

## QUICK GUIDE TO MEMSOURCE FOR TRANSLATORS AND REVISERS

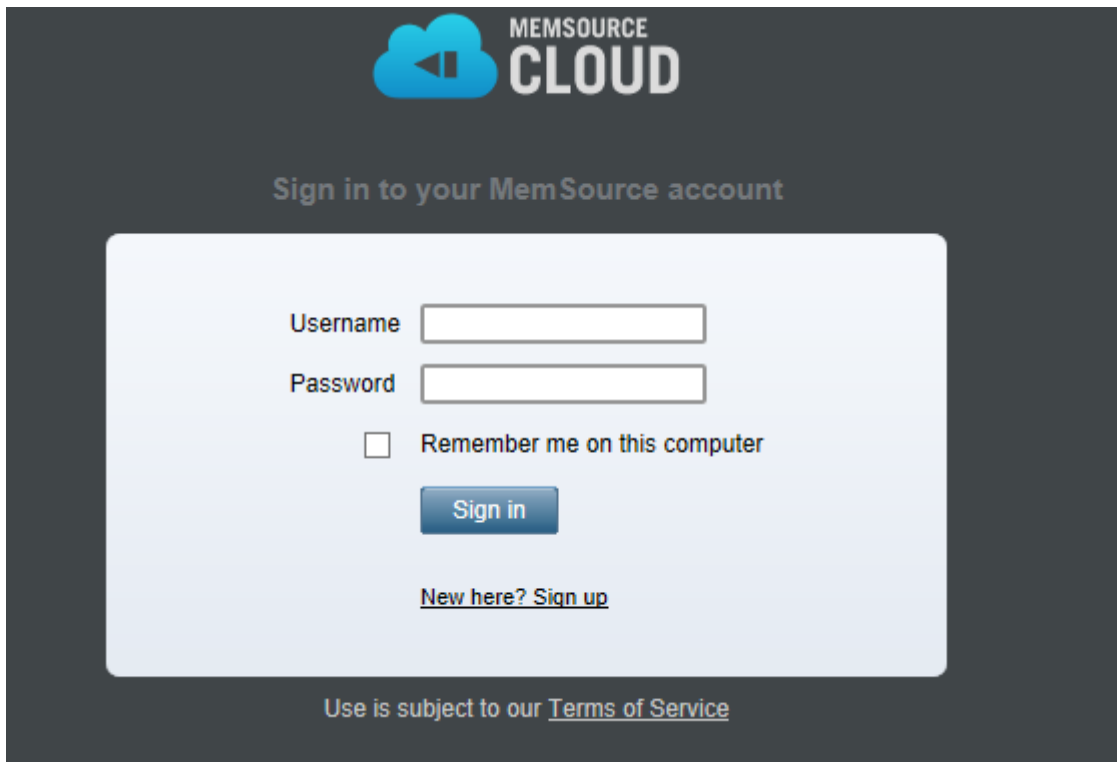
As the title implies, this is a quick guide and should be seen as a getting started guide for the Memsorce translation tool. The many features offered by the tool will therefore not be described in detail. You can, however, find a lot of useful information and help at the Memsorce website (<http://www.memsorce.com/>).

As a translator or reviser, you will automatically receive a notification email once each step in the overall workflow is ready for you. For translators, the workflow consists of two steps:

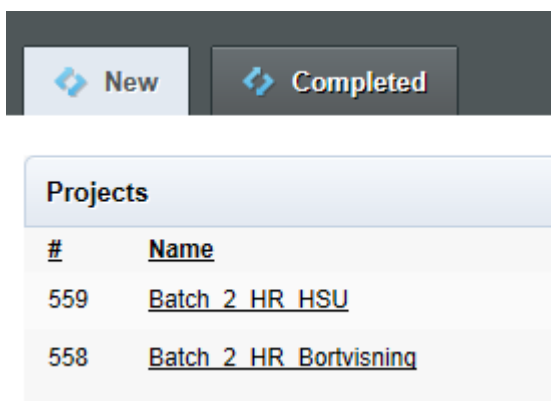
- a) a translation step, **Translation**, and
- b) a step where you as a translator either accept/reject the changes made by the reviser, **Translator Review**.

### I. How to work as a translator

1) Start by downloading the Memsorce Editor (<http://www.memsorce.com/translation-editor/>), and then click the link in the notification email to log on to Memsorce with the username and password assigned to you.



