
LanguageWire Guidelines memoQ

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 stated otherwise in the briefing.

In addition to these guidelines, please refer to our general CAT tool guidelines. You will find them on the page <https://www.languagewire.com/en/ls/suppliers-get-started>.

This is not a user manual for memoQ. If you are not familiar with translating in this CAT tool, we recommend that you participate in a training course offered by Kilgray or one of its training partners.

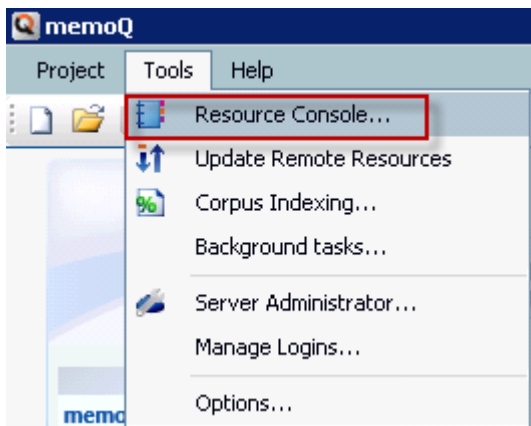
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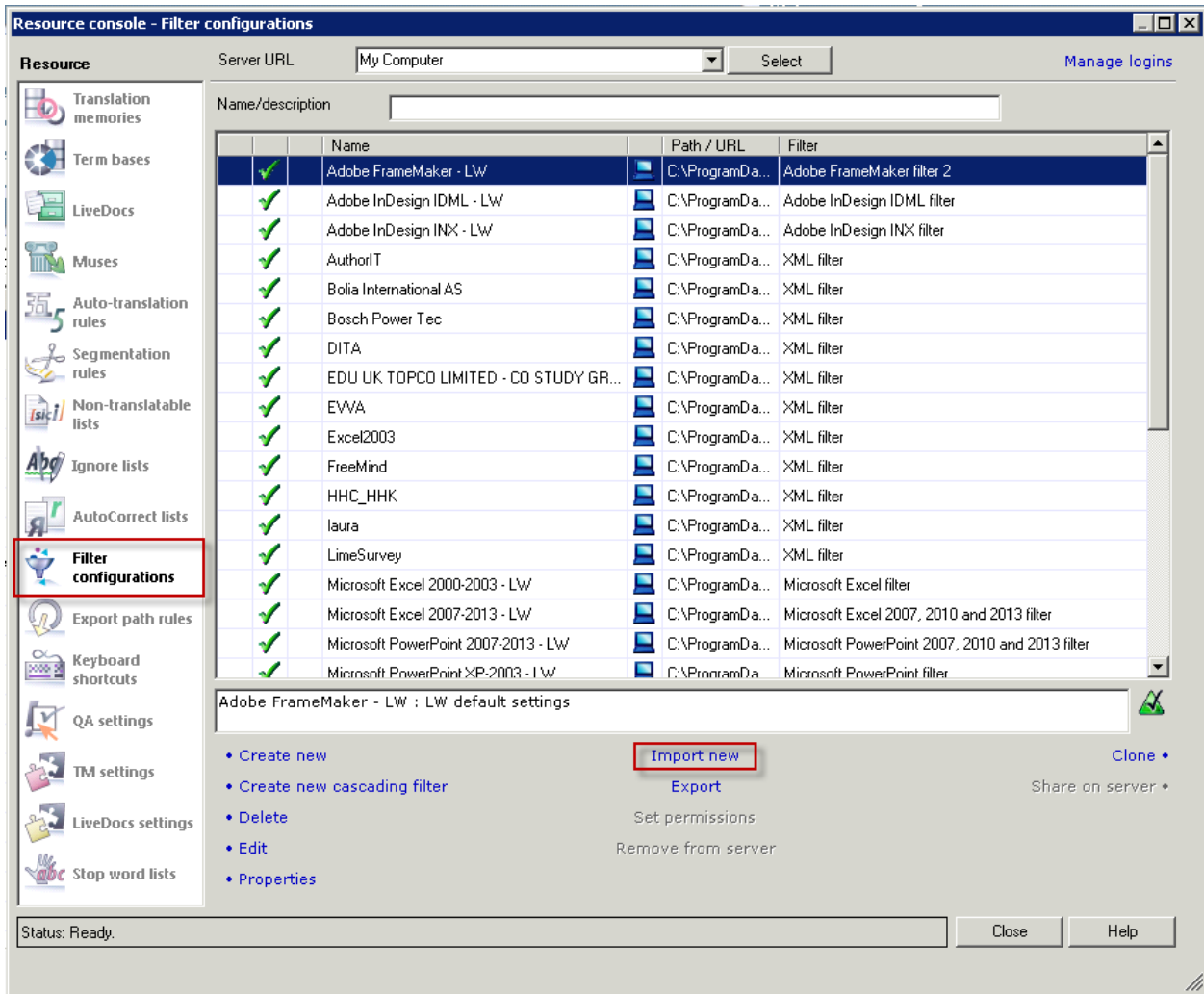
How to import the .mqres settings file

