
GET STARTED WITH MEMSOURCE

QUICK GUIDE FOR PROOFREADERS WORKING WITH COMACTIVA LANGUAGE PARTNER



READ MORE ABOUT MEMSOURCE HERE: <https://www.memsource.com/>

Requests from Comactiva will still be sent via PO's from Plunet and if Memsorce will be used it will be stated in the PO and the task will be assigned upon confirmation.

1. After confirming that you can handle the revision you will receive an automated e-mail via Memsorce with the title "New Work", see example on what the content of this e-mail will look like:

Dear [your name],

We have new work for you:

File: [file name]

Language: [source] -> [target]

Due: [due date and time]

Sign in to Memsorce Cloud to get started:

<https://cloud.memsorce.com/web/project/show/linktoproject>

Let me know, if you have any questions.

Best regards,
[project manager]

To access the files in Memsorce you can either click on the link in the e-mail (highlighted in yellow above) or log in to Memsorce via the web browser using your login information provided by Comactiva.

2. To accept the job in Memsorce and get started with your revision, you need to change the status as seen below. Make sure to check the box next to the file name and then go to "Edit".

The screenshot shows the Memsorce interface. At the top, there is a 'Jobs' section with a 'Revision' dropdown menu and a row of action buttons: 'New', 'Edit', 'Download', 'Analyze', 'Pre-translate', 'Tools', and 'Delete'. A red arrow points to the 'Edit' button. Below this is a table with columns: '#', 'Confirmed', 'File', 'Status', and 'Target'. The table contains one row with a checked checkbox, the number '1', '0%', a file icon, the text 'Swedish master Raw Bars to Comactiva May 22.docx', the status 'New', and the target 'EN^{GB}'.

#	Confirmed	File	Status	Target
<input checked="" type="checkbox"/>	0%	Swedish master Raw Bars to Comactiva May 22.docx	New	EN ^{GB}

3. Change status in Edit Job from "New" to "Accepted by Linguist" and save.

Edit Job

Linguist

Status

Due

4. Now it's time to get started with the revision! Click on the file name (highlighted in yellow) and a new window will appear for your revision.

Jobs

<input type="checkbox"/>	#	Confirmed	File	Status	Target
<input type="checkbox"/>	1	0%	 Swedish master Raw Bars to Comactiva May 22.docx	Accepted	EN ^{GB}

NB: If you prefer to do your revision offline you can download Memsorce Editor:
<https://www.memsource.com/download/>

Download the correct version for your computer, e.g. Windows (7, 8, 10). Once you have completed the installation you can open the editor and get started. If you're a first-time user you need to log in using your Memsorce username and password, and TM and term base (if any) should automatically be connected.

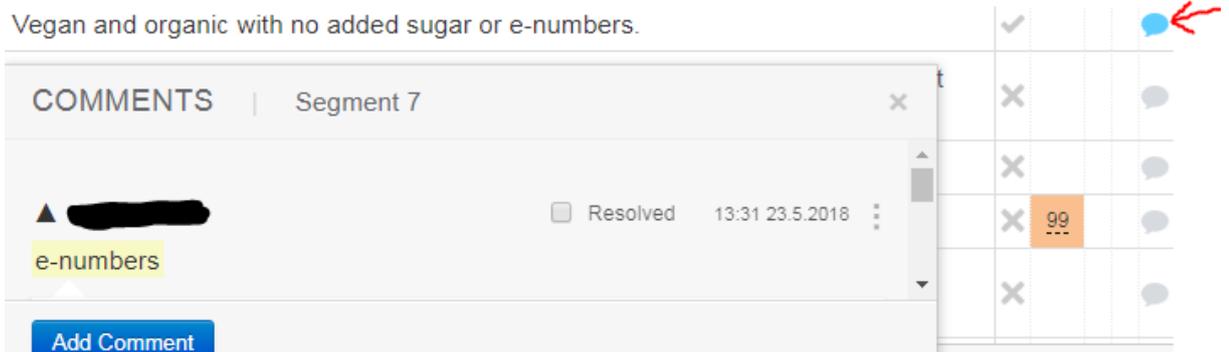
- Once above is completed you can download the file for revision in Memsourc as seen below. Make sure to check the file and then "Download" bilingual MXLiff. The MXLiff file will be saved to your computer, most likely in the folder "Downloaded", and then you simply double click on the MXLiff for it to open in your editor.



- When making changes to the translation you simply add/delete directly into the segment and if any changes has been made they will appear in the column to the right under the tab "Changes". See screenshot where "R" stands for "Revision", whereas no changes were made to example translation below.

Vegansk, glutenfri och ekologisk raw bar på hampa och söta gojibär.	T	Vegan, gluten-free and organic raw bar of hemp and sweet goji berries.
Vegansk, glutenfri och ekologisk raw bar på hampa och söta gojibär.	R	Vegan, gluten-free and organic raw bar of hemp and sweet goji berries.
Vegansk, glutenfri och ekologisk raw bar på hampa och söta gojibär.	TR	Vegan, gluten-free and organic raw bar of hemp and sweet goji berries.

To add a comment to a segment, or just some words within a segment, you mark either segments or words and then click the comment-icon next to each segment and when done "Add Comment" and confirm segment as shown below.



7. To complete your revision, you need to follow the same step as under bullet 2; make sure to check the box next to the file name and then go to “Edit” and set the status to “Completed by Linguist” for the workflow to move on to revision.

Edit Job

Linguist	<input type="text"/>
Status	Completed by Linguist ▼
Due	2018-04-18 10:00
	<input type="button" value="Save"/>

Your Memsorce license will then be returned and you will no longer have access to the server.

You have now successfully finished your revision using Memsorce!