

# M O T A W O R D

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Translators' Handbook



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# Getting Started with MotaWord

*MotaWord is the world's leading collaborative cloud-based translation platform.*

But what does that mean?

Basically it means that there is a community of approved translators that are invited to collaboratively work on translation projects into their selected languages simultaneously. This allows them to contribute as little or as much as they want on each project without having to accept a deadline and to simply focus on providing the best work possible to the string assigned to them for translation without being hindered by editing requirements.

## **WHAT IS A CLOUD-BASED SYSTEM?**

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A cloud-based system is not very different from online web applications that you use every day. It is built for online use and works online directly on your browser. You don't need to download anything to work on MotaWord. No more hassle with source files, file formats, conversions, word counts.

Working with the cloud-based MotaWord, you will be able to work wherever and however you want. You can work on your desktop PC, laptop or even tablet.

To benefit best from MotaWord, we suggest using a modern browser such as IE10+, Google Chrome, Mozilla Firefox or Safari 7.



## **TRANSLATOR REGISTRATION PROCESS**

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All you need to do to get started in MotaWord is to register as a translator on our site by letting us know what your native language is, what your working language(s) is(are) and provide your name and e-mail address so we may get in touch with you.

We have Lead Translators in over 30 languages who are tasked with contacting registrants and getting to know them and their skills. For languages we do not have active Lead Translators for, we make every effort to respond to applicants within an acceptable time via a contract test linguist.

Once your application is received, our Lead Translators contact you to get to know you and activate your account. They also walk you through your first translation project on MotaWord through a sample translation. At this stage you may ask them all the questions you need.

## **TRANSLATOR COMPENSATION**

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We pay through paypal every 15 days on balances over \$25.  
Please enter your paypal e-mail in your Account Settings.

MotaWord is created as a stand alone platform that can handle all of the workflow management associated with the translation process.

As an approved translator in MotaWord, you do not have to wait for a Purchase Order to start working on projects, you do not have to worry about a word-count or sending an invoice once a project is completed. There are also no deadlines that you will be held accountable to except for the closing date of projects past which you can no longer contribute translations to them.

All you have to do is provide the best translation for the strings you are working on.

Each project has a per word rate associated to it that is communicated to all translators upon invitation. As you translate, MotaWord keeps a tab of the number of words contributed by you for the project.

You will not be compensated for translating an already translated string. It is important to make sure that you are not working on a string that has already been translated.



# Lead Translators

MotaWord relies on Lead Translators to make sure that only suitable professionals are active at all times as translators and proofreaders within the system. Only one Lead Translator is assigned for each language.

## **DUTIES**

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### 1. Qualify & Test New Translators

Whenever a new translator registers in MotaWord, the Lead Translator for that language pair gets a notification and reaches out to the translator to hold a brief conversation over the phone via e-mail or via online chat to initially qualify them. Until a Lead Translator activates it, the account of a new translator is "passive" meaning they cannot participate in projects.

If the translator passes the initial qualification, the Lead Translator walks them through a sample project in MotaWord to:

- (a) Show them how to use the system and talk about best practices and,
- (b) Test their translation capabilities real-time via a sample text in the system

### 2. Proofread Projects

Lead Translators proofread projects on MotaWord to determine consistent quality by translators and are charged with warning or deactivating the accounts of translators that fail to provide quality at expected levels. They are also able to upgrade the level of a MotaWord translator to proofreader based on their consistent high-quality contributions.

### 3. Consult MotaWord Developers

For all new functionality of MotaWord, the Lead Translators are informed and their feedback is sought. The Lead Translator will also be the main point of contact for all translator related questions that might arise during the development phase.



# Proofreaders

Each MotaWord project is proofread and approved before they are sent to clients. In fact, a project is not marked complete without approval from a proofreader who checks it for:

- Consistency
- Terminology
- Syntax
- Typos
- Grammatical mistakes and
- Markup language

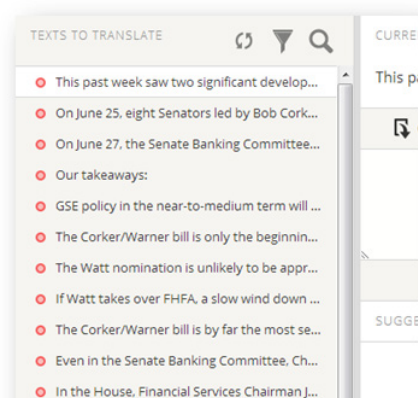
Proofreaders are also asked to vote on the translation contribution of each translator on a scale from 1 to 5 after each project.

