cApStAn SA
Chaussée de La Hulpe 268
1170 Brussels
Belgique
TVA: BE0890600946

EU-OSHA ESENER-4

Instructions for Translators 1

Training Recording and Presentation

You can access the recording here:



And the presentation here:



Work in OmegaT

If you have already gone through Get started, please proceed with the next section Step-by-step-instructions. 

Get started!

- OmegaT installer is signed either by the OmegaT Dev team or cApStAn. You can take a look at the **source code** by clicking here.
- Please make sure to use the latest version **OmegaT 5.7.2**.
- For the **installation instructions**, please click here, and go through the Installation and setup section.
- If you still face set-up difficulties (after having read the user guide carefully), cApStAn's Tech team will provide support; reach out at omegat-helpdesk@capstan.be
- A detailed user guide is available here.
- For more visual support, watch these short-focused videos (also incorporated in the appropriate section in the guides). It should take less than 15 min. You can also do some exercises.

Step-by-step instructions

1 - Install the **spellchecker** by selecting *Options – Preferences – Spellchecker*. Click on *Install new dictionary* and select your language from the list of available dictionaries, and click on *Install*. If your language is not listed, it means there is, unfortunately, no spellchecker available.

2 - Open the file by selecting *Project – Unpack project from OMT file*.

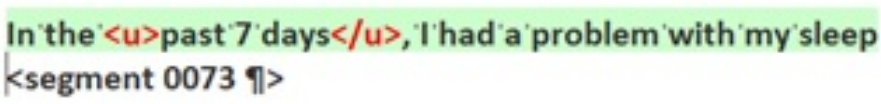
3 - Translate each segment by taking the **Translation & adaptation notes** (T&A), if any, into account.

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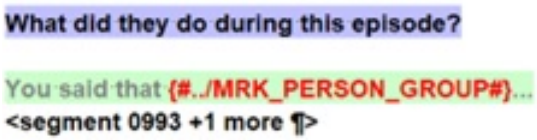
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4 - **Move** to the next segment by pressing *Enter*.

5 - Formatting such as **bold**, *italic* and underlined are handled as HTML tags (**bold**, *italic*, <u>underlined</u>). Insert the tags in the translation at their correct position (around the same words/expressions as in the source) by pressing *Ctrl+T* on the keyboard.


In the <u>past 7 days</u>, I had a problem with my sleep
<segment 0073 ¶>

6 - **Placeholders** such as *{#../MRK_PERSON_GROUP#} {prog.var.insert_Q01}* are also handled as tags. Insert them at the correct position in the target language by pressing Ctrl+T.


What did they do during this episode?
You said that {#../MRK_PERSON_GROUP#}...
<segment 0993 +1 more ¶>

7 - As you translate, for similar segments, the suggestions from the TM appear in **fuzzy matches** pane.

- You can either insert the full match by pressing *Ctrl+I* or
- Select the part of the match you want to insert and then press *Ctrl+I*
- If multiple matches are present and you want to insert a different match than the first one, double click on the match you want to insert (it becomes bold) and then insert it with *Ctrl+I*.


In general, how common do you think intimate partner violence against men is in [COUNTRY]?
<segment 1139 ¶>
1. In general, how common do you think intimate partner violence against womenmen is in [COUNTRY]?
▷ 91/93/96% ‹› ¶
En général, à quel point pensez-vous que les violences intimes à l'encontre de femmes sont fréquentes en Belgique?

8 - Note about creating 'alternative translations':

- If there are identical segments, the translation entered into the first one is auto-populated to all

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subsequent segments. In most cases this is what we want it to do, but sometimes the translation may be context-specific in a way that we don't want this to happen (e.g. if response options need to grammatically agree to the question stem).

- If this is the case, you need to create an alternative translation, so that the change is not auto-populated to the remaining segments: right-click the segment, then in the menu that opens, select Create alternative translation, and make the change.
- Now the change you made should not auto-populate to all the other occurrences. You can check this by right-clicking the part where it says +169 more (the number will vary depending on how many times a segment is actually repeated). This will allow you to jump to other segments with the identical translation.
- Repeat this procedure for all other segments that need a different translation.


Prefer not to say
En halua vastata<segment 0064 +169 more ¶>
Translation last modified by Danina on 15-Feb-2
Don't know
En osaa sanoa
What is your FATHER's country of birth?
Translation last modified by Danina on 15-Feb-2
Prefer not to say
En halua vastata
Cut
Copy
Paste
Add Glossary Entry
Duplicate segments: 169
Segment 67
Segment 70
Segment 143
Segment 151

9 - **Before delivering**, please check for:

- Completion: press *Ctrl+L* to open the project files pane and check that the number of unique segments and the number of translated unique segments are identical;
- Tags: Go to *Tools – Check issues* and click *OK*. Ignore any false positives and fix real issues.

10 - Once you're finished, **export** the **file**: *Project – Pack project as OMT file*.

Useful OmegaT shortcuts:

Action	Shortcut	Comment
Open the search window	**Ctrl+F**	
Insert fuzzy match from the fuzzy matches pane	**Ctrl+I**	OmegaT transfers the selected match (appearing in bold) to the segment that is currently active and appears in green
Jump to a specific segment	**Ctrl+J**	Enter the segment number you want to jump to and press OK
Insert tag	**Ctrl+T**	Insert the tags in the order they appear in source: if there are 3 tags in the segment, you need to press Ctrl+T 3 times
Insert source	**Ctrl+Shift+I**	Sometimes you may want to first copy the source to the translation segment and work from there.

Work with TAAFF

1 - Open the Excel file and read *Guidelines & Definitions tab* for information about the target audience, how to handle gender differentiation etc.

2 - Open the *TAAFF* tab with item-by-item translation & adaptation notes. Please note that not all the segments have such a note.

3 - Please add a comment (in English) in the *Translator 1 comments* column if:

- You would like to react to the T&A note (e.g. in case the note could not be followed in your language or you want to propose a different solution);
- You have encountered difficulties in the translation of a particular term or item;
- You would like to point out that an adaptation is needed in your language or for local context;
- You need to indicate how to adjust the placeholder grammatically to fit in the sentence.
- Any other detail you want to document.

Your comments will be useful for the reconciler/adaptor/proofreader/client.

Thank you for reading these instructions and good luck with your task!

For any further questions, drop us an e-mail at capstan-ipsos@capstan.be

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