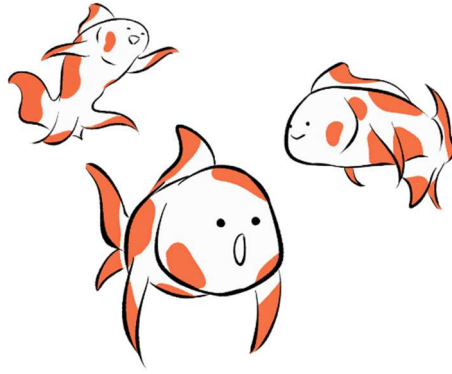


User Guide

For Regular Members



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1. Machine translation

Machine Translation + You = Accelerated Translation Growth

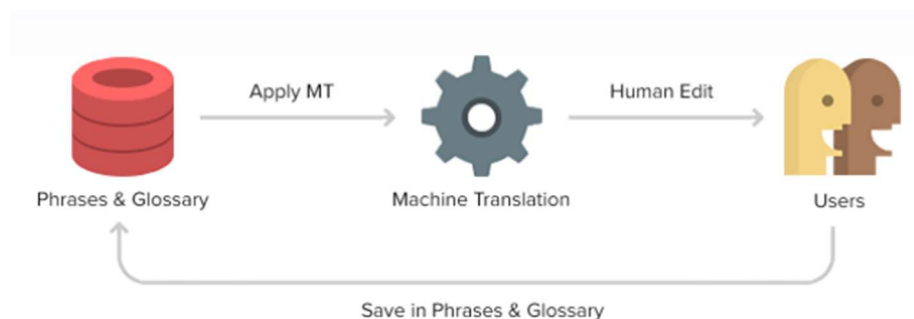
The translation process that enhances quality and speed with machine translation + post-editing

How it works

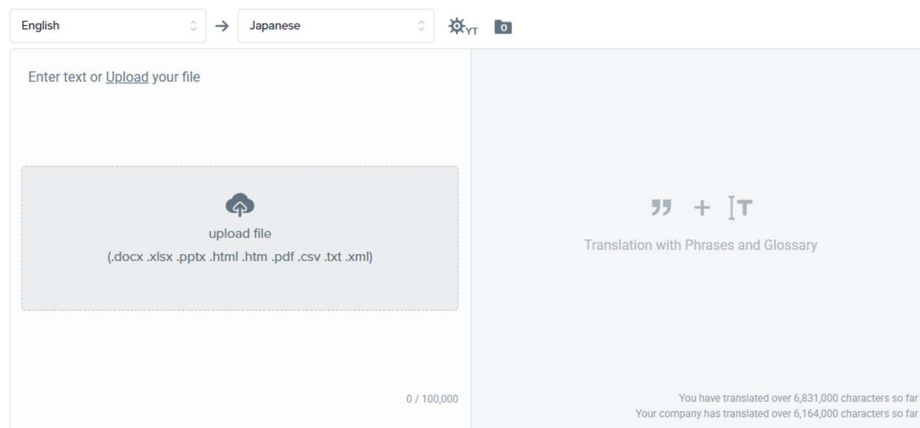
The document is automatically translated based on the Phrases and Glossary registered by the user.

The results from machine translation are edited by the user afterward to add more Phrases and Glossary terms, which will be utilized for the translation process next time.

The more you use it, the more it learns,
and you can expect translation results that suit your needs and wants.



① Start page: Drag-and-drop the file you want to translate to start



Drop the file you want to translate in the gray area and select the languages to start translation. The app will analyze each sentence and generate the optimal translation.

② Edit page: Edit the results -> Download in the same format as original

The screenshot displays the DeepL translation interface. At the top, the document title is '電磁ボール_来年度販売...'. The language pair is set to Japanese to English. The main text area shows a document titled 'Next Term Plan Proposal' with a table of contents. The right-hand panel features a 'Machine Translation (8)' section with various engine options like Gemini 2.0 Flash, Google Translate, and Microsoft Translate. Below this is a 'Glossary Matches (0)' section with an 'Add to Glossary' button. At the bottom, there are sections for 'Comments (0)' and 'Revision History (1)'.

Edit the texts generated by machine translation. You can download the translated document in the original layout as it is. There are two ways to edit: edit by yourself and share with other users.

Edit by yourself - Edit the results from machine translation while referring to translations from other engines that appear in the right-side panel.

Share with other users and ask them to edit it - You can share the translated document with someone who is good at foreign languages and have them edit it.

The system grows with each Company Account.

When a Translation Manager edits and adds a segment to Phrases, the sentence is automatically added in the Company Phrases and used for machine learning of the machine translation engine. The unique engine generated by machine learning will be available to all Regular Members. Therefore, the more you use it, the more the translation engine will grow, and the productivity of the entire company will increase.

③ Documents list: Check the translation progress at a glance



My Documents (34)					?
New	Search				
Last Update	Entry	Progress	From-To		
Today at 4:38 PM by me	GO (改) 来年度販売計画書_v4.docx 令和3年11月25日商品企画部 東京花子来期計画提案1. はじめ健康は、	5% Checked	Japanese → English		539 Characters

Sentences translated in the past can be centrally managed on the Documents Page. There are two types of Documents.

Company Documents allows you to create translation templates for frequently used documents and share them with everyone.

My Documents

The Documents you have translated so far. You can also share them with other users.

Company Documents

The Documents shared by the Translation Manager that can be used as an in-house template, such as contracts and IR materials.

④ Phrases page: Add, store, and reuse the edited Phrases.



The edited and added text is stored in the Phrases and used for the translation process next time. There are two types of Phrases.

My Phrases - Translated text that you edited and registered to Phrases.

Company Phrases - Translated texts that Translation Manager edited and registered to Phrases. They will be shared with all the Regular Members and will have priority over My Phrases.

⑤ Glossary page: Keep consistency of terminology



You can register terms in Glossary. Add in-house terms, industry terms, and technical terms to keep consistency of terminology. The users no longer need to manage terminology by Excel files and it saves time searching for terms.

My Glossary - Terms that you added.

Company Glossary - Terms added by the Translation Manager. Shared within the Company Account and always takes priority over My Glossary.

2. User roles

There are three user roles: Regular Members, Translation Manager, and Company Admin. The differences of permissions for each role are as follows.



1. Regular Members

A normal user of Company Account.

They can translate and edit documents by using My / Company Data.



2. Translation Manager

A bilingual (or multilingual) user who is fluent in foreign languages.

They add and edit Company Data.



