
LanguageWire Guidelines CAT Tools, Translation Memories and Termbases

These guidelines must be followed by everyone who acts as a supplier to LanguageWire. Failure to do so may result in the supplier's payment being reduced.

These guidelines apply only to jobs where prior notification has been given that a CAT tool / Translation Memory is to be used to carry out the job. For the job types "Translation" and "Proofreading implementation" / "Validation implementation", CAT tool and Translation Memory usage is always required, unless specified otherwise in the briefing.

In addition to these general guidelines, please refer to the specific user guides for the different CAT tools that we support. You find them on the page <https://www.languagewire.com/en/ls/suppliers-get-started>.

LanguageWire Guidelines for CAT Tools, Translation Memories and Termbases.....	1
How to use CAT tools in general	2
Which CAT tool to use	3
The procedures.....	4
1. JOBS USING TRANSLATION MEMORY (OFFLINE)	4
2. JOBS USING TERMBASE (OFFLINE)	5
3. JOBS USING AGITO TRANSLATE (ONLINE)	6

How to use CAT tools in general

The use of CAT (computer-aided translation) tools is now a requirement for most LanguageWire translation and translation proofreading jobs. These tools ensure consistency, increase efficiency and enable faster turnaround and delivery times. This results in an overall improvement in the quality of our work. CAT tools therefore benefit both the client and the translator. In essence, their use ensures that you meet the client's requirements for consistency with previous translations and comply with their corporate terminology database. Basically, CAT tools use two different databases to assist you with the translation:

- 1) The Translation Memory (TM) database: a sentence-pair database which automatically stores all translated sentences together with the source text during the translation process. When translating a new source sentence, you may get automatic translation suggestions for the whole sentence from the TM database:
 - a. 100% matches: You must check all 100% match suggestions, unless stated otherwise in the briefing. If the context of the current document/paragraph requires a different translation, or the 100% match contains errors, you must edit it accordingly. Otherwise, you should keep it for consistency with previously translated documents.
 - b. Fuzzy (50-99%) matches: You must check all fuzzy matches and edit them so that the translation matches the source sentence 100%.
- 2) The Terminology database (Termbase): typically a company-specific collection of terms, organized into term families. When translating a new source sentence, you may get automatic translation suggestions for single terms in the sentence from the Termbase. These suggestions must be used, even if the Translation Memory match contains a different term (Termbase overrules TM).

These databases are hosted by LanguageWire in our translation management platform AGITO. When you have accepted a job, you will receive an export of both databases in an exchange file format that you can import into your CAT tool. When you finish the job in AGITO, you are asked to upload an updated version of the files containing the additions/changes that you have made during the translation of the text.

Which CAT tool to use

When working on a LanguageWire job, you can choose between three CAT tools. Other tools may only be used after express approval by the LanguageWire Project Manager.

- Offline translation (CAT tool installed on your PC)
 1. *SDL Trados Studio* (version 2011 or newer)
 - a. Please refer to our *SDL Trados Studio User Guide*
 2. *memoQ* (version 2013 or newer)
 - a. Please refer to our *memoQ User Guide*
- Online translation (CAT tool running in your Web browser)
 3. *AGITO Translate* – LanguageWire’s online translation tool which supports the most common file types, such as Word, xml or InDesign.
 - a. Please refer to our *AGITO Translate User Guide*

Note: We use memoQ for analysing source files. The memoQ word analysis can differ from the analysis in Trados Studio, due to differences in the wordcount logic. When accepting a job from us, you accept the memoQ word analysis that you find on the job page in AGITO as the basis for the price calculation.

LanguageWire is always available to provide assistance and support in the use of CAT tools when you carry out jobs for us. We cannot offer to train you in these programs. However, we are ready to help if there are problems with the source files that we send you in the CAT tool you are using.

