



EUROPEAN COMMISSION

DIRECTORATE-GENERAL TAXATION AND CUSTOMS UNION

Directorate R: Information and management of programmes

B-TRAIN2 Translators' Guide to the XTM Cloud Translation Server

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Process for Translation Requests

0 Document Details

0.1 Purpose

This document describes how to use the XTM tool to perform translations and reviews. For a full understanding of the entire translations' process please refer to the **B-TRAIN2 Translation Process Guide**.

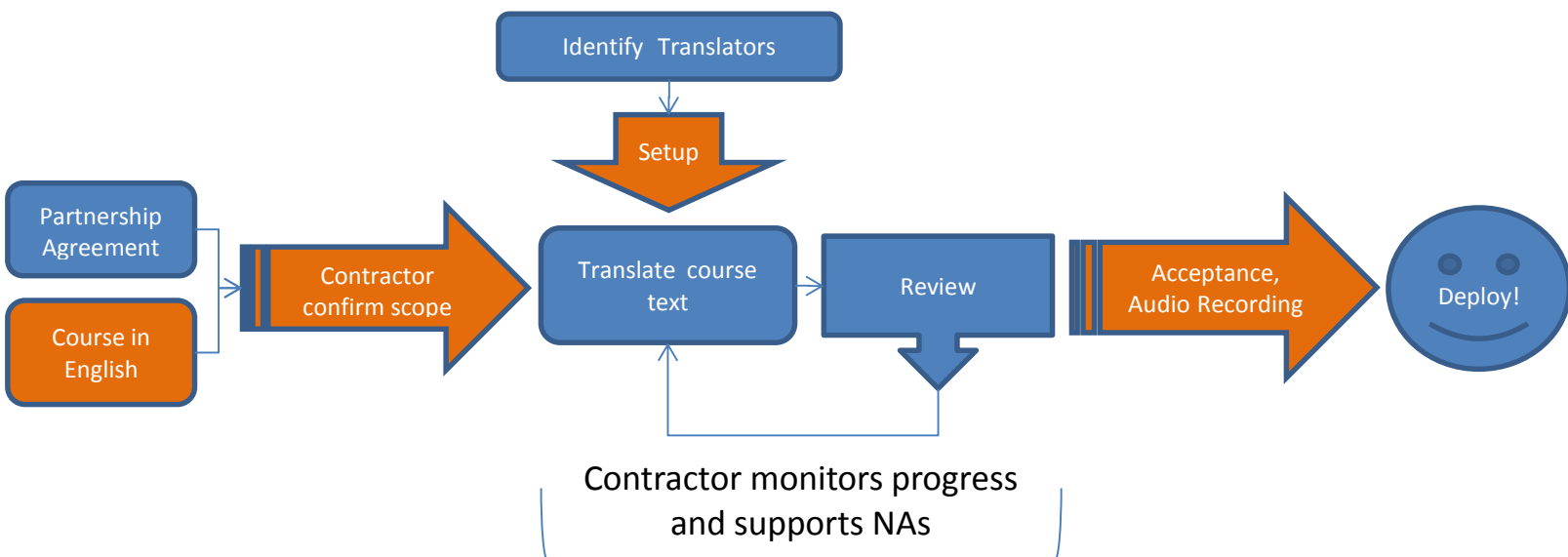
0.2 Abbreviations used in this document:

CDC = B-TRAIN2 Contractor's Development Centre

DG TAXUD = Directorate General for Taxation and Customs Union, European Commission

Translation Manager = National Administration Translation Manager

0.3 Translation Process Overview



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1 Technical Check and setup

1.1 PC set-up

Please make sure that pop-ups and JavaScript are enabled. Also note that certain browser plug-ins may affect your ability to log into the system or use some of the features. In particular the following plug-ins are known to be incompatible.

- Browser Highlighter
- Fast Browser Search

1.2 Log in

If you are using XTM for the first time you will be asked to activate your PC. You will receive an email, click on the link in the mail and then XTM will confirm that your PC is registered.



Figure 1.1: Login Screen

You will then be redirected to a page to change your password from the password sent by email to you when the account was created.

