



1 – DGT-OmegaT 2014 and its Project Wizard	2
1.1. DGT-OmegaT	2
1.2. DGT-OmegaT Project Wizard	3
2 – Overview	5
2.1. General	5
2.2. Project management	9
2.3. Editing	12
3 – OmegaT main functions, shortcuts and icons	20
4 – Creating your first OmegaT project	21
5 – Start translating in OmegaT right away	22
6 – Managing OT projects with the OmegaT Project Wizard	27
6.1. Creating a new project	27
6.2. Memory sharing in real time — TeamBase	28
6.3. Ranking memories individually or by subfolders	30
6.4. Giving a penalty to memories	31
6.5. Adding glossaries	31
6.6. Deleting memories from a project	32
6.7. Updating a project with new documents/versions	32
6.8. Updating a project with new aligned memories in Trados	32
6.9. Updating a project with local memories	33
6.10. Sending translated documents to Trados	33
6.11. Sending translation memories to Euraxis	33
6.12. Backups	33
6.13. Standard revision workflow	34
7 – Managing projects directly in OmegaT — Translation of confidential Documents	37
8 – List of memorised Regular Expressions	38
9 – OmegaT Guides and videos... and Thanks!	39

1. DGT-OMEGAT 2014 and its PROJECT WIZARD

1.1. DGT-OmegaT



OmegaT (OT) is a free open-source CAT Tool that was developed, by private initiative, originally by Keith Godfrey in 2000 and that has been vastly improved since then with many contributions (see [OmegaT Help](#) [About](#) for a list of contributors). Didier Briel is its present project manager. OmegaT is now the leader open-source CAT tool.

OmegaT is being used by DGT for prototyping since 2012, prior to the acquisition of a commercial CAT tool. For that purpose, the 2.6.0_3 version of OmegaT was customised and extended to integrate other DGT tools (called internally DGT-OmegaT to differentiate it from the public version).

In June 2012, DGT-OmegaT and its Project Wizard were made available to all DGT translators interested in using it.

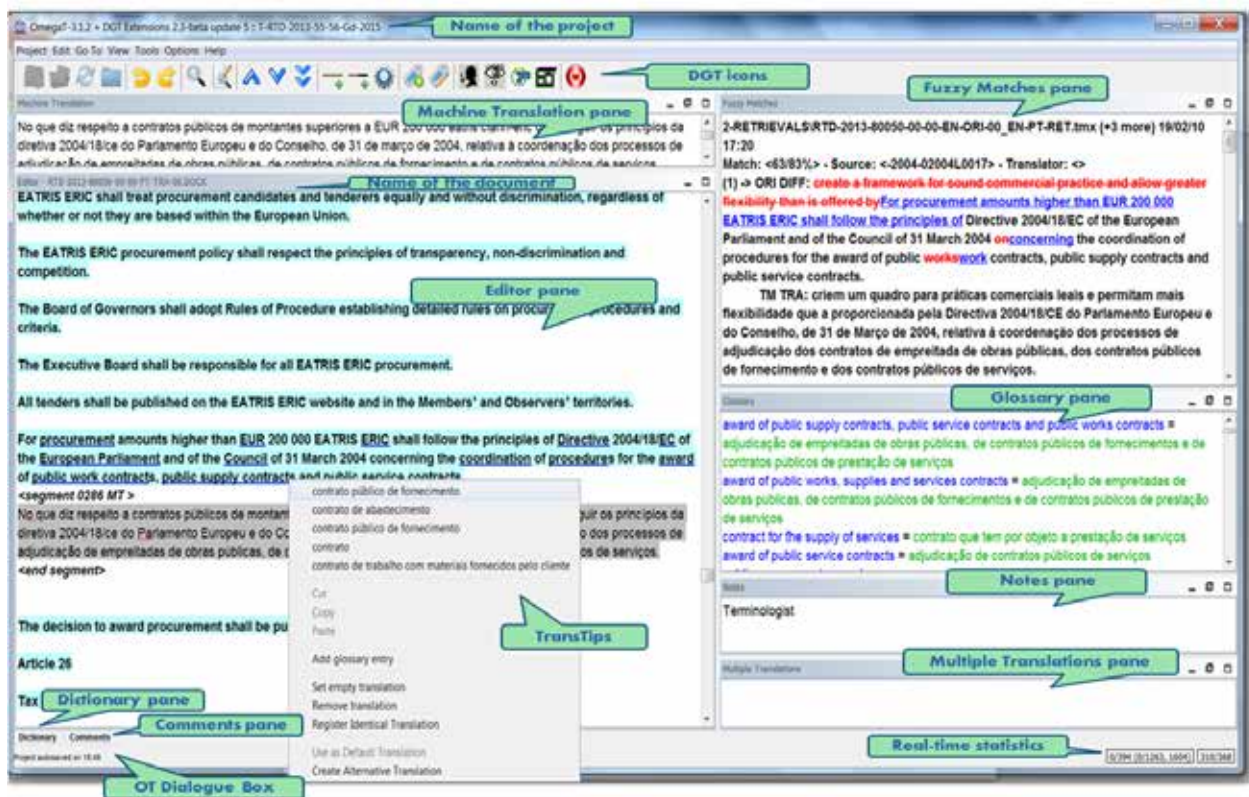
DGT has in the meantime updated its OmegaT version to the 3.1.2 public version (DGT-OmegaT 2014).

As OmegaT has evolved quite a lot in the last 2 years $\frac{3}{4}$ and the full Guide is getting bigger all the time... $\frac{3}{4}$ this Quick Guide aims to give you enough information to start translating with OmegaT right away with a minimum of effort.

But if you want to know more about OmegaT features in general or some feature in particular, see the relevant section(s) in *DGT-OmegaT 2014, its Project Wizard and DGT's CAT Environment - A Translator's Guide* and the other Guides available by clicking on [Other Guides](#) in the DGT-OT Project Wizard.


I also posted 3 videos for the 2012 version of DGT-OmegaT (50 minutes on the whole: [Video 1](#), [Video 2](#) and [Video 3 - DGT and its Project Wizard in a nutshell](#)) as it is so much easier to show than to explain! Most of its content continues to apply to the new version of DGT-OmegaT.

For translators who already used DGT-OmegaT 2012, there are a few minor changes, but basically it is the same... with improved/new features, of course.



Screenshot 1 – OmegaT panes: Editor, Fuzzy Matches, Machine Translation, Glossary, Notes, Multiple Translations and also the Translation Tips (Transtips) feature. Dictionary and comments panes minimized.

1.2. DGT-OmegaT Project Wizard

 DGT has also developed in-house a DGT-OmegaT Project Wizard (DGT-OT Wizard) to integrate OmegaT in its workflow and this Quick Guide includes the general information you need to manage your projects easily.

The DGT-OT Wizard makes the link between Tradesk $\frac{3}{4}$ our document management system $\frac{3}{4}$ and OmegaT and helps you to quickly create projects with all the reference/retrieval/MT translation memories and also an IATE extraction.

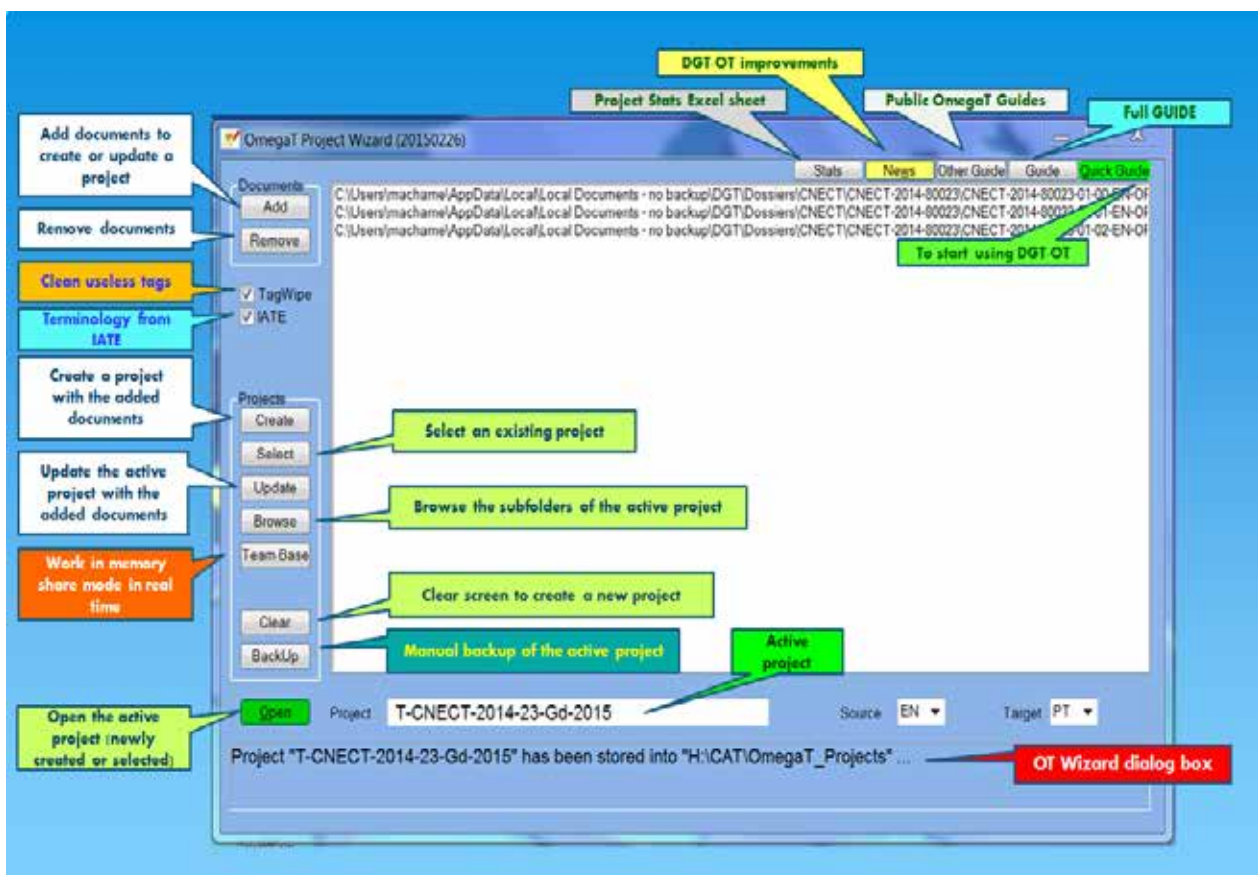
You can also easily update projects with new original documents/new versions of documents already in the project and/or new memories, delete documents/memories from the project, add glossaries, organise translation memories, and archive finalised projects.

The final part of the workflow – sending (ongoing or finished) translated documents to Tradesk and the documents memories to Euramis – you will have to do manually for the moment, but it is simple and fast.

The DGT-OT Wizard also triggers automatic backups (every 10 minutes) of your active project to a server (your space in the **H: drive**) in a background operation you don't see.

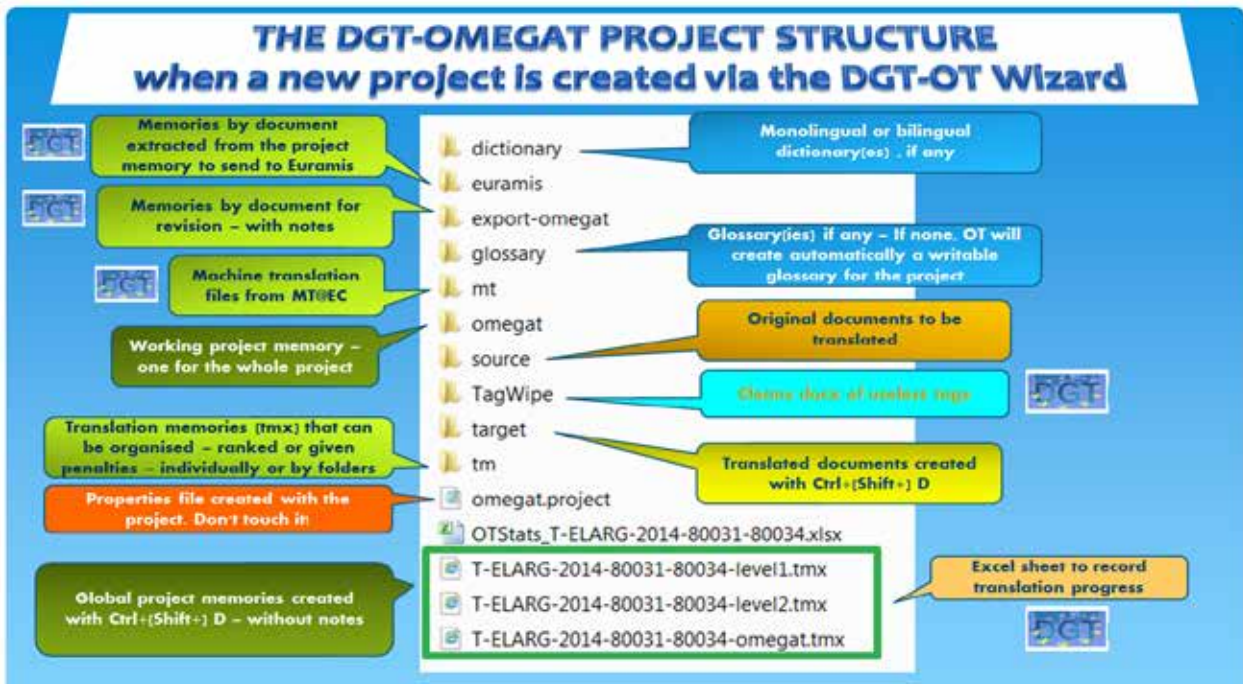
The DGT-OT Wizard is easy to use as $\frac{3}{4}$ for many of the project management operations $\frac{3}{4}$ it just opens a Windows Explorer window and there you can copy, paste, delete, drag/drop and rename files in the usual manner.

For a general explanation of the OmegaT Wizard features, see Section 6 of this [Quick Guide](#).



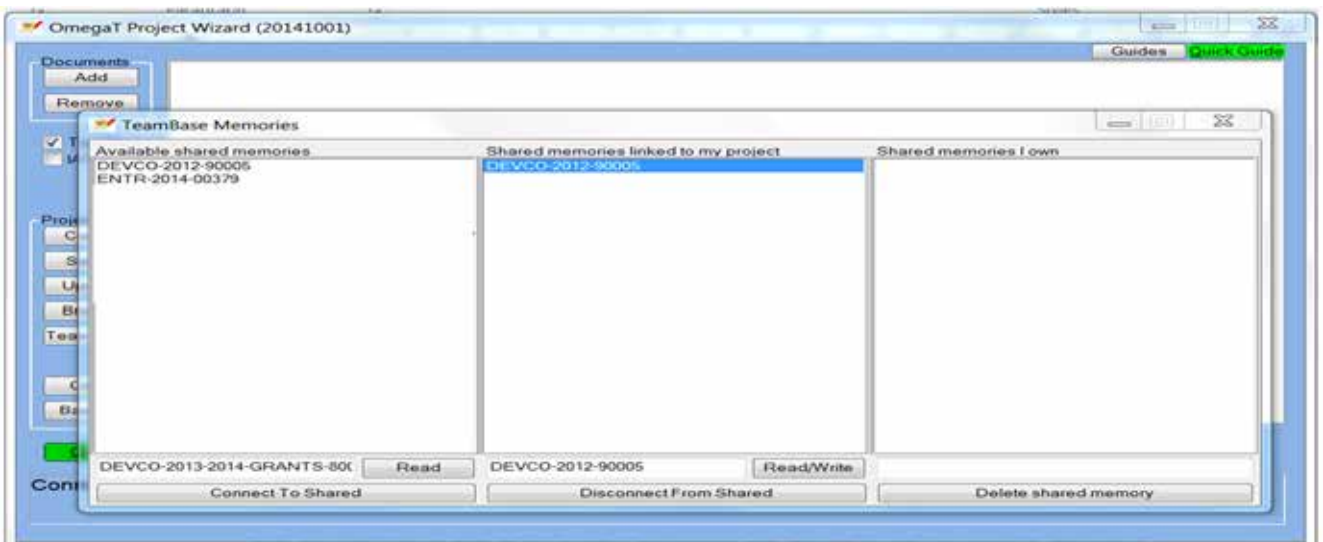
Screenshot 2 — DGT-OmegaT Project Wizard window and features

When you create a new project, the DGT-OT Wizard creates a project folder in your computer with the following structure:



Screenshot 3 — DGT-OmegaT project structure. Some folders/file are DGT-specific and/or are created during the translation of the project.

The DGT-OT Wizard also makes it easy to share memories in real time by connecting you to the in-house TeamBase application in a simple way.



Screenshot 4 — TeamBase window

2. Overview – Working with OmegaT and its Wizard

This is a brief overview of the features available in OmegaT and its Wizard to give you a general idea of how it works.

2.1. General

1 – **Project approach:** Now, all CAT tools follow a multi-document project approach. We work within projects, which may have one or several/many documents — with hundreds/thousands of pages on the whole — that are treated in a single project in a speedy way, even when there are successive new versions during the translation of the project.

Each document is individually identified in the **Editor** pane so that you always know where you are.

In the DGT-OmegaT project, you have all the memories (retrievals, reference translation memories and MT output) and an IATE extraction (automatically imported to each project) and you can also add other glossaries, dictionaries and monolingual reference documents.

Furthermore you can also gather in your project folder other material – technical or administrative — that you may need to manage/translate your project.

2 – Documents in a project

The original documents can be:

- a) One, some or all documents of large packages (European Semester, Budget, Rail, Multiannual Financial Framework, for example) with different dossier and part numbers (Example: RTD-2014-80020-00-00 + RTD-2014-80020-00-01 + RTD-2014-80021-00-00 + RTD-2014-80023-00-00)
- b) Documents of dossiers with numerous parts (like a model contract with several parts),
- c) SRC files (usually Excel or PowerPoint files with tables, graphs),
- d) New versions of documents (quite frequent),
- e) Several small documents which you may want to gather in a project (like several replies to parliamentary questions, cartouches) even if unrelated, just to save time,
- f) Any combination of these.

If your documents have a subfolder structure, OT will keep it. You can also easily change the order in which OT displays the documents in your project.

In the present implementation of DGT-OmegaT, the source documents are not converted to xliif format. So you have as source the original document and OT saves your translation to the project memory.

