

Translating with Memsource

Contents

Quick Guide.....	2
Translating with Memsource.....	3
Translation Job Request.....	3
Accept Translation Job.....	4
Decline Translation Job	4
Start translating.....	4
The Memsource Editors	5
Open Translation File in Memsource Web Editor	6
Open Translation File in Memsource Editor	6
Reference Files	6
Translation	7
Confirm Segments	7
Concordance.....	7
The most common shortcuts.....	7
Translation Resources	8
Machine Translation	8
Repetitions.....	9
QA Check.....	9
Delivery	11
Update after Revision.....	12
Delivery of Updated Translation.....	14
Update after Client Validation	14
User instructions	15

Quick Guide

1. Click the link in the assignment email.
2. Click the button *Open in Memsource*.
3. Select the translation file(s) and change the job status to *Accepted by Provider*.
4. Open the translation file(s) in **Memsource Editor** or **Memsource Web Editor**.
5. Translate the file(s) and confirm each segment.
6. Run a QA check.
7. Make sure all segments are confirmed.
8. Select the translation file(s) and change the job status to *Completed by Provider*.
9. Go back to the project page in Semantix Portal and click *I Finished the Job*.

Translating with Memsourse

Memsourse 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.

Job: 42173331-03-02

I Finished The Job

I Completed Part of the job

Instructions

There are no specific instructions for this job.

Received Files

Download All

Name	Category	Size	
LegendaryChamonix.docx	Work Files (Source files)	12 KB	Open in Memsourse

In progress

Overview

Job Type
Translation

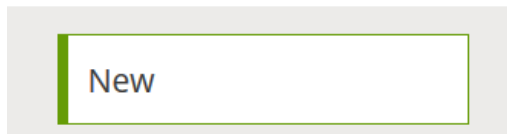
Languages
en-GB • sv (Certificates and Diplomas)

Start Date and Deadline
2017-05-09 11:40 CEST -
2017-05-11 11:40 CEST

Scope
183 word

Accept Translation Job

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

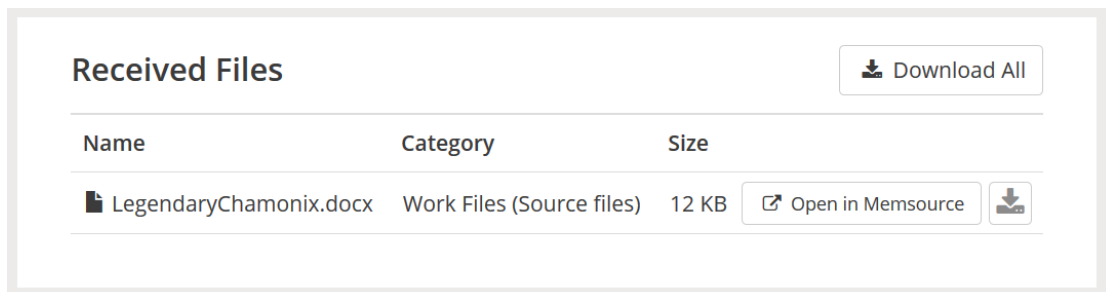


Decline Translation Job

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 Memsources* 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 **Memsources** using your credentials. If you see the login page, use your **Memsources** credentials to log in.

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

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

Jobs Translation (Translator)						
Change Status Download Pre-translate Tools						
<input type="checkbox"/>	#	Confirmed	File	Status	Target	Out
<input type="checkbox"/>	5	0%	C1-5-2_FS_EHG Requirements for Critical Contractors.F5.docx	Emailed	SV	

Analyses					
#	Name	Type	Created	Created by	Languages
1	Analysis_52345	Default	01 Jun 12:30	1 Amesto API user	ENP → SV

Translation Memories	
Name	000000_TM

Term Bases	
Name	00000_TB_EHG_SV

References			
Download			
<input type="checkbox"/>	Name	Note	Created
<input type="checkbox"/>	C1-5-2_FS_EHG Requirements for Critical Contractors.F5.docx		01 Jun 09:32

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

Change Status ▲

Jobs Text.docx

Status

- Accepted by Provider
- Declined by Provider
- Completed by Provider

The Memsources Editors


In Memsources, there are two different translation editors: **Memsources Editor** and **Memsources Web Editor**. While the **Web Editor** is a completely web-based tool, **Memsources 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 Memsources Cloud and the TM as you confirm each segment*, i.e. you never need to upload any files.

