



wordbee
buzzing outside the box

Quick start

User guide

Freelance



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Foreword

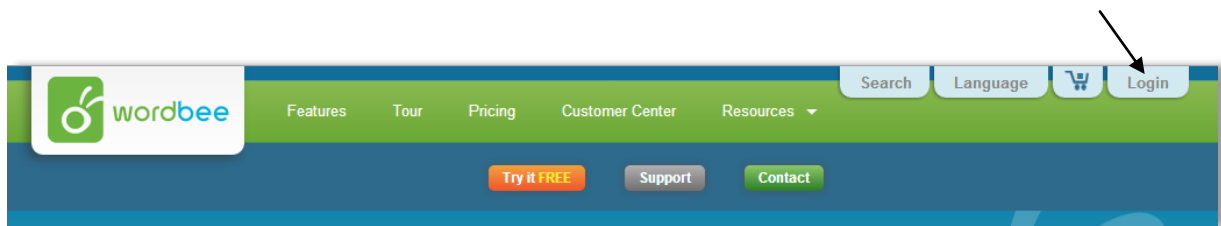
Welcome to Wordbee Translator.

The following document is meant to help you to start using Wordbee Translator rapidly. Not all the functionalities are described, but if you feel the necessity to discover them, please click on Help situated at the top of your home page once you are logged on your personal online workspace.

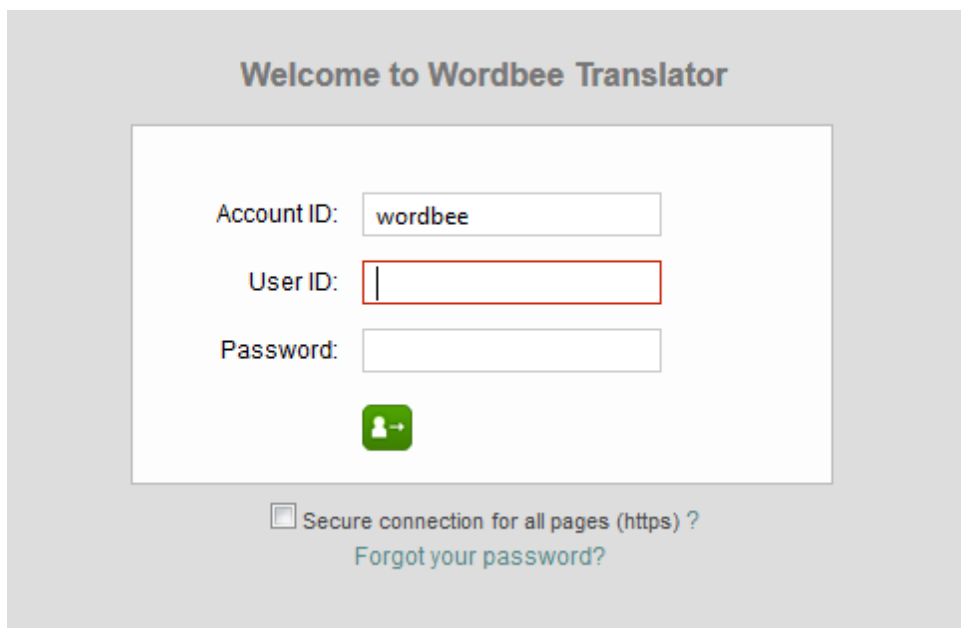
I. The Wordbee Translator Interface


Logging on Wordbee

The Welcome page is available on: www.wordbee-translator.com by clicking on **Login**.



You reach the login page:

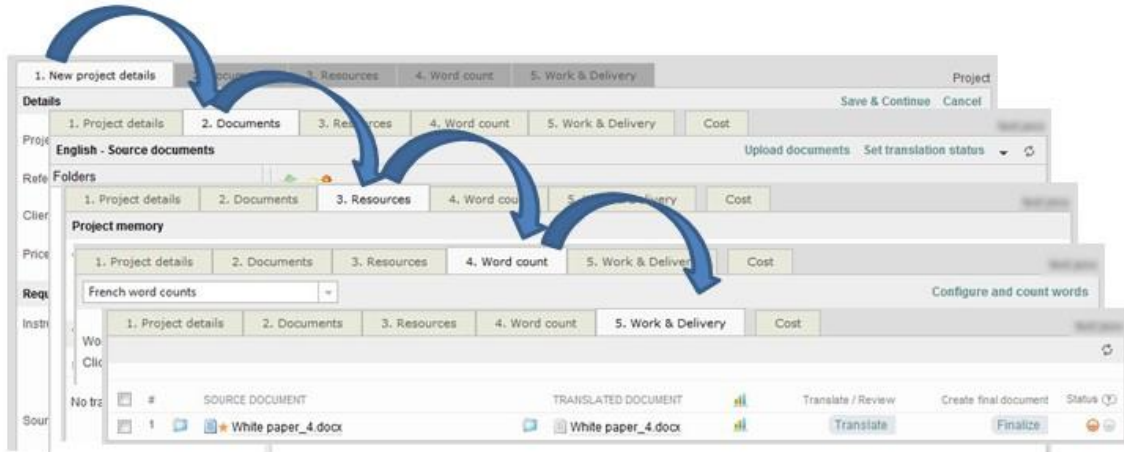


Once you have entered your Account ID (name of your company), your user ID and your password, click on  you will be redirected to your home page.

Forgot your password? Click on [Forgot your password ?](#) You will need your account ID and user ID to get reminded of your password by e-mail.

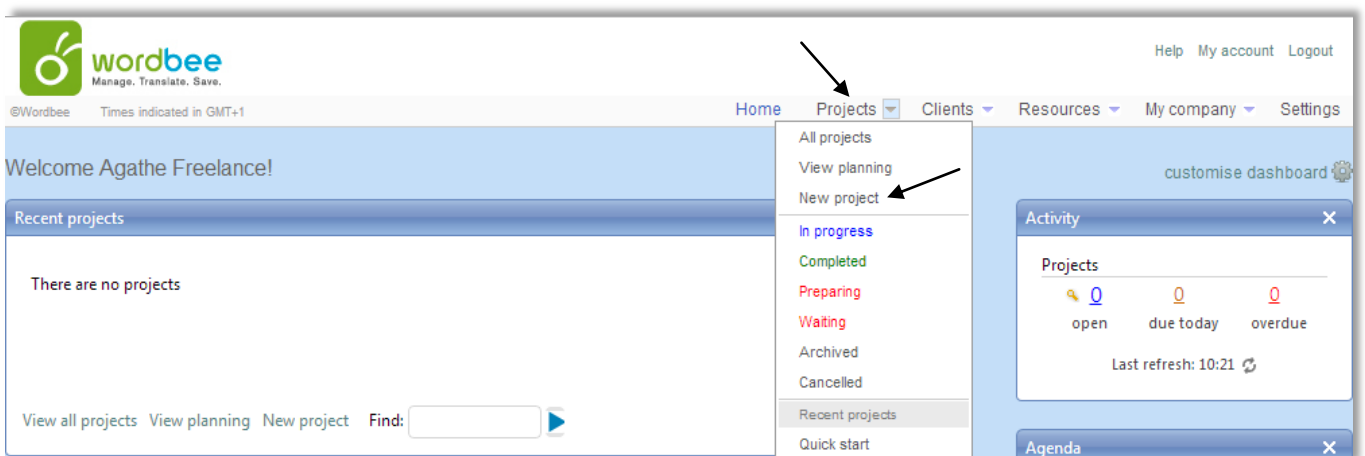
Creating a project:

A standard project involves five general steps:



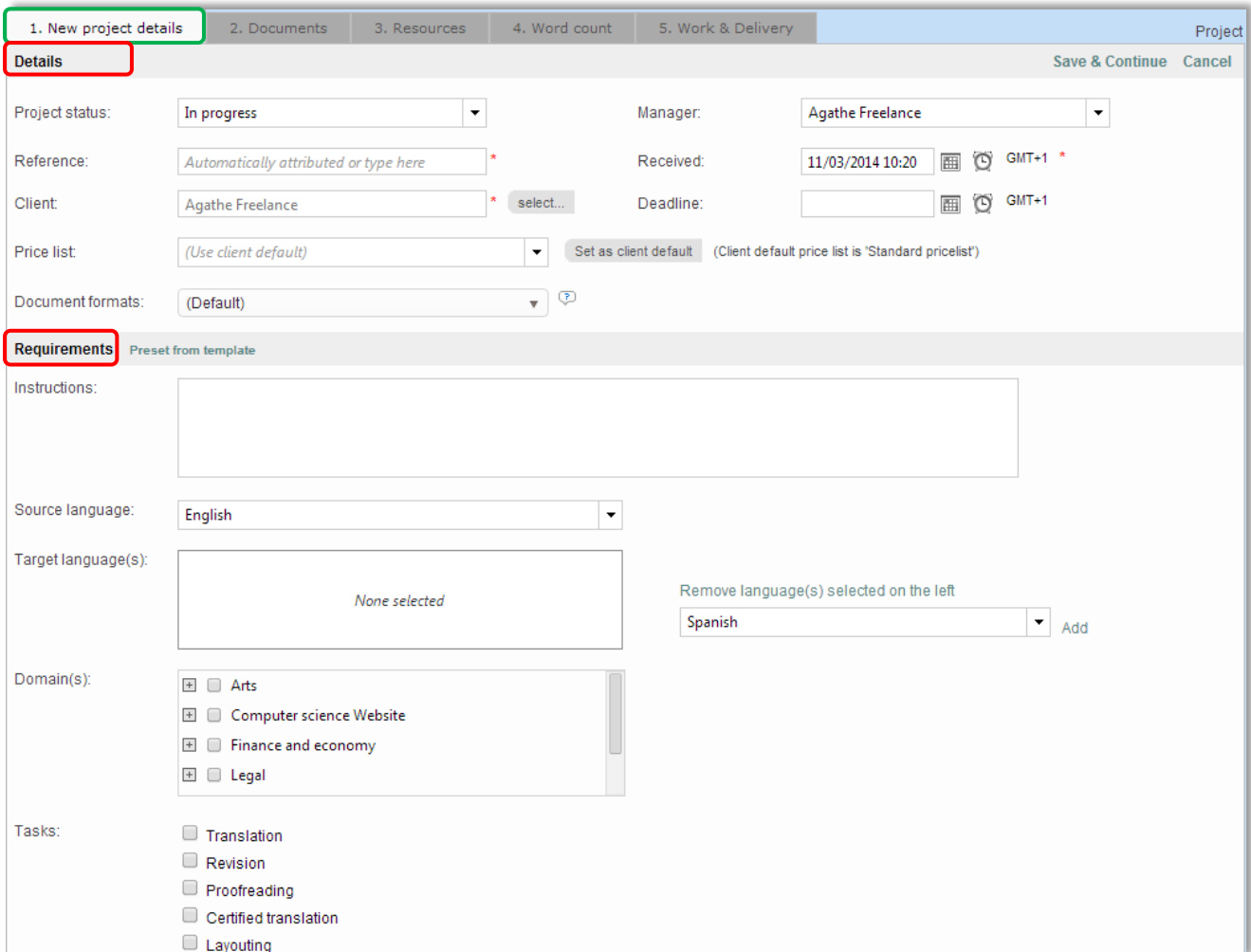
Step 1: Completing the 'New Project details' page:

- From the **Home** page, click on or point to the Project's down arrow.
- Select **New Standard project** from the list.



Note : You can also create a project by clicking on **New project** situated in the **Quick links** section of the Home page, or by clicking on the **Project's tab** and then on **New project**.

- You now need to fill in the details. This is always the first step. All the other tabs are disabled until you finish completing this page.



The screenshot shows the Wordbee project creation interface. The '1. New project details' tab is active and highlighted with a red box. Below it, the 'Details' section is also highlighted with a red box. The 'Requirements' section is also highlighted with a red box. The form contains the following fields:

- Project status:** In progress (dropdown)
- Manager:** Agathe Freelance (dropdown)
- Reference:** Automatically attributed or type here (text input, marked with a red asterisk)
- Received:** 11/03/2014 10:20 (calendar icon), GMT+1 (clock icon, marked with a red asterisk)
- Client:** Agathe Freelance (dropdown, marked with a red asterisk), select... (button)
- Deadline:** (calendar icon), GMT+1 (clock icon)
- Price list:** (Use client default) (dropdown), Set as client default (button), (Client default price list is 'Standard pricelist')
- Document formats:** (Default) (dropdown), ? (help icon)
- Requirements section:**
 - Instructions:** (empty text area)
 - Source language:** English (dropdown)
 - Target language(s):** None selected (text area), Remove language(s) selected on the left (text), Spanish (dropdown), Add (button)
 - Domain(s):**
 - Arts
 - Computer science Website
 - Finance and economy
 - Legal
 - Tasks:**
 - Translation
 - Revision
 - Proofreading
 - Certified translation
 - Layouting

Remarks about the fields:

- In the details section:
 - ➔ **Reference:** If you do not attribute a reference name to your project, Wordbee will automatically attribute it a reference number made of the year and a sequential number.
 - ➔ **The price list:** It will be used by Wordbee Translator to estimate the translation costs and create the proposal that will be presented to your client.

- In the requirements section:
 - ➔ Click on **Preset from templates** to select a project template among those registered.
 - ➔ **Source language:** You can only select one source language. To select it, click on the drop down arrow.
 - ➔ **Target language(s):** You can select one or multiple target languages. To select a language, click on the dedicated field and type the first letters of the language, Wordbee will automatically complete the word, or you can click on the drop down menu and select the language you need. After the selection click on **Add**. Renew the operation if you need to select multiple languages.
 - ➔ **Domains:** Field(s) of expertise according to which the documents will be classified (ex. data-processing, health, finances, and so on).
 - ➔ **Tasks:** Jobs to be done within the framework of the project (translating, revising, etc...).

Note: If you are the administrator of the platform, you can customize the list of domains and tasks by clicking **on**:

Settings → Customization → Translation settings → Task categories → Translation domains

- Once you have finished completing, click on **Save & Continue**
- You reach the second tab, **Documents**.

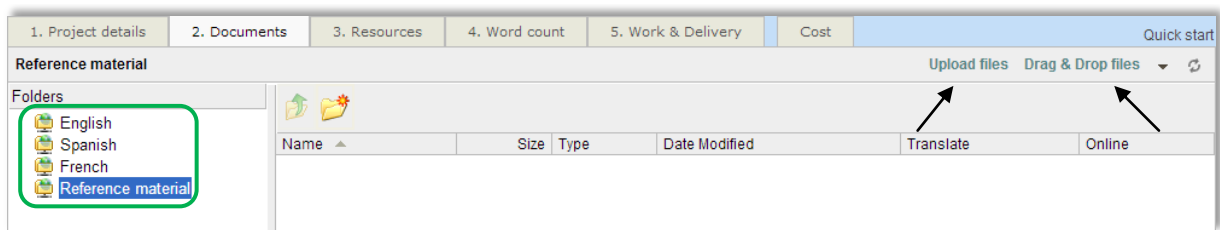
Step 2: Uploading the document(s)

This is a list of file formats supported by Wordbee :

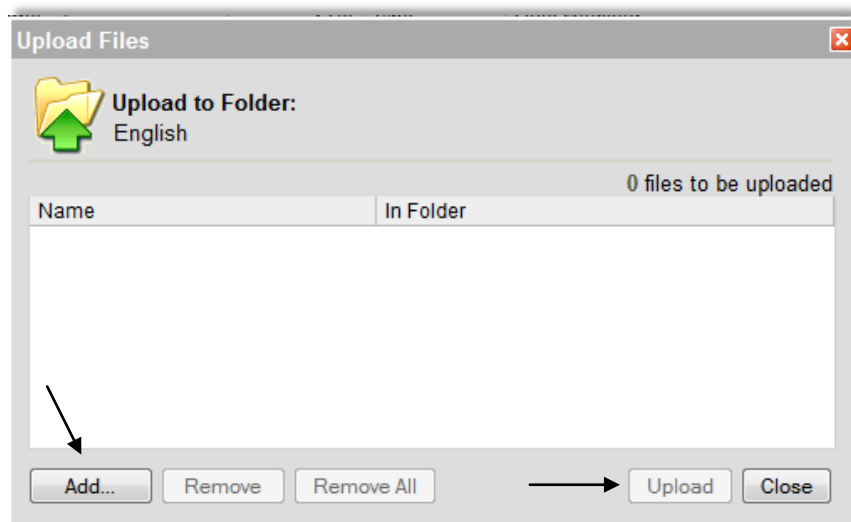
Adobe FrameMaker, Adobe InDesign, Adobe Photoshop, ASP.NET web pages, Code files, Dita files, InCopy files, INI files, iOS strings files, Java properties, JSON files, Microsoft Excel, Microsoft Powerpoint, Microsoft Visio, Microsoft Word, Microsoft.Net resources, Open Office Format, PDF files, Plain text, PO/POT files, RTF files, Trados bilingual files, Transit language files, TTX files, Web pages, XLIFF files, XML files, XSL files

- Click on the **Documents** tab.

