WORKING WITH
STAR TRANSLATION SERVICES

▲ GETTING STARTED

Welcome onboard!

We are pleased you have chosen to work with STAR.

Before working with STAR Translation Services, please note you must:
1)   Follow the instructions provided here.
2)   Follow the instructions provided by the project managers.
3)   Comply with deadlines agreed with the project managers.

Failing to do so will negatively impact on our corporate image and STAR Translation Services reserves the right to discount invoice amounts.

This document shows you how to:
1) Receive and deliver a translation project from the supplier portal.
2) Install and setup Transit NXT.
3) Translate using Transit NXT.
4) Check your translations before delivery.

Availability and Working hours:

One of the joys of the way we work is that you have the freedom to work, as much or as little as you want, and you can combine this with other activities and responsibilities.

If you have nonstandard hours, or are on holidays please write to resources@star-ts.com with the days and times when you are able to accept projects. Otherwise, we expect you to be available 9:00am to 5:30pm, with an hour for lunch, Monday to Friday in the time zone you are working.
We will only expect a response from you during your working hours.

On the smaller faster turnaround projects, we are looking for acceptance or rejection within an hour or so. By knowing your working hours, we will avoid disturbing you when you have other responsibilities and your track record for reliability will be maintained.

THE STAR SUPPLIER PORTAL

1 INTRODUCTION TO THE STAR SUPPLIER PORTAL

The STAR **Supplier Portal** is an online platform where you can access your projects:

- **Project details**: Service, Language combination, word count, deadline, project reference, Project Manager that created the project, status, etc.
- **Files for translation:** Such as Transit NXT translation kits (PPF files)
- **Project related files**: Such as original files or reference material.
- **Translation instructions**
- **Support for large files**, up to 100Mb
- Confirm deadlines or suggest an alternative deadline.
- Deliver your translation projects.
- Check the status of the invoices.
- Ask questions to the customer and receive the answers.

2 REGISTERING AND ACCESSING THE STAR SUPPLIER PORTAL

Access the portal with the following link: https://suppliers.star-ts.com

If you are a first time STAR Supplier Portal user, please register. Click the green "Register / Forgot Password" button to register for the first time.

Please insert your email address and a password as per image below. Your login identity is your email address.

Once you have submitted your **Registration Form**, you will receive a confirmation email. Please click on the link provided to activate your account.

Once you have completed these steps you can access your personal page on the STAR Supplier Portal. From here you can manage your projects.

NOTE: if your contact email changes at a later stage, please get in touch with resources@star-ts.com so we can update your records and ensure requests go to your new email address. You will also need to register on the Portal using your new email address.

3   STAR NEWS PANEL

In the main login window, there is a news panel on the right. Here you will find pieces of news related to the translation industry that are published by our marketing team. We invite you to check it out – you might find interesting and useful facts! Please see example below.

4   EMAIL NOTIFICATIONS

You will receive email notifications when new projects are sent to you. The email you will receive will contain the following information:

1. Service required and language combination.
2. Name of the project, and link to the project in the STAR Supplier Portal – this is a quick access to the main details of the project order.

   IMPORTANT: Click on this link so that the Project Manager knows that you have received their email; this is just to **confirm receipt of the email.**

   You can still suggest an **alternative deadline** or **decline the project**;

3. Deadline.
4. Wordcount and cost.
5. Disclaimer text – this will be disclosed if you are providing translation and proofreading as two separate services.
6. Total value of your invoice.
7. Project Manager that created this project - for further communication.

5 STAR SUPPLIER PORTAL INTERFACE

5.1 The Project List Tab

This lists the projects that have been assigned to you.

Functionalities overview

See the main functionalities of this tab below:

1. **Description:** Displays the opt level details about the project: language combination, suggested deadline, wordcount, etc. The description line is a hyperlink that will lead to a more detailed view of the project order.
2. **Invoices:** Displays your invoice number in the invoice field for the project if we have processed it. Note: the portal only shows the invoices for the last 90 days.
3. **Status:** Displays the status of your projects in reverse chronological order, the newest orders appear at the top of the screen.

Project status information

Your project will show one of the following statuses – organised here following a normal workflow:

1. **READY TO START:** The project was assigned to you, but you haven't accessed it yet. The project line is displayed in blue.
2. **RECEIVED BY TRANSLATOR:** You have accessed the project via your personal space on the Supplier Portal. The project line is displayed in blue.
3. **ACCEPTED BY TRANSLATOR:** The status will be updated to "accepted" once you have confirmed or modified the suggested deadline. The project line is displayed in green.
4. **ACCEPTED BY TRANSLATOR:** As the previous one, this status shows that you have accepted our project. It turns orange only when your project is due anytime in the following 3 days.
5. **ACCEPTED BY TRANSLATOR:** Again, this status shows that you have accepted the project, but suggested an alternative deadline. Your project is due anytime in the following 3 days.
6. **FILES UPLOADED BY TRANSLATOR:** This status will show once you have delivered the files via the portal. The project line is displayed in light grey.
7. **RECEIVED BY PROJECT MANAGER:** The project has been downloaded by the Project Manager.
8. **COMPLETED:** The project will show as completed once it is closed off. Information for completed projects will stay up for some time but will eventually disappear from your list of projects. Please note that once a project is marked as completed, you won't be able to access the files related to it anymore. The project line is displayed in dark grey.

Accessing your project in the STAR Supplier Portal

Click on the project description to access more details about the order.

Id	PM	Description	From	To	Deadline	New	Fuzzy	Pretrans	Context Match	Invoice	Status
103685	LG	Great Plains Manufacturing Inc Job65 Manuals Translation Project 103685 DTP			2018-06-04 09:00:00	0	0	0	0		READY TO START
105469	ER	INTERNAL Job21 Test Supplier Portal Project 105469 English->French	ENG	FRA	2018-05-04 17:00:00	1,440	0	39	6		READY TO START
103682	LG	Great Plains Manufacturing Inc Job65 Manuals Translation Project 103682 English->Japanese	ENG	JPN	2018-05-04 09:00:00	98,411	91	45,142	25,321		READY TO START
104388	LG	Great Plains Manufacturing Inc Job65 Manuals Translation Project 104388 English->Japanese	ENG	JPN	2018-05-04 09:00:00	5,691	2	17,748	538		READY TO START
102182	AP	Freeman Technology Ltd Job17 Flow Performance and Powder Texts into Chinese Project 102182 English->Simplified Chinese	ENG	CHS	2018-04-27 10:00:39	13,985	436	1,663	3,273		ACCEPTED BY TRANSLATOR
105144	AU	Allied Machine and Engineering Corp Job12 Website translation Project 105144 English->French	ENG	FRA	2018-04-20 14:00:00	259	259	83	92		ACCEPTED BY TRANSLATOR
105145	AU	Allied Machine and Engineering Corp Job12 Website translation Project 105145 English->French	ENG	FRA	2018-04-20 14:00:00	341	342	19	73		ACCEPTED BY TRANSLATOR
105146	AU	Allied Machine and Engineering Corp Job12 Website translation Project 105146 English->French	ENG	FRA	2018-04-20 11:00:00	342	28	73	19		ACCEPTED BY TRANSLATOR
81179	DL	INTERNAL Job11 Company NDA Project 81179 Irish	ENG	GAE	2018-04-20 00:00:00	718	0	0	0	CANCELLED	FILES UPLOADED BY TRANSLATOR

5.2   Your project in the supplier portal

After clicking on the project description, you will be redirected to the main project window. See the screenshot below.

UPLOADED FILES:

No Files Uploaded Yet.

UPLOAD TRANSLATED FILES:

Upload a file

Done Uploading - Notify PM

Drop files here

Notes for Project Manager regarding upload/delivery:

Enter Comments Here

The information below is organised into sections:
- Section 1: **Starting the project**
- Section 2: **Translating the project**
- Section 3: **Completing the project**
- Section 4: **Delivering the project**

Section 1: *Starting the project*

1. <u>General information</u>: This is static information that has been set by the Project Manager who created the project.

2. <u>Deadline</u>: The suggested deadline set by the Project Manager is displayed in the white field. Please confirm the deadline ("Accept Project" button) if you can handle the project by then. Change the deadline (by editing the Deadline field) if you need more time and click "Accept Project".

   The Project Manager will analyse your request and will only send you an email if the deadline you suggested is not viable.

   You must click the "Accept project" button. This gives visibility to the Project manager on deadlines, and it avoids unnecessary email exchanges between you and them to set a final deadline. Once you do this, the project status will be updated to ***Accepted by Translator.*** If you edit the deadline, the field will become un-editable. Any further modification of the delivery date or queries regarding the deadline will have to be notified to the Project Manager by email.

3. <u>Conformance</u>: Click "show" to read the Project Requirements and tick "Accept" if you are taking the assignment.

4. <u>Downloadable files</u>: This is where you can download all the project-related files. Usually, it will be a Transit NXT translation kit (*.PPF) and wordcount file (*.rep). Other materials might be enclosed here too, such as reference material. **Make sure you can open the project and files successfully before accepting the task.**

5. <u>Email copy</u>: Here you will find the same information as in the new project notification email. It contains any additional remarks or instructions sent by the Project Manager. **Please pay careful attention to any instructions here.**

Section 2: *Translating the project – Questions & Answers*

1. <u>Questions and Answers</u>: In this section you will find two buttons with different functionalities:

   Question link for translator: By clicking this button, you will access the main interface of the Q&A within the Supplier Portal. If you are working with a co-worker or with an external translator, please forward on this URL to them so they can ask questions directly.

   Ask a question: Click this button to ask the customer a question as shown below:

> ➢ **Asking questions:**

The customer will receive your questions directly. **Make sure your questions are written in English, and addressed directly to the customer.**
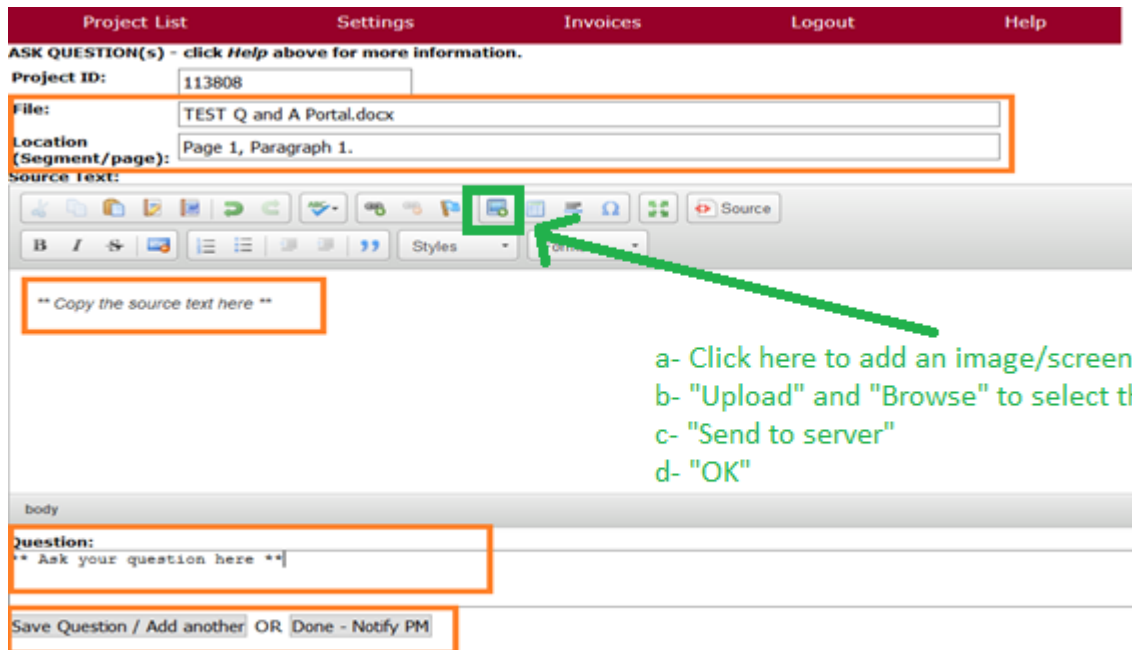
Important guidelines for asking questions:

- **Do not suggest translations in your own language**: Customers receiving the questions most likely are English native speakers and they will be able to help you with the source language only (usually English).
- Only ask questions in **English**.
- **Check the source text**, **reference materials** and **translation memory** <u>before</u> asking a question – you will frequently find the answer by analysing these materials!
- Make sure you articulate your questions **clearly** and **concisely**. This will help to ensure you will get a faster and more accurate answer.
- Formulate your question so that the customer can answer "yes" or "no".
- If you are unsure about the meaning of the source, **suggest** the different options of how you understand the source in English so that the customer can simply pick one of your suggestions.
- **Avoid using abbreviations**.
- Make sure to check the full project before asking a question and try to **ask all the questions you might have in one go**. This way the customer will only have to be asked once and you will get your answers faster.

Make sure you fill in all fields available correctly. This information is essential for finding the section you are having issues with – the better described and located, the easier it will be to answer. /!\ In "Location", do not insert only the segment number as the customer <u>does not have access to Transit</u>. Instead, **you must insert the correct location in the source file (i.e., page #, paragraph #) to enable the customer to easily check the source term in context and clarify your question.**

Section 3: Completing the project

Please complete all the tasks described in the section <u>FINAL CHECKS</u> before delivery.

Section 4: Delivering the project

1. <u>Uploaded files</u>: If you have uploaded any files, they will be listed here.
2. <u>Upload translated files:</u> Use this field to deliver your translations. Normally, this should be a **Translation Transit Package** (*.**TPF**) – not a *.PPF. Please note there is a 100 Mb limit per uploaded file.

You will be asked to confirm you have followed the instructions and have complied with the Project requirements.

3. <u>Notes for Project Manager</u>: Insert any relevant comments for the Project Manager.
4. <u>Done Uploading – Notify PM</u>: Click this button once you have uploaded the translated files to the STAR Supplier Portal. The Project Manager will be notified that you have uploaded your translations. After clicking this button, the status of your project will change to *Files uploaded by translator* in the project list tab.

You will be able to remove the files or upload some more files until the project is completed.

Additionally, for proofreading tasks, you are given the option to provide feedback on the quality of the translation you received. In particular we ask you for feedback when the initial translation was particularly good or poor. If the translation was performed by a new translator in probation, you will not be able to deliver the project until you have submitted this feedback.

The feedback is then shared automatically with the translator. The revised PPF is also automatically shared with the initial translator.

To provide feedback, click the button "I would like to submit feedback on the translation", as shown below.

The evaluation form is displayed for you to fill out.

Once all fields have been completed, click "Save Review".

You can submit your feedback until the project is "completed".

Evaluation of Translation

(all are fields required)
Please tell us the types of issues you found.

Spelling			**Grammar (Punctuation) / Syntax**		
(Spelling errors, typos)	No issues	Found issues		No issues	Found issues

Terminology			**Untranslated Text**		
(Too general, inconsistent with TM or dictionaries, showing lack of research)	No issues	Found issues	(Source word, sentence or concept not in translation)	No issues	Found issues

Style/Tone			**Localization**		
(Inappropriate for audience or type of text)	No issues	Found issues	(Not localized for target country)	No issues	Found issues

Mistranslation/Inappropriate translation		
(Too literal, moved too far from source, mistakes or showed lack of understanding of area)	No issues	Found issues

General assessment of the quality: [Choose a score ▼]

Choose a score
1. Very good, up to a high quality standard
2. Fit for purpose, but there is room for improvement
3. Plenty of room for improvement, but still acceptable
4. Not up to an acceptable standard

Summary on the overall quality of t

[Save Review]

5.3   Preferences Tab

In the **Preferences** tab, you can:
- View a summary of your Portal details
- Modify your **Username**, **Display Name** and **Password**.

5.4   Invoices Tab

In the **Invoices** tab, you will have access to the information to fill in your invoices for your completed projects.
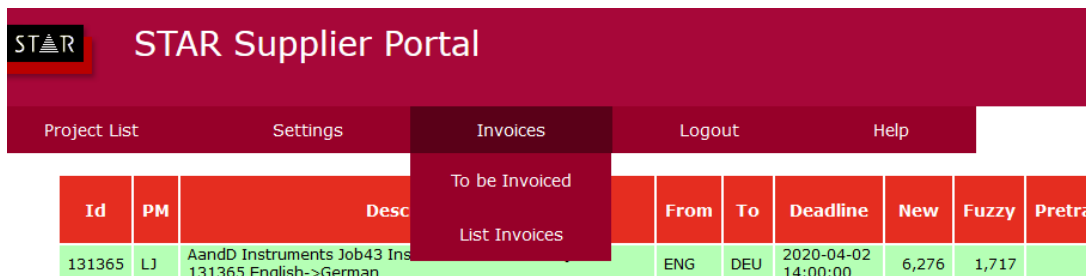
The page "**To be Invoiced**" gives a listing of outstanding projects where we have not been provided with an invoice.

Note that the portal only shows the invoices for the last 90 days.

"**List Invoices**" shows the invoices that have been received and forwarded on to the STAR Finance department for payment.

You can select/deselect individual projects and get a total at the bottom of what you should be charging STAR Translation Services for those invoices.

Remember to always submit your invoice with an **Invoice Number**. Additionally, please refer to the supplier finance and policy form (*STF-5 SupplierFinanceDetailsAndPolicy.doc*) for more information about our policy on invoice submission. **Please check page 4 carefully. If you do not have this document, please contact resources(at)star-ts.com.** An invoice sample is available for your reference in the Help Section.

5.5   Help Tab

This tab is designed as a help centre for our linguists. You will find any updates about our processes and main instruction files. These will help you work with STAR Translation Services.

Check this tab regularly as it will be updated with useful new information for all suppliers.

Some relevant documents you will find here are:

- Process for Perfect Matches (Translators / Proofreaders)
- The most updated version of this instruction manual
- Process for filtering segments during the Post WebCheck verification
- Format Checks Instructions
- How to Activate Warning for Unchanged Fuzzy Matches
- Access to registration
- Invoice Sample

See Transit Tutorial Videos, including:

- Copying the Target to MS Word
- Adding the Character Map to the Toolbar
- Adding a Dictionary to a Project in Progress
- Creating a Macro in Transit (ex. Customised shortcut to confirm a segment)
- Fuzzy Matches and Dual Concordance
- Markup Assignment
- Segment Filters
- Terminology and Spell Check
- How to run the Terminology Check (ignoring false errors)
- User Role
- Virtual Join

Language Specific Information:

- Canadian French Style Guide - Instructions (FRC)
- German Style Guide - Instructions (DEU)
- French Style Guide - Instructions (FRA)
- Irish Style Guide - Instructions (GAE)

It is essential to read the Style Guide for your target language carefully and follow the instructions as you translate. This is a key part of ensuring that you deliver consistent and accurate work.

REgX Searches (you must be logged in on the Supplier Portal)

- * Right Click and Save Link As to Download [Search for Canadian (FRC_Regex)](#).
- * Right Click and Save Link As to Download [Search for Irish (GAE_Regex)](#).
- * Right Click and Save Link As to Download [Search for Spanish Mexican (ESM_RegX)](#).
- * Right Click and Save Link As to Download [Search for Remaining Target Languages (GEN_Regex)](#).

We have created customised search filters for checking issues that cannot be found during the standard format checks in Transit. Save the relevant search filter for your target language on your computer, so they are always available.

6 HOW TO ASK QUESTIONS WHEN YOU HAVE AN ISSUE

For general questions about working with STAR, availability, Transit licensing and contact details, contact the Vendor Manager at resources@star-ts.com.

If you have a specific problem with working in Transit and/or one of your projects, please follow the guidelines below. This will help you and the project manager find a resolution more quickly:

- Send screenshots of the issue, making sure the issue is visible in the picture.
- Explain exactly what problem you are facing, using the screenshots as support.
- Send the project number/name if the question is related to a project.
- State if this is the first time that the issue occurs.

TRANSIT NXT

1 OVERVIEW

Transit NXT is designed for professional translators to deliver top quality work quickly and easily. It takes some effort to learn, but once you get used to it you will find that it helps you to be extremely efficient with your time.

Check you are using the latest of STAR TRANSIT NXT Service Pack here: https://www.star-group.net/en/downloads/transit-termstar-nxt/service-pack.html and you can download it if not.

2 USER NAME AND CONFIDENTIALITY

Your name is identified with your work. If you wish to keep this confidential you may use your ID prefixed by "STDUB_" and suffixed by your initials "_XX".

You can find your ID under the Preferences Tab on the Supplier Portal

If you have already installed Transit and wish to switch from a User name to a User ID:

- Find the file "USERS.INI". Typically it will be located here:
  c:\Users\Public\Documents\Transit NXT\config\users\
- Rename the file to USERS_ORG.INI
- Start Transit and the Create New user option will show

3 DOWNLOAD AND SUPPORT

You can download the Transit programme and guides here:
https://www.star-group.net/en/downloads/transit-termstar.html

The guides explained in the following sections must be downloaded and consulted to solve Transit NXT related questions. If you cannot find the answers in these guides, contact our Vendor Manager at resources@star-ts.com and we will provide technical support.

4 INSTALLATION AND ACTIVATION GUIDES

STAR-group website download centre has an entire section dedicated to the installation and activation of Transit NXT on your machine.

Use this link: https://www.star-group.net/en/downloads/transit-termstar.html#mCont_2879
To find:
1) The installation guides
2) The Quick installation guides can be found here, under the "Quick installation guides" section

Standalone: Initial installation

Transit/TermStar – Installing and starting for the first time

In this document, you will learn how to install Transit/TermStar on your computer for the first time, how to create a user and how to select a user role. You are at the right place if you have purchased a standalone license and want to install Transit/TermStar without any problems.

German   English

Installation guide provided to you with the Transit NXT license activation email.

Transit/TermStar – Activating the software after installation

In this document, you will learn how to activate Transit/TermStar after you have installed it. You are at the right place if you have purchased a standalone license and want to continue using Transit/TermStar.

German   English

Activation guide provided to you with the Transit NXT license activation email.

Standalone: Modifying the installation/transferring the activation

How to move a licence to a new computer.

Transit/TermStar – Upgrading the license

In this document, you will find out how to upgrade the license for Transit/TermStar. You are at the right place if you want to expand the scope of functions of Transit or extend the license period of a time-limited license.

German   English

Transit/TermStar – Backing up Transit/TermStar data

In this document, you will learn how to back up all of your Transit/TermStar data. You are at the right place if want to protect yourself in the event of a system crash or transfer your Transit/TermStar data to a different computer.

German   English

Transit/TermStar – Transferring activation and data to a new computer

In this document, you will learn how to transfer the activation and data of Transit/TermStar from your previous computer to a new computer. You are in the right place if you want to continue using a standalone license for Transit/TermStar on your new computer.

German   English

5 TRANSFERRING DATA AND ACTIVATION ON TO A NEW COMPUTER

If you are changing PC, you need to deactivate Transit **before** reinstalling and reactivating it on the new machine. More details on how to transfer Transit NXT to a new machine can be found on the STAR-group download centre here:
https://www.star-group.net/en/downloads/transit-termstar.html#mCont_2879

Transit/TermStar – Transferring activation and data to a new computer

In this document, you will learn how to transfer the activation and data of Transit/TermStar from your previous computer to a new computer. You are in the right place if you want to continue using a standalone license for Transit/TermStar on your new computer.

German   English

Note that the software allows the activation on 2 machines at once only. If you want to use Transit on different machines, you need to switch the activation between the machines, depending which one you need to use. Refer to the guide and contact us if you have any issue.

6 TRANSIT LICENSE

6.1 What to do when your Transit license has expired / is about to expire

Before your Transit license expires, please send an email to resources@star-ts.com. If you have already accepted a project but you are waiting for your new license number to start work, let the Project Manager know. Please note that it can take up to 24 hours to receive a new licence number. For this reason, please let us know as soon as possible when your Transit is going to expire.

You can check your licence expiry date by clicking on the button located at the right-hand side corner of Transit, as shown in the picture below:

By clicking on this information button, you can see the licence number you are currently using. For example: 1-1-9500217-0-3000000-X-40-26850-11-1-**191216**-SURNAME-259365962.
Note that the numbers in bold marks the expiry date -> year/month/day. In this case, the licence number will expire on 16th December 2019.

