

# Translation Workspace Enterprise Users Quick Start Guide

# A Quick Start Guide for Enterprise Users

Now that you have a Translation Workspace account, you can start translating and managing translation assets. This document gives a quick explanation of the Translation Workspace clients that you use to perform the translation and the tools you use to expedite the translations.

# **Downloading the Translation Clients**

You can only download the translation clients if you have credentials to login to Translation Workspace. The clients are always available for download from the **Resources > Download** page in Translation Workspace. Once downloaded, the clients are updated automatically with any new Translation Workspace releases.

## **Using the XLIFF Editor**

After downloading the XLIFF Editor, you can simply accept the defaults offered by the installation wizard to get started.

When you open the XLIFF Editor, you will see a toolbar with the following features:





You use this toolbar to open files, open and store segments, connect to the TM, and more.

## Using the Microsoft Word Plug-in

After downloading the Microsoft Word Plug-in, simply accept the defaults offered by the installation wizard to get started.

Open the .doc, .docx, or Translation Workspace RTF file you are going to translate. The Translation Workspace functions will be in the ribbon accessed by clicking **Translation Workspace** in the Word 2007 toolbar:



If you are using Word 2003, you have a toolbar and menu of commands:



# **Configure Your Translation Workspace**

Translation memories and other linguistic assets (glossaries and review packages) reside in workgroups on <u>translate.translationworkspace.com</u>. You are provided with a root workgroup when you first login, but you should create appropriate workgroups for your users and assets, so you can organize your projects. Users are assigned to workgroups and to assets (TMs, glossaries, and review packages). This allows you to control who can access your assets.



# **Creating a Workgroup**

Create workgroups to organize your linguistic assets, and to control access to those assets.

1. Select Create New > Workgroup.



- 2. In the **Create Workgroup** dialog, specify a name, a description, and select a Contact.
- 3. Click **Create**. This adds a workgroup to your navigation tree on the left.

You can now add members and linguistic assets to the workgroup.

## **Creating a User Account**

Create user accounts to provide access for individuals in your Enterprise. You can do this by logging directly into GeoWorkz.com, or by logging into the Translation Workspace Web interface, which will redirect you to GeoWorkz.com when you click the **Add/Delete User** button.

To add a user, if you are in the Translation Workspace Web interface do the following:

1. In the **Administration > User Management** page (if you are a Subscription Manager user or an Admin user), click the **Add/Delete User** button:

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eldridgeenterprise	Search All Users				Members	
					🚨 Add 💩 Re	move   Hide System U
	Add/Delete User DEdit				Name 🛋	Role
Click Add/Delete	User 🔺	First	Last	2		
User.	aaron.admin	Aaron	Admin			
	eldridge.enterprise	Eldridge	Enterprise	<i>~</i>		
	sara.systemuser	Sara	Systemuser			

Here we have logged in as an Admin user. The user is taken to the GeoWorkz **Manage Users** page, which lists the users in her or his tenancy:



DME / MANAGE USERS	-					Click the Add Use icon to add a use
	MANAG User Name	E USERS	lame	Last Name	Email	Select Role
GEOWORKZ TEAM • NETHERLANDS	Total Record	ds 5 USERNAME \$	FIRST NAME \$	LAST NAME 🕏	EMAIL ID 🖨	Q 🎍 4
Translation Workspace	×.	edwardjohn geoworkzteam	Edward Geoworkz	John Team	edwardjohn@gmail.com geoworkzteam@gmail.com	🕼 Edit 🛛 🗐 Delete
A My Account	1	jamesgeoworkz jerryanderson	James Jerry	Geoworkz Andreson	jamesgeoworkz@gmail.com jerrygeoworkz@gmail.com	☞ Edit 前 Delete ☞ Edit 前 Delete
🛞 Manage Users	× .	johngeoworkz	John	Robins	johnj@gmail.com	🕼 Edit 🛛 📋 Delete

**Note:** You can also go here directly, if you are a Subscription Manager user or an Admin user, by logging into <u>www.GeoWorkz.com</u> and clicking your user name at the top, then selecting the **Manage Users** tab.

2. When you click the Add User icon ( ), the **Add new user** dialog pops up:



ADD USER	(
Given Name*	Last Name/Surname*
Username*	Is Admin
Email Address*	
Country	
United States 🔻	
	CANCEL

Please complete the fields in the form to create the new user inside your tenancy. If you decide to grant Admin role, please check the **Is Admin** box. The Admin role will let the user add, delete and edit other users. Also, the Admin role allows to assign other users to objects such as TMs, glossaries, review packages and workgroups.