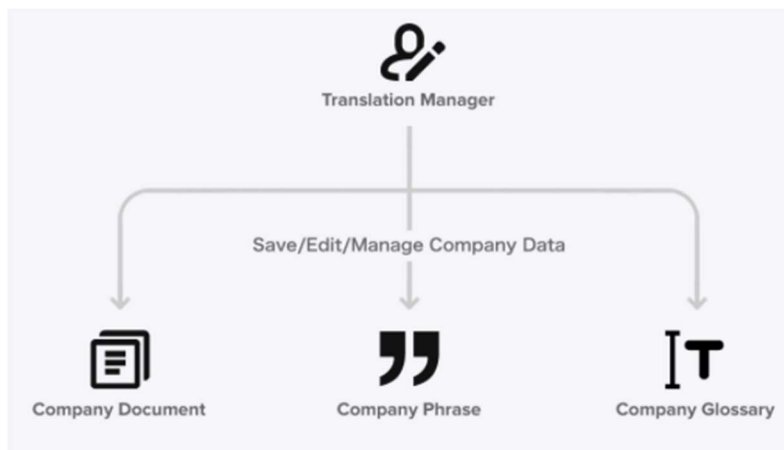
3. Company Admin

A user who manages Company Accounts.

They check the usage status, set Translation Manager, change the settings of Company Wallet, enable and disable available machine translation engines and manage Company Categories, etc.


The role of Translation Manager

All Regular Members can save to Company Data if they have access to the Category. However, only the Translation Manager role can edit and manage the Documents/Phrases/Glossary saved to Company Data.



3. Sign in / sign out

Sign out

Click the power  icon displayed in the bottom left-hand corner of the page.

Sign in

Enter your email address and password and click [Sign in]. (If "Keep me logged in" is not checked, you will be automatically logged out when you do not use the application for 2 hours. If checked, the 2 hours will be extended to 1 month.)

Sign in

☐ Keep me logged in

Sign in

OR

Sign in with SSO



Sign in with Google

[Forgot your password?](#)

[Create an account](#)

The Company Admin can change the period of time of "keep me logged in" from the Company Settings. See the Company Admin section for more details.

Forgot password

Sign in

☐ Keep me logged in

Sign in

OR

Sign in with SSO



Sign in with Google

[Forgot your password?](#)

[Create an account](#)

If you forgot your password, click [Forgot your password?] on the sign in page to reissue your password. You can also contact the Company Admin and ask them to send you a password reset email.

If you click on the “New password” area, password rules applicable for your company will be displayed on the left.

- Between 8 and 20 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number

Reset your password

@yaraku.com

New password

Confirm password

Reset your password

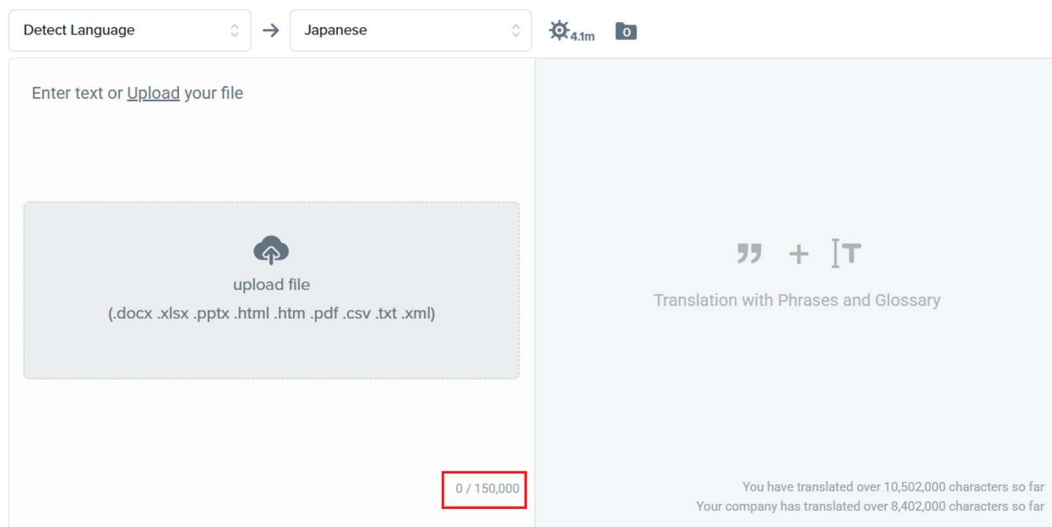
To return to the sign in page, click [here](#)

4. Start translation

Machine Translation (text translation)

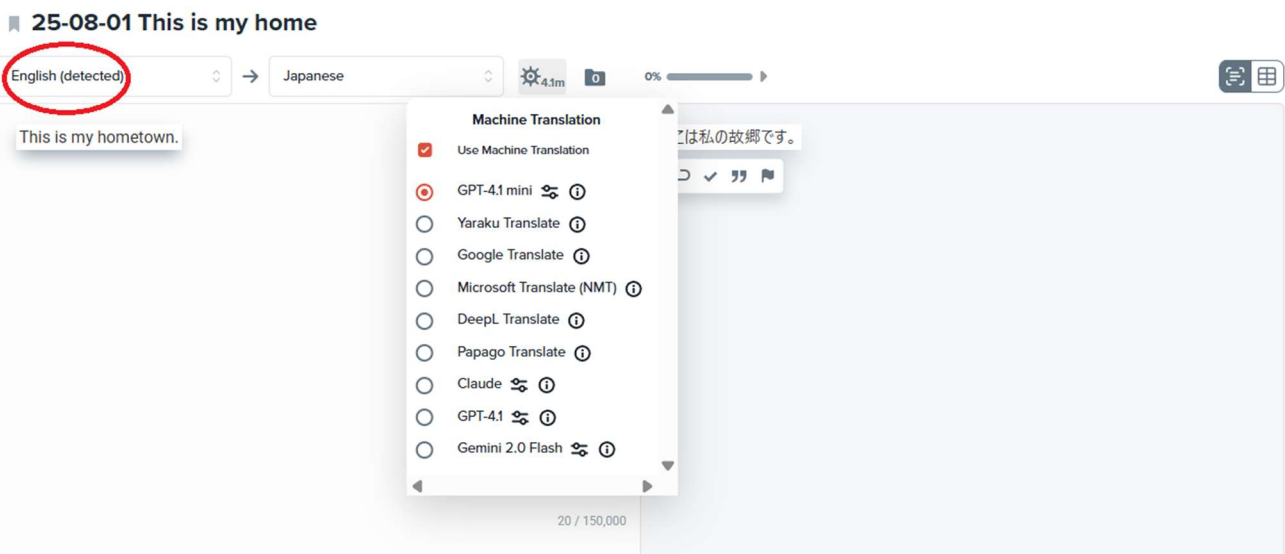
Character limit

The character limit might different depending on the engine, so after you select a machine translation engine, please check the indicated limit on the bottom right of the source input screen.



Select source/target languages and machine translation engine

It automatically detects source language.



Enter text to get translation instantly

After you enter the source text in the left area, the translated text is automatically displayed on the right side. You can copy the translated text from the [Copy] button that appears after the translation.



Text document title is generated automatically

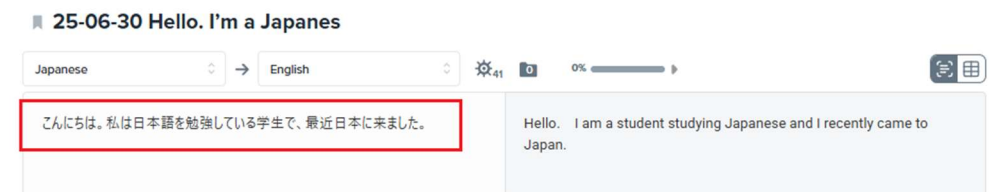
The title is automatically generated after translation is done. The automated title includes creation data and several first letters of the text document.



