languagewire

# Online validation
# SMART EDITOR

Contents

# 1. **Background**

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.

# 2. **How to accept a validation job**

> **Tip!** Use Google Chrome, Mozilla Firefox or Microsoft Edge to get the best functionality!

> **Tip!** There is a short dictionary at the end of the document with terms you might not be familiar with.

LanguageWire will, for most projects, invite you at the start of the project, that is before the translation is completed (*unless agreed otherwise)*. The invitation contains:
- Project details
- Expected start date of the validation (translation delivery date)
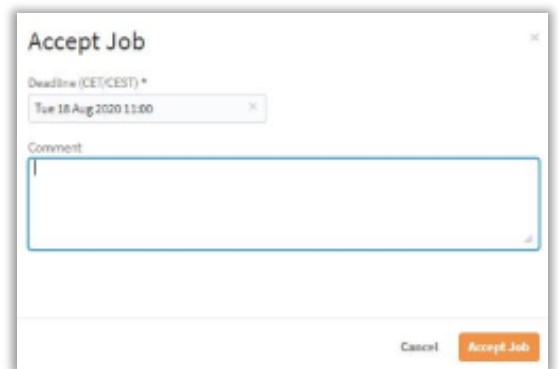- The planned validation deadline

To accept the job, click on the blue button in the email and then click the orange button **Accept Job** on the job page after you have signed into the platform. If you accept the job before the translation is completed, you will be notified via email as soon as the translation is completed.
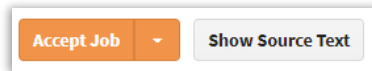


Please carefully read through the briefings under the headlines **LanguageWire briefing** and **Message to your experts** (if added by project manager) and check that the deadline is feasible for you.

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.



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

# 3. **Validating a translation in the online tool**

**Smart Editor** is the primary online tool, which needs Internet connections, used for validation. To start the validation, press the grey **Validate** button, on the top of the job page. If the button is not available, it likely is that the translation is still ongoing. See the "estimated delivery date" to note when your validation is expected to be available.



IMPORTANT! The recommended web browser is Chrome as it supports the full set of functionality within Smart Editor

## 3.1. **Editing in Smart Editor**

The editor consists of two columns. One for the original (source) and one for the translated (target text). Every phrase (segment) is located to a cell and matched from source to target. The text is segmented in order for the text to be saved to the translation memory (TM).

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.
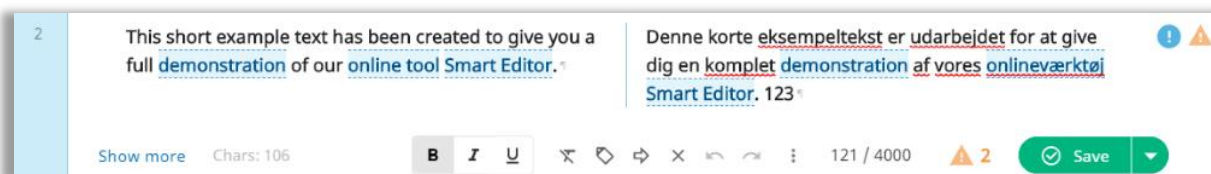


To move to the next segment, you need to press **Save** (or CTRL + enter). When you click **Save**, you'll be taken to the next segment with the status "initial" (the status indicates the segment has not been edited yet). In order for the progress to show correctly in the progress bar, you need to press **Save** in all segments, even the ones you don't edit. However, all segments are saved. If you for speed which only to save the edits you make and not confirm each segment, the entire text is delivered once you "finish".

