1. DGT-OMEGAT 2014 and its PROJECT WIZARD

1.1 DGT-OmegaT

OmegaT (OT) is a free open-source CAT Tool that 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 translators interested in trying/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 —— and the full Guide is getting bigger all the time… —— this Quick Guide aims to give you basic information so that you can 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 and its Project Wizard — A Translator's Guide**, which is available by clicking on **Guides** in the OT Project Wizard.

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.
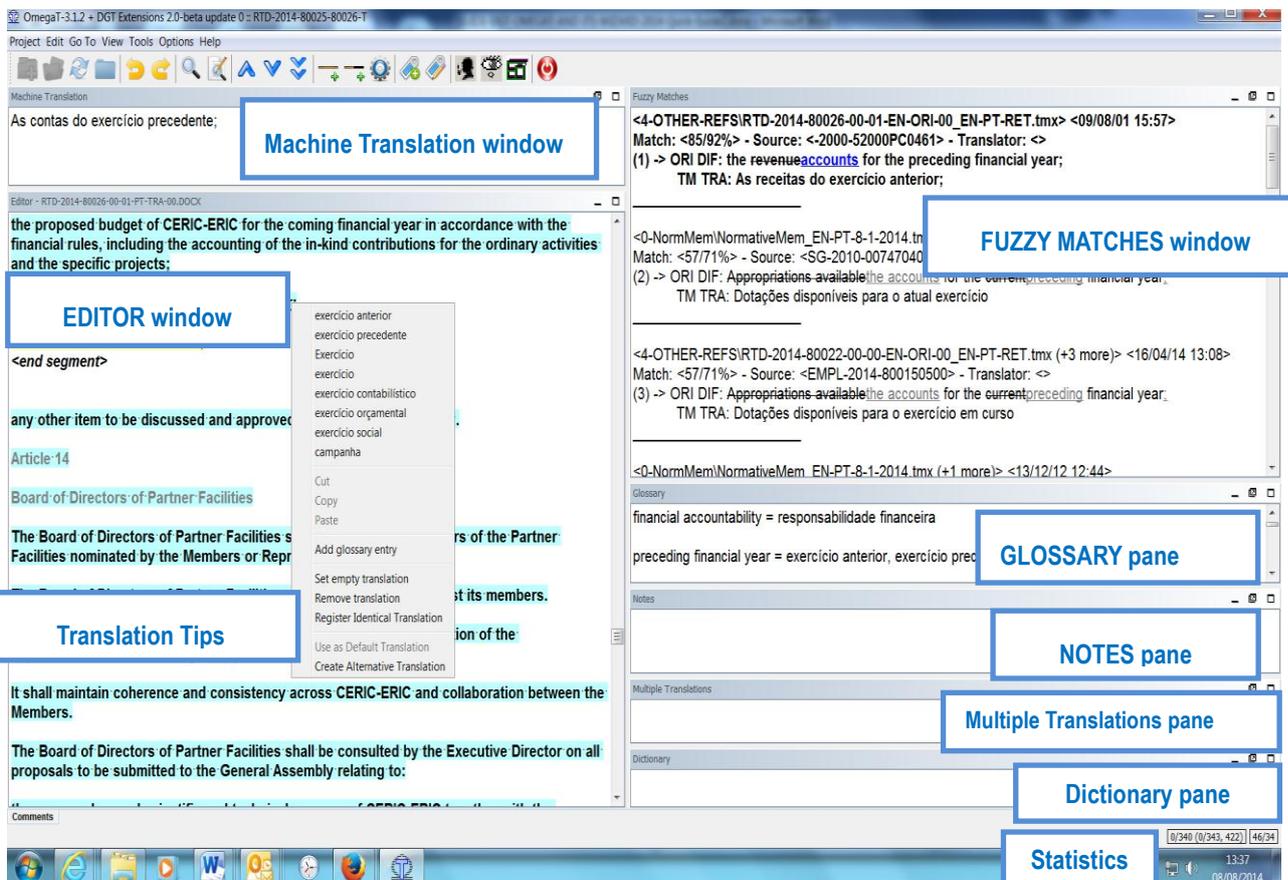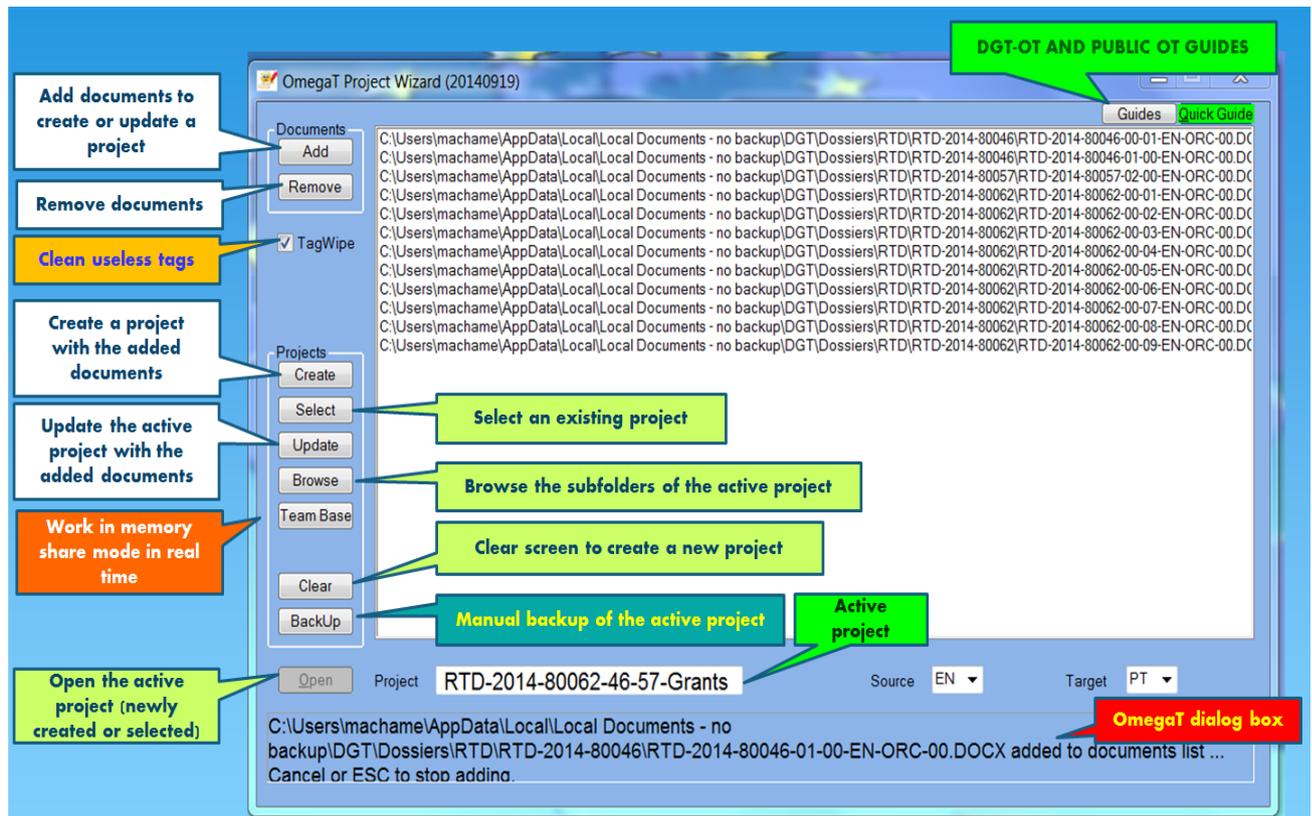

