

# Smart Editor Quick Guide – Validation



**Smart Editor is an online tool for validating translations from LanguageWire.**

# Validating in Smart Editor

You'll be working in the same tool as LanguageWire's language experts and be able to see a context preview for supported formats.

## Choice of browser:

Smart Editor is optimised for Google Chrome, so we recommend using that for the optimal validation experience.

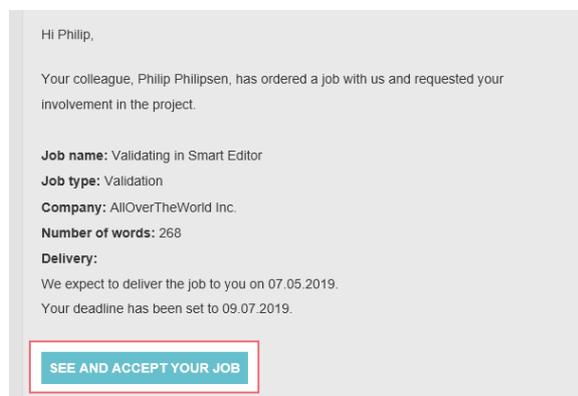
This means that not only are your edits saved for future use by the translator, your company's terminology is also highlighted as you work.

Since everything happens online, your work is saved continuously, so you can even close the browser and come back to the validation later. As long as you're online and have a stable connection, your work will be saved once you click **Save**.

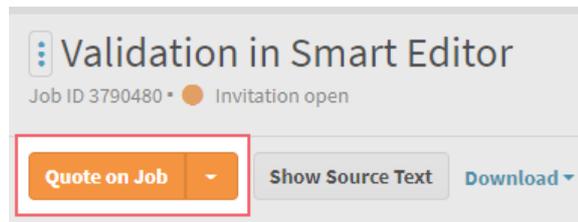
## Getting started

- 1 To access the translation, you first have to accept the validation job in the platform.

Click on the **link** in the email invitation you received to go straight to the job page.



- 2 Click **Quote on Job** to verify the job details:



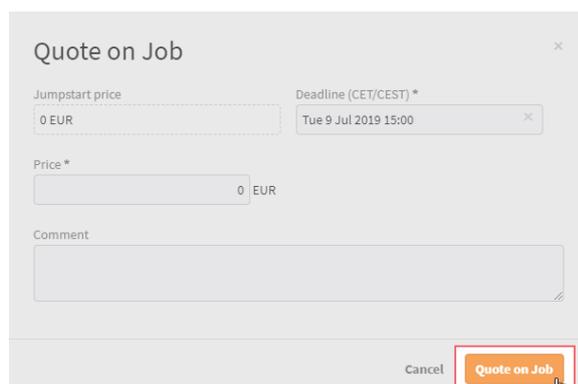
Make a note of when the translation will be ready – this is stated on the job page.

Work files ready, estimated (CET/CEST)

**Tue 2 Jul 2019 10:00**

- 3 Finally, confirm your availability for the job.

Remember to observe the deadline indicated as this has been set by your colleague who ordered the translation.



- 4 As soon as the translation is ready, you'll receive an email notification.

If you don't confirm the validation job, you won't receive the email notification when the translation is ready.



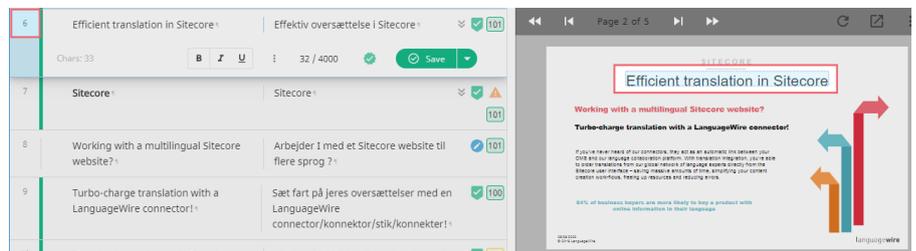
- 5 Once the translation is ready, simply click **Validate** to open the translation in Smart Editor.



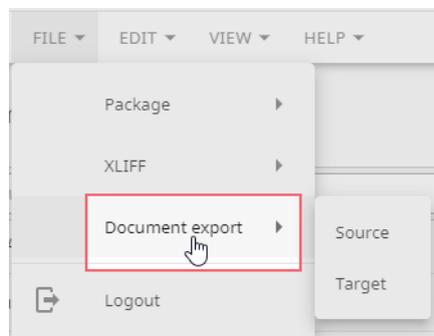
## Validating

Now you're ready to validate.

