



insöt|;nsə:t!

User manual

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Table of contents

Introduction.....	1
Requirements & limitations.....	1
Installing and deinstalling.....	1
Pricing.....	2
Warranty.....	2
How to use insöt.....	3
Description of the elements.....	3
The start menu bar.....	3
The title bar.....	4
The menu bar.....	4
The table tab.....	4
The edit tab.....	5
The copy tab.....	5
The paste tab.....	5
The settings tab.....	6
The help tab.....	6
The content window.....	6
The letter row.....	7
The comment column.....	7
The table cells.....	8
The text editor button.....	8
The text editor window.....	8
Creating or editing character tables (editing mode).....	9
Creating a new table.....	9
Opening an existing table.....	10
Editing a table.....	11
Deleting tables.....	13
Changing settings.....	13
Saving tables.....	13
Using character tables (viewing mode).....	14
Opening tables.....	14
Copying from a table.....	14
Typing text in the text editor window.....	15
Closing tables, modules or exiting the program.....	16

Introduction

insöt| was built, because I neither wanted to copy/paste from a text document or web page diacritical letters, non-Latin letters or special characters when writing multilingual texts, nor did I want to switch keyboards every time with the Windows-key + space bar or add yet another software or hardware keyboard.

When it became necessary to write also Chinese and Arab characters as well as phonetic characters for the [online dictionary Entri](#) and as this appeared not to be an easy task, I started looking for a program to facilitate this. I only found one: ClipboardMaster. It worked fine, but had some glitches, it had too many functions and didn't offer some other functions I was looking for. Thus, I developed **insöt|**, an easy-to-use program for copying and pasting diacritical or non-Latin letters and special characters into other applications.

Requirements & limitations

- The program **insöt|** was built for Windows 10. We do not know whether it works with other versions of Windows.
- It was tested and pasting works in several office suites, online and offline CAT tools as well as web pages. However, depending on the fonts and character sets available on your computer or in a specific program **insöt|** may only partially work or not at all. **insöt|** only works with the Unicode character set.
- The number of tables you can have open at the same time is limited to 5.
- The number of rows in a table is limited to 99. The number of columns is limited to 26.
- As with any other program or application you should keep in mind that your computer system may get slowed down when using many or large open tables.

Installing and deinstalling

To install **insöt|** download the file “insoet-installer.zip“. Unzip the file on your computer. You'll get two setup files: InsoetSetUp.msi and setup.exe. Double-click on the latter and follow the instructions

The following files will then be installed on your computer: insoet.exe, insot-logo.ico, logo.png and Quick guide insöt.pdf. No other files are installed on your computer.

It's recommended to create already now a folder for your tables, named insoet tables or similar.

Run the [insöt|](#) by clicking on the [insöt|](#) icon in your Windows start menu under insoet.

To deinstall right-click on the [insöt|](#) icon in your Windows start menu and select “deinstall”. Delete also any tables you might have created.

Pricing

[insöt|](#) is donationware, which means you're free to use the fully operational and unrestricted software, while payment is optional. The amount of the donation is left to your discretion, based on your perceptions of the software's value.

The development and programming were not free of charge for Top Communica. That's why even the smallest contribution via our [PayPal donation link](#) will be much appreciated.

With your contribution you enable us to improve our dictionary [Entri](#) and to keep it online.

Moreover, we are in the process of developing two other language products, i.e. a term search app and a home interpreting app. For both of which we need financial support.

For amounts over 15 EUR or the equivalent you can receive at your request a tax-deductible invoice.

