

Manual one2edit

Version March 2011

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Working in one2edit

One2edit is a tool that allows you to edit and correct InDesign files using a web browser. This does not require any additional software on your computer. Using this tool we work significantly more cost efficiently and with a higher degree of process orientation. Each document is linked with a pre-defined workflow, which defines in which sequence users may edit a document. One2edit automatically notifies the user by e-mail as soon as a document has been created/released for them.

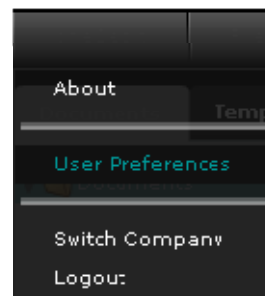
After receiving the notification e-mail, please open your web browser with the following link:

www.webworkflow.de/siemens

If you encounter problems in opening the documents, then this can be due to your Adobe Flash setting. After you have opened the www.webworkflow.de/siemens page, then right click on the page and select "settings" and the following window opens:



Select the center tab below in order to access the Adobe Flash settings. Ensure that there is no check mark in the "Never" box and move the control bar to the right to at least 100 KB. This should resolve any problems.



Click on "More" in order to select the language in which you would like to work.

In order to change the password, click on the "one2edit" menu and then "User Preferences".

User = your e-mail address
Password = 12345

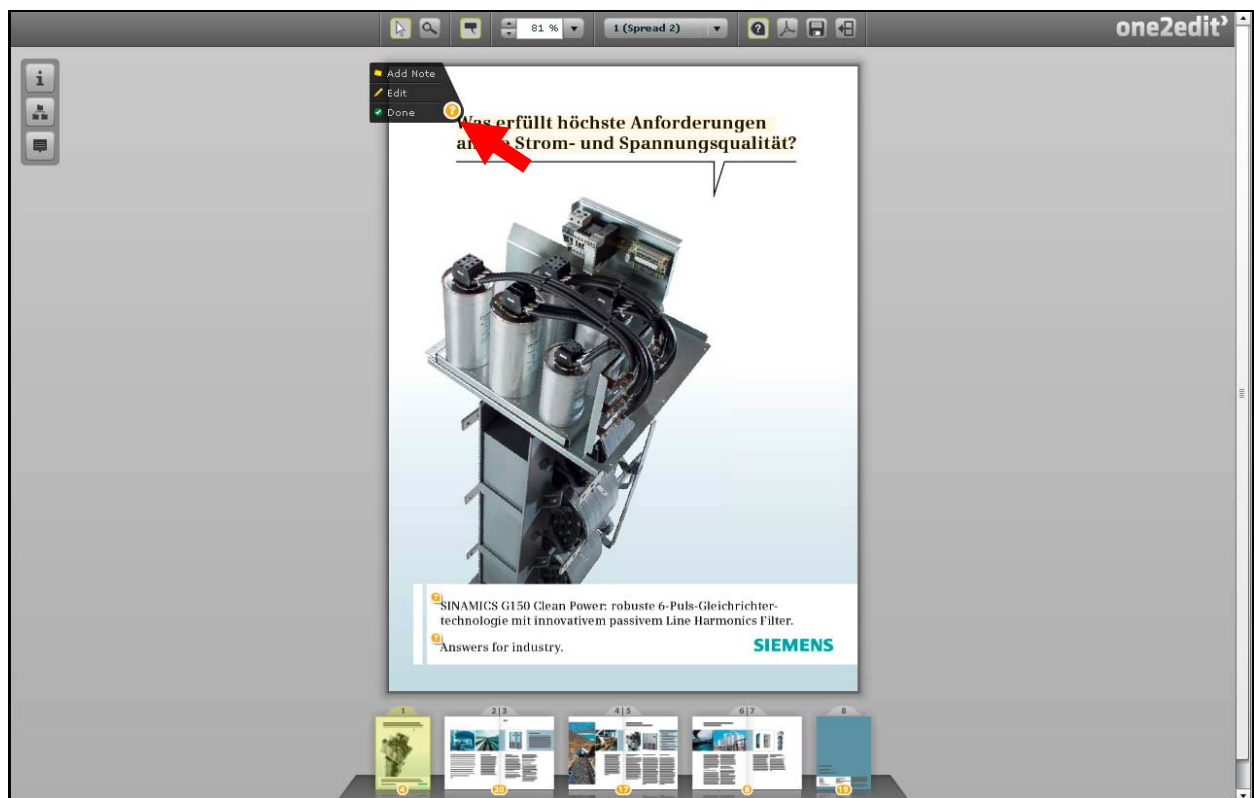
=> When logging on for the first time please change your password!!!

