

LanguageWire
AGITO Translate
“Getting Started Guide”

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2. What is AGITO Translate?

AGITO Translate is an online professional translation tool, perfect for in-house translations as well as validations. It offers you a professional translation environment for your company's own translators and provides a defined workflow for translations, making translation processes efficient and systematic.

It is simple and easy to use:

1. Log in to the system via a browser from your AGITO account
2. Upload the document that needs translating
3. Click translate
4. Translate the text as a professional translator
 - As you work, the system:
 - automatically suggests words and sentences which can be reused from previous translations
 - provides you with the company specific terms entered in the AGITO TermBase
5. Save and close
6. Download the translation

2.1. Supported formats

AGITO Translate is continually being developed with the aim of supporting more types of file formats. At present AGITO Translate supports the formats .TTX, .TXT, .XML, .INDD, .DOCX, .XLF and .TS.

3. Translation memory & termbase

AGITO Translate is supported by a translation memory that stores and remembers all your company's previous translations. In practice, it means that when a new translation is uploaded to AGITO Translate, the system scans and recognises phrases that have already been translated. The translator then receives an update asking them to review the proposed text. Once the translation is complete, the memory is refreshed automatically - no extra work.

AGITO Translate is also supported by AGITO TermBase, which contains specific words relevant to your company and industry. The database provides a consistent vocabulary and ensures vital consistency and quality in your documents.

The chosen language pair of a project determines the associated termbase as well as the translation memory, which the system will connect to automatically. Every company with LanguageWire has its own termbase and translation memory for each language pair.

Note: *The translation memory base and termbase may be added to by the editor while working with a document (See: Figure 14, The Editing window).*

4. Access, login and support

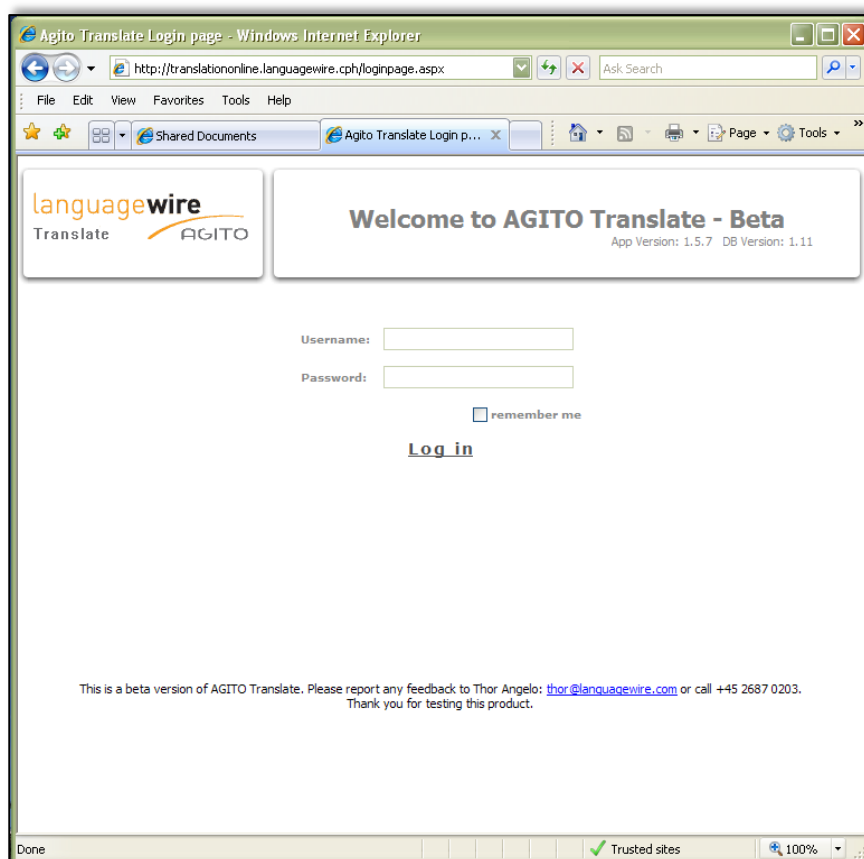
4.1. Accessing AGITO Translate

To access AGITO Translate, your company must have an account. To request an account or for more information about AGITO Translate, please contact your local LanguageWire office or consultant and your account will be set up immediately.

4.2. Login

- Open AGITO Translate at <http://translate.languagewire.com> (**Figure 1**).
- Use your login and password for LanguageWire AGITO to log in.
- If you experience problems or you are uncertain about something, please contact AGITO Translate support on +45 7023 0044.

