

Details, Details, Details



Angelika Zerfaß

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

Resource console - Translation memories

Resources

- Translation memories
- Term bases
- LiveDocs
- Muses
- Auto-translation rules
- AutoCorrect lists
- Non-translatable lists
- Ignore lists
- Segmentation rules
- Filter configurations
- Export path rules
- QA settings

Server URL: My Computer

Language 1: - show all -

Language 2: - show all -

Project: - show all -

Client: - show all -

Subject: - show all -

Domain: - show all -

Last modified: - show all -

Last used: - show all -

Search for name or description: memoQ

Size: - entries

Used in projects: Used in projects

	Name	Path / URL	Source	Target	Last modified	Last used	Count
✓	memoQ day	C:\ProgramData\...	English (United S...	German (Germany)	18.04.2023	17.05.2023	1
✓	memoQ day - double context	C:\ProgramData\...	English (United S...	German (Germany)	18.04.2023	17.05.2023	1
✓	memoQfest_beyond default settings	C:\ProgramData\...	English (United S...	German (Germany)	17.05.2023	25.05.2023	2
✓	Schlungsunterlagen memoQ TM	C:\ProgramData\...	German (Germany)	English (United St...	19.04.2023	19.04.2023	4378



TM Import

Import several TMs into one

	Name	Path / URL	Source	Target
✓	[zaac_Presentations]	C:\ProgramData\...	English (United S...	Gemar
✓	Master_Client C	C:\ProgramData\...	English (United S...	Gemar
✓	memoQfest TM	C:\ProgramData\...	English (United S...	Gemar
✓	Schlungsunterlagen memoQ TM	C:\ProgramData\...	German (Germany)	English
✓	test	C:\ProgramData\...	German (Germany)	French
✓	Webinar Client A	C:\ProgramData\...	English (United S...	Gemar
✓	Working TM_Client C	C:\ProgramData\...	English (United S...	Gemar

memoQfest TM [local] ContextTM + single translation | entries: 0 | English (United States) → German (Germany)
Project: n/a Client: n/a Domain: n/a Subject: n/a

Create new Clone Delete Edit Properties **Import...** Export Set permissions Remove from server

Name

- legacy Trados TM.sdltm
- memoQ TMX_from colleague.tmx
- TMX_from client.tmx

Import TM files wizard

How do you want to import the selected files?

☒ Import all selected files to the selected TM:
memoQfest TM

☐ Import all selected files into a new TM, on:
☐ My computer
☐ Online

☐ Import each selected file into separate new TMs, on:
☐ My computer
☐ Online



TMs and Analysis

Statistics Window

Statistics

Scope

- ☒ Project
- ☐ Selected documents
- ☐ Open documents
- ☐ Active document
- ☐ From cursor
- ☐ Selection
- ☐ Work on views
- ☒ Show results for each file

Counts

- ☐ Show counts
- ☒ Status report
- ☐ Include target counts

Analysis

- ☒ Project TMs and corpora
- ☐ Details by source
- ☐ Homogeneity
- ☐ Create project TM
- ☐ Show weighted counts
- ☐ Include locked rows
- ☐ Include spaces in character count
- ☒ Repetitions take precedence over 100%
- ☒ Cross-file repetitions

Word counts

- ☒ memoQ
- ☐ TRADOS 2007-like

Tags in word and character counts

Tag weight word character(s)

Buttons: Calculate, Export, Project TM..., Close, Help

Analysis

Scope *Project documents in current language; number of documents: 9*

Resources *Every TM and corpus*

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

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

Statistics

Scope

- ☒ Project
- ☐ Selected documents
- ☐ Open documents
- ☐ Active document
- ☐ From cursor
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- ☒ memoQ
- ☐ TRADOS 2007-like

Tags in word and character counts

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Buttons: Calculate, Export, Project TM..., Close, Help

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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

Statistics window settings:

- Scope: ☒ Project, ☐ Selected documents, ☐ Open documents, ☐ Active document, ☐ From cursor, ☐ Selection, ☐ Work on views, ☒ Show results for each file
- Counts: ☐ Show counts, ☒ Status report, ☐ Include target counts
- Word counts: ☒ memoQ, ☐ TRADOS 2007-like
- Tags in word and character counts: Tag weight word
- Analysis: ☒ Project TMs and corpora, ☐ Details by source, ☐ Homogeneity, ☐ Create project TM, ☐ Show weighted counts

Buttons: Calculate, Export, Project TM...

Type	Segments	Source words
All	3738	38646
X-translated / double context	2	10
Repetition	1948	11446
101%	196	2667
100%	3	105
95%-99%	36	1234
85%-94%	104	4770
75%-84%	118	3218
50%-74%	302	3293
No match	1029	11903

Right-click context menu options:

- Zurück
- Vorwärts
- Hintergrund speichern unter...
- Als Hintergrund
- Hintergrund kopieren
- Alles auswählen
- Einfügen
- Verknüpfung erstellen
- Zu Favoriten hinzufügen...
- Quellcode anzeigen
- Codierung >
- Drucken...
- Druckvorschau...
- Aktualisieren
- An OneNote senden
- Export to Microsoft Excel**
- Nach Microsoft Excel exportieren
- Send to OneNote
- Eigenschaften

Opens up in 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						



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".

Concordance

Settings

Search for "device* 3"

☒ Put selected text in quotes
☒ Add wildcards to selected text
☐ Auto-detect source/target
☒ Search in source ☐ Search in target

☐ Case sensitive
☒ Find different numbers, too
☐ Guess translation

Filter target

☐ Three-column view ☒ Source + target

Source	Target
device·3	Gerät·3
device·2	Gerät·2
device·1	Gerät·1

Concordance

Settings

Search for "device* 3"

☒ Put selected text in quotes
☒ Add wildcards to selected text
☐ Auto-detect source/target
☒ Search in source ☐ Search in target

☐ Case sensitive
☐ Find different numbers, too
☐ Guess translation

Filter target

☐ Three-column view ☒ Source + target

Source	Target
device·3	Gerät·3



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

memoQfest 2023		C:\ProgramData\MemoQ...	German (Germany), Englis...	26.05.2023	26.05.2023
Create new Delete Properties Export Set permissions Remove from server Register local Sha					
Content type		Source language	Target language	Keywords	
- show all -		- show all -	- show all -	- show all -	
	Name	Source language	Target language	Keywords	
	en-us[1].htm	English (United States)		open in browser	
	Login - memoQWeb.URL	German (Germany)		open in browser	
	Style guide DE.pdf	German (Germany)		open in PDF viewer	
	toy story hotel.jpg	English (United States)		open in image viewer	

Login - memoQWeb

https://mirage.memoq.com/zerfass

90%

memoq

Sign in with a memoQ TMS account

USERNAME

PASSWORD

Show

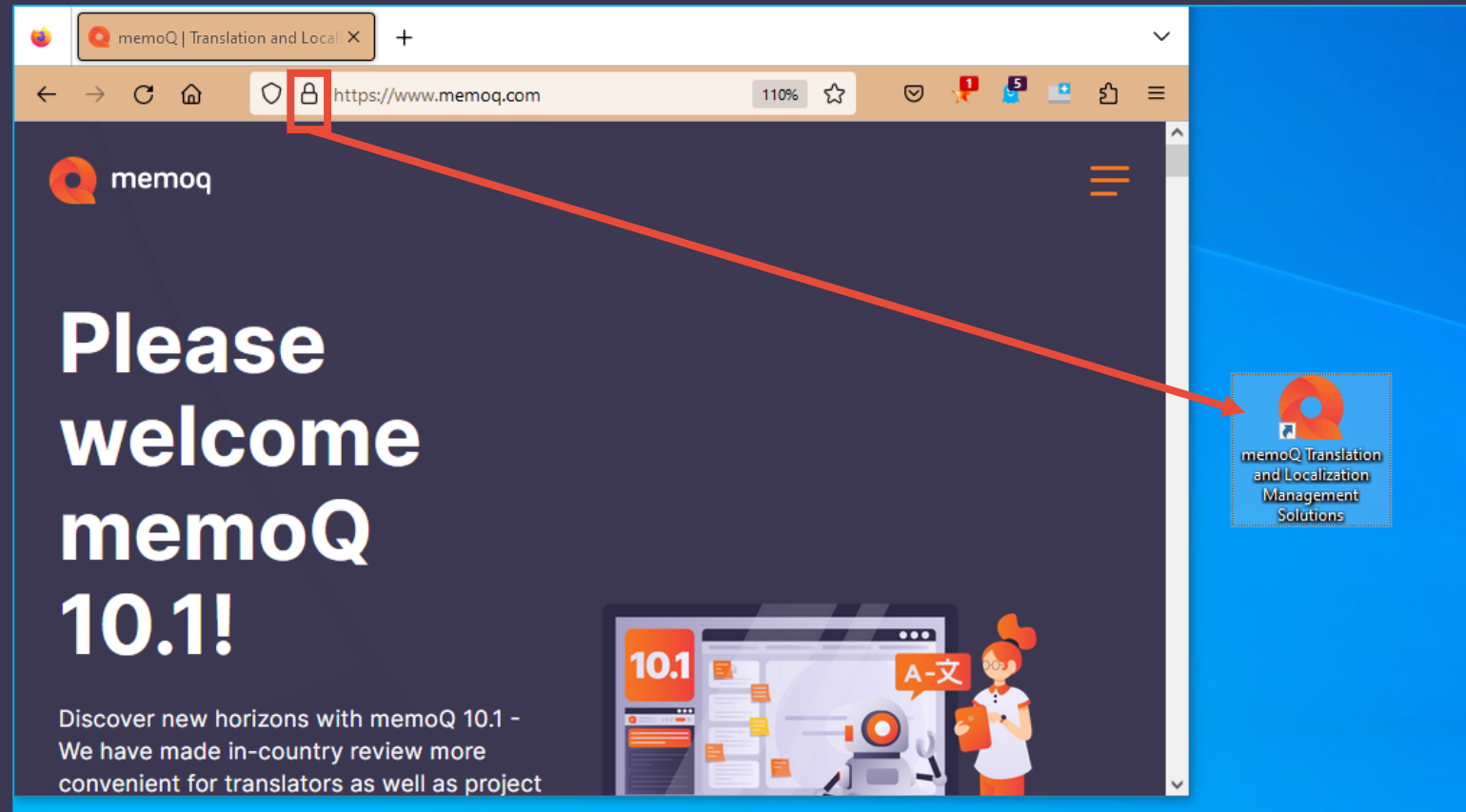
Sign in

memoQ TMS version: 10.1.9 memoQweb frontend: 10.1.9 ui: 10.0.3
Copyright © memoQ Ltd.



