Better Translation Technology

Getting Started

for

XTM Cloud Enterprise

Getting Started for XTM Cloud Enterprise.

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Introduction

This introduction to XTM Cloud explains how to start working in XTM quickly. XTM Cloud is a translation management system accessible through a web browser and does not require download nor installation on your PC. Getting started takes only a few minutes. You can use the platform immediately after you create an account with it. Create your account at https://xtm.cloud and follow the steps below.

XTM Cloud supports the latest versions of the following browsers:

Windows:

- Microsoft Edge 12+
- Firefox 4+
- Chrome 24+

Mac OS:

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

Linux:

- Firefox 4+
- Chrome 24+

Tablets:

- Safari 6+ for iPad
- Firefox for Android 23+

Step 1 – Logging in for the first time

Create an XTM account at https://xtm.cloud/trial/. You will receive an email with the log-in details. Click the red link XTM Cloud in the email to go to the login page.

Dear

Thank you for requesting a 30 day XTM Cloud demonstration account.

You can start translating online immediately by following this link XTM Cloud and then entering the below details:

Company	Username	Password

To make sure that your data is secure, when you log in for the first time, you will be asked to activate your browser and then change your password.

To help you get up and running as quickly as possible we suggest you read the short Getting Started Guide which you can download here. We also run regular live webinars. Please join us by signing up here. Or alternatively on the same page, there are recordings of the webinars and short tutorial videos. You can access the full XTM manual here.

For further help and advice please contact support@xtm.cloud and we will be happy to assist you.

Kind regards

The XTM International Team

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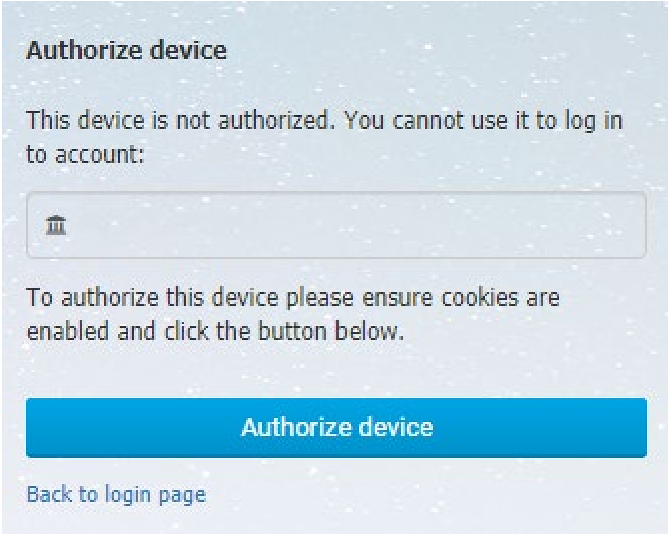
Better Translation Technology
visit: www.xtm-intl.com

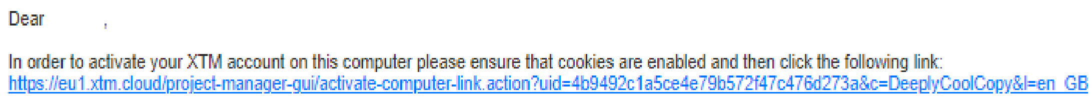
Registration email with the user credentials

Log in to the website. You will be asked to authorize your computer for security reasons. Click the Authorize device button in the prompt.



The Authorize device prompt

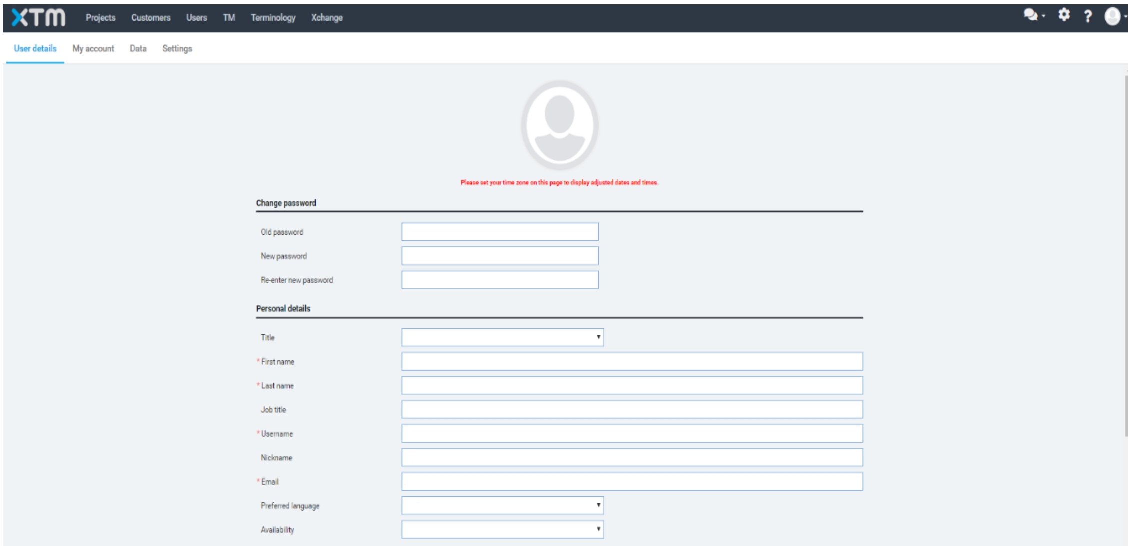
You will receive another e-mail with an activation link. Click the activation link in the e-mail. From now on you will be able to log in to XTM Cloud from your computer.


Dear ,

In order to activate your XTM account on this computer please ensure that cookies are enabled and then click the following link:
https://eu1.xtm.cloud/project-manager-gui/activate-computer-link.action?uid=4b9492c1a5ce4e79b572f47c476d273a&c=DeeplyCoolCopy&l=en_GB

