

# Translation Workspace Freelancer Users Quick Start Guide

## *A Quick Start Guide for Freelancer Users*

Now that you have a Translation Workspace account, you can begin translating. This document gives a quick explanation of the Translation Workspace clients that you use to perform the translation.

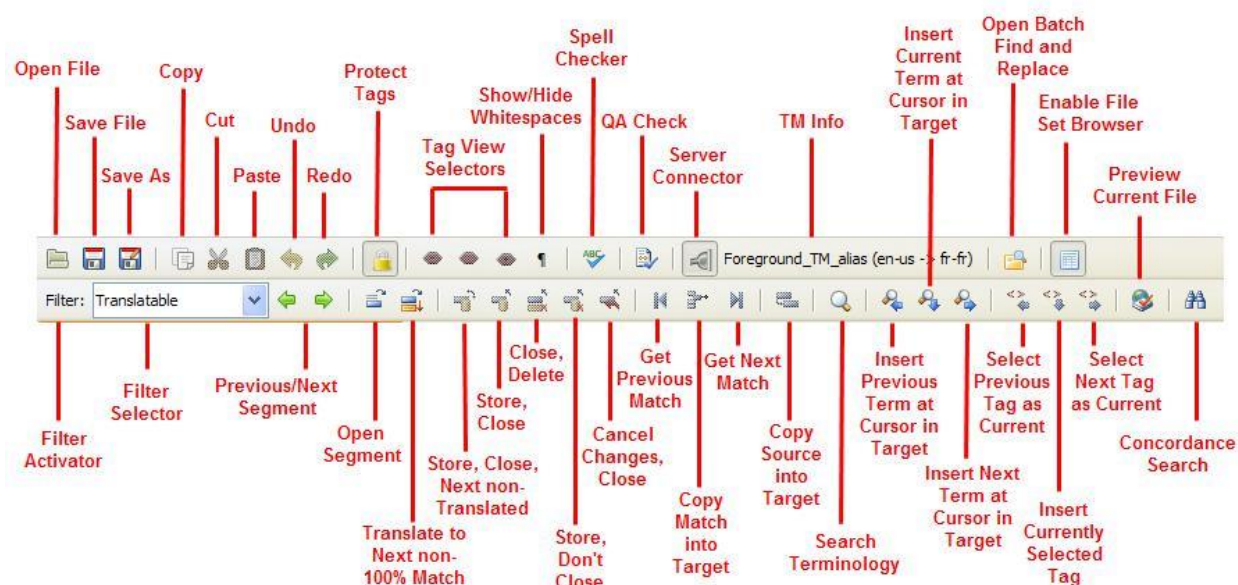
### Download the Translation Clients

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. You may choose to download one or both translation clients. 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:

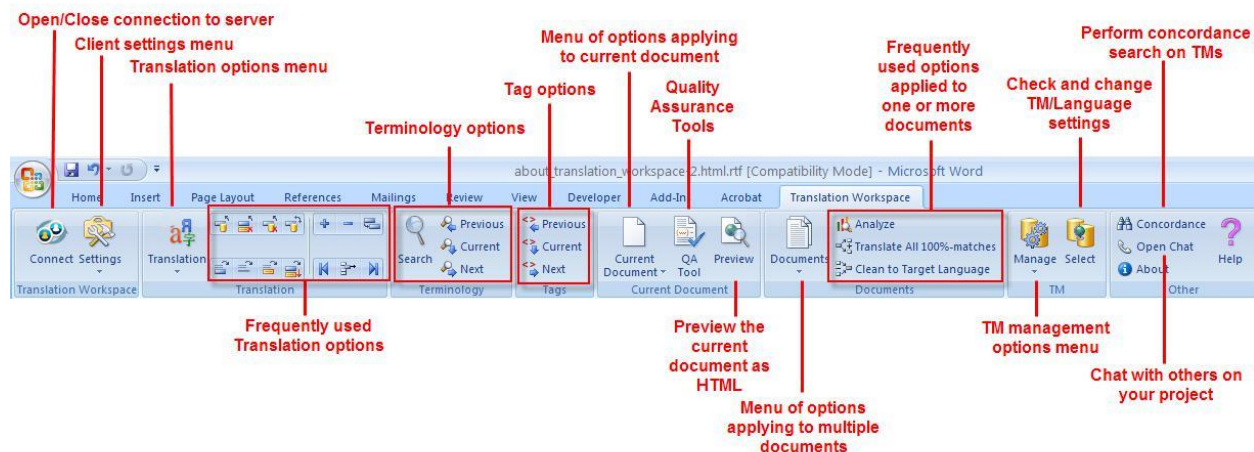


You use this toolbar to open files, open and store segments, connect to the TM, and more.

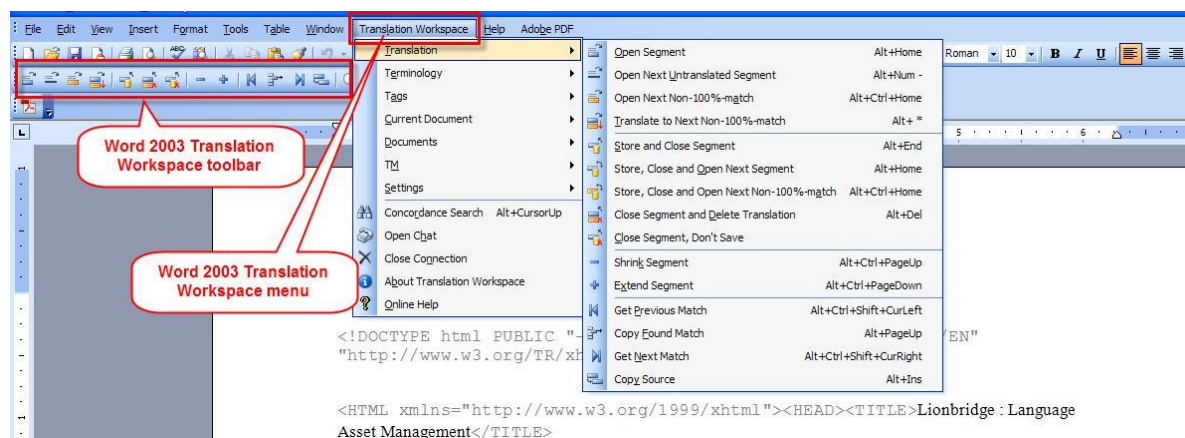
## Using the Microsoft Word Plug-in

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:



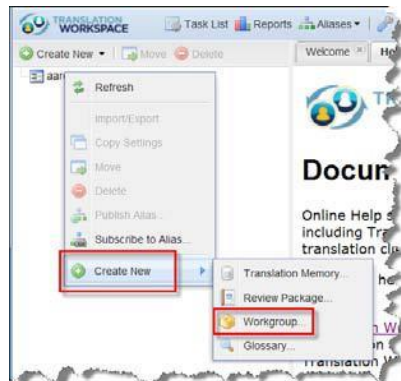
## Configure Your Translation Workspace

To use the translation clients, you will need to connect to a translation memory on the server.

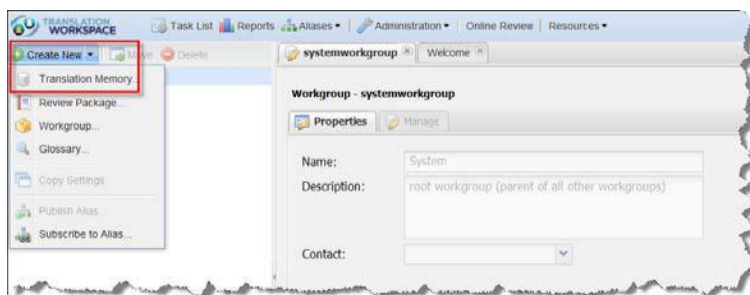
It is quite easy to create a TM.