3. When you have filled out the fields, click **Save Account** at the bottom:

The user will appear in the **Manage Users** tab with a **Resend notification to this user** icon ( $\square$ ) on the left:

HOME / MANAGE USERS		-			
	MANAGE USERS User Name First	Name	Last Name	Email	Select Role 🔻
GEOWORKZ TEAM • NETHERLANDS	Total Records 6	FIRST NAME 🗢	LAST NAME \$	EMAIL ID 🗢	Q & C
Translation Workspace	s2_edwardjohn     s2_geoworkzteam	Edward Geoworkz	John Team	edwardjohn@gmail.com geoworkzteam@gmail.com	C Edit Delete
My Account	Resend Notification to this user s2_jamesgeowonkz	James	Geoworkz	jamesgeoworkz@gmail.com	Gr Edit @ Delete Gr Edit @ Delete
	✓ s2_johngeoworkz	John	Robins	johnj@gmail.com	🕼 Edit 🛛 📋 Delete

The **Resend notification to this user** icon indicates that the user has not responded to an email asking her or him to register and specify a password. Click the icon to send a notification. The user will receive a "Self User Registration" email like the following:

This is an automatic, system-generated message. Please do not reply directly to this message.

#### Dear <<u>User name</u>>,

Welcome to Translation Workspace, the next-generation translation productivity solution from GeoWorkz A Lionbridge Technologies Company. Fast and scalable, the Translation Workspace provides anywhere, anytime access to Translation Memory (TM) and Glossary assets.

You have a new user account in the Lionbridge tenancy. Please click the following link to activate your account, and confirm your secure access to Translation Workspace.



**Complete registration** 

Your account information is as follows: Username: *<User name>* Tenancy: *<Tenancy name>* 

After you have set a password, you may log in to Translation Workspace at <u>translate.translationworkspace.com</u>. The clients used to perform translations (the XLIFF Editor and the Microsoft Word Plug-in) are available for download from the Download page on the **Resources** tab of the Translation Workspace toolbar.

To help you get started, access our Quick Start Program, found at <u>www.GeoWorkz.com</u> under **Resources**. We also offer a full range of helpful documents and training, accessible from <u>GeoWorkz Training</u>.

Thank you again for choosing Translation Workspace.

Sincerely,

The GeoWorkz and Translation Workspace Team

4. Once the user has clicked the <u>Complete registration</u> link in the email, she or he will be taken to the Enter New Password page:

CET	DACCI	NOPD	
SEI	FASSI	ORD	
Password			
letype Password	1		

After entering a password and clicking **Save**, the new user will be taken to the GeoWorkz home page, where she or he can log in and start using GeoWorkz and Translation Workspace.

#### Editing the System Permission Role and User Type in Translation Workspace

To edit the System Permission Role or User Type for the user you have added you must go to the Translation Workspace Web interface. Do the following:

1. Once logged in, click the User Name drop down button at the top of the GeoWorkz.com home page:

Drop down menu shows **Launch Translation Workspace** tab, where you can click and navigate to translation workspace section. Clicking upon **Launch** button within will go directly to the Translation Workspace Web interface:

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9	TRAI WC	NSLATI ORKSP	ON ACE			
	HOME	SUPPORT -	PRODUCT -	CONTACT		
		-	$\Box$	-		
	HOME	SUPPORT -	PRODUCT -	CONTACT	EDWARD JOHN 🔹 🚔	
					Launch Translation Workspace	
				- 4	O My Account	
					🗐 Manage Users	
					ப் Log Out	
	I					
TRAI	NSLAT		KSPACE	📌 Launc	б	
				Sul	oscription Usage	
		10,0	000 Words remai	ining		
		0				10000

Launch takes you to the Translation Workspace web interface, where your single sign-on logs you in.Select Administration > User Management:



3. In the User Management tab that displays, to edit a user, double-click the user name:

Search All Users	Toedit	ta user, double-click the name.	
User 🔺	First	Last	<i></i>
aron.admin	Aaron	Admin	
ldridge.enterprise	Eldridge	Enterprise	<i>&gt;</i>
ara.svstemuser	Sara	Systemuser	



## The Edit User dialog pops up:

User Type:	Provider 👻			
System Permission Role:	Project Manager			
	Submit			
Demographic		Ξ		
User Name:	sara.systemuser			
Given Name:	Sara			
Last Name/Surname:	Systemuser			
Email Address:	sampath.jayaprakash@veritest.com			
Address line 1:	123 4th St.			
Address line 2:				
Zip/Postal Code:	02451			
City:	Waltham			
State (USA):	Massachusetts			

