

GLOSSARY ASSISTANT

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Getting Started



Glossary Assistant

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Glossary Assistant

Introduction:

Glossary Assistant was developed for use in the booth (or elsewhere) by simultaneous/consecutive interpreters. Having the glossaries on an Android tablet means a small footprint and very fast inter-action since 99.9 % of the user actions involve nothing more than touching the screen. No mouse to move around and click.

As you know, there are many Android tablets on the market. As such, manufactures do offer slightly different flavors of the operating system. We used a Nexus 10 (Android 4.4.2). A tablet running Android 4.2 should also work. Screen resolutions lower than 1024x600 are not supported. Minimum screen size is 7 inches but a 10 inch screen is recommended if you will be working with more than 3 languages at once or if you have very long multi-line expressions to be displayed. **This application is not designed for phones or low resolution devices.**

Some terms used:

No doubt, you are familiar with the Android touch screen. In this document, the following terms will appear. So, just to be clear:

Touch, tap or press = a quick touch with the finger on an item

Longtouch = holding your finger on an item on the screen (a couple of seconds) until the expected action takes place

Swipe = placing finger on screen and sliding finger to make something else appear

Navigation Drawer = a hidden 'menu' on the left side of the screen. You make it appear by

swiping from the left side or touching the launch icon  at the top left.

App = this application (Glossary Assistant)

Getting Started:

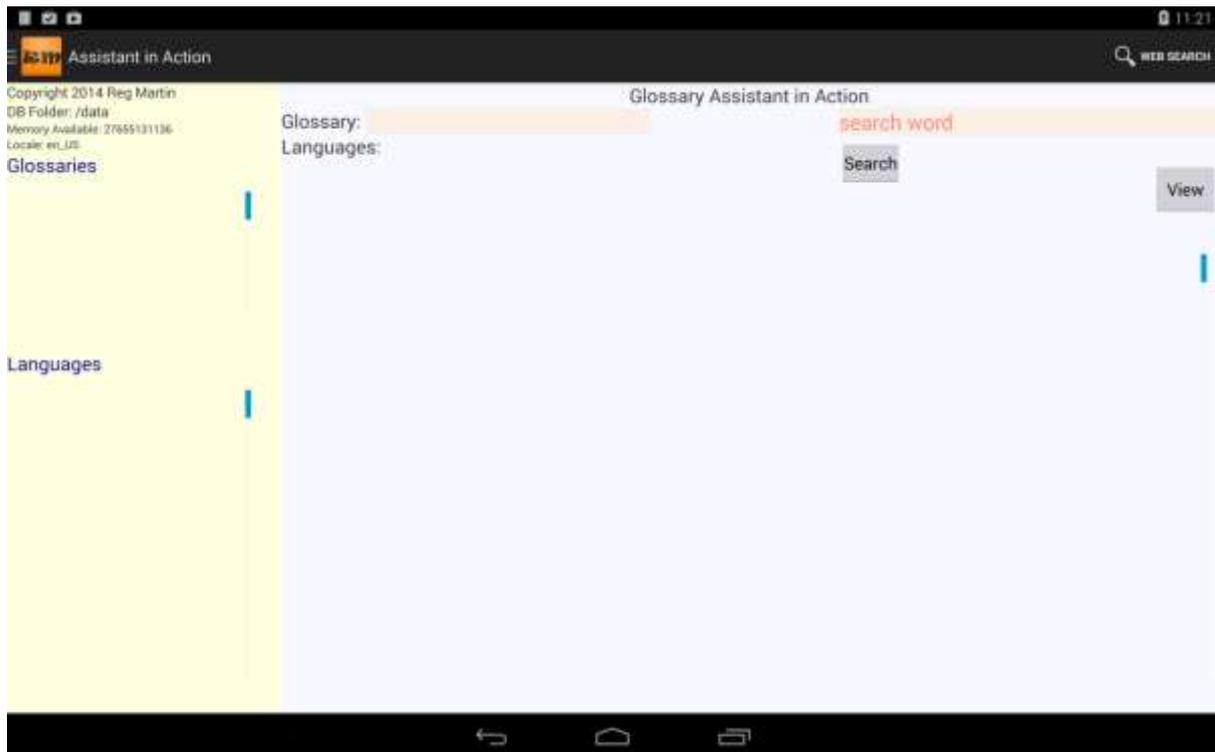
The app is available on the Google Play Store... look for Glossary Assistant. Once you find it, follow standard Android apk application install procedures.

Once the app is installed, you should see it in your screen of apps. Look for the  icon. Tapping on it will launch the app.

The initial launch will look like the screen below: not very exciting.



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So, at this moment you have the app loaded, but of course, you have no data stored, so there is nothing to see. The above screen is the one you will use while in the booth. That is why we have it pop up when the app launches.

Let's see what to do now.

1. Swipe the left side of the screen or touch the launch icon on the top left. This action will display the Navigation drawers, So, you will have the following screen.

The first thing that you have to do is define the languages that you will be keeping in your various glossaries. Up to 10 languages can be entered. But the working screen will show a maximum of 5 at a time. The Editor screen will show them all, so it could be very 'crowded' if you have a glossary with all 10 languages in use.

In order to facilitate sorting of text over many languages, some rules must be followed here in spelling out of the languages. **THESE SAME** languages will be used in the header columns of your **excel or word** tables. To keep things simple, the language names will all be in English. If you need a language not shown in the list below, it can be added for you.

