

Terminology Management System

TippyTerm

Installation Manual for Version 1.5.4



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1 Legal Notice, Product Liability, and Warranty

1.1 Intended use

The Terminology Management System **TippyTerm** is intended for the company-wide distribution of specified internal terminology. It completes or corrects terms which users copy into the clipboard for verification.

TippyTerm operates on Microsoft Windows Systems and supports the installation, maintenance, and application of a terminology management system.

This user manual is imperative in order to operate the software accurately, correctly, and efficiently.

We are the copyright owner and author of **TippyTerm** and this user manual.

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1.2 Legal notice

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The distribution rights for **TippyTerm** are owned by SysKon Systemlösungen GmbH.

1.3 Warranty

The software warranty is set out in the end user license agreement effective from the date of installation.

This user manual does not expand the end user license agreement or the sales and delivery conditions of SysKon Systemlösungen GmbH!

The current software has been successfully tested with various types of text-based applications (Microsoft Word / Outlook / PowerPoint / Access / Editor, CorelDRAW, SAP R3), as well as the operating systems Microsoft Windows 2000, XP incl. x64 Edition, Vista, and 7 (32 and 64 Bit).

In our view, text-based application refers to any and every type of software which accepts text input. However, if software does not accept the TippyTerm result even though the cursor is correctly positioned in a text input box, it should not be viewed as a TippyTerm error, but rather as a special feature of this application.

We request you to provide as much information as possible (name, version, and source of the application, as well as the actual operating system) in order for us to analyze the problem.

1.4 System requirements

- ☐ Pentium 266 MHz or higher
- ☐ Operating system:
Microsoft Windows 2000, XP incl. x64 Edition, Vista, and 7 (32 and 64 Bit)
- ☐ Main memory: 64 MB RAM
- ☐ Hard disk:
At least 40 MB (depends on the size of your database)
- ☐ Users require write access to HKEY Current User (HKCU) in the registry

1.5 Information on this user manual

The user manual is an essential reference tool and provides quick and efficient help when using TippyTerm.

We have therefore chosen varying symbols and formatting structures for various contexts.

The installation of TippyTerm only has to be carried out once by the administrator. The applied installation wizard ensures simple and self-explanatory installation of the program. For this reason, we decided to place the installation description directly after the description of the TippyTerm functions, and also provide it as a separate PDF in the installation archive.

1.5.1 Used symbols

☞ Indicates an action.

Example: Click on **Export**.

⇒ *Displays the reaction to the action.*
For instance: The positive list is exported.

NOTICE

A notice provides special information, for example technical details or tips, which allows you to execute an action more efficiently.

2 TippyTerm Installation / Initialization

2.1 General information

TippyTerm installation can take up to 3 minutes. You decide whether to install a new database as well.

2.2 Setup procedure

TippyTerm is supplied as an executable **TTsetup.exe** installation file.

This file contains all the components required for TippyTerm, including a database, in which you can enter your terminology/terminologies via the TippyTerm administration functions.

Proceed as follows to carry out installation:

- ☞ Save the **TTsetup.exe** file in a directory. This does not necessarily have to be the directory where you will install TippyTerm or the database.
- ☞ Ensure that you have local administration rights for the duration of the installation, and that you are logged on with the user ID with which you want to work as a TippyTerm user.

2.2.1 Initialization

Step 1 - Start TTsetup.exe

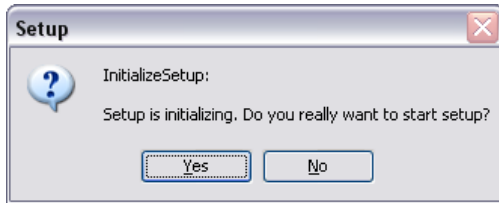
- ☞ Start **TTsetup.exe**

⇒ Depending on the security settings on your PC, a message, similar to the manufacturer warning from Microsoft below, may appear:



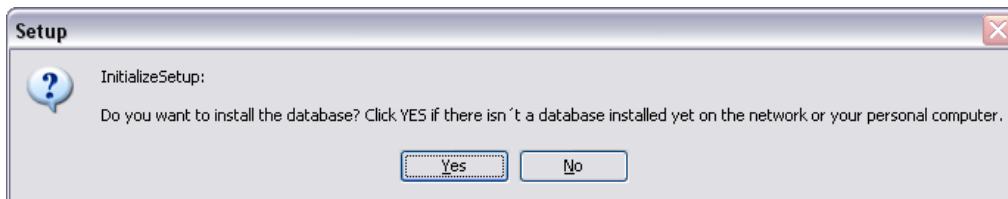
- ☞ If you are sure that the message relates to **TTsetup.exe** start-up and not to the simultaneous start-up of a different application, click on **Execute** to proceed.

☞ If you are not sure, click on **No** to cancel the installation.



☞ If you are sure, click on **Yes** to start installation.

Step 2 – Database installation yes/no



☞ Specify whether the **database** should also be installed:

- **Yes**
In this case, TippyTerm is installed together with an empty database. This is necessary for initial installation, since there is no database in the network via which you could access TippyTerm. Database installation may also be wise if you wish to practice locally with your own database first.
- **No**
Is wise if a TippyTerm database has already been installed in the network and you wish to use it.

☞ Ensure that you have write access to the path with the existing database before proceeding with the installation!

☞ Contact your system administrator if you are unsure whether a TippyTerm database has already been installed.

