IP.Translator

Manual

Manual version 2026.12
IP.Translator version 2.1.1

IP.appify

About the IP.Translator Software

IP.Translator is a translation program in the form of an easy-to-use **Microsoft Word plugin**, specially optimized for computer-aided translation of **patent claims and patent specifications**. For a Word file in the source language, IP.Translator provides **sentence-by-sentence translation suggestions** in the target language in the familiar Word environment via our **Deep Learning based AI method**. The translation suggestions can be **easily accepted** or **conveniently adjusted** to further optimize the translation. This feedback is then used by the neural translation algorithm to generate translation suggestions for the remaining text with the **consistent terminology** that is particularly important for patent translations.

The current version allows translations in any direction between **English, German, and French** (i.e. EN ↔ DE, EN ↔ FR, DE ↔ FR).

Please do not hesitate to contact us if you have questions or feedback, or need support.

IP.appify GmbH

Radeckestr. 43, 81245 Munich
support@ipappify.de
+49 89 831083

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1 Installation

1.1 Installing the Add-In

IP.Translator is a Microsoft Word Add-In that requires administrator privileges to be installed. The installer files are available on the IP.Translator homepage under “Download software and system requirements”.

There are two kinds of installers:
- exe installer: installs IP.Translator and necessary dependencies as listed below
  use this installer if you install IP.Translator for the first time
- msi installer: installs IP.Translator alone
  use this more compact installer for updating IP.Translator or for deploying it in case you are sure that the necessary dependencies are available on the installation target

Direct download links:
- epcapp.blob.core.windows.net/downloads/IP.Translator-latest-cloud.exe
- epcapp.blob.core.windows.net/downloads/IP.Translator-latest-cloud.msi

Start the installer with administrator privileges. The exe installer will automatically install necessary dependencies, which are currently:
- Microsoft VSTO Runtime
- Microsoft .net Framework 4.8 Runtime

For firewall settings and system requirements, see section 1.1.2.

1.1.1 System requirements

IP.Translator is a cloud-based service and therefore does not require any particular hardware requirements.

Software requirements are:
- Windows 7 or newer (no support for iOS / Linux planned)
- Office 2016 or newer
- Administrator privileges for installing the Add-In

1.1.2 Firewall settings

Please make sure the following addresses can be reached:
- https://api.iptranslator.de/*
- https://iptranslator.ipappify.de/*
- https://ipappifyusers.b2clogin.com/*
- https://epcapp.blob.core.windows.net/downloads/* (only for download of the installer)

1.2 Creating an IP.appify user account

In order to use IP.Translator, an IP.appify user account is required, which can easily be set up on our website. To sign up, go to www.ipappify.de , click “Login” and then on “Sign up now”.

Alternatively, directly visit https://my.epcapp.net/login/en.

In the sign up dialogue, enter an email address and request a verification code (Fig. 1). Then check your inbox for the code. If you do not see the email, make sure to check your junk folder.

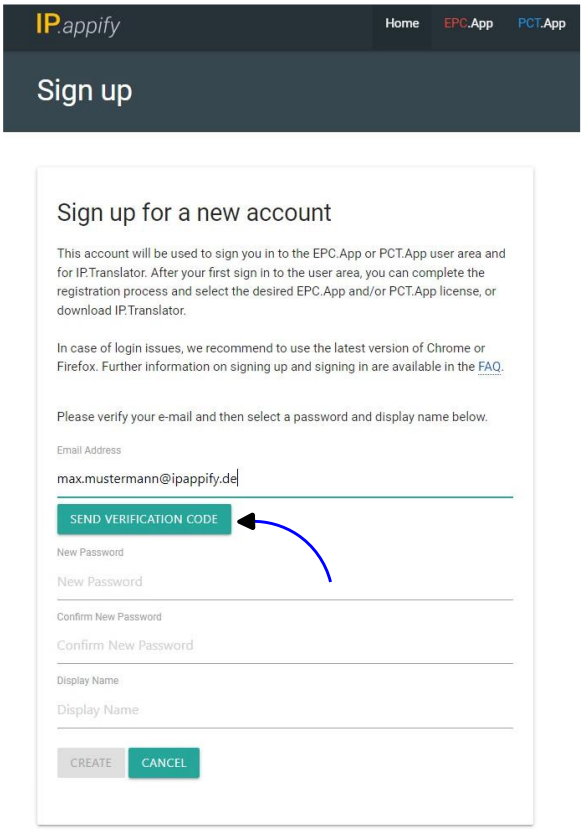

Fig. 1: Sign up, verification code request

Once you have the code, go back to the sign up window and paste it to the “Verification code” input field (Fig. 2). Click verify code to proceed, this enables the “Create” button at the bottom of the page. Now choose a password and a display name (e.g. <First name> <Last name>) and click “Create”.

You will now be automatically forwarded to the IP.appify shop where an IP.Translator license can be acquired. Note that you can close the signup window at this point (i.e. after having clicked “Create”) if you are planning to use a group license code, see section 1.5.

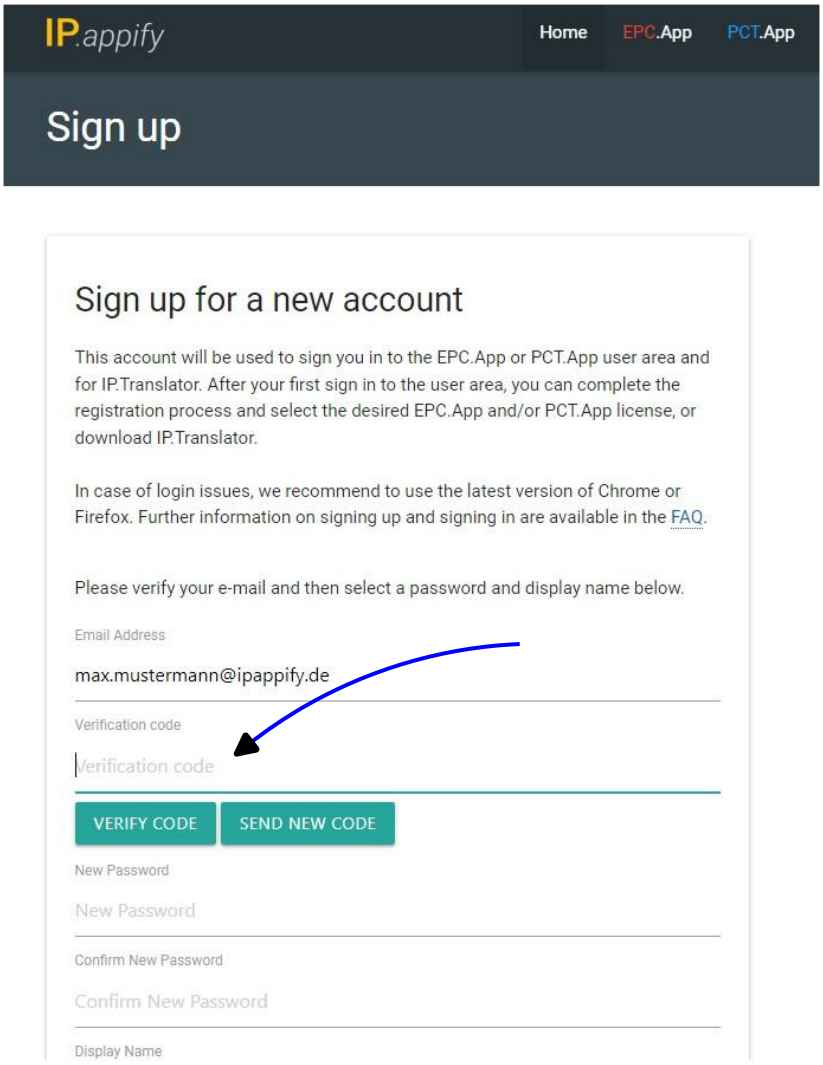

Fig. 2: Sign up, verification account input

1.3 Obtaining a test license or an individual paid license

Once you have signed up for an IP.appify account, you can obtain an IP.Translator license in the IP.appify shop. If you are not automatically redirected to the shop after sign up, please navigate to https://my.epcapp.net/shop. In the shop, choose one of the two available IP.Translator licenses:

- Free license (20,000 words for free, no automatic conversion into a paid license)
- Paid License (monthly billing according to use)

The free license allows you to test the full functionality of IP.Translator for free. There are no feature limitations and there is also no automatic conversion into a paid license. After the free translation volume of 20,000 words is used up, the license becomes automatically inactive. If you need further translation volume for testing, do not hesitate to contact us at support@ipappify.de.

The paid license is the standard license for individual users. We charge per (first) translation of each word and send monthly invoices to the email address used for the IP.appify account registration. There is no basic fee and no setup cost, so if you do not translate anything in a given month, then no charges incur.

After having chosen the appropriate license, click “Order” to proceed to checkout.

In the checkout process, please do not tick the option “Join-Code erzeugen” (“Einen Join-Code erstellen, mit dem andere Benutzer der Lizenz beitreten können”, i.e. create a join code with which other users can join the license) unless you plan to use your account as the team account of a company-wide team license (see section 1.4).

After completion of the checkout process, you are ready to use IP.Translator. If you have not already done so, it is now time to install the IP.Translator Add-In (section 1.1).

1.4 Obtaining a join code to create a team license

Team licenses allow teams of users to use IP.Translator under a common license (also denoted “group license” in the following).

The team is created by a main team user who signs up for an IP.appify account (“main account”), ideally with a non-personalized email address like info@… or mail@…, since this email will also be used for invoicing. Specifically, all translation costs incurred by individual team members will be mapped to the main account, and at the end of each billing cycle, a usage report and invoice is sent to the main account email address.

After sign up for an IP.appify account, the main user must obtain a paid license (“monthly billing according to use”) as described in section 1.3. During checkout, the option “Join-Code erzeugen” (“Einen Join-Code erstellen, mit dem andere Benutzer der Lizenz beitreten können”, i.e. create a join code with which other users can join the license) must be ticked, see Fig. 3.

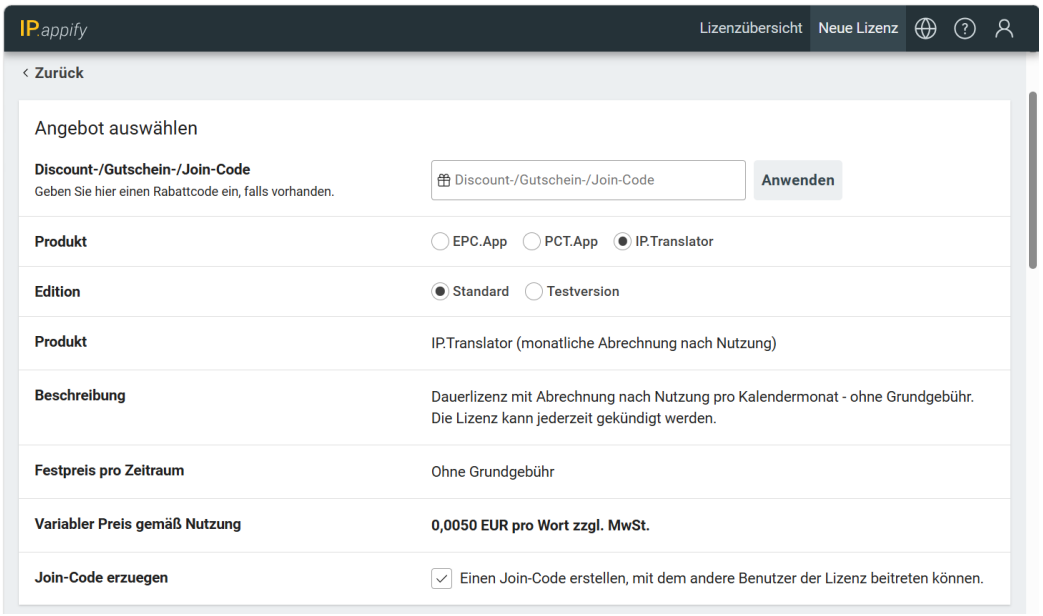

Fig. 3: Selecting the license in the shop with the option to create a join code for a group license

If this option is ticked, a join code will be sent to the main user upon completion of the checkout process. This join code can be distributed to other team members and can be used by them to join the group license.

Note that a join code can also be obtained for an existing user account by contacting us at support@ipappify.de.

Also note that team members that do not yet have an IP.appify account must create one first in order to be able to enter the join code in IP.Translator. This is described in more detail in section 1.5.

1.5 Joining a team license

To join a team license (also called group license) users must have an IP.appify user account, see section 1.2. They do not, however, have to acquire a test license or a paid license. To join the team, they simply have to enter the join code provided by the team main user (see section 1.4) in the IP.Translator add-in. To do so, they have to install IP.Translator (section 1.1), and log in as a team member (section 2.2).

Users who already have an account and an existing license can join the team from within IP.Translator via the “Account” button of the IP.Translator ribbon, as explained in detail in section 8.3.2.

2 Starting IP.Translator and logging in

2.1 Using IP.Translator as individual user

To start IP.Translator, start Microsoft Word and open any document, or start with a blank document. Once the Word Ribbon is visible, click on the IP.appify tab. Then, on the IP.Translator ribbon (Fig. 4), click “Translation Mode”.

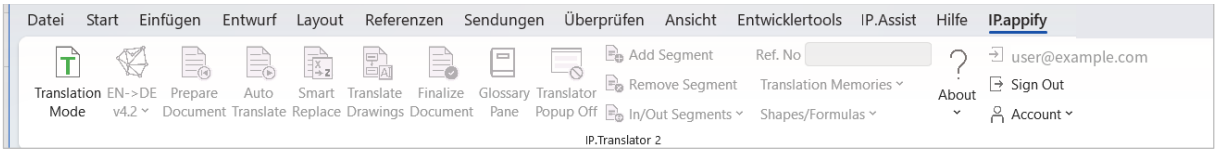

Fig. 4: IP.Translator ribbon, translation mode not yet enabled

The IP.Translator login window should appear (Fig. 5). Now log in with your IP.appify user account. See section 1.2 above regarding how to create an IP.appify user account.



Fig. 5: The log in window

After successful login, the IP.Translator controls should be enabled. If no IP.Translator license is found, a window will show with a link to the IP.appify shop (Fig. 6). A free test license is

available with which 20,000 words can be translated for free of charge and without automatic conversion into a paid license, see section 1.3.

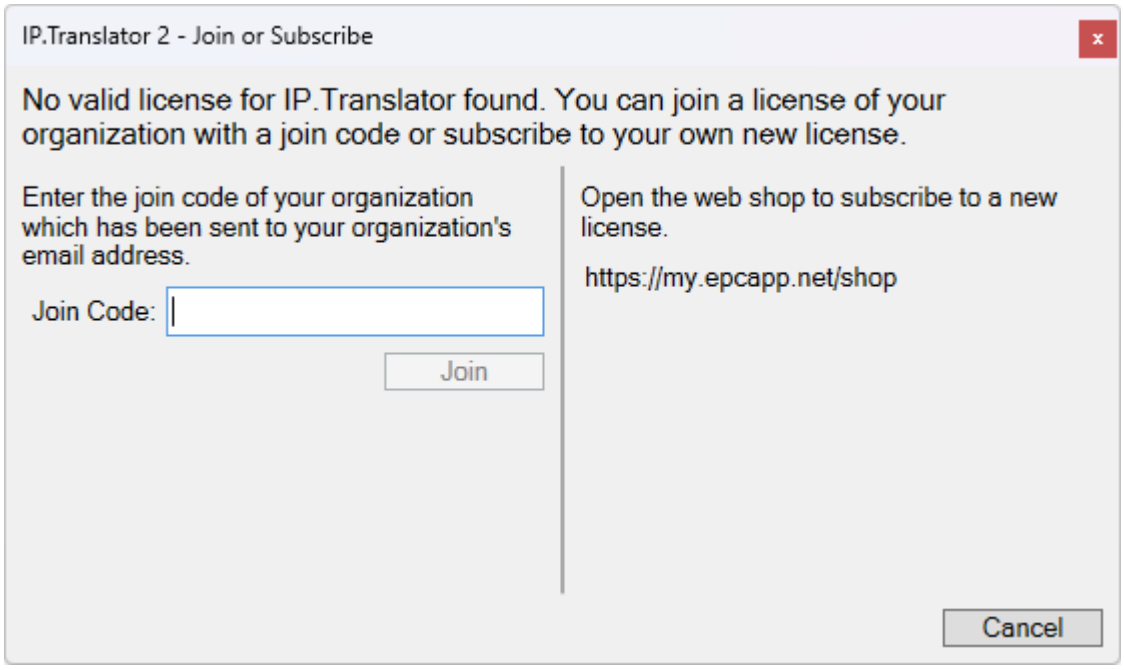

Fig. 6: Translation mode enabled, but no valid license found

2.2 Using IP.Translator as member of a team with a team license

To join a team with a team license, you need an IP.appify user account (see section 1.2) and a **join code** from your main team user. The main team user can obtain the join code upon registration as described in section 1.4 above, or after registration by contacting support@ipappify.de.

Once you have obtained the join code, start Microsoft Word, open any document or a blank document, and then click on the IP.appify tab in the Word ribbon. On the IP.Translator ribbon (Fig. 4), click “Translation Mode”. After signing in, paste the join code into the input field of the dialog that automatically opens (see Fig. 6).

