memoqfest

Details, Details, Details

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zaac

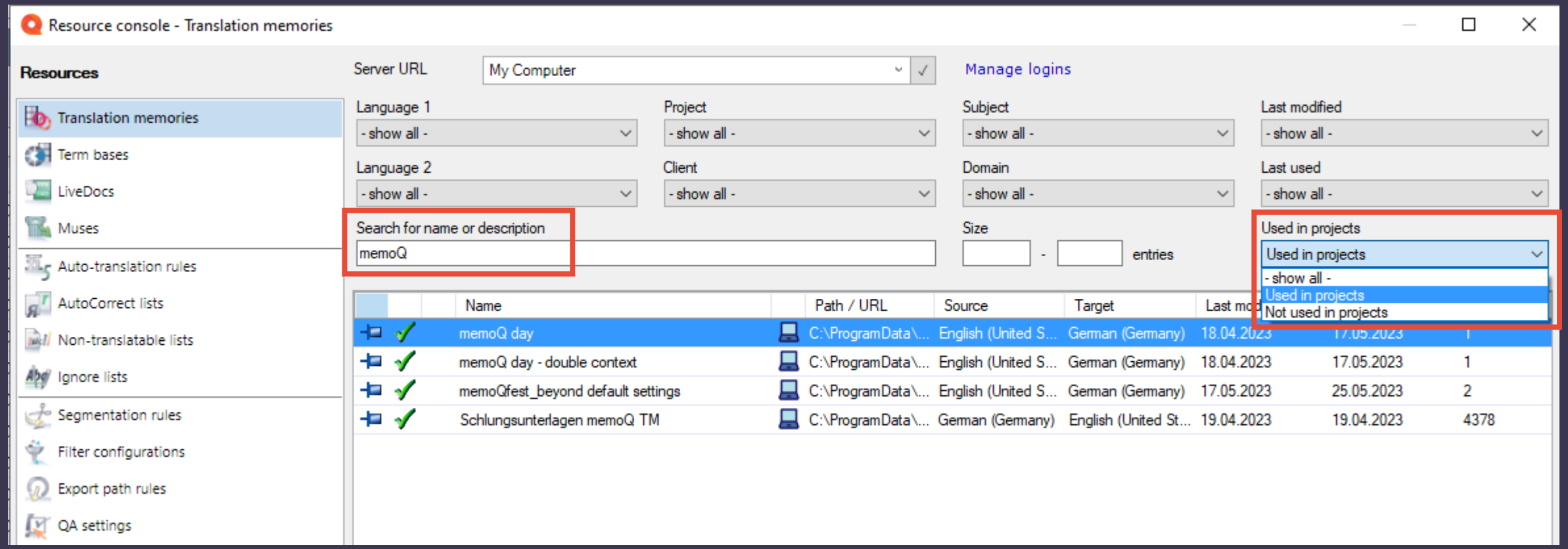
Details…

Taking a deeper look at some (hidden) options

- TMs, analysis, concordance
- LiveDocs
- Shortcuts
  - Options that don't have a button, but have a shortcut
- Terminology
- Project templates
- Comments
  - Categorization, exporting to Word

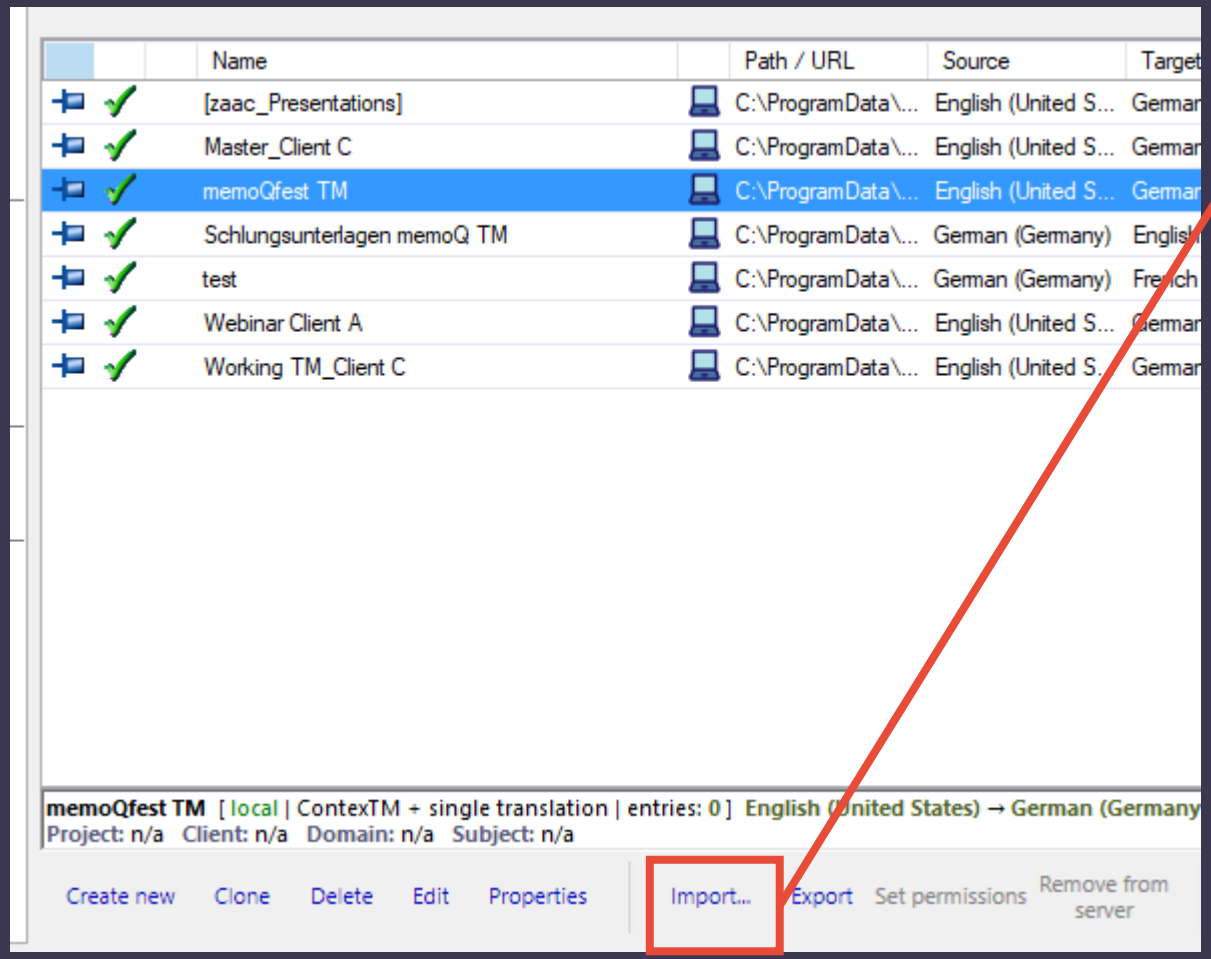
TM List

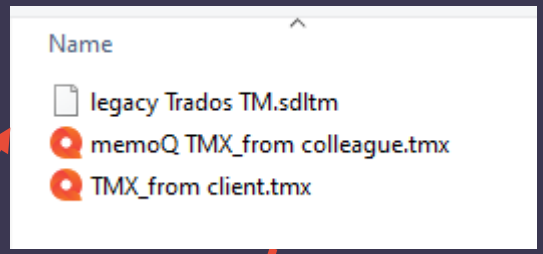
TMs used in projects

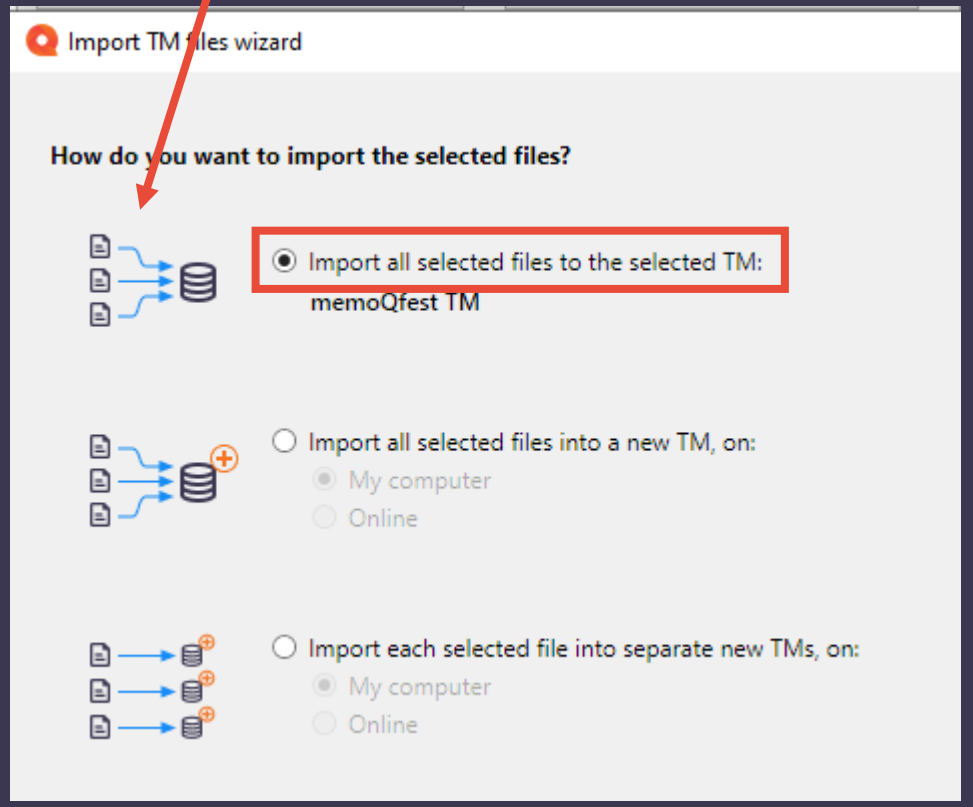


TM Import

Import several TMs into one



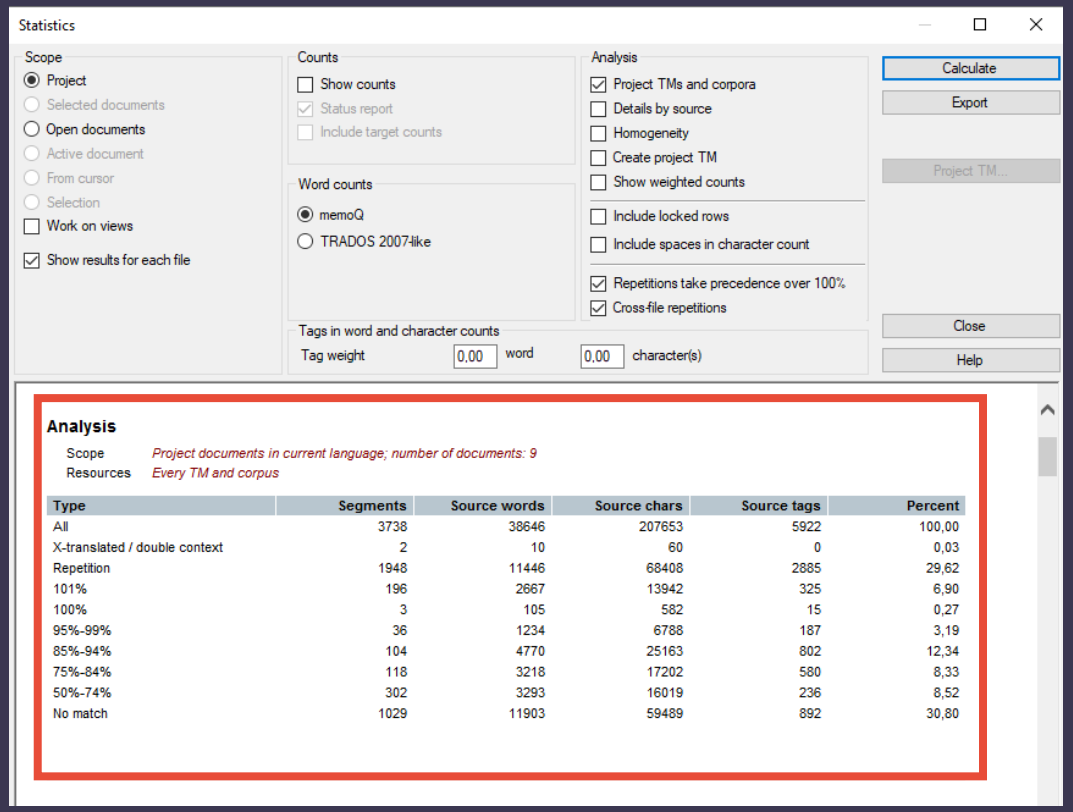




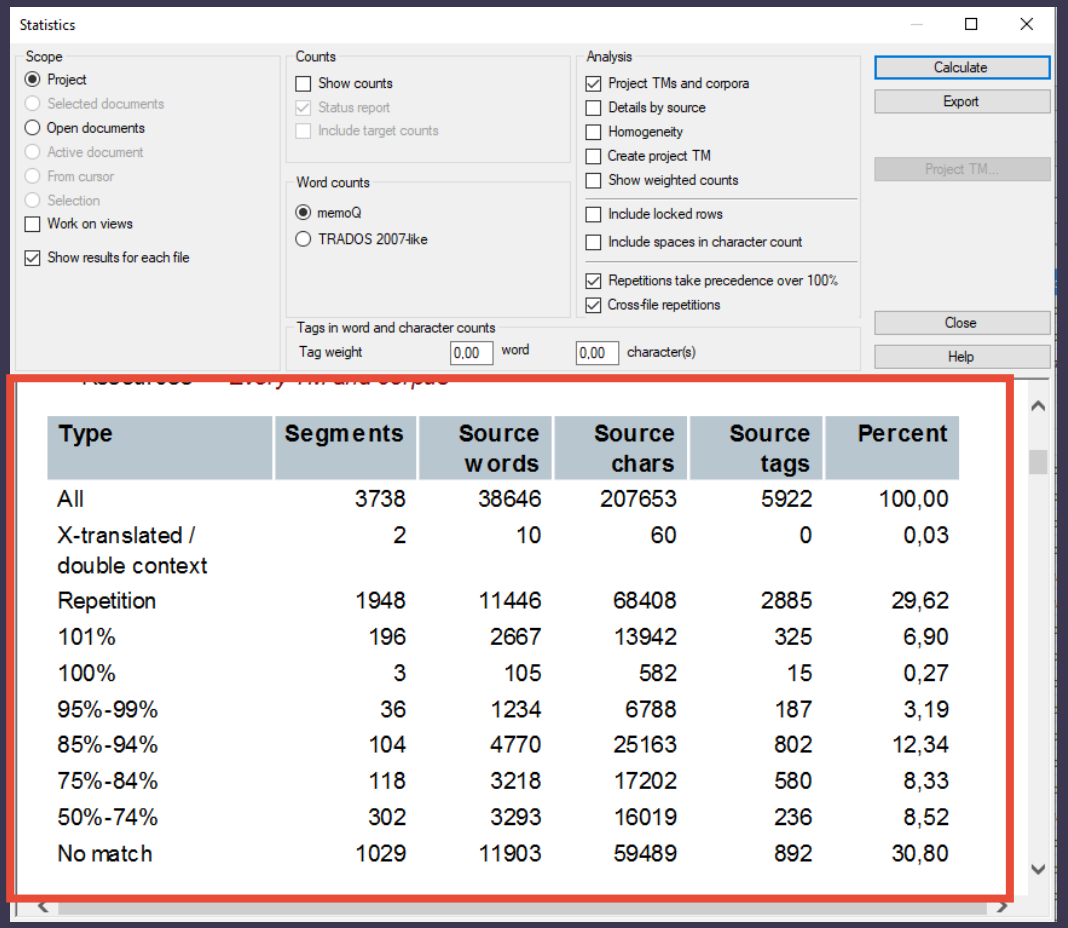
TMs and Analysis

Statistics Window

CTRL – Plus to increase font size
CTRL – Minus to decrease font size



Type	Segments	Source words	Source chars	Source tags	Percent
All	3738	38646	207653	5922	100,00
X-translated / double context	2	10	60	0	0,03
Repetition	1948	11446	68408	2885	29,62
101%	196	2667	13942	325	6,90
100%	3	105	582	15	0,27
95%-99%	36	1234	6788	187	3,19
85%-94%	104	4770	25163	802	12,34
75%-84%	118	3218	17202	580	8,33
50%-74%	302	3293	16019	236	8,52
No match	1029	11903	59489	892	30,80