Figure 1: AGITO Translate login page



4.3. Support

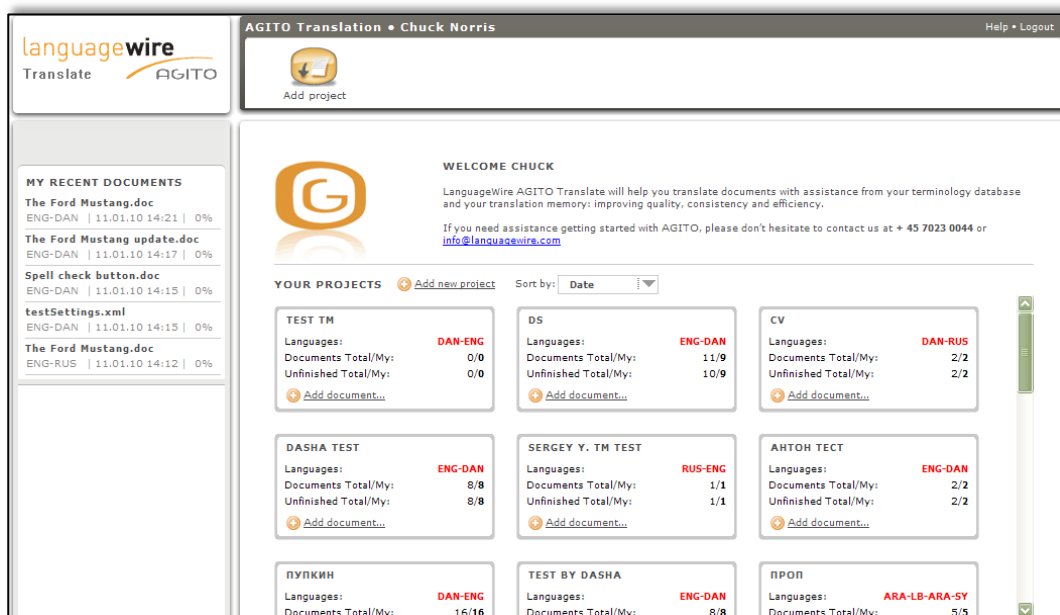
If you experience problems or you are uncertain about something, contact AGITO Translate support on +45 7023 0044.

5. AGITO Translate Project Manager

The Project Manager view displays all your company's projects. One project can contain an unlimited number of documents. By default, the newest projects are shown at the top. To change the order, use the "sort by" filter.

Each project can contain documents uploaded by several employees, so all employees can view each other's documents.

Figure 2: AGITO Translate Project Manager



Note: The language pair and title of a project cannot be changed after the project has been created.

5.1. Creating a project

Figure 3: Creating a project

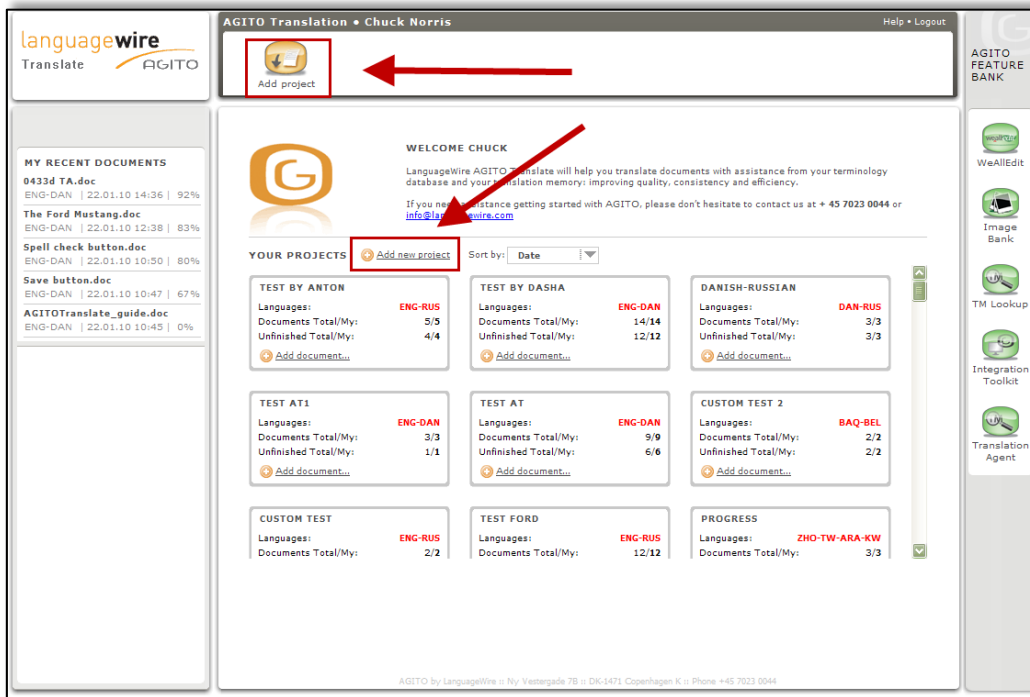
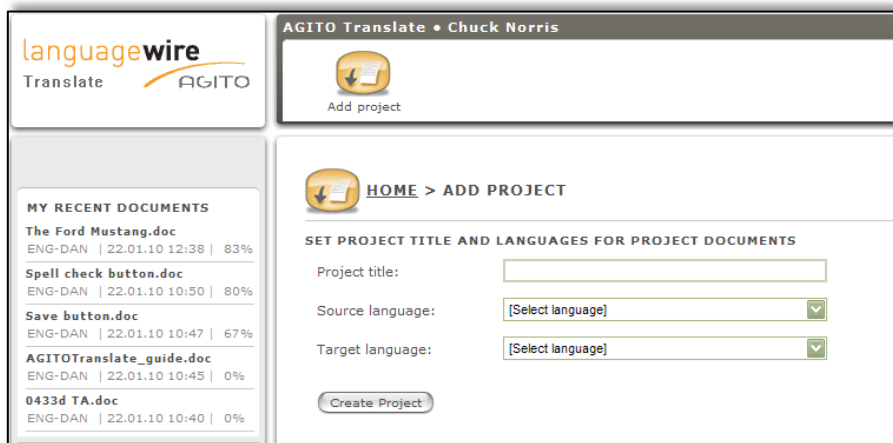


Figure 3a: Choosing the project title and languages.



Note: The languages are important because they determine the termbase and translation memory to be used for all files in the project.