4. Only the **User Type** and **System Permission Role** fields are editable. You can select a type and role and click **Submit**. To edit the other fields, scroll to the bottom and click **Edit**:

OIVEN HUME.	udia		
Last Name/Surname:	Systemuser		
Email Address:	sampath.jayaprakash@veritest.com		
Address line 1:	123 4th St.		
Address line 2:			
Zip/Postal Code:	02451		
City:	Waltham		
State (USA):	Massachusetts	~	
Province/Region (non-US):			
Country:	United States	~	
Primary telephone number:			Ε
Secondary telephone number:			
Fax1:			
	Edit		Ļ
Secondary telephone number: Fax1:	Edit		

You are taken to the **Manage Users** tab in GeoWorkz.com, where you can click the Edit User icon for the user and change the user information fields:



	MANAG	E USERS					
	User Name		First Name	Last Name	Email	Select Role	
GEOWORKZ TEAM	Total Reco	rds 5					<b>∖</b> #+
♥ NETHERLANDS		USERNAME 🖨	FIRST NAME \$	LAST NAME \$	EMAIL ID \$		
	~	edwardjohn	Edward	John	edwardjohn@gmail.com	🕑 Edit	8 Del
Translation Workspace		geoworkztearr	1 Geoworkz	Team	geoworkzteam@gmail.com		
D	*	jamesgeowork.	z James	Geoworkz	jamesgeoworkz@gmail.com	Ø∕ Edit	영 Dei
	*	jerryanderson	Jerry	Andreson	jerrygeoworkz@gmail.com	🕼 Edit	8 Del
B Manage Users	~	johngeoworkz	John	Robins	johnj@gmail.com	(2) Edit	3 Del

# **Assigning a License**

To assign a license, do the following:

1. Select Administration > License Management in the toolbar.

🗿 Create New 👻 🛛 🗔 Möve 🥥 Delete	🧼 🧽 systemworkgrou 🍰 User Management 🛛 Management 🖉
📰 aaronagency	Search All User 🤌 Role Management
	License Management
	A New User 🐉 Edit 🗛 Delete

2. Select the user from the **Users** box on the right and click **<<Add**.

icensed user	5			Users				
Jser	First	Last		terry.t				
aaron.agency Aaron Agency	Agency	<b>()</b> << Add	Search Fie	lds 🕶 🛛 All		~		
			😂 Remove >>	ove >> 🔱 New User 🐉 Edit 🔱 Delet		💫 Delete	e	
			Used: 1	Used: 1 User First La		Last	P	
			Available: 2	terry.trans	lato Terry	Translate	or	
			, it did bier 2					

The user will then be able to login to Translation Workspace.

## To Assign a User to a Workgroup or Asset

- 1. With the workgroup or asset selected, in **User Assignment>Members** pane, click **Add**.
- 2. In the Select User to Add dialog, do one of the following:
  - a. Search for the user you want to add.
  - b. Select them from All Users.
- 3. Click **Add** to add them to the workgroup.
- 4. Or use the Quick Search widget:
  - . Search



a. Drag and drop from the search result list.5. Select a role for the user for this workgroup.

Members	
🖧 Add	/e
Name 🔺	Role
terry.translator	Translator 🗸
aaron.agency	Admin Asset Manager Customer Glossary Manager Guest Linguist
	Project Manager
user Search Enter user name, Search Fields • 10	Iasi TM Manager Terminologist

This user will have the permissions defined for this role on all objects in the workgroup unless the user is also a member of a particular object and has a role for that object with higher permissions.

Now that you have created a workgroup, you can create linguistic assets in that workgroup for translators to leverage.

# **Create a Translation Memory**

To use the translation clients, you will need to connect to a translation memory on the server.

It is quite easy to create a TM.

1. Select the workgroup, and click **Create New > Translation Memory**.

Create New 👻 🗔 Move 🥥 Delete	🧽 systemworkgro	up 🕷 Welcome 🕱
Translation Memory.	Workgroup - syste	emworkgroup
Workgroup	Properties	🤣 Manage
Glossary	Name:	System
Copy Settings	Description:	root workgroup (parent of all other workgroups)
Publish Alias		
50	Contact:	·



2. In the Create a Translation Memory dialog, give it a name, description, and contact.

Create a Tran	Islation Memory Visibility	×
Name:	My First TM	
Description:	to be used to learn how Translation Workspace works.	
Contact:	d_aadmin 🗸	
	« Prévious <b>Ne</b> x	ct »
	Create Cancel	

When you click **Create**, the TM is added to the navigation pane.

