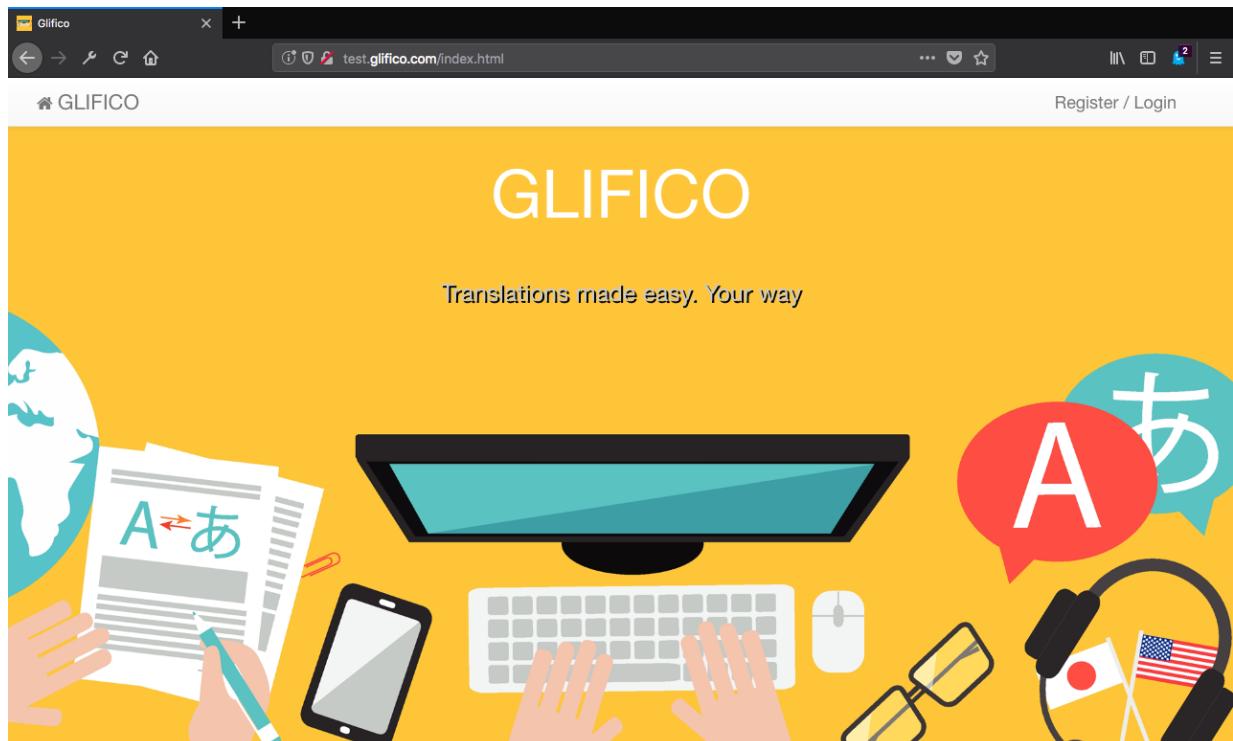


# Glifico's user guide for translators

Glifico

August 13, 2018



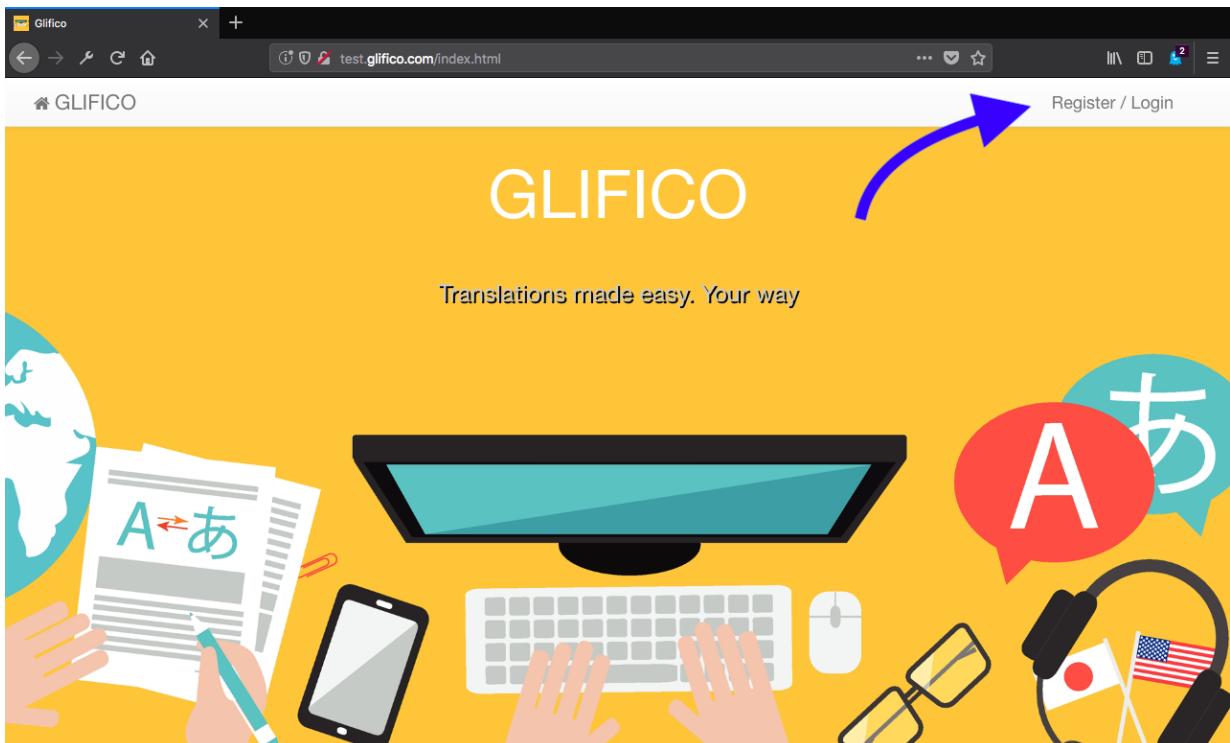
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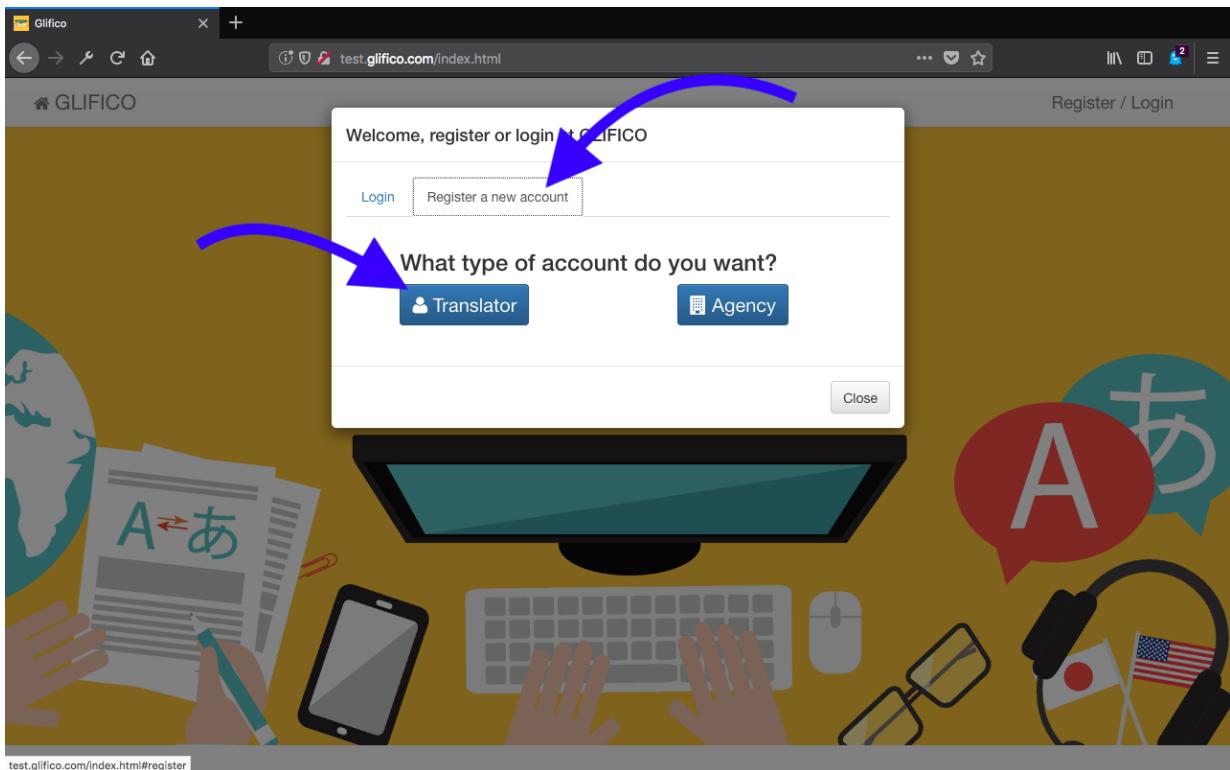
## 1 Register account

Follow these steps to register a new account on [glifico.com](http://glifico.com)

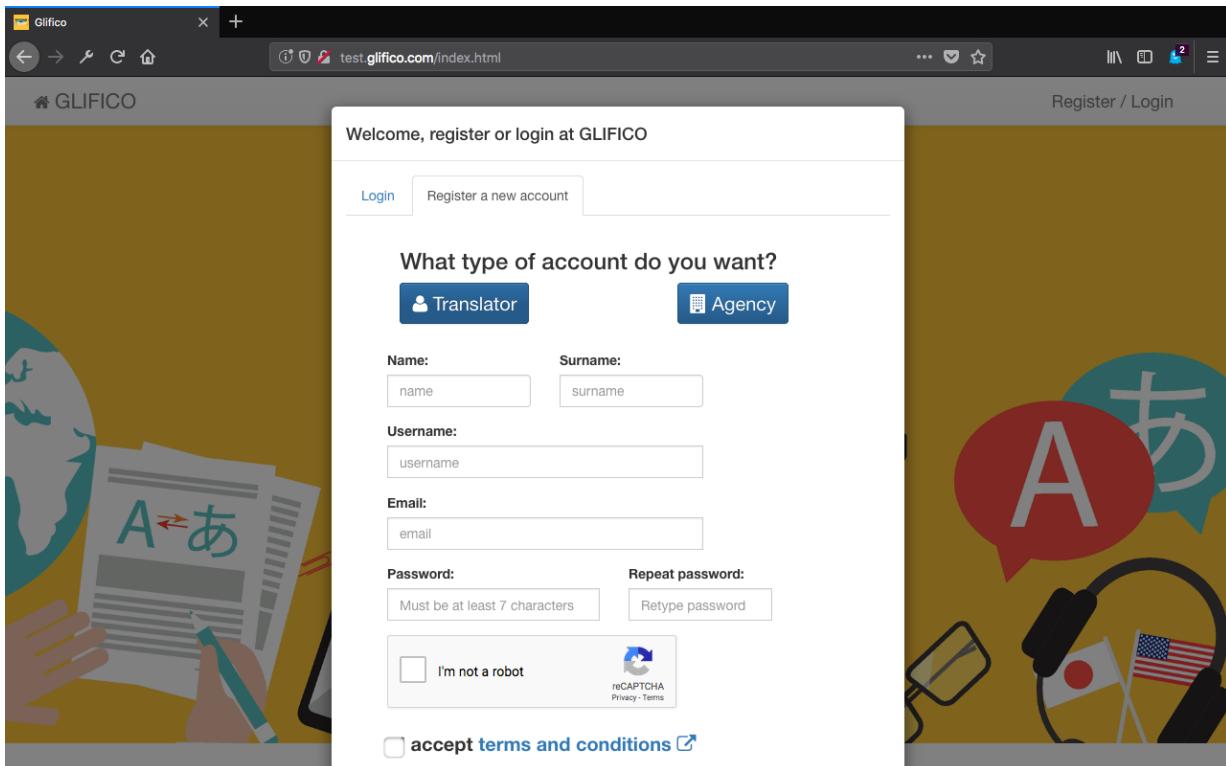
Click *Register/Login* on the top left of the page



Click *Register a new account* and then select **Translator**



Fill the form with all your data



Welcome, register or login at GLIFICO

Login Register a new account

What type of account do you want?