When you start a new project in memoQ, you must first import the matching .mqres configuration file for the source file type. On all LanguageWire projects, if nothing else is specified in the job briefing, you have to use the LanguageWire default configuration. You can download the .mqres files for the different file types from the page <https://www.languagewire.com/en/ls/suppliers-get-started>.

Run memoQ. Go to “Tools” -> “Resource Console”.



On “Filter configuration” tab choose “Import new” option.

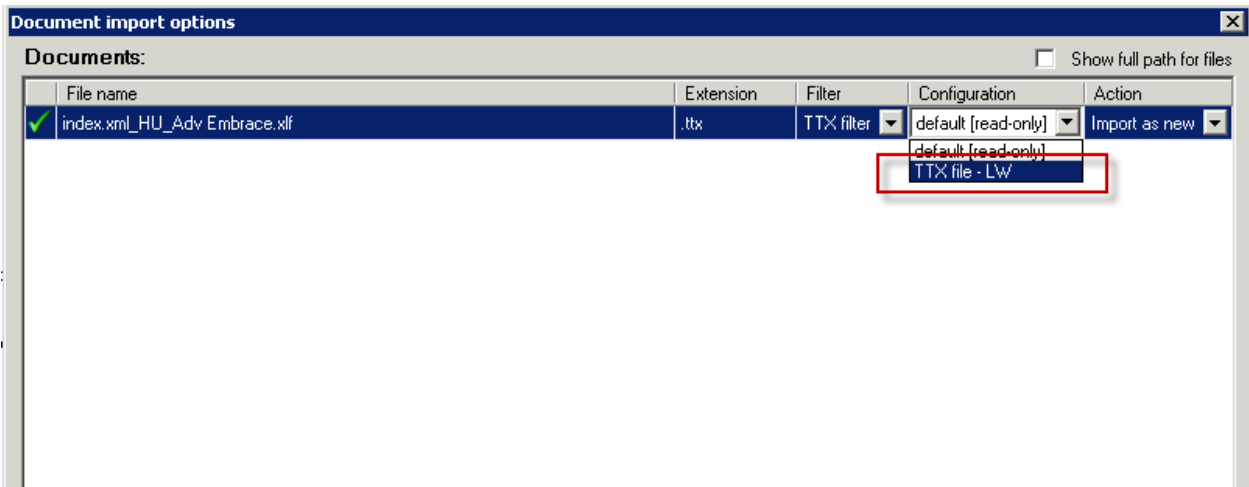


Add LanguageWire default configurations by importing .mqres files.

From now on please always use “Import with options...” when adding files to a project and choose the LanguageWire default configuration if there is one for the current file type.