NOTICE This selection **only** relates to the database, not to the TippyTerm program!

2.2.2 Setup directories

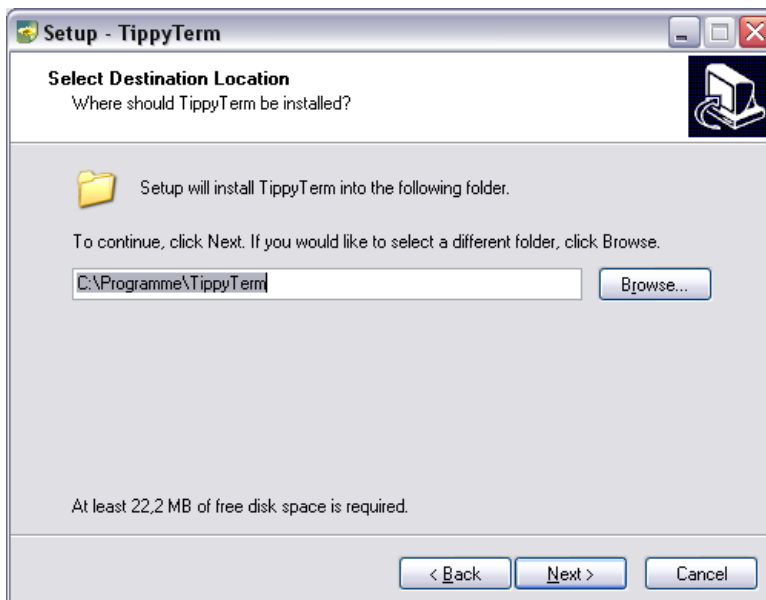
Step 3 – Start setup



The setup process starts here. Certain parameters will be specified during this process.

☞ Click on **Next** to proceed.

Step 4 – Select program folder

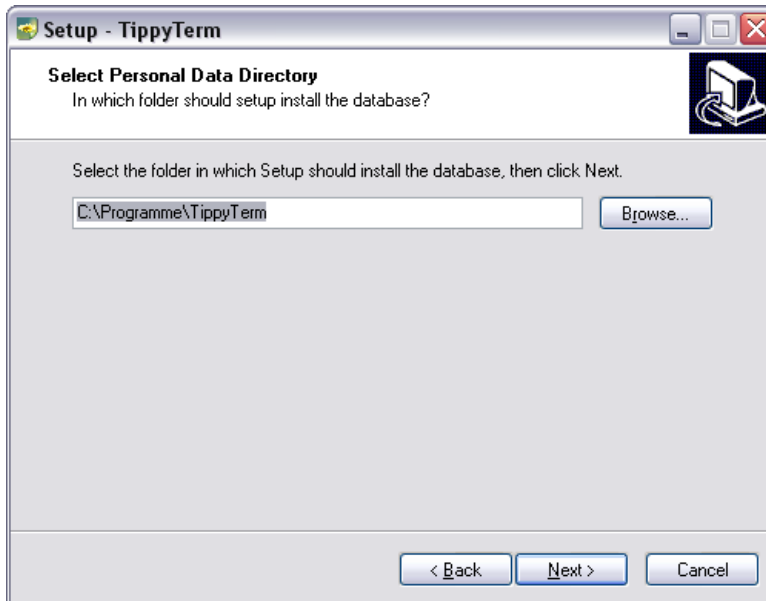


☞ Enter the directory in which **TippyTerm** should be installed – or define it using the Windows **Browse** function.

☞ Click on **Next** to proceed.

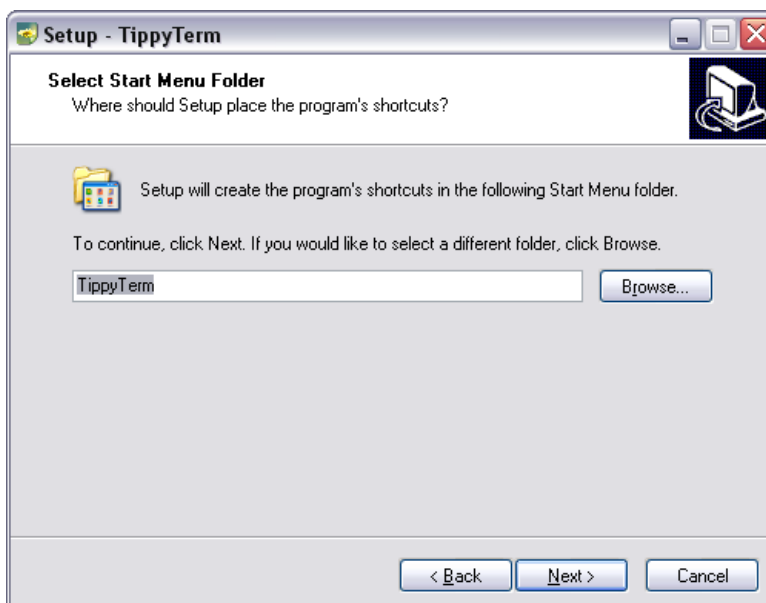
Step 5 – Select database folder

If you have decided to also install the database in Step 2, the following dialog appears:



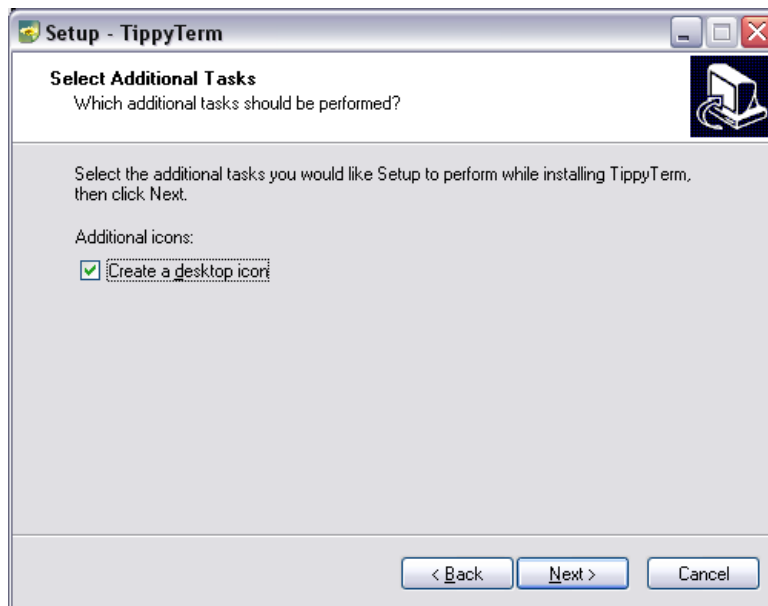
- ☞ Enter the directory in which the **TippyTerm database** should be installed – or define it using the Windows **Browse** function.
- For a local installation of the database, we recommend you to use the same directory as for Step 4.
 - For a network installation, please select the path agreed upon for your company. All **TippyTerm** users require write access to this path.

Step 6 – Specify entry in the start menu



- ☞ Enter the name of the folder in the start menu which should contain the entry to start **TippyTerm** – or define it using the Windows **Browse** function.

Step 7 – Create a desktop shortcut

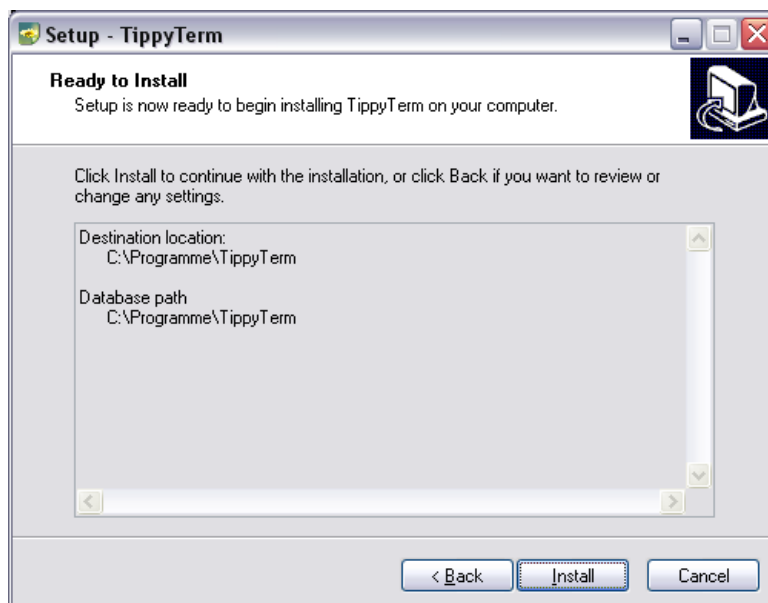


- ☞ Check the **Create a desktop icon** checkbox if you wish to create a TippyTerm desktop shortcut to start TippyTerm.

2.2.3 Installation

Step 8 – Start installation

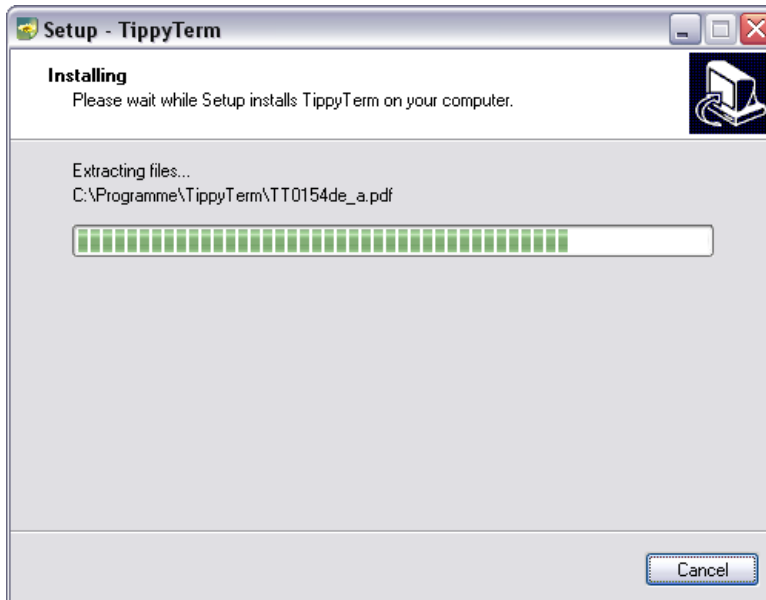
If you have decided to also install the database in Step 2, the following dialog is displayed including the path specifications:



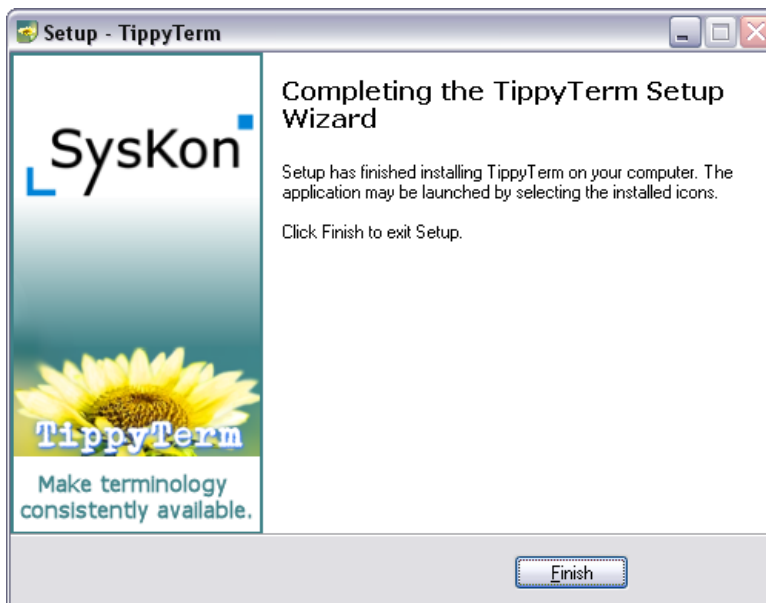
- ☞ Check your path specifications:
- *Destination location*: Directory in which TippyTerm is installed.
 - *Database path*: Directory in which the TippyTerm **database** is installed.

- ☞ If your path specifications are correct, click on **Install** to start installation.
- ☞ If your path specifications are incorrect, click on **Back** to return to Step 4 or Step 5.

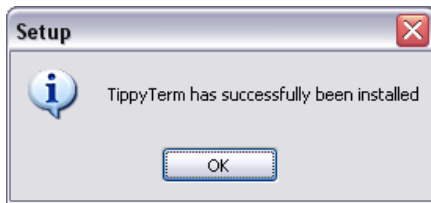
⇒ *The progress bar shows the progress of TippyTerm installation:*



Step 9 – Finish



- ☞ Click on **Finish** to complete the setup.
- ⇒ *A message stating successful installation is displayed:*



☞ Click on **OK** to confirm the message.

⇒ *TippyTerm can be found in the start menu at the previously selected location.*

⇒ *If you have created a Step 7 desktop icon, it can be found on your desktop.*

NOTICE

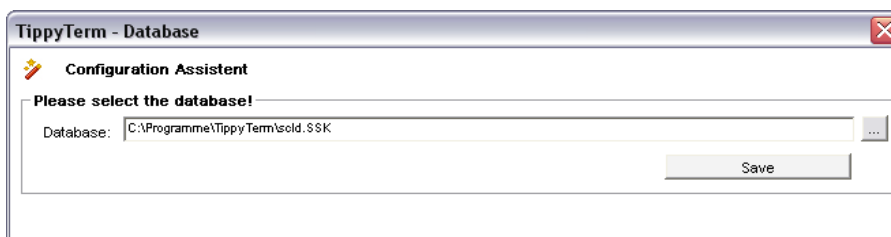
Depending on your PC configuration, the PC might have to be restarted. In this case, you must restart the PC before TippyTerm can be successfully started.


2.3 Initial start-up of TippyTerm

2.3.1 Database assistant

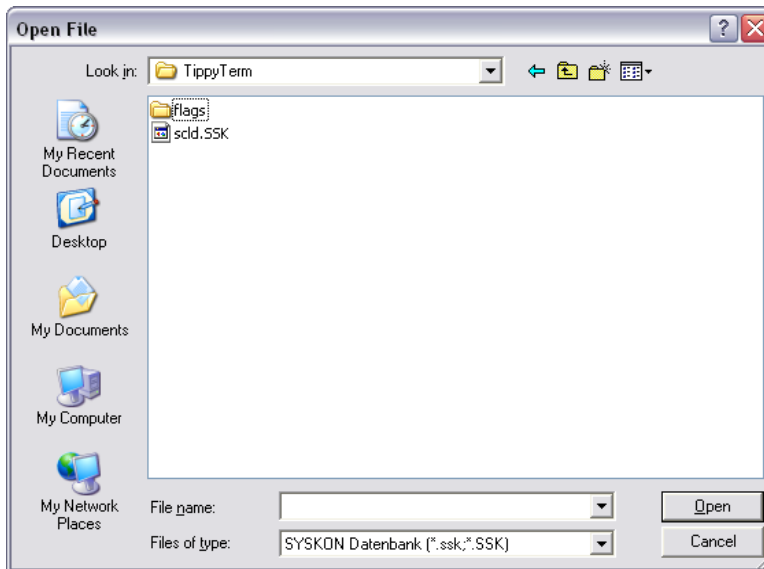
When starting TippyTerm for the first time, a connection to the database has to be established.

⇒ *The following dialog appears with the preset installation path:*



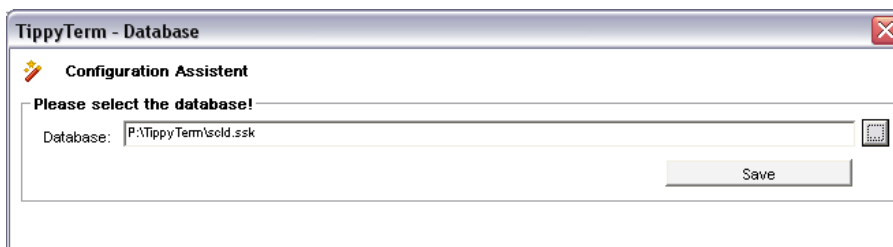
☞ To select another TippyTerm database, e.g. the one used by all users in the network, click on the  button to the right of the **Database** box.

