



MADCAP LINGO 11 r3

Translation

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Introduction

Lingo's Translation Editor lets you work in Translation (or grid) mode, with the source content in one column and the target language in the next column. For some types of files—such as Flare topics, snippets, and template pages; Microsoft Excel, PowerPoint, and Word documents; DITA files; HTML files; and XML files—you can also switch to Live Preview mode, which lets you view content in its intended context. A suggestions area at the bottom of the Translation Editor lets you quickly select and insert matching translations from your translation memory (TM) database.

This chapter discusses the following:

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I Types of Content

In Lingo you can translate many types of files in the Translation Editor, including the following:

- Adobe FrameMaker files (FM, MIF, and BOOK)
- Adobe InDesign files (IDML)
- DITA files (DITA, DITAMAP, XML)
- Doc-To-Help projects (D2H)
- HTM and HTML documents
- JSON files
- MadCap Capture image files (BMP, GIF, JPG, JPEG, PNG, TIF, TIFF)
- MadCap Contributor files (MCDOC)
- MadCap Flare package files (FLPRJZIP)
- MadCap Flare projects (FLPRJ)
- MadCap Lingo bundles (ZIP)
- MadCap Mimic movies and collections (MIMOV, MIPRJ)
- Microsoft .NET Resource files (RESX)
- Microsoft Excel documents (XLS, XLSX)
- Microsoft PowerPoint documents (PPT, PPTX)
- Microsoft Word documents (DOC, DOCX)
- Properties files (.properties)
- Rich text files (RTF)
- SDL Trados newer files (SDLXLIFF)
- SDL Trados older files (TTX)
- SQL files
- SVG files
- TXT files
- Wordfast files (TXML)

- XLIFF 1.2 files (XLF)
- XML files




NOTE If you are using the grid view (as opposed to the folder structure view) in the File List window pane, you can use the Filter field to see only specific types of files in the list (e.g., snippets), or you can select All Files to show all translation file types in the same list.

I How to Translate Files

Although you do not need to use TM when translating files, it is recommended that you do so. Therefore, before following the steps below, make sure you have performed the necessary setup tasks for TM. See "Translation Memory" on page 57.

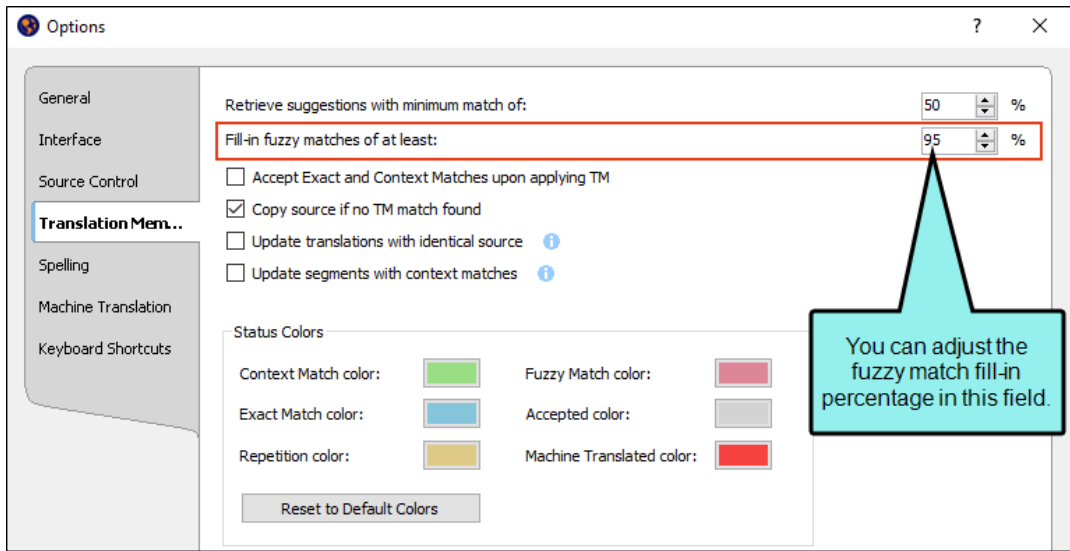
1. (Optional) Before you start translating text, you may want to select **Home > Translate project with TM**. This scans your translation memory to find 100% matches for untranslated segments and applies those translations accordingly. See "Applying Translation Memory Suggestions" on page 78.
2. From the File List window pane, open the file you want to translate.


The file segments are shown in the Translation Editor. The source text is shown in the left column. The right column, which is initially empty by default, is where you enter the translation.

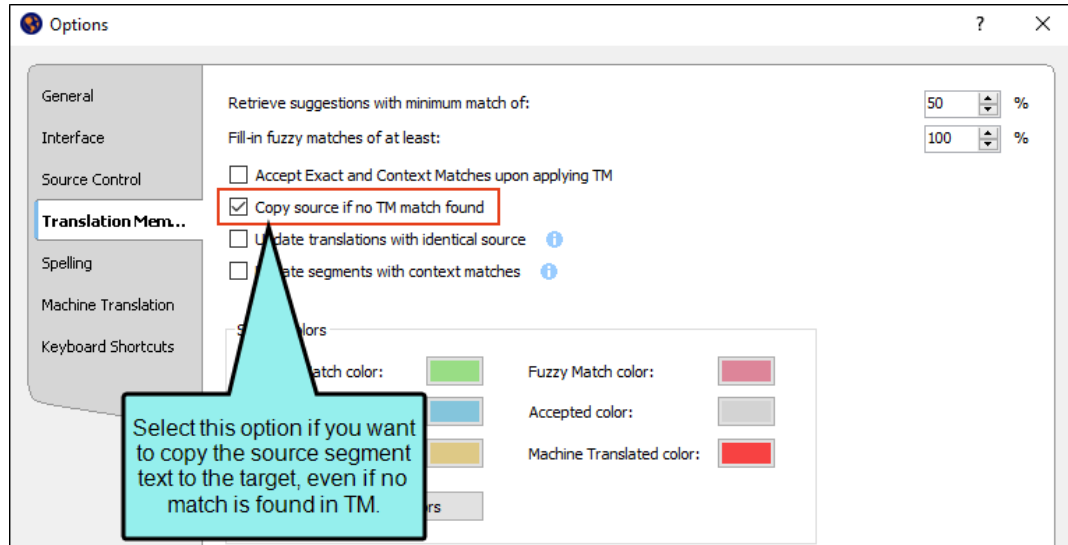
 **NOTE** You can customize the way the Translation Editor and Translation Memory Editor display translation segments. You can display the source and target segments next to each other, or with the source segment above the target segment. You can also adjust the editor font size, which resizes translation segments, translation suggestions, and segment notes based on your desired font size.

- 3. Click in a target cell (the right column) of a segment row. The cell may remain empty until you type in it, or the cell may become immediately filled with a perfectly matching translation from TM.

NOTE If you change the fuzzy matches percentage in the Options dialog, a segment doesn't necessarily have to have a 100% match to be automatically filled in when you click on it. For example, you can change the option so that segments with a 95% match are considered exact.



-  **NOTE** If you prefer to use the old behavior from previous versions of Lingo (i.e., automatically display a copy of source segments even if no match is found in TM), you can select a check box on the Translation Memory tab of the Options dialog (**File > Options**).



4. Do one of the following:

- Type your translation.
- If the TM Suggestions tab below shows a match for the segment that you want to use, double-click it. The target cell becomes filled with that translation. You can keep the translation as it is, or you can click in the cell and adjust it.

5. Do one of the following, depending on the part of the user interface you are using:


- **Ribbon Select Home > [one of the Confirm buttons].**
- **Keyboard Shortcut Press ENTER.**

OR

Press **CTRL+SHIFT+Down Arrow** or **CTRL+SHIFT+Up Arrow** on your keyboard (to move to the next or previous untranslated segment, respectively).

- **Right-Click** Right-click in the cell and from the context menu select **Confirm**.

The translation is confirmed and focus moves to the next appropriate cell. After a segment is translated and confirmed, the Status cell becomes gray and a check mark is shown in it. Also, if you are using TM, the translation is automatically uploaded to the database.

6. Click  to save your work.

Translation Features

When translating files in Lingo, you have access to numerous features.

This chapter discusses the following:

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Filter


A segment filter at the top of the Translation Editor lets you limit the segments shown in the editor.



The screenshot shows the Translation Editor interface. At the top, there is a toolbar with icons for help, search, and other functions. Below the toolbar, there are two input fields: "Source Filter:" and "Target Filter:". A callout box labeled "Filter fields" points to these two fields. Below the filter fields is a table with the following columns: "English (United States) - Spanish", "Status", and "Note". The table contains 9 rows of segments, each with a source text, a target text, and a status percentage. The status percentages are: 0%, 100%, 101%, 101%, 100%, 100%, 101%, 101%, and 83%.

	English (United States) - Spanish	Status	Note
1	Jack and me:k3 Jill	0%	
2	Jack and Jill went up the hill	100%	
3	To fetch a pail of water	101%	
4	Jack fell down and brok	101%	
5	And Jill came tumbling after	100%	
6	Then up Jack got and home did trot	100%	
7	As fast as he could caper	101%	
8	To Old Dame Dob who patched his nob	101%	
9	With vinegar and olive paper	83%	





Using the Filter


To use the filter, type text in the **Source Filter** and/or **Target Filter** field to search for content in either. Then either press **ENTER** on your keyboard or click . As a result, only the segments matching your search are shown.

☆ EXAMPLE

Let's say you have the following segments in the Translation Editor:

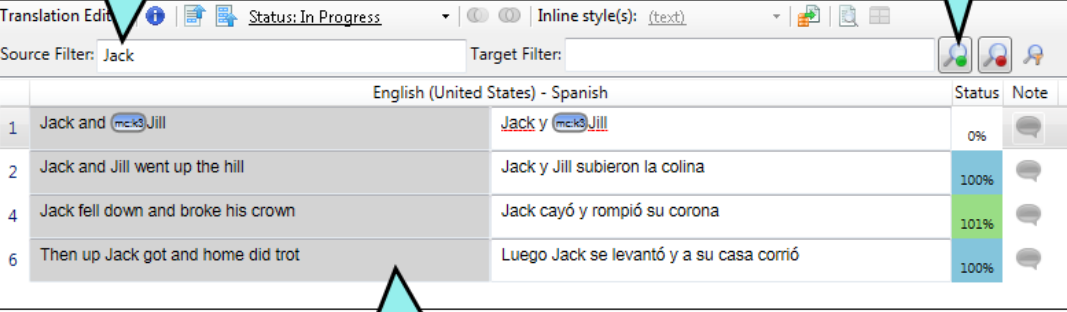


	English (United States) - Spanish	Status	Note
1	Jack and <u>meek</u> Jill	0%	
2	Jack and Jill went up the hill	100%	
3	To fetch a pail of water	101%	
4	Jack fell down and broke his crown	101%	
5	And Jill came tumbling after	100%	
6	Then up Jack got and home did trot	100%	
7	As fast as he could caper	101%	
8	To Old Dame Dob who patched his nob	101%	
9	With vinegar and olive paper	83%	

- ☆ You want to limit the segments shown to only those where the name "Jack" appears in the source segments. So you type `Jack` in the **Source Filter** field and click . As a result, only a few segments are now shown.


After typing Jack in this field...

... and clicking this button...

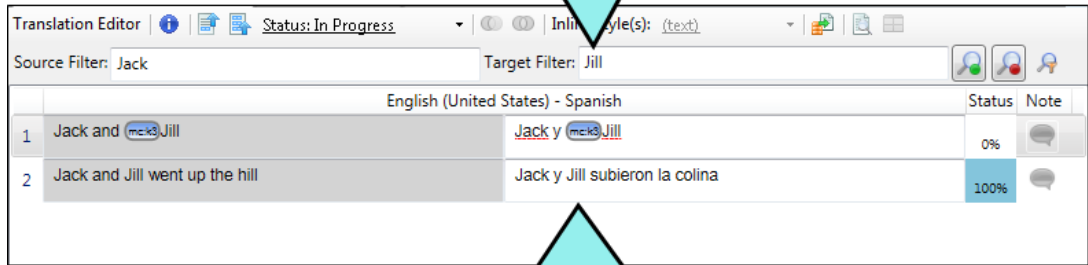


... the Translation Editor displays only these segments.

	English (United States)	Spanish	Status	Note
1	Jack and me Jill	Jack y me Jill	0%	
2	Jack and Jill went up the hill	Jack y Jill subieron la colina	100%	
4	Jack fell down and broke his crown	Jack cayó y rompió su corona	101%	
6	Then up Jack got and home did trot	Luego Jack se levantó y a su casa corrió	100%	

- ☆ Then let's say you want to further limit the segments so that, of those shown, only those with "Jill" on the target side are included. Therefore, you type `Jill` in the **Target Filter** field and click . Now the list of segments is further reduced.

After searching for Jill in the target segments...



... Lingo reduces the list to the only segments where Jack is found in the source and Jill is found in the target.

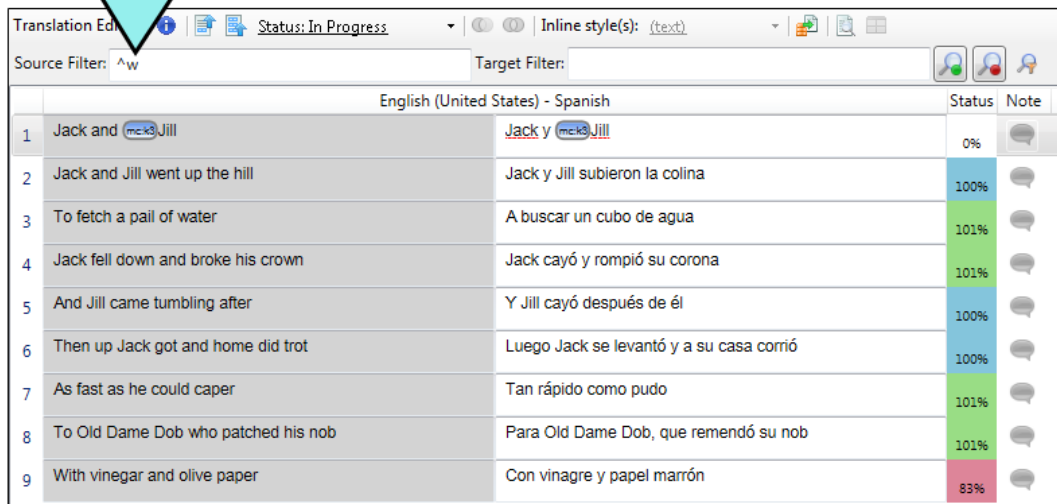
Regular Expressions and Case-Sensitive Text

You can also select options to use regular expressions or to make the search case-sensitive.

☆ EXAMPLE – Regular Expression

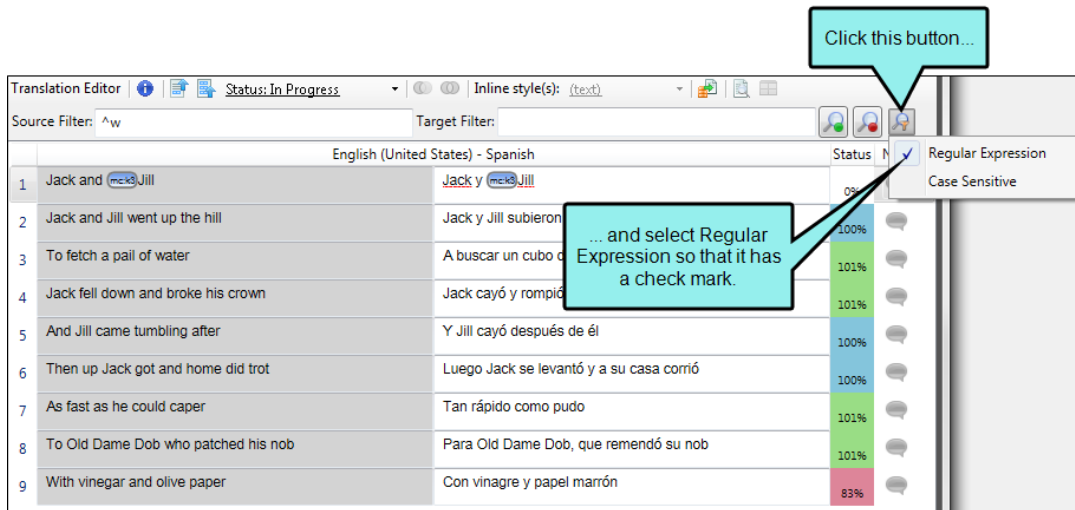
Let's say you want to limit the results to only segments where the source sentences begins with the letter w. First, you enter `^w` in the **Source Filter** field. This is a regular expression that looks for lines that begin with w.

First, type `^w` in this field.

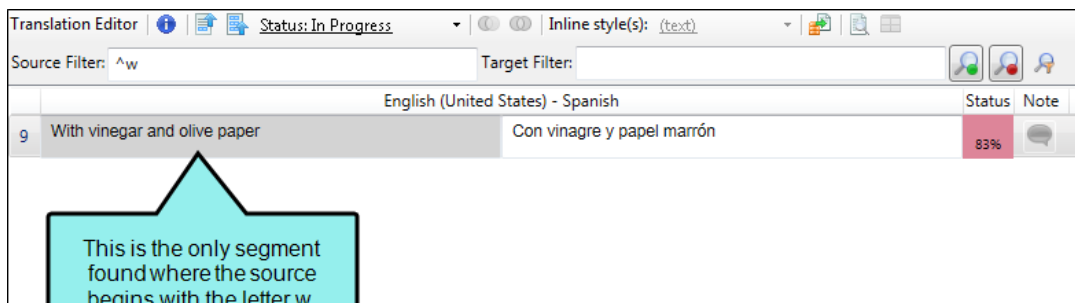


	English (United States) - Spanish	Status	Note
1	Jack and meck Jill	Jack y meck Jill	0%
2	Jack and Jill went up the hill	Jack y Jill subieron la colina	100%
3	To fetch a pail of water	A buscar un cubo de agua	101%
4	Jack fell down and broke his crown	Jack cayó y rompió su corona	101%
5	And Jill came tumbling after	Y Jill cayó después de él	100%
6	Then up Jack got and home did trot	Luego Jack se levantó y a su casa corrió	100%
7	As fast as he could caper	Tan rápido como pudo	101%
8	To Old Dame Dob who patched his nob	Para Old Dame Dob, que remendó su nob	101%
9	With vinegar and olive paper	Con vinagre y papel marrón	83%

☆ Then you click  and select **Regular Expression**. This enables Lingo to use the expression you just typed.



Finally, you press **ENTER** on your keyboard and the list is shortened.



☆ **EXAMPLE** – Case-Sensitive

Let's say you have the following segments in the Translation Editor:

	English (United States) - Spanish	Status	Note
1	Little Miss Muffet	100%	
2	"Little Miss Muffet" is a nursery rhyme, one of the most commonly printed in the mid-twentieth century.	0%	
3	It has a Roud Folk Song Index number of 20605 .	0%	
4	The rhyme first appeared in print in (mck) 1805, in a book titled <i>Songs for the Nursery</i> .	0%	
5	Lyrics	0%	
6	Little Miss Muffet sat on a tuffet	0%	
7	Eating her curds and whey	0%	
8	Along came a spider	0%	
9	Who sat down beside her	0%	

TM Suggestions		Segment Notes		
	% Match	Source	Translation	Source TM
1	100	Little Miss Muffet	La Pequeña Señorita Muffet	MasterTM
2	0	Little Miss Muffet	Little Miss Muffet	GOOGLE

You want to limit the segments shown to only those that contain the word "song" in the source. So you type `song` in the **Source Filter** field and click . As a result, only a few segments are now shown.



After typing song in this field...

... and clicking this button...

The screenshot shows the Translation Editor interface. The Source Filter is set to 'song'. The results table shows four segments:

	English (United States) - Spanish	Status	Note
3	It has a Roud Folk Song Index number of 20605 .	0%	
4	The rhyme first appeared in print in 1805, in a book titled <i>Songs for the Nursery</i> .	0%	
12	The rhyme first appeared in print in 1805, in a book titled <i>Songs for the Nursery</i> .	0%	
15	The former explanation is speculative and the latter is doubted by most literary scholars, who note that stories linking folk tales or songs to political events are often urban legends.	0%	

... the Translation Editor displays only these segments.

However, let's say you want to limit the results to only the segments where the word is lowercase. So you click and select **Case Sensitive**.

Click this button...

The screenshot shows the Translation Editor interface with the Regular Expression menu open. The 'Case Sensitive' option is checked.

... and select Case Sensitive so that it has a check mark.


After you click again, only one segment is found where song is found in lowercase.

The screenshot shows the Translation Editor interface with only one search result displayed:

	English (United States) - Spanish	Status	Note
15	The former explanation is speculative and the latter is doubted by most literary scholars, who note that stories linking folk tales or songs to political events are often urban legends.	0%	

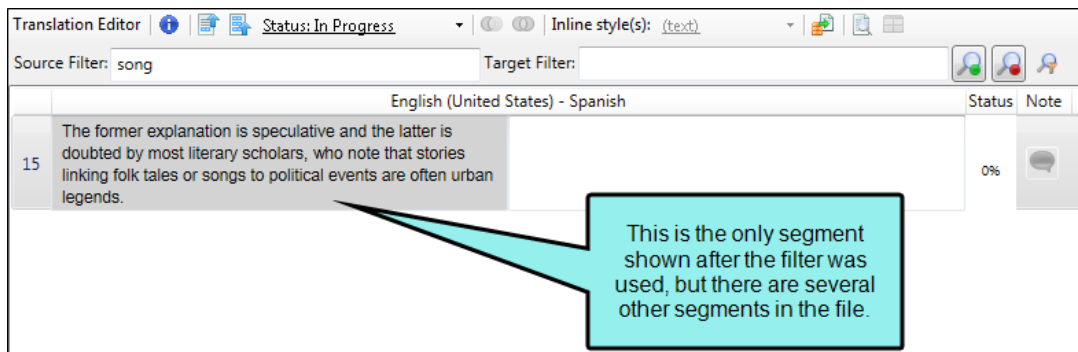
This is the only segment found where song is found in lowercase letters.


Clearing the Filter and Resetting the Editor

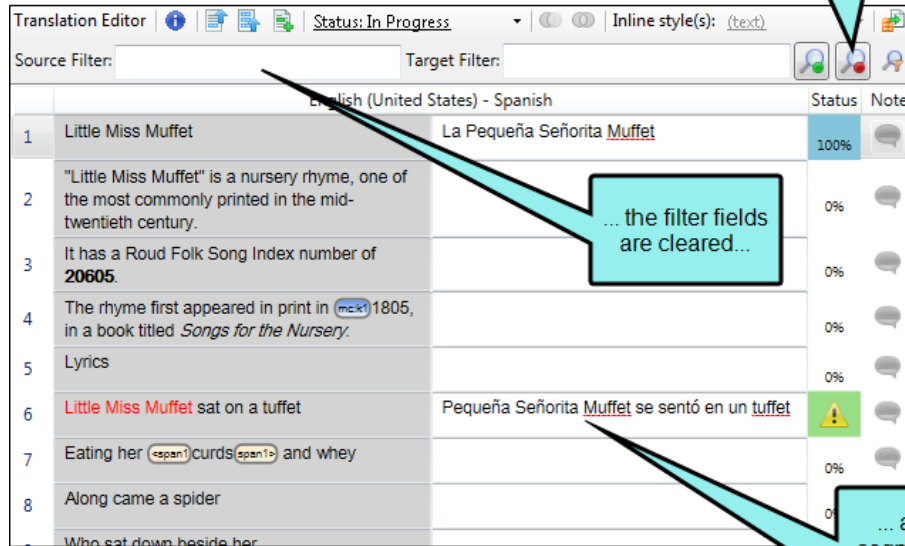
When you want to clear the search fields and show all of the segments again, you can click .

☆ EXAMPLE

Let's say you have used the filter fields so that the Translation Editor shows only a single segment in the file.



- ☆ Now you want to clear the filter fields and return to the original view showing all of the segments in the file. To do this, you simply click .



I Translation Memory

At the bottom of the editor is the TM Suggestions tab. If matching content has already been translated and uploaded to the translation memory (TM) database, it displays in the suggestions area with the following information:

- **% Match** Displays a numerical ranking for the match. For example, if 100 is displayed, the content matches 100%; if 85 is displayed, the content matches 85%; and so on.
- **Source** Displays the word(s) in the source language.
- **Translation** Displays the translated word(s) in the target language.
- **Source TM** Displays the name of the TM database containing the translation match.

The screenshot shows the Translation Editor interface. At the top, there are filters for Source and Target, and a status indicator 'Status: In Progress'. Below this is a list of source segments with their corresponding target cells. A callout bubble points to the segment 'With vinegar and olive paper'. Below the list is the 'TM Suggestions' tab, which contains a table with columns for % Match, Source, Translation, and Source TM. A callout bubble points to the first suggestion in the table, which has a match of 83% and the translation 'Con vinagre y papel marrón'.

	% Match	Source	Translation	Source TM
▶ 1	83	With vinegar and brown paper	Con vinagre y papel marrón	LingoT

We placed the cursor on this segment.

In TM there is a partial match for the segment. If you double-click the suggestion, its translation will be entered in the empty target cell on the right. You can then edit the non-matching portion of the segment and press **ENTER** to confirm the translation.

I Machine Translation

Machine translation (MT) is translation of text by a computer or translation program, such as Google Cloud Translation. A great benefit of MT is that it allows translators to translate a large amount of content quickly using an automated translation system, and then make any necessary updates to the translation on a case-by-case basis (e.g., using a termbase to replace certain words, fixing translations that are not accurate in context). Then, the translator can add the target segments to an installed TM, improving the speed for future translations as well.

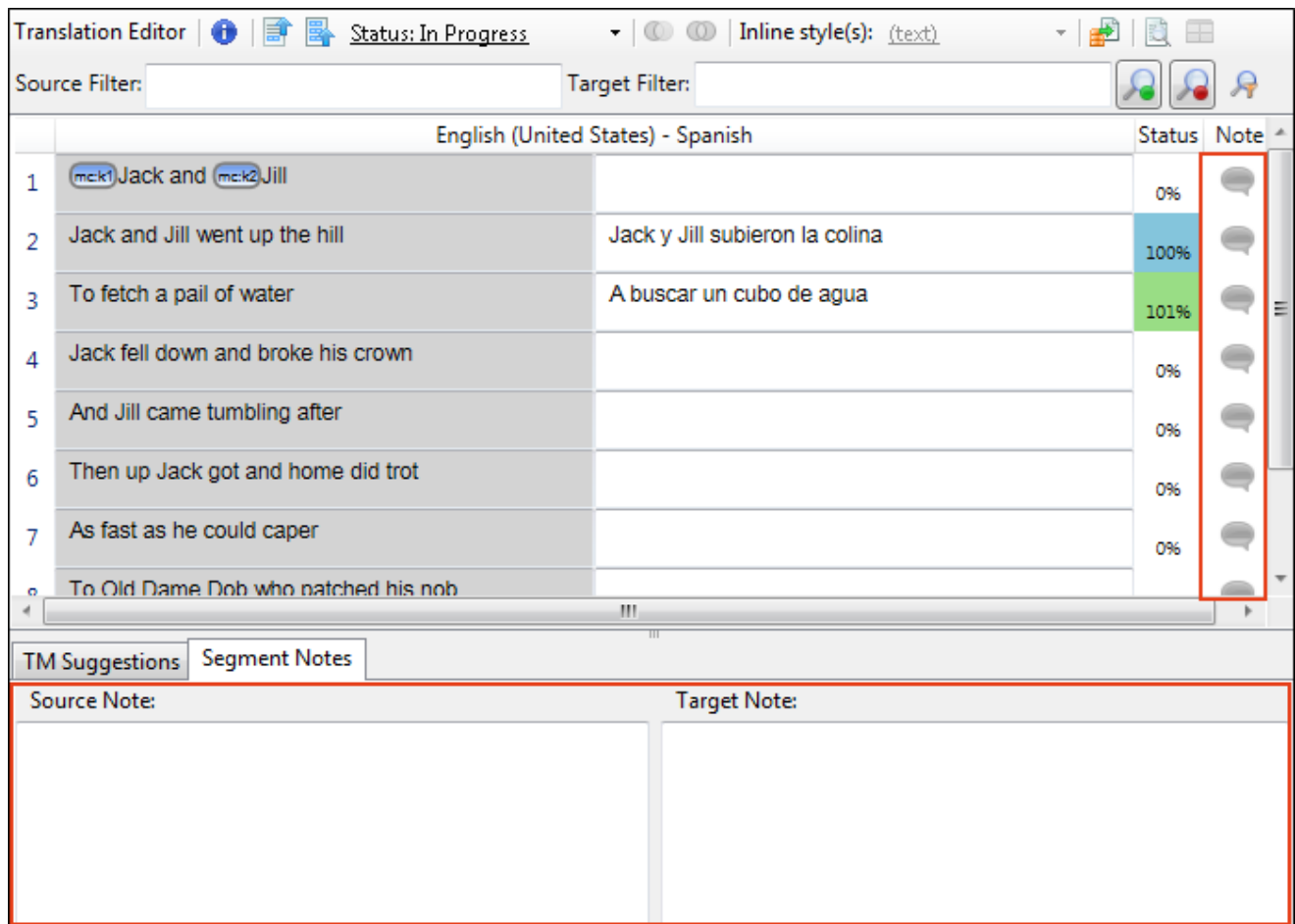
I Termbases

A termbase is a concept-oriented database that makes translation work easier and quicker by letting you create, manage, and reuse multilingual terminology from a single storage area. This system automatically displays previously translated words from your termbase during the translation process, thus improving the reliability of translations. For more information, see the online Help or the *Termbase Guide* PDF.

Notes for Segments

For each segment in the Translation Editor, you can enter a note. For example, you might want to add a note to remind yourself to do additional research about a term, or to tell a reviewer why a particular translation was used.

A Note column on the right side of the segment row and a tab at the bottom of the editor are available for this purpose.




The screenshot displays the Translation Editor interface. At the top, there is a toolbar with icons for search, filter, and other functions. Below the toolbar, there are input fields for 'Source Filter' and 'Target Filter'. The main area shows a table of segments with columns for 'English (United States) - Spanish', 'Status', and 'Note'. The 'Note' column contains speech bubble icons. At the bottom, there are two tabs: 'TM Suggestions' and 'Segment Notes'. The 'Segment Notes' tab is active, showing two empty text boxes labeled 'Source Note' and 'Target Note'.

	English (United States) - Spanish	Status	Note
1	Jack and Jill	0%	
2	Jack and Jill went up the hill	100%	
3	To fetch a pail of water	101%	
4	Jack fell down and broke his crown	0%	
5	And Jill came tumbling after	0%	
6	Then up Jack got and home did trot	0%	
7	As fast as he could caper	0%	
8	To Old Dame Dob who natched his nob	0%	

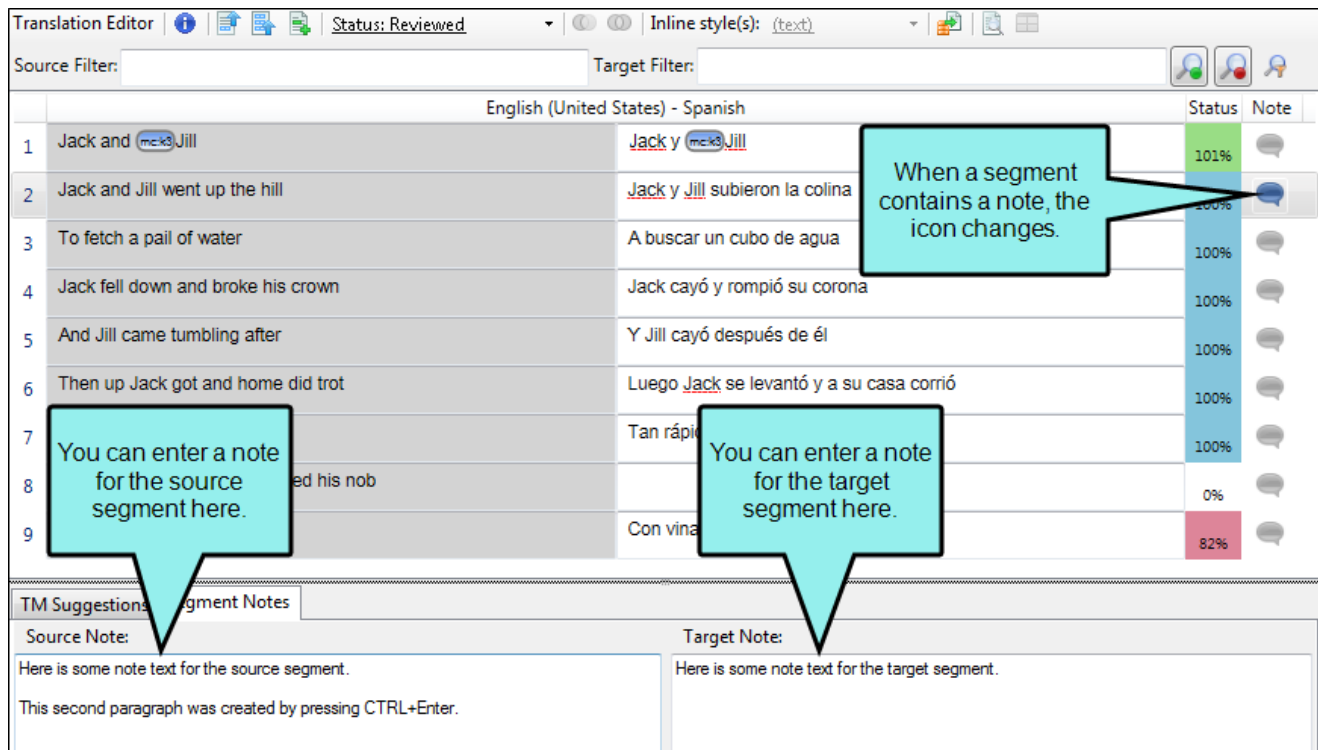
TM Suggestions | Segment Notes

Source Note: _____ Target Note: _____










To add a note, open the Segment Notes tab at the bottom of the editor. You can do this in one of the following ways:

- Click the **Segment Notes** tab.
- Click the **Note** icon  for that segment.
- Right-click in the segment and in the context menu select **Add Note**.

In the Segment Notes tab, type in either the **Source Note** or **Target Note** area. If you want to create a new paragraph, press **CTRL+ENTER**. After you enter a note, the icon changes in the Note column.



The screenshot shows the Translation Editor interface with a list of segments. The interface includes a top toolbar with icons for help, source, target, and review, and a status bar indicating 'Status: Reviewed' and 'Inline style(s): (text)'. Below the toolbar are 'Source Filter' and 'Target Filter' fields. The main area displays a table of segments with columns for 'Source', 'Target', 'Status', and 'Note'. The 'Note' column contains icons representing notes. Callouts explain that when a segment contains a note, the icon changes, and that notes can be entered for both source and target segments. The bottom of the interface shows the 'Segment Notes' tab with 'Source Note' and 'Target Note' text areas.

	English (United States) - Spanish	Status	Note
1	Jack and me Jill	101%	
2	Jack and Jill went up the hill	100%	
3	To fetch a pail of water	100%	
4	Jack fell down and broke his crown	100%	
5	And Jill came tumbling after	100%	
6	Then up Jack got and home did trot	100%	
7	Tan rápido	100%	
8	ed his nob	0%	
9	Con vina	82%	

Callout 1: When a segment contains a note, the icon changes.

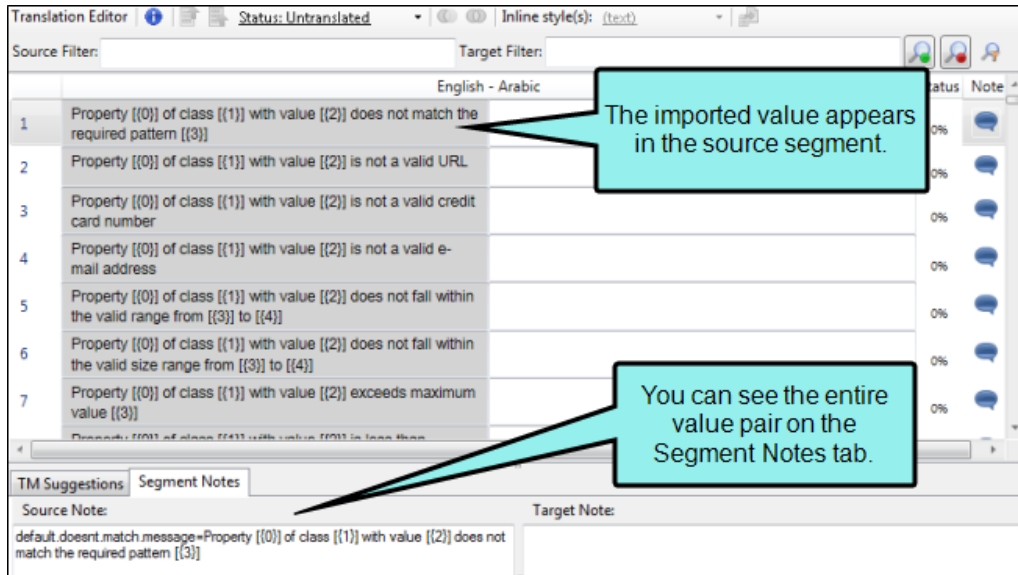
Callout 2: You can enter a note for the source segment here.

Callout 3: You can enter a note for the target segment here.

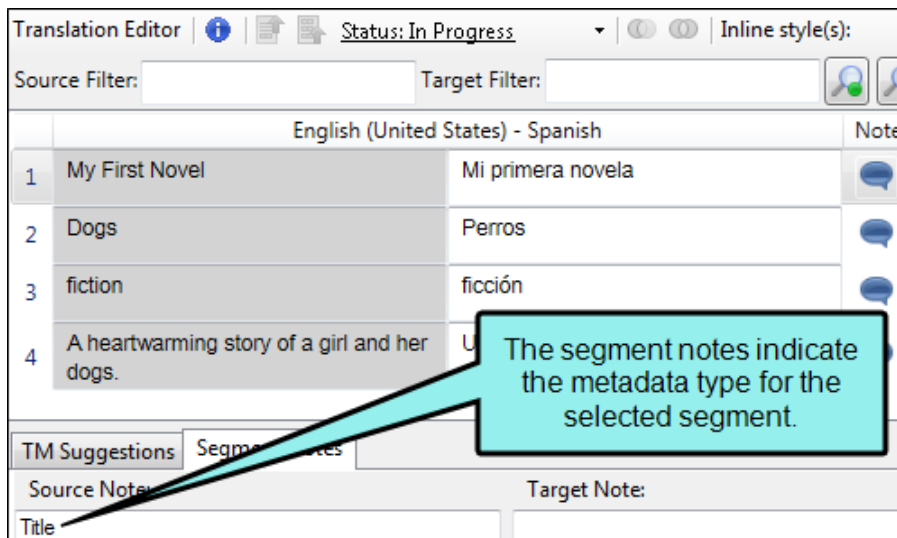
Source Note: Here is some note text for the source segment. This second paragraph was created by pressing CTRL+Enter.



Target Note: Here is some note text for the target segment.


NOTE When translating .properties files, only the value is translatable. The entire value pair is added to the segment as a segment note for your reference.




NOTE You can translate metadata tags in PDF and EPUB targets. The metadata type is added to the segment as a segment note for your reference.



 **NOTE** When you import a Doc-To-Help project file into Lingo, additional project information (e.g., variables, keywords, topic titles) is imported as part of the D2H file. Open the D2H file in Lingo to translate these segments. A translation note is created for each segment so you can see what kind of data is contained in the segment. Click  to see the translation note on the Segment Notes tab.

 **NOTE** Segment notes travel with the project. Therefore, if you create a new Lingo project based on the same source files, the same notes will not automatically be associated with those segments because it is a new project.

 **NOTE** When you import a review package from Contributor, any annotations from the reviewer are added to the segment as segment notes. For more information, see the Lingo online Help.

Adding Numbers from Source Segments

This option lets you automatically copy a number from the source to the target cell. This helps ensure that you do not accidentally retype an incorrect number during the translation.

You can add numbers from the source in the following ways:

- **Context Menu** You can right-click in the segment and select **Add Next Number**.
- **Keyboard Shortcut** You can press **CTRL+,** (comma) on your keyboard to add numbers to the target in order.
- **Translate Ribbon** From the Translate ribbon you can click **Add Next Number**.

The screenshot shows the Translation Editor interface with a source segment selected. A context menu is open over the segment, displaying various actions. The 'Add Next Number' option is highlighted, and its keyboard shortcut, Ctrl+,, is shown. A callout box points to the 'Add Next Number' option, stating: 'From the context menu, you can select **Add Next Number**.' Another callout box points to the keyboard shortcut, stating: 'You can also press **CTRL+,** on your keyboard.' A third callout box points to the source text, stating: 'This cell contains a few numbers. You can add each one to the target cell using the Translate ribbon (not shown here), context menu, or keyboard shortcut.'

Source Filter:	Target Filter:
English (United States) - Spanish	Status Note
11 Origins and Meaning	0%
12 The rhyme first appeared in print in 1805, in a book titled <i>Songs for the Nursery</i> .	0%
13 Like many such rhymes, its origins are unclear.	0%
14 Some claim it was written by Dr Thomas Muffet (d.1604), an English physician and entomologist, regarding his stepdaughter Patience ; others claim it refers to Mary, Queen of Scots (1543–87), who was said to have been frightened by religious reformer John Knox (1510–72).	0%
15 The former explanation is speculative and the latter is doubted by most literary scholars. Note that stories linking folk tales or song lyrics to political events are often urban legends.	0%

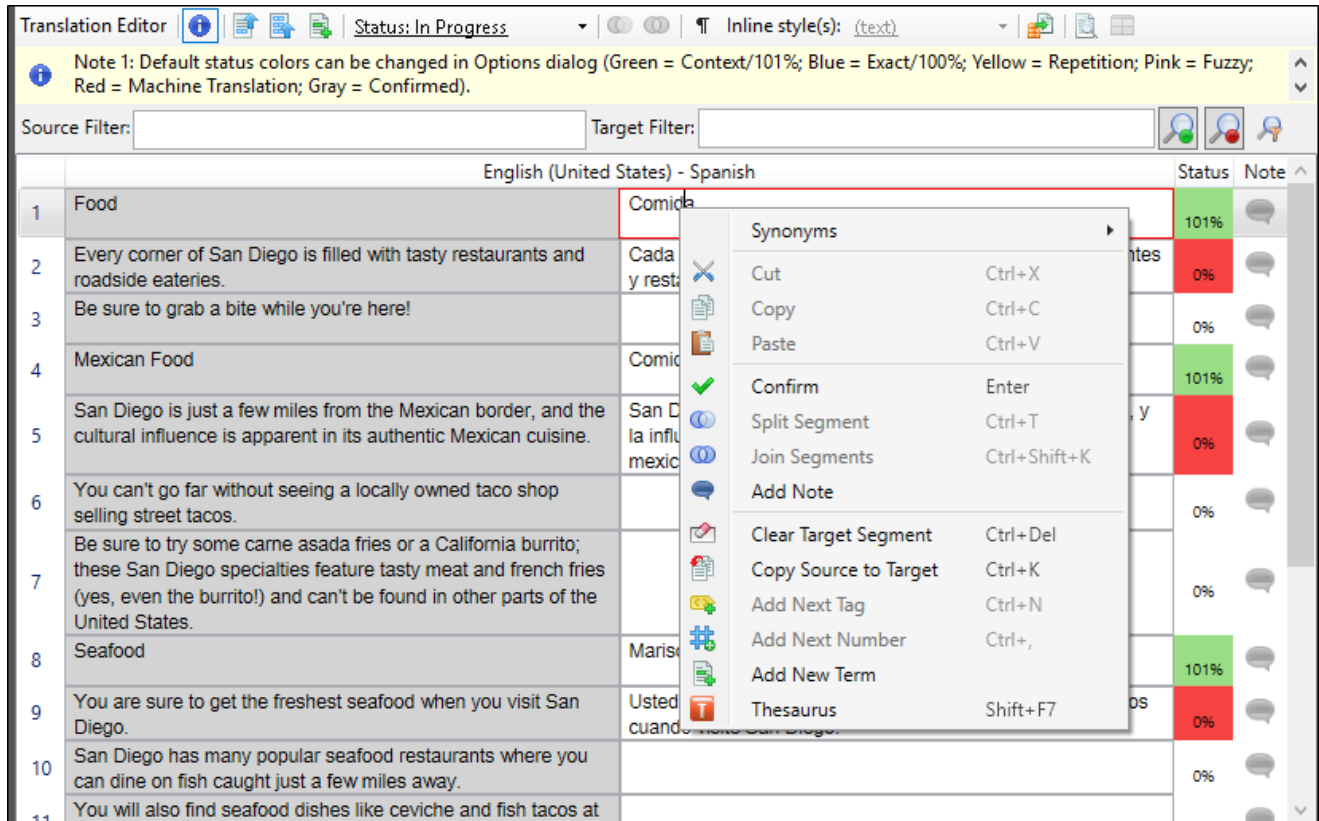
TM Suggestions Segment Notes
(no suggestions found)

Context Menu Options:

- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Confirm Enter
- Split Segment Ctrl+T
- Join Segments Ctrl+Shift+K
- Add Note
- Clear Target Segment Ctrl+Del
- Copy Source to Target Ctrl+K
- Add Next Tag Ctrl+N
- Add Next Number Ctrl+,
- Add New Term


Right-Click/Keyboard Shortcut Options

Several options are available from the context menu when you right-click a segment in the Translation Editor.



You can also use keyboard shortcuts for these options.

- **Synonyms** Lets you select words matched through the thesaurus.



 **NOTE** If there are no matches for a word in the thesaurus, the Synonyms option is not displayed in the context menu.

- **Cut (CTRL+X)** Cuts the selection and sends it to the clipboard.
- **Copy (CTRL+C)** Copies the selection and sends it to the clipboard.

- **Paste (CTRL+V)** Pastes the selection from the clipboard to the place where the cursor is inserted.
- **Confirm (ENTER)** Confirms the translation, adds it to TM (if applicable), and moves focus to the next segment. You can also press **ENTER** on your keyboard to do this.
- **Split Segment (CTRL+T)** Breaks the segment at the point where the cursor is placed, so that the one segment becomes two.
- **Join Segments (CTRL+SHIFT+K)** Merges the selected segments into a single segment.
- **Add Note** Opens the Segment Notes tab at the bottom of the Translation Editor. This lets you type a note related to the selected segment (for the source and/or the target). When you are done, the Note icon to the right of the segment changes to reflect the fact that a note exists.
- **Clear Target Segment (CTRL+Delete)** Removes all content from the target cell.
- **Copy Source to Target (CTRL+K)** Copies all of the text, as well as the formatting or tags, from the source to the target cell.
- **Add Next Tag (CTRL+N)** Copies each tag in order from the source to the target cell.
- **Add Next Number (CTRL+,)** Adds each number in order from the source to the target cell.
- **Add New Term** Lets you add a term in the segment to a termbase.
- **Thesaurus (SHIFT+F7)** Lets you view and select words related to those in an open translation file.

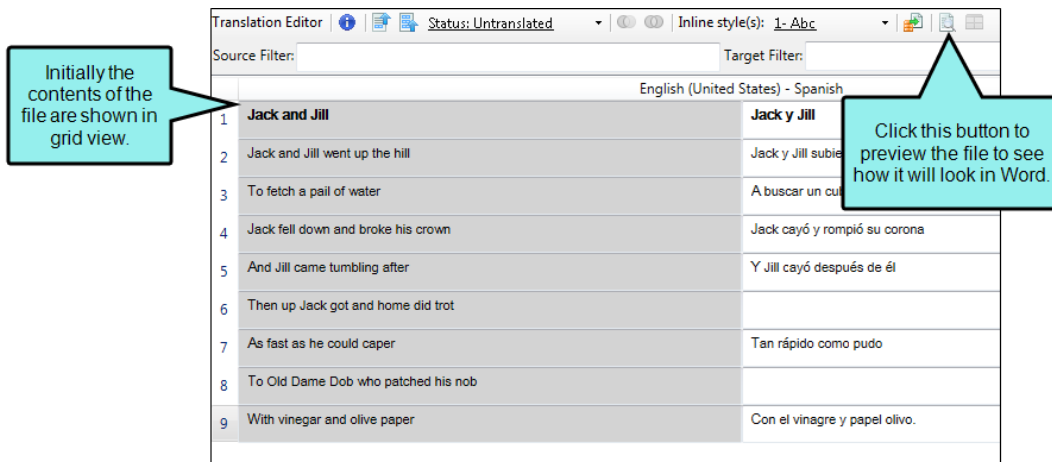
You can edit shortcuts from the Options dialog.

Live Preview Mode


When you translate text, the segments are shown in a grid format (i.e., Translation mode). If you want to see the content in its original context (in paragraphs), click the toggle button  in the local toolbar. This button lets you open Live Preview mode for certain file types (i.e., Microsoft Word, Excel, PowerPoint, MadCap Flare, Capture images with callouts). Live Preview mode displays next to the Translation Editor and updates in real time as you make changes in the Translation Editor. To toggle the location of the Live Preview pane, click . This toggles the Live Preview pane to display horizontally or vertically.

☆ EXAMPLE – Word

When you first open a Word file in Lingo, it may look something like this, with text segments in a grid.

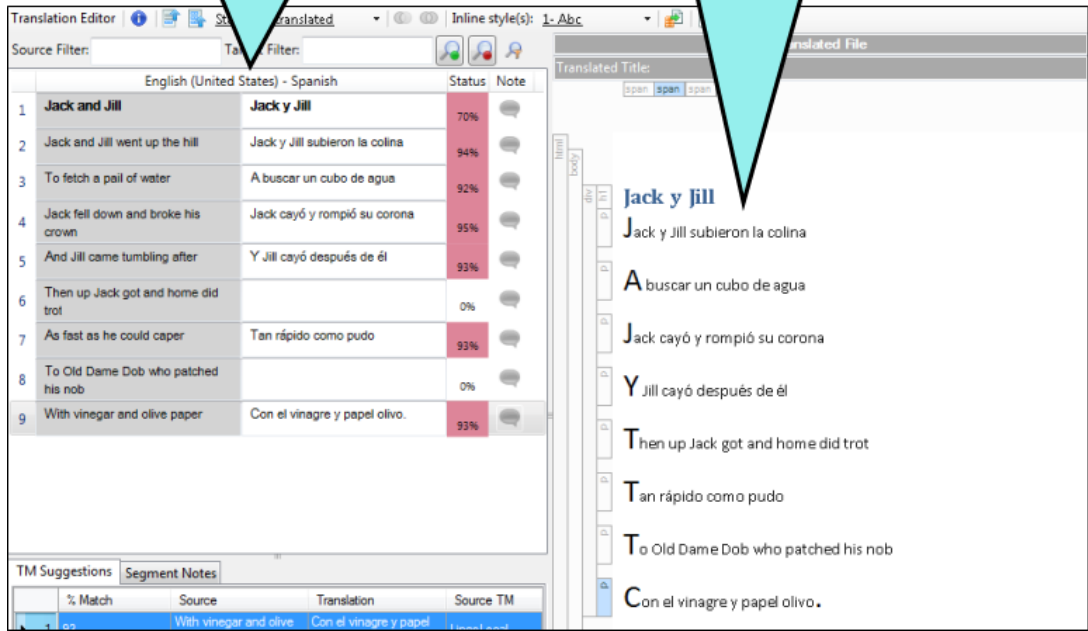


Source Filter:	Target Filter:
English (United States) - Spanish	
1 Jack and Jill	Jack y Jill
2 Jack and Jill went up the hill	Jack y Jill subie
3 To fetch a pail of water	A buscar un cul
4 Jack fell down and broke his crown	Jack cayó y rompió su corona
5 And Jill came tumbling after	Y Jill cayó después de él
6 Then up Jack got and home did trot	
7 As fast as he could caper	Tan rápido como pudo
8 To Old Dame Dob who patched his nob	
9 With vinegar and olive paper	Con el vinagre y papel olivo.

- ☆ After you click , the file looks just like it would in Word. You can still see the Translation Editor and make changes, which appear in the preview area as you make them.

In the preview you can see the Translation Editor, with both the source and the target on the left side.

The translated target text in its context is shown on the right side. Segments that are not translated show the source text.



The screenshot displays the Translation Editor interface. On the left, a table lists segments with their source text, target text, and translation status. On the right, a preview area shows the translated text in its context, with segments that are not translated showing the source text.

	English (United States) - Spanish	Status	Note
1	Jack and Jill	Jack y Jill	70%
2	Jack and Jill went up the hill	Jack y Jill subieron la colina	94%
3	To fetch a pail of water	A buscar un cubo de agua	92%
4	Jack fell down and broke his crown	Jack cayó y rompió su corona	95%
5	And Jill came tumbling after	Y Jill cayó después de él	93%
6	Then up Jack got and home did trot		0%
7	As fast as he could caper	Tan rápido como pudo	93%
8	To Old Dame Dob who patched his nob		0%
9	With vinegar and olive paper	Con el vinagre y papel olivo.	93%

TM Suggestions

% Match	Source	Translation	Source TM
93%	With vinegar and olive	Con el vinagre y papel	Local...


☆ **EXAMPLE** – Excel

When you first open an Excel file in Lingo, it may look something like this, with text segments in a grid.

Initially the contents of the file are shown in grid view.

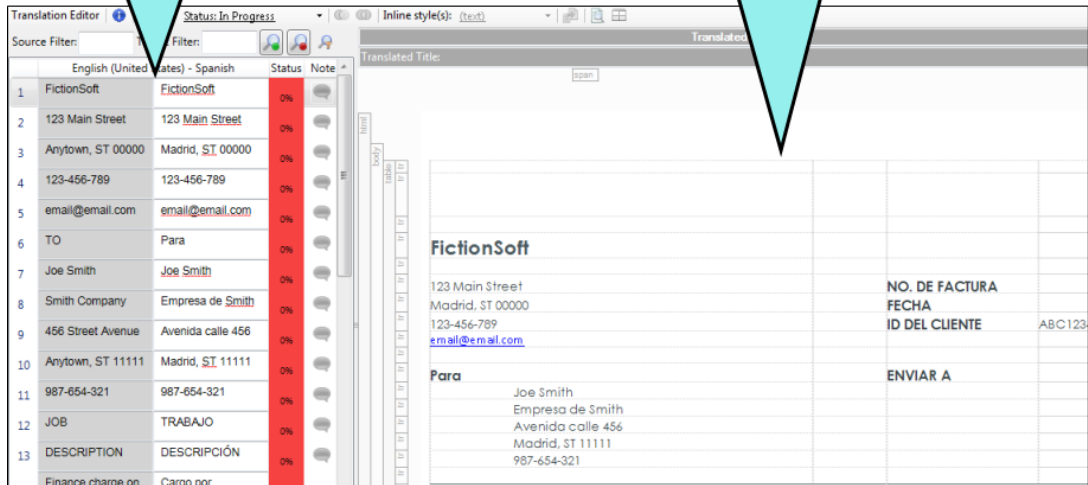
Click this button to preview the file to see how it will look in Excel.

	English (United States)	Spanish	
1	FictionSoft	FictionSoft	
2	123 Main Street	123 Main Street	
3	Anytown, ST 00000	Madrid, ST 00000	
4	123-456-789	123-456-789	0%
5	email@email.com	email@email.com	0%
6	TO	Para	0%
7	Joe Smith	Joe Smith	0%
8	Smith Company	Empresa de Smith	0%
9	456 Street Avenue	Avenida calle 456	0%

- ☆ After you click , the file looks just like it would in Excel. You can still see the Translation Editor and make changes, which appear in the preview area as you make them.

In the preview you can see the Translation Editor, with both the source and the target on the left side.

The translated target text in its context is shown on the right side. Segments that are not translated show the source text.



The screenshot displays the Translation Editor interface. On the left, a table lists segments with their source and target text, along with a status column showing 0% completion. On the right, a preview of the translated document is shown, including a header, a body section with contact information, and a footer section with a heading and a list of items.

Source Filter:	Filter:	Status:	Note
English (United States) - Spanish			
1	FictionSoft	FictionSoft	0%
2	123 Main Street	123 Main Street	0%
3	Anytown, ST 00000	Madrid, ST 00000	0%
4	123-456-789	123-456-789	0%
5	email@email.com	email@email.com	0%
6	TO	Para	0%
7	Joe Smith	Joe Smith	0%
8	Smith Company	Empresa de Smith	0%
9	456 Street Avenue	Avenida calle 456	0%
10	Anytown, ST 11111	Madrid, ST 11111	0%
11	987-654-321	987-654-321	0%
12	JOB	TRABAJO	0%
13	DESCRIPTION	DESCRIPCIÓN	0%
Finance charge on	Cargo por		

Translated Title:

FictionSoft

123 Main Street
Madrid, ST 00000
123-456-789
email@email.com

NO. DE FACTURA
FECHA
ID DEL CLIENTE ABC123

Para

Joe Smith
Empresa de Smith
Avenida calle 456
Madrid, ST 11111
987-654-321

ENVIAR A


☆ EXAMPLE – PowerPoint

When you first open a PowerPoint file in Lingo, it may look something like this, with text segments in a grid.

Initially the contents of the file are shown in grid view.

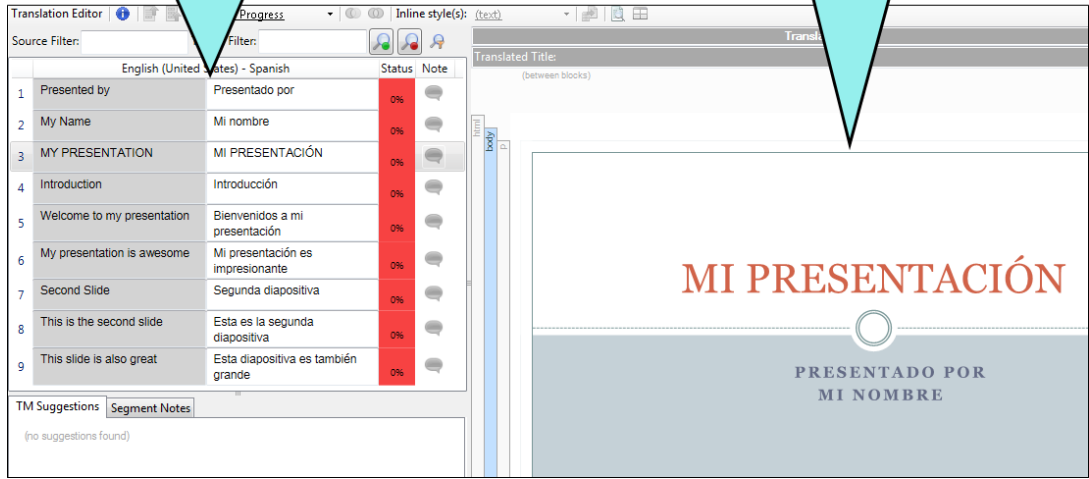
Click this button to preview the file to see how it will look in PowerPoint.

	Source Filter:	Target Filter:
		English (United States) - Spanish
1	Presented by	Presentado por
2	My Name	Mi nombre
3	MY PRESENTATION	MI PRESENTA
4	Introduction	Introducción
5	Welcome to my presentation	Bienvenidos a mi presentación
6	My presentation is awesome	Mi presentación es impresionante
7	Second Slide	Segunda diapositiva
8	This is the second slide	Esta es la segunda diapositiva
9	This slide is also great	Esta diapositiva es también grande

- ☆ After you click , the file looks just like it would in PowerPoint. You can still see the Translation Editor and make changes, which appear in the preview area as you make them.

In the preview you can see the Translation Editor, with both the source and the target on the left side.

The translated target text in its context is shown on the right side. Segments that are not translated show the source text.



- ☆ If the PowerPoint document has multiple pages, and most do, select a different segment in the Translation Editor to view the slide.

The screenshot shows the Translation Editor interface. On the left, there is a table with the following data:

	English (United States) - Spanish	Status	Note
1	Presented by	Presentado por	0%
2	My Name	Mi nombre	0%
3	MY PRESENTATION	MI PRESENTACIÓN	0%
4	Introduction	Introducción	0%
5	Welcome to my presentation	Bienvenidos a mi presentación	0%
6	My presentation is awesome	Mi presentación es impresionante	0%
7	Second Slide	Segunda diapositiva	0%
8	This is the second slide	Esta es la segunda diapositiva	0%
9	This slide is also great	Esta diapositiva es también grande	0%

Below the table are tabs for 'TM Suggestions' and 'Segment Notes', with '(no suggestions found)' displayed.

On the right, a preview window shows a slide titled 'Segunda diapositiva' with two bullet points:

- Esta es la segunda diapositiva
- Esta diapositiva es también grande

Two callout boxes with arrows point to the interface: one points to the table with the text 'Select a different segment...' and the other points to the preview window with the text '...to see a different slide.'

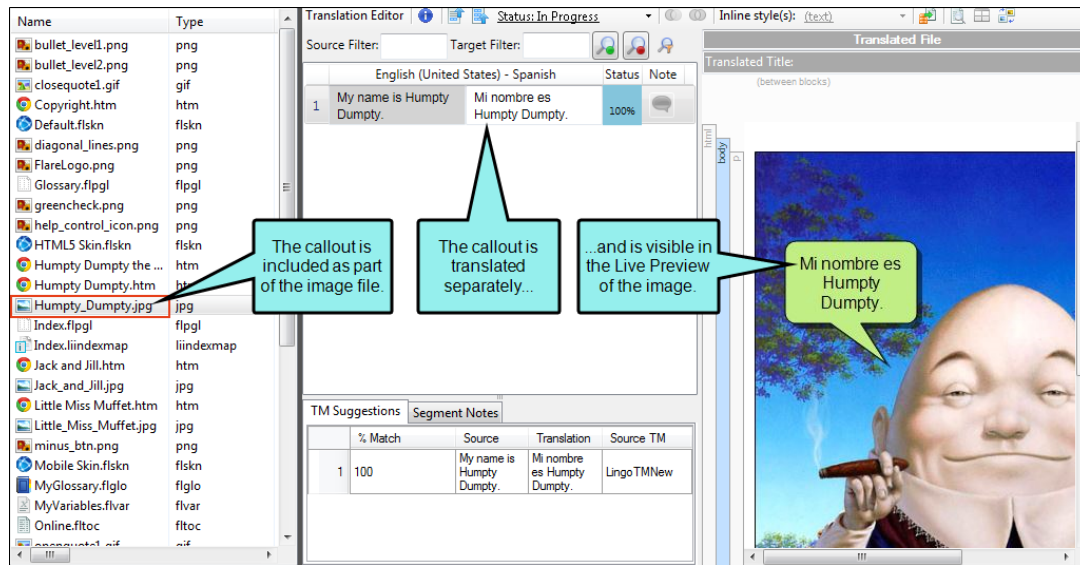
☆ **EXAMPLE** – Flare Project With Capture Image Callouts

This is an example of an untranslated Flare project, viewed in Live Preview mode. Notice that the callout is part of the preview. This is because the callout is part of the image, not part of the text for the topic file.

The screenshot shows the Translation Editor interface on the left and the Live Preview on the right. The Translation Editor displays a list of segments with their source and target text. A callout box points to the main text in the Translation Editor, stating: "On the Translation Editor side of the preview, you can see the main text for the page." The Live Preview shows the translated content, including a callout box that says "My name is Humpty Dumpty." A callout box points to this callout, stating: "This callout is not part of the main text." Another callout box points to the index keyword "Hu..." in the Live Preview, stating: "Although this index keyword was removed in the Translation Editor, you can see it in the Live Preview." The TM Suggestions table at the bottom shows the following data:

	% Match	Source	Translation	Source TM
▶ 1	100	Couldn't put Humpty together again	No se pudo poner Humpty otra vez	LingoLocal
2	100	Couldn't put Humpty together again	No se pudo unir a Humpty de nuevo	LingoLocal

☆ When you open the image file, you can translate the callout separately.

