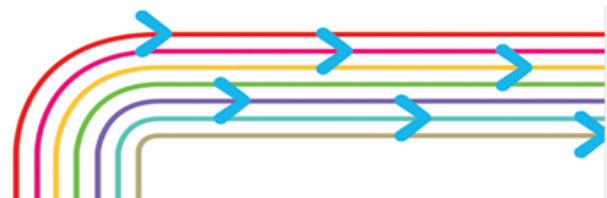




Offline Editor  
User Guide



Documentation for the XTM Offline Editor Version 7.7

Published by XTM International Ltd.

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Updated July 2013



XTM-International Ltd, PO Box 2167, Gerrards Cross, SL9 8XF, UK  
Tel.: +44 (0)1753 480479 email: [sales@xtm-intl.com](mailto:sales@xtm-intl.com) <http://www.xtm-intl.com>

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## 1. Introduction

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The XTM Offline Editor is a self-contained Microsoft Excel application. The only software that you need to install to use it is a correct version of Microsoft Excel.

The XTM Offline Editor works in similar manner to the online, browser based version of XTM Editor. If you have used the XTM Editor then you will be familiar with the main principles of the XTM Offline Editor. Comments appear as Excel comments, to the right of the target segment column.

**You can only have one XTM Offline Editor Application running at a time. Attempting to run more than one may cause inconsistencies and problems.** You may have other Excel spreadsheets open.

### Minimum software requirements

The following software configuration is required to run the XTM Offline Editor:

1. Microsoft Windows XP or later
2. Microsoft Excel 2007, 2010 or 2013 32 bit edition

Or

1. Mac OS X 10.5.8 (Leopard) or later
2. Microsoft Excel 2011 for the Mac

The application will not run with 64 bit editions of Excel. Microsoft recommends that you should normally install the 32 bit edition.

The application will not currently work with the Mac version of Excel.

### Minimum hardware requirements

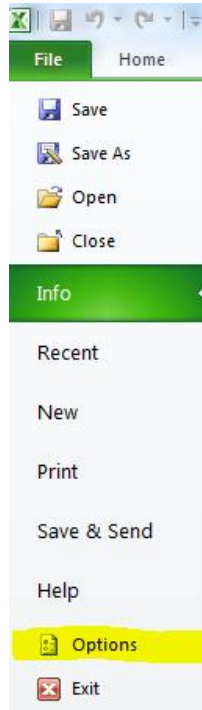
Windows PC with a minimum of 512Mb RAM and a Pentium 4 processor or above, Core 2 duo or better preferred.

## 2. Enabling Macros

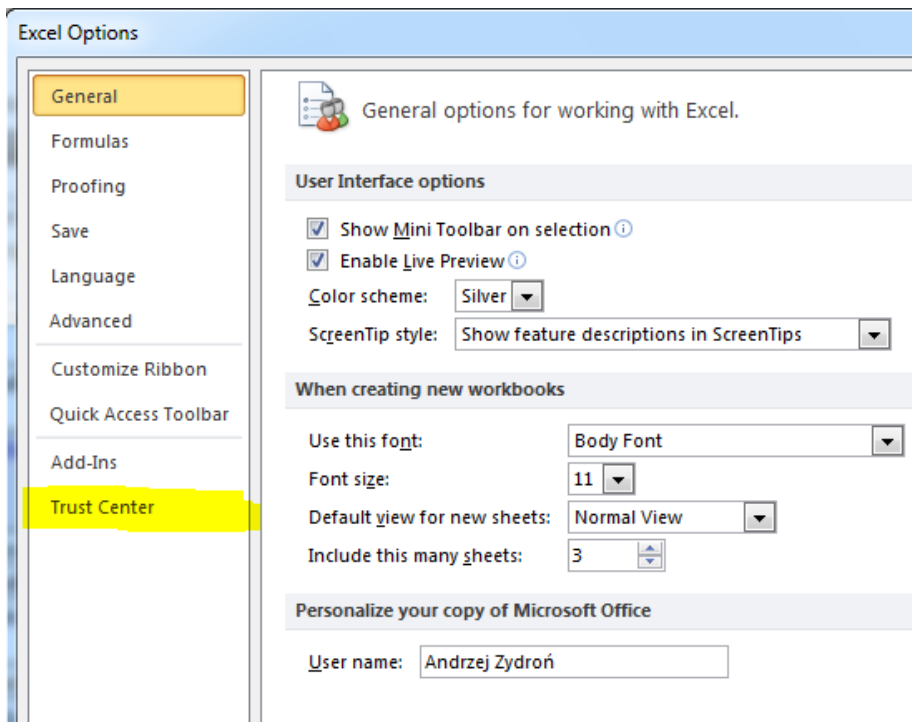
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Please make sure that you have enabled macros in Excel:

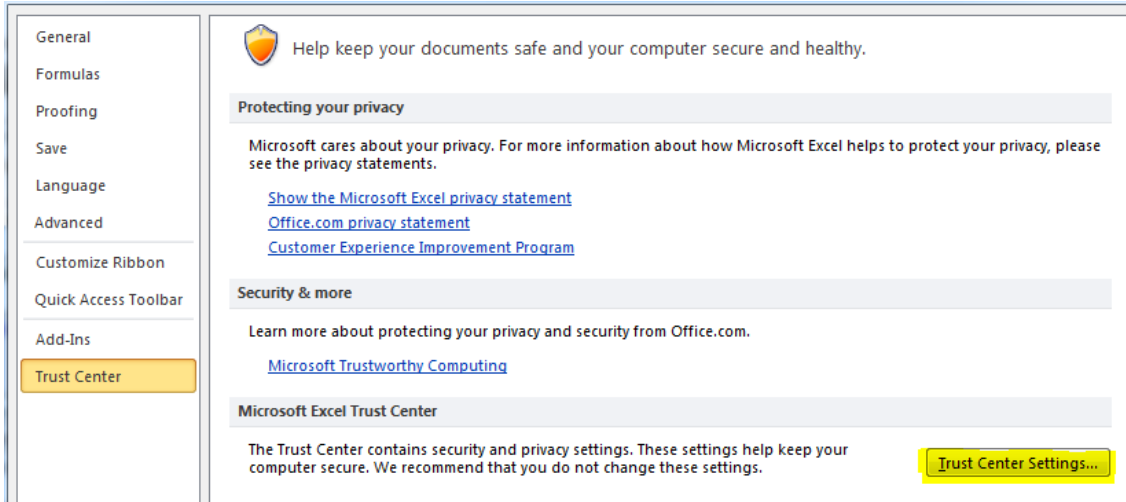
1. Please select File->Options:



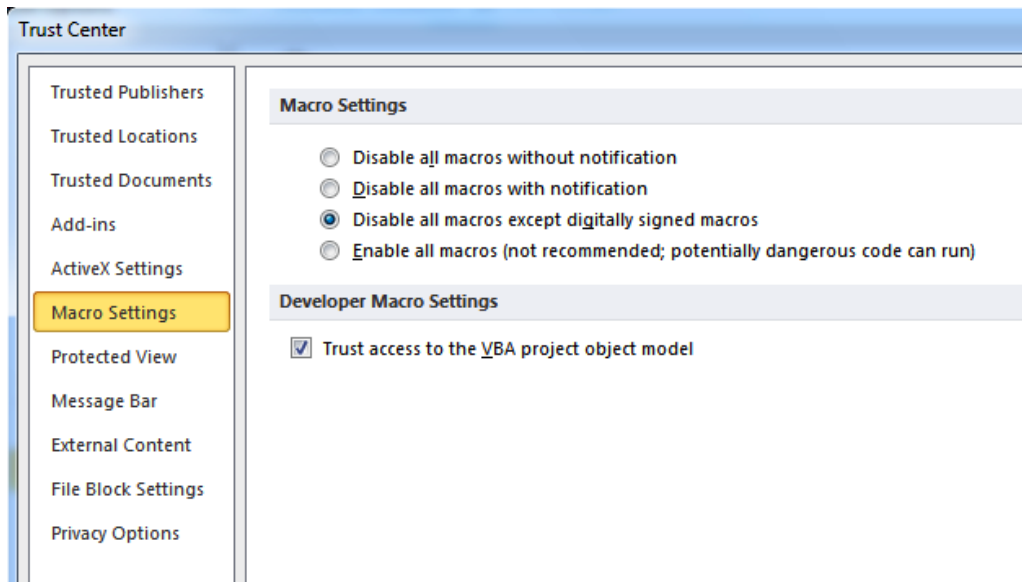
2. Select Trust Center:



3. Select the 'Trust Center Settings...' button on the right side



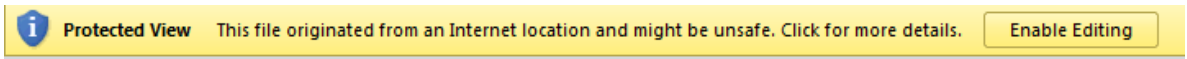
4. Select Macros and please insure that 'Disable all macros except digitally signed macros' is selected:



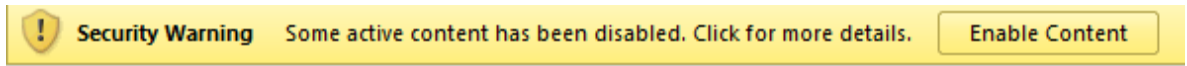
### 3. Starting the XTM Offline Editor

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On opening the XTM Offline Editor file using Excel you must enable editing:



and enable content:













The exact format of the messages will vary depending on the version of Excel being used.

## 4. Icon bar

The icons are the same in operation as for the online XTM Editor:



The floating icon bar provides quick access to key functions:

Icon	Function
	Spell check all target language segments
	Go to previous incomplete segment
	Go to next incomplete segment
	Add a comment (this function is also available from the right button click menu list)
	Go to previous segment with comments
	Go to next segment with comments
	Go to next segment with errors
	Invoke the Find and Replace dialog box
	Invoke the Setup dialog box to switch on or off auto spell checking of target segments and to show all terminology and matching comments
	Show this help

## 5. The Go To field

The 'Go To' field at in the header section allows you to go straight to the selected segment ID:

Go To:



## 6. Keyboard shortcuts

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XTM Offline Editor has different keyboard shortcuts than the XTM Editor

Keystroke	Function
<b>Tab</b>	Saves the current segment and moves to the next segment.
<b>Shift+Tab</b>	Moves to the previous segment.
<b>Return</b>	Saves the current segment moves to the next segment and copies the first match, if any, to the target field of the next segment.
<b>Escape</b>	Undoes any editing in the current segment and moves to the next segment
<b>F1</b>	Open this Help document
<b>Control+x</b>	Cut
<b>Control+c,</b>	Copy
<b>Control+v,</b>	Paste
<b>Control+f</b>	Opens the Find and Replace dialog window
<b>Control+g</b>	Opens the Go To Segment dialog window
<b>Control+m</b>	Add a translation comment to this segment
<b>Control+o</b>	Concordance
<b>Control+p</b>	Print
<b>Control+t</b>	Copies the source text to the target segment.
<b>Control+End</b>	Go to the last segment
<b>Control+Home</b>	Go to the first segment
<b>Control+Up arrow</b>	Go to the previous incomplete segment
<b>Control+Down arrow</b>	Go to the next incomplete segment
<b>Control+,</b>	Go to the previous segment with a translation comment
<b>Control+.</b>	Go to the next segment with a translation comment
<b>Control+\</b>	Concordance
<b>Control+e</b>	Go to the next segment with errors
<b>Control+0...9</b>	Inserts the appropriate inline element e.g. Control+1 = <b>{1}</b> , Control+0 = <b>{10}</b> etc
<b>Control+Space</b>	Inserts a hard space character, e.g. <b>{sp}</b>