***To start over, click on the pencil icon in the upper left corner of the page.**

Language Switch button for text translations

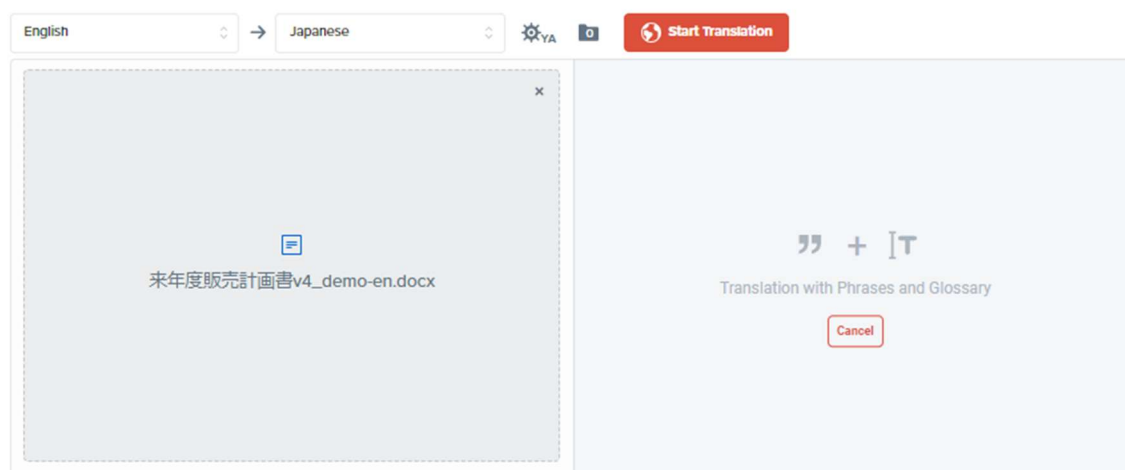
After translating, click the Language Switch button to swap the language pairs and move your translation to the left. All the segments will be automatically retranslated, so you can double check the meaning of one or multiple segments at once.



Machine Translation (file translation)

Upload

Drag and drop a file in the left area or select one from "Upload". If you are in the Company Plan, you can enter / upload up to 100,000 characters (45MB) at a time. *For GPT-4.1 mini you can upload up to 150,000 characters. If you exceed the limit, please split the file, and upload them separately (the number of machine translations is unlimited).

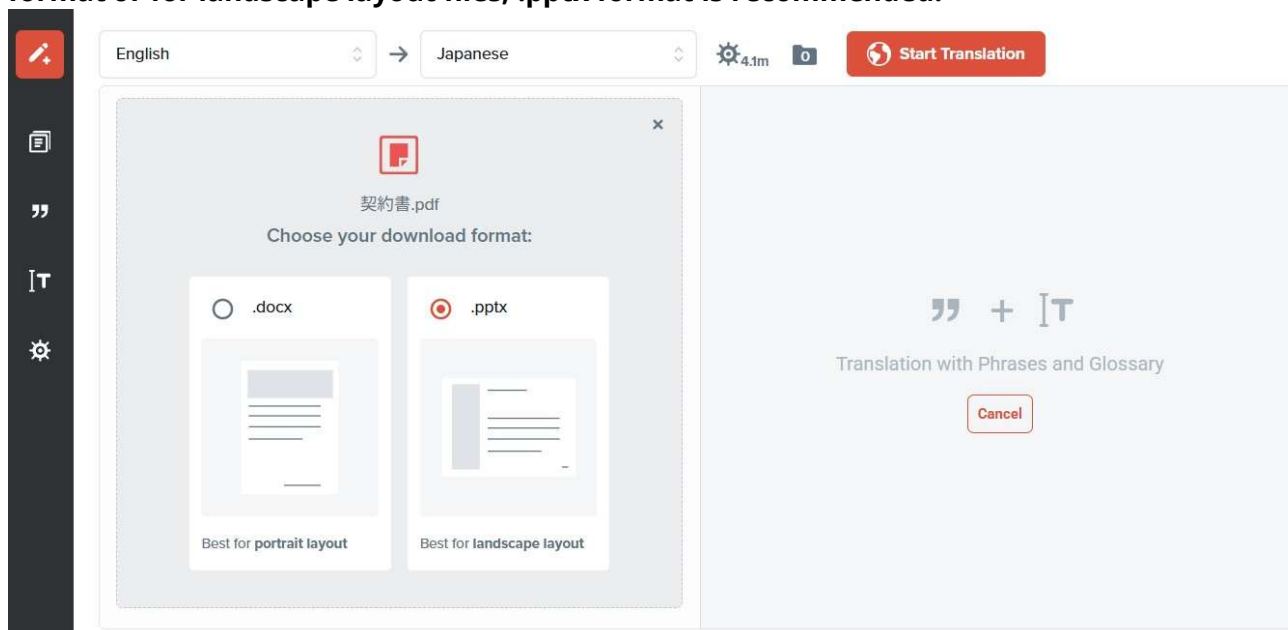


Available file formats are as follows.



.docx/.xlsx/.pptx/.html/.htm/.pdf (*)/.csv/.txt/.xml

* For PDF, only the files with editable text information will be recognized.

For PDF files, select the download file format as .docx (MS Word) or .pptx (PowerPoint) before starting the translation.. For the PDF files that were not originally created in Word format or for landscape layout files, .pptx format is recommended.






Select machine translation engine


 4.1m 


Machine Translation


☒ Use Machine Translation


☒ GPT-4.1 mini  



☐ Yaraku Translate 



☐ Google Translate 



☐ Microsoft Translate (NMT) 

☐ DeepL Translate 

☐ Papago Translate 

☐ Claude  

☐ GPT-4.1  

☐ Gemini 2.0 Flash  

You can choose from Yaraku Translate/ Google / Microsoft / Papago/NICT (Minna-no-Jidou-Honyaku@TexTra®, paid) / GPT-4.1. GPT- 4.1 mini, Gemini 2.0 Flash and Claude. You can also turn on/off the machine translation process.

The gear icon shows the display of the currently selected engine.

- GPT-4.1 mini : 4.1m
- Yaraku Translate: YA
- Google Translate: GO
- Microsoft Translate : MS
- Papago Translate : PA
- GPT-4.1 : 4.1
- Claude : CL
- Gemini 2.0 Flash : Gem
- NICT general: NG / Patent : NP / Finance (IR/Timely Disclosure) : NF / Financial Service : NFS / Legal : NL / Science : NS

*NICT engine available as a paid option.

Select the source and target languages

Click a language and select the source language and the target language. You can switch between the two languages by clicking the arrow in the middle.

* Supported languages differ depending on the engines.

Select Company Category

Select the Company Category to be used and applied to machine translation.

Start Translation

Click the red button in the middle to start translation.

When the translation process is completed, the edit page opens.

Start Translation

Edit page displayed after the translation process.

