



Better Translation Technology

Getting Started  
for  
XTM Cloud Enterprise

Getting Started for XTM Cloud Enterprise.

Published by XTM International Ltd.

© Copyright XTM International Ltd. All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, including photocopying, without prior written consent of XTM International Ltd.

Updated December 2017



XTM-International Ltd, PO Box 2167, Gerrards Cross, SL9 8XF, UK  
Tel.: +44 (0)1753 480479 email: [sales@xtm-intl.com](mailto:sales@xtm-intl.com) <http://www.xtm-intl.com>

## Table of Contents

---

<b>Table of Contents .....</b>	<b>3</b>
<b>Introduction.....</b>	<b>4</b>
<b>Step 1 – Logging in for the first time .....</b>	<b>5</b>
<b>Step 2 – Configuring XTM.....</b>	<b>8</b>
<b>Step 3 – Creating users.....</b>	<b>9</b>
<b>Step 4 – Adding customers.....</b>	<b>10</b>
<b>Step 5 – Importing a Translation Memory .....</b>	<b>11</b>
<b>Step 6 – Terminology .....</b>	<b>12</b>
<b>Step 7 – Creating projects .....</b>	<b>13</b>
<b>Step 8 – Checking metrics and progress of translation .....</b>	<b>15</b>
<b>Step 9 – Downloading the target file .....</b>	<b>16</b>

## Introduction

---

This introduction to XTM Cloud explains how to quickly get started with your work. XTM Cloud is a translation platform accessible through the Internet and does not require download nor installation on your PC. Getting started takes only a few minutes. You can use the platform immediately after you create an account with it. Create your account at <http://xtm-intl.com/> and follow the steps below.

XTM Cloud supports the latest versions of the following browsers:

Windows:

- Edge 12+
- Internet Explorer 11+
- Firefox 4+
- Chrome 24+

Mac OS:

- Safari 6+
- Firefox 4+
- Chrome 24+

Linux:

- Firefox 4+
- Chrome 24+

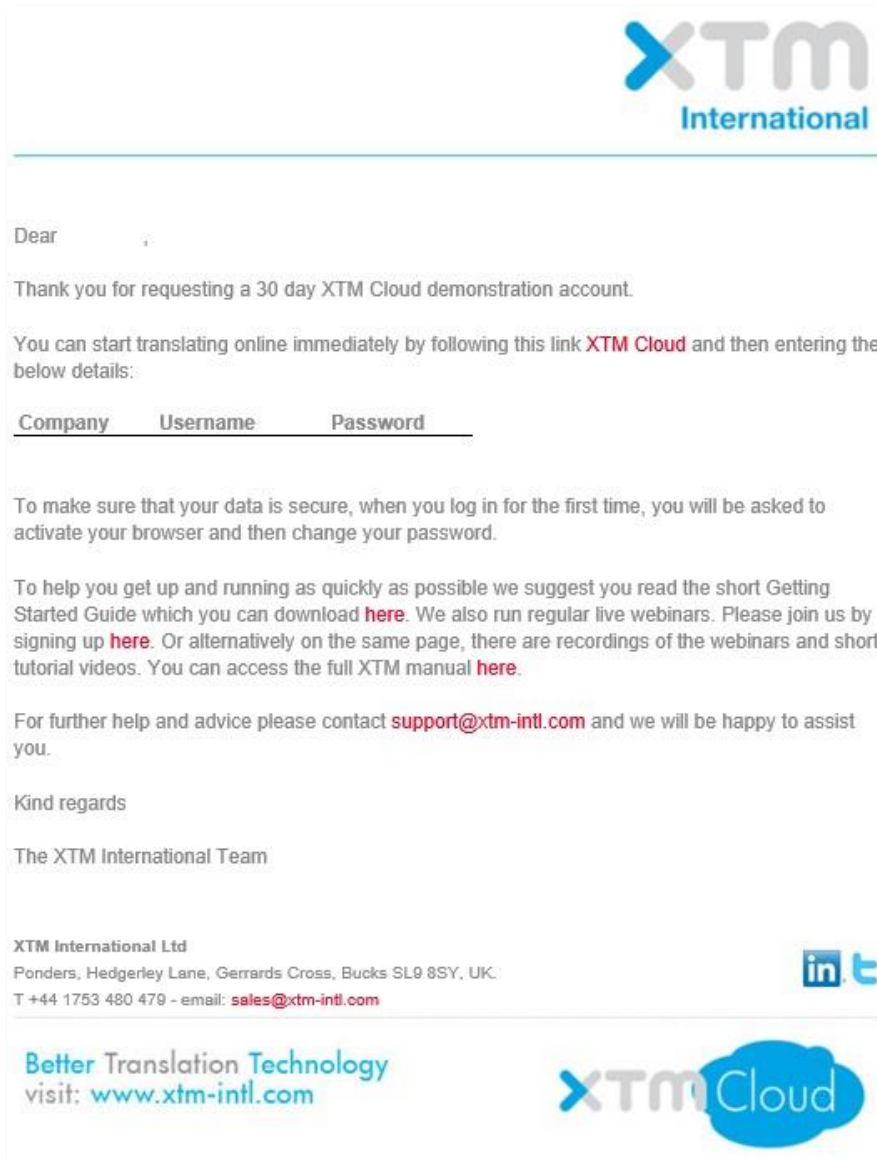
Tablets:

- Safari for iPad
- Android 6+

## Step 1 - Logging in for the first time

---

Create an XTM account at <https://xtm-intl.com/trial/#form>. You will receive an email with the log-in details. Click the red link [XTM Cloud](#) in the received message to go to the login page.



*Registration email with the user credentials*

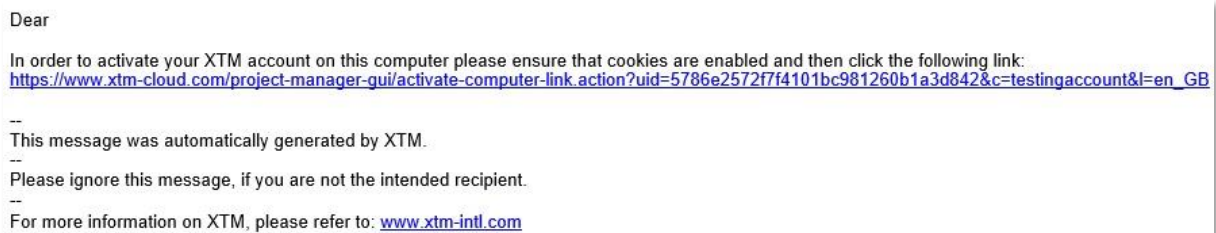
Log in to the website. You will be asked to activate your computer for security reasons. Click the “activate computer” link in the prompt.

## XTM Cloud – Getting Started



### *The Activate computer prompt*

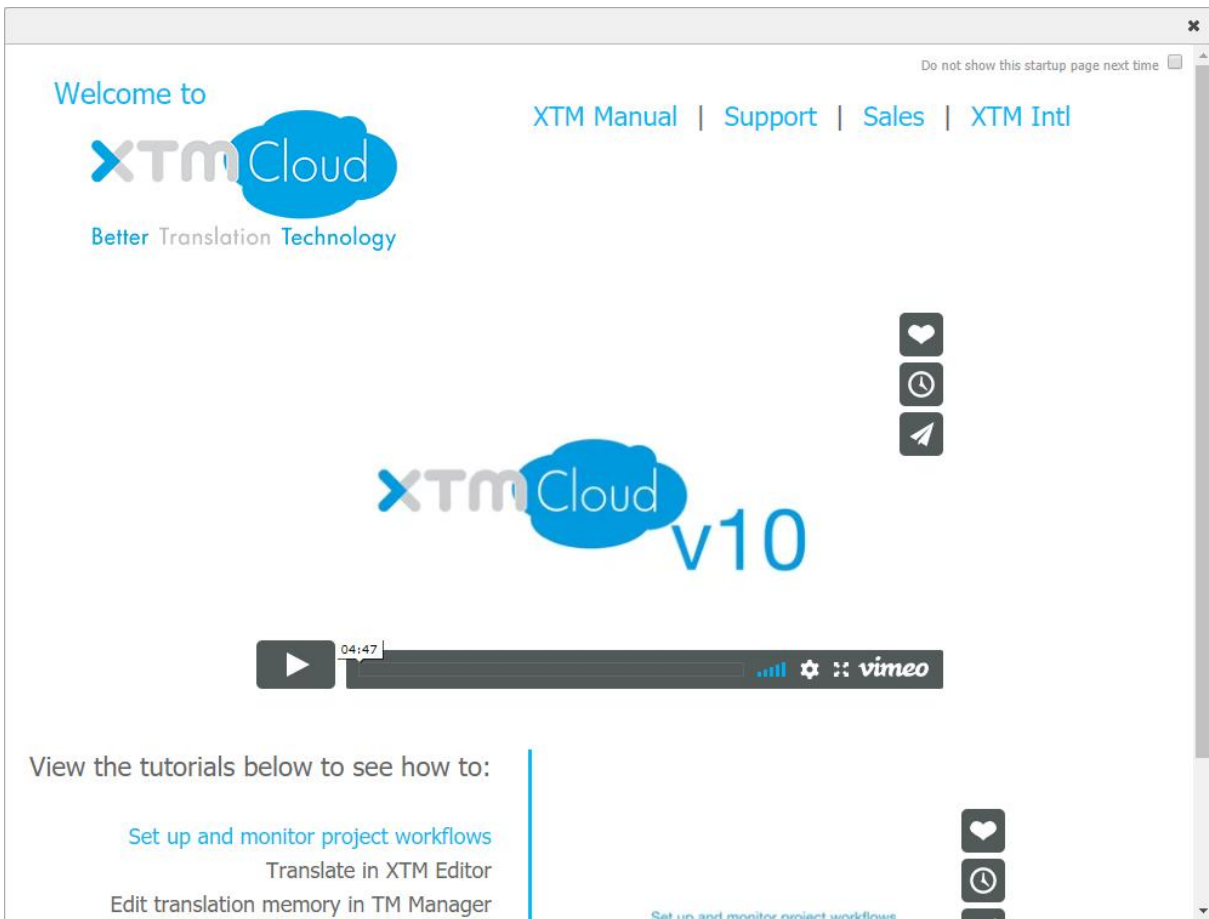
You will receive another e-mail with an activation link. Click the activation link in the e-mail. From now on you will be able to log in to XTM Cloud from your computer.