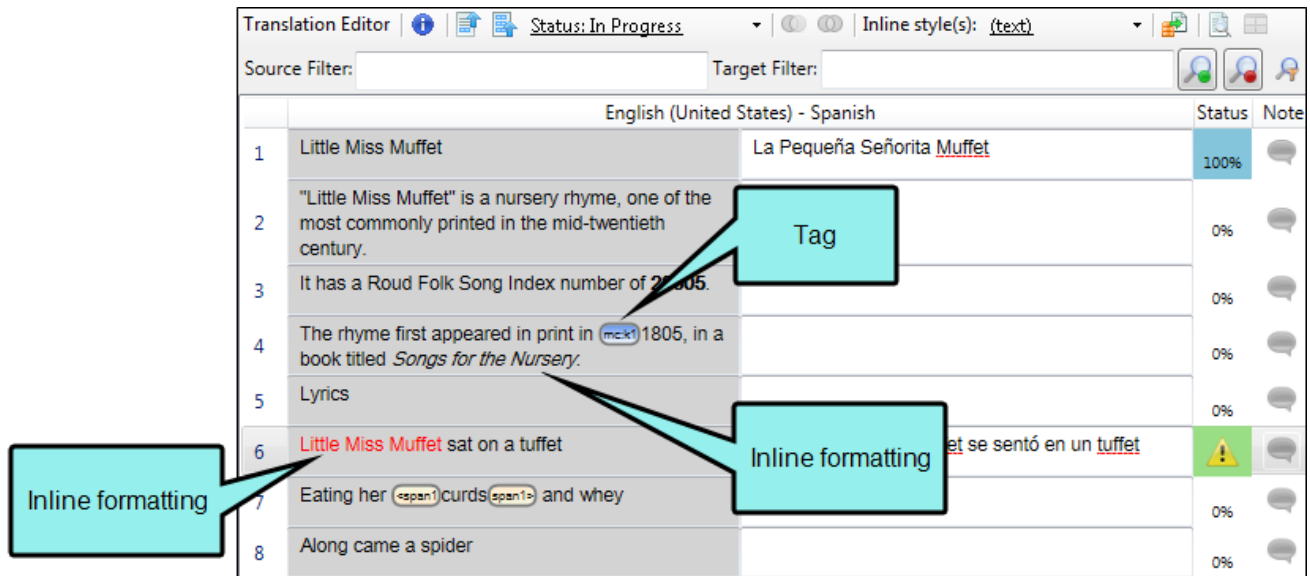


📄 **NOTE** The Word preview feature supports DOC and DOCX files.

📄 **NOTE** The PowerPoint preview feature supports only PPTX files, not PPT files.

I Inline Formatting and Tags

Lingo lets you control formatting and other elements in segments so that the translation matches the source in terms of more than just text. This is done through inline formatting styles and tags.

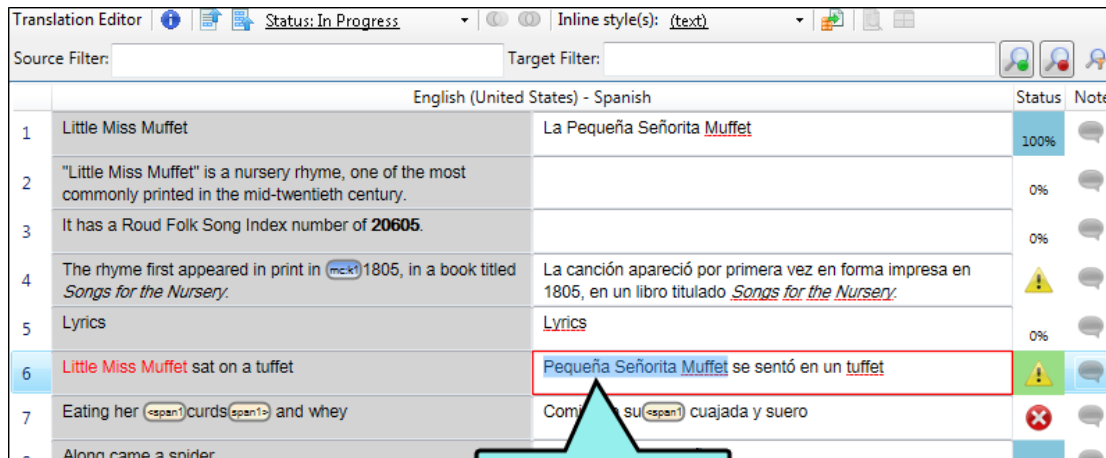


Inline Formatting

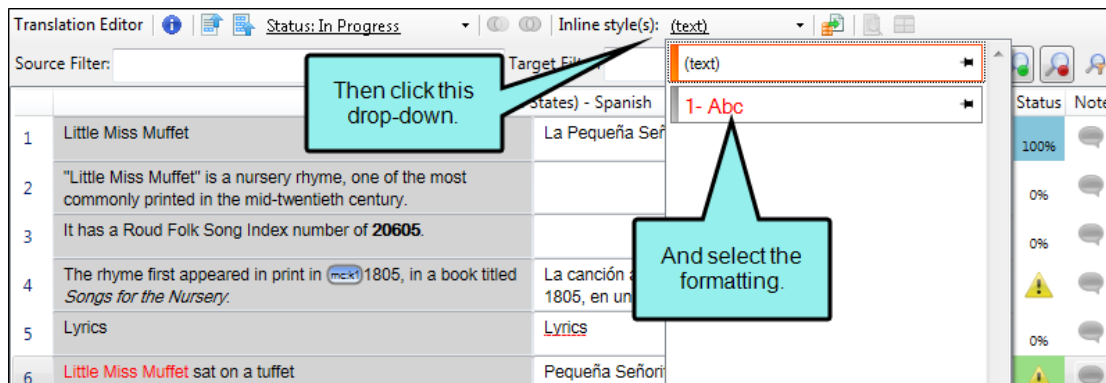
If the source document contains inline formatting that Lingo is able to read (e.g., bold, italic, underlined text), that formatting is displayed in the source cell in the Translation Editor. You need to apply the same formatting to the appropriate text in the target cell.

You can apply inline formatting to the target segment in the following ways:

- **Inline Style(s) Field** You can highlight the applicable text in the target segment. Then in the local toolbar, click the **Inline style(s)** field and select the available formatting. This field displays only the formatting found in the source cell.



Highlight the text where the formatting belongs.



- Keyboard Shortcuts** For much inline formatting (e.g., bold, italic, underline, superscript, subscript and any combination of these), you can use Microsoft Word shortcuts (e.g., **CTRL+I** for italic, **CTRL+B** for bold). For font size, color, or background color, you must use the Inline style(s) field as described above.

In addition, you can use a keyboard shortcut to access the Inline style(s) field. After highlighting the applicable text in the target segment, you can press **CTRL+W** to open the Inline style(s) field. You can then use your keyboard to select the formatting.

Tags

Tags are shown for elements and formatting that Lingo is not able to read. For example, you might see miscellaneous tags when you import a Word document. Also, Flare project elements such as bookmarks, variables, conditional text indicators, or index keywords are represented by tags. It is not important that you know the purpose of each tag. As the translator, your job is to make sure the same tags in the source segment are added to the target segment and placed next to the appropriate words.

You can add tags in the following ways:

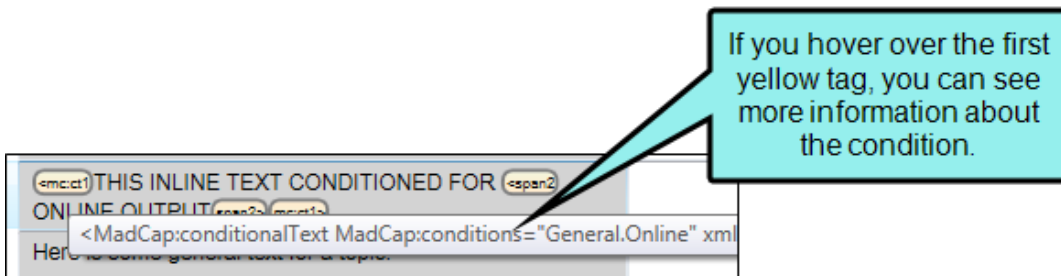
- **Context Menu** You can right-click in the segment and select **Add Next Tag**.
- **Drag and Drop** You can click on tags in the source cell and drag them to the target cell.
- **Home Ribbon** From the Home ribbon you can click **Add Next Tag**.
- **Keyboard Shortcut** You can press **CTRL+N** on your keyboard to add tags to the target in order.

☆ EXAMPLE

The segment below includes a condition tag.

```
<mc:ct1>THIS INLINE TEXT CONDITIONED FOR <span2>  
ONLINE OUTPUT <span2> <mc:ct1>
```

Lingo places yellow conditional text tags on either side of the text that were marked with a condition tag indicator in the source document. You can hover over the tags to see information about the condition that is applied to the text.



When the translator translates the segments, he can drag the yellow tags into the target segments, so the translation will also include the condition tag. Later, when the translator exports the document back to Flare, the condition tag will appear in the finished project.

Error and Warning Icons

If the source segment contains formatting or tags, you might see an error or warning icon in the Status column. You can hover over the icon for additional information about the error or warning.

- ⚠ This warning icon means that the source segment contains formatting or tags, but that you have not yet added them to the target segment. If you see this icon, you can still save, export, or preview the file (when applicable). In addition, you can confirm the translated segment as completed.
- ✖ This error icon means that you have incomplete tags in the target segment. In other words, some tags require a beginning and ending tag, and if you have only one of those, Lingo identifies it as invalid and gives you the error. If you see this icon, you cannot save, export, or preview the file (when applicable).

☆ EXAMPLE

The following example shows segments with inline formatting and a tag, as well as the error icon:

	Source Filter:	Target Filter:	Status	Note
1	Little Miss Muffet	La Pequeña Señorita Muffet	100%	
2	"Little Miss Muffet" is a nursery rhyme, one of the most commonly printed in the mid-twentieth century.		0%	
	It has a Roud Folk Song Index number of 20605 .		0%	
4	The rhyme first appeared in print in (span) 1805, in a book titled <i>Songs for the Nursery</i> .	La canción apareció por primera vez en forma impresa en 1805, en un libro titulado <i>Songs for the Nursery</i> .	⚠	
5	Lyrics	Lyrics	0%	
6	Little Miss Muffet sat on a tuffet	Pequeña Señorita Muffet se sentó en un tuffet	⚠	
	Eating her (span) curds (span) and whey	Comiendo su (span) cuajada y suero	✖	
8	Along came a spider	De ahí lleo una araña	100%	

This is an index marker from the source document. Lingo cannot display it as formatting, therefore, a tag is used instead.

This segment displays red inline formatting, which Lingo is able to display.


This segment displays a beginning and ending tag that is supposed to surround the word "curds."

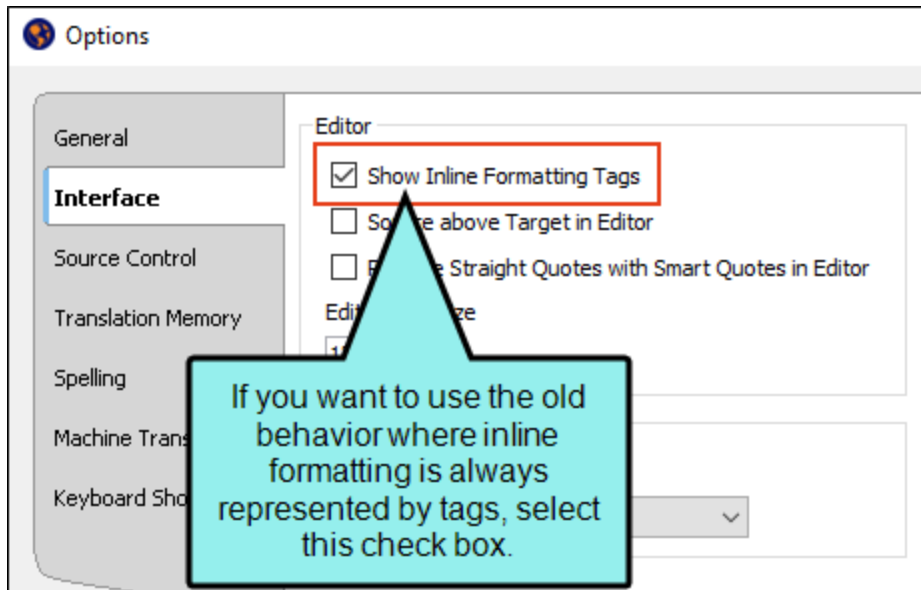
Only the first tag has been added to the target segment. Therefore, the error icon displays.



The tag has not yet been added to the target segment. Therefore, the warning icon is shown.


The formatting has not yet been added to the target segment. Therefore, the warning icon is shown.

What's Noteworthy?

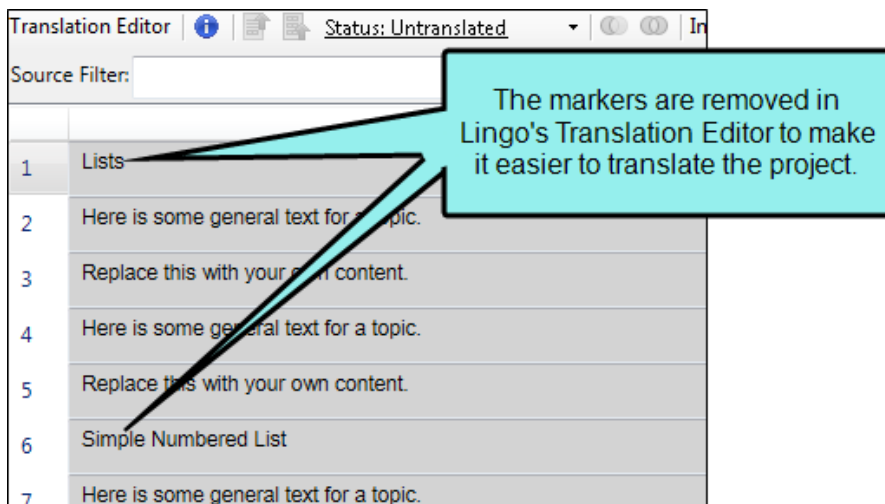
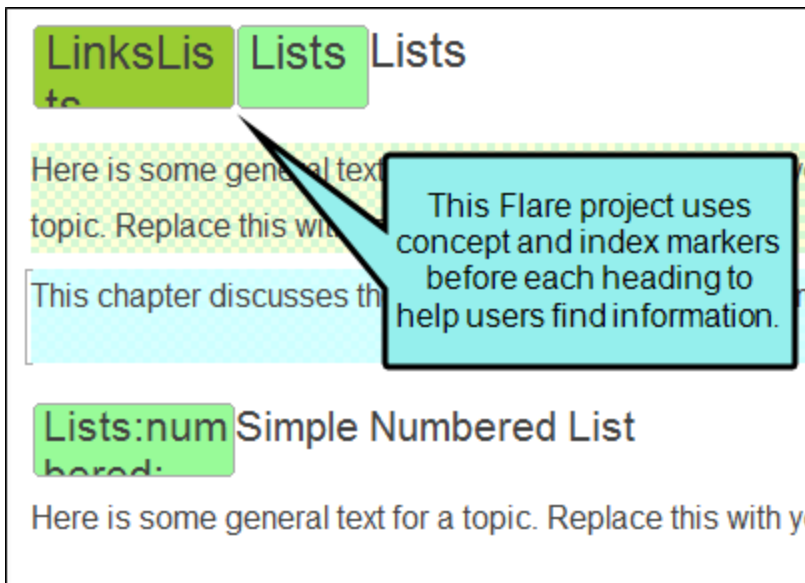
-  **NOTE** If you want all formatting to be displayed as tags in the Translation Editor and Translation Memory Editor (as in previous versions), you can select a check box in the Options dialog. You may need to close and reopen files in the project to see the change.




-  **NOTE** If you are not sure what a tag means, you can click the toggle button  in the local toolbar of the editor to switch to Preview mode to see the content in its intended context.

-  **NOTE** Unflattened snippets and variables appear as tags in a segment. You can translate these items by opening the snippet or variable file in from the File List. See "Content Flattening" on page 186.


NOTE If a concept or index tag appears at the beginning or end of a segment, it is not displayed in the Translation Editor. This makes segments look cleaner in the Translation Editor, and prevents translators from needing to move tags that are not related to the segment. Additionally, these tags are not displayed in Live Preview mode. Index and concept keywords are still displayed if they appear between two words. You can translate any index and concept tags in a project when you open the index keyword or concept keyword file from the File List window pane.



 **NOTE** Tags (e.g., spans) are removed from a segment if they wrap the entire translation unit. The exception to this is condition tags, which are *not* removed if they span the entire unit (this is because condition tags can affect translation status).

Similarly, unflattened snippets, conrefs, and variables will be removed from the Translation Editor if they span the entire translation unit (e.g., a snippet that makes up an entire segment).

This content will be added back into the project when you export it. Be sure to translate the content in the associated content file in the File List so it will be translated in the finished project.

 **NOTE** When you import and export Translation Memory eXchange (TMX) files, the formatting and tag data are included. See "Importing TMX Files" on page 119 and "Exporting Translation Memory Files" on page 115.

Setting the Translated Status of Files

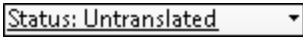
You can set the translation status (e.g., Untranslated, In Progress, Completed, Reviewed, Approved) of a particular file. This is an optional task. Its purpose is to help you keep track of your work. The status that you select affects the Status column in the File List window pane.

In addition to setting the status manually, it can be set automatically when certain actions are performed. For example, if you begin translating segments in a file, the status automatically changes to "In Progress." Also, let's say you bundle a project and send it to a translator. When you do this, the status of all files in the bundle automatically changes to "Sent for Translation." If the translator completely translates a file in that project and returns it to you, and then you merge the bundle back into the project, that file status automatically changes to "Completed."

How to Set the File Status From the Translation Editor

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select View > File List.**
 - **Keyboard Shortcut Press CTRL+R.**

The File List window pane opens.


2. Double-click a file to open it in the Translation Editor.
3. In the local toolbar of the Translation Editor, click the status drop-down field  and select a status.

How to Set the File Status From the Properties Dialog


1. Do one of the following, depending on the part of the user interface you are using:


- **Ribbon Select View > File List.**
- **Keyboard Shortcut Press CTRL+R.**

The File List window pane opens.

2. From the list, select one or more files. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
3. In the local toolbar, click . The Properties dialog opens.
4. Select the **Translation** tab.
5. In the **Translation Status** section, select one of the options.
6. Click **OK**.

What's Noteworthy?

 **NOTE** If a Flare project or Contributor document contains file tags, you may see them in the Lingo project, and some of these file tags may pertain to file status. However, whereas the statuses described above have to do solely with the *translation* status of files, the file tags from the author probably have to do with the overall creation of each file (e.g., produce first draft, send for review, send to translator). The author may ask you to edit these file tags when you complete the translation of each file. Therefore, you can right-click on files, select **Properties**, choose the **File Tags** tab, and adjust the status.

 **NOTE** If you are working with a multilingual project, you can change the active target language in the Project Properties dialog (**File > Project Properties**). This will change the language of the files shown in the File List window pane.

The translation status displayed in the File List is shown for the active target language (for example, a file might be translated in Spanish, untranslated in French, and already sent for review in German).

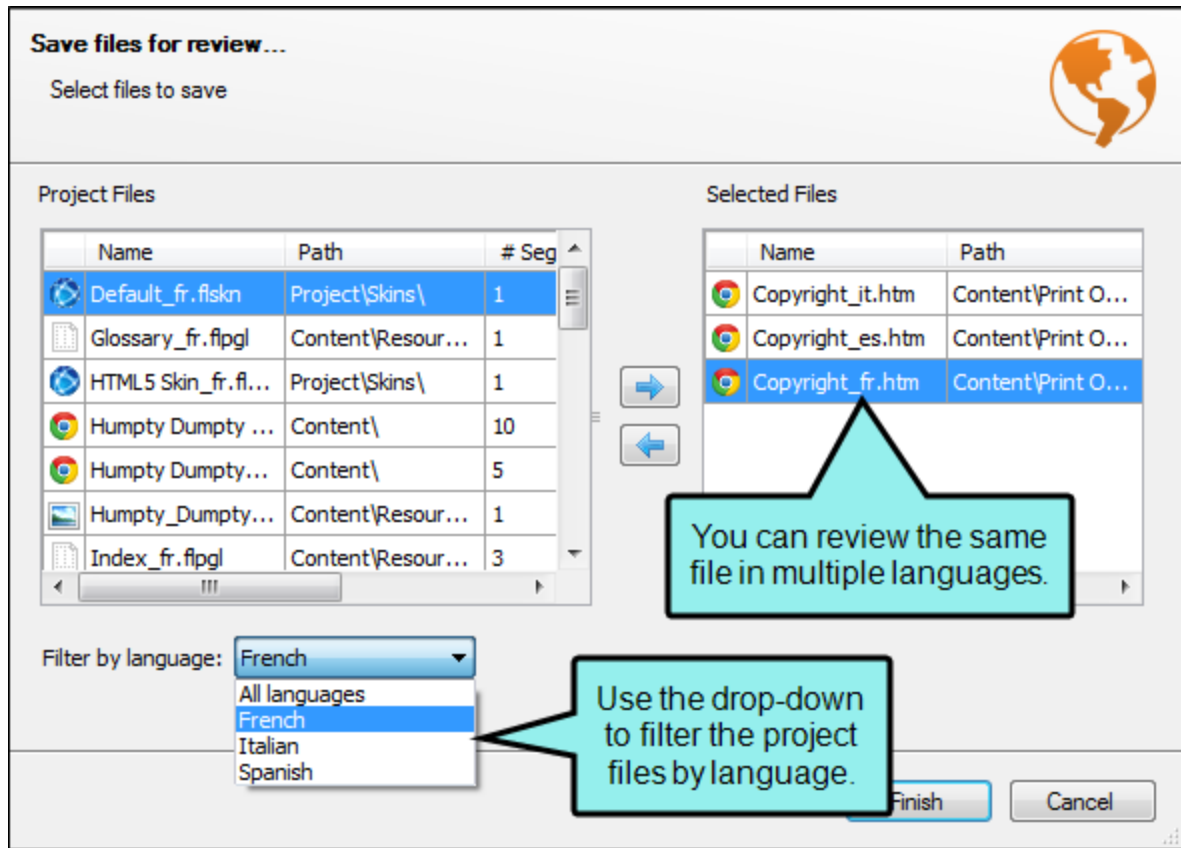
I Sending Translated Content for Review

You can send translated content to individuals for review. For example, you might use this feature if you are an author who has received files back from a translator and you want to send them to a third party (who does not have access to Lingo) to ensure the translations are correct. When you use this feature, you can export translations as a MadCap Contributor review package.

Before you send a Contributor review package to a reviewer, be sure the reviewer has the latest version of Contributor installed. Reviewers do not need to purchase a license to use Contributor review Lingo files; instead, they can use Contributor's free review mode to review Lingo files.

How to Send Translated Content for Review



1. Select **File > Review**.
2. (Optional) If you are working with a multilingual project, you can use the **Filter by language** drop-down to filter by all languages or individual languages.

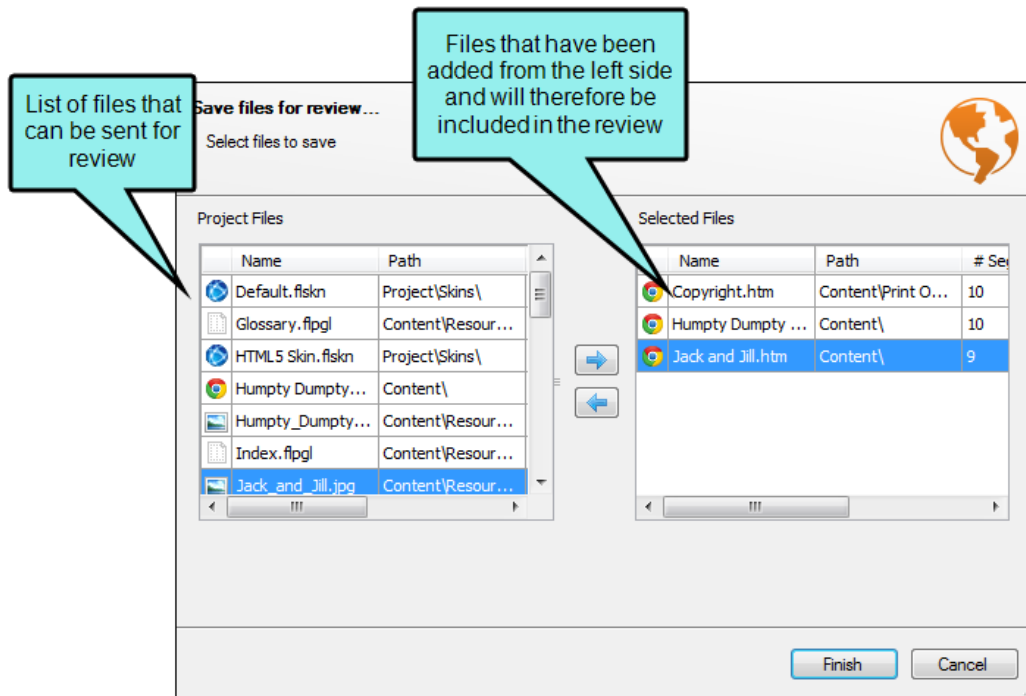


NOTE You will only see this option if you are working with a multilingual project.

3. On the left, select the file(s) that you want to send for review.

You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.


4. Click . The selected files are moved to the right side of the dialog. If you want to move any items back to the left, you can select them on the right side and click .




5. Click **Finish**.
6. In the dialog, navigate to the location where you want to save the MadCap Lingo Review Package (LIREV file). Enter a file name, and click **Save**.

When the process is completed, a confirmation dialog asks if you want to open the folder where you saved the file. Click **OK** to see the file location or click **Cancel** to return to Lingo.

7. Email the file(s) to individuals for review.

 **NOTE** You cannot add or remove languages to a project while files are being reviewed. You must import the completed review package before you can add or remove languages.

 **NOTE** If you filtered your project using target or condition filters, the Save Review Package dialog reflects the filters you applied. You can only send files for review if they are part of your current project. See "Dynamic Filtering" on page 206.

After you send the review package for review, the reviewer opens it in MadCap Contributor, makes changes and/or comments, and returns it to you. You can then import the package back into your project. For more information, see the Lingo online Help.

Translation Memory

A translation memory (TM) system is a database that consists of content in a source language next to the translated content in one or more target languages. The great benefit of a TM system is that it remembers what you have already translated in previous projects and uses it to provide suggestions for future translation work. You can connect your Lingo project to one or more TM databases.

Process

1. "Installing SQL" on page 60
2. "Creating a Translation Memory Database" on page 62 or "Adding a Translation Memory Database" on page 66
3. "Choosing a Translation Memory Database" on page 68
4. "Applying Translation Memory Suggestions" on page 78


Other Information


- "Pre-Translating Files" on page 82
- "Statuses and Matches" on page 85
- "Translation Memory eXchange" on page 98


Other Activities


- "Accepting Exact Matches on Applying Translation Memory" on page 99
- "Changing Segment Status Colors" on page 101
- "Cleaning Up the Translation Memory" on page 102
- "Deleting Translation Memory" on page 107
- "Editing a Translation Memory Database" on page 108
- "Exporting Translation Memory Files" on page 115
- "Importing TMX Files" on page 119

- "Ranking Translation Memories" on page 121
- "Removing Translation Memory" on page 128
- "Setting Match Options for Suggestions" on page 129
- "Updating Segments With 101% Matches" on page 132
- "Updating Translations With an Identical Source" on page 136
- "Using Translation Memory Metadata" on page 139

 **IMPORTANT** If you are using source control, do not include your local termbase (.litdb3) and translation memory (.db) files in your project folder. These files do not function correctly when used with source control, and can cause conflicts. Instead, you should use a server termbase or translation memory. This will allow other users to have access to the terms in the database while avoiding possible conflicts.

 **NOTE** If you are having difficulty connecting to a remote Lingo database, it may be due to the security setting of SQL. To view a remote server, you must have administrator rights on that server. You can add users to a local machine as administrators or add users in SQL Management Studio. To do this in Management Studio: (1) open SQL Server Management Studio (for more information see msdn.microsoft.com); (2) expand the server and then expand **Security**; you'll probably have a login called "BUILTIN\Administrators," which will have "sysadmin" rights; in that case, any admin of your machine will have sysadmin rights because they're part of that group; and (3) add anyone to this who will need to access your server.

 **NOTE** If your database is not displaying when you are setting up TM, your SQL browser service may not be enabled. To enable this service: (1) open SQL Server Management Studio (for more information see msdn.microsoft.com), (2) open the SQL Server Configuration Manager, (3) open the SQL Server Browser and go to the **Service** tab, (4) change the Start Mode to **Automatic**, and (5) click **Apply**, and (6) start your **SQL Server Browser**.

 **NOTE** When would you use a termbase, and when would you use TM? The two are related, but not the same thing. TM is used for quickly applying previously translated segments. Termbases are really an extra tool for making sure you are using the correct term in a translation (i.e., context). That's why termbases let you provide additional info about each term. Also, TM is necessary in order to use a termbase and apply its suggestions, but a termbase is not necessary in order to use TM.

I Process for Translation Memory

Certain tasks must be completed in order when using this feature.

Installing SQL

You must have SQL installed to take advantage of server translation memory (TM) TM and termbases in Lingo. SQLite and SQL Express are the types of SQL supported.

SQL Lite (Local)

SQLite is a self-contained relational database system that is in the public domain. In Lingo, SQLite is intended for local TM databases and termbases, not those that reside on an external server. SQLite is easier and faster, just not quite as robust as SQL Express.

SQLite is automatically installed during the process of installing Lingo. For more information about this database system, see www.sqlite.org.


By default, the location for SQLite databases is in “Documents\Lingo Translation Memories” on your computer. However, you can choose a different location if you like.


SQL Server Express (Server)


SQL Server Express is designed to be used on a server with Lingo. To download and install the latest version of SQL Server Express, go to <http://www.microsoft.com/downloads/>.

When installing SQL Server Express, it is recommended that you accept the default settings as you move through the installation wizard. If you want to explore any of the alternative options, please refer to the documentation provided with Microsoft SQL Server Express.

What's Noteworthy?

 **NOTE** If you are having difficulty connecting to a remote Lingo database, it may be due to the security setting of SQL. To view a remote server, you must have administrator rights on that server. You can add users to a local machine as administrators or add users in SQL Management Studio. To do this in Management Studio: (1) open SQL Server Management Studio (see msdn.microsoft.com for more information); (2) expand the server and then expand **Security**; you'll probably have a login called "BUILTIN\Administrators," which will have "sysadmin" rights; in that case, any admin of your machine will have sysadmin rights because they're part of that group; and (3) add anyone to this who will need to access your server.

 **NOTE** If your database is not displaying when you are setting up TM, your SQL browser service may not be enabled. To enable this service: (1) open SQL Server Management Studio (see msdn.microsoft.com for more information), (2) open the SQL Server Configuration Manager, (3) open the SQL Server Browser and go to the **Service** tab, (4) change the Start Mode to **Automatic**, and (5) click **Apply**, and (6) start your **SQL Server Browser**.


 **NOTE** If you are using Microsoft Server 2012 Standard, you cannot specify a folder to install TM into from a remote machine. Therefore, all TM databases are initially installed into the default SQL location.

Creating a Translation Memory Database

Before you can take advantage of translation memory, you need to create at least one database. You can create a local TM database (using SQLite), which is stored locally on your computer. Alternatively, you can create a server TM database (using SQL Express), which can be stored on an external server.


How to Create a Translation Memory Database

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select the **Resources** ribbon. In the Translation Memory section, select **Create TM**.
 - **Start New Project Wizard** On the second page of the wizard, select **Create TM**.
2. From the submenu, select one of the following:
 - **Local** Select this option if you want to use SQLite for a local TM database. This option opens a simple dialog that lets you give the new database a name and choose where to store it. By default, the location for SQLite databases is in Documents\Lingo Translation Memories on your computer. However, you can choose a different location if you like.
 - **Server** Select this option if you want to use SQL Server Express for a TM database to be stored on a server. This opens a dialog with fields for the name, server, and security information related to the database.

 **NOTE** If you do not already have SQL Server Express installed and you try to install a server termbase or server translation memory, Lingo will prompt you to install SQL Server Express 2012. This version of SQL Server Express is supported on Windows 7, Windows Server 2008 R2, and Windows Server 2008 Service Pack 2,. However, it is *not* supported on Windows 8. If necessary, you can manually install another version of SQL.

To download and install the latest version of SQL Server Express, go to:

<http://www.microsoft.com/downloads/>

 **NOTE** In order to create a server translation memory or termbase, you must have both db_datareader and db_datawriter roles , or you must have the dbcreator role. This is set in your SQL management tool.

In the following user mapping image, the user has both db_datareader and db_datawriter selected:



Login Properties - publicUser

Select a page

- General
- Server Roles
- User Mapping
- Securables
- Status

Script Help

Users mapped to this login:

Map	Database	User
<input checked="" type="checkbox"/>	LingoServerTM	publicUser
<input type="checkbox"/>	MadCapFeedbackServer_V4_3ecc7213-...	
<input type="checkbox"/>	MadCapFeedbackServer_V4_d1a3c0cc-...	
<input type="checkbox"/>	MadCapPulse_V6_FeedbackData_73f2a...	
<input type="checkbox"/>	MadCapPulse_V6_Pulse_73f2a81a-f023-...	
<input type="checkbox"/>	master	
<input type="checkbox"/>	model	
<input type="checkbox"/>	msdb	
<input type="checkbox"/>	tempdb	
<input checked="" type="checkbox"/>	windowsCredentials	publicUser

Guest account enabled for: LingoServerTM

Database role membership for: LingoServerTM

- db_accessadmin
- db_backupoperator
- db_datareader
- db_datawriter
- db_ddladmin
- db_denydatareader
- db_denydatawriter
- db_owner
- db_securityadmin
- public

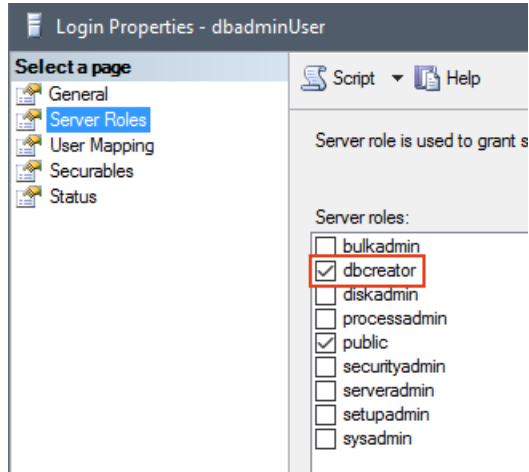
Connection


Server:
rallahwerdy01\SQLEXPRESS201:

Connection:
MADCAP\rallahwerdy

[View connection properties](#)

 In the following server role image, the user has dbcreator selected:



For a server TM, in the **Name of new database** field, type a name for the TM database. Next to the **Database server** field, click . The Connect to SQL Server dialog opens, displaying a list of usable servers after Lingo scans your network. In the **Connection timeout** field, you can adjust the number of seconds to allow a connection to the server to be successful. In the **Authentication** section, you can use Windows Integrated Security (the default), or you can enter a specific user name and password for the server (if necessary). If you elect to use Windows Integrated Security, leave the user name and password fields blank. Otherwise, if your server requires specific credentials, enter them in the fields provided.

3. After completing the fields in the appropriate dialog, click **OK**.

Adding a Translation Memory Database

You can add as many translation memories (TMs) as you need. For example, you might use one TM for Client A, a different TM for Client B, and yet another for Client C. When you add a TM, it can be used in any of your Lingo projects.

Adding a TM is different from creating one. While creating a TM generates a new, empty database, adding a TM takes one that already exists on your computer, network, or server and adds it to the list of available TMs in Lingo. This is useful if you had removed a TM from the list of available databases, but you need to use it again.

How to Add a Translation Memory Database

1. Select the **Resources** ribbon. In the Translation Memory section, select **Choose TM**.

The Manage Translation Memory dialog opens.

2. Click  **Add**.

3. From the submenu, select one of the following:

- **Local** Select this option if you want to select a TM that resides on your computer or network. Next to the Select existing Translation Memory field, click **Browse**. A dialog opens where you can locate the TM. Click **Open**.
- **Server** Select this option if you want to use a TM that resides on your SQL Server. This opens a dialog with fields for the name, server, and security information related to the database.

For a server TM, locate the TM you want to use on the server. Next to the **Translation memory server** field, click **Browse**. The Select Database dialog opens, displaying a list of usable servers after Lingo scans your network. On the right side of the dialog, available databases display. Select the database you want to use, then click **OK**. The name of the database appears in the **Translation memory name** field. In the **Authentication** section, you can use Windows Integrated Security (the default), or you can enter a specific user name and password for the server (if necessary). If you elect to use Windows Integrated Security, leave the user name and password fields blank. Otherwise, if your server requires specific credentials, enter them in the fields provided. If you want to create a new server TM instead

of using an existing TM, click **Create New Server TM**. See "Creating a Translation Memory Database" on page 62.

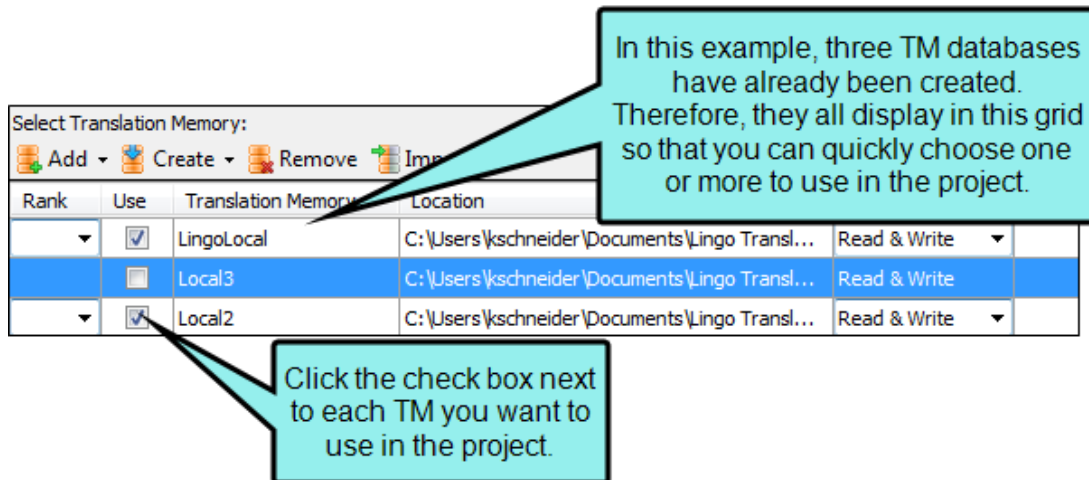
4. After completing the fields in the appropriate dialog, click **OK**.

Choosing a Translation Memory Database

You need to choose which TM databases you want to use for a particular project. You can choose one or more databases per project.

How to Choose a Translation Memory Database

1. Make sure you have created at least one TM database. See "Creating a Translation Memory Database" on page 62.
2. Select the **Resources** ribbon. In the Translation Memory section, select **Choose TM**.
The Manage Translation Memory dialog opens.
3. Next to each TM in the grid that you want to associate with the project, click **Use**.




You can also use the dialog to do any of the following:

ADD/REMOVE TRANSLATION MEMORY DATABASES IN THE GRID


If you have additional TM databases that are not shown in the grid, you can add them. Click **Add** and from the drop-down select one of the following:

- **Local** Select this option if you want to use SQLite for a local TM database. This option opens a simple dialog that lets you give the new database a name and choose where to store it. By default, the location for SQLite databases is in Documents\Lingo Translation Memories on your computer. However, you can choose a different location if you like.
- **Server** Select this option if you want to use SQL Server Express for a TM database to be stored on a server. This opens a dialog with fields for the name, server, and security information related to the database.

 **NOTE** If you do not already have SQL Server Express installed and you try to install a server termbase or server translation memory, Lingo will prompt you to install SQL Server Express 2012. This version of SQL Server Express is supported on Windows 7, Windows Server 2008 R2, and Windows Server 2008 Service Pack 2,. However, it is *not* supported on Windows 8. If necessary, you can manually install another version of SQL.

To download and install the latest version of SQL Server Express, go to:

<http://www.microsoft.com/downloads/>

 **NOTE** In order to create a server translation memory or termbase, you must have both db_datareader and db_datawriter roles , or you must have the dbcreator role. This is set in your SQL management tool.

In the following user mapping image, the user has both db_datareader and db_datawriter selected:



Login Properties - publicUser

Select a page

- General
- Server Roles
- User Mapping
- Securables
- Status

Script Help

Users mapped to this login:

Map	Database	User
<input checked="" type="checkbox"/>	LingoServerTM	publicUser
<input type="checkbox"/>	MadCapFeedbackServer_V4_3ecc7213-...	
<input type="checkbox"/>	MadCapFeedbackServer_V4_d1a3c0cc-...	
<input type="checkbox"/>	MadCapPulse_V6_FeedbackData_73f2a...	
<input type="checkbox"/>	MadCapPulse_V6_Pulse_73f2a81a-f023-...	
<input type="checkbox"/>	master	
<input type="checkbox"/>	model	
<input type="checkbox"/>	msdb	
<input type="checkbox"/>	tempdb	
<input checked="" type="checkbox"/>	windowsCredentials	publicUser

Guest account enabled for: LingoServerTM

Database role membership for: LingoServerTM

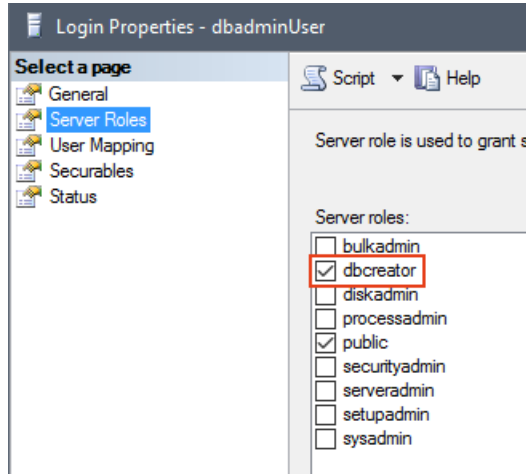
- db_accessadmin
- db_backupoperator
- db_datareader
- db_datawriter
- db_ddladmin
- db_denydatareader
- db_denydatawriter
- db_owner
- db_securityadmin
- public

Connection

Server: rallahwerdy01\SQLEXPRESS201:
Connection: MADCAP\rallahwerdy

[View connection properties](#)

In the following server role image, the user has dbcreator selected:



In addition, you can remove TM databases from the grid if you do not want to see them. This does not delete the databases altogether; it simply removes them from the interface. To remove a TM database, select the row in the grid and click **Remove**.

☆ **EXAMPLE** The following shows how you might add or remove TM databases:

If you want to add an existing TM to the grid, click the down arrow next to **Add** and select either **Local** (for SQLite) or **Server** (for SQL Express). Then find and select the database you want to add.

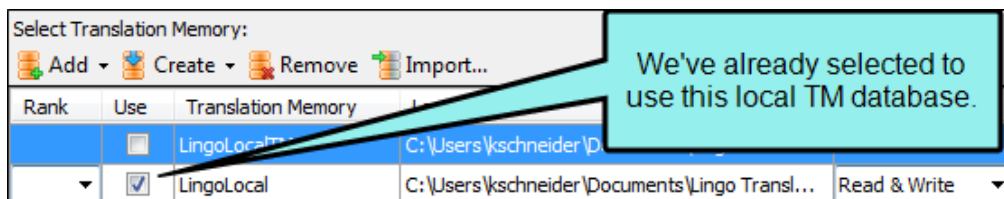
Select **Remove** if you do not want a particular TM to be visible in the grid. In this case, LingoLocal1 is selected, so it would be removed when you click this button.

Rank	Use	Translation Memory	Location	Access
	<input type="checkbox"/>	LingoLocal1	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write
	<input checked="" type="checkbox"/>	LingoLocalTM	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write
	<input checked="" type="checkbox"/>	LingoLocal	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write

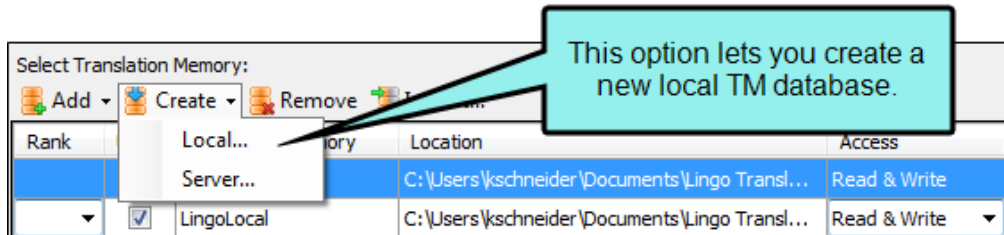
CREATE NEW TRANSLATION MEMORY DATABASES

You can also create new TM databases. This is different from the option to add databases. Adding a database simply makes sure a TM that already exists is shown in the grid so you can select it. On the other hand, creating a database builds a brand new database, adds it to the grid, and automatically selects the Use check box so that it will be associated with the project. To create a new TM database, click **Create** and select **Local** or **Server**, depending on whether you want to create a SQLite or SQL Express database, respectively. Then complete the fields in the appropriate dialog. See "Creating a Translation Memory Database" on page 62.

☆ **EXAMPLE** You are creating a new Lingo project and you already have one local TM database that you plan to use.

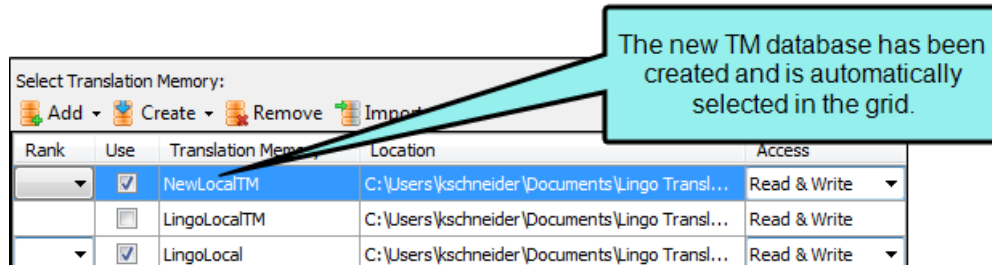


However, you want to create an additional local database to use in the project. So you select **Create** and select **Local**.



☆ The New Local Translation Memory Database dialog opens. You give the database a name and keep the default location where it will be stored.

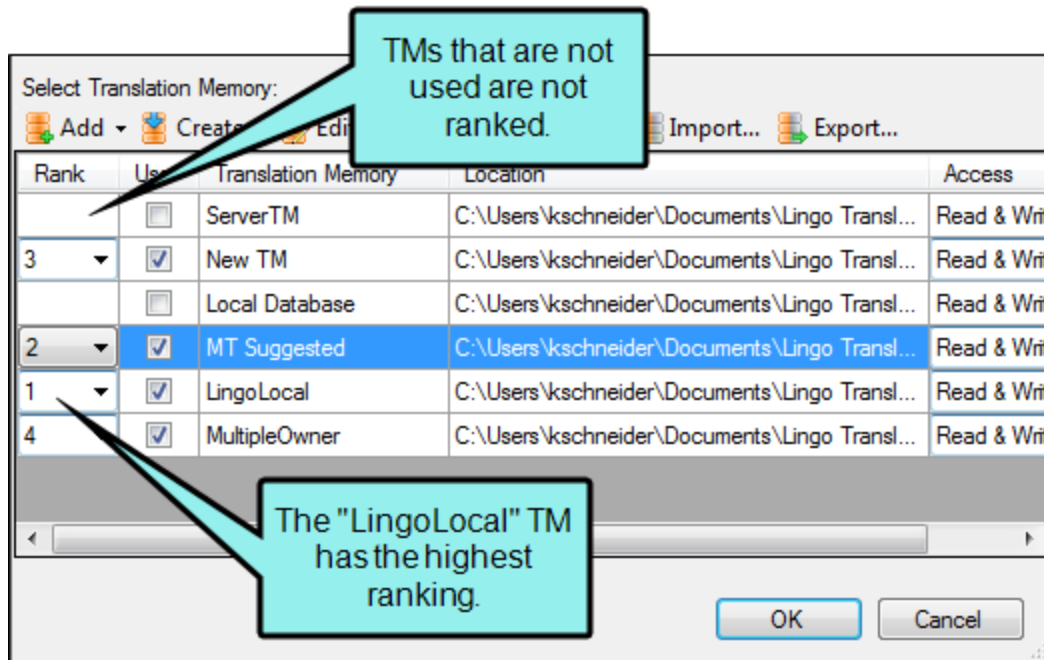
When you are finished, the new database is shown in the grid and the Use check box is automatically selected.




RANK TRANSLATION MEMORY DATABASES

You can apply a rank to your TM databases or change their existing ranks. Higher-ranked TM databases will take priority in translation suggestions and are used first when applying a TM to the entire project. Select a rank for the database in the **Rank** column.

See "Ranking Translation Memories" on page 121.



 **NOTE** You can only rank enabled TMs. The **Rank** drop-down is disabled if a TM is not selected for the project.

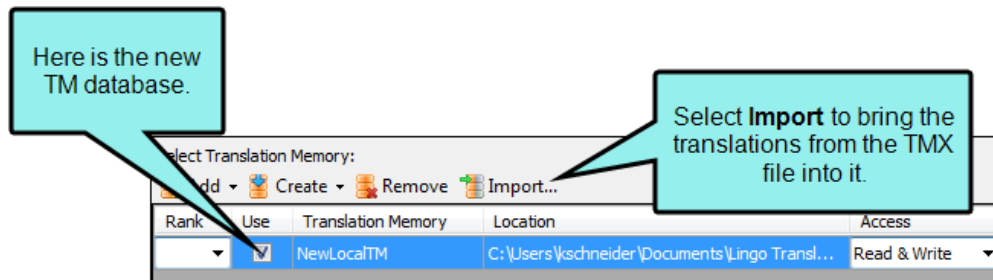
DELETE TRANSLATION MEMORY DATABASES

You can delete a TM database by selecting the row and clicking **Delete**. This not only removes the TM from the grid, but it deletes it entirely.

IMPORT TMX FILES

If you already have a Translation Memory eXchange (TMX) file containing translations, you can import it into any of the TM databases shown in the grid. To do this, select the database in the grid, then click **Import**. Complete the fields in the dialog and click **Start Import**. See "Importing TMX Files" on page 119.

☆ **EXAMPLE** You are creating a new project and you have created a new TM database. The new database is obviously empty. However, you have a TMX file with lots of translations, and you want the new database to have these translations. So with the database selected in the grid, you click **Import**.



Finally, you would use the dialog that opens to find and select the TMX file to import.

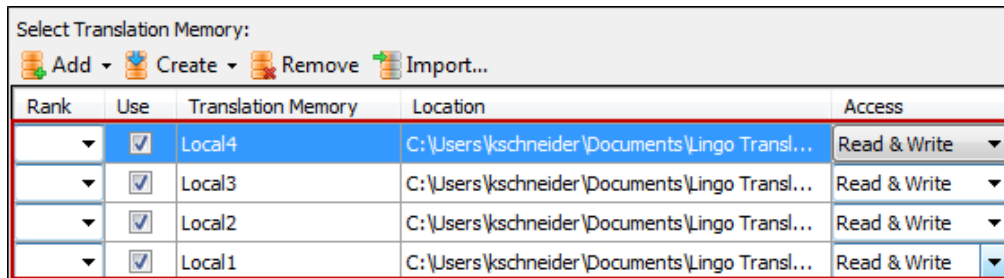
EXPORT TMX FILES

If you have a termbase file in Lingo, you can export it into a Translation Memory eXchange (TMX) file to share with others or to save for later. To do this, select the database in the grid, then click **Export**. Complete the fields in the dialog and click **Start Export**. See "Exporting Translation Memory Files" on page 115.

SPECIFY ACCESS

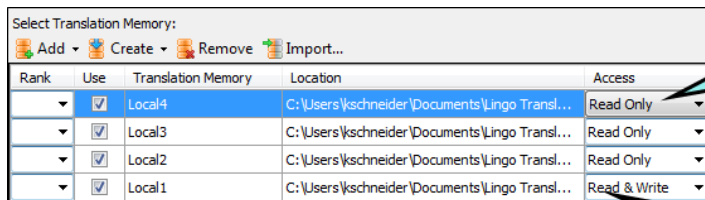
In the grid listing TM databases, there is a drop-down field to specify the access rights for each database. There are options for Read & Write, as well as for Read Only. By default all databases are set to Read & Write, which means they can be altered once they are loaded into the Lingo project. However, you can change any of the databases to Read Only access if you want. In order to switch to Read Only access, the Use check box must first be selected for that database.

☆ **EXAMPLE** You are connecting your new Lingo project to four different TM databases, like this:



Rank	Use	Translation Memory	Location	Access
▼	<input checked="" type="checkbox"/>	Local4	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write ▼
▼	<input checked="" type="checkbox"/>	Local3	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write ▼
▼	<input checked="" type="checkbox"/>	Local2	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write ▼
▼	<input checked="" type="checkbox"/>	Local1	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write ▼

You want to receive translation suggestions from all of the databases. However, when you confirm new translations and upload them to TM, let's say you only want to upload them to the database called "Local1." Therefore, even though the Lingo project will be connected to all four databases, three of them should be set as Read Only, and Local1 should be set to Read & Write.



Rank	Use	Translation Memory	Location	Access
▼	<input checked="" type="checkbox"/>	Local4	C:\Users\kschneider\Documents\Lingo Transl...	Read Only ▼
▼	<input checked="" type="checkbox"/>	Local3	C:\Users\kschneider\Documents\Lingo Transl...	Read Only ▼
▼	<input checked="" type="checkbox"/>	Local2	C:\Users\kschneider\Documents\Lingo Transl...	Read Only ▼
▼	<input checked="" type="checkbox"/>	Local1	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write ▼

These three TM databases are set to Read Only.

This is the database that you want to receive new translations. Therefore, it is set to Read & Write.



NOTE You can only specify access rights for enabled TMs. The **Access** drop-down is disabled if a TM is not selected for the project.

4. Click **OK**.



NOTE You can also choose a TM when creating a new project.

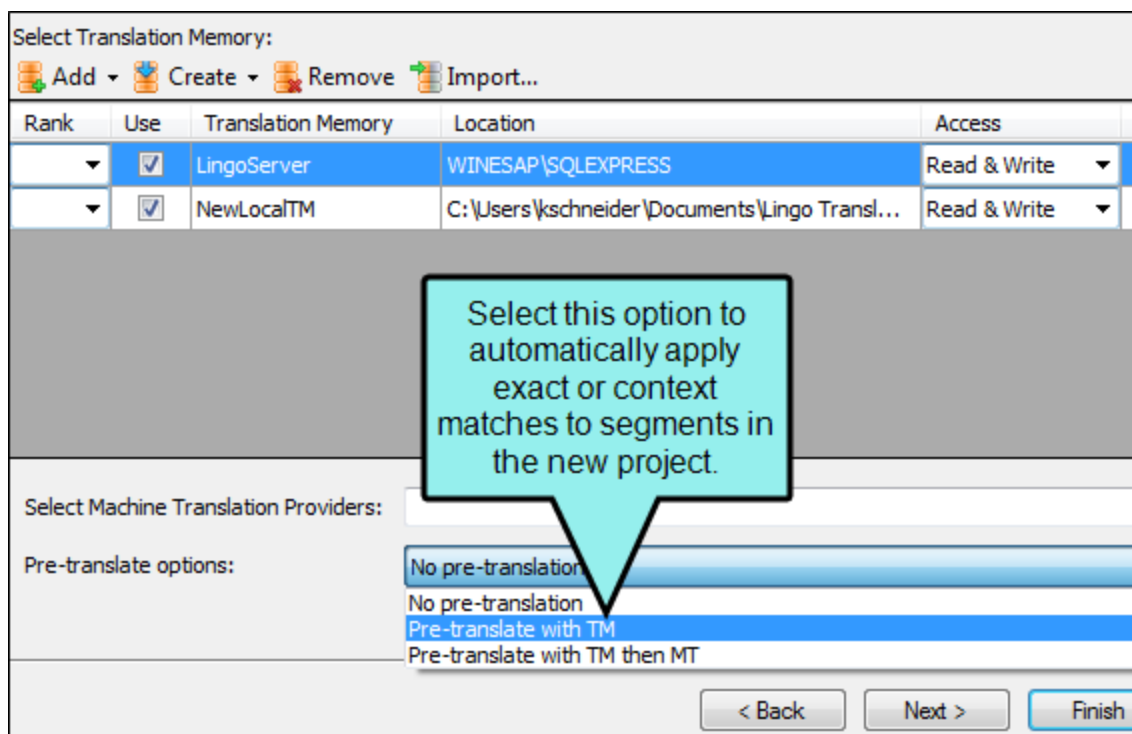
Applying Translation Memory Suggestions

You can automatically apply matching translations from a Translation Memory (TM) database to segments in a project. In other words, the target cell in the Translation Editor will be populated with the translation. This does not mean the translation is completed. You still need to confirm each one.

You can apply TM suggestions at the project, file, or segment level.

How to Apply Translation Memory to a Project—When Creating It

1. Begin the process of creating a project.
2. On the third page of the wizard, select the TM.
3. From the **Pre-translate options** drop-down, select **Pre-translate with TM**. This automatically applies TM suggestions to the segments in the project.



☆ EXAMPLE

Let's say you have performed a great deal of translation work for a particular client. Once in a while, the source files from that client contain identical segments to those you have already translated in previous projects, and you have uploaded those translations to TM. One day, this client sends you some source files for a new translation project, and these source files include 73 segments that you have already translated for them in the past. During the process of creating the new Lingo project, you select the TM database containing those translations and you click **Pre-translate**. When Lingo finishes creating the new project, it automatically applies matching translations to all 73 of those segments.

4. Finish the steps for creating the project.


How to Apply Translation Memory to a Project—After It is Created

1. Open the project.
2. Select **Home > Translate project with TM**.

A message lets you know if segments were applied, and how many.

3. Click **OK**.


How to Apply Translation Memory to a File

1. Open the file in the Translation Editor.
2. In the local toolbar click . A message lets you know if segments were applied, and how many.
3. Click **OK**.

How to Apply Translation Memory to a Segment


In the Translation Editor, click in the empty target cell. The matching suggestion is applied immediately to that cell.


What's Noteworthy?


 **NOTE** By default, TM suggestions are applied in the current target language, but you can apply them in all target languages. You can change your language settings in the Project Properties dialog.


If you choose to pre-translate your project during project creation, TM suggestions are applied to the whole project across all languages, regardless of the setting in the Project Properties dialog.


 **NOTE** To confirm a segment, click in that Target cell and press **ENTER**.


 **NOTE** Lingo will use your existing fuzzy match settings to fill in matches using the TM. In the Options dialog (**File > Options** or **Tools > Options**), you can change the percentage for fuzzy matches to be filled in. See "Setting Match Options for Suggestions" on page 129.

 **NOTE** Be aware that TM rankings take priority over fuzzy match percentages. If you set a minimum match percentage and you ranked your TMs, a segment in the highest-ranked TM will take priority over a segment in the lower-ranked TM, even if the higher-ranked segment has a lower fuzzy match percentage. See "Ranking Translation Memories" on page 121.

 **NOTE** In the Options dialog, you can select a check box labeled "Accept Exact Matches upon applying TM." This option automatically confirms matching segments that are applied at the project or file level. See "Accepting Exact Matches on Applying Translation Memory" on page 99.

 **NOTE** If you apply TM to a project with multiple TM databases selected, Lingo applies matching translations from the highest-ranked database. If no databases are ranked, Lingo applies matching translations from the first database selected.

 **NOTE** If you apply TM and a segment has multiple exact or context matches, Lingo applies the match from the highest-ranked TM database. If no databases are ranked or there are multiple matches in the same database, Lingo applies the first match it finds in the TM database.

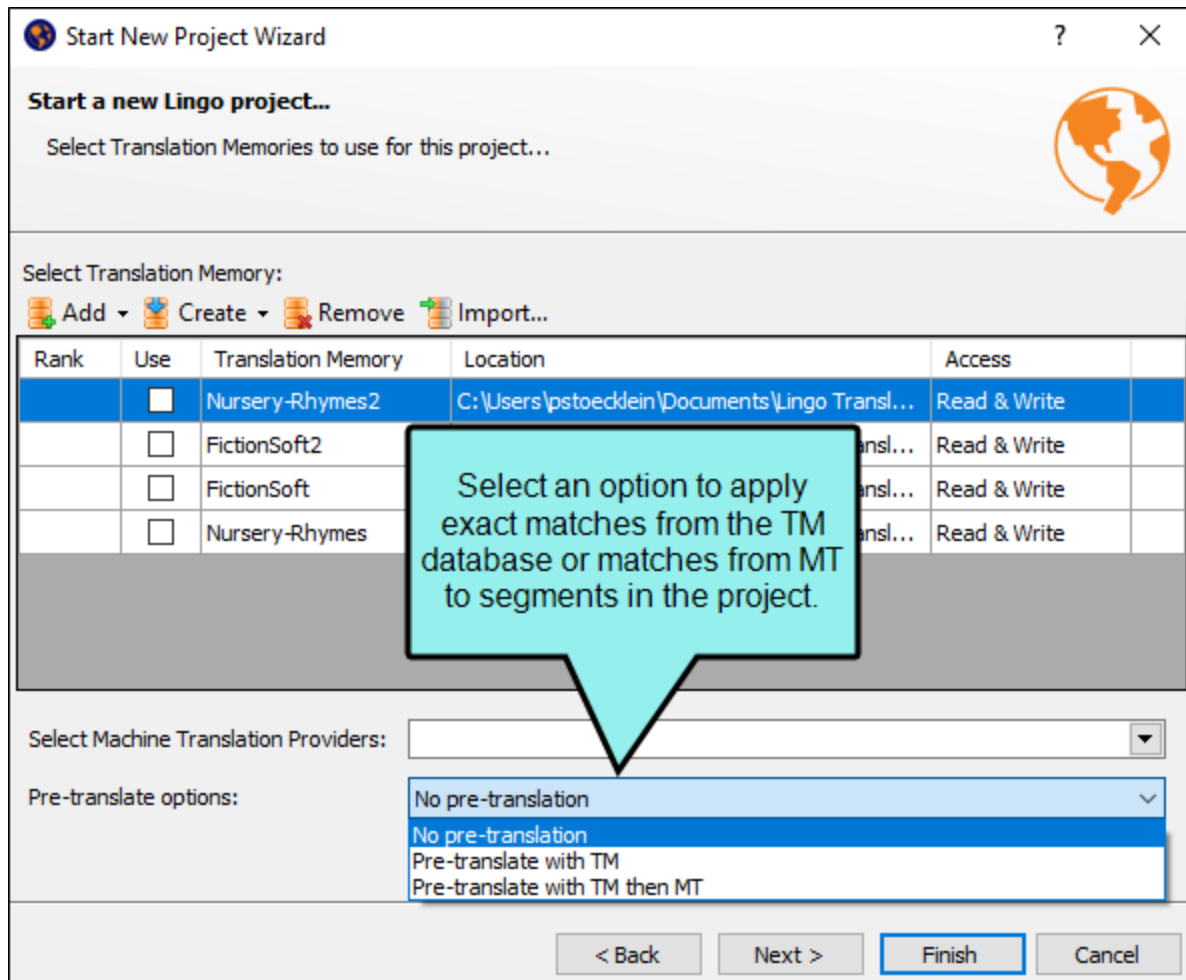
 **NOTE** If you translate a segment in Lingo and then update the source for that segment, the source content may no longer match the translation provided by the TM or machine translation. If this happens, the TM Source column displays "Xliff Alternate," to indicate that a previous translation is stored in the XLIFF file.

