

---

# WordGengo Quick guide

myGengo's human translation within Microsoft Word

<b>Introduction .....</b>	<b>2</b>
<b>Target platform .....</b>	<b>2</b>
<b>Installation .....</b>	<b>2</b>
<b>Uninstallation.....</b>	<b>2</b>
<b>User Guide .....</b>	<b>3</b>
Quick overview .....	3
Log in .....	4
Order translation.....	5
View your jobs.....	6
View job.....	7
Review/Approve job.....	8
Review/Reject job .....	10
Review/Request correction.....	11
Cancel job .....	12
Log off.....	12

# Introduction

---

WordGengo is a Microsoft Word plugin that allows to order and receive myGengo's human translation easily within the popular text editor.

WordGengo integrates seamlessly within Microsoft Word adding a new tab to the Office Ribbon. WordGengo is easy to install and use.

## Target platform

---

- Windows XP/Office 2007
- Windows XP/Office 2010
- Windows 7/Office 2007
- Windows 7/Office 2010

## Installation

---

1. Double-click setup.exe file.
2. Follow the installation wizard.

After the product is installed, a new tab will appear in Microsoft Word ribbon once you open this application.

## Uninstallation

---

1. Go to the control panel.
2. Click on uninstall programs.
3. Select WordGengo and click on the uninstall button.

# User Guide

This section explains how final users can interact with the plugin within Microsoft Word application.

## Quick overview

Final users interact with WordGengo tab. The WordGengo tab allows users to view their credits on their myGengo account, order translations, list their jobs, approve, reject, and request corrections to their jobs.

WordGengo tab seamlessly extends Microsoft Word.

