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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 <u>http://translate.languagewire.com</u> (Figure 1).
- $\rightarrow~$  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

🔗 Agito Translate Login page - Windows Internet Explorer
🌀 🕤 🖷 http://translationonline.languagewire.cph/loginpage.aspx 🛛 🖅 🗙 Ask Search 🔎 🗸
File Edit View Favorites Tools Help
😭 🏟 🔐 🗸 🍘 Shared Documents 🦉 Agito Translate Login p X
Understand         Welcome to AGITO Translate - Beta           Translate         AGITO
Username: Password:
Log in
This is a beta version of AGITO Translate. Please report any feedback to Thor Angelo: <u>thor@languagewire.com</u> or call +45 2687 0203. Thank you for testing this product.
Done 🗸 Trusted sites 🔍 100% 💌

## 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

	AGITO Translation • Chu	ck Norris				Help • Log
languagewire Translate AGITO	Add project					
MY RECENT DOCUMENTS The Ford Mustang.doc ENG-DAN   11.01.10.14:21   0% The Ford Mustang update.doc ENG-DAN   11.01.10.14:71   0%	G	and your tran	e AGITO Translate will help y slation memory: improving qu ssistance getting started with	ality, consistency	ments with assistance from you and efficiency. on't hesitate to contact us at +	
Spell check button.doc           ENG-DAN   11.01.10 14:15   0%	YOUR PROJECTS O Ad	d new project	Sort by: Date			
testSettings.xml           ENG-DAN         11.01.10 14:15         0%           The Ford Mustang.doc         ENG-RUS         11.01.10 14:12         0%	TEST TM Languages: Documents Total/My: Unfinished Total/My: C Add document	DAN-ENG 0/0 0/0	DS Languages: Documents Total/My: Unfinished Total/My: <u>O Add document</u>	ENG-DAN 11/9 10/9	CV Languages: Documents Total/My: Unfinished Total/My: O Add document	DAN-RUS 2/2 2/2
	DASHA TEST Languages: Documents Total/My: Unfinished Total/My: 3 Add document	ENG-DAN 8/8 8/8	SERGEY Y. TM TEST Languages: Documents Total/My: Unfinished Total/My: 3 Add document	RUS-ENG 1/1 1/1	AHTOH TECT Languages: Documents Total/My: Unfinished Total/My: 3 Add document	ENG-DAN 2/2 2/2
	ПУПКИН Languages: Documents Total/My:	DAN-ENG 16/16	TEST BY DASHA Languages: Documents Total/My:	ENG-DAN 8/8	ПРОП Languages: ARA Documents Total/My:	-LB-ARA-SY 5/5

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

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## 5.1. Creating a project

### Figure 3: Creating a project

[ ]	AGITO Translation • Chuck Norris Help • Logout						
Translate	Add project	AGITO FEATURE BANK					
MY RECENT DOCUMENTS           0433d TA.doc           ENG-DAN   22.01.10 14/36   92%           The Ford Mustang.doc           ENG-DAN   22.01.10 12/38   83%           Snell check button.doc	WELCOME CHUCK LanguagaWire AGITO To Instate will help you translate documents with assistance from your terminology database and yourd prilation memory. Improving quality, consistency and efficiency. If you new constance getting started with AGITO, please don't hesitate to contact us at + 43 7023 0044 or info Slave weith.com	WeAllEdit Image Bank					
Spell Check Butten.doc           ENG-DAR (22.01.10 1050) 80%           Save butten.doc           ENG-DAR (22.01.10 1047) 67%           AGITOTranslate_guide.doc           ENG-DAR (22.01.10 1045) 0%	YOUR PROJECTS     Add new stocket       TEST BY ANTON     Languages:       Languages:     ENG-RUS       Documents Total/My:     5/3       Unfinished Total/My:     4/4       Add document     Add document	TM Lookup					
	TEST AT1       Languages:       ENG-DAN       Languages:       ENG-DAN         Documents Tstal/My:       3/3       Unfinished Total/My:       9/9       Documents Total/My:       2/2         Add document       Add document       6/6       Add document       0/2	Translation Agent					
	CUSTOM TEST     TEST FORD     PROGRESS       Languages:     ENG-RUS     Documents Total/My:     12/12       Documents Total/My:     2/2     Documents Total/My:     12/12						
	AGITO by LanguageWite :: Ny Vestergade 78 :: DIG-1471 Copenhagen K :: Phone +45 7023 0044						

Figure 3a: Choosing the project title and languages.

