AlphaSoft

TrueTerm PalmOS

The Multilingual Dictionary
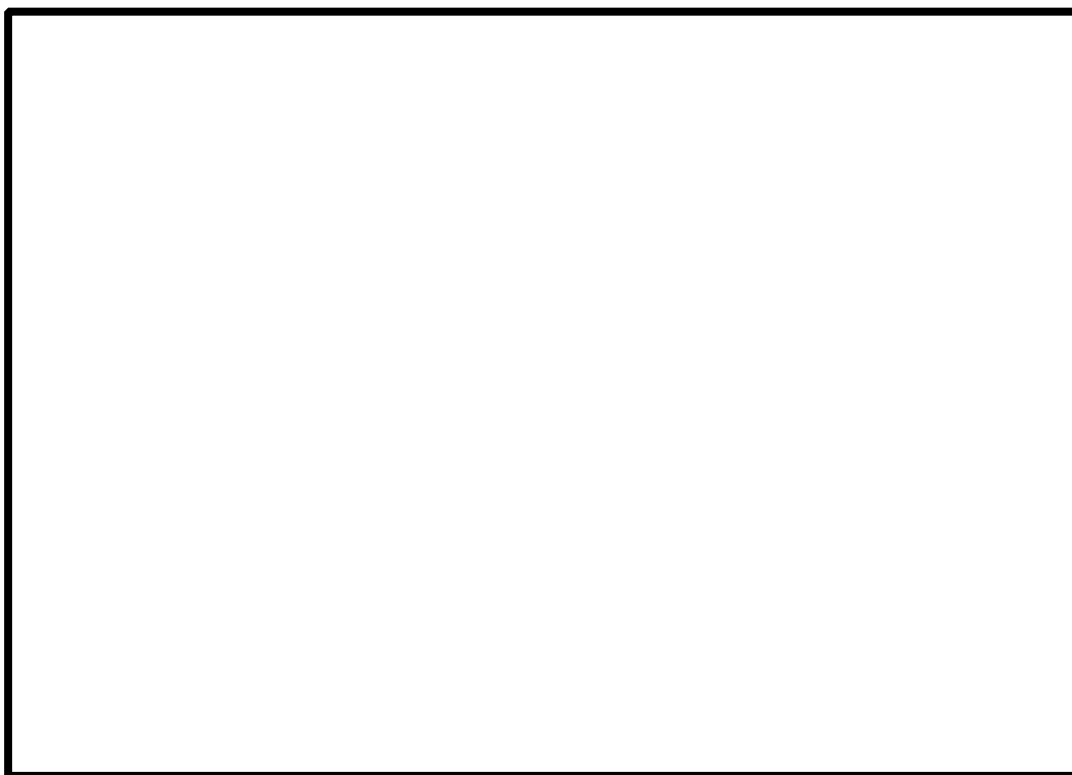
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Introduction

What is *TrueTerm PalmOS*?

Using the **TrueTerm** series of dictionaries, you can look up words in the same simple way that you are used to doing with standard dictionaries. **TrueTerm** is an applications program that is distinguished not only by the quality of the integrated dictionaries, but also by its portability onto various platforms. So there are versions of **TrueTerm** specially adapted for the Desktop PC running under Windows 95/98 and NT and others for Handheld PCs, such as for example EPOC and Windows CE.

For local networks there is the network version **TrueTermNet.** You could use this, for example, to establish and maintain a user specific terminology for a company's translations. With **TrueTermNet** you can ensure that all employees have access to the same dictionary and that each employee can add his or her own data to the common data base.

In the **Setup.htm** you´ll find informations about the installation.

The Dictionary functions of *TrueTerm PalmOS*

Calling up the dictionaries

Switch on your **Palmtop** and point with the pen/stylus or use the scroll bar to scroll down to the item **All Applications** in the program group until you see the icon **TrueTerm** displayed:

Tap this icon with your pen to enable the dictionary. You will see the following display on the screen:

On the right is the list of all the available Keywords. On the left is the corresponding entry from the dictionary. If the dictionary entry is longer than one page, then there will be a

scroll bar on the right hand edge of the entry enabling you to scroll up and down the page:

Alternatively you can use the left/right arrows to move the entries up or down the page. You can move to another page by touching these arrows if first you mark an entry in the keyword list with your pen.

