USER GUIDE

MADCAP LINGO 10.2

Translation

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CHAPTER 1

Introduction

Lingo's Translation Editor allows you to 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 master pages; Microsoft Excel, PowerPoint, and Word documents; DITA files; HTML files; and XML files—you can also switch to Live Preview mode, which allows you to 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:

Types of Content

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

- Adobe 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

- MadCap Capture image files (BMP, GIF, HDP, JPG, JPEG, PNG, TIF, TIFF, WDP)

> NOTE: PDF image files cannot be translated.

- MadCap Contributor files (MCDOC)

- MadCap Flare language skins (FLLNG)

> NOTE: When translating language skin segments, the interface element value is added to the segment as a segment note for your reference.
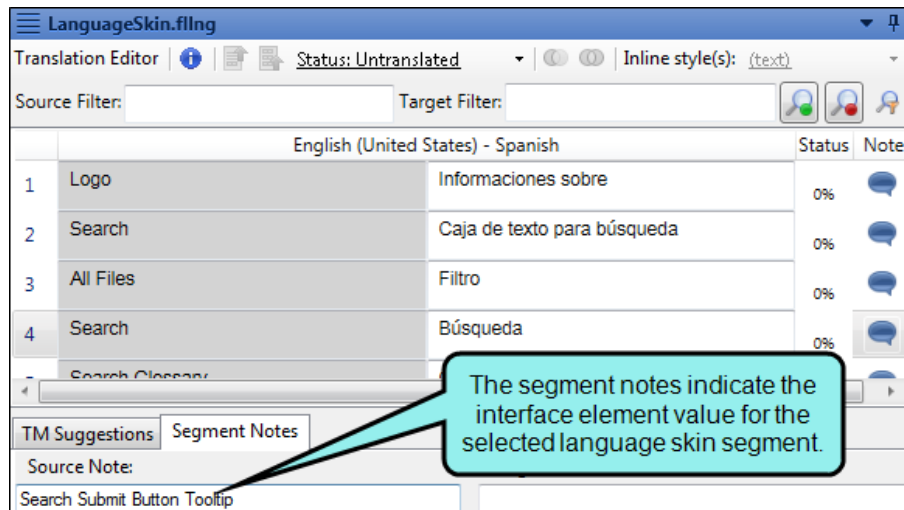
- MadCap Flare package files (FLPRJZIP)

- MadCap Flare projects (FLPRJ)

- MadCap Flare target files (FLTAR)

> 📝 **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.
>
>
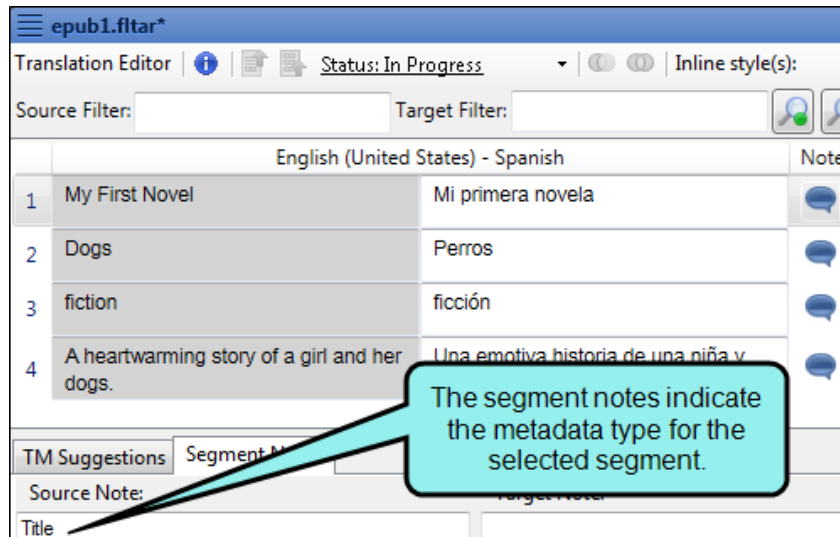
- MadCap Lingo bundles (ZIP)

- 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)

> **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.
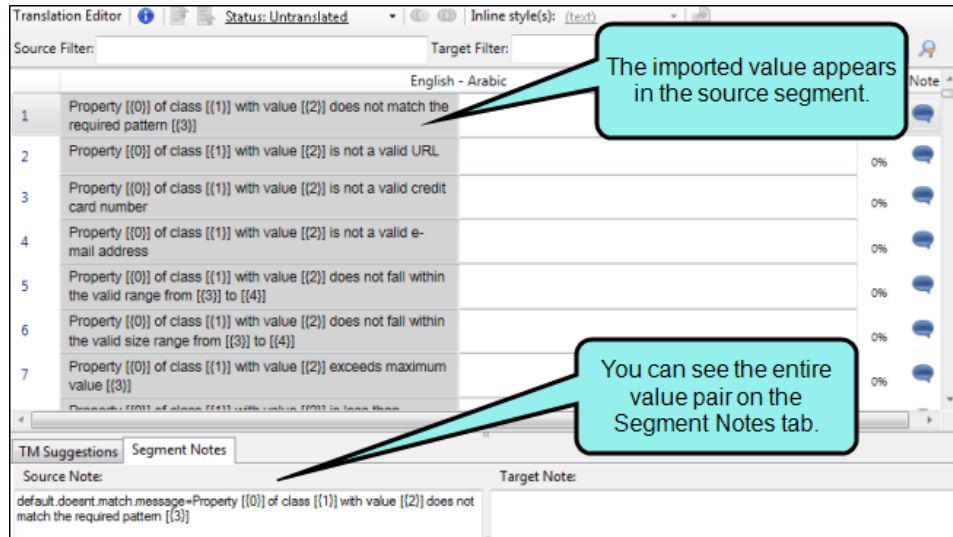
- Rich text files (RTF)
- SDL Trados newer files (SDLXLIFF)
- SDL Trados older files (TTX)
- SQL files

> **NOTE:** When translating SQL files, only the expression is translatable.

- 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.

Steps for Translating 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 62.

HOW TO TRANSLATE FILES

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 TM Suggestions to Segments" on page 101.

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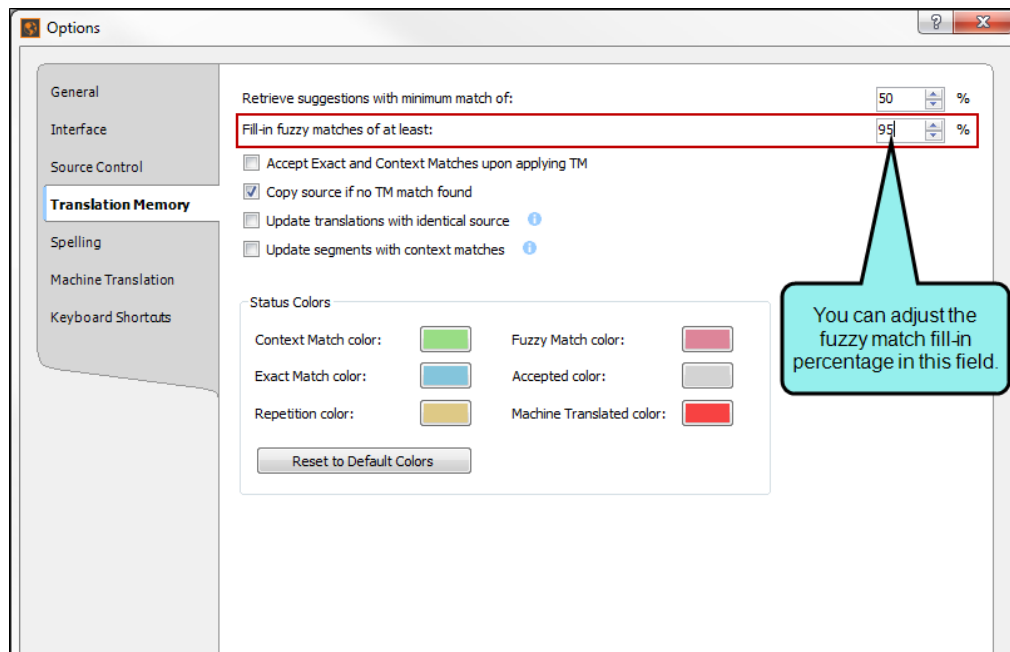
> **NOTE:** If you prefer to use the old behavior from previous versions of Lingo (i.e., automatically display a copy of source segments even if no match is found in TM), you can select a check box on the Translation Memory tab of the Options dialog (**File > Options**).
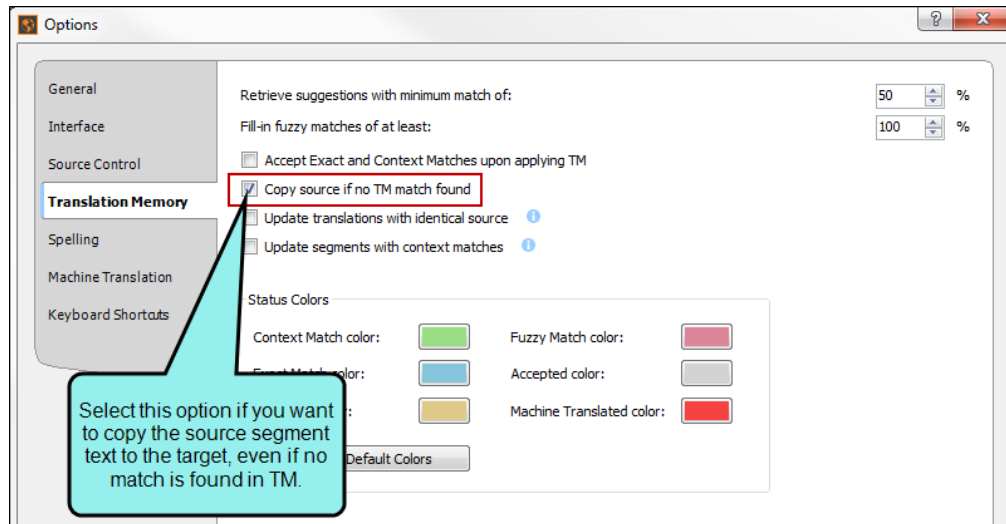
4. Do one of the following:

    ▪ Type your translation.

    OR

    ▪ 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 the **Home** ribbon. In the **Translation** section select 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.

CHAPTER 2

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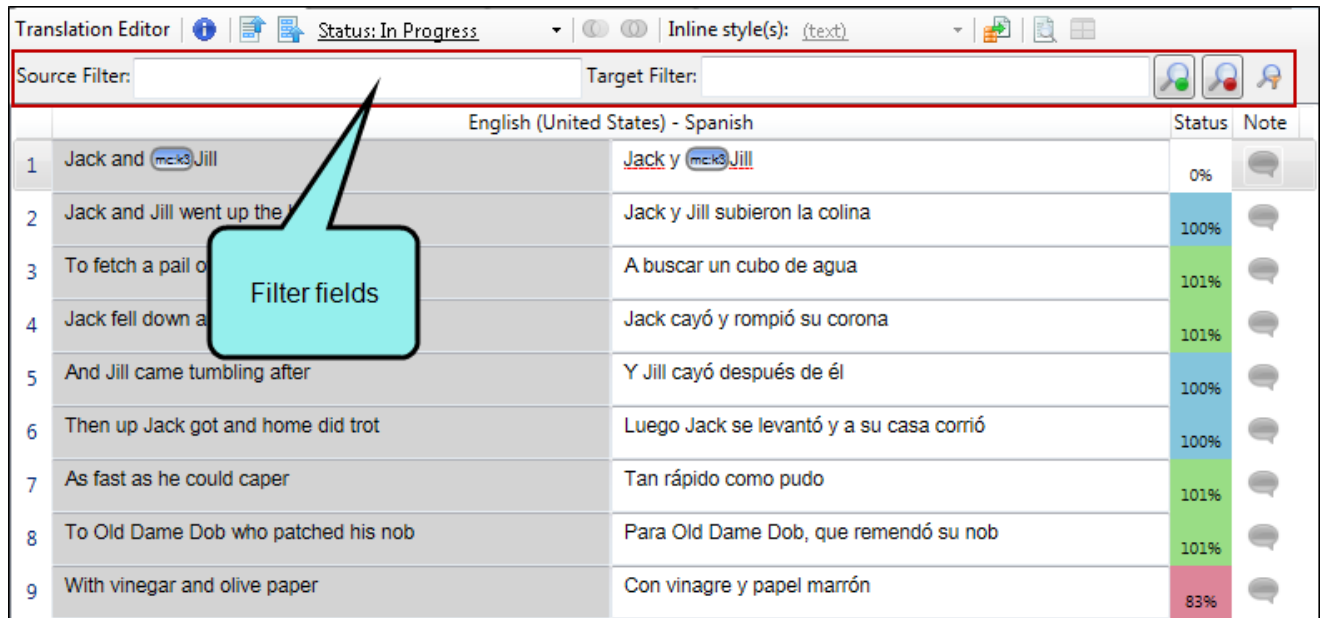
When translating files in Lingo, you have access to numerous features.

This chapter discusses the following:

Filter

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

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 ![search icon]. As a result, only the segments matching your search are shown.

⭐ **EXAMPLE**

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

☆ 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.

☆ 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.
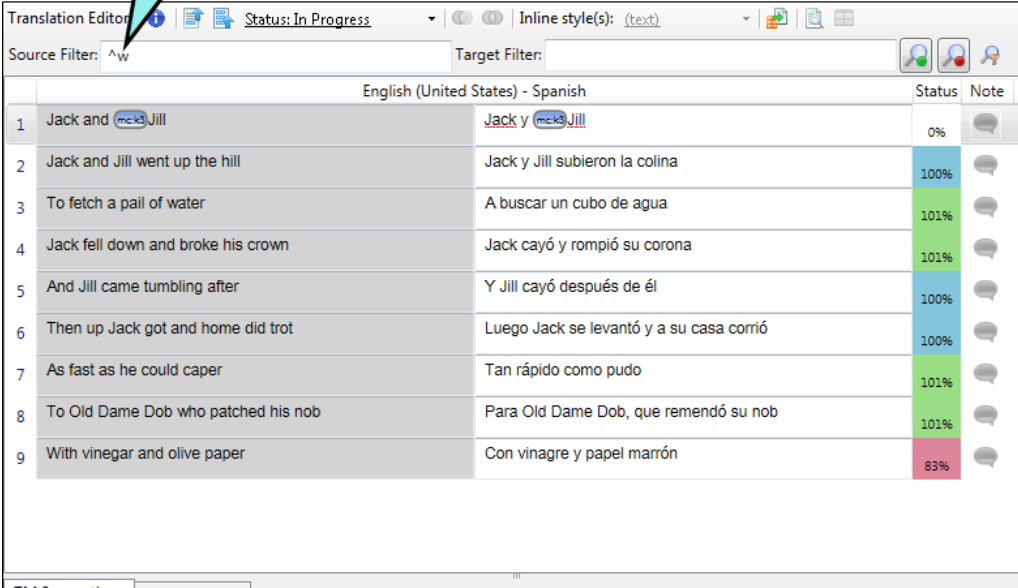
REGULAR EXPRESSIONS AND CASE-SENSITIVE TEXT

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.

⭐ Then you click [icon] and select **Regular Expression**. This enables Lingo to use the expression you just typed.
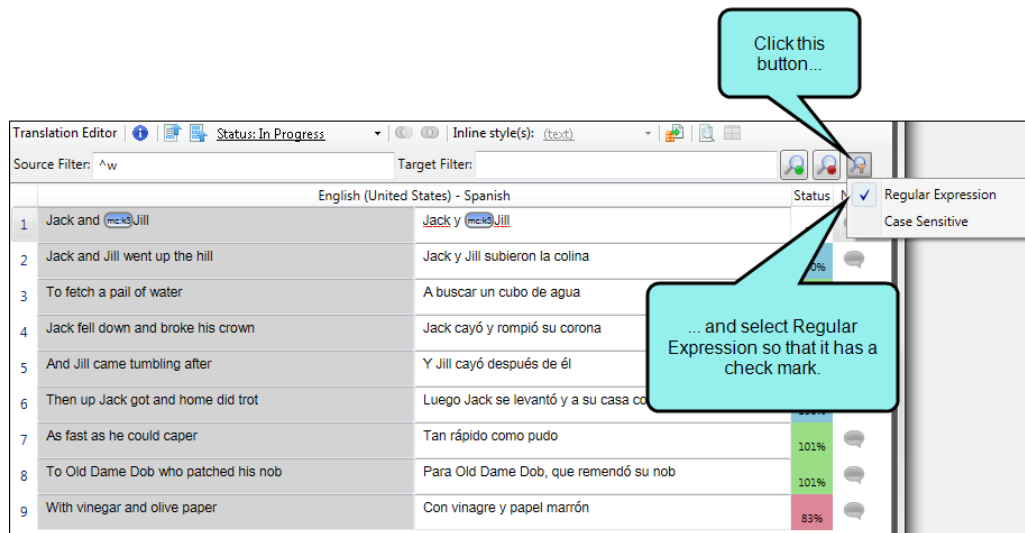
Finally, you press **Enter** on your keyboard and the list is shortened.

☆ EXAMPLE—CASE-SENSITIVE

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

☆ 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.

☆ 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**.
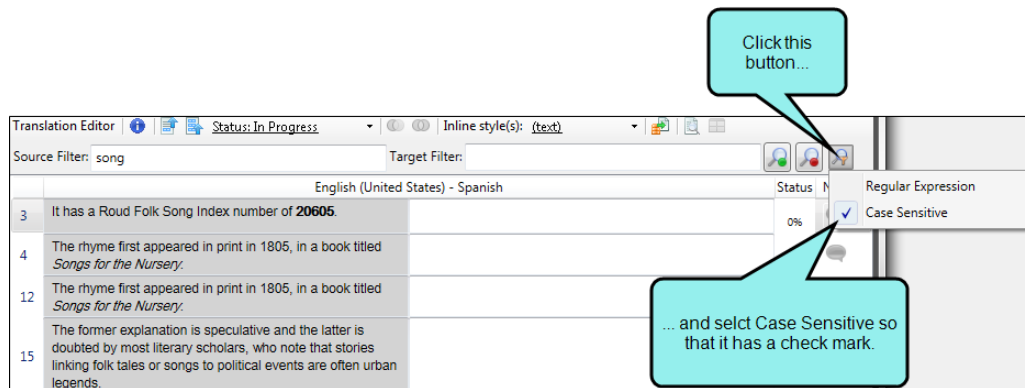
After you click 🔍 again, only one segment is found where song is found in lowercase.
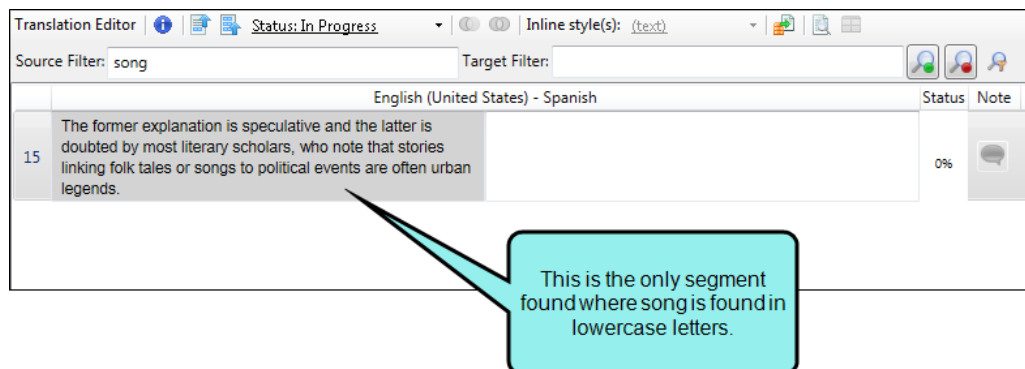
CLEARING THE FILTER AND RESETTING THE EDITOR

When you want to clear the search fields and show all of the segments again, you can click ⬚.
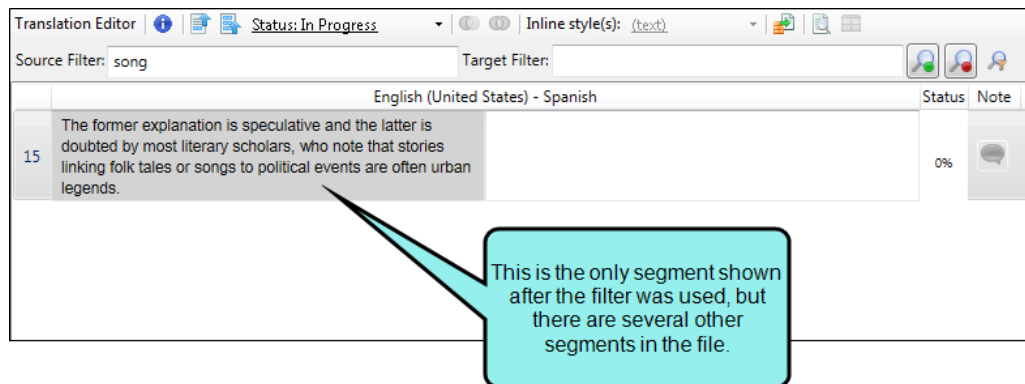
☆ Now you want to clear the filter fields and return to the original view showing all of the segments in the file. To do this, you simply click [icon].

Translation Memory

At the bottom of the editor is the TM Suggestions tab. If matching content has already been translated and uploaded to the 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.

For more information, see "Translation Memory" on page 62.

Machine Translation

Machine translation (MT) is translation of text by a computer or translation program, such as Google Translate. 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. See "Machine Translation" on page 151.

Termbases

In Lingo you can use concept-oriented terminology databases to make your translation work easier and quicker. Termbases allow you to 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. A termbase is more powerful than a dictionary. The idea behind a termbase is to create a database of words and phrases that you never need to translate again. 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.

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.

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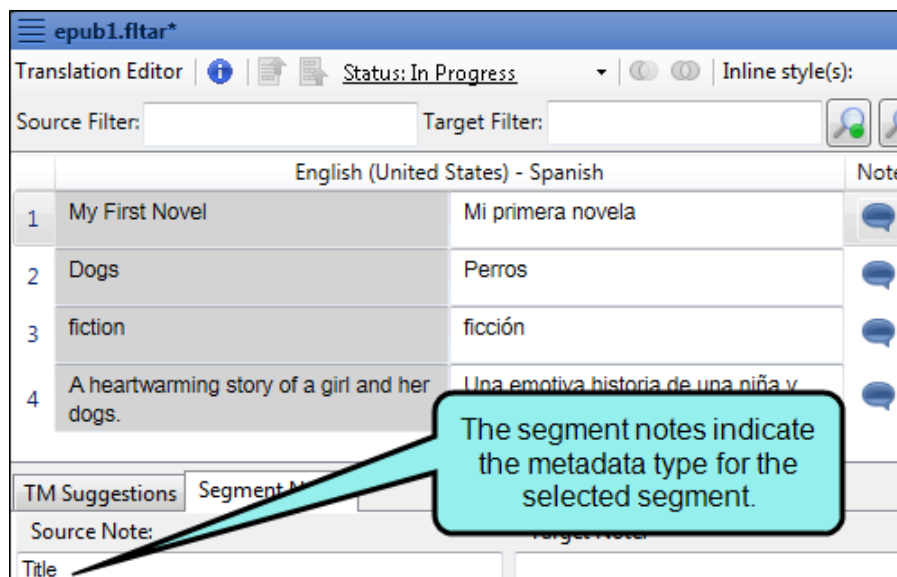
NOTE: When you import a Doc-To-Help project file into Lingo, additional project information (e.g., variables, keywords, topic titles) is imported as part of the D2H file. Open the D2H file in Lingo to translate these segments. A translation note is created for each segment so you can see what kind of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

Right-Click/Keyboard Shortcut Options

Several options are available from the context menu when you right-click a segment in the Translation Editor.
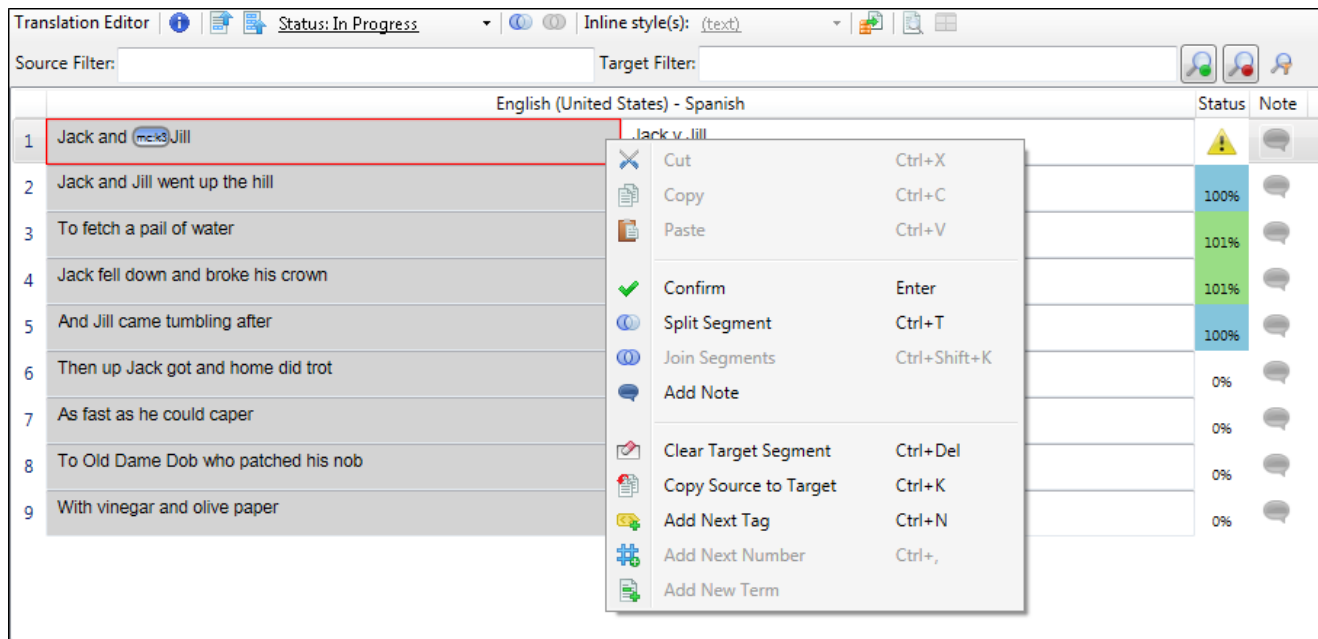
You can also use keyboard shortcuts for these options.

- **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.

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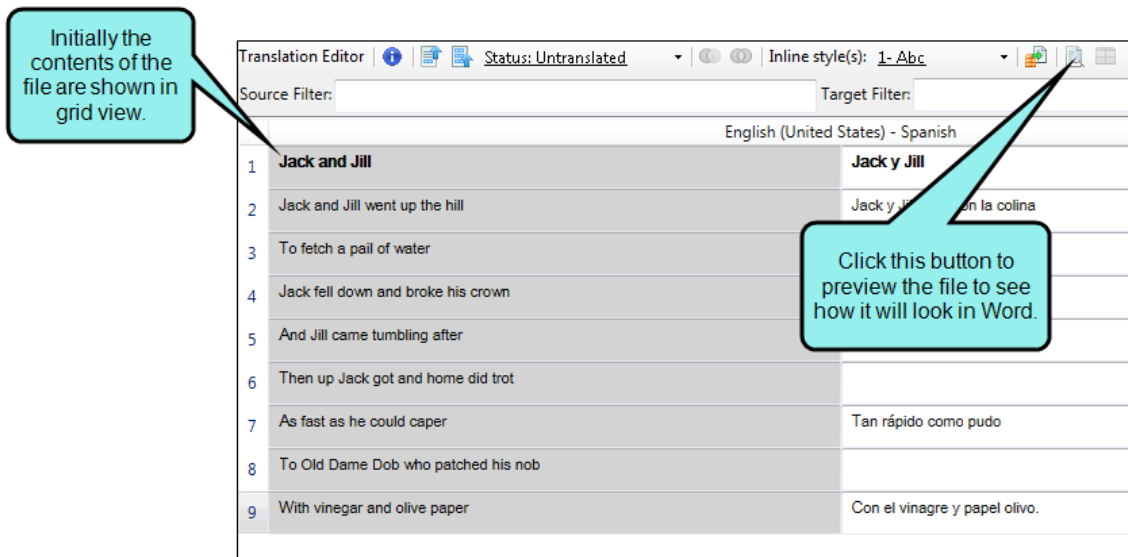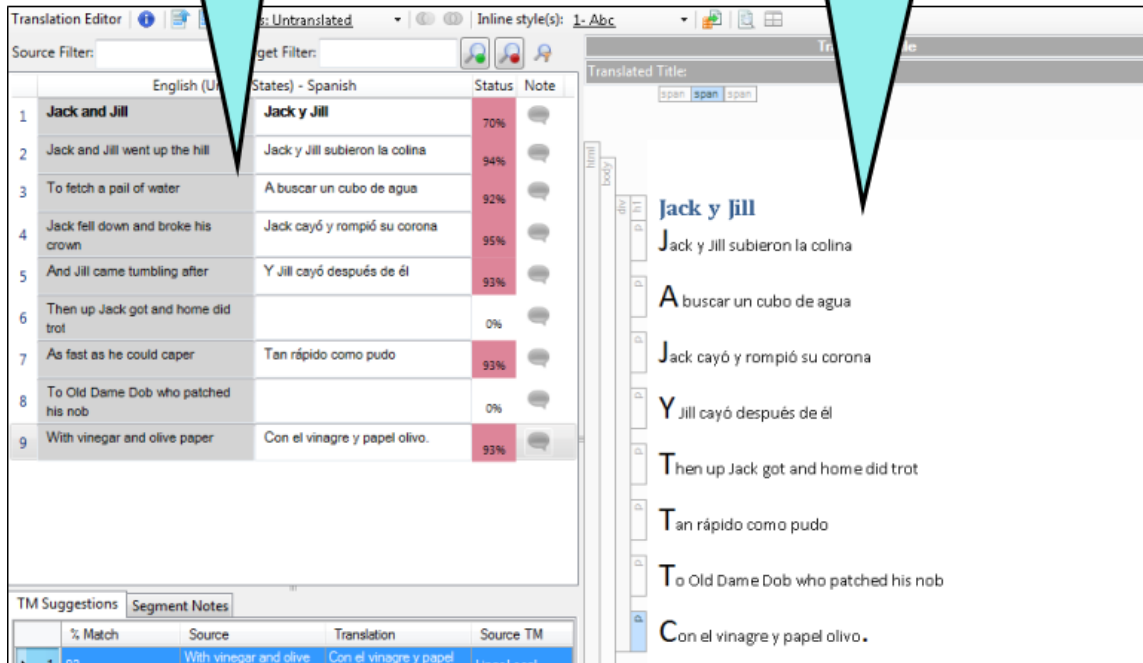
☆ After you click ▨, the file looks just like it would in Word. You can still see the Translation Editor and make changes, which appear in the preview area as you make them.

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.

☆ EXAMPLE—EXCEL

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

☆ 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.

EXAMPLE—POWERPOINT

When you first open a PowerPoint file in Lingo, it may look something like this, with text segments in a grid.
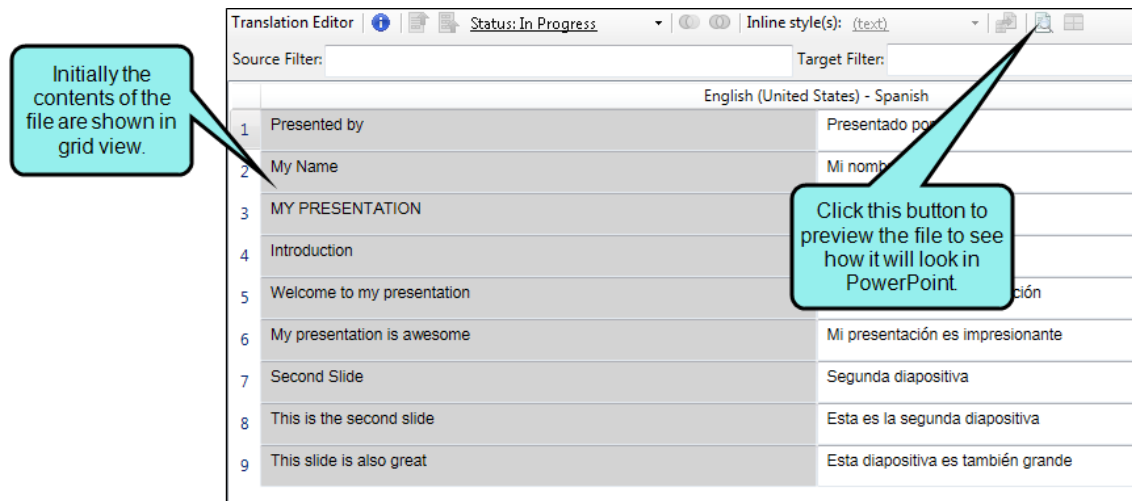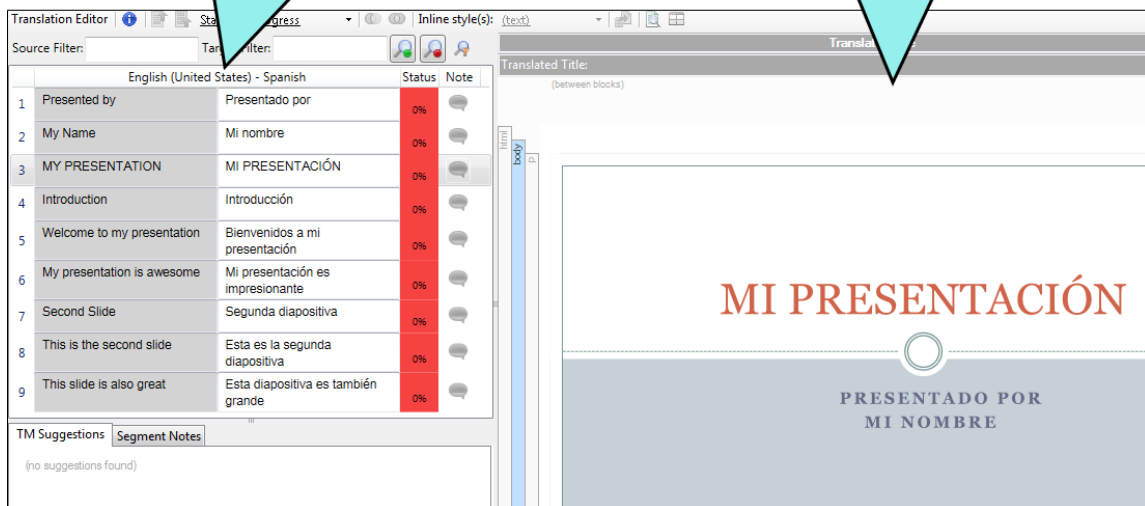
After you click ⊡, the file looks just like it would in PowerPoint. You can still see the Translation Editor and make changes, which appear in the preview area as you make them.

⭐ If the PowerPoint document has multiple pages, and most do, select a different segment in the Translation Editor to view the slide.
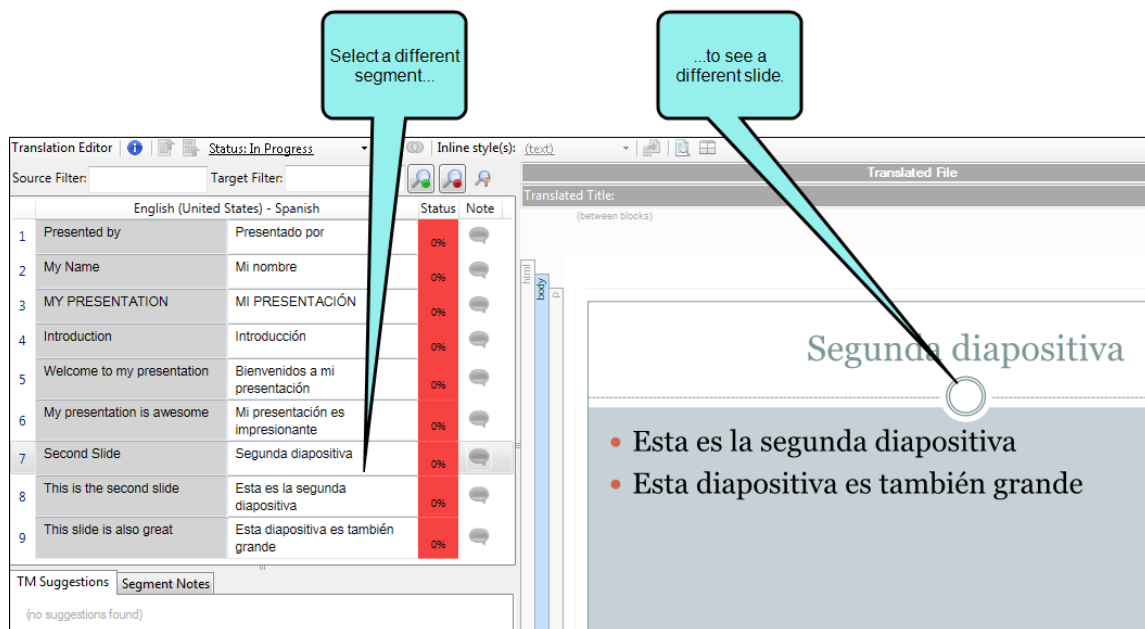
⭐ EXAMPLE—FLARE PROJECT WITH CAPTURE IMAGE WITH CALLOUTS

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.

