

Introduction to the Translation Workspace

What is the Translation Workspace?

The Lionbridge Translation Workspace is a next-generation cloud computing system that combines Live Assets™ and review packages with time-tested performance. The system is offered on a subscription basis through GeoWorkz.com, which gives freelance translators, agencies, and enterprises access to the core technology:



Translation Workspace is a translation productivity solution comprising server-based linguistic asset management and lightweight, rich client translation editing environments. Translation Workspace is provided as a hosted Software-as-a-Service (SaaS) offering, avoiding costly and time-consuming deployments, upgrades, and maintenance. When you subscribe to the Translation Workspace, you are given a tenancy—your private workspace.

The following features are included:

- Translation memories (TMs) and glossaries—referred to as linguistic assets, or Live Assets—are hosted securely online.
- Linguistic assets can be shared by all working on the project, even across tenancies.
- Updates to Live Assets are available in real-time to everyone on the project, and are available for immediate use on files being translated. You can search and update TMs and glossaries in real-time.

- Context matching, in which a “fingerprint” of the text that immediately precedes and follows the sentence is stored in the memory along with the actual translation of the sentence, allowing you to re-create the translation of a document with a very high level of accuracy at a later time.
- Thousands of concurrent users are supported with no reduction in response time.
- TMs and glossaries can be linked into a memory network while keeping the underlying information separate and protected. Weighted translation memory sequencing improves the reliability of found matches.
- Online translation memory management allows you to create, search, import, and export memories. You can define the settings in a centralized, controlled manner, managing user roles and access rights to the TM.
- Online Terminology management allows you to create, suggest, and edit terms. You can search, filter, and sort terms. You can import and export glossaries, and manage user roles and access rights to the glossaries.
- Via built-in chat, you can communicate with others in your tenancy working on your project.
- There are built-in filters for most popular file formats.
- Compatibility with industry standards like TMX and XLIFF.
- Online review functionality, providing reviewers with a secure, easy-to-use Web interface and straightforward process for collaboratively reviewing localized content without having to pass files around over email or FTP.

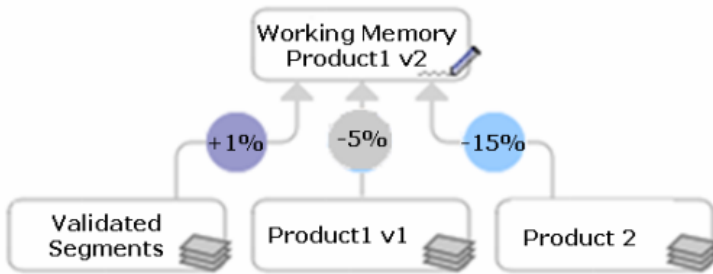
Live AssetsTM

Fast and scalable, the Translation Workspace provides anywhere, anytime PC access and live updates to translation memory (TM) and glossary assets. Based on ground-breaking asset sharing privacy functionality, globally-distributed teams of linguists can contribute to and reference centralized linguistic assets in real time, introducing key efficiencies into the production process. Live Assets are self-maintaining. They facilitate process-driven management and eliminate costly synchronization work. With near-zero latency and response time measured in milliseconds, Live Assets increase speed of work, reduce internal management costs, and overall help you be more productive.

Linked Translation Memories

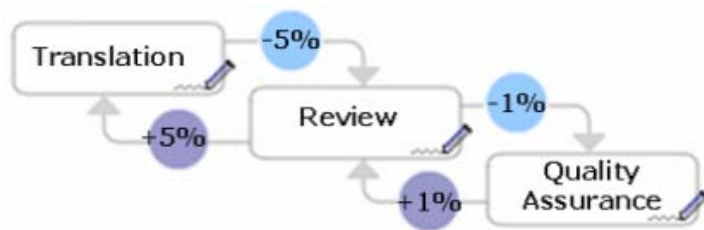
One of the most powerful and unique features of the Translation Workspace is the ability to freely link translation memories together. This way you can create a memory network from multiple sources while keeping the underlying information strictly separate. You can prioritize matches from one or more TMs by putting a penalty on less reliable sources, or a premium on more reliable sources, helping you clearly identify highest quality reference material.

In the following example, the memory from a related product is penalized (-5%), the memory from another product line has a greater penalty (-15%), and the “authoritative” memory is given a premium (+1%), causing its matches to be presented first.



You can also link together individual memories that represent the different stages of your translation workflow: translation, review, and final. The Translation Workspace system of premiums and penalties assures that not only are all translations available to everyone on the project at any time, but also that the version of a translation from the more advanced project stages overrides versions from earlier stages.

In the following example, the translation, review, and quality assurance TMs are linked and weighted such that those working on the project have instant access to the latest reviewed material, and the advanced stage translations override the previous stage translations.



Linking also allows separate memories for different departments or product versions, while maintaining consistency across projects. For example, while the translation of your marketing collateral must be kept separate from translation of your product documentation because of the differences in audience, there is likely to be enough overlap for translators working on both components to leverage from both TMs. That is, the product documentation information may be useful to the marketing team, but by keeping the TM separate (and penalizing the product documentation) you can make sure that marketing content is referenced first.

Analysis TM

Every Translation Workspace subscription has the ability to perform word count analysis of source files using the **Use Analysis TM** function. This feature anticipates that translation of the files will be performed interactively—that is, in real-time and online. Therefore, as each translation unit is translated, it is immediately saved to the TM and available as a match to all other subsequent translation units. When a translation is an exact match of a later source string, this is called a repetition, and these cases are commonly accounted for by most TM tools. The analysis TM feature also takes into

account when a translation will be a fuzzy match of a later source string, and captures these cases as fuzzy matches during analysis. Accordingly, every possible fuzzy match, whether from existing TMs or generated during the interactive translation of each project, is captured when analyzing the source files of a project.

Select this option when a TM is shared among translators (usually the default for Translation Workspace). De-select this option when you simulate analysis for other translation tools in which a TM is not shared.

