcuts for some frequently used navigation commands.

Table 10: Image Manager keyboard shortcuts lists the command shortcut combinations available and their definitions.

Table 10: Image Manager keyboard shortcuts

Keyboard shortcut	Definition
ALT+x	Moves the selection to the next row.
ALT+z	Moves the cursor to the previous row.
ALT+n	Changes the selected graphic to (not translatable) False .
ALT+t	Changes the selected graphic to (translatable) True .
ALT+i	Moves focus to images table.
ALT+r	Moves the cursor to the Source or Target field, as applicable.
ALT+o	Moves the cursor to the Source Notes or Target Notes field, as applicable.
CTRL+x	Cuts selected text.
CTRL+c	Copies selected text.
CTRL+v	Pastes text.

5

Other Tools and ULTRA Desktop

To work with TRADOS files and other applications you need to have the appropriate tools installed on your system. For example, you may use Adobe Photoshop for JPEG images and Adobe PageMaker for desktop publishing files. Documents can be obtained and submitted regardless of file type, provided they always remain in their original file locations.

To have Microsoft Word open with TRADOS-compatible RTF documents from the Document Manager window, for example, your computer's operating system must associate this file type with Microsoft Word.

This chapter contains the following sections:


- **Working on a TRADOS RTF file overview**
- **Using other tools overview**

WORKING ON A TRADOS RTF FILE OVERVIEW

You must launch the TRADOS Translator's Workbench application prior to opening a TRADOS-compatible RTF document from Document Manager. Then, if the file type is properly associated with Microsoft Word, the document opens in Microsoft Word/TRADOS.

This section is a quick overview of how simple it is to work on TRADOS-compatible RTF files with the ULTRA Desktop application. It takes you through the steps necessary to get your work completed and submitted using ULTRA Desktop and Microsoft Word/TRADOS.

TO WORK ON A TRADOS RTF FILE:

1. Launch ULTRA Desktop and connect to ULTRA.
2. **Get** any tasks from the Document Manager **Task** pane. A document icon  appears next to the task once it is on your desktop.
3. Disconnect from ULTRA to begin your work offline.
4. In the **Tasks** pane, double-click on the TRADOS-compatible file you want to work on. If you do not want to work on the file, you can **Reject** it.
5. Your file opens in Microsoft Word/TRADOS.
6. Begin working on your file.
7. Save the file once you have completed your work.


NOTE: Do not change the name of a document or move a document to a different location. Document Manager looks for document files with their original names, in their original locations. Doing so makes it impossible to check-in the most recent version of the document. The only exception to this rule applies to Localization Engineers who must change the file type of a document as part of the localization process; in such cases, the **Change Type** command must be used.

8. Connect to ULTRA.
9. **Submit** the file back to ULTRA.

USING OTHER TOOLS OVERVIEW

This section provides a quick overview of how simple it is to work on files associated with other applications with the ULTRA Desktop application. It takes you through the steps necessary to get your work completed and submitted using ULTRA Desktop. In order to work on a file associated with a particular application, for example, Adobe Photoshop, you must have that program installed on your desktop.

TO WORK ON A FILE USING ANOTHER APPLICATION:

1. Launch ULTRA Desktop and connect to ULTRA.
2. **Get** any tasks from the Document Manager **Task** pane. A document icon  appears next to the task once it is on your desktop.
3. Disconnect from ULTRA to begin your work offline.
4. In the **Tasks** pane, double-click on the file you want to work on. If you do not want to work on the file, you can **Reject** it.
5. Your file opens in the application it is associated with.
6. Begin working on your file.
7. Save the file once you have completed your work.

NOTE: Do not change the name of a document or move a document to a different location. Document Manager looks for document files with their original names, in their original locations. Doing so makes it impossible to check-in the most recent version of the document. The only exception to this rule applies to Localization Engineers who must change the file type of a document as part of the localization process; in such cases, the **Change Type** command must be used.

8. Connect to ULTRA.
9. **Submit** the file back to ULTRA.

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