☆ When you open the image file, you can translate the callout separately.
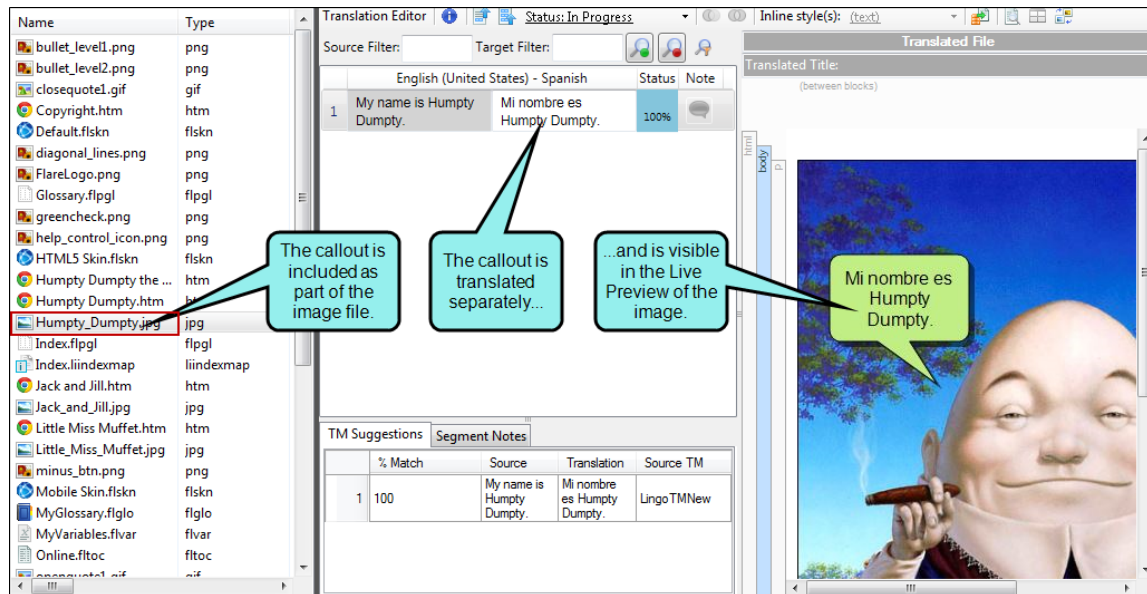
📝 **NOTE:** The Word preview feature supports DOC and DOCX files.

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

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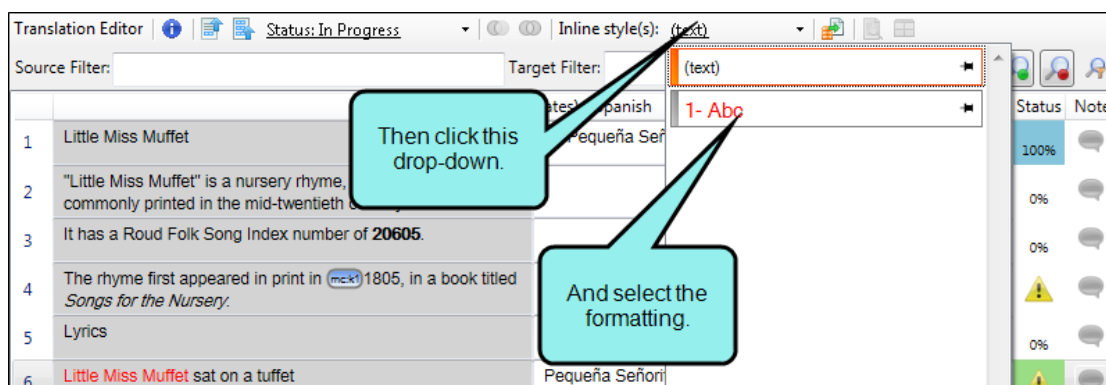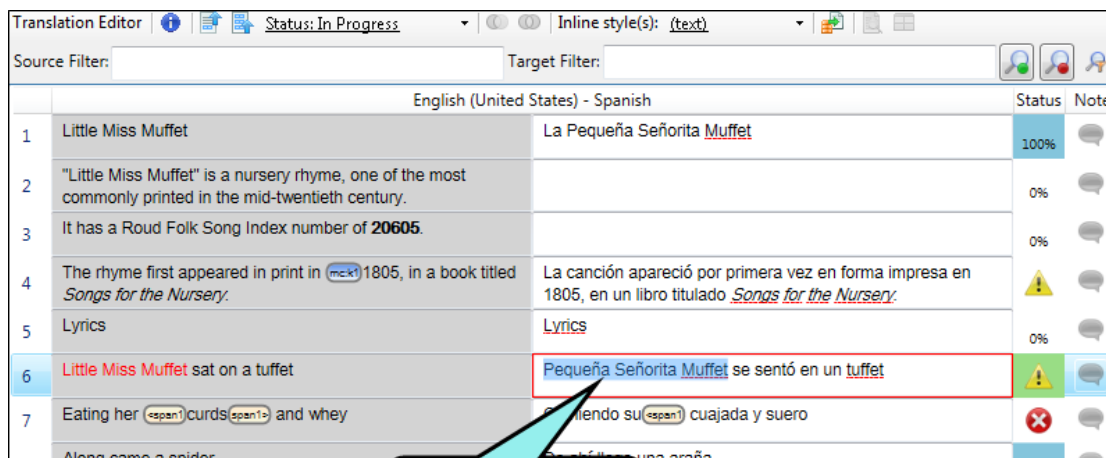
- **Keyboard Shortcuts** For much inline formatting (e.g., bold, italic, underline, superscript, sub-script and any combination of these), you can use Microsoft Word shortcuts (e.g., **CTRL+I** for italic, **CTRL+B** for bold). For font size, color, or background color, you must use the Inline style(s)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

  In addition, you can use a keyboard shortcut to access the Inline style(s) field. After high-lighting 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.
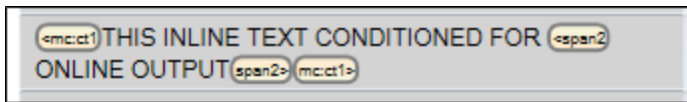
Lingo places yellow conditional text tags on either side of the text that were marked with a condition tag indicator in the source document. You can hover over the tags to see information about the condition that is applied to the text.
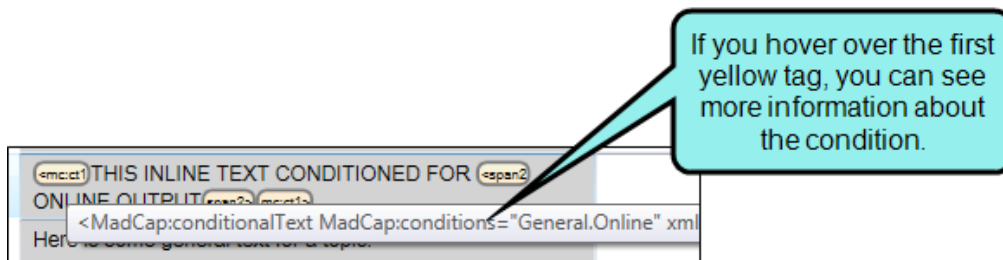
When the translator translates the segments, he can drag the yellow tags into the target segments, so the translation will also include the condition tag. Later, when the translator exports the document back to Flare, the condition tag will appear in the finished project.

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:

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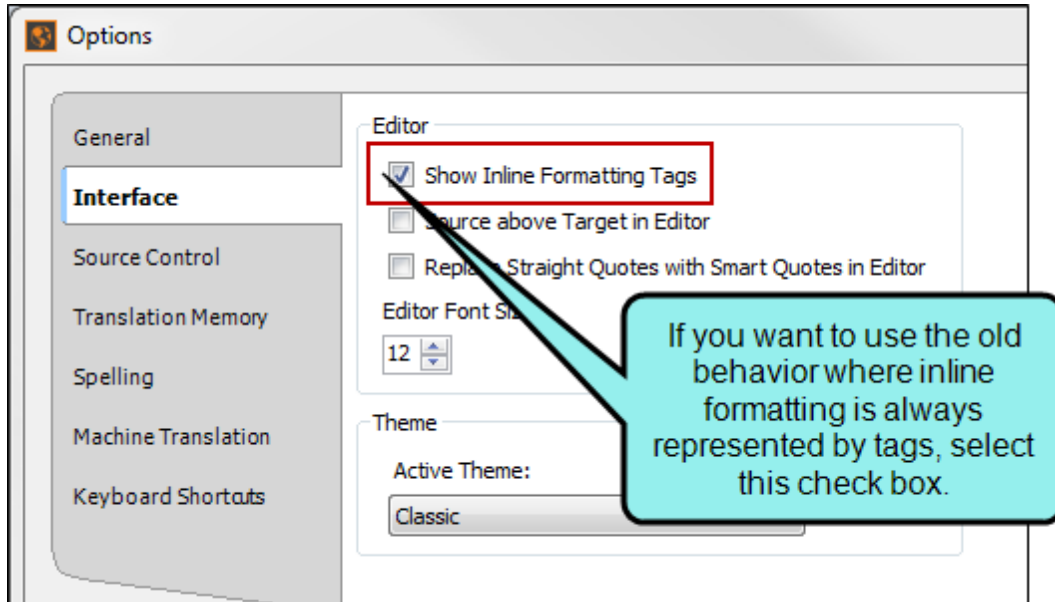
NOTE: If you are not sure what a tag means, you can click the toggle button 🔲 in the local toolbar of the editor to switch to Preview mode to see the content in its intended context.

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 195.

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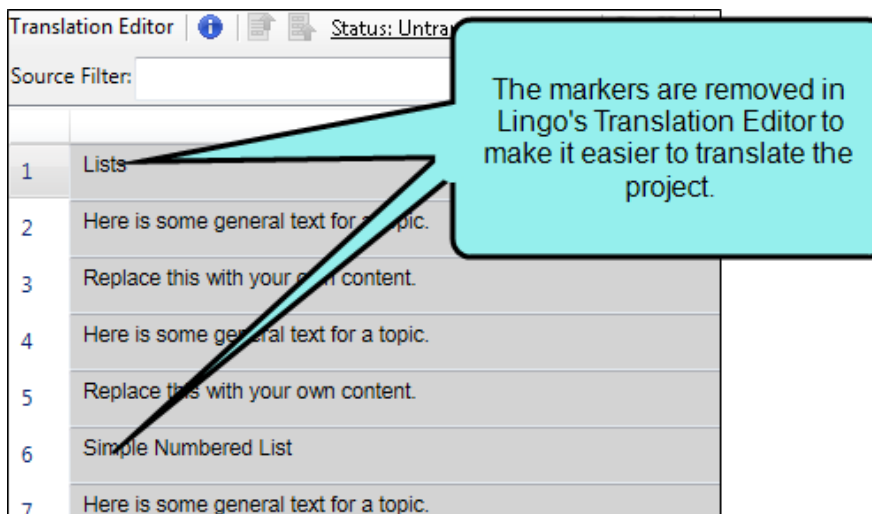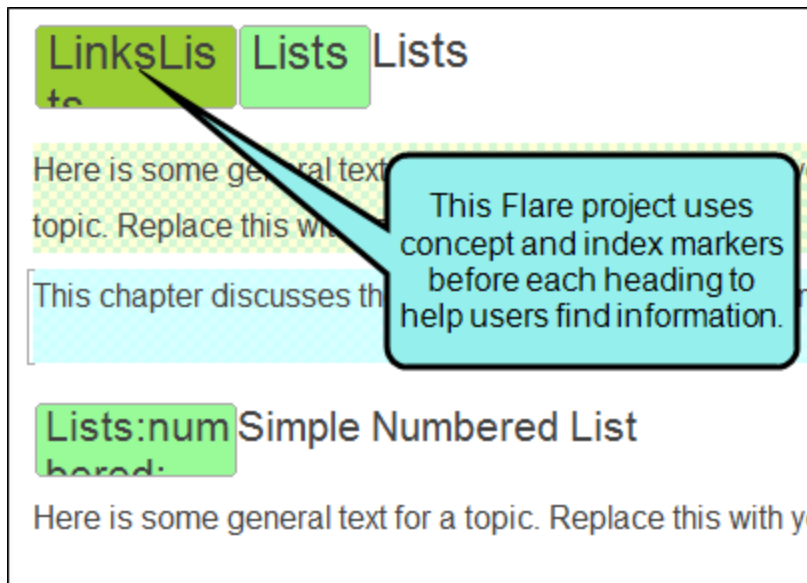
NOTE: Tags (e.g., spans) are removed from a segment if they wrap the entire translation unit. The exception to this is condition tags, which are *not* removed if they span the entire unit (this is because condition tags can affect translation status).

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 122 and "Exporting TMX Files" on page 124.

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."
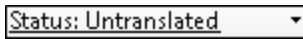
You can manually set the translation status from one of the following locations.

- **Translation Editor Local Toolbar** This is the quickest way to set the status for a single file.

- **Properties Dialog (Accessed From the File List Window Pane)** This is best if you want to set the same status for multiple files.

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 the **View** ribbon. In the **Pane** section select **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
   `Status: Untranslated` and select a status.

HOW TO SET THE FILE STATUS FROM THE PROPERTIES DIALOG (VIA THE FILE LIST WINDOW PANE)

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

   - **Ribbon** Select the **View** ribbon. In the **Pane** section select **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**.

> **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).

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**. The Save Review Package dialog opens.

2. (Optional) If you are working with a multilingual project, you can use the **Filter by language** drop-down to filter the project files. You can filter by all languages and by individual languages.
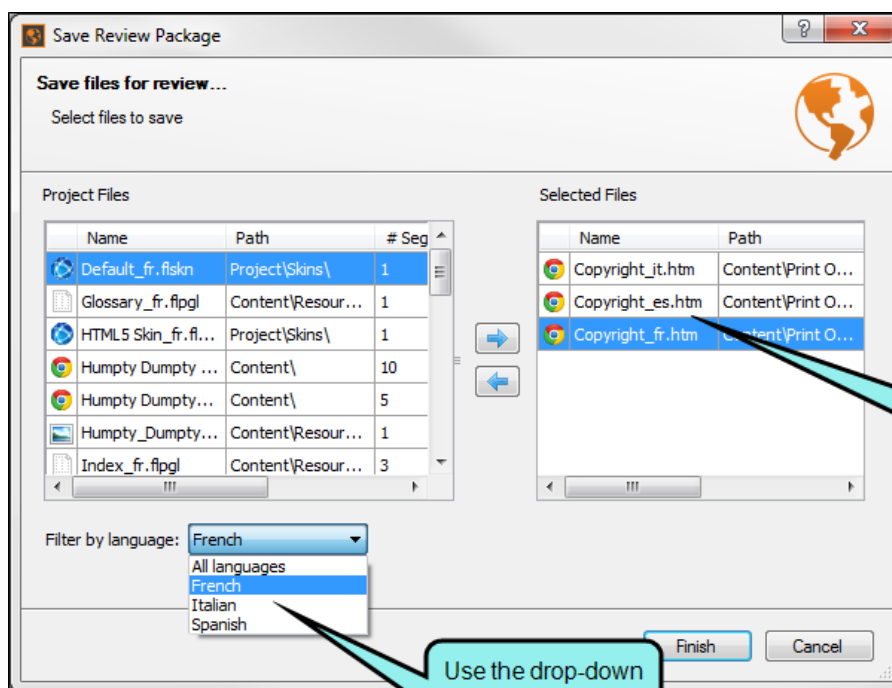
NOTE: You will only see this option if you are working with a multilingual project.

3. The files that can be exported and sent for review are on the left side of the dialog. 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 [←].
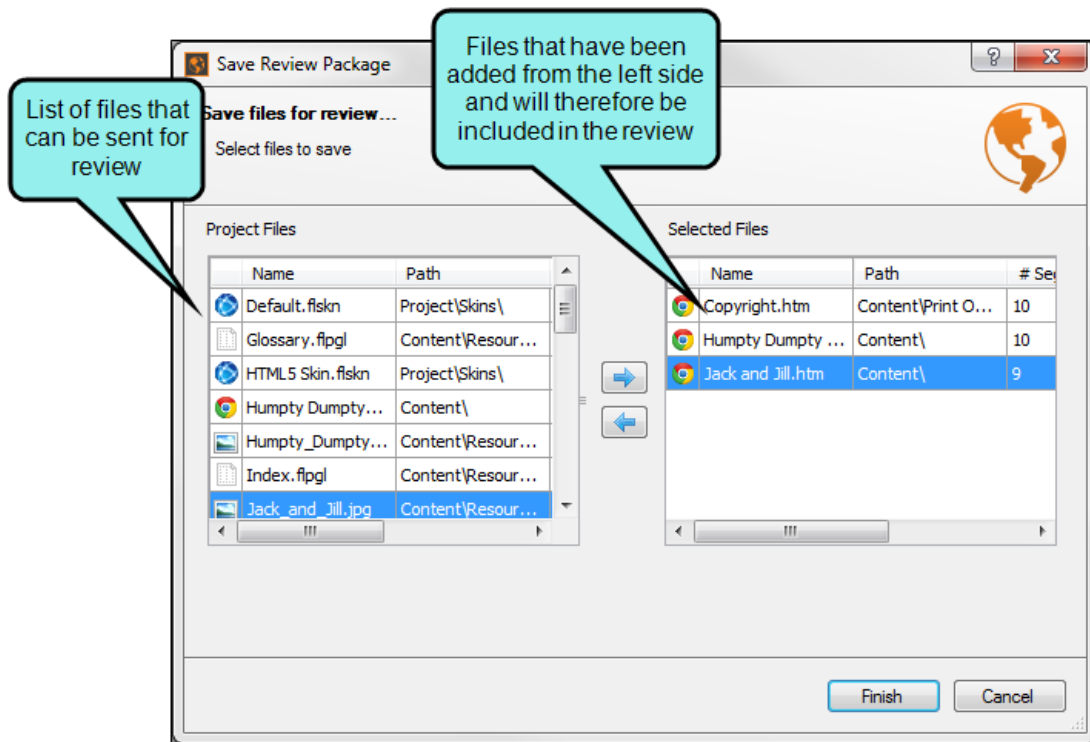
5. Click **Finish**.

6. A dialog opens where you can select a location to save the MadCap Lingo Review Package (LIREV file). Navigate to the location where you want to save the file, enter a name for the file in the **File name** field, and then 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 appropriate 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 214.

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.

Multilingual Projects

A multilingual project is a Lingo project that includes more than one target language. Lingo allows you to add as many languages as you like to your projects, and you can add or remove them at any time. A great benefit to multilingual projects is that you can add all the languages you need to translate to a single project. This makes it easier for a translator to translate content in multiple languages, and it makes it easier for a content developer to send files for translation or review.

This chapter discusses the following:

How to Create a Multilingual Project

When you create a new project in Lingo, you can select multiple target languages in the Start New Project Wizard.

1. In the **Source Language** drop-down, select the original language that is used in the project you are translating. Make sure this language matches the source exactly. For example, you might select English (en) here, but the source files are actually in the English United States (en-us) language. Therefore, you should instead select English United States in this field.

2. In the **Target Languages** grid, select the language(s) that you want to use for the translation and click to move it to the Selected Languages grid. If you need to remove a language from the Selected Languages grid, click .

    Selecting a target language also accomplishes the following:

    - **Spell Check** This affects the language that is used for spell checking. If you are working with a multilingual project, the language of the file is used for spell checking.

    - **Find and Replace** If you are working with a multilingual project, the active target language in the Project Properties dialog (**File > Project Properties**) is used for find and replace.

☆ EXAMPLE

If your project needs to be translated into French, Italian, and Spanish, select these three languages from the Target Languages grid, then click ➡.
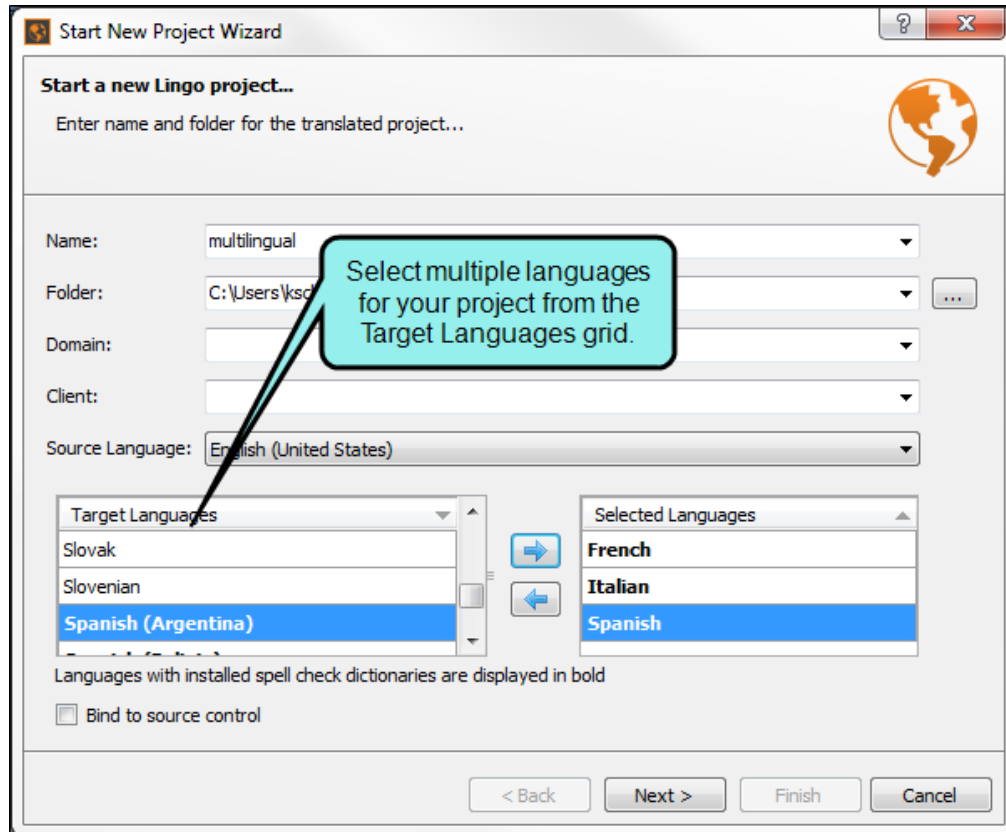
Where Can I Use Multilingual Features In Lingo?

In addition to creating new projects using multiple languages, you can also find options to switch between languages in the following areas in Lingo:

- **Batch Image Replacement** Localize images in your project by replacing the source images with images specific to each language.

- **Bundles** Send files in a specific language or in all languages for translation.

- **Compute Statistics** Calculate statistics to see how many segments are translated for a specific language, or for all languages.

- **Export Finished Translation** Export the final translation for any language to Flare or to a ZIP file.

- **Font Mapping** Locate fonts used in each file and replace them with fonts that are supported for each target language.

- **Index and Glossary Sort Orders** Create a custom sort order for your index or glossary.

- **Project Properties Dialog** Add or remove languages in the project at any time, and set the active language for the project. The active language determines the default language settings for your projects, such as the current translation language.

- **QA Reports** Run quality assurance reports for files in a specific language, or run reports on all files.

- **Reviews** Send files in a specific language or in all languages for review.

For more information about each of these features, please see the 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.

This chapter discusses the following:

Translation Memory Features

Features of TM in Lingo include the following:

LOCAL OR SERVER TM (SQLITE OR SQL EXPRESS)

You must have SQL installed to take advantage of server translation memory (TM) and termbases in Lingo. The following types of SQL are supported: SQLite and SQL Express. If you are new to Lingo, TM, and termbases, you probably want to use SQLite, purely because of its simplicity. See "Creating a Translation Memory Database" on page 75.

SQLITE (LOCAL)

This 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/.

MULTIPLE TM DATABASES PER PROJECT

You can connect multiple TM databases to your project. See "Choosing a Translation Memory Database" on page 79.

☆ **EXAMPLE**

Let's say you are creating a new project and have already created a few TM databases previously. In the Start New Project wizard, you might see something like this:

In this example, three TM databases have already been created. Therefore, they all display in this grid so that you can quickly choose one or more to use in the project.

Click the check box next to each TM you want to use in the project.

RANK TM DATABASES

You can rank TM databases. This allows you to select the order in which you want to apply segments when translating or pre-translating a project. Lingo will also prioritize higher-ranked TMs when showing suggestions in the TM Suggestions pane. See " " on page 142.

> ⭐ **EXAMPLE**
>
> You can rank each enabled TM.
>
>

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

SUGGESTIONS BASED ON PREVIOUS TRANSLATIONS

TM remembers the translation work that you have uploaded and uses it to make suggestions when you translate content in the future.

> 🗋 **NOTE:** Using the Options dialog (**File > Options** or **Tools > Options**) you can adjust the percentages for matches to change the behavior of the interface. This lets you determine how closely translations must match text in order to be shown in the interface and/or be used automatically. You can also specify how to handle exact matches, whether they are automatically accepted or not when TM is applied. See "Setting Match Options for Suggestions" on page 130 and "Accepting Exact Matches on Applying TM" on page 133.

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. See "Statuses and Matches" on page 90.

UPDATING SEGMENTS WITH CONTEXT (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. See "Updating Segments With 101% Matches" on page 134.

UPDATING TRANSLATIONS WITH IDENTICAL SOURCES

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. See " " on page 138.

TRANSLATION MEMORY EXCHANGE

The purpose of Translation Memory eXchange (TMX) is to allow easier transmission of TM data between tools and/or translation vendors with no loss of critical data during the process. See "Translation Memory eXchange" on page 121.

EDIT TM DATABASES

You can open your TM database and edit it. From the Translation Memory Editor, you can delete items, make corrections, add new segments, and import/export TMX files. See "Editing the Translation Memory Database" on page 106.

VIEW TM METADATA AND CLEAN UP TM DATABASES

When editing a TM database, you can view metadata for each translation unit. These additional details for each translation 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 translation memory to only display segments that have specific metadata.

Translation memory cleanup allows you to use TM metadata to find and replace within a TM segment or delete TM segments. You can use metadata to search within the TM and locate specific segments, such as those created by a certain user or those pertaining to a specific client. You can also use translation memory cleanup to remove duplicate segments in your translation memory.

See "Translation Memory Metadata" on page 112 and "Cleaning Up the Translation Memory" on page 116.

PRE-TRANSLATE 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 TM Suggestions to Segments" on page 101.

Start New Project Wizard

Start a new Lingo project...

Select Translation Memories to use for this project...

Select Translation Memory:

🟠 Add ▾   🟠 Create ▾   🟠 Remove   🟠 Import...

Rank	Use	Translation Memory	Location	Access
▾	☑	Local4	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write ▾
▾	☑	Local3	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write ▾
▾	☑	Local2	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write ▾
▾	☑	Local1	C:\Users\kschneider\Documents\Lingo Transl...	Read & Write

Select Machine Translation Providers:

Pre-translate options: No pre-translation ▾

No pre-translation
Pre-translate with TM
Pre-translate with TM then MT

Select an option to apply exact matches from the TM database or matches from machine translation (MT) to segments in the project.

< Back   Next >   Finish   Cancel

⭐ **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.

☆ 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.

🗒 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 130.

🗒 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 TM" on page 133.

> **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.

Steps for Using Translation Memory

Following are the general steps for using TM:

1. **Install SQL** In order to use features such as translation memory, you need to have SQLite or SQL Express Server. SQLite is automatically installed during the process of installing Lingo, but you must install SQL Express Server separately if you want to use that.

2. **Create TM Database** Before you can take advantage of translation memory, you need to create at least one database. See "Creating a Translation Memory Database" on page 75.

3. **Choose TM 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. See "Choosing a Translation Memory Database" on page 79.

4. **Upload TM Content for Suggestions** When you translate text in a project, your work can be uploaded to a TM database. This enables Lingo to make suggestions while you translate text in the future. If your project is already associated with a TM database, translations are uploaded automatically whenever you finish translating and confirming a text segment.

5. **Translate With TM Suggestions** You can apply TM suggestions to a segment when you are translating files. You can do this manually for each segment you come across that has a match, or you can automatically apply matching translations across the entire project or a single file. See "Applying TM Suggestions to Segments" on page 101.

> ⊙ **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 conficts.

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.

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 TM 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.

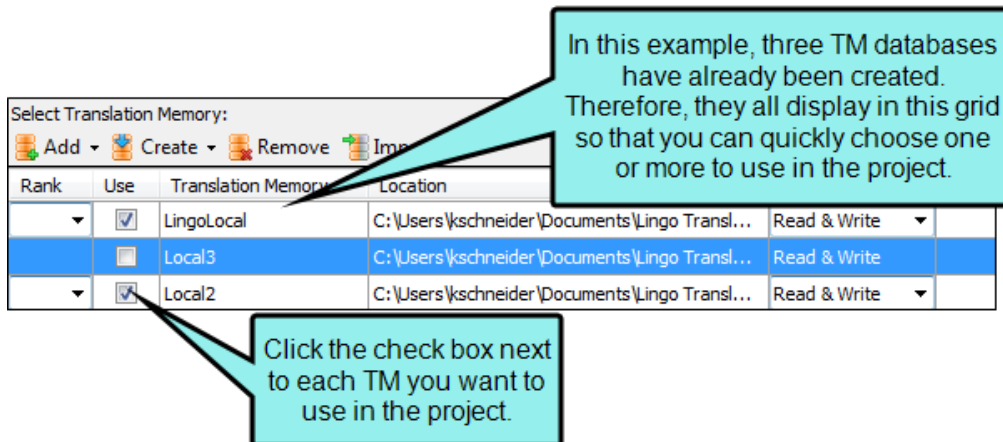   - **Server** Select this option if you want to use SQL Server Express for a TM database to be stored on a server. This opens a dialog with fields for the name, server, and security information related to the database.

   > 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:

> 📝 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 TM

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

   The Manage Translation Memory dialog opens.

2. Click .

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 75.

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 TM DATABASE

1. Make sure you have created at least one TM database. See "Creating a Translation Memory Database" on page 75.

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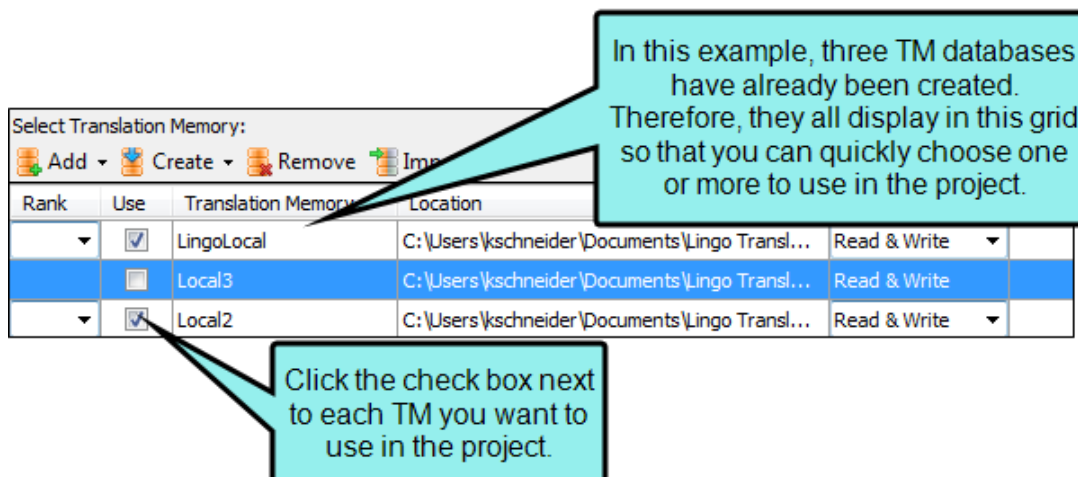
You can also use the dialog to do any of the following:

ADD/REMOVE TM DATABASES TO/FROM 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:

> 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.

CREATE NEW TM 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 75.

> ☆ EXAMPLE
>
> Let's say 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**.
>
>
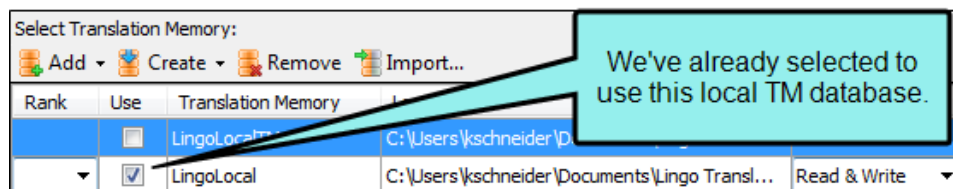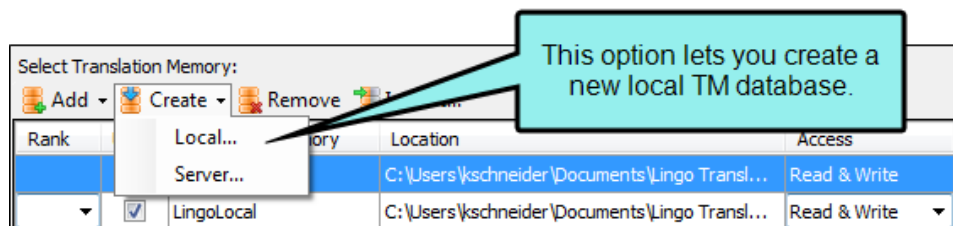
☆ The New Local Translation Memory Database dialog opens. You give the database a name and keep the default location where it will be stored.
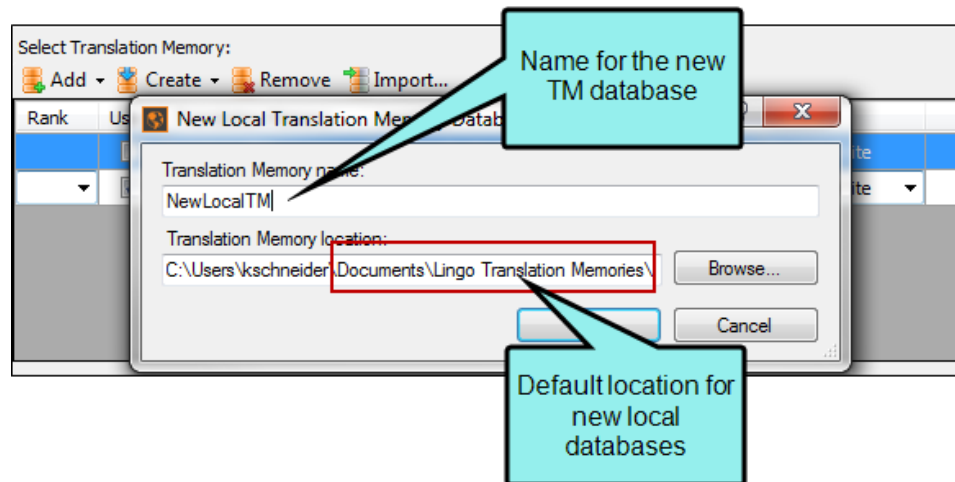
When you are finished, the new database is shown in the grid and the Use check box is automatically selected.
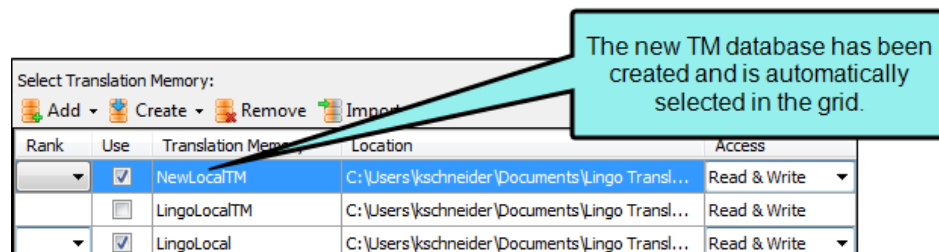
RANK TRANSLATION MEMORY DATABASES

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 " " on page 142.
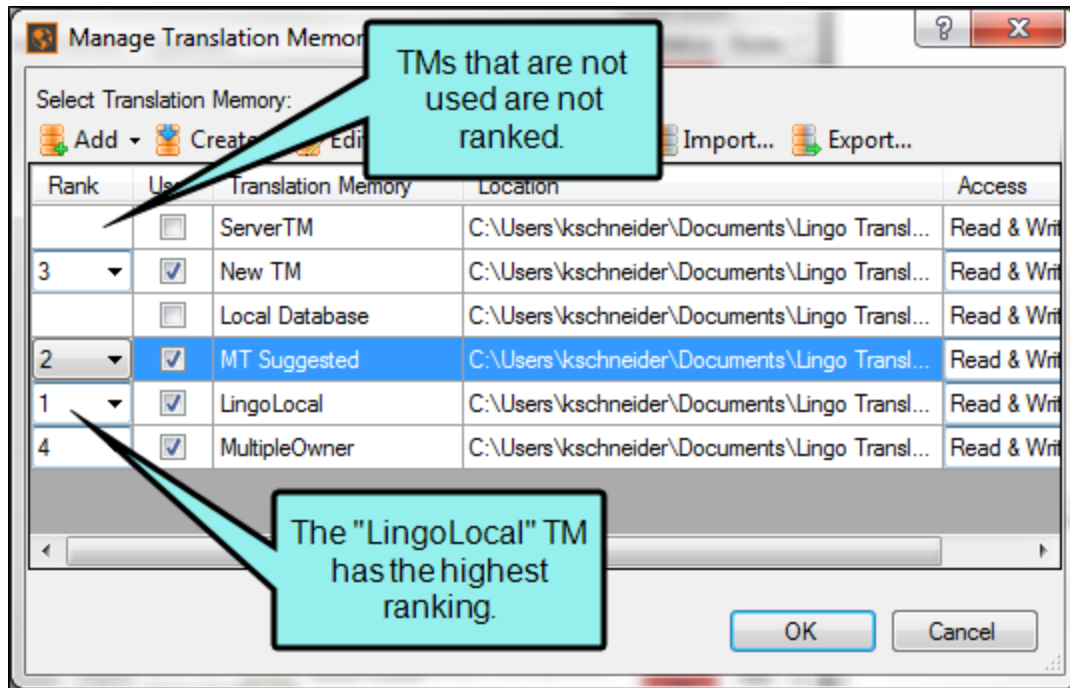
> NOTE: You can only rank enabled TMs. The **Rank** drop-down is disabled if a TM is not selected for the project.

DELETE TM DATABASE

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 122.

⭐ **EXAMPLE**

Let's say 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**.
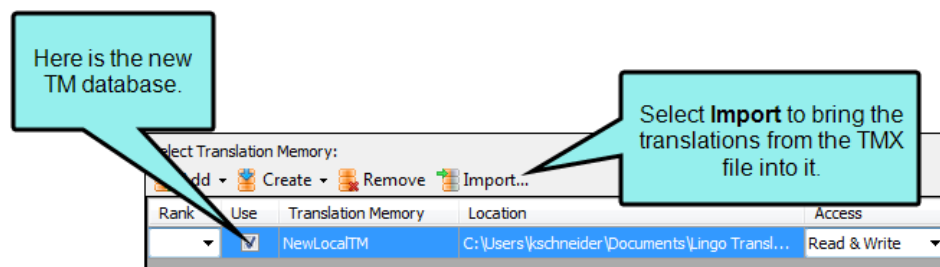
Finally, you would use the dialog that opens to find and select the TMX file to import.

