

1st SCENARIO: Working with MemoQ on your computer

I. MemoQ Installation

1. If you don't have MemoQ installed already, please download and install the latest version from <http://www.memog.com/downloads>
2. After installation, start Memoq. When accessing the program for the first time, you will have to register to get a serial number. Click the "I am a new user..." radio button, then click Next.
3. On the third screen, the activation wizard will ask for some details. Fill in the First name, Last name, I am/I work for, E-mail address, and Country fields (these are required), check the "Guide me through my trial..." check box, then click Next
4. memoQ will now contact the Kilgray activation server over the Internet, and request a serial number. This might take 5-20 seconds, depending on the speed of your Internet connection. If successful, the activation wizard will display your serial number.

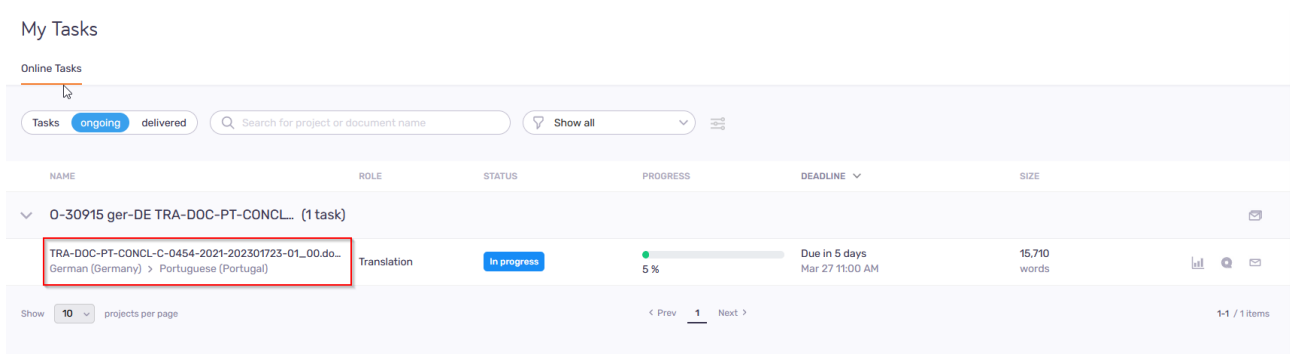
II. Downloading your job

1. From the Dashboard, select "Check out a project from a memoQ server"
 2. In "memoq server address", type "**memoq.t-works.eu**" and click "Select"
 3. Click on the job assigned to you on the list.
 4. Adjust the "Local project name" and "Local project path", if needed, and click "Check out project".
- Important: Make sure the specified paths do not exceed 260 characters in length, or Memoq will issue a system error.
5. You now have a local copy of the project.

2nd SCENARIO: Working with MemoQ online

I. Accessing MemoQ Webtrans

1. Open <https://memoq.t-works.eu/memogweb> using any computer or browser
2. Log in using the information provided by the PM.
3. You will see a list of projects that have been assigned to you. Click on the filename to open that file for translation or review:




My Tasks

Online Tasks

Tasks **ongoing** delivered

| NAME | ROLE | STATUS | PROGRESS | DEADLINE | SIZE |
|--|-------------|--------------------|---|----------------------------------|--------------|
| ▼ 0-30915 ger-DE TRA-DOC-PT-CONCL... (1 task) <input type="button" value="Message"/> | | | | | |
| TRA-DOC-PT-CONCL-C-0454-2021-202301723-01_00.do... German (Germany) > Portuguese (Portugal) | Translation | In progress | <div style="width: 5%;"><div style="width: 5%;"></div></div> 5% | Due in 5 days Mar 27 11:00 AM | 15,710 words |

Show projects per page **1** 1-1 / 1 items

4. Translate according to approximately the same procedures applicable to the standard MemoQ client software, described in "Common Tasks" below.
5. Don't forget to run the spellchecker () before Delivering the file(s)
6. When finished, click on "Deliver".
7. Please note that MemoQ Webtrans has limited features compared to the desktop version, there is no QA final check and a lot of the keyboard shortcuts don't work, for example. See <https://docs.memoq.com/current/en/memoQWeb-help/mqw-translation-editor.html> for the full list of features available in the online editor.