Type	Segments	Source words	Source chars	Source tags	Percent
All	3738	38646	207653	5922	100,00
X-translated / double context	2	10	60	0	0,03
Repetition	1948	11446	68408	2885	29,62
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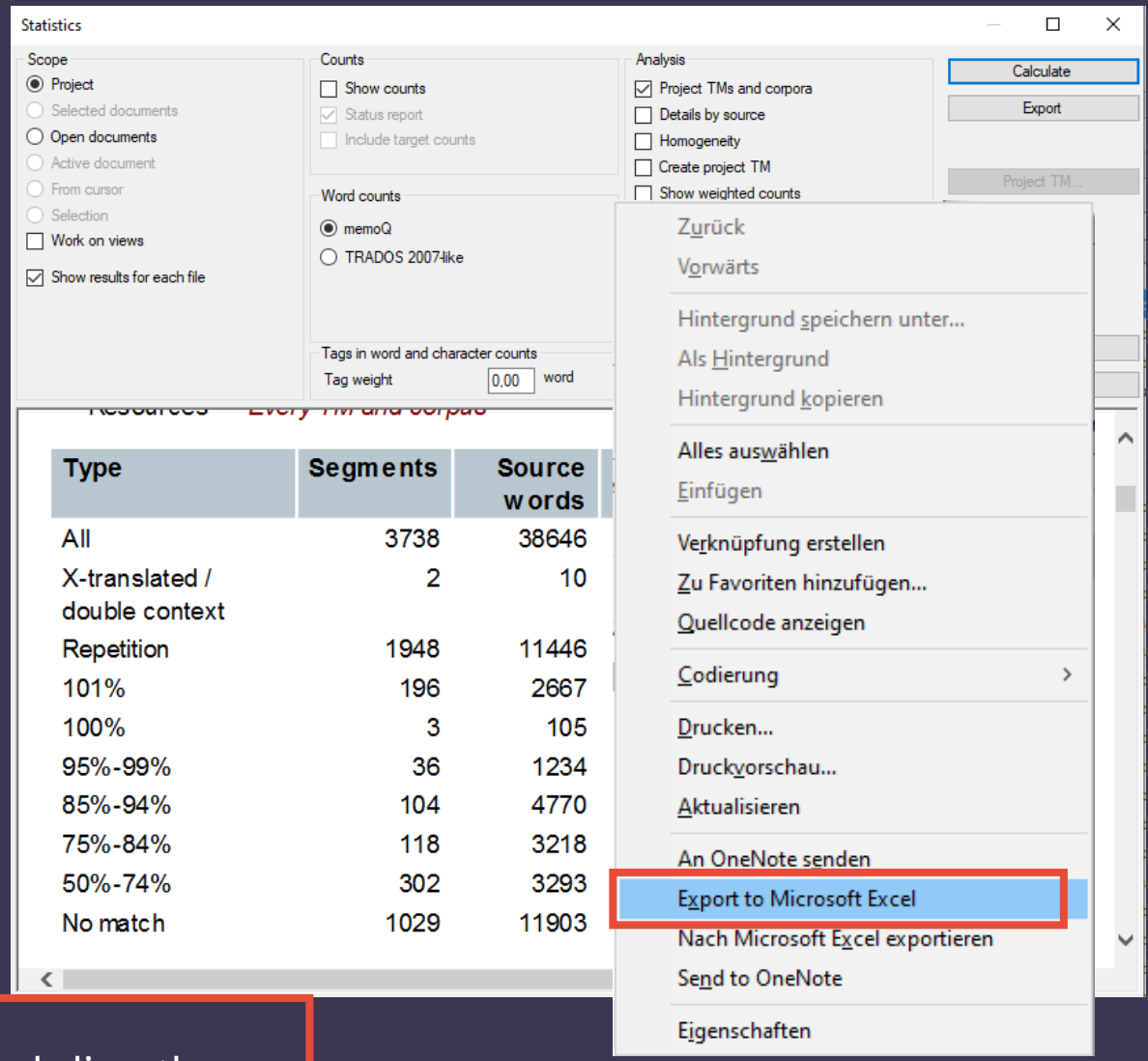
75%-84%	118	3218	17202	580	8,33
50%-74%	302	3293	16019	236	8,52
No match	1029	11903	59489	892	30,80

Size setting reverts to default after closing the dialog

TMs and Analysis

Statistics Window

Right-click to export to Excel directly

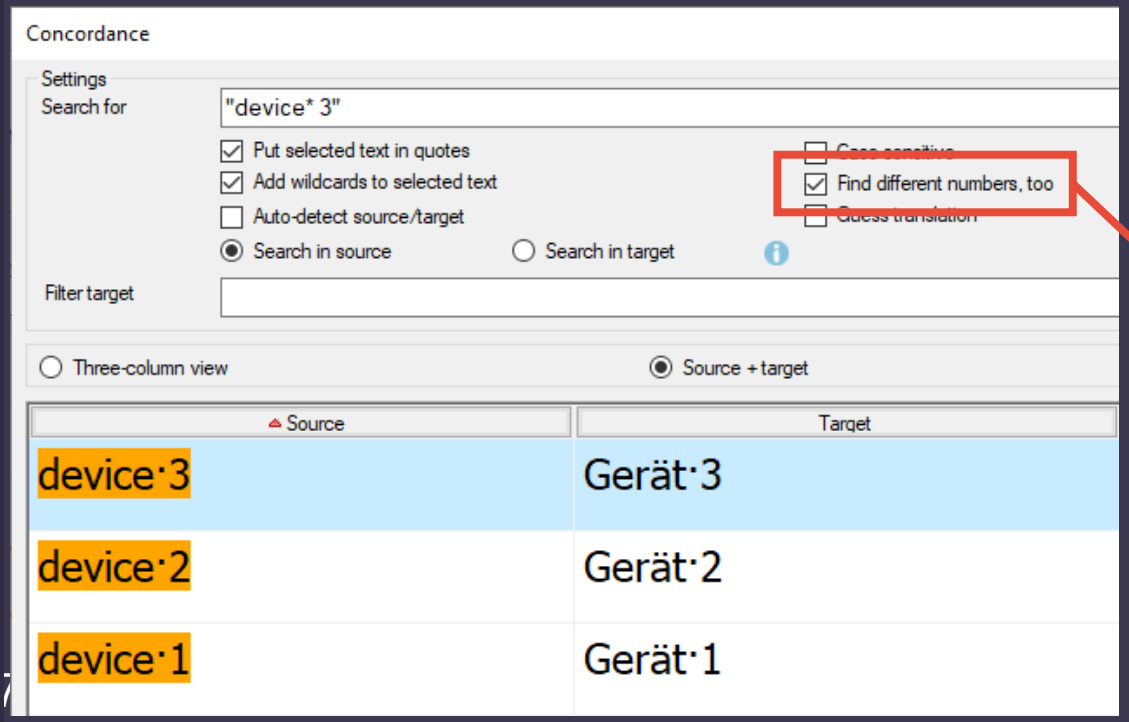


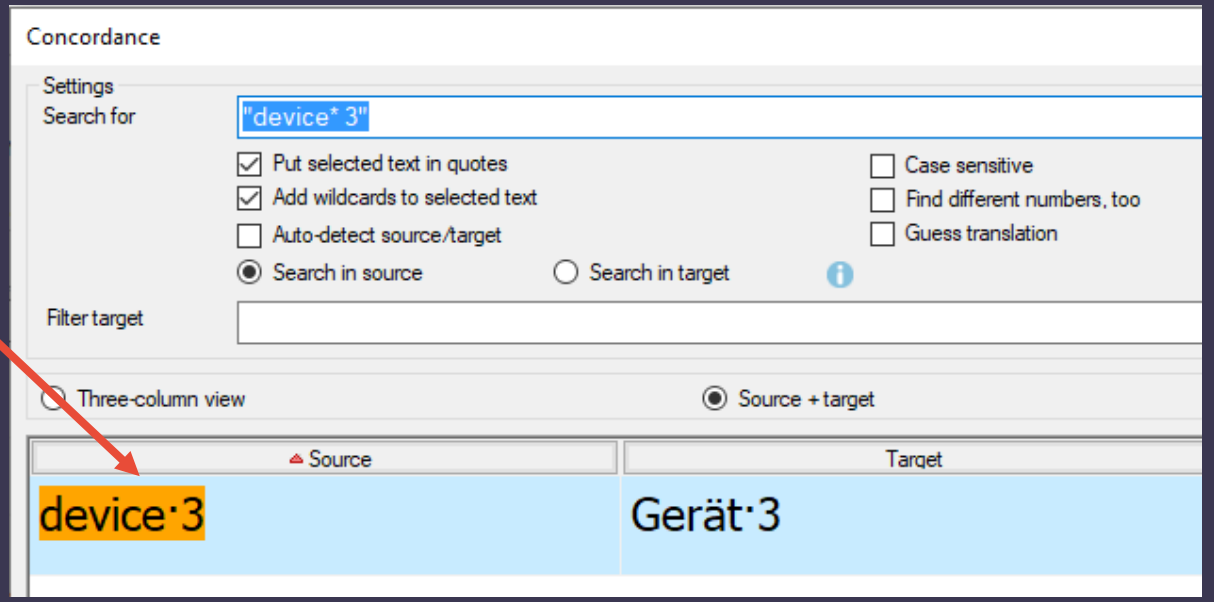
	A	B	C	D	E	F
1	Type	Segments	Source words	Source chars	Source tags	Percent
2	All	3738	38646	207653	5922	100
3	X-translated / double context	2	10	60	0	0,03
4	Repetition	1948	11446	68408	2885	29,62
5	101%	196	2667	13942	325	6,9
6	100%	3	105	582	15	0,27
7	95%-99%	36	1234	6788	187	3,19
8	85%-94%	104	4770	25163	802	12,34
9	75%-84%	118	3218	17202	580	8,33
10	50%-74%	302	3293	16019	236	8,52
11	No match	1029	11903	59489	892	30,8
12						

Opens up in Excel directly

Concordance with specific numbers

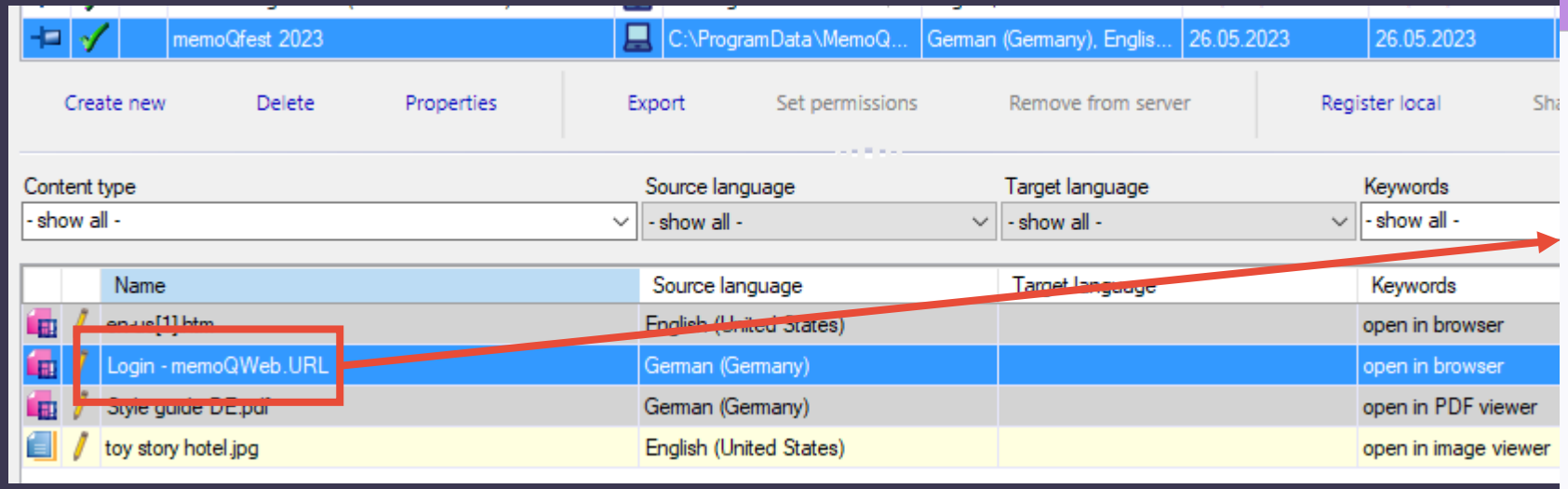
- Searching in the TM via the Concordance Search will show matches with different numbers.
- If you want to search for a specific number, uncheck the box to "Find different numbers, too".

