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Translating with Memsource

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Translating with Memsource

Memsource is a very easy to use, web based translation tool. The translatable files, TM, TB and all project data is stored online, which means no files have to be downloaded/uploaded or sent back and forth. Also, the risk of data loss is minimized.

Translation Job Request

When we have a job request for you, you will receive an email with a link to **Semantix portal**.

Hi!

We'd like to know if you're available to do the translation, English (United Kingdom) [en-GB] » Swedish [sv], of *42173331-04* for Test Client.

You have until 2017-05-10 10:21 CEST to respond.

Don't hesitate to ask for additional information that you may need in order to decide if you can complete this job. If the desired deadline doesn't suit your workload, please suggest one that does.

Thank you!

Click the link and review the assignment details on the project page. Here you will find all the necessary information about the assignment – source files, reference files, analysis, PO, etc.

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Accept Translation Job

If you accept the job, click the *Accept* button at the top right.
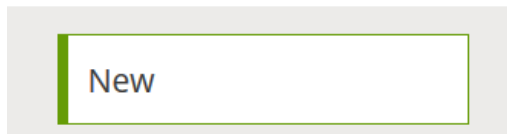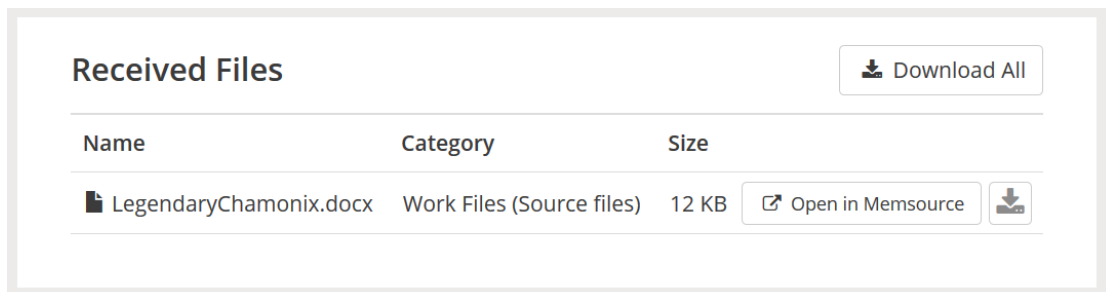

Decline Translation Job

If you are unable to take on the translation job, you should decline it by clicking the *Reject* button.

Start translating

On the project page in **Semantix portal**, click the *Open in Memsource* button next to the file under *Received Files*. (If there are several files, you only have to click one of the buttons.)

This should open **Memsource** using your credentials. If you see the login page, use your **Memsource** credentials to log in.

If you do not have your **Memsource** login details, follow [this link](#) and enter your e-mail address. You will receive a password recovery e-mail from **Memsource**. Use the recovery link in the e-mail to set your new password.

After signing in, you will land on the project page in **Memsource**, where you will find the actual files for translation.

Mark the checkbox(es) next to the translation file(s), click *Change Status*, choose *Accepted by Provider* and click *Save*.

The Memsource Editors

In Memsource, there are two different translation editors: **Memsource Editor** and **Memsource Web Editor**. While the **Web Editor** is a completely web-based tool, **Memsource Editor** is an application that is downloaded to your computer. However, the TM and TB are still stored in the cloud, and the translation file(s) on the project page are updated in real time. Therefore, regardless of which editor you use, *your translation is always saved to Memsource Cloud and the TM as you confirm each segment*, i.e. you never need to upload any files.

Memsource Editor can be downloaded here. Installation instructions are found on the same page.

Note! If the translation files are very big, you might experience that the **Web Editor** is a bit slow. In these cases, it is often better to use **Memsource Editor**.

Open Translation File in Memsource Web Editor

Under *Jobs* in **Memsource**, you will find the translatable file(s). If you want to use the **Web Editor**, you simply click the file(s) to open it. If the project contains several files, you can open all of them at the same time by marking the checkbox immediately above the top file and then clicking on any of the file names.