If you press the blue text **Show more** under the source text different linguistic options will be displayed. * See section "Advanced skills in Smart Editor" for more details.
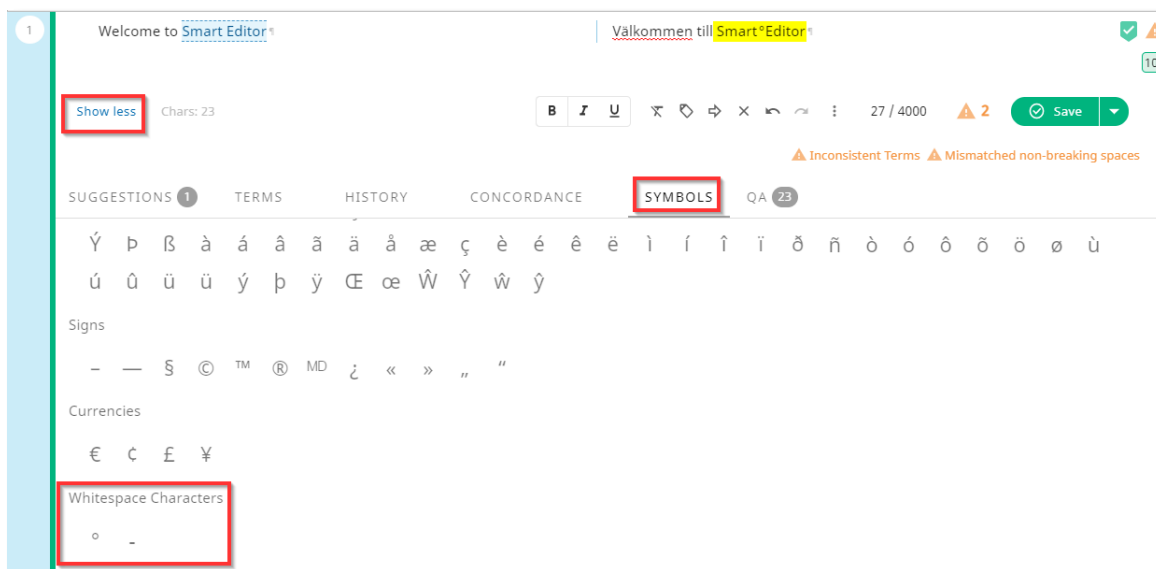
## 3.2.     Tabs under "Show more"

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

■ Terms           On this tab you find relevant terms from the Term base. 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. See tip box below.

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

**Tip!** **Non-breaking space** – is marked using a circle symbol. It is used when you need a space, but want to ensure a line break is not inserted in between the text where this symbol has been used. Example: 17 kg should remain together and would look "17◦kg" in smart editor to show it is a Non-breaking space.

**Non-breaking hyphen** – just like a non-breaking space, the non-breaking hyphen ensures that the hyphenated text is not subject to line breaks.
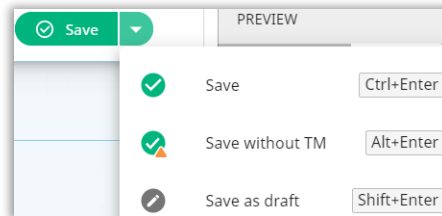
## 3.3.    Save options

### 3.3.1.  One item at a time

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



- **Save** this is the primary used option. It confirms the edits and stores them to the translation memory to ensure re-use in future translations.
- **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.
- **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.

**IMPORTANT!** Confirm with your team, before using "Save without TM", that this is a setting used by your organisation.

### 3.3.2.  Multisegment saving

At the top corner of the search bar there is an arrow which opens a menu to select multiple segments and approve them in one go.