5.2. Document overview and management

Figure 4: AGITO Translate Documents view

The screenshot displays the AGITO Translate interface for user Chuck Norris. The main area shows a project named 'Test' with a language pair of 'ENG-DAN'. A table lists documents with columns for ID, Filename, Progress, Words, Uploaded by, and Upload date. Callouts provide instructions for various actions: 'Add project' (top left), 'Language pair of the project and all documents in it.' (top center), 'Name of the logged in employee of the company. To change the employee and see his/her files, click the item and change the name.' (top right), 'Status of currently displayed documents. To see finished documents click the item and change the status.' (center), 'Click to remove the file' (bottom left), 'Click to download original document' (bottom left), 'Click to download the current results of translation.' (bottom center), and 'Click to open the document in the editor.' (bottom right).

ID	Filename	Progress	Words	Uploaded by	Upload date
531	The Ford Mustang.doc	0%	94	Chuck Norris	11.01.10
527	The Ford Mustang update.doc	0%	97	Chuck Norris	11.01.10
510	test.xml	0%	75	Chuck Norris	11.01.10
509	testSettings.xml	0%	0	Chuck Norris	11.01.10
508	test.xml	0%	12	Chuck Norris	11.01.10
507	test.xml	0%	75	Chuck Norris	11.01.10
506	Tr_Robin_S8220oversattningFinska_sv-SE(Fin)(t)...	0%	5511	Chuck Norris	11.01.10
505	test.txt	0%	4	Chuck Norris	11.01.10
504	Spell check button.doc	0%	50	Chuck Norris	11.01.10

“Progress” shows the number of “finished text segments” as a percentage.

Overview

Click on the Project box to view the documents belonging to the project.


Each document has a status: “In progress” or “Finished”.

The default setting shows documents that are “In progress”.

To view “Finished” documents, change the value of “Show translations” to “Finished”. The status of the document changes to “Finished” after “Save and Finish” has been clicked in the Editor view (Figure 6, point no. 7).

Download document

To download the document, click .

- To open a document in Editor, click “TRANSLATE”.
- To download the original document, click the document title.
- To delete a document, click .
- To view a colleague’s documents, select the name from the drop down list in the top right corner. All employees in a company have full access to all the company’s documents and projects.

Note: When the document is “Finished” it cannot be changed back to “In progress”.

Note: Document Editor saves all changes automatically. Simply close the Editor and open it later to continue working on the document.

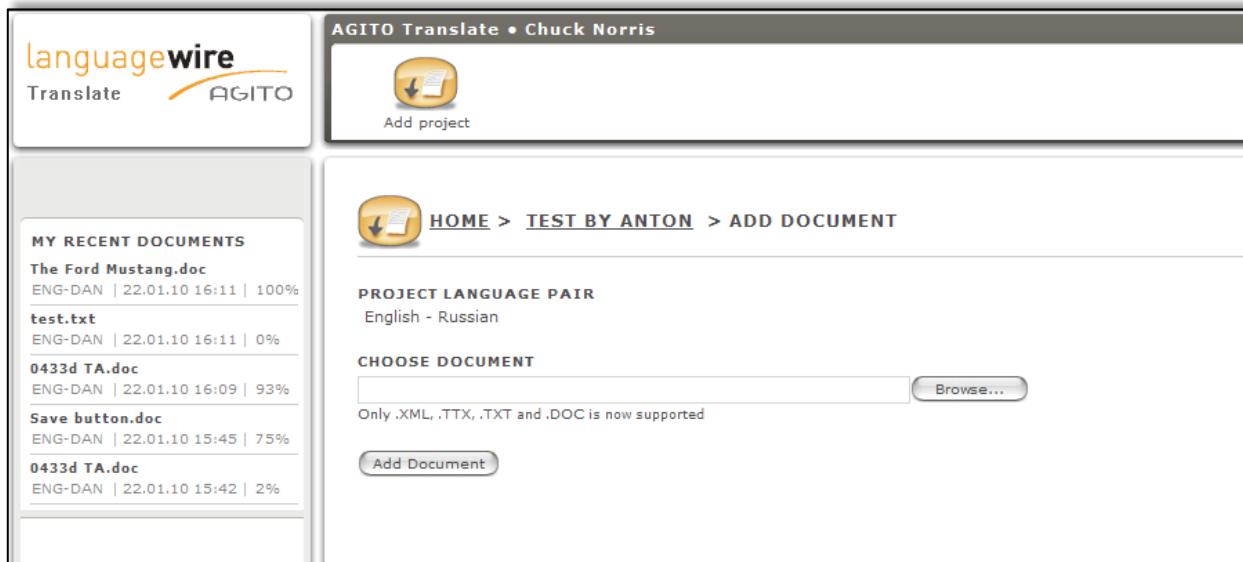
Note: “Finished” documents can be edited just like documents “In progress”, as “Finished” documents do not have any editing restrictions.

5.3. Uploading documents to a project

Click “Upload new document” in the Document view or on the front page to start uploading documents to a project.

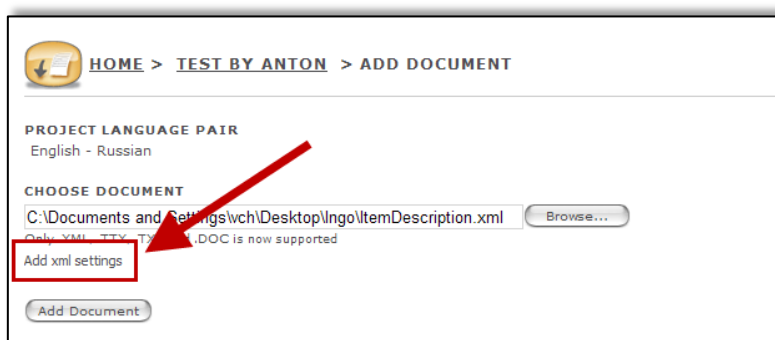
Browse to select the file and click the “Add Document” button to upload.