Translator  Agency

Name:  Surname:

Username:

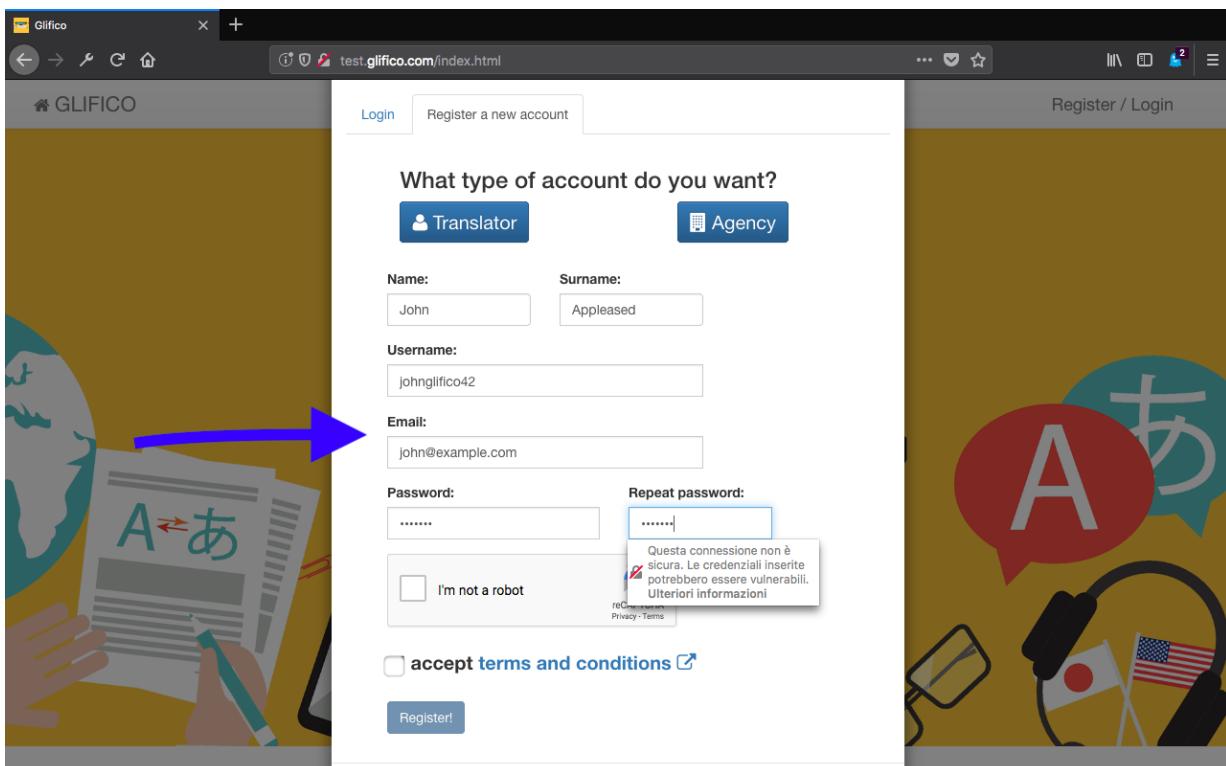
Email:

Password:  Must be at least 7 characters Repeat password:

I'm not a robot reCAPTCHA Privacy - Terms

accept terms and conditions ↗

This screenshot shows the initial state of the registration form. All fields are empty except for the 'Translator' button which is selected.



Welcome, register or login at GLIFICO

Login Register a new account

What type of account do you want?

Translator  Agency

Name:  John Surname:  Appleased

Username:  johnglifico42

Email:  john@example.com

Password:  ..... Repeat password:  .....

I'm not a robot reCAPTCHA Privacy - Terms

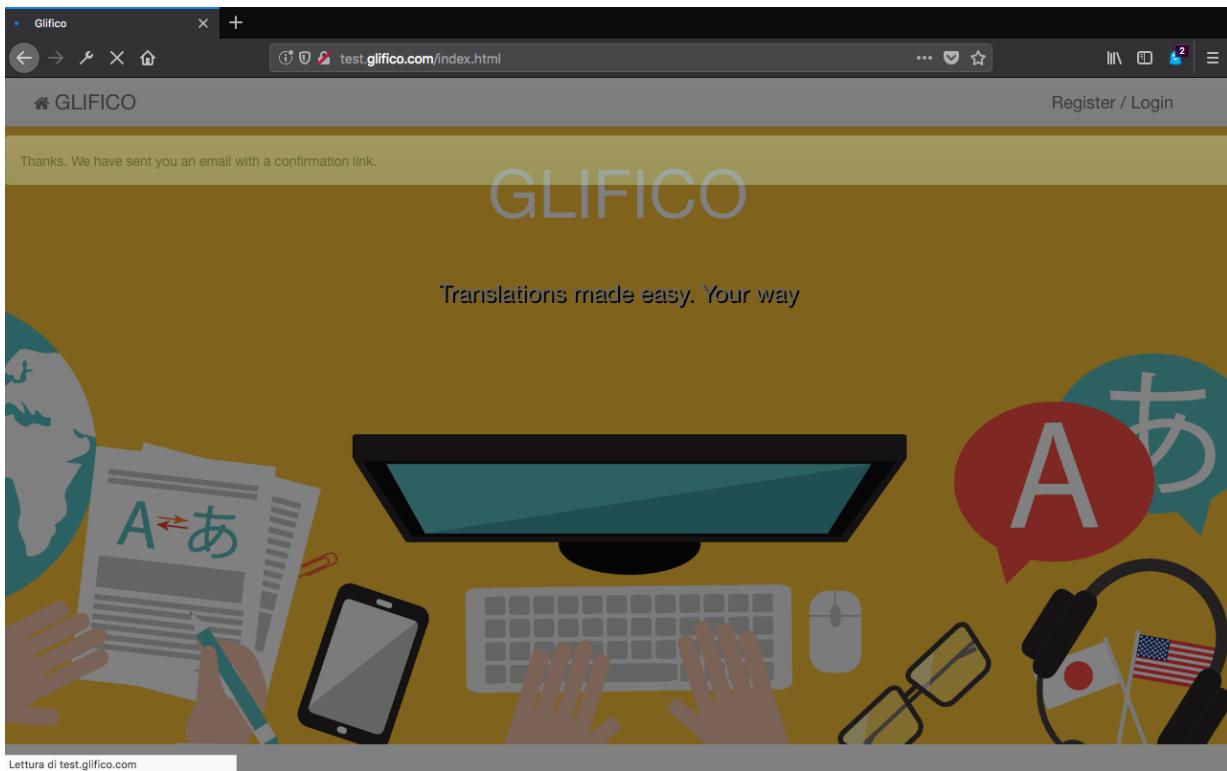
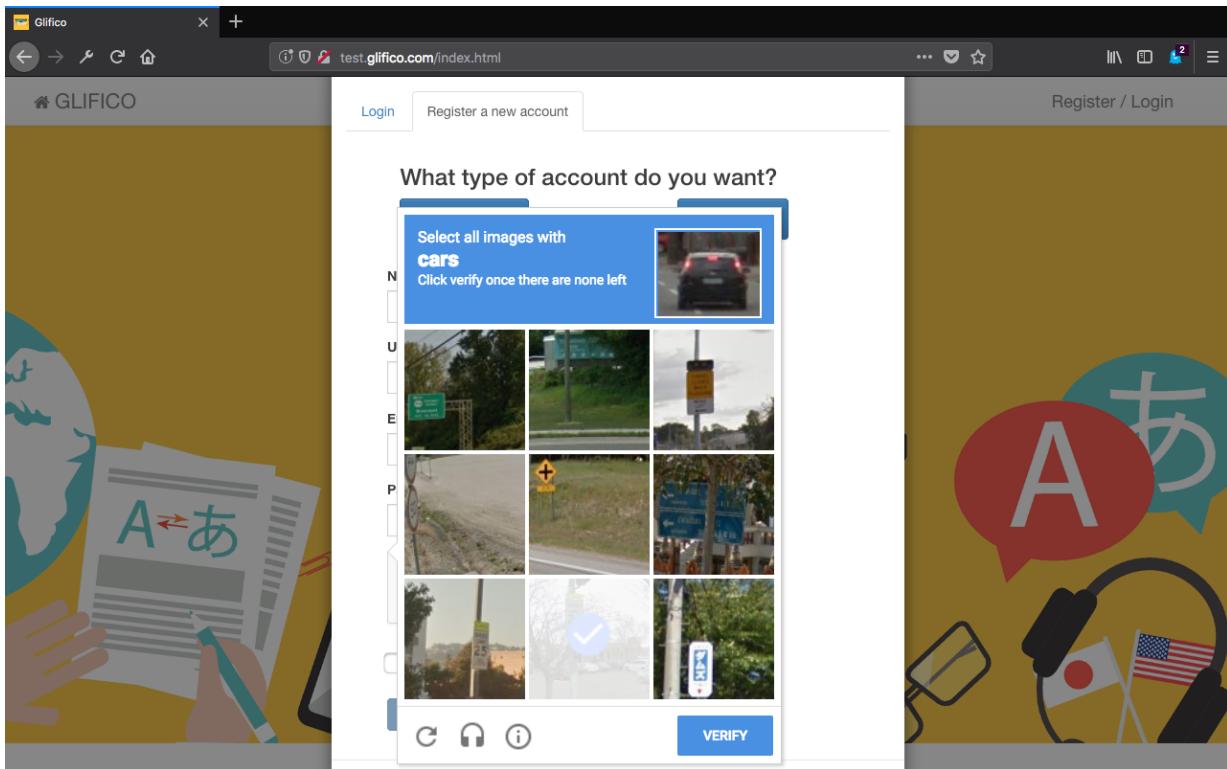
accept terms and conditions ↗

Questa connessione non è sicura. Le credenziali inserite potrebbero essere vulnerabili. Ulteriori informazioni

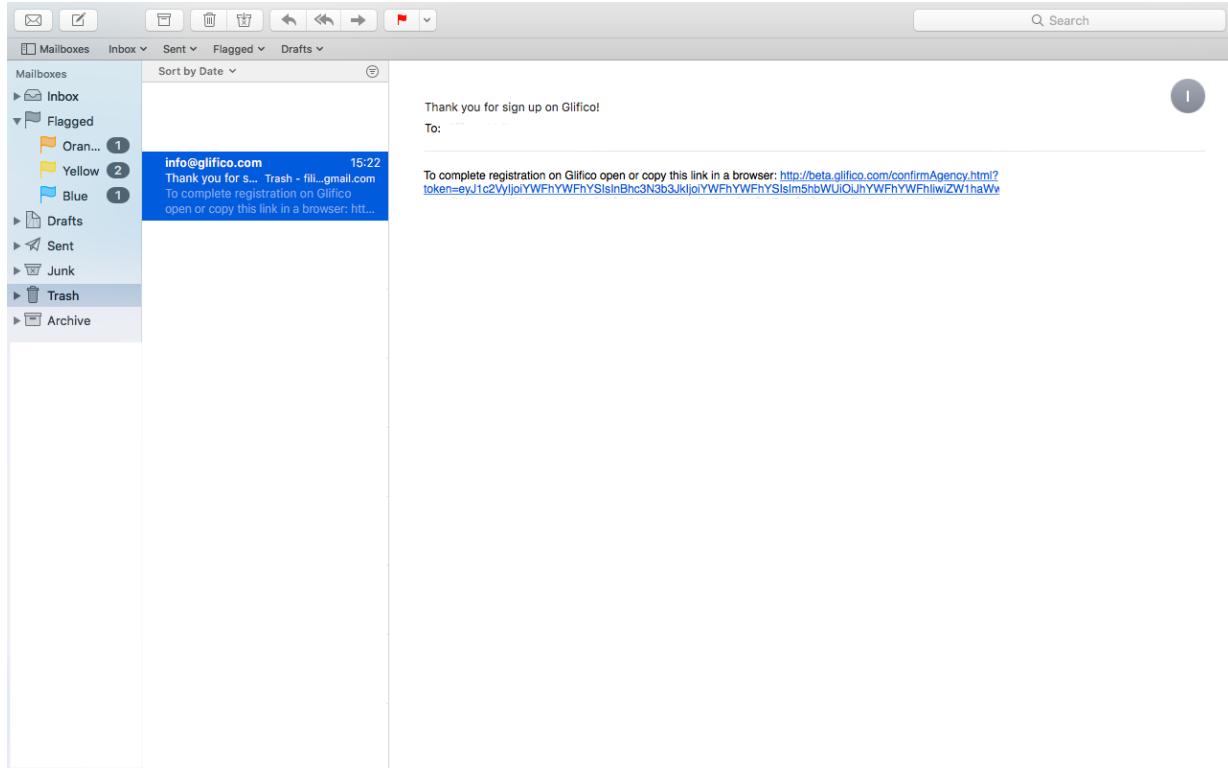
Register!

