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# 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 KnowSystem navigation guide > Table of contents section.

## 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.

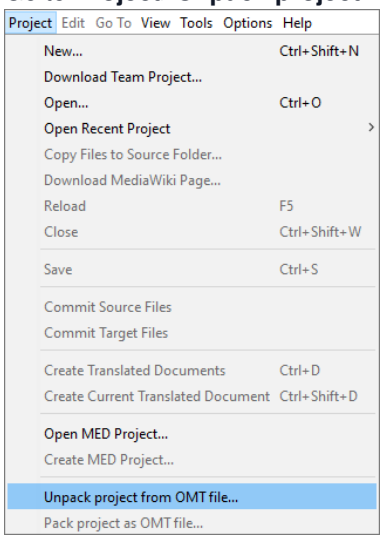
## Unpack OmegaT package

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

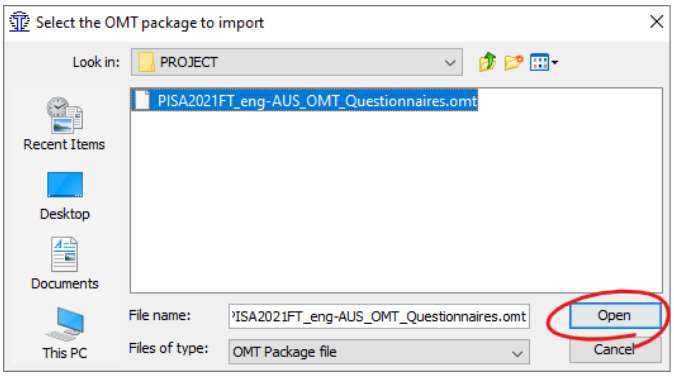
1. **Download** the OMT package (from a location designated by the cApStAn project manager)
2. **Store** the OMT package in a location you will remember on your computer
3. **Unpack** the OMT package in OmegaT

To do so:

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

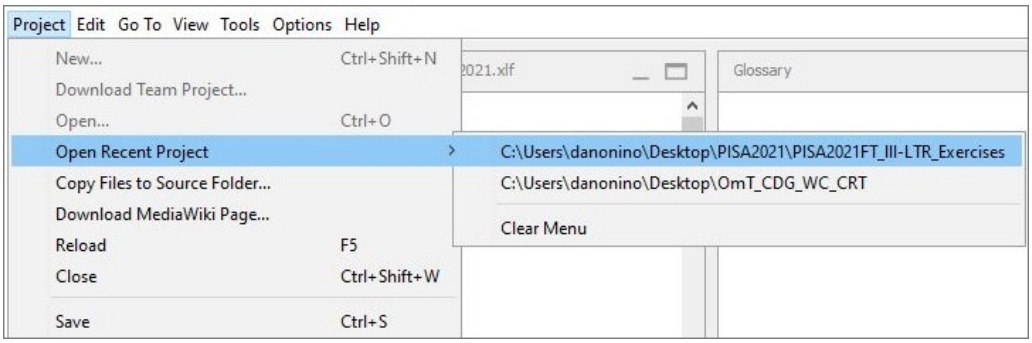



- Navigate to the location where you stored the OMT package. Choose the OMT package and click **Open**.



## 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.



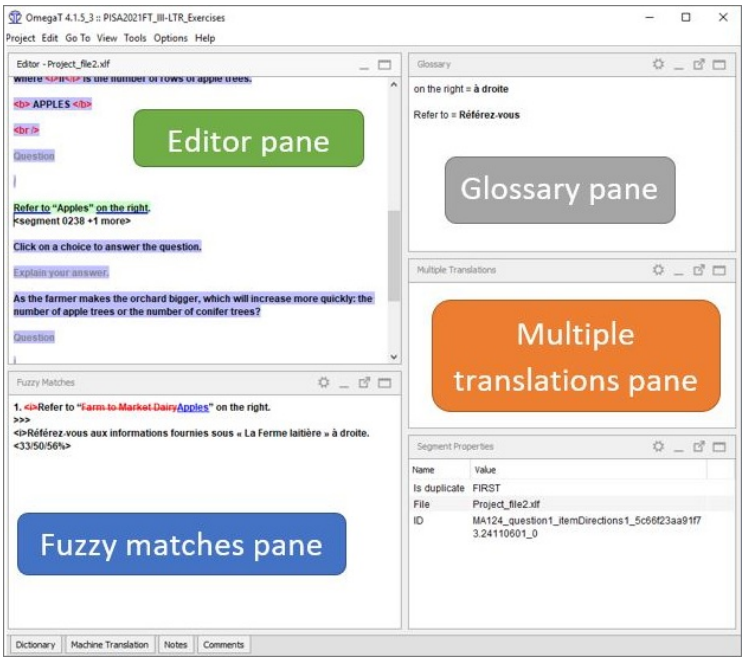

## Navigation

### 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

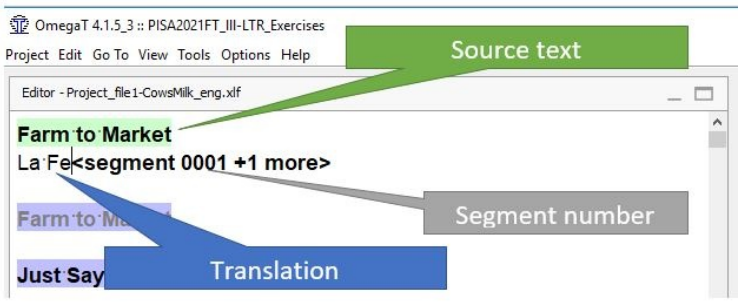
- Translation suggestions from the translation memory will appear in the **Fuzzy Matches pane** as you translate
- The **Glossary pane** will display the definitions of key terms and their equivalent in the target language
- The **Multiple translations pane** will show you if a repeated segment was translated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




## Navigation between segments

In the editor pane, the active segment is highlighted in green. 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.