Figure 5: Add Document



When uploading .xml files, you may need to upload a settings file (in case you want text within specified tags to be/ not to be translated). The additional link will appear after you select the .xml file.

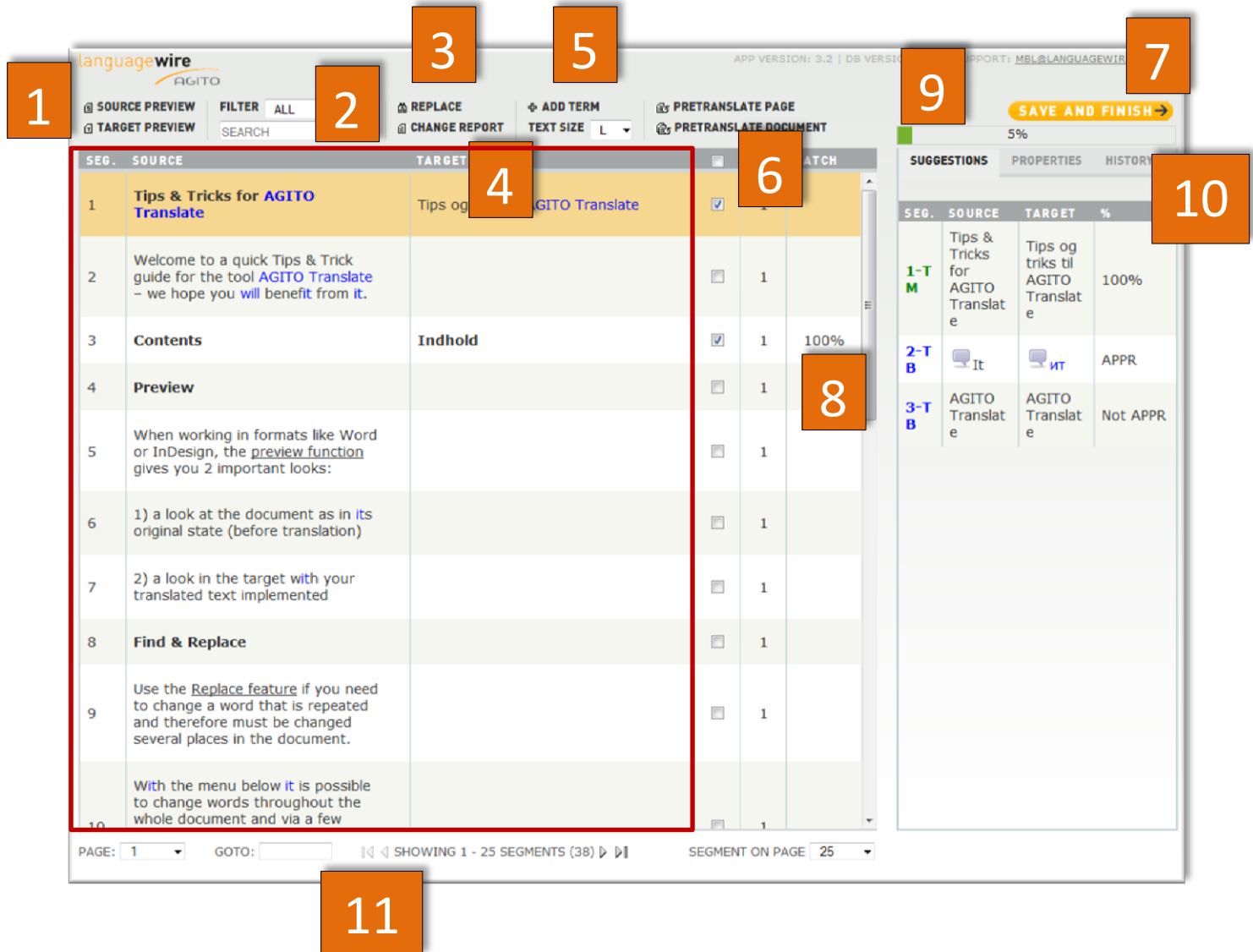
Figure 5a: Add xml settings



Note: The .xml settings file is not needed to work on the document.

6. AGITO Translate Editor

Figure 6: The LanguageWire AGITO Translate work area:



1. Page Preview

View the translated text, the target file.

Note: Check the layout before finishing the document as sometimes the layout differs from the original document.

2. Filter and Search

Use the Filter function to show specific segments of interest:

- Finished segments
- Unfinished segments
- All text segments in the document

Or use the Search function to search for something specific. Note that the search is limited to the target column.

3. Replace

The Replace feature enables you to replace text in all target text segments in a document. The Find and Replace function makes it easy to change the same word throughout the entire document. Simply enter what you want to find and what you want to replace it with. Click Replace All and the system will find and replace all matches in the document.

4. Change Report

The report shows the changes made to each target text segment.

Note: You can download and/or print the change report.

5. Add Term

Use this feature to save the words that are important or unique for either the text in question or for your company.

6. Pretranslate

This feature gives you the option to pretranslate your document. The feature runs automatically the first time the document is opened, but if a document has been in progress for a long time it can also be a useful feature.

7. Save and Finish

Use this feature to finish the document when it is complete.

The document status will change from "In progress" to "Finished" when you click this button.

8. Match

This feature enables you to view, as a percentage, how similar the specific segment is to previously translated segments saved and stored in the translation memory. 100% means an exact match and is therefore automatically marked as "Finished".

9. Progress bar

The progress bar shows the number of finished segments as a percentage.

10. Tabs

- Suggestions: Get/view suggestions from the translation memory and termbase.
- Properties: View the properties of the document (source language, target language, number of words, etc.).
- History: View the history of a selected segment.

