# OmegaT guides [cApStAn]

None

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# 1. OmegaT guides

### 1.1 A guide for each task

- Translation
- Reconciliation
- Adaptation
- Verification
- Review

#### 1.2 Other stuff

- Videos
- Exercises
- Miscellanea

# 2. Tags

#### 2.1 Adaptation

- Adaptation
- Editing

#### 2.2 Proofreading

- Editing
- Review

#### 2.3 Reconciliation

• Reconciliation

#### 2.4 Review

- Editing
- Editing
- Review

# 2.5 Revision

- Editing
- Review

#### 2.6 Translation

• Translation

#### 2.7 Verification

- Editing
- Verification

#### 3. Translation

#### **Translation**

#### 3.1 Welcome to the OmegaT translation guide!

**OmegaT** is the open source computer-assisted translation tool (CAT tool) which will be used to translate, reconcile, adapt, review and verify materials. The software has been customized to optimize your task.

This guide includes information about all the functions in OmegaT that you need to perform the translation task.

Make sure you can see the navigation pane on the left-hand side. You can use that menu or the arrow button at the bottom to go to the next section.

#### 3.2 Installation and setup

To install OmegaT and set it up on a computer running Windows, please follow the OmegaT installation and setup guide below:

Ĭ

If you use Mac or Linux, please see the second slide above or get in touch through the Helpdesk.

#### 3.3 Accessing a project



Please give some thought to the organization of your files and folders before you proceed with the steps below. We provide some tips here.

#### 3.3.1 Accessing a new project

There are two ways you may access a project for the first time, depending on whether it is an **online project** (or team project) or an **offline project**.

- If you must work on an **offline project**, you will receive a new OmegaT project package (aka an OMT package, or a file with ome extension). Go to the section Unpacking an offline project below to see what you must do to unpack a project package.
- If you must work on an **online project** (or **team project**), you will receive the URL to the repository where the OmegaT project is hosted. Go to the section Downloading a team project below to see what you must to do download a team project from a repository.

If you're not sure whether your project is online or offline, it's very easy: if you receive an OMT package, the project is offline, and if you receive a URL to a git repository, the project is online.

You receive	Project is
OMT file	offline/package
URL to git repo	online/team



Unpacking or downloading an OmegaT project (depending on the distribution mode) needs to be done only once for each project. After you have unpacked or downloaded a project, you can simply re-open it from the list of recent projects.

#### Unpacking an offline project

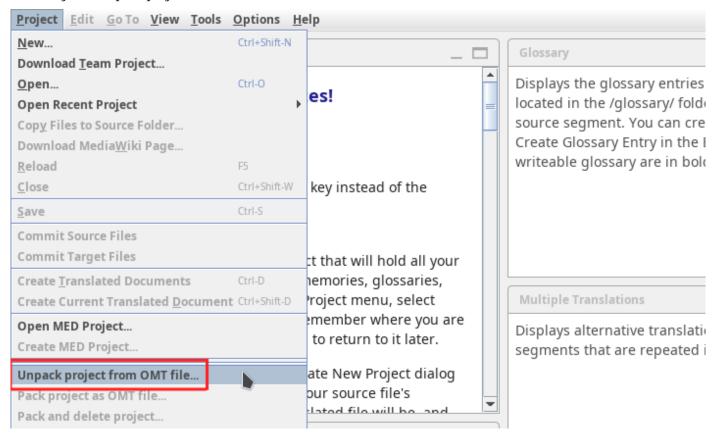
If you receive an OMT package, you must unpack the project (from the OMT package) to access the project for the first time.

To unpack a project, follow these steps:

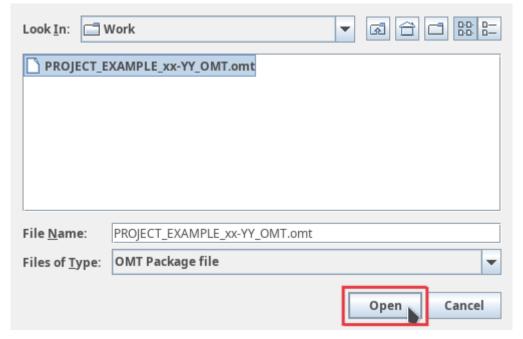
1. Store the OMT package in the folder where you would like to create the OmegaT project.

 $2. \ \mbox{To}$  unpack the project from the OMT package:

- Launch OmegaT.
- Go to Project > Unpack project from OMT file:



• Navigate to the location where you stored the OMT package. Select the **OMT package** and click on Open:



• A pop up opens. Click Yes.



3. You can now perform your task in the project.

#### Downloading a team project

If you receive a URL to a git repository, you must download the team project from that repository to access the project for the first time.



 $The \ URL \ should \ look \ a \ bit \ like \ this: \ https://some-bar-domain.com/some/path/to/the/foo-repository.git.$ 

#### AUTHENTICATION

At some point during the steps below, or afterwards, OmegaT will ask you to authenticate, so please make sure you have your credentials at hand. OmegaT might ask you to authenticate one, two or perhaps three times (depending on the project settings), please just enter the same credentials as many time as needed.

HOW TO DOWNLOAD THE PROJECT FROM THE REPOSITORY

To download the team project, follow these steps:

1. Define a location in your machine where you would like to create the OmegaT project. Let's assume it's c:/work/ (but please use whatever path is appropriate on your end).



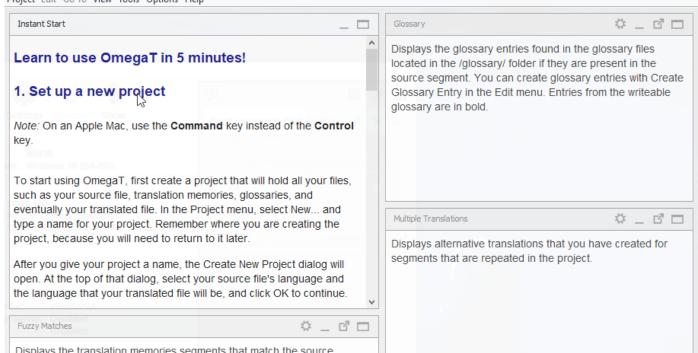
Make sure that location is not inside a sync'ed folder such as Dropbox or the like.

2. Copy the URL of the project repository.

## $https://github.com/capstanlqc/project\_task\_fr-ZZ\_omt.git \quad {\tt I}$

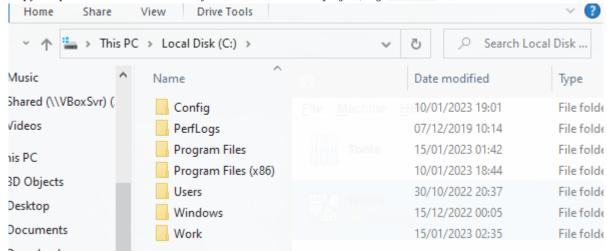
- 3. In OmegaT, go to **Project > Download Team Project**.
- 4. In the **Download Team Project** dialog, click in the **Repository URL** field and then press <u>^ctrl</u> + <u>v</u> to paste the URL from your clipboard.
- 5. Click in the **New Local Project Folder** field. OmegaT will propose a path to the location where it will create the project folder.

  Project Edit Go to View Tools Uptions Help

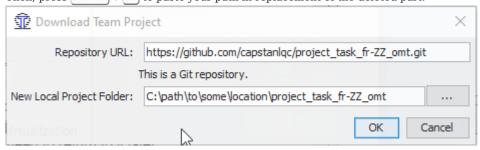


6. You might want to modify that path to create the folder in the location that you have defined in the first step above. To do that:

• Copy the path to the location where you want to create the project, e.g. C:/Work/.



- Then, in the New Local Project Folder field, select the part of the path up to the slash before the project folder and delete it.
- Then, press ^ ctrl | + V | to paste your path in replacement of the deleted part.





Make sure there's a slash between the path that you paste and the project folder name.

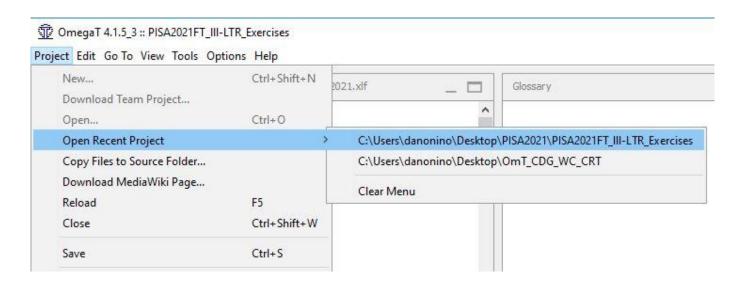
#### 3.3.2 Closing the project

When you are done working for the day, quit OmegaT ( $^{\land}$  ctrl + Q).

#### 3.3.3 Re-opening an existing project

After you have received and opened a project for the first time, the project exists in your machine and OmegaT will remember it.

The next times you want to access the project in OmegaT, go to **Project > Open Recent Project**. The project you were working on will appear in the list:



#### Note

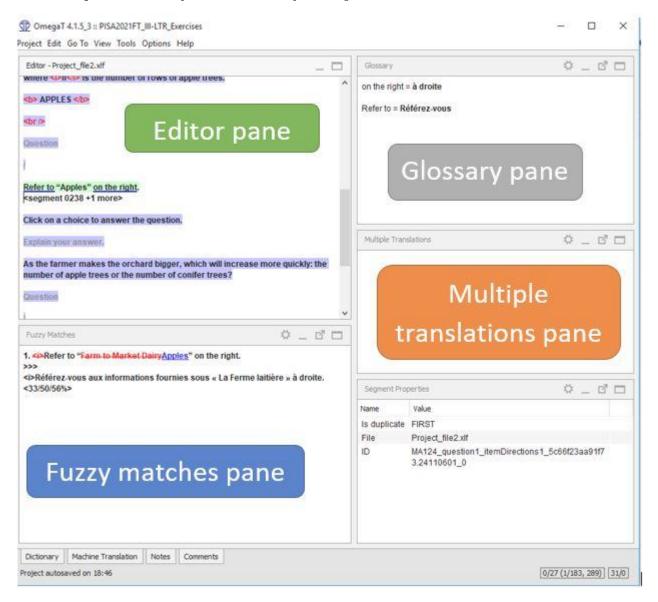
Make sure the disctinction between opening a **recent** project and downloading or unpacking a **new** project (depending on the distribution mode) is clear. You can open a project that already exists only after you have already unpacked it or downloaded it. In turn, you only need to download or unpack (once) a project that doesn't exist yet in your machine.

#### 3.4 Navigation

#### 3.4.1 Navigation across panes

When you open OmegaT you will notice the screen is split in several panes:

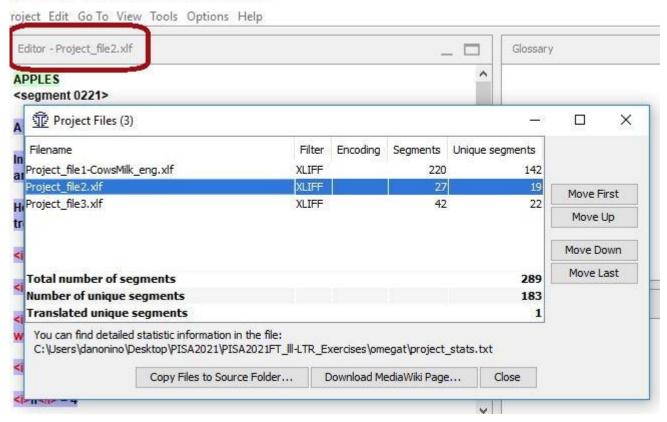
- The Editor pane is the main pane in which you will be working.
- Translation suggestions will appear in the Fuzzy Matches pane (or just Matches pane).
- The Glossary pane will display the existing glossary entries and the ones you may add.
- The Multiple Translations pane will show if a repeated segment has alternative translations.



#### 3.4.2 Navigation through files

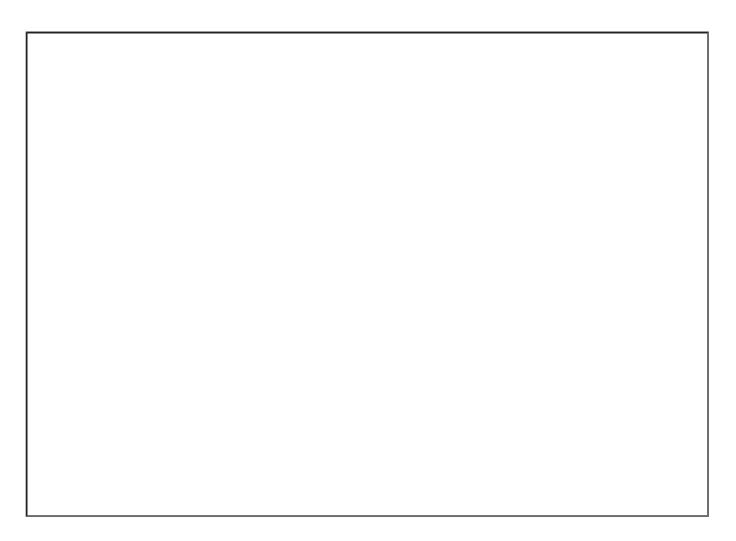
If the project contains multiple files, they are listed in the **Project Files** window. The file currently open is highlighted in blue.





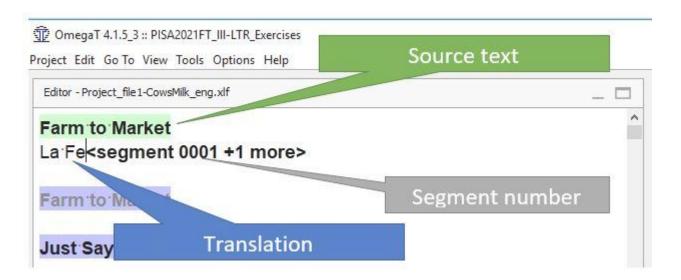
If you want to open a different file in the Editor pane, click on it in the **Project Files** window. You can also see the name of the file that is open in the **Editor** pane's title bar.

The following video shows navigation through files:



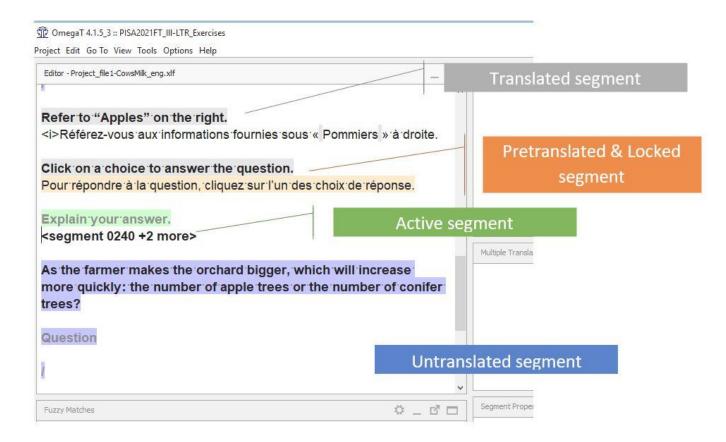
#### 3.4.3 Navigation through segments

In the editor pane, the active segment is highlighted in green. This is the segment you are working on. When you type or insert a translation, it will appear right **below the source text**.



In OmegaT, the color of the segment's background will help you find your way around between the different segments:

Color	Language	Meaning
Green	Source	active segment (the segment you are working on)
Blue	Source	untranslated segment
Grey	Source	manually translated segment
Pink	Target	pretranslated segment
<b>Orange</b>	Target	pretranslated and locked segment (e.g. trend)





If you want to change a trend translation, document it in the monitoring form but do not try to change it in OmegaT. Any changes you make to these segments will not be saved. The existing translation will be maintained.

The following video shows navigation through segments, enjoy ::

#### 3.5 Tags

#### 3.5.1 What are tags

The source text might include some inline codes that stand for formatting or other elements. In OmegaT, those inline codes are handled as **tags**.

For example, part of the source text could be, say, underlined (e.g. the word "after" below):

I came to this school after the start of this school year.

The segment in OmegaT will look like this (notice the paired tags enclosing the word "after"):

I came to this school  $\langle g1\rangle$  after  $\langle g1\rangle$  the start of this school year.

You will recognize tags because they are in **red font**.

Hover over a tag if you want to see what it stands for. A tooltip will show the original inline code:

#### 3.5.2 Types of tags

There are two types of tags: standalone tags and paired tags or double tags:

• Standalone tags: a single tag (e.g. <x1/>) which stands for some element that appears at that position, such as a line break, an image, an input field, etc.



• Paired tags are composed of an opening tag and a closing tag (e.g. <g2> and </g2>) and affect the text between them. You can see that two tags are paired when they have the same number.

```
| came to this school <g1>after </g1> the start of this school year. <segment 0085 $\| > \| paired tags
```

When the source text contains **paired tags** around a word or expression, you must insert the same paired tags around the part of the translation that corresponds to the formatted word or expression in the source text.

For example, here the paired tags represent some formatting that applies to the word "after" and its translation "après".

```
I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école <g1>après</g1> le début de cette année scolaire.
```

When the source text contains one or more **standalone tags**, you must insert them in the translation in a position that is equivalent to their position in the source text.

In the following example, the standalone tag represents a text entry field where the respondent will have to select a number:

```
<x1/> hours
<x1/> heures
```

#### 3.5.3 Inserting tags

Before inserting tags you must know whether it is a standalone tag or two paired tags.

To insert **paired tags** in your translation, proceed as follows:

- 1. Translate the segment.
- 2. Select the part of the translation that corresponds to the formatted part in the source text.
- 3. Press ^ ctrl + Space to launch the auto-completer.
- 4. In the tags section of the auto-completer, select the paired tags you want to insert.

I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école après le début de cette année scolaire.



The auto-completer has several sections, so if you don't see the tags section straight-away, just press  $^{\text{ctrl}}$  +  $^{\text{Space}}$  again to cycle through the auto-completer until you see it.

To insert a **standalone tag**, proceed as follows:

- 1. Click on the position where you want to insert the tag (before, after or while translating).
- 2. Press ^ ctrl + Space to launch the auto-completer.
- 3. In the tags section of the auto-completer, select the standalone tag you want to insert.

# Write your answer in numerals in the box. Écrivez votre réponse en chiffres dans la boîte. <x1/> <numerals in the box. Écrivez votre réponse en chiffres dans la boîte. <x1/> <segment 0541 ¶>

You can also insert a tag one by one with shortcut ^ctrl + T.

The following video shows how to handle tags, enjoy •:

#### 3.6 Matches

Translations are saved in the working TM of the project. When you open a segment that is similar to one that has already been translated, you will see translation suggestions (or matches) appearing in the **Matches** pane.

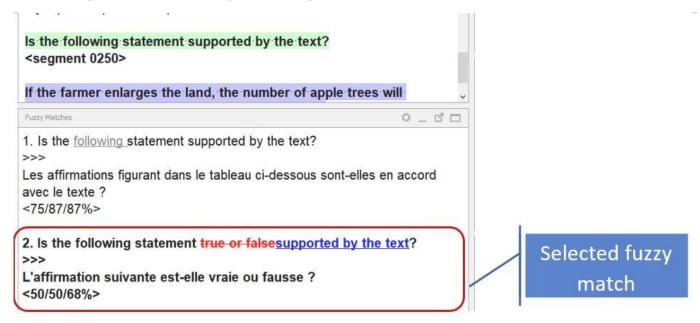
The source text in the **Matches** pane uses "track changes" mode to show the differences (e.g. <u>oldnew</u>) between the new source text in the active segment and the source text in the fuzzy match selected.

- Parts that do not appear in the active segment are struck through
- Parts that appear in the match are underlined



Also, the **Matches** pane shows a similarity score that tells you how different the new source text is from the source text of every match.

When there are several matches for a segment, they are sorted by their similarity to the new segment. The active match is the one in **bold** (by default, the one at the top of the list). If you want to use a different match, **double click** on it to activate it.

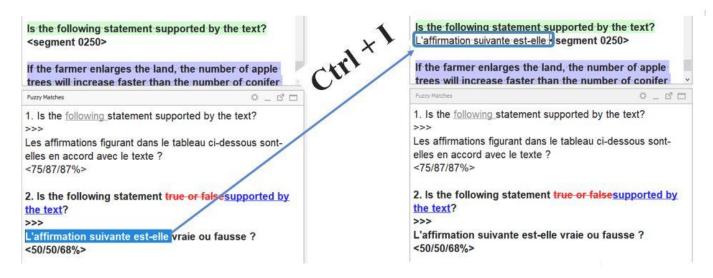


To insert the match in full, press <u>^ctrl</u> + <u>I</u> on your keyboard. After inserting it, do not forget to make any necessary changes so that it fits the segment you are translating.

Alternatively, you can also insert only a part of the fuzzy match or combine several matches:

- Double-click the match you want to use to activate it
- With your mouse, select the part you wish to insert
- Press ^ ctrl + I on your keyboard to insert it

Do the same to insert (part of) other matches if appropriate or finish translating the segment.



#### 3.7 Using the glossary

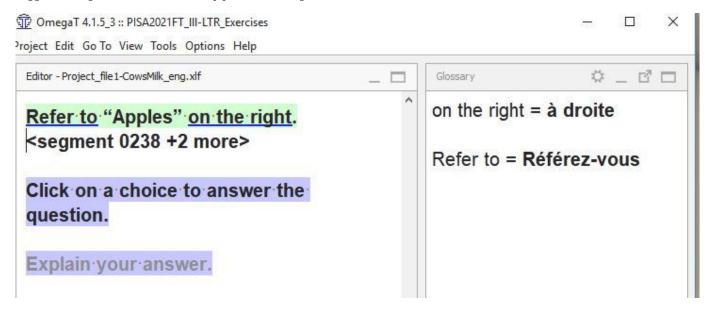
OmegaT supports glossaries. Your project may already contain a glossary with key terms, but you can also add terms to the glossary yourself.



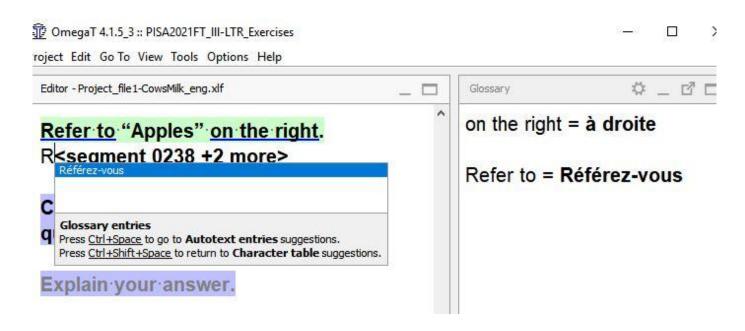
Adding new term pairs to the glossary might seem like extra work, but if done well it will be of valuable help to insert frequent expressions or to ensure that sensitive terms are translated consistently across the project.

#### 3.7.1 Inserting terms from the glossary

When the active segment contains a source term that is in the glossary, it is <u>underlined in blue</u> in the source text. You will see the suggested target term in the **Glossary** pane, on the right.



OmegaT has **predictive typing**: when you start typing the first character of the target term in the glossary, the auto-completer will suggest the term. To insert it, press Enter ell on your keyboard.



#### 3.7.2 Adding new entries to the glossary



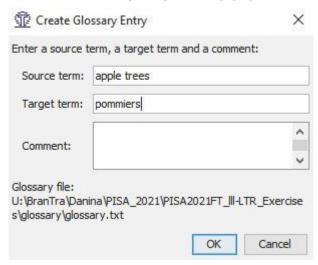
Feeding the glossary with technical or sensitive wording or terms or expressions that appear frequently can be very useful to speed up typing, to keep consistency, to avoid typos, etc..

To add a new term entry to the glossary:

- 1. In the active segment, drag your mouse over the term you want to insert to select it.
- 2. Right click and choose Add glossary entry from the contextual menu.



3. In the Create Glossary Entry that will pop up, enter the target term (and any comments you want).



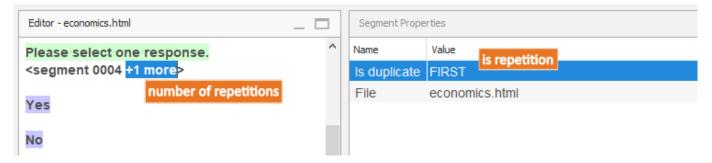
4. Press the OK button to save the new entry.

#### 3.8 Handling repetitions

Some segments may be **repeated** in the project. By default, the translation of a repeated segment is **autopropagated** to all its instances.

#### 3.8.1 Identifying repeated segments

You can recognize that you are in a repeated segment because the **Segment Properties** pane will show a field called **Is duplicate** (with value FIRST for the first repetitions and value NEXT for any others).

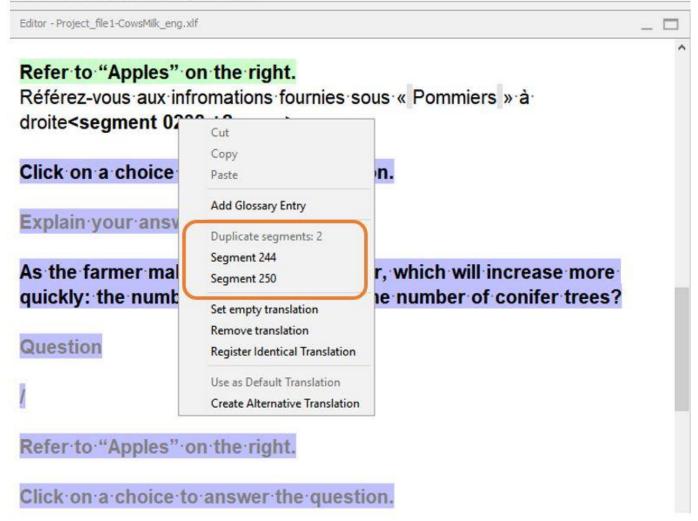


Also, the segment number also includes how many more repetitions the active segment has.

Also, repeated segments from the second instance onwards have grey font, which could help you realize they are instances of a repeated segment.

If you **right click** on a repeated segment, the contextual menu will list all the other instances. It can be useful to jump to them (by clicking on one of them from the contextual menu) to see the different contexts in which that repeated segment appears in the project.

# OmegaT 4.1.5\_3 :: PISA2021FT\_III-LTR\_Exercises Project Edit Go To View Tools Options Help



#### 3.8.2 Autopropagation

When you edit the translation of a repeated segment, as soon as the edit is saved the changes will be automatically reflected in all the repetitions in the project.

Editor - Project\_file 1-CowsMilk\_eng.xlf

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous aux infromations fournies sous « Pommiers » à droite.

Click on a choice to answer the question. <a href="#segment-0239"><segment 0239 +1 more></a>

Explain your answer.

As the farmer makes the orchard bigger, which will increase more quickly: the number of apple trees or the number of conifer trees?

Question

1

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous·aux·infromations·fournies·sous·« Pommiers »·à·droite.

#### 3.8.3 Create alternative translation

In some cases, two instances of a repeated segment might need to be translated differently in different contexts. In that situation, you may want to modify the translation of only one of the repetitions without altering the rest.

In other words, you must create an alternative translation to prevent auto-propagating your update.

To create an alternative translation:

- 1. Right click on the segment and choose Create Alternative Translation from the contextual menu.
- 2. Edit the translation of the active segment.
- 3. Press ^ctrl + s to register the alternative translation.

The **Multiple Translations** pane will show the different translations.

And here's a quick summary:



Alternative translations may be treacherous if not applied correctly. Make sure you follow the three steps above precisely.

The following video shows how to create alternative translations, enjoy •:



# 3.9 Other useful features

#### 3.9.1 Inserting source segment in target

In some cases, the translation must be identical to the source text. To copy the source text in the translation, press ^ctrl + shift + s on your keyboard.

© OmegaT 4.1.5\_3 :: PISA2021FT\_III-LTR\_Exercises

Project Edit Go To View Tools Options Help

Editor - Project\_file2.xlf

Source segment = target segment

<i>>n</i> = ·3

<i>n</i> = ·4

<i>n</i> = ·4</segment 0229>

There are two formulae you can use to calculate

Of course, you may also copy-paste the source text in the translation if you prefer.

### 3.9.2 Creating an empty translation

All segments must have a translation, even if it's an empty translation. If you want to produce an empty translation, simply press the space bar in your keyboard to **insert a space** as the translation.

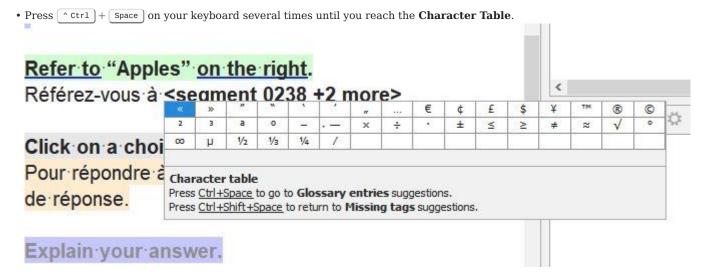
# 3.9.3 Inserting special characters

You may need to type special characters such as:

- $\bullet$  quotation marks: «» , "" , '' , etc.
- mathematical symbols:  $\times$ ,  $\pi$ ,  $\div$ ,  $\leq$ ,  $\neq$ ,  $\vee$ , etc.
- superindex or subindex numbers or letters: 2, 2, 3, etc.
- $\bullet$  other characters:  ${\tt R}\,,\,\,^{\tiny{\rm IM}}\,,$  etc.

#### Character table

We put the most frequent special characters in the **Character Table**. To insert a special character from the **Character Table**, follow these steps:



• Double-click the character you want to insert.

#### **Autotext**

Alternatively, you may use **Autotext** entries to insert a special character by typing a shortcut. You can see the list of available shortcuts here.

Let's see some examples:

- For example, to write the abbreviation of square meters ("m²"), you can type shortcut \sup2 to insert superindex character 2.
- Another example: in chemical formulas, the number of atoms is often noted with a subindex number, e.g. "CO2". To insert character 2, type shortcut \sub2.

Carbon dioxide (CO<sub>2</sub>) dissolves in seawater to form carbonic acid. El dióxido de carbono<segment 0002 ¶>

The process is known as ocean acidification.

In a field study, scientists investigated the effect of ocean acidification on the shells of pteropods (planktonic snails).

• In order to insert a non-breaking space, type \nbsp: the auto-completer will propose to insert the character from the autotext

How is your economic situation?

Quelle est votre situation économique?<segment 0022 ¶>

Good

Bonne

Bad

Mauvaise

list.

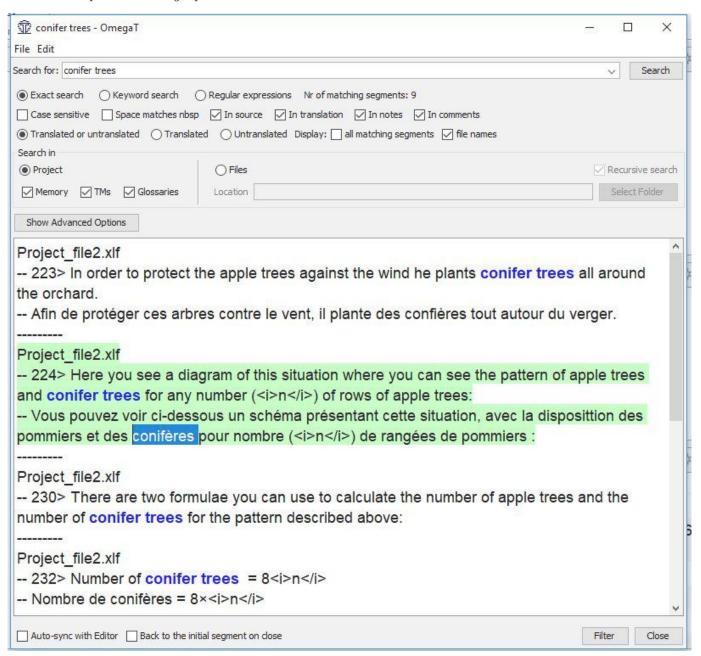
# 3.9.4 Running concordance searches

A concordance search allows you to find words and expressions in the translation memory and the glossary.

To perform a search follow the steps below:

- In the active segment, select the word or fragment you want to search for with your mouse.
- While that part of the text is selected, press  $^{\circ}$  ctrl  $^{+}$  F on your keyboard.
- Press the **Search** button in the **Search** window that will open.

The list results will be displayed. You can copy (select with mouse and press <u>^ctrl</u> + <u>c</u> on your keyboard) what you need from the results and paste it in the right place in the translation.





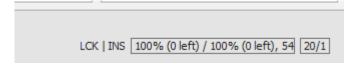
There might be small differences (in punctuation, spacing, etc.) between the text you're searching for and other occurrences of the same text that would prevent an exact match. The option "Keyword search" might help overcome that problem, please use it if you don't get the results you were expecting.

# 3.10 QA checks

## 3.10.1 Completion check

All segments in the project must have a translation. To confirm that is the case, please check for completion before your delivery.

To check completion, hover with your mouse pointer over the progress status bar, in the bottom right corner of OmegaT's main window.



That bar shows some statistics:

- unique translated (unique left) per file (e.g. 100% (0 left) as above)
- unique translated (unique left) per project (e.g. 100% (0 left) as above)
- total number of segments (e.g. 54 as above)

If you see something like 100% (0 left) / 100% (0 left), 54, that means that all 54 segments in the project are translated. If you see a number higher that zero segments left, the translation is not complete.

If you have left some segment(s) untranslated, proceed as follows to fix that:

- 1. Press  $\circ$  Esc to close the **Project Files** window.
- 2. Press ^ctrl + U on your keyboard to jump to the **Next Untranslated Segment**.
- 3. Translate the segment

Repeat the steps above until no untranslated segments remain.

Finally, check the progress status bar again to confirm completion.

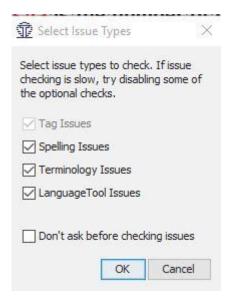
# 3.10.2 Check and fix tags

To ensure that all tags have been inserted correctly:

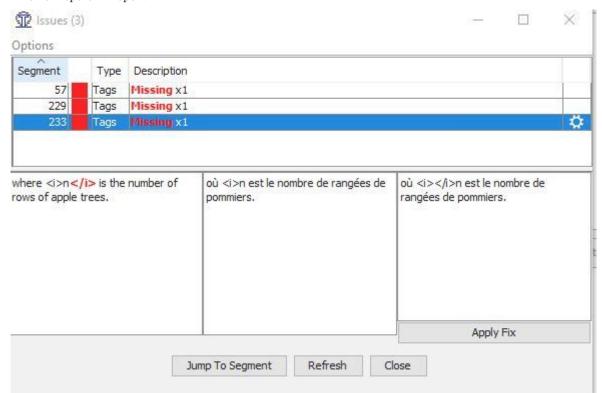
• Go to **Tools** > **Check Issues** to open the Issues window.



You may untick the other checks (Spelling, Terminology, LanguageTool) if you want to focus on tags only first.



- Press OK.
- An error report will open.



- Go through the issues one by one. For every issue in the list, do the following:
- Click a row in the list (or click on **Jump to Segment**) to open that segment in the editor
- Fix the tag issue (as explained in the Fixing tag issues section)
- $\bullet$  Press the  $\boldsymbol{Refresh}$  button to update the list of issues.



Please do not click on "Apply fix". Fix each issue manually.

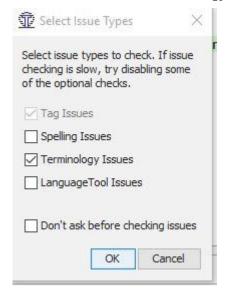


If the source text has tags that you do not use in your language, you can insert them at the end of the segment to avoid having false positives in the error report. That should not have an impact on the translation.

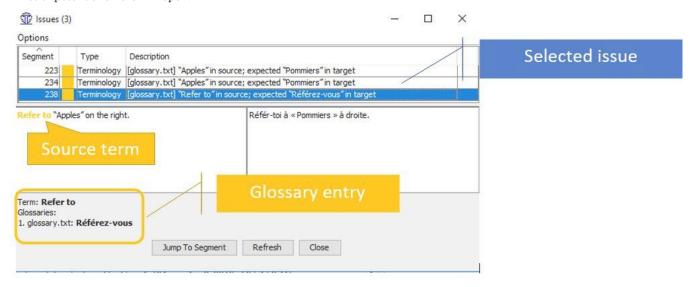
# 3.10.3 Check glossary adherence

You can check whether the translation adheres to the glossary and key terms have been translated consistently throughout:

- Go to Tools > Check Issues
- Make sure the box next to **Terminology Issues** is ticked



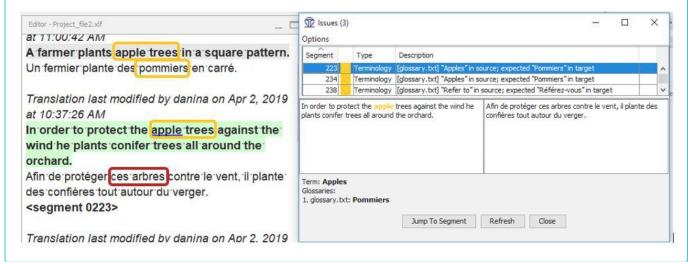
- Press **OK**
- A list of potential errors will open:



- Go through the issues one by one. For every issue in the list, do the following:
- ullet Click a row in the list (or click on Jump to Segment) to open that segment in the editor.
- Correct the error if necessary.
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Not all flagged issues are errors by default. In some cases, you may get false positives. In the screenshot below, "apple trees" should be translated as "pommiers" as in the first segment. In the second segment (active segment) "apple trees" was rendered as "ces arbres" (backtranslation: these trees) to avoid a repetition that would be disturbing in French. Such deviations from the glossary are intentional, so you would disregard the issue.