EXPORT TMX FILES
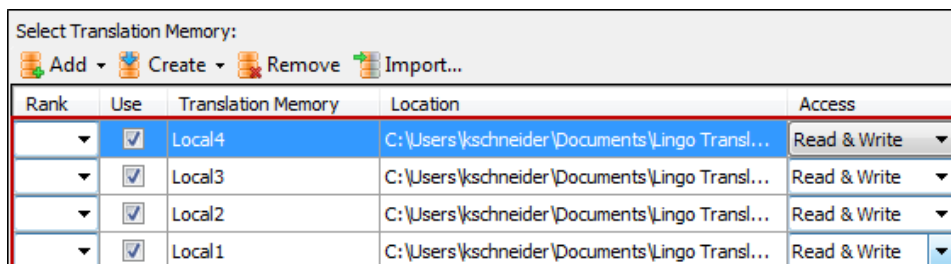
If you have a termbase file in Lingo, you can export it into a Translation Memory eXchange (TMX) file to share with others or to save for later. To do this, select the database in the grid, then click **Export**. Complete the fields in the dialog and click **Start Export**. See "Exporting TMX Files" on page 124.

SPECIFY ACCESS—READ & WRITE VERSUS READ ONLY

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**

Let's say you are connecting your new Lingo project to four different TM databases, like this:

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.

> 🗒 **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.

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		This is a segment that exactly matches a translation in TM, where its context (the segment before or after) is also an exact match. A context match gives you an additional level of confidence in the matching translation and therefore displays it as a 101% match. 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. 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. The contexts of the segments are also imported or exported when you import or export TMX files.	101% if segment was added to TM *before* project was created Original percentage (e.g., 0%, 81%, 100%) if segment was added to TM *after* project was created	101%

Name	Default Color	Definition	Percentage Shown in Status Column	Percentage Shown in TM Suggestions Tab
Exact Match		This is a segment that exactly matches a translation in TM, without regard to its context.	100%	100% *before* you accept segment 100% or 101% *after* you accept segment
Repetition		This is 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% *before* you accept segment 101% *after* you accept segment
Context Repetition		This is 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%

Name	Default Color	Definition	Percentage Shown in Status Column	Percentage Shown in TM Suggestions Tab
Fuzzy Match		This 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%) *before* you accept segment 101% (and perhaps other matches less than 100%) *after* you accept segment
Confirmed		This is 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		This 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. 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).	0%	0%

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

These three segments are context matches, which means that matches for both the translations and contexts have been found. The translated segments and contexts had already been saved before this project was created. Therefore, the Status column displays 101%.

The selected segment had a 100% match in TM. After the segment was accepted, it became a 101% match. So both are shown in the TM Suggestions area.

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

⭐ EXAMPLE—EXACT MATCHES

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

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.

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:

⭐ **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.

⭐ 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 corrió	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:

The following shows some segments in a file that were generated 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 129.

Applying TM Suggestions to Segments

You can automatically apply matching translations from a 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 TM 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 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 TM SUGGESTIONS TO AN ENTIRE PROJECT—AFTER THE PROJECT IS CREATED

1. Open the project.

2. Select the **Home** ribbon. In the **Utilize TM** section select **Translate project with TM**.

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

3. Click **OK**.

HOW TO APPLY TM SUGGESTIONS 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 TM SUGGESTIONS TO A SEGMENT

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

> 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 130.

> 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 143.

> 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 TM" on page 133.

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.

Editing the Translation Memory Database

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

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:

   ### 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.

   ### 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.

DELETE A SEGMENT

a. Do one of the following:

- Select the row and click ![icon].

- Select the row and press **Delete** on your keyboard.

- Right-click the row and select **Delete** from the context menu.

A line appears through the middle of the text.

b. Click ![icon] to save your work.

> ![icon] 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.

SEARCH FOR A TERM

- In the **Search** field enter a term and press **Enter**.

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.
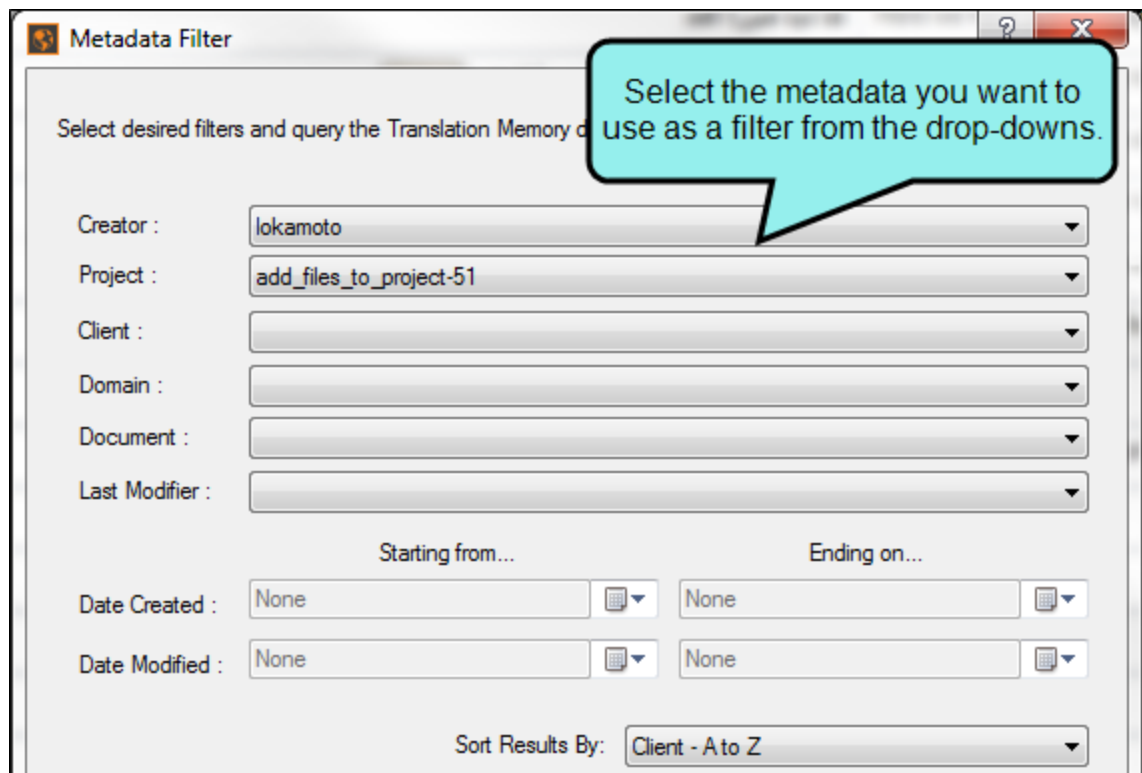
c. Click **OK**.

d. To reset your filters and see the entire TM, in the local toolbar, click ⬚. For more information, see "Translation Memory Metadata" on page 112.

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. For more information, see "Creating a Translation Memory Database" on page 75.

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.

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. For more information see "Importing TMX Files" on page 122.

EXPORT SEGMENTS TO A TMX FILE

 a. In the local toolbar, click ![icon]. 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. For more information see "Exporting TMX Files" on page 124.

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.

> **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.

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 116.

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.
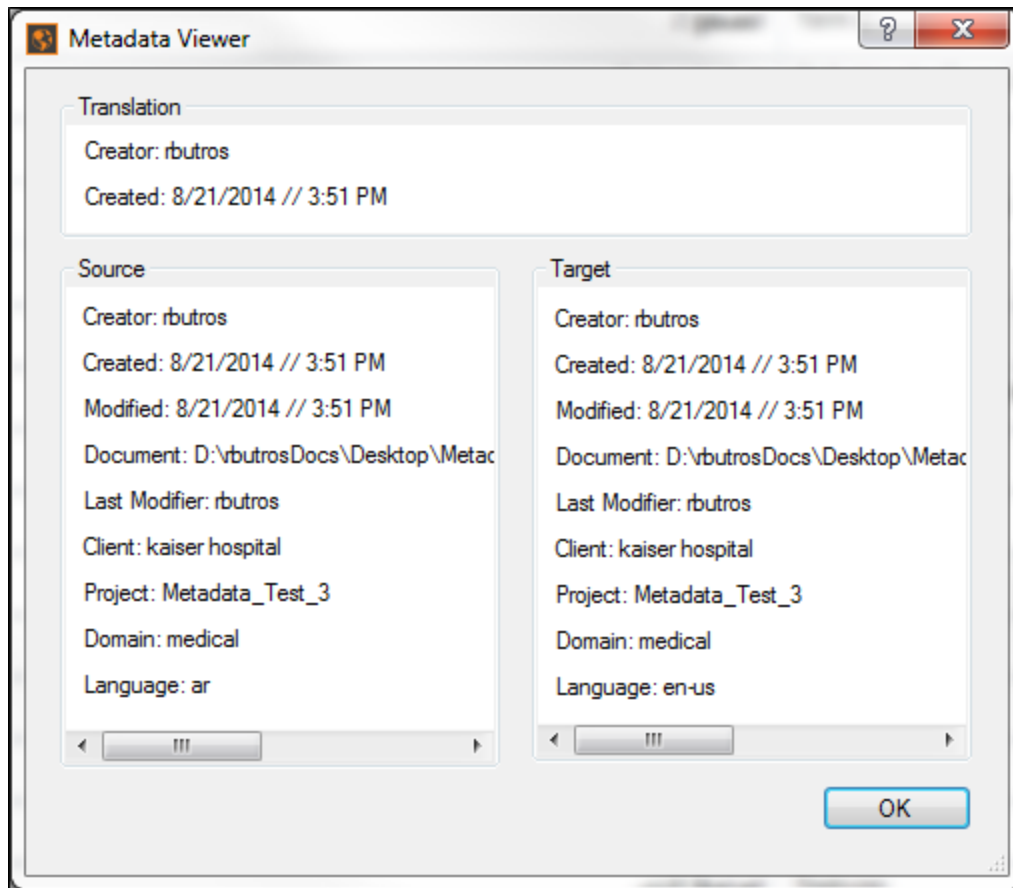
4. Click **OK**.

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 [icon].

   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**

Let's say 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:

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

4. Click **OK**.

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

Cleaning Up the Translation Memory

Translation memory (TM) cleanup allows you to 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 "Translation Memory Metadata" on page 112.

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.

3. 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

Let's say 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.

Here, you want to replace the word "Feature" with the word "Product."

TM Cleanup: Find and Replace

Perform find-and-replace on all TM entries with the following metadata...

Find: Feature   New text: Product

Language :
Creator : rbutros
Project :
Client : kaiser hospital
Domain :
Document :
Last Modifier :

Starting from...   Ending on...
Date Created : None   None
Date Modified : None   None

OK   Cancel

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

29	Arabic	اهلا وسهلا	Welcome		English (Unite
30	Arabic	ترحيب وي هلا	Welcome	In this section from the TM, you can see where "Feature" is now "Product."	
31	Arabic	الإجراء الاول	Procedure 1		
32	Arabic	الإجراء 1	Procedure 1		
33	Arabic	المواصفة الاولى	Products		English (Unite
34	Arabic	المواصفة الثالثة	Product 3		English (Unite
35	Arabic	ميزة 2 هنا حبيبى	Product 2		English (Unite

4. 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 [icon]. 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**.
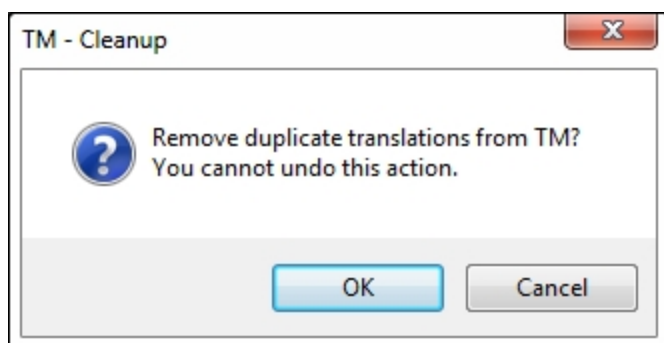
Translation Memory eXchange

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 allows you to 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 the next page and "Exporting TMX Files" on page 124.

Importing TMX Files

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

HOW TO IMPORT TMX FILES

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

    ▪ Select the **Resources** ribbon. In the TMX section, select **Import TMX**.

      OR

    ▪ Select the **Resources** ribbon. In the Translation Memory section, select **Choose TM**.
      The Manage Translation Memory dialog opens. Click **Import**.

    The Import TMX File dialog opens.

2. Click `...`.

3. In the dialog that opens, 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.

    > ⓘ Imported 0 new translation(s).
    > Found 127 duplicate(s)
    > and 8 alternate translation(s).
    >
    > OK
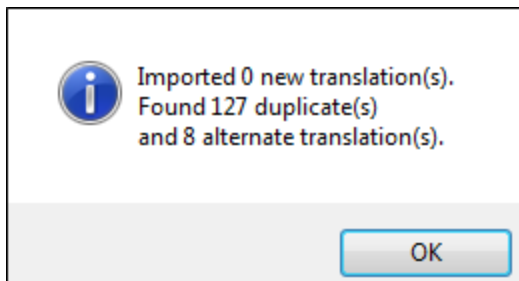
> ⭐ **EXAMPLE**
>
> Let's say you have the text "This is a car." In your TM database, you already have this translated, using the word "coche" for "car." In the TMX file you are importing, the translation is much the same, except the word "carro" is used. Therefore, Lingo informs you that an alternative 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 <strong> 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. You might use this field, for example, if you forgot to change to the database you want before starting the import process.

7. Click **Start Import**. A message lets you know the results of the import.

8. Click **OK**.

Exporting TMX 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 TMX FILES

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

   - Select the **Resources** ribbon. In the TMX section, select **Export to TMX**.

     OR

   - Select the **Resources** ribbon. In the Translation Memory section, select **Choose TM**. The Manage Translation Memory dialog opens. Click **Export**.

   The Export to TMX File dialog opens.

2. Next to the **TMX File** field, click [...].

3. 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**.

4. 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.

5. 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.

☆ **EXAMPLE**

Let's say that the "Languages to export" field shows English-to-Danish and English-to-German translations. Like this:
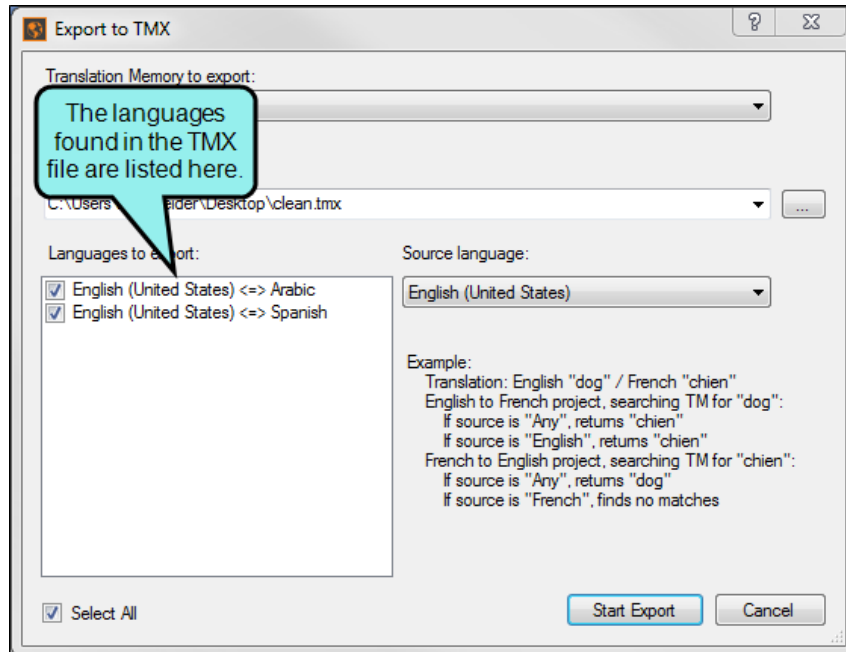
☆ If you select "English" in the Source Language field to the right, the tool using the exported TMX file will be able to use the translations going from English to Danish or English to German.
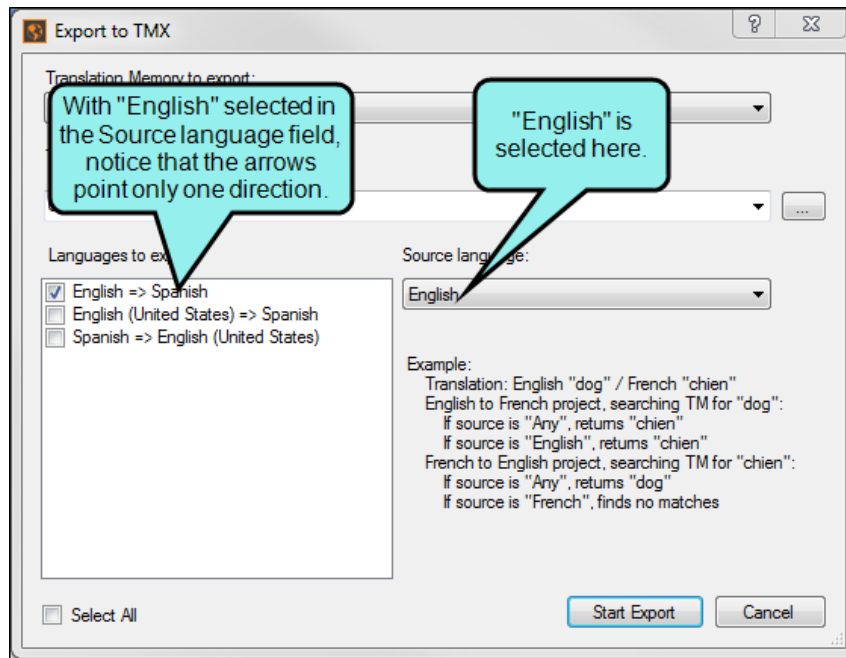
☆ If you select "Any" in the Source Language field to the right, the tool using the exported TMX file will be able to use the translations going from English to Danish, English to German, Danish to English, and German to English.
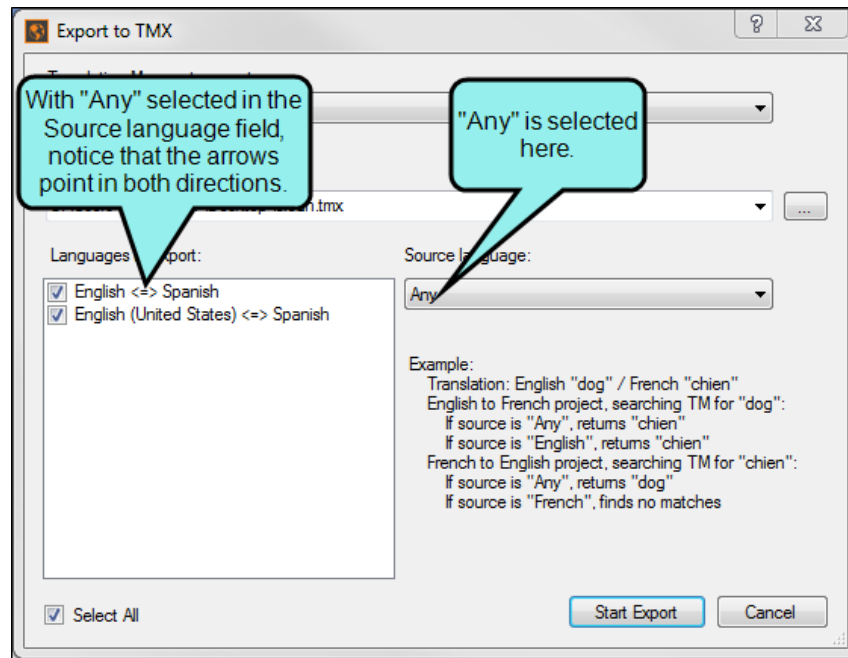
6. Click **Start Export**. A message lets you know the results of the export.

7. Click **OK**.

Other Translation Memory Tasks

In addition to the features already discussed, there are a few other tasks related to translation memory that you may need to do:

- Changing Segment Status Colors (page 129)

- Setting Match Options for Suggestions (page 130)

- Accepting Exact Matches on Applying TM (page 133)

- Updating Context Matches (page 134)

- Updating Translations With an Identical Source (page 138)

- Ranking a Translation Memory Database (page 142)

- Removing a Translation Memory (page 148)

- Deleting a Translation Memory (page 149)

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**.

Setting Match Options for Suggestions

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

MINIMUM MATCHES

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

> ☆ **EXAMPLE**
>
> Let's say that 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 MINIMUM MATCH PERCENTAGE

1. Select **File > Options**.

   The Options dialog opens.

2. Select the **Translation Memory** tab.

3. Enter a percentage in the field labeled **Retrieve suggestions with minimum match of**.

4. Click **OK**.

FUZZY MATCHES

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.

☆ **EXAMPLE**

Let's say that 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").

HOW TO SET A FUZZY MATCH PERCENTAGE

1. Select **File > Options**.

   The Options dialog opens.

2. Select the **Translation Memory** tab.

3. Enter a percentage in the field labeled **Fill-in fuzzy matches of at least**.

4. Click **OK**.

> **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 143.

Accepting Exact Matches on Applying TM

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 TM

1. Select **File > Options**.

   The Options dialog opens.

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.

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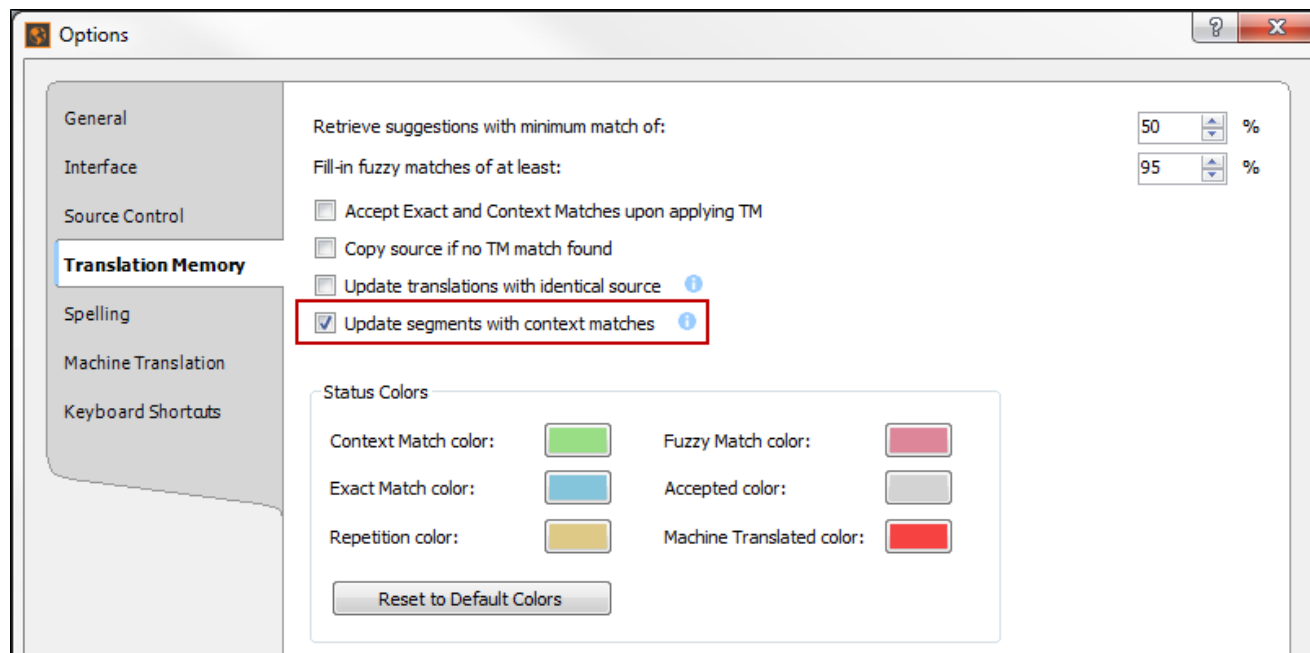
Let's say you have a source file with the term "Car." Now suppose this term and has already been translated to "Carro" in Spanish and added to the TM. When you click in a segment with the term "Car," Lingo shows that it has a 101% match.

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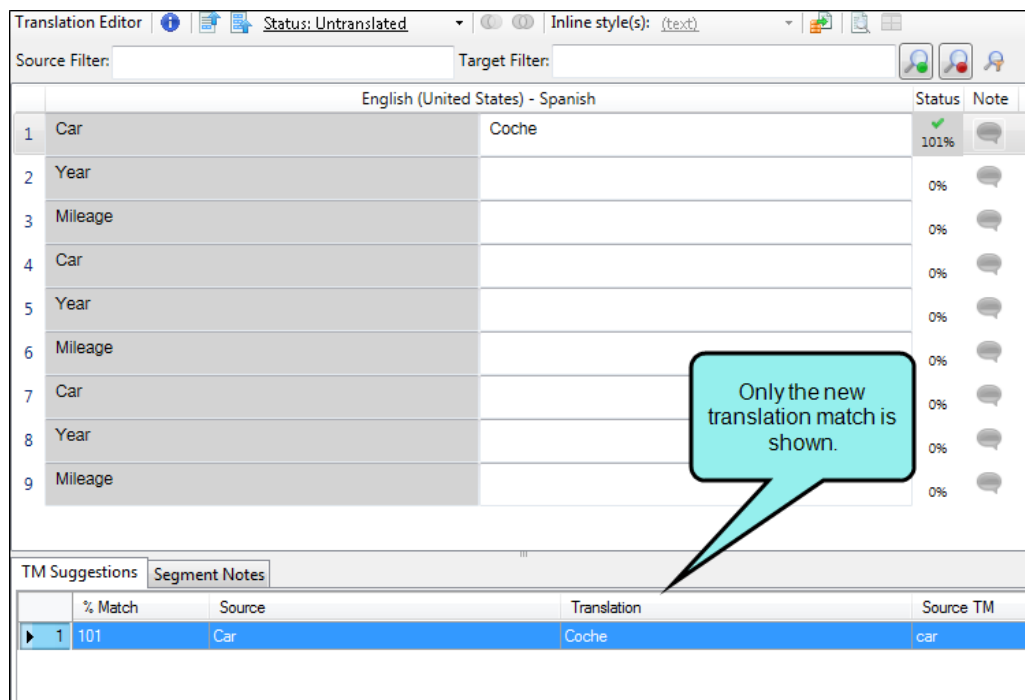
⭐ This is the default behavior, which is what happens when the check box in the Options dialog is *not* selected.

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).

HOW TO UPDATE TRANSLATIONS WITH 101% MATCHES

1. Select **File > Options**.

    The Options dialog opens.

2. Select the **Translation Memory** tab.

3. Select **Update segments with context matches**.

4. Click **OK**.

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.
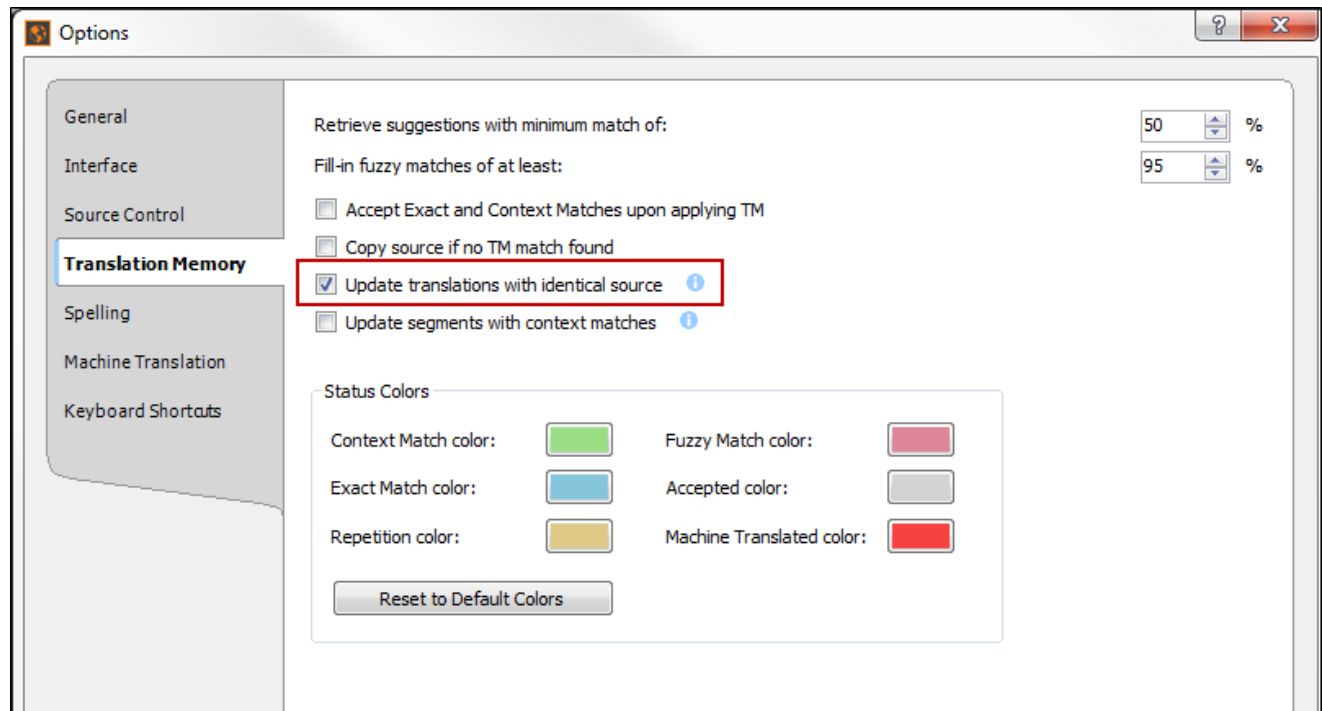
☆ EXAMPLE

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

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.

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

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.

HOW TO UPDATE TRANSLATIONS WITH AN IDENTICAL SOURCE

1. Select **File > Options**.

   The Options dialog opens.

2. Select the **Translation Memory** tab.

3. Select **Update translations with identical source**.

4. Click **OK**.

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 TM DATABASE

1. Make sure you have created at least one TM database. See "Creating a Translation Memory Database" on page 75.

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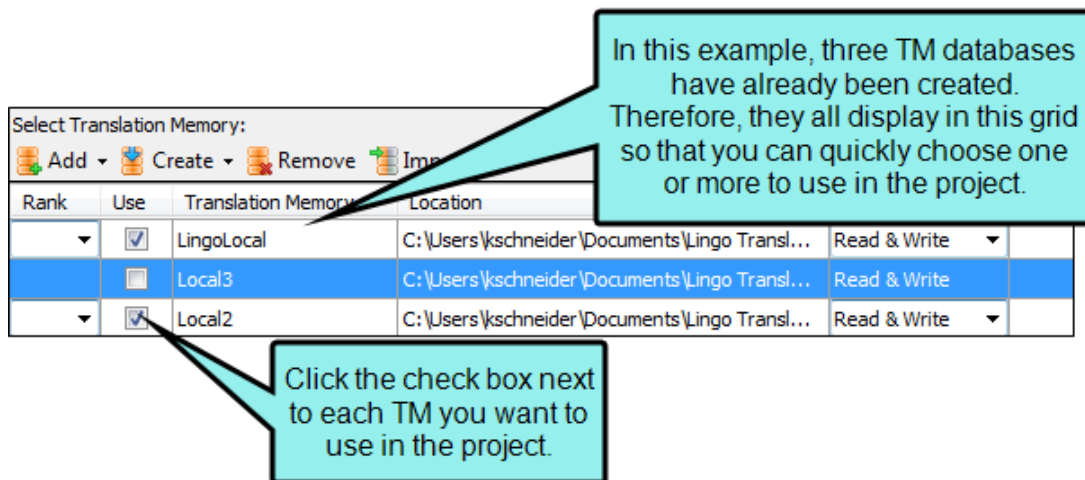
4. From the **Rank** drop-down, select a numeric ranking for each enabled TM, where **1** is the preferred TM. You do not have to select a value; unranked TMs will take lowest priority.

> 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.

⭐ EXAMPLE

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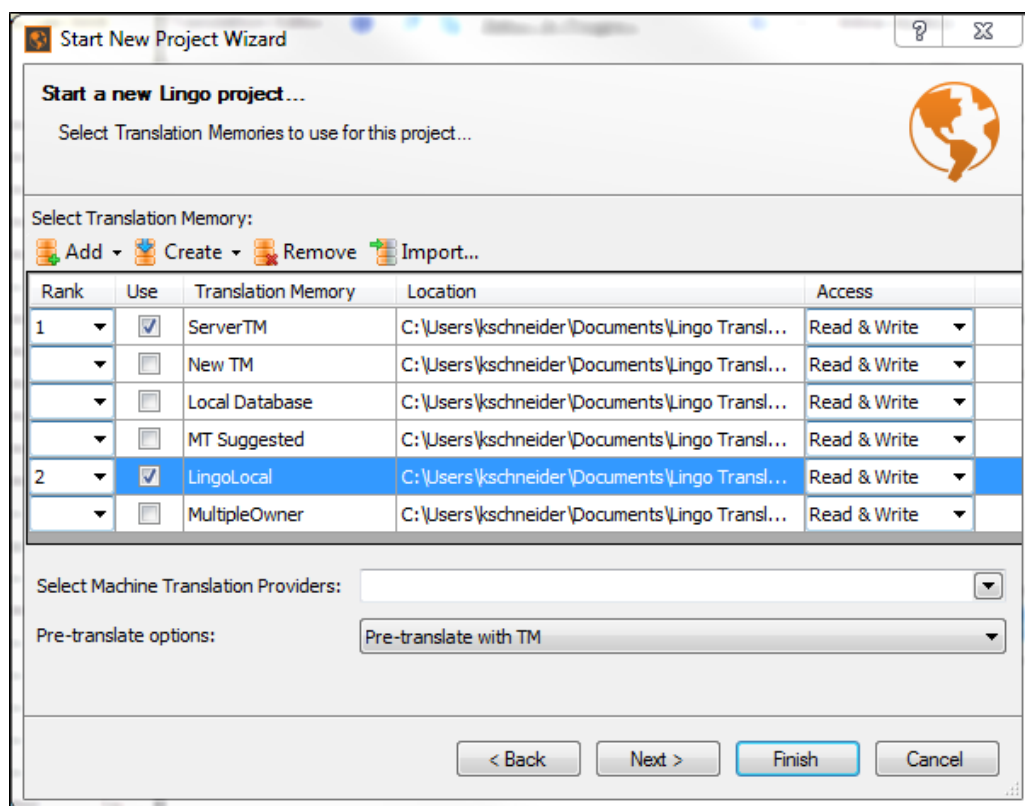
☆ Later, you are looking through your project and see a match that isn't completely accurate. The TM Suggestions tab shows you that it the match is from the server TM, and it has a fuzzy match percentage of 50%. The TM Suggestions tab also shows a 101% match from the local TM, which has a lower ranking.

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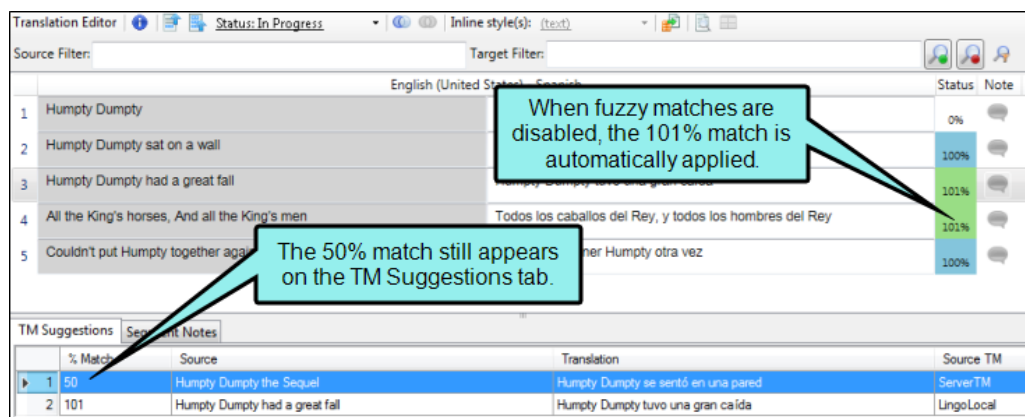
If you disable fuzzy matches, and there is a 100% or 101% match in both TMs, the higher ranked TM will still take priority.

Removing a 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 " " below.

HOW TO REMOVE A TM

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 remove.

3. Click **Remove**.

Deleting a 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 A TM

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**.

Machine Translation

Machine translation (MT) is translation of text by a computer or translation program, such as Google Translate. 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.

This chapter discusses the following:

Machine Translation Features

Features of machine translation in Lingo include the following:

CHOOSE FROM MULTIPLE MACHINE TRANSLATION PROVIDERS

You can choose from multiple machine translation services to provide translation suggestions for your source segments. You can also quickly translate your entire project using any single machine translation provider. Lingo currently supports machine translation from Google Translate, Microsoft Bing Translator, and MyMemory Translated.net. See "Choosing a Machine Translation Provider" on page 161.

> ☆ **EXAMPLE**
>
> Let's say you are creating a new project and do not have an existing translation memory. In the Start New Project wizard, you can select an MT provider to pre-translate your project and get a head start on your translations. See "Pre-Translate Files" on page 154.
>
>
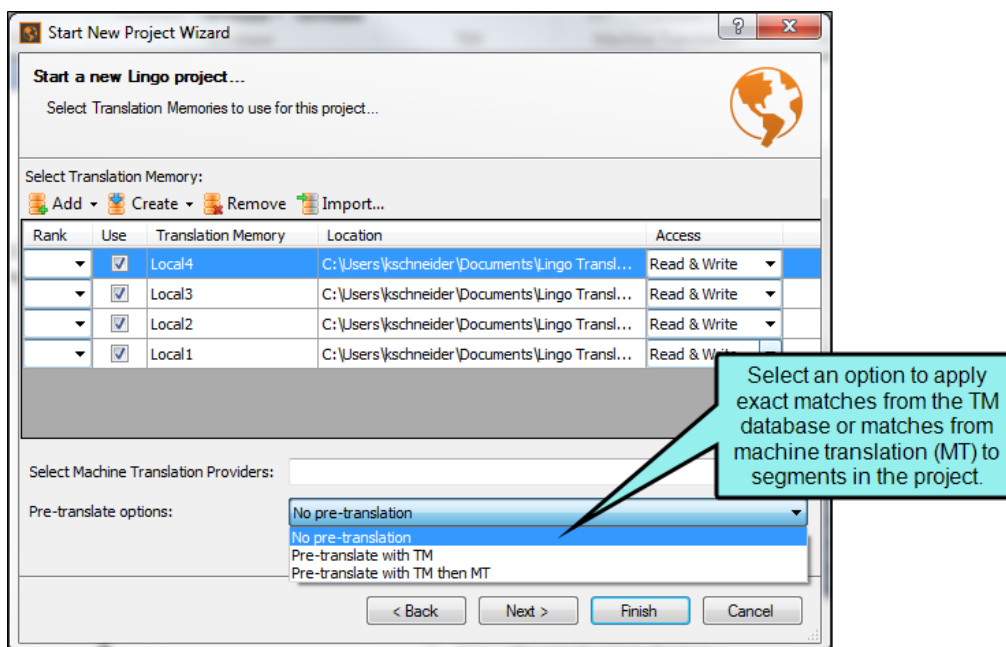
MACHINE TRANSLATE ENTIRE PROJECTS

MT allows you to quickly translate a project using translation suggestions from an MT provider. Once you have selected an MT provider, you can translate an entire project using MT. See "Translating Projects with Machine Translation" on page 163.