A blue arrow points from the left towards the 'Register!' button, indicating where the user should click. A tooltip message is displayed over the 'Repeat password' field, warning about the security of the connection.

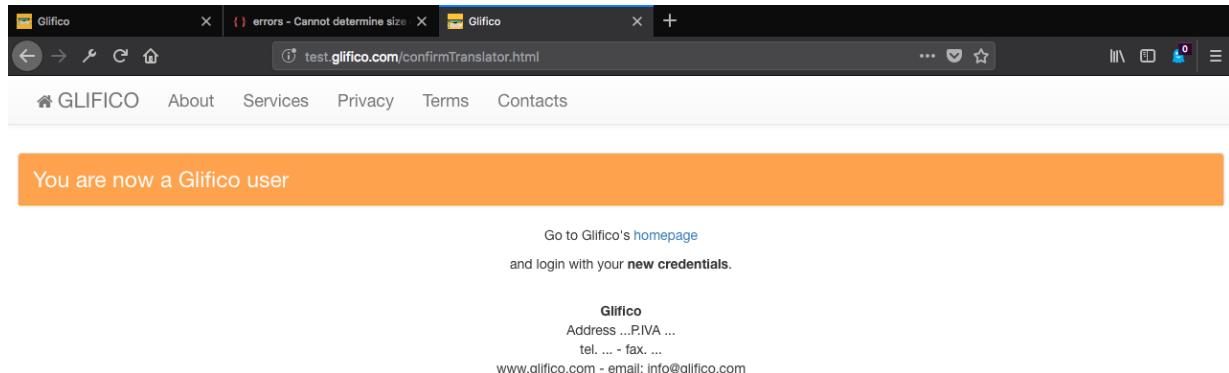
Complete the ReCaptcha by Google



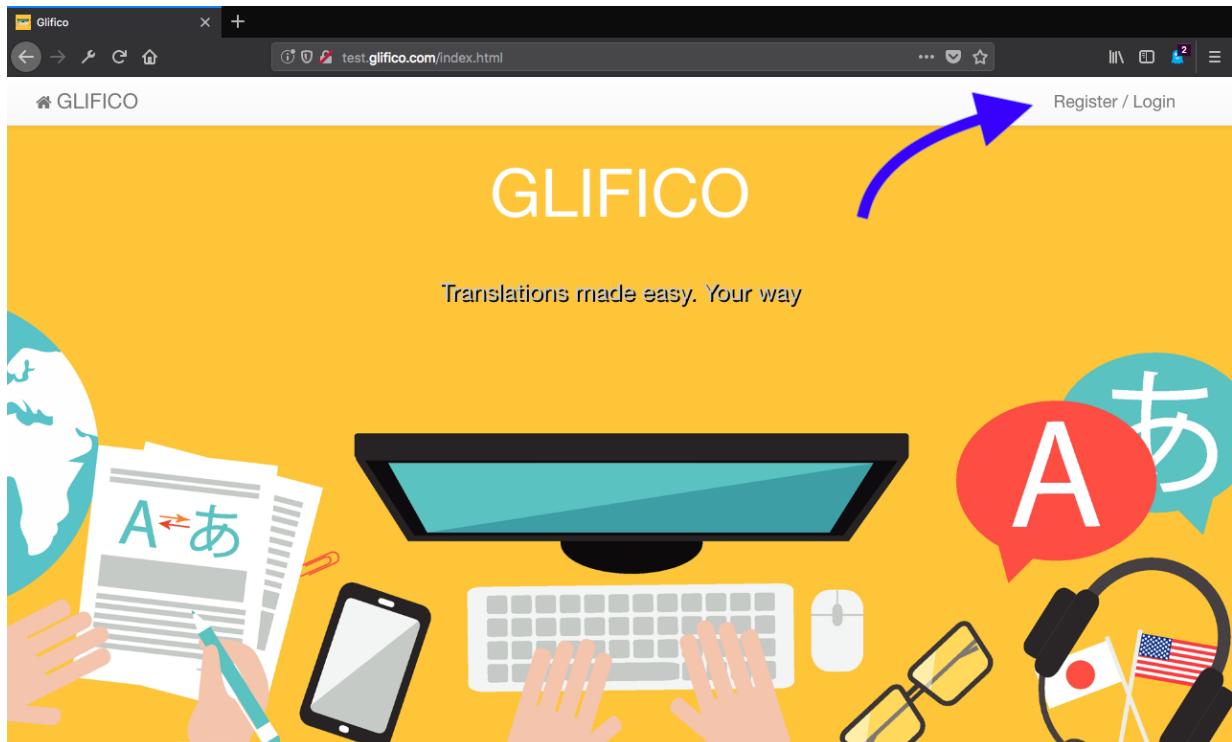
Go to your email (this window depends on your email provider) and click the link



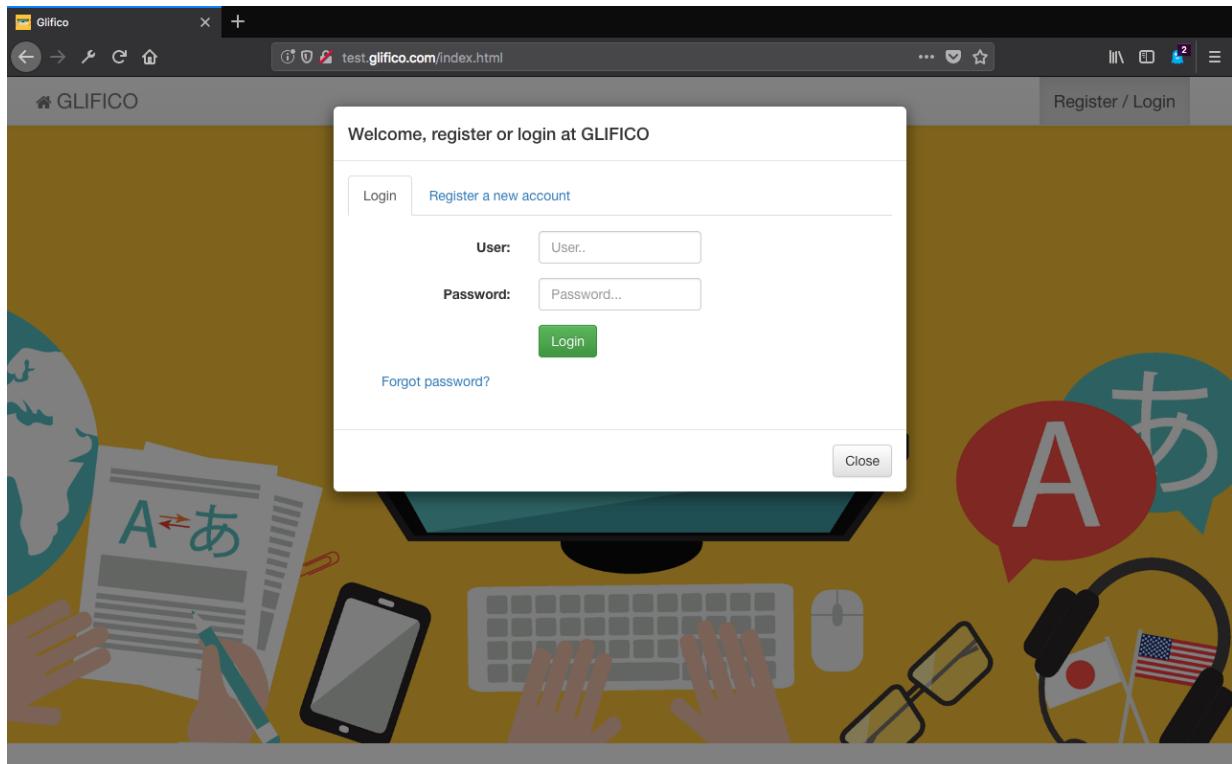
You're redirect on a welcome page



Go to homepage and login



Use your new credentials

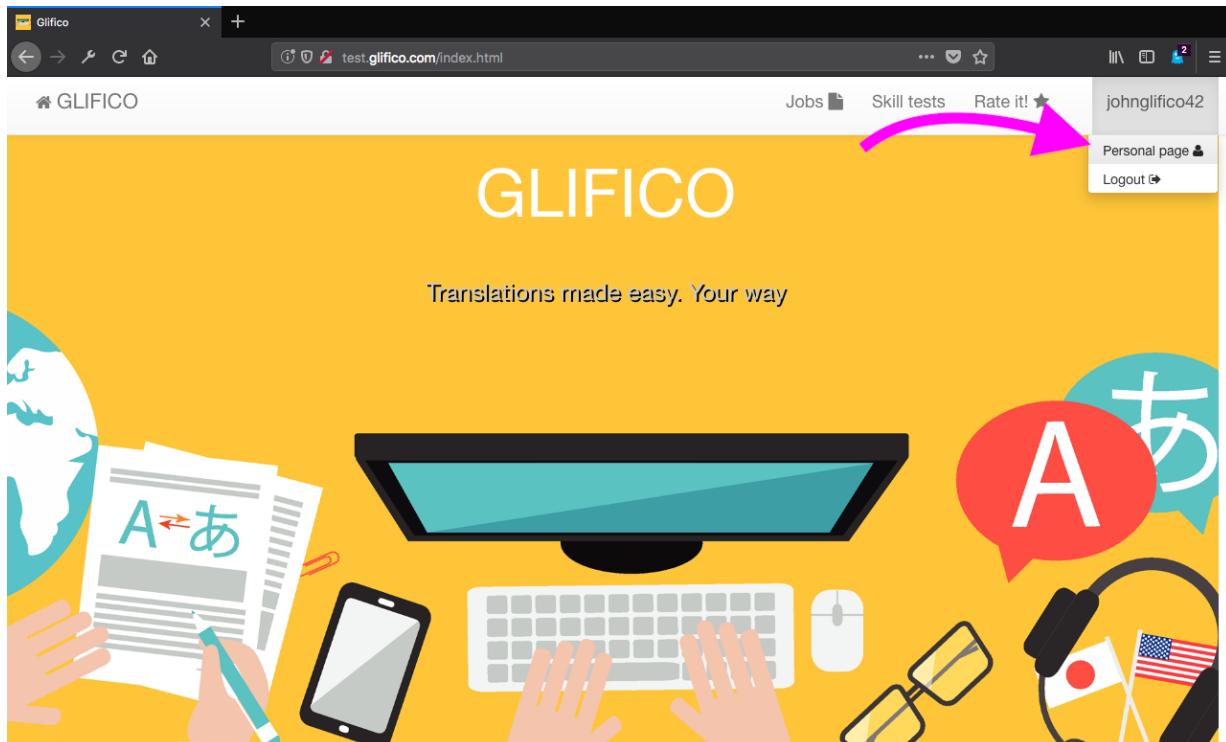


## **2 Fill your information**

### 3 Add languages

Follow this step to tell Glifico in which languages you are able to translate.