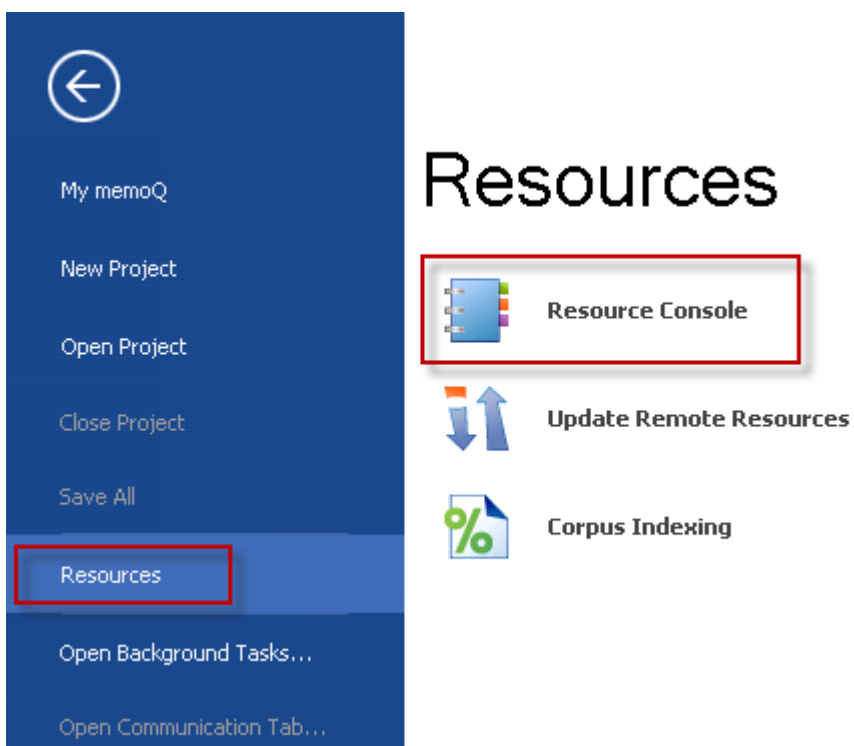
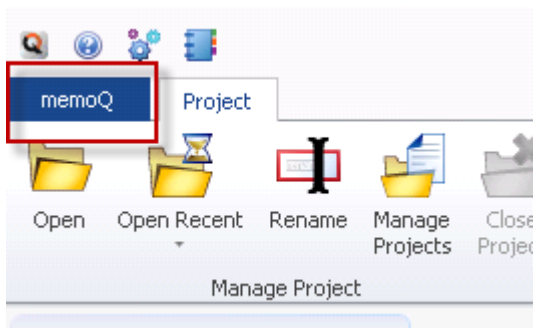
- Import
- Import with options...
- Import folder structure...
- Remove
- Reimport document
- History/reports

You can switch to the LanguageWire configuration in the “Configuration” drop-down list.



For memoQ 2014:

Under the memoQ button



How to import and export the Translation Memory and Termbase

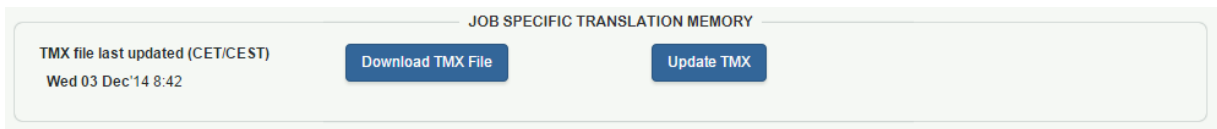
1. How to import and export the Translation Memory

A tmx file export of the company's Translation Memory on LanguageWire's TM server is provided on the job page in AGITO under "job specific reference files". It also forms part of the "offline package" that you can download there.

Please note that you always have to download the latest TM export from the job page and import the downloaded tmx file into memoQ. It is strictly forbidden to re-use an older TM version that you may have saved on your PC in a previous project.

