

File management

1. Using a document in LinguisTech

1.1. Importing a document

1.1.1. From your computer

1.1.1.1. Open your Web browser and connect to LinguisTech using the [suggested steps](#). Minimize your virtual desktop by clicking on the *Minimize* button located in the bar at the top of your screen. You will now see your own desktop.

1.1.1.2. Select the document you would like to import. Copy the file by doing one of the following steps:

1.1.1.2.1. Right-click on the document and select *Copy*.

OR

1.1.1.2.1. Left-click on the document. Hold down *Ctrl* and *C* simultaneously to copy the file.

1.1.1.3. Click on the LinguisTech icon in the task bar to maximize your virtual desktop.

1.1.1.4. Paste the file by doing one of the following steps:

1.1.1.4.1. Right-click where you would like to paste the document and select *Paste*.

OR

1.1.1.4.1. Hold down *Ctrl* and *V* simultaneously to paste the file.

1.1.2. From your UBS key

1.1.2.1. Plug your USB key into your computer's UBS port and save the file onto the key.

1.1.2.2. Open your Web browser and connect to LinguisTech using the [suggested steps](#). Minimize your virtual desktop by clicking on the *Minimize* button located in the bar at the top of your screen. You will now see your own desktop.

1.1.2.3. Select the document you would like to import. Copy the file by doing one of the following steps:

1.1.2.3.1. Right-click on the document and select *Copy*.

OR

1.1.2.3.1. Left-click on the document. Hold down *Ctrl* and *C* simultaneously to copy the file.

1.1.2.4. Click on the LinguisTech icon in the task bar to maximize your virtual desktop.

1.1.2.5. Paste the file by doing one of the following steps:

1.1.2.5.1. Right-click where you would like to paste the document and select *Paste*.

OR

1.1.2.5.1. Hold down *Ctrl* and *V* simultaneously to paste the file.

➔ *Note that you cannot access your USB key directly from the virtual desktop. We are in the process of developing this function.*

1.1.3. From your email inbox

1.1.3.1. Ensure that the document is in your email inbox by either sending it to yourself by email or having someone else send it to you.

1.1.3.2. If you access your emails through a Web browser, open the browser of your choice (LinguisTech uses both Firefox and Internet Explorer).

1.1.3.3. Enter the appropriate URL into the address bar and hit *Enter*.

1.1.3.4. Sign in to your email account to access the document (you have technically sent the email from another computer).

1.1.3.5. Download the document and save it on the H drive.

➔ *You can import a document from the virtual computer to your own computer by reversing the preceding steps, whether it be by copying and pasting, using your USB key or using your email account.*

1.2. Translating and revising a document

To translate or revise a document from your tool box, simply use the software available as you normally would on your computer.

- For a complete walkthrough of the software featured in the Tool Box, consult the tutorials found in the [CERTT](#) (Collection of Electronic Resources in Translation Technology) section of LinguisTech's [Get Informed](#) zone.



2. Saving and printing a document

2.1. Saving

To save the document you are working on in your tool box, follow the steps you normally would when using that program.

- For a complete walkthrough of saving a document, consult the user guide of the program you are using.
- Note that your document will be saved on the H drive that you can only access from your tool box. To access the document from your computer, transfer the file to your computer using steps 1.1.1.2 to 1.1.1.4.

2.2. Printing

To print a document from your tool box, follow the steps you normally would when using the software; the virtual computer will recognize your printer.

- For a complete walkthrough of printing a document, consult the user guide of the program you are using.