3 – **Document formats:** The documents to translate may be in different formats (Word, Excel, PowerPoint, x(html), etc.), but they will all be displayed the same way as “raw” text in the **Editor** pane.

4 – **Commission special formats (Budget and Recast):** With Budget documents, there is no problem, you can use OmegaT. With Recast documents, it is not possible to use OmegaT and you will have to use the old TWB.

5 – **Confidential documents:** Projects can be easily created locally, directly in OmegaT, in the case of documents that cannot be transmitted via the network (SECEM documents, for instance).

6 – **Formatting (tags):** Inline formatting is displayed in the form of tags (Example: <t0/>).

You will only see what is called “inline tags” (i.e., tags inside the segment) and not all the tags related to styles or to the whole segment. By placing with the mouse over each tag, you will see its description (in a very cryptic way!). It is mostly useful to see if it is a footnote (which is not to be missed!).

If you want, you can also translate with **Remove Tags** activated, which means that you will not have any tags at all in the documents ... but afterwards you (or the Unit secretariat) will have to add the formatting manually in the document(s) in their native application.

To work without tags, in the **Project Properties** menu, tick the **Remove Tags** box. You can change your mind at any time (as the tags are only hidden, not removed), but it is not recommended to change from tags/no tags mode in the middle of a document/project.

If you do, some segments you already translated will be “orphans” because they will no longer match (tags included) any segment in your document. Those segments will therefore be displayed as untranslated in the **Editor** and the previously translated segments – no longer a 100% match – will be displayed in the **Fuzzy Matches** pane (as “orphans”).

- 7 – **Merging of documents:** All the documents in your project are, by default, automatically merged and treated as a whole. The auto-propagation of the translation of identical source segments (non-unique segments) is done automatically for the whole project — in a background operation you do not see — and those segments are displayed *greyed*.

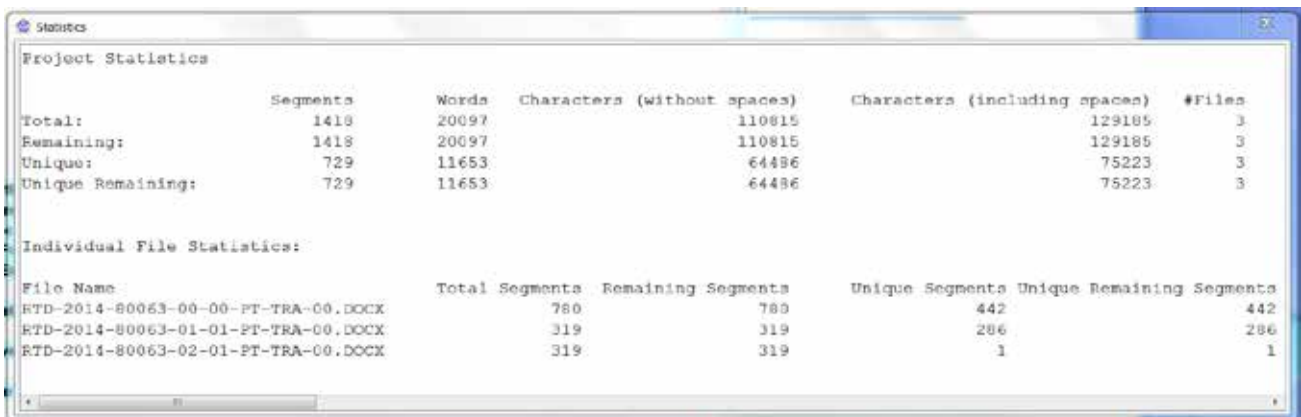
OT numbers the segments sequentially from the first segment of the first document to the last segment of the last document, but it displays the name of each individual document in the **Editor** ribbon so that you always know what document you are working on.

- 8 – **Number of open documents:** OT cannot have several documents open at the same time, but as it treats your project globally, its powerful **Search** feature will search in all the documents inside your project — no matter how many they are — and the **Fuzzy Matches** pane will display matches (in OT, Fuzzy Match comprises 100% matches) from all the documents in the project.

You can also do **Search/Replace** in all the documents.

- 9 – **Segment status:** In OT, there are 2 segment statuses — untranslated and translated. All translated segments are stored in the project memory and are available for Fuzzy Matches.

- 10 – **Statistics:** OT provides statistics for the documents within your project and match statistics for the whole project and for each document, with the indication of repetitions in documents and between documents, something which is very useful for the documents in a project to be split, if necessary, between translators in the most efficient way.



The screenshot shows the 'Statistics' window with two tables. The first table, 'Project Statistics', shows overall counts for segments, words, and characters. The second table, 'Individual File Statistics', breaks down these counts for three specific document files.

	Segments	Words	Characters (without spaces)	Characters (including spaces)	#Files
Total:	1418	20097	110815	129185	3
Remaining:	1418	20097	110815	129185	3
Unique:	729	11653	64486	75223	3
Unique Remaining:	729	11653	64486	75223	3

File Name	Total Segments	Remaining Segments	Unique Segments	Unique Remaining Segments
RTD-2014-80063-00-00-PT-TRA-00.DOCX	780	780	442	442
RTD-2014-80063-01-01-PT-TRA-00.DOCX	319	319	286	286
RTD-2014-80063-02-01-PT-TRA-00.DOCX	319	319	1	1

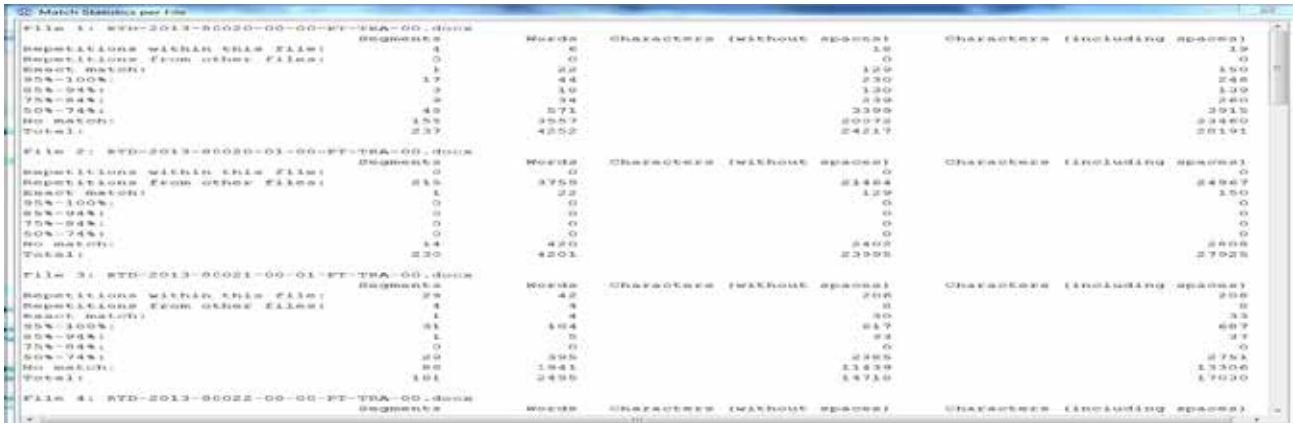
Screenshot 5 – Statistics for the whole project



The screenshot shows the 'Match Statistics' window with a table detailing the distribution of match percentages across the project's segments.

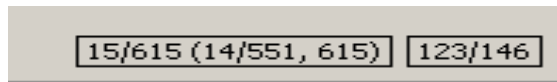
	Segments	Words	Characters (without spaces)	Characters (including spaces)
Repetitions:	4877	21576	116735	133172
Exact match:	0	0	0	0
95%-100%:	782	6762	37795	43618
85%-94%:	310	5653	31134	36435
75%-84%:	315	5138	28882	33635
50%-74%:	1277	24240	133734	156550
No match:	2356	51253	289755	338433
Total:	9917	114622	638035	741043

Screenshot 6 – Match statistics for the whole project



Screenshot 7 — Match Statistics per File

It also provides statistics of how much you have already translated and what remains to be translated. Besides, it displays and continuously updates the number of (unique) translated/non translated segments, by document and for the whole project.



15/615	Number of segments – translated vs. total for the current file
14/551	Number of unique segments – translated vs. total in the project
615	Total number of segments (including repeats) in the project
123/146	Number of source and target characters in the current segment

Screenshot 8 – Real-time statistics displayed at the bottom right of the OT window

You also have automatically copied to your project main folder an empty Excel sheet template — OT_Stats — in which you can record manually your progress in the translation of your project, just by copying/pasting the data in the statistics given by OT as shown above. You can access it via the DGT-OT Wizard, by clicking on the box Stats.

PERSONAL STATISTICS

► If you want to know how much you have translated during an hour/day/week, you can:
 a) Before starting translating the project, paste in **Initial Statistics** below - the values you obtained (and copied) with the **Statistics** feature in the OmegaT **Tools** menu;
 b) At any time during the translation of your project, paste in **Ongoing Statistics** the values obtained with the same feature and afterwards copy/paste the value in cell **H13** to cell **B18** and downwards.
 ► You can also copy/paste to **Match Statistics** the values obtained with the **Match Statistics** features in OmegaT **Tools** menu for future reference.

INITIAL STATISTICS						LATEST STATISTICS					
Paste your INITIAL OmegaT statistics below, starting in cell A10!						Paste LATEST OmegaT statistics below, starting in cell J10!					
	Segments	Words	Characters (w/o spaces)	Characters (incl. spaces)	PAGES (1500 chrs. n. spaces)		Segments	Words	Characters (w/o spaces)	Characters (incl. spaces)	PAGES
Total	18253	93799	509403	593646	340	Total	19254	93809	509618	594034	340
Remaining	18248	93708	509290	593450	340	Remaining	83	2220	11780	13908	8
Unique	12099	76061	418831	486763	279	Unique	12113	76185	419000	487105	279
Unique Remaining:	12096	76045	418500	486507	279	Unique Remaining:	73	1882	9910	11710	7

Pages translated - Copy the value from cell **H13** to cell **B18** and downwards. You will have - in the **Unique PAGES translated** column - the number of pages (1500 characters without spaces) you translated since the beginning or between dates/hours. In cell **H17** you will have the number of remaining pages to translate

Date	Chars w/o spaces remaining	Unique Chars w/o spaces translated	Uniq PAGES translated (1500 chars w/o spaces)	Pages to translate
	418500	80832	89.4	7
02/02/2015	393430	26061	16.7	
	389342	4097	2.7	
	385148	4174	2.8	
03/02/2015	382175	2993	2.0	
04/02/2015	369385	12810	8.5	
4/2-10 30h	362630	6735	4.5	
5/2 - 12 15h	355428	7202	4.8	
14 26h	347132	8296	5.5	
15 18h	343606	3526	2.4	
16 4h	338388	4750	3.2	

Match Statistics - Paste OmegaT Match Statistics below, starting at cell **J17**

	Segments	Words	Chars w/o sp.	Chars w/ sp	PAGES
Repetitions	6151	17722	90779	106888	61
Exact match	5	20	173	190	0
95%-100%	4424	34308	198509	228784	132
85%-94%	906	13584	73526	87425	48
75%-84%	664	5928	32093	38548	21
50%-74%	760	8253	45827	54499	31
No match	5217	13973	69566	77309	46
Total	18253	83788	509463	593646	340

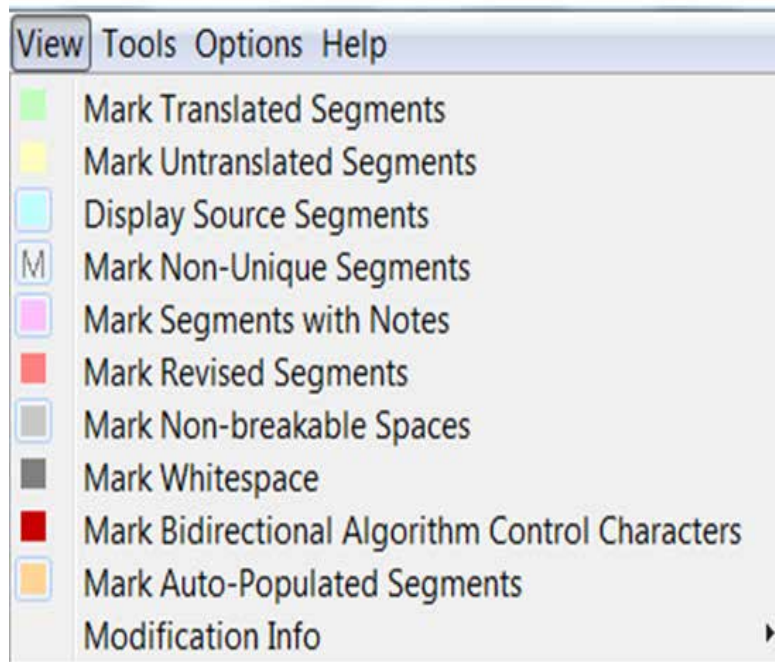
181 Good Matches
 21 Interesting Matches
 31 Poorer Matches
 46 No Matches
 340 Total

Click to unprotect worksheet 123

Screenshot 9 — Statistics excel sheet (example)

- 11 – **Preferences:** OT preferences are 1-level and OT will “remember” the last preferences you set when you close and reopen it, either with the same project or with another project. Of course, you can easily change the preferences at any time.
- 12 – **Segment display in the Editor:** There are several options (display only target or source and target segments; mark non-unique segments, auto-populated (pre-translated) segments, revised segments; segments with notes, translated segments, non-translated segments, modification info, etc.).

You can choose at different stages of your translation to have them displayed differently just by clicking or unclicking that option in the *View* menu. When the option is active, the coloured box is marked with a line around it.



Screenshot 10 – View menu

- 13- **Font size:** In the *Options & Fonts* menu, you can also change the size and font of the display — in the **Editor** and in the other panes — depending on what you find more comfortable.
- 14 – **Resizing and repositioning the OT panes:** You can minimize or maximize each pane by double-clicking on the ribbon of each pane and selecting the option you want.
- You can undock the panes by selecting that option, clicking on the right mouse button and $\frac{3}{4}$ keeping it pressed over the ribbon $\frac{3}{4}$ dragging the pane to the desired position. The only pane that cannot be undocked is the **Editor**. If you want to return to the default pane display, in the *Options* menu, select *Restore Main Window*.
- 15 – **Print:** You cannot print the document as seen in the **Editor**, you can only print the document in its native application.
- 16 – **Sending translated documents to Trados:** For the moment, use the *Upload* feature of Trados to copy, at the end or any time during the translation process, your translated document(s) from your computer to Trados.
- 17 - **Sending translated document memories to Euramis:** Now you can send manually the memories of your translations to Euramis.

2.2. Project management

- 1 – **Telework/working at home:** If you are a teleworker, OmegaT will not slow you down as it is not a resource-hungry application and backups are done in a fast background process without your noticing it.

If you are not a teleworker, but you sporadically need to translate at home, you can use OT just by copying it to your private computer (of course without access to DGT databases) as there are no license issues.

- 2 – **Memory sharing in real time — TeamBase:** You can share memories in real time using the in-house TeamBase application. With it, you can control when and how you want to work in share mode, depending on your work method.

A TeamBase memory is a (tmx) memory that is created on a server and which receives a **copy** of the translated segments of all the translators that are connected to it in **Read/Write** mode (see Section 6.2 for more information).

The TeamBase memory in no way interferes with (the memories in) your project, namely the project memory (with the segments you translate) stored in the **lomegat** subfolder of your local project, and the retrievals and reference memories stored in the **ltm** subfolder of your project.

You can share your translation — segment by segment in real time (including below 100% matches) — from the very beginning by connecting to a TeamBase memory previously created for your project (or that you create yourself) and, if you want, to other Teambase memories of other projects that may be ongoing and which may be (distantly) related (**Read/Write** mode).

But you can also decide to only share your translation later when you consider that it is already sufficiently “good” to be of any use to others, but even so you can receive segments translated by others (**Read** mode). This feature is particularly useful if you first do a fast draft translation which you afterwards improve.

TeamBase memories are bilingual — created for each language pair — and can be accessed by any translator who is translating a project with that language combination, be it in one Unit, in the whole Language Department or in other Language Departments.

- 3 – **Voice Recognition:** You can use DictaTrans or Dragon Dictate as usual.
- 4 – **Backups:** When creating a project, the OmegaT Wizard will do an automatic backup of it to your personal space in the H: drive: **H:\CAT\OmegaT_Projects**. This copy is to be used in case there is a problem/crash in your computer and you need to use the backup.

This backup is automatically updated every 10 minutes — in a background process without interrupting your work — for the active project defined in the **Project** field of the DGT-OT Wizard. Therefore, do not close the DGT-OT Wizard after opening a project!

Furthermore, OT itself does automatic backups of your project every few minutes (saved locally in the **lomegat** subfolder of your project), so the risk of losing any of your work is minimal (I never had any problems!).

- 5 – **Tradesk:** In DGT, the starting point to create (or update) a project with one or several documents is always to use the **Local copies** option in **Tradesk** to copy to your PC/laptop the original documents to be included in the project.

By default they are copied to: **C:\Users\{your login}\AppData\Local\Local Documents-no backup\DGT\Dossiers**.

- 6 – **OmegaT project folder:** The DGT-OT Wizard will create the OmegaT project in a subfolder of **C:\Users\{your login}\AppData\Local\DGT\OmegaT_Projects** default folder.

- 7 – **OmegaT project subfolders:** You can create as many subfolders as you want in the project folder $\frac{3}{4}$ for example, to have monolingual reference documents which can be used for the **Search Directory** feature or to gather any other information, either technical or administrative $\frac{3}{4}$ but you **cannot delete or change the name of any of the subfolders that were automatically created** for each project. If you do, OT may not work properly.

- 8 – **Project creation:** The DGT-OT Wizard will create the OT project with the original document(s) ³/₄ wiping useless tags in the process (**TagWipe**) — and the respective memory (tmx) files available for download in Tradesk: retrievals, aligned reference documents and machine translation, if any (pre-processed for EN-other languages and other selected language pairs). It also includes an IATE extraction to be used as a glossary.

The DGT-OT Wizard will create the project making **TagWipe** and segmentation rules project-specific. Therefore, if any of them are changed/improved by the IT Unit during the translation of a lengthy project with (many) new versions, there will be no change in those rules and therefore you will not have in your project unduly untranslated segments.

- 9 – **Project update:** You can update your project at any time during the translation process with new original documents and/or aligned reference documents (see Section 6) without the need to create a new project.