It allows you to either select individual segments, or mark all in one go. Once you have made your selection, click on "Multi select actions" and choose the action you would like to apply.
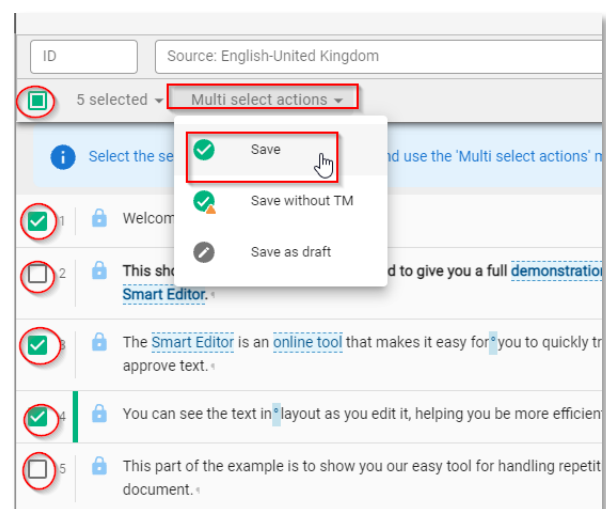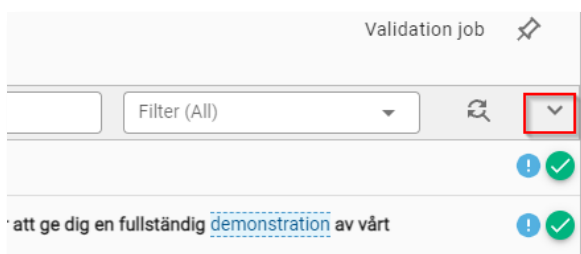
## 3.4.     Panes in Smart Editor

There are some panes in SmartEditor that are good know.

- ■ Editing pane, this is the main pane where you see the source text and translation side by side. This is also where you edit.
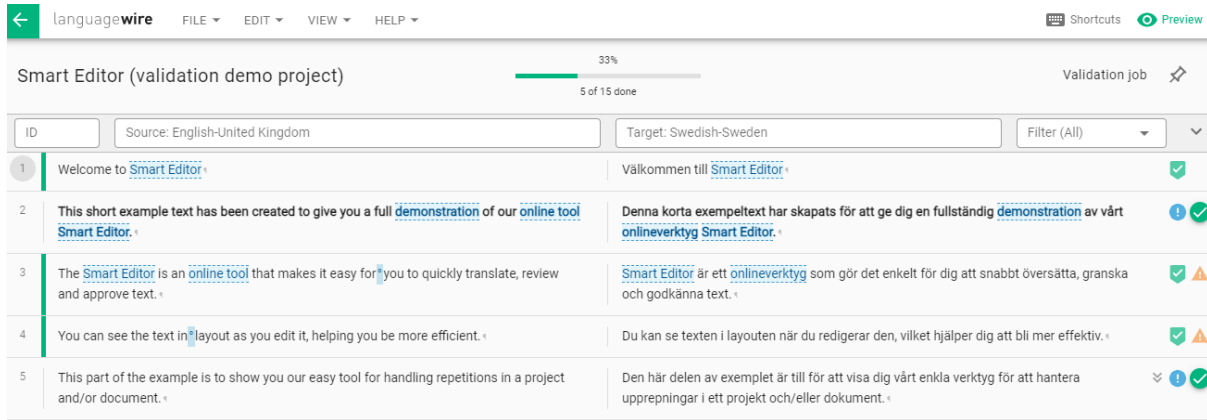


- ■ The progress bar at the top of the page shows you how much of the text has been "saved". It only counts the segments you have confirmed. It does not update if you read without saving. Make sure to either save individually or use the "Multi select action" menu to ensure progress bar is up to date.
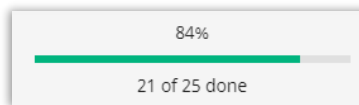


The preview pane will show the text in contact for supported formats. You can move the preview to either left or right of the editing pane, or even pop it out and move it to a second screen. For docx and pptx files, it will be possible to switch between                                                                                    Source and Target preview.
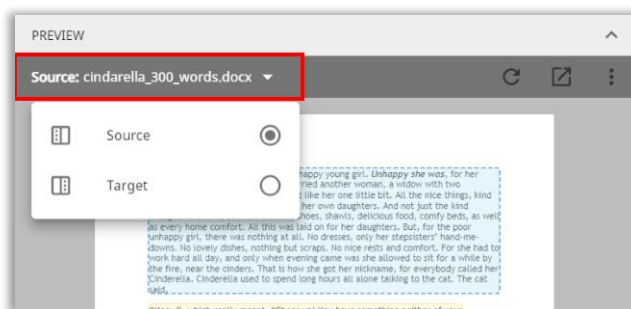


## 3.5.     Deliver the validation

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.
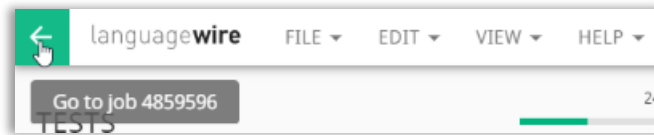
To complete the job, you must press the orange **Finish** button at the top of the job page.