Upper left: Translation preview

Lower left: Parallel view divided into sentences

Right side: Side panel

5.Prompts settings for LLM engines

Translations of LLM engines (GPT-4.1 and Claude) are customizable by selecting different prompts.

Prompt setting

Creating a prompt

After selecting an LLM engine (Claude, Gemini 2.0 Flash, GPT-4.1 or GPT-4.1 mini), click the “Current engine settings” icon to open the default prompt settings.

Basic prompt creation

If the toggle is grey, you are using basic prompt settings. The default setting in each field is “General (Not Specified)”.

Click the dropdown menu in each field to select appropriate settings for Language proficiency level, Field, Document Type and Tone & Manners.

Click “Save and Apply” button to save your changes.

Custom prompt creation










If you move the toggle to the right, advanced prompt settings will open.

You can either modify the prewritten prompt under the prompt details or delete it completely and write your original prompt instead.

Click “Restore to default” to return to the initial prompt setting.

Click the “Save and Apply” button to save your changes.

Machine Translation

- ☒ Use Machine Translation
- ☒ GPT-4.1 mini 
- ☐ Yaraku Translate 
- ☐ Google Translate 
- ☐ Microsoft Translate (NMT) 
- ☐ DeepL Translate 
- ☐ Papago Translate 
- ☐ Claude 
- ☐ GPT-4.1 
- ☐ Gemini 2.0 Flash 

GPT-4.1 mini Settings

< Back

Name *

General

SETTINGS

☐ Write custom prompt

Language proficiency level

General (Not specified)

Field

General (Not specified)

Document Type

General (Not specified)

Tone & Manners

General (Not specified)

Save and Apply

Claude Settings

< Back

Name

Name

SETTINGS

☒ Write custom prompt

You can write your own instructions to modify the translation output, for example: "Translate dates in 'MM/DD/YYYY' format" or "Translate using internet slang".

Prompt details

 Restore to default

- The language proficiency level is General (Not specified).
- The translation is expected to be in the field of General (Not specified).
- The output is expected to be used for General (Not specified).
- The translation tone is General (Not specified).

Save and Apply

After a prompt is created, success message will be displayed on the top of the page.
Start translation with the newly created prompt.

Prompt settings name

Multiple prompts can be saved and re-used in your future translations.

Write the prompt name in the "Name" tab or it will be generated automatically after you click the "Save and Apply" button.

Prompts confirmation and selection

After the first prompt is saved, when you click the current engine settings icon again, the saved prompt list will be displayed. Prompt's name is displayed first from the left.

Automatically generated prompt name reflects the prompt's creation date and time.

The last saved prompt will be displayed with the "Currently applied" label. To select a different prompt, click on a different prompt name in the white background.

Click "New" to create a new prompt.

Existing prompts editing

Hover over the created prompt tab, and click the pen icon to modify the created prompt.

To apply your changes, click the "Save and Apply" button.

To delete the prompt, check the box on the left of the prompt name and click the "Delete" button.

To duplicate the current prompt and modify a few settings, click the "Duplicate" button and adjust the details.

Your settings have been applied ×

Name

Name

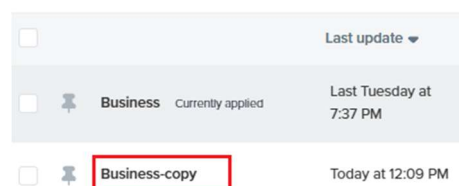
New			
<input type="checkbox"/>			Last update ▼
<input type="checkbox"/>	25-02-18 2 0:02	Currently applied	Last Tuesday at 8:02 PM
<input type="checkbox"/>	Business		Last Tuesday at 7:37 PM
<input type="checkbox"/>	Formal		Last Tuesday at 7:27 PM

New			
<input type="checkbox"/>			Last update ▼
<input type="checkbox"/>	25-02-20 1 0:05	Currently applied	Today at 10:05 AM
<input type="checkbox"/>	Sales		Today at 10:05 AM
<input type="checkbox"/>	Business		Yesterday at 12:47 PM

<input type="checkbox"/>	25-02-18 17:31	Currently applied	Today at 5:31 PM
--------------------------	----------------	-------------------	------------------

Delete (1) Duplicate (1)			
<input checked="" type="checkbox"/>	Business	Currently applied	Last Tuesday at 7:37 PM

Prompt with “-copy” extension name will be created. Click the pen icon to edit the duplicated prompt. To apply your changes, click the “Save and Apply” button.

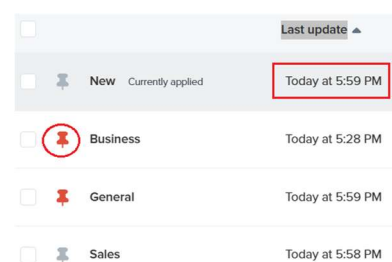


Multiple prompts handling

Currently applied prompt will always be displayed at the top of the list to identify the current prompt in use.

You can also choose your favorite prompts by clicking the “Pin” icon.

Last update time is displayed on the right. It is updated when the prompt is saved or restored.



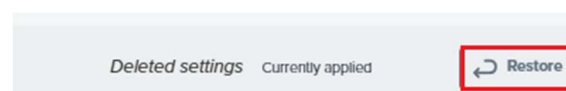
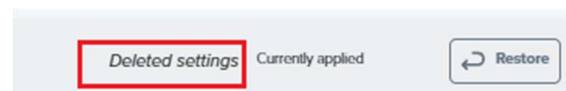
*If you change the prompt while editing the already translated document, it will not be applied to the current document and will not automatically retranslate it. Please re-select the new prompt when starting a new translation.

Restore deleted prompt

If there is a document where the deleted prompt is applied, when you open the document and click the “Current engine setting” icon.

“Deleted settings” will be displayed instead of the prompt name.

Click the “Restore” button to restore the deleted setting.



6. Edit by yourself

Editing the translated texts faster, better, and with more fun -
equipped with various support functions for translation.

Post-editing

Word-to-word Highlighting / Smart Suggestions

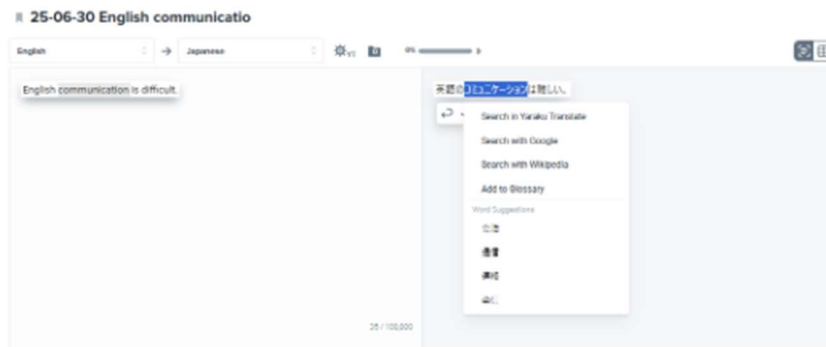
- Word-to-word Highlighting (for all languages)

Highlights the corresponding word when hovering over the source or translated text
(highlighted in gray).



- Smart Suggestions(Word Suggestions) (for Japanese ⇔ English only)

Click a word to display synonyms directly below.