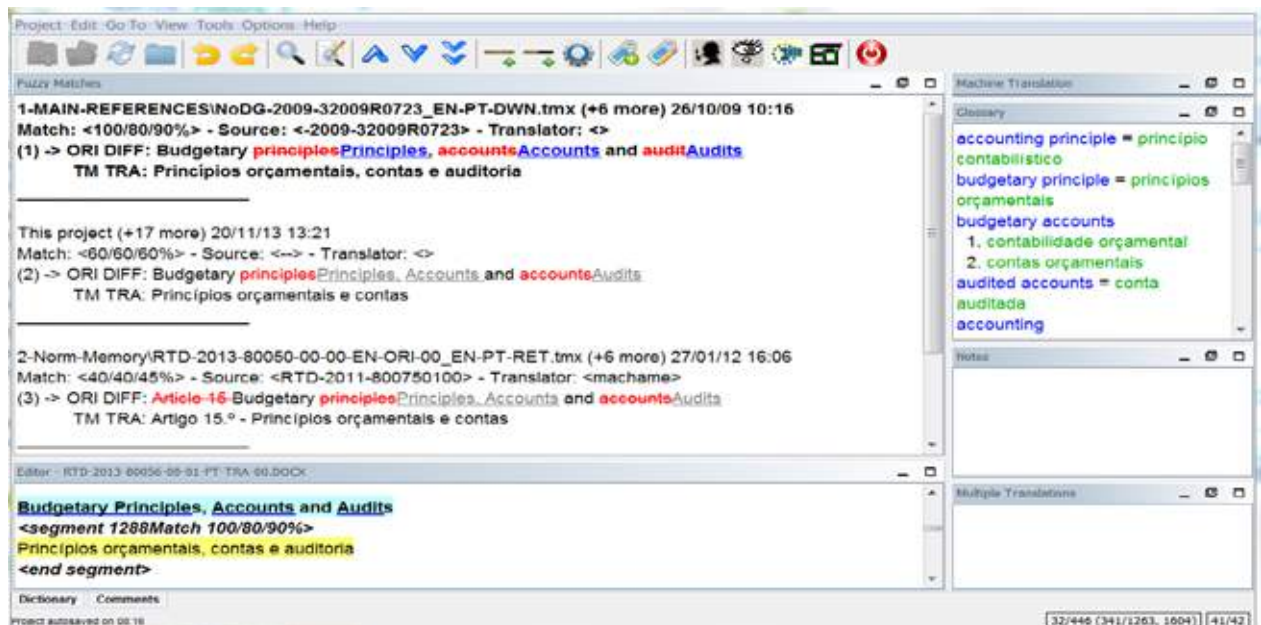
If you update your project with new documents or new versions of documents already in the project, when you reopen the project, the 100% segments (including formatting) that you had already translated — which are in your project memory in the *\omegat* subfolder — will be automatically displayed in the **Editor** pane as translated without any other action on your part.

- 10 – **Machine Translation:** If you are translating documents with language combinations which are not automatically machine-translated, you will have to request machine translation.

Do not forget to select the tmx format. After receiving the MT file by email, copy manually ³/₄ to the project *lmt* subfolder ³/₄ the tmx file(s) you receive.

- 11 – **Reference memories by subjects/subfolders and with priorities:** You can organise your external memories (i.e. memories other than your project memory) by subjects in subfolders of the *lmt* folder — something which may be very useful when you are translating large projects with many reference documents — and give them priorities (for instance, EU Treaties have precedence over Regulations and Directives, but these have precedence over Communications, Reports, etc.).

OT reads the memories/subfolders in the *\lmt* folder by alphanumeric order and you can number your documents or subfolders to assign priorities.



Screenshot 11 - Fuzzy Matches: the result from the memories in the 1-Main Reference subfolder, another segment from the memory of the project and a segment from the 2-Normative Memory

- 12 – **Multilingual source documents:** You can also translate multilingual documents in a single project without the need to divide the document by source languages, although the project memory - which is by definition multilingual - may not be sent to Euramis.
- 13 – **Reference memories with a different target language:** You can also use reference memories with the same source language but with a target language other than that of your project. That may be useful for terminology purposes if there is a previous translation into another language of the same (or of a similar) document that can be used as reference (you can give it a penalty if you want).
- 14 – **Translating with the help of a relay language (tmx2source):** OmegaT also allows the use of a reference translation memory with the source language identical to the source language of your project and the target language of the reference memory different from that of your project, displaying it in the **Editor** beneath the original source segment.

Example: You have an LT-PT document to translate and your knowledge of LT is (very) low ... but there is already a LT-EN translation of the same document. In this case you can use the LT-EN translation memory to have the EN relay language displayed in the **Editor** below the LT original segment. In this way you can see both the LT and EN as original segments.

- 15 – **Pre-translate:** It gives you complete control over the reference memory(ies) you want to use for pre-translation. You just have to copy one or more tmx file to the *ltmlauto* subfolder of your project and the 100% (including tags) segments will auto-populate your documents and be highlighted in a **background** colour to call your attention to the fact that they were automatically transferred to your project memory. They will remain so highlighted unless you open **and** modify those segments.

You can use pre-translate before starting translating a project or at any time in the middle of the process. In the latter case, only untranslated segments in your project will be pre-translated. Segments you had already translated in your project will remain untouched.

When you **Update** a project with a new version of an original, there is no need to pre-translate as your translated segments are all in the project memory and are automatically inserted in the new versions (if they are a 100% match including tags) without any action on your part.

- 16 – **Glossaries/IATE:** When you create a project with the DGT-OT Wizard, by default you have an extraction from IATE copied to your new project to be used as a read-only glossary for projects with EN as the source language and all the other EU languages as target languages. If you don't want for some reason to have it automatically copied to your project, you can untick the box **IATE** in the DGT-OT Wizard.

Furthermore, the first time you create a terminology entry in your project, OT will automatically create a glossary for that project, which is the writable glossary. You can also define one — and only one — glossary that you already have as your writable glossary, i.e. the glossary in which your new entries will be stored.

If you have one or more glossaries you want to use in your project, you can just copy it/them to the *lglossary* subfolder of your project to use as read-only. If you want one to be used as the writable glossary, the easiest way is just to rename it *glossary*. For language pairs for which there is not an automatic “filtered” extraction of IATE available, you can ask for a full IATE extraction (source term and target term) — which may have 0.5 million or more entries — as OmegaT will not lose “speed”.

- 17 – **Revision process:** You — and your reviser — can do all the revision work using OT, although some manipulations will be necessary as the workflow is not automated.

Both the translator and the reviser can include notes in problematic segments. The segments changed by the reviser can be marked with a red background for the translation to check the changes made - if the translator has the last word - and changes introduced can be searched and filtered (by login/date) and displayed with track-changes in the target (instead of the source) segments – in the **Fuzzy Matches** pane – so that the translator can easily see the changes made by the reviser.

However, in OT you cannot accept only part of the changes in a particular segment: it is either the whole revised segment or your previous translation ... and therefore it may involve some typing.

In this Quick Guide is presented a standard revision workflow in Section 6.10.

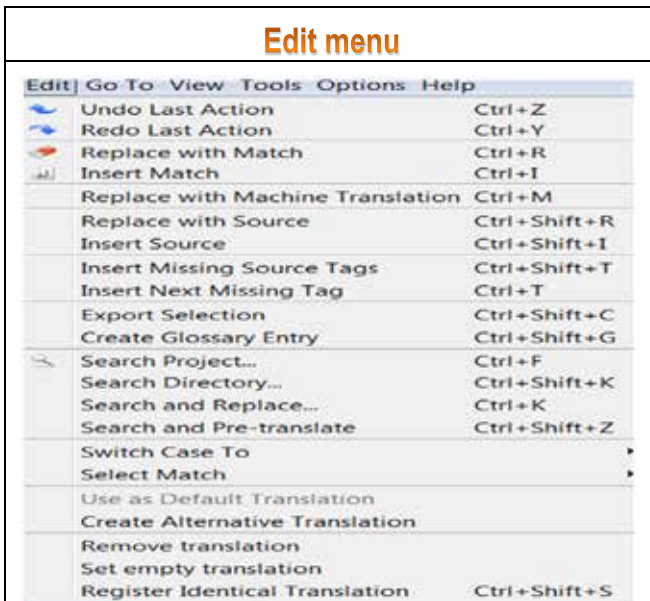
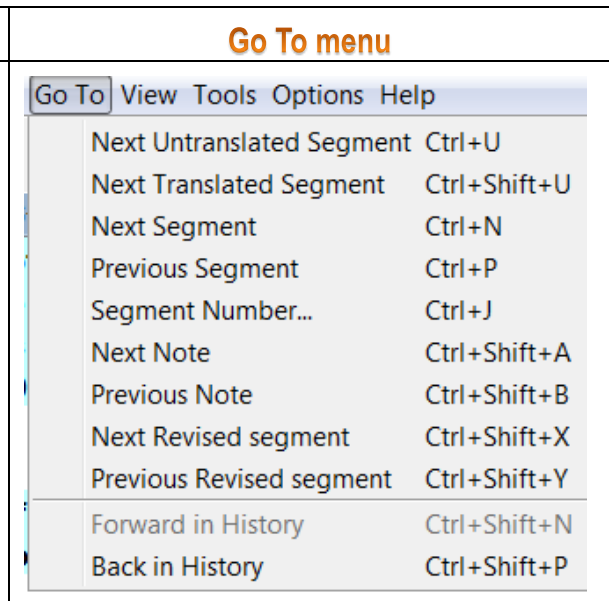
2.3. Editing

- 1 – **Open segment:** You can only write in the open segment; you cannot write anywhere else in the source or target segments of your document(s). There is always a segment open in the OT Editor pane.

Segments are validated with **<Enter>**. OT keeps only the last modified translation of each segment in the project memory.

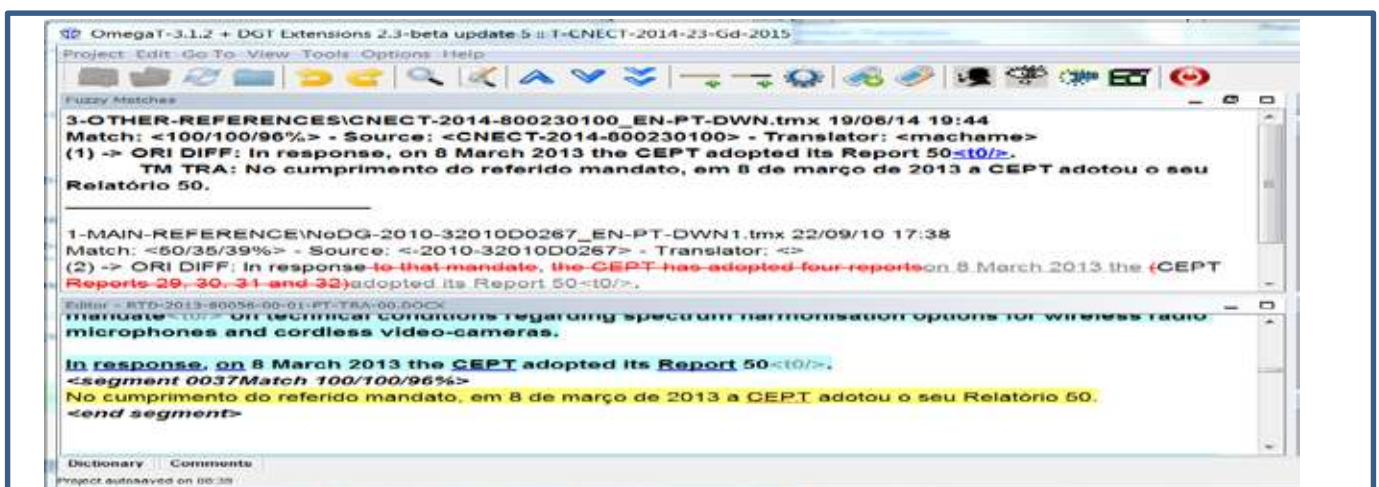
When you open a segment you translated before, and which therefore is in your project memory, it will only be displayed in the open segment in the **Editor**. Segments from your project memory are displayed in the **Fuzzy Matches** pane only if they are less than 100% match (including tags).

- 2 – **The Edit and Go To menus:** In the **Edit** menu you have the main editing features with respective shortcuts. To move around within the project, you can see the options in the **Go To** menu.

Edit menu	Go To menu
	

Screenshot 12 - The Edit and Go To menus

- 3 – **Match rate displayed in the Fuzzy Matches pane and in the Editor:** The one that matters in terms of content is the first percentage. The last one takes into account formatting (Match: <100/100/96%>).



Screenshot 13 - Match rates with and without formatting penalty

- 4 – **Quest, DocFinder, Euramis and IATE:** You can access these DGT applications directly in DGT-OmegaT just by clicking on the respective icon.
- 5 – **Search text / filter:** It is really worth exploring the powerful OT **Search** feature.

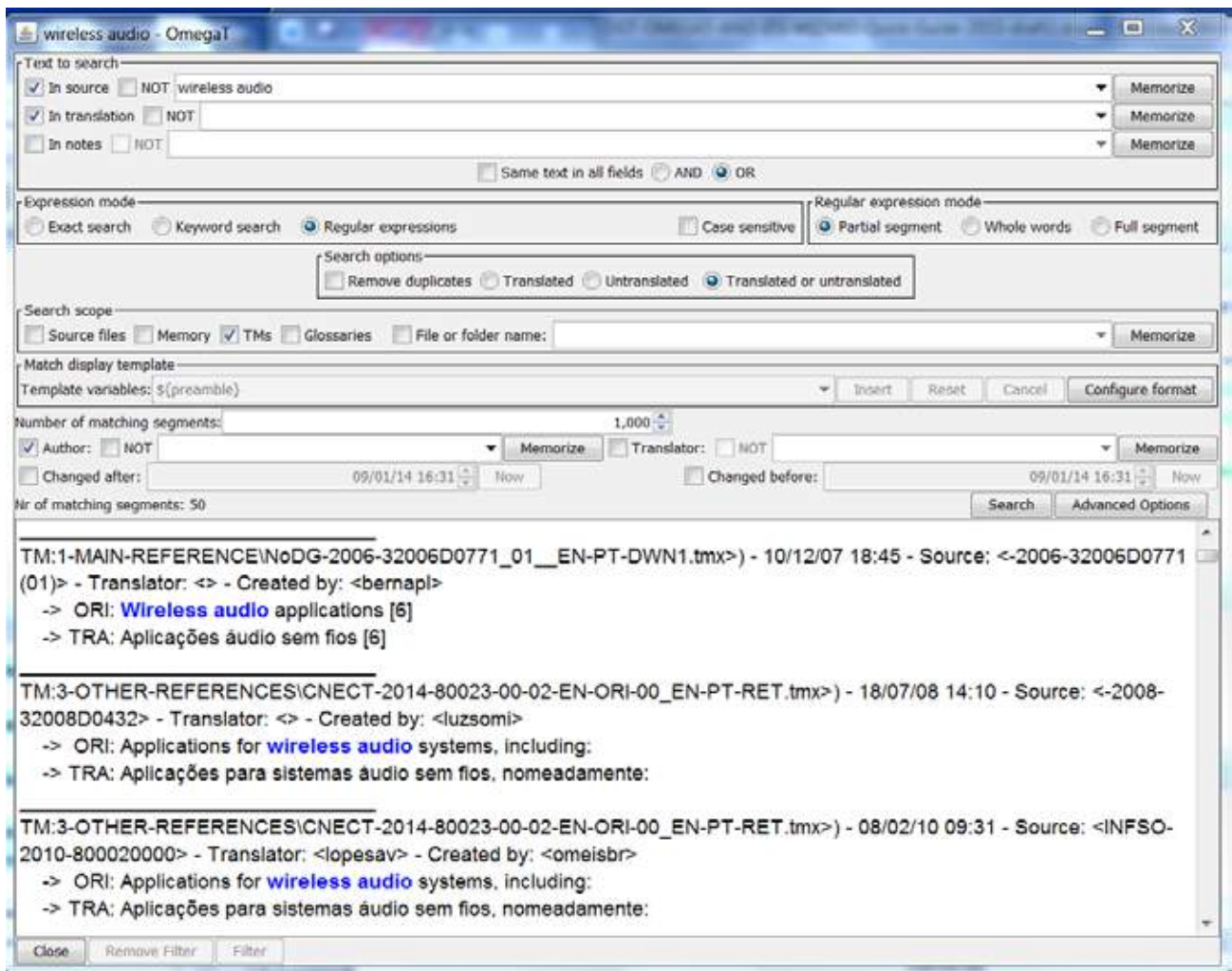
You can search — by exact search, keyword search and regular expressions, strings, whole words and lemmas; use the Booleans AND, NOT and AND+NOT; by regular expressions, by author/translator, by date — in source or/and target segments in your project (translated and/or untranslated) and/or in the translation memories and/or in glossaries and notes. You can also limit the search to a subfolder or a translation memory in the *ltm* folder.

For a number of settings, you can also memorize searches to be reused in that session, in that particular project or in all projects.

This is particularly useful for regular expressions. Some are already memorized and saved in the search.tsv file in the *_CONFIG-PERSONAL* subfolder in the OmegaT_Projects folder and you can add others if you want.

In Section 8 is a list of the regular expressions already memorized in the **Search** window for search *In Source*. You can copy them to other fields in the **Search** or in the **Search/Replace** and **Search and Translate** windows. They are field-dependent.

In the same window, you can also filter, by those criteria, segments in your project and have them displayed in the **Editor** pane for editing, by clicking on *Filter* at the bottom of the **Search** window.



Screenshot 14 - Search window with options and results displayed by the order of priority set for translation memories

Just for you to have an idea of the kind of results you can get - and how best to use this feature for each particular case restricting or broadening your search - see the table below.

