

**OmegaT for**



**CAT**

**Beginners**

by Susan Welsh & Marc Prior

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# Introduction

## Intended readership

This document is intended for translators who are not experienced with Computer Assisted Translation (CAT) tools, and discusses only the basics. For further details, please consult the User's Manual.

## What is a CAT tool and why are they useful?

A CAT tool, as the term is generally used by translators, refers to a software program that creates a "translation memory" (TM) of a translated document, which can then be used to facilitate the translation of future documents that have significant similarity to the first. This aspect makes it especially useful for repetitive material. Also:

- A glossary function allows the user to enter source words and their translations into a file which can be accessed while translating.
- A search function scans previously translated material (either in the present document or in a translation memory), so that the user can see how a word or phrase was previously translated.
- A segmentation function displays one "segment" of source text at a time (usually a sentence), and the translation is done with the source text on the screen next to the target text. This is very useful for 1) making sure you don't skip text; 2) checking your work; and 3) putting both source and target text in a font and size that are comfortable for you.

CAT tools allow for greater consistency of translation, including when more than one translator is working on a job. Finally, CAT tools reproduce the formatting of the source document. CAT tools range in price from free (OmegaT) to \$2,500 or more. OmegaT is an excellent place to start, as the price is right, it is relatively easy to learn, and it runs on MAC and under Linux, as well as Windows.

Note that OmegaT does not support the Microsoft Office 97-2003 binary file format directly. The user who needs to handle MS Office files will find it helpful to convert them using Open Office free software; the files can then be saved in a Microsoft format, if desired, after the translation is finished.

See the following for more information on CAT tools, including on the many varieties available:

[http://en.wikipedia.org/wiki/Computer-assisted\\_translation](http://en.wikipedia.org/wiki/Computer-assisted_translation)

## 1. Downloading OpenOffice.org

It is not necessary to have OpenOffice.org in order to use OmegaT. However, OpenOffice.org facilitates the use of OmegaT (for example, as stated above, by making it easier to handle Microsoft Office files), and provides further functions useful to translators and unrelated to OmegaT, such as the function

for creation of PDF files.

It is therefore recommended that you download and install OpenOffice.org (if it is not already installed on your system).

OpenOffice.org can be downloaded here:

[www.openoffice.org](http://www.openoffice.org)

## 2. Downloading OmegaT

Download OmegaT (here, version 2.0.0).

[www.omegat.org](http://www.omegat.org)

The on-screen download instructions should be self-explanatory. For the purposes of this tutorial, we assume that you will be using a Windows operating system. If you are using another system, and run into problems, the OmegaT users group at Yahoo can help you (see Step 8).

## 3. Installing OmegaT

When/after downloading the zip file, place it in a suitable folder, e.g., for Windows, C:\Program Files.

Unpack (extract, unzip) the zip archive.

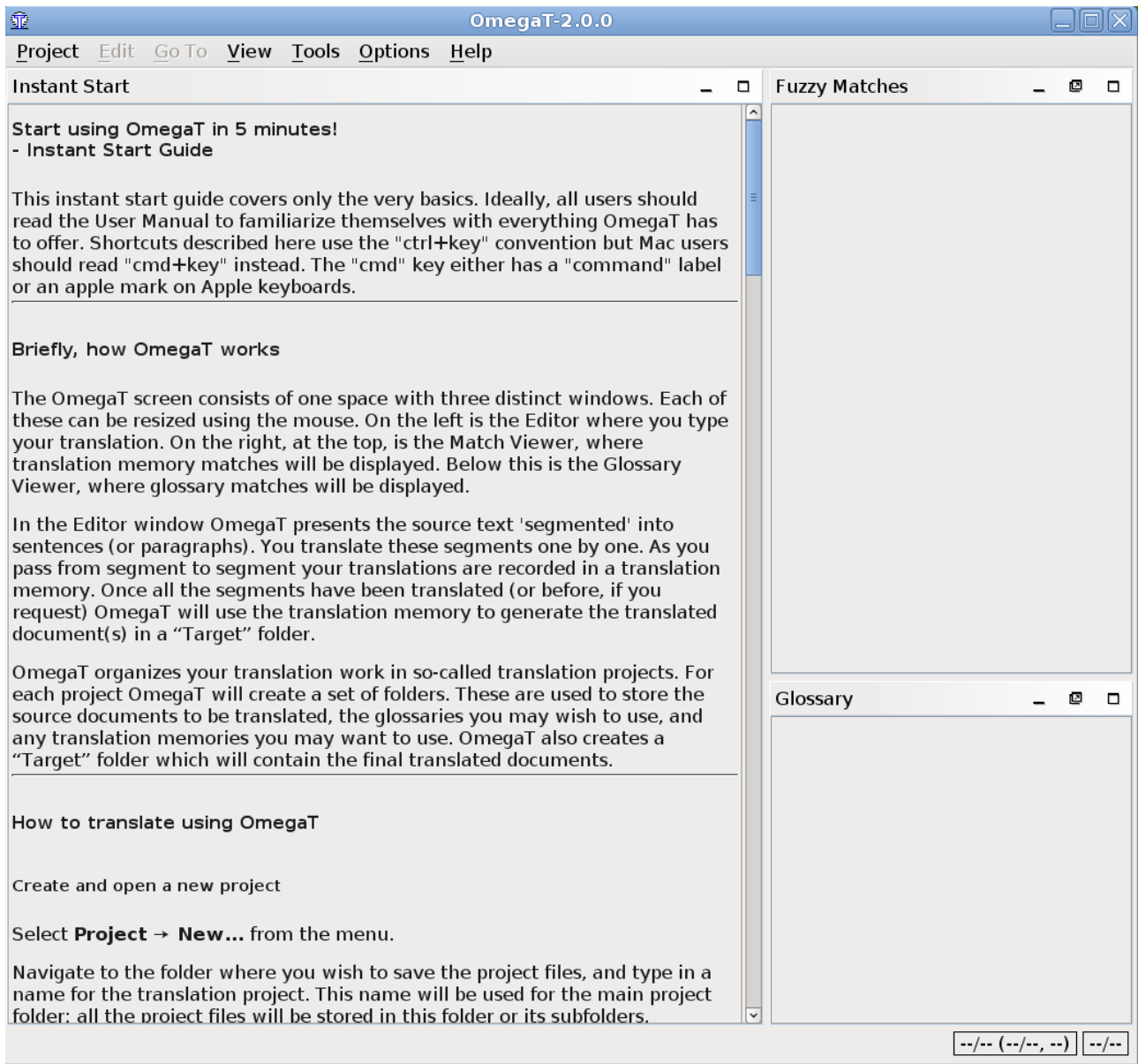
After downloading OmegaT (Windows version), launch the .exe file and follow the on-screen instructions, which should be self-explanatory.

## 4. The OmegaT user interface

After launching OmegaT, the main OmegaT window should appear with three panes: the Editing pane, the Fuzzy Matches pane, and the Glossary pane.

If you can't see all three panes, drag the borders between them across your screen until they are arranged approximately as shown below.

The Editing pane displays the "Instant Start" tutorial in English. A more comprehensive User's Manual can be called up with the "Help" menu item or F1.



If the Editing pane is empty, the language of your Windows installation is probably not English and OmegaT does not have an Instant Start tutorial in your language. In this case, call up the OmegaT documentation by selecting Help > User's Manual, or by pressing F1.

