



MEMOQ 8.5 GETTING STARTED

FOR TRANSLATORS

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0 SOME BASICS

Turn to the next page if you are a seasoned translator, and just want to get started with memoQ.

1 Why translate in memoQ (and not in Word)?

Because memoQ knows much more about translation than any word processor.

memoQ remembers earlier translations: it can recognize if something was already translated, and dig up the translation from the past.

memoQ can read and save documents that you cannot work with otherwise: you don't have to be an expert in editing web pages or desktop publishing – you can still translate web pages or complex documents that come from sophisticated programs like InDesign or FrameMaker.

memoQ can work from your previous documents: if you have a document and its translation, memoQ can pair them and recycle the translation when a similar document comes along.

memoQ can hold your glossaries: you can build glossaries of terms – and when you're translating, memoQ will highlight the terms it recognizes, and insert their translations at the click of the mouse.

memoQ connects you to your peers: you can work with others on the same job – for example, your client may have a task for you on their server. You can directly connect to this server, and receive, work on, and deliver the job without sending e-mails.

2 Let's learn some names

A *translation memory* is a database where memoQ saves previous translations. You can tell memoQ to use a translation memory or two (or three, or more) while you are working. When memoQ finds something that is similar to the segment you need to translate, it will offer to use the stored translation. This will speed up your work and make your translation more consistent with previous translations.

A *term base* is a glossary. It's a database where you can collect terms and their translations. A term is a word or an expression from the subject field of the document you are translating. When you translate a sentence that contains one or more terms from your glossary, memoQ will spot them, highlight them, and offer to insert their translations at the click of the mouse.

A *segment* is a meaningful unit of text; a passage of text you translate at a time. memoQ tries to break the text into sentences, but sometimes the meaningful unit is smaller or larger than a sentence. This is why these are called 'segments' and not 'sentences' in memoQ.

A *LiveDocs corpus* is a collection of documents that you can re-use for your future translations. It behaves like a translation memory. The most important piece of data you store there is a document pair that memoQ can use in the same way as a translation memory.

Alignment is what happens when you pair up documents in a LiveDocs corpus. memoQ will break the source document into segments, and try to find the translation for each segment in the target document.

1 HOW TO BEGIN

1 Download, install, and activate memoQ

➔ <https://www.memoq.com/downloads>

Look for **memoQ translator pro 8.5** – it will be the first download on the page. Click the large **Download** button.

For instructions, see the ➔ **memoQ Installation and Activation Guide**, available from the ➔ **memoq.com** website.

2 Go through the Startup Wizard


The **Startup Wizard** helps you set up some initial preferences for memoQ. To learn more, see memoQ help: ➔ <http://help.memoq.com/8-5/en/index.html?startup-wizard.html>

You can dismiss the **Startup Wizard**, and return to it later: click **Cancel** or **Finish**.

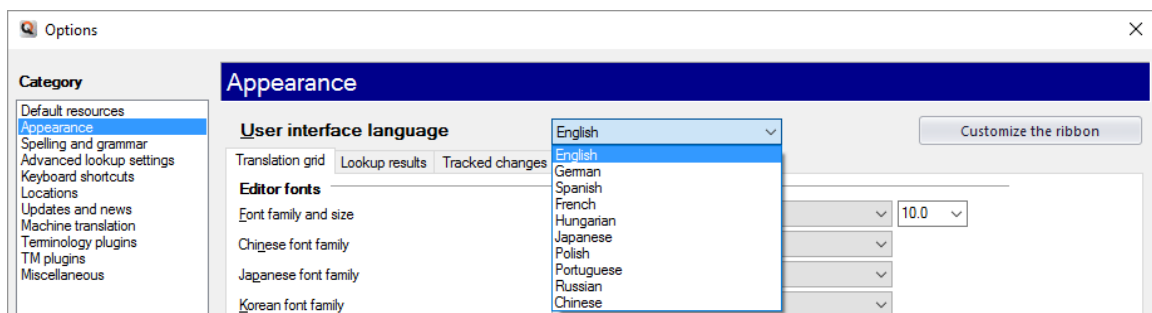
To return to the **Startup wizard**, click the **memoQ** ribbon tab at the top left, then click **Help** on the blue bar on the left. On the **Help** page on the right, click the **Startup wizard** link.

3 Set the language of memoQ

At first, memoQ will start in English. If you prefer, you can choose from other languages, too.

At the top of the memoQ window, you will find an icon with three cogwheels: . Click it; the **memoQ options** window will appear.

In the **Category** list, click **Appearance**. On the **Appearance** page, click the **User interface language** box, and choose another language. You will need to close memoQ, and start it again.



memoQ 8.5 can appear in one of these languages


4 Set up the spell checker

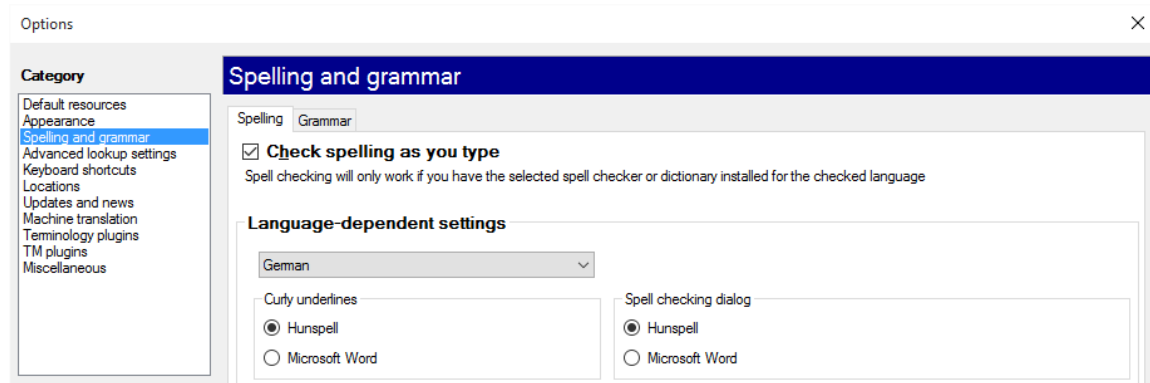
You will probably need to check the spelling of your translation before you send it off. In memoQ, you can choose from two different spell checkers.

If you have Microsoft Word on your computer, you can use the spell checker from Microsoft Word. Do this if you can because the Microsoft Word spell checker has the best possible linguistic quality you can get.

If you don't have Microsoft Word, or you don't have a spell checker for the target language, you can use *Hunspell*, a free spell checker module also used in OpenOffice.

In any case, you need to make your choice before you start translating in memoQ.

At the top of the **memoQ** window, click the icon with three cogwheels  again. The **memoQ options** window appears. In the **Category** list, click **Spelling and grammar**. memoQ will check for the Microsoft Word spell checker, and then display the **Spelling and grammar** page:



Under **Language-dependent settings**, choose your main target language. At first, memoQ will be set to use **Hunspell** for that language. However, if you have that language in Microsoft Word, click the **Microsoft Word** radio button in both boxes under the language, and then click **OK**.

If you don't have Microsoft Word, you need to use Hunspell. But before you can use Hunspell, you need to install dictionaries for it. After you choose **Hunspell** in either of the boxes, click the **Look for more dictionaries online** link at the bottom of the **Options** window. That will allow you to download and install a dictionary from the Internet.

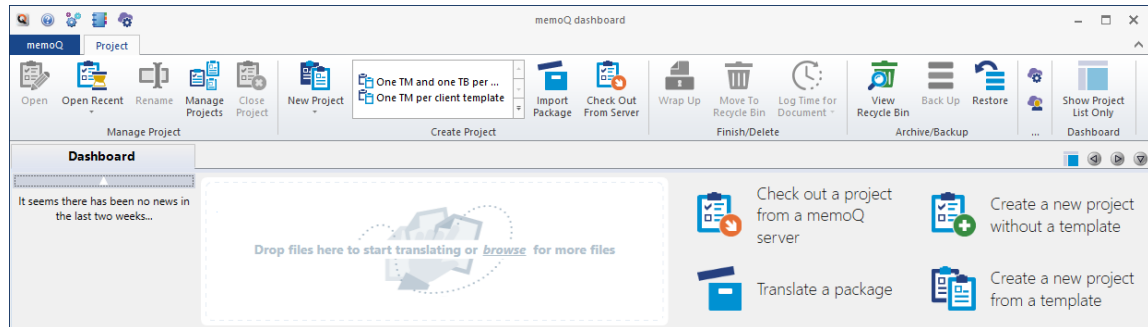
To learn more about using Hunspell dictionaries, see memoQ help:

➔ <https://help.memoq.com/8-5/en/index.html?options-spelling-and-grammar.html>

2 THE FIRST TRANSLATION: PREPARATIONS

1 Drop documents on the Dashboard

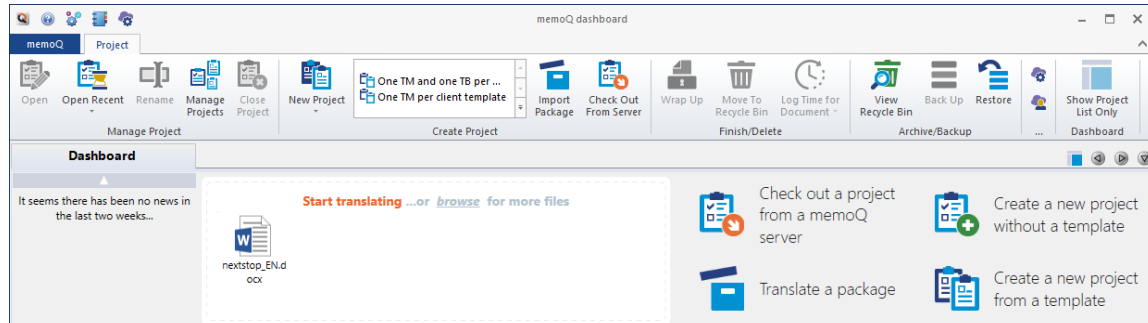
memoQ starts with the **Dashboard**. If you have documents to translate, you can drop them on the **Dashboard**: drag them to the box that says **Drop files here...**, and release the mouse button.



To drop a document, open the folder where the document is. Click the icon of the document, and hold the mouse button while you drag the button to the **Drop files** box of memoQ.

2 Start translating or drop more documents

After you drop the first document, you can drop more – or you can start translating:



For now, let's say we have this one document. Click **Start translating**.