Other Information for Translation Memory

In addition to the primary concepts, there is some additional information that might help you when working with this feature.

Pre-Translating Files

You can automatically apply matching translations from a TM database, and if there are spots where you do not have matches, you can choose to have Lingo fill in those segments with matches from a machine translation provider. See "Applying Translation Memory Suggestions" on page 78.



☆ EXAMPLE

Let's say you have performed a great deal of translation work for a particular client. Once in a while, the source files from that client contain identical segments to those you have already translated in previous projects, and you have uploaded those translations to TM. One day, this client sends you some source files for a new translation project, and these source files include 73 segments that you have already translated for them in the past. During the process of creating the new Lingo project, you select the TM database containing those translations and you click **Pre-translate**. When Lingo finishes creating the new project, it automatically applies matching translations to all 73 of those segments.

☆ EXAMPLE

Let's say you are translating a project using a TM that has been passed along to you from a former colleague. It was assembled using translations from lots of other projects, and you're not sure exactly how accurate it will be, but you want to make a first pass through your project to see what matches there are.

You build a new project and add the TM, then tell Lingo to pre-translate the project using matches from the TM only. When it finishes, you have a few solid matches and a lot of fuzzy matches. However, you also have quite a few empty segments.

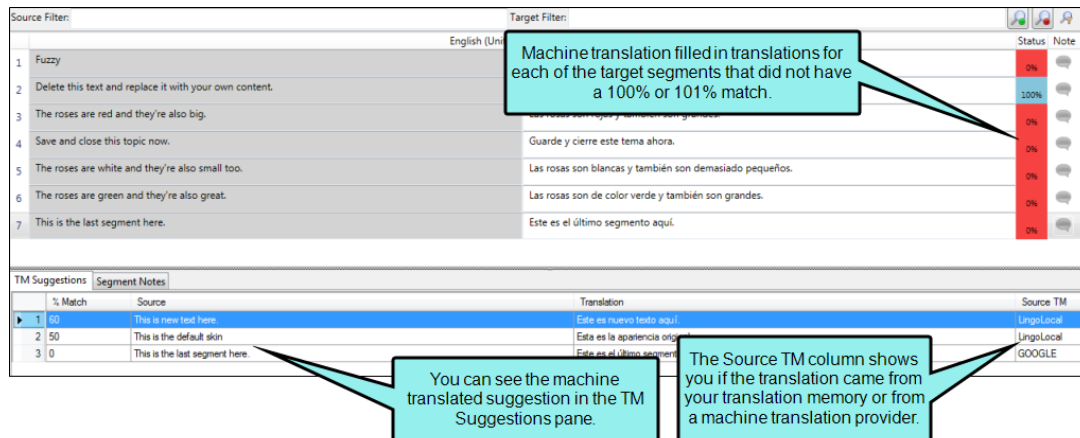
The screenshot shows a translation software interface with a list of segments and a TM Suggestions table. Two callouts provide context:

- Callout 1: "The translation memory returned a 100% match for this segment, so it populated the segment." (points to segment 2)
- Callout 2: "The translation memory returned a 50% and a 60% match for the last segment, so it did not populate the segment." (points to segment 7)

TM Suggestions	% Match	Source	Translation	Source TM
1	50	This is new text here.	Este es nuevo texto aquí.	LingoLocal
2	50	This is the default skin	Esta es la apariencia original	LingoLocal

☆ You decide to rebuild the project and add an MT provider as a backup for the pre-translation option, because you know it will fill in the gaps where you are missing translations. You also know it will provide machine translated suggestions in the TM Suggestions area for all your segments, so you can refer to these when updating your fuzzy translations later.

When the new project finishes, you have translations for most of your segments. Now you can review the MT suggestions and make any necessary adjustments, and then add new translations where needed. When you're done, you can add all the completed translations to the existing TM so you'll have a better database to work with in the future.



Machine translation filled in translations for each of the target segments that did not have a 100% or 101% match.


You can see the machine translated suggestion in the TM Suggestions pane.


The Source TM column shows you if the translation came from your translation memory or from a machine translation provider.

% Match	Source	Translation	Source TM
60	This is new text here.	Este es nuevo texto aquí.	LingoLocal
50	This is the default skin	Esta es la apariencia original.	LingoLocal
0	This is the last segment here.	Este es el último segmento.	GOOGLE

📄 **NOTE** Lingo will use your existing fuzzy match settings to fill in matches using the TM. In the Options dialog (**File > Options** or **Tools > Options**), you can change the percentage for fuzzy matches to be filled in. See "Setting Match Options for Suggestions" on page 129.


📄 **NOTE** In the Options dialog, you can select a check box labeled "Accept Exact Matches upon applying TM." This option automatically confirms matching segments that are applied at the project or file level. See "Accepting Exact Matches on Applying Translation Memory" on page 99.



 **NOTE** If you apply TM to a project with multiple TM databases selected, Lingo applies matching translations from the highest-ranked database. If no databases are ranked, Lingo applies matching translations from the first database selected.



 **NOTE** If you apply TM and a segment has multiple exact or context matches, Lingo applies the match from the highest-ranked TM database. If no databases are ranked or there are multiple matches in the same database, Lingo applies the first match it finds in the TM database.



Statuses and Matches

When you are working in the Translation Editor, you will notice that various statuses may be used for each segment in a document. These often relate to how closely a segment matches a previously translated segment in TM. Different colors and percentages are used to indicate a segment's status.

Name	Default Color	Definition	Percentage Shown in Status Column	Percentage Shown in TM Suggestions Tab
Context Match		<p>A context match is a segment that exactly matches a translation in TM, where its context (the segment before or after) is also an exact match.</p> <p>A context match gives you an additional level of confidence in the matching translation and therefore displays it as a 101% match.</p> <p>Context matches can be especially useful for those who translate files with recurring sentences and paragraphs (e.g., legal documents) and want to make sure the same section is translated just as they did it in another file.</p> <p>As soon as you accept a translated segment, it is considered a context (101%) match, because Lingo not only adds it to TM, but it also immediately saves the context separately.</p>	<p>101% if segment was added to TM <i>before</i> project was created</p> <p>Original percentage (e.g., 0%, 81%, 100%) if segment was added to TM <i>after</i> project was created</p>	101%

Name	Default Color	Definition	Percentage Shown in Status Column	Percentage Shown in TM Suggestions Tab
Exact Match		The contexts of the segments are also imported or exported when you import or export TMX files.	100%	100% <i>before</i> you accept segment 100% or 101% <i>after</i> you accept segment
Repetition		Repetition refers to an identical segment to a previous one in the same file, where a translation for the segment has already been uploaded to TM.	100%	100% <i>before</i> you accept segment 101% <i>after</i> you accept segment

Name	Default Color	Definition	Percentage Shown in Status Column	Percentage Shown in TM Suggestions Tab
Context Repetition		Context repetition refers to a segment that is a combination of a context match and a repetition. It functions just like a regular repetition, except the match in TM also has context (i.e., the segment before or after it is also an exact match).	101%	101%
Fuzzy Match		A fuzzy match is a segment that matches a translation in TM, but it is less than an exact match. In the Options dialog, the default setting is to show matches in the Translation Editor if they are at least 50%, but you can increase or decrease this percentage.	Initially 0%, then less than 100% (e.g., 73%) once you select it for that segment	Less than 100% (e.g., 73%) <i>before</i> you accept segment 101% (and perhaps other matches less than 100%) <i>after</i> you accept segment

Name	Default Color	Definition	Percentage Shown in Status Column	Percentage Shown in TM Suggestions Tab
Confirmed		Confirmed refers to a segment where a translation has been entered and confirmed, thus sending that translation to TM if necessary.	Original percentage (e.g., 101%, 100%, 73%, 0%)	101% (and perhaps other matches)
Machine Translated		<p>Machine translated is a segment that was supplied by a machine translation provider. Machine translated segments do not register as TM suggestions, and therefore do not show a percentage match in the Status column.</p> <p>However, if you accept the machine translated suggestion, it is confirmed and added to the TM. If you use the suggestion again later—as a TM suggestion and not as an MT suggestion—it will show a TM status and percentage (e.g. context match, exact match).</p>	0%	0%

☆ **EXAMPLE** – Context Matches

The following shows some context matches where the translated segments were added to TM *before* the project was created:

The screenshot shows the Translation Editor interface for an English (United States) to Spanish project. The main table displays five segments. Segments 2, 3, and 4 are highlighted with a red border, indicating they are context matches. A callout box points to these segments, explaining that they are context matches because both translations and contexts were found in the TM before the project was created, resulting in a 101% status. Another callout box points to the TM Suggestions table, explaining that a segment with a 100% match became a 101% match after being accepted, and thus appears in the suggestions area.

	Source	Target	Status	Note
1	Humpty Dumpty	Humpty Dumpty	0%	
2	Humpty Dumpty sat on a wall	Humpty Dumpty se sentó en una pared	101%	
3	Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída	101%	
4	All the King's horses, And all the King's men	Todos los caballos del Rey, y todos los hombres del Rey	101%	
5	Couldn't put Humpty together again		0%	

TM Suggestions				
	% Match	Source	Translation	Source TM
▶ 1	101	Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída	LingoLocal
2	101	Humpty Dumpty had a great fall	Humpty Dumpty tuvo un gran caída	LingoTMNew
3	100	Humpty Dumpty had a great fall	Humpty Dumpty tuvo un gran otoño	LingoLocal

- ☆ The following shows a context match where the translated segment was added to TM *after* the project was created:

The screenshot shows the Translation Editor interface. The main window displays a list of segments for translation from English (United States) to Spanish. Segment 9, "Who sat down beside her", has a translation of "La cual se sentó junto a ella" and a status of 0%. A red arrow points to the status column for this segment. Below the main window, the "TM Suggestions" panel is visible, showing a table with the following data:

	% Match	Source	Translation	Source TM
▶ 1	101	Who sat down beside her	La cual se sentó junto a ella	LingoLocal

This segment previously had no match in TM. Therefore, the Status column displays 0%, even after the new segment translation is confirmed.

As soon as the segment above was accepted, both the translation and context were saved. Therefore, it immediately became a context match, as shown here in the TM Suggestions area when you click back on that segment above. However, the Status column continues to display 0%.

☆ **EXAMPLE** – Exact Matches

The following shows two segments in a file that have exact matches in TM:

The screenshot shows the Translation Editor interface with a list of segments. The first segment is highlighted in gray, and the second is highlighted in blue. A callout box points to the status column of the first two segments. Below the list is the TM Suggestions area, which shows a 100% match for the selected segment.

These two segments have exact matches in TM. The first one has been accepted, so the color is gray and a check mark is shown. The second one has not yet been accepted, so the color is blue.

	English (United States) - Spanish	Status	Note
1	Jack and Jill	0%	
2	Jack and Jill went up the hill	100%	✓
3	To fetch a pail of water	100%	
4	Jack fell down and broke his crown	0%	
5	And Jill came tumbling after	0%	

	% Match	Source	Translation	Source TM
▶ 1	100	To fetch a pail of water	Para traer un cubo de agua	LingoLocal

The TM Suggestions area also shows that the selected segment is an exact match (100%).

☆ **EXAMPLE** – Repetitions

The following shows a segment that is a repetition of an identical segment in the same file:

This segment is identical to another located above in the same file. The previous segment was translated and uploaded to TM, so this segment is identified as a repetition.

	English (United States) - Spanish	Status	Note
11	Origins and Meaning	0%	
12	The rhyme first appeared in print in 1805, in a book titled <i>Songs for the Nursery</i> .	100%	
13	Like many such rhymes, its origins are unclear.	0%	
14	Some claim it was written by Dr Thomas Muffet (d.1604), an English physician and entomologist, regarding his stepdaughter Patience ; others claim it refers to Mary, Queen of Scots (1543–87), who was said to have been frightened by religious reformer John Knox (1510–72).	0%	
15	The former explanation is speculative and the latter is doubted by most literary scholars, who note that stories linking folk tales or songs to political events are often urban legends.	0%	

☆ **EXAMPLE** – Context Repetitions

The following shows two segments in a file that are context repetitions of other segments in the same file:

These two segments are context repetitions of identical segments above in the same file.

The screenshot shows a Translation Editor window with the following data:

	English (United States) - Spanish	Status	Note
3	Humpty Dumpty had a great fall	101%	
4	All the King's horses, And all the King's men	100%	
5	Couldn't put Humpty together again	100%	
6	Humpty Dumpty sat on a wall	100%	
7	Humpty Dumpty had a great fall	101%	
8	All the King's horses, And all the King's men	101%	

☆ **EXAMPLE** – Fuzzy Matches

The following shows a segment in a file that does not match the translated segment exactly. It is a fuzzy (or partial) match:

Most of the previous segments in this file have exact (100%) matches, but the final segment is only an 82% match. Therefore, it is considered a fuzzy match and has a red background when you populate this cell with the partial match.

5	And Jill came tumbling after	Y Jill cayó después de él	100%
6	Then up Jack got and home did trot	Luego Jack se levantó y a su casa cor...	100%
7	As fast as he could caper	Tan rápido como pudo	100%
8	To Old Dame Dob who patched his nob		0%
9	With vinegar and olive paper	Con vinagre y papel marrón	82%

TM Suggestions		Segment Notes		
	% Match	Source	Translation	Source TM
▶ 1	82	With vinegar and brown paper	Con vinagre y papel marrón	LingoLocal11

The TM Suggestions area also shows that the selected segment is a fuzzy match.

☆ **EXAMPLE** – Confirmed Segments

The following shows some segments in a file that have been confirmed:

Several segments in this file have been confirmed. Therefore, they have a gray background and check mark. Some segments have 100% as the status, meaning they were exact matches that were accepted.

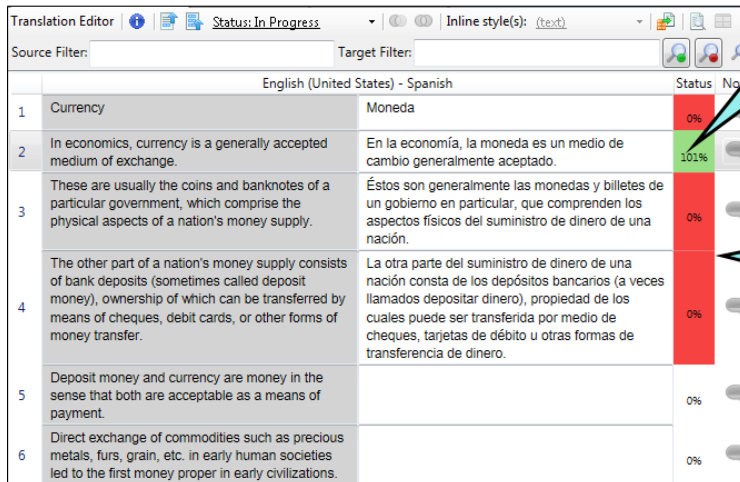
This segment has 0% as the status, meaning it did not previously have a match in TM. A new translation was simply entered and then the segment was accepted.

This segment has 82% as the status, meaning it was previously a fuzzy (partial) match. That match was selected, edited, and then accepted.

Segment ID	Source Text	Target Text	Status	Note
3	To fetch a pail of water		100%	
4	Jack fell down and broke his crown		100%	
5	And Jill came tumbling after		100%	
6	Then up Jack got and home did trot		100%	
7	As fast as he could caper		100%	
8	To Old Dame Dob who patched his nob	Para Old Dame Dob, que remendó su nob	0%	
9	With vinegar and olive paper	Con vinagre y papel marrón	82%	

☆ EXAMPLE – Machine Translated Segments


The following shows some segments in a file that were generated using machine translation.




	Source Filter:	Target Filter:	Status	Notes
	English (United States) - Spanish			
1	Currency	Moneda	0%	
2	In economics, currency is a generally accepted medium of exchange.	En la economía, la moneda es un medio de cambio generalmente aceptado.	101%	
3	These are usually the coins and banknotes of a particular government, which comprise the physical aspects of a nation's money supply.	Éstos son generalmente las monedas y billetes de un gobierno en particular, que comprenden los aspectos físicos del suministro de dinero de una nación.	0%	
4	The other part of a nation's money supply consists of bank deposits (sometimes called deposit money), ownership of which can be transferred by means of cheques, debit cards, or other forms of money transfer.	La otra parte del suministro de dinero de una nación consta de los depósitos bancarios (a veces llamados depositar dinero), propiedad de los cuales puede ser transferida por medio de cheques, tarjetas de débito u otras formas de transferencia de dinero.	0%	
5	Deposit money and currency are money in the sense that both are acceptable as a means of payment.		0%	
6	Direct exchange of commodities such as precious metals, furs, grain, etc. in early human societies led to the first money proper in early civilizations.		0%	

In a previous project, this segment was machine translated, confirmed, and added to translation memory. Now it is a TM suggestion, and a context match.

These segments were translated using machine translation.

 **NOTE** Formatting and punctuation differences might cause an exact text match to result in something less than 101% or 100% (e.g., because some words in the segment are in bold, it might be considered a 95% match instead).

 **NOTE** You can change the color for any of the statuses via the Options dialog. See "Changing Segment Status Colors" on page 101.

Translation Memory eXchange

The purpose of Translation Memory eXchange (TMX) is to allow easier transmission of translation memory data between tools and/or translation vendors with little or no loss of critical data during the process.

In Lingo, you can import TMX files from tools such as Trados and memoQ. This lets you leverage all prior translations, whether or not they occurred in the same project or document. By importing a TMX file into Lingo, all of your past translation work will become available as suggestions when you are localizing content in Lingo. Then, when you have finished translating content in Lingo, you can export the TMX files so that they can be used again in the other tools.

See "Importing TMX Files" on page 119 and "Exporting Translation Memory Files" on page 115.

I Other Activities for Translation Memory

In addition to the main activities, there are some other tasks you might perform regarding this feature.

Accepting Exact Matches on Applying Translation Memory

When you apply translation memory (TM) suggestions, you can control how exact matches are handled, whether they are automatically accepted or not. This is done by selecting a check box in the Options dialog.


How to Accept Exact Matches on Applying Translation Memory

1. Select **File > Options**.
2. Select the **Translation Memory** tab.
3. Select **Accept Exact Matches upon applying TM**.

If this option is selected and you apply translation memory (TM), 100% or 101% matches are automatically populated in the target cells and accepted. Therefore, the Status column for those segments in the Translation Editor is displayed with a gray background and check mark.

If this option is not selected and you apply TM, 100% or 101% matches are simply populated in the target cells; they are not yet confirmed. This lets you review those segments before manually accepting the matching translations.

4. Click **OK**.

 **NOTE** If you apply TM to a project with multiple TM databases selected, Lingo applies matching translations from the highest-ranked database. If no databases are ranked, Lingo applies matching translations from the first database selected.



NOTE If you apply TM and a segment has multiple exact or context matches, Lingo applies the match from the highest-ranked TM database. If no databases are ranked or there are multiple matches in the same database, Lingo applies the first match it finds in the TM database.

Changing Segment Status Colors

You can change the color for any of the statuses via the Options dialog.

How to Change Segment Status Colors

1. Select **File > Options**.
The Options dialog opens.
2. Select the **Translation Memory** tab.
3. In the **Status Colors** section, click on the colored rectangle you want to change. The Color Picker dialog opens.
4. Select a new color.
5. Click **OK**.
6. If you want to return to the factory color settings for each status, click **Reset to Default Colors**.
7. In the Options dialog click **OK**.

Cleaning Up the Translation Memory

Translation memory (TM) cleanup lets you use TM metadata to search within the database and locate specific segments, such as those created by a certain user or those pertaining to a specific client. Using this information, you can then clean up your TM using find and replace, or by deleting segments that match your search criteria. You can also use TM cleanup to remove duplicate segments in your TM.

TM cleanup is especially beneficial if you have a very large database. If you have made edits over time to your TM, it may have duplicate segments that you are unaware of. Also, if you have imported several TMX files into your TM, there may be outdated information that needs to be updated with new terminology or removed altogether. TM cleanup is an easy way for you to manage your database within Lingo.


You can view TM metadata in the Translation Memory Editor. See "Using Translation Memory Metadata" on page 139.

How to Find and Replace Content in the Translation Memory

You can find and replace content in your TM. This is useful if you need to make a global update to your TM and do not want to search through your TM database manually. You can find and replace in the source or target segment, which is also helpful if a client changes her terminology and you need to change your existing translation to reflect their new language.

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select the **Resources** ribbon. In the **Translation Memory** section, select **Edit TM** and choose the database.
 - **Translation Editor** In the **TM Suggestions** area at the bottom of the editor, right-click on the segment and from the context menu select **Edit Text**.

The Translation Memory Editor opens.

2. In the local toolbar of the editor, click . From the drop-down, select **TM—Find and Replace**.

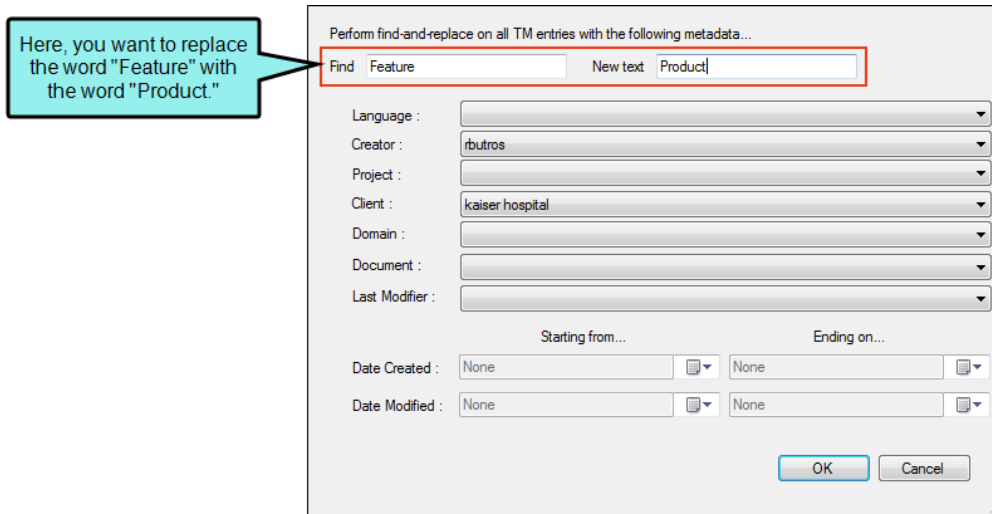
The TM Cleanup: Find and Replace dialog opens.

- In the dialog, enter the word you want to find in the TM, and the word you want to replace it with. Then use the drop-downs to filter the segments in the TM so you only replace words in the appropriate location. You can filter by creator, project, client, domain, document, last modifier, date created, and date modified. You can also sort the results.

☆ EXAMPLE

Your client changed her terminology and you need to make a global change to a word in your documentation. You decide to search for words in a specific project for a specific client.

Enter the word you want to find, the word you want to replace it with, and set your filters.




When the filter processes, the word is replaced in your translation memory.


29	Arabic	اهلا وسهلا	Welcome	English (Unite
30	Arabic	ترحيب وفي هلا	Welcome	English (Unite
31	Arabic	الإجراء الأول	Procedure 1	English (Unite
32	Arabic	الإجراء 1	Procedure 1	English (Unite
33	Arabic	المواصفة الأولى	Products	English (Unite
34	Arabic	المواصفة الثالثة	Product 3	English (Unite
35	Arabic	ميزة 2 هنا حبيبي	Product 2	English (Unite

In this section from the TM, you can see where "Feature" is now "Product."

- Click OK.

 **NOTE** Making changes using Find and Replace updates the word you are searching for, but it does not update the corresponding translation or source word. Remember to make any necessary changes to the corresponding source or target segment as well, so your translations are accurate.

For example, if your client changes the word "airplane" to "bus," and you make this change in the source segment but forget to update the target segment, the TM will not know that the word is incorrect and will show this as a match in future translations.

 **NOTE** Any changes you make to the TM only affect future translations. They do not replace any previous translations you have done.

How to Delete Entries in the Translation Memory

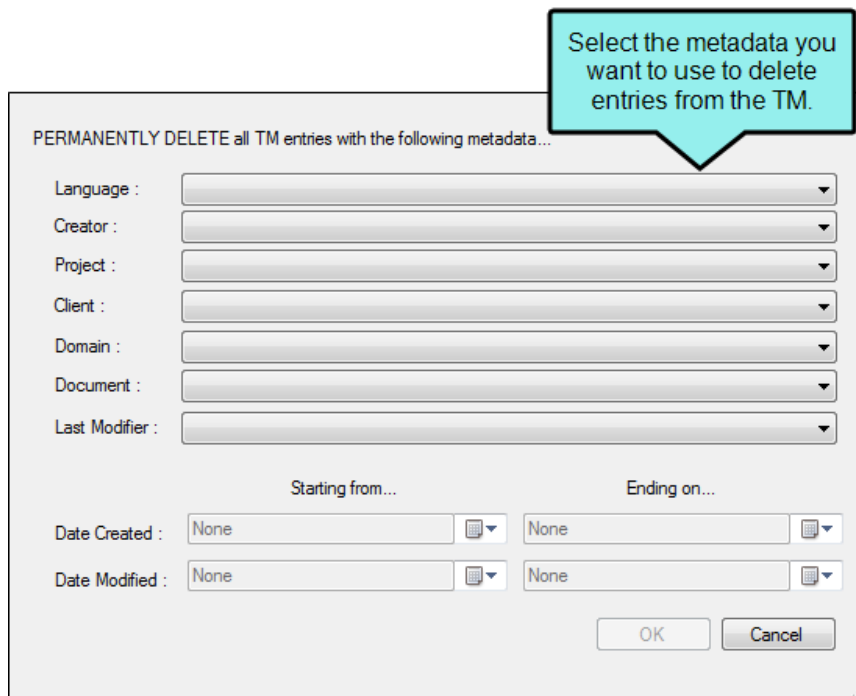
1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select the **Resources** ribbon. In the **Translation Memory** section select **Edit TM** and choose the database.
 - **Translation Editor** In the **TM Suggestions** area at the bottom of the editor, right-click on the segment and from the context menu select **Edit Text**.

The Translation Memory Editor opens.

2. In the local toolbar of the editor, click . From the drop-down, select **TM-Delete**.

The TM Cleanup: Delete dialog opens.

3. In the dialog, select the metadata you want to use to delete entries from the TM. You can filter by creator, project, client, domain, document, last modifier, date created, and date modified. You can also sort the results. When deleting TM segments, you can also sort by language.




4. Click **OK** to permanently delete these entries from the TM.

How to Clean Up Duplicate Translation Memory Entries


1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select the **Resources** ribbon. In the **Translation Memory** section select **Edit TM** and choose the database.
 - **Translation Editor** In the **TM Suggestions** area at the bottom of the editor, right-click on the segment and from the context menu select **Edit Text**.

The Translation Memory Editor opens.

2. In the local toolbar of the editor, click . From the drop-down, select **TM–Cleanup**.
3. A confirmation window opens asking if you want to remove duplicates. This will permanently remove repeated segments from the TM database. If you want to proceed, click **OK**.

Deleting Translation Memory

If you no longer need a translation memory (TM) or the data in the TM, you can delete it.

 **WARNING** Be careful when deleting a TM. Deleting a TM permanently removes it from the list and deletes all data from it.

If you want to keep the data in your TM, you should remove the TM, which only removes it from the list instead of deleting it permanently. You can add the TM—and its data—back to Lingo later if you need to use it again.

How to Delete Translation Memory

1. Select the **Resources** ribbon. In the Translation Memory section, select **Choose TM**.
The Manage Translation Memory dialog opens.
2. Select the TM that you want to delete.
3. Click **Delete**.

Editing a Translation Memory Database

You can open your database and edit it in various ways.

The screenshot shows the Translation Memory Editor (TME) interface with the following callout boxes:

- Delete the selected segment.
- Search for segments containing a particular term.
- Filter and clean up the TM using metadata.
- Select which languages to show.
- Navigate to other pages showing segments (if you have more than can be displayed).
- Import and export TMX files.
- Add a new segment to the database.
- Click on a segment to select it.
- Click in any cell to edit text in the source or target languages.
- View metadata for the selected segment.

Source Language	Translation Unit	Target Language	Metadata
English (United States)	Humpty Dumpty	Spanish	
English (United States)	Jill	Spanish	
English (United States)	Jack	Spanish	
English (United States)	to patched his nob	Spanish	
English (United States)	Jack and Jill	Spanish	
English (United States)	Humpty Dumpty	Spanish	
English (United States)	Humpty Dumpty the Sequel	Spanish	
English (United States)	With vinegar and olive paper	Spanish	
English (United States)	The links in the mini-TOC placed below the current topic.	Spanish	
English (United States)	Again, notice that the Project	Spanish	
English (United States)	To see the settings, double-click the entry "C2."	Spanish	
English (United States)	So the auto-numbering increments in the output.)	Spanish	



How to Edit a Translation Memory Database

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select the **Resources** ribbon. In the Translation Memory section select **Edit TM** and choose the database.
 - **Translation Editor** In the **TM Suggestions** area at the bottom of the editor, right-click on the segment and from the context menu select **Edit Text**.


The Translation Memory Editor opens.

2. You can do any of the following:

TO ADD A SEGMENT


- a. In the local toolbar, click . A new row is added to the bottom of the editor.
- b. Click on the row to select it.
- c. In the text fields at the bottom of the editor, enter the text for the source language on the left, and enter the text for the target language on the right.
- d. Press **ENTER** on your keyboard.
- e. Click  to save your work.

TO EDIT A SEGMENT

- a. Select the row that you want to edit.
- b. In the cells on the left, edit the text for the source language. In the cells on the right, edit the text for the target language.
- c. Press **ENTER** on your keyboard.
- d. Click  to save your work.


TO DELETE A SEGMENT

a. Do one of the following:

- Select the row and click .
- Select the row and press **Delete** on your keyboard.
- Right-click the row and select **Delete Row** from the context menu.

A line appears through the middle of the text.


b. Click  to save your work.

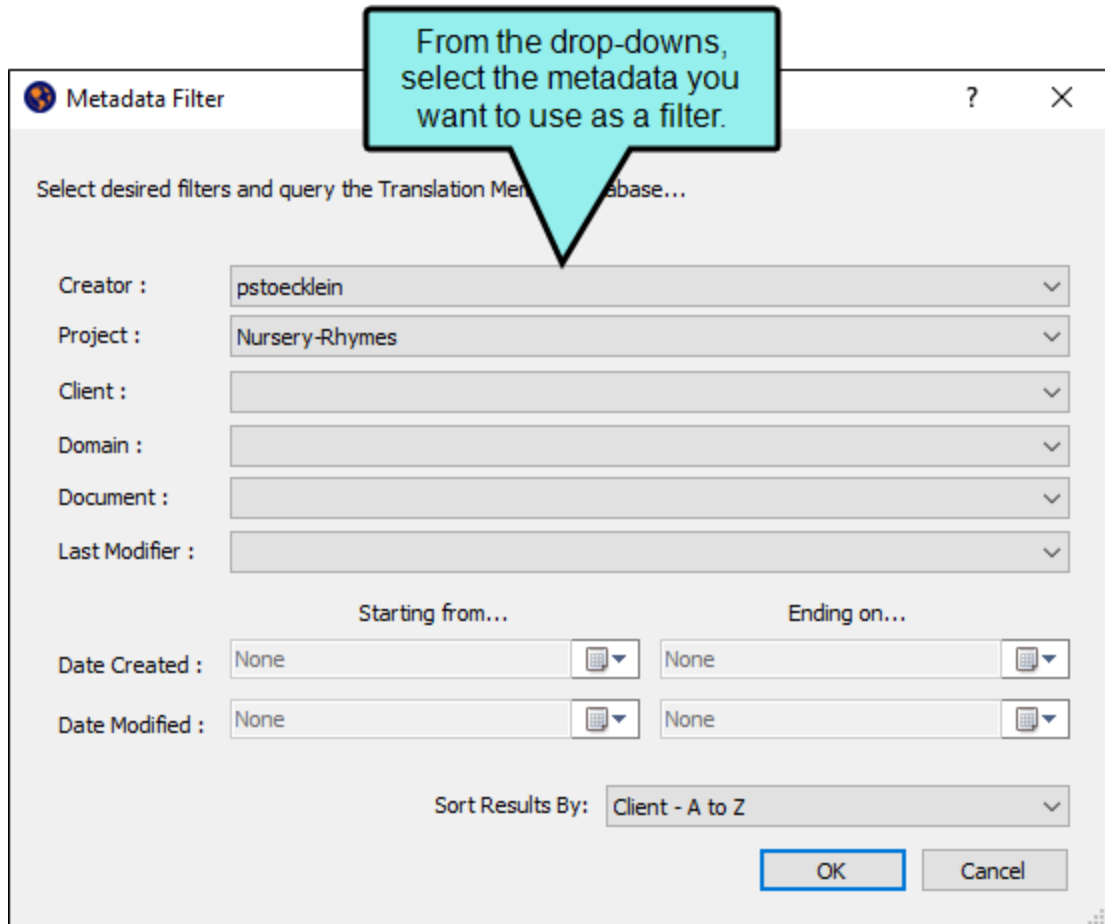
 **NOTE** You can also delete TM segments from the Suggestions area at the bottom of the Translation Editor. Simply right-click on the segment to be deleted from TM and select **Delete** from the context menu.


TO SEARCH FOR A TERM

In the **Search** field enter a term and press **ENTER**.


TO FILTER THE TRANSLATION MEMORY USING METADATA

- a. In the local toolbar of the editor, click . The Metadata Filter dialog opens.
- b. In the dialog, select the metadata you want to use to filter the TM. You can filter by creator, project, client, domain, document, last modifier, date created, and date modified. You can also sort the results.



- c. Click **OK**.
- d. To reset your filters and see the entire TM, in the local toolbar, click .



TO CLEAN UP THE TRANSLATION MEMORY USING METADATA

- a. In the local toolbar of the editor, click .
- b. From the drop-down, select one of the following options:
 - **TM–Find and Replace** Use metadata to find and replace words within the TM
 - **TM–Delete** Use metadata to search for segments you want to delete from the TM
 - **TM–Cleanup** Use metadata to remove duplicate segments in the TM
- c. In the dialog that opens, select the metadata you want to use to filter the TM to complete the clean up.

TO FILTER LANGUAGES

- a. In the local toolbar click in the **Language** drop-down field.
- b. Select any of the available options to display the segments for certain languages.

TO IMPORT A TRANSLATION MEMORY EXCHANGE (TMX) FILE



- a. In the local toolbar, click . The Import TMX File dialog opens.
- b. Click .
- c. In the dialog that opens, navigate to the TMX file that you want to import, and double-click it.
- d. (Optional) By default, the current database is shown in the **Translation Memory** field. If you are working with other databases and want to use a different one instead, select it from this field.

You might use this field, for example, if you forgot to change to the database you want before starting the import process.

- e. Click **Start Import**.

A message lets you know the results of the import.

TO EXPORT SEGMENTS TO A TMX FILE


- a. In the local toolbar, click . The Export to TMX Dialog opens.
- b. Next to the **TMX File** field, click .
- c. In the dialog that opens, navigate to the folder where you want to export the file. Also in the **File name** field, enter a name for the new TMX file. Then click **Save**.
- d. In the **Languages to export** field, all of the languages involved in your translation memory database are listed, showing both the source and target languages. Select the languages that you want to include in the exported TMX file.
- e. In the **Source language** field, select the language(s) that you want to be available as the source in the exported TMX file. You can select an individual language or you can select "Any," which allows tools to use translations in any direction in the TMX file.
- f. Click **Start Export**. A message lets you know the results of the export.


TO USE THE THESAURUS

Right-click a word, and from the context menu select **Thesaurus**.

3. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You can also click **View All** in the local toolbar to see all results on a single page. Keep in mind that the more items you have in the project, the longer it will take to load this view.

 **NOTE** You can spell check the Translation Memory Editor using manual spell check.

 **NOTE** The Find and Replace window pane is disabled when the focus is on the Translation Memory Editor. However, you can use the Quick Find and Quick Replace widgets to find and replace terms in the TM. For more information, see the Lingo online Help.

 **NOTE** You can change the font size and segment display options for the Translation Memory Editor using the Options dialog. For more information, see the Lingo online Help.




NOTE If you are not seeing segments in the editor that you expect to see, try clearing the Search field. You might also need to select different languages from the local toolbar.

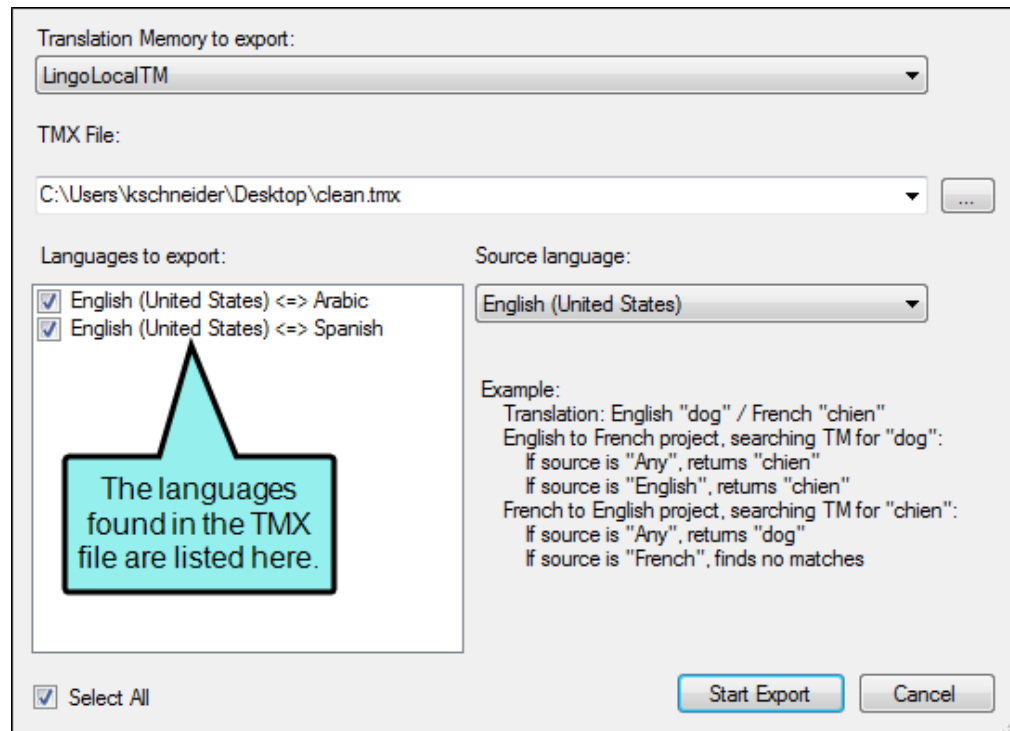
Exporting Translation Memory Files

When you have finished translating content in Lingo, you can export a file. After exporting a TMX file, it can be used in other tools such as Trados and memoQ.

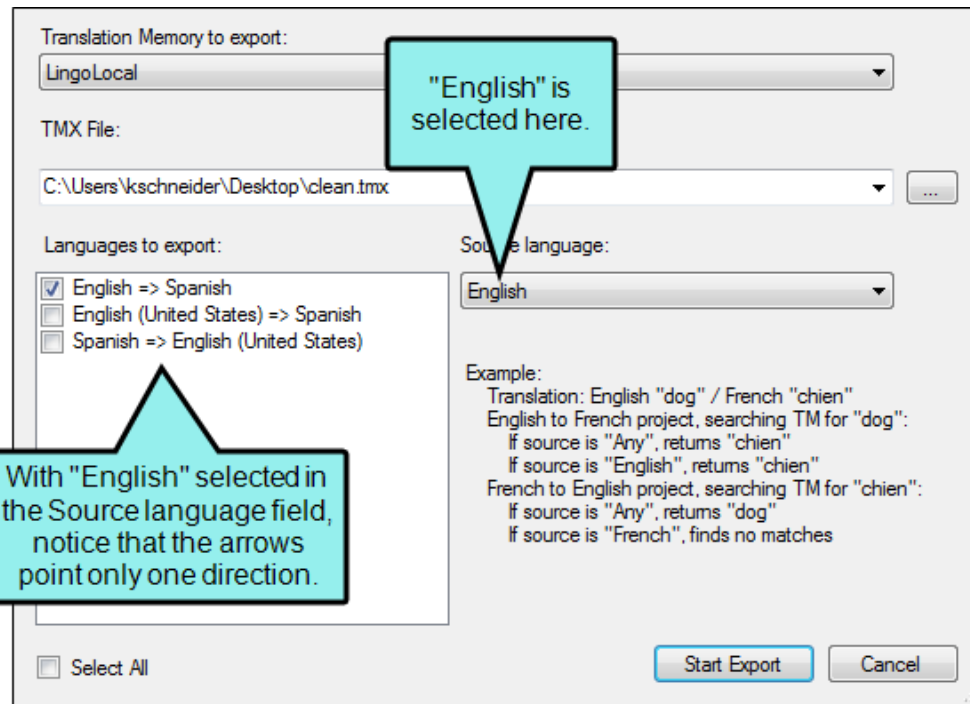
How to Export a Translation Memory

1. Select **Resources > Export to TMX**.
2. Next to the **TMX File** field, click .
3. Navigate to the folder where you want to export the file. Also in the **File name** field, enter a name for the new TMX file. Then click **Save**.
4. In the **Languages to export** field, select the language(s) to include in the exported TMX file.
5. In the **Source language** field, select the language(s) to be available as the source in the exported TMX file. You can select an individual language or you can select "Any," which allows tools to use translations in any direction in the TMX file.

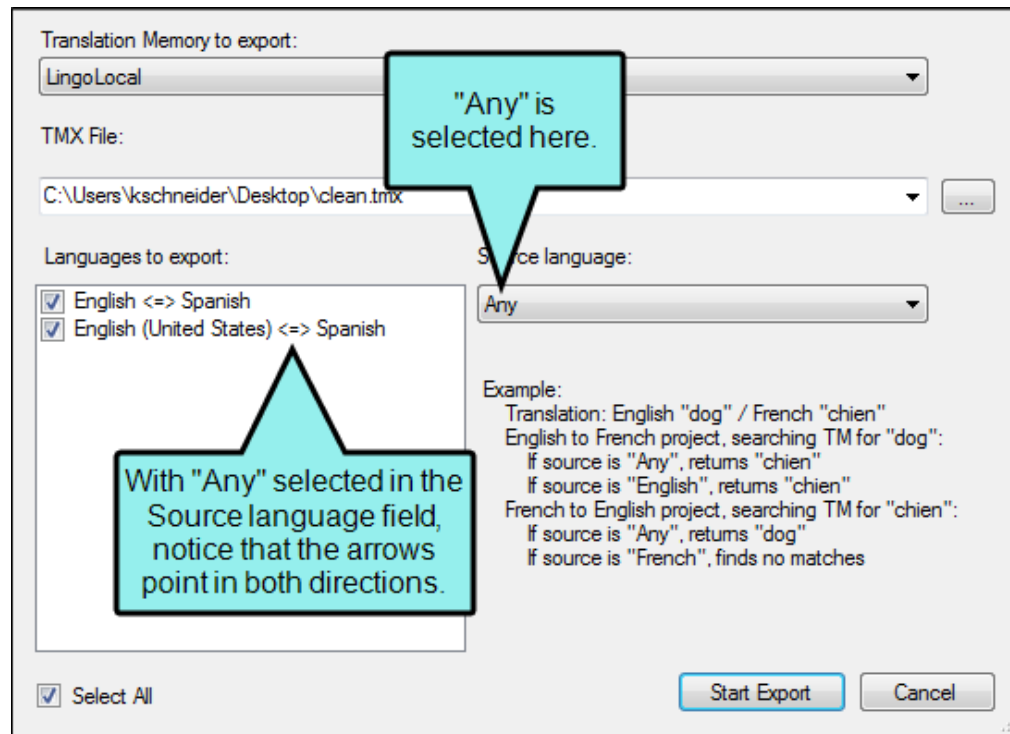
☆ **EXAMPLE** The "Languages to export" field shows English-to-Danish and English-to-German translations. Like this:



- ☆ If you select "English" in the Source Language field to the right, the tool using the exported TMX file will be able to use the translations going from English to Danish or English to German.



- ☆ If you select "Any" in the Source Language field to the right, the tool using the exported TMX file will be able to use the translations going from English to Danish, English to German, Danish to English, and German to English.




6. Click **Start Export**.

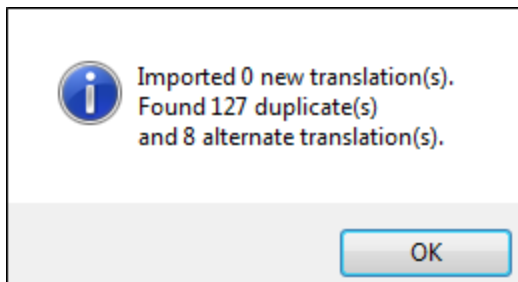
Importing TMX Files

You can import files from tools such as Trados and memoQ. This lets you leverage all prior translations, whether or not they occurred in the same project or document.

How to Import Translation Memory

1. Select **Resources > Import TMX**.
2. Next to the **TMX File** field, click .
3. Navigate to the TMX file that you want to import, and double-click it.
4. (Optional) If you want to be informed of matching segments, click **Check TMX for repeated segments**.

If this option is selected, you will be informed if alternative or duplicate segments are found in your TM. Duplicate segments are not reimported.



☆ **EXAMPLE** You have the text "This is a car." In your TM database, you already have this translated, using the word "coche" for "car." In the TMX file you are importing, the translation is much the same, except the word "carro" is used. Therefore, Lingo informs you that an alternative translation has been found.

On the other hand, if the translation in the TMX file also uses the word "coche" in the translation, Lingo informs you that a duplicate translation has been found.

If you do not select the option to check for repeated segments, the import process is faster. However, you are not informed of duplicate or alternate translations. Whether you select the option or not, the translations in the TMX file are added to the TM database.

5. (Optional) You can select **Import alternate tag segmentation segments** if necessary.

☆ **EXAMPLE**

Let's say you are importing a TMX file that was previously used for a third-party translation tool. That tool might have treated the tag differently than Lingo, so after you import the TMX file you might discover that some match results are not what you expect. By selecting this new option, Lingo will consolidate those tags, which will produce better match results.

6. (Optional) By default, the current database is shown in the **Translation Memory** field. If you are working with other databases and want to use a different one instead, select it from this field.
7. Click **Start Import**.

Ranking Translation Memories

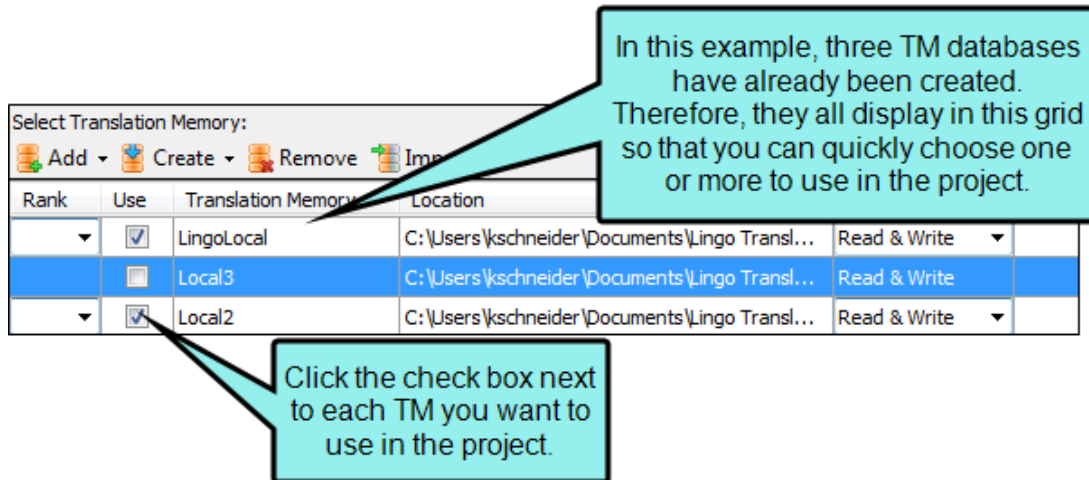
If you use multiple translation memories (TMs), you can assign them rankings to specify which database should take priority in translation suggestions. You can set these priority rankings when creating a new project or by using the Manage Translation Memory dialog (**Resources > Choose TM**).

The results from the highest-ranked database take priority when you translate or pretranslate an entire project with a TM. If there are multiple identical source segments, Lingo will use the segment from the highest-ranked TM. Suggestions from the highest-ranked TM will appear first on the TM Suggestions tab in the Translation Editor.

Be aware that rankings take priority over fuzzy match percentages. If you set a minimum match percentage and ranked your TMs, a segment in the highest-ranked TM will take priority over a segment in the lower-ranked TM, even if the higher-ranked segment has a lower fuzzy match percentage.

How to Rank a Translation Memory Database

1. Make sure you have created at least one TM database. See "Creating a Translation Memory Database" on page 62.
2. Select **Resources > Choose TM**.
The Manage Translation Memory dialog opens.
3. Next to each TM in the grid that you want to associate with the project, click **Use**.



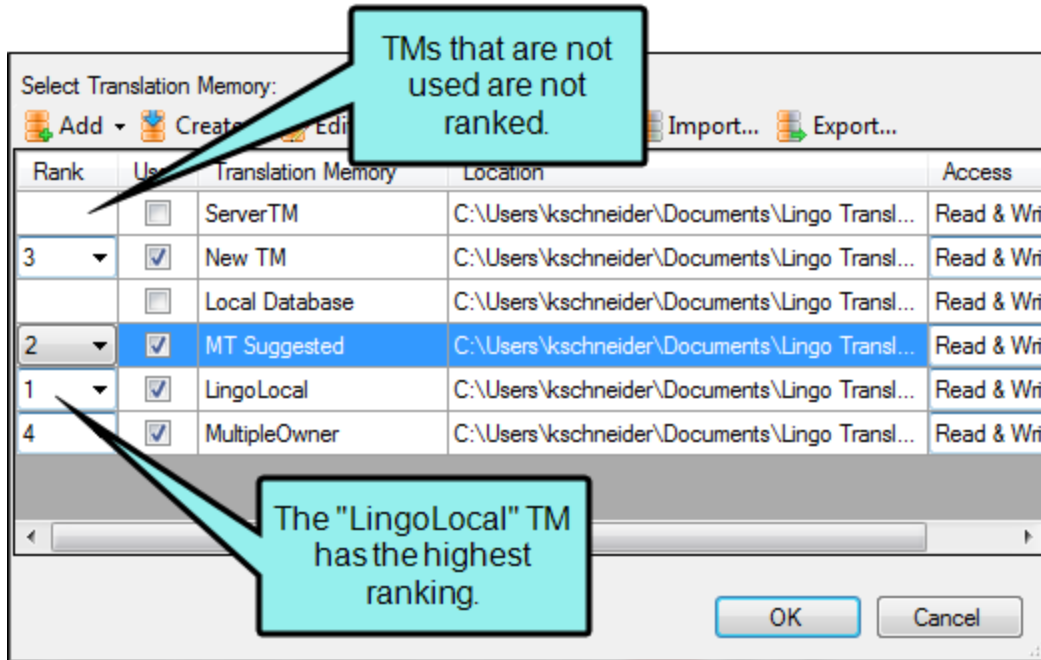
4. From the **Rank** drop-down, select a numeric ranking for each enabled TM, where 1 is the preferred TM. You do not have to select a value; unranked TMs will take lowest priority.

NOTE You can only rank enabled TMs. The **Rank** drop-down is disabled if a TM is not selected for the project.

NOTE You cannot assign the same rank to more than one TM.

5. Click **OK**.

☆ **EXAMPLE** You can rank each enabled TM.



☆ The results from the highest-ranked TM are given priority on the TM Suggestions tab.


The screenshot shows the Translation Editor interface. The main window displays a list of source segments with their corresponding target translations and status (0%). Below this, the 'TM Suggestions' tab is active, showing a table of suggestions. The table is sorted by '% Match' in descending order. The first suggestion has a 95% match and is from the 'LingoLocal' source TM. The second and third suggestions have a 55% match and are also from 'LingoLocal'. The fourth suggestion has a 95% match and is from a 'New TM'. The fifth suggestion has a 55% match and is from a 'New TM'. Two callout boxes highlight that matches from the highest-ranked TM ('LingoLocal') appear first, and matches from lower-ranked TMs appear last.

	% Match	Source	Translation	Source TM
1	95	Humpty Dumpty the Sequel	Humpty Dumpty el Sequel	LingoLocal
2	55	Humpty Dumpty sat on a wall	Humpty Dumpty se sentó en una pared	LingoLocal
3	55	Humpty Dumpty sat on a wall	Humpty Dumpty sentado en una pared	LingoLocal
4	95	Humpty Dumpty the Sequel	Humpty Dumpty el Sequel	New TM
5	55	Humpty Dumpty sat on a wall		New TM

☆ **EXAMPLE** You have two TMs: a local TM and a server TM. They contain several similar target segments. When selecting your TMs, you give the server TM a rank of 1 and the local TM a rank of 2. You also have the fuzzy match percentage set to 50%. You decide to pretranslate your project.

Start a new Lingo project...

Select Translation Memories to use for this project...



Select Translation Memory:

Rank	Use	Translation Memory	Location	Access
1	<input checked="" type="checkbox"/>	ServerTM	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write
	<input type="checkbox"/>	New TM	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write
	<input type="checkbox"/>	Local Database	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write
	<input type="checkbox"/>	MT Suggested	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write
2	<input checked="" type="checkbox"/>	LingoLocal	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write
	<input type="checkbox"/>	MultipleOwner	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write

Select Machine Translation Providers:

Pre-translate options:

- ☆ Later, you are looking through your project and see a match that isn't completely accurate. The TM Suggestions tab shows you that it the match is from the server TM, and it has a fuzzy match percentage of 50%. The TM Suggestions tab also shows a 101% match from the local TM, which has a lower ranking.

The screenshot shows the Translation Editor interface. The main window displays a list of segments with their source and target text, along with a status bar indicating the match percentage. The TM Suggestions tab is open at the bottom, showing a list of suggestions with their match percentages and source TMs. Two callouts are present: one pointing to a 50% match from ServerTM and another pointing to a 101% match from LingoLocal.

Segment	Source	Target	Status	Note
1	Humpty Dumpty	Humpty	93%	
2	Humpty Dumpty sat on a wall	Humpty	55%	
3	Humpty Dumpty had a great fall	Humpty Dumpty se sentó en una pared	50%	
4	All the King's horses, And all the King's men	Todos los caballos del Rey, y todos los hombres del Rey	101%	
5	Couldn't put Humpty together again	No se pudo poner Humpty otra vez	100%	

TM Suggestions	Segment	Source	Translation	Source TM
1	50	Humpty Dumpty the Sequel	Humpty Dumpty se sentó en una pared	ServerTM
2	101	Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída	LingoLocal

- ☆ The match from the server TM was applied because it had a ranking of 1, and priority over the server TM. If you want the segment with the higher match percentage to always take priority, you can disable fuzzy matches (so only 100% or 101% matches will be applied), or you can disable rankings. You can also manually select a match from the TM Suggestions tab.

The screenshot shows the Translation Editor interface with a list of segments and a TM Suggestions tab. The segments are:

	Source	Target	Status	Note
1	Humpty Dumpty		0%	
2	Humpty Dumpty sat on a wall		100%	
3	Humpty Dumpty had a great fall		101%	
4	All the King's horses, And all the King's men	Todos los caballos del Rey, y todos los hombres del Rey	101%	
5	Couldn't put Humpty together again	...ner Humpty otra vez	100%	

The TM Suggestions tab shows the following data:

	% Match	Source	Translation	Source TM
1	50	Humpty Dumpty the Sequel	Humpty Dumpty se sentó en una pared	ServerTM
2	101	Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída	LingoLocal

Callout 1: "When fuzzy matches are disabled, the 101% match is automatically applied." (points to the 101% match in the main list)

Callout 2: "The 50% match still appears on the TM Suggestions tab." (points to the 50% match in the TM Suggestions tab)

If you disable fuzzy matches, and there is a 100% or 101% match in both TMs, the higher ranked TM will still take priority.

Removing Translation Memory

If you are no longer using a translation memory (TM) for a particular project, you can remove it, which simply hides that database from the list of available TMs in your project. If instead you want to delete a TM database permanently, see "Deleting Translation Memory" on page 107.

How to Remove Translation Memory

1. Select the **Resources** ribbon. In the Translation Memory section, select **Choose TM**.
2. Select the TM that you want to remove.
3. Click **Remove**.

Setting Match Options for Suggestions

Properties are available for specifying matching behavior for translation suggestions. This includes minimum matches and fuzzy matches.

How to Set a Minimum Match Percentage

With this feature, only translations with a rank greater than or equal to a specified percentage will be displayed as suggestions in the interface.

1. Select **File > Options**.
2. Select the **Translation Memory** tab.
3. Enter a percentage in the field labeled **Retrieve suggestions with minimum match of**.
4. Click **OK**.

EXAMPLE

You set this percentage to 50%. When using translation suggestions, you might have one translation in your database that matches the current string exactly (100%), another translation that matches it 75%, and a third translation that matches it only 30%. In this case, only the first two translations will be available for you to select in the interface.

How to Set a Fuzzy Match Percentage

With this feature, you can specify the percentage at which you can insert matching translations automatically. By default, this percentage is set at 100%, meaning you can use automatic inserts only when text strings match existing translations exactly. However, you can reduce this percentage if you wish. Any matching translation that falls below that specified percentage is considered "fuzzy," because it does not match the string closely enough to warrant an automatic insert.

1. Select **File > Options**.
2. Select the **Translation Memory** tab.
3. Enter a percentage in the field labeled **Fill-in fuzzy matches of at least**.
4. Click **OK**.

☆ EXAMPLE

You open a topic to translate the text in it. In the suggestions area at the bottom of the Translation Editor, a few matching translations from your TM database are shown. Perhaps two of the translations match segments exactly (100%) and there are other partial matches that are below 100%. Perhaps one of those is a 98% match. All of the partial matches, including the one at 98%, are considered "fuzzy."

When you first opened the Translation Editor, a message displayed. It might say something like this: "2 segments had matches of at least 100% and there were 3 other partial matches. Do you want to use the top matches automatically?" If you select Yes, the two translations that match text 100% will replace the corresponding strings in the topic automatically. If you want to use any of the partial matches, you must do so manually.

Now suppose you want to be able to automatically use matching translations if they match 97% of the string text. Therefore, you set the fuzzy matching option to 97%. If you then return to the same topic, this time the message will say the following: "3 segments had matches of at least 97% and there were 2 other partial matches. Do you want to use the top matches automatically?" If you select Yes, both of the 100% matches are automatically used, as is the 98% match (because it is no longer considered a "fuzzy match").



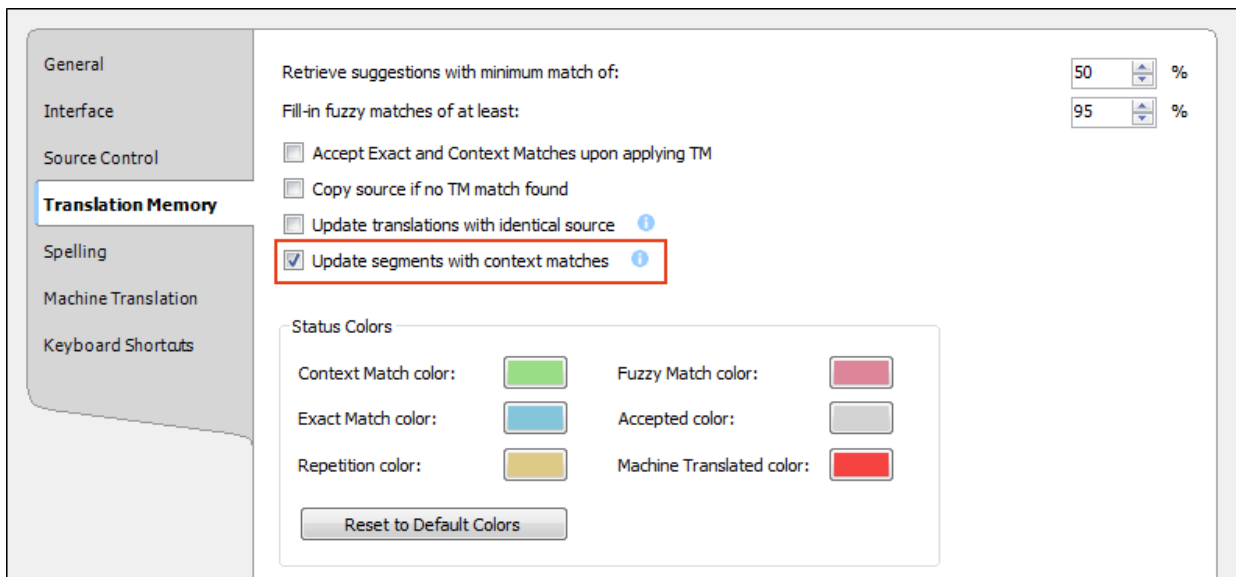
NOTE Be aware that TM rankings take priority over fuzzy match percentages. If you set a minimum match percentage and you ranked your TMs, a segment in the highest-ranked TM will take priority over a segment in the lower-ranked TM, even if the higher-ranked segment has a lower fuzzy match percentage. See "Ranking Translation Memories" on page 121.

Updating Segments With 101% Matches

There is a check box in the Options dialog related to 101% matches in translation memory (TM). It is labeled "Update segments with context matches." This option dictates what you see in the Translation Editor when you confirm multiple translations of segments that have 101% matches.

How to Update Translations With 101% Matches

1. Select **File > Options**.
2. Select the **Translation Memory** tab.
3. Select **Update segments with context matches**.



4. Click **OK**.

☆ EXAMPLE

Let's say you have a source file with the term "Car." Now suppose this term has already been translated to "Carro" in Spanish and added to the TM. When you click in a segment with the term "Car," Lingo shows that it has a 101% match.

The screenshot shows the Translation Editor interface. The main table displays a list of segments with their source text, target text, and match percentage. The first segment, 'Car', is highlighted in green and has a 101% match. Below the main table, the 'TM Suggestions' tab is active, showing a table with one suggestion for the source 'Car' with a 101% match and the translation 'Coche'.

	English (United States)	Spanish	Status	Note
1	Car	Coche	101%	
2	Year		0%	
3	Mileage		0%	
4	Car		0%	
5	Year		0%	
6	Mileage		0%	
7	Car		0%	
8	Year		0%	
9	Mileage		0%	

	% Match	Source	Translation	Source TM
▶ 1	101	Car	Coche	car

Callout boxes in the image provide additional context:

- "We clicked on this row." points to the first row of the main table.
- "The 101% match is shown here..." points to the 101% match value in the main table.
- "... and here. But notice there is only one match." points to the single entry in the TM Suggestions table.

- ☆ If you change the translation to "Coche," confirm it, click back in that cell, and look down at the TM Suggestions area, you will see both the old translation (Carro) and the new one (Coche) as 101% matches.