⇒ *The following window appears:*




☞ Use the Windows file selection dialog to select the database in the correct directory and click on **Open** to confirm it.

⇒ *The selected path is accepted:*



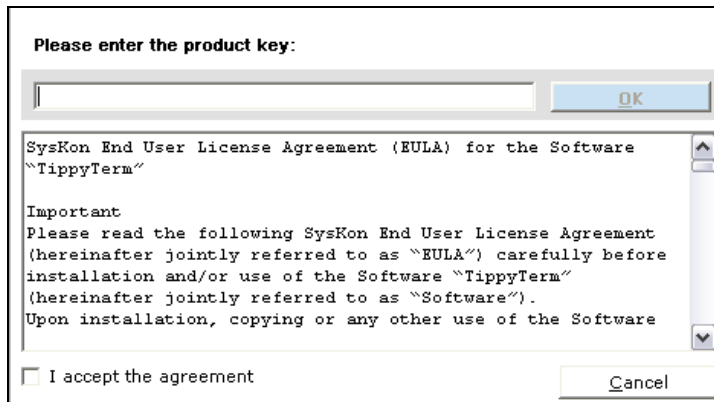
☞ If the path is correct, click on **Save** to confirm it.

☞ If the path has to be corrected, use the  button to re-open the Windows file selection dialog.

NOTICE You can also change the database at a later date.

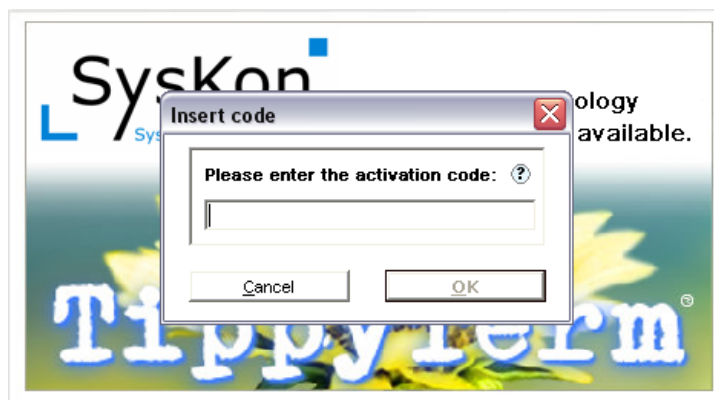
2.3.2 Registration

When starting TippyTerm for the first time you will be requested to enter the serial number when saving the database connection:



- ☞ Enter the serial number in the box to the left of the **OK** button. Pay attention to correct upper and lower case characters!
- ☞ Read the displayed end user license agreement.
- ☞ Check the **I accept the agreement** box to accept the agreement. This is required in order to proceed with TippyTerm installation.
- ☞ Click on **OK**.

⇒ *If the entered serial number for the current TippyTerm version is invalid, you will be requested to enter the valid activation code:*



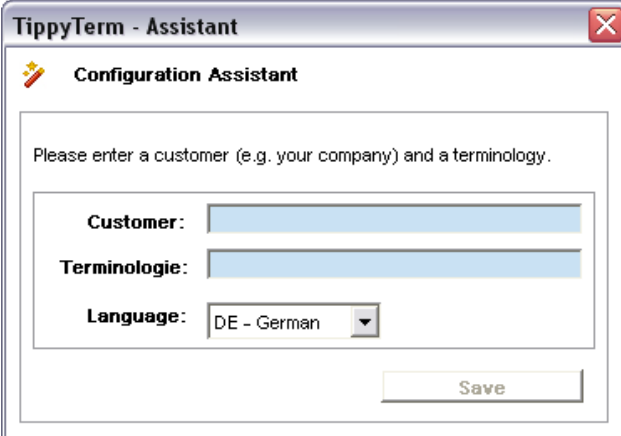
- ☞ Enter the valid activation code and click on **OK** to confirm it.
- ⇒ *If the entered serial number is valid, and the possibly necessary activation code is correct, you can commence terminology management.*

2.3.3 Create and activate the first terminology

NOTICE

The database installed during the installation process under Step 2 is empty. You must fill the terminology first to be able to use TippyTerm.

If the database is still empty, the TippyTerm Configuration Assistant is displayed directly after installation and can be used to create and activate a first terminology in just one step.



The screenshot shows a window titled "TippyTerm - Assistant" with a close button in the top right corner. Inside the window, there is a section titled "Configuration Assistant" with a small icon of a pencil and a star. Below this, a text prompt reads: "Please enter a customer (e.g. your company) and a terminology." There are three input fields: "Customer:" with a text box, "Terminologie:" with a text box, and "Language:" with a dropdown menu showing "DE - German". At the bottom right of the input area is a "Save" button.

☞ Enter appropriate names for the **Customer** and the **Terminology**.

NOTICE

Only ASCII characters should be used in the names of customers and terminologies, since they are included in the file names when exporting lists.

