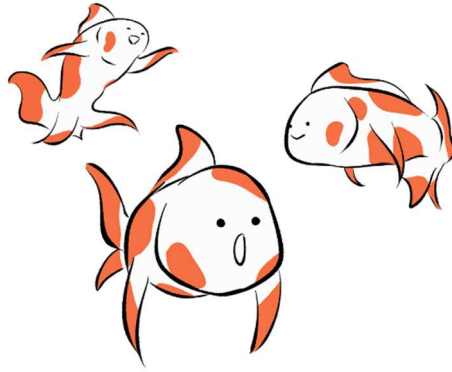


User Guide

For Translation Managers / Company Admins



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1. Machine translation

Machine Translation + You = Accelerated Translation Growth

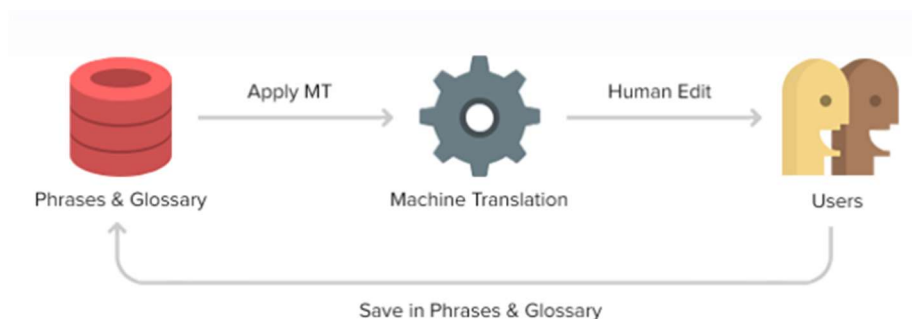
The translation process that enhances quality and speed with machine translation + post-editing

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 afterwards 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

English → Japanese

Enter text or [Upload](#) your file

upload file
(.docx .xlsx .pptx .html .htm .pdf .csv .txt .xml)

0 / 100,000

” + T
Translation with Phrases and Glossary

You have translated over 6,831,000 characters so far
Your company has translated over 6,164,000 characters so far

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

電磁ボール_来年度販売...

Japanese → English

Product Planning Department, Yaraku Co., Ltd.
Tomoko Yaraku

January 25, 2022

Next Term Plan Proposal

1. Introduction
Health is a key word of aging society. Our section has been developing mainly indoor sports equipment, including the "Electromagnetic Ball". Sales in the same field market are increasing year by year (Material A). And high interest has been shown in the previously conducted questionnaire. (Material B)

2. Proposal
Our company is widely recognized as a medical device manufacturer. Based on this, it wants to propose the development of a new exercise tool which applied microcurrent which is a speciality.

3. Summary
Concept: High-performance exercise equipment made by a medical device manufacturer
Department in charge: Second Development Department and Design Office

1. 令和4年1月25日
2. 商品企画部 八菜株式会社
3. 八菜 智子
4. 来期計画提案書
5. 1. はじめに

January 25, 2022
Product Planning Department, Yaraku Co., Ltd.
Tomoko Yaraku
Next Term Plan Proposal
1. Introduction

Machine Translation (8)

Translate "令和4年1月25日"
- Gemini 2.0 Flash
Translate "令和4年1月25日"
- Yaraku Translate
Translate "令和4年1月25日"
- Google Translate (NMT)
Translate "令和4年1月25日"
- Microsoft Translate (NMT)
Translate "令和4年1月25日"
- Papago Translate
Translate "令和4年1月25日"
- Claude
Translate "令和4年1月25日"
- GPT-4
Translate "令和4年1月25日"
- GPT-4 mini

Glossary Matches (0)
Add to Glossary

Comments (0)
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 to 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



The screenshot shows the 'My Documents' interface with a table of documents. The table has columns for 'Last Update', 'Entry', 'Progress', and 'From-To'. There are three documents listed, each with a checkbox, a timestamp, a document icon and name, a progress bar, and a language pair.

