

Team USA's Mark Tobin, 24, plucked the gold medal from Japan's Kosuke Hagino in the last moments of the men's 400-meter individual medley with a time of 4:05:01. USA's Michael Phelps earned bronze with a time of 4:05:07.

This is Tobin's first Olympic medal. He pushed through a slow start in the first lap and managed to recover by charging full steam for the rest of the race. Even after this huge win, he reviewed his race on an iPad his coach uses to record all his swims.

"Some people get shaken to the core when being in a big venue and can choke. I know I didn't perform my best at first," he said and adopted a serious tone. "But I rallied and I cannot believe I'm now an Olympic gold medal winner! It's crazy. This one is for my father, who is back in the States undergoing cancer treatment. He's been at every meet I've ever competed in and it's hard on both of us that he can't be here in Rio."

Tobin's father, Allen Tobin, is being treated for brain cancer

at John Hopkins Hospital in Baltimore. The swimmer said his coach handed him a water-proof cell phone while he was warmed up in the pool prior to the race. That he could talk to his father. His father later Tweeted his feelings about Tobin's win: "Tobin takes 400m IM GOLD in Rio! Proud dad in the world. #TeamUSA #TeamTobin #2016Olympics"

One of 30 first-timers joining Team USA this year, Tobin is from Babylon, N.Y. He graduated from the University of Hawaii at Manoa (NCAA I) with a bachelor's degree in Natural Resources and Environmental Management and a masters' in Ocean and Resources Engineering. According to his USA Swimming National Team biography, he won four medals at the 2013 FINA World Junior Championships in Bombay, taking silver in the 100-meter and 200-meter backstroke, and bronze in both teh 400-meter medley relay and the mixed 400-meter medley relay.

Tobin also crushed Team USA teammate Ryan Lochte's 2012

time in the same event, beating it by .17. Eleven-time Olympic gold medalist Lochte, 31, failed to medal in this year's 400-meter individual medley. Lochte's attention for a perfect start led a groin injury with a leg

Lochte was relying heavily on his groin muscles when swimming, Team USA's Dr. Amanda Leteer-Savage said today. Leteer-Savage acts as a physician to the Team USA swimmers and also serves as the chairwoman for the team's physical therapy department.

"Ryan is a tremendous athlete who almost never gives less than 100%," Leteer-Savage said at a press conference in the Olympic Village. "Unfortunately, he pushed a little too hard right before Team USA's Olympic trials in July and we saw the impact of that on his performance. He is now recovered and ready to go for his two events here in Rio."



Tansa Web Admin: Getting Started

The Tansa Web Admin is designed to work as both an interactive tool to direct Tansa's proofing engine and as a searchable referential style guide.

Permissions vary based on role, so users selected as language editors (style decision makers) will be able to edit and manage entries. The majority of users will have limited permissions that allow them to view entries and make suggestions to language editors.

Tansa Systems

9040 Town Center Pkwy
Lakewood Ranch, FL 34202
941-552-7886
support@tansa.com
www.tansa.com



Logging In

Log in to the Web Admin with your email address and password.

Permissions are based on your user profile and group. The Web Admin can be accessed through a browser via a Mac or Windows computer or tablet.

Welcome to Tansa Admin

Username

Password

Log In

[Forgot password?](#)

Note: Any user with access to the Web Admin can take advantage of the Editor feature, which allows users to proof text even if they are on a machine that doesn't have Tansa installed. See more on page 11.

Style Guide



When entering the Web Admin, you are always taken directly to the Entries page, which contains all of your Auxiliary Dictionary (aka style guide) terms. From here, you can search or scroll to view the entire custom style guide.

Hovering over icons in the Web Admin will produce a **pop-up** description.

The screenshot displays the Tansa Web Admin interface. On the left is a dark sidebar with the Newsday logo and a user profile for Jack Millrod. The sidebar menu includes Dashboard, Users, Entries (highlighted), Dictionary Settings, Editor, System Status, and Manage AD Setting. The main content area is titled 'Entries' and shows a list of style guide terms. Each entry includes the term, a brief description, and the category. Callouts from the text above point to specific UI elements: 'Collapse sidebar' points to the sidebar icon; 'Search' points to the search bar; 'Number of Entries' points to the '6773' count; 'Add', 'Filter', 'Import', and 'Manage' point to their respective buttons in the top right. The list of entries includes: '-time' hyphenations, 'A.I. Artificial Intelligence', 'A.I. Artificial Intelligence', 'ad limina', and 'And' or 'But' to start a sentence.

Note: Entries are listed alphabetically, with punctuation and Arabic numerals at the top.