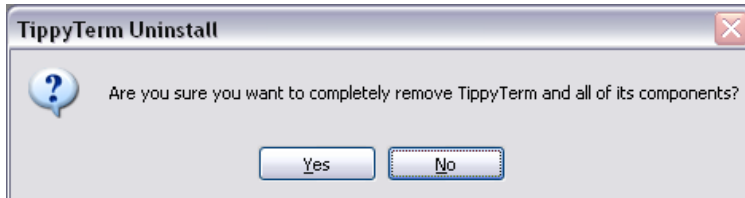
☞ Select the **Language** to be created first.

☞ Click on **Save** to confirm.

2.4 TippyTerm de-installation

De-install TippyTerm via the Windows option **Software** (Windows XP) or **Programs and Features** (Windows Vista and 7) in the **Control Panel**. You can optionally also double-click on the **unins000.exe** file stored at the installation location of TippyTerm.

☞ Click on **Yes** to remove TippyTerm from your computer:

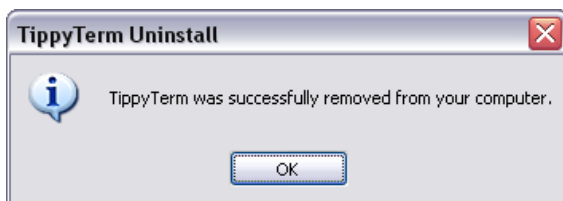


⇒ A prompt, similar to the one below, appears:



☞ Click on **Yes** to remove the respective file.

⇒ The following message is displayed if de-installation has been successful.



⇒ TippyTerm has been removed from your PC.

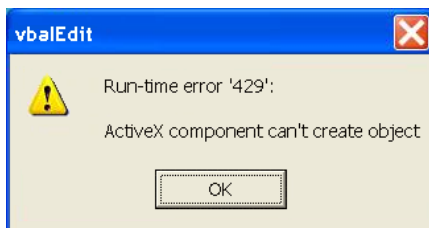
3 Troubleshooting

Answers to FAQs can also be found on our website in the "FAQ" section:
<http://www.syskon.com/faq.html>

3.1 Error message: ActiveX component can't create object

In most cases, the TippyTerm installation process does not cause any problems and initial start-up of the TippyTerm administration is error free.

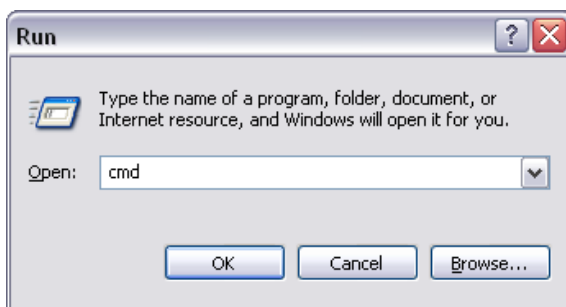
However, an error like the one below may sometimes appear when opening the TippyTerm administration:



In this case, two files must be registered manually.

Proceed as follows:

- ☞ Exit TippyTerm.
- ☞ Use the Windows Search tool to search for the directory containing the **SSubTmr.dll** and **vbalEdit.ocx** files.
The path to this directory is called **PATH** below.
Two examples are provided below.
- ☞ Start the Windows command prompt window **cmd.exe** via **Start / Run / cmd**.



- ⇒ *The Windows command prompt window **cmd.exe** appears.*
- ☞ According to your system, enter the command for registering the file **SSubTmr.dll**:

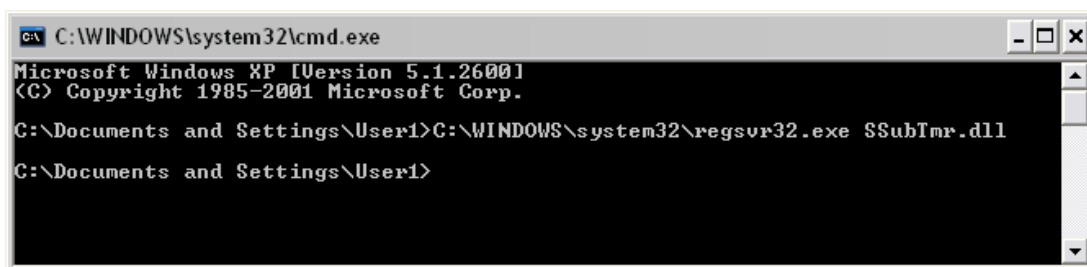
PATH\regsvr32.exe SSubTmr.dll

- ☞ Click on **Enter** to confirm it.
 - ⇒ *The message for successful registration appears.*
- ☞ Enter the command for registering the file **vbalEdit.ocx**:
`PATH\regsvr32.exe vbalEdit.ocx`
- ☞ Click on **Enter** to confirm it.
 - ⇒ *The message for successful registration appears.*
- ☞ Restart TippyTerm.

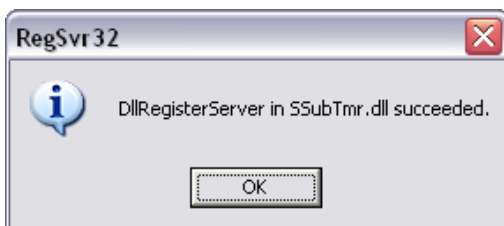
3.1.1 Example of a 32 Bit system

With the operating systems Windows XP 32 and Vista we found the path `C:\WINDOWS\system32` via the Windows search tool.

