Better Translation Technology

XTM Editor

User Manual

for Translators, Correctors, and Reviewers

Documentation for XTM Version 12.4

Published by XTM International Ltd.

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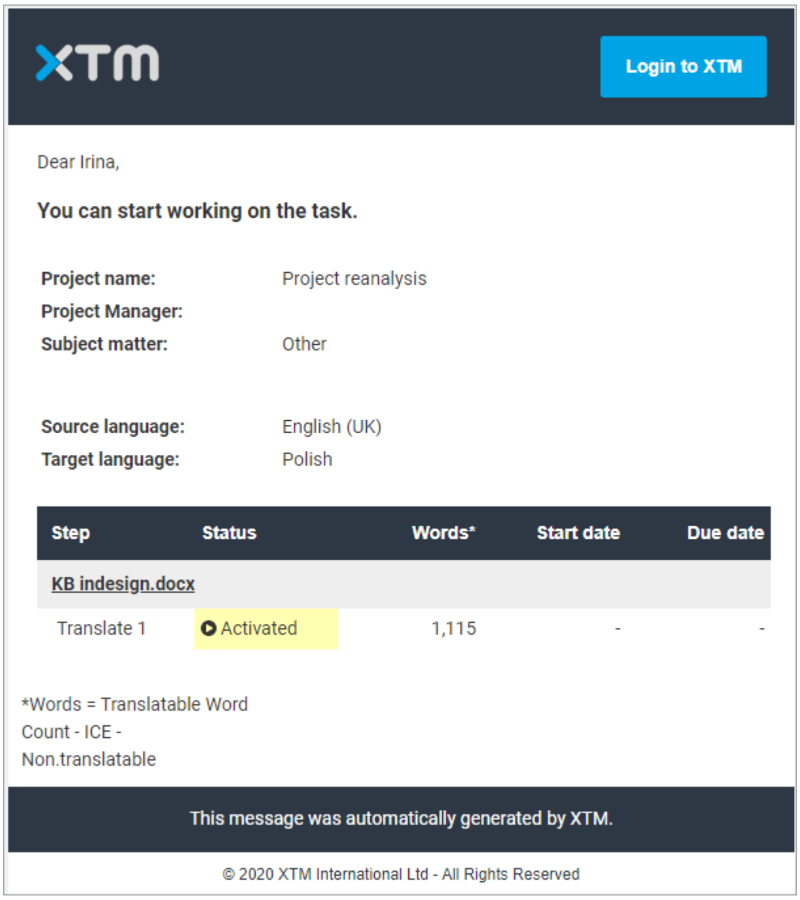
1. XTM for Translators, Correctors and Reviewers

When a project manager assigns a job to you, XTM will send you an email to notify you of the task. Open the email and click on the link to open a browser and go to the XTM log on page. Enter your login name and password that was provided by your Project Manager. This will take you to the Tasks screen.



Dear Irina,

You can start working on the task.

Project name: Project reanalysis
Project Manager:
Subject matter: Other

Source language: English (UK)
Target language: Polish

Step	Status	Words*	Start date	Due date
KB indesign.docx				
Translate 1	Activated	1,115	-	-

*Words = Translatable Word Count - ICE - Non.translatable

This message was automatically generated by XTM.

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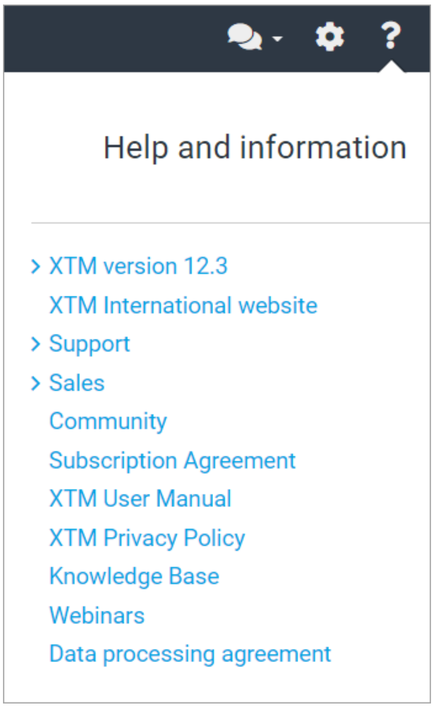
Email notification about new project

Help and information

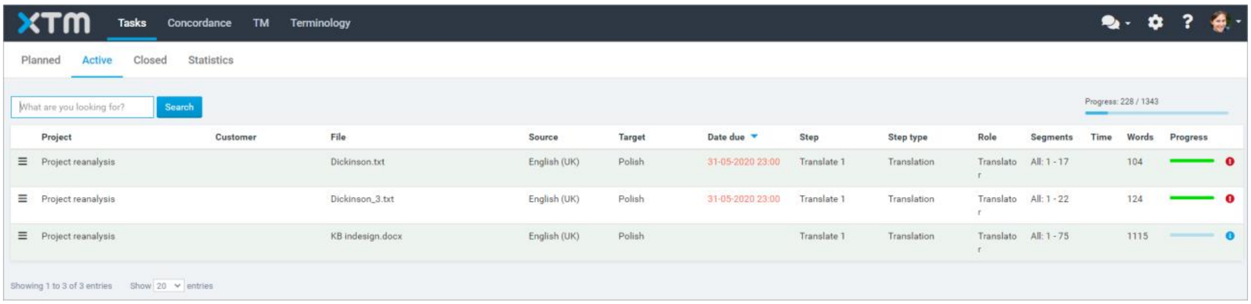
The question mark located between the configuration cog icon and your profile picture opens the Help and information side bar that provides quick access to help resources. It includes a link to XTM User manual, knowledge base How to… articles or XTM webinars. In addition, you can use XTM the Community to get help from your industry peers or contact sales or support. The subscription agreement and XTM Privacy Policy are as well available for reference in the side bar.



Help and information side bar

Tasks

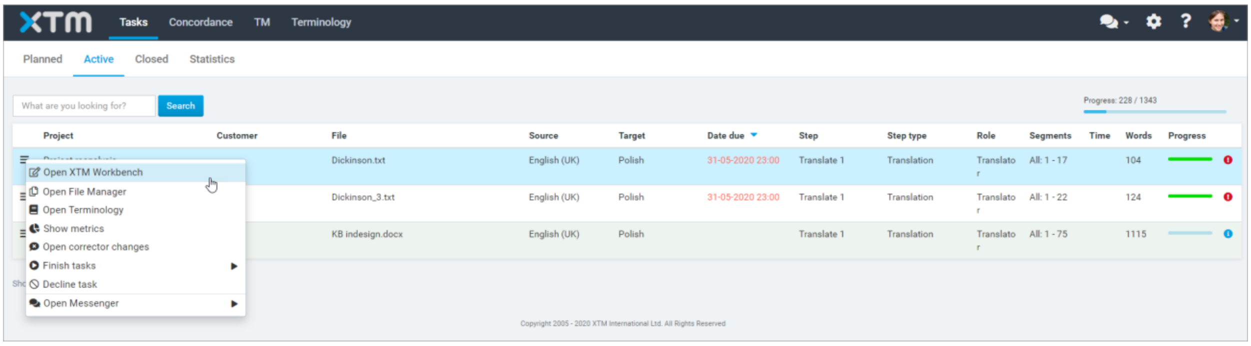
All pending Translation, Correction, Review and LQA tasks are listed on the “Active” tab. Click on a task or on the side menu icon to open it in XTM Workbench.



	Project	Customer	File	Source	Target	Date due	Step	Step type	Role	Segments	Time	Words	Progress
☰	Project reanalysis		Dickinson.txt	English (UK)	Polish	31-05-2020 23:00	Translate 1	Translation	Translator	All: 1 - 17		104	
☰	Project reanalysis		Dickinson_3.txt	English (UK)	Polish	31-05-2020 23:00	Translate 1	Translation	Translator	All: 1 - 22		124	
☰	Project reanalysis		KB indesign.docx	English (UK)	Polish		Translate 1	Translation	Translator	All: 1 - 75		1115	

Showing 1 to 3 of 3 entries Show 20 entries

The list of linguist tasks



	Project	Customer	File	Source	Target	Date due	Step	Step type	Role	Segments	Time	Words	Progress
☰			Dickinson.txt	English (UK)	Polish	31-05-2020 23:00	Translate 1	Translation	Translator	All: 1 - 17		104	
☰			Dickinson_3.txt	English (UK)	Polish	31-05-2020 23:00	Translate 1	Translation	Translator	All: 1 - 22		124	
☰			KB indesign.docx	English (UK)	Polish		Translate 1	Translation	Translator	All: 1 - 75		1115	

Opening XTM Workbench

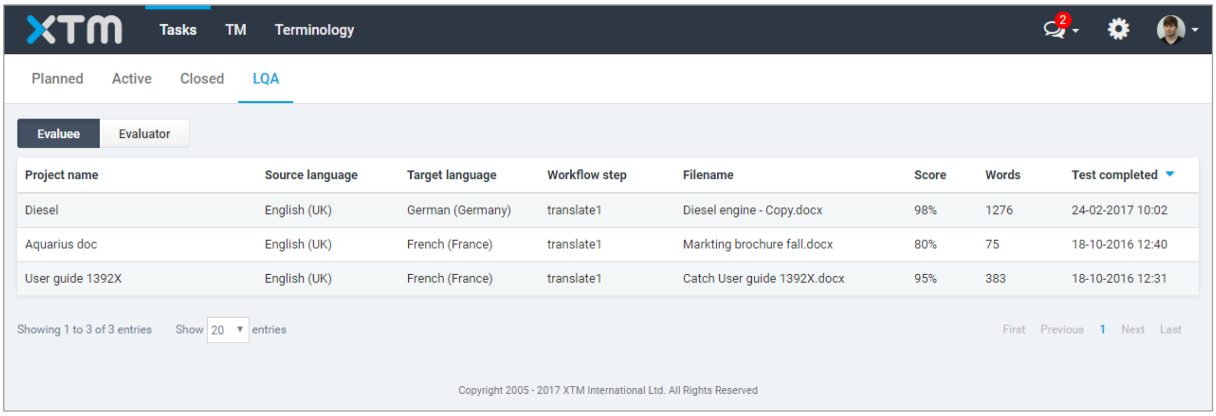
The search box above the task list can be used to find a specific project. Type the full or partial project name and click Search.

At the foot of the table the number of tasks is displayed. You are able to set how many of them are visible and navigate to the next page if available.

LQA

There is an additional LQA tab which is displayed only when a Project Manager activates it for the user. The tab contains a list of projects in which the user was involved as an LQA evaluee and/or evaluator.

Depending on the granted access rights, both of the sections can be available, just one or none.



Project name	Source language	Target language	Workflow step	Filename	Score	Words	Test completed
Diesel	English (UK)	German (Germany)	translate1	Diesel engine - Copy.docx	98%	1276	24-02-2017 10:02
Aquarius doc	English (UK)	French (France)	translate1	Markting brochure fall.docx	80%	75	18-10-2016 12:40
User guide 1392X	English (UK)	French (France)	translate1	Catch User guide 1392X.docx	95%	383	18-10-2016 12:31

Showing 1 to 3 of 3 entries Show 20 entries

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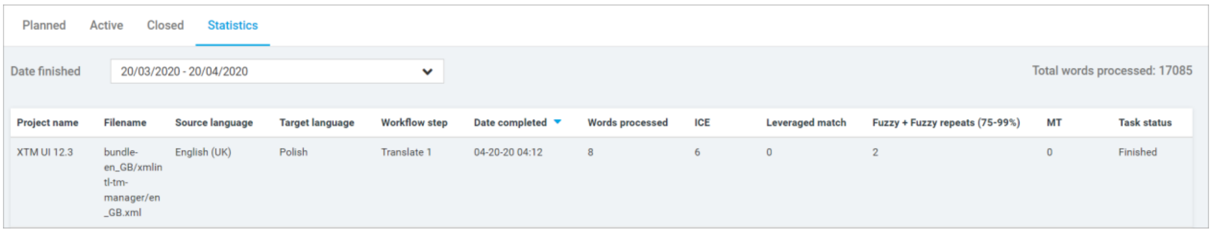
A list of LQA evaluated projects in which the linguist was involved

Statistics

There is an additional Statistics tab which is displayed only when a Project Manager activates it for the user. The Statistics tab allows linguists to access a summary of statistics from the tasks they have completed.



Date finished 20/03/2020 - 20/04/2020

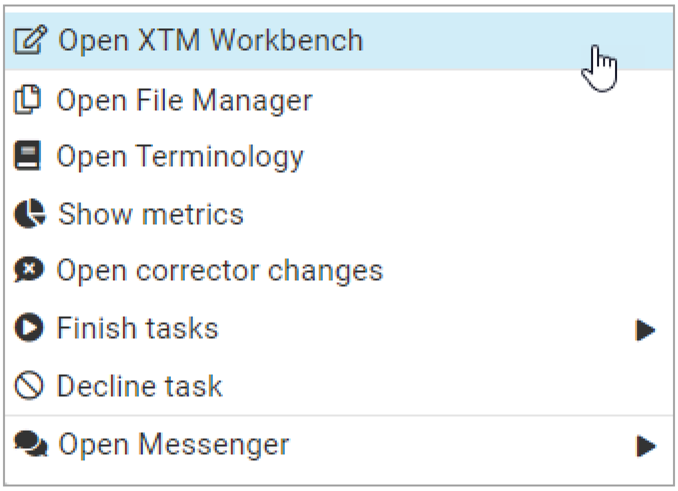
Total words processed: 17085

Project name	Filename	Source language	Target language	Workflow step	Date completed	Words processed	ICE	Leveraged match	Fuzzy + Fuzzy repeats (75-99%)	MT	Task status
XTM UI 12.3	bundle-en_GB/xmlintl-tm-manager/en_GB.xml	English (UK)	Polish	Translate 1	04-20-20 04:12	8	6	0	2	0	Finished

Statistics tab

Tasks context menu

The side menu icon at the side of each project brings up the following menu:

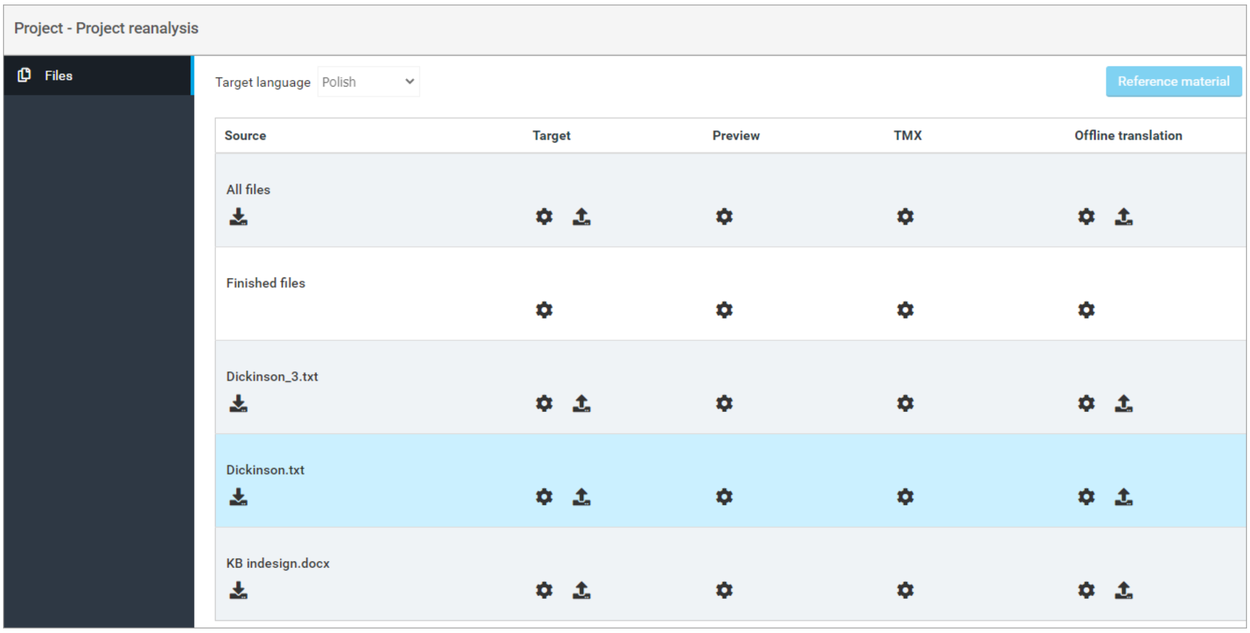


The task menu

This menu allows you to:

- Open XTM Workbench
- Open File Manager
- Open Terminology
- Open Metrics
- View corrector changes
- Finish tasks
- Decline a task
- Open Messenger

File Manager



The File Manager

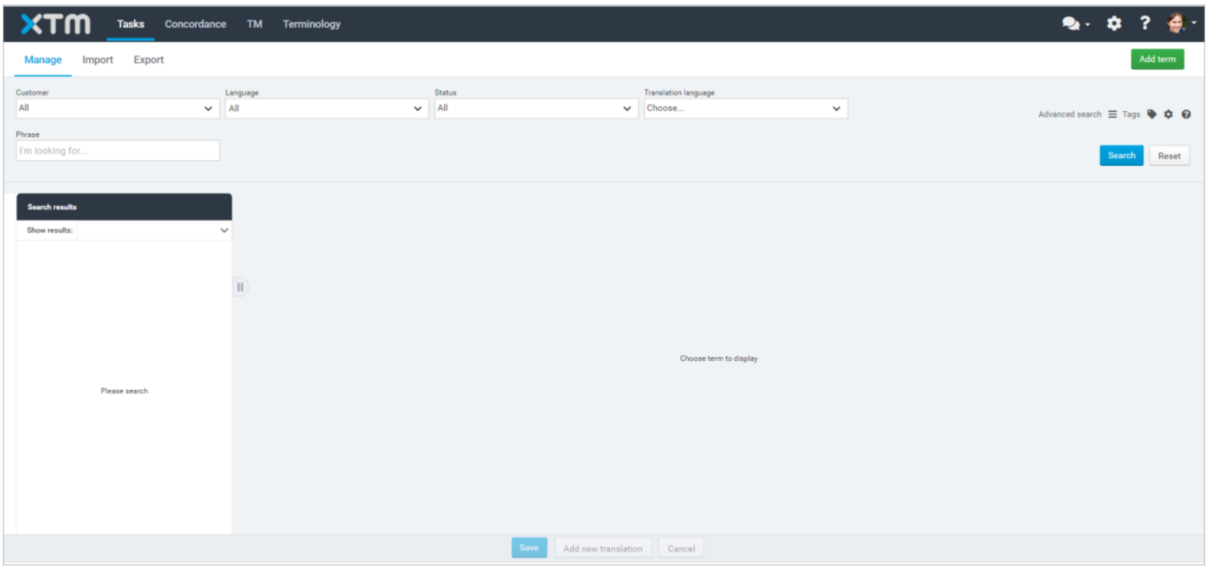
Depending on your access rights it is possible to generate and download any of the following files and for certain files upload them as well:

- Source

- Target. There are 3 options:
    - The target file as currently is. The target file is automatically generated at the end of the workflow.
    - The target file after a selected step in the work flow
    - A pseudo target file where all the text has been replaced by underscores. This allows you to quickly check that all the correct text has been extract for translation.
- Preview. Depending on your source file there are 4 options available:
    - A WYSIWYG view of the target file
    - A source / target table
    - A source / target table where all the text from the same paragraph are in the same cell
    - An extended source target table where you can select any of the following columns:
        - Segment number
        - Target text
        - Comments
        - Matches
        - QA warnings
        - Source text
        - XLIFF:doc status
        - XTM status
        - Revisions

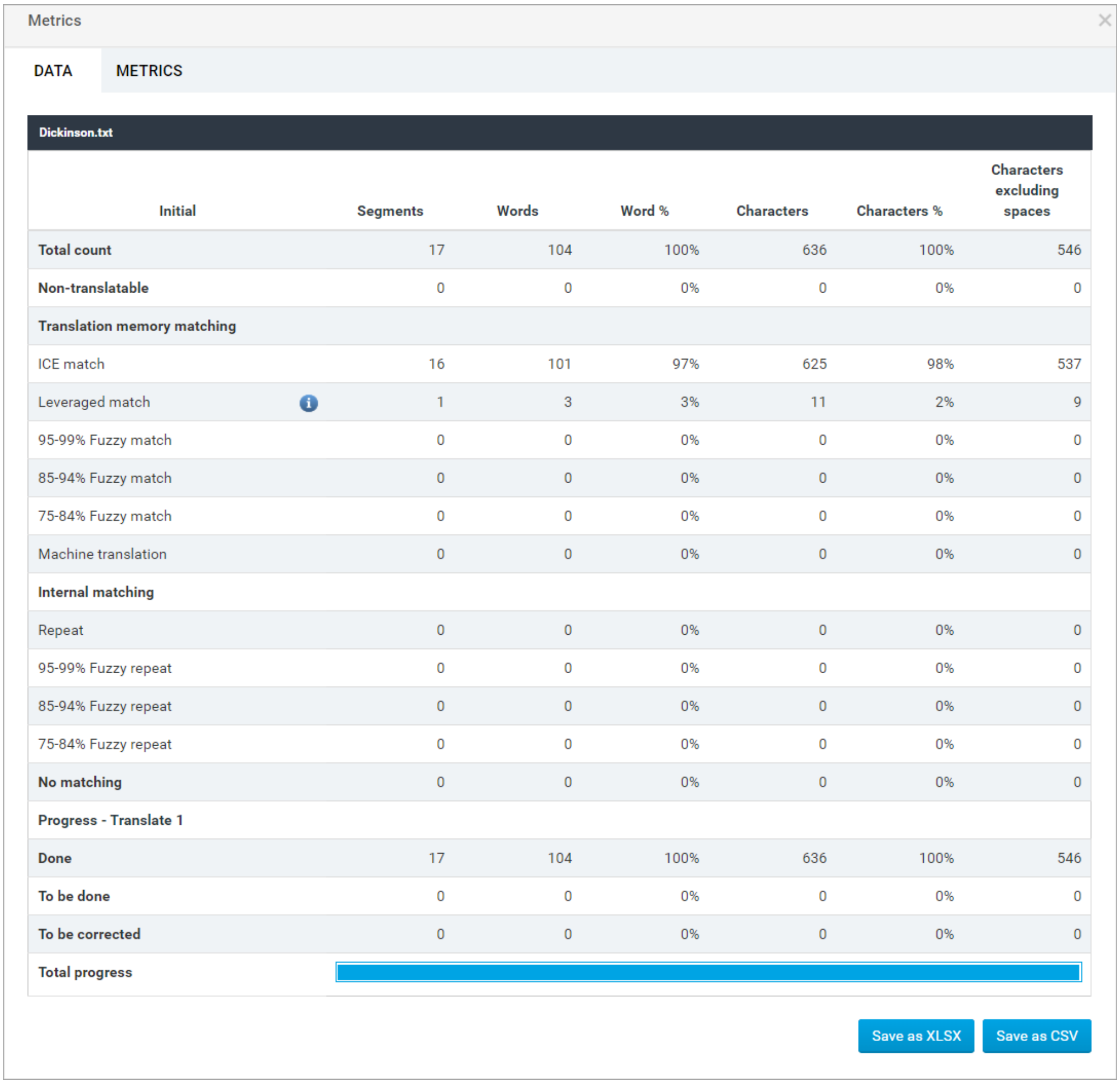
      In this report you can choose if you want to
        - Only show segments with QA warnings,
        - Populate target with source
        - Show user names
- HTML preview – there are 3 options available:
    - A WYSIWYG view of the target file
    - A source / target table
    - An extended source target table – similar to the above pdf version
- TMX file. The system administrator will have predetermined what TM that you are able to download. The options are
    - Translated segments plus all matches from the entire file
    - Translated segments assigned from the entire file
    - Translated segments plus all matches assigned to the user
    - Translated segments assigned to the user
    - Translated segments modified by the user only
- Files to perform translation or review offline and then upload the document after the work has been completed. The file types that can be downloaded are:
    - XLIFF
    - Multi-File XLIFF – Available when there are multiple source files. XTM creates one XLIFF file making the management offline translation easier.
    - TIPP package containing an XLIFF:doc file which can be opened up in compatible programs such as MemoQ, edited and then uploaded again to XTM.
    - Excel file – Download this file to use the XTM Offline Editor. See the section: “XTM Offline Editor” for a detailed user guide.
    - PDF file for review in which you can add comments against each segment. The file can later be uploaded into XTM and the comments will be stored against as regular comments in XTM Editor.