Creating a Shortcut from a Webpage

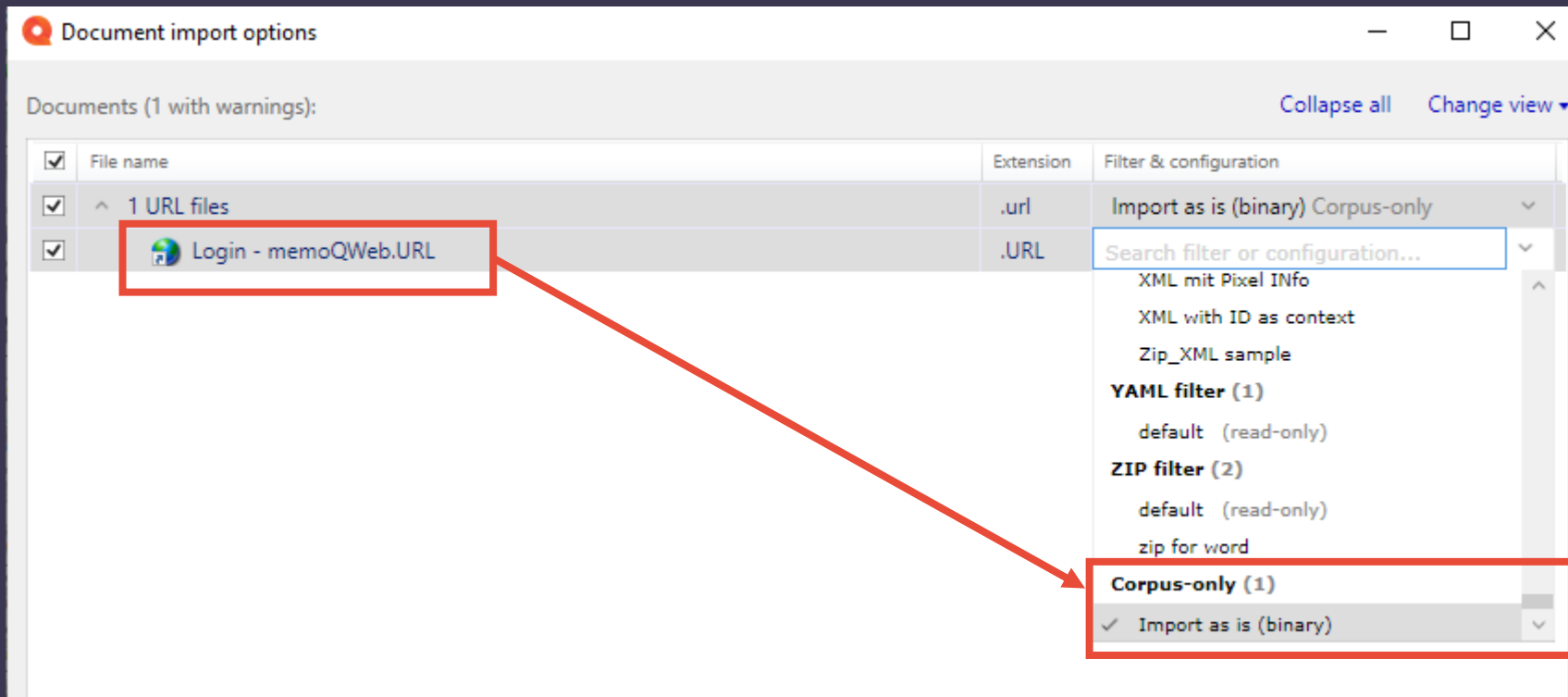
- Open the page in a browser
- Drag and drop the page info to your desktop (use the lock icon)
- Double-click the icon to open the page in the browser





LiveDocs

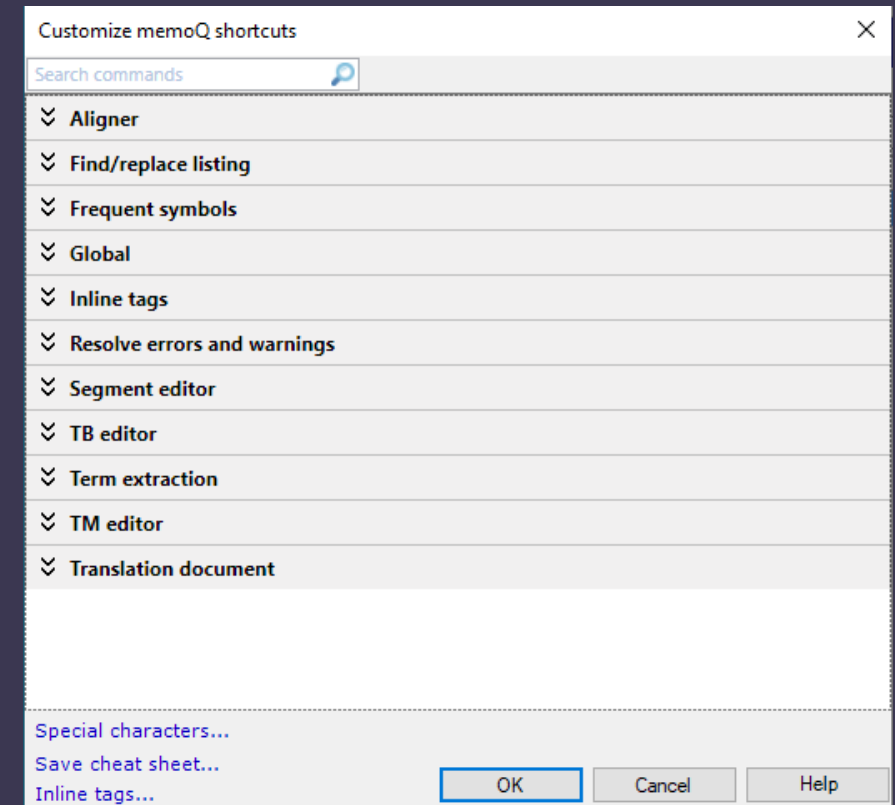
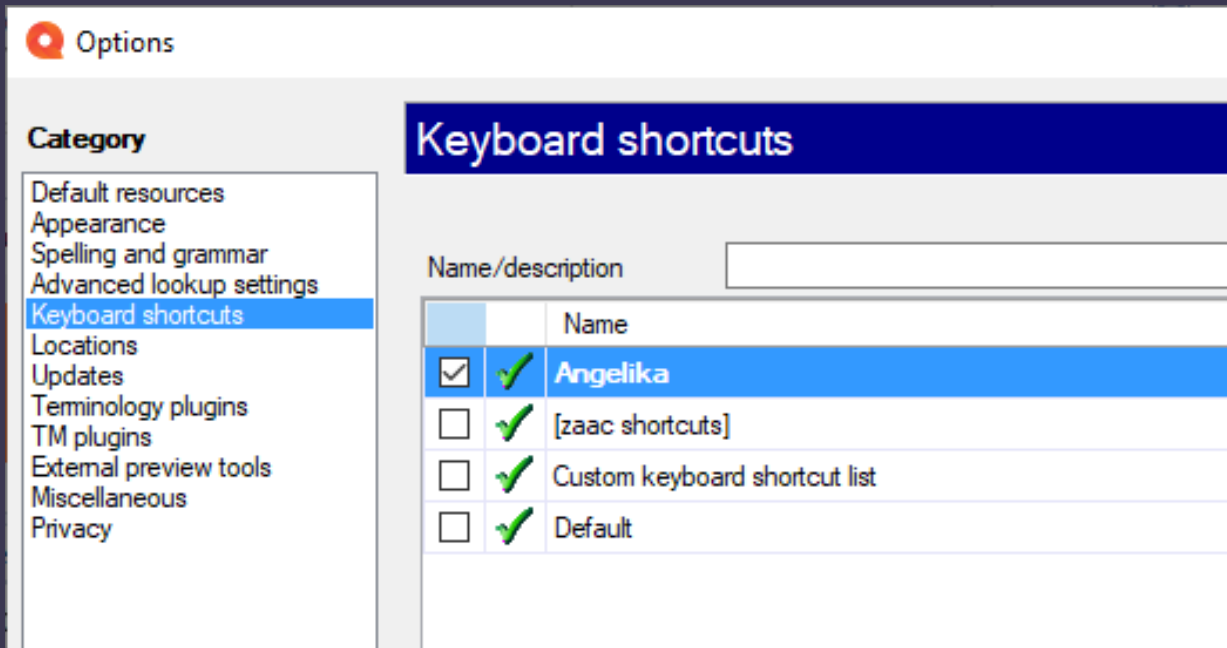
- Add the Shortcut File to the corpus
 - Use "Import Document"
 - Select the "corpus-only" filter