Memsources 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 **Memsources Editor**.

Open Translation File in Memsorce Web Editor


Under *Jobs* in **Memsorce**, 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.

Jobs	Translation (Translator)	Change Status	Download	Pre-translate	Tools
<input type="checkbox"/>	#	Confirmed	File	Status	Target
<input type="checkbox"/>	4	0%	 C1-5-2_F5 EHS Requirements for Critical Contractors F5.docx	Accepted	sv

Open Translation File in Memsorce Editor

Under *Jobs* in **Memsorce**, you will find the translatable file(s). If you want to use **Memsorce 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 **Memsorce Editor**. Choose to open the file in **Memsorce Editor**.





Jobs	Translation (Translator)	Change Status	Download	Pre-translate	Tools
<input checked="" type="checkbox"/>	#	Confirmed	File		Target
<input checked="" type="checkbox"/>	4	0%	 C1-5-2_F5 EHS Requirements for Critical Contractors F5.docx	Accepted	sv
Analyses					

Reference Files

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

Received Files

[Download All](#)

Name	Category	Size	
 LegendaryChamonix.docx	Work Files (Source files)	147 KB	
 LegendaryChamonix.pdf	Reference Files (Source files)	194 KB	

Translation

The Memsources 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 Memsources 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**

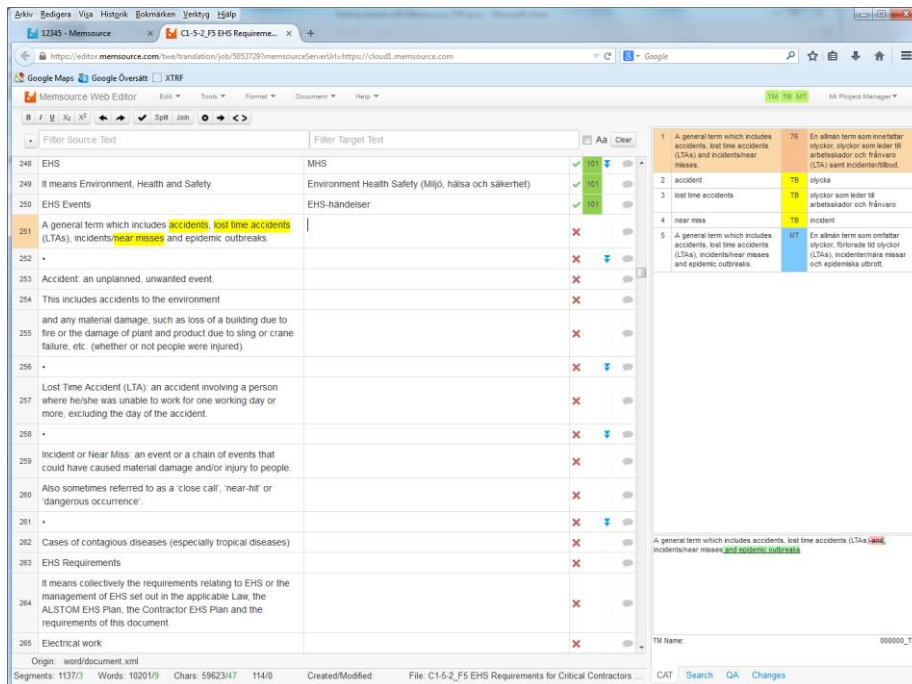
Delete target text: **Ctrl + D**

Insert tag: **F8**

See the [User Manuals](#) for further instructions.