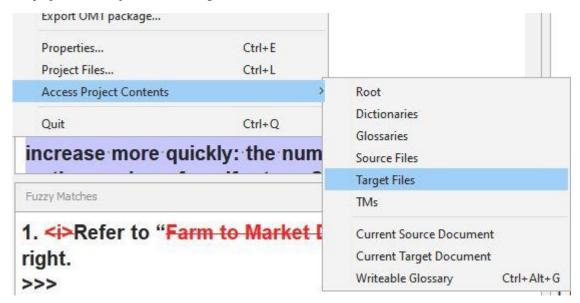
# 3.11 Creating target files

A target file (or translated document) has the same structure as the source file but contains the target text (your translation).

If you need to use the target file directly, you must create it every time you update the translation in the editor.

Press  $^{\text{ctrl}}$  +  $^{\text{l}}$  Shift +  $^{\text{l}}$  (or go to **Project** > **Create Current Translated Document**) to create the target file you were working on.

To access the file(s), go to **Project > Access Project Contents > Target Files** to open your file explorer in the <code>/target folder</code> of the project. The file you were working on should be there.





# 3.12 Delivery

Once you have finished your task in the OmegaT project and have performed the relevant QA checks, you need to deliver the project. The delivery mode will vary depending on whether it's an offline project or a team project.

# 3.12.1 Online / team project (via repository)

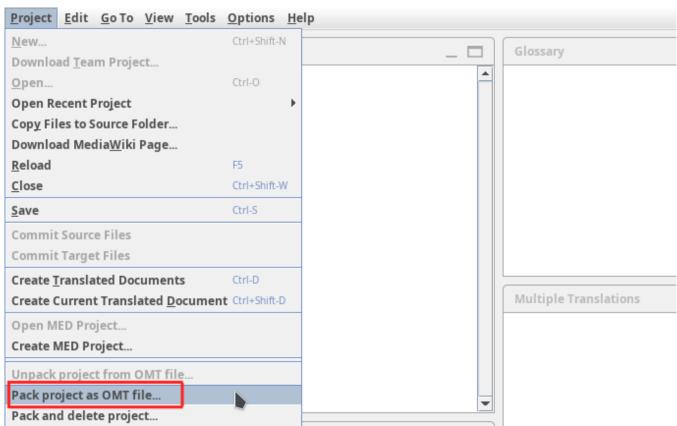
To deliver from a team project:

• Go to **Project > Commit Target Files**.

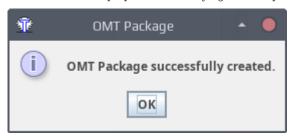
That's it! 😄

# 3.12.2 Offline project (via package)

• Go to Project > Pack project as OMT file...



- In the window that pops up, select the location where you want to save the OMT package.
- Press Save
- $\bullet$  Press OK in the Pop-up window notifying that the package was successfully created.



The folder where exported package is stored will open automatically in your file explorer.

You will recognize the package because it has the extension  $\ .omt$  . That's the file you have to deliver.

Name	_	Size	Туре	Date Modified
PROJECT_EXAMPLE_xx-YY_OMT.omt		35,8 KiB	Zip archive	2023-02-08 20:31:20

# 3.13 OmegaT shortcuts

Here is a table summarizing all functions you need to remember to work in OmegaT. Shortcuts (keyboard combinations) are provided if they are frequently used.

Shortcut	Action	Function
^ Ctrl + L	Project > Project Files	Open the Project Files window
^ Ctrl + J	Go To > Segment Number	Go to the segment thus numbered
^ Ctrl + Space	N/A	Press several times to open Character table
^ Ctrl + U	Go To > Next Untranslated Segment	Go to the next untranslated segment
^ Ctrl + T	Edit > Insert Next Missing Tag	Insert the next missing tag
Enter of		Go to Next Segment
^ Ctrl + I		Insert active fuzzy match or selection of fuzzy match
N/A	Right click > Create Alternative Translation	Mark a segment as alternative translation
^ Ctrl + * Shift + S		Mark a segment as a translation identical to the source
^ Ctrl + (* Shift ) + V	Tools > Check issues	Run the QA checks
^ Ctrl + (* Shift ) + (D)	Project > Create Current Translated Document	Export or generate the target file for the current document
^ Ctrl + D	Project > Create Translated Documents	Export or generate all target files
N/A	Project > Access Project Contents >	Go to the project folders
f Shift + F3		Change capitalization of selected text

# 4. Reconciliation

#### Reconciliation

# 4.1 Welcome to the OmegaT reconciliation guide!

**OmegaT** is the open source computer-assisted translation tool (CAT tool) which will be used to translate, reconcile, adapt, review and verify materials. The software has been customized to optimize your task.

 $This \ guide \ includes \ information \ about \ all \ the \ functions \ in \ OmegaT \ that \ you \ need \ to \ perform \ the \ translation \ task.$ 

Make sure you can see the navigation pane on the left-hand side. You can use that menu or the arrow button at the bottom to go to the next section.

# 4.2 Installation and setup

To install OmegaT and set it up on a computer running Windows, please follow the OmegaT installation and setup guide below:

Ì

If you use Mac or Linux, please see the second slide above or get in touch through the Helpdesk.

# 4.3 Accessing a project



Please give some thought to the organization of your files and folders before you proceed with the steps below. We provide some tips here.

# 4.3.1 Accessing a new project

There are two ways you may access a project for the first time, depending on whether it is an **online project** (or team project) or an **offline project**.

- If you must work on an **offline project**, you will receive a new OmegaT project package (aka an OMT package, or a file with ome extension). Go to the section Unpacking an offline project below to see what you must do to unpack a project package.
- If you must work on an **online project** (or **team project**), you will receive the URL to the repository where the OmegaT project is hosted. Go to the section Downloading a team project below to see what you must to do download a team project from a repository.

If you're not sure whether your project is online or offline, it's very easy: if you receive an OMT package, the project is offline, and if you receive a URL to a git repository, the project is online.

You receive	Project is
OMT file	offline/package
URL to git repo	online/team



Unpacking or downloading an OmegaT project (depending on the distribution mode) needs to be done only once for each project. After you have unpacked or downloaded a project, you can simply re-open it from the list of recent projects.

# Unpacking an offline project

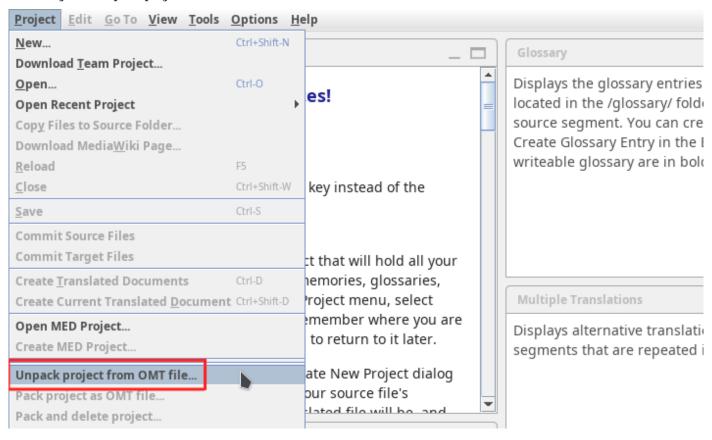
If you receive an OMT package, you must unpack the project (from the OMT package) to access the project for the first time.

To unpack a project, follow these steps:

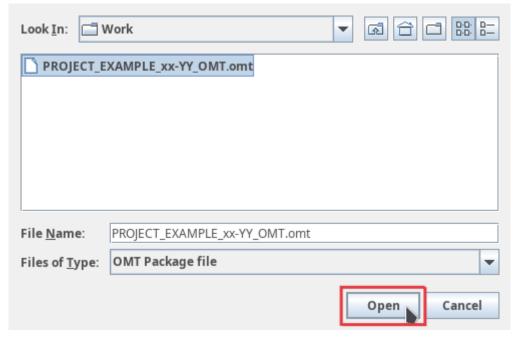
1. Store the OMT package in the folder where you would like to create the OmegaT project.

 $2. \ \mbox{To}$  unpack the project from the OMT package:

- · Launch OmegaT.
- Go to Project > Unpack project from OMT file:



• Navigate to the location where you stored the OMT package. Select the **OMT package** and click on Open:



• A pop up opens. Click Yes.



3. You can now perform your task in the project.

# Downloading a team project

If you receive a URL to a git repository, you must download the team project from that repository to access the project for the first time.



 $The \ URL \ should \ look \ a \ bit \ like \ this: \ https://some-bar-domain.com/some/path/to/the/foo-repository.git.$ 

#### AUTHENTICATION

At some point during the steps below, or afterwards, OmegaT will ask you to authenticate, so please make sure you have your credentials at hand. OmegaT might ask you to authenticate one, two or perhaps three times (depending on the project settings), please just enter the same credentials as many time as needed.

HOW TO DOWNLOAD THE PROJECT FROM THE REPOSITORY

To download the team project, follow these steps:

1. Define a location in your machine where you would like to create the OmegaT project. Let's assume it's c:/work/ (but please use whatever path is appropriate on your end).



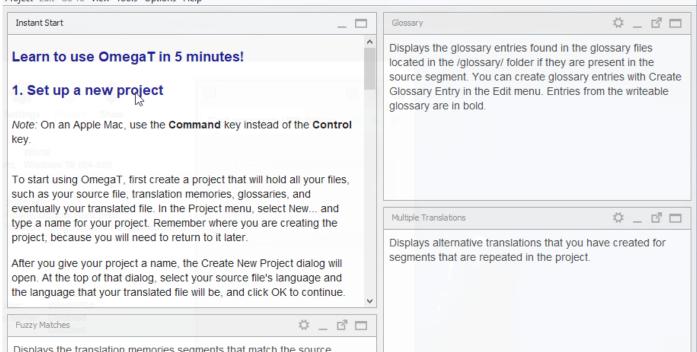
Make sure that location is not inside a sync'ed folder such as Dropbox or the like.

2. Copy the URL of the project repository.

# $https://github.com/capstanlqc/project\_task\_fr\text{-}ZZ\_omt.git \quad \text{$\mathbb{I}$}$

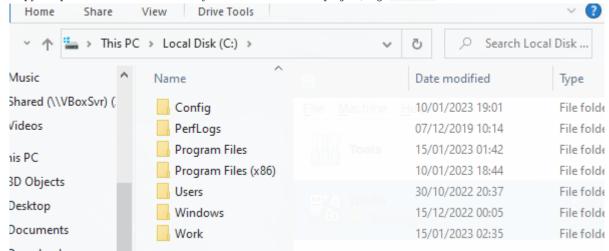
- 3. In OmegaT, go to **Project > Download Team Project**.
- 4. In the **Download Team Project** dialog, click in the **Repository URL** field and then press <u>^ctrl</u> + <u>v</u> to paste the URL from your clipboard.
- 5. Click in the **New Local Project Folder** field. OmegaT will propose a path to the location where it will create the project folder.

  Project Edit Go to View Tools Uptions Help

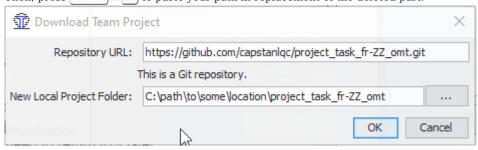


6. You might want to modify that path to create the folder in the location that you have defined in the first step above. To do that:

• Copy the path to the location where you want to create the project, e.g. C:/Work/.



- Then, in the New Local Project Folder field, select the part of the path up to the slash before the project folder and delete it.
- Then, press ^ ctrl | + V | to paste your path in replacement of the deleted part.





Make sure there's a slash between the path that you paste and the project folder name.

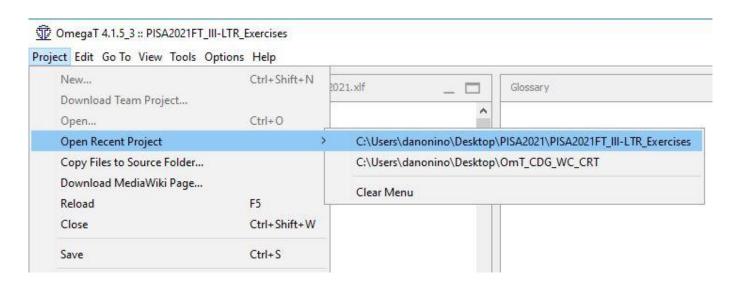
# 4.3.2 Closing the project

When you are done working for the day, quit OmegaT ( $^{\land}$  ctrl + Q).

# 4.3.3 Re-opening an existing project

After you have received and opened a project for the first time, the project exists in your machine and OmegaT will remember it.

The next times you want to access the project in OmegaT, go to **Project > Open Recent Project**. The project you were working on will appear in the list:



# Note

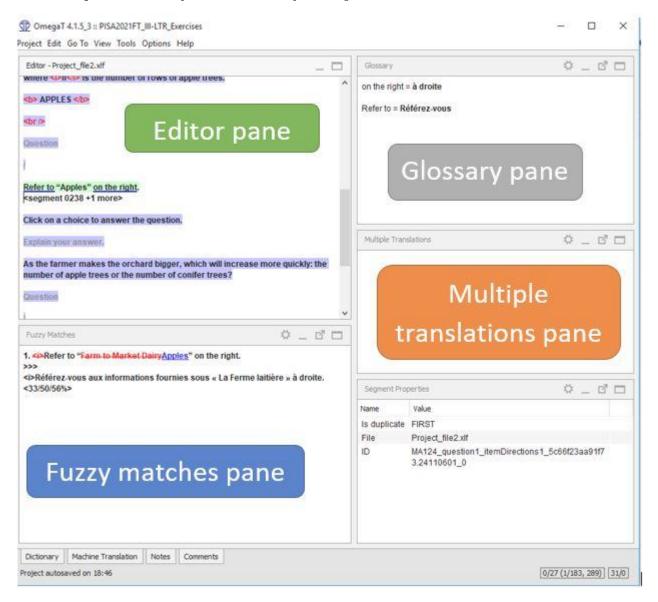
Make sure the disctinction between opening a **recent** project and downloading or unpacking a **new** project (depending on the distribution mode) is clear. You can open a project that already exists only after you have already unpacked it or downloaded it. In turn, you only need to download or unpack (once) a project that doesn't exist yet in your machine.

# 4.4 Navigation

#### 4.4.1 Navigation across panes

When you open OmegaT you will notice the screen is split in several panes:

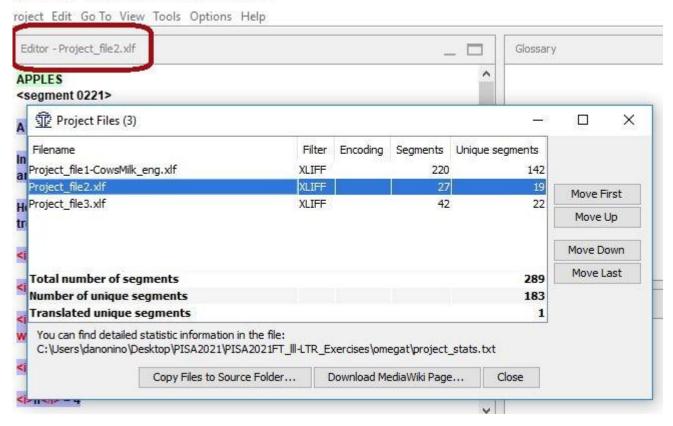
- The **Editor** pane is the main pane in which you will be working.
- Translation suggestions will appear in the Fuzzy Matches pane (or just Matches pane).
- The Glossary pane will display the existing glossary entries and the ones you may add.
- The Multiple Translations pane will show if a repeated segment has alternative translations.



#### 4.4.2 Navigation through files

If the project contains multiple files, they are listed in the Project Files window. The file currently open is highlighted in blue.





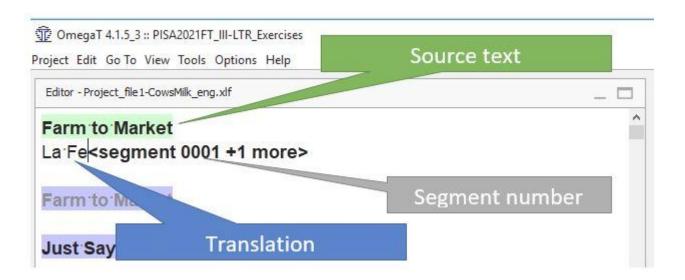
If you want to open a different file in the Editor pane, click on it in the **Project Files** window. You can also see the name of the file that is open in the **Editor** pane's title bar.

The following video shows navigation through files:



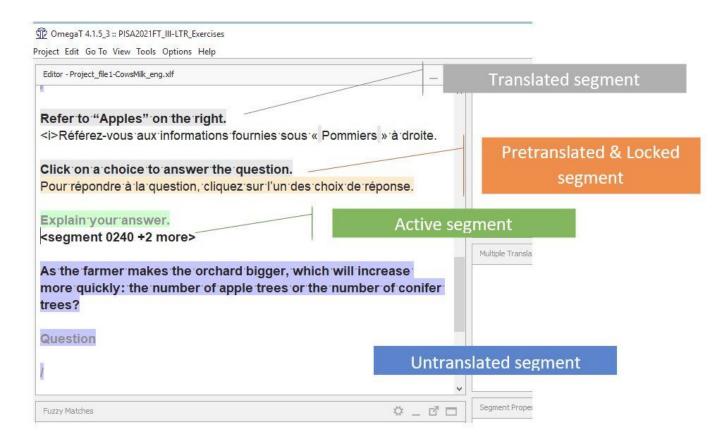
## 4.4.3 Navigation through segments

In the editor pane, the active segment is highlighted in green. This is the segment you are working on. When you type or insert a translation, it will appear right **below the source text**.



In OmegaT, the color of the segment's background will help you find your way around between the different segments:

Color	Language	Meaning	
Green	Source	active segment (the segment you are working on)	
Blue	Source	untranslated segment	
Grey	Source	manually translated segment	
Pink	Target	pretranslated segment	
<b>Orange</b>	Target	pretranslated and locked segment (e.g. trend)	





If you want to change a trend translation, document it in the monitoring form but do not try to change it in OmegaT. Any changes you make to these segments will not be saved. The existing translation will be maintained.

The following video shows navigation through segments, enjoy ::

# 4.5 Tags

#### 4.5.1 What are tags

The source text might include some inline codes that stand for formatting or other elements. In OmegaT, those inline codes are handled as **tags**.

For example, part of the source text could be, say, underlined (e.g. the word "after" below):

I came to this school after the start of this school year.

The segment in OmegaT will look like this (notice the paired tags enclosing the word "after"):

I came to this school  $\langle g1\rangle$  after  $\langle g1\rangle$  the start of this school year.

You will recognize tags because they are in **red font**.

Hover over a tag if you want to see what it stands for. A tooltip will show the original inline code:

```
I came to this school <g1 after</g1> the start of this school year. <segment 0085 $\frac{1}{2}$ | $\left( \square \text{span class="txt-underline"} \right)$
```

## 4.5.2 Types of tags

There are two types of tags: standalone tags and paired tags or double tags:

• Standalone tags: a single tag (e.g. <x1/>) which stands for some element that appears at that position, such as a line break, an image, an input field, etc.



• Paired tags are composed of an opening tag and a closing tag (e.g. <g2> and </g2>) and affect the text between them. You can see that two tags are paired when they have the same number.

```
| came to this school <g1>after </g1> the start of this school year. <segment 0085 $\| > \| paired tags
```

When the source text contains **paired tags** around a word or expression, you must insert the same paired tags around the part of the translation that corresponds to the formatted word or expression in the source text.

For example, here the paired tags represent some formatting that applies to the word "after" and its translation "après".

```
I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école <g1>après</g1> le début de cette année scolaire.
```

When the source text contains one or more **standalone tags**, you must insert them in the translation in a position that is equivalent to their position in the source text.

In the following example, the standalone tag represents a text entry field where the respondent will have to select a number:

```
<x1/> hours <x1/> heures
```

# 4.5.3 Inserting tags

Before inserting tags you must know whether it is a standalone tag or two paired tags.

To insert **paired tags** in your translation, proceed as follows:

- 1. Translate the segment.
- 2. Select the part of the translation that corresponds to the formatted part in the source text.
- 3. Press ^ ctrl + Space to launch the auto-completer.
- 4. In the tags section of the auto-completer, select the paired tags you want to insert.

I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école après le début de cette année scolaire.



The auto-completer has several sections, so if you don't see the tags section straight-away, just press  $^{\text{ctrl}}$  +  $^{\text{Space}}$  again to cycle through the auto-completer until you see it.

To insert a **standalone tag**, proceed as follows:

- 1. Click on the position where you want to insert the tag (before, after or while translating).
- 2. Press ^ ctrl + Space to launch the auto-completer.
- 3. In the tags section of the auto-completer, select the standalone tag you want to insert.

# Write your answer in numerals in the box. Écrivez votre réponse en chiffres dans la boîte. <x1/> hours <segment 0541 ¶>

You can also insert a tag one by one with shortcut ^ctrl + T.

The following video shows how to handle tags, enjoy •:

# 4.5.4 Fixing tag issues

All tags you see in the source text should be present in the translation too and in the correct position. You must correct any errors that you may see when that's not the case.

You may find two types of issue:

- $\bullet$  A tag or tag pair is missing: in that case, the solution is simply to insert it.
- A tag is inserted but misplaced: the solution may be either to drag and drop single tags to the correct position, or simply to delete the tag (or tag pair) and insert it again correctly.

# ....rning for RTL languages

In right-to-left languages such as Arabic or Hebrew, moving tags will not work. Please delete the tag and insert it again if you work with any of these languages.

# Deleting tags

If you have inserted a tag incorrectly and need to insert it again, **double click** on the tag to select it in full and press \_\_\_\_\_ Backspace or \_\_\_\_\_ on your keyboard to delete it first.

# I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école <g1>après</g1> le début </g1>de cette année scolaire.

Τ

# Moving tags

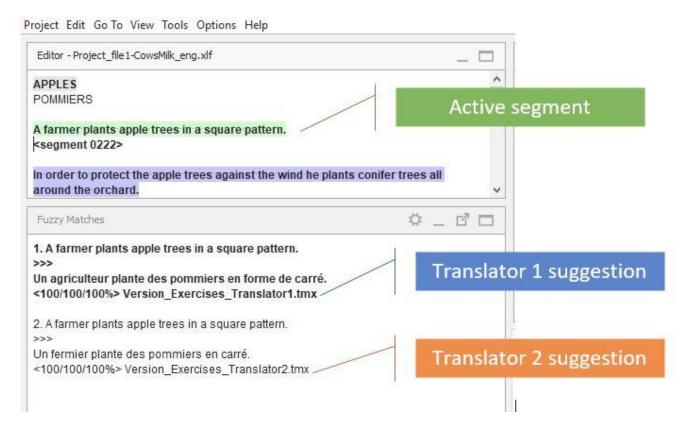
If you have inserted a tag in the wrong position and need to insert it somewhere else, you can simply **drag and drop** it. Alternatively, you can also delete it and insert it again.

# I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école <g1>après le début </g1>de cette année scolaire.

#### 4.6 Reconciling using matches

During the reconciliation task, the translations from **translator 1** and **translator 2** are handled as matches and are displayed in the **Matches** pane.

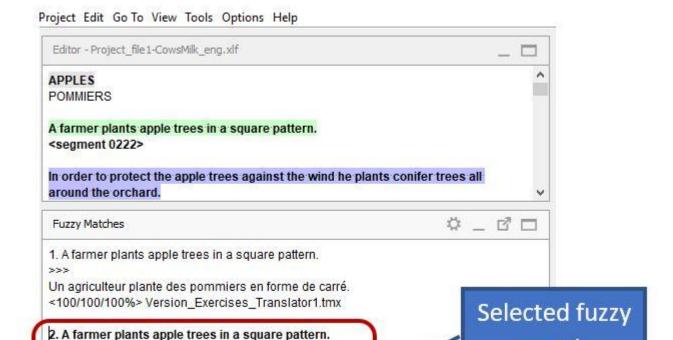


A reconciler's task in practice consists of one of these three options:

- $\bullet$  Inserting one of the two matches (and then modify it if needed),  $\boldsymbol{OR}$
- $\bullet$  Inserting part of one of the two matches and then inserting part of the other match,  $\mathbf{OR}$
- $\bullet$  Translating the segment from scratch if none of the two matches is suitable.

By default, the match from translator 1 is activated. It is the first one in the list and it is **bolded**. If you want to use the match from translator 2, double click on it to activate that one instead (the activated match will become **bolded**).

match



To insert the active match in full, press <u>^ctrl</u> + <u>I</u> on your keyboard. After inserting it, make any necessary changes so that it fits the segment you are reconciling.

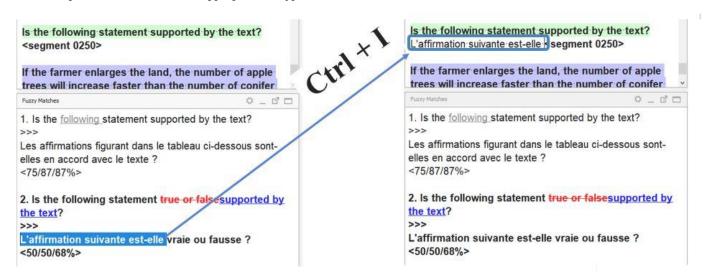
Alternatively, you can also insert only part of a match or combine several matches:

• Double-click the match you want to use to activate it

Un fermier plante des pommiers en carré.

<100/100/100%> Version\_Exercises\_Translator2.tmx

- Drag your mouse over the part of the match you wish to insert to select it
- Press ^ ctrl + I on your keyboard to insert it
- Select (part of) another match if appropriate or type the rest of the translation



#### Remember

It is important to make sure the final translation is **harmonized** as the two translators may use different terms and styles. To ensure this, make sure you preview the item prior to delivery and perform concordance searches on recurring instructions and terminology.

## 4.7 Using the glossary

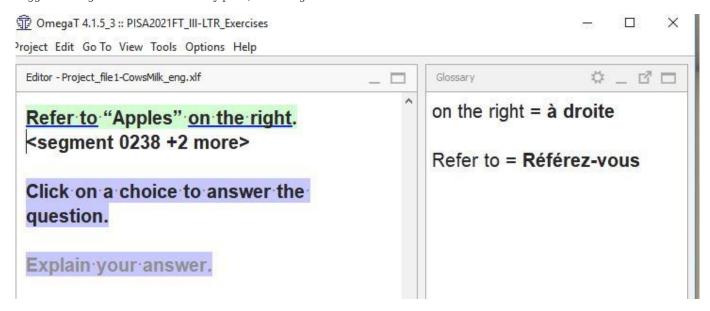
OmegaT supports glossaries. Your project may already contain a glossary with key terms, but you can also add terms to the glossary yourself.



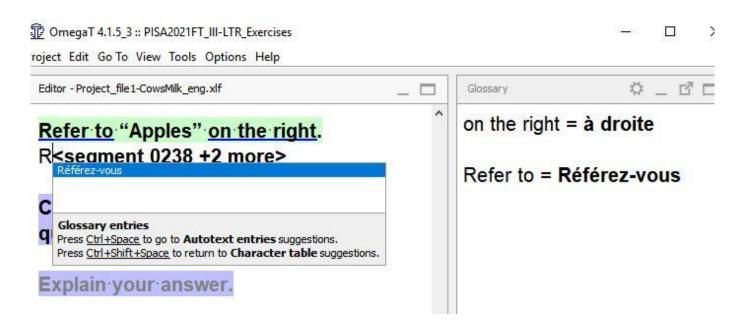
Adding new term pairs to the glossary might seem like extra work, but if done well it will be of valuable help to insert frequent expressions or to ensure that sensitive terms are translated consistently across the project.

#### 4.7.1 Inserting terms from the glossary

When the active segment contains a source term that is in the glossary, it is <u>underlined in blue</u> in the source text. You will see the suggested target term in the **Glossary** pane, on the right.



OmegaT has **predictive typing**: when you start typing the first character of the target term in the glossary, the auto-completer will suggest the term. To insert it, press Enter all on your keyboard.



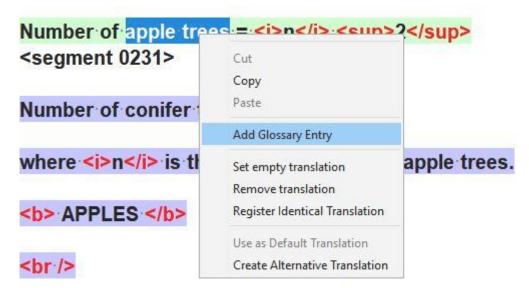
#### 4.7.2 Adding new entries to the glossary



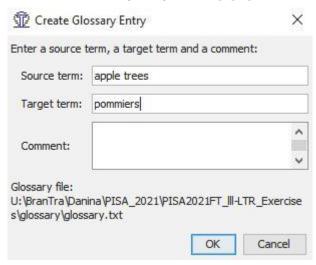
Feeding the glossary with technical or sensitive wording or terms or expressions that appear frequently can be very useful to speed up typing, to keep consistency, to avoid typos, etc..

To add a new term entry to the glossary:

- 1. In the active segment, drag your mouse over the term you want to insert to select it.
- 2. Right click and choose Add glossary entry from the contextual menu.



3. In the Create Glossary Entry that will pop up, enter the target term (and any comments you want).



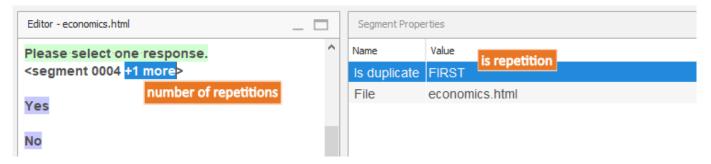
4. Press the OK button to save the new entry.

## 4.8 Handling repetitions

Some segments may be **repeated** in the project. By default, the translation of a repeated segment is **autopropagated** to all its instances.

#### 4.8.1 Identifying repeated segments

You can recognize that you are in a repeated segment because the **Segment Properties** pane will show a field called **Is duplicate** (with value FIRST for the first repetitions and value NEXT for any others).

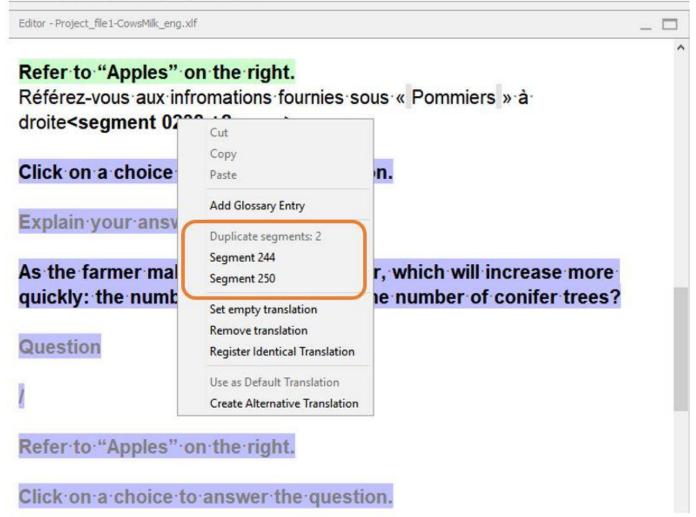


Also, the segment number also includes how many more repetitions the active segment has.

Also, repeated segments from the second instance onwards have grey font, which could help you realize they are instances of a repeated segment.

If you **right click** on a repeated segment, the contextual menu will list all the other instances. It can be useful to jump to them (by clicking on one of them from the contextual menu) to see the different contexts in which that repeated segment appears in the project.

# OmegaT 4.1.5\_3 :: PISA2021FT\_III-LTR\_Exercises Project Edit Go To View Tools Options Help



#### 4.8.2 Autopropagation

When you edit the translation of a repeated segment, as soon as the edit is saved the changes will be automatically reflected in all the repetitions in the project.

Editor - Project\_file 1-CowsMilk\_eng.xlf

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous aux infromations fournies sous « Pommiers » à droite.

Click on a choice to answer the question. <a href="#segment-0239"><segment 0239 +1 more></a>

Explain your answer.

As the farmer makes the orchard bigger, which will increase more quickly: the number of apple trees or the number of conifer trees?

Question

1

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous·aux·infromations·fournies·sous·« Pommiers »·à·droite.

#### 4.8.3 Create alternative translation

In some cases, two instances of a repeated segment might need to be translated differently in different contexts. In that situation, you may want to modify the translation of only one of the repetitions without altering the rest.

In other words, you must create an alternative translation to prevent auto-propagating your update.

To create an alternative translation:

- 1. Right click on the segment and choose Create Alternative Translation from the contextual menu.
- 2. Edit the translation of the active segment.
- 3. Press ^ctrl + s to register the alternative translation.

The **Multiple Translations** pane will show the different translations.

And here's a quick summary:



Alternative translations may be treacherous if not applied correctly. Make sure you follow the three steps above precisely.

The following video shows how to create alternative translations, enjoy lacktriangledown:



#### 4.9 Other useful features

#### 4.9.1 Inserting source segment in target

In some cases, the translation must be identical to the source text. To copy the source text in the translation, press \(^{\text{ctr1}}\) + \(^{\text{shift}}\) + \(^{\text{s on your keyboard.}}\)

OmegaT 4.1.5\_3 :: PISA2021FT\_III-LTR\_Exercises

Project Edit Go To View Tools Options Help

Editor - Project\_file2.xlf

Source segment = target segment

<i>>n</i> = :3
<i>n</i> = :4
<i>n</i> = :4</segment 0229>

There are two formulae you can use to calculate

Of course, you may also copy-paste the source text in the translation if you prefer.

#### 4.9.2 Creating an empty translation

All segments must have a translation, even if it's an empty translation. If you want to produce an empty translation, simply press the space bar in your keyboard to **insert a space** as the translation.

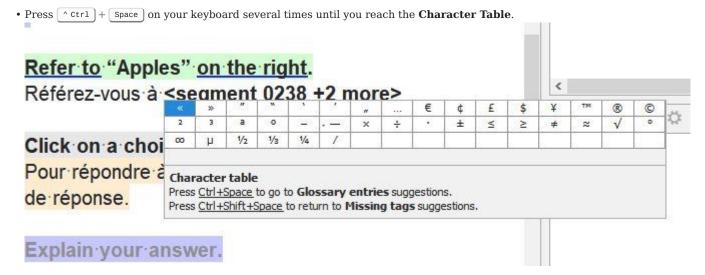
#### 4.9.3 Inserting special characters

You may need to type special characters such as:

- $\bullet$  quotation marks: «» , "" , '' , etc.
- mathematical symbols:  $\times$ ,  $\pi$ ,  $\div$ ,  $\leq$ ,  $\neq$ ,  $\vee$ , etc.
- superindex or subindex numbers or letters: 2, 2, 3, etc.
- $\bullet$  other characters:  ${\tt R}\,,\,\,^{\tiny{\rm IM}}\,,$  etc.

#### Character table

We put the most frequent special characters in the **Character Table**. To insert a special character from the **Character Table**, follow these steps:



• Double-click the character you want to insert.

#### **Autotext**

Alternatively, you may use **Autotext** entries to insert a special character by typing a shortcut. You can see the list of available shortcuts here.

Let's see some examples:

- ullet For example, to write the abbreviation of square meters ("m2"), you can type shortcut \sup2 to insert superindex character  $^2$  .
- Another example: in chemical formulas, the number of atoms is often noted with a subindex number, e.g. "CO2". To insert character 2, type shortcut \sub2.

Carbon dioxide (CO<sub>2</sub>) dissolves in seawater to form carbonic acid. El dióxido de carbono<segment 0002 ¶>

The process is known as ocean acidification.

In a field study, scientists investigated the effect of ocean acidification on the shells of pteropods (planktonic snails).

• In order to insert a non-breaking space, type \nbsp: the auto-completer will propose to insert the character from the autotext

How is your economic situation?

Quelle est votre situation économique? < segment 0022 ¶>

Good Bonne

DOMIN

Bad Mauvaise

list.

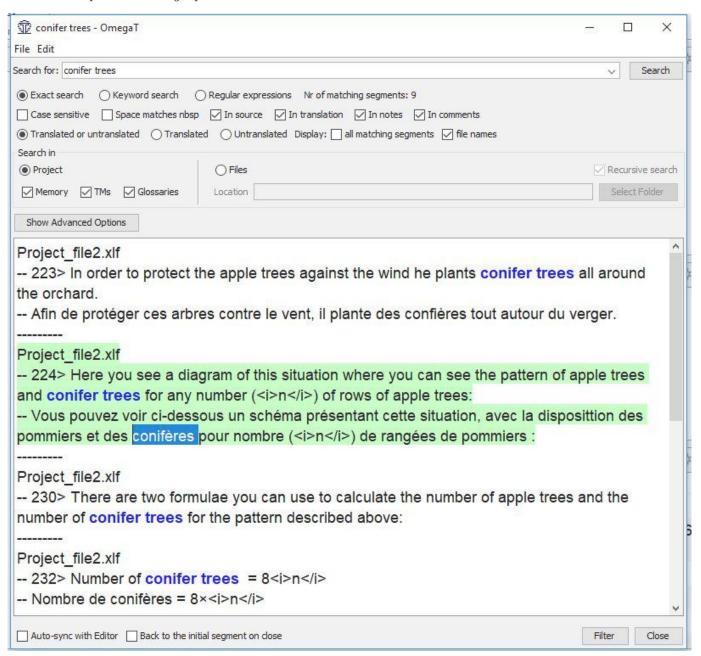
#### 4.9.4 Running concordance searches

A concordance search allows you to find words and expressions in the translation memory and the glossary.

To perform a search follow the steps below:

- In the active segment, select the word or fragment you want to search for with your mouse.
- While that part of the text is selected, press  $^{\circ}$  ctrl  $^{+}$  F on your keyboard.
- Press the **Search** button in the **Search** window that will open.