3 memoQ will set up a *project* for you

memoQ will take a few moments to read through your documents, and find out their language. That will be the source language of your job. Then the **Create new project from template** window opens.

In this window, you must fill in two things before you can move on: the target language, and the name for your project.

memoQ will combine the current date and the project name into a name for your job.

If you work for more than one client, and if you work in several subject fields, you might want to fill in the **Client** and **Subject** boxes, too.

When this is done, click **Finish**. memoQ will prepare for your job, and display a **Progress** window that shows what it's doing.

4 Some more names and a look under the hood

Your source documents will be *imported*: memoQ will read through them, and separate the *text* from the *form*, or more precisely, the *formatting*. When you translate the document, you will get the text, while the form – all those complex formatting instructions that come with the *format* of the document – are safely stowed away in a database.

When you finish translating the document, you can tell memoQ to *export* your translation. memoQ then takes the formatting instructions, and combines them with the new text of your translation, and saves it in a new document. The result is a document that looks exactly the same as your source document, but its text comes from the translation.

memoQ will set up one translation memory and one term base for you. If you leave everything in the **Create new project...** window as they are, memoQ will use one translation memory and one term base for each language pair. Next time, if you start another translation job, and it's in the same language pair, memoQ will use the same translation memory and term base.

If you have several clients, and you want to use a separate translation memory for each of them, you can tell memoQ to use a different *template*: in the **Create new project from template** window, choose **[local] One TM per client template** from the **Project template** box.

MORE There are other ways to set up projects

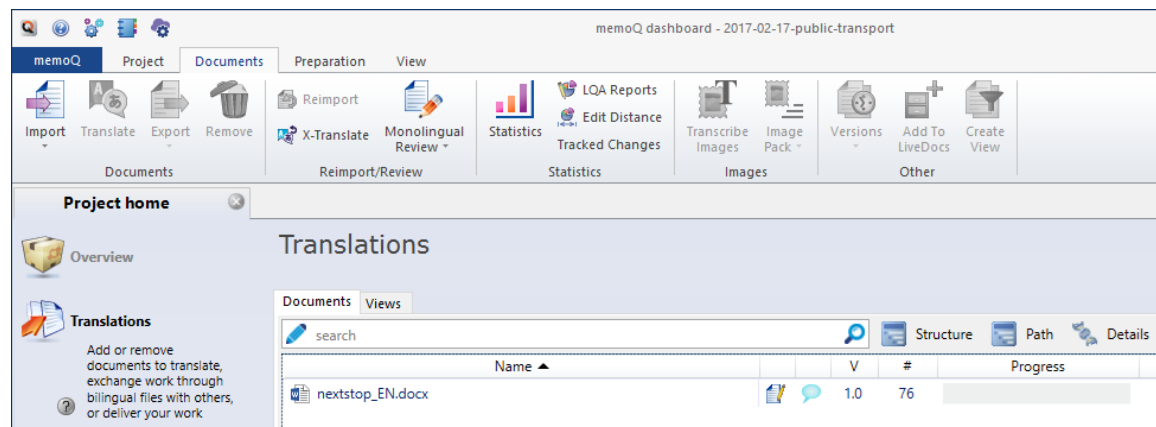
See the Help:

➔ <http://help.memoq.com/8-5/en/index.html?new-memoq-project-wizard.html>

3 THE FIRST TRANSLATION: TYPING THE TRANSLATION

1 Open your document for translation

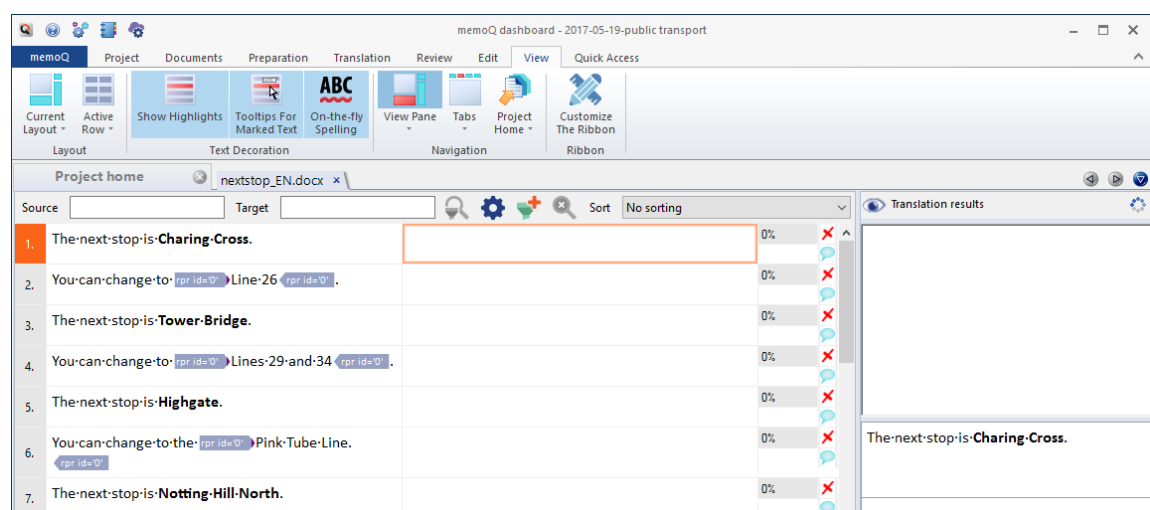
memoQ displays your job in a place called **Project home**. In **Project home**, there is a page called **Translations**, which has a list of the documents you need to translate. This page opens immediately after memoQ prepares the project:



To start translating a document, double-click its name. Or, click the name, and then, on the ribbon, click the **Translate** icon.

2 The document opens in a tabbed window

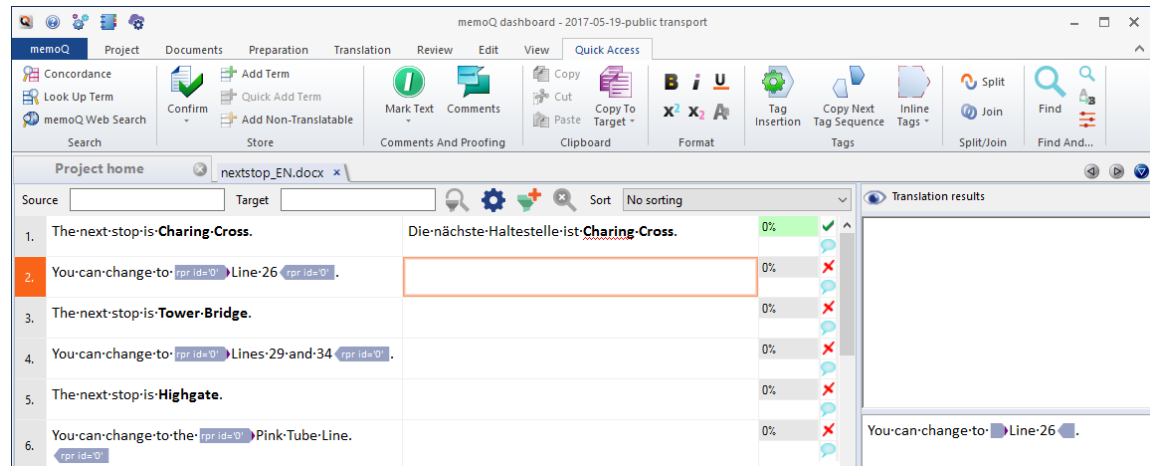
memoQ opens a new tabbed window for the document. The text will appear in two columns. The left column has the source-language text. You can type – or insert – your translation on the right. There are cells in both columns. memoQ divides the text into *segments*, and displays each segment in a new cell:



This layout with the columns and the cells is called the *translation grid*.

3 Translate the first segment

Type the translation of the first segment in the cell next to the source text. When you finish, press CTRL+ENTER. This will save your translation to the translation memory; mark the segment as confirmed (note the green tick mark); and jump to the next segment. When you press CTRL+ENTER, you *confirm* the segment.



Note that '**Charing Cross**' is set in bold, both in the source cell and in the translation. It wasn't automatic. Before you confirm the segment, you need to select that part, and press CTRL+B, just like in Microsoft Word.

You can go back to previous segments whenever you need to, and change them, even after they were confirmed. When you make changes, don't forget to confirm the segment again.

No need to save: memoQ stores your job in a database. Every change you make is automatically saved in a few seconds. When you close the document, the project, or memoQ itself, your changes are automatically saved, too.

Look down: at the bottom of the memoQ window, you get a preview of what your translation will look like. When you confirm a segment, the source text is replaced with its translation. Note the screenshot: in the preview – it's called the **View pane** –, the first sentence is in German, but the rest remains in English.

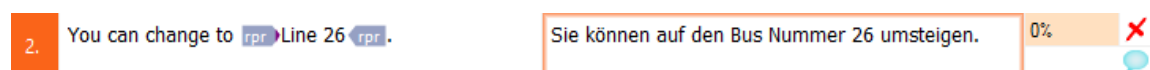
4 Translate the next segment – and mind the tags

In the next segment, '**Line 26**' is between two strange-looking labels. These are called *inline tags*, and they stand for formatting that memoQ cannot display in the grid itself. If you look down, you will see that '**Line 26**' is red in the original text:




Die nächste Haltestelle ist Charing Cross. You can change to Line 26. The next stop is Tower Bridge. You

Type the translation of the segment:



Don't confirm the segment yet. Find the translation of the "tagged" part. In our case, it will be '**Bus Nummer 26**'. Place the cursor right before '**Bus**', and press F9. Then place the cursor next to '**26**', and press F9 again. Note the tags that appear in the translated text. Now confirm the segment. Here is the result in the grid and in the preview:

2.	You can change to rpr Line 26 rpr .	Sie können auf den rpr Bus Nummer 26 rpr umsteigen.	0% 
----	---	---	--

Die nächste Haltestelle ist **Charing Cross**. Sie können auf den **Bus Nummer 26** umsteigen. Die nächste Haltestelle ist **Charing Cross**. You can change to **Lines 29 and 34**. The next stop is **Highgate**. You can change to the **Pink Tube Line**. The next stop is **Notting Hill North**. You can change to **Tram No. 78**. The next stop is **Shepherds Bush, last stop**. You can change to **British Railway**. Thank you for using the fictitious London Public Transport.

The tags are properly in place: whatever is red in the source, it becomes red in the translation, too.