Open Translation File in Memsource Editor

Under *Jobs* in **Memsource**, you will find the translatable file(s). If you want to use **Memsource Editor**, proceed as follows:

1. Mark the checkbox left of the file name (or open all files by marking the checkbox immediately above the top file).
2. Click *Download* and choose *Bilingual MXLIFF*.
3. A dialogue opens which prompts you to either save the file on your computer or open it in **Memsource Editor**. Choose to open the file in **Memsource Editor**.

Reference Files

Often, projects include reference material. These files can be opened or downloaded from the project page in **Semantix portal**:

Translation

The Memsource editors work more or less the same way as other translation tools. You step through the document, enter your translation and confirm each segment. The TM results and other active resources are shown in the *CAT* pane to the right.

Note! *As soon as you confirm a segment, your translation is saved to Memsource Cloud and the TM.*

Confirm Segments

In order for the translation to be saved to the TM, you must confirm each segment. The shortcut for confirming segments is **Ctrl + Enter**. When you confirm a segment, the red X on the right-hand side changes into a green checkmark. When you're finished, please make sure all segments are confirmed.

Concordance

The shortcut for concordance search is **Ctrl + K**. Search results are shown in the *Search* pane to the right.

The most common shortcuts:

Concordance search: **Ctrl + K**

Confirm segment: **Ctrl + Enter**

Insert CAT result: **Ctrl + Space**

Copy source to target: **Ctrl + Ins**

Delete target text: **Ctrl + D**

Insert tag: **F8**

See the User Manuals for further instructions.

Translation Resources

In the editor, the TM results are shown in the *CAT* pane to the right. If there is a **Termbase** connected to the project, it will show in the same pane (marked "*TB*"). With the key combination **Ctrl + arrow up/down**, you can move between different matches.
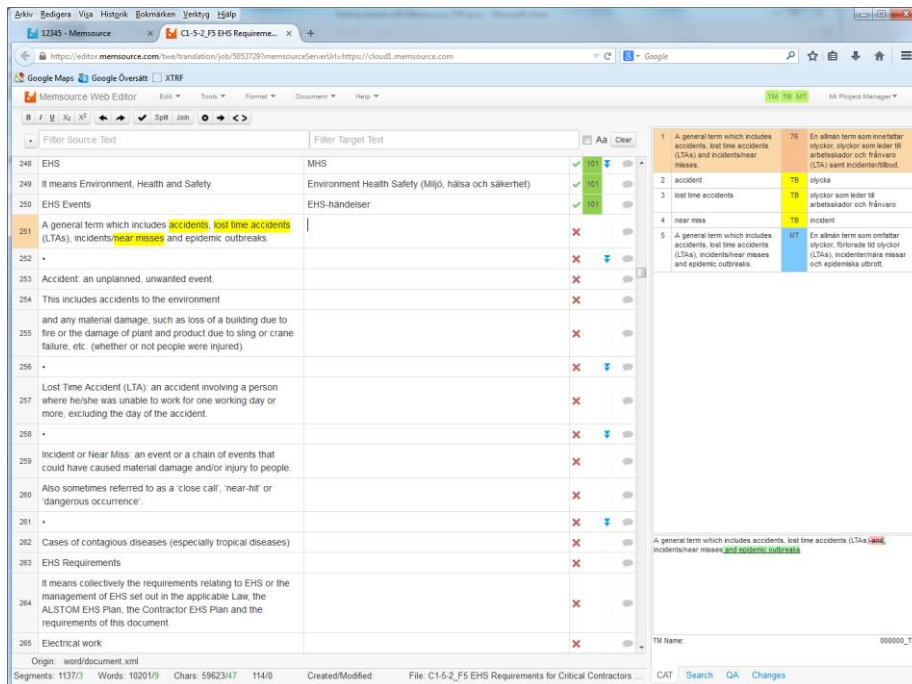
Machine Translation