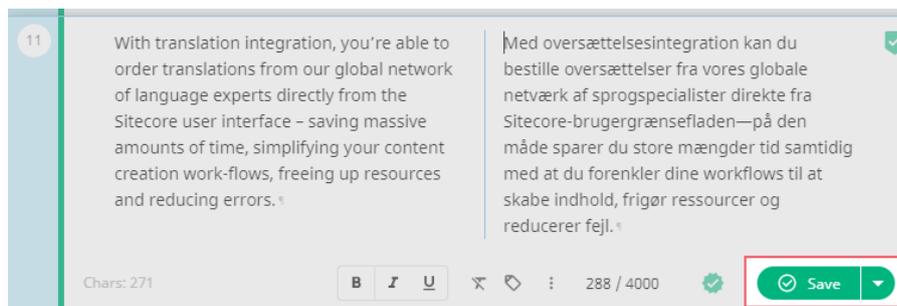
- 1 You can see a preview for supported formats, so it's easy to validate in context. When you click a segment (text box) in the layout, it automatically jumps to the corresponding section in the edit window, and vice versa.



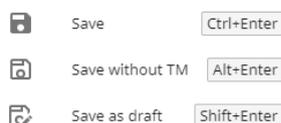
- 2 For supported formats, you can export the source or target file for reference. All changes should still be made directly in Smart Editor.



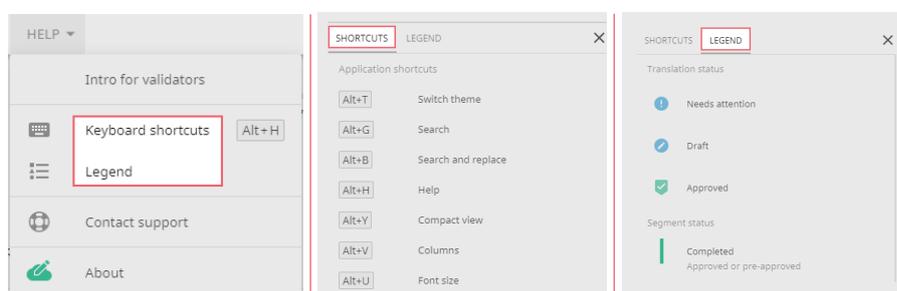
- 3 Validate each segment (text box) and approve it by clicking **Save**, or use a shortcut for save options. This changes the status of the segment to "Approved".



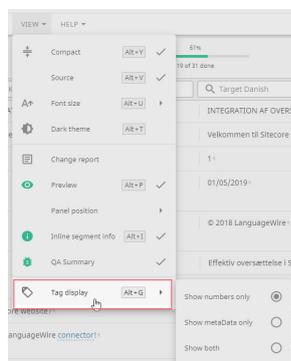
We recommend using the shortcuts as much as possible.



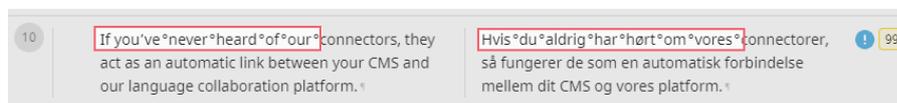
You can find an overview of keyboard shortcuts and a legend under Help.



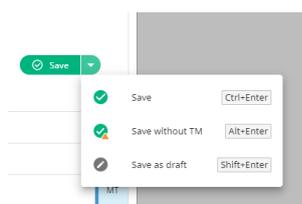
- 4 Some documents contain tags. These protect formatting or act as placeholders. You can change how tags appear in the text under **View**. Tags are important, so you have to retain them in the text.



You may also see spaces indicated by the non-breaking spaces symbol. It is important that you retain non-breaking spaces.



- 5 Smart Editor saves your edits to the document and also for future use by the translator, unless you select the **Save without TM** option.



You can also access your company terminology, which is displayed visually for easy adherence.



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



The Search fields are available at the top of the page. To access the Replace option, click the Icon to the right.

- 7 You can update the preview to instantly see your edit for supported formats – just click the refresh button.



- 8 Each time you click save, the segment is ticked and your validation progress goes up a notch – you can verify this at the top of the edit page.