2) Click the **New** tab in the top left hand side of the screen to view the new project(s) that are ready for you. The **Completed** tab shows completed projects.



3) Click the relevant project.

4) The **Jobs** drop-down list shows the step assigned to you: first the **Translation** step and then the **Translator Review** step.

Jobs	Revision	Change Status	Download	Pre-translate	Tools
<input type="checkbox"/>	#	Confirmed	<u>File</u>		
<input type="checkbox"/>	1	0%	4_2 Partshøring påtænkt bortvisning_generel.docx		
<input type="checkbox"/>	2	0%	4_2_1 Partshøringsbrev om påtænkt bortvisning_AC.docx		

Here, the **Revision** step is, however, displayed.

5) Tick the checkbox next to the file you want to open. When translating multiple-file projects, you **MUST** open all files in one go (by joining them) to ensure cross-file consistency. This will save time for both you and your reviser.

For you as a translator, it means that you can make global searches and changes without having to reopen a lot of files, and if there are cross-file repetitions, any changes will automatically be incorporated in subsequent segments. Just remember to **NEVER** confirm autopropagated repetitions. The reviser will also be able to make global changes that are automatically incorporated throughout the files. If the project has multiple files, you must tick the checkbox next to the hashtag # and open all files at the same time (join the files).

6) Click **Change Status**, and choose **Accepted** (the project manager will now be notified that you have accepted the project). Click **Save**.

7) Click **Download** when you have ticked the checkbox.

Jobs	Revision	Change Status	Download	Pre-translate	Tools
<input checked="" type="checkbox"/>	#	Confirmed	<u>File</u>		
<input checked="" type="checkbox"/>	1	0%	4_2 Partshøring påtænkt bortvisning_generel.docx		
<input checked="" type="checkbox"/>	2	0%	4_2_1 Partshøringsbrev om påtænkt bortvisning_AC.docx		
<input checked="" type="checkbox"/>	3	0%	4_2_2 Partshøringsbrev om påtænkt bortvisning_HK osv.docx		

Original File

Bilingual MXLIFF

– DOCX

– TMX

Completed File

8) Choose **Bilingual MXLIFF** on the list.

9) Click **Open** in the dialog.

Do you want to open or save joined-P561-J1-2-da-en\_gb-R.mxliff from cloud1.memsource.com?

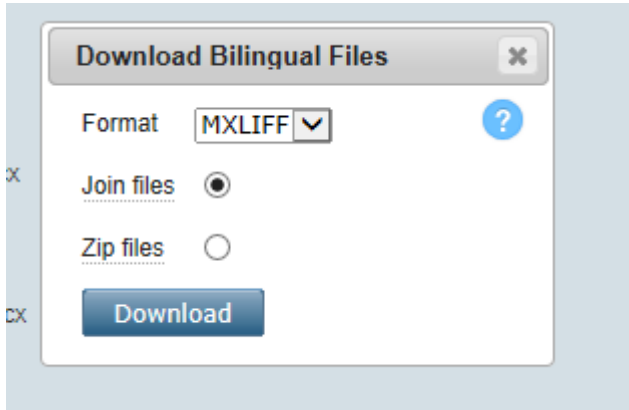
Open

Save

Cancel

×

If you have chosen **Join files**, it will appear here and you must then click **Download** again.



10) Then click **Open** in the dialog.

Do you want to open or save joined-P561-J1-2-da-en\_gb-R.mxliff from cloud1.memsource.com?

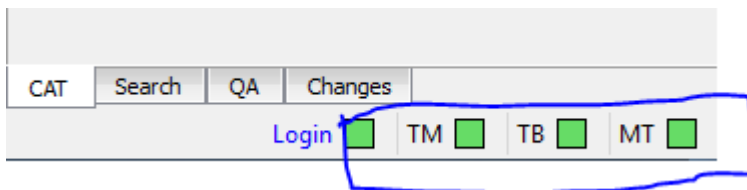
Open

Save

Cancel

×

11) Check that the fields next to Login, TM, TB and MT in the bottom right hand corner are green (if they are red, you have been disconnected from the server and your work will not be saved)!



You are now ready to translate in the Memsource editor. When you place the cursor in the target segment, suggestions from the connected Machine Translation (MT) engine will automatically be inserted, unless there is a match from the Translation Memory (TM). Matches from the TM take precedence over MT suggestions. In the MT suggestions, approved terms from the termbase are, as a general rule, inserted automatically.

