

User manual

termXact 2017



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Valid for:

termXact 2017 for Microsoft Word, Excel, PPT

termXact Desktop Checker 2017

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1 What does termXact mean?

termXact is a check routine, that helps to use company specific terminology company-wide in a consistent way. The termXact-AddIn can be found in the menu bar of the respective editor that you are working with.

This user manual describes the interface, the menu bar and the handling of termXact.




The terminology-checks are based on configuration settings that are carried out by a terminologie expert of your company. The settings are described separately in a configuration manual.







2 Menu bar and functions

The termXact ribbon bar is subdivided into five sections.



Menu entry/symbol	Description
1 Settings	
<i>Language to be verified</i>	<p>This setting changes the language that is to be verified in the current session, e. g. German instead of English.</p> <p>On the next loading of the editor the last setting of <i>Language to be verified</i> will be preset automatically.</p>
<i>Varification mode</i>	<p>Changes the varification mode in the current session, i. e. the section that has to be varified.</p> <p>Please note different options regarding to the MS office programs.</p> <p>In MS Word:</p> <ul style="list-style-type: none"> - <i>current document</i> checks the complete document - <i>current selection</i> checks the selected text - <i>current section</i> checks the section where the pointer is placed <p>In MS Excel:</p> <ul style="list-style-type: none"> - <i>current workbook</i> checks the complete workbook - <i>current selection</i> checks the selected cells - <i>current worksheet</i> checks the worksheet shown in the foreground

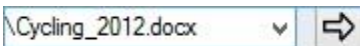
	<p>In MS PowerPoint:</p> <ul style="list-style-type: none"> - <i>current document</i> checks the complete document - <i>current selection</i> checks the selected text - <i>current slide</i> checks the slide shown in the foreground <p>On the next loading of the editor the last setting of <i>Verification Mode</i> will be preset automatically.</p>
<p><i>Filter Term Database</i></p>	<p>Varification against a reduced list.</p> <p>The criteria to varify against a reduced list are set in the configuration (see configuration manual).</p> <p>On the next loading of the editor the last setting of <i>Filter Term Database</i> will be preset automatically.</p>
<p>2 Varification section</p>	
<p><i>Verify Terminology</i></p> 	<p>Starts the varification of the current file.</p>
<p><i>Show Results Overview</i></p> 	<p>Displays details of terms that were found in a separat window on the right side.</p> <p>This window contains functions to jump to terms that were found, to replace terms and to ignore proposals (see description <i>Term Details</i> on page 7).</p>
<p><i>Remove Markers</i></p> 	<p>Removes marks of terms that were found in the text.</p>





3 Collaboration section	
<p><i>Mail to Terminology Expert</i></p> 	Send an E-Mail to the terminology expert: E. g. notes, new proposals or change requests.
<p><i>Terminology Database</i></p> 	Jumps to the complete term inventory on which the varification is based on.
<p><i>Terminology Help</i></p> 	Function to get further information deposited by the terminology expert.
4 Configuration section	
<p><i>Configuration</i></p> 	Opens the configuration window. These settings are carried out by the administrator. Please contact the administrator before using this function. The settings are described in the configuration manual.
5 Help section	
<p><i>Help</i></p> 	Link to the current termXact manuals.
<p><i>About termXact</i></p> 	Displays the version number and license terms.

3 Validation results including search/replace dialog

The window *termXact Validation Results* is positioned on the right side. You can adapt the size and the position of the window individually.


Just click in the window *termXact Validation Results* on the symbol ▼ at the top right and from the menu select *size* or *position*. The mouse cursor will change its shape and its function and jumps automatically at the correct position of the window so that you can adapt size or position.

Menu entry/symbol	Description
<i>Found Terms</i>	
File display 	This drop down field always displays path and name of the file that is currently loaded. Click on the selection arrow ▼ to display already loaded files and select one of them. Click on the right arrow ➡ to skip the current file and to load the next file following in the drop down list.
List of terms	In this field all terms are listed that were found in the complete document, including the <i>Usage Status</i> (allowed, forbidden, ambiguous etc.).
<i>Term Details</i>	
<i>Term</i>	Displays the found term.
<i>Usage</i>	Displays the usage status, e. g. allowed, forbidden, ambiguous etc.
<i>Replace by</i>	Use the drop down field to select a term that replaces the found term.