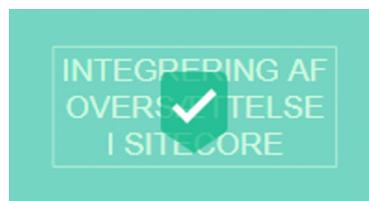


*Make sure you go through all segments on all pages to reach 100% completion.*

- 9 Refer to the green check mark circle to spot any segments that still require approval from you.



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

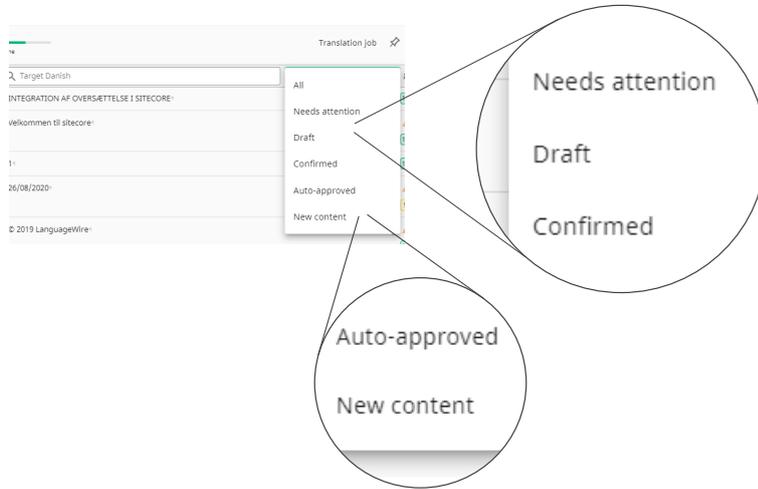


- 10 Use the filters to display only segments with a specific status

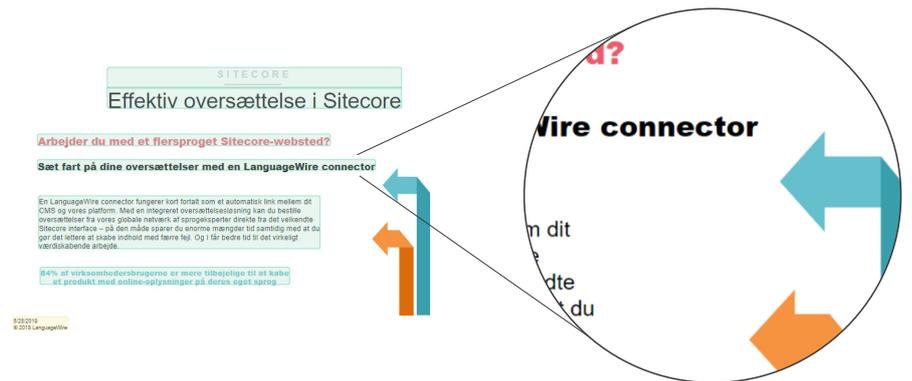


**Needs Attention, Draft** and **Confirmed** are all dynamic filters. Each time you change the status of a segment, the filter will update

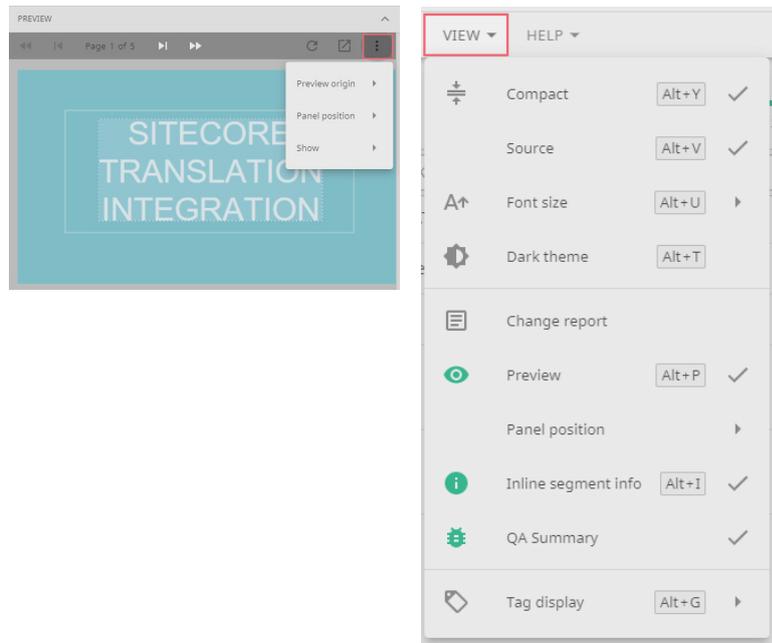
**Auto-approved** and **New content** are static filters. They show the status the segments had when the job was started. If you change the status of a segment in the course of your work, it will still show up with its initial status in these filters