This screendump shows the colour coding of TM, TB and MT matches:

1	Aarhus Universitet påtænker at bortvise dig fra stillingen som [X] ved [Y].	101	Aarhus University intends to summarily dismiss you from the position as [X] at [Y].
2	Aarhus Universitet*	TB	Aarhus University
3	Aarhus Universitet*	TB	<del>University of Aarhus</del>
4	bortvise	TB	expel
5	stilling	TB	position
6	stilling	TB	job
7	Aarhus Universitet påtænker at bortvise dig fra stillingen som [X] ved [Y].	MT	Aarhus University is planning to expel you from the post of [X] at [Y].

101 indicates a perfect translation memory match. TB with a red background indicates a so-called forbidden term.

If a text has repetitions, they are displayed with three arrows in the right hand side of the editor:

Aarhus	✓	101	⋮	🗨
University	✓	101	⋮	🗨
AU·HR,-[main.academic.area]	✓	101		🗨

NOTE! Repetitions where the source segment should be translated differently, should be handled carefully in Memsources. Even though each segment is translated correctly, they will be overwritten by the translation of the FIRST occurrence of the source segment when the file is opened and approved in the next workflow step. You solve this issue by using the 'Repetition Exception' feature which is activated by clicking the three arrows next to each repetition segment.

In the example below, 'barselsorlov' should be 'maternity leave' or 'paternity leave', respectively.

525	Forældreorloven holdes som udgangspunkt efter din barselsorlov efter den 14. uge.	Parental leave is normally taken from week 15 after your maternity leave.	✓	↕	🗨️
1078	Forældreorloven holdes som udgangspunkt efter din barselsorlov efter den 14. uge.	Parental leave is normally taken from week 15 after your paternity leave.	✓	↕	🗨️

Click the three arrows, make the necessary changes ('maternity' -> 'paternity') and confirm the segment.

The TM now has two TM matches for the source segment.

The small speech balloon on the far right hand side is used to add comments for the reviser – or the project owner in case the customer needs to be informed/take action.

If there are multiple suggestions for a sentence, you can insert them into the target segment. Use Ctrl+1 to insert the first suggestion, Ctrl+2 to insert the next etc.

Once you have completed a segment, press Ctrl+Enter to confirm the segment and jump to the next unconfirmed segment.

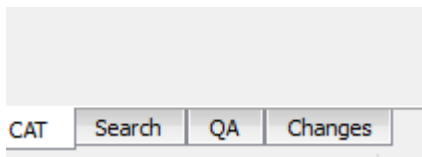
Once the segment has been confirmed, the tick mark becomes green:

Specialtandlæger på højeste niveau	Postgraduate fellows in <u>odontology</u> at the highest level	✓ MT	🗨️
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Concordance searches are performed in the target segment by selecting the relevant work and then pressing Ctrl+K (with truncation) or Ctrl+Shift+K (without truncation).

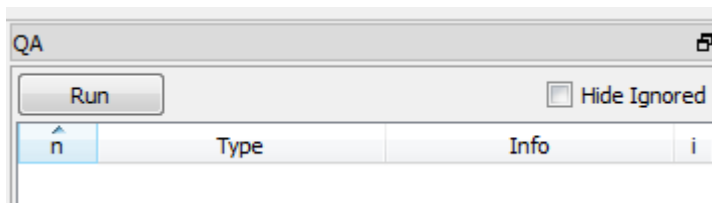
You search terms by clicking **Search** in the bottom right hand corner; then insert the term at the top of the editor and press Enter. If you have chosen **CAT**, **MT**, **TM** and **TB** matches will be displayed. **QA** is used to quality assure your translation, whereas **Changes** display the changes made by the reviser.

Read more about how to display changes under IV (2).



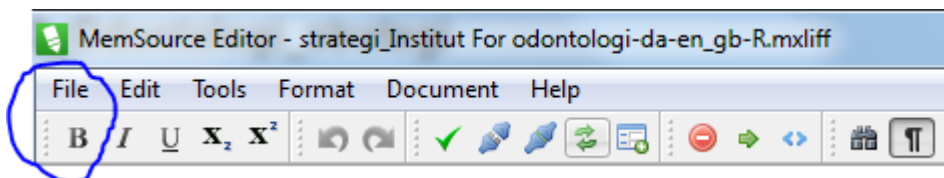
Remember to confirm all segments. Otherwise you will not be able to hand over the project to your reviser.