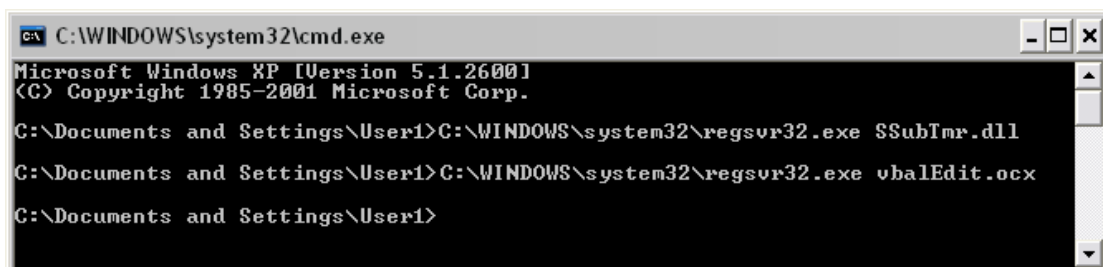
- ☞ Enter **cmd.exe** in the Windows command prompt window:
`C:\WINDOWS\system32\regsvr32.exe SSubTmr.dll`



- ☞ Click on **Enter** to confirm it.
 - ⇒ *The following message stating successful registration appears:*

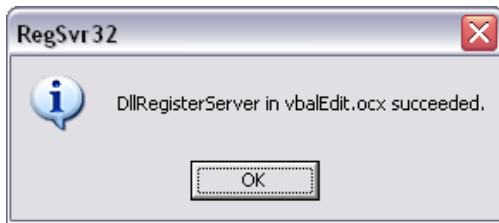


- ☞ Now enter:
`C:\WINDOWS\system32\regsvr32.exe vbalEdit.ocx`



☞ Click on **Enter** to confirm it.

⇒ The following message stating successful registration appears:

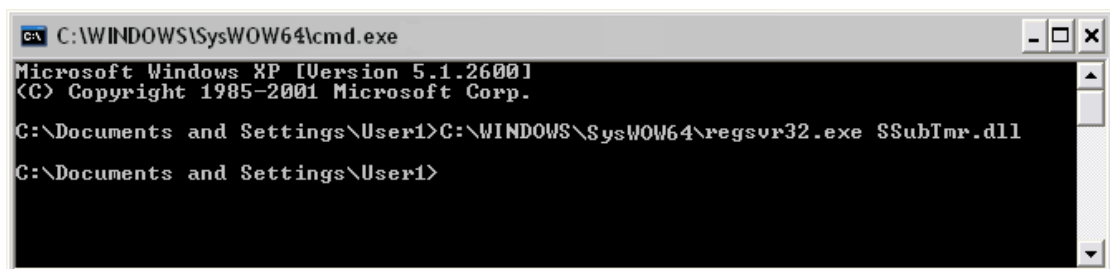


☞ Restart TippyTerm.

3.1.2 Example of a 64 Bit system

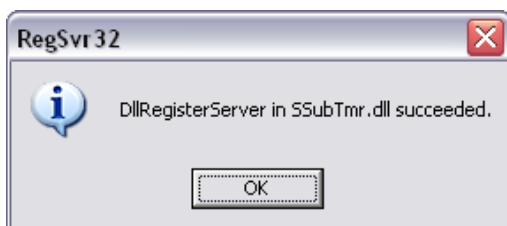
With the operating systems Windows XP 64 and Windows 7 we found the path `C:\WINDOWS\SysWOW64` via the Windows search tool.

☞ Enter `cmd.exe` in the Windows command prompt window:
`C:\WINDOWS\SysWOW64\regsvr32.exe SSubTmr.dll`

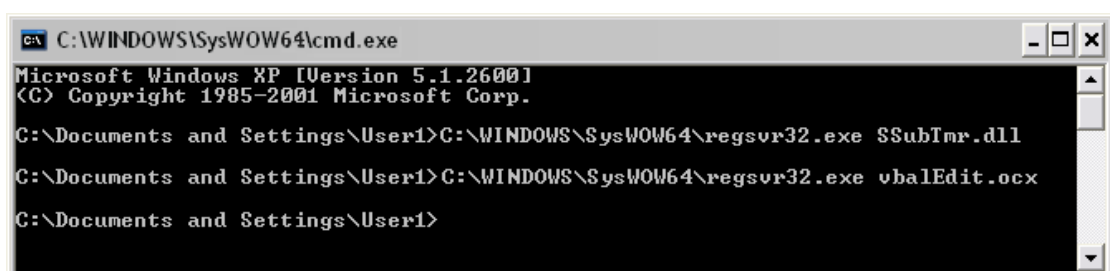


☞ Click on **Enter** to confirm it.

☞ The following message stating successful registration appears:



☞ Now enter:
`C:\WINDOWS\SysWOW64\regsvr32.exe vbalEdit.ocx`



☞ Click on **Enter**.

⇒ *The following message stating successful registration appears:*



☞ Restart TippyTerm.

3.2 Windows Vista, Windows 7: TippyTerm cannot be opened

TippyTerm saves user-specific data, e.g. the serial number, the database path, the selected font size, and the position of the on-screen bar, at an exact location in the registry. It is therefore necessary that the user has write access to HKEY Current User (HKCU).

3.3 Characters appear distorted

TippyTerm processes the complete Unicode-UTF-8 character set.

It uses the **Arial Unicode MS** character set for presentation purposes.