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

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.

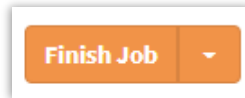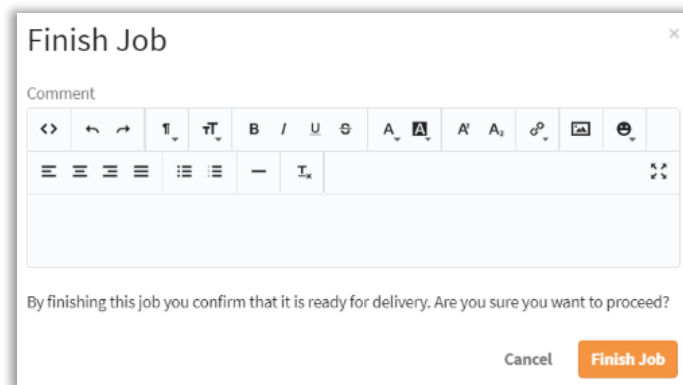

# 4. **Advanced**

## 4.1.    **Tags in Segment**

Many file formats produce tags in the translatable text in a translation editor. 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 otherwise the content won't have the correct formatting after the translation is delivered.
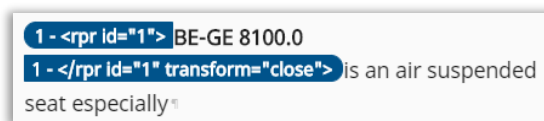


**IMPORTANT!** You will not be able to save a segment in case tags are missing.

To be sure that they tags are managed in a safe way, you can use the tag use the tag tool found in the editing view. If you are unsure what the tags' function is, please contact your project manager.

To view the tags with detailed tag information, change the settings under **Tag Display** on the **View** menu



## 4.2.    Search and replace

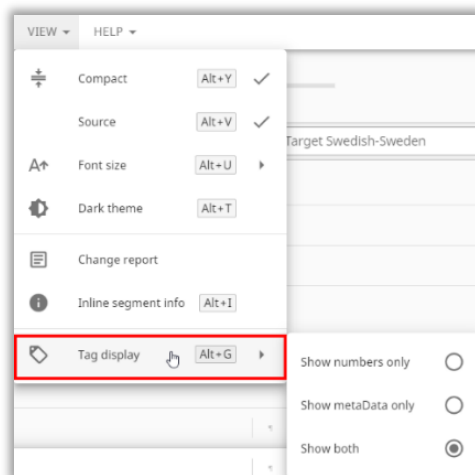It is possible to search in Smart Editor for any word or phrase, using the search fields. Select to search on either Source or Target text.

It is also possible to replace a word, phrase or full sentence throughout the job. Start by clicking the replace symbol to the right of "Filter".  Write the term/phrase to replace into the **Target** text box and add the new term/phrase in the **Replace** text box.
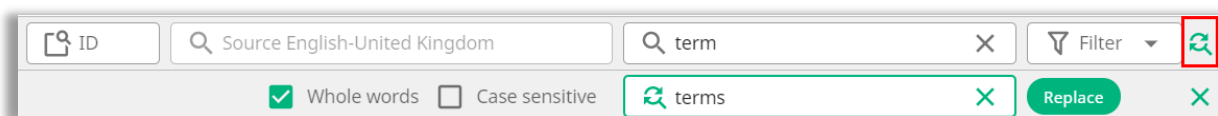


The segment(s) with the new replaced term/phrase will get the status **Draft**. If you have changed to new term/phrase that occurs in several segments you can filter on **Draft** and confirm the segments. This gives you an opportunity to review the replacement in full context, before they are approved.