	AGITO Translate • Chu	ck Norris
Ianguage <b>wire</b> Translate AGITO	Add project	
MY RECENT DOCUMENTS The Ford Mustang.doc ENG-DAN   22.01.10 12:38   83%	HOME > ADD	PROJECT D LANGUAGES FOR PROJECT DOCUMENTS
Spell check button.doc ENG-DAN   22.01.10 10:50   80%	Project title:	
Save button.doc ENG-DAN   22.01.10 10:47   67%	Source language:	[Select language]
AGITOTranslate_guide.doc ENG-DAN   22.01.10 10:45   0%	Target language:	[Select language]
0433d TA.doc ENG-DAN   22.01.10 10:40   0%	Create Project	

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

	AGITO Translate • Chuck Norris		Help • Logout
language <b>wire</b> Translate AGITO	Language pair of the project Add project	company. T	he logged in employee of the Fo change the employee and files, click the item and name.
MY RECENT DOCUMENTS	documents.	currently displayed 5. To see finished 5 click the item and 6 status.	Chuck Norris
The Ford Mustang.doc ENG-DAN   11.01.10 14:21   0%	O Upload new document   Show translations: IN PROGRESS		
The Ford Mustang update.doc	ID Filename Pro	ogress Words	Uploaded by Upload date
ENG-DAN   11.01.10 14:17   0%	531 🟋 The Ford Mustang.doc 🔡 TRANSLATE	<b>0%</b> 94	Chuck Norris 11.01.10
Spell check button.doc ENG-DAN   11.01.10 14:15   0%	527 🔀 The Ford Mustang update.doc	<b>0%</b> 97	Chuck Norris 11.01.10
testSettings.xml	510 📉 test.xml 📙 TRANSLATE 🗌	0% 75	Chuck Norris 11.01.10
ENG-DAN   11.01.10 14:15   0%	509 📉 <u>testSettings.xml</u>	0% 0	Chuck Norris 11.01.10
The Ford Mustang.doc ENG-RUS   11.01.10 14:12   0%	508 🔀 test.xml	<b>0%</b> 12	Chuck Norris 11.01.10
ENG-ROS   11.01.10 14:12   0%	507 🔀 test.xml	<b>0%</b> 75	Chuck Norris 11.01.10
	506 🟋 <u>Tr Robin 58220oversattningFinska sv-SE(Fin)(t)</u> 📙 <u>TRANSLATE</u> 🦲	<b>0%</b> 5511	Chuck Norris 11.01.10
	505 🔀 test.txt	0% 4	Chuck Norris 11.01.10
	504 🔀 Spell check button.doc 📄 TRANSLATE 🗌	<b>0%</b> 50	Chuck Norris 11.01.10
Cliu remove the	K to Click to download the current results of documer	open the nt in the	

Figure 4: AGITO Translate Documents view

"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".
- $\rightarrow$  To download the original document, click the document title.
- $\rightarrow$  To delete a document, click X.
- → 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 Docur
---------------------

	AGITO Translate • Chuck Norris
Language wire Translate AGITO	Add project
MY RECENT DOCUMENTS	HOME > TEST BY ANTON > ADD DOCUMENT
The Ford Mustang.doc ENG-DAN   22.01.10 16:11   100%	PROJECT LANGUAGE PAIR
test.txt ENG-DAN   22.01.10 16:11   0%	English - Russian
0433d TA.doc ENG-DAN   22.01.10 16:09   93%	CHOOSE DOCUMENT
Save button.doc ENG-DAN   22.01.10 15:45   75%	Only .XML, .TTX, .TXT and .DOC is now supported
0433d TA.doc ENG-DAN   22.01.10 15:42   2%	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.