The list results will be displayed. You can copy (select with mouse and press <u>^ctrl</u> + <u>c</u> on your keyboard) what you need from the results and paste it in the right place in the translation.





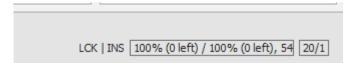
There might be small differences (in punctuation, spacing, etc.) between the text you're searching for and other occurrences of the same text that would prevent an exact match. The option "Keyword search" might help overcome that problem, please use it if you don't get the results you were expecting.

#### 4.10 QA checks

#### 4.10.1 Completion check

All segments in the project must have a translation. To confirm that is the case, please check for completion before your delivery.

To check completion, hover with your mouse pointer over the progress status bar, in the bottom right corner of OmegaT's main window.



That bar shows some statistics:

- unique translated (unique left) per file (e.g. 100% (0 left) as above)
- unique translated (unique left) per project (e.g. 100% (0 left) as above)
- total number of segments (e.g. 54 as above)

If you see something like 100% (0 left) / 100% (0 left), 54, that means that all 54 segments in the project are translated. If you see a number higher that zero segments left, the translation is not complete.

If you have left some segment(s) untranslated, proceed as follows to fix that:

- 1. Press SESC to close the **Project Files** window.
- 2. Press ^ctrl + U on your keyboard to jump to the **Next Untranslated Segment**.
- 3. Translate the segment

Repeat the steps above until no untranslated segments remain.

Finally, check the progress status bar again to confirm completion.

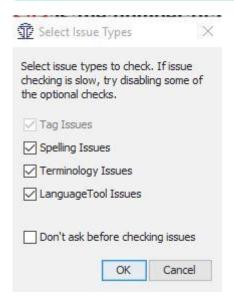
## 4.10.2 Check and fix tags

To ensure that all tags have been inserted correctly:

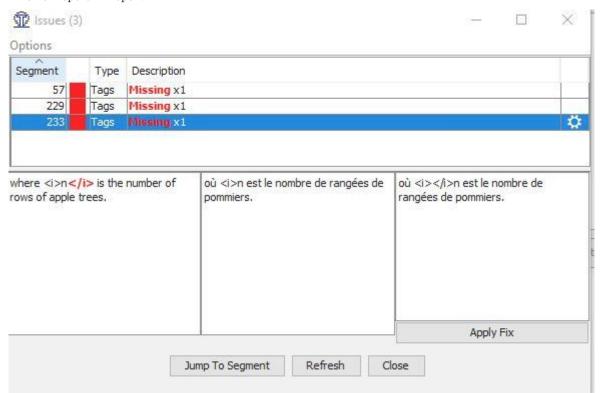
• Go to Tools > Check Issues to open the Issues window.



You may untick the other checks (Spelling, Terminology, LanguageTool) if you want to focus on tags only first.



- Press OK.
- An error report will open.



- Go through the issues one by one. For every issue in the list, do the following:
- Click a row in the list (or click on **Jump to Segment**) to open that segment in the editor
- Fix the tag issue (as explained in the Fixing tag issues section)
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Please do not click on "Apply fix". Fix each issue manually.

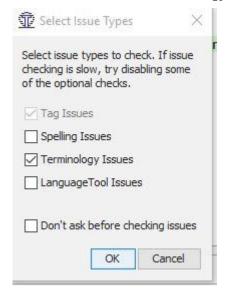


If the source text has tags that you do not use in your language, you can insert them at the end of the segment to avoid having false positives in the error report. That should not have an impact on the translation.

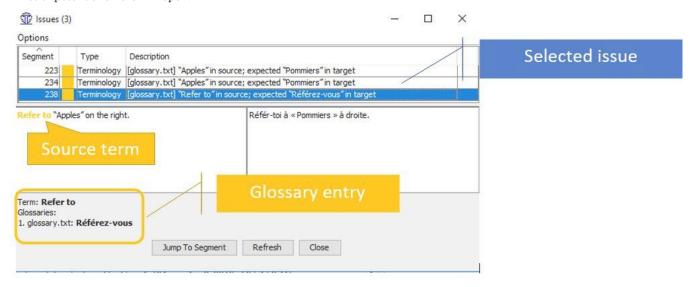
#### 4.10.3 Check glossary adherence

You can check whether the translation adheres to the glossary and key terms have been translated consistently throughout:

- Go to Tools > Check Issues
- Make sure the box next to **Terminology Issues** is ticked



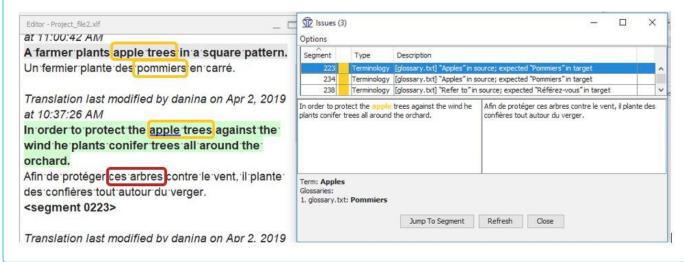
- Press **OK**
- A list of potential errors will open:



- Go through the issues one by one. For every issue in the list, do the following:
- ullet Click a row in the list (or click on Jump to Segment) to open that segment in the editor.
- Correct the error if necessary.
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Not all flagged issues are errors by default. In some cases, you may get false positives. In the screenshot below, "apple trees" should be translated as "pommiers" as in the first segment. In the second segment (active segment) "apple trees" was rendered as "ces arbres" (backtranslation: these trees) to avoid a repetition that would be disturbing in French. Such deviations from the glossary are intentional, so you would disregard the issue.



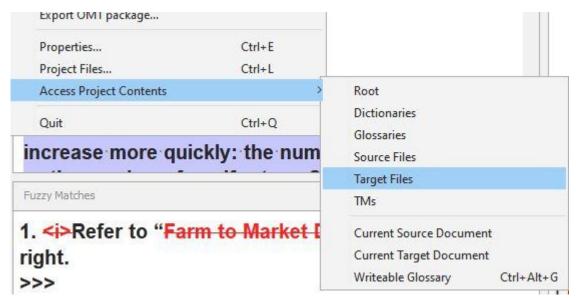
### 4.11 Creating target files

A target file (or translated document) has the same structure as the source file but contains the target text (your translation).

If you need to use the target file directly, you must create it every time you update the translation in the editor.

Press ^ctrl + p (or go to **Project > Create Current Translated Document**) to create the target file you were working on.

To access the file(s), go to  $Project > Access \ Project \ Contents > Target \ Files$  to open your file explorer in the <code>/target folder</code> of the project. The file you were working on should be there.





#### 4.12 Delivery

Once you have finished your task in the OmegaT project and have performed the relevant QA checks, you need to deliver the project. The delivery mode will vary depending on whether it's an offline project or a team project.

#### 4.12.1 Online / team project (via repository)

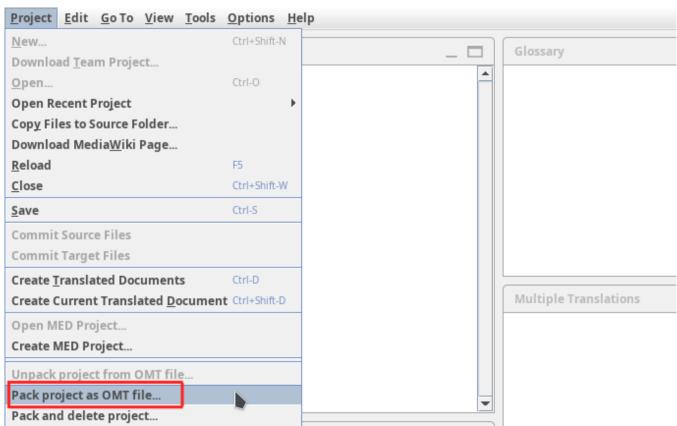
To deliver from a team project:

• Go to **Project > Commit Target Files**.

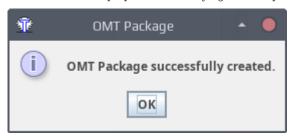
That's it! 😄

#### 4.12.2 Offline project (via package)

• Go to Project > Pack project as OMT file...



- In the window that pops up, select the location where you want to save the OMT package.
- Press Save
- ullet Press OK in the Pop-up window notifying that the package was successfully created.



The folder where exported package is stored will open automatically in your file explorer.

You will recognize the package because it has the extension  $\ .omt$  . That's the file you have to deliver.

Name	_	Size	Туре	Date Modified
PROJECT_EXAMPLE_xx-YY_OMT.omt		35,8 KiB	Zip archive	2023-02-08 20:31:20

# 4.13 OmegaT shortcuts

Here is a table summarizing all functions you need to remember to work in OmegaT. Shortcuts (keyboard combinations) are provided if they are frequently used.

Shortcut	Action	Function
^ Ctrl + L	Project > Project Files	Open the Project Files window
^ Ctrl + J	Go To > Segment Number	Go to the segment thus numbered
^ Ctrl + Space	N/A	Press several times to open Character table
^ Ctrl + U	Go To > Next Untranslated Segment	Go to the next untranslated segment
^ Ctrl + T	Edit > Insert Next Missing Tag	Insert the next missing tag
Enter od		Go to Next Segment
^ Ctrl + I		Insert active fuzzy match or selection of fuzzy match
N/A	Right click > Create Alternative Translation	Mark a segment as alternative translation
^ Ctrl + * Shift + S		Mark a segment as a translation identical to the source
^ Ctrl + 1 Shift + V	Tools > Check issues	Run the QA checks
^ Ctrl + (* Shift ) + (D)	Project > Create Current Translated Document	Export or generate the target file for the current document
^ Ctrl + D	Project > Create Translated Documents	Export or generate all target files
N/A	Project > Access Project Contents >	Go to the project folders
f Shift + F3		Change capitalization of selected text

## 5. Adaptation

#### Adaptation

## 5.1 Welcome to the OmegaT adaptation guide!

**OmegaT** is the open source computer-assisted translation tool (CAT tool) which will be used to translate, reconcile, adapt, review and verify materials. The software has been customized to optimize your task.

This guide includes information about all the functions in OmegaT that you need to perform the translation task.

Make sure you can see the navigation pane on the left-hand side. You can use that menu or the arrow button at the bottom to go to the next section.

## 5.2 Installation and setup

To install OmegaT and set it up on a computer running Windows, please follow the OmegaT installation and setup guide below:

Ĭ

If you use Mac or Linux, please see the second slide above or get in touch through the Helpdesk.

#### 5.3 Accessing a project



Please give some thought to the organization of your files and folders before you proceed with the steps below. We provide some tips here.

#### 5.3.1 Accessing a new project

There are two ways you may access a project for the first time, depending on whether it is an **online project** (or team project) or an **offline project**.

- If you must work on an **offline project**, you will receive a new OmegaT project package (aka an OMT package, or a file with ome extension). Go to the section Unpacking an offline project below to see what you must do to unpack a project package.
- If you must work on an **online project** (or **team project**), you will receive the URL to the repository where the OmegaT project is hosted. Go to the section Downloading a team project below to see what you must to do download a team project from a repository.

If you're not sure whether your project is online or offline, it's very easy: if you receive an OMT package, the project is offline, and if you receive a URL to a git repository, the project is online.

You receive	Project is
OMT file	offline/package
URL to git repo	online/team



Unpacking or downloading an OmegaT project (depending on the distribution mode) needs to be done only once for each project. After you have unpacked or downloaded a project, you can simply re-open it from the list of recent projects.

#### Unpacking an offline project

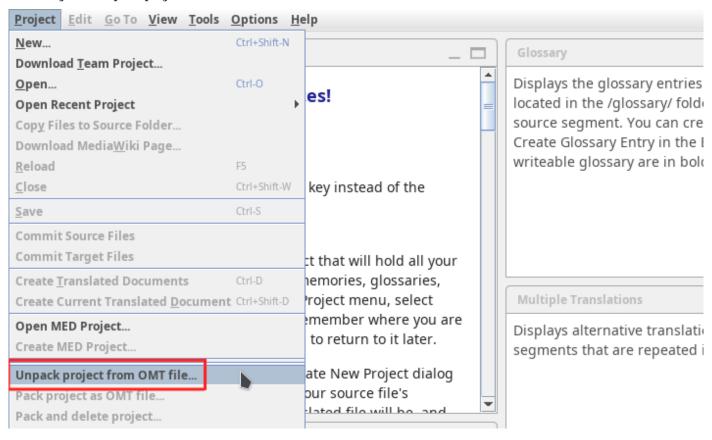
If you receive an OMT package, you must unpack the project (from the OMT package) to access the project for the first time.

To unpack a project, follow these steps:

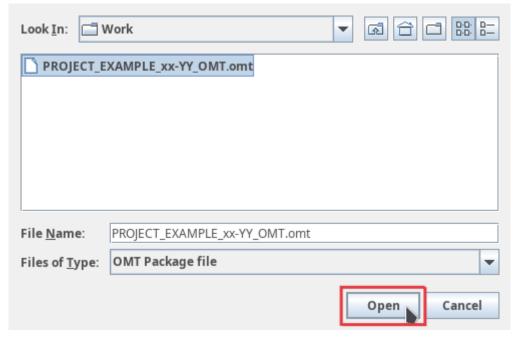
1. Store the OMT package in the folder where you would like to create the OmegaT project.

 $2. \ \mbox{To}$  unpack the project from the OMT package:

- · Launch OmegaT.
- Go to Project > Unpack project from OMT file:



• Navigate to the location where you stored the OMT package. Select the **OMT package** and click on Open:



• A pop up opens. Click Yes.



3. You can now perform your task in the project.

#### Downloading a team project

If you receive a URL to a git repository, you must download the team project from that repository to access the project for the first time.



 $The \ URL \ should \ look \ a \ bit \ like \ this: \ \texttt{https://some-bar-domain.com/some/path/to/the/foo-repository.git}.$ 

#### AUTHENTICATION

At some point during the steps below, or afterwards, OmegaT will ask you to authenticate, so please make sure you have your credentials at hand. OmegaT might ask you to authenticate one, two or perhaps three times (depending on the project settings), please just enter the same credentials as many time as needed.

HOW TO DOWNLOAD THE PROJECT FROM THE REPOSITORY

To download the team project, follow these steps:

1. Define a location in your machine where you would like to create the OmegaT project. Let's assume it's c:/work/ (but please use whatever path is appropriate on your end).



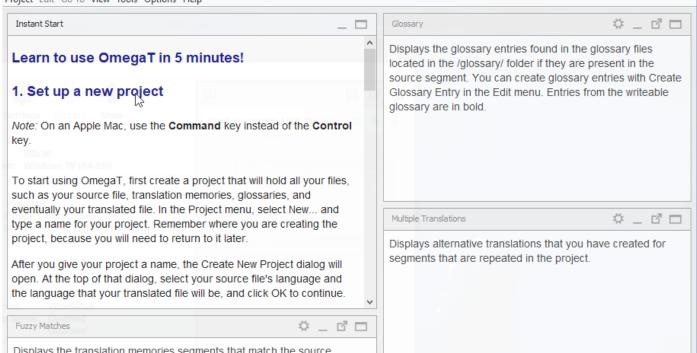
Make sure that location is not inside a sync'ed folder such as Dropbox or the like.

2. Copy the URL of the project repository.

# $https://github.com/capstanlqc/project\_task\_fr\text{-}ZZ\_omt.git \quad \text{$\mathbb{I}$}$

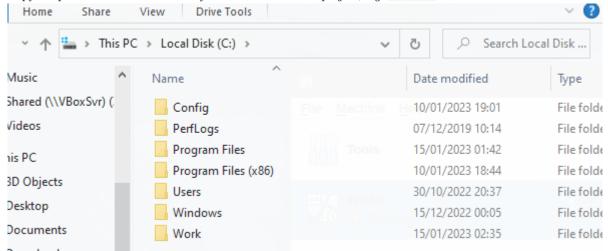
- 3. In OmegaT, go to Project > Download Team Project.
- 4. In the **Download Team Project** dialog, click in the **Repository URL** field and then press <u>^ctrl</u> + <u>v</u> to paste the URL from your clipboard.
- 5. Click in the **New Local Project Folder** field. OmegaT will propose a path to the location where it will create the project folder.

  Project Edit Go to View Tools Uptions Help

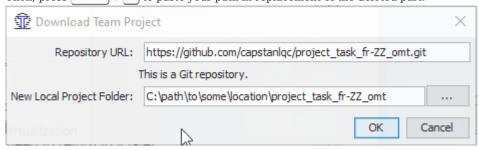


6. You might want to modify that path to create the folder in the location that you have defined in the first step above. To do that:

• Copy the path to the location where you want to create the project, e.g. C:/Work/.



- Then, in the New Local Project Folder field, select the part of the path up to the slash before the project folder and delete it.
- Then, press ^ ctrl + v to paste your path in replacement of the deleted part.





Make sure there's a slash between the path that you paste and the project folder name.

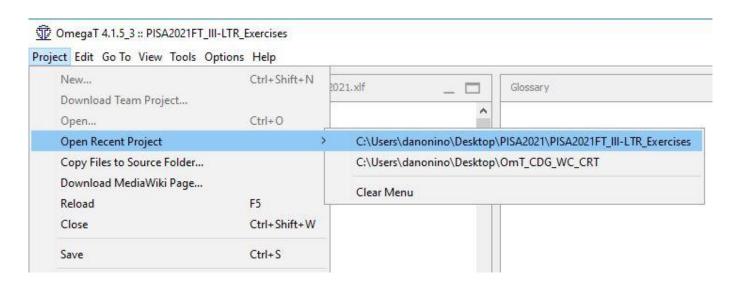
#### 5.3.2 Closing the project

When you are done working for the day, quit OmegaT ( $^{\land}$  ctrl + Q).

#### 5.3.3 Re-opening an existing project

After you have received and opened a project for the first time, the project exists in your machine and OmegaT will remember it.

The next times you want to access the project in OmegaT, go to **Project > Open Recent Project**. The project you were working on will appear in the list:



# Note

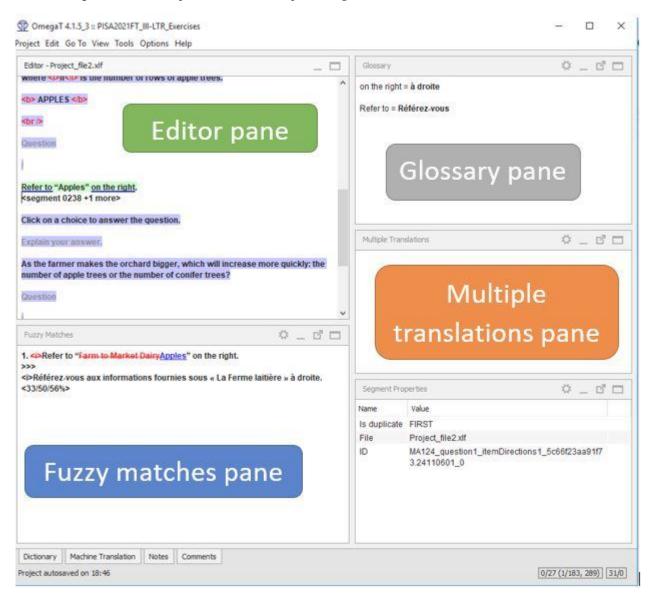
Make sure the disctinction between opening a **recent** project and downloading or unpacking a **new** project (depending on the distribution mode) is clear. You can open a project that already exists only after you have already unpacked it or downloaded it. In turn, you only need to download or unpack (once) a project that doesn't exist yet in your machine.

# 5.4 Navigation

#### 5.4.1 Navigation across panes

When you open OmegaT you will notice the screen is split in several panes:

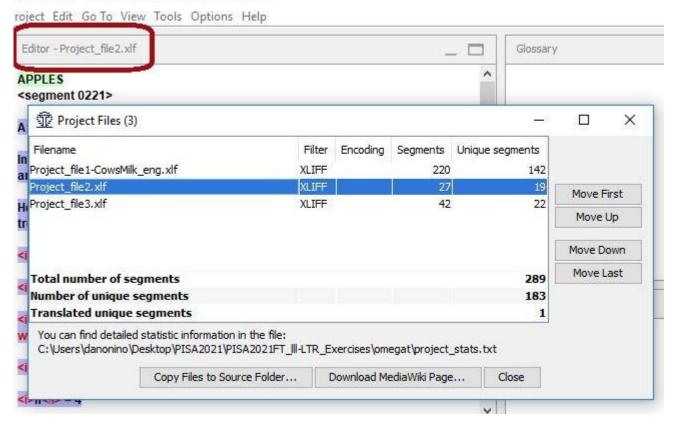
- The Editor pane is the main pane in which you will be working.
- Translation suggestions will appear in the Fuzzy Matches pane (or just Matches pane).
- The Glossary pane will display the existing glossary entries and the ones you may add.
- The Multiple Translations pane will show if a repeated segment has alternative translations.



#### 5.4.2 Navigation through files

If the project contains multiple files, they are listed in the **Project Files** window. The file currently open is highlighted in blue.





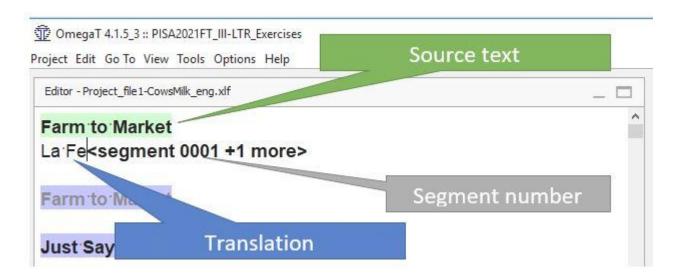
If you want to open a different file in the Editor pane, click on it in the **Project Files** window. You can also see the name of the file that is open in the **Editor** pane's title bar.

The following video shows navigation through files:



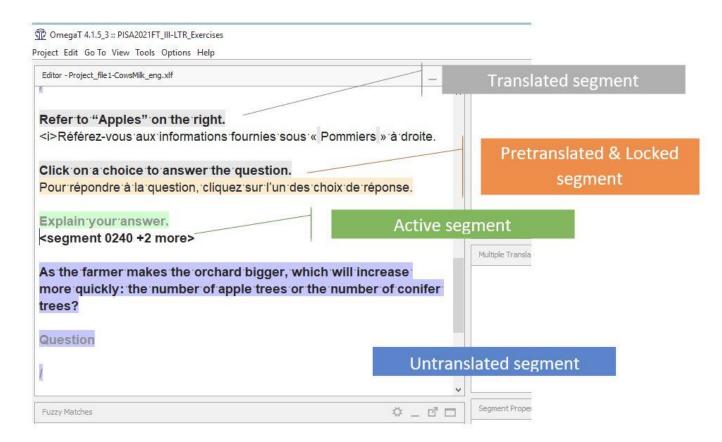
#### 5.4.3 Navigation through segments

In the editor pane, the active segment is highlighted in green. This is the segment you are working on. When you type or insert a translation, it will appear right **below the source text**.



In OmegaT, the color of the segment's background will help you find your way around between the different segments:

Color	Language	Meaning
Green	Source	active segment (the segment you are working on)
Blue	Source	untranslated segment
Grey	Source	manually translated segment
Pink	Target	pretranslated segment
<b>Orange</b>	Target	pretranslated and locked segment (e.g. trend)





If you want to change a trend translation, document it in the monitoring form but do not try to change it in OmegaT. Any changes you make to these segments will not be saved. The existing translation will be maintained.

The following video shows navigation through segments, enjoy ::

# 5.5 Tags

#### 5.5.1 What are tags

The source text might include some inline codes that stand for formatting or other elements. In OmegaT, those inline codes are handled as **tags**.

For example, part of the source text could be, say, underlined (e.g. the word "after" below):

I came to this school after the start of this school year.

The segment in OmegaT will look like this (notice the paired tags enclosing the word "after"):

I came to this school  $\langle g1\rangle$  after  $\langle g1\rangle$  the start of this school year.

You will recognize tags because they are in **red font**.

Hover over a tag if you want to see what it stands for. A tooltip will show the original inline code:

#### 5.5.2 Types of tags

There are two types of tags: standalone tags and paired tags or double tags:

• Standalone tags: a single tag (e.g. <x1/>) which stands for some element that appears at that position, such as a line break, an image, an input field, etc.



• Paired tags are composed of an opening tag and a closing tag (e.g. <g2> and </g2>) and affect the text between them. You can see that two tags are paired when they have the same number.

```
| came to this school <g1>after </g1> the start of this school year. <segment 0085 $\| > \| paired tags
```

When the source text contains **paired tags** around a word or expression, you must insert the same paired tags around the part of the translation that corresponds to the formatted word or expression in the source text.

For example, here the paired tags represent some formatting that applies to the word "after" and its translation "après".

```
I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école <g1>après</g1> le début de cette année scolaire.
```

When the source text contains one or more **standalone tags**, you must insert them in the translation in a position that is equivalent to their position in the source text.

In the following example, the standalone tag represents a text entry field where the respondent will have to select a number:

```
<x1/> hours
<x1/> heures
```

# 5.5.3 Inserting tags

Before inserting tags you must know whether it is a standalone tag or two paired tags.

To insert **paired tags** in your translation, proceed as follows:

- 1. Translate the segment.
- 2. Select the part of the translation that corresponds to the formatted part in the source text.
- 3. Press ^ ctrl + Space to launch the auto-completer.
- 4. In the tags section of the auto-completer, select the paired tags you want to insert.

I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école après le début de cette année scolaire.



The auto-completer has several sections, so if you don't see the tags section straight-away, just press  $^{\text{Ctrl}}$  +  $^{\text{Space}}$  again to cycle through the auto-completer until you see it.

To insert a **standalone tag**, proceed as follows:

- 1. Click on the position where you want to insert the tag (before, after or while translating).
- 2. Press ^ ctrl + Space to launch the auto-completer.
- 3. In the tags section of the auto-completer, select the standalone tag you want to insert.

# Write your answer in numerals in the box.

Écrivez votre réponse en chiffres dans la boîte.

<x1/> hours <segment 0541 ¶>

You can also insert a tag one by one with shortcut ^ctrl + T.

The following video shows how to handle tags, enjoy •:

# 5.6 Matches

Translations are saved in the working TM of the project. When you open a segment that is similar to one that has already been translated, you will see translation suggestions (or matches) appearing in the **Matches** pane.

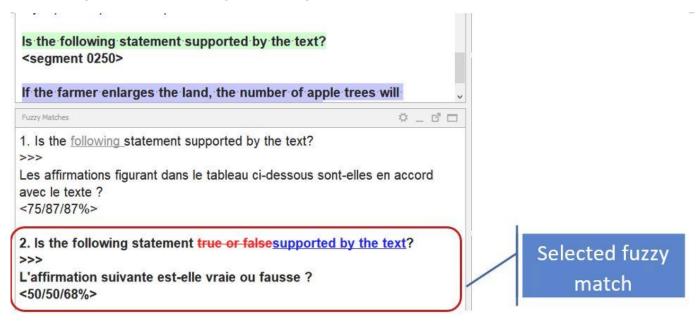
The source text in the **Matches** pane uses "track changes" mode to show the differences (e.g. <u>oldnew</u>) between the new source text in the active segment and the source text in the fuzzy match selected.

- Parts that do not appear in the active segment are struck through
- Parts that appear in the match are underlined



Also, the **Matches** pane shows a similarity score that tells you how different the new source text is from the source text of every match.

When there are several matches for a segment, they are sorted by their similarity to the new segment. The active match is the one in **bold** (by default, the one at the top of the list). If you want to use a different match, **double click** on it to activate it.

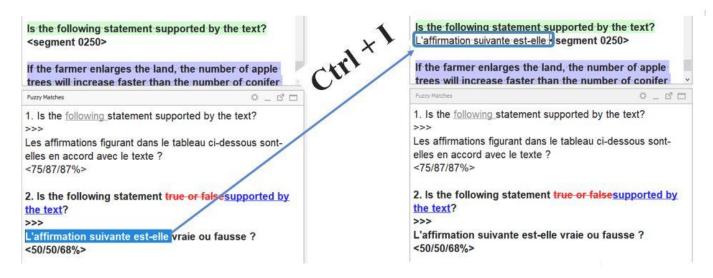


To insert the match in full, press <u>^ctrl</u> + <u>I</u> on your keyboard. After inserting it, do not forget to make any necessary changes so that it fits the segment you are translating.

Alternatively, you can also insert only a part of the fuzzy match or combine several matches:

- Double-click the match you want to use to activate it
- With your mouse, select the part you wish to insert
- Press ^ ctrl + I on your keyboard to insert it

Do the same to insert (part of) other matches if appropriate or finish translating the segment.



# 5.7 Using the glossary

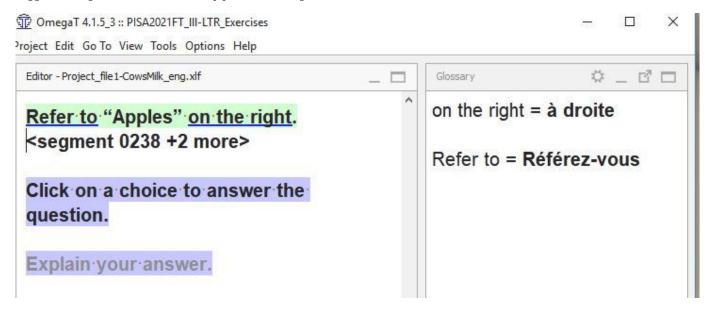
OmegaT supports glossaries. Your project may already contain a glossary with key terms, but you can also add terms to the glossary yourself.



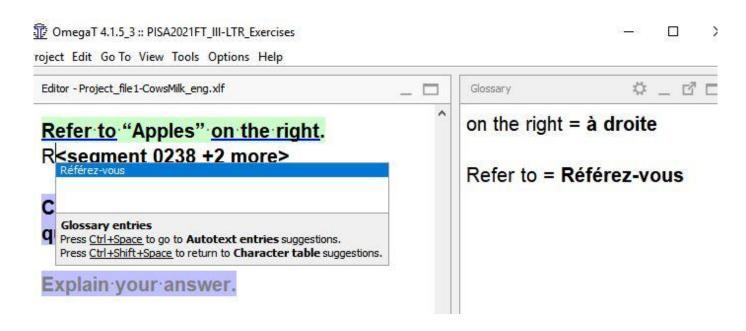
Adding new term pairs to the glossary might seem like extra work, but if done well it will be of valuable help to insert frequent expressions or to ensure that sensitive terms are translated consistently across the project.

#### 5.7.1 Inserting terms from the glossary

When the active segment contains a source term that is in the glossary, it is <u>underlined in blue</u> in the source text. You will see the suggested target term in the **Glossary** pane, on the right.



OmegaT has **predictive typing**: when you start typing the first character of the target term in the glossary, the auto-completer will suggest the term. To insert it, press Enter all on your keyboard.



# 5.7.2 Adding new entries to the glossary



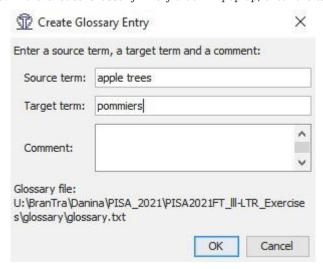
Feeding the glossary with technical or sensitive wording or terms or expressions that appear frequently can be very useful to speed up typing, to keep consistency, to avoid typos, etc..

To add a new term entry to the glossary:

- 1. In the active segment, drag your mouse over the term you want to insert to select it.
- 2. Right click and choose Add glossary entry from the contextual menu.



3. In the Create Glossary Entry that will pop up, enter the target term (and any comments you want).



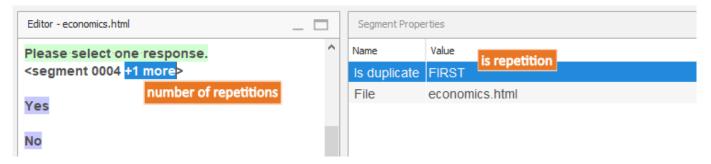
4. Press the OK button to save the new entry.

# 5.8 Handling repetitions

Some segments may be **repeated** in the project. By default, the translation of a repeated segment is **autopropagated** to all its instances.

# 5.8.1 Identifying repeated segments

You can recognize that you are in a repeated segment because the **Segment Properties** pane will show a field called **Is duplicate** (with value FIRST for the first repetitions and value NEXT for any others).

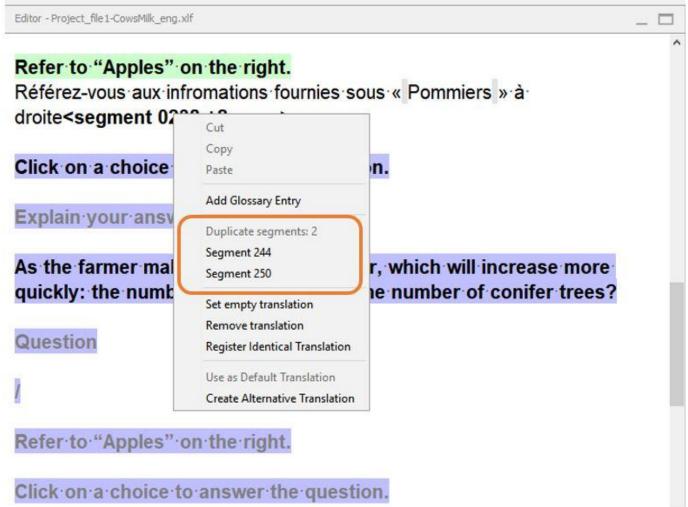


Also, the segment number also includes how many more repetitions the active segment has.

Also, repeated segments from the second instance onwards have grey font, which could help you realize they are instances of a repeated segment.

If you **right click** on a repeated segment, the contextual menu will list all the other instances. It can be useful to jump to them (by clicking on one of them from the contextual menu) to see the different contexts in which that repeated segment appears in the project.

# OmegaT 4.1.5\_3 :: PISA2021FT\_III-LTR\_Exercises Project Edit Go To View Tools Options Help



# 5.8.2 Autopropagation

When you edit the translation of a repeated segment, as soon as the edit is saved the changes will be automatically reflected in all the repetitions in the project.

Editor - Project\_file 1-CowsMilk\_eng.xlf

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous aux infromations fournies sous « Pommiers » à droite.

Click on a choice to answer the question. <a href="#segment-0239"><segment 0239 +1 more></a>

Explain your answer.

As the farmer makes the orchard bigger, which will increase more quickly: the number of apple trees or the number of conifer trees?

Question

1

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous·aux·infromations·fournies·sous·« Pommiers »·à·droite.

#### 5.8.3 Create alternative translation

In some cases, two instances of a repeated segment might need to be translated differently in different contexts. In that situation, you may want to modify the translation of only one of the repetitions without altering the rest.

In other words, you must create an alternative translation to prevent auto-propagating your update.

To create an alternative translation:

- 1. Right click on the segment and choose Create Alternative Translation from the contextual menu.
- 2. Edit the translation of the active segment.
- 3. Press ^ctrl + s to register the alternative translation.

The **Multiple Translations** pane will show the different translations.

And here's a quick summary:



Alternative translations may be treacherous if not applied correctly. Make sure you follow the three steps above precisely.

The following video shows how to create alternative translations, enjoy •:

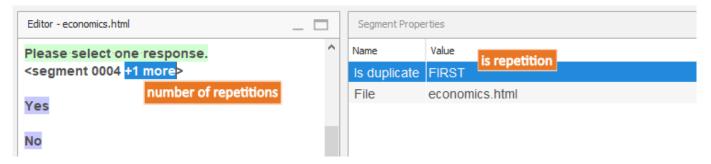


# 5.9 Handling repetitions

Some segments may be **repeated** in the project. By default, the translation of a repeated segment is **autopropagated** to all its instances.

# 5.9.1 Identifying repeated segments

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Also, the segment number also includes how many more repetitions the active segment has.

Also, repeated segments from the second instance onwards have grey font, which could help you realize they are instances of a repeated segment.

If you **right click** on a repeated segment, the contextual menu will list all the other instances. It can be useful to jump to them (by clicking on one of them from the contextual menu) to see the different contexts in which that repeated segment appears in the project.

# TomegaT 4.1.5\_3 :: PISA2021FT\_III-LTR\_Exercises Project Edit Go To View Tools Options Help Editor - Project file 1-CowsMilk eng.xlf Refer to "Apples" on the right. Référez-vous aux infromations fournies sous « Pommiers » à droite<segment 02 Cut Copy Click on a choice n. Paste Add Glossary Entry Explain your answ Duplicate segments: 2 Segment 244 As the farmer mal r, which will increase more Segment 250 quickly: the numb ne number of conifer trees? Set empty translation

# Refer to "Apples" on the right.

Click on a choice to answer the question.

Remove translation

Register Identical Translation

Use as Default Translation

Create Alternative Translation

# 5.9.2 Autopropagation

Question

When you edit the translation of a repeated segment, as soon as the edit is saved the changes will be automatically reflected in all the repetitions in the project.

Editor - Project\_file 1-CowsMilk\_eng.xlf

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous aux infromations fournies sous « Pommiers » à droite.

Click on a choice to answer the question. <a href="#segment-0239"><segment 0239 +1 more></a>

Explain your answer.

As the farmer makes the orchard bigger, which will increase more quickly: the number of apple trees or the number of conifer trees?

Question

1

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous·aux·infromations·fournies·sous·« Pommiers »·à·droite.

#### 5.9.3 Create alternative translation

In some cases, two instances of a repeated segment might need to be translated differently in different contexts. In that situation, you may want to modify the translation of only one of the repetitions without altering the rest.

In other words, you must create an alternative translation to prevent auto-propagating your update.

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- 3. Press ^ctrl + s to register the alternative translation.

The **Multiple Translations** pane will show the different translations.

And here's a quick summary:



Alternative translations may be treacherous if not applied correctly. Make sure you follow the three steps above precisely.