Note that the aforementioned window will only appear if you have no valid IP.Translator license. If you already have a license (e.g. a test license) and wish to join a team by entering the join code, click “Translation Mode” or “Sign In” to log in, and then click “Account” → “Join Group License”. A window as shown in Fig. 7 should appear where you can enter the join code. After entering the join code, the IP.Translator controls should be enabled.

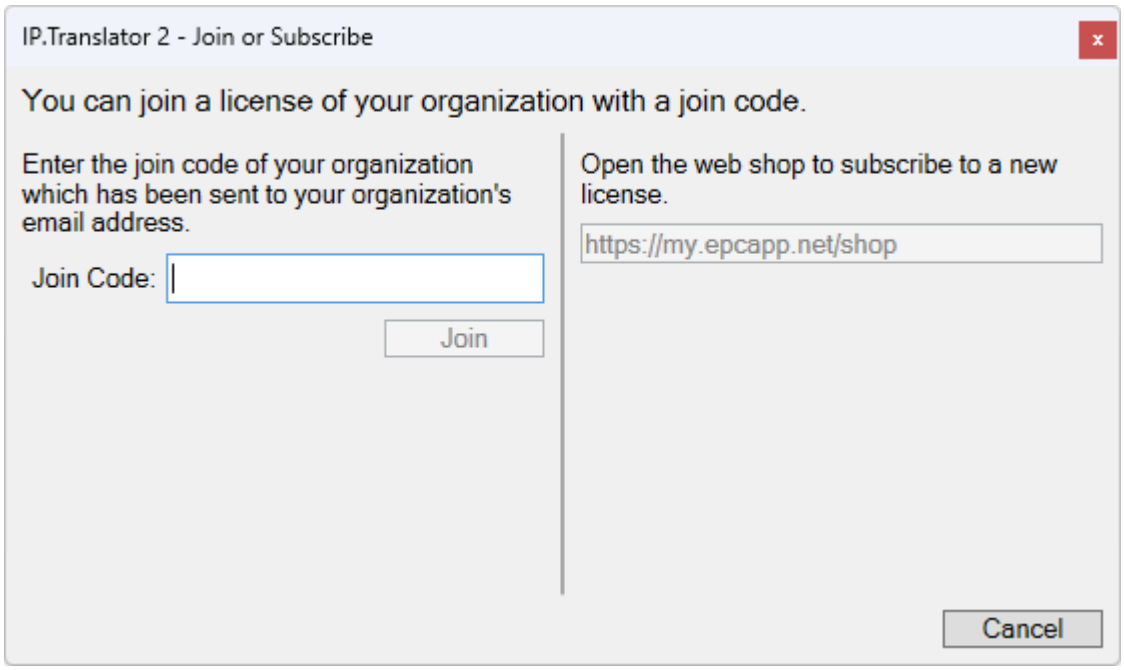

Fig. 7: Join code input window

3 Basic usage

IP.Translator is designed to be easy to use and to seamlessly integrate into existing workflows that use Microsoft Word documents. To translate a given document, simply open the document with Microsoft Word, click on the IP.appify ribbon tab to open the IP.Translator ribbon, and enable the translation controls by clicking on “Translation Mode”, see also section 2.

3.1 The IP.Translator ribbon

All IP.Translator functions are available in the “IP.Translator 2” group of the IP.appify ribbon tab (Fig. 8). Most controls are only enabled once translation mode is switched on, and some of them only once the document has been prepared for translation (section 3.5).

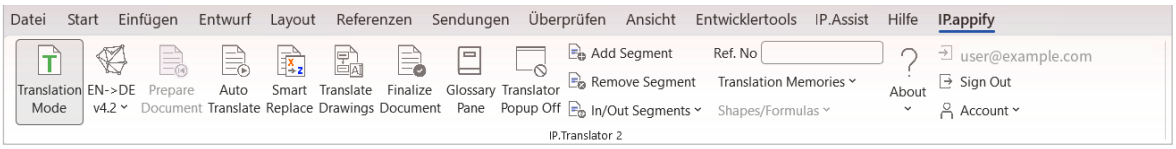

Fig. 8: The IP.Translator ribbon with translation mode enabled and a prepared document

Control	Function	Section
Translation Mode	Switches translation mode on or off; signs you in if necessary	2
Select Model (shows the selected model, e.g. “EN->DE v4.2”)	Selects the translation model, i.e. language pair and direction	3.2
Prepare Document	Converts the document text into bilingual segments	3.5
Auto Translate	Opens the Auto Translate wizard (batch translation and glossary check)	4.5
Smart Replace	Replaces a term in all word forms throughout the document	5
Translate Drawings	Opens the drawing editor for translating patent drawings	6
Finalize Document	Converts the segments back into normal Word text	3.7
Glossary Pane	Shows or hides the glossary pane	4.6.1
Translator Popup Off	Hides or shows the translation pop-up window	4.1
Add Segment / Remove Segment	Manually adds or removes segments	3.6
In/Out Segments	Imports or exports segments, imports existing translations	8.1
Ref. No	Internal reference number shown on the invoice	8.2
Translation Memories	Exports, imports and manages translation memories	7

Control	Function	Section
Shapes/Formulas	Substitutes or back-substitutes inline shapes and formulas	4.8
About	Version information and error reports	8.4
Sign In / Sign Out / Account	Sign-in status, usage statistics, API keys and group licenses	8.3

Note that the former “Advanced” section of the ribbon no longer exists. Its functions (“Ref. No”, “Translation Memories”, “Shapes/Formulas”) are now part of the main group.

3.2 Selecting a translation model

IP.Translator supports the three official languages of the EPO, English, German and French, in all translation directions. The available translation models are thus:

- EN->DE and DE->EN
- EN->FR and FR->EN
- DE->FR and FR->DE

Each translation model is specifically trained for patent translations using patent documents in the concerned languages. The model to be used for a translation must be selected before the document is prepared. To do so, click on the model button on the IP.Translator ribbon (labelled “Select Model”, or with the name of the currently selected model, e.g. “EN->DE v4.2”) and select the desired translation direction (Fig. 9).

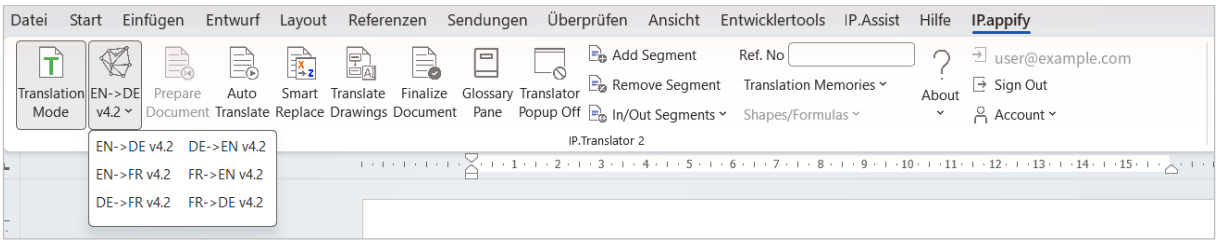

Fig. 9: Selecting the translation model

The model cannot be changed while the Auto Translate wizard, Smart Replace or the drawing editor is open; close them first. Selecting a model also sets the language pair of the document, but only as long as nothing has been translated yet. If the model selected later does not match the language pair of the document, the translation pop-up window shows a warning (Fig. 17, section “The translation pop-up window”).

3.3 Type of text and technical field

IP.Translator tunes the translation to the type of text (patent or legal text) and, for patent texts, to the technical field of the document, given as up to three IPC subclasses (e.g. B28B). Both are predicted automatically from the document in the background, once the translation

pop-up window opens, a wizard is started or the document has been completely segmented. Codes that have already been set are kept.

The result is shown as a small label, e.g. “patent · B28B”, at the bottom right of the translation pop-up window (Fig. 10) and in the Auto Translate wizard (“Technical field: … click to change”). Hovering over the label shows the type of text, the IPC codes, where they come from (predicted or set by you) and the titles of the IPC subclasses.

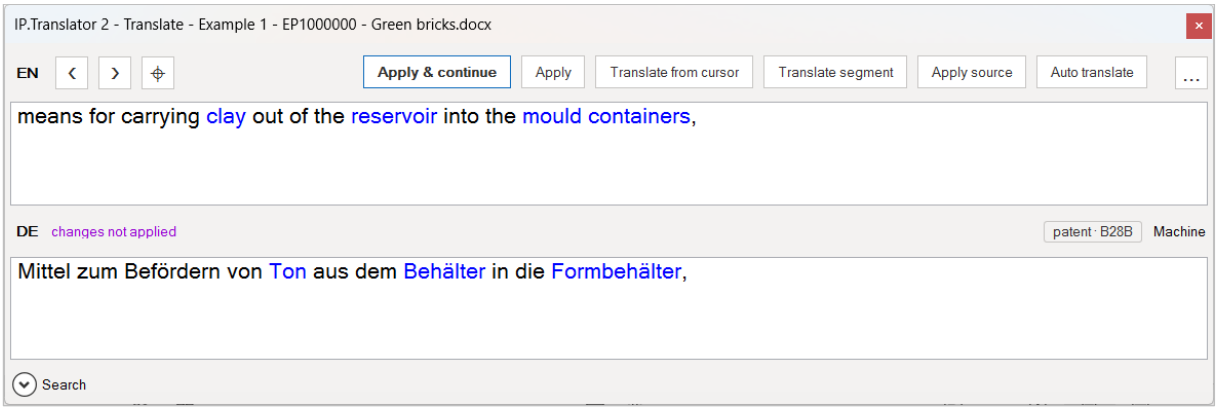

Fig. 10: Type of text and technical field (“patent · B28B”) at the bottom right of the translation pop-up window

Click on the label to check or change the settings in the dialog “Type of Text and Technical Field” (Fig. 11):

- **Type of text:** “patent” or “legal”. IPC codes are only used for patent texts.
- **Technical field (IPC):** shows the status of the prediction and the predicted IPC subclasses with their scores. Tick up to three subclasses, or enter further codes under “Other codes”. “Predict again” repeats the prediction.
- The line at the bottom shows the codes that will be used (“Translations will be tuned to …”). Unknown codes are shown in red.

Click “OK” to save the settings with the document.

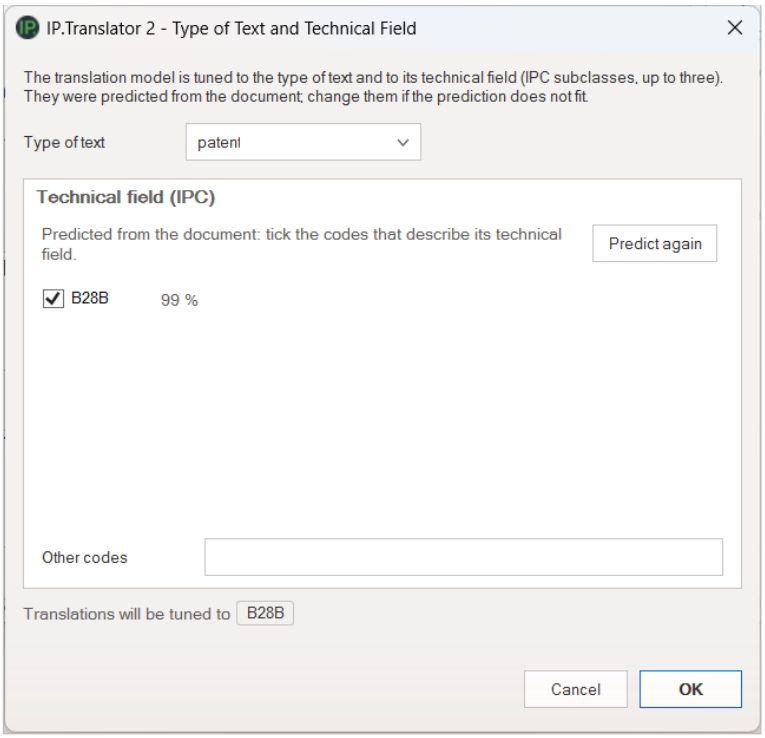

Fig. 11: Changing the type of text and the technical field

3.4 Segments and preparing the document

IP.Translator uses segments to simultaneously store the text in the source language as well as its translation into the target language. This means that every document that shall be translated using IP.Translator must be provided with suitable segments in the first place. This is done automatically by the button “Prepare Document”, which iterates through all paragraphs of the document and converts them into bilingual segments. Segments can also be added or removed manually, e.g. if the need arises after automatic document preparation.

3.5 Preparing the document automatically

With a Word document open and translation mode enabled (section 2), select the translation model and click “Prepare Document” (Fig. 12). This will convert all text of your document into bilingual segments. Depending on the length of the document, this may take a while.

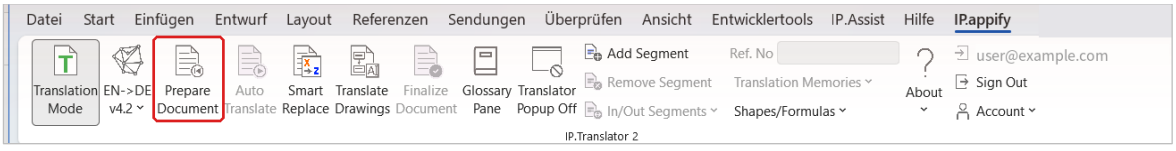

Fig. 12: Prepare Document button

When the conversion is finished, hovering with the mouse over any segment will highlight it, and clicking into a segment will open the bilingual translation pop-up window (section 4).

If the document includes inline shapes, images or formulas, IP.Translator can automatically substitute them with a placeholder (in the form “[:1:]” etc.) and move them to a substitution table at the end of the document, where they are safe from accidental deletion while translating. If IP.Translator detects such elements, the following question is displayed:

“IP.Translator can substitute them by placeholders like [:1:] and move them to a substitution table at the end of the document, where they are safe from accidental deletion while translating (recommended). […] Do you want to substitute inline shapes and formulas now?”

It is recommended to answer “Yes”. If you choose “No”, the shapes and formulas remain inside the segments; translations will preserve them, but manual edits that delete them cannot be recovered. For more information on the substitution, please refer to section 4.8.

Depending on the document, IP.Translator may ask further questions or display hints before preparing it:

- **Bookmarks and comments:** each bookmark or comment range is kept within a single segment. After translating a segment, its bookmarks and comments apply to the whole segment.
- **Tracked changes** are not supported. Please accept or reject all revisions before preparing or finalizing the document.
- **Write-protected or read-only documents** must be made editable first. IP.Translator offers to remove a read-only restriction (unless it is password-protected).
- **Old file formats:** the document must be saved as “.docx” file without compatibility mode.
- **Custom reference number:** if your organization requires a reference number for each translated document, you will be asked to enter it (see section 8.2).

3.6 Manually adding and removing segments

It may be useful to add or remove a segment after initial preparation of the document. For instance, one might want to add overlooked text in the source language and prepare it for translation, or split a passage that was not properly segmented into separate segments. This can be done with the “Add Segment” and “Remove Segment” buttons on the IP.Translator ribbon (Fig. 13).

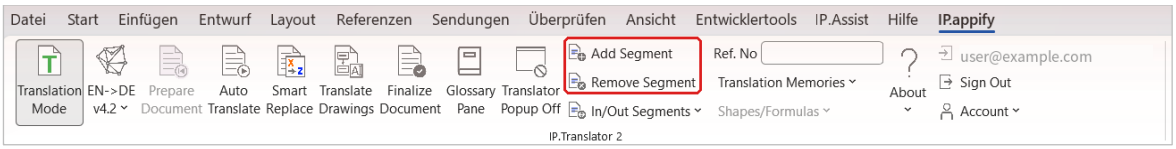

Fig. 13: Add Segment and Remove Segment buttons

To **remove** a **single** segment, click into the segment in question and then click “Remove Segment”. The text of the segment is then shown in black and is no longer highlighted when hovered over with the mouse.

To remove **multiple** segments, select the text included in the segments with the mouse. As soon as text spanning more than one segment is selected, Word will automatically select the entire text of the segments so far selected. Once the desired segments are selected, click “Remove Segment”.

To **add** a segment, select the text that shall be converted into a new segment and click “Add Segment”. If the text includes segmentation points like line breaks or periods, IP.Translator will automatically add new segments at each segmentation point. If no new segment could be created, e.g. because the selection is already covered by existing segments, a corresponding message is shown. To re-segment existing content, remove the segment(s) first.

3.7 Finalizing the document

Once the translation is finished, IP.Translator can convert the segments back into normal Word text (“finalize the document”). Note that this conversion cannot be reverted, i.e. once the segments are converted back into normal Word text, the source language text is no longer available, including glossary entries and translation memories. We therefore recommend to keep a copy of the final translation in a separate file (or as a prior version in a document management system) before finalizing the document in order to be able to access the additional data at a later time if needed.

To convert the document text into normal Word text, click “Finalize Document” on the IP.Translator ribbon (Fig. 14). IP.Translator asks for confirmation (“Finalizing the document will remove all additional information from the document, such as the text in the source language. Continue?”) and then replaces all segments with normal Word text in the target language. Depending on the length of the document, this may take a while.