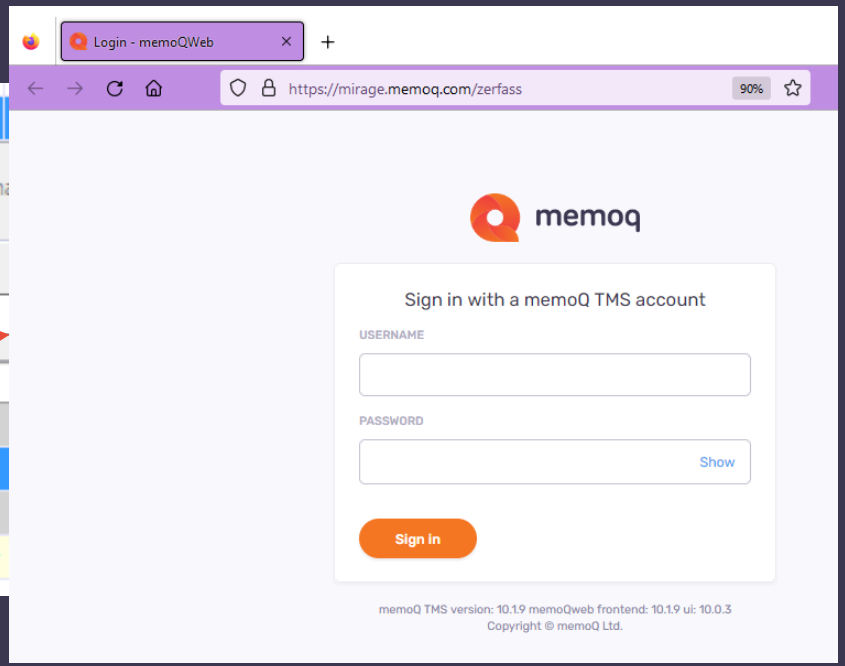




LiveDocs

- Alignments and reference material
- Shortcuts to open a webpage from the LiveDocs list
  - Pages you often visit
  - Information for translators about the client they translate for
  - Login page to online platforms





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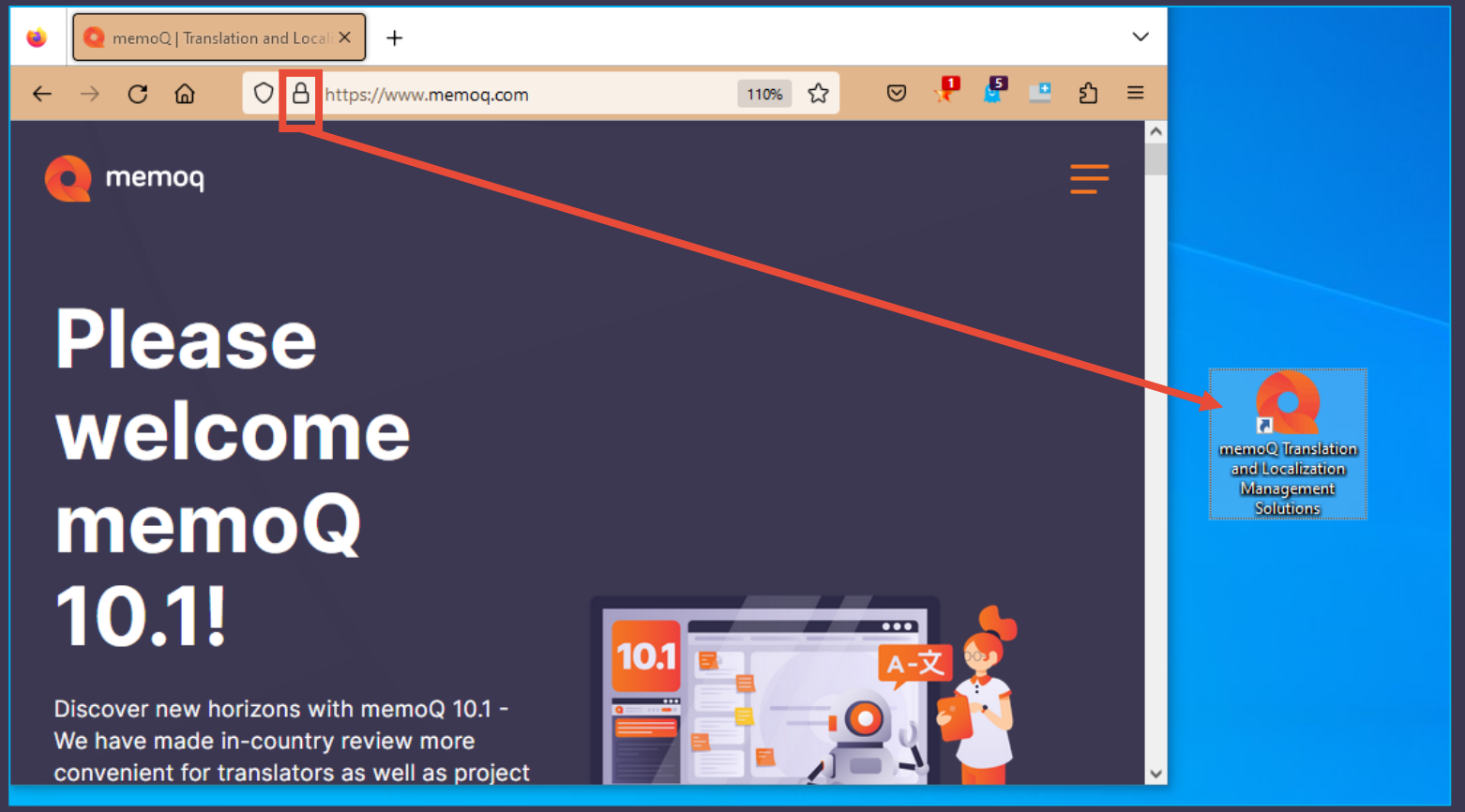
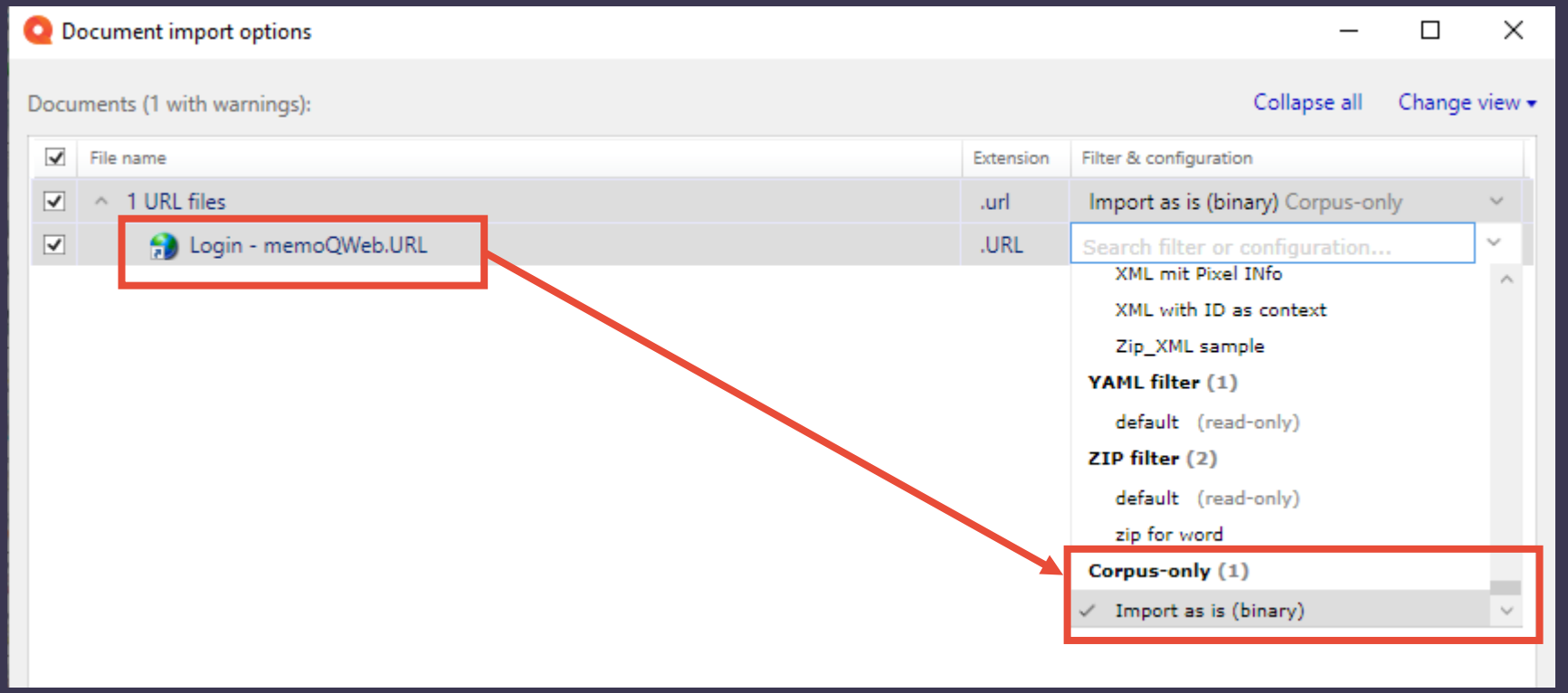
Creating a Shortcut from a Webpage

- Open the page in a browser
- Drag and drop the page info to your desktop
(use the lock icon)
- Double-click the icon to open the page in the browser



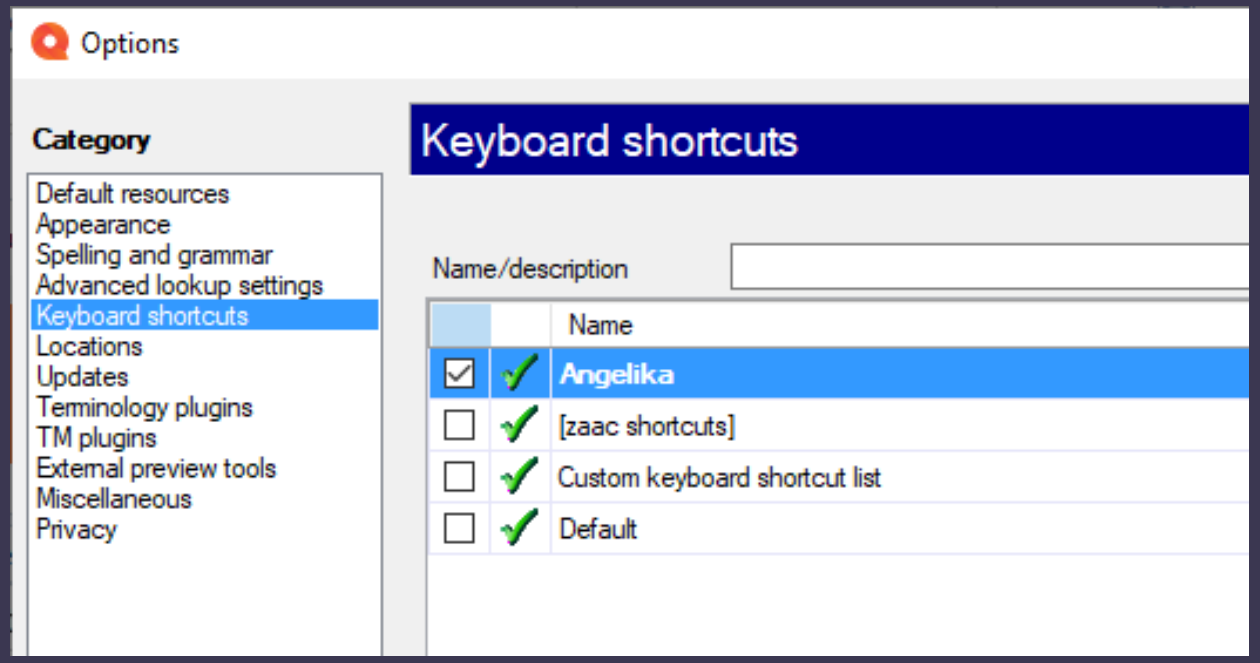
LiveDocs

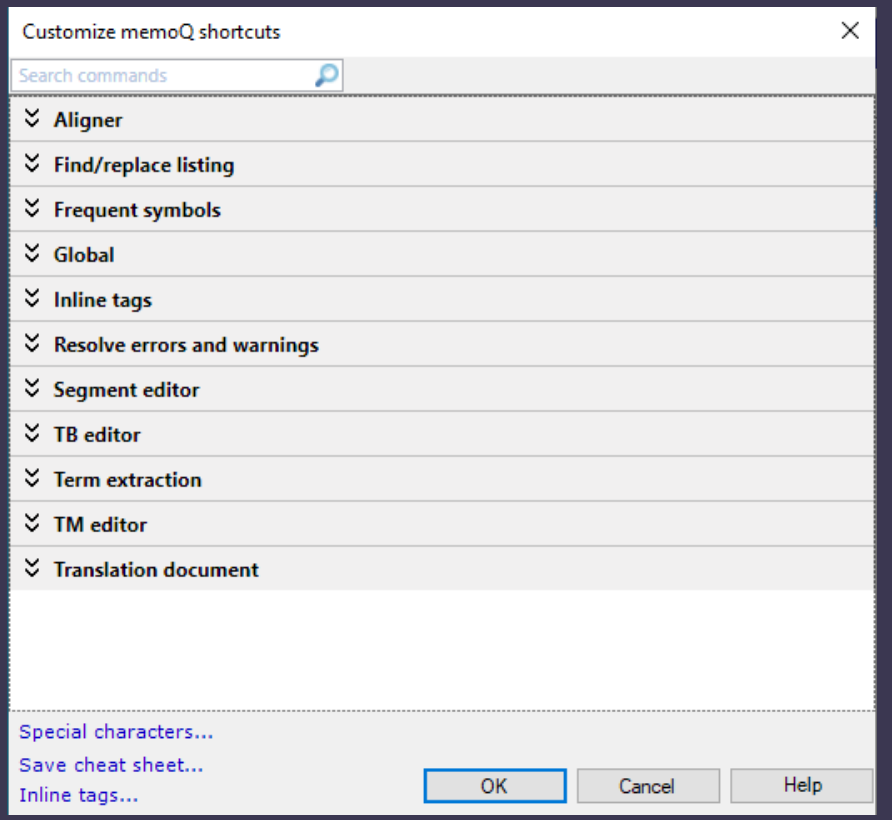
- Add the Shortcut File to the corpus
  - Use "Import Document"
  - Select the "corpus-only" filter



Shortcuts

- Create your own shortcut list and adapt the shortcuts.





Shortcuts

- Create your own shortcuts –
  to open specific windows or dialogs.