When changing your password, please note the following:

- Passwords must be at least 7 characters in length
- Passwords must use characters from at least three of the four following categories: upper-case letters, lower-case letters, numbers and non-alphanumeric symbols
- Passwords may not be comprised solely of proper names or dictionary words
- Password strength rules must be adhered to by the user of the system
- Users must change their passwords every 75 days.
- User passwords must be significantly different from the previous 5 passwords
- Accounts will be locked if a password has been incorrectly entered 7 times

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Please enter a new password and click Save

1 Change password

Old password

New password

Re-enter new password

Figure 1.2: Password change

We recommend that you save the login page to your Favourites in Windows Explorer.

Next and subsequent times you login, use your username and the new password that you created.

1.3 Log out

It is always best to use the logout button rather than simply closing your browser. In this way XTM knows that you have quit the program and will release any records that are assigned to you and which may be locked.

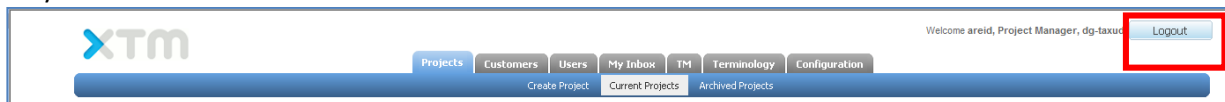


Figure 2.4 Logout button

Note: If your internet fails or you remain inactive for more than 15 minutes, the server assumes that you are no longer active and closes the session automatically.

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2 Translate the Course ('Project')

Note: Within the XTM software an eLearning course is called a 'project'.

As a translator, once you have received the email that you have been allocated a course, you need to follow the link in the email and log in (see section 1.2.). You will see the allocated course in the part of the XTM system called "My Inbox".

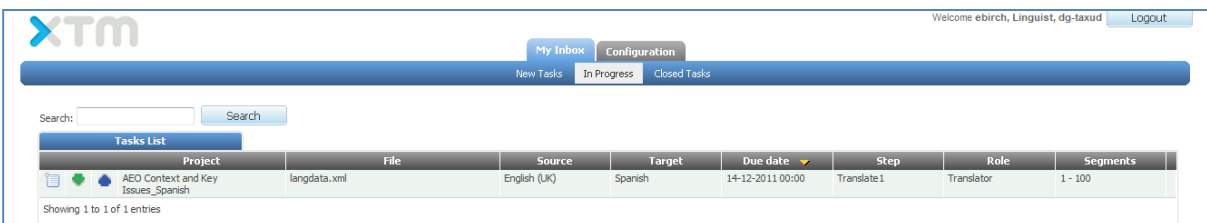



Figure 2.1: Typical Translator Access

2.1 Translator Tasks

Click the  icon to the left of the file name. The following drop-down menu appears.

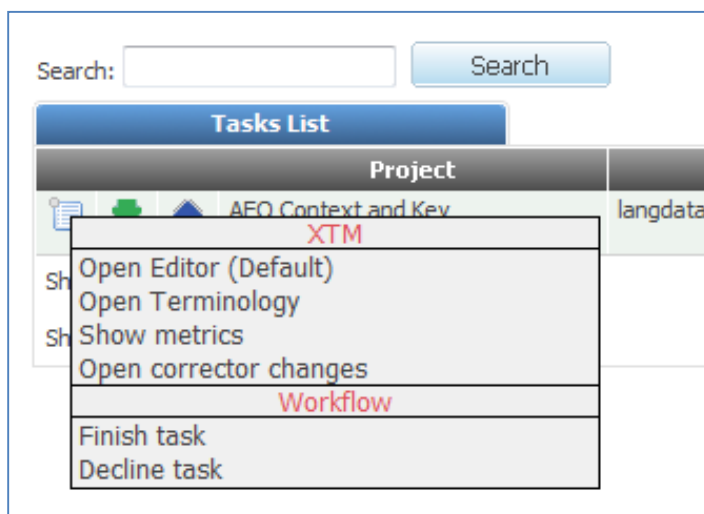


Figure 2.2: Project Editor drop-down menu

Select **Open Editor (Default)**.