T

Search Entries Two Ways

1 Search for something: Type in a letter, partial term or complete term and every Entry that contains those letters will display – whether the searched term is the title or in its Information (description). In this example, “World War II” returned multiple Entries with different titles, but each of them has “World War II” somewhere in the Entry.

The screenshot shows the Newsday web admin interface. At the top, a search bar contains the text "World War II". The left sidebar shows the user "Jack Millrod" and navigation options: Dashboard, Users, Entries (highlighted), Dictionary Settings, Editor, System Status, and Manage AD Setting. The main content area displays three search results:

- V-J Day**: The day of victory for the Allied forces over Japan in World War II. It is calculated both as Aug. 15, 1945, the day the fighting with Japan ended, and as Sept. 2, 1945, the day Japan officially surrendered. *The Military, Weapons and War | Past Conflicts and Veterans* [Show More]
- war**: Capitalize when used as part of the name for a specific conflict: the Afghanistan War, the Iraq War, the Civil War, the Cold War, the Persian Gulf War (or the Gulf War), the Korean War, the Vietnam War, the War of 1812, World War II etc. *The Military, weapons and War | Past C..* [Show More]
- Women Accepted for Volunteer Emergency Service**: Wave no longer is used by the military but is acceptable in a reference to a woman who served in the Navy. WAVES is acceptable on second reference to the Women Accepted for Volunteer Emergency Service, an organizational distinction made for women during World W.. [Show More]

At the bottom, a fourth result is partially visible: **World War II**. WWI and WWII acceptable in headlines *The Military, Weapons and War | Past Conflicts and Veterans*

2 Start with: When you type anything into the Search field, a pop-up appears with “Start with” and a checkbox.

Selecting this box lets you search only Entry titles (correct terms).

The screenshot shows the Newsday web admin interface with a search for "World War". A pop-up menu is visible over the search bar, containing a checked checkbox and the text "Start with World War". The main content area shows the search results for "World War":

- World War I**: WWI and WWII acceptable in headlines *The Military, Weapons and War | Past Conflicts and Vetera*
- World War II**

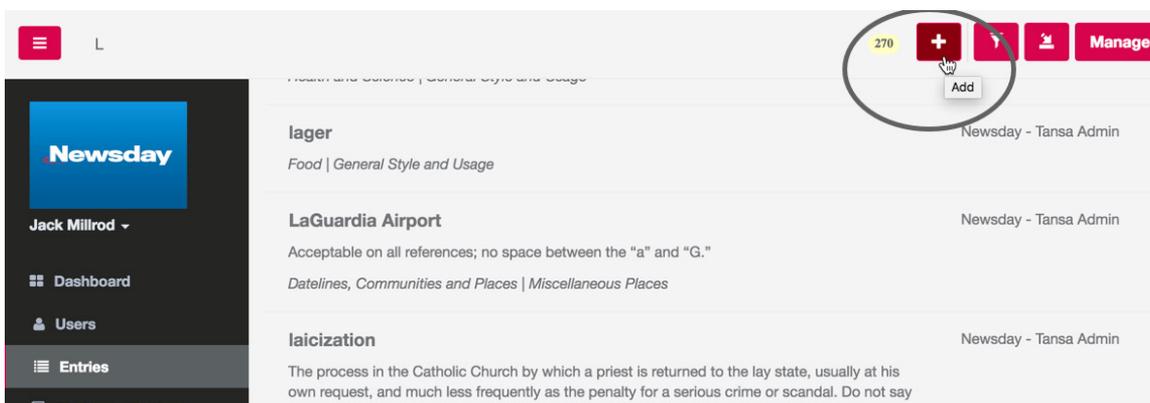
Note: To return to the full Entries list, clear the Search field and press Enter.