	Last Update	Entry	Progress	From-To
<input type="checkbox"/>	Today at 11:25 AM by me	4.1m 25-07-30 This is my hometown. This is my hometown.	0% Checked	English → Japanese 4 Words
<input type="checkbox"/>	Today at 11:20 AM by me	GEM 電磁ボール 来年度販売計画書.docx 令和4年1月25日商品企画部 八楽株式会社八楽 智子来期計画提案書1. はじめに健康は、高	0% Checked	Japanese → English 530 Characters
<input type="checkbox"/>	Yesterday at 1:09 PM by me	GEM Yaraku Translate Security Info demo pptx.pdf 2025.05.23 www.yaraku.com Trusted by 2,000 Companies Worldwide Yaraku Translate Securiti	0% Checked	English → Japanese 1,357 Words

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

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

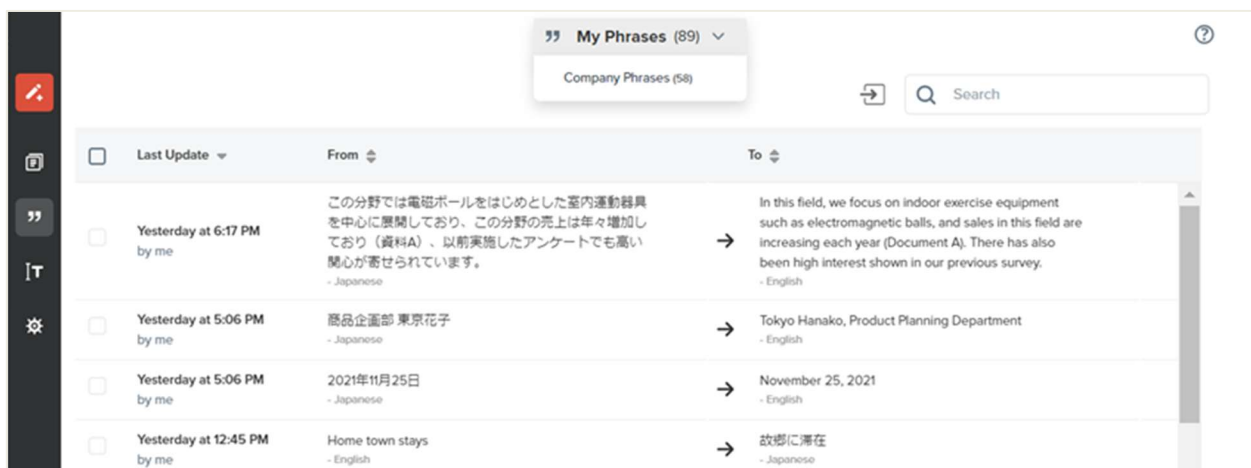
My Documents

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

Company Documents

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

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



<input type="checkbox"/>	Last Update ▾	From ⇅	To ⇅
<input type="checkbox"/>	Yesterday at 6:17 PM by me	この分野では電磁ボールをはじめとした室内運動器具を中心に展開しており、この分野の売上は年々増加しており（資料A）、以前実施したアンケートでも高い関心が寄せられています。 - Japanese	→ In this field, we focus on indoor exercise equipment such as electromagnetic balls, and sales in this field are increasing each year (Document A). There has also been high interest shown in our previous survey. - English
<input type="checkbox"/>	Yesterday at 5:06 PM by me	商品企画部 東京花子 - Japanese	→ Tokyo Hanako, Product Planning Department - English
<input type="checkbox"/>	Yesterday at 5:06 PM by me	2021年11月25日 - Japanese	→ November 25, 2021 - English
<input type="checkbox"/>	Yesterday at 12:45 PM by me	Home town stays - English	→ 故郷に滞在 - Japanese

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 added to Phrases.

Company Phrases - Translated texts that the Translation Manager edited and added to Phrases. It will be shared with all the Regular Members that have access to the registered company category and will be applied with priority over My Phrases.

⑤ Glossary page: Keep consistency of terminology



English	Japanese
Type a word	Type a word
Yaraku Co., Ltd.	株式会社ヤラク
Proposal	計画案

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. They will be seen only by you.

Company Glossary - Terms added by the Translation Manager. It is 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 in 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.



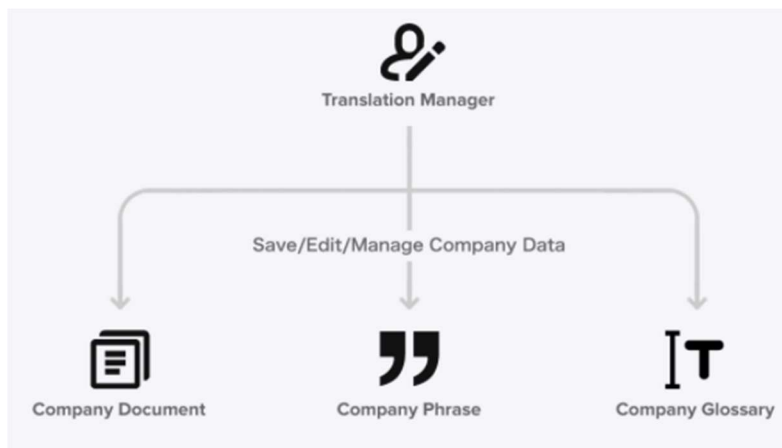
3. Company Admin

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. Company Admin

Company Admin checks contract information and usage status, as well as manages Regular Members, Company Categories, and other items in Company Accounts.