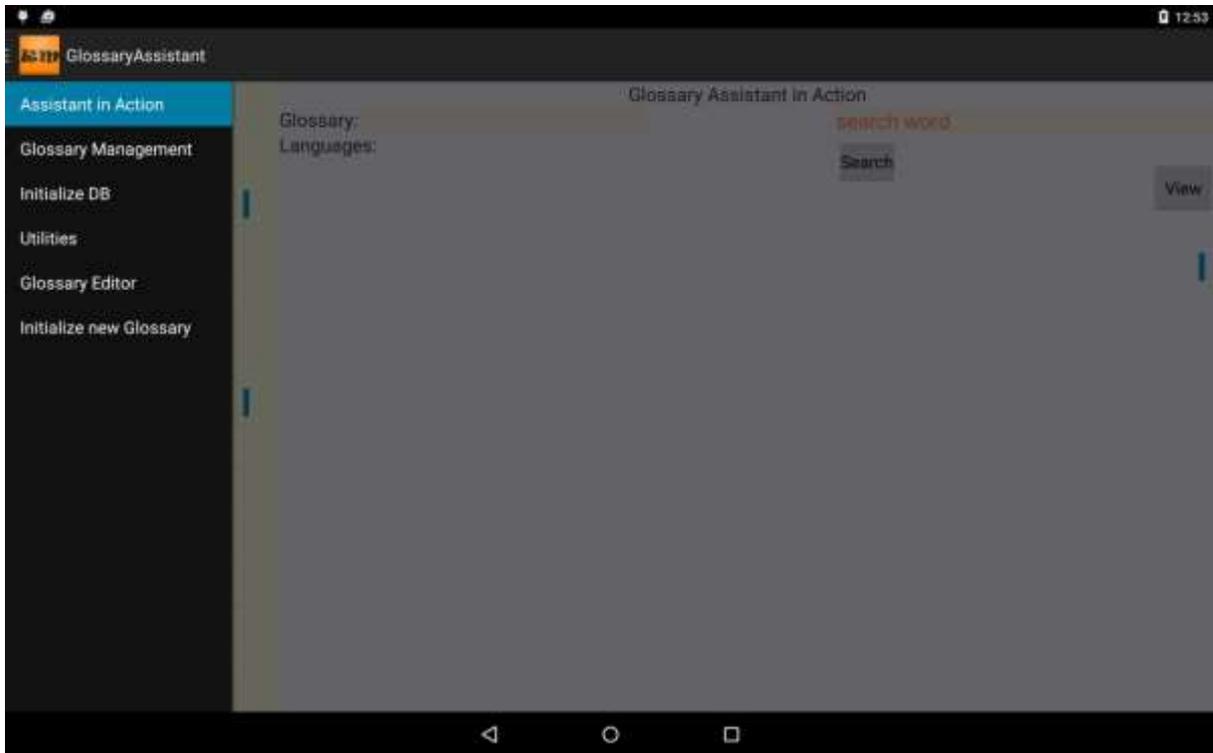
Currently defined: **NOTE THE SPELLING MUST BE EXACTLY AS SHOWN (case sensitive)** both in the app and in your excel /word headers

English, French, German, Italian, Spanish, Russian, Greek, Chinese, Arabic, Danish, Dutch

If the language you need is not one of the above, you can still use it. However, when sorting on that language, the sorting collation will not be correct. It would be better to ask us to include the language and have an updated apk made available.



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Define your languages:

Touch the *'Initialize DB'* drawer:

The following screen will display.

Now all you do is *touch* the box showing **'language'**. This action will pop up the Android keyboard. You enter the language e.g. Italian and then touch the *Add the above language to your Glossaries* button.

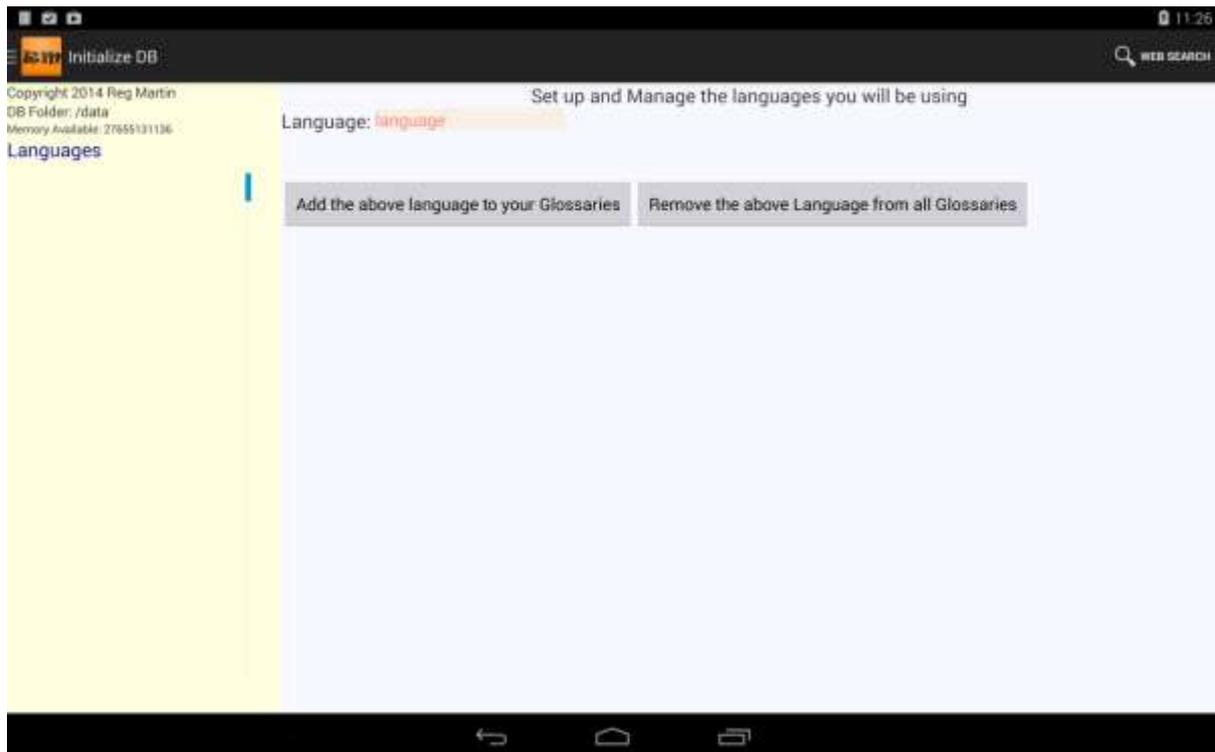
At that point, the language will be added to the list at the side of the screen.