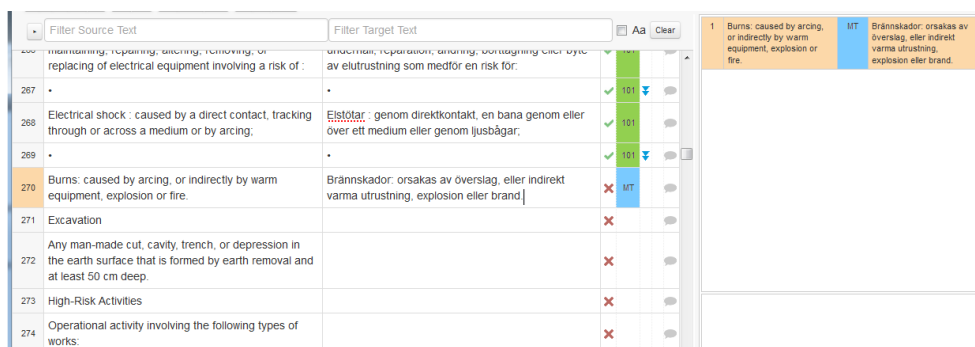
Translation Resources

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.

	✓	<u>100</u>	🔒	💬
	✓	<u>100</u>	🔒	💬
	✗	MT		💬
	✗	<u>95</u>		💬

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.

4	Keep in mind that there are two components:	Tänk på att det finns två olika komponenter:	✓	<u>101</u>	↕	💬
5	MemSource Cloud, the web-based environment in which project managers can create and maintain projects, translation memories and term bases;	MemSource Cloud, den webbaserade miljö där projektledare skapar och uppdaterar projekt, översättningsminnen och <u>termdatabaser</u>	✓	101		💬
6	MemSource Editor (available as a free download), in which the actual translation takes place;	MemSource Editor (laddas ner utan kostnad), där det faktiska översättningsarbetet sker	✓	101		💬
7	Keep in mind that there are two components:	Tänk på att det finns två komponenter:	✓		↕	💬

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*.

Filter Source Text	Filter Target Text	Aa	Clear	Run	Hide ignored
236 en	SV	✓	101	26 Repeated	som
237 Page:	Sida:	✓	101	37 Spelling	anslutningsdonn
238 5 / 25	5 / 25	✓	101	38 Inconsistent	Identical translation but different source in 284
239 Document No.:	Dokumentnr:	✓	101	40 Spelling	människo
240 C1-5.2_F5	C1-5.2_F5	✓	101	43 Spelling	förreglingart
241 Term	Term	✓	101	91 Missing number	2; 10
242 Definition	Definition	✓	101		
243 Contract Works	Kontraktarbeten	✓	101		
244 It means all work and services to be performed by the Contractor under the Contract, including all activities ancillary thereto.	Alla arbeten och tjänster som ska utföras av entreprenören enligt kontraktet, inklusive alla tillhörande stödaktiviteter.	✓	101		
245 Critical Contractor	Kritisk entreprenör	✓	101		
246 Contractor possibly involved in High-Risks Activities during the Contract Works at the Ordering	Entreprenör som eventuellt kan vara involverad i högriskaktiviteter under kontraktarbena på beställarens	✓	101		
247 Party's Site	site	✓	101		
248 EHS	MHS	✓	101		

Origin: word/document.xml
Segments: 1137/1137 Words: 10201/10201 Chars: 59623/59623 128/125 Created/Modified: Mr Project Manager/ File: C1... CAT Search QA Changes

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.


Format	Document	Help	TM	TB	MT	Isabel.Sunnero@arnesto.se
<>	Filter Target Text	Aa	Clear	Run	Hide ignored	
pa maximait 0,55 meters inooedes avstand.		✓	101	137 Spelling	fallstopp	
1. Tåbrädror måste vara minst 0,15 meter höga.		✓	101			
Innan några förankringspunkter, livlinor, fallstopp eller remmar används, måste entreprenörerna säkerställa maximalt användarskydd och internationella standarder.		✓	101			
Livlinor måste vara begränsade till en meter och måste godkännas av en kompetent person som är formellt auktoriserad av beställaren.		✓	101			
Endast kvalificerade ställningsbyggare får konstruera, resa, ändra, inspektera och nedmontera byggnadsställningar.		✓	101			
Alla byggnadsställningar ska undergå en dokumenterad inspektion av en kompetent person		✓	101			

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.

