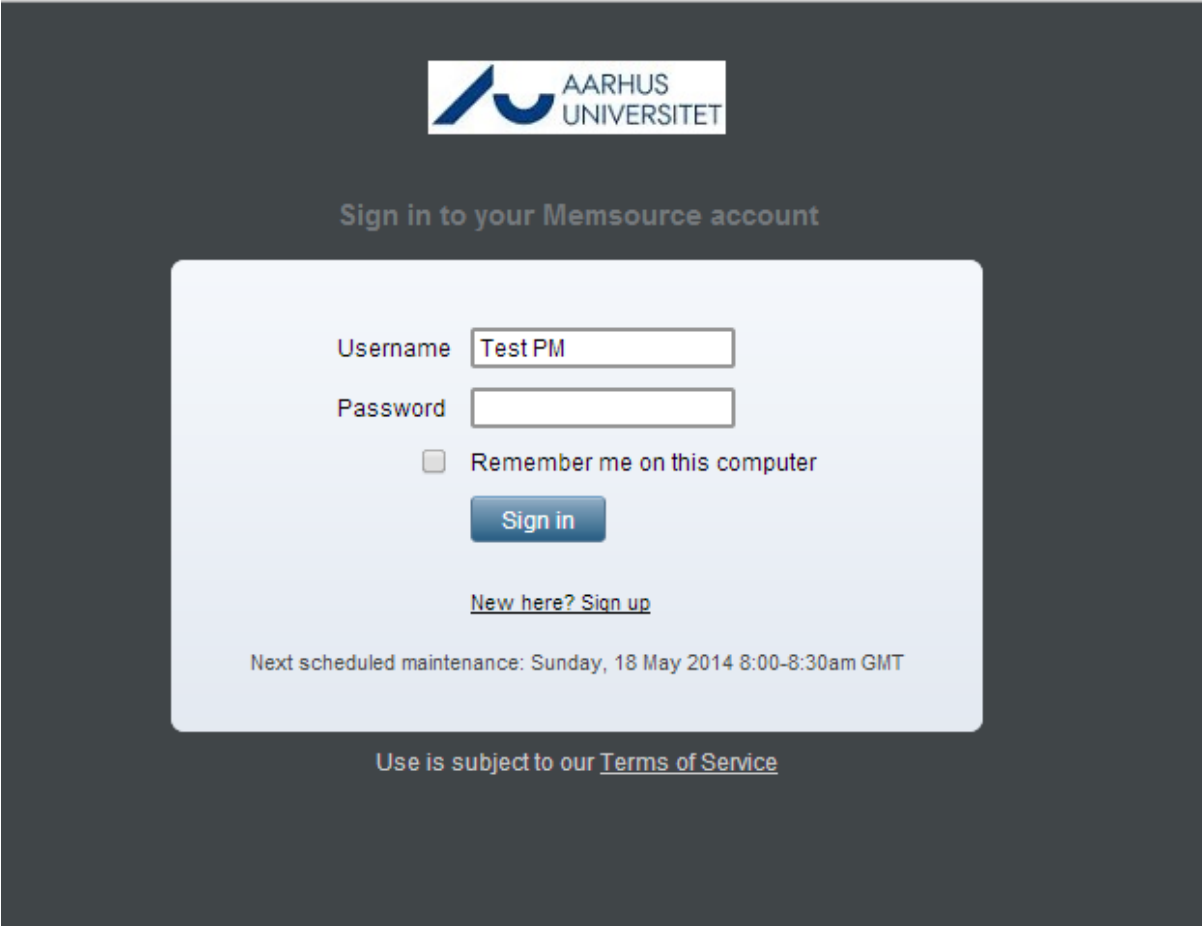


Quick Guide til MemSource Cloud

- Indtast cloud1.memsource.com i din browser. Vigtigt: Anvend helst Chrome (download her: <https://support.google.com/chrome/answer/95346?hl=da>) eller Firefox (<http://www.mozilla.org/da/firefox/new/>) Programmet fungerer ikke optimalt i Internet Explorer. Især oplever vi problemer med projektskabelonerne.
- Log på med brugernavn og password:



AARHUS
UNIVERSITET

Sign in to your Memsource account

Username

Password

Remember me on this computer

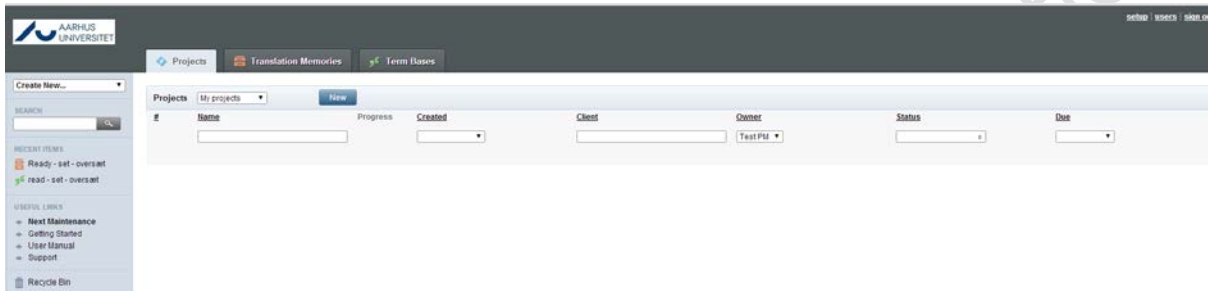
[New here? Sign up](#)

Next scheduled maintenance: Sunday, 18 May 2014 8:00-8:30am GMT

Use is subject to our [Terms of Service](#)

Quick Guide til MemSource Cloud

- Vælg 'My projects' fra dropdown-listen
- Klik på New-knappen - vinduet Create Project kommer frem.



[Projects](#) [Translation Memories](#) [Term Bases](#)

Create Project

Use Template

Name

Client

Domain

Subdomain

Source Language

Target Languages

Danish	>	
English (United Kingdom)	<	
Spanish (Spain)		

Due

Status

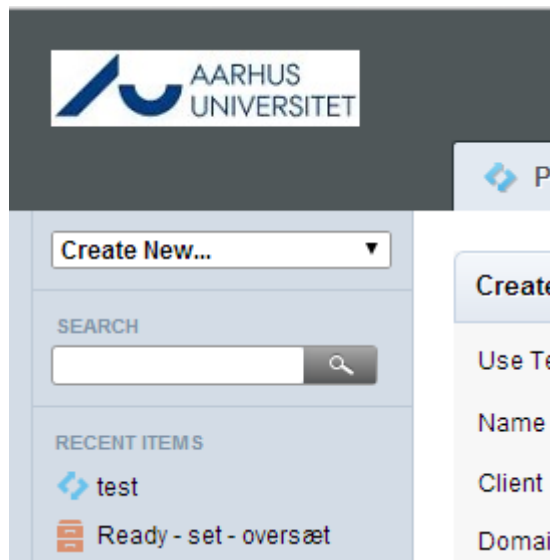
Note

Settings

- [Machine Translation](#)
- [Quality Assurance](#)
- [Access and Security](#)
- [Spellchecker](#)
- [Workflow](#)

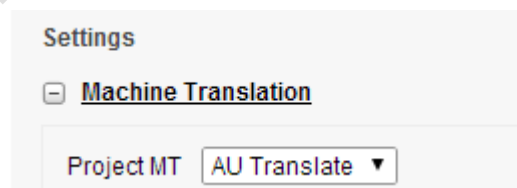
Quick Guide til MemSource Cloud

- Vælg project template. Den rigtige sprogkombination og de rigtige TM'er og TB'er bliver automatisk koblet på dit projekt.
- På kurset: Vælg "ready - set - oversæt" som project template
- Når I arbejder til daglig: Vælg dit hovedområdes template
- Navngiv projektet
- Angiv evt. Client fra dropdown-listen (nye clients kan tilføjes under dropdown-menuen til venstre, Create New)



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- Ignorer felterne Domain og Subdomain
- Angiv evt. Deadline (Due)
- Angiv status som Assigned
- Tilføj evt. noter (her plejer vi at angive opdragsgiver mm.)
- Slå evt. Machine Translation til



- Ignorer de andre Settings
- Klik på Create-knappen

Create Project

Use Template

Name

Client

Domain

Subdomain

Source Language

Target Languages

Due

Status

Note

Settings

- Machine Translation**
- Quality Assurance**
- Access and Security**
- Spellchecker**
- Workflow**

Quick Guide til MemSource Cloud

- Når projektet er oprettet, kan man uploade filer under Jobs. Man kan uploade flere filer til det samme projekt (enten ved at uploade dem i en zipfil eller ved at markere flere filer, når man vedhæfter).

The screenshot displays the MemSource Cloud interface for a project named "test". The top navigation bar includes "Projects", "Translation Memories", and "Term Bases". The project details section shows the following information:

#	1337	Source Language	da
Name	test	Target Languages	en_gb
Created by	Test PM	Machine Translation	Disabled
Created	15 May 12:55	Owner	Test PM
Status	New	Client	Aarhus University
Note	This is a test.		

