# HOW TO VALIDATE A TRANSLATION

As a validator your task is to review and approve translated content, check for brand consistency and messaging. This guide shows you how accept the job in the Languagewire platform and how to work in the validation tool Smart Editor, version 2.

1. The first email you'll get is an invitation to the validation job. The subject for the email is "Validation – are you able to take on this job?".

   LanguageWire will, for most projects, invite you at the start of the project. This means that the translation might not be ready for review when you get the invite. The invitation contains information about the date for when the translated text will be completed and sent to you, and the date for when your validation is expected to be completed. This allows you to plan your time and add the validation task to your calendar.

   To accept the job, just click the orange button **Accept Job.**
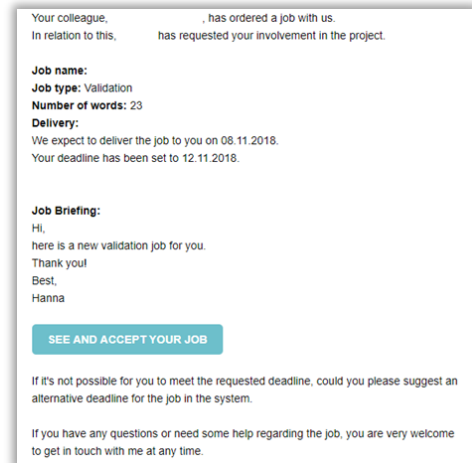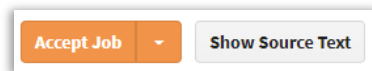
2. When the translation is ready for validation, you'll get a new email. The subject of this email is "Validation – Your job is waiting for you". When you click on the blue button in the email, you'll be taken directly to the job page. Here you will find all the information you need: please read carefully through the briefings under the headlines **LanguageWire briefing** and **Message to your experts** (if added by project manager).
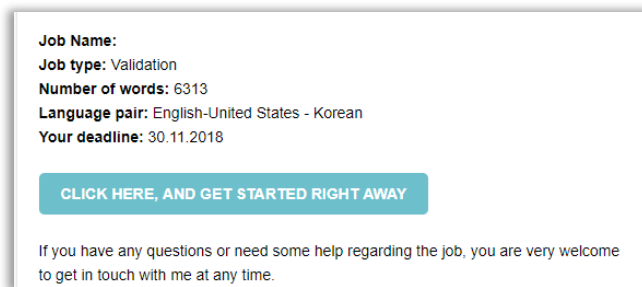
NOTE! You will not be able to see the translation in the editor until you've accepted the validation job!

If you need to ask for an extended deadline (e.g. due to a planned vacation) you can suggest a new date and time under **Deadline (CET/CEST) *** before pressing **Accept Job.** Please use the comment field to explain why you are making a deadline suggestion.

NOTE! If you have questions regarding the deadline, please contact the project manager. The project may have a deadline that isn't possible to extend.

VALIDATING A TRANSLATION IN THE ONLINE TOOL

Smart Editor is the primary online tool used for validation. If you've received a validation that should be carried out in Smart Editor, you can see a grey **Validate** button on the top of the job page.
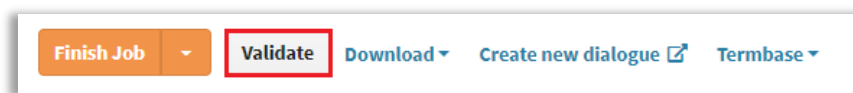

Press **Validate** to enter the editor. The webpage reloads and opens Smart Editor. The tool is an online tool and requires an internet connection.

NOTE! The recommended web browser is Chrome. If you are using another web browser Smart Editor won't work in full capacity.

SETTINGS AND VIEWS IN SMART EDITOR

The editor consists of two columns. One for the original (source) text and one for the translated (target) text. The columns are divided into lines where the source segments match the target segment. A segment is equal to a phrase, starting with a capital letter and ending with full stop, colon or semi-colon. The segments are saved to the translation memory (TM), which is a database that saves all the translated content to be used in other projects with the same language combination for your company. The translation memory helps the translator to save time and helps keep the translated texts for your company consistent.