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	

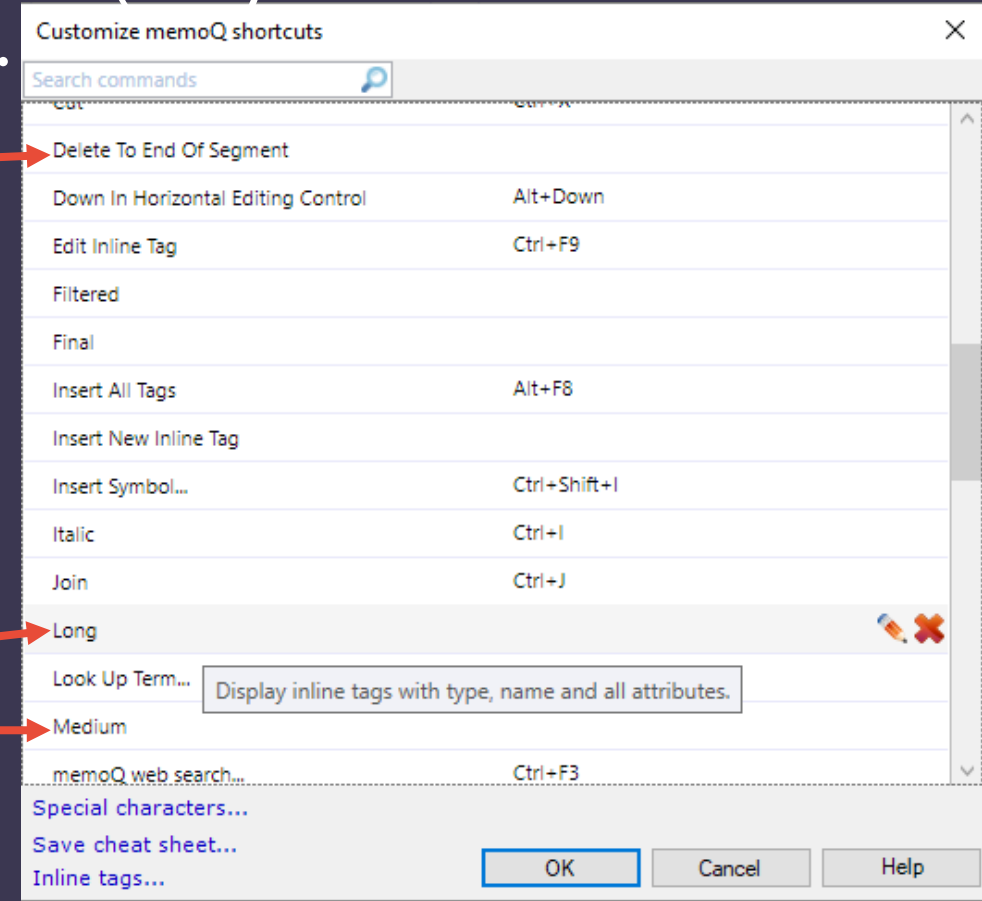


Shortcuts

- 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

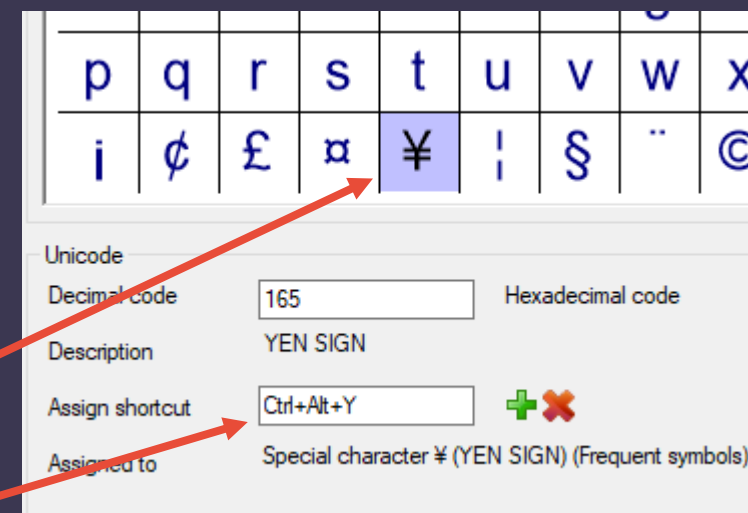
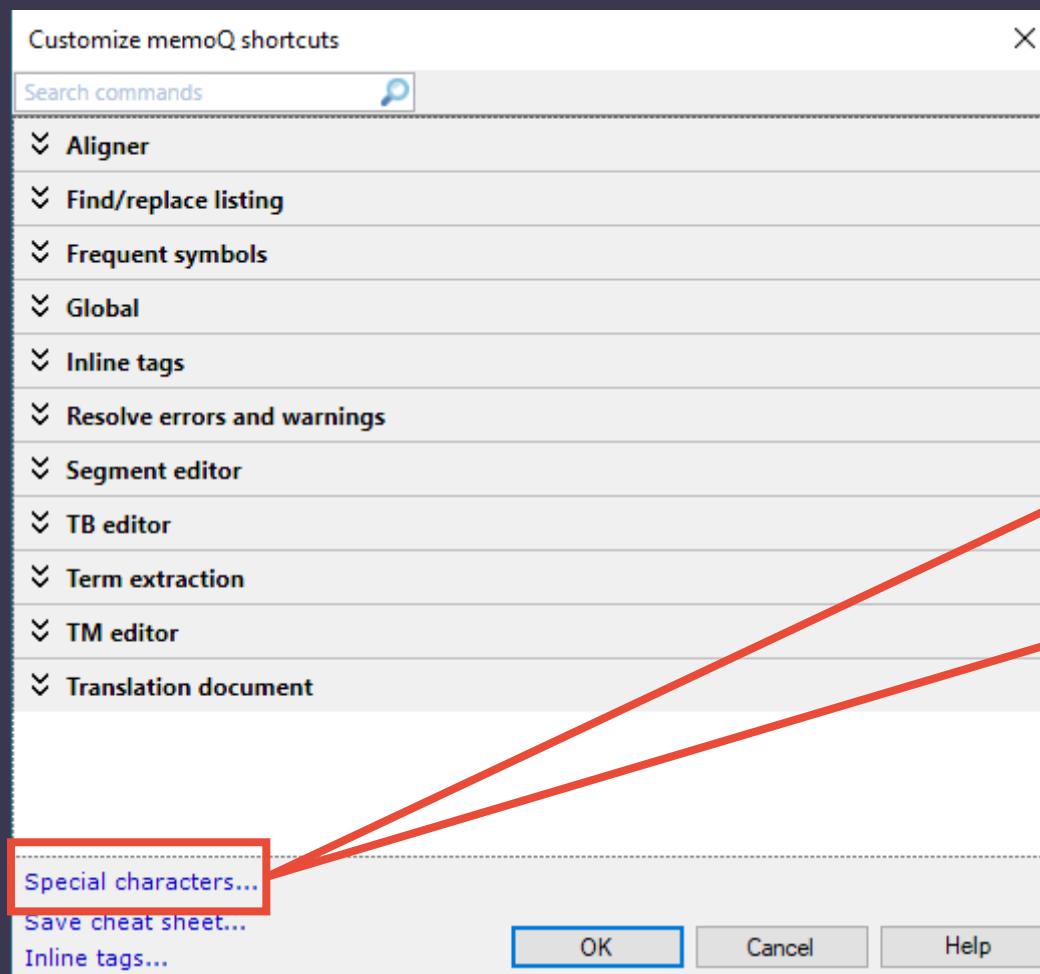
- Use shortcuts to speed up processing your projects...

Global	Assign	
Global	Change Export Path	
Global	Change Workflow Status	
Global	Check Out Local Copy	
Global	Close Project	
	Get Changes From Content Source	
	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

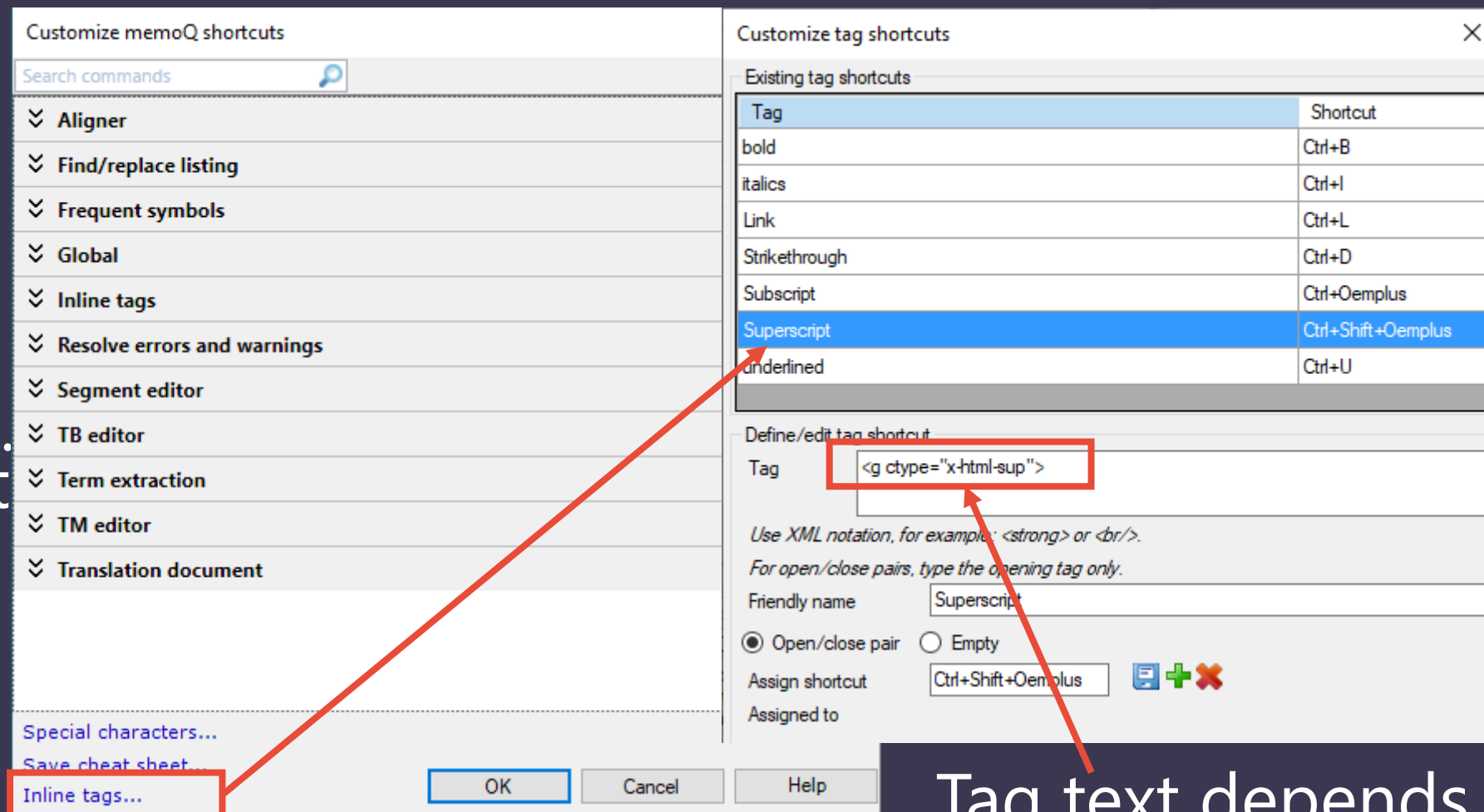
- Add shortcuts to type special characters that are not on your keyboard





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)

Language 1: English (United States) | Language 2: German (Germany)


M	ID	English (United States)	German (Germany)	Modified by	Modified at
0		sentence	Satz [Forbidden: Segment]	angelikazerfa...	17.01.2023 16:44
1		screen [Forbidden: monitor]	Bildschirm [Forbidden: Monitor]	angelikazerfa...	08.02.2023 14:09
2		banana	Banane	angelikazerfa...	17.01.2023 16:54
3		pea	Erbse	angelikazerfa...	17.01.2023 16:54
4		bean	Bohne	angelikazerfa...	17.01.2023 16:54
5		strawberry	Erdbeere	angelikazerfa...	26.05.2023 14:21
6		carrot	Möhre; Karotte [Forbidden: gelbe Rübe]	angelikazerfa...	17.01.2023 16:54

Language: English (United States) | Language: German (Germany)

strawberry | Erdbeere

Matching: 50% prefix | Case sensitivity: Permissive

Import new image | Delete image | Show full-size image | ☒ Show images



Project (ger-DE): 2% | 0 folders | Length: 57 + 0 / 0 + 0



Terminology

- Check the box "include images"

Term base export settings

File

C:\00_demo files EN\05_Terminology\new.zip

☒ Export as CSV ☐ Export as XLSX ☐

☒ Include images

memoQ will create a .zip file containing the .csv file and a folder of the images.