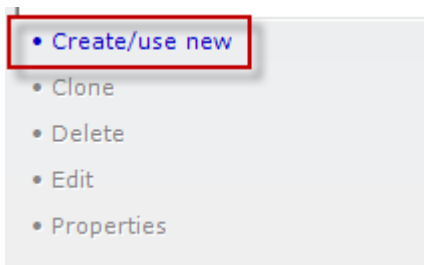


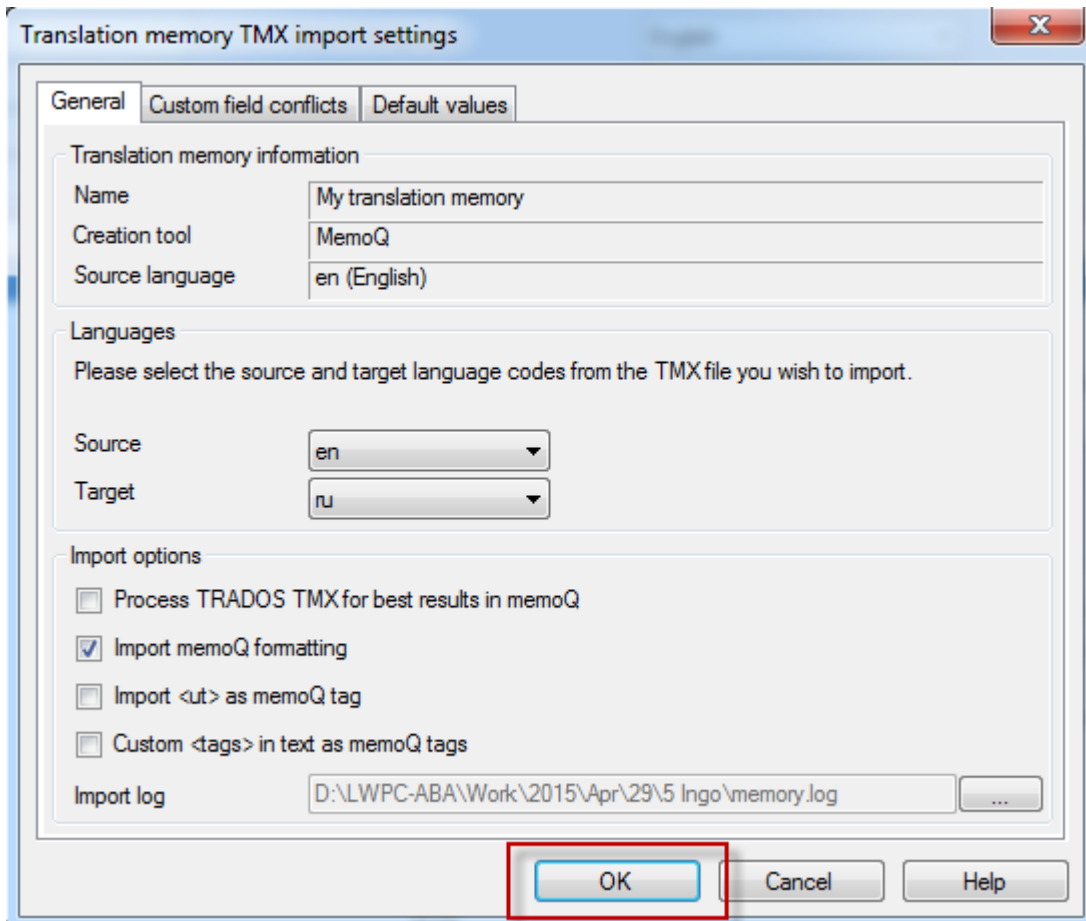
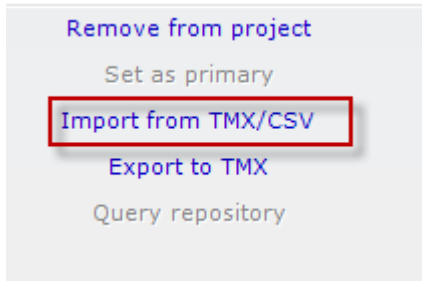
For companies with big TM databases, the Project Manager may decide to also export a smaller, job-specific TMX file, which only contains the TM matches that are needed for the translation of the source files on this job. This file is much smaller and thus quicker to import into the CAT tool.