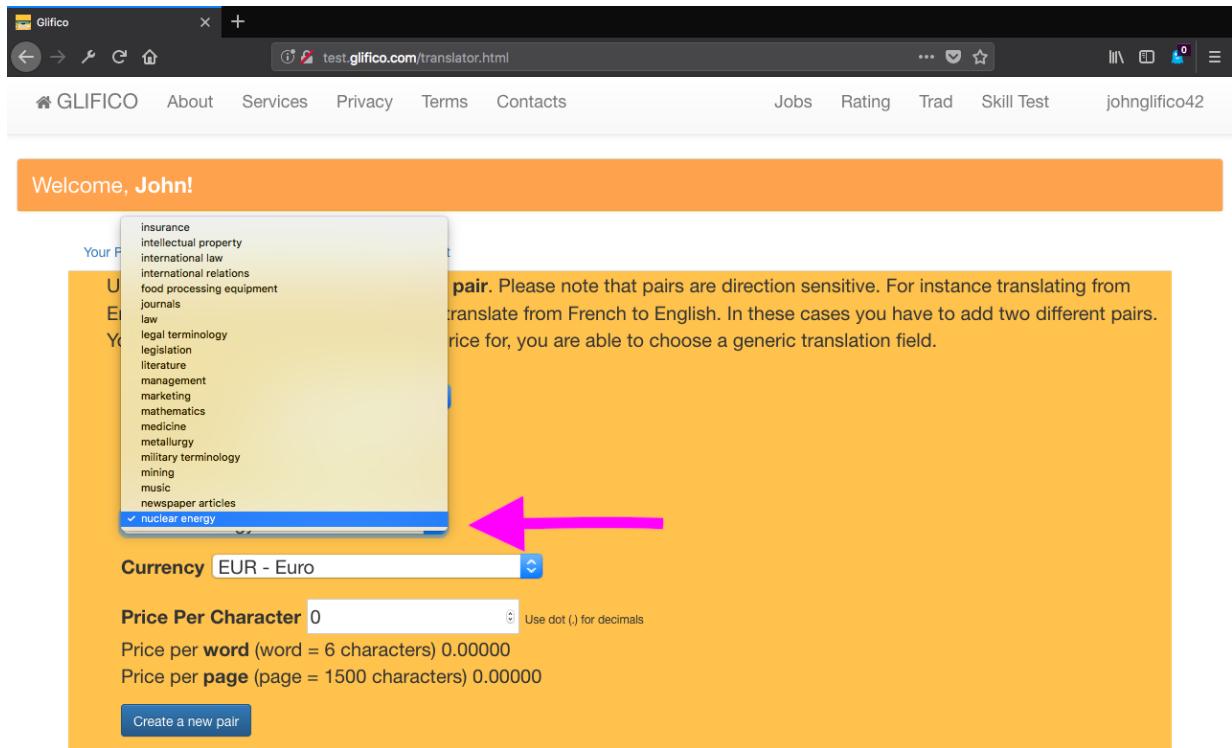
If not already there, go to your personal page



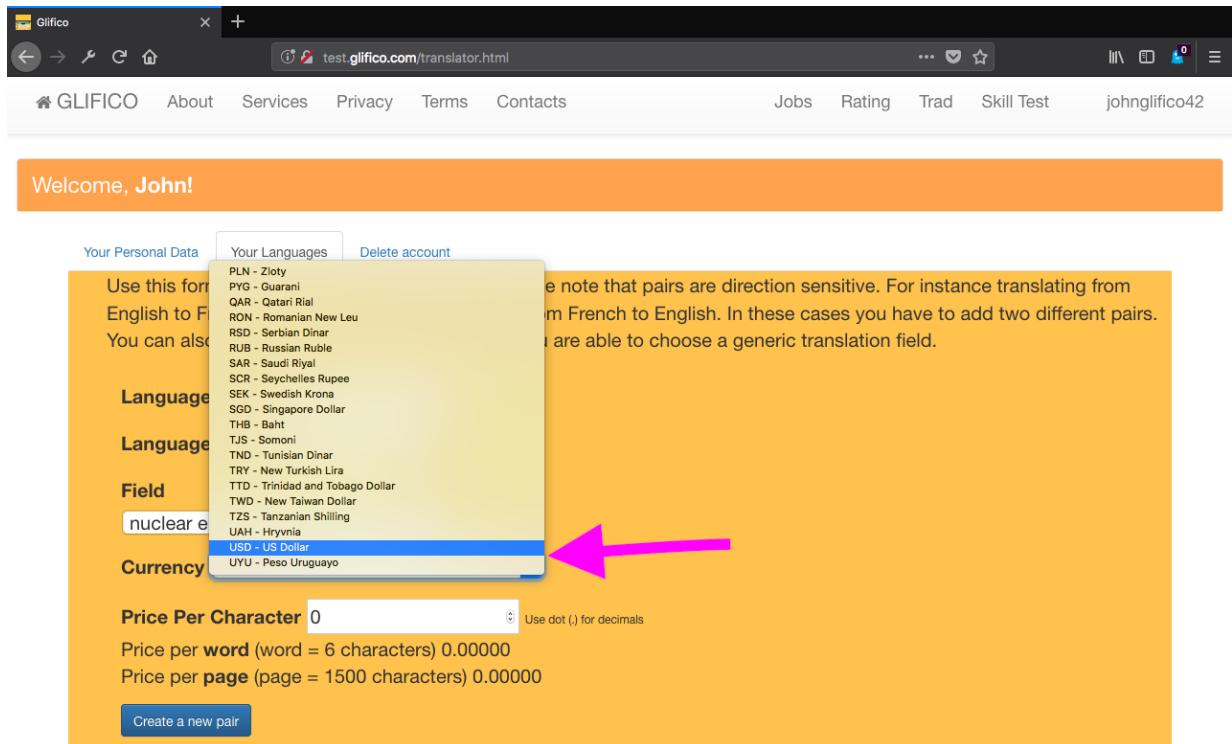
Select *Your Languages*

 A screenshot of a web browser displaying the 'Your Languages' configuration page. The URL in the address bar is 'test.glifico.com/translator.html'. The top navigation bar includes links for 'About', 'Services', 'Privacy', 'Terms', 'Contacts', 'Jobs', 'Rating', 'Trad', 'Skill Test', and the user's name 'johnglifico42'. A pink arrow points from the 'Welcome, John!' message in an orange banner at the top left to the 'Your Languages' tab in the navigation menu. The main content area contains a form for creating a new language pair. It includes fields for 'Language From' (set to English), 'Language To' (set to Italian), 'Field' (a dropdown menu), 'Currency' (set to EUR - Euro), and 'Price Per Character' (set to 0). Below these fields, smaller text indicates the price per word (0.00000) and per page (0.00000). A blue button at the bottom left of the form says 'Create a new pair'.

Fill information, choose a field



Choose the currency



Insert the price per character (use "." for decimals) and check the price per word and per page.

Click *Update my data* and wait confirmation from the server

Welcome, John!

Your Personal Data Your Languages Delete account

Use this form to create a new **language pair**. Please note that pairs are direction sensitive. For instance translating from English to French is not the same as to translate from French to English. In these cases you have to add two different pairs. You can also choose which field is the price for, you are able to choose a generic translation field.

**Language From** English

**Language To** Italian

**Field**  
nuclear energy

**Currency** USD - US Dollar

**Price Per Character** 0.001092 | Use dot (.) for decimals

Price per **word** (word = 6 characters) 0.00655  
Price per **page** (page = 1500 characters) 1.63800

**Create a new pair**

Your data was saved correctly.

Welcome, JOHN!

Your Personal Data Your Languages Delete account

Use this form to create a new **language pair**. Please note that pairs are direction sensitive. For instance translating from English to French is not the same as to translate from French to English. In these cases you have to add two different pairs. You can also choose which field is the price for, you are able to choose a generic translation field.

**Language From** English

**Language To** Italian

**Field**  
nuclear energy

**Currency** USD - US Dollar

**Price Per Character** 0.001092 | Use dot (.) for decimals

Price per **word** (word = 6 characters) 0.00655  
Price per **page** (page = 1500 characters) 1.63800

**Create a new pair**

Look your new pair

Welcome, John!

Your Personal Data Your Languages Delete account

From	To	Price	Field
English	Italian	0.001092 USD - US Dollar	nuclear energy

Use this form to create a new **language pair**. Please note that pairs are direction sensitive. For instance translating from English to French is not the same as to translate from French to English. In these cases you have to add two different pairs. You can also choose which field is the price for, you are able to choose a generic translation field.

**Language From** English

**Language To** Italian

**Field** nuclear energy

**Currency** USD - US Dollar

**Price Per Character** 0.001092 (Use dot (.) for decimals)

Price per word (word = 6 characters) 0.00655

Click the magnifier icon to see details

Welcome, John!

Your Personal Data Your Languages

Language pair

Language from: English  
Language to: Italian  
Field: nuclear energy  
Price: 0.001092USD - US Dollar

**Language From** English

**Language To** Italian

**Field** nuclear energy

**Currency** USD - US Dollar

**Price Per Character** 0.001092 (Use dot (.) for decimals)

Price per word (word = 6 characters) 0.00655

### 3.1 Delete a language pair

To remove a pair simply click the bin icon

Welcome, John!

Your Personal Data Your Languages Delete account

From	To	Price	Field
English	Italian	0.001092 USD - US Dollar	nuclear energy

Use this form to create a new **language pair**. Please note that pairs are direction sensitive. For instance translating from English to French is not the same as to translate from French to English. In these cases you have to add two different pairs. You can also choose which field is the price for, you are able to choose a generic translation field.

**Language From** English

**Language To** Italian

**Field** nuclear energy

**Currency** USD - US Dollar

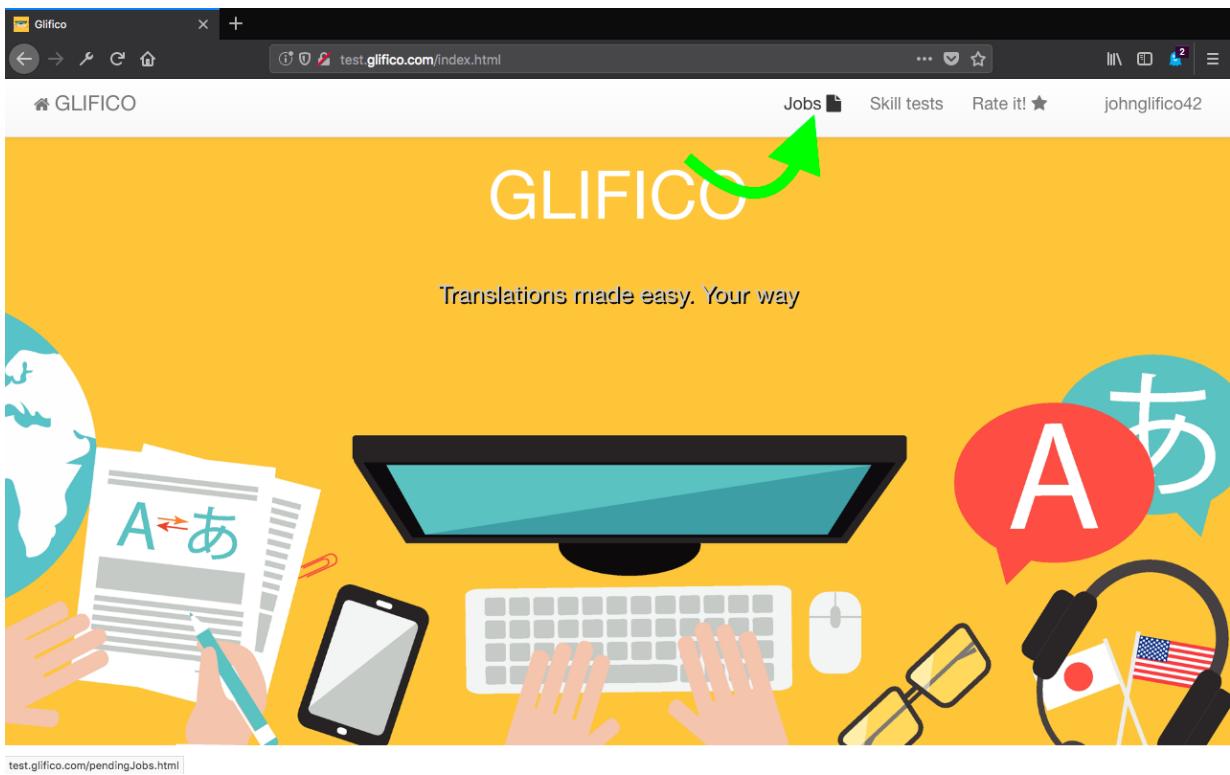
**Price Per Character** 0.001092 (Use dot (. ) for decimals)

Price per word (word = 6 characters) 0.00655

Glifico will not remove a language pair if you're working on jobs in that languages.

