

MemoQ v.8.7 – an Easy Way to Translate

By Oana Clapa

Short Presentation
for Translators Working with MemoQ for the First Time

Jan. 7, 2021

In this document, I will provide a short description of how to approach and work in MemoQ v.8.7, from the point of view of a translator who is assigned a task.

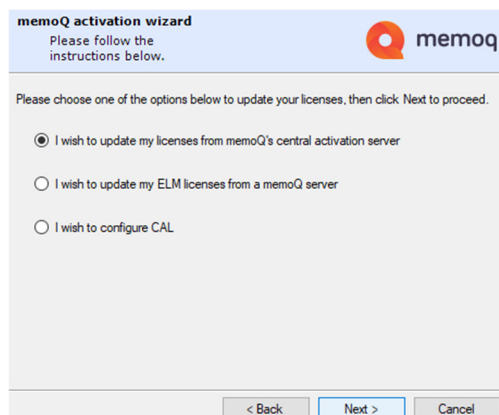
1 Simple presentation

This is a piece of software called CAT-Tool, short for Computer Assisted Translation. It is useful for technical texts with repetitions. It records both the original text and the translations into a database from which it pulls to provide either recommendations or solutions to the existing translation segments. To do this, it breaks apart the text into fragments which stop at colons, semi-colons, question/exclamation marks, and full stop. Then, each fragment is compared to the existing database and a solution is presented, more or less similar with the phrase/segment being translated.

2 How to start – Activation and Server Setup

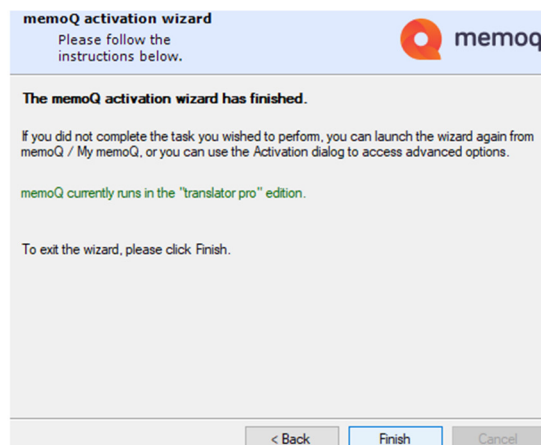
When you open MemoQ for the first time, you will be requested to activate your copy of the software. You can do that by:

- a. entering your own serial key, if you bought one, or
- b. clicking the **I am a new user** button and then **Next**. MemoQ will create a trial license and a trial serial number for you. On the next screen, you will be asked to enter some details (First and Last name, Company, E-mail Address and Country), and to check a box allowing MemoQ to parse all this. Click **Next**.
- c. selecting the third option, which is valid if you do not intend to buy a license but are given one by a company you work with. In this case, in the following window:



Click: **I wish to update my ELM licenses from a MemoQ server**. From this point on, please refer to the instructions delivered at the beginning of your collaboration with your current employer. These will include a server name, address, and password, and will allow you to take advantage of the full functionalities of MemoQ.

Once that step is complete, you will see the following window:



Click **Finish** to exit the Activation Wizard. You can now start working.

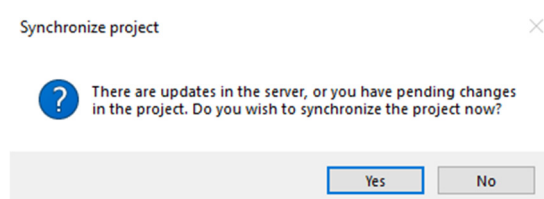
3 Opening a new task

Once you are done with the activation/server setup, you can start the work.

Click on **Check out a project from a MemoQ server**. This will take you to the list of servers you have previously set up and will let you access whatever task has been assigned to you by your client.

Under **MemoQ Server Address**, click the scroll-down button and select the server you are currently interested in. Click the check mark and you will see a list of all projects which have tasks currently assigned to you. Click one time on the project you need and click on **Check out project** in the right-hand corner.

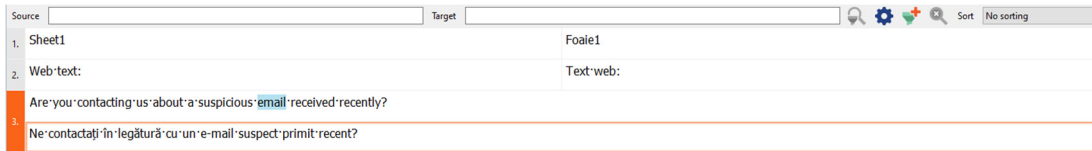
MemoQ will contact the server, fetch, and display your project. MemoQ will ask if you want to synchronize it. Click **Yes**.




Now you will see a list of tasks assigned to you. Double-click on the task you need to complete, and MemoQ will take you to the Translation panel.