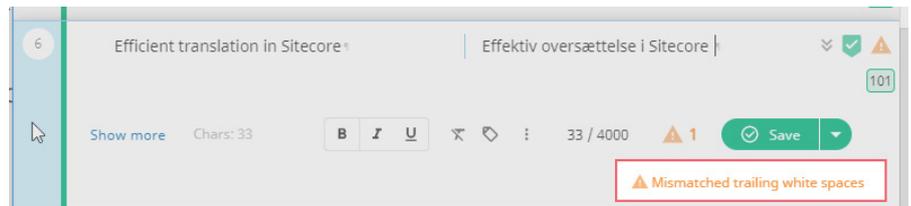
- 11 You can zoom in on the layout with your mouse wheel for better detail.



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



- 13 Use the built-in QA function to verify potential issues.



You can also use the QA Summary to locate and correct any issues before your delivery.



- 14 Once you've sorted an issue, an OK symbol appears.

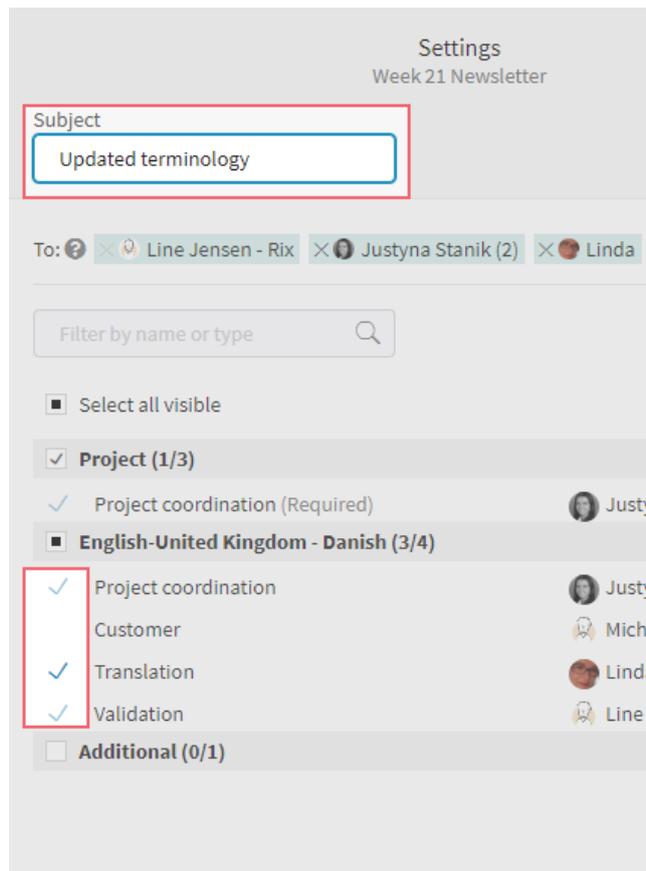
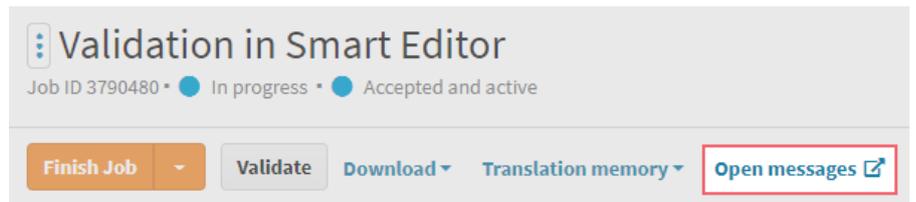
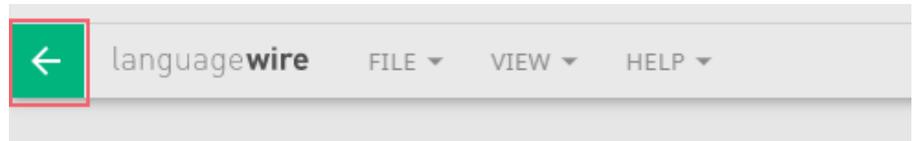


- 15 If during the validation you want to communicate with the language expert team or your colleague who ordered the translation, go back to the platform to start a Message.