There are several settings that you can use in the editor to get the best possible view to suite your preferences.
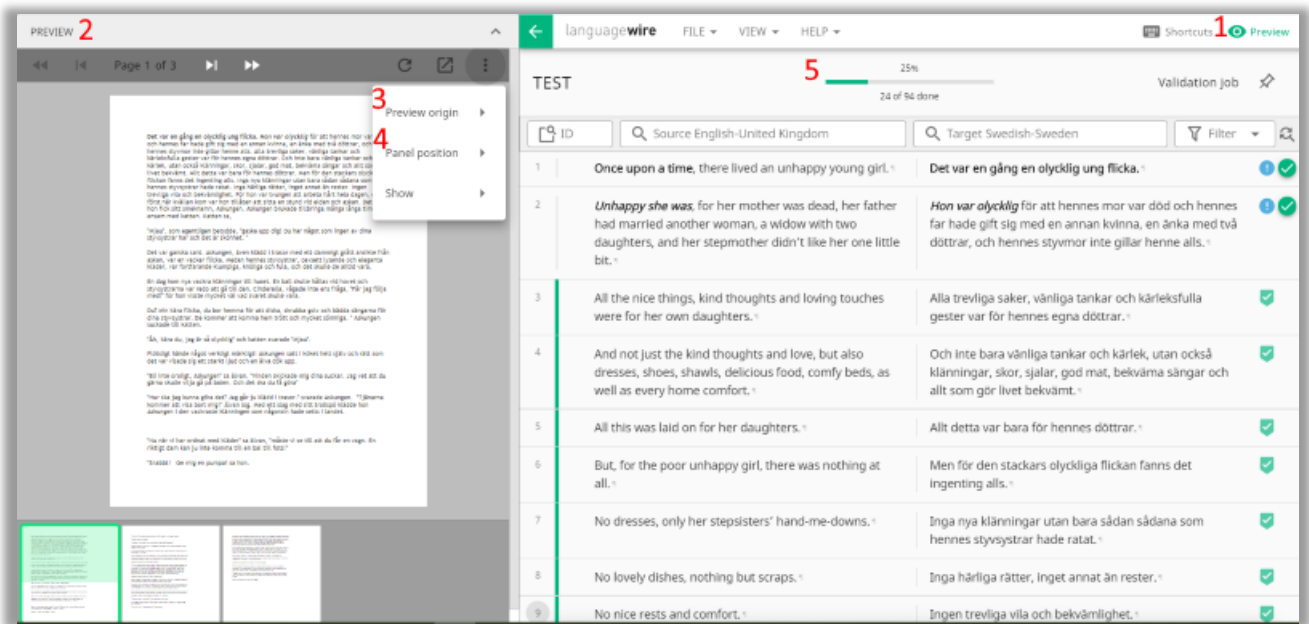
1. **Preview button** – press the **Preview** button and you can toggle between having a preview pane or not.
   NOTE! It's not possible to see all format in the preview pane.
2. **Preview pane** – here you can see the preview of the source (original) or the target (translated) text in layout. When you have a segment open you can see to which paragraph the segment belongs.
3. **Preview origin** – if you open the **Preview origin** menu, you can decide if you want to see the source or the target preview.
4. **Panel position** – if you go to **Panel position**, you can choose if you want to show the preview pane to the right or to the left of the editor.
5. **Progress bar** – at the top of the page there is a progress bar which shows you how much of the text has been validated.

EDITING IN SMART EDITOR

To edit a segment of text, click on the target text. That segment is now open for editing. At the bottom of the editing pane there are a number of features to help you. If you hover over the buttons under the segment you can see information about the features.
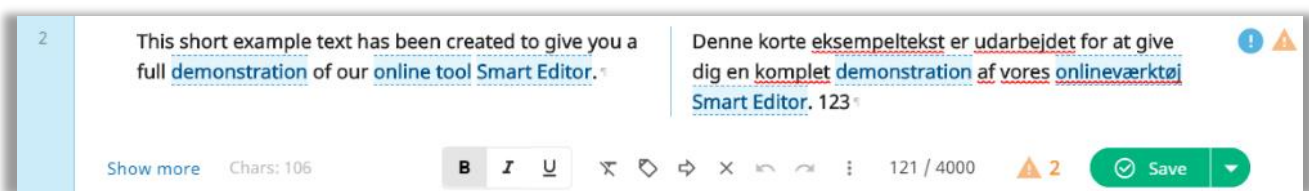
To move to the next segment, you need to press **Save** (or CTRL + enter). When you click **Save**, you'll be taken to the next segment with the status" initial" (the status indicates the segment has not been edited yet). In order for the progress to show correctly in the progress bar, you need to press **Save** in all segments, even the ones you don't edit.