Email with computer activation link

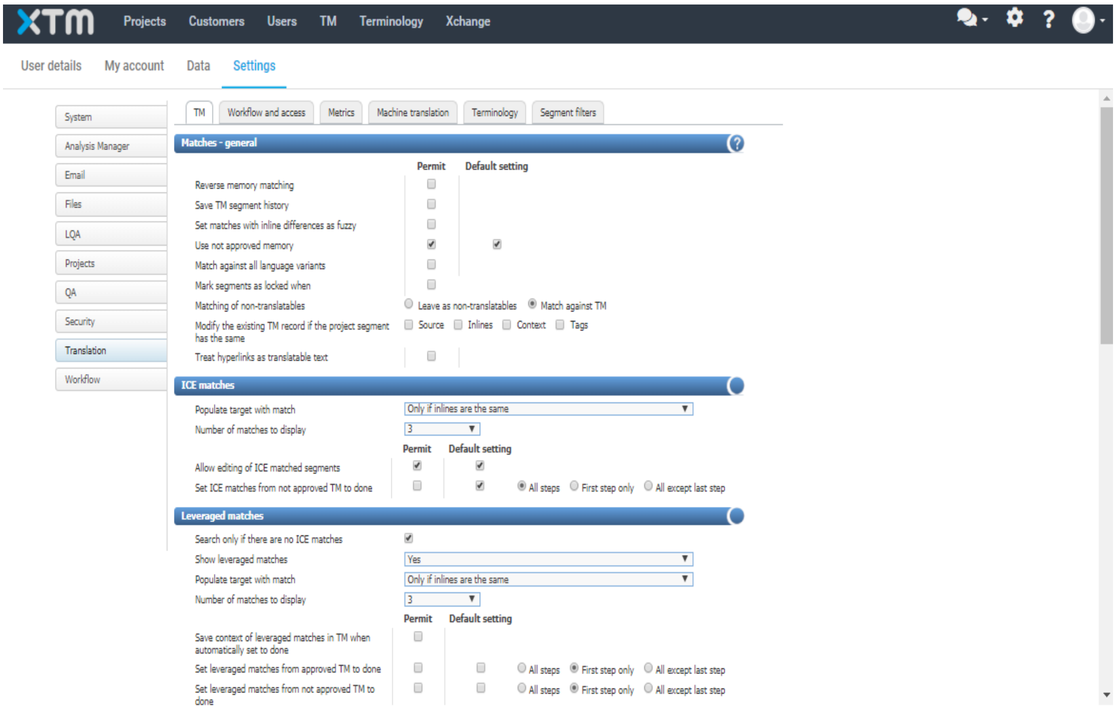
After you have logged in and your computer has been successfully activated, you will be presented with the User Details page where you can change the password received in the registration email.



Logging in for the first time

Step 2 – Configuring XTM

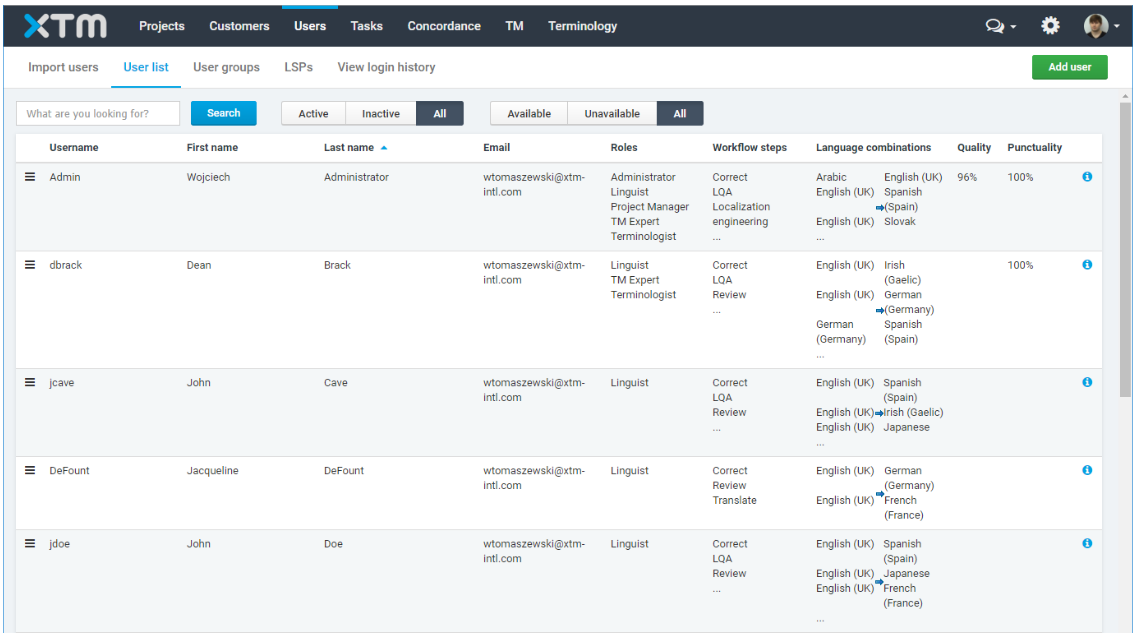
Configure your account by clicking on the cog icon. Fill in User Details, pick your default source and target languages on the Data tab, then go to the Settings tab. Click on the Translation tab on the left hand side and on this page you can choose your TM and terminology options, enable Machine Translation, define privacy and security settings.



Settings – Translation – TM tab

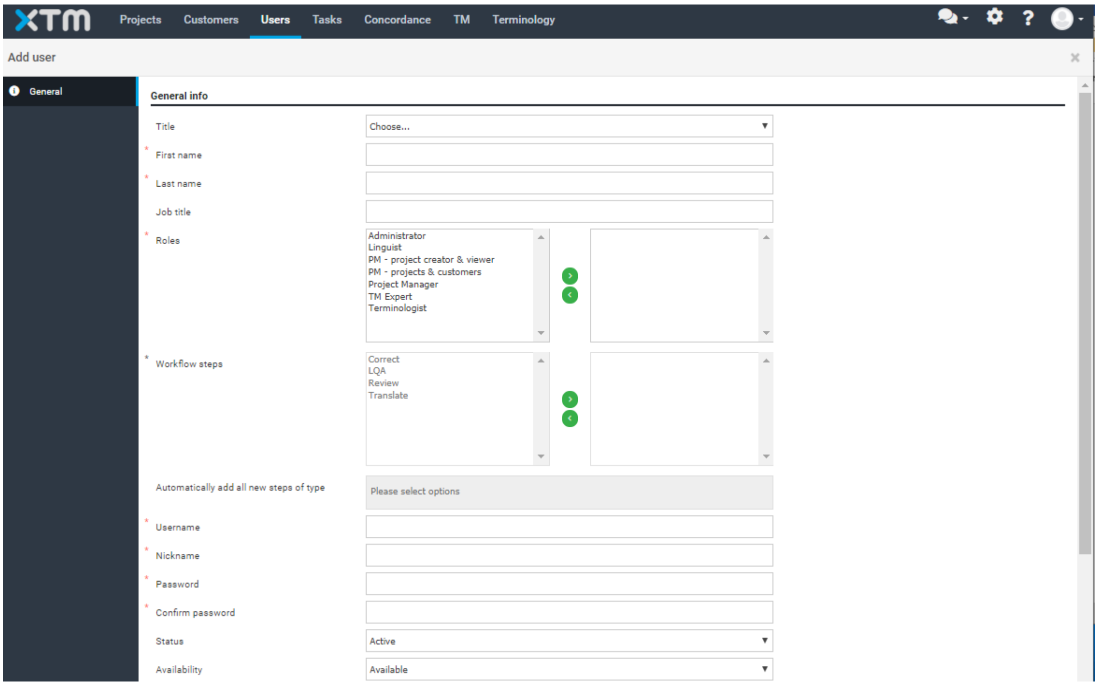
Step 3 – Creating users

In XTM, users can have one or more roles that define their access to different parts of the program and the functionality available to them. Administrators and Project Managers can create new users and choose their roles but only Administrators can create and edit other Administrators. Only Linguists can be involved in Workflow steps such as Translate, Correct, Review and LQA.