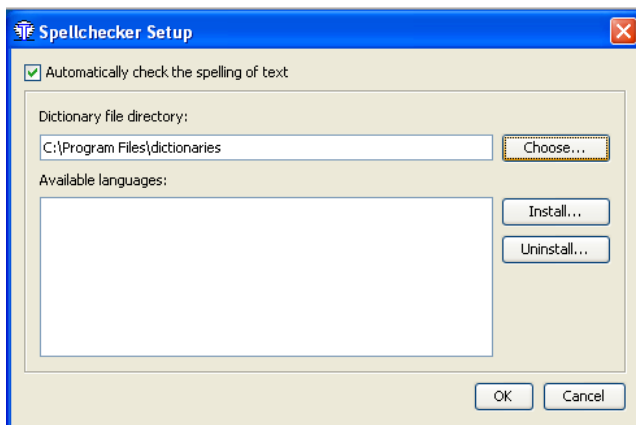
Be warned that the documentation may be a little out of date, owing to the pace at which OmegaT is being developed. For some languages, it is quite a bit out of date. Volunteers to translate the current documentation are welcome! Please contact the Yahoo user group.

## 5. Installing a spelling dictionary

You will need a place to store your dictionary or dictionaries. An example is to create a "dictionaries" folder in your Program Files (Start > My Computer > Local Disk (C:) > Program Files > right click > New Folder, name it "dictionaries.") Then from the OmegaT menu, click Options > Spell checking.

Click Choose and navigate to the “dictionaries” folder (screenshot, **a**, below).

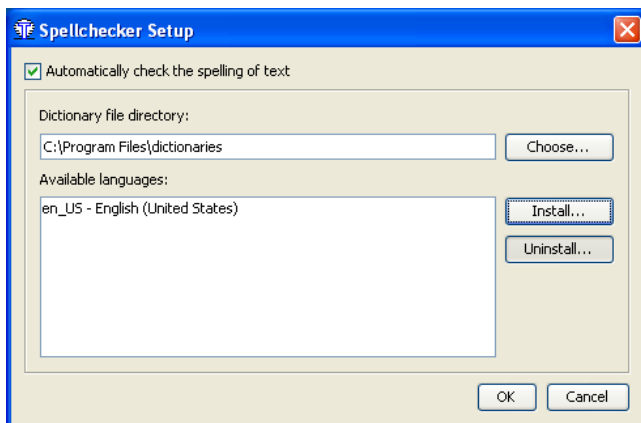
Click “Install” and you will be given a list of many possible dictionaries (**b**). Click on the one or ones you want and click Install again, then close the box. Selecting a dictionary and “Install” causes the relevant dictionary to be downloaded from the Internet to the folder which you specified in **a**). Of course, you must be connected to the Internet for this function to work. You will see that the dictionary or dictionaries appear listed in the “spellchecker setup” dialog window **c**). Make sure the language variant of your dictionary matches the language variant of your target language, or the spellchecker will not work properly (e.g., British English or American English).



**a)**



**b)**



**c)**

## 6. Creating a project

Most CAT tools use the term "project" to refer to a collection of folders and files associated with a translation. A "project" is usually synonymous with a translation job.

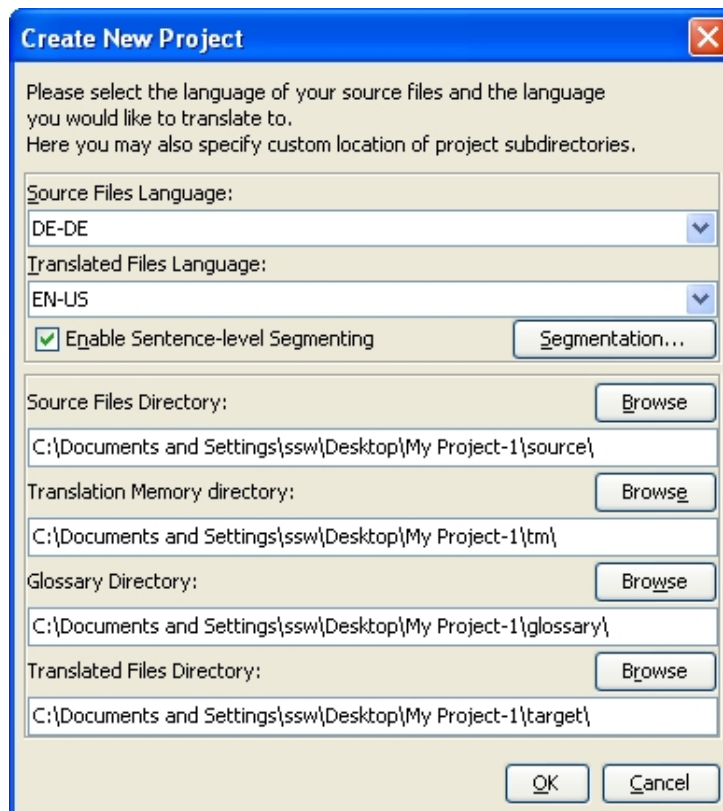
To create a project in OmegaT, select Project, then click New. The "Create a New Project" dialog appears (not shown here).

Navigate to a suitable folder in which to create the project, e.g., the main folder you use for your translations, or you can place it on the Desktop for temporary ease of access, and later move it to My Documents or a similar location for storage.

Enter a suitable name for your project, such as the client's name and purchase order number, and click Save. For purposes of this tutorial, let's call it **My Project-1**.

The "Create New Project" dialog appears.

Select the desired source and target languages by clicking on the arrows to the right of these fields.



Click on "Segmentation" to call up the Segmentation Setup dialog. OmegaT is supplied with a number of very basic segmentation patterns. Pick the one for the language of your source text (e.g., Italian, "IT.\*"), and use "Move Up" to move it to the top of the list. If the language of your source text isn't listed, pick a language that is, double-click on the Language Name field, and change it to the abbreviation for your language. Do the same with the Language

Pattern field. If you use OmegaT for any length of time in the future, you will want to customize the segmentation rules. It is not worth getting bogged down with fine-tuning the segmentation rules at this stage; the basic rules as supplied should work adequately for demonstration purposes, even for a different (source) language, provided its sentence punctuation rules are broadly similar (i.e., don't use the Japanese segmentation rules if you are translating from Italian).

Confirm the segmentation rules and then creation of the project with OK. *Do not change any other settings, for the purposes of this tutorial. Do not click on "Browse" or otherwise change the default locations of the project folders (directories).* You have now created an empty project.

The Project Files window is displayed, which is empty since your project does not yet contain any files. (Do not use the "Import Source Files" function during this exercise; you can experiment with it later, on your own.) You can close this window.

Find your project in your file manager: it is a folder with the name of the project, containing the sub-folders */source*, */target*, */omegat*, */tm*, and */glossary*. They are all empty. You will put your document to be translated into the */source* folder; the */target* folder will be filled with translated text as you translate the job; the */omegat* folder need not concern you now; the */tm* and */glossary* files will remain empty unless and until you create a *.tmx* file and a glossary and put them into those respective folders.

## 7. Translating

We provide here two projects for self-training.

The first, to get you started, uses a simple MS Word file in the source language. This does not demonstrate OmegaT's full capabilities, but is intended to help the "newbie" grasp the most essential procedures. The second project uses an HTML file or set of files, downloaded from the Internet, and demonstrates OmegaT's capability to deal with graphics, complex layout, and complex file structure. There you will learn how translation memories, glossaries, and the search function work. These capabilities can be used regardless of the file type (*.odt*, *.txt*, *.html*, etc.). See **7.B.1-7.B.4**, below. We ignore these in Project 1 only for training purposes. ***Please proceed to Project 2 after completing Project 1!***

*Important:* the purpose of this introduction to OmegaT is to acquaint you with the basic concepts of translation memory software. References to OmegaT's more advanced or obscure functions have deliberately been omitted or kept to a minimum, since a description of them would almost certainly lead to you, as a new user, being unable to see the forest for the trees. Consult the User's Manual for further information.

