

# Perceptive Content Language Pack

## Advanced Design and Setup Guide

Version: Foundation EP4

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Date: June 2021

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## About Perceptive Content Language Pack

This document provides best practices for the planning configuration, and installation of the Perceptive Content Language Pack release. The Perceptive Content Language Pack release makes it possible to run Perceptive Content anywhere a supported language is spoken, allowing users to interact with the product in a format and display they understand. The Perceptive Content Language Pack supports the following languages:

- Chinese (simplified)
- Dutch
- English
- French
- German
- Japanese
- Korean
- Portuguese (Brazil)
- Spanish

This document contains the following sections that span typical software phases. It is important to understand the global impact of how the Perceptive Content system is designed to work during each of these phases:

- Planning
- Installing
- Configuring
- Running

## Plan for global use

Perceptive Content captures documents in their native languages. However, the language you choose as your working interface for Perceptive Content may be separate from the source language of your document. This is just one of the reasons why Perceptive Content can run anywhere in the world if a company wants to capture its documents and enter data about those documents in a supported language.

Planning your Perceptive Content Language Pack implementation includes evaluating your workflow schema and determining whether it will span countries and languages. For example, a user can scan a French document in France, but another user can link the same French document in Germany. The user in Germany works within a German Perceptive Content interface to complete his or her tasks regardless of the French Perceptive Content interface used to capture the original document.

An integrated enterprise-level corporation with its headquarters in North America and shared service centers in other world regions (such as Germany or the Netherlands) may choose to have a dedicated Perceptive Content implementation in each location because the corporation localizes the internal workflow processes to that region. Users with the required privileges can log in to any worldwide Perceptive Content Server and receive reports and notifications, such as email, from these centers.

Additionally, a corporation can use LearnMode to capture content in a language different from the one used to run Perceptive Content. It is important, however, that any organization operating within multiple countries designate a common language in which to assign metadata to content.

Perceptive Content Language Pack supports the following Perceptive Content products and documentation.

Products	Documentation
Perceptive Content Server	Product Help Files
Perceptive Content Client	Product Help Files

For information about the environments and DBMSs supported in Perceptive Content Language Pack, refer to the sections for the supported products in the Perceptive Content *Technical Specifications*.

## Install Perceptive Content Language Pack

You can install the Perceptive Content Language Pack either during initial installation or during an upgrade. You can also update your current version of Perceptive Content to the correlating Language Pack at any time using the same steps used to update to a patch release. For more information, refer to the *Update Readme* for this version. In addition, you can contact Database Services for upgrade services by emailing Managed Services at [services@hyland.com](mailto:services@hyland.com).

### Select a language during installation

Before installation of Perceptive Content, be sure that expectations are set in your department about the languages you can enter in the database, as opposed to the languages you can use to run Perceptive Content on your Perceptive Content Client computer. Some companies, for example, want their documents, metadata, and other forms of structured data to be stored in one language in the Perceptive Content database but offer end users client-side language support so they can read the user interface and help documentation in another language.

**Note** During installation of Perceptive Content the language of the Choose Setup Language dialog box is triggered by the locale setting of the computer. You can override the locale and select another language if you want to run the rest of the installation in a language of your choice. During installation of Perceptive Content Server you only have the option of running the installation in English.

After you begin the installation of Perceptive Content Client and accept the License Agreement, you can select the languages you want to install. On the **Custom Setup** page, select the languages to install by selecting the corresponding icons after expanding **Language Packs**. For complete client installation information refer to the *Perceptive Content Client Installation and Setup Guide*.

### Change the display language after installation

End users who speak more than one language will appreciate the flexibility of being able to change the language of the interface and help documentation should they be more comfortable with an option other than the operating system default language.

## Change the language in Perceptive Content

Any time after installation, you can change your user interface and help documentation language by using Perceptive Content Options in the Perceptive Content Client. The following steps explain how to change the language in Perceptive Content.

1. On the **Perceptive Content** toolbar, click **Settings > Options**.
2. In the **Perceptive Content Options** dialog box, in the left pane, click **General**.
3. In the right pane, under **Language Settings**, click the **Language** list and select your preferred language from the list.

When you change your language in Perceptive Content, the system returns to the Login dialog box, where you can log in and run Perceptive Content in the language you selected. Before you log back in to Perceptive Content, verify that your operating system language and region settings map to your language selection. For example, if you change from English to Spanish and your region is Mexico on a client running Microsoft Windows, Perceptive Software recommends that you change your regional setting from English (United States) to Spanish (Mexico).

## Configure Perceptive Content for a global environment

When implementing Perceptive Content in a global environment, configure the following settings:

- Operating system language, region, or locale
- Keyboard configuration
- Windows Language Bar

### Windows region and language settings

To change the Region and Language setting for Windows 7, complete the following steps.

1. In the Windows Control Panel, click **Clock, Language, and Region**, and then click **Region and Language**.
2. On the **Formats** tab, in the **Format** list, select the appropriate language and click **Apply**.
3. On the **Location** tab, in the **Current location** list, select your location and click **OK**.
4. On the **Keyboards and Languages** tab, under **Display language**, select the desired language and click **OK**.

**Note** You must log off of Windows for the new display language to take effect.

To change the Region and Language setting for Windows XP, complete the following steps:

5. In the Windows Control Panel, click **Date, Time, Language, and Regional Options**, and then click **Regional and Language Options**.
6. Select the **Languages** tab.
7. Under **Text services and input languages**, click **Details**.
8. On the **Settings** tab, under **Default input language**, select the desired language.
9. Under **Preferences**, click **Language Bar**.
10. In the **Language Bar Settings** dialog box, select the **Show additional Language bar icons in the Notification area** check box and click **Apply**.

