

# **OmegaT Translation guide**

TIP:

If you want to make use of **Table of Contents**, in order to **jump from one section to another more easily**, refer to <u>KnowSystem navigation guide > Table of contents section</u>.

#### OmegaT

OmegaT is the free and open source (FOSS) Computer-Assisted Translation tool (CAT tool), used for translation, reconciliation, adaptation, proofreading and verification. The software has been customized to enable you to perform your task.

For OmegaT installation and customisation, click the link below at the end of this user guide.

## Unpack OmegaT package



The following steps need to be performed only once per OmegaT package.

- 1. Download the OMT package (from a location designated by the cApStAn project manager)
- 2. Store the OMT package in a location you will remember on your computer
- 3. Unpack the OMT package in OmegaT

To do so:

- Open OmegaT
- Go to Project>Unpack project from OMT file



• Navigate to the location where you stored the OMT package. Choose the OMT package and click Open.





## Open the project

Once you have unpacked a project, the next time you will be able to open it by going to **Project>Open Recent Project**. The project you were working on last (the most recently updated) is the first one in the list.

New Download Team Project	Ctrl+Shift+N	2021.xlf _	Glossary
Open	Ctrl+0	^	
Open Recent Project	>	C:\Users\danonino\Desktop	VPISA2021VPISA2021FT_III-LTR_Exercis
Copy Files to Source Folder		C:\Users\danonino\Desktop	\OmT_CDG_WC_CRT
Download MediaWiki Page		Clear Menu	
Reload	F5		
Close	Ctrl+Shift+W		
Save	Ctrl+S		

## **Navigation**

#### Navigation between the different panes

When you open OmegaT, you will notice that the screen is split in several panes:

- The Editor pane is the main pane in which you will be working
- Translation suggestions from the translation memory will appear in the **Fuzzy Matches pane** as you translate
- The Glossary pane will display the definitions of key terms and their equivalent in the target language
- The Multiple translations pane will show you if a repeated segment was translated differently

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#### Navigation between segments

In the editor pane, the active segment is highlighted ingreen. This is the segment you are working on. When you type or insert a translation, it will appear **below the source text**.

Press the **Enter** key on your keyboard to go to the next segment. A segment can also be activated by **double clicking** on it. It then gets highlighted in green.

Project Edit Go To View Tools Options Help	Source text
Editor - Project_file 1-CowsMilk_eng.xlf	_ 🗆
Farm to Market	^
La Fe <segment +1="" 0001="" more=""></segment>	
Farm to Ma	Segment number

In OmegaT, a color code will help you find your way around between the different segments:

- Green = the segment you are working on (active segment)
- Blue = untranslated segment
- Grey = translated segment. The translation is displayed below the source text.
- Orange = pre-translated and locked segment.

Editor - Project file 1-CowsMilk eng.xlf		Total
	-	Translated segment
Refer to "Apples" on the right.		
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As the farmer makes the orchard bigger, which w more quickly: the number of apple trees or the n trees?	vill increase umber of conifer	
Question		
	Untransla	ated segment
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Fuzzy Matches	ö ß 🗖	Segment Proper

#### Navigation between files

If the project contains multiple files, they are listed in the Project Files pane. The file currently open is highlighted in blue.



ditor - Project_file2.xlf				-		Glossary		
PPLES					^			
Project Files (3)						_		;
Filename		Filter	Encoding	Segments	Unique seg	ments		
Project_file1-CowsMilk	_eng.xlf	XLIFF		220		142		
Project_file2.xlf		XLIFF		27		19	Move Fi	rst
Project_file3.xlf		XLIFF		42		22	Move L	lp
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Translated unique	segments					1		
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## Handlin tags (Ctrl +T)

### **Recognising tags**

If you are in a segment which contains tags, you will recognize them because they are in**red** font.



(
s
g

There are two types of tags - standalone tags and double tags:

- Standalone tags = a single tag with a precise role (e.g. <br/> tag which introduces a new paragraph in HTML)
- **Double** tags are composed of an **opening** and a **closing** tag, such as the HTML tags for making text bold, italic, underlined, etc. Double tags affect the text between them and you need to ensure they are positioned around the exact same words in the source and in the translation.



#### **Inserting tags**

To insert tags in your translation, you should use the keyboard shortcut **Ctrl+T**, which inserts the **next missing tag**.

Note that tags are inserted in the order of their appearance in the source segment. If you need to insert tags in a different order than in the source, we advise you to translate the entire segment, place your cursor where the first tag has to be inserted and press Ctrl+T, then repeat the operation until all tags have been inserted.