## 4 A job on Glifico

Follow these steps to accept, translate and complete a job. First of all go to jobs' page



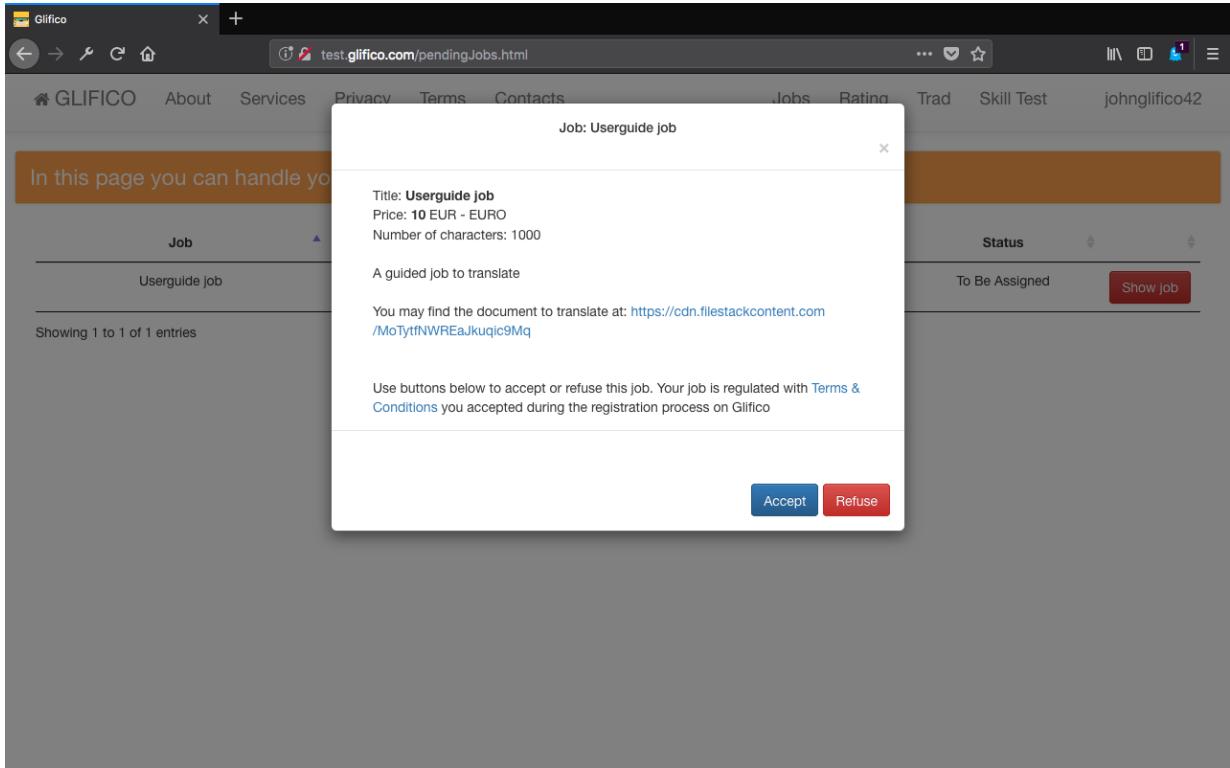
Here you can see all your jobs, in particular the ones *To Be Assigned*, click *Show Job* for more information

The screenshot shows the "Pending Jobs" page. At the top, there's a navigation bar with links for GLIFICO, About, Services, Privacy, Terms, Contacts, and user profile (johnglifico42). Below the bar, a message says "In this page you can handle your jobs on Glifico". The main content is a table showing a single job entry:

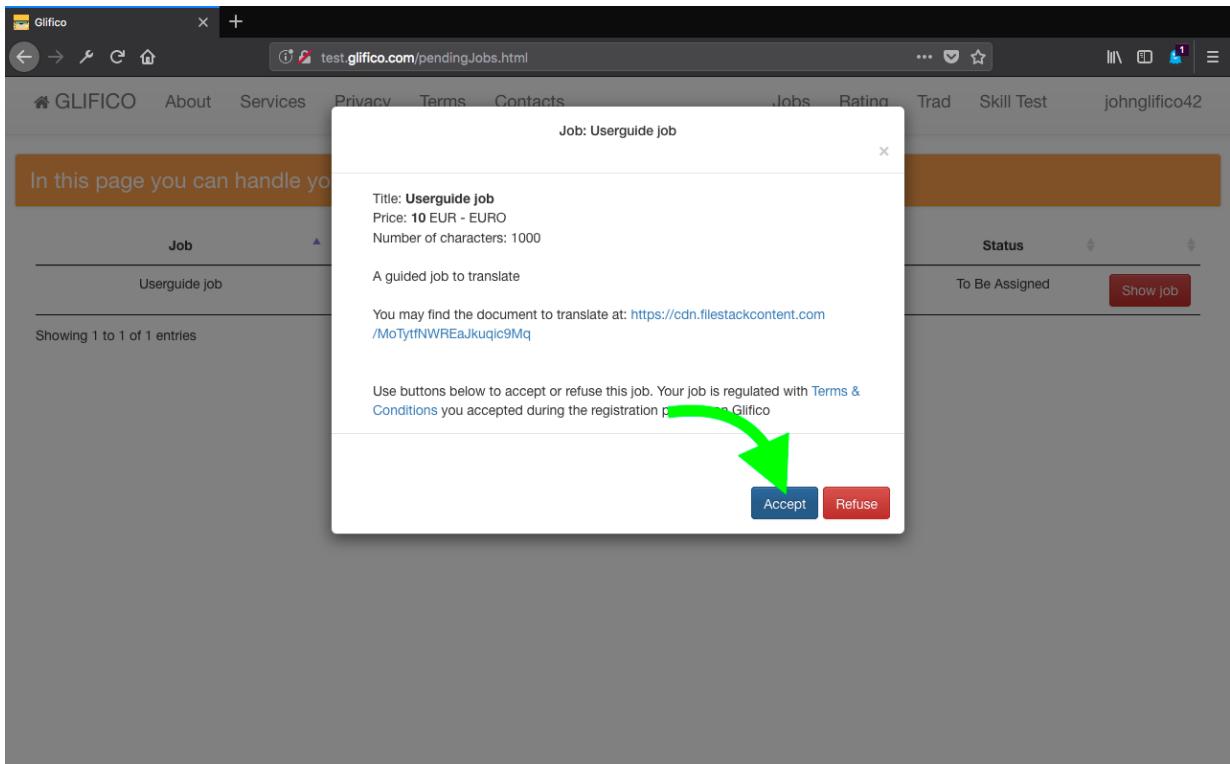
Job	Price	# characters	Deadline	Status	Action
Userguide job	10 EUR - EURO	1000	2042-12-31	To Be Assigned	<a href="#">Show job</a>

A green curved arrow points from the left towards the "Show job" button in the last column of the table. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom, there's a Glifico contact section with address, phone, fax, and email information.

Here you can see the job proposed by the agency in details



Click *Accept* if you are going to get this job



If job is *Accepted* you have time until the deadline to complete it...

In this page you can handle your jobs on Glifico

Job	Price	# characters	Deadline	Status
Userguide job	10 EUR - EURO	1000	2042-12-31	Assigned

Show job

Showing 1 to 1 of 1 entries

**Glifico**  
Address ...PIVA ...  
tel. ... - fax. ...  
[www.glifico.com](http://www.glifico.com) - email: [info@glifico.com](mailto:info@glifico.com)

...when you're done click *Show Job* then you have to upload **two different documents**. First of all upload a **preview** of your translation

Job: Userguide job

Title: **Userguide job**  
Price: **10 EUR - EURO**  
Number of characters: undefined

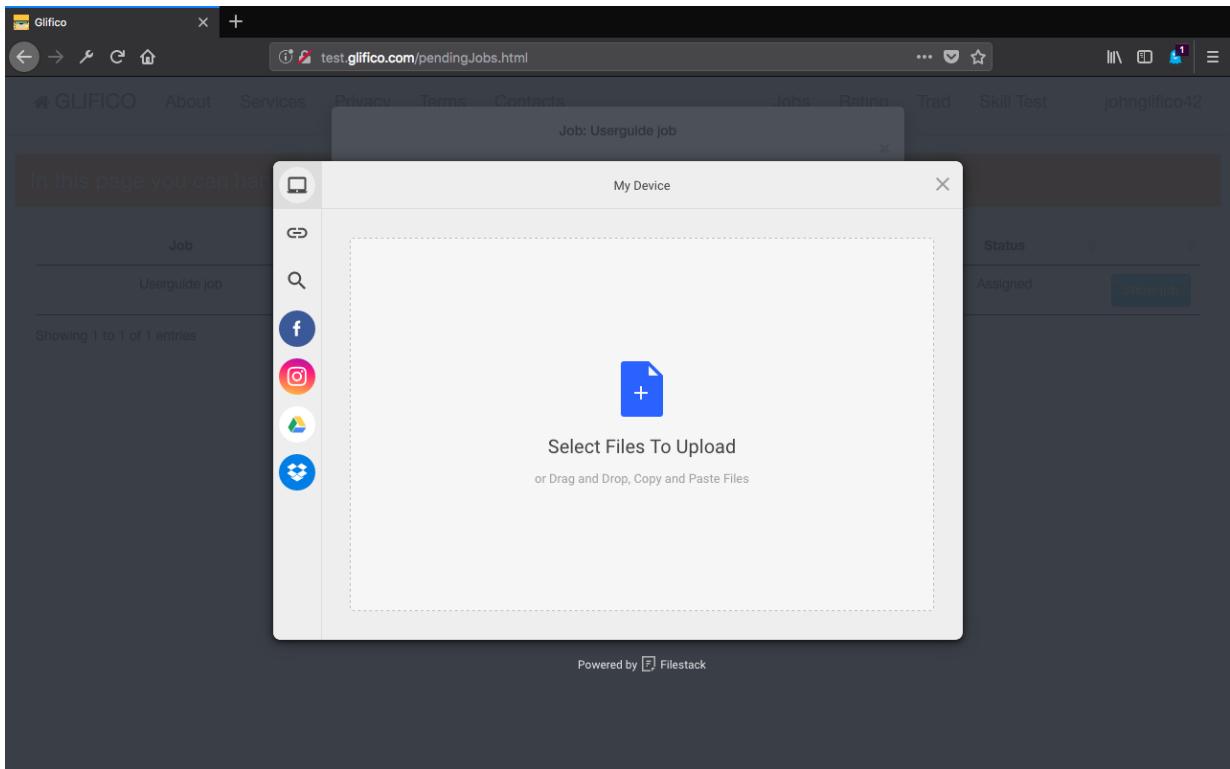
A guided job to translate

You may find the document to translate at: <https://cdn.filestackcontent.com/MoTytfnWREajkuqc9Mq>