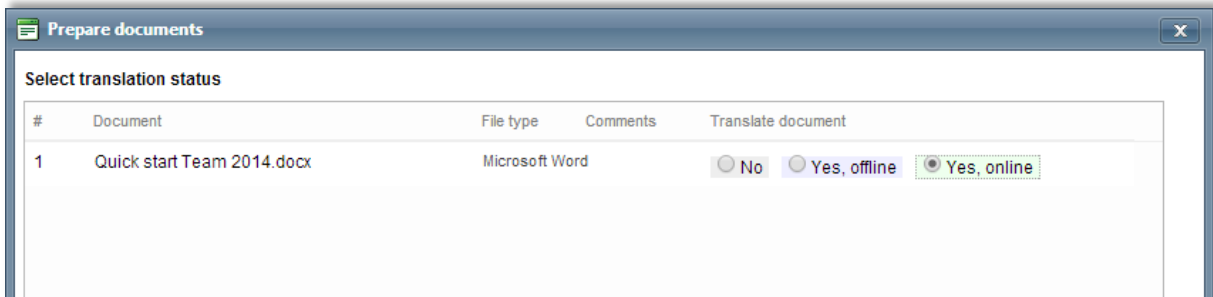
On the left, you can see that some folders have automatically been created according to the source and target language(s) selected during the previous step.



- To upload your documents you can click on **Upload files** or **Drag & Drop**.
- If you choose the **Upload Files** option, click on **Add**, select your documents, one by one or in zip files, and upload them by clicking on **Upload**.

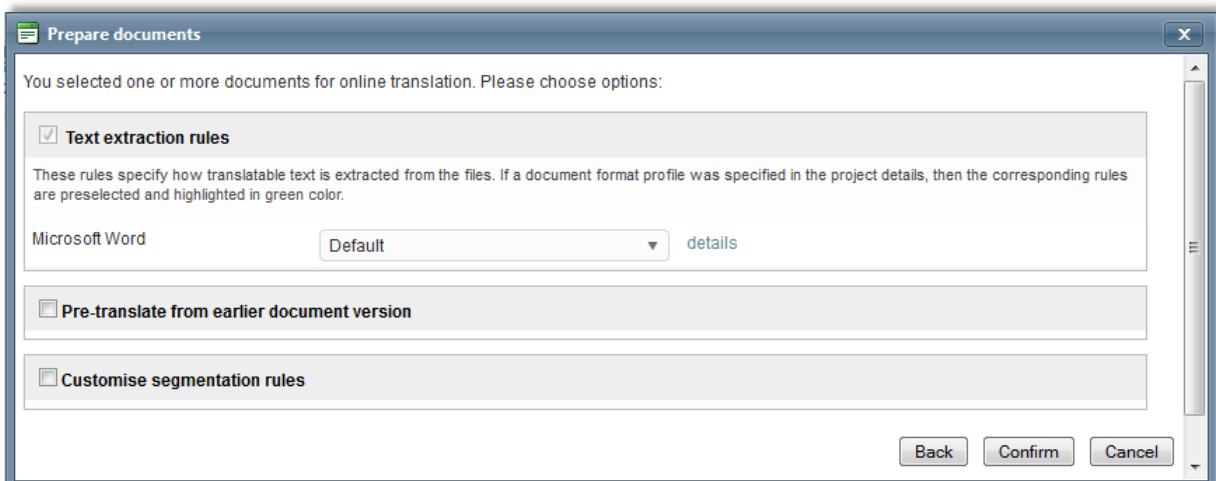


- Once the document has been uploaded, you have to set its translation status, to do so, select the document and click on **Set translation status**. A pop-up window opens:











You have three options:

- **Yes, online** translation: The document will be translated using Wordbee Translator Web interface.
 - **Yes, offline** translation: Choose this option for document formats that are not compatible with Wordbee.
 - **No**: The document will only be used as a reference by the supplier.
- Click on **Confirm** to validate your choice. A new pop-up window opens:



- You have to choose which extraction rules you want to apply to your document(s)
- Tick the **Pre-translate from earlier document version** box if you have already translated similar document. Wordbee will pre-translate your document from the previous version, so that you do not have to translate your document all over again; only the new or modified segments are left empty. It is a highly reliable functionality
- Customize the segmentation rules (how you want to split the paragraphs into segments) by ticking the **Customize segmentation rules** checkbox.
- Click on **Confirm** to validate your choice.
- The **green mark** and the **star** indicate that your document is ready to be translated online.

1. Project details	2. Documents	3. Resources	4. Word count	5. Work & Delivery	Cost	Quick start				
English - Source documents						Upload files	Drag & Drop files	Convert Pdf	Set translation status	↕
Folders										
 English										
 Spanish										
 French										
 Reference material										
		Name	Size	Type	Date Modified	Translate	Online			
		 Quick start Team 2014.docx	1.98 MB	OOXML Text Document	06/02/2014 09:32					

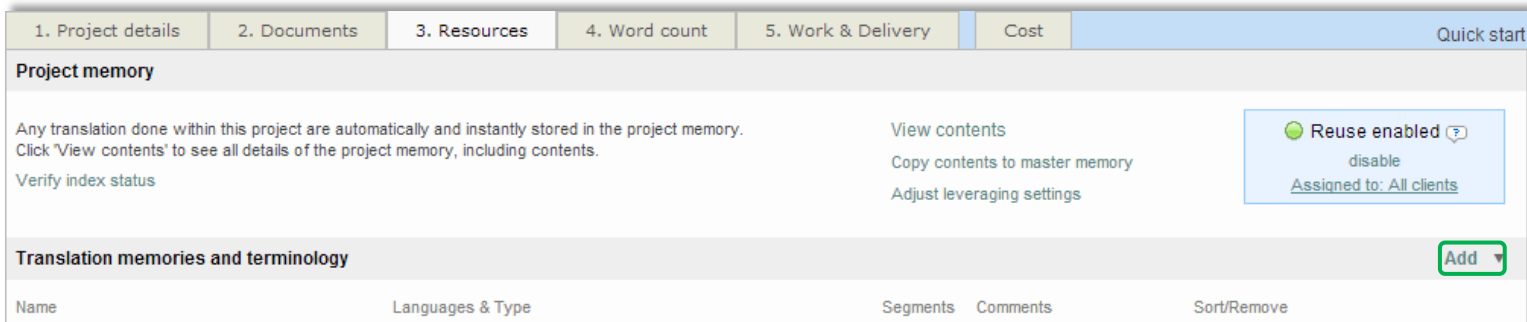
Step 3: Adding resources

During this step, you select which linguistic resources will be assigned to the project.

The resources can be translation memories, project memories and glossaries.

To add linguistic resources to a new project, follow these steps :

- Go on the **Resources** tab, and then click on **Add**



1. Project details | 2. Documents | **3. Resources** | 4. Word count | 5. Work & Delivery | Cost | Quick start

Project memory

Any translation done within this project are automatically and instantly stored in the project memory. Click 'View contents' to see all details of the project memory, including contents.

View contents
Copy contents to master memory
Adjust leveraging settings

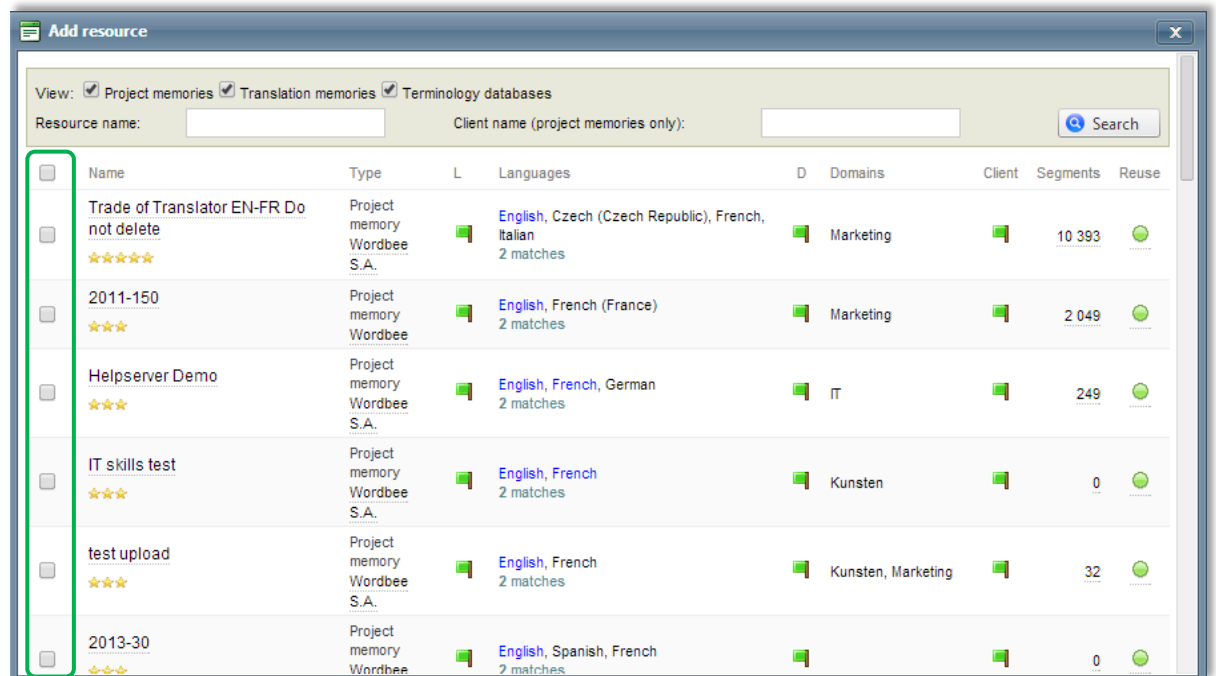
Verify index status

Reuse enabled (?)
disable
Assigned to: All clients

Translation memories and terminology Add

Name	Languages & Type	Segments	Comments	Sort/Remove
------	------------------	----------	----------	-------------