**Note:** Depending on your plan, you might be required to tag certain fields in your TM before you can click **Create**. Use the **Next** button to navigate through the asset tagging wizard, then click Create when you have filled in the required fields, which will be indicted with a red asterisk.

3. Next you must add a source and target language by selecting Manage > Languages > Add:





Add both a source and target language. You can add as many of each as you like.

You now have a TM to which you can store translations you make in the Word Plug-in or XLIFF Editor.

# **Create a Glossary**

You create a glossary the same way as a TM.

1. Select the appropriate workgroup, right-click, expand Create New, and select Glossary.



- 2. In the **Create Glossary** dialog, specify a name and description, and select a contact. This contact will be the person receiving notifications about changes to the glossary.
- When you click Create, the glossary configuration page now has tabs for Properties (which contains name, description, and contact information), Manage, Import, Export, Statistics, and Search. Your glossary at first is empty, and you can populate it by importing from a spreadsheet (XLS), XML (MultiTerm), MultiTerm TXT backup, or TM TXT file (Translation Workspace or Trados Workbench).

aaronagency						
🖃 🍅 User Interface Manuals	Glossary - UI Glossary	Location: /User Interface Manuals				
Ul Glossary	🞲 Properties 🧼 Manage Import Export S	Search				
	Tip You may choose an uncompressed as well as a zipped file. As the file is transmitted on the internet, a zipped file proceeds much faster. If the ZIP file includes several files, they are consecutively imported. Files can be in one of the following formats: Tab separated (xls), XML (MultiTerm iX), MultiTerm TXT backup, or TM TXT file (Translation Workspace, Trados Workbench) Warning: tab separated files must be encoded as Unicode (UTF-16 or UTF-8), not ANSI.					
	Select file	Brow				
	LocStudio File With Delimiter: None     Optional Language Filters	▼ and Separator: Blank Space				
	Source Language:	Target Languages:				

You make the glossary available for your translation project by linking it to the TM as a background glossary in the **Manage > Background Links** tab of the TM.



#### **Publish an Alias Token**

If you will be sharing your TM with another tenancy, you need to publish an alias to a user in the other tenancy.

1. Select the TM you would like to share, and click **Create New > Publish Alias.** 

🔾 Create New 💌 🗔 Move 🥥 Delete	😡 Sample TM 🗵 🏡 Welcome 🙁		
Translation Memory	Translation Memory - Sample TM		
婱 Workgroup 💫 Glossary	Properties Manage Import Export Analyse Search		
Copy Settings	Save Save Refresh		
Publish Alias	Name Advanced Segmentation Rules		
Subscribe to Alias	Name: Sample TM	-	

2. In the **Create New Alias from Token** dialog, enter the email addresses you would like to send tokens to, a message to the user(s), and set the permissions.

Number of Tokens:	1	
Emails:	user1@email.com; user2@email.com	
Message:	Message that will be visible to the token subscriber.	A
Alias Permissions		
Import:		
Export All Segments:		
Export Own Segments:		
Connect Background Links:		
Use as Background Link:		
Write Access:		
Add Language:		

When you click **Create**, the asset is updated with the alias information and the users receive the tokens in email.



# **Translating with a TM**

Now that you have a TM into which to store your translations, you can begin translating and build your TM.

## In the XLIFF Editor

Open a segment by double-clicking somewhere in it, and type in a translation:





When you select a command like **Store, Close and Open Next Untranslated Segment**, the XLIFF Editor stores the translated segment to the TM, closes the segment, then opens the next untranslated segment:

100 can search and update 1 Ms and glossaries in real-time, $=0%$ (vous pouvez recherche et mise a jour 1 Ms et gloss	
8	saires en temp reel.:-)
No Match!	
Context matching, in which a "fingerprint" of the text that immediately precedes and follows the sentence is stored in the translation of the sentence, allowing you to re-create the translation of a document with a very high level of accuracy at it is the translation of the sentence.	memory along with the actual a later time.

Here are the most frequently used commands for opening segments, moving from one to another, and storing your translation to the TM so it can be used for matches elsewhere.