Buttons for "Edit", "Save as", and "Del" are visible. Below the project details are sections for "Jobs" (with a "New" button), "Analyses", "Translation Memories" (with "Select" and "Create New" buttons), "Term Bases" (with "Select" and "Create New" buttons), and "Reference Files" (with a "New" button).

Translation Memories Table:

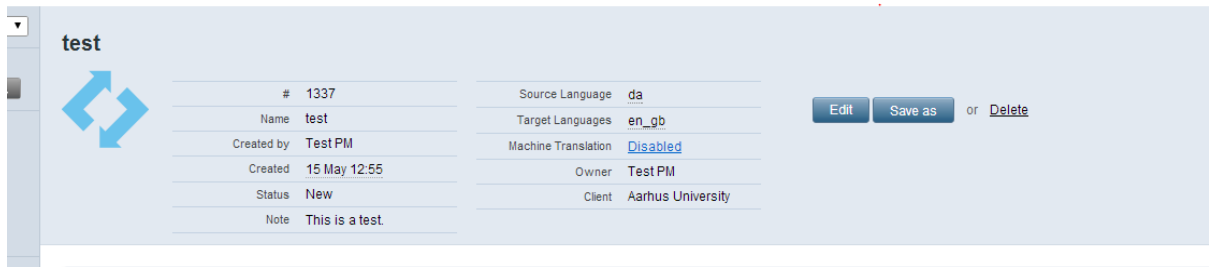
Name	Read	Write	Penalty (%)
DA Freelancers	✓		10%
DA AU Kom ST	✓		
DA AU Kom BSS	✓		
DA AU Sprogservice Staff	✓		
DA TextMinded BSS	✓		10%
DA TextMinded	✓		10%
<u>Ready - set - oversæt</u>	✓	✓	

Term Bases Table:

Name	Read	Write	QA
<u>read - set - oversæt</u>	✓	✓	✓

Quick Guide til MemSource Cloud

- Du kan redigere projektet (f.eks. deadline, slå MT til eller fra) ved at klikke på Edit-knappen.



The screenshot shows the project details for a project named "test". On the left is a blue icon with four arrows pointing outwards. To the right of the icon is a table with project information:

#	1337	Source Language	da
Name	test	Target Languages	en_gb
Created by	Test PM	Machine Translation	Disabled
Created	15 May 12:55	Owner	Test PM
Status	New	Client	Aarhus University
Note	This is a test.		

At the top right of the table area are three buttons: "Edit", "Save as", and "Delete".

- Kontroller, at TM'erne og TB'erne er koblet på, inden du uploader filer.

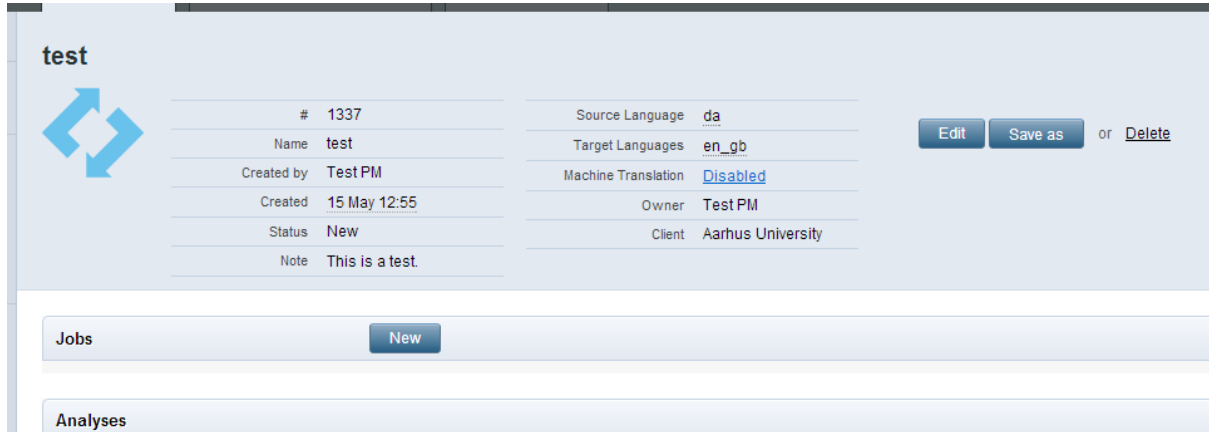
Translation Memories			
	Select	Create New	
Name	Read	Write	Penalty (%)
DA Freelancers	✓		10%
DA AU Kom ST	✓		
DA AU Kom BSS	✓		
DA AU Sprogservice Staff	✓		
DA TextMinded BSS	✓		10%
DA TextMinded	✓		10%
<u>Ready - set - oversæt</u>	✓	✓	