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.



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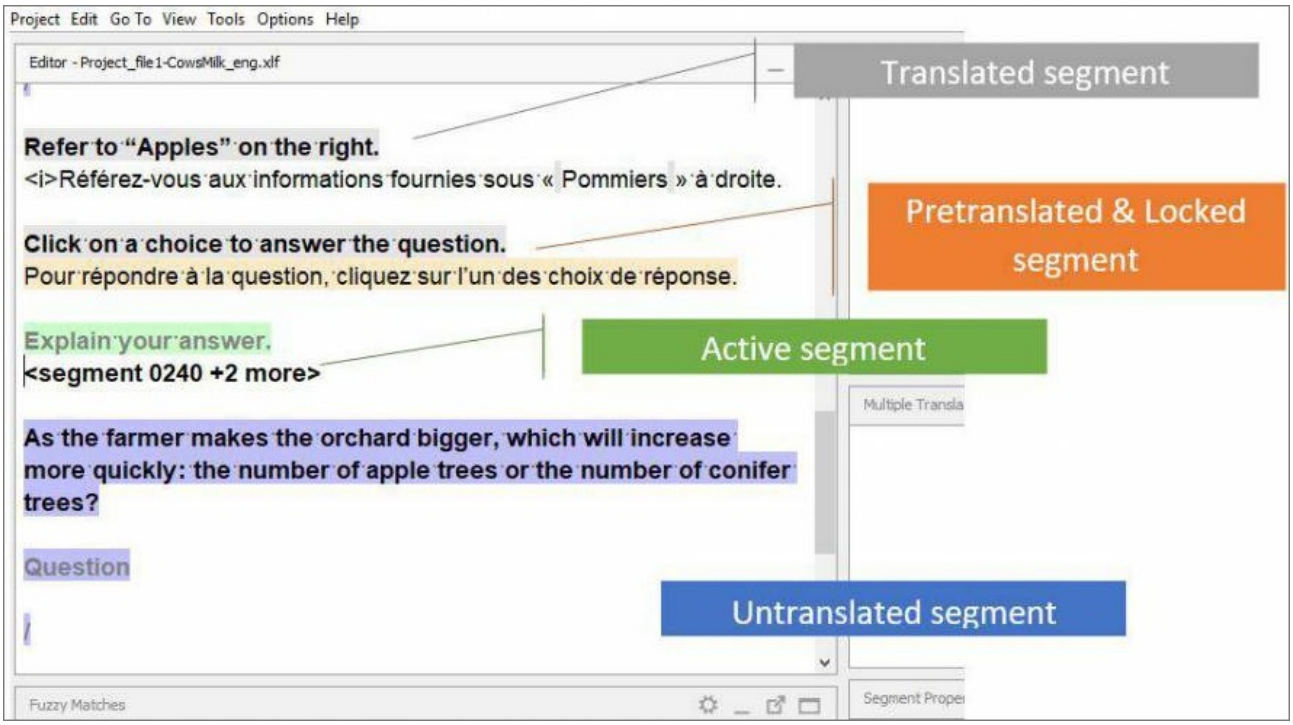
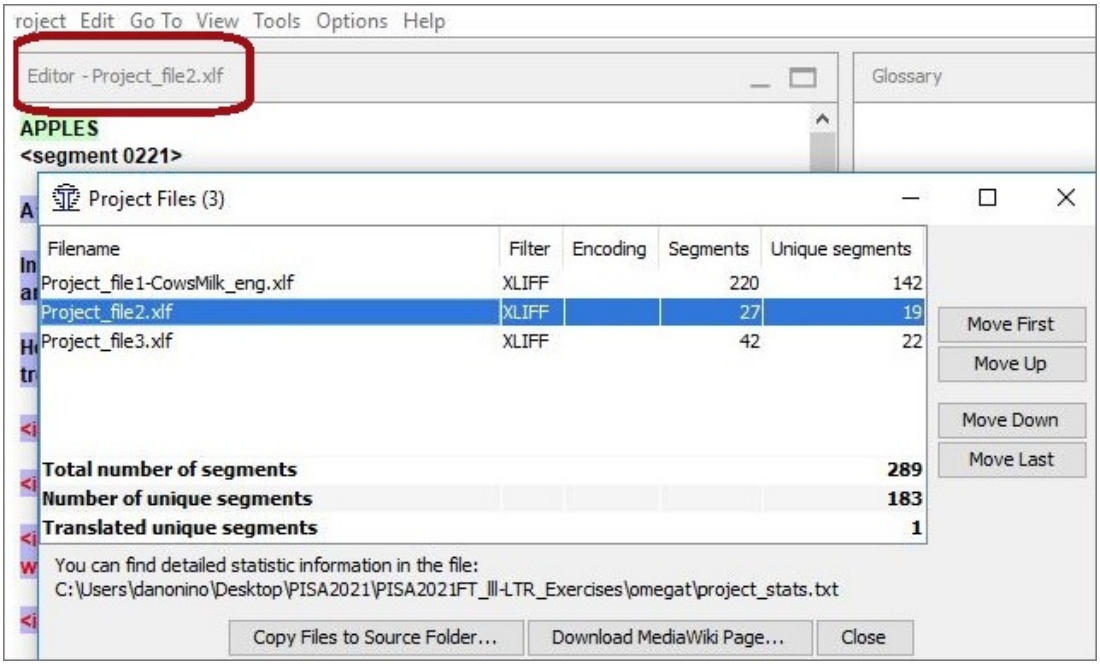