Open QA dialog

Jumping between windows

Open Views dialog

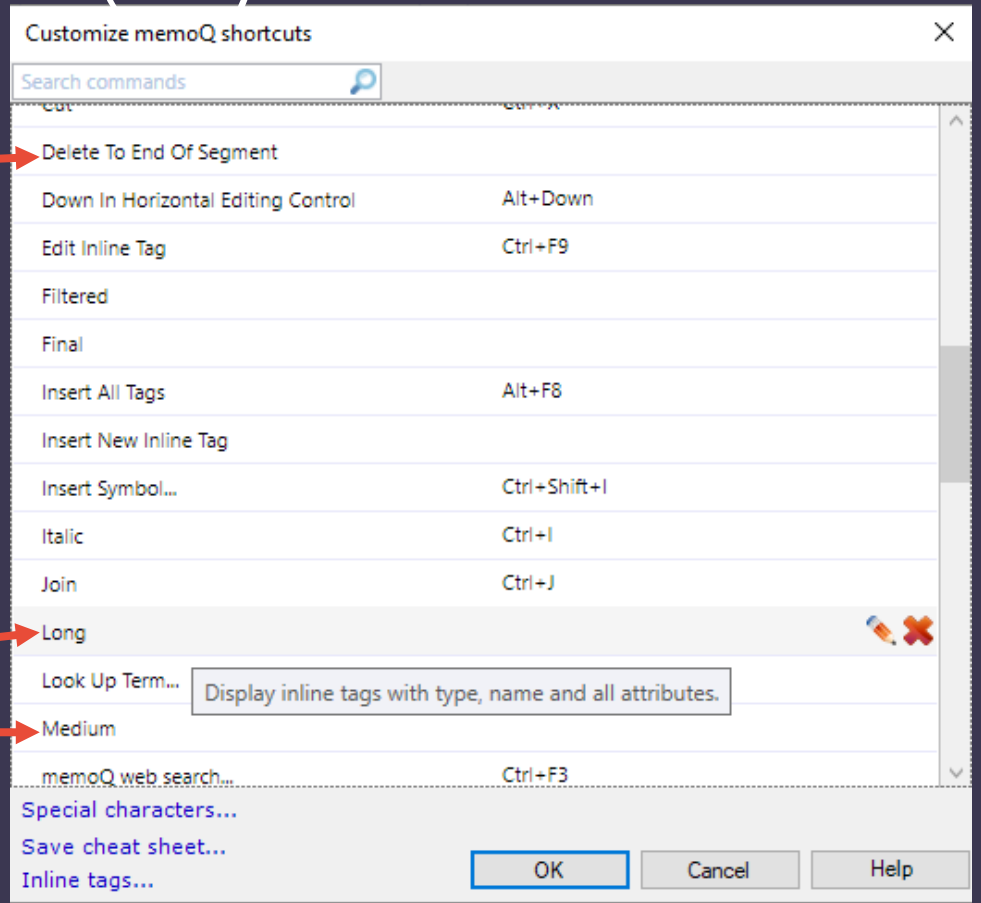
114	Global	Restore Connection To Server	
115	Global	Review Changes And Conflicts...	
116	Global	Run QA...	CTRL+ALT+Q
117	Global	Send Translation To Content Source	
118	Global	Server Administrator...	
119	Global	Slice	
120	Global	Specify Export Settings	
121	Global	Statistics	
122	Global	Term Bases	
123	Global	Transcribe Images	
124	Global	Translate	
125	Global	Translation Documents	CTRL+ALT+D
126	Global	Translation Memories	CTRL+ALT+M
127	Global	Turn Off Autopilot	
128	Global	Turn Off Logging Popups for This Project	
129	Global	Undo	Ctrl+Z
130	Global	Unlink From Customer Request	
131	Global	View Recycle Bin	
132	Global	Views	CTRL+ALT+V
133	Global	Wrap Up Project	

Shortcuts

- Create your own shortcuts – even for options where there is no button on the user interface (or you would need to click several times to get there).

During translation

Viewing tags in medium or long form



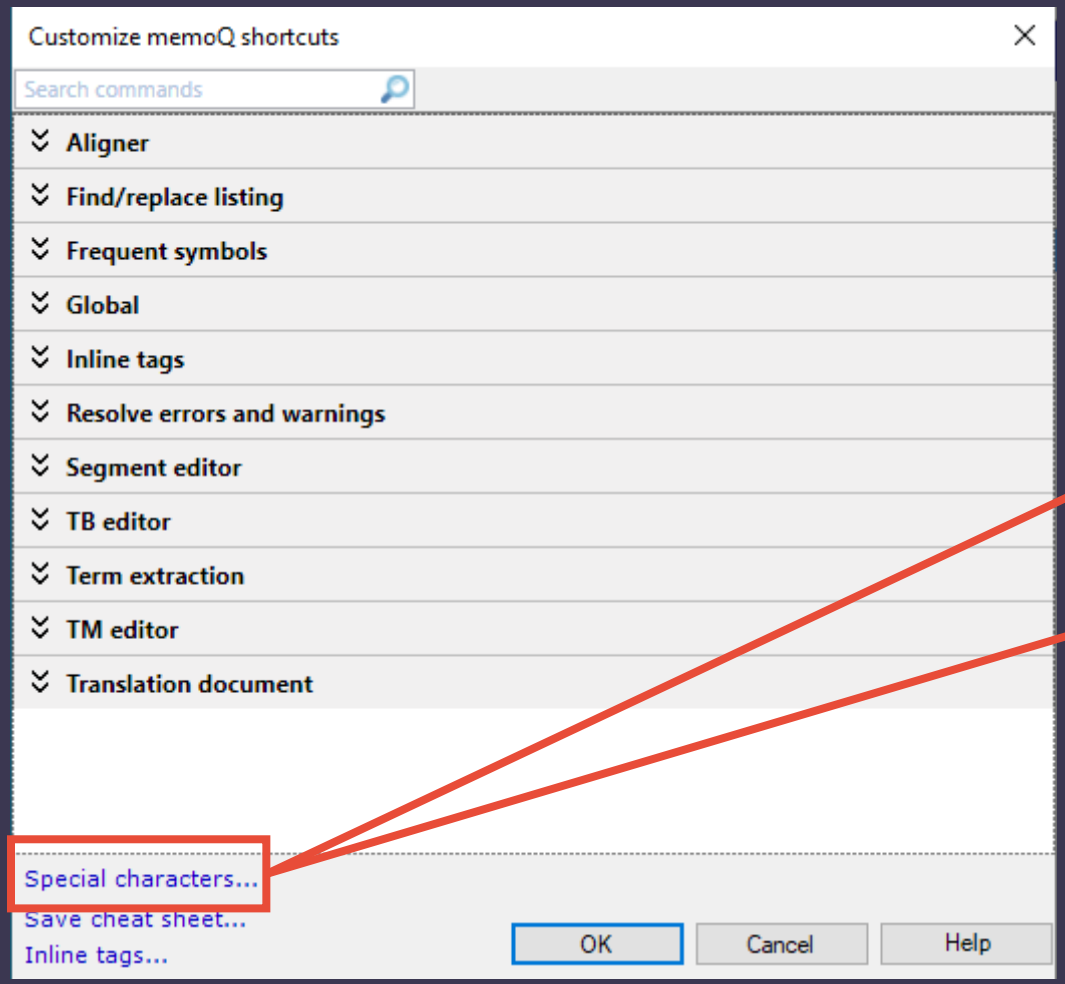
Shortcuts also for Server users

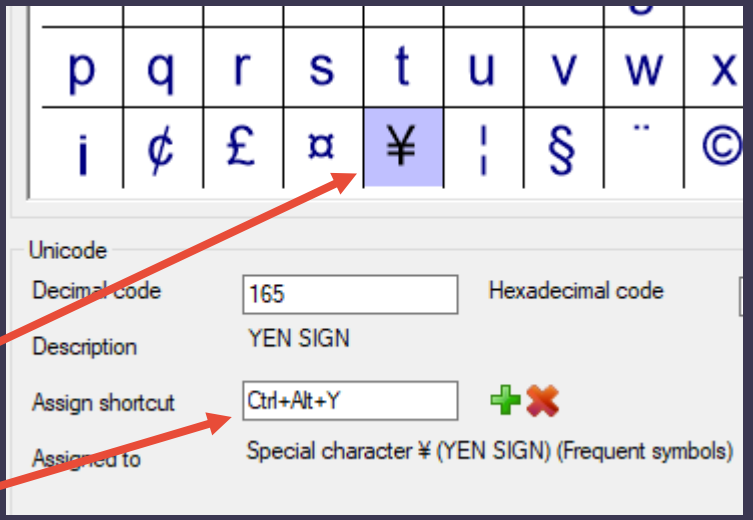
- Use shortcuts to speed up processing your projects…

Global	Assign	
Global	Change Export Path	
Global	Change Workflow Status	
Global	Check Out Local Copy	
Global	Close Project	
Global	Get Changes From Content Source	
Global	New Online Project From Template	
Global	Open in WebTrans	
Global	Reimport…	
Global	Resource Console…	
Global	Server Administrator…	
Global	Turn Off Autopilot	CTRL+ALT+A

Special characters, tags

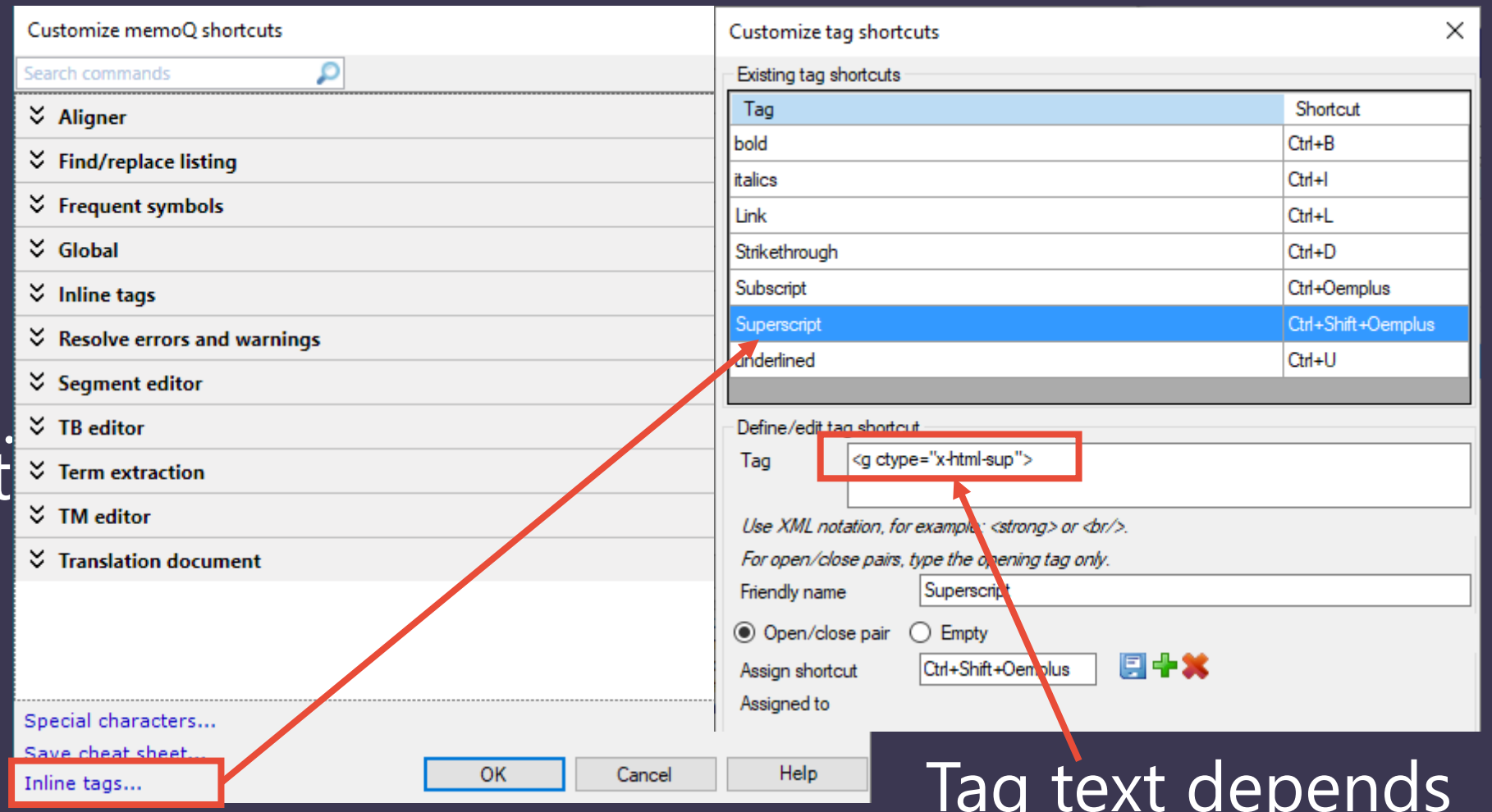
- Add shortcuts to type special characters that are not on your keyboard





Special characters, tags

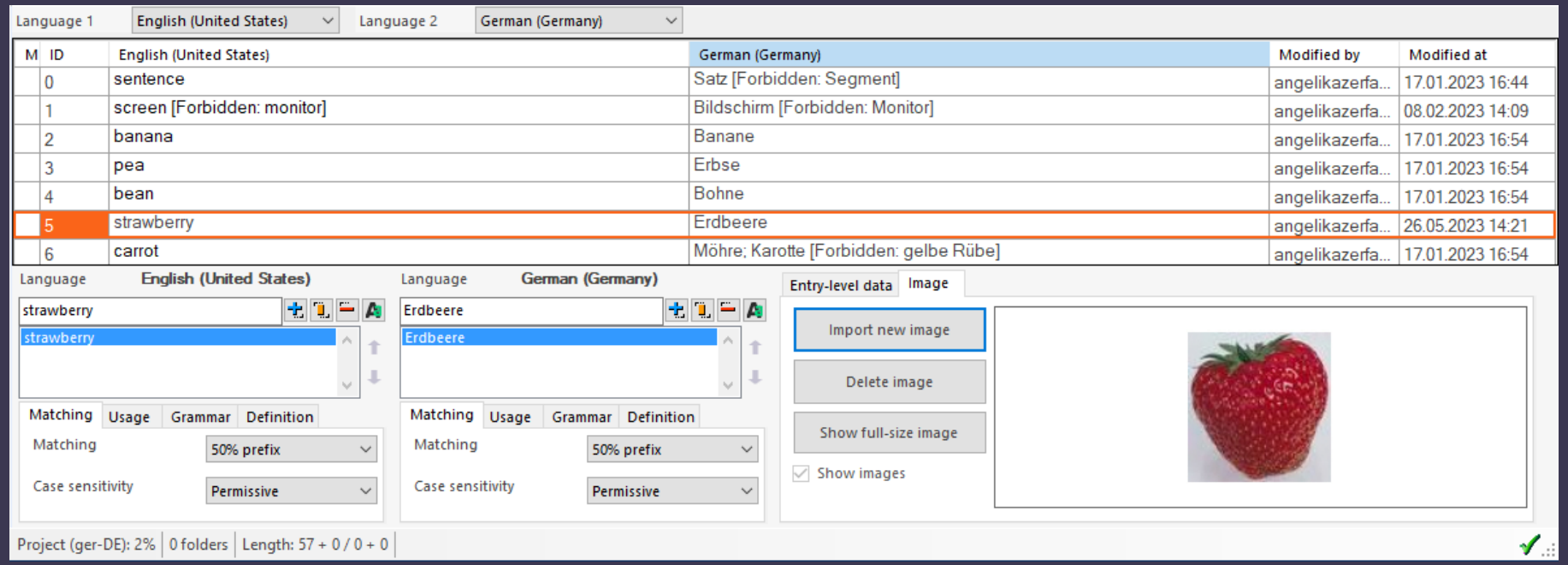
- Add tags to use in the target if they are not there in the source, e.g. superscript for XML files



Tag text depends on the file format!