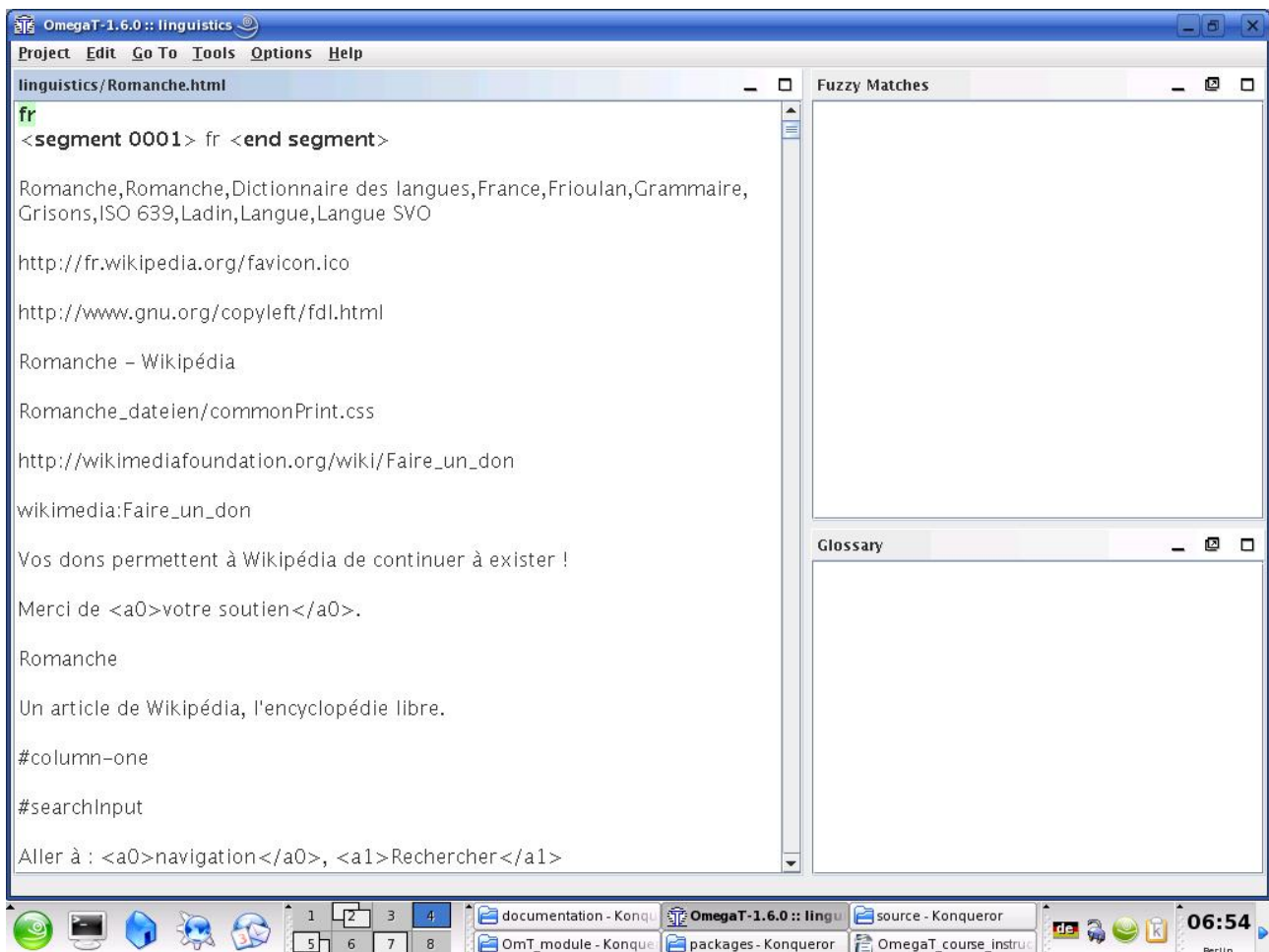
## 7.A. Project 1: A simple MS Word file

Launch Open Office Writer and create a new text document. Then use File > Open to open any short MS Word document in the source language. It should include at least some formatting, such as title, subheads, font changes.

File > Save As, name the file, and close it in .odt format.

Click and drag the newly created .odt file to the /source folder of your **My Project-1** folder, which you created in Step 6.

Launch OmegaT and click Project > Open. Navigate to **My Project-1** (it will have the OmegaT icon beside it). Double-click on the file. The Project Files dialog will display your source document. Close the dialog box. Your translation file is now displayed in the Editing pane, and you can begin translating.



The basic idea is that the text is presented to you one segment at a time. A segment normally corresponds to one sentence. You type your translation into the field provided, confirm by hitting Enter, and so on. OmegaT is an "inline" translation memory application, meaning that you see only one copy of the text; segments which have already been translated appear as such, otherwise the untranslated source text is displayed. Only in the case of the "active" segment, which is highlighted, are both source text and translation displayed.

By default, the source text is pasted into the target text segment for you. This is convenient with heavily tagged (formatted) text, since it is easier to retain the tags undamaged by simply replacing the text between them. With less heavily tagged text, you can delete the content of the target text field and simply type in the translation, or you can instruct OmegaT to leave it blank by default (refer to the User's Manual for details).

### 7.A.1. Handling tags

Handling tags takes some practice. The general principle is that you translate the text between tags and leave the tags untouched. For example, this text in English:

Look at **that**!

might appear like this in OmegaT:

Look at <a0>that</a0>!

and be translated like this in OmegaT into German:

Schau dir <a0>das</a0> an!

which then appears like this in the final text:

Schau dir **das** an!