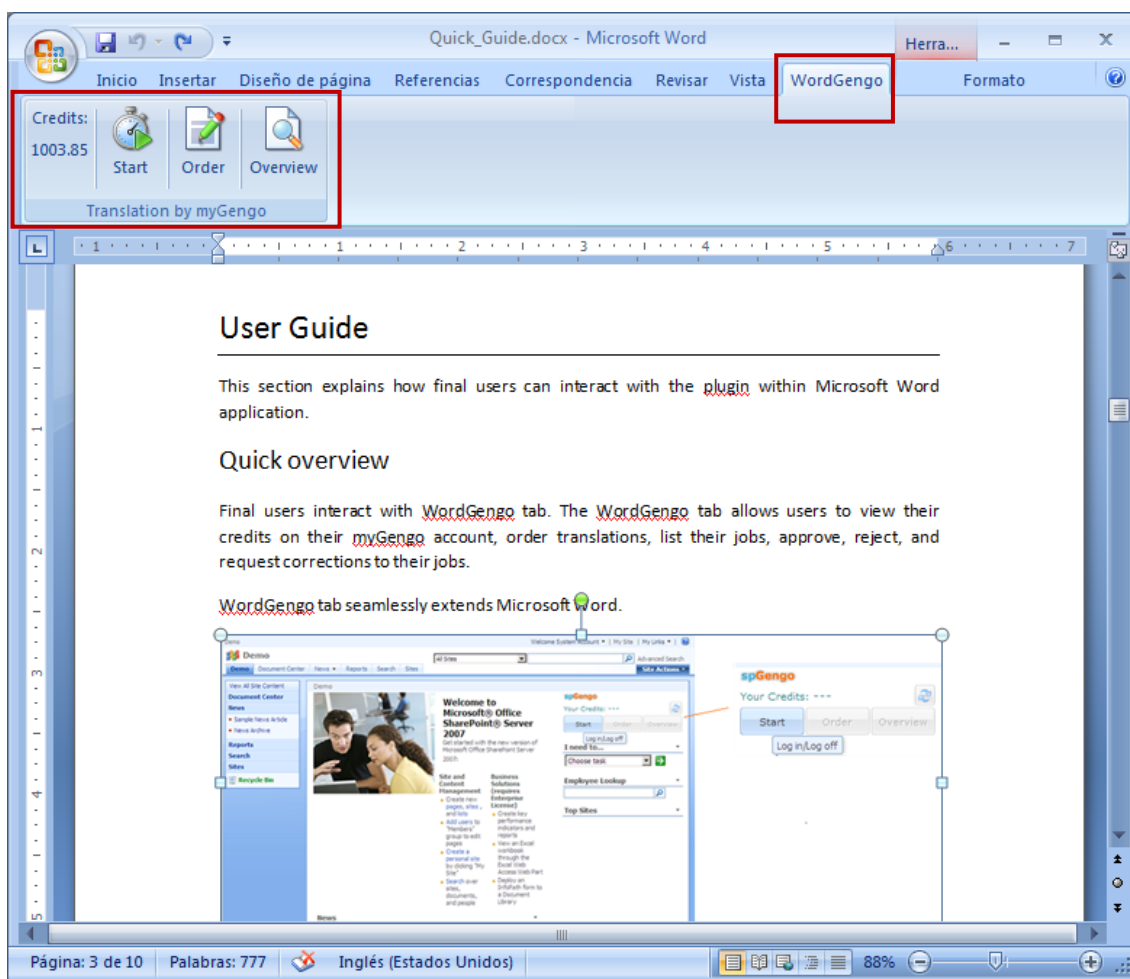
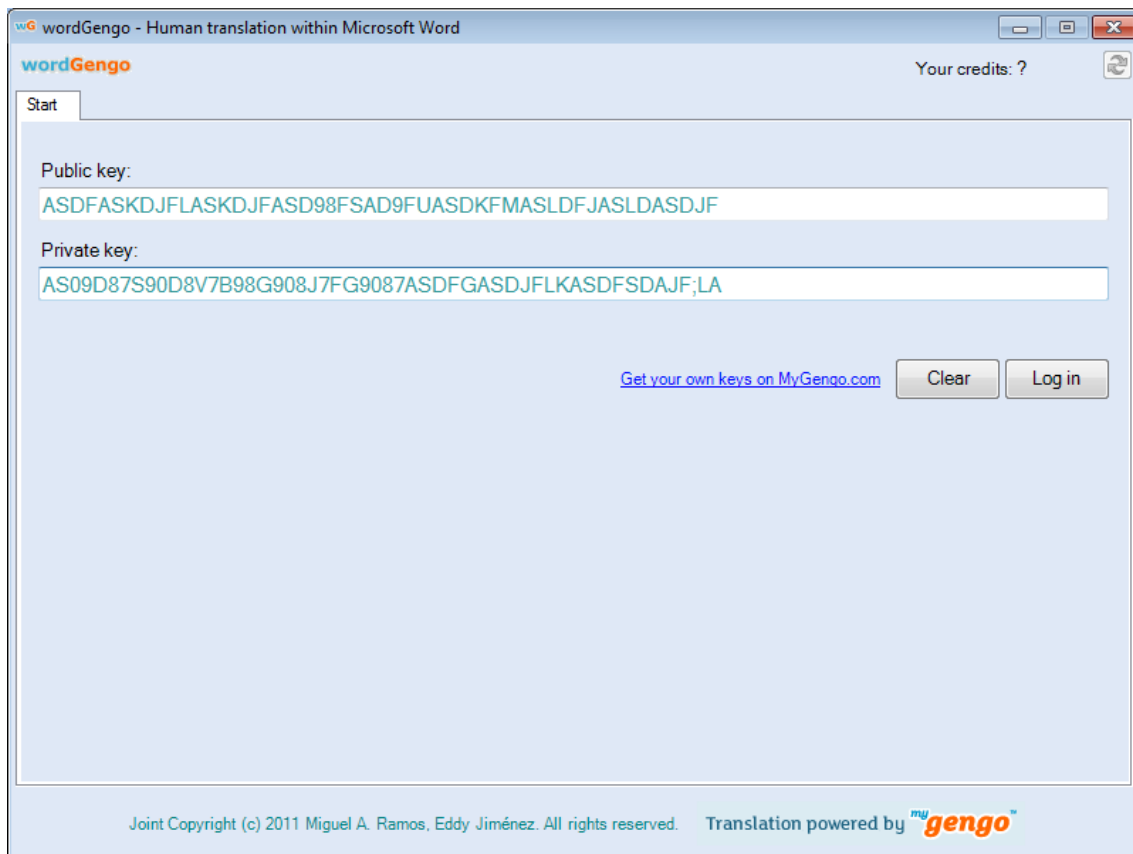


Figure 1: WordGengo tab in Microsoft Word.