Context Matching

Context matching stores in the TM, along with the actual translation of the sentence, a computed value based on the text surrounding each segment of a document. This allows you to re-create the translation of a document with a very high level of accuracy at a later time, by giving preference to the in-context match (which is rated as a 101% match). Short, ambiguous sentences that usually require a different translation at different points in the text can easily be identified by taking their respective context into account. Context matching is useful if you expect to run several updates of the documents with only minor textual changes.

Integrated Online Terminology Management

Terminology management is a key component to delivering consistent, high quality translations that require use of approved terms for key concepts. This is especially true in the case of tight deadlines when your team of translators may be working on various elements of a full project simultaneously. With Translation Workspace, contributors have direct role-based online access to:

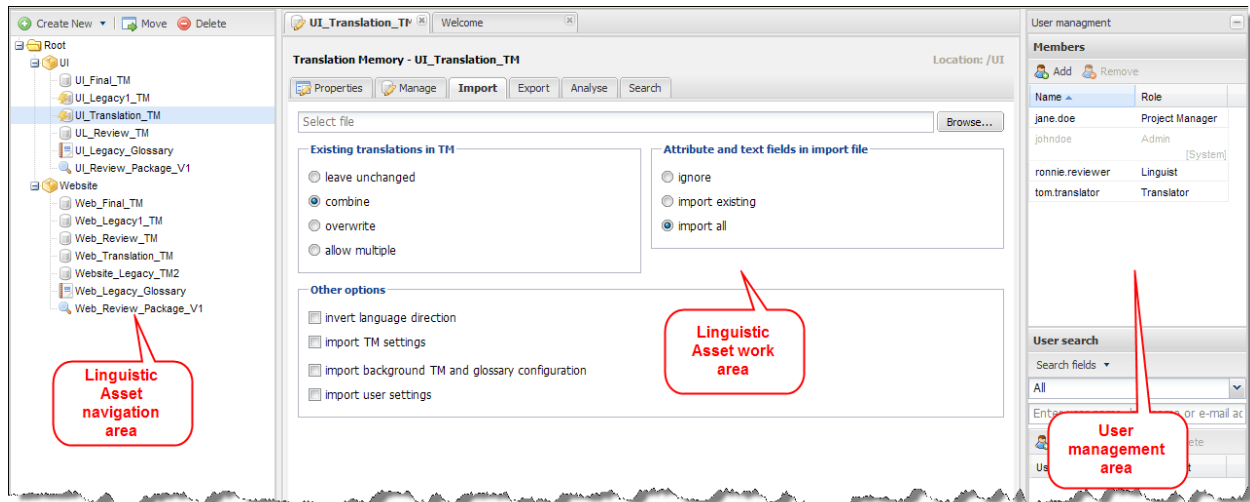
- Create, suggest, and edit terms
- Search, filter, and sort terms
- Assign custom attributes to terms
- Import and export terminology sets

You can share terminology across divisions, departments, and product lines, to improve enterprise-wide consistency, while still allowing for specific messaging for particular audiences and products.

Terminology management is fully integrated into the translation process. Using a just-in-time terminology popup facility, the translator's interface proactively suggests the right term at the right time, ensuring adherence to approved terminology and improving quality and consistency. This increases translator productivity, reduces review cycle time, and accelerates overall turn-around time.

Cross-tenancy Collaboration and Asset Aliasing™

When you subscribe to the Translation Workspace, you are given your own private tenancy in which to work. The Web interface work area, in which you manage users and linguistic assets, looks like this:

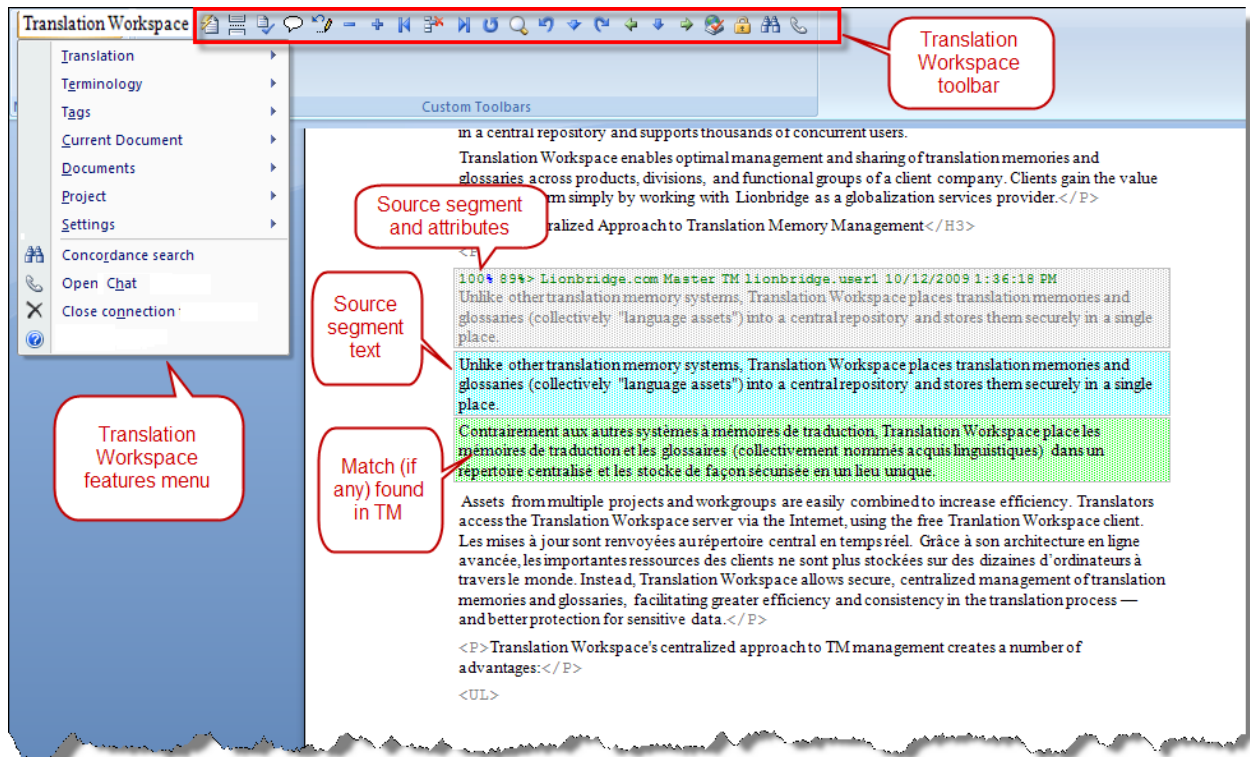


Within your tenancy, you can organize your language assets according to your preferences, using a workgroup hierarchy. You can display your tenancy structure as well as your linguistic assets in a tree in the left pane.