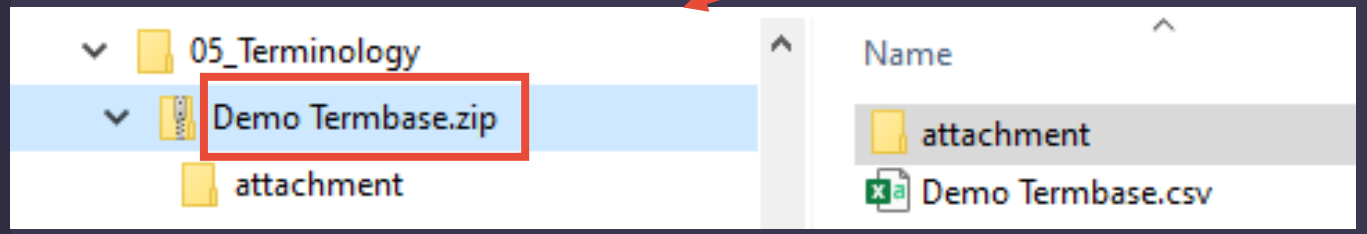
Terminology

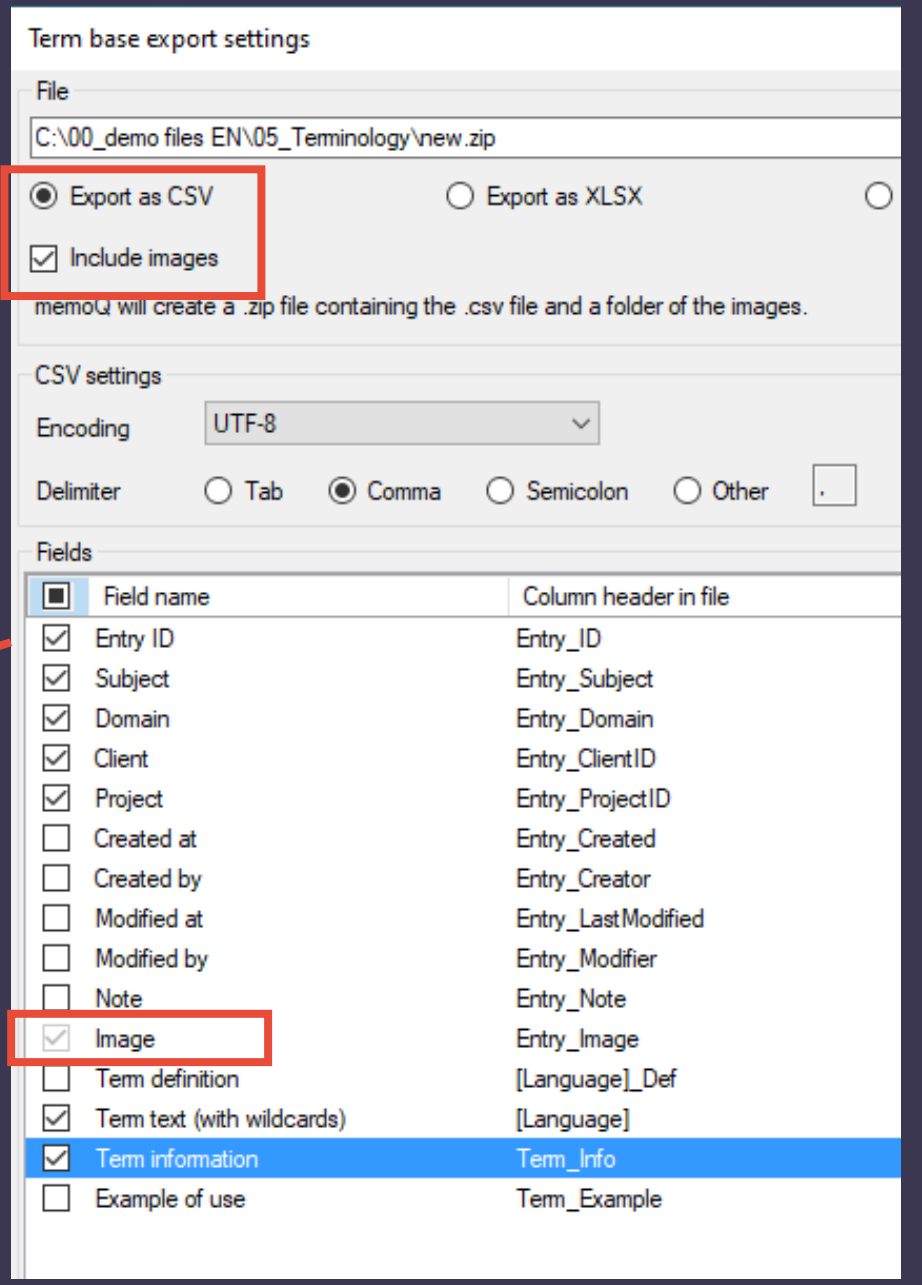
- Images in term bases (memoQ term base)
  - Export your term base to CSV with images
  - memoQ creates a ZIP file containing a folder with the images and the CSV file (does not work for Excel as export format)



Terminology

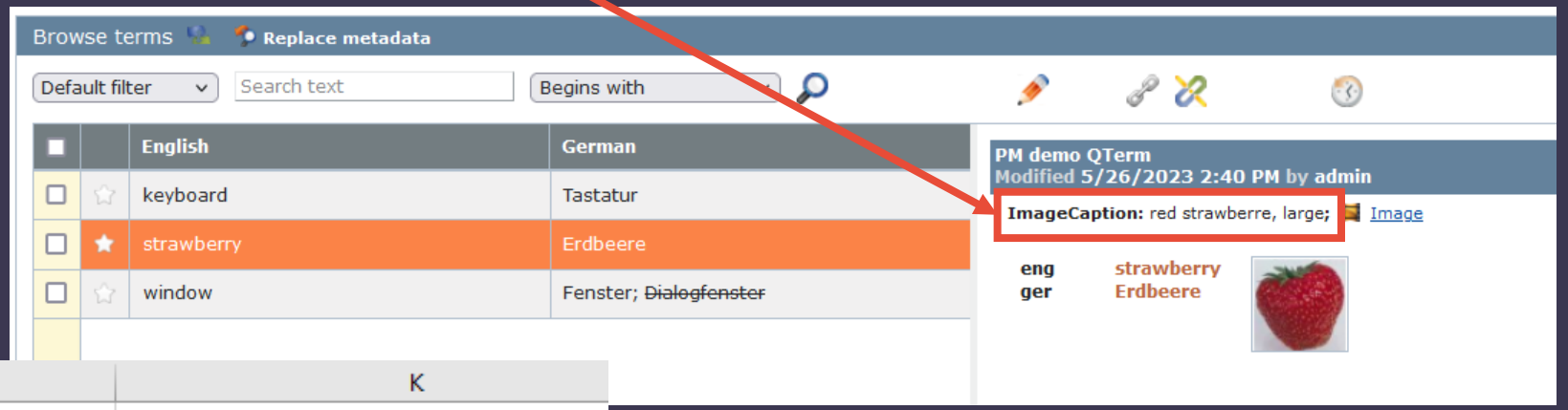
- Check the box "include images"





Terminology

- Images in term bases (QTerm)
  - Export your term base to CSV with images
  - memoQ creates a ZIP file containing a folder with the images and the CSV file (does not work for Excel as export format)
  - QTerm also allows an image caption

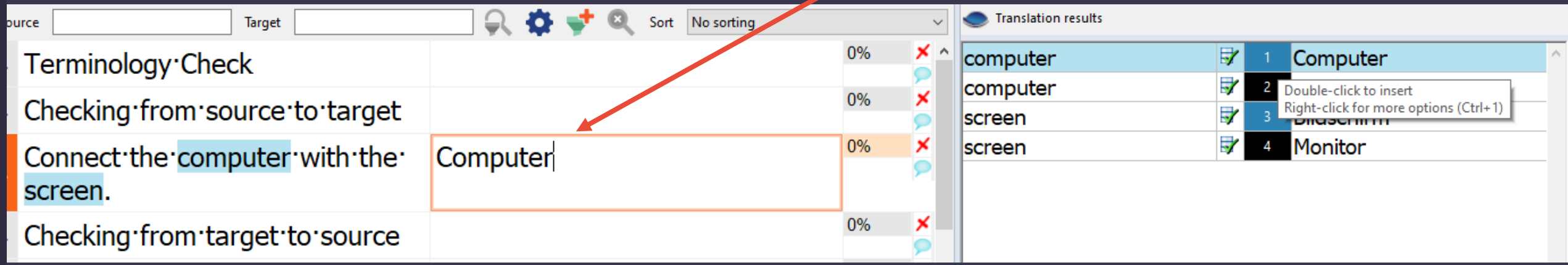


I	J	K
Entry_Modifier	Entry_Image	Entry_ImageCaption
admin		
admin		
admin	attachment\1_f5c52613-b913-4431-ae35-f2cbec9929dd.jpg	red strawberre, large

Terminology

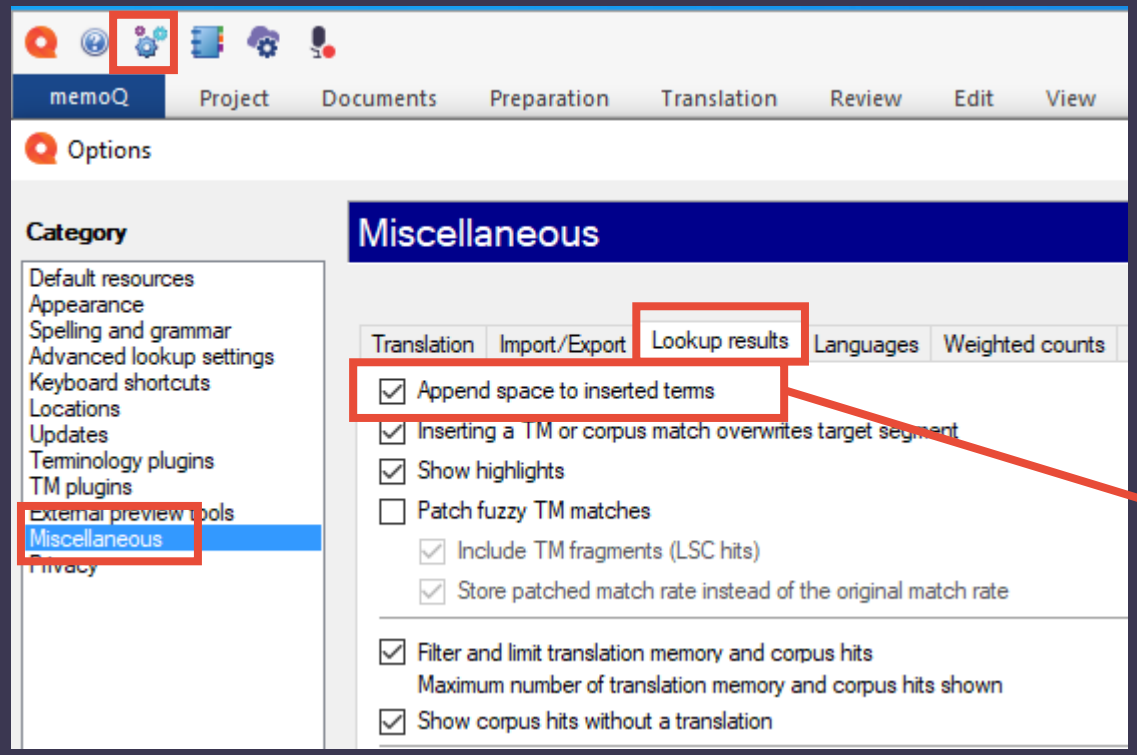
- Inserting terms from the results list with or without a following space.