Working with the Dictionary

Setting the direction of translation

With your pen, touch the entry in the menu bar to indicate the direction of translation. The following menu is now shown on the screen:
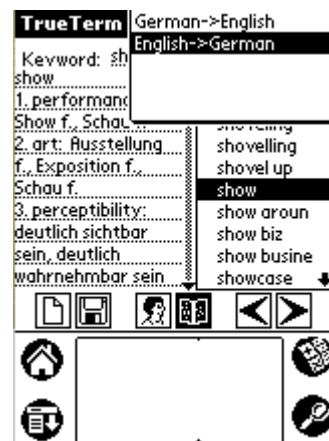
Touch the desired direction of translation with your pen. The entry will now be presented highlighted and correspondingly activated.

Choosing Keywords

Keywords can be chosen in various ways:

Scroll Key

Press the **Scroll up** or **Scroll down key** to mark a word in the list in either ascending or descending alphabetic sequence. The dictionary entry immediately appears on the right next to the key word list.

Previous/Next Arrow in the Keyword List

In the upper and lower right hand corners of the display, you will see an arrow. Touch this with your pen to mark a previous or a following word in the keyword list. The dictionary entry for this word will appear next to the list.
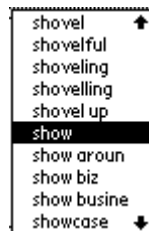
Application buttons in the Button Bar

The Application buttons shown below can be used in the same manner as the arrows above.

If you touch the left arrow with your pen, the previous word will be chosen. If you touch the right arrow, the following word will be chosen.

Entry via the keyboard

Under **PalmOS** it is possible to simulate a keyboard.. Touch the lower left hand side of the entry area of your **Palmtop**. The letters *abc* are displayed here. This causes a simulated keyboard to appear on the display, which you can now use as a conventional keyboard:

Now enter the appropriate letters and when the word is complete, touch the command **Done.** Then you will be returned to the dictionary and the entered word will be taken as the Keyword. The corresponding dictionary entry will be shown,

Graffiti Entry

With the pen you can enter letters of the alphabet in the Graffiti section of the **Palmtop**. Further details of how to do this are contained on the **Palmtop** or in the **Palmtop** Handbook. These letters have to correspond to a specific format and can then be transferred direct into **TrueTerm. TrueTerm** will always try to find the appropriate keyword even if you have entered or written only a single letter. So if you write an *S*, for example, then **TrueTerm** will show entries from the keyword list beginning at the start of the *S* entries.
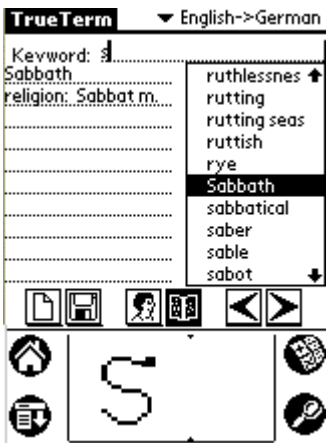
If you want to delete the entered word, mark it by sliding the pen over the word from right to left. Then draw a line in the alphabet section of the screen also by drawing the pen from right to left.

Keywords that have been newly modified or added are preceded by a symbol that shows which sort of keyword it is:

⊞	New keyword defined by the user;
⊠	Keyword that was modified by the user.

Information about adding new keywords is contained in the section: ***Adding, amending and deleting keywords***.

Editing dictionary entries

TrueTerm PalmOS gives you the facility to edit dictionary entries. Thus you can add or delete additional meanings. This enables you to tailor the dictionary to your precise requirements. Mark the entries or text in the dictionary that you wish to cut out or copy by running the pen across the

entry from right to left as if you were crossing it out. Then touch the following **Menu** button with your pen:

The **Edit** function of the dictionary will be displayed:

Touch the **Cut** or **Copy** function, depending on what you wish to do. Now skip to the point within the same or any other entry in the dictionary where you wish to move the word. Touch the **Menu** button and hit the **Paste** function on the **Edit** menu.