Good to know: If the tags appear in pairs like in the example, you can *select the text* ('**Bus Nummer 26**'), and press F9 *just once*. memoQ will place the two tags around the expression you selected.

MORE There's a lot more about writing and editing translations

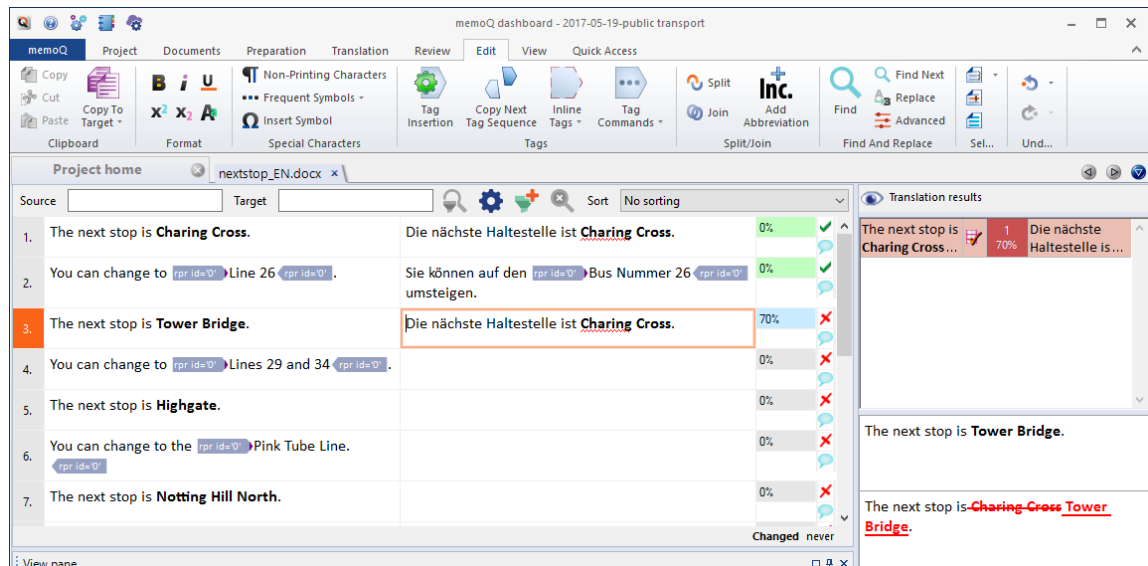
See the Help, and explore the topics under this one:

➔ <http://help.memoq.com/8-5/en/index.html?translation-editor.html>

4 DON'T TYPE, USE THE TRANSLATION MEMORY

1 If something was translated before, you'll get the translation automatically

If the next segment – or something similar – was translated before, memoQ will spot that and insert the translation immediately after you confirm the previous segment:



memoQ does this by looking in the translation memory that you use for the project. In the example, the translation of 'The next stop is Charing Cross' was saved when you confirmed the first segment. Segment 3 ('The next stop is Tower Bridge') is similar enough to be recognized.

But be careful: memoQ inserted the translation with 'Charing Cross', which you need to edit into 'Tower Bridge' before you confirm the new segment.

Look right: memoQ helps you find out the difference. In the right pane (called **Translation results**), you will see a list of suggestions that memoQ has for the current segment. (Right now, there is only one.) When you select a suggestion, the three boxes below will show the difference.

The first box shows the text that you need to translate. The second one shows the source text that was found in the translation memory. In the second box, the differences are marked with deletions and insertions ("tracked changes"). The differences appear as if the text in the translation memory were edited into the current text that you need to translate. Parts that come from the translation memory appear as deleted; parts in the current segment appear as inserted.

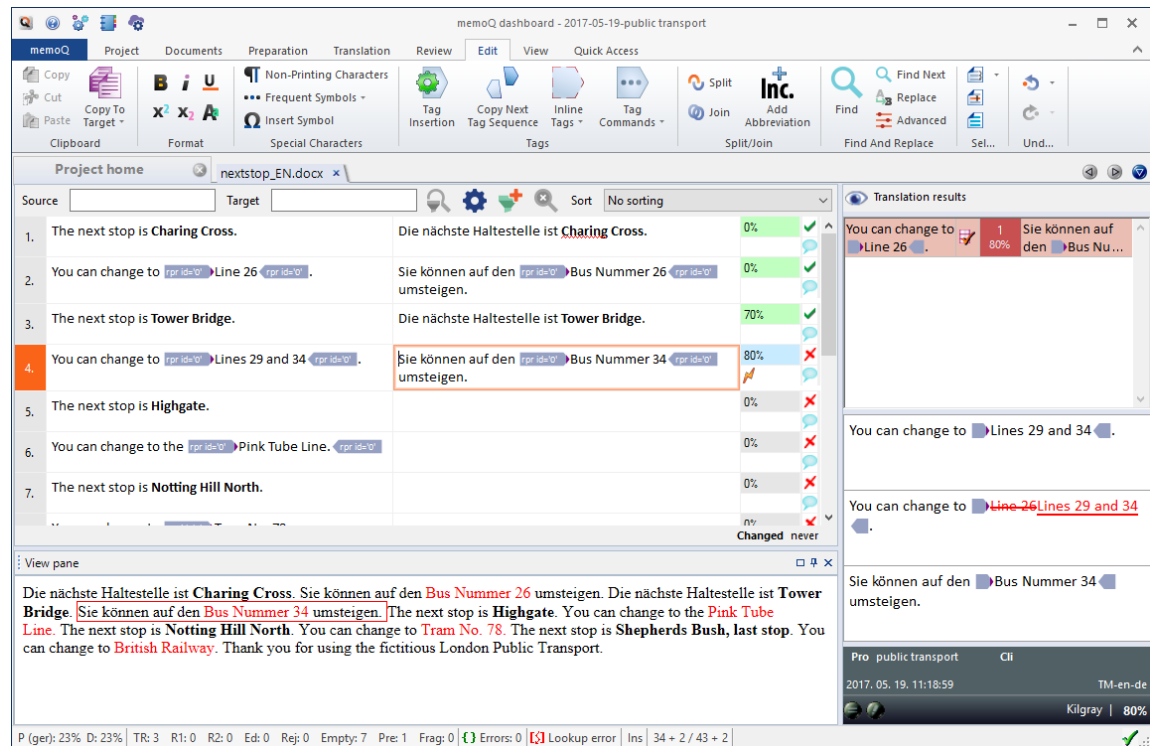
The third box shows the *translation* that was found in the translation memory.

This suggestion is called a *translation memory match*. memoQ gives a score to each match, judging the similarity between the text in the document and the text in the translation memory. The score, called the *match rate*, is a percent value (in this case, 70%). The match rate is an attempt to show how much you need to work on the stored translation before it is right for the current source text.

When the source text is exactly the same as the one in the translation memory, it's called an *exact match*, and the score will be 100%. When the source text *and* the previous *and* the following segment is the same as in the translation memory, it's called a *context match*, and the score is 101%. When the text is the same, but numbers, tags, formatting, or punctuation are different, the score will be between 95% and 99%. When the score is below 100%, it's called a *fuzzy match*.

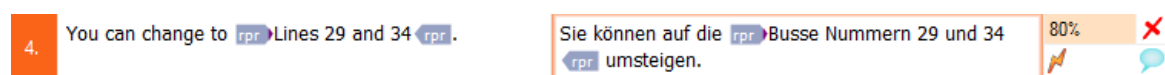
2 memoQ knows about numbers

The next segment will also have a match from the translation memory. It contains numbers again. Let's see what happens to those:



In the translation memory, memoQ found a match that had the number 26. In the text, there were the numbers 29 and 34. When memoQ inserted the match with 26, it replaced 26 with 34 – so the numbers were, in a fashion, updated.

The segment had two numbers, though. Before you confirm the segment, you still need to insert the other number, and adjust the German translation to the plural:



Note that the tags were also inserted automatically – because you inserted them when you translated the second segment, and memoQ also saved that information to the translation memory.

Notice the lightning sign next to the translation. The lightning sign indicates problems that memoQ spots automatically: extra or missing spaces, extra or missing tags, or in our case, missing numbers. The lightning sign is called a *quality-assurance warning*, or a *QA warning*.

Because you inserted the second number, the lightning sign will disappear when you confirm the segment.

MORE There are more ways to benefit from translation memories

See the Help:

- ➔ <http://help.memoq.com/8-5/en/index.html?translation-memories.html>
- ➔ <http://help.memoq.com/8-5/en/index.html?match-rates-from-translation-m.html>
- ➔ <http://help.memoq.com/8-5/en/index.html?translation-results-list.html>

5 FILLING AND USING THE TERM BASE

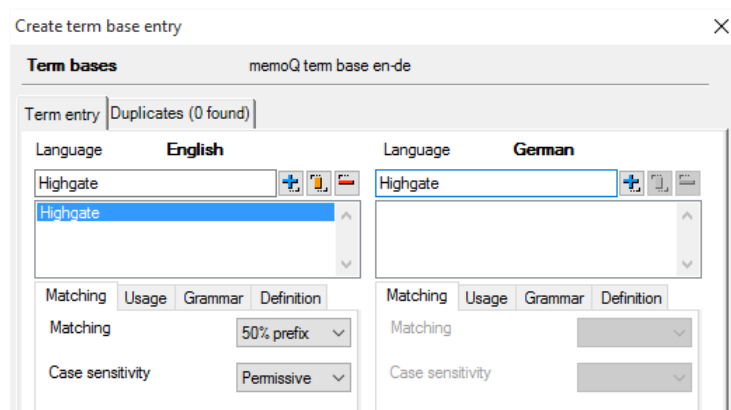
1 Adding a word or expression is easy

When you start a job with memoQ, your project will have a glossary, or *term base*, too. Like the translation memory, the term base is empty at first. But you can easily add new entries while you are translating.

Let's say, you want memoQ to know that the word 'Highgate' translates into 'Highgate'. Select the word in the source cell:



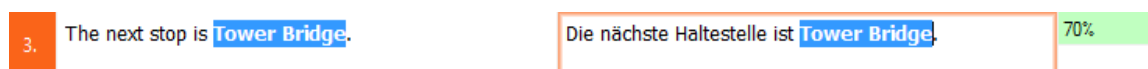
Then press Ctrl+E:



Type 'Highgate' in the box on the right, and then click the plus sign icon next to it. Then click **OK** at the bottom of the **Create term base entry** window.