Users – User list

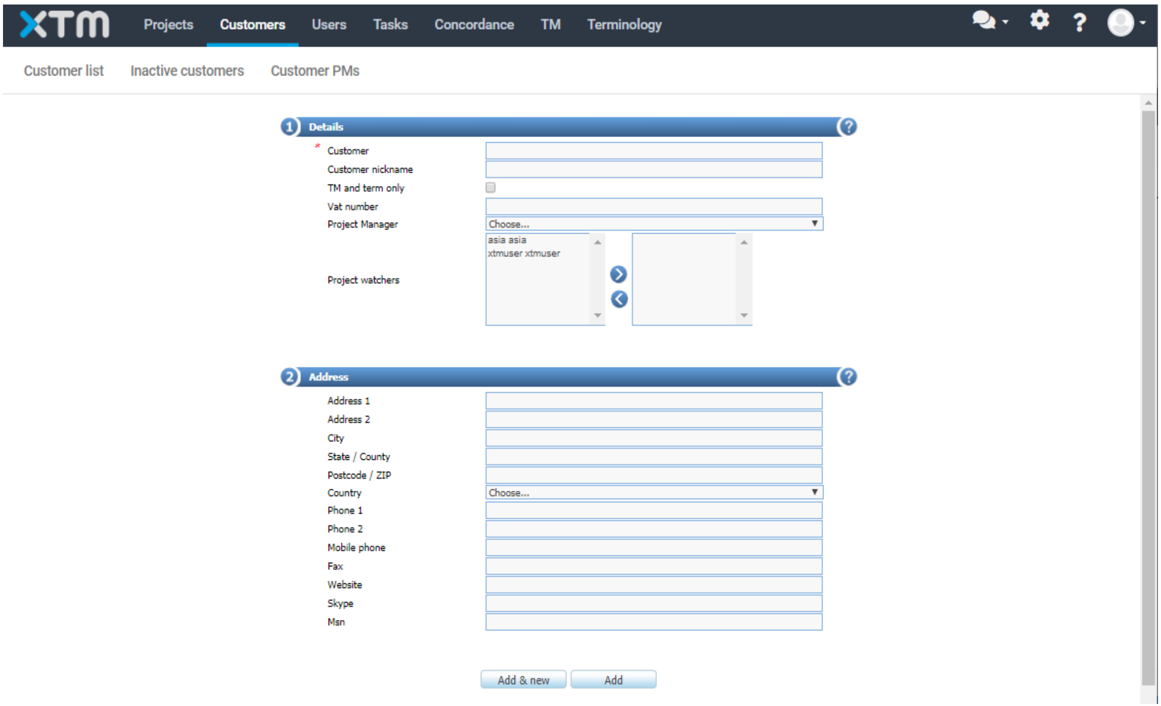
To create a new user, go to the Users tab and click the Add user button. Fill in the required fields. Depending on the role assigned to the user, different tabs will be added when you click the Save button. Navigate through the tabs and adjust the settings you need.



Adding a new user – General info

Step 4 – Adding customers

In XTM Customers are an important concept. They can either be a list of your end customers or a way of classifying your TM and terminology. For example, you may wish to create a different customer for each type of source content that you are sent, such marketing, website text and technical docs etc. To add customers, go to the Customer tab, click Add Customer, fill in the fields and click the Add button at the bottom of the screen.



Adding customer screen

Step 5 – Importing a Translation Memory

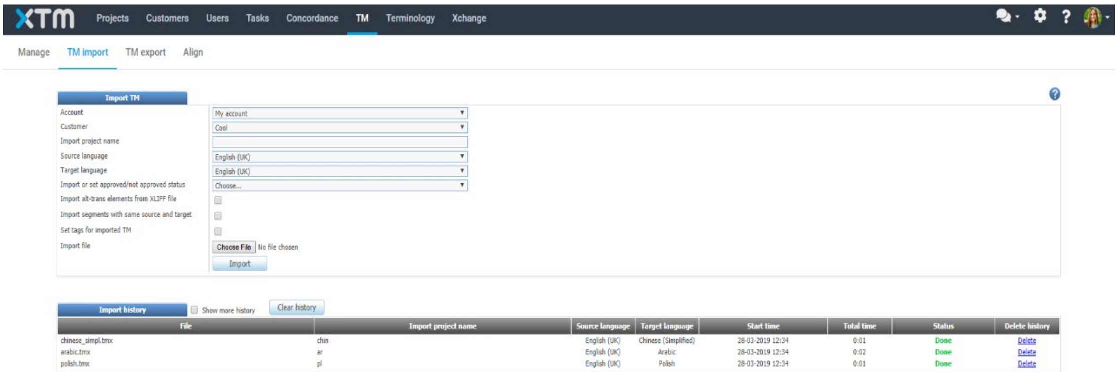
Translation Memory (TM) is a database that stores translations. It helps you to reuse translations when the same or similar text is sent for translation again. This will cut down translation costs, shorten the turnaround time and build a trustworthy and reliable brand image.

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

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

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

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



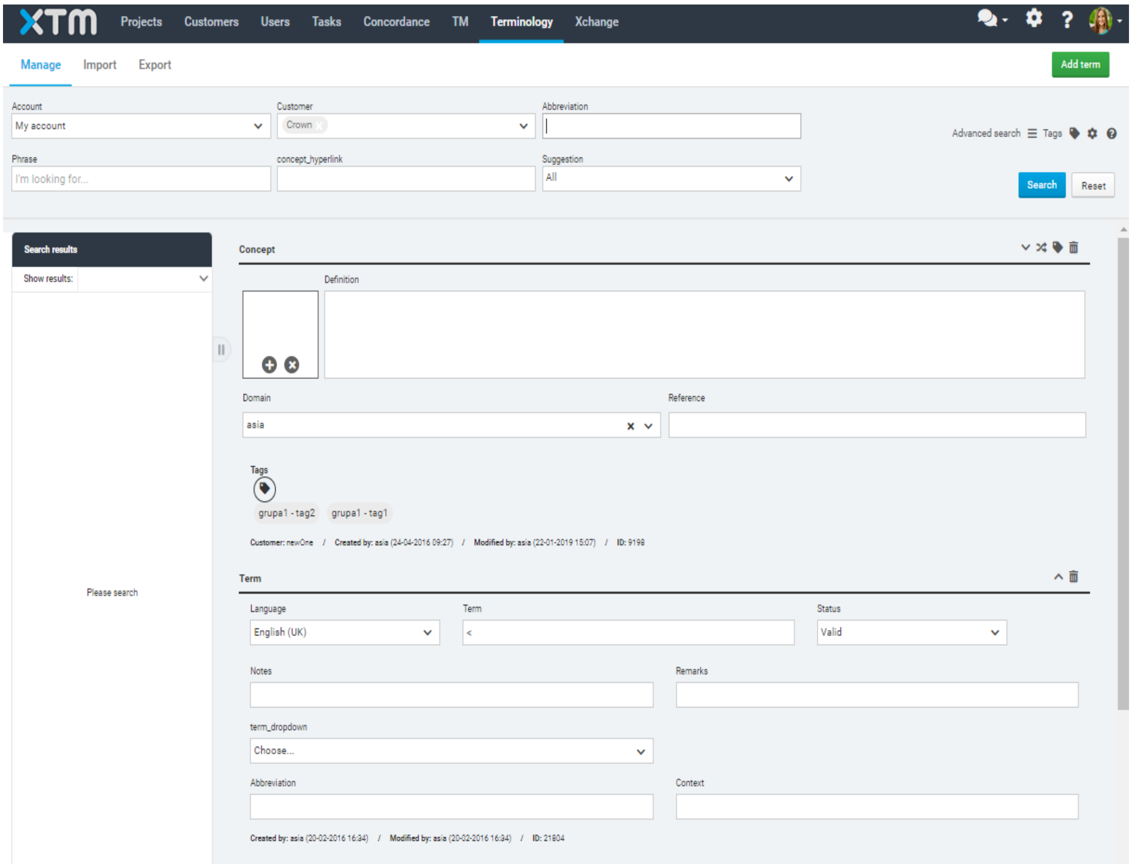
Importing a TM

Step 6 – Managing terminology

While the use of terminology during translation is not obligatory, it is good practice to use it.

Terminology is a database dedicated for terms. It can be extracted from the source text and translated before the actual translation begins. Using terminology simplifies the translation work, adds consistency, and improves the quality of translations. Any terms in your terminology database will be highlighted in XTM Workbench and the approved translation of the term will be available to use.

Terms are customer specific and can be imported to XTM in an Excel file or added directly under the Terminology tab – Manage.

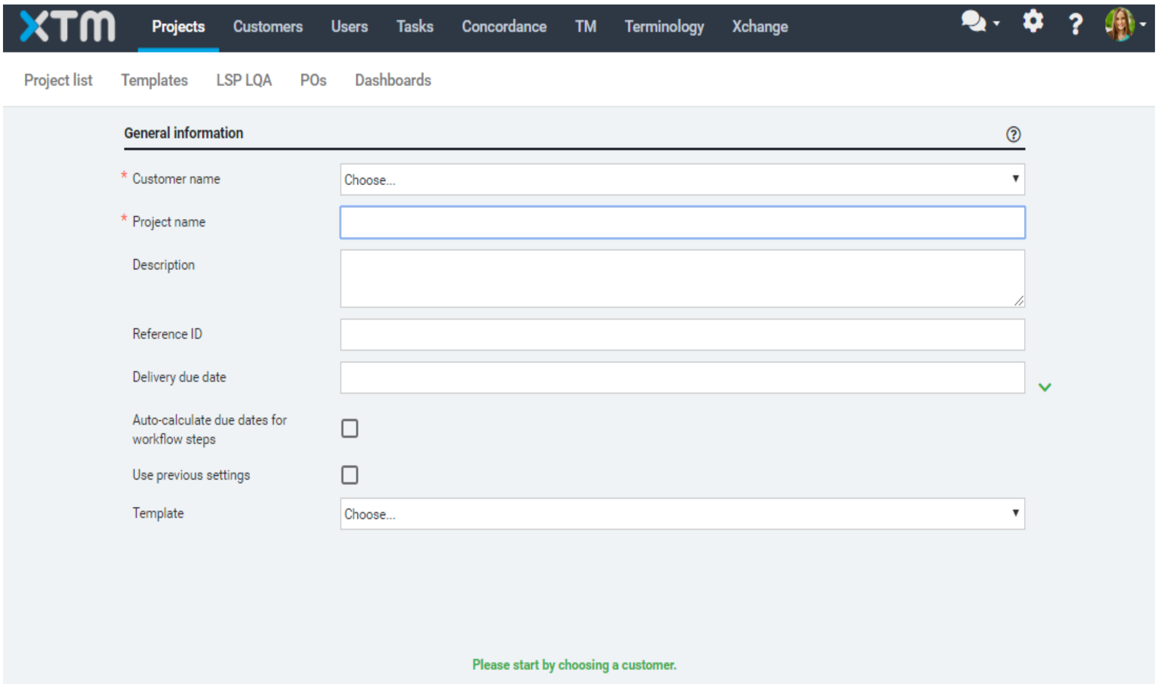


Managing terminology

Step 7 – Creating projects

1. To create a new translation project, go to the Projects tab and click the Add project button

2. Fill in the General information section. It is obligatory to choose a customer from the dropdown list and provide a name for the project. All the remaining fields in this section are optional.



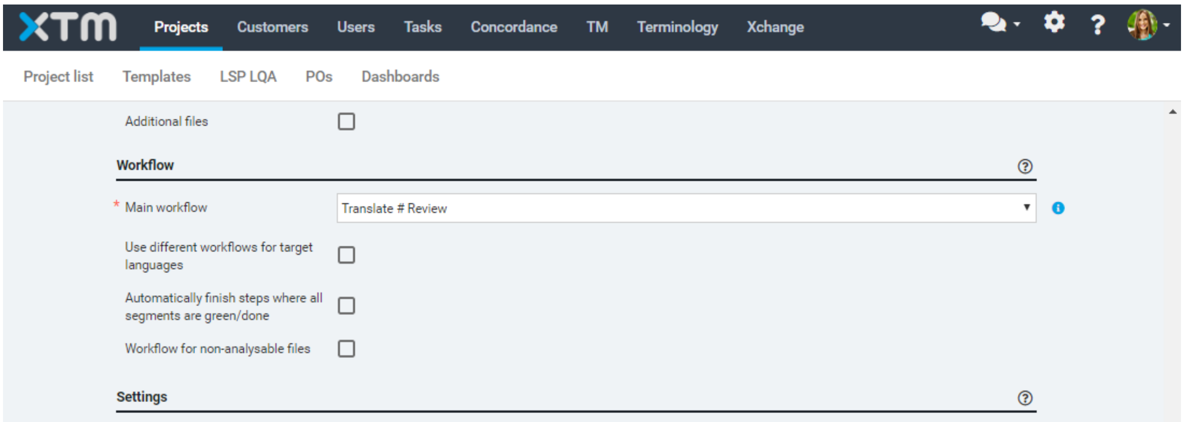
Creating a new project

3. In the Translation section choose a source language of the document and one or more target languages. Choose a file for upload and click the plus (+) symbol to add more or the minus (-) symbol to remove files. Files can be uploaded in batches using .zip archives. They can be joined during project creation. In such case they are displayed in the Editor as one (this option is only available during project creation). You can also add Reference material files such as PDF files the same way as files for translation.

XTM supports the following file formats for translation:

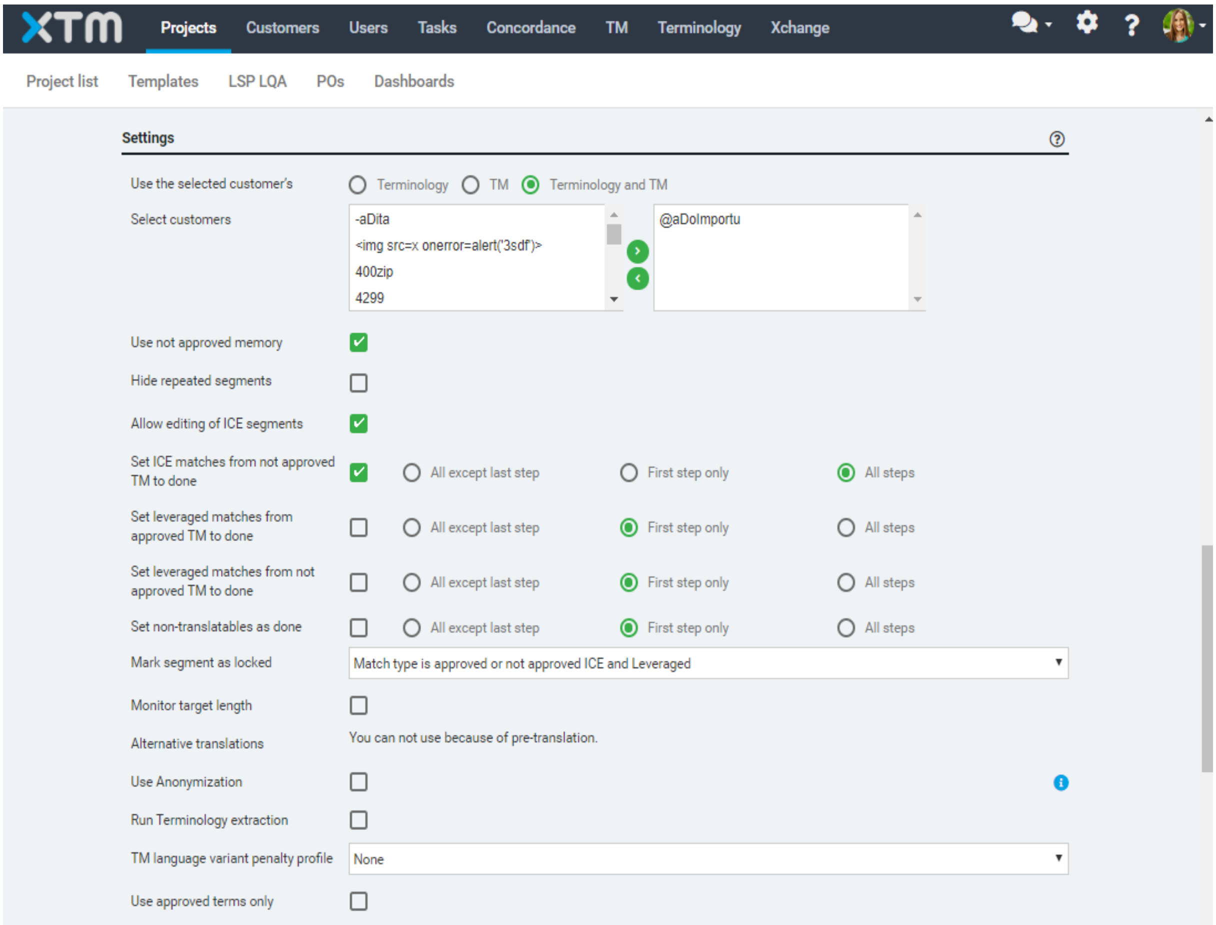
• Microsoft Office (doc, docx, xls, xlsm, xlsx, ppt, pptx)	• Microsoft Visio (vdx)
• Open Office (sxw, odt, ods, odp)	• Java property files
• Adobe FrameMaker (mif)	• jsonMAdcap
• Adobe InDesign (idml, indd, indb)	• DITA
• Adobe Photoshop (psd)	• po, pot
• Adobe Illustrator (fxg, svg)	• yml, yaml
• pdf (converts pdf file to Word)	• asp, aspx, ascx
• txt	• resx, resw
• rtf	• rc
• ini	• iOS apps (strings)
• xlf, xliff	• Android apps (xml)
• MemoQ (mqxliff)	• sdf
• Trados Studio (sdlxliff)	• Document template (tpl)
• Trados (ttx)	• svg
• Wordfast (txml)	• SubRip text (srt)
• xml	• SalesForce (stf)
• php	• Digia QT (ts)
• html, htm xhtml, xht, shtml, shtm	• MadCap Flare (flprj)

4. In the Workflow section define a workflow for the project. XTM provides a number of predefined workflows.



Creating a project – Workflow section

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



Creating a project – Settings section

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

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

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

Step 8 – Allocating linguists to tasks

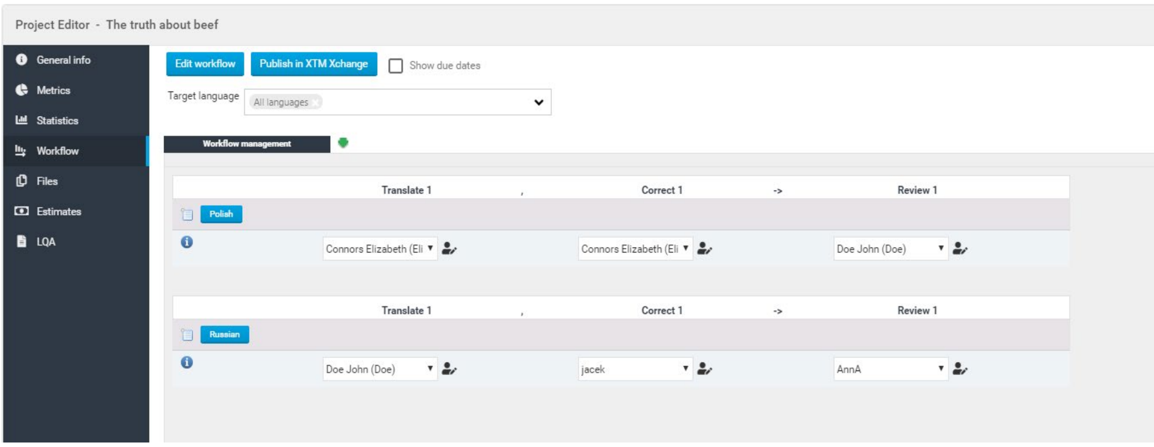
1. Click on the Workflow tab that shows the project overview window. The workflow management window displays one row for each target language where you can allocate a linguist to all the files or bundles for a specific language.