Figure 1 shows the home of WordGengo tab. In this first screen you can see your current credits on myGengo.com, and navigate directly to Start, Order, and Overview tabs.

## Log in

When you click the Start button you will be shown the Start tab. Here you can enter your API keys and log in to get your current credits and start ordering jobs. When you sign in successfully your keys are saved in your machine so the next time you open Microsoft Word you get logged in automatically.



The screenshot shows a window titled "wordGengo - Human translation within Microsoft Word". The window has a light blue header with the "wordGengo" logo on the left and "Your credits: ?" with a refresh icon on the right. Below the header is a "Start" tab. The main area contains two text input fields: "Public key:" with the value "ASDFASKDJFLASKDJFASD98FSAD9FUASDKFMASLDFJASLDASDJF" and "Private key:" with the value "AS09D87S90D8V7B98G908J7FG9087ASDFGASDJFLKASDFSDAJF;LA". Below these fields is a link "Get your own keys on MyGengo.com" and two buttons: "Clear" and "Log in". At the bottom of the window, there is a footer with the text "Joint Copyright (c) 2011 Miguel A. Ramos, Eddy Jiménez. All rights reserved." and "Translation powered by mygengo™".

Figure 2: Start tab.

## Order translation

When you click the Order button you will be shown the Order tab. Here you can create a new translation job and send it to myGengo.com. The total words and price labels show you how much the order will cost.

To submit the order, you click the Order button. This action sends your job to myGengo.com. They will deduct order's price from your account. WordGengo will refresh your credits and your job list.

The screenshot shows the 'wordGengo - Human translation within Microsoft Word' window. The 'Order' tab is active, showing a form for creating a translation job. On the left, a large text area labeled 'Your text here:' contains the placeholder 'A text for translating.'. On the right, the 'Title:' field is 'My translation'. Below this, 'Translate from:' is set to 'English' and 'Translate to:' is set to 'Spanish (Spain)'. The 'Choose level:' section has four buttons: 'Standard \$0.05/word' (highlighted), 'Professional \$0.10/word', 'Ultra \$0.20/word', and 'Machine Free!'. A link below asks 'What do the different levels (Standard, Pro, Ultra) mean?'. An optional comment field contains 'Please hurry up.'. At the bottom right, it shows 'Total: 4 words' and '\$0.20' next to an 'Order' button. The top right corner shows 'Your credits: 1003.85' and a 'Login OK' link. The footer contains copyright information and 'Translation powered by myGengo™'.

Figure 3: Order tab.

## View your jobs

When you click the Overview button you will be shown the Overview tab. Here you can view your last ordered jobs. Some details are shown for each job. Depending on its status, a job can be viewed, reviewed or cancelled using the View, Review, and Cancel buttons, respectively.

