**cApStAn SA**
Chaussée de La Hulpe 268
1170 Brussels
Belgium
VAT: BE0890600946

# Flash-EB - Translator Guide

## About Flash-EB survey

**Eurobarometer (EB)** is a series of multi-topic, pan-European **surveys** undertaken for the European Commission since 1970, covering attitudes towards European integration, policies, institutions, social conditions, health, culture, the economy, citizenship, security, information technology, the environment and other topics. The Flash survey aims to provide results **fast**, **almost instantaneously**.

**Target** audience are people living in the **European** countries but **occasionally** surveys for **non-European countries** are conducted.

Survey method: **CATI** (Computer-assisted telephone interviewing) and **CAWI** (Computer Aided Web Interviewing)

## Procedure

**Translation (YOU)** > Verification > Verification Review

**Heads-up mail**: you will receive a heads-up mail 2-3 days before the materials become available to you for translation.

**PO** (Purchase Order) **& dispatch**: You will receive your PO as soon as the **Translation starts** together with the materials for translation.

**Translation & delivery**: download the files from Plunet and complete the task as described below. Once you have completed the task, upload all required deliverables on Plunet. Stay tuned for any follow-up questions from the Project Manager.

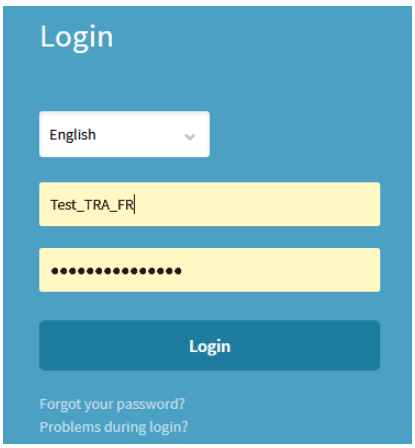
**Timeline**: This project will have a **very short turnaround**, so time management and respect of the deadlines will be of crucial importance. **If you face any issue which could impact a timely delivery**, **please inform us as soon as possible** (see Helpdesk section below).

## Step-by-step instructions

# GETTING STARTED

## 1. Log in to Plunet

This project will be handled through a Project Management system called **Plunet**. Your **Plunet credentials** will be shared with you by email. If you haven't received your credentials, or they don't work, please e-mail us at **flash-eb@capstan.be**.

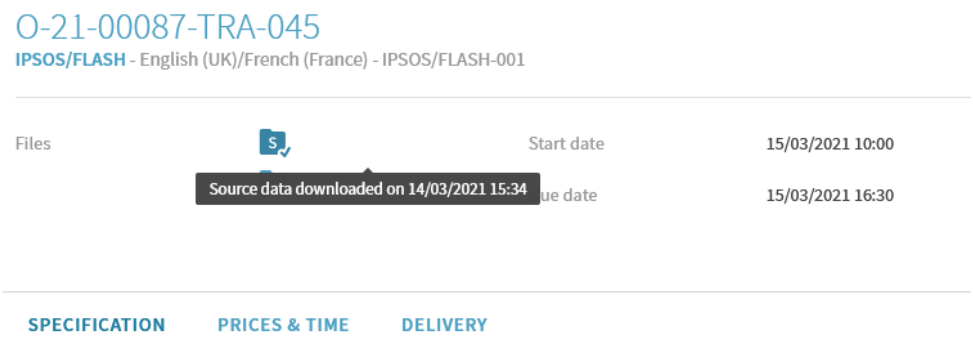



Make sure to read the **Plunet User Guide**.

## 2. Download the files

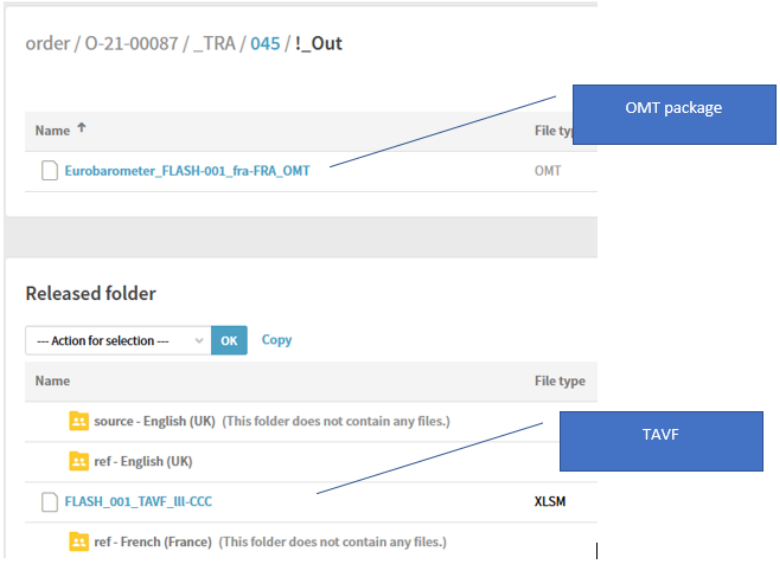
As soon as the files are available you'll receive a notification from Plunet telling you the files are ready to be downloaded. The mail will include a **link** to download the materials.