TERM	EXACT SEARCH + STRING		EXACT SEARCH + WHOLE WORDS		EXACT SEARCH + LEMMAS		KEYWORD SEARCH + STRINGS		KEYWORD SEARCH + WHOLE WORDS		KEYWORD SEARCH + LEMMAS	
	Results	No.	Results	No.	Results	No.	Results	No.	Results	No.	Results	No.
withdrawal	- withdrawal - withdrawals	102	- withdrawal	88	- withdrawal - withdrawals - withdraw - withdrawing	192	- withdrawal - withdrawals	102	- withdrawal	88	- withdrawal - withdrawals - withdraw - withdrawing	192
arbitration panel ruling	- arbitration panel rulings - arbitration panel ruling	187	- arbitration panel ruling	179	- arbitration panel ruling - arbitration panel rulings - arbitration panel to rule - arbitration panel rules	250	- arbitration panel ruling - arbitration panel rulings - arbitration panel to rule - arbitration panel rules - rulings of the arbitration panel - Arbitration panel decisions and rulings	419	- arbitration panel ruling - arbitration panel ... ruling - ruling of the arbitration panel	378	- arbitration panel ruling - arbitration panel rulings - arbitration panel to rule - arbitration panel rules - rulings of the arbitration panel - Arbitration panel decisions and rulings - arbitration panel ... Rules of Procedure - Arbitration panels ...customary rules	537
equal treatment	- equal treatment - unequal treatment	48	- equal treatment	45	- equal treatment	45	- equal treatment - unequal treatment - its treatment is equal	51	- equal treatment - its treatment is equal	47	- equal treatment - equality of treatment - treatment is equal	48

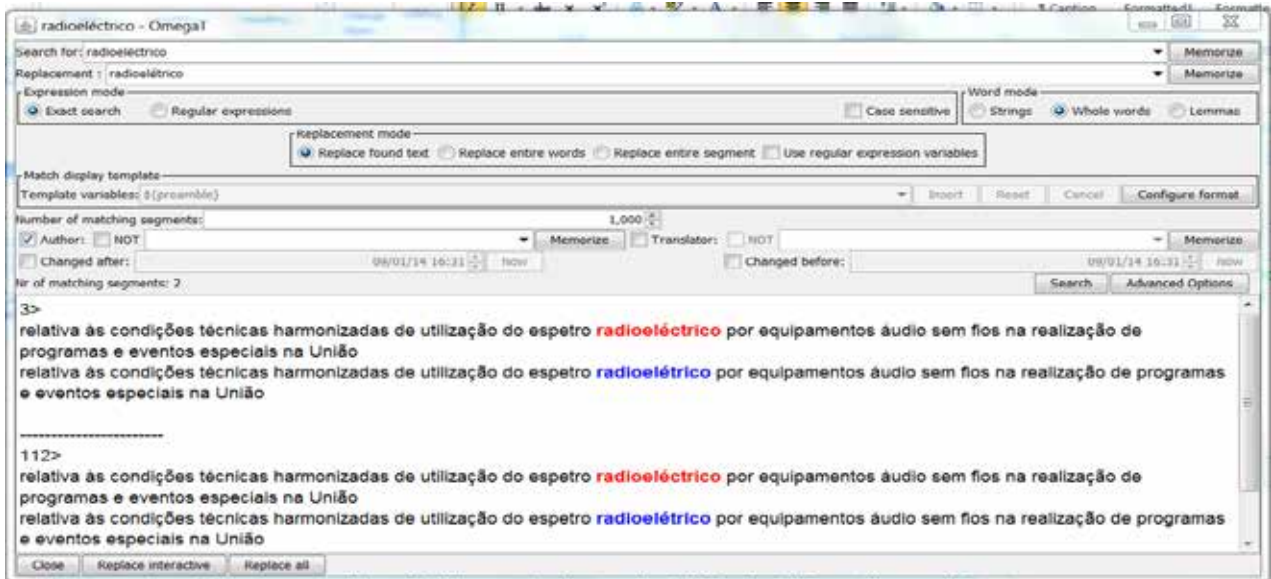
Screenshot 15 - Search results combining the different settings for the same translation memories in the ltm folder

- 6 - **Search in monolingual reference documents:** With *Search Directory* (in the *Edit* menu) you can also search monolingual documents in the formats accepted by OmegaT (e.g. Office and PDF). This may be very useful when you have documents — for example, national legislation, standards — that are relevant to your project.



Screenshot 16 - Search in monolingual reference documents

- 7 – **Search & Replace:** You can do a *Replace Interactive* (one by one) or a *Replace all* in all the documents of your project using the same options as in *Search text* (exact search, keyword search, regular expression, case sensitive, strings, whole words and lemmas) and “preview” the segments affected before launching the replacement operation.

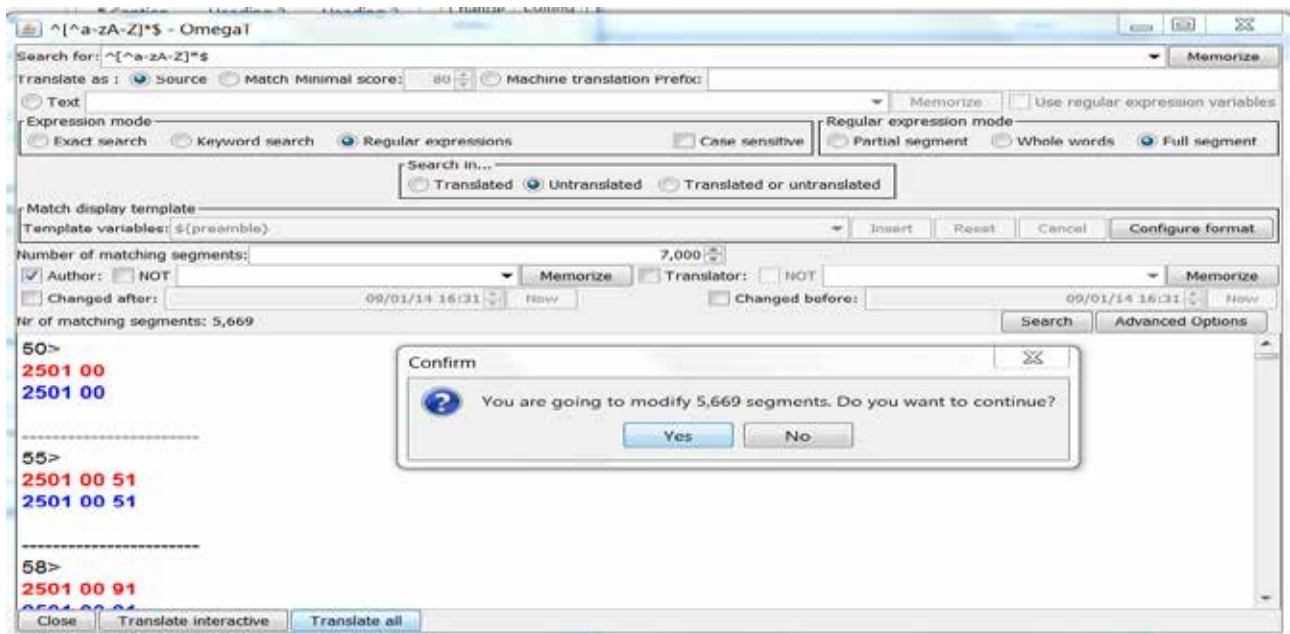


Screenshot 17 - Search displaying matching segments. Option to Replace all or Replace Interactive (one by one)

- 8 – **Search and Pre-Translate:** This is a new feature specific to DGT-OT which allows you to Search by some criteria and Pre-Translate the resulting segments – either copying source to target or pre-translating them using the external memories or machine translation output.

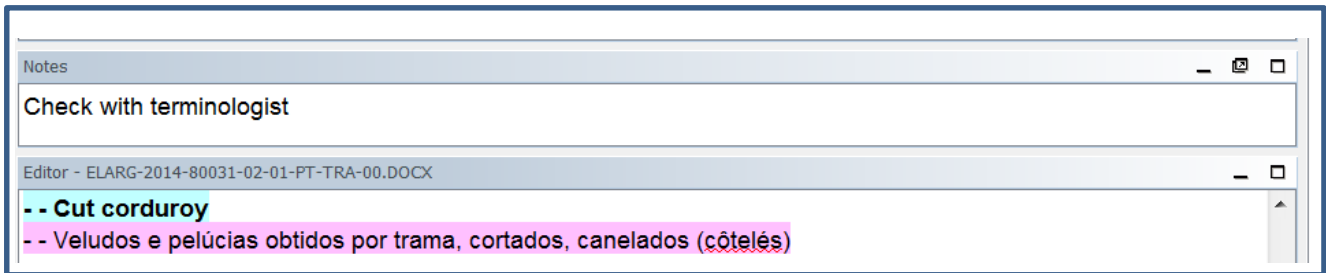
This can be very useful when you have documents with hundreds or thousands of segments only with numbers that you may want to translate in a batch to have them counted as translated in the statistics ... and to automatically go to the next segment for translation without stopping in those segments.

In the example below, there were almost 5700 segments (out of 18000 segments) which were numbers (positions of the EU Combined Nomenclature). With this new feature, in a few seconds, all those segments were pre-translated (by copying the source to the target segments) using the regular expression $^{\wedge}[\wedge a-zA-Z]^{\$}b$.



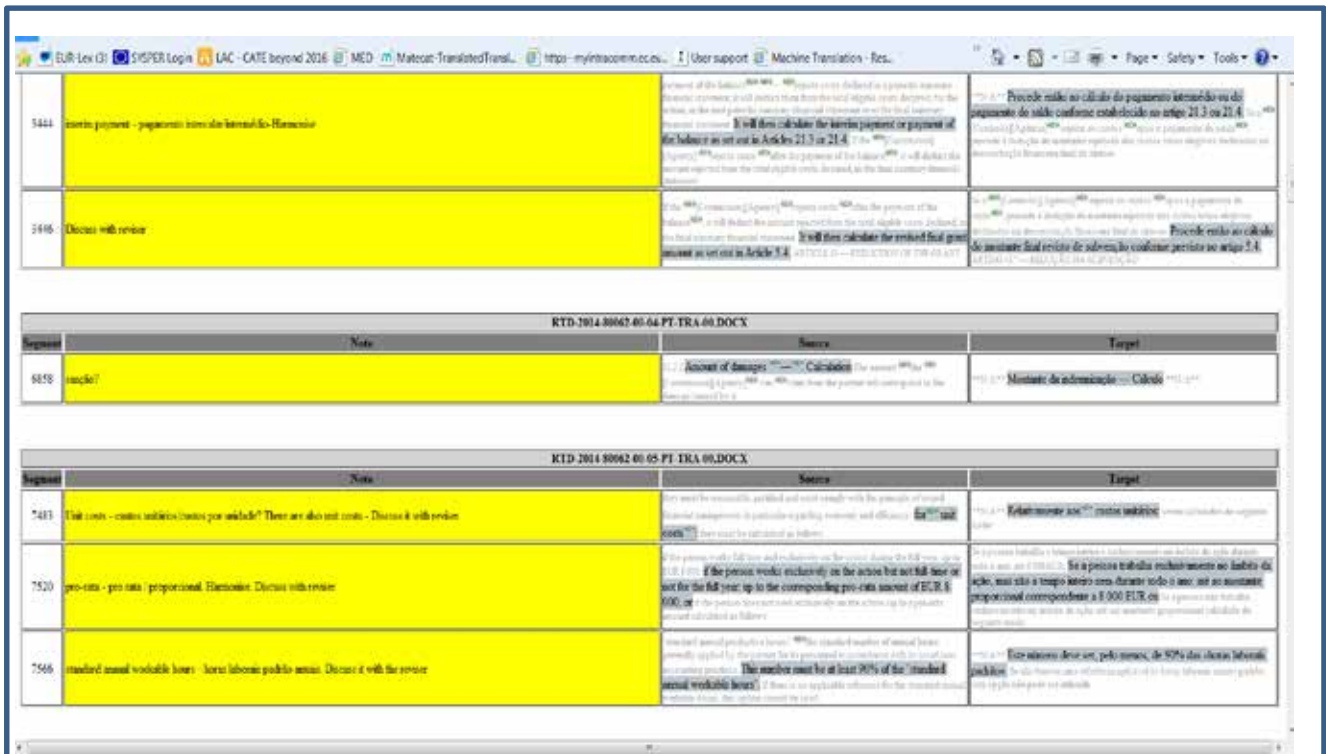
Screenshot 18 - Search and Pre-translate with copy of source to target (segments only with numbers)

- 9 – **Footnote segments:** Footnotes are treated as **end notes** and are always displayed at the end of each one of your documents if it is a multi-document project. There is no visible "link" (besides a non-descriptive tag, if you are translating with tags) between them and the respective paragraph. However, they will be correctly displayed in the translated documents ... as long as you have inserted the respective tag in the relevant segment.
- 10 – **Notes in translated documents:** You can have notes linked to particular segments in your document which are displayed in the **Notes** pane when that segment is open. When closed, those segments are highlighted with a background colour (**pink**) in the **Editor** (default). Neither this highlight nor the actual notes will be transferred to the Office document.



Screenshot 19 — Notes display

However, you can export all your notes to a file, if you want to discuss them with a colleague/terminologist/ reviser. To generate a list of your notes (note, source and target segments), press **Ctrl+Shift+F6** or select the **wri_notes** script in the **Tools – Scripting** menu.

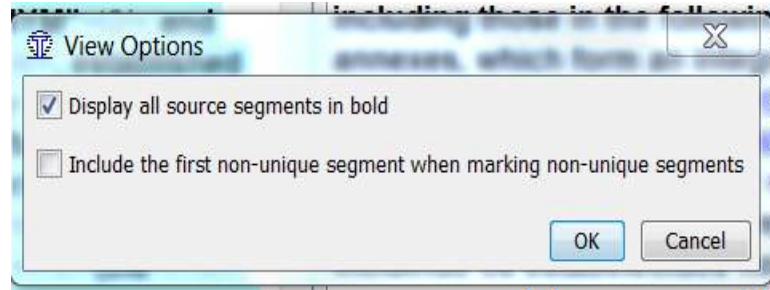


Screenshot 20 – List of notes (together with source and target segment), by documents in the project

11 – **Auto-propagation — Non-unique segments / alternative translations / default translation:**

The first translation of a segment that occurs 2 or more times in one or more documents in a project is automatically propagated in all the other repeated segments (non-unique segments) and OT considers it the default translation. These segments have the status “translated” and are counted as such in the statistics.

You can choose to have the first occurrence of that segment greyed - to call your attention to the fact that it will be repeated further on in your project - or to have it greyed only in its second occurrence.



Screenshot 21 — Display of first occurrence of non-unique segments (greyed or not greyed)

Take into consideration that if you change the translation in any one of the segment’s occurrences, all the other identical segments (in all the project documents) will automatically and instantaneously be changed, in a background operation you don’t see, without any need for confirmation or search, search/replace on our part ... but also **without any warning**.

So, if you want the translation of a particular instance of a non-unique segment to be different and not changed automatically if any other of its occurrences is changed, you can define it as an **alternative translation** — just by clicking on it in the target segment with the mouse right button or selecting it in the **Edit** menu. This way you dissociate it from the other identical source segments by linking it to the previous and next segment.

For segments with one or more alternative translations, the several translations are displayed in the **Multiple Translations** pane.

12 – **Merging and splitting of segments/segmentation:** OT does not allow easily merging or splitting segments in the **Editor**. You can do it, but it is not straightforward.

However, you can easily correct/change the original (even merging paragraphs) and update the project with the changed document.

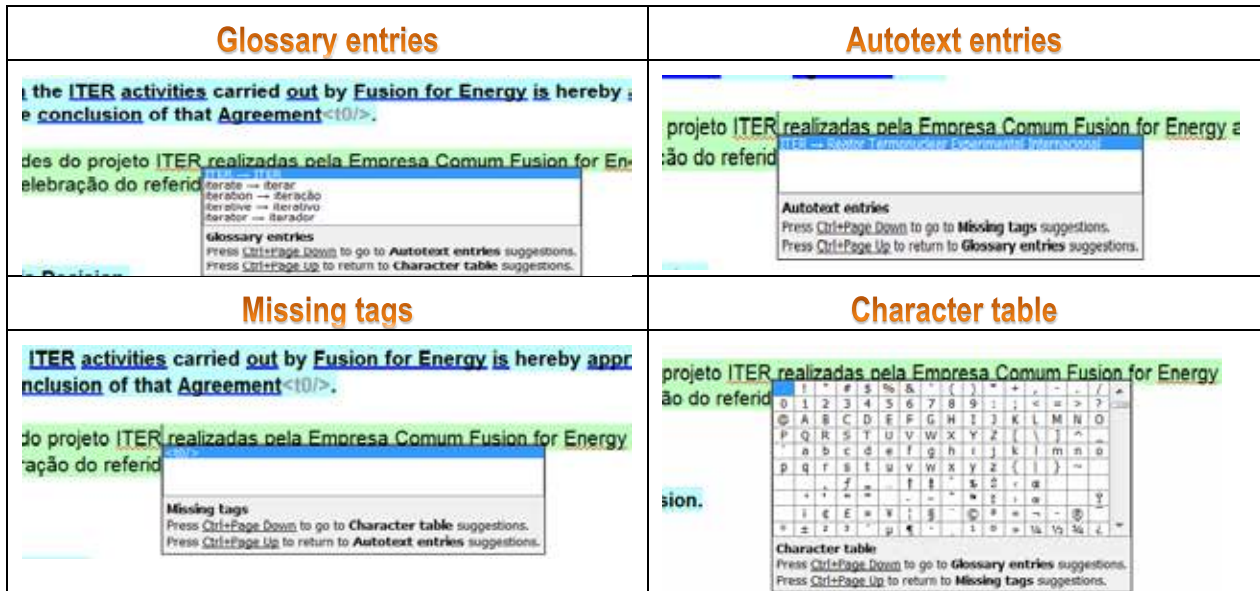
13 – **Adding formatting to the target segment:** In OmegaT you can omit formatting that is present in the source segment but you cannot add formatting which does not exist in the source segment. You will have to add that formatting in the final translated document in its native application.

14 – **Orphan segments:** These are segments that you already translated — and which are therefore in your project memory — but which no longer exist in the documents in your project.

This may happen when you delete — for some reason — a document from your project or when you update a project with a new version of one or more documents (and delete the previous version).

These segments will be displayed in the **Fuzzy Matches** pane (with their match rate) and identified as “orphans”. They are displayed first according to the match rate.

- 15 – **Auto-completion**: It allows you to complete words from glossaries or auto-text (your own list of abbreviations for instance), to add (special/foreign language) characters and also to manage tags by pressing **Ctrl+Space** and cycling through the options with **Ctrl+Page Up/Down**. You can add entries and you have some customization options.