- Select the resources needed:



Add resource

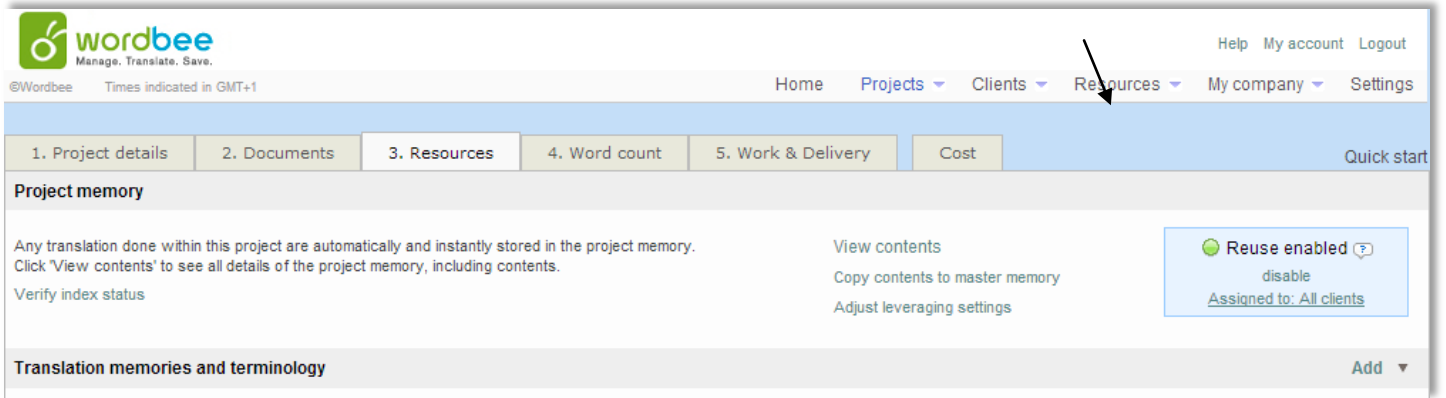
View: Project memories Translation memories Terminology databases

Resource name: Client name (project memories only): Search

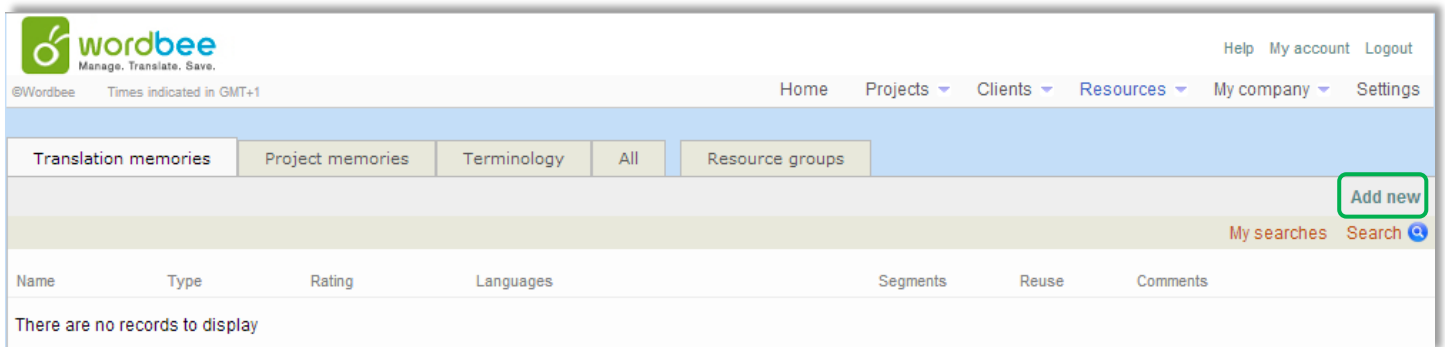
<input type="checkbox"/>	Name	Type	L	Languages	D	Domains	Client	Segments	Reuse
<input type="checkbox"/>	Trade of Translator EN-FR Do not delete ★★★★★	Project memory Wordbee S.A.	<input checked="" type="checkbox"/>	English, Czech (Czech Republic), French, Italian 2 matches	<input checked="" type="checkbox"/>	Marketing	<input checked="" type="checkbox"/>	10 393	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2011-150 ★★★	Project memory Wordbee	<input checked="" type="checkbox"/>	English, French (France) 2 matches	<input checked="" type="checkbox"/>	Marketing	<input checked="" type="checkbox"/>	2 049	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Helpserver Demo ★★★	Project memory Wordbee S.A.	<input checked="" type="checkbox"/>	English, French, German 2 matches	<input checked="" type="checkbox"/>	IT	<input checked="" type="checkbox"/>	249	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IT skills test ★★★	Project memory Wordbee S.A.	<input checked="" type="checkbox"/>	English, French 2 matches	<input checked="" type="checkbox"/>	Kunsten	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	test upload ★★★	Project memory Wordbee S.A.	<input checked="" type="checkbox"/>	English, French 2 matches	<input checked="" type="checkbox"/>	Kunsten, Marketing	<input checked="" type="checkbox"/>	32	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2013-30 ★★★	Project memory Wordbee	<input checked="" type="checkbox"/>	English, Spanish, French 2 matches	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>

Note : the order of the selection is important because it will be followed during the pre-translation process.

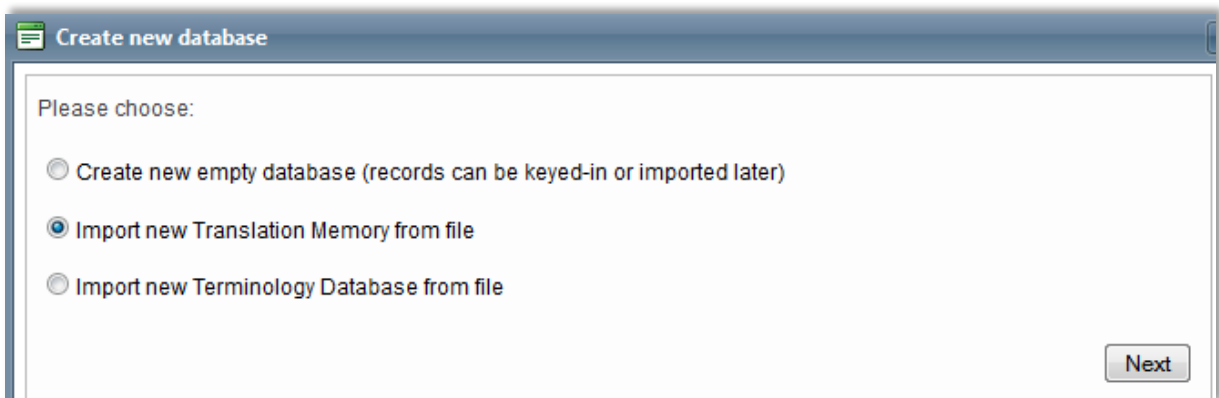
If you are starting your first project, and you need to upload a Translation Memory for your project, click on the **Resources** tab, situated in the menu bar of your Wordbee Translator workspace.



➤ You will reach the page below, click on **Add new**



➤ The following window appears:



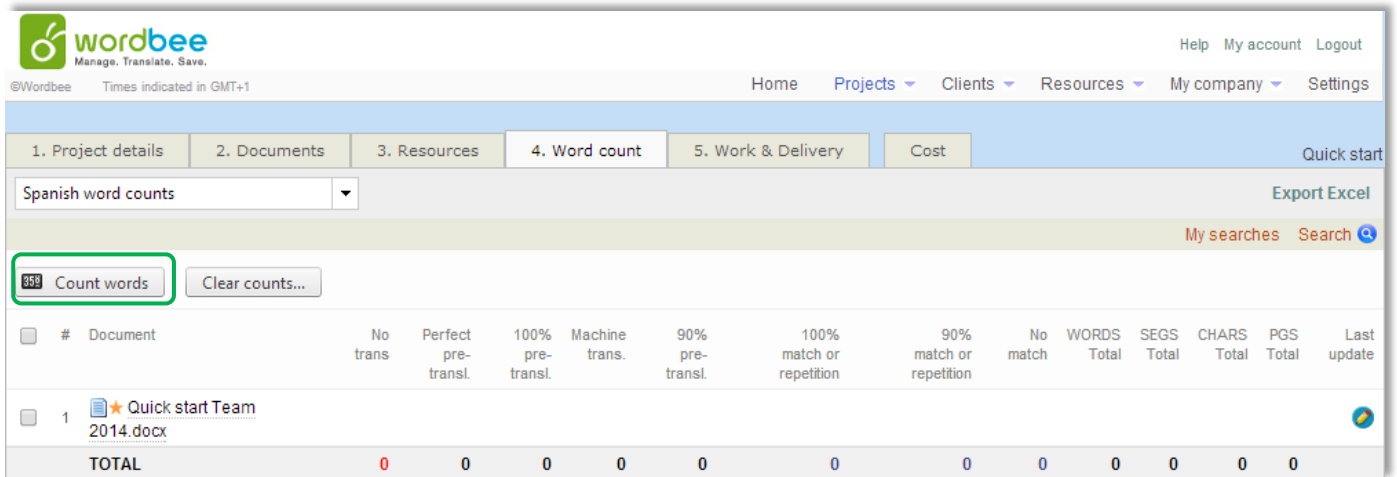
➤ Click on **Next** and follow the instructions to upload your file(s).