Translation Workspace also supports collaboration across tenancies. This is accomplished by Asset Aliasing™, an Internet-based language asset sharing approach exclusive to the Translation Workspace. Owners of linguistic assets in a tenancy can make the assets available to users in other tenancies by sharing an *Aliased Asset token* with those external users. When the external users accept the token, those users will see and will be able to work with the aliased asset, as if it were an asset in their tenancy.

A user with the appropriate permissions can, in turn, generate a new token for the aliased asset, and share it with other users. So, for example, an owner of content needing translation can share their translation memory with a Language Service Provider (LSP), who will manage the translation. This LSP can in turn share the translation memory with freelance translators who will perform the translation. The owner of the translation memory retains control of it, and gains the translations created during the project for future use. Meanwhile, identities of the individual users are protected across tenancies.

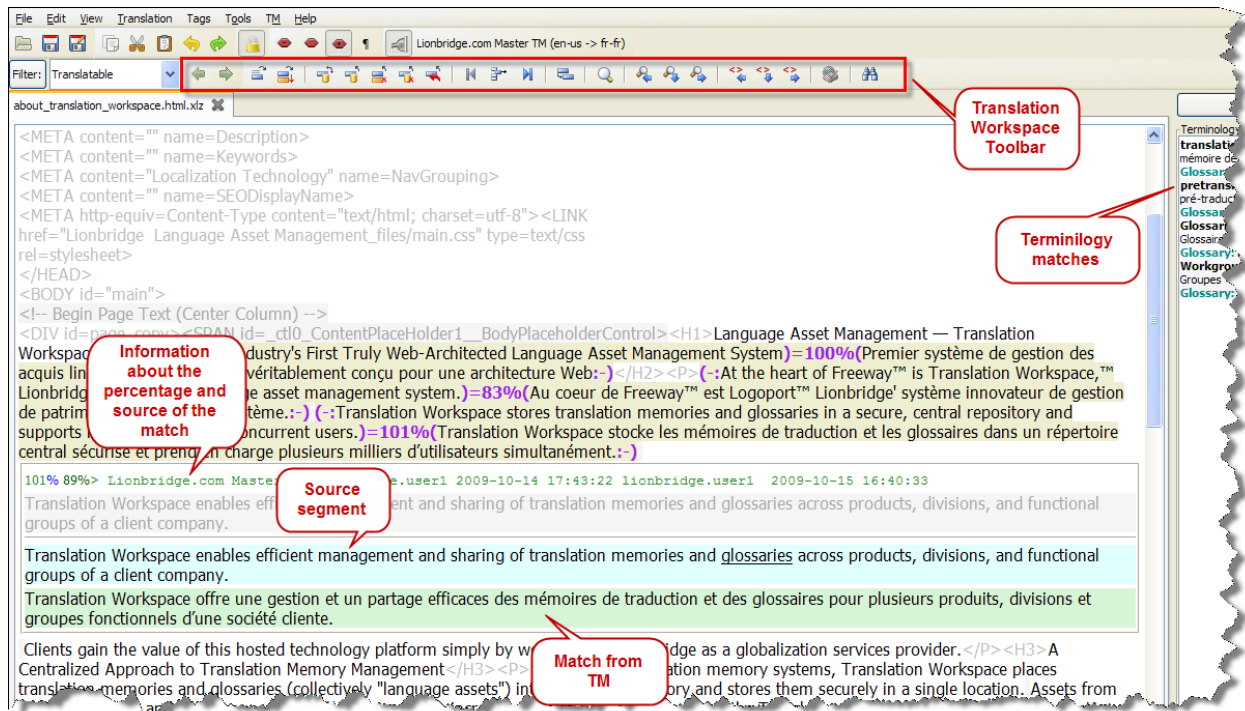
Translation Workspace Client – Microsoft Word Plug-in



One of the Translation Workspace clients available is a Microsoft Word Plug-in. Easy to install, with a smaller footprint than other translation solutions, this client gives translators who are Microsoft Word users a familiar environment that they can start using immediately.

The Word client is used to prepare the files for translation, translate the files, check for most obvious errors, and convert the files back into their original format. The Word client connects to the Translation Workspace and to the Live Assets available to the user.

Translation Workspace Client – XLIFF Editor



Translation Workspace also offers a native XLIFF editor. XLIFF is an XML-based format created as an open standard for localization, and is being used by more and more enterprises.