6.2 How to renew your Transit license

When you receive a new licence key for Transit, please follow the steps below:

1. Go to control panel -> all programs ->Transit NXT.
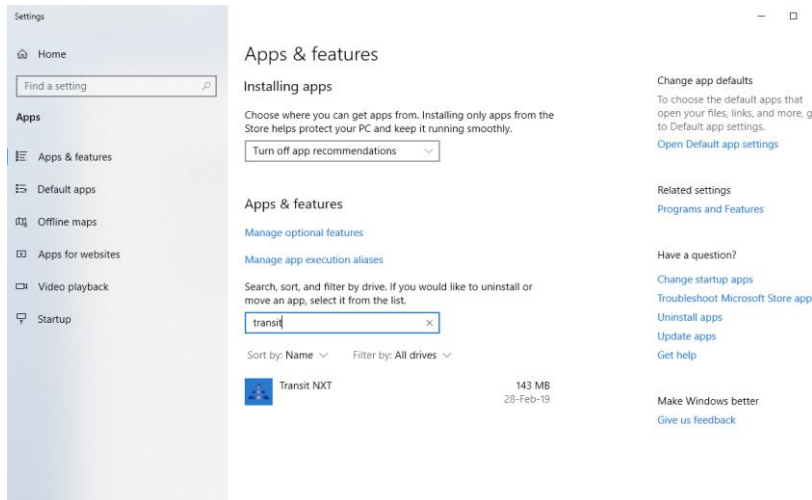
2. Click on Transit's icon and choose the option "Change / Modify".
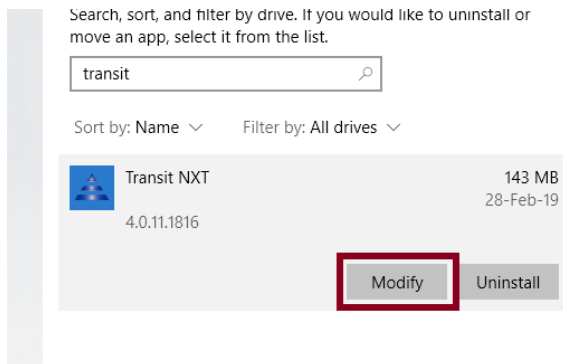
3. Choose "License upgrade" and click "next".
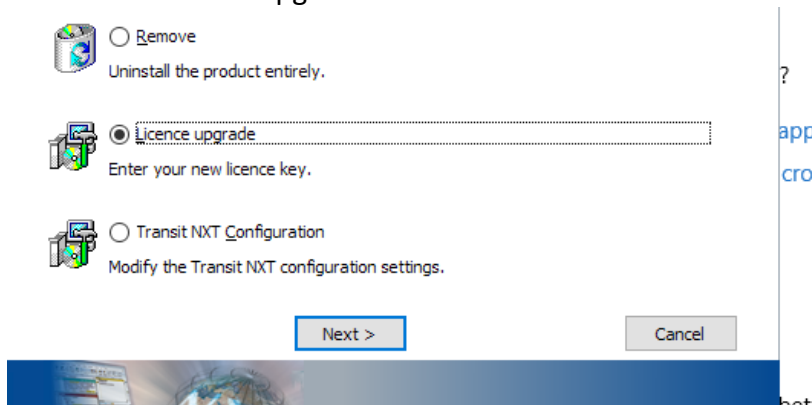
4. Add your new license number and then click "next".
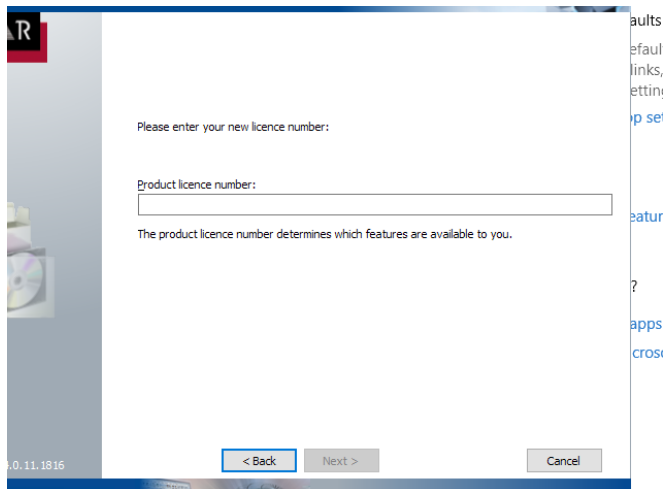
7   WORKING WITH TRANSIT NXT - USER GUIDES

Please consult the following two guides carefully for detailed help with Transit NXT. See the section "User documentation" here:

https://www.star-group.net/en/downloads/transit-termstar.html#mCont_2885

Transit – User Guide

Creating, sharing, translating, reviewing and analyzing translation projects

German   English

Transit – Quick Guide

For translators: A quick introduction to handling projects with Transit

German   English

You can also find detailed webinars here:
https://www.youtube.com/playlist?list=PLqSy9LuLnz49VW8hTQogaaiNHP6qDclp0

8 TOP TRANSIT SHORTCUTS

Print this page. It will save you time.

Function	Shortcut
Confirm the active segment and assign new segment status. Move the cursor to the next segment to be processed and search for fuzzy matches there.	ALT+INSERT
Search for fuzzy matches for the current segment	ALT+ENTER
Undo translation of current segment	CTRL+ALT+BACKSPACE key
Delete update marker	In the target-language window or the fuzzy index window: ALT+U
Navigating based on the current status:	
Go to previous 'Not translated' segment	CTRL+MINUS (numeric keypad)
Go to next 'Not translated' segment	CTRL+PLUS (numeric keypad)
Go to previous segment with the status 'Check pretranslation'	ALT+MINUS (numeric keypad)
Go to next segment with the status 'Check pretranslation'	ALT+PLUS (numeric keypad)
Go to previous 'Not translated' or 'Check pretranslation' segment	CTRL+ALT+MINUS (numeric keypad)
Go to next 'Not translated' or 'Check pretranslation' segment	CTRL+ALT+PLUS (numeric keypad)
Navigating based on the status directly after import:	
Go to previous 'Not translated' segment	SHIFT+CTRL+MINUS (numeric keypad)
Go to next 'Not translated' segment	SHIFT+CTRL+PLUS (numeric keypad)
Go to previous segment with the status 'Check pretranslation'	SHIFT+ALT+MINUS (numeric keypad)
Go to next segment with the status 'Check pretranslation'	SHIFT+ALT+PLUS (numeric keypad)
Go to previous 'Not translated' or 'Check pretranslation' segment	SHIFT+CTRL+ALT+MINUS (numeric keypad)
Go to next 'Not translated' or 'Check pretranslation' segment	SHIFT+CTRL+ALT+PLUS (numeric keypad)

▲ TRANSLATING WITH TRANSIT NXT – GETTING STARTED

1   LANGUAGE SETUP

Before starting any translation, you should first set up a language for your new software, as the interface might be in German. To change the **User Language**, go to **user preferences**:
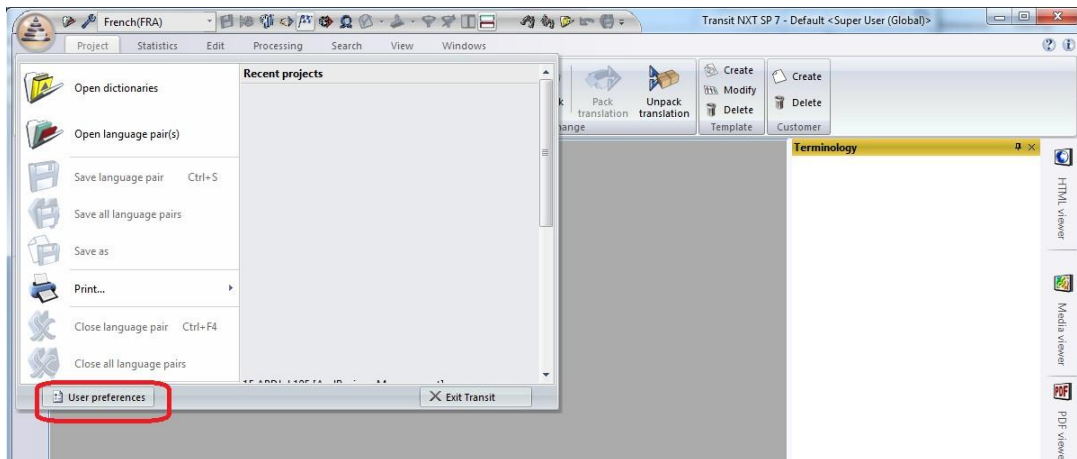
Choose the dialogue language.
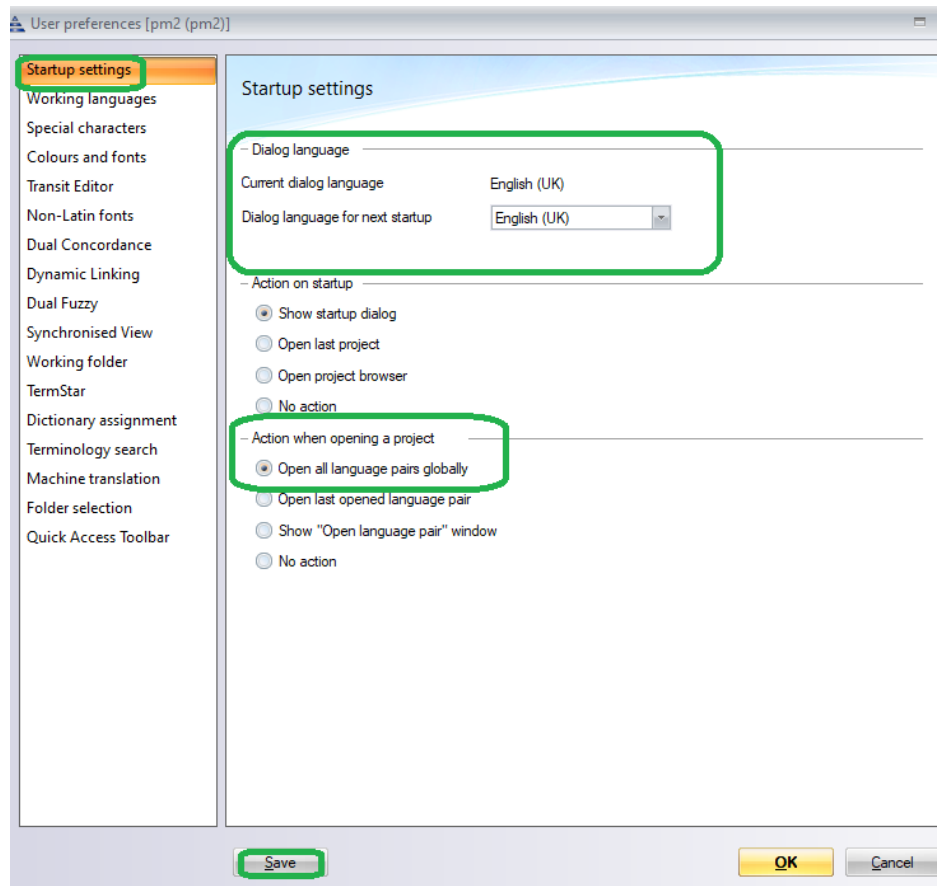
Tick "Open all language pairs globally" under "Action when opening a project". This will reduce the number of clicks required needed to start working on a project; and it will ensure no files are missed.

2 USER ROLE

IMPORTANT: Never use "Save as". It will cause you to deliver an "empty" project!

The *only* way to save your progress in Transit is by clicking on "**Save language pair**", here:
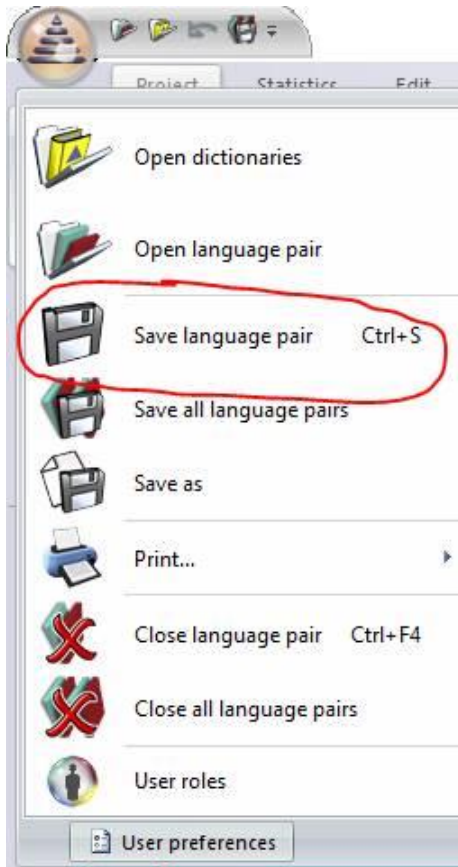
To avoid accidents, change the following settings to disable the "save as" option.

Please go to "**User Roles**" in the bar below > **Manage user roles**, like so:

It will open this window:

Next click the small **+** sign below "Transit NXT", then below "**General**", Then "**Project**", then "**Administration**" and the <u>untick</u> the option "save as".
Then, click "save" and OK.

If you cannot untick the **Save as** option, create a new User Role first, and repeat the steps detailed above.

3   RECEIVING THE PPF

You will receive an email notification from the STAR Supplier Portal indicating that a new project has been assigned to you and that it is available on the platform. Log in to the portal and download the documents available for this project.

When starting a new Transit project, you will always receive:
- *.**PPF** file (Packed Project File): Transit NXT translation kit
- *.**REP** file (Report file): contains the word count for this project

Reference or source files might also be provided. Retrieve any other document and analyse it. There will be instructions in the order about those extra files.

Download the PPF from the portal:

DOWNLOADABLE FILES:		
Filename	**Date / Time**	**size**
TestPortalESP.rep	2016-04-04 15:48:34	452 bytes
TestPortal_ESP.PPF	2016-04-04 15:48:34	50.34 KiB

Save it on your machine where you save original incoming requests from STAR:
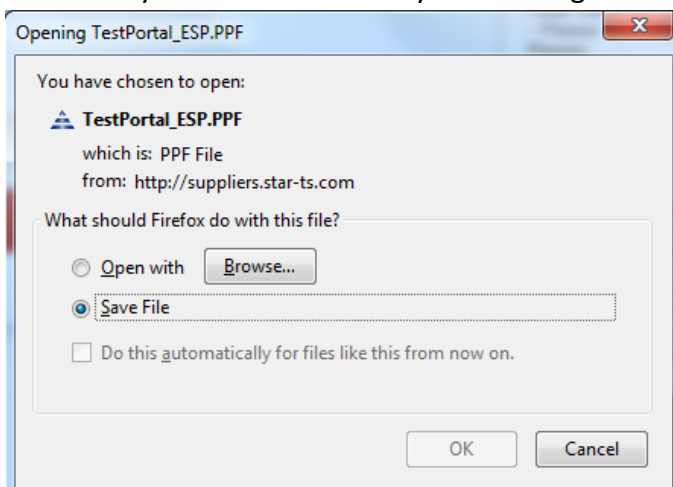
Double click to open. Keep the suggested file name. The scope should remain in "Customer".
Customer field should show the customer's name.
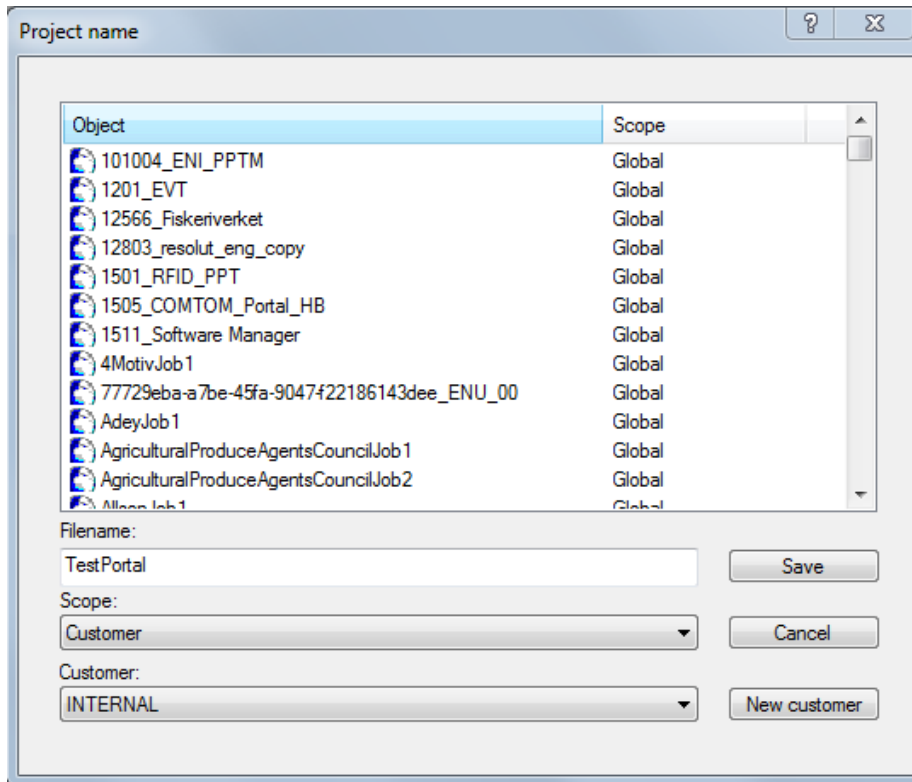
Use the folder structure …\<Customer>\<Project>:
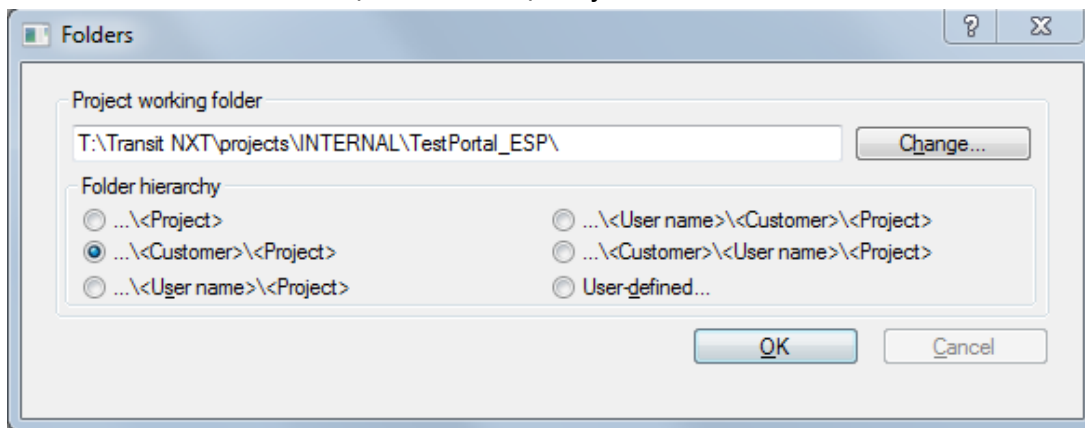
If a dictionary has been packed in the PPF, you will be asked to choose the relevant Database to store the dictionary. If the database already exists on your machine, select it – alternatively you can create a new Database to store the dictionary.

Now the project will open automatically. You will need to choose your role for the project after displaying the different user roles that Transit NXT offers. Click the **_User roles_** button in the bottom left-hand corner and choose the **_Translator_** role to activate all the functionalities available for translators:
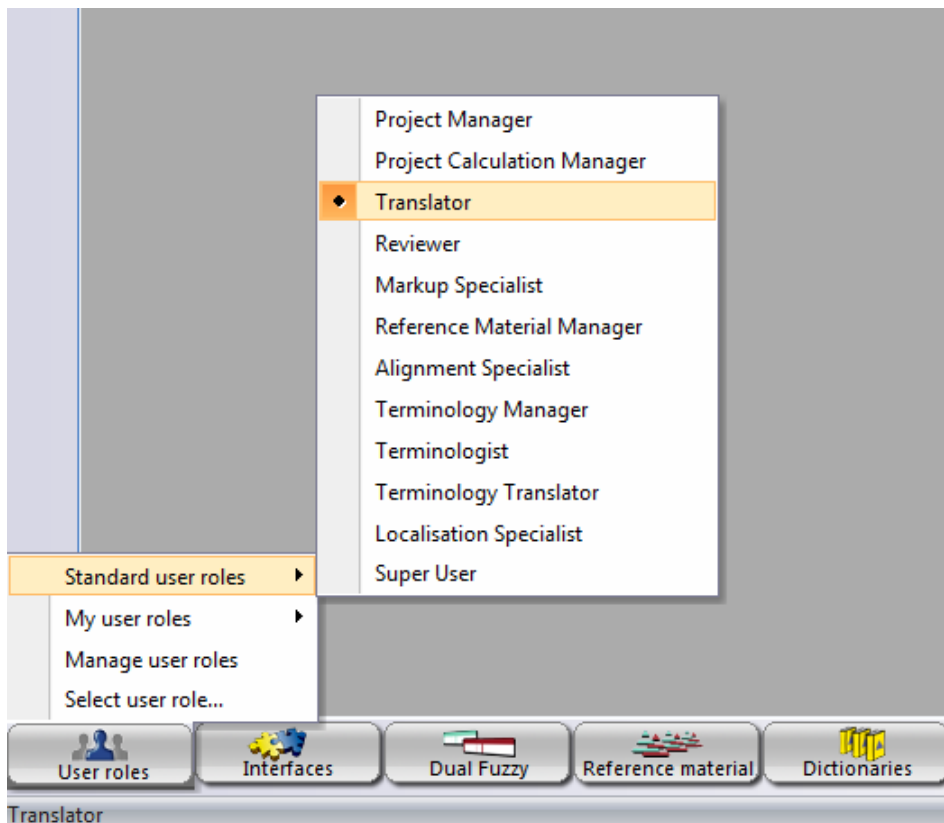
In the Transit PPF, you will often find reference files relevant for the project (the TM). These are stored in the REF folder. There is a high probability that this contains changes made by the customer or by the reviewer that you may not have access to.

Please do not use previously-used reference material saved on your computer for the project without first checking if we are sending you an updated version. Your PM will be able to confirm whether your local reference material can be used.

IMPORTANT NOTE: If you wish to momentarily exit from Transit and come back to your project later , make sure to save your work by using **Save Language Pair** and exit Transit. When you are ready to resume work on the project**, do not double click on the PPF**! This will overwrite your work and you will lose everything. Instead, open the Transit software first and select your project from the **Recent projects** drop down list.

4   OPENING DOCUMENTS ATTACHED TO A PPF

To access files attached to the PPF. Go to *Project > Show Attachments*
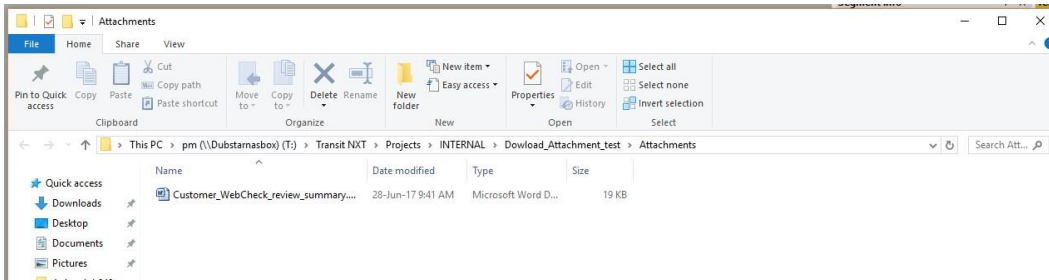
5 OPENING THE LANGUAGE PAIRS

Open the language pair in the project tab. This is your document from language A into language B. If you have several documents, all will be displayed in the pop-up window. **==Open ALL documents in a single window==** (i.e. **Open all (globally)**). **This will ensure all text is translated and save time when using features such as Find and Replace, Concordance Search and Internal Repetitions**.
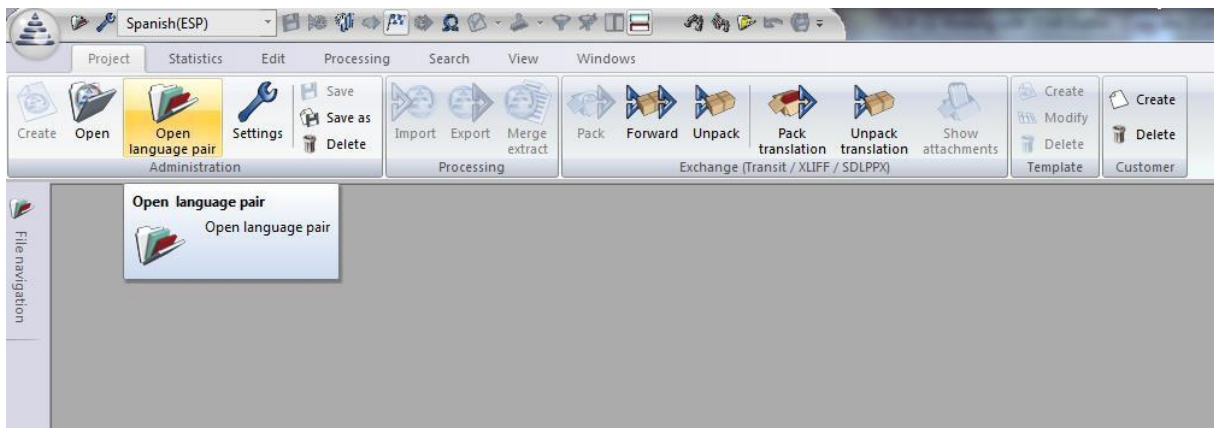
To open all documents in a single window, click "**Open all (globally)**".
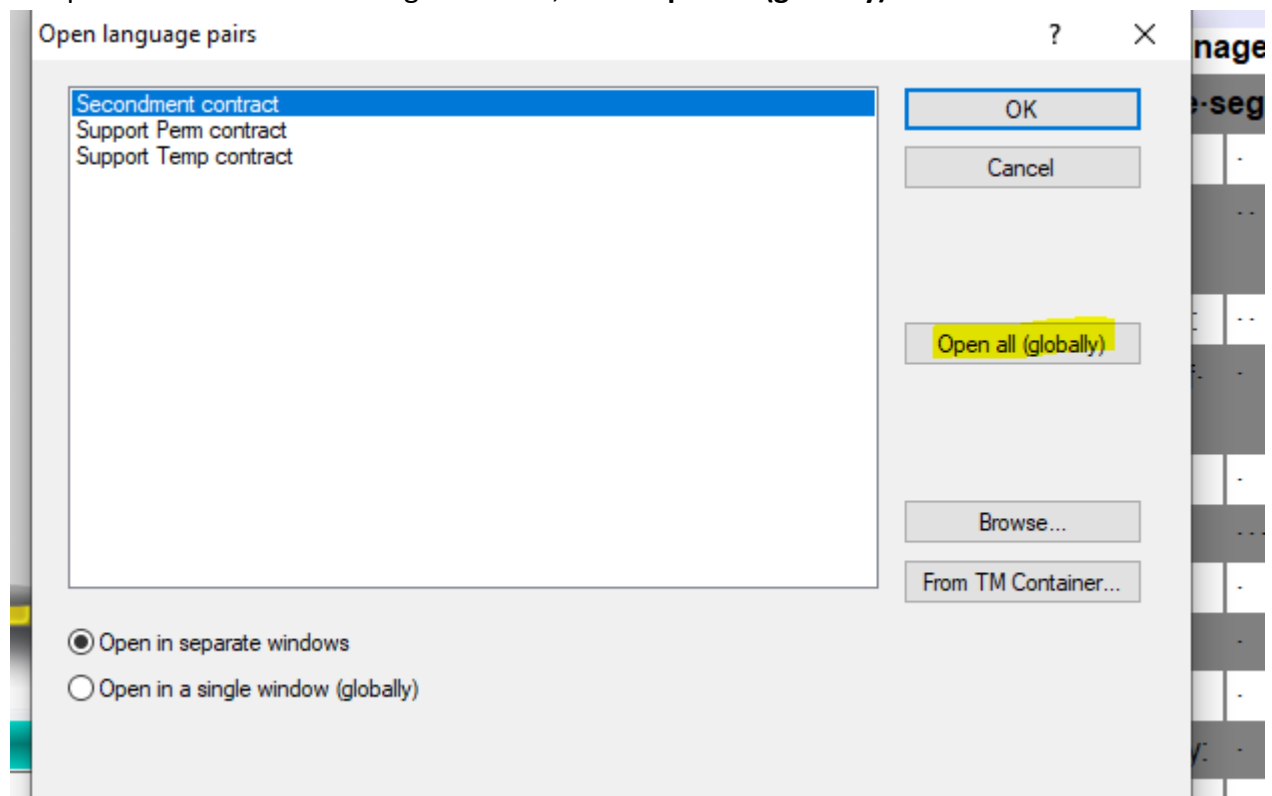
The language pairs will now be displayed:
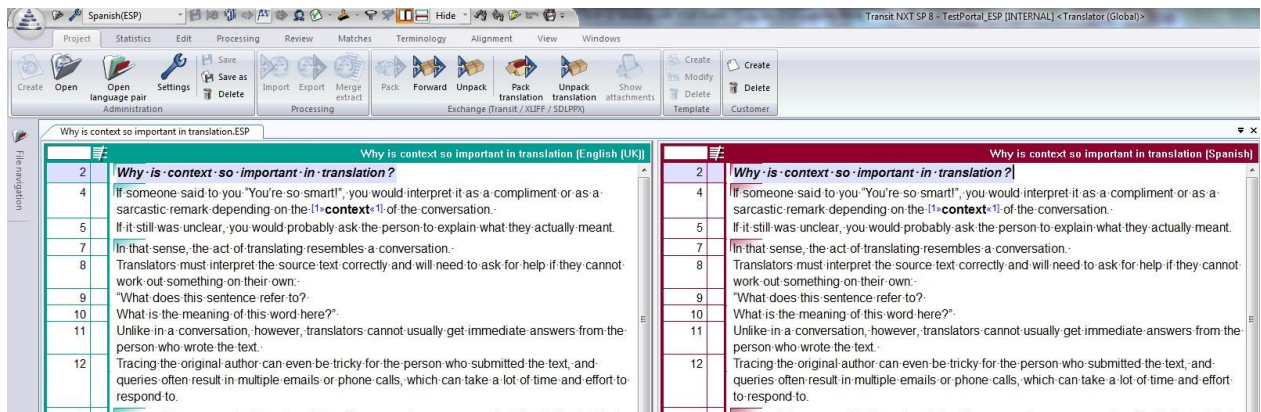
6   PROJECT DISPLAY OPTIONS