Editor - Project_file2.xlf		Editor - Project_file2.xif
Number of apple trees = <i>n</i> <sup>2</sup> Nombre de pommiers = <i>n</i> <sup>2<segment 023<="" th=""><th>Ctrl + T</th><th>Number of apple trees = <i>n</i> <sup>2</sup> Nombre de pommiers = <i>n</i> <sup>2</sup> <segment 0231=""></segment></th></segment></sup>	Ctrl + T	Number of apple trees = <i>n</i> <sup>2</sup> Nombre de pommiers = <i>n</i> <sup>2</sup> <segment 0231=""></segment>

If you have inserted a tag incorrectly and need to **delete** it, **select the tag** in full (you can **double click** on it) and press **backspace** or delete on your keyboard.

#### Most common HTML tags

Below you will find the most common HTML tags you may encounter.



#### Standalone

Тад	Effect
 	Insert line break
<img src="blabla"/>	Inserts image

#### Double tags

Pair of Tags	Effect
<b>Text</b>	Bolds Text
<i>Text</i>	Puts Text in italics
<u>Text</u>	Underlines Text
<sup>Text</sup>	Puts <sup>Text</sup> in superscript

## Using Fuzzy Matches (Ctrl+I)

When you translate, your translations are saved in the project's translation memory. When you activate a segment which is similar to one you have already translated, you will see suggestions appearing in the fuzzy matches pane.

The source in the fuzzy matches pane shows the difference between the active segment and the previous translation in "track changes" mode like in Word:

- Parts that do not appear in the active segment are in red font and stricken through
- Parts that are added are in blue font and <u>underlined</u>



When there are several fuzzy matches for a segment, they are sorted by similarity to the new segment. The active fuzzy match is the one in **bold**. By default, it will be the first one in the list. If you want to use a different fuzzy match, **double click** on it to activate it.





To insert the fuzzy match in full, press **Ctrl+I** on your keyboard. After inserting it, do not forget to make the necessary changes so that it fits the segment you are translating.

Alternatively, you can also insert only a part of the fuzzy match or combine several matches:

- · Activate the match you want use
- With your mouse, select the part you wish to insert
- Press Ctrl+I on your keyboard to insert it
- Select another fuzzy match if appropriate or finish translating the segment



OmegaT supports glossaries. Your package may already contain a glossary with key terms, but you can also add terms to the glossary yourself.

#### Inserting glossary terms

When you arrive in an active segment which contains a glossary term, the respective term is underlined in blue in the source segment. You will see the suggested target term in the **Glossary pane**, on the right.



⑰ OmegaT 4.1.5_3 :: PISA2021FT_III-LTR_Exercises Project Edit Go To View Tools Options Help	– 🗆 X
Editor - Project_file1-CowsMilk_eng.xlf	Glossary 🌣 _ 🗗 🗖
<u>Refer to</u> "Apples" <u>on the right</u> . <segment +2="" 0238="" more=""></segment>	<ul> <li>on the right = à droite</li> <li>Refer to = Référez-vous</li> </ul>
Click on a choice to answer the question.	

OmegaT has **predictive typing**: when you start typing the first character of the target term in the glossary, the auto-completer will suggest the term. To insert it, press **Enter** on your keyboard.

roject Edit Go To View Tools Options Help			
Editor - Project_file 1-CowsMilk_eng.xlf	_ 🗆	Glossary	\$ _ C C
<u>Refer to</u> "Apples" <u>on the right</u> .	^	on the right	= à droite
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Referez-vous		Refer to $=$ F	Référez-vous
C	-		
Glossary entries           Press <u>Ctrl+Space</u> to go to Autotext entries suggestions.           Press <u>Ctrl+Shift+Space</u> to return to Character table suggestions.			
Explain your answer.	-		

#### Adding terms to the glossary

If the project you are working on contains technical terms or you notice certain terms keep repeating, you can add them to the glossary. To add a term:

- In the active segment, select the term you want to insert with your mouse
- Right click and choose Add glossary Entry from the contextual menu



- A pop-up window will open.
- Enter the target term and press OK.



### Handling repeated segments

#### Identifying repeated segments

You can recognize that you are in a repeated segment because it has gray font. When a repeated segment is active, the segment number will indicate how many repetitions exist:

Editor - Project_file1-CowsMilk_eng.xlf	
Refer to "Apples" on th	e right.
segment 0238 +2 more	
	Number of repetitions
Click on a choice to ans	swer the question.
Click on a choice to ans	swer the question.

