ImageNow Language Pack

Getting Started Guide

ImageNow Version: 6.7.x

perceptivesoftware

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About ImageNow Language Pack

This document provides best practices for the planning, configuration, and installation of the ImageNow 6.7 Language Pack release. ImageNow Language Pack makes it possible to run ImageNow anywhere a supported language is spoken, allowing users to interact with the product in a format and display they understand. The 6.7 Language Pack supports the following languages:

- Dutch

- English

- French

- German

- Italian

- 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 ImageNow system is designed to work during each of these phases:

- Planning

- Installing

- Configuring

- Running

Plan for global use

ImageNow captures documents in their native languages. However, the language you choose as your working interface for ImageNow may be separate from the source language of your document. This is just one of the reasons why ImageNow 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 ImageNow 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 ImageNow interface to complete his or her tasks regardless of the French ImageNow 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 ImageNow implementation in each location because the corporation localizes the internal workflow processes to that region. Managers, owners, or users with management privileges can log in to any worldwide ImageNow Server and receive reports and notifications, such as email, from these centers.

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

ImageNow Language Pack supports the following ImageNow products and documentation.

Products	Documentation
ImageNow Server	Product Help Files
ImageNow Client	Product Help Files
WebNow Client	Product Help Files
Interact Desktop	Product Help Files
Perceptive Enterprise Deployment Suite (PEDS)	Product Help Files

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

Install ImageNow Language Pack

You can install the ImageNow Language Pack at any time, either during initial installation of version 6.7 or during an upgrade. You can also update your current version of ImageNow 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 upgrade@imagenow.com.

Select a language during installation

Before running ImageNow Language Pack, 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 ImageNow on your ImageNow Client computer. Some companies, for example, want their documents, metadata, and other forms of structured data to be stored in one language in the ImageNow database but offer end users client-side language support so they can read the user interface and documentation in another language.

Note The language of the installer is triggered by the locale setting of the computer. If the language of the computer is set to any of the supported languages, the language of the installer displays in that language; otherwise, the installer displays in English.

The following step explains how to configure the language during ImageNow installation.

- When the ImageNow Language Pack installer displays the **Choose Setup Language** dialog box, select your language of choice from the list and click **OK**.

Change the 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 documentation should they be more comfortable with an option other than the operating system default language.

Change the language in ImageNow

Anytime after installation, you can change your user interface and documentation language by using ImageNow Options in the ImageNow Client. The following steps explain how to change the language in ImageNow.

1. On the **ImageNow** toolbar, click **Settings** > **Options**.

2. In the **ImageNow 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 ImageNow, ImageNow returns to the Login dialog box, where you can log in and run ImageNow in the language you selected. Before you log back in to ImageNow, 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).

Change the language in WebNow

WebNow uses the language of the client computer operating system to determine what language to use for the interface and documentation. You can change the language of a WebNow Client computer by changing the operating system locale setting.

An ImageNow administrator can use the procedure below to set the language on the WebNow server so that all users see the same language. This feature is available when the associated ImageNow Language Pack is installed.

1. Open the **WebNow.settings** file in a text editor.

2. Under **AppletParams**, type a **language** setting and one of the following supported language codes according to the example below:

   - For Dutch, type **nl**.

   - For English, type **en**.

   - For French, type **fr**.

   - For German, type **de**.

   - For Italian, type **it**.

   - For Portuguese, type **pt**.

   - For Spanish, type **es**.

   ```
   language=pt
   ```

3. To refine the language based on a specific country, type a **country** setting and one of the following two-letter ISO 3166-1 country codes for the country you want to specify according to the example below.

   For example To view WebNow in Brazilian Portuguese, type BR.

   ```
   country=BR
   ```

4. Save and close the **WebNow.settings** file.

5. Exit WebNow and close all instances of the browser.

6. Restart the web server.

7. Open the browser and navigate to WebNow.

Change the language in Interact Desktop

By default, Interact Desktop uses the language specified at the operating system level of the client computer. To change the language of Interact Desktop, modify the DisplayLanguage setting in the InteractDesktop.exe configuration file.

Complete the steps below to set the language of Interact Desktop so the user can view the interface in a language other than the language specified at the operating system level of the client computer. This feature is available when the associated ImageNow Language Pack is installed.

1. Open the **InteractDesktop.exe** configuration file in a text editor. By default **InteractDesktop.exe** resides in the **[*drive:*]\Program Files\Interact\Desktop** directory.

2. In the PerceptiveSoftware.InteractDesktop.AppSettings group, find the DisplayLanguage setting.

3. Under **appSettings**, type a display language setting:

    en-US = English

    es-ES = Spanish

    de-DE = German

    fr-FR = French

    it-IT = Italian

    nl-NL = Dutch

    pt-BR = Portuguese

    For example To change the display language to Brazilian Portuguese, type

    ```
    <value>pt-BR</value>
    ```

4. Save and close the **InteractDesktop.exe** configuration file.

5. Exit and restart Interact Desktop.

Change the language in PEDS

The PEDS Management console uses the language of the client computer operating system to determine what language to use for the interface and documentation.

If you are an ImageNow administrator, you can use the procedure below to set the language for the PEDS Management Console through a configuration file setting.

1. Open the **PEDSConsole.exe** configuration file in a text editor.

2. In the **PerceptiveSoftware.PED.Console.Properties.Settings** group, find the **cultureOverride** setting.

3. Type a **cultureOverride** setting:

    en-US = English

    es-ES = Spanish

de-DE = German

fr-FR = French

it-IT = Italian

nl-NL = Dutch

pt-BR = Portuguese

For example To change the display language to Brazilian Portuguese, type

```
<value>pt-BR</value>
```

4.   Save and close the **PEDSConsole.exe** configuration file.

5.   Exit and restart.

Configure ImageNow for a global environment

When implementing ImageNow 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:

1.   In the Windows Control Panel, click **Date, Time, Language, and Regional Options**, and then click **Regional and Language Options**.

2.   Select the **Languages** tab.

3.   Under **Text services and input languages**, click **Details**.

4.   On the **Settings** tab, under **Default input language**, select the desired language.

5.   Under **Preferences**, click **Language Bar**.

6.   In the **Language Bar Settings** dialog box, select the **Show additional Language bar icons in the Notification area** check box and click **Apply**.

7.   On the **Regional Options** tab, under **Standards and formats,** select the desired language.

8. On the **Advanced tab**, under **Language for non-Unicode programs**, select the desired language.

9. Click **OK** to accept the Region and Language settings.

Windows locale settings

The locale setting changes the WebNow interface and documentation language. You must be logged in with Administrative privileges to change locale settings.

To change the locale 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 **Administrative** tab, under **Language for non-Unicode programs** click **Change system locale**.

3. In the **Current system locale** list, select the desired system locale and click **OK**.

4. Click **OK** to accept the Region and Language settings.

   Note You may need to restart your computer for the system locale changes to take effect.

To change the locale setting for Windows XP complete the following steps.

1. In the Windows Control Panel, select **Regional** and **Language Options**.

2. On the **Advanced** tab, under **Language for non-Unicode programs,** select the desired language and click **OK.**

   Note You may need to restart your computer for the system locale changes to take effect.

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

Environment variable	Description
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 ImageNow, WebNow, Interact Desktop, and PEDS in a multilingual environment. This means that ImageNow 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 ImageNow Language Pack and selected German as its primary language. Since Troiber does business in both Germany and the United States, Claudia, the ImageNow 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 ImageNow 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 ImageNow 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 ImageNow functionality:

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

The following sections provide information about language choice for each of these ImageNow 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 ImageNow 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, ImageNow 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.