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The translation window appears and contains two panes:

ID	English (UK)	Spanish	Status
1	Master Page	Master Page	<input type="checkbox"/> <input type="checkbox"/>
		powered by Google™ <input checked="" type="checkbox"/>	
2	AEO Customs	AEO Customs	<input type="checkbox"/> <input type="checkbox"/>
3	AEO Context and Key Issues	AEO Context and Key Issues	<input type="checkbox"/> <input type="checkbox"/>
4	SectionTitle	SectionTitle	<input type="checkbox"/> <input type="checkbox"/>
5	2/2	2/2	<input type="checkbox"/> <input type="checkbox"/>
6	/6	/6	<input type="checkbox"/> <input type="checkbox"/>
7	Page Title	Page Title	<input type="checkbox"/> <input type="checkbox"/>
8	Learning Unit Progress	Learning Unit Progress	<input type="checkbox"/> <input type="checkbox"/>
9	Lesson Progress	Lesson Progress	<input type="checkbox"/> <input type="checkbox"/>
10	A	A	<input type="checkbox"/> <input type="checkbox"/>
11	B	B	<input type="checkbox"/> <input type="checkbox"/>
12	C	C	<input type="checkbox"/> <input type="checkbox"/>

Figure 2.3: Translation window

The source language (English UK) is displayed in the left-hand pane. The editing will be carried out in the right-hand pane (in this example – Spanish).

In the right-hand pane, click the phrase to be translated.

Translations can be entered either by overtyping in the translation box or by clicking on the ‘tick’ mark next to the recommended translation. (Some of the text may already be translated by the system as a starting point for you (‘recommended text’). These recommendations (coming from “Translation Memory”) will evolve as you work through the project, as the system ‘learns’ from you and your colleagues.

You need to validate the recommended translation and in the vast majority of cases you will need to correct it and validate the meaning against the original English. When you are happy with the text you can click on the ‘tick’ mark to approve it.

Spanish	Status
Master Page	<input type="checkbox"/> <input type="checkbox"/>
Página maestra	<input checked="" type="checkbox"/> <input type="checkbox"/>
AEO Customs	<input type="checkbox"/> <input type="checkbox"/>
AEO Context and Key Issues	<input type="checkbox"/> <input type="checkbox"/>
SectionTitle	<input type="checkbox"/> <input type="checkbox"/>
2/2	<input type="checkbox"/> <input type="checkbox"/>
/6	<input type="checkbox"/> <input type="checkbox"/>
Page Title	<input type="checkbox"/> <input type="checkbox"/>

Figure 2.4: Example translation pane showing editable segment

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As the translation proceeds, the icon next to the translated text will turn from red to green:

Un OEA tiene un acceso más fácil a		Completed translations
costumbres simplificaciones.		
Menos controles físicos y documentales se llevará a cabo en un OEA .		
Nuestra dirección de e-learning curso a familiarizarse con el concepto de OEA y le guiará a través de los correspondientes procedimientos necesarios para adquirir la condición de OEA .		
Un OEA que pueden solicitar para el Control de Aduanas que ser desviado a otro lugar, dando lugar a un plazo más corto y menos costoso.		
Si es seleccionado para el control, la OEA recibirá un trato prioritario.		
Es la primera vez que la Comisión Europea, acompaña a la nueva legislación con este enfoque de formación moderna e interactiva.		
Confío en que el curso de e-learning le apoyará en su trabajo y yo estaré muy interesado en escuchar acerca de sus experiencias con él.		Incomplete translations
Permitánme terminar dando las gracias por su interés.		
Disfrutar del campo!		
Disfrutar del campo!		Matched translations
Dos Reglamentos		
The AEO provisions have been introduced to balance the new rules on security controls with measures to facilitate trade of compliant economic operators.		
Click on the buttons below to find out more about AEO regulations.		Matched translations
Then once you have read them both, check your understanding by completing the following exercise and move on to discovering what the key issues are.		
El Reglamento 1875/2006		
Reglamento 648/2005		Matched translations
El Reglamento 1875/2006		
The detailed provisions of the AEO framework have been introduced by Regulation 1875/2006 adding new articles from 14a to 14x to the implementing provisions of the Community Customs Code.		
Click on the icon to access Regulation 1875/2006.		Matched translations
Reglamento 648/2005		

Figure 2.5: Example partially completed translation

The tool remembers words and phrases and automatically matches them. ‘Segment status’ is explained in the next section.

If you wish to see where the current segment appears within the original course, for eLearning pages the page name can be viewed in the segment's 'comments field'. The page title will show up similar to this example:

221	Olá, Eu sou a Kate.	Olá, Eu sou a Kate.	
	Comment: Page: Characters in our course 2014-10-02 15:18:11 GMT		

Figure 2.6: Locating eLearning segments within the original course

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2.1.1 Segment status

In the **Editor** window, the right-hand column displays information about the status of the segment and origin of the target text.

