language**wire**

Smart Editor Quick Guide
– Translation and Post-Editing

**Smart Editor is an online CAT tool
from LanguageWire.**

Translating and post-editing in Smart Editor

When you work in Smart Editor, you have integrated access to TMs, TBs, relevant MT engines and built-in QA tools – and you can see a context preview for supported formats.
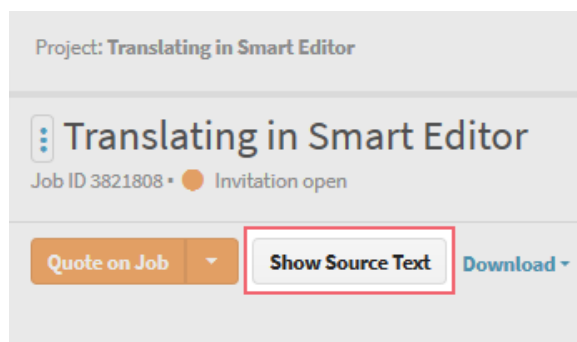
This means that you'll be able to work faster and smarter, getting more work done in less time.

Since everything happens online, your work is saved continuously, so you can close the browser and come back to your work later. As long as you're online and have a stable connection, your work will be saved once you click one of the save options.
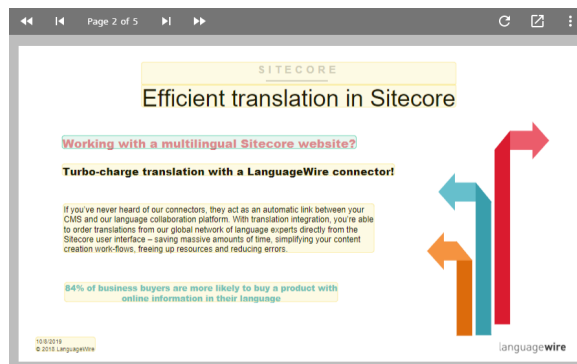
Choice of browser:
Smart Editor is optimised for Google Chrome, which we therefore recommend for optimal experience.

Getting started

1. To access Smart Editor, you first have to accept the job in the platform.

   Click **Show Source Text** on the job page to see the source text before accepting the job.
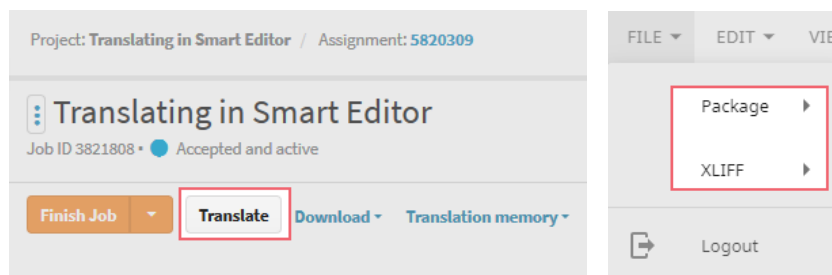
   Project: **Translating in Smart Editor**

   ⋮ **Translating in Smart Editor**
   Job ID 3821808 · ⬤ Invitation open

   [Quote on Job ▾] [**Show Source Text**] [Download ▾]

2. For supported formats, you can see an in-context preview of the source text.

   SITECORE
   Efficient translation in Sitecore

   Working with a multilingual Sitecore website?

   Turbo-charge translation with a LanguageWire connector!

   If you've never heard of our connectors, they act as an automatic link between your CMS and our language collaboration platform. With translation integration, you're able to order translations from our global network of language experts directly from the Sitecore user interface – saving massive amounts of time, simplifying your content creation work-flows, freeing up resources and reducing errors.

   84% of business buyers are more likely to buy a product with online information in their language

   language**wire**

3. After accepting the job, you can begin translating in Smart Editor.

   When enabled by the project manager, you can also download an SDL Trados project package or an XLIFF export to work offline.