We advise you to save your *Windows* settings with a series of windows that you can pin around the screen in order to help you with the translation process. You will find the display options in the **Windows** tab. We recommend you only save these settings as an active action and not when exiting Transit.
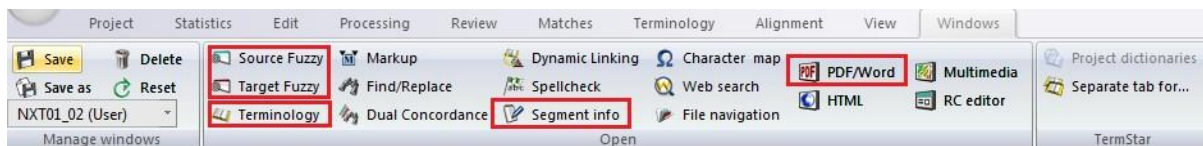
- Source and target fuzzies: This displays the Fuzzy window.
- Terminology: This displays any terminology matches from the dictionary that you are using for this project.
- Segment information: This displays the segment status, previous edits made to the target text, etc.
- PDF/Word: This enables the view of the source PDF – your reference file will be synched up with your source file. This shows you where your translation fits in the target file.
- Markup window: This will show the formatting information (markups) contained in the active segment.

See below a screenshot of the Transit NXT Interface displaying some of the most useful settings:

Transit NXT Interface

7 SET USER PREFERENCES IN TRANSIT

7.1 User Preferences settings

Change the default Transit settings by clicking on the **Transit icon** > **User Preferences**
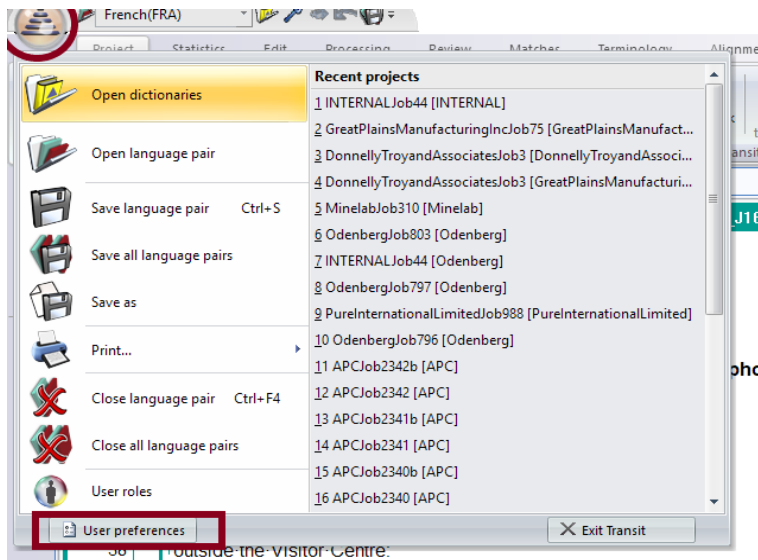
In "Startup settings":

➢ Under "Dialog language", pick "English UK". This will make it easier to provide support.

➢ Under "Action on start up", tick "Show startup dialog". This way you will be able to pick from several actions when opening Transit. This save time, as you will be able to choose whether to open the last project opened, open any recent projects, unpack a project or browse other projects.

➢ Under "Action when opening a project", tick "Open all language pairs globally". All files will open automatically when opening a project. This will reduce the number of clicks required to start working and it will ensure no files are missed.
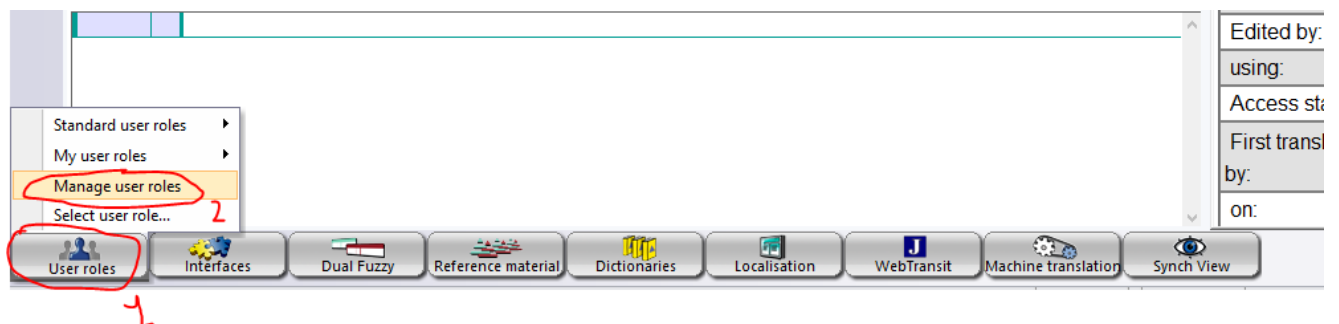
In "Special characters", choose how you want special characters to be visualized from the drop-down menus . Click **Save**:

This will ensure you see special characters in the editing windows as you work. You will also need to tick "special characters" in the **View** tab.
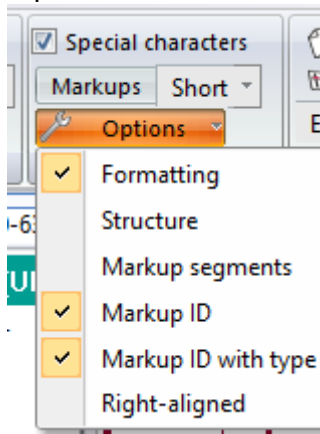
Still in the "User preferences"; in "Colours and fonts", you can customise the font size and font colours depending on the type of elements.

We recommend selecting different font colours for "deleted", "inserted", "replaced" and "moved text". This will make it easier for you to see changes in Fuzzy suggestions and to check changes made by proofreaders.
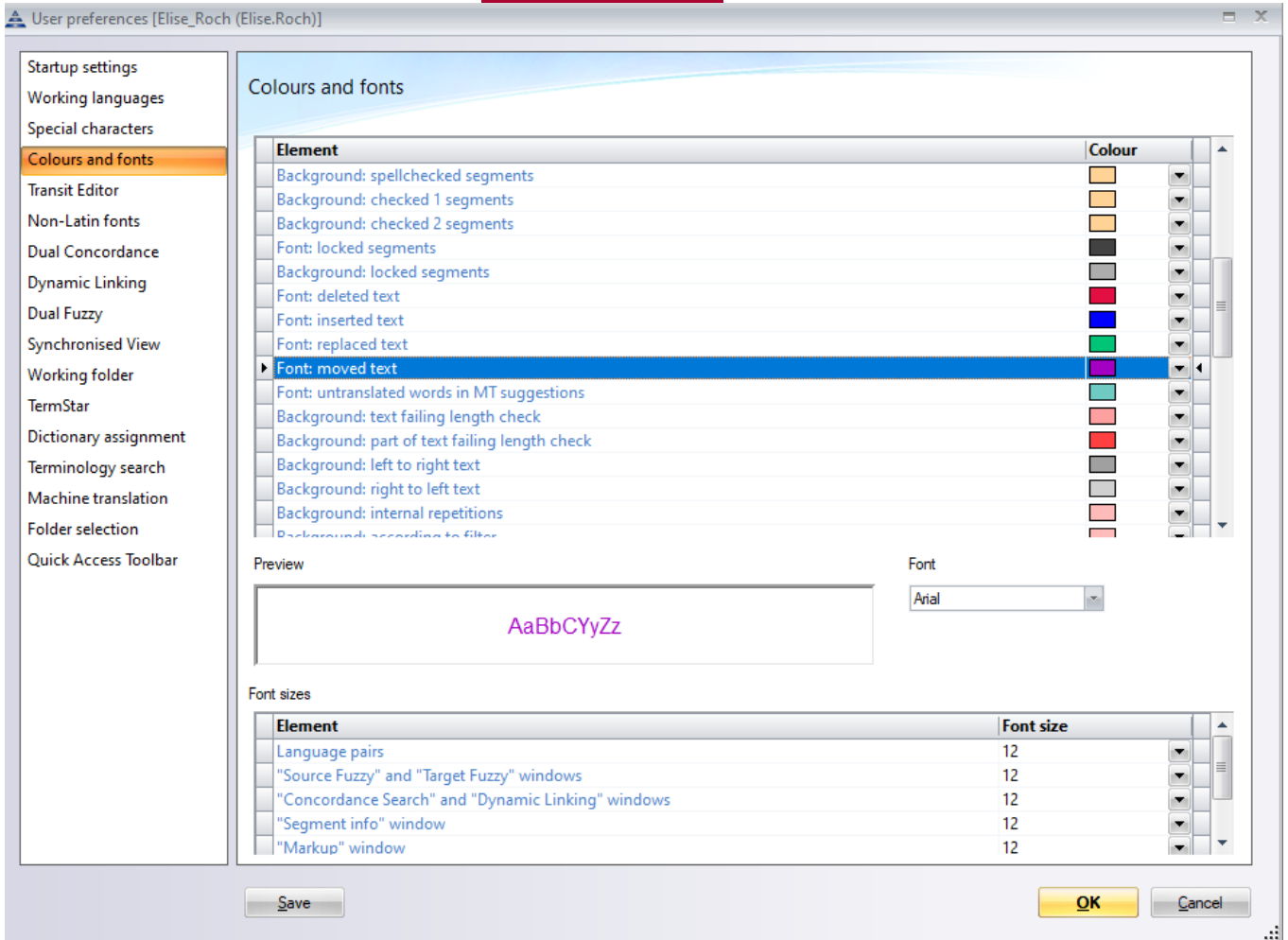
In "Transit editor", use the following settings:
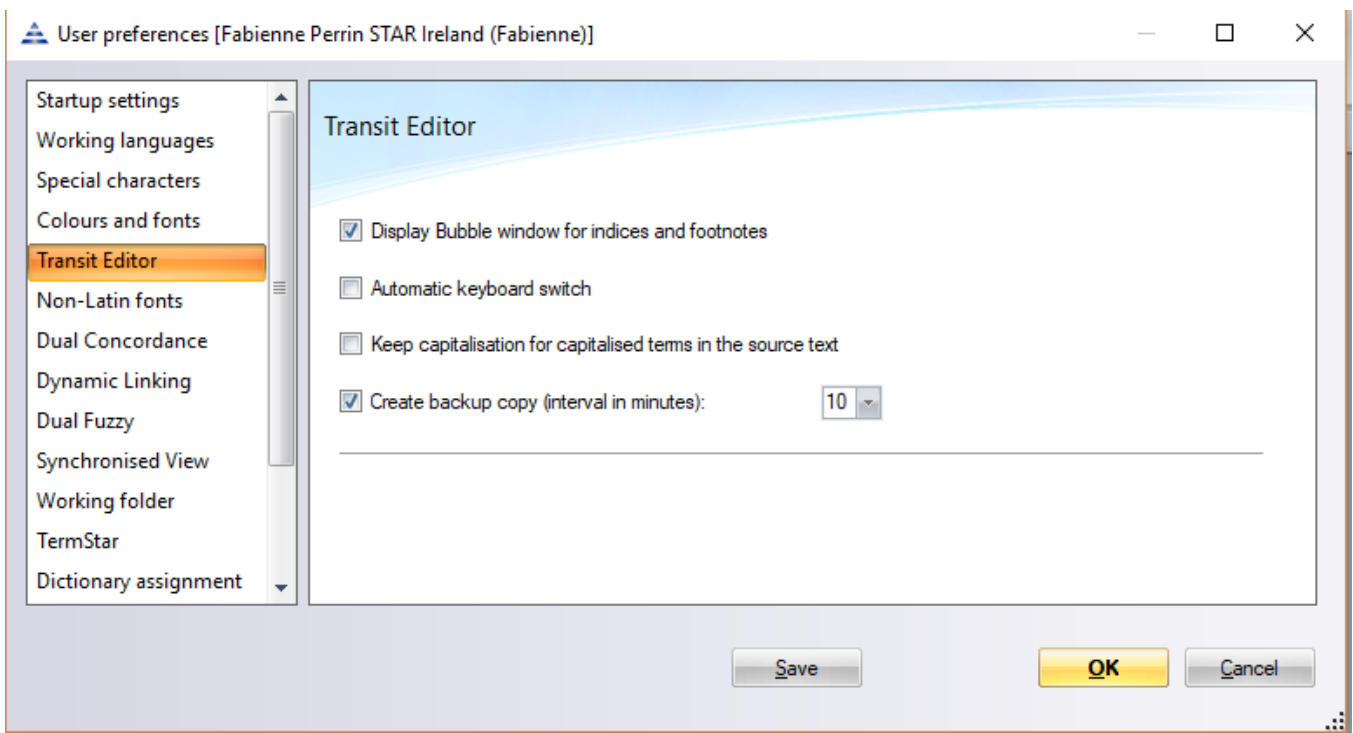
In "Dual Fuzzy", use the following settings:
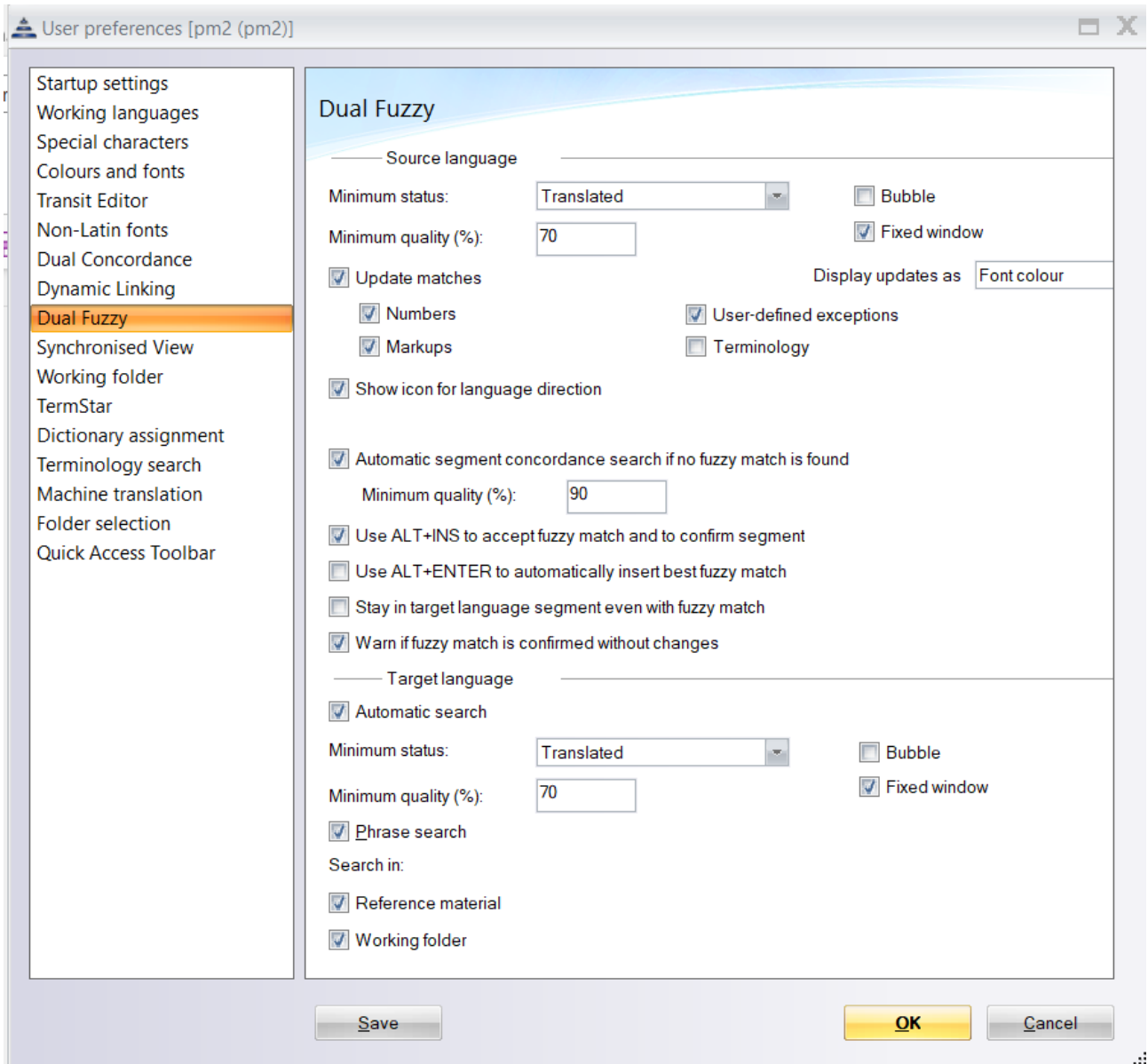
In "Working folder", use the following:
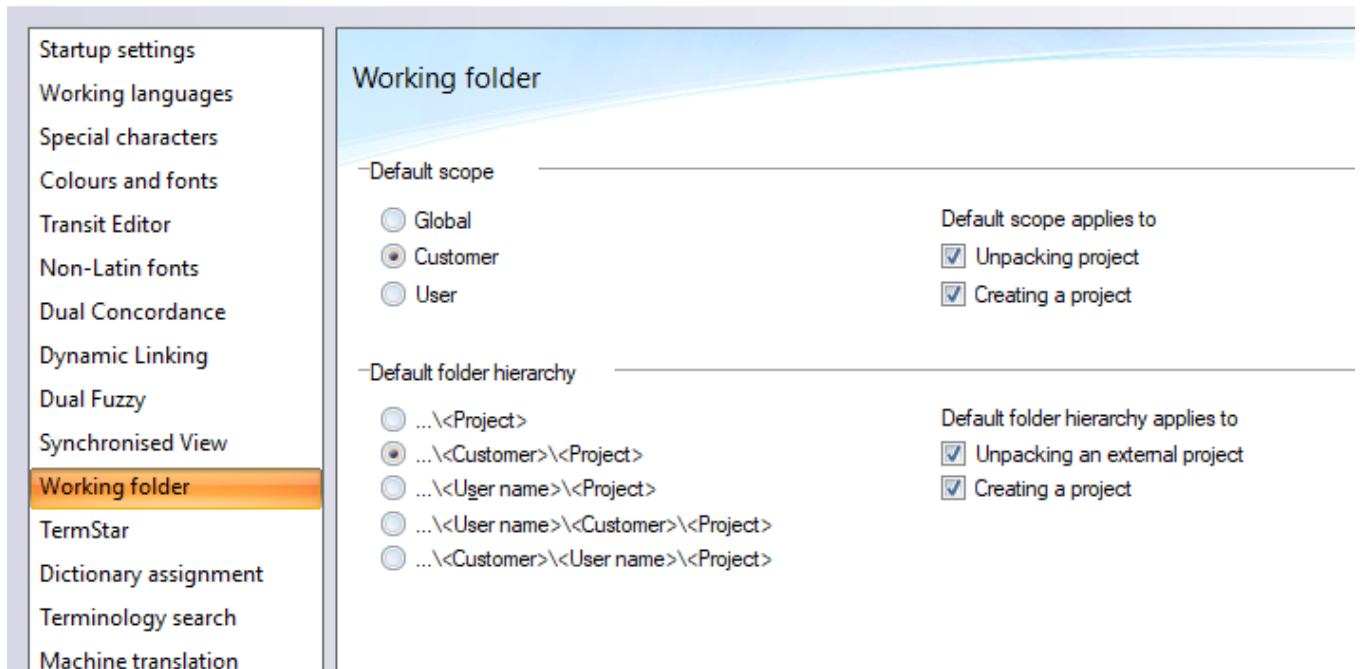
Now that the User Preferences have been set; click **Save** and **OK**.

Open the Language Pair and go to the **View** tab

Make sure the **Special characters** box is ticked in the **View** tab.
This ensures you see the character marks as you have defined them when you translate.
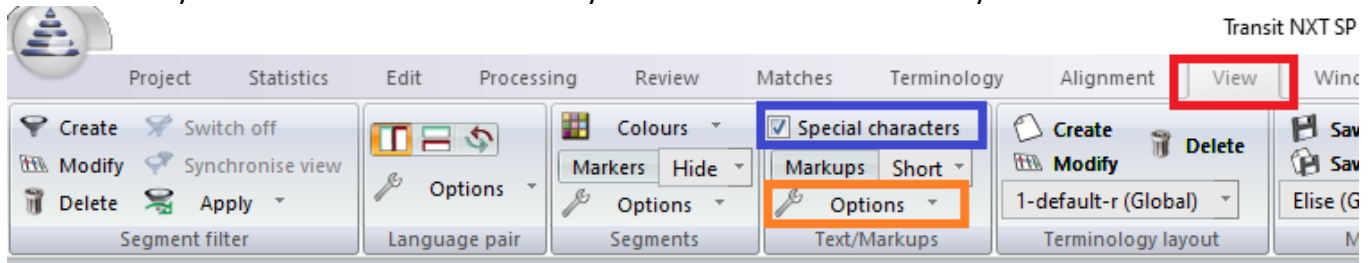
Also check you can see markups and formatting:
- Place the cursor in the Source and make sure **Formatting** and **Markup ID** is ticked in the Options above "**Text/Markups**".
- Place the cursor in the Target and make sure **Formatting** and **Markup ID** is ticked in the Options above "**Text/Markups**".

In the tab *View* > *Manage views,* select **NXT01_04(User)**
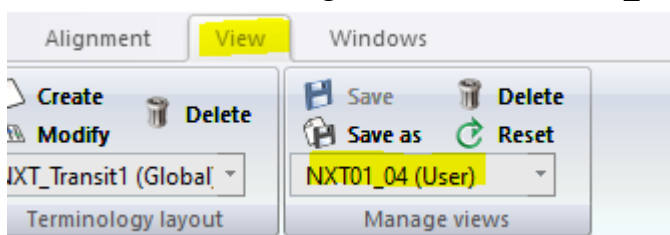
Exit Transit and when asked to save your view preferences say **Yes**.
This will make these view settings the default for you. Any other time you are asked to save your view preferences say no.