a. Importing the TM into memoQ

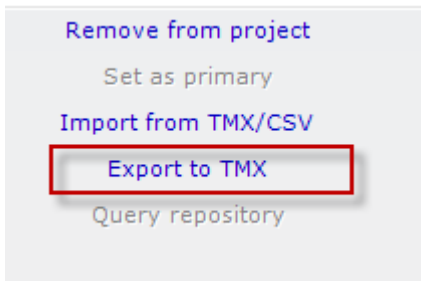
All TM operations can be done on the Translation Memory tab.





b. Exporting the updated TM after translation

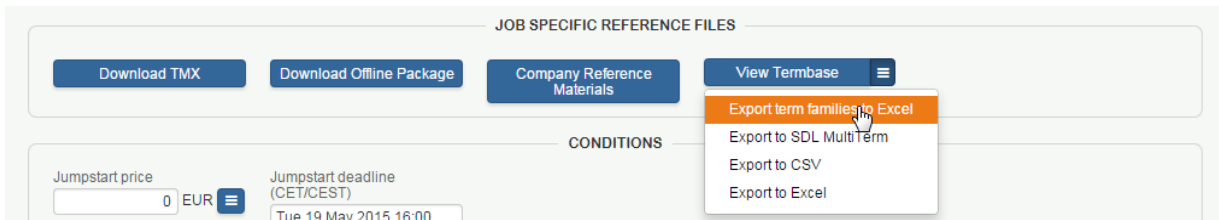
All TM operations can be done on the Translation Memory tab.



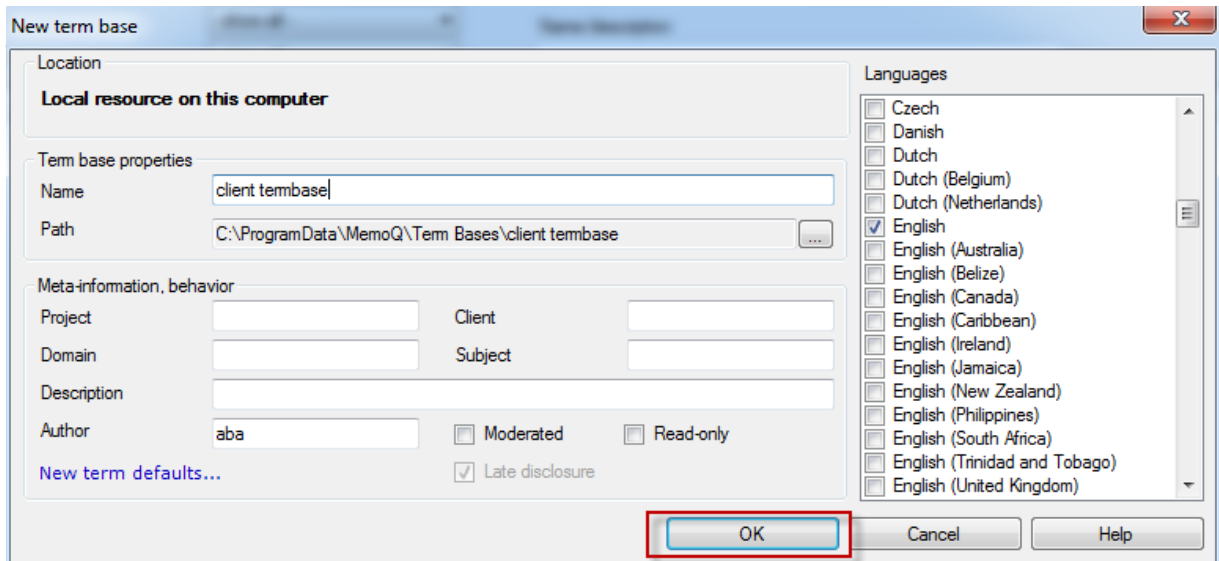
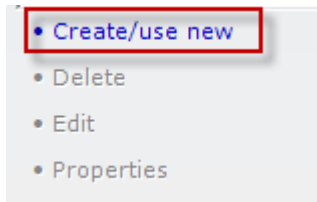
4. How to import and export the Termbase

On the job page in AGITO, 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 memoQ, you should choose “Export term families to Excel” from the menu.