MotaWord proofreaders are basically translators that are assigned by Lead Translators as being able to proofread projects on MotaWord. They are trusted to provide the final word on a translation. They get compensated an additional per word rate for their proofreading service and can join projects only as a Translator or a Proofreader. There is only one proofreader per project.



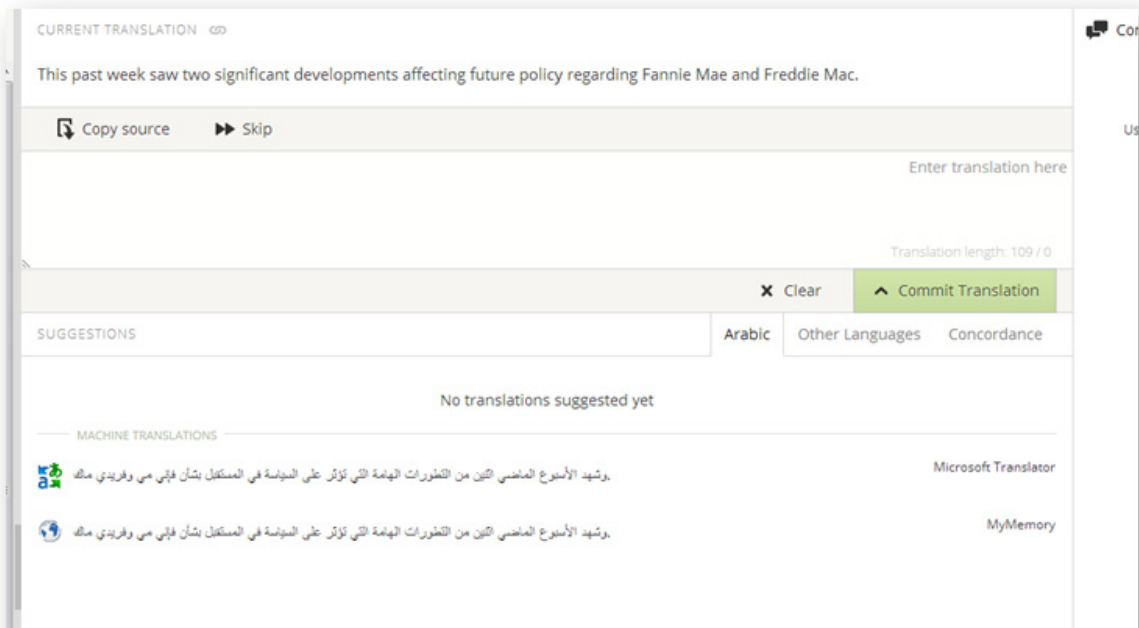
# Translating in MotaWord

The “Translators’ Workspace” is where all the translation work is done for a wide-variety of document formats. Having a centralized area for all our translators to work simultaneously is important for assuring consistency (through specialized tools such as concordance search, terms database, machine translation suggestions, comments from other translators or project managers, tools that count translation length in characters and compare them to the original, etc.)



Translators’ Workspace is quite intuitive with the content to be translated on the left side. The content is divided into sentences or strings and there is a color coding that makes it easier to see what needs to be translated (a red dot means string needs to be translated and a green dot means string is already translated).

In the middle section you have the “content to be translated” displayed on top, the area where you have to enter your translation right below that and any suggestions (from our global translation memory or from machine translation tools) for the translation below. When using translation memory suggestions we advise extreme caution as these usually tend to be error prone and we expect your best work in all projects offered.



