

Lingotek Workbench Document Edit View Tools

1 225 of 305

2 Original Text

3 w:r When you are ready, click w:r Save w:r w:r

4 Current Translation

5 w:r Cuando esté listo, haga click en w:r
w:r Guardar w:r w:r

6 Save and Next
Next Sequential
Next Untranslated
Next With Format Tags
Next With Unapplied Format Tags

7

8

9

Translation Memory
New York Office 81%
When you are ready, click ~~Import~~ Save.
Cuando esté listo, haga clic en Importar.

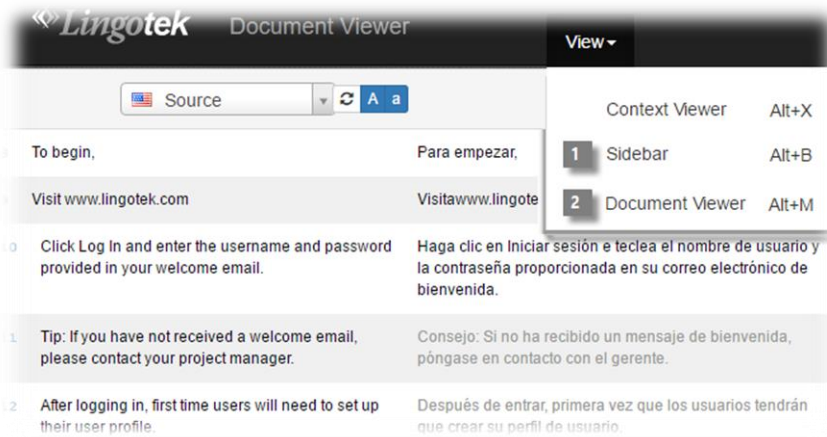
Machine Translation
Google Translate powered by Google
Cuando esté listo, haga clic en Guardar.

- 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) Menu. 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.

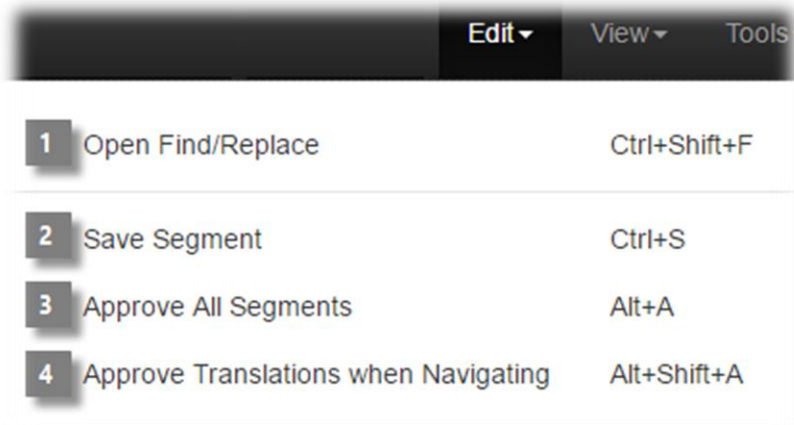


View

From this menu, change the view of the document.

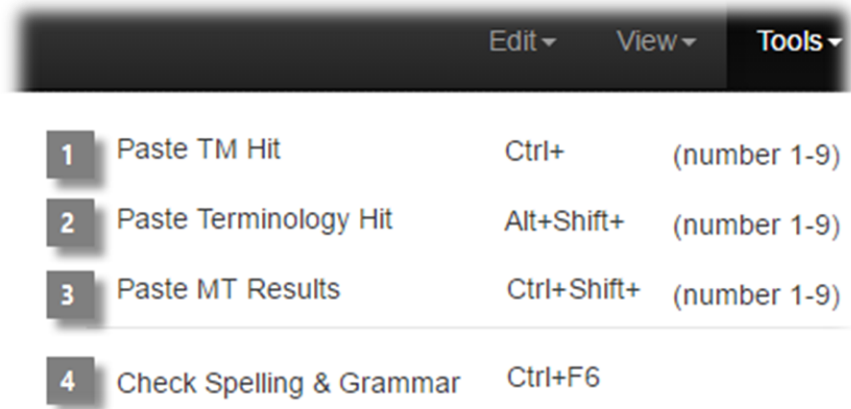
- 1) Sidebar.
Enable the Sidebar to display TM, MT and Glossary hits in a single window.
- 2) Document Viewer.
To review many segments at once, open the Document Viewer. Click to open (and edit) a segment in the Workbench.

Edit



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

Tools



- 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