7.2 Customise the User Preferences

You can modify the Transit NXT settings to suit your preferences. Please see some suggestions below:

- Customise the quick access toolbar by selecting the most frequently-used buttons from the different menus:
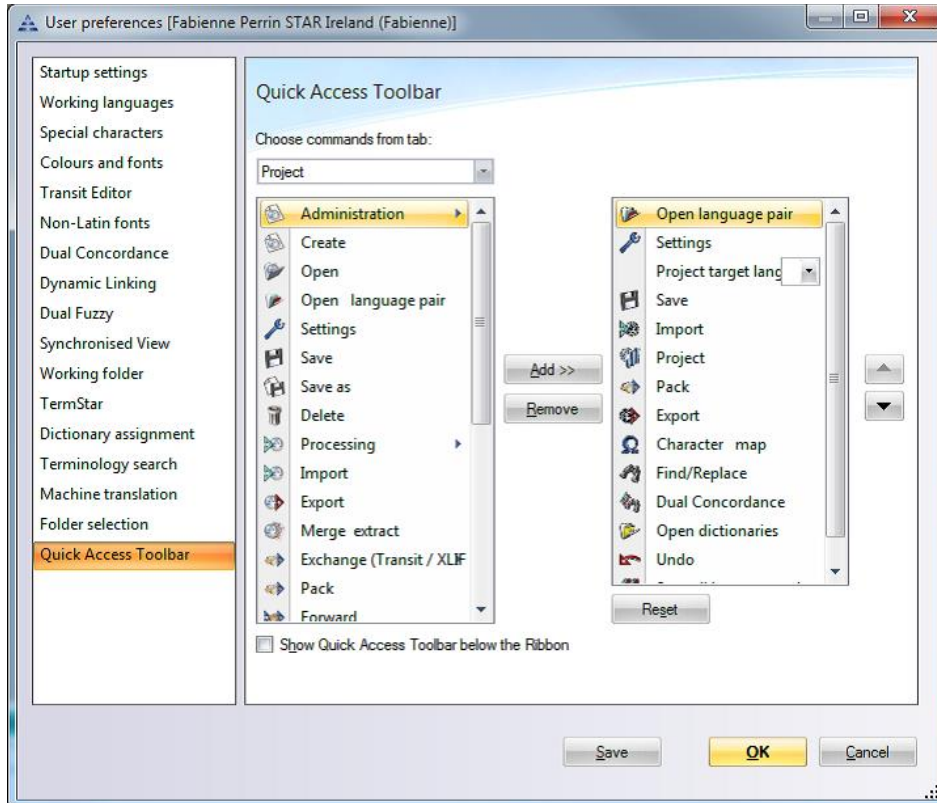
Other features include: Dual Concordance and Fuzzy searches settings, special characters display, background colours for selected text (dictionary matches, internal repetitions, etc).

▲ *TRANSLATION*

1 SETTINGS FOR TRANSLATION

After opening the *.PPF file sent to you by the Project Manager, check that the following settings marked:

1. Select your *User role > Translator.*
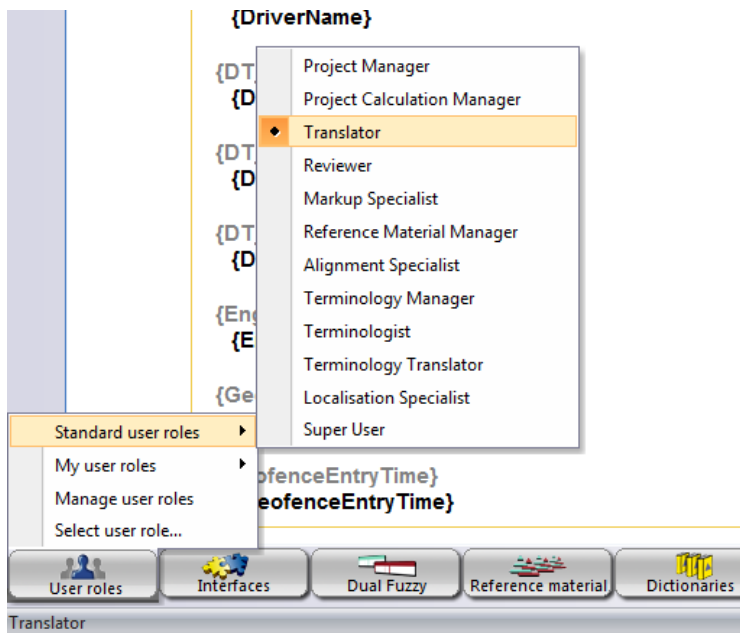
2. Go the tab *Matches* and ensure that the project settings are as shown below:
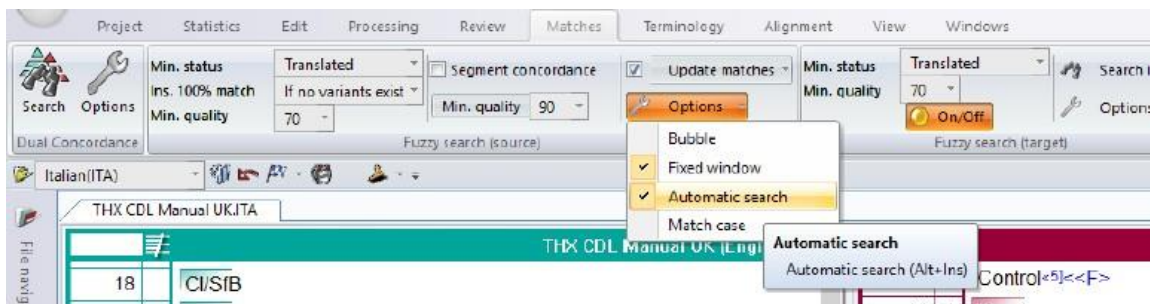
2   BACKING UP YOUR WORK

Where? Backup your work to a <u>location other than your local PC</u>. We recommend a USB drive or an online drive so that your work is safe in case of a hardware failure.

When? Backup each day at <u>Lunch time</u> and at the <u>end of your working day</u>.

How? Select the Project Tab and the "Pack Translation" option. You will then have the option to save the TPF file.
Pick the backup location and change the end of the file name to _backup_DATE-[evening/lunch].TPF. Add "evening" or "lunch" depending on when you are backing up.

IMPORTANT: to avoid delivering a backed-up draft version of your translation by mistake… after performing all your final checks but **before delivering the project**, we recommend you:
- Save the language Pair (CTRL+S).
- Go to the **Project** Tab and click "**Pack Translation**".
  - You will then have the option to save the TPF file.
  - Pick the location where you want to save the TPF
  - Change the end of the name to **_final.TPF**
  - Make sure that you upload this "final" file to the Supplier Portal

You can also do a backup by choosing the correct setting in Transit (See Section 6: User Preferences in Transit). Note: This back up is only to your local computer and is will not be available when your computer fails or if you accidentally overwrite your work.
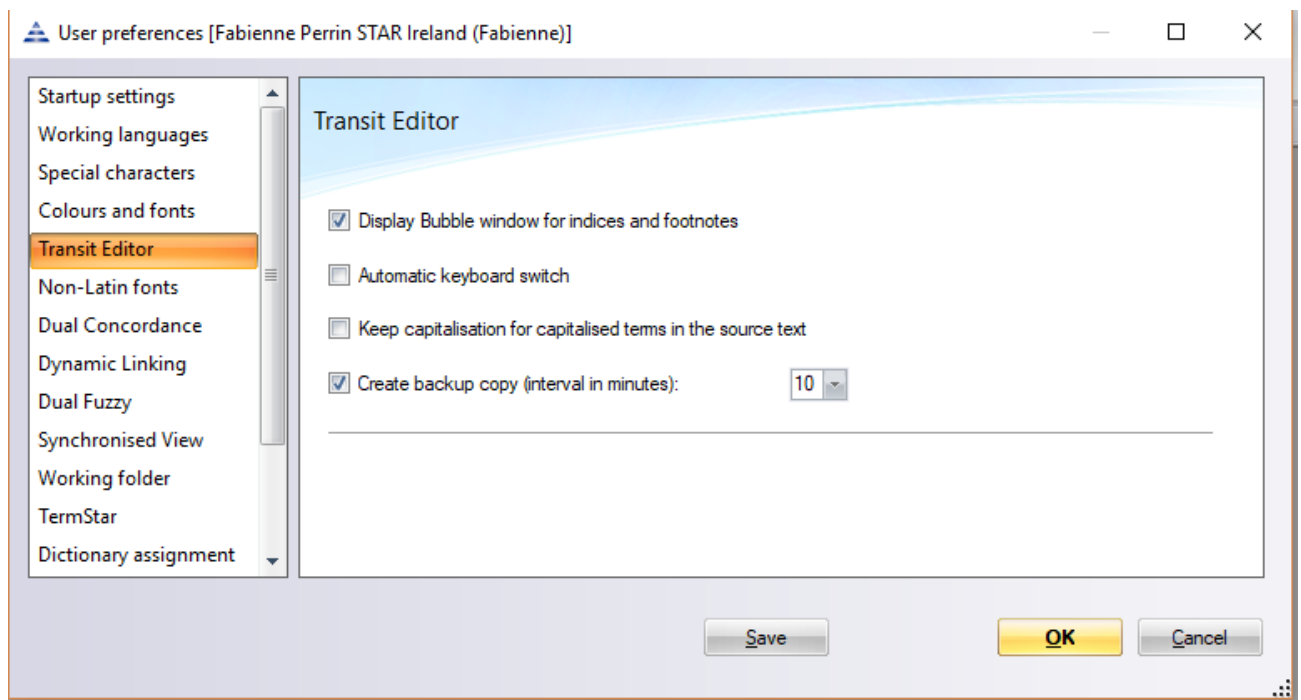
3 HOW TO INSERT A TRANSLATION

When you are finished translating a segment, press "**ALT+Insert**" to mark it as translated and jump to the next untranslated segment.

Alternatively, instead of using the shortcut, go to "Processing" tab and in the "Translate" field click on the big green V for "Confirm".

Check in the bottom right-hand corner that your segment is marked as **'translated'**.

It is most important to do this for every correctly translated segment. This will save you time. Your translations will be added to the translations for use as fuzzy matches and internal repetitions.

To check if there are fuzzy matches on a segment, place your cursor on the target segment and press **ALT+Enter.** Do this on the first segment when you start a project. After this, the fuzzy search will run automatically each time you press **ALT+Insert** or click on the Confirm button.

4 WHAT TO TRANSLATE?

As you work, simply mark any segments that you have edited or translated from scratch as "Translated". The segment will then be marked with an asterisk (*) and the segment status at the bottom right of Transit will show "Translated".

There are a number of different segment statuses in Transit:

STATUS	EXPLANATION
Imported/ Not translated	Neither Transit NXT nor a user has edited the segment.
Aligned	The segment comes from an alignment project, but has not yet been checked by the user (you can find more information on alignment projects in the "Transit NXT Alignment Tool" manual).
Alignment checked	The segment comes from an alignment project, and has been checked by the user (you can find more information on alignment projects in the "Transit NXT Alignment Tool" manual).
Check pretranslation	Transit NXT has pretranslated text which, apart from the numbers and markups, is identical to text in the reference material. Transit NXT has applied the numbers or markups from the current source language segment and marked them with updated markers. The segment must be checked and, where necessary, corrected.
Translated	A user has confirmed the segment as translated.
Spellchecked	A user has confirmed the segment as spellchecked.
Checked 1	A user has confirmed the segment as *Checked 1*. You can assign the statuses *Checked 1* and *Checked 2* for additional proofreading checks.
Checked 2	A user has confirmed the segment as *Checked 2*.

Overview of status indicators:

1. The plus sign (+) means the segment has been pretranslated or automatically translated as internal repetition.
2. The hash sign (#) means the segment has been pretranslated with updates and requires checking.

3. The asterisk (*) means the status of the segment has been changed to "Translated". When you confirm a pretranslated segment after checking and/or editing, the asterisk is added alongside the + or #.

For more details please see page 437 of the **Transit Next Usage User Guide**

5   SEGMENT STATUS TO ASSIGN

Assign the status *Translated* to segments that have the following status:
- Imported/Not translated
- Aligned

As you work through your translation project leave the segments that you are unsure about without the status *Translated.* This will make the segments easy to find and will prevent them being used as fuzzy matches.

Any segment with the following status **must not** be marked as *Translated* during the translation stage:
- Alignment checked
- Check Pretranslation
- Spellchecked
- Checked 1
- Checked 2

Your PO order covers the translation of the following types of words (status after import):
- **New Words:** this includes the new words and the first occurrence of each internal repetition. These are 0 to 74% matches. The status of these segments is *Not translated.*
- **Fuzzy matches:** from 75% to 100% matches. The status of these segments is *Not translated.*

About Pretranslated segments:
Pre-translated segments are directly checked by the proofreader, and you do not need to check those segments. The status of these segments is *Check pretranslation.*

About Internal repetitions:
You only need to translate internal repetitions once. The rest of the occurrences are automatically populated and the proofreader will take care of checking that those are correct, in context.

For the populating functionality to work correctly, make sure your translation settings are correct (see "Matches" in section 1 above SETTINGS FOR TRANSLATION).

The status of the first occurrence of an internal repetition is *Not translated*. Once you translate the first occurrence, the populated segments should come up as *Translated.* See more information in Section below "HOW TO TRANSLATE INTERNAL REPETITIONS".

➤ **Tip:**
The shortcut ALT+4, displays the segment information window. You can easily check the status of each segment in this window to avoid editing segments that you should not edit.

6   WHAT NOT TO TRANSLATE?

- **Pretranslated segments:** These will be proofread and checked in context by the proofreader. The internal repetitions also fall into this category of matches.
- **Context matches**: In Transit these are called "Checked 1" and "Checked 2". These are "In context" pretranslations, meaning that the same segment, within the same context, has been previously translated and stored in the translation memory. If you find any serious errors in these segments, you must let your PM know.

IMPORTANT NOTE: Context matches in Transit are not locked or protected. Therefore, these segments might be changed by mistake or for a reason. Either way, <u>inserting changes to context matches will introduce inconsistences in the translation memory and should always be reported to the PM so that they can take the appropriate corrective actions for the TM management.</u>

➢ **Tip:**
The shortcut ALT+4, displays the segment information window. You can easily check the status of each segment in this window to avoid editing segments that you should not edit.

7   HOW TO TRANSLATE INTERNAL REPETITIONS

Internal repetitions are segments the occur more than once.

You will translate internal repetitions only once. The rest of the occurrences will be automatically populated and the proofreader will take care of checking that those are correct, in context.

For the populating functionality to work correctly, you need to make sure your translation settings are correct:
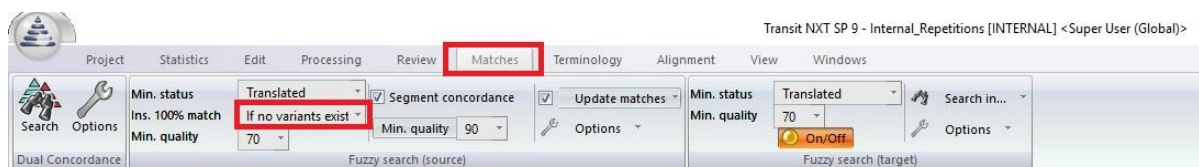
1. Open all language pairs (globally) in a Single Window.
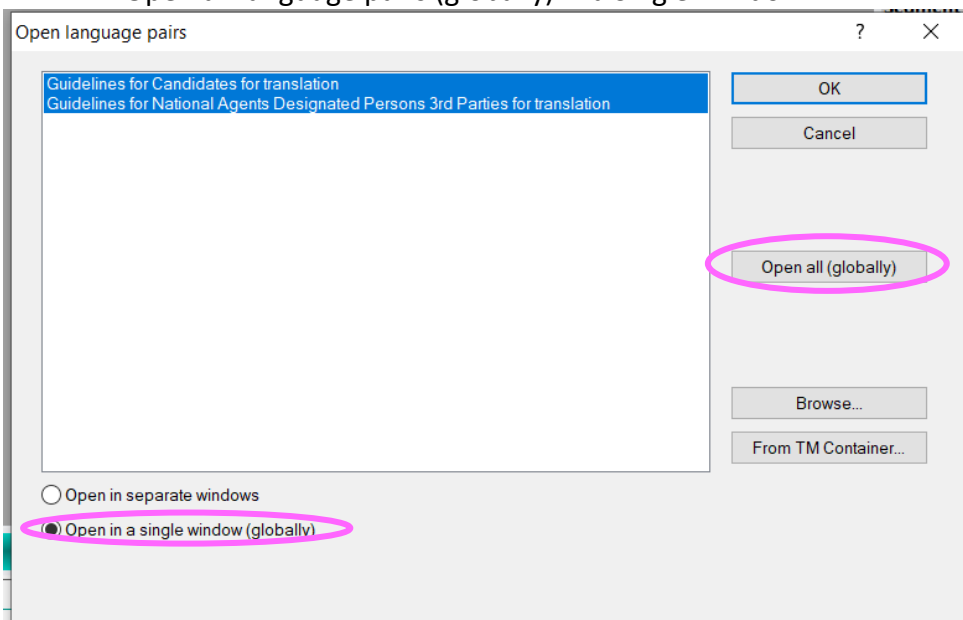
2. Click the *Processing* ribbon and select *Internal repetitions* **On/Off**.

The internal repetitions mode is now activated.

3. To go to the first internal repetition, click **Next**.

This will bring you to the first repeated segment that needs to be translated. You must proceed as usual: look for fuzzy matches, dual concordances, and then translate.

4. Finally, confirm the segment (**ALT+Insert**).

  o Your translation is automatically populated to the rest of the occurrences within that group of internal repetitions

  o If there are variants (more than one 100% match), the propagation will be supervised (Fuzzy).

  o To apply a translation for all internal repetitions in the same group:

  1 Translate the segment of the internal repetitions group.
  2 Select **Processing | Internal repetitions | Translate group**.
  3 Transit applies the translation to all segments that belong to this internal repetitions.

5. The cursor is then positioned in the first occurrence of the next group of internal repetitions.

When the cursor reaches the end of the last file, it means that you have translated all internal repetitions in the project. Leave the internal repetition mode by clicking the **On/Off** button again.

Tips:
  1 - **Ctrl+Alt+Plus** (keypad) takes you to the next internal repetition segment.
  2 - **Ctrl+Alt+Minus** (keypad) takes you to the previous internal repetition segment.
  3 - You can also click **Translate group** if you want to automatically apply your translation of the first occurrence.

8 HOW TO PROCESS FUZZY MATCHES

As the name suggests, Fuzzy Matches are previously translated segments that are similar, but NOT IDENTICAL to the current one you are translating.

The percentage shown (between 75% and 99%) indicates the level of similarity between the two. These segments will have a status of *Not Translated*.

Fuzzy matches make the translation process quicker, however it is easy to make a mistake with them too.

When you accept a fuzzy match, you must **look for the difference between the new and old source**. It may be a tiny difference in punctuation or capitalisation, , or less subtle differences that are difficult to spot at first glance (e.g. OFF has been replaced by ON in the source). If you accept a fuzzy match without editing it, these errors may be introduced in the translation. This could be a huge risk for STAR so please pay careful attention when working on these segments.

Always look at the fuzzy percentage and identify the difference between the old and new source.

Once you have found the difference(s) between the old source and new source, you can adjust the target accordingly as follows:

- **Editing the suggested target in the fuzzy match window:** You can use the fuzzy match window to correct the suggested translation before inserting it into the target language editor. In the fuzzy match window, the last segment in each match is the Transit suggestion that you can modify/insert. To insert the corrected fuzzy match once you've edited it: click on the **Target** segment in the fuzzy match window, then press **ALT+Enter**. You can then mark the segment as translated in the editor by pressing **ALT+Insert**.

- **Modifying fuzzy matches in the target language editor:** Use the shortcut ALT+Enter to insert the selected fuzzy match from the **Target** fuzzy match window. Make your edits it in the target language column and then press **ALT+Insert** to confirm.

REMEMBER: A 100% match marked as +++ *Segment Concordance* +++ does <u>not</u> mean that it is a 100% fuzzy match! It means **part of another segment** matches **part of your current segment.**

TOP TIPS!

1) Deactivate the bubble windows as this can cause confusion.

   Go to *User Preferences* (Click on 🔺 in the top left-hand corner), then *User preferences > Dual Fuzzy* and untick *Bubble* at the top and at the bottom of the window.

2) Set Transit to show changes in a Fuzzy with different font Colours

We recommend you change the colour of fuzzy matches to make the differences easier to see.

By default, Fuzzy differences are displayed with "thin lines". This can be changed to "different font colours".

In "User preferences" > "Colours and fonts", you can customise the font size and font colours depending on the type of elements.

Select different font colours for "deleted", "inserted", "replaced" and "moved text". This will make it easier for you to see changes in Fuzzy suggestions.

Dual Fuzzy

Source language

Minimum status:	Translated ▼	☐ Bubble
Minimum quality (%):	70	☑ Fixed window

☑ Update matches

☑ Numbers   ☑ User-defined exceptions

☑ Markups   ☐ Terminology

Display updates as   Font colour ▼

☑ Show icon for language direction

☐ Automatic segment concordance search if no fuzzy match is found

Minimum quality (%):   90

☑ Use ALT+INS to accept fuzzy match and to confirm segment

☐ Use ALT+ENTER to automatically insert best fuzzy match

☐ Stay in target language segment even with fuzzy match

☑ Warn if fuzzy match is confirmed without changes

Target language

☑ Automatic search

Minimum status:	Translated ▼	☐ Bubble
Minimum quality (%):	70	☑ Fixed window

☑ Phrase search

Search in:

☑ Reference material

☑ Working folder

Save   **OK** **Cancel**

Left panel menu:
- Startup settings
- Working languages
- Special characters
- Colours and fonts
- Transit Editor
- Non-Latin fonts
- Dual Concordance
- Dynamic Linking
- **Dual Fuzzy**
- Synchronised View
- Working folder
- TermStar
- Dictionary assignment
- Terminology search
- Machine translation
- Folder selection
- Quick Access Toolbar

86%		T:\Transit·NXT\projects\HIQA\HIQAJob22\8.2.24·translations
Ref		This·is·the·voicemail·of·the·portal·phone·of·the·Health·[1»<F>>]«1]<<F>nformation·and·Quality·Authority.
New		This·is·the·voicemail·of·the·registration·office·of·the·Health·[1»<F>>]«1]<<F>nformation·and·Quality·Authority.
Ref		Is·é·seo·glórphost·an·ghutháin·tairsí·an·Údaráis·um·Fhaisnéis·agus·Cáilíocht·Sláinte.·
		No·more·fuzzy·matches.

3) Activate Automatic Segment Concordance Search

The *"Automatic segment concordance search if no fuzzy match is found"* feature **will save you time**. This function searches for partial matches with your current segment in other segments.
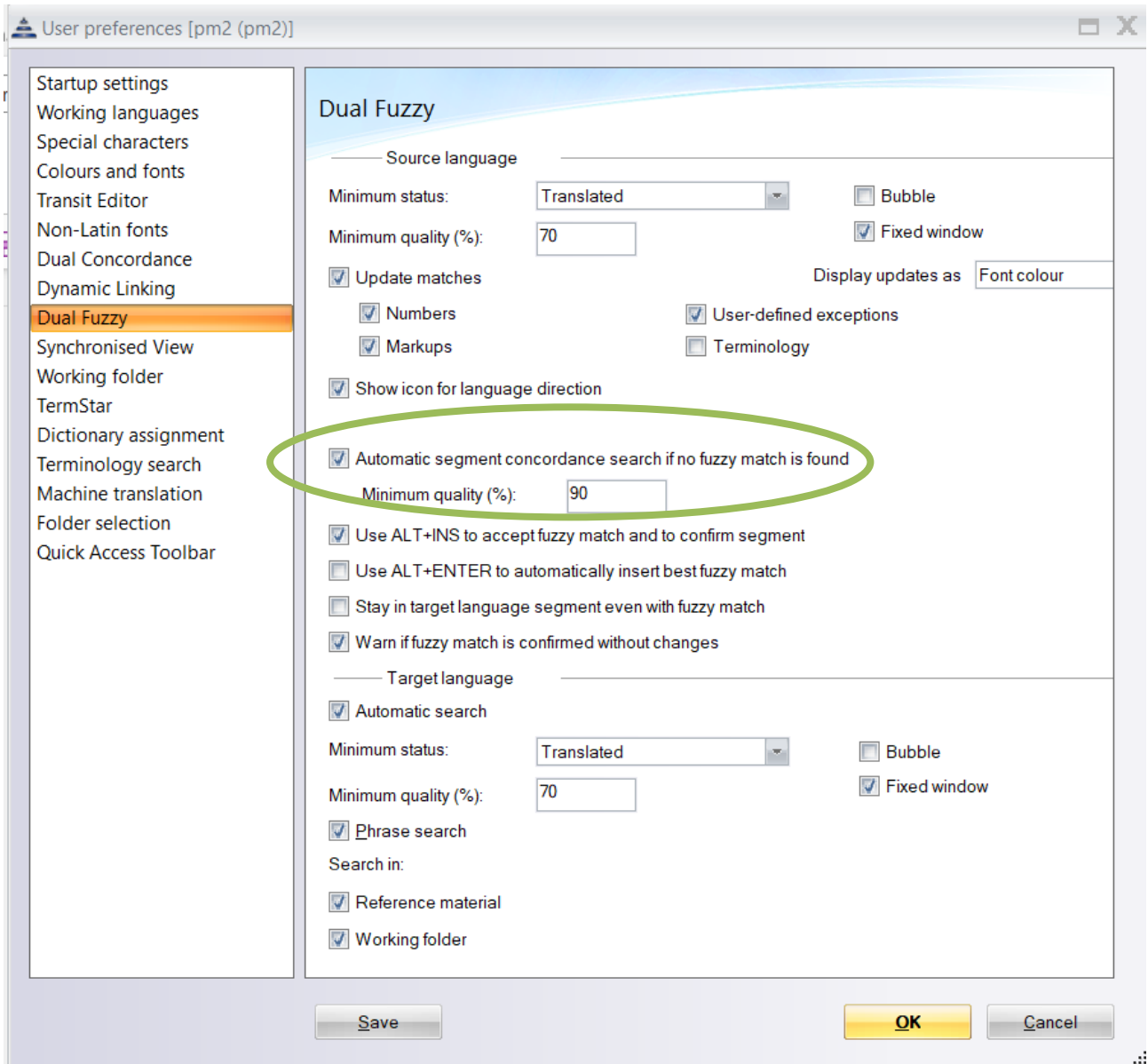
9 HOW TO INSERT A TERM IN THE DICTIONARY

9.1 What is a term

A word or phrase used to describe a thing or to express a concept, especially in a particular field.

9.2 What are the general rules to insert a term in the dictionary?

1. The term must be a **relevant** term that will be useful for future projects related to the specific field / the customer.
2. Prepositions, articles, determiners, punctuation marks, etc. should not be registered.
3. The term must be entered in **lower** case -
   Exceptions: Acronyms; German and other languages if required by rules.
4. You can enter one or more synonyms for a term (either source or target language) these synonyms must be entered into a **"Synonym" field, never in one of the "Term" fields**.
5. In the case of abbreviations, use the "**Abbreviation**" field, leaving the full term in the main field.
6. **Never create two entries for the same term**.
7. **Polysemy**: If a term (either source or target language) has several meanings, each of the meanings must be entered in one of the "Term" fields.
8. **Do not enter full sentences into the Dictionary**.
   Exceptions:
   - Software strings that must remain unchanged and be entered as full sentences.
   - Specific sentences that must remain unchanged for several reasons.