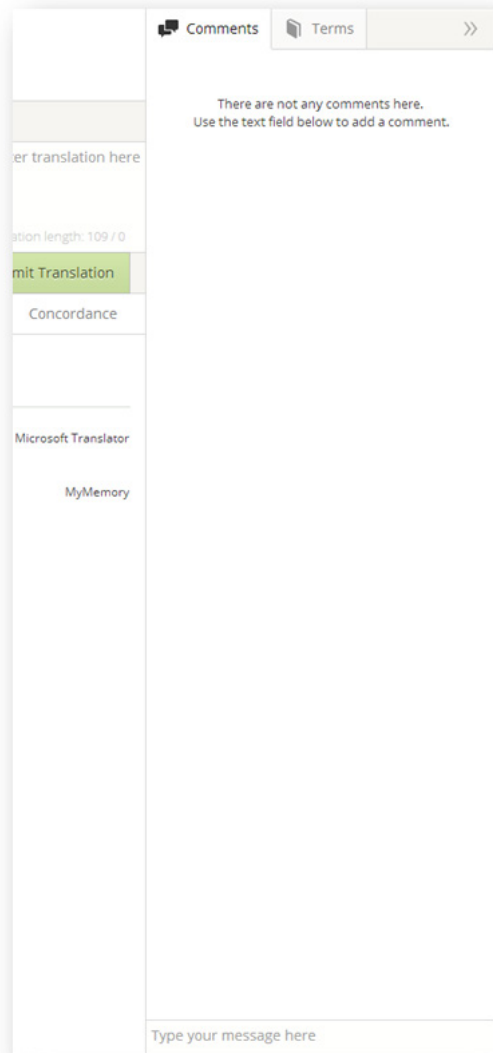


Once you enter the translation of a string in the translation area, you need to click the green “Commit Translation” button to have your translation validated. Once clicked, you will be automatically moved to the next untranslated source string. Please pay attention to the messages that appear when committing translations as they often tell you about possible problems with the translation you are suggesting.

The right side of the screen has the “Comments” and “Terms” sections. Any terms that are recognized by MotaWord will be displayed as underlined text. This simply means that there is a definition or preferred way of translation assigned to those words. Please make sure that you review the term before committing your translation.

When you translate words and sentences, try to make them match the original text in length as much as possible (in number of characters). In localization projects this helps to keep the original design (headlines, etc.)

During the course of a translation there may be some issues you may want to inform your colleagues or MotaWord team on. For that purpose you simply can add a comment on the section that you encounter the problem. This would allow us to get back to you with a response and you can move forward in the translation without being bugged down by a mistake in our source file.







## TAGS— WHAT ARE THEY AND HOW TO HANDLE THEM

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You will see translation strings like the following:

1. Answered `<span class="problem-count">1 problem</span>` in `{{translatedExerciseDisplayName}}`
2. (Last `%(num)s` problems)
3. `{{#step "Chaos walk"}}`
4. Is `<var>NUM_1_VALUE</var>` less than, greater than, or equal to `<var>NUM_2_VALUE</var>?`
5. `<g id="1">Program 1:</g><g id="2">The Teen Outreach Program™ (TOP)</g>`
6. `<a href="/home" id="homePageLink" title="Return to home">Home Page</a>`

These are a combination of normal English text with programmer tools that you should not translate.

1. `<span class="problem-count">` is html markup. Do not translate it—it’s already in computer-ese. (MotaWord will helpfully remind you not to translate it.) `{{translatedExerciseDisplayName}}` is a variable. It will get replaced with the name of an exercise when this string is actually used. Do not translate the tag’s itself, but translate the content between them. (MotaWord will helpfully remind you not to translate it.)
2. `%(num)s` (you may also see `%(num)d`) is also a variable. Do not translate it. (MotaWord will helpfully remind you not to translate it.) This one’s a bit more confusing because the s (or d) after the parenthesis is also part of the variable!
3. `{{#step "Chaos walk"}}` is, again, a variable. But this time you should translate the text in quotes (“Chaos walk” in this case). This is the only situation you should translate text inside a variable: when there are quotes in there too.
4. Text inside `<var>...</var>` is also a variable, and as always you should not translate it. However, this time, MotaWord does not helpfully remind you not to translate it. So we’re reminding you now. Don’t translate anything between `<var>` and `</var>`!
5. The `<g id="1">Program 1:</g>` is a markup code. It shows MotaWord what kind of attributes (bold, underlined, italic, etc.) the text between the code should have.
6. This is an example of tags having attributes. `<a>` is an HTML tag which creates links to other pages. In such examples, we translate attributes which are definitely human-lingual. In this case, we should translate the content of “title” attribute (“Return to home”) and the content between opening and closing tags (“Home Page”).

It is very important to keep the integrity of these tags.

In case you encounter a tag or coding structure that you can’t resolve on your own, please make a comment for that string and our Lead Translators will get back to you fast.



