

# Smartcat

## GUIDE

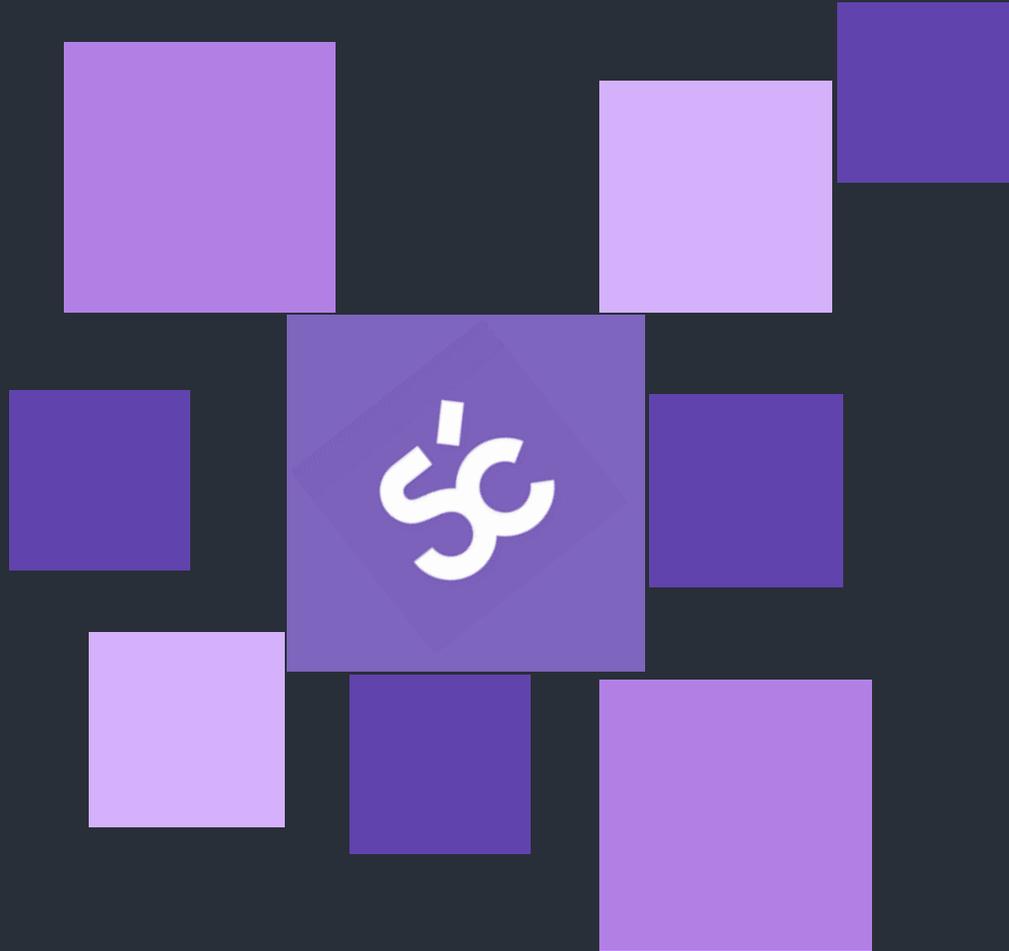


YOUNG TRANSLATORS

# What is Smartcat?



YOUNG TRANSLATORS

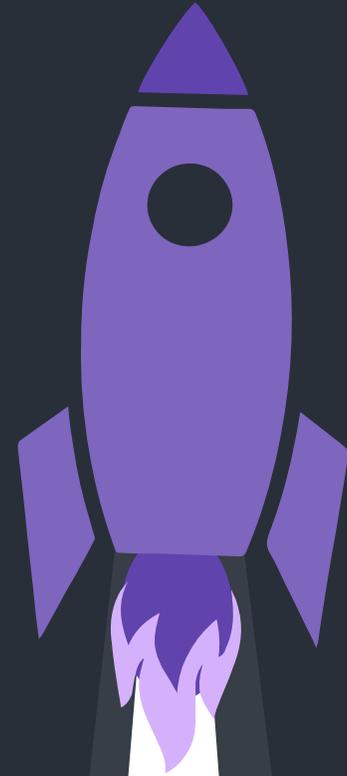


Smartcat is the TMS-tool (Translation Management System) we use. The platform allows us to work more efficient and flexible.