Screenshot 1 — DGT-OmegaT 2014

1.2 DGT-OmegaT Project Wizard

Furthermore, DGT has developed in-house an OmegaT Project Wizard to integrate OmegaT in its workflow and this Quick Guide includes the basic information you need to manage your projects.

Screenshot 2 — DGT-OmegaT Project Wizard window and features

DGT-OmegaT Project Wizard (OT Wizard) makes the link between Tradesk ⸺ our document management system ⸺ and OmegaT.

The OT Wizard helps you to easily and quickly create and update projects with new original documents/new versions and/or new memories, delete documents/memories from the project, add glossaries, organise translation memories and archive finalised projects.

It 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.

Furthermore it makes it easy to share memories in real time (either with colleagues working with OmegaT or the mainstream CAT tool) by easily connecting to the in-house TeamBase application.

The OT Wizard is easy to use as ⸺ for many of the project management operations ⸺ 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. To optimise its use, see **DGT OmegaT-2014 and its Project Wizard — A Translator's Guide** for more detailed information.

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2. Overview

This is a brief overview of OmegaT features to give you a general idea of how it works.

2.1. General

1 – **Project approach:** We work within projects, which may have one or several/many documents — with hundreds or 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 so that you always know where you are.

These 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) Documents with a number of new versions (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 Office documents are not converted to xliff format. So you have as source the original Office document and you save your translation to the project memory.

2 – **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, i.e. segments stripped of their formatting.

3 – **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.

4 - **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 hovering 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 won't have any tagsat all in the documents … but afterwards you (or the Unit secretariat) will have to add the formatting manually in the 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 project. Some segments you already translated will be "orphans" because they will no longer match (tags included) the segments in your document. Those segments will therefore be displayed as untranslated in the Fuzzy Matches pane.

5 – **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 don't notice — 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.

6 – **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** (in OT, Fuzzy Match comprises 100% matches) pane will display matches from all the documents in the project.

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

7 – **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.

8 – **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 if a project is to be split between translators.

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.

You also have automatically copied to your project main folder an Excel sheet — Personal Statistics — in which you can record your progress in the translation of your project.

9 – **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.

10 – **Segment display in the Editor**: There are several options (display only target or source and target segments; mark non-unique 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.

11- **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.

12 – **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 also undock the panes by selecting that option, clicking on the mouse right button and — keeping it pressed over the ribbon — dragging the pane to the position you want. 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*.

13 – **Print:** You cannot print the document as seen in the Editor, you can only print the document in its native application.

14 – **Upload to Tradesk**: Use the *Upload* feature of Tradesk to copy, at the end or any time during the translation process, your translated document(s) from your computer to Tradesk.

If the documents are to be sent to the requester, you may have first to do *Save As* and choose the Office 2003 format. This is temporary as DGT will (hopefully soon) only work with the new Office formats.

15 - **Information on OmegaT and its Wizard**: You can access further information on OmegaT and its Wizard by clicking on **Guides** in the OT Wizard. There you have the Guides concerning DGT-OmegaT and its Wizard and the Guides for the public version of OmegaT.

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 resources-hungry application and backups are done in a fast background process without you 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 - **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).

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

You can share the segments you translate from the very beginning of your translation just by connecting to the TeamBase of your project and, if you want, of other projects that may be ongoing.

You can also decide to only share your segments when you consider that they are already sufficiently "good" to be of any use to others, but even so you can receive segments translated by others. This feature is particularly useful if you first do a fast draft translation which you afterwards improve.

4 – **Voice Recognition**: You can use DictaTrans or Dragon Dictate as usual.

5 – **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 OT Wizard. Therefore, don't close the OT Wizard after opening a project!

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

6 – **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 the *C:\Users\{your login}\AppData\Local\Local Documents-no backup\DGT\Dossiers* folder.

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

8 – **OmegaT project subfolders**: You can create as many subfolders as you want in the project folder —— for example, to have monolingual reference documents which can be used for Search or to gather any other information, either technical or administrative —— but you **cannot delete any of the subfolders that were automatically created** for each project. If you do, OT may not work properly.

9 – **Project creation**: The OT Wizard will create the OT project with the original document(s) —— 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).

The 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 won't have in your project unduly untranslated segments.

10 – **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.

11 – **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 ⸺ to the project *mt* subfolder ⸺ the tmx file(s) you receive.

12 – **Reference memories by subjects/subfolders and with priorities**: You can organise your memories by subjects in subfolders of the *tm* folder — something which might 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 *tm* folder by alphanumeric order and you can number your documents or subfolders to give them priority.

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 to it, if you want).

14 – **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 *tm\auto* 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 change that segment and "make it your own".

You can use pre-translate before starting translating a project or any time in the middle of the process. In the latter case, only untranslated segments in your project memory 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 do pre-translate as your translated segments are all in the project memory and will be automatically inserted in the new versions (if they are a 100% match including tags) without any action on your part.

15 – **Glossaries**: The first time you create a terminology entry in your project, OT will automatically create a glossary for that project, which is the writeable glossary. You can also define one — and only one — glossary that you already have as your writeable 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 *glossary* subfolder of your project to use as read-only. For instance you can use an IATE extraction (source term and target term) - as I do - with 0.5 million or more entries and not lose "speed".

16 - **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.

The reviser can include notes in problematic segments and the changes introduced can be searched and filter (by login/date) and displayed with track-changes in the target (instead of the source) segments 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's either the whole revised segment or your previous translation … and therefore it may involve some typing.

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 version of each segment in the project memory.

2 – **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 account of formatting (Match: **<71/57%>**).