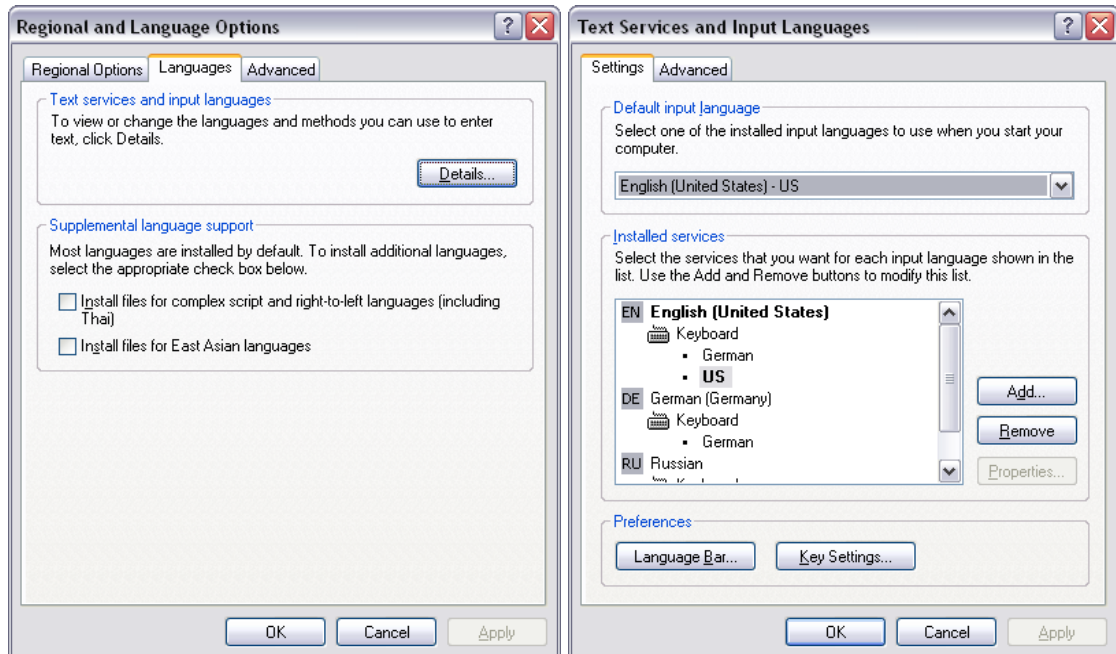
If characters appear distorted, check whether this character set has been installed on your computer.

3.4 Entries from the TippyTerm bar are not accepted in Adobe InDesign

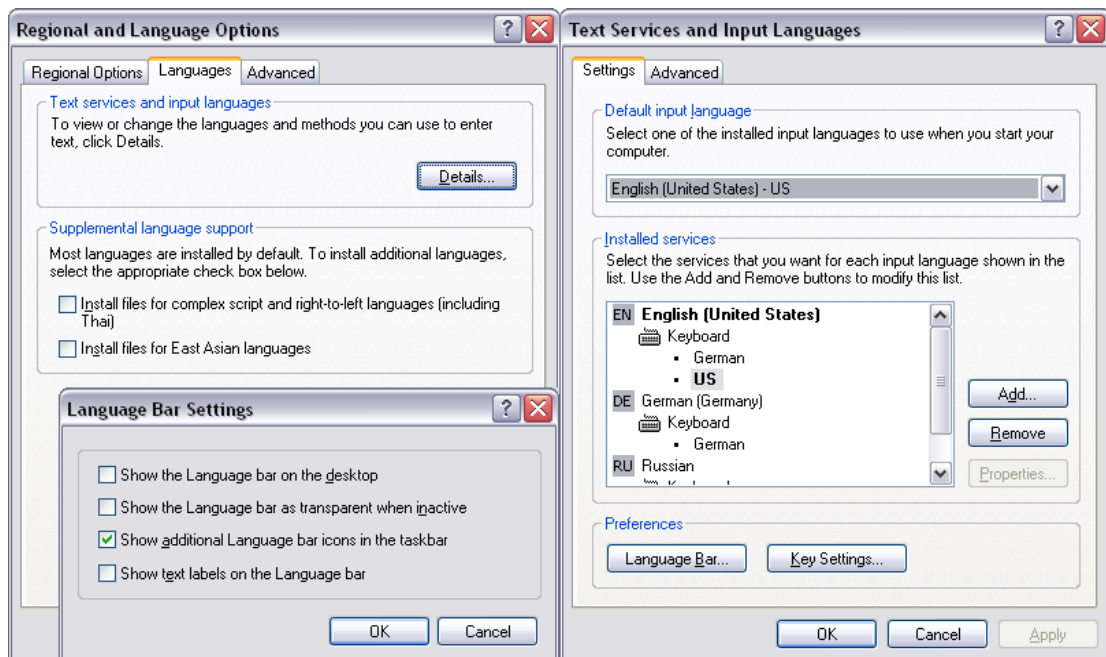
TippyTerm functions efficiently with Adobe InDesign. However, terminology entries from the TippyTerm bar may not be accepted when working with certain Windows configurations.

If this is the case, check the settings of the **Text Services and Input Languages** on your computer. When using Windows XP, they are under **Start / Control Panel / Regional and Language Options, Languages** tab, **Details** button.

We have not yet experienced any problems with this setting:



The following setting has been problematic:



Remedy:

☞ Uncheck **Show additional language bar icons in the taskbar**

3.5 WordCheck of an opened text document “frozen”

If the WordCheck of an opened text document appears to be frozen, a usual remedy is to click alternately on TippyTerm and the window of the opened text document to display them in the foreground.