PRE-TRANSLATE 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 TM Suggestions to Segments" on page 101.

☆ **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.

☆ 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 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

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 SEARCHING

If you are using MT, you can use the concordance to search any of the suggestions your MT provider has returned. 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 an MT suggestion, the translation will appear in the window pane. This allows you to check for consistency in your project even if you do not have a translation memory installed.

When you perform a concordance search using MT suggestions, you will see results from your translation memory (the first result) and from the MT provider (the last two results).

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

Steps for Using Machine Translation

Following are general steps for using MT:

1. **Obtain MT Provider Credentials** Lingo supports MT from Google Translate, Microsoft Bing Translator, and My Memory Translate.net. To use any of these translation services, visit the provider's website and obtain credentials for translation use.

2. **Enter MT Provider Credentials** Before you can take advantage of MT in Lingo, enter your credentials for the MT providers you want to use. See "Setting Machine Translation Options" on the next page.

3. **Choose MT Provider(s)** Select the provider you want to use to supply suggestions for your project. This enables you to see MT suggestions in the TM Suggestions pane and to translate the entire project. See "Choosing a Machine Translation Provider" on page 161.

> **NOTE:** You can select up to three machine translation providers to provide translation suggestions for individual segments in your project. 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 163.

4. **Translate with MT** You can apply MT suggestions to a segment when you are translating files, or you can translate your entire project at once. You can do this manually for each segment you come across that has a match, or you can automatically apply translations across the entire project. See "Translating Projects with Machine Translation" on page 163.

Setting Machine Translation Options

Before you can use machine translation to translate a project or provide suggestions for segments, you must provide authentication credentials for the machine translation 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**.

   The Options dialog opens.

2. Click the **Machine Translation** tab.

3. From the **Select Machine Translation Provider** drop-down, select a machine translation service. In the **Settings** area, enter your authentication credentials. Each provider requires different credentials.

   - **Google** Enter your **API Key** in the field.

   - **Microsoft** Enter your **API Key** in the field.

     (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** in the field.

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

   Click **Test Connection** to verify that your credentials are correct.

4. (Optional) If you want to save previously used MT results in the 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.

5. (Optional) If you want MT suggestions to show up when you are using a concordance, select **Use MT in concordance searching**. In the Concordance Search window pane, you'll be able to tell whether a suggestion comes from translation memory or MT by hovering over a segment.

6. 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 services to provide translation suggestions for your source segments. You can also quickly translate your entire project using any single machine translation provider. Lingo currently supports machine translation from Google Translate, Microsoft Bing Translator, and MyMemory Translated.net. See "Machine Translation" on page 151.

HOW TO CHOOSE A MACHINE TRANSLATION PROVIDER

1. Select **Resources > Choose MT**.

   The Machine Translation Providers dialog opens.

2. Click the button for the provider(s) you want to use for machine translation. The button becomes highlighted when it is selected.

   You can select multiple providers if you want to see suggestions from more than one machine translation service.

> [note icon] NOTE: You can select up to three machine translation providers to provide translation suggestions for individual segments in your project. 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 163.

3. (Optional) If you have not yet entered credentials for the machine translation provider in the Options dialog (see "Setting Machine Translation Options" on page 159), an additional dialog opens where you can provide your authentication information.

HOW TO APPLY MACHINE TRANSLATION SETTINGS

    a. Select a machine translation service from the **Select Machine Translation Provider** drop-down, then enter your authentication credentials in the **Settings** area. Each provider requires different credentials.

- **Google** Enter your **API Key** in the field.

- **Microsoft** Enter your **API Key** in the field.

      (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** in the field.

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

    Click **Test Connection** to verify that your credentials are correct

    b. (Optional) If you want MT suggestions to show up when you are using a concordance, select **Use MT in concordance searching**. In the Concordance Search window pane, you'll be able to tell whether a suggestion comes from translation memory or MT by hovering over a segment.

    c. Click **OK**.

4. Click **OK**.

Translating Projects with Machine Translation

After you have selected a machine translation provider for your project, you can automatically apply machine translation 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 159), 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.

> ☆ 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.
>
>

5. Finish the steps for creating the project.

HOW TO APPLY MT SUGGESTIONS TO AN ENTIRE PROJECT—AFTER THE 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 INDIVIDUAL 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.

> 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 up to three machine translation providers to provide translation suggestions for individual segments in your project. 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 163.

> 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.

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

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.
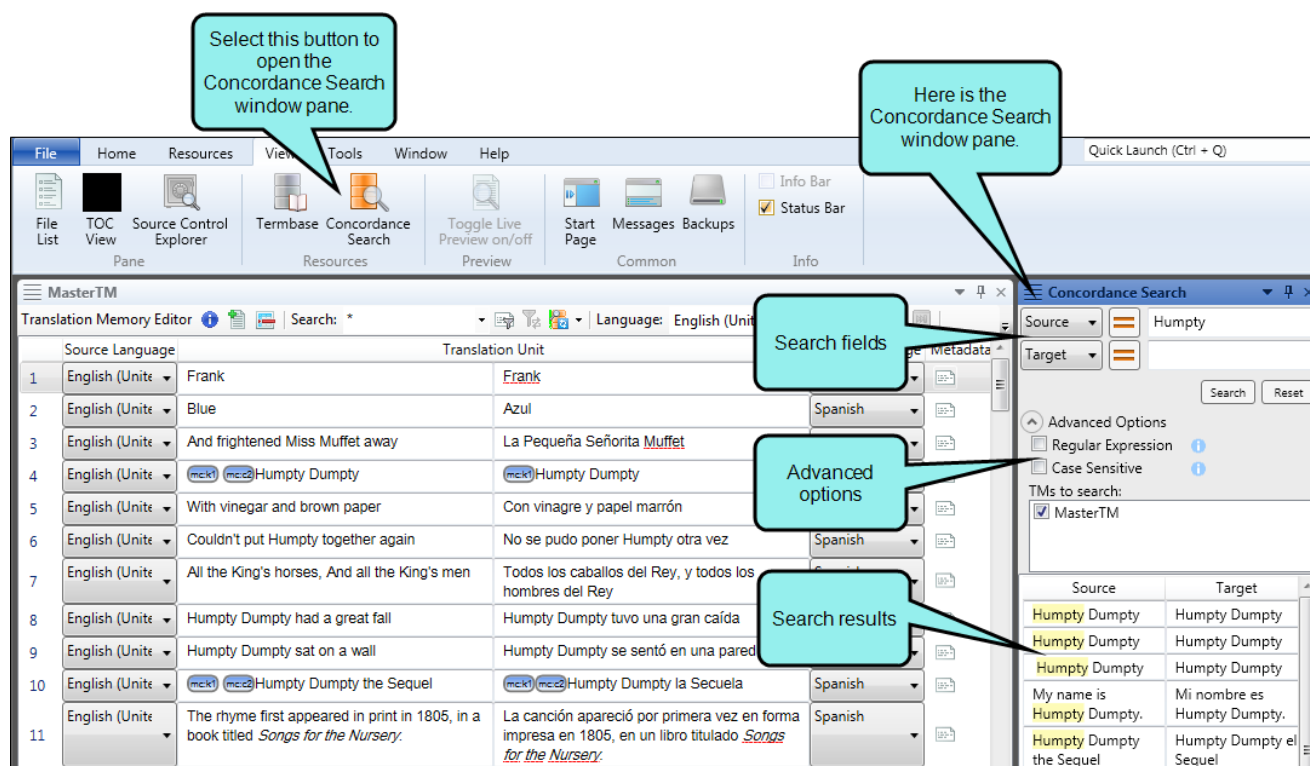
Search Fields

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 allows you to 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**

Let's say 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 search results show three segments.

⭐ 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 two segments, because one of the segments in the previous search contained the word "wall."
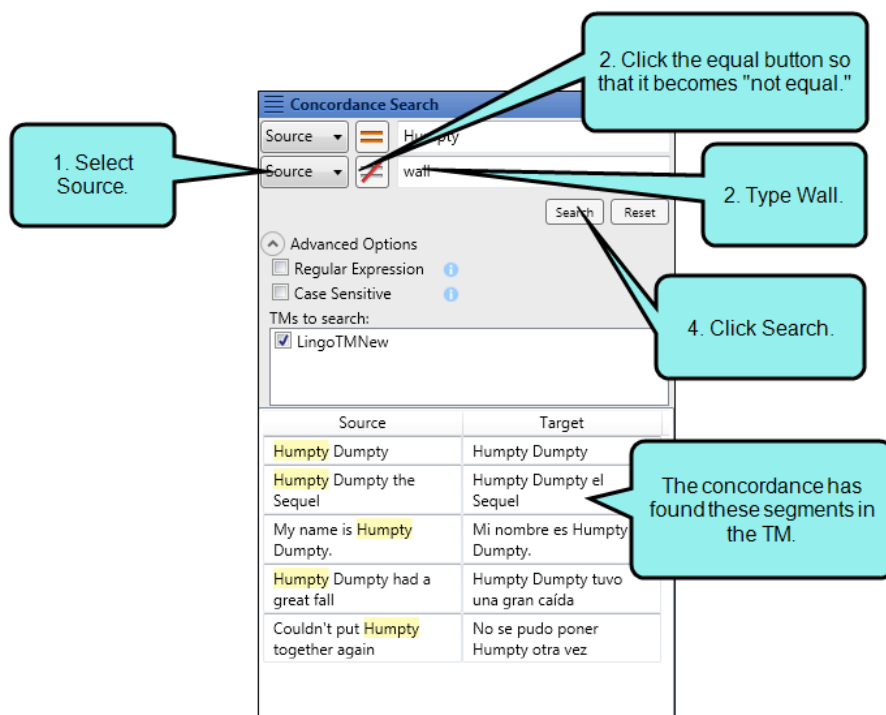
You can use the Reset button to clear the search fields, returning them to the default settings.

Advanced Options

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

Field	Description
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.

☆ EXAMPLES

Following are some examples of regular expressions:

Expression	Description
[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:

Field	Description
	☆ http://www.regular-expressions.info/ http://regexlib.com/CheatSheet.aspx
	⊘ IMPORTANT: You can only use regular expressions in the second search field with reference to whatever is in the first search field. The reason for this is that the TM databases don't support regular expressions, so what you're actually doing is filtering the results of the first search field.
	🗎 NOTE: Lingo supports only .NET Framework regular expressions. For more information, see http://msdn.microsoft.com/en-us/library/hs600312.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.

Searching Machine Translated Suggestions

If you are using machine translation, you can use the concordance to search any of the suggestions your machine translation 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 machine translation 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 (the first result) and from the MT provider (the last two results).

Concordance Search

Source | = | spider
Target | = |

Search | Reset

Advanced Options
☐ Regular Expression ⓘ
☐ Case Sensitive ⓘ
TMs to search:
☑ LingoTMNew
☑ MICROSOFT
☑ GOOGLE

Source	Target
Along came a spider	De ahí llego una araña
spider	araña
spider	araña

Source TM: MICROSOFT

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

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?

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.

Steps for Using Bundling

Bundling is different than most of the other features in Lingo because the individual using this feature in Lingo is typically the content developer, rather than a translator. The following steps show how it works:

1. **Create Lingo Project (Author)** The author creates a Lingo project based on the project or files that require translation.

2. **(Optional) Create/Import Translation Memory (Author)** You can create a new translation memory (TM) database for the project and import a Translation Memory eXchange (TMX) file from the translator. Your translator's quote should take into account previous translations from the TMX file (which makes translation work less expensive than translating brand new segments). You can view statistics (Step 6 below) on the project to see how many translations from the TMX file match segments in your source documents. See "Translation Memory" on page 62, "Creating a Translation Memory Database" on page 75, and "Importing TMX Files" on page 122.

3. **Prepare and Send Bundle (Author)** In Lingo, the author bundles the necessary files in the project. You can bundle all files or only selected files. To do this, open the File List window pane, select the appropriate files, and click the **Prepare Translation Bundle** button . Then send the bundle—which is either a ZIP file (if the translator will be using a third-party tool) or an LIPRJZIP file (if the translator will be using Lingo). This bundle file consists of the content files requiring translation, and can also consist of translation memory databases or termbases. For more information see the online Help.

4. **Translate Content, Send ZIP or LIPRJZIP File (Translator)** Using a third-party tool or Lingo, the translator performs the translation work, puts the completed files into a ZIP or LIPRJZIP file, and sends it back to the author. For more information see the online Help.

> ☐ 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.

5. **Merge Completed Bundle (Author)** The author reintegrates the translator's work with the Lingo project (by clicking the **Merge Completed Bundle** button in the File List window pane). For more information see the online Help.

6. **Ensure Completeness (Author)** There are a few ways that the author can ensure completeness of the translations. For more information see the online Help.

   - **Statistics** You can select **File > Compute Statistics**. This displays a statistics report showing detailed information for the project and each file. Using this report, the content developer can see exactly how many words and segments were translated.

   - **Reports** In addition to running a statistics report, you can also run quality assurance (QA) reports to find any discrepancies between the source and target segments in your project. To do this, you can select **File > Project QA**, then select the type of QA report you want to run. Using these reports, the content developer can find errors the translator may have missed, such as formatting or punctuation inaccuracies, misuse of the termbase, or repeated segments.

   - **Status** The File List window pane lists each content file and various information for each. One of the columns in this window pane is named "Status." This column displays the translation status of each file (e.g., Untranslated, In Progress, Completed, Reviewed, Approved). The translation status can be set manually, or when certain actions are performed, the status is set automatically. After a translator returns a bundle and you merge it back into a Lingo project, the status of each file is updated, depending on the situation. If the translator only partially translates a file, the status changes to "In Progress." If the translator finishes translating all segments in a file, the status changes to "Completed." If the translator returns the file untouched, the status remains "Untranslated."

   - **Review** You can export translated content to a MadCap Contributor review archive file (LIREV) and send it to a third party for review.

7. **Export Translated Projects (Author)** After ensuring that everything is completely translated, the author exports the Lingo project to the necessary file(s) (e.g., a new Flare project, a new Word document).

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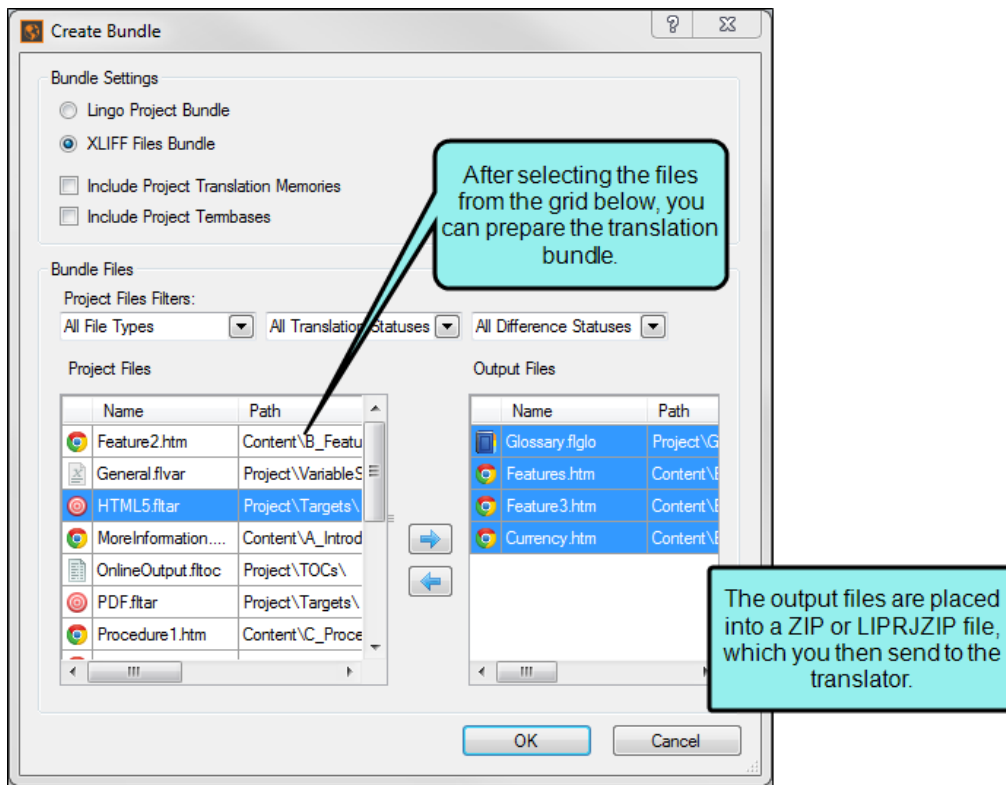
Using SDL Trados, the translator imports the ZIP file and translates the content. The translator puts the translated files back into a ZIP file—just like the one received—and returns it to Bob.

☆ Bob receives the email and saves the ZIP file to a folder on his computer. In his Lingo project, Bob 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.
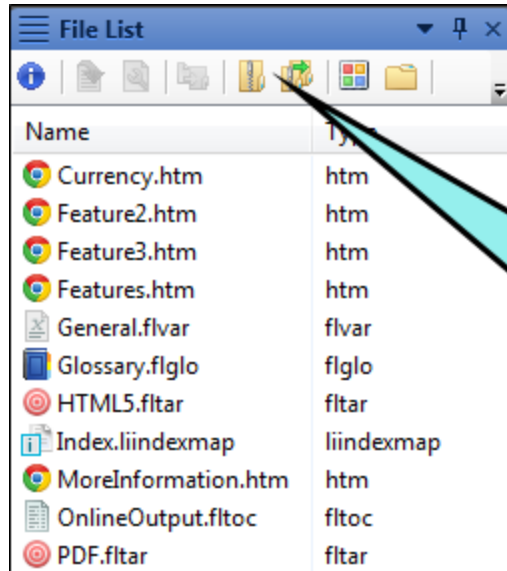
File List

Name	Type
Currency.htm	htm
Feature2.htm	htm
Feature3.htm	htm
Features.htm	htm
General.flvar	flvar
Glossary.flglo	flglo
HTML5.fltar	fltar
Index.liindexmap	liindexmap
MoreInformation.htm	htm
OnlineOutput.fltoc	fltoc
PDF.fltar	fltar

This button extracts the ZIP or LIPRJZIP 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.

This report shows that only 31 segments in the entire project have been translated so far.

If all of the files had been translated completely, this number would be the same as the total (234).

Matches (by percentage) and duplicates in the translation memory database are also indicated.

The total number of segments in this project that need to be translated is 234.

If you scroll down, the bottom part of the report provides statistics for each file in the project.

...ics for Statistics Re...

Match Types	Segments	Word...	Characte...
Duplicates	72	163	1548
Translated	31	200	838
101%	3	12	61
100%	19	148	
95% - 99%	2	9	58
85% - 94%	1	3	11
75% - 84%	2	5	17
...74%	7	20	121
No Mat...	97	318	1968
Total	234	878	5374

⭐ 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.

File List

Filter: All Files

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.flpgl	flpgl	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.flpgl	flpgl	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).

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 TRANSLATION BUNDLE

1. Create a new Lingo project or open an existing Lingo project.

2. Select **View > File List**. The File List window pane opens.

> ☐ NOTE: You can also create bundles from the TOC View window pane.

3. (Optional) By default files are displayed in a grid. If instead you want to view them in a folder structure, click 🗀 in the local toolbar. Clicking this button a second time switches you back to grid view.

4. (Optional—if using the grid view) Next to the **Filter** field at the top of the window pane, you can click the down arrow and select one of the options to limit the file types shown (e.g., snippets). If you are new to Lingo, you may want to select "All Files" to view all of the translatable files in your project.

5. From the File List window pane, 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.

6. In the local toolbar click the **Create Bundle** button 🗜. The Create Bundle dialog opens.

7. 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.
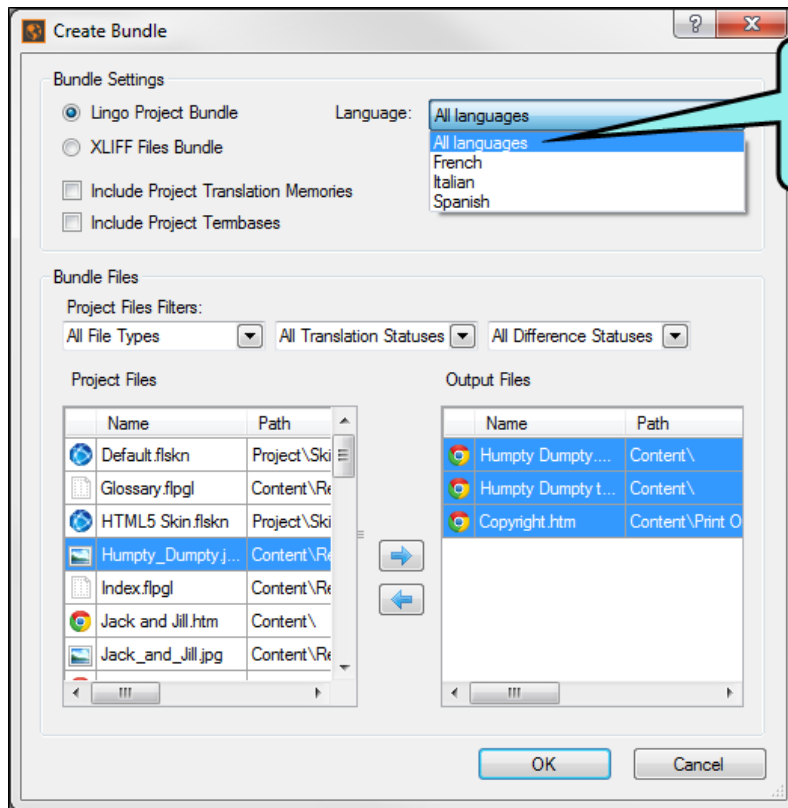
NOTE: You will only see this option if you are working with a multilingual project.

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 177.

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

> ☆ **EXAMPLE**
>
> Let's say 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 term-bases 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.

8. (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 214.

☆ **EXAMPLE**

Let's say 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.
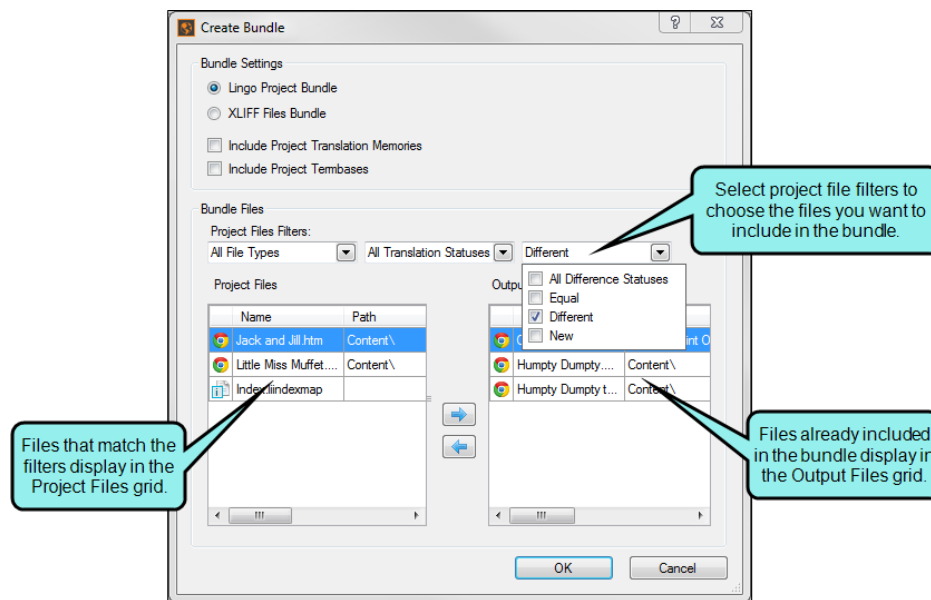
9. When you are finished adding files to the bundle, click **OK**. The project is scanned and computed statistics for the project are shown (if you have TM installed, as recommended).

10. 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.

11. 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**. The File List window pane opens.

> 🗒 NOTE: You can also merge bundles from the TOC View window pane.

3. In the local toolbar click the **Merge Completed Bundle** button .

This button extracts the ZIP or LIPRJZIP file received from the translator and merges it into your Lingo project.
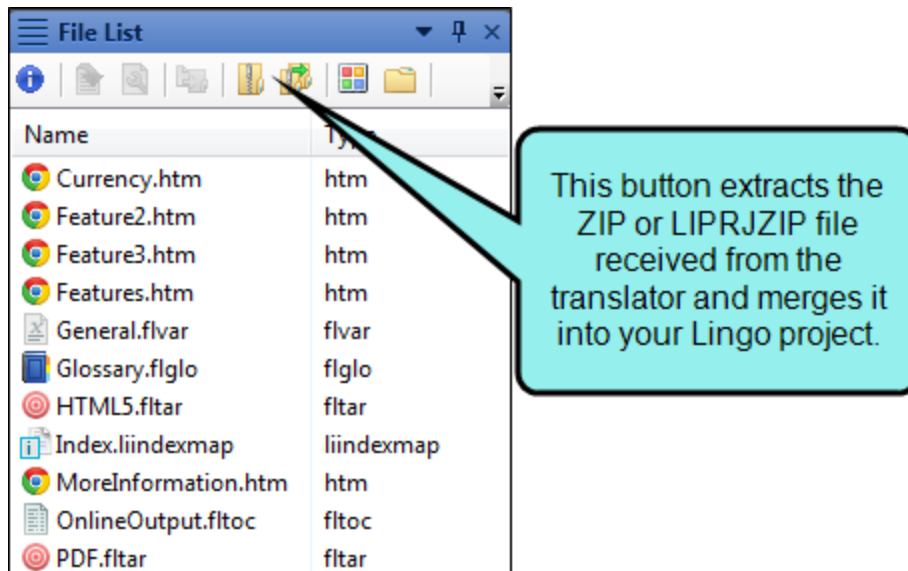
4. In the dialog find and double-click the ZIP or LIPRJZIP file that the translator sent to you. You may need to select the appropriate file type from the file type drop-down. Click **Open**. The updated files are merged with your project.

> 📝 **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.

Additional Features

In addition to the key features in Lingo, the following are also available:

- **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. See "Filters" on page 195.

- **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.fllng) 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. See "Creating Language Skins" on page 276.

- **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. See "Mapping Fonts" on page 279.

- **Replacing Images—Batch** 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. See "Batch Replacing Images" on page 285.

- **Replacing Images—Skin** 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. See "Replacing Skin Images" on page 291.

- **Segmentation Rules and 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. See "Segmentation Rules" on page 292 and "About Split/Join" on page 316.

- **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. See "Sorting Indexes and Glossaries" on page 313.

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" below

- "Dynamic Filtering" on page 214

- "File Type Filters" on page 234

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 checkbox 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.

☐ 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 flatten both inline and block conrefs. Flattening block conrefs may add additional tags to the segment in order to preserve the formatting found in the block of content.

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 checkbox 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**.

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

This snippet appears as part of another segment.

This snippet appears as its own segment (it is its own sentence).

Enter Your Address

1. [Field: In the field], enter your name. [Click Next: Click **Next**.]

2. [Field: In the field], enter your address. [Click Next: Click **Next**.]

3. [Field: In the field], enter your zip code. [ClickOk: Click **OK**.]
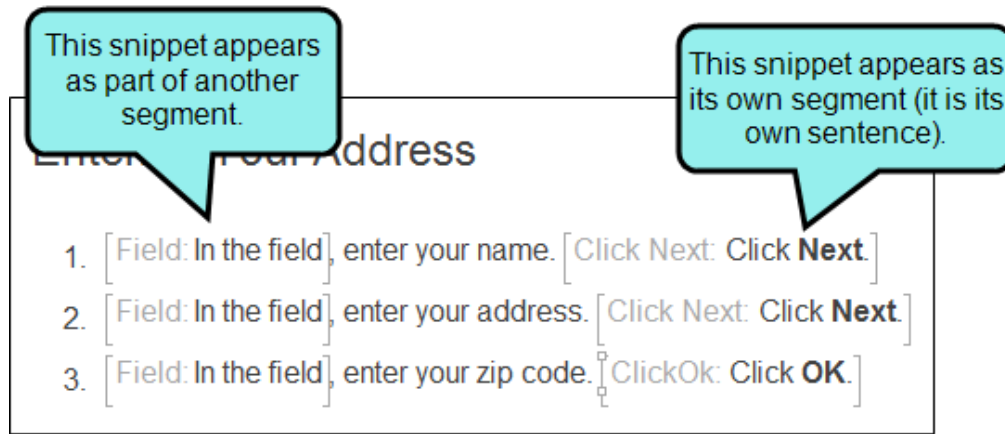
⭐ If you do not flatten the snippets...
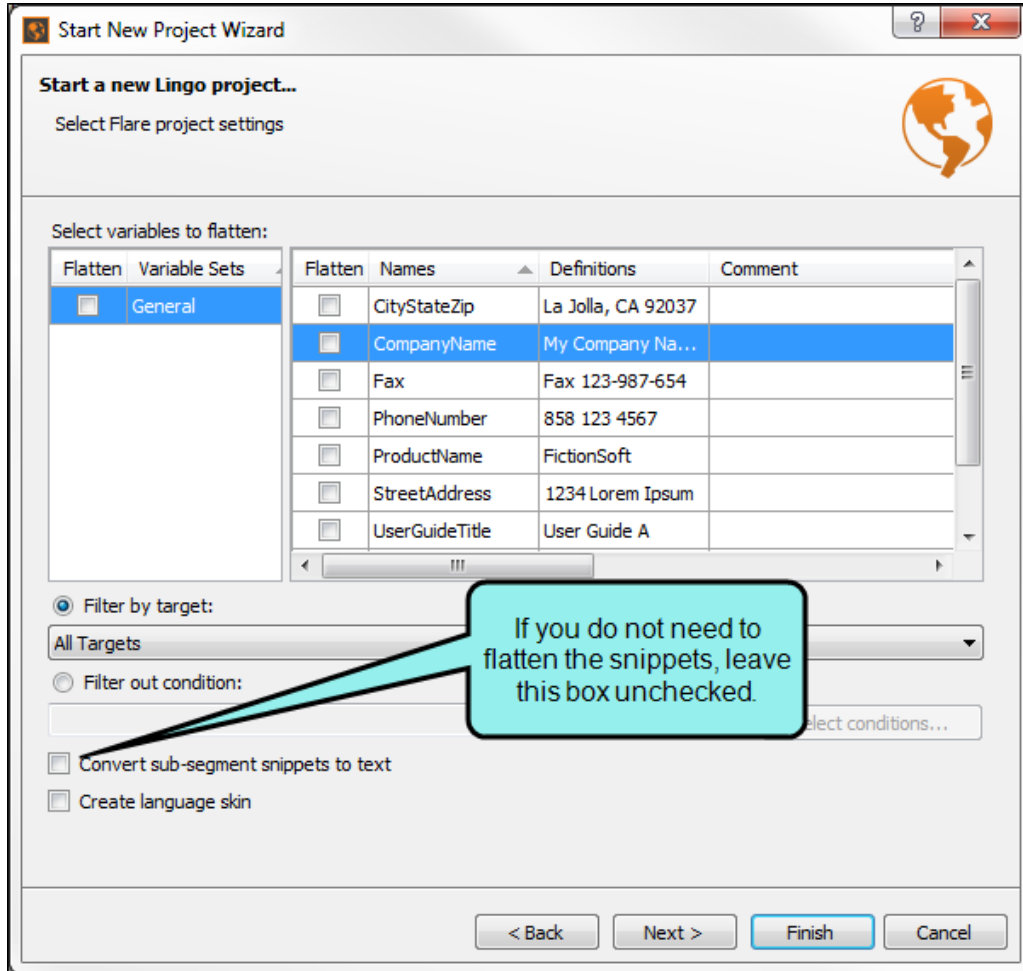
☆ ...the content in Lingo looks as follows. Because the snippets are unflattened, you see tags where the snippets appear in the segments. You can drag each tag into the target segment. Snippets that are part of their own segment do not appear as tags in the Translation Editor.

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

☆ If you do flatten your snippets...

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

> 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 flatten both inline and block snippets. Flattening block snippets may add additional tags to the segment in order to preserve the formatting found in the block of content.

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 option- ally 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 214.

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**.

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.
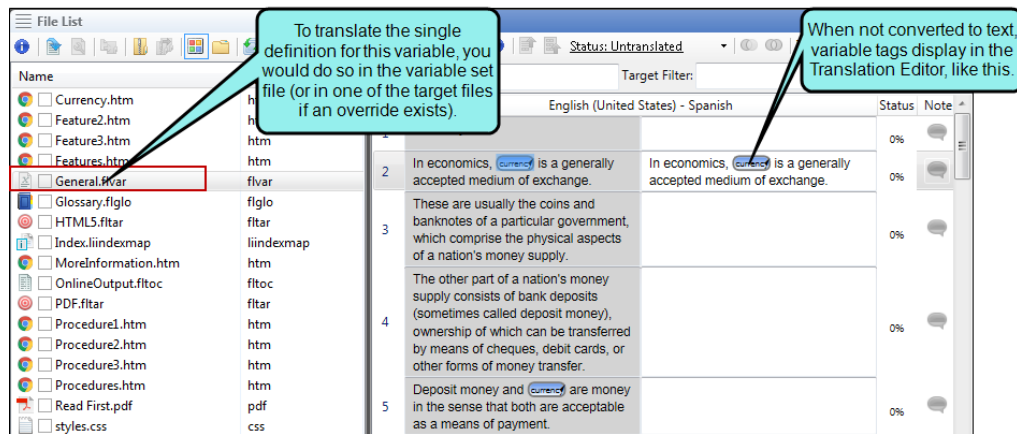
If you do flatten variables, you will see something like this.
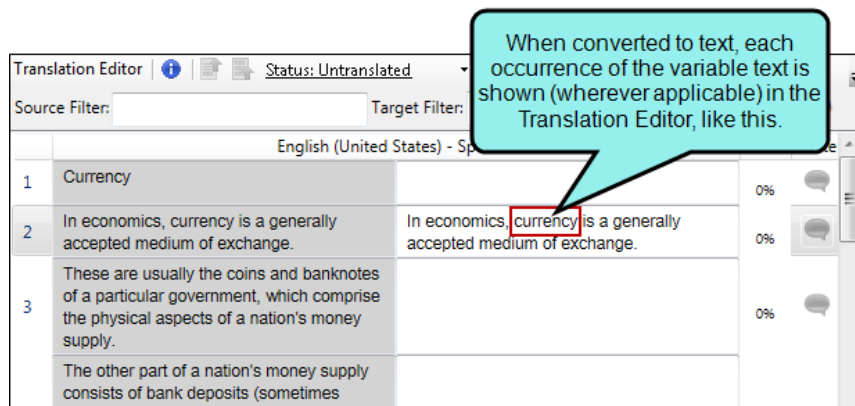
If the Flare author created a target override for a variable (i.e., one Flare target will use a particular variable definition while another target will use a different one), you can create a target filter in addition to flattening variables. This allows you to filter the entire Lingo project to the 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.
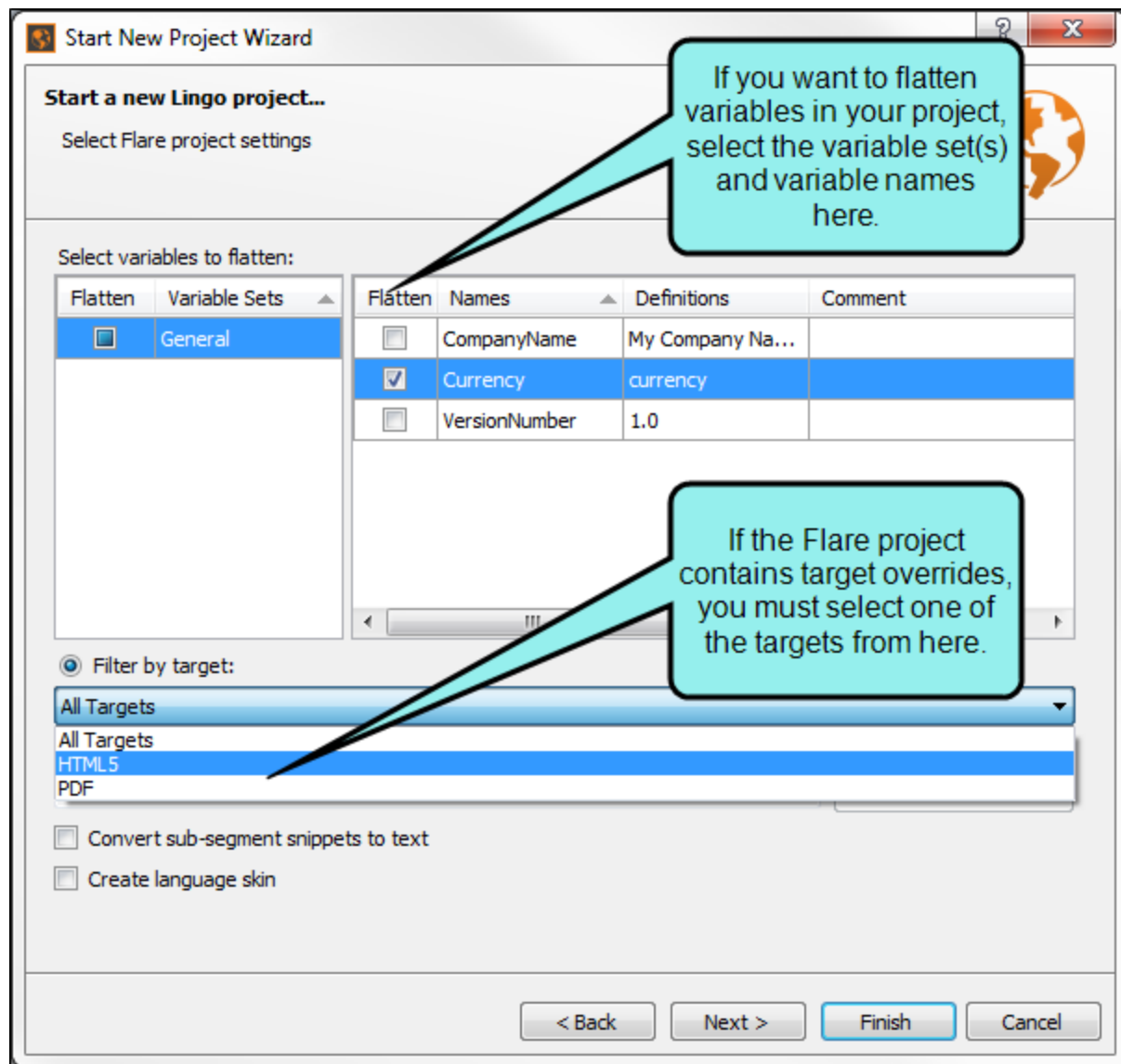
To add them to an existing project, select **File > Project Properties**, then apply the new settings from the **Flare Settings** tab.
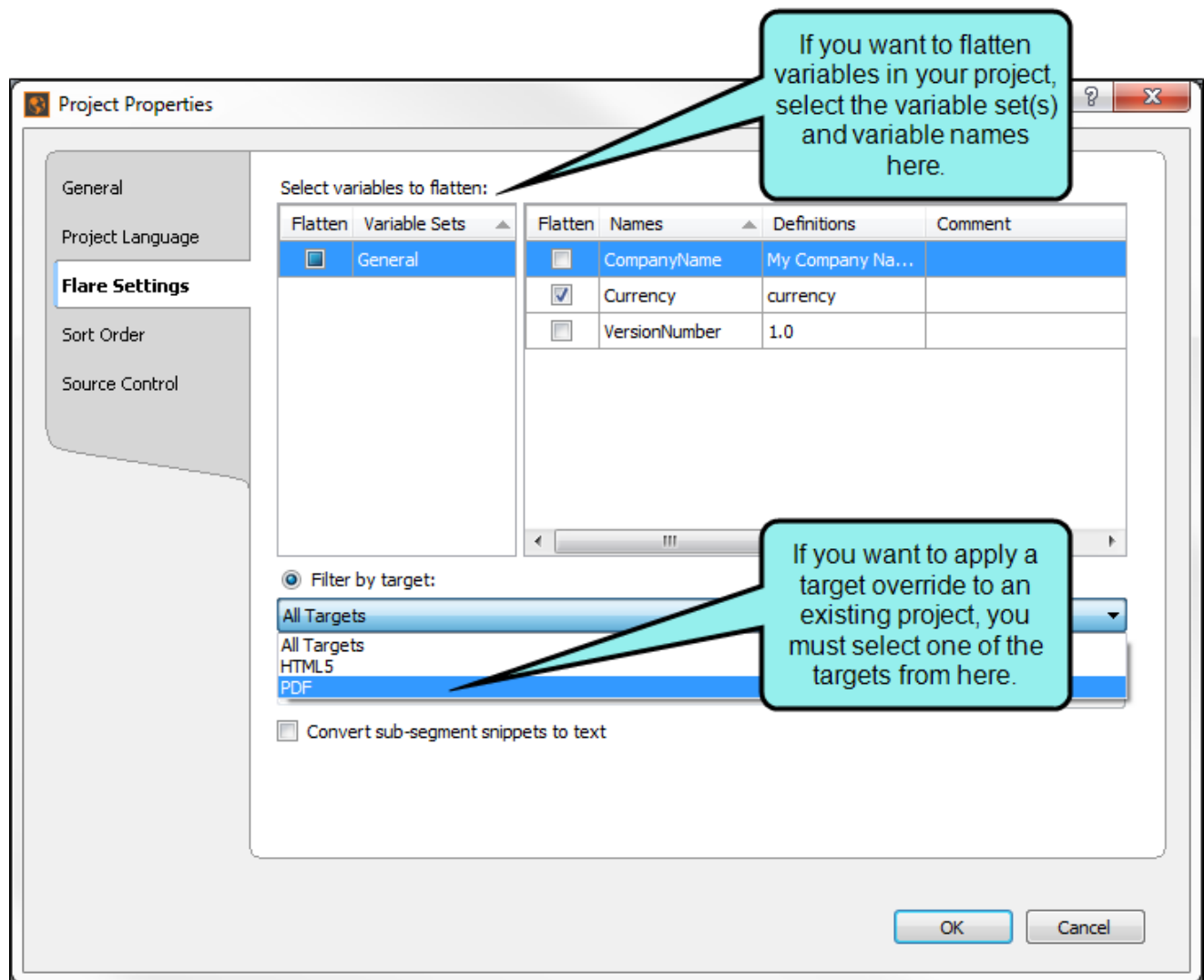
EXAMPLE

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 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).