Step 4 : Counting words

Wordbee Translator will launch a word count and a pre-translation (from the translation memory) for all the documents of the project.

To do a word count, follow these steps:

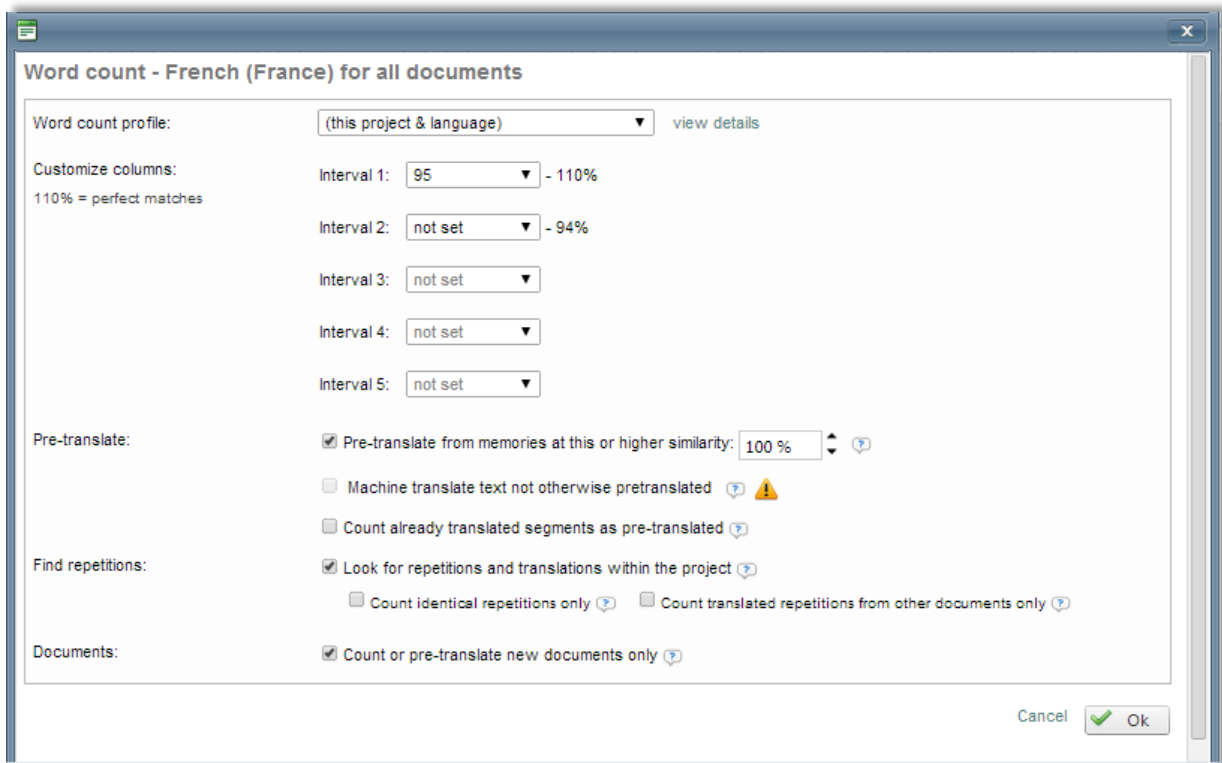
- Click on the **Word count** tab.
- Click on **Count words**.



Spanish word counts

Count words Clear counts...

#	Document	No trans	Perfect pre-transl.	100% pre-transl.	Machine trans.	90% pre-transl.	100% match or repetition	90% match or repetition	No match	WORDS Total	SEGS Total	CHARS Total	PGS Total	Last update
1	★ Quick start Team 2014.docx													
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	

Word count - French (France) for all documents

Word count profile: (this project & language) view details

Customize columns:
110% = perfect matches

Interval 1: 95 - 110%

Interval 2: not set - 94%

Interval 3: not set

Interval 4: not set

Interval 5: not set

Pre-translate:

- Pre-translate from memories at this or higher similarity: 100%
- Machine translate text not otherwise pretranslated
- Count already translated segments as pre-translated

Find repetitions:

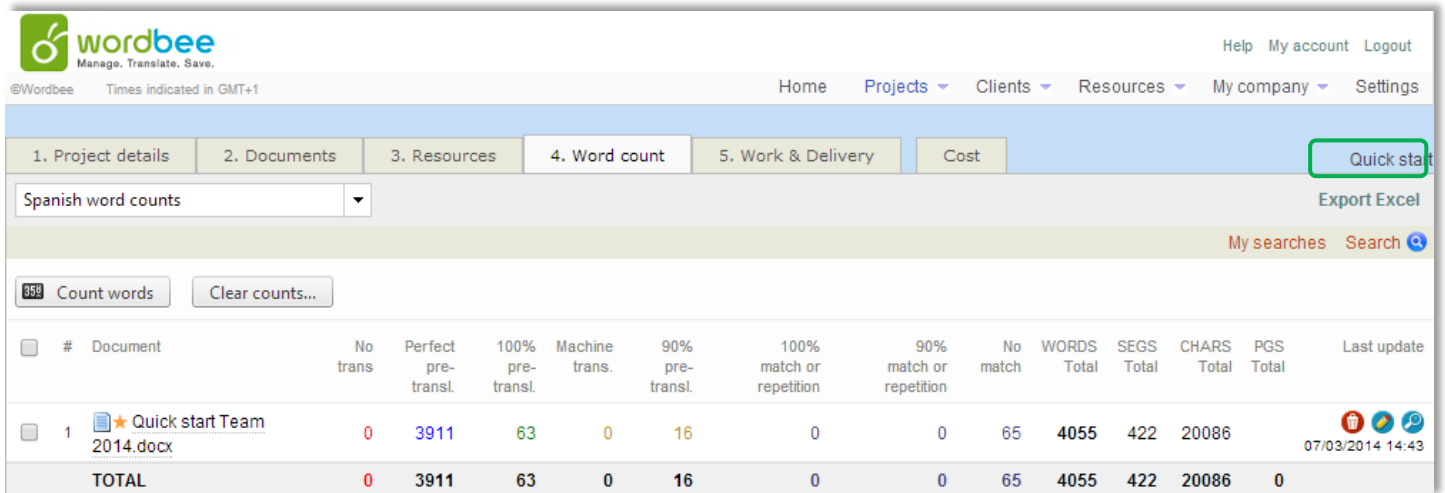
- Look for repetitions and translations within the project
 - Count identical repetitions only
 - Count translated repetitions from other documents only

Documents:

- Count or pre-translate new documents only

Cancel Ok

- On this page, you configure how words are to be counted and statistics displayed.
- Once you are satisfied with the configuration, Click on **OK**.



Spanish word counts

Count words Clear counts...

#	Document	No trans	Perfect pre-transl.	100% pre-transl.	Machine trans.	90% pre-transl.	100% match or repetition	90% match or repetition	No match	WORDS Total	SEGS Total	CHARS Total	PGS Total	Last update
1	Quick start Team 2014.docx	0	3911	63	0	16	0	0	65	4055	422	20086		07/03/2014 14:43
TOTAL		0	3911	63	0	16	0	0	65	4055	422	20086	0	

Note: you can export the results in an Excel file by clicking on **Export Excel**.

