

Download MemoQ free trial

<https://www.memoq.com/solutions/translators>

1. Material:

MemoQ link 37 min.

<https://www.youtube.com/watch?v=uWHIh-X3GME>

2. Material:

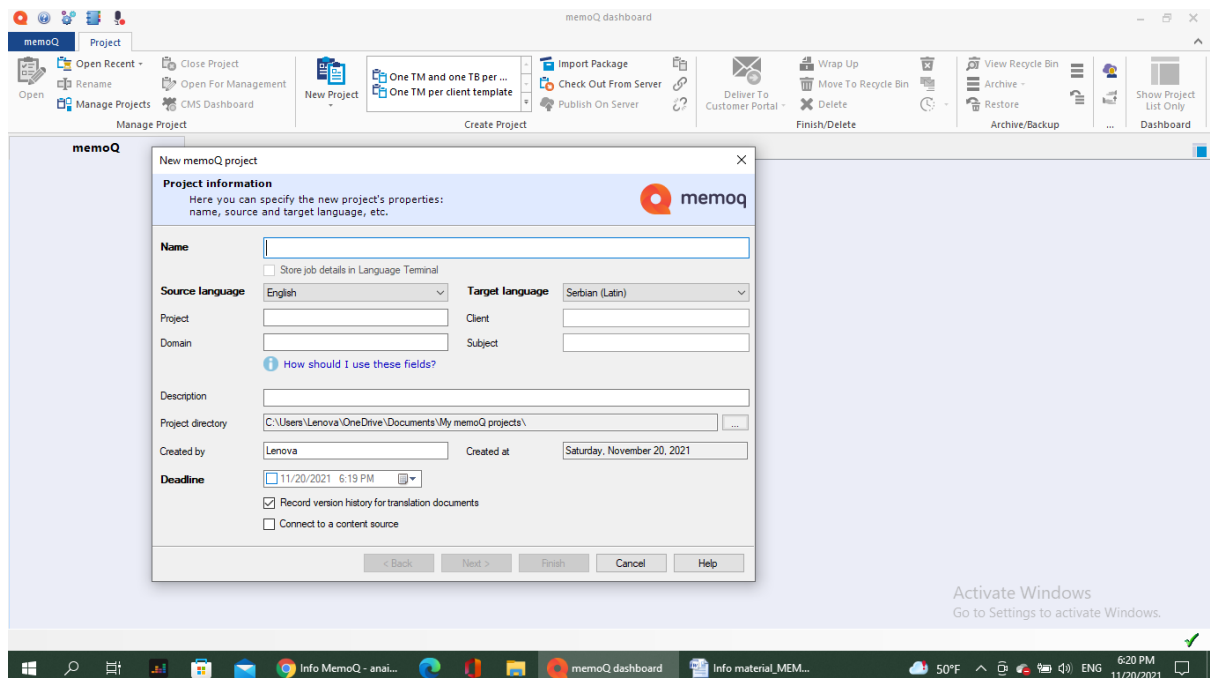
MemoQ tutorial translator 15 min

<https://www.youtube.com/watch?v=kozCuyd4j0M>

Instructions:

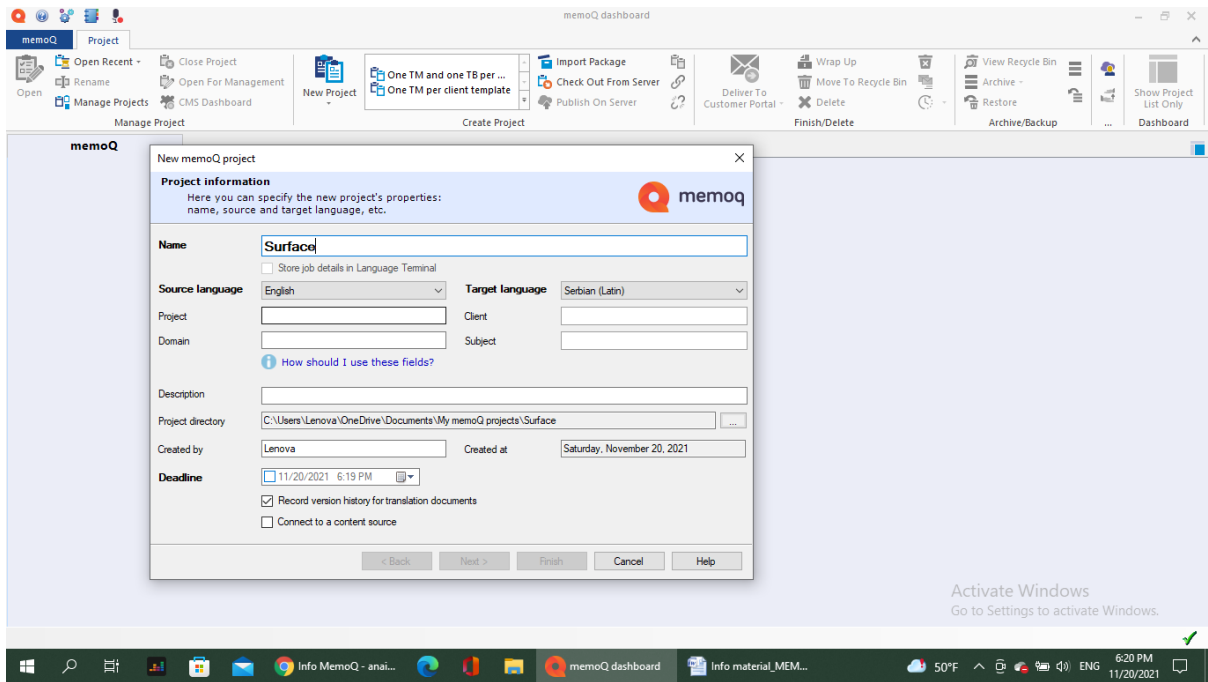
1. Create New Project

2. Name: Insert name of project (Something recognizable)



3. Client: Name of client (ex. Lionbridge)

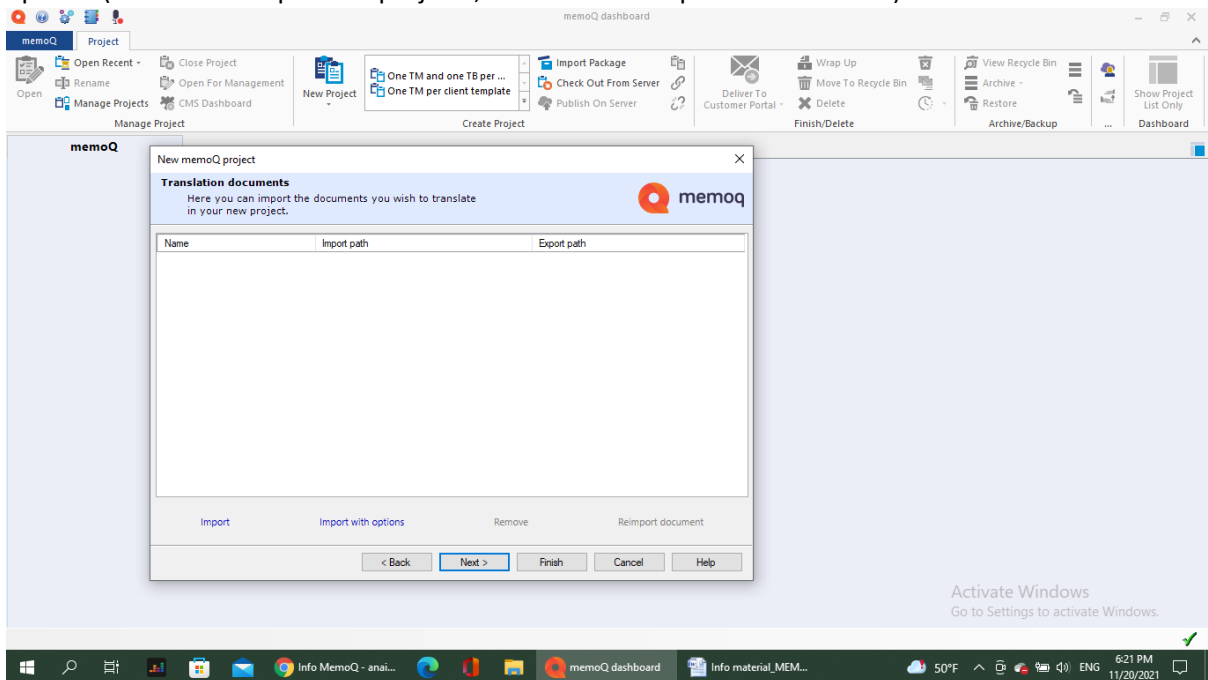
4. Set up Source Language and Target language



5. Deadline (You can insert a deadline for the project if you want to)

Click NEXT

6. Click Import (We can choose this and import the document for translation) or Click Import with options (For more complicated projects, like PowerPoint presentations etc.)