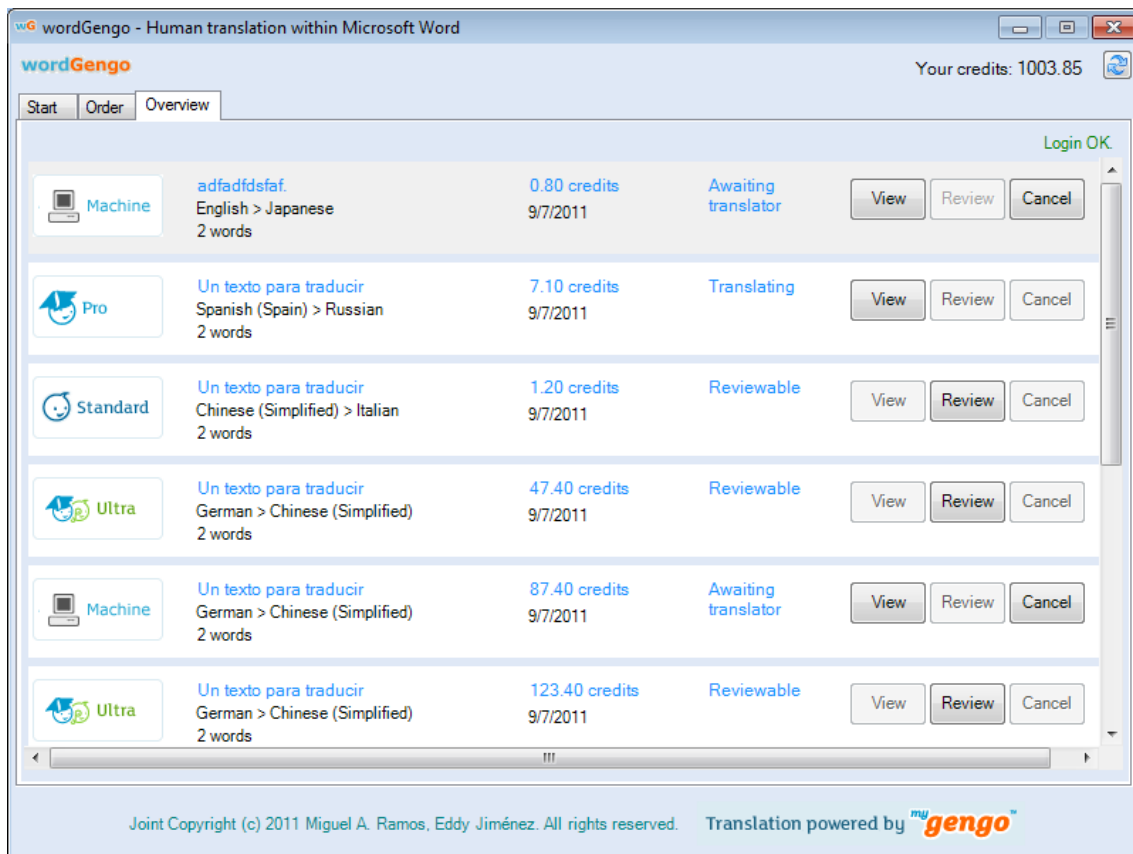


Figure 4: Overview tab.

## View job

When you click the View button on a job, you will be shown the job's full details, including your original text and a translation from myGengo. This translation will be a machine pre-translation if your job is not yet finished and approved, or the final human translation if your job's status is Approved.