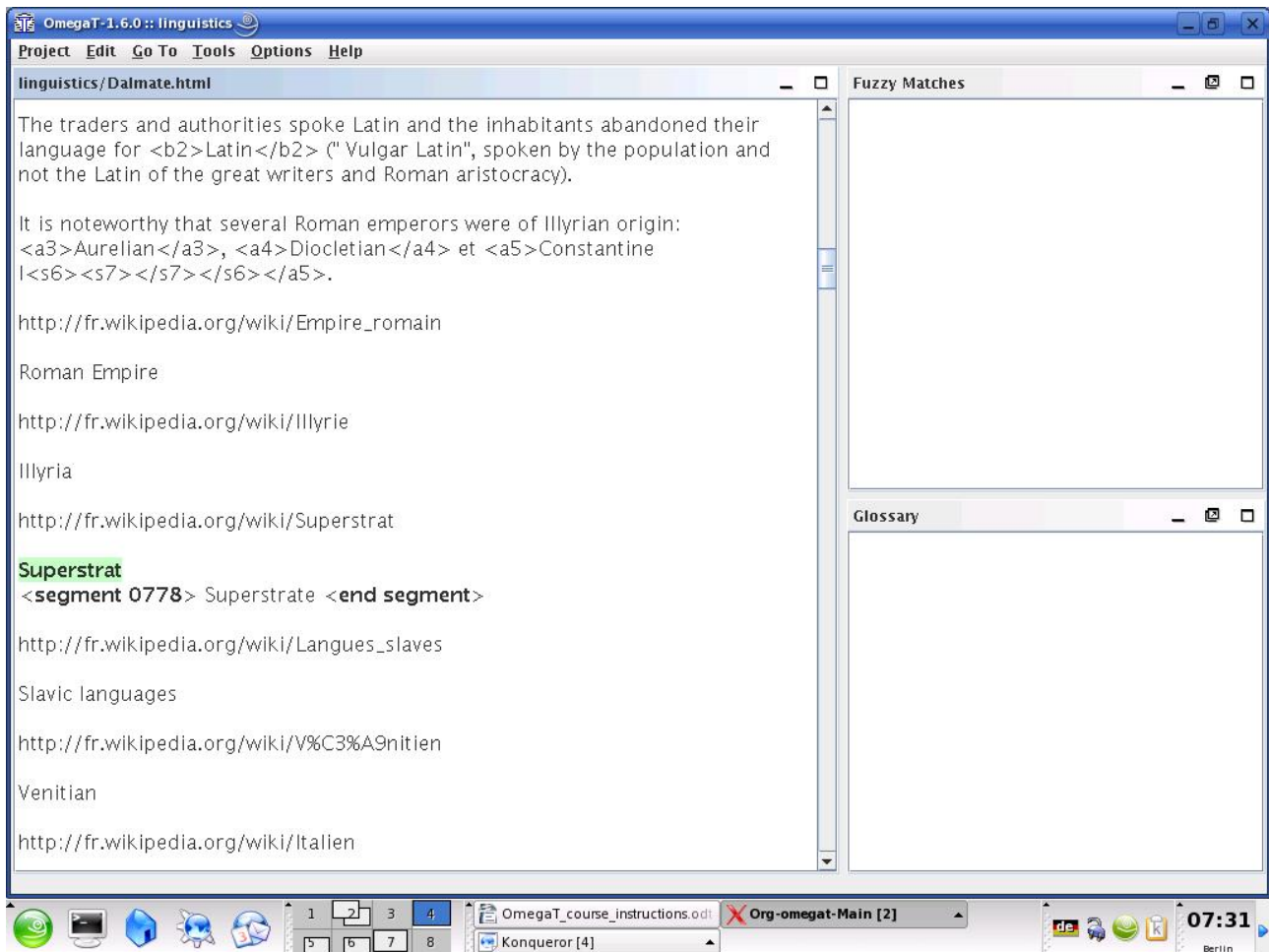
In this case, <a0> and </a0> are the opening and closing tags for bold text respectively. "<a0>" and "</a0>" do not necessarily indicate the beginning and end of bold text, however; if the word "that" were in italics in the source text rather than bold, the tags would be the same. Only by looking at the source text can you ascertain the actual function of the tags in a particular case.

Until you are familiar with tag handling, it is best to retain all the tags and to keep them in the same order if at all possible. OmegaT does allow you to delete tags and to change their order, but only if certain rules are carefully followed. Otherwise, you may risk corrupting your final document and preventing it from being opened. For details of the tag handling rules, refer to the User's Manual.

### 7.A.2. Checking your translation

Eventually, you will reach the end of the file you are translating. If your project contains more than one file for translation, confirming the last segment in the first file will take you to the topmost segment in the second file.

An advantage probably common to all translation memory applications is that they simplify checking: once you have completed the first draft of your translation, you can "walk" through it with the source and target versions of each sentence displayed next to each other. In the case of OmegaT, the source is displayed above the target text of the active segment, facilitating comparison:



### 7.A.3. Validating tags, creating target documents

After checking your translation, check that you have not damaged any tags during the translation process: Tools > Validate Tags. *Note: Damaged or missing tags in XML file formats, such as OpenOffice.org, are likely to result in the output file failing to open at all.*

Create the target documents by selecting Project > Create Translated Documents. The translated documents are automatically generated in their original format in the */target* folder. If your project consists of multiple source files, possibly in multiple sub-folders and with accompanying graphics files, etc., as is the case with the examples in our second, HTML, project, the entire structure of the files in */source* is reproduced in */target*.

### 7.A.4. Final proofreading, correction, and delivery

If you prefer to proofread your translation on paper, print out the target document. *Don't, however, make corrections in the Open Office Writer or MS Word file:* find the relevant segments in OmegaT (using the text search function, to be discussed below, Step 7.B.4) and make them there.

After revising the text and making any corrections, create the translated documents again and close the project.

You are now ready to deliver the job. If the client requires MS Office format, simply save the target file in OpenOffice.org in the relevant MS format (.doc, etc.)

## **7.B. Project 2: An HTML document**

### **7.B.1. Downloading the supplementary materials**

Launch OmegaT and create a new project. Let's call it **My Project-2**. Set it up just as you did with **My Project-1**. The procedures described in Project 1, Steps **7.A.1-7.A.4**, all apply here too, for HTML files.

All files selected for translation in this tutorial are from Wikipedia; some projects comprise more than one file, to familiarize you with OmegaT's usefulness for such structured documents.

The table provides a summary of web pages available, for which our tutorial's "legacy" files have been constructed:

<b>Language combination</b>	<b>Subject</b>	<b>Source</b>
English to Czech	biocoenosis	<a href="http://en.wikipedia.org/wiki/Biocoenosis">en.wikipedia.org/wiki/Biocoenosis</a> <a href="http://en.wikipedia.org/wiki/Phytosociology">en.wikipedia.org/wiki/Phytosociology</a>
English to Dutch	stocks	<a href="http://en.wikipedia.org/wiki/Share_%28finance%29">en.wikipedia.org/wiki/Share_%28finance%29</a> <a href="http://en.wikipedia.org/wiki/Shareholder">en.wikipedia.org/wiki/Shareholder</a>
English to Dutch	russian-miscellaneous	<a href="http://en.wikipedia.org/wiki/Russian">en.wikipedia.org/wiki/Russian</a> <a href="http://en.wikipedia.org/wiki/Russian_American">en.wikipedia.org/wiki/Russian_American</a> <a href="http://en.wikipedia.org/wiki/Russian_Canadian">en.wikipedia.org/wiki/Russian_Canadian</a> <a href="http://en.wikipedia.org/wiki/Rusky_Island">en.wikipedia.org/wiki/Rusky_Island</a>
English to German	hilton	<a href="http://en.wikipedia.org/wiki/Hilton_Hotels">en.wikipedia.org/wiki/Hilton_Hotels</a> <a href="http://en.wikipedia.org/wiki/Great_Western_Hotel,_London">en.wikipedia.org/wiki/Great_Western_Hotel,_London</a> <a href="http://en.wikipedia.org/wiki/Waldorf_Hilton">en.wikipedia.org/wiki/Waldorf_Hilton</a> <a href="http://en.wikipedia.org/wiki/The_London_Hilton_on_Park_Lane">en.wikipedia.org/wiki/The_London_Hilton_on_Park_Lane</a>
English to German	construction	<a href="http://en.wikipedia.org/wiki/Wall">en.wikipedia.org/wiki/Wall</a> <a href="http://en.wikipedia.org/wiki/Panelling">en.wikipedia.org/wiki/Panelling</a>
English to Italian	russian-miscellaneous	<a href="http://en.wikipedia.org/wiki/Russian">en.wikipedia.org/wiki/Russian</a> <a href="http://en.wikipedia.org/wiki/Russian_American">en.wikipedia.org/wiki/Russian_American</a> <a href="http://en.wikipedia.org/wiki/Russian_Canadian">en.wikipedia.org/wiki/Russian_Canadian</a> <a href="http://en.wikipedia.org/wiki/Rusky_Island">en.wikipedia.org/wiki/Rusky_Island</a>
English to Italian	yoga	<a href="http://en.wikipedia.org/wiki/Karma_yoga">en.wikipedia.org/wiki/Karma_yoga</a> <a href="http://en.wikipedia.org/wiki/Jnana_yoga">en.wikipedia.org/wiki/Jnana_yoga</a>
English to Italian	civil-engineering	<a href="http://en.wikipedia.org/wiki/Blind_Jack">en.wikipedia.org/wiki/Blind_Jack</a>
English to Polish	construction	<a href="http://en.wikipedia.org/wiki/Wall">en.wikipedia.org/wiki/Wall</a> <a href="http://en.wikipedia.org/wiki/Panelling">en.wikipedia.org/wiki/Panelling</a>
English to Polish	poland	<a href="http://en.wikipedia.org/wiki/Lubusz_Voivodship">en.wikipedia.org/wiki/Lubusz_Voivodship</a>