3 – **Euramis, DocFinder and Quest:** You can access these DGT applications directly in OmegaT just by clicking on the respective icon.

4 – **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, by author and 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,.

Furthermore, you can also search monolingual documents in the formats accepted by OmegaT (e.g. Office and PDF).

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.

5 – **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.

6 – **Footnote segments:** Footnotes are treated as **end notes** and are always displayed at the end of your document. 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.

7 – **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. However, you can "export" all your notes to a file, if you want to discuss them with another colleague/reviser.

8 – **Auto-propagation — Non-unique segments / alternative translations / default translation:** The first translation of a segment that appears 2 or more times in one or more documents inside 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.

Take into consideration that, if you afterwards change its 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** — which applies only to non-unique segments in that particular document — by clicking on it in the target segment with the mouse right button or selecting it in the *Edit* menu.

9 – **Merging and splitting of segments/segmentation:** OT does not allow to easily merge or split segments in the Editor. There is a way to do it but it is not straightforward.

10 – **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.

11 – **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 its match rate) and identified as "orphans". They are displayed first according to the match rate.

12 – **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.

By right clicking on the mouse, 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 don't want to see all those blue underlines, in *Options* ⇨ *TransTips,* unclick *Enable TransTips.* Then you won't 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 *\glossary* subfolder of your project.

13 – **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. You can add entries and customize its display.

14 – **Spell checking**: You can check the spelling in all the documents of your project 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.

15 – **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.

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

17 – **View one or more translated documents**: There is no (real-time) Preview, but you can easily and quickly open your document in its native application by creating the translated document(s) and opening it/them.

3. Create your first OmegaT project

1 – Copy the 2010 Office format already available in Tradesk as ORC (docx) to your computer. If not available, open the document(s) and do a **Save as** in the 2010 Office format (docx, xlsx, pptx…).

2 – Click on the 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.

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 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 (for example: RTD-Innovation-Partnerships-2013).

7 – Click on **Create** and the OT Wizard will create the OmegaT project with the structure you see below.
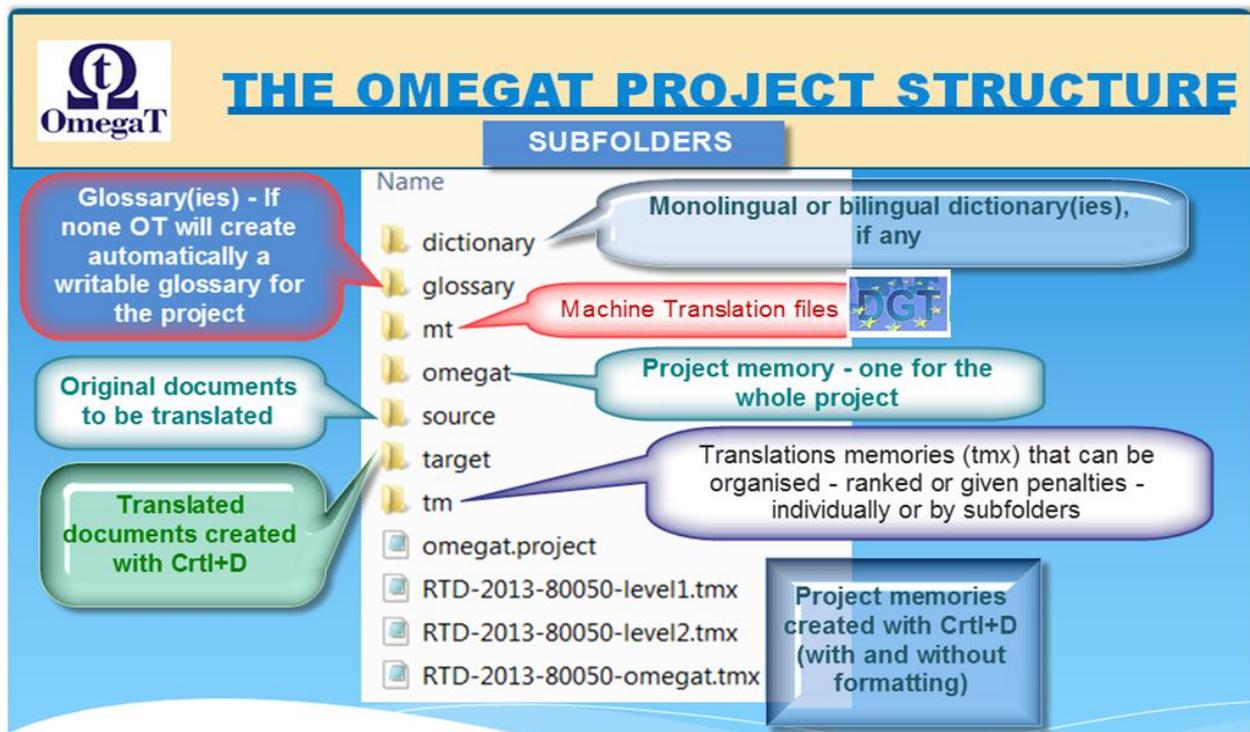
Screenshot 3 — OmegaT project structure