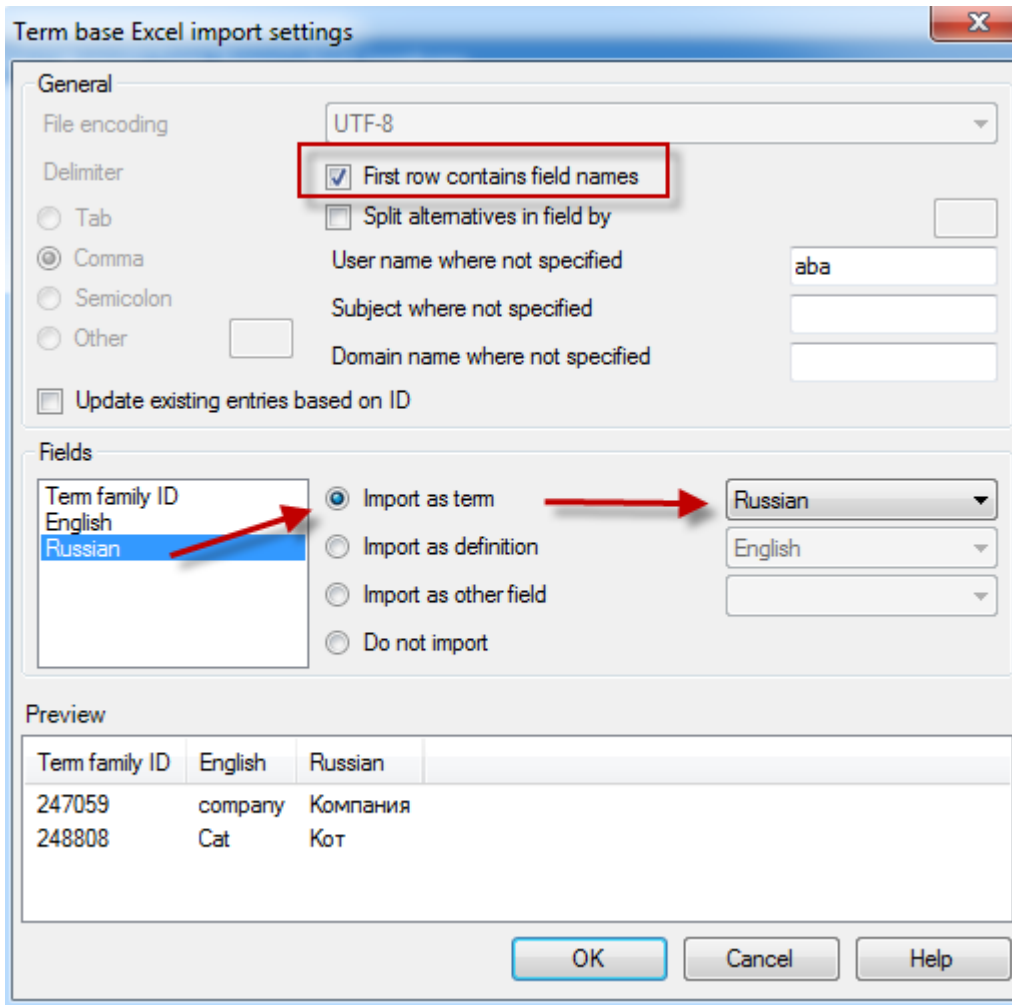


a. Importing the Termbase into memoQ





Import the “Term family” Excel file from AGITO into your termbase.