Term Bases			
	Select	Create New	
Name	Read	Write	QA
<u>read - set - oversæt</u>	✓	✓	✓

Reference Files
New

Quick Guide til MemSource Cloud

- Upload filen/filerne til oversættelse ved at klikke på New-knappen. Husk, at alle redigerbare formater kan uploades. Her finder du en liste over formater: http://wiki.memsource.com/wiki/MemSource_Cloud_User_Manual#Supported_File_Formats

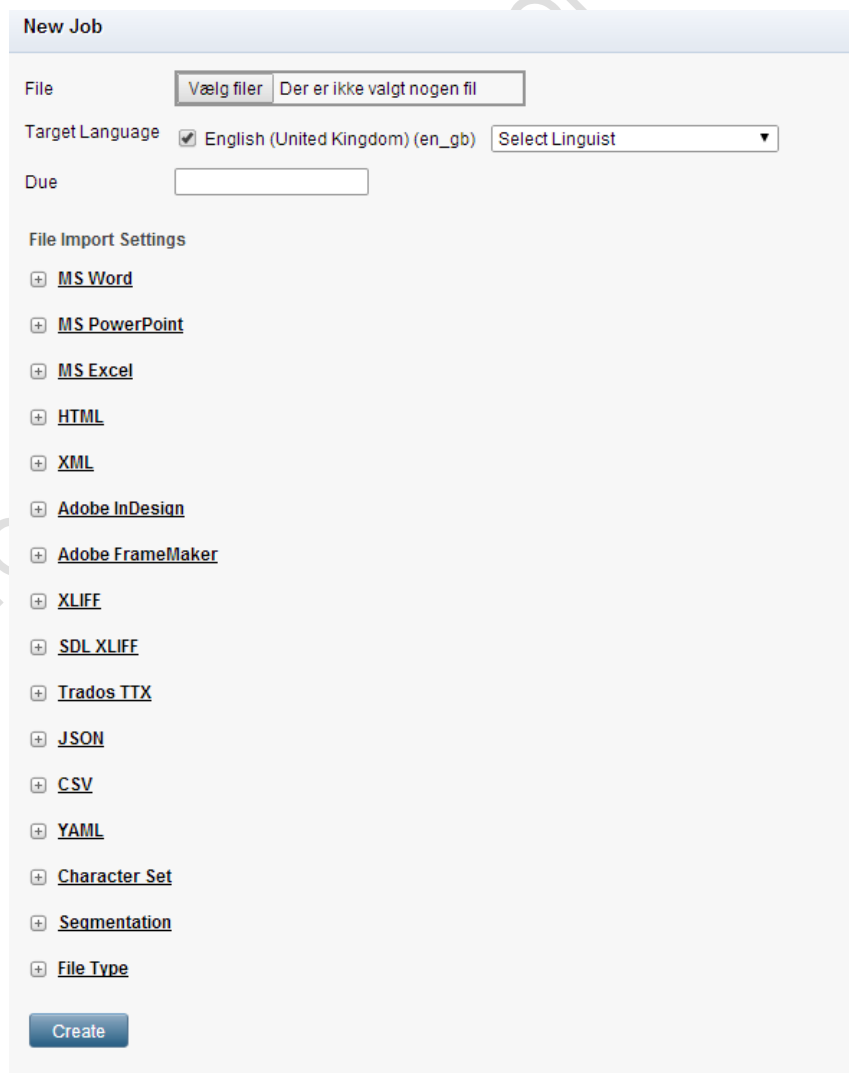


The screenshot shows the MemSource Cloud interface for a job named "test". The job details are as follows:

#	1337	Source Language	da	Edit	Save as	or	Delete
Name	test	Target Languages	en_gb				
Created by	Test PM	Machine Translation	Disabled				
Created	15 May 12:55	Owner	Test PM				
Status	New	Client	Aarhus University				
Note	This is a test.						

Below the job details, there are sections for "Jobs" with a "New" button and "Analyses".