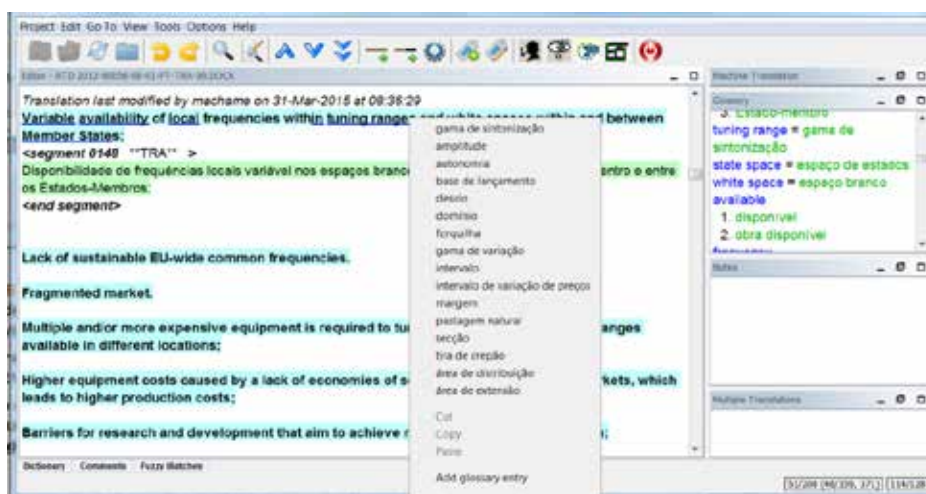


Screenshot 22 — Auto-complete features

- 16 – **Glossary entries highlighted in each open segment (TransTips)**: The terms/strings with a blue linear and bold underline (by default) mean that there is an entry in one of the glossaries (displayed in the **Glossary** pane) of your project. The entries from your writable glossary are displayed first and in bold (in the target language) in the **Glossary** pane.

By right clicking on the mouse in the term in the **Editor**, the translation(s) of that term/string will be displayed in a dropdown menu. You can select to insert it at the position of the cursor in the target segment in the **Editor** by clicking on it.

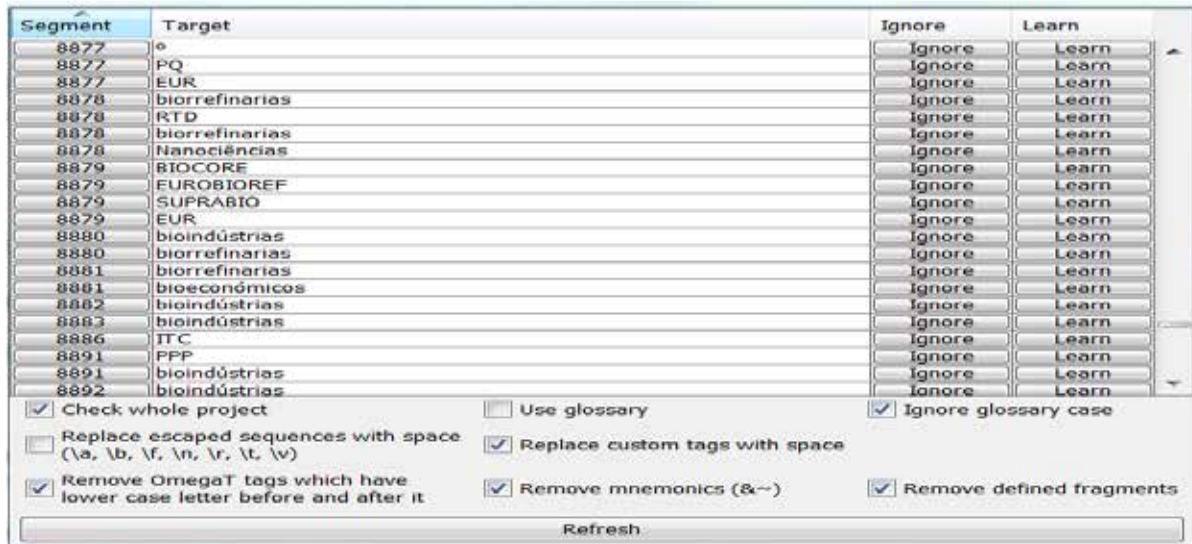
If you do not want to see all those blue underlines, in **Options > TransTips**, unclick **Enable TransTips**. Then you will not see the blue underlines, but the entries will continue to be displayed in the **Glossary** pane as long as there is a glossary in the **lglossary** subfolder of your project.



Screenshot 23 — TransTips and Glossary pane

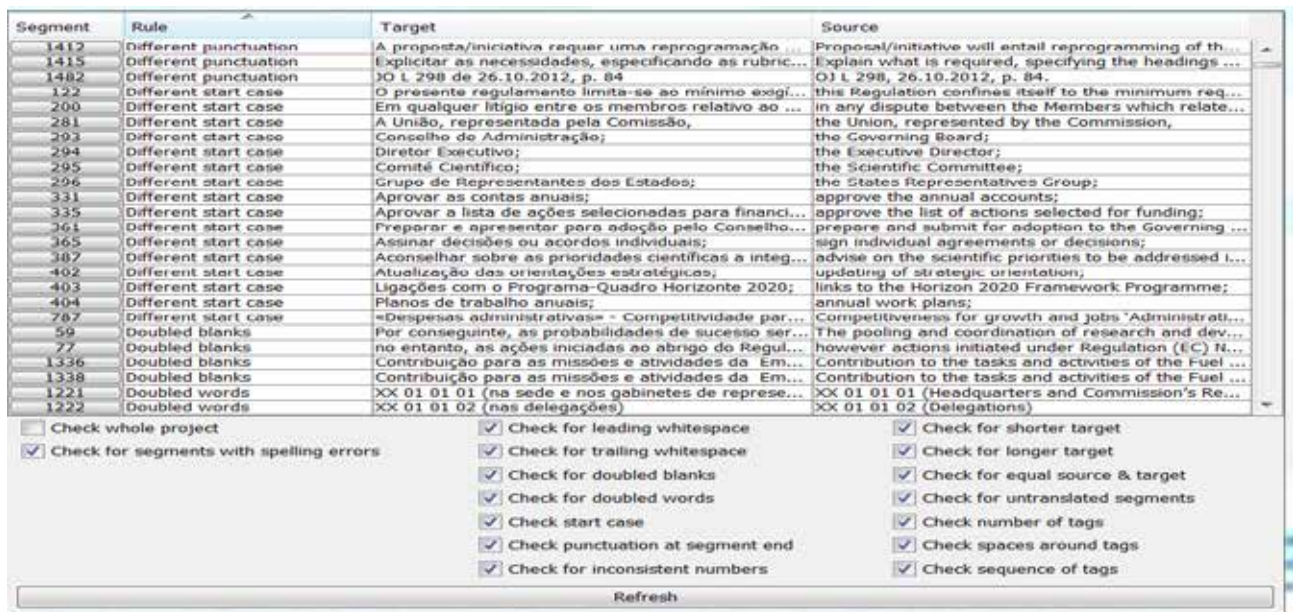
- 17 – **Spellchecking**: You can check the spelling in all the documents of your project — with **Ctrl+Shift+F7** or selecting that option in the **Tools** menu — and update your dictionaries of **ignored** or **learned** words.

This update is recorded in a sort of “dictionary” files that are language-specific and which are used for all your projects. They are saved in the **_CONFIG-PERSONAL** subfolder in the **OmegaT_Projects** folder as a txt file and you can just edit it as usual, for instance to delete or add lists of words (in batches).



Screenshot 24 — Spellchecker for the all project

- 18 – **Quality Assurance**: You can check your documents for a series of possible errors: check for inconsistent numbers, shorter target, equal source and target, untranslated segments, etc. with the shortcut **Ctrl+Shift+F3**.



Screenshot 25 — Quality Check for the whole project — or for a document in the project — with multiple options

- 19 – **View the source document**: You can view it directly from OmegaT by selecting **View Source File** in the **Project** menu.

- 20 – **View the target document**: There is no (real-time) Preview, but you can easily and quickly view the document you are translating directly from OmegaT by selecting **View Target File** in the **Project** menu, thereby opening it in its native application.

3 — OmegaT main functions, shortcuts and icons

Functions and shortcuts: As in most applications, you can use the menus (with the full features) or the shortcuts (for many operations). Below are listed some of the most frequently used.


DGT icons: DGT IT Unit has added some **icons** for the most common operations, which are self-explanatory (place the cursor over them and a text will appear). A new icon has been added to give direct access to the full IATE interface.



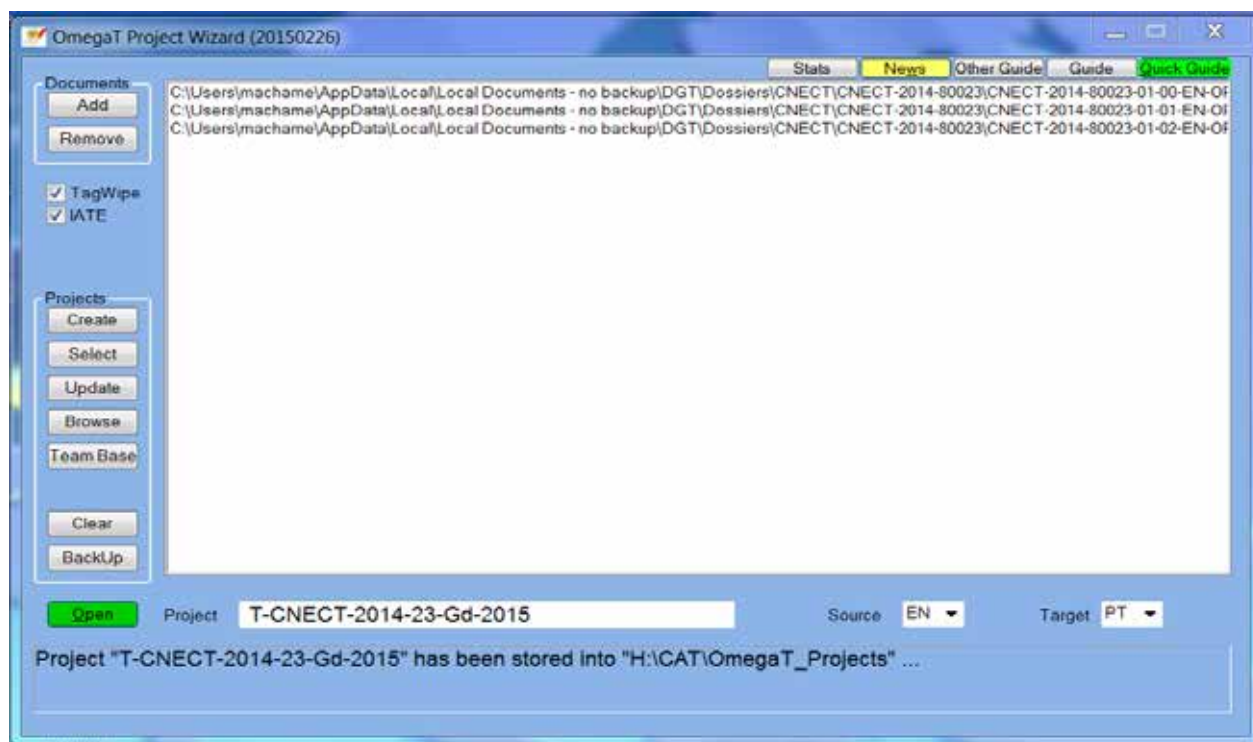
Function	Icon	Shortcut	Information
New project	1		Usually created with the DGT-OT Wizard
Open project	2	<i>Ctrl+O</i>	Usually opened with the DGT-OT Wizard
Reload	3	<i>F5</i>	If you add or delete documents, or add glossaries or dictionaries, to an OT project
Close project	4	<i>Ctrl+Shift+W</i>	Closes the project, but not OmegaT.
Undo last action	5	<i>Ctrl+Z</i>	Only within the open segment
Redo last action	6	<i>Ctrl+Y</i>	Only within the open segment
Search project	7	<i>Ctrl+F</i>	To search terms/strings with many options
Search and Replace	8	<i>Ctrl+K</i>	Search/replace all or one by one.
Go to previous segment	9	<i>Ctrl+P</i>	
Go to next segment	10	<i>Ctrl+N</i>	
Go to next untranslated segment	11	<i>Ctrl+U</i>	
Go to the next Translated segment		<i>Ctrl+Shift+U</i>	
Replace with match	12	<i>Ctrl+R</i>	Replaces the target segment with the match you select in the Fuzzy Matches pane.
Insert match	13	<i>Ctrl+I</i>	Inserts in the target segment, at the position of the cursor, the match you select in the Fuzzy Matches pane.
Replace with Machine Translation	14	<i>Ctrl+M</i>	Copies to the target segment the MT output that is displayed in the MT pane and replaces what is there.
Insert Next Missing Tag		<i>Ctrl+T</i>	Inserts the first (or the next) missing source tag in the target segment at the position of the cursor.
Insert missing source tags	15	<i>Ctrl+Shift+T</i>	Inserts all the missing source tags in the target segment at the position of the cursor.
Validate tags	16	<i>Ctrl+Shift+V</i>	Shows the list of segments with missing/different/surplus tags in the target segment. Clicking on the segment number, OT jumps to that segment in the Editor for editing.
DocFinder	17	<i>Ctrl+Shift+D</i>	Highlight the reference to search and it opens DocFinder
Quest	18	<i>Ctrl+Shift+Q</i>	Highlight the term/string to search and it opens Quest
IATE	19	<i>Ctrl+Shift+L</i>	Direct access to IATE with all its features allowing the creation of new entries.
Euramis	20	<i>Ctrl+Shift+E</i>	Highlight the term/string to search and it opens Euramis
Quit	21	<i>Ctrl+Shift+Q</i>	To quit OmegaT
Project files		<i>Ctrl+L</i>	Displays the list of documents in the project
Create Translated documents		<i>Ctrl+D</i>	Creates all the translated documents in their native application and stores them in the project target subfolder
Create Current Translated Document		<i>Ctrl+Shift+D</i>	Creates the translated document open in the Editor in its native application and stores it the project target subfolder
Open project Folder		<i>Ctrl+Shift+F1</i>	Within OmegaT, to open the project folder in Windows Explorer
Insert glossary entry		<i>Ctrl+Shift+G</i>	To create a new glossary entry
Open writable glossary		<i>Ctrl+Shift+F2</i>	To open the glossary in Notepad++ to change or delete entries.
Go To Next/Previous Revised Segment		<i>Ctrl+Shift+X</i> <i>Ctrl+Shift+Y</i>	Used in the revision process for the translator to check the changes made by the reviser and having - in the Fuzzy Matches pane - track-changes in target.
Spellchecker		<i>Ctrl+Shift+F7</i>	To detect spelling mistakes and learn/ignore words in the whole project
Quality check		<i>Ctrl+Shift+F3</i>	To carry out several levels of quality check
Auto-completion		<i>Ctrl+space</i>	Glossary Entries, Auto-Text Entries, Missing Tags and Character Table
Auto-completion-cycle		<i>Ctrl+Page Down</i> <i>or Ctrl space</i>	Cycle between Glossary Entries, Auto-Text Entries, Missing Tags and Character Table

4. Creating your first OmegaT project

1 – Copy the 2010 Office format already available in Tradesk to your computer.

2 – Click on the DGT-OT Wizard icon —  — in your desktop (automatically created in the installation of OT) to open it.

Note: If it is not your first project, select **Clear** before starting the creation process.



Screenshot 26 — Creating a project with the DGT-OT Wizard

3 – Select the **source** and **target** languages from the dropdown menu (if not already defined).

4 – Click on **Add** — which by default will open a Windows Explorer window in the **Dossiers** folder — to select the original document(s) previously copied to your computer. You have to select them one by one, even if they are in the same folder. If they are in different folders, navigate the folder structure to reach and select all the original documents.

5 – In the Windows Explorer window, click on **Cancel** or press **ESC** when you have finished selecting the documents.

6 – By default, the DGT-OT Wizard will give to the new project the number of the first document you added to the list, but you can change it — in the **Project** field — writing a name meaningful to you.

7 – By default the DGT-OT Wizard will copy to your project an IATE extraction. If you do not want it for some reason, untick the **IATE** option.

8 – Click on **Create** and the DGT-OT Wizard will create the OmegaT project.

9 – Click on **Open** (which is displayed in green when the project has been created) and it will open that project in OmegaT.

5. Start translating in OmegaT right away

Note: This is the basic information you need to translate a project. See also Section 3 for a list of main functions, shortcuts and icons.

- OT starts by displaying the list of the documents in your project. Click on **Close** to accept the opening of the first segment of the (first) document. You are now ready to start the translation of your first project.

If you want to translate another document, just do **Ctrl+L** (or select **Project Files** in the **Project** menu) and the list will be displayed again and you can select the document you want by double-clicking on it.

You can also change here the order in which OT displays the documents in your project by highlighting the name of a document and clicking on **Move First**, **Move Up**, **Move Down** or **Move Last**.

Filename	Filter	Encoding	Number of Segments	Number of unique seg...
RTD-2013-80020-00-00-PT-TRA-00.docx	Microsoft Open XML	OpenXML	237	233
RTD-2013-80020-01-00-PT-TRA-00.docx	Microsoft Open XML	OpenXML	230	12
RTD-2013-80021-00-01-PT-TRA-00.docx	Microsoft Open XML	OpenXML	181	148
RTD-2013-80022-00-00-PT-TRA-00.docx	Microsoft Open XML	OpenXML	128	119
RTD-2013-80022-00-01-PT-TRA-00.docx	Microsoft Open XML	OpenXML	1,143	652
RTD-2013-80023-00-00-PT-TRA-00.docx	Microsoft Open XML	OpenXML	1,542	787
RTD-2013-80023-00-01-PT-TRA-00.docx	Microsoft Open XML	OpenXML	138	117
RTD-2013-80024-00-00-PT-TRA-00.docx	Microsoft Open XML	OpenXML	1,899	819
RTD-2013-80024-00-01-PT-TRA-00.docx	Microsoft Open XML	OpenXML	156	99
RTD-2013-80025-00-00-PT-TRA-00.docx	Microsoft Open XML	OpenXML	1,481	693
RTD-2013-80025-01-01-PT-TRA-00.docx	Microsoft Open XML	OpenXML	185	132
RTD-2013-80026-00-00-PT-TRA-00.docx	Microsoft Open XML	OpenXML	1,164	520
RTD-2013-80026-00-01-PT-TRA-00.docx	Microsoft Open XML	OpenXML	136	120
RTD-2013-80027-00-00-PT-TRA-00.docx	Microsoft Open XML	OpenXML	183	128
RTD-2013-80027-00-01-PT-TRA-00.docx	Microsoft Open XML	OpenXML	1,114	458

Total number of segments				9,917
Number of unique segments				5,037
Translated unique segments				0

You can find detailed statistic information in the file:
C:\Users\machame\AppData\Local\DGT\OmegaT_Projects\RTD-2013-PPP-Guide2014\omegat\project_stats.txt

Copy Files to Source Folder... Download MediaWiki Page... Close

Screenshot 27 – Project files list

- To see the statistics of your project before beginning your translation, select — in the **Tools** menu — the option you want: **Statistics**, **Match Statistics** or **Match Statistics per file**. Those statistics are stored in the project **lomegat** subfolder.