Jobs list

one2edit Edit Job Windows ?					
Jobs					
Id		Document	Info	Progress	Action
3-11			Name: Version von Customer_Sup Version: Spielversion Id: 11	Type: Translation Language: German (Germany) Lastuser: Sonja Lange, sonja.lan Lastedit: 18.11.2009 09:11 Owner: Barbara Schneider, barbar	<div><div>0%</div><div>Job items: 80 Current items: 80 Done items: 0</div></div> <div>Edit Export PDF Delegate</div>

Under "Jobs", you can see the documents that you were assigned to you for editing.
In order to open the document, either double-click on the miniature view or right-click on "Edit".
The InDesign document then opens for you.

Edit document



The elements that were released for you to edit have a symbol with a question mark. If you click on this symbol, then a menu opens with the options "Add note", "Edit" or "Done". In order to adapt the text, please go to "Edit" or simply click on the text that you wish to edit.



An edit window then opens (see red 1). You can enter your new text in this window. If you then click on the check mark to the bottom right in the window, the text is accepted and the preview is refreshed. You can adjust the text size in the edit window using the shift controller (see red arrow).

There are additional buttons to the left of the "Accept" checkmark:



To the far left is the pipette, which will be discussed later on, next to this are two arrows to jump to the previous or the next edit element, next to these are buttons to undo one step or to repeat a step.

Once an edit element has been selected, at the left-hand and right-hand edge of the screen you'll see other buttons, which contain additional edit toolbars (see red 2 and 3).



Document-related toolbars: on the left-hand side (red 2)

Top: Information about the job (general information about the document)

Center: Document structure and structure filter (these are required to approve the document)

Bottom: Notes (to read a note and to edit it)



Element-related toolbars: on the right-hand side (red 3)

Top: Information about the element (for a revision comparison)

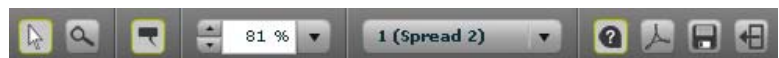
Top center: Text toolbar (character, paragraph, character style and paragraph style toolbars (are required to modify the text formatting, as long as this is permitted in the document)

Bottom center: Glyphs (to insert special characters, line/column breaks and blank spaces)

Bottom: Translation toolbar (translation database, master text)

The manual will cover the important features in more detail.

Navigation toolbar: top (red 4)

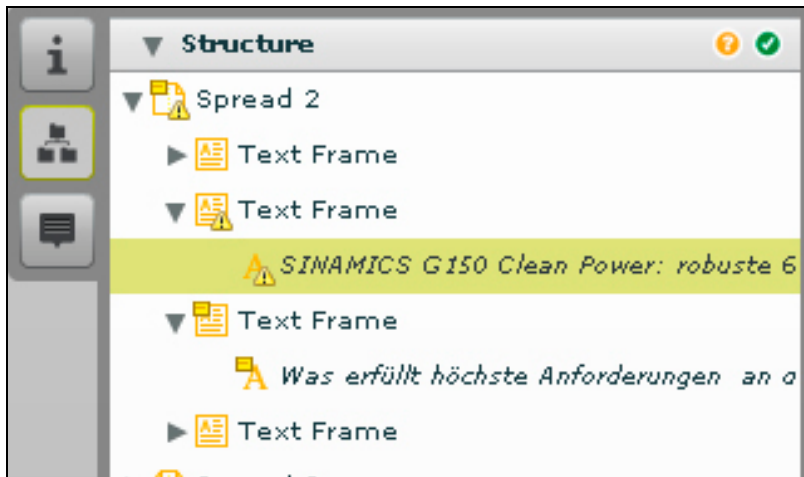


- Arrow, to select objects
- Magnifying glass, to zoom into a selected layout area
- Connectors, to display or hide connection lines between the edit window and location in the layout
- Magnification, the display size can be changed here using arrows or using manual entry
- Question mark, displays or hides the question marks in the layout
- PDF, to download a screen pdf
- Floppy disk, to save the document
- Door, to close the document.