2 It's even easier to add a term if the segment is already translated

In the example, let's jump back to segment 3, and add the name 'Tower Bridge' to the term base in a similar fashion: it will also translate into 'Tower Bridge'.



Luckily, this segment is already translated: you can select the term on the left and its translation on the right, and press CTRL+Q. No extra window will appear this time, and the term will be saved in the term base right away.

3 memoQ recognizes the term in the text

When memoQ finds a term in the text, it will appear on the list of suggestions. But in the example below, a translation memory match and a term base hit both come from the *resources* (that is, the translation memory and the term base), and memoQ will combine them:

The screenshot displays the memoQ interface with a list of source and target text segments. Segment 5 is highlighted, showing a source text 'The next stop is Highgate.' and a target text 'Die nächste Haltestelle ist Highgate.' with a 194% match score. The right pane shows a list of suggestions for 'Highgate', including 'Tower Bridge' and 'Highgate'. The bottom pane shows the final translation: 'Die nächste Haltestelle ist Highgate.'

Note that memoQ inserted a translation that is absolutely perfect. How can this be if the translation memory match was 'The next stop is Tower Bridge'?

The difference between the source text and the translation memory match was the name of the station: 'Highgate' in the source text, and 'Tower Bridge' in the translation. Both names were there in the term base, too. memoQ could find the translation of 'Tower Bridge' in the stored translation, and because it already knew how to translate 'Highgate', the old name could be easily replaced with the new one.

When this happens, we say that memoQ *patches* the translation. memoQ also gives a higher score to the patched translation, but marks it with an exclamation mark (! – see the blue status box next to the segment).

4 Insert term base hits while you translate

When memoQ doesn't patch a segment, you can still insert the translations of terms with a few keystrokes. The terms found in the term base are highlighted in the source text. Let's say the term base has translations for 'stop' and 'Highgate':

The screenshot shows a source text segment 'The next stop is Highgate.' with 'stop' and 'Highgate' highlighted. The right pane shows suggestions for 'stop' and 'Highgate'.

Both are highlighted on the left. Type the translation; and when you get to a place where you need one of the terms, press CTRL briefly:

The screenshot shows the source text 'The next stop is Highgate.' with 'stop' and 'Highgate' highlighted. The right pane shows suggestions for 'stop' and 'Highgate'.

In the menu, memoQ will offer the translations of all terms that were found in the source text. You can move the selection with the arrow keys, and press Enter to insert the selected translation. Or, you can click the one you need to insert.

Next time, memoQ will remember that you used one of the terms, and it won't offer that translation again:



MORE There is more about term bases

See the Help, and explore the neighboring topics:

➡ <http://help.memoq.com/8-5/en/index.html?term-bases.html>

6 JOINING AND SPLITTING SEGMENTS

1 Segmentation can sometimes go wrong

When memoQ divides the source text into segments, it is called *segmentation*. Because memoQ does not understand the text, all it can do is guess where a sentence ends and another starts. The basic rule is that a sentence ends where there is a period, followed by a space and a capital letter. There are exceptions, but this is how simple we must make it for the computer.

Sometimes it goes wrong:

8.	You can change to rpr Tram No.	0%	✗
9.	78. rpr rpr The next stop is Shepherds Bush, last stop.	0%	✗

In memoQ, you can use two commands to fix this: *join* and *split*.

Segmentation is not this bad in memoQ – after a long search, we had to make up this error to demonstrate joining and splitting.

2 Join two segments: press Ctrl+J

To join two segments, place the cursor in the first one, and press Ctrl+J. The two segments will become one, and if there are translations in the right-hand cells, they will be appended together, too:

8.	You can change to rpr Tram No. 78. rpr rpr The next stop is Shepherds Bush, last stop.	0%
----	--	----

3 Split one segment in two: press Ctrl+T

To split one segment in two, place the cursor at the place where you want to split the text, and then press Ctrl+T. (In the example, it's best to place the cursor right after the third inline tag.) memoQ will replace the segment with two segments. If there was a translation in the target cell, it remains with the first segment:

8.	You can change to rpr Tram No. 78. rpr rpr	0%
9.	The next stop is Shepherds Bush, last stop.	0%

7 FINISHING UP AND EXPORTING THE TRANSLATION

1 The translation is finished when all segments are confirmed

Once you fill in and confirm every segment in the document, the translation is finished. At the bottom of the memoQ window, you can see how far you got:

P (ger): 34% D: 34%


The letter **P** means the whole project. If you need to translate several documents, your project isn't over when one document is complete.

The letter **D** means the current document. When the percent value next to **D** becomes 100%, the document is finished, and you can export it – after some final checks.

When the percent value next to **P** becomes 100%, all documents in the project are translated. But there may still be a few things to do.

2 Mind the warnings, especially about tags

It's not enough to have all segments confirmed. The document should be as free of warnings as possible. You see a warning whenever memoQ puts an orange lightning sign next to a segment.

8. You can change to rpr Tram No. 78. rpr rpr Sie können auf den rpr Bus Nummer 78 rpr umsteigen. 67% 

A warning can be about missing numbers and tags, but it can also indicate missing or mismatched punctuation, or a missing translation for a term. To learn more about a warning, double-click the lightning sign. A little window appears with the information you need:

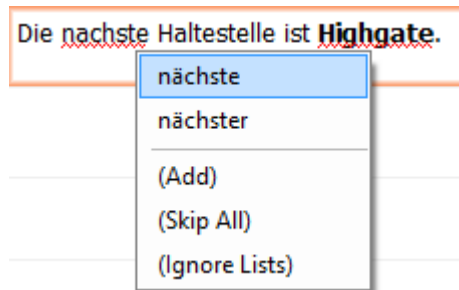
Warnings			✕	
Code	Description	Ignore		
02010	The translated XML is not well-formed against the source	<input type="checkbox"/>		
02011	Tag "rpr" is missing from the target	<input type="checkbox"/>		

There is one type of warning you should always solve: the one about tags, like in the example above. As a general rule, you need to make sure that every single tag in the source text has its copy in the translation.

To delete a tag, simply place the cursor next to it, and press BACKSPACE or DELETE. To copy a tag, place the cursor (in the translation) where the tag belongs, and press F9. Note that memoQ will always copy the first tag that is still missing from the translation.

3 Check the spelling of your translation

If the spell checker is set up for the target language of your project, memoQ will underline the problematic words – the same way as Microsoft Word does. When you see a word with a red curly underline, right-click it:



memoQ will list the possible corrections, and a few options. If the right word is on the list, just click it: memoQ will replace the word in the text, and the curly underline will go away.

If you are sure the word is correct, and you just want to clear the underline, click **Skip all**. If you want memoQ to accept this word in the future, click **Add**.

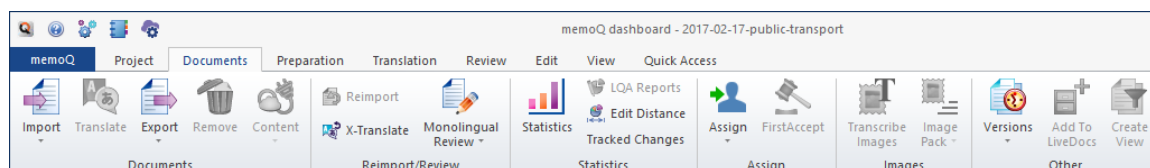
You can also make memoQ ignore this word in the future, but you will need to use *ignore lists* for that. Normally, a memoQ project doesn't come with an ignore list. To learn more about ignore lists, see memoQ help:

➔ <http://help.memoq.com/8-5/en/index.html?spell-checking.html>

➔ <http://help.memoq.com/8-5/en/index.html?ignore-lists.html>

4 Say Export

When all is done, export the document. If the document is still open, click the **Documents** ribbon tab, and then click the **Export** icon:



memoQ will save the translation in a file. It will be the same file type and it will look the same as the source document – give or take a few places where the translated text is too much or too little to fit or fill the space in the original format.

The exported document is saved in the folder where the source document comes from. The name of the document will be different because memoQ adds the code of the target language:

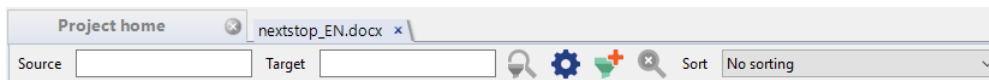
nextstop_EN	1/28/2016 3:05 PM	Microsoft Word D...
nextstop_EN_ger	2/17/2017 9:06 PM	Microsoft Word D...

The source document is called 'nextstop_EN' and the exported translation 'nextstop_EN_ger'.

You know when the document is exported because memoQ will open it in Windows. If it's a Microsoft Word document, it will open in Microsoft Word.

5 You can close the document, and return to Translations

When you finish working on a document, and you don't need it any longer, you can close it. Click the 'x' on the document tab, or press CTRL+F4:

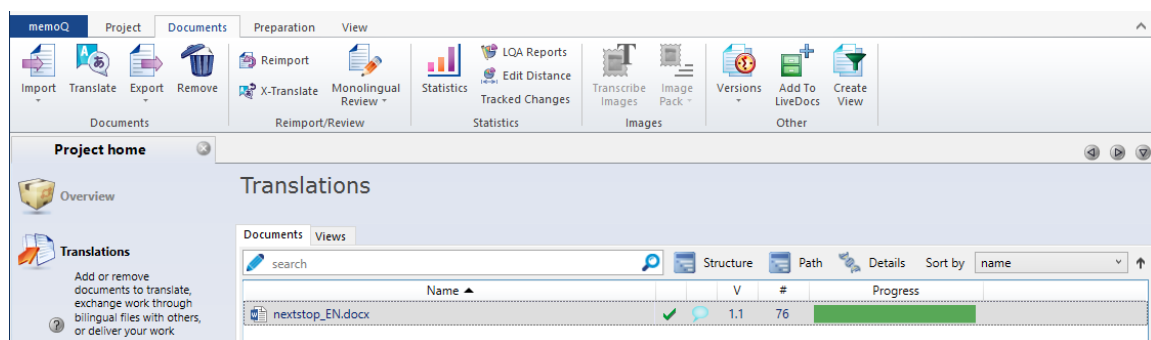


Caution: If you click the 'x' on the **Project home** tab, it will close the whole project, not just the document.