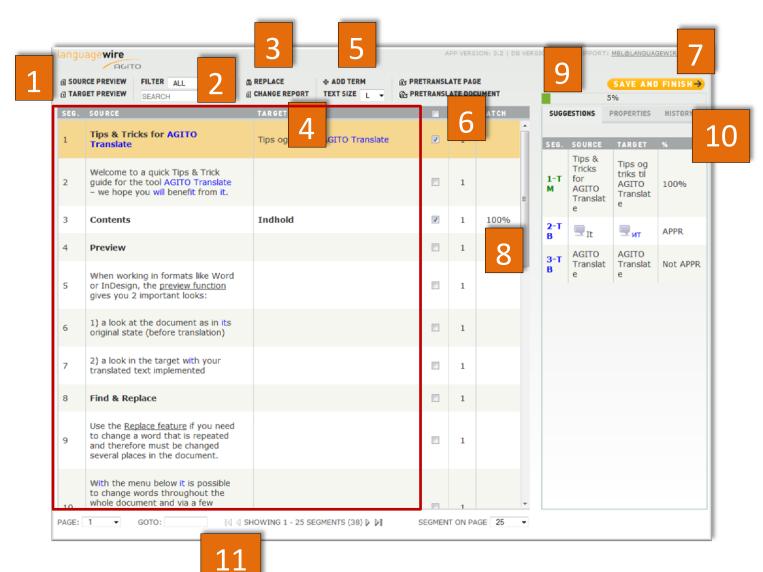
### Figure 5a: Add xml settings

HOME > TEST BY ANTON > ADD DOCUMENT
PROJECT LANGUAGE PAIR English - Russian CHOOSE DOCUMENT
C:\Documents and Settings\vch\Desktop\lngo\ltemDescription.xml Browse Deby YML_TTYTYDOC is now supported Add xml settings Add Document

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:

- a. Finished segments
- b. Unfinished segments
- c. 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.

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#### 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

- $\rightarrow$  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.).
- $\rightarrow$  History: View the history of a selected segment.

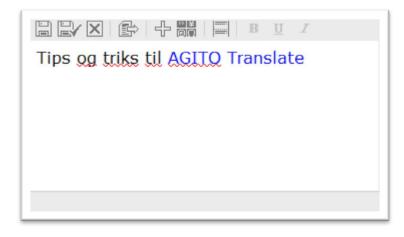
#### 11. Page navigation

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  $\checkmark$   $\blacktriangleright$   $\bowtie$ . 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 <u>must not be</u> removed, otherwise this may destroy the document's formatting.

## 6.2. Locking segments and progress indication

After you have locked a segment (I) 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:

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

#### Figure 8: Locking segments and progress indication

PAGE	ENT			12		SAVE A	NUTIN		
DOCOM	ENT			2%					
	۷.	MATCH	>	SUGG	ESTIONS	PROPERTIES	HISTORY		
	1			SEG.	SOURCE	TARGET	%		
	1			1-T M	Tips & Tricks for AGITO Translat	Tips og or triks til AGITO	100		
<b>V</b>	1	100%	E	2-Т В	<b>T</b> It	п	APP		
	1			3-Т В	AGITO	AGITO te Translate	Not		

## 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.

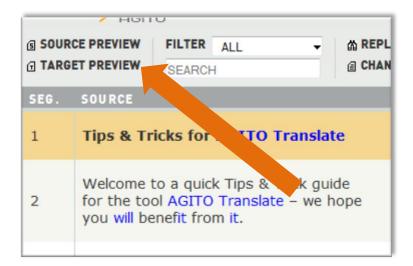
#### Figure 9: The list of available suggestions