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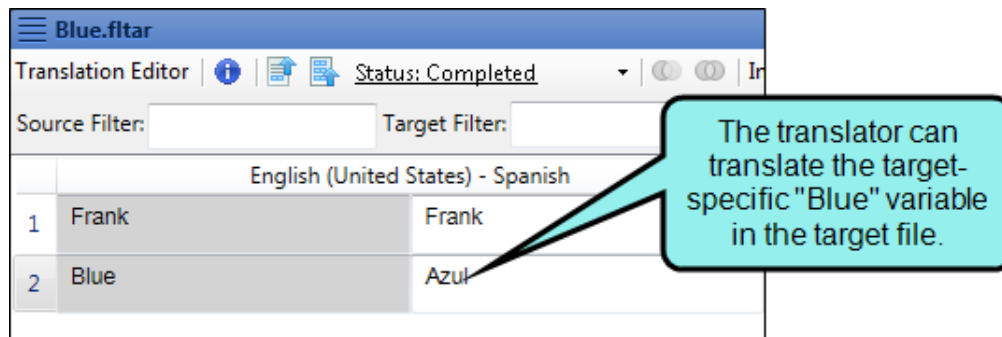
☆ When translating segments, he simply moves the "Blue" tag in the source segment to the target segment. He does not need to translate the variable each time he encounters it in a topic.

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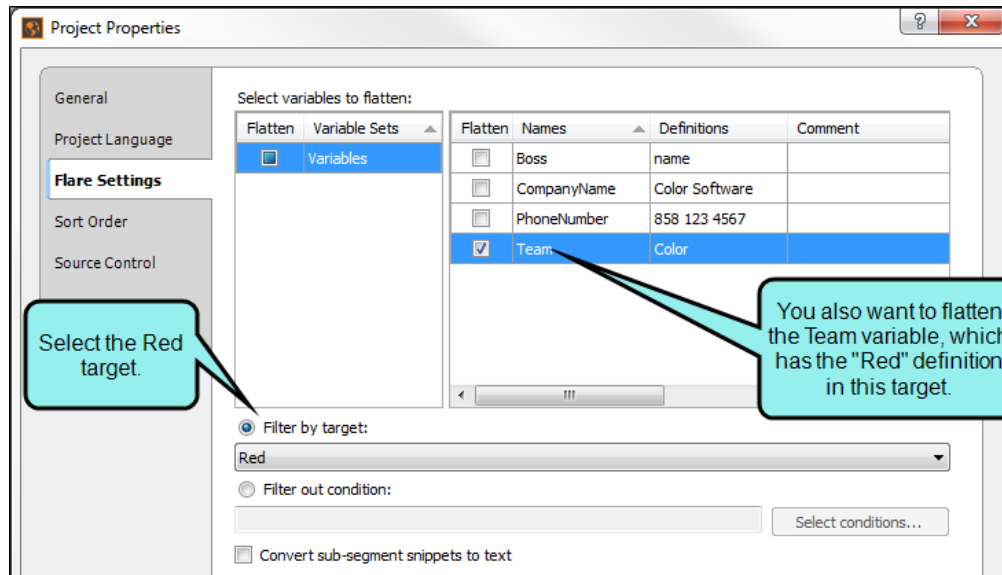
☆ When finished, you bundle the project and send it to your translator.

By flattening the variable, your translator can translate it directly in the segment and make changes based on the context of the sentence.
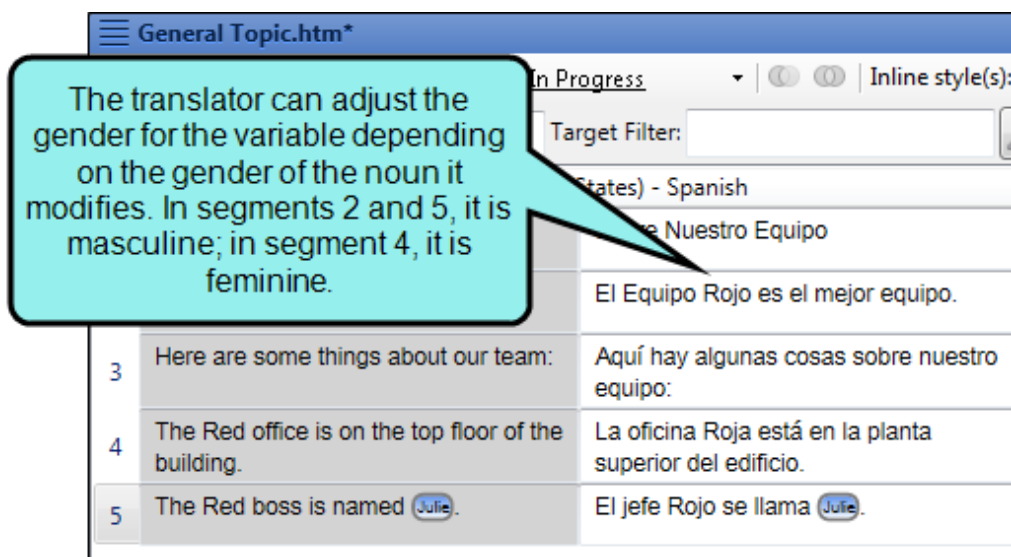
The variable also appears in the target file, because Lingo will use this translation if the variable is used elsewhere in the project.

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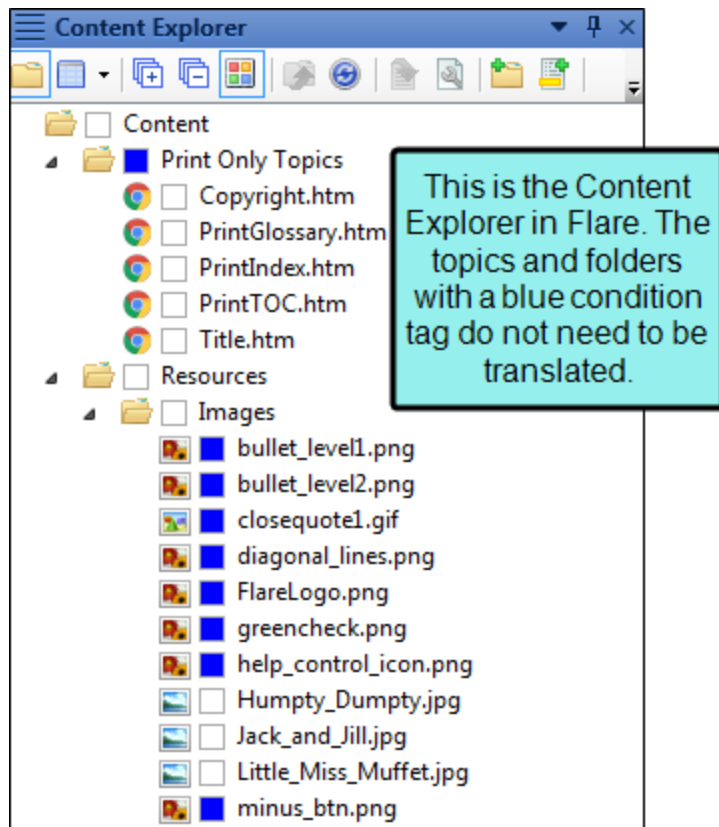
☆ In Lingo, you then filter the project to exclude the condition tag, creating a new Lingo project that only includes the files you need to send to your translator.

Exclude the "Do Not Translate" condition tag.
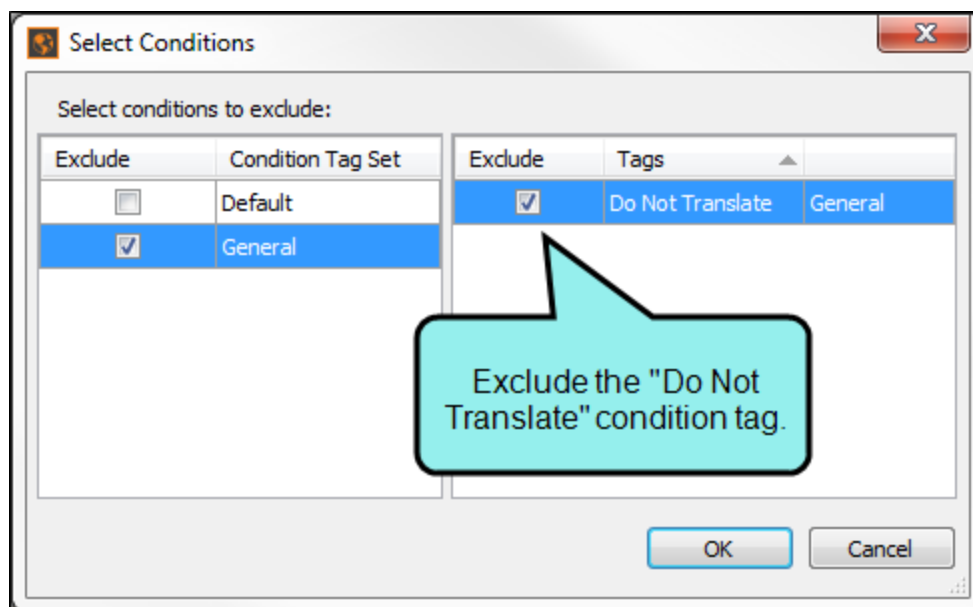
☆ When you open the project in Lingo, it looks like this:
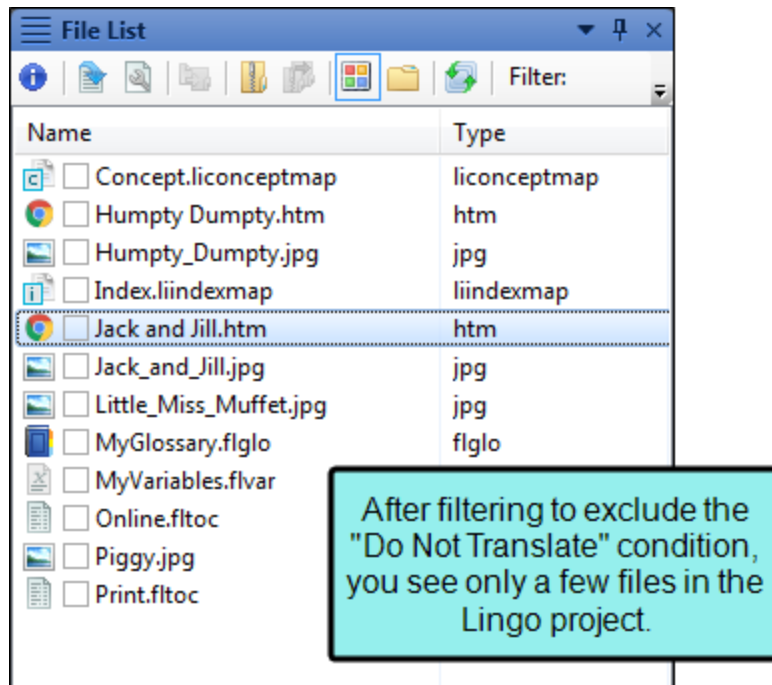
Because you applied the "Do Not Translate" condition throughout your project, you see only a handful of topics and images. You also see a few project files, such as your glossary, variables file, and TOCs.

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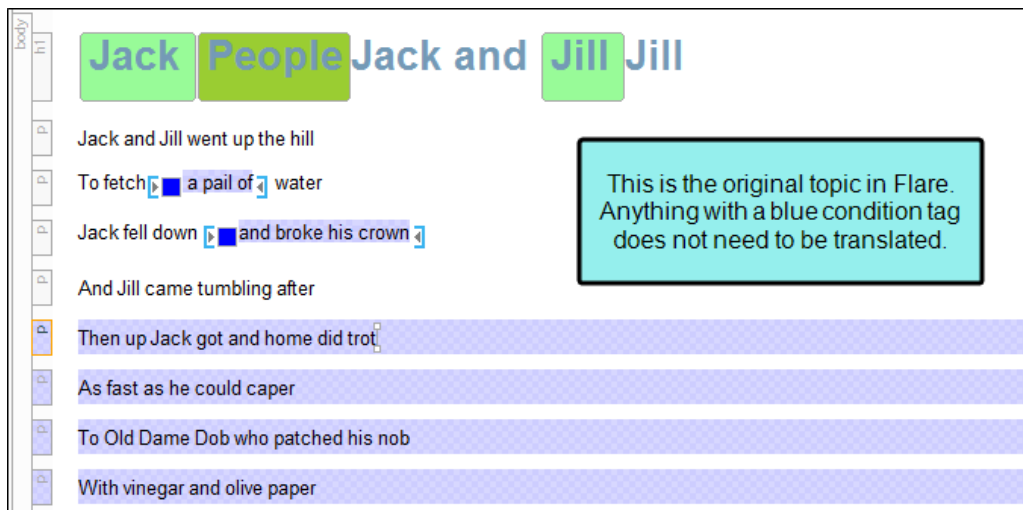
When you view the topic in the Translation Editor, only five segments appear in Lingo. This is because four lines were excluded when the project was created. Additionally, you see blue condition tag indicators in some segments where individual words were conditioned out and excluded from a segment.
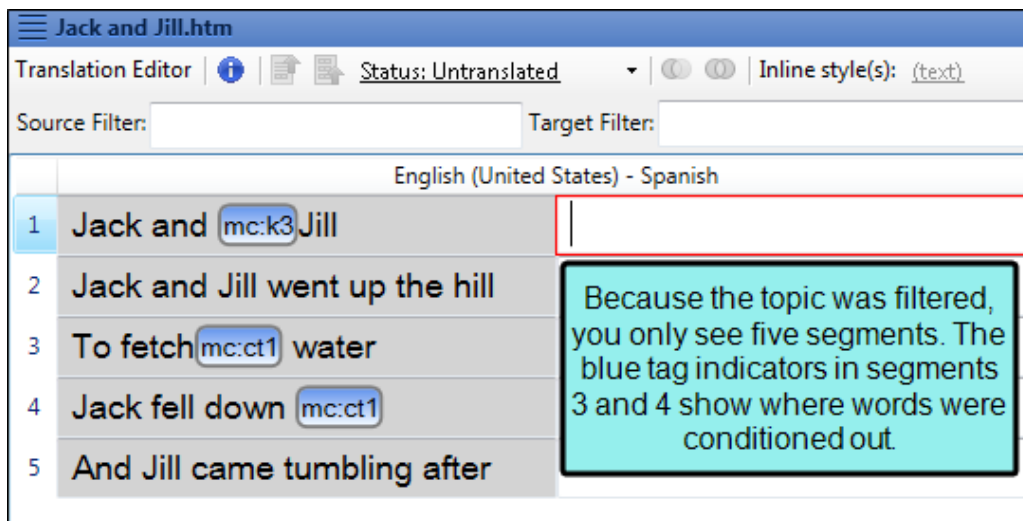
☆ EXAMPLE

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 that has an OnlineOnly condition tag applied to it, and then set this style class on your expanding headers.
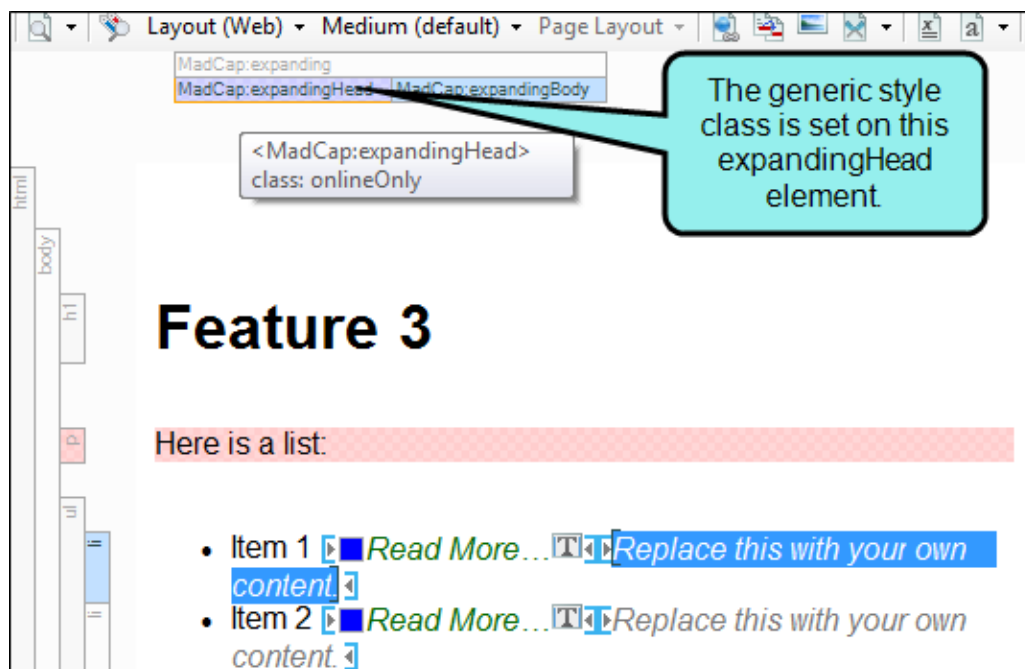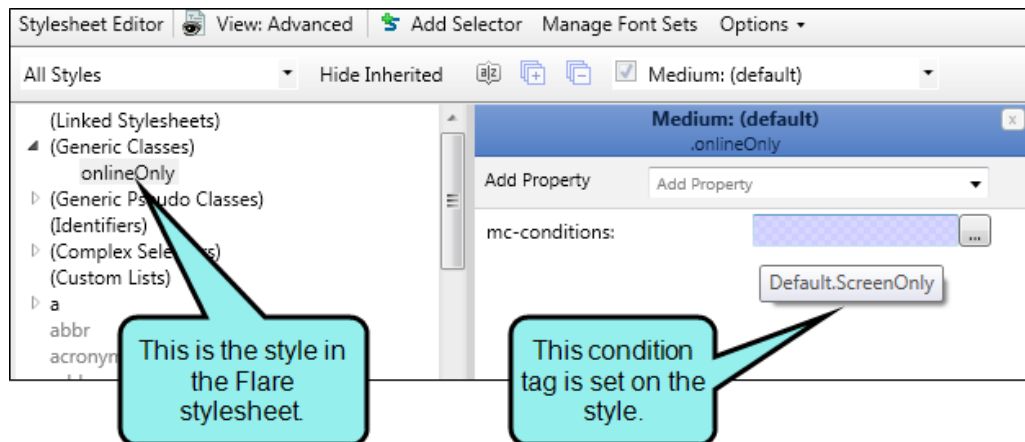
☆ Later, you need to send one of your printed outputs for translation. When you create a Lingo project, you can exclude the OnlineOnly condition tag from the project.

Select the OnlineOnly condition to exclude it from the Lingo project.
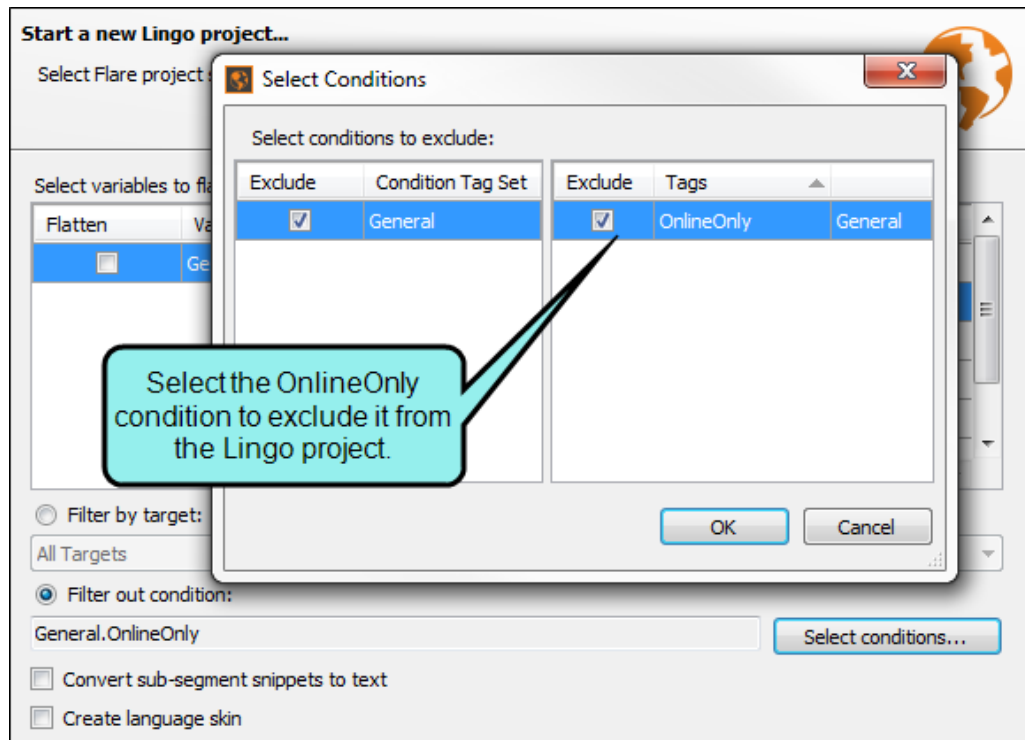
This way, the expanding headers in your online outputs are not included in the content you send to your translator.
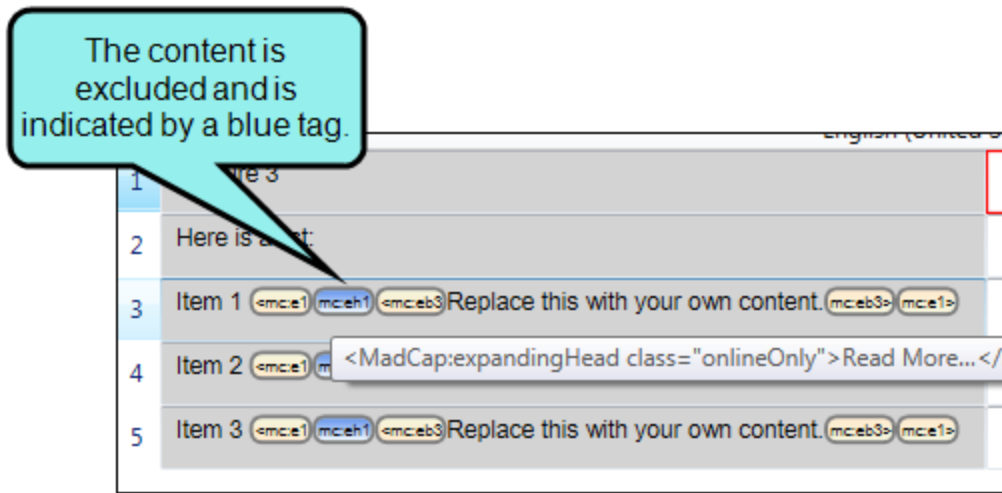
NOTE: Although you can filter out condition tags, Lingo does not explicitly include the condition tags that you have not excluded. For example, if you have condition tags A and B in your project, and you filter out A, you will see content marked with tag B in the project. However, if there is content 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**.

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.

```xml
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>
         icref href="windowsexpert.dita" audience="expert" platform="windows">
         opicref href="topic1.dita"/>
         opicref href="topic2.dita"/>
         opicref>
9      <topicref href="windowsnovice.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>
```

Your ditamap looks like this.

☆ 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).
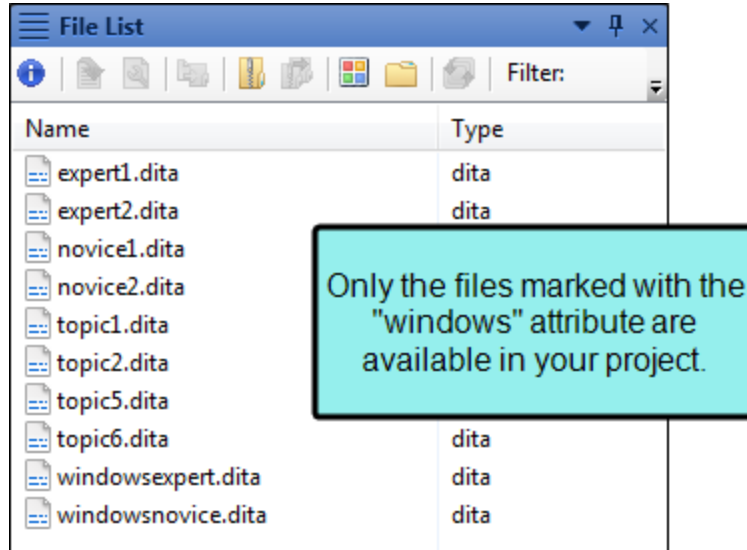
☆ Your project looks like this in Lingo:

File List

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 your project.

⭐ You then use Lingo to create a bundle and send the Windows files to your translator.
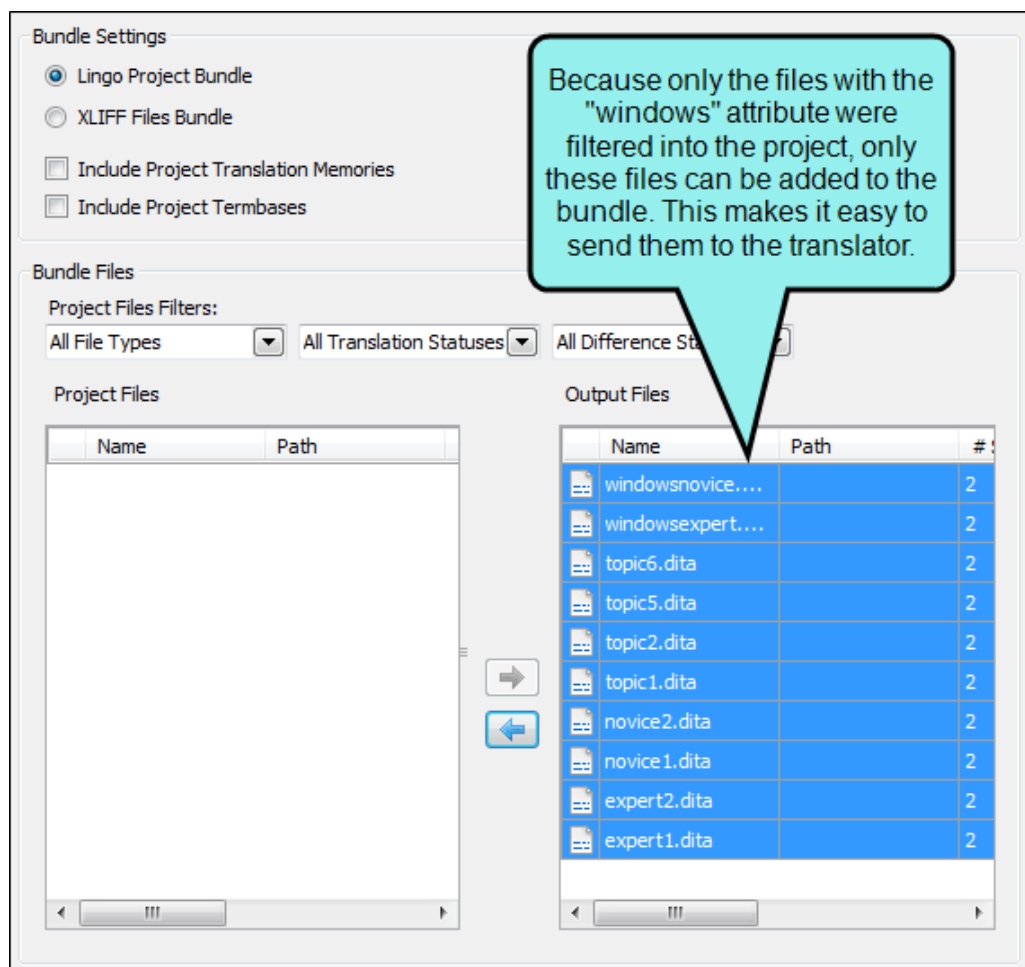
☆ You also need to translate content for expert Linux users, but this content goes to a different translator. You open the Project Properties dialog and adjust the filter settings so the platform attribute is set to **linux** (excluding Mac and Windows) and the audience attribute is set to **expert** (excluding novice users).
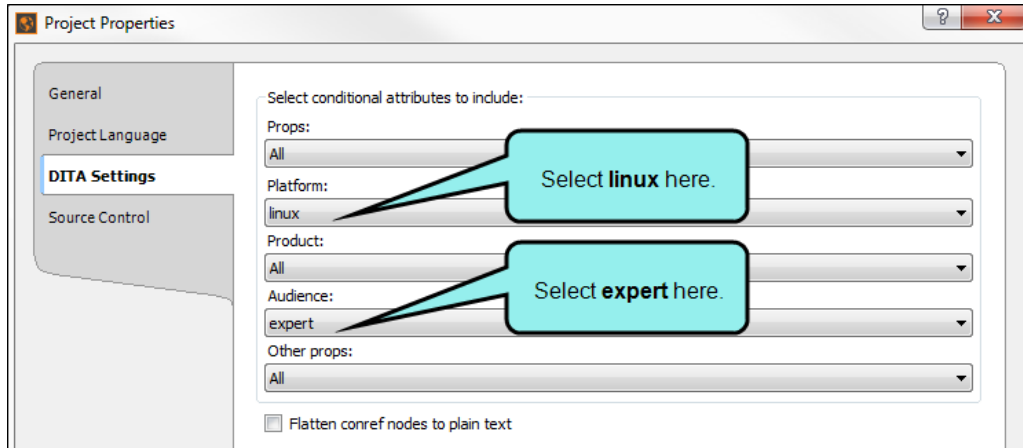
Your project dynamically updates, and now it looks like this in Lingo:
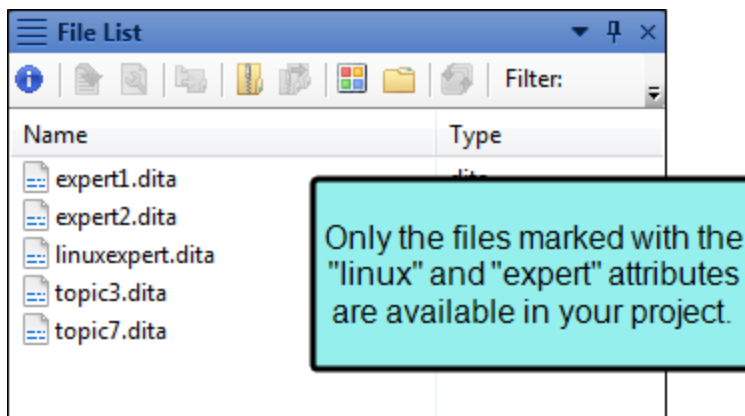
Because your project now displays only the expert-level Linux files, you can create a bundle with these files and send them to the other translator.

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 214.

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

   OR

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

☆ EXAMPLE

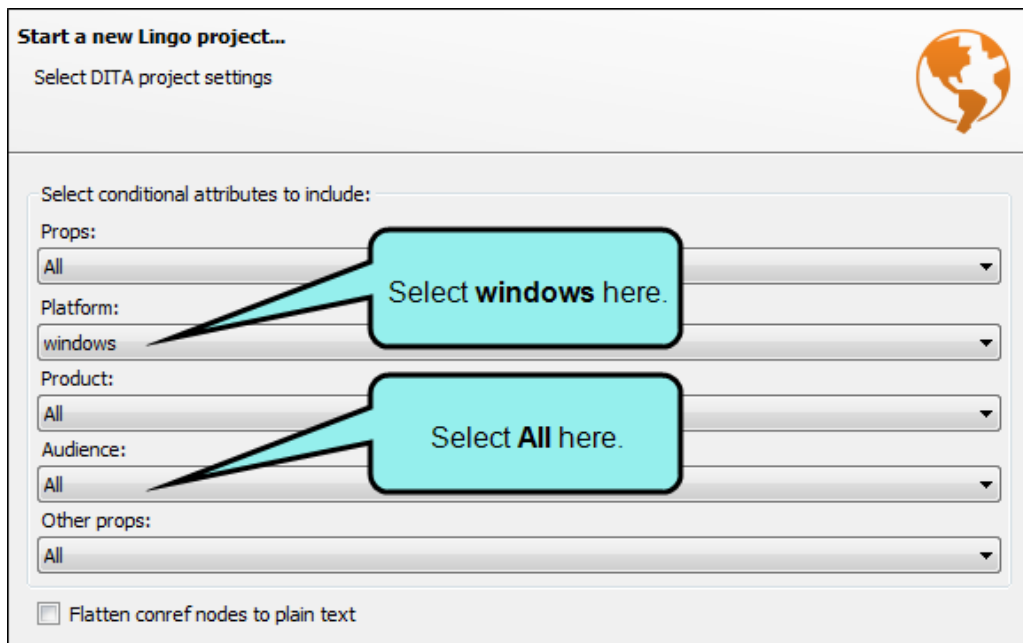You create your glossary in Flare with the intent of using the same glossary file for multiple outputs. To do this, you apply condition tags to each term that indicate which terms belong in which output. Some terms are used in multiple targets, others are used in single targets.

	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 portio
●	▮	Topic	A chunk of information about a partic
●	▮	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		☐	☑
General.PDF		☑	☐
PrintGuides.UserGuideA		☐	☑
PrintGuides.UserGuideB		☐	☑
PrintGuides.UserGuideC		☑	☐

> Your Flare target is conditioned like this.

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

☆ 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 to
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 ouput when she opens the Project Properties dialog and views the Sort Order information for the glossary.