The above are general rules – your Project Manager will let you know of any specific instructions to be followed. If you have any doubts, ask your Project Manager for clarification.

9.3 What are the steps to follow to insert a term in the dictionary?

To add a term to the dictionary, please follow the steps below:

1. Select the term you would like to insert;
2. Go to the Terminology tab in the top ribbon;
3. Click on "Rapid Entry";
4. Insert the translation;
5. Save
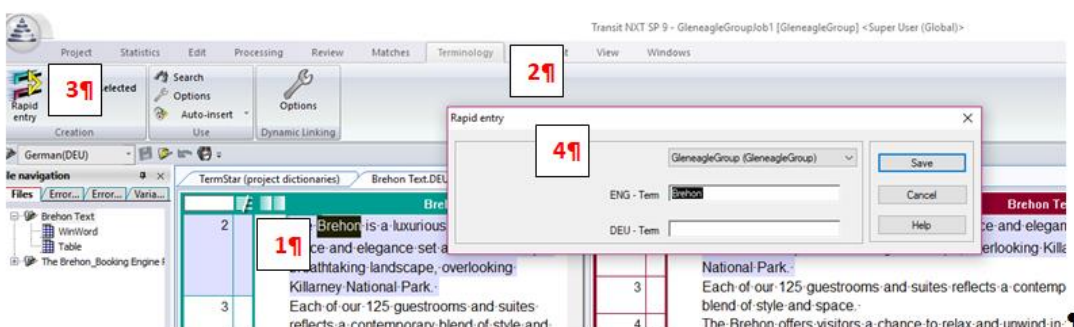
9.4 How to edit a record in a dictionary

This is particularly useful if you need to add a synonym, abbreviations, etc. to an existing entry.

Make sure you have the relevant Transit project open, and click on the tab: "**TermSar (project dictionaries)**"

1. Click on the term you want to edit and press [Ctrl+Enter].
   The entire record for the selected term will be displayed in the right window, in edit mode.
2. Make the required updates, or changes.
3. Once finished, right click > **Quit Edit Mode**
4. Make sure to click **Yes** to save your changes.

9.5 Useful shortcuts for Terminology

Function	Shortcut
Replace a word with its (first) translation from the dictionary	ALT+T
Replace a word with its (first) translation from the dictionary and change case	ALT+ SHIFT+T
Select term to replace a word when there are several dictionary suggestions	ALT+K, \<letter\> \<Letter\> here refers to the letter which is in front of the particular translation in the Terminology window.
Select a term to replace a word when there are several dictionary suggestions and change case	ALT+K, SHIFT+\<letter\>
Insert a translation from the dictionary without replacing a word	ALT+G, \<letter\> \<Letter\> here refers to the letter which appears before the desired translation in the Terminology window.
Insert translation from the dictionary, without replacing, and change case	ALT+G, SHIFT+\<letter\> \<Letter\> here refers to the letter which is in front of the particular translation in the Terminology window.
Switch to the Terminology window	ALT+3

(ALT is the ALT key on the left of the spacebar)

10 ENSURING CONSISTENCY
10.1 Dual concordance search

As a professional translator you are expected to ensure consistency within your translation and with the previous translations provided to the customer. There are three tools to ensure **consistency** during the translation process: dictionaries, segment matches and Dual Concordance. While the first two deal with <u>stand-alone terminology</u> and <u>entire segments</u> respectively, Dual Concordance falls somewhere in between, as it allows you to search for **specific terms or phrases** in the reference material or the current file.

The main advantage of this is that you can see the word(s) you are searching for in the **correct context** to ensure a consistent and accurate translation.

To launch this tool, open your Transit project and go to **Windows>Dual Concordance**, or alternatively select the text you want to search for in the current file (source, target or both) and press **Ctrl+Alt+F**, or right click and select Dual Concordance. Transit displays the search results as follows:
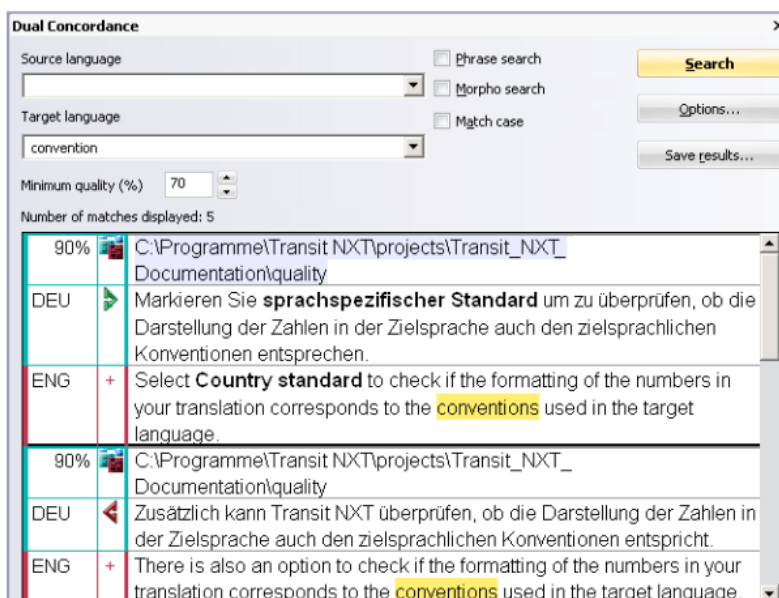
Here you also have some basic search settings to help <u>expand or refine</u> the results obtained:
- **Minimum quality**: With this option you can define <u>how similar</u> matches should be (not relevant for phrase search).
- **Phrase search**: With this option Transit searches for text that <u>exactly</u> matches the search text. This will return **only exact matches** ; <u>unticking this allows Transit to show a wider variety of matches</u>.
- **Morpho search**: With this option Transit also finds <u>inflections</u> ("word families") of the searched word.
- **Match case**: With this option Transit takes account of <u>upper/lower case</u>.

To insert the selected match into your translation, right click and choose the appropriate option.

Click on **Options** to refine the settings, and choose where to carry out the search.
The "Options…" button allows you to check only your current project ("Working folder), only previous translations ("Reference material") or both.

Select "Translated" to only display results that have the segments status "translated" as a minimum.

Untick "check min segment status" If you want to see results even if they have not been translated – this can be useful to check how a term appears in context.
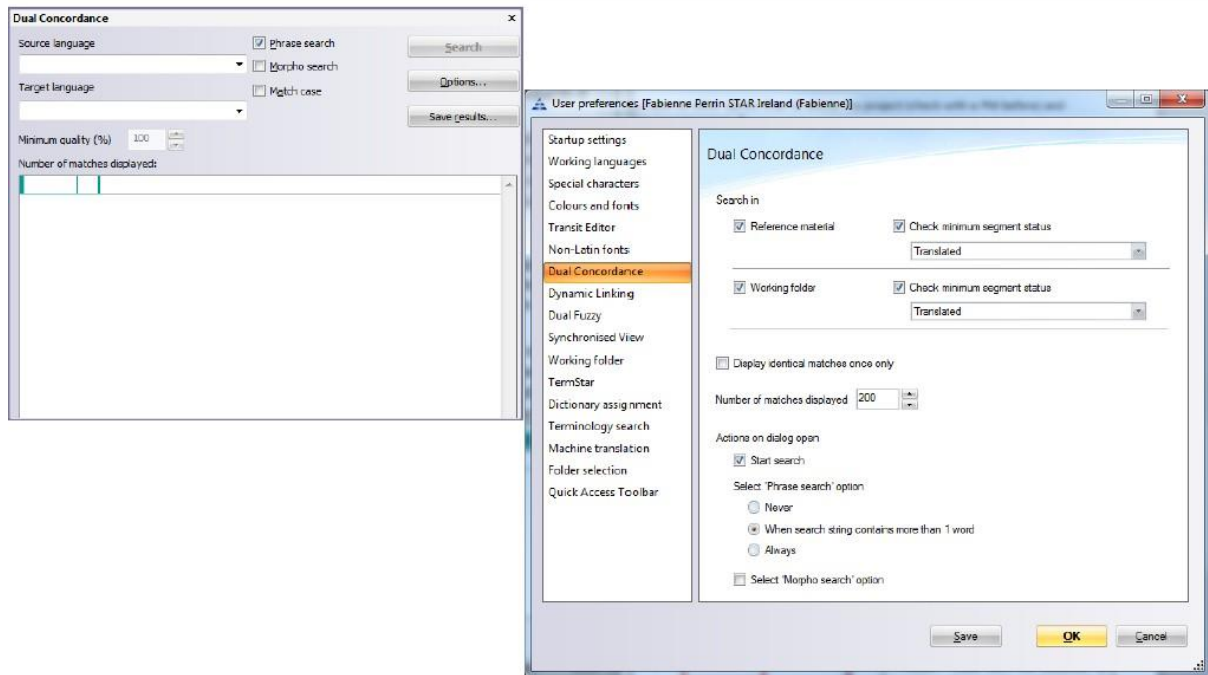
You can also simply select some text you want to perform a search on in the source or target segment and then right click > **Dual concordance**.

Note: if you select a term in the source AND a term in the target, Transit will look for match where this term was in the source and the target term in the target file.
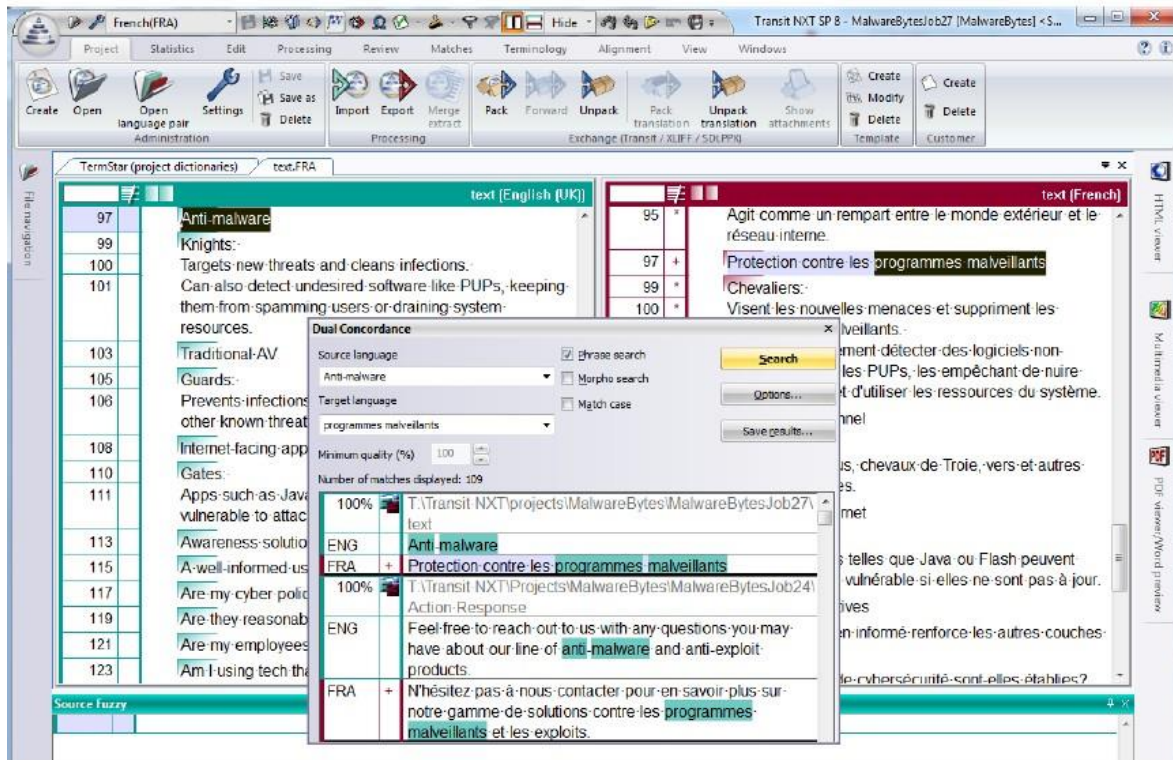
10.2 Terminology

Inconsistencies spotted between the Translation Memory and dictionaries must be reported to your project manager. If a dictionary is attached to your project, make sure to perform a Terminology Check (see 5 TERMINOLOGY CHECKING) before delivery. You must inform the Project Manager if you have any new entries or updates to an existing dictionary.

10.3 Source and translation variants

This is an obligatory step before any delivery. See FINAL CHECKS

11 MARKUP ASSIGNMENT

Please pay careful attention to this section. It details how to assign markups during and after translation. For more details, a video is available on our Help Section when logging in the supplier Portal.

Markups IDs are marked in blue [4»text«4]. Markups generally indicate some kind of text formatting (bold, italics, superscript…) or links. Markups need to be included the target text, to keep the original layout of the file when it is exported.

There are 2 main ways of handling markups:

- During translation
- After translation

Assigning markups is mandatory. If the file you deliver does not have the correct markup assigned, the Project Manager will send the file back for you to correct it.

To access the markup window, go to the **Processing** tab, and activate the **Markup** function by clicking the flag in the **Markup assignment** section.

11.1   Markup assignment during translation

Markups can be assigned during the translation, either from the main menu or using keyboard shortcuts.

Markups can be displayed in different ways, showing more or less detail. The view can be changed in the tab **View** > **Text/Markups** > **Options**
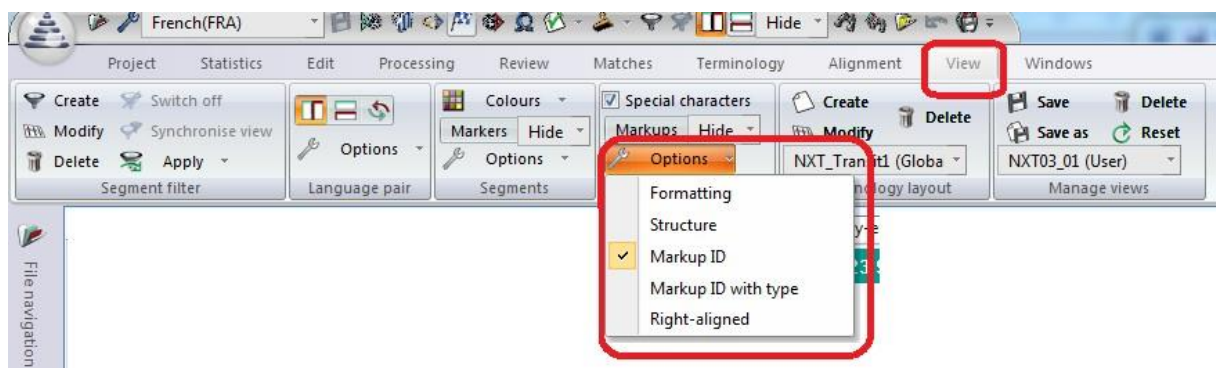
When **Markup ID** is activated, markups are shown in blue superscript numbers on either side of the text in question.
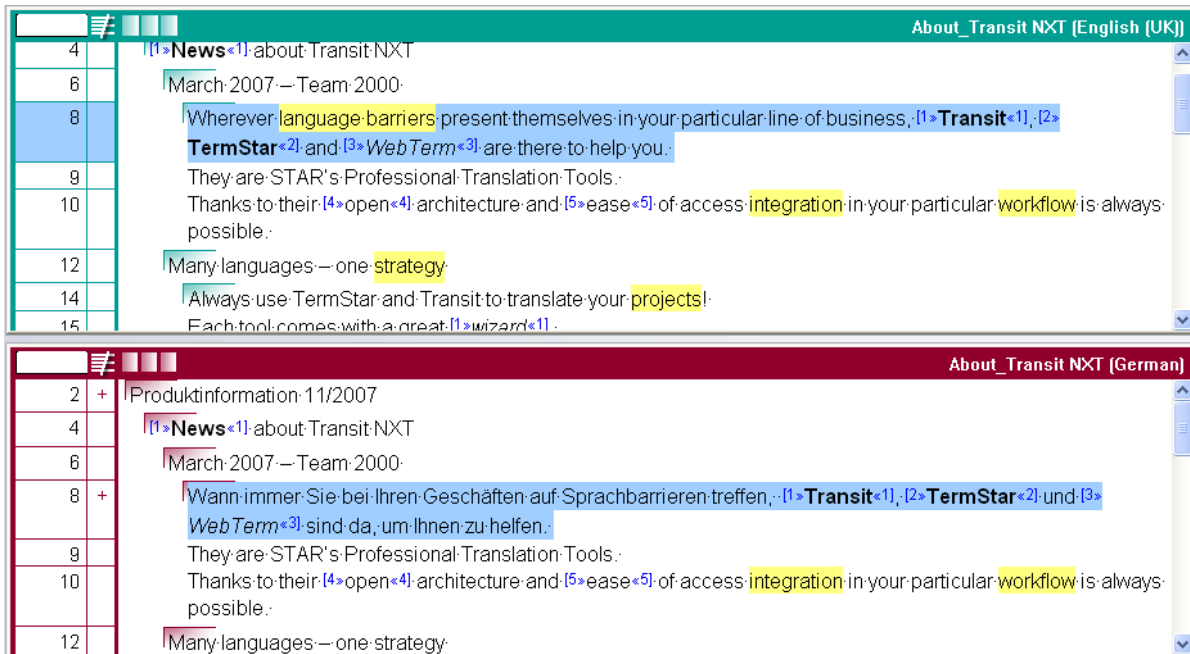
In the **Markup** window, you can see the full version of each markup in the current segment (below the <b> markup, which denotes a bold font).
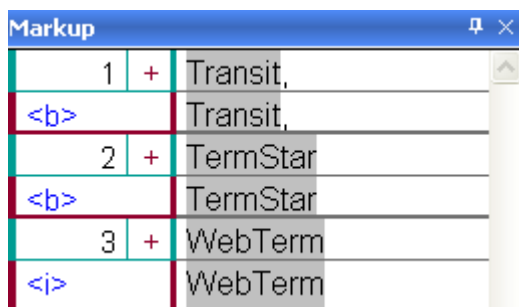
To insert markups while translating:

▲ In the Transit editor, in the target language window, select the text to which you want to apply the markup.
Next, press **Ctrl+[*ID*]**, where ID refers to the markup number shown in the Markup Window.
*NOTE: enter the number using the number keys above the letters on the keyboard – **not the numerical pad***!
To confirm the markup assignment, press the **right arrow key.**.

▲ For simple formatting (bold, italic, underline, subscript, superscript) not appearing in the source segment but needed in the target segment, you can use the formatting buttons found in **Edit** > **Formatting**.

11.2 Markup Assignment after translation

If you prefer, you can focus solely on the translation and assign markups after everything has been translated.

To do so, proceed as follows:

1. Place your cursor in the first segment of the translated document (in the target window).
2. In **Processing** > **Markup assignment**, press **On/Off**, then select **All segments with markups** in the drop-down menu.
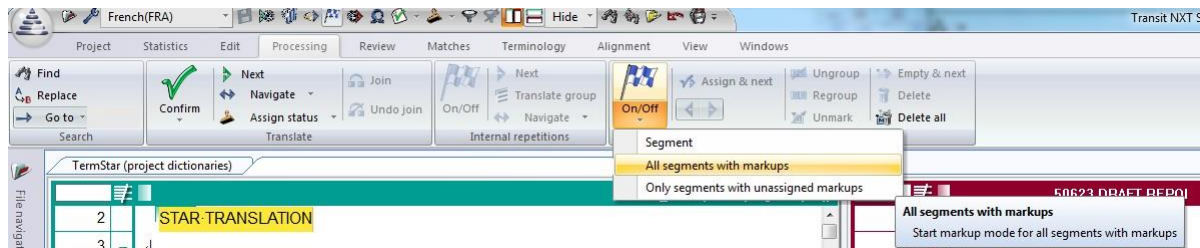
Transit will automatically go to the next segment where markups need to be assigned.

*NOTE: If you have already assigned some markups during translation and do not need to check them, you can select the option **Only segments with unassigned markups**.*
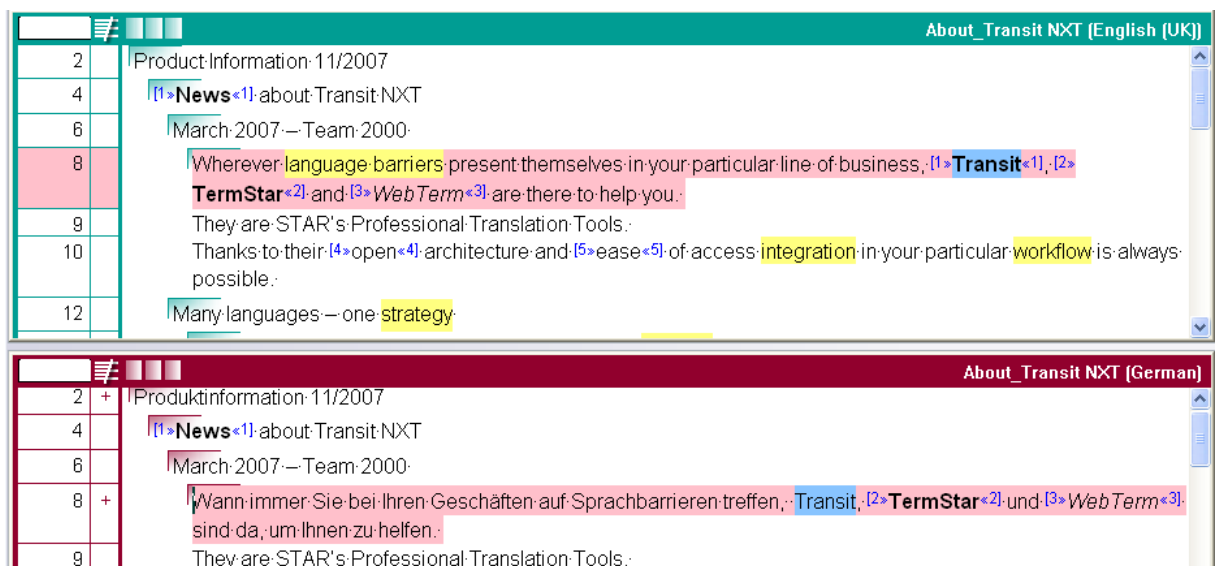
3. Highlight the target text corresponding to the text highlighted in blue in the source window, i.e. the word(s) to which the markups apply.

4. Click on the **Assign and next** button ( ) or press **F11**. Transit then assigns the markup.

> **Note:** If you have already assigned a markup (even a different one) to the same source text in another segment, and the same correspondence is found in your new target segment, Transit NXT will automatically select that corresponding target text. This saves time, as you only have to confirm the proposed markup position to assign the markup.

What to do if a markup is not needed:

Sometimes a markup is not necessary in the target text.   A common example of this is date formatting (March 20th, April 31st, etc).when the superscript is not used in the target language:
Go to Processing → Markup assignment → On/Off and click "empty & next" as shown in the screenshot below:
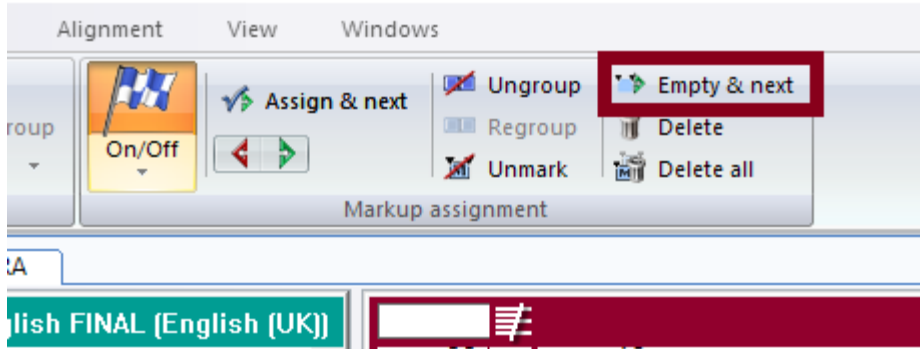
To find out more about markups, please watch the following video:
https://www.youtube.com/watch?v=COckaYN3e3Y&list=PLqSy9LuLnz49VW8hTQogaaiNHP6qDclp0&index=1 .

> **Tip 1:**
> To start over from the beginning copy the translated segment to Notepad. Press ALT+CTRL+Backspace. Now the source text and the source markup will be in the target segment.   Paste in your translation around the markup. Mark the segment as translated.

12 USEFUL TIPS FOR TRANSLATION

If you wish to exit Transit and continue working on your project at a later time, make sure to save your work using "save language pair" and close Transit. <u>When you are ready to resume work on the project, do not double click on the PPF!</u> Instead, open the Transit software first and select your project from the **Recent projects** drop down list.

To insert a **Non-breaking space** use CTRL+SHIFT+SPACE

The **segment numbers** are on the left of the language pairs. Some segments don't appear, i.e. generally the first segment is 2, the second is 4 and so on. Segments 1, 3, 5 etc. are hidden structure segments containing encoding information regarding the original file layout.

Terms highlighted in yellow are **terms contained in a dictionary** (if any is attached to the project).

Special characters: To insert any special character, go to **Edit > Character Map** .