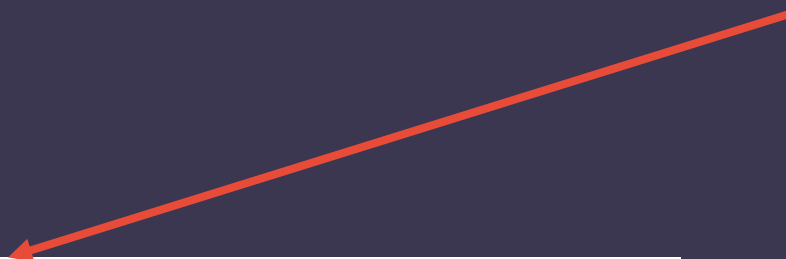
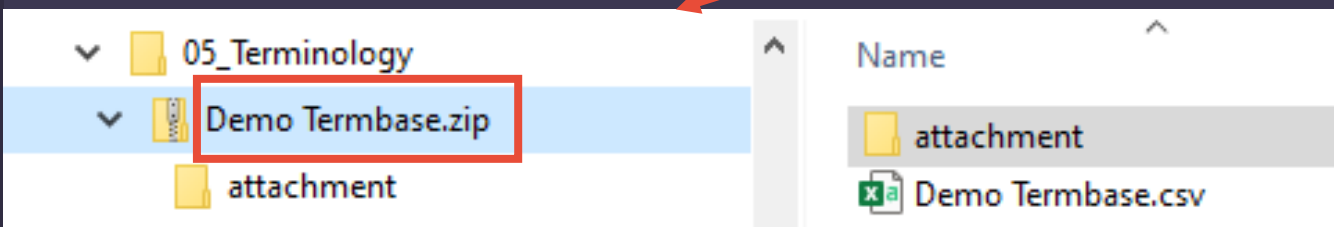
CSV settings

Encoding UTF-8

Delimiter ☐ Tab ☒ Comma ☐ Semicolon ☐ Other .

Fields

<input checked="" type="checkbox"/> Field name	Column header in file
<input checked="" type="checkbox"/> Entry ID	Entry_ID
<input checked="" type="checkbox"/> Subject	Entry_Subject
<input checked="" type="checkbox"/> Domain	Entry_Domain
<input checked="" type="checkbox"/> Client	Entry_ClientID
<input checked="" type="checkbox"/> Project	Entry_ProjectID
<input type="checkbox"/> Created at	Entry_Created
<input type="checkbox"/> Created by	Entry_Creator
<input type="checkbox"/> Modified at	Entry_LastModified
<input type="checkbox"/> Modified by	Entry_Modifier
<input type="checkbox"/> Note	Entry_Note
<input checked="" type="checkbox"/> Image	Entry_Image
<input type="checkbox"/> Term definition	[Language]_Def
<input checked="" type="checkbox"/> Term text (with wildcards)	[Language]
<input checked="" type="checkbox"/> Term information	Term_Info
<input type="checkbox"/> Example of use	Term_Example





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


The screenshot shows the QTerm interface with a table of terms. The 'strawberry' row is highlighted. The right-hand pane shows the 'ImageCaption' field with the text 'red strawberre, large;' and an 'Image' button. Below this, the terms 'strawberry' and 'Erdbeere' are listed next to each other, with a small image of a strawberry.

	English	German
<input type="checkbox"/>	keyboard	Tastatur
<input checked="" type="checkbox"/>	strawberry	Erdbeere
<input type="checkbox"/>	window	Fenster; Dialogfenster

PM demo QTerm
Modified 5/26/2023 2:40 PM by admin

ImageCaption: red strawberre, large; [Image](#)

eng strawberry
ger Erdbeere



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

The screenshot displays the MemoQ interface. On the left, the 'Terminology Check' window shows a source text 'Connect the computer with the screen.' where 'computer' and 'screen' are highlighted. The target text 'Computer' is shown in a box. The progress bar indicates 0% completion. On the right, the 'Translation results' window shows a list of terms: 'computer' (1), 'computer' (2), 'screen' (3), and 'screen' (4). The first result 'Computer' is selected. A tooltip is visible over the second result, stating 'Double-click to insert' and 'Right-click for more options (Ctrl+1)'. A red arrow points from the 'Default setting' text to the first result in the translation results list.

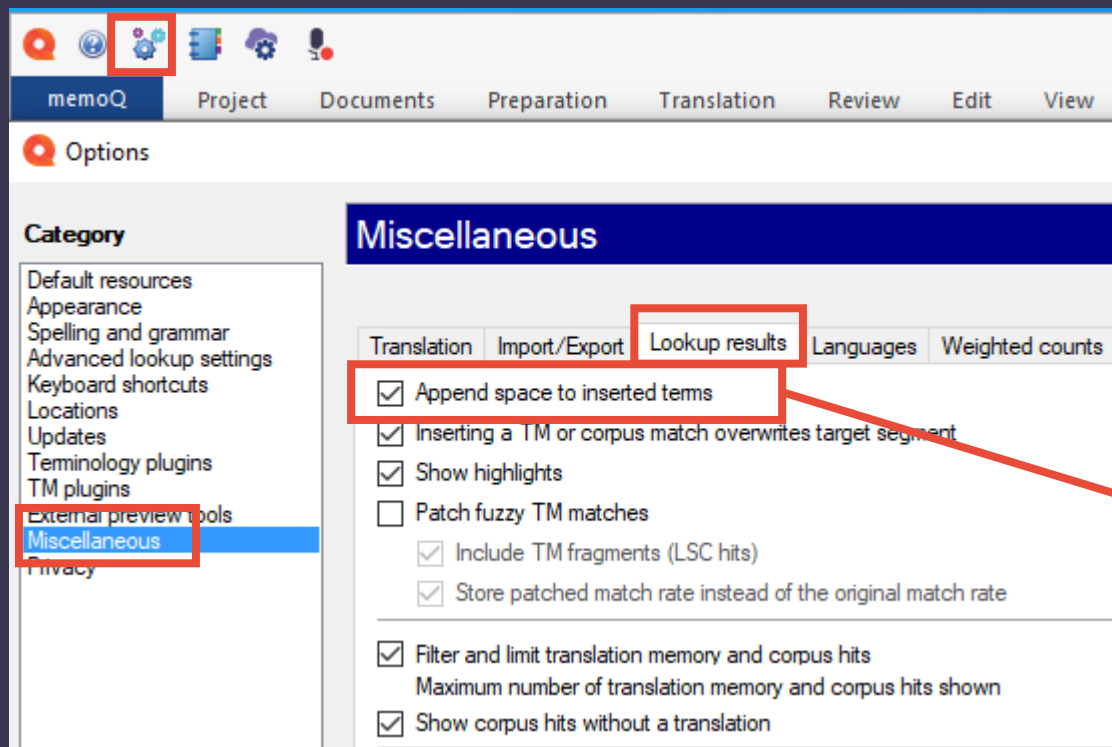
Source	Target	Progress	Status
Terminology Check		0%	✗
Checking from source to target		0%	✗
Connect the computer with the screen.	Computer	0%	✗
Checking from target to source		0%	✗

Term	Count	Result
computer	1	Computer
computer	2	Double-click to insert Right-click for more options (Ctrl+1)
screen	3	screen
screen	4	Monitor