1. First you need to create a workgroup in which to place your translation memory

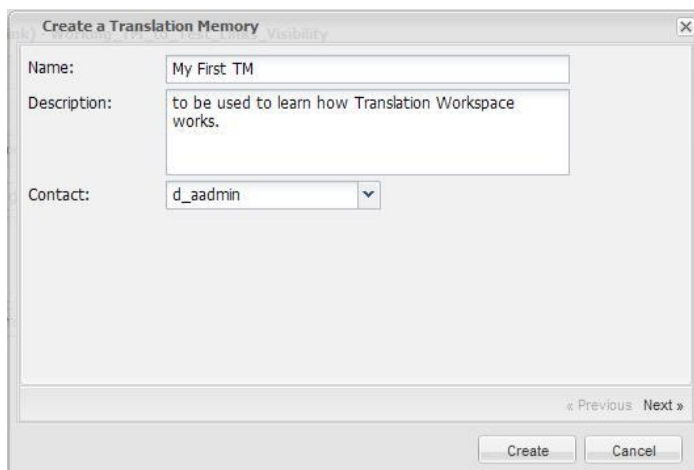
- a. Login to Translation Workspace ([translate.translationworkspace.com](http://translate.translationworkspace.com)) and select **Create New > Workgroup**.



- b. In the **Create Workgroup** dialog, specify a name, a description, and select a Contact.
  - c. Click on **Create**. This adds a workgroup to your navigation tree on the left.
2. Select the workgroup, and click on **Create New > Translation Memory**.

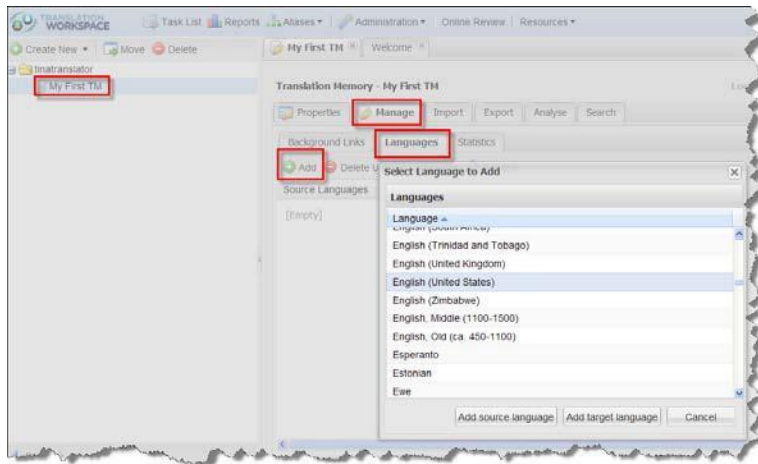


3. In the **Create a Translation Memory** dialog, give it a name, description, and contact.



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

- 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.

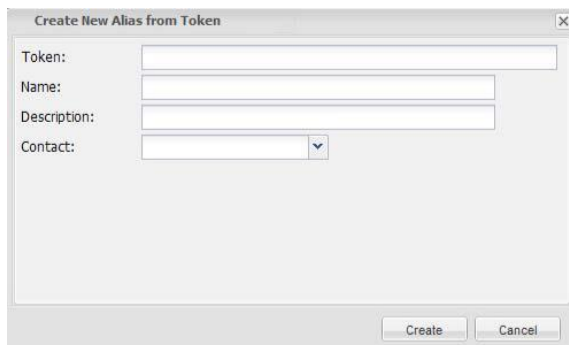
### Subscribe to an Alias Token

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

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



- 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

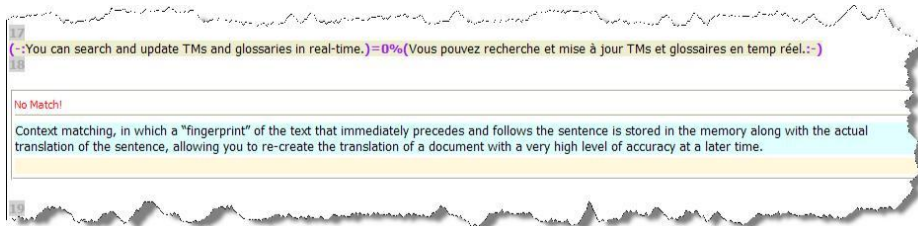
Now that you have a TM into which to store your translations, you can begin translating and build your TM.