Terminology - XTM Terminology opens in another window



Terminology window

Metrics which brings up the following window:



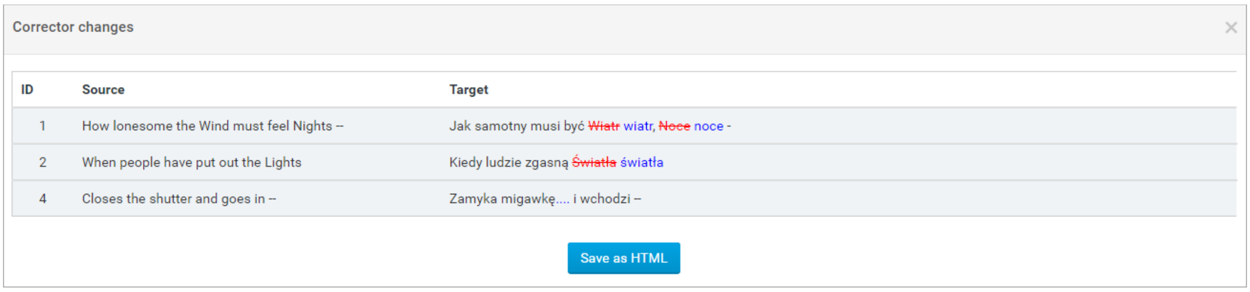
Dickinson.txt

Initial		Segments	Words	Word %	Characters	Characters %	Characters excluding spaces
Total count		17	104	100%	636	100%	546
Non-translatable		0	0	0%	0	0%	0
Translation memory matching							
ICE match		16	101	97%	625	98%	537
Leveraged match	ℹ	1	3	3%	11	2%	9
95-99% Fuzzy match		0	0	0%	0	0%	0
85-94% Fuzzy match		0	0	0%	0	0%	0
75-84% Fuzzy match		0	0	0%	0	0%	0
Machine translation		0	0	0%	0	0%	0
Internal matching							
Repeat		0	0	0%	0	0%	0
95-99% Fuzzy repeat		0	0	0%	0	0%	0
85-94% Fuzzy repeat		0	0	0%	0	0%	0
75-84% Fuzzy repeat		0	0	0%	0	0%	0
No matching		0	0	0%	0	0%	0
Progress - Translate 1							
Done		17	104	100%	636	100%	546
To be done		0	0	0%	0	0%	0
To be corrected		0	0	0%	0	0%	0
Total progress							

A typical metrics window

The metrics are updated in real time and so show the progress of the project. You can download the metrics as either a CSV file or as GMX/V

Corrector changes - to show the report detailing the changes made by the corrector



ID	Source	Target
1	How lonesome the Wind must feel Nights --	Jak samotny musi być ~~Wiatr~~ wiatr, ~~Noce~~ noce -
2	When people have put out the Lights	Kiedy ludzie zgasną ~~Światła~~ światła
4	Closes the shutter and goes in --	Zamyka migawkę.... i wchodzi --

Corrector changes

Finish task. This moves the job on to the next stage of the workflow after you have completed the translation.

After completing the translation, correction or review, select “Finish task” from the menu.

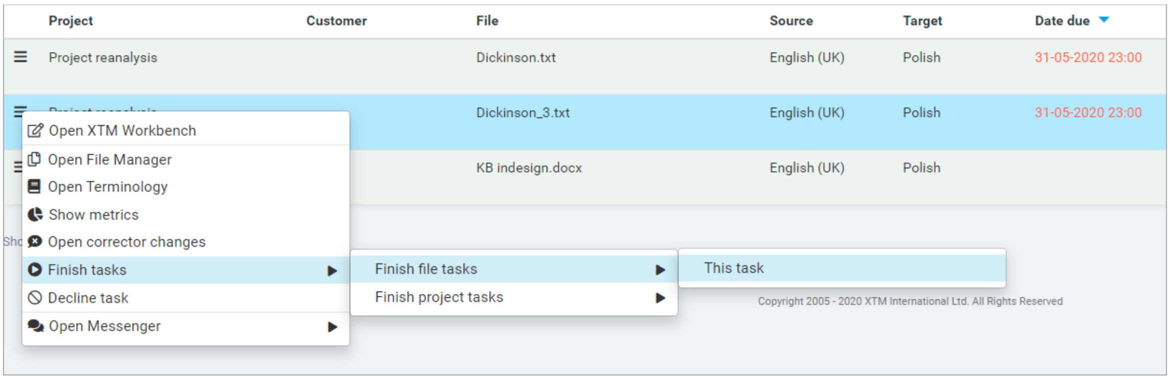
This will have the following effects:

- The finished task will disappear from the “In-progress” list,
- The task will become visible in the “Closed tasks” list.
- The file will move to the next step in the workflow.
- An email will be sent to the PM advising of the change

Note that if a reviewer clicks finish task and the status of some units' is 'To be edited', the task will go back to the Translator.

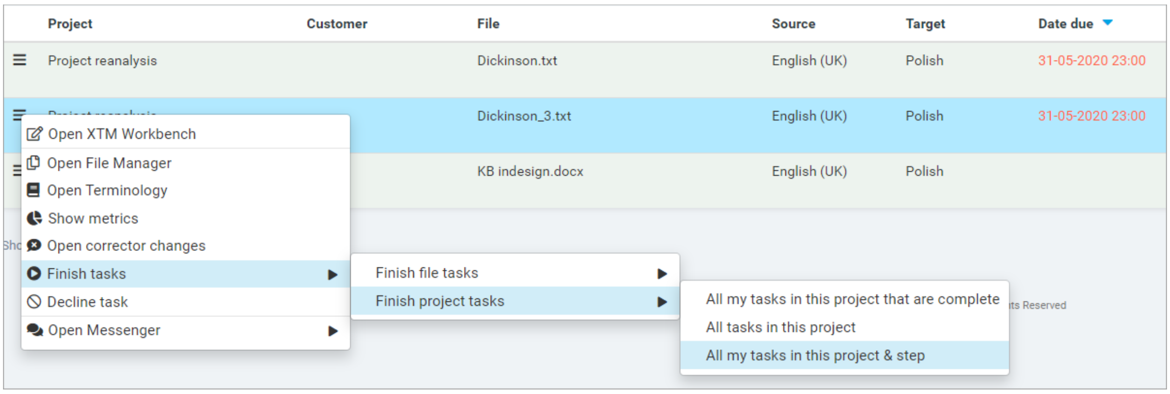
Decline task. This allows you to refuse the task allocated to you by the project manager

Reject task. If you are a corrector or a reviewer this option appears in the menu and allows you to send the task back to the previous person in the workflow.



Project	Customer	File	Source	Target	Date due
Project reanalysis		Dickinson.txt	English (UK)	Polish	31-05-2020 23:00
		Dickinson_3.txt	English (UK)	Polish	31-05-2020 23:00
		KB indesign.docx	English (UK)	Polish	

Finish this task



Project	Customer	File	Source	Target	Date due
Project reanalysis		Dickinson.txt	English (UK)	Polish	31-05-2020 23:00
		Dickinson_3.txt	English (UK)	Polish	31-05-2020 23:00
		KB indesign.docx	English (UK)	Polish	

Finish files in a given project

XTM Messenger

XTM Messenger simplifies and accelerates the exchange of information between project members. Users can open chats with the project manager who created the project, with other linguists translating for the same language or with all linguists involved in the project when the option is enabled by the Project Manager.

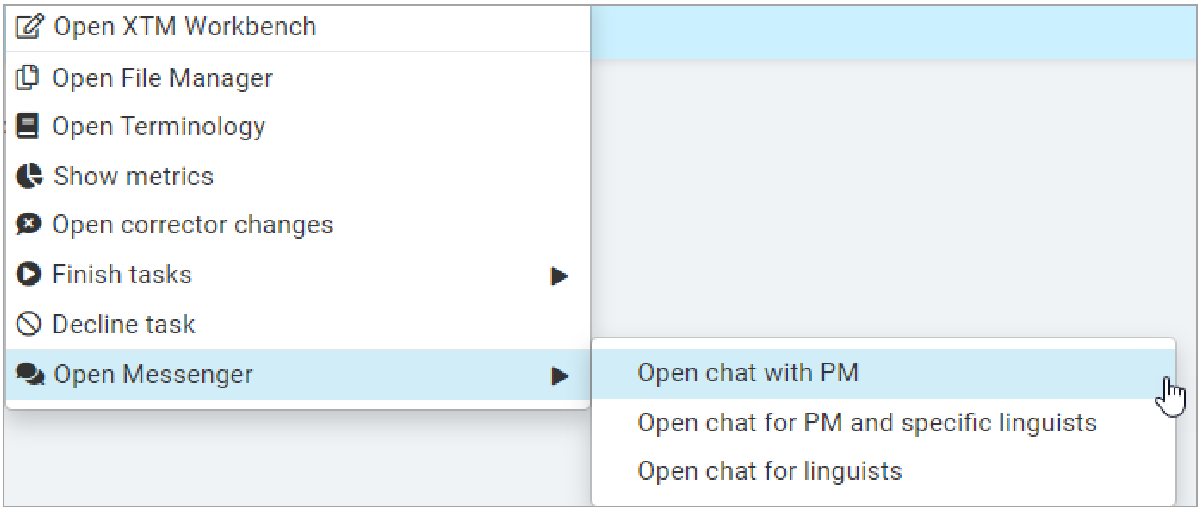
Nickname

You can set a nickname that will display above your messages sent in a chat, on the Configuration tab (the cog icon in the top right corner of the screen) on the User Details section. If you do not configure a nickname, your first name will be displayed in the chat window.

Opening a chat in XTM Messenger

The options to open chats are available in the context menu from the list of tasks. Linguists can choose from the options to:

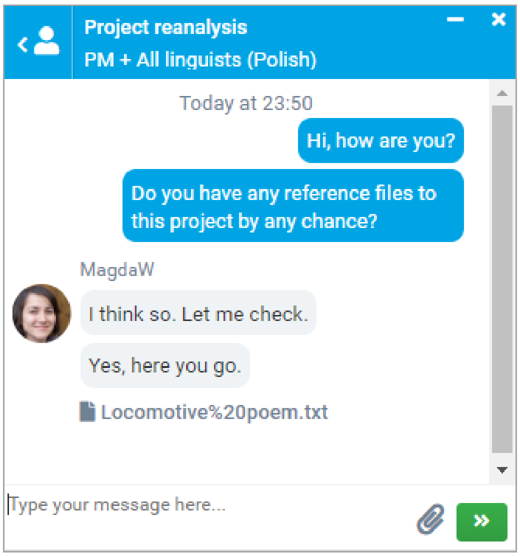
- Open chat with PM
- Open chat for PM and specific linguists
- Open chat for linguists (when enabled by the Project Manager)



Opening XTM Messenger by linguists

Chat window

When you open a new or an existing chat, a chat window will display allowing you to start a conversation with the person or people you want to communicate with. In the top bar of the chat window you can find the name of the project for which the chat is opened and who is involved in the conversation. Type your message in the text input field and click the green button or press Enter to send it.



Project reanalysis
PM + All linguists (Polish)

Today at 23:50

Hi, how are you?

Do you have any reference files to this project by any chance?

MagdaW

I think so. Let me check.

Yes, here you go.

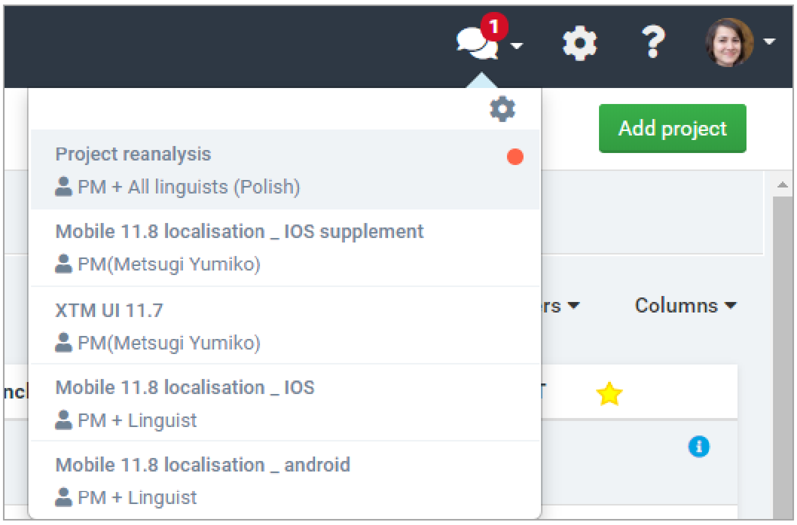
Locomotive%20poem.txt

Chat window for a project

You can have multiple chat windows opened at the same time. If you open a new browser window with XTM, chat windows opened in the previous tabs or windows will become inactive. Chat windows will remain active in the latest opened window or tab.

Unread messages

The XTM Messenger icon is located in the top right corner of the screen. You can use it to open existing chats. When you have unread messages, XTM Messenger will display the number of unread messages in a small red circle on the XTM Messenger icon. A red dot next to a chat indicates there are unread messages.



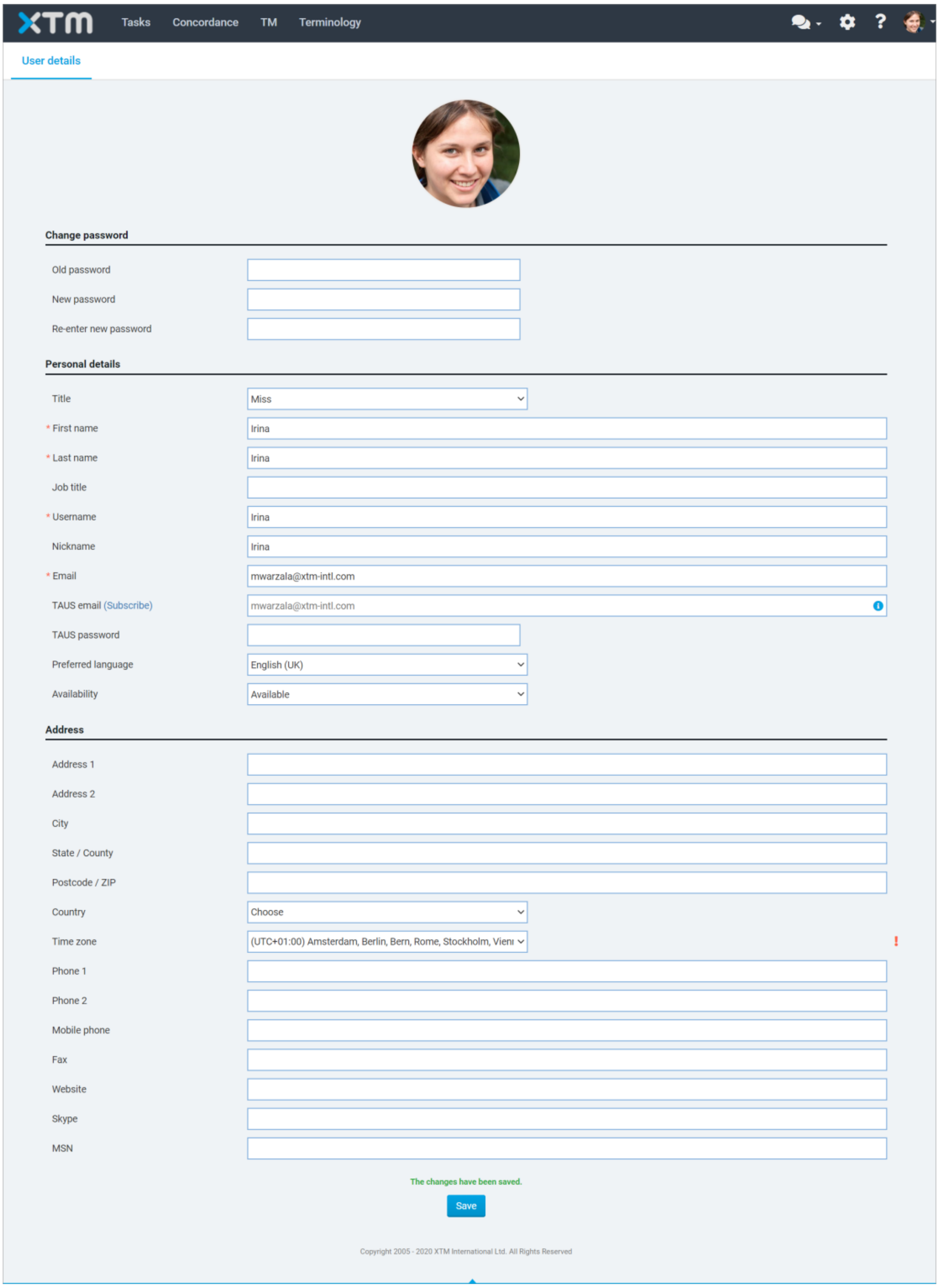
Project reanalysis
PM + All linguists (Polish)
Mobile 11.8 localisation _ IOS supplement
PM(Metsugi Yumiko)
XTM UI 11.7
PM(Metsugi Yumiko)
Mobile 11.8 localisation _ IOS
PM + Linguist
Mobile 11.8 localisation _ android
PM + Linguist

Unread messages in XTM Messenger chats

Configuration

Under the Configuration tab you are able to set your details. This includes your password, your personal details such as email address and preferred language and your postal address, telephone, time zone and other contact information.

Note: It is of utmost importance is to set your time zone properly. Otherwise all XTM functionalities based on dates and times will not work properly.



Change password

Old password	
New password	
Re-enter new password	

Personal details

Title	Miss
* First name	Irina
* Last name	Irina
Job title	
* Username	Irina
Nickname	Irina
* Email	mwarzala@xtm-intl.com
TAUS email (Subscribe)	mwarzala@xtm-intl.com
TAUS password	
Preferred language	English (UK)
Availability	Available

Address

Address 1	
Address 2	
City	
State / County	
Postcode / ZIP	
Country	Choose
Time zone	(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vien
Phone 1	
Phone 2	
Mobile phone	
Fax	
Website	
Skype	
MSN	

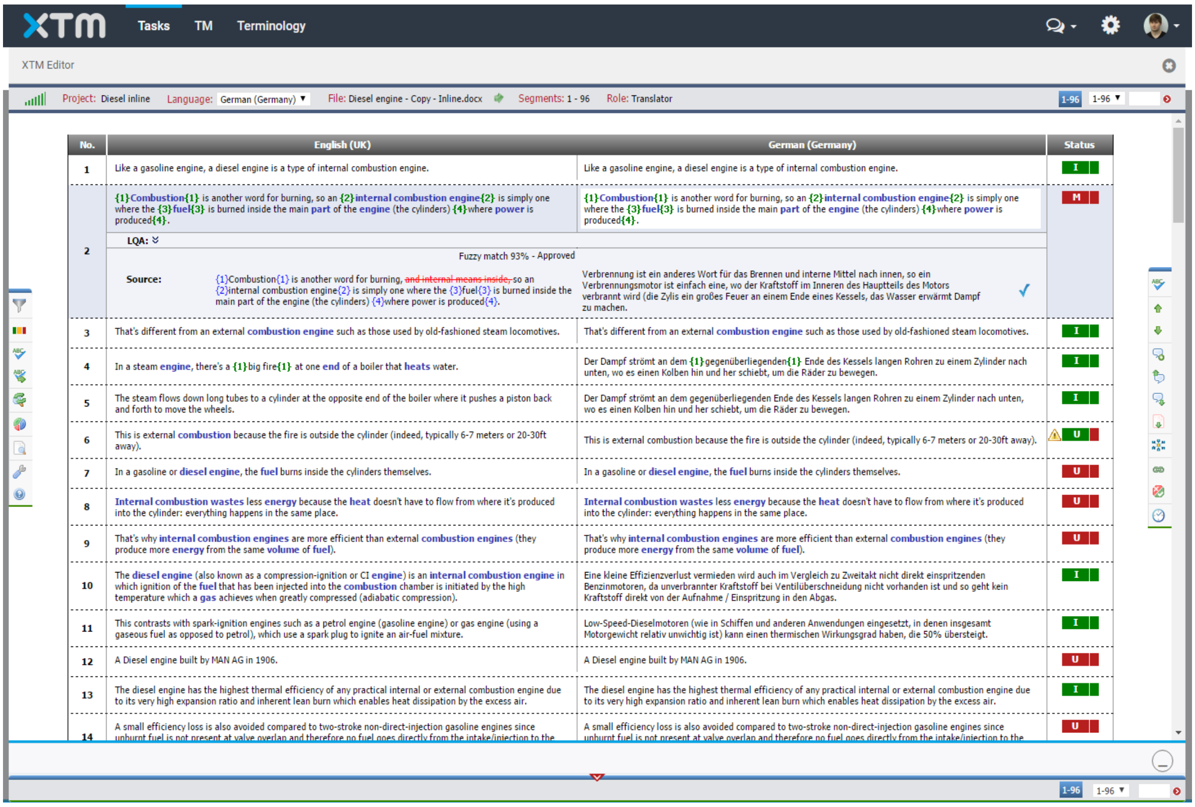
The changes have been saved.