Users can visually determine which words are paired and check for synonyms.
These new functions will improve post-editing efficiency and help users to learn
a foreign language while translating!

Quality Assistant

If you don't know where to edit when post-editing, it is more likely to just download the machine translated results. Quality Assistant will give you hints for post-editing. Mistakes in numbers and pronouns, where machine translation engines are likely to make mistakes, are recognized and highlighted by AI, making it easier for anyone to correct the errors.

Please select the functions you want to use.

The screenshot displays the Quality Assistant interface with the following components:

- Language Selection:** Japanese → English, with a 3% progress bar and buttons for Copy and Download.
- Navigation:** Translation Status, Quality Assistant (selected), and Search & Replace.
- Check Status Summary:**

Check Status	Segments	Characters
✓ Checked	1	19
✓ Unchecked	37	520
Total	38	539
- Phrase Match Status Summary:**

Phrase Match Status	Segments	Characters
↔ Complete Match	7	107
↔ Partial Match	3	74
↔ No Match	28	358
Total	38	539
- Main Text Comparison:**
 - Line 1: 令和3年11月25日 (Unique Noun) vs November 25, 3rd year of Reiwa.
 - Line 2: 商品企画部 東京花子 vs Product Planning Department Hanako Tokyo.
 - Line 3: 来期計画提案 vs Next term plan proposal.
 - Line 4: 1. はじめに vs 2. Introduction (Check for missing numbers).
 - Line 5: 健康は、高齢化社会のキーワードである。 (Phrase Match) vs Health is a keyword in an aging society.
 - Line 6: 当セクションでは、これまで「電磁ボール」をはじめ主に室内運動用品を開発してきた。 vs In this section, we have mainly developed indoor sports equipment such as "electromagnetic balls".
 - Line 7: 同分野の市場における売上高は年々増加しており（資料A）、 vs Sales in this field are increasing year by year (Document A),
 - Line 8: 先に実施したアンケートでも高い関心が示されている。 vs The questionnaire conducted earlier also showed high interest.
 - Line 9: （資料B） vs (Material B)
 - Line 10: 健康は高齢社会の「キーワード」である。 (Check pronoun usage) vs HEALTH is the "keyword" of an aging society.
 - Line 11: 我が社は、医療機器メーカーとして広く認知されている。 vs Our company is widely recognized as a medical device manufacturer.
 - Line 12: これを踏まえ、専門である微電流を応用した、新しい運動器具の開発を提案したい。 (Misspelling) vs Based on this, I would like to propose the development of new exercise equipment that applies the specialized microcurrent.
 - Line 13: 3. 概要 (Check for omission) vs 3. Overview
 - Line 14: ◎コンセプト「医療機器メーカーが作る、高機能運動用品」 vs ◎ Concept

Phrase Match	Highlight text that matches with Phrases in blue (all languages)
Unique Nouns	Highlight unique nouns that might be mistranslated by MT in yellow (Japanese and English only)
Pronoun	Highlight pronouns that might be mistranslated by MT in yellow (Japanese to English only)
Number Error	Highlight possibly mistranslated numbers in red (all languages)
Omission Error	Highlight input/source text omitted by MT in red (all languages)
Misspelling	Highlight misspellings in red (English only)

Edit features

Edit the translation while comparing the preview and parallel view. For example, when you click a sentence in the preview, the parallel view shows the segment corresponding to that sentence, so you can proceed with editing while referring to the overall layout. (It is also possible to display only one of the views by pressing ▲ ▼ between the two views.)

Title: You can edit the document title.

Bookmark: You can click to bookmark important documents or to filter them

Translation Status/Quality Assistant/Search & Replace

Copy/Download: You can download the source/translated text and bilingual file. (Copy button is for text translation.)

Preview is updated as the text is edited.

Switch Views: Display only one of the views between Preview and Parallel view.

Check/Flag the segment
You can check edited segments or flag segments you want to review later.

Segment number: Click to show / hide

Update Machine Translation:
Click it to update segment by segment translation.

Add a phrase to Phrases
By clicking the [Add] after editing the translated text, the pair of the source and edited text is automatically added in the Phrases.

Back Translation:
Back-translate the edited translation.

Do not translate this segment
Click on the icon to lock the segment, and to copy the source text to target segment.

Merge: Selected source text and the source text below are merged.

Split: Source text is split at the position where the cursor is placed.

Highlight search/Glossary registration
Highlight a word to search for it in Google/Wikipedia or add it to the Glossary.

Shortcut keys

New	Description
Enter	Move to the segment below
Shift + Enter	Move to the segment above
Arrows (↑/↓/←/→)	Cursor movement within a segment (up, down, left, right)
Tab	Move to the segment on the right
Shift + Tab	Move to the segment on the left
Ctrl + Enter	Add to Phrases + Move to the segment below
Alt + Enter	Confirm + Move to the segment below
Ctrl + Alt + Enter	Add to Phrase + Confirm + Move to the segment below
Ctrl + Z	Undo
Ctrl + Z + Shift	Redo
Ctrl + I	Split
Ctrl + M	Merge
Ctrl + F	Search

※Ctrl (Windows) = Command (Mac) / Alt (Windows) = Option (Mac)

Right-side panel

Click the segment you want to edit to see a list of various references in the right-side panel.

Collaborate ?

Share Estimate Order **Company**

Company Category (1)

Select Company Category where Company Document and Company Phrases are saved.

☒ General
☐ HR
☐ Sales_Marketing

Company Document ⓘ
☐ Published

Search glossary and phrases in English

Machine Translation (4) ⓘ

← November 25th, 2021 →
- Yaraku Translate

Insert to segment

Translate "令和3年11月25日"
- Google Translate (NMT)

Translate "令和3年11月25日"
- Microsoft Translate (NMT)

Translate "令和3年11月25日"
- Papago Translate

Back translation

Phrase Matches (2) ⓘ

令和3年11月25日
← November 25th, 2021
- Complete Match with My Phrases

Glossary Matches (0) ⓘ

+ Add to Glossary

Text Matches (2) ⓘ

健康に関する市場調査
← From Untitled Document (Aug 16, 2023)

Comments (0) ⓘ

Please enter your comment.

Revision History (1) ⓘ

[Collaboration] "Company" tab
(upper right on the edit page)

- Company Category

The category selected at the time of machine translation is checked. Add Company Phrases to the selected categories.

- Company Document

Check the box if you want to publish the document as a

Search query
Search the previously translated texts (Text Matches), Phrases or Glossary.

Machine Translation
Translation from multiple machine engines are displayed.

Phrase Matches
Displays Phrases that are completely / partially matched with those registered in Phrases, as well as machine translation results.

Glossary Matches
If a word matches with something in Glossary, you can refer to the registered term.

