

# **Practical Outsourcing with memoQ Desktop Editions**

Overview & suggestions for best practice

Presented by Kevin Lossner – memoQfest 2012

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# Scope and target group

- This talk covers memoQ version 5 or later
- It focuses on project workflows and data exchange rather than translation
- It is intended for anyone using memoQ desktop editions who outsources
- It does not cover the additional options available with the memoQ Server

# memoQ is a central platform for...

- translation project input – files, translation memories, terminology and references
- format conversion to facilitate work with different translation environment techniques & tools
- translation
- editing and quality assurance
- creating deliverables such as target files, term lists, proofreading files and commentaries

# memoQ is “compatible” with...

- SDL Trados in all versions
- **STAR Transit (special project workflow)**
- various content management systems (CMS)
- quite a number of other commercial and Open Source translation environment tools
- translators who prefer to use no tool other than a word processor or dictation technology
- and of course memoQ!

# memoQ is...



... sort of like the Swiss Army knife of translation environment tool (TEnT) software when it comes to compatibility. Only better. Some say [it's more compatible with Trados than Trados](#). And they're often right.

# memoQ can output translatable content to...

- optimized formats for memoQ users
- Trados-compatible bilingual DOC files
- XLIFF, a standard used by many tools
- RTF tables for translators without CAT tools or for others to review, answer questions or comment

**memoQ version 5.0 reads TM data...**

... in TMX format and delimited text files.

It **outputs** TM data to TMX.

# memoQ version 5.0 reads term data...

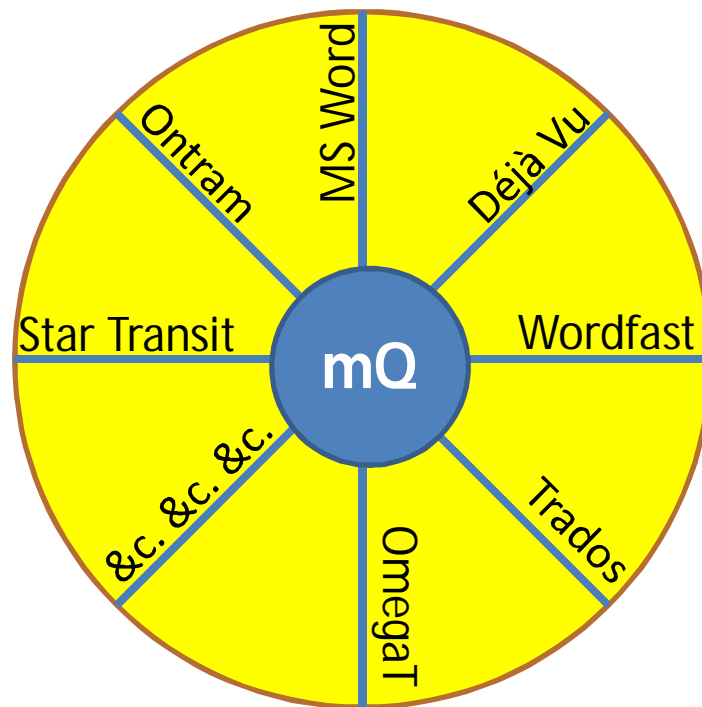
... in TMX and delimited text formats (the same as for TM data)

It **outputs** to term data to delimited text formats and a particular SDL Trados *MultiTerm* XML format. *(The latter can be transformed to many other formats using XSL scripts.)*



# memoQ is the hub of a wheel...

... with translators, reviewers and customers working with many different environments as the "spokes".



# Basic project management steps with memoQ involve...

1. Reading in the data.
  - Files to translate
  - TM data
  - Term data
  - Reference material (corpora)

*Choose import methods & filters in this step.*

*Pseudotranslate & “round trip” to ensure that you can in fact generate usable target files at the end!*