		<a href="http://en.wikipedia.org/wiki/Podlasie_Voivodship">en.wikipedia.org/wiki/Podlasie_Voivodship</a>
English to Polish	medicine	<a href="http://en.wikipedia.org/wiki/Hippocrates">en.wikipedia.org/wiki/Hippocrates</a>
English to Polish	swimming	<a href="http://en.wikipedia.org/wiki/Individual_medley">en.wikipedia.org/wiki/Individual_medley</a> <a href="http://en.wikipedia.org/wiki/World_records_in_swimming">en.wikipedia.org/wiki/World_records_in_swimming</a>
English to Portuguese	russian-miscellaneous	<a href="http://en.wikipedia.org/wiki/Russian">en.wikipedia.org/wiki/Russian</a> <a href="http://en.wikipedia.org/wiki/Russian_American">en.wikipedia.org/wiki/Russian_American</a> <a href="http://en.wikipedia.org/wiki/Russian_Canadian">en.wikipedia.org/wiki/Russian_Canadian</a> <a href="http://en.wikipedia.org/wiki/Rusky_Island">en.wikipedia.org/wiki/Rusky_Island</a>
English to Russian	biocoenosis	<a href="http://en.wikipedia.org/wiki/Biocoenosis">en.wikipedia.org/wiki/Biocoenosis</a> <a href="http://en.wikipedia.org/wiki/Phytosociology">en.wikipedia.org/wiki/Phytosociology</a>
English to Spanish	dorset	<a href="http://en.wikipedia.org/wiki/Jurassic_Coast">en.wikipedia.org/wiki/Jurassic_Coast</a> <a href="http://en.wikipedia.org/wiki/Old_Harry_Rocks">en.wikipedia.org/wiki/Old_Harry_Rocks</a> <a href="http://en.wikipedia.org/wiki/Durdle_Door">en.wikipedia.org/wiki/Durdle_Door</a>
English to Spanish	appliances	<a href="http://en.wikipedia.org/wiki/Small_appliance">en.wikipedia.org/wiki/Small_appliance</a> <a href="http://en.wikipedia.org/wiki/Kitchen_appliance">en.wikipedia.org/wiki/Kitchen_appliance</a> <a href="http://en.wikipedia.org/wiki/Major_appliance">en.wikipedia.org/wiki/Major_appliance</a>
English to Spanish	cereal	<a href="http://en.wikipedia.org/wiki/Rye">en.wikipedia.org/wiki/Rye</a> <a href="http://en.wikipedia.org/wiki/Sorghum">en.wikipedia.org/wiki/Sorghum</a>
English to Spanish	skye	<a href="http://en.wikipedia.org/wiki/Skye">en.wikipedia.org/wiki/Skye</a>
English to Spanish	hilton	<a href="http://en.wikipedia.org/wiki/Hilton_Hotels">en.wikipedia.org/wiki/Hilton_Hotels</a> <a href="http://en.wikipedia.org/wiki/Great_Western_Hotel,_London">en.wikipedia.org/wiki/Great_Western_Hotel,_London</a> <a href="http://en.wikipedia.org/wiki/Waldorf_Hilton">en.wikipedia.org/wiki/Waldorf_Hilton</a> <a href="http://en.wikipedia.org/wiki/The_London_Hilton_on_Park_Lane">en.wikipedia.org/wiki/The_London_Hilton_on_Park_Lane</a>
French to English	seine-et-marne	<a href="http://fr.wikipedia.org/wiki/D%C3%A9mographie_de_Seine-et-Marne">fr.wikipedia.org/wiki/D%C3%A9mographie_de_Seine-et-Marne</a> <a href="http://fr.wikipedia.org/wiki/Seine-et-Marne">fr.wikipedia.org/wiki/Seine-et-Marne</a>
French to English	esoteric	<a href="http://fr.wikipedia.org/wiki/Augure">fr.wikipedia.org/wiki/Augure</a> <a href="http://fr.wikipedia.org/wiki/Divination">fr.wikipedia.org/wiki/Divination</a> <a href="http://fr.wikipedia.org/wiki/Effet_Barnum">fr.wikipedia.org/wiki/Effet_Barnum</a>
French to English	dancing	<a href="http://fr.wikipedia.org/wiki/Danse">fr.wikipedia.org/wiki/Danse</a>
French to English	cardiology	<a href="http://fr.wikipedia.org/wiki/Cardiologie">fr.wikipedia.org/wiki/Cardiologie</a> <a href="http://fr.wikipedia.org/wiki/Tilt-test">fr.wikipedia.org/wiki/Tilt-test</a>
French to English	linguistics	<a href="http://fr.wikipedia.org/wiki/Romanche">fr.wikipedia.org/wiki/Romanche</a> <a href="http://fr.wikipedia.org/wiki/Dalmate">fr.wikipedia.org/wiki/Dalmate</a>
French to English	ornithology	<a href="http://fr.wikipedia.org/wiki/Moineau">fr.wikipedia.org/wiki/Moineau</a> <a href="http://fr.wikipedia.org/wiki/Moineau_domestique">fr.wikipedia.org/wiki/Moineau_domestique</a>
French to English	wine	<a href="http://fr.wikipedia.org/wiki/Vin_blanc">fr.wikipedia.org/wiki/Vin_blanc</a> <a href="http://fr.wikipedia.org/wiki/Vin_rouge">fr.wikipedia.org/wiki/Vin_rouge</a>
French to English	rugby	<a href="http://fr.wikipedia.org/wiki/Rugby">fr.wikipedia.org/wiki/Rugby</a> <a href="http://fr.wikipedia.org/wiki/William_Webb_Ellis">fr.wikipedia.org/wiki/William_Webb_Ellis</a>
German to English	canterbury	<a href="http://de.wikipedia.org/wiki/Canterbury">de.wikipedia.org/wiki/Canterbury</a> <a href="http://de.wikipedia.org/wiki/Canterbury_(Begriffserkl%C3%A4rung)">de.wikipedia.org/wiki/Canterbury_(Begriffserkl%C3%A4rung)</a>
German to English	domestication	<a href="http://de.wikipedia.org/wiki/Domestizierung">de.wikipedia.org/wiki/Domestizierung</a>
German to English	equestrianism	<a href="http://de.wikipedia.org/wiki/Dressurreiten">de.wikipedia.org/wiki/Dressurreiten</a>

		de.wikipedia.org/wiki/Hohe_Schule_(Reitsport)
German to English	railways	de.wikipedia.org/wiki/Neigetechnik
German to English	music	de.wikipedia.org/wiki/Oberton
German to English	psychiatry	de.wikipedia.org/wiki/Psychiatrie
German to English	humour	de.wikipedia.org/wiki/Fawlty_Towers
German to English	teaching	de.wikipedia.org/wiki/Lehrer
Italian to English	librarianship	it.wikipedia.org/wiki/Biblioteca
Italian to English	politics	it.wikipedia.org/wiki/Gianni_De_Michelis it.wikipedia.org/wiki/Mariano_Rumor
Portuguese to English	chagas	pt.wikipedia.org/wiki/Doen%C3%A7a_de_Chagas
Russian to English	law	ru.wikipedia.org/wiki/%D0%9F%D1%80%D0%B0%D0%B2%D0%BE
Spanish to English	montevideo	es.wikipedia.org/wiki/Montevideo es.wikipedia.org/wiki/Bruno_Mauricio_de_Zabala
Spanish to English	unicef	es.wikipedia.org/wiki/Fondo_de_Naciones_Unidas_para_la_Infancia es.wikipedia.org/wiki/Niño es.wikipedia.org/wiki/Derechos_del_niño
Spanish to English	climbing	es.wikipedia.org/wiki/Escalada_en_hielo

Once you have decided on a subject, download the files from the Internet, navigating so that they go directly into the */source* folder of **My Project-2**. Make sure you download the entire web page, including graphics. (Various browsers have slightly different methods for doing this. For Internet Explorer 7.x, for example, File > Save As> Webpage, Complete; for Firefox 3.x, File > Save As > Web Page, Complete; for Firefox 2.x, File > Save Page As.)