## 7. Using the mouse

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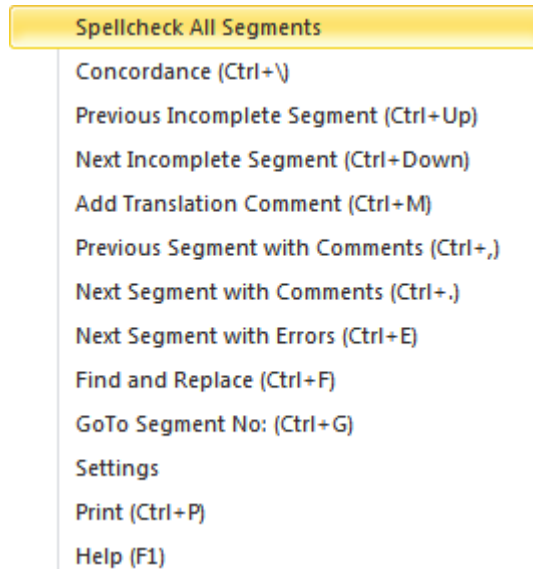
Clicking the mouse on the following areas has the following effect:

Clicking on	Function
Target segment	Opens the segment to reveal any inline element details, terminology and matching. Places the cursor in the target segment text and selects the whole of the text.  Use the Tab or Return keys to move to the next segment.
Source segment	Copies the source text to the target segment
Any term	Replaces the source term with the target term within the target segment.
Any match	Copies the match to the target segment

## 8. Using the mouse right button click

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Clicking the mouse right button while editing a segment has no effect. Clicking the mouse right button outside of the target cell will bring up the following menu:

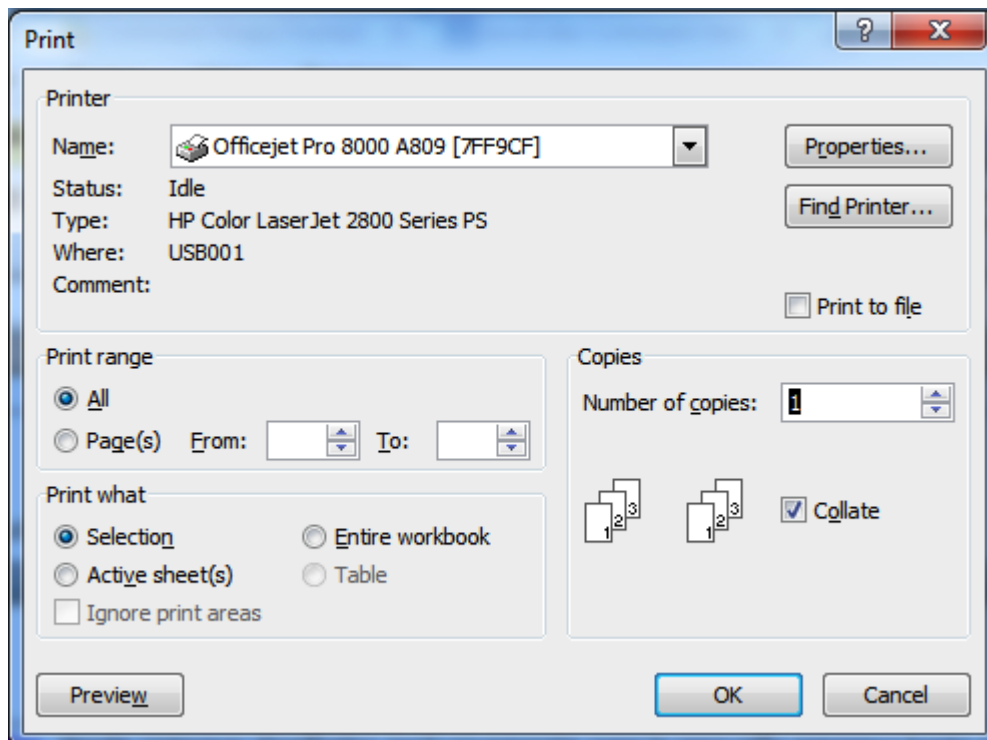


These menu items are the same as for the icon bar with the addition of the 'GoTo Segment No:', Concordance and Print options.