# Basic project management steps with memoQ involve...

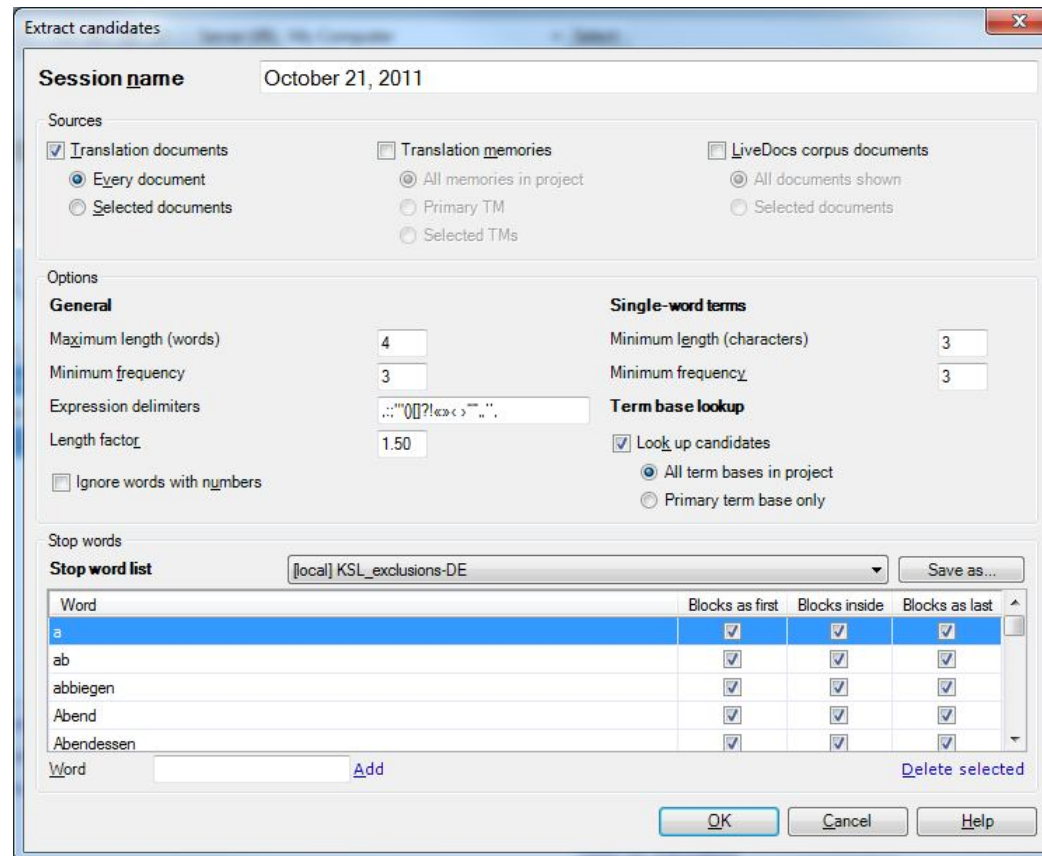
## 2. Analyzing the data

The screenshot shows the 'Statistics' dialog box in memoQ. The 'Scope' section has 'Selected documents' selected. The 'Counts' section has 'Show counts' and 'Status report' checked. The 'Analysis' section has 'Homogeneity' checked. The 'Word counts' section has 'memoQ' selected. The 'Tags in word and character counts' section has 'Tag weight' set to 0.50 for words and 3.50 for characters. The 'Analysis' table shows the following data:

Type	Segments	Source words	Source chars	Source tags	Percent
All	28	429	3343	53	100
X-translated	0	0	0	0	0
Repetition	0	0	0	0	0
101%	0	0	0	0	0
100%	0	0	0	0	0
95%-99%	0	0	0	0	0
85%-94%	0	0	0	0	0
75%-84%	0	0	0	0	0
50%-74%	1	16	112	2	3
No match	27	414	3230	51	96

# Basic project management steps with memoQ involve...

## 3. Extracting terminology (optional)



# Basic project management steps with memoQ involve...

4. Preparing, possibly creating views, pretranslating & exporting files for translators\*



\* Projects can also be sent to memoQ users and handoff files or backups with all resources

# Basic project management steps with memoQ involve...

5. Receiving translations & importing the data

Import/update bilingual

Export bilingual

Export (dialog)

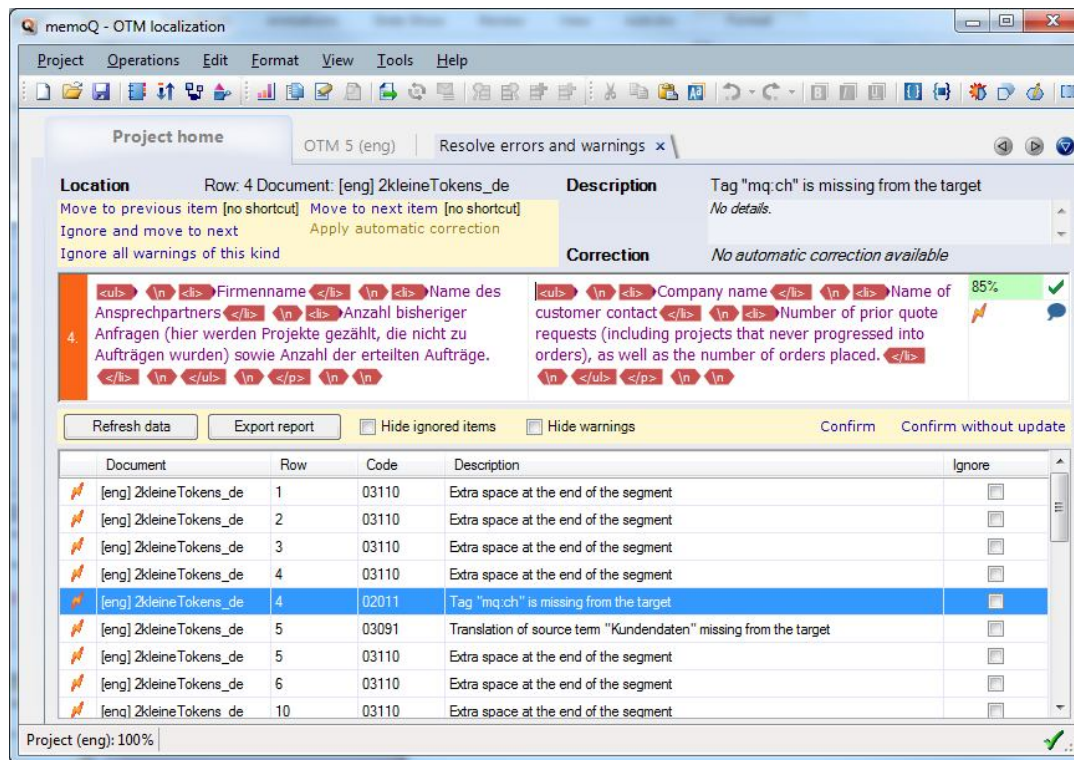
Export (stored path)