### *Email with the computer activation link*

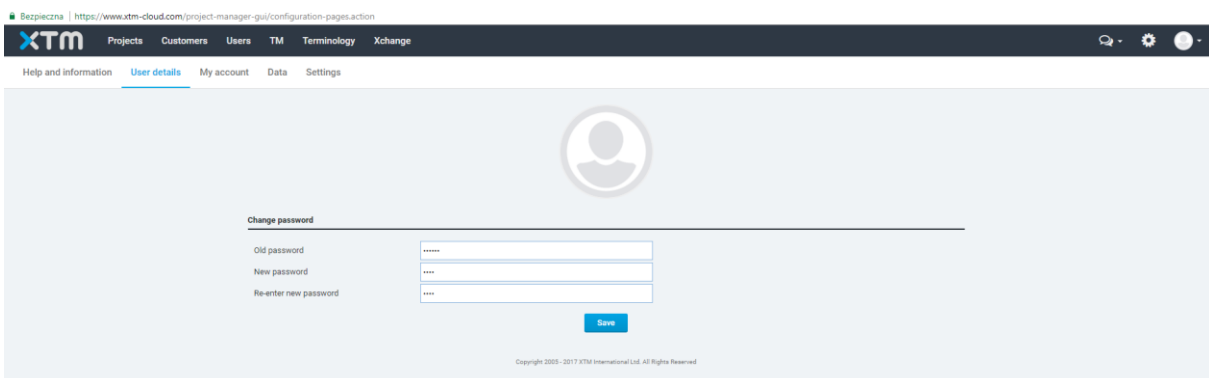
When you log in for the first time you will be presented with a welcome screen where you can find the basic information about XTM Cloud. You can check the box in the upper right corner of the screen to prevent the window from showing again.

## XTM Cloud – Getting Started



*Welcome screen to XTM Cloud*

Then you will be asked to change the password received in the e-mail.