Your */source* folder will now contain one or more HTML file(s), together with associated files such as graphics files. The structure of folders and subfolders must be retained. You should be able to open the HTML files in your browser and view them approximately as they appear on the Internet.

Next, download the “legacy package” which we have created for use in this tutorial, which is at:

[www.omegat.org/training/materials/legacy.zip](http://www.omegat.org/training/materials/legacy.zip)

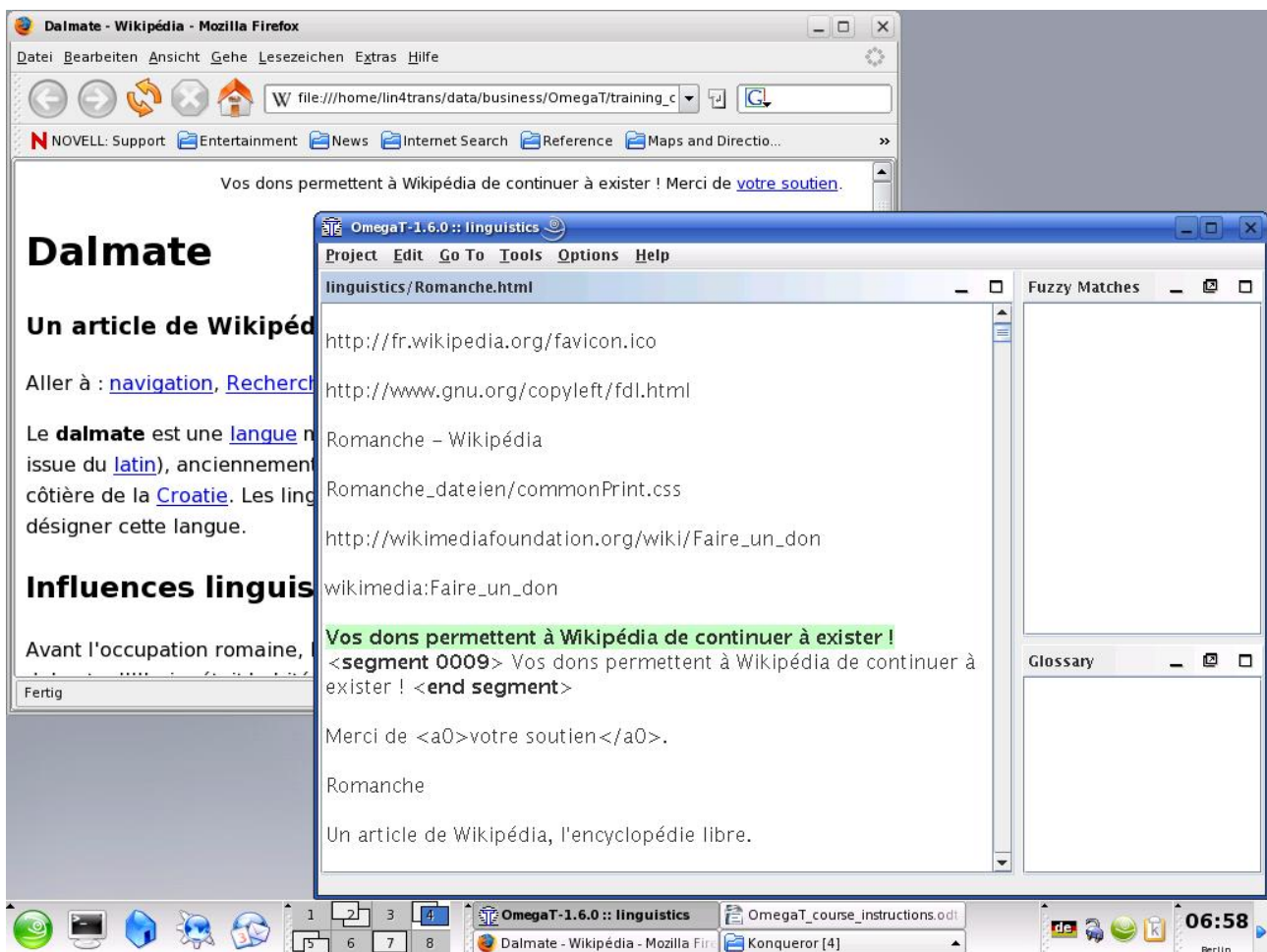
Unpack the legacy.zip archive to any suitable temporary location (such as My Documents or the Desktop). It contains a number of translation memory files (with the extension .tmx) and OmegaT glossary files (with the extension .utf8). Identify the .tmx file and the .utf8 file for your language combination. Copy the .tmx file to the */tm* folder and the .utf8 file to the */glossary* folder of your OmegaT project.

***Some more points to note about the HTML files for translation:***

- If you view these files in your browser on your PC, they will differ slightly in appearance from the pages on the Internet. This has nothing to do with OmegaT or your browser, but is due to the fact that Wikipedia does not allow all the template information for its pages to be

downloaded.

- Wikipedia is subject to continual change. The pages listed here have been selected as suitable examples (and the “legacy” files have been created to correspond to them), but changes to them may make them less suitable, and they may even disappear or move elsewhere.
- When you are translating from HTML, you will see a lot of codes that do not need to be translated, particularly at the beginning of each file. In many cases, whole segments ("sentences"), such as web links, can be left as they are. Simply click through these by pressing Enter to confirm that the target is to remain the same.
- HTML is generally very tolerant of corrupted or missing tags; the result is likely to be a file which will open, but with unexpected or undesired formatting results. Review Step 7.A.1 on handling tags.



- With heavily tagged HTML text, you may find it convenient to keep the source text open at the same time and to toggle between the two (Alt+tab) in order to be able to see more quickly what text actually has to be translated. As a general rule for the purpose of this tutorial, assume that if something is visible in your browser, it should be translated.

The windows in the above screenshot have been reduced in size in order to show the idea of keeping OmegaT and the source text (in your browser) open at the same time; normally, you will probably want the OmegaT window to be maximized.