To work with the 2 sample glossaries which you can download, you must define the following languages: English, French, Spanish, Russian, Chinese and Arabic. Once you are confident with the app, you can remove the demo glossaries and languages and enter the languages of interest to you.

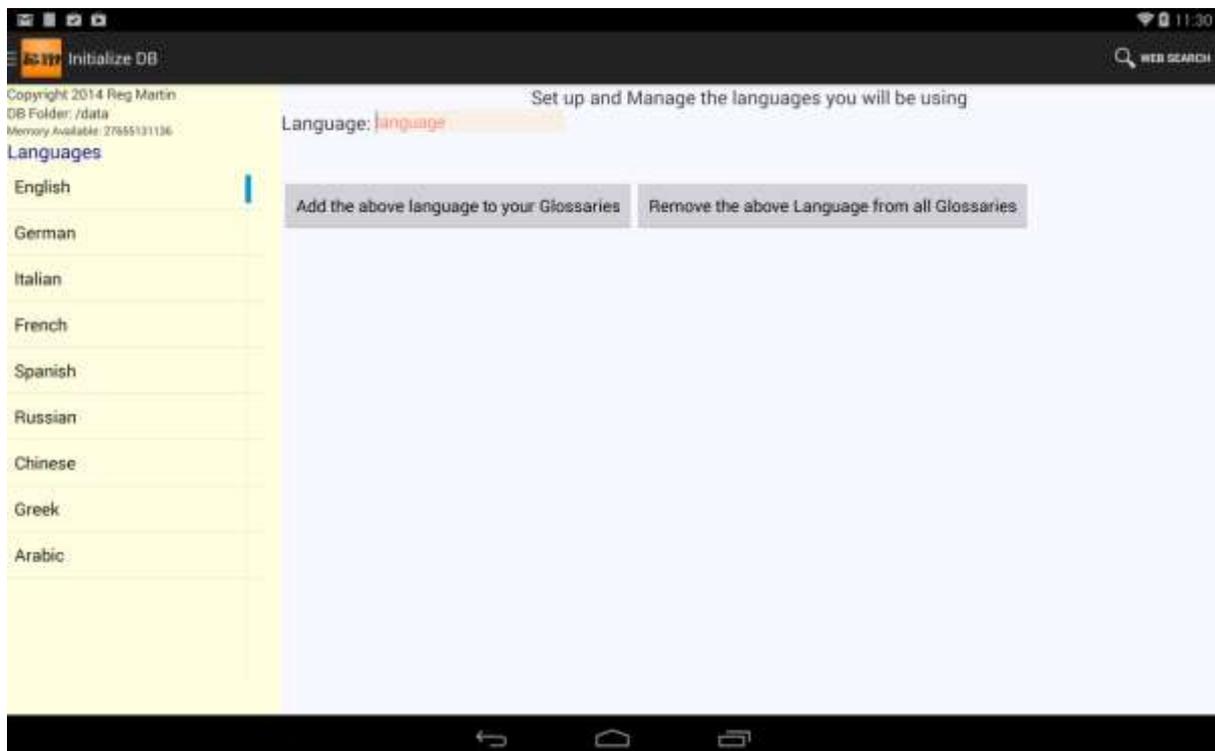
Please advise us of any new languages you will use so that they can be added to the Locales supported.



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After entering some languages, you will have a screen like:



Now, you are ready to begin importing glossaries. Two sample glossaries are provided in our web site www.swiss32.com under the Resources tab.. You can experiment with them. They are not too large, but can give you a good idea of the application's capabilities. A glossary of 2-3000 lines should present no problem for the app.



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Now is the time to download the 2 sample glossaries from the web site (www.swiss32.com). If you are reading this manual, then you have already seen the screen snapshot below on the website. Go to this screen now.



RESOURCES

View User Guide: [User Guide](#)

DOWNLOADS

Sample Glossary 1: with English, French, Spanish, Russian, Chinese and Arabic expressions. [Glossary I \(3 downloads\)](#)

Sample Glossary 2: with English, French and Spanish expressions. [Glossary II \(2 downloads\)](#)

User Guide: [User Guide \(0 downloads\)](#)

The sample glossaries can be downloaded directly to your tablet or to your PC. The choice is yours. Regardless of the route you choose, the files must end up on the tablet in its download folder. On the Nexus 10 this default folder is called:

/storage/emulated/0/Download.

This can be referred to as 'external storage' and could vary depending on how the manufacturer has implemented Android. It is important that the transit glossaries are located in this folder './Download'. You will know immediately if the glossaries have been placed there or not by going to the next screen. If not, you might have to use a file manager app to move the files to the correct folder.

Select the *Glossary Management* navigation drawer. You should see the following screen with 2 Glossaries (in transit) at the bottom left. (UNBudget will not appear)



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Now all that you have to do to load a glossary is:

Touch the in transit glossary name (e.g. BaselUN). The name and description will then be displayed at the top of the screen in the boxes showing **name** and **description**. At this point you can modify the description. **DO NOT modify the Glossary Name (ever)**.

Touch *Add*

Now the name and description will show under the *Glossaries (available)* heading. At this point, there is still **NO DATA** stored for the glossary. So,

Touch *Load/Reload*

Then touch *Continue* in the pop up screen which appears. The glossary should load within a few seconds. To see the result of the loading:

Touch *View*

You should then see the following.