Machine translation suggestions will also appear as one of the available resources. These suggestions are marked "*MT*" in the *CAT* pane.
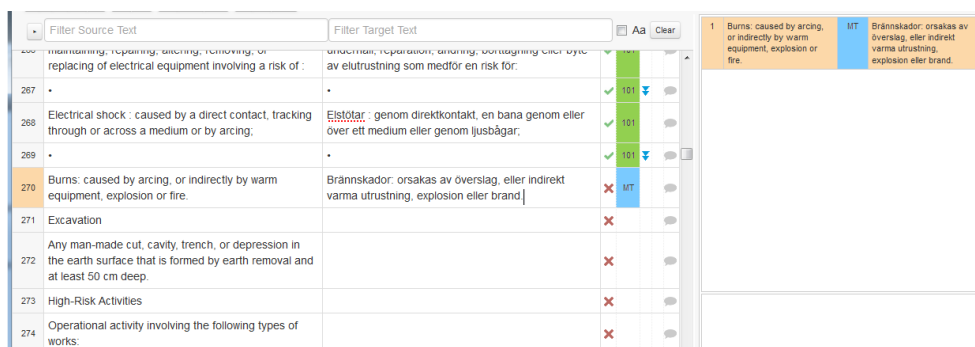
MT suggestions can also appear with quality estimations. They will then appear with the same color as the estimated quality match, but the score will be underlined.

IMPORTANT! Please note that the translation memory and termbase *always* take precedence over MT suggestions.

Repetitions

By default, repetitions are *automatically propagated* downwards in **Memsource**. The same applies to changes made in repetitions, i.e. if you make a change in a segment which is repeated further down in the file, your change will be implemented in the repeated segment as well. The *blue double-arrow* next to a segment indicates that it is a repetition segment. **Note!** Repetitions are only propagated *downwards*.

Corrections that should *NOT* be auto-propagated to all repetitions must be marked as *repetition exceptions*. Click the *blue double-arrow* next to the segment to cross it out. This way, your corrections are not auto-propagated to downward repetitions.

Segment 4 is marked as a repetition exception, which is why segment 7 is not automatically updated.

QA Check

Before making your delivery, you need to run a *QA check*. Simply press **F9** or go to the *QA* pane on the right and click *Run*.

Apart from spelling, the QA function checks numbers, trailing spaces, tags, etc. A list of all QA warnings and their meaning can be found here.

Go through the QA results and make any necessary corrections. Correctly spelt words that are marked as misspelt should be added to the dictionary (hover the cursor over the red bar below the word and click *Add to Dictionary* in the drop down list).

To be able to Complete the job (see Delivery), all false positives, i.e. QA warnings that cannot or should not be fixed, should be ignored by clicking in the "i" column. You can select and ignore several warnings in one go by using the Shift or the Ctrl key with the mouse click and marking them as ignored all at once. Note that this should only be done if you are sure that all the warnings are unwarranted.

Note! For large files, or if there are many QA results, all are not shown at the same time in the *QA* pane. If this is the case, you need to make a new QA check (hit *F7* or click *Run*) and go through the new results, if any.

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Delivery

Since all changes are saved to the cloud in real time as you confirm each segment in the editor, you don't have to upload or email any files.

However, before you close the file, please make sure all segments are set as *confirmed* (see Confirm Segments). Go back to the project page in **Memsource** and press *F5* on your keyboard to update. If all segments are confirmed, it should now say "*100%*" under *Confirmed*.

When all files are 100% confirmed and QA checked, mark the checkbox(es) next to the translation file(s), click *Change Status*, choose *Completed by Provider* and click *Save*.

To notify the project manager that you have finished the job, you also need to go back to the project page in **Semantix portal** and click on the *I Finished the Job* button at the top right corner.

Done!

Update after Revision

After revision, the translation job will be returned to you for updating. You will receive a new email with a link to the project in **Semantix portal**. Follow the link and then click *Open in Memsource* the same way you did when translating. Set the status to *Accepted by Provider* and then open the file in any of the editors (see **The Memsource Editors**).

Instead of green checkmarks, all segments now have *grey* checkmarks indicating they have not been confirmed in the current workflow step. The easiest way to update the translation is using the *Filter* function (especially if the file is big). This is done in two steps. First, you filter out all segments with **Track Changes**:

1. Click the arrow button next to the empty text fields at the top of the editor window.
2. Click the arrow next to *Show Changes in Workflow Step*
3. In the *Show Changes* drop down list, choose *Revision*.

All segments containing Track Changes compared to the **Translation** workflow step are filtered out.

Select the *Changes* tab at the bottom right corner to see what the reviser has suggested. The tracked Changes are shown in a separate field at the bottom of the tab.

Note! Make sure that the **Revision** workflow step is selected on the *Changes* tab. That way, you will see changes done in the **Revision** step compared to the **Translation** step.