Project Edit Go To View Tools Options Help
Editor - Project_file1-CowsMilk_eng.xlf
Translated segment
Refer to "Apples" on the right.
<i>Référez-vous aux informations fournies sous « Pommiers » à droite.
Click on a choice to answer the question.
Pour répondre à la question, cliquez sur l'un des choix de réponse.
Pretranslated & Locked segment
Explain your answer.
<segment 0240 +2 more>
Active segment
As the farmer makes the orchard bigger, which will increase more quickly: the number of apple trees or the number of conifer trees?
Question
Untranslated segment
Fuzzy Matches

## 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.


Editor - Project_file2.xlf
Glossary
APPLES
<segment 0221>
Project Files (3)
Filename | Filter | Encoding | Segments | Unique segments
Project_file1-CowsMilk_eng.xlf | XLIFF | 220 | 142
Project_file2.xlf | XLIFF | 27 | 19
Project_file3.xlf | XLIFF | 42 | 22
Move First
Move Up
Move Down
Move Last
Total number of segments 289
Number of unique segments 183
Translated unique segments 1
You can find detailed statistic information in the file:
C:\Users\danonino\Desktop\PISA2021\PISA2021FT_III-LTR_Exercises\omegat\project_stats.txt
Copy Files to Source Folder...
Download MediaWiki Page...
Close



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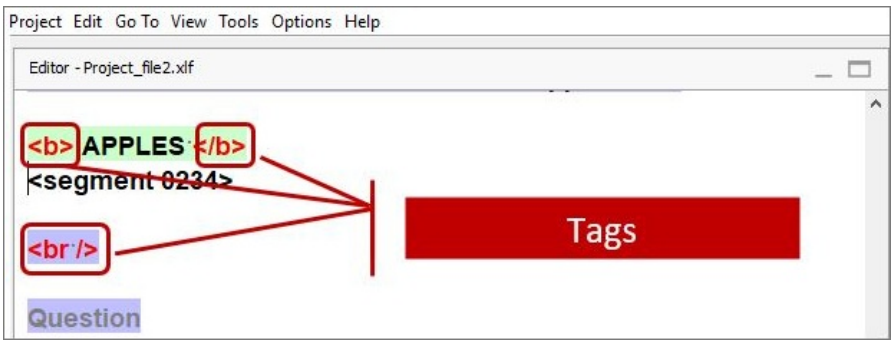
## Handlin tags (Ctrl +T)

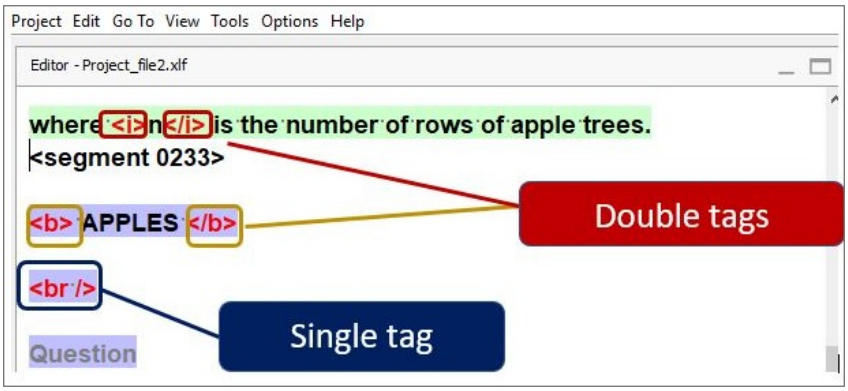
### Recognising tags

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


Project Edit Go To View Tools Options Help
Editor - Project_file2.xlf
 APPLES 
<segment 0234>
<br />
Question
Tags

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

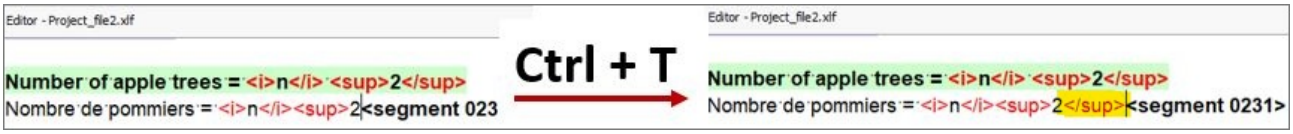
- Standalone tags = a **single** tag with a precise role (e.g. <br/> tag which introduces a new paragraph in HTML)
- **Double** tags are composed of an **opening** and a **closing** tag, such as the HTML tags for making text bold, italic, underlined, etc. Double tags affect the text between them and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


Project Edit Go To View Tools Options Help
Editor - Project_file2.xlf
where n is the number of rows of apple trees.
<segment 0233>
 APPLES 
<br />
Question
Double tags
Single tag

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

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

| Tag | Effect |
|---|---|
| <br /> | Insert line break |
| <img src ="blabla"> | Inserts image |

- Double tags

| Pair of Tags | Effect |
|---|---|
| Text | Bolds **Text** |
| Text | Puts *Text* in italics |
| <u>Text</u> | Underlines Text |
| <sup>Text</sup> | Puts $^{Text}$ 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



