

Quick workflow for translators in Phrase TMS

Workflow at a glance

Short description of the workflow in Phrase TMS:

1. Find the project by following the link from your project manager.
2. Dashboard: Mark the file in the project and accept them under Edit (Change status => Accept => Save and close) or mark all the files and open them at once and click Accept in the editor (see below on joining files).
3. Start translating.
4. When you are done with the translation you perform a QA. Ignore what is not relevant and close the file.
5. When the status of the translated files is changed to completed, an automatic message is the sent to the reviser. You can change status under Edit to Completed by linguist (Change Status=>Completed by Linguist=>Save and close). Or do this directly in the editor (both web and desktop).

With the freelance login to the tool you can do the following:

1. Accept translation jobs.
2. Translate jobs in the [CAT web editor](#).
3. Download bilingual MXLIFF files to start translating in the [CAT desktop editor](#).
4. Potentially view a wordcount analysis if set by the project manager.
5. Virtually [joining](#) multiple files into a single one.
6. Marking translation jobs as *Completed by Linguist*.
7. Searching term bases and adding terms related to their jobs if this is set by the project manager.

Opening multiple files (“joining” files)

One important thing when you have multiple files in a project is that you can open them all in one window, at the same time. This means you benefit from repetitions that can occur in several files and you can use filtering functions and search and replace functions on the entire batch of files at once .

1. From the [Jobs Table](#), select the jobs to be joined.
2. Click on a filename of the selected jobs.

All of jobs are then opened in the editor and are separated with a bar indicating job number and filename.

51	Anders Jensen, President & CEO	
		Job #4 01XAboutX\
52	" 1 " på sida 2	" 1 " p



Work in the Desktop editor

The Phrase Desktop editor can be downloaded here:

<https://phrase.com/download/>

You then download the mxliff file from the Job page in the web interface and open it in the Desktop editor.

Don't forget to login via Tools/Preferences to access the online resources.

A screenshot of the "Preferences" dialog box in a software application. The dialog has a title bar with a green question mark icon and the text "Preferences". Below the title bar are four tabs: "CAT", "Login", "Appearance", "Network", and "Misc". The "Login" tab is selected. Under the "Login" section, there are four input fields: "User:" with a dropdown menu showing "cloud.memsource.com", "Server:" with the text "cloud.memsource.com", "Username:" with the text "cloud", and "Password:" with a masked field. A "Remove" button is located at the bottom right of the Login section.



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Settings for linguists in Phrase TMS

In Phrase TMS you as a linguist can adjust the settings so you take control over what is showed to you when translating.

In the editor (both web and desktop) go to: **Tools/Preferences**. Here you make your **personal settings** and can choose how a hit is presented for you.

Tip: If you don't want TM and MT to be inserted as suggestions in the target segment, just uncheck relevant boxes. It is recommended to have *Insert the best TM match* ticked.

Preferences

CAT Appearance Misc

next segment confirmed in the preceding workflow step

Pre-translate

- Auto-propagate repetitions
- Pre-translate after the jump
- Insert the best TM match
Above minimum TM match rate
- Insert NT
If a TM match is not available or the NT score is higher
- Insert MT
If a TM/NT is not available or the MT score is higher
- Copy source to target
If a TM match, NT or MT is not available

Cancel Save

Source: <https://support.phrase.com/hc/en-us/articles/5709683926812#UUID-4c833ac1-32c2-c1cb-2d80-b6411f03a8be>



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Phrase TMS basics on TM results

In Phrase TMS, CAT results are displayed in the following order and are color coded (see picture below):

1. Light green - Best translation memory, non-translatable or machine translation match based on the score.
2. Orange - Term base items (If there is a preferred term it will be placed at top.)
3. Salmon - Translation memory, non-translatable, or machine translation fuzzy match based on scores.
4. Light purple - Machine translations (with no MT score).
5. Grey - Sub-segment TM (S).
6. Underlined hits – comes from the MT suggestions (can be any colour)

In-context match from translation memory →	101	16 mm
Forbidden term →	TB	eme
Recommended term from term base →	TB	mm
100% match from translation memory →	100	16 mm
Non-translatable match/MT match with score →	100	16 mm
Fuzzy match from translation memory →	99	mm
Non-translatable match without score →	NT	16 mm
MT match without score →	MT	16 mm
Subsegment match →	S	16

Translation Memory Matches

- **101%** - An in-context translation memory match.
A greater than a 100% match indicates the context also matches what is saved in the TM.
- **100%** - An exact translation memory match.
- **78%** - A fuzzy translation memory match (anything below 100%).
- **S** - A subsegment match.
If a smaller part of the original text was previously translated as a short segment, the CAT pane will display it even though the match is lower than the threshold set in the Editor's Preferences.
- The downward arrow (↓) indicates TM penalization.
A project manager can set penalties for low quality TM matches in order to ensure they are reviewed. 100% matches, for example, may be shown as 95% matches.
- **TB** indicates a suggested term from a term base.
- **TB** in grey indicates a New term that has not yet been approved.
- A term in **red** indicates a term that has been rejected and should not be used during translation.

To read the full article, please check here:

<https://support.phrase.com/hc/en-us/articles/5709683926812#UUID-4c833ac1-32c2-c1cb-2d80-b6411f03a8be>

Adding terms

To create a new term as a Linguist, follow these steps:

1. From the editor, click  , or under the Tools menu, click Add term (ALT+T).

The Add term pane opens at the bottom of the editor.

2. Provide Source term and Target term.
3. Specify options:
 - Preferred
 - If multiple terms are similar, one can be marked as Preferred. The preferred synonym will be displayed above the others in the editor's CAT pane. Otherwise, synonyms are listed in alphabetical order.
 - Forbidden
 - When a term is marked Forbidden, Linguists are informed not to use it. A QA check displays a warning if this term is used in the target.
 - Case sensitive
 - Match type (Fuzzy or Exact)
4. Click Add.

The new term is added to the term base.

Source: <https://support.phrase.com/hc/en-us/articles/10112307362332-Create-or-Add-a-New-Term>



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Shortcuts in Phrase TMS

Learn a few essential keyboard shortcuts by heart. These are our favorites:

Confirm	Ctrl+Enter
Unconfirm	Ctrl+Shift+Enter
Copy Selection to Target	Ctrl+Insert
Insert Tag	F8
Search TM/TB	Ctrl+K

The full list can be found here: <https://support.phrase.com/hc/en-us/articles/5709700557468-Editor-Keyboard-Shortcuts-TMS->