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 **Memsources** and press *F5* on your keyboard to update. If all segments are confirmed, it should now say "100%" under *Confirmed*.

<input type="checkbox"/>	#	Confirmed	File
<input type="checkbox"/>	1	100%	 LegendaryCham

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.

I Finished The Job

I Complete

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 Memsourse* 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 Memsourse 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.

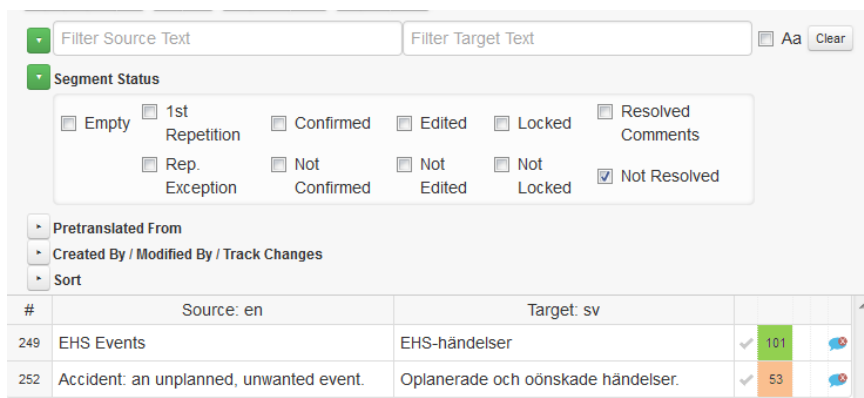
Note! Make sure that the **Revision** workflow step is selected on the *Changes* tab. That way, you will see changes done in the **Revision** step compared to the **Translation** step.

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:

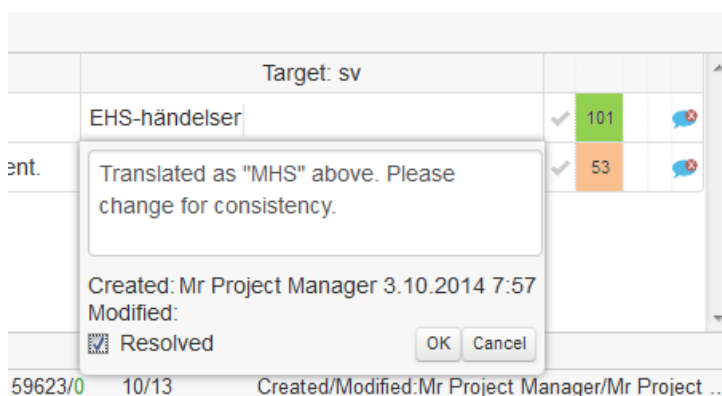
1. Click the *Clear* button on the *Filter* pane to clear the previous filtering.
2. Click the arrow next to *Segment Status*.
3. Mark the *Not Resolved* checkbox.

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.

The screenshot shows the Semantix portal interface. At the top, there are filters for 'Filter Source Text' and 'Filter Target Text'. Below these are checkboxes for 'Segment Status' including Empty, 1st Repetition, Confirmed, Edited, Locked, Resolved Comments, Rep. Exception, Not Confirmed, Not Edited, Not Locked, and Not Resolved. There are also options for 'Pretranslated From', 'Created By / Modified By / Track Changes', and 'Sort'. The main table displays segments with columns for ID, Source text (en), Target text (sv), and a status column. Three segments are visible: ID 572, 580, and 588. Segment 588 is highlighted in orange and has a modal dialog open over it. The dialog contains the text 'Change EHS to MHS everywhere.' and a 'Created' timestamp of 'Testkund 3.10.2014 9:33'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

#	Source: en	Target: sv	Status
572	Inspections, audits or toolbox talks given on Health & Safety;	Inspektioner, revisioner eller Toolbox Talks som givits om Hälsa och säkerhet;	101
580	2.11 Emergency Response Procedures	Nödfallsåtgärdsprocedurer	101
588	EHS SPECIFIC REQUIREMENTS	EHS-SPECIFIKA KRAV	101

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 **Memsources Cloud** and **Editor** can be found [here](#).