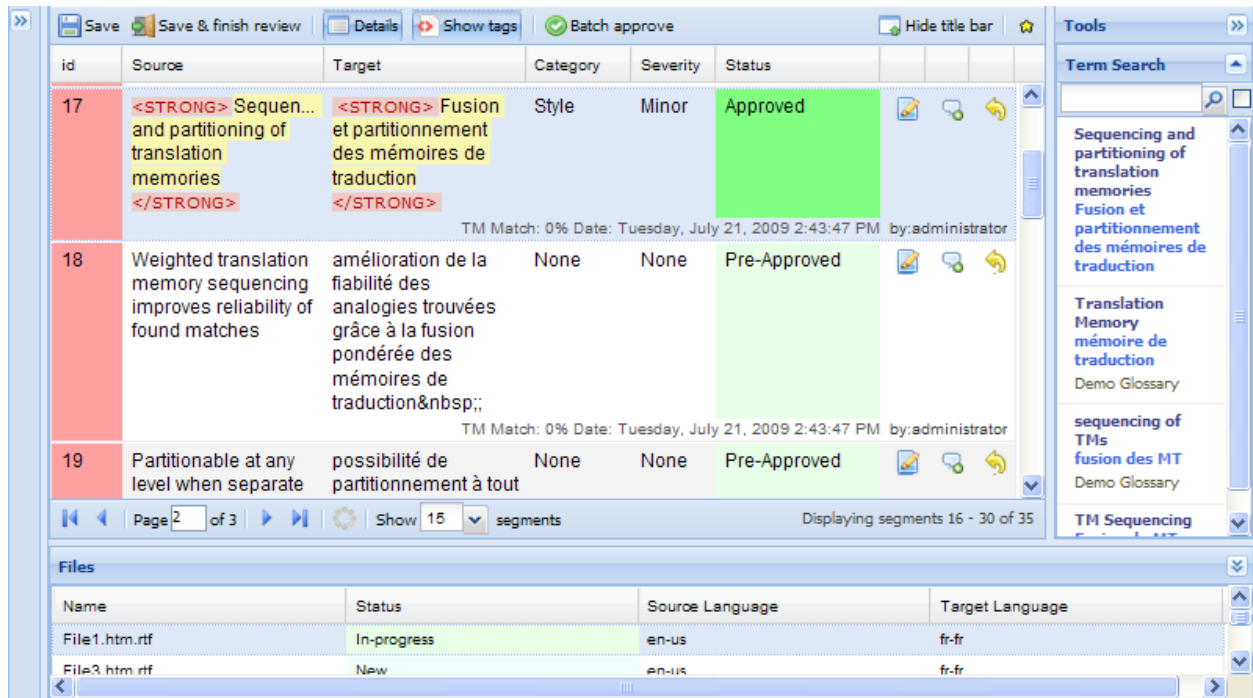
The XLIFF Editor provides an ideal environment for translating tagged formats such as XML, HTML, MIF, and DOCX. The XLIFF Editor has key capabilities such as tag protection, and supports standard-compliant segment level metadata like status, comments, and context.

The XLIFF Editor is used to prepare the files for translation, translate the files, check for most obvious errors, and convert the files back into their original format. The XLIFF client connects to the Translation Workspace and to the Live Assets available to the user.

Real-Time Collaborative Review

Subject matter expert review can be time-consuming, error prone and costly. Translation Workspace offers live online review functionality, providing reviewers with a secure, easy-to-use interface and a straightforward process for reviewing localized content. Review packages can be created, routed and processed entirely online in a Web interface that displays side-by-side source/target content, segment-level change control history, and commenting.

The Online Review Client displays in a browser like this:



Project managers create review packages in the Translation Workspace Web interface, and reviewers perform the reviews in this Online Review Client. There is no software to install to perform the reviews. The only requirement is an Internet browser and a login for connecting to the Translation Workspace server.

Translation Workspace Management, Reporting, and Tools

The Translation Workspace includes tools for doing the following:

- Configure TM attributes to classify the translation units (TUs) inside the TMs, so that during the retrieval of the translations from the TM some of the translation units can be preferred over the other translation units.
- Edit the translation units in the TMs. You can search for and modify source, target and attributes of segments in one or multiple TMs (provided you have appropriate permissions on the TMs).
- Export and Import TMs.
- Generate a word count report that shows the savings gained from a linked TM network. This report includes the leverage data for each match type, and shows the TM (foreground or background) that provided the match.
- Use built-in filters to convert the most popular file formats (MIF, INX, DOCX, PPTX, XLSX) and markup language file types (HTML, XML, SGML) into translatable format (RTF or XLIFF).
- Convert tag and markup styles from other tools to Translation Workspace styles and *vice versa*.
- “Pretranslate” all exact matches.

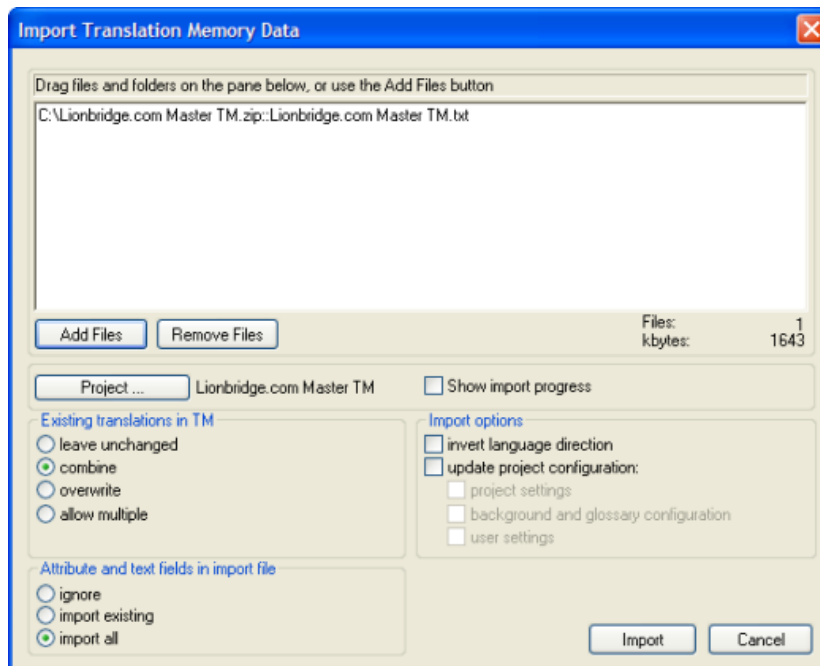
- Run QA checks to find:
 - Consecutive spaces
 - Unexpected numbers that appear only in the source or target segment
 - Tags inconsistent between the source and target segment
 - Translation omissions, where a document was not fully translated
 - Inconsistent punctuation at the segment end
 - Broken segment markers
- “Clean” your documents after translation from bilingual to monolingual (target language). After this step, the document contains only the target language text.
- Convert “tagged” RTF and XLIFF documents back to HTML, XML, MIF, INX, DOCX, or PPTX.