The following video shows how to create alternative translations, enjoy •:

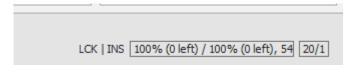


# 5.10 QA checks

# 5.10.1 Completion check

All segments in the project must have a translation. To confirm that is the case, please check for completion before your delivery.

To check completion, hover with your mouse pointer over the progress status bar, in the bottom right corner of OmegaT's main window.



That bar shows some statistics:

- unique translated (unique left) per file (e.g. 100% (0 left) as above)
- unique translated (unique left) per project (e.g. 100% (0 left) as above)
- total number of segments (e.g. 54 as above)

If you see something like 100% (0 left) / 100% (0 left), 54, that means that all 54 segments in the project are translated. If you see a number higher that zero segments left, the translation is not complete.

If you have left some segment(s) untranslated, proceed as follows to fix that:

- 1. Press  $\circ$  Esc to close the **Project Files** window.
- 2. Press ^ctrl + U on your keyboard to jump to the **Next Untranslated Segment**.
- 3. Translate the segment

Repeat the steps above until no untranslated segments remain.

Finally, check the progress status bar again to confirm completion.

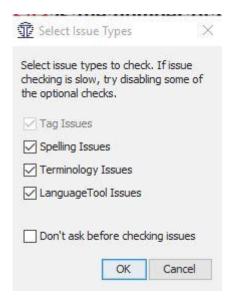
# 5.10.2 Check and fix tags

To ensure that all tags have been inserted correctly:

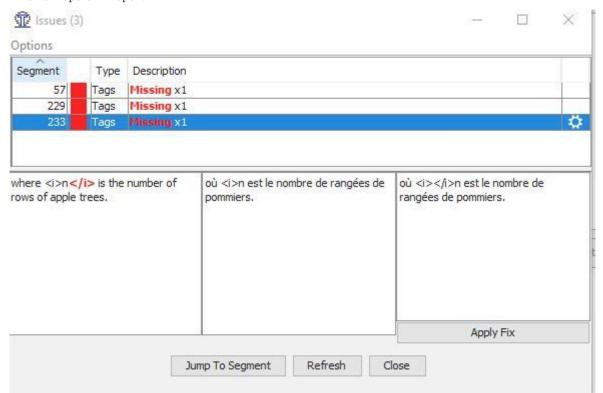
• Go to Tools > Check Issues to open the Issues window.



You may untick the other checks (Spelling, Terminology, LanguageTool) if you want to focus on tags only first.



- Press OK.
- An error report will open.



- Go through the issues one by one. For every issue in the list, do the following:
- Click a row in the list (or click on **Jump to Segment**) to open that segment in the editor
- Fix the tag issue (as explained in the Fixing tag issues section)
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Please do not click on "Apply fix". Fix each issue manually.

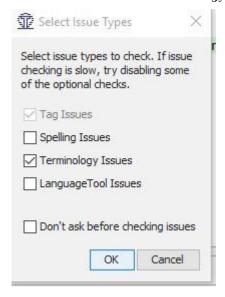


If the source text has tags that you do not use in your language, you can insert them at the end of the segment to avoid having false positives in the error report. That should not have an impact on the translation.

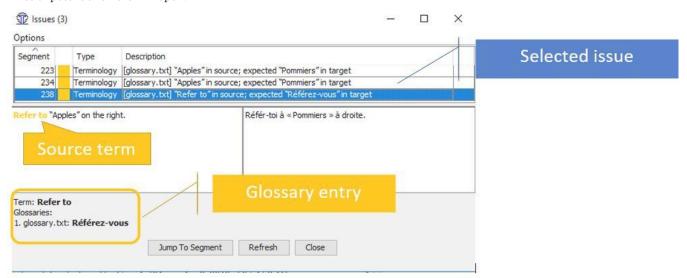
# 5.10.3 Check glossary adherence

You can check whether the translation adheres to the glossary and key terms have been translated consistently throughout:

- Go to Tools > Check Issues
- Make sure the box next to **Terminology Issues** is ticked



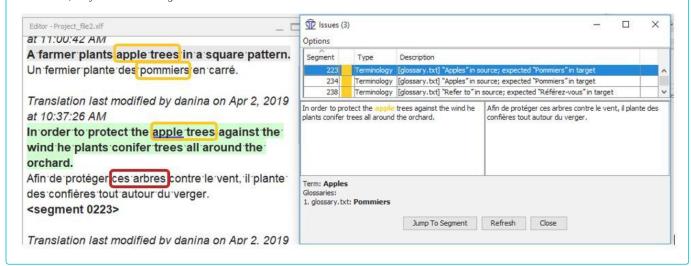
- Press **OK**
- A list of potential errors will open:



- Go through the issues one by one. For every issue in the list, do the following:
- ullet Click a row in the list (or click on Jump to Segment) to open that segment in the editor.
- Correct the error if necessary.
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Not all flagged issues are errors by default. In some cases, you may get false positives. In the screenshot below, "apple trees" should be translated as "pommiers" as in the first segment. In the second segment (active segment) "apple trees" was rendered as "ces arbres" (backtranslation: these trees) to avoid a repetition that would be disturbing in French. Such deviations from the glossary are intentional, so you would disregard the issue.



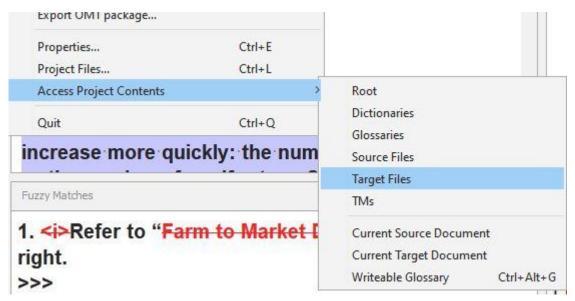
# 5.11 Creating target files

A target file (or translated document) has the same structure as the source file but contains the target text (your translation).

If you need to use the target file directly, you must create it every time you update the translation in the editor.

Press ^ctrl + shift + D (or go to **Project > Create Current Translated Document**) to create the target file you were working on.

To access the file(s), go to  $Project > Access \ Project \ Contents > Target \ Files$  to open your file explorer in the <code>/target folder</code> of the project. The file you were working on should be there.





# 5.12 Delivery

Once you have finished your task in the OmegaT project and have performed the relevant QA checks, you need to deliver the project. The delivery mode will vary depending on whether it's an offline project or a team project.

# 5.12.1 Online / team project (via repository)

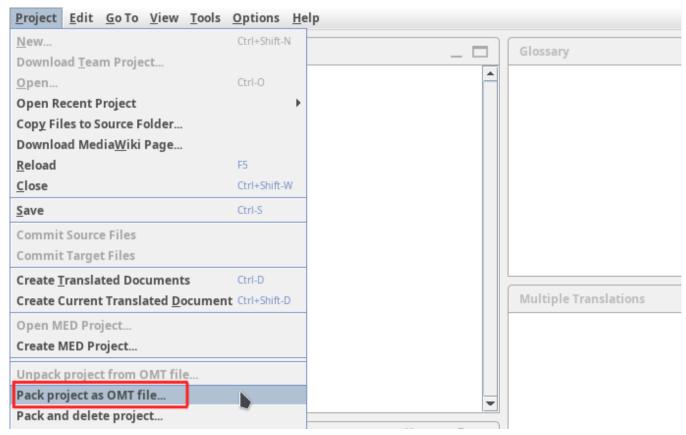
To deliver from a team project:

• Go to **Project > Commit Target Files**.

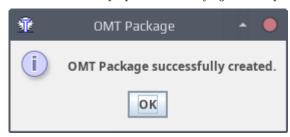
That's it! 😄

# 5.12.2 Offline project (via package)

• Go to Project > Pack project as OMT file...



- $\bullet$  In the window that pops up, select the location where you want to save the OMT package.
- Press Save
- $\bullet$  Press OK in the Pop-up window notifying that the package was successfully created.



The folder where exported package is stored will open automatically in your file explorer.

You will recognize the package because it has the extension  $\ .omt$  . That's the file you have to deliver.

Name	_	Size	Туре	Date Modified
■ PROJECT_EXAMPLE_xx-YY_OMT.omt		35,8 KiB	Zip archive	2023-02-08 20:31:20

# 5.13 OmegaT shortcuts

Here is a table summarizing all functions you need to remember to work in OmegaT. Shortcuts (keyboard combinations) are provided if they are frequently used.

Shortcut	Action	Function
^ Ctrl + L	Project > Project Files	Open the Project Files window
^ Ctrl + J	Go To > Segment Number	Go to the segment thus numbered
^ Ctrl + Space	N/A	Press several times to open Character table
^ Ctrl + U	Go To > Next Untranslated Segment	Go to the next untranslated segment
^ Ctrl + T	Edit > Insert Next Missing Tag	Insert the next missing tag
Enter of		Go to Next Segment
^ Ctrl + I		Insert active fuzzy match or selection of fuzzy match
N/A	Right click > Create Alternative Translation	Mark a segment as alternative translation
^ Ctrl + * Shift + S		Mark a segment as a translation identical to the source
^ Ctrl + ( * Shift ) + ( * )	Tools > Check issues	Run the QA checks
^ Ctrl + 0 Shift + D	Project > Create Current Translated Document	Export or generate the target file for the current document
^ Ctrl + D	Project > Create Translated Documents	Export or generate all target files
N/A	Project > Access Project Contents >	Go to the project folders
f Shift + F3		Change capitalization of selected text

# 6. Verification

#### Verification

# 6.1 Welcome to the OmegaT verification guide!

**OmegaT** is the open source computer-assisted translation tool (CAT tool) which will be used to translate, reconcile, adapt, review and verify materials. The software has been customized to optimize your task.

 $This \ guide \ includes \ information \ about \ all \ the \ functions \ in \ OmegaT \ that \ you \ need \ to \ perform \ the \ translation \ task.$ 

Make sure you can see the navigation pane on the left-hand side. You can use that menu or the arrow button at the bottom to go to the next section.

# 6.2 Installation and setup

To install OmegaT and set it up on a computer running Windows, please follow the OmegaT installation and setup guide below:

If you use Mac or Linux, please see the second slide above or get in touch through the Helpdesk.

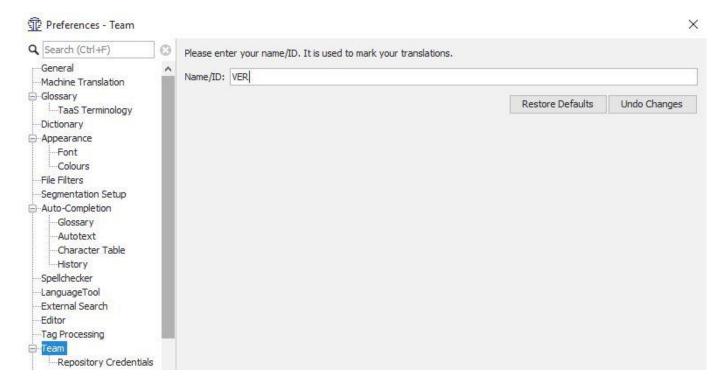
# 6.2.1 Your user Name/ID

When opening OmegaT for the first time, please update your Name/ID. To do that click on Options > Preferences > Team.

The Name/ID box might already contain your username. If that's the case, please prepend your username with VER\_.

If the box is empty, please enter  $VER\_your-name$  (e.g.  $VER\_souto$ ,  $VER\_msoutopico$ , etc.).

Then press OK.



# 6.3 Accessing a project



Please give some thought to the organization of your files and folders before you proceed with the steps below. We provide some tips here.

## 6.3.1 Accessing a new project

There are two ways you may access a project for the first time, depending on whether it is an **online project** (or team project) or an **offline project**.

- If you must work on an **offline project**, you will receive a new OmegaT project package (aka an OMT package, or a file with ome extension). Go to the section Unpacking an offline project below to see what you must do to unpack a project package.
- If you must work on an **online project** (or **team project**), you will receive the URL to the repository where the OmegaT project is hosted. Go to the section Downloading a team project below to see what you must to do download a team project from a repository.

If you're not sure whether your project is online or offline, it's very easy: if you receive an OMT package, the project is offline, and if you receive a URL to a git repository, the project is online.

You receive	Project is
OMT file	offline/package
URL to git repo	online/team



Unpacking or downloading an OmegaT project (depending on the distribution mode) needs to be done only once for each project. After you have unpacked or downloaded a project, you can simply re-open it from the list of recent projects.

## Unpacking an offline project

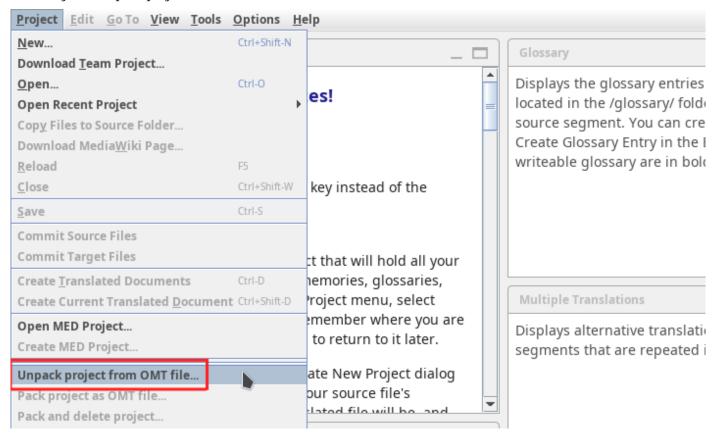
If you receive an OMT package, you must unpack the project (from the OMT package) to access the project for the first time.

To unpack a project, follow these steps:

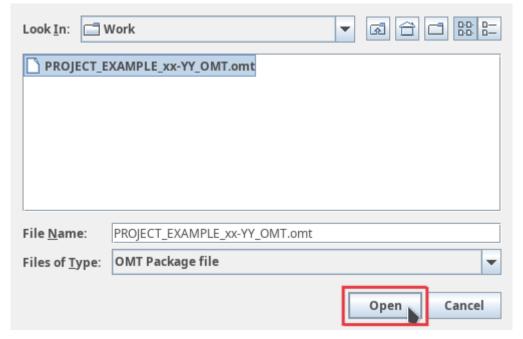
 $1. \ Store \ the \ OMT \ package \ in \ the \ folder \ where \ you \ would \ like \ to \ create \ the \ OmegaT \ project.$ 

 $2. \ \mbox{To}$  unpack the project from the OMT package:

- Launch OmegaT.
- Go to Project > Unpack project from OMT file:



• Navigate to the location where you stored the OMT package. Select the **OMT package** and click on Open:



• A pop up opens. Click Yes.



3. You can now perform your task in the project.

## Downloading a team project

If you receive a URL to a git repository, you must download the team project from that repository to access the project for the first time.



 $The \ URL \ should \ look \ a \ bit \ like \ this: \ https://some-bar-domain.com/some/path/to/the/foo-repository.git.$ 

#### AUTHENTICATION

At some point during the steps below, or afterwards, OmegaT will ask you to authenticate, so please make sure you have your credentials at hand. OmegaT might ask you to authenticate one, two or perhaps three times (depending on the project settings), please just enter the same credentials as many time as needed.

HOW TO DOWNLOAD THE PROJECT FROM THE REPOSITORY

To download the team project, follow these steps:

1. Define a location in your machine where you would like to create the OmegaT project. Let's assume it's c:/work/ (but please use whatever path is appropriate on your end).



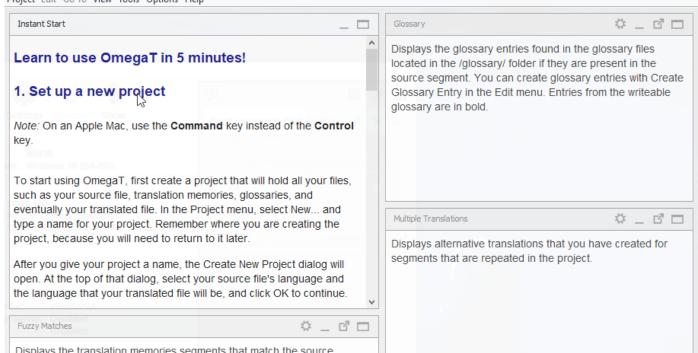
Make sure that location is not inside a sync'ed folder such as Dropbox or the like.

2. Copy the URL of the project repository.

# $https://github.com/capstanlqc/project\_task\_fr-ZZ\_omt.git \quad {\rm \colored}$

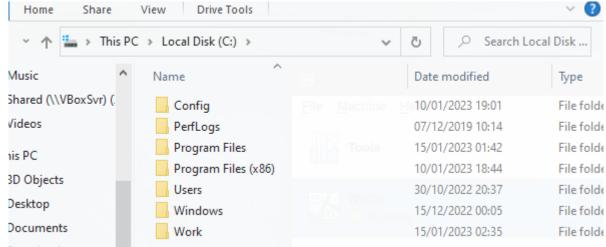
- 3. In OmegaT, go to **Project > Download Team Project**.
- 4. In the **Download Team Project** dialog, click in the **Repository URL** field and then press <u>^ctrl</u> + <u>v</u> to paste the URL from your clipboard.
- 5. Click in the **New Local Project Folder** field. OmegaT will propose a path to the location where it will create the project folder.

  Project Edit Go to View Tools Uptions Help

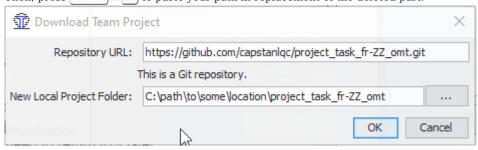


6. You might want to modify that path to create the folder in the location that you have defined in the first step above. To do that:

ullet Copy the path to the location where you want to create the project, e.g. c:/Work/.



- Then, in the New Local Project Folder field, select the part of the path up to the slash before the project folder and delete it.
- Then, press ^ ctrl | + V | to paste your path in replacement of the deleted part.





Make sure there's a slash between the path that you paste and the project folder name.

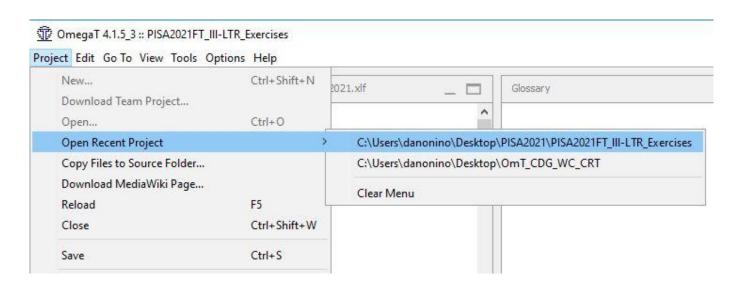
## 6.3.2 Closing the project

When you are done working for the day, quit OmegaT ( $^{\land}$  ctrl + Q).

# 6.3.3 Re-opening an existing project

After you have received and opened a project for the first time, the project exists in your machine and OmegaT will remember it.

The next times you want to access the project in OmegaT, go to **Project > Open Recent Project**. The project you were working on will appear in the list:



## Note

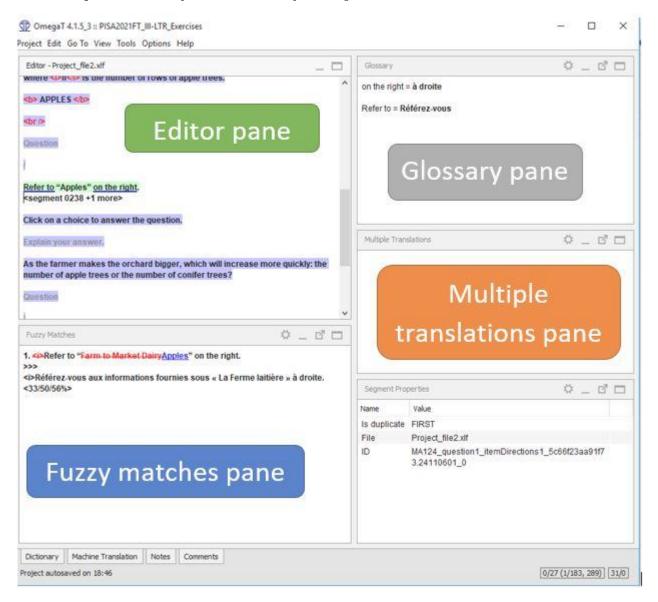
Make sure the disctinction between opening a **recent** project and downloading or unpacking a **new** project (depending on the distribution mode) is clear. You can open a project that already exists only after you have already unpacked it or downloaded it. In turn, you only need to download or unpack (once) a project that doesn't exist yet in your machine.

# 6.4 Navigation

## 6.4.1 Navigation across panes

When you open OmegaT you will notice the screen is split in several panes:

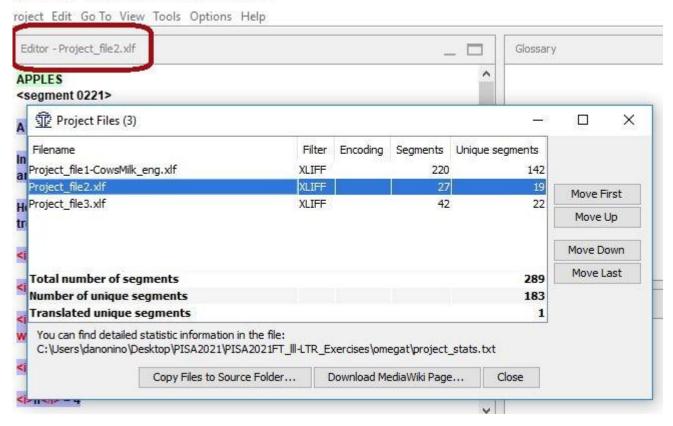
- The Editor pane is the main pane in which you will be working.
- Translation suggestions will appear in the Fuzzy Matches pane (or just Matches pane).
- The Glossary pane will display the existing glossary entries and the ones you may add.
- The Multiple Translations pane will show if a repeated segment has alternative translations.



## 6.4.2 Navigation through files

If the project contains multiple files, they are listed in the Project Files window. The file currently open is highlighted in blue.





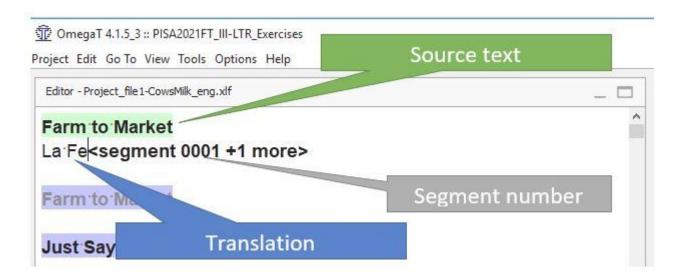
If you want to open a different file in the Editor pane, click on it in the **Project Files** window. You can also see the name of the file that is open in the **Editor** pane's title bar.

The following video shows navigation through files:



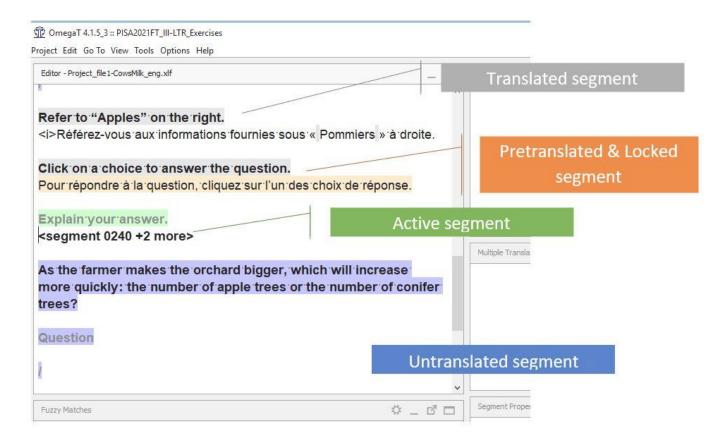
## 6.4.3 Navigation through segments

In the editor pane, the active segment is highlighted in green. This is the segment you are working on. When you type or insert a translation, it will appear right **below the source text**.



In OmegaT, the color of the segment's background will help you find your way around between the different segments:

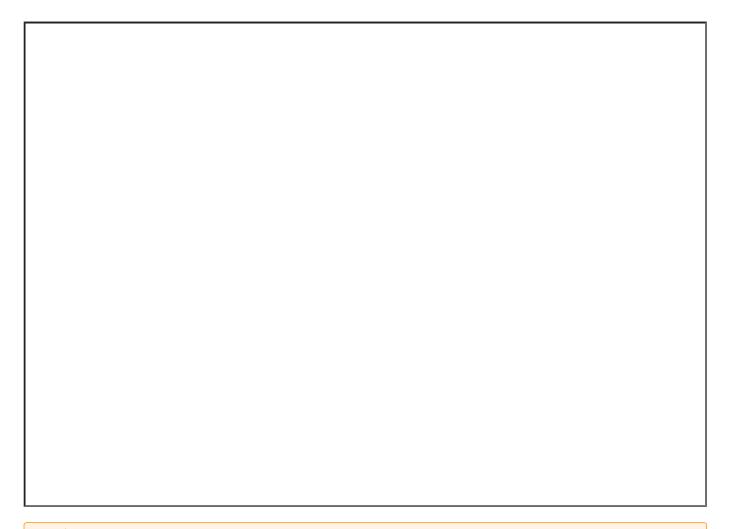
Color	Language	Meaning
Green	Source	active segment (the segment you are working on)
Blue	Source	untranslated segment
Grey	Source	manually translated segment
Pink	Target	pretranslated segment
<b>Orange</b>	Target	pretranslated and locked segment (e.g. trend)





If you want to change a trend translation, document it in the monitoring form but do not try to change it in OmegaT. Any changes you make to these segments will not be saved. The existing translation will be maintained.

The following video shows navigation through segments, enjoy ::



# **A**rning

All segments should appear translated for an editing task (such as verification, proofreading, etc.), i.e. highlighted either in **gray** (translated) or in **pink** (pretranslated) or in **orange** (pretranslated and locked, for trend or legacy translations). If you notice an untranslated segment in **blue**, please contact cApStAn's project managers to see how it should be handled.

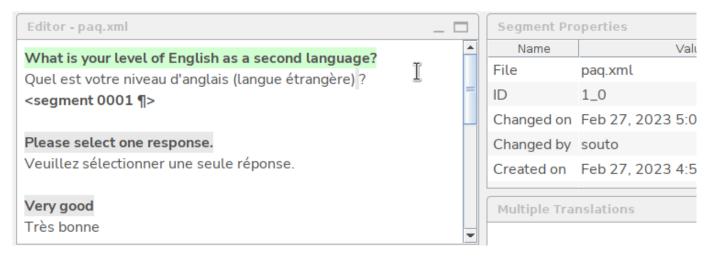
## 6.5 Revising and editing

## 6.5.1 Revising the translation

To revise the translation, you must move through segments one by one.

Read every translation, while comparing with the source text, considering the rest of the context and taking into account any specific instructions you may have received for your particular task.

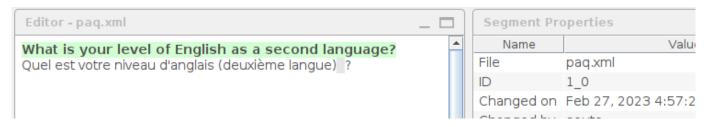
Press the Enter delikey to move to the next segment. The segment you jump to becomes active and ready for edits. This will also allow you to keep track of your progress.



If you need to move backwards, you can press ^ ctrl + Enter d).

## 6.5.2 Editing the translation

To correct an error in the translation, you must edit the target text. To edit a translation, simply delete the text that must be removed and type the text that must be added.



You can only edit the translation of the **active** segment. You must activate a segment to make it editable. The segment you jump to pressing [Enter ed] becomes **active** and ready for edits.

You may also activate any segment (and make it editable) by double-clicking it, but in that case you might want to return to the segment you were originally to continue revising from there.



You can recognize the active segment because it is highlighted in green.

## 6.6 Tags

#### 6.6.1 What are tags

The source text might include some inline codes that stand for formatting or other elements. In OmegaT, those inline codes are handled as **tags**.

For example, part of the source text could be, say, underlined (e.g. the word "after" below):

I came to this school after the start of this school year.

The segment in OmegaT will look like this (notice the paired tags enclosing the word "after"):

I came to this school  $\langle g1\rangle$  after  $\langle g1\rangle$  the start of this school year.

You will recognize tags because they are in **red font**.

Hover over a tag if you want to see what it stands for. A tooltip will show the original inline code:

```
| came to this school <g1] after</g1> the start of this school year.

<segment 0085 ¶>

<span class="txt-underline">
```

## 6.6.2 Types of tags

There are two types of tags: standalone tags and paired tags or double tags:

• Standalone tags: a single tag (e.g. <x1/>) which stands for some element that appears at that position, such as a line break, an image, an input field, etc.



• Paired tags are composed of an opening tag and a closing tag (e.g. <g2> and </g2>) and affect the text between them. You can see that two tags are paired when they have the same number.

```
| came to this school <g1>after </g1> the start of this school year. <segment 0085 $\| > \| paired tags
```

When the source text contains **paired tags** around a word or expression, you must insert the same paired tags around the part of the translation that corresponds to the formatted word or expression in the source text.

For example, here the paired tags represent some formatting that applies to the word "after" and its translation "après".

```
I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école <g1>après</g1> le début de cette année scolaire.
```

When the source text contains one or more **standalone tags**, you must insert them in the translation in a position that is equivalent to their position in the source text.

In the following example, the standalone tag represents a text entry field where the respondent will have to select a number:

```
<x1/> hours
<x1/> heures
```

## 6.6.3 Inserting tags

Before inserting tags you must know whether it is a standalone tag or two paired tags.

To insert **paired tags** in your translation, proceed as follows:

- 1. Translate the segment.
- 2. Select the part of the translation that corresponds to the formatted part in the source text.
- 3. Press ^ ctrl + Space to launch the auto-completer.
- 4. In the tags section of the auto-completer, select the paired tags you want to insert.

I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école après le début de cette année scolaire.



The auto-completer has several sections, so if you don't see the tags section straight-away, just press  $^{\land Ctrl}$  +  $^{Space}$  again to cycle through the auto-completer until you see it.

To insert a **standalone tag**, proceed as follows:

- 1. Click on the position where you want to insert the tag (before, after or while translating).
- 2. Press ^ ctrl + Space to launch the auto-completer.
- 3. In the tags section of the auto-completer, select the standalone tag you want to insert.

# Write your answer in numerals in the box. Écrivez votre réponse en chiffres dans la boîte. <x1/> hours

<segment 0541 ¶>

You can also insert a tag one by one with shortcut ^ctrl + T.

The following video shows how to handle tags, enjoy •:

## 6.6.4 Fixing tag issues

All tags you see in the source text should be present in the translation too and in the correct position. You must correct any errors that you may see when that's not the case.

You may find two types of issue:

- A tag or tag pair is missing: in that case, the solution is simply to insert it.
- A tag is inserted but misplaced: the solution may be either to drag and drop single tags to the correct position, or simply to delete the tag (or tag pair) and insert it again correctly.

## ....rning for RTL languages

In right-to-left languages such as Arabic or Hebrew, moving tags will not work. Please delete the tag and insert it again if you work with any of these languages.

## **Deleting tags**

If you have inserted a tag incorrectly and need to insert it again, **double click** on the tag to select it in full and press \_\_\_\_\_ Backspace or \_\_\_\_\_ on your keyboard to delete it first.

# I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école <g1>après</g1> le début </g1>de cette année scolaire.

Τ

## Moving tags

If you have inserted a tag in the wrong position and need to insert it somewhere else, you can simply **drag and drop** it. Alternatively, you can also delete it and insert it again.

# I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école <g1>après le début </g1>de cette année scolaire.

## 6.7 Matches

Translations are saved in the working TM of the project. When you open a segment that is similar to one that has already been translated, you will see translation suggestions (or matches) appearing in the **Matches** pane.

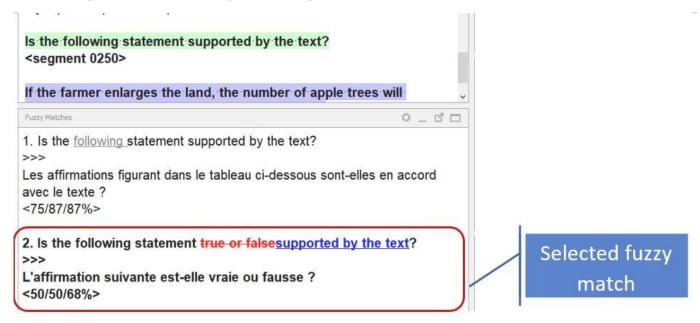
The source text in the **Matches** pane uses "track changes" mode to show the differences (e.g. <u>oldnew</u>) between the new source text in the active segment and the source text in the fuzzy match selected.

- Parts that do not appear in the active segment are struck through
- Parts that appear in the match are underlined



Also, the **Matches** pane shows a similarity score that tells you how different the new source text is from the source text of every match.

When there are several matches for a segment, they are sorted by their similarity to the new segment. The active match is the one in **bold** (by default, the one at the top of the list). If you want to use a different match, **double click** on it to activate it.

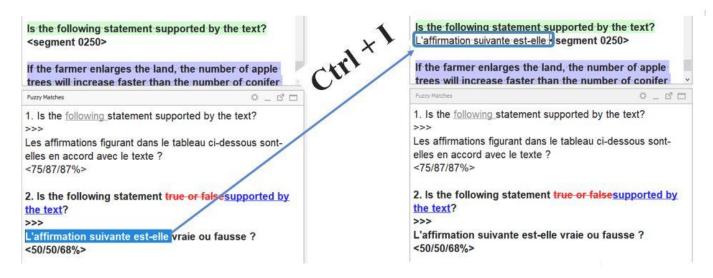


To insert the match in full, press <u>^ctrl</u> + <u>I</u> on your keyboard. After inserting it, do not forget to make any necessary changes so that it fits the segment you are translating.

Alternatively, you can also insert only a part of the fuzzy match or combine several matches:

- Double-click the match you want to use to activate it
- With your mouse, select the part you wish to insert
- Press ^ ctrl + I on your keyboard to insert it

Do the same to insert (part of) other matches if appropriate or finish translating the segment.



# 6.8 Using the glossary

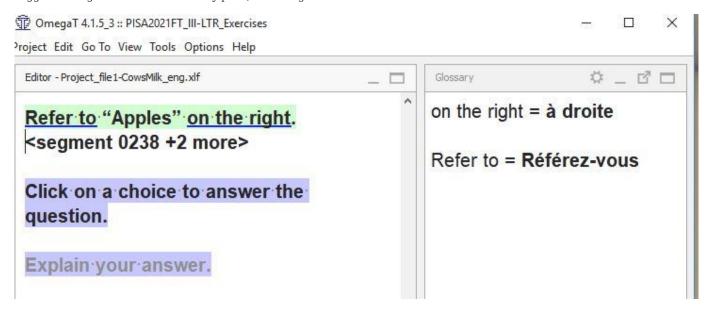
OmegaT supports glossaries. Your project may already contain a glossary with key terms, but you can also add terms to the glossary yourself.



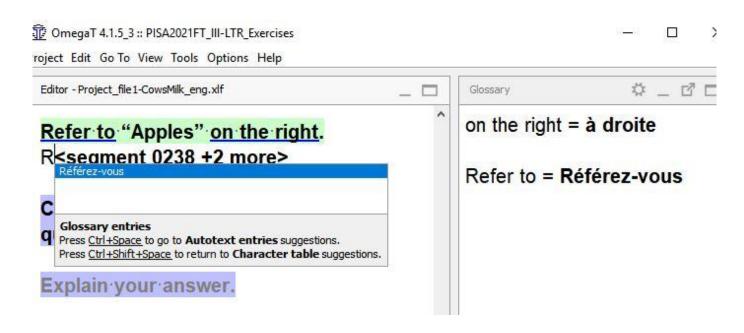
Adding new term pairs to the glossary might seem like extra work, but if done well it will be of valuable help to insert frequent expressions or to ensure that sensitive terms are translated consistently across the project.

## 6.8.1 Inserting terms from the glossary

When the active segment contains a source term that is in the glossary, it is <u>underlined in blue</u> in the source text. You will see the suggested target term in the **Glossary** pane, on the right.



OmegaT has **predictive typing**: when you start typing the first character of the target term in the glossary, the auto-completer will suggest the term. To insert it, press Enter all on your keyboard.



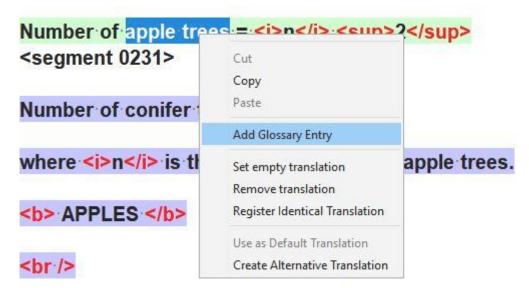
## 6.8.2 Adding new entries to the glossary



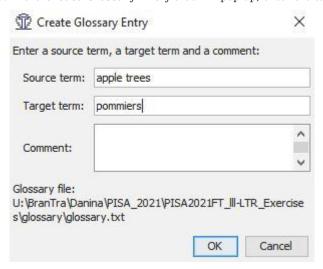
Feeding the glossary with technical or sensitive wording or terms or expressions that appear frequently can be very useful to speed up typing, to keep consistency, to avoid typos, etc..

To add a new term entry to the glossary:

- 1. In the active segment, drag your mouse over the term you want to insert to select it.
- 2. Right click and choose Add glossary entry from the contextual menu.



3. In the Create Glossary Entry that will pop up, enter the target term (and any comments you want).



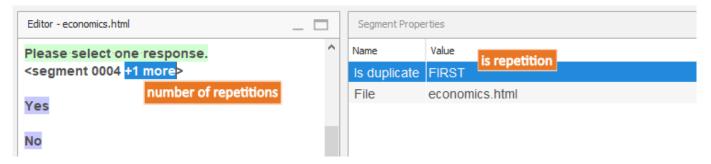
4. Press the OK button to save the new entry.