   Project: **Translating in Smart Editor** / Assignment: **5820309**

   ⋮ **Translating in Smart Editor**
   Job ID 3821808 · ⬤ Accepted and active

   [Finish Job ▾] [**Translate**] Download ▾   Translation memory ▾

   FILE ▾   EDIT ▾   VIEW

   Package   ▶
   XLIFF   ▶
   ⬌ Logout

4 A context preview window is displayed for supported formats, so it's easy to translate in context.

When you click a segment in the layout, it automatically jumps to the corresponding segment in the edit window, and vice versa.
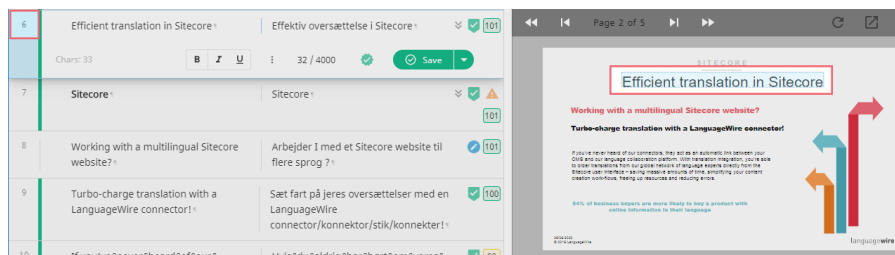
**5** For supported formats, you can export the source and target file for reference under **File -> Document export**
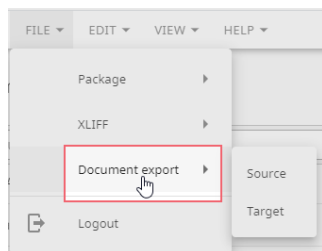
6 When you receive a job, the document is already pre-translated.

You can refresh the pre-translation during a job, which can be useful e.g. when working on large documents.

When you click "Pre-translate", Smart Editor applies the following logic:

- Only untouched empty segments, with "Initial" status, are included in pre-translation
  - Only 95-101% TM matches are used
  - If a 100% or 101% TM match is found, the segment's status changes to "Confirmed".
  - If no TM match qualified, the target segment remains empty
- When working on post-editing jobs, unconfirmed MT suggestions are replaced with 95-101% TM matches
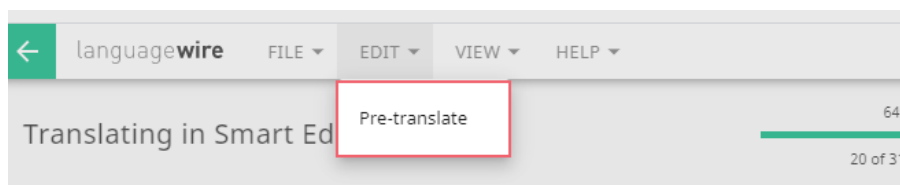
On post-editing jobs, 75-100% bands populate with TM matches. The 50-74% band and No matches are populated with MT-output..

Auto-propagate
Auto-propagate is active for untouched segments, with "Initial" status, on translation and post-editing jobs.

Pre-translation baseline
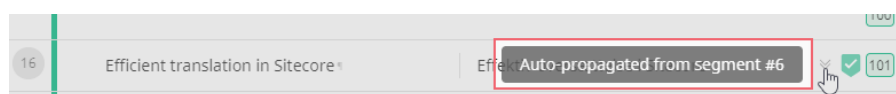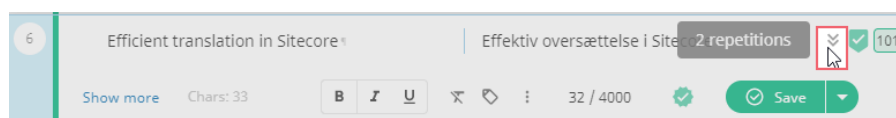*You can see the pre-translation baseline for each segment.*

7 Repetitions are also pre-translated, but not auto-confirmed. You can identify a repetition and its children by the bold double arrows.
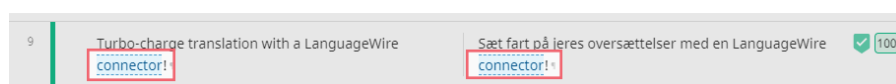
Changes to a repetition are auto-propagated to all un-confirmed children.