General	Select file:			
Project Language	Glossary.flglo			▼
Flare Settings				
Sort Order	Source Entry ▲	Source Sort As	Entry - Spanish	Sort As - Spanish
Source Control	Batch target			
	Block snippet			
	Cross-reference			
	Drop-down text			
	Span			
	Style			
	Target			
	Variable			
	XML Editor			
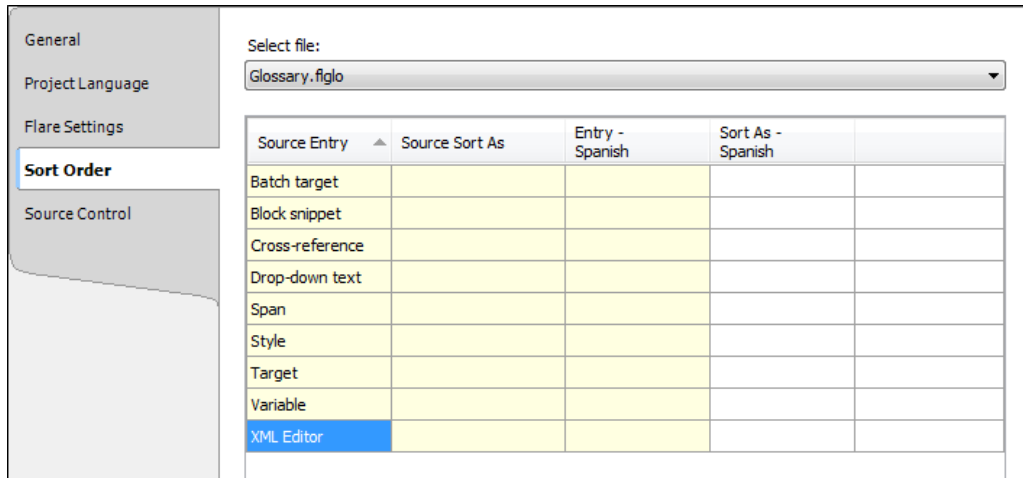
📝 NOTE: If you are creating Lingo projects from both Flare and DITA source files, be aware that DITA conditional filters are *include* filters, while Flare conditional filters are *exclude* filters.

📝 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, and XML 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).

⭐ EXAMPLES

This screenshot shows how to access a file type filter.

When adding individual documents to a translation project, you can create filters to specify translation settings for the document.
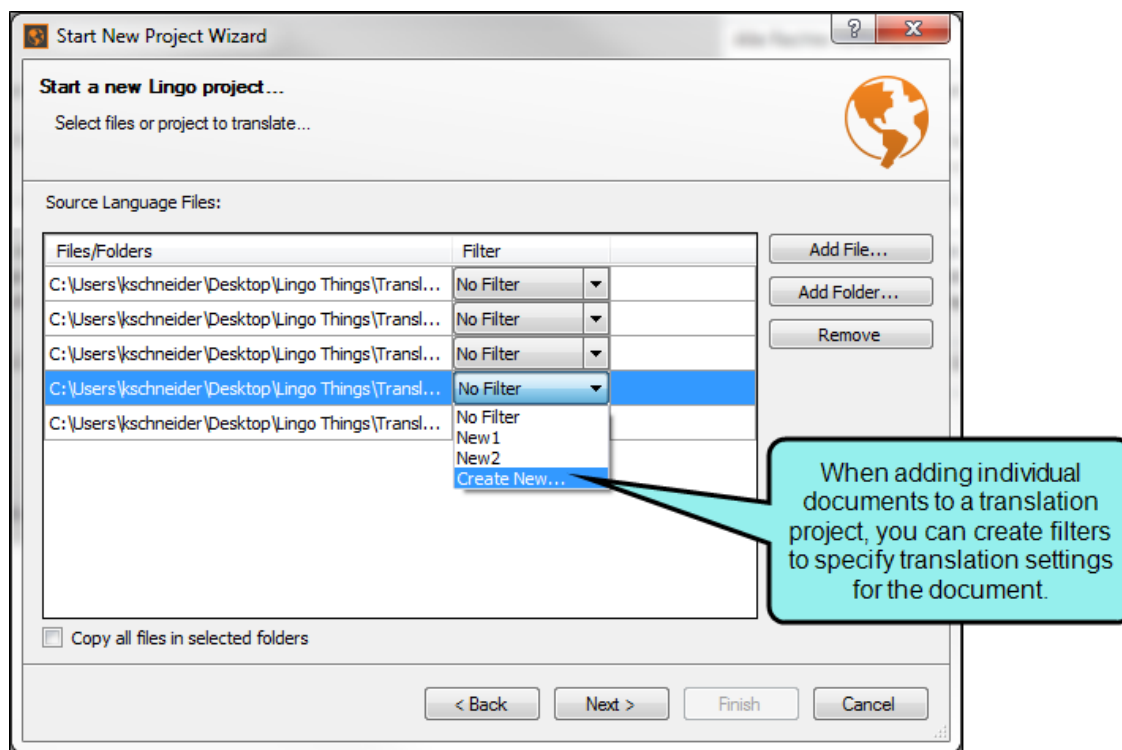
☆ This screenshot shows how to access a folder filter.
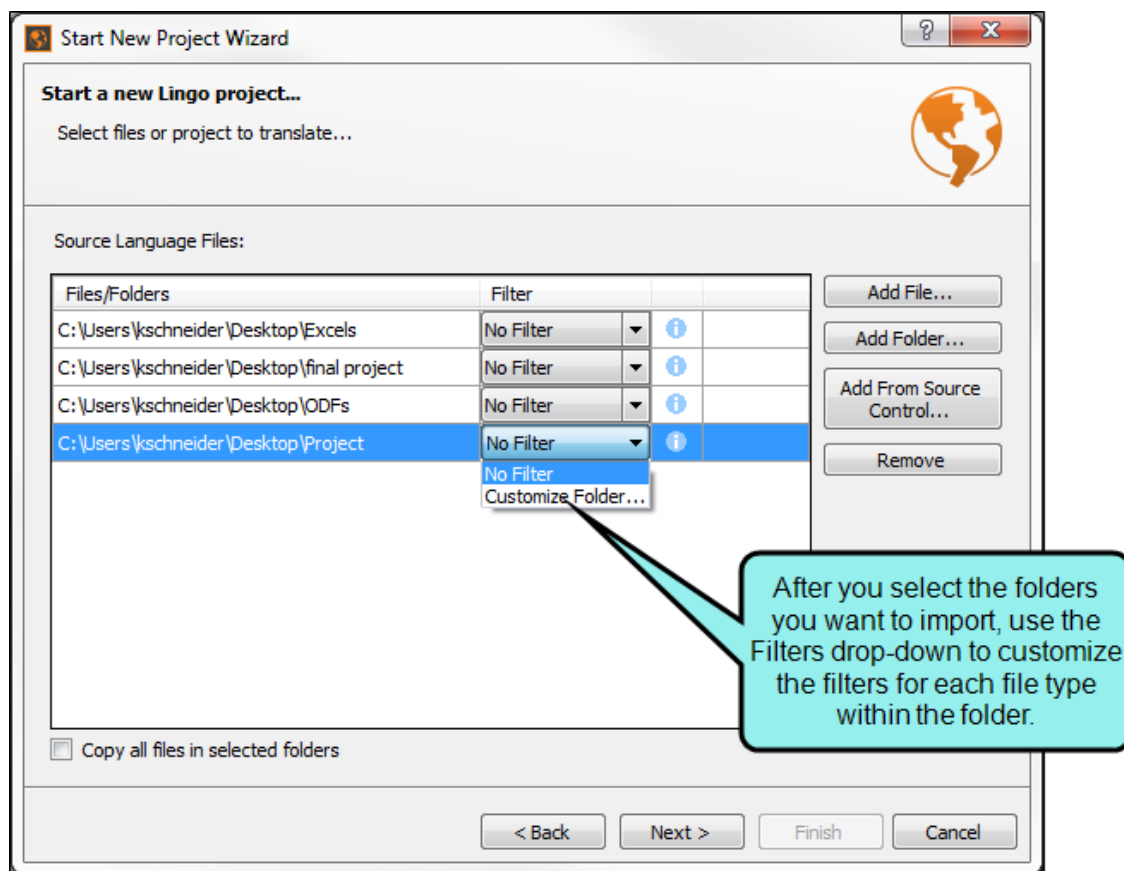
HOW TO CREATE A FILTER FOR FOLDERS

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. 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.

2. 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.
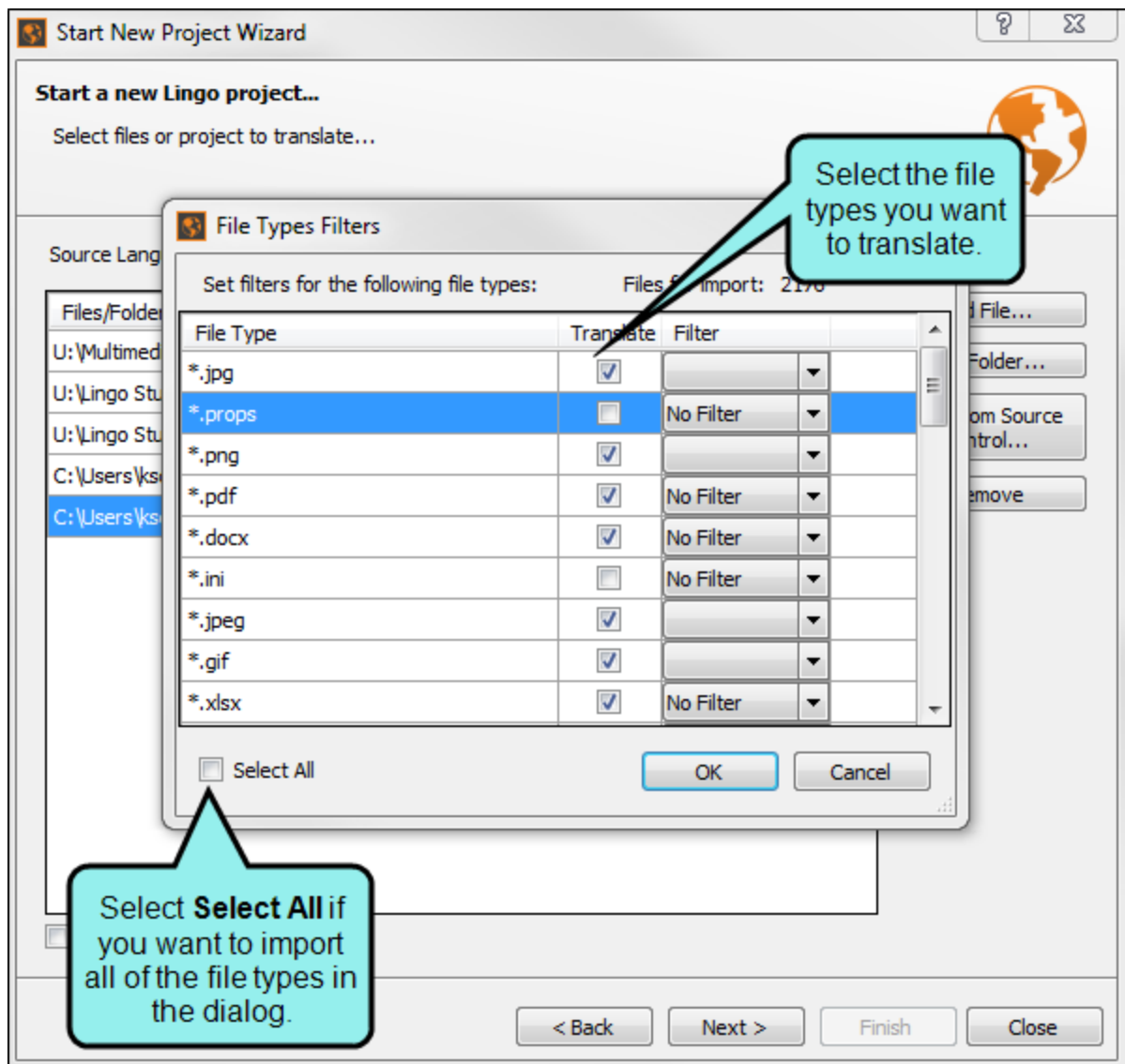
3. From the **Filter** drop-down, select the filter you want to use for each translatable file type.

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

4. If you want to create a new filter, from the **Filter** drop-down, select **Create New**.
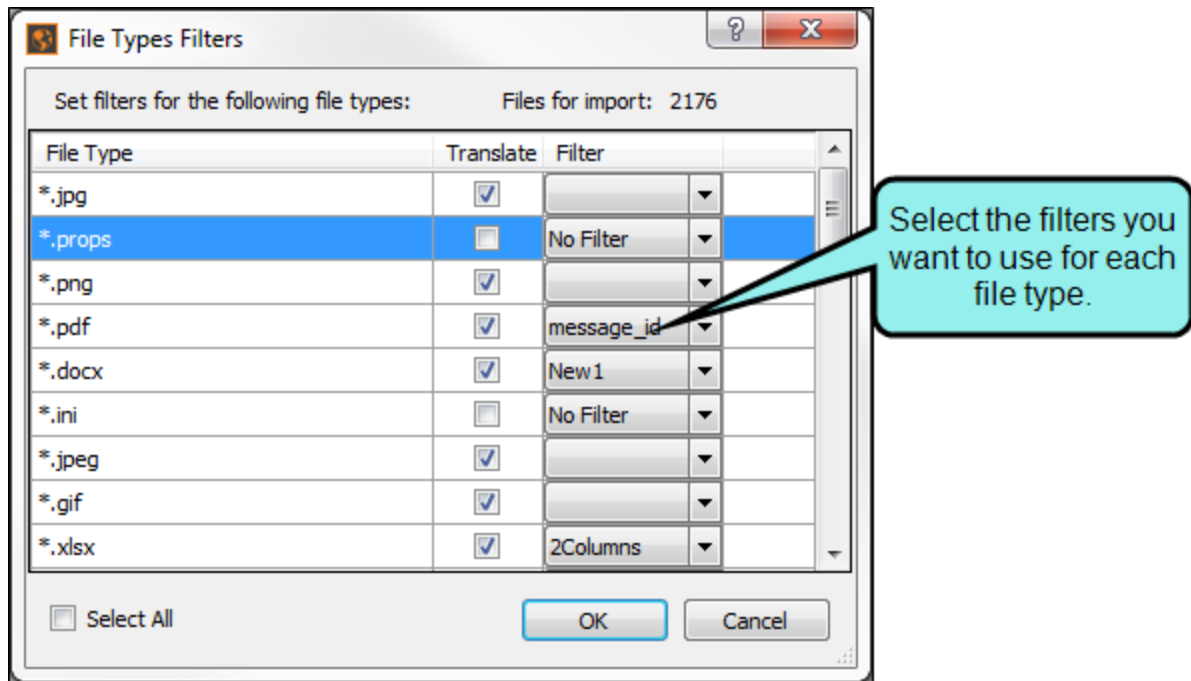
NOTE: Applying a text file type filter to unsupported file types allows you to translate the files as if they were text files. If you have unsupported file types in your folder and you *do not* apply a text file type filter to these files, they will be discarded upon project creation.

5. Click **OK**.

HOW TO CREATE A FILTER FOR WORD DOCUMENTS

1. From the **Filter** drop-down, select **Create New**.

2. Enter a name for your filter and click **OK**. The File Filters dialog opens.

3. (Optional) If you want to open an existing filter, create a new filter, or delete a filter, do one of the following:

- **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.

- **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.

4. 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 (softbreak1)soft break.
>
> This is a segment with a (tab1)tab.
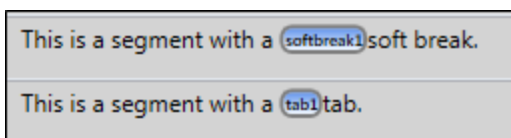
- **Insert tag and create new segment** Select this option to create a new segment wherever there is a soft break or a tab in your project.

> ☆ **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.
>
> | |
> |---|
> | This is a segment with a (softbreak1) |
> | soft break. |
> | This is a segment with a (tab1) |
> | tab. |
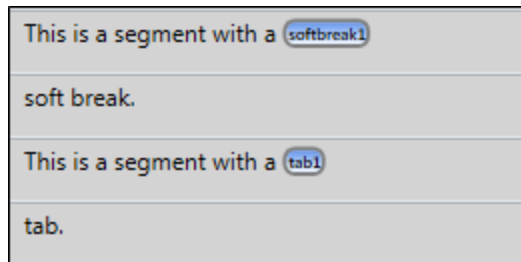
5. In the **Content** area, select the check boxes for the content you want to include in the translation project:

    ■ **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 (hiddentext1) 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 allows you to 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)
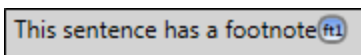
In the segment below, the filter has been changed so the index entries itself are included. Notice that each word in the index is visible, so three additional segments follow the original segment. This allows you to translate each index entry separately. You can also still see the keyword tags in the 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.
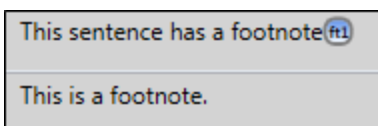
☆ **EXAMPLE**

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 allows you to 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.

6. 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 `<run1` sentence `run1>` **has** a text effect.

7. Click **OK**.

HOW TO CREATE A FILTER FOR EXCEL DOCUMENTS

1. From the **Filter** drop-down, select **Create New**.

2. Enter a name for your filter and click **OK**. The File Filters dialog opens.

Add, create, or delete a filter.

Specify the direction that Lingo will import data (by row, by column, or using a specific column for source data).

Include Excel content for translation, such as hidden text, sheet labels, headers, and formulas.

3. (Optional) If you want to open an existing filter, create a new filter, or delete a filter, do one of the following:

- **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.

- **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.

4. 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.

⭐ If you import it using the **Top Down and Left to Right** direction filter, it will look like this:

- **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.

⭐ If you import it using the **Left to Right and Top Down** direction filter, it will look like this:

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.

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.

☆ 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:

☆ When you export the finished translation back to Excel, it will look like this.

5. 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.

📝 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.
>
> `<Font1>`Kate Schneider:`<Font1>` `<Font2>`
> these cells are about animals`<Font2>`
>
> 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.
>
>
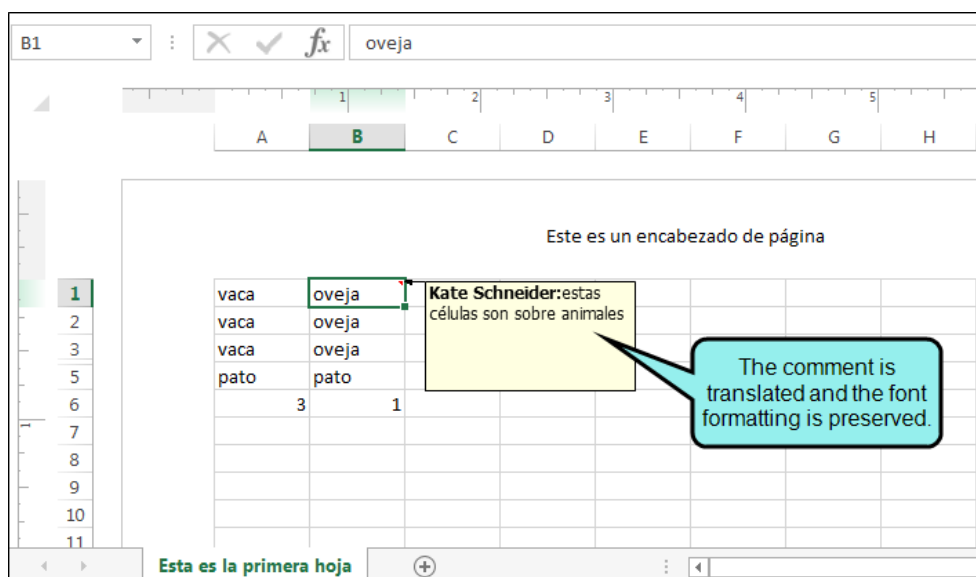
6. Click **OK**.

> 🗋 **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 XML DOCUMENTS

1. From the **Filter** drop-down, select **Create New**.

2. Enter a name for your filter and click **OK**. The File Filters dialog opens.

3. (Optional) If you want to open an existing filter, create a new filter, or delete a filter, do one of the following:

   - **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.

   - **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.

4. (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**.
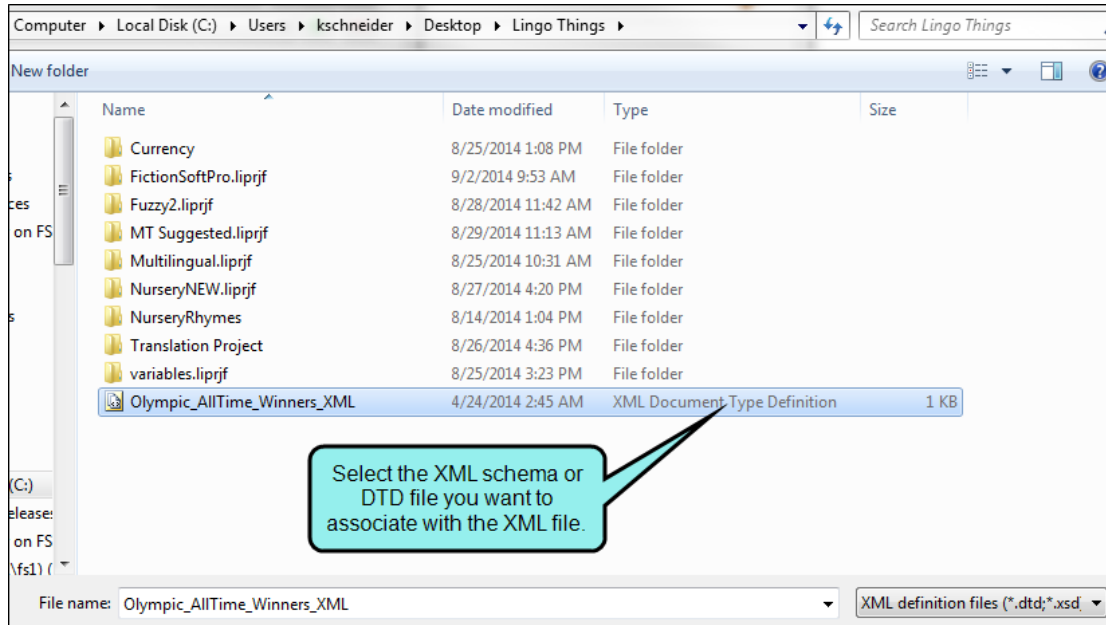
5. In the **Candidate Tags** section, select the tags from XML file that you want to translate. If a tag can be translated, it will be checked in the **Translatable** column. If you do not want to translate a tag, remove the checkmark from this column.
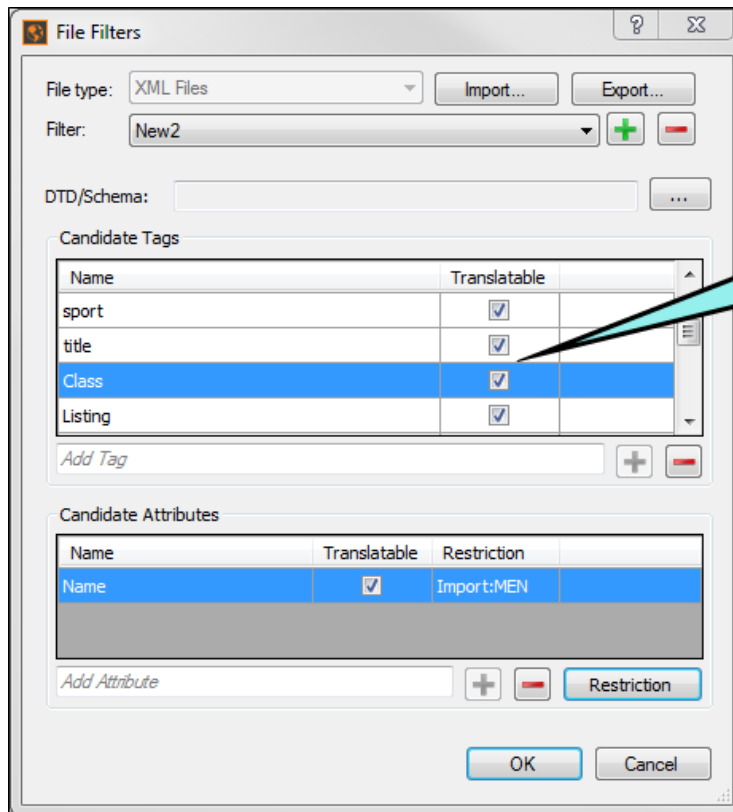
☆ **EXAMPLE**

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.

Therefore, those tags will not be included in the project.

6. 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 ⊖.

7. 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 Name attribute is available for the Class tag.
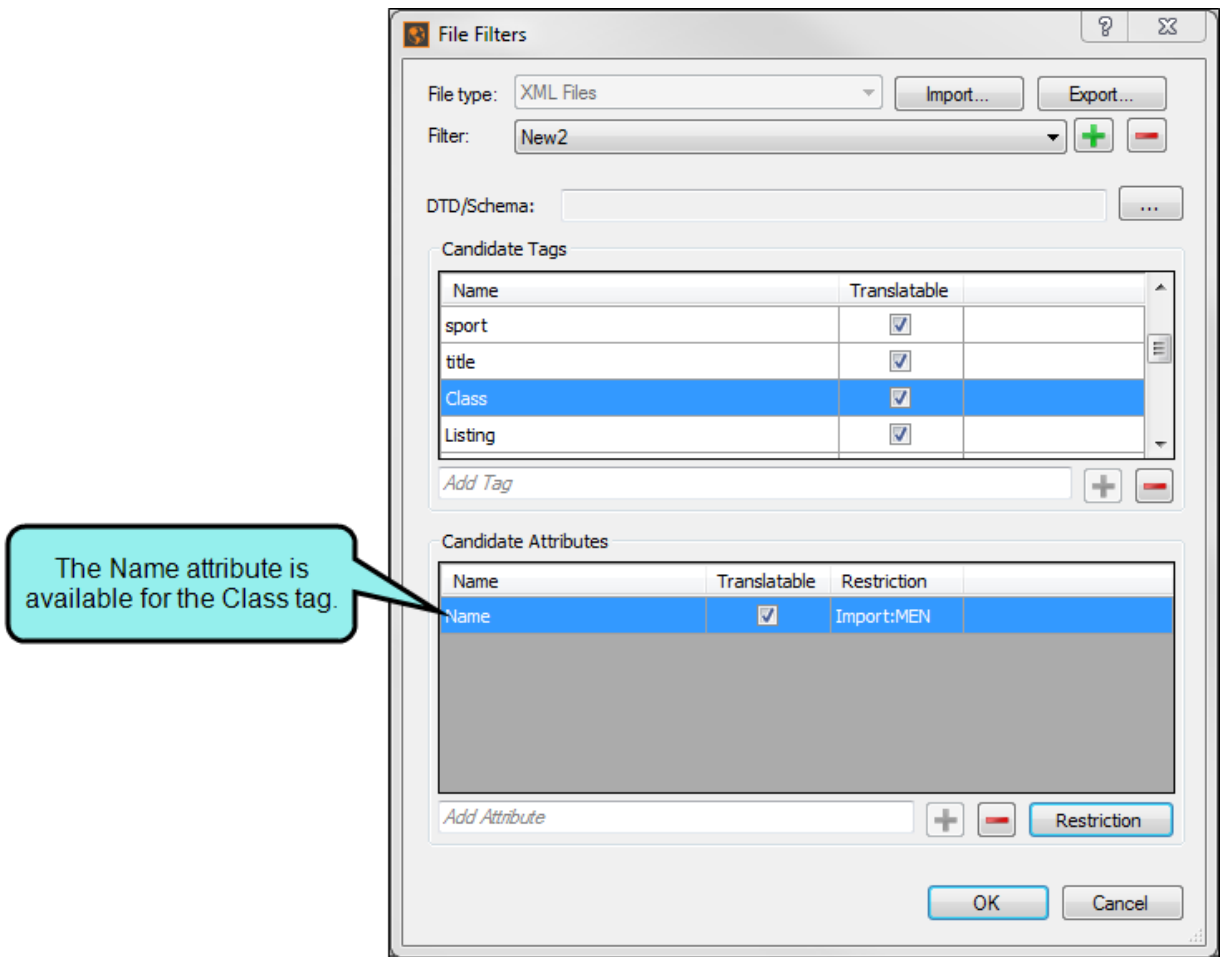
8. If you want to translate an attribute, select the check box in the **Translatable** column. If you do not want to translate an attribute, remove the checkmark from this column.

9. 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 ![plus] to add the attribute. If you want to remove an attribute, select it from the list, then click ![minus].

10. (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.

Select whether to include or exclude the element from the translated file.

Clear a restriction if you no longer need it.
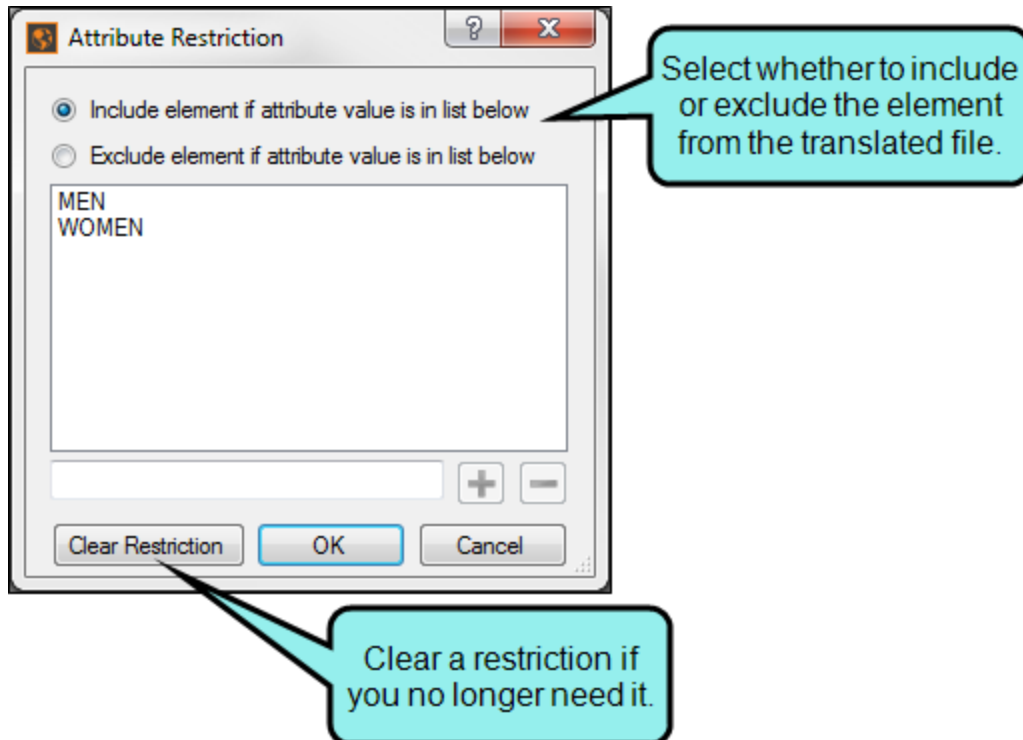
HOW TO ADD A RESTRICTION TO AN XML ATTRIBUTE

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.
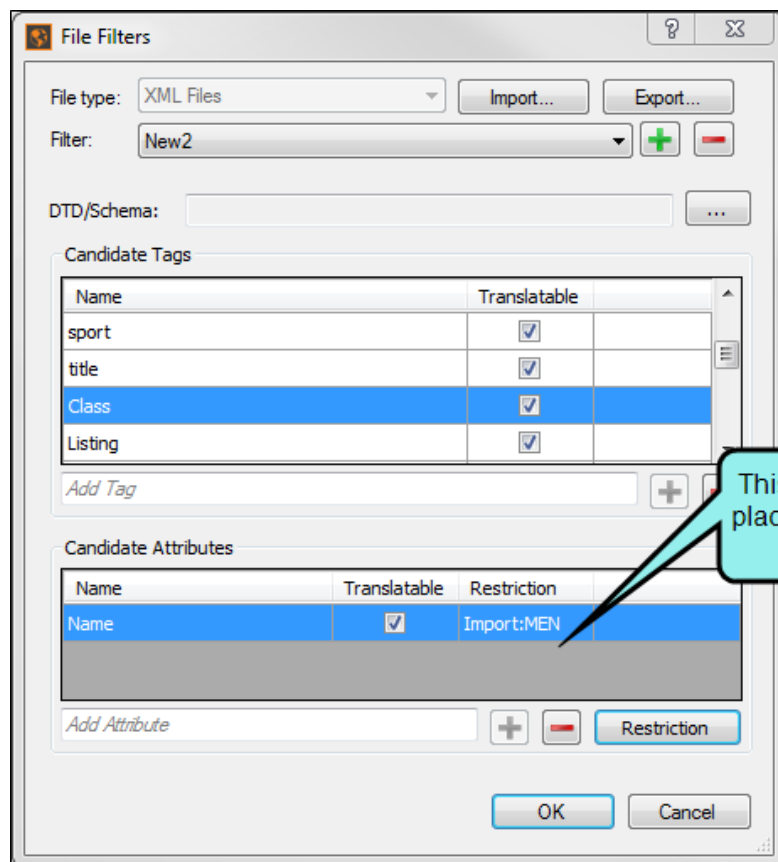
HOW TO REMOVE A RESTRICTION FROM AN XML ATTRIBUTE

    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**.

11. Click **OK**.

HOW TO CREATE A FILTER FOR TEXT FILES

1. From the **Filter** drop-down, select **Create New**.

2. Enter a name for your filter and click **OK**. The File Filters dialog opens.

3. (Optional) If you want to open an existing filter, create a new filter, or delete a filter, do one of the following:

   - **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.

   - **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.

4. 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.

5. (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**.

6. (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

Let's say 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:
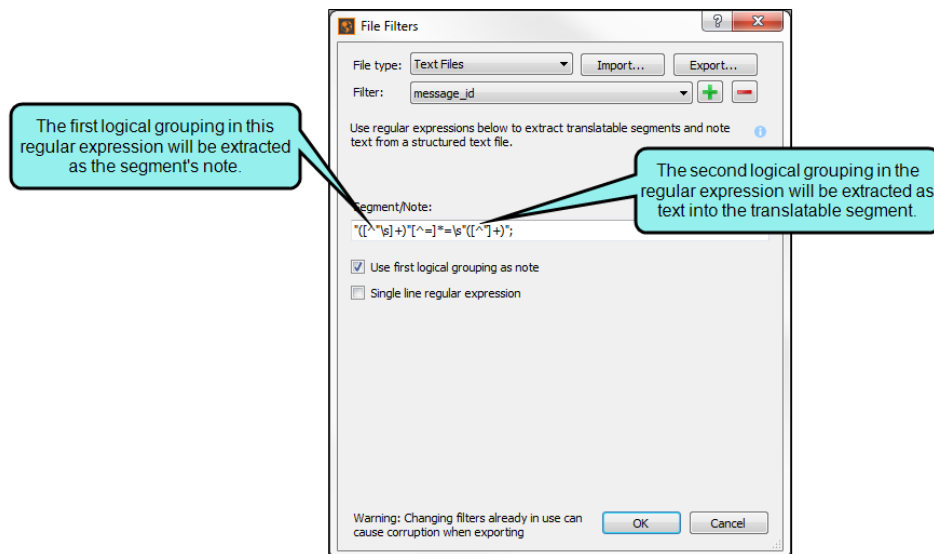
Because the notes are on the left side of the file, you are sure to select the **Use logical grouping as note** box.

☆ When you create the project, it will look like this:
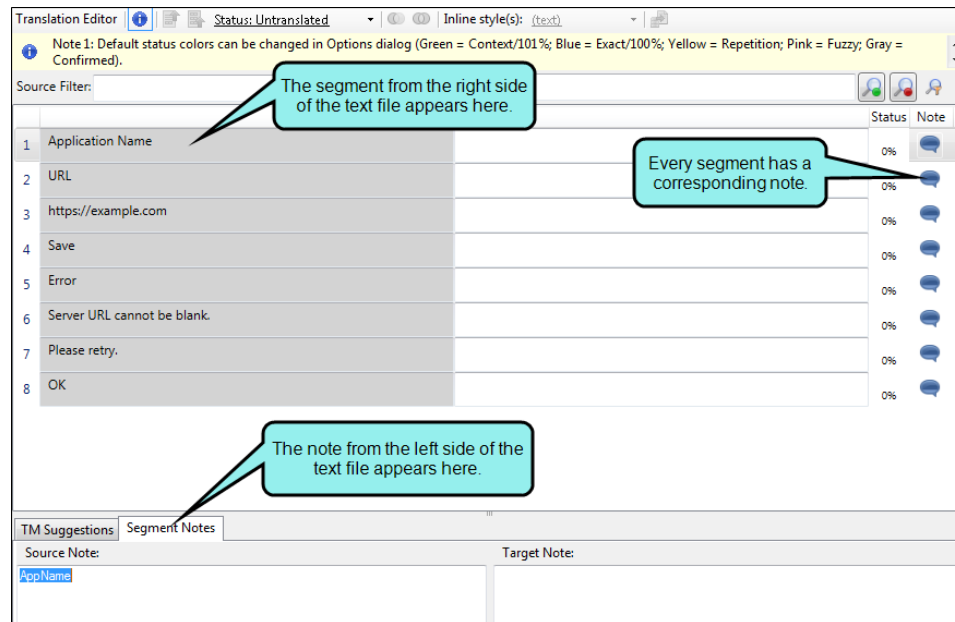
7. Click **OK**.

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.

⭐ **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.
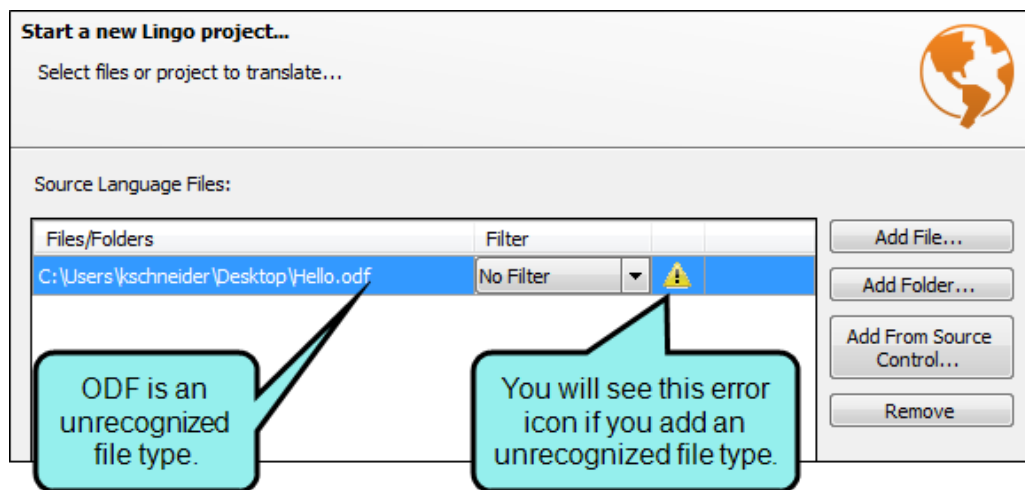
⭐ To resolve this error, select the **Filter** drop-down and select **Create New**.