There are four advantages:

- 1 Work with multiple people at the same time
- 2 Communicate efficiently
- 3 Maintain the lay-out
- 4 Ensuring the consistency of our translations, for example by Translation Memory and terminology lists

# Let's get started!



MAIL



DETAILS



EDITOR



COMMENTS

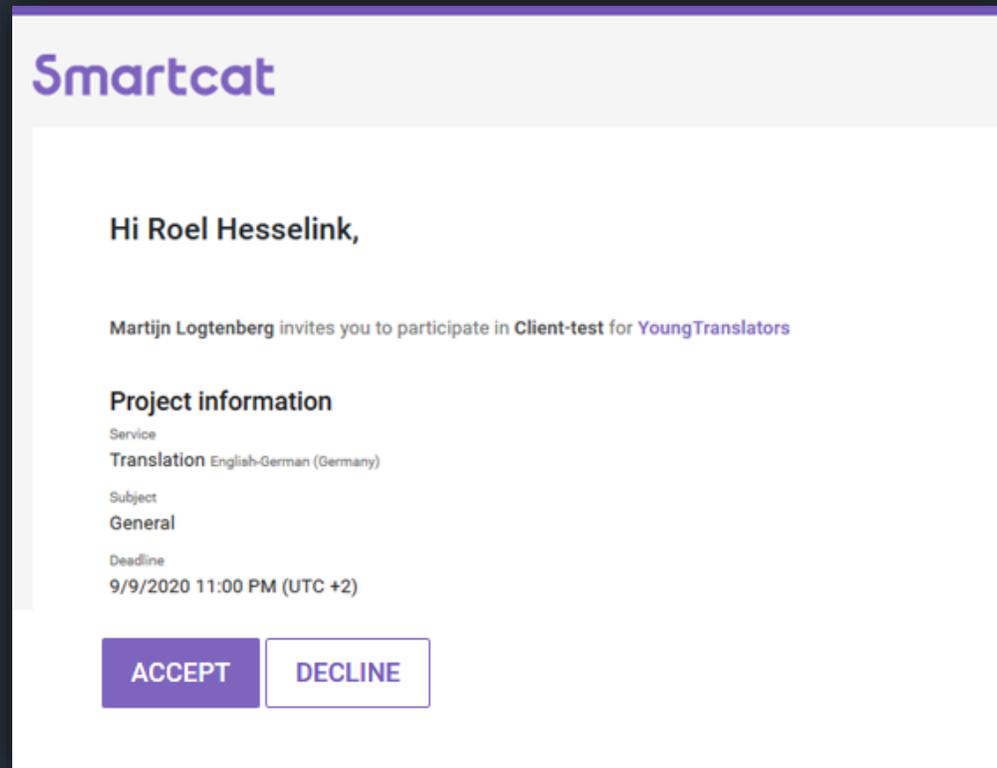
# Invitation from Smartcat



YOUNG TRANSLATORS

You will receive two emails: an invitation from Smartcat and a project mail.

Here below, you can see an example of the invitation from Smartcat. These details can differ from the project mail. If that's the case, the project mail contains the final information.



**Service:** This is the type of job we are asking you to do.

**Deadline:** This is your deadline or the deadline for the total project. In the project mail, you can see the final deadline.

**In the buttons below, you can accept or decline the invitation.**

# Project mail



YOUNG TRANSLATORS

You will also receive an email from us, looking like this:

Test-Client Inbox x

**Martijn Logtenberg** <martijn@youngtranslators.com>  
aan Young ▾  
Hi Kevin,

Below is all the information about the new translation project: Test-Client.

**Document**  
The total word count of the document is 9000 words. The file contains 25 repetitions according to SmartCat.

**Deadline**  
Your deadline for the translation phase is set on 28-09-2020 5PM CET. The deadline for implementing the suggestions of the reviser is set on 01-10-2020 5PM CET.

**Payment**  
You'll be paid 0,033 per word. Subsequently, we'll pay you 25% of the repetitions:  
(25 x 0,25 = 6 words.)  
The total payment will be:  
(9000-25+6) = € 296,41

**Additional information**  
Upon acceptance, I would like you to make a writing style analysis in English. The format for the analysis is attached to this mail.  
The document to be translated can be found on Smartcat.  
I'd like to hear if you're interested in this project. If you have any questions, you can mail, text or call me. Good luck!