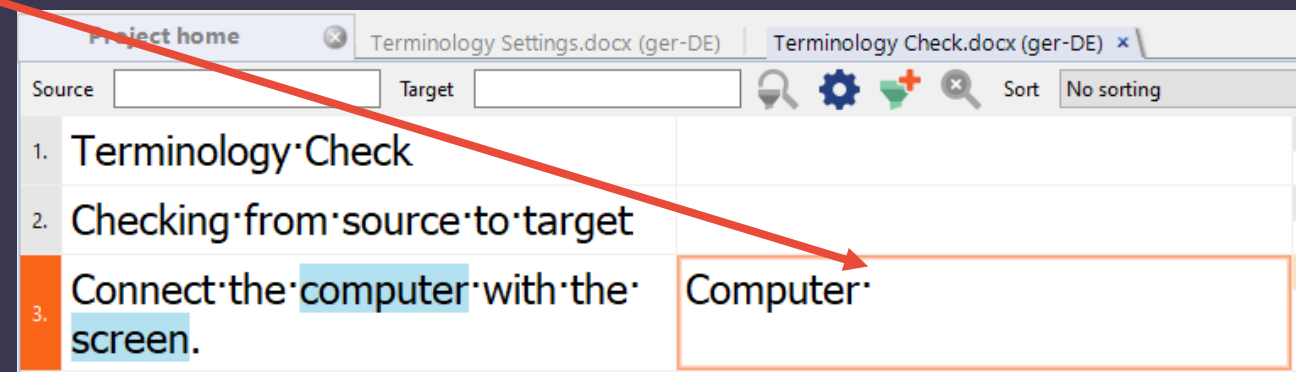


Terminology

- Activate setting in Options -> Miscellaneous



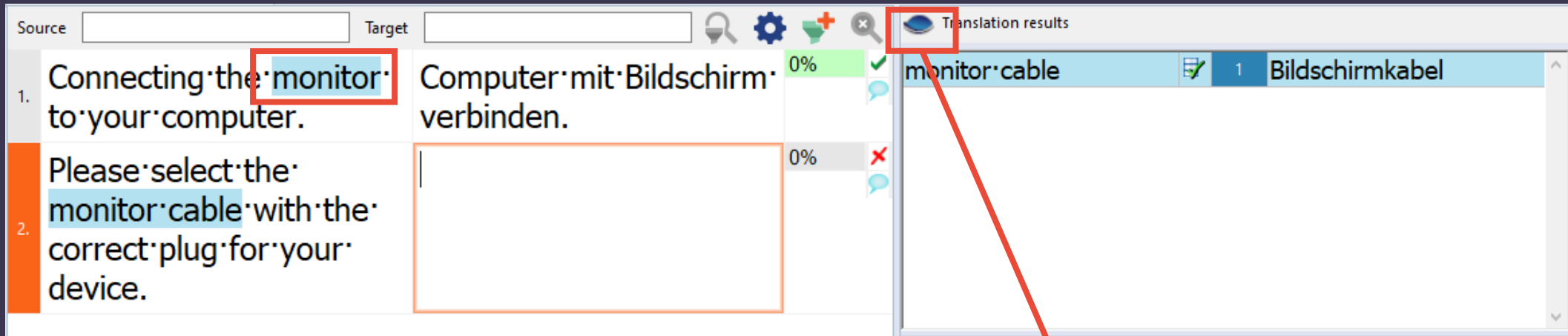
Space appended automatically





Terminology

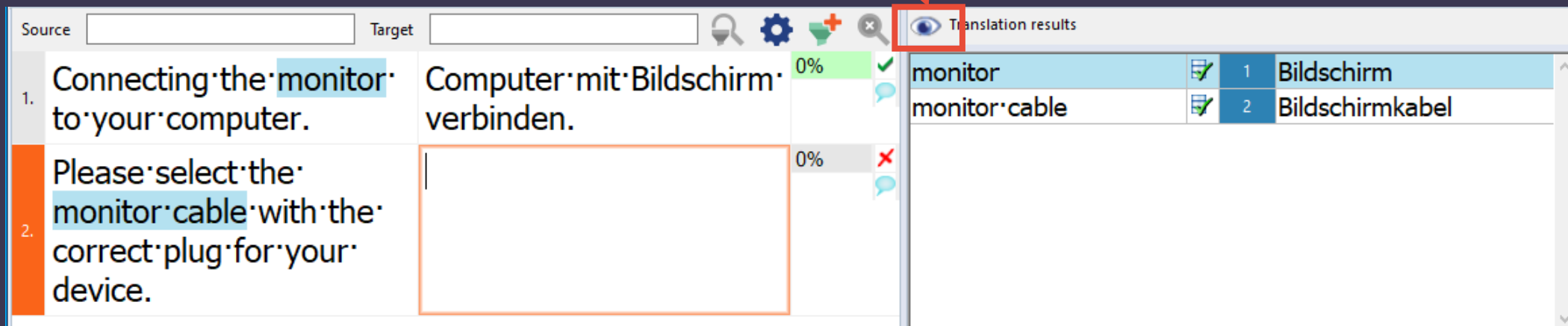
- Longer terms hide shorter terms (click the eye once to show hidden matches)



Source: Connecting the monitor to your computer. Target: Computer mit Bildschirm verbinden. 0% ✓

Source: Please select the monitor cable with the correct plug for your device. Target: 0% ✗

Source	Target	Progress	Status	Count	Translation
monitor cable	Bildschirmkabel	0%	✓	1	Bildschirmkabel



Source: Connecting the monitor to your computer. Target: Computer mit Bildschirm verbinden. 0% ✓

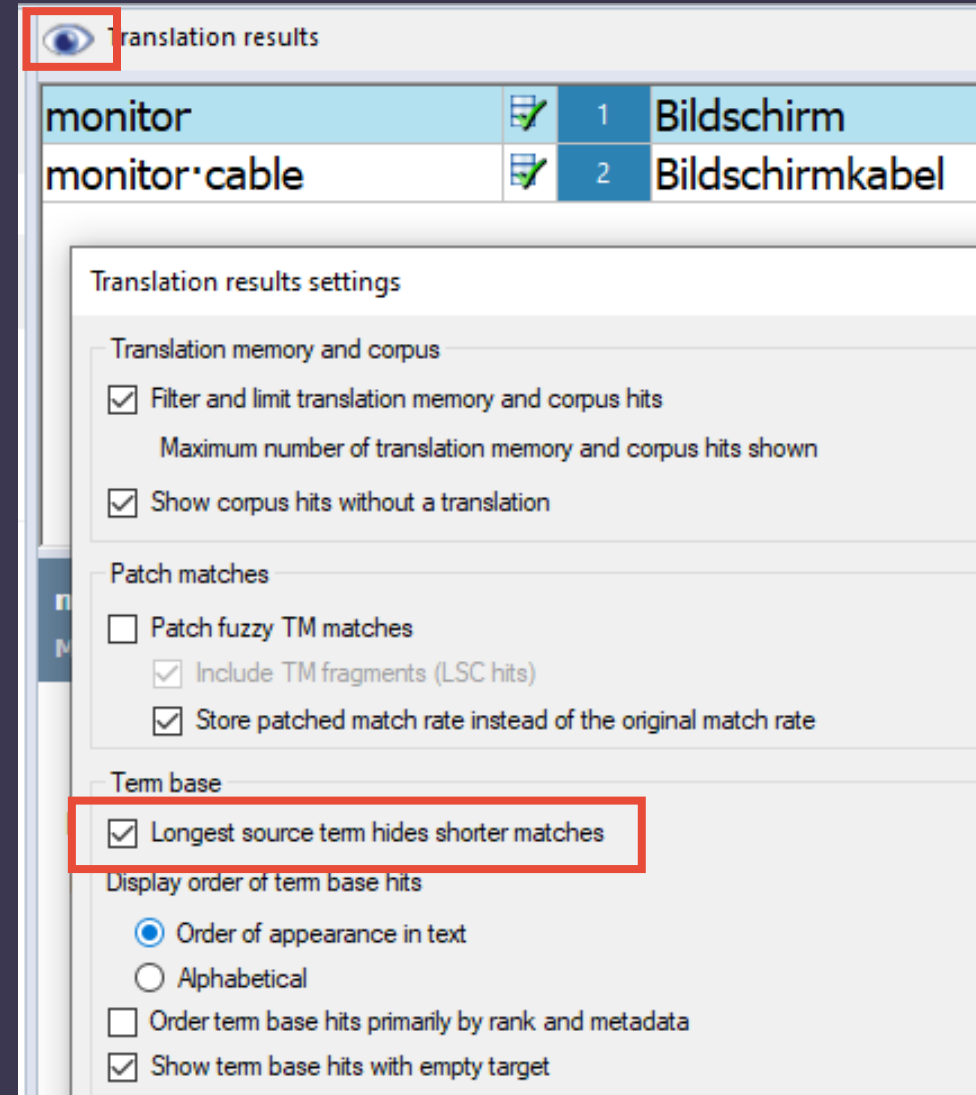
Source: Please select the monitor cable with the correct plug for your device. Target: 0% ✗

Source	Target	Progress	Status	Count	Translation
monitor	Bildschirm	0%	✓	1	Bildschirm
monitor cable	Bildschirmkabel	0%	✓	2	Bildschirmkabel



Terminology

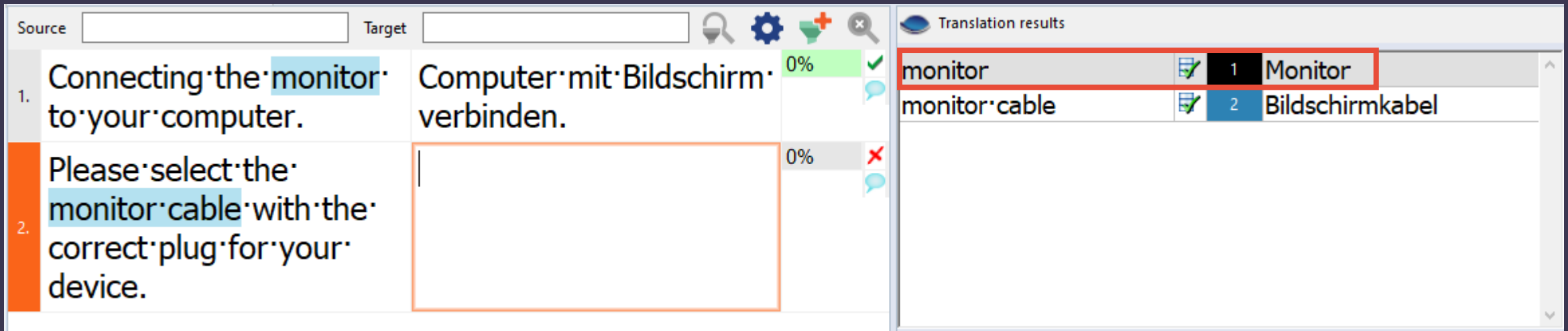
- Double-click the eye symbol to switch the option on or off





Terminology

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



Source	Target	Progress	Status
1. Connecting the monitor to your computer.	Computer mit Bildschirm verbinden.	0%	✓
2. Please select the monitor cable with the correct plug for your device.		0%	✗

Term	Count	Status
monitor	1	✓
monitor cable	2	✓

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)

Term base properties

Location
Local resource on this computer

Term base properties
Name: new
Path: C:\ProgramData\MemoQ\Term Bases\new
Entries: 22

Meta-information, behavior
Project: Client:
Domain: Subject:
Description:
Author: angelikazerfass ☐ Moderated ☐ Read-only ☒ Late disclosure

Languages

- ☐ Afrikaans
- ☐ Akan
- ☐ Albanian
- ☐ Albanian (Albania)
- ☐ Albanian (Kosovo)
- ☐ Albanian (Macedonia)
- ☐ Albanian (Montenegro)
- ☐ Amharic
- ☐ Arabic
- ☐ Arabic (Algeria)
- ☐ Arabic (Bahrain)
- ☐ Arabic (Egypt)
- ☐ Arabic (Iraq)
- ☐ Arabic (Jordan)
- ☐ Arabic (Kuwait)
- ☐ Arabic (Lebanon)

Clean up unwanted sublanguages...

New term defaults...