Open for translation

Add to LiveDocs corpus

# Basic project management steps with memoQ involve...

6. Review & commentary, *QA checks*, finalizing, generating deliverables for the client



Import/update bilingual

Export bilingual

Export (dialog)

Export (stored path)

Open for translation

Add to LiveDocs corpus

# **Sounds simple, yes. Obvious. But the devil is in the details!**

- Important to understand the best workflows for a specific process.
- Often not trivial; standard assumptions do not always apply.
- Consulting support and advice from the user community can be critical for success and process improvement.



# Translation files: special cases

- Vulnerable text to protect as tags (such as placeholders in an application's strings)

```
15816:Achtung! Die E-Mail-Adresse weicht von der Default-E-Mail-Adresse des Ansprechpartners ab!
```

```
#
```

```
15834:Achtung! Sie antworten auf eine E-Mail, die nicht vom Ansprechpartner dieses Projekts gesendet wurde, sondern von der Adresse <[% FROM_ADRESS %]>. Bitte beachten Sie dies bei Ihrer Antwort.
```

```
#
```

```
15820:An:
```

```
#
```



# Translation files: special cases

- MS Word or RTF files with content to exclude

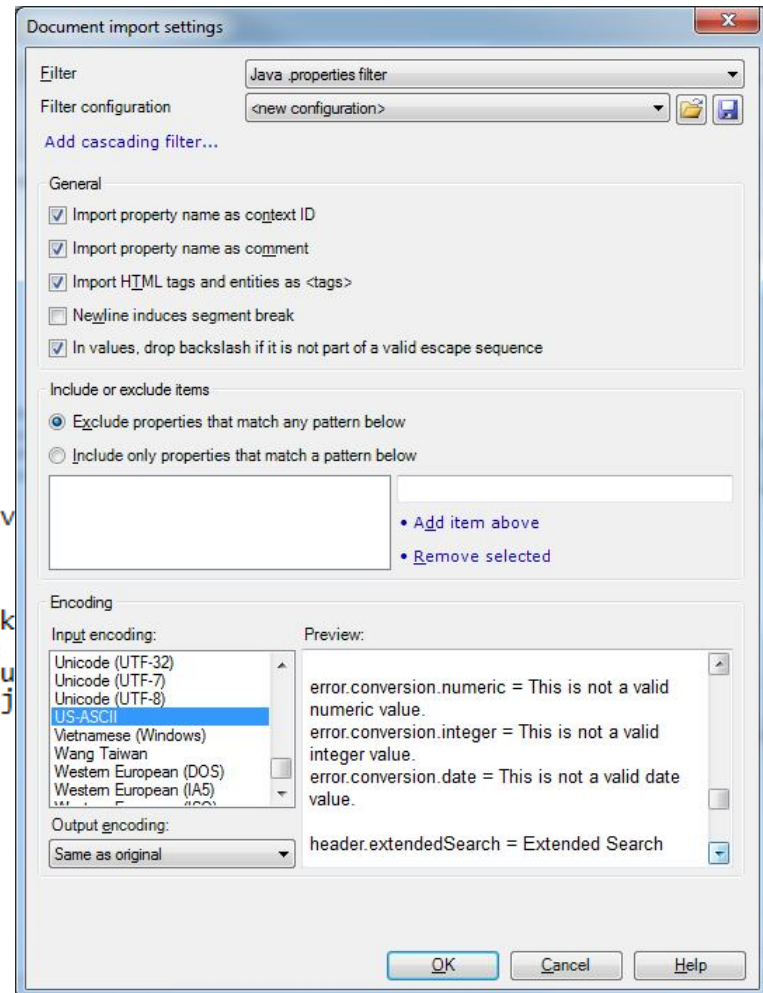
<b>5.0 ECM-Funktionen</b>	<b>ECM-Funktionen</b>  ECM-Funktionalitäten sind technologische Ansätze im Dokumenten-Management, die die Gestaltung digitaler <u>Workflows (4.7 Workflow)</u> unterstützen.  Der DocFlowManager™ <u>(2.2.2 Produktsuite)</u> , unsere Lösung für Dokumenten-	<i>Chart bereits geliefert</i>  <i>Bild Leistungsumfang eingesetzt, ist das korrekt?</i>
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# Translation files: special cases