If you want to make modifications within the dictionary, for example by adding a word, then highlight the point in the dictionary with your pen. Then either enter the word using the simulated keyboard or by writing the word in the Graffiti part of the screen.

More information about adding keywords and editing dictionary entries is contained in the section: *Adding Keywords*.

Choosing display options

TrueTerm PalmOS offers you three display options. These options can be chosen under the Menu **Tools - Display options**.. Touch the button in the bottom left hand corner of the display. When the **TrueTerm**-Menu appears, touch the entry **Tools** in the Menu bar with your pen. The following display appears:

Edit | **Extras**

Save dictionary entry ╱S
Original dictionary entry ╱U

Display options
Delete dictionary

Dictionary statistics
About TrueTerm

Exit

deutlich sichtbar | show biz
sein, deutlich | show busine
wahrnehmbar sein | showcase ↓

🗋 🖫 🕮🕮 ◁ ▷

🏠   🎛
📥   🔎

Now choose **Display options** with your pen. In this window you will now see the current display option beside the arrow.

TrueTerm ▼ English->German

Keyword: go

go | going

Display options

Keyword list
▼ Short

(OK)   (Cancel)

gehen, | go-ahead
funktionieren, | go ahead ↓

🗋 🖫 🕮🕮 ◁ ▷

🏠   🎛
📥   🔎

If you wish to choose a different display option, then touch the arrow with your pen. Now a list of the available options is displayed:

TrueTerm ▼ English->German

Keyword: show

show | shovel

Display options

Keyword list
▼ Standard
Technical
Short
OK   Cancel

sein, deutlich | show busine
wahrnehmbar sein | showcase ↓

🗋 🖫 🕮🕮 ◁ ▷

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Touch the new option with the pen and confirm with **OK**.

The display options determine how the display is divided up between the keyword list and the dictionary entries. The option **Short** looks like this:
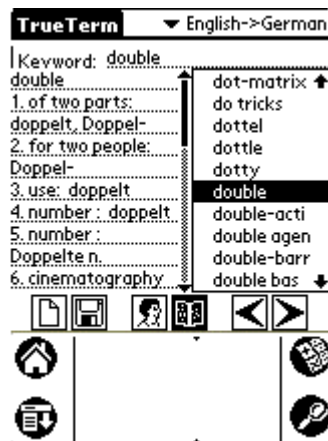
The dictionary entry is shown beside the keyword list.

The option **Technical** has the following format:

The keyword list is in the upper half of the screen and the dictionary entry in the lower half.

The **Standard** option enables you to enlarge the dictionary entries allowing you to see longer entries all at once. Initially the **Standard** option is the same as the **Short** Option:

If you now place your pen in the dictionary entry part of the screen, it will automatically grow in size:

Using the Application buttons

you can now leaf through the entries without having the keyword list displayed simultaneously.

To return to the split screen, place the cursor with your pen in the **Keyword** entry field.

Signing off from *TrueTerm PalmOS*

You can sign off in either of two ways: either close the dictionary by touching the **Applications** icon:

or touch the **Exit** field in the **Tools** menu.

In both cases the system returns to the **PalmOS** entry point.

Special Functions

Creating and deleting dictionaries

User dictionary

With **TrueTerm PalmOS** you can create and delete your own dictionaries. Your user dictionary appears on the screen with its new entries and modifications automatically synchronized. Alternatively, **TrueTerm PalmOS** has the facility to call up only those dictionary entries that you have added or modified. This gives you the maximum flexibility of choice.

Creating dictionaries

You do not need to expend unnecessary effort in creating a user dictionary. If no user defined dictionary exists, then on starting **TrueTerm PalmOS** you will automatically be asked whether you want to create one. If you confirm that you wish to do so, then all the dictionary files that **TrueTerm PalmOS** requires to maintain user defined dictionary entries will be at your disposal.

Calling up dictionaries

As soon as you add a new keyword or after you alter an entry in the dictionary, you can recognise the new keyword by the plus sign that precedes it. Words that have been changed are preceded by a circle.