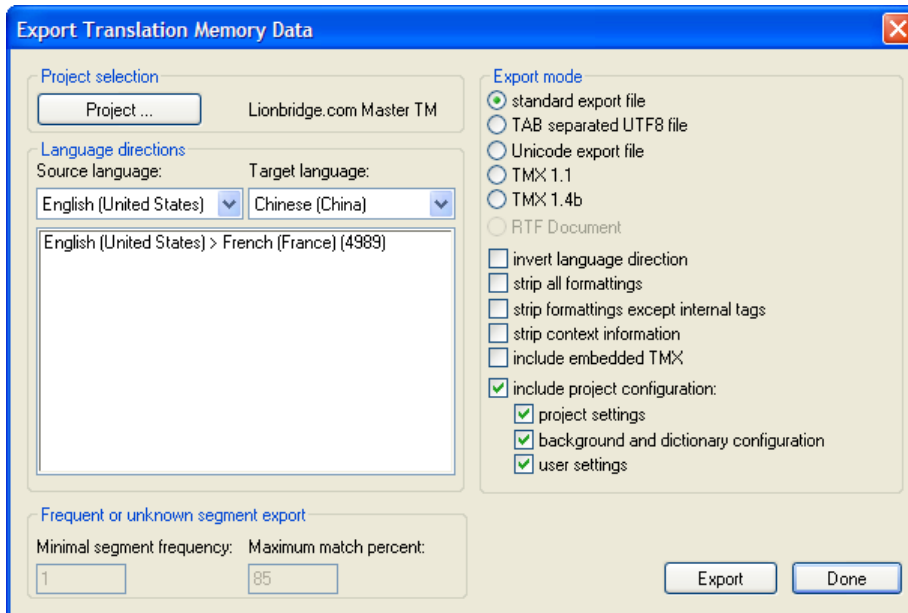
These tools can be run from the Microsoft Word Plug-in and the XLIFF Editor, but are also available in a standalone Translation Workspace Tools application that is installed at the same time as the Microsoft Word Plug-in. This allows you to run batch mode operations without disrupting your interactive translation work.

Importing and Exporting TMs and Glossaries

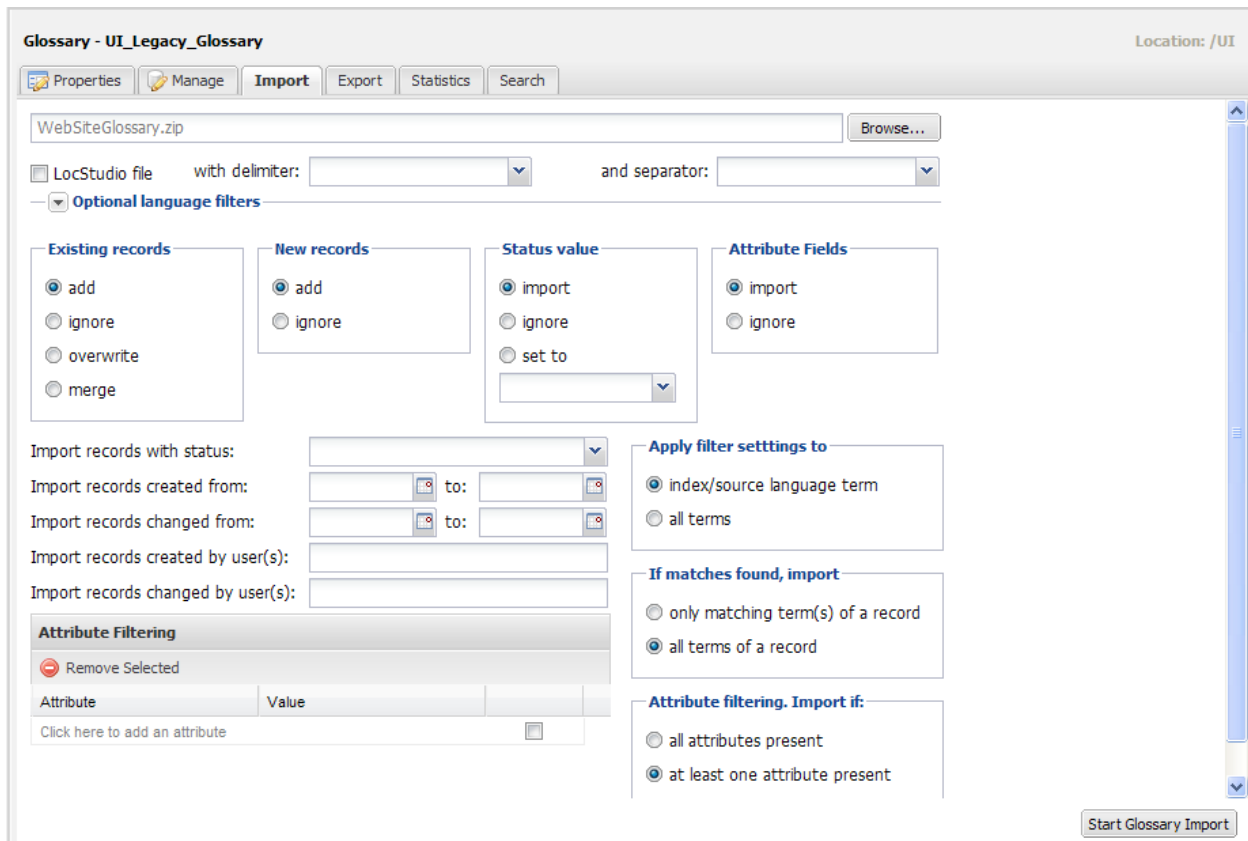
Translation Workspace allows you to import existing TM repositories in TMX 1.1, TMX 1.4b, and Unicode TXT formats. You can import Glossary repositories in tab-separated Unicode, XML, MultiTerm TXT, and TM TXT formats. You can export Translation Workspace TMs and Glossaries into the same common formats for storage off-line. Translation Workspace memory backup files are also in memory export file format, enabling you to re-create a memory from backup files.