Default setting

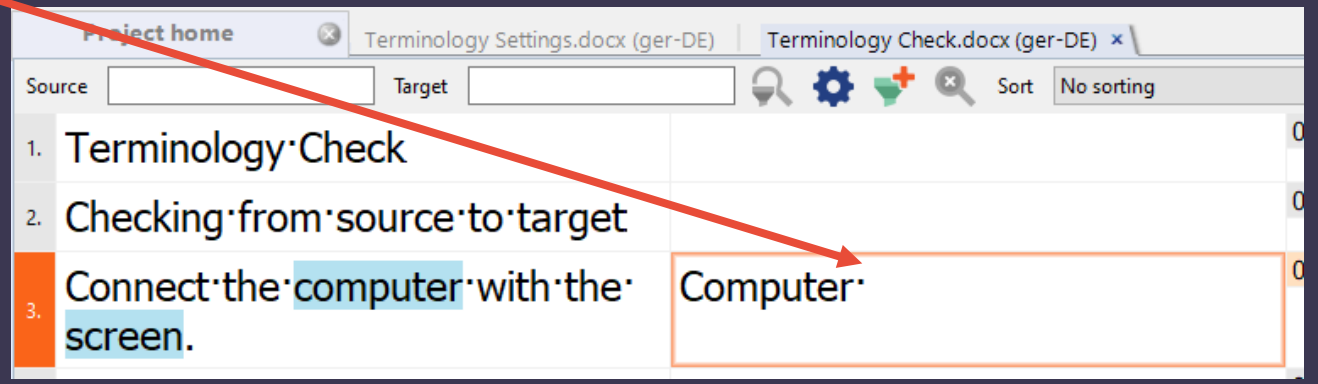


Terminology

- Activate setting in Options -> Miscellaneous

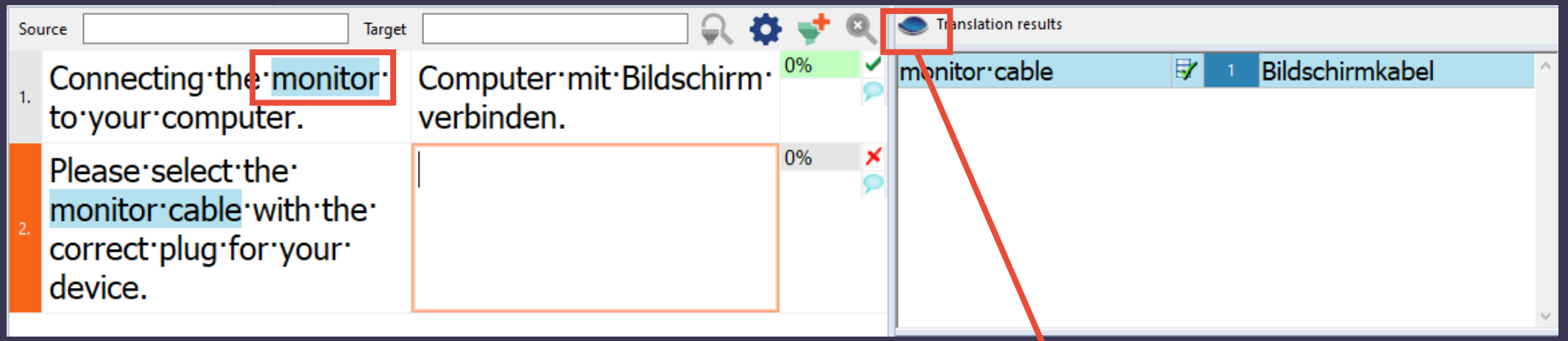


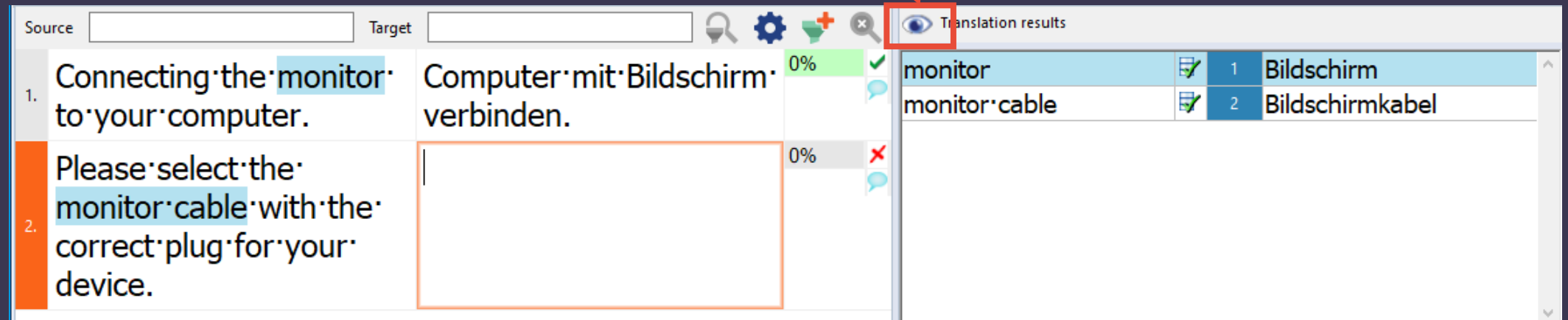
Space appended automatically



Terminology

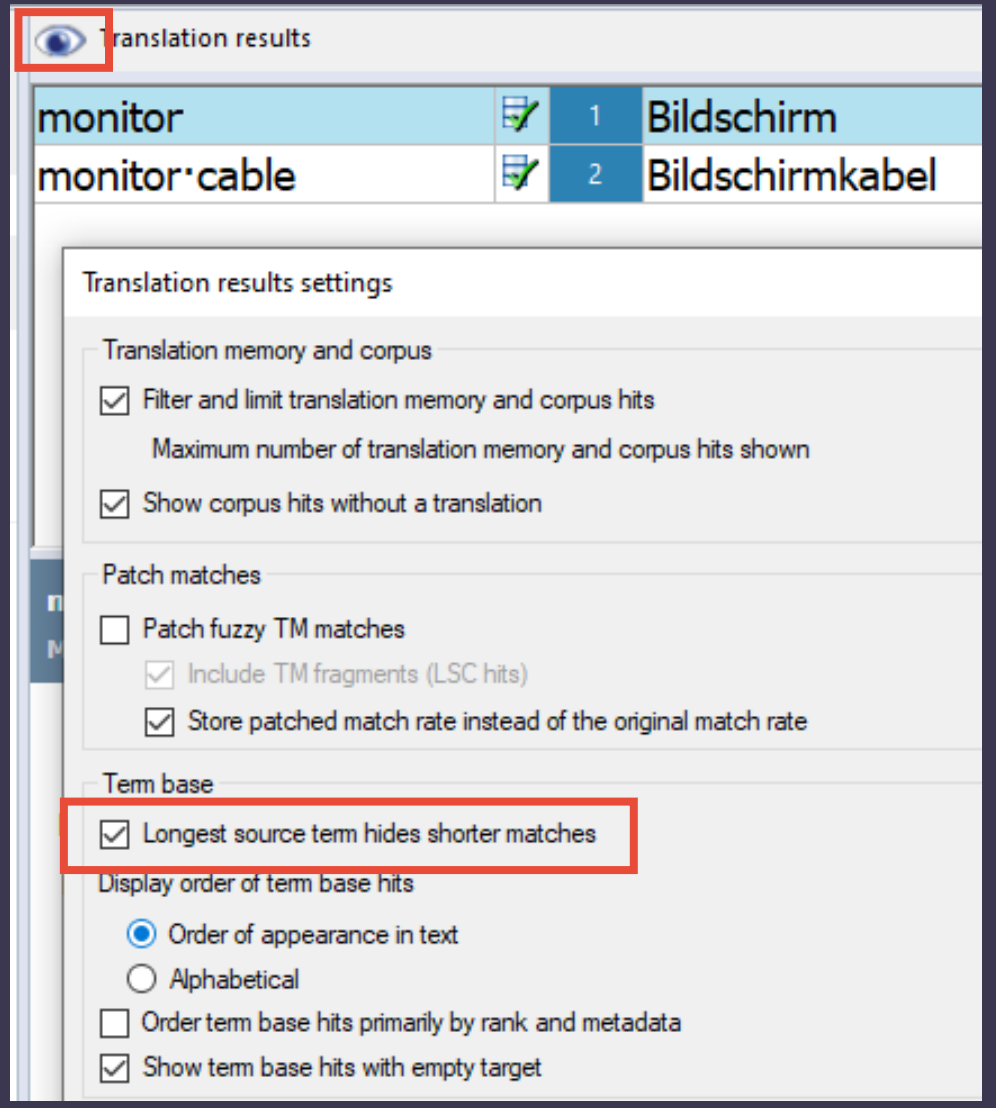
- Longer terms hide shorter terms (click the eye once to show hidden matches)





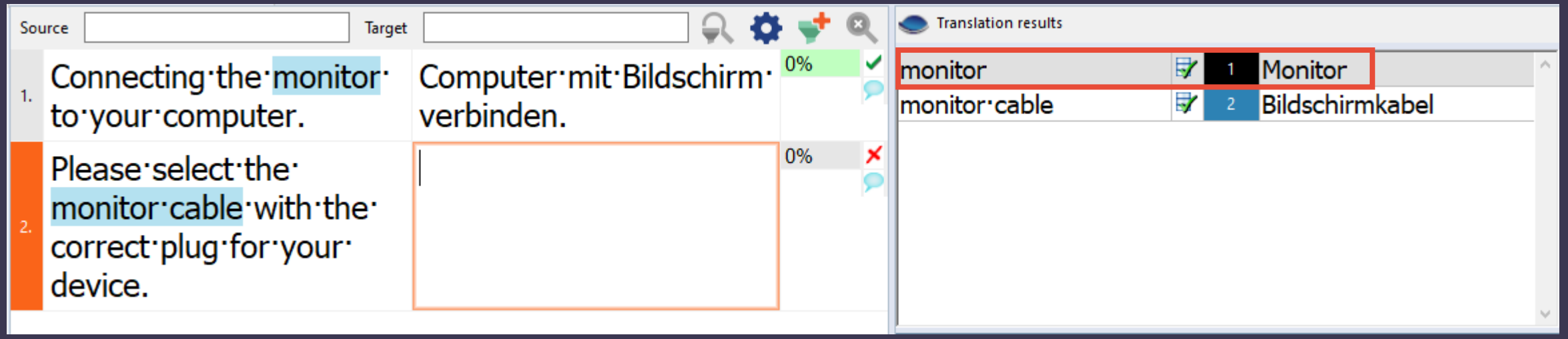
Terminology

- Double-click the eye symbol to switch the option on or off



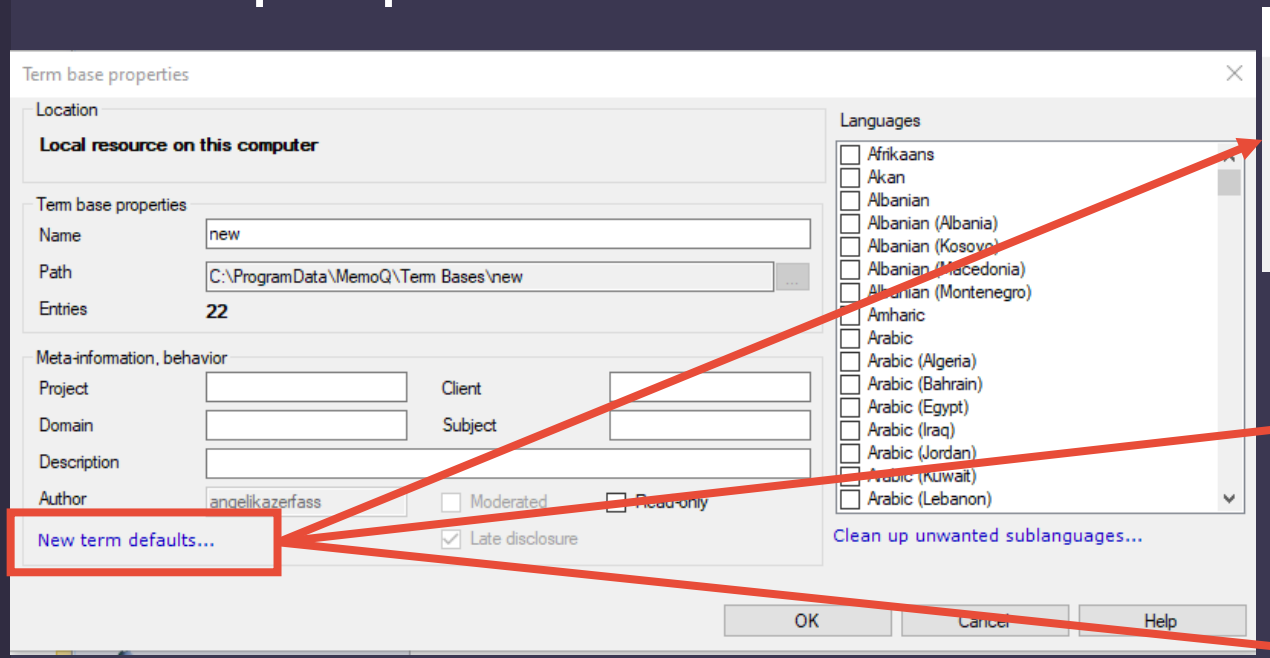
Terminology

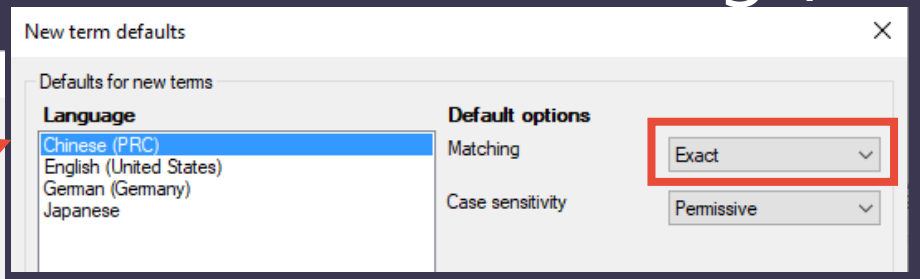
- memoQ is clever enough to show the shorter terms as well, if there is a forbidden term.

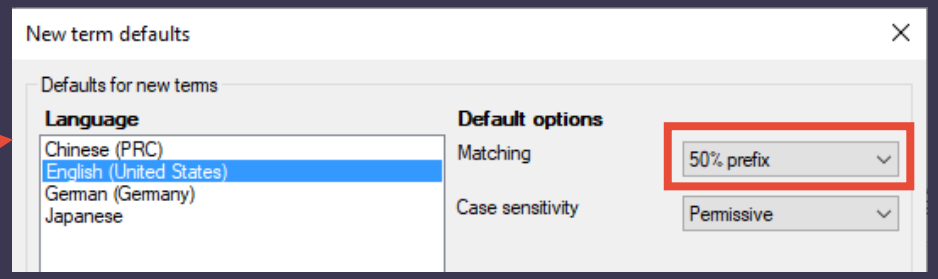


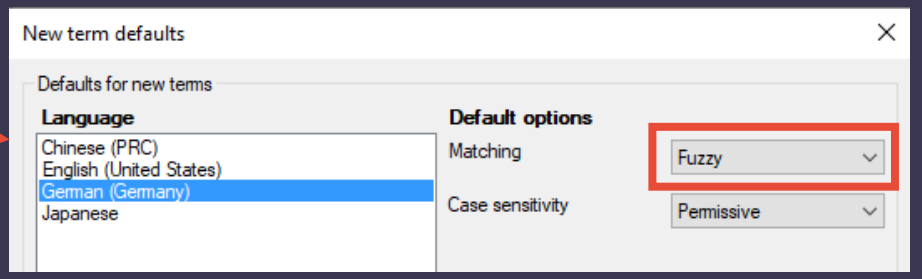
Terminology

- Adding new terms with pre-defined settings for matching and case sensitivity (available in memoQ term bases in the properties and QTerm term bases in the settings)



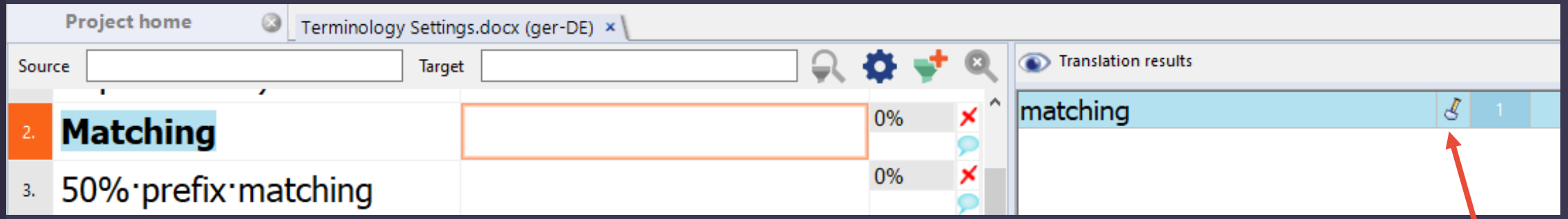


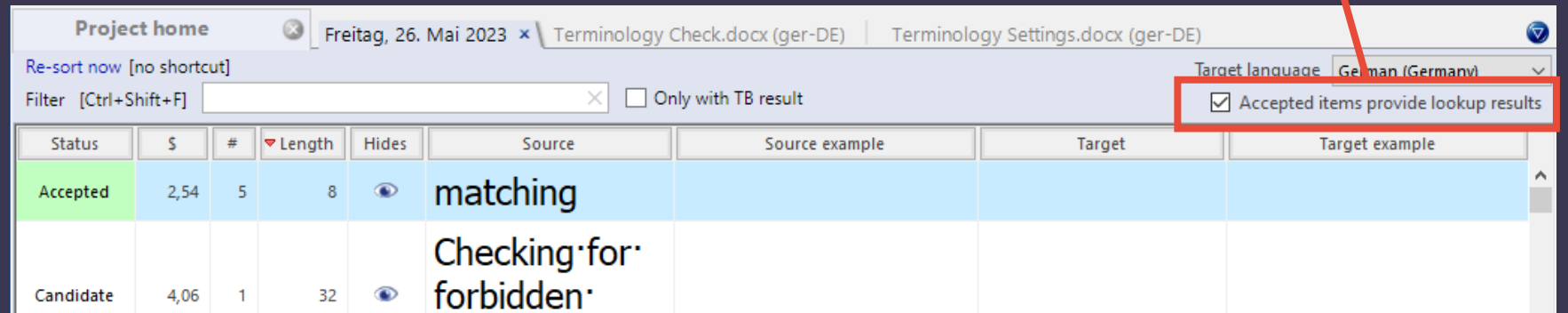




Terminology

- Where does this term come from?
  - If the project contains a term extraction with confirmed terms in the candidates list, the results window can show these terms (one or both languages) with a spade symbol (= term mining)





