

Working for TextMinded in Memsourse

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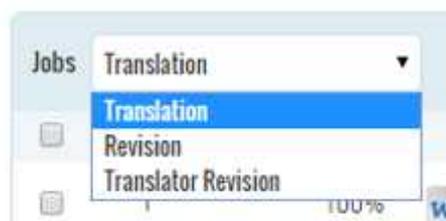
1) TextMinded's three basic workflow steps in Memsource - and how to handle them:

We still get quite a few questions from our vendors about how to do certain things in Memsource. Most of these questions concern the "file handling" process, which is different from most other CAT tools. We have therefore created six small Memsource video tutorials for you explaining the three basic workflow steps of the tandem projects you will receive from us. The videos show the workflow using the Desktop Editor and the Web Editor. There are three videos for each editor as there are slight differences between them.

By default, we operate with three workflow steps handled by two different linguists. We have described the workflow in detail below:

General:

- When we offer you a Memsource project, you will still receive a PO email. When you receive the PO email, please reply to this email and inform our PM whether you accept the job or not (just like before).
- If you accept the project, follow the link in the PO email to open the job in Memsource
 - Or log in here: <https://translate.textminded.com>
 - NB. If you have multiple users, make sure that you log in with the correct user in order to see the assigned job.
- Once you are logged in, select the assigned project and change the status from *New* to *Accepted by linguist*.
 - As a translator, you must change the status in both the Translation and Translator Revision step. As the reviser, you must accept the job in the Revision step.
 - Change between the relevant workflow steps in the Jobs menu:



Step 1: Translation

- Desktop Editor guide video: <https://youtu.be/A0qe17F9Crw>
 - Web Editor guide video: <https://youtu.be/aiTo18eYWds>
1. Translate the file using either the web editor or the desktop editor, your choice.
 - To use the Web Editor, simply click the hyperlinked filename in the projects tab and the web editor will open the file in a separate browser window.
 - To use the Desktop Editor, you must first download and install the application locally. Download it here: <https://www.memsource.com/en/download>.
 - Afterwards, you must download the mxliff-file(s) and open them in the desktop editor.
 - TIP: see section 3 in the FAQ section of this document on how to merge multiple files and work on all in one go.
 2. When you have finished translating your job(s), make sure that you have confirmed all segments (the status of all files in the job/project must be 100% completed).
 - You do not have to complete the entire project in one session. You can close the project and continue later.
 - Just make sure that you confirm all the segments you have completed and then:
 - In the Web Editor:
 - Check that the TB and TM icons are green (you are able to save to the TM).
 - Close the web editor in your browser (the red Memsource browser tab).
 - Go to the project tab in Memsource (the blue Memsource browser tab) and press F5 to update the progress bar (%) to make sure that your work has been saved (the percentage should now change).
 - In the Desktop Editor:
 - Check that the TB and TM icons are green (you are connected to the Memsource server and able to save to the TM).
 - Confirmed segments are automatically saved to the TM, but to make sure you can "save" by uploading to the server "manually":
 - Click Documents and then upload to server.
 - Go to the project tab in Memsource (the blue Memsource tab) and press F5 to update the progress bar (%) to make sure that your work has been saved (the percentage should now change).
 3. When the status is 100% completed, change the status of the relevant files/jobs from *Accepted by linguist* to *Completed by linguist*.
 - You can change the status of multiple files/jobs at the same time by selecting all relevant files and then change the status (make sure you only change the status of relevant files!)
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- When you change the status to *Completed by linguist*, the Reviser will receive an automatic notification informing him/her that the job is ready for revision.
 - You no longer have access to the file(s) once you have changed the status to completed. You will get access again in the Translator Revision step, once the revision is completed.
- When the Reviser has completed the revision step, you will automatically be notified that you can begin the Translator Revision step (see Step 3).

Step 2: Revision

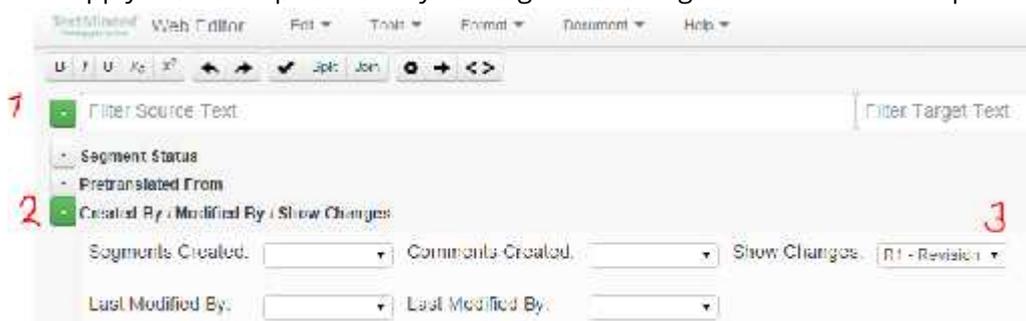
- Desktop Editor guide video: <https://youtu.be/fdMGiLqIYdQ>
- Web Editor guide video: <https://youtu.be/ROpYuXn4oUw>

- Repeat stage 1-4 from above, just replace *translate* with *revise*.
- When you change the status to *Completed by linguist*, the Translator will receive an automatic notification informing him/her that the job is ready for Translator Revision.
 - Once you have changed the status to *Completed by linguist*, you will no longer have access to the file. As the Reviser, you will not gain access to the file again. If you have changes to a completed revision step, you must contact your TextMinded PM.