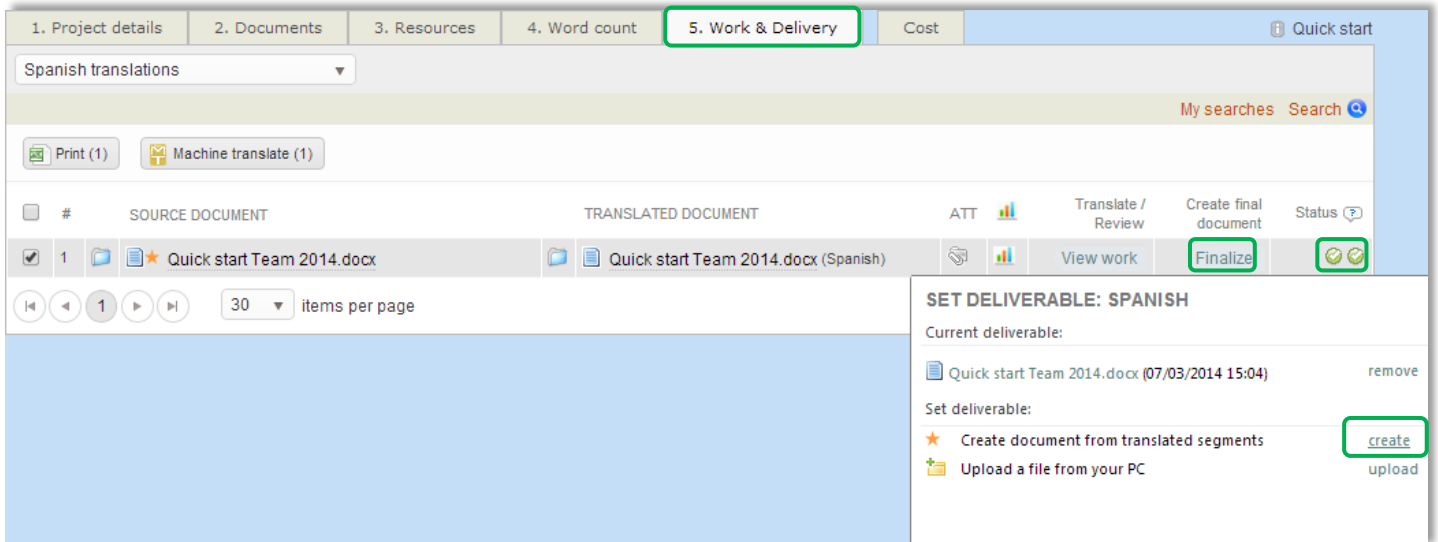
Step 5: Delivering the project

This step occurs when the translation of the document(s) has been completed.

To finalize and deliver the project to your client, follow these steps:

- Click on **Work and Delivery**.

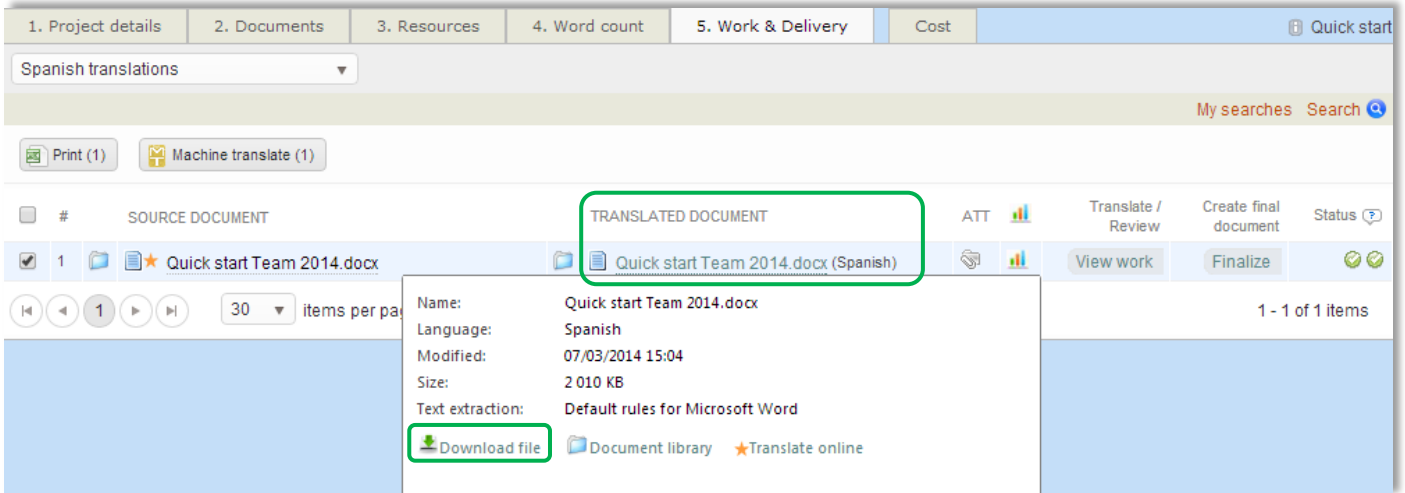
- Click on **Finalize**, and then on **Create**



The screenshot displays the Wordbee interface for a project titled "Spanish translations". The "5. Work & Delivery" tab is active. The interface shows a table with columns for "#", "SOURCE DOCUMENT", "TRANSLATED DOCUMENT", "ATT", "Translate / Review", "Create final document", and "Status". A document "Quick start Team 2014.docx" is listed with its translated version "Quick start Team 2014.docx (Spanish)". The "Finalize" button is highlighted in green. On the right, the "SET DELIVERABLE: SPANISH" panel is visible, showing options to "Create document from translated segments" (with a "create" button highlighted in green) and "Upload a file from your PC" (with an "upload" button).

Remark: You can see on the right of the page 2 indicators; the first one indicates that the translated document has been checked and that there are no errors in it. The second one indicates that the document has been finalized.

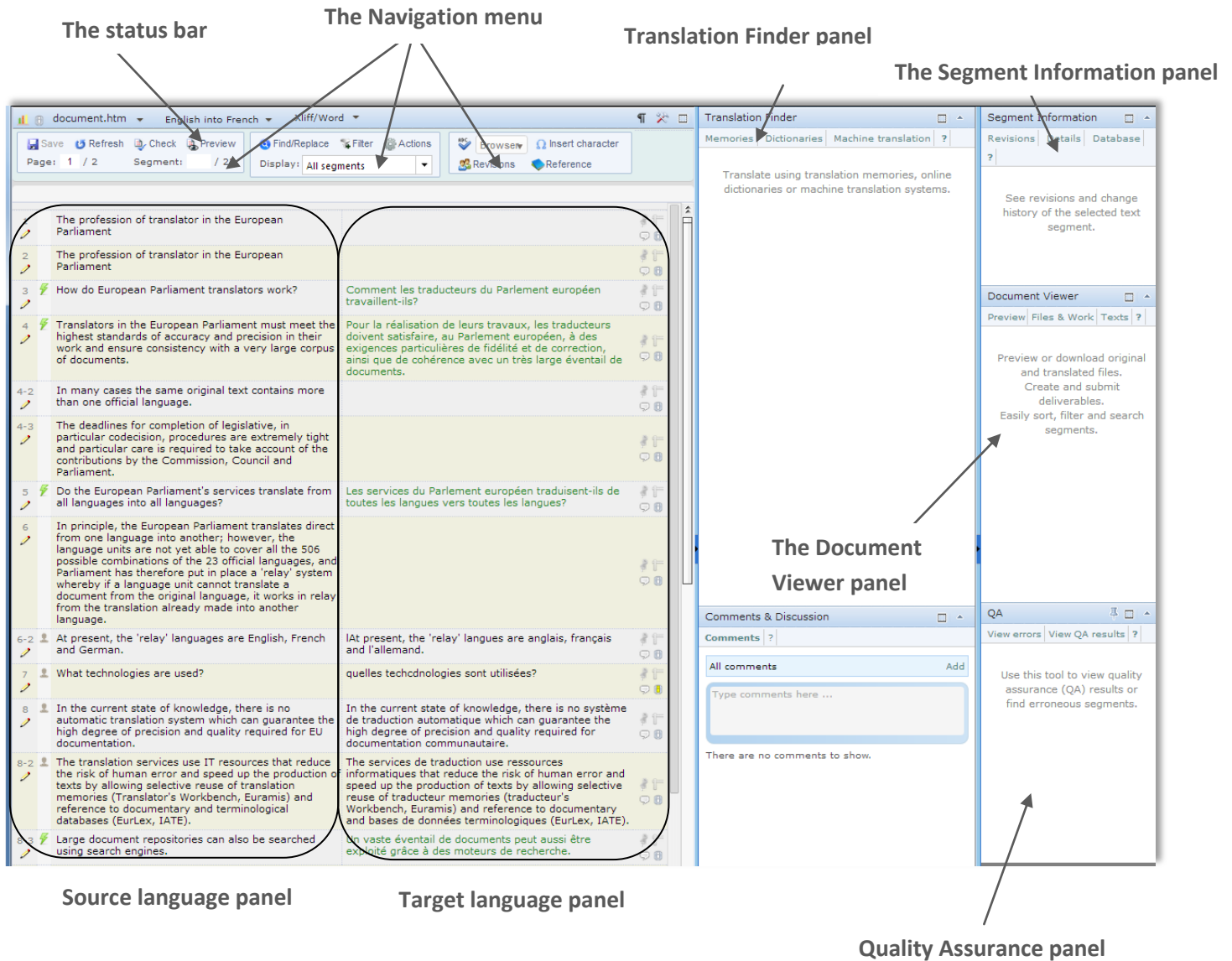
- To download your document click on it under the **TRANSLATED DOCUMENT** section, and then click on **Download file**.