The background colour represents the current status of the segment. The meaning of the colours is as follows:

COLOUR	STATUS OF STEP	MEANING
RED	TO BE TRANSLATED TO BE REVISED TO BE REVIEWED	The segment requires the linguist's attention.
YELLOW	TO BE CHECKED	The segment is non-translatable or is a 100% leveraged match.
BLUE	TO BE CORRECTED	The segment has been rejected by one step (e.g. Review) and needs to be corrected by the previous step.
GREEN	TRANSLATED REVISED REVIEWED	The segment has been completed by the linguist.
	COMPLETED	The segment is an 'In context exact' (ICE) match, or has been merged with the one above.

The letter in the status box remains the same throughout the workflow and refers to the original matching type of the text: The meaning of the letter is as follows:

LETTER	MATCHING TYPE
U	Unmatched
M	Matched
I	In context exact match (ICE)
N	Non-translatable

2.1.2 Formatting Tags

Formatting tags, also called inline elements are represented in the text by numbers in curly brackets e.g. {1}. The curly bracket holds formatting information applied to subsequent text e.g. bold formatting to emphasise a word or line of text. The type of information held by the tag can be seen in the figure below e.g. Font name, Font size etc. The formatting will be applied continuously to the subsequent text until a closing bracket is detected. It is important therefore to maintain formatting requirements, that all brackets shown in the text for translation are inserted in the same way in the translated text.

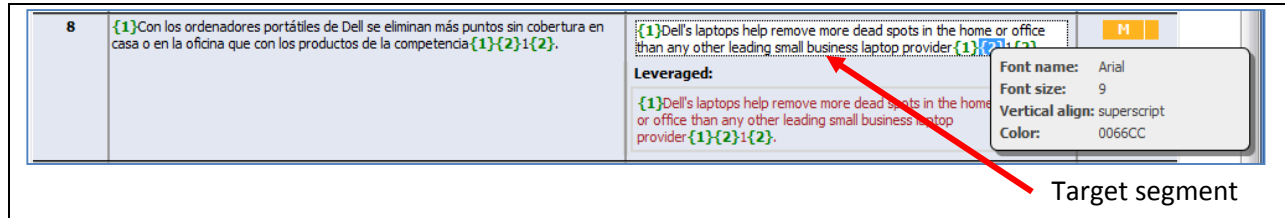


Figure 2.7: A Segment with inline elements

It is important to insert the correct number of matched inline elements in the target segment. This is achieved by putting the cursor in the desired location and **typing Alt + number on your keyboard**. If you are missing any inline elements the segment will be highlighted in red and a message will appear at the bottom of the page. This must be corrected before leaving the document.

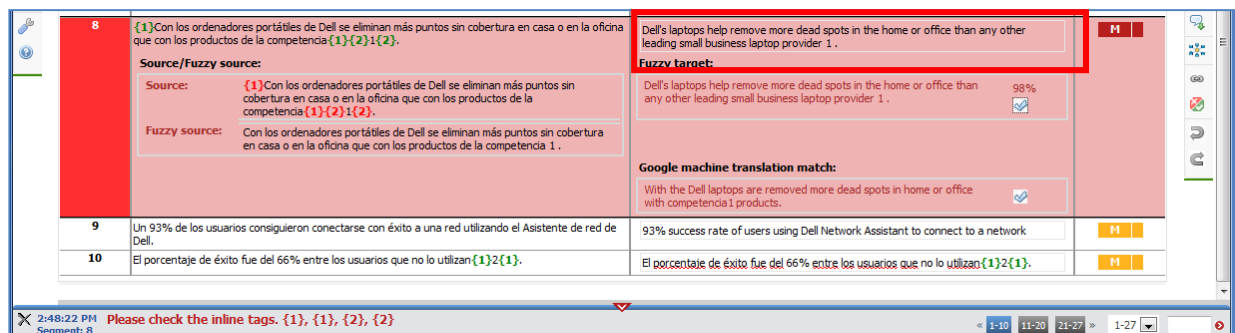


Figure 2.8: Segment with missing inline tag

Those inline elements without content (for example, a hypertext link e.g. Next, Play) are blue.

Note: In this example, elements {2} and {3} surround the English word “Play”. In the translated text the elements should surround the translated word, in this case “Reproducir”.