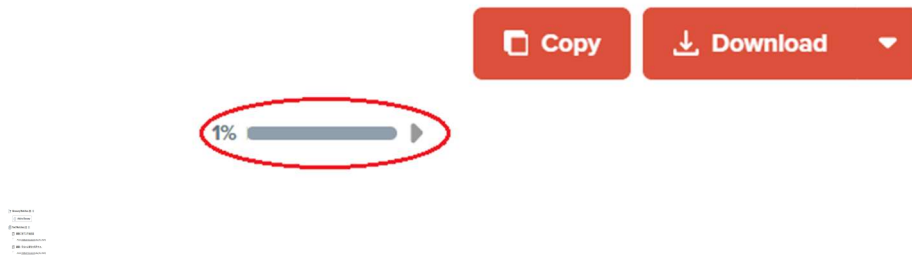
Text Matches
Displays reference sentences from previously translated documents containing matching words.

Comments
Add your comment to each segment

Revision History
You can refer to the history of editing and adding.

. Translation Status bar

Click the Translation Status Bar at the top center of the edit page to display the [Translation Status]. [Quality Assistant] and [Search & Replace] tabs are also displayed.



Translation Status

The translation status bar displays "Check Status" and "Phrase Match Status."

Check Status ⓘ

✓ Checked

1

2

✓ Unchecked

36

38

Total

37

40

Check All Segments

Phrase Match Status ⓘ

☞ Complete Match

0

0

☞ Partial Match

0

0

☞ No Match

37

40

Total

37

40

☞ Add All to Phrases

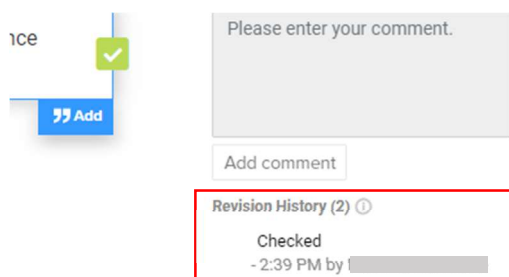
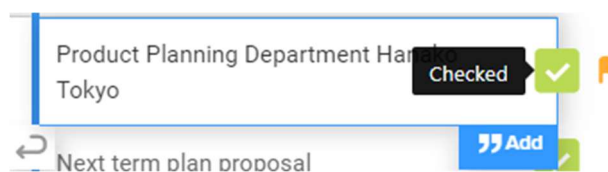
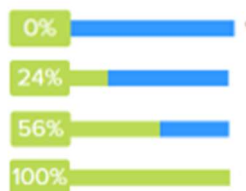
Translation Status

Quality Assistant

Search & Replace

Check Status

The percentage shows the number of checked segments. As the segment is marked as "checked," the percentage increases and the color of the bar changes from blue to green. You can check all the segments at once by clicking [Check All Segments] in the Translation Status bar.



The check function can be used as a mark to indicate that the added segment has been double-checked to avoid mistakes, or as a check button on a shared document to see if the other party has done checking.

Phrase Match Status

The bar will turn in blue when the segment is added to Phrases.

You can add all the segments to Phrases at once by clicking [Add All to Phrases].



Blue: Exact match (complete match)

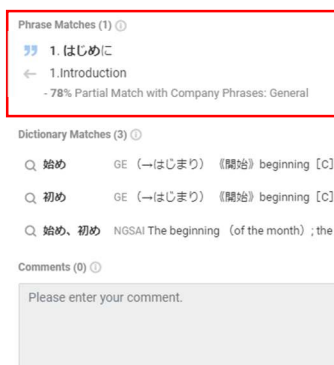
Segment with an exact match (complete match) between the source text and the Phrases; the matched phrase from the Phrases is applied as is.

Light blue: Partial match

A segment with a partial match between the source text and the Phrase by 50% or more (less than 100%). Personalized translations and machine translations are applied. Partially matched Phrases are displayed in the right-side panel for reference.

Gray: No match

The source text matches the segment by less than 50 %. Personalized translations and machine translations are applied.

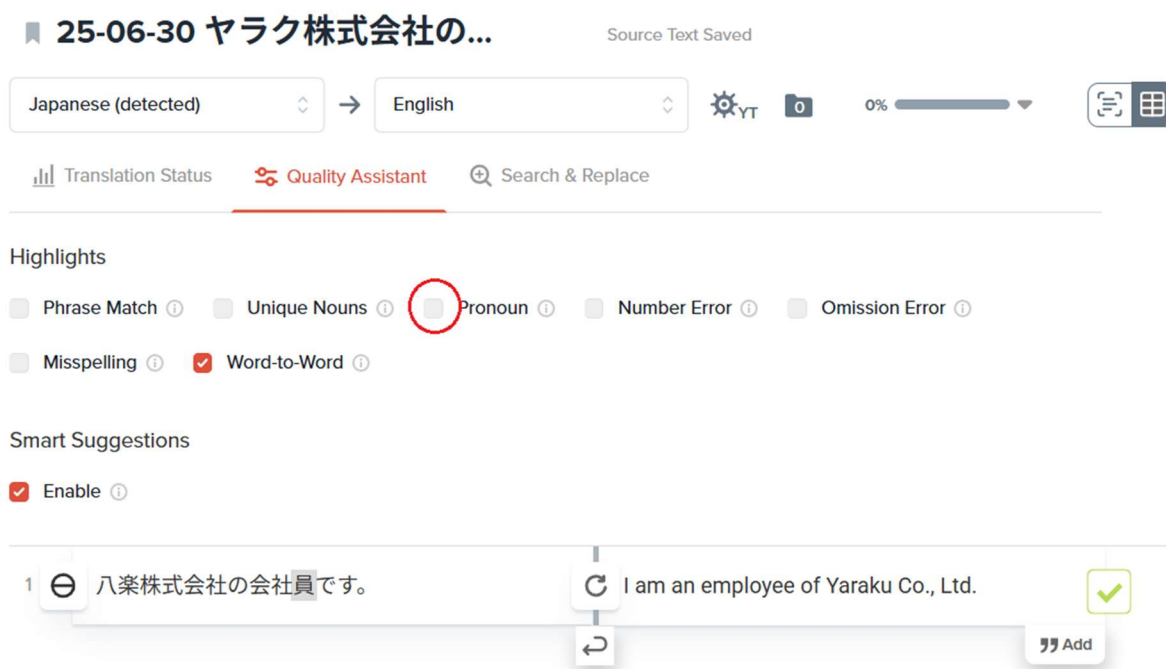


For partially matched phrases, you can check which / how much the Phrase matches in the "Phrase Matches" section in the right-side panel. You can post-edit while referring to similar sentences.

💡 The translated segment can either be the machine translation results from the selected engine, or a machine-learned "personalized translation" from saved Phrases.

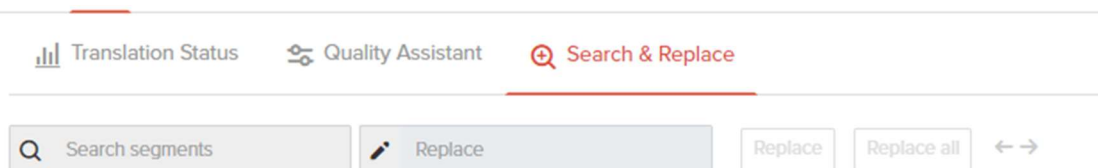
Quality Assistant

The Quality Assistant tab allows you to see which highlighters are currently turned on in the edit page (Parallel View). All the items except for Word to Word Highlights and Smart Suggestions are switched off by default. They can be manually turned on/off by adding/removing a checkmark.



