	<i>WIngotek</i> Workbench	Document → Edit → View → Tools →	7
1	K K 225 of 305 > >		8
2	Original Text	Translation Memory	
3	war o When you are ready, click of war war o Save of war war ⊲>.	New York Office 81%	
4	Current Translation	When you are ready, click <u>ImportSave</u> . Cuando esté listo, haga clic en Importar.	9
	w:r • Guardar • w:r • .	Machine Translation	
6	Save and Next -	Google Translate powered by Google	
	Next Sequential	Cuando esté listo, haga clic en Guardar.	
	Next Untranslated Next With Format Tags		
	Next With Unapplied Format Tags		

- 1) Navigate. Skip to a segment
- 2) Insert Tag. Insert format tag (Double click to insert at cursor)
- 3) Paste. Paste Original Text into Current Translation (shortcut available)
- 4) Spell Check. Click for spell check suggestions
- 5) Undo. Undo last action
- 6) Save. Go to specific segment when translation is saved:
 - Next Sequential
 - Next Untranslated
 - Next with Format Tags
 - Next with Unapplied Format Tags

- 7) Menus. Access additional options
- 8) Notes. Display notes (for current segment)
- 9) Copy & Paste. Paste hit into Current Translation

Lingotek Workbench

Quick Reference Card Quickly explore key workbench features

Access key features on each menu. »Lingotek Document Viewer View-Source 🗸 📿 A a Context Viewer Alt+X 1 Sidebar To begin. Para empezar. Alt+B Visit www.lingotek.com Visitawww.lingote 2 Document Viewer Alt+M Click Log In and enter the username and password Haga clic en Iniciar sesión e teclea el nombre de usuario provided in your welcome email. la contraseña proporcionada en su correo electrónico de bienvenida.

Tip: If you have not received a welcome email, please contact your project manager. Consejo: Si no ha recibido un mensaje de bienvenida, póngase en contacto con el gerente. After logging in, first time users will need to set up heir user profile. Después de entrar, primera vez que los usuarios tendrán que crear su perfil de usuario.

Edit

Edit▼	View - Tools
1 Open Find/Replace	Ctrl+Shift+F
2 Save Segment	Ctrl+S
3 Approve All Segments	Alt+A
4 Approve Translations when Navigating	Alt+Shift+A

- 1) Find/Replace terms and phrases
- Save Segment Save the current segment Approve All Segments (Available to Reviewers Only) Click to approve all segments within the document
- Approve Translations when Navigating Enable to approve segments while advancing between segments

View

From this menu, change the view of the document.

1) Sidebar.

Enable the Sidebar to display TM, MT and Glossary hits in a single window.

2) Document Viewer.

To review many segments at once, open the Document Viewer. Click to open (and edit) a segment in the Workbench.

Tools

	Edit 	w - Tools -
1 Paste TM Hit	Ctrl+	(number 1-9)
2 Paste Terminology Hit	Alt+Shift+	(number 1-9)
3 Paste MT Results	Ctrl+Shift+	(number 1-9)
_	011150	

Check Spelling & Grammar Ctrl+F6

1) Paste TM Hit (Ctrl + number of the hit)

- 2) Paste Terminology Hit (Alt+Shift + number of the hit)
- 3) Paste MT Result (Ctrl+Shift + number of the hit)
- 4) Check Spelling & Grammar