- Java Properties files with ASCII encoding required

```
title.classificationGroupNavigation = Navigacija skupine razvr\u00161\u0010danja
title.categoriesAndSuppliers = Kategorije in dobavitelji

title.notEmptyGroup = Ta skupina vsebuje {0} otro\u00161kih sk
title.emptyGroup = Ta skupina ne vsebuje nobene otro\u00161ke
title.notEmptyClassification = To razvr\u00161\u0010danje vsebu
title.emptyClassification= To razvr\u00161\u0010danje ne vsebuje
skupine.
```



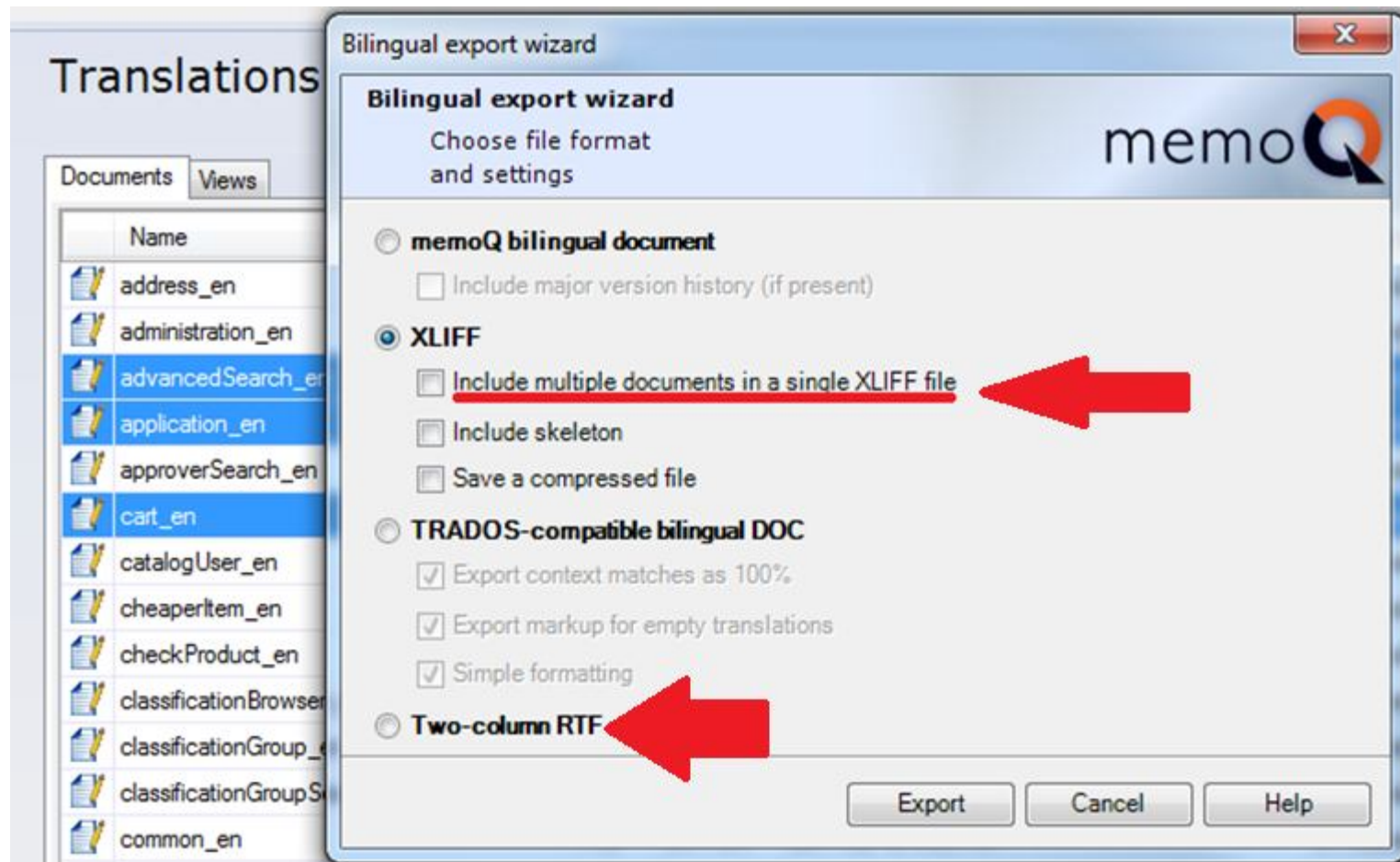