Complete the translation process by running a QA. Click **QA** and then **Run**.



## II. How to hand over the project to your reviser

1) Once all segments have been confirmed, you must save the file (Ctrl+S) and then close it (via the menu item **File -> Quit** or Ctrl+Q).



2) Update the project page by pressing F5 – all must be displayed as 100% completed.

Confirmed	File
100%	 4_2 Partshøring påtæn
100%	 4_2_1 Partshøringsbrev
100%	 4_2_2 Partshøringsbrev
100%	 4_2_3 Partshøringsbrev
100%	 4_2_4 Partshøringsbrev
100%	 4_3_1 Brev om endelig
100%	 4_3_2 Brev om endelig
100%	 4_3_3 Brev om endelig
100%	 4_3_4 Brev om endelig
100%	 4_3_Brev om endelig b
100%	 4_4 Bortvisning_Underr
100%	 4_4_1 Bortvisning_Und
100%	 4_4_2 Bortvisning_Und
100%	 4_4_3 Bortvisning_Und
100%	 4_4_4 Bortvisning_Und

3) Click **Change Status** and choose **Completed by Linguist**. Click **Save**.

**Change Status For Multiple Jobs**

Status

Your reviser will now be automatically notified that the project is ready for revision.



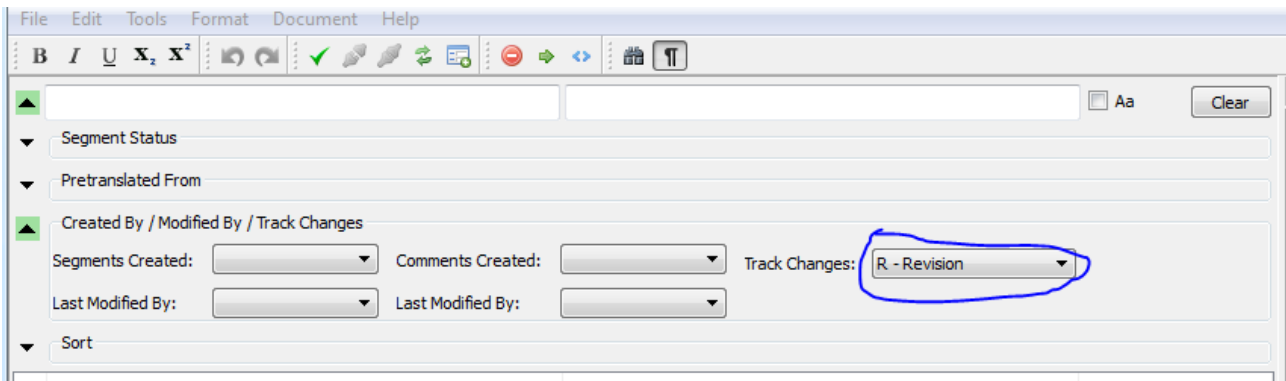
### III. How to work as a reviser

- 1) Follow the same steps as above for the translation step, but the **Jobs** drop-down list now displays **Revision**.
- 2) When you have opened the editor, you can make the necessary changes. Please note that as reviser you must also confirm all segments. If you only have very few corrections, you can confirm all segments in one go by pressing Ctrl+Shift+A and then Ctrl+Enter.
- 3) Save and close the file as described above.
- 4) Update the project page by pressing F5 – all must be displayed as 100% completed.
- 5) Click **Change Status** and choose **Completed by Linguist**.

The translator will now be automatically notified that the project is ready for the translator's review of your changes.

### IV. How to perform the translator review

- 1) Follow the same steps as above for translation, but the **Jobs** drop-down list now displays **Translator Review**.
- 2) You choose to only review the segments with changes.
  - Click the drop-down arrow in the top left hand corner under **File**.
  - Click the drop-down arrow next to **Created by/Modified by/Track Changes**
  - Click the drop-down next to **Track Changes** and choose **Revision**



3) You can now review the changes and accept them by confirming the individual segments or reject them by inserting your original suggestion again.

4) Once you have reviewed the changes, you must again confirm all segments and run a QA.

5) Save and close the file as described above.

6) Update the project page by pressing F5 – all must be displayed as 100% completed.

7) Click **Change Status** and choose **Completed by Linguist**.

The project manager/project owner is now automatically notified that the project has been completed.