The screenshot displays the Wordbee interface for a project named 'Spanish translations'. The navigation tabs at the top include '1. Project details', '2. Documents', '3. Resources', '4. Word count', '5. Work & Delivery', and 'Cost'. The 'TRANSLATED DOCUMENT' column is highlighted with a green box. A tooltip for the translated document 'Quick start Team 2014.docx (Spanish)' is open, showing details like Name, Language (Spanish), Modified date (07/03/2014 15:04), Size (2 010 KB), and Text extraction rules. A 'Download file' button is also highlighted with a green box.

- The translated document is now ready to be sent to your client.

II. The translation interface



The status bar

The Navigation menu

Translation Finder panel

The Segment Information panel

Source language panel

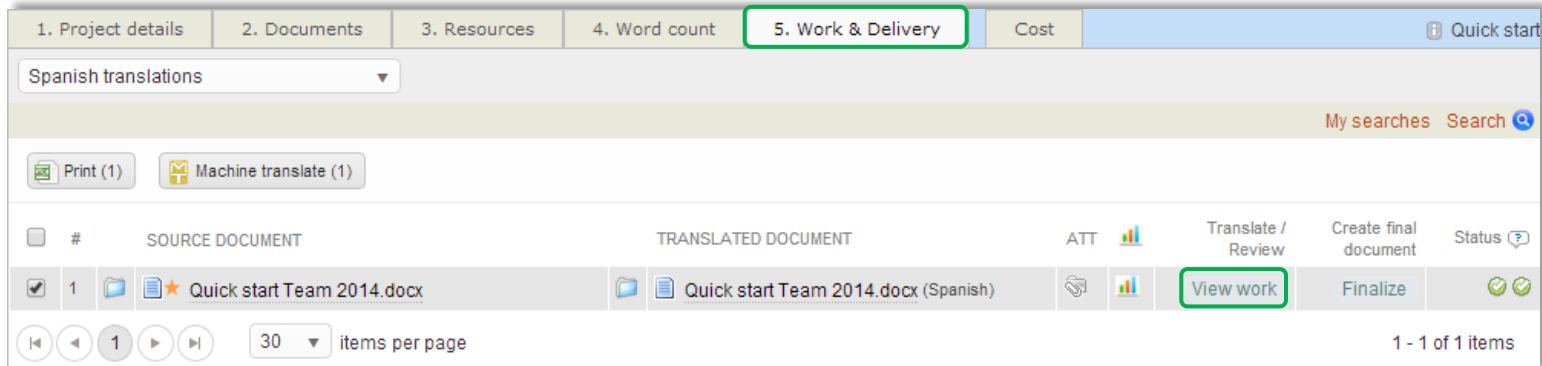
Target language panel

The Document Viewer panel

Quality Assurance panel

How to reach Wordbee translation interface?

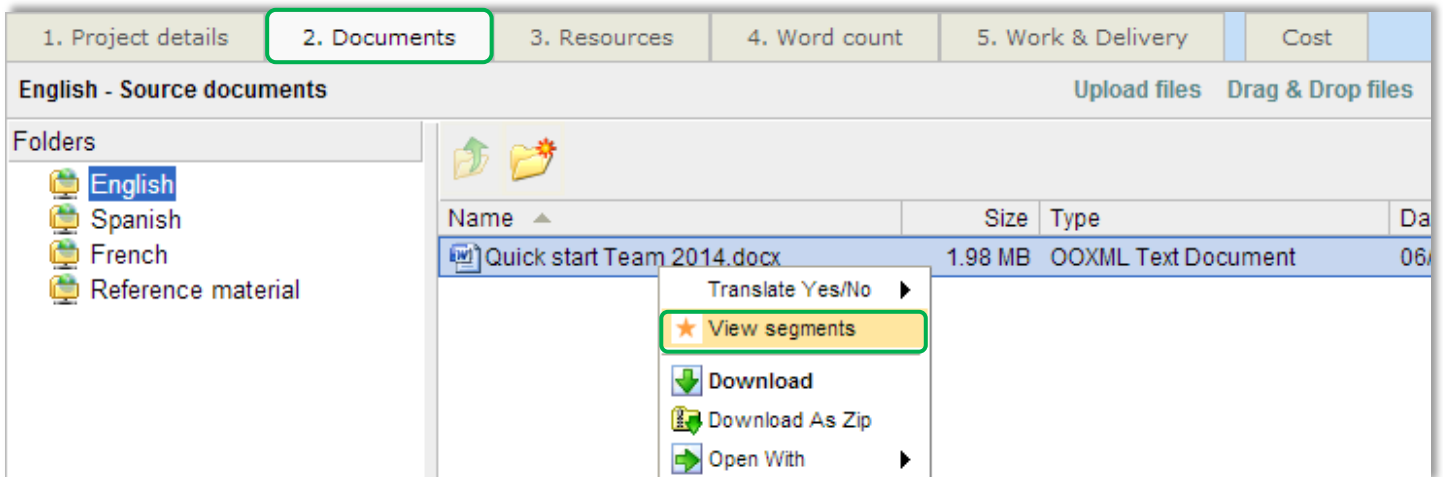
- To reach the translation interface of Wordbee Translator, click on the **Work & Delivery** tab of your project, and click on **View Work**:



The screenshot shows the Wordbee interface with the following elements:

- Navigation tabs: 1. Project details, 2. Documents, 3. Resources, 4. Word count, **5. Work & Delivery** (highlighted), Cost, Quick start
- Language dropdown: Spanish translations
- Buttons: Print (1), Machine translate (1)
- Table headers: #, SOURCE DOCUMENT, TRANSLATED DOCUMENT, ATT, Translate / Review, Create final document, Status
- Table row: 1, Quick start Team 2014.docx, Quick start Team 2014.docx (Spanish), View work (highlighted), Finalize, Status icons
- Page controls: 30 items per page, 1 - 1 of 1 items

- You can also reach it via the **Documents** tab; right click on the document to translate and click on **View segments**:



The screenshot shows the Wordbee interface with the following elements:










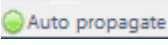
- Navigation tabs: 1. Project details, **2. Documents** (highlighted), 3. Resources, 4. Word count, 5. Work & Delivery, Cost
- Section: English - Source documents
- Buttons: Upload files, Drag & Drop files
- Folders list: English, Spanish, French, Reference material
- Table headers: Name, Size, Type, Date
- Table row: Quick start Team 2014.docx, 1.98 MB, OOXML Text Document, 06/...
- Context menu options: Translate Yes/No, **View segments** (highlighted), Download, Download As Zip, Open With

The different panels:

A) The source language panel

It is the panel that shows the original segments provided by the client.

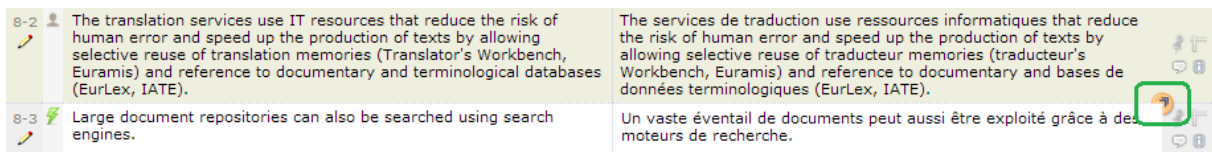
On the left side of the panel you find:

- The segment number.
-  **View/edit all languages:** This will allow you to edit target and source language. However, only minor changes can be made in the source text. If you need to make a big change, export your document in a MS Word format, edit it and import it back in Wordbee.
-  110% (in context) match from previous document version.
-  100% match from previous document version.
-  110% (in context) match from pre-translation.
-  100% match from pre-translation.
-  <100% match from pre-translation.
-  Machine Translation (Google, Microsoft, Reverso...).
-  Human translation.
-  Corrected automatically by the Check or Quality Assurance tools.
- Status check button (red, green, or white).
- At the bottom left corner you can see this button  **Auto propagate**. This functionality is useful if one or several segments are repeated. Indeed, instead of translating the segment as many times as it appears in the document, you translate it once, switch on Auto propagate, and Wordbee will automatically translate the other exact same segment(s) when it/they appear(s) in the document.






B) The target language panel





It is the panel in which the actual work is done. Some segments may already be translated in the case you used linguistic resources (translation memories...). Perfect pre-translation will appear in **bleu**, exact pre-translation in **green** and fuzzy pre-translation in **red**.

When you start translating a segment, you will see a half circle appear at the upper right corner of the text box.








Click on it to select from the options shown below. These options only apply to the selected segment.

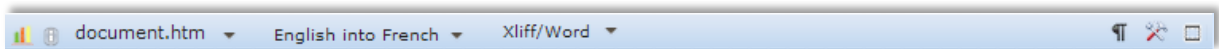
Icon	Function	Description
	Undo	Reverts the last change applied to the segment.
	Redo	Repeats the last undone action applied to the segment.
	Split or join current segment	Manually inserts divisions or joins different segments. You can only join segments that form part of the same paragraph.
	Define segment constraints	Restricts the size of a segment to a certain limit in pixels. Interesting for localizing interfaces or other size-limited applications.
	Lock segment	This segment cannot be modified anymore.