Kind regards,  
Martijn Logtenberg  
Young Translators  
[www.youngtranslators.com](http://www.youngtranslators.com)



**Document:** This is the number of words and the number of repetitions.

**Deadline:** This is your final deadline, based on Central European Time.

**Payment:** This is the calculation of the payment you will get for this project.

**Additional information:** Here you can find any additional information about the project.

# Details



YOUNG TRANSLATORS

You have accepted the invitation and can now start work. [Is this your first Smartcat project?](#)

Customer  
YoungTranslators [SHOW PROFILE](#)

Payment terms  
Within 60 days after the job is complete

Project managers  
Martijn Logtenberg [START CHAT](#)

### Reference files

Writing style analysis format (...)

### Tasks

Translation  
English > German (Germany) Assigned: 1758 words

Client-test 0% Weighted words completed: 0 Current assignment: 1758 words  
deadline: 09/09/2020 11:00 pm In progress [Open](#)

### Statistics

Translation English > German (Germany) Documents : 1

TM matches & repetitions	My tasks, words	Completed words	Net rate scheme
New	1695	0	100%
50% - 74%	0	0	100%

When you click 'Accept', you will land on this page.

**General info:** You can see the project manager here. Client and payment terms can be ignored.

**Reference files:** Here you can find any additional files such as the writing style analysis.

**Tasks:** Here you will see the task you've been added to (Translation or Proofreading), the document and the progress you've made. Click 'Open' to open the editor and start working.

**Statistics:** These are the number of words and repetitions in which our compensations, deadline, etc. is based on.

# How to work in Smartcat?



MAIL



DETAILS



EDITOR



COMMENTS

# Editor



YOUNG TRANSLATORS

You can see the SmartCat editor below.

1. The segment number
2. The source text
3. The translation
4. The stage of the segment (Translation / Proofreading / Completed)
5. The filter-button (To use when you are looking for specific segments)
6. The download-button (where you can download the source document and the translation)

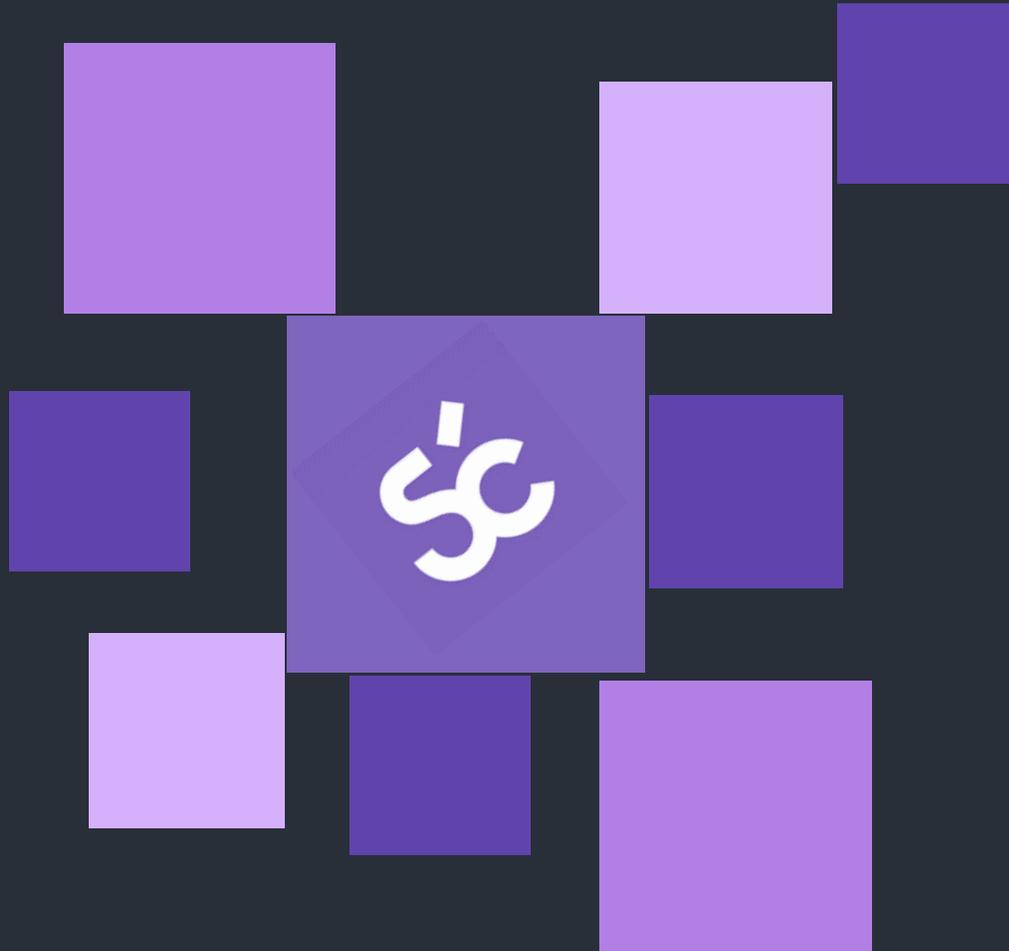
The screenshot shows the SmartCat editor interface. At the top, there is a progress bar and a toolbar with various icons. Below the toolbar, there are two search boxes: "Search in source" (callout 1) and "Search in target" (callout 3). The main area is a table with columns for segment number, source text, target text, and stage. The table contains six rows of segments. The first row is highlighted in purple. The stage column shows "Translation" for all segments, each with a checkmark icon. At the bottom, there are tabs for "Revisions", "QA check", "Segment comments", and "Document comments".