8 Translate each segment, either from scratch or by using matches from the TM, or from MT suggestions when available.
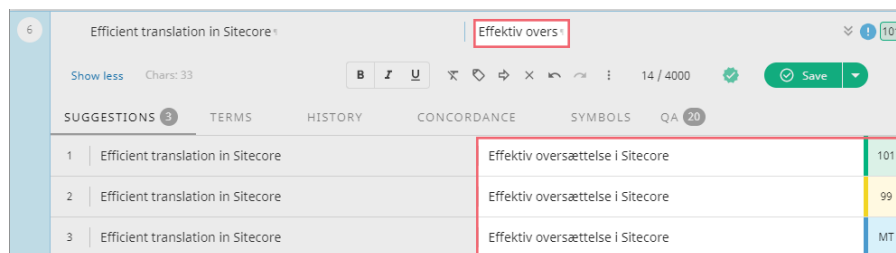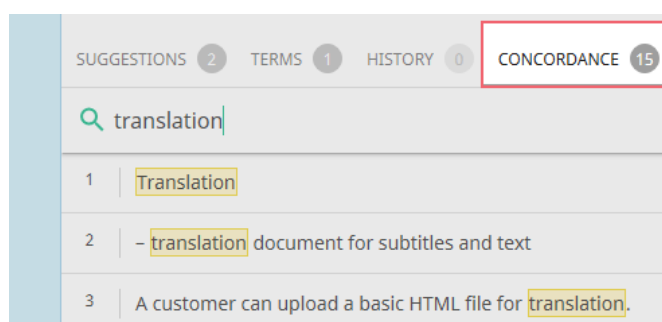

Make sure you use the approved terminology – this is highlighted for you.
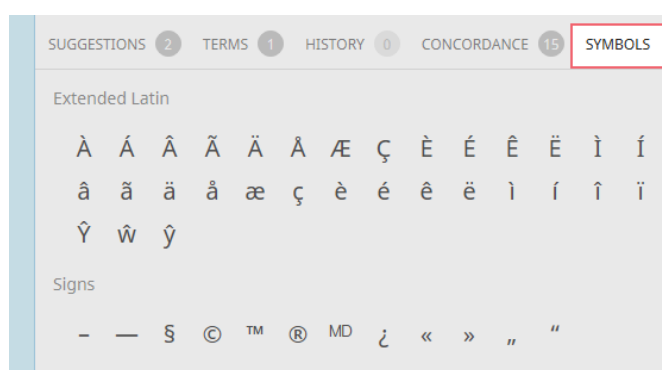

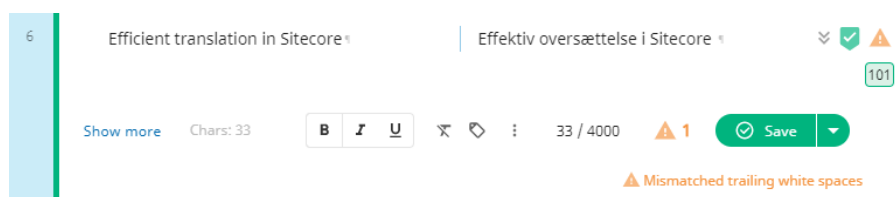You can use the concordance function to verify the source context for previous texts for the customer.

A concordance search also comes in handy when searching for terminology not included in the Termbase.
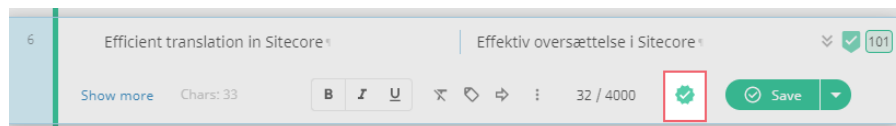

You can insert symbols from the Symbols tab.