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

4. Start translating in OmegaT right away

Note: This is the basic information you need to translate a project. See also Section 5 for a list of main functions, shortcuts and icons.

1 – 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.

You can also change here the order in which OT displays the documents in your project.

2 – 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 *\omegat* subfolder.

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

3 – 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 an 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.

4 – 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, 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.*

You can also double click on the Fuzzy Match segment you want (which will turn to bold as the selected segment) and use the shortcuts *Ctrl+R* or *Ctrl+I.*

5 – Translate/correct your first segment and press *Enter* to validate it and to open the next segment for translation.

6 – 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.

7 – You can copy/paste, drag/drop between the **Fuzzy Matches**, **Search** and **Editor** panes and from applications outside OT.

8 – To use **DocFinder**, **Quest** or **Euramis**, just highlight the term/string/OJ reference you want to search and click on the icons or use the shortcuts (*Ctlr+Shift+D*, *Ctlr+Shift+Q* or *Ctlr+Shift+E*, respectively).

9 – 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. There are still other ways to do it.

10 – To search terms/strings in the project and/or the reference translation memories and/or glossaries, highlight them in the **Editor** pane, press *Ctrl+F* and press *Enter* to accept the defaults — or select the setting you want in the **Search** window. It will search for terms according to the settings. There are many options worth exploring.

11 – 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.

12 – 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).

If it is the first entry you create in that project — and you have no previous glossary in the **\glossary** 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* to open the glossary in Notepad++ for editing.

13 – The terms/strings with a blue linear and bold underline mean that there is an entry in one of the glossaries in the **\glossary** 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 it at the position of the cursor in your target segment by clicking on it. Terms displayed in bold belong to the project glossary.

14 – To use the **Auto-Completion** feature, press *Ctrl+space* and cycle through the options by doing **Ctrl+Page Down** 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.**

15 – 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 see 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!

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 in its native format. However, if you don't insert both, the only problem is that the particular word/string will not have formatting in its native application.

Concerning footnotes, if you don't 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 eventually change it correct it in the translated document in its native application.

16 – 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.**

17 – 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.

18 – 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 **\target** 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 15 above). If so, correct them and generate the document(s) again.

19 – If you want to view one or more of your translations, open the project folder (*Ctlr+Shift+F1* or select that option from the **Tools** menu), select the **\target** subfolder and click on the document you want and it will be displayed in its native application.

20 – 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 OmegaT project memory.

21 – Every time you repeat the **Create Translated Documents** command, OT will replace — in the **\target** 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.

If you have a translated document open in its native application, that document will not be updated. So, close the/all document(s) before generating translated documents.

22 – If you are working with projects 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.

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

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

5 — 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 on them and a text will appear).

1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20

MAIN OMEGAT FUNCTIONS (and respective icons and shortcuts when available)