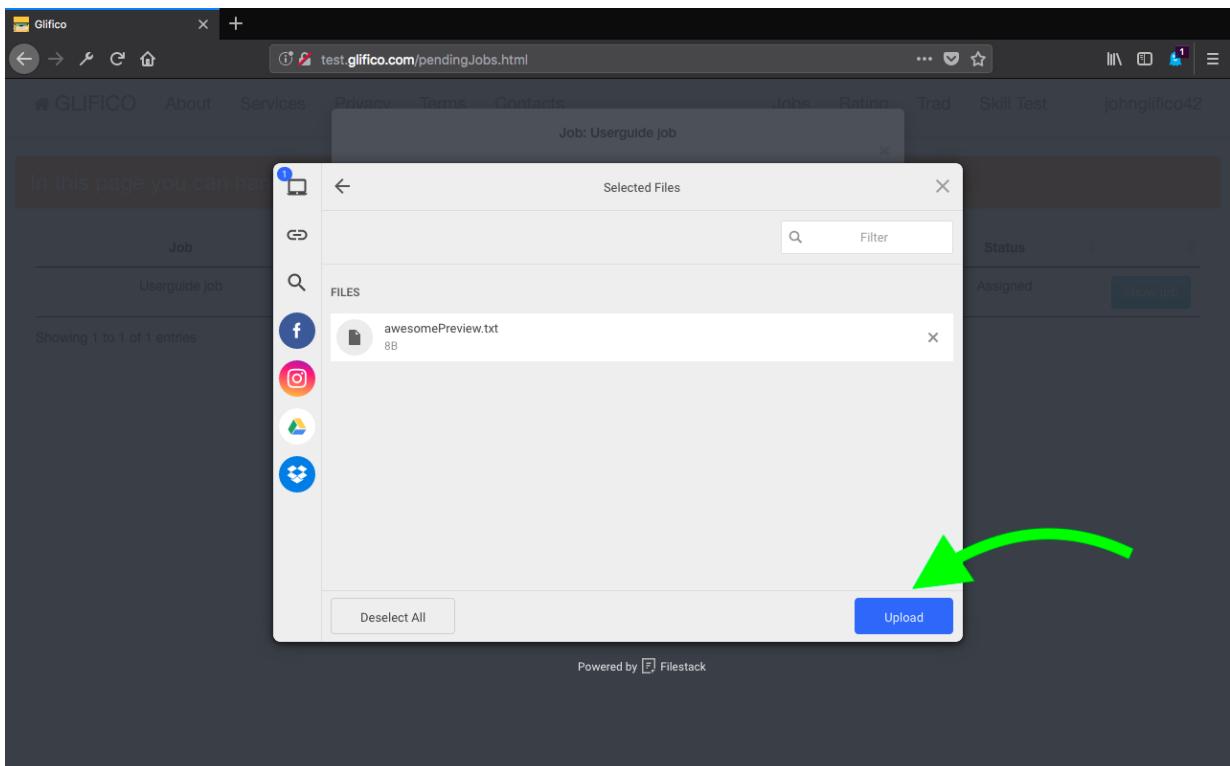
Please use the button below to upload a subset of your translation as a **preview** for the agency:

**Upload preview**

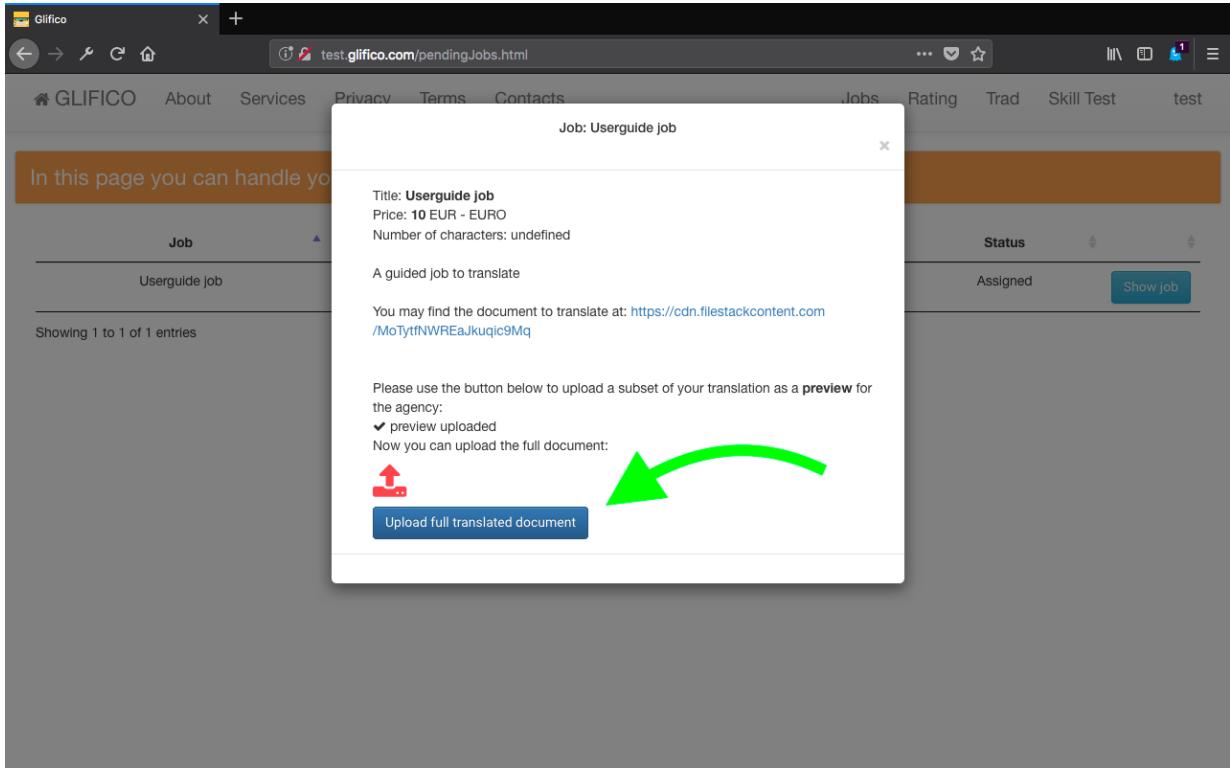
Select file from your computer, Google Drive, Dropbox..



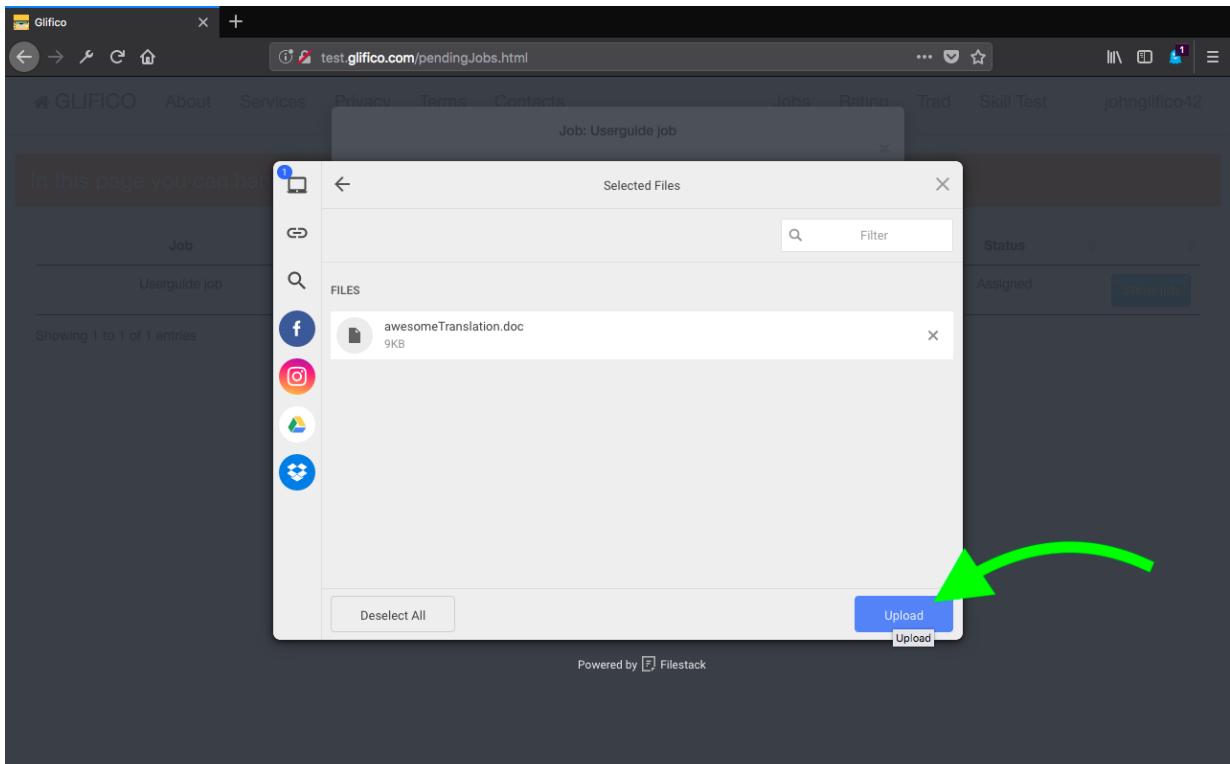
Upload it



Now you can upload the **full translated document**



Choose the file and upload it



Your job is now set as *Translated*

In this page you can handle your jobs on Glifico

Job	Price	# characters	Deadline	Status
Userguide job	10 EUR - EURO	1000	2042-12-31	Translated

Showing 1 to 1 of 1 entries

**Glifico**  
Address ...PIVA ...  
tel. ... - fax. ...  
www.glifico.com - email: info@glifico.com

Agency will evaluate your preview and eventually will accept the job

In this page you can handle your jobs on Glifico

Job	Price	# characters	Deadline	Status
Userguide job	10 EUR - EURO	1000	2042-12-31	Accepted

Showing 1 to 1 of 1 entries

**Glifico**  
Address ...PIVA ...  
tel. ... - fax. ...  
www.glifico.com - email: info@glifico.com

Agency will pay the document set as *Paid* and Glifico will pay you very soon..