- Du behøver ikke vælge en Linguist, hvis du selv skal lave oversættelsen
- Angiv evt. deadline
- Klik på Create-knappen



The "New Job" form includes the following fields and options:

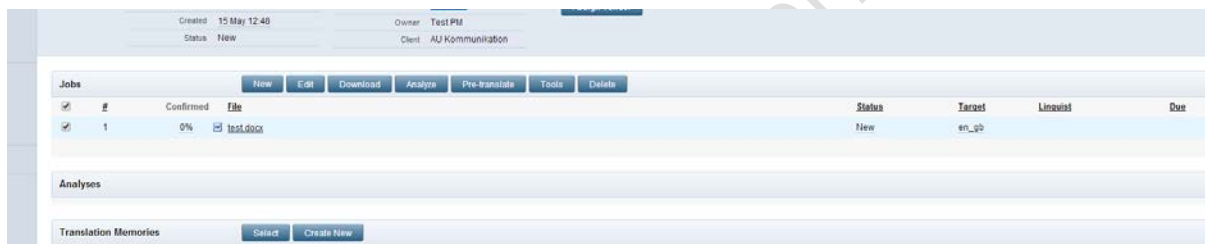
- File:** A button labeled "Vælg filer" and a text field containing "Der er ikke valgt nogen fil".
- Target Language:** A checked checkbox for "English (United Kingdom) (en_gb)" and a dropdown menu labeled "Select Linguist".
- Due:** An empty text input field.
- File Import Settings:** A list of file formats with expandable plus signs: MS Word, MS PowerPoint, MS Excel, HTML, XML, Adobe InDesign, Adobe FrameMaker, XLIFF, SDL XLIFF, Trados TTX, JSON, CSV, YAML, Character Set, Segmentation, and File Type.
- Create:** A blue button at the bottom.

Quick Guide til MemSource Cloud

- For at arbejde med filen skal du sætte flueben ved Jobs. Du kan arbejde med flere filer samtidig ved at sætte flere flueben.



- Når du har sat flueben bliver knapperne Edit, Download, Analyze, Pretranslate og Delete aktive. (Læs mere om Analyze og Pretranslate [her](#))
- Klik på Edit-knappen og Angiv status som Accepted by linguist og evt. deadline. Du behøver ikke angiv Linguist, medmindre du tildeler jobbet til en anden oversætter.

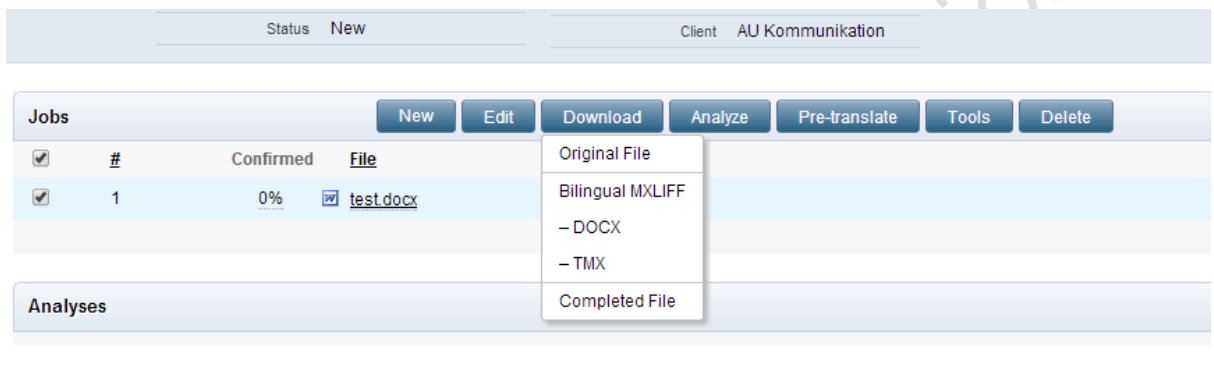


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The 'Edit Job' form has three fields: 'Linguist' (a dropdown menu), 'Status' (a dropdown menu with 'Accepted by Linguist' selected), and 'Due' (a text input field). There is a 'Save' button at the bottom.

Quick Guide til MemSource Cloud

- Nu er du klar til at oversætte. Du skal downloade filen i et særligt format (.mxliff). Når du har downloadet filen, bliver filen automatisk åbnet i Editoren.
Det vil sige, at du aldrig behøver åbne Editoren selv.
- Klik på Download-knappen og vælg Bilingual .MXLIFF. (Bemærk, at du også kan downloade filen i originalformatet, hvilket kan være smart, hvis du arbejder på en tekst uden adgang til din egen pc).
- NB: Man downloader ikke filen som .mxliff til Editoren ved at klikke på filnavnet – man **skal** sætte flueben og vælge filformat under knappen Download.



- Når du har downloadet filen, forlader du Clouden. Filen åbnes i Editoren....