**cApStAn SA**
Chaussée de La Hulpe 268
1170 Brussels
Belgium
VAT: BE0890600946

# EU-OSHA ESENER-4

## Instructions for Translators 2

### Training Recording and Presentation

You can access the recording here:

And the presentation here:

### Plunet BusinessManager

Plunet will be used for file exchange and invoicing procedure: http://plunet.capstan.be/

## Work in OmegaT

*Some of you might be already familiar with OmegaT – in that case, you just need to make sure you have installed the latest version of the tool. Whereas, for some it will be the first time working with this CAT tool – please take your time to go through the general guidelines, user guides and videos.*

## Get started!

- OmegaT installer is signed either by the OmegaT Dev team or cApStAn. You can take a look at the **source code** by clicking here.
- Please make sure to use the latest version **OmegaT 5.7.2**.
- For the **installation instructions**, please click here, and go through the Installation and setup section.
- If you still face set-up difficulties (after having read the user guide carefully), cApStAn's Tech team will provide support; reach out at omegat-helpdesk@capstan.be
- A detailed user guide is available here.
- For more visual support, watch these short-focused videos (also incorporated in the appropriate section in the guides). It should take less than 15 min. You can also do some exercises.

## Step-by-step instructions

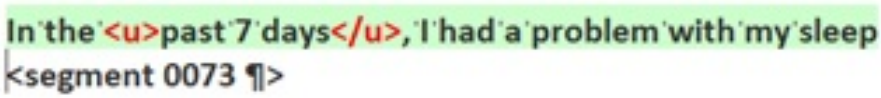
**1** - Install the **spellchecker** by selecting *Options – Preferences – Spellchecker*. Click on *Install new dictionary* and select your language from the list of available dictionaries, and click on *Install*. If your language is not listed, it means there is, unfortunately, no spellchecker available.

**2** - Open the file by selecting *Project – Unpack project from OMT file*.

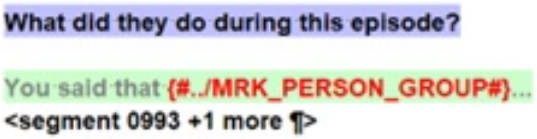
**3** - Translate each segment by taking the **Translation & adaptation notes** (T&A), if any, into account.

**4** - **Move** to the next segment by pressing *Enter*.

**5** - Formatting such as **bold**, *italic* and underlined are handled as HTML tags (**bold**, *italic*, <u>underlined</u>). Insert the tags in the translation at their correct position (around the same words/expressions as in the source) by pressing *Ctrl+T* on the keyboard.


In the <u>past 7 days</u>, I had a problem with my sleep
<segment 0073 ¶>

**6** - **Placeholders** such as *{#../MRK_PERSON_GROUP#} {prog.var.insert_Q01}* are also handled as tags. Insert them at the correct position in the target language by pressing Ctrl+T.


What did they do during this episode?
You said that {#../MRK_PERSON_GROUP#}...
<segment 0993 +1 more ¶>

**7** - As you translate, for similar segments, the suggestions from the TM appear in **fuzzy matches** pane.

- You can either insert the full match by pressing *Ctrl+I* or
- Select the part of the match you want to insert and then press *Ctrl+I*
- If multiple matches are present and you want to insert a different match than the first one, double click on the match you want to insert (it becomes bold) and then insert it with *Ctrl+I*.



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In general, how common do you think intimate partner violence against men is in [COUNTRY]?
<segment 1139 ¶>
1. In general, how common do you think intimate partner violence against womenmen is in [COUNTRY]?
▷ 91/93/96% ◁ ¶
En général, à quel point pensez-vous que les violences intimes à l'encontre de femmes sont fréquentes en Belgique?

**8** - Note about creating 'alternative translations':

- If there are identical segments, the translation entered into the first one is auto-populated to all subsequent segments. In most cases this is what we want it to do, but sometimes the translation may be context-specific in a way that we don't want this to happen (e.g. if response options need to grammatically agree to the question stem).
- If this is the case, you need to create an alternative translation, so that the change is not auto-populated to the remaining segments: right-click the segment, then in the menu that opens, select Create alternative translation, and make the change.
- Now the change you made should not auto-populate to all the other occurrences. You can check this by right-clicking the part where it says +169 more (the number will vary depending on how many times a segment is actually repeated). This will allow you to jump to other segments with the identical translation.
- Repeat this procedure for all other segments that need a different translation.

Prefer not to say
En halua vastata<segment 0064 +169 more ¶>
Translation last modified by Danina on 15-Feb-2
Don't know
En osaa sanoa
What is your FATHER's country of birth?
Translation last modified by Danina on 15-Feb-2
Prefer not to say
En halua vastata
Cut
Copy
Paste
Add Glossary Entry
Duplicate segments: 169
Segment 67
Segment 70
Segment 143
Segment 151

**9** - **Before delivering**, please check for:

- Completion: press *Ctrl+L* to open the project files pane and check that the number of unique



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segments and the number of translated unique segments are identical;

- Tags: Go to *Tools – Check issues* and click *OK*. Ignore any false positives and fix real issues.

**10** - Once you're finished, **export** the **file**: *Project – Pack project as OMT file*.

## Useful OmegaT shortcuts:

| Action | Shortcut | Comment |
|---|---|---|
| Open the search window | **Ctrl+F** | |
| Insert fuzzy match from the fuzzy matches pane | **Ctrl+I** | OmegaT transfers the selected match (appearing in bold) to the segment that is currently active and appears in green |
| Jump to a specific segment | **Ctrl+J** | Enter the segment number you want to jump to and press OK |
| Insert tag | **Ctrl+T** | Insert the tags in the order they appear in source: if there are 3 tags in the segment, you need to press Ctrl+T 3 times |
| Insert source | **Ctrl+Shift+I** | Sometimes you may want to first copy the source to the translation segment and work from there. |

# Work with TAAFF

1 - Open the Excel file and read *Guidelines & Definitions tab* for information about the target audience, how to handle gender differentiation etc.

2 - Open the *TAAFF* tab with item-by-item translation & adaptation notes. Please note that not all the segments have such a note.

3 - Please add a comment (in English) in the *Translator 2 comments* column if:

- You would like to react to the T&A note (e.g. in case the note could not be followed in your language or you want to propose a different solution);
- You have encountered difficulties in the translation of a particular term or item;
- You would like to point out that an adaptation is needed in your language or for local context;
- You need to indicate how to adjust the placeholder grammatically to fit in the sentence.
- Any other detail you want to document.

Your comments will be useful for the reconciler/adaptor/proofreader/client.

*Thank you for reading these instructions and good luck with your task!*

*For any further questions, drop us an e-mail at capstan-ipsos@capstan.be*

*cApStAn and Ipsos teams*

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