Switch editor view: To switch between a vertical (side-by-side) view to a horizontal view in the editor, go to *View > Language Pair* and use the following buttons to toggle the view.
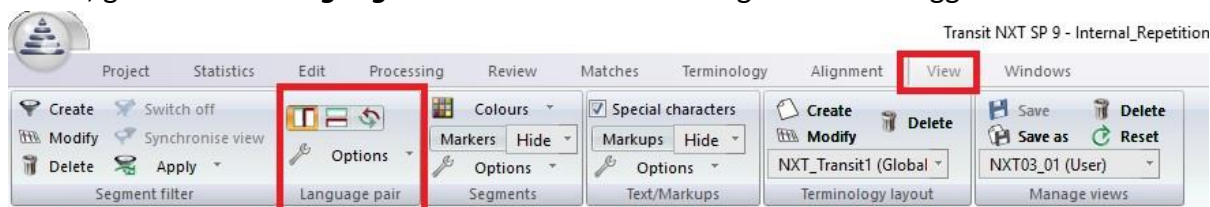
13 PACKING THE TRANSLATION PROJECT

<u>IMPORTANT NOTE:</u> **Before packing the translation follow the instructions in the section:**
FINAL CHECKS

Once you are satisfied with your translation and have completed the Final Checks, **save the language pair** and go to **Project** > **Exchange** > **Pack Translation**. Save the TPF File and deliver this file using the "Upload Translated Files" feature in the Supplier Portal.

14 HOW TO OPEN THE PROOFREAD PPF SENT BY THE PROJECT MANAGER

Your translation is sent for proofreading once you upload your file through the supplier portal. After the proofreading is completed, you will automatically receive a copy of the revised file via email. For every project during your Probation period and occasionally once you have been approved, you will also receive comments on the quality of the translation, including a score from 1 - 4.

Please review the feedback received carefully. This is the best way improve and grow as a translator. We are expecting a quality level of 1 or occasionally 2. If you receive a quality score of 3 or 4, you **must** respond to the project manager with the actions taken to deliver a quality level of 1 in the future.

Good example actions:
- I have re-watched the videos on markup assignment.
- I will leave one day between completing the translations and performing the full proofreading.
- I found that most of the errors were related to grammar where X and I have reviewed the language standard.

Inadequate example actions:
- I will pay more attention in future projects.
- I will be more careful.

You will automatically receive a PPF that has been corrected by the proofreader.
In order to see the corrections:

1. Open the revised PPF in Transit. The project opens as usual:
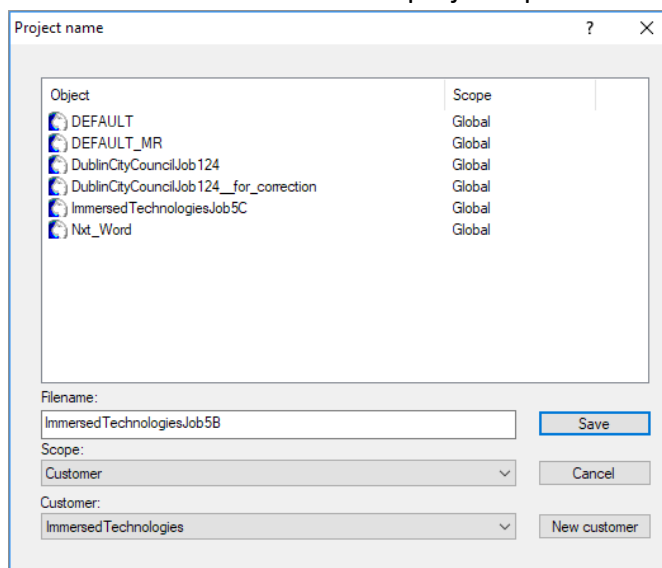
2. **Change the Filename of the project**, by adding "final_proofread" or "revised" to the end, for example. Click Save.

   This is to ensure that:

   - your original translation is not overwritten
   - you are checking the version we want you to revise (i.e. the proofread version).
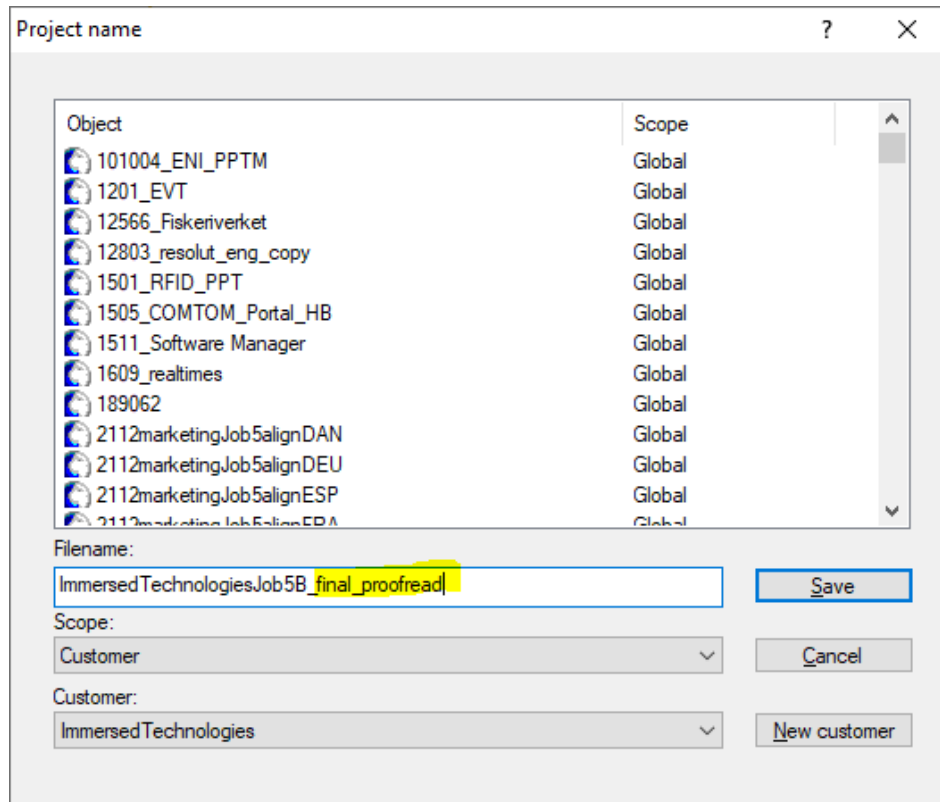
3. **Make sure the path and the location of the project are correct. Click "OK".**

   The name that you have given the project should also come up as part the path (see screenshot below):
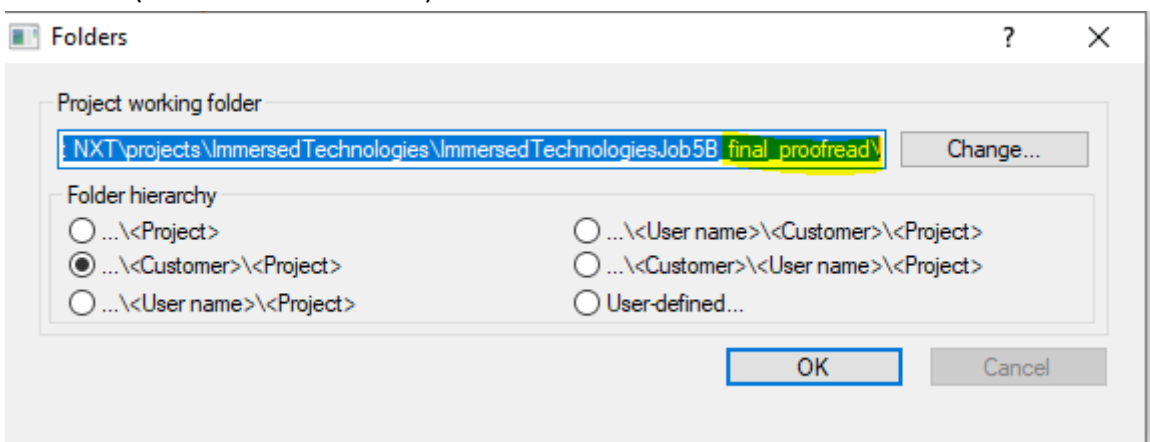
4. Open Language Pair as usual.

5. Place the cursor in one of the **Target Language Pair** segments (1).
6. Go to View (2) > Segment filter, click on Create (3) > go to Segment info (4) > tick the box Only segments with revisions (5) > click on Apply filter (6).
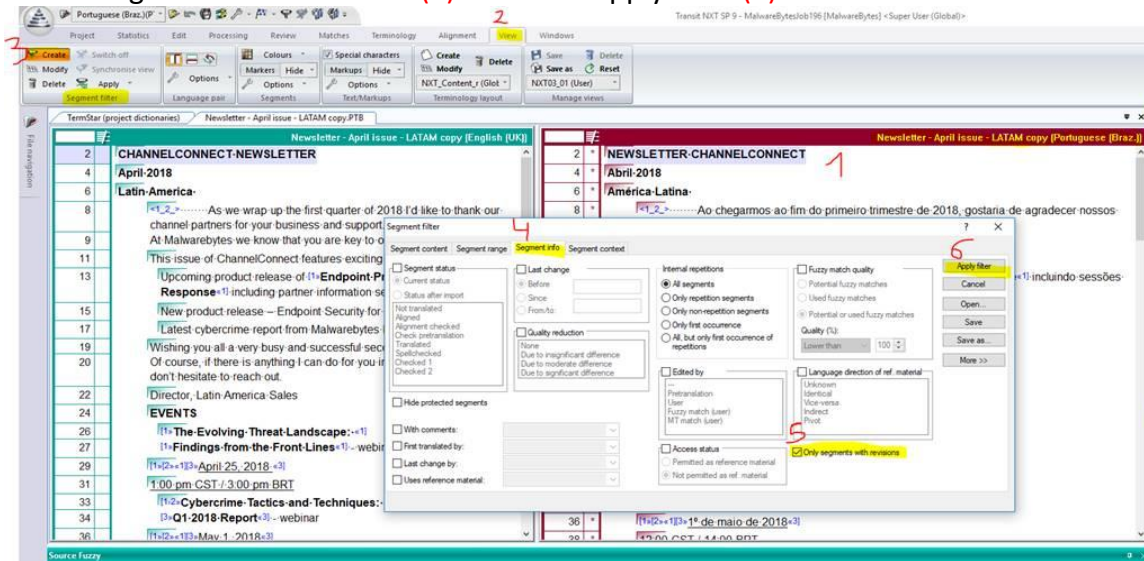
IMPORTANT: In Transit, the *Segment Info* panel displays the previous translation and tracks the changes made. To activate the panel, go to [*Windows*] > [*Segment Info*]
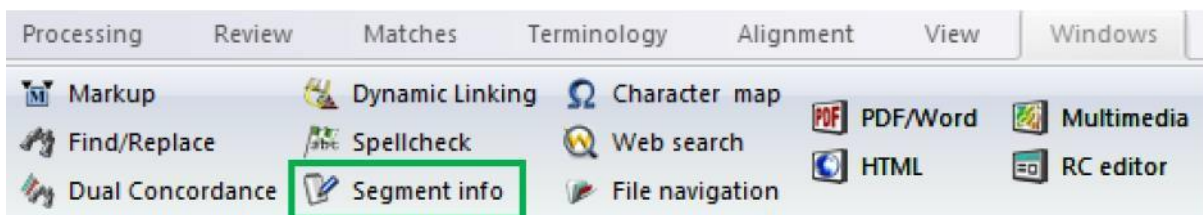
The changes made are then flagged as shown below.
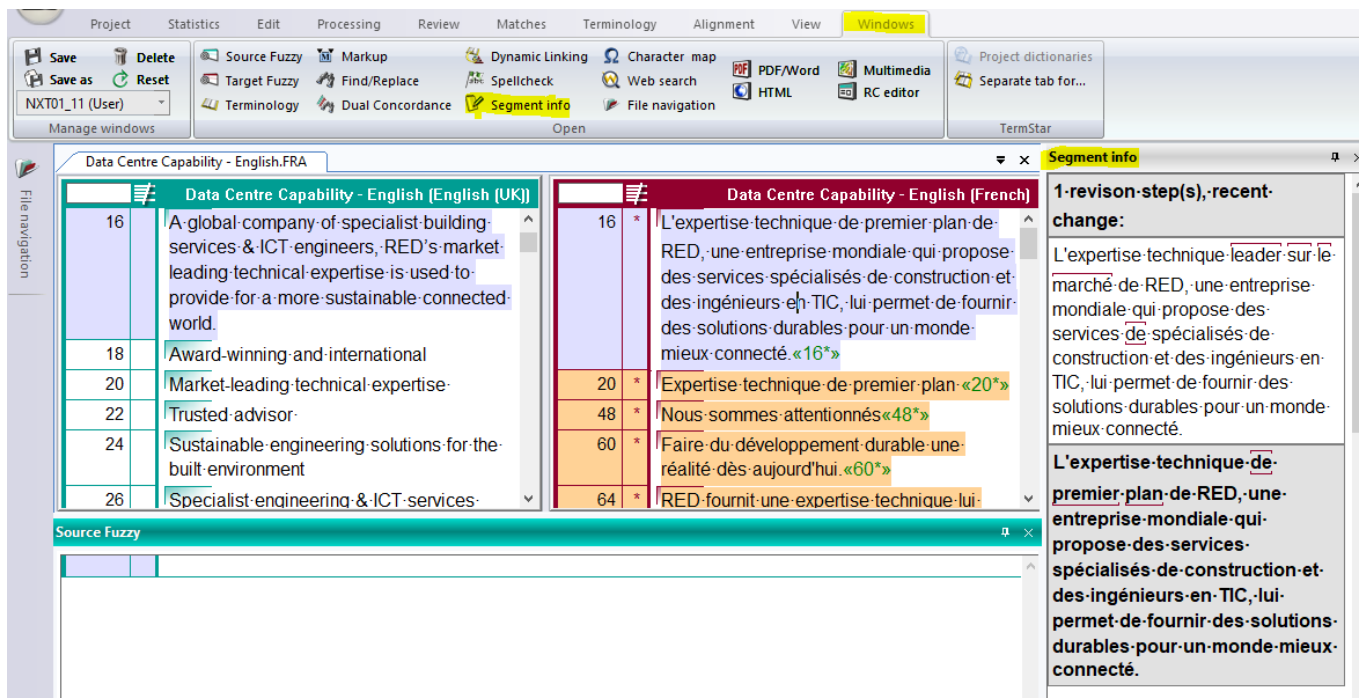
7. Read through the revised translation and take note of the corrections made by the proofreader. Please report back to the PM with lessons learned and the steps you will take to avoid the issues in future.

15 STYLE GUIDES

We have specific style guides for the following languages: **Canadian**, **French**, **German** and **Irish**.
The guides are available on the Help Tab of the Supplier Portal, under "Language Specific Information".

Language Specific Information

* **NEW** * Canadian French Style Guide - Instructions (FRC). (Updated March 2024)

* **NEW** * French Style Guide - Instructions (FRA). (Updated March 2024)

• German Style Guide - Instructions (DEU).

* **NEW** * Irish Style Guide - Instructions (GAE). (Updated March 2024)

For these languages, the style guides need to be followed. If you have any comments/suggestions, please email resources@star-ts.com.

You will receive an email whenever the style guides are updated.

16 RegeX

For issues that cannot be found during the standard Transit format checks, we have created Customised Search Filters.

You can save the search filter for your target language on your computer, so they are always available. Once logged in on the Supplier Portal:

1. Download the relevant filter => *Right Click on the applicable link below, and then click "Save Link as".*

2. Save the relevant filter in your **Transit\Config\global** folder. This will probably locate here:
C:\Users\Public\Documents\Transit NXT\config\global

3. Run the Search to identify and correct the issues before delivery.

See guide for more details.

- * Right Click and Save Link As to Download Search for Canadian (FRC_Regex).
- * Right Click and Save Link As to Download Search for Irish (GAE_Regex).
- * Right Click and Save Link As to Download Search for Spanish Mexican (ESM_RegX).
- * Right Click and Save Link As to Download Search for Remaining Target Languages (GEN_Regex).

▲ FINAL CHECKS

This section explains how to perform the mandatory final checks before delivering a translation or proofreading project.
TIP: Leave time between completing your translation and doing a final proofreading before delivery.

Final checks are critical for you to deliver top-quality translations, so pay careful attention to this section.

Transit NXT offers a number checks to guarantee the quality of your translation. It is mandatory to complete these checks before delivery. Failure to do so will result in the project being rejected by the Project Manager and returned to you for correction. Please note that discounts may apply to incorrect deliveries.

1   SPELLCHECKING

Spelling errors are never acceptable in professional translation.

Once you have finished translating, , you **must** complete a spellcheck. If a word is not in the spellchecker, you will be given the opportunity to add it.

Settings
The MS Word option can only be selected if you have installed Microsoft Word 2002 or higher. Transit can only use the Microsoft Word spellcheck dictionaries that are installed on your computer.

To perform the spellcheck on the basis of Microsoft Word spellcheck select "MS Word" from the **Based on...** option list under **Review > Spellcheck.**
To perform the spellcheck on the basis of OpenOffice spellcheck select "OpenOffice"
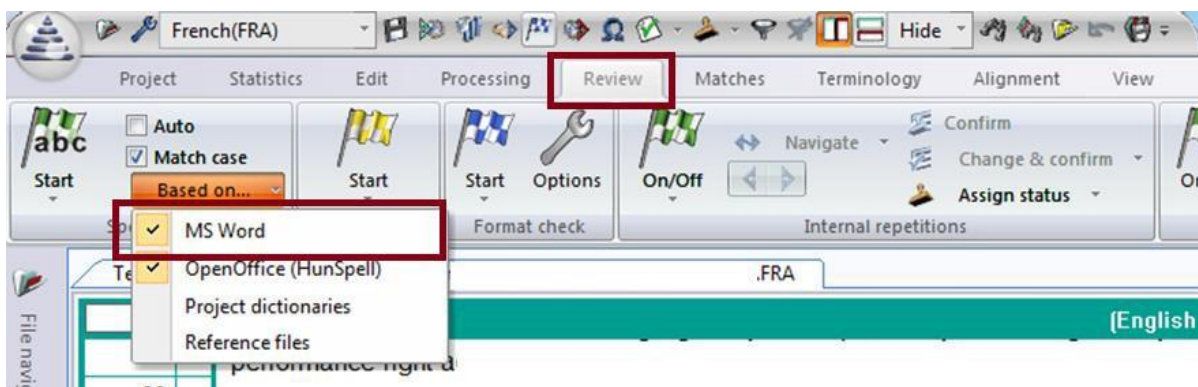
Checking the Spelling

To run the spellcheck, proceed as follows:

In the **Review** > **Spellcheck** tab, click on **Start** and select the option you want (**Segment**, **File** or **From cursor position**).

The options in the dialogue box which opens resemble those in Microsoft Word.

If Transit finds a word it does not recognise, it displays the following information in the Spellcheck window:
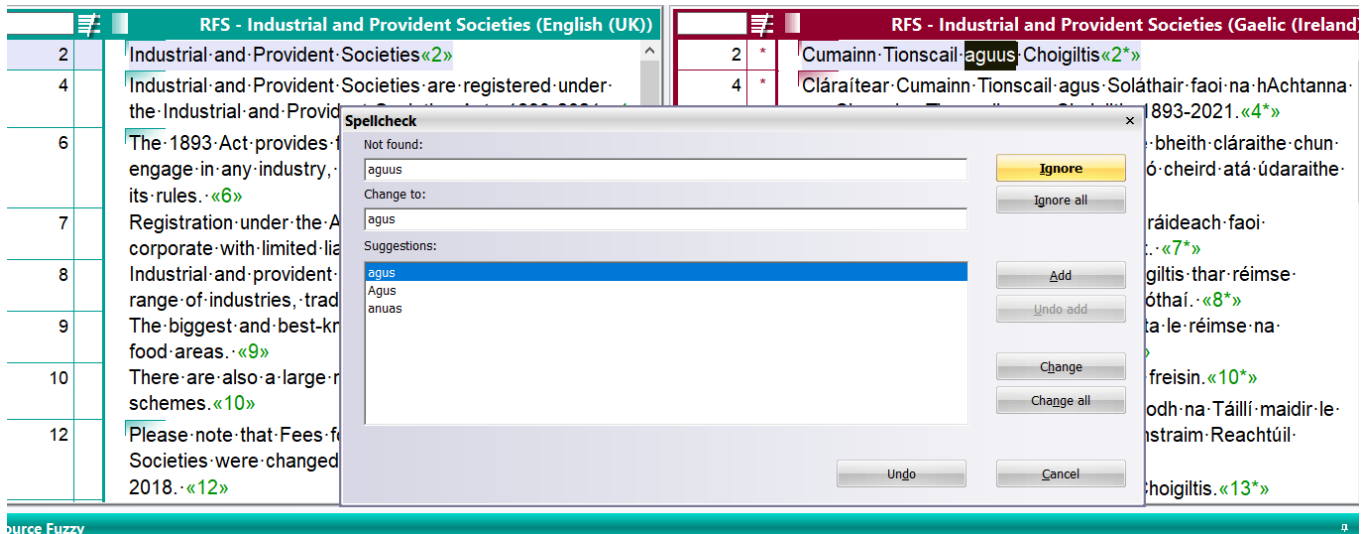
- **Not found**: Unknown word which Transit could not find in the spellcheck dictionary, the project dictionaries or in the reference material.
- **Change to**: Suggested alternative from dictionaries or (in the case of reference-based spellcheck) from the reference material.
- **Suggestions**: More suggested alternatives from dictionaries or (in the case of reference-based spellcheck) from the reference material.

You have the following options:
- **Ignore**: Transit ignores this occurrence of the unknown word. Transit leaves this occurrence of the word unchanged but if it occurs elsewhere in the text, shows it as unknown again.
- **Ignore all**: Transit ignores every occurrence of the unknown word in the text. Transit leaves all occurrences of the word unchanged and does not show it as unknown if it occurs again in the course of the spellcheck.
- **Add**: Transit adds the word to a list of unknown words. Transit leaves the word unchanged and treats it as known, so that it does not show it as unknown again if it occurs elsewhere in the text.

The list is user-specific and so it will be applicable to all of your projects. If you add a term as valid, it will never come up again as a potential error.

- **Undo add**: Transit removes the last word added from the list of unknown words.

This therefore undoes the last addition of an unknown word. Consequently, the word is no longer treated as known and Transit will show it as unknown if found again.

- **– Change**: Transit corrects this occurrence of the unknown word.

Transit replaces the word with the suggested alternative shown in the Change to box but shows it as unknown again if it occurs elsewhere in the text.

- • – **Change all**: Transit corrects every occurrence of the unknown word in the text.

Transit replaces all occurrences of the word with the suggested alternative shown in the Change to box and does not show it as unknown again.

Transit automatically replaces the word wherever the incorrect term is found.

If you cancel the spellcheck before it has reached the end of the document, the unknown term will not be changed in the sections of the text not checked.

- • – **Undo**: Transit undoes the last change made by the spellcheck and highlights the last unknown word found.

You can change the suggested alternative in the Change to box as follows:

- • Select a different suggested alternative

To select a different suggested alternative, click the desired entry in the Suggestions. Transit then transfers it to the Change to box so that you can apply suggested alternative by clicking Change or Change all.

- • Edit the suggested alternative

You can edit the suggested alternative directly in the Change to box and then apply it by clicking Change or Change all.

Transit may display the following message: *The modified term is unknown. Use without further checking?*

Click Yes to confirm that Transit should use the amendment you have entered.

- • Correct directly in the text

Place the cursor in the document being checked and correct the unknown term.

To continue the spellcheck, click Resume in the Spellcheck window.

If you did not start the spellcheck at the start of the text and Transit has reached the end of the text during the spellcheck, the following message is displayed:

The end of the document was reached. Do you want to continue at the beginning of the document?

- – Yes: Transit continues spellchecking from the start of the document.
- – No: Transit exits the spellcheck.

When the spellcheck is complete, a new widow opens – click **OK**
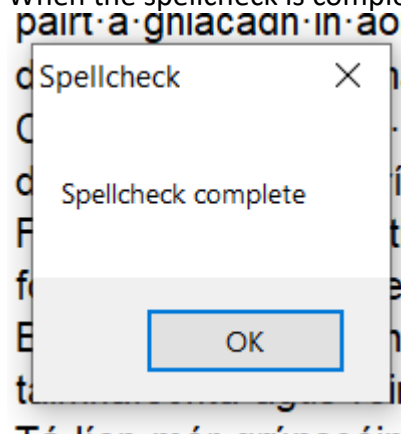
Troubleshooting

During the Transit installation the spellcheck dictionary for most languages should have been installed by default.

If you get an error that the spellcheck for the target language is not properly installed:
1. Check that the language you want to spellcheck is automatically installed in Transit (see list here)
2. If it is, make a backup of your work, or send yourself the TPF of the work done so far. This is just a safety net in case files get deleted, etc.
3. Ask the relevant PM to share with you the **.add** and **.dic** files for the target language of your project.

When you receive the files:
1. Close Transit.
2. Copy the **add** and **dic** files to the spell folder in your Transit installation (:\Transit NXT\spell\).
3. Start Transit.

Now the correct spellchecker should be available.

Irish Language Spellcheck:

The standard MS Word and OpenOffice spellcheckers are inadequate for professional Irish Language. Pay for the professional Irish Language spellchecker here: https://www.cruinneog.com.

2   *LIVE PREVIEW OF TARGET – MS OFFICE FILES*

The live preview is useful when translating Word or Office documents as it enables you to perform a grammar check without having to copy and paste the target segments.

▲ **Dynamically create target language <u>Word documents</u> and display them directly in Transit**
The PDF viewer window also supports a preview of the target language Word file. To generate a Word preview, place your cursor in the target language section of the Transit editor, right click and select **Display preview in Transit**.