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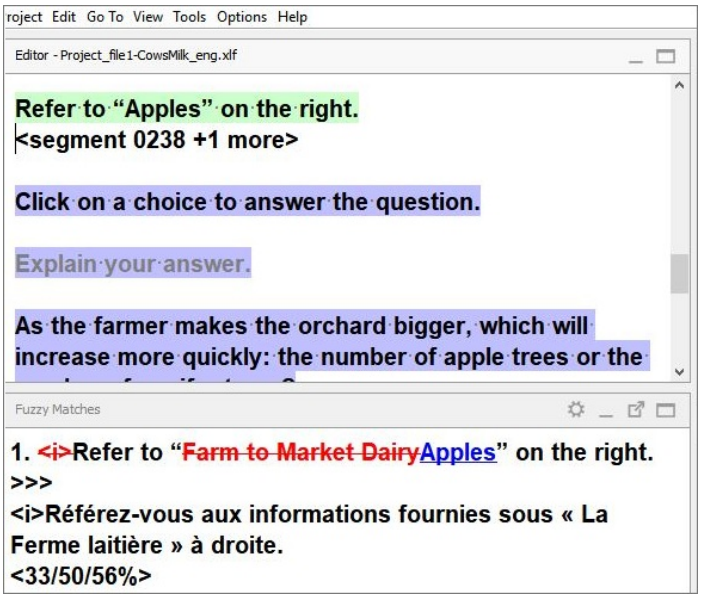
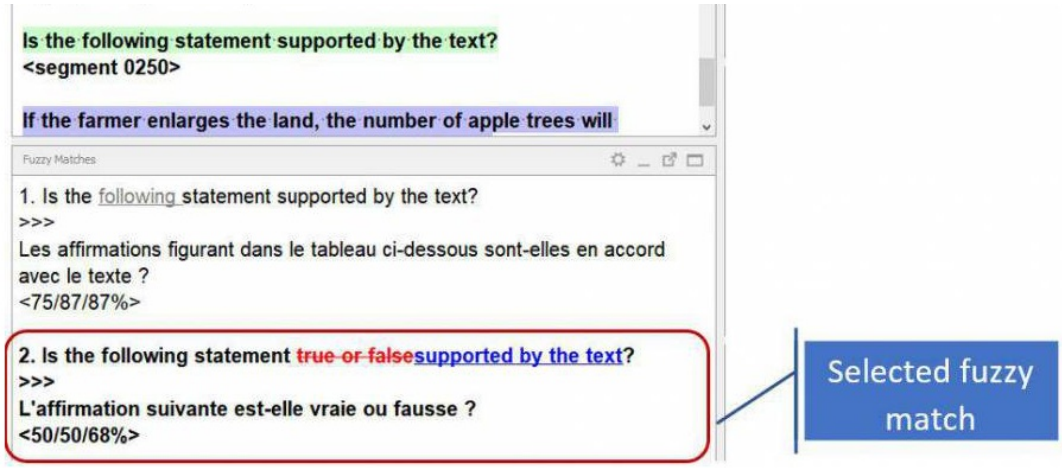
- Parts that are added are in blue font and underlined


roject Edit Go To View Tools Options Help
Editor - Project_file1-CowsMilk_eng.xlf
Refer to "Apples" on the right.
<segment 0238 +1 more>
Click on a choice to answer the question.
Explain your answer.
As the farmer makes the orchard bigger, which will increase more quickly: the number of apple trees or the
Fuzzy Matches
1. <i>Refer to "Farm to Market DairyApples" on the right.
>>>
<i>Référez-vous aux informations fournies sous « La Ferme laitière » à droite.
<33/50/56%>

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.


Is the following statement supported by the text?
<segment 0250>
If the farmer enlarges the land, the number of apple trees will
Fuzzy Matches
1. Is the following statement supported by the text?
>>>
Les affirmations figurant dans le tableau ci-dessous sont-elles en accord avec le texte ?
<75/87/87%>
2. Is the following statement true or falsesupported by the text?
>>>
L'affirmation suivante est-elle vraie ou fausse ?
<50/50/68%>
Selected fuzzy match

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



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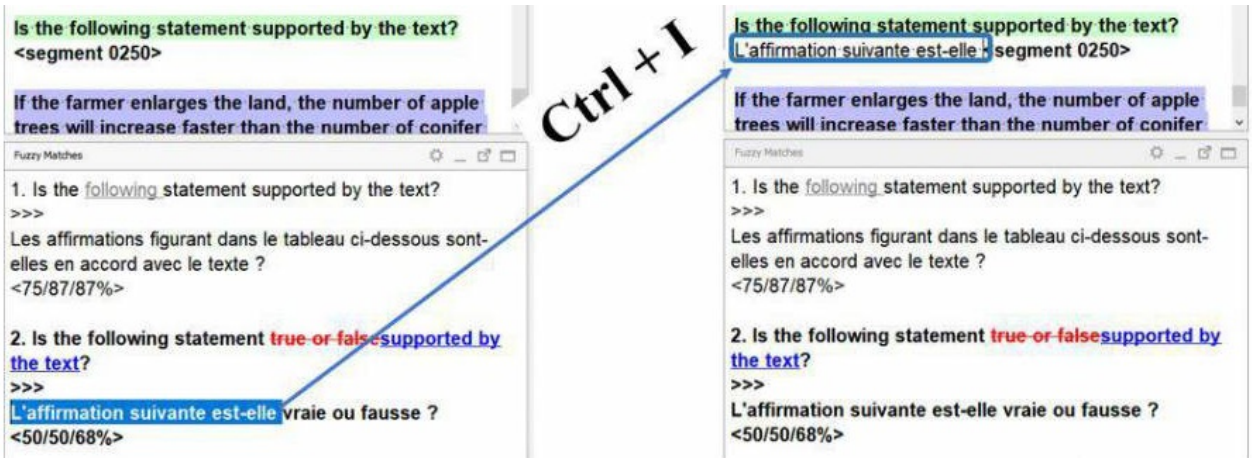
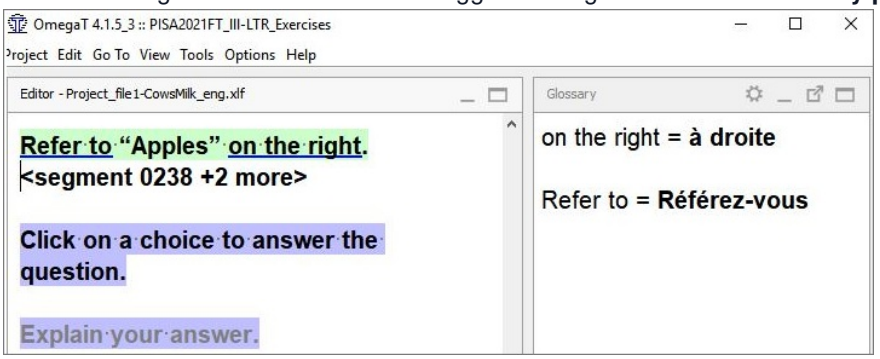