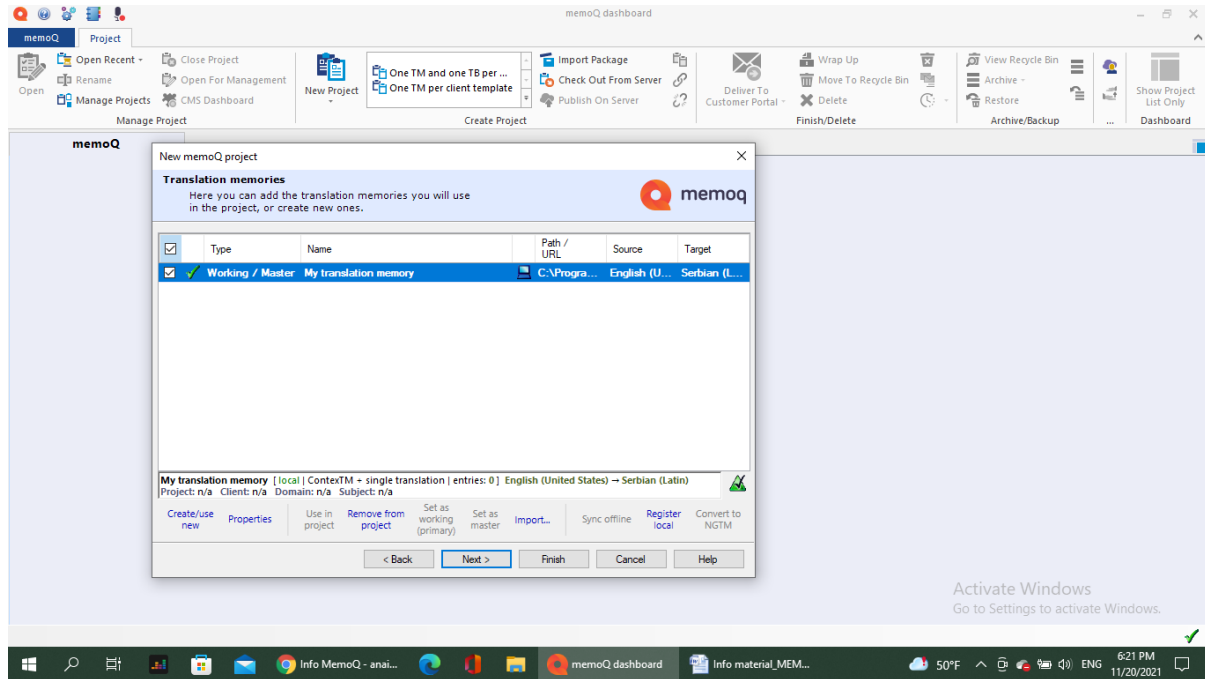


Once the project is loaded, we click NEXT.

7. Translation memories section

Either you can Create New Translation Memory or Use an existent translation memory

Click Create/Use new



Click Next

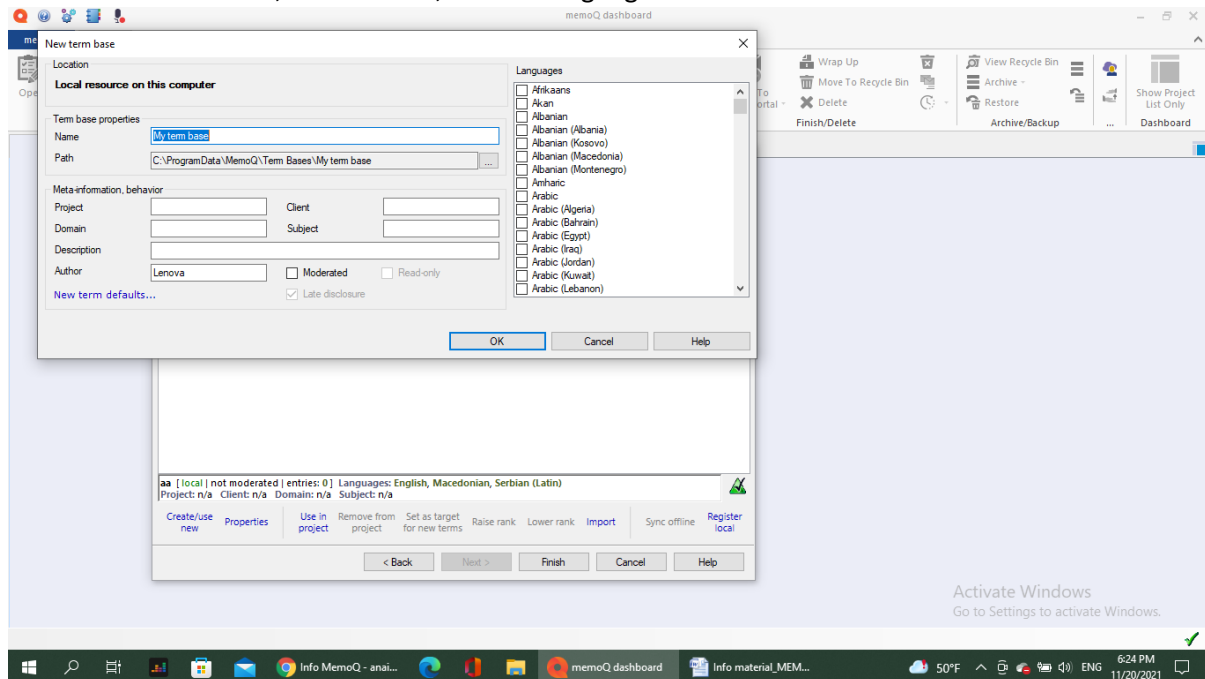
8. Insert name of Translation memory (has to be the same name as the project name)