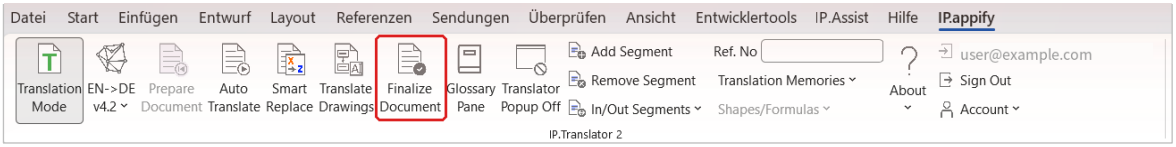

Fig. 14: Finalize Document button

If the document includes shapes or formulas that had been substituted with placeholders (section 4.8), IP.Translator offers to restore these elements to their original position (“Do you want to revert the substitution of inline shapes and formulas now?”).

4 The translation pop-up window

The major part of the translation work is done in the bilingual translation pop-up window. The pop-up window can be moved around freely, e.g. next to the text to be translated (Fig. 15). It contains an upper text box with the segment text in the source language and a lower text box with the translation into the target language.

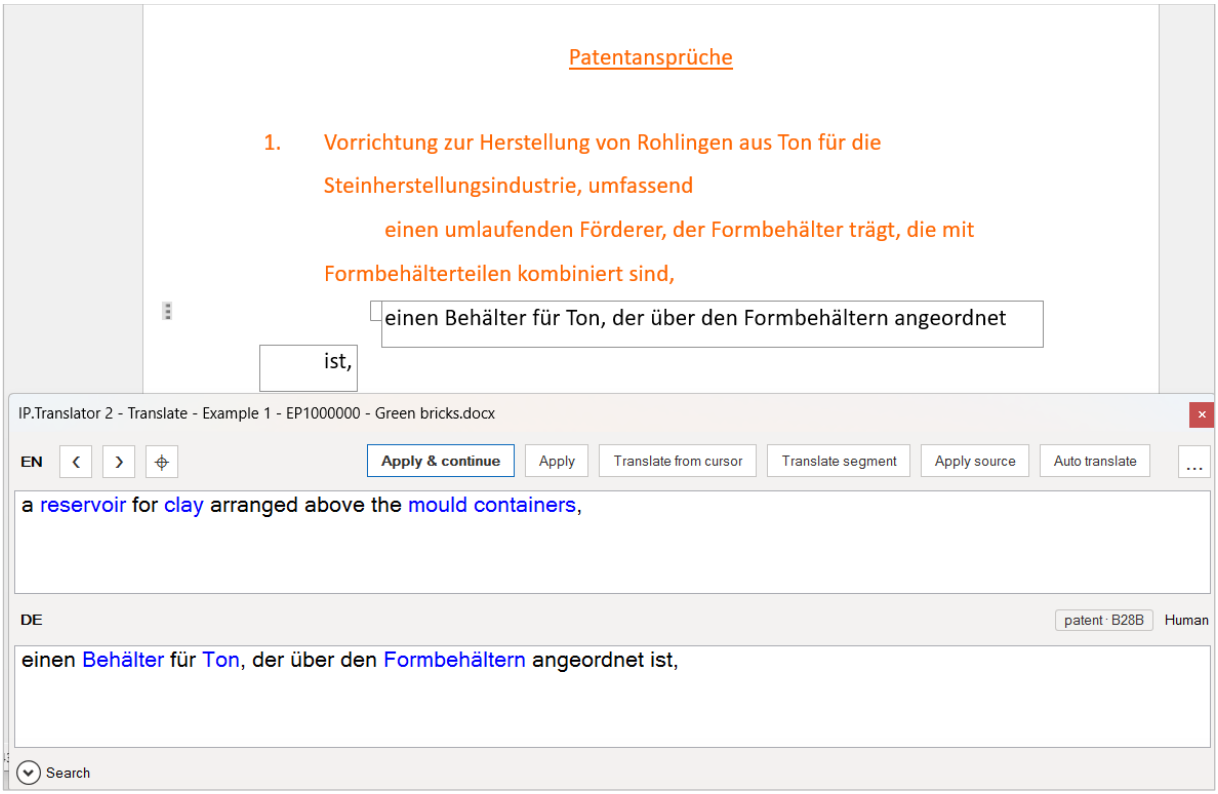

Fig. 15: The translation pop-up window next to the active segment

The buttons at the top of the window perform the following actions (Fig. 16):

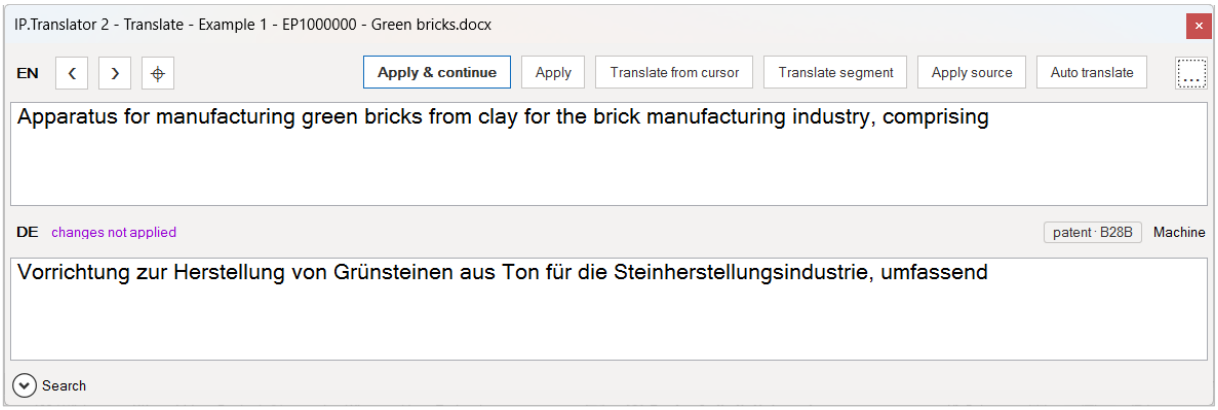

Fig. 16: Controls of the translation pop-up window

Button	Function	Shortcut
‹ ›	Go to the previous / next segment	

Button	Function	Shortcut
⌖	Show the active segment in the Word document	
Apply & continue	Apply the translation and go to the next untranslated segment	Ctrl + Y
Apply	Apply the translation and stay in the current segment	Ctrl + W
Translate from cursor	Translate again from the cursor position in the target text box	Ctrl + Space
Translate segment	Translate the entire segment again	Ctrl + F5
Apply source	Apply the source text as translation	Ctrl + Q
Auto translate	Translate the remaining document (opens the Auto Translate wizard)	
…	Settings: font size, horizontal layout, marking of glossary collisions	

The label at the bottom right of the window shows the stage of the translation (e.g. “Machine” for an unedited machine translation). If the translation was taken from an imported translation memory, the name of the translation memory is shown instead. Next to it, the type of text and the technical field are shown (e.g. “patent · B28B”, see section “Type of text and technical field”). On the left of the same row, IP.Translator indicates whether the target text contains changes that have not been applied yet (“changes not applied”, or “changes by user not applied” after you edited the text; “Discard user changes” reverts your edits), and shows the buttons for fixing glossary terms (section “Fixing missed glossary terms”). At the bottom of the window, the “Search” expander gives access to the bilingual search (section 4.9).

In the target text box, Enter (as well as Shift + Enter and Ctrl + Enter) inserts a line break and Ctrl + Tab inserts a tab. When you go to another segment, the cursor is placed at the beginning of the target text. As long as there is nothing to edit (e.g. while the translation is being loaded), the target text box is dimmed and read-only. If a translation cannot be applied, “Apply & continue” stays in the current segment.

If the language pair of the document does not match the selected translation model, a yellow bar appears above the text boxes, e.g. “This document is translated EN→DE, but the selected model translates DE→EN.” (Fig. 17). Click “Switch model to …” to select the matching model, or “Change document to …” to change the language pair of the document; the glossary and the translation memories follow the document.

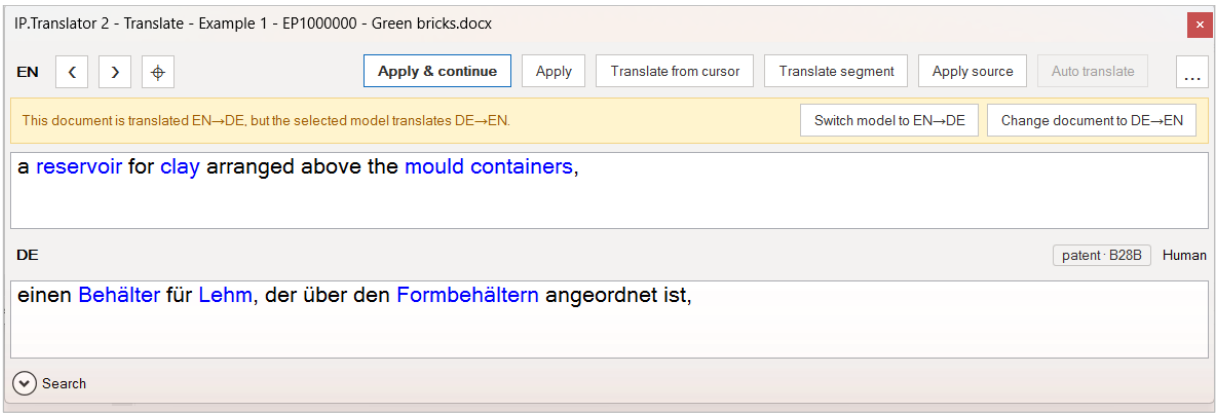

Fig. 17: Warning: the language pair of the document and that of the selected model do not match

4.1 Showing and hiding the translation pop-up window

The translation pop-up window is shown automatically when clicking into a segment. It can be temporarily hidden by clicking “Translator Popup Off” on the IP.Translator ribbon (Fig. 18). Click this button again to show the pop-up window once more.

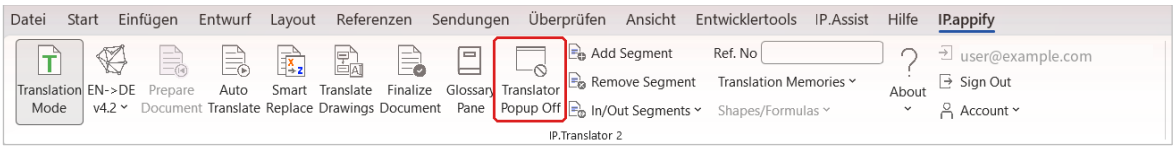

Fig. 18: Button to hide/show the translation pop-up window

4.2 Navigating between segments

The two arrow buttons in the top left corner of the translation pop-up window navigate to the preceding and subsequent segment, respectively, irrespective of whether that segment has already been translated or not. The button next to them (⌖) scrolls the Word document to the active segment, which is useful after scrolling elsewhere in the document. Alternatively, simply click into any segment of the document to make it the active segment.

4.3 Translating text

The suggested translation in the target text box of the translation pop-up window can be adapted as needed. IP.Translator offers several functions to assist you with this.

4.3.1 Accepting and applying the translation

If the translation provided by IP.Translator is considered accurate and no further adaptation is needed, it can be **applied**, meaning that the translated text is written into the Word document, and IP.Translator remembers this translation for subsequent segments in order to ensure consistent terminology across segments.

To apply a translation, click “Apply & continue” (Ctrl + Y) or “Apply” (Ctrl + W). “Apply & continue” advances the pop-up window to the next untranslated segment, whereas “Apply” keeps the currently active segment.

A translation that has not been applied yet is indicated by “changes not applied” above the target text box. As soon as you edit the translation yourself, the indication changes to “changes by user not applied” and a “Discard user changes” button appears, with which your edits can be undone (Fig. 19). While there are unapplied user edits, you cannot navigate to another segment; apply or discard the changes first. If you try to close the pop-up window with unapplied edits, IP.Translator asks whether the edits shall be discarded.

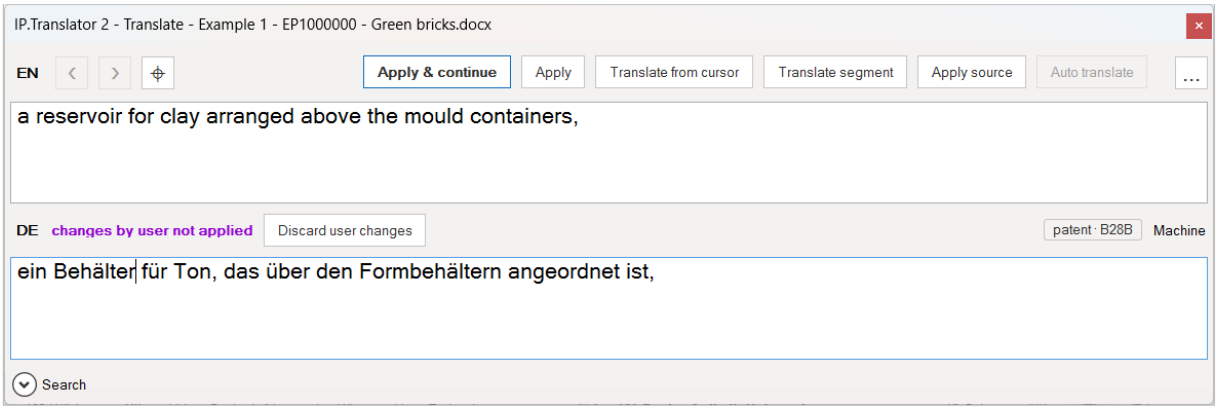

Fig. 19: Translation pop-up window with user changes that are not yet applied

4.3.2 Translating from cursor

If a particular term is to be translated differently, you can simply type the desired translation into the target text box. If the remainder of the translation requires adaptation to the new term – e.g. due to a change of gender or number – IP.Translator can perform the required adaptations automatically by translating the text again from the current position of the cursor. To do so, click “Translate from cursor” or press Ctrl + Space.

In the example below, the German translation of “reservoir” is changed from “Reservoir” (Fig. 20) to “Behälter” (Fig. 21). Since “Behälter” is masculine, the relative pronoun must be changed from “das” to “der”. Clicking “Translate from cursor” after typing “Behälter” causes IP.Translator to perform this adaptation automatically.

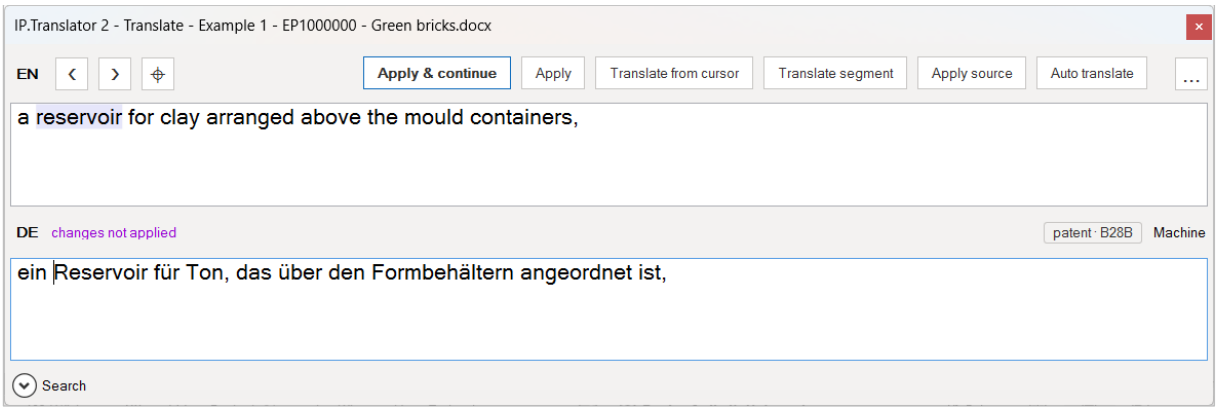

Fig. 20: Translation pop-up window before the manual adaptation of the German text

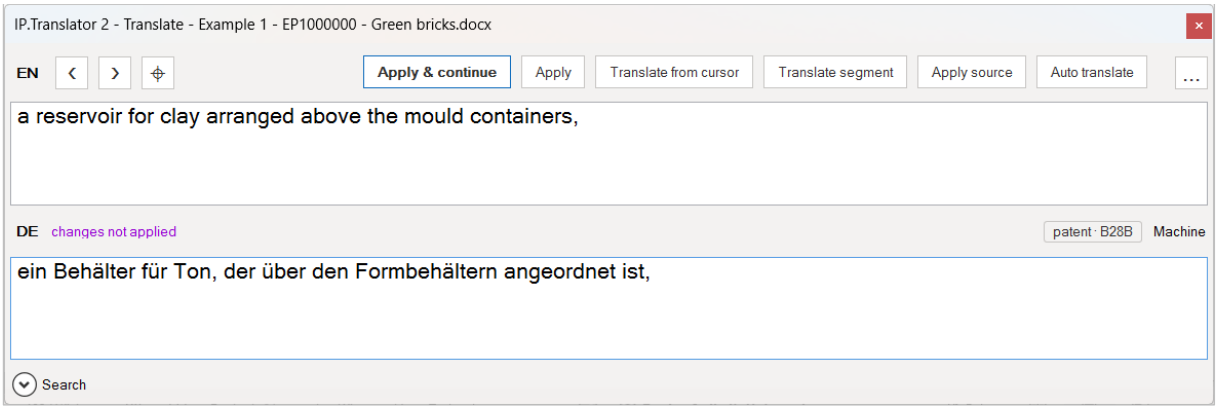

Fig. 21: Translation pop-up window after typing "Behälter" and translating from the cursor ("das" → "der")

Note that "Translate from cursor" overwrites any manual adaptations in the part of the text after the current cursor position.

