Translation Workspace Agency Users Quick Start Guide

A Quick Start Guide for Agency Users

Now that you have a Translation Workspace account, you can start translating and managing translation assets. This document gives a quick explanation of the Translation Workspace clients that you use to perform the translation and the tools you use to expedite the translations.

Download the Translation Clients

You can only download the translation clients if you have credentials to login to Translation Workspace. The clients are always available for download from the **Resources > Download** page in Translation Workspace. Once downloaded, the clients are updated automatically with any new Translation Workspace releases.

Using the XLIFF Editor

After downloading the XLIFF Editor, you can simply accept the defaults offered by the installation wizard to get started.

When you open the XLIFF Editor, you will see a toolbar with the following features:
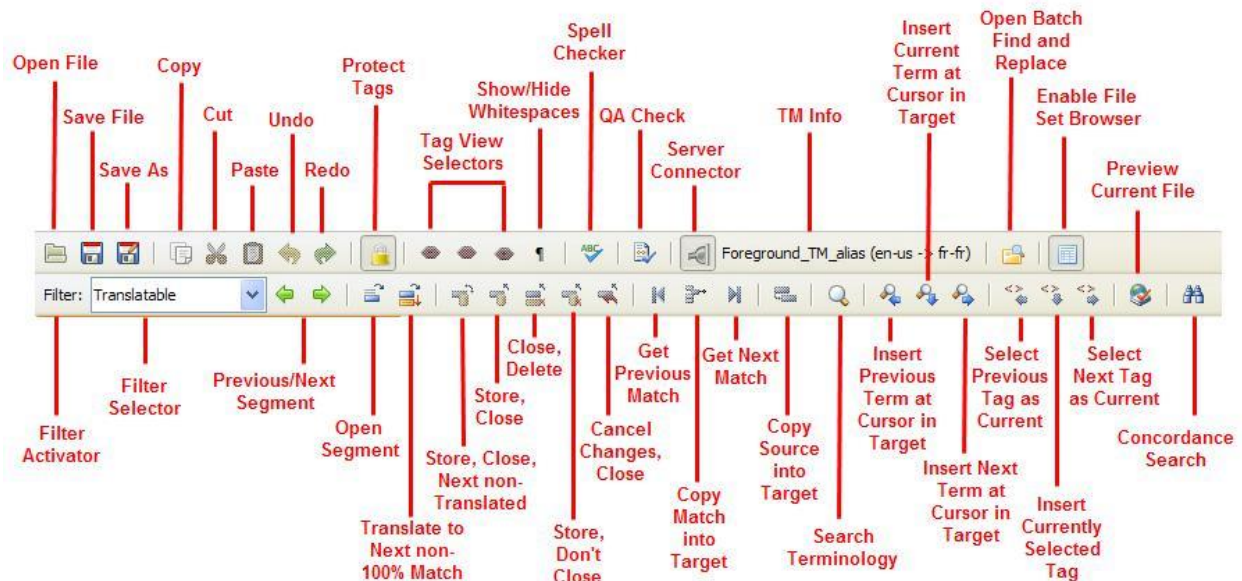
You use this toolbar to open files, open and store segments, connect to the TM, and more.

Using the Microsoft Word Plug-in

After downloading the Microsoft Word Plug-in, simply accept the defaults offered by the installation wizard to get started.

Open the .doc, .docx, or Translation Workspace RTF file you are going to translate. The Translation Workspace functions will be in the ribbon accessed by clicking on **Translation Workspace** in the Word 2007 toolbar:
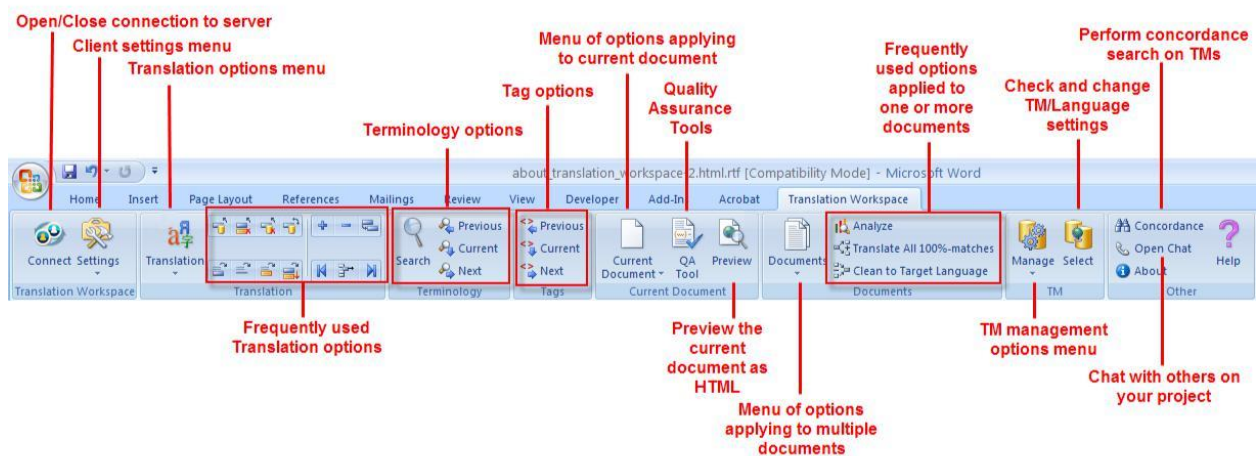
If you are using Word 2003, you have a toolbar and menu of commands:
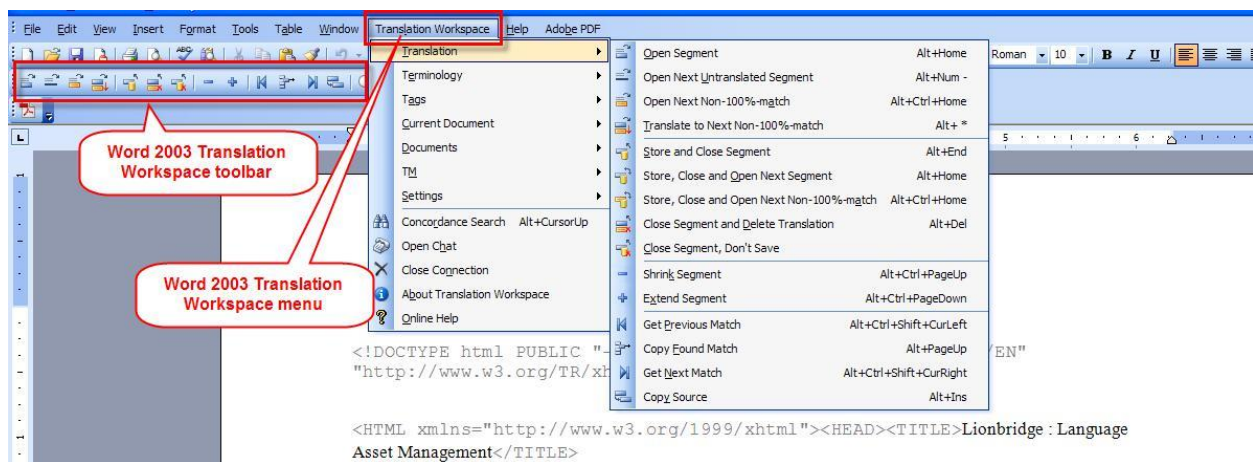
Configure Your Translation Workspace