The features "Whole words" or "Case sensitive" will impact the replace logic, however, the search result will still show all of the segments which has the original "search".

## 4.3.  Repetitions

It is possible to save repeated segment after a change has been inserted.
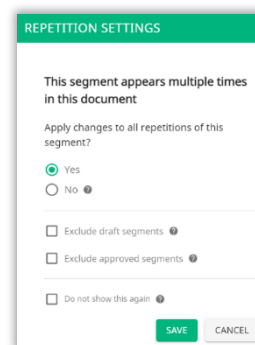


First time a user saves *any* repeated segment, the **Repetition settings** dialogue is shown. The user can then choose how the propagation should happen.

It is possible to select to include different *states* of segments (save/draft/save without TM) to select to which to propagate to. This means that the user can easily save all the repetitions to the translation memory in one go, even if a segment was earlier saved and/or is in draft etc.

## 4.4.  Symbols

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.

A chevron in light grey means that **the segment is auto propagated** (copied) from **a repetition** earlier in the text.

IMPORTANT! A repeated segments can't be copied to a segment before the one you are editing, only to segments below it.

## 4.5.  QA check

The quality assurance check (QA) helps you find errors, potential typos and much more. It is shown with an orange warning triangle. When you open the segment you can view the warning and read the explanation. If you then hoover over the warning it will highlight where the error occurs in the segment to help you correct it.

A QA check warning does not prevent you from saving a segment. Some warnings might be "false positives" as there could be writing rules requiring you to use different spacing or punctuation. It is there to ensure any inconsistency from source is intentional.
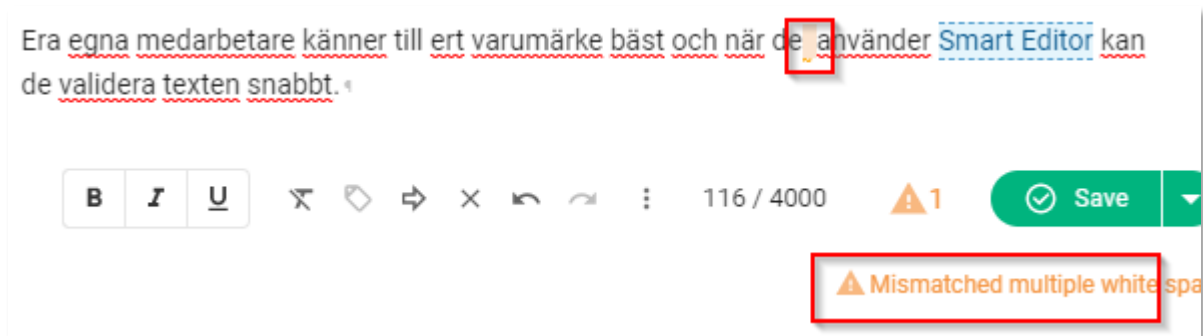


It is possible to turn off certain QA checks if you prefer, and to personalize the settings. Note that if you turn of a warning, it will turn of for the entire job. However, the setting reverts back to default for each new job.
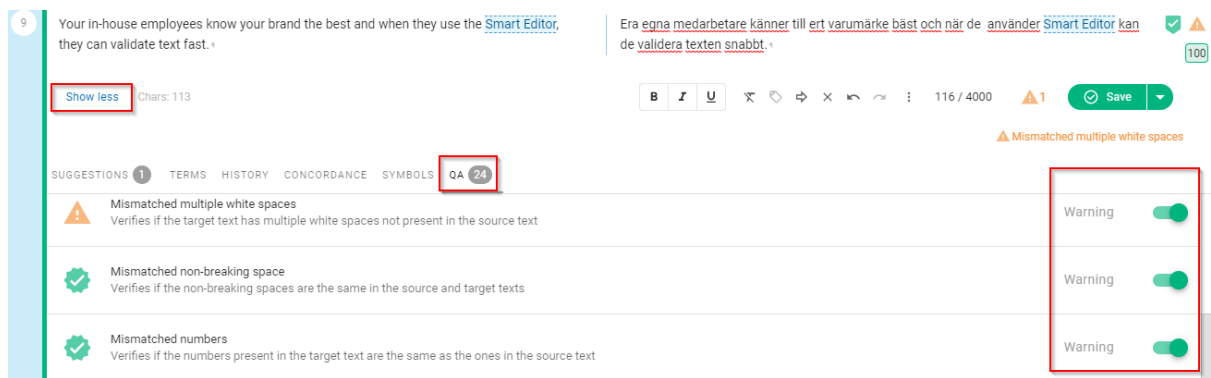