4.3.3 Translating the entire segment again

To re-translate an entire segment, click "Translate segment" or press Ctrl + F5. This also takes into account glossary entries added in the meantime.

4.3.4 Using suggestions to change the translation of individual words

IP.Translator can propose alternative translations in the current context and automatically adapt the remainder of the segment to the chosen translation, similar to the "Translate from cursor" function described in section 4.3.2. To use this function, right-click on a word in the target text box and select "Change Word and Translate from Cursor" (Fig. 22). IP.Translator then lists alternative words for the current position (Fig. 23). Selecting one of them replaces the word and translates the remainder of the segment again.

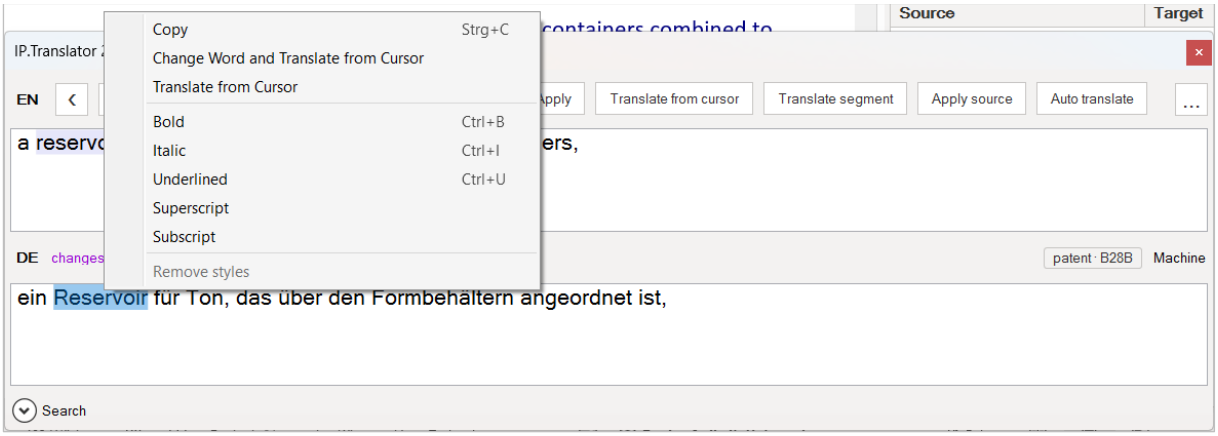

Fig. 22: Context menu of the target text box

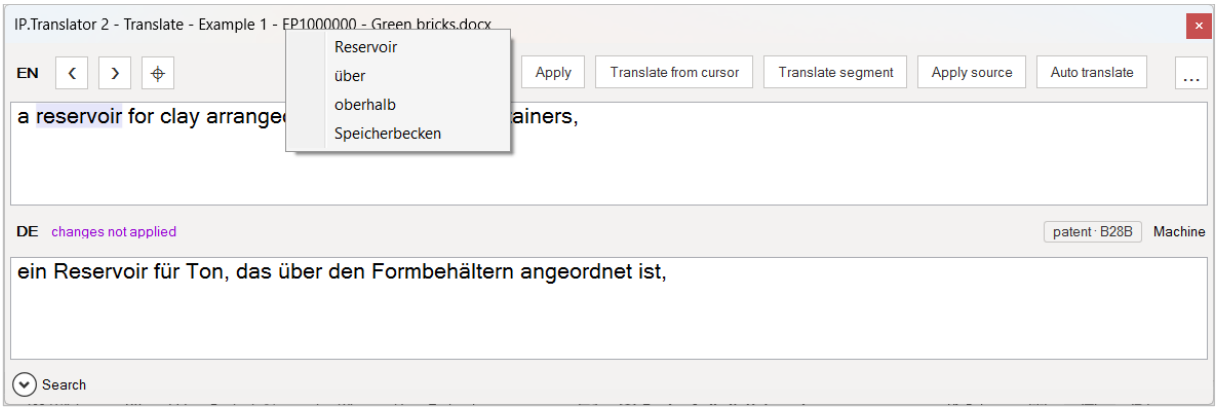

Fig. 23: Alternative translations offered by "Change Word and Translate from Cursor"

4.3.5 Applying the source language text

If a segment shall not be translated at all and the source language text shall be used instead (e.g. for reference signs or names), click "Apply source" or press Ctrl + Q. Note that this directly applies the source language text as if the "Apply" button had been pressed (see section 4.3.1).

4.3.6 Word alignment

When you select a word or a passage in one of the two text boxes, IP.Translator highlights the corresponding words in the other text box (Fig. 24). This makes it easy to find the translation of a particular term in long segments, or to check which source term a given translation belongs to.

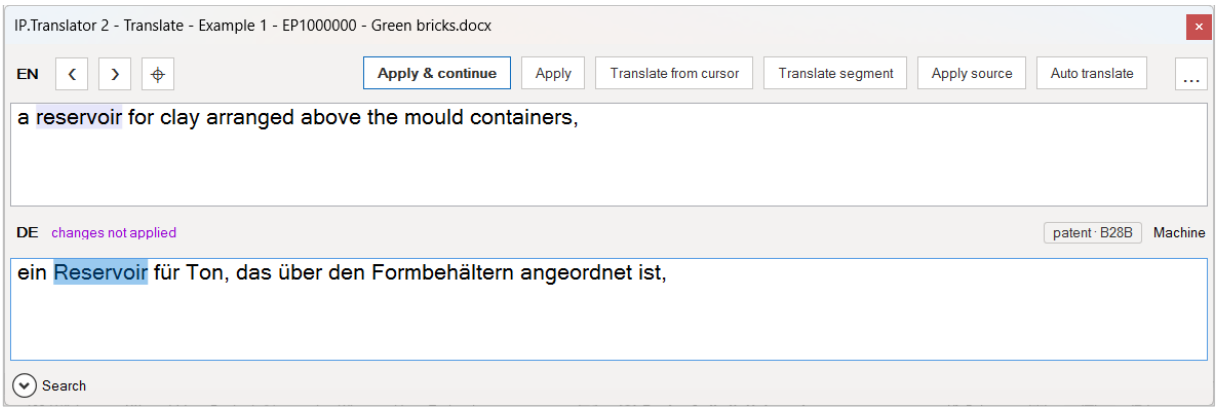

Fig. 24: Word alignment: selecting "Reservoir" in the translation highlights "reservoir" in the source text

Placing the cursor at the beginning of a word is enough to highlight the corresponding word. The cursor that IP.Translator places at the beginning of a segment automatically does not highlight anything. Word alignment works the same way in the glossary check of the Auto Translate wizard.

4.3.7 Character formatting in the pop-up window

Character formatting can be applied to the translation directly in the target text box. Select the text and use the context menu (Fig. 22) or the keyboard shortcuts Ctrl + B (bold), Ctrl + I (italic), Ctrl + U (underlined), Ctrl + = (subscript) and Ctrl + Shift + = (superscript). "Remove styles" removes the formatting from the selection. If no text is selected, the formatting is applied to the word at the cursor. The formatting is written into the Word document when the translation is applied.

4.4 Settings of the pop-up window

The "…" button in the top right corner of the pop-up window opens the settings menu (Fig. 25):

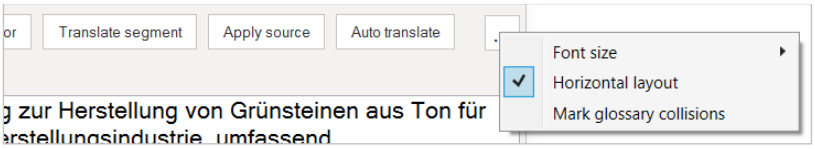

Fig. 25: Settings menu of the translation pop-up window

- **Font size:** adjusts the font size of the text boxes.
- **Horizontal layout:** shows source and translation side by side instead of stacked (Fig. 26). This is convenient on wide screens.
- **Mark glossary collisions:** marks a term in the translation in red if it belongs to a glossary entry but was used for a different source word (see section 4.6).

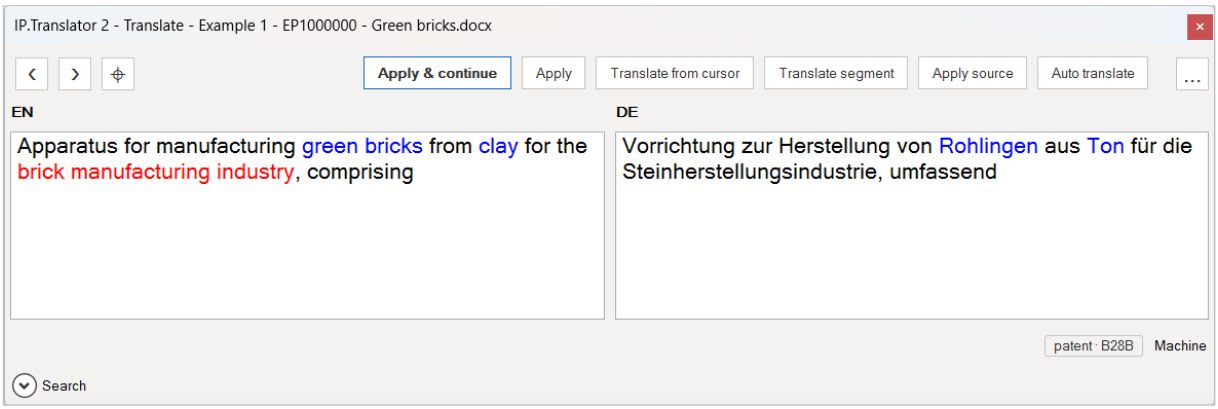

Fig. 26: Translation pop-up window in horizontal layout

4.5 Auto Translate

IP.Translator has an auto-translate function with which untranslated segments can be translated automatically in one go. During auto-translation, IP.Translator takes previously translated segments, any loaded translation memories (section 7) and the glossary (section 4.6) into account. This means that even with auto-translation, a translation with a high degree of consistency is produced.

Auto-translation is performed in the Auto Translate wizard, which is opened by clicking “Auto Translate” on the IP.Translator ribbon (Fig. 27) or “Auto translate” in the translation pop-up window. The wizard has two steps, shown on the left: “Auto-Translate” and “Check Glossary” (section 4.6.6).

If the document has not been prepared yet, IP.Translator asks you to prepare it with “Prepare Document” first (section 3.4).

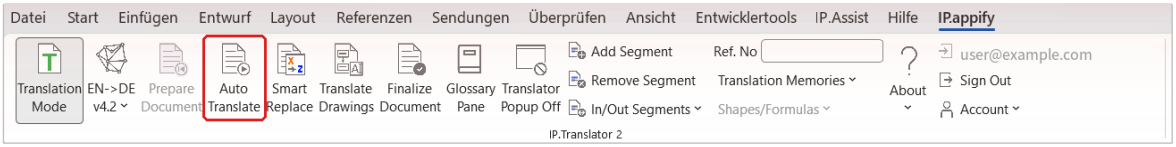

Fig. 27: Auto Translate button

In the “Auto-Translate” step (Fig. 28), proceed as follows:

1. Select the scope of the auto-translation. The scope counts from the current segment (shown in the heading, e.g. “Scope (from current: 6)”): “Next 3”, “Next 5”, “Next 10”, “Next” with a number of your choice, “To” a segment number (as shown in the “#” column), “To end”, or “All segments”.
2. Click “Auto-translate”. A progress bar shows the progress of the translation; it can be cancelled with the “×” button next to it. The translated segments are written into the document immediately.
3. Review the result in the list below. The list shows all segments of the document with source and translation. The translation can be edited directly in the list.

4. Approve or reject the machine translations (see below), then click “Next ›” to check the translation against the glossary, or “Close” to continue translating segment by segment.

The line “Technical field” below the scope shows the type of text and the technical field used for the translation; click on it to change them (section “Type of text and technical field”).

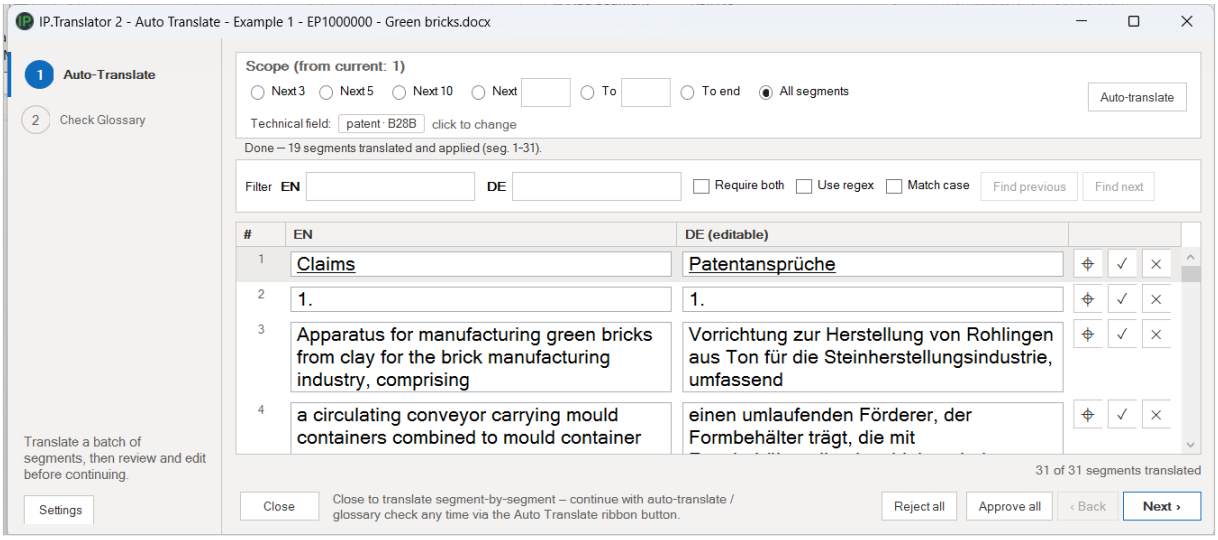

Fig. 28: The Auto Translate wizard after auto-translating all segments

The buttons to the right of each segment have the following functions:

- ⌖ shows the segment in the Word document.
- ✓ approves the machine translation, i.e. the translation is treated like a manually applied translation (section 4.3.1).
- × rejects the machine translation, i.e. removes the translation and restores the source text in the document.

“Approve all” and “Reject all” below the list approve or reject all machine translations at once. Already approved segments are kept when rejecting all machine translations.

The filter bar above the list helps to review the translation of particular terms: enter a term for the source and/or target language (optionally with “Require both”, “Use regex” and “Match case”, see section 4.9) and use “Find previous” and “Find next” to jump between matching segments. The filter also narrows the list to matching segments.

To distinguish between manually translated and automatically translated text, auto-translated text that has not yet been approved is displayed in orange in the Word document (Fig. 29). Approved machine translations are displayed in black, just like manually applied translations. IP.Translator remembers approved translations for later translations in order to ensure consistency.



Fig. 29: Auto-translated text (orange) in the Word document

Tip: if it becomes apparent that some terms have not been translated as desired, correct their translation in one segment and apply it (or add a glossary entry), reject the remaining machine translations and run auto-translate again. IP.Translator will remember the new translation of the term and use it consistently.

4.6 Using the glossary

The glossary allows to define your own translations that are to be used throughout the document. IP.Translator applies such translations with priority, so that they can be used e.g. to ensure a consistent translation of rarely occurring terms, or to ensure a desired translation of terms known to be typically translated differently by IP.Translator. Terms can be added to the glossary either from the translation pop-up window or via the glossary pane.

The glossary is stored in the Word document, but can be exported as explained in section 4.6.5. Note that the glossary is deleted from the file when finalizing the document (section 3.7). We therefore recommend to keep a copy of the final translation in a separate file (or as a prior version in a document management system) before finalizing the document.

4.6.1 The glossary pane

The glossary pane is hidden by default, but can be shown by clicking “Glossary Pane” on the IP.Translator ribbon. The glossary pane has three tabs:

- Active Segment
- Document
- Check

The **“Active Segment”** tab shows the glossary entries that occur in the source text of the currently active segment. New entries can be added by typing the source (left) and target language (right) terms into the text boxes below “New:” and clicking “Add” (Fig. 30). If the added term does not occur in the currently active segment, it is nevertheless added to the document-wide glossary. Existing entries can be edited directly in the list, or removed by selecting them and clicking “Delete Selected”.

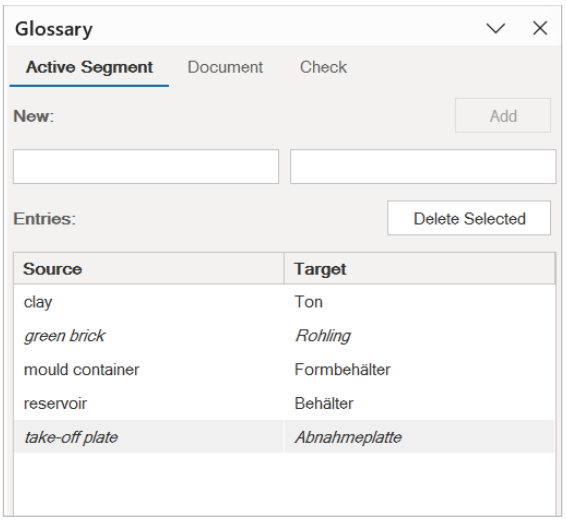

Fig. 30: Glossary pane: “Active Segment” tab

As soon as there is an entry in the glossary, IP.Translator uses this term with priority in its translations. Glossary entries found in the translation pop-up window are highlighted: blue indicates a match in both languages, whereas red indicates a match in the source language without a matching translation (Fig. 31). Clicking “Translate segment” then translates the segment again using the glossary entries (Fig. 32).