OK Cancel Help

New term defaults

Defaults for new terms

Language
Chinese (PRC)
English (United States)
German (Germany)
Japanese

Default options
Matching: Exact
Case sensitivity: Permissive

New term defaults

Defaults for new terms

Language
Chinese (PRC)
English (United States)
German (Germany)
Japanese

Default options
Matching: 50% prefix
Case sensitivity: Permissive

New term defaults

Defaults for new terms

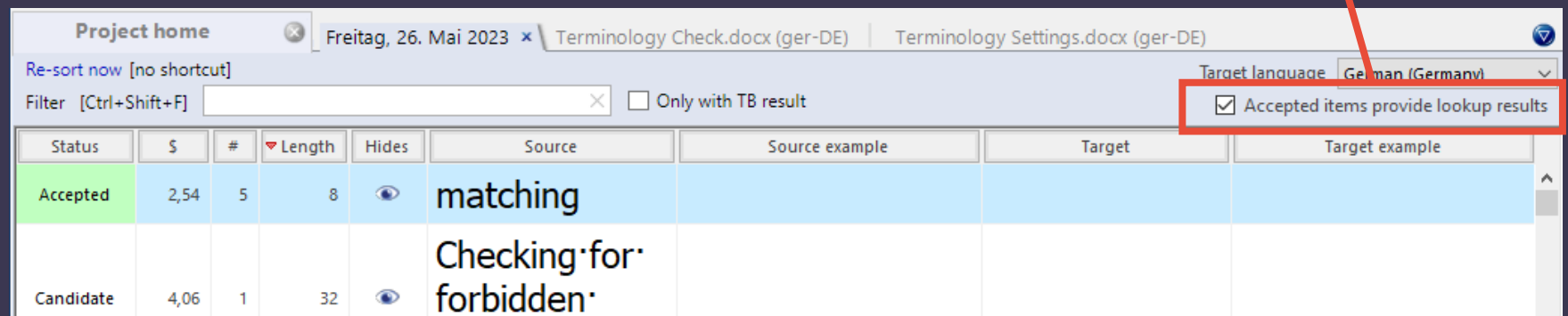
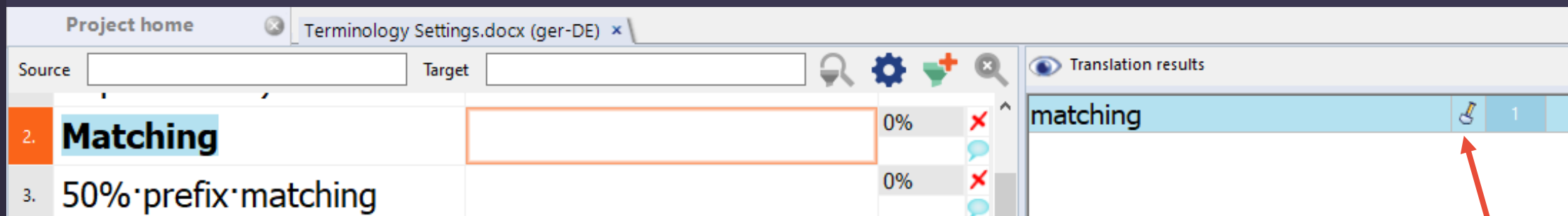
Language
Chinese (PRC)
English (United States)
German (Germany)
Japanese

Default options
Matching: Fuzzy
Case sensitivity: Permissive



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

memosoft

Edit project template

Settings

Language-independent resources: Select the language-independent resources that you wish to use in your project

TM settings
Default

LQA settings
Select a resource

File export path rules
Default

Non-translatable lists
Double-click resources to add to project

PM training
Non-Translatables
WG_Non-translatable list_v2
workshop non-trans

Filter configurations

Path or file name rule	Filter configuration	EI	EO			
review_*.docx	(Microsoft Word filter) Import tracked ch...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
*keywords.xml	(XML filter) keywords	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
*_messages.xml	(XML filter) messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

LiveDocs settings
Default

Font substitution settings
Select a resource

Folder export path rules
Default

Resources in the project

Names (Primary)

Settings
Select additional resources that you wish to use in your project

Name and languages

LiveDocs

Translation memories

Term bases

Muses

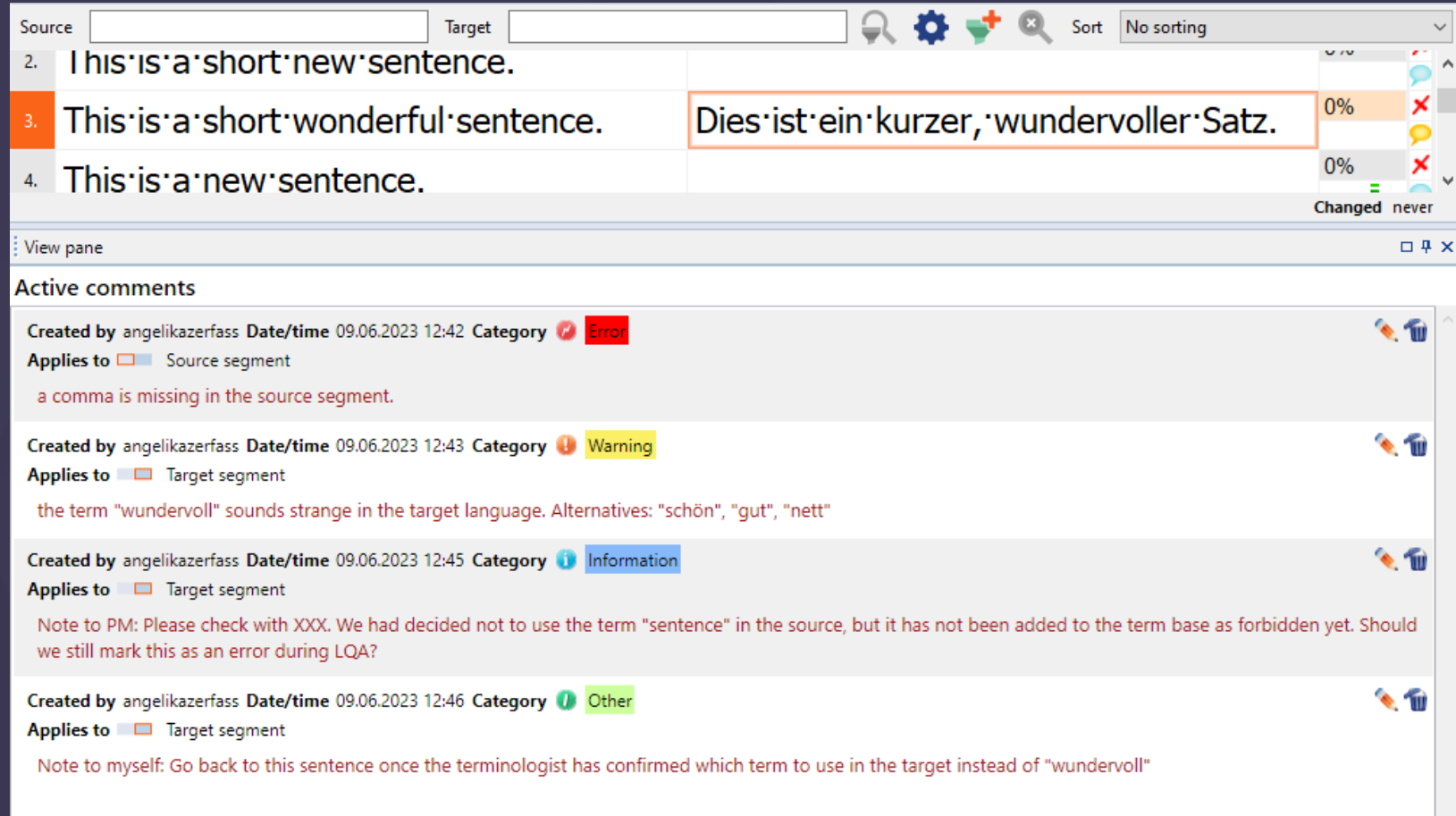
People

Automated actions



Comments

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



The screenshot displays the memoQ interface. At the top, there are input fields for 'Source' and 'Target' segments, followed by icons for search, settings, and a 'Sort' dropdown menu set to 'No sorting'. Below this, a table shows three rows of source and target segments:

	Source	Target
2.	This is a short new sentence.	
3.	This is a short wonderful sentence.	Dies ist ein kurzer, wundervoller Satz.
4.	This is a new sentence.	

On the right side of the table, there are progress bars for each row, all showing 0% completion. Below the table, there is a 'View pane' section with a list of 'Active comments'.

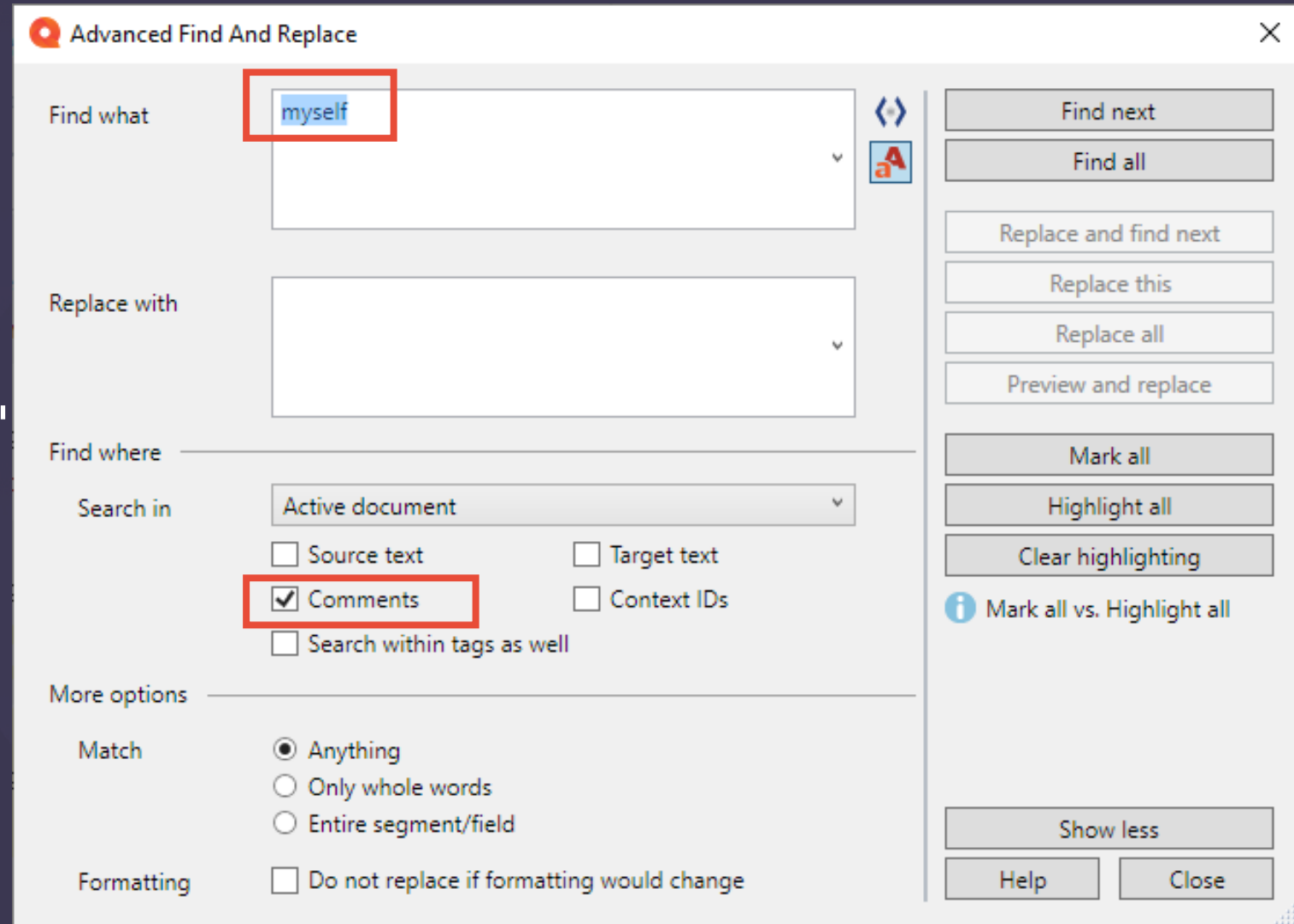
Active comments

- Created by:** angelikazerfass **Date/time:** 09.06.2023 12:42 **Category:** Error
Applies to: Source segment
a comma is missing in the source segment.
- Created by:** angelikazerfass **Date/time:** 09.06.2023 12:43 **Category:** Warning
Applies to: Target segment
the term "wundervoll" sounds strange in the target language. Alternatives: "schön", "gut", "nett"
- Created by:** angelikazerfass **Date/time:** 09.06.2023 12:45 **Category:** Information
Applies to: Target segment
Note to PM: Please check with XXX. We had decided not to use the term "sentence" in the source, but it has not been added to the term base as forbidden yet. Should we still mark this as an error during LQA?
- Created by:** angelikazerfass **Date/time:** 09.06.2023 12:46 **Category:** Other
Applies to: Target segment
Note to myself: Go back to this sentence once the terminologist has confirmed which term to use in the target instead of "wundervoll"