Warranty

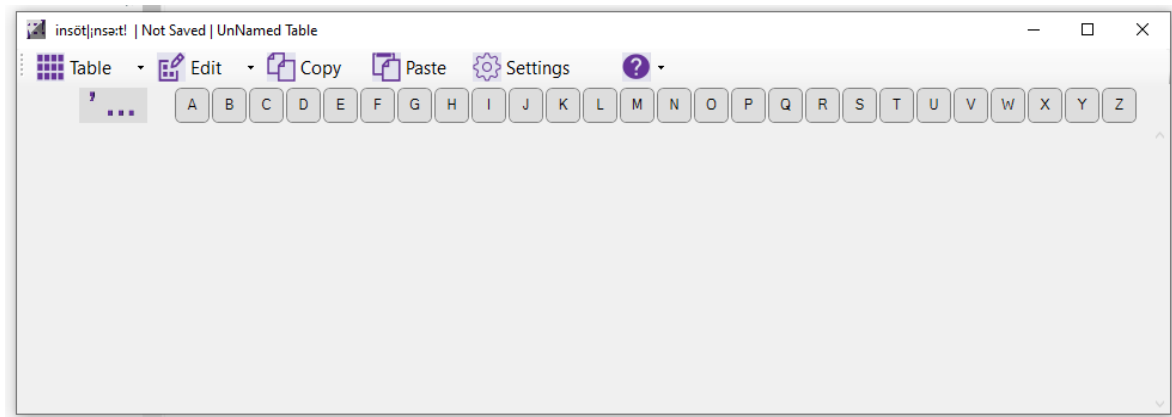
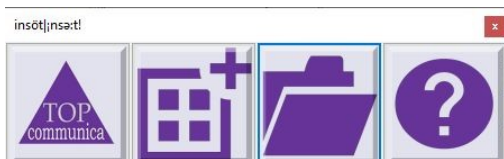
The software is provided “as is”, without warranty of any kind. In no event shall the authors or copyright holders be liable for any claim, damages or other liability in connection with the software.

How to use insöt

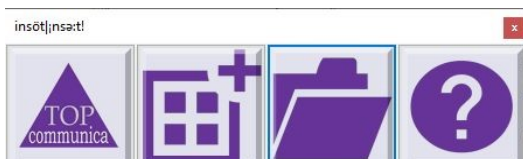
insöt| has two table modes: table editing and table viewing. In the table editing mode you create new tables or edit existing ones and in the viewing mode you copy characters from the table(s) you created.

When you start **insöt|** the start menu bar opens. From here you can enter into the table modes.

Description of the elements



The start menu bar



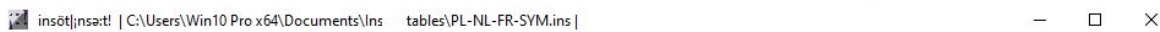
When you start **insöt|**, the Start menu bar opens. It has 4 buttons.

1. When clicking on the first button you will be directed via your browser to

- the homepage of our website.
2. With the second button you create a new table and you get into the table editing mode.
 3. With the third button you open an existing table and you get into the table viewing mode.
 4. The help button opens a quick guide page in the program and gives you a link to the online manual(s).

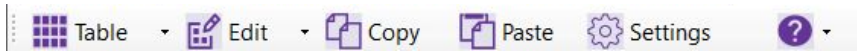
As you can switch from within the table editing mode to table viewing mode and vice versa there is no need to return to the Start menu bar for changing modes. Only if you want to create or open an additional table without closing the other one(s), you'll have to go via the Start menu bar.

The title bar



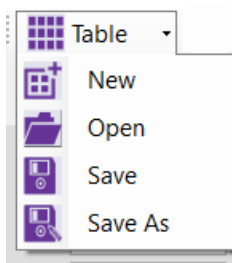
In the title bar you see the **insöt** logo and name, the name of the table you're working in as well as the buttons for minimizing, maximizing and closing the application.

The menu bar



The menu bar is located at the top of the screen just below the title bar. It contains several tabs, some of which have drop-down menus.

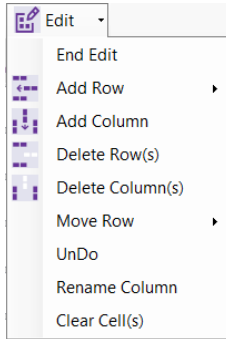
The table tab



The table tab has a drop-down menu from where you can select New table, Open

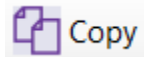
table, Save table and Save table as.

The edit tab



The edit tab has a drop-down menu from where you can select Start/End edit table, Add Row, Add column(s), Delete row(s), Delete column(s), Move row, Undo, Rename column and Clear cells.

The copy tab



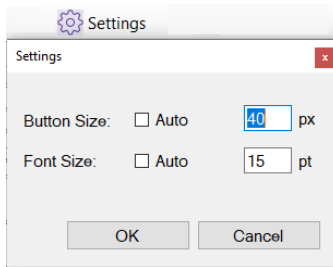
With the copy tab you copy characters from the cells.