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Basically, that is how all glossaries are loaded. Just 4 touches of the screen to: select, add, load and view.

1. Get the glossary to the Download folder on the Android tablet.
2. Copy it from 'transit' to available as described above.

In this screen, the initial view is sorted by the first language. You can sort it on any other language with a long touch on the **language in the column heading**. (the color of the language will change indicating that the sorting in effect is for that language)

Glossaries in transit are text versions (.txt) of a glossary. This text version can be loaded/reloaded into the available glossaries or copied to an external location (cloud, PC, etc.). The text version can be imported into Excel or other software capable of dealing with tab separated Unicode data.

Now we go to the screen which will be used most often.

The assistant in the booth

Select the *Assistant in Action* navigation drawer.

You will now see the screen below:

Note that I loaded the second glossary. The little blue bars are 'fastscroll' tabs, quite useful for moving down a large list quickly. The glossaries are sorted by the description you



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provided back on the glossary management screen. The description can provide a simple way to group glossaries in the list.



Touch the glossary you want. The name will display on the right now beside 'Glossary',

The glossary might contain several languages. You now select the ones you will need in the booth. Typically, the 'from' language would be chosen first, then the 'to' language. It is up to you, the order in which you want languages displayed. At start up, the glossary will be sorted on the left most language. In this example I have touched French, Spanish and English for the glossary UN Capital in that order giving the screen below. It is sorted in French.

Once the languages and glossary have been selected, touch *View* and your glossary will be displayed.

A long touch on Spanish or English in the **column heading** will re-sort the glossary. Note the change in color of the column heading will indicate the sort has taken place.

Removing, swapping, adding, changing the order of the language columns are all performed using the Languages: fields at the top of the screen (not the column headings!)

A long touch blanks the language (not the column heading) If you make any changes to the languages displayed fields, you must touch *View* again to refresh the displayed data.

A touch of a language in the list at the left will place it into the first available spot in the Languages: at the top of the screen.

e.g. to swap English and Spanish.

Long touch English. Long touch Spanish in the Languages at the top.



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Then touch English, Spanish. Then touch View again. The glossary will be redisplayed in the new order. With a bit of practice, you will be doing this very fast.. much faster than with a mouse.



Search facility:

3 options are available.

1. Search in a specific language
2. Search over all languages
3. Do a web search (touch the icon (Web Search) at the top right).

There are some additional options depending on what type of search you want.

Interpreters want to type as little as possible.. they are too busy concentrating. So, when they really do want to look up a word, they do often not want to have to worry about entering accented letters. E.g. in French they would like to enter something like 'comite' and let the app find 'comité', or enter 'lecon' and still find 'leçon'. Below, we will refer to this type of searching as 'intuitive' search. If the user keys in 'leçon', a 'clean' search is performed. i.e the app looks for exact matches. (e.g. if you were translating and using the app as a dictionary, you would be able to take the time to key in for exact matches).

An intuitive search **demands** that you perform it in one language! So...

To search in a specific language, touch that language just to the left side of the Search button. The language will appear just under the search word box quite small. If there was a search language selected, it will just be replaced.



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Touch the **search word** box. This will pop up the Android keyboard. An old search word can be removed by longtouching the box. It is assumed that you are familiar with the Android keyboards and using many different ones if needed. E.g. if you want to enter a search word in Russian, you would bring up the Russian keyboard.

Enter your search text.. without accents..

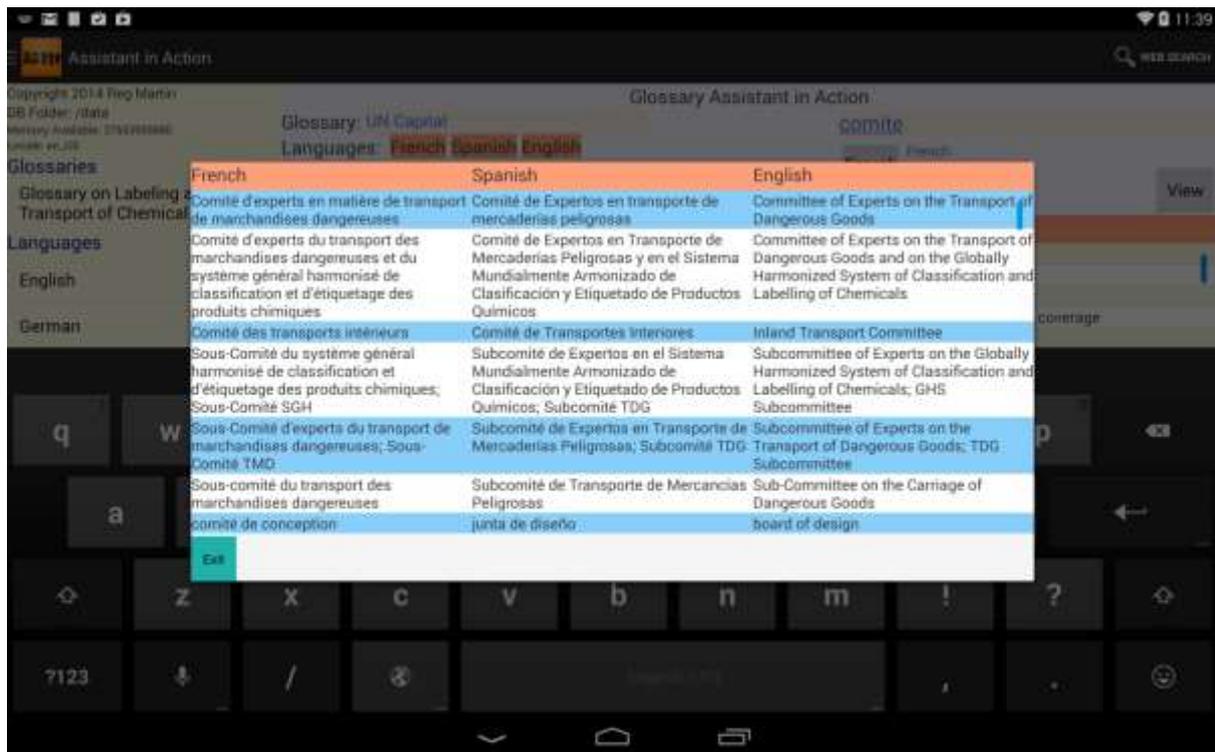
Touch the *Search* button. This will launch an 'intuitive' search where accents are ignored. This is the default for the touching of the Search button.