The User Details window

XTM Editor overview

In order to apply the translation memory, XTM segments the source document into sentences and phrases. The editor displays the document in four columns, which are from left to right:

1. Segment number
2. The source language text
3. The target language text
4. Segment status



Project: Diesel inline Language: German (Germany) ▼ File: Diesel engine - Copy - Inline.docx Segments: 1 - 96 Role: Translator

No.	English (UK)	German (Germany)	Status
1	Like a gasoline engine, a diesel engine is a type of internal combustion engine.	Like a gasoline engine, a diesel engine is a type of internal combustion engine.	I
2	{1}Combustion{1} is another word for burning, so an {2}internal combustion engine{2} is simply one where the {3}fuel{3} is burned inside the main part of the engine (the cylinders) {4}where power is produced{4}. LQA: Fuzzy match 93% - Approved Source: {1}Combustion{1} is another word for burning, ~~and internal means inside,~~ so an {2}internal combustion engine{2} is simply one where the {3}fuel{3} is burned inside the main part of the engine (the cylinders) {4}where power is produced{4}.	{1}Combustion{1} is another word for burning, so an {2}internal combustion engine{2} is simply one where the {3}fuel{3} is burned inside the main part of the engine (the cylinders) {4}where power is produced{4}. Verbrennung ist ein anderes Wort für das Brennen und interne Mittel nach innen, so ein Verbrennungsmotor ist einfach eine, wo der Kraftstoff im Inneren des Hauptteils des Motors verbrannt wird (die Zylis ein großes Feuer an einem Ende eines Kessels, das Wasser erwärmt Dampf zu machen. ✓	M
3	That's different from an external combustion engine such as those used by old-fashioned steam locomotives.	That's different from an external combustion engine such as those used by old-fashioned steam locomotives.	I
4	In a steam engine, there's a {1}big fire{1} at one end of a boiler that heats water.	Der Dampf strömt an dem {1}gegenüberliegenden{1} Ende des Kessels langen Rohren zu einem Zylinder nach unten, wo es einen Kolben hin und her schiebt, um die Räder zu bewegen.	I
5	The steam flows down long tubes to a cylinder at the opposite end of the boiler where it pushes a piston back and forth to move the wheels.	Der Dampf strömt an dem gegenüberliegenden Ende des Kessels langen Rohren zu einem Zylinder nach unten, wo es einen Kolben hin und her schiebt, um die Räder zu bewegen.	I
6	This is external combustion because the fire is outside the cylinder (indeed, typically 6-7 meters or 20-30ft away).	This is external combustion because the fire is outside the cylinder (indeed, typically 6-7 meters or 20-30ft away).	⚠ U
7	In a gasoline or diesel engine, the fuel burns inside the cylinders themselves.	In a gasoline or diesel engine, the fuel burns inside the cylinders themselves.	U
8	Internal combustion wastes less energy because the heat doesn't have to flow from where it's produced into the cylinder: everything happens in the same place.	Internal combustion wastes less energy because the heat doesn't have to flow from where it's produced into the cylinder: everything happens in the same place.	U
9	That's why internal combustion engines are more efficient than external combustion engines (they produce more energy from the same volume of fuel).	That's why internal combustion engines are more efficient than external combustion engines (they produce more energy from the same volume of fuel).	U
10	The diesel engine (also known as a compression-ignition or CI engine) is an internal combustion engine in which ignition of the fuel that has been injected into the combustion chamber is initiated by the high temperature which a gas achieves when greatly compressed (adiabatic compression).	Eine kleine Effizienzverlust vermieden wird auch im Vergleich zu Zweitakt nicht direkt einspritzenden Benzinmotoren, da unverbrannter Kraftstoff bei Ventilüberschneidung nicht vorhanden ist und so geht kein Kraftstoff direkt von der Aufnahme / Einspritzung in den Abgas.	I
11	This contrasts with spark-ignition engines such as a petrol engine (gasoline engine) or gas engine (using a gaseous fuel as opposed to petrol), which use a spark plug to ignite an air-fuel mixture.	Low-Speed-Dieselmotoren (wie in Schiffen und anderen Anwendungen eingesetzt, in denen insgesamt Motorgewicht relativ unwichtig ist) kann einen thermischen Wirkungsgrad haben, die 50% übersteigt.	I
12	A Diesel engine built by MAN AG in 1906.	A Diesel engine built by MAN AG in 1906.	U
13	The diesel engine has the highest thermal efficiency of any practical internal or external combustion engine due to its very high expansion ratio and inherent lean burn which enables heat dissipation by the excess air.	The diesel engine has the highest thermal efficiency of any practical internal or external combustion engine due to its very high expansion ratio and inherent lean burn which enables heat dissipation by the excess air.	I
14	A small efficiency loss is also avoided compared to two-stroke non-direct-injection gasoline engines since unburnt fuel is not present at valve overlap and therefore no fuel goes directly from the intake/injection to the	A small efficiency loss is also avoided compared to two-stroke non-direct-injection gasoline engines since unburnt fuel is not present at valve overlap and therefore no fuel goes directly from the intake/injection to the	U

XTM web-based translator interface

Translation Memory Matching

In the translation memory matching process XTM uses advanced text searching techniques based on the stem of the word. The matches are grouped in the metrics as follows:

Translation memory matching:	Internal matching:
In Context Exact Match	Repeat
Leveraged match	95-99% Fuzzy repeat
95-99% Fuzzy match	85-94% Fuzzy repeat
85-94% Fuzzy match	75-84% Fuzzy repeat
75-84% Fuzzy match	

In Context Exact (ICE) matches

An ICE or exact match is a 100% leveraged in-context match where the previous and next segments of the TM db are the same as previous and next segment in the document. The inline tags in the TM segment must match the document segment inline tags. If XTM has an In Context Exact match then the target language box is automatically populated with the translation and the status field set to green.

Exact matches are created only during analysis. A segment will not become an ICE match during translation even if an appropriate match is available.

100% leveraged matches

A 100% leveraged match is an exact match but in a different context. This means that the match needs to be reviewed by the translator. If XTM finds a 100% leveraged match for the source text in the TM, the target language box is automatically populated with the translation, but in this instance the status field is set to orange indicating that it needs to be checked.

Fuzzy matches

Fuzzy matches are displayed below the target language box, together with the match percentage. Also on the source side the text is displayed showing words that have been deleted from the fuzzy in red scored-out and words that have been added in blue. The status for fuzzy matches is set to red.

TM Propagation

If you translate a segment that is repeated later in the same document or in another document in the same project, XTM will automatically find the match in the TM according to your settings and insert the translation in the repeated segment. If it is a fuzzy match this will also be offered to the translator. This feature works for multiple translators working on the same document.

Machine translation matches

If XTM has not found a match for the segment in a previous project, the current document or the translation memory, by default the source language text is shown in both columns. If you find it easier you may set the target language box to blank in these cases by going to the translation section of the configuration tab and unclicking the box “populate target with source”. If the Project manager has selected to use a machine translation, then a machine translation match denoted with an MT in the status column will be offered if available.

ID based matching

XTM can be configured to use ID based matching when the source files are XML, YAML, properties files or Microsoft Excel and iterations of the same file are processed. This type of matching is particularly useful for translating software interface text or games, where context is not particularly relevant. It will result in improved matching because matches that were a leveraged match can be shown as an exact ID match. In order to activate ID based matching in your instance of XTM please ask your administrator to contact support@xtm-intl.com.

Segment ID images

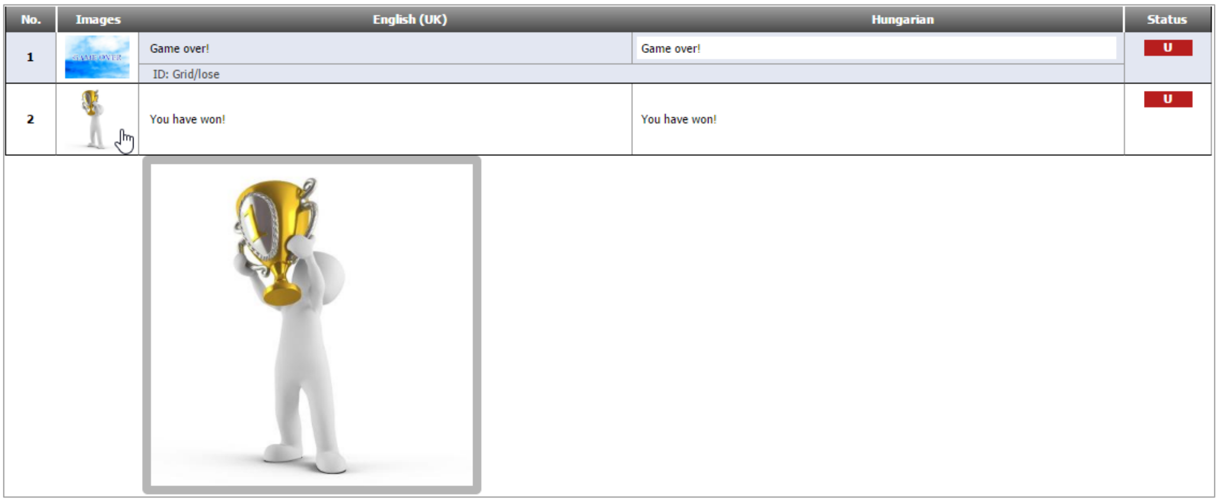
XTM can display images related to segments provided that image file names correspond to the key parameter value specified in the source files as the segment ID. The segment ID images can be any of the following image formats: PNG, JPG and GIF. The key parameter in the source file only accepts file names without their extensions, e.g.

Image file name: ImageName.JPG

Parameter: key=”ImageName”

Image files can be located in various directories inside of the uploaded zip package. Use slashes in the parameter keys of the source file to indicate parent-child directory relationship, e.g.:

key=”MainFolder/SubFolder/ImageName” to indicate that the image file is located in a specific subfolder inside of a different folder.



No.	Images	English (UK)	Hungarian	Status
1		Game over! ID: Grid/lose	Game over!	U
2		You have won!	You have won!	U

Segment ID images

When images are uploaded to segments thumbnails of these images are displayed between the segment numbers and the source text. You can mouse over a thumbnail to display it enlarged or click it to display it in a maximized view fit to the screen.

In order to activate Segment ID images in your instance of XTM please ask your administrator to contact [support@xtm-intl.com.](mailto:support@xtm-intl.com)

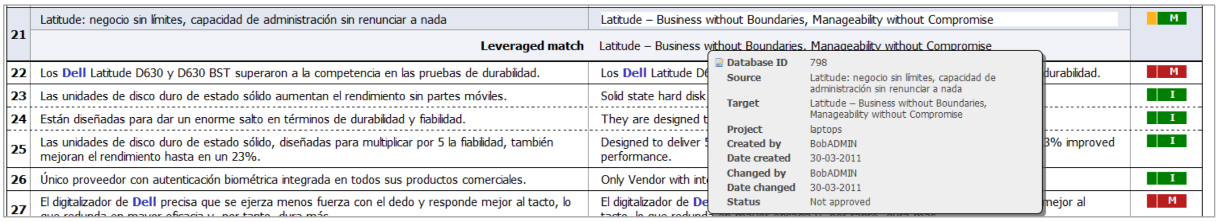
Displaying matches in XTM Editor

XTM Editor displays a maximum of 3 matches below each segment. They are ordered by the type of match and then by the date created or changed. The order is as follows: Exact match, Leverage match and Repetition, DB Fuzzy matches and Internal Fuzzy matches (in score order and then in date order), Google MT match.

If you click on a match in XTM Editor, the following details are displayed in a pop up.

- ID
- Source
- Target
- Customer
- Project
- File
- Created by and date
- Changed by and date
- Status
- Context which shows the previous and next source segment, plus the previous and next target segment.

You can choose not to display the created by and modified by fields by switching this off in Configuration, Settings, Translation, privacy.

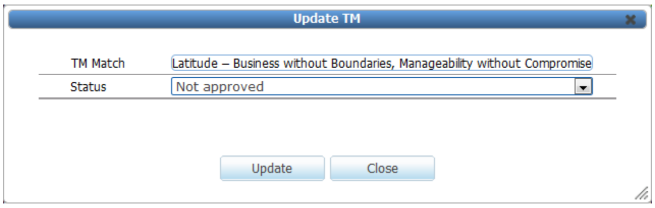


21	Latitude: negocio sin límites, capacidad de administración sin renunciar a nada	Latitude – Business without Boundaries, Manageability without Compromise	M
	Leveraged match	Latitude – Business without Boundaries, Manageability without Compromise	
22	Los **Dell** Latitude D630 y D630 BST superaron a la competencia en las pruebas de durabilidad.	Los **Dell** Latitude D … durabilidad.	M
23	Las unidades de disco duro de estado sólido aumentan el rendimiento sin partes móviles.	Solid state hard disk	I
24	Están diseñadas para dar un enorme salto en términos de durabilidad y fiabilidad.	They are designed t	I
25	Las unidades de disco duro de estado sólido, diseñadas para multiplicar por 5 la fiabilidad, también mejoran el rendimiento hasta en un 23%.	Designed to deliver 5 … 3% improved performance.	I
26	Único proveedor con autenticación biométrica integrada en todos sus productos comerciales.	Only Vendor with int	I
27	El digitalizador de **Dell** precisa que se ejerza menos fuerza con el dedo y responde mejor al tacto, lo	El digitalizador de De … mejor al	M

Database ID	798
Source	Latitude: negocio sin límites, capacidad de administración sin renunciar a nada
Target	Latitude – Business without Boundaries, Manageability without Compromise
Project	laptops
Created by	BobADMIN
Date created	30-03-2011
Changed by	BobADMIN
Date changed	30-03-2011
Status	Not approved

A pop up showing the details of a leveraged match

Clicking on the pencil icon to the left of the database ID brings up a window to edit the translation memory. You can also set the status of the TM segment and delete the segment from the TM.



TM Match: Latitude – Business without Boundaries, Manageability without Compromise
Status: Not approved

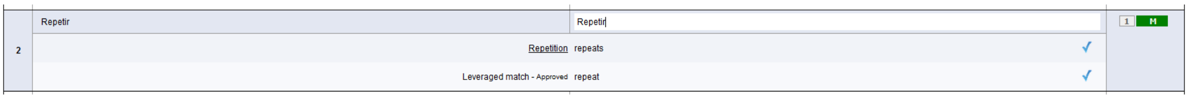
Update TM window

Storing TM

Any new TM created during translation is automatically stored in the database on the server when leaving the segment. It is saved with the source and target segments, metadata and also the stemmed formed of the words. The text and stems are indexed using Lucene and is then used for fuzzy matching, concordance searches and searches in TM Manager.

Repetitions

As you work through the document, XTM continually checks the TM database on the server and updates the matches displayed in XTM Editor. This is particularly important for repeated segments. In these cases, XTM identifies repetitions during project creation, then when you translate the first instance of the repetition this translation will be propagated throughout the document to all repetitions as the appear on a page.



Repetir | Repetir
Repetition repeats ✓
Leveraged match - Approved repeat ✓

A repeated segment

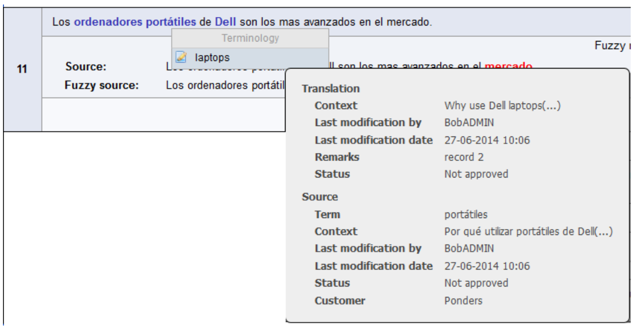
Clicking on the link Repetition automatically applies the repetition filter and displays all the repeated segments in the document.

The icon appears when you apply the filter “Repeats: first occurrence and repeated segments”. If you make a change to one of the repetitions click on it to propagate a change to the other repetitions.

If the translation of a repetition is updated, the update is automatically propagated only if the source text equals the target text. Otherwise as you are working through the document if a match is found that is newer than the one used initially, then the newer match will be displayed to you and highlighted with an orange border.

Terms

Existing terms appear in blue in the source text. Clicking on a blue word shows the approved translation for the target language. Mouse over the translation of a term to display a tooltip with its details.



Los ordenadores portátiles de Dell son los mas avanzados en el mercado.

Source:

Fuzzy source: Los ordenadores portátil

Translation

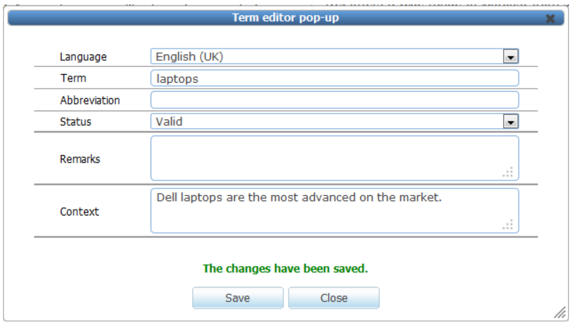
Context	Why use Dell laptops(...)
Last modification by	BobADMIN
Last modification date	27-06-2014 10:06
Remarks	record 2
Status	Not approved

Source

Term	portátiles
Context	Por qué utilizar portátiles de Dell(...)
Last modification by	BobADMIN
Last modification date	27-06-2014 10:06
Status	Not approved
Customer	Ponders

A highlighted term with translation

Clicking on the pencil icon to the left of the target term brings up a window to edit the term details



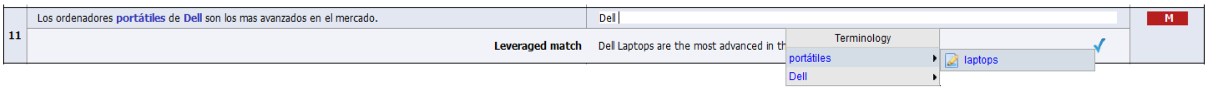
Language	English (UK)
Term	laptops
Abbreviation	
Status	Valid
Remarks	
Context	Dell laptops are the most advanced on the market.

The changes have been saved.

The term editor

In order to insert a term in the target segment there are two options:

1) If the source text is populating the target segment, the terms will be present and highlighted in blue. You can then click on the blue term and select the translation for that term from the pop up menu. The default keyboard short cut to bring up this menu is Control+shift+T but this can be changed in XTM Editor > Settings > Shortcuts > Insert term.
2) If the source language terms are not present in the target segment, you can still use the keyboard shortcut and a list of all the terms in the segment will appear. You can use the keyboard arrows to navigate to highlight the correct term and then press Enter to insert the term.



Los ordenadores portátiles de Dell son los mas avanzados en el mercado.

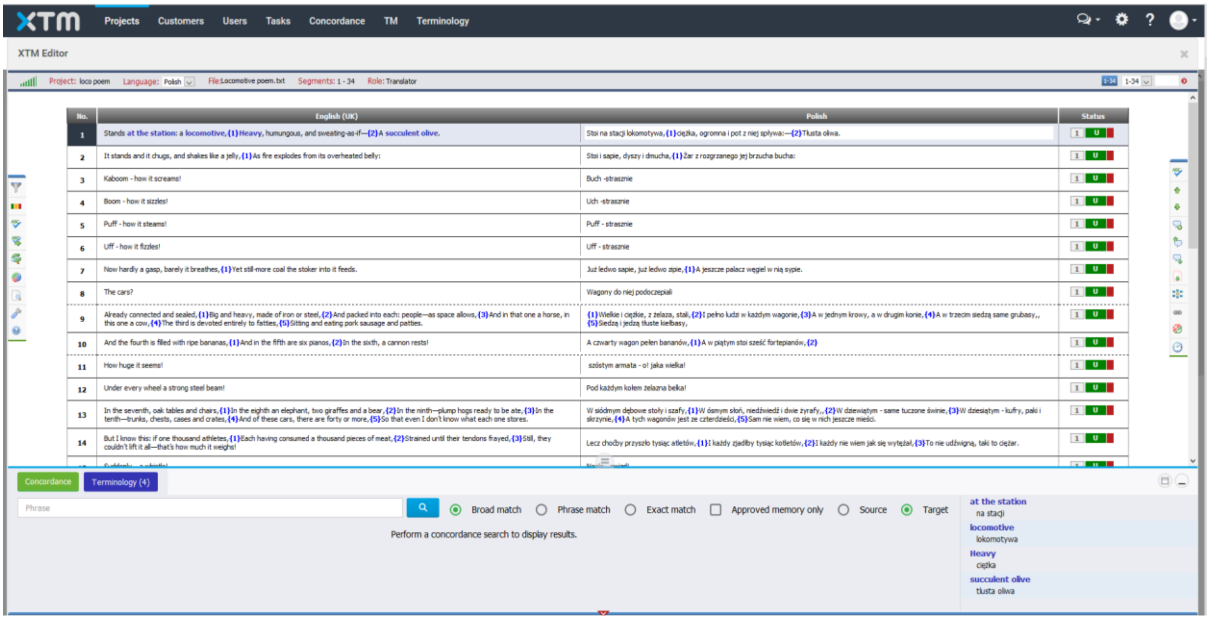
Dell

Leveraged match Dell Laptops are the most advanced in th

Inserting a term in the target segment

Terminology recognition

XTM Editor can display all source terms recognized in an active segment together with their translations for the target language. Click the ⊖ icon in the right bottom corner of the screen to open the terminology recognition window. You can also see the concordance search and results area depending on your configuration of the concordance feature. The number in the blue Terminology button indicates the number of terms recognized in an active segment.



Project: loco poem Language: Polish File:Locomotive poem.txt Segments: 1 - 34 Role: Translator

No.	English (UK)	Polish	Status
1	Stands at the station: a locomotive,{1}Heavy, humungous, and sweating-as-if—{2}A succulent olive.	Stoi na stacji lokomotywa,{1}ciężka, ogromna i pot z niej spływa:—{2}Tłusta oliwa.	1 U
2	It stands and it chugs, and shakes like a jelly,{1}As fire explodes from its overheated belly:	Stoi i sapie, dyszy i dmucha,{1}Żar z rozgrzanego jej brzucha bucha:	1 U
3	Kaboom - how it screams!	Buch -strasznie	1 U
4	Boom - how it sizzles!	Uch -strasznie	1 U
5	Puff - how it steams!	Puff - strasznie	1 U
6	Uff - how it fizzles!	Uff - strasznie	1 U
7	Now hardly a gasp, barely it breathes,{1}Yet still-more coal the stoker into it feeds.	Już ledwo sapie, już ledwo zipie,{1}A jeszcze palacz węgiel w nią sypie.	1 U
8	The cars?	Wagony do niej podoczepiali	1 U
9	Already connected and sealed,{1}Big and heavy, made of iron or steel,{2}And packed into each: people—as space allows,{3}And in that one a horse, in this one a cow,{4}The third is devoted entirely to fatties,{5}Sitting and eating pork sausage and patties.	{1}Wielkie i ciężkie, z żelaza, stali,{2}I pełno ludzi w każdym wagonie,{3}A w jednym krowy, a w drugim konie,{4}A w trzecim siedzą same grubasy,,{5}Siedzą i jedzą tłuste kiełbasy,	1 U
10	And the fourth is filled with ripe bananas,{1}And in the fifth are six pianos,{2}In the sixth, a cannon rests!	A czwarty wagon pełen bananów,{1}A w piątym stoi sześć fortepianów,{2}	1 U
11	How huge it seems!	szóstym armata - o! jaka wielka!	1 U
12	Under every wheel a strong steel beam!	Pod każdym kołem żelazna belka!	1 U
13	In the seventh, oak tables and chairs,{1}In the eighth an elephant, two giraffes and a bear,{2}In the ninth—plump hogs ready to be ate,{3}In the tenth—trunks, chests, cases and crates,{4}And of these cars, there are forty or more,{5}So that even I don't know what each one stores.	W siódmym dębowe stoły i szafy,{1}W ósmym słoń, niedźwiedź i dwie żyrafy,,{2}W dziewiątym - same tuczone świnie,{3}W dziesiątym - kufry, paki i skrzynie,{4}A tych wagonów jest ze czterdzieści,{5}Sam nie wiem, co się w nich jeszcze mieści.	1 U
14	But I know this: if one thousand athletes,{1}Each having consumed a thousand pieces of meat,{2}Strained until their tendons frayed,{3}Still, they couldn't lift it all—that's how much it weighs!	Lecz choćby przyszło tysiąc atletów,{1}I każdy zjadłby tysiąc kotletów,{2}I każdy nie wiem jak się wytężał,{3}To nie udźwigną, taki to ciężar.	1 U

● Broad match ○ Phrase match ○ Exact match ☐ Approved memory only ○ Source ● Target

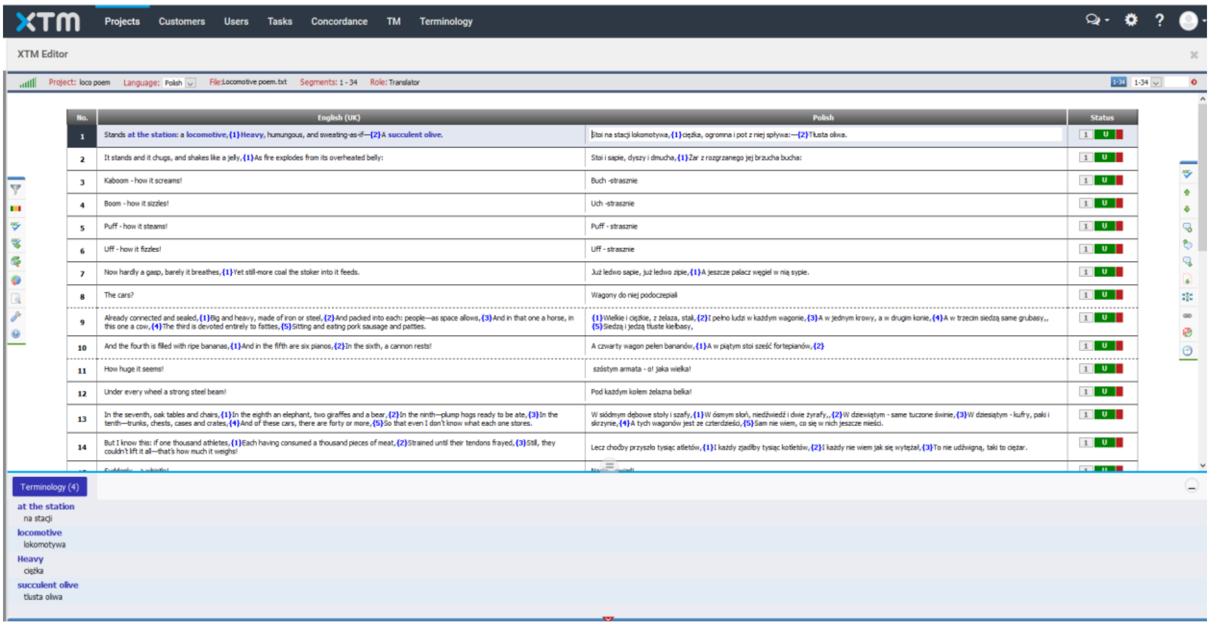
Perform a concordance search to display results.

at the station
na stacji
locomotive
lokomotywa
Heavy
ciężka
succulent olive
tłusta oliwa

Terminology recognition window with docked concordance

It is possible to increase or decrease the size of the terminology recognition window. Drag the vertical line between concordance and terminology sections to the left or right to adjust the space for terminology to your needs.