The paste tab



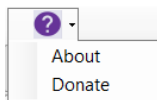
With the paste tab you paste characters into the cells.

The settings tab



Clicking on the settings tab opens the settings window, where you can set the cell and font size.

The help tab



The help tab has a drop-down menu from where you can select the item “About” with a quick guide or the item “Donate” linked to our PayPal donation page.

The content window

Content window in editing mode:



Content window in viewing mode (closed text editor):

	A	B	C	D	E	F	G	H	I	L	N	O	S	Y	Z
1 PL lower case	a		ć		ę					ł	ń	ó	ś	ź	ż
2 PL upper case	A		Ć		Ę					Ł	Ń	Ó	Ś	Ź	Ż
3 NL lower case									ĩ		ë				
4 NL upper case									Ī		Ĕ				

Content window in viewing mode with open text editor:

	A	B	C	D	E	F	G	H	I	L	N	O	S	Y	Z
1 PL lower case	a		ć		ę					ł	ń	ó	ś	ź	ż
2 PL upper case	A		Ć		Ę					Ł	Ń	Ó	Ś	Ź	Ż
3 NL lower case									ĩ		ë				

The letter row

A	B	C	D	E	F	G	H	I	L	N	O	S	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

This is the upper part of a characters table. When selecting a letter, you select the corresponding row.

The comment column

1	PL lower case
2	PL upper case
3	NL lower case

Under the comment symbol is a free text column with cells in which you can write comment about the corresponding row.

The table cells

ą		é		ę					ı	ń	ó	ś	ź	ż
Ą		Ć		Ę					Ł	Ń	Ó	Ś	Ź	Ż
								ĩ		ë				
								ĭ		Ě				
à	â	ç		é	è			ù		ó				

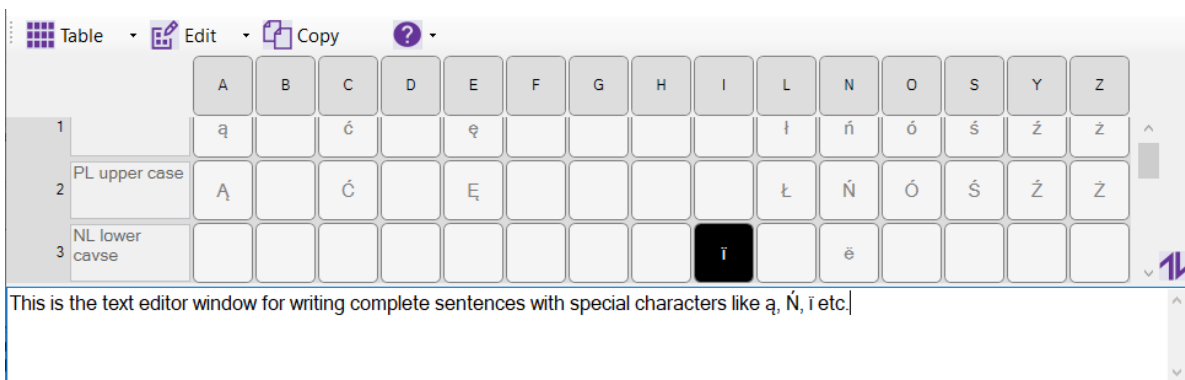
In each cell you can put in editing mode the characters you need. Then in the viewing mode you can copy the letters to be pasted into a document or web application.

The text editor button



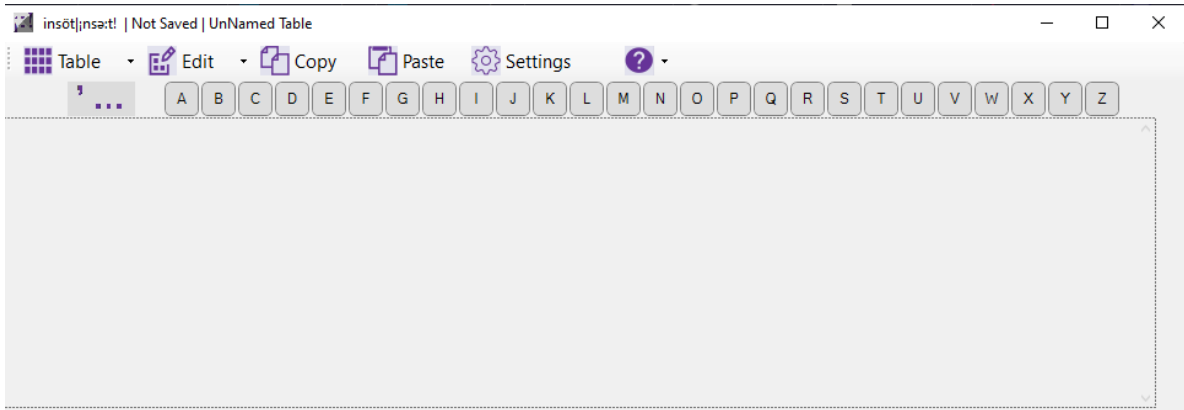
Pressing on the text editor button opens a text editor window.