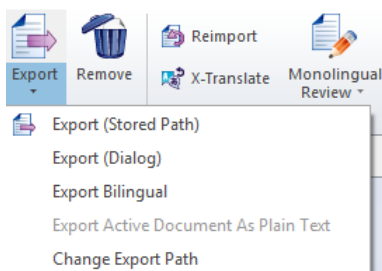
When the document is closed, memoQ returns you to the **Translations** list on the **Project home** tab.

6 If you closed the document, but forgot to export: no worries

You can export a document from the **Translations** list, too:



Click the name of the document, and on the **Documents** ribbon, click the **Export** icon. If you click the little arrow at the bottom of the icon, memoQ offers more options to export the document.



From these choices, click **Export (Stored Path)**: that will save the exported translation in the folder where the source comes from.

7 You can back up a project from the Dashboard

For safety, you can back up your projects. When you back up a project, memoQ saves a single file with the **.mqbkf** extension. You can restore projects from these files on another computer (or, for example, on the same computer, if you had to wipe and reinstall it).

To back up a project, select it on the **Dashboard**, and, on the **Project** ribbon, click **Back Up**.

MORE There is more about managing documents and getting around in a project

See the Help, and explore the neighboring topics:

➞ <http://help.memoq.com/8-5/en/index.html?project-home.html>

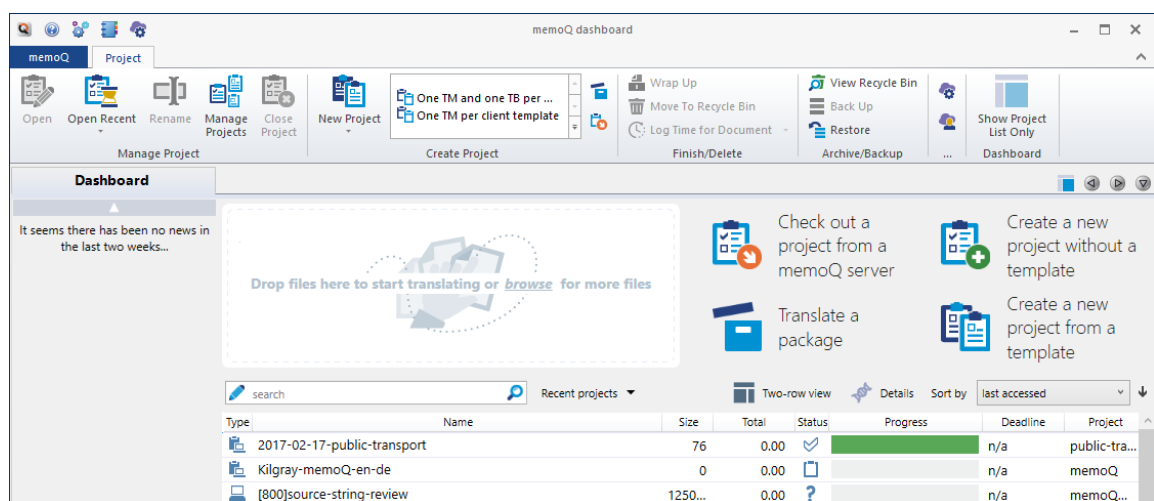
8 RETURNING TO A PROJECT

1 Finished for the day? Just close memoQ

When you need to finish working for the day, just close memoQ. Your translations will be saved in the project automatically.

2 Next morning, your project will be there

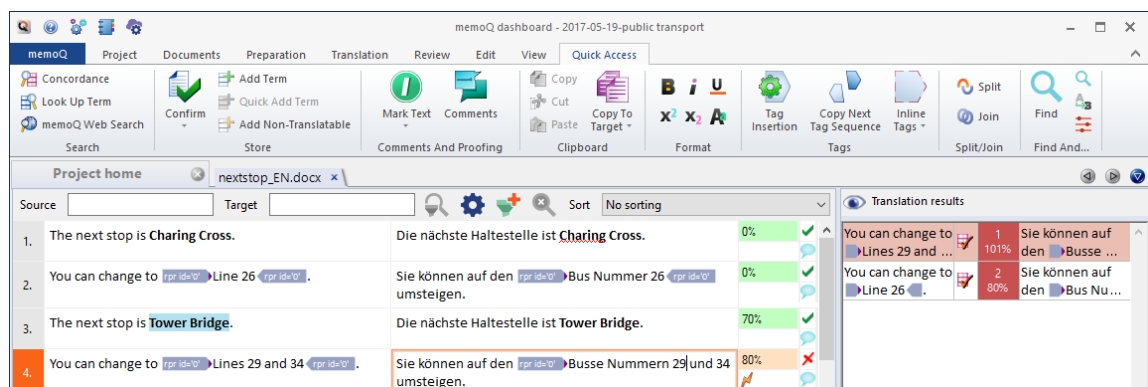
When you open memoQ the next day, your project will be there on the **Dashboard**. You don't need to start over. Look at the table in the lower half of the memoQ window. It shows a list of projects you are currently working on:



3 Pick up where you left off: double-click the name of the project

Double-click the name of the project that you need to continue with. memoQ will open the project, and briefly display the Project home screen.

But if you had documents open when you last closed memoQ, memoQ will open those documents, too. What's more, memoQ will return to the last document tab you worked with, to the very segment that you last touched.



9 LIVEDOCS: RECYCLING DOCUMENT PAIRS

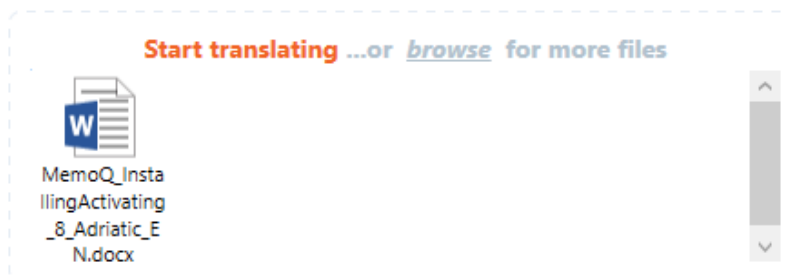
1 Translate a new document from the translation of its previous version

Let's say you need to translate the setup guide for memoQ *Adriatic*. It's a bit too much for one day – but not if we can work from the guide that was written for memoQ 2015. They are similar enough; the memoQ *Adriatic* guide was made from the memoQ 2015 guide by making just a few changes.

2 Start as usual: drop the new document on memoQ

You need the **Dashboard** of memoQ for this. If you have a project open, close it by clicking the 'x' on the **Project home** tab. Or, if memoQ isn't running, open it.

Drop the new document on memoQ, and then click **Start translating**:

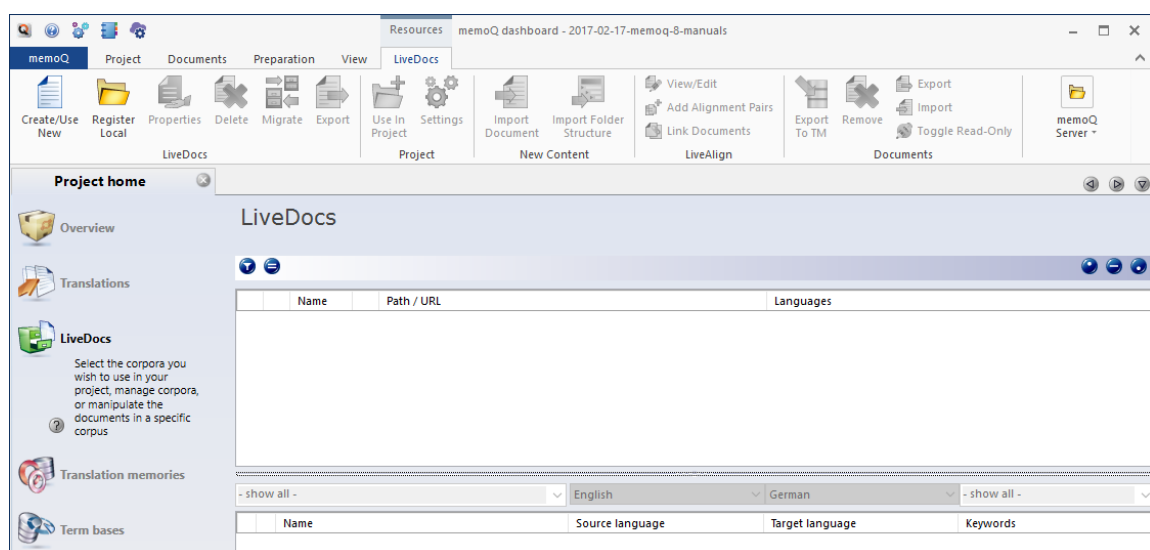


Set up your project in the same way as described on Page 7.

3 Go to Project home, and then to LiveDocs

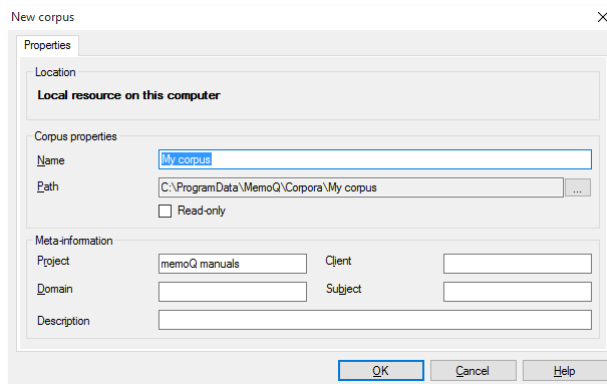
The place where memoQ helps you collect earlier documents is called *LiveDocs*. When your project is ready, and memoQ opens the **Translations** page, don't open the new document.

Instead, in **Project home**, click the **LiveDocs** icon.



4 Create a LiveDocs corpus

On the **LiveDocs** ribbon, click **Create/Use New**. We don't have the old documents yet: the thing you create here is the *container* for the documents, called a *LiveDocs corpus*. It's just like folding a cardboard sheet into an empty box.