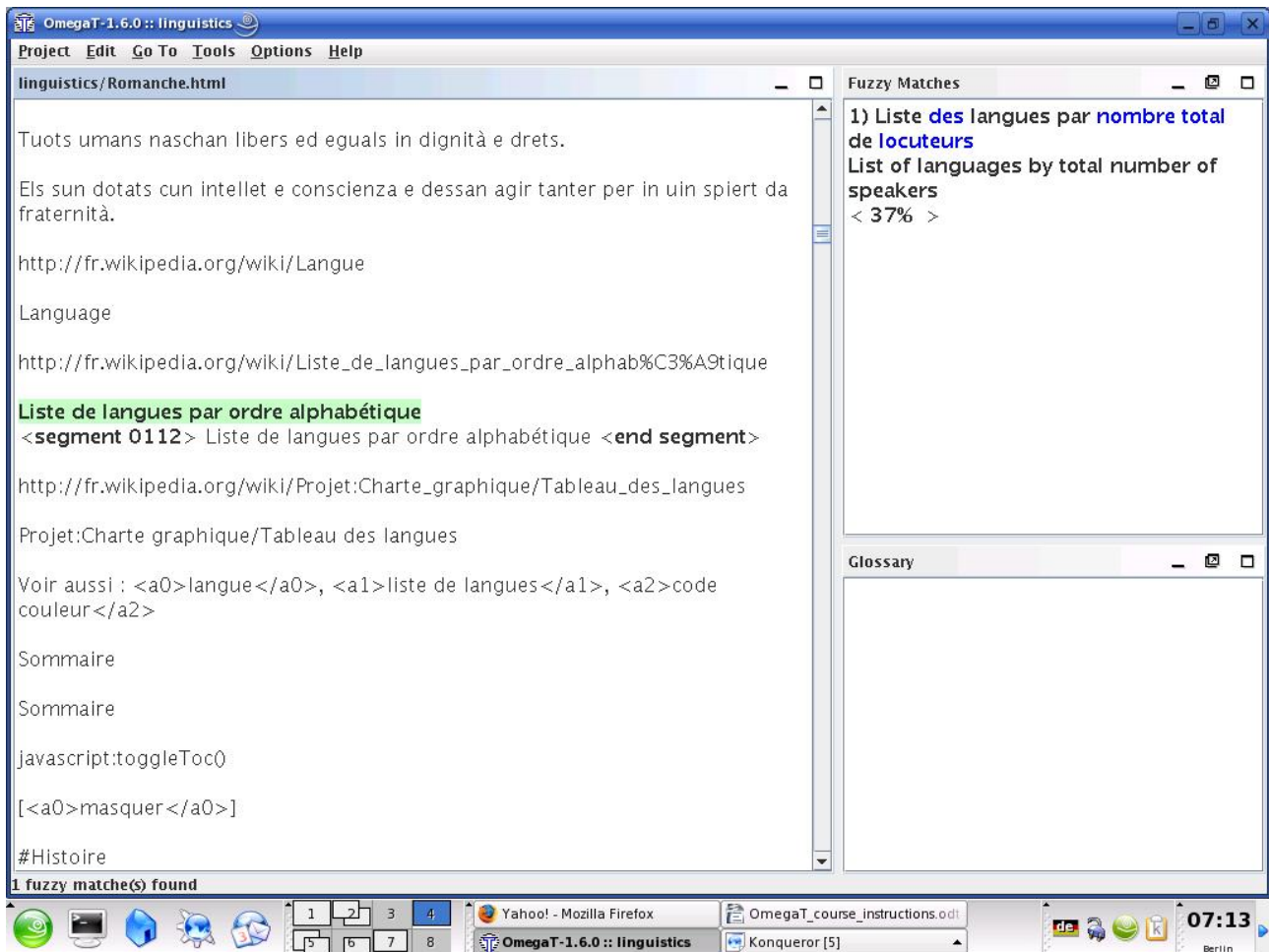
- When you are finished and ready to proofread your work, you can open the translated files in */target* in your browser and read through them, and/or print them out for checking. If you prefer to read through the finished text on the screen, i.e., in your browser, toggle between the browser and OmegaT. When you find errors in the text in the browser window, make the corresponding changes within OmegaT.

## **7.B.2. Translation memory (fuzzy match function)**

Eventually, you will encounter fuzzy matches. Normally, it may be some time before you encounter useful fuzzy matches, but the "legacy" translation memory file has been provided for you in this tutorial to ensure that you will find at least some.

"Fuzzy matches" are segments with some degree of similarity to the segment you are translating. They may be within the current project (either in the text you are currently translating or, where a project comprises more than one source text, in another text within the same project), or they may be in the legacy .tmx file(s) which you placed in the */tm* folder. Since the legacy .tmx files in the */tm* folder are the product of previous translation jobs, you will not normally have any useful legacy .tmx files to call upon until you have completed a few jobs in OmegaT, and placed them into the */tm* folder of your new job.

Here, the current segment shows a fuzzy match with a segment elsewhere in the project that has already been translated:



If after looking at the fuzzy match you decide that it is useful, you can paste it into the active segment at any point (Ctrl+I), or replace (overwrite) the active segment with it completely (Ctrl+R) and then modify it, or copy and paste parts of it into the active segment (use the mouse to mark it, then Ctrl+C and Ctrl+V to copy and paste).

The legacy material provided for the purpose of this tutorial is intended to demonstrate the functions of OmegaT. Under no circumstances should the translations in the translation memory be assumed to be reliable.

With heavily tagged text, you are likely to find that OmegaT yields numerous spurious fuzzy matches in which only the tags are identical, and which are not therefore useful.