The text editor window



In the text editor window you can type text and copy characters from the table to write complete sentences before copying them to your document.

Creating or editing character tables (editing mode)



Before you can use an **insöt|** table you need to create one. This is done in the editing mode (see picture above).

Creating a new table

There are two ways to create a new table.

First you can press on the Create new table button on the start menu bar. Then the table module opens with a new empty table.

Click on the Edit tab and select Start edit. The editing mode opens. You can save your empty table now or later when you have added rows.



Click for your first row on the Edit tab again and select Add row > To the end.

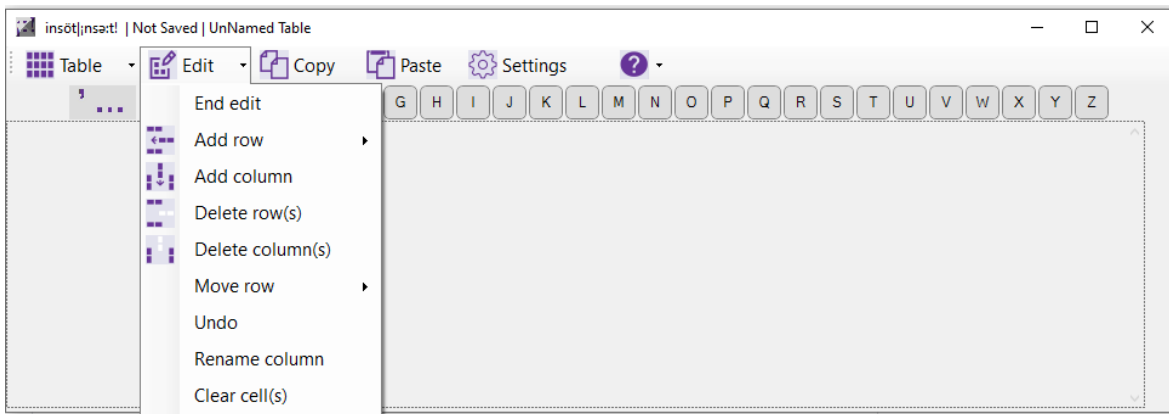
Now you can start editing your table and save it.

The other method to create a new table is by clicking on the Table tab and selecting New when you are already in the table module.

If you click on the Table tab from within the table module and select New, the current table (if any) closes and a new table opens directly in the editing mode.

If the current table should remain open while you create a next table, you have to press the Create new table button in the start menu bar.

Click on the Edit tab and select Start edit. The editing mode opens. You can save your empty table now or later when you have added rows.



Click for your first row on the Edit tab again and select Add row > To the end.

Now you can start editing your table and save it.

Opening an existing table

There are two ways to open an existing table.

First you can press on the Open a table button on the start menu bar. Then the File Explorer window opens and you can browse for your existing table.

DE NL test003.ins	30.01.2020 20:52	INS-Datei
PL.FR.DE test001.ins	08.01.2020 16:06	INS-Datei
PL.FR.DE test002.ins	08.01.2020 16:08	INS-Datei
PL-NL-FR-SYM.ins	09.02.2020 10:21	INS-Datei
save quick guide.ins	08.02.2020 13:40	INS-Datei
spec ch chin tr arab test004.ins	13.01.2020 23:44	INS-Datei
test 1 06022020.ins	06.02.2020 23:46	INS-Datei
test 2 06022020.ins	06.02.2020 23:49	INS-Datei
test table 1 30012020.ins	30.01.2020 23:57	INS-Datei
test table 2 30012020 many rows.ins	01.02.2020 22:56	INS-Datei
test table 2 30012020.ins	30.01.2020 20:49	INS-Datei
test table version 5 001 08 02 2020.ins	08.02.2020 14:13	INS-Datei

insöt| remembers where you saved your last table.