	Copy inline tags from source to target	Copies the tags in the source segment to the target segment (the text itself is not copied). Usually used with HTML translations.
	Copy source text to target	Copies the content of the source segment into the target one.
	Insert tags	Inserts tags in the translated segment. Usually used for HTML translations.
	Translate by machine	Translates the source segment using machine translation. The resulting text is automatically inserted in the edition window by Wordbee Translator.
	Insert a symbol or a special character	Use this command to open the special characters window. Here, you can select characters that cannot be entered from your keyboard.
	Propagate translation	If the segment you translate is exactly repeated in the document, Wordbee will paste the translation in all the other segments as exact pre-translation.
	View text revision	Shows additional text information in the segment information panel.
	Add current segment to resource	Add the source and target segments to the segment information panel.


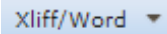
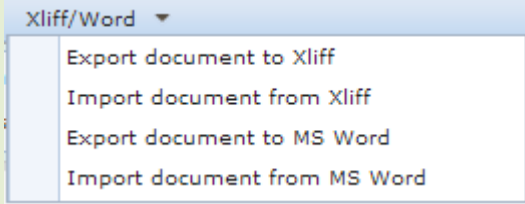

Icons present on the right side of the target language panel:

Icon	Function	Description
	Bookmarks	<p>Bookmarks are useful for marking your progress and returning to continue your work at a later time. When you are working collaboratively, these marks enable you to communicate with your reviewers or clients. You have blue and red bookmarks at your disposition.</p>
	Size Constraints	<p>Use this icon (View text size constraints) to limit the size of your translated segment. To ensure that you are within the established limits, click the View text size constrains icon once again to show the translated segment inside the constraint window. If you do exceed the limit, you can always rephrase your translation to adjust its size or post a comment and propose an alternative.</p>
	Segment Information	<p>Click on this icon to display the segment information panel (see below).</p>
	View/Add comments	<p>Click on this icon to open the comments and discussion panel (see below). Once a comment has been added to a segment, the bubble turns orange .</p>

C) The status bar



This bar can be used to perform the following actions:

Icon	Function	Description
	Statistics	<p>When you click on this button, it opens the Document's work progress window with the following elements:</p> <ul style="list-style-type: none"> • Total segments: Number of segments that this document contains. • Translation: Dark blue = Human translation, light blue = Exact pre-translation, light grey = Fuzzy pre-translation. • Validation: Percentage of validation done. • To translate: Segments to be translated. • To correct: Segments to be corrected. • Last change: Date on which last change was made • Last comment: Date on which last comment was added.
	Xliff/Word	<p>Wordbee enables you to take translation or revision work "offline". It means that you can use other CAT tools (for example, CAT tools which do not need an Internet connection) to continue your work, and still manage all the workflows inside Wordbee. You can export documents to Xliff or MS Word.</p> 
	Show/hide white spaces	<p>Click on this icon if you want to show or hide the white spaces present in the segments.</p>



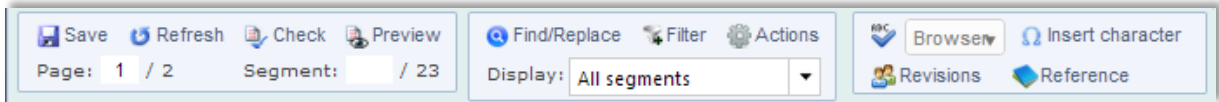
Configure
your
preferences

Click on it to set up the following parameters:




- **General:** define how Wordbee Translator controls automatic translation and auto-save.
- **Shortcuts:** define your preferred shortcuts.
- **Colors and styles:** adapt the text color, font and style, as used in the source language panel, target language panel and translation memories.
- **Editor layout:** select how the different panels are displayed.


D) The navigation menu

The navigation menu, at the top part of the screen, is divided in three parts:










- **Left part:**

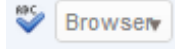



Icon	Function	Description
	Save	Click on Save to keep a copy of your current translation.
	Refresh	Since Wordbee Translator is based on web technology, the page may not reflect a 100% of what is saved in the main server. If you think you may be having this problem, click on Refresh .
	Check	<ul style="list-style-type: none"> • Thanks to this application you can undertake Quick checks. Tick the boxes that correspond to the elements you want to verify and then click on Check. <div data-bbox="568 1263 1299 1787" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Quick check</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Automatically correct missing and misplaced tags <input type="checkbox"/> Re-check segments even if status is green <input type="checkbox"/> Detect double spaces inside segments <ul style="list-style-type: none"> <input type="checkbox"/> Fix double spaces inside segment <input type="checkbox"/> Detect inconsistent leading/trailing spaces between segment <ul style="list-style-type: none"> <input type="checkbox"/> Fix inconsistent leading/trailing spaces between segment <input type="checkbox"/> Detect missing spaces at segmentation boundaries <ul style="list-style-type: none"> <input type="checkbox"/> Add trailing space where required <p style="text-align: right;"> NEW! Run advanced QA check Cancel Check </p> </div> <ul style="list-style-type: none"> • You also have the possibility to undertake advanced Quality Assurance checks. Click on NEW! Run advanced QA check

		<div data-bbox="464 241 1401 719"> <p>Check translations ✕</p> <p>QA Check</p> <p>Select or customize a quality assurance profile to find potential translation issues.</p> <p>Profile: <input type="text" value="Default"/> customize</p> <p>Permit changes: <input type="checkbox"/> Status <input checked="" type="checkbox"/> Bookmarks</p> <p>Exclusions: <input checked="" type="checkbox"/> Do not check segments in green status <input checked="" type="checkbox"/> Do not check locked segments</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input checked="" type="button" value="Ok"/></p> </div> <p>You can use the default profile or customize it.</p>
	<p>Preview</p>	<p>When you click on this button, the Document viewer panel opens.</p>

- Middle part:

Icon	Function	Description
	<p>Find/Replace</p>	<p>Click on this button to find a word or a segment in the source language (or the target language) and replace it.</p>
	<p>Filter</p>	<p>Use this button to filter the segments.</p>
	<p>Actions</p>	<p>This button allows you to perform the following actions; these actions only apply to the filtered segments.</p> <p> Copy all → Not yet edited translation will be replaced by the source text. Pay special attention to the fact that this action is not reversible!</p> <p> Status change → You select which status (green = validated, red= translation missing or not validated) you want to apply to ALL the segments.</p> <p> Bookmark change → You select which bookmark (grey, blue or red) you want to apply to ALL the segments.</p> <p> Lock/Unlock → You choose to lock or unlock the segments.</p>

- Right part:

Icon	Function	Description
	Spellcheck	This tool allows you to select a language and launch a spellcheck.
	Revisions	When you click on this button, it opens a report on the quality of the translation.
	Reference	Click this button to see the reference material attached to the document.
	Insert character	Click on this button to open the special characters window.

E) The Translation Finder panel

There, you can find the following tabs:

- **Memories:**


There you will have access to all the linguistics resources attached to the document (Translation memory, terminology database, etc.). You could use this functionality to search for a word, a phrase or a sentence.

- **Dictionaries:**

If you do not find a translation for a term in the linguistic resources, you can consult the public and private dictionaries proposed by Wordbee Translator.

- **Machine Translation:**


If you want computer software to pre-translate a segment:

- Click on **Machine Translation**.
- The text of the segment you are working on automatically appears in the **Enter text** box.
- Click on **Translate**. It helps you to understand the meaning of the text. If you agree with the translation, you can paste it by clicking on  .

F) The Comments & Discussion panel

This panel allows you to make comments and exchange messages with the project manager, reviewer, etc. with regard to the document, or a segment in particular.

G) The Quality Assurance panel


This panel allows you to see the results of a QA check. You do a QA check by clicking on **Check**  in the navigation menu and then click on **NEW! Run advanced QA check**

H) The Segment Information panel

This panel provides important information about the active segment. It is made of two tabs:

- **Revisions:** From this tab, you can follow all translations/revisions carried out by all users taking part in the job. For example, if two users made changes to a segment, you can see: the modifications done by each one of these users (track changes), their names, their company data, the modification date, and the type of job completed.
- **Details:** In this tab, you can see the name of the project, the name of the document, the comments left for this segment; you can find a summary of the linguistic resources of the project. You can also open the Project settings page by clicking on this icon next to the project name; also, click on this icon next to the document's name to open it. Under the Status line, you will find information about: the segment status (none, green or red) and the segment bookmark (none, red or blue). These two icons allow direct change of the status without returning to the segment. Lock status and Comments are completing conveniently this line of information.

I) The Document Viewer panel

This panel is can be activated by the **Preview** button ( Preview) from the navigation menu. You use this panel to obtain a preview of the original document, of the translated segment, or of all the segments of the document in a preview window.