## 9. Printing

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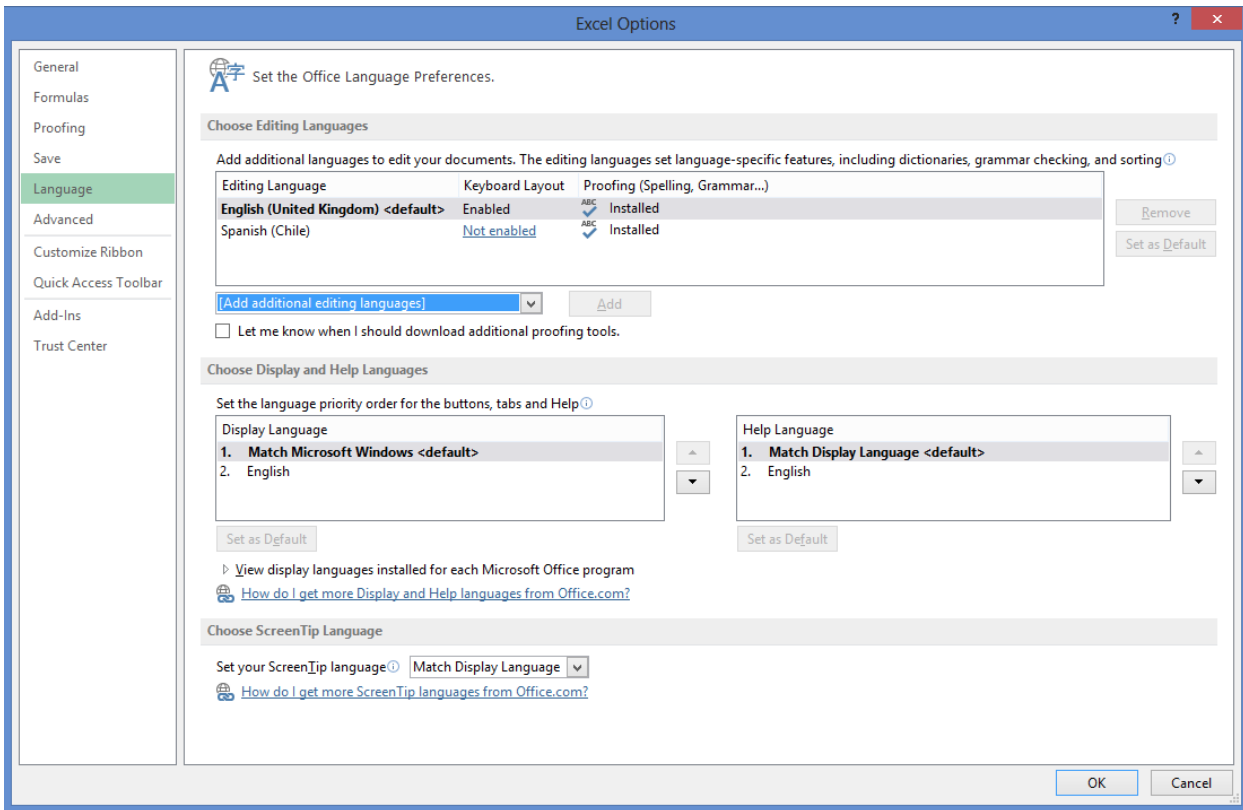
You can use the Control+P keyboard shortcut to bring up the Print Dialog box:



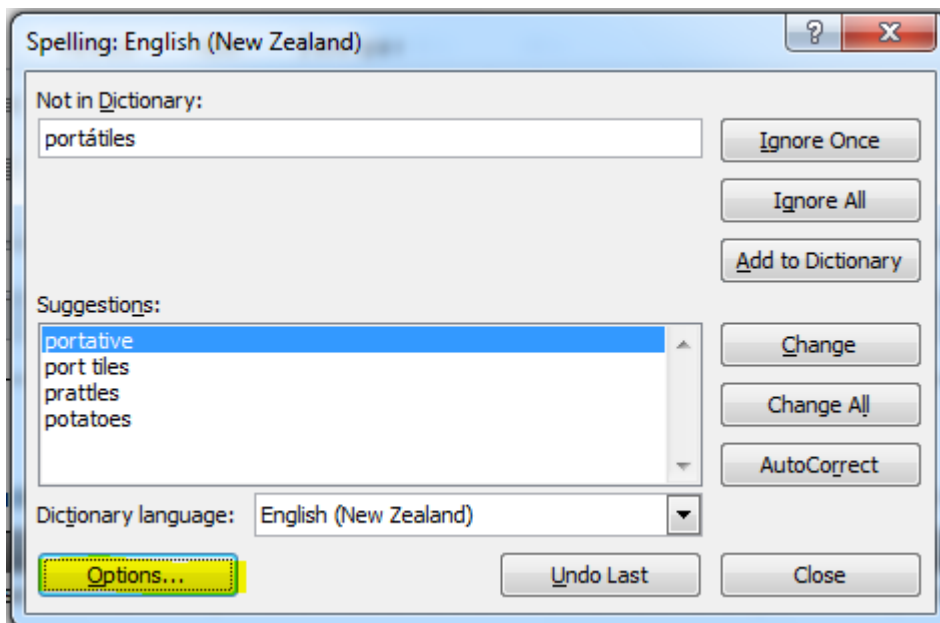
The XTM Offline Editor application will automatically select the region to be printed and set the 'Selection' option in the 'Print what' section. You can choose the printer that you wish to use and get a print preview if required.

## 10. Spell Checking

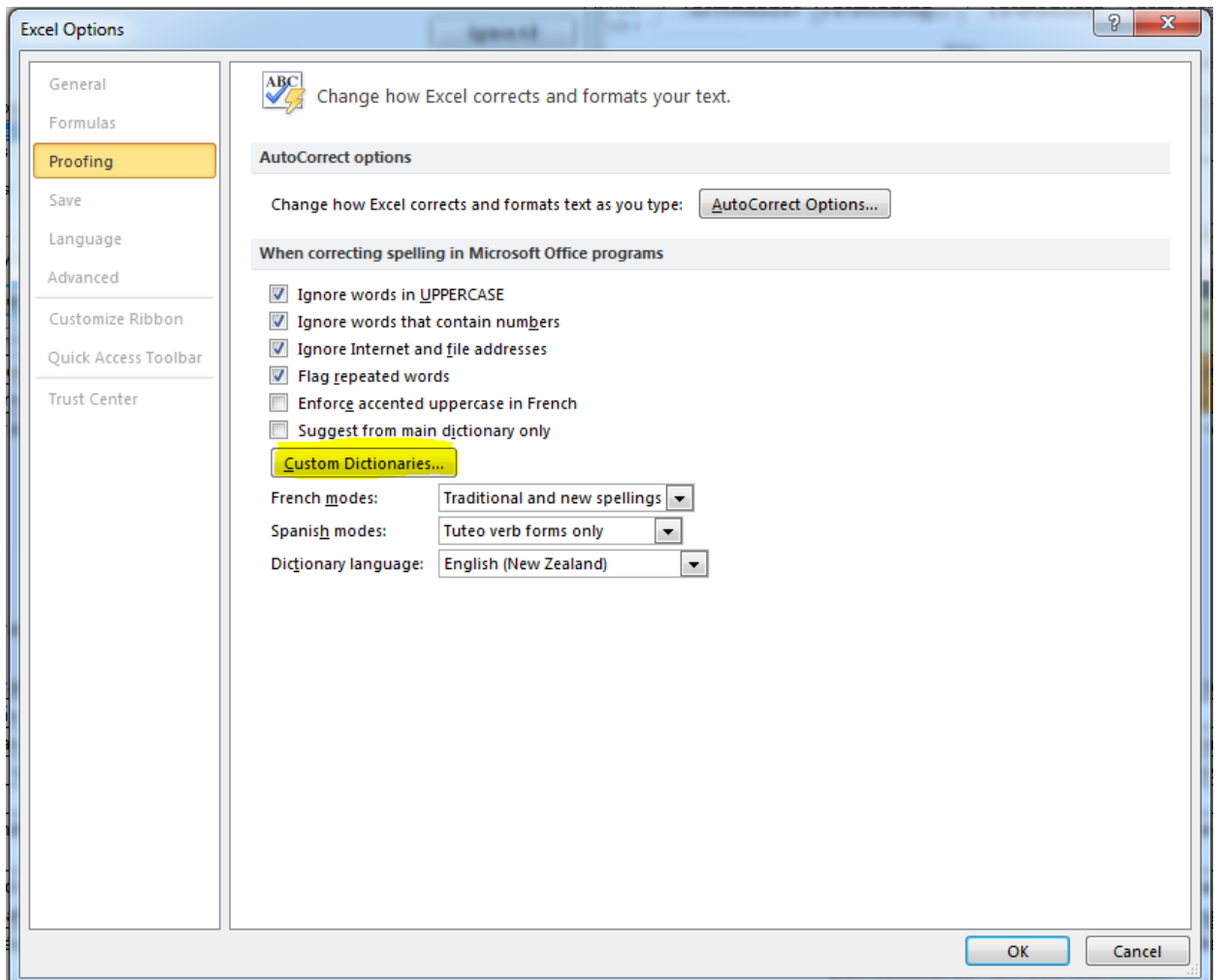
You need to make sure that the correct default target language has been selected using the File->Options->Language option order for spell checking to work properly:



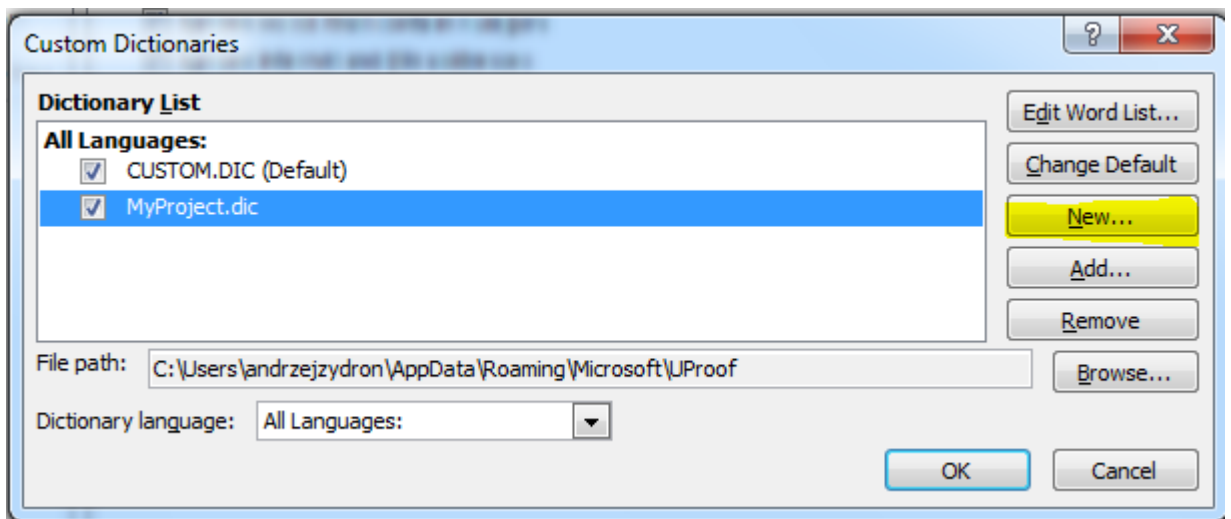
When spell checking the whole project, please be aware that the 'Ignore All' option only applies to the segment currently being checked. If you wish to ignore specific words for the whole of file then please add them to a custom dictionary, by selecting Options->:



And then Custom Dictionaries:



And creating a new project based custom dictionary:



Once you have created your own project specific dictionary you then need to make it the default:

