

## Instructions for Acceptability

You are receiving the English source text, the 3 texts to be reviewed, and 3 Excel templates (one per text).

- A. Firstly, review each text independently against the English source using **Track changes in Word** (Review/Track Changes/Track changes).
- B. Secondly, save each text with your track changes as **Text A\_YOURINITIALS**.
- C. And finally, fill in the template (one per text) using only the tab **Review Environment**.

In this tab, you only need to insert the errors found in this way:

1. The English segment has been inserted for you.
2. The Target segment has also been inserted for you.
3. **Insert your corrected sentence, only if errors are found in that sentence, in Suggested Target.** If there are no errors in that sentence, you do not need to do anything.
4. Categorize the main error found in Error category by clicking on the drop-down list (be careful not to delete the list by typing over).
5. Specify the type of error more accurately in Error Subcategory. (be careful not to delete the list by typing over).
6. Define the Severity of the error according to the instructions found in the SeverityLevelsDefinitions tab. (be careful not to delete the list by typing over).
7. **Important:** If there is more than 1 error in one single sentence, you will need to follow these steps. If you don't you will lose the Validations lists present in the Excel spreadsheet:

1. Select the entire row below the sentence that you want to repeat. In this example, you click on row 6 to select the entire row.

	A	B	C	D
1	<b>Review</b>			
2	#	File name OR Segment number	Source	Target
3	1	Text C	2BR02B	2BR02B
4	2	Text C	Everything was perfectly swell.	Tot era perfecte.
5	3	Text C	There were no prisons, no slums,	No hi havia presons, ni suburbis,
6	4	Text C	All diseases were conquered.	Totes les malalties van ser
7	5	Text C	So was old age.	Igual que la vellesa.
8	6	Text C	Death, barring accidents, was an	La mort, exceptuant els
9	7	Text C	The population of the United	La població dels Estats Units
10	8	Text C	One bright morning in the	Un matí radiant a l'Hospital Lying-
11	9	Text C	He was the only man waiting.	Era l'únic home que esperava.
12	10	Text C	Not many people were born a day	Ja no hi havia gaire gent que
13	11	Text C	Wehling was fifty-six, a mere	Wehling tenia cinquanta-sis
14	12	Text C	was going to have triplets.	seva dona tindria triplets.
15	13	Text C	The children would be his first.	Els nens serien els seus primers.
16	14	Text C	his chair, his head in his hand.	a la cadira, amb el cap a la mà.
17	15	Text C	colorless as to be virtually	incolor que era virtualment

2. Right click with the mouse to open the drop-down menu and select Insert.

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3	Calibri	12	A	A	%	R02B	2BR02B
4	B	I				Everything was perfectly swell.	Tot era perfecte.
5						There were no prisons, no slums,	No hi havia presons, ni suburbis,
6						All diseases were conquered.	Totes les malalties van ser
7						So was old age.	Igual que la vellesa.
8						Death, barring accidents, was an	La mort, exceptuant els
9						The population of the United	La població dels Estats Units
10						One bright morning in the	Un matí radiant a l'Hospital Lying-
11						He was the only man waiting.	Era l'únic home que esperava.
12						Not many people were born a day	Ja no hi havia gaire gent que
13						Wehling was fifty-six, a mere	Wehling tenia cinquanta-sis
14						was going to have triplets.	seva dona tindria triplets.
15						The children would be his first.	Els nens serien els seus primers.
16						his chair, his head in his hand.	a la cadira, amb el cap a la mà.
17						colorless as to be virtually	incolores que era virtualment
18						since the waiting room had a	ja que la sala d'espera també
19						moved away from the walls.	s'havien apartat de les parets.
20	18					spattered dropcloths.	tovalles esquitxades.
21	19					The room was being redecorated.	Estaven redecorant l'habitació.

3. In the resulting row, you will now be able to insert the Suggested text and errors.
4. Do not worry if the Score sheet does not add these new errors. We will fix this later on.

1	Review			
2	#	File name OR Segment number	Source	Target
3	1	Text C	2BR02B	2BR02B
4	2	Text C	Everything was perfectly swell.	Tot era perfecte.
5	3	Text C	There were no prisons, no slums,	No hi havia presons, ni suburbis,
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7		Text C	All diseases were conquered.	Totes les malalties van ser
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9	6	Text C	Death, barring accidents, was an	La mort, exceptuant els
10	7	Text C	The population of the United	La població dels Estats Units
11	8	Text C	One bright morning in the	Un matí radiant a l'Hospital Lying-
12	9	Text C	He was the only man waiting.	Era l'únic home que esperava.
13	10	Text C	Not many people were born a day	Ja no hi havia gaire gent que
14	11	Text C	Wehling was fifty-six, a mere	Wehling tenia cinquanta-sis
15	12	Text C	was going to have triplets.	seva dona tindria triplets.
16	13	Text C	The children would be his first.	Els nens serien els seus primers.
17	14	Text C	his chair, his head in his hand.	a la cadira, amb el cap a la mà.
18	15	Text C	colorless as to be virtually	incolores que era virtualment
19	16	Text C	since the waiting room had a	ja que la sala d'espera també
20	17	Text C	moved away from the walls.	s'havien apartat de les parets.

8. You can insert any comments in the Comments column.

You do not need to fill in the rest of the template as it would be calculated automatically. You will only need to work on the **Review Environment**.

We can organize a call to go over this once you have had a look at the content.

You can contact us at any point if you have any questions.