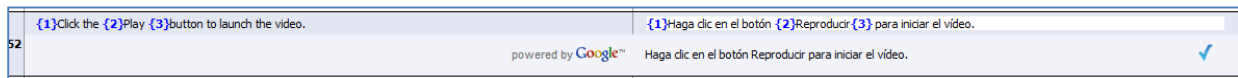



Figure 2.9: Completed translation showing inline elements

If a match with inline elements is found, click the  tick to accept the recommendation.

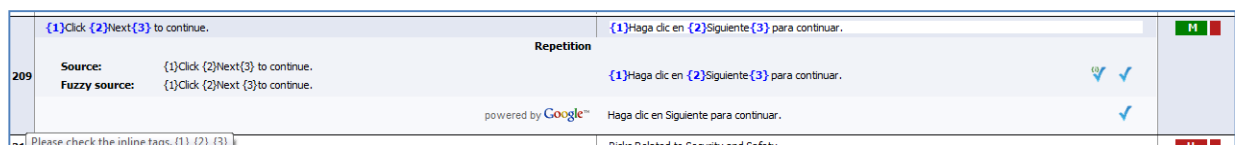



Figure 2.10: Text with inline elements showing an exact match

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Once the translation is complete, click the **My Inbox** tab, click the  icon next to the project (course) name and select **Finish Task** from the drop-down menu:

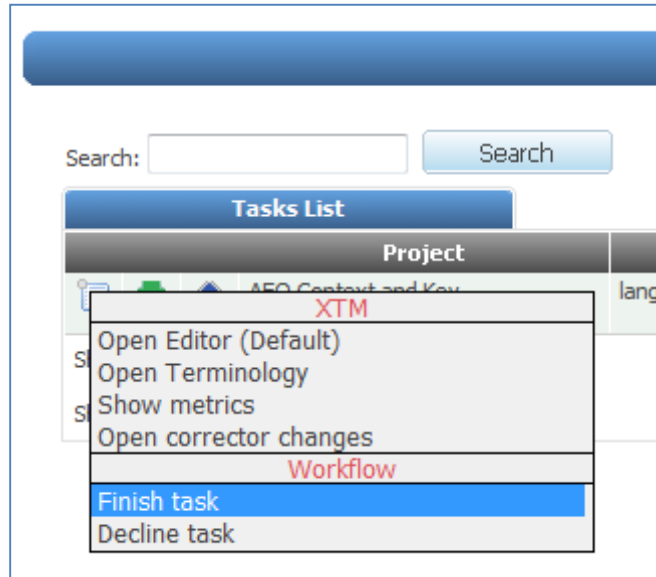


Figure 2.11: Select Finish Task

The task is removed from the **My Inbox > In Progress** screen and now shows in the **Closed Tasks** screen:



Figure 2.12: Closed Tasks screen

An automated email is sent to the XTM *Project Manager* (which is your **Translation Manager**) to say that there are updates to the task. The next step is for someone to review your work, and if your Translation Manager has set someone for this task already (XTM refers to them as a *Corrector* or *Reviewer*), the system will also send an email to them to say that there is a new task available.


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2.2 Corrector/Reviewer Tasks (Translation QA)

The **Translation Manager** is responsible for arranging quality assurance on the translation, and may ask you to take part by reviewing some translated materials in XTM for example to enforce consistency. XTM refers to this task as 'Correct' or 'Review', and if you have been asked to perform this task then it will appear in 'My Inbox'.

Open the task to start your correction or review.

The "corrector" will be able to edit and update the translation whereas the "reviewer" will only be able to comment on the translation, where the translator/corrector will then be responsible for making the update.

To see comments made by the translator, click the **Comment:**  arrow and the comment will open, as shown here:


	SectionTitle	Título de la sección
	powered by Google™ SectionTitle	
4	Comment:  Changed from: SectionTitle to: Título de la sección --mgreen_dg-taxud 2011-09-14 10:10:12 CEST -	
5	2/2	2/2

Figure 2.13: Open comment

Once the review is complete, **Finish** the task (click **Finish**).

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3 Terminology

The Terminology tab is used as a reference guide for Translators in order to improve consistency. It should be completed during the translation process and added to as the translation process progresses.

XTM refers to this part of the server as the *Terminology Manager*.