#### **Autopropagation**

If you edit the translation of a repeated segment, by default, the changes will be **automatically reflected in all the repetitions**. This happens in the same file, but also in all the files of the OmegaT package.

Editor - Project_file 1-CowsMilk_eng.xlf	
Translation last modified by cApStAr	n on Apr 1, 2019 at 3:20:09 PM
Refer to "Apples" on the right.	
Référez-vous aux infromations fourne	es sous « Pommiers » à droite.
Click on a choice to answer the qu	estion.
<segment +1="" 0239="" more=""></segment>	
-	
Explain your answer.	
As the farmer makes the orchard b	igger, which will increase more
quickly: the number of apple trees	or the number of conifer trees?
Overstien	
Question	
1	
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Translation last modified by cApStAr	n on Apr 1, 2019 at 3:20:09 PM
Refer to "Apples" on the right.	1
Référez-vous aux infromations fournie	es·sous·« Pommiers »·à·droite.

#### Create alternative translation

In some cases, you may not wish to modify the translation of all repeated segments. Due to a different context, you may need to change only ONE of the repeated segments:

- Right click on the segment
- Choose Create Alternative Translation from the contextual menu:





х



## Other useful feature segment, you will see the different translations appear in the Multiple

#### Translations pane:

#### Inserting source segment in target

In some cases, the translation and the source segment must be identical. To insert the source text in the target segment, figures with the source text in the target and the source segment must be identical. To insert the source text in the target segment, figures with the source text in the target segment.

Editor - Project_file2.xlf	
<i>n</i> = 3	
<i>n</i> ·=·3	Source segment = target segmen
<i>n</i> = 4	

You can also copy & paste the source text into the target.

#### Leaving a segment empty

All segments of the OmegaT package must have a translation. If you leave a segment empty, the source text will be



displayed in the final document. If you wish the segment to remain empty, **insert a space** in the target segment instead of the actual translation.

#### **Character table**

Special characters can be inserted with the Special Characters Table. Special characters can be:

- quotation marks: «», "", ", etc.
- mathematical symbols: ×,  $\pi$ , ÷, ≤, ≠,  $\sqrt{}$ , etc.
- other characters: ®, ™

When you arrive in a segment in which you need to insert a special character, perform the following steps:

• Press Ctrl+Space on your keyboard several times until you reach the special characters table.

Référez-vous à.		am	ent	02	38	+2 r	nor	6>					<			
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	2	3	a	0	1944		×	÷	•	±	≤	2	ŧ	*	$\checkmark$	0
Click on a choi	00	μ	1/2	1/3	1/4	/										
Pour répondre à	Char	acter	table													
de réponse.	Press		Space Shift+9	to go t Space	to Glo	ssary urn to I	entrie 1issin	es sugg o tage	estion s suaa	s. estions						

- · Select the character you want to insert
- Press Enter and continue editing your segment.



#### Concordance searches (Ctrl + F)

A concordance search allows you to look for words and expressions in the translation memory and the glossary. To perform a search follow the steps below:

- In the active segment, select the word you want to search for with your mouse.
- Press Ctrl+F on your keyboard.
- The Search window will open.
- Press Search. The results will be displayed.
- You can double click to go to the segment (shaded in green on the screenshot below).
- You can copy (select with mouse and press Ctrl+C on your keyboard) what you need from the results and paste it in the target translation at the right place.



🏦 heard of it - OmegaT	- 🗆 X
File Edit	
Search fir: heard of it	✓ Search
Exact search     Keyword search     Regular express	ssions Nr of matching segments: 4
	In translation I In notes I In comments
Translated or untranslated O Translated O Untranslated	
Search in	
Project     Files	Recursive search
	Select Folder
	Seccroaci
Author: unknown	Number of matching segments: 1,000
Changed after: 01/06/19 10:53 + Now	Exclude orphan segments
Changed before: 01/06/19 10:53 \$ Now	Full/Half width char insensitive
Hide Advanced Ontions	
France-Student_Questionnaire_FT21_fra-FRA	.xlf ^
2384> Never heard of it	
France-Student_Questionnaire_FT21_fra-FRA	xlf
2385> Heard of it once or twice	<del>~</del>
J'en ai entendu parler une fois ou deux	
France Student Questionnaire ET21 fra EDA	vif
2386> Heard of it a few times	
J'en ai entendu parler quelques fois	•
	v
Auto-sync with Editor Back to the initial segment on d	ose Filter Close

**Tip:** There might be small differences (in punctuation, spacing, etc.) between the text you're searching for and other occurrences of the same text that would prevent an *exact match*. The option "Keyword search" might help overcome that problem, please use it if you don't get the results you were expecting.