9 Smart Editor displays segment-based warnings, making it easy for you to resolve issues before saving a segment.

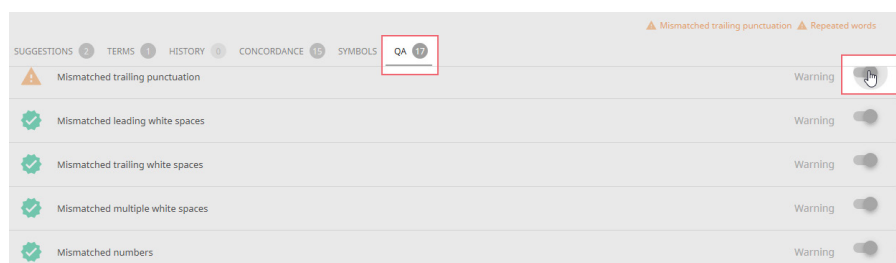After resolving any issues, an OK symbol appears.

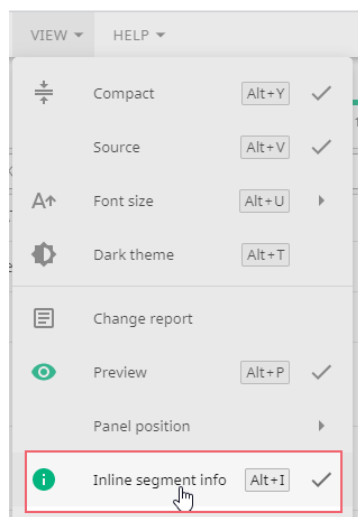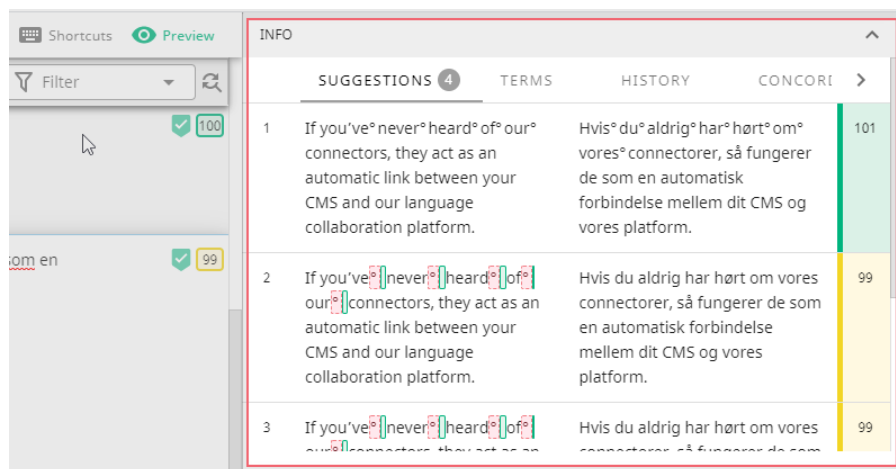You can also use the QA Summary to locate and correct any final issues.

Use the QA options to turn specific warnings on and off.

The QA settings apply to the entire document.

You can choose whether you want to see segment info and QA details inline for each segment or as a separate panel. Toggle your choice under **View -> Inline segment info**

10 Tags are numbered. If you need to reposition tags, first delete the relevant tag. Then place the cursor where you want the tag to appear and press **F8** to insert it.

For supported formats, you can change the order of the tags if it's relevant for your language. Simply cut and paste the tags.

More options are available from the context menu.
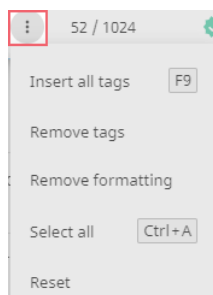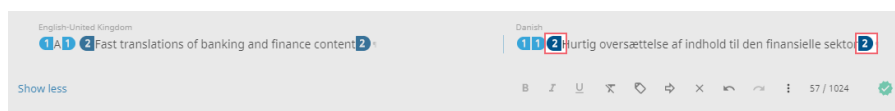
11 Look out for non-breaking spaces. These are indicated with a small raised circle and should be retained in the target segment to reflect the source.