Start a new Lingo project...

Select files or project to translate...

Source Language Files:

Files/Folders	Filter	
C:\Users\kschneider\Desktop\Hello.odf	No Filter ▼ ⚠	

No Filter
message_id
New1
test
Create New...

Add File...

Add Folder...

Add From Source Control...

Remove

Select the **Filter** drop-down, then select **Create New**.
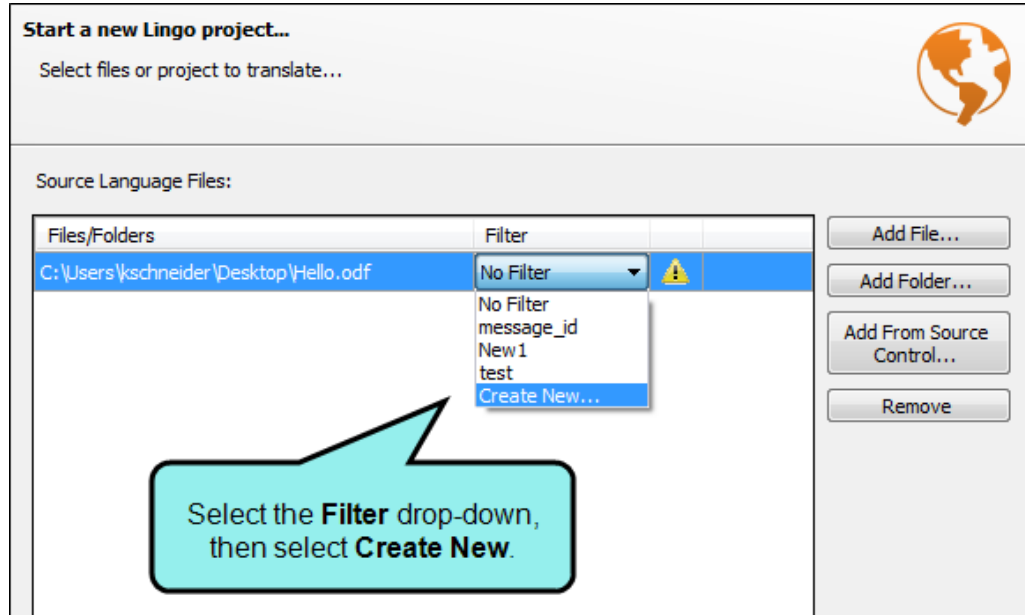
☆ The File Filters dialog opens, and you can create a new text file filter using regular expressions.
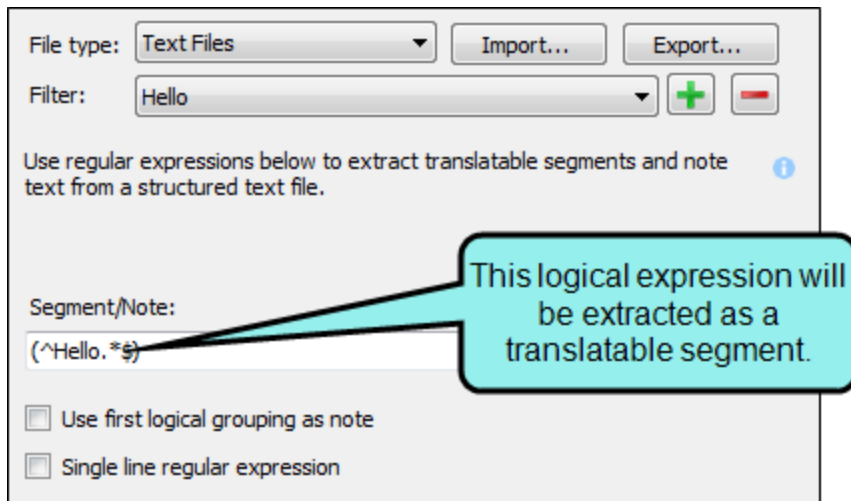
When you select the new text file filter from the drop-down, the error is resolved.
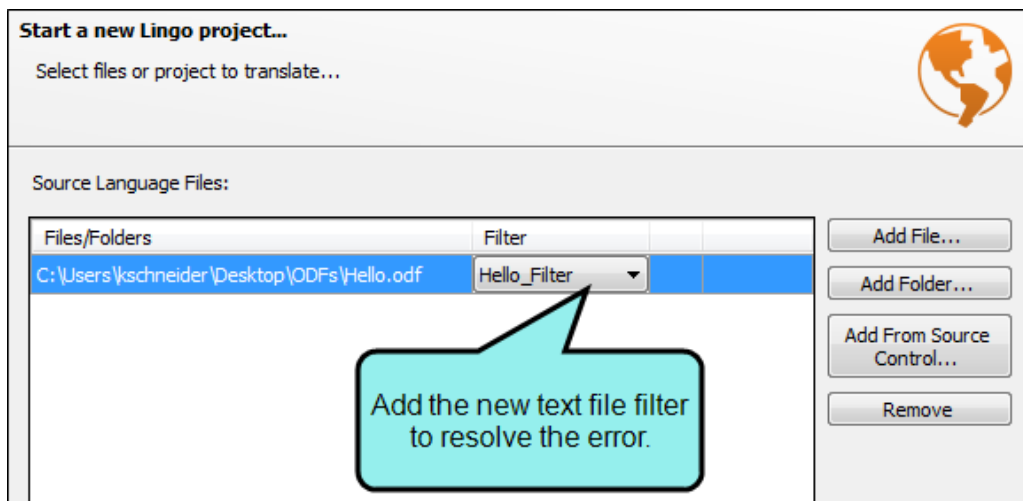
☆ The file is imported for translation.

1. From the **Filter** drop-down, select **Create New**.

2. Enter a name for your filter and click **OK**. The File Filters dialog opens.

3. (Optional) If you want to open an existing filter, create a new filter, or delete a filter, do one of the following:

   ▪ **Import a Filter** Click **Import**. In the dialog that opens, locate the filter you want to import, then click **Open**.

   ▪ **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.

4. 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 seg-
> ments 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.

5. (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**.

6. (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.

7. Click **OK**.

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.fllng) 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.
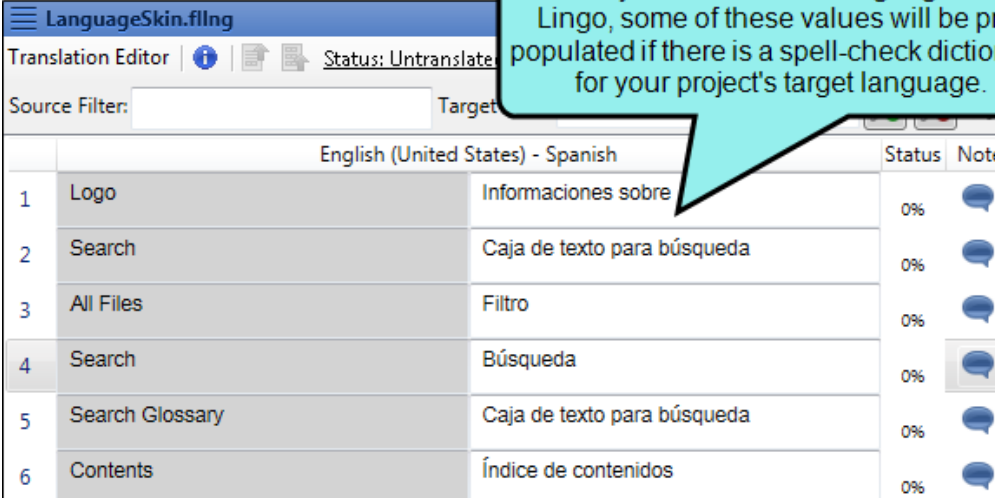
When you export the project back to Flare, the language skin can be seen by opening the Project Organizer, then selecting the **Advanced** folder. Additional changes can be made to the language skin in Flare, if necessary. When the output is generated, the translations in the language skin replace Flare's 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 allow you to 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 language.

NOTE: When translating language skin segments, the interface element value is added to the segment as a segment note for your reference.
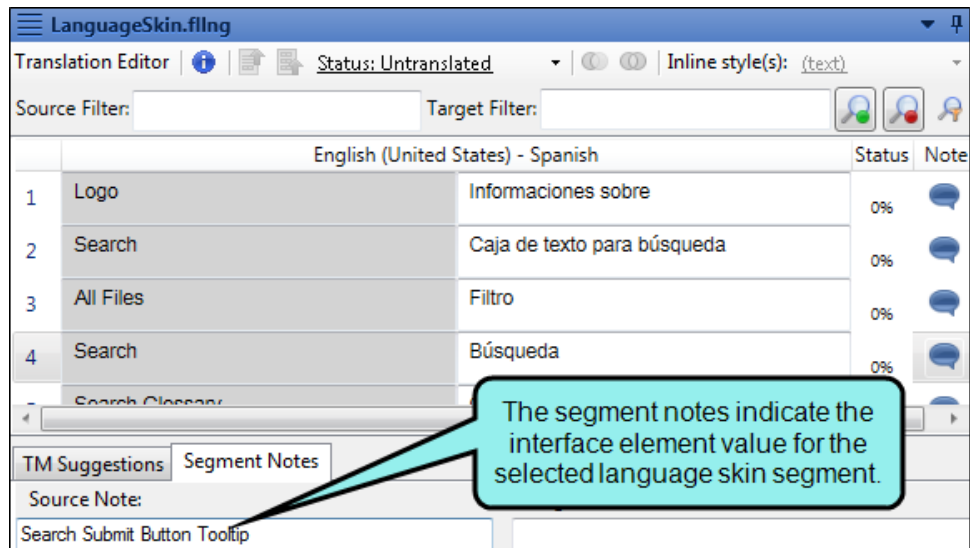
NOTE: For additional information about using language skins in Flare, please see the Flare online Help.

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.

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.
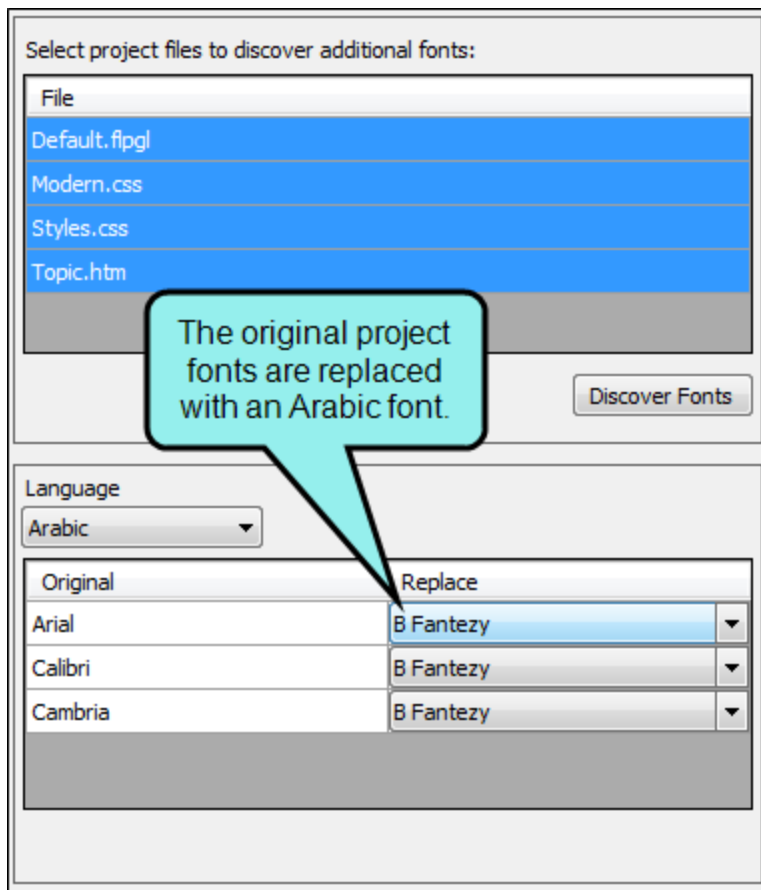
☆ When the author exports the Arabic project back to Flare, the output uses B Fantezy and all of the characters are supported.

This HTML5 output uses the mapped Arabic font.

مقالة تغيير الخط

خط معين في المقالة

خط معين في ملف التخصيص
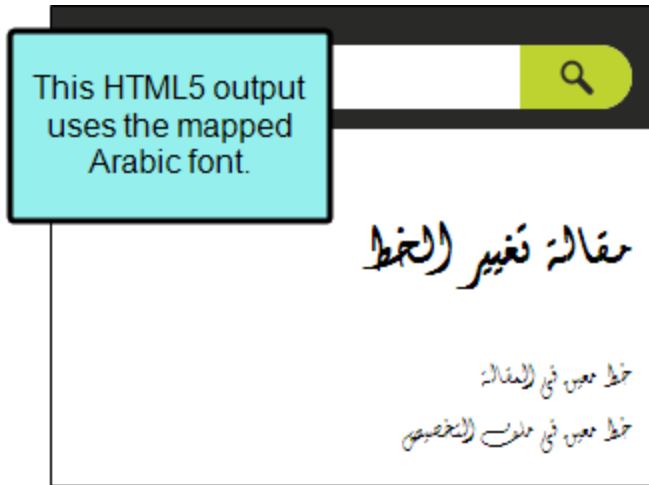
HOW TO CREATE A FONT MAP

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 [image]. The Modifying Font Map dialog opens.

4. From the **Language** drop-down, select the target language for which you want to map fonts.

   > [image] NOTE: You can only select target languages that are currenly associated with the pro-
   > ject.

5. In the **File** grid, select the files that you want to scan for fonts.

   > [image] NOTE: Lingo scans the following file types for fonts:
   >
   > - Master pages (.flmsp)
   >
   > - Page layouts (.flpgl)
   >
   > - Snippets (.flsnp)
   >
   > - Stylesheets and table stylesheets (.css)
   >
   > - 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 selec-ted 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 checkbox 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 ![x].

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.
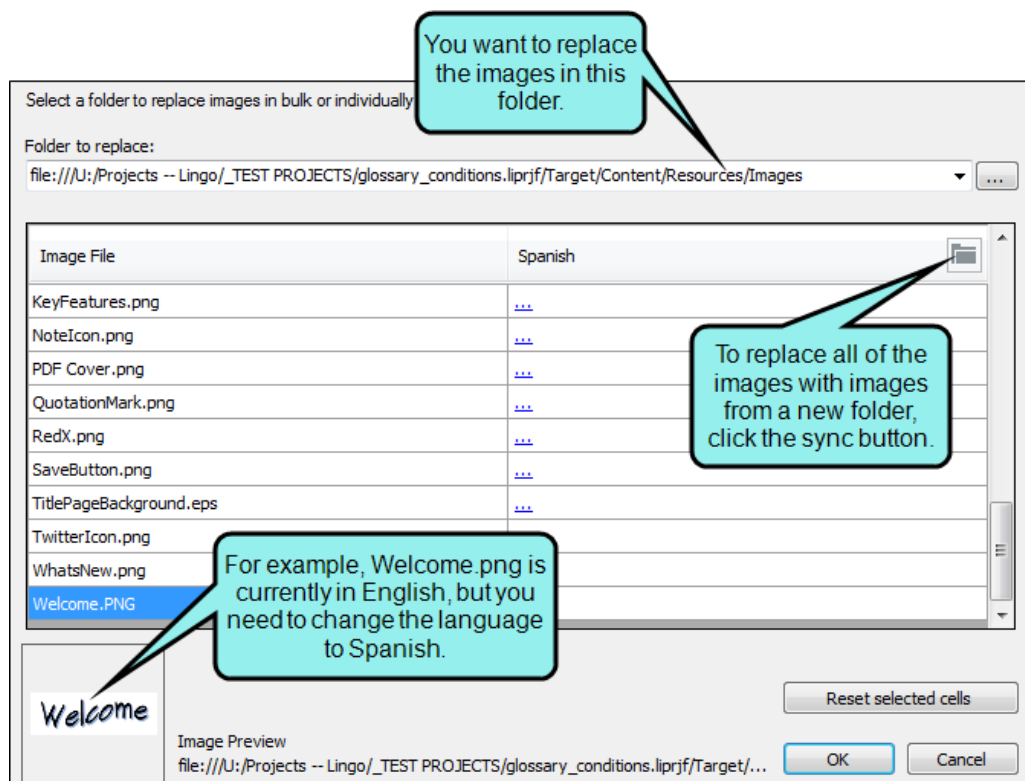
☆ To do this, you create a folder with the localized Spanish images. After you click the ▣ button in the Batch Replace Images dialog, you select the Spanish Images folder.

Select the folder where the localized images reside.
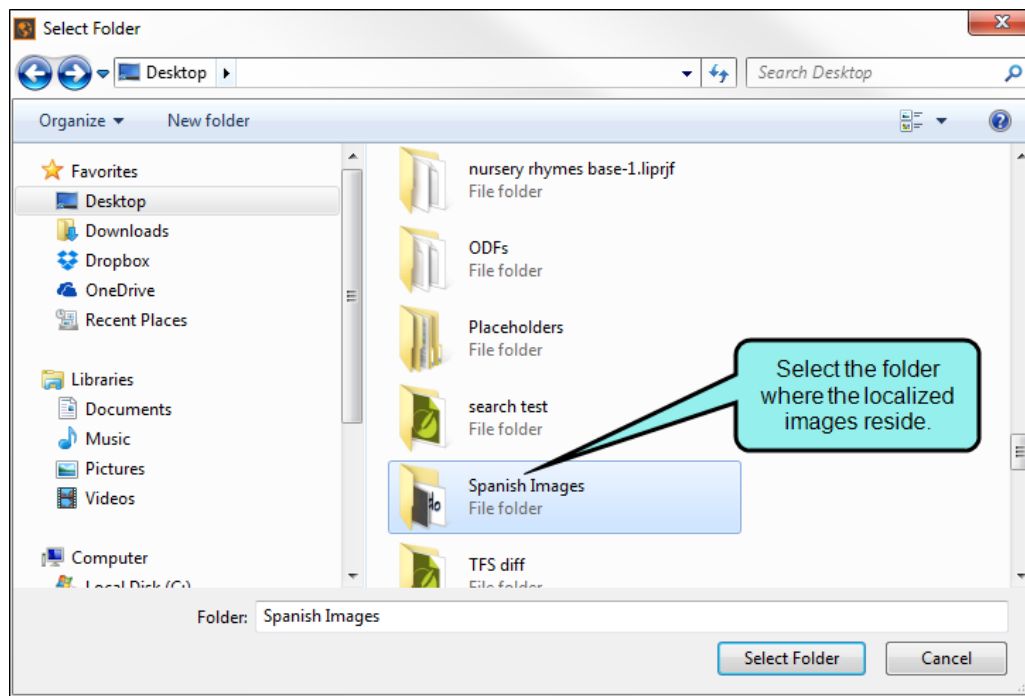
☆ Any images that have identical file names to those in the original Images folder are automatically replaced with your localized Spanish images.
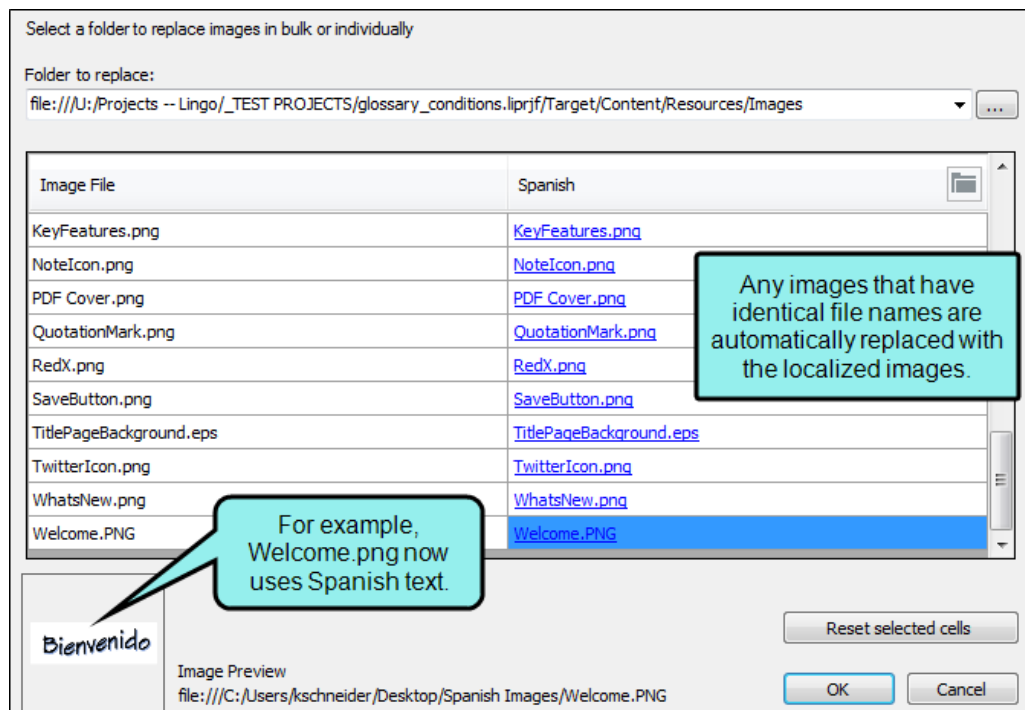
HOW TO REPLACE IMAGES

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.

HOW 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.

HOW 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.

c. Continue replacing images as needed.

6. (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.

7. (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.

8. (Optional) Repeat steps 4-7 for the other languages in your project.

9. 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.

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.

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.

☆ **EXAMPLES**

Following are some examples of regular expressions:

Expression	Description
[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

Expression	Description
?	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[.]	
appt[.]	
p[.]m[.]	
[Vv]ol[.]	\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.
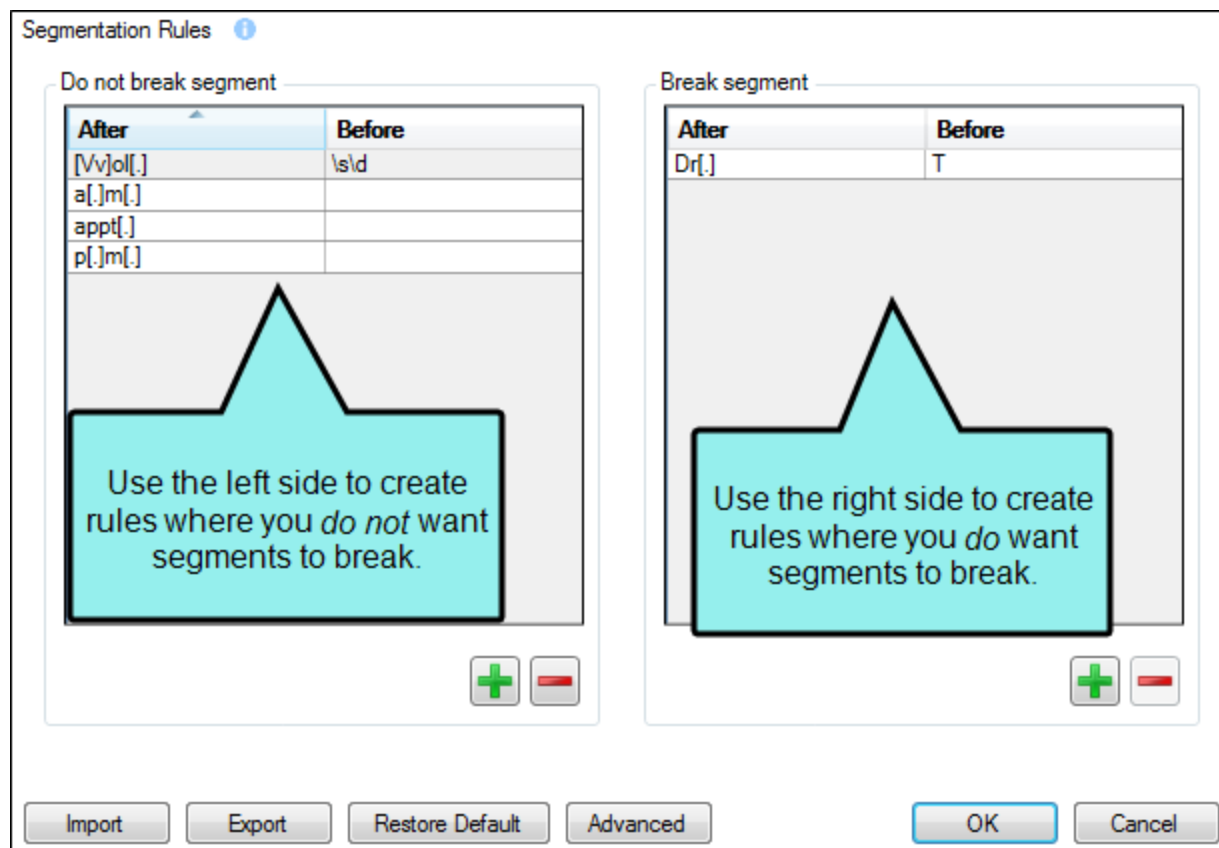
Segmentation rules can be especially useful for abbreviations and other terms that may contain periods (or other punctuation) that Lingo usually recognizes as the end of a sentence.

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.
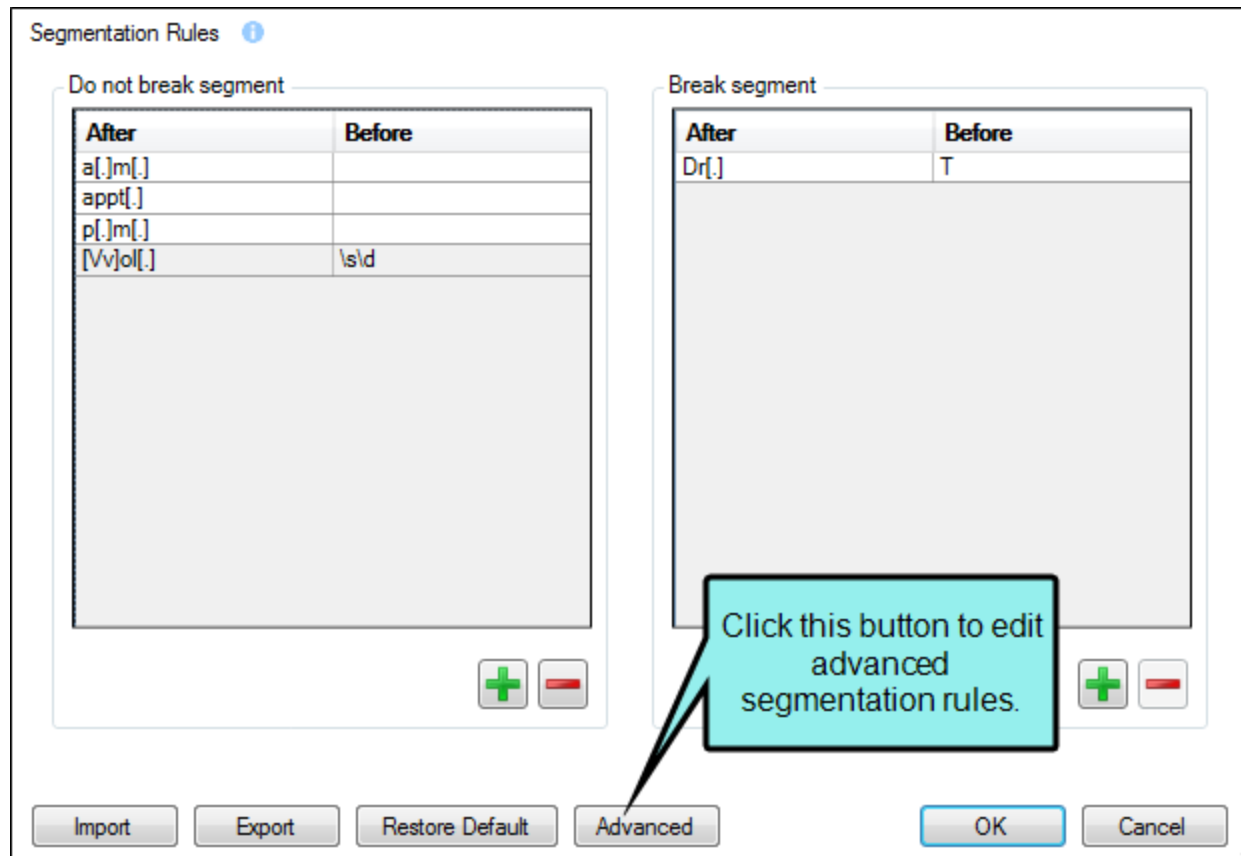
To create advanced segmentation rules, start by selecting the **Tools** ribbon and clicking **Segmentation Rules**, then click **Advanced**. Two new tabs appear in the editor: Rules and Languages.

RULES TAB

This tab allows you to add, edit, or remove segmentation rules using regular expressions.
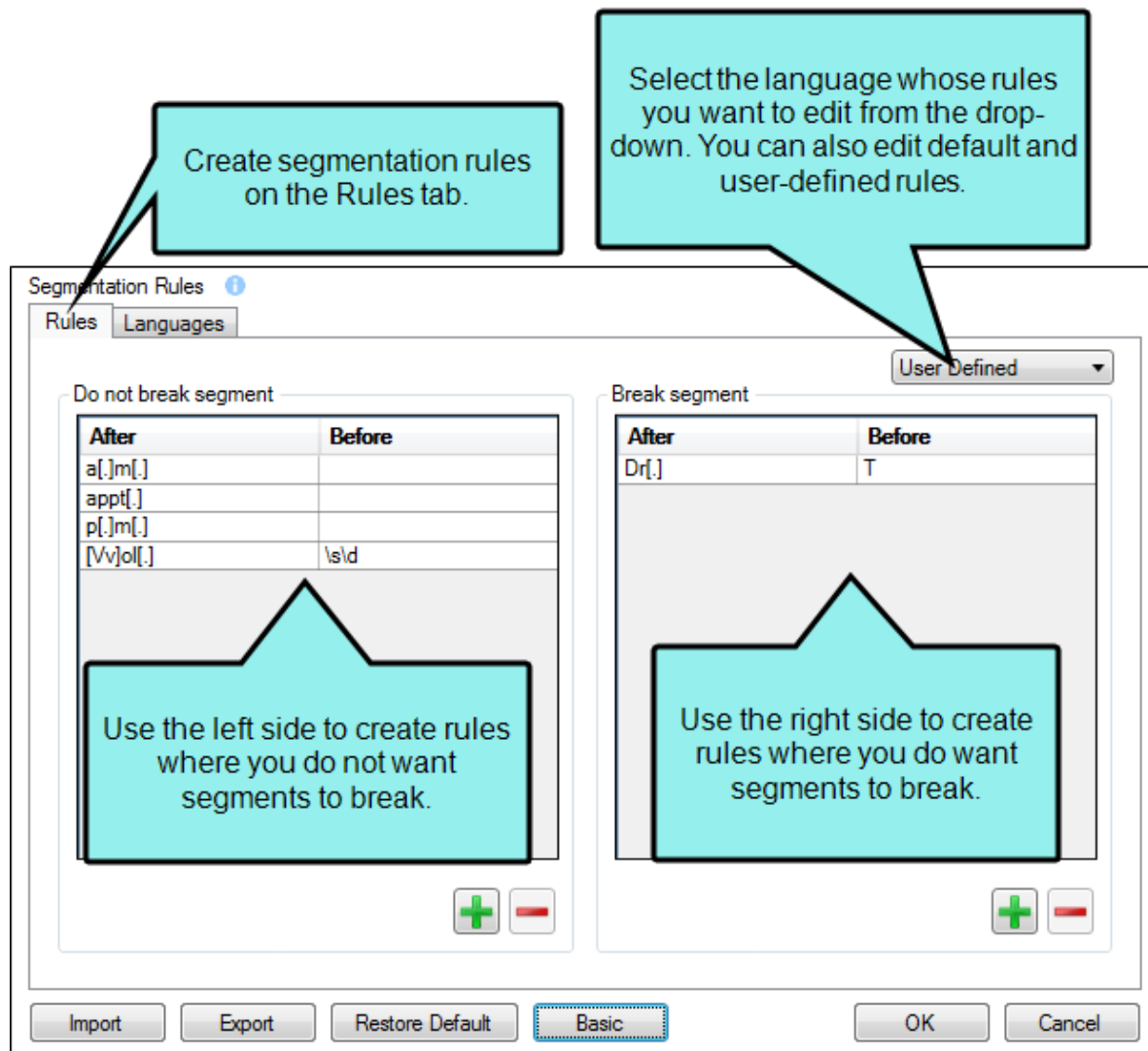
- Select a language from the drop-down list. Use the **Languages** tab to set the languages that appear in this list. After you select a language, you can add, edit, or remove rules associated with that language.

- You can also edit user-defined rules and default rules.

LANGUAGES TAB

This tab allows you to select the languages for which you need to create segmentation rules.
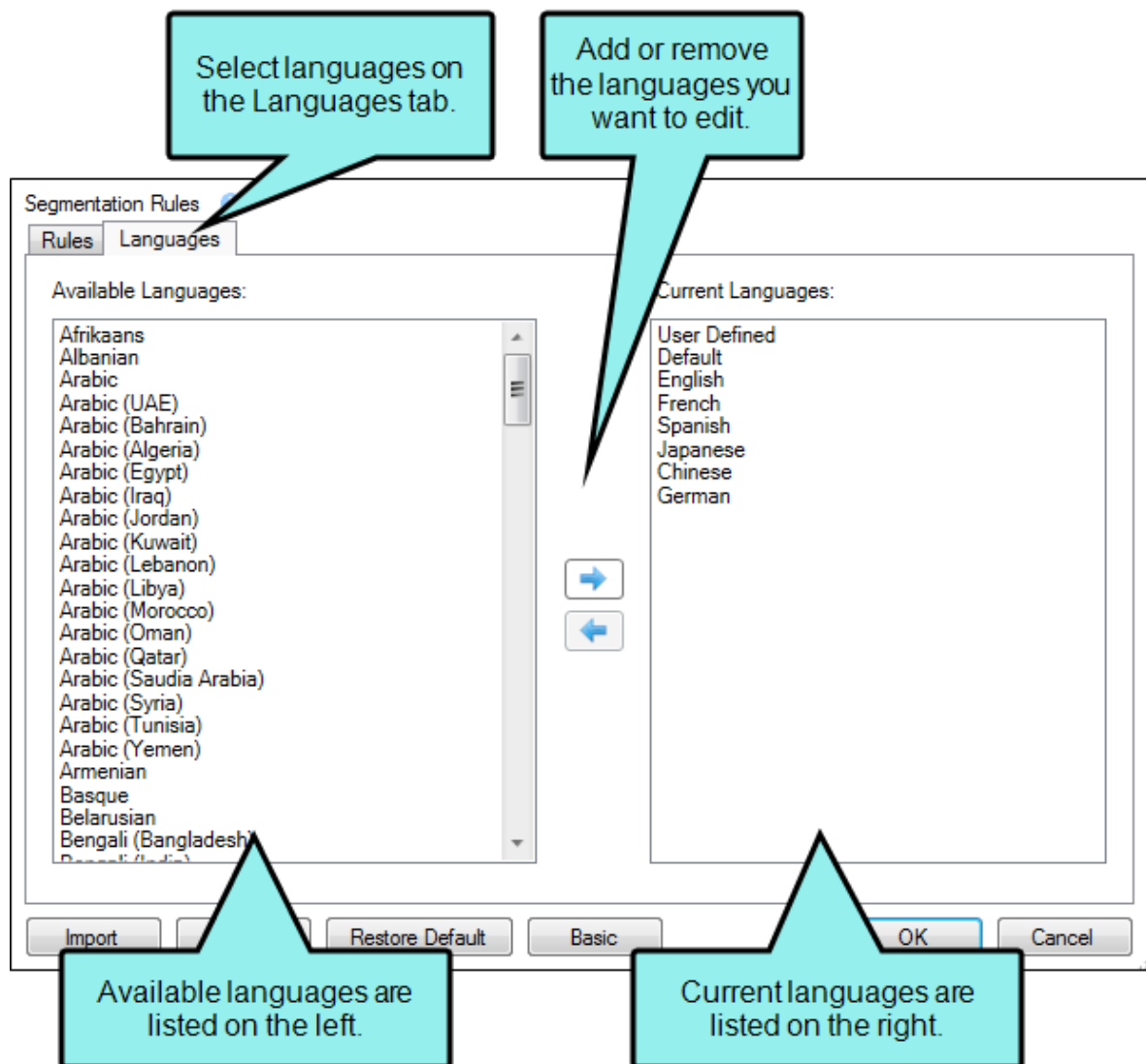
- To add a language, select it in the **Available Languages** list. Click ⬄ to add it to the Current Languages list.

- 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**.