Search & Replace

The Search & Replace bar can be found in the Search & Replace tab. This function can be used to batch replace specific words in a document, for example. The bar can also be displayed with the shortcut keys (Ctrl+F, ⌘+F).

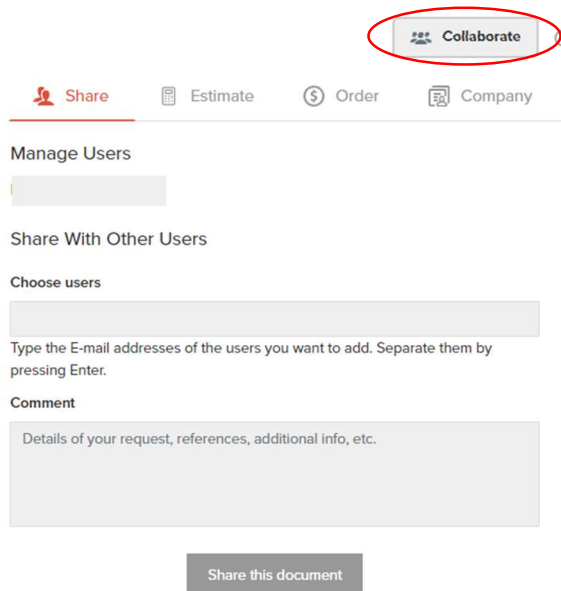


7. Document sharing

Users can share the document with anyone.

You can greatly improve your productivity by requesting translations and double checks to others or working on translations in collaboration with multiple people.

User who shares a document



Click [Collaborate] on the right top of the edit page to display the [Share] tab.

Enter the email address of the person you want to share, enter the request details in the comment field, and click [Share this document] to send an email.

* When you share a document with someone who does not have an account, the recipient can open the shared document by creating an account for free.

Shared documents are stored in My Documents for both the user who shared and received the document.

User who receives the shared document



The recipient of the document will receive a notification email. The notification email will include the sharer's username, comments provided, and a link to the document. Click the link to access the same edit page as the original owner.

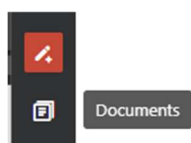
Check the shared document



Shared documents are saved in My Documents. An icon appears next to the document title to indicate that it is a shared document.

💡 Segments or terms added to Phrases or Glossary by the shared user will be added in My Phrases and My Glossary for both the owner and the shared user. If you share the document to a Translation Manager, his added Phrases will also be saved in the Company Phrases.

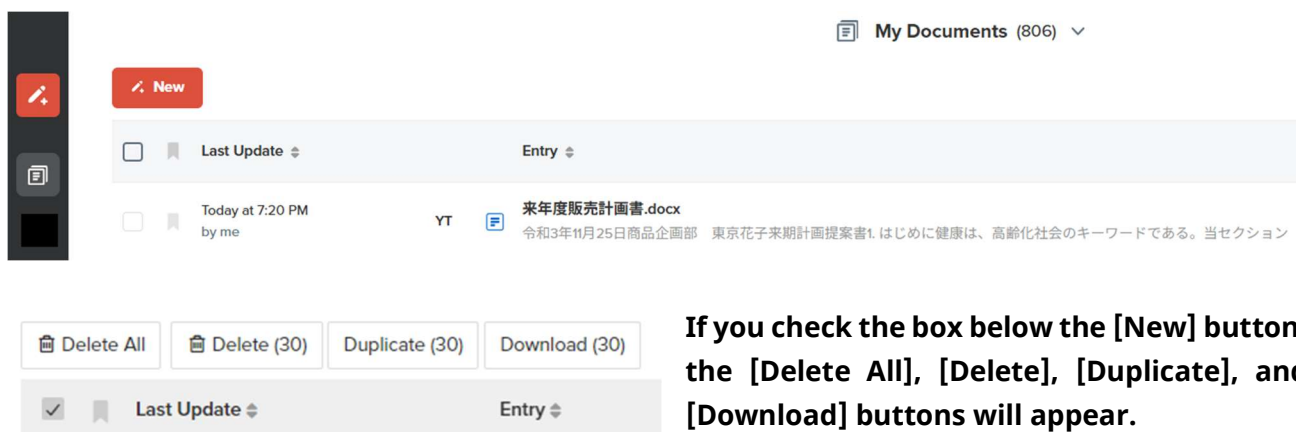
8. Documents page



Visit the Documents page from the left menu to display My Documents list.

My Documents

Your own documents will be created automatically when you upload a file or enter text for translation.



If you check the box below the [New] button, the [Delete All], [Delete], [Duplicate], and [Download] buttons will appear.

- [Delete All]: Deletes all saved documents at once.
- [Delete (number)]: Deletes the number of documents currently loaded on the screen.
- [Duplicate]: Duplicates the checked document.
- [Download]: Downloads the checked documents.

Once deleted, the document will be saved in the Trash (upper right) for 30 days.

Company Documents

Documents edited and published by the Translation Manager. They can be used as an in-house template for things like contracts and IR materials. Click ▼ on the right of “My Documents” to open the pull-down menu, and click “Company Documents” to see the list. Open the document you want to use and click [Use Document] to download it to My Documents and make it available.



Trash

Deleted documents are kept in the trash for 30 days and they will be automatically deleted after 30 days.

Trash (5) ?

Search

<input type="checkbox"/> Last Update	Entry	From-To
<input type="checkbox"/> Jun 03 2022 by me	GO <i>Untitled Document</i> plan proposal	English → Japanese 2 Words

You can [Delete Forever] or [Restore] the documents.

Delete Forever (1)

Restore (1)

<input type="checkbox"/> Last Update
<input checked="" type="checkbox"/> Jun 03 2022 by me

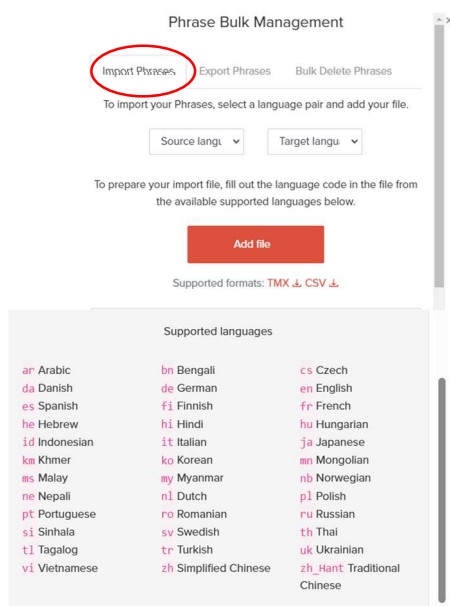
9. My Phrases and My Glossary

Refer to My Phrases

The sentences you edit and add to Phrases will be saved in My Phrases. Check My Phrases from the Phrases icon on the left menu. Phrases are used for machine translation, and you cannot see My phrases of other users. Completely matched phrases are applied as they are, and partially matched (50% - 100%) Phrases are displayed in the right-side panel.