If you wish to display only those dictionary entries and keywords that have been amended or added, then touch the dictionary applications symbol, which is normally shaded grey:

TrueTerm now shows you the dictionary with user defined entries:

If you now wish to return to the standard display mode, touch the dictionary applications symbol, which is now no longer shaded grey:

With the standard dictionary display, you have access to all the accumulated entries. So you can access the original and the user specific data. Both are displayed in the keyword list.

If you call up a user defined entry, the user applications symbol is shaded grey:

This shows you that the dictionary entry in question contains text that has been supplied by a user. If you touch the user applications symbol now, then the text that was entered by the user disappears:

A further touch on the user applications symbol, which is no longer shaded grey at this point,

causes the user defined text to reappear.

The option to show or hide user specific text in the dictionary entries can also be achieved by invoking the **Tools** menu and choosing **Original dictionary entry**. Alternatively you can write a Graffiti (see: *Graffiti-Menu commands*).

Deleting a dictionary

If you wish to delete a dictionary, call up the **Tools** Menu and choose **Delete dictionary**. The following window appears:

If you wish to delete the contents of the user dictionary, then place a tick in the boxes in front of the heading **User dictionary** and beside the words **only content**. Confirm your intention to delete the contents of the user dictionary by touching the command **Delete**. In this case only the contents of the user dictionary are deleted. The advantage of this action is that you will now no longer be asked if you wish to create a new user dictionary when you start up the system. If you place a tick only in the box preceding the words **User dictionary**, a further tick is automatically placed in the box

preceding the words **Original dictionary**. This is because you can only delete the user dictionary if you simultaneously delete the original dictionary. The next time that you start the program, the system will then ask you if you wish to create a new user dictionary (see: *Creating dictionaries*).

If you have storage capacity problems on the **Palmtop**, you can always delete an original dictionary. Having deleted a dictionary, you can still work with **TrueTerm PalmOS** using other dictionaries and user entries.

If you wish to reload the deleted dictionary, call up the program group **TrueTerm PalmOS** on your desktop PC and proceed as described under: *Installation*.

Adding, changing and deleting Keywords

Adding Keywords

To add a keyword touch the following applications symbol

or use the **Menu** Symbol

to call up the **Edit** Menu and touch the entry **New keyword** with your pen. Alternatively you can write a Graffiti (see: *Graffiti Menu Commands*). The following window appears:

Enter a new keyword and confirm with **OK**.

After entering the new keyword, **TrueTermPalmOS** will jump in the keyword list to the position where the keyword is to be placed. The new keyword is easily recognisable by the **+** sign next to it. Now enter the translation for this word in the dictionary either by using the simulated keyboard or by writing the text on the Graffiti area of the screen

Save the new keyword or the dictionary entry either by touching on the **Save** symbol

or by choosing the command **Save dictionary entry** in the **Tools**-Menu . Alternatively you can also write a Graffiti (see: *Graffiti Menu Commands*).

If you wish to save your user defined entries in the dictionary over longer time periods, then execute **HotSync**. This creates a user specified backup file on your desktop PC.

If you are going to enter several new keywords, it is recommended that you do this by touching the dictionary application symbol

This moves you directly into the user defined dictionary

Changing Keywords

Select the keyword that you propose to change in the keyword list. In order to rename the keyword, choose the command **Change keyword** in the **Edit** menu. In the **Change keyword** window
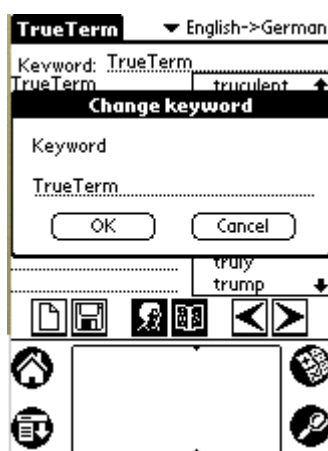

now enter the new keyword description and confirm with **OK**. Do not forget to save the changes.