If you use concordance in the pop-up window, you will only have terminology recognition available at the foot of XTM Editor.



Project: loco poem Language: Polish File:Locomotive poem.txt Segments: 1 - 34 Role: Translator

No.	English (UK)	Polish	Status
1	Stands at the station: a locomotive,{1}Heavy, humungous, and sweating-as-if—{2}A succulent olive.	Stoi na stacji lokomotywa,{1}ciężka, ogromna i pot z niej spływa:—{2}Tłusta oliwa.	1 U
2	It stands and it chugs, and shakes like a jelly,{1}As fire explodes from its overheated belly:	Stoi i sapie, dyszy i dmucha,{1}Żar z rozgrzanego jej brzucha bucha:	1 U
3	Kaboom - how it screams!	Buch -strasznie	1 U
4	Boom - how it sizzles!	Uch -strasznie	1 U
5	Puff - how it steams!	Puff - strasznie	1 U
6	Uff - how it fizzles!	Uff - strasznie	1 U
7	Now hardly a gasp, barely it breathes,{1}Yet still-more coal the stoker into it feeds.	Już ledwo sapie, już ledwo zipie,{1}A jeszcze palacz węgiel w nią sypie.	1 U
8	The cars?	Wagony do niej podoczepiali	1 U
9	Already connected and sealed,{1}Big and heavy, made of iron or steel,{2}And packed into each: people—as space allows,{3}And in that one a horse, in this one a cow,{4}The third is devoted entirely to fatties,{5}Sitting and eating pork sausage and patties.	{1}Wielkie i ciężkie, z żelaza, stali,{2}I pełno ludzi w każdym wagonie,{3}A w jednym krowy, a w drugim konie,{4}A w trzecim siedzą same grubasy,,{5}Siedzą i jedzą tłuste kiełbasy,	1 U
10	And the fourth is filled with ripe bananas,{1}And in the fifth are six pianos,{2}In the sixth, a cannon rests!	A czwarty wagon pełen bananów,{1}A w piątym stoi sześć fortepianów,{2}	1 U
11	How huge it seems!	szóstym armata - o! jaka wielka!	1 U
12	Under every wheel a strong steel beam!	Pod każdym kołem żelazna belka!	1 U
13	In the seventh, oak tables and chairs,{1}In the eighth an elephant, two giraffes and a bear,{2}In the ninth—plump hogs ready to be ate,{3}In the tenth—trunks, chests, cases and crates,{4}And of these cars, there are forty or more,{5}So that even I don't know what each one stores.	W siódmym dębowe stoły i szafy,{1}W ósmym słoń, niedźwiedź i dwie żyrafy,,{2}W dziewiątym - same tuczone świnie,{3}W dziesiątym - kufry, paki i skrzynie,{4}A tych wagonów jest ze czterdzieści,{5}Sam nie wiem, co się w nich jeszcze mieści.	1 U
14	But I know this: if one thousand athletes,{1}Each having consumed a thousand pieces of meat,{2}Strained until their tendons frayed,{3}Still, they couldn't lift it all—that's how much it weighs!	Lecz choćby przyszło tysiąc atletów,{1}I każdy zjadłby tysiąc kotletów,{2}I każdy nie wiem jak się wytężał,{3}To nie udźwigną, taki to ciężar.	1 U

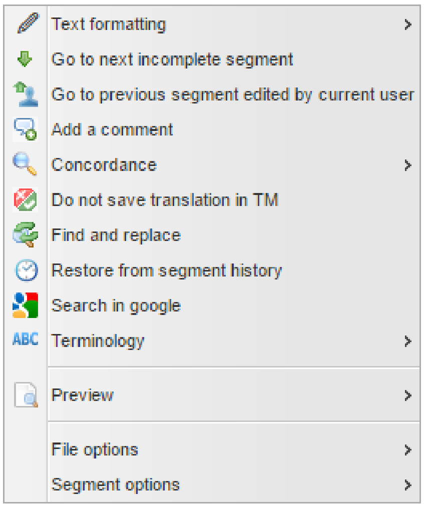
at the station
na stacji
locomotive
lokomotywa
Heavy
ciężka
succulent olive
tłusta oliwa

Terminology recognition window when concordance set to popup

Context sensitive menu for text

When you right-click on the source or target text, a context sensitive menu appears giving you the functionality that is available in the left and right-hand menus and some extra items: Concordance, Search in Google and Terminology.

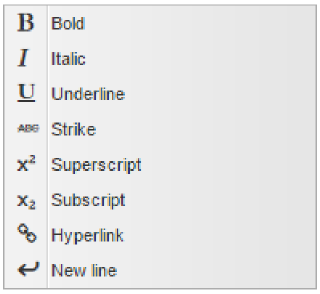
Terminology: Note that this menu item only appears if you have been given terminology rights on your account.



Context menu for text

Text formatting

This item is available in the context menu only when the text formatting feature is enabled for the project.



The menu for additional text formatting

Go to next incomplete segment

This option activates the next red or orange segment for editing. The option is available from this context menu and as a keyboard shortcut.

Go to previous segment edited by current user

This option activates the segment that was previously edited by the user who opened XTM Editor with this bundle. If the last segment was a repeat, XTM will activate the last repetition. The option is available from this context menu and as a keyboard shortcut.

Add a comment

This option opens the Add comment popup. Comments can also be added by clicking the icon on the right-hand side toolbar.

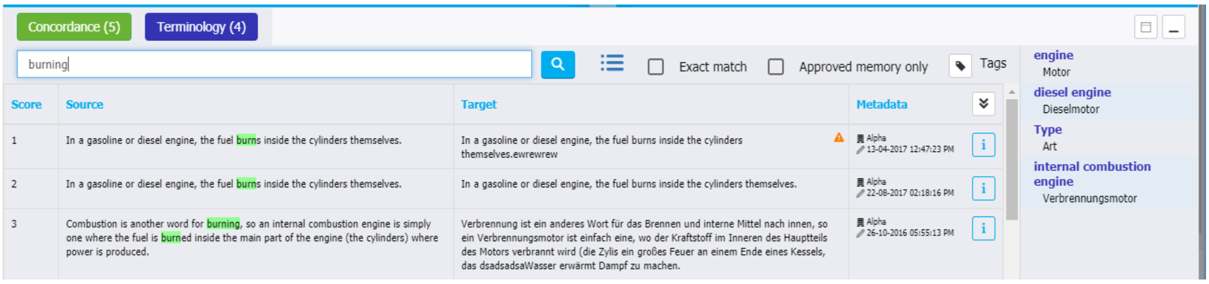
Concordance

Before selecting this item from the context menu, highlight a word in either the source or target text. You can also use your predefined shortcut to run a concordance search. Concordance searching will be performed either in the source or target text depending on where the word was highlighted.

Concordance opens in a pop-up window, a new window or a panel docked at the bottom of the screen that displays the latest source and target language phrases in the translation memory along with the modification date and customer name. When opened in the docked panel, concordance opens with terminology recognition window to the right. You can drag the vertical line between concordance and terminology sections to adjust the space to your needs. Mouse over the ⓘ symbol to view additional metadata for the segment.

There are two options available in the concordance context menu:

Default – results are based on the linguistic stem of the chosen word and will match other forms of the word. This allows translators to see how the word was translated previously. The various segments are shown in order of relevance.



burning

Score	Source	Target	Metadata
1	In a gasoline or diesel engine, the fuel burns inside the cylinders themselves.	In a gasoline or diesel engine, the fuel burns inside the cylinders themselves.ewrewrew	Alpha 13-04-2017 12:47:23 PM
2	In a gasoline or diesel engine, the fuel burns inside the cylinders themselves.	In a gasoline or diesel engine, the fuel burns inside the cylinders themselves.	Alpha 22-08-2017 02:18:16 PM
3	Combustion is another word for burning, so an internal combustion engine is simply one where the fuel is burned inside the main part of the engine (the cylinders) where power is produced.	Verbrennung ist ein anderes Wort für das Brennen und interne Mittel nach innen, so ein Verbrennungsmotor ist einfach eine, wo der Kraftstoff im Inneren des Hauptteils des Motors verbrannt wird (die Zylis ein großes Feuer an einem Ende eines Kessels, das dsadsadsaWasser erwärmt Dampf zu machen.	Alpha 26-10-2016 05:55:13 PM

engine	Motor
diesel engine	Dieselmotor
Type	Art
internal combustion engine	Verbrennungsmotor

A typical concordance window

Exact match – If you are only interested in one form of the word then use the Exact match option.

Approved memory only – If you only want to see results from the TM with an approved status, select Approved memory only.

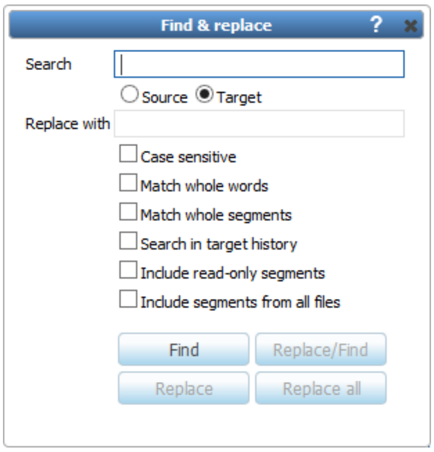
The downward arrow button in the Metadata column provides options to sort by: score, customer, project, create date, modification date, file name or segment ID. When used, the results are first sorted by the selected criterion and secondly by the score.

Do not save translation in TM

Use this option not to save a translation of the segment in a translation memory. The same option is available under the icon on the right-hand side.

Find and Replace

The find and replace window shown below can be displayed by selecting it from the context menu or by clicking on the icon in the left-hand tool bar or using the keyboard shortcut – default value Alt+f.



The find & replace window

You can search for the word in either the source or target text, however you can only find the word in the source text and not replace it, so in this case the replace buttons are greyed out. If you have segment ID based matching switched on then there is another option to allow you to search by Segment ID.

There are a number of search options to check to find segments where:

- The text is the same case
- The whole word is matched and not part of it
- The whole segment is the same
- The segment history in included in the search
- Read only segments are included in the search
- All files in the project are included in the search

If you did not previously highlight the search word in XTM Editor, type it in the search box. Then type in the replacement word. Click the Find button. When the word is found the “Replace” and “Replace/Find” buttons become active. Next either click the “Replace” button to just replace this word, “Replace/Find” to replace the word and find the next or “Find” to leave this word unchanged and go to the next instance.

“Replace all” replaces all the words in the document or project. It is important to note that while a replace all action is taking place all the segments in the document will be locked and XTM Editor the segments will appear to be greyed-out. Depending on the size of the documents replace all can take several minutes.

Restore from segment history

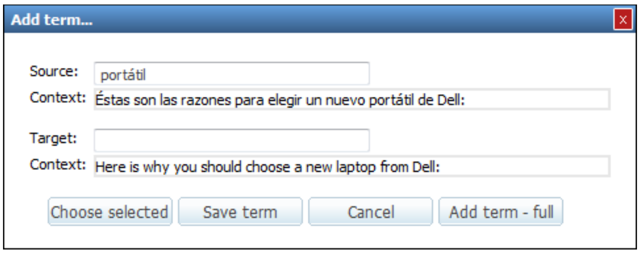
Use this option to return to an older version of translation of the segment. It is the same option as the one available under the 🕒 icon on the right-hand side toolbar.

Search in Google

Before selecting this menu item, highlight a word in either the source or target text. A new window appears with the results of a Google search on the highlighted word.

Terminology

There are three options**:**
Add Term – Quick: To add a term to the terminology database while working within XTM Editor, highlight the word, then right-click it and choose “Terminology> Add term – quick”. The window below appears.



Source: portátil
Context: Éstas son las razones para elegir un nuevo portátil de Dell:
Target:
Context: Here is why you should choose a new laptop from Dell:

Adding a term from the Editor

To enter a translation for the term, either type the translation in the target field, or highlight the translated term in the target segment supplied and click “Choose selected”. Click “Save term”.

Add Term – Full: To open the full terminology window directly, select “Terminology > Add term – Full” from the context menu for text. This enables you to enter data in all the fields for a term.

Open Terminology: If you want to browse the full list of terms for this customer select the option

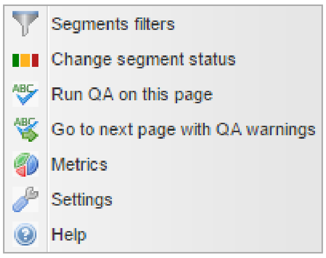
"Terminology > Open terminology".

Preview

This option provides quick access to generate previews of the file opened in XTM. It is the same option as the one available under the icon on the left-hand side toolbar.

File options

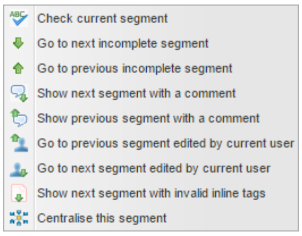
File options provide a quick access to the features available in the left-hand side toolbar.



File options from the context menu for text

Segment options

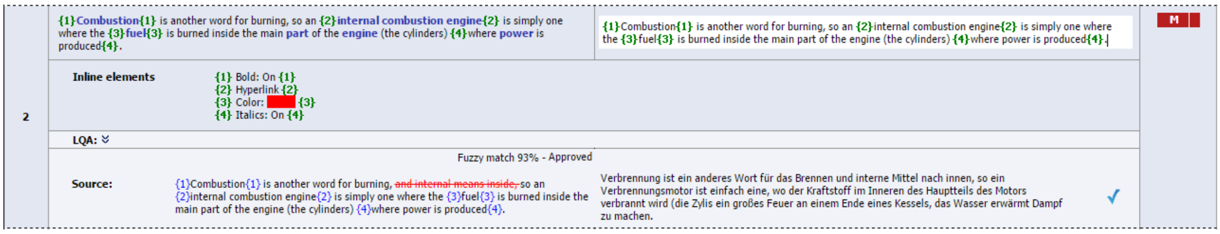
Segment options provide a quick access to features related to navigation between segments and actions performed on specific segments.



Segment options from the context menu for text

Inline elements

Inline elements, or tags, such as text formatting, are represented in the text for translation by numbers in curly brackets e.g. **{1}**. For in line elements with content, the numbers in brackets come in pairs around the text and are green. When the source document is Microsoft Word, and the option to display hints about inline elements is enabled, XTM Editor shows the meaning of inline elements underneath the segment.



2

{1}**Combustion**{1} is another word for burning, so an {2}**internal combustion engine**{2} is simply one where the {3}**fuel**{3} is burned inside the main **part** of the **engine** (the cylinders) {4}where **power** is produced{4}.

{1}Combustion{1} is another word for burning, so an {2}internal combustion engine{2} is simply one where the {3}fuel{3} is burned inside the main part of the engine (the cylinders) {4}where power is produced{4}.

Inline elements
{1} Bold: On {1}
{2} Hyperlink {2}
{3} Color: 🟥 {3}
{4} Italics: On {4}

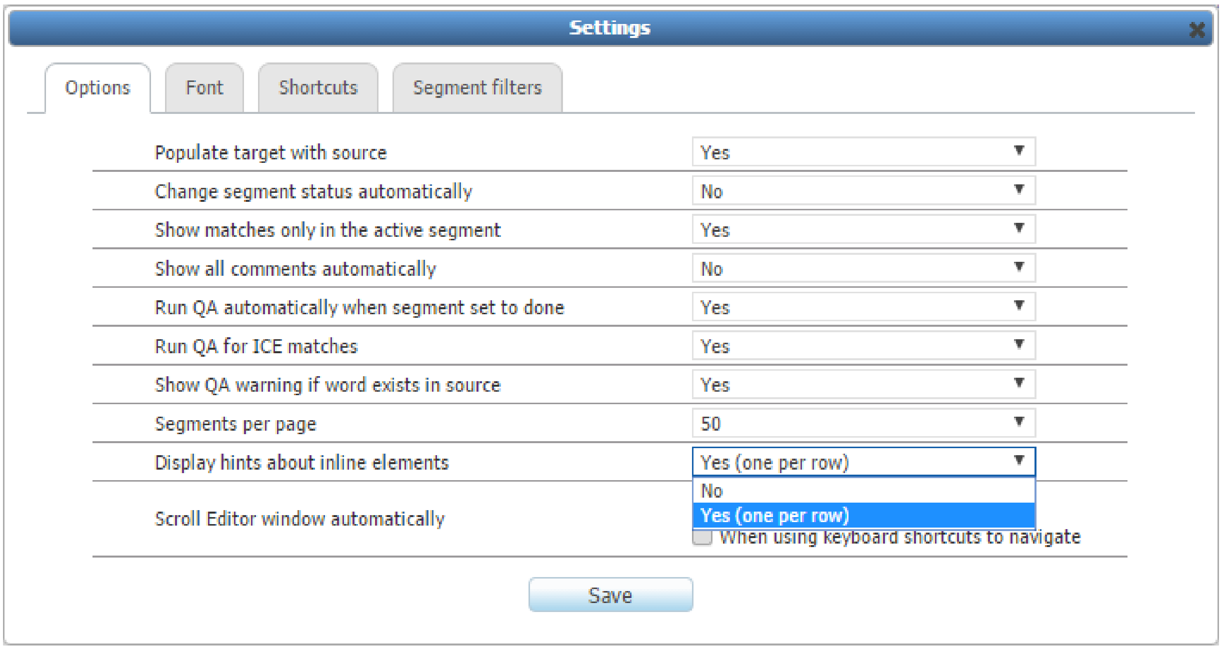
LQA:

Fuzzy match 93% - Approved

Source: {1}Combustion{1} is another word for burning, ~~and internal means inside,~~ so an {2}internal combustion engine{2} is simply one where the {3}fuel{3} is burned inside the main part of the engine (the cylinders) {4}where power is produced{4}.

Verbrennung ist ein anderes Wort für das Brennen und interne Mittel nach innen, so ein Verbrennungsmotor ist einfach eine, wo der Kraftstoff im Inneren des Hauptteils des Motors verbrannt wird (die Zylis ein großes Feuer an einem Ende eines Kessels, das Wasser erwärmt Dampf zu machen.

A segment with inline elements and their explanation underneath

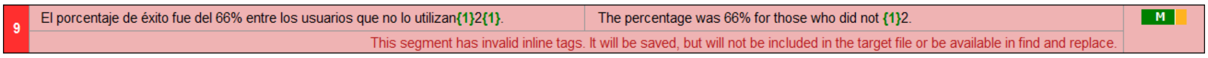


Populate target with source	Yes
Change segment status automatically	No
Show matches only in the active segment	Yes
Show all comments automatically	No
Run QA automatically when segment set to done	Yes
Run QA for ICE matches	Yes
Show QA warning if word exists in source	Yes
Segments per page	50
Display hints about inline elements	Yes (one per row)
Scroll Editor window automatically	☐ When using keyboard shortcuts to navigate

The option to display hints about inline elements underneath the segment

Those inline elements without content appear alone and are blue.

It is important that there is the same number of inline tags in the target segment as in the source segment. To insert an inline element in the target segment put the cursor in the desired location and type Alt + number on your keyboard. If you are missing any inline elements the segment will be high-lighted in red and a message will appear at the bottom of the page and in the segment. If you do not correct this the segment will be saved but the translation will not be used when the target document is generated or available in find and replace.



El porcentaje de éxito fue del 66% entre los usuarios que no lo utilizan{1}2{1}.

The percentage was 66% for those who did not {1}2.

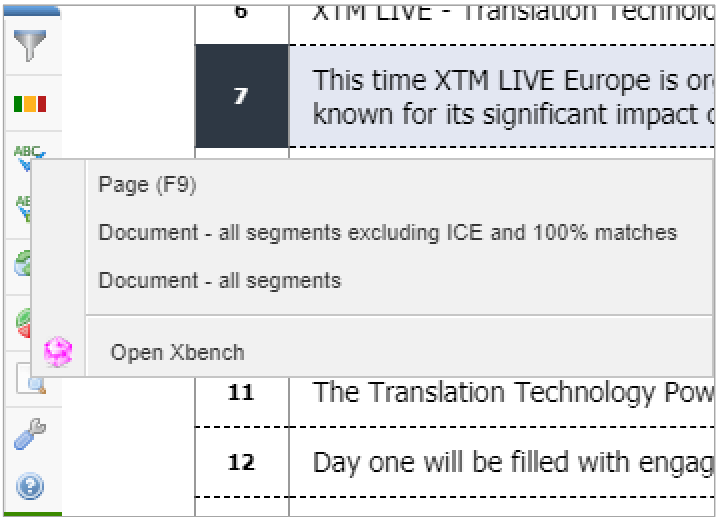
This segment has invalid inline tags. It will be saved, but will not be included in the target file or be available in find and replace.

Segment with missing inline tag

Also if you have red segments on the page, as you move to the next page there will be a pop up message telling you that you have segments with invalid inline tags.