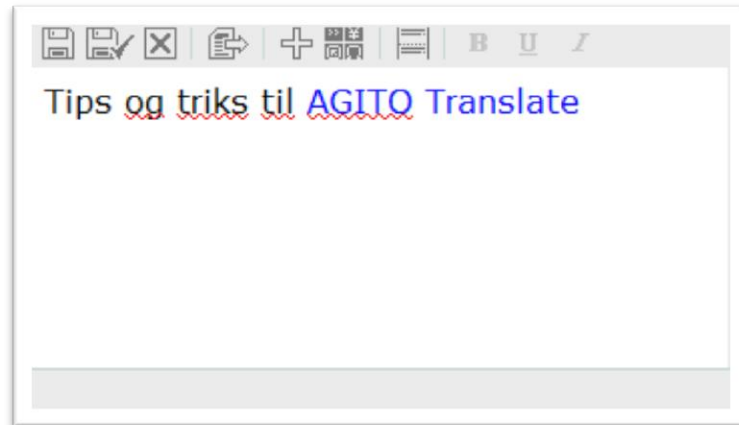
11. Page navigation

Here you can go to any page, go to the next/previous page and/or move within a selected number of pages in a document.

6.1. Editing window

Double-clicking any target segment in the work area in the left column launches the Editing window (Figure 7). Initially all target segments are empty. If a translation memory for the language pair is available, a number of target segments may contain pre-translated text.

Figure 7: AGITO Translate Editing window



Occasionally you will come across triangle signs such as ◀ ▶ ⏪. These are tags that usually contain specific information in regards to the document's text formatting. You can see their value by holding the cursor over them. These signs must not be removed, otherwise this may destroy the document's formatting.

6.2. Locking segments and progress indication

After you have locked a segment (☑) the progress bar moves (Figure 6) to indicate the progress. The translation of the segment is also saved and stored in the translation memory.

Note: Locked segments can be edited and unlocked again while working on the document.

Ways to lock a segment:


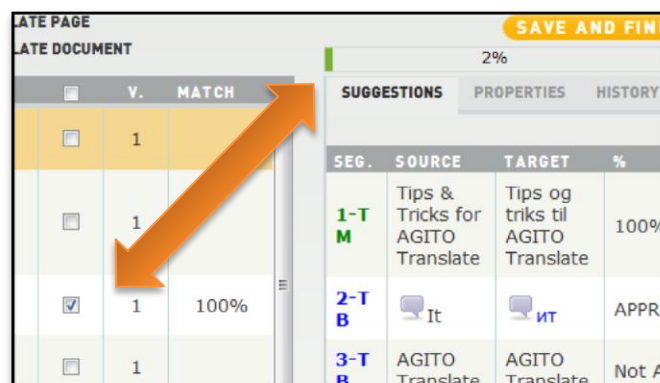
- Click  in the Editing window.
- Check the checkmark (Figure 6, left of the target text column).

Figure 8: Locking segments and progress indication



6.3. Suggestions

AGITO Translate Editor offers suggested translations supported by the termbase and the translation memory.

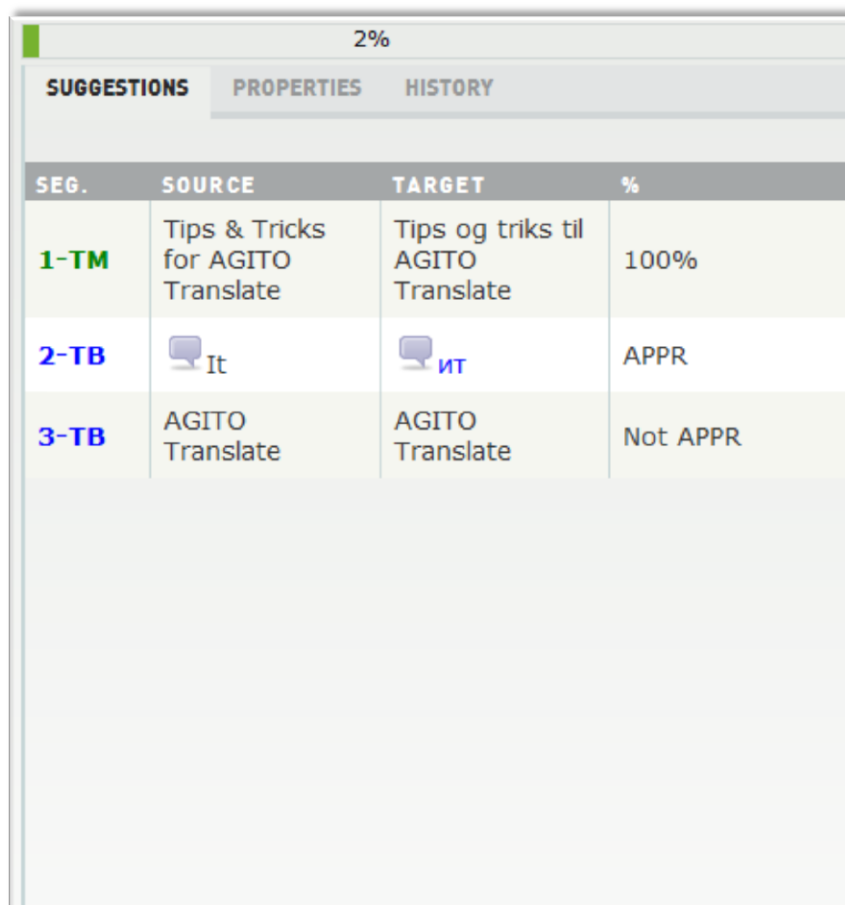
There are two sources of suggestions:



1. The company's termbases (**2-TB**)
2. The company's translation memory (**1-TM**)

To paste a suggestion into the target text, press the Alt-key + the number of the suggestion you want to use, e.g. if you want to paste suggestion number one press Alt + 1. The text will appear in the selected segment.

