TRA6001 Translation Technology: Knowledge and Skills
Handout 23
Memsource Cloud

1. Create your account
   (a) Visit the following web page:
   https://cloud.memsource.com/web/organization/signup?e=PERSONAL
   (b) Click "Sign up with email" and provide some basic information.
   (c) Confirm your registration by clicking the link in the confirmation email.
   (d) Click https://cloud.memsource.com/web/login/auth to log into your account.

2. Create a project
   (a) Go to the "Projects" tab. Click the "New" button.
   (b) In the "Create Project" section, enter the following information:
   - Name: the name of your project
   - Source Language: English (United States)/Chinese (Taiwan)
   - Target Languages: English (United States)/Chinese (Taiwan)
   - Due (optional): the deadline of your project
   (c) Click "Create".

3. Add a translation memory
   (a) Go to the "Translation Memories" section. Click the "Create New" button.

The "Translation Memories" Section
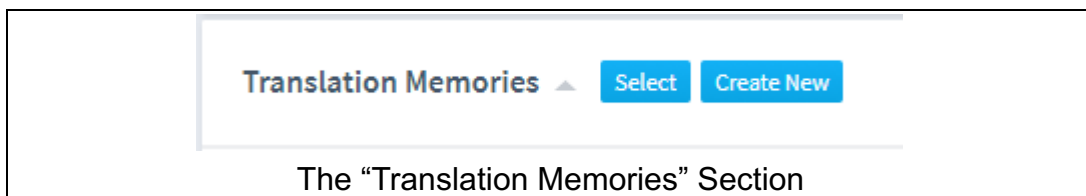
   (b) In the "New Translation Memory" section, enter the following information:
   - Name: the name of your TM
   - Source Language
   - Target Languages
   (c) Click "Create"
   (d) If you want to import your existing TM, follow the additional steps below:
   - Go to the "Translation Memories" section. Click the name of your

TM.

- Go to the "Import/Export" section. Click "Import".
- In the "Import TMX/XLSX/MXLIFF" dialogue box, upload your TM file (in .tmx or .xls format). Click "Import".

(e) If you want to create a TM with the automatic alignment tool provided by Memsource, follow the additional steps below:

- Go to the "Translation Memories" section. Click the name of your TM.
- Go to the "Import/Export" section. Click "Align".
- In the "Align" dialogue box, select the ST and the TT to be aligned.
- Download the aligned file (in .xls format). Edit the file with Excel to make sure that the TM is error-free. Save the file.
- Go to the "Import/Export" section. Click "Import". Import the edited TM file.

4. Upload your ST

(a) Go to the "Project" tab. Click the name of your project.

(b) In the "Jobs" section, click "New".

(c) In the "New Job" section, provide the following information:

- File: the file to be translated
- Target Language
- Select Linguist
- Due

(d) Check "Pre-translate".

(e) Click "Create".

5. Start translation

(a) Go to the "Project" tab. Click the name of your project.

(b) Click the name of the ST file to open the Web Editor

(c) The Web Editor is divided into two sections:

- Left: Translation Area
- Right: TM, MT, Search (concordancing) and QA

(d) Use CTRL-E to split a segment. Use CTRL-J to join two segments.

(e) Review the TT segments. Click the "X" button to confirm the translation, save the segment and update your TM.

6. Export your files

(a) To preview your TT, go to "Document" and click "Preview Translation".

(b) To export your TT, go back to the "Project" page. In the "Jobs" section, check the box of the ST file. Click the "Download" button. Click "Completed File".

(c) To download your updated TM, follow the steps below:
- Click the name of your TM.
- You are redirected to the page of your TM. Click "Export".
- In the "Export TMX/XLSX" dialogue box, select the format of the TM.
- Click "Export".