Add or Edit an Entry

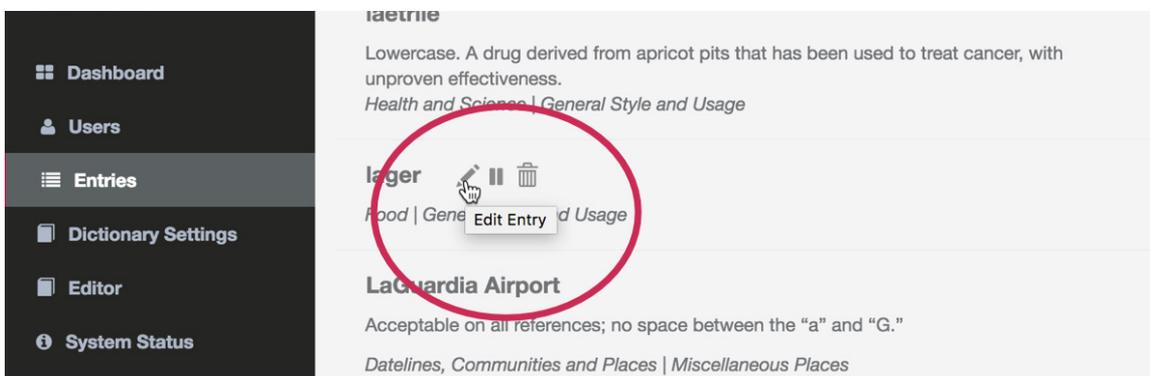


Whether you create a new Entry or edit an existing one, you will have access to the same fields, which we'll examine next on page 6.

Add  To add a new Entry in your style guide, go to the upper right of your Entries screen and click the plus icon.



Edit  To edit an existing Entry in your style guide, move your cursor over the area to the right of its title. Click the pencil icon.



Note: The other action icons that show up on Entries are:

 **Pause:** Make this Entry Inactive, but save it. Tansa won't check for it when proofing.

 **Play:** Make this Entry Active so Tansa proofs for it. Only shows on Inactive Entries.

 **Delete:** Completely remove this Entry from our system.

For more info on Active and Inactive Entries, see page 8.



Entry fields

When you create a new Entry via the Add button, you are brought to the Add Entry screen, which will be blank. Below is an example that explains the purpose of each field.

Add Entry

Entry Details

Entry
correct term goes here

Type
Word/phrase

Search For
Incorrect term goes here

Information

File Edit Insert View Format Table Tools

Formats B I

A A

Any definitions, descriptions, links, tables or photos go in here. This information will be visible from the Tansa proofing window and is meant to help users understand the reference.

p

Save Cancel

Options

- Flag as Warning
- Do not hyphenate
- Allow all uppercase
- Algorithmic correction

Flag as Warning: Alerts users to consider context and style. Is it clichéd, vulgar or outdated? Warnings show up in your style guide and proofing sessions with this icon.

Do not hyphenate: Applies to add-on hyphenation service.

Dictionaries

- Newsday

Notes

Any text here will only be visible to other users with permissions that allow them to Add or Edit Entries. Notes are only visible from within the web admin and do not show during a proofing session.

Type

- ✓ Word/phrase
- Proper Name
- Abbreviation

The Type field is a drop-down menu. If the Entry term is capitalized (for example, Robert Smith or Acadia National Park), this field will automatically populate as Proper Name.

Entry fields



Below is an example of an Entry for the term 401(k). Note that the Entry field is always the *correct* version of the term and the Search for term is the *incorrect*. The Entry is telling Tansa to search for the incorrect term and replace it with the correct term.

The screenshot displays the Tansa Web Admin interface for creating an entry. The main form includes:

- Entry:** A text field containing "401(k) plan".
- Type:** A dropdown menu set to "Word/phrase".
- Search For:** A text field containing "401k plan".
- Information:** A rich text editor with a menu (File, Edit, Insert, View, Format, Table) and a toolbar (undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, smiley). The content area contains a paragraph about a 401(k) plan and a footer "Business | General Style and Usage".
- Options:** A section with four checkboxes: "Flag as Warning" (unchecked), "Do not hyphenate" (unchecked), "Allow all uppercase" (unchecked), and "Algorithmic correction" (checked).
- Dictionaries:** A section with a checked checkbox for "Newsday".
- Notes:** An empty text area.
- Metadata:** Two boxes showing "Created By: Tansa Admin" and "Created On: 02/29/2016 10:17", and "Modified By: Tansa Admin" and "Modified On: 03/07/2016 8:42".
- Buttons:** "Save" and "Cancel" buttons.

Callouts provide additional context:

- Allow all uppercase:** Tells Tansa to allow an Entry to also be spelled in all caps, such as a proper noun under a mugshot or on a map.
- Algorithmic correction:** Checked by default on Entries of 5 letters or more. This tells Tansa to make educated suggestions based on typos.
- Dictionaries:** Companies using multiple dictionaries (U.K. and U.S., for example) can add Entries to some or all.
- Created/Modified:** Track the history of, and any changes to, this style guide term.



Filter Entries: Active & Inactive

Language editors and administrators may need to search or sort the style guide as it grows or to manage changes. The Filter menu tailors your Entry list in several ways.