Document structure and approval



To open the document structure, click on the center button on the toolbar on left-hand side of the screen. You give your approval to the document by selecting all of the elements in the structure (click 1x on the topmost element and with the shift key pressed, click 1x on the lowest element) and then click on the small green check mark (see the red arrow). You are then asked whether you wish to apply the status change to all elements.



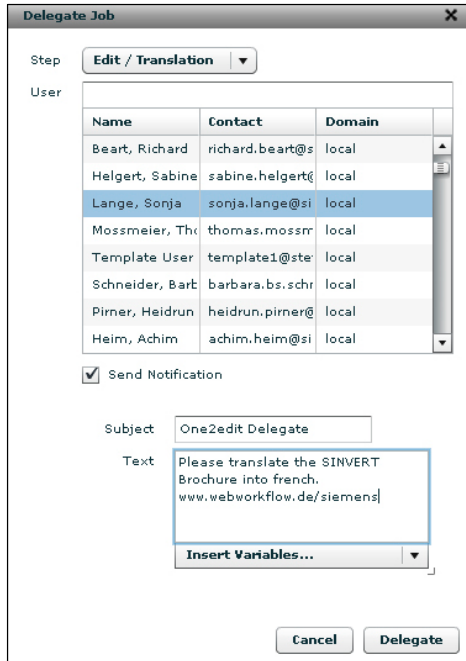
Before issuing a release, ensure that all elements with overset (marked in the structure with exclamation marks) have been edited and all notes have been read (marked in the structure using the small note pads).

If you wish to download a PDF, you must do this before you give your approval and close the document. After the release, the job disappears from your job list and you no longer have any access to the document.

Delegating jobs



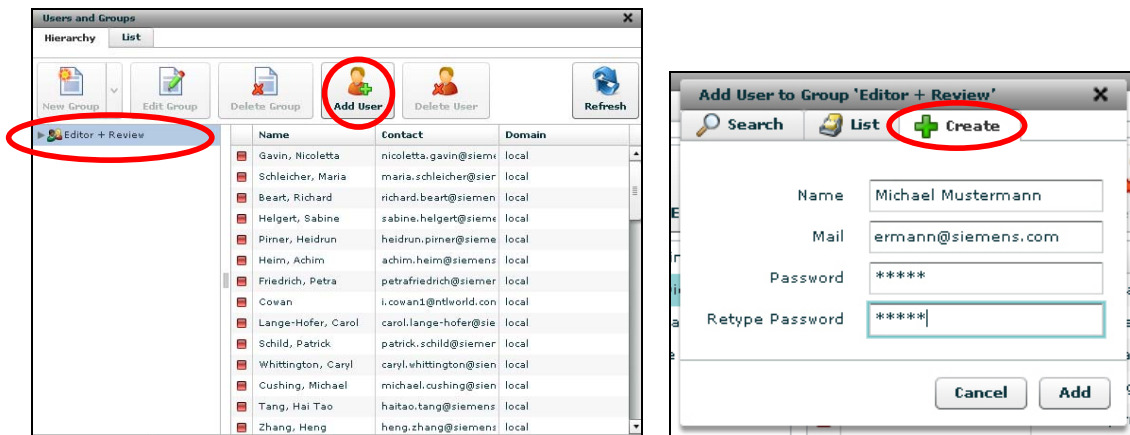
In order to delegate a job to another person, click in the job list on the right on the "Delegate" button.



In the new window that opens, please select the user, to whom you wish to delegate the job, and enter a text, which is then included in the e-mail notification. (The users are alphabetically sorted by clicking on the "Name" column.) Please enter the name of the job and the URL www.webworkflow.de/siemens in the text window. The person, to whom you have delegated a document, has the same rights as you. If somebody approves the job, then this is also released for the second person!

