

# 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](mailto: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.

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

5 - Formatting such as **bold**, *italic* and underlined are handled as HTML tags (<strong>bold</strong>, <i>italic</i>, <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 ¶>

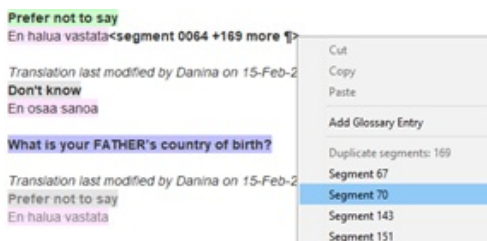
7 - As you translate, for similar segments, the suggestions from the TM appear in **fuzzy matches** pane.

- 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*.



8 - Note about creating 'alternative translations':

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



## 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	<b>Ctrl+F</b>	
Insert fuzzy match from the fuzzy matches pane	<b>Ctrl+I</b>	OmegaT transfers the selected match (appearing in bold) to the segment that is currently active and appears in green
Jump to a specific segment	<b>Ctrl+J</b>	Enter the segment number you want to jump to and press OK
Insert tag	<b>Ctrl+T</b>	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	<b>Ctrl+Shift+I</b>	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](mailto:capstan-ipsos@capstan.be)*

*Ipsos and cApStAnIpsos teams*



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