# Output options for translators

- Case 1: Trados Workbench or Wordfast Classic



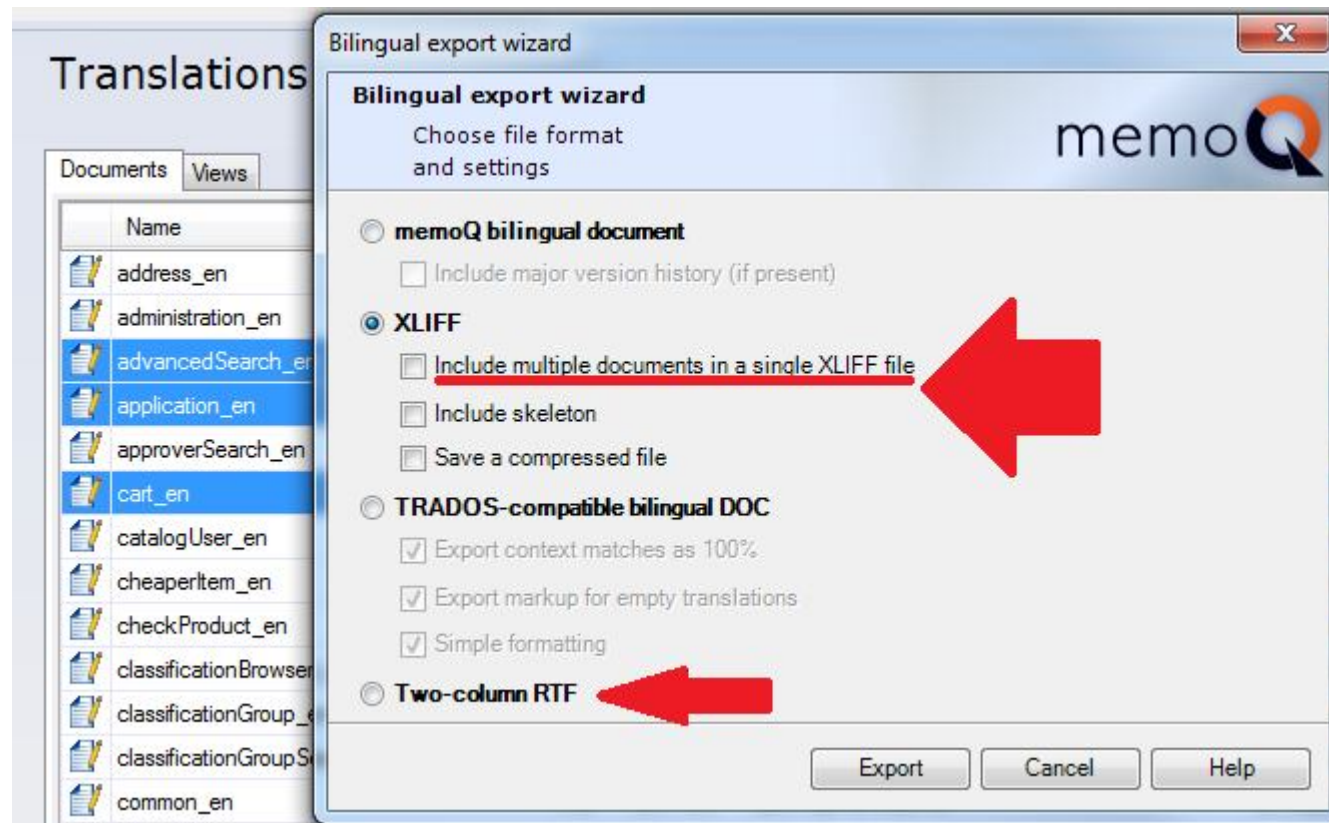
# Output options for translators

- Case 2: Trados Classic using TagEditor



# Output options for translators

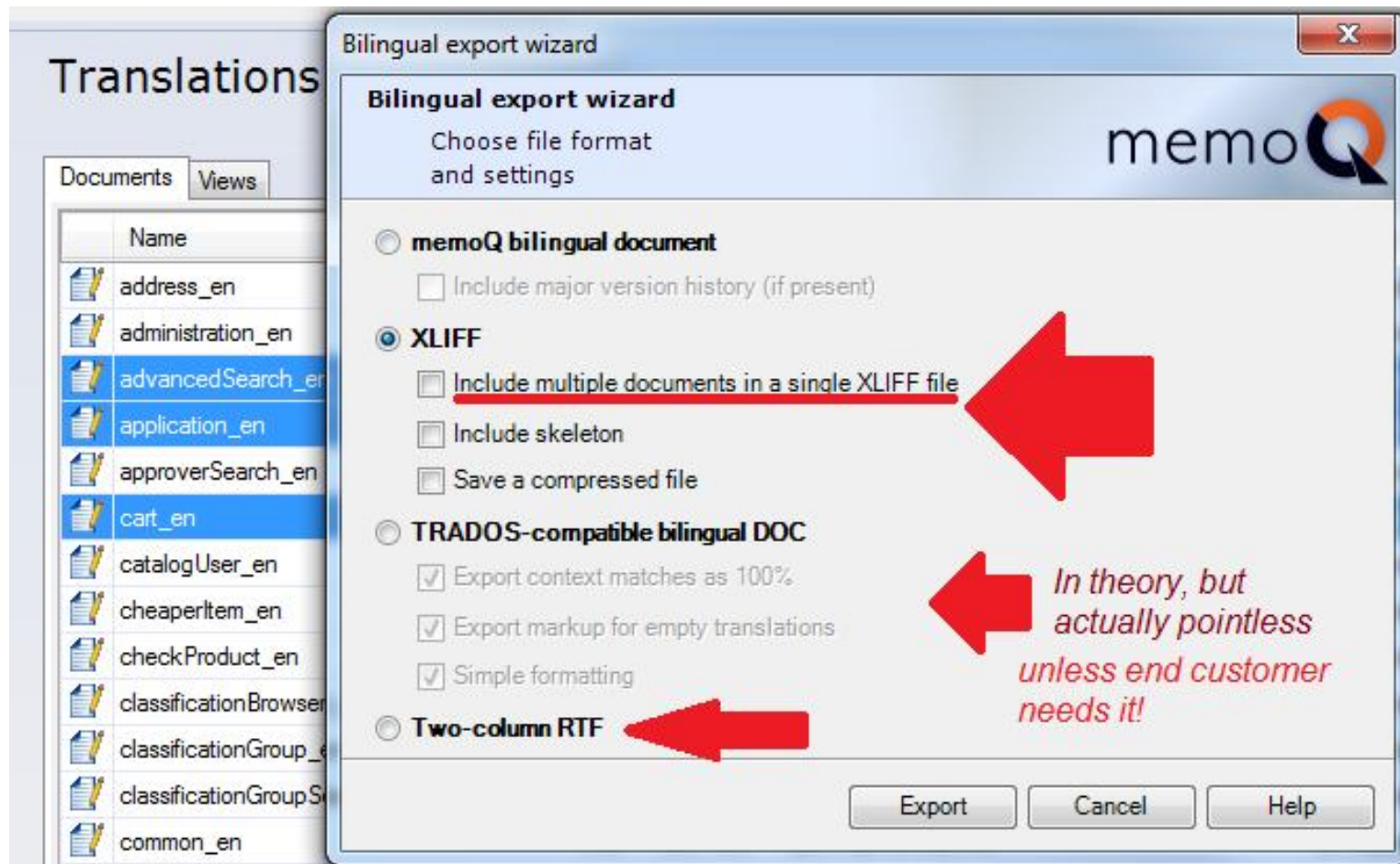