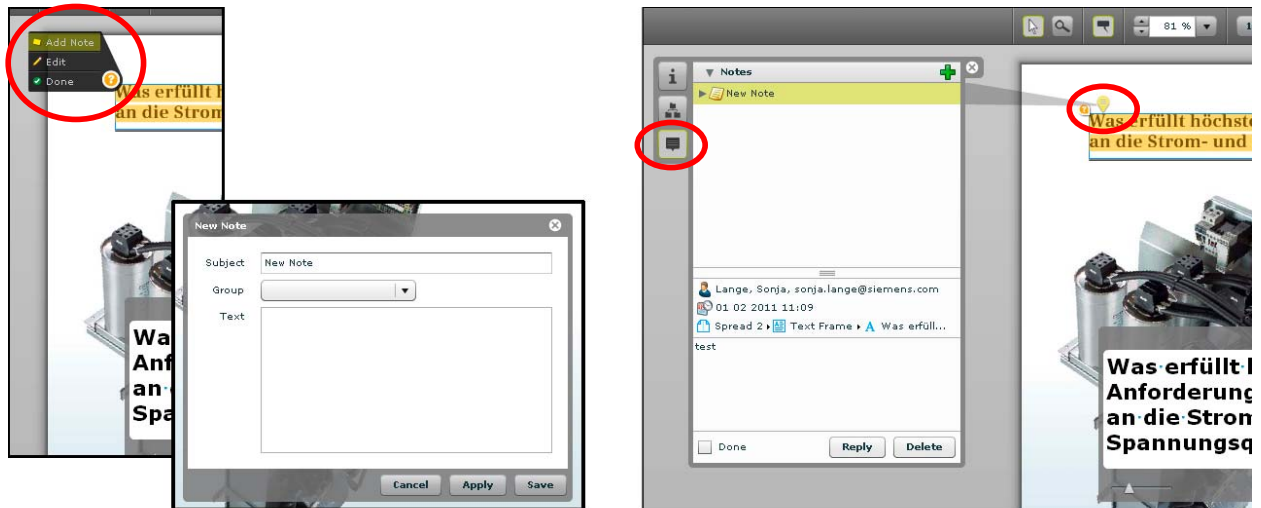
If you, as User, are to be entered for several steps, in the upper pull-down menu (Step) check which step you delegate.

Creating a user



If you require a user that has still not been created, go to the menu "Window" and "Users and groups". Please select the user group on the left, and then click on "Create user". In the window that then opens, go to the tab "Create" and then enter the name and the e-mail address of the user. Please enter 12345 as password. The user can then change this password after he has logged-in for the first time.

Notes

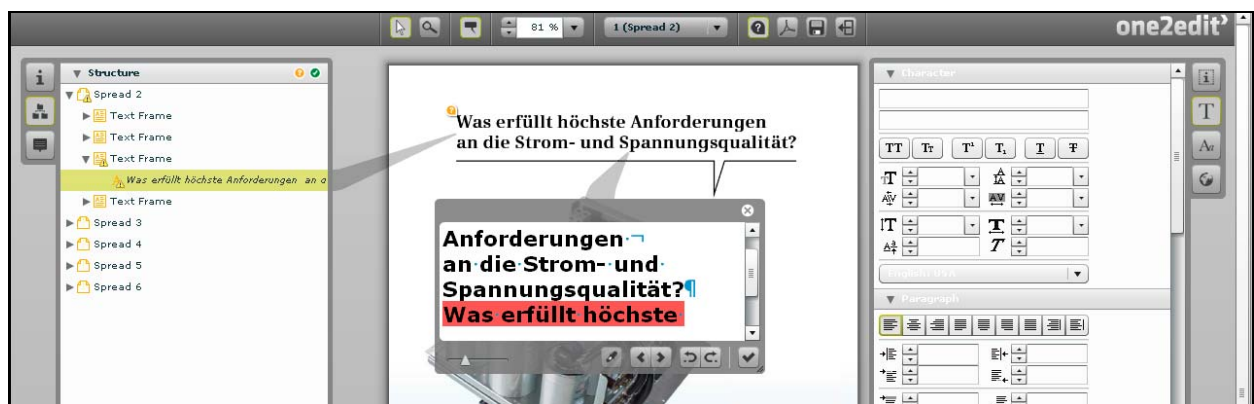


You can attach notes to elements. To do this, click on the symbol at the element to which the note refers and select "Note". A window opens in which you can enter your note. You then find several references to the note, as symbol in the layout and as symbol in the document structure.