Step 3: Translator Revision

- Desktop Editor guide video: https://youtu.be/D_PRBgCGL20
- Web Editor guide video: <https://youtu.be/S7Xo0f1codQ>

- Revise the Reviser's changes using either the web editor or the desktop editor.
 - To use the Memsourc Web Editor, simply click the hyperlinked filename in the projects tab and the Web Editor will open the file in a separate browser window.
 - To use the Memsourc Desktop Editor, you must download the mxliff file(s) and open them in the desktop editor.
 - See the FAQ section 3 on how to merge multiple files and save a lot of time.
 - Apply the filter option to only see segments changed in the revision step:



- Revise the segments changed by the Reviser and confirm these segments.
 - Then, remove the filter and confirm all remaining segments by:
 - Select all segments: Ctrl+Shift+A
 - Confirm all selected segments: Ctrl+Enter.
2. When you have finished the Translator Revision step, make sure that you have confirmed all segments (all files in the job/project must be 100% completed).
- You do not have to complete the entire project in one session. You can close the project and continue later.
 - Just make sure that you confirm all the segments you have completed and then:
 - In the Web Editor:
 - Check that the TB and TM icons are green (you are able to save to the TM).
 - Close the web editor in your browser (the red Memsorce browser tab).
 - Go to the project tab in Memsorce (the blue Memsorce browser tab) and press F5 to update the progress bar (%) to make sure that your work has been saved (the percentage should now change).
 - In the Desktop Editor:
 - Check that the TB and TM icons are green (you are connected to the Memsorce server and able to save to the TM).
 - Confirmed segments are automatically saved to the TM, but to make sure you can "save" by uploading to the server "manually":
 - Click Documents and then upload to server.
 - Go to the project tab in Memsorce (the blue Memsorce tab) and press F5 to update the progress bar (%) to make sure that your work has been saved (the percentage should now change).
3. When the status is 100% completed, change the status of the relevant files/jobs from *Accepted by linguist* to *Completed by linguist*.
- You can change the status of multiple files/jobs at the same time by selecting all relevant files and then change the status (make sure you only change relevant files!).
4. When you change the status of the Translator Revision step to *Completed by linguist*, you must send an email to the TextMinded PM who sent the PO to let him/her know that you have completed the job. Please reply to the PO email thread.
- You no longer have access to the file(s) once you have changed the status to completed. If you need to make changes or check something, you must contact the responsible TextMinded PM to have the file(s) unlocked.

2) Spell-checking in Memsources:

Please note that the internal Memsources spellchecker does not include a grammar check:

http://wiki.memsources.com/wiki/Memsources_Editor_User_Manual#Internal_Spellchecker

We highly recommend that you spellcheck previews in Word (for source texts in MS Word), or alternatively export your files (idml, Excel etc.) to bilingual docx and run the MS Word spellchecker.

Guide:

MS Word Spellchecker

Any translation job can also be spellchecked in an external application that supports DOCX files, such as MS Word or Open Office Writer:

1. Go to a Memsources Cloud project with the translation job you plan to spellcheck. Select the job and click on Download - Bilingual DOCX
2. Open the bilingual DOCX file in e.g. MS Word, run spellcheck and do not forget to save the file afterwards
3. Return to your Memsources Cloud project and click on Tools - Upload to upload the spellchecked bilingual MS Word file
4. After the upload, open your job in Memsources Web Editor and confirm all not confirmed segments (e.g. by using the filter function)

http://wiki.memsources.com/wiki/Memsources_Web_Editor_User_Manual#MS_Word_Spellchecker

3) Filtering comments in Memsources

Please note that the filtering functionality has been fixed in the most recent Memsources update so that it is now possible to filter comments according to whoever created or modified them ("Comments created"/"Last modified by") in the Created By/Modified By/Show Changes pane.

Generally, the filter options offer many timesaving features.