Translation Editor | Status: Untranslated | Inline style(s): (text)

Source Filter: Target Filter:

English (United States) - Spanish			Status	Note
1	Car	Carro	101%	
2	Year		0%	
3	Mileage		0%	
4	Car		0%	
5	Year		0%	
6	Mileage		0%	
7	Car		0%	
8	Year		0%	
9	Mileage		0%	

Both 101% TM matches are shown.

TM Suggestions		Segment Notes		
	% Match	Source	Translation	Source TM
▶ 1	101	Car	Carro	car
2	101	Car	Coche	car

☆ This is the default behavior, which is what happens when the check box in the Options dialog is *not* selected.

If you select the check box in the Options dialog, create a new project, and follow the same steps, you would see only one 101% match, the new one (Coche).

Translation Editor | Status: Untranslated | Inline style(s): (text)

Source Filter: Target Filter:

	English (United States) - Spanish	Status	Note
1	Car	101%	
2	Year	0%	
3	Mileage	0%	
4	Car	0%	
5	Year	0%	
6	Mileage	0%	
7	Car	0%	
8	Year	0%	
9	Mileage	0%	

TM Suggestions | Segment Notes

	% Match	Source	Translation	Source TM
▶ 1	101	Car	Coche	car

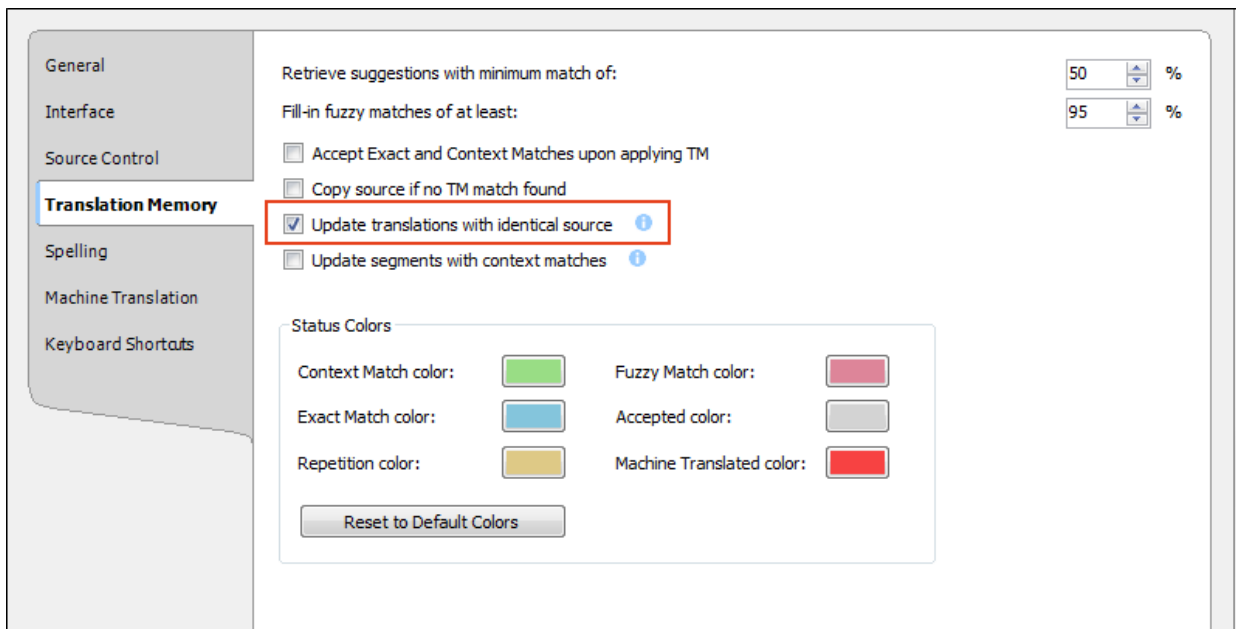
Only the new translation match is shown.

Updating Translations With an Identical Source

There is a check box in the Options dialog that lets you dictate what happens when you have multiple identical source terms and you begin translating, confirming, and uploading them to translation memory (TM). After segments are confirmed, what happens to those that are not yet translated? Are translations for those segments updated accordingly? That's what this check box lets you control.

How to Update Translations With an Identical Source

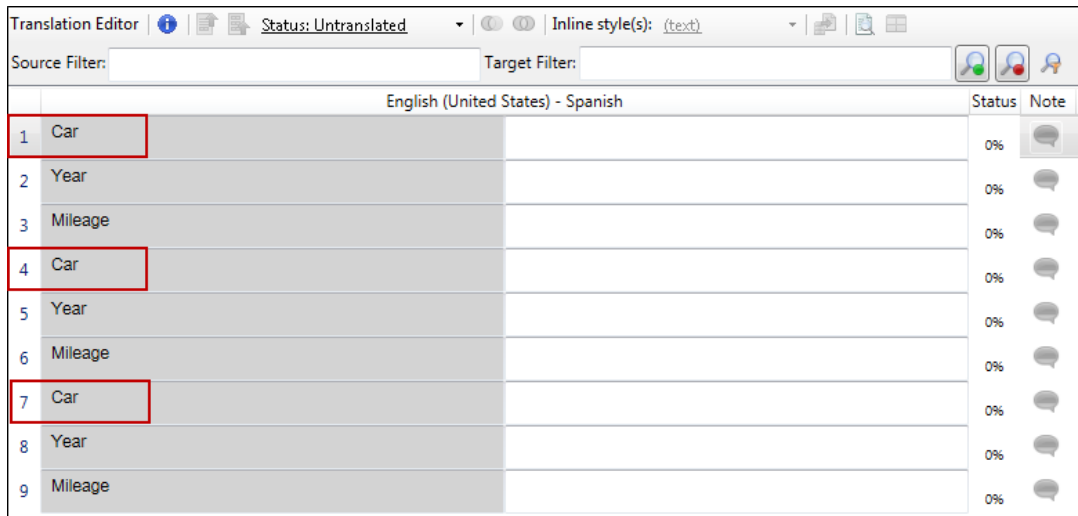
1. Select **File > Options**.
2. Select the **Translation Memory** tab.
3. Select **Update translations with identical source**.



4. Click **OK**.

☆ EXAMPLE

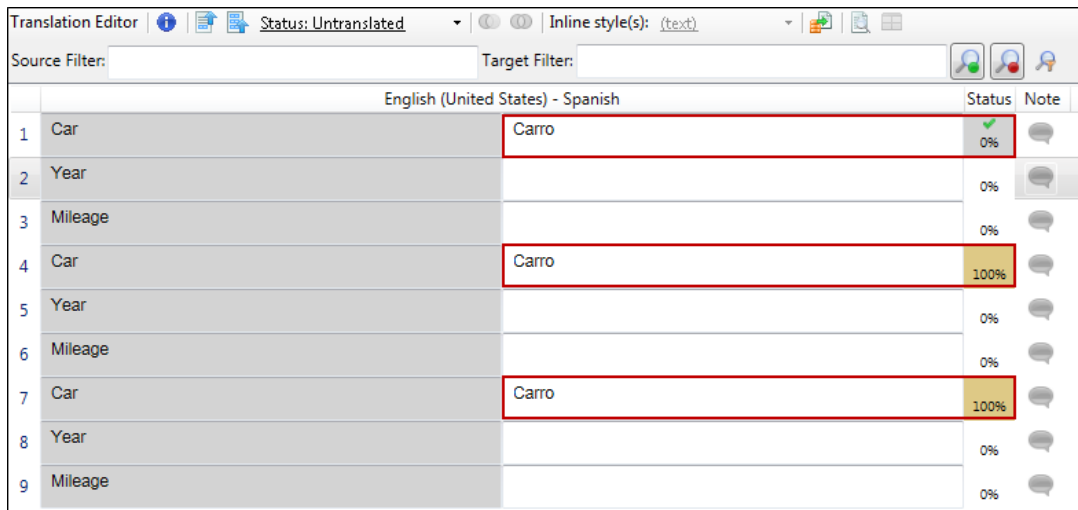
Let's say you have a file with the term "Car" appearing three times.



The screenshot shows the Translation Editor interface with a table of 9 rows. The first three rows are highlighted in red. The table has columns for ID, Source Text, Target Text, Status, and Note.

	English (United States) - Spanish	Status	Note
1	Car	0%	
2	Year	0%	
3	Mileage	0%	
4	Car	0%	
5	Year	0%	
6	Mileage	0%	
7	Car	0%	
8	Year	0%	
9	Mileage	0%	

Suppose you translate the first "Car" term as "Carro" and confirm it. The second and third instances are marked as repetitions and the Carro translation is copied to them.



The screenshot shows the Translation Editor interface with a table of 9 rows. The first row is highlighted in red and has a green checkmark in the status column. The second and third rows are highlighted in yellow. The table has columns for ID, Source Text, Target Text, Status, and Note.

	English (United States) - Spanish	Status	Note
1	Car	Carro 0%	
2	Year	0%	
3	Mileage	0%	
4	Car	Carro 100%	
5	Year	0%	
6	Mileage	0%	
7	Car	Carro 100%	
8	Year	0%	
9	Mileage	0%	

- ☆ If you change the translation for the second "Car" term to "Coche" and confirm it, the third "Car" term remains as "Carro."

	English (United States) - Spanish	Status	Note
1	Car	Carro	0%
2	Year		0%
3	Mileage		0%
4	Car	Coche	100%
5	Year		0%
6	Mileage		0%
7	Car	Carro	101%
8	Year		0%
9	Mileage		0%

This is the default behavior, with the option *not* selected.

If this option *is* selected and you change the translation of the second "Car" term to "Coche," all three of the rows will show that translation.

	English (United States) - Spanish	Status	Note
1	Car	Coche	0%
2	Year		0%
3	Mileage		0%
4	Car	Coche	100%
5	Year		0%
6	Mileage		0%
7	Car	Coche	101%
8	Year		0%
9	Mileage		0%

Using Translation Memory Metadata

Translation memory (TM) metadata adds additional details to each translation in the TM to help you identify each segment. Some of this information is gathered from the project details you enter when you initially create the project (e.g., the client and domain), and some is gathered as you edit the TM segment (e.g., the time the segment was last modified and the user who last changed it). You can view the metadata for each segment, and you can filter the entire TM to only display segments that have specific metadata.


You can also clean up your TM using find and replace, or by deleting segments that match your search criteria. You can also use TM cleanup to remove duplicate segments in your TM. See "Cleaning Up the Translation Memory" on page 102.

How to View Translation Memory Metadata for a Specific Segment

You can view TM metadata so you know details about who created or modified a TM segment, what project it is in, the language of the source or target segment, and more. TM metadata is an easy way to know more about your segments, and it can also be used to filter and clean up your projects.

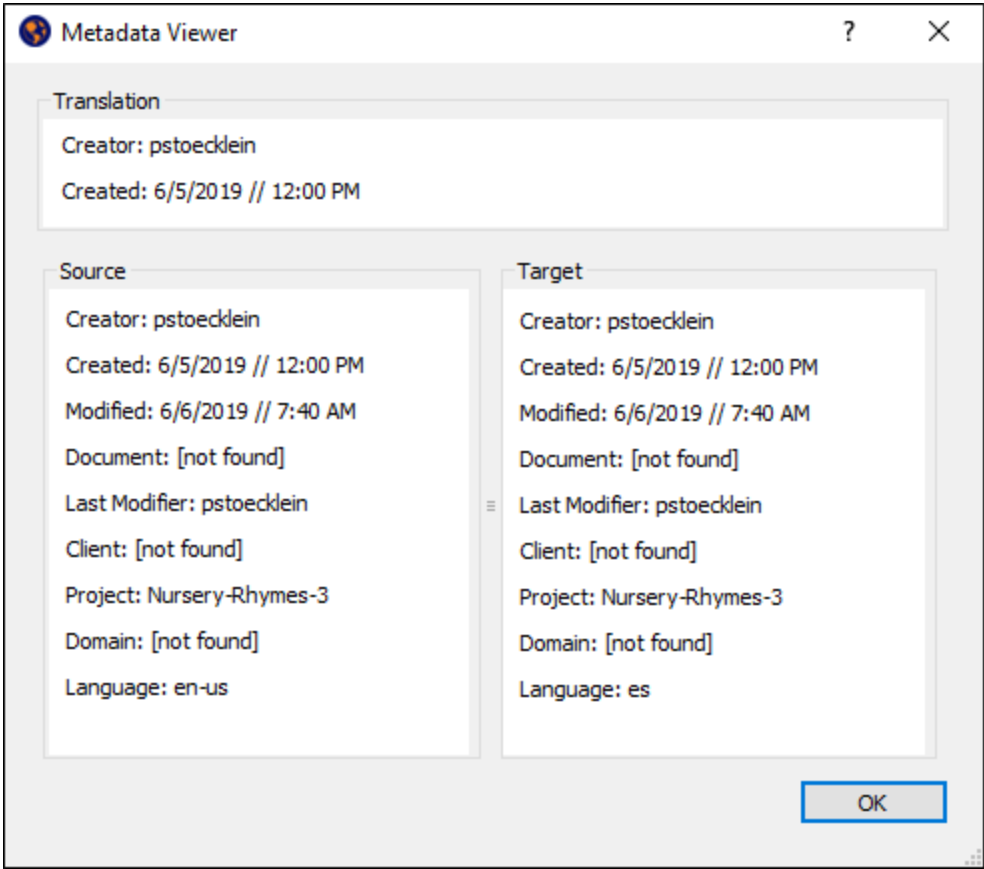
1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select the **Resources** ribbon. In the **Translation Memory** section select **Edit TM** and choose the database.
 - **Translation Editor** In the **TM Suggestions** area at the bottom of the editor, right-click on the segment and from the context menu select **Edit Text**.

The Translation Memory Editor opens.

2. In the editor, in the **Metadata** column next to the segment for which you want to view metadata, click .

The Metadata Viewer dialog opens.

- 3. View the metadata for the TM segment. You can see metadata for both the source and target segment, as well as information about who created the original translation and when they created it.




- 4. Click OK.

How to Filter the Translation Memory

You can use metadata to filter your TM to show segments that have specific metadata. This can help you find certain segments, and is especially useful if you have a very large TM.

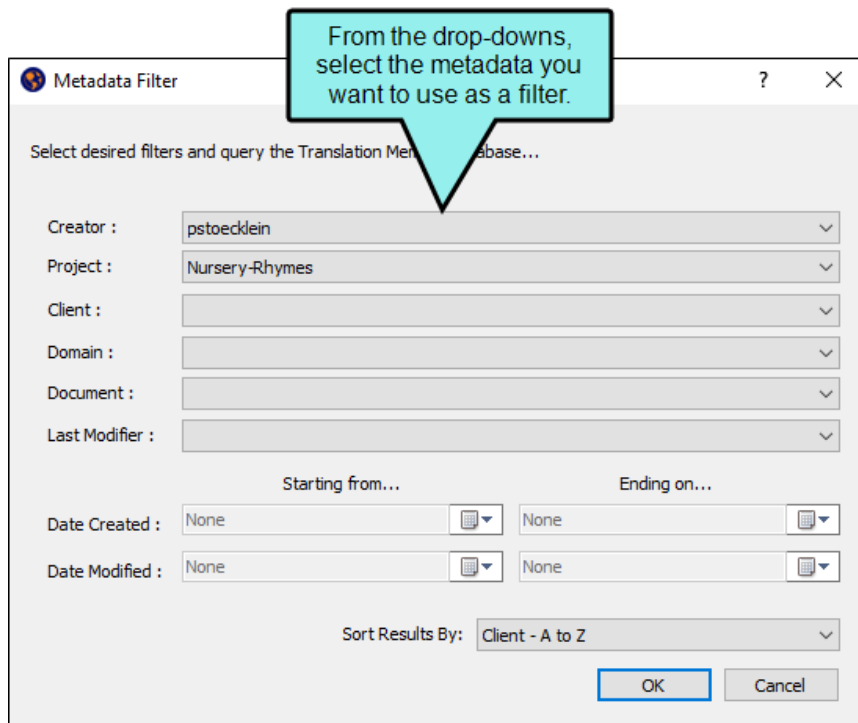
1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select the **Resources** ribbon. In the **Translation Memory** section select **Edit TM** and choose the database.
 - **Translation Editor** In the **TM Suggestions** area at the bottom of the editor, right-click on the segment and from the context menu select **Edit Text**.

The Translation Memory Editor opens.

2. In the local toolbar of the editor, click .

The Metadata Filter dialog opens.

3. In the dialog, select the metadata you want to use to filter the TM. You can filter by creator, project, client, domain, document, last modifier, date created, and date modified. You can also sort the results.




☆ EXAMPLE

You want to filter your TM to show all the TM segments by a certain translator that are also part of a specific project. Your TM looks like this before it is filtered:

Source Language	Translation Unit	Target Language	Metadata
English (Unit)	Feature 1	ميرة 1	Arabic
English (Unit)	Here is some general text for this topic.	هنا بعض النص العام لهذا الموضوع.	Arabic
English (Unit)	Here is some general text for a topic.	هنا بعض النص العام للموضوع.	Arabic
English (Unit)	Replace this with your own content.	استبدال هذا مع المحتوى الخاص بك.	Arabic
English (Unit)	Feature 2	ميرة 2 هنا حبيبي	Arabic
English (Unit)	Feature 3	المواصفة الثالثة	Arabic
English (Unit)	Features	المواصفة الأولى	Arabic
English (Unit)	Procedure 1	الإجراء 1	Arabic
English (Unit)	Welcome	إهلا وسهلا	Arabic
English (Unit)	What's New	ما الجديد شيئا الأخبار؟	Arabic
English (Unit)	Procedures	إجراءات	Arabic
English (Unit)	Procedure 3	الإجراء 3	Arabic
English (Unit)	More Information	المزيد من المعلومات	Arabic
English (Unit)	Procedure 2	الإجراء الثاني	Arabic
English (Unit)	Term 1	المصطلح 1	Arabic
English (Unit)	Definition for Term 1.	تعريف المصطلح 1.	Arabic
English (Unit)	Term 3	المصطلح 3	Arabic
English (Unit)	Definition for Term 3.	تعريف المصطلح 3.	Arabic
English (Unit)	Term 2	المصطلح 2	Arabic
English (Unit)	Definition for Term 2.	تعريف المصطلح 2.	Arabic
English (Unit)	My Company Name, LLC	بلدي اسم الشركة، LLC	Arabic
English (Unit)	1.0	1.0	Arabic
English (Unit)	new	جديدة	Arabic


But after you filter it using creator and project metadata filters, it looks like this:

Source Language	Translation Unit	Target Language	Metadata
English (Unit)	Asparagus and Fresh Dill Pastries	الهلون والمعجنات الطازجة الشين	Arabic
English (Unit)	½ pound philo pastry (frozen)	½ جنيه (فيلو المعجنات (المجمدة)	Arabic
English (Unit)	½ tsp canola oil	½ ملعقة صغيرة زيت الكانولا	Arabic
English (Unit)	1 lb asparagus spears (thin)	1 رطل الريحان الهليون (رفيفة)	Arabic
English (Unit)	½ medium red bell pepper	½ متوسطة الفلفل الأحمر	Arabic

4. Click **OK**.
5. To reset your filters and see the entire TM, in the local toolbar, click .

Machine Translation

Machine translation (MT) is translation of text by a computer or translation program, such as Google Cloud Translation. A great benefit of MT is that it allows translators to translate a large amount of content quickly using an automated translation system, and then make any necessary updates to the translation on a case-by-case basis (e.g., using a termbase to replace certain words, fixing translations that are not accurate in context). Then, the translator can add the target segments to an installed translation memory (TM), improving the speed for future translations as well.

 **NOTE** For a current list of supported languages for an MT, refer to the provider website.

Process

1. Obtain credentials from a provider (Google Cloud Translation, Microsoft Translator, My Memory, DeepL).
2. "Setting Machine Translation Options" on page 145
3. "Choosing a Machine Translation Provider" on page 147
4. "Translating Projects with Machine Translation" on page 150

Other Information

- "Pre-Translating Files" on page 156
- "Machine Translation Suggestions" on page 159
- "Future Suggestions Based on Accepted Machine Translations" on page 160

I Process for Machine Translation


Certain tasks must be completed in order when using this feature.

Setting Machine Translation Options

Before you can use machine translation (MT) to translate a project or provide suggestions for segments, you must provide authentication credentials for the MT provider(s) you want to use. You can do this from Lingo's Options dialog.


How to Set Machine Translation Options

1. Select **File > Options**.
2. Click the **Machine Translation** tab.
3. From the **Select Machine Translation Provider** drop-down, select an MT service. In the **Settings** area, enter your authentication credentials. Each provider requires different credentials.
 - **Google Cloud Translation** Enter your **API Key**.
 - **Microsoft Translator** Enter your **API Key**.
(Optional) In the **Category** field, you can also provide a category that you have previously set up in your Microsoft MT account.
 - **MyMemory** Enter your **Key**.
 - **DeepL** Enter your **Authentication Key**.

 **NOTE** If you are using DeepL, please refer to that provider's documentation to ensure your version of DeepL is compatible with a computer-assisted translation (CAT) tool. Otherwise, your key will not work in Lingo.

For information about MT provider usage and credentials, please visit each provider's website.

4. (Optional) Click **Test Connection** to verify that your credentials are correct.
5. (Optional) If you want to save previously used MT results in an XLIFF file, select **Cache MT results as XLIFF alternates**. This prevents the MT from looking for new translations for previously translated segments. If the source segment is modified, the MT will look for a new translation for the updated segment. If this option is disabled, the MT will look for new translations whenever you click a target segment or translate the project with the MT.
6. (Optional) If you want MT suggestions to show up when you are doing a concordance search, select **Use MT in concordance searching**. In the Concordance Search window pane, you can tell whether a suggestion comes from translation memory (TM) or MT by hovering over a segment.
7. Click **OK**.

 **NOTE** By default, MT suggestions are applied in the current target language, but you can apply them in all target languages. You can change your language settings in the Project Properties dialog.

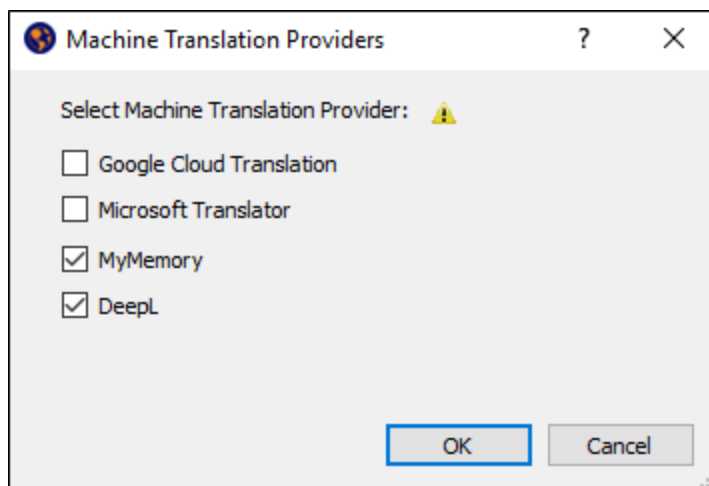
If you choose to pre-translate your project during project creation, MT suggestions are applied to the whole project across all languages, regardless of the setting in the Project Properties dialog.


Choosing a Machine Translation Provider

You can choose from multiple machine translation (MT) services to provide translation suggestions for your source segments. You can also quickly translate your entire project using any single MT provider. Lingo currently supports MT from Google Cloud Translation, Microsoft Translator, MyMemory, and DeepL.

How to Choose a Machine Translation Provider

1. Select **Resources > Choose MT**.
2. Select the provider(s) you want to use for MT.



 **NOTE** You can select multiple providers if you want to see suggestions from more than one MT service. However, if you want to translate your entire project at once, you must choose a single provider from the Machine Translation Providers dialog. See "Translating Projects with Machine Translation" on page 150.

3. (Optional) If you have not yet entered credentials for the MT provider in the Options dialog (see "Setting Machine Translation Options" on page 145), an additional dialog opens where you can provide your authentication information.

TO APPLY MACHINE TRANSLATION SETTINGS

- a. From the **Select Machine Translation Provider** drop-down, select an MT service. Then in the **Settings** area, enter your authentication credentials. Each provider requires different credentials.

- **Google Cloud Translation** Enter your **API Key**.

- **Microsoft Translator** Enter your **API Key**.

(Optional) In the **Category** field, you can also provide a category that you have previously set up in your Microsoft MT account.

- **MyMemory** Enter your **Key**.

- **DeepL** Enter your **Authentication Key**.




NOTE If you are using DeepL, please refer to that provider's documentation to ensure your version of DeepL is compatible with a computer-assisted translation (CAT) tool. Otherwise, your key will not work in Lingo.

For information about MT provider usage and credentials, please visit each provider's website.

- b. (Optional) Click **Test Connection** to verify that your credentials are correct.
- c. (Optional) If you want to save previously used MT results in an XLIFF file, select **Cache MT results as XLIFF alternates**. This prevents the MT from looking for new translations for previously translated segments. If the source segment is modified, the MT will look for a new translation for the updated segment. If this option is disabled, the MT will look for new translations whenever you click a target segment or translate the project with the MT.

- d. (Optional) If you want MT suggestions to show up when you are doing a concordance search, select **Use MT in concordance searching**. In the Concordance Search window pane, you can tell whether a suggestion comes from translation memory (TM) or MT by hovering over a segment.
- e. Click **OK**.

4. Click **OK**.

 **NOTE** For a current list of supported languages for an MT, refer to the provider website.

Translating Projects with Machine Translation

After you have selected a machine translation provider for your project, you can automatically apply machine translation (MT) suggestions to segments in a project. In other words, the target cell in the Translation Editor will be populated with the translation from your machine translation provider. This does not mean the translation is completed. You still need to confirm each one.

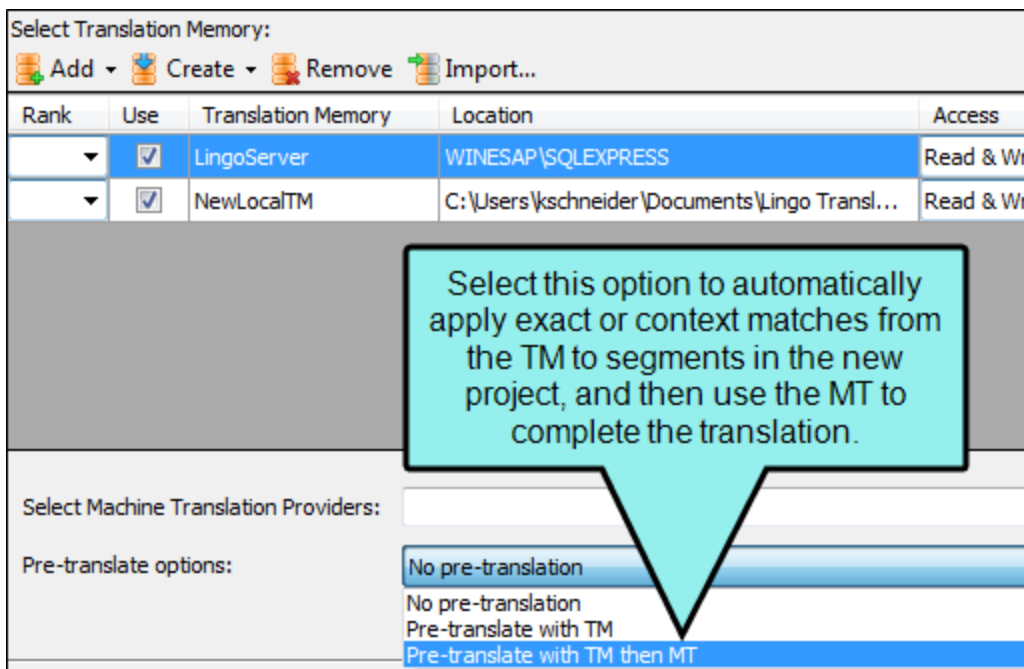
You can apply MT suggestions at the project or segment level.

How to Apply MT Suggestions to an Entire Project—During Process of Creating Project

1. Begin the process of creating a project.
2. On the third page of the wizard, select the translation memory.
3. From the **Select Machine Translation Providers** drop-down, select the provider you want to use. You can only select one provider when applying MT suggestions to the entire project. You may have to click off of the drop-down after making your selection.

If you have not yet entered credentials for the machine translation provider in the Options dialog (see "Setting Machine Translation Options" on page 145), an additional dialog opens where you can provide your authentication information.

4. From the **Pre-translate options** drop-down, select **Pre-translate with TM then MT**. This will apply matches from the translation memory to segments in the project, then apply machine translation to any segments that are not translated.



☆ EXAMPLE

Let's say you are translating a project using a TM that has been passed along to you from a former colleague. It was assembled using translations from lots of other projects, and you're not sure exactly how accurate it will be, but you want to make a first pass through your project to see what matches there are.

You build a new project and add the TM, then tell Lingo to pre-translate the project using matches from the TM only. When it finishes, you have a few solid matches and a lot of fuzzy matches. However, you also have quite a few empty segments.

The screenshot shows a translation software interface with a list of segments and a table of TM suggestions. Two callout boxes provide context for the match percentages.

Callout 1: "The translation memory returned a 100% match for this segment, so it populated the segment." (points to segment 3)

Callout 2: "The translation memory returned a 50% and a 60% match for the last segment, so it did not populate the segment." (points to segment 7)

% Match	Source	Translation	Source TM
100%	Borrar este texto y reemplazarlo con su propio contenido.	Borrar este texto y reemplazarlo con su propio contenido.	LingoLocal
50%	This is new text here	Este es nuevo texto aquí.	LingoLocal
60%	This is the default skin	Esta es la apariencia original	LingoLocal

☆ You decide to rebuild the project and add an MT provider as a backup for the pre-translation option, because you know it will fill in the gaps where you are missing translations. You also know it will provide machine translated suggestions in the TM Suggestions area for all your segments, so you can refer to these when updating your fuzzy translations later.

When the new project finishes, you have translations for most of your segments. Now you can review the MT suggestions and make any necessary adjustments, and then add new translations where needed. When you're done, you can add all the completed translations to the existing TM so you'll have a better database to work with in the future.

The screenshot shows a translation software interface with a list of segments and a TM Suggestions pane. The segments list has columns for Source Filter, Target Filter, and Status. The TM Suggestions pane has columns for % Match, Source, Translation, and Source TM. Callouts provide additional context:

- Machine translation filled in translations for each of the target segments that did not have a 100% or 101% match.
- You can see the machine translated suggestion in the TM Suggestions pane.
- The Source TM column shows you if the translation came from your translation memory or from a machine translation provider.

Source Filter	Target Filter	Status	Note
1 Fuzzy	English (Un	0%	
2 Delete this text and replace it with your own content.		100%	
3 The roses are red and they're also big.	Las rosas son rojas y también son grandes.	0%	
4 Save and close this topic now.	Guarde y cierre este tema ahora.	0%	
5 The roses are white and they're also small too.	Las rosas son blancas y también son demasiado pequeños.	0%	
6 The roses are green and they're also great.	Las rosas son de color verde y también son grandes.	0%	
7 This is the last segment here.	Este es el último segmento aquí.	0%	

% Match	Source	Translation	Source TM
1 50	This is new text here.	Este es nuevo texto aquí.	LingoLocal
2 50	This is the default skin	Esta es la apariencia original.	LingoLocal
3 0	This is the last segment here.	Este es el último segmento aquí.	GOOGLE

5. Finish the steps for creating the project.


How to Apply MT Suggestions to an Entire Project—After Project is Created


1. Open the project.
2. Select the **Resources** ribbon. In the **Machine Translation** section, select **Machine Translate Project**.


How to Apply MT Suggestions to Segments


1. In the Translation Editor, click in an empty target cell.
2. In the TM Suggestions window pane, review the suggestions. If you selected multiple machine translation providers, you may see more than one machine translation option.
3. Double-click the suggestion you want to apply. The matching suggestion is applied immediately to that cell.

What's Noteworthy?

 **NOTE** To confirm a segment, click in that target cell and press **ENTER**. This also adds the MT suggestion to your selected translation memory.

 **NOTE** You can select multiple providers if you want to see suggestions from more than one MT service. However, if you want to translate your entire project at once, you must choose a single provider from the Machine Translation Providers dialog.

 **NOTE** Machine translation is only applied to files if the status is set to In Progress or Untranslated. If you have files marked with other statuses (e.g., Sent for Translation, Completed) and you run machine translation, segments in these files will not be affected.

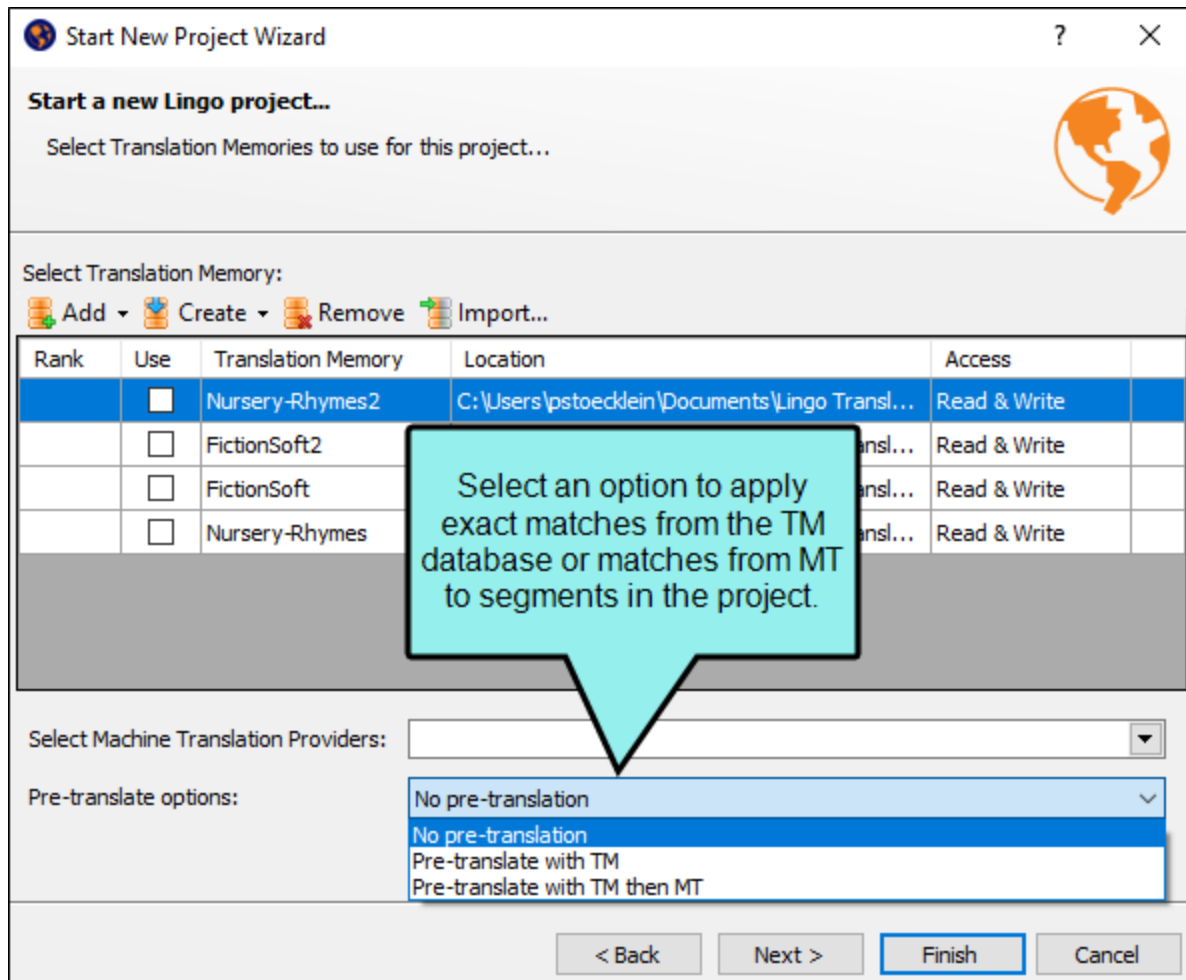
 **NOTE** If you translate a segment in Lingo and then update the source for that segment, the source content may no longer match the translation provided by the TM or machine translation. If this happens, the TM Source column displays "Xliff Alternate," to indicate that a previous translation is stored in the XLIFF file.

I Other Information for Machine Translation

In addition to the primary concepts, there is some additional information that might help you when working with this feature.

Pre-Translating Files

You can automatically apply matching translations from a TM database, and if there are spots where you do not have matches, you can choose to have Lingo fill in those segments with matches from a machine translation provider. See "Applying Translation Memory Suggestions" on page 78.



☆ EXAMPLE

Let's say you are translating a project using a TM that has been passed along to you from a former colleague. It was assembled using translations from lots of other projects, and you're not sure exactly how accurate it will be, but you want to make a first pass through your project to see what matches there are.

You build a new project and add the TM, then tell Lingo to pre-translate the project using matches from the TM only. When it finishes, you have a few solid matches and a lot of fuzzy matches. However, you also have quite a few empty segments.

The screenshot shows a translation software interface with a list of segments on the left and a table of TM suggestions at the bottom. Two callouts provide context:

- Callout 1: "The translation memory returned a 100% match for this segment, so it populated the segment." This points to the second segment in the list, which has a 100% match status.
- Callout 2: "The translation memory returned a 50% and a 60% match for the last segment, so it did not populate the segment." This points to the last segment in the list, which has a 0% match status.

% Match	Source	Translation	Source TM
100	Delete this text and replace it with your own content.	Borrar este texto y reemplazarlo con su propio contenido.	LingoLocal
0	The roses are red and they're also big.		
0	Save and close this topic now.		
0	The roses are white and they're also small too.		
0	The roses are green and they're also green.		
0	This is the last segment here.		
1	This is new text here.	Este es nuevo texto aquí.	LingoLocal
2	This is the default skin	Esta es la apariencia original	LingoLocal

☆ You decide to rebuild the project and add an MT provider as a backup for the pre-translation option, because you know it will fill in the gaps where you are missing translations. You also know it will provide machine translated suggestions in the TM Suggestions area for all your segments, so you can refer to these when updating your fuzzy translations later.

When the new project finishes, you have translations for most of your segments. Now you can review the MT suggestions and make any necessary adjustments, and then add new translations where needed. When you're done, you can add all the completed translations to the existing TM so you'll have a better database to work with in the future.

The screenshot shows a translation interface with a list of segments and a TM Suggestions table. A callout points to the 'Status' column in the segment list, indicating that machine translations are filled in for segments that do not have a 100% or 101% match. Another callout points to the 'Source TM' column in the TM Suggestions table, explaining that it shows the source of the translation, such as 'LingoLocal' or 'GOOGLE'.

TM Suggestions	Segment Notes		
% Match	Source	Translation	Source TM
1	This is new text here.	Este es nuevo texto aquí.	LingoLocal
2	This is the default skin	Esta es la apariencia original.	LingoLocal
3	This is the last segment here.	Este es el último segmento.	GOOGLE

Machine Translation Suggestions

If you do not want to translate the entire project using an MT or pre-translation, you can choose to run MT in the background so you will see suggestions from the MT provider alongside suggestions from your existing TM in the TM Suggestions area. You then can select any suggestion for a target segment by selecting the segment and double-clicking the suggestion you want to use.

Future Suggestions Based on Accepted Machine Translations

When a translation suggestion is initially accepted from the MT provider, the Status field displays a 0% match. This is because Lingo is not making the direct suggestion. But if you are using a TM in your project (as recommended), and you accept a translation suggestion from the MT provider, Lingo adds the segment to your TM as a 100% match. Because some MT providers charge a fee based on the number of characters translated, this can save you money in the long run, since you will not need to retranslate the file using the MT. If you need to retranslate the file, or if you translate a file with similar segments using your TM, your TM will provide translation suggestions based on your accepted translations.

Concordance

Lingo lets you use a concordance to perform advanced searches in one or more translation memory (TM) databases. You can also search suggestions from machine translation (MT) providers. This means you can search for words you've already translated to maintain consistency. The concordance searches the TM and suggestions from MT; in contrast, the search filter in the Translation Editor looks only in the current file.

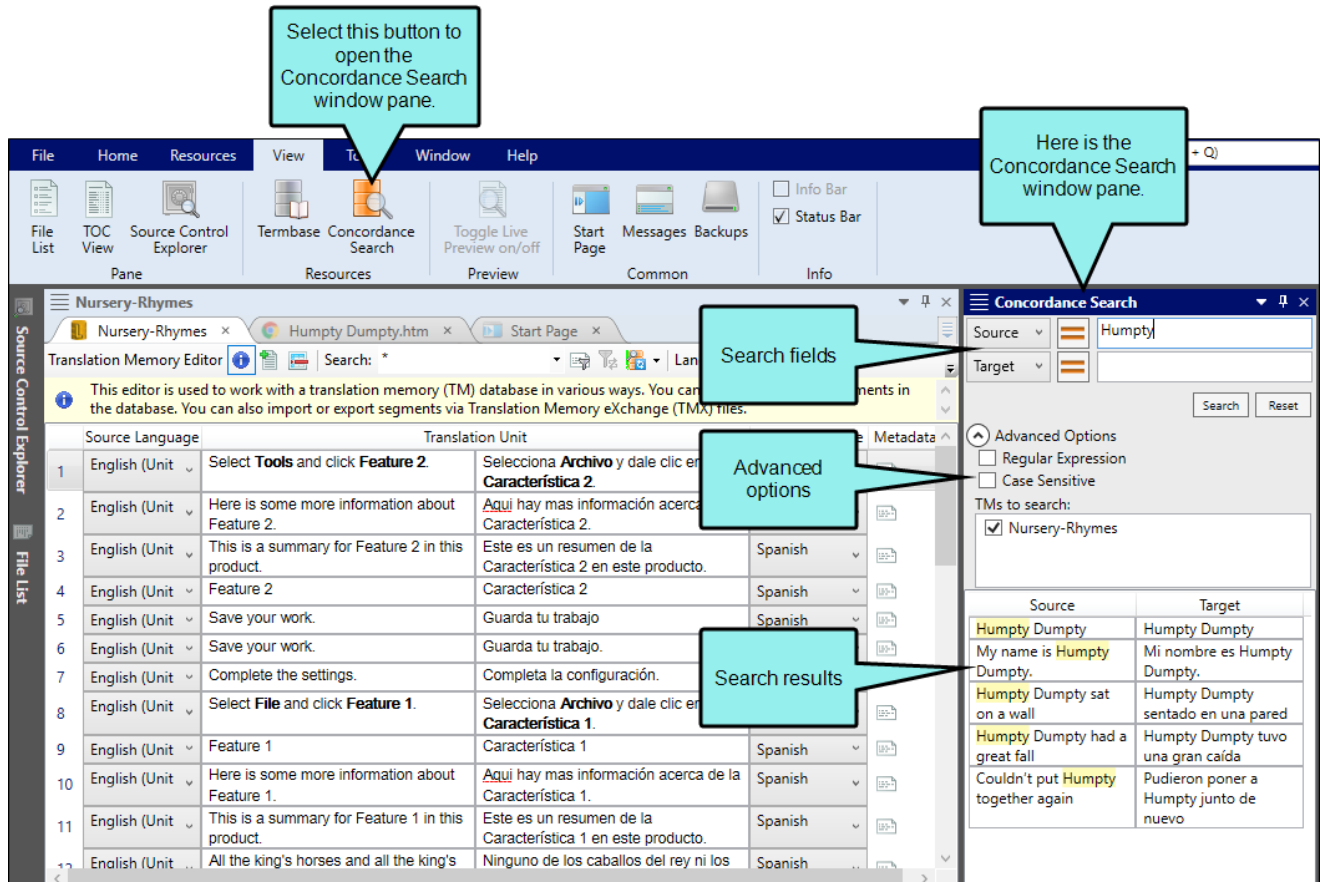
This chapter discusses the following:

Concordance Search Window Pane	162
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Advanced Options	165
Searching Machine Translated Suggestions	168

Concordance Search Window Pane

To use the concordance, first open the Concordance Search window pane (**View > Concordance Search**).

By default, the window pane opens on the right side of the interface. It contains search fields as well as some advanced options for further refining your search. The search results are displayed at the bottom of the window pane.



I Search Fields

There are two search fields in the Concordance Search window pane. Each of these fields has a drop-down that lets you select either the source or target, depending on what you want to be the focus of the search—the original language or the translation language.

The primary reason for having two fields has to do with the equal and not-equal buttons in each field. This lets you look for segments that contain a particular word or phrase (equal sign is used), but to exclude segments that have another word or phrase, thus narrowing the search results.

☆ EXAMPLE

You are translating the nursery rhyme Humpty Dumpty from English to Spanish, and you already have some translations in TM. If you want to find all segments in the source language that contain the word "Humpty," you would select **Source** in the first field, enter the word `Humpty` and click **Search**. The equal sign is left in its original state.

The screenshot shows the 'Concordance Search' window. The 'Source' dropdown is set to 'Source' and the search term 'Humpty' is entered. The 'Target' dropdown is set to 'Target'. The 'Search' button is highlighted. Below the search fields, there are 'Advanced Options' including 'Regular Expression' and 'Case Sensitive', both unchecked. Under 'TMs to search:', 'Nursery-R' is checked. The results table below shows the following segments:

Source	Target
Humpty Dumpty	Humpty Dumpty
My name is Humpty Dumpty.	Mi nombre es Humpty Dumpty.
Humpty Dumpty sat on a wall	Humpty Dumpty sentado en una pared
Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída
Couldn't put Humpty together again	Pudieron poner a Humpty junto de nuevo

Callouts in the image provide the following instructions:

- 1. Select **Source**.
- 2. Type `Humpty`.
- 3. Click **Search**.
- Leave the equal sign like this.
- The concordance has found these segments in the TM.

☆ Now suppose you want to refine your search so that it excludes all source segments that contain the word "wall." So in the second field, you select **Source**, click the equal button so that it changes to "not equal," enter the word `wall`, and click **Search**. The search results now show fewer segments, because one of the segments in the previous search contained the word "wall."

The screenshot shows the 'Concordance Search' window. The search criteria are set to 'Source' and 'not equal' with the text 'wall'. The 'Search' button is highlighted. Below the search criteria, there are 'Advanced Options' (Regular Expression and Case Sensitive) and 'TMs to search' (Nursery-Rhymes). The results table shows four rows of source and target text, with the word 'Humpty' highlighted in yellow in the source text.

1. Select **Source**.

2. Click the equal button so that it becomes "not equal."

3. Type `wall`.

4. Click **Search**.

The concordance has found these segments in the TM.

Source	Target
Humpty Dumpty	Humpty Dumpty
My name is Humpty Dumpty.	Mi nombre es Humpty Dumpty.
Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída
Couldn't put Humpty together again	Pudieron poner a Humpty junto de nuevo

You can use the Reset button to clear the search fields, returning them to the default settings.

I Advanced Options

If you want to make an even more detailed search, you can expand the Advanced Options area and use any of the following:

Regular Expression

Regular expressions (also referred to as regex or regexp) are similar to wildcards in that they let you find matching strings of text. However, they are more powerful than wildcards. To use regular expressions in the Concordance Search window pane, expand **Advanced Options** and select **Regular Expression**. Then enter the regular expression in the *second* search field.

[a-z]	Matches any lowercase letter
[A-Z]	Matches any uppercase letter
\d	Matches any decimal digit
\D	Matches any non-digit
\s	Matches any white-space character
{...}	Explicit quantifier For example, a{3} finds "aaa"
	Alternation For example, gray grey finds "gray" or "grey"
(...)	Logical grouping
?	0 or 1 of previous expression; forces minimal matching when expression might match several strings within a search string For example, reg(ular expressions?) ex(p es?) finds "regular expression," "regular expressions," "regex," "regexp," or "regexes"

For more examples and information about regular expressions, see the following:

<http://www.regular-expressions.info/>

<http://regexlib.com/CheatSheet.aspx>

Case Sensitive If you want Lingo to respect uppercase and lowercase characters in your concordance search, expand **Advanced Options** and select **Case Sensitive**. Case-sensitive searches can only be used with =, not with ≠.

TMs to search If you expand the Advanced Options area, you will see which TM databases are connected to the current Lingo project. You can click any check boxes to include or exclude a database in the search.

I Searching Machine Translated Suggestions

If you are using MT, you can use the concordance to search any of the suggestions your MT provider has returned. The process for searching remains the same, but you must first allow the MT to be used in concordance searching.

How to Enable the MT in Concordance Searches

1. Select **File > Options**. The Options dialog opens.
2. Click the **Machine Translation** tab.
3. If you have not already done so, enter your authentication credentials for the MT provider(s) you want to use.
4. To enable to the MT in concordance searches, select **Use MT in concordance searching**.
5. Click **OK**.

After you have enabled the MT for concordance searches, you can enter any word in the concordance search window pane, and if it appears in a machine translated suggestion, the translation will appear in the window pane.

When you perform a concordance search using MT suggestions, you will see results from your translation memory (in this example, the first result) and from MT providers (the rest of the results).

Hover over a term to see metadata about the source TM or the MT provider.

The screenshot shows the 'Concordance Search' window. The search term 'spider' is entered in the Source field. The Target field is empty. The 'Advanced Options' section includes checkboxes for 'Regular Expression' and 'Case Sensitive', both of which are unchecked. Under 'TMs to search:', 'Nursery-Rhymes', 'DEEPL', and 'GOOGLE' are checked. The results table below shows the following entries:

Source	Target
Along came a spider	Vino una araña
spider	la araña
spider	araña, rastreador
spider	ArañaDescription
spider	araña
spider	araña

At the bottom of the window, a tooltip displays 'Source TM: DEEPL'.

Bundles

You can bundle your Lingo project, exporting it to a ZIP or LIPRJZIP (Lingo Project Bundle) file. This feature allows content developers to work with translators who must use a tool other than Lingo (e.g., Trados, memoQ) to perform the actual translation work. With this process, Lingo helps to prepare your files before you send them to the translator.

This chapter discusses the following:

Why is Bundling Necessary?	171
Preparing Translation Bundles	178
Merging Completed Bundles	183

I Why is Bundling Necessary?

So what is the benefit of using Lingo as a "middle man" in this translation effort? Why not just use Word, Flare, or another tool for the documentation and then send those files directly to the translator? You can certainly send a translator raw files and bypass Lingo altogether, but this only works well if your translator is very familiar with those kinds of files. And it is highly unlikely that your translator is an expert at Flare and understands all of the different types of files that make up a Flare project. Therefore, the best solution is usually one where the translator uses Lingo for the translation work or when you (the content developer) use bundling in Lingo to manage the translator's work on your end, incorporating the translated files back into Flare (or whatever tool you are using).

- **Ensure That All Files are Translated** One of the best reasons to use bundling is that Lingo tells you exactly what files need to be translated so that you do not accidentally miss some. This might not be necessary when translating a simple Word document. But if you have a Flare project that requires translation, there are likely many different types of files that are easy to forget about—files such as skins, glossaries, search filter sets, and many more. If you translate the Flare project in Lingo, the File List window pane shows exactly what needs to be translated, so there is no guessing. But if you try to translate that same Flare project in a third-party tool, it can be extremely difficult to determine which files require translation.
- **Generate More Accurate Estimates** Another good reason to use bundling is the statistics feature in Lingo. The statistics report lets you see exactly what has been translated and what still requires translation.

This can positively affect a translator's estimates. For example, if you hire someone to translate a Flare project, the initial estimates given by the translator might be too low because several files may have been accidentally missed. After discovering the extra files, the translator needs to adjust the estimates.

In addition, you can use the report to see how many matches were found in translation memory (TM) for the segments. This is important because it is much less expensive for translators to use existing translations in a TM database than to produce new translations.

- **Avoid Rework** When translating files, it's important for the translator to keep the folder structure that you have in place. Otherwise, the result could be lots of broken links and missing information. With a Lingo bundle, you can be assured that the folder structure is maintained throughout the process.

By using bundling in Lingo, you can avoid these issues. The translator will receive all of the files requiring translation work, and only those files. This allows the translator to give you a more accurate estimate for the necessary work, and for you to see the statistics yourself. When you

receive the files back from the translator, you can use Lingo to verify that everything was translated and nothing was left behind.

☆ **EXAMPLE**

Bob is a technical writer for a small company that does not have in-house translators. He uses MadCap Flare to create his English documentation and then sends that project to an outside vendor to translate the content into Spanish. The translation company uses SDL Trados, so when the translator looks at the Flare files, he's not sure which files need to be translated, how long it will take, or what it will cost. Bob also doesn't know how much translation work is involved.

Therefore, Bob's company buys Lingo. Using Lingo, Bob creates a new project based on his Flare documentation and installs a TM database. In Lingo he bundles the files requiring translation and emails that ZIP file to the translator.



Bundle Settings

Lingo Project Bundle
 XLIFF Files Bundle

Include Project Translation Memories
 Include Project Tembases

Bundle Files

Project Files Filters:
All File Types All Translation Statuses All Difference Statuses

Project Files

Name	Path
Feature2.htm	Content\B_Featu
General.flvar	Project\VariableS
HTML5.ftar	Project\Targets\
MoreInformation...	Content\A_Introd
OnlineOutput.ftoc	Project\TOCs\
PDF.ftar	Project\Targets\
Procedure1.htm	Content\C_Proce

Output Files

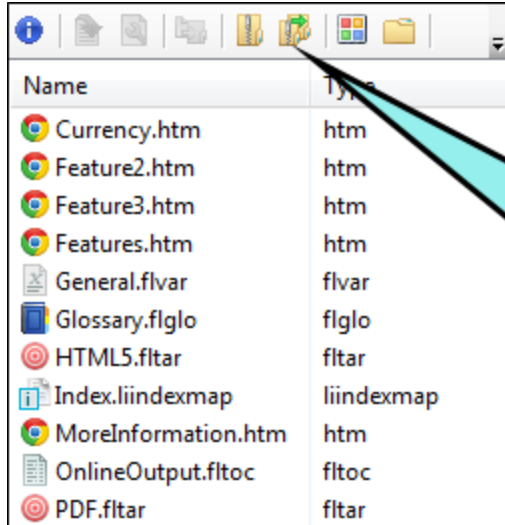
Name	Path
Glossary.flglo	Project\G
Features.htm	Content\F
Feature3.htm	Content\F
Currency.htm	Content\F

After selecting the files from the grid below, you can prepare the translation bundle.

The output files are placed into a ZIP or LIPRZIP file, which you then send to the translator.

Using SDL Trados, the translator imports the ZIP file and translates the content. The translator puts the translated files back into a ZIP file—just like the one received—and returns it to Bob.

- ☆ Bob receives the email and saves the ZIP file to a folder on his computer. In his Lingo project, Bob opens the File List window pane, selects the "Merge Completed Bundle" option, and browses for the ZIP file received from the translator. Lingo takes the bundle, extracts the files, and merges them into the Lingo project.



This button extracts the ZIP or LIPRZIP file received from the translator and merges it into your Lingo project.

☆ Bob then selects **File > Compute Statistics**, which displays a report reflecting detailed information about the translated files. The report is designed to warn Bob of any files that the translator may have missed, and possibly consistency problems.

The screenshot shows a table titled "Statistics for Statistics Report" with the following data:

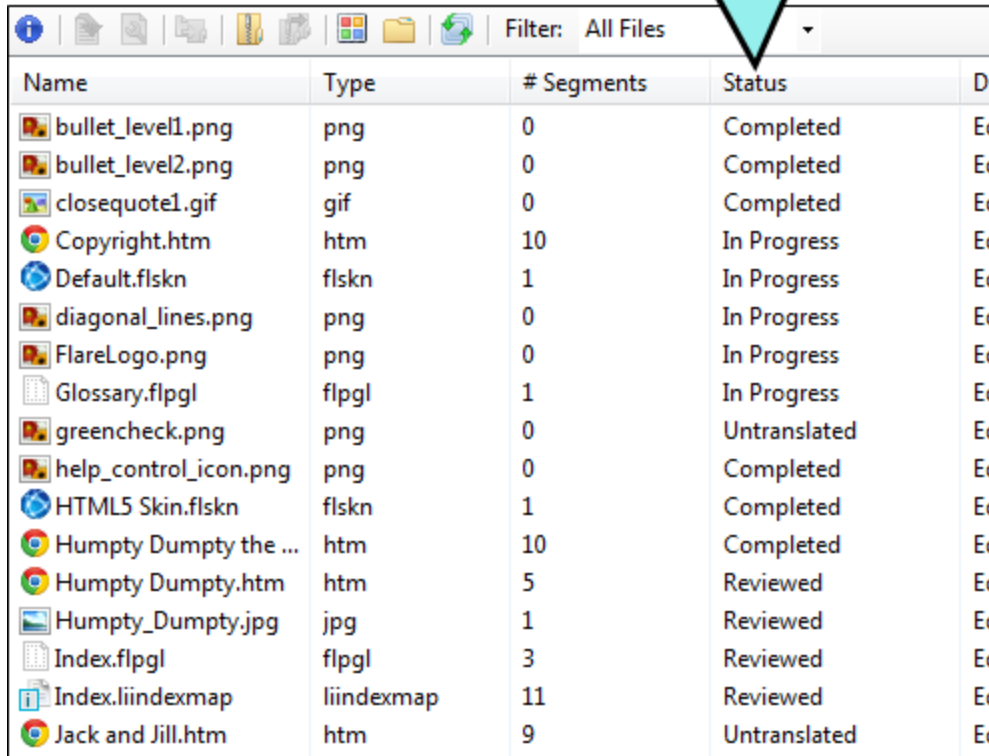
Match Type	Segments	Words	Characters
Duplicates	72	763	1548
Translated	31	200	838
101%	3	12	61
100%	19	148	752
95% - 99%	2	9	58
85% - 94%	1	3	11
75% - 84%	2	5	17
70% - 74%	7	20	121
No Match	97	318	1968
Total	234	878	5374

Callout boxes provide the following information:

- This report shows that only 31 segments in the entire project have been translated so far.
- The total number of segments in this project that need to be translated is 234.
- Matches (by percentage) and duplicates in the translation memory database are also indicated.
- If all of the files had been translated completely, this number would be the same as the total (234).
- If you scroll down, the bottom part of the report provides statistics for each file in the project.

- ☆ In addition, Bob can look in the File List window pane to see the translation status of all of the files.

This column indicates the status of files, which ones have been translated and which ones have not.



Name	Type	# Segments	Status	Di
bullet_level1.png	png	0	Completed	Ed
bullet_level2.png	png	0	Completed	Ed
closequote1.gif	gif	0	Completed	Ed
Copyright.htm	htm	10	In Progress	Ed
Default.flskn	flskn	1	In Progress	Ed
diagonal_lines.png	png	0	In Progress	Ed
FlareLogo.png	png	0	In Progress	Ed
Glossary.flppl	flppl	1	In Progress	Ed
greencheck.png	png	0	Untranslated	Ed
help_control_icon.png	png	0	Completed	Ed
HTML5 Skin.flskn	flskn	1	Completed	Ed
Humpty Dumpty the ...	htm	10	Completed	Ed
Humpty Dumpty.htm	htm	5	Reviewed	Ed
Humpty_Dumpty.jpg	jpg	1	Reviewed	Ed
Index.flppl	flppl	3	Reviewed	Ed
Index.liindexmap	liindexmap	11	Reviewed	Ed
Jack and Jill.htm	htm	9	Untranslated	Ed

If necessary, Bob can inform the translator of any files that were not translated and request a new, updated ZIP file from the translator. After all of his files have been successfully translated, Bob exports the Lingo project to a new Flare project. So now he has two Flare projects—the original English project, and the new Spanish project.



NOTE You cannot merge a bundle back into your project unless the files within it are named the same as the files in the original bundle. Additionally, the bundle must have the same folder structure as the original bundle (i.e., files must reside in the same relative locations and folders cannot have been renamed).


I Preparing Translation Bundles

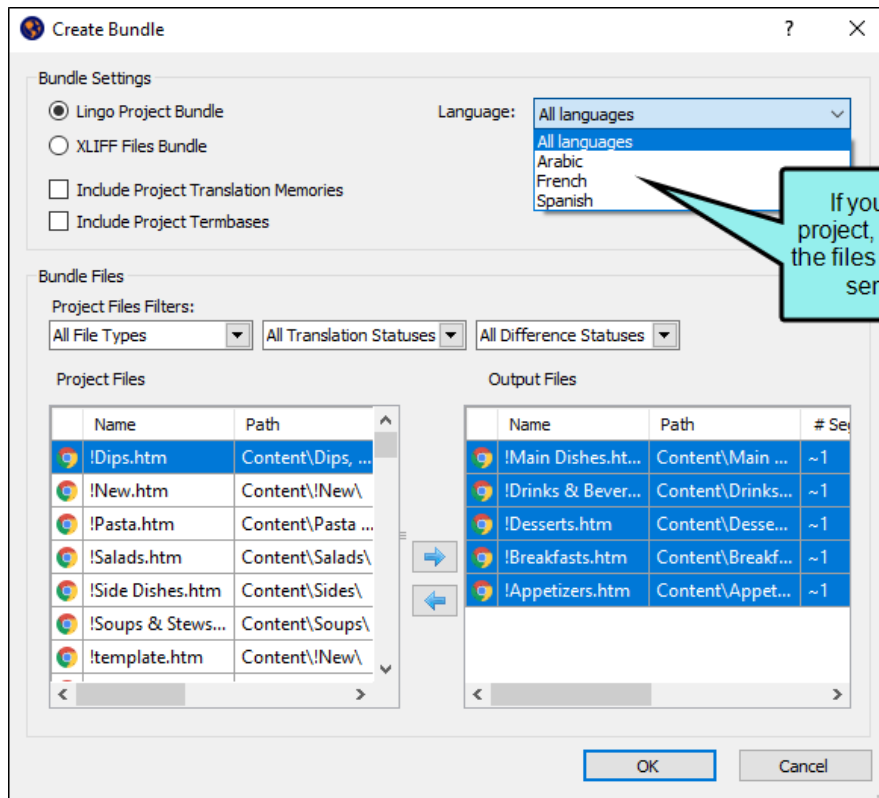
If you are working with a translator who is using a third-party tool—such as Trados or memoQ—you first need to package your Lingo project in order to separate the necessary files for the translator. You can then send the bundle (which is a ZIP file or LIPRJZIP file) to the translator. This file consists of the content files requiring translation.


How to Prepare a Bundle


1. Select **View > File List**.


 **NOTE** You can also create bundles from the TOC View window pane.

2. Select the files to be included in the bundle. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. Selecting multiple files can be done only if you are in grid view.
3. In the local toolbar click the **Create Bundle** button .
4. In the **Bundle Settings** area, select the file type for the bundle and the project files to include with the bundle.
 - **Lingo Project Bundle** Packages the bundle as an LIPRJZIP file to send to a translator who also uses Lingo.
 - **XLIFF Files Bundle** Packages the bundle as a ZIP file to send to a translator who uses another third-party tool, such as SDL Trados or memoQ.
 - **Language** (Optional) Select the target language for the files in the bundle. You can select an individual language or all languages.



 **NOTE** You will only see this option if you are working with a multilingual project.

 **NOTE** If you need to send multiple languages to the translator, you can send each language as individual bundles, or you can select **All languages** to send all of the files in one bundle.


 **NOTE** You cannot add or remove languages to a project while a bundle is out for translation. You must import the returned bundle before you can add or remove languages. See "Bundles" on page 170.

- **Include Project Translation Memories** Includes the project's with the bundle.
- **Include Project Termbases** Includes the project's termbases with the bundle.

 **EXAMPLE**

You are bundling a large Lingo project for translation. The project is already partially translated, but you are using a new translator to finish the project. By including the connected translation memories and termbases with the bundle, the new translator can use the previous translator's completed work (using the translation memory), as well as any standards for commonly used terms that you may have established with the previous translator (using the termbase). This saves you time because you won't need to review these things with the new translator, and it saves you money because the new translator will not need to retranslate segments that have already been completed.