Click this button to edit the basic segmentation rules.
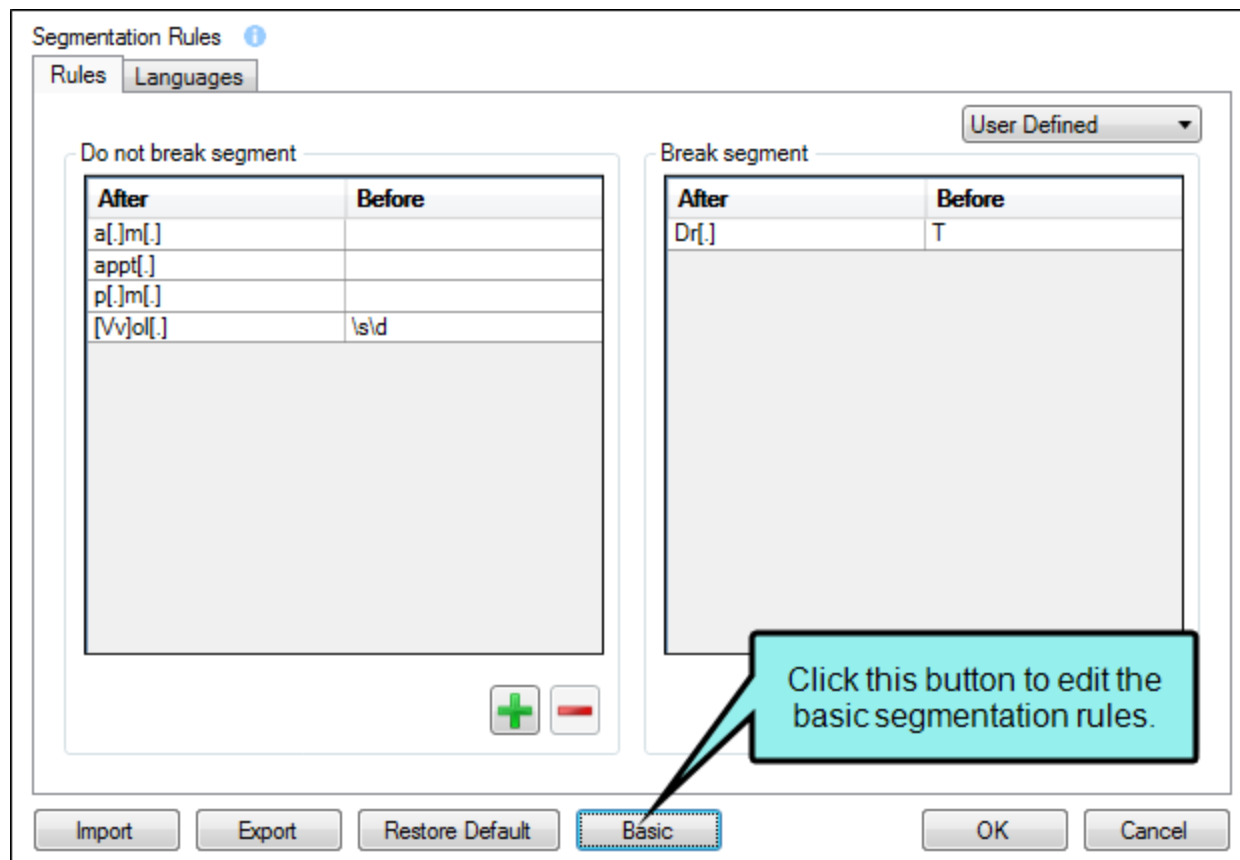
📝 NOTE: If you return to the basic editor, the rules you created in the advanced editor remain active but are hidden. If you create new rules in the basic editor, they are added to the user-defined rule set the next time you open the advanced editor.

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**.
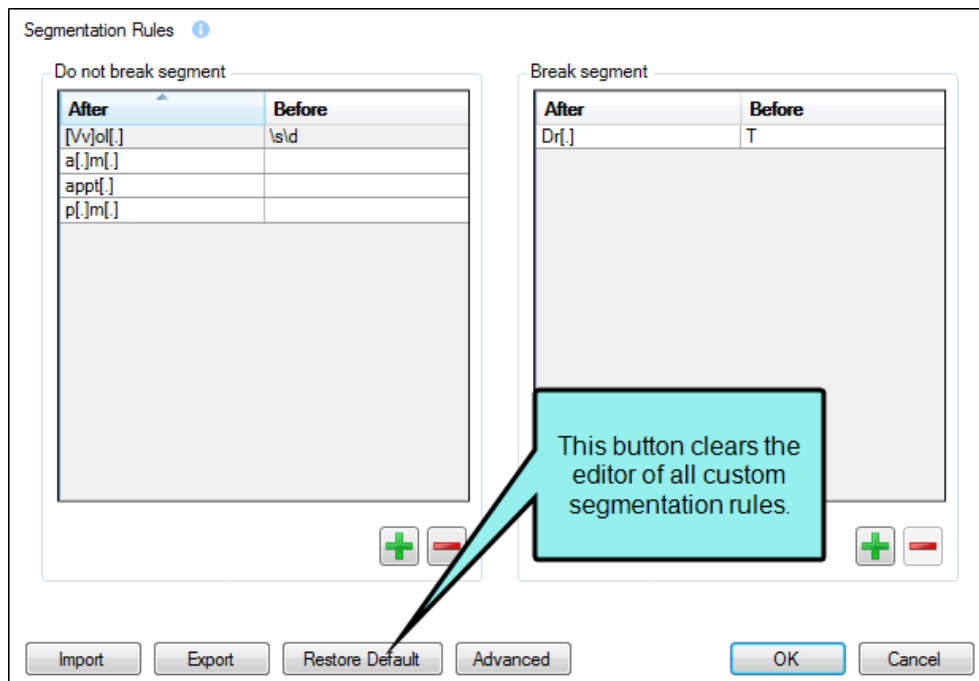
- Segmentation rules are not tied to the project. They are external and are stored in Documents\LingoSRX. Therefore, all Lingo projects that you create can use the same rules.

- 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.
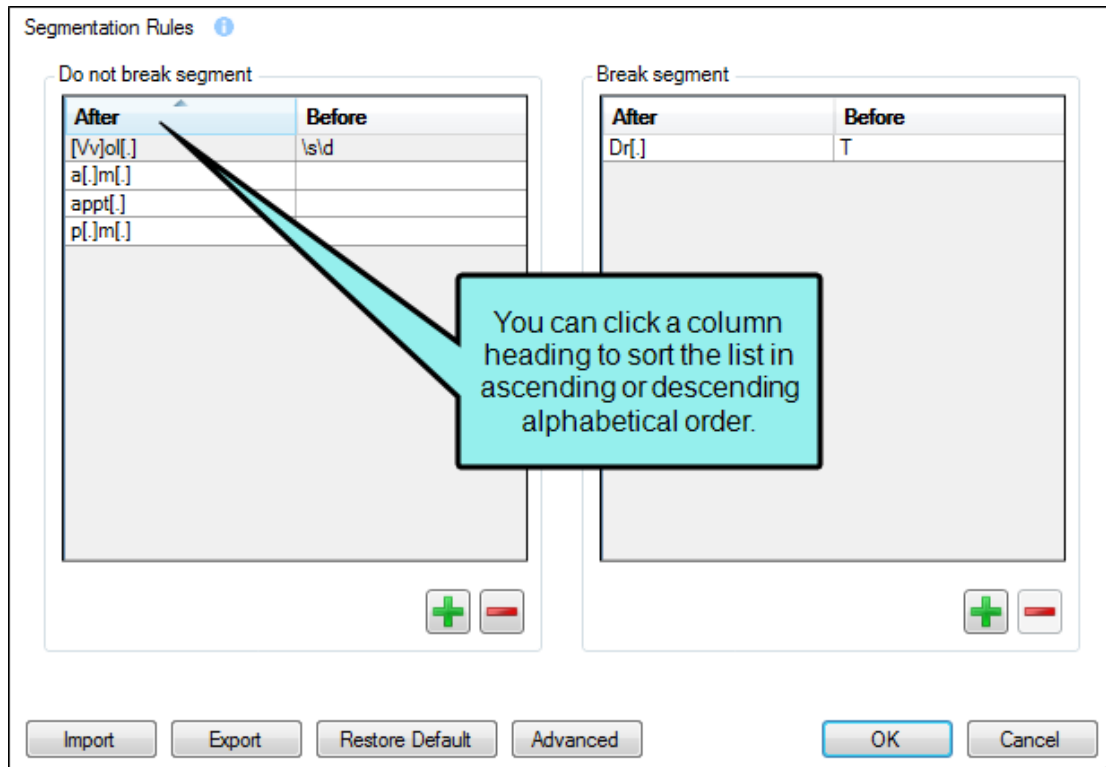
- You can resize the columns by clicking the divider between the column headings and dragging to the left or right.
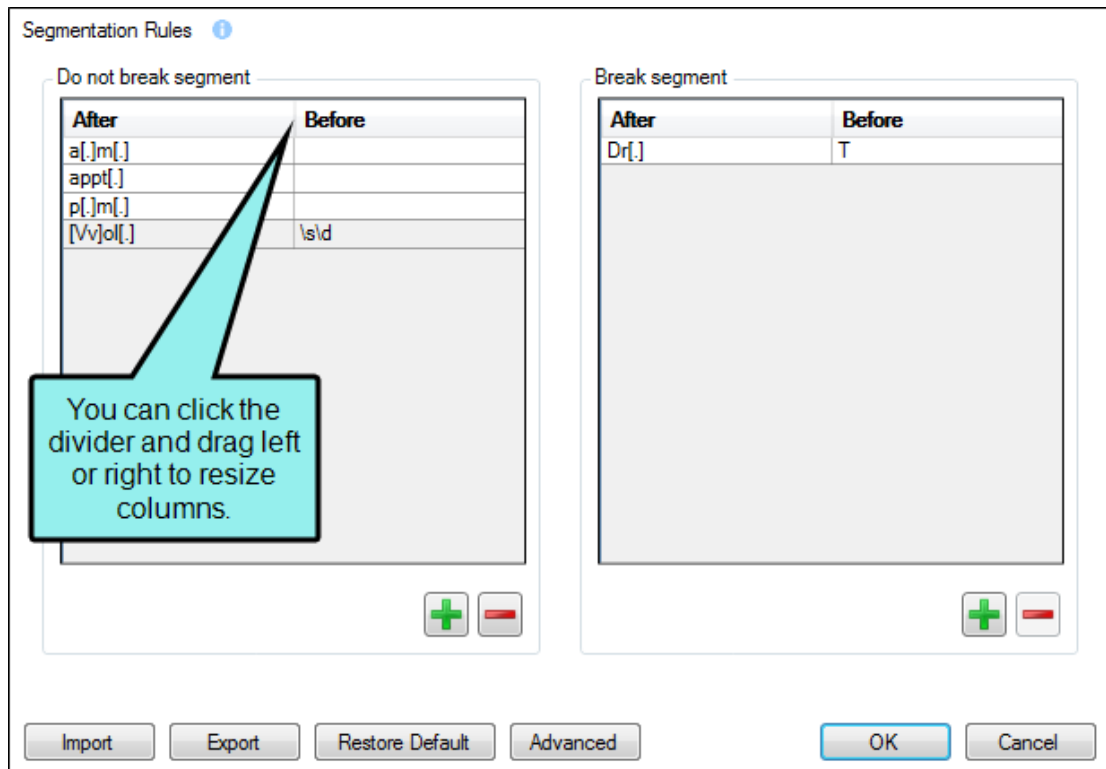
- Custom segmentation rules do not work on SDLXLIFF, TTX, and TXML files, because these files should be segmented already by other tools before they are imported.

Examples

Following are some examples of how you might create segmentation rules:

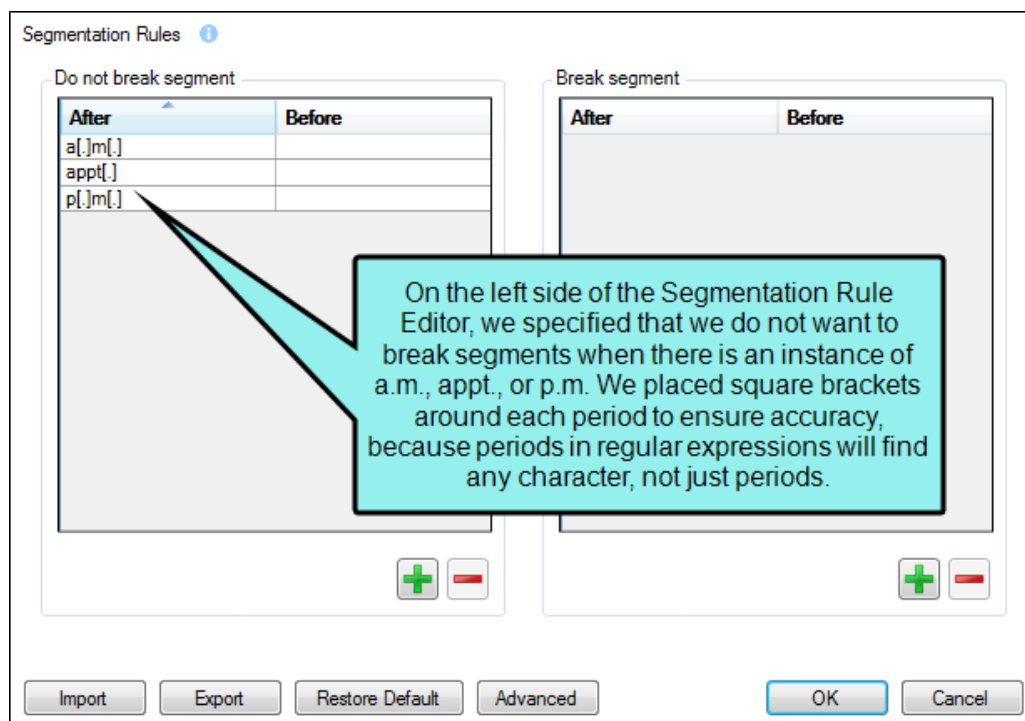⭐ **EXAMPLE—DO NOT BREAK**

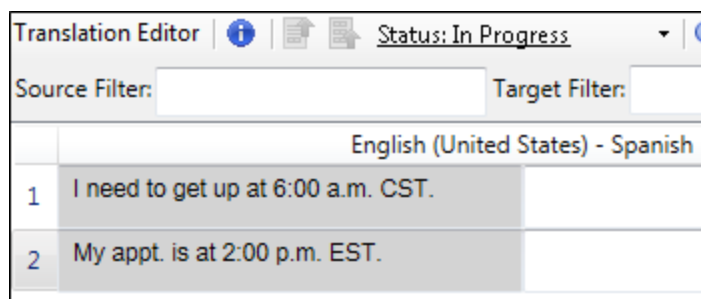Let's say you import a Word document and the segments look like this in the Translation Editor:

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:

Segmentation Rules ⓘ

Do not break segment

After	Before
a[.]m[.]	
appt[.]	
p[.]m[.]	

Break segment

After	Before

On the left side of the Segmentation Rule Editor, we specified that we do not want to break segments when there is an instance of a.m., appt., or p.m. We placed square brackets around each period to ensure accuracy, because periods in regular expressions will find any character, not just periods.

[➕ ➖]   [➕ ➖]

[Import] [Export] [Restore Default] [Advanced]   [OK] [Cancel]

With these rules in place, you can update the project and the segments will look like this:

Translation Editor ⓘ ▸ Status: In Progress ▾

Source Filter: [ ]   Target Filter: [ ]

	English (United States) - Spanish	
1	I need to get up at 6:00 a.m. CST.	
2	My appt. is at 2:00 p.m. EST.	

☆ EXAMPLE—BREAK

Let's say you import a Word document and the segments look like this in the Translation Editor:

CHAPTER 8

☆ 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:
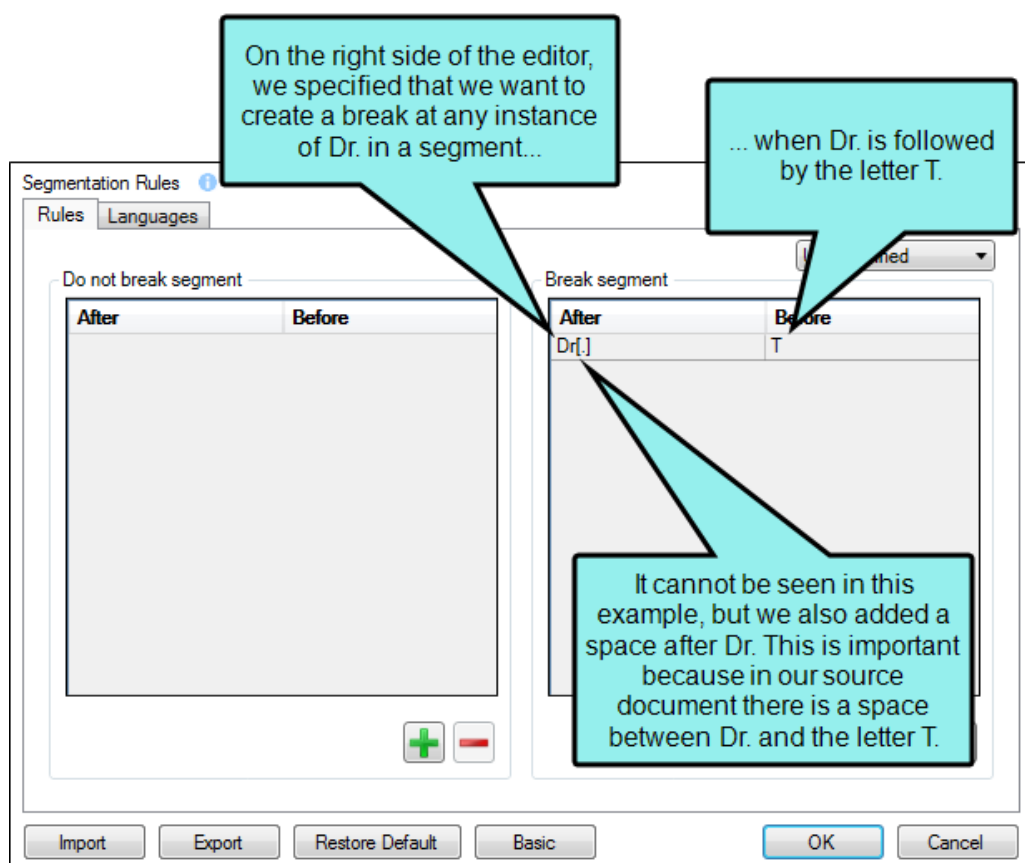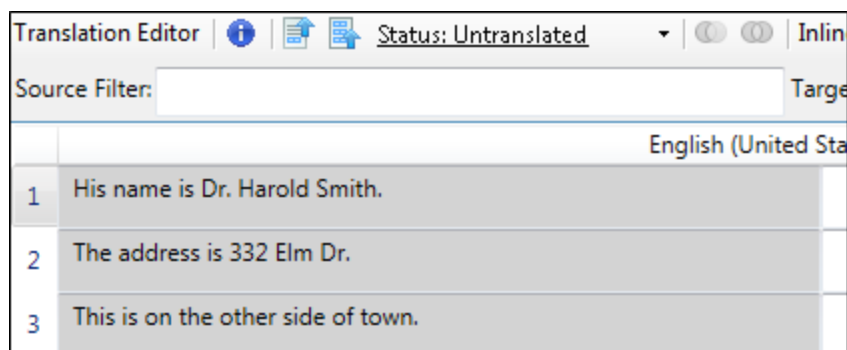
☆ EXAMPLE—DO NOT BREAK (USING REGULAR EXPRESSIONS)

Let's say you import a Word document and the segments look like this in the Translation Editor:

⭐ To correct these breaks, you can create a segmentation rule like this:

Segmentation Rules ⓘ

Rules | Languages

User Defined ▾

Do not break segment

After	Before
[Vv]ol[.]	

Break segment

After	Before

On the left side of the Segmentation Rule Editor, we create a rule to specify how to break segments. We used a regular expression by putting V and v inside brackets. This means that the rule will apply whether it is uppercase or lowercase. Then we finished spelling the abbreviation.

➕ ➖

Import | Export | Restore Default | Basic | OK | Cancel

With this rule in place, you can update the project and the segments will look like this:

Translation Editor | ⓘ | 📑 📑 Status: Untranslated ▾ | ◑ ◐ | Inlir

Source Filter: [   ] Tar

English (United

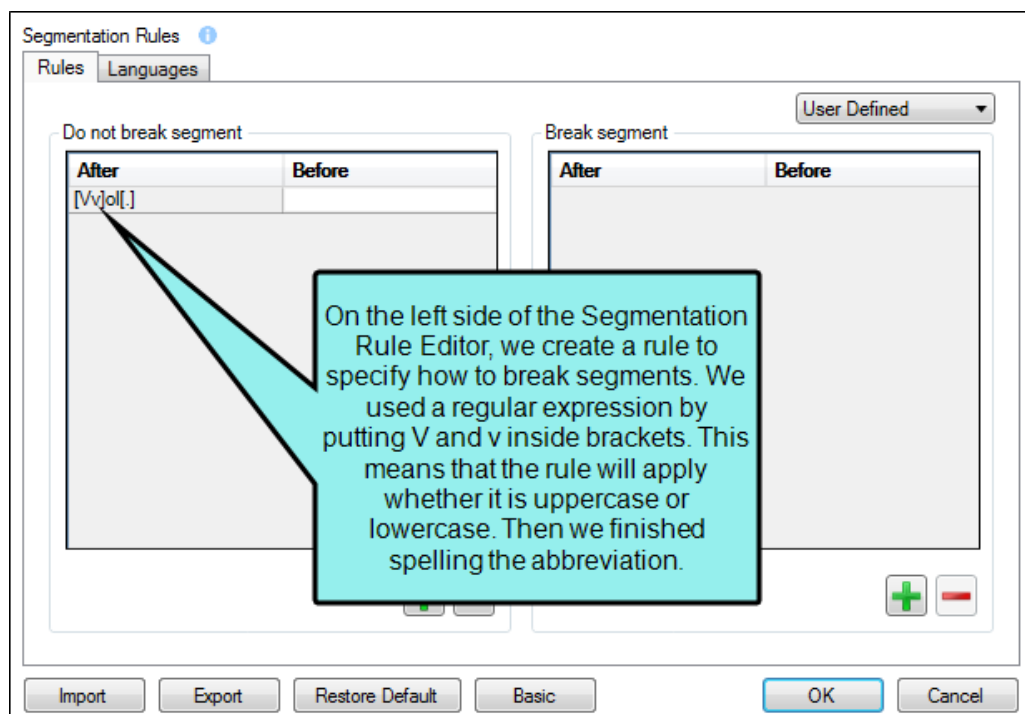| 1 | That information is found in Vol. 5. |
2	That information is found in Vol.5.
3	That information is found in vol. 6.
4	That container has a lot of vol. And it is fireproof.

The first three segments are correct. But now the final two segments have been joined together. We can fix this by making a change to the rule.

⭐ 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:
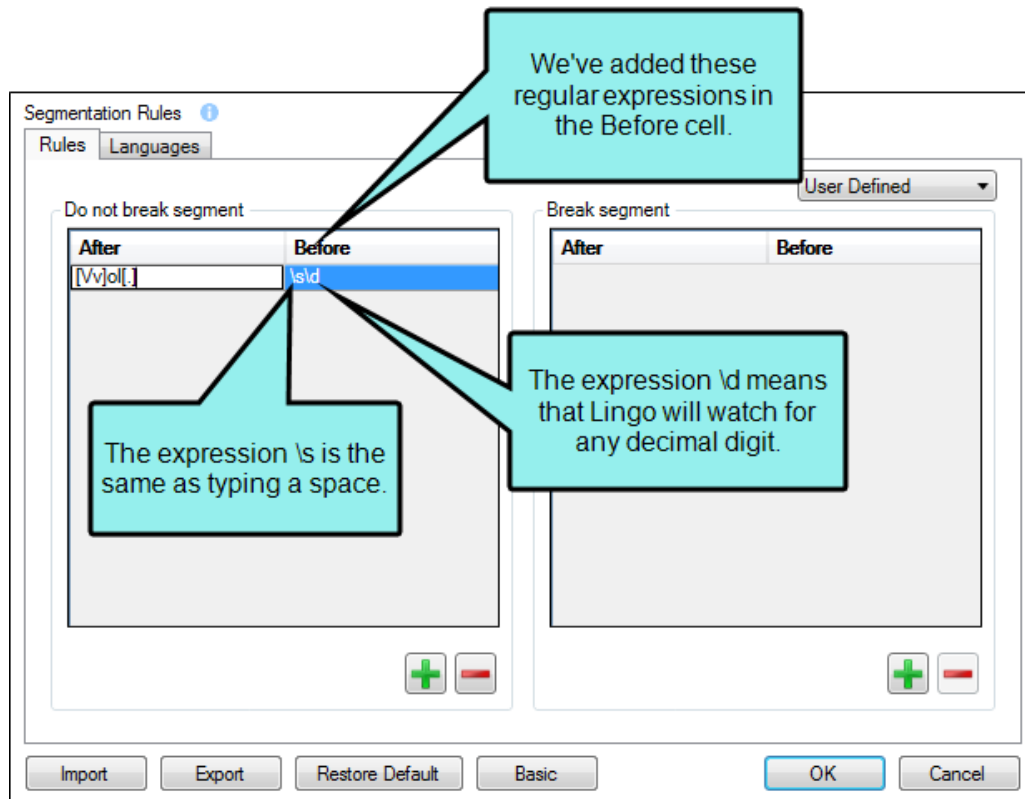
☆ The modified rule tells Lingo to avoid breaking a segment when it finds Vol. or vol. followed by a number, including occasions when a space exists before the number. With this rule altered, you can update the project and the segments will look like this:

Translation Editor		Status: Untranslated	Inlin

Source Filter: | Targe

	English (United Sta
1	That information is found in Vol. 5.
2	That information is found in Vol.5.
3	That information is found in vol. 6.
4	That container has a lot of vol.
5	And it is fireproof.

🗋 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 rather than for all languages.

Importing and Exporting Segmentation Rules

You can use buttons at the bottom of the segmentation rule dialog to import or export SRX files.
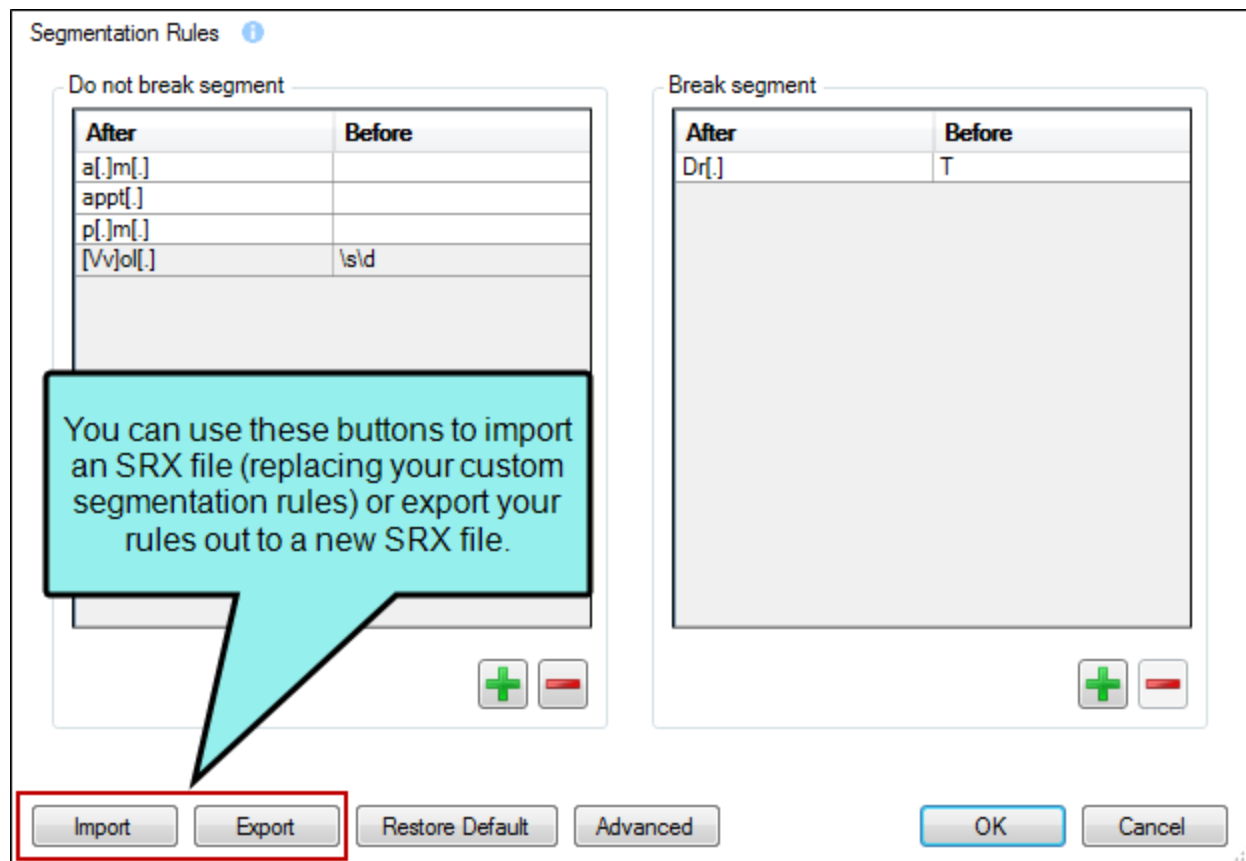
After exporting an SRX file, another Lingo user can import it into a project. Only SRX files generated from Lingo can be imported into Lingo.

> 📝 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.
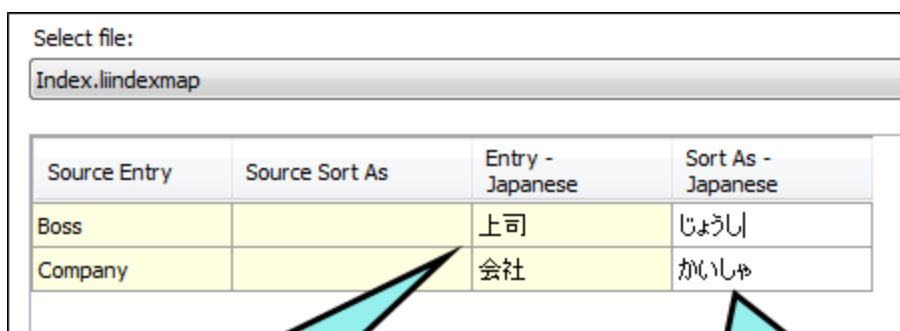
Sorting Indexes and Glossaries

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.
>
>

☆ 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

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.

か

会社 2

し

上司 2

HOW TO SORT THE INDEX OR GLOSSARY

1. Open and translate the MadCap Flare glossary (.flglo) and index (.liindexmap) files in your Lingo project. See "Introduction" on page 6.

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.

About 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.
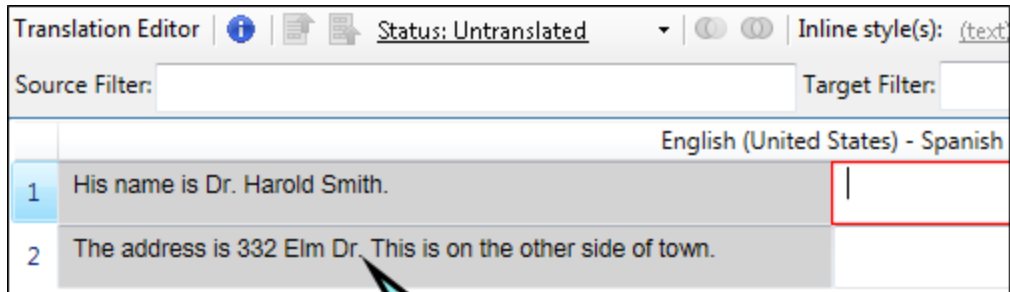
Similar to the alignment tool, you can split and join segments manually in the Translation Editor. You might choose this manual process instead of segmentation rules when you need to quickly split or join segments and do not anticipate the need to do so automatically in future translations.

Split

To split a segment, simply place your cursor where you want the split to occur and in the local tool-bar click [icon].
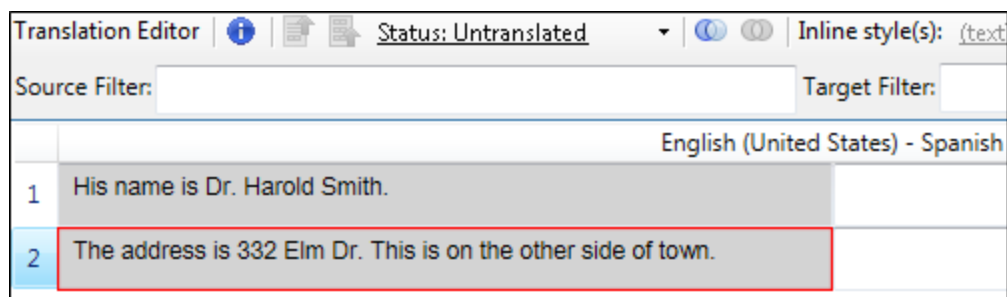

⭐ **EXAMPLE**

Let's say you import a Word document and the segments look like this in the Translation Editor:
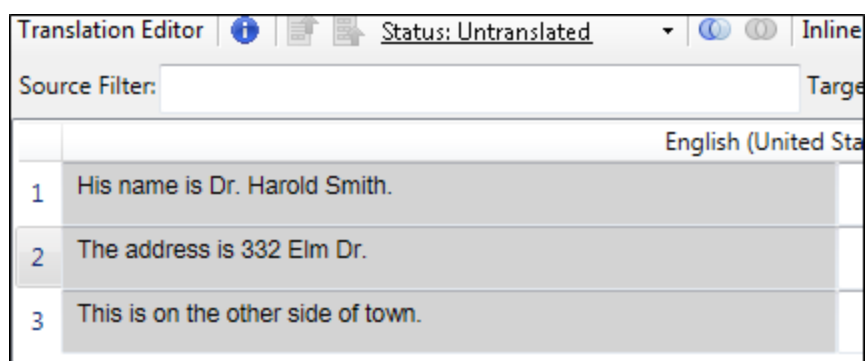

We want to split the second segment at this spot.

☆ Therefore, you click in the segment where you want to create the break. Then in the local toolbar you click ⬤.
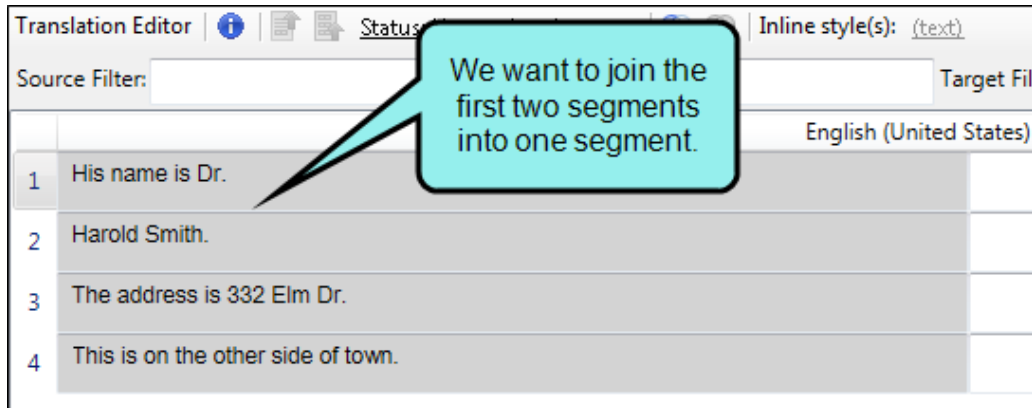

As a result, the segment is split, like this:

📝 NOTE: The split feature is disabled for the following MadCap Flare project files: .liindexmap, .liconceptmap, .flaix, and .flixl files.
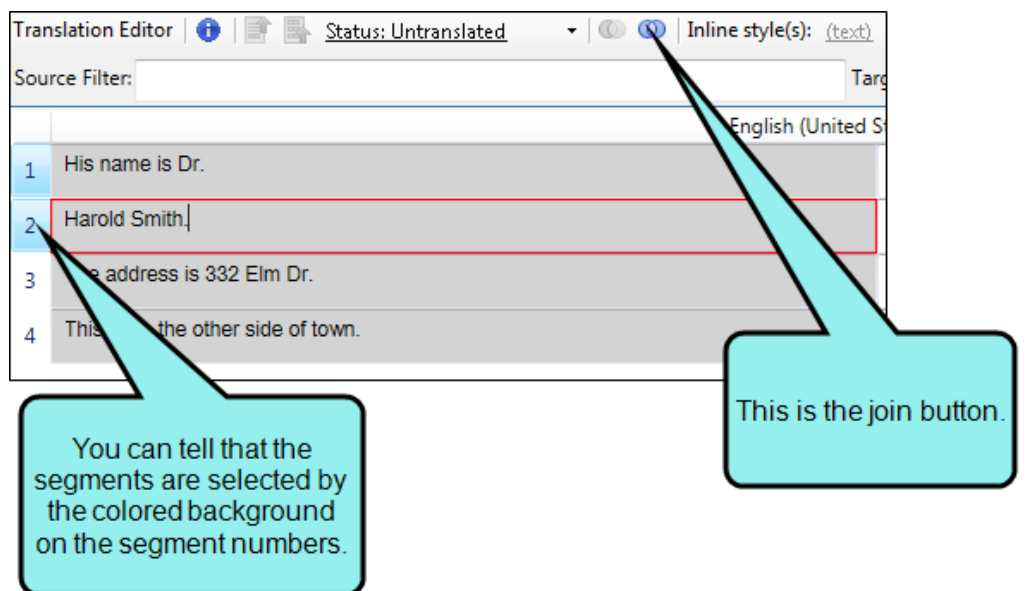
Join

To join segments, hold down the **SHIFT** or **CTRL** key and select the relevant segments. Then in the local toolbar click ⬤.
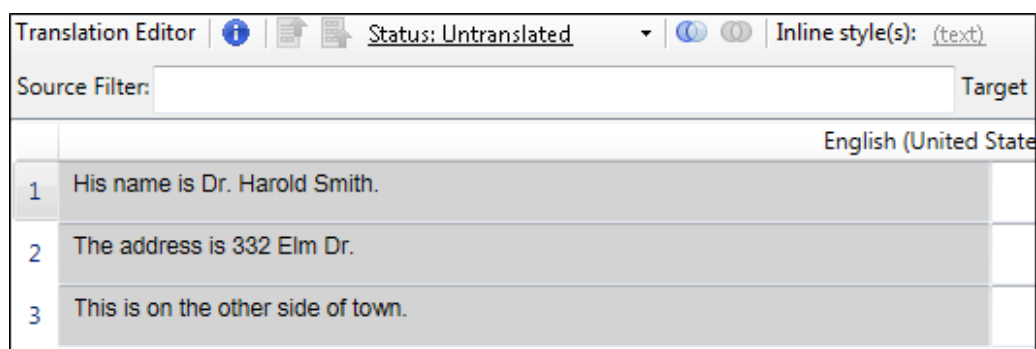
> ☆ **EXAMPLE**
>
> Let's say you import a Word document and the segments look like this in the Translation Editor:
>
>

⭐ 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.

APPENDIX

PDFs

The following PDFs are available for download from the online Help.

Alignment Guide

Getting Started Guide

Key Features Guide

Shortcuts Guide

Source Control Guide: Git

Source Control Guide: Perforce

Source Control Guide: Subversion

Source Control Guide: Team Foundation Server

Termbases Guide

Touring the Workspace Guide

Translation Guide

What's New Guide