b. Viewing and using Termbase suggestions during translation

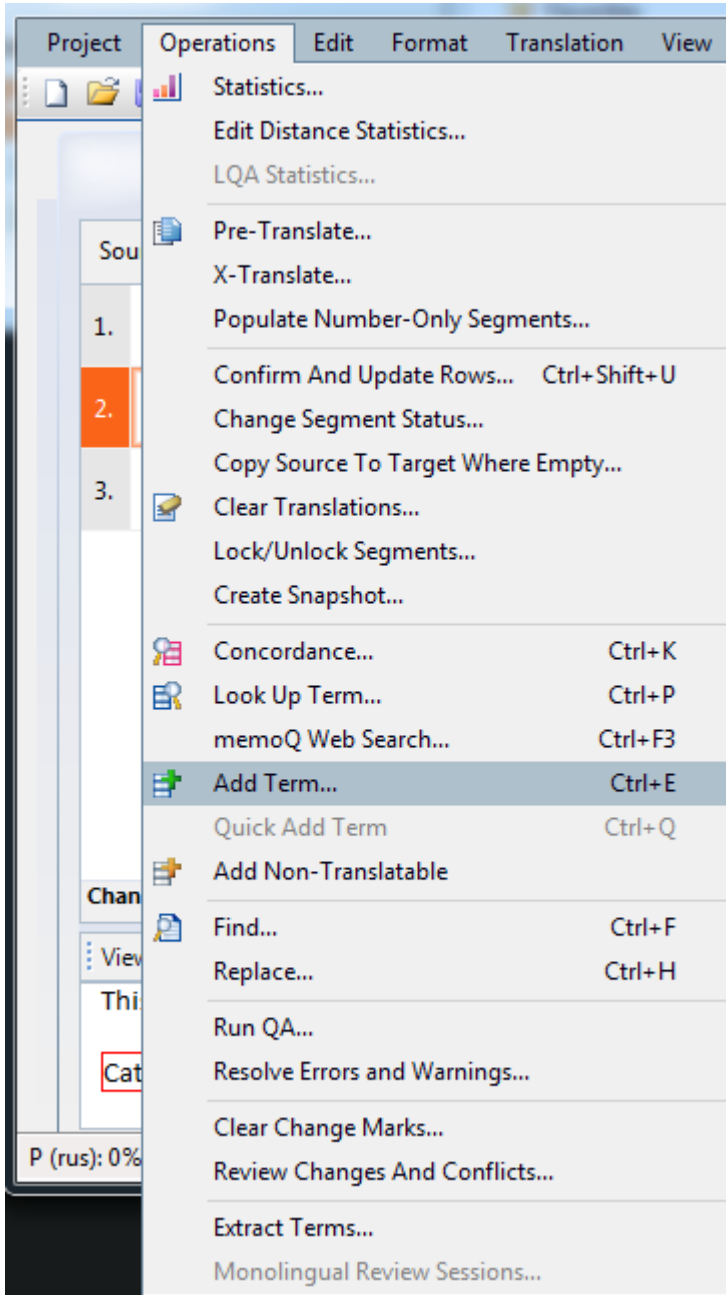
The screenshot displays a translation software interface with the following components:

- Project home:** document for translation.docx
- Source/Target:** Source text: "1. This is a well know company", "2. Cat is not a dog.", "3. Your cap."; Target text is empty.
- Translation results:**

company	1	Компания
Company	2	организация
Company	3	компания
company	4	организация
company	5	предпринимательское общество
well	6	скважина
company	7	компания
company	8	общество
- client termbase:** Modified 29-Apr-15 3:52 PM by aba. A red box highlights the entry: eng company, rus Компания.
- View pane:** Shows the source text "This is a well know company" with a red box around it.
- Status bar:** (rus): 0% D: 0% Pr: 0 Conf: 0 Ed: 0 Rej: 0 Empty: 3 Pre: 0 Frag: 0 Errors: 0 Ready Ins 27 / 0