Is the following statement supported by the text?
<segment 0250>
If the farmer enlarges the land, the number of apple trees will increase faster than the number of conifer
Fuzzy Matches
1. Is the following statement supported by the text?
>>>
Les affirmations figurant dans le tableau ci-dessous sont-elles en accord avec le texte ?
<75/87/87%>
2. Is the following statement true or falsesupported by the text?
>>>
L'affirmation suivante est-elle vraie ou fausse ?
<50/50/68%>
Ctrl + I
Is the following statement supported by the text?
L'affirmation suivante est-elle segment 0250>
If the farmer enlarges the land, the number of apple trees will increase faster than the number of conifer
Fuzzy Matches
1. Is the following statement supported by the text?
>>>
Les affirmations figurant dans le tableau ci-dessous sont-elles en accord avec le texte ?
<75/87/87%>
2. Is the following statement true or falsesupported by the text?
>>>
L'affirmation suivante est-elle vraie ou fausse ?
<50/50/68%>

## Using the Glossary

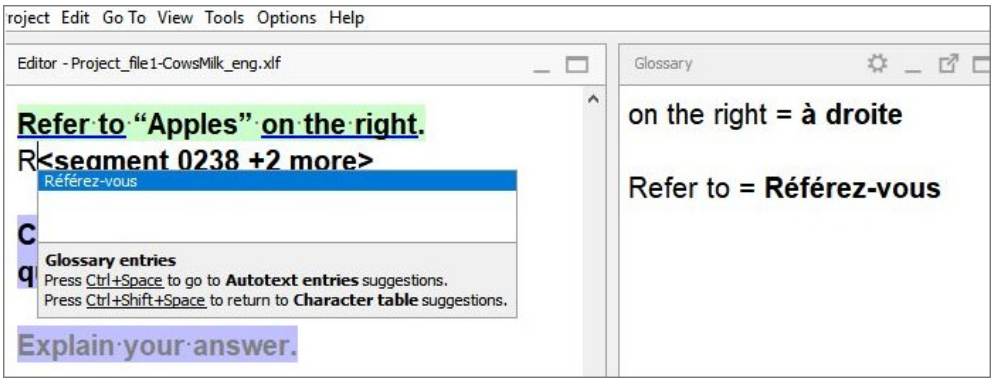
OmegaT supports glossaries. Your package may already contain a glossary with key terms, but you can also add terms to the glossary yourself.

### 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.


OmegaT 4.1.5_3 :: PISA2021FT_III-LTR_Exercises
Project Edit Go To View Tools Options Help
Editor - Project_file1-CowsMilk_eng.xlf
Refer to "Apples" on the right.
<segment 0238 +2 more>
Click on a choice to answer the question.
Explain your answer.
Glossary
on the right = à droite
Refer to = Référez-vous

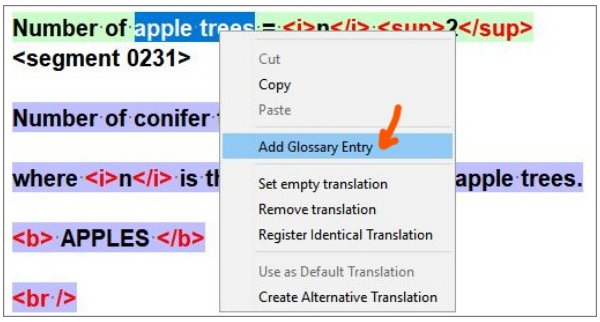
OmegaT has **predictive typing**: when you start typing the first character of the target term in the glossary, the auto-completer will suggest the term. To insert it, press **Enter** on your keyboard.


roject Edit Go To View Tools Options Help
Editor - Project_file1-CowsMilk_eng.xlf
Glossary
Refer to "Apples" on the right.
R<segment 0238 +2 more>
Référez-vous
Glossary entries
Press Ctrl+Space to go to Autotext entries suggestions.
Press Ctrl+Shift+Space to return to Character table suggestions.
Explain your answer.
on the right = à droite
Refer to = Référez-vous