Quality Assurance

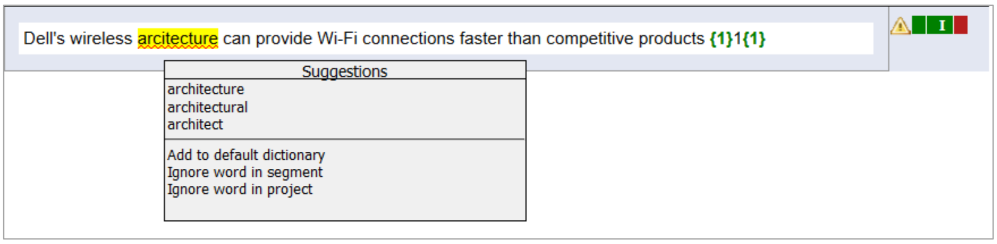
The quality assurance checks happen automatically when you set a segment to translated or when you click one of the QA icons ✓. The ✓ icon on the right vertical toolbar is used to check only the active segment. Clicking the ✓ icon on the left vertical toolbar enables you to choose a broader range of segments for QA checks.



Options for QA checks

Spell checking

If a spelling mistake is detected during the check then the word is highlighted in yellow. If you click on the word then XTM displays a number of suggested spellings for the word. You then have the option to select one of the suggested words, add the suspect word to the custom default dictionary and ignore the word in this segment or in the whole project.



Dell's wireless arcitecture can provide Wi-Fi connections faster than competitive products {1}1{1}

Correcting a spelling mistake

The spell checking utilizes the open office dictionaries which cover more than 90 languages listed in Appendix 3. Separate custom dictionaries are created for each customer. This means that multiple translators working on projects for the same customer will use the same custom dictionary.

Other QA checks

Apart from checking the spelling the QA module also checks for:

Numbers

- Missing or incorrectly formatted number
- Numbers inside words

Punctuation

- Missing space after punctuation marks
- Multiple punctuation marks in a sentence
- Multiple spaces in a sentence
- Spaces before punctuation marks

- Spaces around inline tags
- Spaces around double byte characters
- Trailing tabs or spaces at the beginning or end of a sentence
- Uneven number of opening and closing brackets

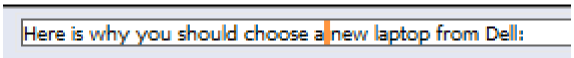
Language

- Check non-translatable text in curly brackets
- Forbidden characters – as specified by the system administrator
- Identical source and target
- Repeated words
- Spelling errors

Terminology

- Rejected terms used
- Translation of a term not found

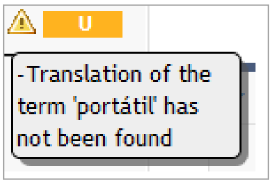
When a QA error is detected an orange mark is inserted to highlight the problem.



Here is why you should choose a new laptop from Dell:

QA error example - multiple spaces highlighted

In addition, a warning triangle appears next to the status box. If you place your cursor over the triangle, a description of the problem appears.



-Translation of the term 'portátil' has not been found

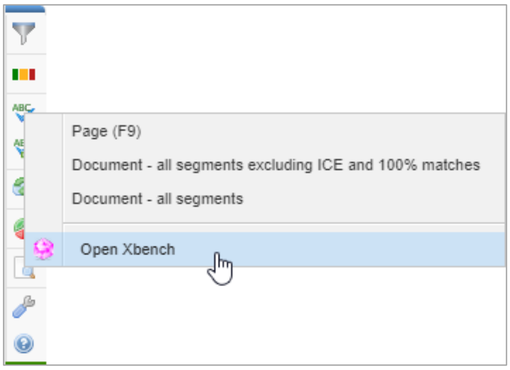
A typical QA warning

Integration with Xbench

Xbench is a third-party translation quality verification tool that can be opened from within XTM Editor. Xbench is not included in the XTM subscription and requires a separate license. The software can be purchased and downloaded from https://www.xbench.net/. XTM requires Xbench 3.0 build 1434 or higher installed on your computer.

Running Xbench from XTM Editor

Click Open Xbench in the quality verification menu to download the Xbench package (.xbpkg) file. The file can be then opened in Xbench for quality verification.

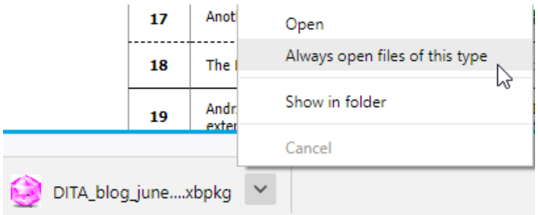


Opening Xbench from XTM Editor

Xbench can be opened straight from XTM Editor but requires your web browser to automatically open downloaded files.

For example, in Chrome:

a. Disable Google Chrome option: Ask where to save each file before downloading as explained in: https://support.google.com/chrome/answer/95759?co=GENIE.Platform%3DDesktop&hl=en
b. Enable Always open files of this type. Download an Xbench xbpkg file. When it is listed at the bottom of Chrome, click the up arrow, and choose Always open files of this type.



Always open files of this type in Chrome

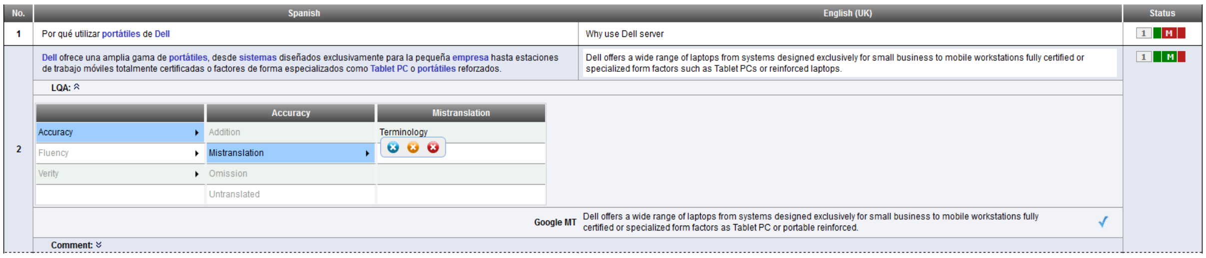
Activating segments in XTM Editor from Xbench

It is possible to activate a segment with an error in XTM Editor straight from Xbench. Press Ctrl + E when an error is selected in Xbench to activate the relevant segment in XTM Editor for correction. This feature only works when the same file is open in Xbench and XTM Editor.

LQA marking

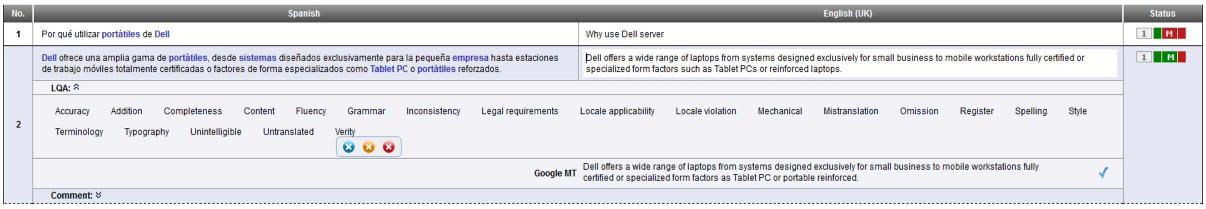
The system administrator will have configured LQA so that XTM lists the chosen issues. The severity factors and issue weightings will also have been set.

When a step in the workflow has been marked for LQA or the step is the default LQA step, an LQA section appears under the segment.



No.	Spanish	English (UK)	Status
1	Por qué utilizar portátiles de Dell	Why use Dell server	1 M
2	Dell ofrece una amplia gama de portátiles, desde sistemas diseñados exclusivamente para la pequeña empresa hasta estaciones de trabajo móviles totalmente certificadas o factores de forma especializados como Tablet PC o portátiles reforzados.	Dell offers a wide range of laptops from systems designed exclusively for small business to mobile workstations fully certified or specialized form factors such as Tablet PCs or reinforced laptops.	1 M
	Google MT	Dell offers a wide range of laptops from systems designed exclusively for small business to mobile workstations fully certified or specialized form factors as Tablet PC or portable reinforced. ✓	

The LQA section for a segment – hierarchical view



No.	Spanish	English (UK)	Status
1	Por qué utilizar portátiles de Dell	Why use Dell server	1 M
2	Dell ofrece una amplia gama de portátiles, desde sistemas diseñados exclusivamente para la pequeña empresa hasta estaciones de trabajo móviles totalmente certificadas o factores de forma especializados como Tablet PC o portátiles reforzados.	Dell offers a wide range of laptops from systems designed exclusively for small business to mobile workstations fully certified or specialized form factors such as Tablet PCs or reinforced laptops.	1 M

Google MT Dell offers a wide range of laptops from systems designed exclusively for small business to mobile workstations fully certified or specialized form factors as Tablet PC or portable reinforced. ✓

The LQA section for a segment – Flat view

To enter an issue, select the item in the LQA section and select the severity by clicking on either the blue, orange or red icons. The selected issue will appear in at the top of the LQA section and also an orange triangle will appear in the status column with a mouse over pop up giving the details.

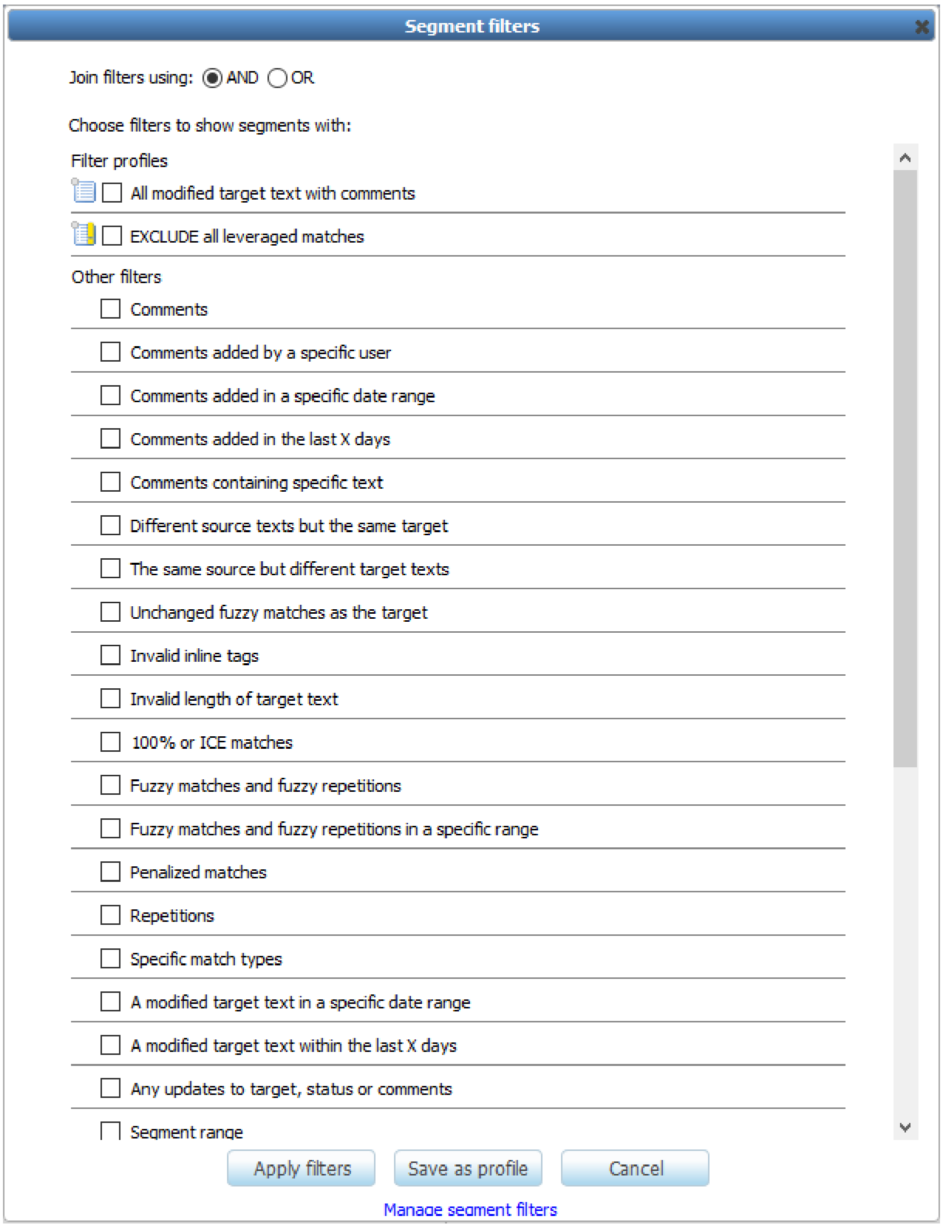
If the LQA is used as part of the correct step then marking the issue will record the error and as it is corrected XTM will create an auto comment.

The LQA report is automatically created and can be downloaded by the project manager from the context menu in the project listing.

Other XTM Editor Features

Segment filtering

Clicking on the icon in the left-hand tool bar brings up a list of segment filters that you can apply. Check the appropriate filter and click “Apply filters”.



Segment filters

Join filters using: ● AND ○ OR

Choose filters to show segments with:

Filter profiles

☐ All modified target text with comments

☐ EXCLUDE all leveraged matches

Other filters

☐ Comments

☐ Comments added by a specific user

☐ Comments added in a specific date range

☐ Comments added in the last X days

☐ Comments containing specific text

☐ Different source texts but the same target

☐ The same source but different target texts

☐ Unchanged fuzzy matches as the target

☐ Invalid inline tags

☐ Invalid length of target text

☐ 100% or ICE matches

☐ Fuzzy matches and fuzzy repetitions

☐ Fuzzy matches and fuzzy repetitions in a specific range

☐ Penalized matches

☐ Repetitions

☐ Specific match types

☐ A modified target text in a specific date range

☐ A modified target text within the last X days

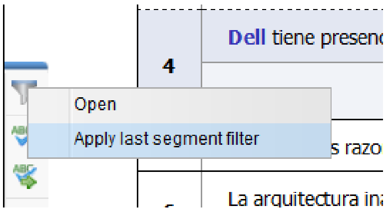
☐ Any updates to target, status or comments

☐ Segment range

Selecting a segment filter

When one or more filters have been applied the icon appears in the XTM Editor title bar. If you click on this icon the filter is immediately switched off to show all segments.

If you right click on the apply filter icon a context menu appears which enables you to open the filter window or immediately apply the last segment filter.



Right click on the filter icon

There is also a keyboard short cut to apply the last segment filter or deactivate the applied filter. The default value of the keyboard short cut is Ctrl+shift+F

Filter Profiles

You can create advanced, customized filters by joining two or more segment filters together using Boolean AND/OR operators and saving the combination as a Filter Profile. You can also save frequently used configurations of a single filter for convenient reuse. Saved Filter Profiles appear in a separate list above the Other filters list with an icon to the left.

Creating filter profiles

Click on the icon in the left-hand tool bar to open the Segment filters window:

1. Check the box next to one or more desired filters in the list and configure the filter parameters. Check the Exclude box to exclude segments matching that condition from the display.
2. If more than one filter is selected, choose whether to join the filters using the AND or Boolean operator using the radio buttons at the top of the window.
    a. The AND operator means all of the conditions must be matched for a segment to be displayed.
    b. The OR operator means that only one of the selected conditions must match segments to be displayed.
3. Click the Save as profile button.
4. In the Add filter profile box enter a descriptive name for the profile in the Filter profile name field, and click Save. The new profile will appear at the top of the Filter profiles list.

Applying filter profiles

Click on the icon in the left-hand tool bar to open the Segment filters window. Check the box next to the filters you wish to use from the Filter profiles list and click the Apply filters button.

Profiles created by an Administrator

Filter profiles created by a system administrator are indicated in the list by an icon. You can apply these profiles normally, but administrator profiles cannot be edited. However, you can view their settings by clicking the icon next to the administrator profile name and selecting View from the dropdown list. This opens the Edit filter profile window with a notification in yellow across the top that this profile was created by an administrator. You can modify the configuration of this profile and click Save as profile to save it as your own filter profile under a new name.

Modifying filter profiles

Click the icon to the left of the filter profile name and select Edit from the dropdown menu to open the Edit filter profile window. The current profile name, Boolean operator, selected filters and their parameters are all displayed in the window. Make any desired changes to the profile configuration and click Save profile to save your changes.

Deleting filter profiles

Click the icon to the left of the filter profile name and select Delete from the dropdown menu. Click OK in the confirmation box to delete the filter profile.

Copy repetition

The icon appears when you apply the filter “Repeats: first occurrence and repeated segments”. If you make a change to one of the repetitions click on it to propagate a change to the other repetitions.

Centralizing a segment

In order to view the last segments on a page in context with segments of the next page click the centralize segment icon .

Merging segments

In order to merge the current segment with the one above click the merge segment icon . There are some rules governing the merging and demerging of segments:

- You can only merge segments that originated from the same paragraph in the source document. In XTM Editor these segments are separated by a dotted line. You cannot merge segments from different paragraphs. These segments are separated by a solid line.
- When you need to merge more than two segments always start merging from the last segment – thus for example if you wish to merge segments1, 2, 3, firstly merge segment 3 with 2 and then 2 with 1.
- The converse applies when demerging segments – start demerging from the first segment.
- You cannot merge a segment with another segment that is in a read-only mode.

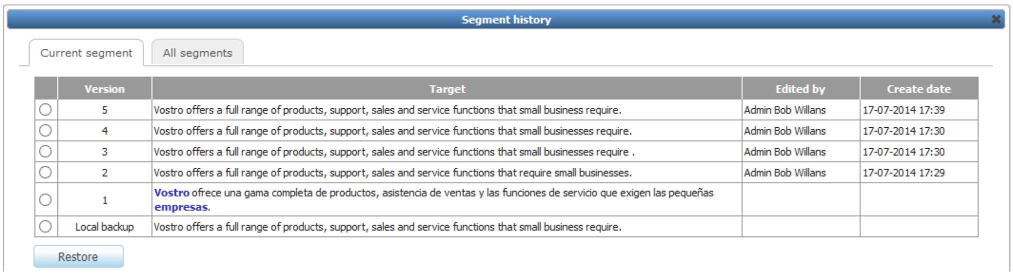
To demerge two merged segments, click in the segment that says “Merged with the segment above.” and click merge segment icon .

Saving, versioning and restoring previous versions

Every change that you make in a segment is automatically saved when you click away from the segment. XTM automatically stores a full version history of each segment. There are two storage mechanisms:

1. The changed segment is automatically saved on the server as a file.
2. In addition, the segment is saved locally in the temporary cache of the browser. This acts as a backup if the internet connection is down.

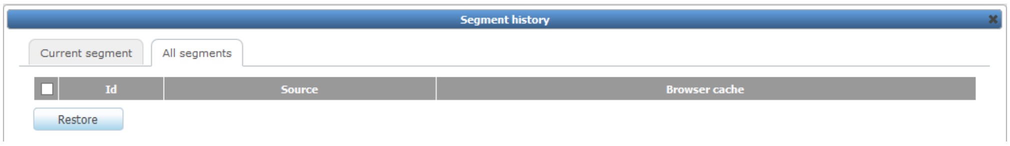
XTM adds to the history each time the segment is saved. The information includes the person who made the change and date and time of the change. To view the segment history click on the icon.



	Version	Target	Edited by	Create date
○	5	Vostro offers a full range of products, support, sales and service functions that small business require.	Admin Bob Willans	17-07-2014 17:39
○	4	Vostro offers a full range of products, support, sales and service functions that small businesses require.	Admin Bob Willans	17-07-2014 17:30
○	3	Vostro offers a full range of products, support, sales and service functions that small businesses require .	Admin Bob Willans	17-07-2014 17:30
○	2	Vostro offers a full range of products, support, sales and service functions that require small businesses.	Admin Bob Willans	17-07-2014 17:29
○	1	Vostro ofrece una gama completa de productos, asistencia de ventas y las funciones de servicio que exigen las pequeñas empresas.		
○	Local backup	Vostro offers a full range of products, support, sales and service functions that small business require.		

The version history window – current segment

From this window you can view and restore any previous version of the current segment.



The version history window – All segments

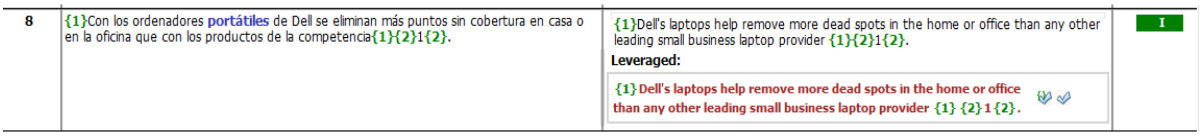
On the second tab “All Segments” there is an option to restore the latest backup for any or all of the segments on the page.

Entering translations

If there is no TM match, to enter your translation, simply click in target language box of the desired segment and type over any source text.

If there is a TM match, click ✓ to accept a fuzzy match and insert the translation into the target box. If the TM has been saved with inline tags, there will be two options:

- click ✓ to copy the match without inline elements or
- click {i}✓ to copy the match with inline tags. In either case the text can then be edited as required.



{1}Con los ordenadores portátiles de Dell se eliminan más puntos sin cobertura en casa o en la oficina que con los productos de la competencia{1}{2}1{2}.

{1}Dell's laptops help remove more dead spots in the home or office than any other leading small business laptop provider {1}{2}1{2}.

Leveraged:

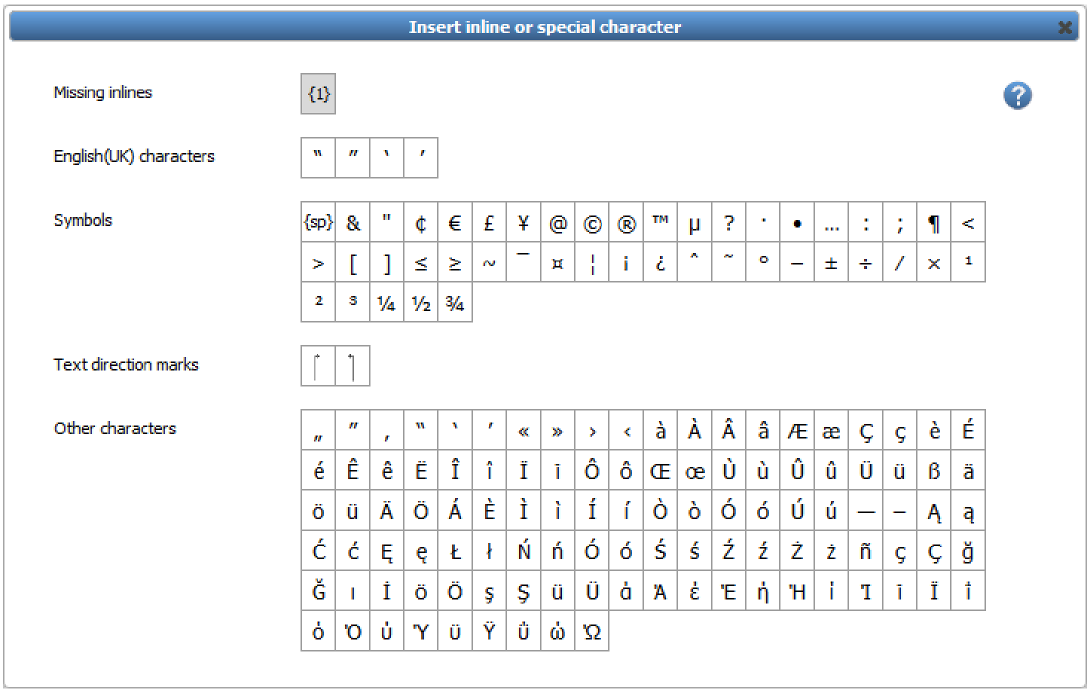
{1} Dell's laptops help remove more dead spots in the home or office than any other leading small business laptop provider {1} {2} 1 {2}.