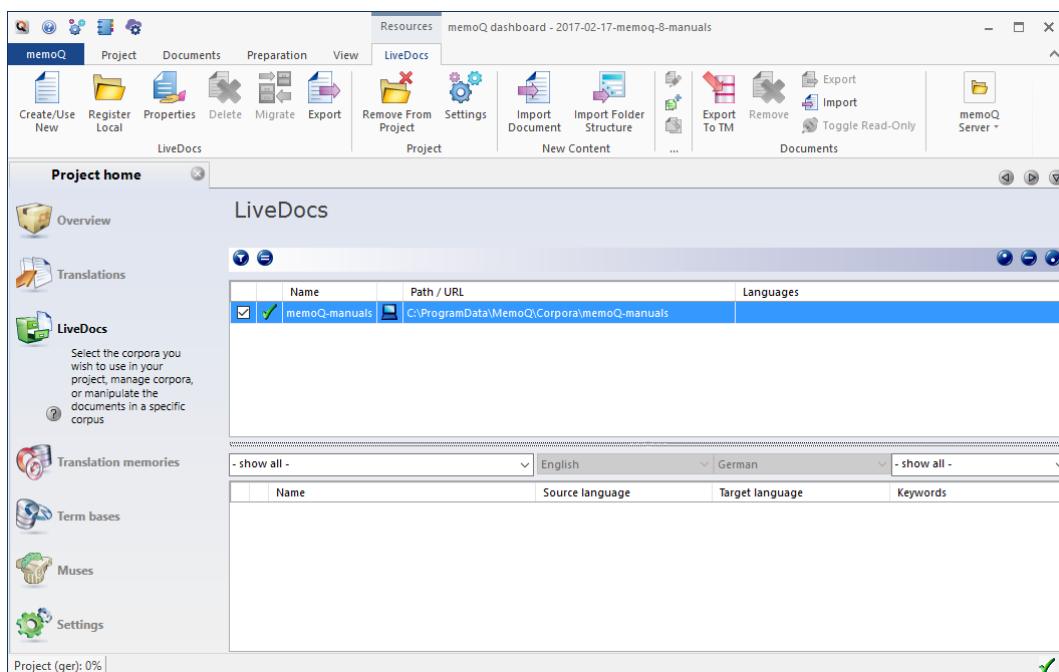
In the **New corpus** window, it's enough to fill in the name of the corpus, although we recommend that you complete the rest of the fields, too, so that you will know what client and subject field this corpus belongs to.

Type at least a name for the corpus, and click **OK**.

5 Import the two documents

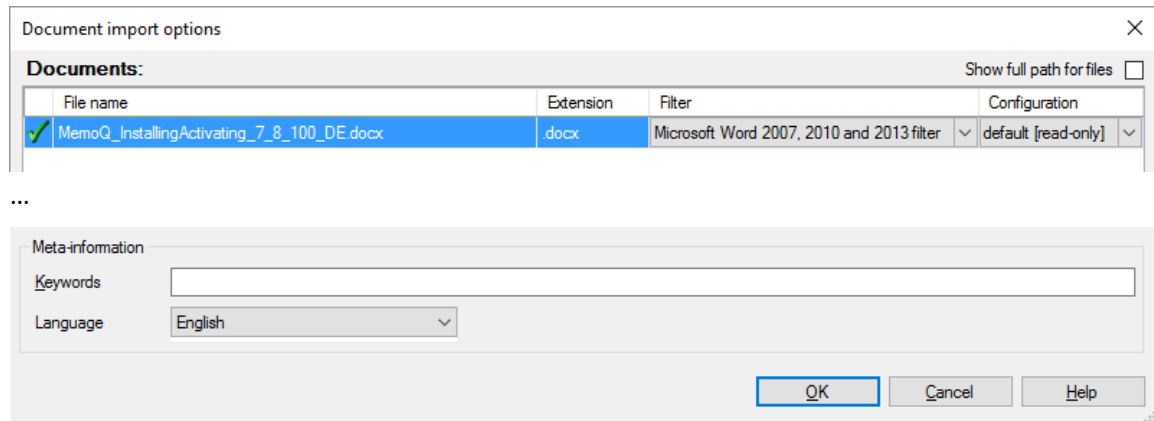
memoQ returns to the **LiveDocs** page, which has two lists: one at the top and another at the bottom. In the upper list, memoQ shows the corpora. When you select a corpus, memoQ will list the documents it contains in the lower part of the window.

After you create the new corpus, it will be selected, and it will be ready for use in your project, too. All you need to do now is add the pair of documents.



On the **LiveDocs** ribbon, click **Import document**. An **Open** window appears. Find and select the “old” source-language document, then click **Open**.

The **Document import options** window opens, where you can control how memoQ will import this document. For now, you need to set the language only. In the **Language** drop-down box at the bottom of this window, choose the language of the document, then click **OK**. (memoQ won’t recognize the language of the document this time.)



memoQ will import the document, and add it to the list at the bottom of the **LiveDocs** page.

Then click **Import** again, and find the target-language document – the translation of the “old” document that you want to recycle. When you open it, memoQ will display the **Document import options** window again. You need to select the language of the target-language document, then click **OK**.

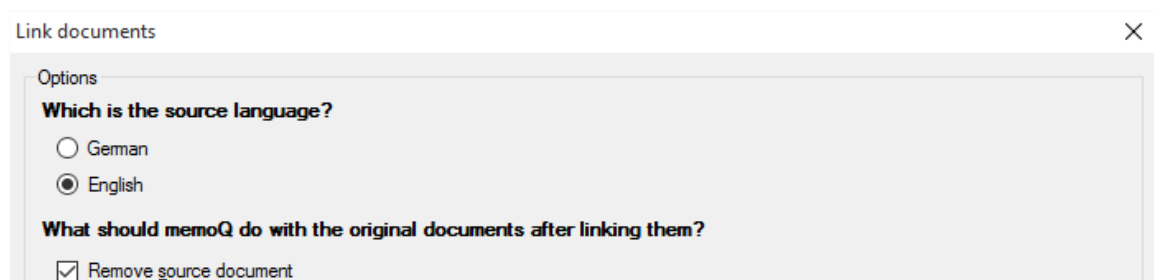
6 Link the documents: make memoQ align them

After both documents are imported, the list in the **LiveDocs** page looks like this:

	Name	Source language	Target language	Keywords
	MemoQ_InstallingActivating_7_8_100_DE.docx	German		
	MemoQ_InstallingActivating_7_8_100_EN.docx	English		

Click the first document. Then press and hold down **CTRL**, and click the other document, too.

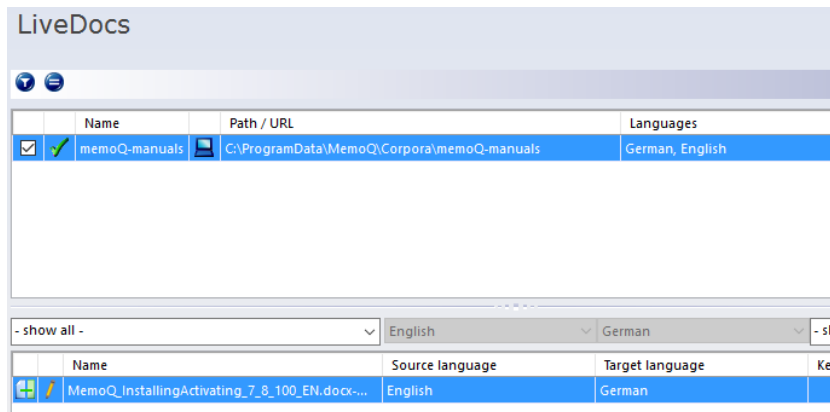
On the **LiveDocs** ribbon, click **Link Documents**. The **Link Documents** window appears. In the upper part of this window, click the source language of the project. In addition, check the **Remove source document** check box. Then click **OK** (no need to worry about the other options for now):



memoQ will align the two documents. This means that the documents will be divided into segments, and each segment in the source document will be paired with one or more segments from

the target document. On top of that, memoQ will build a database from these segments, so that you will immediately receive matches from the LiveDocs corpus – much the same way as from a translation memory.

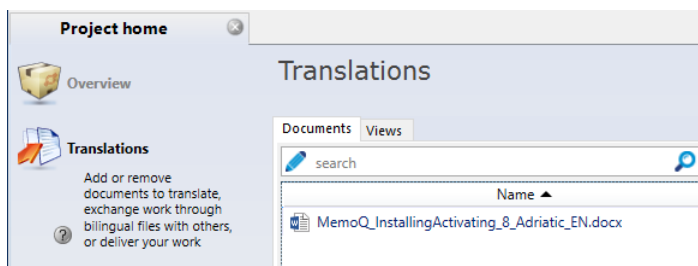
After a successful alignment, the LiveDocs pane looks like this:



At this point, memoQ can give you translations from the old document: you are ready to translate.

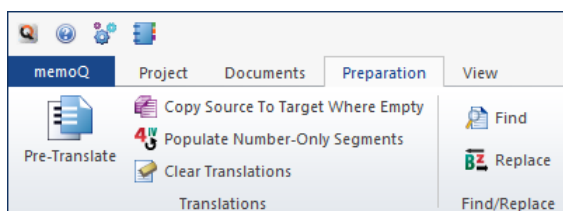
7 Translate the new document: open, pre-translate, and review it

In the **Project home** tab, click the **Translations** icon. The **Translations** list returns:

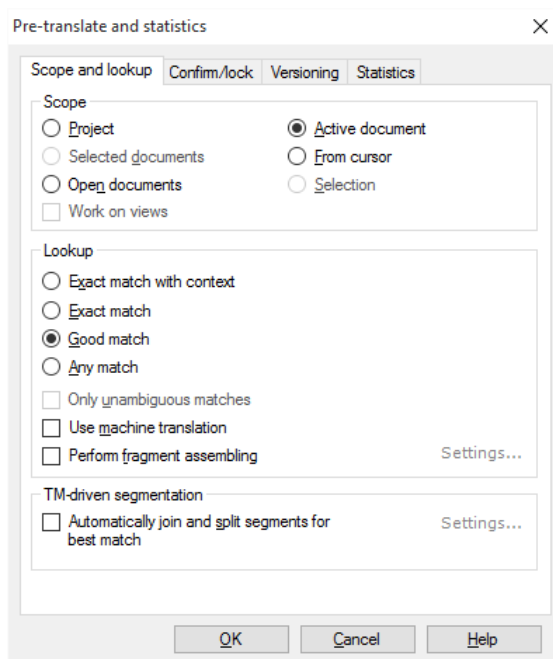


Double-click the name of the new document to start translating it. The familiar translation grid opens.

Don't begin to type translations. Instead, click the **Preparation** ribbon tab.