	2%							
SUGGEST	ONS	PROPERTIES	HISTORY					
SEG.	SOU	RCE	TARGET	%				
1-TM	Tips & Tricks		Tips og triks til AGITO Translate	100%				
2-ТВ	2-TB GITO		Ти	APPR				
З-ТВ			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

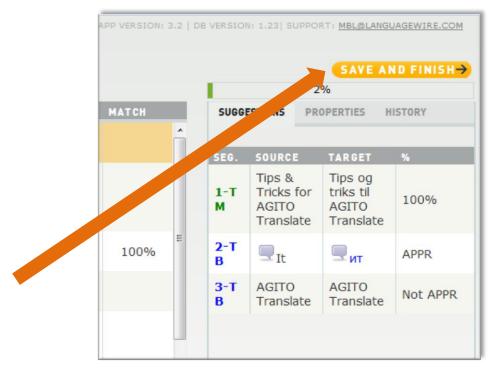


## 6.5. Finish

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.

s SOUR	AGIT CE PREVIEW ET PREVIEW	FILTER ALL SEARCH	•	的 REPLA	CE & ADD TERM	द्ध PRETRANSLATE P द्धि PRETRANSLATE D		APP VERSION:	3.2
SEG.	SOURCE				TARGET		۷.	MATCH	
1	Tips & Tr	icks for AGITO	Translat	e	Tips og triks til AGITO Tra	nslate	1		Î
2	for the too	to a quick Tips & ol AGITO Transla enefit from it.					1		
3	Contents				Indhold		1	100%	E
4	Preview						1		
-		king in formats I							

#### Figure 15: The Add new term window

Add new term
Source language term Use? Use •
Target language term Use? Use ▼
Add more
AGITO Translate Use  AGITO Translate Use
CANCEL→ SAVE→
1

## 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.

	E 1								
	Find and replace text	Ĭ							
lhold	Note, replacement will apply to the whole document.								
	Find what:								
1	Replace with:								
	Apply to finished segments								
1	Find and replace symbols within words. Applicable for languages like Chinese								
	CANCEL> REPLACE ALL >								
	1								

#### 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.
- $\rightarrow$  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							
LANGUAG	E: 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 <del>123</del>			
	2	mbl	10/08/2012 15:37:55	Tips og triks til AGITO T 123	ranslate		
3	2	mbl	10/08/2012 15:38:18	<mark>Indhold</mark> indeholder føl indhold	gende		

## 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 <a href="https://addons.mozilla.org/en-US/firefox/browse/type:3">https://addons.mozilla.org/en-US/firefox/browse/type:3</a>
- → Click Install Dictionary next to the language you need
- $\rightarrow$  Follow the instructions

-ons f	or Kall F			
		Firefox		
Categories		ksearch for add-ons	within all add-ons	
				Advanced
Dictionaries & I	language Packs			
Language		Dictionary		Language Pack
Afrikaans	Afrikaans	Install Dictionary (588 KB)		Install Language Pack (118 KB)
Akan	Akan	Install Dictionary (56 KB)		
Albanian	Shqip	Install Dictionary (580 KB)		
Arabic	عزيني	Install Dictionary (303 KB)		
Basque	Euskara	Install Dictionary (620 KB)		
Belarusian	Беларуская	Install Dictionary (3843 KB)		
		Install Dictionary (3860 KB) (Classic Spelling)		
Bulgarian	Български	Install Dictionary (255 KB)		

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

	indehold	er følg	ende indhol	d			2		
		B					1		
e ew nt	indehold indhold	inl ha	hold nothold ndhold	1			1		
; in		Fg	o <mark>lding</mark> ý til ordbog ortryd				1		
our			ip ppier dsæt				1		
		<u>S</u> le M	et <u>a</u> rker alt				1		
ou is t be		Sp	Stavekontrol Sprog		Engel Dansl				
5			spicer cierrent		Tilføj <u>o</u> rdbøger				-

# 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: <u>http://www.howtogeek.com/76223/add-spell-checking-to-internet-explorer-9/</u>