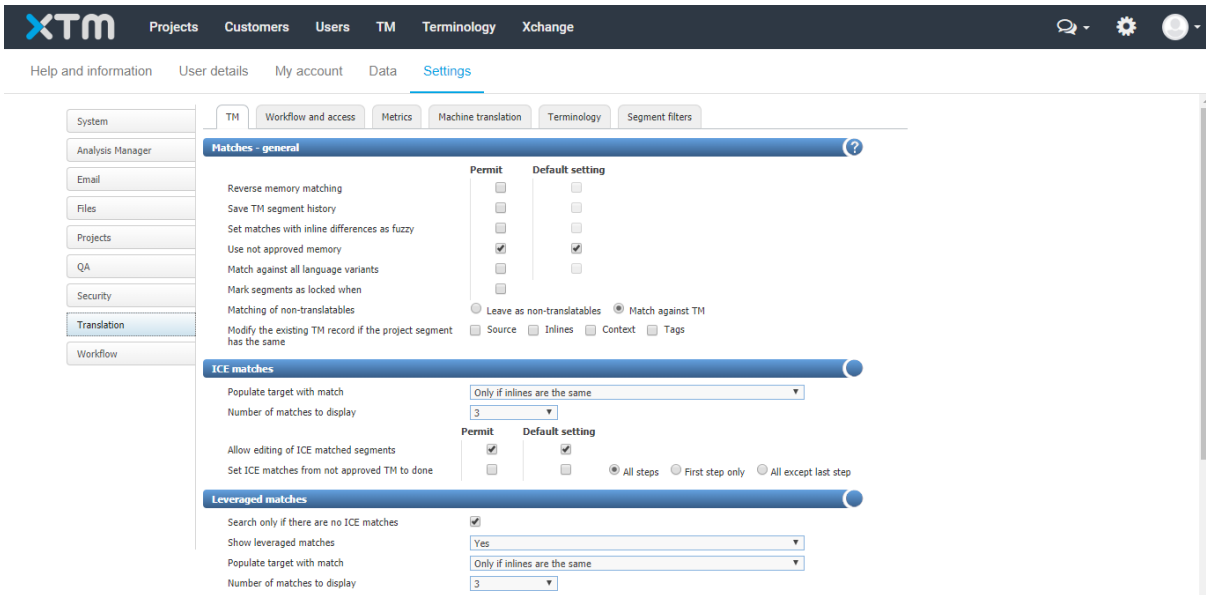


*Changing the password for the first time*

Change your password and continue to Step 2.

## Step 2 - Configuring XTM

Configure your account on the Configuration tab. Fill in User Details, pick your default source and target languages on the Data tab, then go to the Settings tab. There you can choose your TM and terminology options, enable Machine Translation, define privacy and security settings, customize segmentations rules, manage TM tags, penalty profiles and more.



*Configuration > Settings*



## Step 3 - Creating users

In XTM, users can have one of the following roles: Administrator, Project Manager, Linguist, PM – projects & customers, PM – project creator & viewer, Terminologist and TM Expert. Administrators and Project Managers can create new users and choose their roles but only Administrators can create new Administrators. On the other hand, only Linguists can be involved in Workflow steps such as Correct, LQA, Review and Translate.

Username	First name	Last name	Email	Roles	Workflow steps	Language combinations	Quality	Punctuality
Admin	Wojciech	Administrator	wtomaszewski@xtm-intl.com	Administrator Linguist Project Manager TM Expert Terminologist	Correct LQA Localization engineering ...	Arabic English (UK) English (UK) → (Spain) English (UK) Slovak ...	96%	100%
dbrack	Dean	Brack	wtomaszewski@xtm-intl.com	Linguist TM Expert Terminologist	Correct LQA Review ...	English (UK) Irish (Gaelic) English (UK) German →(Germany) German (Germany) Spanish (Spain) ...		100%
jcave	John	Cave	wtomaszewski@xtm-intl.com	Linguist	Correct LQA Review ...	English (UK) Spanish (Spain) English (UK) → Irish (Gaelic) English (UK) Japanese ...		
DeFount	Jacqueline	DeFount	wtomaszewski@xtm-intl.com	Linguist	Correct Review Translate	English (UK) German (Germany) English (UK) → French (France)		
jdoe	John	Doe	wtomaszewski@xtm-intl.com	Linguist	Correct LQA Review ...	English (UK) Spanish (Spain) English (UK) Japanese English (UK) → French (France) ...		

Users > User list

Click the Add user button to create a new user. Fill in the required fields. Depending on the role assigned to the user, different tabs will be added when you click the Save button. Navigate through the tabs and adjust the settings you need.

**Add user**

**General**

**General info**

Title: Choose...

\* First name:

\* Last name:

Job title:

\* Roles:
 

- Administrator
- Project Manager
- PM - projects & customers
- PM - project creator & viewer
- Terminologist
- TM Expert
- Linguist

\* Workflow steps:
 

- Correct
- Localization engineering
- LQA
- Review
- Translate

Automatically add all new steps of type:

\* Username:

\* Nickname:

Users > Add user

## Step 4 - Adding customers

Add customers on the Customers tab. Go to the Customer tab, click Add Customer, fill in the fields and click the Add button at the bottom of the screen.

The screenshot shows the 'Add Customer' form in the XTM Cloud interface. The top navigation bar includes 'Projects', 'Customers', 'Users', 'Tasks', 'Concordance', 'TM', and 'Terminology'. Below the navigation, there are tabs for 'Customer list', 'Inactive customers', and 'Customer PMs'. The form is organized into two main sections: '1 Details' and '2 Address'. The 'Details' section contains fields for 'Customer', 'Customer nickname', 'TM and term only', 'Vat number', 'Project Manager' (with a dropdown menu showing a list of users: Administrator Wojciech, Experience Manager Zr, Lee Bruce, Owen Larry, Press Word, and XTM Portal), and 'Project watchers'. The 'Address' section contains fields for 'Address 1', 'Address 2', 'City', 'State / County', 'Postcode / ZIP', 'Country' (with a dropdown menu), 'Phone 1', 'Phone 2', 'Mobile phone', 'Fax', 'Website', 'Skype', and 'Msn'. At the bottom of the form, there are two buttons: 'Add & new' and 'Add'. A copyright notice at the bottom reads: 'Copyright 2005 - 2017 XTM International Ltd. All Rights Reserved'.