# 6.9 Handling repetitions

Some segments may be **repeated** in the project. By default, the translation of a repeated segment is **autopropagated** to all its instances.

## 6.9.1 Identifying repeated segments

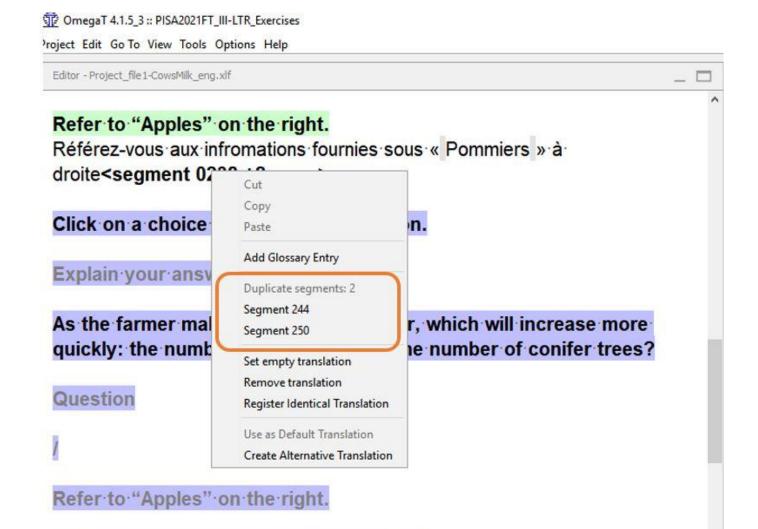
You can recognize that you are in a repeated segment because the **Segment Properties** pane will show a field called **Is duplicate** (with value FIRST for the first repetitions and value NEXT for any others).



Also, the segment number also includes how many more repetitions the active segment has.

Also, repeated segments from the second instance onwards have grey font, which could help you realize they are instances of a repeated segment.

If you **right click** on a repeated segment, the contextual menu will list all the other instances. It can be useful to jump to them (by clicking on one of them from the contextual menu) to see the different contexts in which that repeated segment appears in the project.



## 6.9.2 Autopropagation

When you edit the translation of a repeated segment, as soon as the edit is saved the changes will be automatically reflected in all the repetitions in the project.

Click on a choice to answer the question.

Editor - Project\_file 1-CowsMilk\_eng.xlf

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous aux infromations fournies sous « Pommiers » à droite.

Click on a choice to answer the question. <a href="#segment-0239"><segment 0239 +1 more></a>

Explain your answer.

As the farmer makes the orchard bigger, which will increase more quickly: the number of apple trees or the number of conifer trees?

Question

1

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous·aux·infromations·fournies·sous·« Pommiers »·à·droite.

## 6.9.3 Create alternative translation

In some cases, two instances of a repeated segment might need to be translated differently in different contexts. In that situation, you may want to modify the translation of only one of the repetitions without altering the rest.

In other words, you must create an alternative translation to prevent auto-propagating your update.

To create an alternative translation:

- 1. Right click on the segment and choose Create Alternative Translation from the contextual menu.
- 2. Edit the translation of the active segment.
- 3. Press ^ctrl + s to register the alternative translation.

The **Multiple Translations** pane will show the different translations.

And here's a quick summary:



Alternative translations may be treacherous if not applied correctly. Make sure you follow the three steps above precisely.

The following video shows how to create alternative translations, enjoy lacktriangledown:

## 6.10 Other useful features

## 6.10.1 Inserting source segment in target

In some cases, the translation must be identical to the source text. To copy the source text in the translation, press ^ctrl + shift + s on your keyboard.

© OmegaT 4.1.5\_3 :: PISA2021FT\_III-LTR\_Exercises

Project Edit Go To View Tools Options Help

Editor - Project\_file2.xlf

Source segment = target segment

<i>>n</i> = ·3

<i>n</i> = ·4

<i>n</i> = ·4</segment 0229>

There are two formulae you can use to calculate

Of course, you may also copy-paste the source text in the translation if you prefer.

## 6.10.2 Creating an empty translation

All segments must have a translation, even if it's an empty translation. If you want to produce an empty translation, simply press the space bar in your keyboard to **insert a space** as the translation.

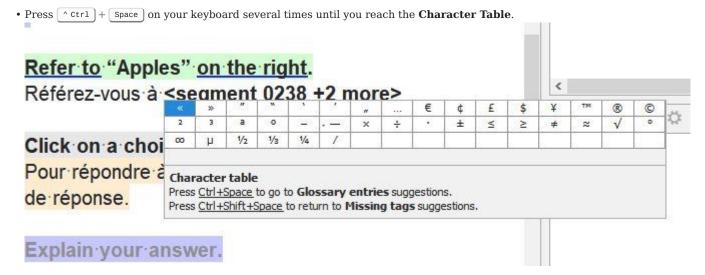
## 6.10.3 Inserting special characters

You may need to type special characters such as:

- $\bullet$  quotation marks: «» , "" , '' , etc.
- mathematical symbols:  $\times$ ,  $\pi$ ,  $\div$ ,  $\leq$ ,  $\neq$ ,  $\vee$ , etc.
- superindex or subindex numbers or letters: 2, 2, 3, etc.
- other characters:  $\mathbb{R}$ ,  $\mathbb{M}$ , etc.

#### Character table

We put the most frequent special characters in the **Character Table**. To insert a special character from the **Character Table**, follow these steps:



• Double-click the character you want to insert.

#### **Autotext**

Alternatively, you may use **Autotext** entries to insert a special character by typing a shortcut. You can see the list of available shortcuts here.

Let's see some examples:

- For example, to write the abbreviation of square meters ("m²"), you can type shortcut \sup2 to insert superindex character 2.
- Another example: in chemical formulas, the number of atoms is often noted with a subindex number, e.g. "CO2". To insert character 2, type shortcut \sub2.

Carbon dioxide (CO<sub>2</sub>) dissolves in seawater to form carbonic acid. El dióxido de carbono<segment 0002 ¶>

The process is known as ocean acidification.

In a field study, scientists investigated the effect of ocean acidification on the shells of pteropods (planktonic snails).

• In order to insert a non-breaking space, type \nbsp: the auto-completer will propose to insert the character from the autotext

How is your economic situation?

Quelle est votre situation économique?<segment 0022 ¶>

Good

Bad

Mauvaise

Bonne

list.

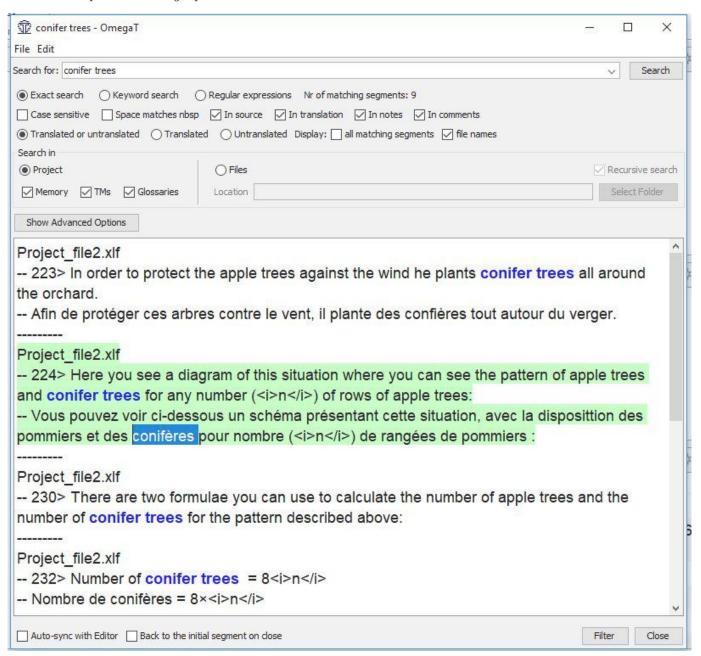
## 6.10.4 Running concordance searches

A concordance search allows you to find words and expressions in the translation memory and the glossary.

To perform a search follow the steps below:

- In the active segment, select the word or fragment you want to search for with your mouse.
- While that part of the text is selected, press  $^{\circ}$  ctrl  $^{+}$  F on your keyboard.
- Press the **Search** button in the **Search** window that will open.

The list results will be displayed. You can copy (select with mouse and press <u>^ctrl</u> + <u>c</u> on your keyboard) what you need from the results and paste it in the right place in the translation.





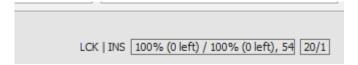
There might be small differences (in punctuation, spacing, etc.) between the text you're searching for and other occurrences of the same text that would prevent an exact match. The option "Keyword search" might help overcome that problem, please use it if you don't get the results you were expecting.

## 6.11 QA checks

## 6.11.1 Completion check

All segments in the project must have a translation. To confirm that is the case, please check for completion before your delivery.

To check completion, hover with your mouse pointer over the progress status bar, in the bottom right corner of OmegaT's main window.



That bar shows some statistics:

- unique translated (unique left) per file (e.g. 100% (0 left) as above)
- unique translated (unique left) per project (e.g. 100% (0 left) as above)
- total number of segments (e.g. 54 as above)

If you see something like 100% (0 left) / 100% (0 left), 54, that means that all 54 segments in the project are translated. If you see a number higher that zero segments left, the translation is not complete.

If you have left some segment(s) untranslated, proceed as follows to fix that:

- 1. Press  $\circ$  Esc to close the **Project Files** window.
- 2. Press ^ctrl + U on your keyboard to jump to the **Next Untranslated Segment**.
- 3. Translate the segment

Repeat the steps above until no untranslated segments remain.

Finally, check the progress status bar again to confirm completion.

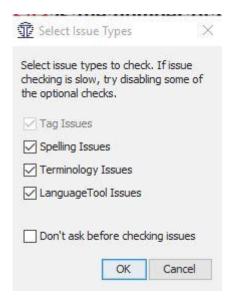
# 6.11.2 Check and fix tags

To ensure that all tags have been inserted correctly:

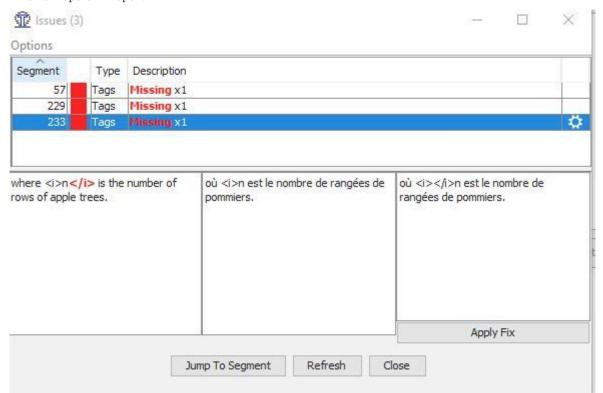
• Go to Tools > Check Issues to open the Issues window.



You may untick the other checks (Spelling, Terminology, LanguageTool) if you want to focus on tags only first.



- Press OK.
- An error report will open.



- Go through the issues one by one. For every issue in the list, do the following:
- Click a row in the list (or click on **Jump to Segment**) to open that segment in the editor
- Fix the tag issue (as explained in the Fixing tag issues section)
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Please do not click on "Apply fix". Fix each issue manually.

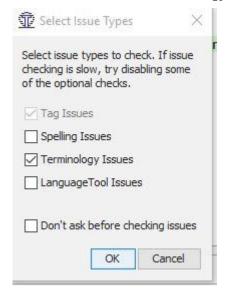


If the source text has tags that you do not use in your language, you can insert them at the end of the segment to avoid having false positives in the error report. That should not have an impact on the translation.

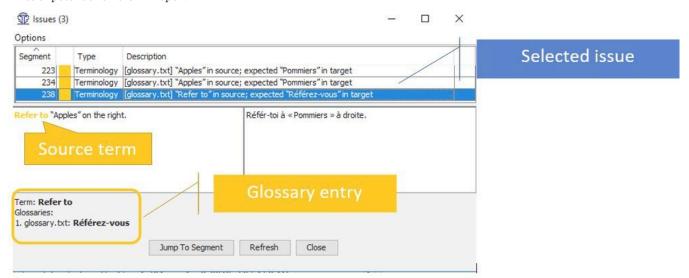
#### 6.11.3 Check glossary adherence

You can check whether the translation adheres to the glossary and key terms have been translated consistently throughout:

- Go to Tools > Check Issues
- Make sure the box next to **Terminology Issues** is ticked



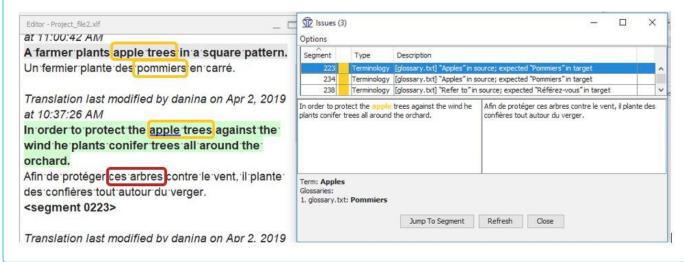
- Press **OK**
- A list of potential errors will open:



- Go through the issues one by one. For every issue in the list, do the following:
- ullet Click a row in the list (or click on Jump to Segment) to open that segment in the editor.
- Correct the error if necessary.
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Not all flagged issues are errors by default. In some cases, you may get false positives. In the screenshot below, "apple trees" should be translated as "pommiers" as in the first segment. In the second segment (active segment) "apple trees" was rendered as "ces arbres" (backtranslation: these trees) to avoid a repetition that would be disturbing in French. Such deviations from the glossary are intentional, so you would disregard the issue.



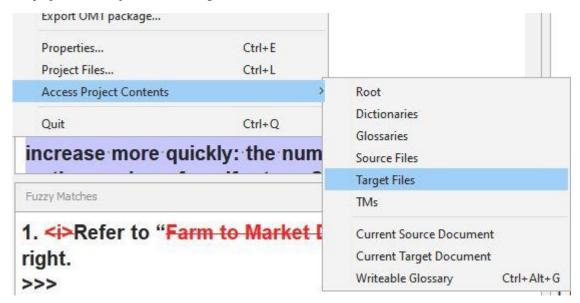
## 6.12 Creating target files

A target file (or translated document) has the same structure as the source file but contains the target text (your translation).

If you need to use the target file directly, you must create it every time you update the translation in the editor.

Press  $^{\text{ctrl}}$  +  $^{\text{c}}$  Shift +  $^{\text{D}}$  (or go to **Project** > **Create Current Translated Document**) to create the target file you were working on.

To access the file(s), go to  $Project > Access \ Project \ Contents > Target \ Files$  to open your file explorer in the <code>/target folder</code> of the project. The file you were working on should be there.





### 6.13 Delivery

Once you have finished your task in the OmegaT project and have performed the relevant QA checks, you need to deliver the project. The delivery mode will vary depending on whether it's an offline project or a team project.

#### 6.13.1 Online / team project (via repository)

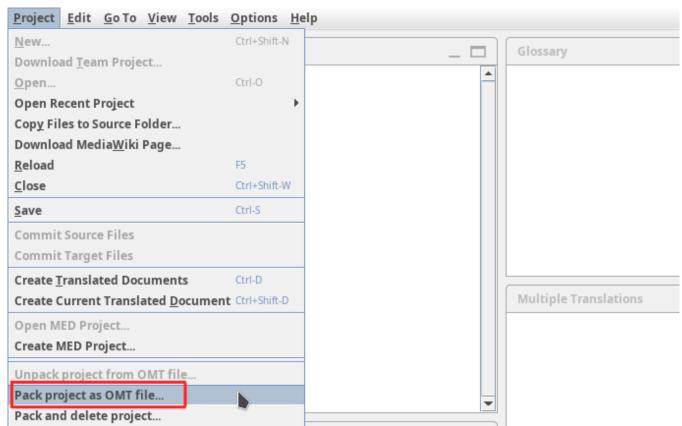
To deliver from a team project:

• Go to **Project > Commit Target Files**.

That's it! 😄

#### 6.13.2 Offline project (via package)

• Go to Project > Pack project as OMT file...



- In the window that pops up, select the location where you want to save the OMT package.
- Press Save
- $\bullet$  Press OK in the Pop-up window notifying that the package was successfully created.



The folder where exported package is stored will open automatically in your file explorer.

You will recognize the package because it has the extension  $\ .omt$  . That's the file you have to deliver.

Name	_	Size	Туре	Date Modified
■ PROJECT_EXAMPLE_xx-YY_OMT.omt		35,8 KiB	Zip archive	2023-02-08 20:31:20

# 6.14 OmegaT shortcuts

Here is a table summarizing all functions you need to remember to work in OmegaT. Shortcuts (keyboard combinations) are provided if they are frequently used.

Shortcut	Action	Function
^ Ctrl + L	Project > Project Files	Open the Project Files window
^ Ctrl + J	Go To > Segment Number	Go to the segment thus numbered
^ Ctrl + Space	N/A	Press several times to open Character table
^ Ctrl + U	Go To > Next Untranslated Segment	Go to the next untranslated segment
^ Ctrl + T	Edit > Insert Next Missing Tag	Insert the next missing tag
Enter ⊲		Go to Next Segment
^ Ctrl + I		Insert active fuzzy match or selection of fuzzy match
N/A	Right click > Create Alternative Translation	Mark a segment as alternative translation
^ Ctrl)+ * shift + S		Mark a segment as a translation identical to the source
^ Ctrl + (* Shift ) + (V)	Tools > Check issues	Run the QA checks
^ Ctrl + ( shift ) + D	Project > Create Current Translated Document	Export or generate the target file for the current document
^ Ctrl + D	Project > Create Translated Documents	Export or generate all target files
N/A	Project > Access Project Contents >	Go to the project folders
↑ Shift + F3		Change capitalization of selected text

# 7. Editing

Verification Proofreading Adaptation Review Revision Review

# 7.1 Welcome to the OmegaT verification guide!

**OmegaT** is the open source computer-assisted translation tool (CAT tool) which will be used to translate, reconcile, adapt, review and verify materials. The software has been customized to optimize your task.

This guide includes information about all the functions in OmegaT that you need to perform the translation task.

Make sure you can see the navigation pane on the left-hand side. You can use that menu or the arrow button at the bottom to go to the next section.

# 7.2 Installation and setup

 $To install \ OmegaT \ and \ set \ it \ up \ on \ a \ computer \ running \ Windows, \ please \ follow \ the \ OmegaT \ installation \ and \ set up \ guide \ below:$ 

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If you use Mac or Linux, please see the second slide above or get in touch through the Helpdesk.

#### 7.3 Accessing a project



Please give some thought to the organization of your files and folders before you proceed with the steps below. We provide some tips here.

#### 7.3.1 Accessing a new project

There are two ways you may access a project for the first time, depending on whether it is an **online project** (or team project) or an **offline project**.

- If you must work on an **offline project**, you will receive a new OmegaT project package (aka an OMT package, or a file with ome extension). Go to the section Unpacking an offline project below to see what you must do to unpack a project package.
- If you must work on an **online project** (or **team project**), you will receive the URL to the repository where the OmegaT project is hosted. Go to the section Downloading a team project below to see what you must to do download a team project from a repository.

If you're not sure whether your project is online or offline, it's very easy: if you receive an OMT package, the project is offline, and if you receive a URL to a git repository, the project is online.

You receive	Project is
OMT file	offline/package
URL to git repo	online/team



Unpacking or downloading an OmegaT project (depending on the distribution mode) needs to be done only once for each project. After you have unpacked or downloaded a project, you can simply re-open it from the list of recent projects.

#### Unpacking an offline project

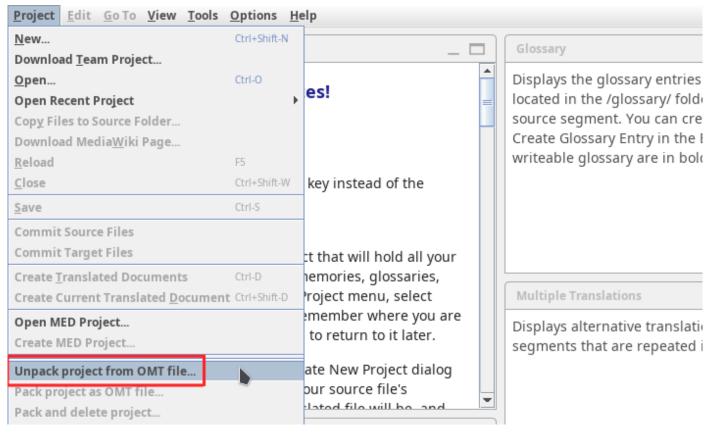
If you receive an OMT package, you must unpack the project (from the OMT package) to access the project for the first time.

To unpack a project, follow these steps:

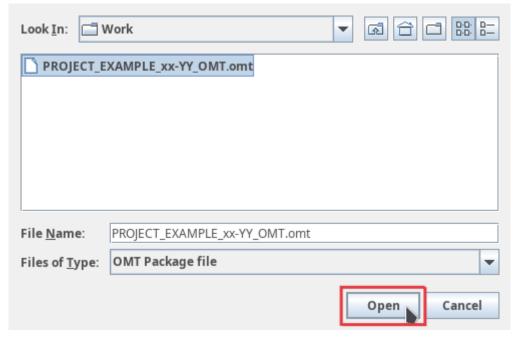
1. Store the OMT package in the folder where you would like to create the OmegaT project.

 $2. \ \mbox{To}$  unpack the project from the OMT package:

- Launch OmegaT.
- Go to Project > Unpack project from OMT file:



• Navigate to the location where you stored the OMT package. Select the **OMT package** and click on Open:



• A pop up opens. Click Yes.



3. You can now perform your task in the project.

#### Downloading a team project

If you receive a URL to a git repository, you must download the team project from that repository to access the project for the first time.



 $The \ URL \ should \ look \ a \ bit \ like \ this: \ https://some-bar-domain.com/some/path/to/the/foo-repository.git.$ 

#### AUTHENTICATION

At some point during the steps below, or afterwards, OmegaT will ask you to authenticate, so please make sure you have your credentials at hand. OmegaT might ask you to authenticate one, two or perhaps three times (depending on the project settings), please just enter the same credentials as many time as needed.

HOW TO DOWNLOAD THE PROJECT FROM THE REPOSITORY

To download the team project, follow these steps:

1. Define a location in your machine where you would like to create the OmegaT project. Let's assume it's c:/work/ (but please use whatever path is appropriate on your end).



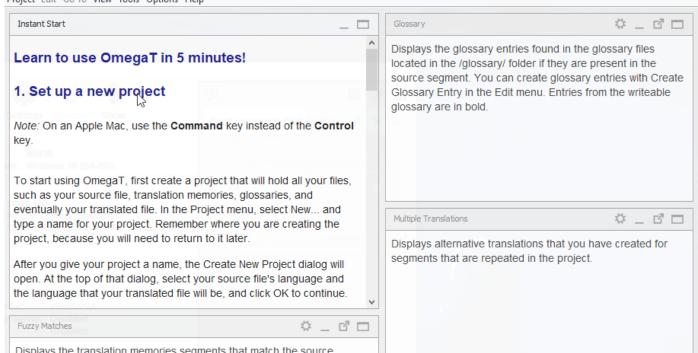
Make sure that location is not inside a sync'ed folder such as Dropbox or the like.

2. Copy the URL of the project repository.

# $https://github.com/capstanlqc/project\_task\_fr\text{-}ZZ\_omt.git \quad \text{$\mathbb{I}$}$

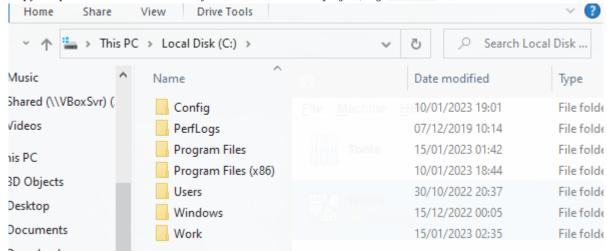
- 3. In OmegaT, go to **Project > Download Team Project**.
- 4. In the **Download Team Project** dialog, click in the **Repository URL** field and then press <u>^ctrl</u> + <u>v</u> to paste the URL from your clipboard.
- 5. Click in the **New Local Project Folder** field. OmegaT will propose a path to the location where it will create the project folder.

  Project Edit Go to View Tools Uptions Help

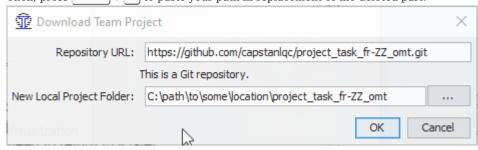


6. You might want to modify that path to create the folder in the location that you have defined in the first step above. To do that:

• Copy the path to the location where you want to create the project, e.g. C:/Work/.



- Then, in the New Local Project Folder field, select the part of the path up to the slash before the project folder and delete it.
- Then, press ^ ctrl + v to paste your path in replacement of the deleted part.





Make sure there's a slash between the path that you paste and the project folder name.

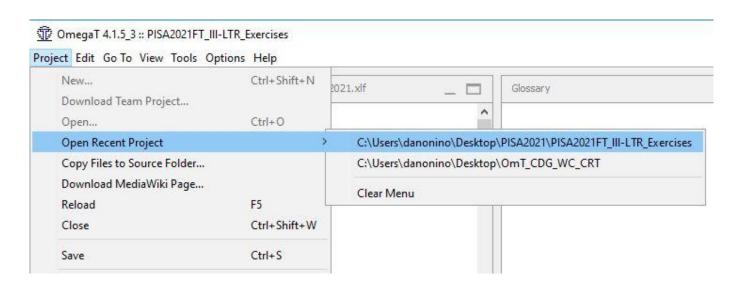
# 7.3.2 Closing the project

When you are done working for the day, quit OmegaT ( $^{\land}$  ctrl + Q).

## 7.3.3 Re-opening an existing project

After you have received and opened a project for the first time, the project exists in your machine and OmegaT will remember it.

The next times you want to access the project in OmegaT, go to **Project > Open Recent Project**. The project you were working on will appear in the list:



#### Note

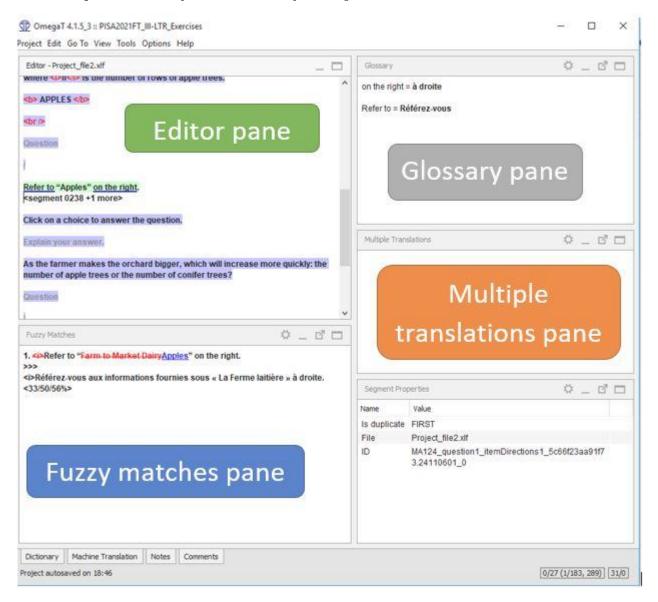
Make sure the disctinction between opening a **recent** project and downloading or unpacking a **new** project (depending on the distribution mode) is clear. You can open a project that already exists only after you have already unpacked it or downloaded it. In turn, you only need to download or unpack (once) a project that doesn't exist yet in your machine.

#### 7.4 Navigation

#### 7.4.1 Navigation across panes

When you open OmegaT you will notice the screen is split in several panes:

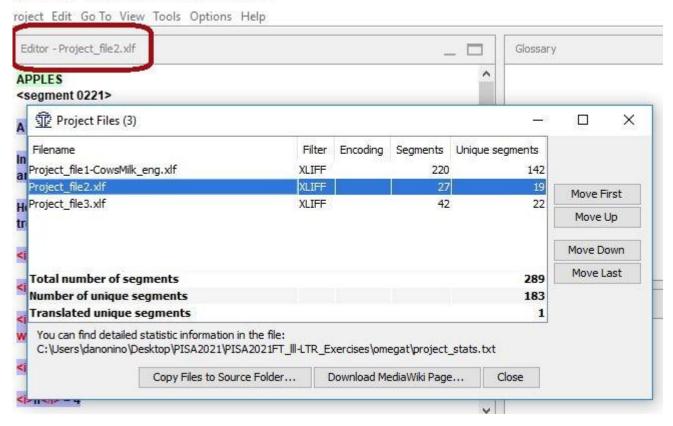
- The Editor pane is the main pane in which you will be working.
- Translation suggestions will appear in the Fuzzy Matches pane (or just Matches pane).
- The Glossary pane will display the existing glossary entries and the ones you may add.
- The Multiple Translations pane will show if a repeated segment has alternative translations.



#### 7.4.2 Navigation through files

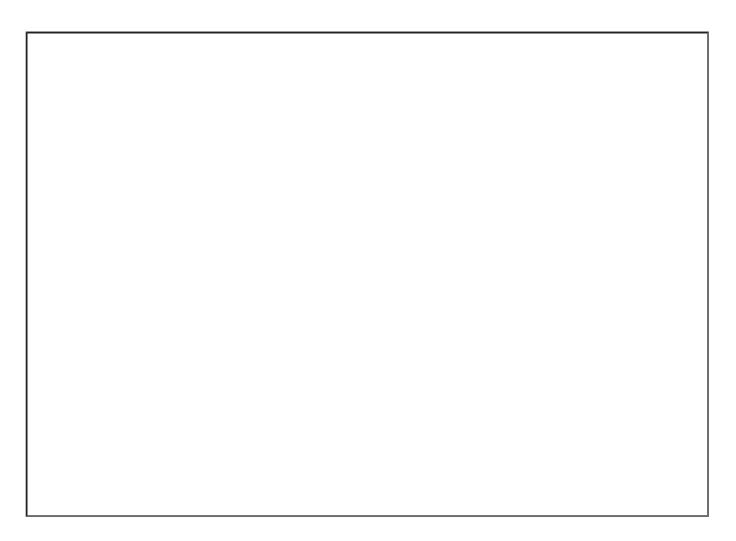
If the project contains multiple files, they are listed in the Project Files window. The file currently open is highlighted in blue.





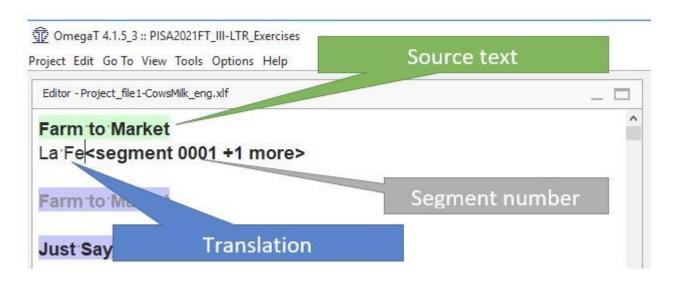
If you want to open a different file in the Editor pane, click on it in the **Project Files** window. You can also see the name of the file that is open in the **Editor** pane's title bar.

The following video shows navigation through files:



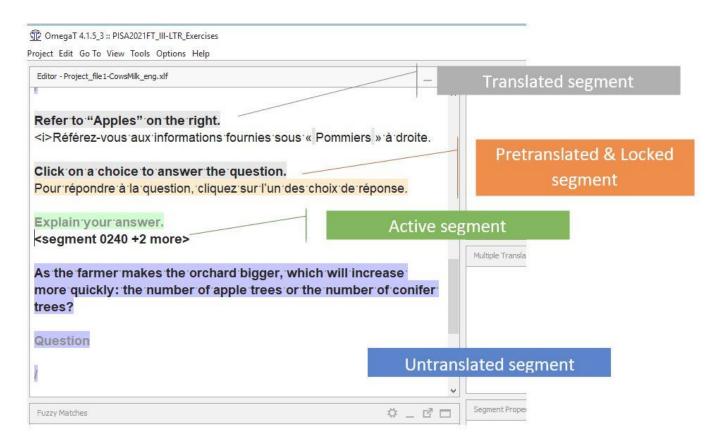
#### 7.4.3 Navigation through segments

In the editor pane, the active segment is highlighted in green. This is the segment you are working on. When you type or insert a translation, it will appear right **below the source text**.



In OmegaT, the color of the segment's background will help you find your way around between the different segments:

Color	Language	Meaning	
Green	Source	active segment (the segment you are working on)	
Blue	Source	untranslated segment	
Grey	Source	manually translated segment	
Pink	Target	pretranslated segment	
<b>Orange</b>	Target	pretranslated and locked segment (e.g. trend)	





If you want to change a trend translation, document it in the monitoring form but do not try to change it in OmegaT. Any changes you make to these segments will not be saved. The existing translation will be maintained.

The following video shows navigation through segments, enjoy ::

#### 7.5 Tags

#### 7.5.1 What are tags

The source text might include some inline codes that stand for formatting or other elements. In OmegaT, those inline codes are handled as **tags**.

For example, part of the source text could be, say, underlined (e.g. the word "after" below):

I came to this school after the start of this school year.

The segment in OmegaT will look like this (notice the paired tags enclosing the word "after"):

I came to this school  $\langle g1\rangle$  after  $\langle g1\rangle$  the start of this school year.

You will recognize tags because they are in **red font**.

Hover over a tag if you want to see what it stands for. A tooltip will show the original inline code:

```
| came to this school <g1|>after</g1> the start of this school year.

<segment 0085 ||>
| <span class="txt-underline">
```

#### 7.5.2 Types of tags

There are two types of tags: standalone tags and paired tags or double tags:

• Standalone tags: a single tag (e.g. <x1/>) which stands for some element that appears at that position, such as a line break, an image, an input field, etc.

```
standalone tags
```

• Paired tags are composed of an opening tag and a closing tag (e.g. <g2> and </g2>) and affect the text between them. You can see that two tags are paired when they have the same number.

```
| came to this school <g1>after </g1> the start of this school year. <segment 0085 $\| > \| paired tags
```

When the source text contains **paired tags** around a word or expression, you must insert the same paired tags around the part of the translation that corresponds to the formatted word or expression in the source text.

For example, here the paired tags represent some formatting that applies to the word "after" and its translation "après".

```
I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école <g1>après</g1> le début de cette année scolaire.
```

When the source text contains one or more **standalone tags**, you must insert them in the translation in a position that is equivalent to their position in the source text.

In the following example, the standalone tag represents a text entry field where the respondent will have to select a number:

```
<x1/> hours <x1/> heures
```

#### 7.5.3 Inserting tags

Before inserting tags you must know whether it is a standalone tag or two paired tags.

To insert **paired tags** in your translation, proceed as follows:

- 1. Translate the segment.
- 2. Select the part of the translation that corresponds to the formatted part in the source text.
- 3. Press ^ ctrl + Space to launch the auto-completer.
- 4. In the tags section of the auto-completer, select the paired tags you want to insert.

I came to this school <g1>after</g1> the start of this school year. Je suis venu à cette école après le début de cette année scolaire.



The auto-completer has several sections, so if you don't see the tags section straight-away, just press ^ctrl + Space again to cycle through the auto-completer until you see it.

To insert a **standalone tag**, proceed as follows:

- 1. Click on the position where you want to insert the tag (before, after or while translating).
- 2. Press ^ ctrl + Space to launch the auto-completer.
- 3. In the tags section of the auto-completer, select the standalone tag you want to insert.

## Write your answer in numerals in the box. Écrivez votre réponse en chiffres dans la boîte.



You can also insert a tag one by one with shortcut ^ctrl + T.

The following video shows how to handle tags, enjoy •:



#### 7.6 Matches

Translations are saved in the working TM of the project. When you open a segment that is similar to one that has already been translated, you will see translation suggestions (or matches) appearing in the **Matches** pane.

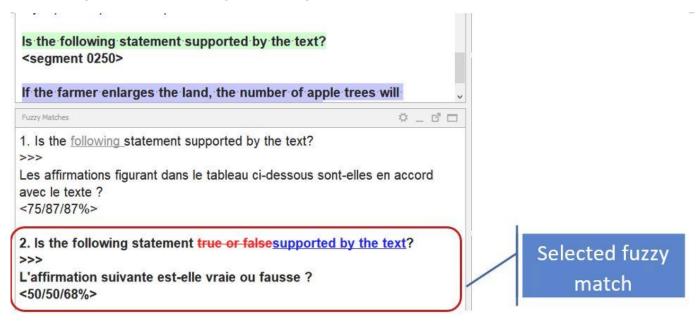
The source text in the **Matches** pane uses "track changes" mode to show the differences (e.g. <u>oldnew</u>) between the new source text in the active segment and the source text in the fuzzy match selected.

- Parts that do not appear in the active segment are struck through
- Parts that appear in the match are underlined



Also, the **Matches** pane shows a similarity score that tells you how different the new source text is from the source text of every match.

When there are several matches for a segment, they are sorted by their similarity to the new segment. The active match is the one in **bold** (by default, the one at the top of the list). If you want to use a different match, **double click** on it to activate it.

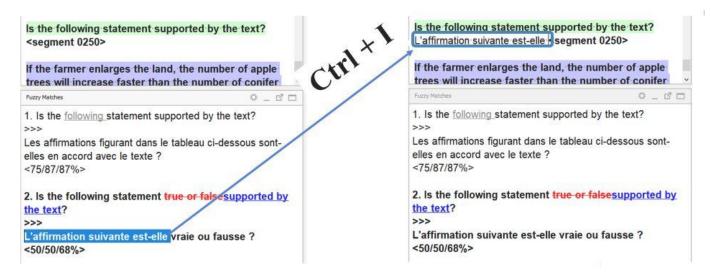


To insert the match in full, press <u>^ctrl</u> + <u>I</u> on your keyboard. After inserting it, do not forget to make any necessary changes so that it fits the segment you are translating.