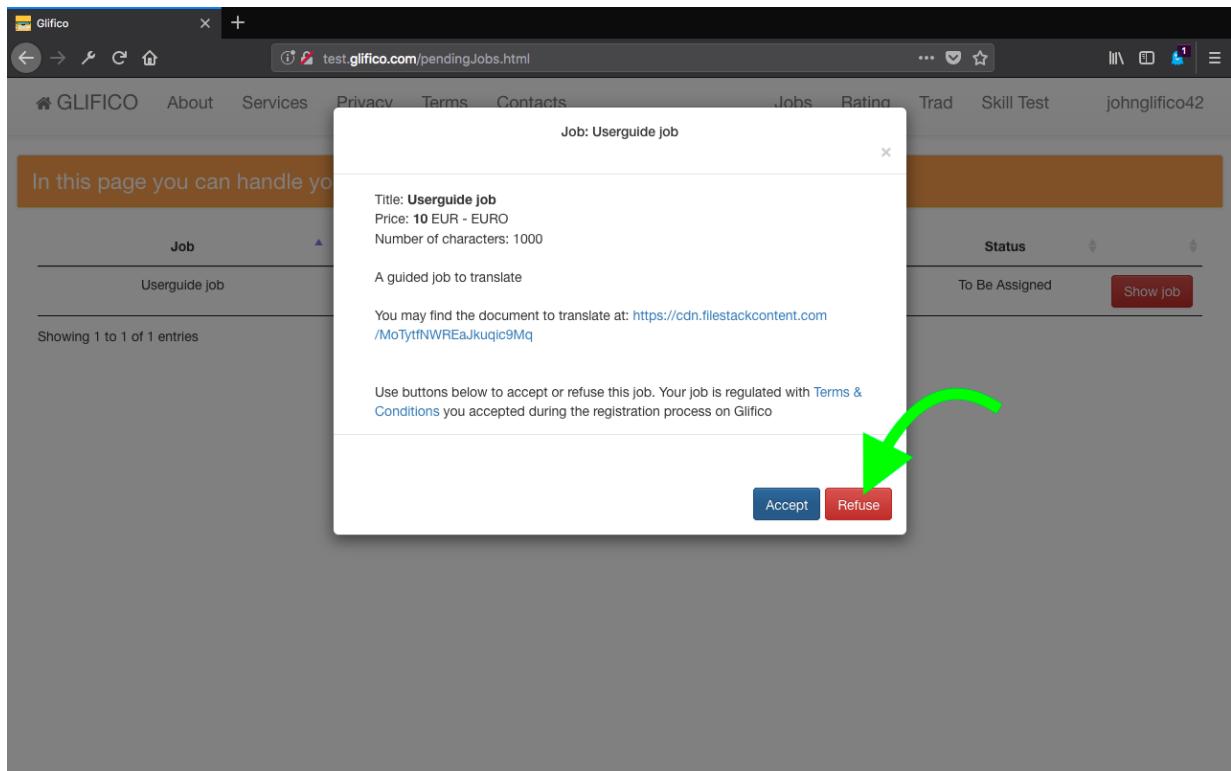
The screenshot shows a web browser window for 'Glifico' at the URL [test.glifico.com/pendingJobs.html](http://test.glifico.com/pendingJobs.html). The page title is 'In this page you can handle your jobs on Glifico'. Below the title is a table with the following data:

Job	Price	# characters	Deadline	Status
Userguide job	10 EUR - EURO	1000	2042-12-31	Accepted

A green circle highlights the word 'Accepted' in the Status column. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there is contact information for Glifico: Address ...PIVA ..., tel. ... - fax. ..., and the website [www.glifico.com](http://www.glifico.com) with email [info@glifico.com](mailto:info@glifico.com).

## 4.1 Refuse a job

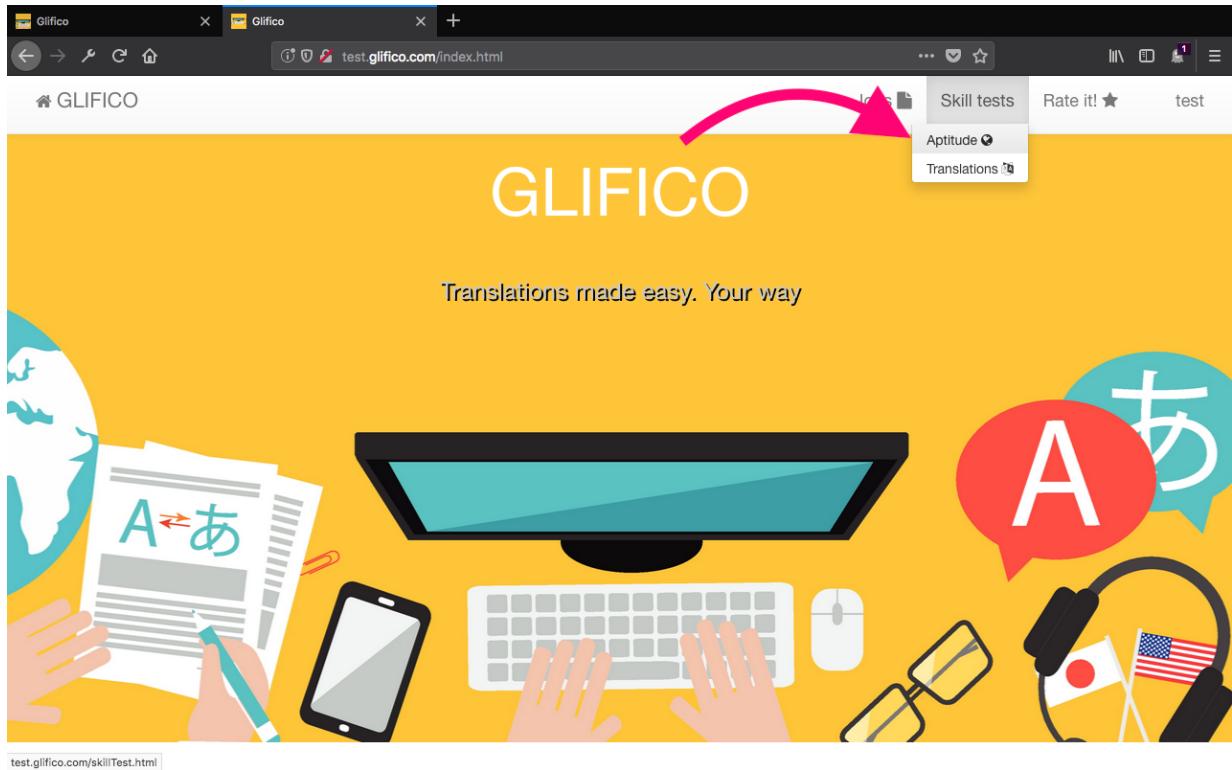
When a job is proposed to you, simply click *Refuse* to ignore the job



## 5 Skill Tests

### 5.1 Aptitude

Let's evaluate your aptitude. First of all go to *Aptitude* section



This test is designed to give you the opportunity to complete your first assessment quickly. Choose which language you want to be tested in and click on the button "try me out". You will have about 6 minutes to answer 10 questions randomly taken from our database. The questions may be grammar or reading comprehension and will be submitted in the language in which you are being evaluated. Select the most appropriate answer among the given choices. You can keep track of time on the bar at the bottom of the page. When the time expires the test will stop and your test can be submitted for evaluation. Any unanswered question will be graded as zero points. If you run out of time before clicking on the button "submit".

A deep breath... and let's take the test!

Choose the language you would like to be evaluated:

Language: French

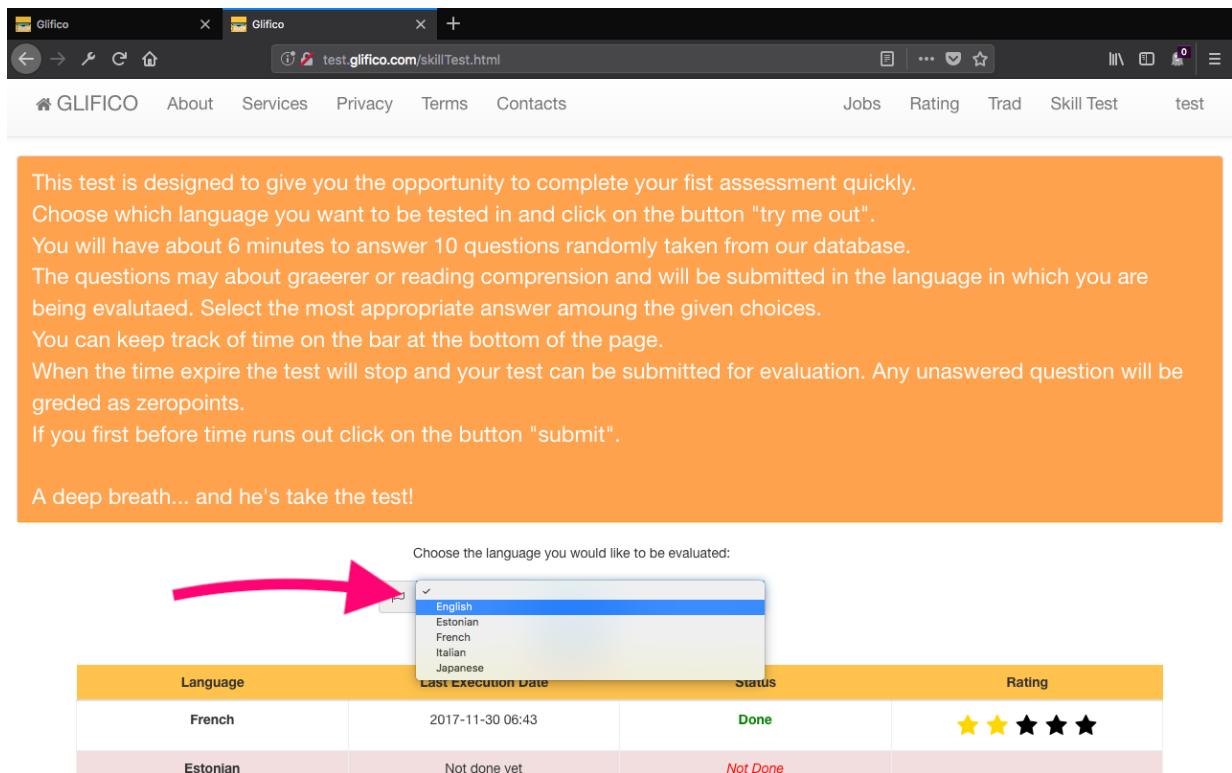
Last Execution Date: 2017-11-30 06:43

Status: Done

Rating: ★ ★ ★ ★ ★

Estonian Not done yet

Use the menu to select in which language you want to take the test



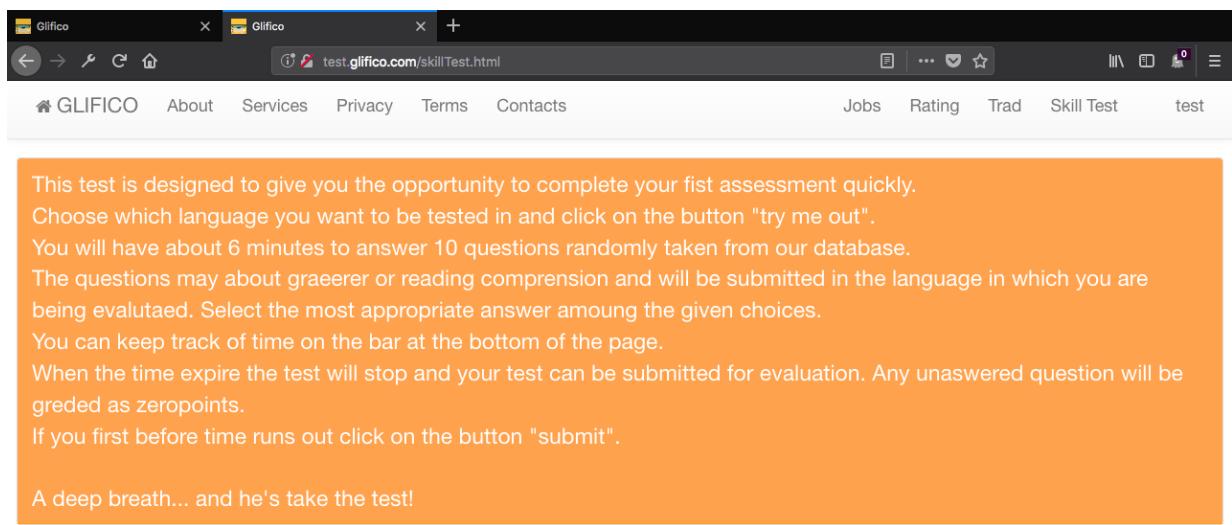
This test is designed to give you the opportunity to complete your fist assessment quickly. Choose which language you want to be tested in and click on the button "try me out". You will have about 6 minutes to answer 10 questions randomly taken from our database. The questions may about graerer or reading comprension and will be submitted in the language in which you are being evalutaed. Select the most appropriate answer amoung the given choices. You can keep track of time on the bar at the bottom of the page. When the time expire the test will stop and your test can be submitted for evaluation. Any unanswered question will be greded as zeropoints. If you first before time runs out click on the button "submit".