Go through all suggested changes and either leave them be or change back to your original translation. As a translator, you are responsible for your translation and have the final say of the delivery.

The second step is to go through any comments from the reviser. To filter out segments containing comments, do the following:

1. Click the *Clear* button on the *Filter* pane to clear the previous filtering.
2. Click the arrow next to *Segment Status.*
3. Mark the *Not Resolved* checkbox.

Comments are shown as blue "callouts" with a red/white X to the right of the segments.
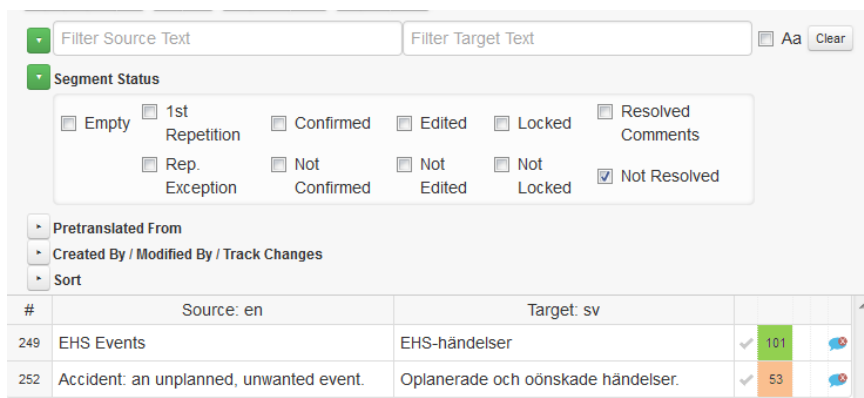
Click the blue callout to see the comment and make any necessary changes to your translation. Mark the *Resolved* checkbox.

IMPORTANT! Each comment must be marked as *Resolved*, otherwise they will be forwarded as unresolved to the next workflow step. To double-check, you can filter out *Not Resolved* comments once more before making your delivery.
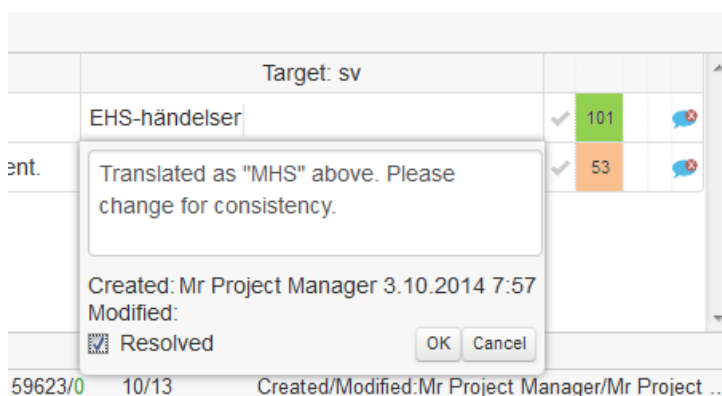
IMPORTANT! Keep in mind that repeated segments are auto-propagated by default. This means that any changes made to a segment will also be implemented in repetition segments further down. See **Repetitions** for instructions on how to avoid this.

Delivery of Updated Translation

Before finishing your updated translation, you must set all segments to *confirmed*. You can confirm all segments at once by marking them (**Ctrl + Shift + A**) and pressing **Ctrl + Enter**. Then go back to the project page in **Semantix portal** and click the *I Finished the Job* button (see **Delivery**).

Please note that as a translator, you're expected to go through all suggestions and comments, incorporating the corrections throughout the document and deciding which suggestions to implement.

Update after Client Validation

Updating after client validation is done in more or less the same way as the update after revision. You will receive an email with an updating assignment and a link to the project. There should be no tracked changes, since the client validators are instructed to use the **comment function** only. However, since we can't disable the editing function, please check that there are no tracked changes as well.

Follow the steps under **Update after Revision** above.

After going through all comments, go back to the project page in **Semantix portal** and click the

I Finished the Job button (see **Delivery**).

Please note that as a translator, you're expected to go through all comments, incorporating the corrections throughout the whole document.

User instructions

Complete user instructions for **Memsource Cloud** and **Editor** can be found here,