Alternatively, you can also insert only a part of the fuzzy match or combine several matches:

- Double-click the match you want to use to activate it
- With your mouse, select the part you wish to insert
- Press ^ ctrl + I on your keyboard to insert it

Do the same to insert (part of) other matches if appropriate or finish translating the segment.



#### 7.7 Using the glossary

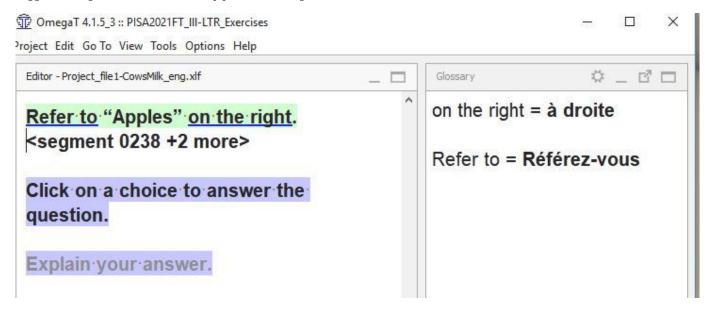
OmegaT supports glossaries. Your project may already contain a glossary with key terms, but you can also add terms to the glossary yourself.



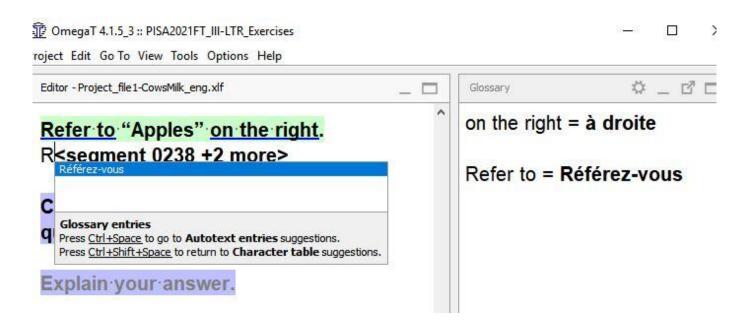
Adding new term pairs to the glossary might seem like extra work, but if done well it will be of valuable help to insert frequent expressions or to ensure that sensitive terms are translated consistently across the project.

#### 7.7.1 Inserting terms from the glossary

When the active segment contains a source term that is in the glossary, it is <u>underlined in blue</u> in the source text. You will see the suggested target term in the **Glossary** pane, on the right.



OmegaT has **predictive typing**: when you start typing the first character of the target term in the glossary, the auto-completer will suggest the term. To insert it, press Enter ell on your keyboard.



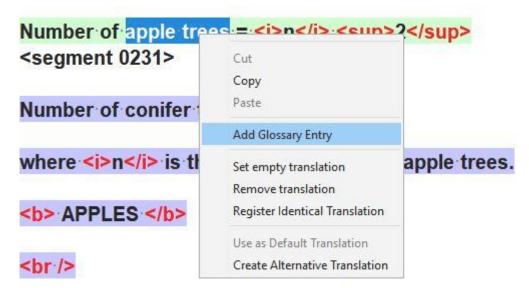
#### 7.7.2 Adding new entries to the glossary



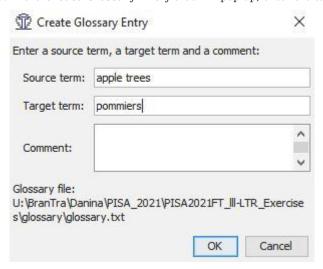
Feeding the glossary with technical or sensitive wording or terms or expressions that appear frequently can be very useful to speed up typing, to keep consistency, to avoid typos, etc..

To add a new term entry to the glossary:

- 1. In the active segment, drag your mouse over the term you want to insert to select it.
- 2. Right click and choose Add glossary entry from the contextual menu.



3. In the Create Glossary Entry that will pop up, enter the target term (and any comments you want).



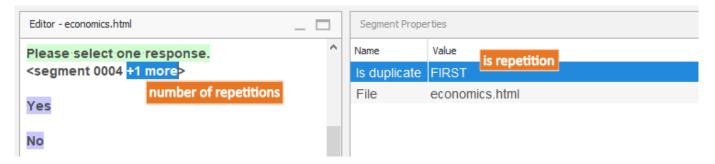
4. Press the OK button to save the new entry.

# 7.8 Handling repetitions

Some segments may be **repeated** in the project. By default, the translation of a repeated segment is **autopropagated** to all its instances.

#### 7.8.1 Identifying repeated segments

You can recognize that you are in a repeated segment because the **Segment Properties** pane will show a field called **Is duplicate** (with value FIRST for the first repetitions and value NEXT for any others).

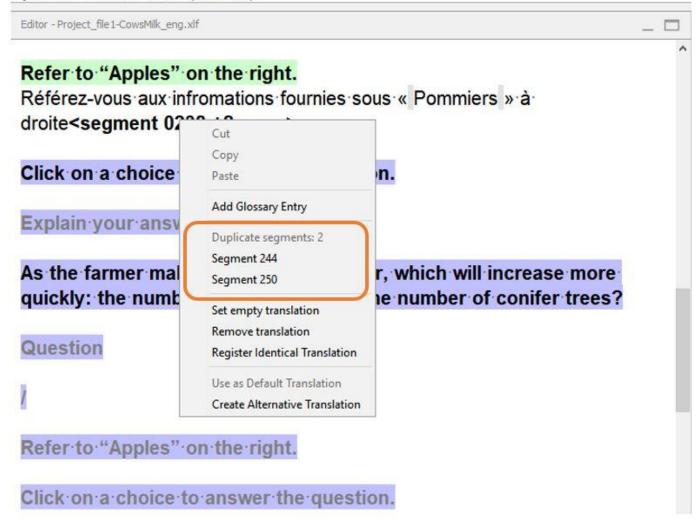


Also, the segment number also includes how many more repetitions the active segment has.

Also, repeated segments from the second instance onwards have grey font, which could help you realize they are instances of a repeated segment.

If you **right click** on a repeated segment, the contextual menu will list all the other instances. It can be useful to jump to them (by clicking on one of them from the contextual menu) to see the different contexts in which that repeated segment appears in the project.

# OmegaT 4.1.5\_3 :: PISA2021FT\_III-LTR\_Exercises Project Edit Go To View Tools Options Help



#### 7.8.2 Autopropagation

When you edit the translation of a repeated segment, as soon as the edit is saved the changes will be automatically reflected in all the repetitions in the project.

Editor - Project\_file 1-CowsMilk\_eng.xlf

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous aux infromations fournies sous « Pommiers » à droite.

Click on a choice to answer the question. <a href="#segment-0239"><segment 0239 +1 more></a>

Explain your answer.

As the farmer makes the orchard bigger, which will increase more quickly: the number of apple trees or the number of conifer trees?

Question

1

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous·aux·infromations·fournies·sous·« Pommiers »·à·droite.

#### 7.8.3 Create alternative translation

In some cases, two instances of a repeated segment might need to be translated differently in different contexts. In that situation, you may want to modify the translation of only one of the repetitions without altering the rest.

In other words, you must create an alternative translation to prevent auto-propagating your update.

To create an alternative translation:

- 1. Right click on the segment and choose Create Alternative Translation from the contextual menu.
- 2. Edit the translation of the active segment.
- 3. Press ^ctrl + s to register the alternative translation.

The **Multiple Translations** pane will show the different translations.

And here's a quick summary:



Alternative translations may be treacherous if not applied correctly. Make sure you follow the three steps above precisely.

The following video shows how to create alternative translations, enjoy lacktriangledown:



#### 7.9 Other useful features

#### 7.9.1 Inserting source segment in target

Of course, you may also copy-paste the source text in the translation if you prefer.

#### 7.9.2 Creating an empty translation

All segments must have a translation, even if it's an empty translation. If you want to produce an empty translation, simply press the space bar in your keyboard to **insert a space** as the translation.

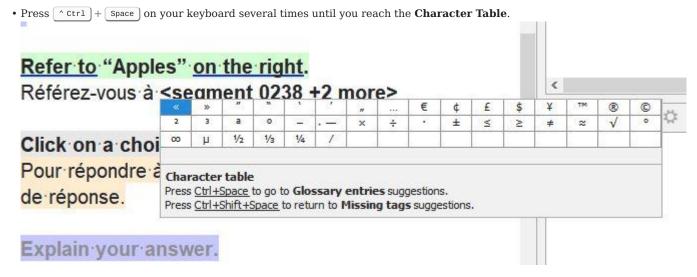
#### 7.9.3 Inserting special characters

You may need to type special characters such as:

- $\bullet$  quotation marks: «» , "" , '' , etc.
- mathematical symbols:  $\times$ ,  $\pi$ ,  $\div$ ,  $\leq$ ,  $\neq$ ,  $\vee$ , etc.
- superindex or subindex numbers or letters: 2, 2, 3, etc.
- $\bullet$  other characters:  ${\tt R}\,,\,\,^{\tiny{\rm IM}}\,,$  etc.

#### Character table

We put the most frequent special characters in the **Character Table**. To insert a special character from the **Character Table**, follow these steps:



• Double-click the character you want to insert.

#### **Autotext**

Alternatively, you may use **Autotext** entries to insert a special character by typing a shortcut. You can see the list of available shortcuts here.

Let's see some examples:

- For example, to write the abbreviation of square meters ("m²"), you can type shortcut \sup2 to insert superindex character 2.
- Another example: in chemical formulas, the number of atoms is often noted with a subindex number, e.g. "CO2". To insert character 2, type shortcut \sub2.

Carbon dioxide (CO<sub>2</sub>) dissolves in seawater to form carbonic acid. El dióxido de carbono<segment 0002 ¶>

The process is known as ocean acidification.

In a field study, scientists investigated the effect of ocean acidification on the shells of pteropods (planktonic snails).

• In order to insert a non-breaking space, type \nbsp: the auto-completer will propose to insert the character from the autotext

How is your economic situation?

Quelle est votre situation économique?<segment 0022 ¶>

Good

Bonne

Bad

Mauvaise

list.

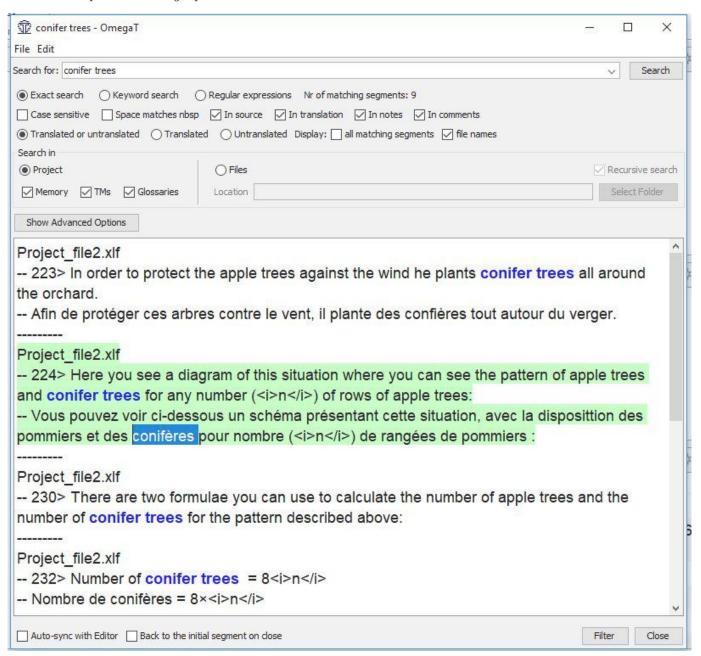
#### 7.9.4 Running concordance searches

A concordance search allows you to find words and expressions in the translation memory and the glossary.

To perform a search follow the steps below:

- In the active segment, select the word or fragment you want to search for with your mouse.
- While that part of the text is selected, press  $^{\circ}$  ctrl  $^{+}$  F on your keyboard.
- Press the **Search** button in the **Search** window that will open.

The list results will be displayed. You can copy (select with mouse and press <u>^ctrl</u> + <u>C</u> on your keyboard) what you need from the results and paste it in the right place in the translation.





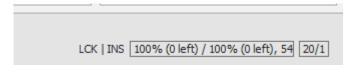
There might be small differences (in punctuation, spacing, etc.) between the text you're searching for and other occurrences of the same text that would prevent an exact match. The option "Keyword search" might help overcome that problem, please use it if you don't get the results you were expecting.

## 7.10 QA checks

#### 7.10.1 Completion check

All segments in the project must have a translation. To confirm that is the case, please check for completion before your delivery.

To check completion, hover with your mouse pointer over the progress status bar, in the bottom right corner of OmegaT's main window.



That bar shows some statistics:

- unique translated (unique left) per file (e.g. 100% (0 left) as above)
- unique translated (unique left) per project (e.g. 100% (0 left) as above)
- total number of segments (e.g. 54 as above)

If you see something like 100% (0 left) / 100% (0 left), 54, that means that all 54 segments in the project are translated. If you see a number higher that zero segments left, the translation is not complete.

If you have left some segment(s) untranslated, proceed as follows to fix that:

- 1. Press  $\circ$  Esc to close the **Project Files** window.
- 2. Press ^ctrl + U on your keyboard to jump to the **Next Untranslated Segment**.
- 3. Translate the segment

Repeat the steps above until no untranslated segments remain.

Finally, check the progress status bar again to confirm completion.

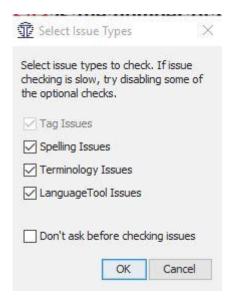
# 7.10.2 Check and fix tags

To ensure that all tags have been inserted correctly:

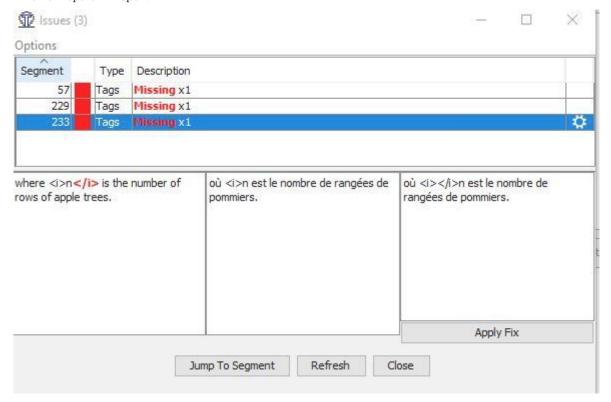
• Go to Tools > Check Issues to open the Issues window.



You may untick the other checks (Spelling, Terminology, LanguageTool) if you want to focus on tags only first.



- Press OK.
- An error report will open.



- Go through the issues one by one. For every issue in the list, do the following:
- Click a row in the list (or click on **Jump to Segment**) to open that segment in the editor
- Fix the tag issue (as explained in the Fixing tag issues section)
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Please do not click on "Apply fix". Fix each issue manually.

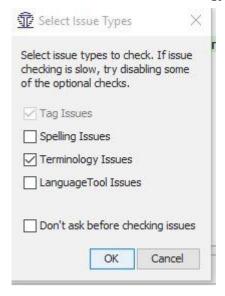


If the source text has tags that you do not use in your language, you can insert them at the end of the segment to avoid having false positives in the error report. That should not have an impact on the translation.

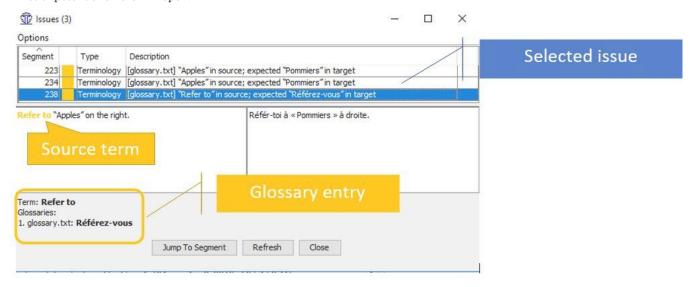
#### 7.10.3 Check glossary adherence

You can check whether the translation adheres to the glossary and key terms have been translated consistently throughout:

- Go to Tools > Check Issues
- Make sure the box next to **Terminology Issues** is ticked



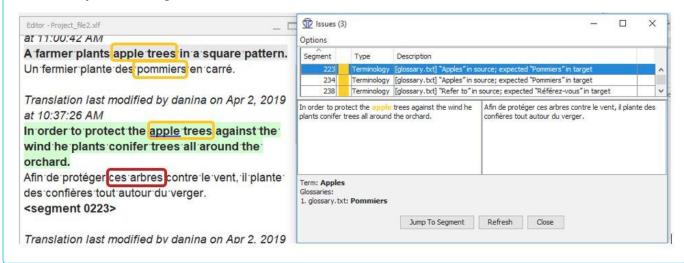
- Press **OK**
- A list of potential errors will open:



- Go through the issues one by one. For every issue in the list, do the following:
- ullet Click a row in the list (or click on Jump to Segment) to open that segment in the editor.
- Correct the error if necessary.
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Not all flagged issues are errors by default. In some cases, you may get false positives. In the screenshot below, "apple trees" should be translated as "pommiers" as in the first segment. In the second segment (active segment) "apple trees" was rendered as "ces arbres" (backtranslation: these trees) to avoid a repetition that would be disturbing in French. Such deviations from the glossary are intentional, so you would disregard the issue.



# 7.11 Creating target files

A target file (or translated document) has the same structure as the source file but contains the target text (your translation).

If you need to use the target file directly, you must create it every time you update the translation in the editor.

Press  $^{\text{ctrl}}$  +  $^{\text{l}}$  Shift +  $^{\text{l}}$  (or go to **Project** > **Create Current Translated Document**) to create the target file you were working on.

To access the file(s), go to  $Project > Access \ Project \ Contents > Target \ Files$  to open your file explorer in the <code>/target folder</code> of the project. The file you were working on should be there.





# 7.12 Delivery

Once you have finished your task in the OmegaT project and have performed the relevant QA checks, you need to deliver the project. The delivery mode will vary depending on whether it's an offline project or a team project.

#### 7.12.1 Online / team project (via repository)

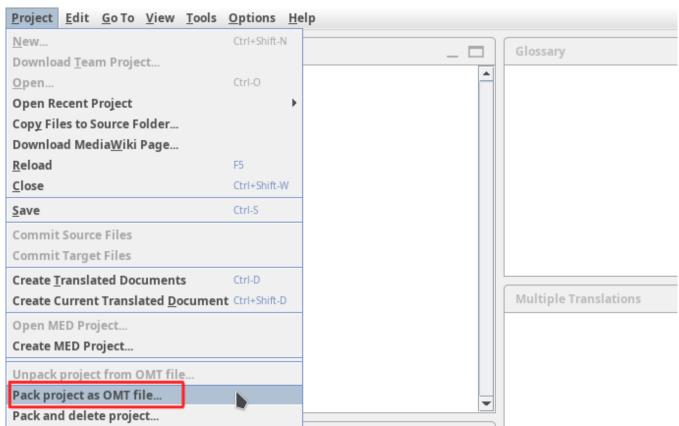
To deliver from a team project:

• Go to **Project > Commit Target Files**.

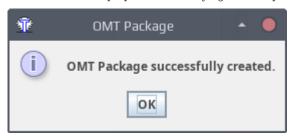
That's it! 😄

#### 7.12.2 Offline project (via package)

• Go to Project > Pack project as OMT file...



- In the window that pops up, select the location where you want to save the OMT package.
- Press Save
- $\bullet$  Press OK in the Pop-up window notifying that the package was successfully created.



The folder where exported package is stored will open automatically in your file explorer.

You will recognize the package because it has the extension  $\ .omt$  . That's the file you have to deliver.

Name	_	Size	Туре	Date Modified
PROJECT_EXAMPLE_xx-YY_OMT.omt		35,8 KiB	Zip archive	2023-02-08 20:31:20

# 7.13 OmegaT shortcuts

Here is a table summarizing all functions you need to remember to work in OmegaT. Shortcuts (keyboard combinations) are provided if they are frequently used.

Shortcut	Action	Function
^ Ctrl + L	Project > Project Files	Open the Project Files window
^ Ctrl + J	Go To > Segment Number	Go to the segment thus numbered
^ Ctrl + Space	N/A	Press several times to open Character table
^ Ctrl + U	Go To > Next Untranslated Segment	Go to the next untranslated segment
^ Ctrl + T	Edit > Insert Next Missing Tag	Insert the next missing tag
Enter od		Go to Next Segment
^ Ctrl + I		Insert active fuzzy match or selection of fuzzy match
N/A	Right click > Create Alternative Translation	Mark a segment as alternative translation
^ Ctrl + * Shift + S		Mark a segment as a translation identical to the source
^ Ctrl + 1 Shift + V	Tools > Check issues	Run the QA checks
^ Ctrl + (* Shift ) + (D)	Project > Create Current Translated Document	Export or generate the target file for the current document
^ Ctrl + D	Project > Create Translated Documents	Export or generate all target files
N/A	Project > Access Project Contents >	Go to the project folders
f Shift + F3		Change capitalization of selected text

# 8. Review

**Proofreading Revision Review** 

# 8.1 Welcome to the OmegaT proofreading guide!

**OmegaT** is the open source computer-assisted translation tool (CAT tool) which will be used to translate, reconcile, adapt, review and verify materials. The software has been customized to optimize your task.

This guide includes information about all the functions in OmegaT that you need to perform the translation task.

Make sure you can see the navigation pane on the left-hand side. You can use that menu or the arrow button at the bottom to go to the next section.

# 8.2 Installation and setup

To install OmegaT and set it up on a computer running Windows, please follow the OmegaT installation and setup guide below:

Ĭ

If you use Mac or Linux, please see the second slide above or get in touch through the Helpdesk.

## 8.3 Accessing a project



Please give some thought to the organization of your files and folders before you proceed with the steps below. We provide some tips here.

#### 8.3.1 Accessing a new project

There are two ways you may access a project for the first time, depending on whether it is an **online project** (or team project) or an **offline project**.

- If you must work on an **offline project**, you will receive a new OmegaT project package (aka an OMT package, or a file with ome extension). Go to the section Unpacking an offline project below to see what you must do to unpack a project package.
- If you must work on an **online project** (or **team project**), you will receive the URL to the repository where the OmegaT project is hosted. Go to the section Downloading a team project below to see what you must to do download a team project from a repository.

If you're not sure whether your project is online or offline, it's very easy: if you receive an OMT package, the project is offline, and if you receive a URL to a git repository, the project is online.

You receive	Project is
OMT file	offline/package
URL to git repo	online/team



Unpacking or downloading an OmegaT project (depending on the distribution mode) needs to be done only once for each project. After you have unpacked or downloaded a project, you can simply re-open it from the list of recent projects.

### Unpacking an offline project

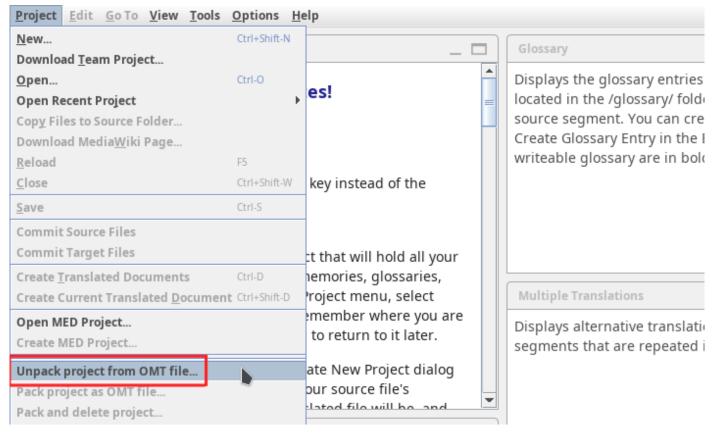
If you receive an OMT package, you must unpack the project (from the OMT package) to access the project for the first time.

To unpack a project, follow these steps:

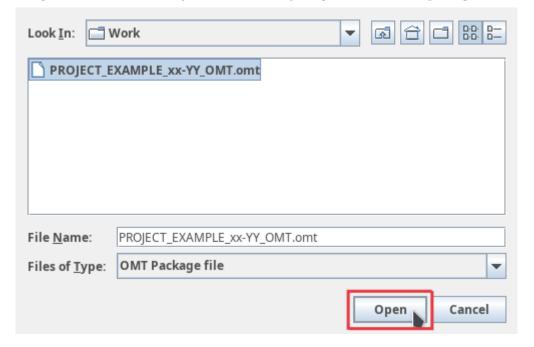
 $1. \ Store \ the \ OMT \ package \ in \ the \ folder \ where \ you \ would \ like \ to \ create \ the \ OmegaT \ project.$ 

 $2. \ \mbox{To}$  unpack the project from the OMT package:

- · Launch OmegaT.
- Go to Project > Unpack project from OMT file:



• Navigate to the location where you stored the OMT package. Select the **OMT package** and click on Open:



• A pop up opens. Click **Yes**.



3. You can now perform your task in the project.

#### Downloading a team project

If you receive a URL to a git repository, you must download the team project from that repository to access the project for the first time.



 $The \ URL \ should \ look \ a \ bit \ like \ this: \ https://some-bar-domain.com/some/path/to/the/foo-repository.git.$ 

#### AUTHENTICATION

At some point during the steps below, or afterwards, OmegaT will ask you to authenticate, so please make sure you have your credentials at hand. OmegaT might ask you to authenticate one, two or perhaps three times (depending on the project settings), please just enter the same credentials as many time as needed.

HOW TO DOWNLOAD THE PROJECT FROM THE REPOSITORY

To download the team project, follow these steps:

1. Define a location in your machine where you would like to create the OmegaT project. Let's assume it's c:/work/ (but please use whatever path is appropriate on your end).



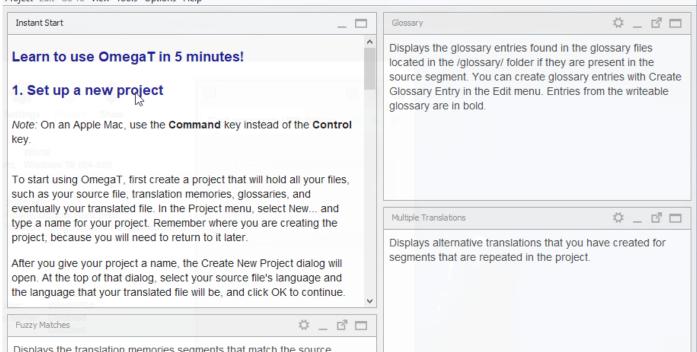
Make sure that location is not inside a sync'ed folder such as Dropbox or the like.

2. Copy the URL of the project repository.

# $https://github.com/capstanlqc/project\_task\_fr-ZZ\_omt.git \quad {\rm \colored}$

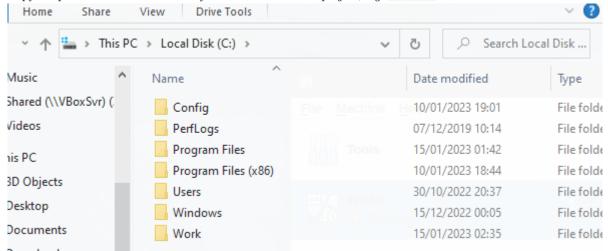
- 3. In OmegaT, go to **Project > Download Team Project**.
- 4. In the **Download Team Project** dialog, click in the **Repository URL** field and then press <u>^ctrl</u> + <u>v</u> to paste the URL from your clipboard.
- 5. Click in the **New Local Project Folder** field. OmegaT will propose a path to the location where it will create the project folder.

  Project Edit Go to View Tools Uptions Help

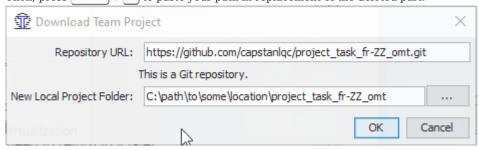


6. You might want to modify that path to create the folder in the location that you have defined in the first step above. To do that:

• Copy the path to the location where you want to create the project, e.g. C:/Work/.



- Then, in the New Local Project Folder field, select the part of the path up to the slash before the project folder and delete it.
- Then, press ^ ctrl + v to paste your path in replacement of the deleted part.





Make sure there's a slash between the path that you paste and the project folder name.

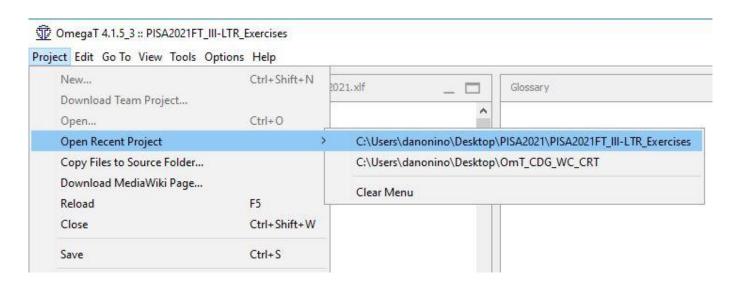
#### 8.3.2 Closing the project

When you are done working for the day, quit OmegaT ( $^{\circ}$  ctrl + Q).

## 8.3.3 Re-opening an existing project

After you have received and opened a project for the first time, the project exists in your machine and OmegaT will remember it.

The next times you want to access the project in OmegaT, go to **Project > Open Recent Project**. The project you were working on will appear in the list:



# Note

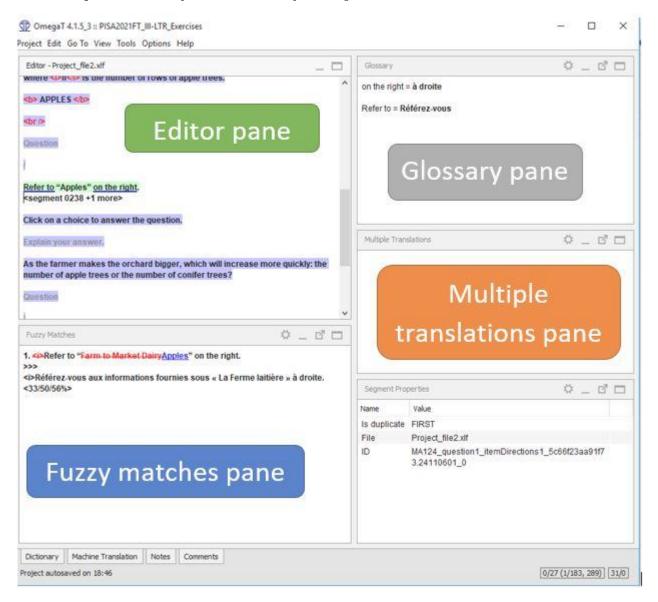
Make sure the disctinction between opening a **recent** project and downloading or unpacking a **new** project (depending on the distribution mode) is clear. You can open a project that already exists only after you have already unpacked it or downloaded it. In turn, you only need to download or unpack (once) a project that doesn't exist yet in your machine.

## 8.4 Navigation

#### 8.4.1 Navigation across panes

When you open OmegaT you will notice the screen is split in several panes:

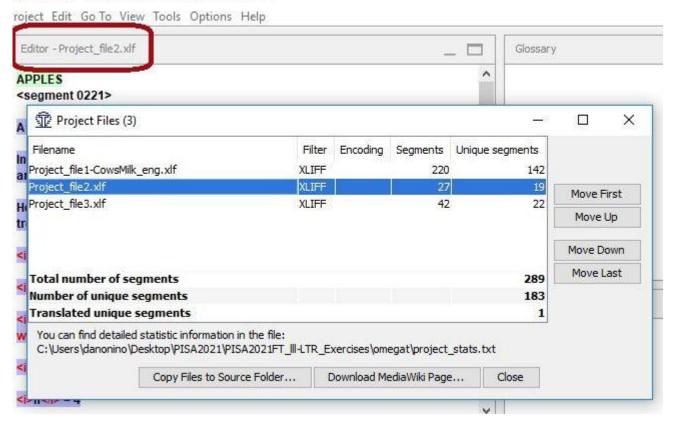
- The Editor pane is the main pane in which you will be working.
- Translation suggestions will appear in the Fuzzy Matches pane (or just Matches pane).
- The Glossary pane will display the existing glossary entries and the ones you may add.
- The Multiple Translations pane will show if a repeated segment has alternative translations.



#### 8.4.2 Navigation through files

If the project contains multiple files, they are listed in the **Project Files** window. The file currently open is highlighted in blue.





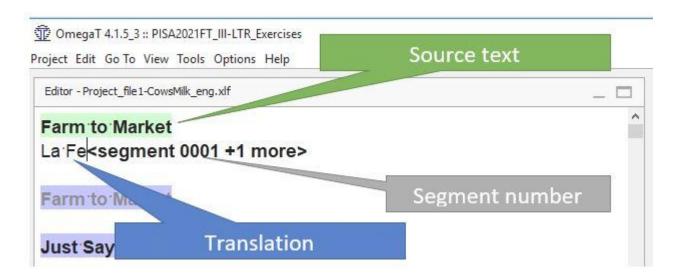
If you want to open a different file in the Editor pane, click on it in the **Project Files** window. You can also see the name of the file that is open in the **Editor** pane's title bar.

The following video shows navigation through files:



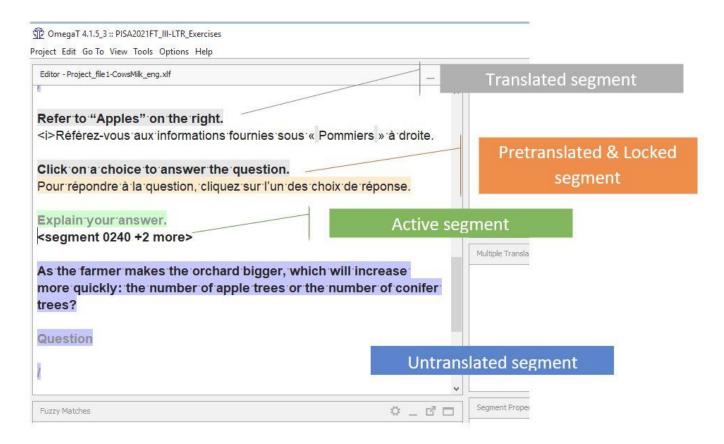
## 8.4.3 Navigation through segments

In the editor pane, the active segment is highlighted in green. This is the segment you are working on. When you type or insert a translation, it will appear right **below the source text**.



In OmegaT, the color of the segment's background will help you find your way around between the different segments:

Color	Language	Meaning	
Green	Source	active segment (the segment you are working on)	
Blue	Source	untranslated segment	
Grey	Source	manually translated segment	
Pink	Target	pretranslated segment	
<b>Orange</b>	Target	pretranslated and locked segment (e.g. trend)	





If you want to change a trend translation, document it in the monitoring form but do not try to change it in OmegaT. Any changes you make to these segments will not be saved. The existing translation will be maintained.

The following video shows navigation through segments, enjoy ::

## 8.5 Tags

#### 8.5.1 What are tags

The source text might include some inline codes that stand for formatting or other elements. In OmegaT, those inline codes are handled as **tags**.

For example, part of the source text could be, say, underlined (e.g. the word "after" below):

I came to this school  $\,\underline{after}\,$  the start of this school year.

The segment in OmegaT will look like this (notice the paired tags enclosing the word "after"):

I came to this school  $\langle g1\rangle$  after  $\langle g1\rangle$  the start of this school year.

You will recognize tags because they are in **red font**.

Hover over a tag if you want to see what it stands for. A tooltip will show the original inline code:

#### 8.5.2 Types of tags

There are two types of tags: standalone tags and paired tags or double tags:

• Standalone tags: a single tag (e.g. <x1/>) which stands for some element that appears at that position, such as a line break, an image, an input field, etc.

```
standalone tags
```

• Paired tags are composed of an opening tag and a closing tag (e.g. <g2> and </g2>) and affect the text between them. You can see that two tags are paired when they have the same number.

```
| came to this school <g1>after </g1> the start of this school year. <segment 0085 $\| > \| paired tags
```

When the source text contains **paired tags** around a word or expression, you must insert the same paired tags around the part of the translation that corresponds to the formatted word or expression in the source text.

For example, here the paired tags represent some formatting that applies to the word "after" and its translation "après".

```
I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école <g1>après</g1> le début de cette année scolaire.
```

When the source text contains one or more **standalone tags**, you must insert them in the translation in a position that is equivalent to their position in the source text.

In the following example, the standalone tag represents a text entry field where the respondent will have to select a number:

```
<x1/> hours
<x1/> heures
```

#### 8.5.3 Inserting tags

Before inserting tags you must know whether it is a standalone tag or two paired tags.

To insert **paired tags** in your translation, proceed as follows:

- 1. Translate the segment.
- 2. Select the part of the translation that corresponds to the formatted part in the source text.
- 3. Press ^ ctrl + Space to launch the auto-completer.
- 4. In the tags section of the auto-completer, select the paired tags you want to insert.

I came to this school <g1>after</g1> the start of this school year.

Je suis venu à cette école après le début de cette année scolaire.



The auto-completer has several sections, so if you don't see the tags section straight-away, just press  $^{\land Ctrl}$  +  $^{Space}$  again to cycle through the auto-completer until you see it.

To insert a **standalone tag**, proceed as follows:

- 1. Click on the position where you want to insert the tag (before, after or while translating).
- 2. Press ^ ctrl + Space to launch the auto-completer.
- 3. In the tags section of the auto-completer, select the standalone tag you want to insert.

# Write your answer in numerals in the box. Écrivez votre réponse en chiffres dans la boîte. <x1/> hours <segment 0541 ¶>

You can also insert a tag one by one with shortcut ^ctrl + T.

The following video shows how to handle tags, enjoy •:

### 8.6 Matches

Translations are saved in the working TM of the project. When you open a segment that is similar to one that has already been translated, you will see translation suggestions (or matches) appearing in the **Matches** pane.