Selecting a TM match

Entering special characters in XTM Editor:

Sometimes you may need to enter characters that are not accessible from the keyboard, such as 'smart quotes'.

To enter characters that are special to the target language type alt+0.This will display a selection of characters for the given language including the default one - {sp}



The special character pop up

For 'special' characters that are not shown here the Windows Character Map is the best solution:

From Windows->Start->Accessories->System Tools select the Character Map

In the Character Map application select the characters that you will be using frequently into the 'Characters to copy:' field. You can then copy and paste the characters into the XTM editor.

You can also type the ASCII or ANSI code for the characters. Useful codes are:

- Alt+0132 for lower quote
- Alt+0147 for Left Double Quotation Mark
- Alt+0148 for Right Double Quotation Mark
- Alt+0139 for Single Left-Pointing Angle Quotation Mark
- Alt+0155 for Single Right-Pointing Angle Quotation Mark
- Alt+0128 for Euro Symbol

To enter these keystrokes you need to keep the Alt key pressed down, then on the numeric keypad press the number sequence.

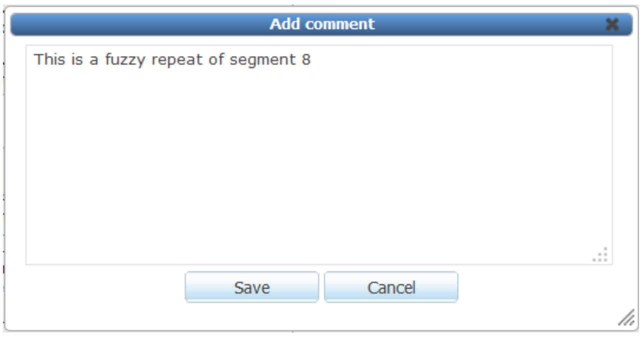
The full ASCII character set is available here http://ascii-table.com/ascii.php

The full ANSI character set is available here http://ascii-table.com/ansi-codes.php (note the Dec codes shown in the table require a leading 0 when typing them.)

It is also possible to create shortcuts for commonly used special characters. By default insert non breaking space is set to Ctrl+Shift+space, but you can create other characters as required.

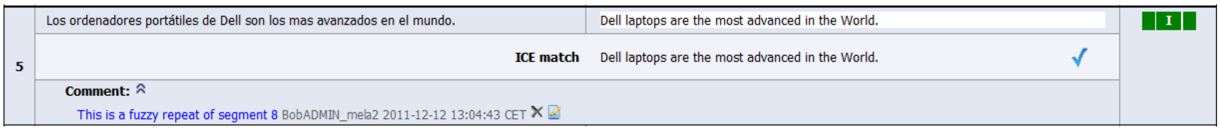
Segment comments

To add a comment to the active segment, click on the icon in the right-hand tool bar. Enter the comment in the box that appears and click the save button. The comment is saved with the name of the person adding the comment and a date time stamp.



This is a fuzzy repeat of segment 8

Adding a comment



Los ordenadores portátiles de Dell son los mas avanzados en el mundo.

Dell laptops are the most advanced in the World.

ICE match

Dell laptops are the most advanced in the World.

Comment:

This is a fuzzy repeat of segment 8 BobADMIN_mela2 2011-12-12 13:04:43 CET

A Segment with a comment

When a comment is present in a segment the word "Comment" appears. Click on the ⌃ icon to display the text. You can change the default setting to display or hide comments in Settings > Options. A comment can be edited by clicking on the ✎ icon or deleted by clicking on the ✕ icon. Note only the person who entered the comment can edit or delete it, and this can only be done when the workflow step is active.

To view the next segment with a comment, click on the next comment icon 💬 in the right-hand tool bar

XTM Editor Title bar

Starting from the left-hand side, the title bar firstly displays an icon indicating the speed of connection to the XTM server 📶. This icon turns to orange or red 📶 as the speed of connection falls.

Connection speed	Connection grade	Icon or warning message
>1900 milliseconds	Bad	🟥
>1001<1899 milliseconds	Poor	🟧
>601<1000 milliseconds	Average	🟨
>400<600 milliseconds	Good	🟩
<400 milliseconds	Excellent	🟩

Next is the project name, the target language, the file name, the finish and reject buttons and the segment range or ranges and your role. If you have been allocated multiple languages or files in the same project it is possible to navigate through the languages or files from the pull-down menu or using the arrows to the left and right of the file name.

Finishing or rejecting tasks in XTM Editor: If the manual option has been selected in Configuration depending on the step you are in there are two arrows: Clicking on the red arrow icon ⬅ rejects the task to the previous step in the workflow, while the green arrows ➡ finishes the task and automatically moves it on to the next step in the workflow. If XTM has been set up so that tasks are automatically finished or rejected depending on the segment status, then the arrow icons change to the following red/green icon ⇄

If segment filtering is switched on a small red filter icon appears: . Clicking this icon switches off segment filtering so that all segments are displayed.

Project: Diesel inline
Language: German (Germany)
File: Diesel engine - Copy - Inline.docx
Segments: 1 - 96
Role: Translator

The XTM Editor title bar with a pull-down lists of available file names and languages.

Navigation within the document

Each page on the editor contains between 10 and 500 segments. You can set how many segments you wish to view on a page in the setting section which is accessed by clicking on the icon.

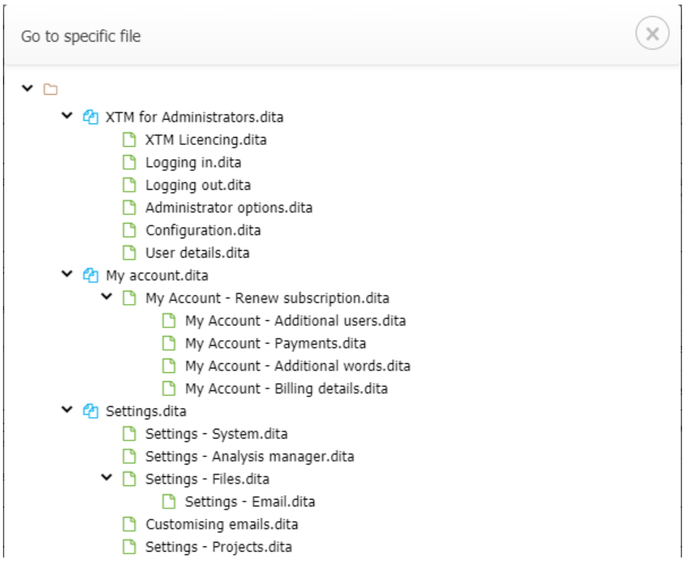
You can move to the next page of segments by clicking on the range at the bottom or top of the page, clicking on the arrows or selecting a range from the pull-down list. Alternatively go to a specific segment by entering the segment number in the empty box.

The navigation panel at the bottom and top of the page

When determining how many segments to display on the page you should bear in mind that when you have a page open, other translators, reviewers or correctors will be able to view this page, however they will find that all the segments on the page are locked and they will not be able to make any changes.

Navigation between joined files

When files, such as DITA source files, are joined during project creation, you can easily navigate through them by clicking the icon. This displays the file structure tree. The structure of the tree depends on the file join settings described here.

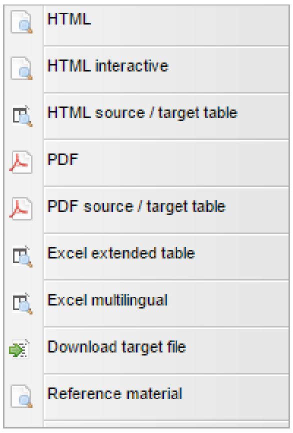


- XTM for Administrators.dita
  - XTM Licencing.dita
  - Logging in.dita
  - Logging out.dita
  - Administrator options.dita
  - Configuration.dita
  - User details.dita
- My account.dita
  - My Account - Renew subscription.dita
    - My Account - Additional users.dita
    - My Account - Payments.dita
    - My Account - Additional words.dita
    - My Account - Billing details.dita
- Settings.dita
  - Settings - System.dita
  - Settings - Analysis manager.dita
  - Settings - Files.dita
    - Settings - Email.dita
  - Customising emails.dita
  - Settings - Projects.dita

A typical file tree structure

Target file preview

Clicking on the preview icon in the left-hand menu displays a submenu that enables you to select the type of document preview as shown below.



The preview menu

If you are translating XML files, XSLT style sheets can be used to generate a preview. The selection of style sheet can be configured using the root element of the source XML file. Please contact to request assistance with loading the style sheets into XTM.

If there are no custom style sheets DITA previews are based on the DITA Open Tool Kit Framework. The target XML is passed to style sheets and rendered as HTML.

XTM Connect for Adobe InDesign

If the optional connector for XTM to Adobe InDesign Server has been purchased there is additional preview functionality. The InDesign Server can be either licensed by the customer or we can provide access to the XTM International instance.

This connector provides the ability to:

- Upload and analyze .indd files
- Generate a WYSIWYG pdf of the target file
- Quickly and easily edit the translation. The preview pdf contains Live-Links from the text in the preview to the relevant segment in XTM Editor.

Images need to be either embedded into the InDesign document or contained in Links folder that is uploaded to XTM by the project manager as preview files.

Segment status

Segment status overview

The right-hand column displays information about the status of the segment and origin of the target text.

The background colour represents the current status of the segment. The meaning of the colours is as follows:

COLOUR	STATUS OF STEP	MEANING
RED	TO BE TRANSLATED TO BE REVISED TO BE REVIEWED	The segment requires the linguist's attention.
YELLOW	TO BE CHECKED	The segment is non-translatable or is a 100% leveraged match
BLUE	TO BE CORRECTED	The segment has been rejected by one step (e.g. Review) and needs to be corrected by the previous step.
GREEN	TRANSLATED REVISED REVIEWED	The segment has been completed by the linguist
	COMPLETED	The segment is an 'In context exact' (ICE) match, or has been merged with the one above

The letters in the status box refers to the original matching type and have the following meaning:

LETTER	MATCHING TYPE
U	Unmatched
MT	Machine translation matched
M	Matched
I	In context exact match (ICE)
N	Non-translatable

The only change that you can make to the letter in the status box is to change it to "N", otherwise it remains the same throughout the workflow.

The status of the previous and following steps

No.	English (UK)	German (Germany)	Status
1	Like a gasoline engine, a diesel engine is a type of internal combustion engine.	Wie ein Benzinmotor, ein Dieselmotor ist eine Art von Brennkraftmaschine.	🟩 M 🟥
	ICE match - Approved	Like a gasoline engine, a diesel engine is a type of internal combustion engine. ✓	
	Google MT	Wie ein Benzinmotor, ein Dieselmotor ist eine Art von Brennkraftmaschine. ✓	

A segment showing the status of the previous, current and next step.

The status column displays the status of the previous, current and next step in the workflow by dividing the coloured block into sections. In the example above the first step is completed, while the current and next step require attention.

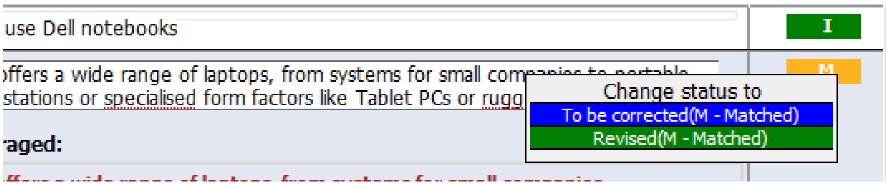
Changing the status of segments

You can set XTM to change the segment status automatically or alternatively you can manually set the status.

If the system is configured to change the status of the segment automatically, when you leave the segment the status will change. How to set the status change to automatic is described in chapter

5 in the configuration section.

If the status change is not set to automatic then you may change the status using the keyboard shortcut Alt ++ or by clicking on the box itself and selecting translated/revised/reviewed from the context menu.



use Dell notebooks

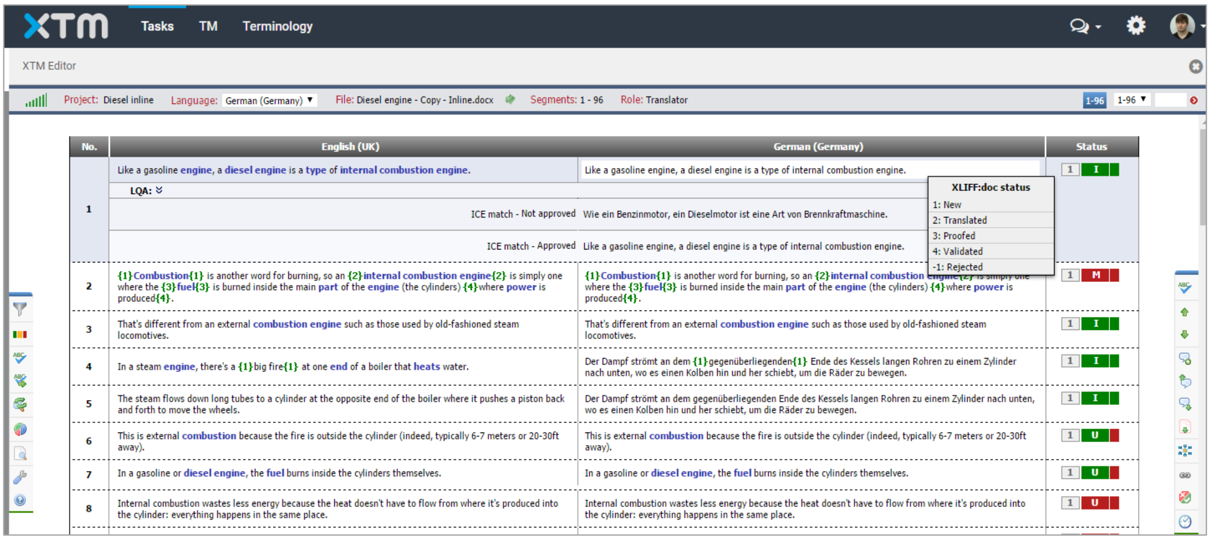
ffers a wide range of laptops, from systems for small com
stations or specialised form factors like Tablet PCs or rugg

aged:

A reviewer changing the status of a segment

XLIFF:doc status of segments

If you have TIPP switched on in Configuration> Settings then the XLIFF:doc segment status will be displayed in XTM Editor to the left of the normal XTM status. To change the status of a segment click on the number and select the desired status from the pop up list.



Project: Diesel inline Language: German (Germany) ▼ File: Diesel engine - Copy - Inline.docx Segments: 1 - 96 Role: Translator

No.	English (UK)	German (Germany)	Status
1	Like a gasoline engine, a diesel engine is a type of internal combustion engine.	Like a gasoline engine, a diesel engine is a type of internal combustion engine.	1 I
	LQA:		
	ICE match - Not approved	Wie ein Benzinmotor, ein Dieselmotor ist eine Art von Brennkraftmaschine.	
	ICE match - Approved	Like a gasoline engine, a diesel engine is a type of internal combustion engine.	
2	{1}Combustion{1} is another word for burning, so an {2}internal combustion engine{2} is simply one where the {3}fuel{3} is burned inside the main part of the engine (the cylinders) {4}where power is produced{4}.	{1}Combustion{1} is another word for burning, so an {2}internal combustion engine{2} is simply one where the {3}fuel{3} is burned inside the main part of the engine (the cylinders) {4}where power is produced{4}.	1 M
3	That's different from an external combustion engine such as those used by old-fashioned steam locomotives.	That's different from an external combustion engine such as those used by old-fashioned steam locomotives.	1 I
4	In a steam engine, there's a {1}big fire{1} at one end of a boiler that heats water.	Der Dampf strömt an dem {1}gegenüberliegenden{1} Ende des Kessels langen Rohren zu einem Zylinder nach unten, wo es einen Kolben hin und her schiebt, um die Räder zu bewegen.	1 I
5	The steam flows down long tubes to a cylinder at the opposite end of the boiler where it pushes a piston back and forth to move the wheels.	Der Dampf strömt an dem gegenüberliegenden Ende des Kessels langen Rohren zu einem Zylinder nach unten, wo es einen Kolben hin und her schiebt, um die Räder zu bewegen.	1 I
6	This is external combustion because the fire is outside the cylinder (indeed, typically 6-7 meters or 20-30ft away).	This is external combustion because the fire is outside the cylinder (indeed, typically 6-7 meters or 20-30ft away).	1 U
7	In a gasoline or diesel engine, the fuel burns inside the cylinders themselves.	In a gasoline or diesel engine, the fuel burns inside the cylinders themselves.	1 U
8	Internal combustion wastes less energy because the heat doesn't have to flow from where it's produced into the cylinder: everything happens in the same place.	Internal combustion wastes less energy because the heat doesn't have to flow from where it's produced into the cylinder: everything happens in the same place.	1 U

Changing the XLIFF:doc status of a segment

Locked segments

If a segment is grey and has a padlock icon to the right of the segment status then it is locked and changes cannot be made. To view why the segment is locked move your mouse over the padlock. The reasons why a segment maybe locked are:

- The segment is not allocated to you
- This segment has not been completed in the previous step
- The segment is locked by another user
- ICE matches have been set to “not editable”
- You are a viewer and do not have editing rights

It is important that users close XTM Editor by either logging out or closing the browser, because if a user leaves the XTM Editor open unattended, then the session will expire in one hour and all the segments on the page will be locked during this time. However, if a translator closes XTM Editor then the session will expire after 5 minutes freeing up the segments for other users.

Target Text Length Control

XTM can be configured during project creation or in the project editor to monitor the number of characters in the target text and compare that number with predefined upper and lower limits. When the number of characters is less than or greater than these limits the segment will appear red and a warning will appear.

XTM controls the target length of a paragraph and not a sentence. These segments are separated by a dotted line in XTM editor. Thus, for example when translating an Excel file, XTM controls the length of all the text in a cell or in an XML file all the text in an element.

Project: Diamond Language: German (Germany) ▼ File: Diamond surface.docx Segments: 1 - 65 Role: Translator

No.	English (UK)	German (Germany)	Status
1	Perform the following to protect the vehicle and maintain it in prime condition:	Führen Sie die folgenden um das Fahrzeug zu schützen und pflegen sie in bestem Zustand:	1 U 68 < **87** < 100

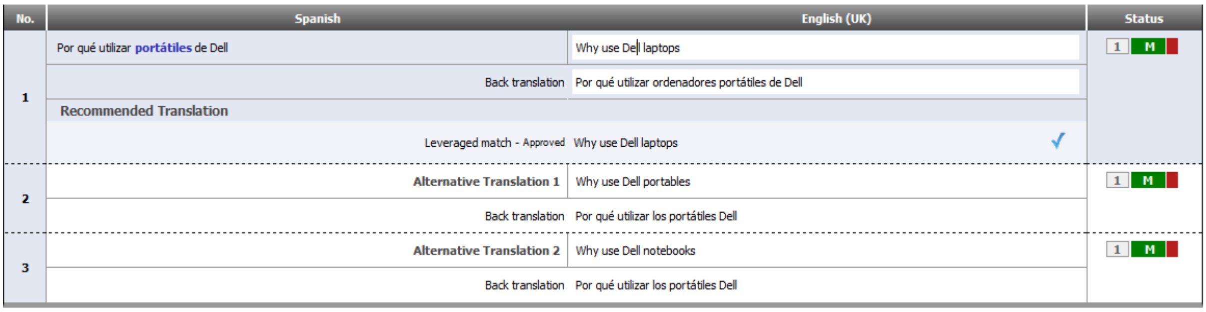
Segment showing target text length control in the status column

Alternative and Back Translations

When a project has been created to use the alternative translation feature each segment is displayed multiple times. There is a recommended translation followed by the set number of alternative translations. Each alternative translation has its own back translation. Also, XTM uses paragraph segmentation for projects with alternative translations.

Enter the alternative translations and back translations. The comments section can be used as a place to enter the rationale for each translation. On review choose the desired alternative translation by clicking on the check to copy from the alternative to recommended translation. Only the recommended translation will be used to generate the target document.

An Excel spreadsheet can be downloaded by the project manager that shows the full list of translations, alternatives, back translations and comments.



No.	Spanish	English (UK)	Status
1	Por qué utilizar **portátiles** de Dell	Why use Dell laptops	1 M 🟥
	Back translation	Por qué utilizar ordenadores portátiles de Dell	
	Recommended Translation		
	Leveraged match - Approved	Why use Dell laptops ✓	
2	**Alternative Translation 1**	Why use Dell portables	1 M 🟥
	Back translation	Por qué utilizar los portátiles Dell	
3	**Alternative Translation 2**	Why use Dell notebooks	1 M 🟥
	Back translation	Por qué utilizar los portátiles Dell	

Segment showing two alternative translations with their corresponding back translations

Storing and Updating the Translation Memory

Storing TM

The translation memory database is automatically updated when you modify the target text and leave a segment. All subsequent modifications to this translation automatically update the TM.

You do not have to mark a segment as DONE (green) in order to save it in the TM. However, in order to store a segment where the target is equal to the source, you should mark the segment as DONE (green).

When the same segment from the same file and project is modified, the appropriate TM entry is updated. In other words, if you translate a segment, and then a corrector updates the translation, only the newest version will be stored in TM. When a segment is modified, its timestamp is updated. The timestamp is used to order the matches and display the most recent.

Every TM entry is stored with checksums of the previous and next sentences in the document. This allows XTM to be able to identify an ICE match that is based on the sentence context within the document.

Approved vs. not-approved memory

When the status of the TM entry is set to “Approved” or “Not approved” depends on the setting in the workflow. By default, if there are multiple steps in the workflow then the TM entry is initially set to “Not approved”. When the final step in the workflow has been completed the TM entry is automatically set to “Approved”.

The setting can be adjusted, so segments can be stored as “Approved” in any step. In addition to this, a special workflow can be configured so that all segments are stored as “Not approved” until the last step is finished. Then an automatic process can be run that approves the memory on completion of the workflow.

Duplicate management

When you are working on a different project, but translate sentences that already exist in the TM, XTM will create a duplicate when:

1. The target text is different from that in the TM
2. The previous or next sentence are different from that stored in the TM

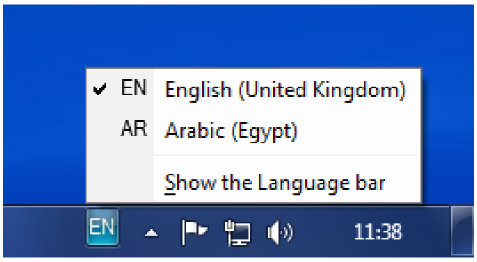
An administrator can configure XTM so that it does not create a duplicate TM entry for the same segment translated in different projects. If this is set and the segment already exists in the TM, when you enter a different translation, XTM will not create a new entry in the TM, rather the existing one will be updated with the new translation. To set this option go to Configuration > Settings > Translation and check the desired options in the field called “Modify the existing TM record if the project segment has the same”

Right to Left languages

The following languages are automatically set to display right to left in XTM Editor:

- Arabic
- Hebrew
- Divehi
- Pashto
- Persian
- Syriac
- Urdu
- Yiddish
- Yiddish, Israel

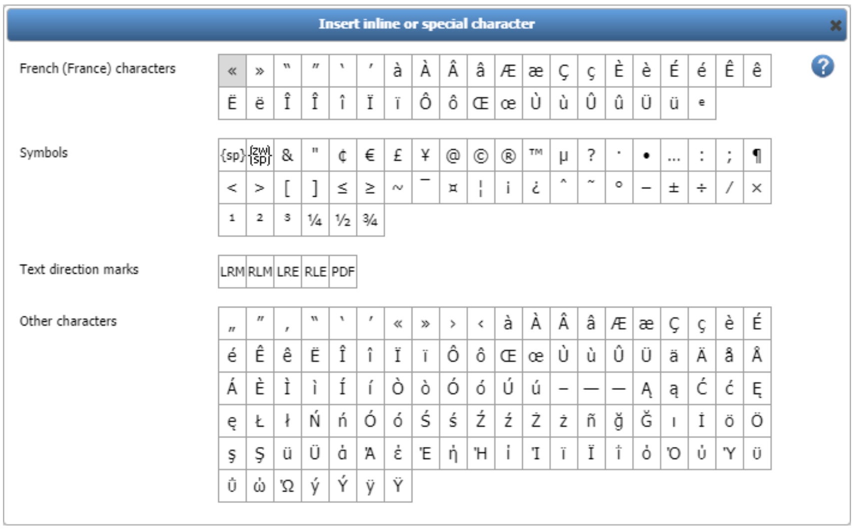
For PCs running Microsoft Windows, to change the keyboard firstly ensure that the desired language is installed. This is done in Control Panel > Region and Language > Keyboard and Languages.
Once installed it is possible to select the desired language from the pop-up menu at the bottom right of the screen.