Translation memories and other linguistic assets (glossaries and review packages) reside in workgroups on translate.translationworkspace.com. You are provided with a root workgroup when you first login, but you should create appropriate workgroups for your users and assets, so you can organize your
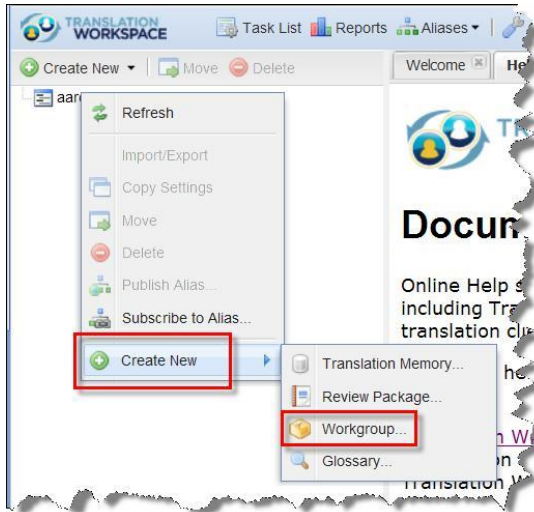
projects. Users are assigned to workgroups and to assets (TMs, glossaries, and review packages). This allows you to control who can access your assets.

Creating a Workgroup

Create workgroups to organize your linguistic assets, and to control access to those assets.

1. Select **Create New > Workgroup**.

2. In the **Create Workgroup** dialog, specify a name, a description, and select a Contact.
3. Click on **Create**. This adds a workgroup to your navigation tree on the left.

You can now add members and linguistic assets to the workgroup.

Creating a User Account

Create user accounts to provide access for individuals in your Agency. You can do this by logging directly into GeoWorkz.com, or by logging into the Translation Workspace Web interface, which will redirect you to GeoWorkz.com when you click on the **Add/Delete User** button.
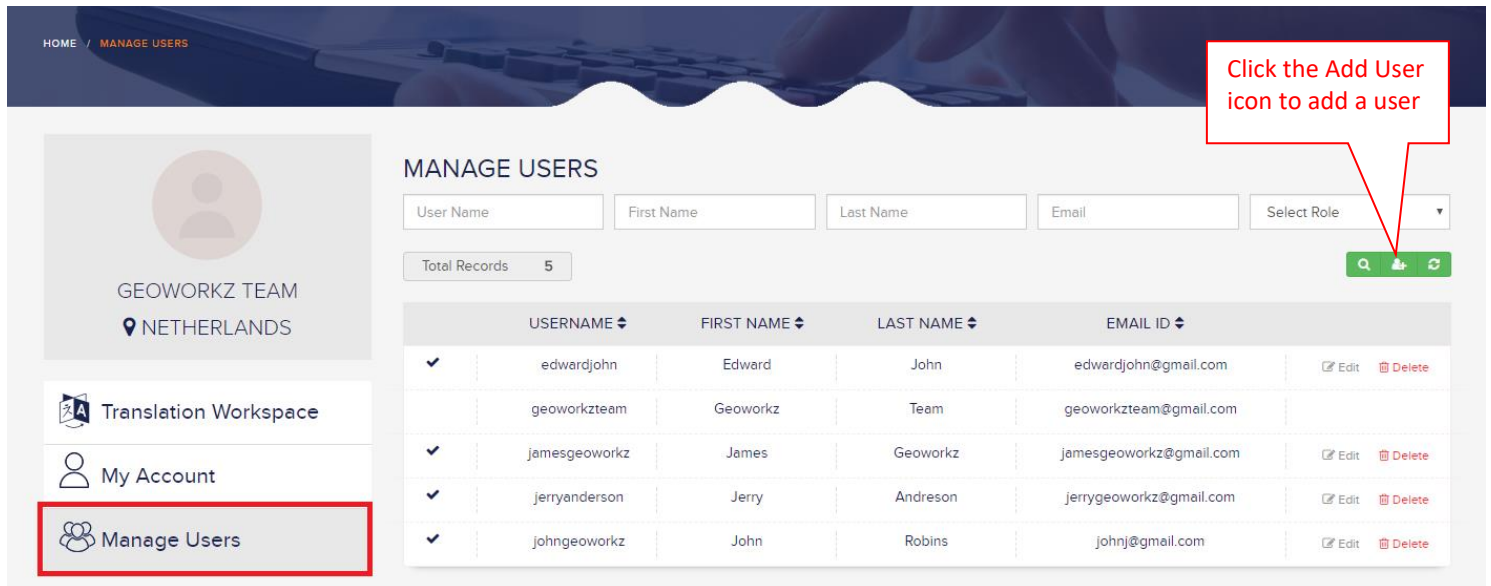
To add a user, if you are in the Translation Workspace Web interface do the following:

1. In the **Administration > User Management** page (if you are a Subscription Manager user or an Admin user), click on the **Add/Delete User** button:
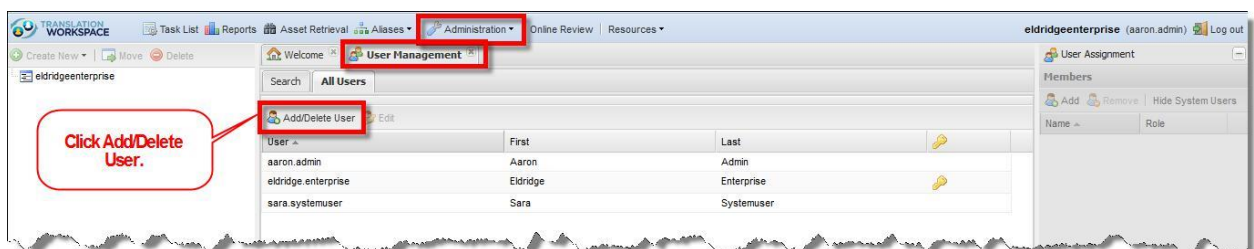
Here we have logged in as an Admin user. The user is taken to the GeoWorkz **Manage Users** page,

which lists the users in her or his tenancy:

Note: You can also go here directly, if you are a Subscription Manager user or an Admin user, by logging into www.GeoWorkz.com and clicking on your user name at the top, then selecting the **Manage Users** tab.

2. When you click on the Add User icon ( ), the **Add new user** dialog pops up as mentioned below:

Please complete the fields in the form to create the new user inside your tenancy. If you decide to grant Admin role, please check the **Is Admin** box. The Admin role will let the user add, delete and edit other users. Also, the Admin role allows to assign other users to objects such as TMs, glossaries, review packages and workgroups.

3. When you have filled out the fields, click on **Save** at the bottom:

The user will appear in the **Manage Users** tab with a **Resend notification to this user** icon (✉) on the left:

The **Resend notification to this user** icon indicates that the user has not responded to an email asking her or him to register and specify a password. Click on the icon to send a notification. The user will receive a "Self User Registration" email like the following:

This is an automatic, system-generated message. Please do not reply directly to this message.

Dear <*User name*>,

Welcome to Translation Workspace, the next-generation translation productivity solution from GeoWorkz A Lionbridge Technologies Company. Fast and scalable, the Translation Workspace provides anywhere, anytime access to Translation Memory (TM) and Glossary assets.
You have a new user account in the Lionbridge tenancy. Please click
on the following link to activate your account, and confirm your secure access to Translation Workspace.

Complete registration

Your account information is as follows:
Username: <*User name*>
Tenancy: <*Tenancy name*>

After you have set a password, you may log in to Translation Workspace at translate.translationworkspace.com.
The clients used to perform translations (the XLIFF Editor and the Microsoft Word Plug-in) are available for download from the Download page on the **Resources** tab of the Translation Workspace toolbar.

To help you get started, access our Quick Start Program, found at www.GeoWorkz.com under **Resources**. We also offer a full range of helpful documents and training, accessible from GeoWorkz Training.

Thank you again for choosing Translation Workspace.

Sincerely,

The GeoWorkz and Translation Workspace Team

4. Once the user has clicked on the **Complete registration** link in the email, she or he will be taken to the **Enter New Password** page:

After entering a password and clicking on **Save**, the new user will be taken to the GeoWorkz home page, where she or he can log in and start using GeoWorkz and Translation Workspace.

Editing the System Permission Role and User Type in Translation Workspace

To edit the System Permission Role or User Type for the user you have added; you must go to the Translation Workspace Web interface. Do the following:

1. Once logged in, click on the **User Name drop down** button at the top of the GeoWorkz.com home page:
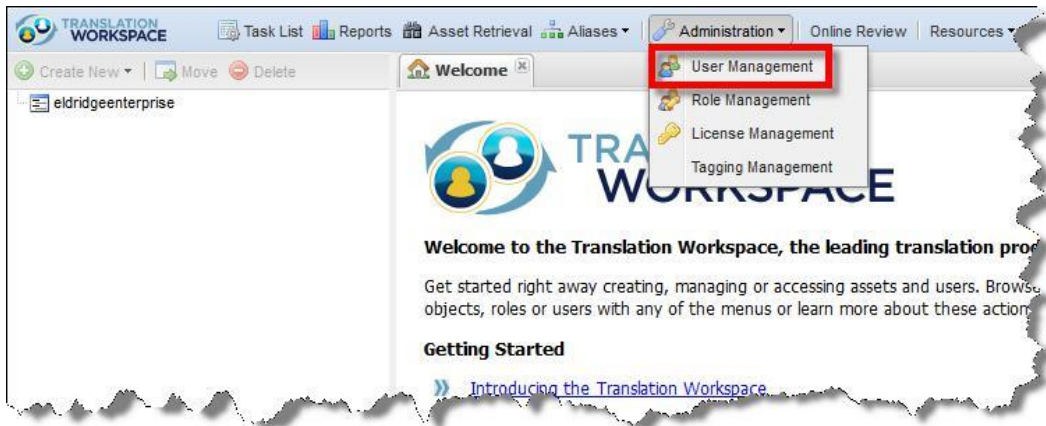
Drop down menu shows **Launch Translation Workspace** tab, where you can click and navigate to translation workspace section. Clicking upon **Launch** button within will go directly to the Translation Workspace Web interface:
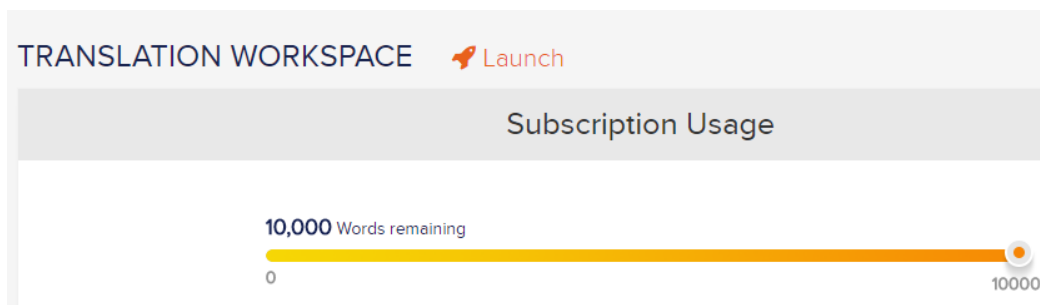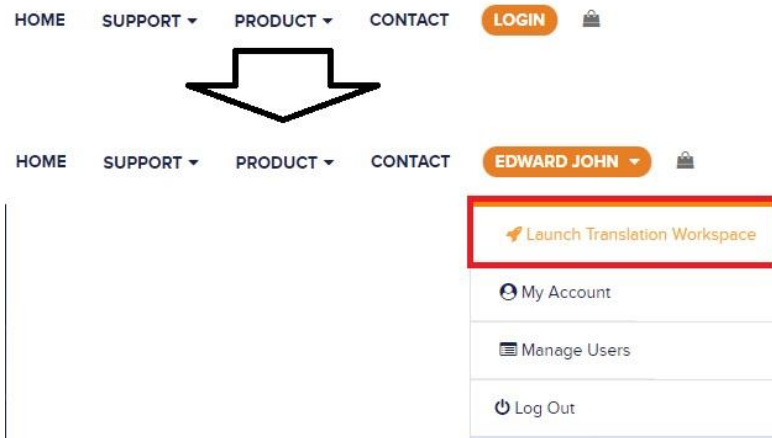
Launch takes you to the Translation Workspace web interface, where your single sign-on logs you in.
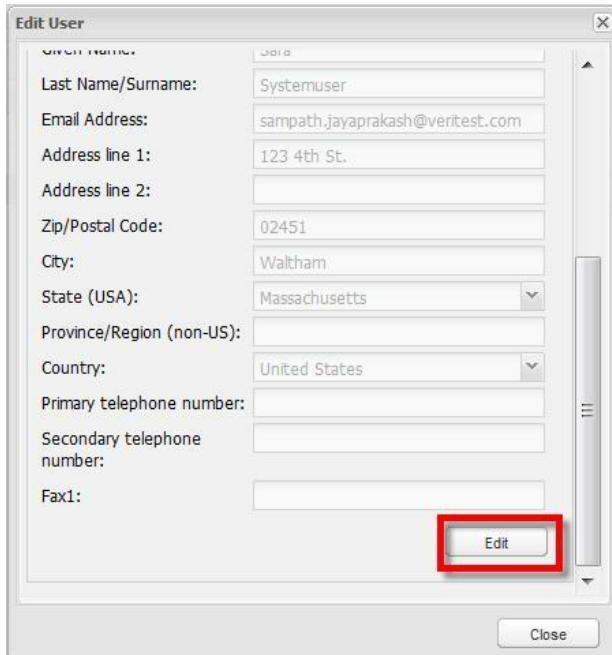
2. Select **Administration > User Management**:

3. In the **User Management** tab that displays, to edit a user, double-click on the user name:

The **Edit User** dialog pops up:

4. Only the **User Type** and **System Permission Role** fields are editable. You can select a type and role and click on **Submit**. To edit the other fields, scroll to the bottom and click on **Edit**:
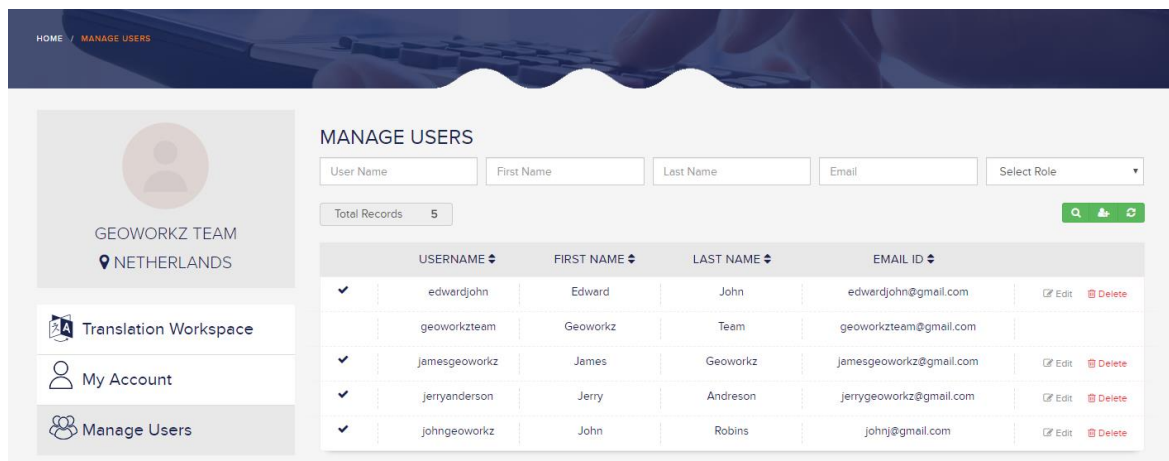
You are taken to the **Manage Users** tab in GeoWorkz.com, where you can click on the Edit User icon for the user and change the user information fields:

Assigning a License

To assign a license, do the following:

1. Select **Administration > License Management** in the toolbar.
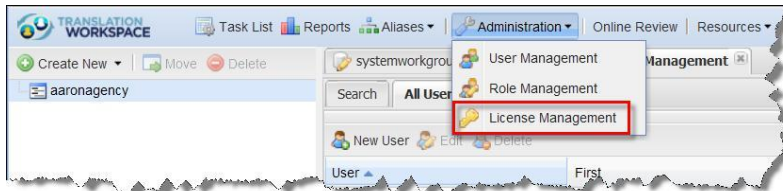
2. Select the user from the **Users** box on the right and click on **<<Add**.
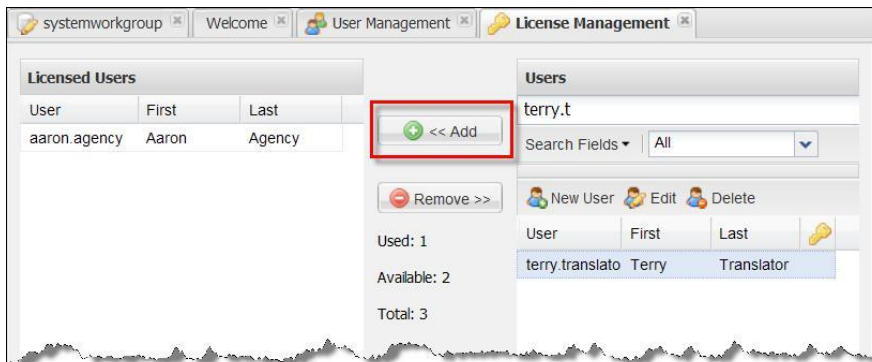
The user will then be able to login to Translation Workspace.

To Assign a User to a Workgroup or Asset

1. With the workgroup or asset selected, in **User Assignment>Members** pane, click on **Add**.
2. In the **Select User to Add** dialog, do one of the following:
   a. Search for the user you want to add.
   b. Select them from **All Users**.
3. Click on **Add** to add them to the workgroup.
4. Or use the Quick Search widget:
   a. Search
   b. Drag and drop from the search result list.

5. Select a role for the user for this workgroup.
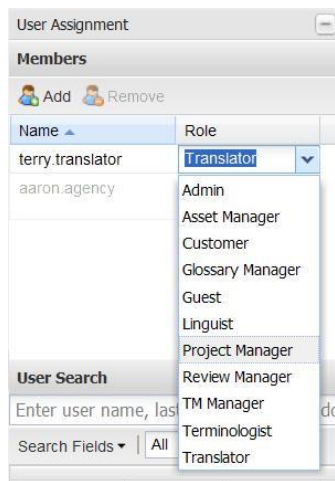
This user will have the permissions defined for this role on all objects in the workgroup unless the user is also a member of a particular object and has a role for that object with higher permissions.

Now that you have created a workgroup, you can create linguistic assets in that workgroup for translators to leverage.

Create a Translation Memory

To use the translation clients, you will need to connect to a translation memory on the server.
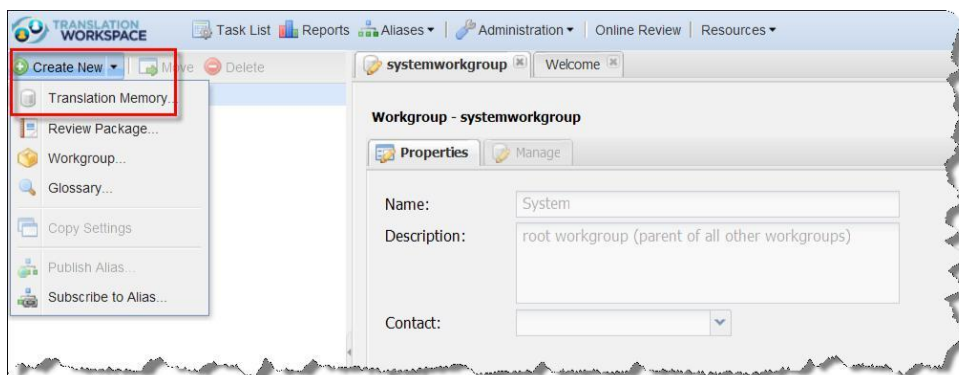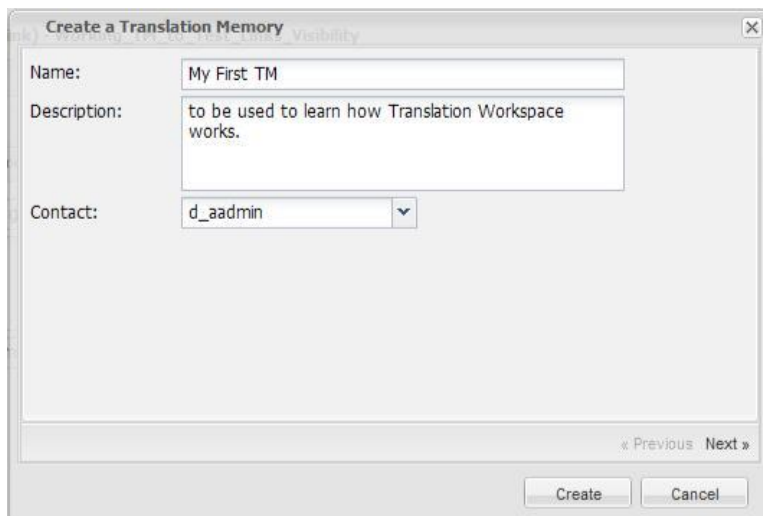
It is quite easy to create a TM.

1. Select the workgroup, and click on **Create New > Translation Memory**.

2. In the **Create a Translation Memory** dialog, give it a name, description, and contact.

When you click on **Create**, the TM is added to the navigation pane.

Note: Depending on your plan, you might be required to tag certain fields in your TM before you can click on **Create**. Use the **Next** button to navigate through the asset tagging wizard, then click on Create when you have filled in the required fields, which will be indicted with a red asterisk.