However, if you want to make a 'clean' search which can take place over all columns or just the specific one, you will **LONGPRESS** the Search button.

Results will be displayed (note that the search takes place over ALL of the available glossaries at this time)

In the example, I have touched **French** and entered '**comite**' as the search word (e entered not é). So, only the French column was used for searching.

Touch the *Exit* button to continue.



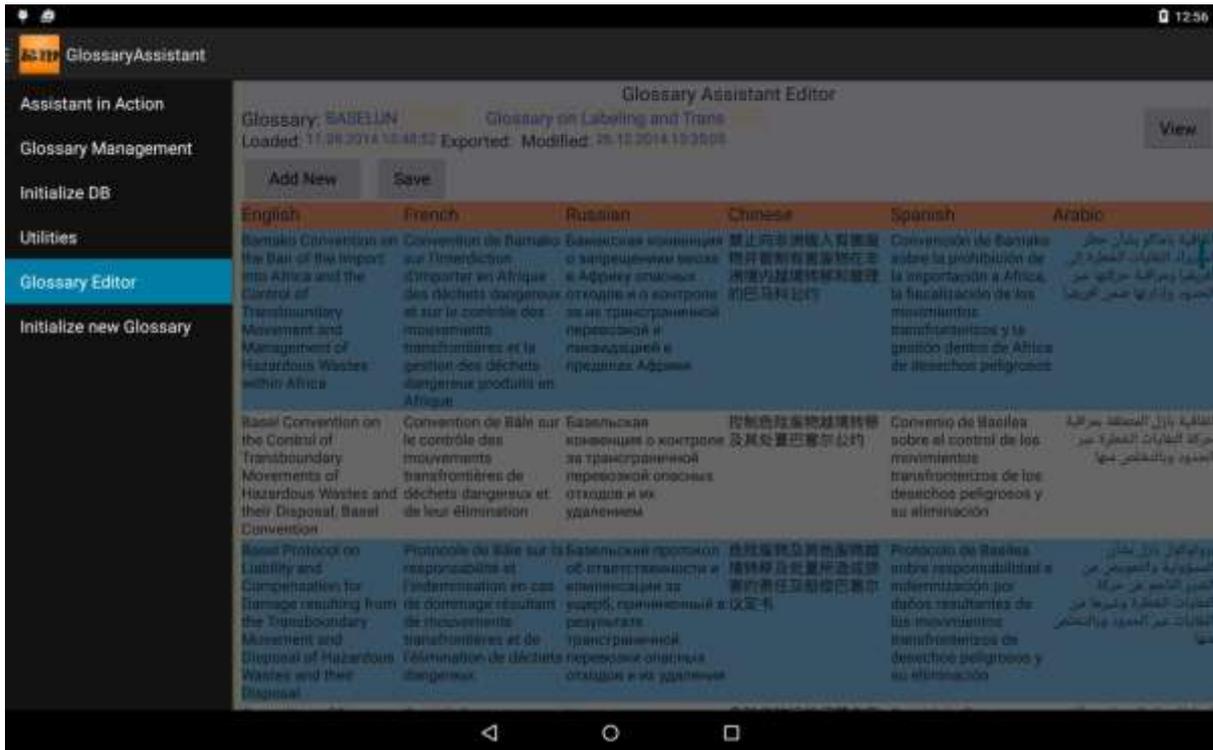
You will note that it found 'comité' and 'Comité' even though just 'comite' was entered for searching.

Glossary Editor



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We recommend that you maintain your glossaries on a PC and then move them to the tablet. However, the occasion arises where it would be nice to add a few items to a glossary, or update some items, or maybe even remove some items. In the Navigation drawer, select Glossary Editor, Before starting to edit a glossary we recommend going to the Glossary Management screen and doing an *Extract for Transit* for the glossary. This will provide a .txt backup of the glossary in the downloads folder for *Load/Reload* in case things go horribly wrong during your editing session.



Now you will come to the following screen



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Touch one of the available glossaries to make its name and description appear on the right side. Note that only glossaries **containing data** will be displayed. You cannot create a glossary. You can only modify an existing glossary. **Do not** use this screen to delete all of the entries in a glossary. What we are saying here is that: to create a new glossary you must create it via the *Glossary Management* screen and load it with at least one line of data. That is the only way the languages can be known for any particular glossary.

Touch *View*.

The glossary will be displayed now. We use some different colors here just to remind you that the list on this screen is different from all of the other lists in the app. This list is sensitive to touches and longtouches. It will look like:



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Working with the screen:

A longtouch on a column heading will sort the glossary on that column.

The *View* button reloads the screen with the most recent version of the glossary.