Selecting keyboard input language

Bidirectional texts

When you need to type some text in direction opposite to the direction of the target language, you can use text direction marks. Text direction marks are available from the Insert inline or special character pop-up window.



Text direction marks in the Insert inline or special character window

LRM, RLM, LRE and RLE are opening text direction marks. LRM and LRE change text direction to left-to-right. RLM and RLE change text direction to right-to-left. PDF is a closing mark.

Arabic	English (UK)
العنوان هو "مفتاح معايير الويب!" بالعربية.	The title is "{RLE}مفتاح معايير الويب!{PDF}"

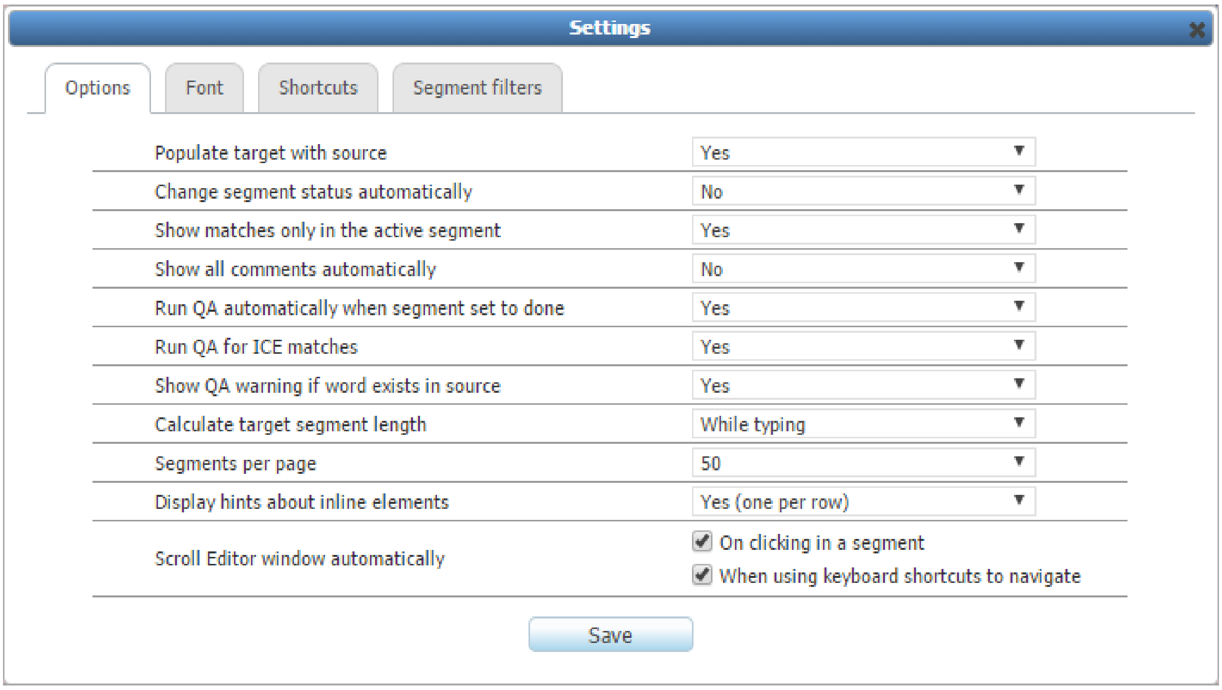
An example of bidirectional text

XTM also supports isolation groups of Unicode controls for bidirectional texts. These characters are: Left-to-Right Isolate (LRI), Right-to-Left Isolate (RLI), and Pop Directional Isolate (PDI). Contact XTM Support for more information about the feature.

Configuration

There are 4 tabs in the configuration window: Options, Font, Shortcuts and Segment filters

Options



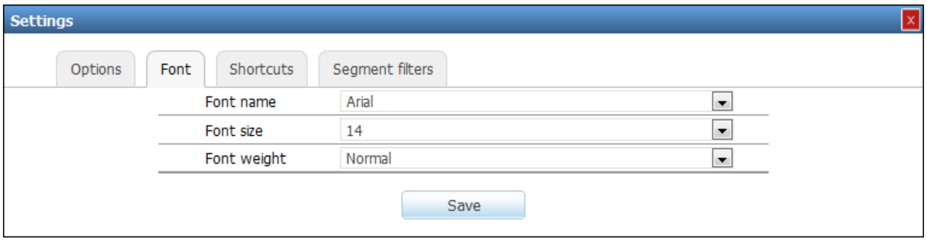
Populate target with source	Yes
Change segment status automatically	No
Show matches only in the active segment	Yes
Show all comments automatically	No
Run QA automatically when segment set to done	Yes
Run QA for ICE matches	Yes
Show QA warning if word exists in source	Yes
Calculate target segment length	While typing
Segments per page	50
Display hints about inline elements	Yes (one per row)
Scroll Editor window automatically	☑ On clicking in a segment ☑ When using keyboard shortcuts to navigate

The Settings window - Options

The functionality that can be set under options is:

- Populate target with source
- Change status automatically
- Show machine translation matches
- Show matches only in the active segment
- Show all comments automatically
- Run QA automatically when the segment is set to done
- Run QA for ICE matches
- Show a QA warning if a word exists in the source text. By default, this set to “no” and is important to avoid false positives if your source text contains words or tokens that are not translated.
- Calculate target segment length while typing or when leaving the segment – This is only active when segment length monitoring is on.
- The number of segments displayed per page. Use a lower number to have better performance
- Display hints about inline elements underneath the segment
- Automatically scroll window when using shortcut or mouse

Fonts



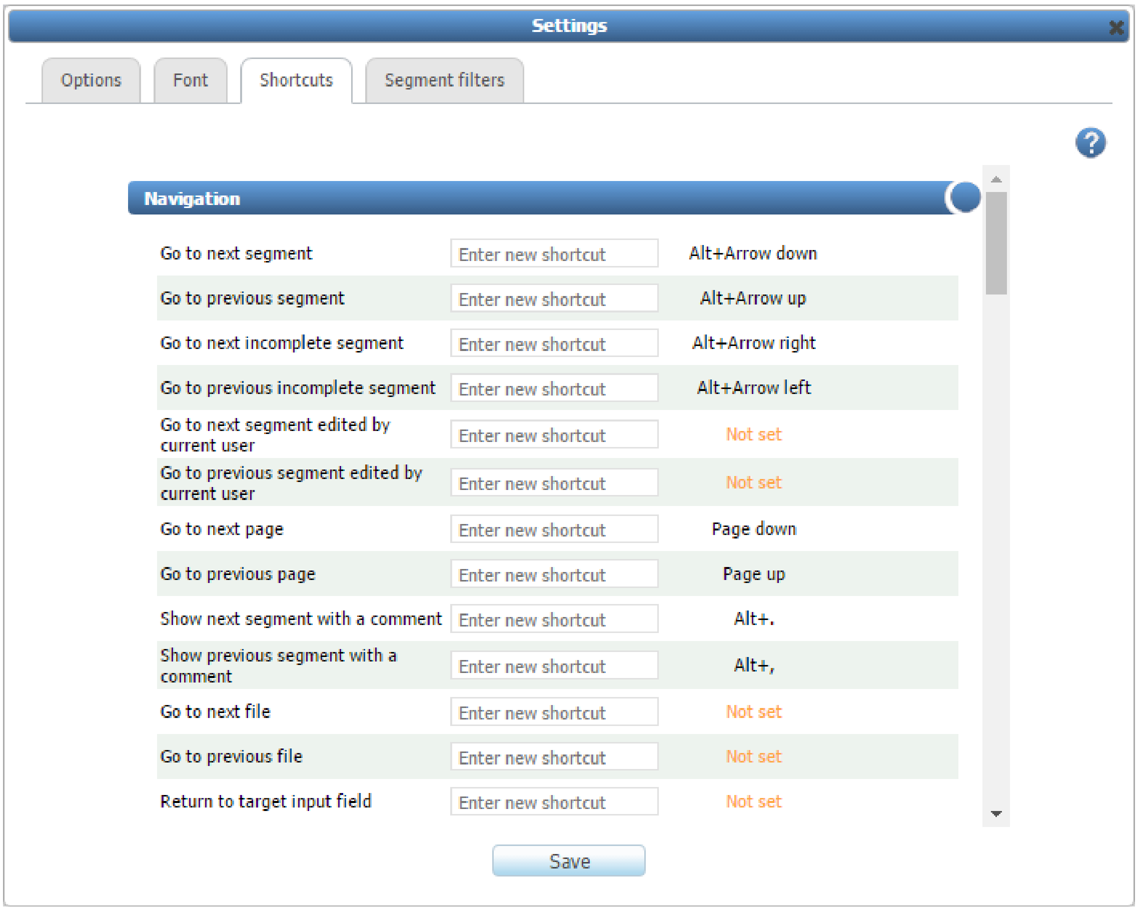
Font name	Arial
Font size	14
Font weight	Normal

The Settings window – Fonts

The fonts used in the XTM Editor can be set here. It is important that you select the right font for the project target language. The fonts are as follows:

Font	Target language
Simsun	Chinese
MS Mincho or MS Gothic	Japanese
DaunPenh	Cambodian
Preeti	Nepali
Vrinda	Bengali

Keyboard shortcuts



Go to next segment	Enter new shortcut	Alt+Arrow down
Go to previous segment	Enter new shortcut	Alt+Arrow up
Go to next incomplete segment	Enter new shortcut	Alt+Arrow right
Go to previous incomplete segment	Enter new shortcut	Alt+Arrow left
Go to next segment edited by current user	Enter new shortcut	Not set
Go to previous segment edited by current user	Enter new shortcut	Not set
Go to next page	Enter new shortcut	Page down
Go to previous page	Enter new shortcut	Page up
Show next segment with a comment	Enter new shortcut	Alt+.
Show previous segment with a comment	Enter new shortcut	Alt+,
Go to next file	Enter new shortcut	Not set
Go to previous file	Enter new shortcut	Not set
Return to target input field	Enter new shortcut	Not set

The Settings window – Shortcuts

This window allows you to view the current keyboard shortcuts and to customize them. To change a shortcut click in the “Enter new shortcut” box and type the new shortcut, then click save. Due to the inconsistencies of some browsers the shortcut keys may not display correctly in the third column. In this click on it and a window will appear where you can update the shortcut keys displayed.

The shortcuts are browser specific, so any changes to the shortcuts will only be available in the browser in which they were set. Other browsers will keep the previous shortcut.

The default Mac shortcuts only apply when XTM is viewed in Safari. There might be changes to the shortcuts if other supported browsers are used.

The default settings are shown below.

Description	Shortcut for PC	Shortcut For Mac
NAVIGATION		
Go to next segment	Alt+Arrow down	Alt+Arrow down
Go to previous segment	Alt+Arrow up	Alt+Arrow up
Go to next incomplete segment	Alt +Arrow right	Alt +Arrow right
Go to previous incomplete segment	Alt+Arrow left	Alt+Arrow left
Go to next segment edited by current user		
Go to previous segment edited by current user		
Go to next page	Ctrl+Page down	Ctrl+Page down
Go to previous page	Ctrl+Page up	Ctrl+Page up
Show next segment with a comment	Alt+.	Alt+.
Show previous segment with a comment	Alt+,	Alt+,
Go to next file		
Go to previous file		
Return to target input field		
TRANSLATION/TARGET		
Set segment as completed	Alt+;	
Set segment as completed & go to next incomplete segment	Alt++	Alt++
Set segment as incomplete	Alt+-	Alt+-
Save/do not save translation in TM	Alt+/	Alt+/
Clear the target segment	Alt+Delete	Ctrl+Delete (
Copy source text to target text	Alt+Insert	Ctrl+Shift+I
Insert no-break space	Ctrl+Shift+space	Ctrl+Shift+space
Insert zero-width space		
Uppercase/lowercase selected text	Shift+F2	
Merge with the segment above	Alt+Page up	ctrl + u
Focus custom attribute	Tab	Tab
Insert term	Ctrl+shift+T	
Undo	Ctrl+z	Ctrl+z
Redo	Ctrl+y	
Delete text to the end of the segment target	Not set	
Delete text to a next inline tag	Not set	
TEXT FORMATTING		
Bold		
Italic		
Underline		
Strike		
Superscript		
Subscript		
Hyperlink		
New line		
MATCHES		
Write match without inlines (If multiple matches selects best one)	Alt+m	Alt+m
Write match with inlines (If multiple matches selects best one)	Alt+i	Alt+i

Confirm & go to the next segment selecting the best match	Enter	
Write second match with inlines	Alt+Ctrl+2	
Write third match with inlines	Alt+Ctrl+3	
Write fourth match with inlines	Alt+Ctrl+4	
Write fifth match with inlines	Alt+Ctrl+5	
Write sixth match with inlines	Alt+Ctrl+6	
Write seventh match with inlines	Alt+Ctrl+7	
Write eighth match with inlines	Alt+Ctrl+8	
Write ninth match with inlines	Alt+Ctrl+9	
INLINE TAGS		
Insert inline or special character	Alt+0	Alt+0
Insert first inline tag	Alt+1	
Insert second inline tag	Alt+2	
Insert third inline tag	Alt+3	
Insert fourth inline tag	Alt+4	
Insert fifth inline tag	Alt+5	
Insert sixth inline tag	Alt+6	
Insert seventh inline tag	Alt+7	
Insert eighth inline tag	Alt+8	
Insert ninth inline tag	Alt+9	
COMMENTS		
Add comment	Alt+c	
QA		
Check current segment	F7	
Go to next page with QA warnings	F10	F4
Remove QA marking	F8	
Run QA on this page	F9	F3
Show/hide LQA form	Ctrl+q	
GENERAL		
Close popup	Esc	Esc
Apply/disable last segment filter	Ctrl+shift+F	
Open concordance	Alt+\	Alt+\
Concordance search in source language	Not set	
Concordance search in target language	Not set	
Refresh page	F5	F5
Show metrics	Alt+Enter	
Show find and replace	Alt+f	
Close the docked panel		

Custom shortcuts for special characters

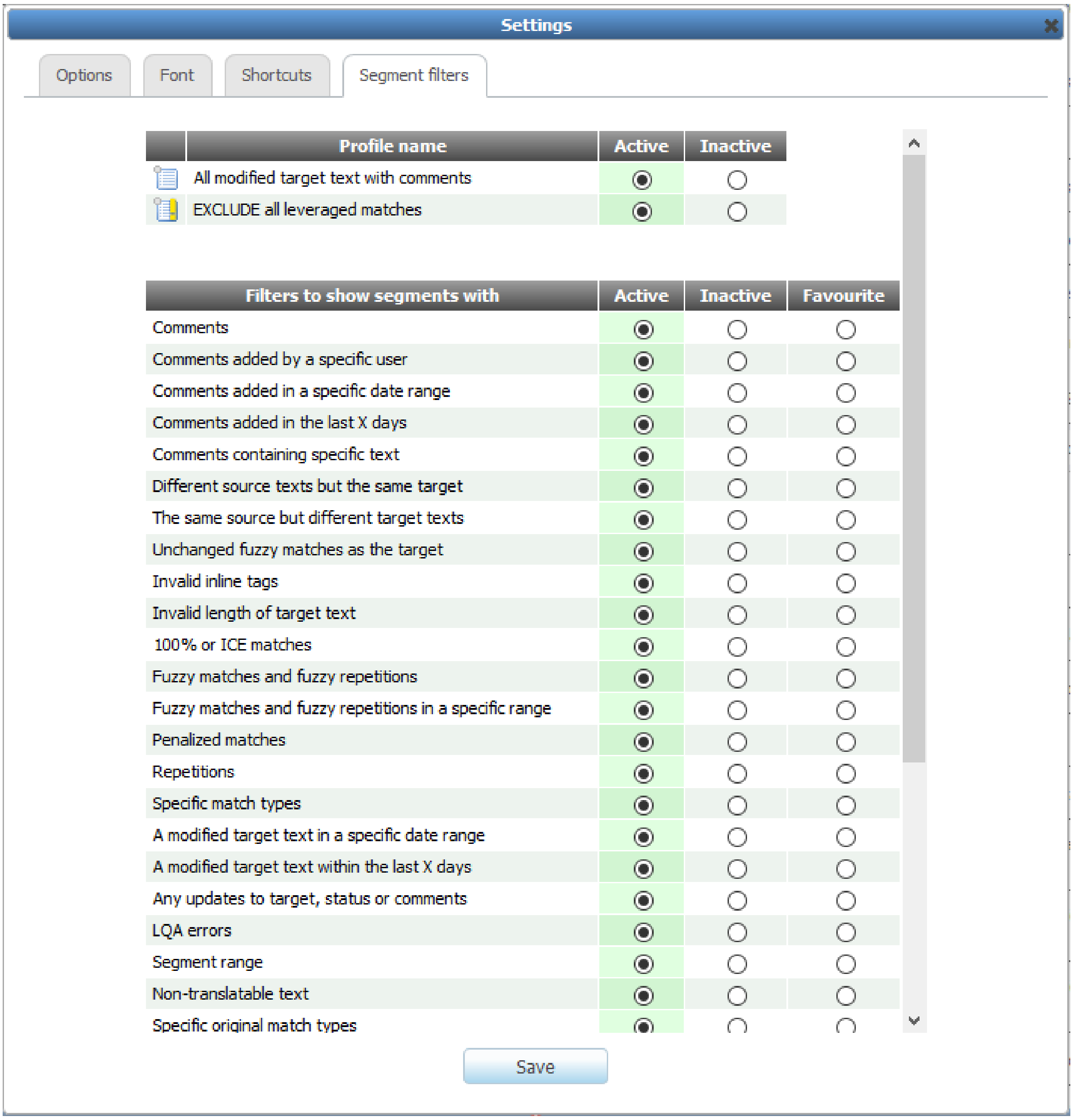
You can create your own shortcuts for special characters. Click the Add new shortcut button and then enter the character or click on the keyboard icon and select it from the popup. Then enter your desired shortcut.

Segment filters

The segment filter tab allows you to customize the list of filters and filter profiles that you see by making them “Inactive” and not visible in the list. Filter profiles appear in a separate list above the individual segment filter list. Filter profiles created by an administrator are indicated by an icon. Profiles created by an administrator can be used normally but cannot be edited.

Segment filters can additionally be marked as “Favourite” which causes them to be displayed at the top of the list. By default, all the filters are active and none are marked as favourite. Your system administrator can change these default settings.

Select filters and profiles to be Active, Inactive or Favourite and click Save to save your settings.



	Profile name	Active	Inactive
	All modified target text with comments	●	○
	EXCLUDE all leveraged matches	●	○

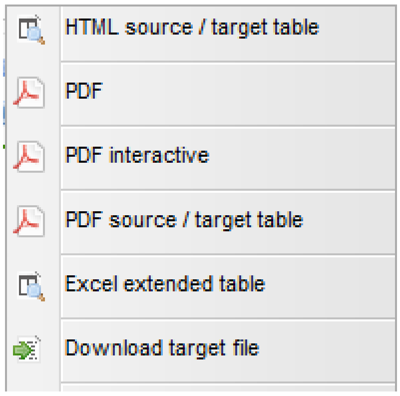
Filters to show segments with	Active	Inactive	Favourite
Comments	●	○	○
Comments added by a specific user	●	○	○
Comments added in a specific date range	●	○	○
Comments added in the last X days	●	○	○
Comments containing specific text	●	○	○
Different source texts but the same target	●	○	○
The same source but different target texts	●	○	○
Unchanged fuzzy matches as the target	●	○	○
Invalid inline tags	●	○	○
Invalid length of target text	●	○	○
100% or ICE matches	●	○	○
Fuzzy matches and fuzzy repetitions	●	○	○
Fuzzy matches and fuzzy repetitions in a specific range	●	○	○
Penalized matches	●	○	○
Repetitions	●	○	○
Specific match types	●	○	○
A modified target text in a specific date range	●	○	○
A modified target text within the last X days	●	○	○
Any updates to target, status or comments	●	○	○
LQA errors	●	○	○
Segment range	●	○	○
Non-translatable text	●	○	○
Specific original match types	●	○	○

The Settings window – Segment filters

Toolbars

Left-hand tool bar

The left-hand tool bar relates to the page or file.

Icon	Action	Description
▼	Segment filtering	A pop-up window appears to allow you to select and apply segment filters
🟩🟧🟥	Change segment status	Allows you to batch change the XTM or XLIFF:doc segment status of all the segments on the page or allocated to you.
ABC✓	Quality Assurance	Checks spelling and QAs all the segments on the page.
ABC	Quality Assurance	Checks the whole document and goes to the next page with QA warnings.
⟳	Find & Replace	Brings up the Find & Replace window.
◕	Metrics	A pop-up window appears with statistics about the translated document and progress in translation process. Includes Matching and number of text units.
🔍	Preview	A menu appears that varies according to your type of source file and how your system is configured. The options are to preview the document as an HTML table, PDF, PDF interactive, PDF table, Excel extended table or HTML and the target file. 
🔧	Customization	Customize XTM Editor functionality, appearance, fonts, keyboard shortcuts and segment filters.
?	Help	Description of all the system's functions.

Right-hand tool bar

The right-hand tool bar relates to individual segments.

Icon	Action	Description
ABC✓	Quality Assurance	Checks spelling and punctuation. Is also triggered by clicking F7 or works automatically when moving to the next segment.
⬆	Previous incomplete translations	Moves user to the previous incomplete translation (the previous segment with a red status)
⬇	Next incomplete translations	Moves user to the next incomplete translation (the next segment with a red status)
💬	Add comment	Creates a field in the source segment to insert a comment.
⬆💬	Go to previous segment with comment	Moves user to the previous segment with a comment.
💬⬇	Go to next segment with comment	Moves user to the next segment with a comment.
⬇	Go to next segment with inline errors	Moves user to the next segment with an inline error.
✥	Centralize this unit	Puts the chosen segment in the centre of a page.
⛓	Merge	Merges chosen segment with the unit above.
✓	Set as non-equivalent in TM	Sets a segment (a source-target pair) as non-equivalent in the Translation Memory and will not be reused. Clicking again undoes this action.
🕓	Segment history	The pop-up window has two tabs: The first tab shows the complete history of the segment allowing you to restore to any previous version. There are 2 options: 1. Restore from previous version stored on the server 2. Restore from the local backup On the second tab there is an option to restore the latest backup for any or all of the segments on the page.