Common Tasks

I. Translating your job

1. In the projects list, double click on your project
2. Translate everything in the target column. If you prefer to have all the source text copied to the target column, select "Operations", then "Copy Source to Target When Empty"
 - 2.1. To add terminology to the project's termbase (if allowed), select the source and the target terms in their respective boxes and press CTRL+E to fill a complete term entry, including the origin of the source term in the **Note** field and the project being translated in the **Project** field (for example O-5312). These terms will subsequently appear highlighted in blue everytime they appear in the source text. Terms not yet validated will appear on the term list with a red dot on the first column.
3. Press CTRL+ENTER after translating each segment to confirm it and update the TM. The red cross should change to a green "V" symbol.
4. If when pressing CTRL+ENTER you get an error saying that the program can't save the segment to the TM because it is offline, you can use CTRL+SHIFT+ENTER instead to confirm the segment without saving to the TM. Please note that to work offline like this you need to have your own license and you also need to have downloaded the job previously.
5. To insert one of the previous translations listed in the "Translation Results" panel, press CTRL + the number assigned to that translation.
6. When finished, run the spell check (Translation toolbar / "Spell check").

NOTE: before running the spell check for the first time, you need to configure its options in the MemoQ tab / Options / Spelling and grammar. Select your target language from the dropdown box, select Microsoft Word for the spelling and activate both grammar options in the grammar tab. This configuration only needs to be done once.

7. Also run the quality assurance checks using the "Review" toolbar / "Quality Assurance"
8. To deliver your translation, go back to the Project Home panel, select the document(s) you want to deliver and then click on the "Deliver/return" button in the Documents toolbar.
9. If needed, you can also export a bilingual DOC of your translation. To do this, select the translated files in the translations list, then "Export Bilingual", "TRADOS-compatible Bilingual DOC" and "Export".

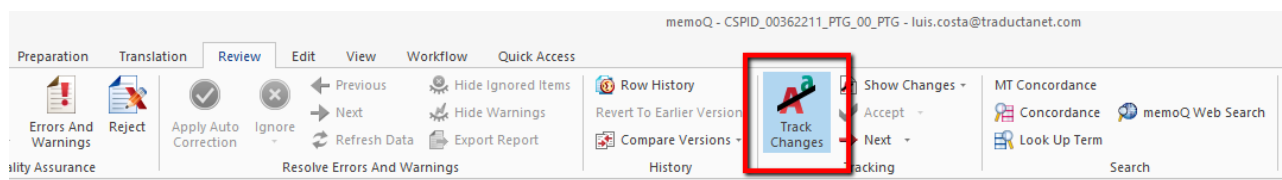
This will create a bilingual TRADOS-type Word file for each translated file.

Note: If a job has many repetitions, which are usually not paid, you can avoid seeing them more than once using the following procedure:

- On the file list, select all the files you have been assigned for translation.
- Select "Create View" and type a name of your choice, e.g. "NoReps"
- Click on "Advanced options"
- Set "Minimum frequency" to 1 and disable "Keep duplicates"
- Click Ok
- The "NoReps" view, containing no repetitions, has been created and can now be used. Please note you can still work on individual documents (which may include repetitions) using the "Documents" tab, instead of "Views". Translations performed on views are automatically updated in the "Documents" tab.

II. Proofreading a job

1. Once you open a job for review, please activate the "Track changes" option so that your changes are easily identifiable



2. Perform a spell check using the Translation toolbar / "Spell check"

3. Run the quality assurance checks using the "Review" toolbar / "Quality Assurance"

4. Starting in the first segment, make sure you press CTRL+ENTER after reviewing each segment. Its symbol should change from a single "V" green mark to a double "V" green mark.

5. If you wish to send any comments to the translator/project manager, double-click on the balloon icon. It will change to dark blue after you insert your comment.

Also look out for comments from the translator, also denoted by a dark blue balloon.