*Customers > Add customer*

## Step 5 - Importing a Translation Memory

Translation Memory (TM) is a database that stores completed translations. It helps you to reuse texts translated before to cut down translation costs, shorten the turnaround time and build a trustworthy & reliable brand image.

Import your translation memory. XTM can import translation memories in the following formats: TMX, XLIFF and MS Excel.

You can import your translation memory on the TM tab > TM import. To import a TM:

- Select a customer name from the dropdown list
- Enter a name for the import project
- Choose the source and target languages
- Select other options if necessary
- Choose a TMX, XLIFF or MS Excel file to import
- Click the Import button

The Import history section will show a new record with the status of the import. The status changes from “In progress” to “Done” when the import is complete.

The screenshot shows the XTM Cloud interface. At the top, there are navigation tabs: Projects, Customers, Users, Tasks, Concordance, TM, and Terminology. The 'TM' tab is active. Below the navigation, there are sub-tabs: Manage, TM import, TM export, and Align. The 'TM import' sub-tab is selected.

The 'Import TM' form contains the following fields and options:

- Customer: Alpha
- Import project name: (empty text field)
- Source language: Choose...
- Target language: Choose...
- Import or set approved/not approved status: Set as approved
- Import all-trans elements from XLIFF file:
- Import segments with same source and target:
- Set tags for imported TM:
- Import file: Wybierz plik | Nie wybrano pliku

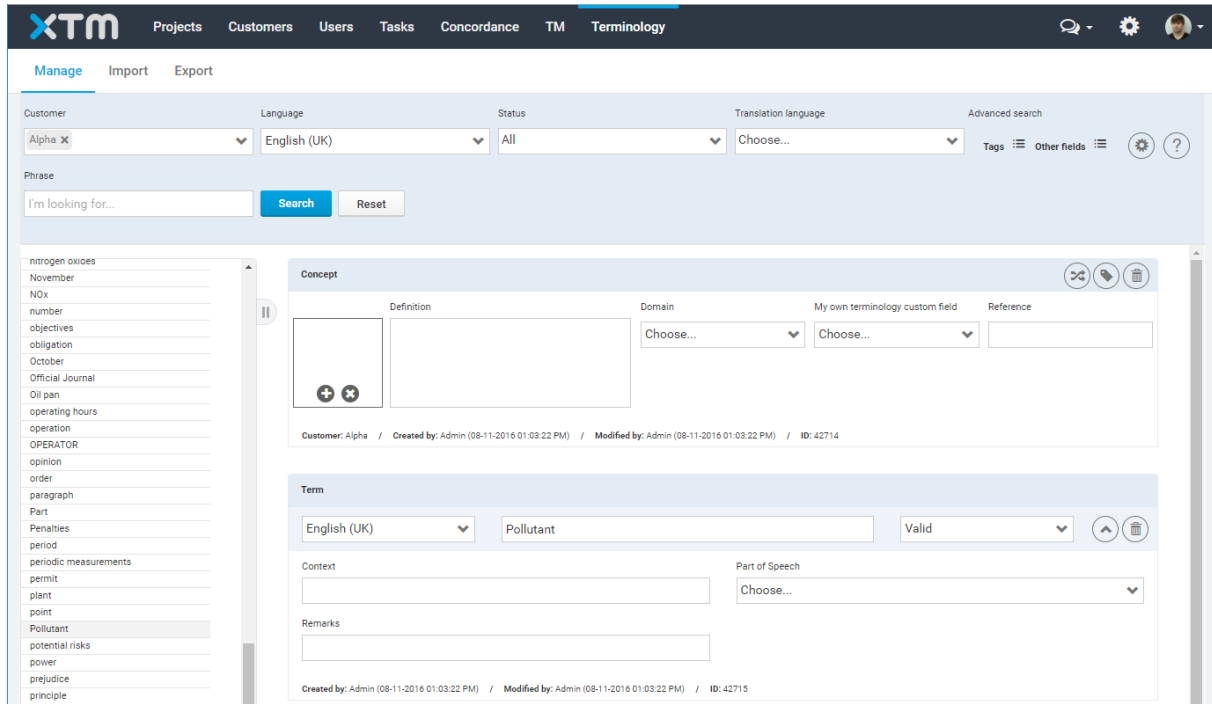
Below the form is the 'Import history' section, which includes a 'Clear history' button and a table with the following data:

File	Import project name	Source language	Target language	Start time	Total time	Status	Delete history
TM.xls	Import Project	English (UK)	Polish	09-11-2016 01:44:20 PM	0:02	Done	Delete
aligned.90+.xlsx	de	English (UK)	German (Germany)	10-06-2016 02:54:29 PM	0:00	Done	Delete
TM.xlsx	ta2	English (UK)	Dutch	10-06-2016 02:23:38 PM	0:00	Done	Delete
TM.xlsx	tae	English (UK)	Dutch	10-06-2016 02:22:08 PM	0:00	Done	Delete
aligned.90+.xlsx	Tablets	English (UK)	Dutch	10-06-2016 02:21:49 PM	0:00	Done	Delete
aligned.90+.xlsx	Tablets	English (UK)	Dutch	10-06-2016 01:49:52 PM	0:00	Done	Delete
aligned.90+.xlsx	Tablet3	English (UK)	German (Germany)	10-06-2016 01:20:08 PM	0:00	Done	Delete
aligned.90+.xlsx	Tablets	English (UK)	German (Germany)	10-06-2016 01:12:53 PM	0:00	Done	Delete

### Importing a TM

## Step 6 - Terminology

Terminology is not obligatory to start translation but it is good practice to use it. Terminology is a database dedicated for terms. Term candidates can be extracted from the source text and translated before the actual translation begins. Using terminology simplifies the translation work, adds accuracy, and increases the quality of translations. Terms are customer specific. They can be imported to XTM in an Excel file or added directly on the Terminology tab > Manage.



Terminology > Manage

## Step 7 - Creating projects

Create a project in Projects > Create Project.

### *Projects > Add project*

1. Fill in the General information section. It is obligatory to choose a customer from the dropdown list and enter a name for the project. You can add a description, reference ID, due date, choose a template created before or decide to use the previous setting (from the last created project).
2. In the Translation section choose a source language of the document and one or more target languages. Choose a file for upload and click the plus (+) symbol to add more or the minus (-) symbol to remove files. Files can be uploaded in batches using .zip archives. They can be joined during project creation. In such case they are displayed in the Editor as one (this option is only available during project creation). You can also add Reference material files such as PDF files the same way as files for translation. XTM supports the following file formats for translation:

<ul style="list-style-type: none"> <li>• Microsoft Office (doc, docx, xls, xlsx, ppt, pptx, xlsxm)</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Visio (vdx)</li> </ul>
<ul style="list-style-type: none"> <li>• Open Office (sxw, odt, ods, odp)</li> </ul>	<ul style="list-style-type: none"> <li>• Java property files</li> </ul>
<ul style="list-style-type: none"> <li>• Adobe FrameMaker (mif)</li> </ul>	<ul style="list-style-type: none"> <li>• JSON</li> </ul>
<ul style="list-style-type: none"> <li>• Adobe InDesign (idml, indd, indb)</li> </ul>	<ul style="list-style-type: none"> <li>• DITA</li> </ul>
<ul style="list-style-type: none"> <li>• Adobe Photoshop (psd)</li> </ul>	<ul style="list-style-type: none"> <li>• po, pot</li> </ul>
<ul style="list-style-type: none"> <li>• Adobe Illustrator (fxg, svg)</li> </ul>	<ul style="list-style-type: none"> <li>• yml, yaml</li> </ul>
<ul style="list-style-type: none"> <li>• PDF (converts file to Word)</li> </ul>	<ul style="list-style-type: none"> <li>• asp, aspx, ascx</li> </ul>
<ul style="list-style-type: none"> <li>• txt</li> </ul>	<ul style="list-style-type: none"> <li>• resx, resw</li> </ul>
<ul style="list-style-type: none"> <li>• rtf</li> </ul>	<ul style="list-style-type: none"> <li>• rc</li> </ul>
<ul style="list-style-type: none"> <li>• ini</li> </ul>	<ul style="list-style-type: none"> <li>• iOS apps (strings)</li> </ul>
<ul style="list-style-type: none"> <li>• xlf, xliff</li> </ul>	<ul style="list-style-type: none"> <li>• Android apps (xml)</li> </ul>
<ul style="list-style-type: none"> <li>• MemoQ (mqxliff)</li> </ul>	<ul style="list-style-type: none"> <li>• sdf</li> </ul>
<ul style="list-style-type: none"> <li>• Trados Studio (sdlxliff)</li> </ul>	<ul style="list-style-type: none"> <li>• Document template (tpl)</li> </ul>
<ul style="list-style-type: none"> <li>• Trados (ttx)</li> </ul>	<ul style="list-style-type: none"> <li>• svg</li> </ul>
<ul style="list-style-type: none"> <li>• Wordfast (txml)</li> </ul>	<ul style="list-style-type: none"> <li>• SubRip text (srt)</li> </ul>
<ul style="list-style-type: none"> <li>• xml</li> </ul>	<ul style="list-style-type: none"> <li>• Salesforce (stf)</li> </ul>
<ul style="list-style-type: none"> <li>• php</li> </ul>	<ul style="list-style-type: none"> <li>• Digia QT (ts)</li> </ul>
<ul style="list-style-type: none"> <li>• html, htm xhtml, xht, shtml, shtm</li> </ul>	

3. In the Settings section define a workflow for the project. XTM provides a number of predefined workflows.

Select terminology and TM for a project: XTM automatically tags TMs and terminology with the customer name. The selected terminology and TM will be compared against the source file and matches will be provided for leverage. It is also possible to use other TMs and terminology. You can specify it below the “Use the selected customer’s option” by choosing more customers from the “Select customers” box.