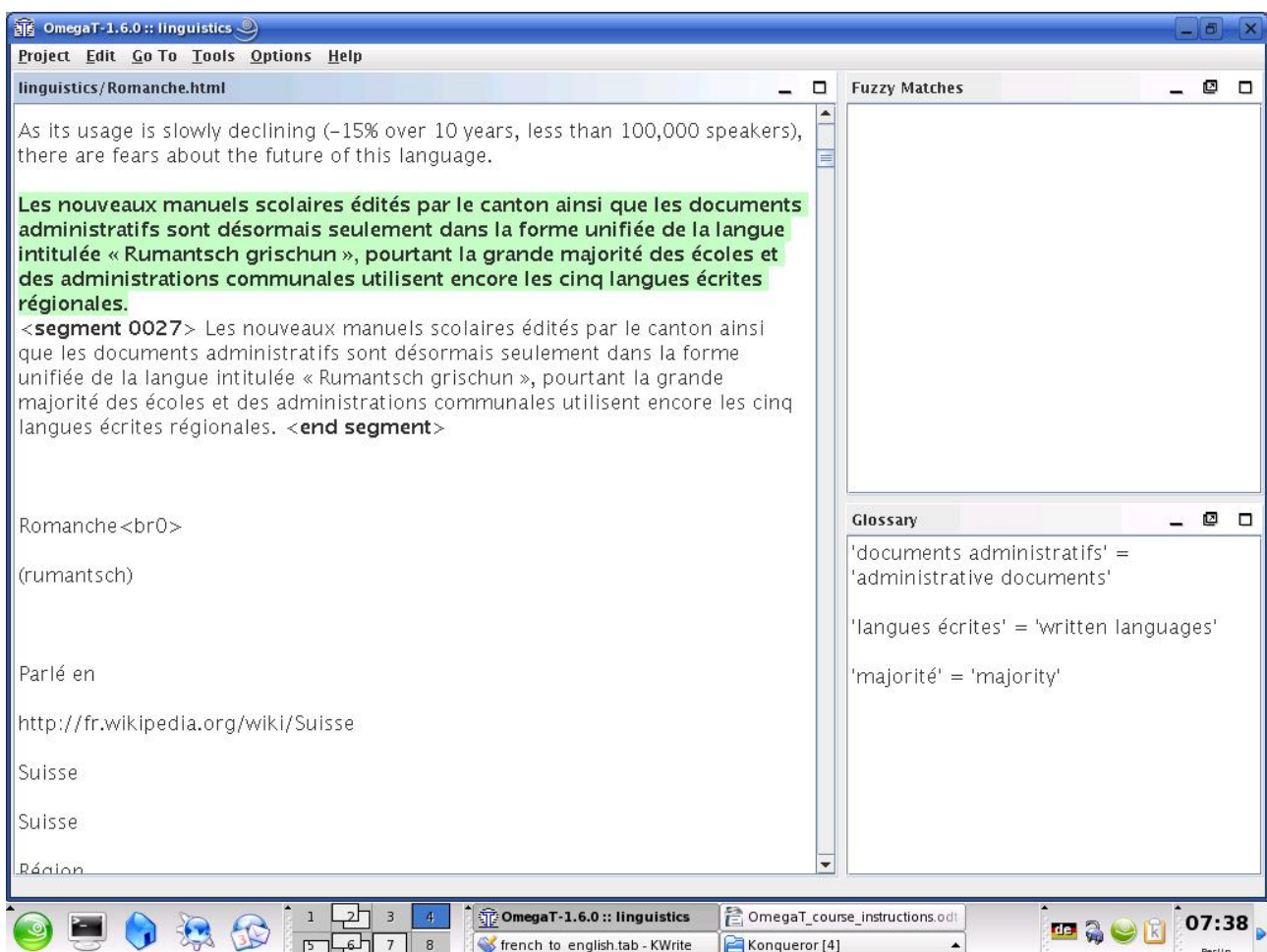
### 7.B.3 The glossary function

Before beginning translating, you placed a glossary file in the */glossary* folder. Glossary files are simply plain-text files containing two columns of terms delimited by tabs, and saved with file extension *.utf8*, for utf8 character encoding. (See User's Manual for how to set up a glossary.)

Unlike translation memory (*.tmx*) files, glossary files in OmegaT are created manually. For each language combination, a glossary (*.utf8*) file has been created for you containing a few words for the combination concerned. This

file will be of limited practical help to you during translation, but it serves to show you where the glossary terms are entered and how they are displayed to you in OmegaT when they occur.

The glossary is probably the most primitive area of OmegaT. You cannot add terms to it from within OmegaT; the terms themselves are not displayed until the project is reloaded; and there is no shortcut for inserting them into your text (you either type them in yourself, or copy and paste them by marking them with the mouse, then copying and pasting with Ctrl+C and Ctrl+V). To make use of the glossary function, open the glossary file in Open Office Writer (accept the default options when opening the file) and add terms to it as you go along. You will begin to see them in OmegaT when you next reload your project. Terms and their translations will appear when you reach a segment containing them.

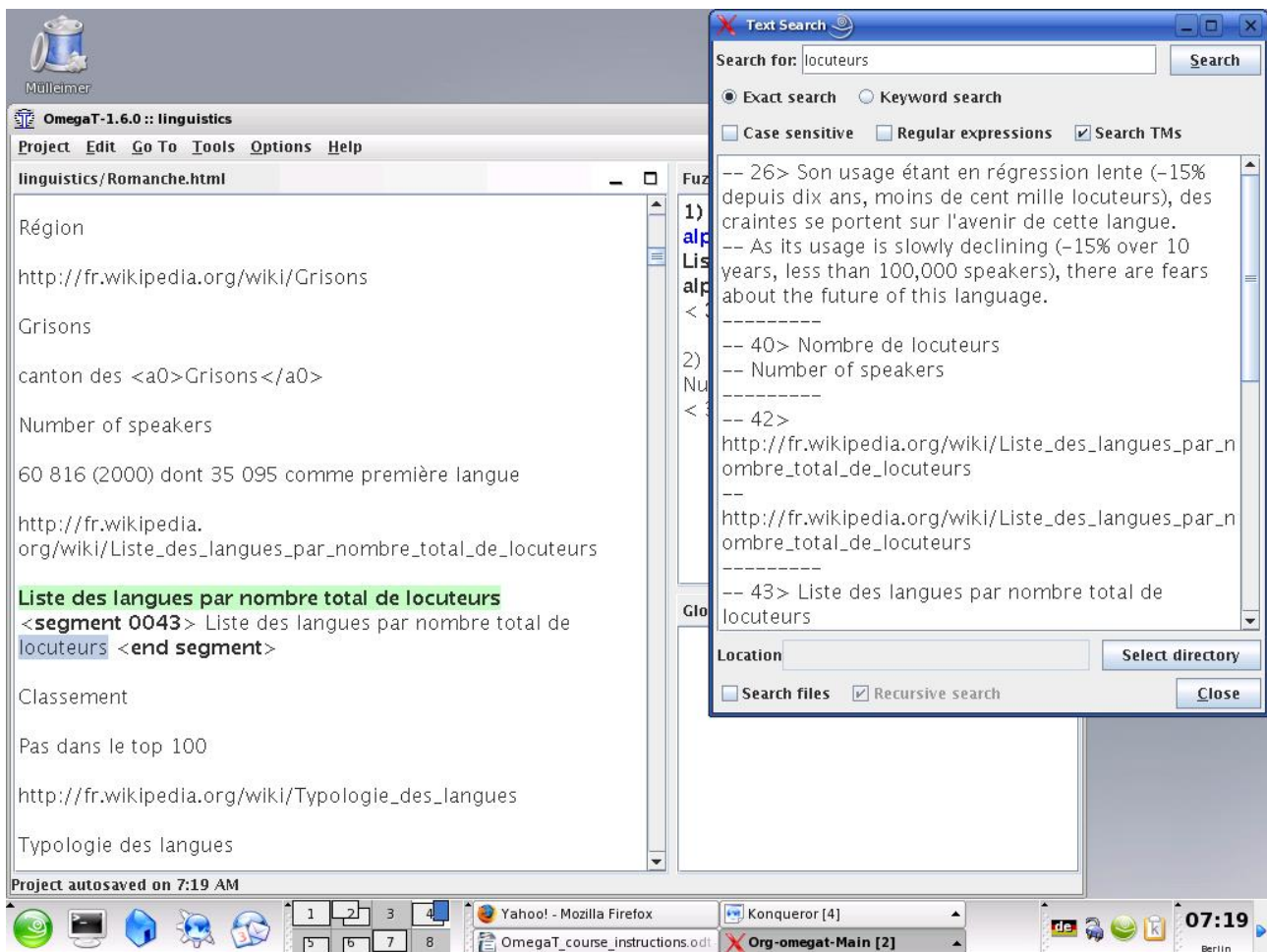


Please note the limitations of CAT glossaries: The source word and glossary word must be identical. Inflections will not be recognized unless they too are in the glossary. Wild card characters are not accepted. Do not put an article before the noun in a glossary; if you want to indicate the gender of the noun, put that after the first tab in the glossary, in the column where you put the translation. Thus, if your source document contains the words *ein Mensch*, a glossary that has the source text as *der Mensch* will not find it; use *Mensch* for the glossary instead.

The glossary function is, however, not as crucial as you might think, owing to the text search function, which is described in the next section.

## 7.B.4. The text search (find) function

Ctrl+F calls up a search dialog with which you can search for any term throughout the project, i.e., within the source text and the legacy translation memory files, source segments, and target segments (but not glossary files).



As with the glossary function, you can use keyboard shortcuts to copy and paste content from the Text Search window into the active translation segment. If you wish to change the text in a segment within the current project which is displayed in the Text Search window, double-click on it and OmegaT will take you to the segment concerned.

The Text Search window has quite powerful search functions. For details, see the User's Manual. Note that there is no automatic “global replace” function, but there are “workarounds” that can be used.

## 8. The OmegaT user group

OmegaT has a friendly and helpful user group. Once you have joined, you can post questions there regarding OmegaT.

The group can be found at [groups.yahoo.com/group/omegat](http://groups.yahoo.com/group/omegat).

The group is hosted by Yahoo! OmT has moderated membership, i.e., your membership first has to be approved. This is in order to prevent spammers accessing the group. To join, simply "Sign In" using your e-mail. You will be required to send a short message from which the moderator can tell that you are a genuine user and not a spammer.

## 9. Appendix

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