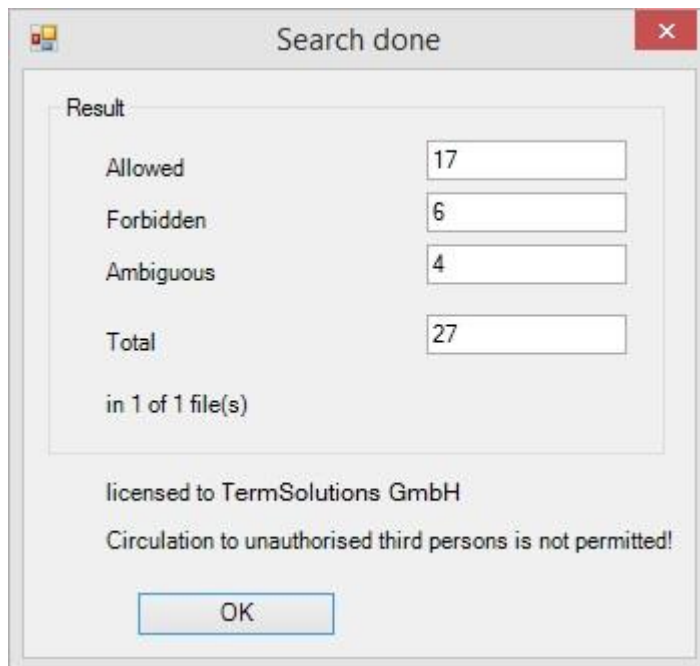
	If a * is displayed next to the drop down field <i>Replace by</i> you have several possibilities to replace.
<i>Next Anchor</i> 	Click on this button to jump to the next found term.
<i>Replace and Next</i> 	Click on this button to replace the found term by a selected term (drop down field <i>Replace by</i>) and to jump to the next found term.
<i>Replace</i> 	Click on this button to replace the found term by a selected term (drop down field <i>Replace by</i>).
<i>Ignore All</i> 	Click on this button to ignore all further places in the text where the term would be found (valid for all documents that are listed in the drop down field file display).

4 Verification with termXact

- On the left side of the termXact ribbon bar select *Language to be verified* and *Verification Mode* from the drop down fields. Enable the click box *Filter Term Database* to verify against a reduced list.

- Click on the symbol 
Verify Terminology



termXact then checks the terminology based on the specifications in the term database and displays the number of terms in a dialog window.





- Click on button *OK*. The found terms will be colour coded according to the configuration settings.

On the right side the window *termXact Validation Results* is displayed as described in chapter 3, *Found Terms*.

Now you can start to correct the terms.



- Check the fields *Term*, *Usage* and *Replace by* in the section *Term Details* and compare them with the found term in the text.
- Is the term really to be replaced?
 - Click on the button *Replace and Next* 
- The proposal in the field *Replace by* doesn't match?
 - In the list below check further terms and the details.
 - From the drop down field *Replace by* select another term.
 - Click on the button *Replace and Next* 

- The found term is correct and not to be replaced?
 - Click on the button *Next Anchor* 
- The found term should not be found again?
 - Click on the button *Ignore All* 

Important: Please check the grammatical correctness of the inserted term in any case. Possibly the text has to be customized.

Example: If you replace „robotization“ (a) by „automation“ (an) you have to adapt the indefinite article.

After successful correction the markers can be removed.

- Click on the symbol *Remove markers* 


Save the document just like in any usual application.

5 Special Features of validation with Flare

The AddIn interface is currently only available in English. The way the terminology check works and functions – as described in chapters 1 to 4 – do not change in the XML editor.

5.1 Checking invisible texts

The texts that are invisible in the *XML Editor* tab, such as the ALT attribute or the TITLE attribute, are checked in the *Text Editor* tab of the main window.

These are individually defined attributes that must be configured separately for checking.



Please contact support@termsolutions.de if you need separate instructions for checking invisible texts.