11. On the **Regional Options** tab, under **Standards and formats**, select the desired language.
12. On the **Advanced** tab, under **Language for non-Unicode programs**, select the desired language.
13. Click **OK** to accept the Region and Language settings.

## Linux locale settings

For Linux operating systems, use the `locale` command to show the current locale setting.

The `locale -a` command displays all the locales currently installed on the machine.

Environment variables can be set to control the system locale. These variables can be set system-wide, or on a per-session basis.

Environment variable	Description
LC_ALL	Overrides all LC_* environment variables with the given value
LC_CTYPE	Character classification and case conversion
LC_COLLATE	Collation (sort) order
LC_TIME	Date and time formats
LC_NUMERIC	Non-monetary numeric formats
LC_MONETARY	Monetary formats
LC_MESSAGES	Formats of informative and diagnostic messages, and of interactive responses
LC_PAPER	Paper size
LC_NAME	Name formats
LC_ADDRESS	Address formats and location information
LC_TELEPHONE	Telephone number formats
LC_MEASUREMENT	Measurement units (Metric or Other)
LC_IDENTIFICATION	Metadata about the locale information
LANG	The default value, which is used when either LC_ALL is not set, or an applicable value for LC_* is not set

## Windows keyboard configuration

You can easily define a list of languages to be available for your own use by adding or removing input languages in the Region and Language settings in the Microsoft Windows Control Panel. For example, two users in the same department can configure a different input language on their respective devices. One user can have an English (United States) keyboard layout and a German (Germany) keyboard layout, while the other user can have an English (United Kingdom) keyboard layout and a German (Swiss

German) keyboard layout. The metadata stored in the database is not affected by changes to language, region, or locale settings.

## Linux keyboard configuration

Configuring the keyboard setup varies by Linux distribution. Consult your system documentation for instructions on how to configure the keyboard for a language other than the default language of the operating system.

## Windows Language Bar

After you configure your keyboard layout, use the Microsoft Windows Language Bar located on your desktop or Taskbar to switch between the input languages you have added. You can move the Language Bar anywhere on your desktop or minimize it to the Taskbar.

When you change your language of choice using the Language Bar, the selected language applies only to the currently active software program. For example, if your default language is English (United States), you open Microsoft Word, and you then change your language to German (Germany), the setting applies only to Microsoft Word. All other programs you subsequently open use English (United States). Always verify that you are using the correct keyboard layout and language of choice when switching between programs.

## Operate in a multilingual environment

You can run Perceptive Content in a multilingual environment. This means that Perceptive Content Language Pack can support documents and metadata in any supported language. User experiences vary, depending on their language. Users see the interface only in the language and locale they have specified.

In the following example, Troiber Corporation, headquartered in Berlin, Germany, installed Perceptive Content Language Pack and selected German as its primary language. Since Troiber does business in both Germany and the United States, Claudia, the administrator, decides to configure the system to manage both German and English.

Lénárd Bérg and Jane Smith, from the Accounts Payable department, need to capture, store, and manage documents in both languages. Lénárd is in charge of processing German invoices, and Jane is in charge of processing English invoices. Since Troiber has already installed the Perceptive Content Language Pack, Lénárd can view and manage all documents in his primary language.

Jane is the only Troiber employee processing English invoices, so Claudia configures her Perceptive Content options and sets English as her language. This allows Jane to work in a format and display with which she is most comfortable.

When using a multilingual system, make sure you consider the language used in the following Perceptive Content functionality:

- Drawers
- Annotations
- Digital signatures, capture profiles, and metadata

The following sections provide information about language choice for each of these Perceptive Content functions.



## Drawers

In a global setting, you can choose to store documents in drawers based on languages. Continuing with the previous example, Claudia determines that the easiest way for Lénárd and Jane to process their invoices is to create a German drawer (Invoices – Germany) and an English drawer (Invoices – USA), allowing the documents to be stored separately. Claudia assigns Lénárd and Jane user access to each drawer, allowing them to use Perceptive Content Client in their language of choice. Changing the language of the interface does not affect the language of the metadata or content.

In addition to processing English invoices, Jane is also responsible for signing off on all approved English and German invoices. Therefore, she must be able to view and sign documents in both languages. Claudia assigns Jane the Search, View, and Sign privileges to the German drawer.

## Annotations

In a global setting, you can create stamp annotations in several languages and then set privileges for access. Continuing with the previous example, Claudia now configures stamp annotations, allowing Lénárd and Jane to see them in their language of choice. Claudia creates two sets of stamps, the first set in German, and the second set in English. For each German stamp she creates, she assigns Lénárd full annotation privileges. Likewise, for each English stamp Claudia creates, she assigns Jane full annotation privileges. Again, since Jane needs to view and sign off on invoices in both languages, Claudia gives Jane the View annotation privilege for all of the German stamps as well. This allows Jane to view any stamp annotations that Lénárd added when processing his German invoices.

When you assign privileges to annotations based on users or groups, Perceptive Content filters the stamp annotations list in the Annotations toolbar. This allows Lénárd to view only the German stamps and Jane the English stamps.

## Digital signatures, capture profiles, and metadata

Digital signatures, capture profiles, and document metadata should always be managed in the primary language that was selected during installation. In the previous example, Troiber selected German as its primary language. For that reason, Claudia manages digital signatures, capture profiles, and metadata in German only.