The *Add New* button will insert 5 blank lines at the very end of the glossary. You have to scroll to the bottom to see them,

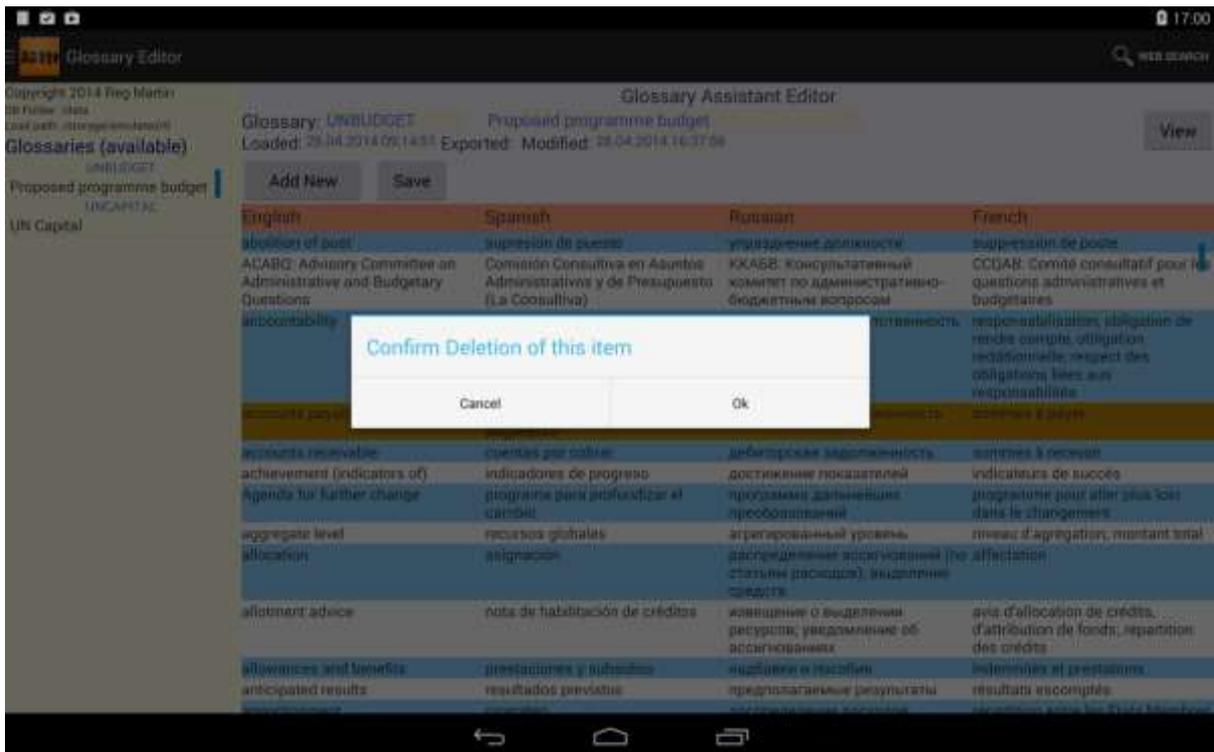
The *Save* button will save the glossary back to the database. Any changes made and not **SAVED will be LOST**. So, don't forget to save your changes before wandering off for a coffee break.

Deletion of an entire row: Perform a longtouch anywhere in the row you want to delete,

Then you will see something like the following screen. The row to be deleted will appear in a strange color and you will be asked to confirm the delete. Touching OK will delete (**but not Save!**) the row from the display. Cancel will just let you continue. Note, that the funny color will remain on that row until it scrolls off the screen at least one time



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Modify an existing entry:

This will be done by performing a touch anywhere on the row you want to modify. In fact this is how you also add new entries into the blank lines added by the *Add* button. A touch of a row will bring up a display like:

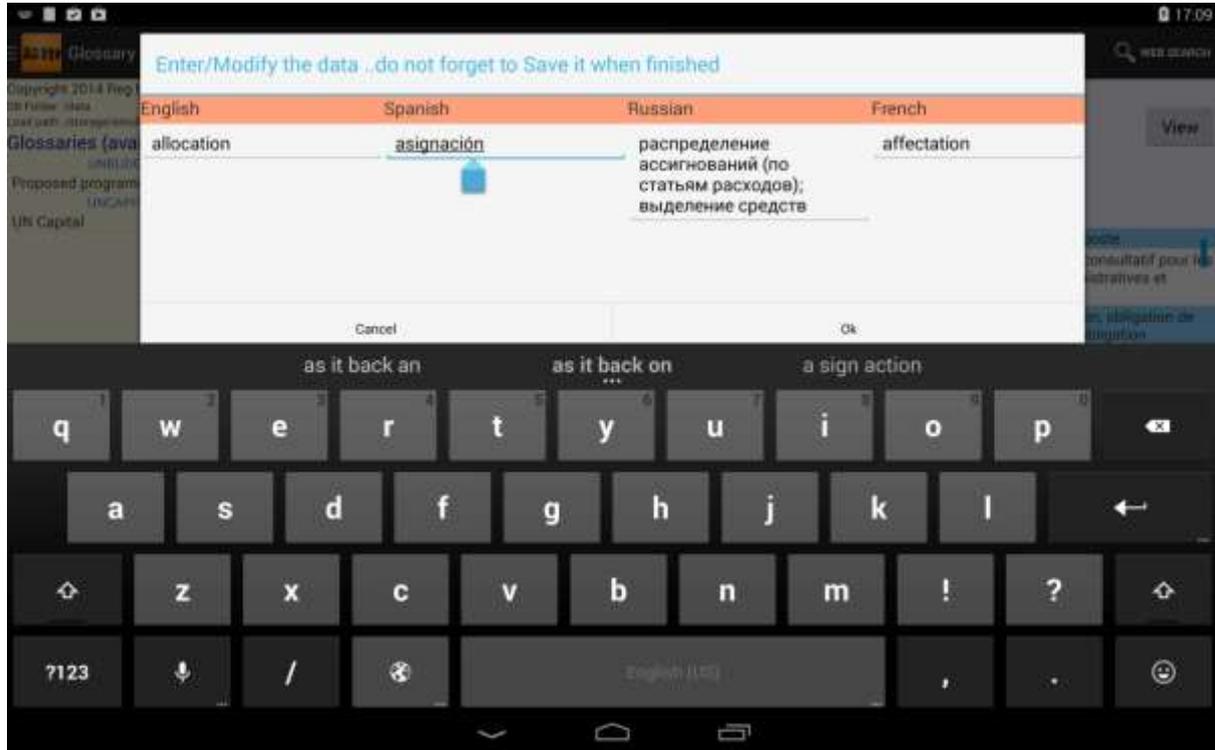




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If you had touched one of the blank lines at the end of the list, you would have the same screen but all of the text input boxes would be empty. You would touch the one into which you want to enter data.