5. (Optional) In the **Bundle Files** area, you can use the filters to search for additional files to include with the bundle. You can filter by file type, translation status, and difference status. Any project files not yet included in the bundle and that match your selected filters display in the Project Files grid. Any files currently included in the bundle display in the Output Files grid.

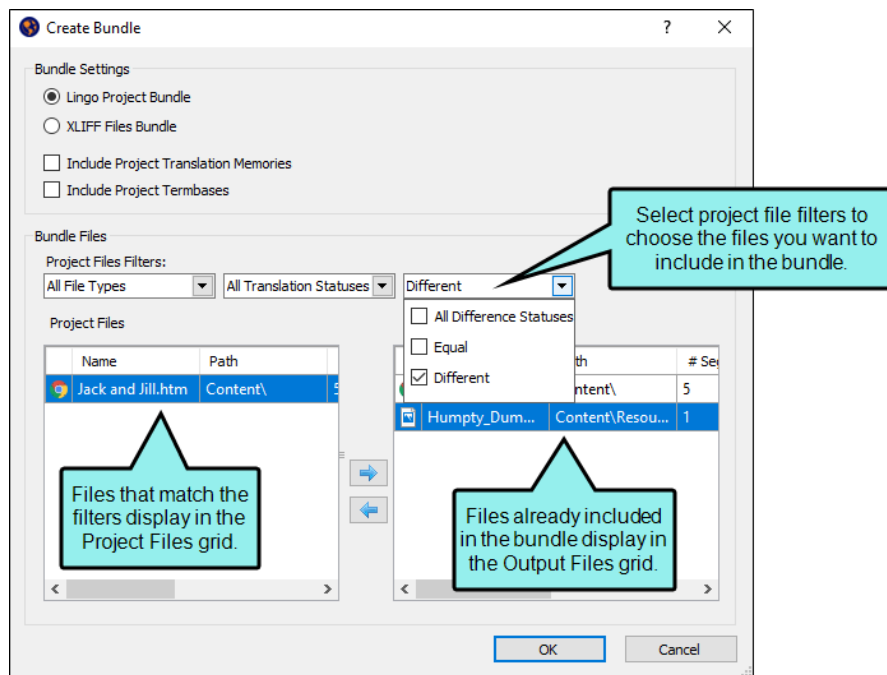
 **NOTE** The filters available in your bundle depend on the files available in your project. For example, if you do not have any new files in your project, you will not see the New difference status filter. If you add new files to the project, the New filter becomes available.

NOTE If you have already filtered your project using target or condition filters, the available files reflect the filters you applied. You can only bundle files that are part of your current project. See "Dynamic Filtering" on page 206.

☆ EXAMPLE


You have already sent your project to your translator to begin translating content. After a few weeks, you need to make a major, unexpected change to a section of the documentation that you have already sent for translation. Rather than sending the whole project to the translator again, you can use the project files filters to send only the changed files to the translator.

After updating your project in Lingo, create a new bundle and use the project files filter to locate files with a difference status of Different. Any files you changed display in the Project Files grid. Select the files to include them in the bundle.



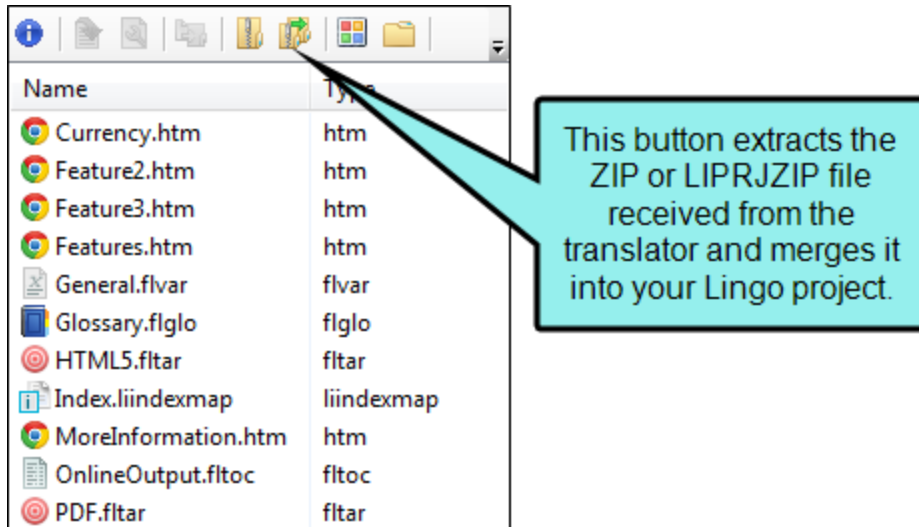
6. Click **OK**. The project is scanned and computed statistics for the project are shown (if you have TM installed, as recommended).

7. Click **Close**. A Windows subfolder (within your project folder) named "Exporting" opens. This subfolder holds a ZIP file or LIPRJZIP file, depending on the bundle settings you chose. This file contains the files that your translator needs to work with.
8. Send the ZIP file or LIPRJZIP file (via email, FTP, etc.) to the translator.

 **IMPORTANT** If you need to make changes to your bundle before you send it to the translator, you should not remove files from the ZIP or LIPRJZIP file, as this could cause problems merging the bundle back into Lingo later. Instead, it is recommended that you create a new bundle and send the corrected bundle to the translator.

Merging Completed Bundles


After the translator returns the completed ZIP or LIPRJZIP file, you can merge its contents into your original Lingo project.




How to Merge a Completed Bundle

1. Save the returned ZIP or LIPRJZIP file to a location on your computer.
2. In Lingo select **View > File List**.

 **NOTE** You can also merge bundles from the TOC View window pane.

3. In the local toolbar click the **Merge Completed Bundle** button .
4. In the dialog find and double-click the ZIP or LIPRJZIP file that the translator returned. You may need to select the appropriate file type from the file type drop-down. Click **Open**. The updated files are merged with your project.

 **NOTE** If you sent a multilingual bundle to the translator, when you merge the bundle, the files will automatically merge into the appropriate language in your project.



NOTE Translators must return a bundle in the same file format as the original bundle they received. If you sent the translator a Lingo project file (*.LIPRJZIP), you should receive an LIPRJZIP file back from the translator. Likewise, if you sent the translator a ZIP file, should receive a ZIP file back.

Other Features

In addition to the main features, there are some additional features you might use.

This chapter discusses the following:

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I Filters

When working with translations in Lingo, you can create different kinds of filters to control what content is translated in your Lingo project. You can create filters for file types, targets, or conditions. You can also flatten snippets, variables, or DITA content references to determine what content is translated within a segment.

Content Flattening

Replacing content nodes with text is referred to as "flattening." You can flatten snippets and variables in Flare projects, and content references (conrefs) in DITA projects.

If the content is flattened, you can edit the translation to make it more appropriate for the segment where it appears.

Similarly, you may have multiple versions of content based on the document you are writing. This is often the case if you have content that needs to be translated differently for different audiences.

You can flatten content when creating a new project, or you can update an existing project's flattening settings in the Project Properties dialog. The settings are the same in both locations. Settings are updated dynamically, so you do not need to update the project to apply the settings.

How to Flatten DITA Content References

You can flatten conrefs. This means that conref content will be included as text in the segment in Lingo. Translating a conref as part of the segment allows translators to account for context, rather than translating each conref individually. This also makes sure that you have the most accurate translations in the translation memory.

Flattened conrefs appear as normal text in the Translation Editor, while unflattened conrefs appear as tags. Translators can move these tags to their correct location in the target segment.

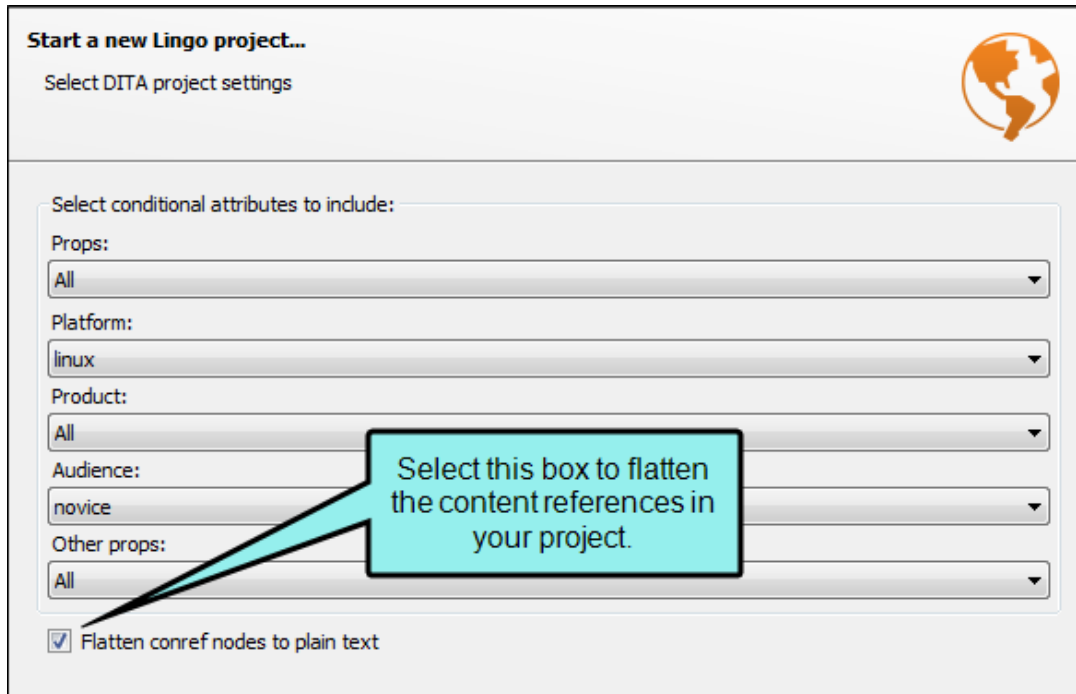
1. Do one of the following, depending on the type of project you are using:
 - **New Project** Select **File > New Project**. The Start New Project Wizard opens. Proceed through the wizard until you get to the **Select DITA project settings** page (the location of this page in the wizard varies slightly depending on your project creation method).
 - **Existing Project** Select **File > Project Properties**. The Project Properties dialog opens. Select the **DITA Settings** tab.
2. At the bottom of the dialog, select the check box next to **Flatten conref nodes to plain text**. This will flatten all conrefs.
3. In the Project Properties dialog, click **OK**.

OR

In the Start New Project Wizard, click **Next** or **Finish**.

☆ EXAMPLE

You use content references throughout your DITA project. You know that your existing translation memory (TM) already includes some of the segments in your project, but the segments in your TM do not use content references; instead, the text is written as part of the segment. Because of this, you decide to flatten the content references in your entire project. This way, when you send the project to your translator, she will get the most accurate matches from your existing TM. This will also let her account for context in the segment when translating the content references.



Start a new Lingo project...

Select DITA project settings

Select conditional attributes to include:

Props: All

Platform: linux


Product: All


Audience: novice

Other props: All

Flatten conref nodes to plain text

Select this box to flatten the content references in your project.

 **NOTE** As a best practice, you should always translate conrefs in the associated DITA file, even if you have flattened them and translated them in the segment. Lingo will use the translation from these files for instances of the conref that are not included in the segment (e.g., conrefs that are removed from the Translation Editor).

 **NOTE** You can only flatten inline conrefs.

How to Flatten Snippets

You can flatten sub-segment snippets (i.e., snippets that are part of a segment, as opposed to their own tag). This means that snippet content will be included as text in the segment in Lingo. Translating a snippet as part of the segment allows translators to account for context, rather than translating each snippet individually. This also makes sure that you have the most accurate translations in the translation memory.

Flattened snippets appear as normal text in the Translation Editor, while unflattened snippets appear as tags. Translators can move these tags to their correct location in the target segment.

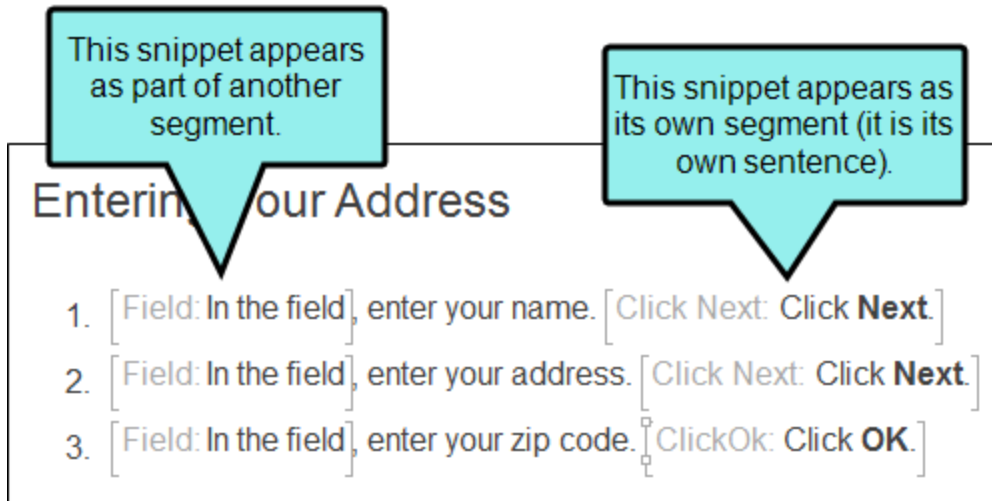
1. Do one of the following, depending on the type of project you are using:
 - **New Project** Select **File > New Project**. The Start New Project Wizard opens. Proceed through the wizard until you get to the **Select Flare project settings** page (the location of this page in the wizard varies slightly depending on your project creation method).
 - **Existing Project** Select **File > Project Properties**. The Project Properties dialog opens. Select the **Flare Settings** tab.
2. At the bottom of the dialog, select the check box next to **Convert sub-segment snippets to text**. This will flatten all inline snippets.
3. In the Project Properties dialog, click **OK**.

OR

In the Start New Project Wizard, click **Next** or **Finish**.


☆ **EXAMPLE**

There are several short snippets in your Lingo project. Sometimes they appear as part of a segment. Other snippets appear as their own segments.



☆ If you do not flatten the snippets...

Start a new Lingo project...
Select Flare project settings



Select variables to flatten:

Flatten	Variable Sets	Flatten	Names	Definitions	Comment
<input type="checkbox"/>	General	<input type="checkbox"/>	CityStateZip	La Jolla, CA 92037	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	CompanyName	My Company Na...	
<input type="checkbox"/>		<input type="checkbox"/>	Fax	Fax 123-987-654	
<input type="checkbox"/>		<input type="checkbox"/>	PhoneNumber	858 123 4567	
<input type="checkbox"/>		<input type="checkbox"/>	ProductName	FictionSoft	
<input type="checkbox"/>		<input type="checkbox"/>	StreetAddress	1234 Lorem Ipsum	
<input type="checkbox"/>		<input type="checkbox"/>	UserGuideTitle	User Guide A	

Filter by target:
All Targets

Filter out condition:
Select conditions...

Convert sub-segment snippets to text

Create language skin

< Back Next > **Finish** Cancel

If you do not want to flatten the snippets, leave this box unchecked.

☆ ...the content in Lingo looks as follows. Because the snippets are unflattened, you see tags where the snippets appear in the segments. You can drag each tag into the target segment. Snippets that are part of their own segment do not appear as tags in the Translation Editor.

Snippets that are part of their own segment ("Click Next" and "Click OK") are not shown here. You can translate them in the snippet file in the File List.

	English (United States)	Spanish
1	Entering Your Address	
2	Open the prompt.	
3	In the field , enter your name.	In the field , escriba su nombre.
4	In the field , enter your address.	In the field , escriba su dirección.
5	In the field , enter your zip code.	In the field , escriba su código postal.

Drag the snippet tag to the target segment, as shown here.

You can translate all of the snippets in the snippet files, which are found in the File List window pane.

Name	Type
Chapters8_5X11.flpgl	flpgl
ChaptersLandscape8_5X11.flpgl	flpgl
Click Next.flsnp	flsnp
ClickOk.flsnp	flsnp
Concept.liconceptmap	liconceptmap
Entering Your Address.htm	htm
Field.flsnp	flsnp
General.flvar	flvar

Translation Editor | Status: Untranslated | Source Filter: | Target Filter: | English (United States) - Spanish

	English (United States)	Spanish
1	In the field	En el campo

Translate the text in the snippet file.

☆ If you do flatten your snippets...

Start a new Lingo project...
Select Flare project settings

Select variables to flatten:

Flatten	Variable Sets	Flatten	Names	Definitions	Comment
<input type="checkbox"/>	General	<input type="checkbox"/>	CityStateZip	La Jolla, CA 92037	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	CompanyName	My Company Na...	
<input type="checkbox"/>		<input type="checkbox"/>	Fax	Fax 123-987-654	
<input type="checkbox"/>		<input type="checkbox"/>	PhoneNumber	858 123 4567	
<input type="checkbox"/>		<input type="checkbox"/>	ProductName	FictionSoft	
<input type="checkbox"/>		<input type="checkbox"/>	StreetAddress	1234 Lorem Ipsum	
<input type="checkbox"/>		<input type="checkbox"/>	UserGuideTitle	User Guide A	

Filter by target:
All Targets

Filter out condition:
Select conditions...

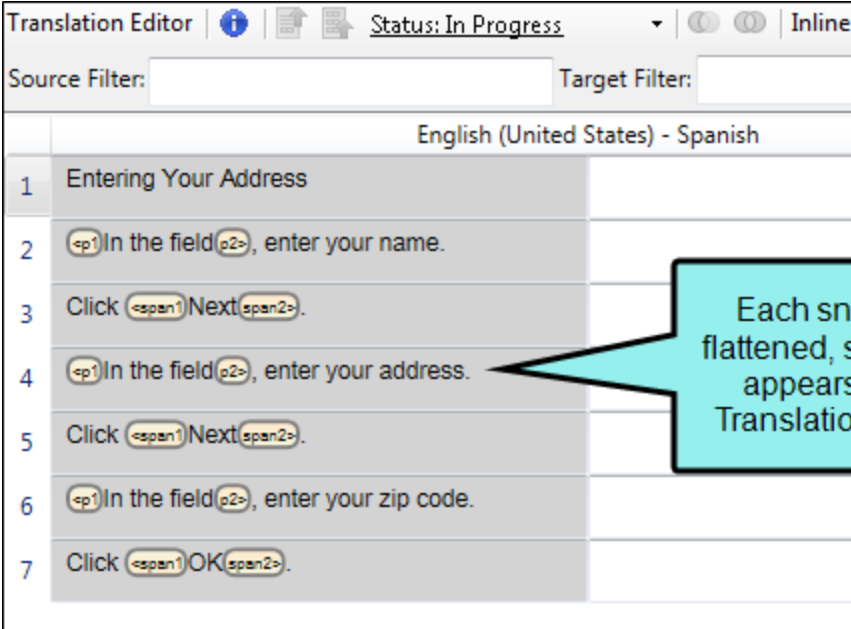
Convert sub-segment snippets to text

Create language skin

< Back Next > **Finish** Cancel

If you want to flatten the snippets, check this box.


☆ ...the content in Lingo looks as follows. Content from each snippet appears in the Translation Editor as text.




The screenshot shows the Translation Editor window with the following content:

	English (United States) - Spanish
1	Entering Your Address
2	<p>In the field <p2>, enter your name.
3	Click <span1>Next<span2>.
4	<p>In the field <p2>, enter your address.
5	Click <span1>Next<span2>.
6	<p>In the field <p2>, enter your zip code.
7	Click <span1>OK<span2>.

A callout box points to the text in row 4, stating: "Each snippet is flattened, so the text appears in the Translation Editor."

 **NOTE** As a best practice, you should always translate snippet content in the snippet files, even if you have flattened them and translated them in the segment. Lingo will use the translation from these files if it finds instances of the snippet that are not included in the segment (e.g., snippet tags that are removed from the Translation Editor).


 **NOTE** You can only flatten inline snippets.

How to Flatten Variables

Variable flattening works differently from snippet and conref flattening. Unlike snippets and conrefs, you can select the variables you want to flatten. You can flatten variables from a specific variable set, and you can select certain variables in a set. This gives the translator greater flexibility when translating, because some variables (like a company name) may never need to be translated, but others may always need to be translated.

Flattened variables appear as normal text in the Translation Editor, while unflattened variables appear as tags. Translators can move these tags to their correct location in the target segment.

1. Do one of the following, depending on the type of project you are using:
 - **New Project** Select **File > New Project**. The Start New Project Wizard opens. Proceed through the wizard until you get to the **Select Flare project settings** page (the location of this page in the wizard varies slightly depending on your project creation method).
 - **Existing Project** Select **File > Project Properties**. The Project Properties dialog opens. Select the **Flare Settings** tab.
2. In the **Select variables to flatten** area, select the variable set you want to flatten from the left side of the grid. The variables in that variable set appear on the right side of the grid. By default, all of the variables in the set are selected.
3. (Optional) If you only want to flatten some of the variables in a set, on the right side of the grid, remove the check marks next to the variables you *do not* want to flatten.

 **NOTE** If you want to flatten variable definitions for a specific target, you can optionally filter by target by selecting a target from the **Filter by target** drop-down. You can then translate the target-specific variables in the target file in your Lingo project. See "Dynamic Filtering" on page 206.

4. (Optional) Repeat steps 2-3 for additional variable sets.
5. In the Project Properties dialog, click **OK**.

OR

In the Start New Project Wizard, click **Next** or **Finish**.

More Information

You might use this feature if a variable definition has different meanings in the translation language, depending on the context (e.g., "cash" versus "currency" in German). If you do not flatten variables, you can only translate the variable with a single term, and it will be used everywhere in the project that the variable is inserted. On the other hand, if you do flatten variables, you will then be able to translate each term separately when it appears in the Translation Editor.

☆ EXAMPLE

If you do not flatten variables, you will see something like this.

Name	Type	Source	Target	Status	Note
Currency.htm	htm				
Feature2.htm	htm				
Feature3.htm	htm				
Features.htm	htm				
General.fivar	fivar				
Glossary.figlo	figlo				
HTML5.ftar	ftar				
Index.liindexmap	liindexmap				
Moreinformation.htm	htm				
OnlineOutput.ftoc	ftoc				
PDF.ftar	ftar				
Procedure1.htm	htm				
Procedure2.htm	htm				
Procedure3.htm	htm				
Procedures.htm	htm				
Read First.pdf	pdf				
styles.css	css				

English (United States)	Spanish	Status	Note
2	In economics, <code>currency</code> is a generally accepted medium of exchange.	0%	
3	These are usually the coins and banknotes of a particular government, which comprise the physical aspects of a nation's money supply.	0%	
4	The other part of a nation's money supply consists of bank deposits (sometimes called deposit money), ownership of which can be transferred by means of cheques, debit cards, or other forms of money transfer.	0%	
5	Deposit money and <code>currency</code> are money in the sense that both are acceptable as a means of payment.	0%	

If you do flatten variables, you will see something like this.



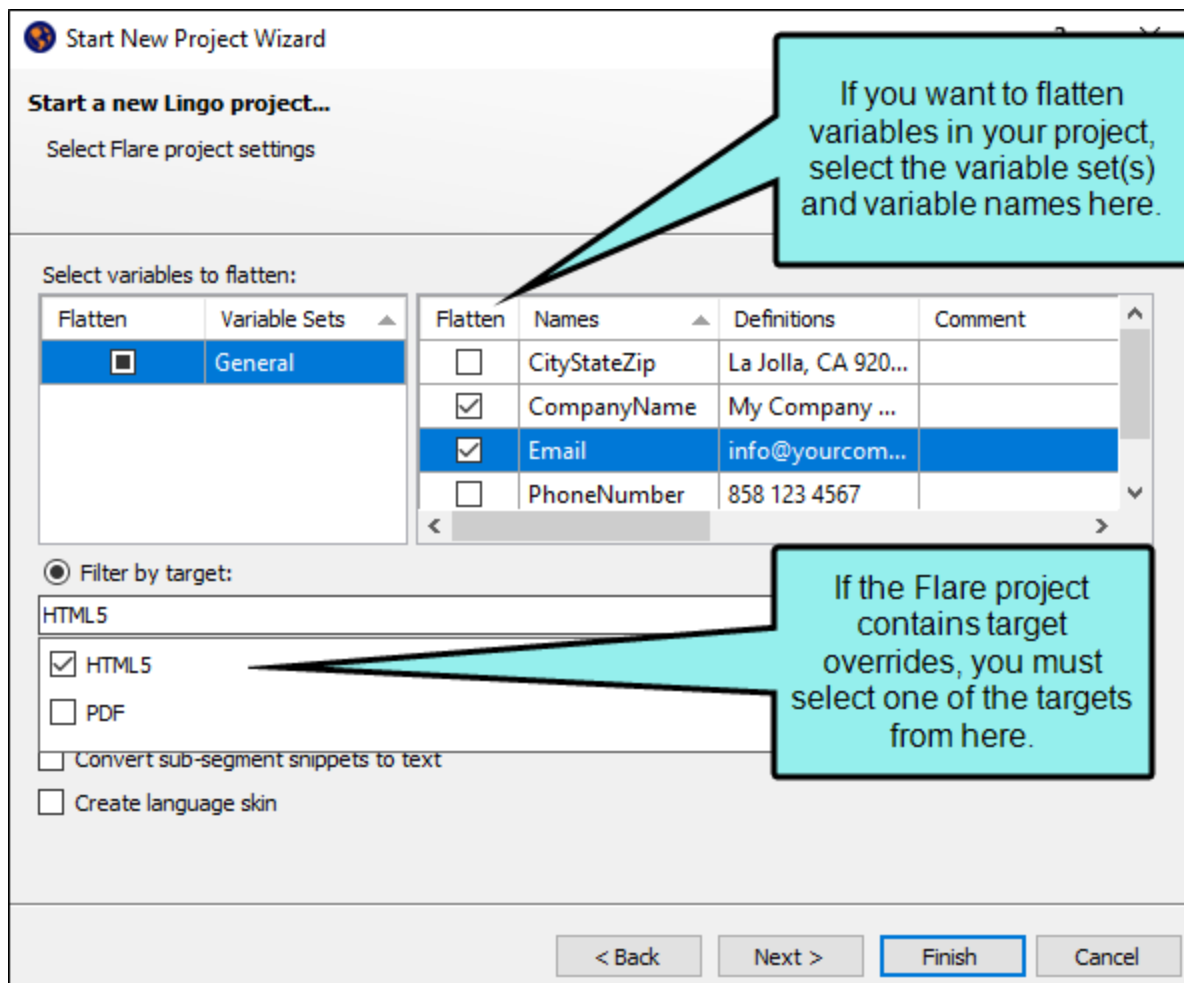
When converted to text, each occurrence of the variable text is shown (wherever applicable) in the Translation Editor, like this.

Source Filter:		English (United States) - Spanish		Status	Note
1	Currency			0%	
2	In economics, currency is a generally accepted medium of exchange.	In economics, currency is a generally accepted medium of exchange.		0%	
3	These are usually the coins and banknotes of a particular government, which comprise the physical aspects of a nation's money supply.			0%	
	The other part of a nation's money supply consists of bank deposits (sometimes				

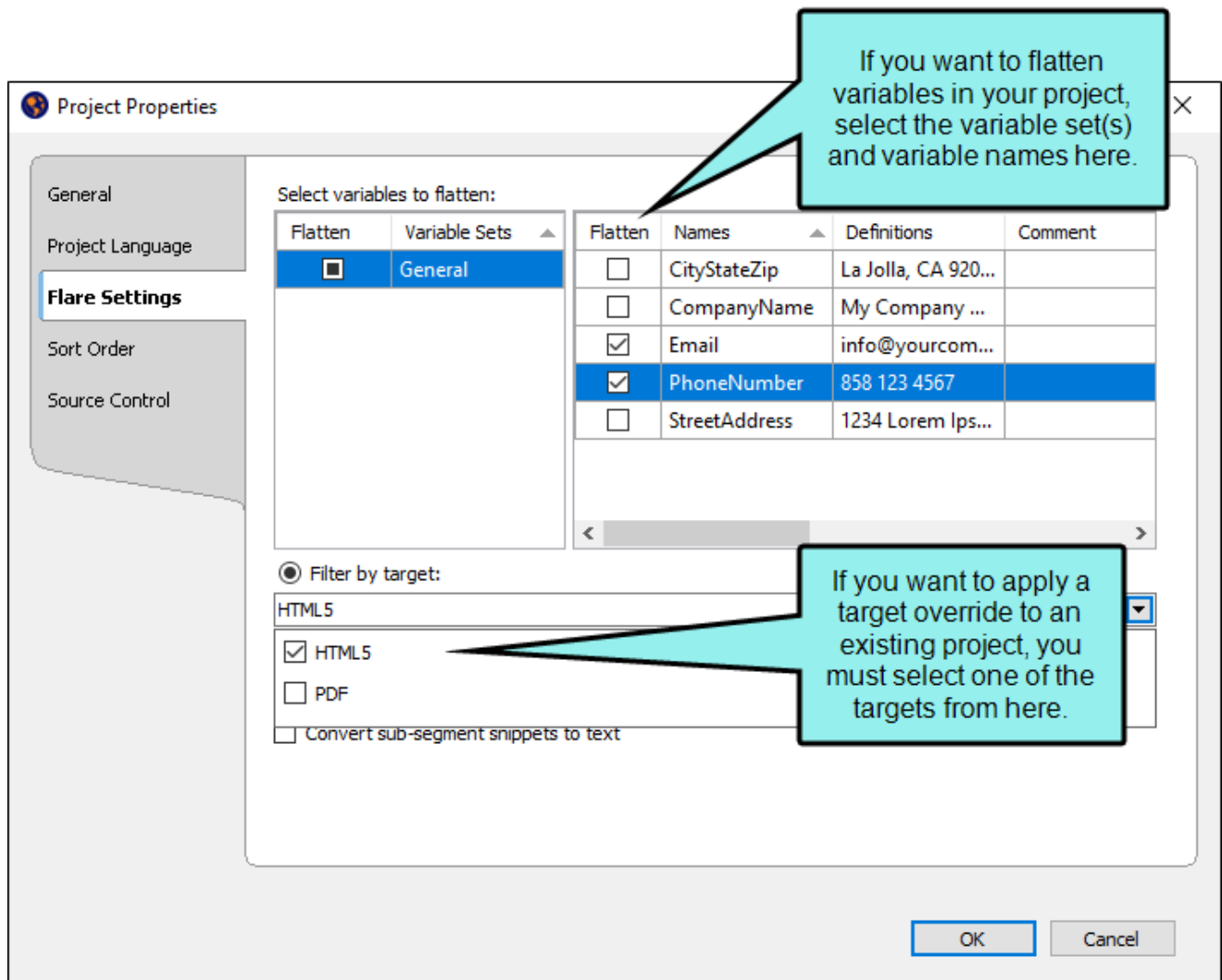
If the Flare author created a target override for a variable (i.e., one Flare target will use a particular variable definition while another target will use a different one), you can create a target filter in addition to flattening variables. This lets you filter the entire Lingo project to the target whose variable definition you want to use when flattening the variables. You can then translate the target-specific definition in the target file in Lingo.

You can flatten variables and apply target overrides to both new and existing projects.

To add them to a new project, apply the settings in the Start New Project Wizard.



To add them to an existing project, select **File > Project Properties**, then apply the new settings from the **Flare Settings** tab.



☆ EXAMPLE

You are a Flare author writing a short manual for a company that has two internal teams: Red and Blue. One of the variables in your project is a target-specific "Team" variable with two definitions: "Red" and "Blue."

You need your manual translated into Spanish. When creating your Lingo project, you filter the Flare project by target so you only see the appropriate topics and variables for each team.

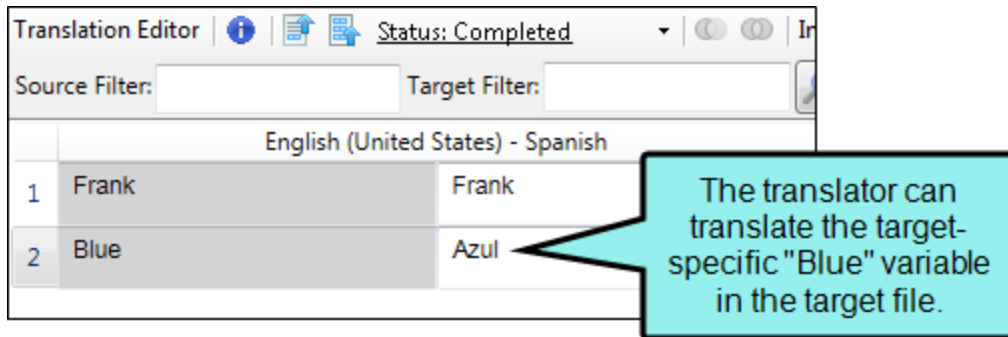
The first document you produce is the one for the Blue team. To do this, you filter by the "Blue" target when creating the Lingo project. You do not flatten the variables for this project.

The screenshot shows the 'Start a new Lingo project...' dialog box. It has a title bar and a subtitle 'Select Flare project settings'. Below this is a section 'Select variables to flatten:' containing a table with columns 'Flatten', 'Variable Sets', 'Names', 'Definitions', and 'Comment'. The 'Variables' variable set is selected. The table lists variables: Boss (name), CompanyName (Color Software), PhoneNumber (858 123 4567), and Team (Color). The 'Company Name' row is highlighted. Below the table, there are options for 'Filter by target:' (selected) with a dropdown menu showing 'Blue', 'Filter out condition:' with a text box and 'Select conditions...' button, 'Convert sub-segment snippets to text', and 'Create language skin'. Two callout boxes are present: one pointing to the 'Flatten' column header with the text 'You do not need to flatten variables for this project.' and another pointing to the 'Filter by target:' dropdown with the text 'Select the target by which you want to filter.'

Flatten	Variable Sets	Flatten	Names	Definitions	Comment
<input type="checkbox"/>	Variables	<input type="checkbox"/>	Boss	name	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	CompanyName	Color Software	
<input type="checkbox"/>		<input type="checkbox"/>	PhoneNumber	858 123 4567	
<input type="checkbox"/>		<input type="checkbox"/>	Team	Color	

- ☆ The variable definition for "Blue" that was specified in your Flare project is included in the Lingo project. When finished, you bundle the project and send it to your translator.

Because you did not flatten the variables in the project, your translator will translate the variable in the target file (because it is target-specific).



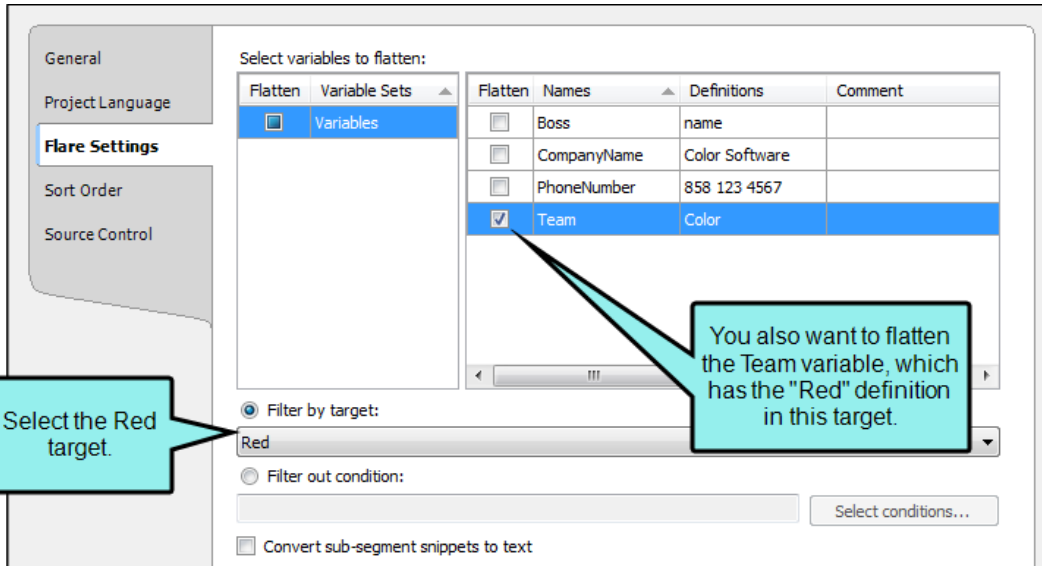
English (United States) - Spanish		
1	Frank	Frank
2	Blue	Azul

- ☆ When translating segments, he simply moves the "Blue" tag in the source segment to the target segment. He does not need to translate the variable each time he encounters it in a topic.

English (United States) - Spanish		
1	About Our Team	Sobre Nuestro Equipo
2	The Blue Team is the best team.	El Equipo Blue es el mejor equipo.
3	Here are some things about our team:	Aquí hay algunas cosas sobre nuestro equipo:
4	The Blue office is on the top floor of the building.	La oficina Blue está en la planta superior del edificio.
5	The Blue boss is named Frank .	El jefe Blue se llama Frank .

When you create the Lingo project for the Red team, you decide to flatten the "Red" variable. Unlike "Blue," which does not take on a different gender depending on the words it modifies, "Red" might be masculine or feminine. You know that you may need to change the variable slightly to use correct gender agreement.

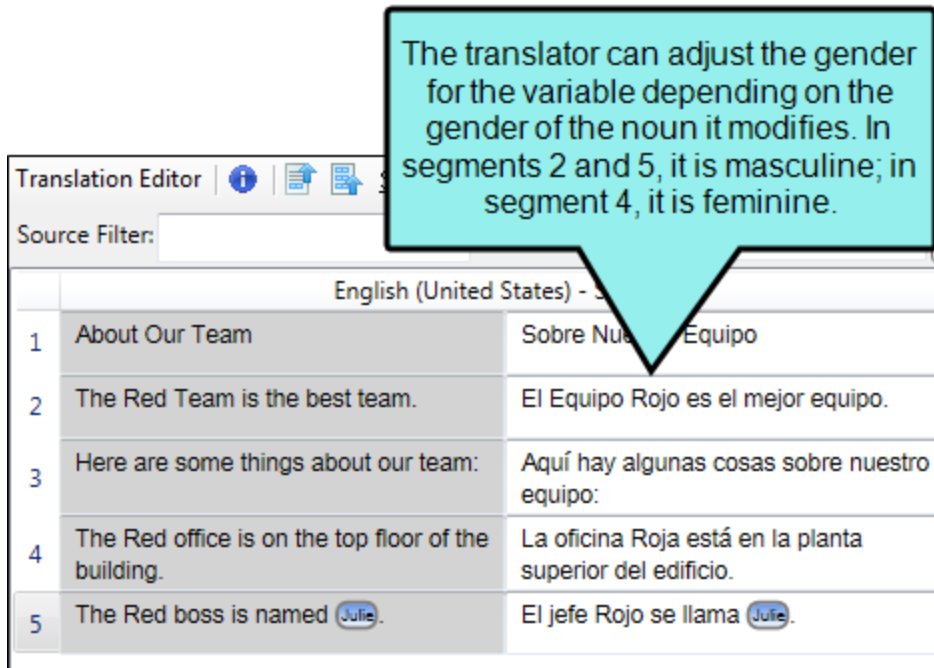
- ☆ To do this, you update the project's settings on the Flare Settings tab of the Project Properties dialog (**File > Project Properties**). You choose to filter by the Red target. You also select the "Team" variable (which has the "Red" definition in this target) from the **Select variables to flatten area** at the top of the tab.



☆ When finished, you bundle the project and send it to your translator.

By flattening the variable, your translator can translate it directly in the segment and make changes based on the context of the sentence.


The translator can adjust the gender for the variable depending on the gender of the noun it modifies. In segments 2 and 5, it is masculine; in segment 4, it is feminine.



	English (United States) - S	
1	About Our Team	Sobre Nuestro Equipo
2	The Red Team is the best team.	El Equipo Rojo es el mejor equipo.
3	Here are some things about our team:	Aquí hay algunas cosas sobre nuestro equipo:
4	The Red office is on the top floor of the building.	La oficina Roja está en la planta superior del edificio.
5	The Red boss is named Julie.	El jefe Rojo se llama Julie.


The variable also appears in the target file, because Lingo will use this translation if the variable is used elsewhere in the project.

What's Noteworthy?

 **NOTE** If you filter by target, target-specific variables can be translated in the target file from the File List. Default variable definitions are translated in the variable set file (they are not considered target-specific, even if selected for a target).

All other variables (and variables in projects not filtered by target) can be translated in the variables file.

As a best practice, you should translate variables in the variable set or target file, even if you have flattened them and translated them in the segment. Lingo will use the translation from these files for instances of the variable that are not included in the segment (e.g., variable tags that are removed from the Translation Editor).

 **NOTE** If you update the flattening settings for an existing project, the translation status of changed segments is set to Untranslated. You also have the option to completely clear any existing translations for these segments.

Dynamic Filtering

You can use dynamic filters to control the content that appears in your Lingo project. These filters are based on settings in a Flare project or DITA file, such as target settings or conditional attributes.

You can set filters when creating a new project, or you can update an existing project's filtering settings in the Project Properties dialog. The settings are the same in both locations. These settings are updated whenever you change them—dynamically—so you do not need to update the entire project to apply new filter settings.

How to Filter Out Condition Tags

You can filter Flare projects to exclude one or more conditions. You can also select conditions based on the entire condition set, or you can pick the specific conditions in the set that you want to filter by. The resulting Lingo project will include all of the translatable files that are not marked with the selected conditions. Additionally, because Lingo supports block-level, inline, glossary, snippet, and CSS conditions, content within a file or segment that is marked with an excluded condition tag will also be excluded from a filtered Lingo project.

If you use condition tags to filter your Lingo project, the filtered content and files will be used throughout your Lingo project when running reports, creating bundles, viewing glossary terms, and performing other tasks. For example, if you pull a report, you will only see data from the filtered content. If you make a bundle, you will only be able to select from files that are included in the project.

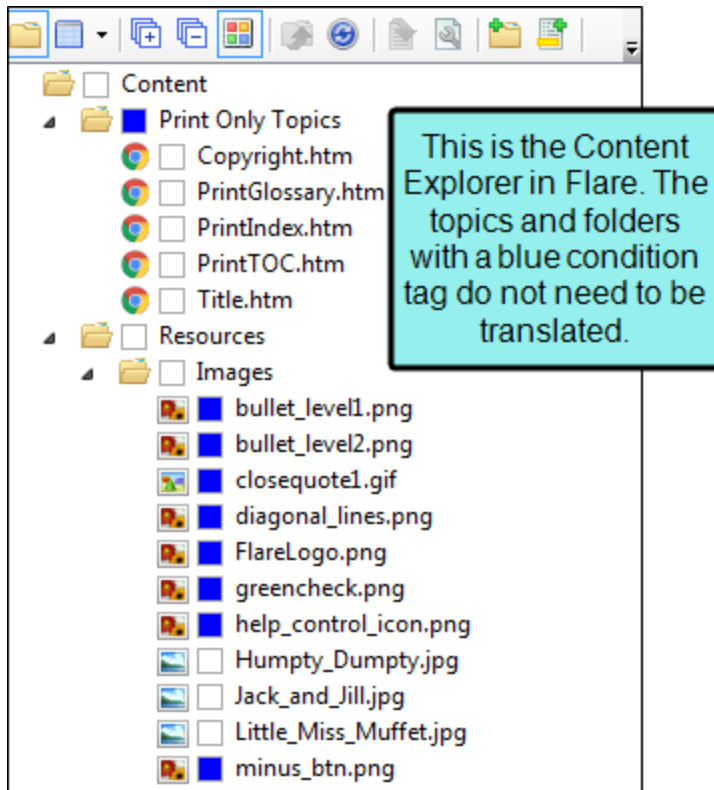
1. Do one of the following, depending on the type of project you are using:
 - **New Project** Select **File > New Project**. The Start New Project Wizard opens. Proceed through the wizard until you get to the **Select Flare project settings** page (the location of this page in the wizard varies slightly depending on your project creation method).
 - **Existing Project** Select **File > Project Properties**. The Project Properties dialog opens. Select the **Flare Settings** tab.
2. Select **Filter out condition**.
3. Click **Select conditions**. The Select Conditions dialog opens.
4. From the left side of the grid, select the condition set you want to exclude . The tags in that condition set appear on the right side of the grid. By default, all of the tags in the set are selected.
5. (Optional) If you only want to exclude some of the tags in a condition set, on the right side of the grid, deselect the boxes next to the condition tags you *do not* want to exclude from the project.
6. Click **OK**.
7. In the Project Properties dialog, click **OK**.

OR

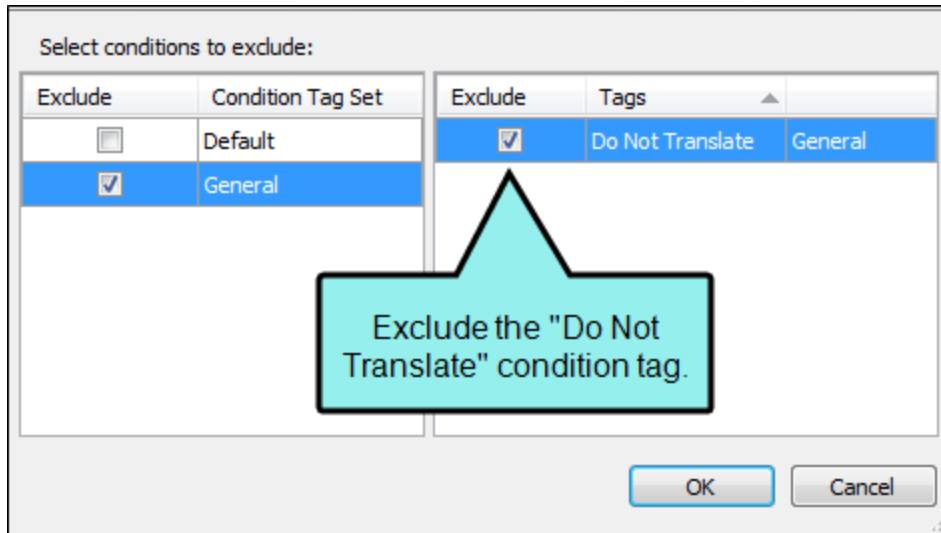
In the Start New Project Wizard, click **Next** or **Finish**.

☆ EXAMPLE

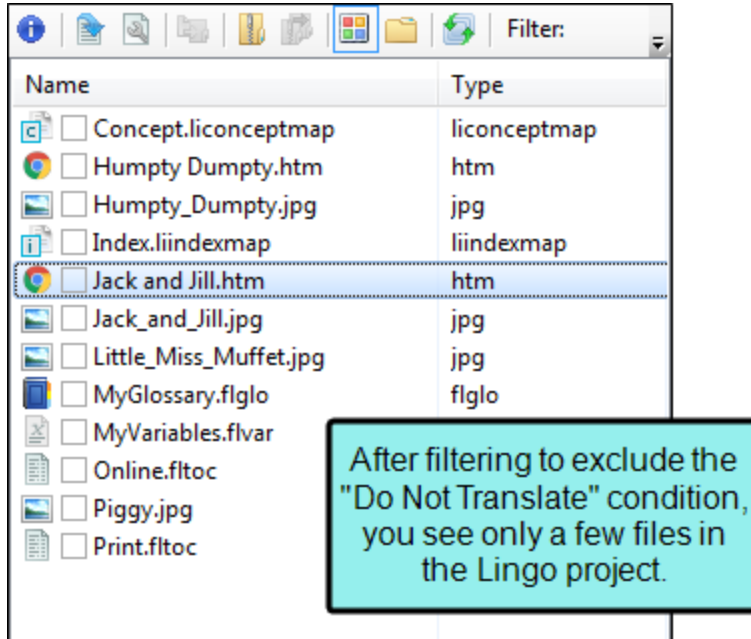
You are an author with a very large Flare project, but you only need to send specific files to your translator. Rather than exporting your entire project to Lingo and then searching for the individual files that you need to export for translation, you instead mark the files and folders you do not need to translate with a "Do Not Translate" condition tag as you create each item in Flare.



- ☆ In Lingo, you filter the project to exclude the condition tag, creating a new Lingo project that only includes the files you need to send to your translator.



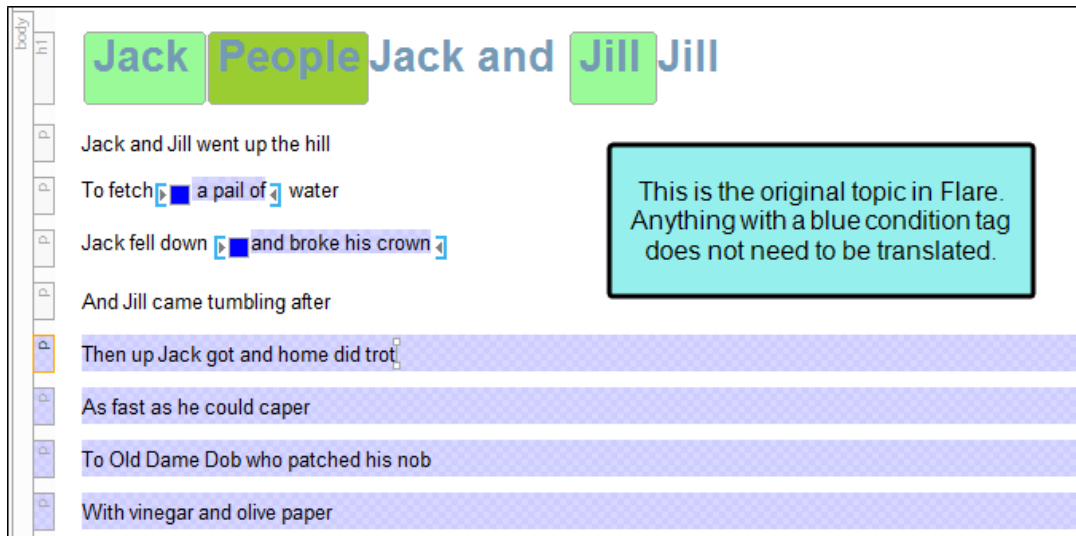
☆ When you open the File List window pane in a Lingo project, it looks like this:



Because you applied the "Do Not Translate" condition throughout your project, you see only a handful of topics and images. You also see a few project files, such as your glossary, variables file, and TOCs.

☆ EXAMPLE

The content author filtered her Flare project to exclude a "Do Not Translate" condition tag. Of the nine lines in the original topic (including the heading), four were marked with a "Do Not Translate" condition tag.



When you view the topic in the Translation Editor in Lingo, only five segments appear. This is because four lines were excluded when the project was created. Additionally, you see blue condition tag indicators in some segments where individual words were conditioned out and excluded from a segment.



Translation Editor | | | Status: Untranslated

Source Filter: Target:

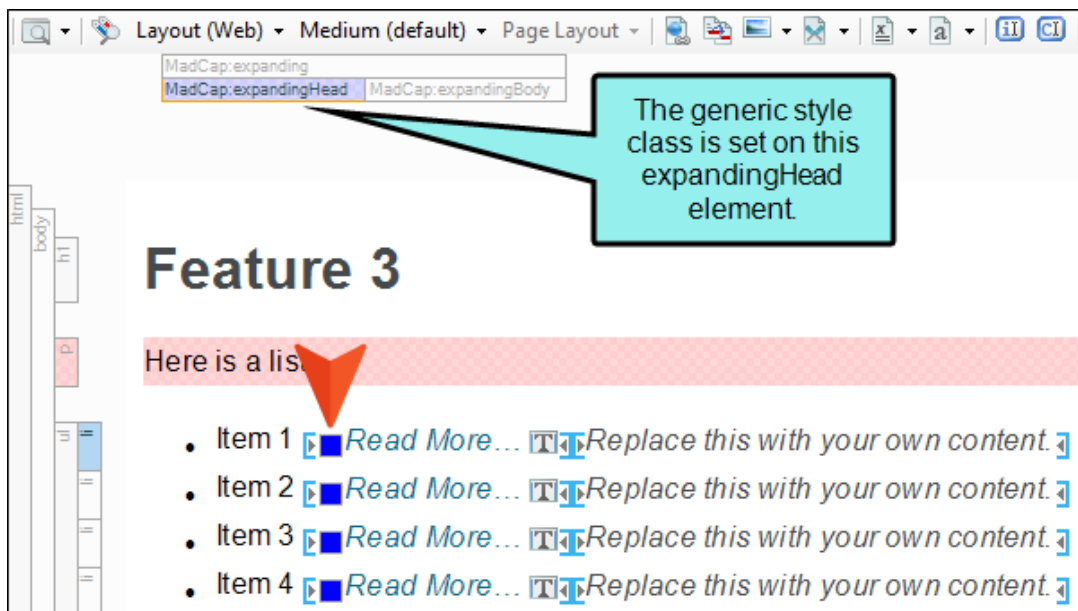
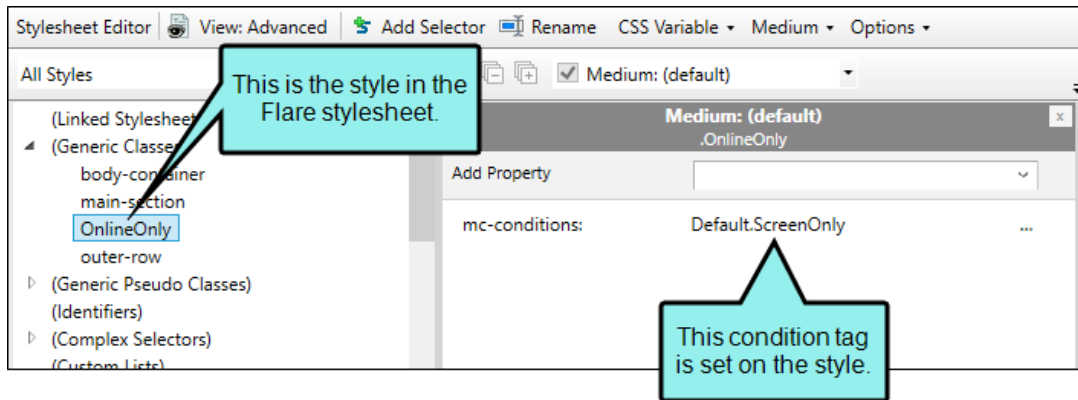
English (United Kingdom)

1	Jack and mc:k3 Jill	
2	Jack and Jill went up the hill	
3	To fetch mc:ct1 water	
4	Jack fell down mc:ct1	
5	And Jill came tumbling after	

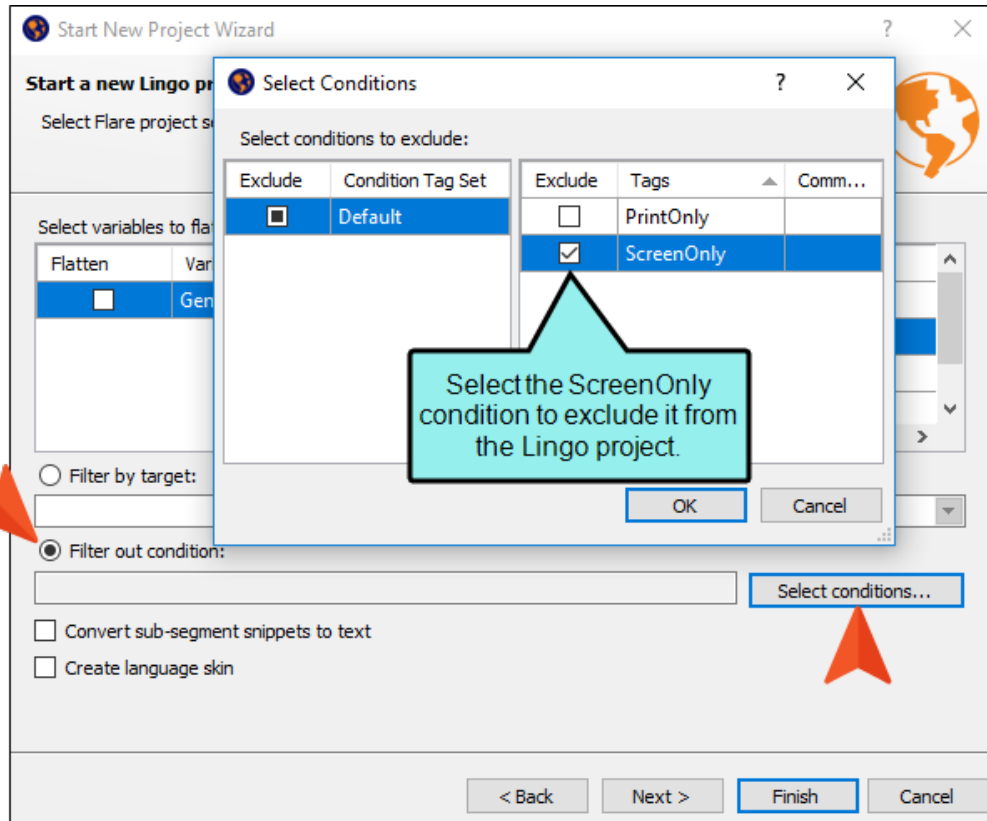
Because the topic was filtered, you only see five segments. The blue tag indicators in segments 3 and 4 show where words were conditioned out.

☆ EXAMPLE

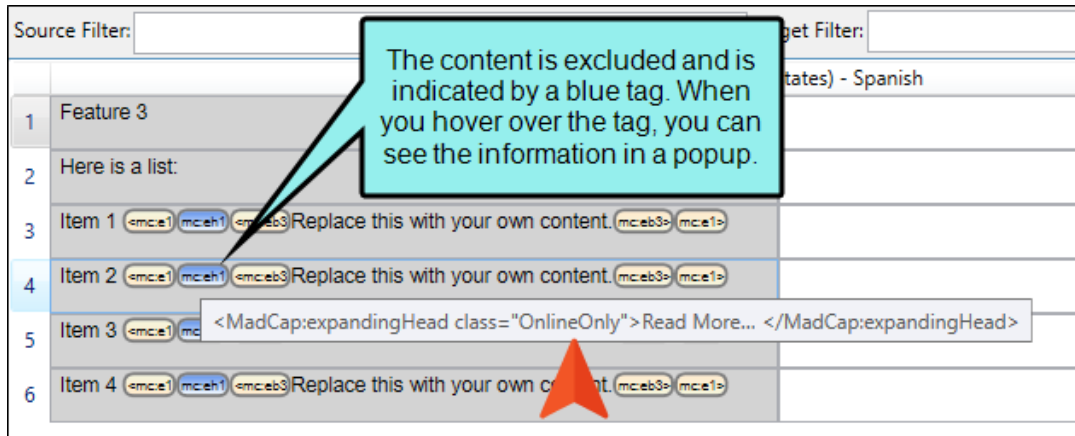
You use expanding text throughout your Flare project. You do not want your expanding headers to appear in your printed outputs, so you create a style class in your stylesheet named “OnlineOnly” that has a condition called “ScreenOnly” condition tag applied to it. After this, you set this style class on your expanding headers.



- ☆ Later, you need to send one of your printed outputs for translation. When you create a Lingo project, you can exclude the “ScreenOnly” condition tag from the project.



- ☆ This way, the expanding headers in your online outputs are not included in the content you send to your translator.



NOTE Although you can filter out condition tags, Lingo does not explicitly include the condition tags that you have not excluded. For example, if you have condition tags A and B in your project, and you filter out A, you will see content marked with tag B in the project. However, if there is content marked with both tags in your project, it will also be excluded. This is because Lingo excludes anything marked with the A tag, even if the B tag was not also excluded.

If you need to exclude some content and include other content, you can do this by filtering your project using a Flare target with your desired condition filters. Filtering by a Flare target respects both include and exclude condition tag filters.

NOTE Conditions that "unbind" rather than "exclude" content will not be excluded when you filter out a condition in Lingo. If you notice that content has not been removed but you think that it should be, check to be sure that the condition is not marked as an "unbind" condition in Flare.

How to Filter By DITA Attributes

You can filter DITA files to include one or more conditional attributes. The resulting Lingo project will include all of the translatable files that are marked with the selected attributes (while excluding those that are not selected). Additionally, because Lingo supports block-level and inline attributes, content within a segment that is marked with an excluded attribute will also be excluded from a filtered Lingo project.

If you use conditional attributes to filter your Lingo project, the filtered content and files will be used throughout your project when running reports, creating bundles, and performing other tasks. For example, if you pull a report, you will only see data from the filtered content. If you make a bundle, you will only be able to select from files that are included in the project.

1. Do one of the following, depending on the type of project you are using:
 - **New Project** Select **File > New Project**. The Start New Project Wizard opens. Proceed through the wizard until you get to the **Select DITA project settings** page (the location of this page in the wizard varies slightly depending on your project creation method).
 - **Existing Project** Select **File > Project Properties**. The Project Properties dialog opens. Select the **DITA Settings** tab.
2. In the **Select conditional attributes to include** section, use the drop-downs to select the attributes you want to include in your DITA project.
 - **Props** Filter to include the selected *property* attribute.
 - **Platform** Filter to include the selected *platform* attribute.
 - **Product** Filter to include the selected *product* attribute.
 - **Audience** Filter to include the selected *audience* attribute.
 - **Other props** Filter to include any other defined *otherprops* attribute.



NOTE If you select *All* in any of the drop-downs, Lingo will include all available values for that attribute. In other words, no values are excluded from that attribute.

3. In the Project Properties dialog, click **OK**.

OR

In the Start New Project Wizard, click **Next** or **Finish**.

☆ EXAMPLE

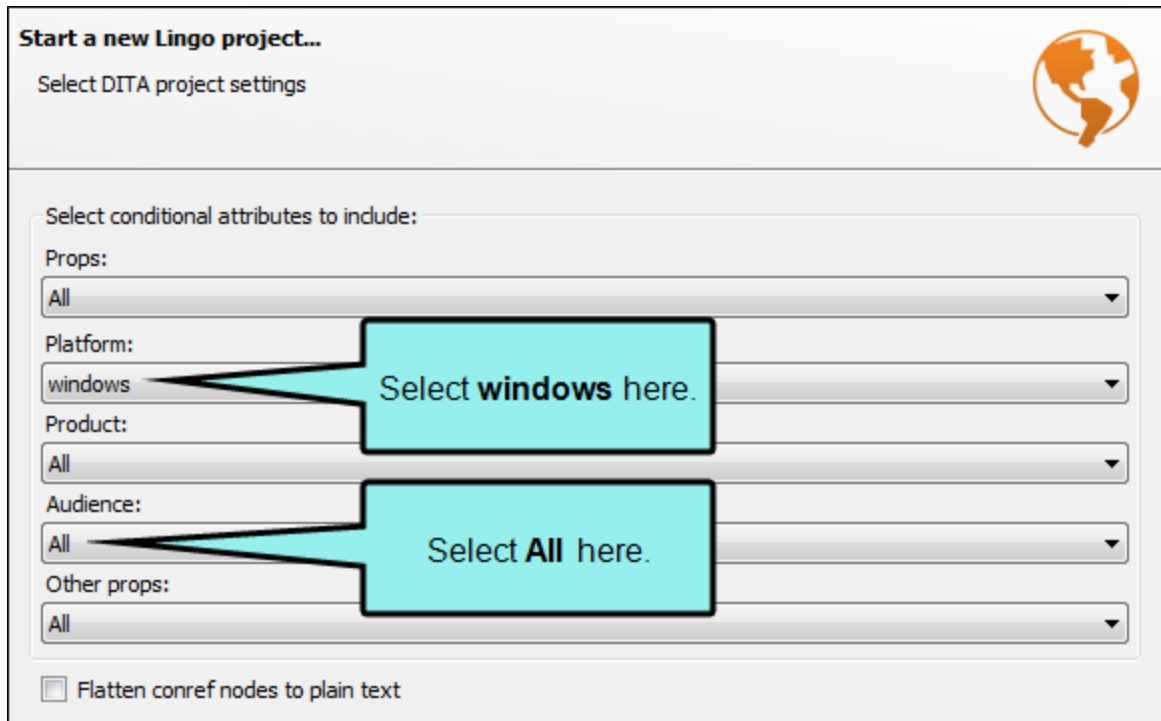
Your DITA files include information for Mac, Windows, and Linux operating systems. In your DITA files, you used the platform attribute to mark the content applicable to each of these operating systems. Additionally, you used the audience attribute to mark content for expert and novice users.

