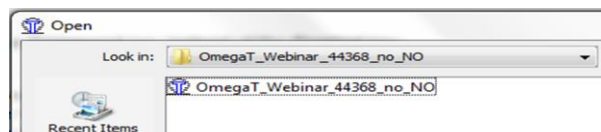# OmegaT Quick Start Card

1. [Download](#) and install the **Latest Version** of OmegaT - with JRE if in doubt
2. Unzip the job folder (the OmegaT kit)
3. Open OmegaT from your Start menu
4. Click **Project->Open** (Ctrl + O)
5. Navigate to the job folder that shows the OmegaT icon (see Figure above). Select it and click **Open**. The Project Files window opens. Click **Close** and start translating in the **Editor** window.
6. Click the **Go To** menu to navigate through the segments (Ctrl + N), (Ctrl + U), (Ctrl + P)
7. Click **Options>Use Tab to Advance** if you would like to use Tab key to move segment by segment.
8. Click the **Edit** menu to insert fuzzy matches or source text (Ctrl + I) (Ctrl + Shift + I)
9. Click **Edit->Insert Missing Tag** (Ctrl+T) to insert missing tags one-by-one in the target segment
10. Click the **View** menu to check the status of the segments and turn on/off color coding. If **Display Source Segments** is checked, source segments will be shown and marked in green. If not checked, source segments will not be shown.
11. You can search the files, TMs and glossaries by clicking **Edit->Search Project** (Ctrl+F)
12. You can search and replace by clicking **Edit->Search and Replace** (Ctrl+K)
13. You can add Glossary entries by selecting a source term and clicking **Edit->Create Glossary Entry** (Ctrl+Shift+G). The glossary is automatically created in the Terminology folder.
14. If your OmegaT windows get misplaced or disappear, click **Options>Restore Main Window**
15. Click **Project->Reload** (F5) if you have added new TMs, glossaries or files to your project.
16. Click **Tools->Validate Tags** (Ctrl+T) to check that all tags are OK before submitting the files
17. Click **Save** before you create the final document
18. Click **Project->Create Translated Documents** (Ctrl+D) to generate the files. The translated files are outputted to the '{project}\target' folder
19. Zip the **Target** folder only and add the job name. For example Test_AG_03_21_es_ES_target.zip.

For more information on using OmegaT see:

The Welocalize wiki contains information on system requirements, installation and translation:
http://www.globalsight.com/wiki/index.php/Translating_with_OmegaT

The Welocalize wiki FAQ page contains information on frequently asked questions:
http://www.globalsight.com/wiki/index.php/GlobalSight_FAQs#OmegaT

A short training video posted by Welocalize on how to translate using OmegaT:
http://vimeo.com/71812042

Official OmegaT Documentation:
http://www.omegat.org/en/documentation.php

Additional videos on how to work with OmegaT can be found on YouTube:
http://www.youtube.com/playlist?list=PLFED193FA64E53D60

Based on OmegaT version 3.1.0   *Last updated: 17 April 2014*