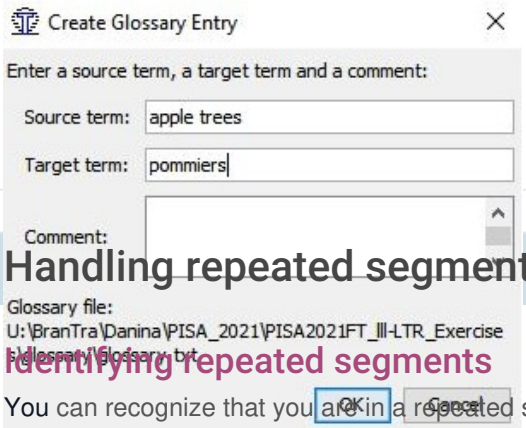
## Adding terms to the glossary

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


Number of apple trees = n <sup>2</sup>
<segment 0231>
Number of conifer
where n is th
apple trees.
 APPLES 
<br />
Cut
Copy
Paste
Add Glossary Entry
Set empty translation
Remove translation
Register Identical Translation
Use as Default Translation
Create Alternative Translation

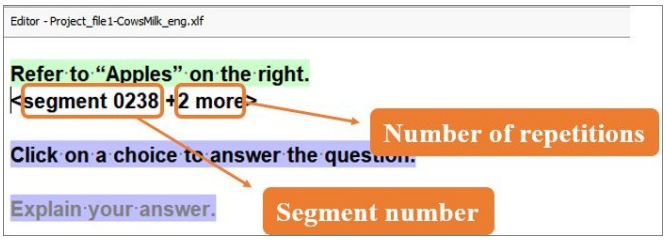
- A pop-up window will open.
- Enter the target term and press OK.




# Handling repeated segments

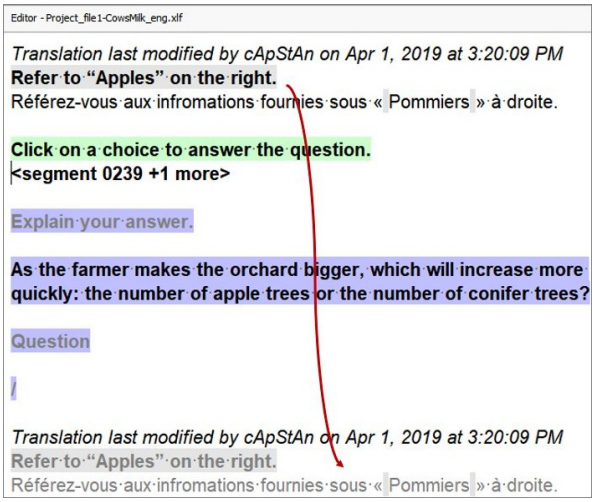
## Identifying repeated segments

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 the right.
<segment 0238 +2 more>
Number of repetitions
Click on a choice to answer the question.
Explain your answer.
Segment number

## Autopropagation

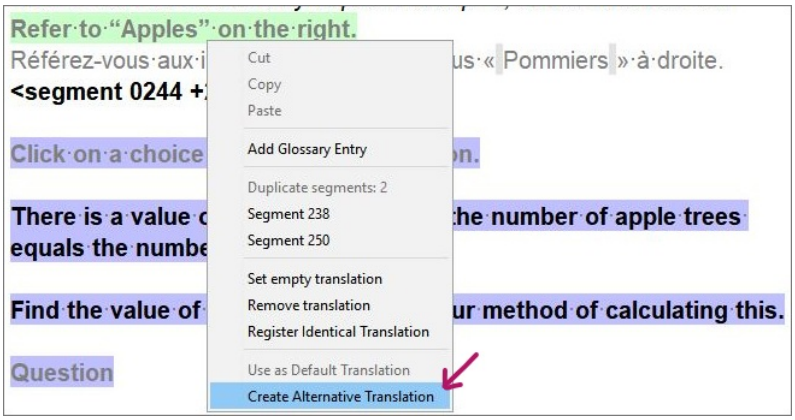
If you edit the translation of a repeated segment, by default, the changes will be **automatically reflected in all the repetitions**. This happens in the same file, but also in all the files of the OmegaT package.


Editor - Project_file1-CowsMilk_eng.xlf
Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM
Refer to "Apples" on the right.
Référez-vous aux infromations fournies sous « Pommiers » à droite.
Click on a choice to answer the question.
<segment 0239 +1 more>
Explain your answer.
As the farmer makes the orchard bigger, which will increase more quickly: the number of apple trees or the number of conifer trees?
Question
Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM
Refer to "Apples" on the right.
Référez-vous aux infromations fournies 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:




x



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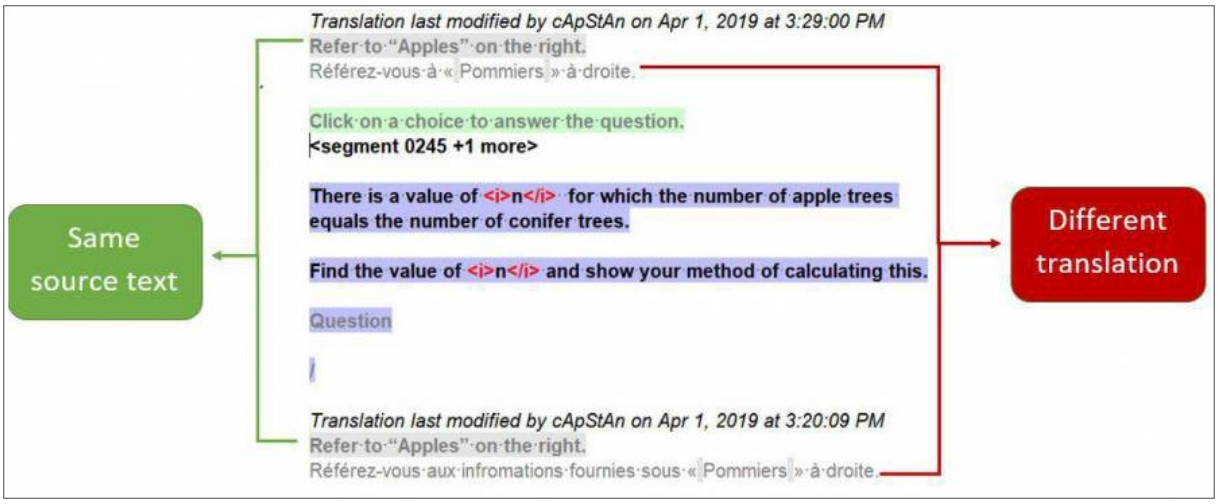
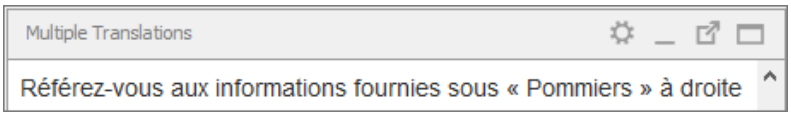