Project Templates

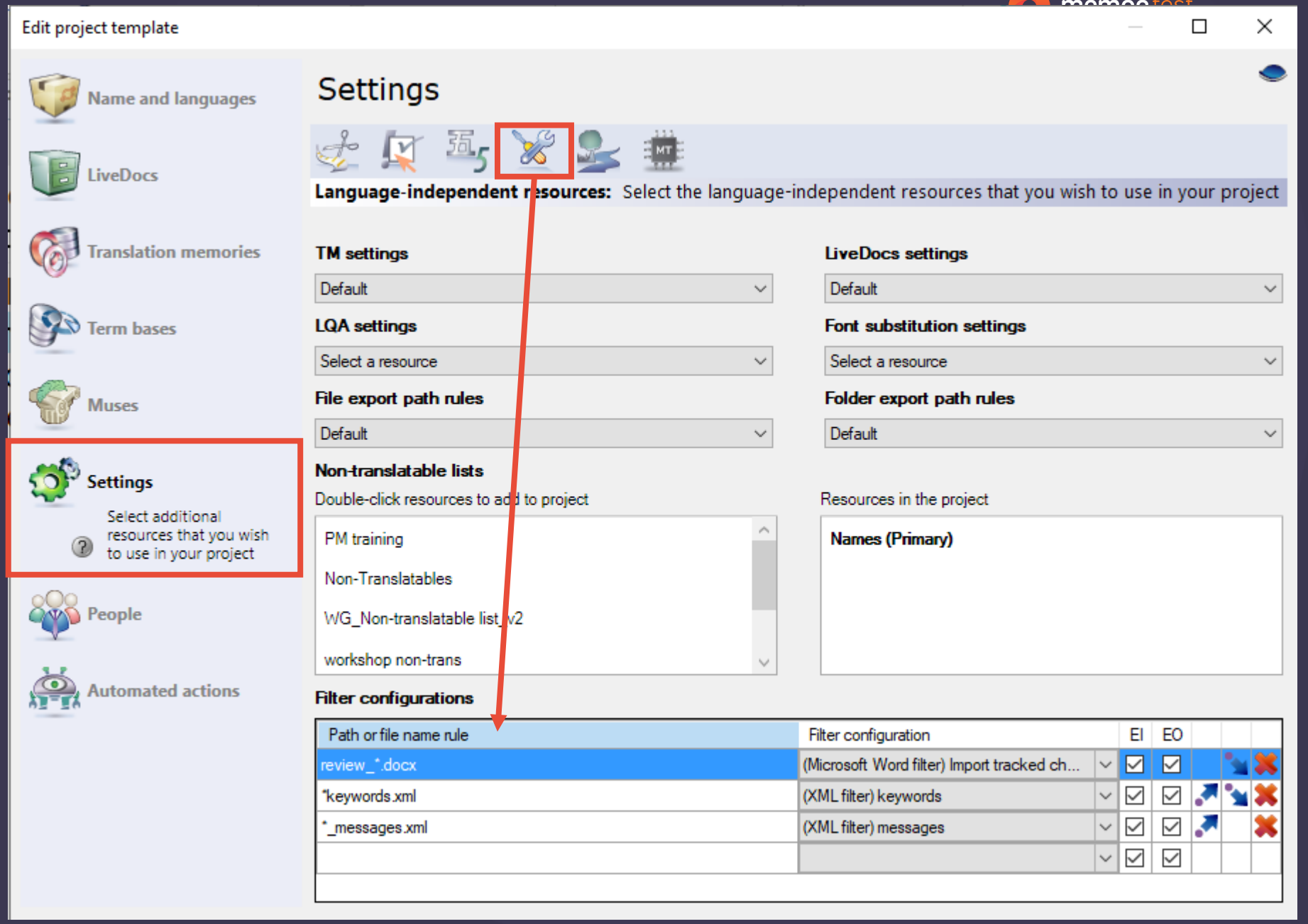
- When you receive files with the same file format from the same client, but depending on what content they have they need different import filters.

- Filter selection according to file name

Project Templates

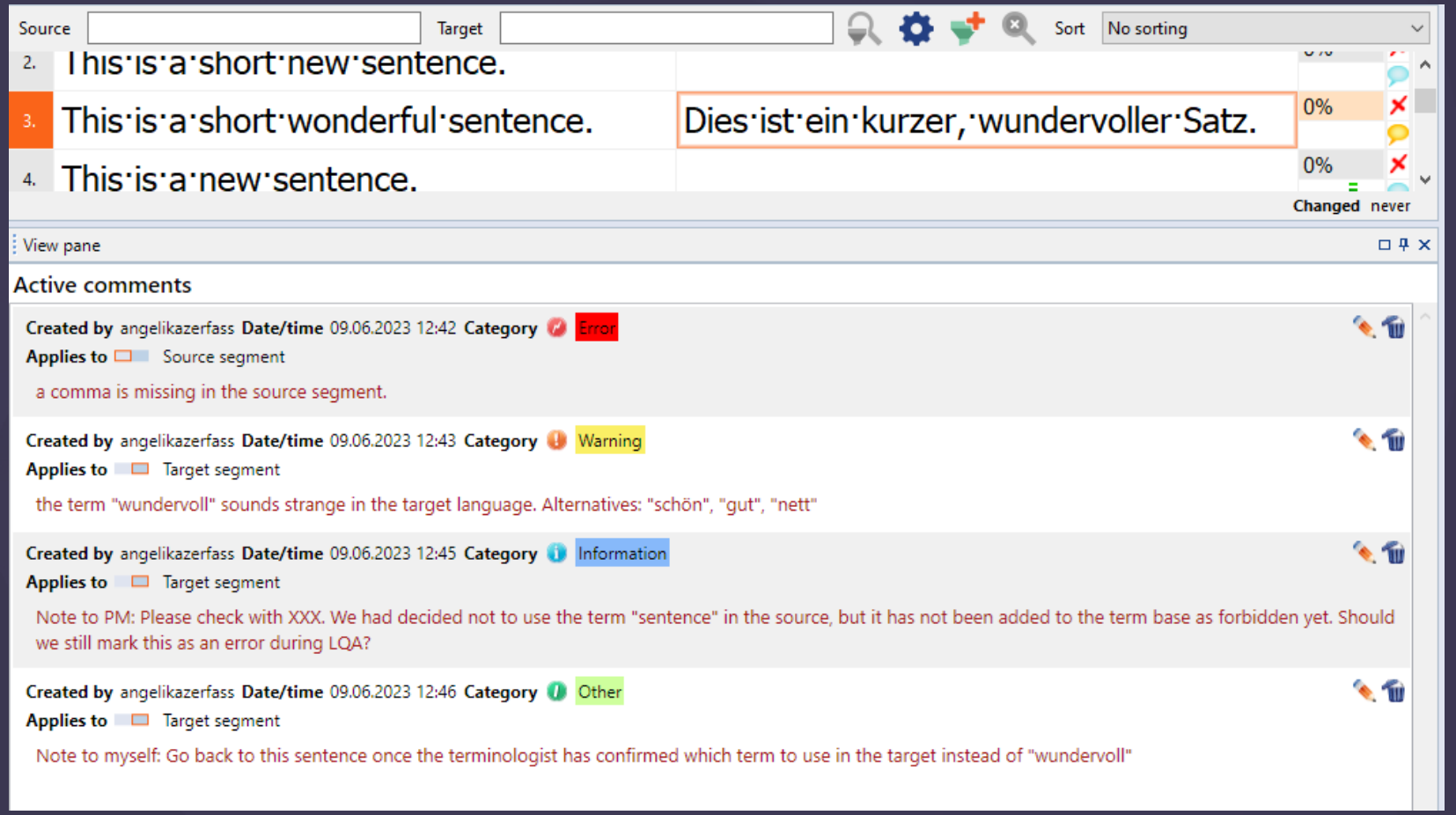
- Assign filters to files that contain a certain word in their names:

- review_*.docx
- *keywords.xml
- *_messages.xml



Comments

- Use comment categories in Word documents to differentiate between types of comments.

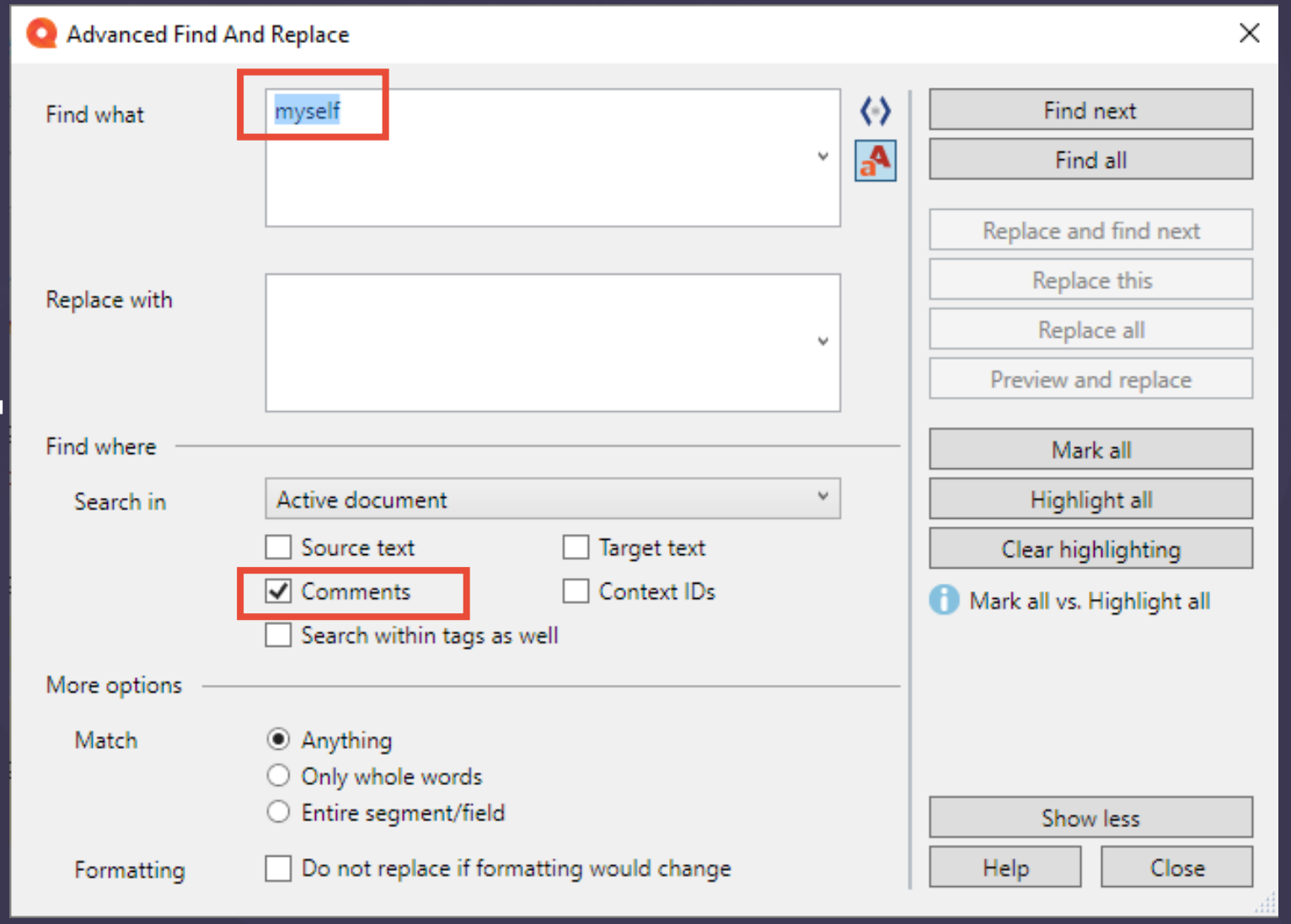


Comments

- Using keywords like

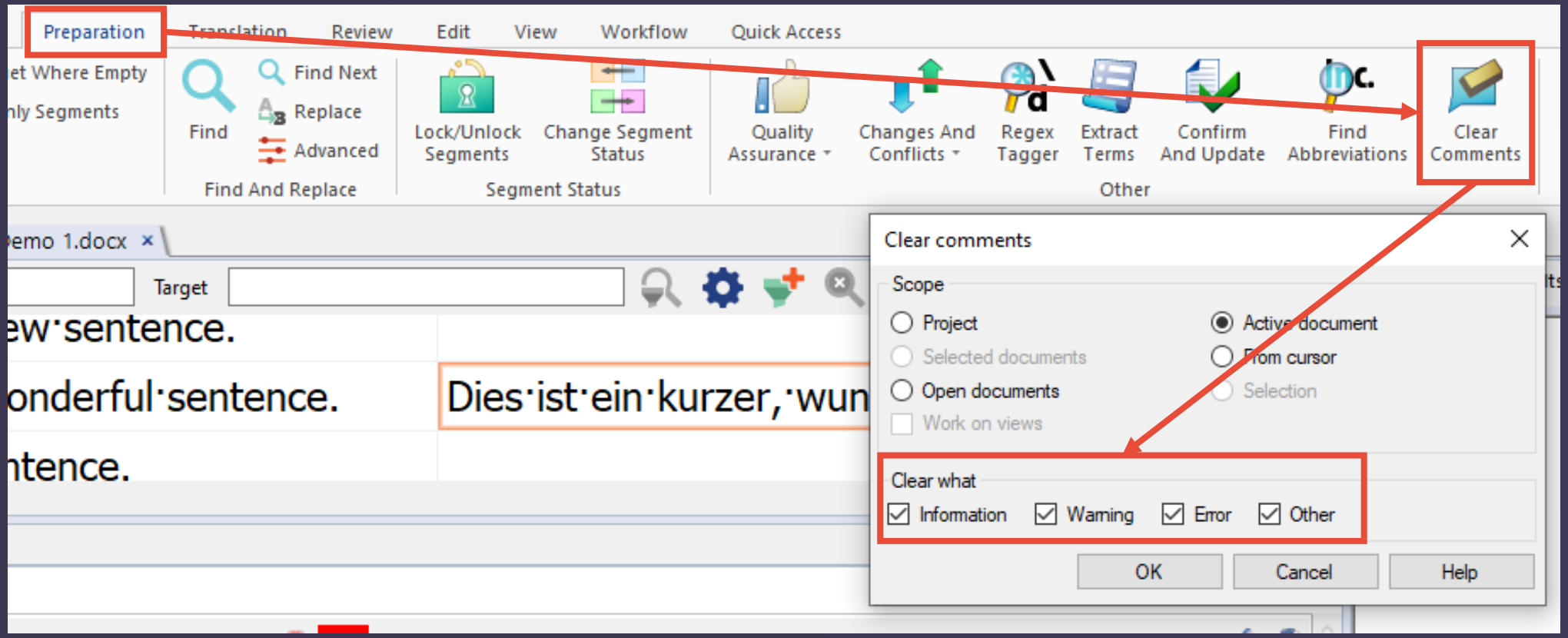
  "not to myself"
  or
  "terminology question"

  lets you find segments with specific text in a comment more easily.