Select and open the desired table.

Now you can start editing your table.

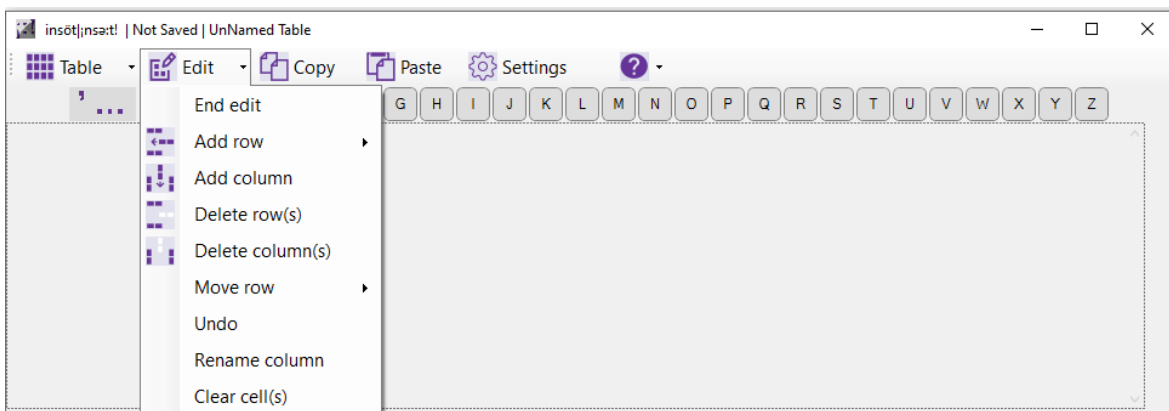
The other method to open an existing table is by clicking on the Table tab and selecting Open when you are already in the table module.

If from within the table module you click on the Table tab, select Open and open another table (via the File Explorer window), the current table (if any) closes and the chosen table opens in the viewing mode.

If the current table should remain open while you open another table, you have to press the Open a table button in the start menu bar.

Click on the Edit tab and select Start edit. The editing mode opens and you can start editing.

Editing a table



For editing tables click on the Edit tab when you are in the table mode. You need at least one row before you can start editing.

The first row is added by clicking on Add row > To the end.

If you like, you can give every row a name or write some other comment in the comment field of a row. The comment field is limited and you might want to change the cell and font sizes to improve the readability.

With Add row, Add column, Delete row(s), Delete column(s) and Move row you can customize your table.

The number of rows is limited to 99. The number of columns is limited to 26, each having a letter of the alphabet. You can't add 2 columns with the same letter, neither can you change the order of the columns. However, you can rename a column, e.g. if you put all characters of one column by mistake in another column (like in M instead of in N).

When you have one or more rows it's time to fill the cells. Copy the character you want to put in your table from a document or from the web and paste it into the cell by selecting the cell and using CTRL-v or the Paste tab.

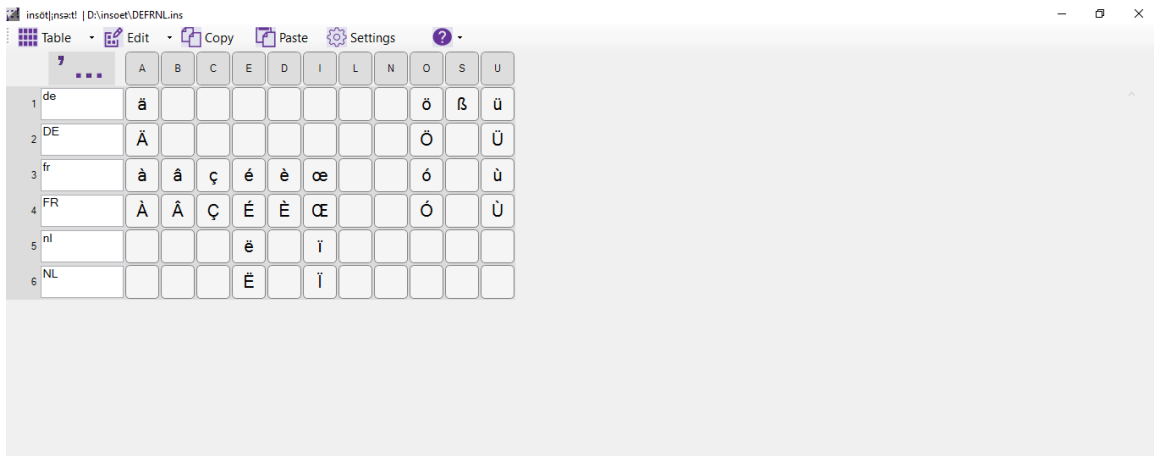
You can also copy and paste characters from one cell to another by using CTRL-c and CTRL-v or use the Copy and Paste tab.