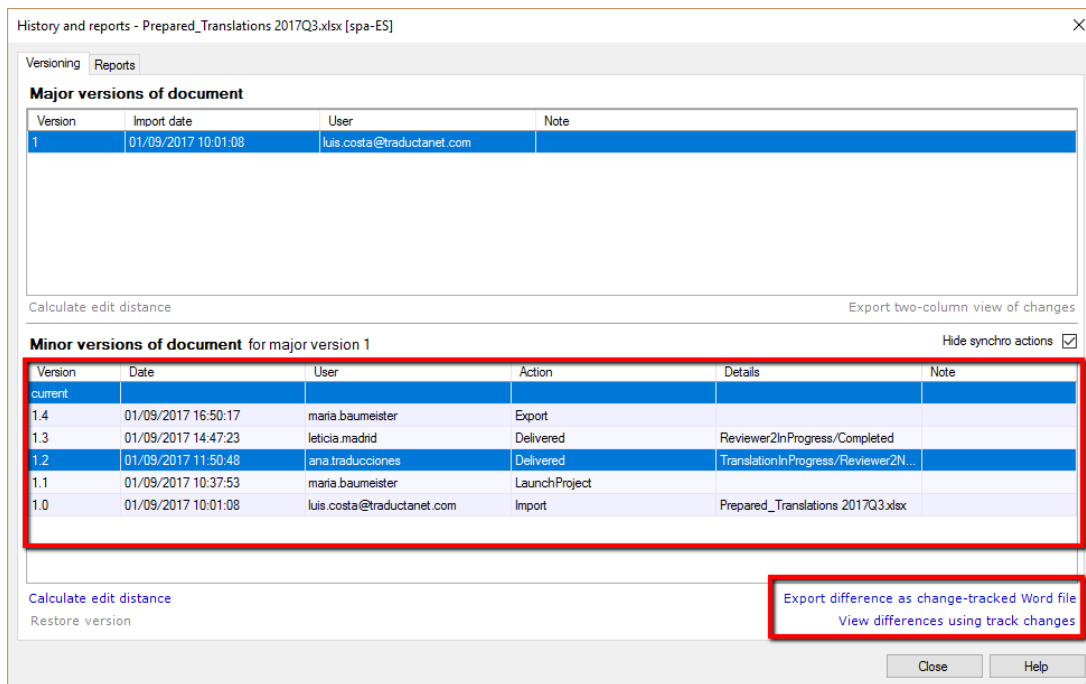
6. If you have fully reviewed the translation and want to mark all segments as proofread, select "Edit" / "Select All Segments", then "Translation" / "Confirm".

7. When finished, select "Deliver/return". You may choose to return the document to the previous actor (typically the translator) in case it has too many mistakes, but please confirm this with you PM first. Normally, you will choose the "The document is fine" option.

8. If needed, you can also export a bilingual DOC of your review. To do this, select the translated files in the translations list, then "Export Bilingual", "TRADOS-compatible Bilingual DOC" and "Export". This will create a bilingual TRADOS-type Word file for each translated file.

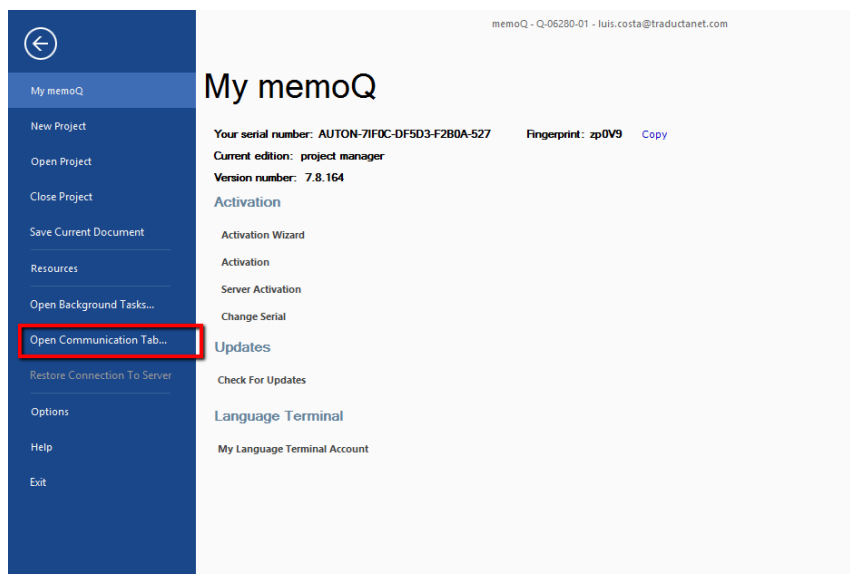
III. Comparing your version of a translated document with the final (reviewed) version

1. Open the project in your MemoQ, right-click on the file you wish to compare and choose "History/Reports"
2. While pressing the CTRL key, click on the most current version in the list and then on the version you delivered (see the "User" and "Action" column to understand which one is your delivered version).
3. Once both versions are selected, you can export the comparison as a change-track Word file, or you can view the file in memoQ with the differences highlighted:

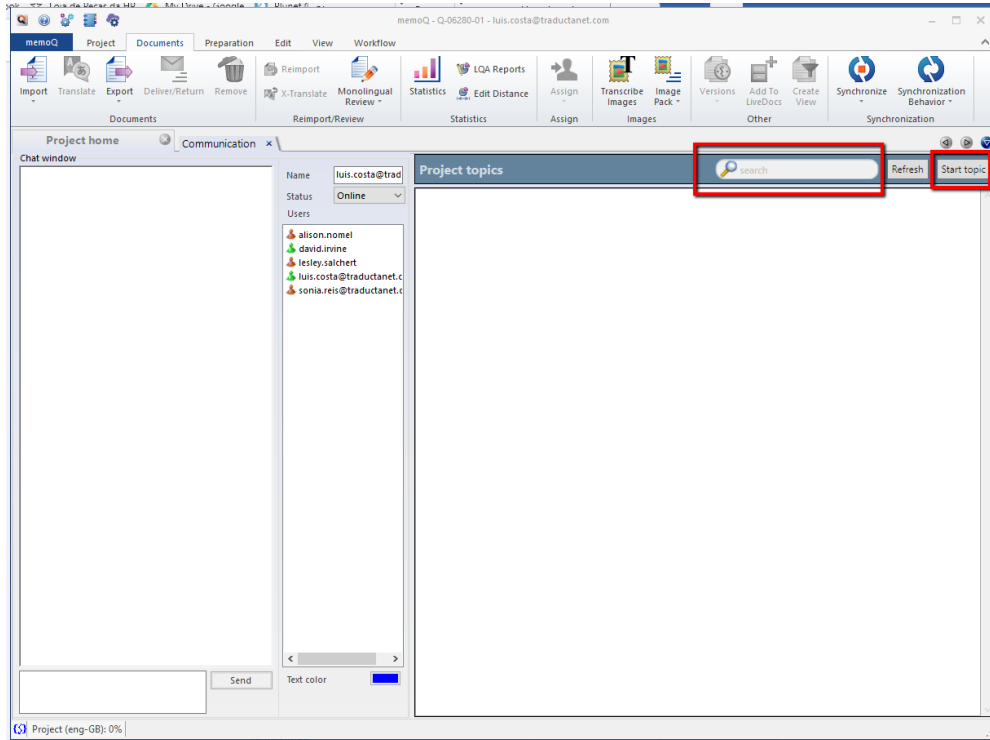


IV. Accessing the Project forum and chat

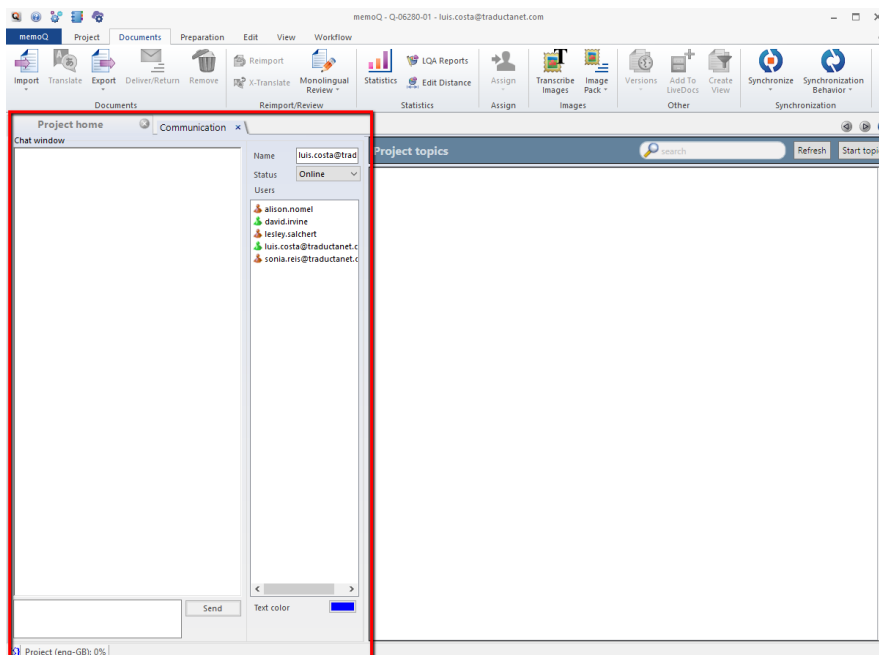
1. Open the project you're currently working on and go to the MemoQ tab / Open Communication Tab:



2. On the right side of the screen you'll see a list of current project topics. You can use the search box to look for something in particular, or the "Start topic" button to create a new topic. Use the refresh button periodically to look for new topics/replies.



3. You can also use the chat window to exchange messages directly with other translators of the project, just click on his/her name in the middle window and type your message in the box on the lower left corner.



Other Resources

List of useful keyboard shortcuts:

<http://kb.stptrans.com/Article.aspx?p=565>

Video tutorials and webinars:

<https://www.memoq.com/resources/webinars/getting-started-with-memoq-introductory-session-for-translators>

<https://www.youtube.com/watch?v=aACPO0dKshY>

Troubleshooting

If you get an error similar to the one below, please click on “Copy details to clipboard”, paste it in an E-mail along with a screenshot, and sent it to itdepartment@traductanet.com with your Project Manager in CC.