Once done, we don't change anything else but click OK.

The translation memory has been selected. We click OK.

9. Term base

Create New Term base, Insert Name, Choose languages

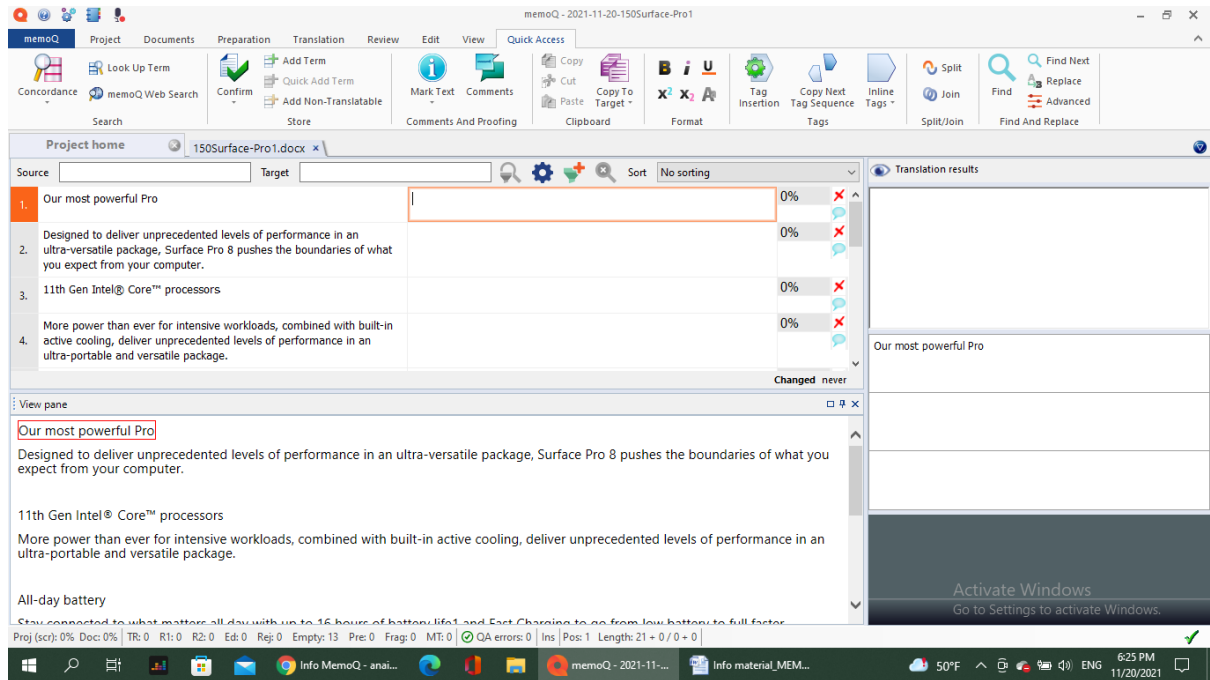


Click Finish

Now you have created the project, translation memory and term base.

The next step:

Overview – We view the projects



Livedocs – reference materials

Translation – The active project and the progress bar if 100 % means its finished

Once we open the project, we have the Source text on one side and the Target space on the other where we enter the translation.

The Preview pane, where you can preview the Source text is under these segments.

Once we want to confirm a translated text, we click CTRL + Enter or Confirm. The translated segment is marked with a CHECK green sign.

On the right side of the screen – Translation results - it gives suggestions about translated sentences and the translation memory shows a percentage of matching.

If we want to copy the match translation, we press CTRL 1 (the number of the translation result)

Once you are done with the translation and all segments have been marked, are with 0% green, we go back to the Project Home tab and in the Translations part, we Right Click on the translated document.

Then Click Export and Export (Stored File) – to the file that was created.

Once that is done, you can close the Project Home tab and you will see the project in the Dashboard (The main page of MemoQ)