Note: To be able to paste terms the text editor must be open.

Figure 9: The list of available suggestions

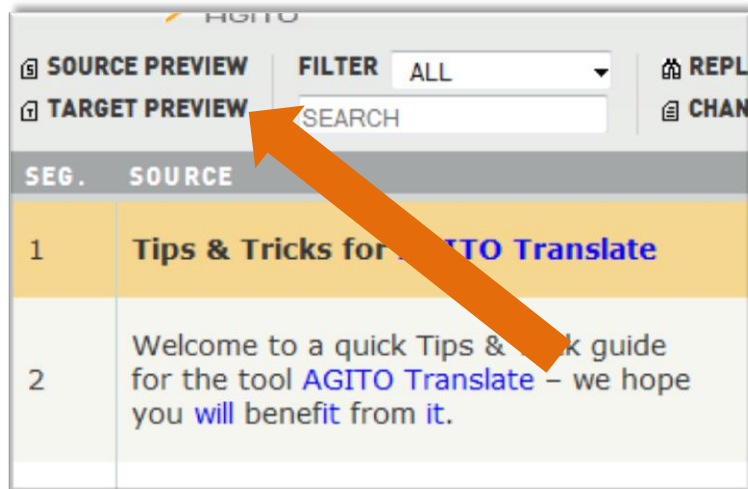


SEG.	SOURCE	TARGET	%
1-TM	Tips & Tricks for AGITO Translate	Tips og triks til AGITO Translate	100%
2-TB	 It	 ИТ	APPR
3-TB	AGITO Translate	AGITO Translate	Not APPR

6.4. Downloading a preview

Click on either “Source Preview” or “Target Preview” to see a complete preview of the document.

Figure 10: Document preview

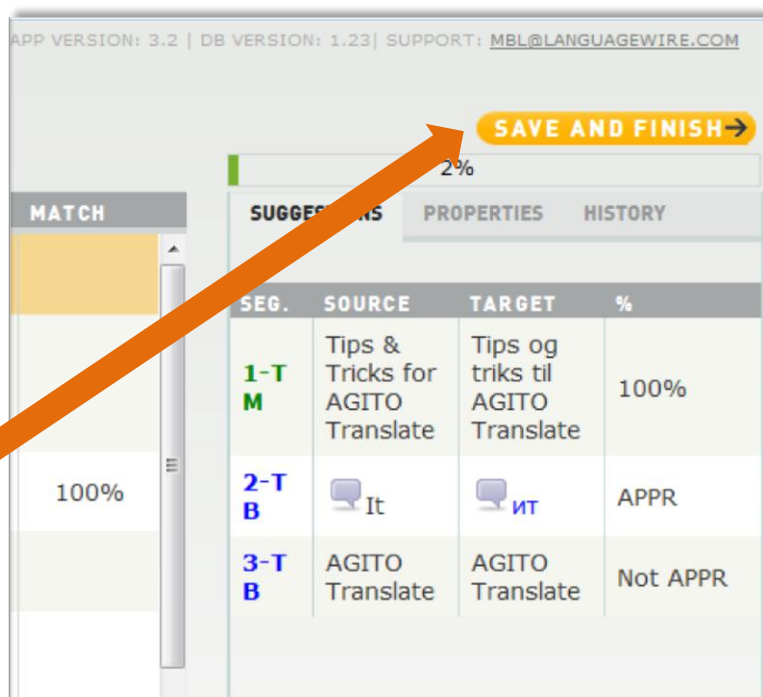


6.5. Finish

Click “Save and Finish” to download the translated document and change the status of the document from “In progress” to “Finished”.

Note: All changes you make in the Document Editor are saved automatically. You can close the browser window at any time without clicking the “Save and Finish” button. Everything is stored online automatically.

Figure 11: Completing and finishing the document



6.6. Adding terms to the company's termbase

All terms in the source text that can be found in the company's termbase will be displayed in blue within the text columns automatically.

Suggestions will appear for each word in the source text that matches a term in the termbase. The system does not allow you to paste terms that are defined as "not to be used" (shown in red in Suggestions). To paste the term, click Alt+Number in the open Editing window.

To add new terms click the menu ADD TERM (Figure 14) or press Alt+E. In the window (Figure 15) you simply enter the source term as well as the target term. Also you can add a term that want to ensure never to be used. Therefore a term may contain a "use" translation but also a "use not" translation. Terms are applied and stored instantly after you click "save".

Note: If you add a term that already exists – the existing term family will be updated. If you add new term and the translation to it a new term family will be created for your company.

Figure 14: Adding a new term (Alt+E)