To read notes, select the element to which the note is attached and click on the left-hand edge of the screen, in the document toolbar, on the lowest of the three buttons "Notes". In the Notes window, select a note from the list; you can then read the contents of the note in the lower part of the window. Once you have "processed" a note, then please set a check mark at the bottom left for "Done".

You can freely locate the note symbol in the layout, by selecting it and then dragging it and dropping it at the location to which the note refers.

Overset

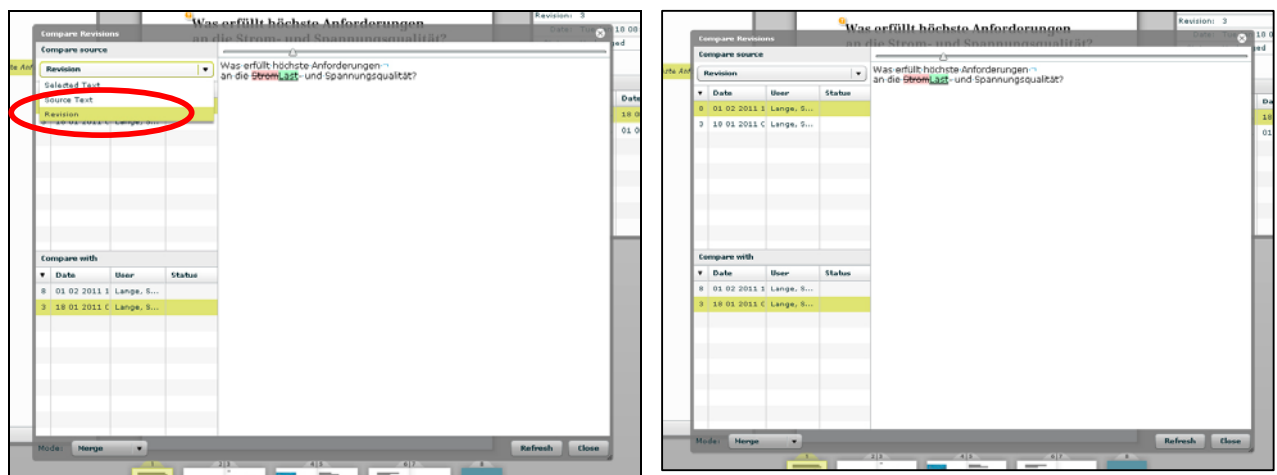


Texts in various languages have different lengths. Therefore, it is possible that a text is "cut off" because there is not sufficient space in the text frame. If it actually involves an overset, then the overset has a red background in the text edit window, and the element in the structure has an exclamation mark. If the text frame is too small, but space is available in the layout, contact your administrator in order to have the master document appropriately changed. Otherwise, the text must be shortened.

Comparing revisions

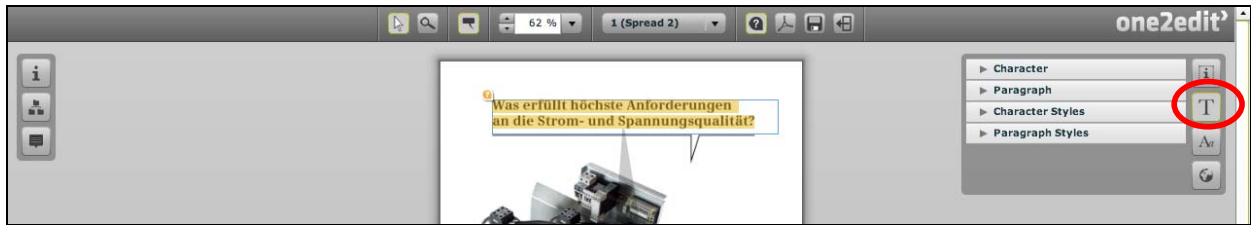


When reviewing, if you would like to see what previous users changed or corrected, then you can compare the revisions. Select a text paragraph and then go to the right to the element information toolbar. There, click on the blue symbol for revisions. A new window opens.