Click on the **S** folder to see the files




For each FLASH project you will receive:

- One **OmegaT package** in **.omt** format, containing source and translated version.
- One monitoring file, called **TAVF**, in **Excel** (macro-enabled) format, containing the Translation & Adaptation notes **as reference only**. Due to the tight timelines, **NO comments are required** from the translators for the FLASH projects.




> Please note that the **OMT project will be in the Source folder** and the **TAVF will be in the Released folder** in Plunet

## PERFORM TRANSLATION

The **Translator** should:

1. Ensure that all **source segments** are translated in OmegaT.
2. Follow the provided glossary & reference translation memory (if available) in OmegaT.
3. Consult the **General and Item-specific T&A guidelines** in the TAVF.
4. Prepare the deliverables.

# Step by step instructions

## 1 - Perform the translation task in OmegaT

**UNPACK THE OMT PACKAGE**

Open OmegaT and go to **Project > Unpack project from OMT file**. Select the OMT package you have downloaded from Plunet.

**TRANSLATE ALL SEGMENTS**

Translate all segments in OmegaT. The active segment is highlighted in green and when you type your translation it will be displayed below. To go to the next segment simply press the **Enter** key on your keyboard.

**INSERT TAGS (where appropriate)**

In OmegaT, tags appear in red font. All the tags that appear in the source segment should appear in the target segment. To insert tags press **Ctrl+T** on your keyboard.

**CONSULT THE GLOSSARY**

If your project contains a glossary, the terms that are in the glossary appear underlined in blue in your active segment. The glossary entry is displayed in the glossary pane. If a glossary is available, please use the validated terms included in the glossary when translating.

**RESULTS FROM THE TMs**

As you translate, you will "feed" the project's translation memory with your translations. In addition, reference translation memories may be included in OmegaT. To see the results coming from the TMs consult the fuzzy matches pane.

**AUTOPROPAGATION & ALTERNATIVE TRANSLATION**

Repeated segments are autopropagated by default in the project.
It is however possible that one of these repeated segments may require a different translation (e.g. a repeated scale that needs to match the question stem). To change the translation only in one occurrence, right click on the segment and choose **Create alternative translation** from the drop down menu. Then change the translation, **press Ctrl+S** and move to the next segment.

/!\ Please remember that translators are not expected to do anything about trend segments (orange, locked segments). You can leave a comment for the VER in the TAVF about trend segments, but it is not compulsory.

**REVIEW SOURCE vs. TARGET**

The source and target files are in .html format, so you can **preview them in your browser.**

To do that, simply go to the location where you've saved and unpacked your OMT project, open the project folder and then the source/target folder. Double-click on the html file. The preview will open in a browser page. The preview is **dynamic**, which means that if you make a change in OmegaT and create the Translated documents again (Ctrl+D) you can preview these changes by simply refreshing your browser page.

A more detailed guide on OmegaT and its installation can be found here: **OmegaT Translation guide**

## 2 - Consult the TAVF

**You'll be consulting the translation and adaptation notes in the TAVF. In this project, the TAVF is for reference only, but you can leave some comments to the verifier's attention in your column.**

- General guidelines: contains the general translation guidelines and presents the project specificities: register, target population, etc.
- FLASH-###: contains the question by question translation & adaptation notes in column D, the source in column C and the OmegaT segment number in column A. All other columns can be ignored.

## 3 - Generate the deliverables

The deliverables for this task are:

1. **OmegaT package** in **.omt format.** To obtain it, go to **Project > Pack project as OMT file**.
2. Then, save your **TAVF replacing the lll-CCC code with your version code** (e.g. cat-ESP, ell-GRC, mlt-MLT, etc). Use the exact same code as in the file name of the OmegaT project. This is the only file you have to rename.

/!\ Please do not upload any .zip folder in Plunet /!\

## DELIVER

- Go back to Plunet and upload the deliverable (the translated OMT package and the TAVF if you left any comments). Refer to the Plunet User guide for detailed instructions for delivery. Please note that the deliverable will need to be uploaded in the **T folder.**
- **Do not forget to Push the Final Delivery button after you upload the deliverable to Plunet!**
- Once the Project Manager has reviewed your work the Job will be marked as approved, you'll then be able to send your invoice. Meanwhile, **please stay tuned in case the PM has any follow-up question** that would require your help.

## Webinar recording

**Please click on this link to watch the webinar recording:** Flash-EB Linguists webinar (29/03)

## Helpdesk

For any **Technical** issue with **OmegaT**, submit a ticket to our Tech Team

In the Subject field enter the project name and a description of your issue: e.g. [FLASH] cannot insert tags

For any question related to the **translation** or **Plunet**, send an email to flash-eb@capstan.be

## Related articles

Plunet User Guide

OmegaT Translation guide