A deep breath... and he's take the test!

Choose the language you would like to be evaluated:

Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	
Estonian	Not done yet	Not Done	

Click *Try me out*

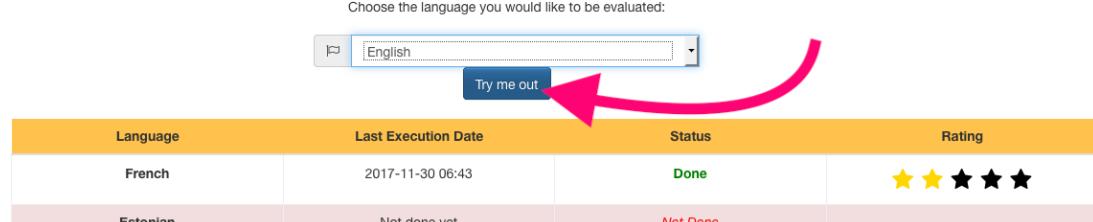


This test is designed to give you the opportunity to complete your fist assessment quickly. Choose which language you want to be tested in and click on the button "try me out". You will have about 6 minutes to answer 10 questions randomly taken from our database. The questions may about graerer or reading comprension and will be submitted in the language in which you are being evalutaed. Select the most appropriate answer amoung the given choices. You can keep track of time on the bar at the bottom of the page. When the time expire the test will stop and your test can be submitted for evaluation. Any unanswered question will be greded as zeropoints. If you first before time runs out click on the button "submit".

A deep breath... and he's take the test!

Choose the language you would like to be evaluated:

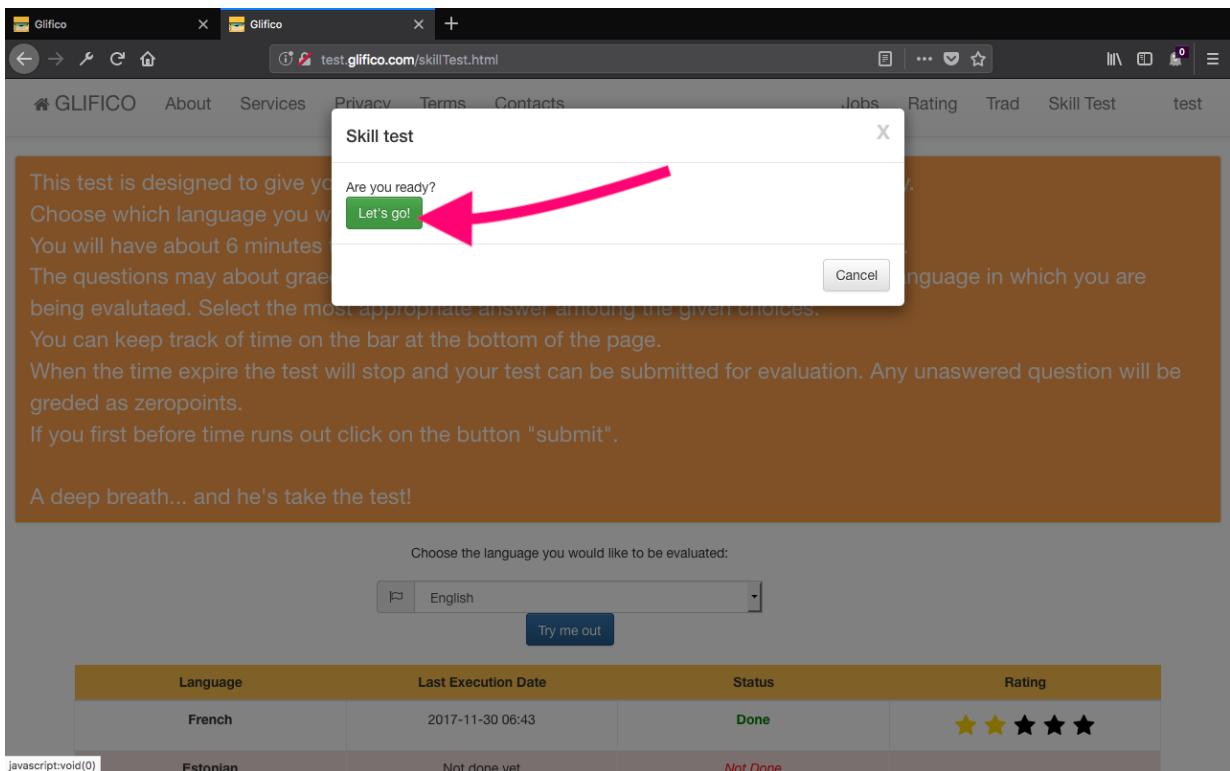
Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	
Estonian	Not done yet	Not Done	



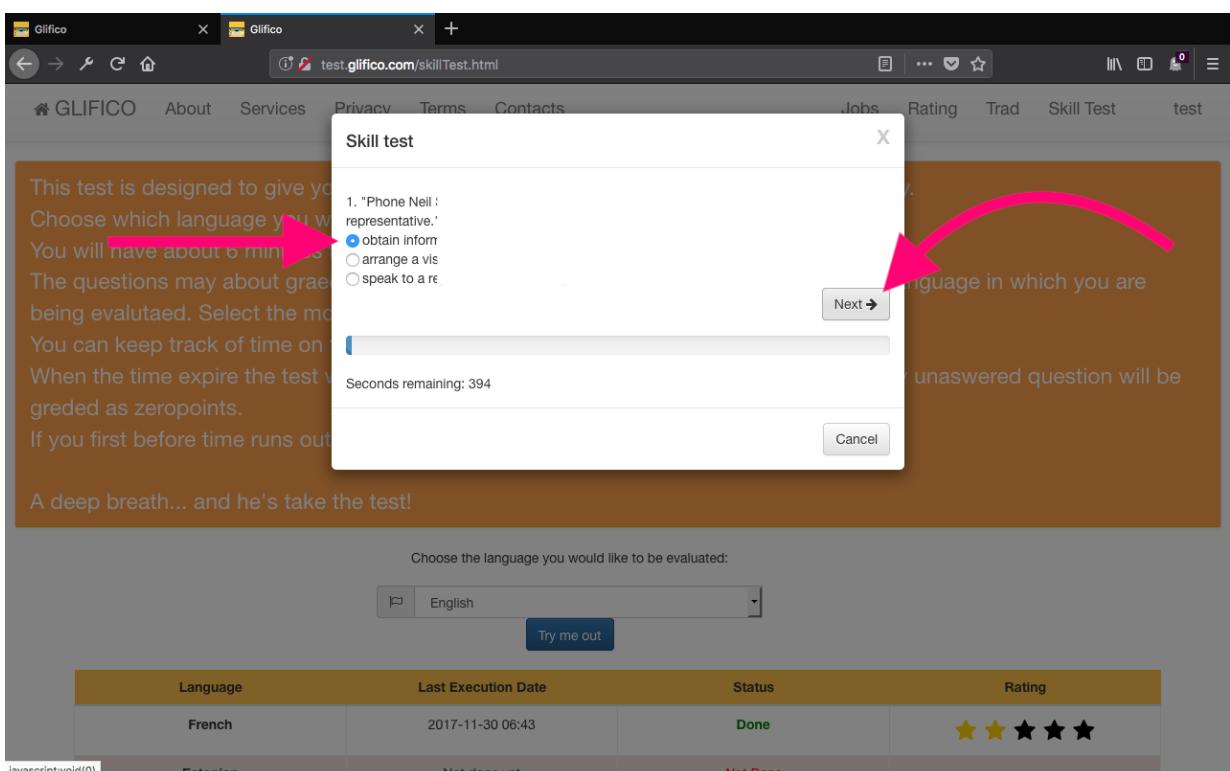
Choose the language you would like to be evaluated:

Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	
Estonian	Not done yet	Not Done	

When you're ready click *Let's go*



Answer the questions.. and click *Next*



Once you're on the last question click *Submit*

This screenshot shows a skill test interface on the Glifico website. A modal dialog box is open, asking the user if they want to submit their answer. The dialog has two buttons: "Annulla" (Cancel) and "OK". The background shows the test question and options, and a pink arrow points to the "OK" button.

**Skill test**

10. The internet giant, Amazon, has put a warning on some of the 'Tom and Jerry' cartoons it offers to its customers. Visitors who want to buy or download the series 'Tom and Jerry: The Complete Second Volume' get a warning that the cartoons contain scenes that are racist. The warning says: "Tom and Jerry shorts may show some ethnic and racial prejudices that were once added that the scenes still wrong today. People say the character of the b... Some of the cartoons and Jerry were created in 1940 by cartoonists Willia... Toons won the Oscar for one of the most popular cartoons in anim... 'madness' for Amazon to put a warning on the cartoons."

Based on the text information, Tom and Jerry shows were created to criticize racism  
 According to the warning of Amazon, the racist scenes are wrong nowadays; however, in the past they were acceptable.  
 According to the warning of Amazon, racism is no longer a common behavior in America

Seconds remaining: 366

Language: French | Rating: ★★★★☆ | Done: Not done yet | Not Done

This screenshot shows the same skill test interface, but the modal dialog now asks for confirmation to submit the test. It contains the text "Do you want to submit the test?" with "Annulla" and "OK" buttons. The background remains the same, showing the test question and options.

**Skill test**

10. The internet giant, Amazon, has put a warning on some of the 'Tom and Jerry' cartoons it offers to its customers. Visitors who want to buy or download the series 'Tom and Jerry: The Complete Second Volume' get a warning that the cartoons contain scenes that are racist. The warning says: "Tom and Jerry shorts may show some ethnic and racial prejudices that were once added that the scenes still wrong today. People say the character of the b... Some of the cartoons and Jerry were created in 1940 by cartoonists Willia... Toons won the Oscar for one of the most popular cartoons in anim... 'madness' for Amazon to put a warning on the cartoons."

Based on the text information, Tom and Jerry shows were created to criticize racism  
 According to the warning of Amazon, the racist scenes are wrong nowadays; however, in the past they were acceptable.  
 According to the warning of Amazon, racism is no longer a common behavior in America

Seconds remaining: 364

Language: French | Rating: ★★★★☆ | Done: Not done yet | Not Done

You're done

This screenshot shows the Glifico skill test completion page. At the top, there's a navigation bar with links for GLIFICO, About, Services, Privacy, Terms, Contacts, and Jobs. A small sidebar on the right shows a profile icon and the text "Glifico da test.glifico.com Result: 2/10". Below the navigation, a green box says "Test Completed!" and provides instructions: "This test is designed to give you the opportunity to complete your first assessment quickly. Choose which language you want to be tested in and click on the button "try me out". You will have about 6 minutes to answer 10 questions randomly taken from our database. The questions may be about grammar or reading comprehension and will be submitted in the language in which you are being evaluated. Select the most appropriate answer among the given choices. You can keep track of time on the bar at the bottom of the page. When the time expires the test will stop and your test can be submitted for evaluation. Any unanswered question will be graded as zero points. If you finish before time runs out click on the button "submit". A deep breath... and let's take the test!"

Choose the language you would like to be evaluated:

English

Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	
Estonian	Not done yet	Not Done	

You can see the **average rating** of all your tests in every language

This screenshot shows the same Glifico skill test completion page as the previous one, but with a different set of test results. The table now includes English, Italian, and Japanese tests, each with a 5-star rating. The English test result is highlighted with a large red oval.

Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	
Estonian	Not done yet	Not Done	
Italian	Not done yet	Not Done	
English	2018-08-13 14:12	Done	
Japanese	2017-10-12 09:58	Done	

**Glifico**  
 Address ... PIVA ...  
 tel. ... - fax. ...  
 www.glifico.com - email: info@glifico.com

## 6 Help

Need help with anything?

Send an email to [info@glifico.com](mailto:info@glifico.com)