Function	Icon	Shortcut	Information
New project	1		Usually created with the OT Wizard
Open project	2	Ctrl+O	Usually opened with the OT Wizard
Reload	3	F5	If you add or delete new documents, or add glossaries or dictionaries, to an OT project directly in OT without using the OT Wizard, you have to reload.
Close project	4	Ctrl+Shift+W	Closes the project, but not OmegaT.
Undo last action	5	Ctrl+Z	Only within the open segment
Redo last action	6	Ctrl+Y	Only within the open segment
Search project	7	Ctrl+F	To search terms/strings with many options
Search and Replace	8	Crtl+K	Search/replace all or one by one.
Go to previous segment	9	Ctrl+P	
Got to next segment	10	Ctrl+N	
Go to next untranslated segment	11	Ctrl+U	
Go to the next Untranslated segment		Ctrl+Shift+U	
Replace with match	12	Ctrl+R	Replaces the target segment with the match you select in the Fuzzy Matches pane.
Insert match	13	Ctrl+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	Ctrl+M	Copies to the target segment the MT output that is displayed in the MT pane and replaces what is there.
Insert Next Missing Tag		Ctrl+T	Inserts the first (or next) missing source tag in the target segment at the position of the cursor.
Insert source tags	15	Ctrl+Shift+T	Inserts all the missing source tags in the target segment at the position of the cursor.
Validate tags	16	Ctrl+Shift+V	Shows the list of segments that have missing, different or surplus tags in the target segment. Clicking on the segment number, OT jumps to that segment in the Editor for editing.
DocFinder	17	Ctrl+Shift+D	Highlight the reference to search and it opens DocFinder
Quest	18	Ctrl+Shift+Q	Highlight the term/string to search and it opens Quest
Euramis	19	Ctrl+Shift+E	Highlight the term/string to search and it opens Euramis
Quit	20	Ctrl+Shift+Q	To quit OmegaT
Open project Folder		Ctrl+Shift+F1	Within OmegaT, to open the project folder in Windows Explorer
Insert glossary entry		Crtl+Shift+G	To create a new glossary entry (OT automatically creates of a new project glossary if there is none)
Open writable glossary		Ctrl+Shift+F2	To open the glossary in Notepad++ to change or delete entries.
Spellchecker		Ctrl+Shift+F7	To detect spelling mistakes and learn/ignore words in the whole project
Quality check		Ctrl+Shift+F3	To carry out several levels of quality check
Auto-completion		Ctrl+space	Glossary Entries, Auto-Text Entries, Missing Tags and Character Table
Auto-completion-cycle		Crtl+Page Down	Cycle between Glossary Entries, Auto-Text Entries, Missing Tags and Character Table
Statistics		Tools Menu	Statistics within the project documents, Match Statistics and Match Statistics per File

6 — OmegaT Project Wizard in a nutshell

The OmegaT Project Wizard will help 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).

> *Note:* As OmegaT doesn't accept the Windows 2003 formats DGT is still using, copy the original ORC now available in **Tradesk** (docx).
>
> *If you have Excel or PowerPoint originals in the Windows 2003 format that you want to use in the project, do a* **Save as** *in the new format (xlsx, pptx) before creating the project.*

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. Create a new project

1 – Click on the 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 multidocument 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, Budget2013).

6 – Click on *Create*.

7 – 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) — and the respective memory files and MT output available in **Tradesk**.

The **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 ones you don't/no longer want in your project.

8 – Click on *Open* and it will open OmegaT and that particular project.

6.2. Memory sharing in real time — TeamBase

If you want to work in share mode with other translators working on the same project:

1 – After opening the project, click on **TeamBase** in the **OT Wizard**.

2 – Select a memory from the list displayed or create a new shared memory.

By default the name of the new memory displayed is the name of the active project, but you can change it.

3 – Click on *Connect to* in order to work in share mode with colleagues who are working on related documents.

4 – You can start working on your project.

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:

> ➢ 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.
> ➢ 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 in that particular project.

2 – In the OT Wizard, click on **Browse** and select the **\tm** 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 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) or create subfolders in the **\tm** 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 PC 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 - It is also here that you can delete translation memories that you don't/no longer need.

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

6.4. Update 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 had already translated are stored in the project memory and are automatically inserted (pre-translated) 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 multidocument 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 OT Wizard click on **Browse**, select the **\source** subfolder and delete the previous version of the original document(s) if it is no longer needed (usual situation).

6 – Click on **Update.**

7 – Click on **Open** when the update is finished and the OT Wizard will open OmegaT and that particular project.

6.5. Update 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** after creating the project, the procedure is basically the same as described in point 6.3.

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 **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 OT Wizard will open OmegaT and that particular project.

6.6 — Update 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 *\tm* 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).

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

6.7. Add glossaries

If you don't have a glossary you want to use in the project — when you first create a glossary entry — OT will automatically create a glossary for that project (the writeable glossary) which is stored in the *\glossary* 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*>

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 *\glossary* subfolder.

3 –   Copy/paste the glossary(ies) to that subfolder.

4 –   In OmegaT, do *Reload (F5).*

5 –   Resume your work.

6.8. 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 OT Wizard, you can manually update the backup any time you want.

6.9. OmegaT Guides:

Guides available in the OmegaT Wizard:

1 — In-house Guides:

- ➢ The present Quick Guide
- ➢ DGT-OmegaT-2014 and its Project Wizard — 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 — Guides for the public OmegaT version. 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