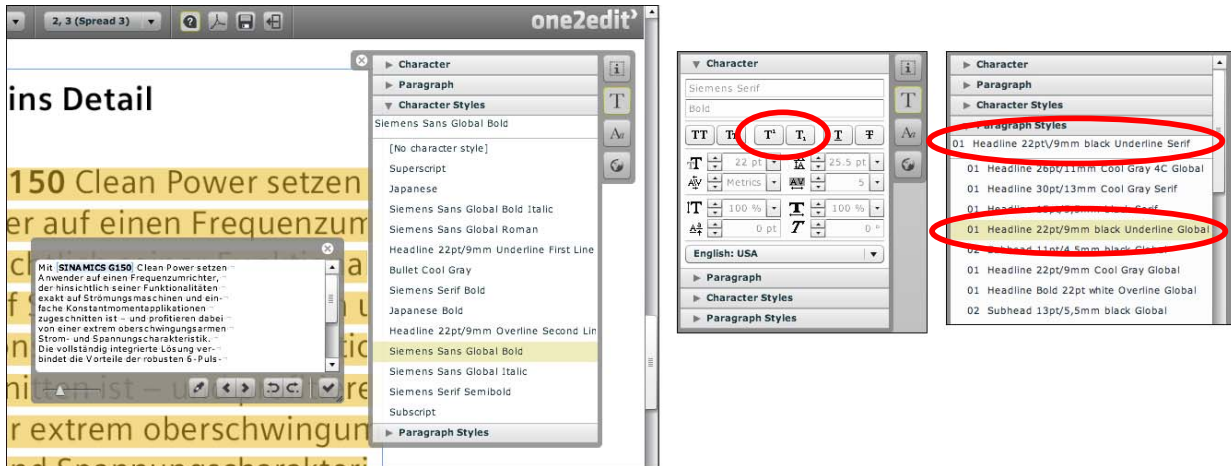


In the window that then opens, please select "Revisions" at the top left in the drop down menu. All of the saved versions of the elements are then displayed one above the other on the left-hand side. In the upper and lower windows select a text release, and then on the right hand side you will see what has changed between the two text releases.

Formatting texts (this is only possible if it has been released in the document)



If released in the document, the formatting can be revised using the text toolbar. In this particular toolbar there are four sub-toolbars. We will discuss three of these in somewhat more detail:



You use **Character Styles** if you want to format individual words differently in a text paragraph. In the example above, SINAMICS G150 was set to bold. To do this, select the text location in the edit window and in the character style toolbar, select the appropriate character style – in this case, Siemens Sans Global Bold. The modified text is shown in blue brackets in the edit window.

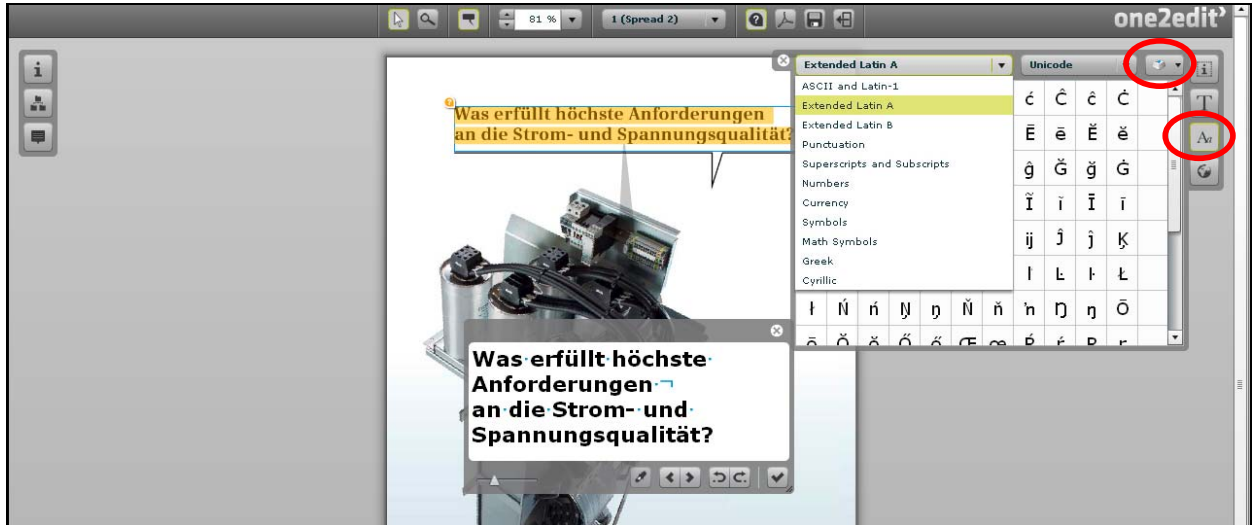
Under **Character**, you can set numbers or letters as superscript or subscript such as for m², for example