Import My Phrases



You can add multiple phrases at once to My Phrases using [Phrase Bulk Management]. (Supported file formats: TMX and CSV)

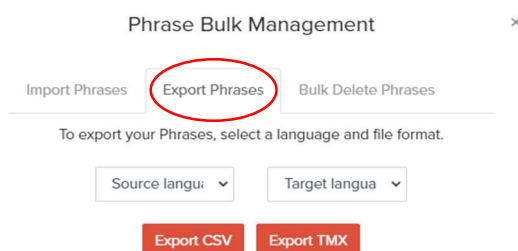
Select the source and target language in the [Import Phrases] tab and import the file from [Add file].

When uploading a CSV format, please make sure that is saved as CSV UTF-8 (comma separated) (.csv extension).

Alternatively, you can download the sample files (TMX/CSV) from the "Supported formats" arrow icon and use it as a template for your Phrases.

You can check the language codes in "[Supported languages](#)" section

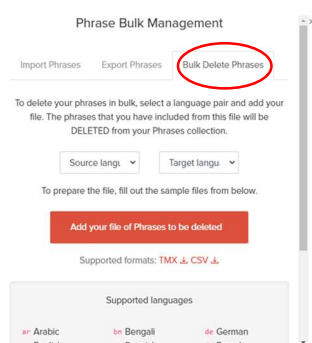
Export My Phrases



You can download all your My Phrases at once. (File formats: TMX and CSV)

From the [Export Phrases] tab, select the source and target language, filter items if necessary, and click [Export CSV] or [Export TMX] to export.

Bulk delete My Phrases



You can delete multiple Phrases at once by file import.

From the [Bulk Delete Phrases] tab, select the [Source language] and the [Target language]. Upload a CSV (or TMX) file with the Phrases to be deleted, using the [Add your file of Phrases to be deleted] button.

Refer to / add My Glossary

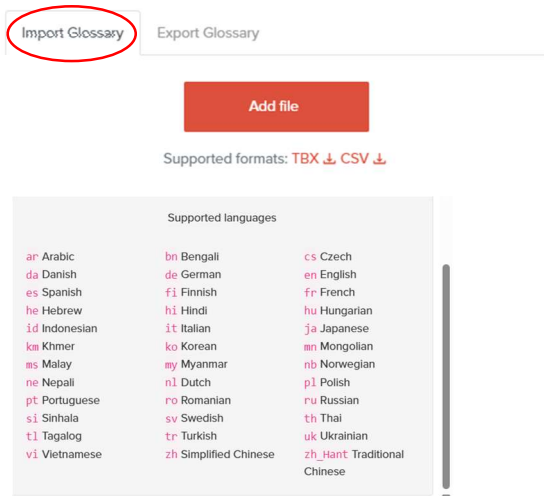
You can check the list of My Glossary from the Glossary icon in the left menu. Languages can be set with the [Languages] button. You can add terms in any language pair. Bulk import is also available (Supported file formats: TBX and CSV).

***Unlike Phrases, Glossary is forcibly applied automatically without considering the context.**

***My Glossary only affects the machine translations you do within your account.**



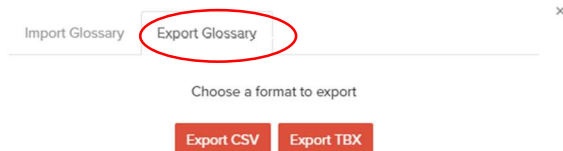
Import My Glossary



From the [Import/Export] icon at the right top, you can add My Phrases all at once (Supported file formats: TBX and CSV). Upload the file from [Add file].

* You can refer to the sample format of the file from the "Supported formats" clicking on the arrow icon. You can check the language codes in the "Supported languages" section.

Export My Glossary



Click the [Import/Export] icon at the top right, open [Export Glossary] tab and export CSV or TBX file.

10. Settings

You can customize settings as needed.

My Account <u>Settings</u>	Full name	If you want to change the name or email address, click [Update] at the end to save.
	Email	
	Password	<p>Change the password with the [Change] button. If your company has set passwords to be regularly changed (paid option), the next expiration date for your password will be shown.</p> <div> <div>Password</div> <div>Change...</div> </div> <p><small>Due to company rules, your password will expire on Jul 30, 2024</small></p>
	Language	You can choose the interface language from English, Japanese, Chinese, and Korean.
	Text Size	By default, the text size is set to Medium.
	Receive document comment notification emails	Check if you want an email notification that a comment has been added to the shared document (checked by default). Email notifications are sent in batches every 5 minutes.
	Last sign in date	The day you last signed in
	Member since	The date you created your account
	Account – Deactivate	Disable your account. Please note that you cannot re-enable the account by yourself.

Machine translation

Settings

Turn on/off machine translation process

If you want to translate from scratch on the edit page without using machine translation, uncheck "Use Machine Translation" (You can also select whether to use it from the gear icon on the start page).

Setting of the category priority

You can set the priority of the categories to be applied during the machine translation process. Visit the Settings page and click [Settings] under "Machine Translation." Drag in order of priority (the first is applied with the highest priority).

Machine Translation Settings

Use Machine Translation ☒

Category Priority

You can set the priority of Categories for translation results. Drag to sort the categories in order.

Category	Description
Category A	
Category B	
Category C	
General	

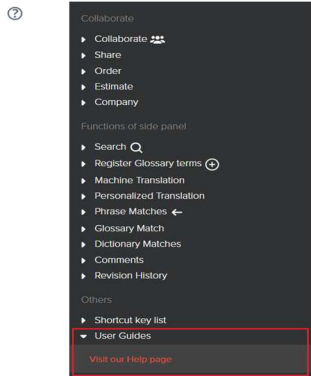
If you have multiple translation options for a single term, you can deal with them using the category function. Normally, multiple translations cannot be saved for a single term, but if you use a different Company Category, you can save the different translation for the already added term.

(Glossary terms are saved in both directions of source-to-original and original-to-source. Phrases are saved in only one direction.)

11. If you are in trouble

Help

Help (?) icon is in the upper right corner of each page. Please refer to it when you want more information about each function.



News

From the MTrans Team Startup Guide on the news page, you can navigate to the MTrans Team help page.

You can refer to the startup guide and update information.

News

July 2025 Update Notice
2025/7/23

[Read More](#)

Download the Getting Started Guide here
2025/7/10

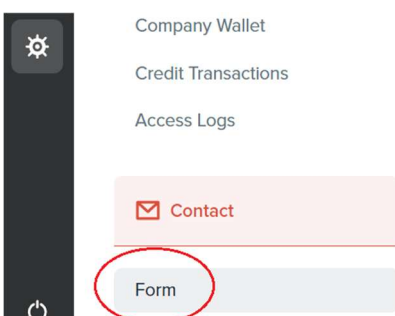
[Read More](#)

FAQ

Frequently asked questions can be found in the FAQ section on our Helpsite.

<https://humansciences-mtrans-team.webflow.io/faq-index>

Contact page



If you have any questions, please contact Support Team from Settings page > Contact > [Form].