You can't paste more than one character into one cell.

When you made a mistake, you can undo your action(s) with CTRL-z or via the Edit tab > Undo.

If you would like to clear one or more cells, select them and go to the Edit tab > Clear cell(s).

Sometimes it might be useful to maximize a table, if it's a small one, to have a better look at it:



Deleting tables

If you want to delete a table, you'll have to go to the table directory on your computer and delete the table(s) from there. Or you can go to the Table tab > Open (or Open table button in the start menu bar) and select the table to be deleted in the File Explorer window and press the delete key on your computer. The File Explorer window remains open and you can open or delete another table.

Changing settings

In the settings you can change the cell size and font size to adapt the table to your needs. When you select "Auto" the cell size gets automatically adapted to the font size and vice versa.

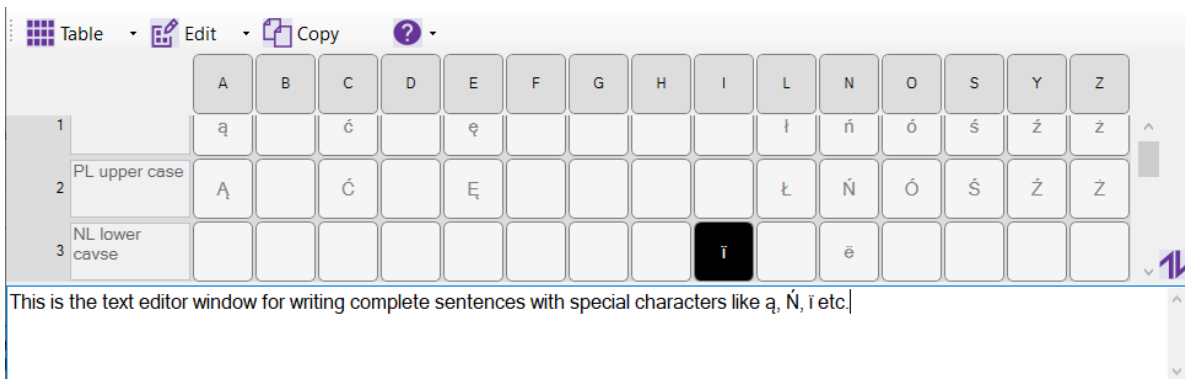
Saving tables

When you have finished editing a table click in the Edit tab on End edit. If you haven't saved your work with CTRL-s or via the Table tab > Save or > Save as, you'll be asked whether you want to save changes.

You can then overwrite an existing table or save your table under another name.

You can now start using your table.

Using character tables (viewing mode)



Once you have created an [insöt](#) table you can start copying special characters into your document or typing text first into the text editor window (see picture above).

Opening tables

Once you have finished creating or editing a table, you will get into the viewing mode when clicking on End edit in the Edit tab. You can use that table right away.

Should you want to open another table, you can open an existing table via the Open a table button in the start menu bar or via the Table tab in the table mode.

Opening a table via the Table tab > Open closes your current table. If you want to keep the current table open, use the start menu bar.

Copying from a table

To copy one special character from the table, click on it and paste it into your document or application. Alternatively you can also type the letter/number combination of the cell on your keyboard, e.g. a1, x6.