## Performing QA checks in OmegaT

#### **Completion check**

All segments of the OmegaT package must have a translation. To ensure that is the case, please check for completion prior to delivery:

- Go to Project>Project Files
- The project files pane will open
- OK: If the Number of unique segments is equal to the number of Translated unique segments

Droject Files (4)					-		×
Filename	Filter	Encoding	Segments	Unique segments			
France-School_Questionnaire_FT21_fra-FRA.xlf	XLIFF	UTF-8	886	625	^	Move F	First
France-Student_Questionnaire_FT21_fra-FRA.xlf	XLIFF	UTF-8	1,949	972		Maura	Lin
France-Well_Being_Questionnaire_FT21_fra-FRA.xlf	XLIFF	UTF-8	225	128		MOVE	op
interface_fra-FRA.xlf Total number of segments	XLIFF		61	56 3,121	~	Move D	own
Number of unique segments				1,781	11	Movel	.ast
Translated unique segments				1,781	Ш		
You can find detailed statistic information in the file: C:\Users\Shinoh\Desktop\PISA2021FT_fra-FRA_OMT Copy Files to Source Folde	C_Question	nnaires\ome	gat\project_s 1ediaWiki Pag	e Close			

• NOT OK: the Number of unique segments is different from the number of Translated unique segments. To



correct this:

- 1. Close the Project Files Pane
- 2. Press Ctrl+U on your keyboard to jump to the Next Untranslated Segment.
- 3. When the cursor stops moving from the active segment then all segments have a translation.
- 4. Check again in the the Project Files pane as described above.

#### Check and fix tags

To ensure that all tags have been inserted correctly:

Go to Tools>Check Issues. A pop up window will open.

😨 Select Issue Types	$\times$					
Select issue types to check. If issue checking is slow, try disabling some of the optional checks.						
✓ Tag Issues						
Spelling Issues						
Terminology Issues						
LanguageTool Issues						
Don't ask before check	ing issues					
ОК	Cancel					

By default, other types of checks (Spelling, Terminology, LanguageTool) are ticked. If you want to check for issues related to tags before performing the rest of the checks, you can untick them. You will notice that the Tag Issues box cannot be unticked.

Press OK. An error report will open:

All (314)	Segment	Туре	Description	
Carling (146)	1	Tags	Missing x14, Out-of-order x6, Duplicate x13	0
Spelling (146)	543	Tags	Missing x1	
rags (14)	1193	Tags	Missing x1	
	1 4 4 0 C	T	Resident of the second state of the second sta	
principals to calculate averages in which no identified.	totals and school can be  PLEASE	^ des marticu 	oyennes, où aucun établissement lier ne pourra être identifié.	ndez nt à re

Go through the issues one by one:

- 1. Correct the issue by clicking on **Jump to Segment**. You will arrive at the appropriate segment in the editor pane.
- 2. Place your cursor where the missing tag needs to be inserted and press Ctrl+T to insert the missing tag.
- 3. Press Enter to move to the next segment.



- 4. Open the Error report again. (It has automatically refreshed).
- 5. Finish going through the issues.

**TIP**: If in the source there are tags that you do not use in your language which are present in the source segment, to avoid having false positives in the error report, you can insert them at the end of the segment. They would not have an impact on any text.

CAUTION: Please do NOT click on "Apply fix", fix each issue manually.

#### Spellcheck

Perform a spellcheck. To do that:

Go to Options>Preferences. A pop-up will open. Click on Spellchecker.



If your target language is not already displayed, click on 'Install new dictionary', select the language from the list that appears and click on Install.

If your target language is not in the list, it means there is no spellchecker for their language.

### **Creating target files**

Press **Ctrl+Shift+D** to create the target file you were working on. This will allow you to preview the translated file with your changes.

To access the file, go to Project>Access Project Contents>Target Files.

A window with the contents of the "target" folder will open. Find the file you were working on, if there are several files and preview it to read the translation in context.



## Creating OMT package for delivery

To create the OMT package for delivery, go to Project>Pack Project as OMT file.

The OMT Package will be created and the folder where you can find it will automatically open.

## **Related articles**