## 4.6.    Spell check

Smart Editor has an integrated spell checker to support you in your work to find any spelling errors. It works similar to spell checks found in tools such as MS Word.

## 4.7.    Filters

Smart Editor provides both **static** and **dynamic** filters. A **static** filter shows the same segments every time it is applied during the lifespan of the job, whereas a **dynamic** filter reflects the current status of the segments. By using provided filers you can choose 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. Below is a description of each filter option.
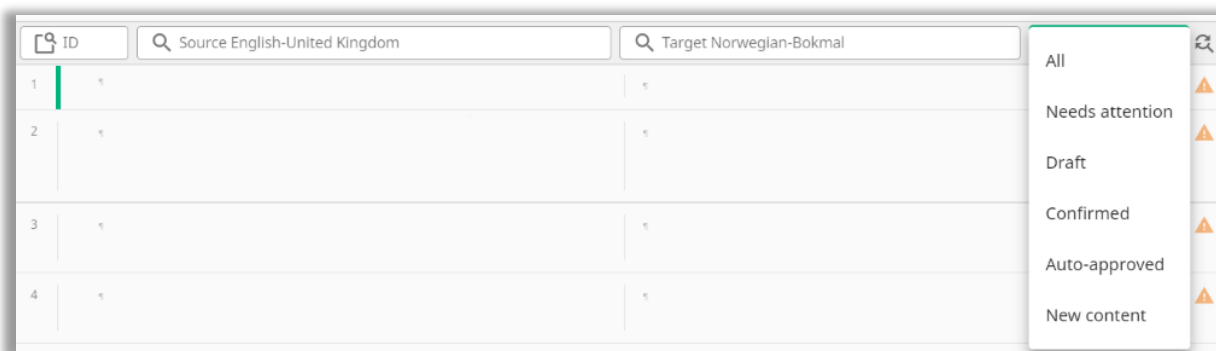
| **All**<br>(static filter) | As the name indicates this shows all segements. |
| --- | --- |
| **Needs attention**<br>(dynamic filter) | Segments that are not approved/confirmed ("Saved") will be filtered with this option. The filter includes segments that can also be found under **Auto approved** and **New content**. |
| **Draft**<br>(dynamic filter) | 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**<br>(dynamic filter) | This option filters the segments that have been "Saved" in the validation job and thus are approved/confirmed. |
| **Auto-approved**<br>(static filter) | This filter shows the segments that are marked as auto-approved. These are segments that have been translated with 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**<br>(static filter) | 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". |

# 5. **Dictionary**

Frequently used terms explained.

- **Auto propagated**
  The segment is automatically copied to a segment from an identical repetition.
- **Propagation**
  Propagation means that your edits will be copied and saved to all other repetitions.
- **Segment**
  The text is divided into segments to store the text into a translation memory. The

segmentation is controlled by an algorithm. It most commonly divides sentence by sentence, but can also divide by line breaks, headline, rows, cells etc.

- **Source text**
  The original text before translation.
- **Target text**
  The translated text.
- **Translation memory (TM)**
  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.
- **Validation**
  An inhouse expert reviews the translation before delivery. The validator is responsible to confirm the translated content, check for brand consistency and messaging. Validation edits in Smart Editor are saved to the translation memory.
- **Tag**
  A tag indicates that an additional functionality is applied on the original text, for example formatted text and links.