Comments

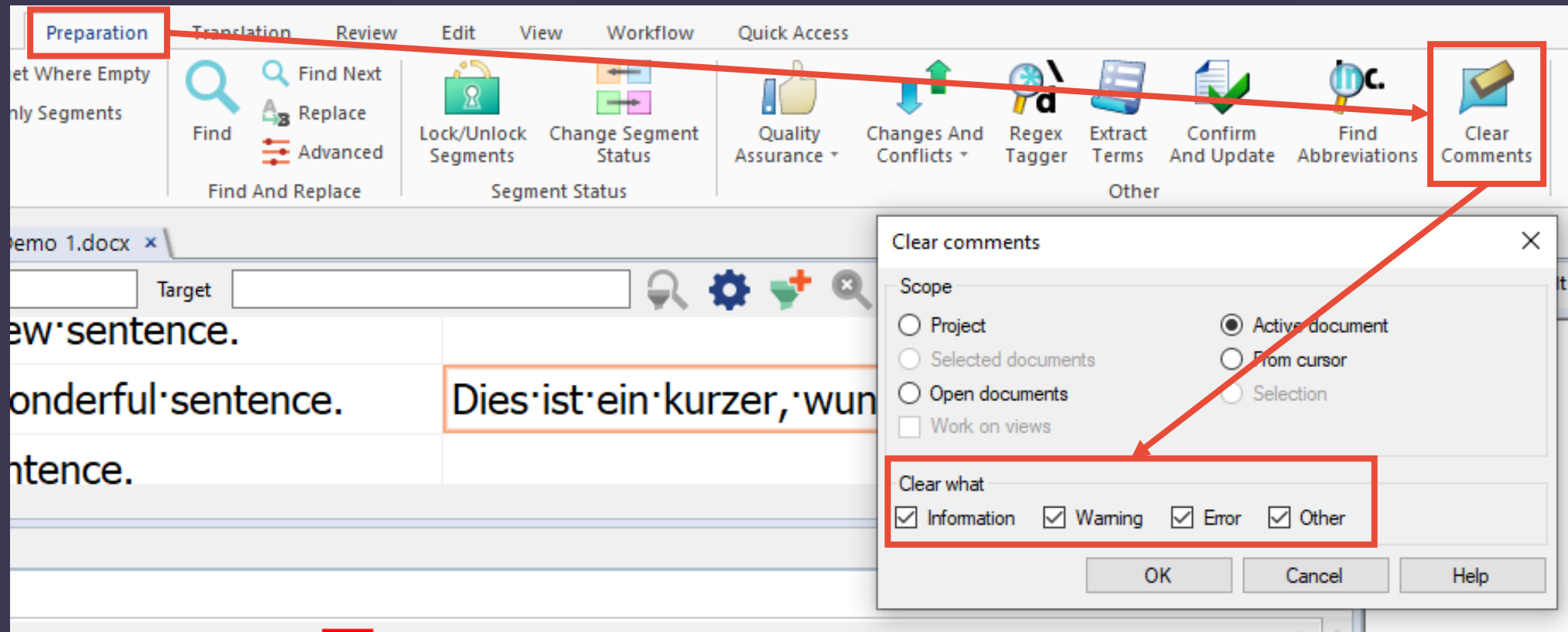
- Using keywords like "not to myself" or "terminology question" lets you find segments with specific text in a comment more easily.





Comments

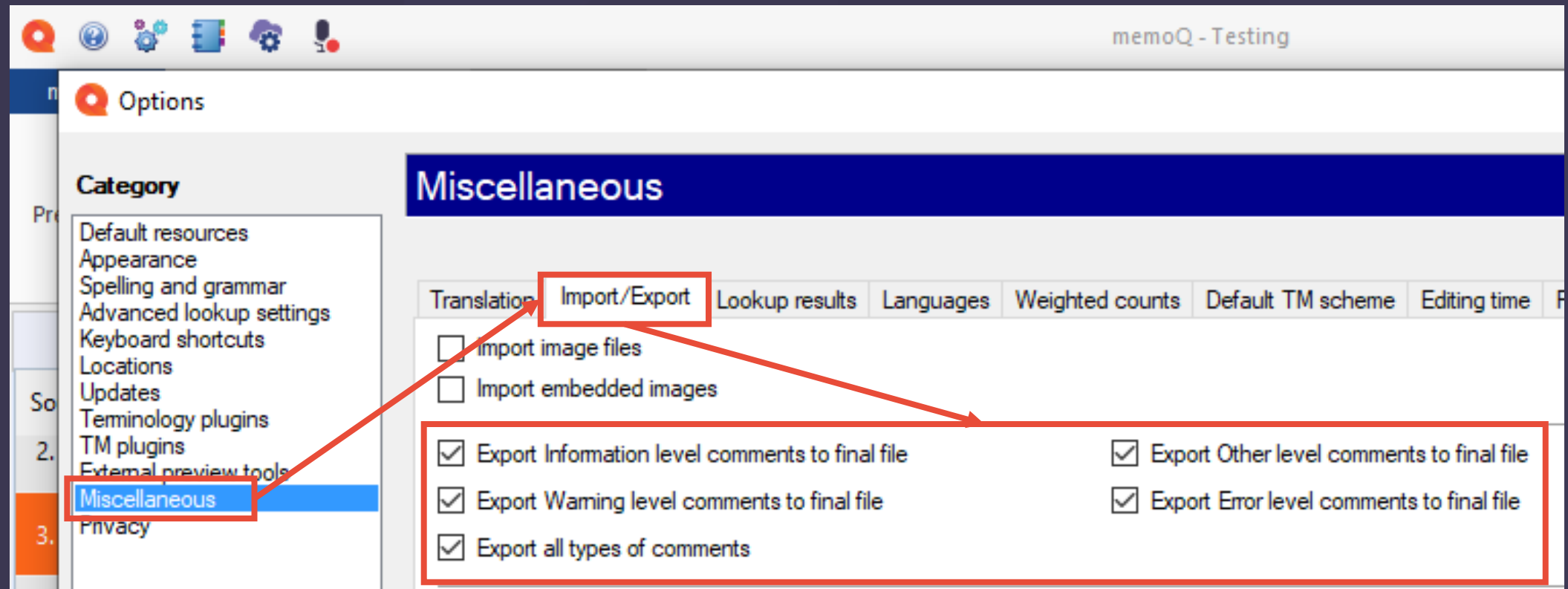
- Decide which comment types to delete.





Comments

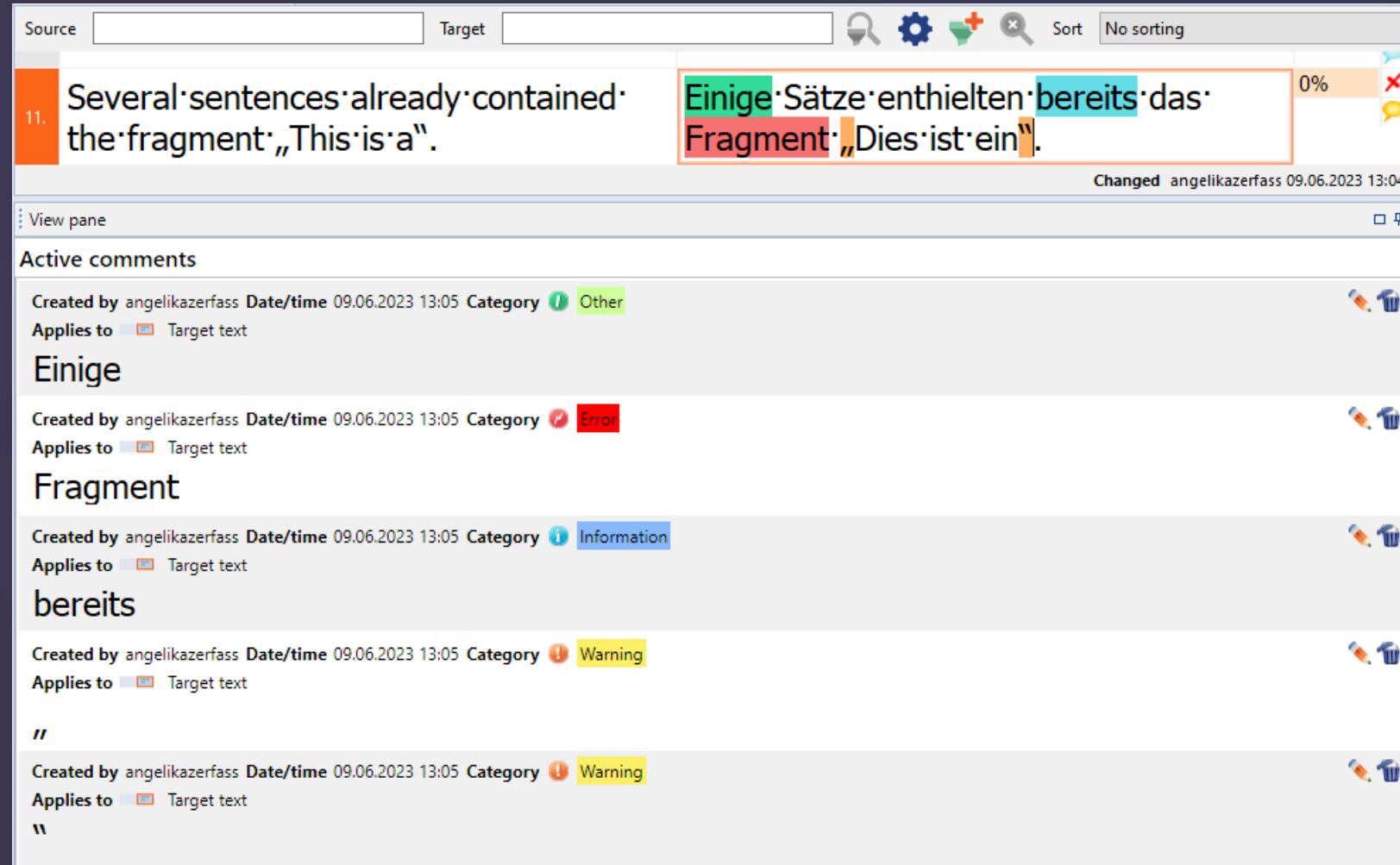
- Decide which comments to keep in the exported Word document.





