Customer review process using rtf-files created by memoQ

This article describes the correct procedure when entering corrections during proof-reading of a translated text in RTF file format.

The instructions are intended for the customer review process that takes place after the PRODOC-internal review process.

Table of contents

Open the RTF-file

This is how a rtf-file created by memoQ for the proofreading of a translation looks like:

There are 6 columns:

1. `ID`
2. `Source language` (in this case German)
3. `Target language 1` (usually this is identical to the `Target language 2` column, in order to preserve the original translation as provided by PRODOC), in some cases this column might also be in English as additional information for those proof-readers who do not understand German
4. `Target language 2` (This is the column where corrections of the translated text may be made)
5. `Comment` and
6. `Status`.

Cells to edit

Only table cells with white background may be edited by you!

For automatic reimport of the corrections

Edit only table cells with white background

Do not add or delete lines or columns

Cells to be left unchanged

The cells of the Target language column (4) with a grey background are locked cells (the Status column indicates "**locked**").

> ⊘ **Do not modify locked cells**

Enter corrections only to target language cells with white background

Preparations for proofreading:

Settings in MS Word

Please do not change anything in the structure of the file.

You just have to work in the column of the translated text and in the fields with white background.

Before starting to proofread the text activate the Microsoft Word option **Track changes** (Änderungen nachverfolgen):
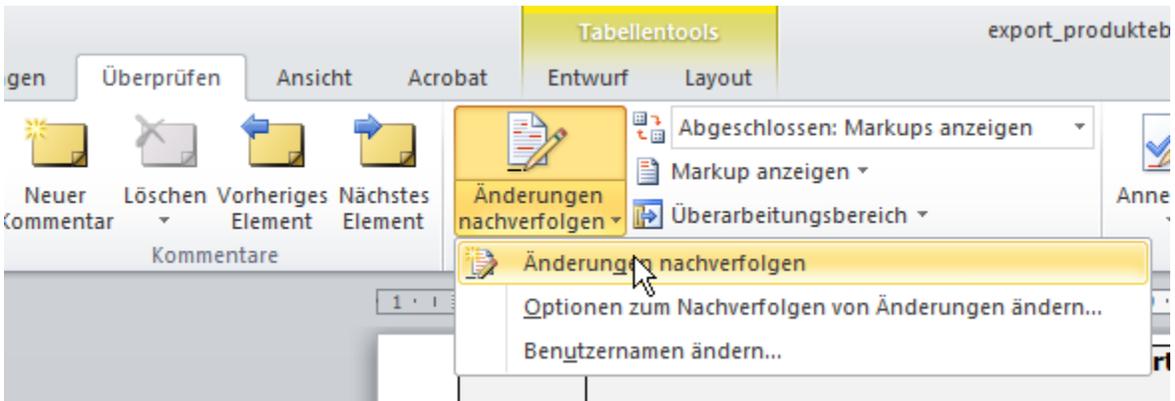
Once you choose this option, you can enter corrections in the text.

Additional material

If not provided to you, ask for

- Terminology lists
- PDF reference files in order to get a better idea of the context of the document to be checked

Rules for proof-reading

Which segments have to be checked?

Only check segments **with a white background in column (4)** and status `Confirmed` (dark green background in the status column (6).

Only these segments have been translated during the current translation job.

Segments with a grey background **must not be changed**, they have been approved by you or one of your colleagues in earlier translation projects.

What has to be checked?

PRODOC has already done the following checks

- Check that **numbers and tags** in source and target segment match
- Check that **terms** from term bases are used appropriately
- Check that the **content of the source text** is translated correctly

What PRODOC cannot check

- Check whether the translation has the wording you want to use for your target group

Entering corrections

Checks before making a correction

Added/reduced content for your country

> ⓘ Translations are stored sentence by sentence in the Translation Memory.
> Before you enter a correction, check whether the changed sentence still is a possible translation of the source text.
> Otherwise the Translation Memory will be made useless.

If a complete sentence does not seem to make sense for you in your market and you want it removed, or
if you want to insert information that is not given in the source text:

- Enter a comment in the `Comment` column.

PRODOC will check all comments after re-importing the RTF file into memoQ and act accordingly.

Consistency with previous translations and the terminology

- Check the percentage value in the `Status` column.

  If this is high (70% and above), a very similar segment (whose translation had already been approved) has been used as a basis for the current translation.

- If you have access to a terminology list of your organisation: check this first before you start to change terms that appear repeatedly.

- Try to keep the current translation consistent with already approved translations.

Adding text

Just place the cursor where you want to add text and start typing

Added text should look like this:

| 179 ↵ | -·Sbloccare·la·protezione·con· l'apposita·chiave.¤ | -·Schutzeinrichtung·mit·zugehörigem· Schlüssel·entriegeln.¤ | -·Schutzeinrichtung·mit·**dem**· zugehörigem·Schlüssel·entriegeln.¤ | ¤ | Con |

Replacing text

Highlight the text you want to replace and start typing

Replaced text should look like this:

| 179 ↵ | -·Sbloccare·la·protezione·con· l'apposita·chiave.¤ | -·Schutzeinrichtung·mit·zugehörigem· Schlüssel·entriegeln.¤ | -·Schutzeinrichtung·mit·dem· ~~zugehörigem~~·**zugehörigen**·Schlüssel· entriegeln.¤ | ¤ | Con |

Deleting text

Highlight the text you want to delete and press Del (Entf on a German keyboard)

Deleted text shoul look like this:

| 179⏎ | -·Sbloccare·la·protezione·con· l'apposita·chiave.¤ | -·Schutzeinrichtung·mit·zugehörigem· Schlüssel·entriegeln.¤ | -·Schutzeinrichtung·mit·~~dem·~~ zugehörigen·Schlüssel·entriegeln.¤ | ¤ | Con |

Commenting text

🛑 Please <u>do not</u> enter corrections using the `new comment` function of MS Word but only in the way explained above.

If want to add comments, enter them into the Comment column to the right of the target language column.

ℹ️ Comments added this way will also show up as comments in memoQ.

After proofreading

- Save all the changes you have done, and send us the modified RTF-file.