4 Working on an assigned task

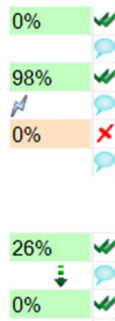
Once you open the task you are interested in, you can start the actual work. MemoQ displays the source segment on the left side and the target segment on the right side, so that you always have them side by side when you work. This is helpful when you need to remember a previous solution or turn of phrase. However, when you click into the segment you intend to translate, the source will be displayed on top and the target on the bottom, so that you have more space to enter your translation. It should look like this:



Note that the segment currently in progress is highlighted in orange in the left-hand bar. To enter the current fragment into the database and move to the next unconfirmed fragment (this is called **Confirm and Update**), you can either:

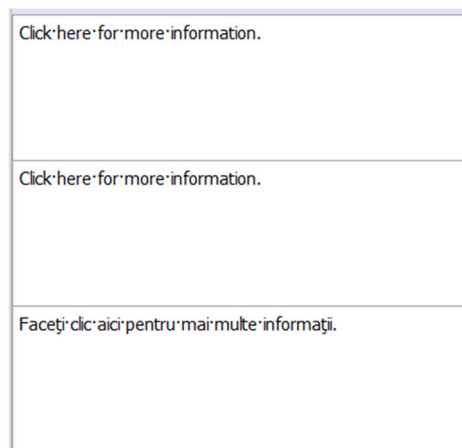
1. click the **Confirm** button in the panel above (), or
2. press Ctrl+Enter.

Immediately to the right of the segments you are working on, you will see a list of percentages. This tells you how much of that fragment is already registered in MemoQ's database. It will look like this:

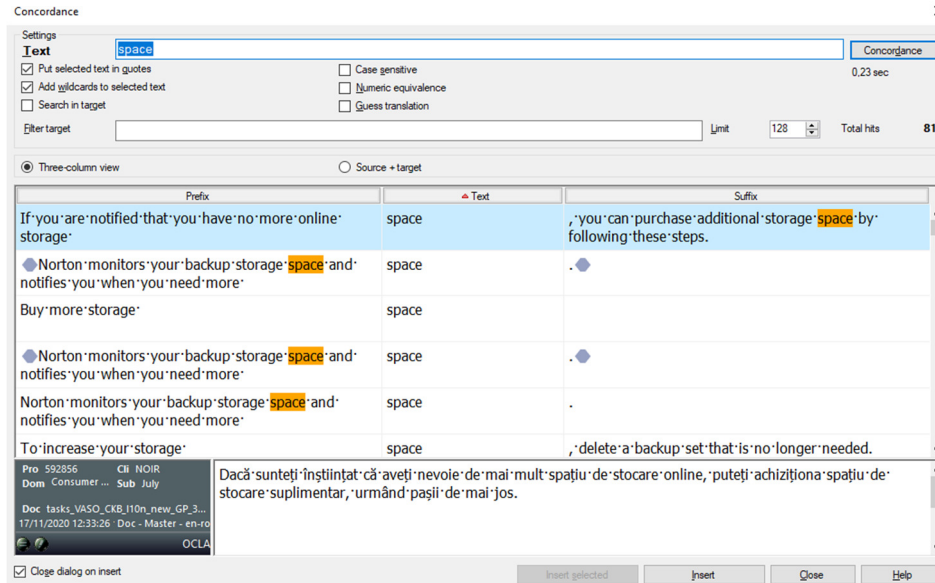


If it is 0%, then MemoQ has never encountered that phrase and can therefore make no suggestions. It will only help you with terms from the terminology database.

If it is anywhere above 0%, then MemoQ will display the previously entered fragment in the right-hand panel and will highlight the differences between the older phrase and the current phrase, so that you can find and modify them easily.



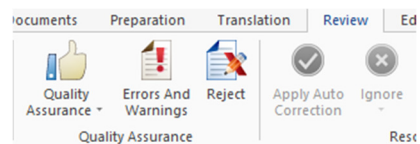
If you have been presented with a larger database that you can consult, and you are unsure about the use or meaning of a specific term, click Ctrl+K. This will open the **Concordance** search. Enter your text in the search box and press Enter. MemoQ will display a list of all previously-known instances of that term.



5 Reviewing your work

When working with a client who has setup a project database, a terminology database and a set of grammar and punctuation rules, it is highly probable that MemoQ will highlight a list of issues with the text you entered. You will need to check all of them and either make the required corrections or ignore the issue.

To do that, click on **Review** in the toolbar above:



From there, click on the **Quality Assurance** button and click **OK**.

MemoQ will display the list of issues. They may be related to:

- punctuation*. For instance, when you translate into French, a phrase that ends with quotation marks will be highlighted as incorrect, because the quotation marks themselves will differ, from the English standard "" to the French standard « ». In this case, simply mark it as **Ignore**, since this is a non-issue. You can also receive an error that says that there is an extra space at the end of a phrase. If the client requests that you pay attention to this, then change it according to the source.
- terminology*. It may happen that a certain term is flagged. Check for accuracy and either correct it or flag the issue as **Ignored**.
- consistency*. If you have translated an identical segment in several ways, even if the modifications are tiny (e.g. a missing column), you will get this error. Check all the segments that apply for any discrepancies, correct them, confirm the segments, and move on.

6 Completing and delivering your work

Once you have completed both the translation and the QA steps, you are certain that no further modifications are needed and all fragments have been properly confirmed and checked, you can deliver.

To do this, go to **Project Home**, right-click on the name of the task you are working on and click **Deliver/Return**. MemoQ will ask for a confirmation, then proceed to inform the other party (your client) that the task has been delivered.

Conclusion

MemoQ is intended to be a simple, intuitive, and helpful tool. Following the steps above, you can easily start, process, and complete any translation task, without making any quality cutbacks.