   If you mouse over the information icon it displays the total number of files along with the number of files that were analysed successfully, empty, not supported or had errors.

2. Select the name of a linguist from the pull-down list on each task. Note that only linguists with the corresponding language pair will be displayed.

3. Click on the icon to view the details of the available linguists. Then click on a linguist's name you wish to assign to a task.

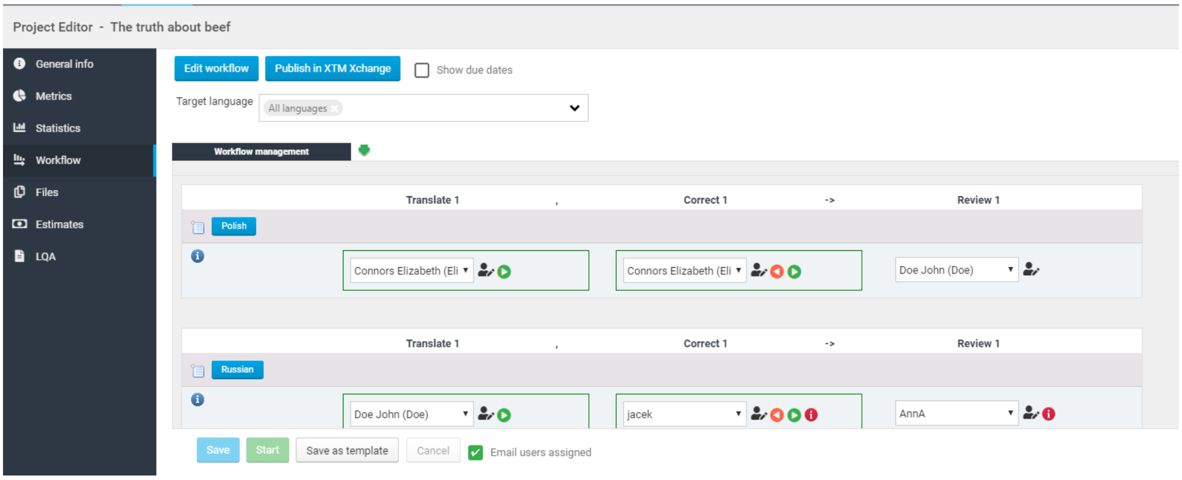
4. Select a name from the top pull-down list to enter that name in all empty tasks, for all files, for that step.



Project Editor: Allocating linguists to tasks

Step 9 – Starting a workflow

1. When you have allocated linguists to all tasks in a project, click the save button to approve your choice.
2. To start the workflow, click the start button. Note a green surround that displays for tasks that are active meaning the selected linguists can work on them.

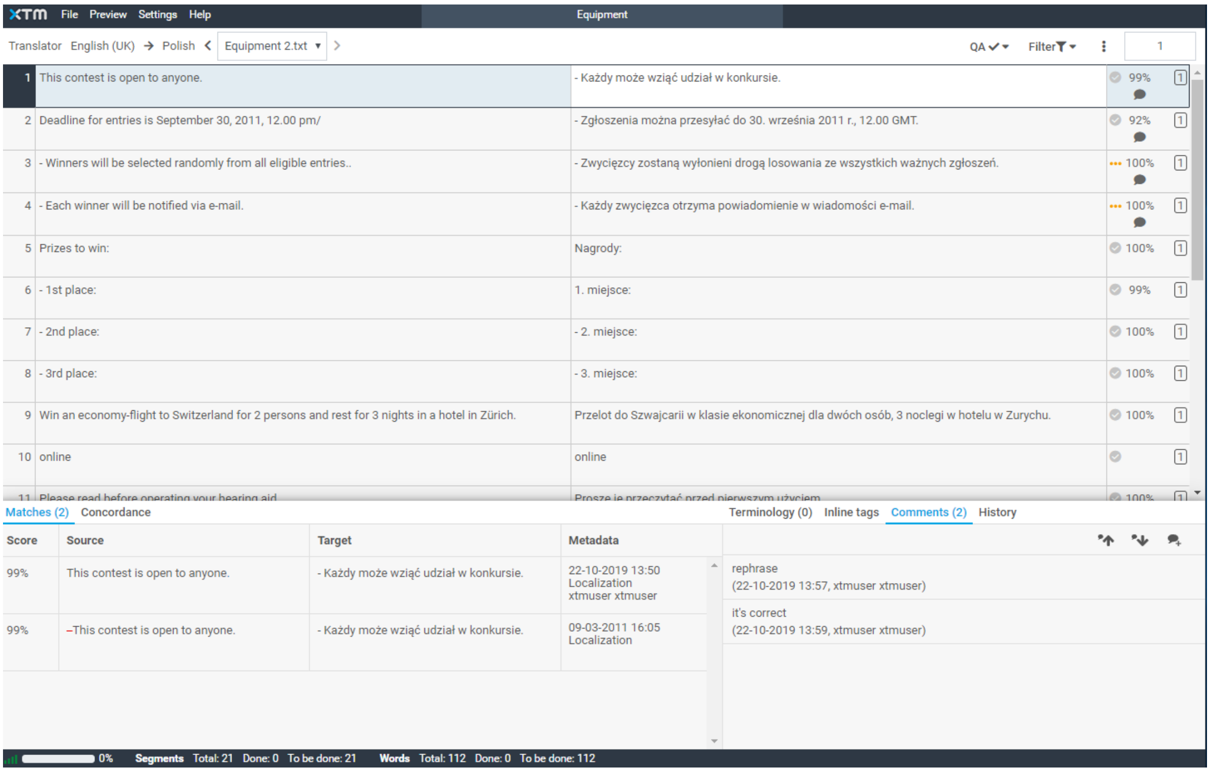


XTM Project Editor: Starting a workflow

3. The allocated linguists will receive an email telling them that they have been allocated to a new task and providing a link to log onto XTM.

Step 10 – XTM Workbench – a brief overview

XTM Workbench is the online translation environment for linguists within XTM. XTM Workbench comprises a workspace to view the source text and enter translations and at the foot of the window a resizable docked panel, to view meta data relating to the active segment.



XTM Workbench: Workspace and docked panel view

XTM Workbench workspace

XTM Workbench divides the source document into sentences and phrases known as segments. The editor displays the following information, from left to right:

1) Segment ID
2) Source language text
3) Target language text
4) Segment status

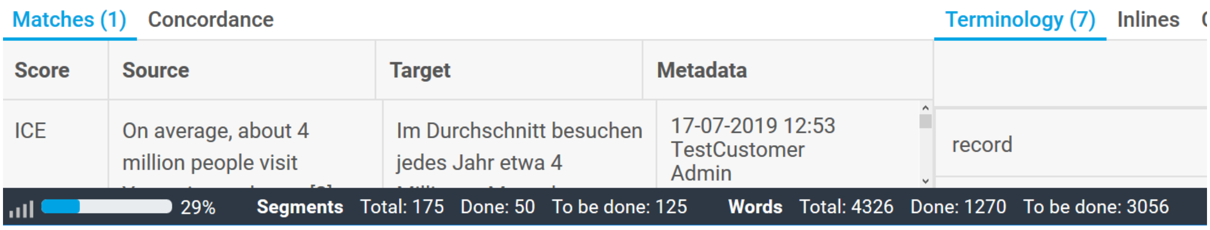
Title bar

The title bar displays your role, the source language, the target languages, the file name, QA button, Filter button, segment range, and the Finish button. The pull-down menu helps users navigate through multiple files within a project.

XTM Workbench: Title bar view

Progress bar

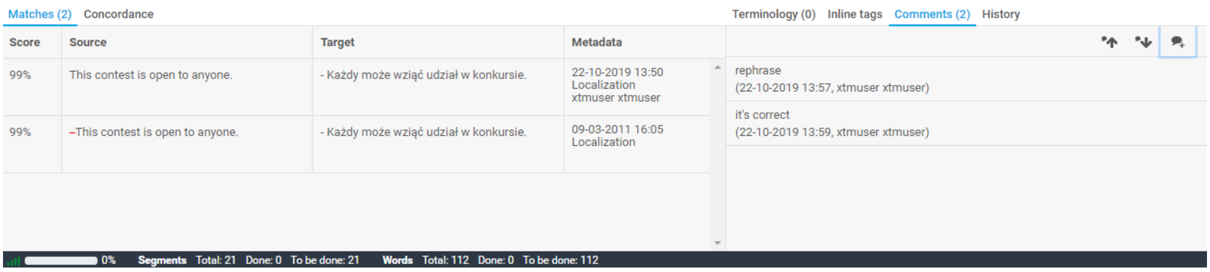
The progress bar at the bottom of the page enables linguists to track the progress of their work in percentages, words, characters, and segments. Another useful option is the character counter enabled under the Settings tab (useful when Monitor target length option is activated).



XTM Workbench: Progress bar view

Docked panel

The docked panel gives access to the following tabs: Matches, Concordance, Terminology, Inlines, Comments, and History. The size of the docked panel can be adjusted to user's needs by selecting and dragging the top of the panel. Horizontally, the size of the two sections can be modified by dragging the division bar laterally.

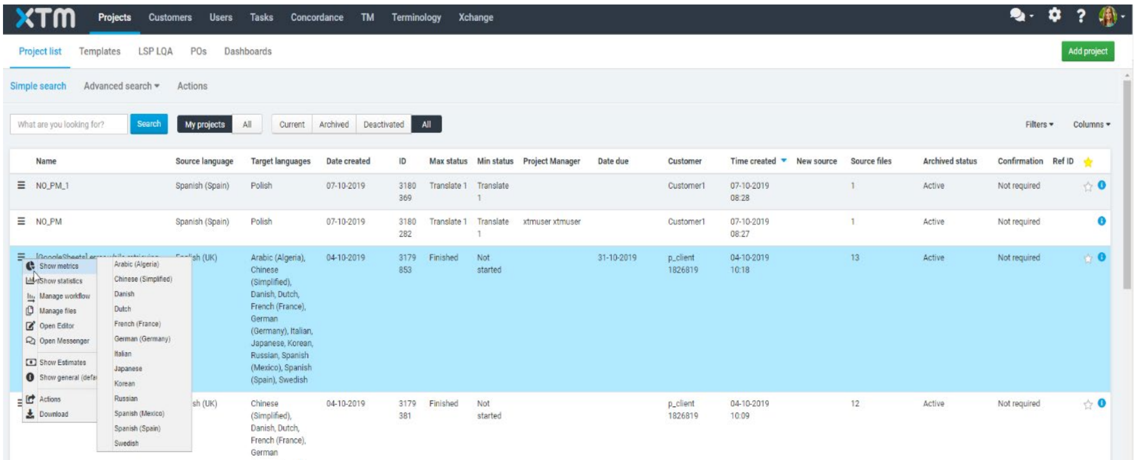


XTM Workbench: Docked panel view

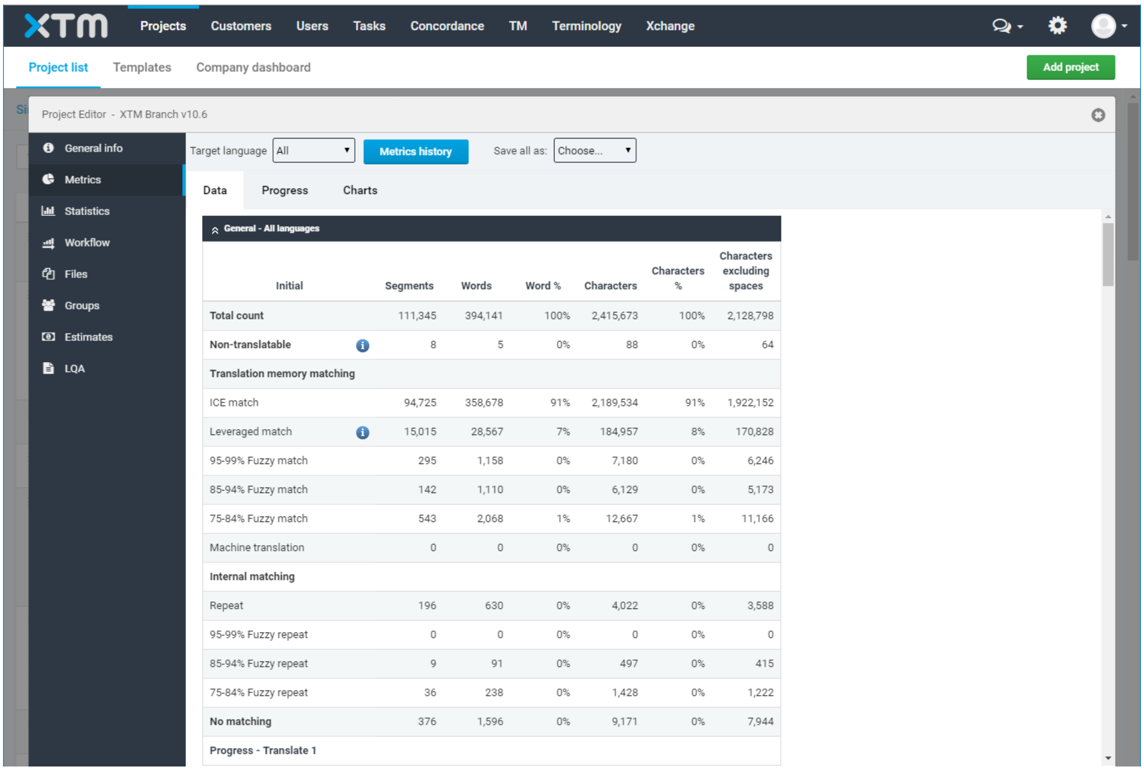
Matches can be copied from the docked panel to the target box of the active segment by hovering over the selected match and clicking on the popup icon.

Step 11 – Checking metrics and progress of translation

You can review all the information about a project by opening the Project editor. To do this double click on the project in the project listing or click on the icon in the left-hand column and a menu will appear.



Opening the Project Editor

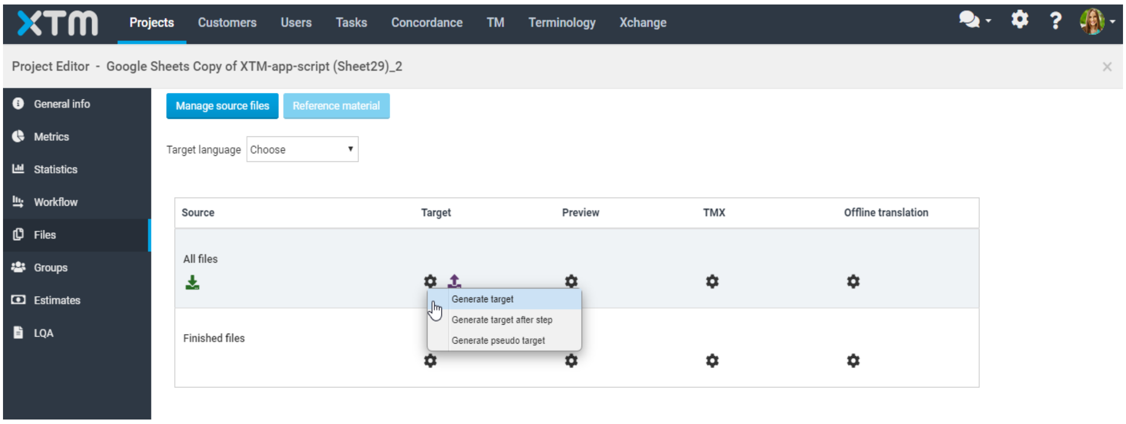


Project Metrics window

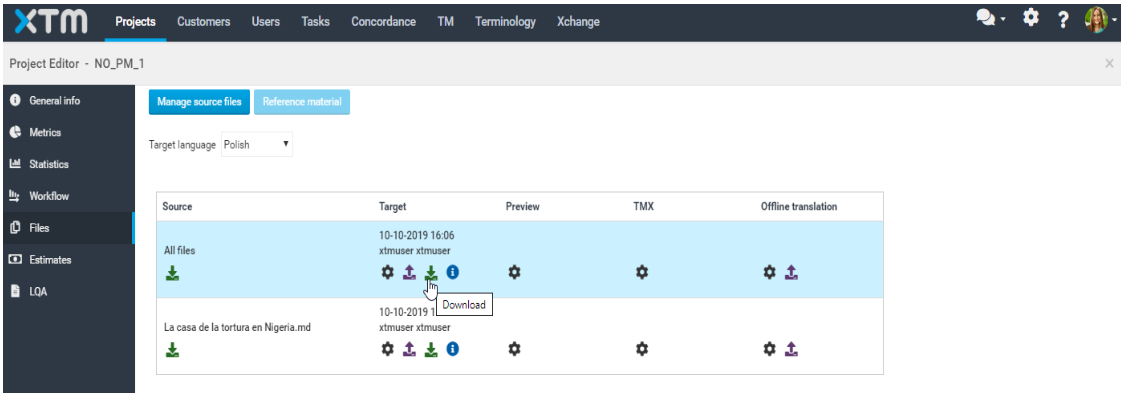
The Metrics tab contains the project word counts and the progress of translation.

Step 12 – Downloading the target file

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



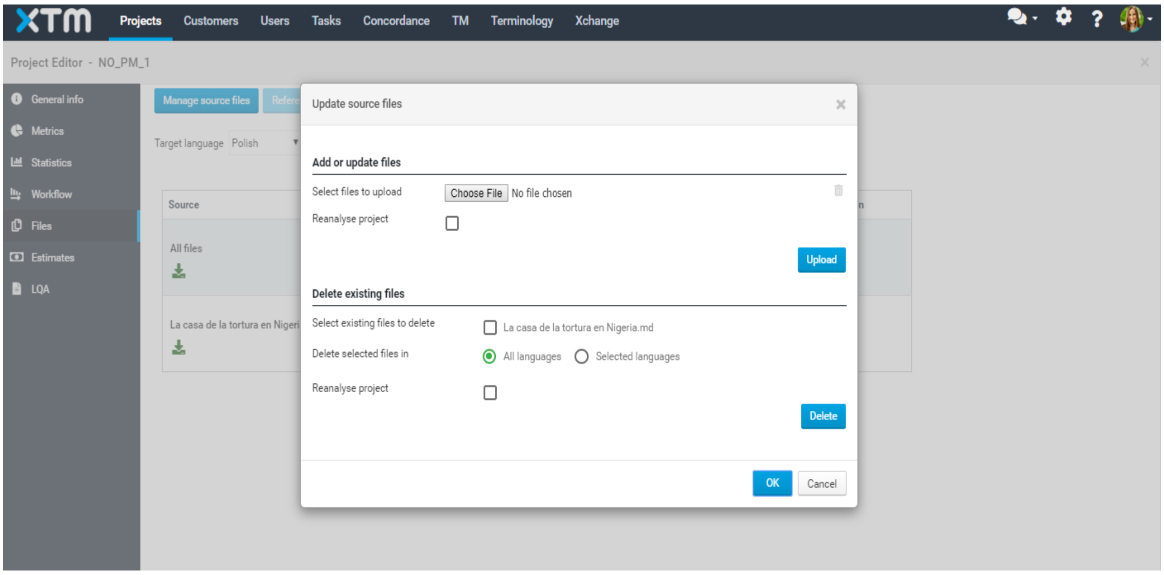
Files – Generating a target file



Files – Downloading a generated target file

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

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



The Manage source files window

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