This is a very simple screen to permit data entry. As soon as touch one of the fields in the pop up inset, the keyboard will appear. It is up to you to choose the correct keyboard.



From here onwards you just type what you want. Of course, you might have to switch keyboards (the little button to left of spacebar) to get the character set of your choice.. particularly if you are keying in Greek, Russian, Chinese, etc...

If you want to discard the changes, you will touch *Cancel* and the pop up will disappear. If you want to keep the changes, then touch *Ok*. The changes will appear on the listing and are ready to be saved.

REMEMBER TO SAVE YOUR CHANGES!!



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Utilities:

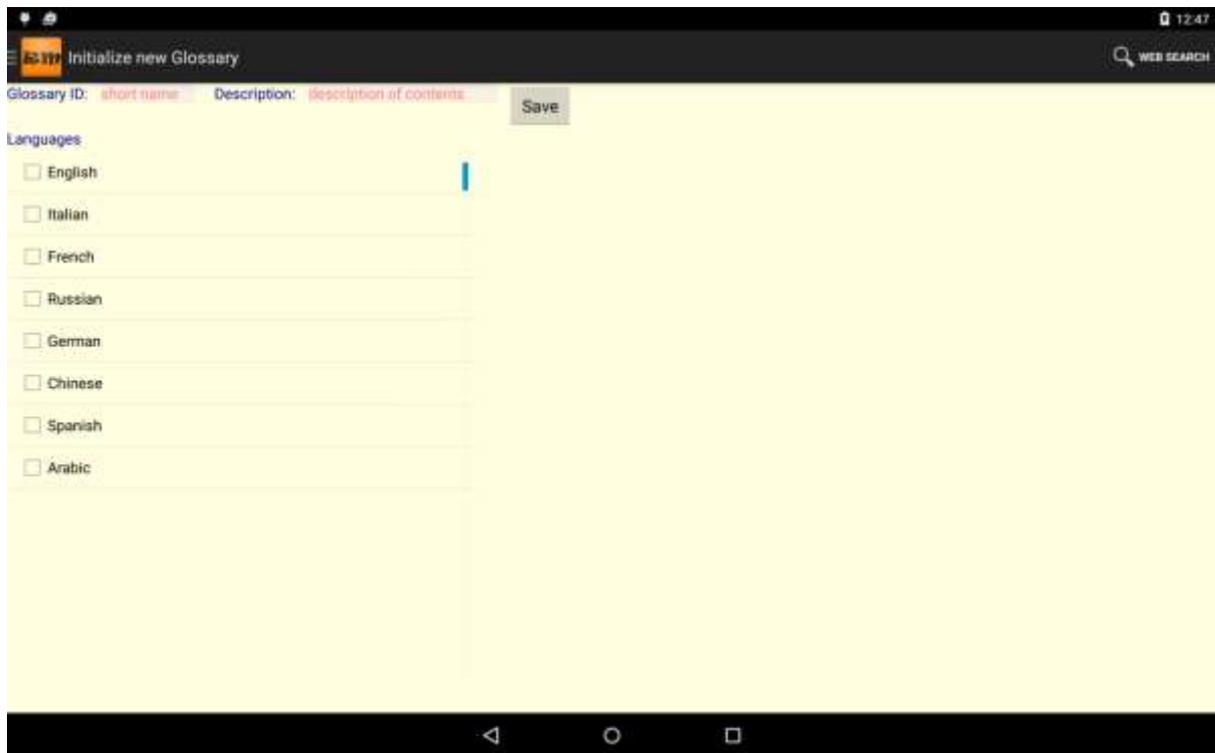


The final navigation drawer will move a copy of the database of glossaries to/from the Download folder. You could use this to back up the database to your PC. Or if installing a new version of the app, you might want to ensure your existing glossaries are not lost. The screen displays several items concerning your environment and can be very useful in case you encounter problems. With so many Android devices, keyboard layouts, locales, language character sets, the information on this screen is useful to our technical staff.



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Initialize new Glossary



This screen is used to begin a brand new glossary. All that you have to do is give it a short name and a description which is meaningful to you. Check the languages you will want to be using. Then touch the *Save* button. This action will create a glossary containing 1 line with the text 'new' in each of the language columns. You can now go to the editor and begin entering data for the glossary.

Moving glossaries from your PC to the Tablet

There are various methods.. USB cable, via Drive (cloud), via wireless network.