Translation last modified by cApStAn on Apr 1, 2019 at 3:29:00 PM
Refer to "Apples" on the right.
Référez-vous à « Pommiers » à droite.
Click on a choice to answer the question.
<segment 0245 +1 more>
There is a value of n for which the number of apple trees equals the number of conifer trees.
Find the value of n and show your method of calculating this.
Question
Translation last modified by cApStAn on Apr 1, 2019 at 3:20:09 PM
Refer to "Apples" on the right.
Référez-vous aux infromations fournies sous « Pommiers » à droite.
Same source text
Different translation

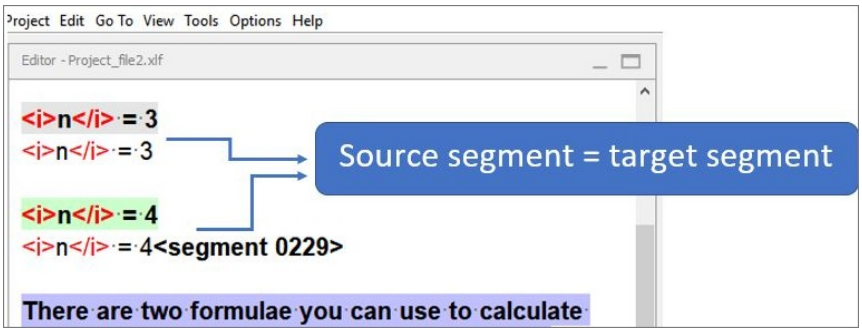
When you return to the repeated segment, you will see the different translations appear in the **Multiple Translations** pane:




# Other useful feature

## 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, press Ctrl+Shift+S on your keyboard.


Project Edit Go To View Tools Options Help
Editor - Project_file2.xlf
n = 3
n = 3
n = 4
n = 4<segment 0229>
There are two formulae you can use to calculate
Source segment = target segment

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.

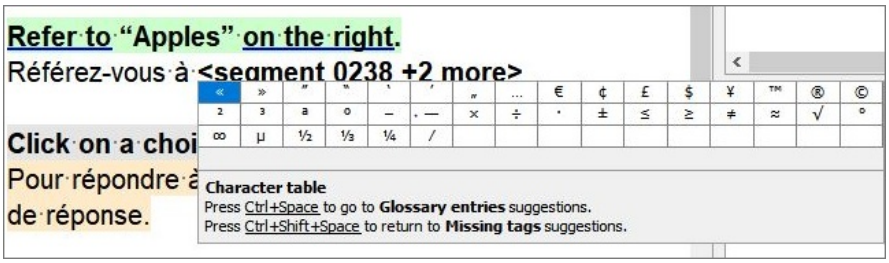
## Character table

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

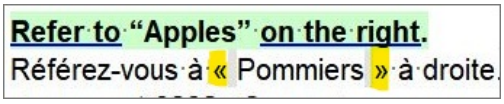
- quotation marks: «», „“, ‘’, etc.
- mathematical symbols: ×, π, ÷, ≤, ≠, √, etc.
- other characters: ®, ™

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.


Refer to “Apples” on the right.
Référez-vous à <segment 0238 +2 more>
Click on a choi
Pour répondre à
de réponse.
Character table
Press Ctrl+Space to go to Glossary entries suggestions.
Press Ctrl+Shift+Space to return to Missing tags suggestions.

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

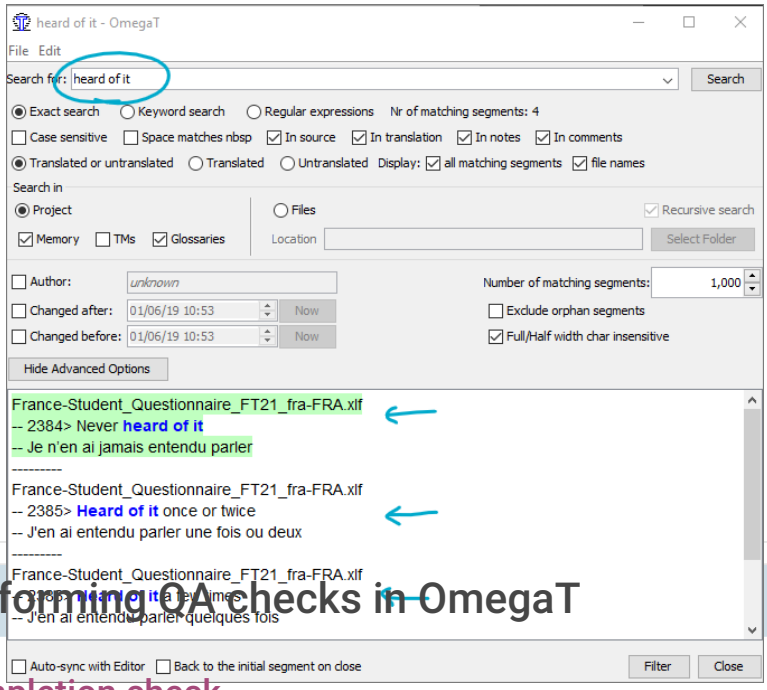



## Concordance searches (Ctrl + F)

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.