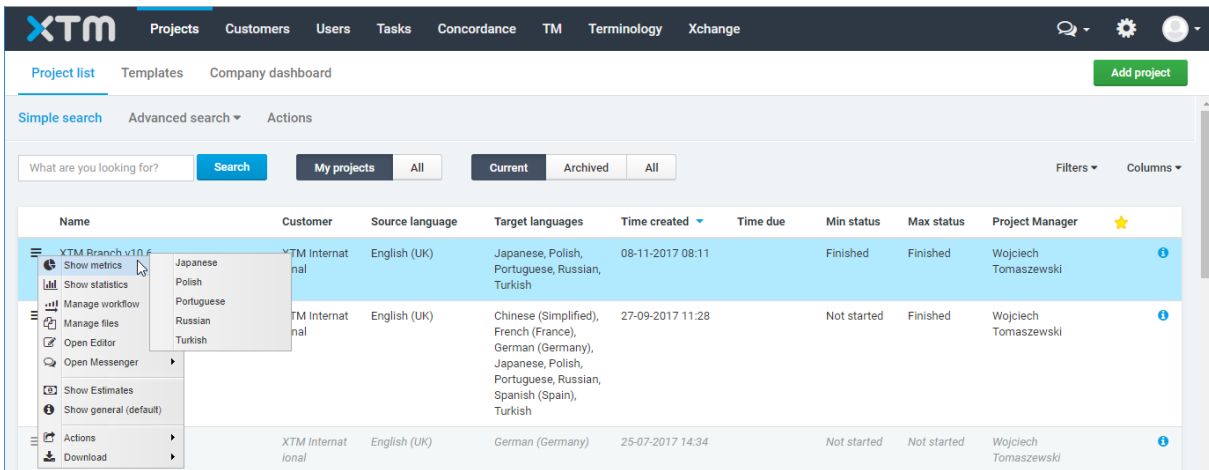
Also, consider using the Run Terminology extraction option. It extracts term candidates from source texts before the translation phase begins. Term candidates can be downloaded for offline translation and uploaded back to XTM after the translation.

If you want to apply length limits, check the Monitor target length box to instantly find out when the specified length restrictions are violated.

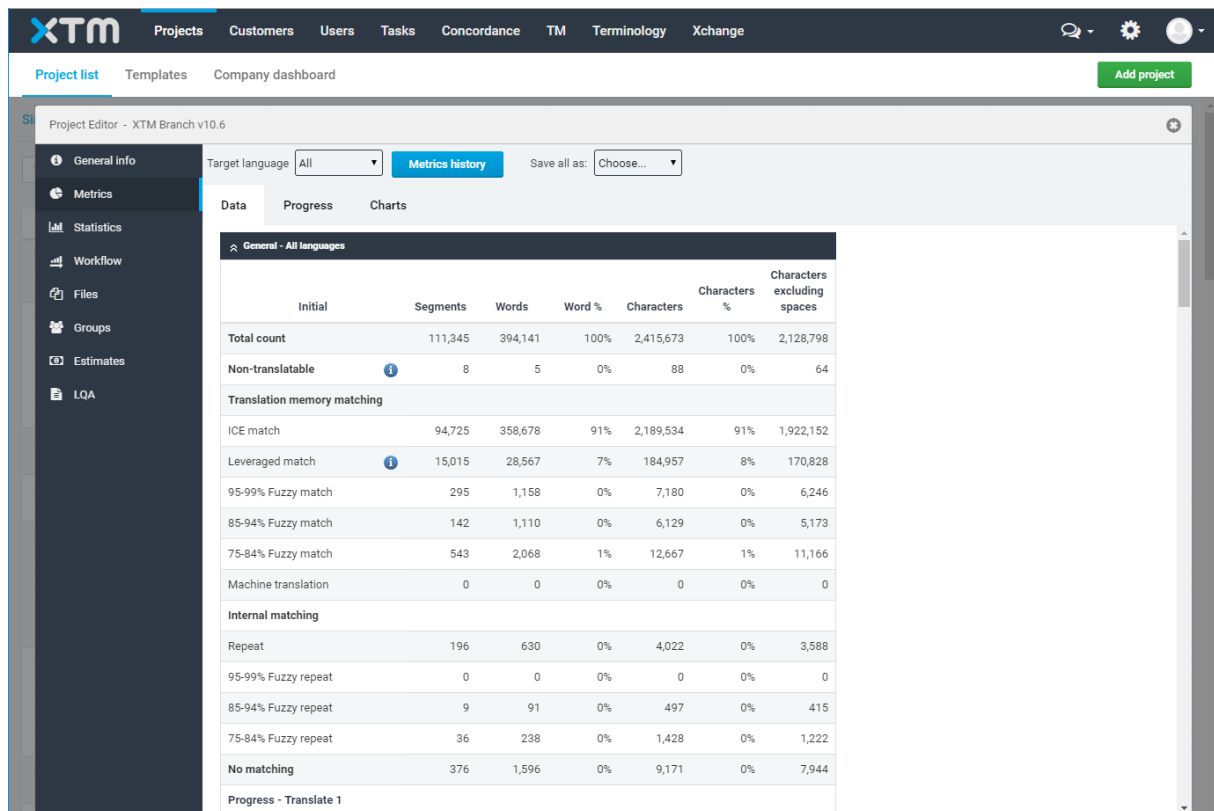
Select other options that should be used with the project, then click the Create button. You can also save the selected settings as a template that you can reuse in the future. The created project will be displayed under Projects > Project list.