Your ditamap looks like this.

```
1 <?xml version="1.0" encoding="UTF-8"?>
2 <!DOCTYPE map PUBLIC "-//OASIS//DTD DITA Map//EN" "map.dtd">
3 <map>
4   <title>DITA Topic Map</title>
5   <topicref href="windowsexpert.dita" audience="expert" platform="windows">
6     <topicref href="topic1.dita"/>
7     <topicref href="topic2.dita"/>
8   </topicref>
9   <topicref href="window novice.dita" audience="novice" platform="windows">
10    <topicref href="topic5.dita"/>
11    <topicref href="topic6.dita"/>
12  </topicref>
13  <topicref href="linuxexpert.dita" audience="expert" platform="linux">
14    <topicref href="topic3.dita"/>
15    <topicref href="topic7.dita"/>
16  </topicref>
17  <topicref href="linuxnovice.dita" audience="novice" platform="linux"/>
18  <topicref href="macexpert.dita" audience="expert" platform="mac">
19    <topicref href="topic4.dita"/>
20  </topicref>
21  <topicref href="macnovice.dita" audience="novice" platform="mac"/>
22  <topicref href="expert1.dita" audience="expert"/>
23  <topicref href="expert2.dita" audience="expert"/>
24  <topicref href="novice1.dita" audience="novice"/>
25  <topicref href="novice2.dita" audience="novice"/>
26 </map>
```

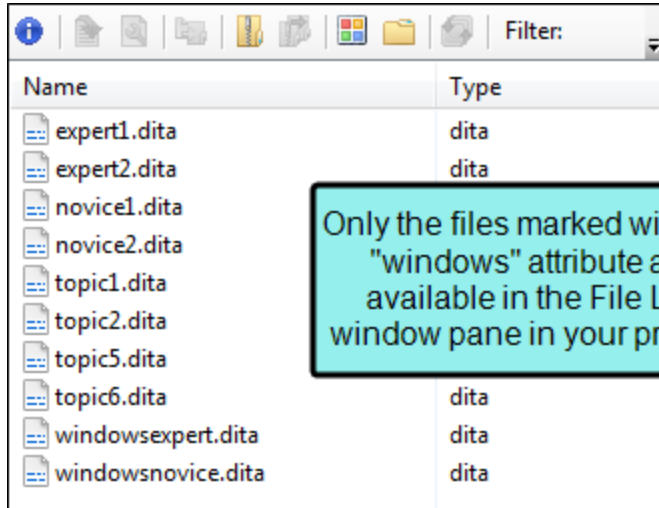
- ☆ When creating your Lingo project, you have the option to filter your content by either the platform or audience attributes. You could also filter the content using both attributes.

You need to translate all of the content that is applicable to all of your users who use Windows. You select the **windows** platform attribute to include this attribute type (excluding Mac and Linux) and leave the audience attribute set to **All** (including both expert and novice users).



The screenshot shows a dialog box titled "Start a new Lingo project..." with a globe icon in the top right corner. Below the title is the text "Select DITA project settings". The main area is titled "Select conditional attributes to include:" and contains five dropdown menus: "Props:" (set to "All"), "Platform:" (set to "windows"), "Product:" (set to "All"), "Audience:" (set to "All"), and "Other props:" (set to "All"). Two callout boxes with arrows point to the "Platform:" and "Audience:" dropdowns. The first callout box, labeled "Select windows here.", points to the "windows" selection. The second callout box, labeled "Select All here.", points to the "All" selection. At the bottom of the dialog is a checkbox labeled "Flatten conref nodes to plain text" which is currently unchecked.

☆ Your project looks like this in Lingo:



Name	Type
expert1.dita	dita
expert2.dita	dita
novice1.dita	
novice2.dita	
topic1.dita	
topic2.dita	
topic5.dita	
topic6.dita	dita
windowsexpert.dita	dita
windowsnovice.dita	dita

Only the files marked with the "windows" attribute are available in the File List window pane in your project.

☆ You then use Lingo to create a bundle and send the Windows files to your translator.

Bundle Settings

- Lingo Project Bundle
- XLIFF Files Bundle
- Include Project Translation Memories
- Include Project Termbases

Bundle Files

Project Files Filters:
All File Types [v] All Translation Statuses [v] All Difference States [v]

Project Files

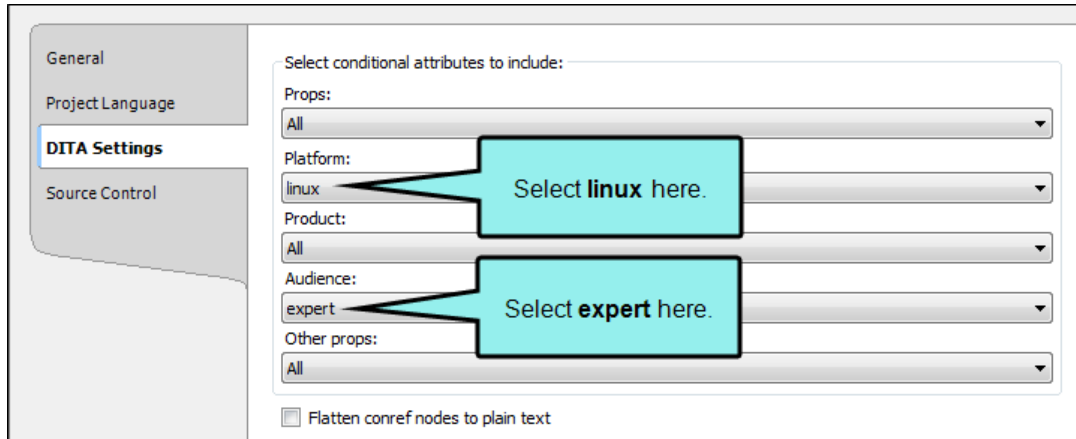
Name	Path
------	------

Output Files

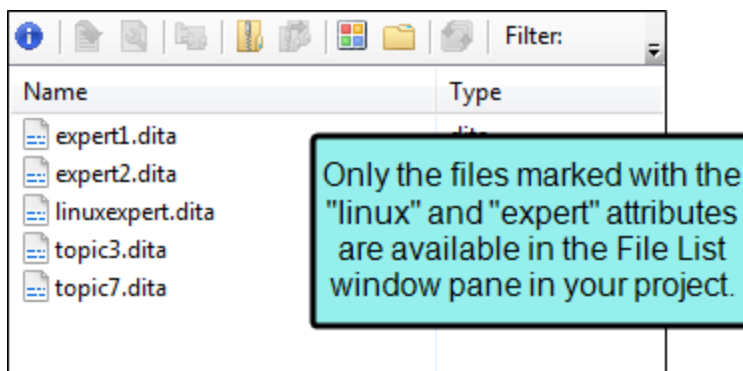
Name	Path	#
windowsnovice...		2
windowsexpert...		2
topic6.dita		2
topic5.dita		2
topic2.dita		2
topic1.dita		2
novice2.dita		2
novice1.dita		2
expert2.dita		2
expert1.dita		2

Because only the files with the "windows" attribute were filtered into the project, only these files can be added to the bundle. This makes it easy to send them to the translator.


- ☆ You also need to translate content for expert Linux users, but this content goes to a different translator. You open the Project Properties dialog and adjust the filter settings so the platform attribute is set to **linux** (excluding Mac and Windows) and the audience attribute is set to **expert** (excluding novice users).



Your project dynamically updates, and now it looks like this in Lingo:



Because your project now displays only the expert-level Linux files, you can create a bundle with these files and send them to the other translator.

 **NOTE** For more detailed information about DITA, please refer to:
www.oasis-open.org/committees/dita/


How to Filter by a Target

You can filter your Flare projects by one or more targets. The resulting project will include all of the translatable files that are part of the selected target(s), such as topics, images, skins, and variables.

A good reason to use target filters is if you need to maintain different translations for different targets. Additionally, you could filter to a specific target and use variable flattening if you need use different definitions of a variable in different targets.

1. Do one of the following, depending on the type of project you are using:
 - **New Project** Select **File > New Project**. The Start New Project Wizard opens. Proceed through the wizard until you get to the **Select Flare project settings** page (the location of this page in the wizard varies slightly depending on your project creation method).
 - **Existing Project** Select **File > Project Properties**. The Project Properties dialog opens. Select the **Flare Settings** tab.
2. Select **Filter by target**.
3. From the drop-down, select the target(s) whose files you want to include in the Lingo project. After clicking the appropriate check boxes, click elsewhere on the page to close the drop-down.

Any files that are not part of the selected target(s) will not be shown in the File List.

 **NOTE** If you want to replace variable definitions for a specific target, you can optionally select variables from the **Select variables to flatten** grid. You can then translate the target-specific variables in the target file in your Lingo project. See "Dynamic Filtering" on page 206.

































4. In the Project Properties dialog, click **OK**.

OR

In the Start New Project Wizard, click **Next** or **Finish**.

☆ EXAMPLE

You create your glossary in Flare with the intent of using the same glossary file for multiple outputs. To do this, you apply condition tags to each term that indicate which terms belong in which output. Some terms are used in multiple targets, others are used in single targets.

Condition	Terms	Definition
	 Batch target	A special target that lets you build and
	 Block snippet	
	 Condition tag	
	 Cross-ref	
	 Drop-down text	
	 Footnote	
	 Single-Sourcing	Reusing content and producing multip
	 Snippet	A pre-set chunk of content that you ca
	 Span	A tag that is used to group inline elem
	 Style	An element to which you assign a cert
	 Table	A group of intersecting columns and r
	 Target	One "instance" of an output type. Whe
	 Text snippet	A snippet that is created out of a porti
	 Topic	A chunk of information about a partici
	 Variable	A pre-set term or content that you can
	 XML Editor	The window in the Flare interface whe


Your glossary file looks like this in Flare. Each term is marked with one, two, or three condition tags. Each tag is associated with a specific user guide.

Tags	Include	Exclude
General.Online	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General.PDF	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PrintGuides.UserGuideA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PrintGuides.UserGuideB	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PrintGuides.UserGuideC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Your Flare target is conditioned like this.

- ☆ Later, when you need to send a specific target to your translator, you can filter your new Lingo project by the target you need to produce.

Start a new Lingo project...
Select Flare project settings



Select variables to flatten:

Flatten	Variable Sets	Flatten	Names	Definitions	Comment
<input type="checkbox"/>	General	<input type="checkbox"/>	CityStateZip	La Jolla, CA 92037	
<input type="checkbox"/>		<input type="checkbox"/>	CompanyName	My Company Na...	
<input type="checkbox"/>		<input type="checkbox"/>	Fax	Fax 123-987-654	
<input type="checkbox"/>		<input type="checkbox"/>	PhoneNumber	858 123 4567	
<input type="checkbox"/>		<input type="checkbox"/>	ProductName	FictionSoft	
<input type="checkbox"/>		<input type="checkbox"/>	StreetAddress	1234 Lorem Ipsum	

Filter by target:
UserGuideC8_5X11

Filter out condition:
Select conditions...

Convert sub-segment snippets to text

Create language skin

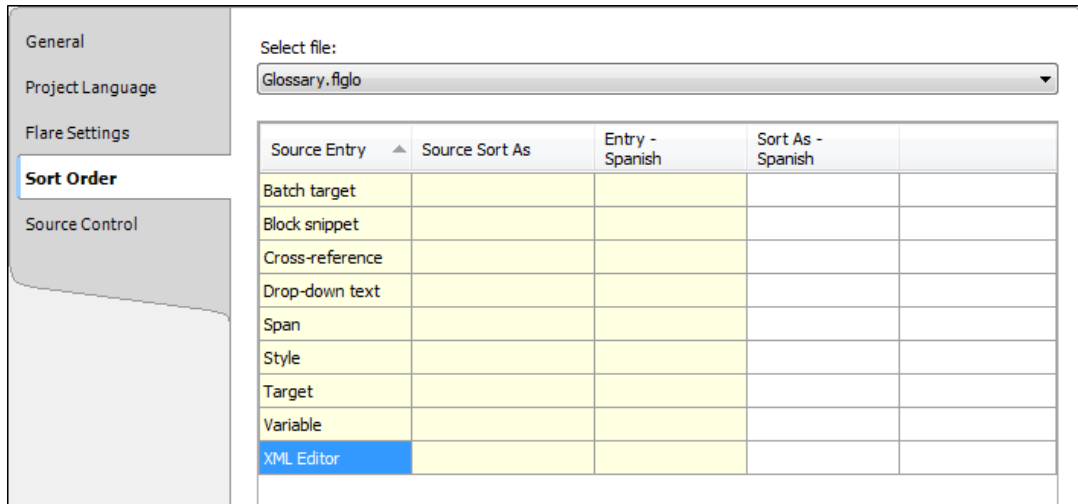
Select the target you want to use as a filter.

- ☆ When you do this, the condition text rules set in the Flare target are applied to the Lingo project. Because you applied condition tags to your glossary as well as to your topics, when your translator opens the glossary file in your Lingo project, she will only see the terms that need to be translated for that output.

16	Block snippet
17	A snippet that is created out of one or more paragraphs.
18	Span
19	A tag that is used to group inline
20	A span tag doesn't perform any that you apply to inline content.
21	Cross-reference
22	A navigation link that lets you connect text in one topic to another top
23	Cross-references let you create "automated" links that are based on
24	This allows you to keep links consistent and change them in just one
25	Batch target
26	A special target that lets you build and/or publish multiple other targe
27	You can schedule batches to run at any time.

When you import the project, you see the glossary terms and definitions used in the target you selected.

- ☆ She will also only see the terms for that output when she opens the Project Properties dialog and views the Sort Order information for the glossary.



NOTE If you are creating Lingo projects from both Flare and DITA source files, be aware that DITA conditional filters are *include* filters, while Flare conditional filters are *exclude* filters.

NOTE If you update the filter settings for an existing project, the translation status of changed segments is set to Untranslated. You also have the option to completely clear any existing translations for these segments.


NOTE You cannot filter a Flare project by both target and conditions. If you select one filter, the other will be disabled.

NOTE If you need to create a filter for the content in individual files or for files in a folder, you can use file type filters. See "File Type Filters" on the next page.

File Type Filters

When creating a project in Lingo, you can use a filter to translate only specific content in a folder or in certain file types. Filters allow you to set restrictions on the content in a file or folder that is available for translation. Filters are available for Word, Excel, text, XML, and JSON files. You can also add filters to unsupported file types using a text file type filter. Filters are also available for folders, so you can choose the file types in the folder that you want to translate.

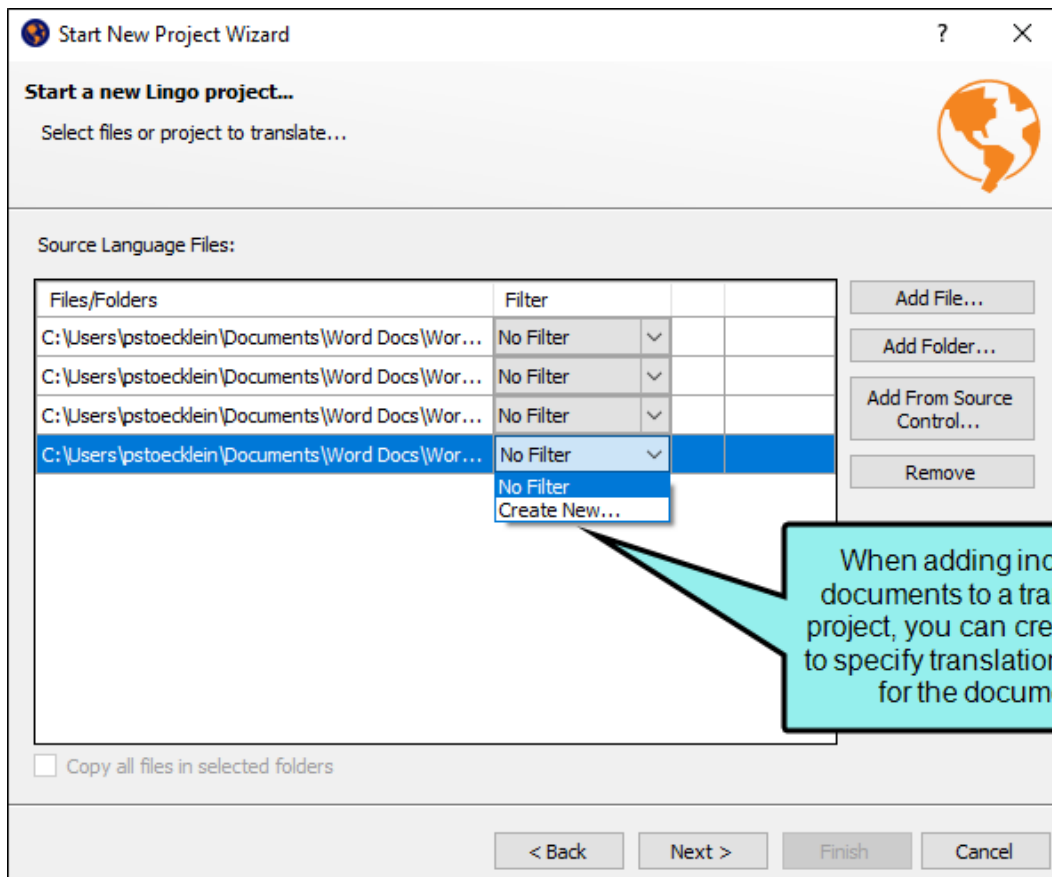
Once you create a filter, you can save it to reuse it later, and you can apply it to all other files of the same type in the project.

 **IMPORTANT** Creating file type filters is recommended for advanced Lingo users. This feature requires an understanding of advanced topics such as regular expressions, XML, and segmentation rules.

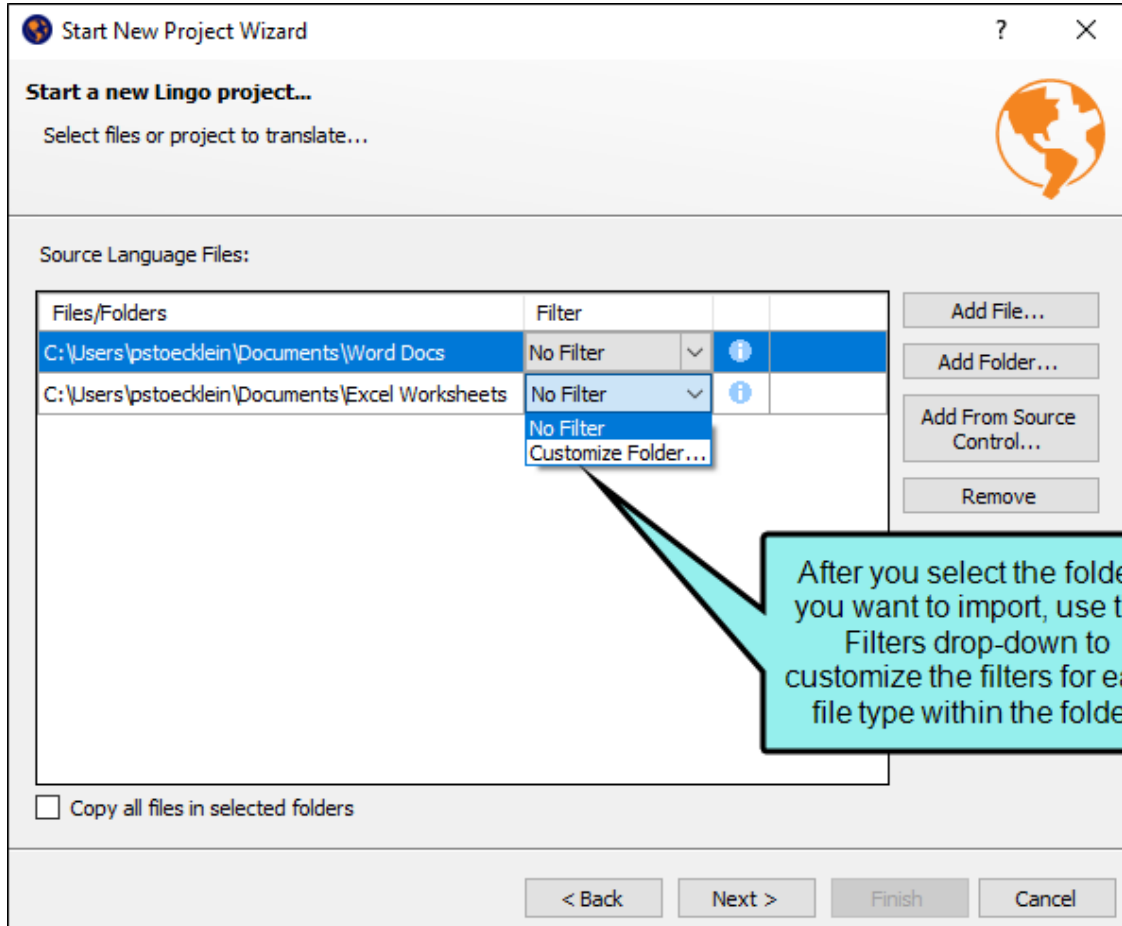
Additionally, it is recommended that you are familiar with the file(s) you are importing prior to adding a filter. Some file type filters require you to select the specific content that you want to import (e.g., sheet labels, headers and footers, comments).

☆ **EXAMPLE**

This shows how to access a file type filter:




☆ This shows how to access a folder filter:



📄 **NOTE** If you wish to create a new file filter in an open project, select **Tools > File Filters**. In the File Filters dialog, select the **File type** from the drop-down list. Then, follow the remaining steps for that file type to create the filter.

How to Create a Filter for Folders

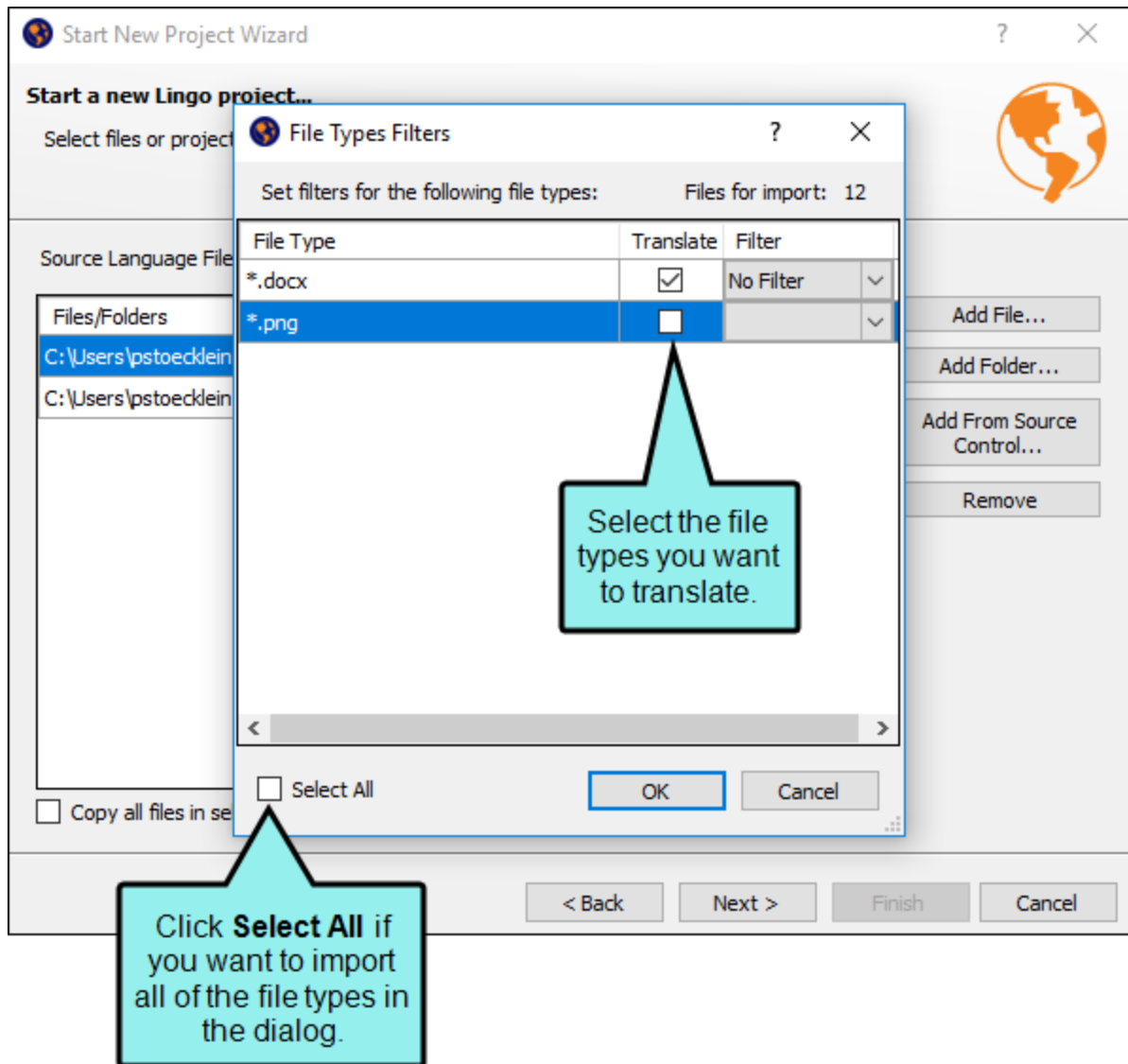
When you create a Lingo project, you can create a project from a folder. You can filter the file types in the folder so only some files are included in the translation project. You can also create additional filters for any files that may be in the folder so only certain parts of the file are imported for translation.

 **NOTE** If you want to translate an entire Flare, Mimic, or Doc-To-Help project, you must select the project file using the **Add File** button, rather than selecting the folder where the project is located.

 **NOTE** If you want to translate a Doc-To-Help project, you must import the entire .d2h project file.

The .d2h project file is required for XML and Word files in a Doc-To-Help project to be imported correctly. Because of this, importing individual XML files from a project is not supported, and importing individual Word files from a project is not recommended.

1. Begin the process of creating a new Lingo project, and on the second page of the wizard, select the folder containing files to be translated.
2. If you want to create file type filters for the files within the folder, from the **Filter** drop-down select **Customize Folder**. The File Types Filters dialog opens.
3. In the **Translate** column, select the file types you want to import. You can click the **Select All** check box to add all the file types at once.



4. From the **Filter** drop-down, select the filter you want to use for each translatable file type.

NOTE You cannot select a filter for file types that cannot be translated, such as image files.

5. If you want to create a new filter, from the **Filter** drop-down, select **Create New**.

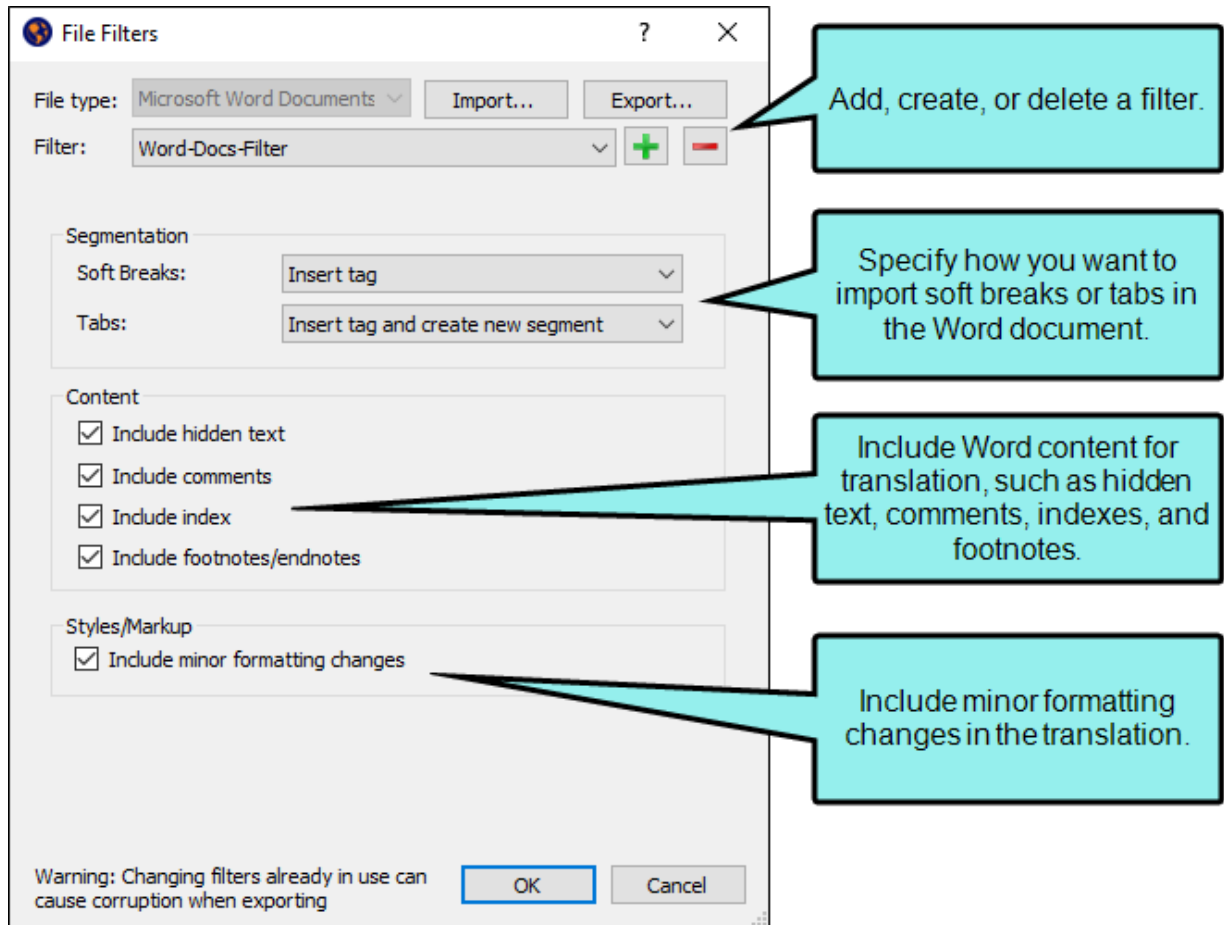


NOTE Applying a text file type filter to unsupported file types lets you translate the files as if they were text files. If you have unsupported file types in your folder and you *do not* apply a text file type filter to these files, they will be discarded upon project creation.



6. Click **OK**.


How to Create a Filter for Word Documents

1. Begin the process of creating a new Lingo project, and on the second page of the wizard, select the file(s) to be translated.
2. From the **Filter** drop-down, select **Create New**.
3. Enter a name for your filter and click **OK**. The File Filters dialog opens.



4. (Optional) You can do one of the following before saving your current filter:
 - **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.
 - **Export a Filter** Click **Export**. In the dialog that opens, select the location you want to export the current filter, then click **Save**.

- **Select a Filter** From the **Filter** drop-down, select an existing filter.
- **Create a New Filter** Click .
- **Delete a Filter** Select a filter from the **Filter** drop-down, then click .

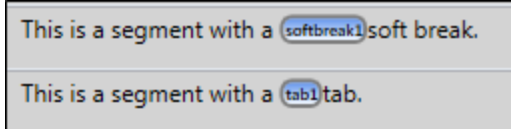
 **NOTE** If you delete a filter, it will be removed from all translation projects where it is currently in use.

5. In the **Segmentation** area, select an option for how to import soft breaks and tabs into the translation project:

- **Insert tag** Select this option to keep soft breaks or tabs together with the rest of the segment. Lingo adds a tag where the soft break or tab appears in the segment.

 **EXAMPLE**

The two segments pictured below include a soft break and a tab, respectively. The Word file type filter in Lingo has been set to add a tag when there is a tab or a soft break, but it will not split the segment. When translating the segment, you can drag the tag into the target segment where it needs to appear.



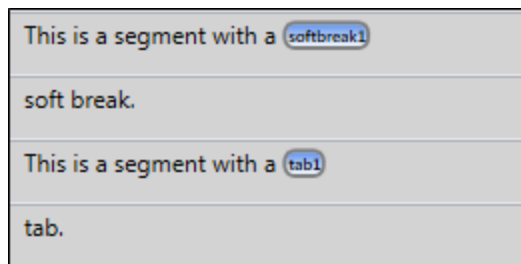
This is a segment with a **softbreak|**soft break.

This is a segment with a **tab|**tab.

- **Insert tag and create new segment** Select this option to create a new segment wherever there is a soft break or a tab in your project.

☆ **EXAMPLE**

The two segments pictured below include a soft break and a tab, respectively. The Word file type filter in Lingo has been set to add a tag when there is a tab or a soft break, and it will also create a new segment at the location where the tab or soft break appears. When translating the segment, you can drag the tag into the target segment where it needs to appear.

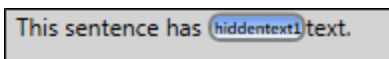


6. In the **Content** area, select the check boxes for the content you want to include in the translation project:

- **Include hidden text** Select this option to include hidden text in the Lingo project so it can be translated.

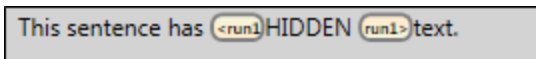
☆ **EXAMPLE**

The segment below includes hidden text. Lingo places a tag where the hidden text appears in the original Word document, so the location of the text is clearly visible in the Translation Editor. However, in this example, the Lingo file type filter is set so hidden text is not included for translation. When translating the segment, you can drag the tag into the target segment where it needs to appear.



This sentence has `<hiddentext>`text.

In the segment below, the filter has been changed so hidden text is included. Notice that the word "HIDDEN" is now visible. Lingo also places a tag on either side of the hidden text so the text is clearly visible in the Translation Editor. You can drag the yellow tags onto the target segment to mark the hidden text in the target segment.

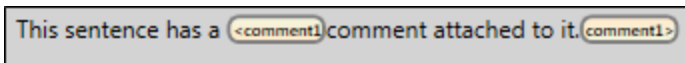


This sentence has `<run1>`HIDDEN `<run1>`text.

- **Include comments** Select this option to include comments as separate segments in the Lingo project so they can be translated. If you do not select this option, comments will not be included.

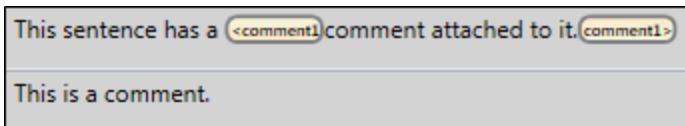
☆ **EXAMPLE**

The segment below includes a comment. Lingo places a tag on either side of the phrase that was marked with a comment in the original Word document, so the location of the comment is clearly visible in the Translation Editor. However, in this example, the Lingo file type filter is set so the comment itself is not included for translation.



This sentence has a <comment1> comment attached to it.<comment1>

In the segment below, the filter has been changed so the comment itself is included. Notice that the comment is visible in a second segment. This lets you translate the comment separately. You can also still see the comment tag in the first segment that indicates where the comment was marked in the original Word document. When translating the sentence, you can drag the yellow tag onto the phrase that needs the comment in the target segment. Later, when you export the document, the comment will appear in the finished project, attached to the appropriate location in the document.



This sentence has a <comment1> comment attached to it.<comment1>

This is a comment.

- **Include index** Select this option to include index entries as separate line items in the Lingo project so they can be translated. If you do not select this option, index entries will not be included.

☆ **EXAMPLE**

The segment below includes words that are marked as index entries. Lingo places a tag next to the text that was marked with a keyword in the original Word document, so the location of the index keywords are clearly visible in the Translation Editor. When translating the segment, you can drag the tag into the target segment where it needs to appear. However, in this example, the Lingo file type filter is set so the index entry itself is not included for translation.

The following three words are index entries: cat^{field1}, dog^{field2}, mouse^{field3}

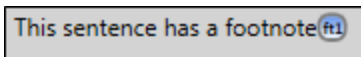
In the segment below, the filter has been changed so the index entries itself are included. Notice that each word in the index is visible, so three additional segments follow the original segment. This lets you translate each index entry separately. You can also still see the keyword tags in the first segment that indicates where the keywords were marked in the original Word document.

The following three words are index entries: cat ^{field1} , dog ^{field2} , mouse ^{field3}
cat
dog
mouse

- **Include footnotes/endnotes** Select this option to include footnotes or endnotes as separate segments in the Lingo project so they can be translated. If you do not select this option, footnotes or endnotes will not be included.

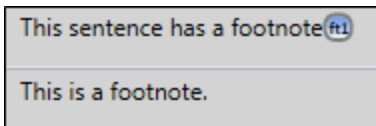
☆ **EXAMPLE**

The segment below includes a footnote. Lingo places a tag next to the sentence that was marked with a footnote in the original Word document, so the location of the footnote is clearly visible in the Translation Editor. When translating the segment, you can drag the tag into the target segment where it needs to appear. However, in this example, the Lingo file type filter is set so the footnote itself is not included for translation.



This sentence has a footnote ^{ft1}

In the segment below, the filter has been changed so the footnote is included as a separate segment. This lets you translate the footnote separately. You can also still see the footnote tag in the first segment that indicates where the footnote was marked in the original Word document.



This sentence has a footnote ^{ft1}
This is a footnote.

7. In the **Styles/Markup** area, select the check box if you want to include minor formatting changes in your translation project.

☆ **EXAMPLE**

The segment below includes a text effect, and also includes bold formatting. However, in this example, the Lingo file type filter is set so the text effect is not visible in Lingo. You can only see the bold formatting.

This sentence **has** a text effect.

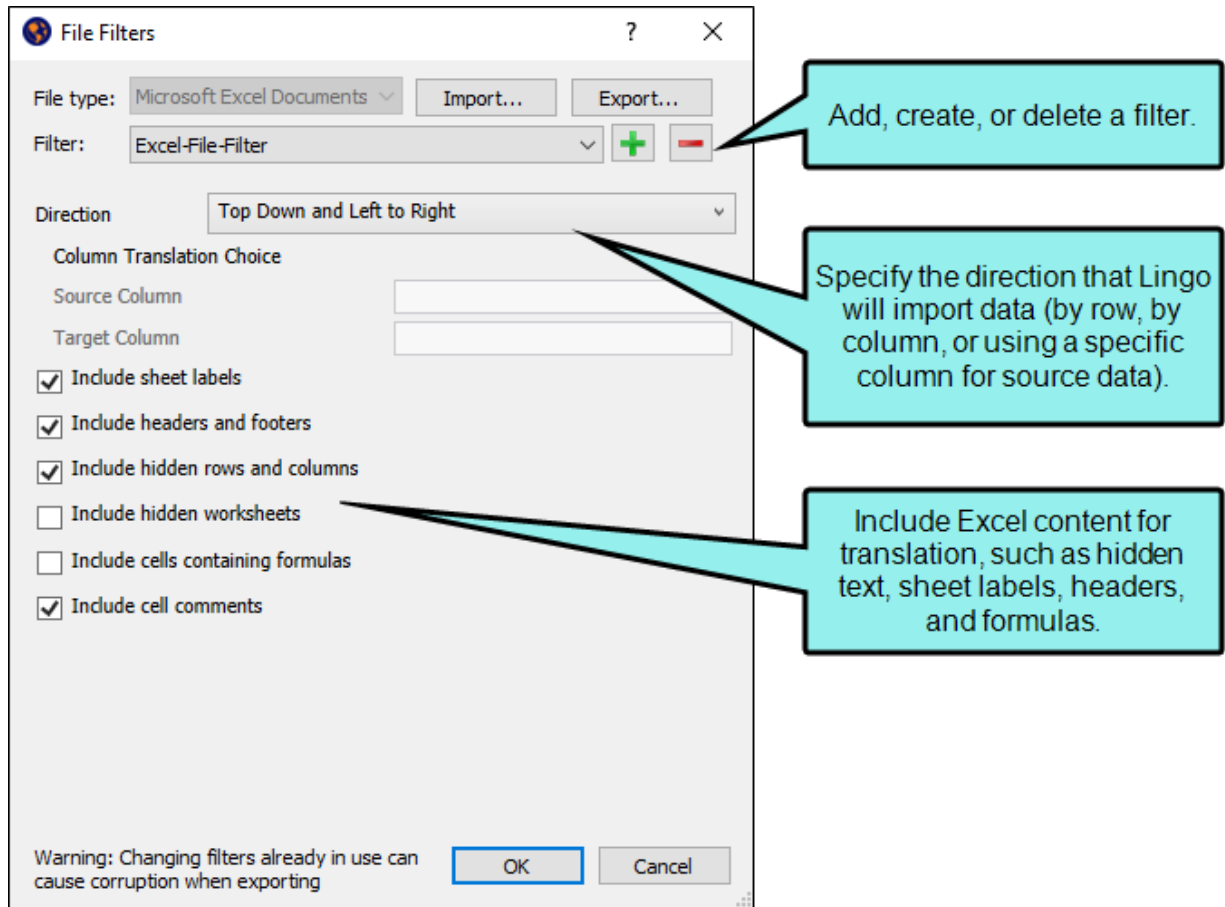
In the segment below, the filter has been changed so the text effect is visible. Lingo places a tag next to the word that was marked with a text effect in the original Word document, so the location of the effect is clearly visible in the Translation Editor. When translating the sentence, you can drag the yellow tag onto the word that needs the text effect in the target segment. Later, when you export the document, the text effect will appear in the finished project.

This <run> sentence <run1> **has** a text effect.



8. Click **OK**.


How to Create a Filter for Excel Documents

1. Begin the process of creating a new Lingo project, and on the second page of the wizard, select the file(s) to be translated.
2. From the **Filter** drop-down, select **Create New**.
3. Enter a name for your filter and click **OK**. The File Filters dialog opens.



4. (Optional) You can do one of the following before saving your current filter:

- **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.
- **Export a Filter** Click **Export**. In the dialog that opens, select the location you want to export the current filter, then click **Save**.
- **Select a Filter** From the **Filter** drop-down, select an existing filter.
- **Create a New Filter** Click .
- **Delete a Filter** Select a filter from the **Filter** drop-down, then click .

 **NOTE** If you delete a filter, it will be removed from all translation projects where it is currently in use.

5. In the **Direction** area, select an option for how to import the contents of the Excel file:

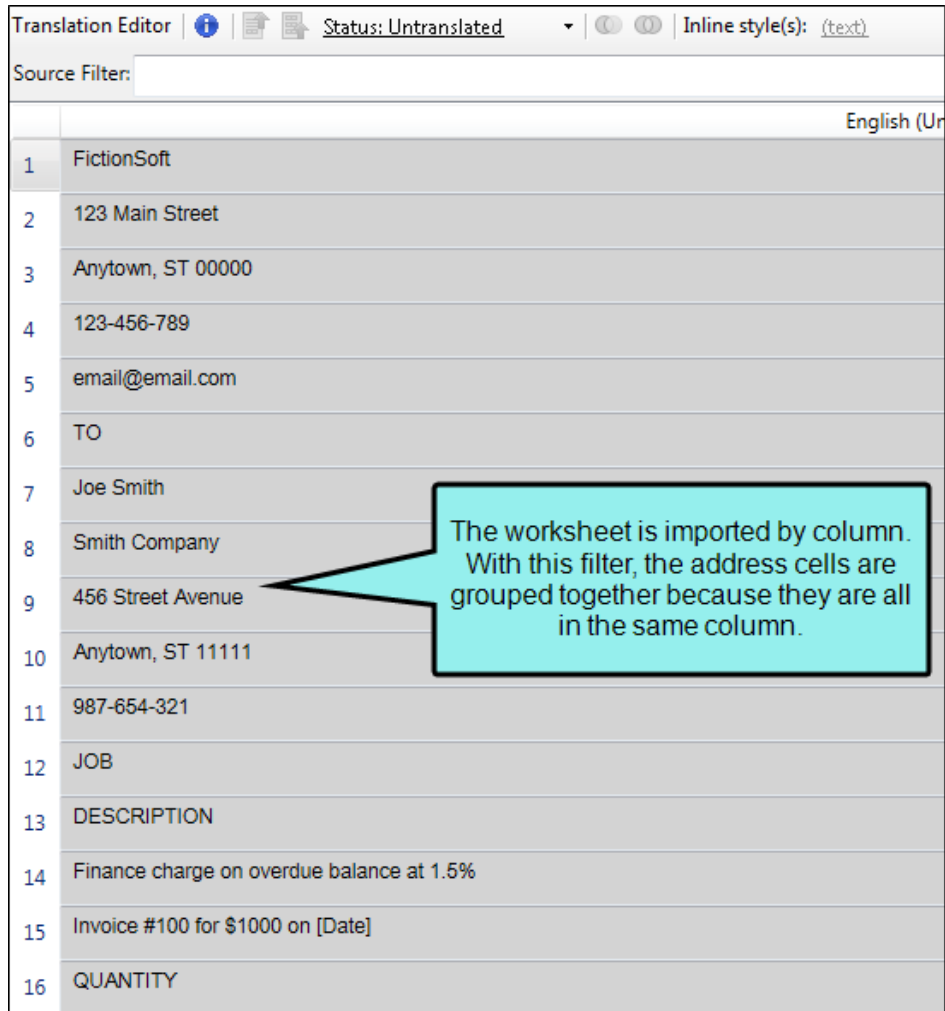
- **Top Down and Left to Right** Select this option if you want Lingo to import cells by column (i.e., starting in Column A and working down the column, then moving to Column B).

☆ **EXAMPLE**

You want to import this Excel document into Lingo.

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Finance charge on overdue balance at 1.5%	1.00	\$150.00	\$150.00
Invoice #100 for \$1000 on [Date]	1.00	\$1,000.00	\$1,000.00
		TOTAL DUE	\$1,150.00

☆ If you import it using the **Top Down and Left to Right** direction filter, it will look like this:



	English (Ur
1	FictionSoft
2	123 Main Street
3	Anytown, ST 00000
4	123-456-789
5	email@email.com
6	TO
7	Joe Smith
8	Smith Company
9	456 Street Avenue
10	Anytown, ST 11111
11	987-654-321
12	JOB
13	DESCRIPTION
14	Finance charge on overdue balance at 1.5%
15	Invoice #100 for \$1000 on [Date]
16	QUANTITY

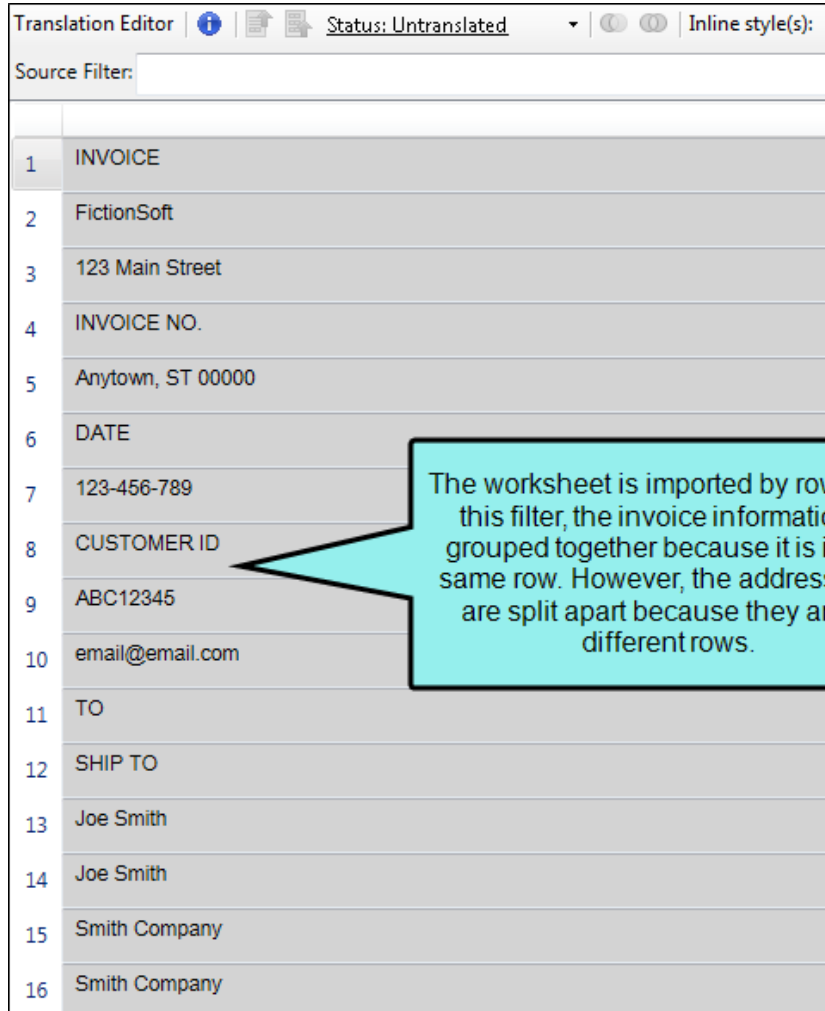
- **Left to Right and Top Down** Select this option if you want Lingo to import cells by row (i.e., starting in Row 1 and working across the row, then moving to Row 2).

☆ **EXAMPLE**

You want to import this Excel document into Lingo.

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Finance charge on overdue balance at 1.5%	1.00	\$150.00	\$150.00
Invoice #100 for \$1000 on [Date]	1.00	\$1,000.00	\$1,000.00
		TOTAL DUE	\$1,150.00

☆ If you import it using the **Left to Right and Top Down** direction filter, it will look like this:



Translation Editor		Status: Untranslated	Inline style(s):
Source Filter:			
1	INVOICE		
2	FictionSoft		
3	123 Main Street		
4	INVOICE NO.		
5	Anytown, ST 00000		
6	DATE		
7	123-456-789		
8	CUSTOMER ID		
9	ABC12345		
10	email@email.com		
11	TO		
12	SHIP TO		
13	Joe Smith		
14	Joe Smith		
15	Smith Company		
16	Smith Company		

The worksheet is imported by row. With this filter, the invoice information is grouped together because it is in the same row. However, the address cells are split apart because they are in different rows.

- **Choose 2 columns as Source and Target** Select this option if you want to choose the columns that Lingo should associate with the source and target segments.
 - **Source Column** Enter the name of the column you want to import as source segments.
 - **Target Column** Enter the name of the column that you want to use for target segments when the finished translations are exported back to Excel.

❗ **IMPORTANT** When you enter target translations in Lingo and export them back into Excel, the translations will overwrite any data that may already exist in that column. It is recommended that you select an empty column for translated target segments to avoid accidental data loss.

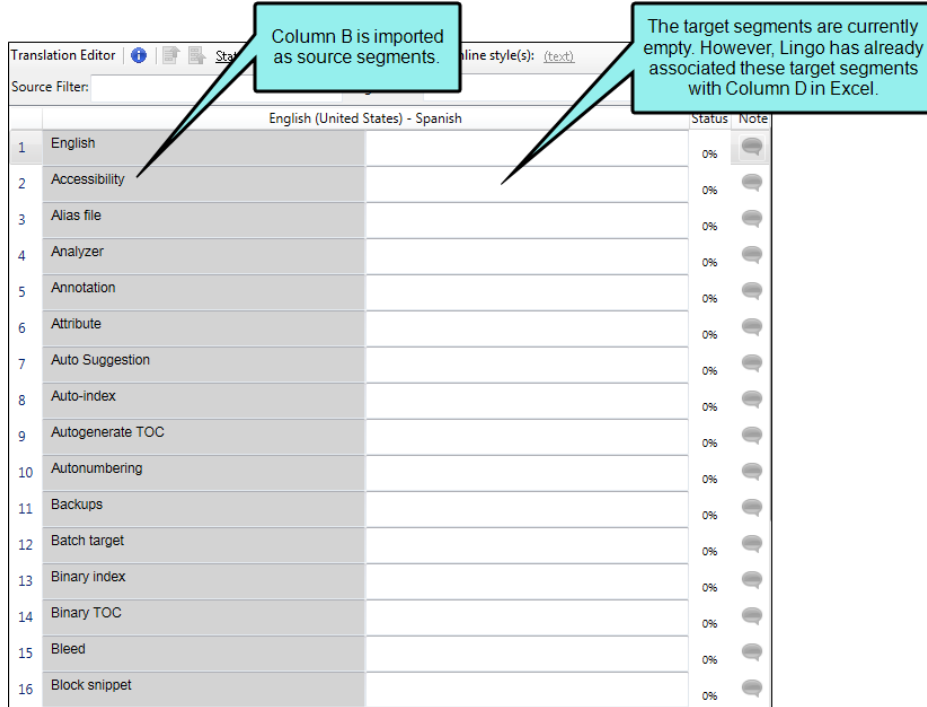
❗ **IMPORTANT** When you apply a filter to an Excel workbook, Lingo applies the filter to all of the sheets in the workbook. This is especially important when exporting to a specific target column because Lingo will export *each worksheet's* data to the specified column. To avoid accidental data loss, be sure that your target column is not being used in any of your worksheets.

☆ **EXAMPLE**

You have an Excel file that you use for glossary terms. You want to import this file into Lingo and translate the terms into Spanish, and then export the translations back to the original Excel so you can save them.

	A	B	C	D	E
		English	Danish		
		Accessibility	accessibility		
		Alias file	alias fil		
		Analyzer	Analyzer		
4		Annotation	annotation		
5		Attribute	attribut		
6		Auto-generation	Automatisk forslag		
		Auto-index	Auto-indeks		
		Autogenerate TOC	autogenerere TOC		
		Autonumbering	automatisk nummerering		
10		Backups	tilvædskopier		
11		Batch target	batch mål		
12		Binary TOC	Binary indeks		
		Binary TOC	Binary TOC		
		Bleed	Bleed		
		Block snippet	Block snippet		
17		Body proxy	krop proxy		
18		Book	bog		
19		Bookmark	bogmærke		
20		Breadcrumbs proxy	rasp proxy		
21		Browse sequence	Gennemse sekvens		
22		Build	Byg		
23					

☆ If you import the worksheet using the **Choose 2 columns as Source and Target** direction filter, you can select the columns you want to import as the source segments (Column B) and associate with the target translations (Column D). It will look like this in Lingo:



The screenshot shows the Lingo Translation Editor interface. The main window displays a list of source segments (Column B) and their corresponding target segments (Column D). The source segments are listed in the left column, and the target segments are listed in the right column. The target segments are currently empty, but the status is 0% for each. Two callout boxes provide additional context:

- Column B is imported as source segments.
- The target segments are currently empty. However, Lingo has already associated these target segments with Column D in Excel.

	English (United States) - Spanish	Status	Note
1	English	0%	
2	Accessibility	0%	
3	Alias file	0%	
4	Analyzer	0%	
5	Annotation	0%	
6	Attribute	0%	
7	Auto Suggestion	0%	
8	Auto-index	0%	
9	Autogenerate TOC	0%	
10	Autonumbering	0%	
11	Backups	0%	
12	Batch target	0%	
13	Binary index	0%	
14	Binary TOC	0%	
15	Bleed	0%	
16	Block snippet	0%	

☆ When you export the finished translation back to Excel, it will look like this.

	A	B	C	D	E
1		English	Danish	Spanish	
		Accessibility	accessibility	Accesibilidad	
		Alias file	alias fil	Archivo de alias	
		Analyzer	Analyzer	Analizador de	
		Annotation	annotation	Anotación	
6		Attribute	attribut	Atributo	
7		Auto Suggestion	Automatisk forslag	Sugerencia de auto	
		Auto-index	Auto-indeks	Auto-index	
		Auto-generate TOC	autogenerere TOC	AutoGenerate TOC	
		Autonumbering	automatisk nummerering	Numeración automática	
		Backups	sikkerhedskopier	Copias de seguridad	
12		Batch target	batch mål	Destino de lotes	
13		Binary index	Binary indeks	Índice binario	
14		Binary TOC	Binary TOC	Índice binario	
15		Bleed	Bleed	Sangrado	
16		Block snippet	Block snippet	Fragmento de bloque	
17		Body proxy	krop proxy	Proxy de cuerpo	
18		Book	bog	Libro	
19		Bookmark	bogmærke	Marcador	
20		Breadcrumbs proxy	rasp proxy	Proxy de pan rallado	
21		Browse sequence	Gennemse sekvens	Ver secuencia	
22		Build	Byg	Construir	
23					

6. Select the check boxes for the content you want to include in the translation project:

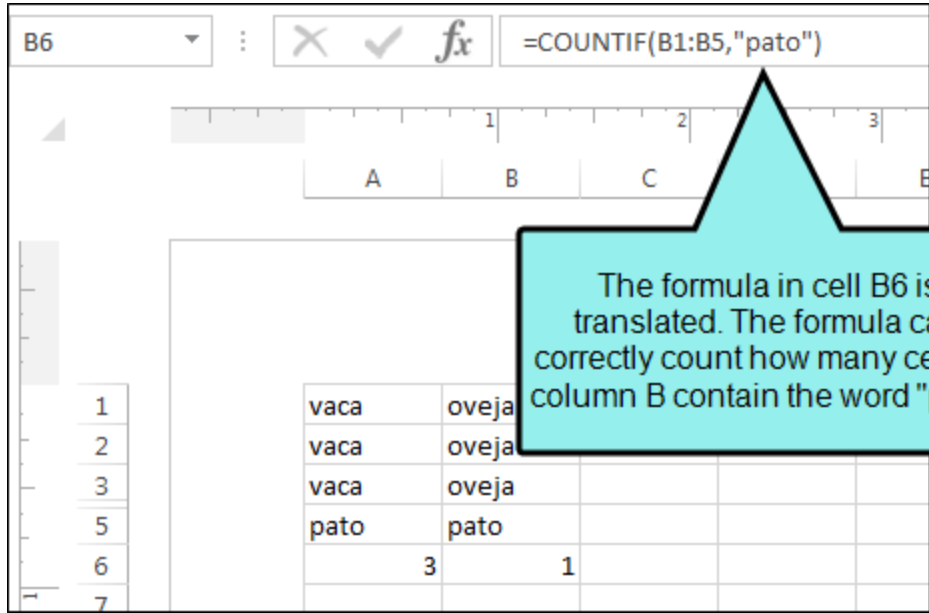
- **Import sheet labels** Select this option if you want to import the name of each worksheet (i.e., the tabs at the bottom of the Excel page) as its own segment.
- **Import header and footer** Select this option if you want to include the worksheet's headers and footers as translatable segments.
- **Import hidden rows and columns** Select this option if you want to include data in hidden rows and columns. If this option is not selected, data in hidden rows and columns will not be available for translation.
- **Include hidden worksheet** Select this option to include hidden worksheets when importing an Excel document. If this option is not selected, hidden worksheets will not be available for translation.
- **Include cells containing formulas** Select this option to import cells that contain formulas.

☆ **EXAMPLE**

The segment below includes a formula.

```
=COUNTIF(B1:B5,"duck")
```

Lingo imports the formula so you can translate relevant words (in this case, "duck"). This ensures that the formula will function correctly when the translation is exported back to Excel.



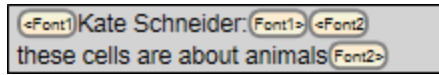
The formula in cell B6 is translated. The formula can correctly count how many cells in column B contain the word "pato."

📌 **NOTE** This option is not available if you are running a trial version of Lingo.

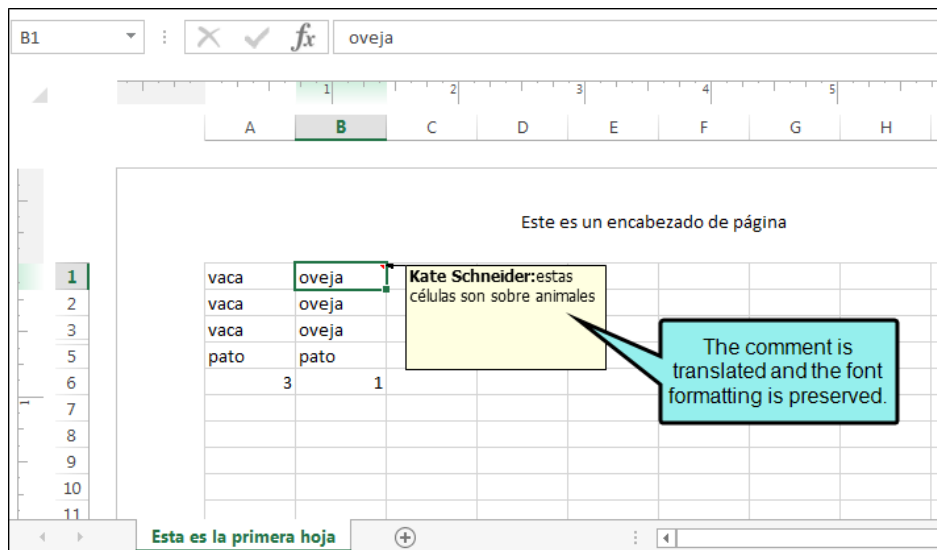
- **Include cell comments** Select this option to import any reviewer comments as a separate segment.

☆ EXAMPLE


The segment below includes a comment.





Lingo places formatting tags on either side of the phrase that was marked as a comment in the original Excel document, so the location of the original formatting is clearly visible in the Translation Editor. When translating the comment, you can drag the yellow tags onto the target segment and apply the formatting to the appropriate phrases. Later, when you export the document, the comment will appear in the finished project with the correct formatting.




7. Click **OK**.


 **NOTE** If you import a cell that contains multiple lines of content separated by a line break (ALT+ENTER), these line breaks are not segmented in Lingo.

How to Create a Filter for Text Files

1. Begin the process of creating a new Lingo project, and on the second page of the wizard, select the file(s) to be translated.
2. From the **Filter** drop-down, select **Create New**.
3. Enter a name for your filter and click **OK**. The File Filters dialog opens.
4. (Optional) You can do one of the following before saving your current filter:
 - **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.
 - **Export a Filter** Click **Export**. In the dialog that opens, select the location you want to export the current filter, then click **Save**.
 - **Select a Filter** From the **Filter** drop-down, select an existing filter.
 - **Create a New Filter** Click .
 - **Delete a Filter** Select a filter from the **Filter** drop-down, then click .

 **NOTE** If you delete a filter, it will be removed from all translation projects where it is currently in use.

5. In the **Segment/Note** field, enter a regular expression to identify the text you want to translate. By default, the first logical grouping is extracted as translatable text. If you enter a second grouping, it is extracted as a segment note.

 **IMPORTANT** Text filters created in Lingo 9.x or older used separate fields for segments and notes. In Lingo 10 or newer, these regular expressions are combined into a single field.

If you have a text filter that was created in Lingo 9.x or older, and you edit it in Lingo 10 or newer, the segment regular expression will be preserved. However, the notes regular expression is not preserved. You will need to manually update your text filter to include this logical grouping in the **Segment/Note** field.

6. (Optional) If your segments need to be translated so the first logical grouping is extracted as a segment note, and the second grouping is extracted as translatable text, select **Use first logical grouping as note**.
7. (Optional) If you want Lingo to interpret the regular expression as a single-line regular expression, select the **Single line regular expression box**. This changes the behavior of the period (.) language element so that it matches every character, instead of matching every character except for the newline character `\n`. By default, Lingo interprets regular expressions as multi-line regular expressions.

☆ **EXAMPLE**

You have a text file that looks like this:

```
[/Message ID  
"AppName"           = Application Name;  
"url"               = URL;  
"urlExample"        = https://example.com;  
"save"              = Save;  
"error"             = Error;  
"serverurlmessage" = Server URL cannot be blank. Please retry.;  
"ok"                = OK;
```

You want to include everything on the left side of the text file (between the quotation marks) as a note in your translatable file, and everything on the right side of the text file (after the equal sign) as the segment for translation.