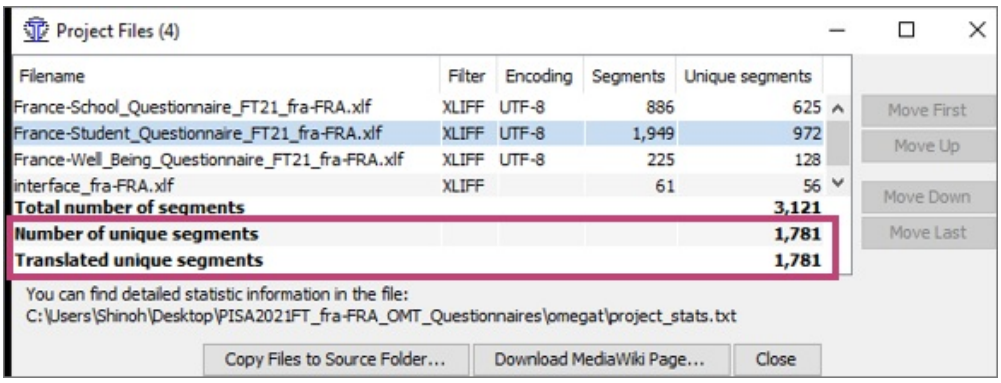

# Performing QA checks in OmegaT

## 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.

**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.

- 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**




- **NOT OK**: the Number of unique segments is different from the number of Translated unique segments. To correct this:

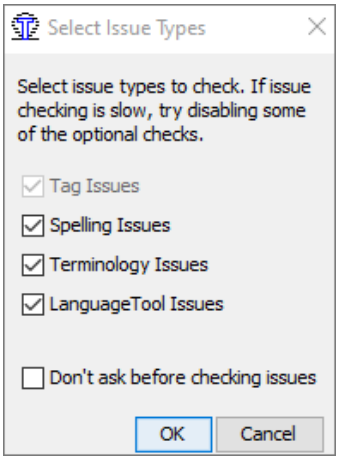
1. **Close** the Project Files **Pane**

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

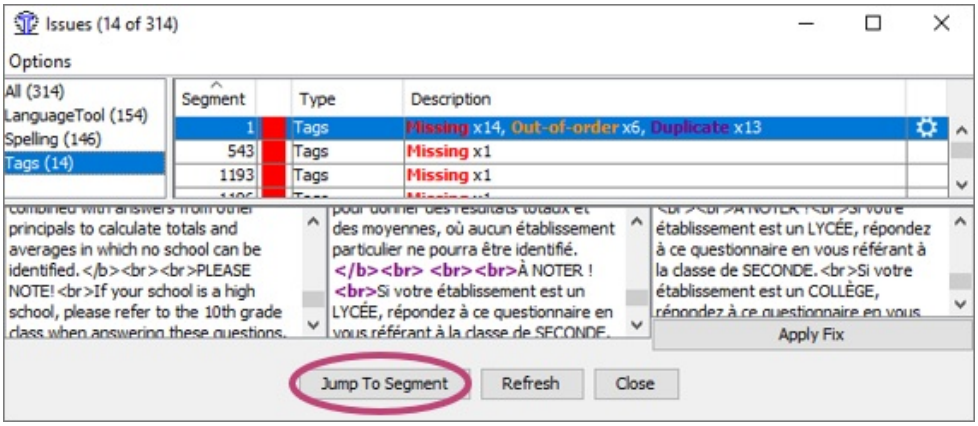
To ensure that all tags have been inserted correctly:

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




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:




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.

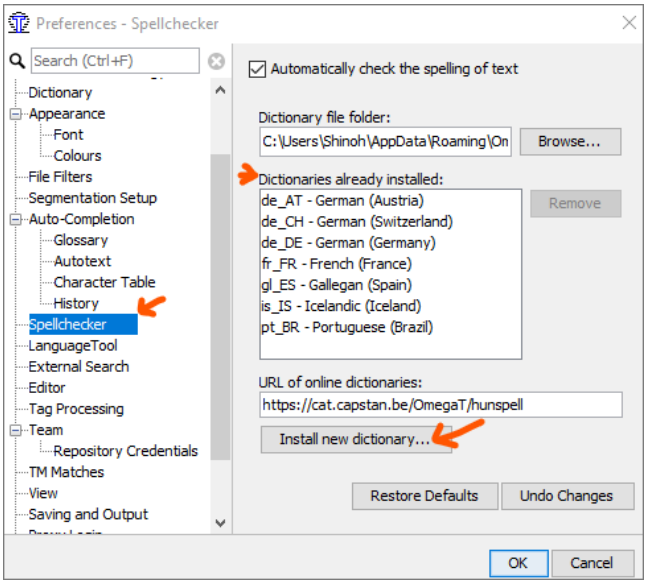
**TIP**: If in the source there are tags that you do not use in your language which are present in the source segment, to avoid having false positives in the error report, you can insert them at the end of the segment. They would not have an impact on any text.

**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

OmegaT installation and customisation guide