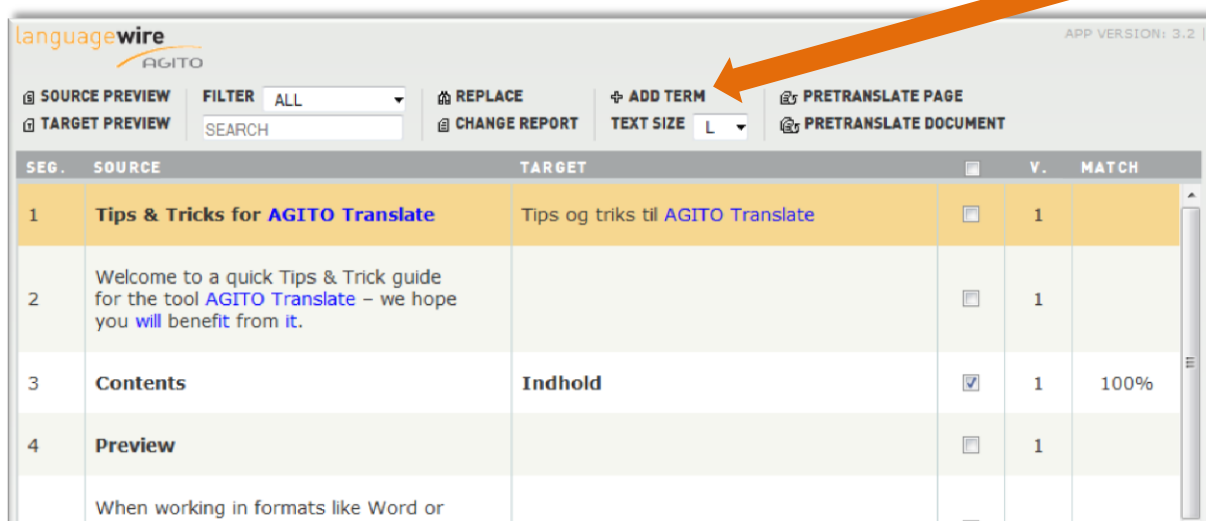
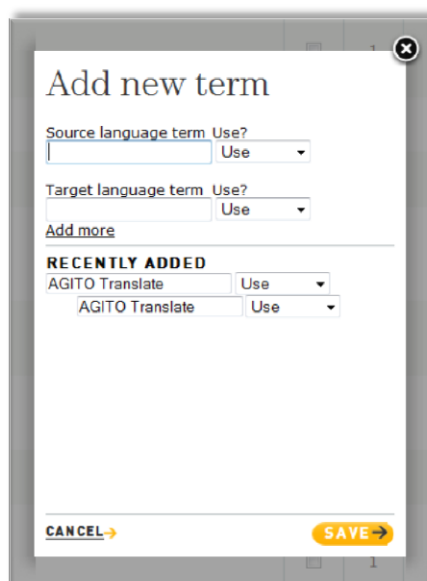


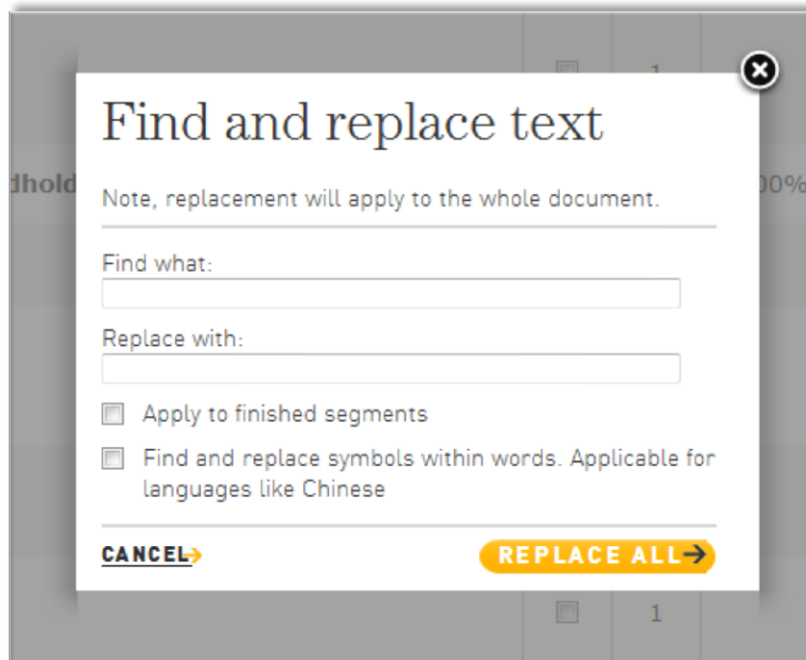
Figure 15: The Add new term window



6.7. Find and Replace

The Find and Replace function makes it easy to change the same word throughout the entire document. Simply enter what you want to find and what you want to replace it with. Click Replace All and the system will find and replace all matches in the document.

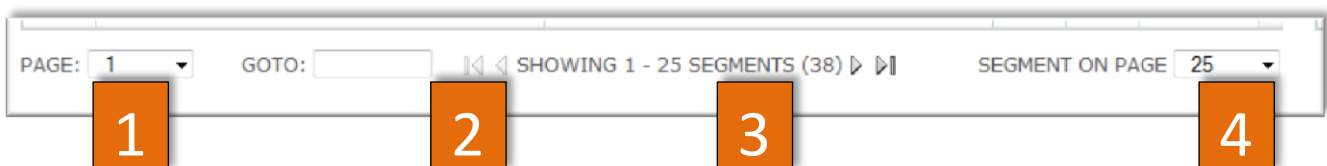
Figure 16: The Find and Replace window



6.8. Page navigation

1. Here you can go to a specific page via a drop down menu.
2. Here you can go to a specific segment.
3. Use the arrows to scroll between pages.
4. Here you can change the number of segments visible on a page (10 is the default)

Figure 17: Page navigation



6.9. Change Report

The Change Report window shows the changes made to all segments in a document.

- Text highlighted in red shows text that has been removed.
- Text highlighted in green shows text that has been added.

The Change Report window also shows who made the changes (user login) and when the changes were made.

Note: You can download or print the report

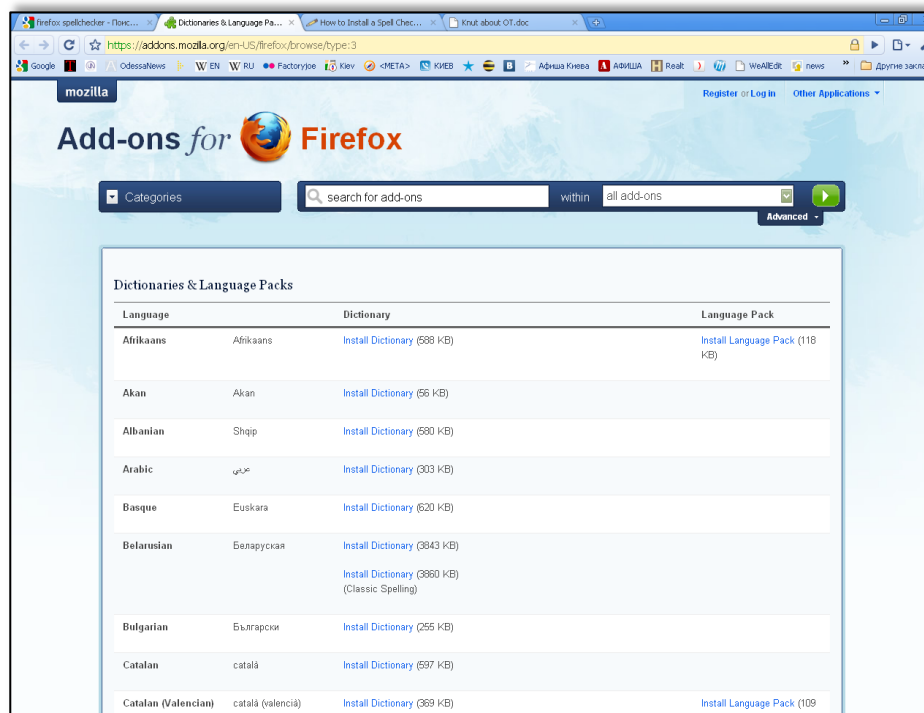
Figure 18: The **Change Report** window

CHANGE REPORT					
LANGUAGE: DANISH		All	DOWNLOAD REPORT		PRINT
Seg	Version	User	Time	Content	
1	3	mbl	10/08/2012 15:37:55	Tips og triks til AGITO Translate 123	
	2	mbl	10/08/2012 15:37:55	Tips og triks til AGITO Translate 123	
3	2	mbl	10/08/2012 15:38:18	Indhold indeholder følgende indhold	

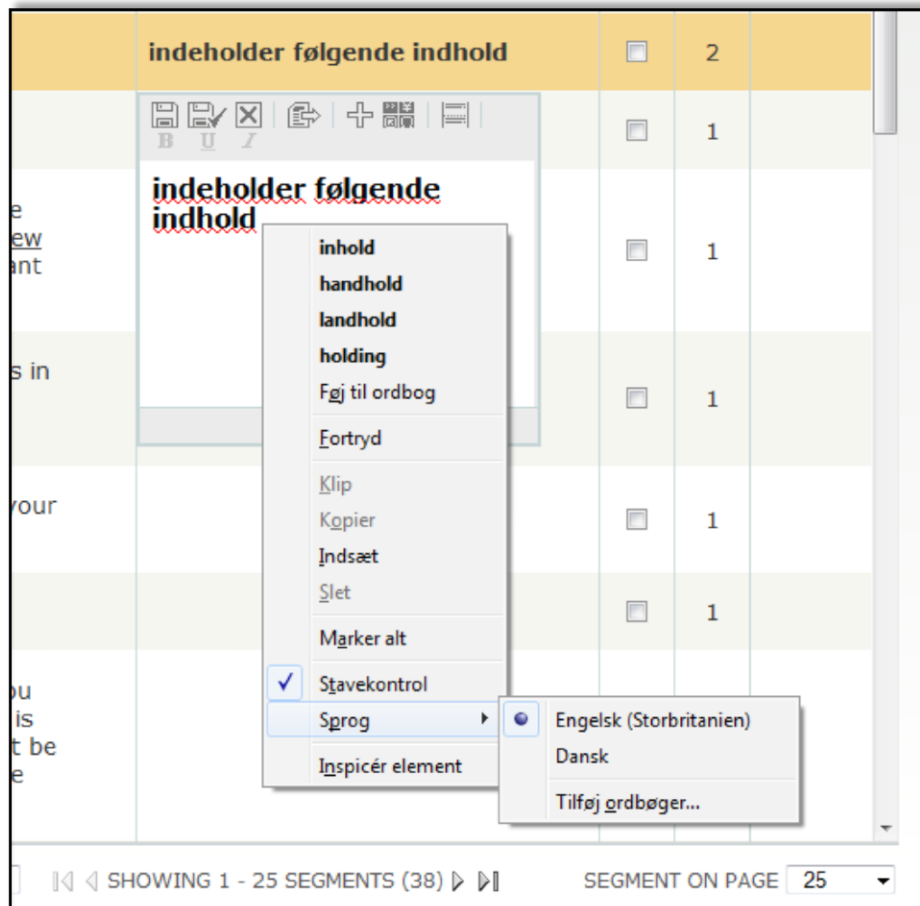
6.10. Spellchecker for FireFox

A spellchecker is usually installed in FireFox for the default language of your operating system. In case you need a spellchecker for another language:

- Go to <https://addons.mozilla.org/en-US/firefox/browse/type:3>
- Click Install Dictionary next to the language you need
- Follow the instructions



If you cannot install the correct spellchecker in the editing mode you can change the language manually:



6.11. Spellchecker for Internet Explorer

The first time you use the program, you will need to download the spellchecking tool by clicking the following link: <http://www.howtogeek.com/76223/add-spell-checking-to-internet-explorer-9/>