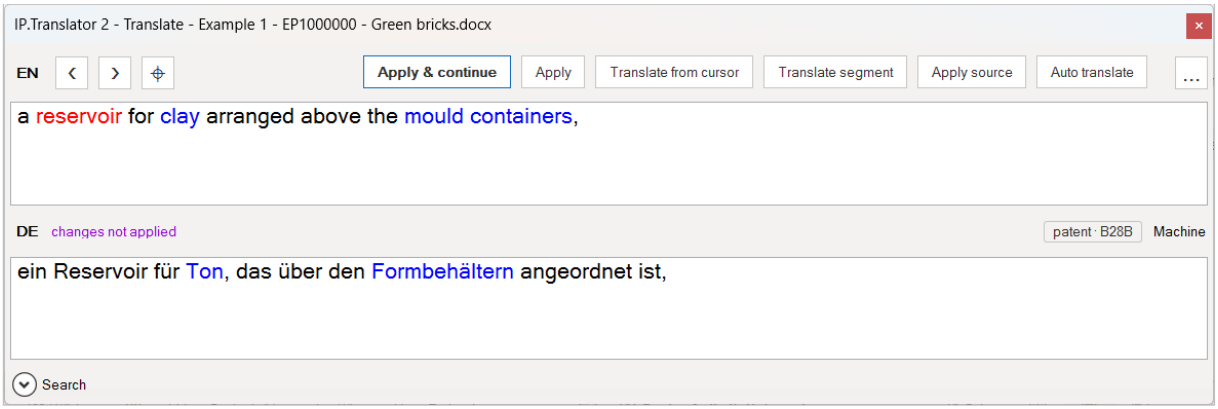

Fig. 31: Glossary entries in the pop-up window (blue: matching translation, red: translation does not match the glossary)

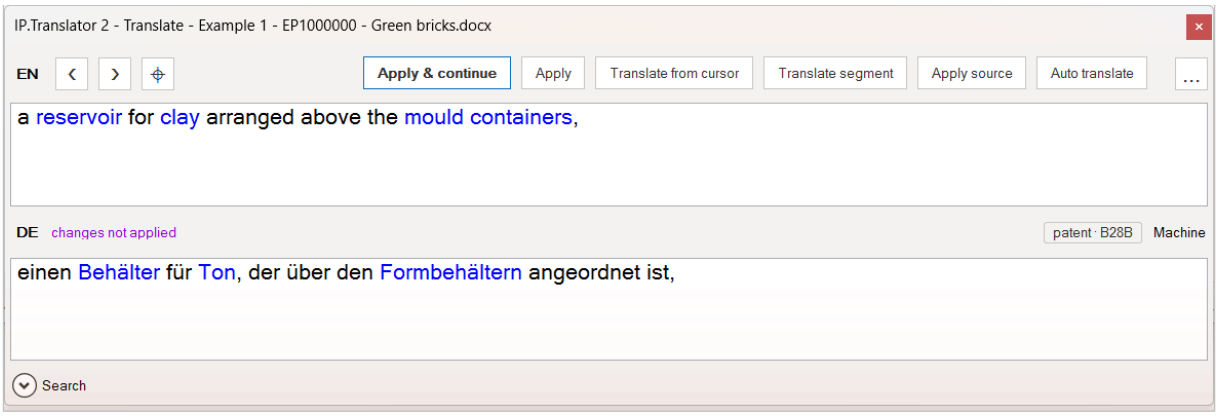

Fig. 32: The same segment after "Translate segment": all glossary entries are used

The **"Document"** tab (Fig. 33) shows the document-wide glossary, i.e. all glossary entries of the current document. As in the "Active Segment" tab, glossary entries can be added, edited and removed. The filter boxes narrow the list to entries matching a source and/or target term (optionally with "Use Regex"). Entries with errors are marked with a warning symbol; "Show only Errors" lists only these entries. The "Export…" and "Import…" buttons are described in section 4.6.5.

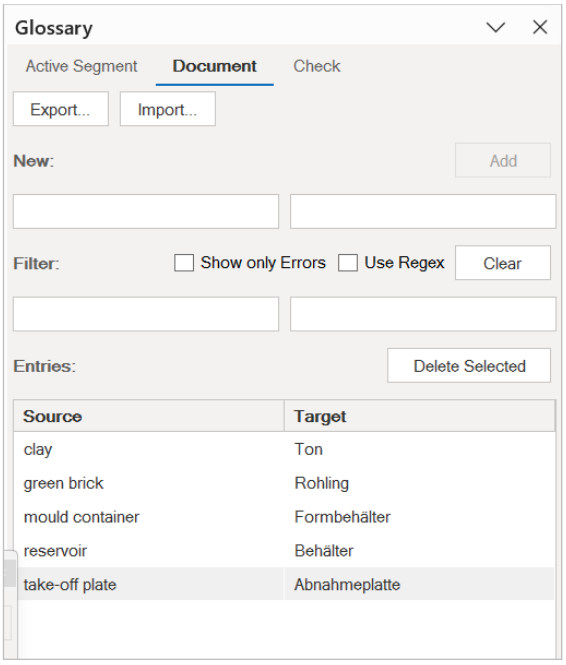

Fig. 33: Glossary pane: "Document" tab

The **"Check"** tab opens the Auto Translate wizard at its "Check Glossary" step (section 4.6.6).

4.6.2 Adding a glossary entry from the translation pop-up window

Glossary entries can also be added from the translation pop-up window. To do this, select a term in the source text box, right-click on it and select "Add to Glossary" (Fig. 34). IP.Translator then lists suggested translations of the term (Fig. 35). Selecting one of them

creates the glossary entry. If no translation is found, the source term is added with an empty translation, which can then be completed in the glossary pane.

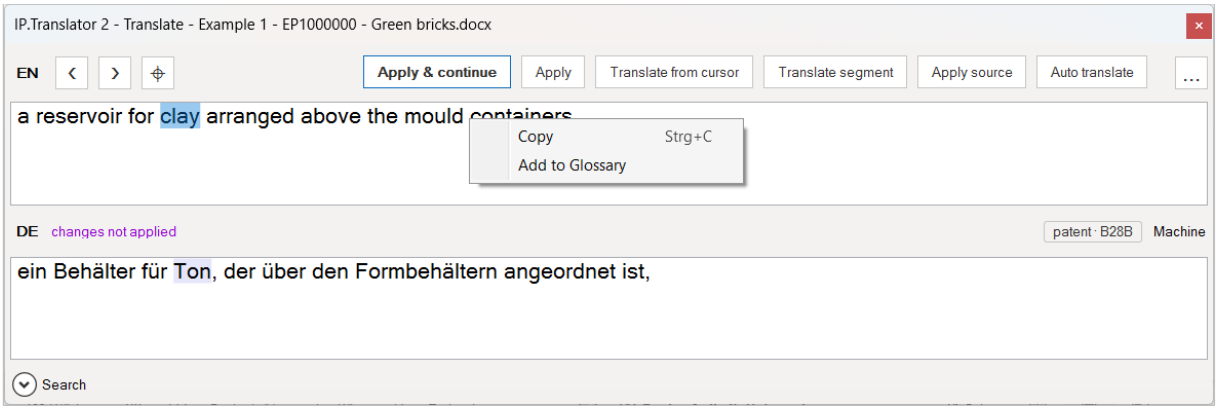

Fig. 34: Context menu of the source text box

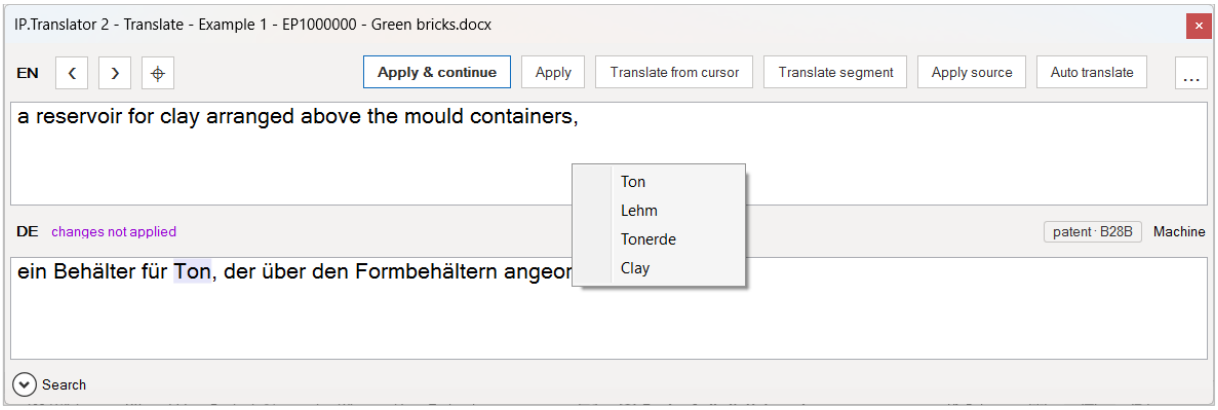

Fig. 35: Suggested translations for a new glossary entry for “clay”

4.6.3 Fixing missed glossary terms

If a glossary term occurs in the source text but the target text uses a different translation (the term is shown in red, see below), IP.Translator can replace the current translation with the glossary translation. Place the cursor in the red term in the source text box: a “Fix” button appears in the row below the text boxes. Its tooltip shows the replacement, e.g. “Put the glossary translation into the target: "clay" → "Lehm"”. Alternatively, right-click on the term and select “Fix: clay → Lehm” (Fig. 36).

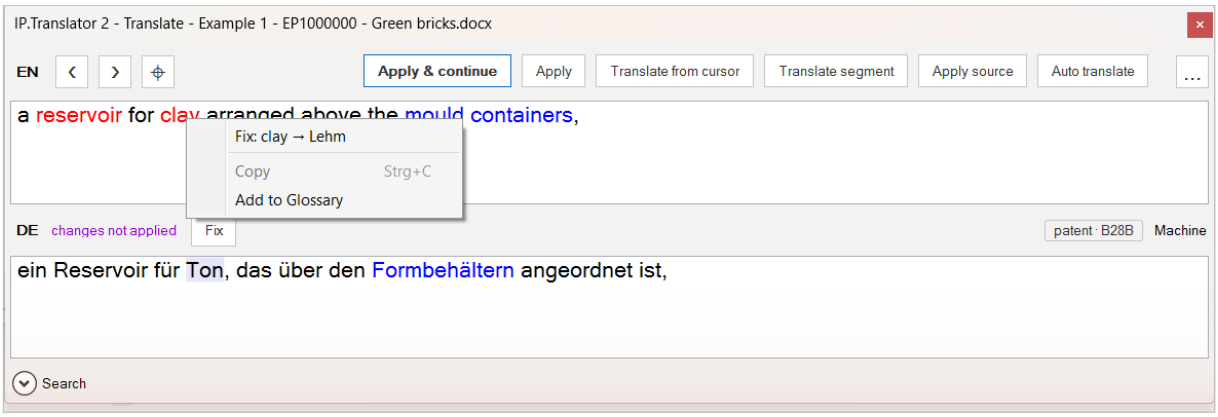

Fig. 36: Fixing a missed glossary term from the context menu of the source text box

IP.Translator replaces the word that is aligned with the source term by the glossary translation and adapts the neighbouring words where the grammar requires it, e.g. articles and relative pronouns (Fig. 37). The change is shown like a tracked change: the removed text is struck through in red, the inserted text is underlined in green. While the fix is pending, the target text box is read-only, and the navigation buttons and "Auto translate" are disabled. Then choose:

- **Accept:** keeps the change. The target text can be edited again; "Undo fix" remains available until the translation is applied.
- **Undo fix:** restores the previous translation.
- **Discard user changes:** discards all changes that have not been applied yet, including the fix.
- **Apply** or **Apply & continue:** accepts the fix and writes the translation into the document at once.

Like any other edit, an accepted fix only reaches the document when the translation is applied.

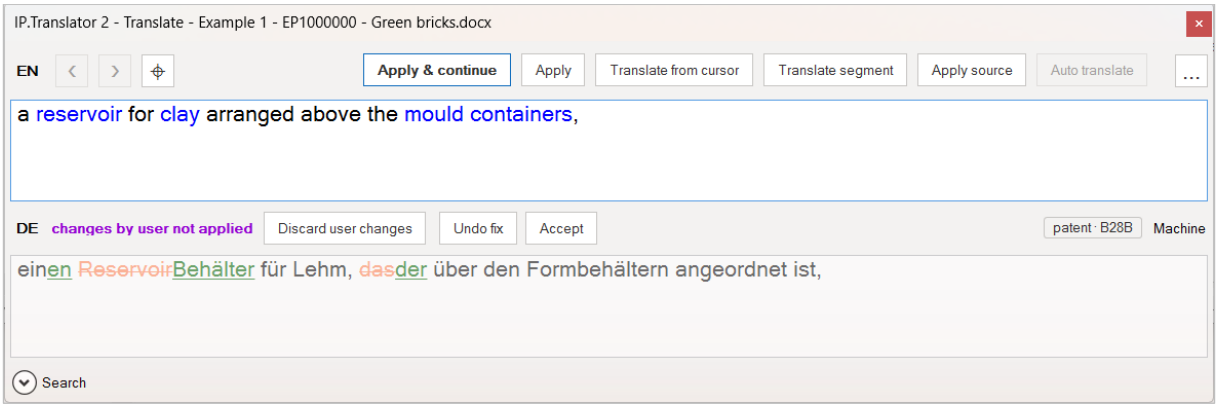

Fig. 37: Pending fix: "Reservoir" is replaced by "Behälter", and the article and the relative pronoun are adapted ("einen", "der")

4.6.4 How glossary entries are matched

Glossary entries are matched in all word forms: IP.Translator recognizes inflected forms (e.g. plural and case forms) in English, German and French, as well as separable German verbs. Therefore, a glossary entry should be entered in its basic form (e.g. “mould container” – “Formbehälter”); it will also match “mould containers” and “Formbehältern”.

Numbers only match themselves. For terms containing numbers, a sequence of two or more “#” characters can be used as a number placeholder: e.g. the entry “claim ##” – “Anspruch ##” matches “claim 3” / “Anspruch 3” and “claim 17” / “Anspruch 17”. Source and target numbers must correspond, so “claim 3” is never paired with “Anspruch 4”.

4.6.5 Exporting and importing glossaries

Glossaries can be exported from a Word document that is not yet finalized (see section 3.7), or vice versa imported. The following file formats are supported:

- csv: text file (UTF-8) in which source and target term are separated by a semicolon, one entry per line
- tsv: text file (UTF-8) in which source and target term are separated by a tab, one entry per line
- xlsx: Microsoft Excel workbook

The first row of the file contains the language codes of the columns, e.g. “en;de”. If the columns are in the reverse order (e.g. “de;en” for an English to German translation), they are swapped automatically. In Excel files, the language codes are used as column headers.

To export or import a glossary, open the glossary pane by clicking “Glossary Pane” on the IP.Translator ribbon, then navigate to the “Document” tab and click “Import…” or “Export…”. Imported entries are added to the existing glossary. If the imported file contains invalid entries, IP.Translator asks whether the glossary shall be imported anyway; the invalid entries can then be found with the “Show only Errors” filter.

4.6.6 Checking the translation against the glossary

The glossary check checks every translated segment for glossary terms that are missing from the translation and for numbers without a counterpart. It is the second step of the Auto Translate wizard and can be opened by clicking “Next ›” in the “Auto-Translate” step, or via the “Check” tab of the glossary pane (Fig. 38).

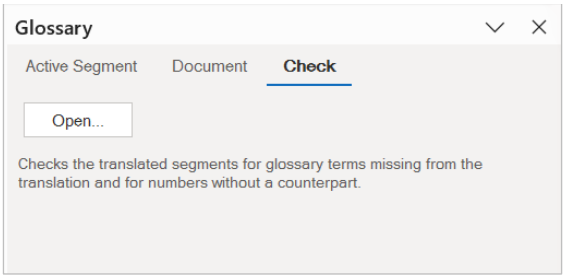

Fig. 38: Glossary pane: "Check" tab

The following options are available before starting the check:

- **Also report collisions:** also report glossary terms that the translation used for another source term.
- **Check full numbers:** compare complete numbers instead of bare digit groups, e.g. "12.5" counts as one number (a lost decimal place is reported), and "(104,105)" differs from "(104, 105)".
- **Include memory segments:** also check the segments contributed by a translation memory. Since these segments must be aligned first, this may take long for large translation memories.
- **Restore ignored:** show findings that have been ignored before again.

Click "Check glossary" to start the check. Only segments with findings are listed (Fig. 39). For each finding, the "Findings" column shows the glossary entry and the issue, e.g. "missing in the translation". The translation can be corrected directly in the list; as soon as a finding is resolved, the term is shown in blue. A finding that is acceptable can be ignored in the current segment ("Ignore") or in the whole document ("Ignore all"). Ignored findings are stored with the document.