Segment Number	Source Text	Target Text	Stage
1	Client-test	Client-test	Translation
2	Barton did feebly change man she afford square add.	Barton did feebly change man she afford square add.	Translation
3	Want eyes by neat so just must.	Want eyes by neat so just must.	Translation
4	Past draw tall up face show rent oh mr.	Past draw tall up face show rent oh mr.	Translation
5	Required is debating extended wondered as do.	Required is debating extended wondered as do.	Translation
6	New get described applauded incommode shameless out	New get described applauded incommode shameless out	Translation

# Editor



YOUNG TRANSLATORS



Some good-to-knows:

1

When you're done with a segment, press Ctrl+Enter to confirm.

2

Smartcat uses tags (  ) to maintain layout. You can add them by pressing Alt + the applicable number.

3

Scroll through the top menu to see all the functions of the TMS-tool. Some of them might be useful for you.

4

If you can't figure it out, contact Roel Hesselink ([roel@youngtranslators.com](mailto:roel@youngtranslators.com) / +316 482 746 24) or your project manager.

# Smart translation



YOUNG TRANSLATORS

We are able to use Translation Memory for returning clients or big projects. This makes it possible to automatically translate the text when it 100% matches a previous translation.

1

Translation memory should make your job easier. However, it may contain errors, so always review the text.

We can also set up terminology lists for returning clients. Smartcat will let you know during the process if it spots such words. These lists are mainly drawn up by the client or by us (manually) through comparable projects.

2

You're still responsible to provide a good translation. The lists can contain errors. Please let us know if there is a wrong suggestion on the list, so we can adjust it.



# Comments section



YOUNG TRANSLATORS

Below is the editor with the menu beneath it. It has four tabs:

1

**Revisions:** Here you can see the previous versions of the selected segment.

2

**QA check:** Here you can see potential errors. Smartcat is pointing out these automatically.

3

**Segment comments:** These are comments on the segment, the specific suggestions/questions.

4

**Document comments:** These are comments on the total document, the general comments.

When a segment has this symbol, it contains a segment comment.

4 ↓	Past draw tall up face show rent oh mr.		Past <u>draw</u> <u>tall</u> up face show <u>rent</u> oh mr.	<input checked="" type="checkbox"/> Translation
5 ↓	Required is debating extended wondered as do.		Required is debating extended wondered as do.	<input checked="" type="checkbox"/> Translation
6 ↓	New aet described applauded incommode shameless out		New <u>aet</u> described applauded incommode shameless out	<input checked="" type="checkbox"/> Translation

Revisions   QA check   Segment comments   Document comments

Roel Hesselink

2:23 PM

@Mike I suggest 'XX' here for a better word order



Send

# Comments section



YOUNG TRANSLATORS

Make sure to follow these rules and keep them in mind when maintaining communication:

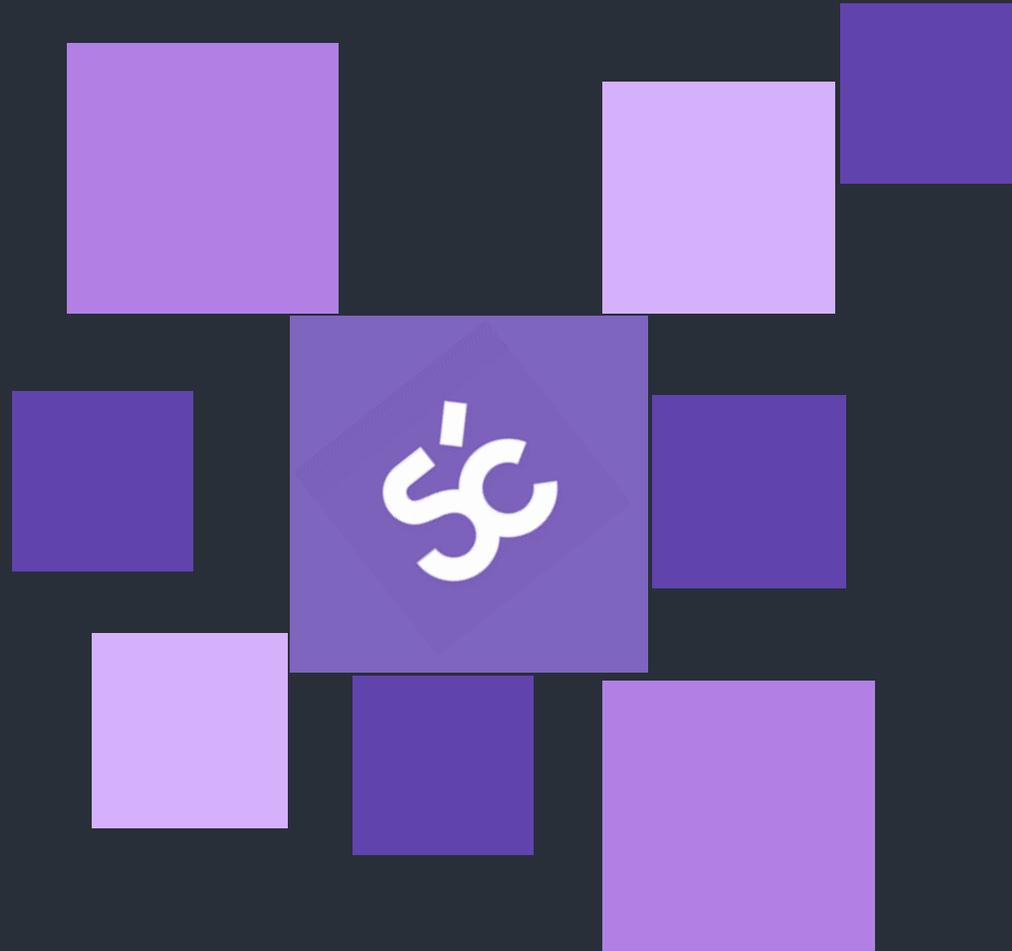
- 1 Check if there are any new comments every 24 hours.
- 2 Always write the name of the receiver or the target language (see the format in the example below).
- 3 Actively submit suggestions, also when you disagree with a suggestion from the other.
- 4 Substantiate your vision with reliable sources.
- 5 The translator is responsible for the end result, but the reviser needs to also agree.
- 6 Do you have any doubts about the translation? Or are you unsure about the meaning of the source document? Mention this in the comments. It wouldn't be a problem asking the client or maybe another person can help.

Revisions	QA check	Segment comments	Document comments
<p> <b>Roel Hesselink</b> 2:24 PM @Philippe can you take a look at these segments: 45, 78, 91?</p>			
<p> <b>Roel Hesselink</b> 2:24 PM</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"><input type="text"/></div> <p style="text-align: right;"> <b>Send</b></p>			

# Last but not least



YOUNG TRANSLATORS



Some good-to-knows:

1

A project is finished when all segments are confirmed, and all comments are covered.

2

Every new staff member is added to a Smartcat introduction, which will explain the basics in an interactive way.

Thank you for your effort and enthusiasm. Because of your suggestions, we are able to keep improving. So, if there is anything we can help you with, let us know!

We'll keep in touch!