Getting **Statistics** is a fast process, but **Match Statistics (per file)** can take a while if you have a really big project (hundreds of pages). The good thing is that you can do it any time!

- There are some preferences that you may want to change right away:

- ✓ Menu: **Options** **Font:**

Font type and size: by default **Font:** Dialog; **Size:** 18

- ✓ Menu: **View:**

How the segments are displayed/highlighted (only target, also source, identification, etc.)

- ✓ Menu: **Options** **View Options:**

Include the first non-unique segment when marking non-unique menus: By default not activated

✓ **Menu Options**  **Editing Behaviour Options:**

Minimal similarity (of automatic insertion of matches): by default 80%


Stop at segments with multiple translations: by default not activated

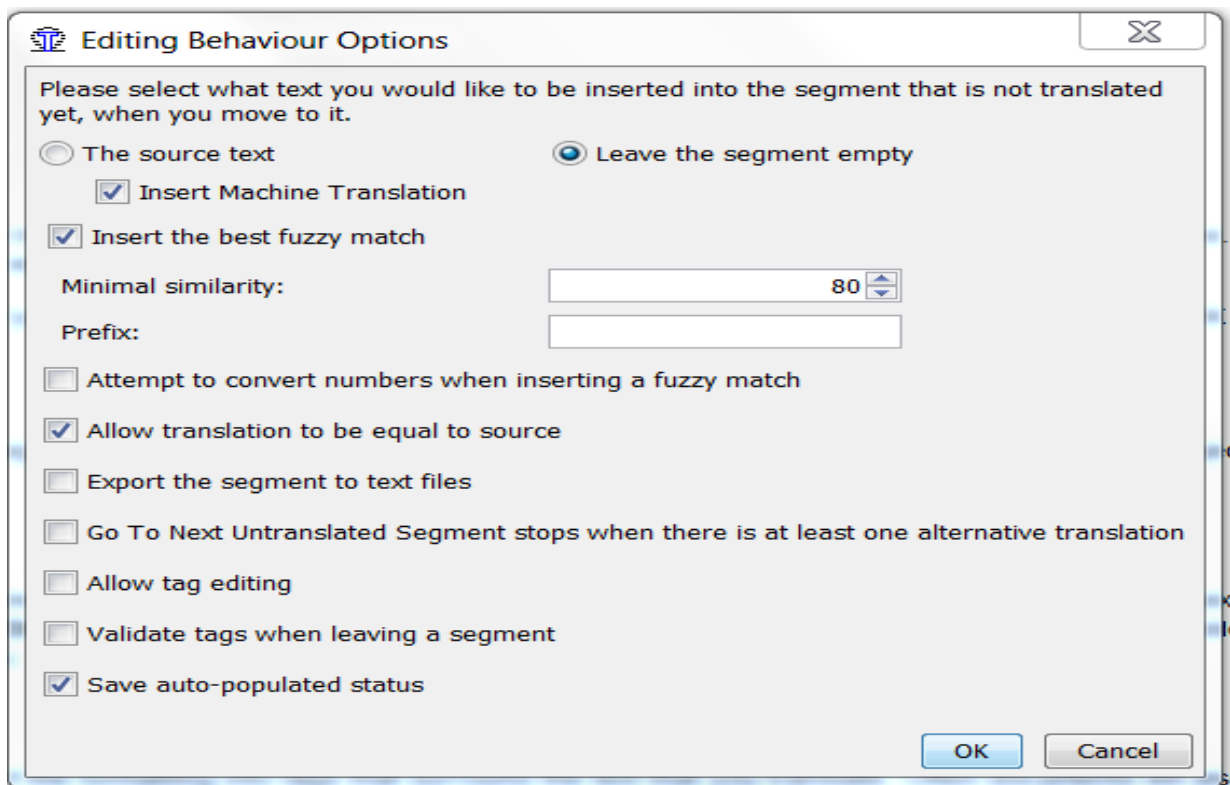
Go to Next Untranslated Segment stops when there is at least one alternative translation: by default inactive

Validate tags when leaving a segment: by default not activated

- 4 – OT displays the first segment to be translated and, by default, if there is a Euramis match above 80% (or a different threshold of your choosing), it will be automatically inserted in the segment open for translation.

If you want to use **Machine Translation** (which is displayed in the MT pane) even when a Euramis match has been automatically inserted in the target segment, just press **Ctrl+M** to replace it by the MT output.

If there is no match, OT will display the MT output (by default). You can deactivate the automatic insertion of MT in **Options**  **Editing Behaviour**, by unticking **Insert Machine Translation**. It is here that you can also select the **Minimal Similarity** threshold for the automatic insertion of Fuzzy Matches.

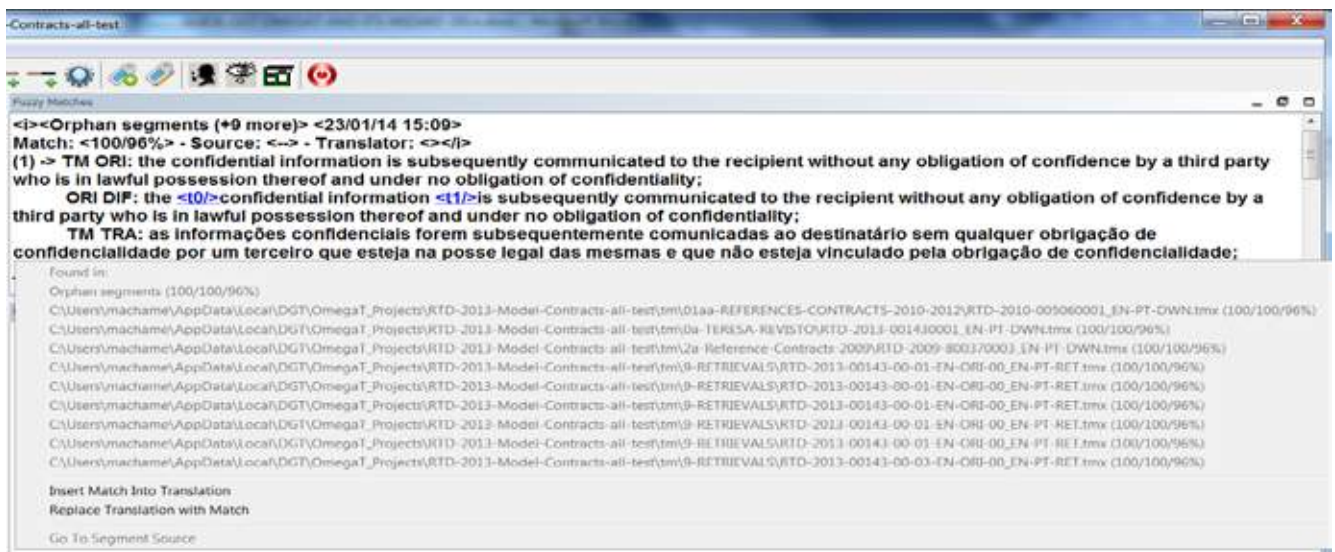


Screenshot 28 — The Editing Behaviour Options menu

- 5 – To insert in the target segment an Euramis match other than the first (higher) match displayed in bold in the **Fuzzy Matches** pane, position the cursor on the Fuzzy Match segment you want to use, double click on it (which will turn to bold as the selected segment) and use the shortcuts **Ctrl+R** or **Ctrl+I**.

You can also right click on the mouse and choose the option you want from the drop down menu: **To Insert Match into Translation** or **To Replace Translation with Match** or press **Ctrl+{number of fuzzy match}** followed by **Ctrl+R** or **Ctrl+{number of fuzzy match}** followed by click on the icon **Replace with Match**

It is also in here that you can see, when there are some/many repetitions between documents, what are the documents in your project that have a particular non-unique segment.



Screenshot 29 — List of documents in the project with the same non-unique segment (in this case 9 documents) and options to insert or replace translation in Editor.

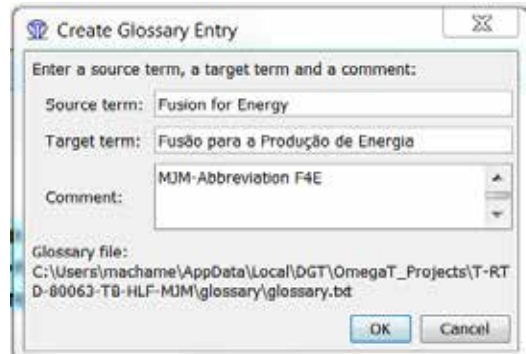
- 6 – Translate/correct your first segment and press **Enter** to validate it and to open the next segment for translation.
- 7 – If you want to go to another segment (far) above or below, just scroll/go to that segment and double click on it to open it for translation. OT will save the previous segment to the project memory and open the new selected segment.
- 8 – You can copy/paste, drag/drop between the **Fuzzy Matches**, **Search** and **Editor** panes and from applications outside OT.
- 9 – To use **DocFinder**, **Quest**, **Euramis** or **IATE**, just highlight the term/string/OJ reference you want to search and click on the icons or use the shortcuts (**Ctrl+Shift+F**, **Ctrl+Shift+Q**, **Ctrl+Shift+E** or **Ctrl+Shift+L**, respectively).
- 10 – To insert a **tag**, position the cursor where you want the tag to be inserted and press **Ctrl+T**. OT will insert the first or next missing tag in that position. You can also right-click the mouse and choose the tag you want from the dropdown menu.

Other options are: pressing **Ctrl+Space** to use the **Auto-Completion** feature to choose the tags in the dropdown menu (this is especially interesting for paired tags (bold, underline, italics)), clicking on **Icon 15** to insert all missing tags at the position of the cursor or copy/paste or drag and drop the tag(s) from the source segment.

If, in the open target segment in the **Editor** you have a match with tags and you want to get rid of the tags for some reason, press **Ctrl+Shift+F5** (or select **Strip tags** in the **Tools** menu) to have the target segment cleaned of tags so that you can edit a "clean" segment ... probably with different tags.

- 11 – To search terms/strings in the project and/or the reference translation memories and/or glossaries and or/notes, highlight them in the **Editor** pane, press **Ctrl+F** and press **Enter** to accept the defaults $\frac{3}{4}$ or select the setting(s) you want in the **Search** window. OT will search for terms according to the settings. There are many options worth exploring.
- 12 – You can **Search / Replace all** or one by one (**Replace Interactive**) by doing **Ctrl+K** or clicking on **Search and Replace** in the **Edit** menu.

- 13 – To create a glossary entry, highlight the source term you want and press **Ctrl+Shift+G** (or go to the **Edit** menu and click on **Create Glossary Entry**) and fill in at least the first 2 of the 3 fields available (source term, target term and comments).



Screenshot 30 — Creating a new Glossary Entry

If it is the first entry you create in that project — and you have no previous writable glossary in the **lglossary** folder of your project — OT will automatically create a glossary for the project.

If you want to delete or change an entry in your writable glossary, press **Ctrl+Shift+F2** (or select that option in the **Tools** menu) to open the glossary in Notepad++ for editing.

- 14 – The terms/strings with a blue linear and bold underline in the open segment in the **Editor** mean that there is an entry in one of the glossaries in the **lglossary** folder of your project (which are displayed in the **Glossary** pane). By right-clicking the mouse, the translation(s) of that term/string will be displayed in a dropdown menu.

You can select to insert one of them at the position of the cursor in your target segment by clicking on it. Terms displayed in bold belong to the project glossary.

- 15 – To use the **Auto-Completion** feature, press **Ctrl+space** and cycle through the options by doing **Ctrl+Page Down/Page Up** to select the option you want.

To add a new entry for auto-text (abbreviation), select **Options** **Auto-completion** **Auto-text** and add your new entry. To add a character to the character table, select **Options** **Auto-completion** **Character table**.

- 16 – After finishing your translation, or at any time during the translation process, click on the icon 16 (**Validate tags**) or press **Ctrl+Shift+V** and check if OT detected anything wrong/missing. By clicking on the number of the segment in the window that is displayed on the left, OT will jump to the segment in question and open it in the **Editor** pane and you can correct it if needed.

The **Validate tags check** is sometimes overcautious. There are tags that you may ignore... but others not!

Segment	Source Text	Target Text	Status
48	and regulating Switzerland's participation in the ITER activities carried out by Fusion for Energy is hereby approved on behalf of the European Union, subject to the conclusion of that Agreement<t0/>.	e que rege a participação da Suíça nas atividades do projeto ITER realizadas pela Empresa Comum Fusion for Energy aprovada, em nome da União Europeia, sob reserva da celebração do referido acordo.	Missing => Fix
55	This Decision shall be published in the <t0/>Official Journal of the European Union.	A presente decisão é publicada no Jornal Oficial da União Europeia.	Missing => Fix
115	The proposal/initiative relates to <t0/>an action redirected towards a new action	A proposta/iniciativa refere-se a uma ação reorientada para uma nova ação	Missing => Fix
120	<t0/>Policy measure to encourage cooperation between the EU and <t1/>Euratom and Switzerland in view of the importance of S&T research for the Parties.<t2/> <t3/>on-going joint<t4/> <t5/>implementation of research programmes of mutual interest, to cooperate and give access to activities carried out in Horizon 2020, Euratom ITER and the Development of Fusion for Energy (F4E).	Medidas políticas que visam promover a cooperação entre a UE e a Confederação Suíça, tendo em conta a importância da investigação C&T para as Partes e a implementação conjunta em curso de programas de investigação de interesse mútuo, a fim de permitir a cooperação e o acesso a atividades realizadas no âmbito do Programa-Quadro Horizonte 2020, do Programa Euratom ITER e do Desenvolvimento da Energia de Fusão para a Produção de Energia ^{LF}	Missing => Fix

Screenshot 31 — Tags validation by document or for the whole project

If there is a tag at the very beginning or end of a segment, or tags before and after a full stop in segments that should have been split, don't even think of what they mean, just insert them, in the same position, in the target segment or otherwise it may happen that your translated documents will not be generated.

Concerning paired tags — for italics, bold, underline — if you insert only one of them, your document will probably not be generated as expected. However, if you do not insert both, the only problem is that the particular word/string will not have formatting in its native application.

Concerning footnotes, if you do not insert the tag in the target segment, the footnote will not appear in the translated document in its native application, although you have translated it. So, be careful!

However, if you are working with **Remove Tags** activated, the footnotes will be in the right place at the bottom of the right page and the number of the footnote will be at the end of the right paragraph ... but maybe not in the right position. You will have to check and, if necessary, change it in the translated document in its native application.

- 17 – You can do the **Spellchecking** in your whole project by clicking on **Ctrl+Shift+F7** or selecting it in the **Tools** menu.

You can also add learned or ignored words one by one by right clicking on the mouse and selecting **Ignore all** or **Add to dictionary**.

- 18 – You can do a quality check of your project — **QA Check Rules** — by clicking on **Ctrl+Shift+F3** or selecting it in the **Tools** menu. You can choose the type of “errors” you want to detect by ticking/unticking each box.

- 19 - If you want to view the document you are currently translating, press **Ctrl+G** and OT will generate the translated document and display it in its native application.

If you have one or more translated documents open in their native application, the operation cannot be completed. So, don't forget to close all those documents before generating translated documents with this shortcut or the **Ctrl+D** and **Ctrl+Shift+D** shortcuts.

- 20 – To create the translated document(s) in their native application(s), press **Ctrl+D** to generate all the target documents or **Ctrl+Shift+D** to generate only the document you are working on. They are generated in the project **ltarget** subfolder.

It is better to do **Validate tags** before creating one or more translated documents. But if you don't, OT will generate them — even if without some formatting — except if essential tags are missing (see point 16 above). If so, correct them and generate the document(s) again.

- 21 – You can generate the formatted document as many times as you want, taking into consideration that any changes you make directly (formatting or content) in the generated target document will not be transferred to the OT project memory.

- 22 – Every time you repeat the **Create (Current) Translated Document(s)** command, OT will replace — in the **ltarget** subfolder — the previously translated document(s) with the updated one(s). So don't make any changes in the document(s) in their native application unless you are sure you won't use OT again for the translation of that particular document.

- 23 – If you are working in a project with a (large) number of documents and/or with different deadlines — and you make changes in it/them directly — it may be “wise” to create a new subfolder in your project and save your document(s) to that subfolder so that they are not replaced by any subsequent creation of translated documents.

It is not advised to make changes in a document in its target application without uploading it to Tradesk first.

- 24 - If your reviser wants to use OmegaT, see Section 6.10 for a standard revision workflow.

- 25 – To copy the translated document(s) to Tradesk — at any moment during the translation or to be sent to the requester — for the moment you have to upload the translated document(s) using the Tradesk **Upload** function.

The translated document(s) are in the project subfolder **ltarget** of your project which is in **System (C:) — Users — {your login} — AppData — Local — DGT — OmegaT_Projects**. Make it a **Favourite!**

- 26 - If you finished your translation (revision included, if any) using OmegaT, export the individual memory of the document(s) in your project in a format accepted by Euramis by pressing **Ctrl+Shift+F8** (or select the option **Create Euramis Export** from the **Tools** menu).

For the moment, you will have to send the memories so generated - saved in the project **leuramis** subfolder - manually to Euramis via the Euramis interface, selecting the individual memory(ies) to be sent to Euramis in the above mentioned subfolder.

6 — Managing OT projects with the OmegaT Project Wizard

The OmegaT Project Wizard helps you to quickly and easily manage your OmegaT projects — creating, updating and modifying them — by interfacing with Tradesk, Windows Explorer and OmegaT.