3. Next you must add a source and target language by selecting **Manage > Languages > Add**:
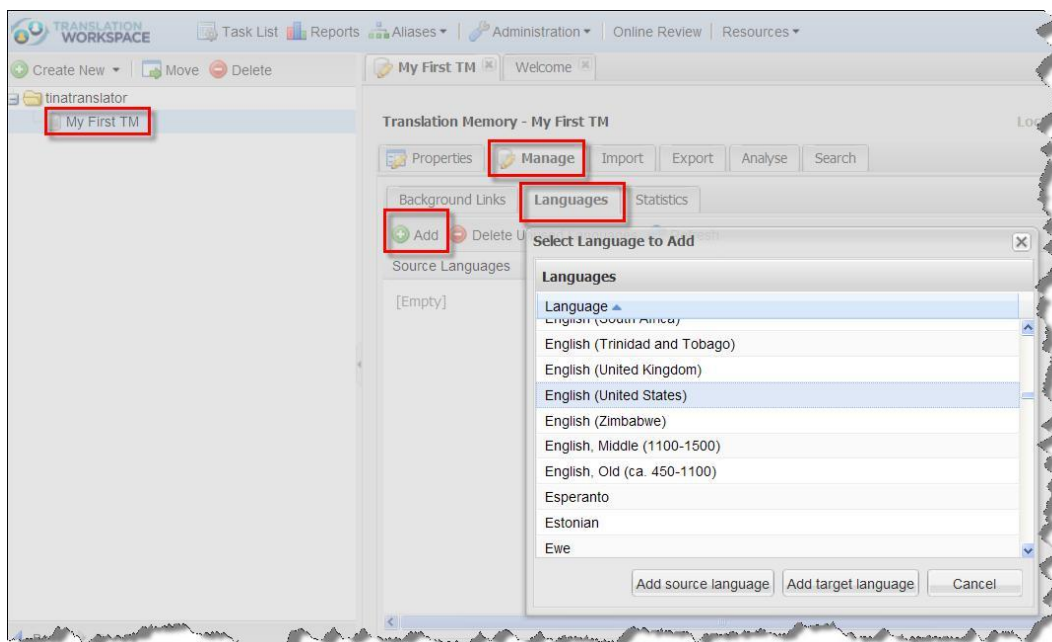
Add both a source and target language. You can add as many of each as you like.

You now have a TM to which you can store translations you make in the Word Plug-in or XLIFF Editor.

Create a Glossary

You create a glossary the same way as a TM.

1. Select the appropriate workgroup, right-click, expand **Create New**, and select **Glossary**.

2. In the **Create Glossary** dialog, specify a name and description, and select a contact. This contact will be the person receiving notifications about changes to the glossary.
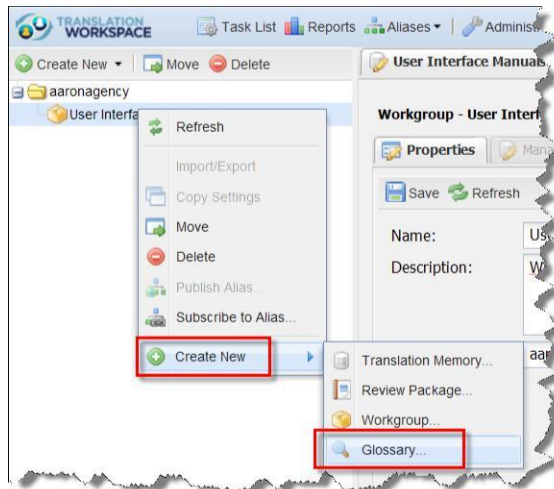3. When you click on **Create**, the glossary configuration page now has tabs for **Properties** (which contains name, description, and contact information), **Manage**, **Import**, **Export**, **Statistics**, and **Search**. Your glossary at first is empty, and you can populate it by importing from a spreadsheet (XLS), XML (MultiTerm), MultiTerm TXT backup, or TM TXT file (Translation Workspace or Trados Workbench).
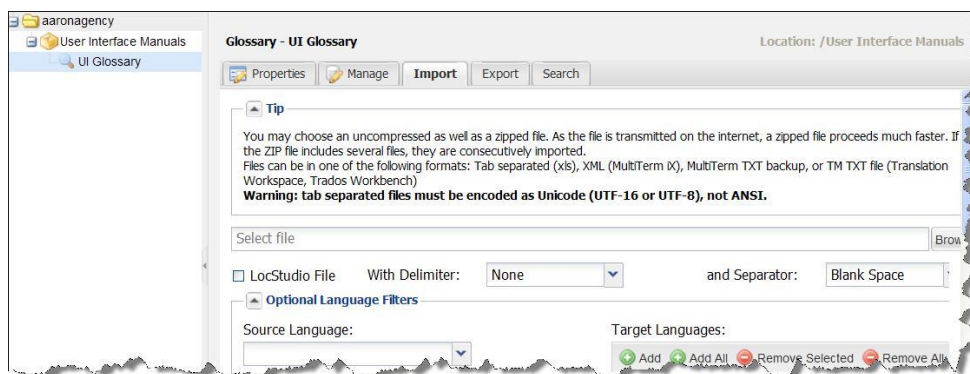
You make the glossary available for your translation project by linking it to the TM as a background glossary in the **Manage > Background Links** tab of the TM.

Publish an Alias Token

If you will be sharing your TM with another tenancy, you need to publish an alias to a user in the other tenancy.