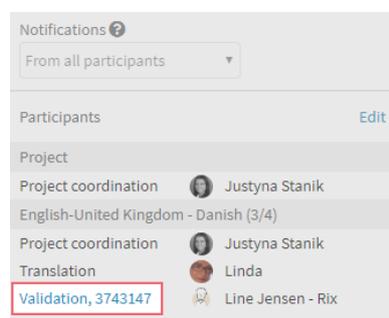
Simply click the green arrow at the top of the Smart Editor page to go the job page:

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

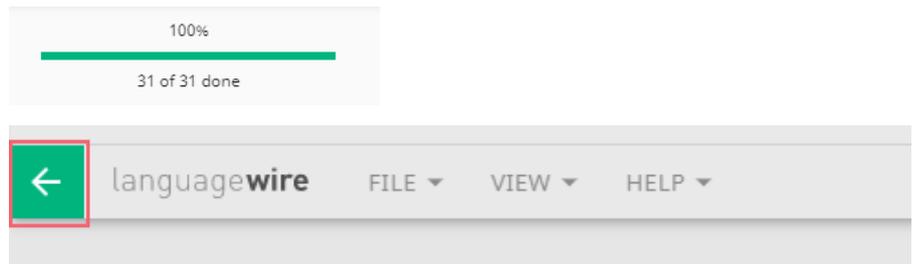
Click **Open messages** to write a message.



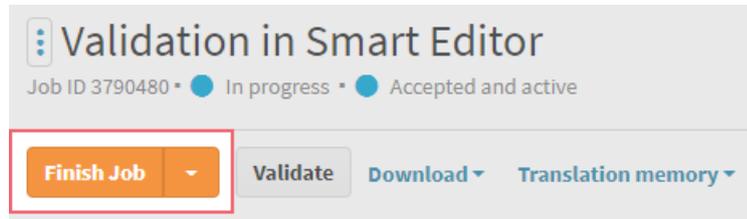
Once you've finished your communication in Messages and are ready to go back to Smart Editor, simply click the job from the participants overview.



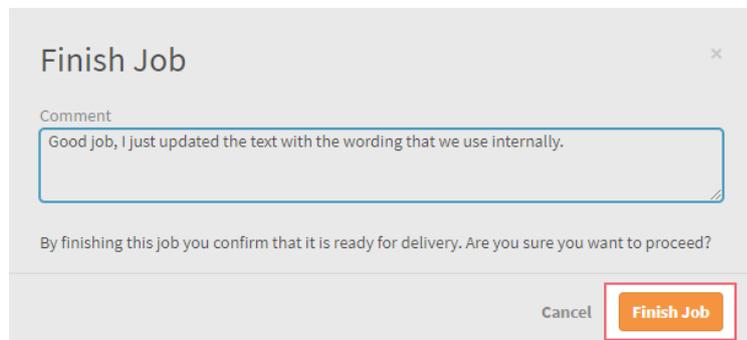
16 Once you've completed your validation and the progress bar displays 100%, you're ready to finish the validation job. Simply click the green arrow at the top of the Smart Editor page.



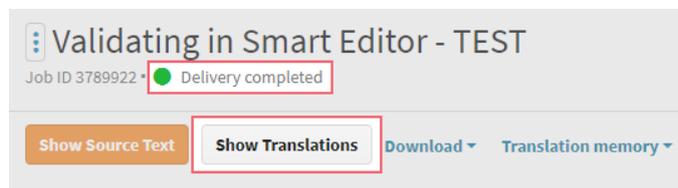
Back on the job page, simply click **Finish Job**.



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



When you click **Finish Job**, it automatically signals to LanguageWire that you've completed your validation and that we can proceed to the next step.



Without this confirmation from you, the delivery to your colleagues may be delayed.

If you need to, you can always come back to view the validated text by clicking **Show Translation**.

However, once you've finished the job as described, you can no longer edit the text.

**That's it. You've now helped your colleagues create a more impactful translation.**

**Thanks a lot for your help.**