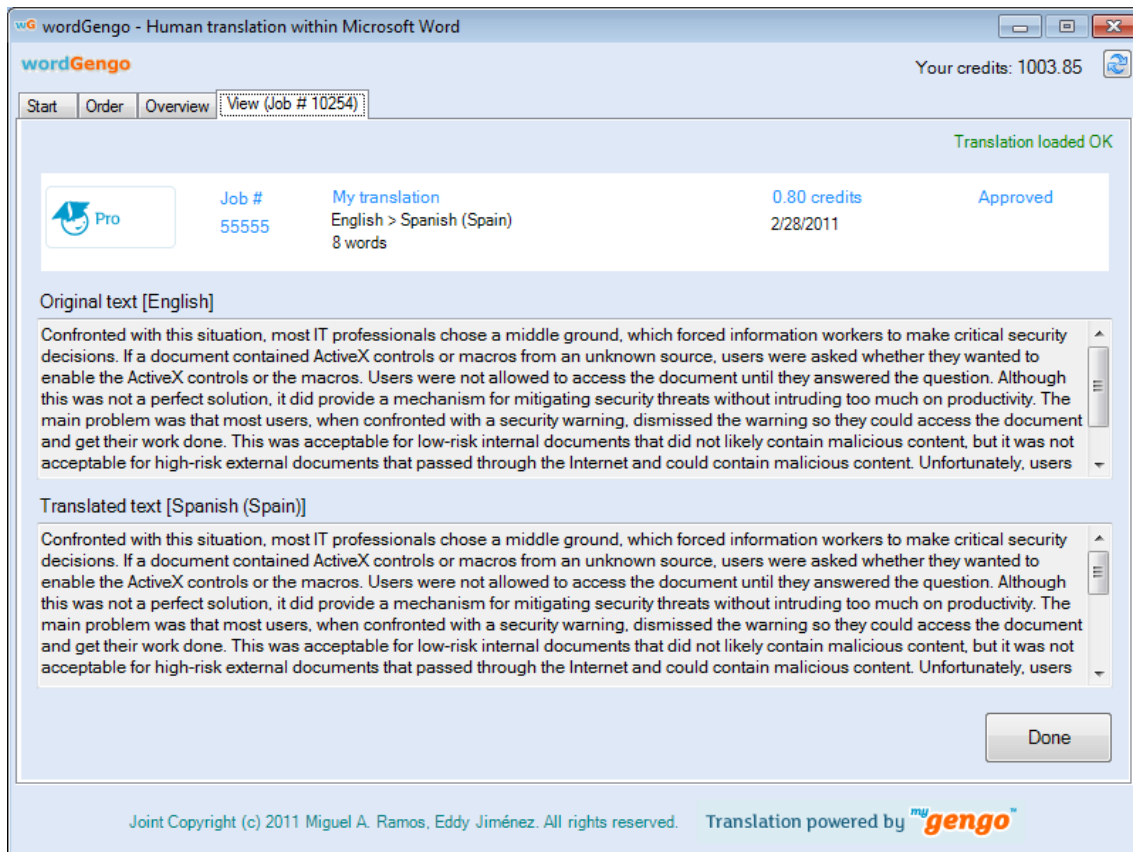


Figure 5: View tab.

## Review/Approve job

When you click the Review button on a reviewable job, you will be shown full job details, including your original text and the translation made by myGengo in form of an image (you cannot copy the text, only read it). After revising the translation you can approve it, reject it, or request corrections.

If you approve the translation, the translation text will be displayed where the image was. Optionally, when you approve, you can rate the translation in a scale from 1 to 5.

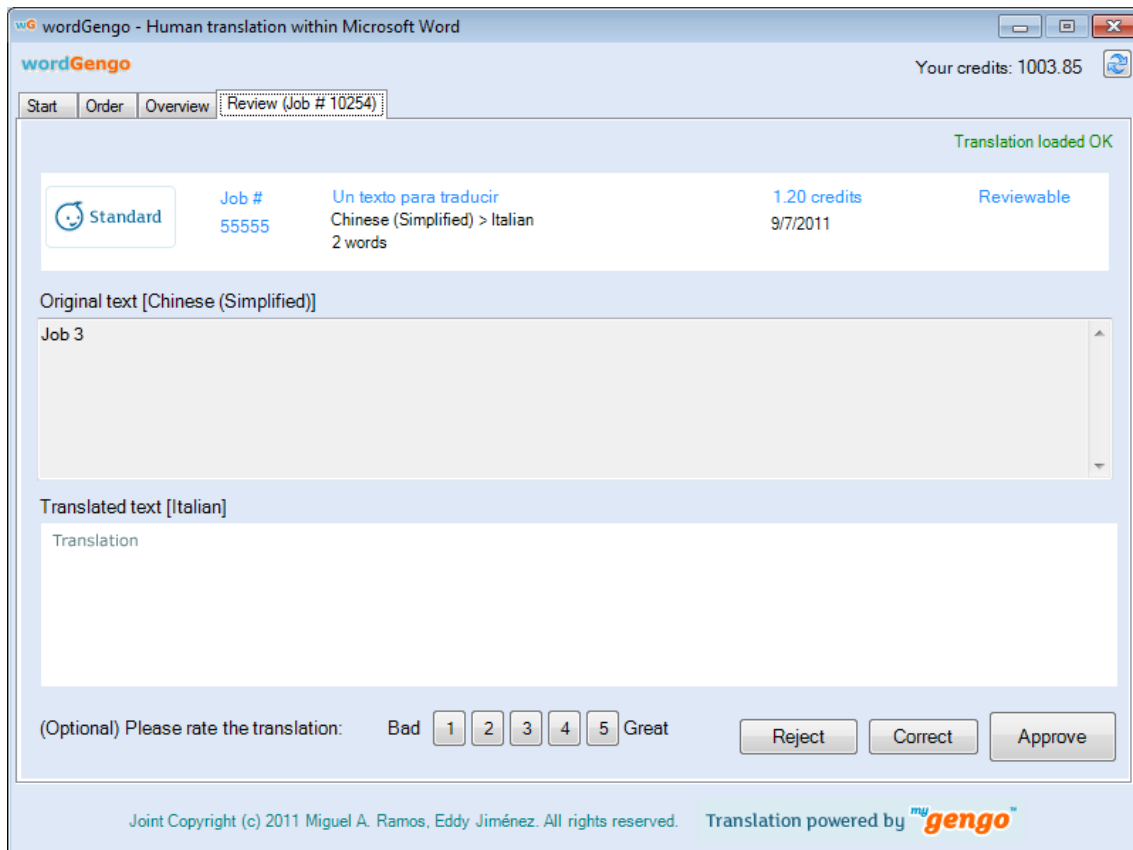


Figure 6: Reviewing a job. Before approving, translation displays as image.