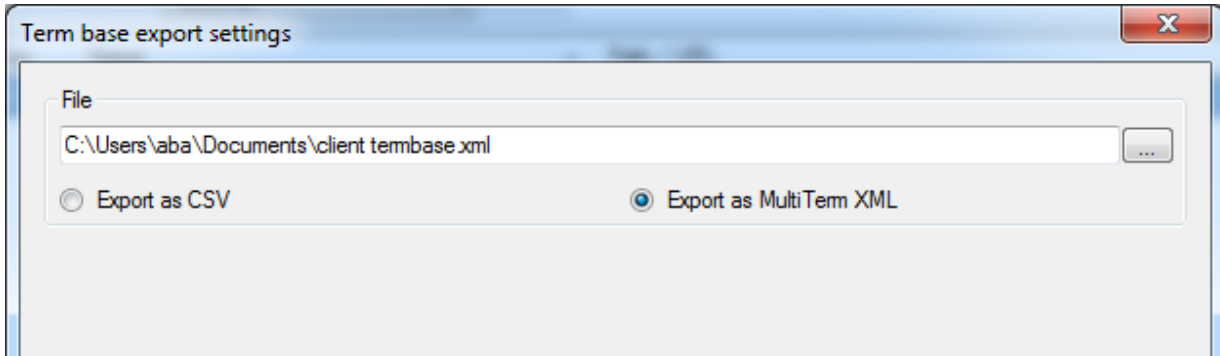
c. Adding new terms to the Termbase during translation

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.



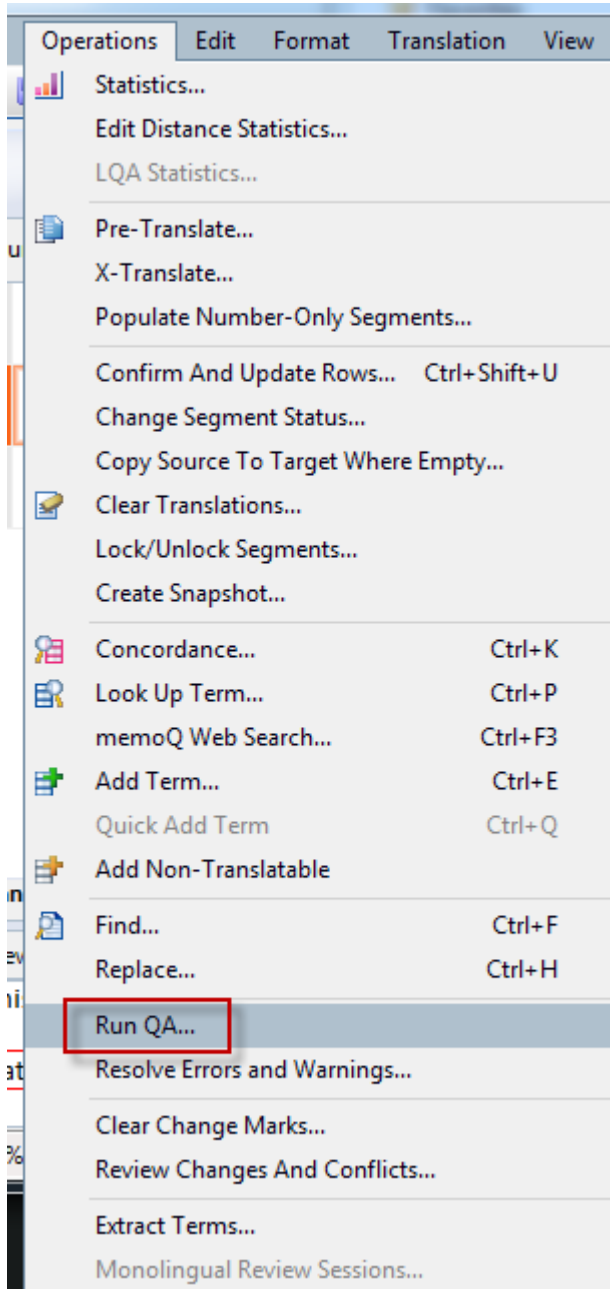
d. Exporting the updated Termbase after translation

When you have finished the translation and have added the relevant terms to the Termbase, please export the termbase as a MultiTerm XML file.



How to verify your translation before delivery

Before delivering your translation, you should always run the QA check:



The QA tool checks the document for a number of parameters, for example tag errors or missing translations. Detected errors or warnings are summarized in the QA report. Not all of them are necessarily errors that have to be corrected, but it is your responsibility as a translator or proofreader to check the detected issues before you deliver the target files.