The starting point to create (or update) a project with one or several documents (with the same or different dossier numbers) is always to use the *Local copies* option in Tradesk to copy to your PC/laptop the original documents to be included in the project.

By default they are copied to the `C:\Users\{your login}\AppData\Local\Local Documents — no backup\DGT\Dossiers` folder).

To manage your project, you can click on the buttons or use the shortcuts (**ALT** + *character underlined*, for example **ALT+A**).

Note: If the first character of each option is not underlined, just click on **Alt** to activate the shortcuts.

6.1. Creating a new project

- 1 – Click on the DGT-OT Wizard icon —  — in your desktop, if it is not open. If OmegaT is open, close it.
- 2 – If a previous project is active (with its name in the **Project** field), click on **Clear** before creating the new project.
- 3 – Define the **source** and **target** languages (if necessary).
- 4 – Click on **Add** — which will open a Windows Explorer window — to select the original document(s) that you previously copied to your computer. In multi-document projects, repeat the operation to add them one by one. Click on **Esc**, or **Cancel** in Windows Explorer, when you have finished selecting documents.
- 5 – By default, the name of the new project will be the name of the first document added and it is displayed in the **Project** field, but you can change it to whatever you wish (for example, Budget2015).
- 6 – By default a filtered IATE extraction will be automatically copied to your project for projects with EN as source language and all the other EU languages as target languages.
If you don't want it for any reason, you can untick the option **IATE**.
- 7 – Click on **Create**.
- 8 – The Wizard will create the OmegaT project in a subfolder of the **OmegaT_Projects** default folder (**System (C:) — Users — {your login} — AppData — Local — DGT — OmegaT_Projects**) with the original(s) you selected — wiped of useless tags (**TagWipe**) if they are Word documents — and the respective memory files and MT output available in Tradesk.

The **DGT-OT Wizard** assumes that, in the majority of cases, you will want all the memories that are available in Tradesk.

As there are no speed or capacity problems, you can afford not to be selective. But if you want you can afterwards delete the memory files you don't/no longer want in your project.

- 9 – If you are translating a project with a language combination for which Machine Translation is not automatically pre-processed:
 - a) Request machine translation as explained in Section 2.2.10 and you will receive the MT file by email.
 - b) Click on **Browse** and open the `\mt` subfolder.
 - c) Copy the MT file received from **MT@EC** to this folder.
- 10 – Click on **Open** and it will open OmegaT and that particular project.

6.2. Memory sharing in real time — TeamBase

For documents in a project that are translated by two or more translators, it is important to be able to share memories in real time. With OmegaT, the sharing is done using TeamBase, a DGT in-house application which is managed via the DGT-OT Wizard.

A TeamBase memory is a bilingual memory that is created on a server and which receives — in real time — a **copy** of each translated segment **validated** by the translators connected to it in **Read/Write** mode.

You can connect to a TeamBase memory in **Read** mode only — in which case you receive segments from other colleagues, but do not send your (validated) segments — or in **Read/Write** mode — in which case you receive segments from your colleagues connected to the same TeamBase in **Read/Write** mode and also send your segments to share with them.

Usually the “coordinator” of the project will create a TeamBase memory for your language pair to which others can connect. That translator is considered the “owner” of that TeamBase memory and the only one who can delete it (besides the IT Unit, of course).

The TeamBase memory is hosted in a server and it interferes in no way with (the memories of) your project which is in your computer. Each translator continues to have its own local project and it will remain “untouched”. You will only see — in the **Fuzzy Matches** pane — segments coming from TeamBase identified with the usual attributes plus “**Teambase**” at the beginning.

The TeamBase memory is empty when created and will only have a copy — automatically done in real time — of the segments that you and other translators open and validate while being connected to TeamBase in **Read/Write** mode.

It is the validation of each segment in OmegaT (with **Return**) — either of a new translated segment or of a modified or unmodified one — that triggers the copy of that segment to the TeamBase memory (besides storing it locally in your project memory, of course). So, the segments you – and your colleagues — translate in **Read** mode or **disconnected** are not (ever) sent to the TeamBase memory.

If you are connected in **Read/Write** mode and you modify a segment that is already in the TeamBase memory, the previous translation will be replaced by the new one, i.e., the TeamBase memory only keeps the last translation of a unique segment with the same translator’s login.

So, in the translation of a project, you can modify any segment several times and – in the TeamBase memory – there will only be your last translation of each unique segment, which will be displayed in the **Fuzzy Matches** pane in the other translators’ projects and in your own.

You can connect to one or more Teambase memories as there may be several projects ongoing that may be (distantly) related. If you want to connect to other TeamBase memory(ies), you can do it but only in **Read** mode. Only the first selected memory can be in **Read/Write** mode.

In the TeamBase window you have 3 columns which display:

- ✓ All the TeamBase memories available for your language pair, in the left column.
Here you can connect to a TeamBase in the desired connection mode (the mode displayed in the button) or change its connection mode and reconnect again;
- ✓ The memory(ies), if any, to which you are connected, in the middle column.
Here you can check (by highlighting the name of the memory) in what mode you are connected and it is also here that you disconnect from the highlighted memory;
- ✓ The memories, if any, of which you are the owner (in the right column).

When you close a particular project and later reopen it, you will remain connected or unconnected to TeamBase as you were before you closed the last session with that project. Check if you want to change anything.

6.2.1. Connect to a TeamBase memory already created

To connect to a TeamBase memory already created:

- 1 – In the **DGT-OT Wizard**, select the project you previously created and with which you want to use **Teambase**, if it is not the active project.
- 2 – Click on **TeamBase** in the **DGT-OT Wizard**.
- 3 – Select a memory from the list displayed in the left column.
- 4 – Select the mode in which you want to work: **Read** (receive) or **Read/Write** (receive/send).
- 5 – Click on **Connect to Shared**.

The **TeamBase** window will close automatically and you can start/continue working on your project.

6.2.2. Create a new TeamBase memory

To create a new **TeamBase** memory you have first to create the project using the **DGT-OT Wizard**, if you haven't done it yet.

- 1 – In the **DGT-OT Wizard**, select the project with which you want to use **Teambase** if it is not the active project.
- 2 – The name of your project will be automatically inserted in the field at the bottom of the **Available Shared Memories** column.

If you want you can change its name to whatever is meaningful to you and your colleagues (Example: EurSemester2015)

- 3 – To work on that project, select the mode in which you want to connect: **Read** (receive) or **Read/Write** (receive and send).

The other translators may choose, at different times, to work in either mode or disconnected.

- 4 – Click on **Connect to Shared**.

The **TeamBase** window will close automatically and you can start/continue working on your project.

6.2.3. Change the connection mode

If you want to change from **Read/Write** to **Read** only — or vice-versa:

- 1 – With the relevant project selected in the **DGT-OT Wizard**, click on **TeamBase**
- 2 – In the middle column, click on the name of the memory you are sharing
- 3 – Click on the button **Read/Write** or **Read** to change the mode.
- 4 – Close the **TeamBase** window.
- 5 – You can resume your work.

If you change from **Read/Write** to **Read**, you will no longer be sending the segments you translate from then on to that **TeamBase** memory, but you will continue to receive segments from others.

If you change from **Read** to **Read/Write** you will start sending the segments you validate after changing the exchanging mode. The segments you may have translated in **Read** mode or **disconnected** will not be sent to the **TeamBase** memory.

6.2.4. Disconnect from a TeamBase memory

If you want you can disconnect from a Teambase memory:

- 1 – With the project selected in the DGT-OT Wizard, click on **TeamBase**
- 2 – Select the name of the memory in the middle column
- 3 – Click on **Disconnect From Shared**.

You will no longer receive nor send segments from/to that memory.

If you are connected to more than one TeamBase memory, the other(s) will remain connected. If you want to disconnect from other(s)/all, you have to disconnect one by one.

6.2.5. Delete a TeamBase memory

A TeamBase memory is a temporary memory to be used in an ongoing project. When the project is finished and all the final translation memories have been sent to Euramis, there is usually no need to keep it.

Only the “owner” of the TeamBase memory (or the IT Unit) can delete the memory.

To delete a memory you own:

- 1 – With the relevant project selected on the DGT-OT Wizard, click on **TeamBase**.
- 2 – Click on the name of the memory you own and want to delete in the column **Shared memories I own** (the right column).
- 3 – Click on **Delete shared memory**

6.3. Ranking memories individually or by subfolders

You can give priority to memories or groups of memories (for instance, Financial Regulation legislation, Horizon 2020 legislation) in an easy way so that:

- Ø In the **Fuzzy Matches** window, the matches are displayed by order of match rate (in ascending order) and, with identical match rate, by the order of preference you gave to those memories or subfolders.
- Ø In the **Search** window, the segments are displayed by the order in which the tmx files were ranked.

To organise your memories:

- 1 – You don't need to close OmegaT if you have it open with that particular project.
- 2 – In the DGT-OT Wizard, click on **Browse** and select the **ltm** subfolder of the active project you want to manage.
There you have all the translation memories that were automatically copied to your project by the DGT-OT Wizard when the project was created or updated.
- 3 – Using Windows Explorer features, you can rename tmx files (for example **1-22013D0743-EN_EN-PT-AL**, **2-32013R1290-EN_EN-PT-AL**) to rank them.

Or, even better, you can create subfolders in the **ltm** subfolder of the project — to where you can copy or drag and drop the tmx files you want to use as reference — and give those subfolders the name and priority you want (for example 1-Horizon2020, 2-Financial Regulation).

You can also just copy/paste folders you have in your computer with thematic translation memories and you can change at any time the priority given to those memories or subfolders without the need to do **Reload**.

- 4 – You can resume your work if that project was open. If not, click on **Open** in the DGT-OT Wizard.

6.4. Giving a penalty to memories

To give a penalty to one or more memories, you can create subfolders with names like "*penalty-xxx*" where xxx is a number from 0 to 100.

- 1 – You don't need to close OmegaT if you have it open with that particular project.
- 2 – In the DGT-OT Wizard, click on **Browse** and select the *lrm* subfolder of the active project.
- 3 – Create a new subfolder with a name indicating the penalty you want (for example: a subfolder named *penalty-30*).
- 4 – Copy the translation memory file(s) to it.
- 5 – You can resume your work if that project was open. If not, click on **Open** in the DGT-OT Wizard.

A percentage penalty will be applied to the matches of all translation memory files within such subfolder. For instance, a 76/78/82% match will be transformed into a 46/48/52% match in the case of a 30% penalty.

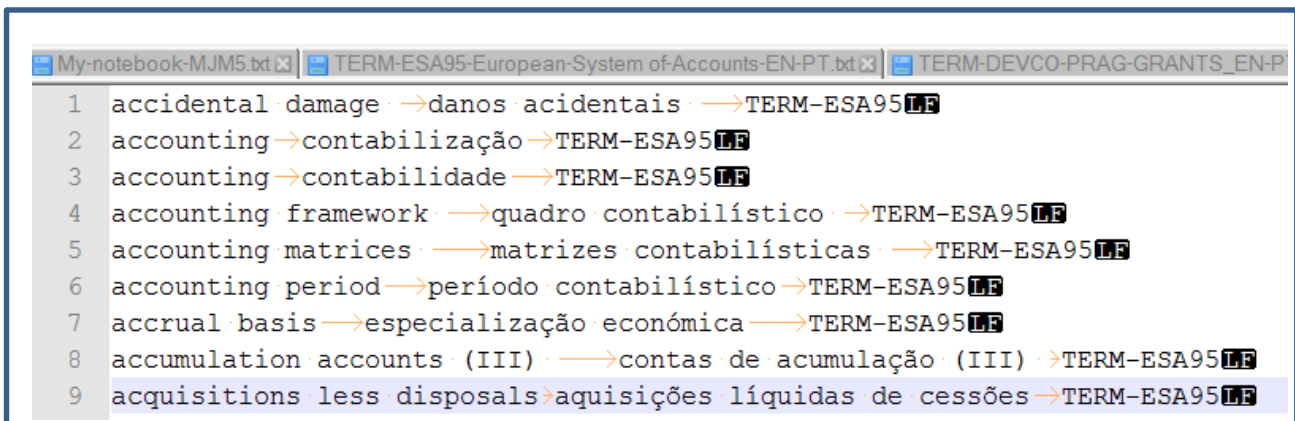
6.5. Adding glossaries

If you don't already have a glossary that you want to use in the project, when you first create a glossary entry, OT will automatically create a glossary for the project (the writable glossary) which is stored in the *lglossary* subfolder of that project.

If you have personal/Unit/Department glossaries that you would like to use in your project, you can adapt them to be used in OT.

The format OT accepts is the following simple txt file with 3 fields separated by *tabs* and ended by a *carriage return* (the last field is optional):

Original term <tab> **Target term** <tab> **3rd field with whatever you like or empty** <Return>



Screenshot 32 — OT glossary opened in Notepad++ for editing

Save it as a plain text (txt), UTF-8 file.

If you want a glossary to be your writable glossary — the glossary where you will create new entries for that project — the easiest way is just to (re)name it "*glossary*".

To add one or more glossaries to your project:

- 1 – There is no need to close OmegaT or that project if it is open.
- 2 – Click on **Browse** and select the *lglossary* subfolder.
- 3 – Copy/paste the glossary(ies) to that subfolder.
- 4 – In OmegaT, do **Reload (F5)** and resume your work.

6.6. Deleting memories from your project

In the DGT-OT Wizard, the approach taken was that, in the huge majority of cases, you will want all the memories that are available in Tradesk to be copied to your project and therefore you are not asked what memories to import. The DGT-OT Wizard just imports all the (tmx) memory files in the `\pret` folder related to the language pair of your project.

However, there may be projects in which you prefer, for some reason, not to use certain memories. So, to delete memories:

- 1 – You don't need to close OmegaT if you have it open with that particular project.
- 2 – In the DGT-OT Wizard, click on **Browse** and select the `ltm` subfolder of the active project.
- 3 – Delete the tmx files you don't (any longer) want to have in the project.
- 4 – You can resume your work if that project was open. If not, click on **Open** in the DGT-OT Wizard.

6.7. Updating a project with new documents/versions

You can add at any time new documents or versions of documents to a project in a simple way.

The segments you already translated are stored in the project memory and are automatically inserted in the new document/version of your document(s) if there is a 100% match (including tags), without any action on your part.

- 1 – If OmegaT is open, close it. Select the project to be updated by clicking on **Select**, if it is not the active project.
- 2 – Check that the **source** and **target** languages are correct. If not, select the correct ones.
- 3 – Click on **Add** — which will open a Windows Explorer window — to select the original document(s) that you previously copied to your computer. In multi-document projects, repeat the operation to add them one by one.
- 4 – Click on **Cancel** in Windows Explorer, or press **Esc**, when you have finished selecting your documents.
- 5 – If new version(s) of existing document(s) are added, in the DGT-OT Wizard click on **Browse**, select the `\source` subfolder and delete the previous version of the original document(s) if no longer needed (usual situation).
- 6 – Click on **Update**.
- 7 – Click on **Open** when the update is finished and the DGT-OT Wizard will open OmegaT and that particular project.

6.8. Updating a project with new aligned reference memories in Tradesk

If you don't want to add any new documents, but just add aligned reference memories that you have requested via Tradesk (**available legislation**) or via Euramis (with copy to `\pret`) after creating the project, the procedure is basically the same as described in point 6.7.

Based on the document(s) you **add**, OT will copy any new memories in `\pret` related to the defined document(s).

- 1 – If OmegaT is open, close it. Select the project to be updated by clicking on **Select**, if it is not the active project, and check the **source** and **target** languages.
- 2 – Click on **Add** — which will open a Windows Explorer window — to select the original document(s) that you had previously copied to your computer and which are related to the new aligned reference memories you want to copy from Tradesk to your project.

If the memories relate to documents which are part of a single dossier, you just have to **add** one of the documents in that dossier and the DGT-OT Wizard will copy all the new memories to the project. If it relates to different dossiers, select one document from each dossier.

- 3 – Click on **Cancel** in Windows Explorer, or press **Esc**, when you have finished selecting the documents to which those memories refer to.
- 4 – Click on **Update**.
- 5 – Click on **Open** when the update is finished and the DGT-OT Wizard will open OmegaT and that particular project.

6.9 — Updating a project with local memories

If you have thematic or reference memories in your computer — for instance, from a previous project — that you want to use in a project, you can easily do it.

- 1 – There is no need to close OmegaT or that project if it is open. Select the project to be updated by clicking on **Select**, if it is not the active project, checking that the **source** and **target** languages are correct.
- 2 – Click on **Browse** and select the **lrm** subfolder of that project.
- 3 – Copy to it the memory files in your computer to be included in that project with copy/paste or drag & drop (from another Windows Explorer window) and, if you want, organise them as explained in Section 6.3.
- 4 – You can resume your work if that project was open. If not, click on **Open** in the DGT-OT Wizard.

6.10. Sending translated documents to Tradesk

If you want to copy the Office translated documents (even during the translation process) to make them available to everybody in Tradesk or to finalize them and send them to the requester:



- 1 – Check that you have no translated documents from that project open in their native applications.
- 2 - Do **Create (Current) Translated Document(s)** (**Ctrl+(Shift+)D** in OmegaT).
- 3 - In Tradesk, **Upload** of the document(s) you want from the project **ltarget** subfolder.

6.11. Sending translation memories to Euramis

If the translation is finished (revision included) using OmegaT, now you can already send the individual memory(ies) to Euramis with the relevant attributes.

For the moment, you must do it manually:

- 1 – Generate the memory(ies) to be sent to Euramis by clicking on **Ctrl+Shift+F8** (or **Tools – Scripting – Create Euramis Export**). That memory is saved in the **leuramis** subfolder of your project.
- 2 - Open the Euramis interface and select the individual memory(ies) to be sent to Euramis in the above mentioned subfolder.

To see to which Euramis Memory are your particular document(s) to be saved, see the **Euramis**  **Statistics & Managers**  **List** to see **Where to Save a document from a given DG, service or Cabinet**

- 3 – You will receive an email with the confirmation that the memory of your document(s) has been saved.

6.12. Backups

- 1 – **Automatic backups** are made when a project is created — and they are updated every 10 minutes — to the **H:\CAT\OmegaT-Projects** folder, which has automatic backups by the IT Unit.