The screenshot shows the Tansa Web Admin interface. At the top, there is a search bar with the text "Search for something..." and a count of "6774". To the right of the search bar are several buttons: a plus sign, a filter icon, a document icon, and a "Manage" button. Below the search bar, there are three filter sections: "Dictionaries" with a checked checkbox for "Newsday"; "Type" with checked checkboxes for "Word/phrase", "Proper Name", and "Abbreviation"; and "Entry Type" with a checked checkbox for "Active Entries" and unchecked checkboxes for "Inactive Entries", "User Suggestions", "Imported Entries", and "Deactivated Entries". On the left side, there is a dark sidebar menu with options: "Entries" (selected), "Dictionary Settings", "Editor", "System Status", and "Manage AD Setting". The main content area shows a list of entries. The first entry is titled "-time" hyphenations" and is attributed to "Newsday - Tansa Admin". The entry text reads: "All-time, part-time, full-time (adj.), but *longtime* is one word." Below this, it says "Sports | General Style and Usage". A second entry is partially visible, titled "A.I. Artificial Intelligence" and attributed to "Newsday - Tansa Admin".

The Entries list can be filtered by Dictionary, term Type (Word/phrase, Proper Name or Abbreviation) and Entry Type: Active or Inactive.

Entries are filtered to **Active** by default because these are the terms Tansa is actively hunting for during proofing sessions. **Inactive Entries**, those which are saved in your system but not currently being referenced during proofing, come in three forms you can filter to:

User Suggestions

When running Tansa proofing sessions, users can select the Suggest to dictionary tool to send terms to the style guide, such as the proper name of a new local business or its owner. These suggestions need to be reviewed by a language editor before they are made Active.

Imported

When an administrator or language editor imports bulk terms using the Import tool, the new Entries are set to Inactive by default so they can be reviewed before they are made Active. See more about importing Entries on page 10.

Deactivated

These are Entry terms that have been “paused” (changed from Active to Inactive by a language editor). For example, after the Olympics you may want to save related Entries but make them Inactive until the next games.

Import Entries



Multiple Entries can be added using the Import tool. Terms must be stored in a plain text editor file (.TXT) such as Microsoft Notepad or Apple TextWrangler.

Import Entries

Dictionaries

Newsday

Choose File Tab Delimited... Example.txt

Save Cancel

Tab-delimited lists of Entries can be added quickly by uploading a file to the Import Entries screen.

Imported Entries are set to Inactive by default so they can be reviewed by a language editor before being added to the Active style guide.

For details on creating an Import document, see page 10.

Manage Entries

The Manage screen lets you perform actions on bulk Entries. You can make multiple Entries Active or Inactive, or you can Delete them.

Manage

6919

Manage Entries

<input checked="" type="checkbox"/>	Status▲	Correct	Type	Search For	Dictionary	
<input checked="" type="checkbox"/>	✓	"-time" hyphenat...	Word/Phrase		Newsday	Tansa Admin
<input checked="" type="checkbox"/>	✓	"A.I. Artificial Inte...	Proper Name	"AI: Artificial Intel...	Newsday	Tansa Admin
<input checked="" type="checkbox"/>	✓	"A.I. Artificial Inte...	Proper Name	A.I.: Artificial Inte...	Newsday	Tansa Admin
<input checked="" type="checkbox"/>	✓	"ad limina"	Word/Phrase		Newsday	Tansa Admin

- Activate Selected Entries
- Deactivate Selected Entries
- Delete Selected Entries



Import documents

The Tansa Import tool allows you to load multiple Entries at one time using a **plain text document (.TXT)**. (See page 9 for the Import screen.) The following is an example of how to format tab-delimited terms when loading them to your style guide.



Basic Entries (just the Entry title term) with no “Search For” or “Information” fields can be formatted as a list using RETURNS:

Al Franken
Angus King
Ed Markey

To load additional Entry fields, format the list like so (without spaces or brackets):

[Search For term/incorrect] TAB [Entry term/correct] TAB [Information] RETURN

Alan Franken Al Franken Democrat, comedian, from Minnesota. Worked on Saturday Night Live.
Angis King Angus King Democrat

To skip the “Search for” field, start the line with a TAB and go directly to the Entry term:

TAB [Entry term/correct] TAB [Information] RETURN

Ed Markey Democrat from Massachusetts

Once imported, you will find these terms when filtering for Inactive Entries: Imported Entries. Set them to Active to add them to your style guide/proofing sessions. See Filter on page 8.

Entries
<p>Al Franken Democrat, comedian, from Minnesota. Worked on Saturday Night Live.</p>
<p>Angus King Independent</p>
<p>Ed Markey Democrat from Massachusetts</p>