To insert the symbol, simply use ctrl+shift+space.
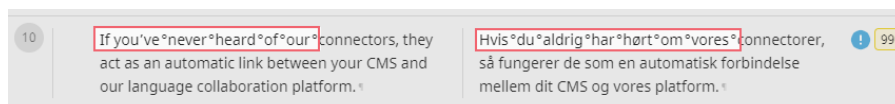
12 Use Chrome's built-in spell checker to spell check each segment as you work.

Right-click in an empty spot in a target segment and select "Spell check" for your target language. If your target language isn't shown, you can add it via "Language settings".

Compliance
Select "Use basic spell check" to ensure that no data is sent to Google servers. This is a mandatory requirement to ensure compliance with LanguageWire's confidentiality agreement.
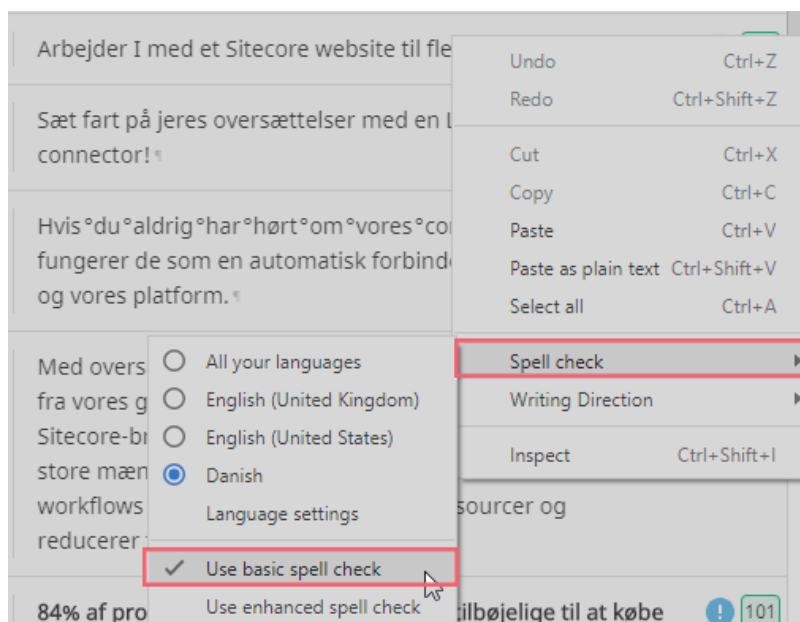
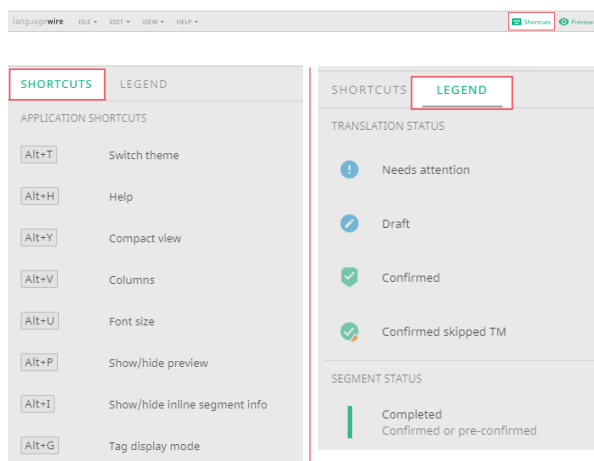**13** When you've finished translating a segment, save the segment.

We recommend only using the "Save" option once your translation is final as the segment is saved to the TM.

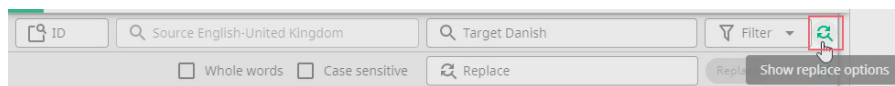When you use the options "Save without TM" and "Save as draft", your changes are only saved to the document.