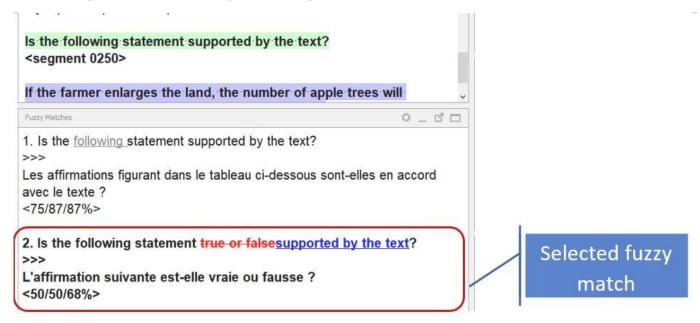
The source text in the **Matches** pane uses "track changes" mode to show the differences (e.g. <u>oldnew</u>) between the new source text in the active segment and the source text in the fuzzy match selected.

- Parts that do not appear in the active segment are struck through
- Parts that appear in the match are underlined



Also, the **Matches** pane shows a similarity score that tells you how different the new source text is from the source text of every match.

When there are several matches for a segment, they are sorted by their similarity to the new segment. The active match is the one in **bold** (by default, the one at the top of the list). If you want to use a different match, **double click** on it to activate it.

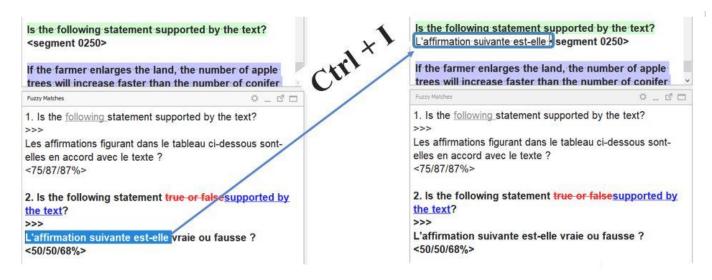


To insert the match in full, press <u>^ctrl</u> + <u>I</u> on your keyboard. After inserting it, do not forget to make any necessary changes so that it fits the segment you are translating.

Alternatively, you can also insert only a part of the fuzzy match or combine several matches:

- Double-click the match you want to use to activate it
- With your mouse, select the part you wish to insert
- Press ^ ctrl + I on your keyboard to insert it

Do the same to insert (part of) other matches if appropriate or finish translating the segment.



## 8.7 Using the glossary

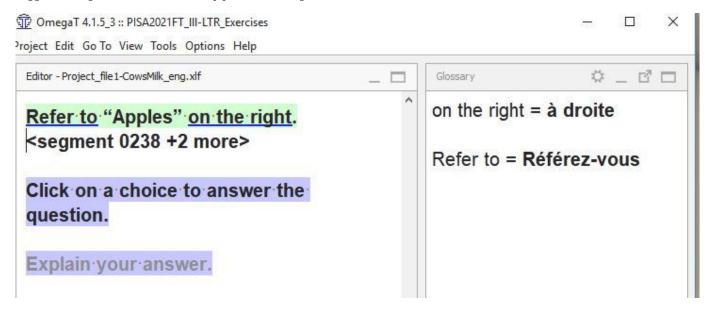
OmegaT supports glossaries. Your project may already contain a glossary with key terms, but you can also add terms to the glossary yourself.



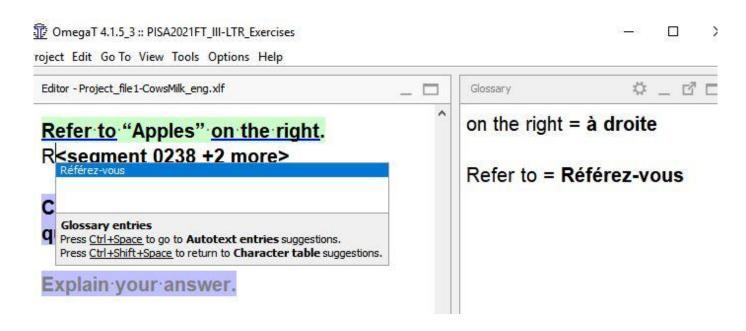
Adding new term pairs to the glossary might seem like extra work, but if done well it will be of valuable help to insert frequent expressions or to ensure that sensitive terms are translated consistently across the project.

### 8.7.1 Inserting terms from the glossary

When the active segment contains a source term that is in the glossary, it is <u>underlined in blue</u> in the source text. You will see the suggested target term in the **Glossary** pane, on the right.



OmegaT has **predictive typing**: when you start typing the first character of the target term in the glossary, the auto-completer will suggest the term. To insert it, press Enter ellow on your keyboard.



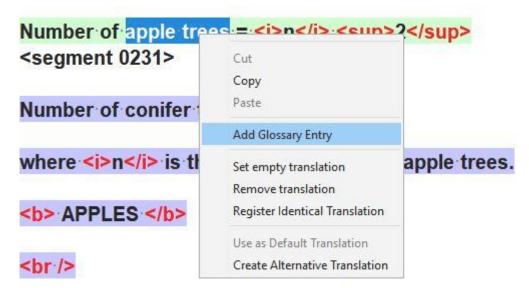
### 8.7.2 Adding new entries to the glossary



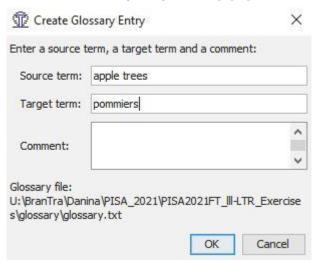
Feeding the glossary with technical or sensitive wording or terms or expressions that appear frequently can be very useful to speed up typing, to keep consistency, to avoid typos, etc..

To add a new term entry to the glossary:

- 1. In the active segment, drag your mouse over the term you want to insert to select it.
- 2. Right click and choose Add glossary entry from the contextual menu.



3. In the Create Glossary Entry that will pop up, enter the target term (and any comments you want).



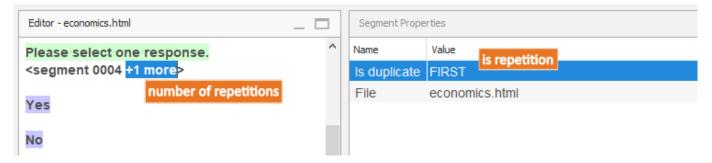
4. Press the OK button to save the new entry.

# 8.8 Handling repetitions

Some segments may be **repeated** in the project. By default, the translation of a repeated segment is **autopropagated** to all its instances.

### 8.8.1 Identifying repeated segments

You can recognize that you are in a repeated segment because the **Segment Properties** pane will show a field called **Is duplicate** (with value FIRST for the first repetitions and value NEXT for any others).

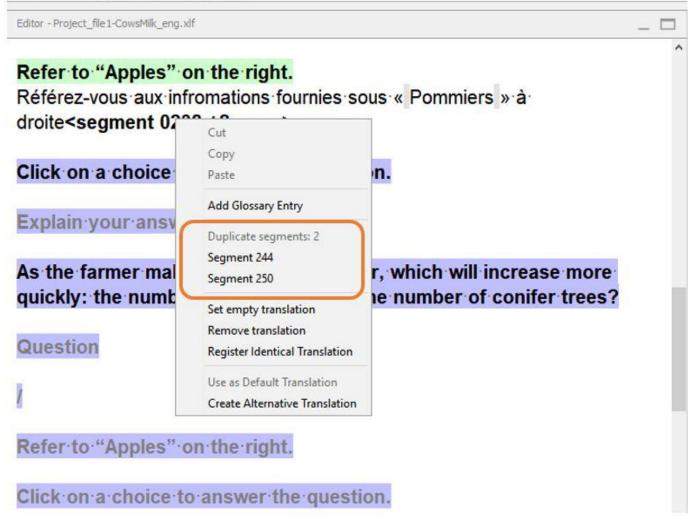


Also, the segment number also includes how many more repetitions the active segment has.

Also, repeated segments from the second instance onwards have grey font, which could help you realize they are instances of a repeated segment.

If you **right click** on a repeated segment, the contextual menu will list all the other instances. It can be useful to jump to them (by clicking on one of them from the contextual menu) to see the different contexts in which that repeated segment appears in the project.

# OmegaT 4.1.5\_3 :: PISA2021FT\_III-LTR\_Exercises Project Edit Go To View Tools Options Help



### 8.8.2 Autopropagation

When you edit the translation of a repeated segment, as soon as the edit is saved the changes will be automatically reflected in all the repetitions in the project.

Editor - Project\_file 1-CowsMilk\_eng.xlf

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous aux infromations fournies sous « Pommiers » à droite.

Click on a choice to answer the question. <a href="#segment-0239"><segment 0239 +1 more></a>

Explain your answer.

As the farmer makes the orchard bigger, which will increase more quickly: the number of apple trees or the number of conifer trees?

Question

1

Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM Refer to "Apples" on the right.

Référez-vous·aux·infromations·fournies·sous·« Pommiers »·à·droite.

### 8.8.3 Create alternative translation

In some cases, two instances of a repeated segment might need to be translated differently in different contexts. In that situation, you may want to modify the translation of only one of the repetitions without altering the rest.

In other words, you must create an alternative translation to prevent auto-propagating your update.

To create an alternative translation:

- 1. Right click on the segment and choose Create Alternative Translation from the contextual menu.
- 2. Edit the translation of the active segment.
- 3. Press ^ctrl + s to register the alternative translation.

The **Multiple Translations** pane will show the different translations.

And here's a quick summary:



Alternative translations may be treacherous if not applied correctly. Make sure you follow the three steps above precisely.

The following video shows how to create alternative translations, enjoy lacktriangledown:



### 8.9 Other useful features

### 8.9.1 Inserting source segment in target

In some cases, the translation must be identical to the source text. To copy the source text in the translation, press ^ctrl + shift + s on your keyboard.

© OmegaT 4.1.5\_3 :: PISA2021FT\_III-LTR\_Exercises

Project Edit Go To View Tools Options Help

Editor - Project\_file2.xlf

Source segment = target segment

<i>>n</i> = ·3

<i>n</i> = ·4

<i>n</i> = ·4</segment 0229>

There are two formulae you can use to calculate

Of course, you may also copy-paste the source text in the translation if you prefer.

### 8.9.2 Creating an empty translation

All segments must have a translation, even if it's an empty translation. If you want to produce an empty translation, simply press the space bar in your keyboard to **insert a space** as the translation.

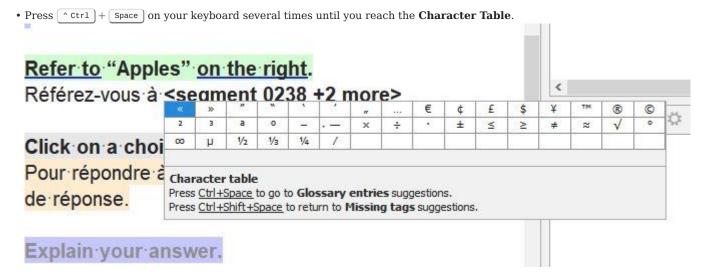
### 8.9.3 Inserting special characters

You may need to type special characters such as:

- $\bullet$  quotation marks: «» , "" , '' , etc.
- mathematical symbols:  $\times$ ,  $\pi$ ,  $\div$ ,  $\leq$ ,  $\neq$ ,  $\vee$ , etc.
- superindex or subindex numbers or letters: 2, 2, 3, etc.
- $\bullet$  other characters:  ${\tt R}\,,\,\,^{\tiny{\rm IM}}\,,$  etc.

#### Character table

We put the most frequent special characters in the **Character Table**. To insert a special character from the **Character Table**, follow these steps:



• Double-click the character you want to insert.

#### **Autotext**

Alternatively, you may use **Autotext** entries to insert a special character by typing a shortcut. You can see the list of available shortcuts here.

Let's see some examples:

- For example, to write the abbreviation of square meters ("m²"), you can type shortcut \sup2 to insert superindex character 2.
- Another example: in chemical formulas, the number of atoms is often noted with a subindex number, e.g. "CO2". To insert character 2, type shortcut \sub2.

Carbon dioxide (CO<sub>2</sub>) dissolves in seawater to form carbonic acid. El dióxido de carbono<segment 0002 ¶>

The process is known as ocean acidification.

In a field study, scientists investigated the effect of ocean acidification on the shells of pteropods (planktonic snails).

• In order to insert a non-breaking space, type \nbsp: the auto-completer will propose to insert the character from the autotext

How is your economic situation?

Quelle est votre situation économique?<segment 0022 ¶>

Good

Bonne

Bad

Mauvaise

list.

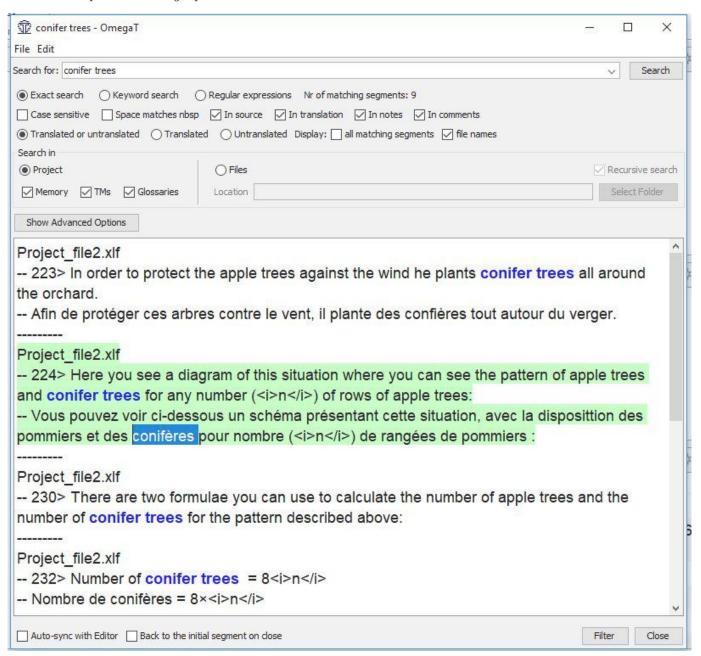
### 8.9.4 Running concordance searches

A concordance search allows you to find words and expressions in the translation memory and the glossary.

To perform a search follow the steps below:

- In the active segment, select the word or fragment you want to search for with your mouse.
- While that part of the text is selected, press  $^{\circ}$  ctrl  $^{+}$  F on your keyboard.
- Press the **Search** button in the **Search** window that will open.

The list results will be displayed. You can copy (select with mouse and press <u>^ctrl</u> + <u>C</u> on your keyboard) what you need from the results and paste it in the right place in the translation.





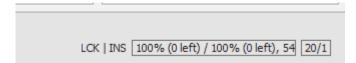
There might be small differences (in punctuation, spacing, etc.) between the text you're searching for and other occurrences of the same text that would prevent an exact match. The option "Keyword search" might help overcome that problem, please use it if you don't get the results you were expecting.

### 8.10 QA checks

### 8.10.1 Completion check

All segments in the project must have a translation. To confirm that is the case, please check for completion before your delivery.

To check completion, hover with your mouse pointer over the progress status bar, in the bottom right corner of OmegaT's main window.



That bar shows some statistics:

- unique translated (unique left) per file (e.g. 100% (0 left) as above)
- unique translated (unique left) per project (e.g. 100% (0 left) as above)
- total number of segments (e.g. 54 as above)

If you see something like 100% (0 left) / 100% (0 left), 54, that means that all 54 segments in the project are translated. If you see a number higher that zero segments left, the translation is not complete.

If you have left some segment(s) untranslated, proceed as follows to fix that:

- 1. Press [N] to close the **Project Files** window.
- 2. Press ^ctrl + U on your keyboard to jump to the **Next Untranslated Segment**.
- 3. Translate the segment

Repeat the steps above until no untranslated segments remain.

Finally, check the progress status bar again to confirm completion.

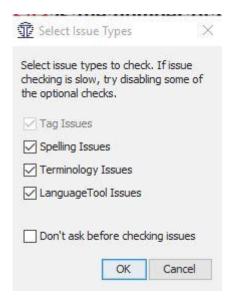
# 8.10.2 Check and fix tags

To ensure that all tags have been inserted correctly:

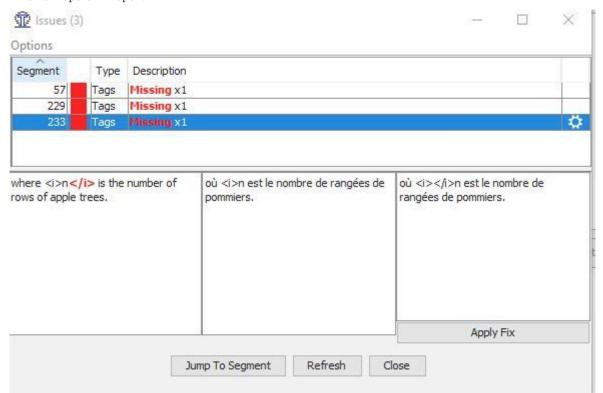
• Go to Tools > Check Issues to open the Issues window.



You may untick the other checks (Spelling, Terminology, LanguageTool) if you want to focus on tags only first.



- Press OK.
- An error report will open.



- Go through the issues one by one. For every issue in the list, do the following:
- Click a row in the list (or click on **Jump to Segment**) to open that segment in the editor
- Fix the tag issue (as explained in the Fixing tag issues section)
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Please do not click on "Apply fix". Fix each issue manually.

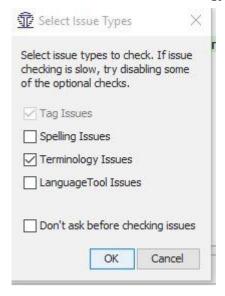


If the source text has tags that you do not use in your language, you can insert them at the end of the segment to avoid having false positives in the error report. That should not have an impact on the translation.

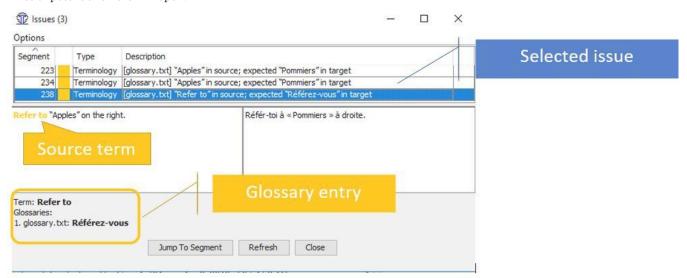
### 8.10.3 Check glossary adherence

You can check whether the translation adheres to the glossary and key terms have been translated consistently throughout:

- Go to Tools > Check Issues
- Make sure the box next to **Terminology Issues** is ticked



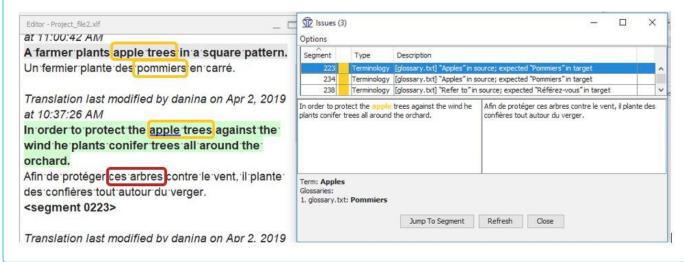
- Press **OK**
- A list of potential errors will open:



- Go through the issues one by one. For every issue in the list, do the following:
- ullet Click a row in the list (or click on Jump to Segment) to open that segment in the editor.
- Correct the error if necessary.
- $\bullet$  Press the  $\bf Refresh$  button to update the list of issues.



Not all flagged issues are errors by default. In some cases, you may get false positives. In the screenshot below, "apple trees" should be translated as "pommiers" as in the first segment. In the second segment (active segment) "apple trees" was rendered as "ces arbres" (backtranslation: these trees) to avoid a repetition that would be disturbing in French. Such deviations from the glossary are intentional, so you would disregard the issue.



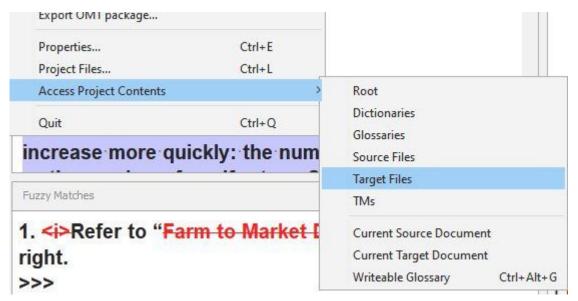
### 8.11 Creating target files

A target file (or translated document) has the same structure as the source file but contains the target text (your translation).

If you need to use the target file directly, you must create it every time you update the translation in the editor.

Press ^ctrl + p (or go to **Project > Create Current Translated Document**) to create the target file you were working on.

To access the file(s), go to  $Project > Access \ Project \ Contents > Target \ Files$  to open your file explorer in the <code>/target folder</code> of the project. The file you were working on should be there.





# 8.12 Delivery

Once you have finished your task in the OmegaT project and have performed the relevant QA checks, you need to deliver the project. The delivery mode will vary depending on whether it's an offline project or a team project.

### 8.12.1 Online / team project (via repository)

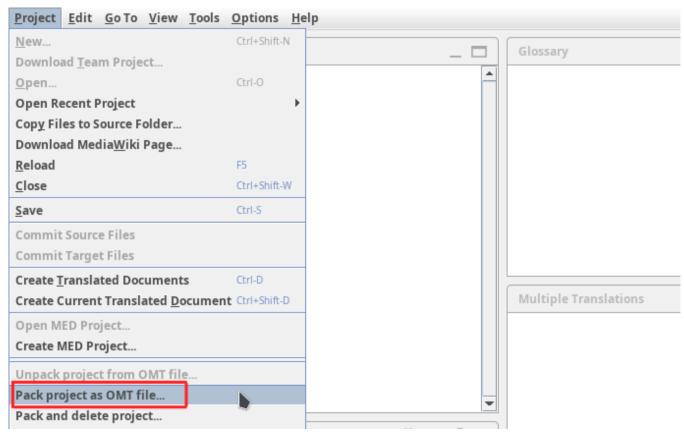
To deliver from a team project:

• Go to **Project > Commit Target Files**.

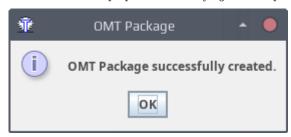
That's it! 😄

### 8.12.2 Offline project (via package)

• Go to Project > Pack project as OMT file...



- $\bullet$  In the window that pops up, select the location where you want to save the OMT package.
- Press Save
- ullet Press OK in the Pop-up window notifying that the package was successfully created.



The folder where exported package is stored will open automatically in your file explorer.

You will recognize the package because it has the extension  $\ .omt$  . That's the file you have to deliver.

Name	_	Size	Туре	Date Modified
PROJECT_EXAMPLE_xx-YY_OMT.omt		35,8 KiB	Zip archive	2023-02-08 20:31:20

# 8.13 OmegaT shortcuts

Here is a table summarizing all functions you need to remember to work in OmegaT. Shortcuts (keyboard combinations) are provided if they are frequently used.

Shortcut	Action	Function
^ Ctrl + L	Project > Project Files	Open the Project Files window
^ Ctrl + J	Go To > Segment Number	Go to the segment thus numbered
^ Ctrl + Space	N/A	Press several times to open Character table
^ Ctrl + U	Go To > Next Untranslated Segment	Go to the next untranslated segment
^ Ctrl + T	Edit > Insert Next Missing Tag	Insert the next missing tag
Enter of		Go to Next Segment
^ Ctrl + I		Insert active fuzzy match or selection of fuzzy match
N/A	Right click > Create Alternative Translation	Mark a segment as alternative translation
^ Ctrl + * Shift + S		Mark a segment as a translation identical to the source
^ Ctrl + (* Shift ) + V	Tools > Check issues	Run the QA checks
^ Ctrl + (* Shift ) + (D)	Project > Create Current Translated Document	Export or generate the target file for the current document
^ Ctrl + D	Project > Create Translated Documents	Export or generate all target files
N/A	Project > Access Project Contents >	Go to the project folders
f Shift + F3		Change capitalization of selected text

# 9. Miscellanea

### 9.1 Miscellanea

This section contains some guides that are not specific for any role or task in particular, but that might be useful or interesting for anyone.

Some guides are addressed only to people with specific responsibilities:

- Bidirectionality (RTL) for RTL languages
- IT security for IT departments
- Autotext entries for productivity users

## 9.2 Security information

OmegaT is the translation tool selected for the language tasks of various projects. cApStAn is responsible for customizing this tool so that it can interact optimally with the XLIFF files that will be prepared for those projects, and to streamline language tasks and reduce support requests.

OmegaT will be installed from a designated installer that will be downloaded from the <a href="http://omegat.org">http://omegat.org</a> website. The customization consists of editing or adding some settings files to the default installation and an executable developed by cApStAn will be provided to users to save them the effort of doing the customization manually. If you prefer to customize manually, that's also possible, just let us know.

The purpose of the present document is to provide information relevant for IT departments who must ensure that any software installed in their organization does not pose any security threads.

### 9.2.1 Updating Windows malware definitions

Before downloading the installation files (OmegaT installer and customization utility), you should update Windows Defender's definitions. On the command prompt as administrator:

- 1. Change directory to C:\Program Files\Windows Defender
- $2. \ Run \ \textit{MpCmdRun.exe -removedefinitions -dynamicsignatures}\\$
- 3. Run MpCmdRun.exe -SignatureUpdate

Source: https://www.microsoft.com/en-us/wdsi/definitions

### 9.2.2 Integrity verification <= UPDATE NEEDED

You can check the integrity of the file to make sure that, after download, you have the same file that is available for download in the repository of OmegaT binaries.

On Windows, you can compute the cryptographic hash values of a binary file with the **File Checksum Integrity Verifier** utility (check this for further information and download the utility).

The correct hashes of the 64-bit installer (OmegaT\_4.1.5\_04\_Beta\_Windows\_64.exe) are:

- SHA1: 9a7560368ca11255c4359c2ed225eb0bd7a7fbe0
- MD5: 8c4dd481b715396979ba6ec5e2d1e9a8

The correct hashes of the 32-bit installer (OmegaT $_4.1.5\_04$ \_Beta\_Windows.exe) are:

- SHA1: 682e38f718ef8736ccb978f45dd13da75184648a
- MD5: 608417d270bc67f153d92e243abd1f96

These values are taken from the official OmegaT download page.

If you obtain the same values, you can be certain that you have the same file as it's available for download and that it's safe to whitelist it.

#### 9.2.3 Java maintenance

OmegaT is developed in Java and needs JRE to run. The OmegaT installers we recommend include the version of JRE that OmegaT needs, and that JRE would be uninstalled when OmegaT is uninstalled. However, in any case, as Java can be a security risk if it's not kept up to date, it's worth maintaining that version of JRE up to date after installed if necessary.

### 9.2.4 Data leakage

OmegaT can check for new versions, get MT results, get glossary matches from TaaS, download MediaWiki links and use them as source files, have remote files on HTTP, Git and SVN servers mapped locally, and then there's SVN/Git team project functionality. We're not using any of those functions in the translation of the PISA/PIAAC materials, which means we won't instruct users to configure or use them.

However, it's always possible that the user unilaterally uses them. If this is a concern for the organization, OmegaT could be made to work in a complete offline manner, namely it could be started with a non-functional proxy, so it won't connect to internet at all (specifying a non-existing proxy server, e.g. 270.270, in the startup parameters in the <code>OmegaT.l4J.ini</code> file). In other words, it's up to the organization and their internal policy to decide how much access to the internet it must be allowed to OmegaT.

### 9.2.5 Open source

In case of any concerns about vulnerabilities in OmegaT against viruses or other malware, the source code is freely available and used to build software packages in several OS distributions. Any Java engineer can inspect the code and conduct any tests to assess its robustness and reliability.

### 9.2.6 Endorsement by big organizations

The European Commission has been promoting the use of open-source software namely within its [R&D programmes]. It is in this context that open source applications like OmegaT are being used in DGT (the European Commission's Directorate-General for Translation), alongside other commercial applications. DGT has been using OmegaT for prototyping since 2012, customizing it and extending it with some useful improvements. This information can be useful to endorse the usage of OmegaT. Source: http://ec.europa.eu/translation/portuguese/magazine/documents/folha54 ot en.pdf

OmegaT is also one of the Translator Partners of Microsoft. Please see https://www.microsoft.com/en-us/translator/business/partners/ DGT and Microsoft can attest the security of OmegaT.

9.3 Training videos		
9.3.1 Accessing a project		

9.3.2 Change font size			

0.3.3 Spell checker	

9.3.4 Navigation through files	

.3.5 Navigation through segments	

.3.6 Autopropagation	

9.3.7 Alternative translations	

9.3.8 Searching in TM	

9.3.10 Handling tags		

9.3.11 QA checks: tags		

9.3.12 Packing for delivery		

# 9.4 OmegaT autotext entries

The **Auto-Completer** allows to insert a special character by typing a shortcut. The table below shows the list of shortcuts available in OmegaT.

Shorcut	Character	Description
\1q	u	upper left double quotation mark (U+201C)
\rq	"	upper right double quotation mark (U+201D)
\lolq	n	lower left (low-9) double quotation mark (U+201E)
<<	«	left-pointing double angle quotation mark (U+00AB)
>>	»	right-pointing duoble angle quotation mark (U+00BB)
\laquo	«	left-pointing double angle quotation mark (U+00AB)
\raquo	»	right-pointing duoble angle quotation mark (U+00BB)
\rsquo	,	right single quotation mark (U+2019)
\apos	,	right single quotation mark (U+2019)
\lsquo	,	left single quotation mark (U+2018)
\x	×	multiplication symbol / vector product
\times	×	multiplication symbol
\nbsp		non-breaking space
\tm	тм	trademark symbol
\reg	®	registered (U+00AE)
(tm)	тм	trademark symbol
\sup0	0	superscript 0 (U+2070)
\sup1	1	superscript 1 (U+00B9)
\sup2	2	superscript 2 (U+00B2)
\sup3	3	superscript 3 (U+00B3)
\sup4	4	superscript 4 (U+2074)
\sup5	5	superscript 5 (U+2075)
\sup6	6	superscript 6 (U+2076)
\sup7	7	superscript 7 (U+2077)
\sup8	8	superscript 8 (U+2078)
\sup9	9	superscript 9 (U+2079)
\supi	i	superscript i (U+2071)
\supn	n	superscript n (U+207F)
\sup(	(	superscript left parenthesis (U+207D)
\sup)	)	superscript right parenthesis (U+207E)
\lrm		LRM (U+200E)
\rlm		RLM (U+200F)
\minus	_	n-dash (U+2013)
\ndash	-	n-dash (U+2013)
\mdash	_	m-dash (U+2014)

Shorcut	Character	Description
\pi	п	mathematical pi letter
\thinspace		thin space
\ellipsis		horizontal ellipsis
\divided	÷	division
\middot		$interpunct/interpoint/middle\ dot/middot/centered\ dot\ (multiplication\ /\ scalar\ product)$
\interpunct		$interpunct/interpoint/middle\ dot/middot/centered\ dot\ (multiplication\ /\ scalar\ product)$
\bullet		bullet operator (U+2219)
\pm	±	plus or minus
\le	≤	less than or equal to
\ge	≥	greater than or equal to
\ne	≠	does not equal
\approx	≈	approximately equal to
\emptyset	Ø	empty set
\sqrt	V	square root (U+221A)
\deg	0	degree
\infty	∞	infinity
\copyright	©	copyright symbol
\smalle	е	modifier letter small e (U+1D49)
\Omegat	Ω	Greek capital letter omega / Ohm
\pound	£	pound currency
\euro	€	euro currency
\cent	¢	cent (U+00A2)
\yen	¥	yen (U+00A5)
\ordf	<u>a</u>	feminine ordinal indicator (U+00AA)
\ordm	ō	masculine ordinal indicator (U+00BA)
\shy		soft hyphen (U+00AD)
\micro	μ	micro (U+00B5)
\not	٦	not sign (U+00AC)
\frac12	1/2	vulgar fraction 1/2 / half
\frac13	1/3	vulgar fraction 1/3 / third
\frac23	2/3	vulgar fraction 2/3
\frac14	1/4	vulgar fraction 1/4 / quarter
\frac34	3/4	vulgar fraction 3/4
\frac15	1/5	vulgar fraction 1/5 / fifth

Shorcut	Character	Description
\frac25	2/5	vulgar fraction 2/5
\frac35	3/5	vulgar fraction 3/5
\frac45	4/5	vulgar fraction 4/5
\frac16	1/6	vulgar fraction 1/6
\frac56	5/6	vulgar fraction 5/6
\frac17	1/7	vulgar fraction 1/7
\frac18	1/8	vulgar fraction 1/8
\frac38	3/8	vulgar fraction 3/8
\frac58	5/8	vulgar fraction 5/8
\frac78	7/8	vulgar fraction 7/8
\frac19	1/9	vulgar fraction 1/9
\frac110	1/10	vulgar fraction 1/10
\fracslash	/	fraction slash (E+2044 $_{\rm s}$ )
\9	٩	nan
\8	٨	nan
\7	٧	nan
\6	٦	nan
\5	٥	nan
\4	٤	nan
\3	٣	nan
\2	۲	nan
\1	1	nan
\0	•	nan
\ar_percent	7.	commercial minus sign (U+2052)
\nbhy	-	non-breaking hyphen
\ordrd	rd	rd ordinal superscript
\ordnd	nd	nd ordinal superscript
\ordst	st	st ordinal superscript
\ordth	th	th ordinal superscript
\mathx	Χ	Mathematical italic small x
\orde	е	superscript small e (for ordinals in French)
\supe	е	superscript small e (for ordinals in French)
\ordde	de	superscript small de (for 2nd ordinal in French)
\supde	de	superscript small de (for 2nd ordinal in French)
\sup-	-	superscript minus sign (U+207B)

Shorcut	Character	Description
\sup+	+	superscript plus sign (U+207A)
\sub0	0	subscript 0 (U+2080)
\sub1	1	subscript 1 (U+2081)
\sub2	2	subscript 2 (U+2082)
\sub3	3	subscript 3 (U+2083)
\sub4	4	subscript 4 (U+2084)
\sub5	5	subscript 5 (U+2085)
\sub6	6	subscript 6 (U+2086)
\sub7	7	subscript 7 (U+2087)
\sub8	8	subscript 8 (U+2088)
\sub9	9	subscript 9 (U+2089)
\subs	s	subscript s (U+209B)

The list above can also be checked in Options > Preferences > Auto-Completion > Autotext.

# 9.5 Keyboard shortcuts

# 9.6 OmegaT shortcuts

Here is a table summarizing all functions you need to remember to work in OmegaT. Shortcuts (keyboard combinations) are provided if they are frequently used.

Shortcut	Action	Function
^ Ctrl + L	Project > Project Files	Open the Project Files window
^ Ctrl + J	Go To > Segment Number	Go to the segment thus numbered
^ Ctrl + Space	N/A	Press several times to open Character table
^ Ctrl + U	Go To > Next Untranslated Segment	Go to the next untranslated segment
^ Ctrl + T	Edit > Insert Next Missing Tag	Insert the next missing tag
Enter 🕪		Go to Next Segment
^ Ctrl + I		Insert active fuzzy match or selection of fuzzy match
N/A	Right click > Create Alternative Translation	Mark a segment as alternative translation
^ Ctrl)+ * shift + S		Mark a segment as a translation identical to the source
^ Ctrl + (* Shift ) + V	Tools > Check issues	Run the QA checks
^ Ctrl + 0 Shift + D	Project > Create Current Translated Document	Export or generate the target file for the current document
^ Ctrl + D	Project > Create Translated Documents	Export or generate all target files
N/A	Project > Access Project Contents >	Go to the project folders
f Shift + F3		Change capitalization of selected text

# 9.7 Bidirectionality

#### 9.7.1 Text direction and text alignment

By default, text direction in the translation editor is left to right (LTR) and text is aligned to the left. That applies to text in any language except languages written in a right-to-left (RTL) script, like Arabic, Hebrew, Syriac, etc., in which case the segment flows from right to left (RTL) and is aligned to the right.

Global text **direction** and **alignment** of source and target segments is determined by the source and target languages, respectively, indicated in the project settings. Depending on the language, segments are aligned either to the left or to the right. On the other hand, while text direction at the segment level is determined by the project settings, text direction might change inside the segment depending on the script used. For example, English text in a LTR segment will flow left to right but a quotation in Arabic in that same segment will flow right to left.

Since OmegaT users are only responsible for producing the translation, let's focus on what happens in target segments. Everything that follows applies to source segments too, with the difference that they are not directly editable in the translation editor in OmegaT.

#### 9.7.2 Bidirectionality mode

The bidirectionality mode activates either when at least one of the two languages in the project uses a RTL script or when some text in a RTL is inserted. When the bidirectionality mode is activated, text direction is indicated by a flag on the top of the cursor. In the image below, notice how by default the cursor flag points left in a RTL segment but it may point left or right depending on the previous character:

#### Cursor flag

In text written in an LTR script, text flows from left to right, which means that the cursor flag points right and every character typed in LTR script always appears to the right of the previous one. That is always the case for the whole LTR segment unless it contains some fragment in an RTL script, in which case the rules for RTL text apply within that fragment.

## 9.7.3 Strong and weak directionality

In text written in an RTL script, text flows from right to left or left to right depending on the characters typed. Alphabetic characters have a RTL directionality: after each alphabetical character, the cursor flag points left, which means that if a new character is inserted, it will appear to the left of the cursor. On the other hand, numeric characters have a LTR directionality: after each number, the cursor flag points right, which means that if a new number is inserted, it will appear to the right of the cursor. Strings in LTR script will behave like numbers.

Letters and numbers have a strong directionality, which means that they always flow in the same direction: letters in RTL script flow from right to left, letters in LTR flow from left to right, and numbers in any script always flow from left to right too. However, other characters like punctuation symbols do not have an intrinsic directionality of their own and will inherit the directionality of the segment (hence called of weak or neutral directionality): one same character (e.g. +, as in the image above) will flow right to left in a RTL segment, whereas it will flow left to right in a LTR segment.