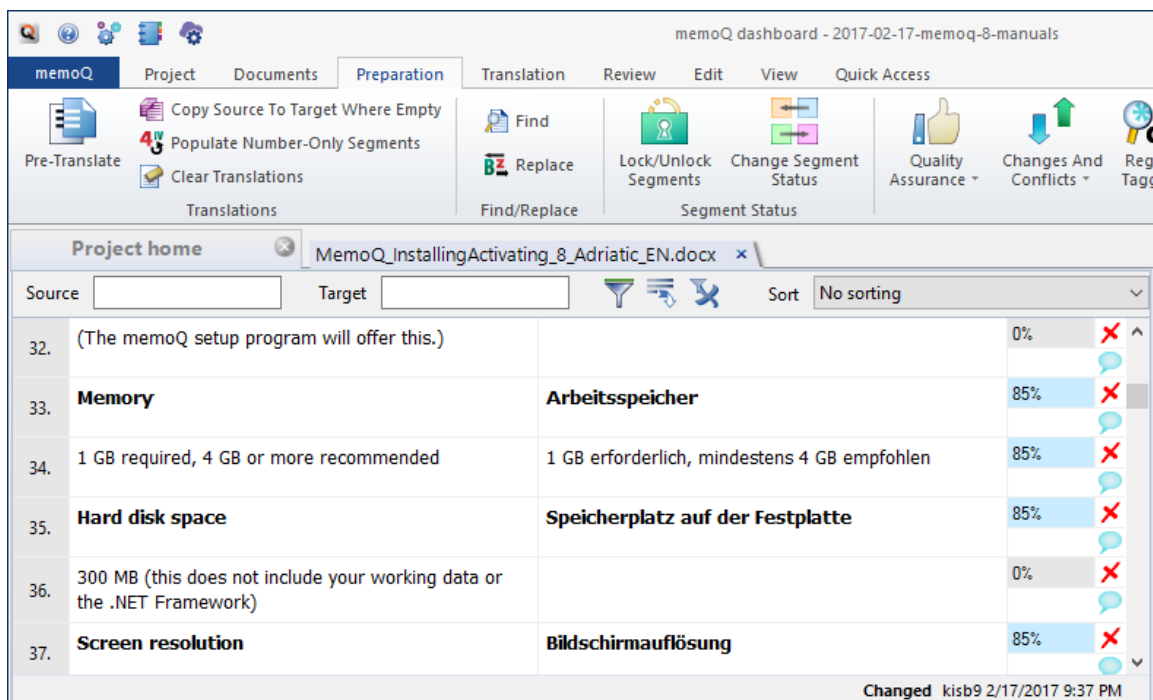


On the **Preparation** ribbon, click **Pre-translate**. The **Pre-translate and statistics** window appears.



Click the **Good match** radio button, and click **OK**. You need this setting because from LiveDocs corpora, memoQ will not return matches that have a higher score than 85%.

memoQ fills in a lot of segments in the translation:



Note that the alignment will not always be perfect: this is inevitable when computers try to work with human language. But most of it will be correct, and – as you can see – you will be saved from doing most of the translation.

Important: You can pre-translate your documents from translation memories, too – not just LiveDocs corpora –, but with translation memories, you would normally choose **Exact match** or **Exact match with context** in the **Pre-translate and statistics** window. This means that you don't want

memoQ to fill in segments where the best match from the translation memory scores lower than 100%. Of course, this depends on the nature of your work.

MORE There is more about LiveDocs and recycling documents

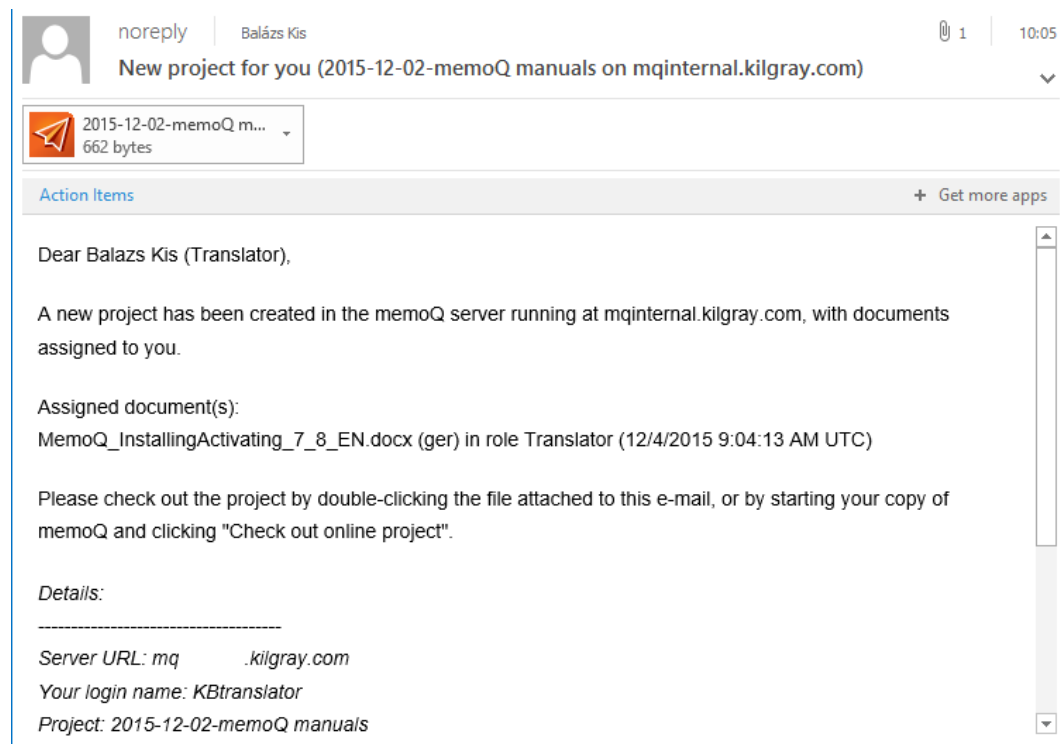
See the Help, and explore the neighboring topics:

- ➞ <http://help.memoq.com/8-5/en/index.html?livedocs.html>
- ➞ <http://help.memoq.com/8-5/en/index.html?project-home-livedocs.html>

10 RECEIVING AN ASSIGNMENT AND TRANSLATING ONLINE

1 You don't have to start your project: your client will, on their server

There are a number of memoQ servers out in the world. You have a fair chance of receiving an assignment from a client who has one. When this happens, you won't receive the documents that you need to translate. Instead, you'll receive an e-mail that looks like this:



Sometimes it happens that your client wants to send you a project from their server, but you don't receive this e-mail. In this case, you need to ask her for the following details:

- The Internet address of the memoQ server (we also call it the *URL*)
- Your user name and password
- The name of the project you need to work on

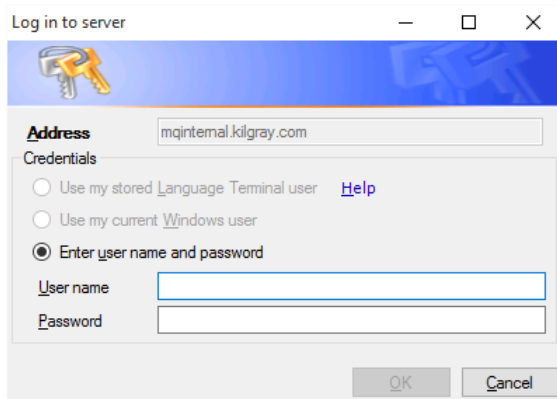
You will need to ask for your password separately anyway because it's not in the e-mail (for security reasons).

If you didn't receive an e-mail, jump to step 3.

2 Double-click the attachment you have received: memoQ will start

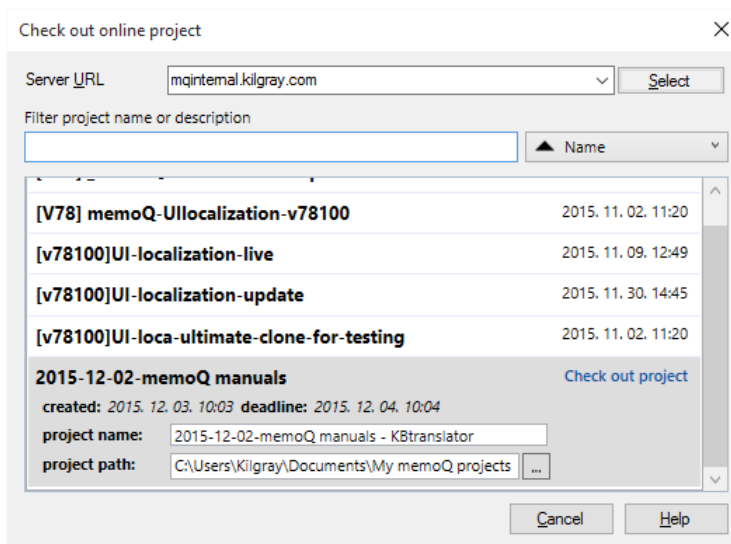
The e-mail you receive should contain an attachment that has the icon of a paper airplane. Double-click this icon. If your e-mail program protests that you should only open attachments from trustworthy sources, double-check that the e-mail really came from your client. If it did, click Open in your e-mail program. (This happens in Microsoft Outlook; other e-mail systems have different ways of confirming this.)

memoQ will start automatically, and display the **Log in to server** window:



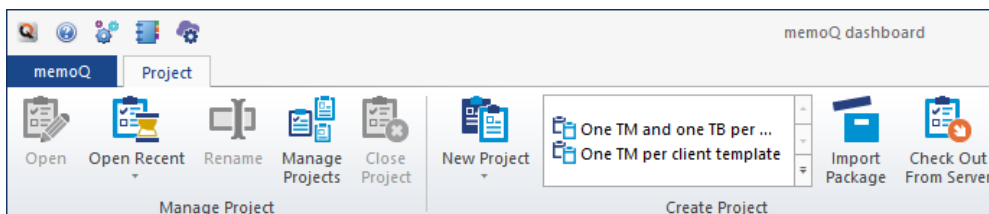
Type your user name and password, and click **OK**.