Settings

Only the Company Admin has access to the Company Admin Settings section.

Document sharing

From the Settings, click [Settings] under the "Company Admin" to set document sharing permissions with Company Members and users outside of your company.

(Default setting: Internal sharing is allowed; external sharing is not allowed)

Settings

Document Sharing

Allow company members to share documents to the following users:

Company members ☒

Users outside of your company ☒

* If you do not allow sharing for both Company Members and external users, the [Share] button will be hidden in the edit page.

Settings

Document Sharing

* Document sharing is currently completely disabled.

Allow company members to share documents to the following users:

Company members ☐

Users outside of your company ☐

Session timeout

You can change the session timeout period on the Company Admin > [Settings] page. Enter the length of time (in days) in the box to keep logged in and click [Set] to confirm. The session is applied when "Keep me logged in" is checked on the sign in page.

"Keep me logged in" time

The "Keep me logged in" functionality is to extend the time a user stays signed in.

If the user does not check the "Keep me logged in" box from the login page, they will stay signed in for 2 hours. If they check the box they can stay signed in longer.

Currently, after days the user will be logged out

Set

Machine Translation

Only the Company Admin has access to the Company Admin Machine Translation section. From the Settings, click [Machine Translation] under the "Company Admin" to check the list of Machine Translation engines available for your company members, and decide which engines from the list should be enabled for your company members.

Company Admin

Settings

Machine Translation

Company Orders

Members

Insights

Company Categories

Company Wallet

Credit Transactions

Access Logs

Select the machine translation engine you would like to enable in your company.

- | | |
|---|--|
| <input checked="" type="checkbox"/> GPT-4.1 mini ⓘ | Terms and Conditions ↗ |
| <input checked="" type="checkbox"/> Yarku Translate ⓘ | Terms and Conditions ↗ |
| <input checked="" type="checkbox"/> Google Translate ⓘ | Terms and Conditions ↗ |
| <input checked="" type="checkbox"/> Microsoft Translate (NMT) ⓘ | Terms and Conditions ↗ |
| <input type="checkbox"/> DeepL Translate ⓘ | Terms and Conditions ↗ |
| <input checked="" type="checkbox"/> Papago Translate ⓘ | Terms and Conditions ↗ |
| <input checked="" type="checkbox"/> Claude ⓘ | Terms and Conditions ↗ |
| <input checked="" type="checkbox"/> GPT-4.1 ⓘ | Terms and Conditions ↗ |
| <input checked="" type="checkbox"/> Gemini 2.0 Flash ⓘ | Terms and Conditions ↗ |

Buttons summary

Select the machine translation engine you would like to enable in your company.

<input checked="" type="checkbox"/> GPT-4.1 mini ⓘ	Terms and Conditions ↗
<input checked="" type="checkbox"/> Gemini 2.0 Flash ⓘ	Terms and Conditions ↗
<input checked="" type="checkbox"/> Yaraku Translate	Terms and Conditions ↗
<input checked="" type="checkbox"/> Claude (3.5 Sonnet) ⓘ Developed by: Anthropic PBC Location: US ⓘ Storage: None, no human abuse monitoring Secondary use: None Expect longer waiting time Recommended for text translations	Terms and Conditions ↗
<input checked="" type="checkbox"/> Claude ⓘ	Terms and Conditions ↗
<input checked="" type="checkbox"/> GPT-4.1 ⓘ	Terms and Conditions ↗



If the toggle on the left of the engine name is red, it means that the engine is enabled and the company members will be able to select the engine during translation. To turn off an enabled engine, please move the toggle button to the left.



If the toggle on the left of the engine name is black, it means that the engine is disabled and the company members will not be able to see the engine in the engines selection list. To turn on a disabled engine, please move the toggle button to the right.



Please click the information button to check basic security and speed related information about each engine.