## Step 8 - Checking metrics and progress of translation

Information about the progress of translation is available in the Projects editor.





Showing metrics













Project Metrics













The Metrics tab contains the project word counts and the progress of translation.

## Step 9 - Downloading the target file

Go to the Projects tab > Projects. Open Project editor, go to the Files tab, then click the  icon in the Target column to generate your translated file. When it is ready, the status will change successful. Now you can download the target file by clicking the  download icon.


Source	Target	Preview	TMX	Offline translation
All files 	   <div style="border: 1px solid gray; padding: 2px; display: inline-block;">                     Generate target                      Generate target after step                 </div>			
Finished files				

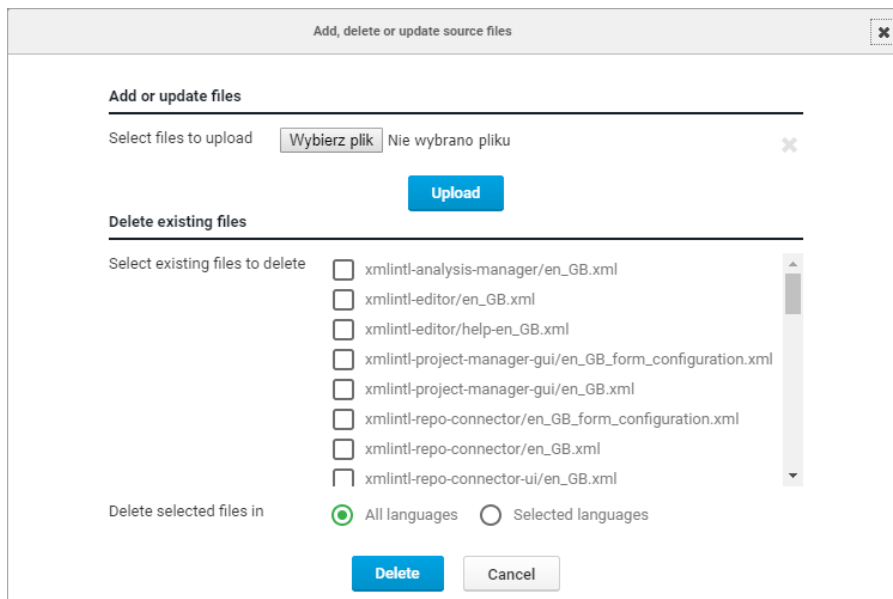
### Generating a target file

Source	Target	Preview	TMX	Offline translation
All files 	11-12-2017 14:10 Tomaszewski Wojciech    			
Finished files				

### Downloading a generated target file

Alternatively, you can generate and download other types of files, including: PDF, HTML, Excel previews or extended tables, TMX files or Unclean Word.

Click the download  icon next to the source file name to download the source or a reference file. You can also manage the source files (add, update or delete them) using the “manage files” button or download reference materials by clicking the “reference materials” button.



The Manage source files Window





XTM International Ltd, PO Box 2167, Gerrards Cross, SL9 8XF, UK  
Tel.: +44 (0)1753 480467 Fax: +44 (0)1753 480465 email: [sales@xtm-intl.com](mailto:sales@xtm-intl.com) <http://www.xtm-intl.com>