▲ **Dynamically create target language <u>Office documents</u>**
By selecting the **Display preview in Office application**, the document will be exported and opened, with a synchronised positioning of your cursor in the target document. To do so, right click and select **Display preview in Office application**.
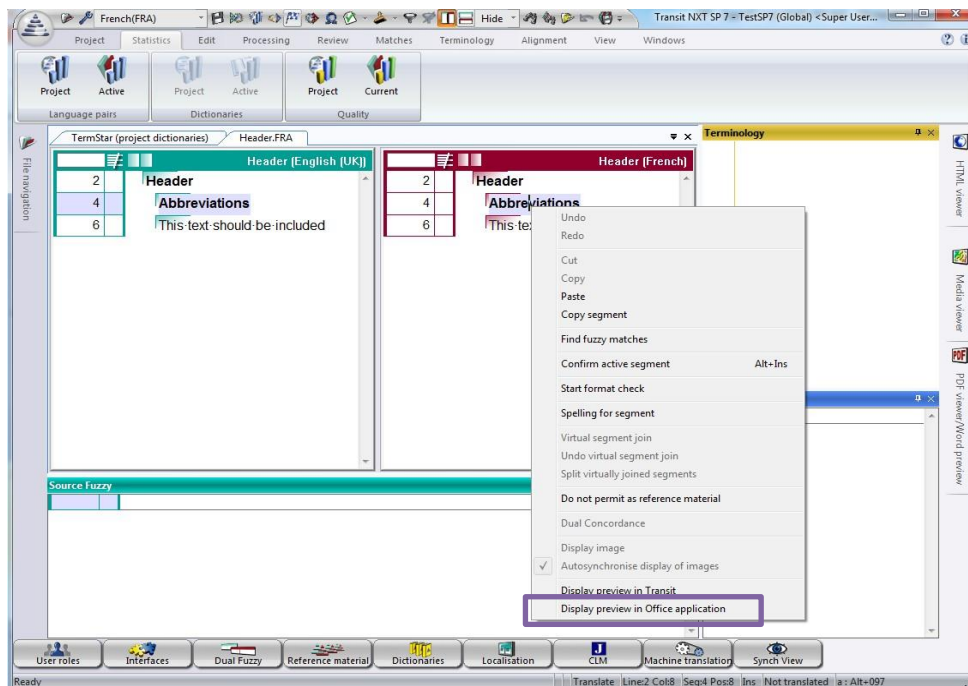
The exported document will be saved in a **$$Temp_Export$$** folder in the Transit NXT working folder for this project. You can open the MS Word file and check for spelling and grammar errors there. However, any mistakes identified **must** be fixed in Transit.

This only works for documents created with MS Office.

3   CHECKING GRAMMAR

Grammar errors are <u>never acceptable</u> in professional translation.

Currently no grammar checker is available in Transit. If the original format is <u>not</u> MS Office, copy your translation into MS Word to run a grammar check:

1. Open a new MS Word document.
2. In your Transit project, filter out Checked 1 & Checked 2 segments
3. Go to the beginning of the first target segment.
4. Click CTRL+SHIFT+END – this will select all target segments.
5. Copy (CTRL+C) and Paste (CTRL+V) in MS Word.
6. Make sure the Grammar check is activated.
7. If any error is spotted, make sure to fix it in the Transit project.

Irish Language Grammar Checker:
Both the standard Irish MS Word grammar checker and the standard Transit Spellchecker are inadequate for professional level Irish Language. Pay for the professional Irish Language grammar here: https://www.cruinneog.com.

4   CHECKING FOR COMPLETENESS

Once the project is completely translated, it is also recommended that you check whether all segments have been translated and marked as Translated (at a minimum). To do so, proceed as follows:

1. Place your cursor at the beginning of the project by pressing the keys **Ctrl**+ **Home**.
2. Press the keys **Ctrl**+ **+** (on the numeric keypad).

If your cursor jumps to the end of the project, it means that all segments have been marked as Translated. Otherwise, Transit will stop to the first segment not marked as Translated.

Note: Pay careful attention to this step. Delivering a project with a missing translation reflects poorly on your professionalism and attention to detail.

5   TERMINOLOGY CHECKING

This function allows you to check that every source language word which appears in the project dictionaries has been translated with its equivalent target term. *Note: This check is only required if the project is sent with one or more dictionaries to be used during translation.*

To run the terminology check interactively, proceed as follows:

1. Place your cursor at the beginning of the project by pressing the keys. **Ctrl**+ **Home**.
2. In **Review** > **Terminology**, click on Start, then the option you want (File or From cursor position).
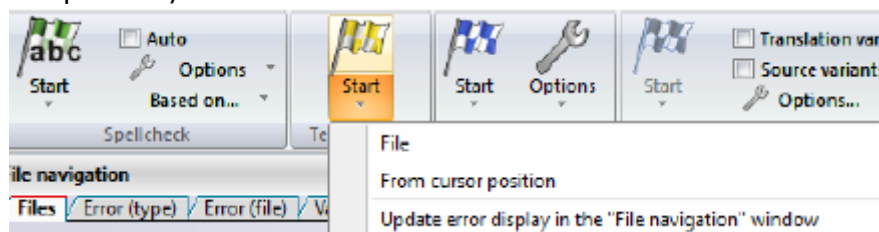
3. In the Terminology check dialogue, you can do one of the following:

- "Allow" the term used in the target language, although it does not match the translation in the dictionary. To allow the term, select it in the Terminology check box and click "allow"; Transit carries on with the check, but will not stop again at this term.

If you allow a term, this is user- and dictionary-specific. The term will no longer be reported to you as an error in other projects with this same dictionary.

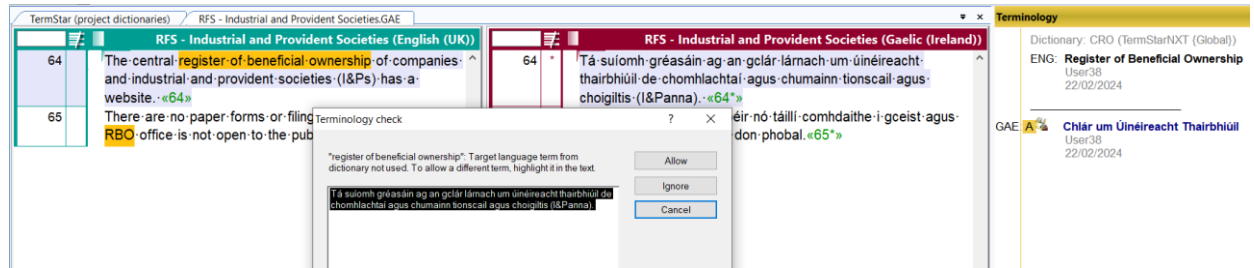- "Ignore" the error in the target language. Transit then continues the check, and it will stop again at the terms if it comes up.

- "Cancel" the check to make any necessary modifications in the target language.

The benefit of running this check interactively is the ability to "allow" a term. *The term will no longer be reported to you as an error in other projects with this same dictionary.* This reduces the false positives.

Instead of doing the terminology check interactively, you can also carry it out automatically.

If you prefer, perform the Terminology Check via the error display in the **File Navigation Panel** on the left of the window. Transit will list all errors there so that you can navigate directly to the segments that contain errors. However, you will not be able to "allow" a term. You will either fix the terminology error or mark it as "ignored" if it is not an error.

To start the automatic check so, select **Update error display in the "File navigation" window** in the context menu of the Start command in the **Terminology section**.
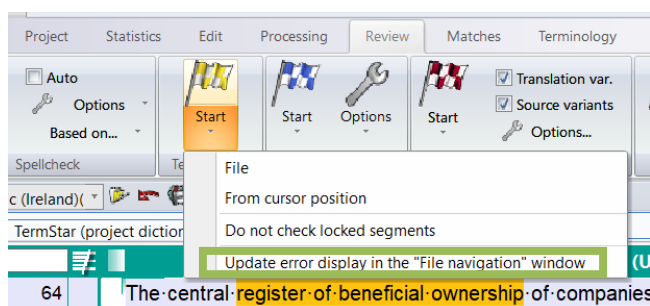
Once Transit has updated the error display, it displays the following message: "Terminology check complete". Click "**OK**". The errors found are then listed in the File Navigation panel, in the **Error (type)** tab, to the left of your language pair.
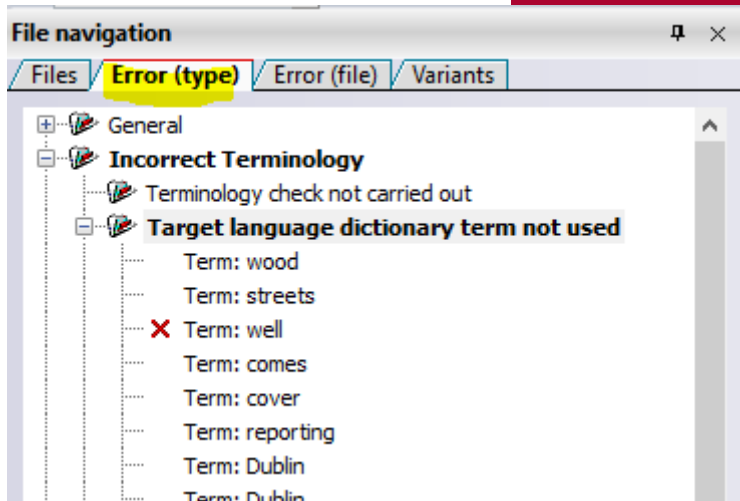
6 FORMAT CHECKS: checking the formatting codes & variants

The format checks must be completed. The checks ensure the structural integrity of the file (markup assignment, in particular), as well as other settings such as numbers, spaces, and empty segments.

Duplicate source segment must be translated in the same way unless the target language has a valid reason why this should not be the case. For this reason, <u>only valid Variants are allowed</u>.

Both the format and variant check must be completed.

Any error identified during the Checks must be fixed before delivery to the PM. If the error is a false positive, you must mark it as "ignored".

After you have completed the format checks, save the language pair(s).

Next, perform the customised RegeX Searches (s*ee [guide](#) for more details)* before packing the TPF.

a) Overview

Unless otherwise instructed by the Project Manager,

- ✓ Before all deliveries in TPF format, run the format checks "from project settings".

- ✓ If errors are found during the Format Check, these must be corrected before delivery of the TPF.

- ✓ If errors found during the Format Check are "false positive" (including variants), these must be marked as "ignored" before delivery of the TPF.

b) How to start the Format Check

After you have finalised your translation or proofreading task, make sure:

✓ All language pairs are open, switch off any filter (***View > Segment Filter > Switch off***), run the markup assignment, terminology and spell check.

✓ Once the above is done, you are ready to start the Format Check.
Go to ***Review* (1)**, in the tab "**Format check**" click on the <u>**Arrow**</u> of "**Options**" **(2)**, select **From project settings (3)** and click "**Start**" **(4)**.
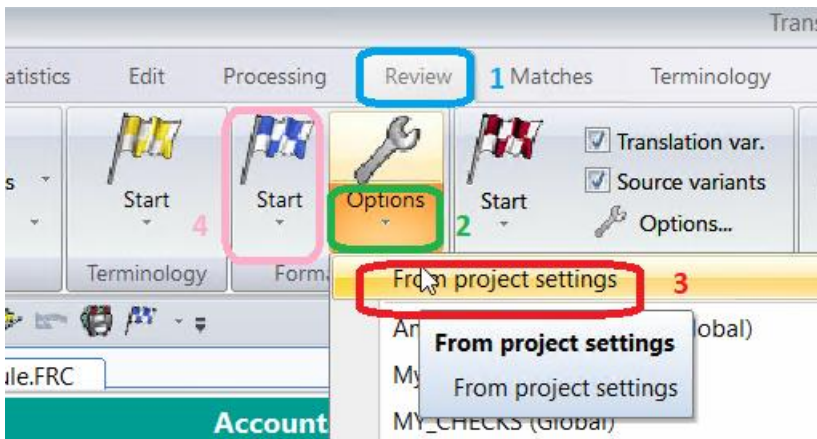
c) How to run the Format Check and ignore errors that are false positives

Format Check:

1. If the error found is a <u>mistake</u>, make sure you do not just leave it; <u>fix it</u> and continue the format check (*Review* > Format check > *Start* > *From Cursor*).
2. If the error found is <u>not a mistake</u>, follow the instructions onscreen to "<u>ignore</u>" and go to the next.
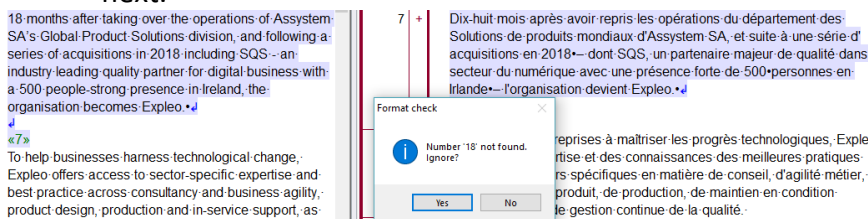
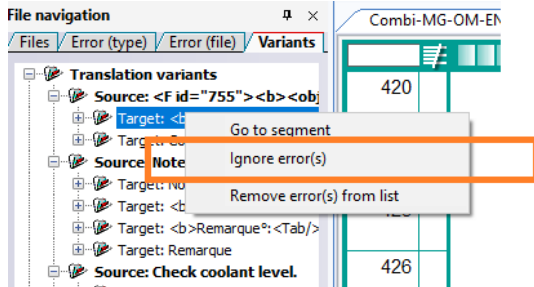*Note: You can bulk ignore errors by using the File navigation window.*

/!\ Once the format check is complete, click "**yes**" to start checking for variants.
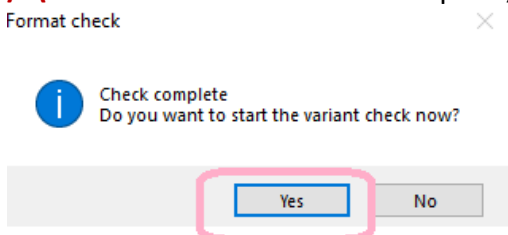
Translation / Source Variants:

If the source or translation variant is a false positive, and does not need to be fixed, right click and tick "**Ignore error(s)**".

IMPORTANT: Do not click "Remove error(s) from the list" as it will reset the status of the error to "not checked".

To repeat the variant check, click the **Start** button and select **Update variant display in the "File Navigation" window**. Hover over the *File navigation*; variants found will be displayed.

7   CHECKLIST before DELIVERY

Before delivery of the TPF, Confirm:
1) Have you run the spellchecker?
2) Have you run the grammar checker?
3) Are all the segments you needed to translate now marked as "translated"?
4) Is all the terminology accurate?
5) Have you run the format checks?
   a) There should be no markups missing/unassigned
   b) There should be no invalid source/target variants
6) Have you run the STAR Customised RegeX Search for your language (where applicable)?

IMPORTANT NOTE: Make sure the "false errors" are marked as ignored – DO NOT click "Remove error(s) from the list". Save the language pair(s) before packing the TPF.
Removing the errors from the list will "reset" the status of the error to "not checked" so your ignored errors will be displayed as errors.

▲ PROOFREADING

This section describes how to perform a proofreading assignment.

As a proofreader you must make sure that the **style and sentence structure** of the translation is appropriate for the intended purpose. However, just because you would phrase something in a different way does not mean that the way someone else has phrased something is wrong! If you think the translation is **clumsy** or **difficult to read**, see if you can improve it without having to completely rewrite the whole sentence: move one word, insert a comma, change a verb, and so on. **Your time is valuable**: try to make improvements with the least amount of effort.

IMPORTANT: You do not need to make changes to any segments already marked as *Checked 1* or *Checked 2* when you receive the proofreading task. These are "**context matches**": segments already used in previous work and are already approved by our team. If you accidentally make changes to these or see any issues with them, you must **let your PM know**.

1   WHAT TO PROOFREAD?

During the proofreading stage, you should simply review and edit segments with the following status:
- Translated
- Check pretranslation
- Spellchecked

Once you have made any necessary changes, mark the segment as *Checked 2*.

Segments with the following status **must not** be marked as *Checked 2* during the proofreading stage:
- Checked 1
- Checked 2

Your PO order covers the proofreading of the following types of words (status after import):
- **New Words:** this includes the new words and the first occurrence of each internal repetition. These are 0 to 74% matches. The status of these segments before translation is *Not translated*.
- **Fuzzy matches:** from 75% to 100% matches. The status of these segments before translation is *Not translated.*
- **Pretranslated words:** Pre-translated segments are directly checked by the proofreader, the translator does not check those as they are already translated using the contents from the translation memory. The status of these segments is *Check pretranslation*.
- **Internal repetitions:** Internal repetitions have been translated by the translator only once. The rest of the occurrences have been automatically populated during the translation stage and the proofreader will take care of checking that those are correct, in-context.

Remember, *Checked 1* and *Checked 2* segments are context matches and are outside your scope of work.

You can **filter** out the segments you do not need to proofread. See below under "WHAT NOT TO PROOFREAD" for instructions on how to do this.

Once you have applied a Filter, Transit will hide the segments you are not required to proofread.

2 WHAT NOT TO PROOFREAD?

- **Context matches**: In Transit these are marked as *Checked 1* and *Checked 2*. They are "in context" pretranslations, meaning that the same segment, within the same context, has been previously translated, approved and stored in the translation memory.

IMPORTANT: Context matches in Transit are not locked or protected. Therefore, these segments might be changed by mistake or for a reason. Either way, inserting changes to context matches will introduce inconsistences in the translation memory and should always be reported to the PM so that they can take the appropriate corrective actions for the TM management.

If you identify any errors in the Context matches, please let the project manager know.

How to filter context matches –Checked 2

Context matches can be filtered in 2 different ways.

From the menus
1. Go to the tab *View > Segment filter > Create*.
2. In Segment Info, tick *Segment info > Segment status > Current >* Select all status except *Checked 1* and *Checked 2*.
3. Apply filter.

Using a quick filter

You can use the same settings as in the previous section, but accessing the filtering panel using just one button. This button is located at the top left corner of your target view in the editor.

Double click the Quick Segment filter button (highlighted in green above), edit the settings as required and click "Apply filter".
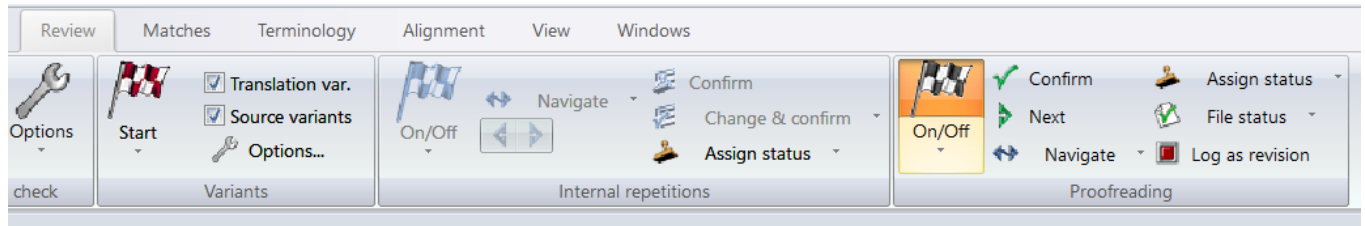
3 STARTING A PROOFREADING PROJECT: REVIEW INTERNAL REPETITIONS FIRST

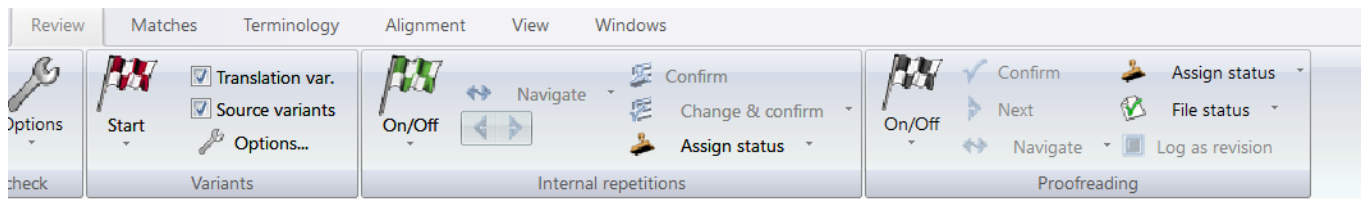### 3.1 HOW TO PROOFREAD INTERNAL REPETITIONS

For proofreading internal repetitions, you will have to switch to internal repetitions proofreading mode.

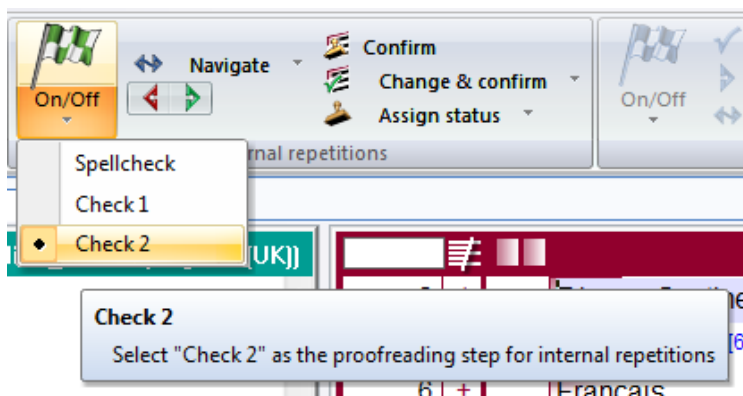First, make sure that proofreading mode is disabled.

In the screenshot above, the ON/OFF is highlighted. This means Proofreading Mode is ON.

To disable proofreading mode, click *On/Off* in *Review > Proofreading.* Proofreading mode is now disabled.

Next, select *Review > Internal repetitions > On/Off*. Select the following options:

You have selected *Checked 2* as the proofreading step. This means that during the following check, all segments which have a status lower than the proofreading mode you have selected will be checked.

A) Proofreading internal repetitions one by one:
When you work in internal repetitions proofreading mode, Transit NXT only takes account of internal repetitions. Confirming a segment with the ALT+INS shortcut moves the cursor to the next internal repetition to be processed.

B) Proofreading all internal repetitions at once
If you have proofread the first instance of an internal repetition and you are happy with the initial translation (you have not applied any changes), you can click the button *Confirm* to assign the status selected – *Checked 2*- to all the occurrences within the open language pairs.

If you have inserted changes in the first occurrence of an internal repetition and you would like to populate that change across the files, you should click the button ***Change & confirm*** to update the rest of the occurrences and assign them the ***Checked 2*** status.

Note: Context might be different for each instance of the internal repetitions. You can apply changes to internal repetitions at once; however, you should check that the final translation in each case matches the context.

3.2   About internal repetitions and status Checked 2

After translation, the first occurrence of an internal repetition that has just been translated receives the status ***Translated***. The rest of the occurrences happen to be assigned the status ***Checked 2*** automatically.

Therefore, during the proofreading stage you will find segments with the status ***Checked 2*** that can be either:

1.   internal repetitions, or
2.   context matches from the translation memory.

IMPORTANT: start the proofreading task by revising the internal repetitions first as per section 3.*1 How to proofread internal repetitions.* Once all the internal repetitions have been proofread, you can filter out segments with ***Checked 2*** status and proofread the remaining text.
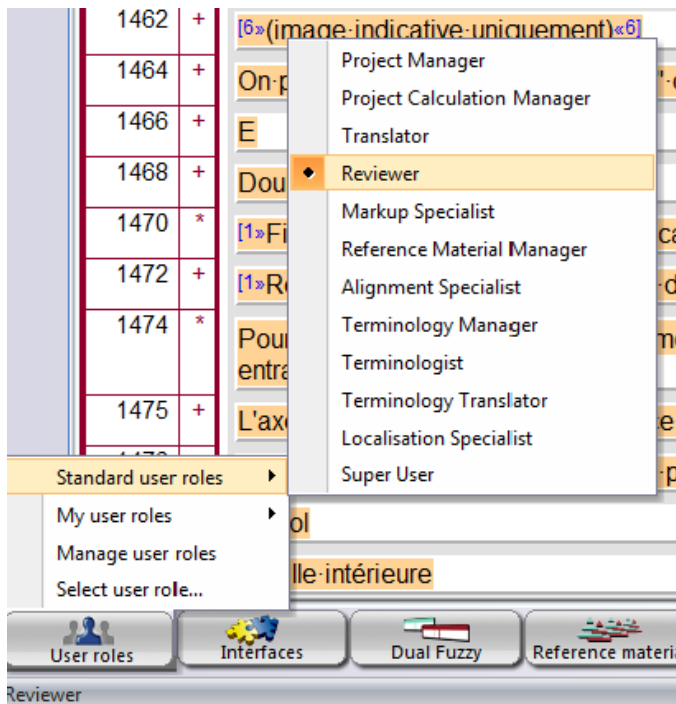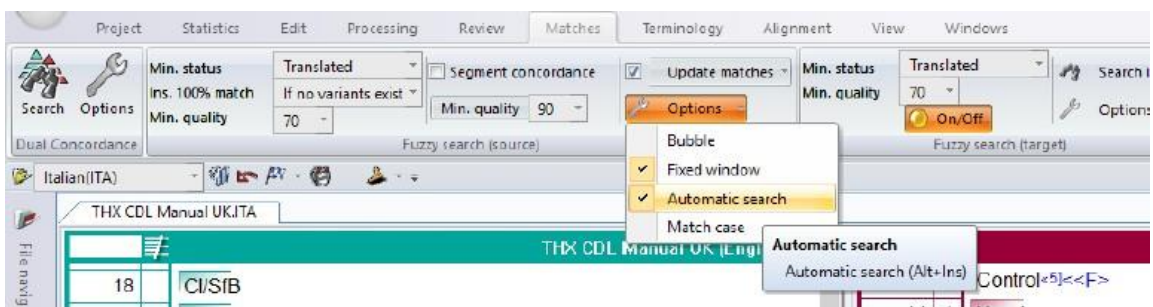
4 PROOFREADING THE REST OF THE PROJECT

4.1 SETTINGS FOR PROOFREADING

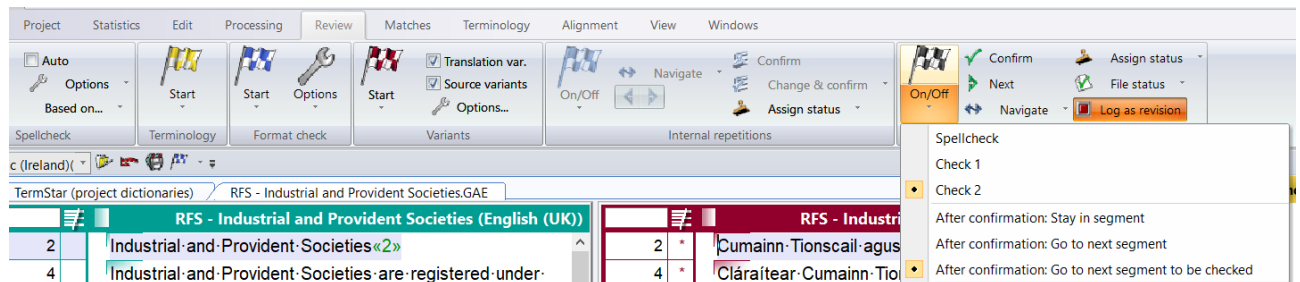Once you open the *.PPF file provided by the Project Manager, you should make sure the following settings are correct:

1. Select your **User role > Super User.**

2. Go the tab **Matches** and check that the settings for the project are as shown below:

3. Go to **Review** tab > **Proofreading** section.

4. Activate **Log as revision**: This will allow you to check your changes later.

- Click on the dropdown menu under **On/Off** and select **Checked 2**: This will mark any segment you edit as **Checked 2**, which is the status we use to mark proofread segments, AND

- Select "**After confirmation Go to next segmentation to be checked**".
  Once you have confirmed a segment, it will then jump directly to the next segment in your scope for proofreading. It will skip segments that you do not need to proofread (*Checked 1* and *Checked 2*).