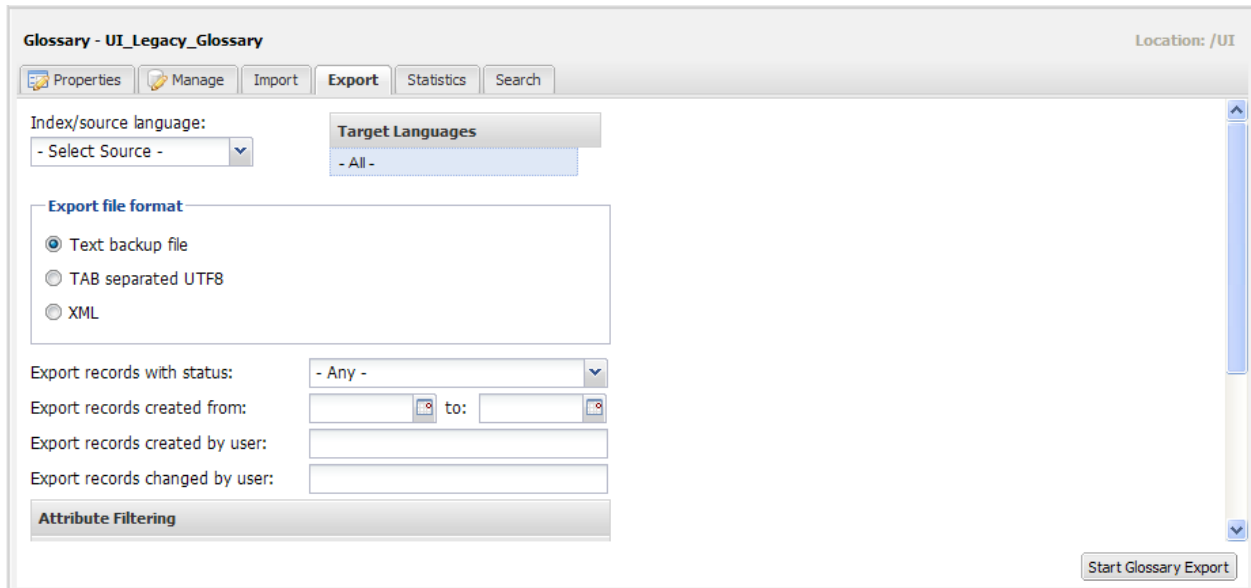
You can perform imports and exports either in the Translation Workspace Web interface, the Translation Workspace Tools, or the Microsoft Word Plug-in. Here are the import and export dialogs in the client:





You can import terms into and export terms from a glossary, using the Translation Workspace Web interface:





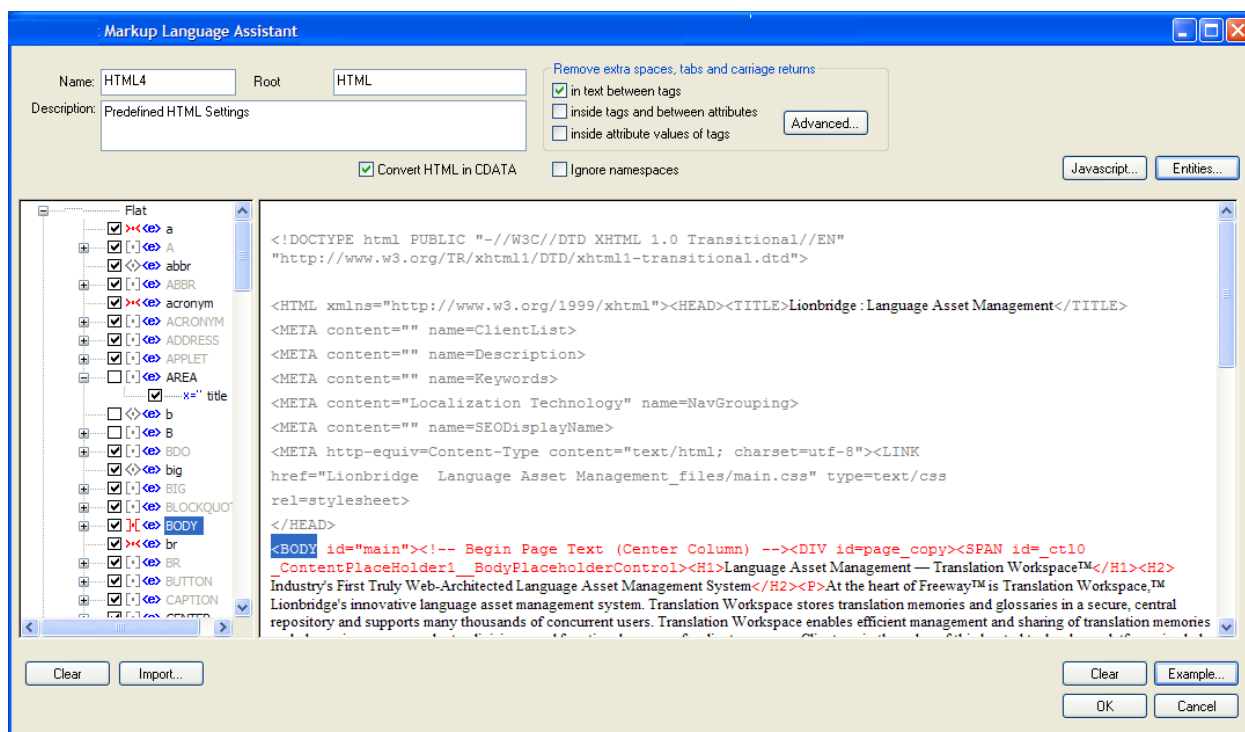
Supported File Formats

Translation Workspace provides filters for most popular file formats. The following table lists those supported:

Format	Filter	Recommended Editor
Rich Text Format (RTF)	Translation Workspace RTF	Microsoft Word Plug-in
Microsoft Word 2000-2003 (DOC, DOT)	Translation Workspace RTF	Microsoft Word Plug-in
Microsoft Word 2007 (DOCX, DOTX, DOCM, DOTM)	Translation Workspace DOCX	XLIFF Editor
Microsoft PowerPoint 2007 (PPTX, PPTM, POTX, POTM, PPSX, PPSM)	Translation Workspace PPTX	XLIFF Editor
Microsoft Excel 2007 (XLSX)	Translation Workspace XLSX	XLIFF Editor
InDesign CS2, CS3 (INX)	Translation Workspace INX	XLIFF Editor
FrameMaker versions 5-9 (MIF)	Translation Workspace MIF	XLIFF Editor
Markup Languages (XML, HTML, SGML, XHTML, ASP, JSP) and profiles (HTML, HHC, HHK, RESX)	Translation Workspace XML/HTML	XLIFF Editor
Trados TTX	Translation Workspace TTX to RTF	Microsoft Word Plug-in

Format	Filter	Recommended Editor
Trados TTX (pre-segmented)	XLIFF Editor	XLIFF Editor
Idiom XLIFF (XLZ, XLIFF)	XLIFF Editor converter	XLIFF Editor
OKAPI generic XLIFF	XLIFF Editor	XLIFF Editor

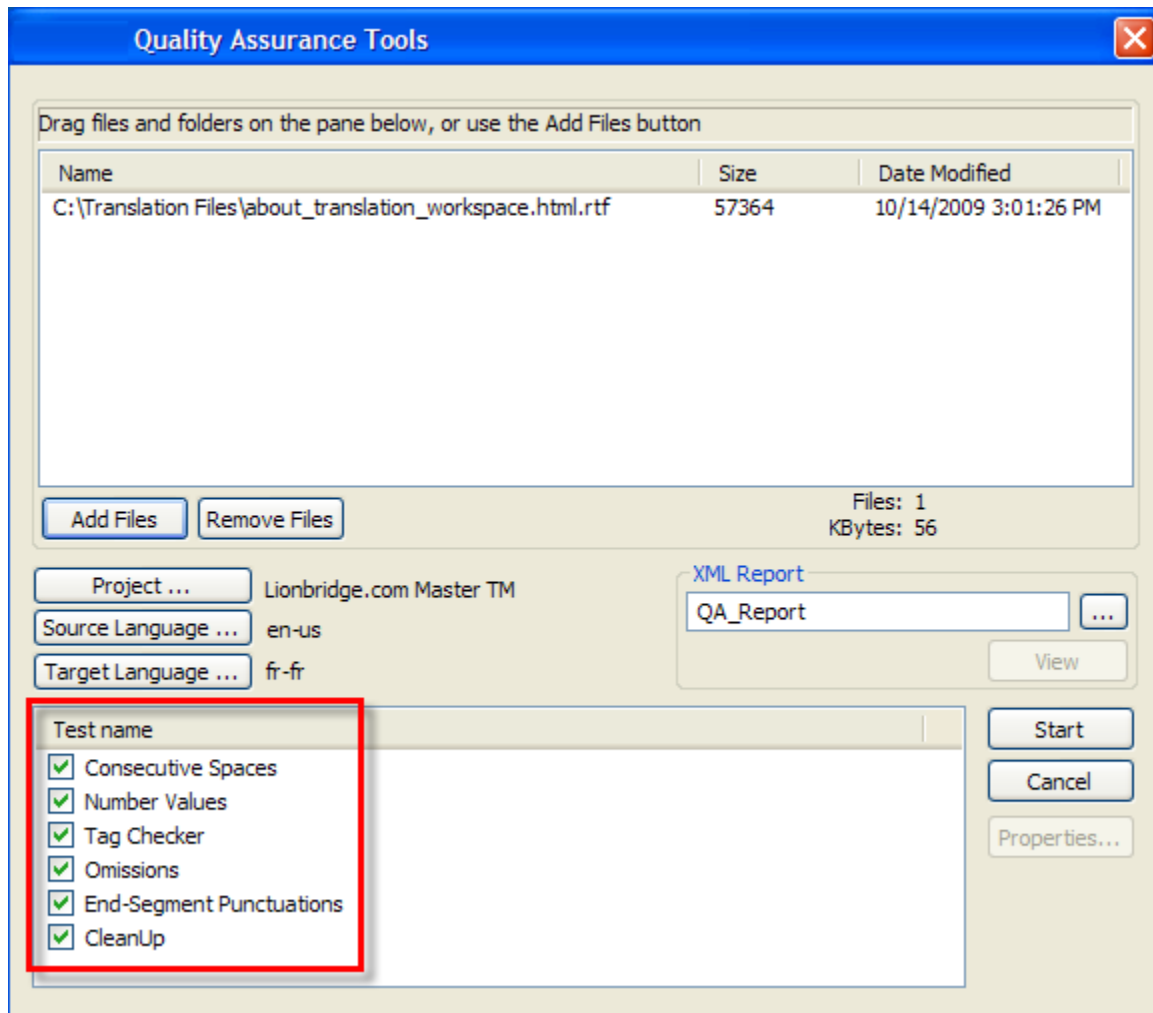
Markup Language Assistant



The Markup Language (ML) Assistant provides an intuitive and interactive way for you to identify localizable content within a tagged file (for example, XML, HTML, and SGML). The “parsing rules” are stored as a “Profile” in a configuration file. This file is saved in XML format, which advanced users can also create or manually update in a text or XML editor.