- **Open Segment –** Opens the selected segment for editing.
- **Translate to Next Non 100% Match** Translates all segments for which the TM offers a 100% match, starting from the current cursor position. Then, the first segment with a non 100% match is opened.
- Store, Close and Open Next Untranslated Segment Stores the translated segment to the TM, closes the segment, then opens the next untranslated segment.
- **Store and Close Segment** Stores the translated segment to the TM, then closes the segment.
- **Close Segment and Delete Translation** Closes the currently open segment and deletes the translation entered.
- **Close Segment, Don't Store in TM** Stores the translated segment locally in the document, then closes the segment without storing it to the TM.
- **Cancel Changes and Close Segment** Closes the segment and returns it to the status prior to opening.

### Saving the Translation

When you have finished translating the document, you finalize it by "cleaning" out the source segments—leaving just the translated segments and storing it to the TM. Use the **File > Save Target**:

		 1.2013	Transladori workspace	Tich
🖹 Open			Ctrl+O	My First TM
Save			Ctrl+S	5 5 84
🛃 Save As				
K Close			Ctrl+W	
🚽 Save <u>T</u> arget				
Quit	1.1		Ctrl+Q	en across ten



To be sure the translations are stored to the TM, use the Add to TM feature in Translation Workspace > Batch Operations off the toolbar:

Add to TM
Include Locked Segments
TM Sample TM
Languages en-us -> fr-fr
Remove
⊆lear
Skip File on Error

## In the Microsoft Word Plug-in

Open a segment by putting the cursor in it and pressing **Alt+Home**, and type in a translation:

No match
What is the Translation Workspace?
Qu'est-ce que le «Translation <u>Workspace</u> ?»
The Lionbridge Translation Workspace is a next-generation cloud computing system that combines Live
Assets and review packages with time-tested performance. The system is offered on a subscription basis
through GeoWorkz.com, which gives freelance translators, agencies, and enterprises access to the core
technology:
and the second

When you select a command like **Open Next Untranslated Segment (Ctrl+Alt+Home)**, the Word Plugin stores the segment in the TM and opens the next available segment for translation:

Qu'est-ce que le «Translation <u>Workspace</u> ?»	
ic match	
The Lionbridge Translation Workspace is a next-generation cloud computing system that combines Assets and review packages with time-tested performance.	Live
The system is offered on a subscription basis through GeoWorkz.com, which gives freelance translagencies, and enterprises access to the core technology:	ators,

Here are the most frequently used commands for opening segments, moving from one to another, and storing your translation to the TM so it can be used for matches elsewhere.

• **Open Next Untranslated Segment (Ctrl+Alt+Home)** is used to open the next available segment for translation.



- **Translate to Next non-100% match (Ctrl+Shift+\*** (on the Number Pad)) increases productivity by translating 100% matches in the document.
- Store, Close and Open Next Segment (Alt+ + (on the Number Pad)) saves the open segment to the TM and opens the next available segment.
- **Get Current Term (Alt+Down Arrow)** adds the currently selected term in the AutoTerminology window to the document being translated.
- Get Current Tag (Alt+Ctrl+Down Arrow) adds the tags of the source text into the target text.

#### **Saving the Translation**

When you have finished translating the document, you finalize it by "cleaning" out the source segments—leaving just the translated segments and storing it to the TM. Use the **Clean to Target Language** command:



In addition to making your bilingual file monolingual—that is, having only target segments—your translations are stored to the TM.

# **More Information**

For more information, see the following:

# Training

- **Translation Workspace Client XLIFF Editor** From A to Z, learn all the functionality available in the XLIFF Editor.
- **Translation Workspace Client Microsoft Word Plug-in** From A to Z, learn about all the functionality available in the Microsoft Word Plug-in.
- Introduction to File Pre/Post-Processing Learn how to manipulate your files for the best possible translation results.
- Introduction to Administration Learn more about the features available to you including translation memory and glossary management.



- **Translation Memory Management** Deep dive into translation memory management by learning about settings, maintenance, importing, exporting.
- **Asset Aliasing** Learn how to share a linguistic asset with a user in another tenancy.
- **Glossary Management** Deep dive into glossary management by learning about settings, maintenance, importing, exporting.
- **User Management** Learn how to manage users within your tenancy.

Many other courses, both self-training and instructor-led, are available. See the full list at **Support > Training & Tutorials**.

### Documentation

- **Translation Workspace Client XLIFF Editor** Features and functionality of the XLIFF Editor, including best practices for translation.
- **Translation Workspace Client Microsoft Word Plug-in** Help system with features and functionality of the Microsoft Word Plug-in.
- **Translation Workspace Web Interface** Information about configuring and managing users and linguistic assets in the Translation Workspace, perfect for an Asset Manager or Tenancy Administrator.

Many other documents are available. See the list on the Documentation page found on the Translation Workstation Web interface at **Resources > Help** in the toolbar.