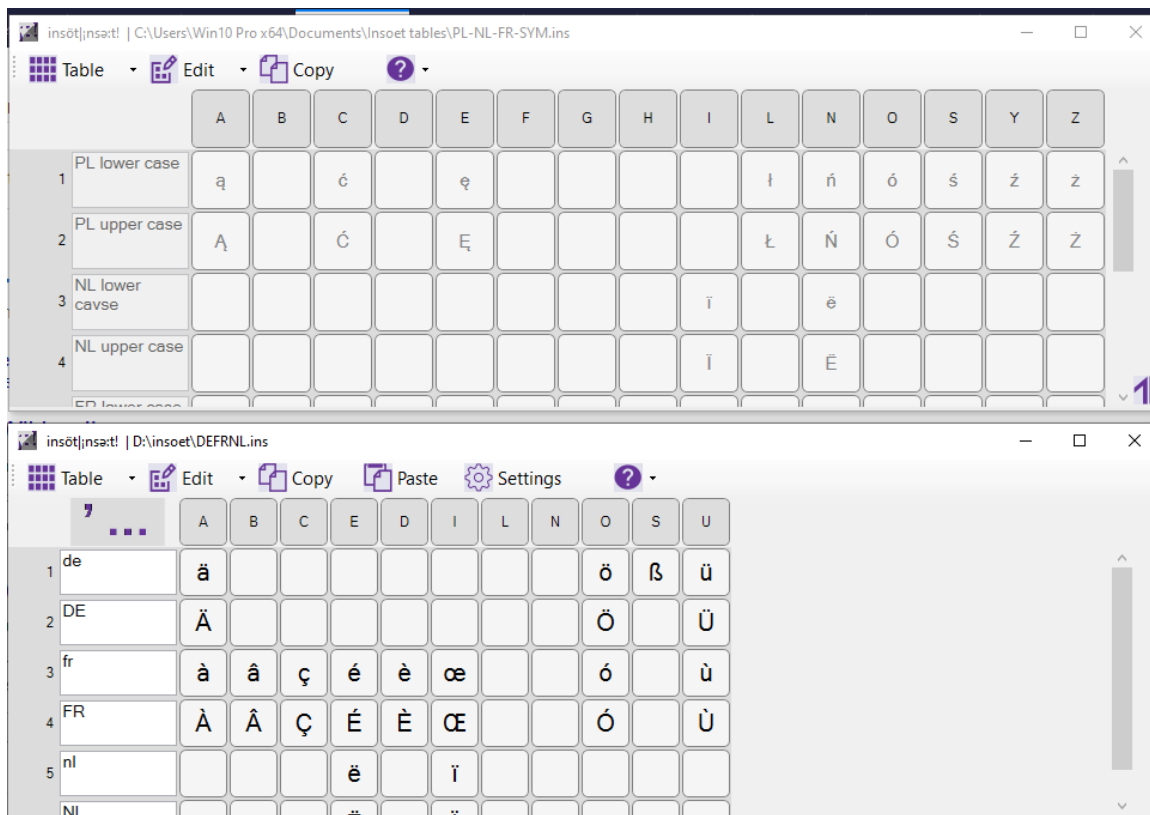
You can also select multiple characters by clicking on them and holding the CTRL key. Each time you will see a message “Copied!”. However, to copy all selected you have to click on the Copy tab again.

After that you can paste the selected letters.

Remark:

When pasting an Arab character after another Arab character the characters might get automatically inverted, depending on the settings of your word processor or other application (as Arab is written from the right to the left). This happens also in the text editor window. Combining Arab and Chinese letters might make it complex, but it's possible.

You can also easily copy and paste from one table in viewing mode to the another in editing mode:



Typing text in the text editor window

Sometimes you might want to write more than one special character at the same time, for instance when you need a complete sentence or a proper name in your text. In that case you can first write the text in the text editor before copying the whole text into your other application.

Click on the text editor button to open the text editor window. It is recommended by the way that you keep the text editor closed when not using it.

When the editor is open Ctrl+c will copy the selected text of the editor, not the selected cells of the table. If you want to copy a letter from the table into the text editor, click on the letter. The copied letter will appear on the place where your cursor was before copying. Go back with your mouse cursor to where you want to continue.

You can also use CTRL-c/-x/-v/-a within the text editor.

Closing tables, modules or exiting the program

If you want to close a table or module just click on the close cross in the title bar. **insöt|** remains open until you exit from the start menu bar with ALT-F4 or by clicking on the close cross in the title bar. When you exit, any tables still being open will be closed.