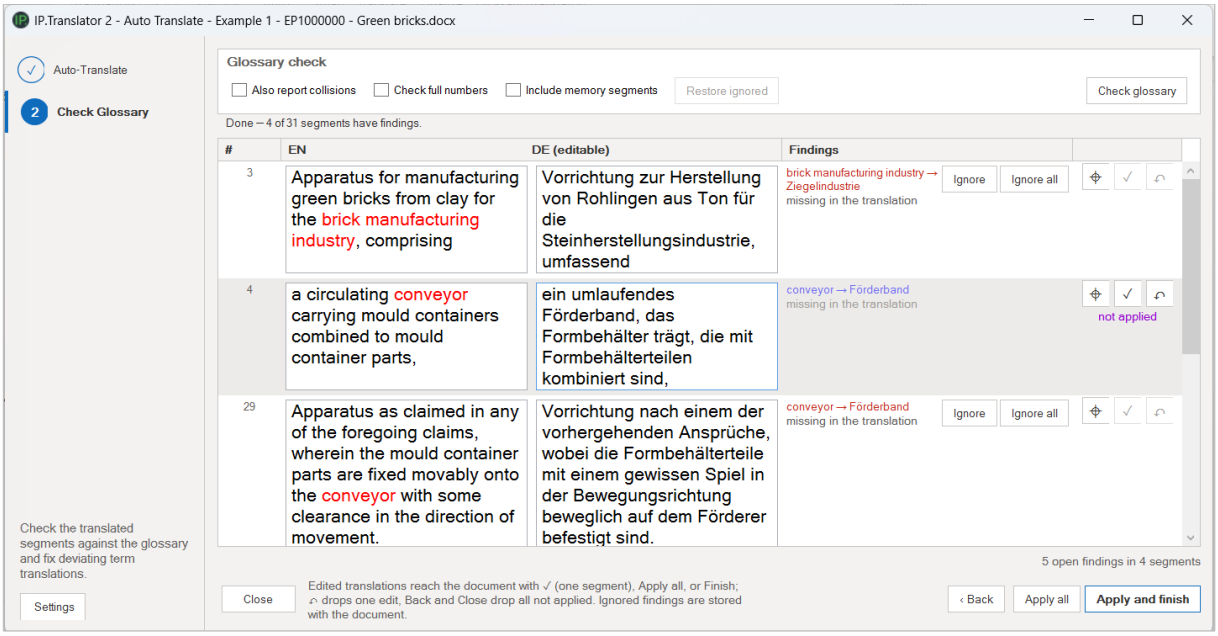

Fig. 39: Glossary check with findings; in segment 4, the translation has been corrected but not yet applied

Edited translations are written into the document with ✓ (one segment), “Apply all” (all edited segments, the wizard stays open) or “Apply and finish”. ↶ discards the edit of one segment. “‹ Back” and “Close” discard all edits that have not been applied yet; IP.Translator asks before discarding them.

4.7 Formatting

IP.Translator preserves as much formatting as possible. Paragraph styles such as heading styles are maintained when performing the translation, and character-level formatting (like subscript, superscript, italics, bold) is also transferred to a large extent. Note, however, that mapping the formatting between source and target language is not trivial, so IP.Translator may not always provide accurate results.

4.7.1 Paragraph styles

Microsoft Word paragraph styles are styles that affect an entire paragraph. IP.Translator respects these styles inasmuch as a segment in a paragraph with a given style keeps that style when the translation is applied. This means that e.g. headings, bullet lists and automatic numbering are maintained upon translating the segment.

4.7.2 Character-level formatting

IP.Translator tries to respect as much character-level formatting as possible. This cannot be perfect since character-level formatting cannot always be mapped unambiguously from the source language to the target language. Still, IP.Translator is usually good at recognizing subscripts, e.g. in chemical formulae, and superscripts, e.g. in exponents. Note, however, that a lot of character-level formatting in the source language may require manual rework.

Character formatting of the translation can be corrected directly in the pop-up window before applying the translation (see section 4.3.7). Formatting applied to finished segments with the normal Word user interface is overwritten when the segment is modified again using the translation pop-up window; we therefore recommend to apply such formatting to the finalized document.

4.8 Images, shapes and formulas

If the document includes inline shapes, images or formulas, IP.Translator cannot translate those. Since these objects can occur inline, IP.Translator can substitute the objects during preparation of the document (see section 3.5) with placeholders “[:1:]”, “[:2:]” etc. Fig. 40 below shows an example of a document in which several inline formulas have been substituted.

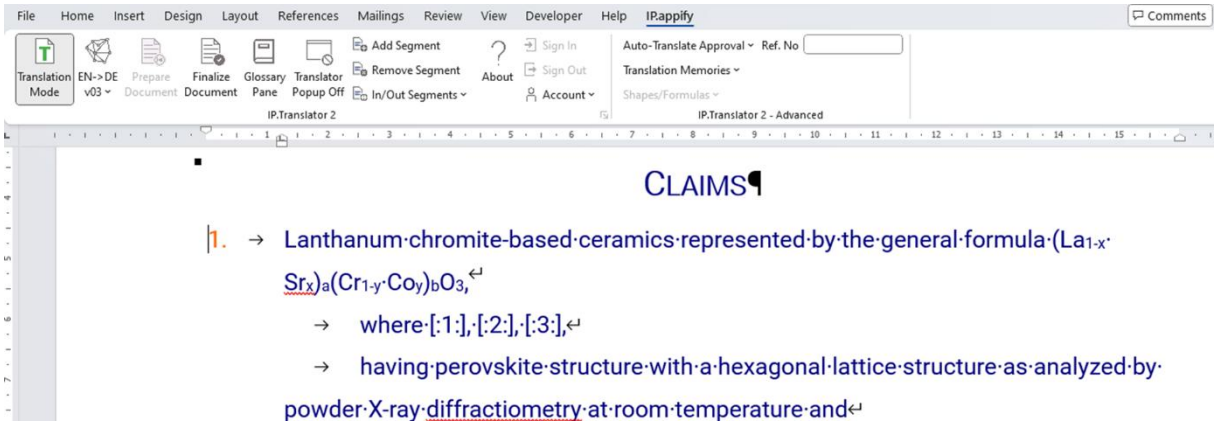

Fig. 40: Document in source language with several equation objects replaced by placeholders

The substituted objects themselves are moved to a table at the end of the document (Fig. 41). They can be edited there, e.g. decimal separators can be replaced, images can be cropped, etc. Any change applied to these objects is reflected in the finalized document.

	You may modify shapes and formulas as needed but do not modify keys or add/delete rows.
[:1:]	$0.02 \leq x \leq 0.2$
[:2:]	$0.01 \leq y \leq 0.03$
[:3:]	$0.95 \leq a/b \leq 1.05$

Fig. 41: Table with substituted inline shapes and formulas

When the translation is finished, IP.Translator can back-substitute the placeholders with the original objects. A corresponding question is displayed automatically when clicking “Finalize Document” for documents containing substituted objects, see section 3.7.

The substitution can also be performed manually with the “Shapes/Formulas” menu on the IP.Translator ribbon (Fig. 42): “Substitute Shapes/Formulas” before preparing the document, and “Back-substitute Shapes/Formulas” after finalizing it. Note that the “Shapes/Formulas” menu is only enabled while the document contains no IP.Translator segments, i.e. before preparing or after finalizing the document.

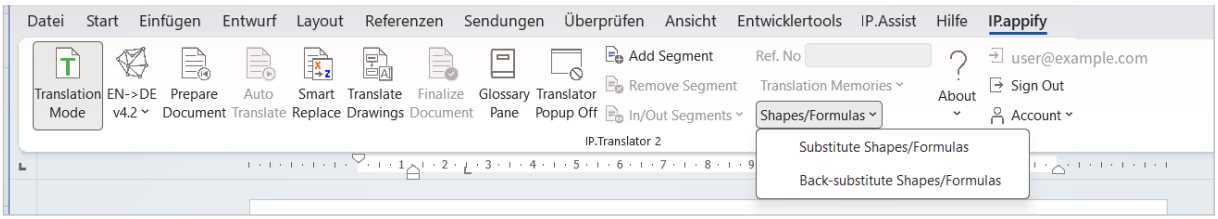

Fig. 42: Shapes/Formulas menu

4.9 Searching for text

IP.Translator provides a bilingual search in the translation pop-up window that can be used to quickly find text in the source language, or matching pairs of source and target language text. This is useful e.g. when checking or adapting the translation of a term in the course of translating a document.

To access the search function, click on the “Search” expander in the lower left corner of the translation pop-up window. This opens the search bar shown in Fig. 43. The search bar includes text boxes for search terms in the source and the target language. Matches in the active segment are highlighted in yellow. “Previous” and “Next” navigate to the previous or next matching segment in the document; the number of matching segments is shown next to these buttons.

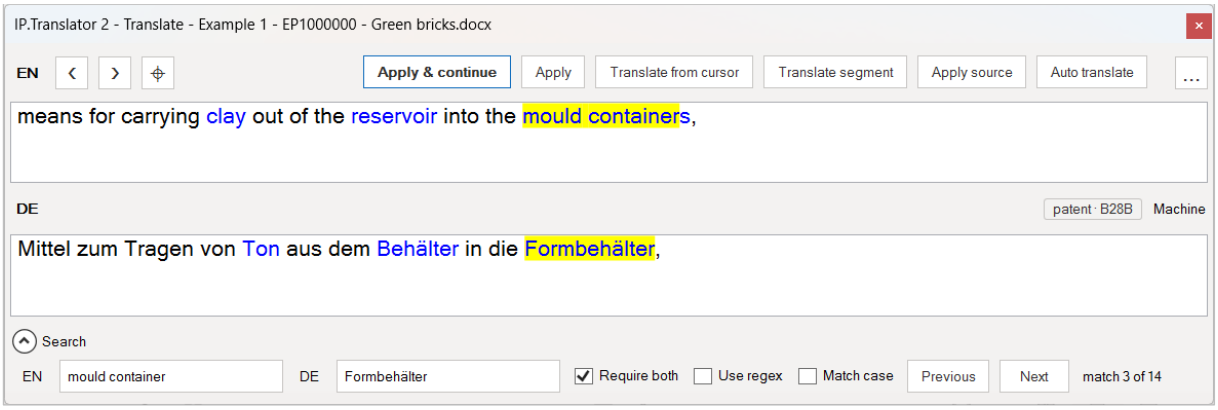

Fig. 43: The search function of the translation pop-up window

There are three options for the search:

- Require both
- Use regex
- Match case

If “Require both” is checked, the search only yields segments where both the source and the target term are found. This is useful for searching for particular translations of a given source language term.

If “Use regex” is checked, regular expressions can be used in the search text boxes. For instance, “.” matches any character, “.*” matches zero or more arbitrary characters, and “.?”

matches zero or one arbitrary character. For more information on regular expressions, see e.g. https://learn.microsoft.com/en-us/dotnet/standard/base-types/regular-expression-language-quick-reference.

If “Match case” is checked, the search only yields results matching the exact case of the search terms.

Note that you cannot navigate to another segment while the translation of the active segment has unapplied user changes. When navigating with the search, IP.Translator does not translate segments automatically; click “Translate segment” to translate such a segment.

5 Smart Replace

Smart Replace replaces a term throughout the document in all its word forms, including compounds. For instance, replacing “Ton” with “Lehm” also changes the inflected forms and compounds of “Ton” in the translation. Smart Replace works both for prepared documents (it then changes the translations) and for documents that have not been prepared for translation (it then changes the document text).

To open Smart Replace, click “Smart Replace” on the IP.Translator ribbon (Fig. 44).

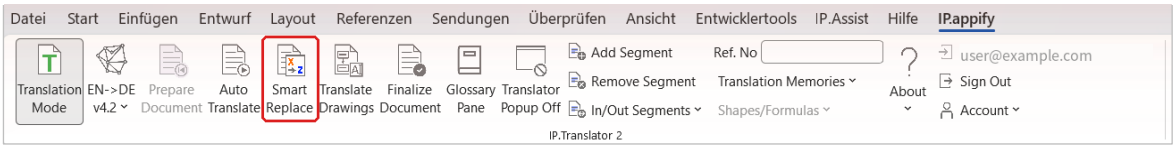

Fig. 44: Smart Replace button

Proceed as follows (Fig. 45):

1. Enter the term to be found in “Find” and select its language.
2. Select the matching options (see below) and click “Find all”. All segments containing the term are listed; the found term is highlighted.
3. Enter the new term in “Replace with” and click “Replace all”. IP.Translator computes the new text of each segment and shows the changes in the list. Nothing is written to the document yet.
4. Review the changes. Each change can be applied individually (✓), reverted (↶) or shown in the document (⌖). “Edit mode” allows to edit the new text by hand.
5. Click “Apply all” to write all changes into the document (the window stays open for further replacements), or “Finish” to write all changes and close the window. “Revert all” drops all changes; “Close” closes the window without applying the changes.

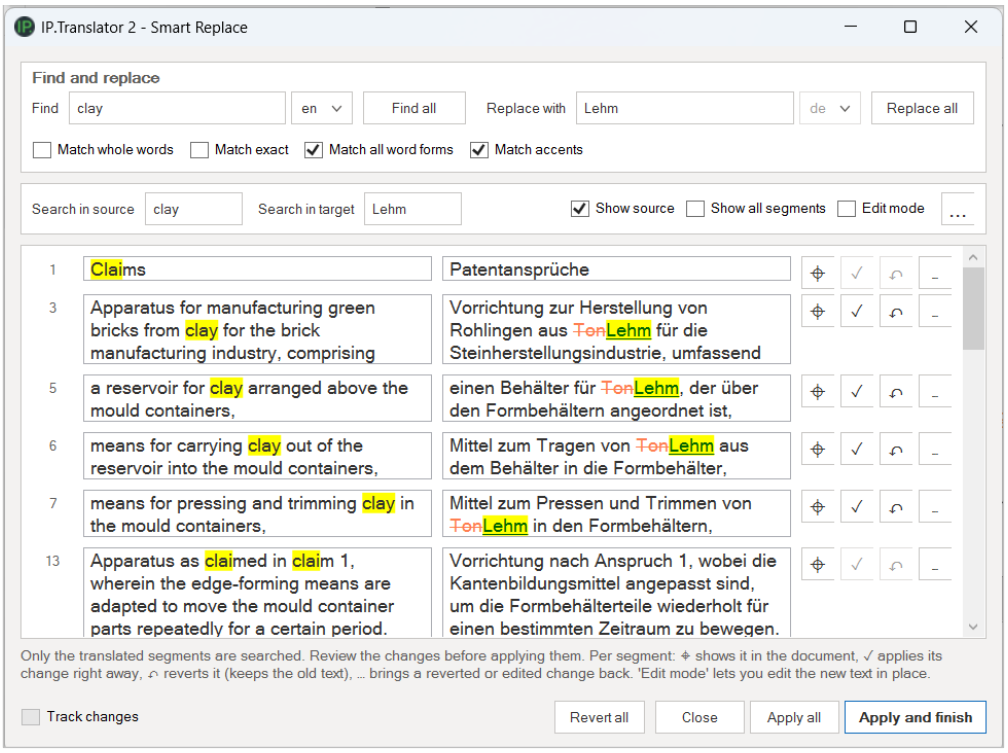

Fig. 45: Smart Replace in a prepared document: the translation “Ton” of the English term “clay” is replaced by “Lehm”

In a **prepared document**, only segments that have already been translated are searched. The search term can be entered either in the target language or in the source language, whereas the replacement is always in the target language:

- Find in the **target language:** the term is replaced in the translations, e.g. “Ton” → “Lehm”.
- Find in the **source language:** IP.Translator finds all segments whose source text contains the term and replaces the translation of this term in the corresponding translations, e.g. “clay” → “Lehm” (Fig. 45). The source text is shown in the list in this case.

In Fig. 45, segments 1 and 13 are also listed because “Match exact” is unchecked, so similar words (here “Claims” and “claim”) are found as well. Since the translations of these segments contain no translation of “clay”, nothing is changed in them. Check “Match exact” to list exact matches only.

In a **document that has not been prepared**, the whole document text is searched sentence by sentence, and search and replacement are in the same language, which must be selected once. In this case, the changes can be written as Word tracked changes by checking “Track changes” at the bottom of the window. Only the changed characters are replaced, so the formatting of the text is kept.

The following matching options are available:

- **Match whole words:** only available for single-word terms. If unchecked, the term is also found inside longer words and compounds.
- **Match exact:** only exact matches are found. If unchecked, similar words are also found.
- **Match all word forms:** inflected forms of the term are also found (checked by default).
- **Match accents:** accents are distinguished, e.g. “é” and “e” (checked by default).

Search and replacement terms must be at least three characters long. The wildcards “*” and “+” can be used in the search term. “Replace all” is only enabled after “Find all” has found at least one segment with the current settings. The list can be narrowed with the “Search in source” and “Search in target” boxes; “Show source” shows the source text column, and “Show all segments” lists all segments, not only those with changes.

While the Smart Replace window (or the Auto Translate wizard) is open, the document cannot be edited.

6 Translating patent drawings

IP.Translator can translate the text in patent drawings, both in vector PDFs and in scanned drawings. The text is lifted off the drawing sheet, translated using the terminology of the specification, and drawn back into the drawing. The result is exported as a PDF file.

To translate a drawing, open the specification in Word, switch translation mode on and select the translation model (or prepare the document). Then click “Translate Drawings” on the IP.Translator ribbon (Fig. 46). The drawing editor opens in a separate window (Fig. 47). The open Word document serves as the specification: its languages and – if the document is prepared – its terminology and glossary are used for the translation of the drawing.