Highlights

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



The screenshot displays the memoqfest interface for a translation project. At the top, there are input fields for 'Source' and 'Target' text, along with icons for search, settings, and a plus sign. Below these fields, a table shows the translation progress. The first row, labeled '11.', shows the source text 'Several sentences already contained the fragment „This is a“.' and the target text 'Einige Sätze enthielten bereits das Fragment „Dies ist ein“.'. The progress bar indicates 0% completion. Below the table, the 'View pane' shows 'Active comments'. There are five comments listed, each with a category and a status icon. The comments are: 'Einige' (Other), 'Fragment' (Error), 'bereits' (Information), '„' (Warning), and '“' (Warning). Each comment includes the creator 'angelikazerfass', the date/time '09.06.2023 13:05', and the category. The 'Applies to' field for all comments is 'Target text'.

Source	Target	Progress
11. Several sentences already contained the fragment „This is a“.	Einige Sätze enthielten bereits das Fragment „Dies ist ein“.	0%

Changed angelikazerfass 09.06.2023 13:04

View pane

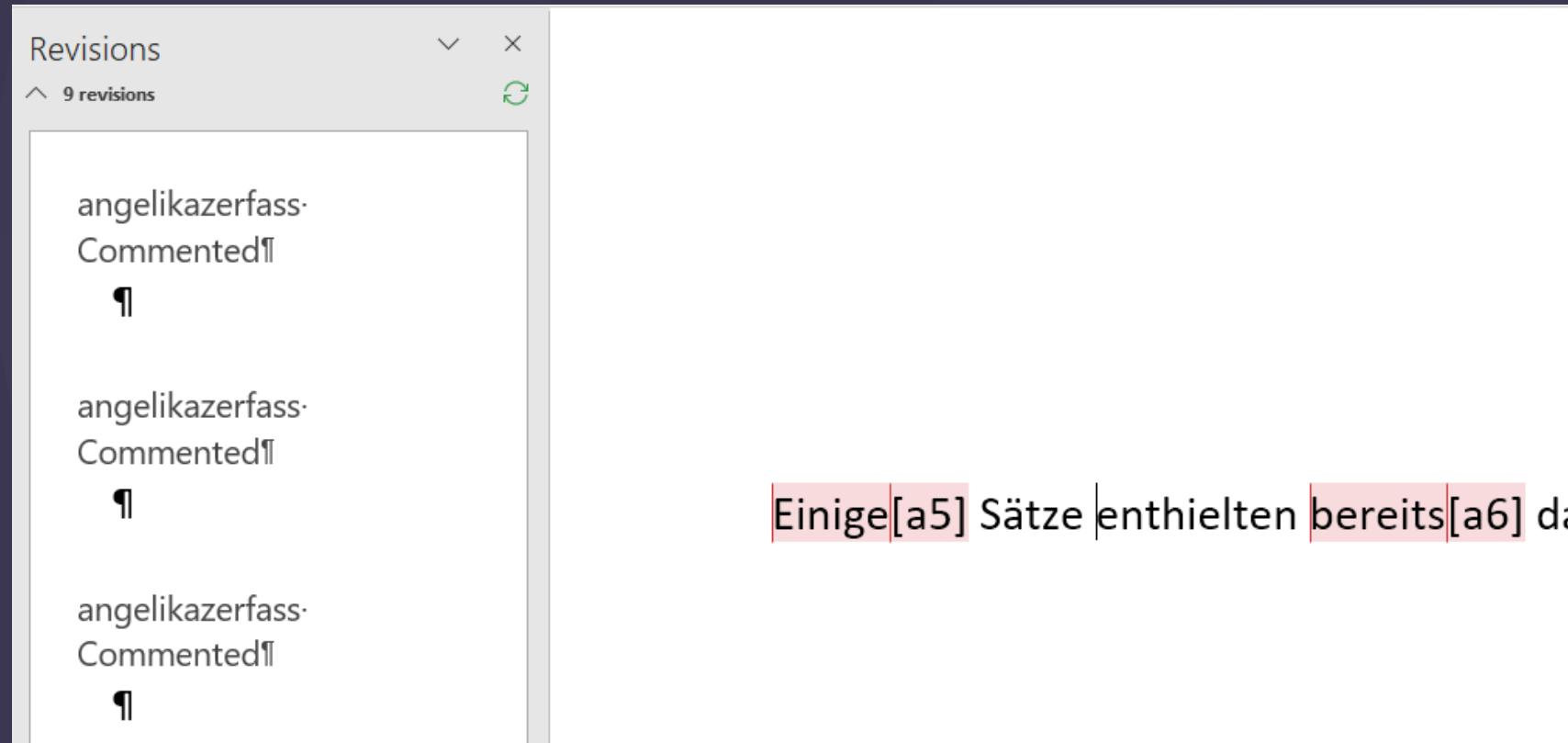
Active comments

- Created by angelikazerfass Date/time 09.06.2023 13:05 Category Other
Applies to Target text
Einige
- Created by angelikazerfass Date/time 09.06.2023 13:05 Category Error
Applies to Target text
Fragment
- Created by angelikazerfass Date/time 09.06.2023 13:05 Category Information
Applies to Target text
bereits
- Created by angelikazerfass Date/time 09.06.2023 13:05 Category Warning
Applies to Target text
„
- Created by angelikazerfass Date/time 09.06.2023 13:05 Category Warning
Applies to Target text
“



Highlights

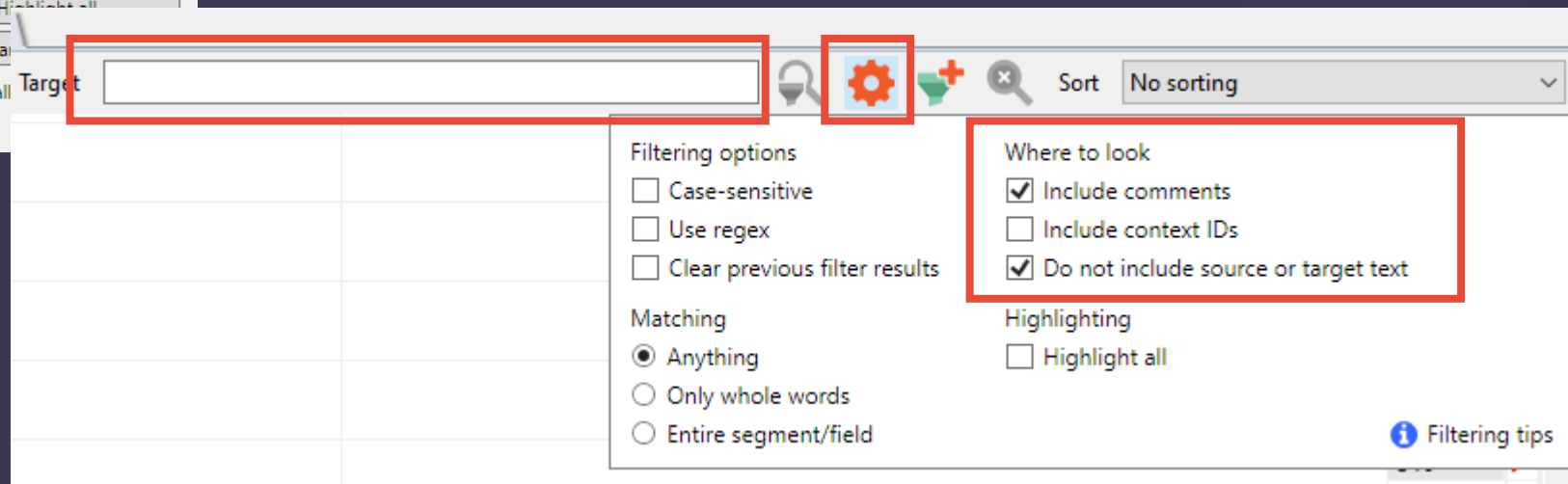
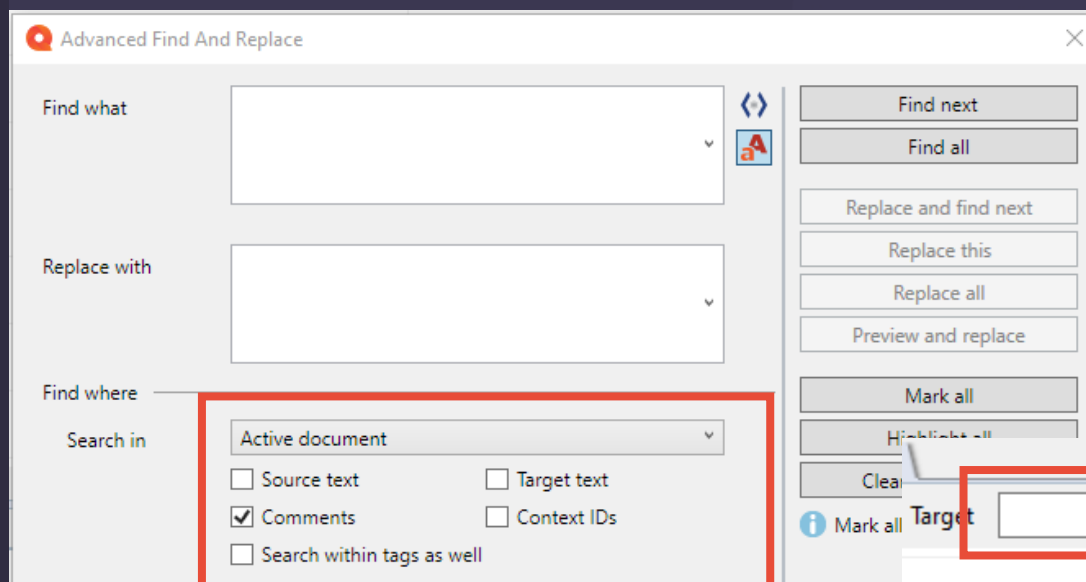
- Note: Highlight colors do not export to the Word document, just the info "commented" appears in Word.
- It is useful to add comment text to the highlight.





Settings for Searching and Filtering

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





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/>



**And there are probably many many more
details like these 😊**

Any questions?

zerfass@zaac.de