Xbench 3.0 Quick Reference Card

ApSIC

Icon	Action	Operation/Menu path	Shortcut
	Open Xbench	**Start > Programs > ApSIC Tools > Xbench 3.0** Double-click on the Xbench project file (.xbp)	---
	Open an existing project	**Project > Open…** Double-click on the Xbench project file (.xbp)	**Ctrl + O**
	Hide Xbench window	**Project > Close Window** Click on the Close button of Xbench window	**Esc** or **Alt + F4**
	Close Xbench	**Project > Shut Down Xbench** Right-click on the ApSIC Xbench icon from the system tray and select **Shut Down Xbench**	---
	Save Xbench project	**Project > Save**	**Ctrl + S**
	Switch to alternative project (only if **Enable Alternative Project** check box is checked in **Tools > Settings…**)	**Project > Switch to Alternative Project**	**Alt + F6**
	Add more files, such as ongoing translation files	**Project > Properties… > Add…** or drag and drop files	**F2**
	Refresh content, whenever a file changes (during translation and before final QA check)	**Project > Refresh Content**	**F5**
	View search options to set the scope for the search	**View > Show Search Options** or click on the icon in the toolbar	**Ctrl + 3**
	Perform a search from Source/Target Term field	Enter search string in Source/Target Term field and press **Enter**	**Enter**
	Search of the clipboard contents in the Xbench Source Term field	From most CAT tools, select searchable string and press **Ctrl + Alt + Ins**. From other applications, press **Ctrl + Ins** first to copy text to clipboard	**(Ctrl + Ins)** Ctrl + Alt + Ins
	Search of the clipboard contents in the Xbench Target Term field	From most CAT tools, select searchable string and press **Ctrl + Alt + BkSp**. From other applications, press **Ctrl + Ins** first to copy text to clipboard	**(Ctrl + Ins)** Ctrl + Alt + BkSp
	PowerSearch: Make advanced searches with AND/OR conditions and negations to the search string	In Source/Target Term field, enter words and click **Search > PowerSearch**	**Ctrl + P**
	Copy target result and hide Xbench	Select segment and press **Enter**, or right-click and choose **Copy Target & Close**	**Enter**
	See segment in context	Select segment, right-click and choose **See Context…**	**Ctrl + Space**
	Zoom in results to level (priority color)	Select any search result and go to **View > Zoom to > Zoom to Level**, or double-click on any segment of the particular level/priority	**Ctrl + Enter**
	Zoom in results to glossary	Select any search result and go to **View > Zoom to > Zoom to Glossary**	**Ctrl + G**
	Zoom in results to file (from a loaded folder)	Select any search result and go to **View > Zoom to > Zoom to File**	**Ctrl + F**
	Run a QA check on Ongoing Translation files	**QA > Check Ongoing Translation**	**Ctrl + K**
	Edit Segment (open the selected segment in the source file)	Select segment, right-click and choose **Edit Segment**	**Ctrl + E**
	Export the QA results to a file (.html, .txt, .xls or .xml)	**QA > Export QA Results…** or right-click and choose **Export QA Results…**	**Ctrl + Q**
	Export items (all glossaries, one glossary or the displayed items)	**Tools > Export Items…**	**Ctrl + R**

PowerSearch function in Search view (Ctrl + P)

Examples: Search this expression with Ctrl + P in the Source/Target Term field…	…to do the following
string1 string2	Find all entries that contain "string1" **and** "string2"
string1 or string2	Find all entries that contain "string1" **or** "string2"
string1 -string2	Find all entries that contain "string1" but **do not contain** "string2"
string1 -"string2 with embedded blanks"	Find all entries that contain "string1" but **do not contain** "string2 with embedded blanks"

Colors and icons in the search results view

Color text and icons in search results	Meaning
Green (by default)	High priority entries
Maroon (by default)	Medium priority entries
Blue (by default)	Low priority entries
Green star	Key term* that is an exact match (case sensitive) with the searched string
Yellow star	Key term that is an exact match except for the case
Empty star	Text searched is contained in a key term entry
Green large dot	Entry that is a full exact match (case sensitive) with the searched string
Yellow large dot	Entry that is a full match except for the case
Small red solid dot	Entry belongs to a new and changed segment of an ongoing translation
Small red empty dot	Entry belongs to a 100% match of an ongoing translation
Green large dot with small red solid dot	Entry that is a full exact match (case sensitive) and also belongs to a new and changed segment of an ongoing translation
Yellow large dot with small red solid dot	Entry that is a full exact match except for the case and also belongs to a new and changed segment of an ongoing translation
Green large dot with small red empty dot	Entry that is full exact match (case sensitive) and also belongs to a 100% match of an ongoing translation
Yellow large dot with small red empty dot	Entry that is a full match except for the case and also belongs to a 100% match of an ongoing translation

* If you define any file as Key Terms in Project Properties, its entries will appear with a star in the search results. During the QA check, Xbench will search for inconsistencies against that list of key terms.

ApSIC Xbench
Quality Assurance
and Terminology Management
in a single tool