If you press the blue text **Show more** under the source text different linguistic options will be displayed.

On the tabs you find the following information:

Suggestions   Here you can find other suggested translations (if available in the translation memory).

Terms   On this tab you find relevant terms from the Termbase. You can also see if they are approved or not.

History   If several changes have been done to the segment, these are visible on this tab.

Concordance   Use this tab if you would like to search on how a certain term has been translated and saved to the translation memory in previous translation jobs.

Symbols   If you would need to add special characters, you can find them here.

QA   Here is the list of the quality checks that are done in the segment and these can be set according to your preferences.

When you have done the necessary changes to the segment, there are two other saving options:
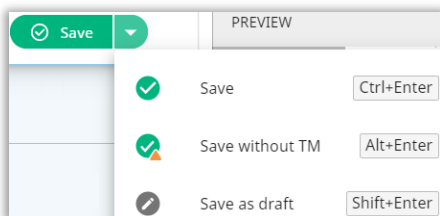

Save without TM is often used for creative translations and/or one-off translations. You should only use this option when you are sure that this exact translation won't be used again.

NOTE! Confirm with your team, before you use this option, that this is a setting used by your organisation

Save as draft is used when you have made edits but need to continue with other parts of the text before you confirm your edit. You can filter on status and find your drafts before you make your final delivery. This is a good feature to use if you would like to check something with a colleague before the segment is approved and still continue the validation while waiting for a confirmation.

TAGS IN A SEGMENT

Many file formats produce tags in the translatable text. A tag indicates that an additional functionality is applied on the original text, for example formatted text and links. It is crucial that the tags are transferred from the source text to the target takes to ensure that the translated text appear in the same order and has the same format as the source text. Please be careful and don't move or delete any tags when you make your edits.
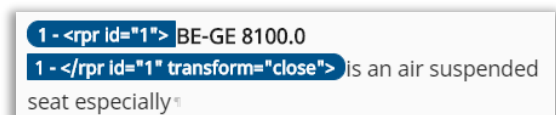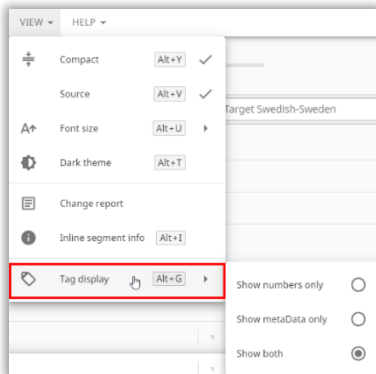

If you make any changes in text you are validating, use the tag tool found in the editing view. If you are unsure what the tags' function is, please contact your project manager.
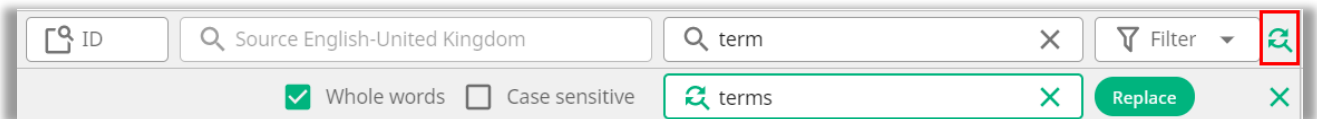
If you'd like to view the tags with more or less information you can change the settings under **Tag Display** on the **View** menu.

SEARCH AND REPLACE

If you need to search and replace several terms you can press search and replace symbol. Write the term into the **Target** text box that you want to replace and add the new term in the **Replace** text box.

The segment(s) with the new term will get the status Draft. If you have changed to new term that occurs in several segments you can filter on **Draft** and confirm the segments after that.

SYMBOLS AND FILTERS IN SMART EDITOR

Here follows an overview of features and tools available in Smart Editor.

SYMBOLS IN SMART EDITOR
Next to the right of the target segment, a number of symbols with different meanings are visible.

This segment **needs your attention**.

This segment **needs to be approved**.

This segment **is already approved** from a previous translations and therefore a 100 % match towards the existing translation memory.

This segment **has been changed**, but not approved (status **Draft**), and needs to be approved.