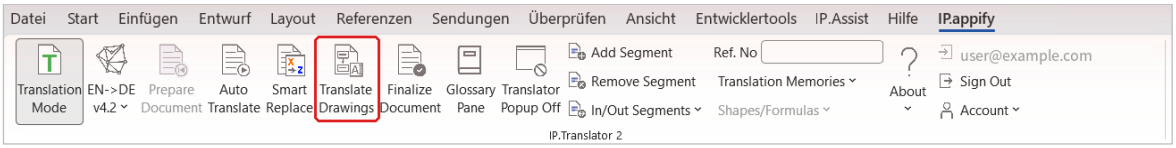

Fig. 46: Translate Drawings button

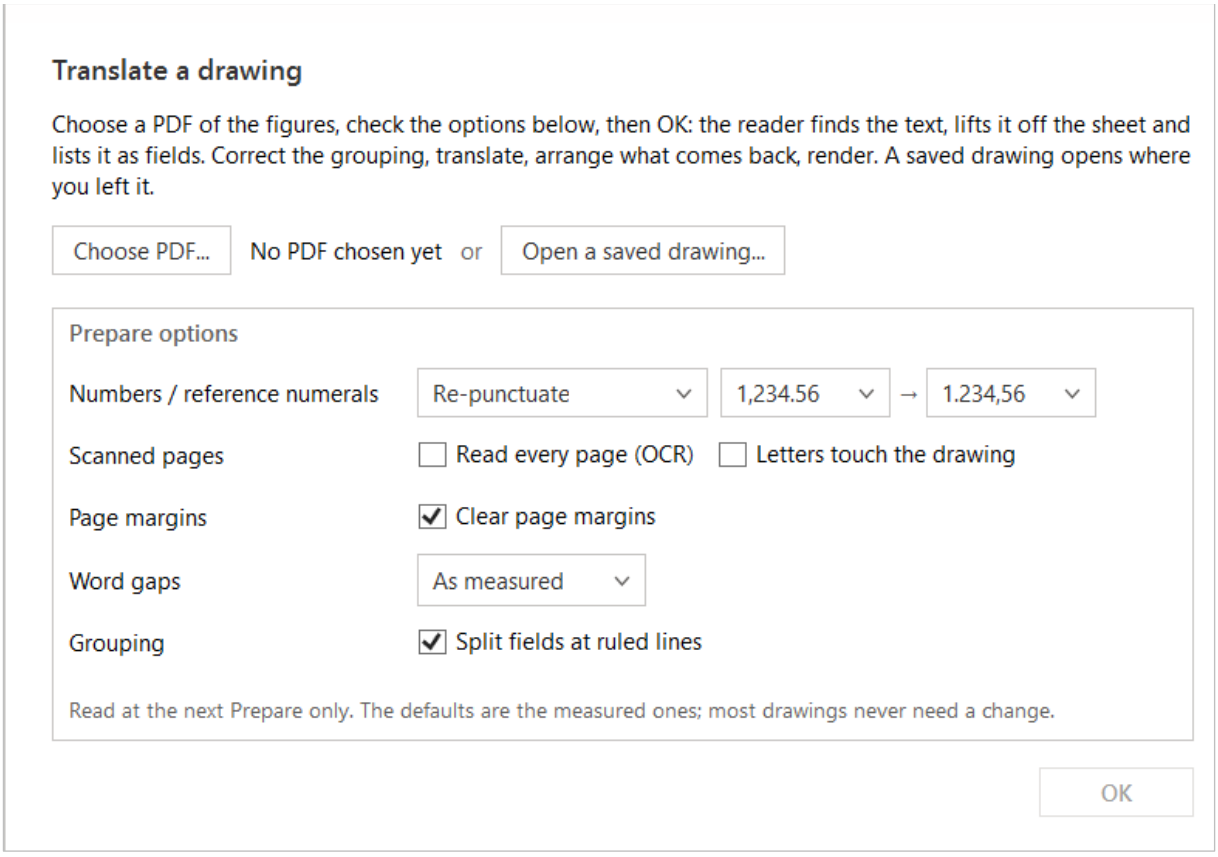

Fig. 47: Start card of the drawing editor: choosing the PDF file and the prepare options

6.1 Preparing a drawing

Click “Prepare PDF…” in the tool bar of the drawing editor. A start card appears (Fig. 47): click “Choose PDF…” and select the PDF file with the drawings (or click “Open a saved drawing…” to continue a saved drawing), check the prepare options and click “OK”. IP.Translator reads the text of each page, removes it from the page image and lists it as text fields (Fig. 48). For PDFs with a text layer, the text is taken from the text layer; scanned pages are read by optical character recognition (OCR). Words the reader was unsure of are marked with a red dashed outline.

Reference numerals and figure labels are kept in the drawing by default and listed under “Kept in the drawing”. Texts to be translated are listed under “Fields on page …”.

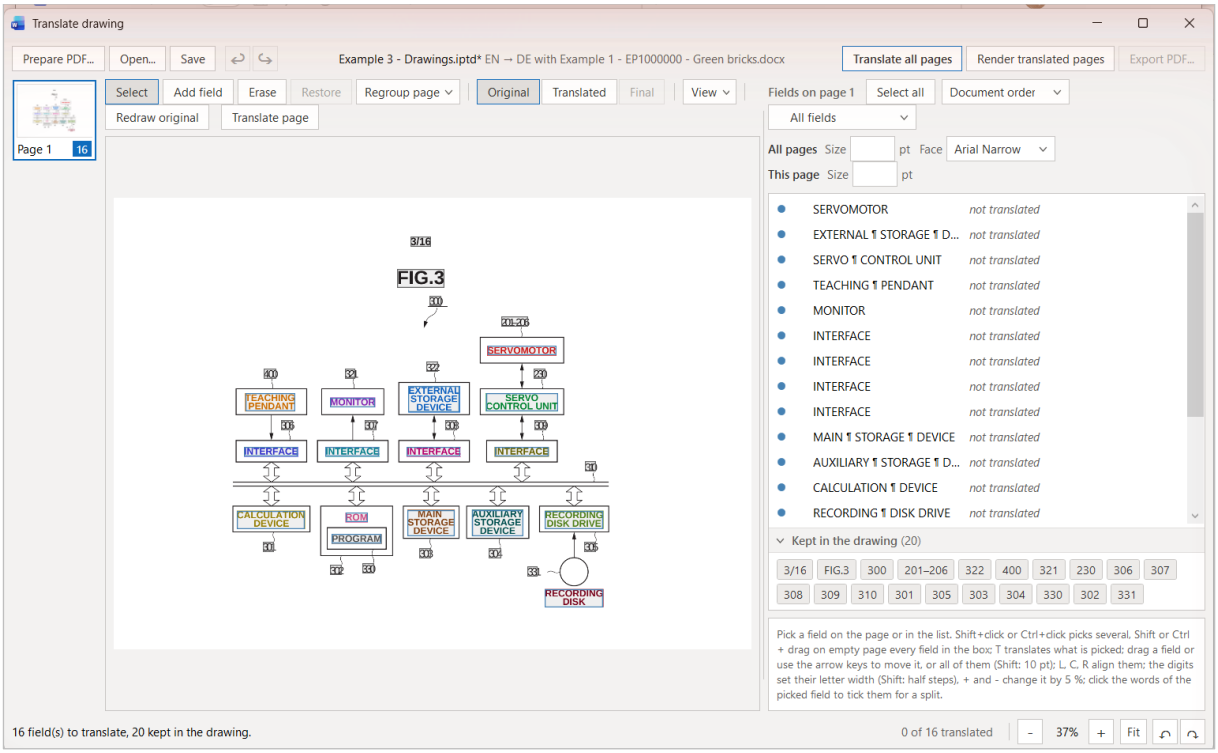

Fig. 48: Drawing after “Prepare PDF…”: the text fields to be translated are listed on the right

The prepare options on the start card only need to be changed in special cases:

- **Numbers / reference numerals:** “Re-punctuate” (default; converts the number format to that of the target language, e.g. 1,234.56 → 1.234,56; the two fields next to it show the formats), “Keep as drawn” or “Extract for translation”.
- **Page margins:** “Clear page margins” (default; scanned pages only) paints over content in the page margins, e.g. the box with the EPO data. The painted areas are shown as patches on the page, and the status line reports how many margin areas were painted over.
- **Scanned pages:** “Read every page (OCR)” reads pages by OCR even if they have a text layer (e.g. for incomplete text layers or text drawn as outlines); “Letters touch the drawing” for scans in which letters touch lines of the drawing.

- **Word gaps** and **Grouping:** control how words are grouped into fields. “Split fields at ruled lines” (default) separates text divided by lines, e.g. in boxes.

If the drawing that is currently open has unsaved changes, IP.Translator asks whether to save them before “Prepare PDF…” or “Open…” replaces it.

6.2 Translating and correcting the fields

Click “Translate all pages” to translate all fields, or “Translate page” to translate the current page only. Once everything has been translated, these buttons read “Re-translate all pages” and “Re-translate page” and ask before replacing the existing translations. Identical labels are translated identically throughout the drawing. Switch between the views “Original” (Ctrl + 1), “Translated” (Ctrl + 2) and “Final” (Ctrl + 3) to check the result.

Click on a field in the drawing or in the list to edit it in the inspector at the bottom right (Fig. 49). The translation can be edited there; press Enter to insert a line break. The label in the top right corner of the inspector shows whether the translation fits into the space of the original text (“fits”) or how much wider it is (e.g. “12.1 pt wider”). In the latter case, reduce the font size or the letter width, use a narrower font face (e.g. Arial Narrow) or insert line breaks, e.g. “SERVO-/STEUEREINHEIT” for the field that is 74.6 pt too wide in Fig. 49. Several fields can be selected with Shift + click or Ctrl + click, on the page or in the list, and formatted together. Holding Shift or Ctrl while dragging a box on an empty part of the page selects every field in the box. With several fields selected, the inspector offers “Translate N fields” (key T) to translate only these fields, and “Merge” to combine them into one field. Fields can be moved with the mouse or the arrow keys.

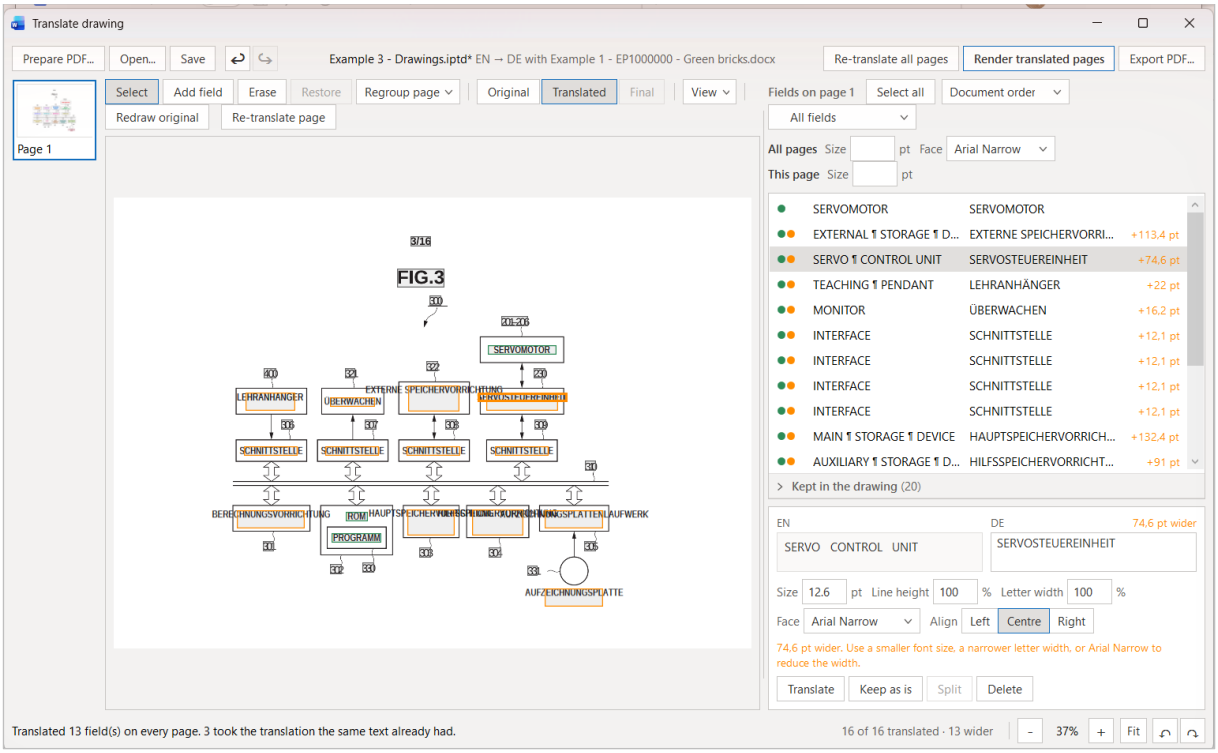

Fig. 49: Editing a translated field in the inspector

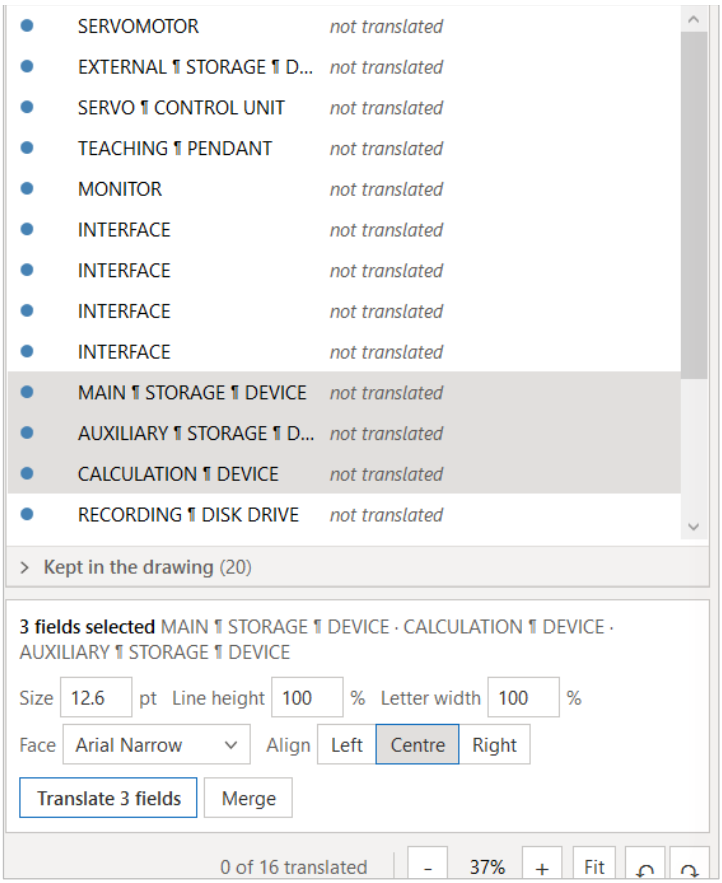

Fig. 50: Several fields selected: “Translate 3 fields” and “Merge”

The coloured dots in front of the fields in the list show which states of the field filter (list “All fields”) apply to a field, one dot per state.

Further functions are available in the tool bar above the page and in the context menu of a field: “Add field” for text that was missed, “Erase” and “Restore” to clean up the page image, “Regroup page” to group the words of a page differently, “Keep as is” to keep a field untranslated, “Split” and “Merge” to split or merge fields, and changing the case of a translation.

“↩” and “↪” in the tool bar (Ctrl + Z, and Ctrl + Y or Ctrl + Shift + Z) undo and redo the last edits on the current page. Inserted pictures are not undone.

After an edit, the original page is redrawn automatically after a countdown (15 s by default). A bar shows “Redraw in N s” with the buttons “Cancel”, “Redraw now” and “Configure timer…”. Under “Configure timer…” you can set the delay (“Redraw the original by itself after … s”, 0 to 600 s; 0 redraws immediately). F5 redraws the page at any time.

6.3 Saving and exporting

Click “Render translated pages” to draw the translations into the pages, and check the result in the “Final” view (Fig. 51). “Export PDF…” saves the translated drawing as a PDF file. “Save”

(Ctrl + S) saves the drawing as a project file (.iptd), which can be opened again with “Open…” to continue where you left off.