The **Check out online project** window appears. The project that the e-mail was about will be selected automatically:



3 If you have not received an e-mail: how to reach the server manually

If you have not received an e-mail, you can still easily reach the server of your client: start memoQ, and on the **Project** ribbon, click **Check Out From Server**:

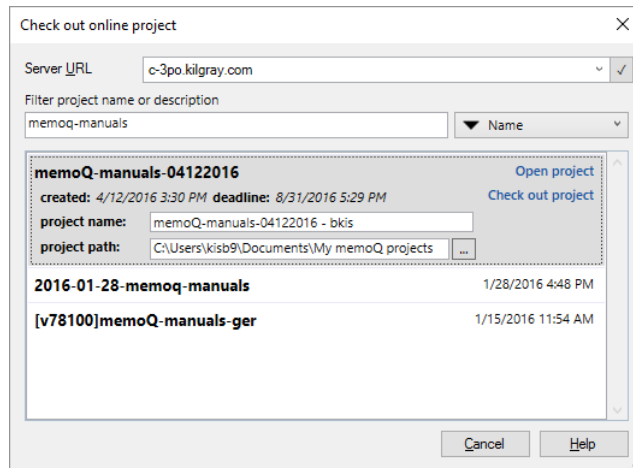


The **Check out online project** window appears. Type the Internet address of the memoQ server in the **Server URL** box – or choose a server from the drop-down list –, then click the **Select**  icon:



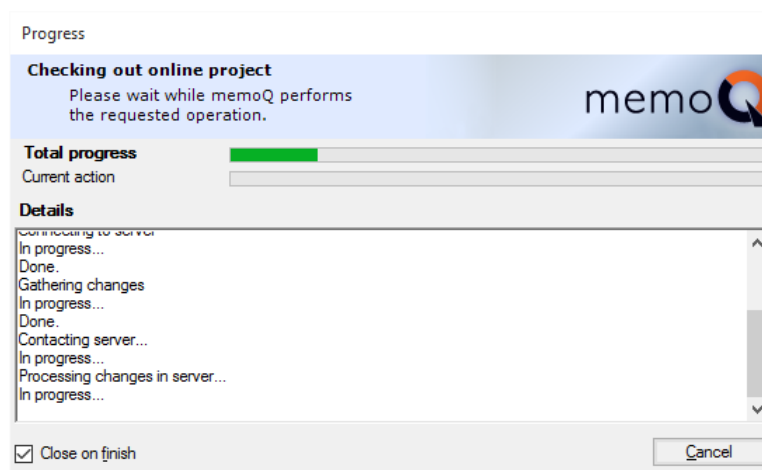
If you haven't connected to that server before, memoQ will bring up the **Log in to server** window (see page 31), where you need to type your user name and password. Click **OK** when that is done.

The **Check out online project** window will list projects from the server. These are the projects where you have tasks to do. Find the project you need to work on now, and click its name. If there are many projects, you can type some of the project name in the **Filter project name or description** box:



4 Get the project from the server

When the project is selected in the **Check out online project** window, click the **Check out project** link next to the name of the project. memoQ will download all necessary data from the server, and set up your workspace:

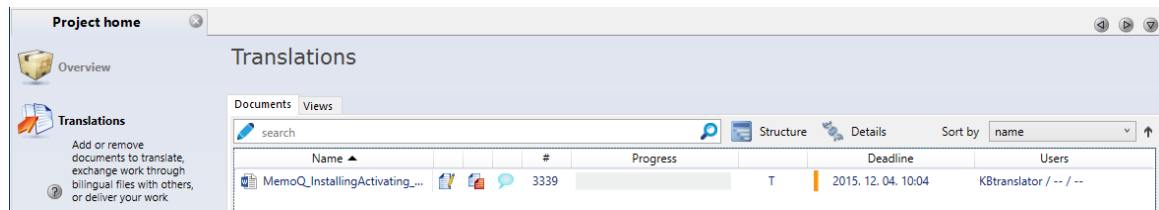


Important: memoQ will actually *copy* the project to your computer. The contents of the project will be saved to your hard drive. If the server is set up that way, memoQ will even download the translation memories and term bases that you need for the project.

When memoQ downloads the contents of a project from a memoQ server, we say that memoQ *checks out* the project.

5 Translate as usual (almost)

After the project is *checked out*, memoQ displays the **Project home** screen. From the **Translations** page, you can open a document for translation by double-clicking its name:



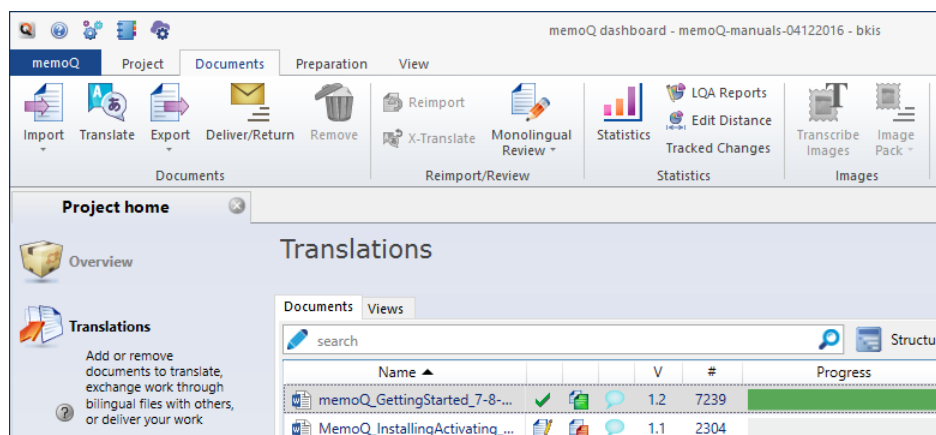
You can start working on the translation. To learn how, read Sections 3 through 7. However, memoQ will behave a bit differently:

- You will need to be connected to the internet all the time, otherwise you won't be able to write translations in the project.
- When you open or close the project, memoQ will synchronize its contents with the server. This means that memoQ will upload the changes you have made, and download the changes that happened on the server while you were working.
- When you confirm a segment by pressing CTRL+ENTER, memoQ will immediately save the segment to the server, to the document and to the translation memory. This means that your client can already see your translation in the document. Other translators on the same project can use your translation through the translation memory.
- You receive matches directly from the server: the translation memories and term bases in the project are also on the server, and your copy of memoQ will access them over the internet. If other translators use the same translation memories, you will see their translations when you get to translate something similar.

6 When you finish translating, don't export: deliver your work instead

Remember, a document is done when all segments are confirmed, and (preferably) there are no warnings anywhere. When you finish a document like this, you can deliver it.

Close the document tab in memoQ (if it's still open): return to the **Project home** screen and the **Translations** list. Select the document (or documents) that you need to deliver, and, on the **Documents** ribbon, click **Deliver/Return**.



If the document is not finished after all, memoQ will display a warning, and the document won't be delivered.

If the document is really finished, memoQ will mark it as **Delivered**, and notify the project manager who is eagerly watching the server for incoming translations. The text doesn't need to be saved this time because the segments were already saved to the server when they were confirmed.

MORE There is more about working in projects set up by others

See Help:

➞ <http://help.memoq.com/8-5/en/index.html?check-out-online-project.html>

A | WHERE TO FIND MORE HELP

1 memoQ help

In memoQ, press F1 whenever you need more information, or visit the Help on the web:

➞ <http://help.memoq.com/8-5/en/index.html?memoq-help.html>

2 Online learning course

There is a comprehensive course on the memoQ website:

➞ <https://elearning.memoq.com>

To sign up, you need to register first at Language Terminal:

➞ <https://languageterminal.com>

3 More manuals and videos

There are many manuals and training videos about various topics on the memoq.com website:

➞ <https://www.memoq.com/en/learn/guides-and-videos/translators>

4 Webinars and recorded webinars

There are several webinars about memoQ every month. In addition, you can watch the recordings of past webinars:

➞ <https://www.memoq.com/en/upcoming-webinars>

➞ <https://www.memoq.com/en/recorded-webinars>

5 Knowledge Base

You can also look for answers in the Knowledge Base:

➞ <https://support.memoq.com/index.php?/Knowledgebase/List>

6 If all else fails: turn to Support

The customer support team of memoQ is quick and reliable. If your copy of memoQ doesn't behave as it should, and you can't find a solution anywhere else, contact them by visiting









➞ <https://www.memoq.com/en/upgrade/upgrade-and-support-policy/contacting-support>

Or, e-mail support@memoq.com. Make sure you send as many details as possible, and if you have a problem with a particular document, send that, too – the Support team will fully respect your confidentiality.

CAUTION: You are entitled to support *only* if you have a valid license for memoQ, or you are still in the trial period (that is, within 45 days from your first download).

B | TRANSLATION EDITOR: KEYBOARD CHEAT SHEET

When you are working on a translation, these are the most important keyboard shortcuts you can use. But beware: these keyboard shortcuts can be changed, and then the contents of this table won't be true anymore.

	CTRL+ENTER	Confirms the current segment and saves the translation to the working translation memory
	CTRL+SHIFT+ENTER	Confirms the segment without adding the translation to the working translation memory
	CTRL+SPACE	Inserts the selected translation result into the target cell
	CTRL+1 ... CTRL+9	Inserts the translation result with the same number in the target cell
	CTRL+J	Joins the current segment with the next one
	CTRL+T	Splits the current segment into two at the current position
	F9	Copies the next tag sequence into the target segment
	CTRL+E	Adds new term to a term base. You need to type the translation
	CTRL+Q	Adds a new term to the first-ranked term base without asking anything (you need to select text in the source <i>and</i> the target text before that)
	CTRL+K	Concordance: finds the selection in the translation memories, and displays a list of them

CTRL+Z	Undo	CTRL+U	<u>Underlines</u> the selected text or removes the underline
CTRL+SHIFT+S	Copies all text from the source cell into the target	SHIFT+F3	Switches selected text to uppercase and back
CTRL+F	Finds text in the translation grid (press CTRL+F again for advanced options)	CTRL+SHIFT+L	Locks or unlocks the active or selected rows
CTRL+H	Replaces text in the translation grid (press CTRL+H again for advanced options)	CTRL+F8	Removes all tags from target cell
TAB	Jumps from source cell to target cell and back	CTRL+SHIFT+G	Jumps to segment by type or status that you can set; or, jumps to segment number
CTRL+SHIFT+N	Moves the selected text right by one word	CTRL+P	Looks up a term in the term bases
CTRL+SHIFT+B	Moves the selected text left by one word	CTRL+SHIFT+SPACE	Inserts a non-breaking space in the target
CTRL+B	Makes the selected text bold and back	CTRL+SHIFT+-	Inserts a non-breaking hyphen in the target
CTRL+I	Makes the selected text <i>italic</i> and back	CTRL+F1	Shows/hides ribbon tabs.