1. Select the TM you would like to share, and click on **Create New > Publish Alias.**
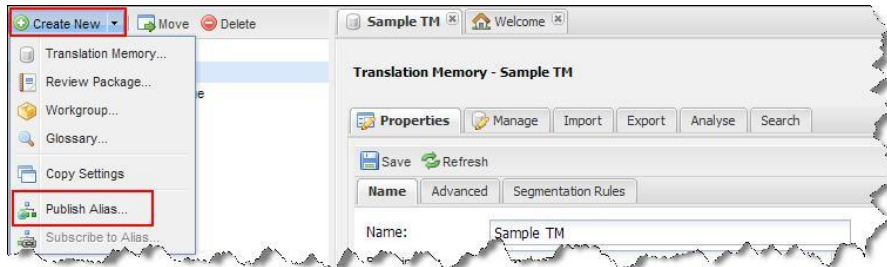
2. In the **Create New Alias from Token** dialog, enter the email addresses you would like to send tokens to, a message to the user(s), and set the permissions.
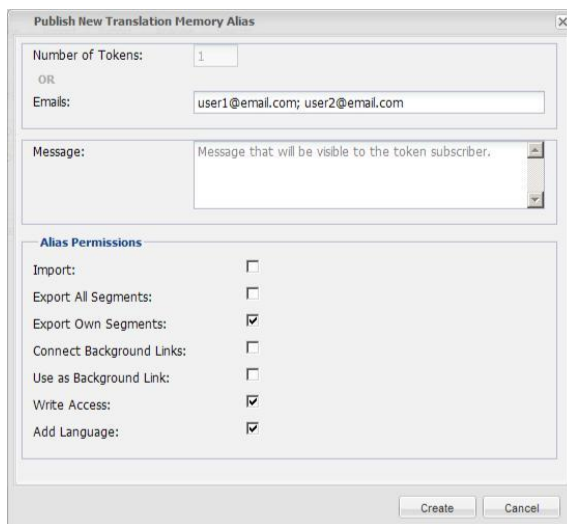
When you click on **Create**, the asset is updated with the alias information and the users receive the tokens in email.

Subscribe to an Alias Token

If you receive an alias token from another tenancy, you need to subscribe to the alias to begin using it.

1. Select the workgroup, and click on **Create New > Subscribe to Alias.**

2. In the **Create New Alias from Token** dialog, enter the alphanumeric token code, then give it a name, description, and contact.

When you click on **Create**, the TM is added to the navigation pane.

Translating with a TM

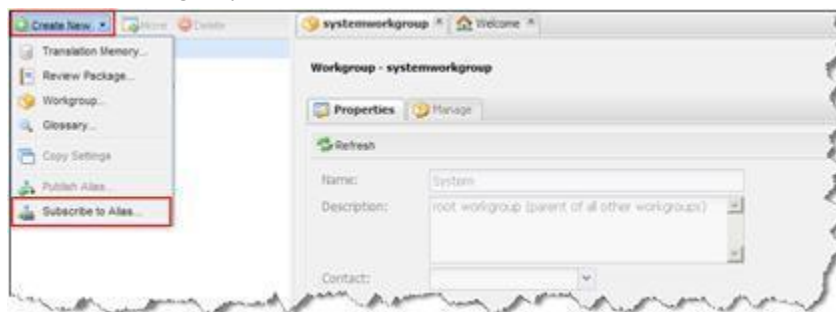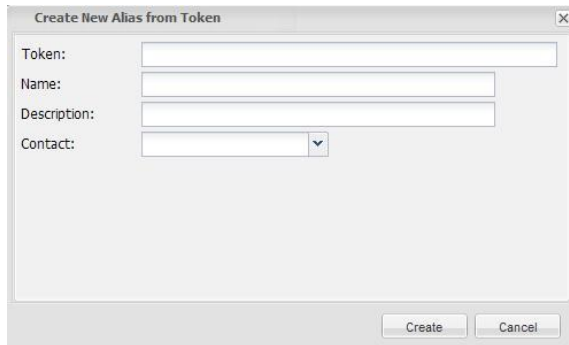Now that you have a TM into which to store your translations, you can begin translating and build your TM.

In the XLIFF Editor

Open a segment by double-clicking somewhere in it, and type in a translation:

When you select a command like **Store, Close and Open Next Untranslated Segment**, the XLIFF Editor stores the translated segment to the TM, closes the segment, then opens the next untranslated segment:
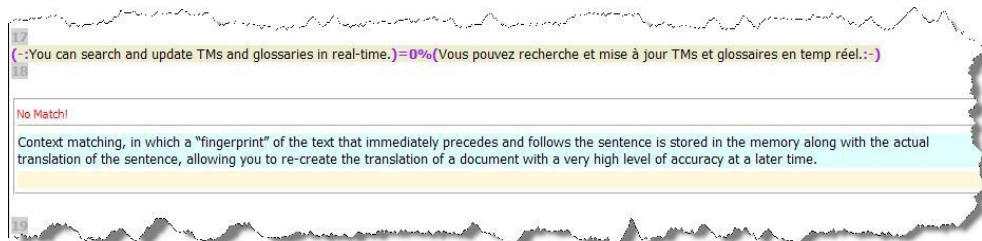
Here are the most frequently used commands for opening segments, moving from one to another, and storing your translation to the TM so it can be used for matches elsewhere.

• **Open Segment –** Opens the selected segment for editing.

- **Translate to Next Non 100% Match** – Translates all segments for which the TM offers a 100% match, starting from the current cursor position. Then, the first segment with a non 100% match is opened.

- **Store, Close and Open Next Untranslated Segment** – Stores the translated segment to the TM, closes the segment, then opens the next untranslated segment.

- **Store and Close Segment** – Stores the translated segment to the TM, then closes the segment.

- **Close Segment and Delete Translation** – Closes the currently open segment and deletes the translation entered.

- **Close Segment, Don't Store in TM** – Stores the translated segment locally in the document, then closes the segment without storing it to the TM.

- **Cancel Changes and Close Segment** – Closes the segment and returns it to the status prior to opening.