- Case 3: SDL Trados Studio 2009





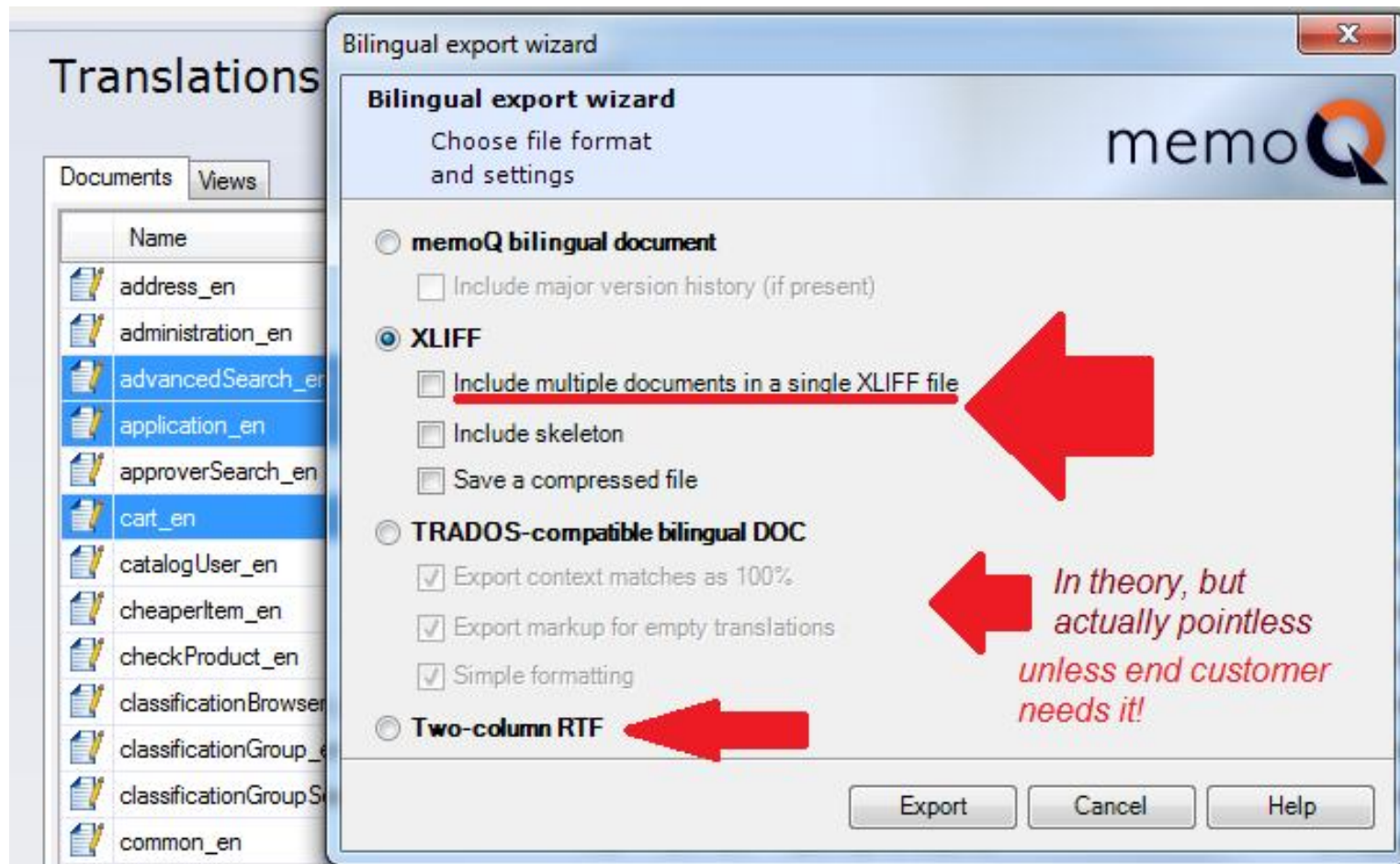
# Output options for translators

- Case 4: SDL Trados Studio 2011



# Output options for translators

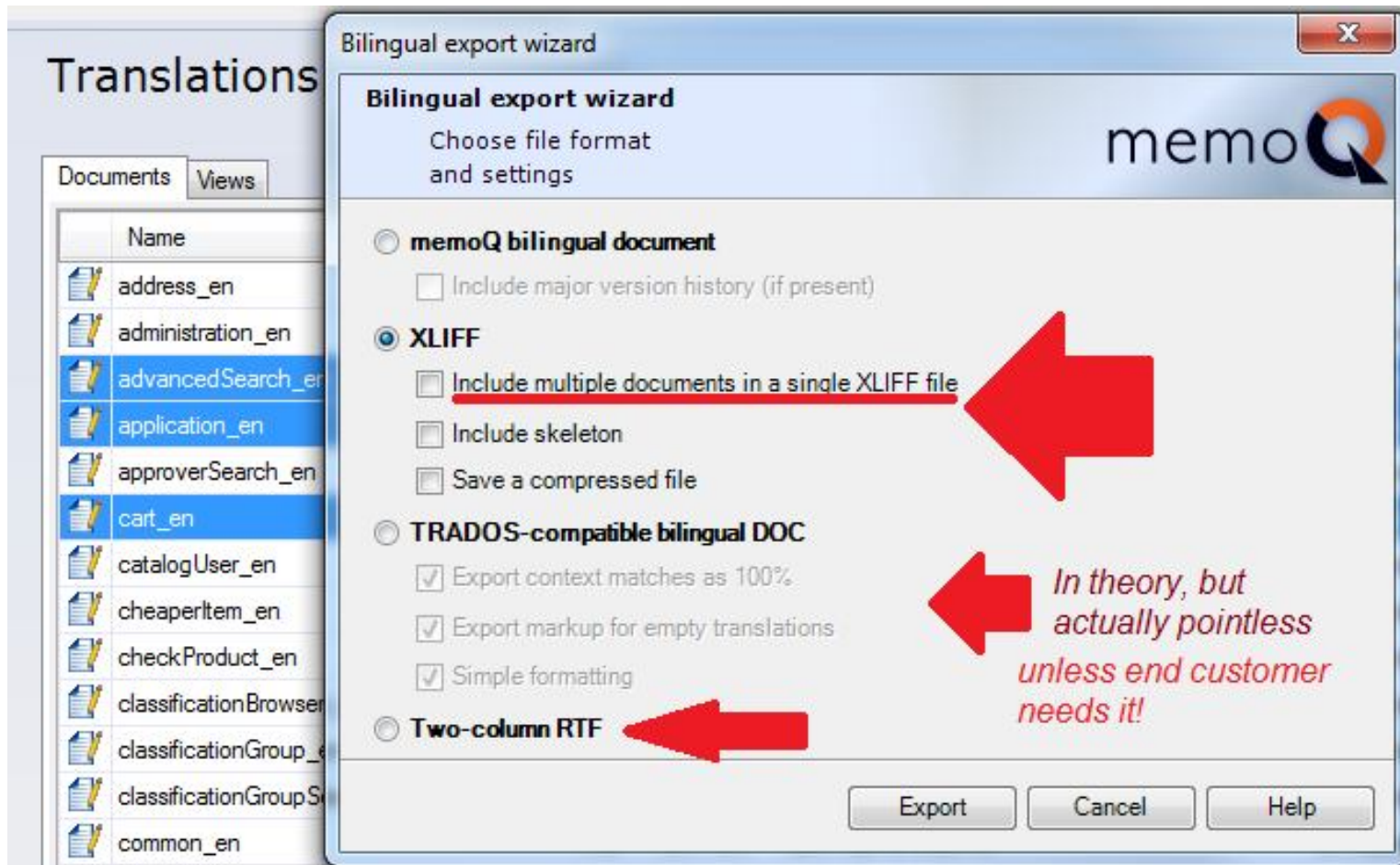
- Case 5: Déjà Vu X, Wordfast Pro [2-col]