An orange triangle with an exclamation mark is a QA warning. Hover or open segment to read the warning. Some warnings needs be corrected, like if a segment is missing a full stop. Other warnings don't require editing. like if the source contains a measurement in meters and the measurement in the translation is converted to feet (the warning will indicate that numbers are not identical).

A chevron in deep grey means that the segment is a **repetition**. If you hover over the chevron you can see the number of the repetitions and take actions to copy edits added in the first segment to all the following segments.

NOTE! A repeated segments can't be copied to a segment before the one you are editing, only to segments below it.
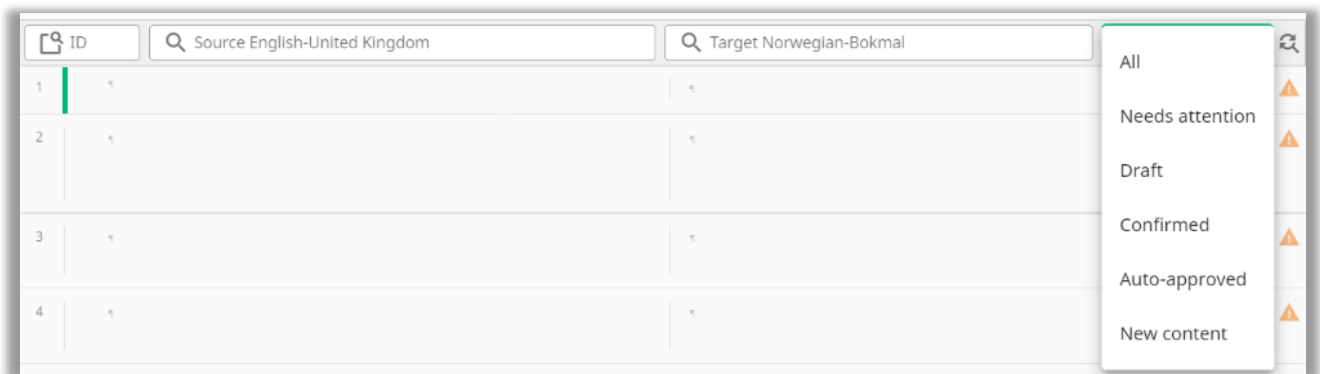
A chevron in light grey means that **the segment is auto propagated** (copied) from **a repetition** earlier in the text.

FILTERS

There are a number of filters available in Smart Editor. By using them you can filter on which kind of segments you want to see when you validate the text.

Press the filter menu and select the filter you would like to apply.

All	As the name indicates this shows all segements.
Needs attention	Segments that are not approved/confirmed ("Saved") will be filtered with this option. The filter includes segments that can also be found under **Auto approved** and **New content**.
Draft	This filter shows the segments that have been edited during the validation, but not yet approved/confirmed ("Saved"). Thus you can easily find segments you have edited and need to revisit before you approve/confirm them.
Confirmed	This option is the filter that filters the segments that have been "Saved" in the validation job and thus are approved/confirmed.
Auto-approved	This filter shows the segments that are marked auto-approved. These are segments which have been translated by a complete match towards the translation memory. This means that the segment has been translated in a previous project and thus has already been validated.
New content	This option shows all segments that are "new". This means that these segments did not have a complete match in the translation memory before this project. They carry a translation that is performed on this particular project. Note that a segment that is called "new content" could contain partial matches to the translation memory. If a word, punctiuation or similar has been changed, this will be enough for it to be categorized as "new" instead of "auto-approved".

FINISHING THE VALIDATION

When you have completed your review and your progress bar has reached 100%, click the green button with the with arrow in the top left corner.
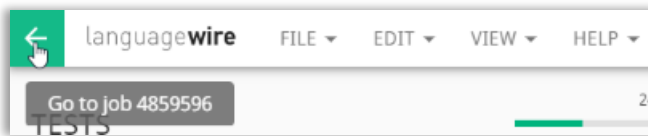
You'll be taken back to the job page in our platform, where you need to click on the orange **Finish** button before you are done.

After you have pressed **Finish Job** you can add a comment in the comment field before you deliver.

Please note that the job will not be completed automatically after you approve the last segment. The reason is that we know than many validators want to do a final readthrough before delivering the validation job, or there might be some questions or comments that needs to be answered or confirmed before you finish the job.

Once you deliver the text, it's forwarded directly to the translator who reviews your suggested changes, takes notes for the future and do a final check of the text.