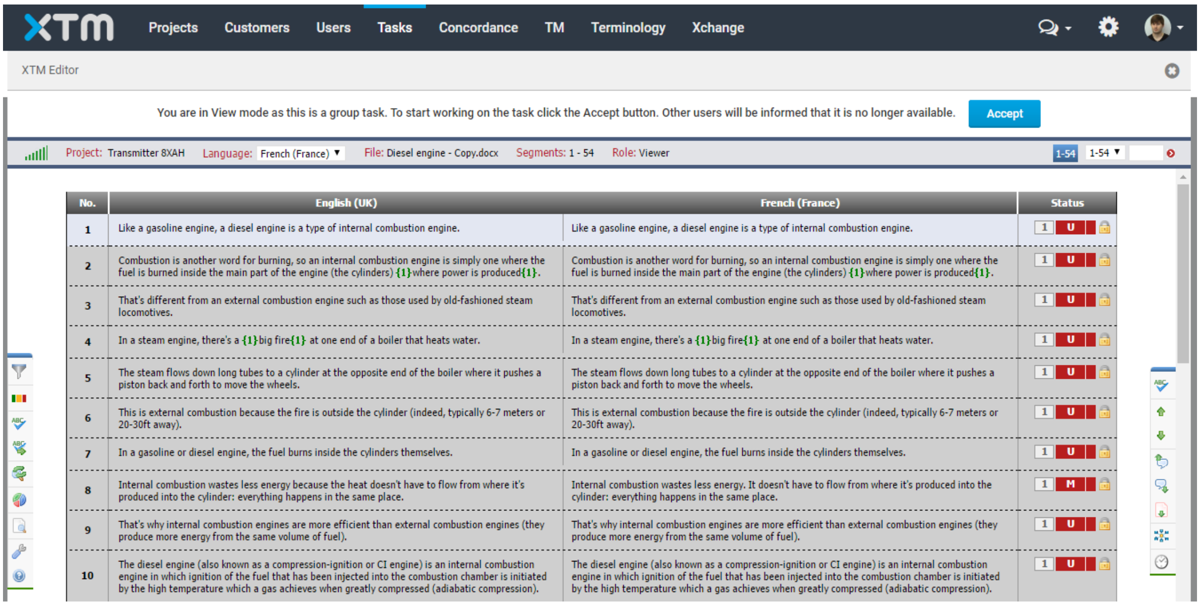
Group tasks

There are two types of users group in XTM:

1) First come first served groups,
2) Allocation order group.

If you are a member of an XTM first come first served user group and the project manager has assigned a task to the group, you will receive an email advising you. Clicking on the task link in the email takes you to the log on screen in XTM and then opens XTM editor in view only mode. On a first come first served basis you will then be asked to accept the task.

If you click the accept button the task is then allocated to you and the other members of the group will receive another email advising them that it is no longer available.



You are in View mode as this is a group task. To start working on the task click the Accept button. Other users will be informed that it is no longer available.

Project: Transmitter 8XAH Language: French (France) File: Diesel engine - Copy.docx Segments: 1 - 54 Role: Viewer

No.	English (UK)	French (France)	Status
1	Like a gasoline engine, a diesel engine is a type of internal combustion engine.	Like a gasoline engine, a diesel engine is a type of internal combustion engine.	1 U
2	Combustion is another word for burning, so an internal combustion engine is simply one where the fuel is burned inside the main part of the engine (the cylinders) {1}where power is produced{1}.	Combustion is another word for burning, so an internal combustion engine is simply one where the fuel is burned inside the main part of the engine (the cylinders) {1}where power is produced{1}.	1 U
3	That's different from an external combustion engine such as those used by old-fashioned steam locomotives.	That's different from an external combustion engine such as those used by old-fashioned steam locomotives.	1 U
4	In a steam engine, there's a {1}big fire{1} at one end of a boiler that heats water.	In a steam engine, there's a {1}big fire{1} at one end of a boiler that heats water.	1 U
5	The steam flows down long tubes to a cylinder at the opposite end of the boiler where it pushes a piston back and forth to move the wheels.	The steam flows down long tubes to a cylinder at the opposite end of the boiler where it pushes a piston back and forth to move the wheels.	1 U
6	This is external combustion because the fire is outside the cylinder (indeed, typically 6-7 meters or 20-30ft away).	This is external combustion because the fire is outside the cylinder (indeed, typically 6-7 meters or 20-30ft away).	1 U
7	In a gasoline or diesel engine, the fuel burns inside the cylinders themselves.	In a gasoline or diesel engine, the fuel burns inside the cylinders themselves.	1 U
8	Internal combustion wastes less energy because the heat doesn't have to flow from where it's produced into the cylinder: everything happens in the same place.	Internal combustion wastes less energy. It doesn't have to flow from where it's produced into the cylinder: everything happens in the same place.	1 M
9	That's why internal combustion engines are more efficient than external combustion engines (they produce more energy from the same volume of fuel).	That's why internal combustion engines are more efficient than external combustion engines (they produce more energy from the same volume of fuel).	1 U
10	The diesel engine (also known as a compression-ignition or CI engine) is an internal combustion engine in which ignition of the fuel that has been injected into the combustion chamber is initiated by the high temperature which a gas achieves when greatly compressed (adiabatic compression).	The diesel engine (also known as a compression-ignition or CI engine) is an internal combustion engine in which ignition of the fuel that has been injected into the combustion chamber is initiated by the high temperature which a gas achieves when greatly compressed (adiabatic compression).	1 U

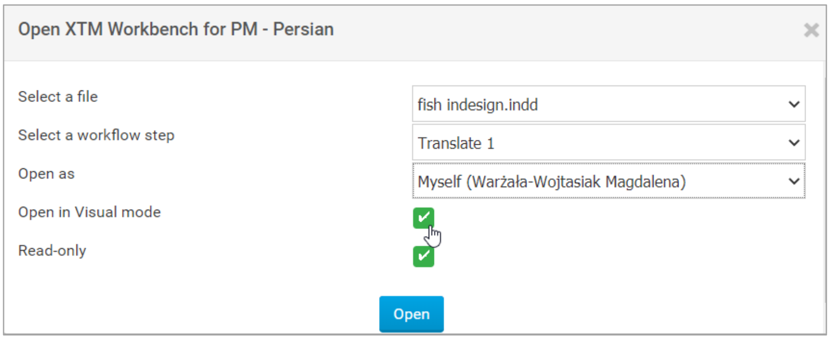
Accepting a task assigned to a user group.

If you are a member of an XTM allocation order user group and the project manager has assigned a task to the group, the task will be automatically sent to the first person in the group. They can accept or reject it. If they decide to reject it then it is automatically sent to the next person in the group and so on until one of the users accepts the task.

If you are a member of an XTM first come first served user group and the project manager has assigned a task to the group, you will receive an email advising you

XTM Visual mode

The XTM Visual mode is available for HTML and XML source files. Depending on the type of XML file, in order to view XML files in the Visual mode it is necessary to configure the system with the relevant XSLT style sheets, prior to creating the project. The XTM International support team can provide assistance to do this.



Open XTM Workbench for PM - Persian

Select a file: fish indesign.indd

Select a workflow step: Translate 1

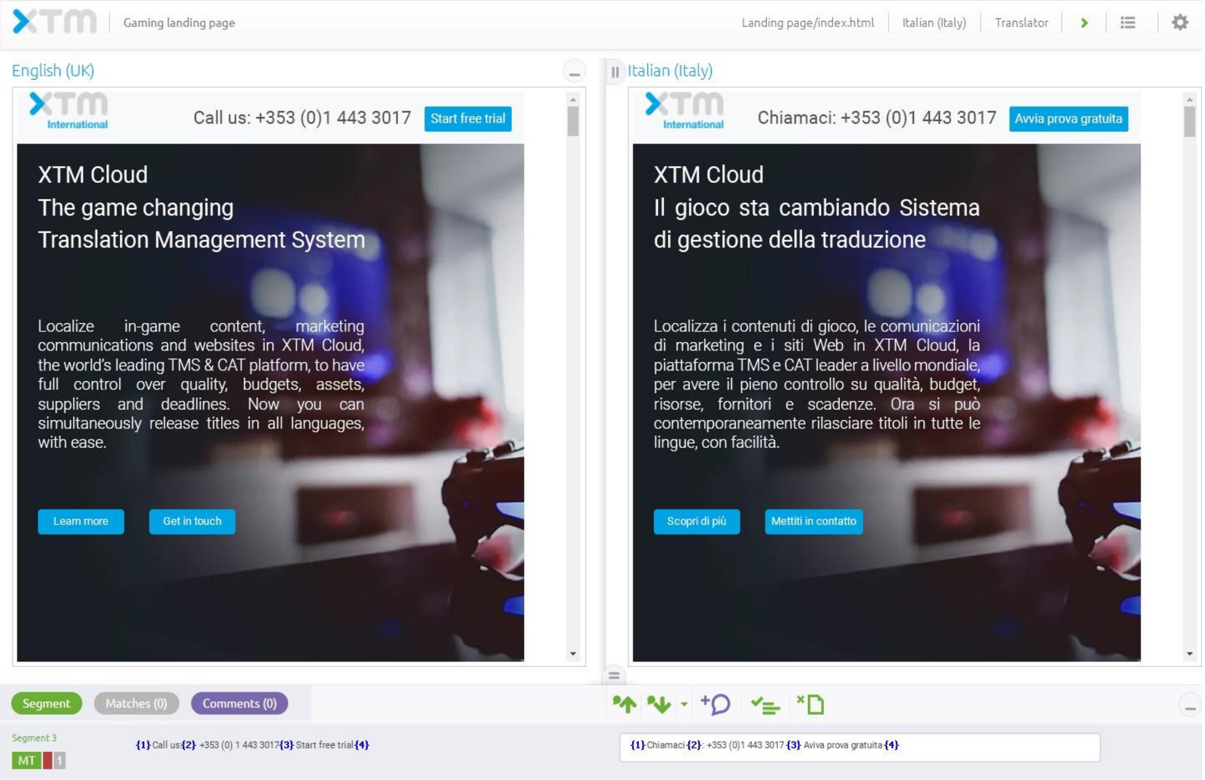
Open as: Myself (Warżała-Wojtasiak Magdalena)

Open in Visual mode: ☑

Read-only: ☑

The Tasks context menu

The aim of the XTM Visual mode is to show you a preview of the source and target file and then allow you to click on the text in the preview and enter a translation in the section below. The target preview is immediately updated with the translation. This allows you to see the full context of your translation as you are working.



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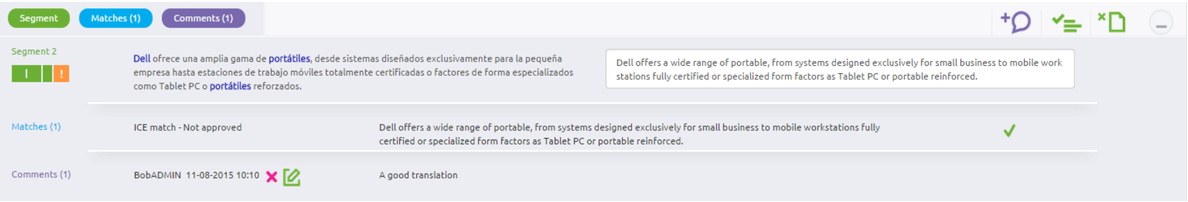
XTM WYSIWYG Editor

A great deal of the functionality in the tabular editor has been incorporated in this WYSIWYG editor. The icons you see in the window are as follows:

Icon	Action
↑ ↓	Go to the next/previous incomplete segment
↑ ↓	Go to the next/previous segment with a comment
+💬	Add comment
✓☰	QA Check
📗	-
🕒	View segment history
×🗋	Do not save in TM
✓	Select a match and insert the text into the translation
✎	Edit a comment
✕	Delete a comment
=	Vertical resizer
‖	Horizontal resizer
–	Minimize/maximize the segment editing section
⚙	Settings
☰	Drop-down menu
‹›	Finish or reject a task
›	Finish a task
‹	Reject a task

The layout of the page can be customized by using the vertical or horizontal sliders and the minimize/maximize button. This allows you to allocate more or less space to the previews and the segment editing section.

In the segment editing section it is possible to switch on or off the display of the segment, matches, and comments by clicking on the coloured buttons.



Dell ofrece una amplia gama de portátiles, desde sistemas diseñados exclusivamente para la pequeña empresa hasta estaciones de trabajo móviles totalmente certificadas o factores de forma especializados como Tablet PC o portátiles reforzados.

Dell offers a wide range of portable, from systems designed exclusively for small business to mobile work stations fully certified or specialized form factors as Tablet PC or portable reinforced.

ICE match - Not approved

Dell offers a wide range of portable, from systems designed exclusively for small business to mobile workstations fully certified or specialized form factors as Tablet PC or portable reinforced.

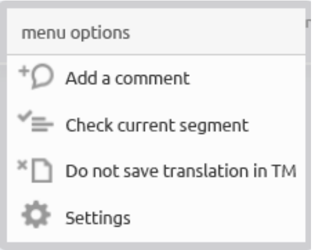
BobADMIN 11-08-2015 10:10

A good translation

XTM WYSIWYG Editor – Editing a segment

The segment status is shown on the left-hand side together with the status of the previous and next steps if applicable. Left clicking on the segment status allows you to change the status manually.

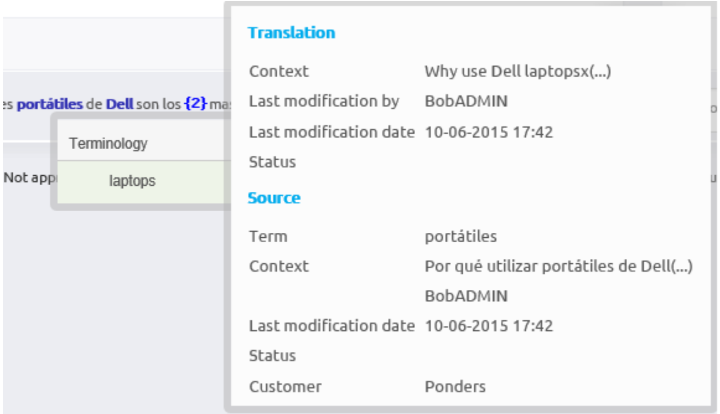
Right clicking anywhere in the segment brings up context menu.



Segment Context menu

To select a match to use as the translation click on the green tick

Terms are highlighted in blue and clicking on a term displays the term meta data in a pop up window.



Translation

Context	Why use Dell laptopsx(...)
Last modification by	BobADMIN
Last modification date	10-06-2015 17:42
Status	

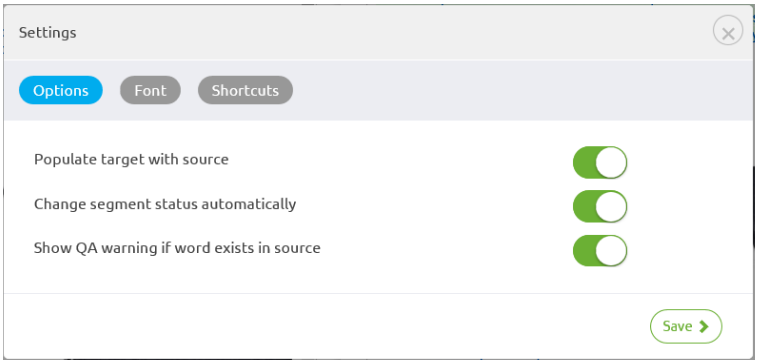
Source

Term	portátiles
Context	Por qué utilizar portátiles de Dell(...)
	BobADMIN
Last modification date	10-06-2015 17:42
Status	
Customer	Ponders

Term meta data

The drop-down menu in the top bar allows you to view or hide text decoration. When decoration is on an in-context exact match (ICE) is highlighted in light green, and the current segment is highlighted in yellow.

Clicking on the setting icon brings up the following window:

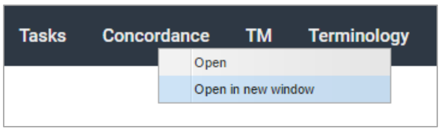


Populate target with source ●
Change segment status automatically ●
Show QA warning if word exists in source ●

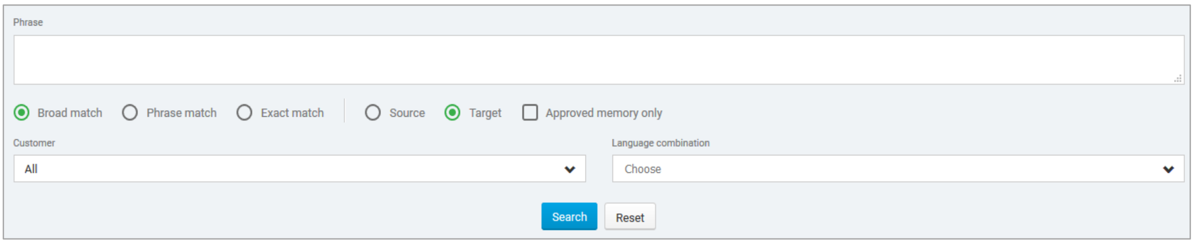
The settings window

Concordance window

The Concordance tab will be present for a linguist if the system administrator activates it under the Configuration tab > Settings > Translation. This window allows users to have access to concordance even when they are not using XTM Editor. For easy access it is possible to open concordance in a separate window. You can do this by right-clicking on the tab and selecting “Open in new window” from the context menu.



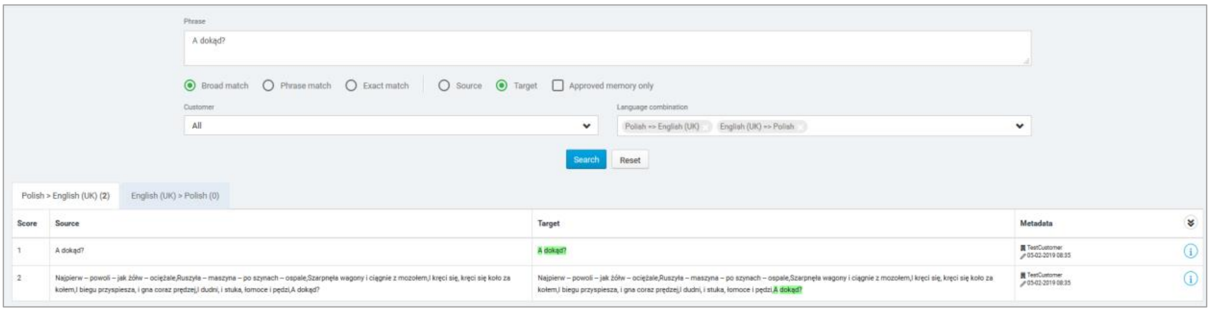
Right-clicking on the Concordance tab



Access to Concordance in a new window

If you enter a word or phrase and click on the Search button, XTM will display all occurrences and context of the word or phrase in the document and also the TM. By default, XTM runs searches on the stem of the word, but by clicking on the box you can force it to search only for exact matches. You can also determine whether the search is with the TM for a specific customer or the whole TM.

XTM Editor features options allowing the user to narrow the scope of search. Users can search for an Exact match (to find segments which contain only the words in the search phrase in the correct order), a Phrase match (to find segments with all the words in the search phrase, but in any order) or a Broad match (to find segments with any of the words in the search phrase and other words or characters). In this way, linguists can choose to see results that are exactly the same as the concordance search phrase, results that include all of the words from the search phrase, or results that can include any of the words being looked for.



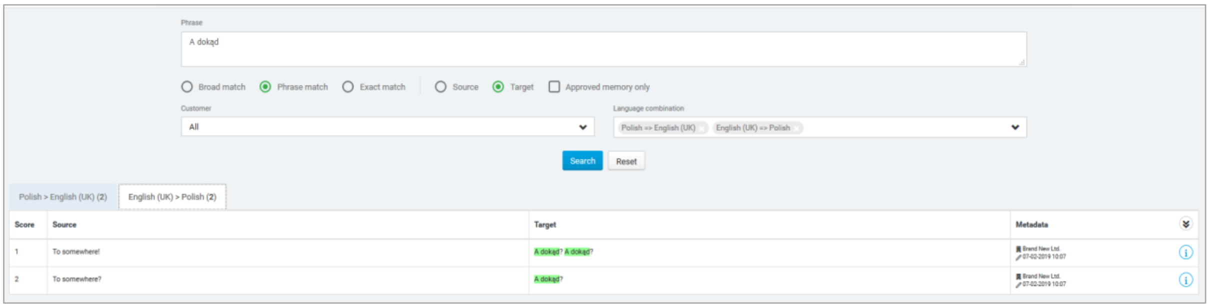
Phrase: A dokąd?

Customer: All

Language combination: Polish => English (UK) English (UK) => Polish

Score	Source	Target	Metadata
1	A dokąd?	A dokąd?	TestCustomer 03-02-2019 08:35
2	Najpierw – powoli – jak żółw – ociężale,Ruszyła – maszyna – po szynach – ospale,Szarpnęła wagony i ciągnie z mozołem,I kręci się, kręci się koło za kołem,I biegu przyspiesza, i gna coraz prędzej,I dudni, i stuka, łomoce i pędzi,A dokąd?	Najpierw – powoli – jak żółw – ociężale,Ruszyła – maszyna – po szynach – ospale,Szarpnęła wagony i ciągnie z mozołem,I kręci się, kręci się koło za kołem,I biegu przyspiesza, i gna coraz prędzej,I dudni, i stuka, łomoce i pędzi,A dokąd?	TestCustomer 03-02-2019 08:35

Broad match



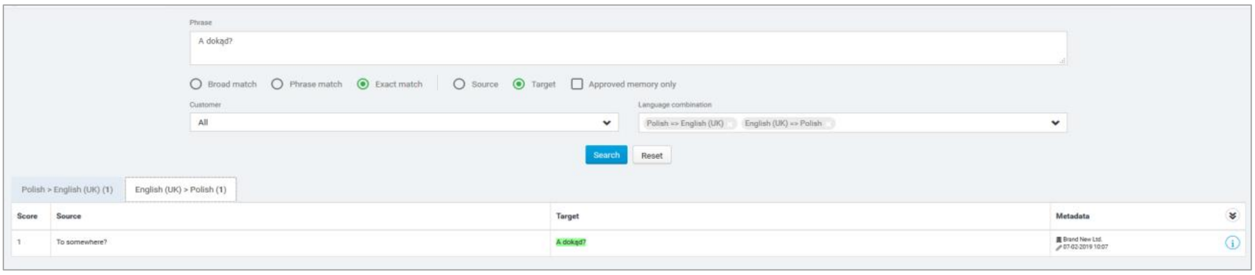
Phrase: A dokąd

Customer: All

Language combination: Polish => English (UK) English (UK) => Polish

Score	Source	Target	Metadata
1	To somewhere!	A dokąd? A dokąd?	Brand New Ltd. 07-02-2019 10:07
2	To somewhere?	A dokąd?	Brand New Ltd. 07-02-2019 10:07

Phrase match option



Phrase: A dokąd?

○ Broad match ○ Phrase match ● Exact match ○ Source ● Target ☐ Approved memory only

Customer: All

Language combination: Polish => English (UK), English (UK) => Polish

Score	Source	Target	Metadata
1	To somewhere?	A dokąd?	Brand New Ltd. 07-02-2019 10:07

Exact match option