### 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:



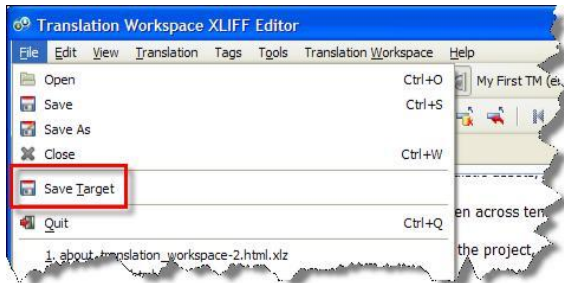
Here are the most frequently used commands for opening segments, moving from one to another, and storing your translation to the TM so it can be used for matches elsewhere.

- **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.

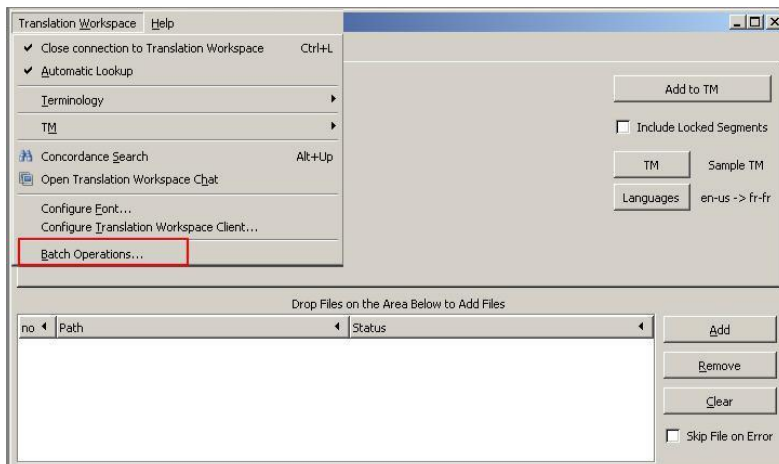


## Saving the Translation

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:

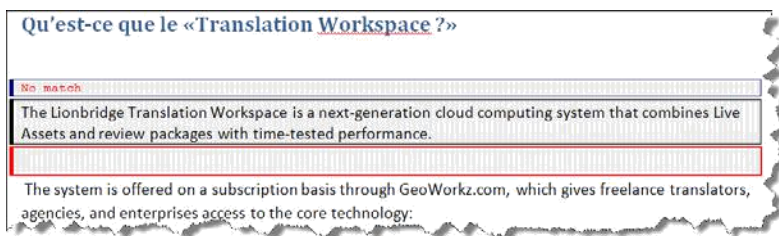


## In the Microsoft Word Plug-in

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:

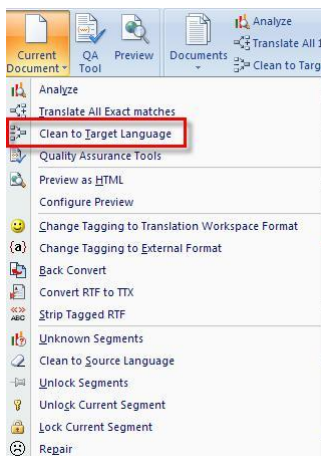


Here are the most frequently used commands for opening segments, moving from one to another, and storing your translation to the TM so it can be used for matches elsewhere.

- **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, refer to the following materials:



## 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.

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 Tools** – Help system with information for asset managers and translators about available tools for file conversion, Translation Memory maintenance, word count analysis, pretranslation, file cleanup, Quality Assurance, and more.
- **Translation Workspace Web Interface** – Features and functionality of the Web interface, including information about subscribing to an alias.

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.