### 9.7.4 Orientation

Some characters, such as quotation marks, are purely bidirectional and may also have a different orientation depending on the directionality of the segment. For example, the opening double angle quotation mark (Unicode U+00AB) points left when used in a LTR segment, but the same character points right when used in a RTL segment. In the image below, an autotext entry is used to insert that character in an LTR segment:

#### LTR orientation

In the image below, in turn, the same autotext entry is used to insert the same character in a LTR segment:

#### RTL orientation

The same thing would happen with any other double characters with neutral directionality, such as parenthesis, square brackets, curly brackets, etc. The opening character will point left or right depending on the directionality of the text stretch where it is inserted.

#### 9.7.5 Bidirectionality control characters

Often the default behaviour described above is fine, but when you're mixing RTL text and LTR text or using special characters with weak directionality in RTL, you might need to use Unicode bidirectionality control characters (or bidi characters for short) to achieve the expected directionality. Bidi control characters can be found in the menu **Edit > Insert Unicode Control**Characters and may be used to:

- 1. insert an invisible character with a certain strong directionality to force a specific position for a character with weak directionality
- 2. create an embedding which works as a sort of protective environment within which text can flow in the opposite direction of the segment.

These control characters are invisible, nothing is display or printed, but they change directionality. If you want to see where these characters are inserted, you can activate option **View > Mark Bidirectional Algorithm Control Characters**.

#### Marks

Let's see a few examples. Some expressions and brand names combine symbols with letters, e.g. Yahoo!, C++, C#, Hola!, Chips Ahoy!, etc. If you must write, say, "C++" in Arabic, you will notice that by default the + characters will appear to the left of the letter C:

Wrong position of characters with weak directionalty

That is obviously incorrect. To force the correct position of the ++ characters, type C, then ++, then insert a left-to-right mark (or LRM for short) at the end. The ++ part will then be surrounded by two characters with strong LTR directionality (namely, the letter C and the LRM) and therefore will inherit the directionality of those characters and flow left to right instead of inheriting the directionality of the segment and flow right to left. See that in action in the following image:

Tweak directionality of weak characters with LRM

You might be tempted to type characters in reverse order: first ++, then C. Even though that might look good, that is logically wrong and could bring about issues when the text is further processed later or subjected to different uses. For example, if you type ++C in Arabic, even if it looks visually correct in the translation editor, it will not appear in search results when a user looks for "C++" in the Arabic document. Let alone the fact that often, if the expression is a bit complex, you'll struggle with trial and error until you obtain something that (only) looks as expected (although underneath it is wrong). Don't try to fake the looks.

LRM and RLM (marks) characters are enough when you must change the directionality and position of one character only at the end or beginning of one homogeneous chunk of text. However, when the expression that must flow in the opposite direction contains several parts separated by spaces, or contains non-alphanumeric characters as well as alphanumeric characters, it's often better to use RTL or LTR embeddings.

#### **Embeddings**

The behaviour of embeddings is a bit different from that of marks. For starters, two characters must be inserted: one to start the embedding and another one to pop out of it. For example, to create a LTR embedding in an RTL segment, you would insert a left-to-right embedding (LRE) character, then the LTR text, then the pop directional formatting (PDF) character. Likewise, to create a RTL embedding in an LTR segment, you would insert a right-to-left embedding (RLE) character, then the RTL text, then the PDF character.

Let's see an example. Equations, formulas and mathematical notation in general are expressions that must normally run left-to-right in bidirectional languages like Arabic or Hebrew, just like in English. Simply typing or copy-pasting an equation in Arabic will not produce the correct result, as can be seen in the image below:

What happens with embeddings

Instead, you should proceed in this way to create a LTR embedding:

- 1. insert the LRE character,
- 2. then type or insert the equation,
- 3. finally insert the PDF character.

See that in action:

How to create a LTR embedding

Notice how the red square rim appears around the LTR embedding right after inserting the PDF character, when the option Mark Bidirectional Algorithm Control Characters is activated in the View menu.

# 9.8 Fonts

# 9.8.1 Installing suplemental fonts

ON WINDOWS 10

If your language has special requirements (such as a double-byte writing system for some Asian languages, etc.), please follow these steps (where LANGUAGE would be your language):

Go to Windows Settings > Apps > Optional Features > + Add a feature > LANGUAGE Suplemental Fonts. The install that package and then restart OmegaT.

# 9.8.2 Recommended fonts in OmegaT

Language	Fonts	Comment
Korean	UnDotum, Malgun Gothic	
Chinese	NSimSun	Source Han Sans or Source Han Serif (untested!)
Amharic, Tigrinya	Ebrima	
Thai	Leelawadee UI	
Japanese	Meiryo, NSimSun	
Khmer	Khmer UI	

# 9.9 FAQ

# 9.9.1 Can I export the contents of the OmegaT Project in Excel?

Yes. To export the contents of the OmegaT project in Excel, go to Tools > Write Project to Excel.

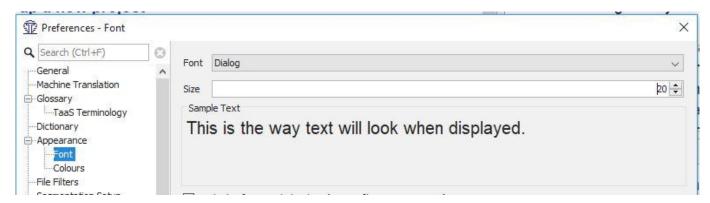
To access the exported Excel, go to **Project > Access Project Contents > Root**. The Excel will be found in the **script\_output** folder.

# Marning

Please remember that the Excel file cannot be reimported in OmegaT. Any change you make in the Excel needs to be reflected in the OmegaT project.

## 9.9.2 The text is too small. Can I change the font size in OmegaT?

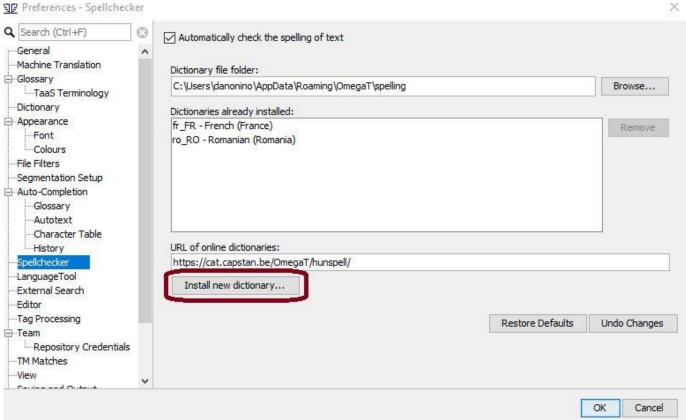
To change the font size go to **Options > Preferences > Font**. Increase the font size to one you find suitable. This has not impact on the actual font size in the target files. It only changes the display in OmegaT.



## 9.9.3 How do I install the spellchecker files?

A spellchecker is available in OmegaT. Go to **Options > Preferences > Spellchecker**. Click on **Install new dictionary** and choose the spellchecker for your language.





You should see the URL [https://cat.capstan.be/OmegaT/hunspell/](https://cat.capstan.be/OmegaT/hunspell/).

A list of languages will open. Select the appropriate language for your country and press OK (e.g. es\_AR - Spanish (Argentina) if your language is Spanish and your country is Argentina). Press the **Install** button. You can close the remaining pop up window. The spellchecker is now installed.

#### 9.9.4 There is no spellchecker for my language. What should I do?

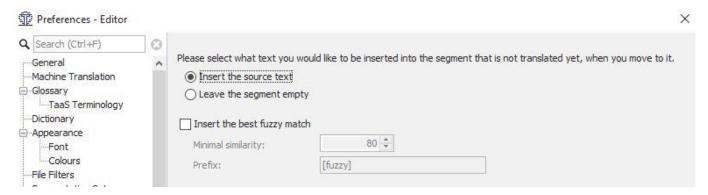
If you cannot find your language in the list when you go to **Options>Preferences>Spellchecker.** and then clicking on **Install new dictionary**, please contact the helpdesk and our team will try to find a spellchecker for you. Please note that we may not be able to find a spellchecker for all languages.

#### 9.9.5 What should I do if I don't have the Import OMT Package feature within the Project menu?

If you do not see the **Import OMT Package** option in the Project menu, please download and run the customizer again: . If you still cannot see the **Import OMT Package** option, please contact the Helpdesk.

9.9.6 When I translate, I like to overwrite the source text with the target. Can I insert the source text in the target segment automatically and then start translating?

The answer is yes. To do so, go to Options>Editor in OmegaT. Then tick the option "Insert the source text" and press OK.

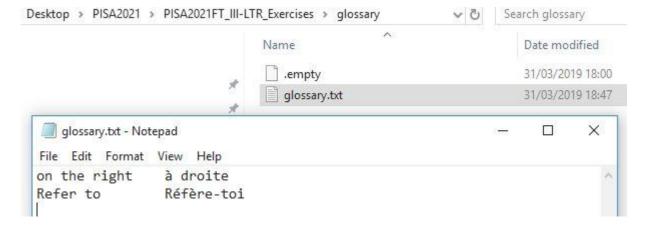


In OmegaT, when you navigate from one segment to another, the source text will be automatically inserted each time.

# 9.9.7 I made a mistake in a term I added to the glossary. Can I correct it?

The answer is yes. To access the glossary, go to Project>Access Project contents>Glossaries

The Glossaries folder will open. It context a .txt file named "glossary.txt". Double click on it to open it in your text editor.



Correct any term that contains an error and Save the file.

## 9.9.8 As an NPM, how can I send the files to my translation team?

Please **do NOT** send them by e-mail. You should find a password protected, secure channel (e.g. Google Drive or Dropbox is at least accepted for PIAAC as long as the folders are password protected and the users need to insert a password when connecting, it's ok).

#### 9.9.9 Do we have access to the translation memories from the previous cycle if we already took part in the project?

The answer is yes. You can access it in two different ways:

- from OmegaT: the translation memory per domain from the previous cycle is included as reference in the OmegaT packages.
- from which contains translations from all previous cycles of the project for your language.

## 9.9.10 Is it possible to access MemoryLn with a translator account?

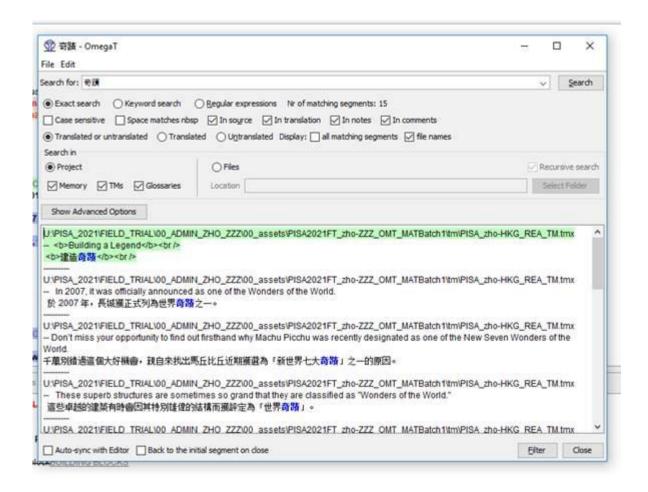
The answer is yes. MemoryLn can be accessed by logging in to the portal. If you have portal credentials you can access MemoryLn for your language by default, independently of the role you have in the project.

#### 9.9.11 Can I export the XLIFFs and work in Trados or another CAT tool?

The answer is no. OmegaT was specifically customized to edit the files you are working on. Such a customization is not possible in Trados or memoQ. Removing the files from the OMT package and translating them separately may damage the files and render them unusable on the portal.

#### 9.9.12 In omegaT is it possible to search for translation by the target? Or it's only possible by source?

The answer is yes. Press ^ctrl + F on your keyboard (without selecting anything in the source segment). The search window opens. Type the text in your language you are searching for and press the\*\* Search\*\* button.



## 9.9.13 When I reconcile I only see suggestions from translator 1 for certain segments. Is it normal?

The answer is yes. When you only see 1 suggestion in the fuzzy matches pane, it means the two translators have proposed the exact same translation. Next to the fuzzy match from translator 1 you will also notice it is written +1 more.

# 9.9.14 Why is my OMT package rejected in the portal and how I can fix it?

It is required that all segments are translated at the end of both translation and reconciliation tasks. To ensure this is the case, uploaded projects are checked for completion in every workflow step when you try to finish the task. If it is detected that some segments are not translated in the project, it is not possible to finish the task.

How do you know whether all segments are translated in your project? You can go to **Tools > Statistics** to obtain a report of the project statistics. If the "Remaining" or "Unique remaining" rows do not show "0", that means that some segments are not translated. Also, if you press shortcut \( ^ Ctrl \) + \( U \), OmegaT will open the next untranslated segment.

How can you fix this? You guessed it! Translate all remaining segments, then export the OMT package again, upload it again and then try to finis the task again.

# 9.10 Tips and tricks

## 9.10.1 File organization

File organization on your end is very important for the successful execution of your work. Here come some recommendations for a tidy organization.

- 1. Designate a working folder for the project in your machine, and use that same location for all related tasks. We would suggest a location at a very high level in the folder structure in your computer, e.g.
- On Windows: C:\Work\CLIENT\PROJECT or C:\Users\USER\Work\CLIENT\PROJECT
- On Mac/Linux: /Users/USER/Work/CLIENT/PROJECT
- 2. Inside the PROJECT's working folder above, create the following folder structure (or something similar that fits your purposes):

```
|--- 00_Admin
|--- 01_Instructions
|--- 02_Tasks
|--- 03_Whatever
```

Create your OmegaT project folders inside, say, C:\Users\Manolo\Work\cApstAn\Globex\02\_Tasks. The final path to the OmegaT project folder should look like C:\Users\USER\Work\CLIENT\PROJECT\02\_Tasks\OMT-PROJ-DIR, where OMT-PROJ-DIR is (the name of) your local OmegaT project folder.

#### 9.10.2 How to copy-paste a URL

- 1. Select the URL:
- To select the URL, click right before the first character of the URL and drag your mouse up to the end of the URL.
- 2. Copy the URL:
- When the whole URL is highlighted (which means that it's selected), press ^ ctrl + c in your keyboard.
- Alternatively, you may right-click the highlighted text and select **Copy** in the contextual menu that will appear.

# https://github.com/capstanlqc/project\_task\_fr-ZZ\_omt.git $\,$

- When you copy text, it'll be stored in your clipboard.
- 3. Paste the URL:
- Go to the location where you want to paste the URL and press \(^\colon \text{ctrl}\) + \(^\mu\) to insert it there.

# 9.11 About

# 9.11.1 OmegaT

team

# 9.11.2 cApStAn

bar

# 9.11.3 cApStAn tech team

baz

# 10. Exercises

# 10.1 OmegaT exercises - Getting started

# 10.1.1 Getting your project

# For countries (NOT READY YET):

- $1.\ Download\ project\ package\ project\_task\_fr\text{-}ZZ\_offline\_omt.omt.$
- 2. Unpack that project.

# Reminder

How to unpack an offline project.

# 10.2 01. Navigation

#### 10.2.1 Exercise 01.1

1. Press ^ ctrl + J and enter 1 to go to segment #1.

Source text reads Welcome to this survey!

2. Press Enter (a) to move to the next segment.

You are now in segment #2.

3. Press  $^{\circ}$  ctrl  $^{\circ}$  to move to the next untranslated segment.

You are now in segment #3.

4. Press Enter (a) twice in a row to go forward 2 segments.

You end up in segment #5.

5. Press  $^{\text{ctrl}}$  +  $^{\text{Enter}}$  twice in a row to go backwards 2 segments.

You are now in segment #3.

6. Press ^ctrl + U once to go to the next untranslated segment.

You end up in segment #5 again.

7. Notice that you have jumped segment #4, which is already translated (in pink).



Press ^ ctrl + U when you're translating.

Press [Enter of when you're reviewing a translation.

#### 10.2.2 Exercise 01.2

1. Press ^ ctrl + J and enter number 25 to go to segment #25.

Source text reads: Generally speaking, please tell me <g1>how satisfied</g1> you are with public transport where you live.

2. Press ^ctrl + U to jump to the next untranslated segment.

You are now on segment #30.

3. Press Enter (a) to move the next segment.

You are now on segment #31.

4. Oops, you haven't translated segment #30. Press ^ Ctrl + Enter d to go back to it.

You are now on segment #30 again.

5. Scroll down until you see another untranslated segment in that file.

Source text reads:

Generally speaking, please tell me <g1>how satisfied</g1> you are with schools and other educational facilities where you live.

6. Double click on that segment.

You are now on segment #53.

7. Press keyboard shortcut  $\hat{\ } \text{ctrl} + J$  and enter number 1 to go to segment number #1.



The active segment always has a green background.



In this exercise you have practiced several ways to activate a segment:

- Enter of opens the next segment
- [^ Ctrl] + [Enter of ] opens the previous segment
- ^ctrl + U opens the next untranslated segment
- ullet (plus the segment numberj) opens a specific segment

## 10.3 02. Matches

@TODO: add link to the part of the guide about matches

#### 10.3.1 Exercise 02.1: translate from scratch

1. Press ^ Ctrl + J and enter 1 to go to segment #1.

Source text reads Welcome to this survey!

2. Translate segment #1.

Suggested translation: Bienvenue à cette enquète !

3. Press Enter (a) to go to the next segment.

## 10.3.2 Exercise 02.2: pretranslated and locked

You're now in segment #2.

- 1. Notice how this segment is pretranslated.
- 2. Notice that it has an orange background. That means that this is an enforced translation.

In other words, the translation is not editable.

- 3. Make some edits to modify the translation.
- 4. Press F5 to reload the project.
- 5. Notice how your edits are now gone.
- 6. Press  $^{\circ}$  ctrl  $^{\circ}$  +  $^{\circ}$  to go to the next untranslated segment.

That should take you to segment #3.

## 10.3.3 Exercise 02.3: insert match and update it

You're now in segment #3.

- 1. Notice that there's a fuzzy match you can use.
- 2. Press ^ ctrl + I to insert it.
- 3. Looking at the match in the **Matches** pane, notice the difference between the new source text and the source text in "tracked changes".
- 4. Update the inserted translation so that it corresponds to the source text you're translating.

Tip: Replace sanitaire with économique.

5. Press ^ctrl + U to go to the next untranslated segment.

That should take you to segment #5.

## 10.3.4 Exercise 02.4: insert match and update it

1. Notice how pressing ^ctrl + U has jumped over segment #4, which was already translated.

You're in segment #5.

2. There is a 50% match that you could use. Press ^ctrl + I to insert it.

3. Now update the translation so that it corresponds to the source text.
Tip: delete Très and change the case of the first letter.
Expected result: Bon
4. Press ^ctrl + U to go to the next untranslated segment.
That should take you to segment #6.
10.3.5 Exercise 02.5: insert exact match
You're in segment #6.
1. Notice that there's an exact match which you can use as is. Your lucky day!
2. Press ^ctrl + I to insert it.
There's nothing else to do this time:)
3. Press ^ctrl + U to go to the next untranslated segment.
That should take you to segment #7.
10.3.6 Exercise 02.6: select text and insert
You're in segment #7.
1. Notice that there are two 50% matches that you could use.
2. See what is the part that can be used in the first match.
3. Press ^ctrl + 2 to select the second match.
4. See what is the part that can be used in the second match.
5. Press <u>^ctrl</u> + <u>1</u> to select the first match again.
Alternate between ^ctrl + 1 and ^ctrl + 2 to highlight the differences in each match.
6. With your mouse, select Très in match #1.
The translation of "very" in the first match is something you can use.
7. Press <u>^ctrl</u> + I to insert your selection.
8. With your mouse, select mauvais in match #2.
You can also use the translation of "bad" in the second match.
9. Press <u>^ctrl</u> + I to insert your selection.
Expected result: très mauvais
10. Press ^ctrl + U to go to the next untranslated segment.
That should take you to segment #8.
10.3.7 Exercise 02.7: select a match and insert it
You're now in segment #8.
1. Notice how the first match is not so convenient as the second match.

- 313/326 -

2. Press  $^ctr1$  + 2 to select match #2. 3. Press  $^ctr1$  + I to insert match #2.

## 10.3.8 Exercise 02.8: pretranslated and editable

You're still in segment #8.

- 1. Notice how segments #9 and #10 are pretranslated.
- 2. Notice that they have a pink background. That means that they can be edited.
- 3. Press ^ctrl + U to go to the next untranslated segment.

#### 10.3.9 Exercise 02.9: almost identical match

You're in segment #11.

1. Notice how pressing  $^{\circ}$  ctrl  $^{\circ}$  +  $^{\circ}$  has jumped over the two pretranslated segments.

Source text reads Welcome to this survey.

2. Notice how this segment is almost identical to the first segment you translated.

The only difference is in the final punctuation.

- 3. Press  $^{\text{ctrl}} + \text{I}$  to insert the match.
- 4. Update the translation now.

Replace the exclamation mark! with a full stop.

5. Press ^ctrl + U to go to the next untranslated segment.

That should take you to segment #12.

# 10.3.10 Exercise 02.10: insert match and update it

Ok, the last one if you have time :)

You're now in segment #12.

- 1. Notice that there's a fuzzy match you can use.
- 2. Press  $^{\text{ctrl}} + ^{\text{I}}$  to insert it.
- 3. Looking at the match in the **Matches** pane, notice the difference between the new source text and the source text in "tracked changes".
- 4. Update the inserted translation so that it corresponds to the source text you're translating.

Tip: Replace financière with économique

Well done!

## 10.4 03. Reconciliation

This section includes some bonus exercises specifically addressed to reconcilers.

You may skip this section if you're not going to reconcile.

#### 10.4.1 Getting started

Here's a UI preference that may be useful for you when you reconcile.

- 1. In OmegaT, go to **Options > Preferences > TM Matches**.
- 2. Change value of setting "Minimal threshold to show a fuzzy match" to 100

With that setting, the Matches pane will show you only the translations you need to reconcile.

Please remember to restore the default value when you're not reconciling.

### 10.4.2 Exercise 04.01: inserting one match

1. Go to segment #57 and read it. Here comes a story for you.

Source text reads Once upon a time there was a reconciler who worked in OmegaT.

- 2. You have one exact match. Press ^ ctrl + I to insert it.
- 3. Easy start. Now press ^ctrl + U to move to the next unreconciled segment.
- 4. Read segment #58.
- 5. You have one exact match. Press ^ ctrl + I to translate the segment with that match.
- 6. Still easy. Press ^ ctrl + U to move to the next unreconciled segment.



You only see one match if "translation 1" and "translation 2" are identical.

#### 10.4.3 Exercise 04.02: selecting the match

You're now on segment #59.

- 1. Read segment #59.
- 2. Notice that now you can see two matches because "translation 1" and "translation 2" are different now.
- 3. You want to use the first translation (selected by default). Press  $^{\circ}$  ctrl  $^{+}$  I to insert match #1.

Translation reads Parfois, l'une des deux traductions était bonne, et l'autre était mauvaise, donc le choix était clair.

4. Press ^ ctrl + U to move to the next unreconciled segment.

You're now on segment #60. 11. Read segment #60. 11. Here you want to use the second translation. Press ^ctrl + 2 to select match #2. 12. Press ^ctrl + I to insert it.

Translation reads

D'autres fois, la première traduction était mauvaise, mais la seconde était bonne, donc le choix était également clair.

5. Press ^ ctrl + U to move to the next unreconciled segment.

## 10.4.4 Exersise 04.03: editing the inserted translation

You're now on segment #61.

- 1. Read segment #61.
- 2. Press ^ctrl + I to insert the exiting match.
- 3. Edit the translation to make it a good translation.

Tip: Remove the excessive SSs in parfoisSSs.

4. Press ^ctrl + U to move to the next unreconciled segment.

## 10.4.5 Exercise 04.03: assembling fragments

You are in segment #62.

- 1. In match #1, select Et encore d'autres fois, la première traduction avait une partie qui était bonne,
- 2. Press ^ ctrl + I to insert the text you have selected.
- 3. In match #2, select

, mais l'autre partie était meilleure dans la deuxième traduction, ou vice versa, donc il fallait les combiner les combiner.

4. Press ^ctrl + I to insert the text you have selected now.

Expected result: Et encore d'autres fois, la première traduction avait une partie qui était bonne, mais l'autre partie était meilleure dans la deuxième traduction, ou vice versa, donc il fallait les combiner les combiner.

You have combined two parts of two translations to create one single reconciled version. Congrats!

## 10.4.6 Finally

Please remember to restore the default threshold to show matches:

- 1. In OmegaT, go to **Options** > **Preferences** > **TM Matches**.
- 2. Change value of setting "Minimal threshold to show a fuzzy match" to 50.

# 10.5 04. Tags



Tags.

#### 10.5.1 Exercise 04.1: insert paired tags

1. Press  $^{\text{ctrl}}$  +  $^{\text{J}}$  and enter 40 to go to segment #40, which is untranslated.

Source text reads: Click <g1>Play</g1> to see it in action.

- 2. Notice the two tags in the segment.
- 3. With your mouse, hover over the two tags and notice how the two tags are paired.

The first tag stands for <strong> and the second tag stands for </strong>.

4. Translate segment #40.

Suggested translation: Cliquez sur Jouer pour voir ça en action.

5. Select the part of the translation that corresponds to "Play"

Tip: you should select Jouer

- 6. Press ^ ctrl + Space to open the auto-completer.
- 7. Press ^ctrl + Space several times to cycle through all the sections in the auto-completer. Stop when you reach the "Missing tags" section.
- 8. The first option (i.e. <g1>|</g1>) is selected by default. Press Enter ( ) to insert tag pair.
- 9. Notice how the two paired tags are inserted around the selected text in the translation.

Expected result: Cliquez sur <g1>Jouer</g1> pour le voir en action.

Well done!

# 10.5.2 Exercise 04.2: see what tags stand for

1. Go to segment #41.

Source text reads if <x1/> sensor detects black

- 2. Notice how the segment contains one standalone tag.
- 3. Hover over the tag to see what the tag stands for.

The tooltip should show {{ sensor\_type }}

- 4. Go to the next segment, #42.
- 5. Notice how this segment has two standalone tags, not two paired tags!
- 6. Check what the two tags stand for.

The tooltips should show {{ object1 }} and {{ object2 }}



The difference between two standalone tags and two paired tags is very important.

#### 10.5.3 Exercise 04.3: insert standalone tags

- 1. Go to segment #43.
- 2. Notice that the tag is missing in the translation.
- 3. Place the mouse cursor in the position where you would like to insert the tag.

Tip: right at the end of the translation

- 4. Press ^ ctrl + Space to launch the auto-completer and insert the tag.
- 5. Go to segment #44.
- 6. Notice how the tag is also missing in this translation.
- 7. Place the mouse cursor in the position where you would like to insert the tag.

Tip: click between tourner à droite jusqu'à ce que and le capteur détecte le noir

8. Use the auto-completer to insert the missing tag.

## 10.5.4 Exercise 04.4: insert standalone tag as you translate

- 1. Go to segment #45.
- 2. To translate the segment and insert the tag, proceed in this way:
- 3. Translate "repeat"

Suggested translation of the first part: répéter

4. Use the auto-completer to insert the missing tag

Remember the shortcut to launch the auto-completer is ^ ctrl + Space

5. Translate "times"

Suggested translation of the second part: fois

You have inserted the tag as you made progress through the translation.

## 10.5.5 Exercise 04.5: trigger the tag tooltip

1. Press ^ ctrl + J and enter 48 to go to segment #48.

 $Source\ text\ reads:\ The\ translator\ had\ to\ pay\ attention\ to\ formatting\ such\ as\ <g1>bold</g1>,\ <g2>italics</g2>,\ <g3>underline</g3>.$ 

2. Hover over the tags with your mouse to display a toltip that shows the line code the tags stand for.

Tip: the tooltip should display HTML tags <strong>, <em>, <span class="underline"> etc.

# 10.5.6 Exercise 04.6: insert more tags

- 1. Still in segment #48, notice how most tags are missing in the translation.
- 2. Select the part of the translation that corresponds to "bold"

Tip: le gras

3. Press ^ctrl + Space to open the "Missing tags" section in the auto-completer.

The first line (i.e. <g1></g1>) is selected by default.

- 4. Press Enter at to insert the tag pair that appears in the first line of the auto-completer.
- 5. Notice how the tags have been inserted around the selected text

Results should be <g1>le gras</g1>

6. Do the same for the translation of "italics"

Results should be <g2>1'italique</g2>

- 7. Notice how you cannot insert a tag pair around the translation of "underline" because closing tag </g3> is already inserted.
- 8. Place the mouse cursor in the position where you would like to insert the tag that is paired with </g3>.
- 9. Use the auto-completer ( $^{\circ}$ Ctrl $_{+}$ Space $_{+}$ ) to insert tag <g3>.

Results should be <g3>le soulignement</g3>

Well done!

# 10.6 05 Repetitions

## 10.6.1 Exercise 05.1: recognize repeated segments

1. Press ^ctrl + J and enter 13 to go to segment #13.

Source text reads: Pretty good

2. Notice how the segment marker says that this segment is repeated three more times.

<segment 0013 +1 more  $\P$ >.

- 3. Look at the Segment Properties pane. It says "Is duplicate: FIRST"
- 4. Right click on the segment. See how all the instances are listed and identified by their segment number.
- 5. Select Segment 6 on the list to go to segment #16.
- 6. Look at the **Segment Properties** pane for segment #16. It says "Is duplicate: NEXT"
- 7. Right click on segment #16 to see instances listed again, go back to segment #13 again.

# 10.6.2 Exercise 05.2: auto-propagate translations

- 1. Go to segment #12.
- 2. Translate segment #12.

You can insert the match ( ^ ctrl + I ) and update it (replace financière with économique)

- 3. Notice how "situation économique" is grammatically feminine in French.
- 4. Go to segment #13 and translate it. Suggested translation: Plutôt bonNE

The -NE ending is the feminine suffix, because "Good" here refers to "economic situation", which is feminine in French

- 5. Press Enter and after translating segment #13 to go to segment #14.
- 6. Notice how the translation is auto-propagated to segment #16.
- 7. Translate segment #14. Suggested translation: Plutôt mauvaisE

The -E ending is the feminine suffix, because "Bad" here refers to "economic situation", which is feminine in French

- 8. Press Enter and after translating segment #14 to confirm the translation of segment #14 and go to the next segment.
- 9. Notice how the translation is auto-propagated to segment #17.

#### 10.6.3 Exercise 05.3: auto-propagate edits in translations

- 1. Go to segment #16 in the project. You can see that it is translated with your auto-propagated translation.
- 2. Modify the translation (append "xx") in segment #16 and press ^ctrl + s to save the translation.
- 3. Notice how the translation of segment #13 also changes.
- 4. Do the same in segment #17 and see how changes auto-propagate to segment #14.



Shortcut ^ctrl + s saves the translation. You can also save in **Project > Save**, but using the mouse takes longer;)

# 10.7 06. Alternative repetitions

In the previous section you saw that translations of repeated segments (or edits in those translations) auto-propagate to all intances of that repeated segment when you save them (or leave the segment).

That is convenient in many cases, but not always. Sometimes you'll have to prevent auto-propagation. To do that, you must create an **alternative translation**.

#### 10.7.1 Exercise 06.1: create alternative translation

1. Go to segment #16 in the project.

Source text reads: Pretty good

2. Notice that it is translated with an auto-propagated translation.

Pretty good and Pretty bad in segments #16 and #17 in this context refer to "level of English" which is masculine in French. However, your translations ("Plutôt bonNE" and "Plutôt mauvaisE") refers to "situation economique", which is feminine.

You want to modify the translation in segments #5 and #6 to make it masculine, so that it agrees with "level" in French.

Follow these three simple but VERY IMPORTANT steps:

1. Go to Edit > Create Alternative Translation.

Tip: Also available if you right-click the segment.

2. Modify the translation to make it masculine

Just remove the last character if you don't know French

3. Press  $^{\text{ctrl}} + ^{\text{s}}$  to register the translation



This is a very important and delicate function of OmegaT. It's easy to use it correctly if you grasp well the three steps above, but it's also easy to make a mess if you don't. Please make sure you really follow the three steps above to the letter.

Did you follow the steps above? If you did, now you'll notice that:

- your alternative translation appears now in the **Mutiple Translations** pane, below the followed the default translation and followed by the filename and the segment ID.
- $\bullet$  the  $\bf Segment\ Properties\ pane$  for that segment says now "Is alternative: TRUE"
- ullet the (default) translation of segment #13 hasn't changed

Press Enter of to move to segment #17 and do the same steps as above.



If you want more practice on this, go to segment #62 (source text reads: <code>Subject:</code>), which is also repeated a few times. The first occurrence refers to an email subject line, whereas the other occurrences refer to the topic or subject matter field of books in a library classification system, so each of those requires a different translation, i.e. "Objet" vs "Sujet".

# 10.8 06. Special characters



Add link to the section in the guide.

You may insert special characters in different ways: autotext shortcut, character table, etc.

#### 10.8.1 Exercise 06.1: use a known autotext shortcut

You may use the autotext shortcut \sub2 to insert a subscript number 2 (i.e. 2). Now you know!:)



The "suB" part in the shorcut \sub2 stands for subindex or subscript.

1. Go to segment #72 and read the source text.

Source text reads: Le dioxyde de carbone (CO2) se dissout dans l'eau de mer pour former de l'acide carbonique.

2. Delete number 2 in "CO2" (and keep the cursor right after "CO").

A subscript number should be used instead of a regular digit.

- 3. In that same position, type the autotext shortcut \sub2
- 4. Notice how the auto-completer window opens showing the autotext entry.
- 5. Press Enter (a) to insert the special character 2.

The result should be: CO2

In this exercise you have used an autotext shortcut that you knew already. In the following exercises you'll find out an autotext entry that you don't know.

## 10.8.2 Exercise 06.2: find special character in the list of autotext entries

In this exercise, you must insert the multiplication symbol but you don't know what autotext entry you can use.

1. Go to segment #74

Source text reads: Thermal conductivity coefficient <br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><br/><

- 2. Open the list of available shortcuts here.
- $3.\ Look$  for the autotext entry for the multiplication symbol.

You can use either \times or \x (how lucky, this one is shorter!)

- 4. Translate segment #74 as you like (don't forget the part in parentheses).
- 5. To translate the part in parenthesis, type  $\xspace \times$  (or  $\xspace \times$  ) between  $\xspace \times$  and  $\xspace \times$ .
- 6. Notice how the auto-completer opens when you typed the autotext shortcut.
- 7. Press Enter (a) to insert the caracter.

Result should be:  $W/m \times K$ Incorrect translation:  $W/m \times K$ 



You can find the list of autotext entries in OmegaT guides > Miscellanea > Autotext

#### 10.8.3 Exercise 06.3: insert special character from the character table

Remember the auto-completer? You used it to insert tags. You'll use it again now to insert a special character.

1. Go to segment #75

Target text reads: "La densité de population est de 62 personnes par km2 en 2023."

- 2. Delete number 2 in "km2" (and keep your cursor right after "km").
- 3. Press ^ctrl + Space several times to cycle through all the sections in the auto-completer. Stop when you reach the "Character table".
- 4. Spot the relevant character 2 and double click on it to insert it.

The result should be: km²



You could have inserted character 2 with shortcut \sup2 (where "suP" stands for superscript or superindex or superordinate).

#### 10.8.4 Exercise 06.4: insert special quotation marks

French uses special quotation marks, called angle quotes or "chevrons". You can use autotext to insert them.

- 1. Go to segment #77.
- 2. Look at the translation of segment #76 and notice how the angle quotes are used there.

L'eau est « saturée » si...

3. Translate segment #77.

You can use the exact match that appears in the Matches pane.

- 4. Type autotext shortcut << before "insaturée" to insert character « followed by a non-breaking space.
- $5. \ Type \ autotext \ shortcut >> \ after \ "insatur\'ee" \ to \ insert \ character \ « \ preceded \ by \ a \ non-breaking \ space.$

Expected results: « insaturée »



If there's a special character that you need which you can't find in the list of autotext entries or the character table, please let us know through the Helpdesk and we'll add it for you.

# 10.9 07. Search: AM

@todo: review

Using the search function, try to find the following segments in the project:

1. Notice that here is one instance of the repeated segment "Rather unsatisfied" that was not translated consistenly.

@quiz: can you find it?

- 2. Find the segment with "How" in a note.
- 3. Try to find the translation of "translator" in the translation memories.
- 4. Find "Subject", but only if it has a translation.

# 10.10 08. QA checks

@todo: review

- 1. There are two segments with tag errors, can you find them?
- 2. On which segment is there a glossary error?

# 10.11 09. Download git project + commit target files + helpdesk

## NOTE FOR HELPERS

This is a draft.

- 1. Go to the c: drive in your computer and create a new folder called work (or something else if you really dislike "Work" as a folder name).
  - If you don't have permissions to create a folder under C: , you can use another location such as C:\Users\User\
- 2. The path to this folder will be c:\Work. This is where you will create your project.
- $1. \ Copy \ this \ URL \ to \ your \ clipboard \ (select \ it \ and \ press \ Ctrl+C): \ https://github.com/capstanlqc-pisa/PISA\_2025\_fr-ZZ\_Verification\_OMT.git$
- 2. Open OmegaT, click on the Project menu, select "Download Team Project".
- 3. Click inside the Repository URL field and press Ctrl+V to paste the URL you have copied.
- 4. Click inside the New Local Project Folder field.

OmegaT will propose a default path for you, if that path is not suitable you can edit it to have the project created in your preferred location

Note We advise you to use an easy path to remember, such as a folder in your Documents folder

1. Press OK, the project will be loaded after a few seconds.