4) FAQ:

You can find a lot of useful help by searching Memsorce's different online support sites. Below you will find links to some of them:

Memsorce's wiki: http://wiki.memsorce.com/wiki/Main_Page

Memsorce's support forum: <http://support.memsorce.com/>

Memsorce's YouTube channel: https://www.youtube.com/channel/UCUrgcjOJyjj4Cay4sz_21lg

Desktop Editor error messages: http://wiki.memsorce.com/wiki/Desktop_Editor_-_Error_messages

We have identified some of the most frequently asked questions and provide comments, solutions and tips & tricks below:

1. Error at 95%



Many different issues can cause this error type; however, it often relates to uploading or downloading the mxliff-files. Generally, we experience less cases of this error type when our vendors work in the Memsorce web editor.

So, if you encounter this error type using the Desktop Edition, you should try doing the task in the Web Editor.

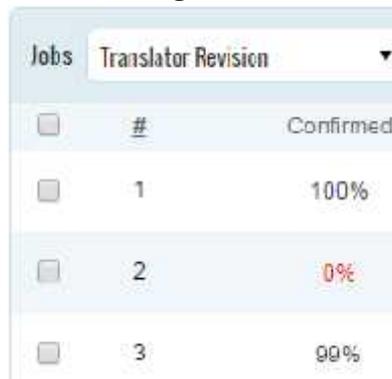
<http://support.memsorce.com/topic/upload-stops-at-95>

2. Progression/analysis

Several of you have requested the option to run your own analyses in order to track your progress, especially when working on large jobs. We have forwarded this to Memsorce along with many other requested features. However, here is what you can do already:

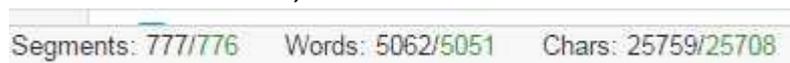
- a. If you have your own paid Memsorce subscription (cloud), you can always run your own analyses.
 - i. Simply select the file(s) you want to analyze (by check marking them) and press the Analyze button. Selecting more files will provide a combined analysis.

- ii. With the TEAM Start version and upwards, you can make this analysis available to your own linguist users by selecting the “Analyze by linguist” option when running the analysis. This will give the assigned linguists access to the initial analysis (but they cannot run their own).
 - iii. http://wiki.memsource.com/wiki/Memsource_Cloud_User_Manual#Analyze
- b. If you work with a linguist user provided by TextMinded, you cannot run your own analyses. However, there are several ways to track your progress:
- i. The Projects tab – here you can track your progression on the individual files (percentage of confirmed segments).



<input type="checkbox"/>	#	Confirmed
<input type="checkbox"/>	1	100%
<input type="checkbox"/>	2	0%
<input type="checkbox"/>	3	99%

- ii. In the editor (both web and desktop editors) – at the bottom of the editor window you can see three different progression displays (Total sum/**Confirmed sum**).



Segments: 777/776 Words: 5062/5051 Chars: 25759/25708

- iii. If you work on a job with multiple files you can merge the files and see the combined segment, word and character progression (for how to merge multiple files, please see the FAQ section 3 “jobs with multiple files”).

3. Jobs with multiple files – how to merge and save time

When translating multiple-file projects, you **MUST** open all files in one go to ensure cross-file consistency (you can merge all supported file types). 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

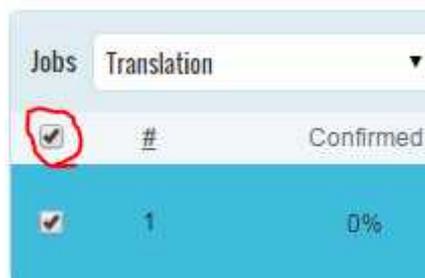
automatically be incorporated in subsequent segments. The reviser will also be able to make global changes that are automatically incorporated throughout the files.

Merging is session based, so you have to merge again if you close Memsource and want to work on the job later.

This also means that the files will remain as separate files when you complete your workflow step and/or deliver the files (they will stay in their original size and format).

Memsource Web Editor – How to merge multiple files:

- 1) Click the check box left to the # icon. This will select all files in the job.



- 2) Click the filename of the first file to open all files in one go in the web editor (merge).

Memsource Desktop Editor – How to merge multiple files:

- 1) Tick the checkbox next to the hashtag # to open all files at the same time (join the files).
- 2) Click **Download** when you have ticked the checkbox.



- 3) Choose **Bilingual MXL IFF** on the list.
- 4) Click **Open** in the dialog.



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

5) TextMinded® Community page

We are pleased to announce that we are close to launching the TextMinded® Community website. The Community website will be a subpage to www.textminded.com and its purpose will be to serve as a key source of information for our vendor community.

The website will offer resources and information for our existing vendors as well as serve as the primary point of entry for new vendors who want to explore the possibility of joining our community.

It will offer you invoicing guides, invoice templates, and Memsources guides, videos and more. The plan is to develop new features for the website and make it an important hub for all vendors in the TextMinded community.

We will inform you officially when we launch the new website. Once we do, we will appreciate your feedback and recommendations for features and information that would help us help you 😊