Under **Paragraph styles**, you can change the formatting of the complete element. For instance, this is required when you translate headlines in Asian languages. The serif font that is used here in languages with Latin letters has no Asian characters. For example, if you were to set a Chinese text in such an element, then the text cannot be shown in the preview. This is the reason that in this case you must use Siemens Sans Global. Take a look in the "Paragraph styles" toolbar as to which paragraph style was used. This is the first in the list. Then look in the list of available paragraph styles for the format with the same designation, only ending with "Global" instead of "Serif". After selection, the preview must be refreshed. (Click on the accept checkmark.)

Paragraph and character styles for Asian language adaptations



As described above, when using Asian characters where the "Paragraph format" for all text elements was set in the Siemens Sans Serif, then the corresponding paragraph style must be used with the Global ending. In addition, for Japanese translations, in all paragraphs, the "Japanese" character style must be located on top of the paragraph style. To do this, please select the text in the edit window and under "Character styles" select Japanese.

Glyphs



In order to insert special characters, go to the right in the element toolbar to the symbol for glyphs. You can use the left-hand drop-down menu to obtain a subset of special characters from which you can then select the special character you want. There is also a button with a pushbutton symbol, which can be used to insert special characters, line/column breaks, blank spaces and separators or hyphens.

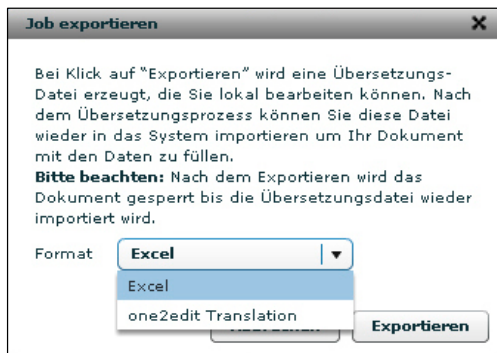
Column breaks

One of the following blue symbols can be seen at the end of the text in the edit window  
The first symbol indicates that the element has come to an end here. The symbol in brackets means that the column has also come to an end or should be wrapped around. If the column break was accidentally deleted in the language version, then you can retrieve it using the glyph toolbar by clicking on the pushbutton symbol and then through line/column break to the column break. Before doing this, the cursor in the edit window should be positioned at the end of the text. If you wish to delete a column break character for space reasons, then select the blue symbol in the edit window and using the pipette (see page 13) click on the copy text in the same window.

Translating offline



A job can be exported for an offline translation to the right in the job list. As a consequence, an Excel document is then generated with one column for the original text and one column for the language version. Do not change the file names. Once the translation has been completed, the translated document must be re-imported. The texts are located in the layout at the correct positions. However, formatting that was made within a paragraph can be lost as a result (e.g. character subscripts and superscripts) or also when marking individual words. Also check whether the translation resulted in an overset. You must then release the document.



If you are working with Trados, instead of the Excel document, select the "one2edit translation" format.