	Save	Ctrl+Enter
	Save without TM	Alt+Enter
	Save as draft	Shift+Enter
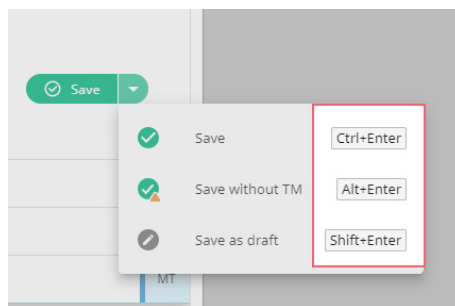
14 We recommend using the shortcuts as much as possible. You can find an overview of keyboard shortcuts and a legend under **Shortcuts**.

There are many more entries than those shown in the screenshots.

SHORTCUTS   LEGEND

APPLICATION SHORTCUTS

Alt+T	Switch theme
Alt+H	Help
Alt+Y	Compact view
Alt+V	Columns
Alt+U	Font size
Alt+P	Show/hide preview
Alt+I	Show/hide inline segment info
Alt+G	Tag display mode

SHORTCUTS   LEGEND

TRANSLATION STATUS

- Needs attention
- Draft
- Confirmed
- Confirmed skipped TM

SEGMENT STATUS

- Completed
  Confirmed or pre-confirmed

15 If you need to search for a word or perform a search & replace action, that's available to you as well.

You can access the Search fields at the top of the page. To access the Replace option, click the Icon to the right.

ID   Source English-United Kingdom   Target Danish   Filter

Whole words   Case sensitive   Replace   Show replace options

16 You can update the preview to instantly see your edits for supported formats – just click the refresh button.
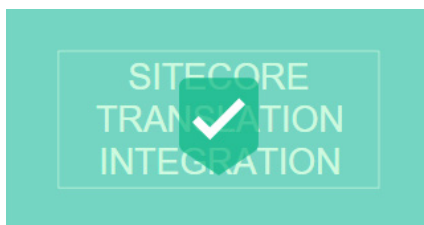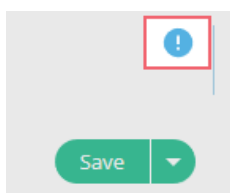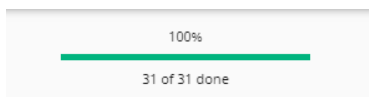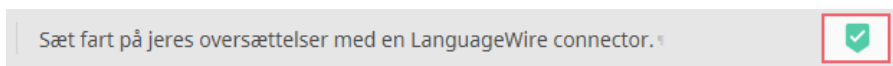
PREVIEW

Page 2 of 5

17 Each time you save a segment using the "Save" or "Save without TM" option, the segment is ticked as confirmed and your progress goes up a notch.

Sæt fart på jeres oversættelser med en LanguageWire connector.

Make sure you go through all segments on all pages to reach 100% completion.

100%

31 of 31 done

Refer to the blue circle to spot any segments that still require attention from you.

Save

Each page that you've confirmed is shown with a large check mark.

SITECORE TRANSLATION INTEGRATION

18 Use the filters to display only segments with a specific status

77%

24 of 31 done

Translation job

Target Danish

Filter

INTEGRATION AF OVERSÆTTELSE I SITECORE

101

Velkommen til sitecore

Needs Attention, **Draft** and **Confirmed** are all dynamic filters. Each time you change the status of a segment, the filter will update

Translation job

Target Danish

INTEGRATION AF OVERSÆTTELSE I SITECORE

Velkommen til sitecore

All
Needs attention
Draft
Confirmed
Auto-approved
New content

Needs attention

Draft

Confirmed

Auto-approved and **New content** are static filters. They show the status the segments had when the job was started. If you change the status of a segment in the course of your work, it will still show up with its initial status in these filters
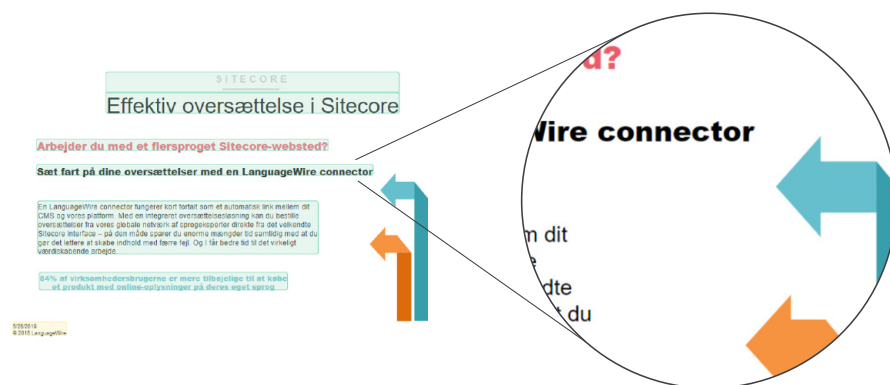
26/08/2020
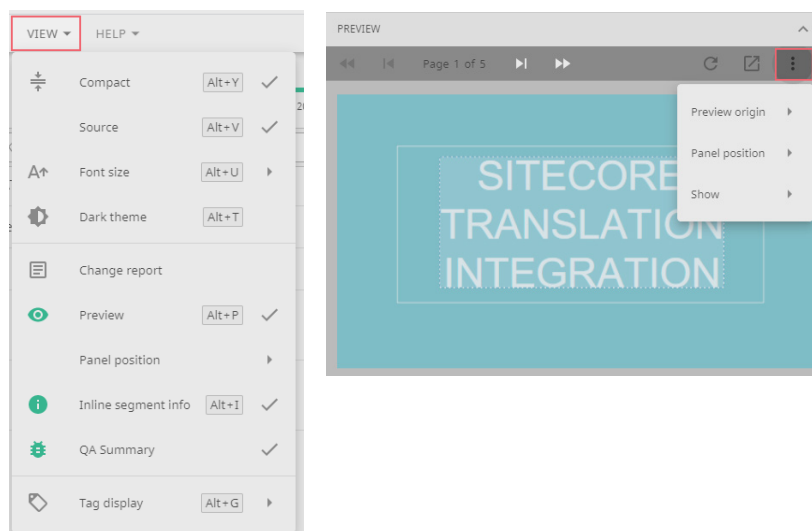
© 2019 LanguageWire
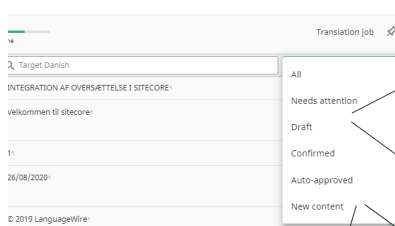
Auto-approved

New content

19 You can zoom in on the layout with your mouse wheel for better detail.

20 You can also change the way the page is displayed, or change the layout origin to either source or target preview.

You can see all display options under **View** and in the context menu in the context preview panel.
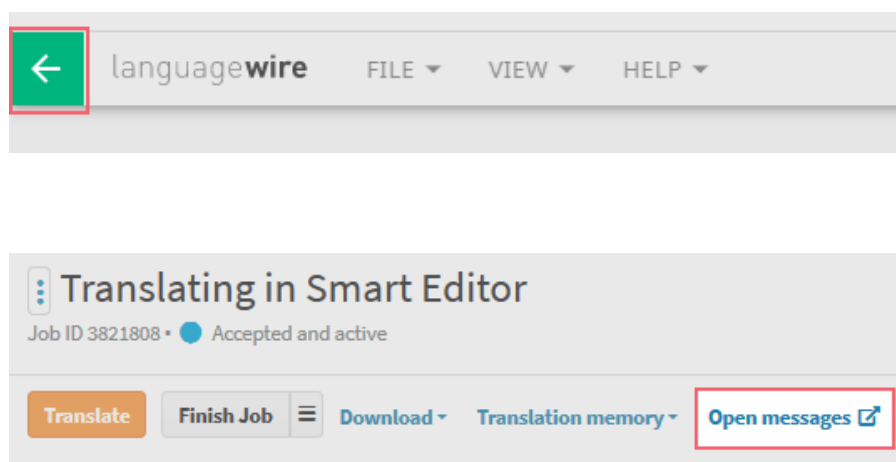
21 If during the translation you want to contact the project manager, another expert working on the project or the customer, go back to the platform to start a Message.
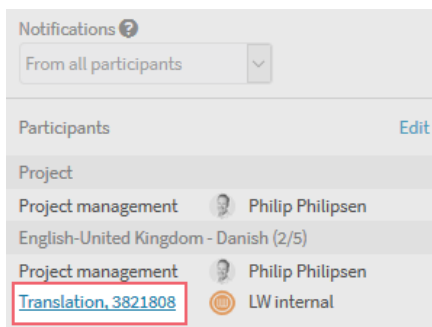
Simply click the green arrow on the Smart Editor page to go to the job page:

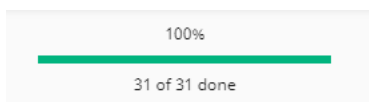You can come back to your work in Smart Editor anytime.

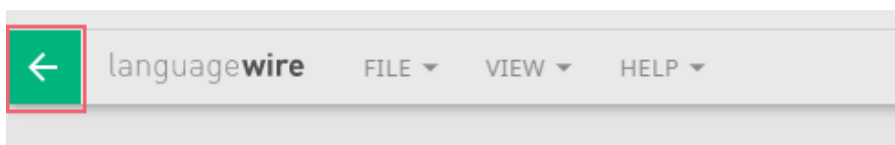Click **Open messages** to write a message.

Once you've finished messaging and are ready to go back to Smart Editor, simply click the job from the participants overview.
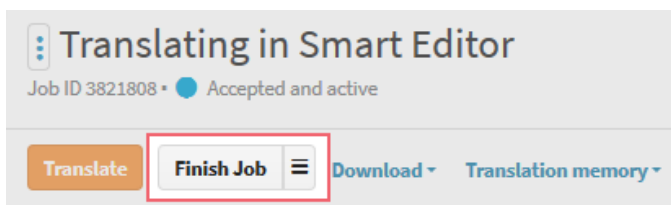
Notifications ❓
From all participants

Participants   Edit

Project
Project management   👤 Philip Philipsen
English-United Kingdom - Danish (2/5)
Project management   👤 Philip Philipsen
Translation, 3821808   ◎ LW internal

22 Once the progress bar displays 100%, you're ready to finish the job.

100%

31 of 31 done

Simply click the the green arrow at the top of the Smart Editor page:

← language**wire**   FILE ▾   VIEW ▾   HELP ▾

Back on the job page, simply click **Finish Job** as usual.

⋮ Translating in Smart Editor
Job ID 3821808 · ⬤ Accepted and active

Translate   Finish Job ☰   Download ▾   Translation memory ▾

If you want to leave a delivery note, you can do so at this step.

Delivery notes are visible to the next person in the workflow, and this may be a customer or validator, so make sure you use a professional tone.

Finish Job   ✕

Comment
I did my creative best with the headers. @Reviser, let me know what you think.

Please note that during automated file verification, the system has highlighted the following:
Translation progress is 12% which is < 100%
Are you sure you want to finish this job anyway?
By finishing this job you confirm that it is ready for delivery. Are you sure you want to proceed?

I confirm that I have:
1. applied spell checking
2. proofread my translation against the source and checked for omissions

I Confirm

Cancel   Finish Job

If you need to, you can always come back to view both the source text and the translated text by clicking **Show Source Text** and **Show Translations** respectively. However, once you've finished the job as described, you can no longer edit the text.

⋮ Translating in Smart Editor
Job ID 3821808 · ⬤ Delivery completed

Show Source Text   Show Translations   Download ▾
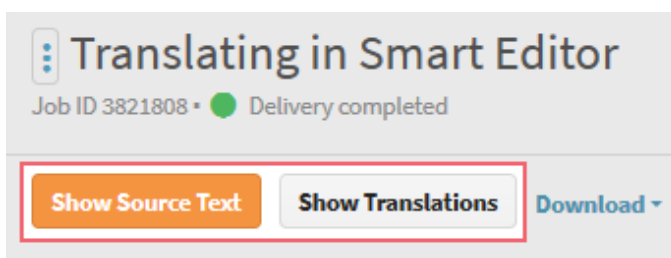
That's it. You've now created some great content using Smart Editor from LanguageWire.

language**wire**