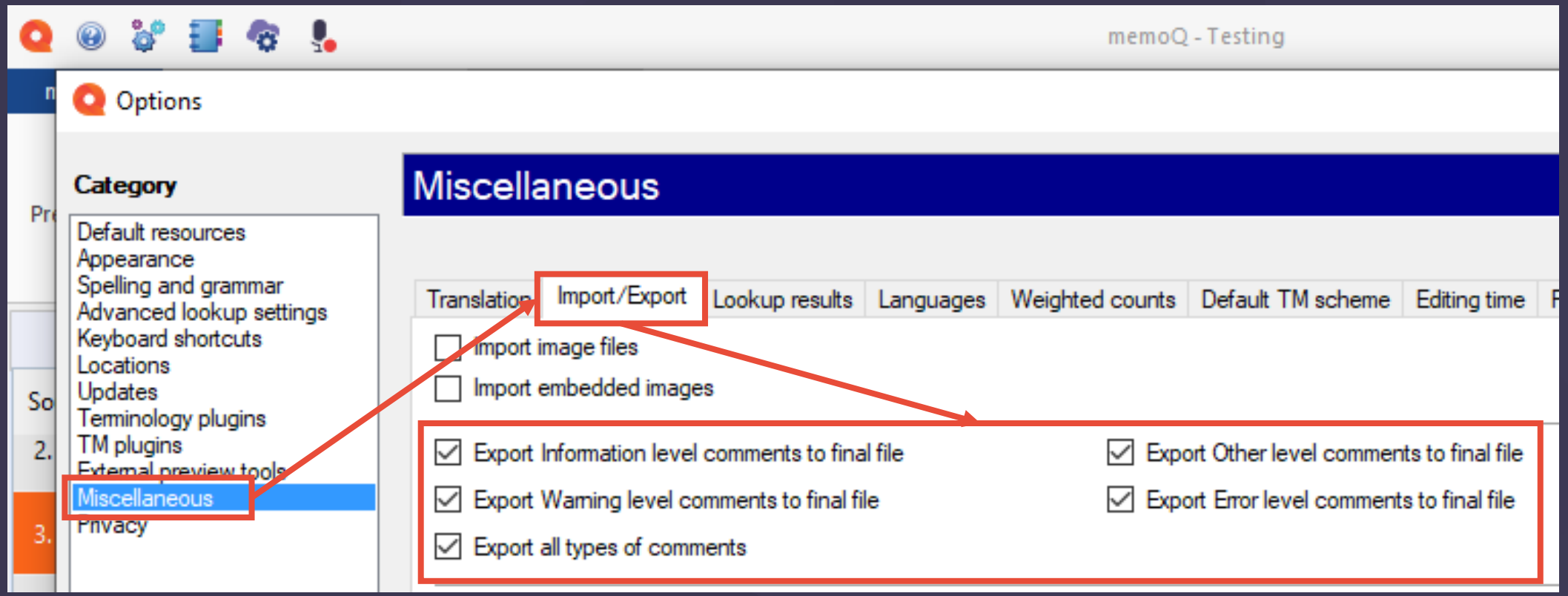
Comments

- Decide which comment types to delete.



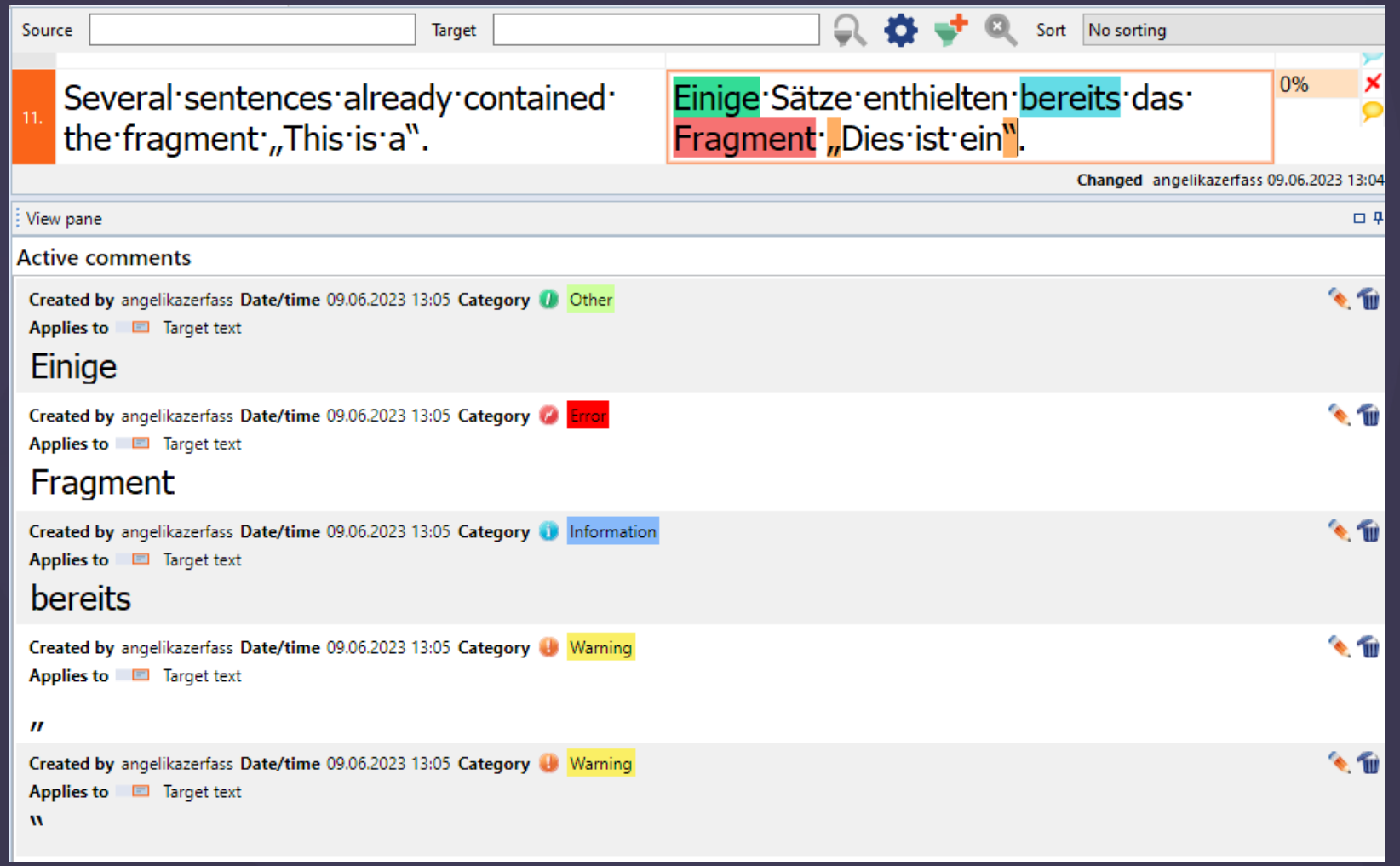
Comments

- Decide which comments to keep in the exported Word document.



Highlights

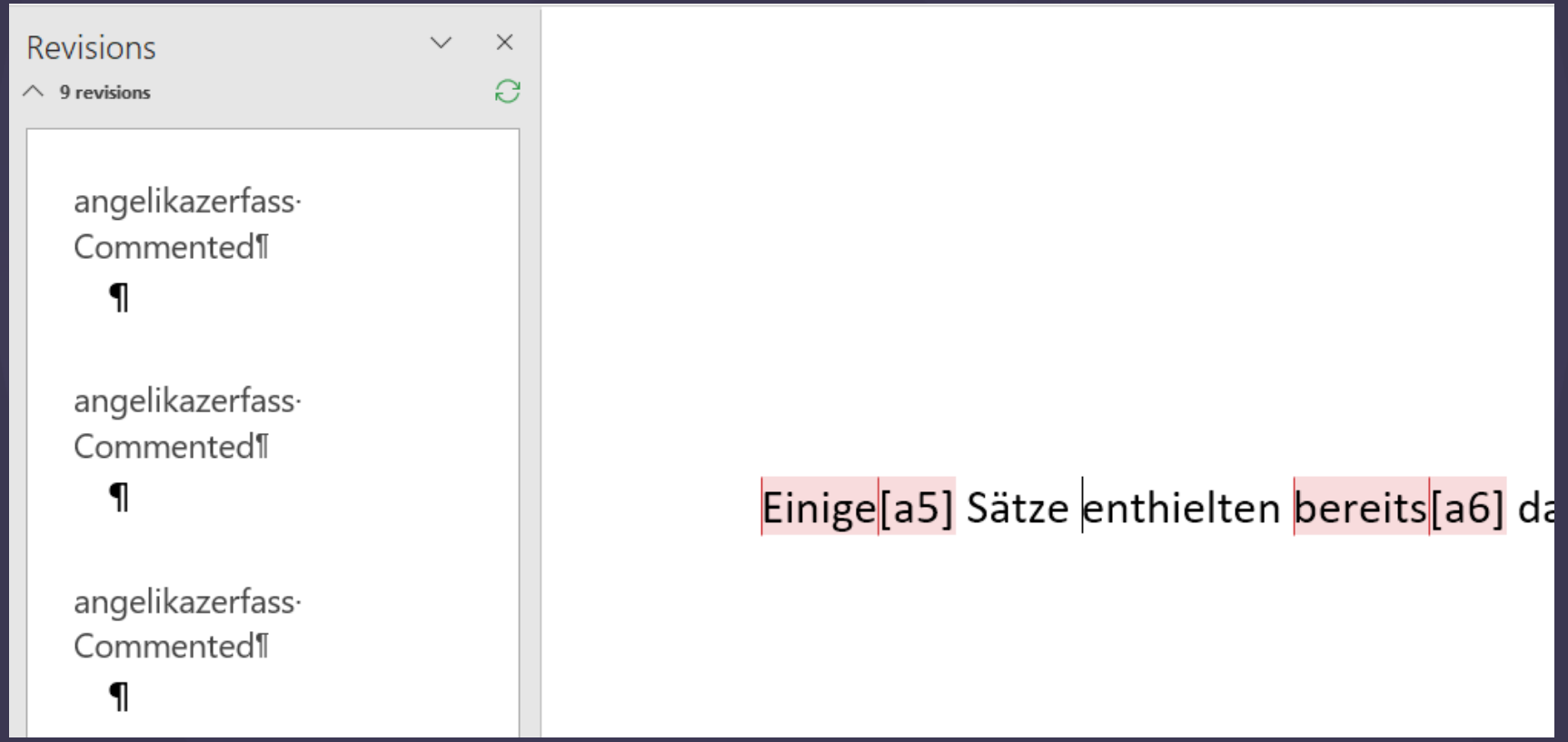
- As highlights are treated as comments, you can use the categorization and deletion for highlights as well.



Highlights

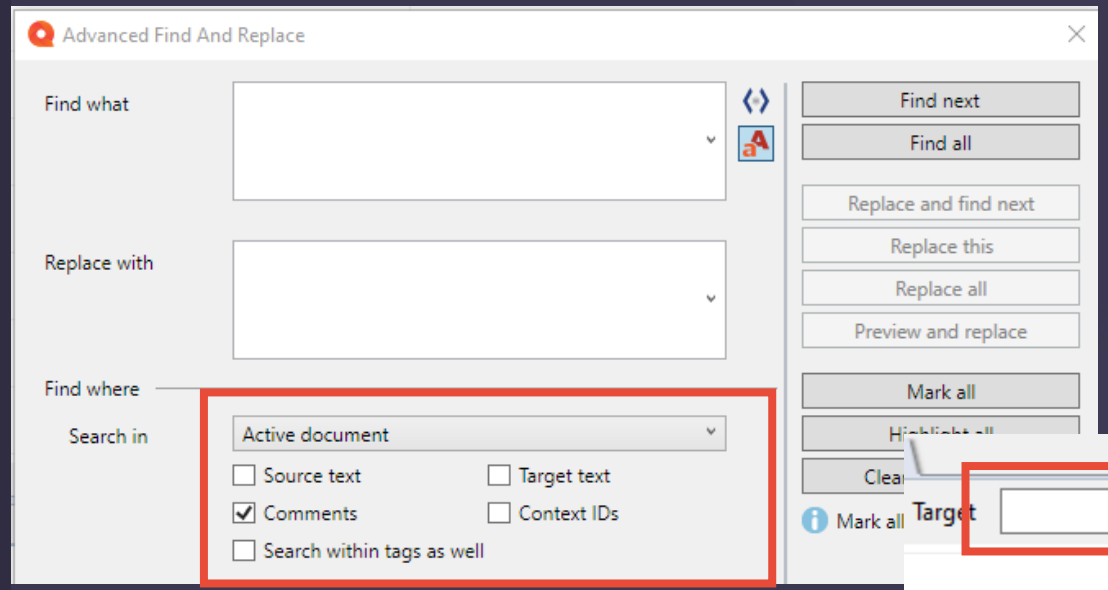
- Note: Highlight colors do not export to the Word document, just the info "commented" appears in Word.

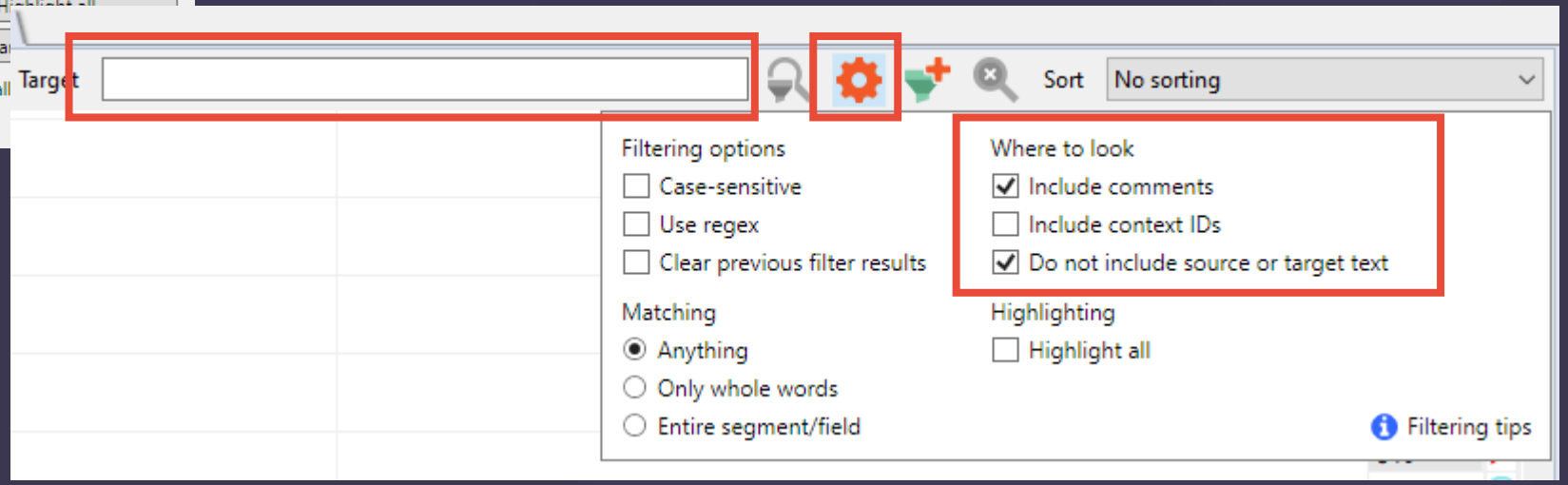
- It is useful to add comment text to the highlight.



Settings for Searching and Filtering

- In the search dialog, you can select where to search.





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Where to get more…

- Official memoQ blog
  - https://blog.memoq.com
- Several power users share their findings through their blogs, for example:
  - Kevin Lossner
    - https://www.translationtribulations.com/
    - You will also find lots of useful information on regular expressions
  - Marek Pawelec
    - https://wasaty.pl/blog/, E-books on memoQ, regular expressions
  - Lucile Danilov
    - https://locdandloaded.net/2022/05/23/memoq-tips/

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And there are probably many many more details like these ☺

Any questions?

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