Deleting Keywords

Keywords that you have entered can also be deleted. Keywords that are part of the original dictionary cannot be deleted. If you have amended an original keyword, then you can only delete your amendment

If you wish to delete a keyword then first of all mark the keyword in the keyword list. Next call up the command **Delete Keyword** in the Edit menu. Alternatively you can

write a Graffiti (see: *Graffiti Menu Commands*). You will be asked to confirm whether you really want to delete the keyword:
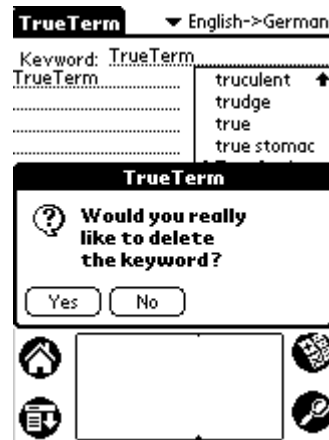
Confirm the deletion by touching **OK**.

Integrated Search

PalmOS offers you a special search facility which enables you to search for a specific word in all applications. With this feature it is also possible, within one application, to search for words in other applications.

You have the facility to initiate a search without having to activate **TrueTerm PalmOS**. If you are currently in another application, and you wish to determine whether a certain keyword is contained in the dictionary, then simply press the Search symbol:

This opens the **Find** window:

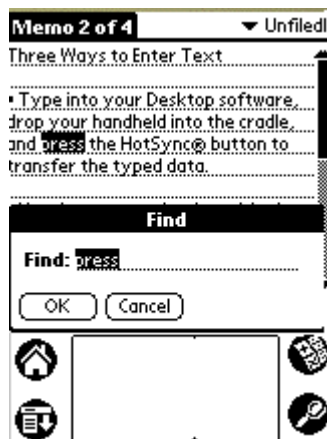Here you must enter the keyword that you wish to find in the dictionary.

Alternatively you can mark a word in an application, for example in the reminder list

and then cause a search for the word in all other applications by calling up the search function with a touch on the Search symbol:

The marked word will now be automatically transferred to the **Search** window:

If you now touch OK, then the results of the search will be displayed, sorted in the sequence of the applications where they occur:

You can now touch the expression you searched for under the heading *TrueTerm* which causes **PalmOS** to jump straight into the application **TrueTerm** which shows you the relevant dictionary entry:

Calling up Dictionary Statistics

You can call up information about the current dictionary if you activate the **TrueTerm**-Menu by touching the following Menu symbol

and then calling up the command **Dictionary statistics** in the Menu **Tools** This gives you details about the total number of keywords and the amended and newly created keywords.

Graffiti Menu Commands

Calling up Functions with the pen

Certain **TrueTerm PalmOS** functions can be invoked using Graffiti menu commands:

/ A	Create keyword
/ L	Delete keyword
/ S	Save dictionary entry
/ U	Original dictionary entry

With these Graffiti Menu commands you can simply use the pen to create keywords.

The commands should be used as follows:

First, with your pen, write a slash in the entry field. Now you will see the word command above the Graffiti area of the display.

Now you write the letter corresponding to the function that you wish to carry out. Note that letters entered in this way, will only be interpreted as commands as long as the word **Command** is displayed.

Data management with *HotSync* and *TrueTerm PalmSync*

HotSync

With the standard version of **TrueTerm PalmOS** you can use the **HotSync** function of the **Palmtop** to exchange data between the **Palmtop** and your Desktop PC.

The following data transmissions are possible:

?? The transfer of dictionary files (see: *Installation*);

?? The transfer of the applications programs.

After you have chosen the dictionary or the applications program from **TrueTerm PalmOS**, touch the **HotSync** key on your **Palmtop** or alternatively call up **HotSync** on its screen.

TrueTerm PalmSync

If you want a convenient way to exchange data with the Desktop-PC, then the complementary software **TrueTerm PalmSync** offers you the requisite additional functionality. With this program you can:

?? Synchronize dictionaries i.e. you can integrate words from the dictionary on your PC into the one on your Palmtop and vice versa;

?? Easily produce back-ups of dictionaries;

?? Import keyword lists that you have created onto the Palmtop.

After the routine installation, **TrueTerm PalmSync** is automatically integrated into your electronic dictionary system. There is an automatic synchronization of dictionary data that occurs between the PC and the Palmtop and vice versa each time you initiate the **HotSync** function.

If you wish to purchase **TrueTerm PalmSync** then please contact **AlphaSoft** direct or send an E-mail to *sales@trueterm.com*.

If you have Problems

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