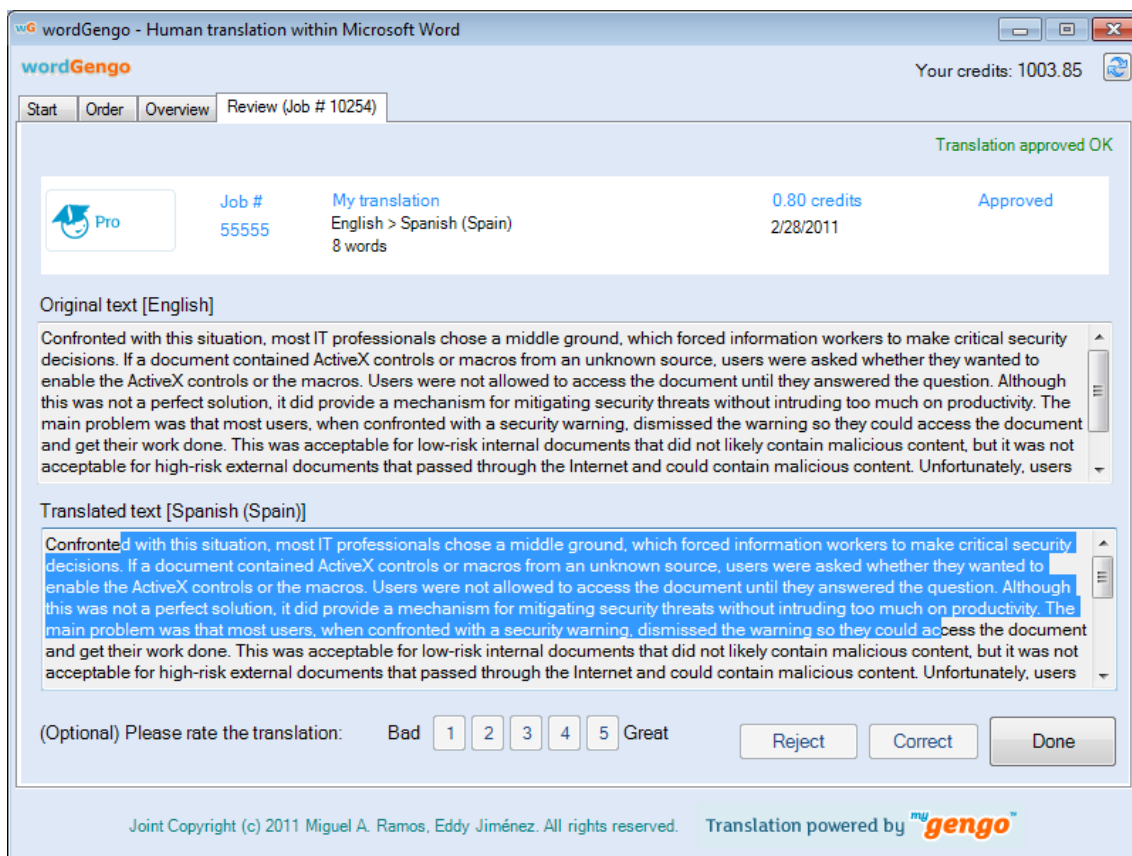


Figure 7: Reviewing a job. After approving, translation displays as text that you can copy.

## Review/Reject job

When you click the Reject button on the Review tab, you will be shown the Reject tab. Here you can specify the cause of your rejection and choose whether you wish to be refunded or send the job to another translator. Also, you must type a valid captcha string according to the image provided.

When you click the Reject button, the translation changes its status to Rejected.

The screenshot shows the 'wordGengo - Human translation within Microsoft Word' window. The 'Reject (Job # 10254)' tab is active. At the top right, it says 'Your credits: 1003.85'. Below the tabs, a job summary box displays: 'Job # 22222', 'Un texto para traducir', 'German > Chinese (Simplified)', '2 words', '123.40 credits', and '9/7/2011'. The status is 'Reviewable'. Below this, there are two sections: 'Would you like to cancel the translation?' with radio buttons for 'Yes, please cancel and refund me.' and 'No, please have another translator finish the job.' (selected), and 'Rejection reason' with radio buttons for 'Poor quality of translation.' (selected), 'Missing or incomplete translation.', and 'Other (please describe below)'. A text area for 'Feedback for original translator' is present. Below the feedback area is a captcha image showing the word 'UTRI' and the instruction 'Please enter the text above (to confirm you're human)'. A 'Reject' button is at the bottom right. The footer contains copyright information and 'Translation powered by my gengo'.