## TRANSLATORS' WORKSPACE SHORTCUTS

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MotaWord is a web application but you can still benefit from the use of “hot keys” or keyboard shortcuts that some of us cannot live without. Here are some of them that make working using a keyboard much more effective:

Alt + Enter	Skip current translation phrase
Ctrl + Enter	Suggest translation
Alt + C	Copy source phrase to translation textarea
Alt + Backspace	Clear translation text area
Alt + Down	Show/Hide translation context
Tab	Switch between translation text area and translation suggestions
Ctrl + F	Search in source strings
Ctrl + R	Find & Replace in suggestions (available only for proofreaders)

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Also when the suggestion area is in focus:

Up/Down Arrow	Select suggestion
Enter	Use selected suggestion

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As an example, if you would like to suggest your translation for some source phrase and the source phrase is selected, press Tab and use Up / Down Arrows to select the suitable translation. Then press Enter (Return) to select the suggestion as the translation. Now you can edit your translation or press Ctrl+Enter to submit the translation and proceed to the next phrase. Use Alt+Enter to skip source phrases.



## **SPELLCHECKING IN MOTAWORD**

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As MotaWord is a cloud-based application, the spell checker needs to be available in your browser. You may see the instructions below to enable the spell checking feature depending on which browser you are using:

- Firefox (<https://addons.mozilla.org/en-US/firefox/language-tools>)
- Google Chrome (<https://support.google.com/chrome/answer/95604?hl=en>)
- Apple Safari (<http://www.apple.com/safari/features.html>)



# Best Practices for Collaborative Translation

*The main difference in a collaborative environment of course is that you as a translator are not alone. You are empowered by the participation of hand-picked professionals that work in tandem with you.*

The quality of collaborative translation rests on the successful contribution of each member. It is not unlike working on a translation assignment alone, these factors are still very important;

- Understanding the context
- Being mindful of any subject related terminology and
- Sticking to the style of the source text

Here are a few points to pay attention to while working in a collaborative environment:

## **UNDERSTAND THE CONTEXT**

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The more you understand the context of the source file, the better your style will get and the more relevant your translated terms will sound. It is imperative to spend a couple of minutes to browse through the text to be translated before you begin your work.

## **BROWSE THROUGH ALREADY PROVIDED TRANSLATIONS TO MATCH THE STYLE**

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It is possible that a translator has already begun translating before you join a project. Please look through the translations provided to match the style and syntax before you begin contributing to the project.



## **MAKE SURE YOU ARE NOT TRANSLATING AN ALREADY TRANSLATED STRING**

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It is important for the Lead Translator and the proofreader to see who consistently provides good translations and who still needs help with getting used to the community. For that reason please do not translate over an already translated portion. You will also not get compensated for that.

## **COMMIT ONLY YOUR FINAL TRANSLATION**

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Unlike working on an MS Word document assigned to you, there is no going back to uncomplete or unedited sentences and working them over later. You are working in a community where many translators make use of your style and work to determine their contributions and the proofreaders are editing the final translation in real-time as it happens. Please commit your translation only after making sure that they are perfect and free of errors.

## **MACHINE TRANSLATION IS NOT ALLOWED**

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Although MotaWord is a cloud-based platform, we are after the best quality human translations and that is our promise to our clients. Machine Translations are strictly prohibited.

## **EVERYTHING IS IN REAL-TIME**

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One of the advantages of MotaWord is that everything you do here is real-time. Your colleagues can see your contribution instantly and clients can make little comments on the translations. Clients or other translators would actually never know who did the current string. This way, everybody involved in a project can contribute to the project and come up with the best result collaboratively.

To make use of real-time platform, watch out for these:

- Use comments on Translators' Workspace to collaboratively work with other translators and vote on their translations.
- When a client makes a comment on a string you translated, a popup will appear if you are in MotaWord platform. If you are offline, you will have an e-mail regarding the comment. Follow the comment if that makes sense.

## **IF YOU HAVE A COMMENT OR A QUESTION JUST ASK**

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This is probably the best part of being on a collaborative platform. There is always someone who listens. If you have a question regarding a translation or see that a colleague is making a mistake just speak up. You may do so by making a comment on the 'Translators' Workspace, sending an e-mail to MotaWord or to your Lead Translator directly.