In case of problems in your computer, the project backup folder can be copied to another computer or your repaired computer and be used without any conversion. You just open the project with OmegaT (Wizard) and resume your work.

- 2 – **Manual backups** — By clicking on **Backup** in the DGT-OT Wizard, you can manually update the backup any time you want.

6.13 — Using DGT-OT in revision

If your reviser wants to use OT to do the revision of your document(s) - and of course if you have done all your translation work using OT - you can do it but with some manipulations on your part as there is no automated revision workflow for the moment.

Take into consideration that, in OT, there are no track-changes in the (open or closed) target segment(s) displayed in the **Editor**. There are only track-changes in the segments displayed in the **Fuzzy Matches** pane which, in the revision stage, are from the "draft" translation that is being revised and eventually from other external memories.

As it is possible to display track-changes in the target segments too, the translator who is checking the changes made by the reviser - to accept them or not - can see the track-changes in the target in the **Fuzzy Matches** pane for the segment that is open in the **Editor**.

Also take into consideration that, if you – as the translator - have the last word, you cannot accept some of the reviser's changes and reject others in a particular segment. You can either accept all the changes made by the reviser or change manually the ones you don't accept. Or you can also reinsert your initial translation (from the **Fuzzy Matches** pane) and do the partial changes to your initial translation manually.

Here is presented a standard workflow of a (single or multidocument) project that is translated by 1 translator and revised by 1 reviser and the whole project is sent for revision.

6.13.1. The Translator prepares the project for revision

In the original translation project:

- 1 - Close any generated translated documents that may be open in their native applications.
- 2 - Generate the translated document(s) with **Ctrl+D**. If your reviser wants the documents printed too, print them.
- 3 - Copy the translated document(s) to Trados (using Trados **Upload** feature) so that they are available there to the reviser ... and to everybody else.
- 4 - You can also export any notes you may have introduced with the command **Ctrl+Shift+F6** (**Tools - 6. Write Notes to File script**) which will be saved in the `\script_output` folder generated in your project folder when you use this feature.

This way you can give the notes to the reviser in paper or electronic format. Anyhow, they will be displayed when the reviser opens a particular segment which has a note.

- 5 - Generate the project translation memory(ies) to be used for revision by pressing **Ctrl+Shift+F9** (or **Tools - 9 - Create OmegaT Export**) and selecting (all) the document(s) in the window that is displayed.

OT will generate individual memory files (if it is a multi-document project) - with notes and alternative translations, if any (but without orphan segments) - to the project `\export-omegat` folder.

- 6 - With **Ctrl+C** and **Ctrl+V**, do a copy of your project to the same folder and rename it (for instance {name-of-the-project}-FOR-REVISION). This way, your original project will remain intact and you can always reuse it if you want.

In the copy of the project for revision:

- 7 - In Windows Explorer or via the DGT-OT Wizard, open the project folder.
- 8 - Copy the memories generated in the `\export-omegat` folder to the `\tm\auto` folder.
If you want (it's optional) rename it/them (for instance, {name-of-the-document}-DRAFT) so that there is no doubt that these are memories **before** revision.
- 9 - Open the `\omegat` folder and delete all the memories there. Usually there will be a `project_save.tmx` file and several backups (example: `project_save.tmx.201503121120.bak` or `project_save.tmx.bak`). Leave the other files in this folder as they are.
- 10 - If you want you can delete files - translation memories (retrievals or reference alignments) in the `\tm` folder, MT output in the `\mt` folder or any other files - that you consider of no interest to the reviser.
- 11 - Copy this project to a location on a server that you have agreed with your reviser or which is the location used in your Unit/Language Department to exchange projects.
- 12 - Inform the reviser that the project is ready for revision and indicate the location.


6.13.2. The reviser does the revision

- 1 – In Windows Explorer, copy to the **OmegaT_Projects** folder the project for revision prepared by the translator that was copied to the server.
- 2 - Open the project as usual via the DGT-OT Wizard to have automatic backups every 10 minutes.
- 3 - The process is the same as in translation mode. The only difference is that the documents are considered pre-translated and the segments are displayed in the **Editor** with an orange background to indicate that they were “auto-populated”.
- 4 - You can open all the segments or just the ones you want to change (**View mode with *Display Source Segments* activated**).

Only the segments that you open **and** change will be identified with your login and will no longer be displayed with an orange background. The others will remain with the login of the translator and with the orange background.

- 5 - In the **Fuzzy Matches** pane, you will see first the segment from the files in the \tml\auto folder (the “draft” translation) and after them the segments from external memories, if any.

As OmegaT only keeps the last modified translation in the project memory, this way you can always recheck the segments you revised against the initial translation displayed in the **Fuzzy Matches** pane.

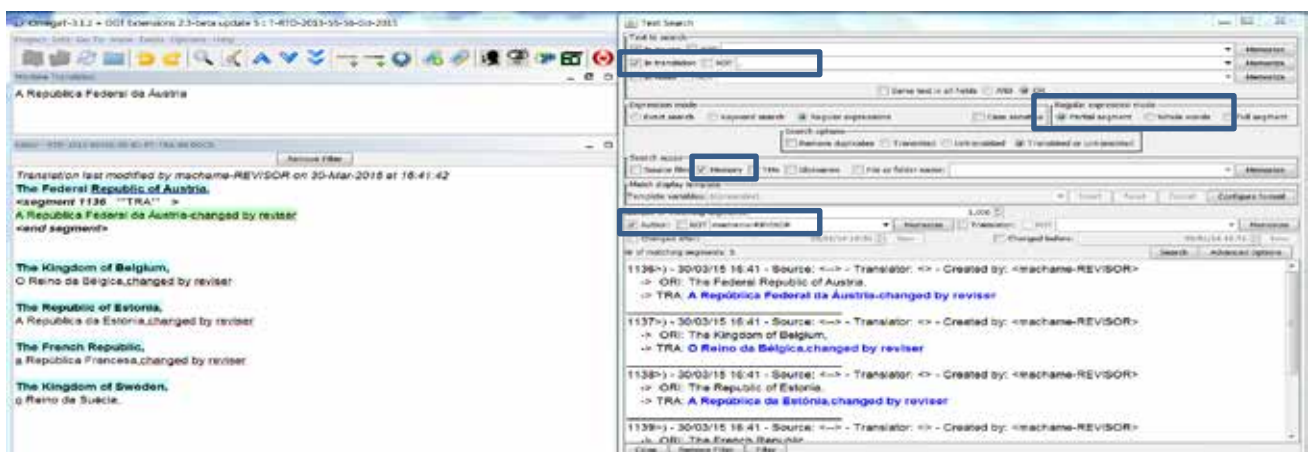
- 6 - You can see the **Notes** that the translator may have written and you can “communicate” with the translator writing your comment/answer or creating new notes.
- 7 - At the end you can check the segments you revised just by scrolling in the **Editor** and looking at the segments that are no longer with an orange background and eventually opening them and changing them again.
- 8 - If you want to check the changes you have made with track-changes, you can - in **Options**  **External TMX Options** menu – tick the box **View diff in target**. Of course, you will have to open the segment to see the track-changes displayed in the target segment(s) in the **Fuzzy Matches** pane.

If you do that, don't forget – after finishing the revision – to change again this setting if you are afterwards going to do translation (and not revision) work.

- 9 - If you also want to quickly check the changes you have made and not scroll in the **Editor** if it is a big project - just filter those segments by doing a **Search by *Regular Expressions***, writing a dot (“.”) in the field **In translation**, your login in the field **Translator** and selecting **Memory**.

Don't forget to tick the box in those 2 fields (and to untick them when you no longer need it).

Those segments are displayed in the **Search** pane and you can filter them for editing in the **Editor** or just click on the number of a particular segment to open it in the **Editor**.



Screenshot 33 – Searching and Filtering - by the reviser- of the revised segments, by login of the reviser (in this example machame-REVISOR)

- 10 - When you finish the revision, rename the project (for instance, {name-of-the-project-REVISED}).
- 11 - If you have the last word and you release the translation, just follow the normal procedure to send translated documents to Tradesk and translated document memories to Euramis.
- 12 - If the revised translation is to be finalized by the translator - or if you want to give the revised translation to the translator for information purposes only - copy the whole project to the same server location and inform the translator.

6.13.3. The translator finalizes the project

If you are the translator and you have the last word:

- 1 - Copy to your computer the copy of the revised project from the server location.
- 2 - Open the project as usual via the DGT-OmegaT Wizard to have automatic backups.
- 3 - To easily see the segments that have been changed by the reviser, in the **View** menu activate **Mark Revised Segments** to have those segments marked with a red background. To see the changes made by the reviser, use the feature **Go To Next/Previous Revised Segment (View menu)** or the shortcuts.

What OT does is go to and open the segment that is identified with the login of another user, in this case the reviser's login. You can also do as explained in point 9 of the previous subsection and use the **Search** and **Filter** features.



Screenshot 34 – Viewing the changes made by the reviser with the Mark Revised Segments feature

- 4 - Either accept the changes made by the reviser, reinsert your own translation from the **Fuzzy Matches** pane and/or do partial changes to any of them.
- 5 - To finalize your project just follow the normal procedure to send translated documents to Tradesk and translated document memories to Euramis.

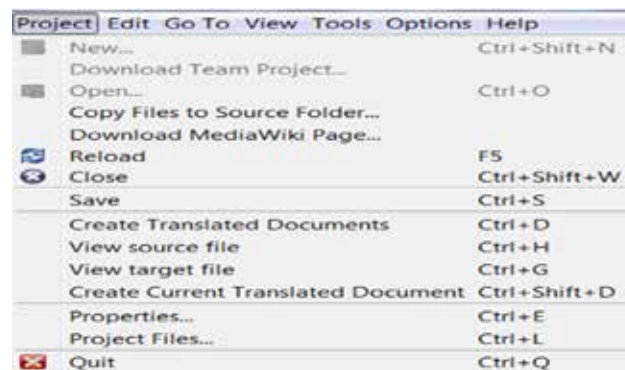
7 — Managing projects directly in OmegaT — Translation of confidential documents

OmegaT itself has basic management features and in DGT the management of projects is done via the DGT-OT Wizard. But when you have confidential documents, you cannot use it and you will have to create the project directly in OmegaT. In that case, you will not have:

- 1 – Automatic backups to the *H:drive*, so take appropriate measures concerning backups.
- 2 – Your documents, if they are docx, will not be automatically wiped of useless tags (the “tag soup”) and you will have to use the manual **TagWipe** available in your Desktop or work in OmegaT with the **Remove Tags** option (in the **Project – Properties** menu) activated if your document(s) have too many useless tags.

You can create the project in your computer or in a USB key, depending on the security instructions.

With the **Project** menu (or with shortcuts or the icon) you can create a project directly in OmegaT.



Screenshot 35 — OmegaT Project menu

7.1. Creating a project directly in OmegaT

- 1 – In the DGT-OT Wizard, open any project to open OmegaT as in DGT the access to OmegaT is done via the DGT-OT Wizard.
- 2 – Close the DGT-OT Wizard
- 3 – In OmegaT, close that project (**Edit – Close**)
- 4 – Create a new project (**Project – Create**) – anywhere you want — and give it the name you want.
- 5 – If it is a docx, use the manual **TagWipe** if you want or work with **Remove Tags** activated (in the **Properties** menu)
- 6 – In the **Project** menu, select **Import Source Files** to copy the original documents to your project
- 7 – If you have external memories, copy them to the project *lrm* subfolder using Windows Explorer.
- 8 – If you have MT files, create a *lmt* subfolder (which is not there if you create a project directly in OT) and copy those files to it.
- 9 – You can work normally with OmegaT ... but there will be no automatic backups, no automatic updates, etc.

7.2. Managing a project directly in OmegaT

To update or modify a project directly in OmegaT, it is, mutatis mutandis, as explained in this Quick Guide... but without the help of the DGT-OT Wizard to interface with Tradesk and so you will have to do those operations manually.

You can access the open project via the **Tools** menu, under **Scripting – Project Folder** and manage your project directly via Windows Explorer.

8 — List of memorized Regular Expressions

The Regular Expressions below are memorized in the **Search** window for the **In Source** field. They will be displayed when the **Expression mode** is set to **Regular Expressions**.

As the **Memorize** feature is field-dependent, write/copy the regular expressions you need to other fields in the **Search** window or in the **Search/Replace** or **Search and Translate** windows. If you want to include a description, use the "|" followed by the RegEx (like those memorised here), making sure that it is not a string that is likely to happen in any text.

To memorize Regular Expressions, just write or copy the RegEx you want in the field you want, click on **Memorize** for that field and select if you want to save it for the session, the project or all projects.

Regular expression	Memorized description	What it finds
[d]{1,},[d]{1,2}	1-2DECIMALScomma	Decimal numbers (2 decimal places) separated by comma (,)
[d]{1,}\.[d]{1,2}	1-2DECIMALSdot	Decimal numbers (2 decimal places) separated by dot (.)
[d]{1,}\.[d]{1,2}%	1-2DECIMALSdotPERCENTAGE	Decimal numbers (2 decimal places) separated by dot (.) immediately followed by %
[d]{1,2}[\.-V][d]{1,2}[\.-V][d]{4}	DATES	Dates in following formats: (D)D.MM.YYYY, (D)D-MM-YYYY and (D)D/MM/YYYY At the beginning of segment : add ^ at the beginning, e.g. ^[d]{1,2}[\.-V][d]{1,2}[\.-V][d]{4} At the end of segment : add \$ at the end, e.g. [d]{1,2}[\.-V][d]{1,2}[\.-V][d]{4}\$
[d]+	DIGITSall	Any number of digits W/ NOT ticked: only segments without digits W/ "Full segment" activated: segments with digits only (i.e. no spaces, punctuation, symbols or letters) W/ "Partial segment" activated: segments which possess at least one digit
[d]{1,}%	DIGITSpercentages	Digit(s) immediately followed by %, e.g. 5% With a space before %: [d]{1,} % (ls caters for all kinds of spaces and tab)
[A-Za-z]+	LETTERSall	Any number of upper- and lowercase letters (i.e. no spaces, digits punctuation, symbols or letters from other alphabets) W/ NOT ticked: only segments without any letters W/ "Full segment" activated: segments with letters only (i.e. no spaces, punctuation, symbols or letters from other alphabets) W/ "Partial segment" activated: segments which possess at least one letter
^\([a-zA-Z]{1,4}\)	LETTERSstartBRACKETS	Segment starting with characters (case-insensitive) in brackets, e.g. (a), (i), (vi) or (V)
^[^a-zA-Z]+\$	NoLETTERS	
\([d]+)	NUMBERSbrackets	Numbers in brackets with no spaces
[d\.\s,<>tV]+	NUMBERSdotCOMMAtagSPACE	Numbers including dots, OmegaT tags, commas, spaces in any combination. W/ "Full segment" activated: segments consisting only of numbers and/or dots and/or OmegaT tags and/or commas and/or spaces in any combination W/ "Partial segment" activated: not suited
[d]{1,}-	NUMBERShyphen	Numbers followed by a hyphen
^[^a-zA-Z]*\$	NUMBERSonly	Segments only with numbers
[d]{1,}\s[d]{3}	NUMBERSseparSPACE	Numbers with a space between groups of digits, e.g. (10 000)
\([d]{1,}\s[d]{3}\)	NUMBERSseparSPACEbrackets	Numbers in brackets with a space between groups of digits, e.g. (10 000)
\s\s+	SPACEdouble	Segments with double space
\b[A-Za-z]+\b \$	WORDend	Segment ends with <i>word</i> W/ NOT ticked: Segment does NOT end with a word
(\b\w+\b)\s1\b.	WORDSrepeated	Segments with repeated words
^\b[A-Za-z]+\b	WORDstart	Segment starts with <i>word</i> W/ NOT ticked: Segment does NOT start with a word

9 — OmegaT Guides and Videos ... and Thanks!

OmegaT Guides and Videos

1 – In-house guides:

- ∅ The present **Quick Guide**
- ∅ DGT-OmegaT-2014, its Project Wizard and DGT's CAT Environment — A Translator's Guide
- ∅ DGT-OmegaT and its Project Wizard — A Translator's Guide (2012). For translators who were already using the 2012 version.

2 – Public guides. Take into consideration that DGT-OmegaT has some adaptations:

- ∅ OmegaT 3.0 — User's Guide by Vito Smolej (the Guide in the OmegaT Help, but in pdf for easier consultation)
- ∅ OmegaT for CAT Beginners by Susan Welsh & Marc Prior

3 – Videos:

- ∅ 3 videos for the 2012 version of DGT-OmegaT (50 minutes on the whole: Video 1, Video 2 and Video 3 - DGT and its Project Wizard in a nutshell. Most of its content continues to apply to the new version of DGT-OmegaT)
- ∅ Videos on the Internet which describe some of the basic and more advanced features of OmegaT.

Thanks!

Because I think people are important, I would like to thank:

- ∅ First of all **Didier Briel** and the **developers** of OmegaT for their remarkable work and for being so attentive to translator's needs... some of them being translators themselves!
For a list of developers/contributors, see **Help – About OmegaT**
- ∅ The **enthusiasts** that publish information, guides and videos that help me a lot to understand how OT works and made possible this Quick Guide, namely **Vito Smolej**, **Susan Welsh** and **Marc Prior**, **Roman Mironov**, **Kos Ivantsov** and the many contributors in the OmegaT User Group.

∅ In DGT:

- ✓ **Rytis Martikonis**, DGT Director-General, and **Dieter Rummel**, Head of DGT IT Unit, for being open-minded
- ✓ Colleagues from the Informatics Unit:
 - § **Alfons de Vuyst**, Head of Operational Support and project leader
 - § **Thomas Cordonnier**, who developed the adaptations of the public versions of OmegaT to DGT and the improvements to the public version
 - § **Elio Fedele**, who developed the OmegaT Project Wizard and Clean Tag/TagWipe applications which make translators' life so much easier
 - § **João Rosas**, who gave operational support to the testing of OmegaT and worked on the CleanTag/TagWipe application
- ✓ Colleagues from the Portuguese Language Department: for their interest, feedback and questions, which allowed me to pinpoint what is more important for a new user... and also to "discover" features I hadn't noticed before and especially:
 - § **Hilário Leal Fontes**, who was also tester of OmegaT and who contributed a lot to this Quick Guide
 - § **Mario Vilar**, **Helena Lopes dos Santos** and **Anabela Pombo Rodrigues**.