Figure 8: Rejecting a job. After rejecting, translation changes its status to Rejected.

## Review/Request correction

When you click the Correct button on the Review tab, you will be shown the Correct tab. Here you can specify a formal correction request.

When you click the Request Correction button, the translation changes its status to Revising.

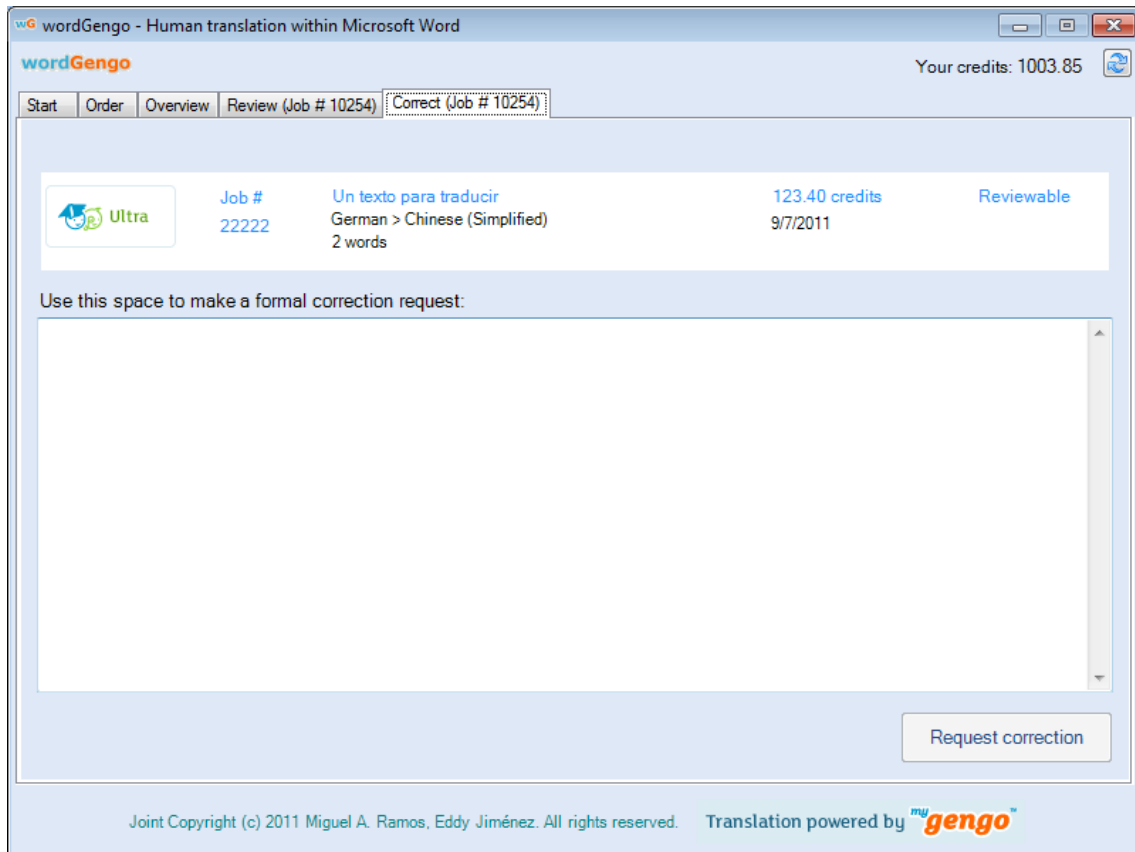


Figure 9: Requesting correction on a job. After requesting the correction, translation changes its status to Revising.

## Cancel job

When you click the Cancel button on a job that was awaiting translator, the job gets cancelled and you are refund the total price of your order. WordGengo refreshes your credits and your job list.

## Log off

When you want to close your connection to myGengo.com, go to Start tab and click the Log off button. This action will clear your information on WordGengo and will reset it.