☆ To accomplish this, you would create a filter using regular expressions that look like this:

The screenshot shows a dialog box for configuring a filter. At the top, there is a 'File type' dropdown set to 'Text Files', with 'Import...' and 'Export...' buttons. Below that is a 'Filter:' dropdown set to 'message_id', with '+' and '-' buttons. A note reads: 'Use regular expressions below to extract translatable segments and note text from a structured text file.' The 'Segment/Note:' field contains the regular expression: `"([^\s]+)[^=]*=\s"([^\s]+)"`. Two callout boxes point to parts of this expression: one points to the first group `([^\s]+)` and says 'The first logical grouping in this regular expression will be extracted as the segment's note.', and another points to the second group `"([^\s]+)"` and says 'The second logical grouping in the regular expression will be extracted as text into the translatable segment.' Below the field are two checkboxes: 'Use first logical grouping as note' (checked) and 'Single line regular expression' (unchecked). At the bottom, there is a warning: 'Warning: Changing filters already in use can cause corruption when exporting' and 'OK' and 'Cancel' buttons.

Because the notes are on the left side of the file, you are sure to select the **Use logical grouping as note** box.

☆ When you create the project, it will look like this:

The screenshot shows a project interface with a table of segments and a notes section below. The table has columns for 'Source Filter', 'Target Filter', 'Status', and 'Note'. The segments are numbered 1 through 8. Callouts explain that segments from the right side of the text file appear in the 'Source Filter' column, and every segment has a corresponding note in the 'Note' column. The notes section below the table has tabs for 'TM Suggestions' and 'Segment Notes', and fields for 'Source Note' and 'Target Note'. The 'Source Note' field contains the text 'AppName'.

	Source Filter:	Target Filter:	Status	Note
1	Application Name		0%	
2	URL		0%	
3	https://example.com		0%	
4	Save		0%	
5	Error		0%	
6	Server URL cannot be blank.		0%	
7	Please retry.		0%	
8	OK		0%	



TM Suggestions Segment Notes


Source Note: Target Note:


AppName

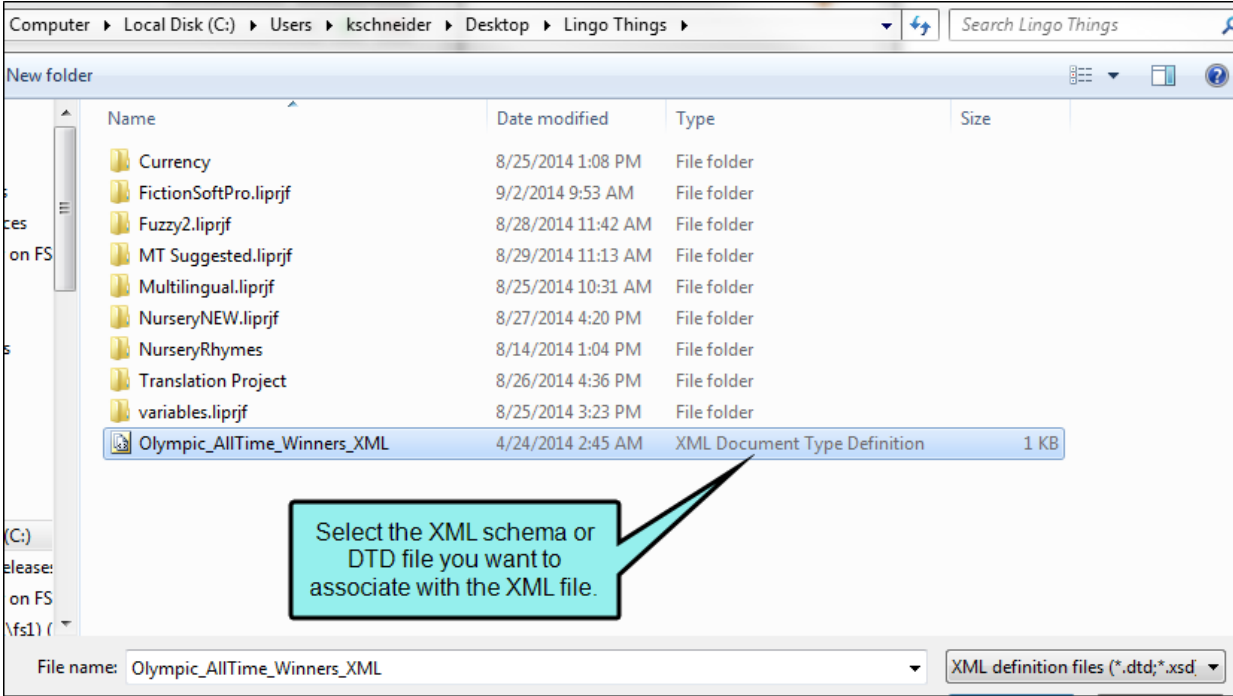
8. Click OK.

How to Create a Filter for XML Documents

1. Begin the process of creating a new Lingo project, and on the second page of the wizard, select the file(s) to be translated.
2. From the **Filter** drop-down, select **Create New**.
3. Enter a name for your filter and click **OK**. The File Filters dialog opens.
4. (Optional) You can do one of the following before saving your current filter:
 - **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.
 - **Export a Filter** Click **Export**. In the dialog that opens, select the location you want to export the current filter, then click **Save**.
 - **Select a Filter** From the **Filter** drop-down, select an existing filter.
 - **Create a New Filter** Click .
 - **Delete a Filter** Select a filter from the **Filter** drop-down, then click .

 **NOTE** If you delete a filter, it will be removed from all translation projects where it is currently in use.

5. (Optional) If you want to associate a DTD or XML schema with the XML file, click . In the dialog that opens, locate the schema or DTD file you want to use, then click **Open**.



- 6. In the **Candidate Tags** section, select the tags from XML file that you want to translate. If a tag can be translated, it will be checked in the **Translatable** column. If you do not want to translate a tag, remove the check mark from this column.

The screenshot shows a software interface with the following sections:

- File type:** XML Files (dropdown), Import... (button), Export... (button)
- Filter:** New2 (dropdown), + (button), - (button)
- DTD/Schema:** (text field), ... (button)
- Candidate Tags:**

Name	Translatable	Restriction
sport	<input checked="" type="checkbox"/>	
title	<input checked="" type="checkbox"/>	
Class	<input checked="" type="checkbox"/>	
Listing	<input checked="" type="checkbox"/>	

Add Tag (text field), + (button), - (button)
- Candidate Attributes:**

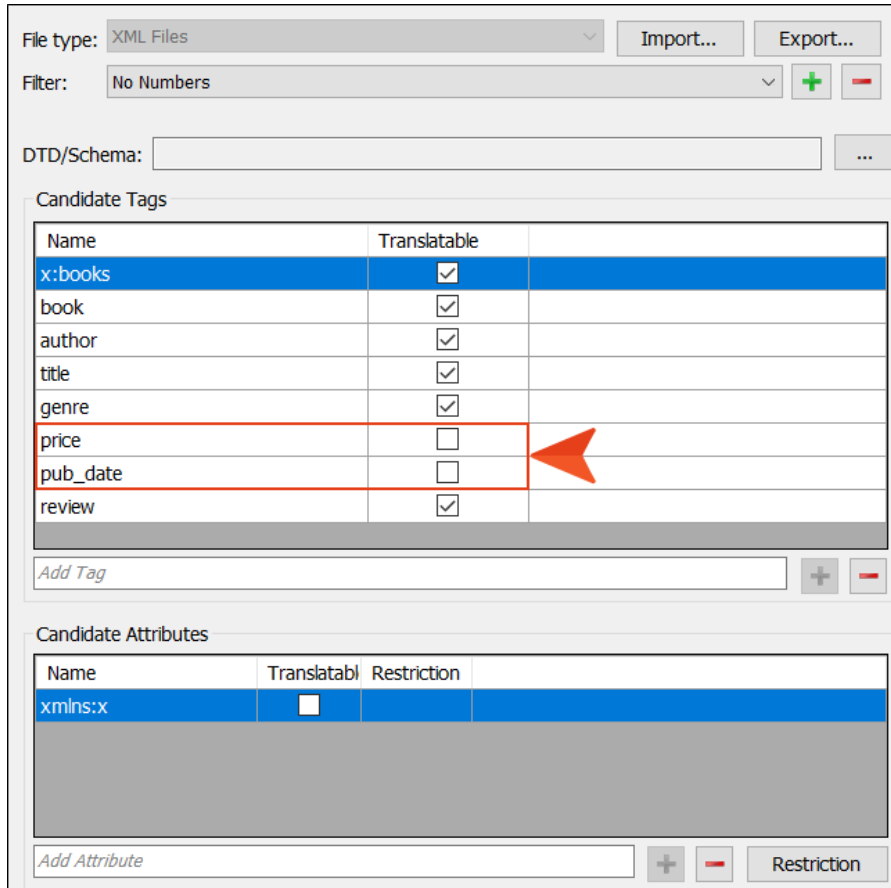
Name	Translatable	Restriction
Name	<input checked="" type="checkbox"/>	Import:MEN

Add Attribute (text field), + (button), - (button), Restriction (button)
- Buttons:** OK (button), Cancel (button)

The tags in this file are all translatable. If you do not want to translate one of the tags, remove the check from the Translatable check box.

☆ EXAMPLE

You might want to translate tags that are words, but tags that consist of all numbers might not be good candidates for translation. Suppose you have an XML file that includes tags named “price” and “pub_date,” which are used to display numbers only. So you create a new filter called “No Numbers” and you remove the check mark from the **Translatable** column for these tags.



The screenshot shows the XML tool interface. At the top, there are fields for 'File type: XML Files', 'Import...', and 'Export...'. Below that is a 'Filter:' dropdown set to 'No Numbers' with '+' and '-' buttons. A 'DTD/Schema:' field with a '...' button is also present. The main area is divided into two sections: 'Candidate Tags' and 'Candidate Attributes'.

Candidate Tags

Name	Translatable
x:books	<input checked="" type="checkbox"/>
book	<input checked="" type="checkbox"/>
author	<input checked="" type="checkbox"/>
title	<input checked="" type="checkbox"/>
genre	<input checked="" type="checkbox"/>
price	<input type="checkbox"/>
pub_date	<input type="checkbox"/>
review	<input checked="" type="checkbox"/>



Below the table is an 'Add Tag' field with '+' and '-' buttons. An orange arrow points to the 'price' and 'pub_date' rows, which are highlighted with a red border.

Candidate Attributes

Name	Translatable	Restriction
xmlns:x	<input type="checkbox"/>	

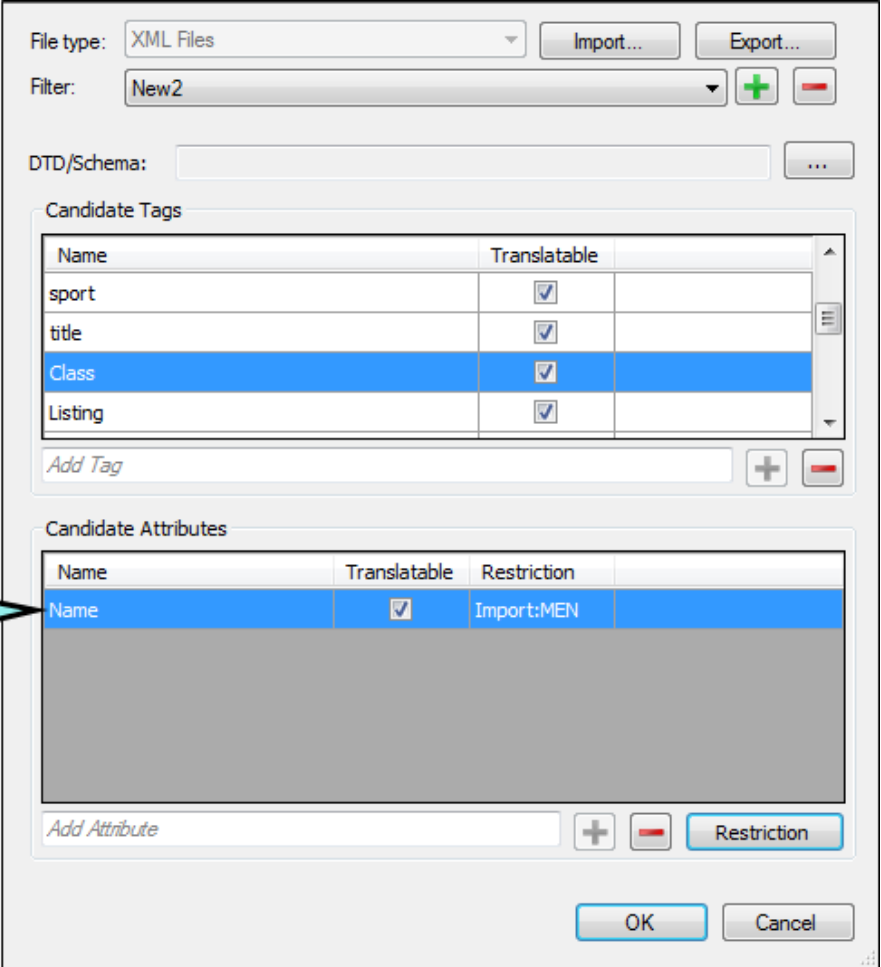
Below the table is an 'Add Attribute' field with '+' and '-' buttons, and a 'Restriction' button.

Therefore, those tags will not be included in the project.

7. In the **Add Tag** field, enter any additional tags you want to add to the XML file. These tags do not need to be in the XML file at this time, but if you know that they may be in the file in the future, you can add them here. Enter a name for the tag, then click  to add the tag. If you want to remove a tag, select it from the list, then click .

8. In the **Candidate Attributes** section, select the attributes from XML file that you want to translate.

NOTE If a tag does not have any attributes, nothing displays in this section. If you do not see any attributes in the Candidate Attributes section, try selecting a different tag.



The screenshot shows a software window with the following sections:

- File type:** XML Files (dropdown), Import... (button), Export... (button)
- Filter:** New2 (dropdown), + (button), - (button)
- DTD/Schema:** (text field), ... (button)
- Candidate Tags:**

Name	Translatable
sport	<input checked="" type="checkbox"/>
title	<input checked="" type="checkbox"/>
Class	<input checked="" type="checkbox"/>
Listing	<input checked="" type="checkbox"/>



Add Tag (+) (-)
- Candidate Attributes:**

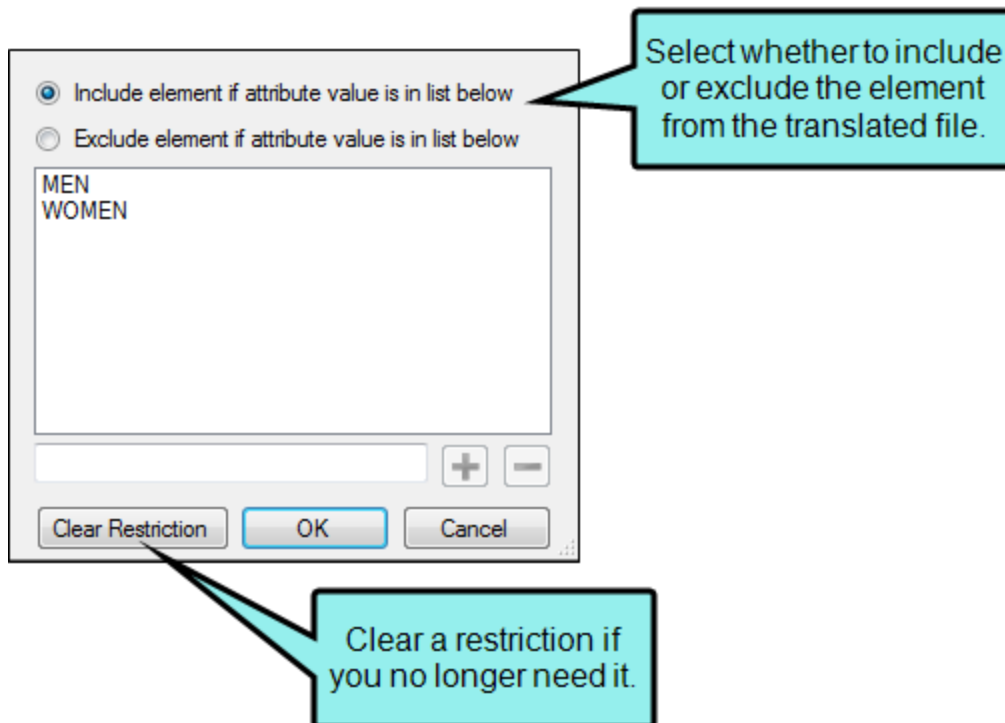
Name	Translatable	Restriction
Name	<input checked="" type="checkbox"/>	Import: MEN

Add Attribute (+) (-) Restriction
- Buttons:** OK, Cancel



A callout box points to the 'Name' attribute in the 'Candidate Attributes' table with the text: "The Name attribute is available for the Class tag."

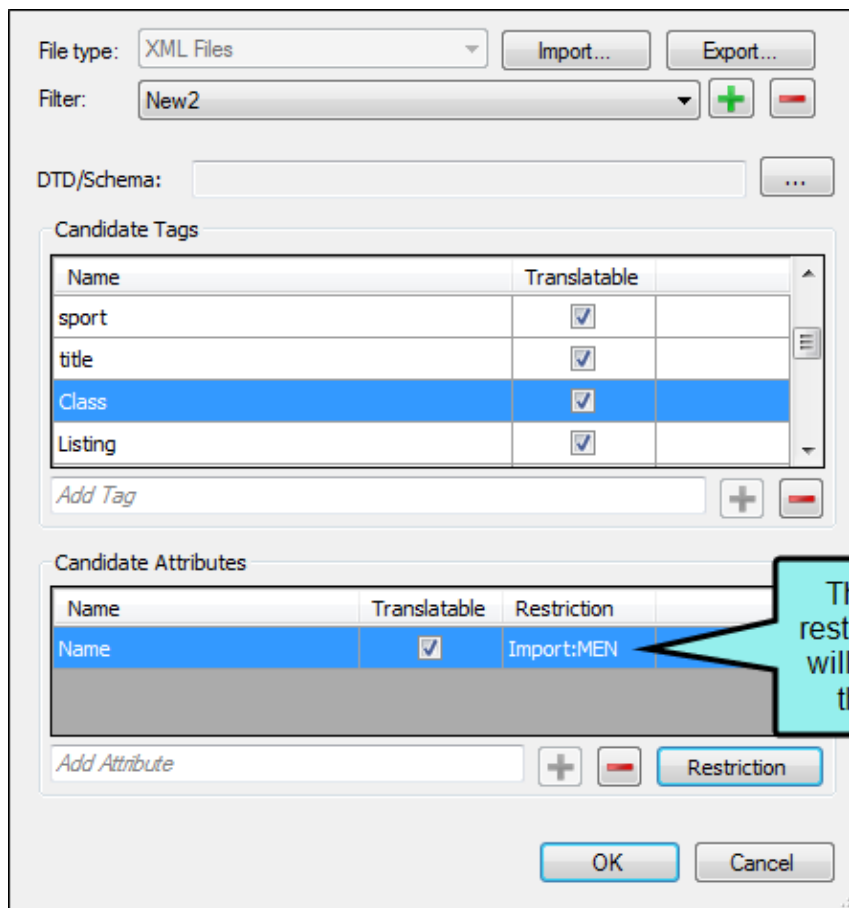
9. If you want to translate an attribute, select the check box in the **Translatable** column. If you do not want to translate an attribute, remove the check mark from this column.

10. In the **Add Attribute** field, enter any additional attributes you want to associate with a tag. These attributes do not need to be in the XML file at this time, but if you know that they may be in the file in the future, you can add them here. Enter the name for the attribute, then click  to add the attribute. If you want to remove an attribute, select it from the list, then click .
11. (Optional) When you are adding a filter to an XML file, you can place restrictions on the attributes in the file to tell Lingo when to include or exclude an element for translation. You can also remove restrictions if you no longer need them.



TO ADD A RESTRICTION TO AN XML ATTRIBUTE



- a. Click **Restriction**. The Attribute Restriction dialog opens.
- b. Select the restriction you want to apply. You can include or exclude the element if the attribute value is listed.
- c. In the **Add Attribute Value** field, enter any additional attribute values you want to add. These tags do not need to be in the XML file at this time, but if you know that they may be in the file in the future, you can add them here. Enter the name for the attribute value, then click  to add the value. If you want to remove a value, select it from the list, then click .
- d. Click **OK**. The restriction appears in the File Filters dialog.




TO REMOVE A RESTRICTION FROM AN XML ATTRIBUTE

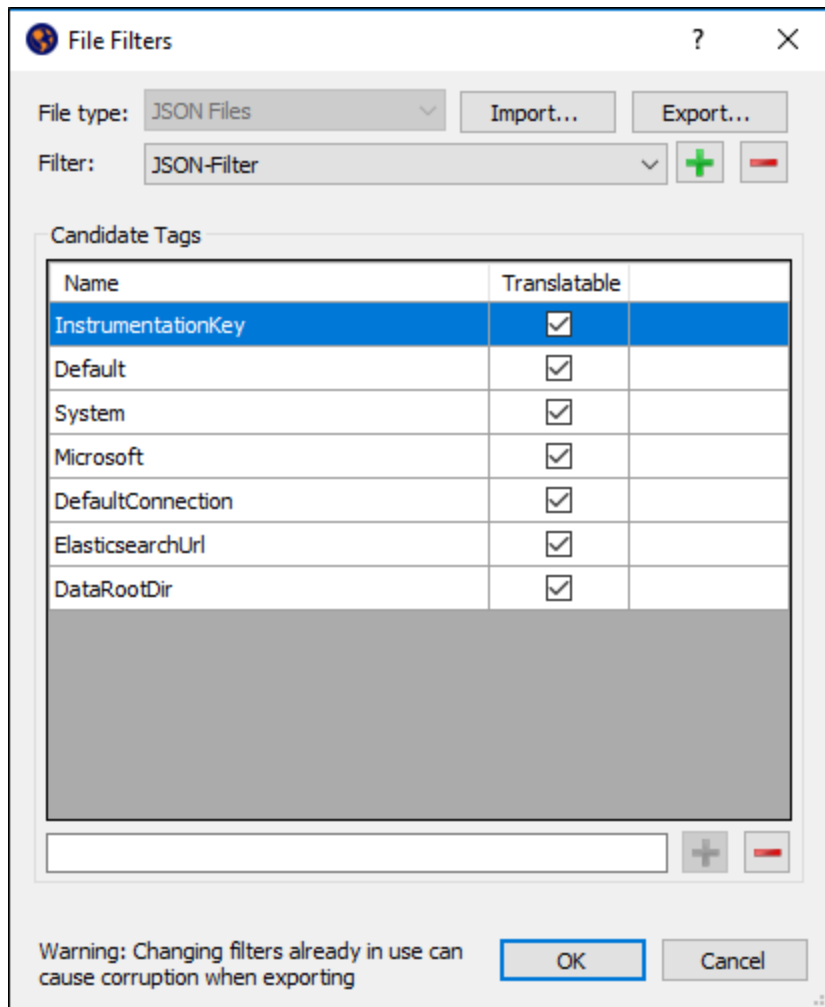
- a. In the **Candidate Attributes** area of the File Filters dialog, select the attribute with a restriction.
 - b. Click **Restriction**. The Attribute Restriction dialog opens.
 - c. Click **Clear Restriction**.
12. Click **OK**.



How to Create a Filter for JSON Files

1. Begin the process of creating a new Lingo project, and on the second page of the wizard, select the file(s) to be translated.
2. Click the **Filter** drop-down, and select **Create New**.
3. Enter a name for your filter and click **OK**. The File Filters dialog opens.
4. (Optional) You can do one of the following before saving your current filter:
 - **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.
 - **Export a Filter** Click **Export**. In the dialog that opens, select the location you want to export the current filter, then click **Save**.
 - **Select a Filter** From the **Filter** drop-down, select an existing filter.
 - **Create a New Filter** Click .
 - **Delete a Filter** Select a filter from the **Filter** drop-down, then click .

 **NOTE** If you delete a filter, it will be removed from all translation projects where it is currently in use.

5. Select the tags from the JSON file that you want to translate. If a tag can be translated, it will be checked in the **Translatable** column. If you do not want to translate a tag, remove the check mark from this column.






6. (Optional) Enter any additional tags you want to add to the JSON file, and click .
7. (Optional) Select any tags you want to remove, and click .
8. Click **OK**.

How to Create a Filter for Unrecognized File Types


If you add a file type that Lingo does not recognize, you will see a warning image next to the file filter drop-down. To resolve this, you can add a text file type filter to the file. This will treat the file type as a text file and allow you to translate the file.

If you do not add a file type filter to the file, it will be discarded when you create the Lingo project.

1. Begin the process of creating a new Lingo project, and on the second page of the wizard, select the file(s) to be translated.
2. From the **Filter** drop-down, select **Create New**.
3. Enter a name for your filter and click **OK**. The File Filters dialog opens.
4. (Optional) You can do one of the following before saving your current filter:
 - **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.
 - **Export a Filter** Click **Export**. In the dialog that opens, select the location you want to export the current filter, then click **Save**.
 - **Select a Filter** From the **Filter** drop-down, select an existing filter.
 - **Create a New Filter** Click .
 - **Delete a Filter** Select a filter from the **Filter** drop-down, then click .

 **NOTE** If you delete a filter, it will be removed from all translation projects where it is currently in use.

5. In the **Segment/Note** field, enter a regular expression to identify the text you want to translate. By default, the first logical grouping is extracted as translatable text. If you enter a second grouping, it is extracted as a segment note.

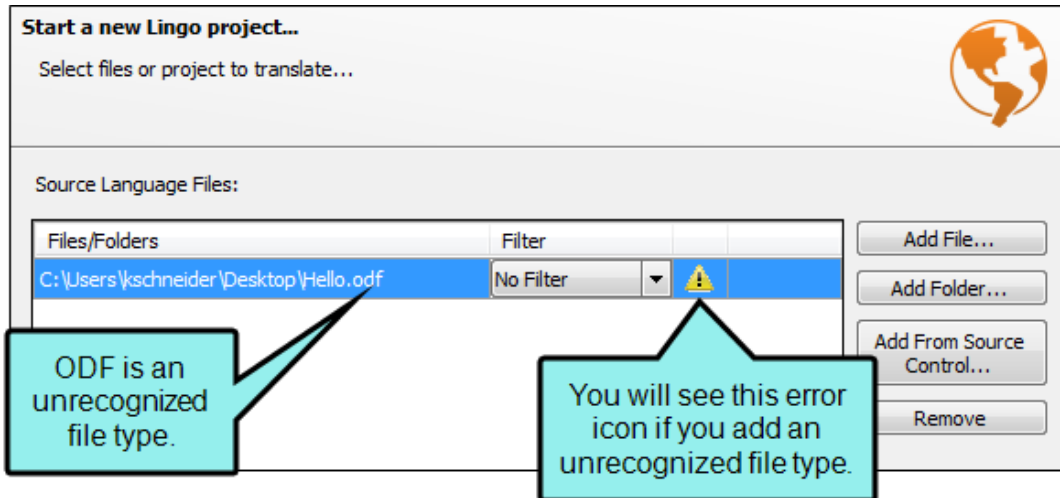
 **IMPORTANT** Text filters created in Lingo 9.x or older used separate fields for segments and notes. In Lingo 10 or newer, these regular expressions are combined into a single field.

If you have a text filter that was created in Lingo 9.x or older, and you edit it in Lingo 10 or newer, the segment regular expression will be preserved. However, the notes regular expression is not preserved. You will need to manually update your text filter to include this logical grouping in the **Segment/Note** field.

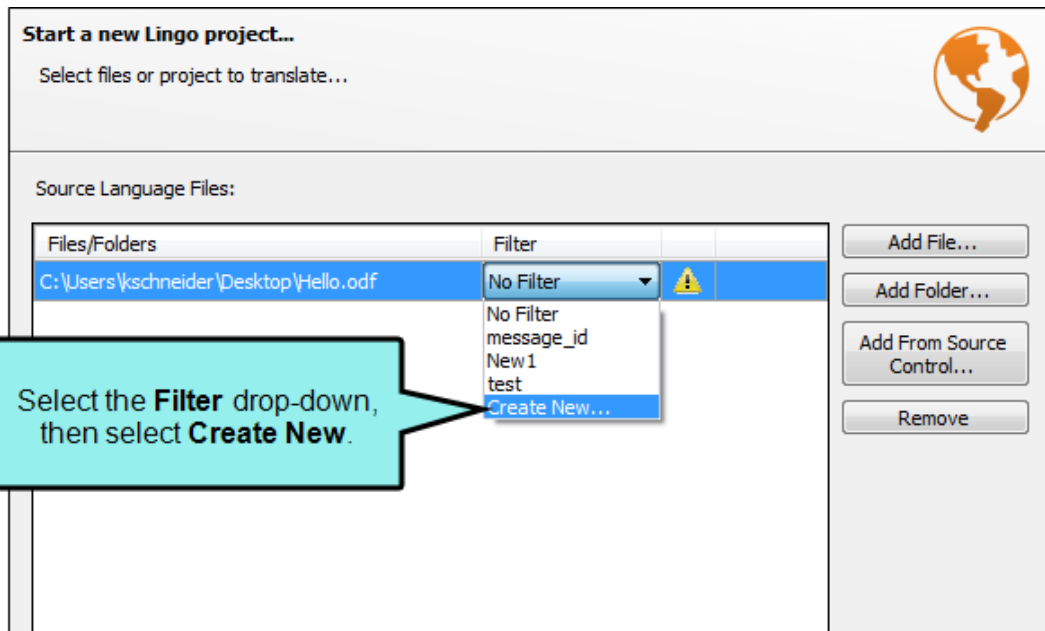
6. (Optional) If your segments need to be translated so the first logical grouping is extracted as a segment note, and the second grouping is extracted as translatable text, select **Use first logical grouping as note**.
7. (Optional) If you want Lingo to interpret the regular expression as a single-line regular expression, select the **Single line regular expression box**. This changes the behavior of the period (.) language element so that it matches every character, instead of matching every character except for the newline character *ln*. By default, Lingo interprets regular expressions as multi-line regular expressions.
8. Click **OK**.

☆ EXAMPLE

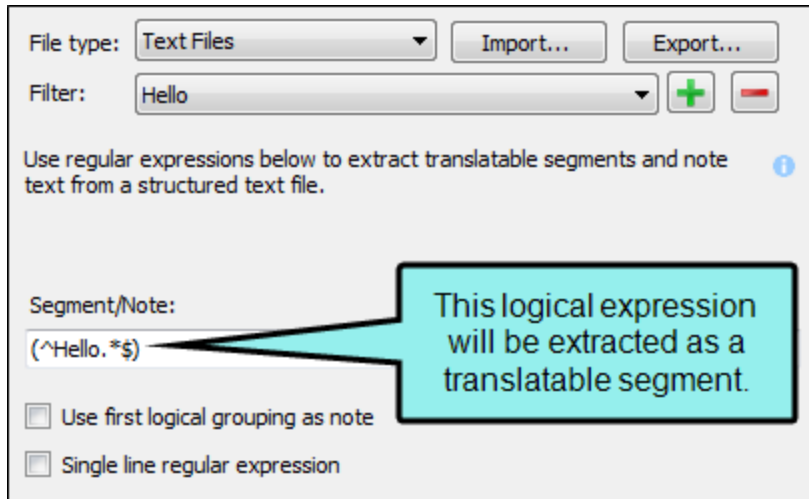
You need to translate an ODF file. However, Lingo does not recognize this file type. When you add the file to your project, you see a yellow warning icon.



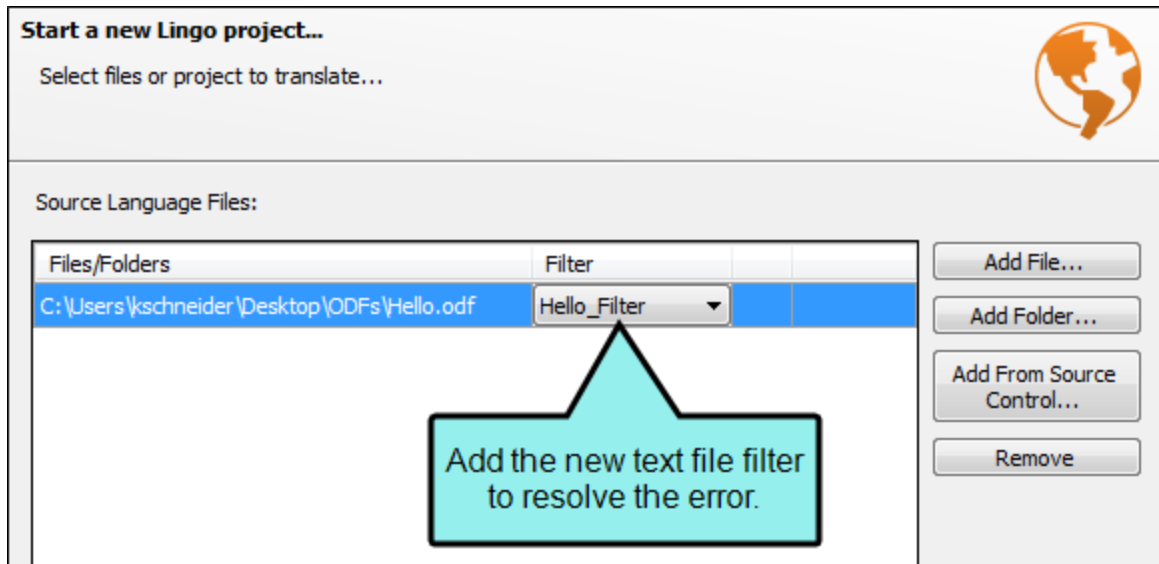
To resolve this error, select the **Filter** drop-down and select **Create New**.







- ☆ The File Filters dialog opens, and you can create a new text file filter using regular expressions.



When you select the new text file filter from the drop-down, the error is resolved.



☆ The file is imported for translation.

Source Filter:		Target Filter:				
	English (United States) - Arabic	Status	Note			
1	Hello world.	0%				

How to Edit and Update a File Filter

You can edit a file filter after you apply it to a project. When you update the project, the new filter settings will be applied.

1. Select **Tools > File Filters**. The File Filters dialog opens.
2. From the Filters drop-down, select the filter you want to edit.
3. Edit the filter as desired.
4. Click **OK**.
5. Select **File > Update Project**. This will reload your project and apply the updated filter.

⚠ **WARNING** Changing a filter that is already in use may cause corruption when exporting translations.

Creating Language Skins

When you create your Lingo project, you have the option to add a language skin to your project. This generates a language skin file (LanguageSkin.flng) containing several terms used in different Flare skins (e.g., "Table of Contents," "Glossary," "Home"). Translators can open the language skin file to translate these terms. This is especially useful if there are custom terms in the Flare skin and they need to be translated to match the custom interface.


When you export the project back to Flare, the language skin can be seen by opening the Project Organizer, then selecting the **Advanced** folder. Additional changes can be made to the language skin in Flare, if necessary. When the output is generated, the translations in the language skin replace Flare's default translations for interface elements.

How to Create a Language Skin

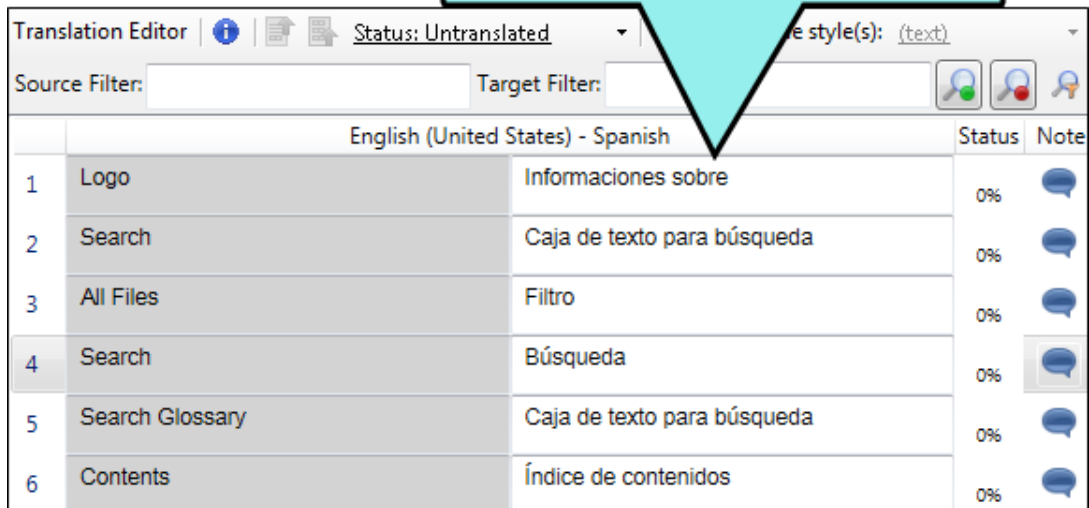
1. Select **File > New Project**. The Start New Project Wizard opens.
2. Proceed through the wizard until you get to the **Select Flare project settings** page (the location of this page in the wizard varies slightly depending on your project creation method).
3. At the bottom of the dialog, select the check box next to **Create language skin**.
4. Click **Next** (to continue the wizard) or **Finish**. A language skin project is added to your project.










NOTE You can only add language skins to a project if there are not language skins already in the source Flare project. If the source Flare project already includes one or more language skins, they will be added to the Lingo project and can be translated.

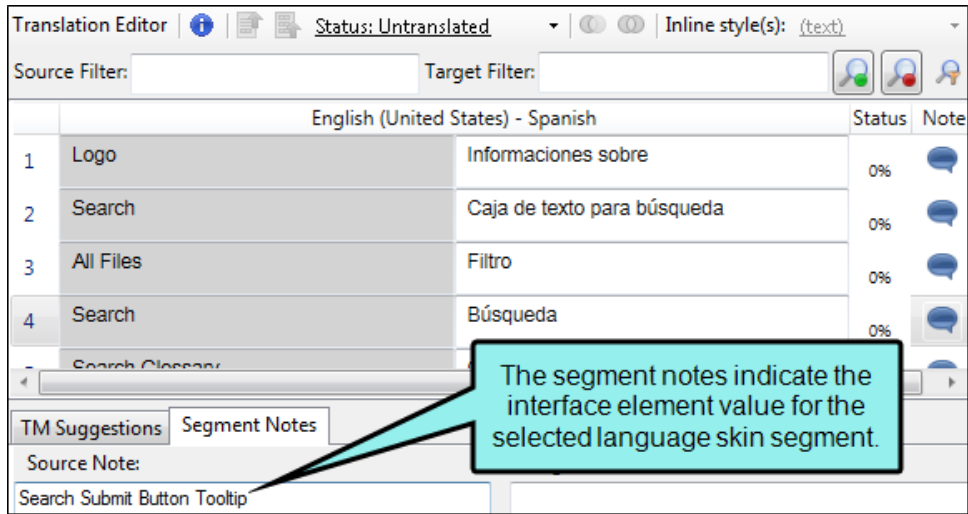
 **NOTE** If your project's target language has an available spell check dictionary, some translations will be pre-populated when you create your language skin. The available translations vary depending on the language you are using. Languages with an available spell check dictionary are displayed in bold when you select a language during project creation.


Language skins let you translate interface element values that appear in your skins. If you create a new language skin in Lingo, some of these values will be pre-populated if there is a spell-check dictionary for your project's target



	English (United States) - Spanish		Status	Note
1	Logo	Informaciones sobre	0%	
2	Search	Caja de texto para búsqueda	0%	
3	All Files	Filtro	0%	
4	Search	Búsqueda	0%	
5	Search Glossary	Caja de texto para búsqueda	0%	
6	Contents	Índice de contenidos	0%	

 **NOTE** When translating language skin segments, the interface element value is added to the segment as a segment note for your reference.



 **NOTE** For additional information about using language skins in Flare, please see the Flare online Help.

I Mapping Fonts

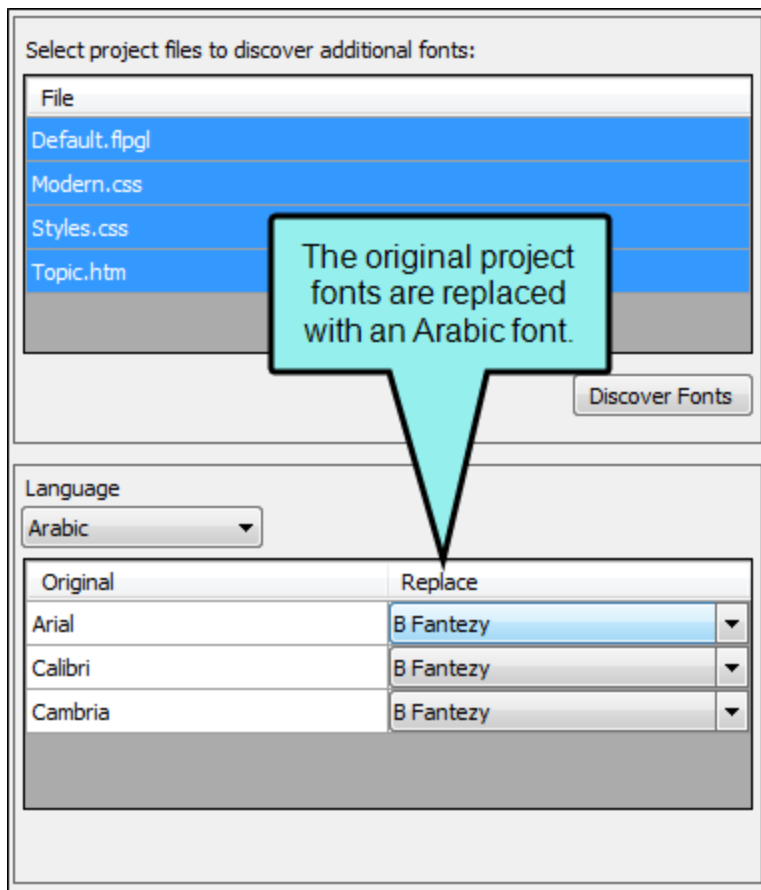
If you are translating a project into multiple languages, you may need to use different fonts for each language. For example, if you translate a document into French, Chinese, and Arabic, each language uses different character sets. Using fonts appropriate for the language's character set ensures that the characters display correctly when viewed in the output. You can use Lingo's font mapping feature to locate the fonts already used in the source Flare project and replace them with fonts that are supported by each target language. The mapped fonts will be used when the project is exported back to Flare.

You can create, edit, and delete font maps from the Manage Font Maps dialog.

☆ EXAMPLE

You are translating a Flare project that was originally written in English. You need to translate it into French and Arabic. You know that each of these documents will use different fonts in the final output, so you use Lingo to create a font map.


First you scan your project files for fonts. The files are currently using Arial, Calibri, and Cambria. This is fine for French, which does not need to display a special character set, and therefore does not need a special font. However, you need to use a different font for Arabic in order to support the language's character set. You switch the language to Arabic and map each of the fonts in your project to B Fantezy, which is an Arabic font.



- ☆ When the author exports the Arabic project back to Flare, the output uses B Fantezy and all of the characters are supported.




How to Create a Font Map


1. Select **Resources > Manage Font Mapping**.
The Manage Font Maps dialog opens.
2. Click . The Create New Font Map dialog opens.
3. In the field, enter a name for the font map.
4. Click **OK**.
5. In the Font Map Files dialog, click **OK** to close the dialog, or edit the new font map to assign font mappings.

How to Edit a Font Map


1. Select **Resources > Manage Font Mapping**.

The Manage Font Maps dialog opens.

2. Select the font map you want to edit.
3. Click . The Modifying Font Map dialog opens.
4. From the **Language** drop-down, select the target language for which you want to map fonts.

 **NOTE** You can only select target languages currently associated with the project.

5. In the **File** grid, select the files that you want to scan for fonts.

 **NOTE** Lingo scans the following file types for fonts:

- Page layouts (.flppl)
- Snippets (.flsnp)
- Stylesheets and table stylesheets (.css)
- Template pages (.flmsp)
- Topics (.htm)

6. Click **Discover Fonts**. Lingo scans the file(s) you selected. Located fonts appear in the Original column of the grid at the bottom of the dialog.
7. From the **Replace** drop-downs next to each Original font, do one of the following:
 - **Choose a New Font** Select a **named font** if you want to use a different font for the selected target language.
 - **Keep the Original Font** Select **(none)** if you want to keep the original font.
8. (Optional) Repeat steps 4-7 for each additional target language.
9. Click **OK**.

10. (Optional) If you want to use this font map in your project, select the check box in the **In Use** column. You can use one font map per project.
11. Click **OK**.

How to Delete a Font Map


1. Select **Resources > Manage Font Mapping**.

The Manage Font Maps dialog opens.

2. Select the font map you want to delete.

3. Click .

4. When asked if you are sure you want to delete the font map, click **OK**.

 **WARNING** Deleting a font map is permanent. Deleted font maps are removed from all Lingo projects.

5. In the Font Map Files dialog, click **OK**.

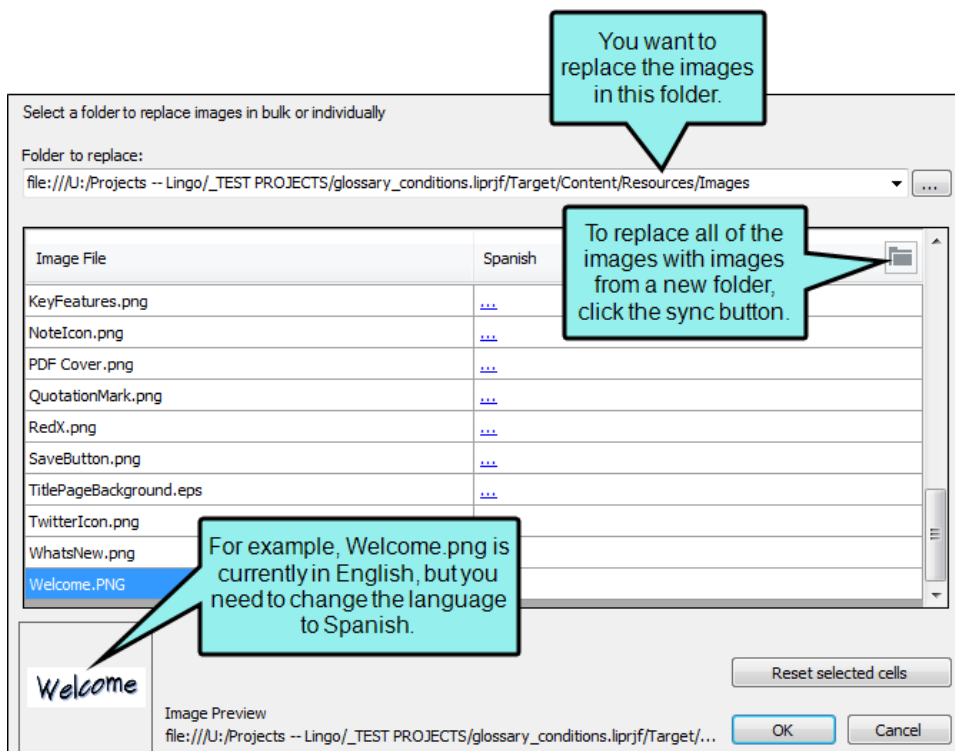
Batch Replacing Images

You can replace an image in Lingo instead of deleting and adding the image manually. You can also create a batch that lets you replace many images at the same time, without needing to retranslate their callouts.


If you are working in a multilingual project, you can replace the original images with different images for each language in your project. This is very useful if you need to localize images for different languages or countries.

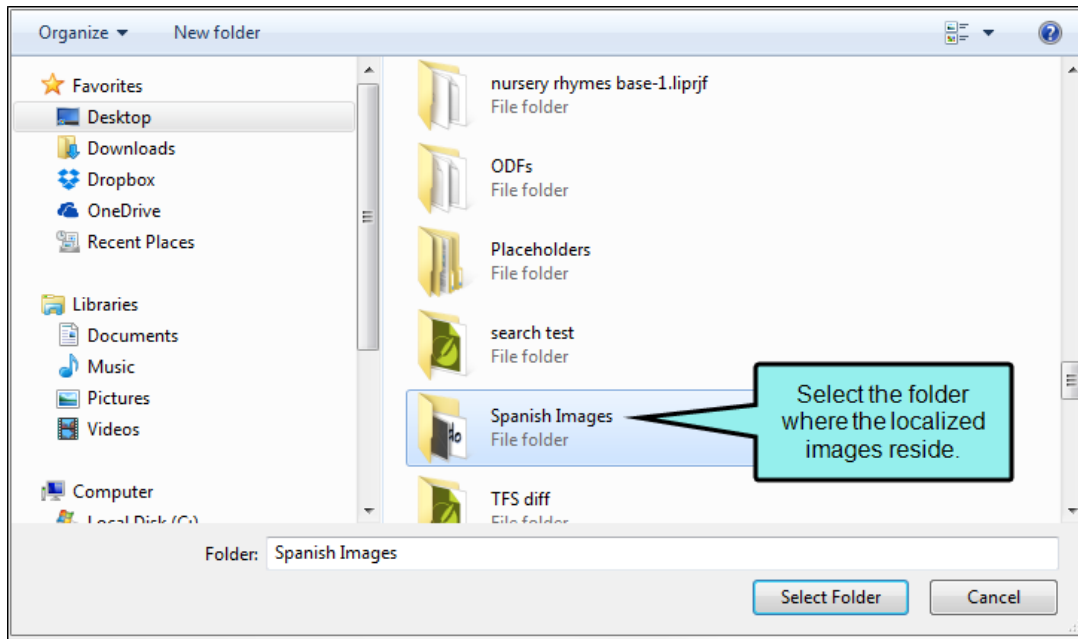
☆ EXAMPLE

You are translating documentation for a company whose products are used in both English- and Spanish-speaking countries. You need to localize the images in the documentation so the text on the images is appropriate for the language used in the documentation. To do this, you can use the Batch Image Replace dialog to sync the images from the English source project with the localized Spanish images.

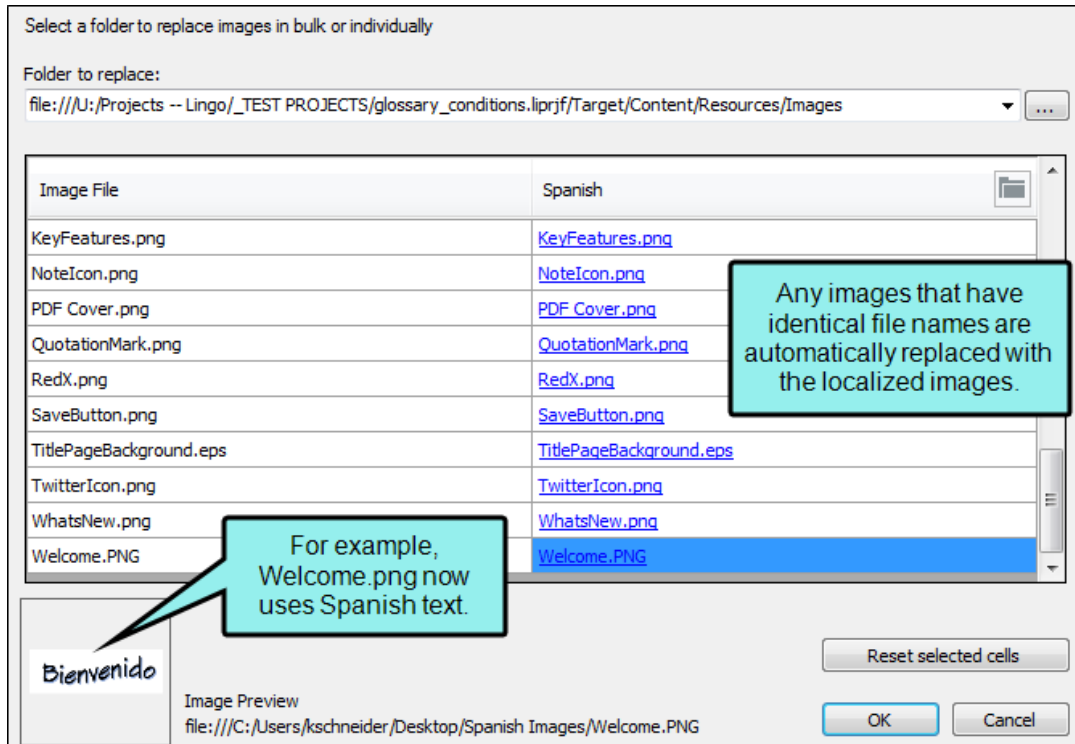





To do this, you create a folder with the localized Spanish images. After you click the  button in the Batch Replace Images dialog, you select the Spanish Images folder.




- ☆ Any images that have identical file names to those in the original Images folder are automatically replaced with your localized Spanish images.




How to Replace Images

1. (Optional) In the File List, select the image file(s) you want to replace.
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select Home > Batch Replace Images.**
 - **Local Toolbar** In the local toolbar of the File List, click .


The Batch Replace Images dialog opens. If you selected image files, they appear on the left side of the grid. If you did not select any files from the File List, the grid is blank. Otherwise, the grid will show the files you selected in the File List.


3. (Optional) If you are working in a multilingual project, select a language from the drop-down on the right side of the grid. The current target language is selected by default.
4. (Optional) If you want to replace images in a batch, next to the **Folder to Replace** field, click . In the dialog that opens, find and select the folder containing the images that you want to replace. Click **Select Folder**.

 **NOTE** You can only select folders within your Lingo project.

5. Replace the original images with new images. You can sync the original images to images in a replacement folder, or you can replace individual images.


TO SYNC THE ORIGINAL IMAGES TO A REPLACEMENT FOLDER

- a. On the right side of the grid, click the **Sync** button  next to the current language.
- b. In the dialog that opens, find and select the folder containing the images you want to sync for the current language. Click **Select Folder**.
- c. If the images in the replacement folder have the same names as the images in the original folder, the replacement images will automatically be linked to the original images. A confirmation dialog appears notifying you how many replacement links were set. Click **OK**. In the Batch Replace Images dialog, the replacement images appear on the right side of the grid.


 **NOTE** If Lingo cannot find a replacement image that matches the original image's exact name or file type extension, no replacement will be selected. If this occurs, you can replace these images individually.

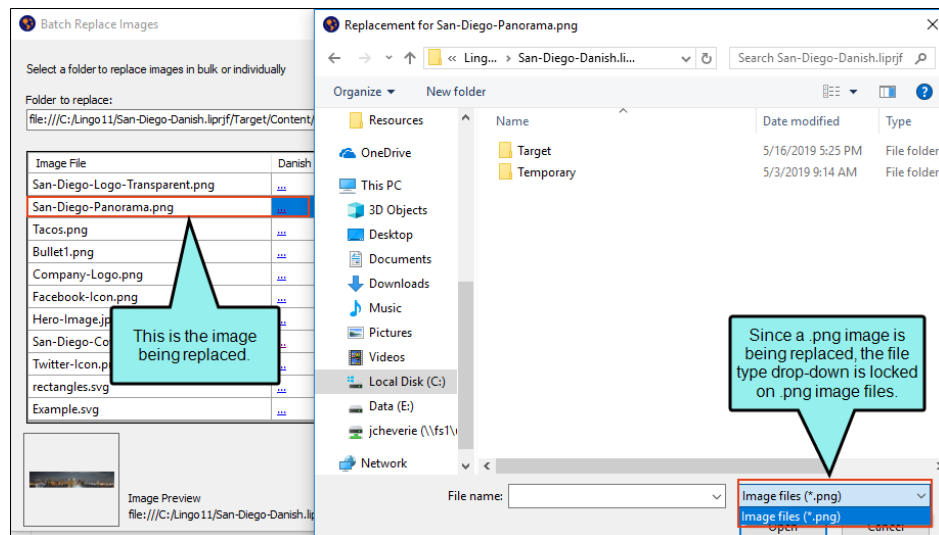
TO REPLACE INDIVIDUAL IMAGES

- a. On the right side of the grid, click the link next to the image file you want to replace. If you have not added a replacement image yet, the link will look like an ellipsis; if you have already added a replacement image, the link will display the image's file name.

 **NOTE** If you previously localized an image and then reopened the Batch Image Replacement dialog (or changed languages using the drop-down language menu), the replacement link next to the original image will say "localized." This alerts you that you have already replaced that image with a new image. However, you can still click the link and replace the image with a new image.

- b. In the dialog that opens, find and select the replacement image you want to use. Click **Open**. In the Batch Replace Images dialog, the replacement image appears on the right side of the grid.


 **NOTE** When you replace individual images, you can only select the same type of image being replaced.




- c. Continue replacing images as needed.


- (Optional) To preview an original or replacement image, select it in the grid. A preview of the image and its file path appear in the lower-left corner of the dialog.
- (Optional) If you want to undo a localization, you can reset the link. To do this, select the cell (s) you want to reset, then click **Reset selected cells**.


 **TIP** Hold down **SHIFT** or **CTRL** to select multiple cells.


 **WARNING** Resetting cells is permanent. As a best practice, you should only click **Reset selected cells** if you have made a serious error and cannot correct it manually.

- (Optional) Repeat steps 4-7 for the other languages in your project.
- Click **OK**.

 **NOTE** If there are not any images in your project, batch image replacement is disabled.

 **NOTE** Callouts from the original image are transferred to the replacement image and can be translated in Lingo. However, if your replacement image *also* contains callouts, these callouts will be flattened during the replacement process, and will no longer be editable. As a best practice, choose replacement images that do not include callouts.

 **NOTE** When performing a batch replacement, you can replace images in subfolders. To sync correctly, the subfolders must have the same names in the original folder and the replacement folder. Folders with different names will not sync.

 **NOTE** If you have localized images and you update your Lingo project, a confirmation dialog will ask you if you want to replace the localized images with the images from the source project.




NOTE If you are translating a MadCap Mimic movie, you can replace frame background images. However, image objects are not replaceable.

I Replacing Skin Images

If you are translating a Flare project that has a skin with an image, you can replace the image in Lingo. You can replace logos in HTML5 skins, and you can replace the About box in Mobile and WebHelp skins.


How to Replace the Skin Image

1. From the File List window pane, open the skin for which you need to replace an image.
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select the **Resources** ribbon. In the **Skin Resources** section, select **Replace Skin Images**.
 - **Local Toolbar** In the local toolbar of the Translation Editor, click .

The Replace Skin Images dialog opens.

3. From the **Select skin file** drop-down, select the skin file in which you want to replace the logo. The image in the skin file appears.
4. Click **Browse** beneath the logo.

In the dialog that opens, select a new image file.
5. Click **Open**. The new image appears in the preview area.
6. (Optional) If you want to replace logos in a different skin, select a new skin from the **Select skin file** drop-down.
7. Click **OK**.

 **NOTE** If you need to localize the images in your skins, you can select a different target language for the project from the Project Properties dialog (**File > Project Properties**), then open the skin file(s) for that language.

 **NOTE** You can replace skin images with .gif, .jpeg, .jpg, and .png image types.

Using Segmentation Rules

Sometimes you may have segments in the Translation Editor that you need to join together or split apart. You can do this in a couple of ways in Lingo—automatically by using segmentation rules or manually by using the split and join features.

If you want to control segment breaks automatically, you can create segmentation rules. Lingo follows the format specified by Segmentation Rules eXchange (SRX). Therefore, after you create segmentation rules, you can export them to an SRX file. You can also import SRX files that have been generated in Lingo.

Regular Expressions

Lingo's segmentation rules are based on regular expressions. Therefore, you can use regular expressions in the Segmentation Rules dialog when creating segmentation rules. However, this is purely optional; it is not required that you enter regular expressions in your segmentation rules.

<code>[a-z]</code>	Matches any lowercase letter
<code>[A-Z]</code>	Matches any uppercase letter
<code>\d</code>	Matches any decimal digit
<code>\D</code>	Matches any non-digit
<code>\s</code>	Matches any white-space character
<code>{...}</code>	Explicit quantifier For example, <code>a{3}</code> finds "aaa"
<code> </code>	Alternation For example, <code>gray grey</code> finds "gray" or "grey"
<code>(...)</code>	Logical grouping


? 0 or 1 of previous expression; forces minimal matching when expression might match several strings within a search string

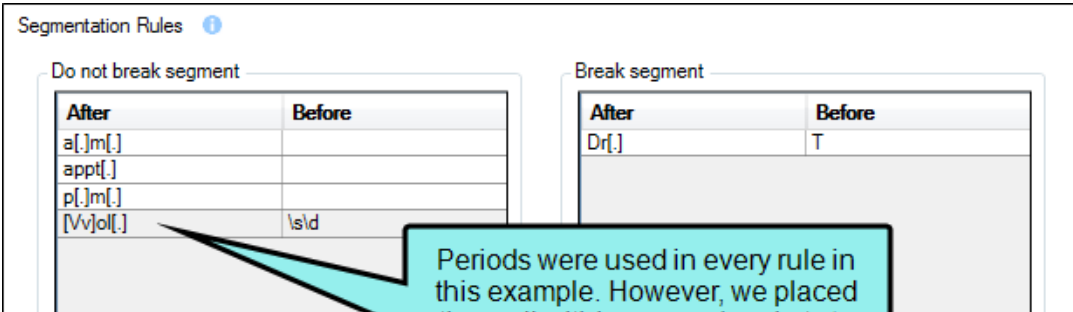
For example, `reg(ular expressions?|ex(p|es?))` finds "regular expression," "regular expressions," "regex," "regexp," or "regexes"

For more examples and information about regular expressions, see the following:

<http://www.regular-expressions.info/>


<http://regexlib.com/CheatSheet.aspx>


 **NOTE** When using regular expressions in segmentation rules, keep in mind that a period in a rule (e.g., "break after St."; "do not break after St. and before Augustine") may cause unexpected results. This might occur because in regular expressions a period is used to match any character. You can avoid this by always placing a period within square brackets (e.g., "break after St[.]"; "do not break after St[.] and before Augustine") to ensure only the specific character for the period is used.