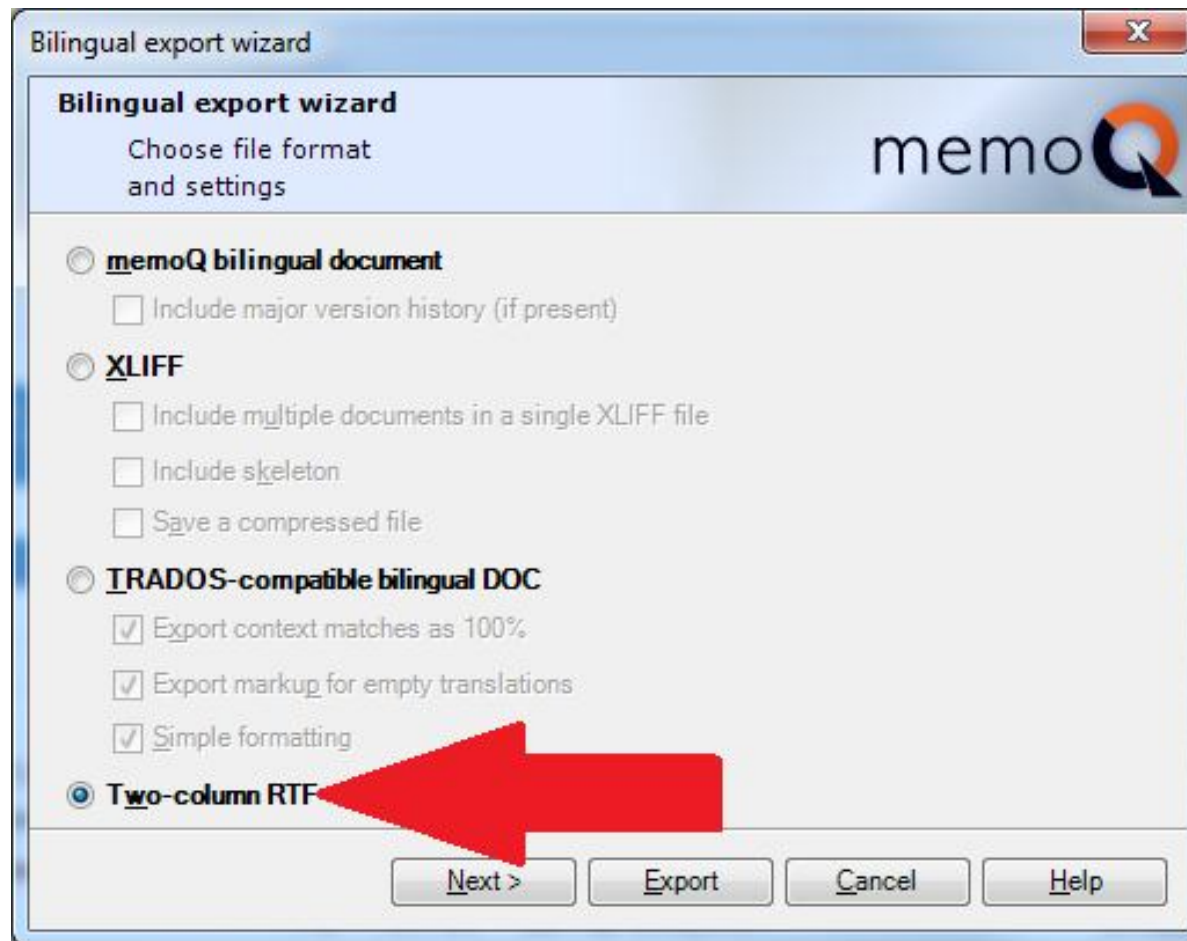
# Output options for translators

- Case 6: OmegaT & many other tools



# Output options for translators

- Case 7: Translator using only word processor



# “Interpreting” workflow

1. Dictation technology
2. LiveDocs
3. Post-editing

This actually works and can offer significant productivity in some cases for supported languages. May enable best results or the use of the best talent in special cases.

# Output formats: pros & cons

	Advantages	Disadvantages
<i>memoQ bilingual, project backup</i>	Carries the most info	<u>memoQ</u> only!
<u>Trados WB DOC compatible</u>	Lots of translators are accustomed to working like this	Sensitive. Footnotes currently messed up, etc. No segmentation changes!!! No recopy!!! Tags vulnerable!!!
<i>XLIFF</i>	Most robust, multiplatform, a real standard	Tag-capable software and skills required
<i>RTF table</i>	Usable with any word processor that handles RTF! Good for review and commentary!	No segmentation changes!!! Tags vulnerable!!!

Best practice tip: **tag protection in RTF tables** by setting the font property of the text representing the tags to "hidden" or setting the properties of the mqlInternal style to be treated as an internal tag (in SDL Trados Studio, for example). This will depend on the translator's tool of choice.

# Key to success: **documentation!**

- Scenario-based process documentation & training is the most effective 'insurance'.
- Manuals and guides should be created with this approach
- Each organization faces unique, routine challenges requiring good support documentation
- Consult with experts & the community. TEST!!!

**Thank you  
for your  
attention**