5. Once these are active, you can click on **On/Off** and start proofreading.

4.2 HOW TO PROOFREAD

6. Got to **Review > Proofreading > On/Off** to start proofreading.

7. When you are finished proofreading a target segment against its source segment, press "**ALT+Insert**" to confirm your changes.

   Alternatively, instead of using the shortcut, you can go to the "processing" section and click on the big green √ ("confirm") under the Translate field. Check in the bottom right-hand corner that your segment is marked as ' **Checked 2** '.

8. The segment will be now marked as **Checked 2** and the cursor will jump to the next segment automatically.

NOTE: Proofreading mode must be **On** for Transit to jump to the next segment that requires proofreading. Otherwise the cursor will jump to the following "non-translated" segment –in this case to the end of the file as it should be fully translated already.

5 FILTERING CHANGES FROM PROOFREADING STAGE

You can check your changes after you have finished in the **Segment info** panel. You can display this in **Windows > Segment Info**.

It is also possible to filter out any segment that has not been changed, so that you can see just the edits made during the proofreading stage. To do this, go to **View > Segment Filter > Create** and in the **Segment info** tab select **Only segments with revisions** as shown in the screenshot below.

6   USEFUL TIPS FOR PROOFREADING

6.1   Reminders on what Proofreading is

1. Focus on correcting <u>mistakes</u> such as spelling and grammar errors and mistranslations. The changes should not be preferential – only things that are clearly <u>wrong</u>.
2. It is not about "catching the translator out" or proving oneself as a linguist! Proofreading must be as <u>objective</u> a task as possible. Just because you would translate something differently, doesn't mean that your way is intrinsically better!
3. Use your intuition regarding the work put in by the translator. It is easy to tell when someone has put in the effort but is still <u>learning and growing</u> as a translator. It is essential that they learn from the feedback you give them and do not get disheartened, particularly if they are just starting out. If a translator is not putting in the effort that needs to be highlighted too.
4. Make sure you are taking on translation jobs as well as proofreading work. The two go hand in hand, and if you <u>regularly translate</u> you will <u>improve as a proofreader,</u> and vice versa.

6.2   Tips for Proofreading in Transit

The **segment numbers** are on the left of the language pairs. Some segments don't appear, i.e. generally the first segment is 2, the second is 4 and so on. Segments 1, 3, 5 etc. are hidden structure segments containing encoding information regarding the original file layout.

Terms highlighted in yellow are **terms contained in a dictionary** (if attached to the project).

Modifying fuzzy matches in the fuzzy match window: You can modify a fuzzy match in the fuzzy match window, before inserting it into the target language editor. In the fuzzy match window, the last segment in each match is the Transit suggestion that you can modify/insert. To insert the fuzzy match once you've edited it: click on the segment in the fuzzy match window, then press **ALT+Enter**. You can then mark the segment as *Checked 2* in the editor by pressing **ALT+Insert**.

Modifying fuzzy matches in the target language editor: Insert the selected fuzzy match form the Target fuzzy match window by pressing **ALT+Enter**. Modify it in the target language editor. Press **ALT+Insert** to confirm.

Deactivate Fuzzy Matches Popup Window: Go to *User Preferences* (To reach it, first click on in the top corner), then *User preferences > Dual Fuzzy* and untick *Bubble* at the top and at the bottom of the window. There is also the Fixed Windows for Fuzzy matches that you can show/hide in the Window menu.

Special characters: In order to insert any special character, go to **Edit** > **Character Map** .

Switch editor view: To switch between a vertical (side-by-side) view to a horizontal view in the editor, go to *View > Language Pair* and use the following buttons to toggle the view.

7   PACKING THE PROOFREADING PROJECT

Once you are satisfied with your proofreading, and have completed the Final Checks, **save the language pair** and go to **Project** > **Exchange** > **Pack Translation**. Save the TPF File and send this file back to the PM using the "Upload Files" feature in the Supplier Portal.

IMPORTANT NOTE: Please read FINAL CHECKS

⚠ HOW TO REWORK A PPF AFTER YOUR TRANSLATION HAS BEEN PROOFREAD

A PM may ask you rework your translation after it has already been uploaded. . Sometimes, if your translation needs a lot of re-working, the proofreader may stop their task and return it to the PM for re-working.

The PM will ask you to identify the type of changes identified by the proofreader and the steps you will take to avoid the changes in the future.

If that is the case, the PM will be sending you a **new PPF** - which will include your translation edited by the proofreader. **Make sure you make the changes in the correct PPF (the proofread version):**

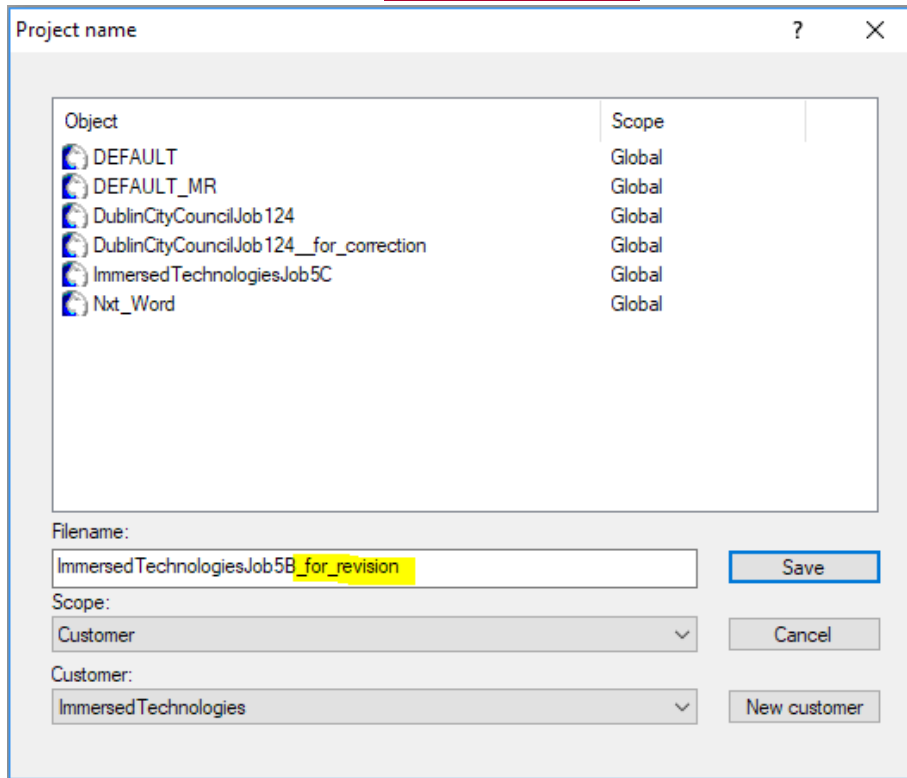1. Open the new PPF that the PM sent you to review in Transit. The project opens as usual:
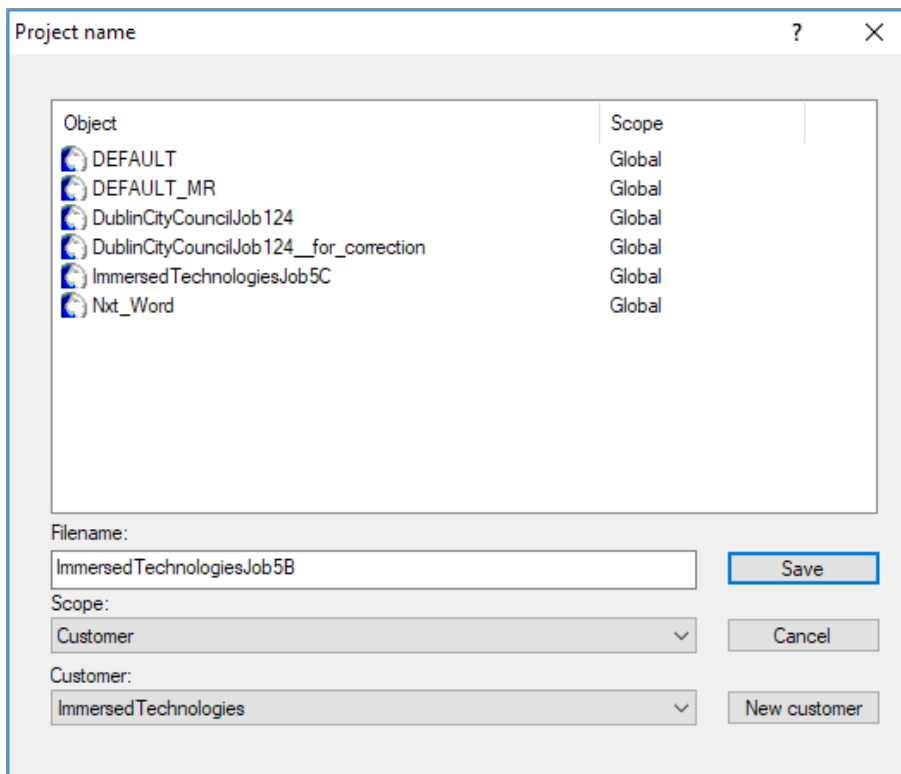
2. **Change the Filename of the project**, by adding a meaningful name i.e. "for revision" or "for correction". Click save.
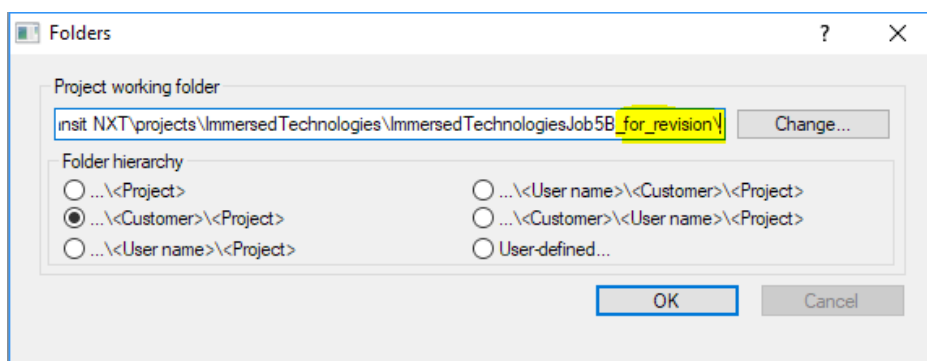
    This is to ensure that:

    1. your original translation is not overwritten
    2. you are revising the correct version we want you to revise (i.e. the proofread version).

3. **Make sure the path and the location of the project are correct. Click "OK".**

    The name that you have given the project should also come up as part the path (see screenshot below):

4. Your project then opens as usual. **Make the changes the PM instructed you to make.**
5. **Repack the updated translation as a TPF** by clicking on "Pack translation" as usual, and re-deliver the TPF.
6. Please let the PM know the **steps you will take to avoid the issues in future**.

▲ HOW TO PERFORM A POST WEBCHECK VERIFICATION

Your translations may be checked and edited by the customers' reviewer on our WebCheck review tool.

Once the customer reviewer has finished checking your translation on WebCheck, your project manager will send you a PPF containing your edited translation, with tracked changes.

Before final delivery to the customer, you will be asked to:

1 Check the changes made by the customer (see below how to filter segments changed or commented in Transit) and harmonise them throughout the project, as required.

2 Fill in the *Customer_WebCheck_review_summary* form included in the PPF.

3 If a dictionary is attached to the PPF, insert the customer's preferred terminology in the dictionary.

4 Deliver back the Summary form and a TPF (if you had to make any correction).

While checking the changes made, make sure you spot any grammar error, spelling mistake or inconsistency (often added by the reviewers...). Correct any error that affects the quality of the translation, and harmonise the changes throughout the project.

If the changes made do not correspond to the source text anymore, exclude the segment from the reference material (right click on the segment> "*Do not permit as reference material*".

Access the *Customer_WebCheck_review_summary* form:

Once the Post WebCheck project is open, go to the *Project* tab > *Show Attachments*.

Double click to open the Word file, and fill it in as you analyse the changes / comments made.
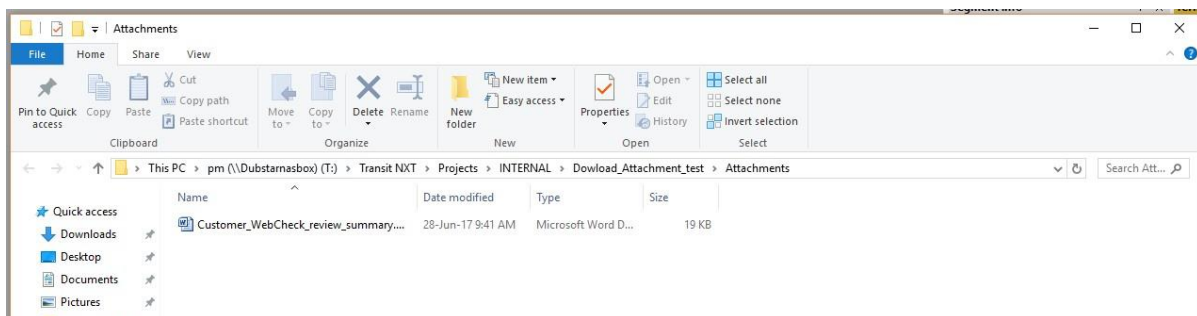
Remember to send the filled out form back to the Project Manager!
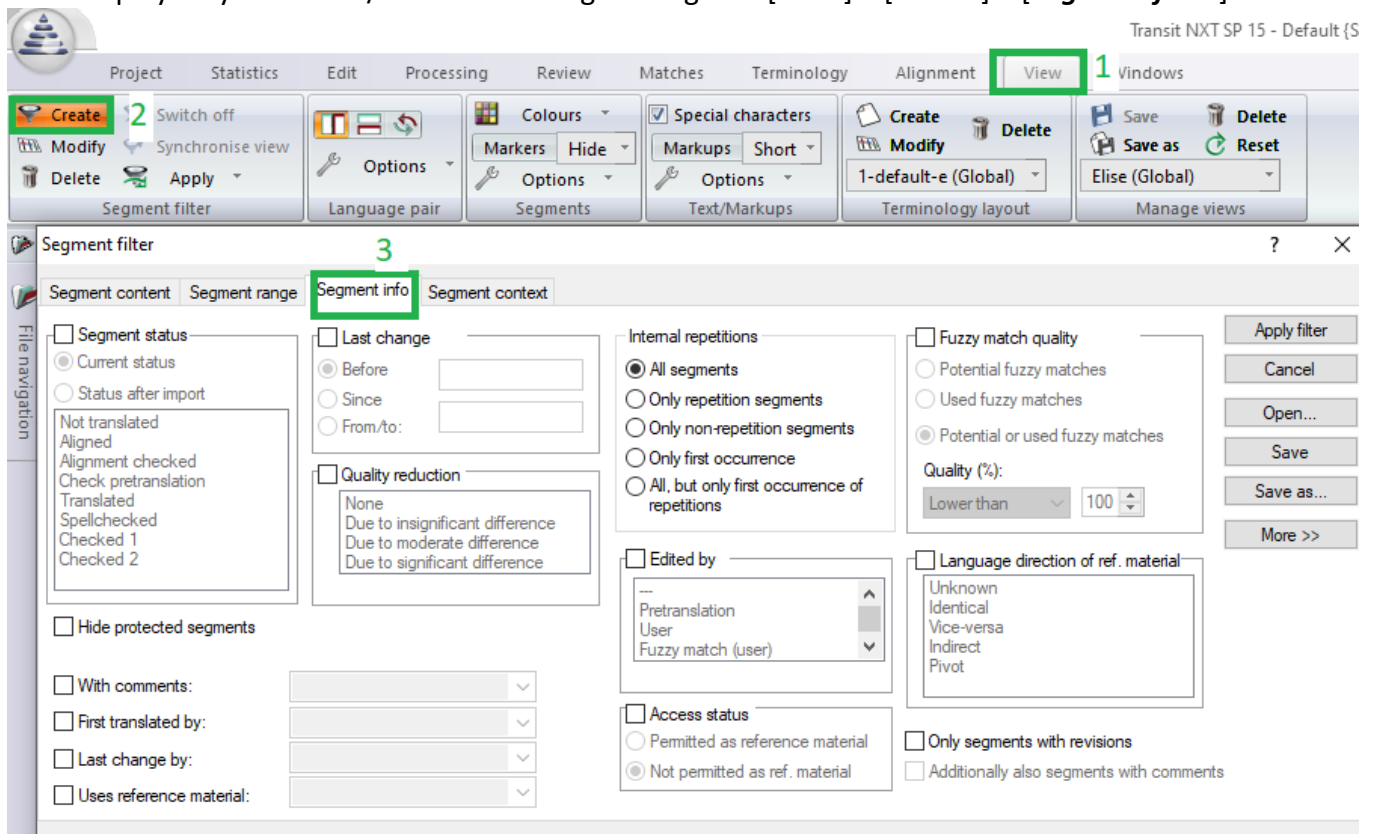
Filter on segments with changes / comments:

*** You must have the language pairs open. ***
In Transit, the *Segment Info* panel displays the previous translation and tracks the changes made.
To activate the panel, go to [*Windows*] **>** [*Segment Info*]
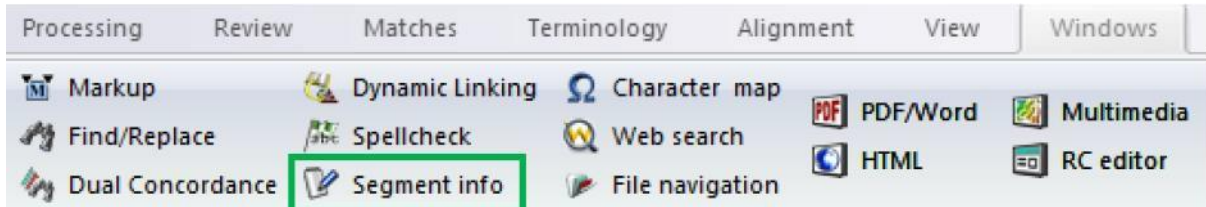
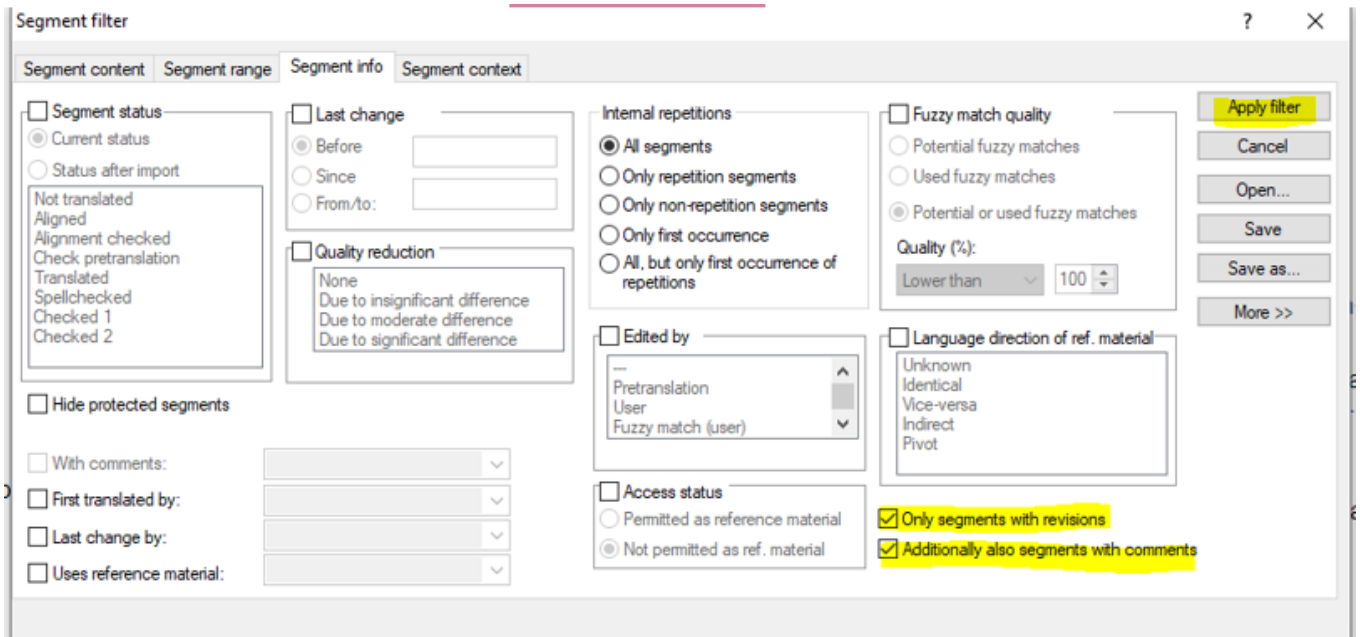To display only reviewed / commented segments go to: [*View*] > [*Create*] > [*Segment filter*] >

Tick the options "**Only segments with revisions**" AND "**Additionally also segments with comments**", click "**Apply filter**".

Only segments reviewed by the customer, and segments commented by the customer are now displayed.

Click "**Switch off**", to deactivate the filter.

IMPORTANT: you must switch off the Filter to do Global Search and Replace, and to perform the QA checks.

Once all those checks are done, perform the QA before delivery (see FINAL CHECKS).

▲ HOW TO ATTACH A DICTIONARY TO A PROJECT IN PROGRESS

The project manager may ask you to add a TermStar Database to your project so that you can use a Customer's dictionary. This terminology bank will be an Access database (.mdb).

To attach a TermStar dictionary to your project, proceed as follows:

1 Save the .mdb file in a specific location on your machine.
2 Open the relevant project in Transit.
3 Click on the **Dictionaries button at the bottom (resource bar).**
4 Select **Dictionaries/Databases** > **Link database**.*
5 In the **ODBC driver selection window**, select the default option **Access Database (Access)** > **Next**.
6 Click the **Browse** button to select the location in which the terminology database can be found (see point 1 above).
7 For the name of the new ODBC connection, we recommend you keep the name suggested by Transit > click **Finish**
8 Go to **Settings** (Top bar) > **Dictionaries** and **Add** the new dictionary to the project
9 Click **Apply** and **OK**.

You should now have access to the Dictionary for the specific project. You may need to close and open Transit again if the dictionary is not showing straight away.

A video showing how to attach the dictionary is available on our Supplier Portal:
https://suppliers.star-ts.com/helpdocs/restricted/Transit_NXT_Adding-a-Dictionary.mp4

*If the option to **Link Database** is greyed out, change the user role to "Super User"; the option should then be "clickable".
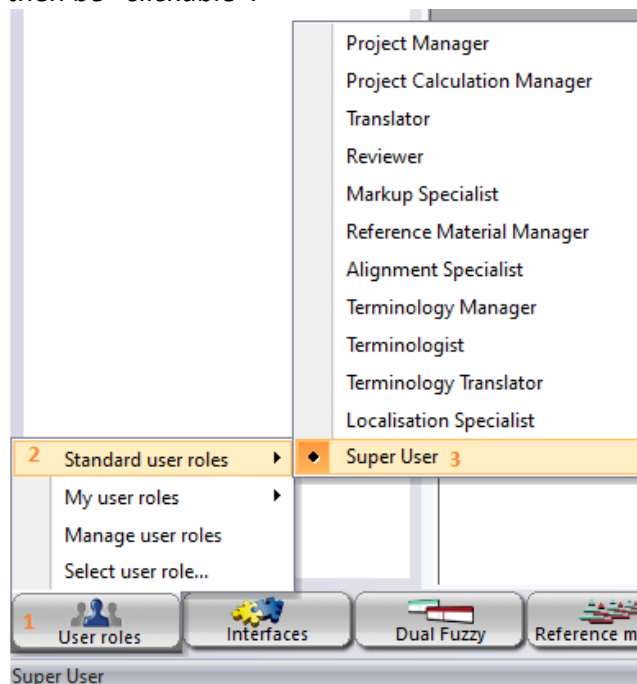
▲ HOW TO HAVE ACCESS TO THE FULL TM

Typically, the PPF file sent by project managers will only include the most relevant previous translations.

Including the most relevant previously translated segments reduces the size of the TM provided.

If you would find it useful to have access to the full TM, for searches or Dual Concordance, or to ensure consistency with previous translation please let the relevant PM know and we will provide it.

The steps below are in cases where the initial PPF did not include the full TM; you have already unpacked the project and have asked the PM to send the full Translation memory.

The TM (reference material) will be provided in a zipped folder.
1. Save the zipped folder.
2. Go to the Transit Working folder for this project.
3. Create a **REF** folder. Make sure it is called "REF".
4. Unzip the content of the zipped TM in the REF folder.

You now have access to dual concordance searches on the full TM. Make sure the settings for the Dual concordance searches both search the Reference material and the Working folder – see 10.1 Dual concordance search.

Note: To check where the Transit working folder is…

1. Open the specific project in Transit; click ⬙ > **User preferences**.
2. Click on **Folder selection**
3. Check for "Working folder" – this will show the folder path in the "Path" column.