Segmentation Rules ⓘ	
Do not break segment	
After	Before
a[.]m[.]	
app[.]	
p[.]m[.]	
[Vv]o[.]l[.]	\s\d
Break segment	
After	Before
Dr[.]	T

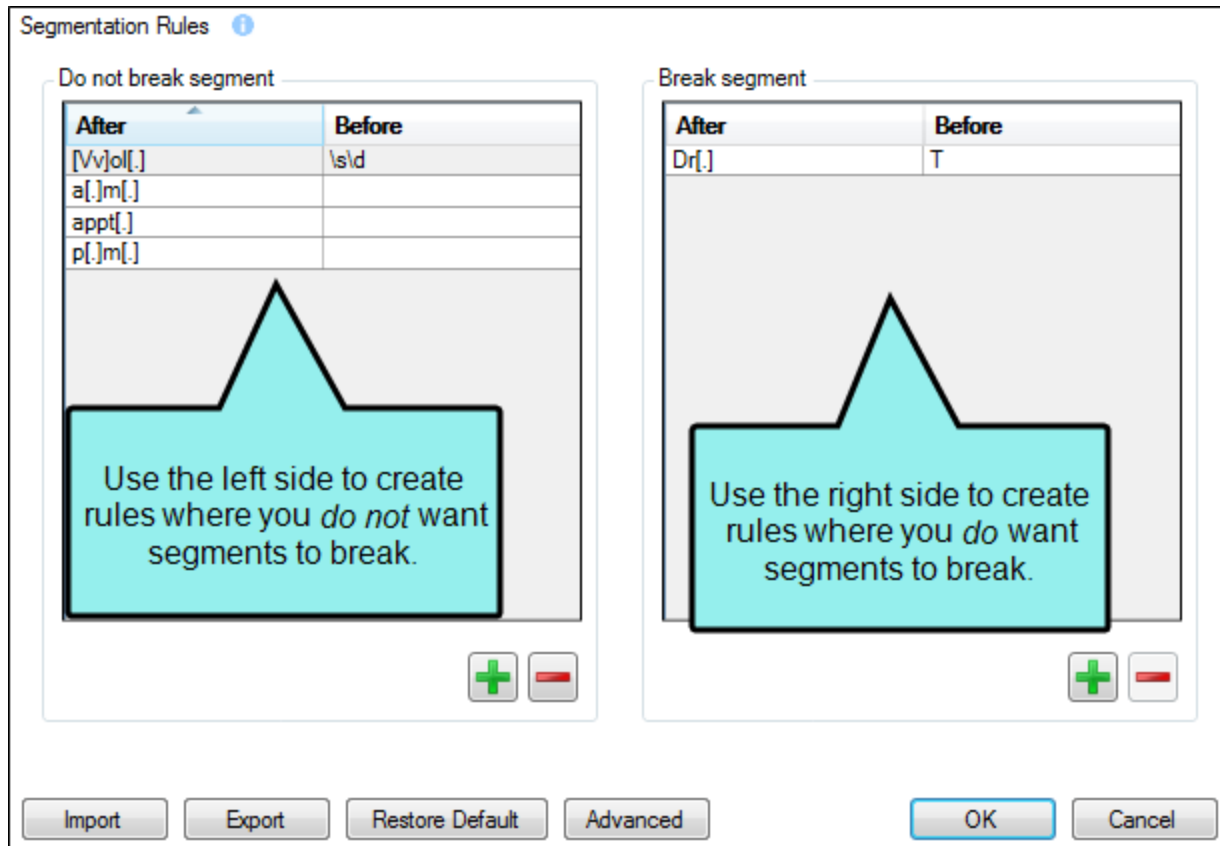
Periods were used in every rule in this example. However, we placed them all within square brackets to ensure accurate results.

 **NOTE** The following MadCap Flare project files are only segmented based on their units from Flare and not based on regular segmentation rules (periods and other punctuation rules): .liindexmap, .liconceptmap, .flaix, and .flixl files. Therefore, rules from the Segmentation Editor are not applied to these files.

 **NOTE** Lingo only supports .NET regular expressions.

Creating Basic Segmentation Rules

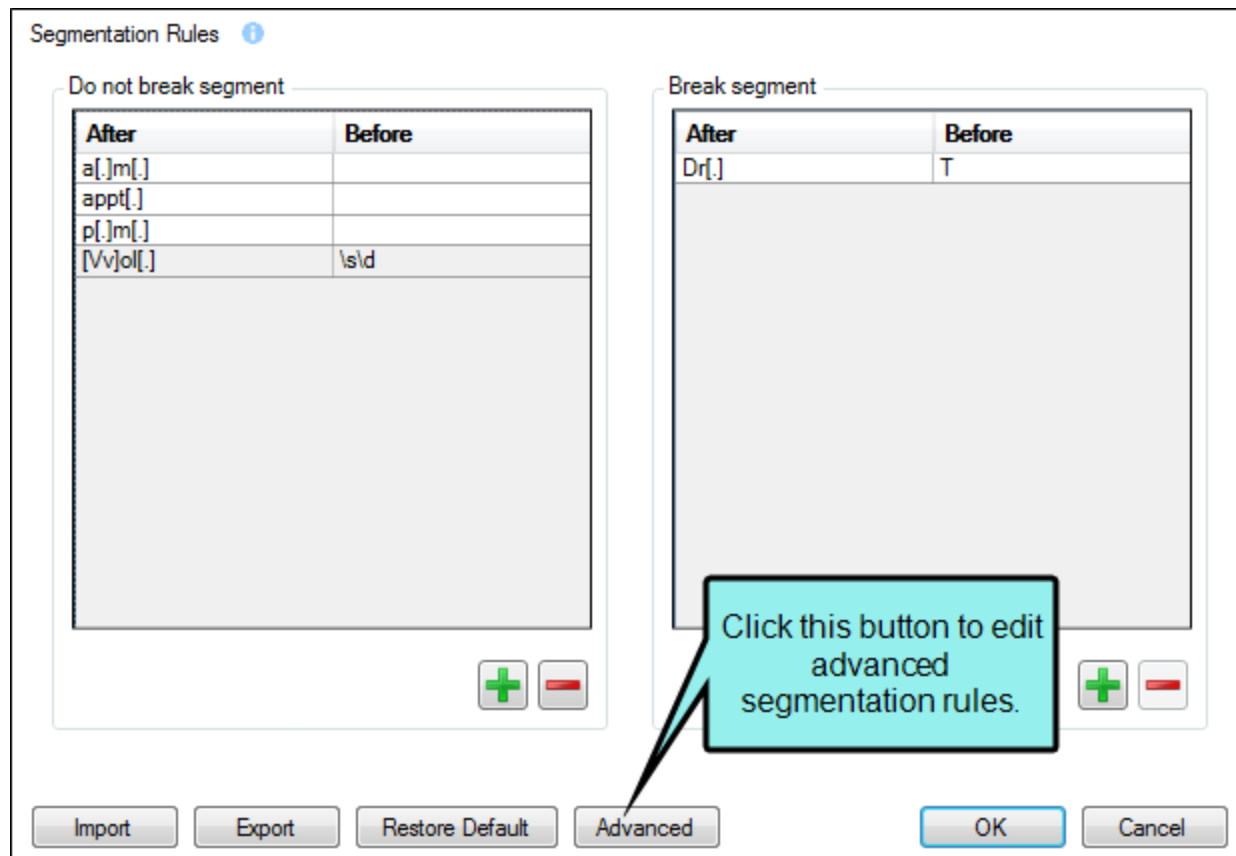
To create basic segmentation rules, start by selecting the **Tools** ribbon and clicking **Segmentation Rules**. In the Segmentation Rules dialog, there are two sections where you can add terms. The section on the left lets you tell Lingo the cases where you *do not* want segments to break. The section on the right lets you tell Lingo the cases where you *do* want segments to break.




Segmentation rules can be especially useful for abbreviations and other terms that may contain periods (or other punctuation) that Lingo usually recognizes as the end of a sentence.

Creating Advanced Segmentation Rules

You can also create advanced segmentation rules. Advanced segmentation rules allow you to override or edit Lingo's default segmentation rules and to set segmentation rules for specific languages.

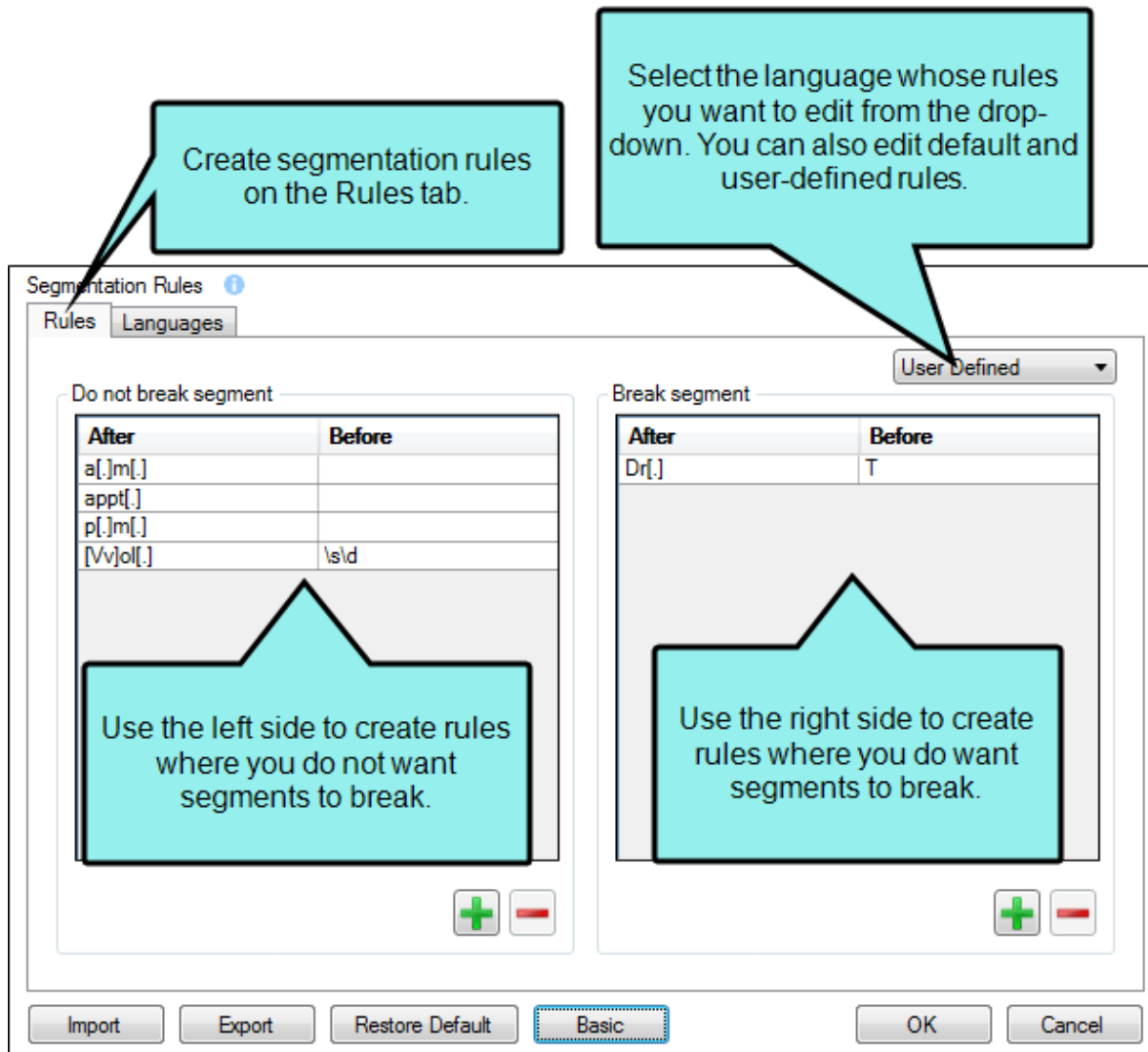


To create advanced segmentation rules, start by selecting the **Tools** ribbon and clicking **Segmentation Rules**, then click **Advanced**. Two new tabs appear in the editor: Rules and Languages.

 **NOTE** Advanced segmentation rules influence the handling of source language segments, not target language segments.

Rules Tab

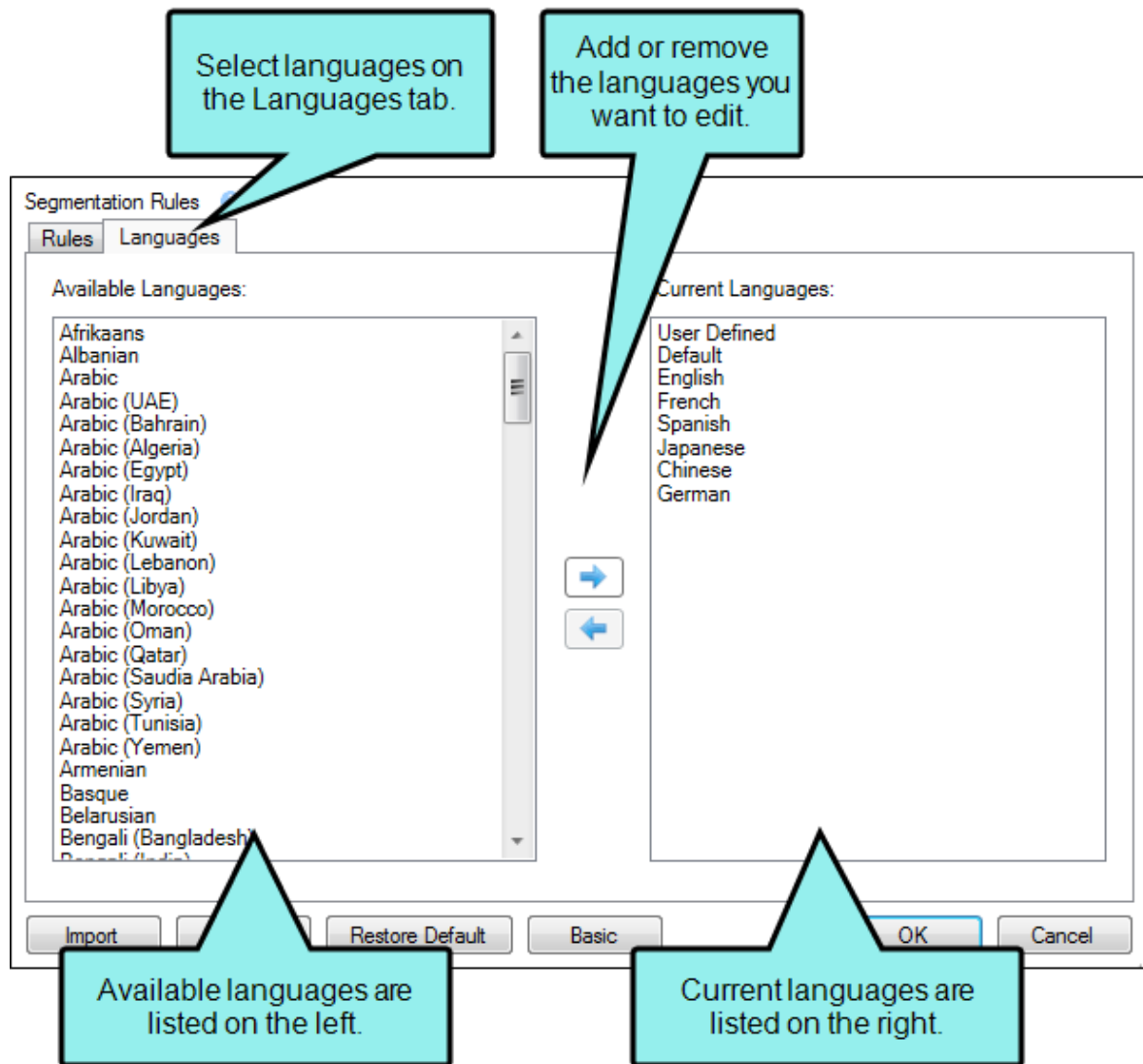
This tab lets you add, edit, or remove segmentation rules using regular expressions.



- Select a language from the drop-down list. Use the **Languages** tab to set the languages that appear in this list. After you select a language, you can add, edit, or remove rules associated with that language.
- You can also edit user-defined rules and default rules.

Languages Tab

This tab lets you select the languages for which you need to create segmentation rules.

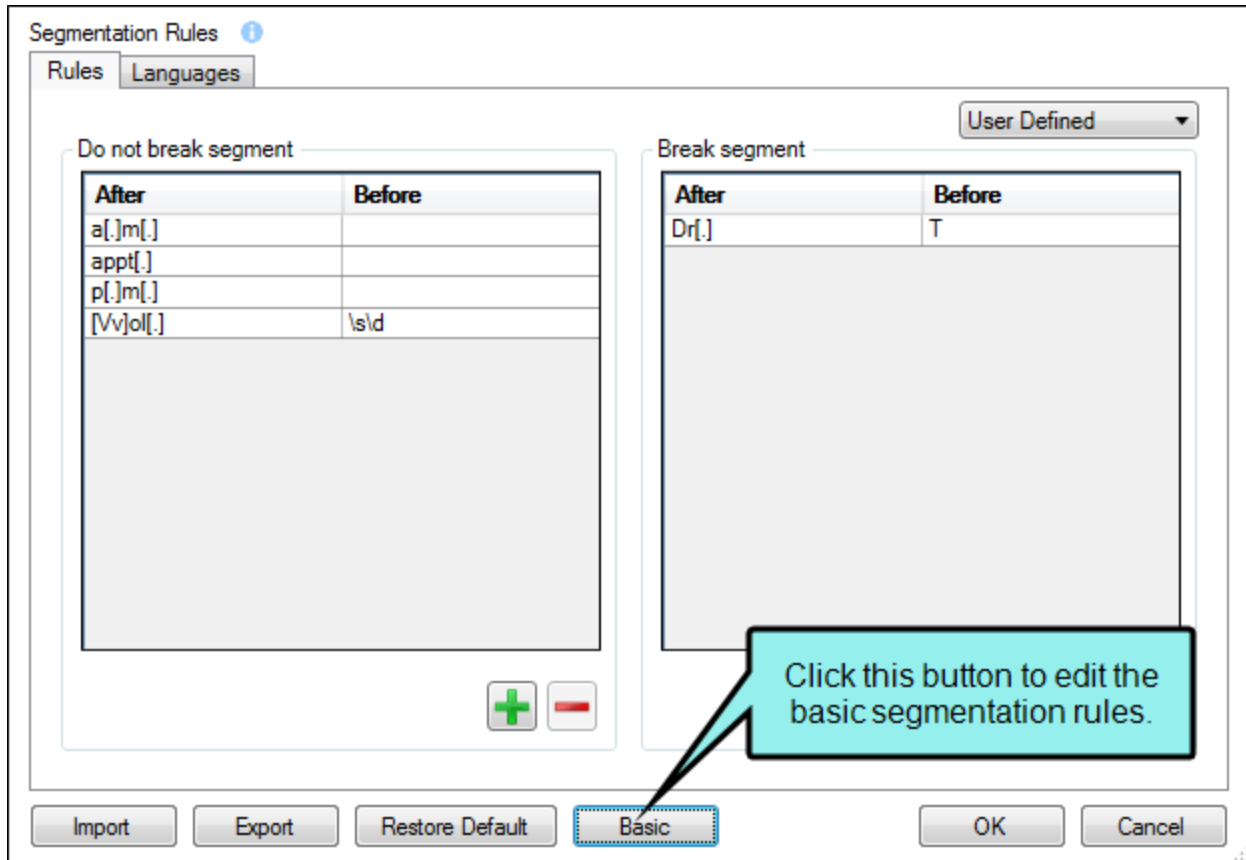



- To add a language, select it in the **Available Languages** list. Click  to add it to the Current Languages list.

- To remove a language, select it in the **Current Languages** list. Click  to remove it from the Current Languages list.

Languages in the Current Languages list appear in a drop-down on the Rules tab.

If you want to return to the basic editor, click **Basic**.

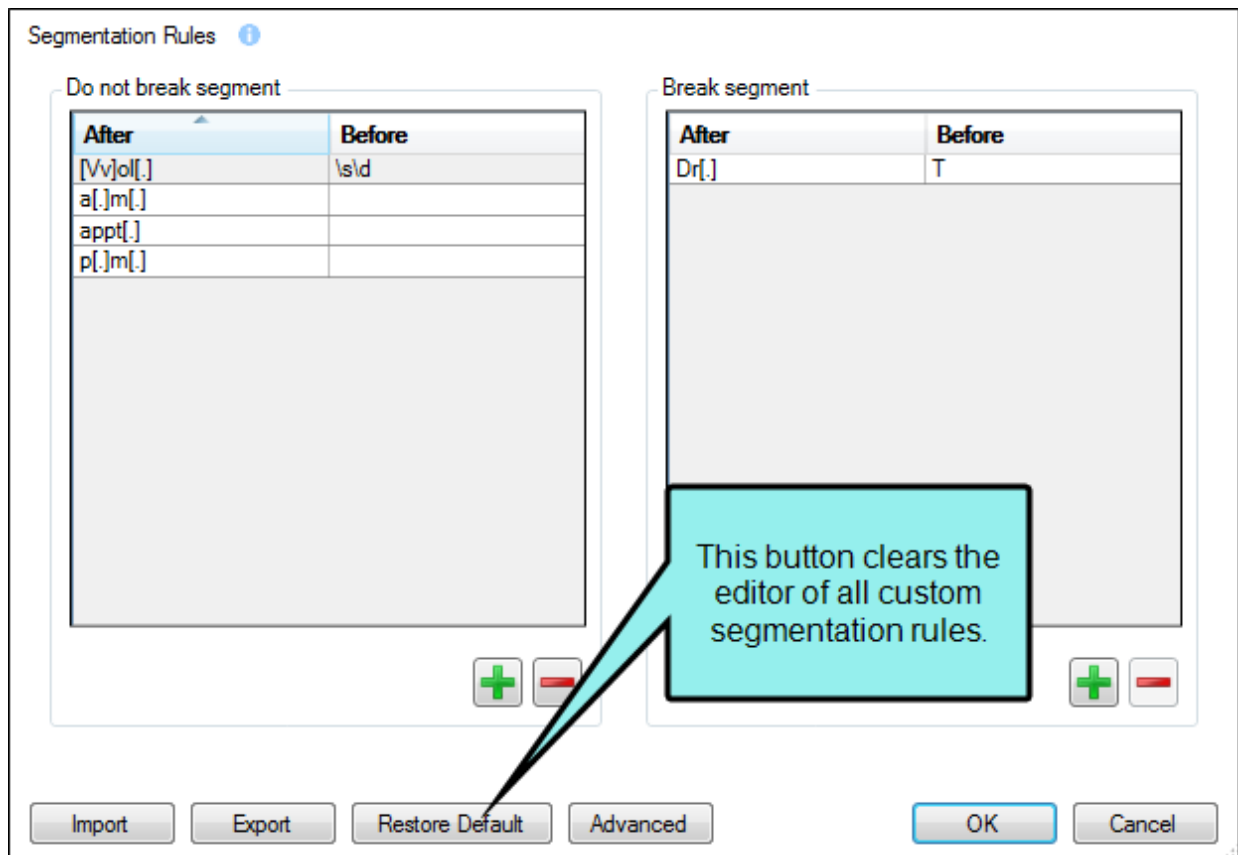


 **NOTE** If you return to the basic editor, the rules you created in the advanced editor remain active but are hidden. If you create new rules in the basic editor, they are added to the user-defined rule set the next time you open the advanced editor.

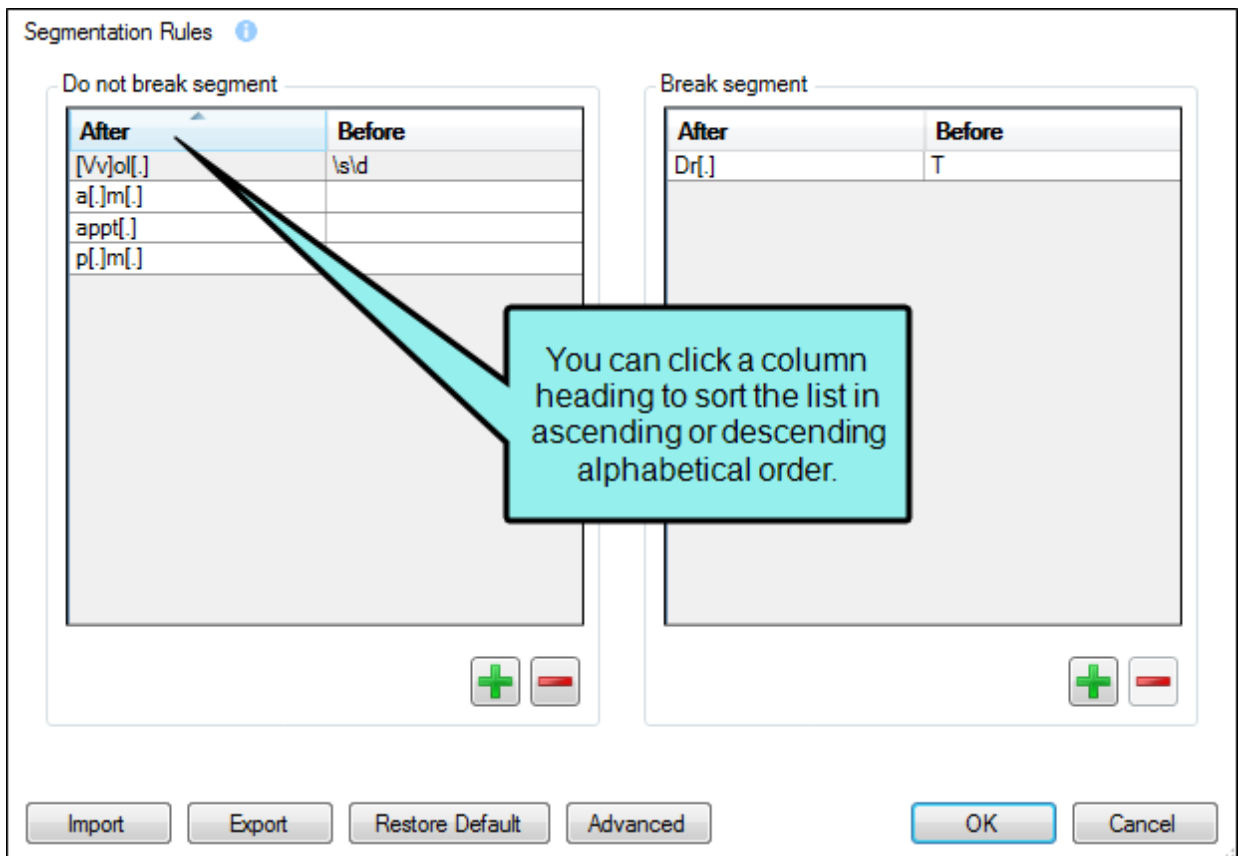
More About Segmentation Rules

Following are some additional points to keep in mind when working with segmentation rules:

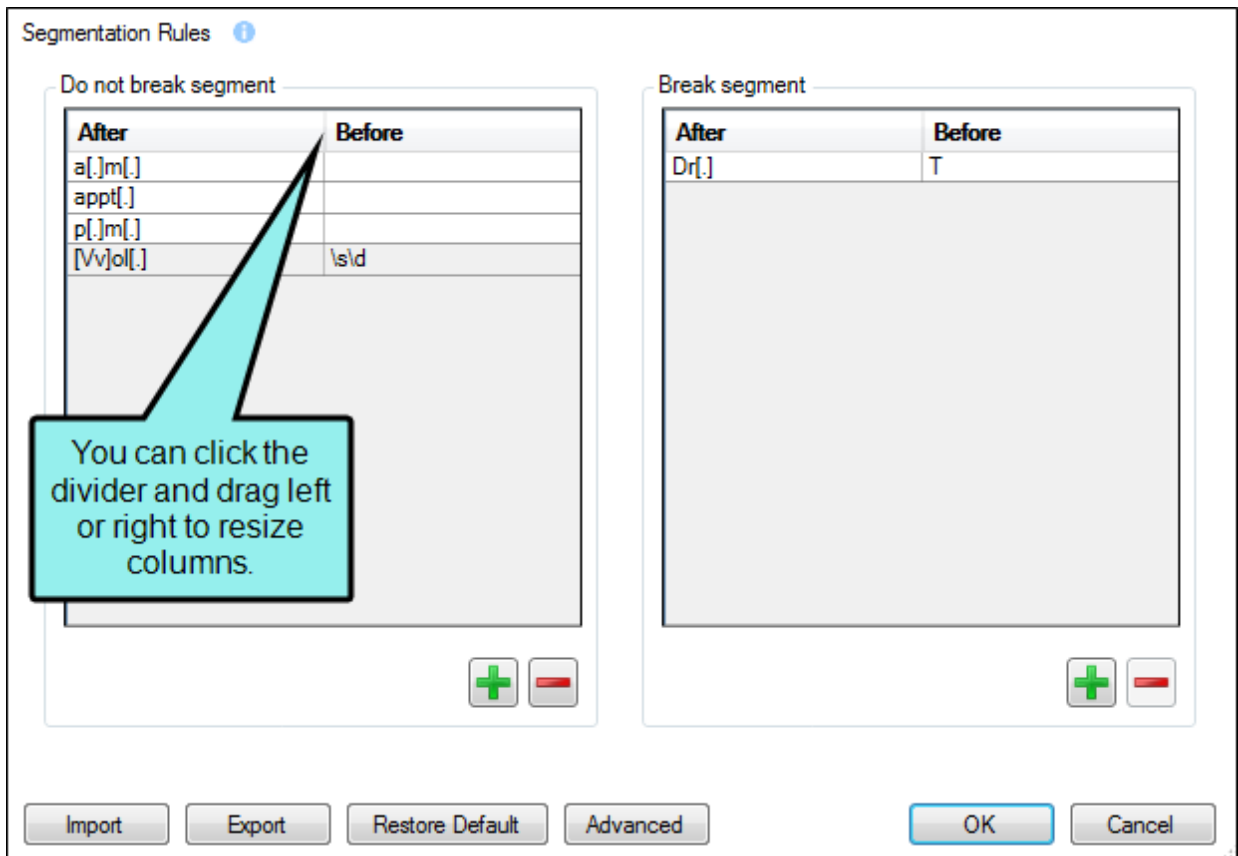
- When creating segmentation rules, keep in mind that you may need to enter spaces (or you can enter `\s` if using a regular expression) where necessary (see examples below). Depending on the circumstance, a space may need to be added after the last word in the After column, or it may need to be added before the first word in the Before column. The reason for this is that content structures and languages are different. An expert knowledge of regular expressions may help to remove the guessing from this task.
- There may be times when you create a rule on the left side of the editor (*do not break*) that conflicts with another rule on the right side (*break*). In that case, the *do not break* rule overrides the *break* rule.
- You can restore Lingo's segmentation rules to their default settings (i.e., clear all custom rules). To do this, click **Restore Default**.



- Segmentation rules are not tied to the project. They are external and are stored in Documents\LingoSRX. Therefore, all Lingo projects that you create can use the same rules.
- There are certain default segmentation rules in place (e.g., when Lingo comes across Dr., it *does not* break the segment). However, you can create custom rules, which will overwrite the default rules when conflicts exist.
- User-defined rules are applied to all languages.
- When working in the advanced editor, if you add a rule to a language that has multiple language dialects (e.g., English has dialects for countries such as the United States and the United Kingdom), the rule will be applied to each dialect in that language. However, if you add a rule to a language's dialect, the rule is not applied to any other dialect in that language or to the top-level language (e.g., if you add a rule to English (Ireland), it is not applied to English (Jamaica) or English).
- You can sort the rules by clicking the column headings.



- You can resize the columns by clicking the divider between the column headings and dragging to the left or right.



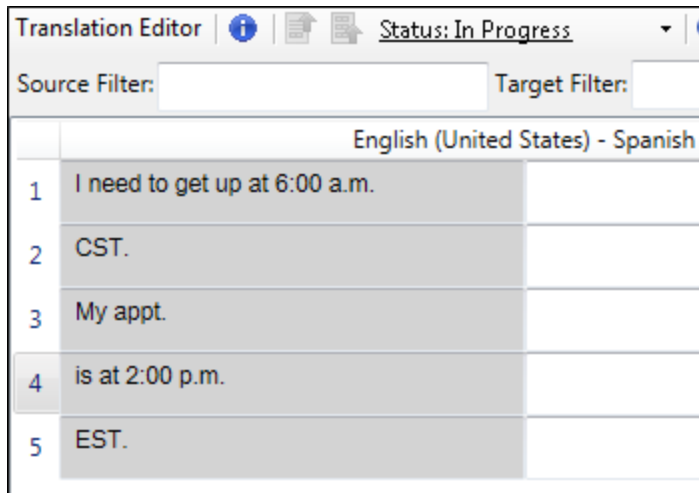
- Custom segmentation rules do not work on SDLXLIFF, TTX, and TXML files, because these files should be segmented already by other tools before they are imported.

Examples

Following are some examples of how you might create segmentation rules:

☆ **EXAMPLE** – Do Not Break

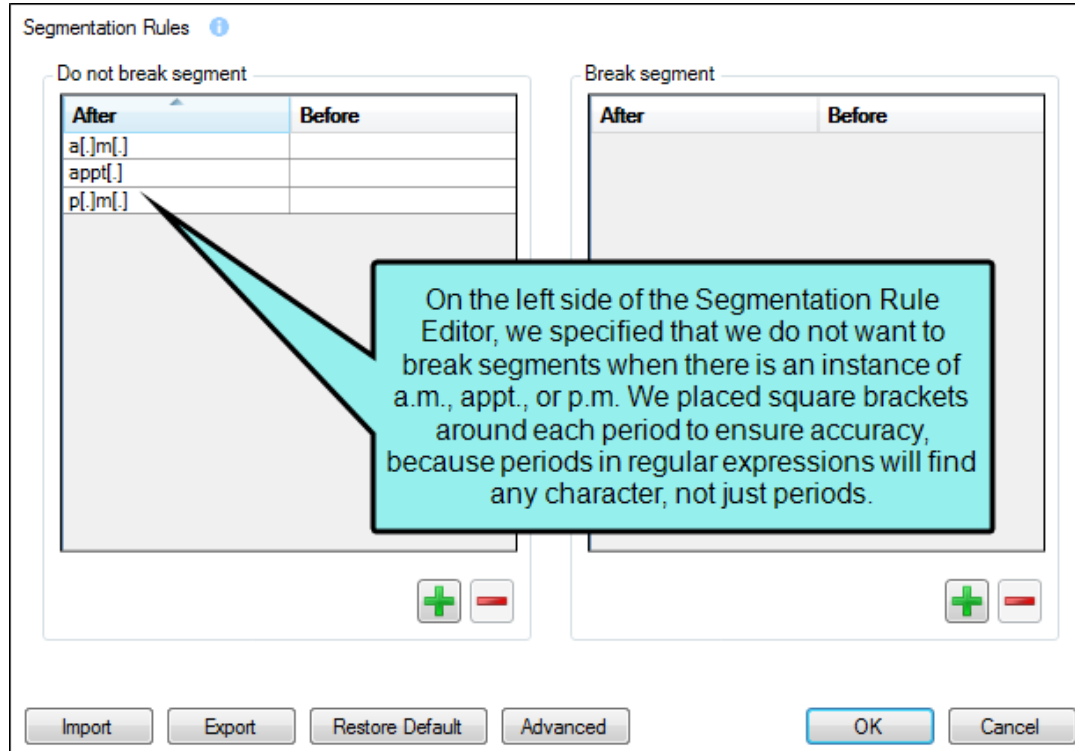
Let's say you import a Word document and the segments look like this in the Translation Editor:



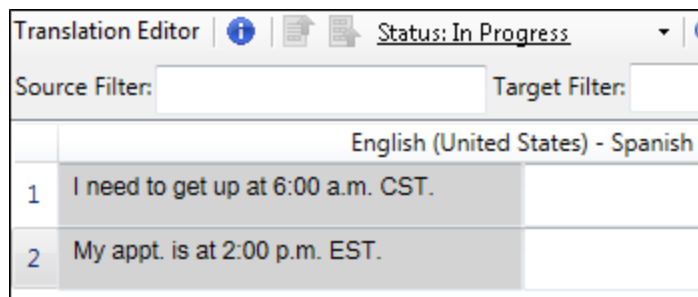
	English (United States) - Spanish
1	I need to get up at 6:00 a.m.
2	CST.
3	My appt.
4	is at 2:00 p.m.
5	EST.

Notice that the first two rows should be joined into a single segment, and the final three rows should be joined together as well.

☆ To accomplish this with segmentation rules, you can do the following:



With these rules in place, you can update the project and the segments will look like this:



☆ **EXAMPLE** – Break

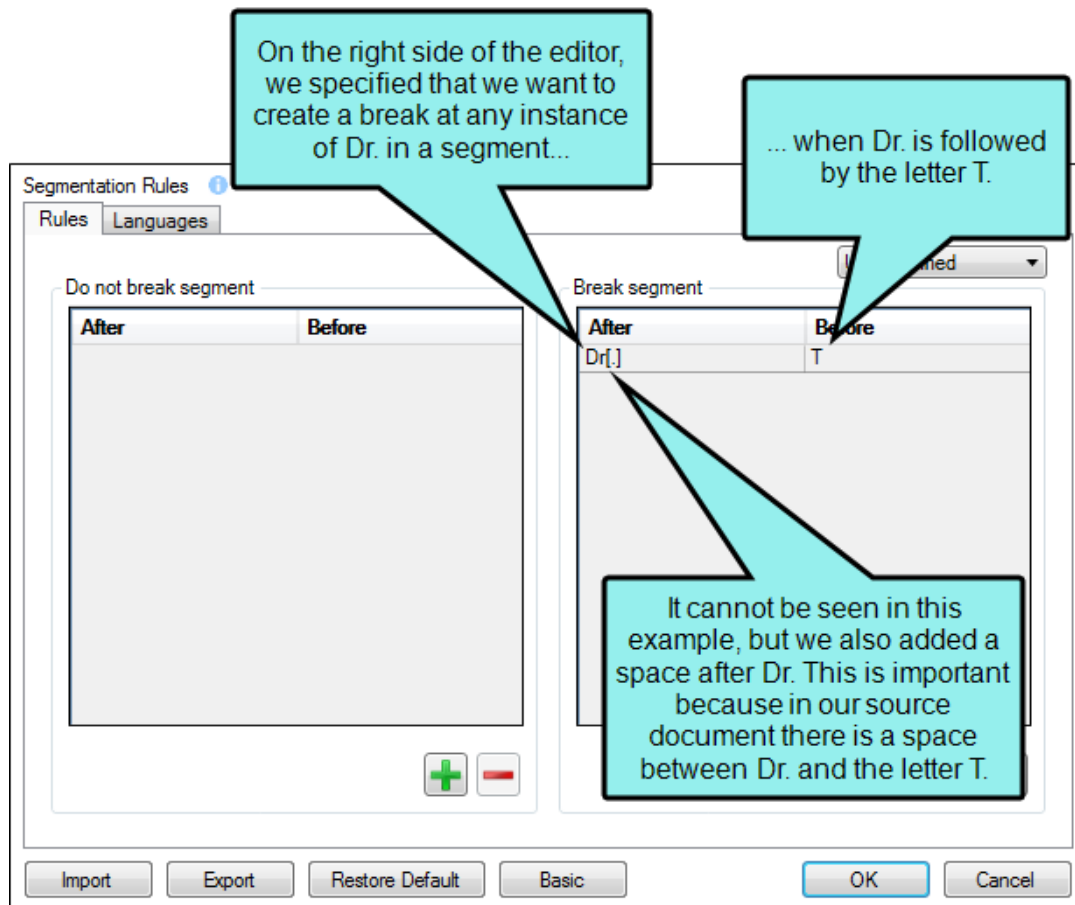
Let's say you import a Word document and the segments look like this in the Translation Editor:

Lingo is adhering to the default segmentation rules. Therefore, this segment does not break when it comes across Dr.

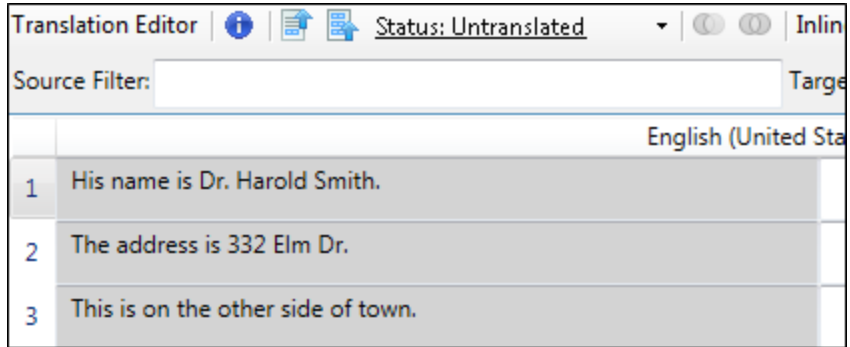
	Source	Target
1	His name is Dr. Harold Smith.	
2	The address is 332 Elm Dr. This is on the other side of town.	

In the case of the second segment, we want to overwrite the default rule so that it will break into a third segment.

- ☆ This is a situation where you want the first segment to remain as it is, but you need the second segment to break after Dr. You can do this manually by splitting the segment, or you can do it automatically by creating a segmentation rule like the following:



☆ With this rule in place, you can update the project and the segments will look like this:



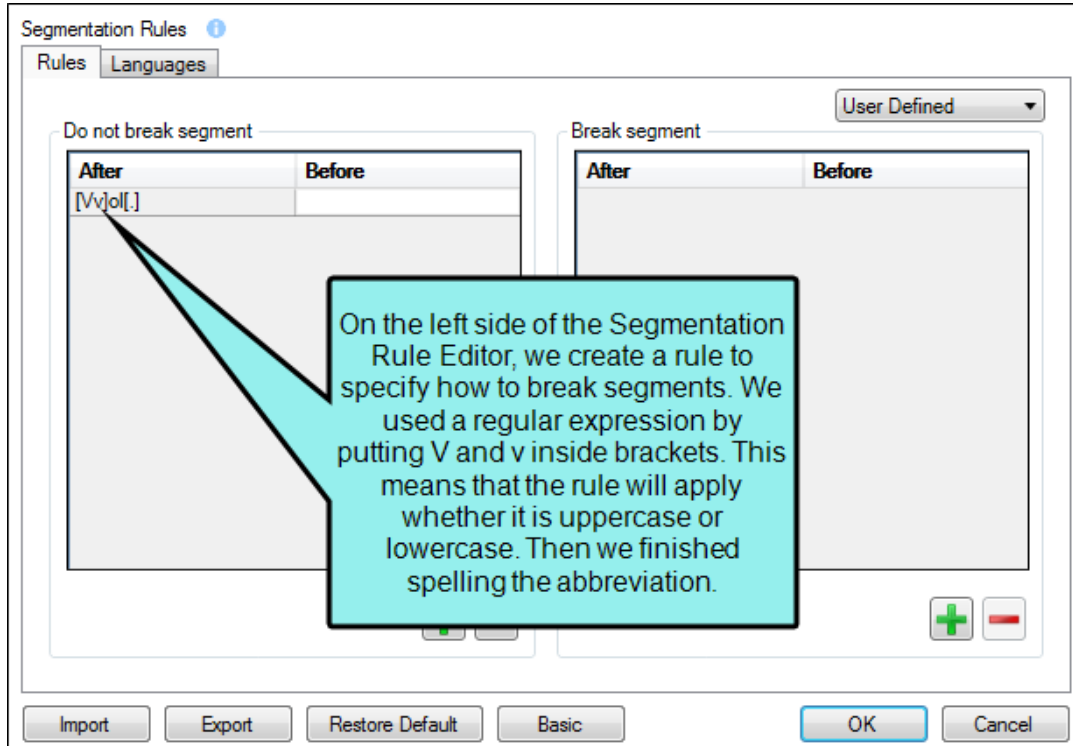
☆ **EXAMPLE** – Do Not Break (Using Regular Expressions)

Let's say you import a Word document and the segments look like this in the Translation Editor:

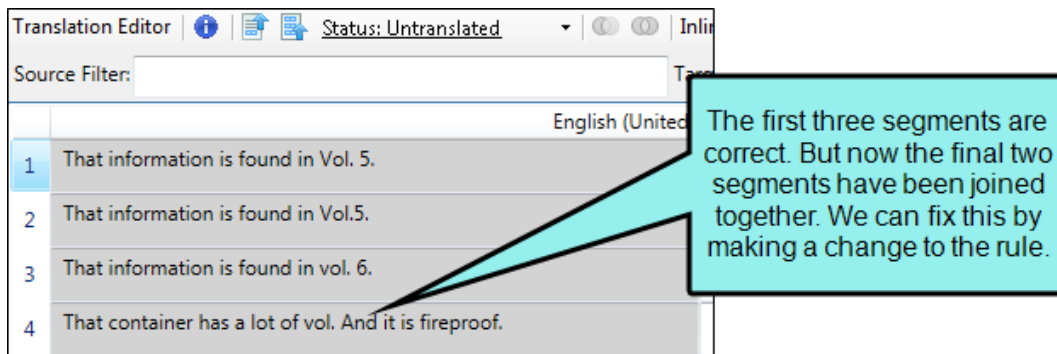
The screenshot shows a list of segments in a Translation Editor. The segments are numbered 1 through 7. Callouts explain the segmentation logic for each segment:

- Segment 1: "That information is found in Vol." - Callout: "Lingo followed the default segmentation rules and noticed that Vol. was followed by a space. So Lingo assumed it was the end of the sentence and broke it into two segments."
- Segment 2: "5." - Callout: "This segment was not broken because there is not a space between Vol. and 5."
- Segment 3: "That information is found in Vol.5." - Callout: "This segment was also broken because a space was discovered after vol. and before 6."
- Segment 4: "That information is found in vol." - Callout: "The final two segments are correct in this example."
- Segment 5: "6." - Callout: "The final two segments are correct in this example."
- Segment 6: "That container has a lot of vol." - Callout: "The final two segments are correct in this example."
- Segment 7: "And it is fireproof." - Callout: "The final two segments are correct in this example."

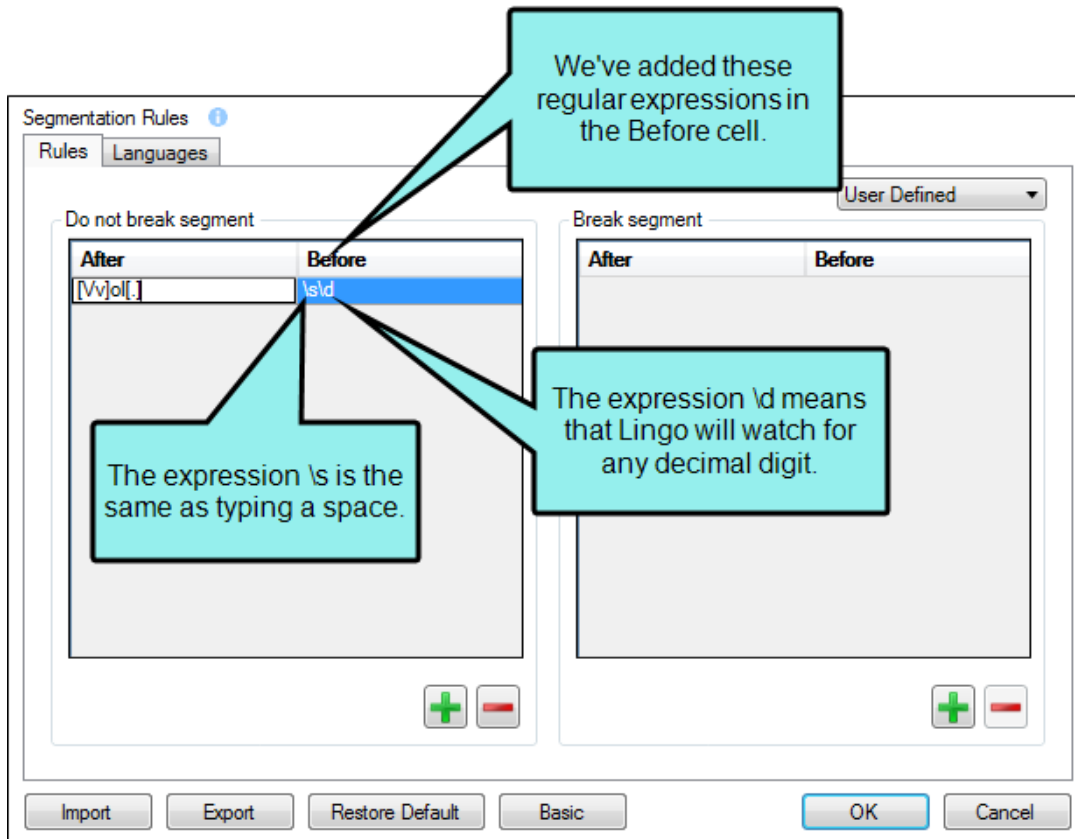
☆ To correct these breaks, you can create a segmentation rule like this:



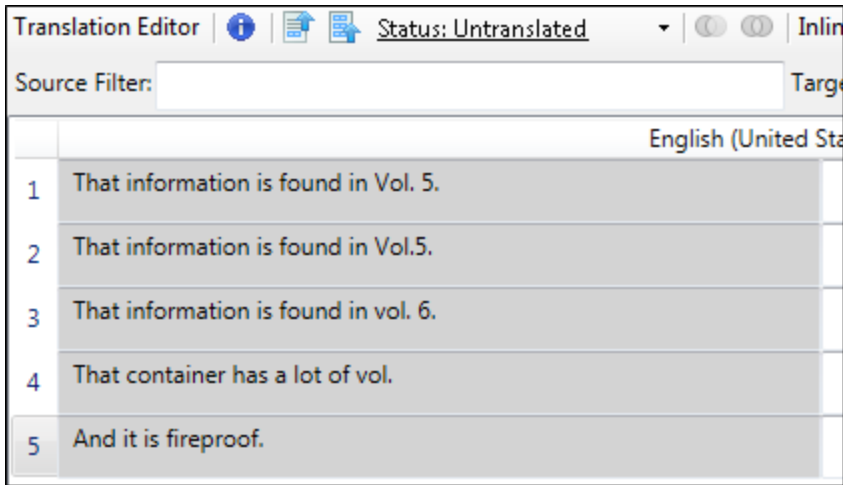
With this rule in place, you can update the project and the segments will look like this:



- ☆ We can edit the rule so that Lingo does not break segments when Vol. or vol. is followed by a number. But if it is followed by a character, it will break. To accomplish this, we can edit the segmentation rule as shown here:



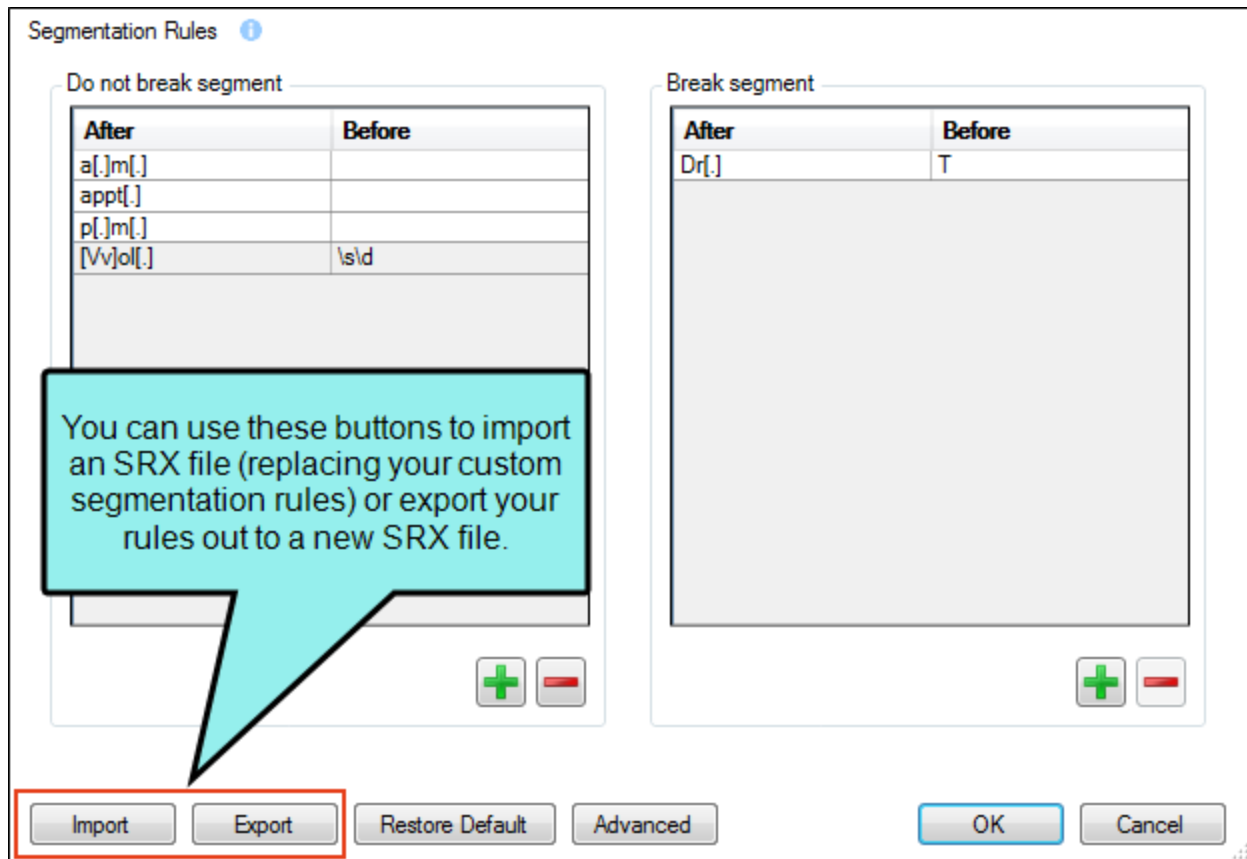
- ☆ The modified rule tells Lingo to avoid breaking a segment when it finds Vol. or vol. followed by a number, including occasions when a space exists before the number. With this rule altered, you can update the project and the segments will look like this:



- 📄 **NOTE** You can use regular expressions with either basic or advanced segmentation rules. However, you may choose to use an advanced segmentation rule if you want to set a rule for a specific language to match the source language.

Importing and Exporting Segmentation Rules

You can use buttons at the bottom of the segmentation rule dialog to import or export SRX files.



After exporting an SRX file, another Lingo user can import it into a project. Only SRX files generated from Lingo can be imported into Lingo.

NOTE When you import an SRX file, it replaces your current SRX file, including any custom rules in it.

Applying Segmentation Rules


After you create segmentation rules, you must make an edit to the file or create an entirely new project. Then you can update the project to apply rules to the segments.

Split/Join

Sometimes you may have segments in the Translation Editor that you need to join together or split apart. You can do this in a couple of ways in Lingo—automatically by using segmentation rules or manually by using the split and join features.

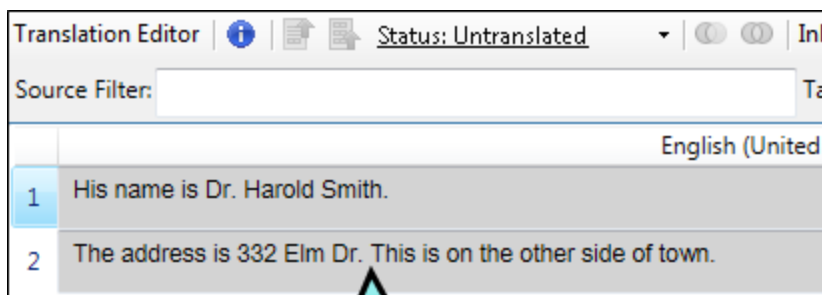
Similar to the alignment tool, you can split and join segments manually in the Translation Editor. You might choose this manual process instead of segmentation rules when you need to quickly split or join segments and do not anticipate the need to do so automatically in future translations.

Split


To split a segment, simply place your cursor where you want the split to occur and in the local toolbar click .

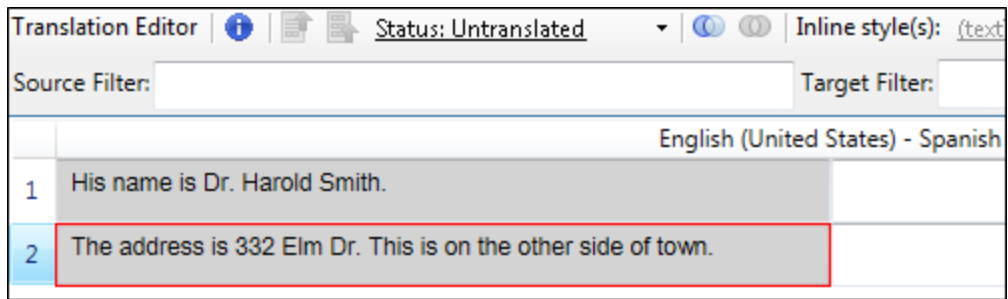
☆ EXAMPLE

Let's say you import a Word document and the segments look like this in the Translation Editor:

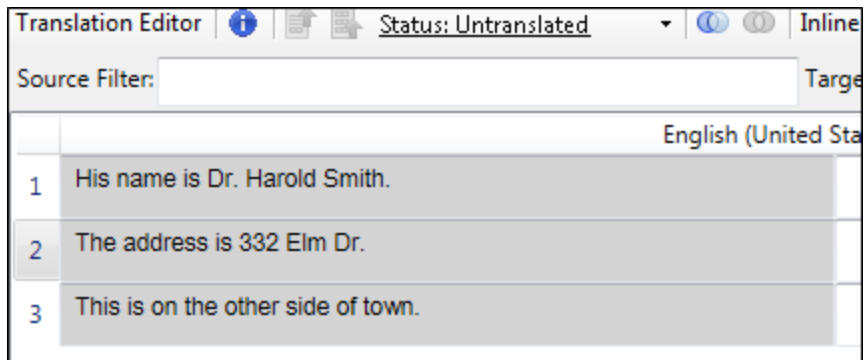



We want to split the second segment at this spot.

☆ Therefore, you click in the segment where you want to create the break. Then in the local toolbar you click .



As a result, the segment is split, like this:



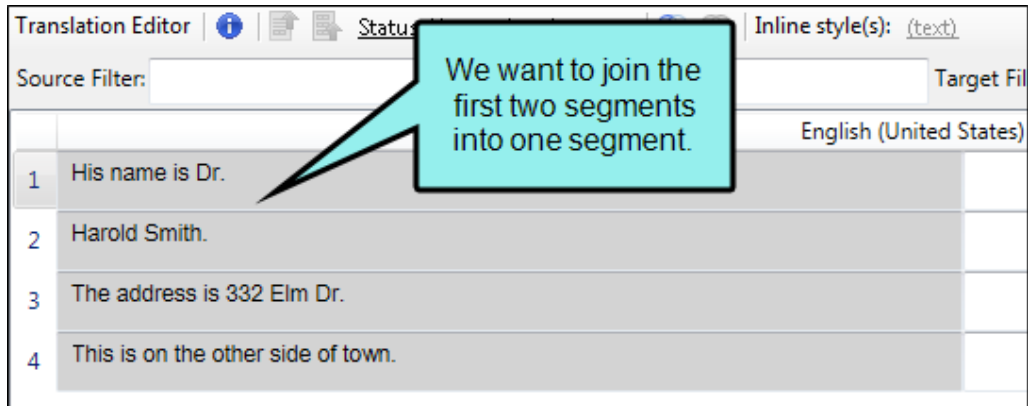
 **NOTE** The split feature is disabled for the following MadCap Flare project files: .liindexmap, .liconceptmap, .flaix, and .flixl files.


Join

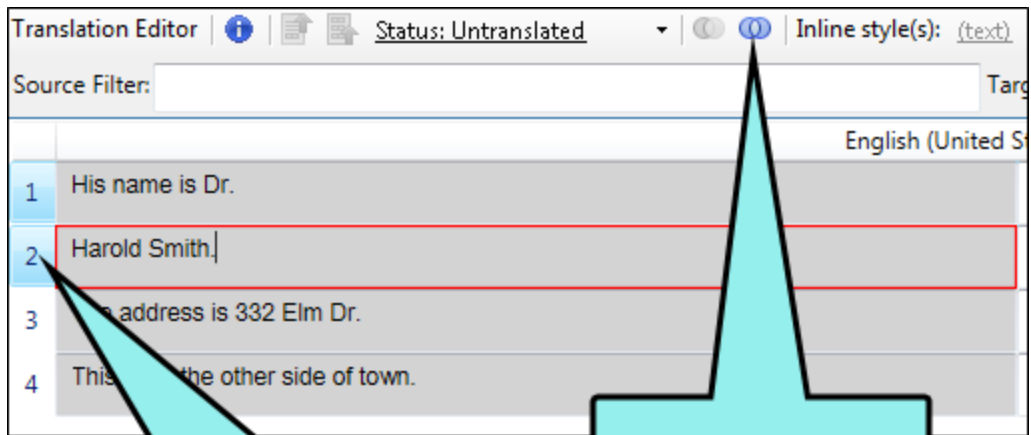
To join segments, hold down the **SHIFT** or **CTRL** key and select the relevant segments. Then in the local toolbar click .

☆ EXAMPLE

Let's say you import a Word document and the segments look like this in the Translation Editor:



☆ Therefore, you hold down your **CTRL** key and select both segments. Then in the local toolbar you click .




You can tell that the segments are selected by the colored background on the segment numbers.

This is the join button.

As a result, the segments are joined, like this:



 **NOTE** In order to join segments they must be part of the same translation unit (e.g., same paragraph, same list item). If you select segments that are not part of the same translation unit, the join option is disabled.

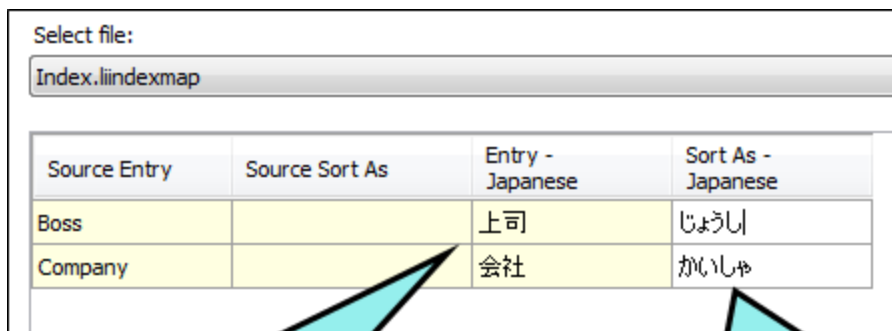
Sorting Indexes and Glossaries

There may be times that you want to create a custom sort order for your Flare index or glossary. You can do this by adding a "Sort As" term to the index or glossary term. Custom sort orders are especially important when translating a Flare project because terms in each translated language may have different spellings or pronunciations that are not automatically picked up by Flare. Because of this, you may need to specify how the index or glossary should sort a term, so the term is identified correctly when the Lingo project is exported back to Flare.

☆ EXAMPLE

You are translating a project into Japanese, which uses three different character types. You are translating mostly in kanji, but you want to use katakana in your index and glossary because these characters are phonetic.

Because of this, you use Lingo's sort as feature to add katakana "Sort As" terms for each index and glossary word in the Lingo project.



Source Entry	Source Sort As	Entry - Japanese	Sort As - Japanese
Boss		上司	じょうし
Company		会社	かいしゃ

These are the translated entries. They use the kanji alphabet.

These are the Sort As entries. They use the katakana alphabet.


☆ Later, when the project is exported back to Flare, the index and glossary are sorted using the katakana alphabet instead of the kanji alphabet.

キーワード	
会社 2	か
上司 2	し


This is how the index looks when the author generates PDF output in Flare. Notice that the keywords--although still displayed in kanji--are sorted using the katakana alphabet.


How to Sort the Index or Glossary

1. Open and translate the MadCap Flare glossary (.flglo) and index (.liindexmap) files in your Lingo project.
2. Select **File > Project Properties**. The Project Properties dialog opens.
3. Select the **Sort Order** tab.
4. From the **Select file** drop-down, select the index or glossary file you want to sort. The terms in the file appear in the grid below.

 **NOTE** If your project has been filtered by a target or condition tag, the glossary file only displays terms that have not been excluded.

5. Review the terms in each Entry column. These are the terms you entered in the MadCap Flare glossary (.flglo) and index (.liindexmap) files. If you need to enter a new term for sorting, type it in the **Sort As** column.

 **NOTE** You can also see the Entry and Sort As terms from the source project, if applicable.

 **NOTE** You can only make changes in the Sort As column. If you need to change the term in the Entry column, you can edit the translation in the glossary or index file.

6. (Optional) Repeat steps 4-5 for any other index and glossary files.
7. Click **OK**.

When translated project is exported back to Flare, the index and glossary will use the new terms to alphabetize the entries.

PDFs

The following PDFs are available for download from the online Help.

I Cheat Sheets

Shortcuts Cheat Sheet

I User Guides

Alignment Guide

Getting Started Guide

Key Features Guide

Source Control Guide: Git

Source Control Guide: Perforce Helix Core

Source Control Guide: Subversion

Source Control Guide: Team Foundation Server

Termbases Guide

Touring the Workspace Guide

Translation Guide

What's New Guide