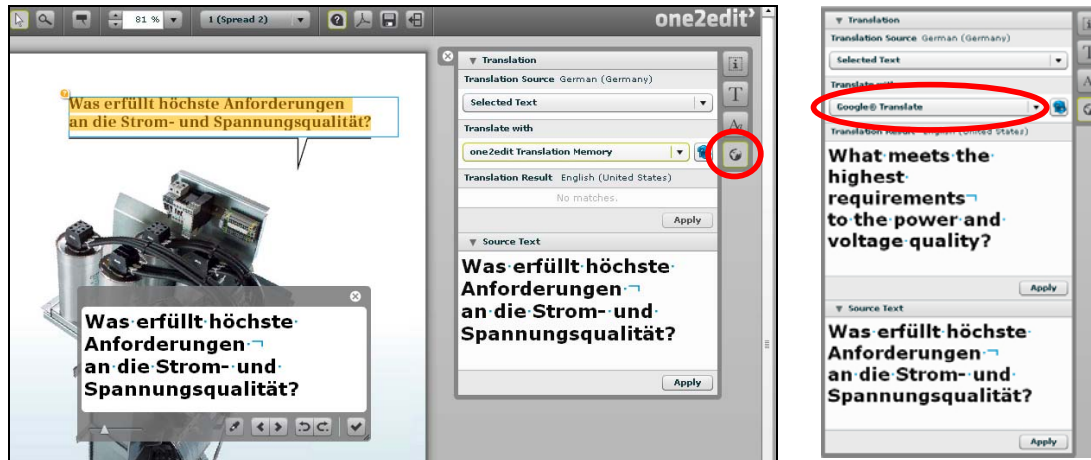
If you encounter problems when importing, in Excel go to "Save as", and ensure that the document is saved in the XML format.

Users cannot open the document as long as it is exported!

Automatic pre-translation

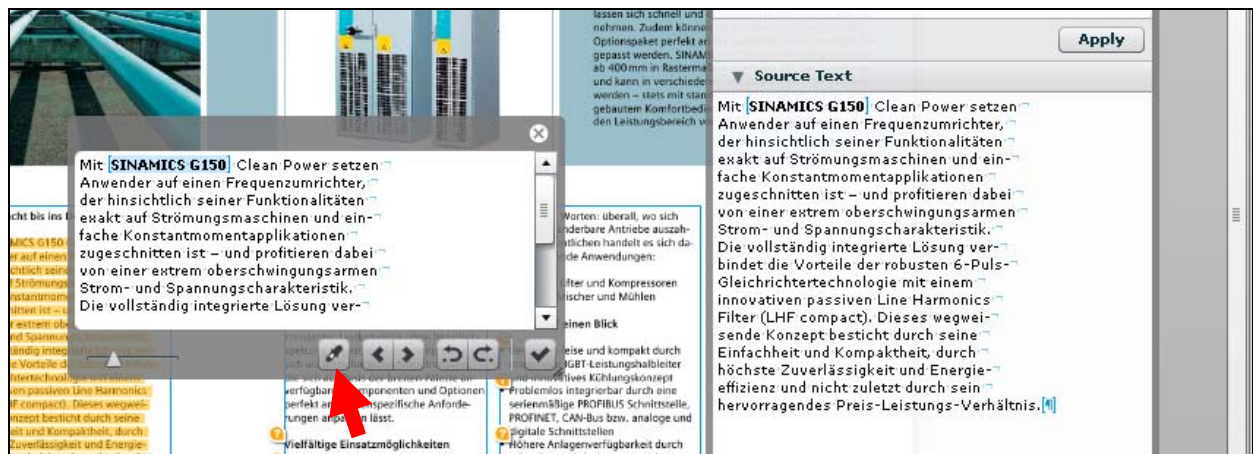
One2edit has an internal translation database. After release, the translations are transferred into this database. A pre-translation is set in the workflow. For elements, if there is a 100% match from the translation database, then one2edit accepts the approved translation. The element status is then changed from "needs translation" to "translated". These text versions have already been released by the business units. This is the reason that they should no longer be changed. When required, the translator still has the option of revising the text; however, the elements must then always be released for review. If several 100% matches are present, the translations are only listed under the translation memory tab, refer to the next point.

Translation Memory



You come to the translation databases if you click on the lowest symbol, which is a Globe, in the element toolbar. Existing translations are shown under translation results. "Fuzzy matches" are also shown, e.g. 80% matches, which can then be subsequently adapted. A new feature here is that "Google Translate" can be used. In this case, all of the documents in the Internet are scanned for matching translations.

Pipette



If something was changed in the text formatting in a text paragraph, then the text is shown in blue brackets. If these brackets get lost when entering text, or the bracket is required at another location in the translation, then the pipette tool is used (see the red arrow in the screenshot). Select the text that should have a "different" style, take the pipette and click on the text location that must have precisely the same style. For example on the globe in the lower part of the element toolbar, and then open the master text. The style is then copied.