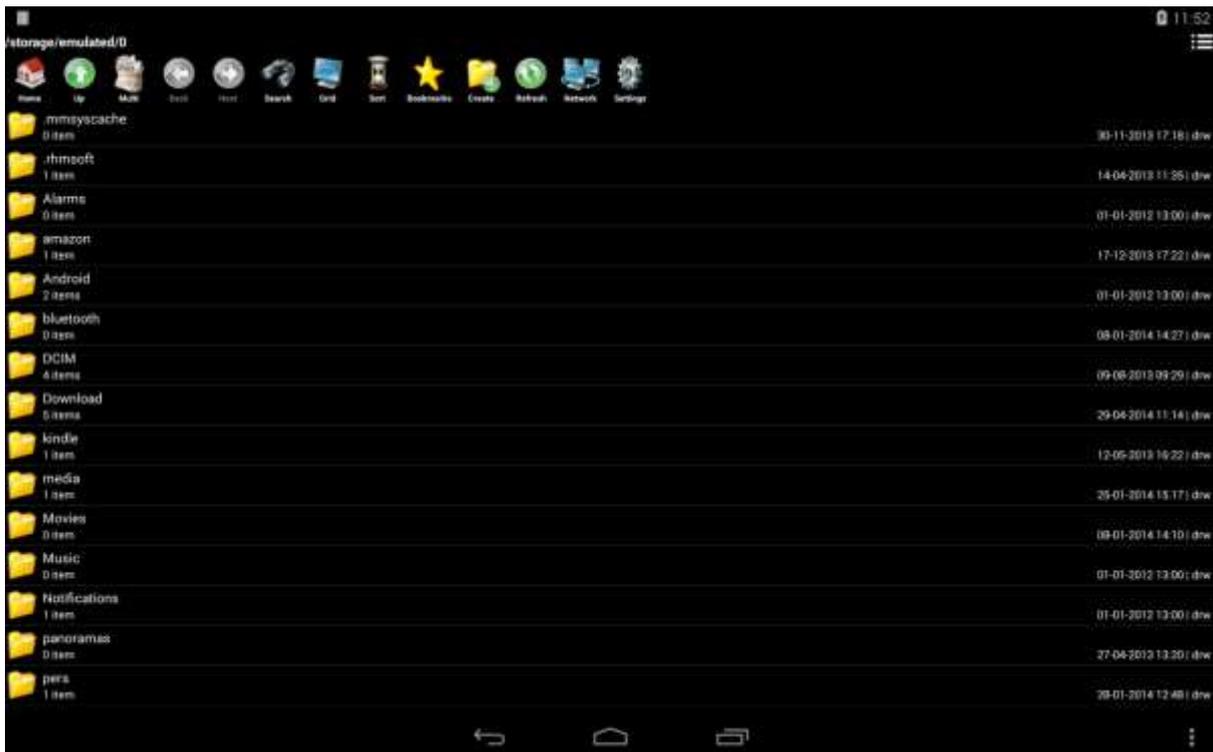
Wireless implies that you have a decent file manager app (several are available on Google Play) on the tablet which will permit you to see the tablet's shared folders from your PC file explorer. Then, you copy the transit ready glossary from the PC to the Download folder on the tablet.

BTW.. it is a good idea to have a decent file manager app on your tablet regardless.

Then, you will be able to see things like:



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This particular file manager permits me to see the actual name of the Download Folder, see folder contents, copy, delete files. Some files can even be opened and modified.(not recommended). It also permits connecting to your local wireless network and making file transfers.

Glossaries can also be moved via:

Drive (Cloud).. (we downloaded from our website, similar to a 'cloud' operation)

USB cable. I like this method the best.

Connect the tablet to your PC. Be sure that you set the USB debugging to permitted and connect as Media device (MTP). This will permit the PC explorer to see your device and copy files directly to it. On my setup I see:

Nexus 10

Internal storage

Download (along with many other folders)

You then copy a transit ready glossary to the Download folder. That glossary should then appear in the transit list in the Glossary Management screen on the tablet. You must copy from the PC to the tablet by giving commands on the PC, not on the tablet. The tablet is just a dumb USB stick as far as the PC is concerned.



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Transit ready Glossaries

Sorry.. a bit of tech speak here.

The glossaries transiting to/from the tablet must be in a specific format. Don't panic. The specific format is easily achieved in Excel (or Word). For now, we'll discuss Excel since it is proving to be the easiest way to move 3rd party glossaries (e.g. Interplex, ProZ, UN, etc.) to the Android platform. For Word, there are **a couple of macros available** to ease the task. They will be supplied upon request. Otherwise, just cut and paste a Word table to an Excel sheet and proceed as described below.

The rules are simple.

1 the glossary is stored as **a tab delimited Unicode text** file

2 the first 2 rows of the Excel sheet must be coded as follows:

Title:	UN Capital (something meaningful)	
English	French	Spanish
Capital Master Plan A & E	Plan-cadre d'équipement architecture et ingénierie	Plan maestro de mejoras de infraestructura arquitectura e ingeniería

Note: the first row, first cell **MUST** contain the word Title: (with the colon!)

The second cell will contain a **description of your choice**. When working with the glossaries, they will be displayed sorted by description. So, you can do a simple grouping based on descriptions. The *Glossary Management* screen allows you to change the description (with the *Modify Description* button. Just touch the available glossary to display it at the top, touch the description to pop up the keyboard, make your changes, then touch *Modify Description*. You will then see the new description at the left.

The second row **MUST** contain languages **SPELLED** exactly as they are defined in the app (on the initialize DB drawer)

The order of the columns is not important, but of course, you must put the correct language in the column header to make sense. And, to load the glossary, you must have entered the language via the Initialize DB screen.

Once the sheet is correctly prepared, it must be saved as a transit ready glossary.

To do this:

File

Save As

Enter the file name in the folder where you want to store the file.

Save as **Type Unicode Text** (you will have to scroll to this option if it is the first time you save the glossary to this file name)



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THIS IS EXTREMELY IMPORTANT. If the data is not stored in this format, the tablet will not be able to read the glossary. The two sample glossaries provided are in this format.

You might get some messages popping up about losing data when saving. Just answer Yes and continue. You might have to finally exit by saying don't save, but in fact the Unicode .txt file will be saved.

Once the file is saved in this format, it will be visible in explorer as a .txt file. This is the transit ready glossary which you will copy to the tablet Download folder.

We did not discuss it, but glossary management permits you to export a glossary to the transit files (Download) folder on the tablet. Those files can be imported to the PC.

Once the glossary is in the transit directory, it will be visible in the Glossary Management screen for final loading into the master database.