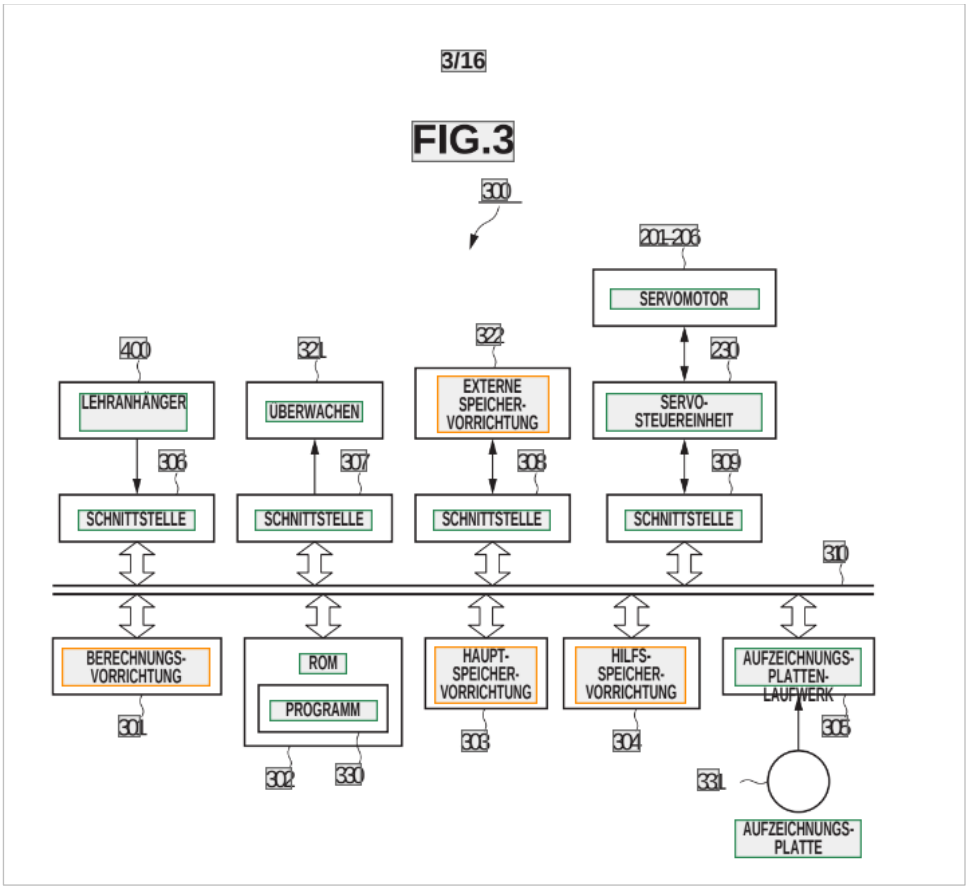

Fig. 51: Translated drawing after “Render translated pages” (view “Final”)

7 Translation memories

The sum of all translated segments forms a so-called translation memory, i.e. a database that stores the source and target language text of each segment. IP.Translator can export the translation memory of the current document for later reuse, or import translation memories from external sources. This may be useful if a very similar document (e.g. a parent application) has been translated before and its translation shall be used in the current translation.

Translation memories are exported, imported and managed with the “Translation Memories” menu on the IP.Translator ribbon (Fig. 52).

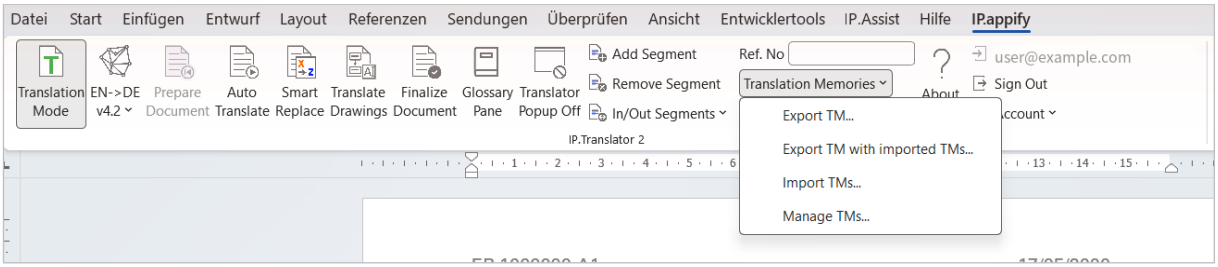

Fig. 52: The Translation Memories menu

“Export TM…” saves the translation memory of the current document to a TMX file. Only human translations and approved machine translations are exported.

“Export TM with imported TMs…” saves the translation memory of the current document together with all loaded translation memories to one TMX file. Where a segment occurs both in the document and in an imported translation memory, the translation from the document is used; among the imported translation memories, only exact duplicates are removed.

“Import TMs…” imports one or more TMX files. IP.Translator first asks you to confirm the translation direction (e.g. “You are translating from EN to DE. Is this correct?”), since only the segments matching the source and target language of the selected translation model are used. If the direction is not correct, select the appropriate translation model before importing. Translation memory files need not come from IP.Translator, but can also stem from other tools like Trados.

“Manage TMs…” lists the imported translation memories and allows to remove or reload them (Fig. 53). Select “Remove” or “Reload” for the respective translation memory and click “Apply changes”. “Reload” re-imports the translation memory, e.g. after the file has been changed in an external editor. The buttons at the bottom of the dialog, “Import…”, “Export…” and “Export with TMs…”, correspond to the menu items. “Export with TMs…” is disabled while removals or reloads are pending; click “Apply changes” first.

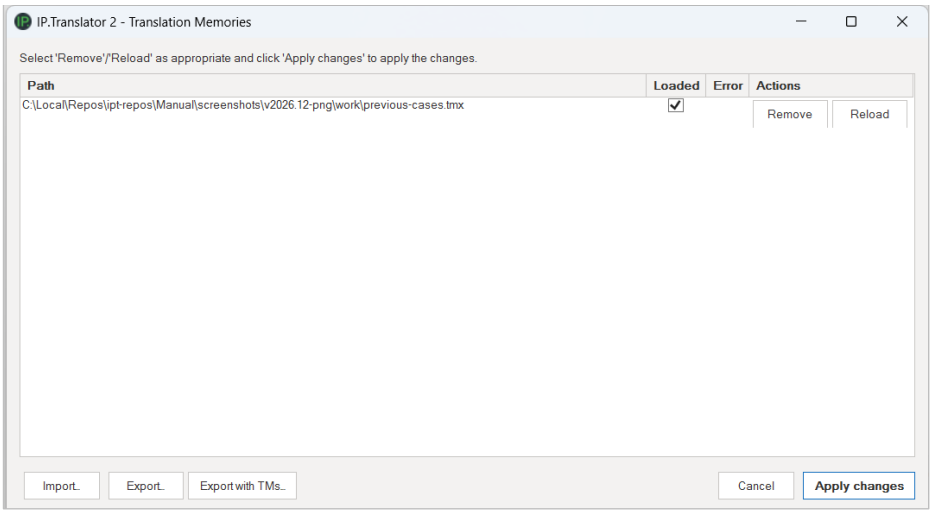

Fig. 53: Managing the imported translation memories

Segments that have been translated using a translation memory are indicated in the translation pop-up window with the name of the translation memory.

8 Other functions

8.1 Importing and exporting segments

Segments can be imported or exported using the “In/Out Segments” menu on the IP.Translator ribbon (Fig. 54).

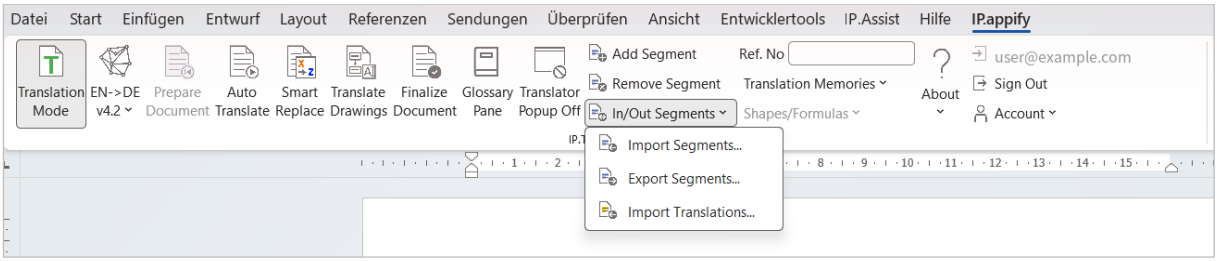

Fig. 54: The In/Out Segments menu

Export Segments… saves the segments of the document. The following formats are available:

- csv (semicolon-separated) and tsv (tab-separated): all translated segments in document order, including machine translations that have not been approved
- tmx and xlsx: only human translations and approved machine translations
- xml: the complete IP.Translator data of the document

Import Segments… is intended for reusing identical segments across documents. In contrast to translation memories, which IP.Translator uses for generating translations, imported segments are only applied if the source text of a segment in the current document matches the source text of an imported segment exactly (including case). This makes sense where many segments are expected to match exactly, e.g. when translating a divisional application with segments exported from the translation of the parent application. Supported formats are csv, tsv and xlsx; the first row contains the language codes, as for glossaries (section 4.6.5). Matching segments are applied as human translations.

Import Translations… imports an existing translation of the whole document, e.g. a translation made without IP.Translator, from a Word (.docx) or text file (.txt). IP.Translator splits the imported text into sentences and pairs them with the segments of the current document according to their meaning. Before the translations are applied, a summary shows the number of matched segments, the number of matches with low confidence, and the numbers of unmatched segments in both documents. Matches with low confidence are applied as disapproved translations and shown in red, so they can be reviewed.

8.2 Using internal reference numbers

The “Ref. No” input field on the IP.Translator ribbon (Fig. 55) allows to enter an internal reference number for the document. It is enabled once the document has been prepared. The

reference number facilitates the identification of the translation costs of a given project, since the translation costs associated with that reference number are listed on the monthly invoice and in the usage statistics (section 8.3.1).

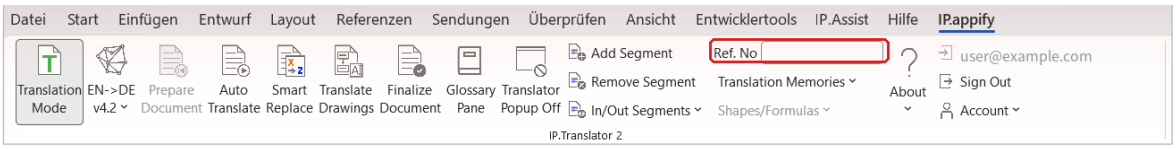

Fig. 55: Ref. No input field

Organizations can require a reference number for all translated documents, optionally in a particular format. In this case, IP.Translator asks for the reference number when preparing a document.

8.3 Usage statistics and account information

The upper button of the account section of the ribbon shows the signed-in user (or “Sign In…” if no user is signed in); “Sign Out” signs the user out. The “Account” menu (Fig. 56) allows to view the usage statistics and to manage access to IP.Translator via API keys or group licenses.

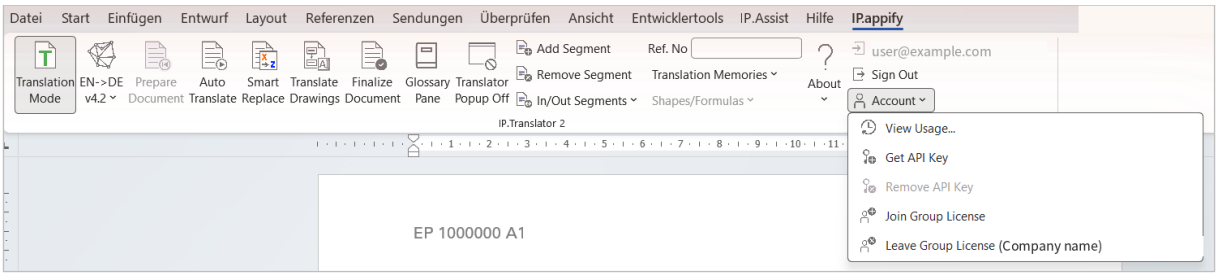

Fig. 56: The Account menu

8.3.1 Usage statistics

“View Usage…” shows the usage statistics: details on the current user and license, as well as the consumption for the current and preceding billing periods. The consumption area includes aggregated values for each period (translated words, free words, billable words, costs) as well as a breakdown of the translated documents, including the custom reference number (section 8.2), if provided.

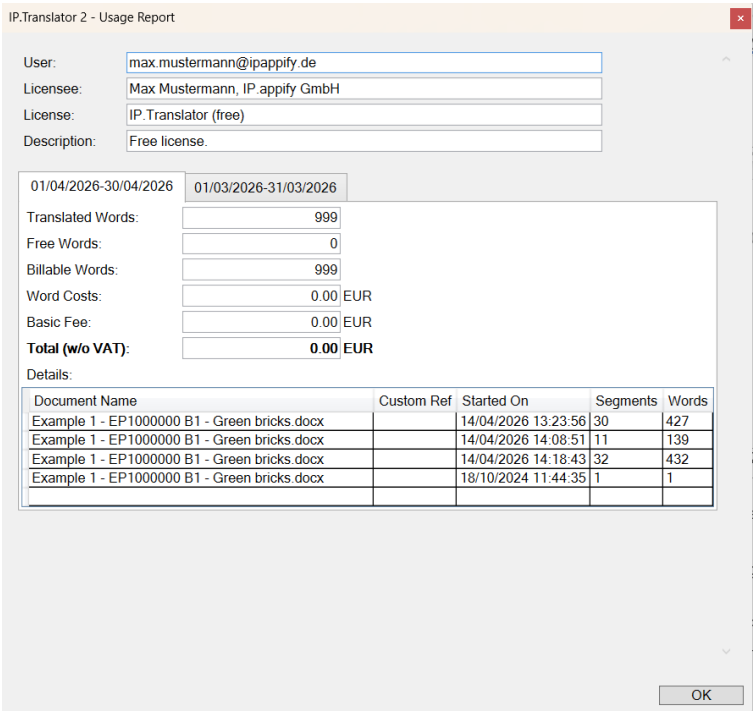

Fig. 57: The usage report

8.3.2 Managing API keys or a group license

The “Account” menu includes controls to get or remove an API key as well as to join or leave a group license.

An API key can be used for an automatic login to enable IP.Translator. API keys are primarily intended for licenses with login problems. Please contact us at support@ipappify.de for further instructions.

Group licenses allow teams of users to use IP.Translator under a common license. The group is identified by a main account. All translation costs incurred by individual members of the team are mapped to the main account. At the end of each billing cycle, a usage report and invoice is emailed to the main account email address.

The person who has registered the main account (main user) can obtain a join code for the group during registration or afterwards by contacting us at support@ipappify.de (see section 1.4). Once a team member has obtained a join code from this person, they can join the group license by clicking “Join Group License”. To leave the team, they can click “Leave Group License”; the name of the license is shown in brackets.

Note that team members who do not have a test or individual IP.Translator license still need an IP.appify account to be able to log in to IP.Translator. They do not, however, have to obtain a test or paid license; they can simply enter the join code after logging in to IP.Translator, as explained in section 1.5.

8.4 About and error reports

The “About” button on the IP.Translator ribbon (Fig. 58) shows the installed version of IP.Translator (four-part version number, e.g. 2.1.1.106) and the service it is connected to, as well as links to these operating instructions and to our support. “Send Error Report…” sends an error report together with the log files of IP.Translator to our support. Please use this function if you encounter a problem, and describe the problem in the report. These functions, as well as the API key functions, are also available when no document is open.

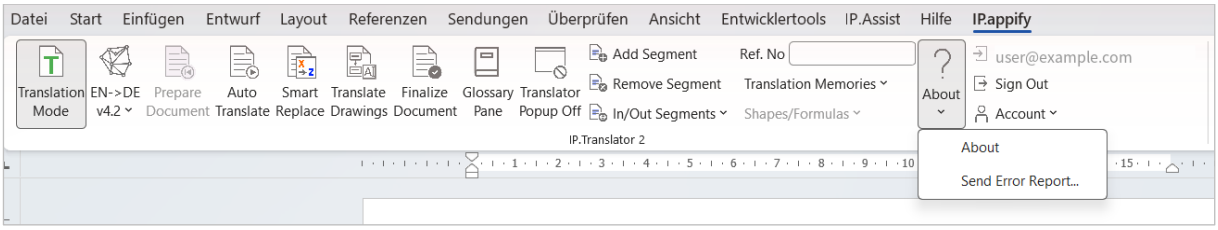

Fig. 58: The About menu

8.5 Keyboard shortcuts

The following keyboard shortcuts are available in the translation pop-up window:

Shortcut	Function
Ctrl + Y	Apply the translation and go to the next segment (“Apply & continue”)
Ctrl + W	Apply the translation (“Apply”)
Ctrl + Space	Translate from the cursor position
Ctrl + F5	Translate the entire segment again
Ctrl + Q	Apply the source text as translation
Ctrl + B / Ctrl + I / Ctrl + U	Bold / italic / underlined (target text box)
Ctrl + = / Ctrl + Shift + =	Subscript / superscript (target text box)
Enter / Ctrl + Tab	Line break / tab (target text box)

In the drawing editor, the following shortcuts are available:

Shortcut	Function
Ctrl + S	Save the drawing project
Ctrl + 1 / Ctrl + 2 / Ctrl + 3	View “Original” / “Translated” / “Final”
F5	Redraw the original page
Arrow keys (with Shift)	Move the selected fields by 1 pt (10 pt)
L / C / R	Align the selected fields left / centre / right
1 … 9, 0 (with Shift)	Letter width 10 … 90 %, 100 % (half steps)
+ / -	Letter width 5 % wider / narrower
Delete	Delete the selected field

Shortcut	Function
Ctrl + Z / Ctrl + Y, Ctrl + Shift + Z	Undo / redo (current page)
T	Translate the selected fields
Shift / Ctrl + drag on the empty page	Select all fields in the box
Ctrl + mouse wheel	Zoom

8.6 Data security

IP.Translator is operated as a cloud service in the EU. The text to be translated is end-to-end encrypted: it is encrypted on your computer and only decrypted on the translation server. The IP.appify web service that handles sign-in, licenses and billing cannot read the content of your documents; it only processes metadata such as word counts and languages. The encryption uses post-quantum cryptography and never falls back to an unencrypted connection.

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