The procedures

LanguageWire works on the principle that the translator shares responsibility for a client's terminology within the language combination in question. In your relationship with LanguageWire, you will normally be permanently assigned as the preferred translator to a client. Therefore, it is in your own interest to assist in building up experience and knowledge in relation to an individual client's terminology and translation requirements, i.e. it is in your interest to build up and maintain the Translation Memory and Terminology databases to provide the client with increased consistency and efficiency.

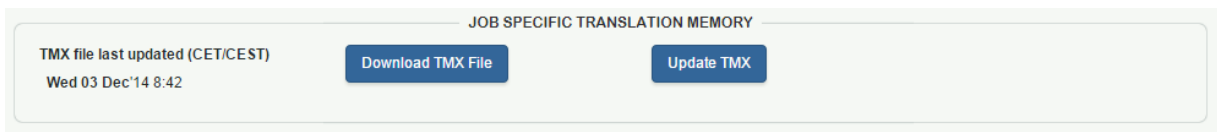
1. JOBS USING TRANSLATION MEMORY (OFFLINE)

For each job the LanguageWire system will inform you whether the use of a Translation Memory is required. Typically, this will be the case on the job types "Translation" and "Proofreading implementation" / "Validation implementation".

If the use of a TM is required for a job, the TM database file (TMX format) will be available for downloading on the job page and will also be included in the Offline Package.

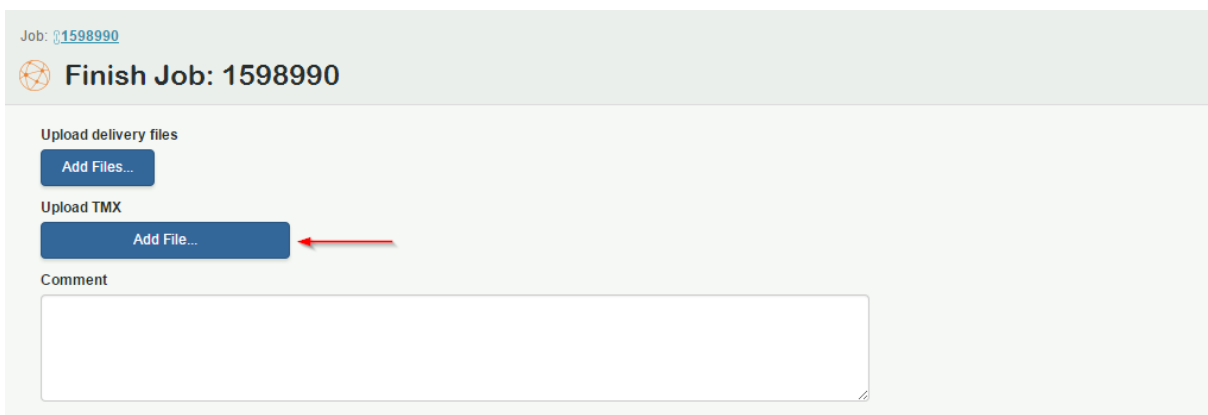


For companies with big TM databases, the Project Manager may decide to also export a smaller, job-specific TMX file, which only contains the TM matches that are needed for the translation of the source files on this job. This file is much smaller and thus quicker to import in the CAT tool.



It is essential that you always download the latest TM database file from the job page and import it into your CAT tool before you start working on the source files. You must not not re-use TM database files from earlier jobs.

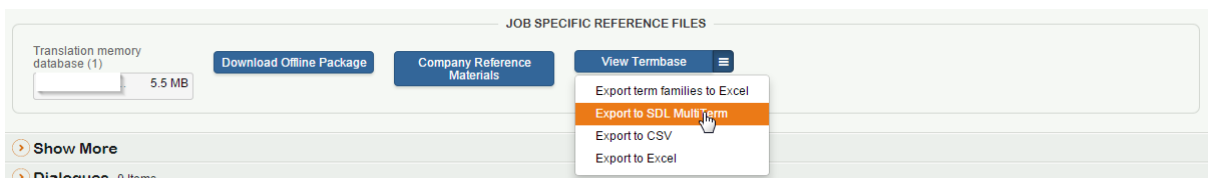
When you have finished the translation or proofreading/validation implementation, please export the updated TM database in tmx format and upload it on the *Finish Job* page in AGITO.