The ML Assistant allows advanced users to take benefit from the power of XPath expressions. It also defines XPath expressions with conditional parsing rules based on attribute values for HTML or XML files.

QA Tools



The Translation Workspace Quality Assurance Tools allow multiple checks on bilingual files.

The checks can be run on the current document or on a batch of files, and provide a very comprehensive XML report with all the issues found.

The Translation Process

To summarize, here is how the Translation Workspace components are used in the three stages of the translation process: Pre-Production, Production, and Post-Production.

The Pre-Production Phase

In the Pre-Production phase, you can use the following components to perform the tasks:

1. Use the Translation Workspace Web interface to upload glossaries into the Translation Workspace and perform terminology work.

2. Use the Translation Workspace Web interface to create and set up the translation memory and glossary configuration, and to manage your Live Assets. You can make these linguistic assets available to users working on the project in other tenancies with the Asset Aliasing functionality.
3. Use the Translation Workspace Tools, the Microsoft Word Plug-in, or the XLIFF Editor to prepare the files for translation with the Translation Workspace filters.
4. Use the Translation Workspace Tools, the Microsoft Word Plug-in, or the XLIFF Editor to perform word count analysis on the documents.
5. Use the Translation Workspace Tools, the Microsoft Word Plug-in, or the XLIFF Editor to perform pre-translation.

The Production Phase

1. Use the Microsoft Word Plug-in or the XLIFF Editor to do the translation and automatically populate the translation memory. Through the client connection to the Live Assets server, your translations become immediately available to anyone else you may be sharing with on your project, and their translations become available to you.
2. Use the Online Review Client to review the translation.

The Post-Production Phase

1. Use the QA Tools in the Translation Workspace Tools, the Microsoft Word Plug-in, or the XLIFF Editor to spot problems with the target segments.
2. Use the Translation Workspace Tools, the Microsoft Word Plug-in, or the XLIFF Editor to generate the target file and, optionally, store the translations in the translation memory.
3. Use the Microsoft Word Plug-in or the XLIFF Editor to proofread and validate the translation.
4. Use the Translation Workspace Web interface to create a final version of the TMs.
5. Use the Translation Workspace Web interface to create a final version of the glossaries.

Getting Started

To get started, you just need to go to <http://www.geoworkz.com>, pick a subscription plan that meets your needs, and sign up. Your subscription gives you immediate access to the Translation Workspace Web interface, where you can get started creating TMs and glossaries. To process translations, you will need to download and install the Translation Workspace Microsoft Word Plug-in or the XLIFF Editor.

Each subscription plan comes with a minimum “words credit” that you will consume as you translate using your assets, or that will be consumed by other subscribers with whom you share your assets. You can purchase plans with different amounts of words, and can always add words to your existing plan. The subscription allows you to work with aliased linguistic assets from other subscribers at no extra cost to you.

System requirements for the Translation Workspace are minimal. Because Live Assets are hosted on powerful servers, you can have very large TMs and glossaries without putting a burden on your desktop computer.

Typical Translation Workspace Deployment

The Translation Workspace benefits freelancers, agencies, and content owners alike.

Freelancers

If you are a freelance translator, you can get access to the assets you need to perform translation work for content owners or agencies in other tenancies. Your subscription purchase grants you use of the Translation Workspace clients (the Microsoft Word Plug-in, the XLIFF Editor, and Online Review Client) and Translation Workspace Tools, as well as access to Live Assets. In addition, you can use the GeoWorkz Directory to find work.

As a freelancer, you can also use Translation Workspace to translate work for your own customers. Every subscription has access to the same functionality for filtering, analyzing and preparing files for translation. In addition, Live Assets functionality allows you to collaborate with other freelancers on larger projects. If you share work with colleagues, real-time TM updates let you take advantage of progress made by other translators on your project.

Agencies

If you are an agency, you can get access to linguistic assets from content owners who are Translation Workspace subscribers, and sub-contract the work and the Live Assets access to translators who are also subscribers. You can also configure and use the Translation Workspace to manage projects and perform pre- and post-processing tasks.

You can use the GeoWorkz Directory to find customers and freelancers.

The SaaS model means you have no up-front software/hardware or installation/upgrade expenses. If content owners supply the linguistic assets, they pay for the word usage.

Content Owners

If you are a content owner, you can have various levels of involvement in the Translation Workspace.

You can serve as both content supplier and manager of the translation projects. In this case you will use Translation Workspace to develop linguistic assets and to perform file preparation and post-processing. You can share these assets with the translators and agencies, who can be in other tenancies, all within Translation Workspace. The hosted approach, where your linguistic assets are secure online, eliminates the burden of sending them back and forth to translators. Your translators login to the Translation Workspace and access these Live Assets just as you do.

You can serve just as the content supplier, and use an agency to manage your projects in Translation Workspace, while maintaining control of your reusable assets.

You can also use the GeoWorkz Directory to find agencies and freelancers who are already Translation Workspace subscribers.

Further Reading

The Translation Workspace Web interface, the Microsoft Word Plug-in, the XLIFF Editor, the Online Review Client, and the Translation Workspace Tools all have help systems providing instructions for subscribers. In addition, the following documents are available for subscribers from the Support site at GeoWorkz.com:

Title	Synopsis
<i>Purchasing a Translation Workspace Plan</i>	Instructions for selecting and purchasing a plan and subscribing to Translation Workspace.
<i>Translation Workspace Subscription Management</i>	Detailed information for subscription administrators to configure and manage their tenancy.
<i>GeoWorkz Directory Guide</i>	How to use the Translation Workspace Directory to provide your own profile or look up the profiles of other subscribers.
<i>Filters and File Formats Guide</i>	Detailed information regarding file conversion, preparation, and post-processing specifically designed for project engineers and translators.
<i>Guide to Migrating Linguistic Assets</i>	Information for existing users of other translation software products to facilitate the upgrade to Translation Workspace Live Assets.
<i>Translation Workspace Release Notes</i>	Release Notes are for users interested in hearing about the current offerings.