Saving the Translation

When you have finished translating the document, you finalize it by "cleaning" out the source segments—leaving just the translated segments and storing it to the TM. Use the **File > Save Target**:
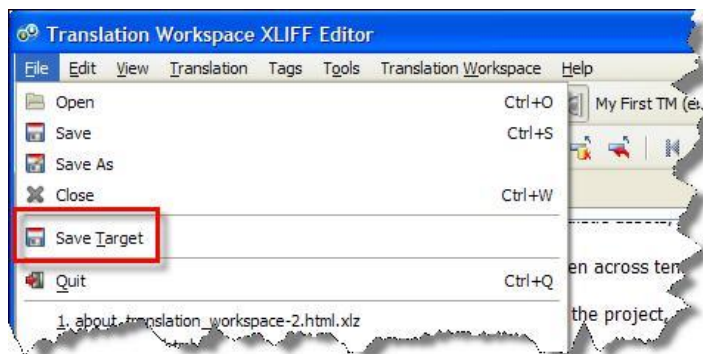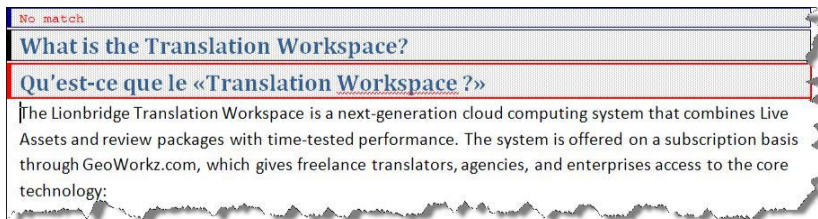

To be sure the translations are stored to the TM, use the **Add to TM** feature in **Translation Workspace > Batch Operations** off the toolbar:
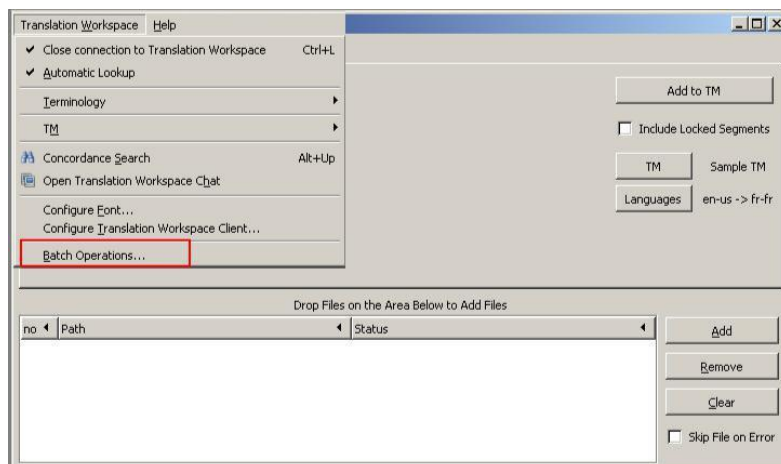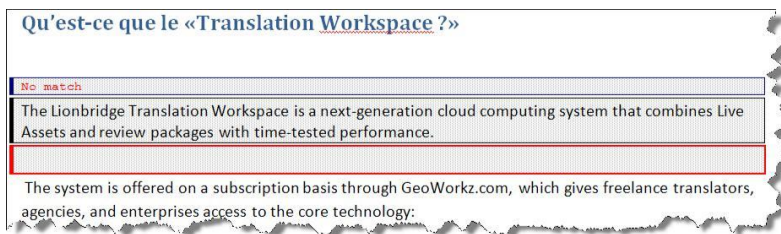
In the Microsoft Word Plug-in

Open a segment by putting the cursor in it and pressing **Alt+Home**, and type in a translation:

When you select a command like **Open Next Untranslated Segment** (**Ctrl+Alt+Home**), the Word Plug-in stores the segment in the TM and opens the next available segment for translation:

Here are the most frequently used commands for opening segments, moving from one to another, and storing your translation to the TM so it can be used for matches elsewhere.

- **Open Next Untranslated Segment** (**Ctrl+Alt+Home**) is used to open the next available segment for translation.

- **Translate to Next non-100% match** (**Ctrl+Shift+*** (on the Number Pad)) increases productivity by translating 100% matches in the document.

- **Store, Close and Open Next Segment** (**Alt+ +** (on the Number Pad)) saves the open segment to the TM and opens the next available segment.

- **Get Current Term** (**Alt+Down Arrow**) adds the currently selected term in the AutoTerminology window to the document being translated.

- **Get Current Tag** (**Alt+Ctrl+Down Arrow**) adds the tags of the source text into the target text.

Saving the Translation

When you have finished translating the document, you finalize it by "cleaning" out the source segments—leaving just the translated segments and storing it to the TM. Use the **Clean to Target Language** command:
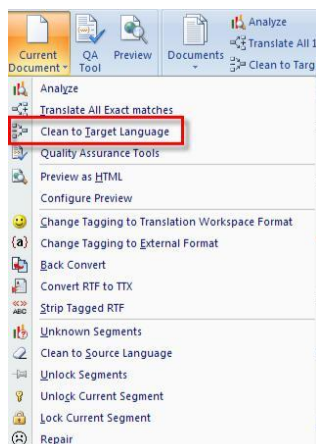
In addition to making your bilingual file monolingual—that is, having only target segments—your translations are stored to the TM.

More Information

For more information, see the following:

Training

- **Translation Workspace Client – XLIFF Editor** From A to Z, learn all the functionality available in the XLIFF Editor.

- **Translation Workspace Client - Microsoft Word Plug-in** – From A to Z, learn about all the functionality available in the Microsoft Word Plug-in.

- **Introduction to File Pre/Post-Processing** – Learn how to manipulate your files for the best possible translation results.

- **Translation Memory Management** – Deep dive into translation memory management by learning about settings, maintenance, importing, exporting.

- **Asset Aliasing** – Learn how to share a linguistic asset with a user in another tenancy.

- **Glossary Management** – Deep dive into glossary management by learning about settings, maintenance, importing, exporting.

Many other courses, both self-training and instructor-led, are available. See the full list at **Support > Training & Tutorials**.

Documentation

- **Translation Workspace Client - XLIFF Editor** – Features and functionality of the XLIFF Editor, including best practices for translation.

- **Translation Workspace Client - Microsoft Word Plug-in** – Help system with features and functionality of the Microsoft Word Plug-in.
- **Translation Workspace Web Interface** – Information about configuring and managing users and linguistic assets in the Translation Workspace, perfect for an Asset Manager or Tenancy Administrator.

Many other documents are available. See the list on the Documentation page found on the Translation Workstation Web interface at **Resources > Help** in the toolbar.