Click on the **Terminology** tab and then select the **Customer** for whom you wish to run the Terminology Manager. In this section you can add, view, edit and delete terms. You can also add translations to existing terms or import and export terminology in CSV, TBX, or MTF file format.


3.1.1 Searching for terms

You can find and view a group of terms by selecting values in the **Search** area on the left of the window. You may enter a language, status, domain or text string. The found terms are then displayed in the list box below.


3.1.2 Displaying terms

Clicking a term in list of terms displays the details of the term on the right-hand side. Each term has a “Concept” with the following fields: domain, definition reference and an image.

Then for each language there are the following fields: language, term, abbreviation, status, remarks, context, customer and last modified.

You can view the details of each translation by clicking the  icon or to view all the details.

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Click the  icon

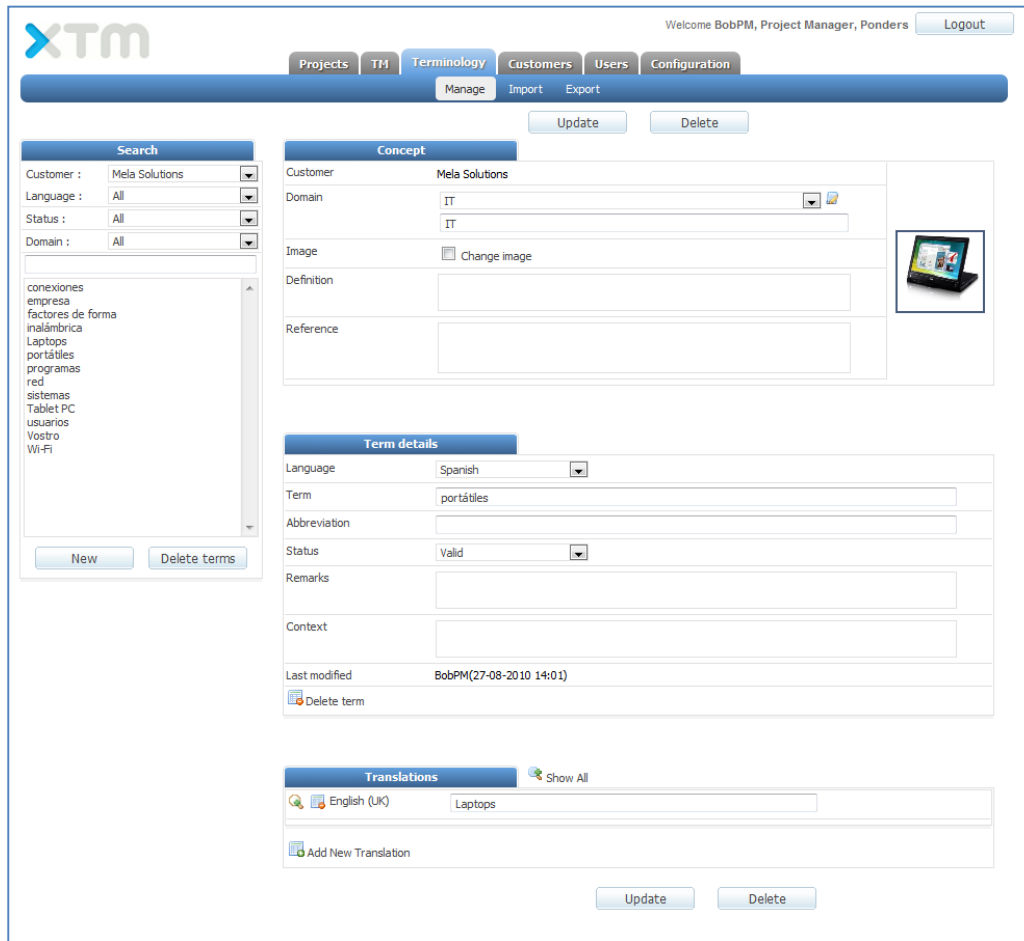



Figure 3.1: Viewing a term in the Terminology Manager

3.1.3 Adding and deleting terms and translations

To add a term, click the **New** button. Enter the details of the term and the translations and then click **save** or **Save & new**. Terms can also be added directly from the translation editor. Additional translations can be added to an existing term by clicking on the **Add new translation** button and then clicking on the red **Update** button.

Individual translation may be deleted by clicking on the  icon and the whole term with all the translations can be deleted using the red **Delete** button.

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