2. JOBS USING TERMBASE (OFFLINE)

In the job-specific reference files section, you also have access to the company Termbase. You can view the Termbase online in AGITO and download it in different export formats.

If you are translating in Trados Studio, you should choose “Export to SDL MultiTerm” from the menu.



The downloaded zip file contains 2 files for importing in SDL MultiTerm, Terms.xml and Definition.xdt.

If you are working in memoQ, you should choose “Export term families to Excel” to download an Excel file for importing in memoQ.

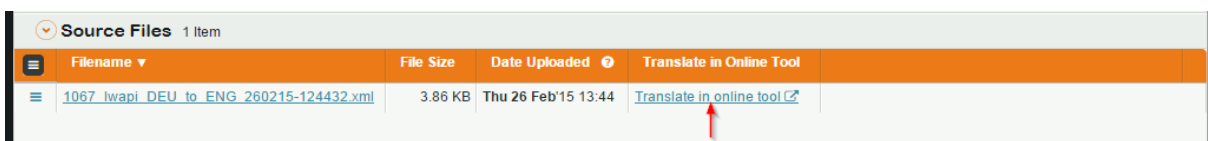
If you are a member of the preferred translator team for the company, we kindly ask you to add relevant new terms to the Termbase during/after translation. You can either include a file export of the updated Termbase from your CAT tool with the delivered files, or you can enter the terms online on the “Finish Job” page in AGITO. If you include a file export, it must be in exactly the same file format and structure as the file that you downloaded and imported earlier. The file exports from AGITO contain the term family IDs that are needed for re-importing the updated file correctly, without creating duplicates.

3. JOBS USING AGITO TRANSLATE (ONLINE)

For the most common file types, such as Word, indd/idml (InDesign) and xml, you can use LanguageWire’s innovative and easy-to-use online CAT tool AGITO Translate (AT). If AGITO Translate is not enabled on a translation job, please ask the Project Manager to enable it for you. In some projects, the use of AGITO Translate may be mandatory.

Working in AGITO Translate saves you time, especially when translating short texts, because you do not have to download, import/export and upload a TM and Termbase. The company TM and Termbase will be automatically connected in AGITO Translate.

If AGITO Translate is enabled on a job, you will find the link “Translate in online tool” next to the source file. Clicking on this link will open AGITO Translate in your web browser and start the automatic pre-translation of the file.



Filename	File Size	Date Uploaded	Translate in Online Tool
1067_lwapi_DEU_to_ENG_260215-124432.xml	3.86 KB	Thu 26 Feb'15 13:44	Translate in online tool

When translating in AGITO Translate, the TM will automatically be updated every time you save and finish a translated segment. In the right-hand column of the AGITO Translate screen, you will find the suggestions from the TM as well as the Termbase. For 100% TM matches, the target fields will be automatically populated with the TM suggestion and marked as finished. Nevertheless, you must check all pre-translated 100% matches and pay special attention to the correct positioning of tags, since AGITO Translate does not save tags in the TM.

You can add terms to the Termbase directly in AGITO Translate by clicking on the “Add term” button.

If for some reason you would like to switch to offline translation in your own CAT tool during a project, you can do so by exporting a bilingual file from AGITO Translate, translating it in your CAT tool and uploading it to AGITO Translate again at the end.

When you have finished and closed the document in AGITO Translate, the target file will be generated and saved for the job under delivered files. This means you can simply finish the job in AGITO without uploading a file or TM. However, if the target file is in an MS-Office format, you should open it in the corresponding MS-Office program and do a final layout check to ensure that the formatting is still the same as in the source document. If you have made final corrections in the target file, you have to upload the edited file when finishing the job in AGITO.