[Terms and Conditions](#) ↗

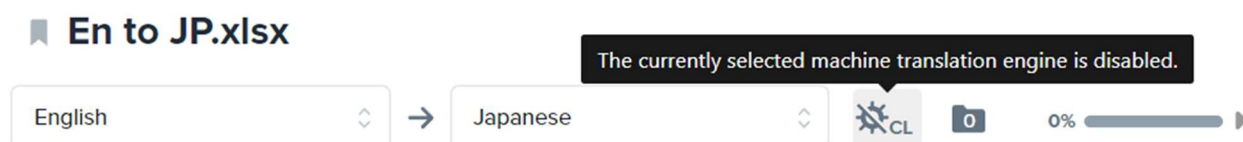
Click the link to check the Terms and Conditions of each engine.

💡 Additional notes

*After you make changes in machine translation settings, please refresh the page to see if the settings are applied in the documents page.

***If a company member translated a document with one of the engines and then the company admin turned off the engine, the company member will still have connection to the engine in the previously translated document, but he will not be able to update the content of it.**

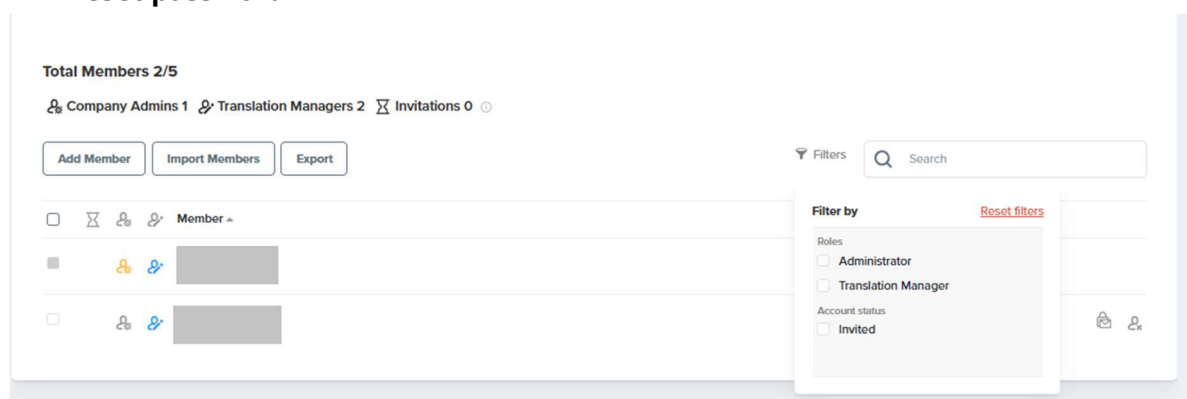
***The crossed out engine icon with the warning message will be displayed once the document with disabled machine translation engine is opened.**



Members

On the Members page, the following actions can be done.

- Add/Import Members (switches to Notify Members for companies using SSO login option)
- Remove Member from the Company Account
- Change Member's permissions (roles)
- Reset password



Search results can be filtered by roles and account status, and a member can be specified in the Search bar.

How to add/delete Members

You can add, import, and remove Members to/from your Company Account.

Add Members

Add Members

E-mail Addresses

Type the E-mail addresses of the members you want to add. Separate them by comma.

Send Invitations

Enter the email addresses of the members you want to add one by one. If you have multiple members to add, enter them separated by commas.


Import Members

Upload a CSV file containing the email addresses of multiple members you want to add.

Import Members

You can add members by uploading a CSV file with e-mail addresses of new members. CSV file should have one column with one e-mail address per row. Sample file can be downloaded [here](#).

Add file

	test1 .com
	Invitation Link
https://app.1	l.com/company/join/xSUQ9HfDnBuGeKhYCjb6M10N

* When you add a member, an invitation email will be sent to the email address. It will be on hold until the member allows it, and an hourglass icon will appear to the left of the username in the Members list, which means "inviting."

* If the invited member does not receive the email address, the email may have accidentally been sorted as junk / spam. In the Members list, you can display a URL by clicking the "invitation link" of the relevant member. Please send it directly by email.




Notify Members (SSO login-only)

If your company is using a Single-Sign-On (SSO) login system, you can add members directly from your SSO system. If needed, you can also notify them via Notify button.

Total Members 2/5

Company Admins 1 Translation Managers 2 Invitations 0

Notify Members Export

<input type="checkbox"/>		Member
<input type="checkbox"/>		
<input type="checkbox"/>		

* When you notify a member, an invitation email will be sent to the email address. However, the notified member will not be displayed counted in invitations and will appear as a member only after he or she logs in via SSO system for the first time.

Notify Members

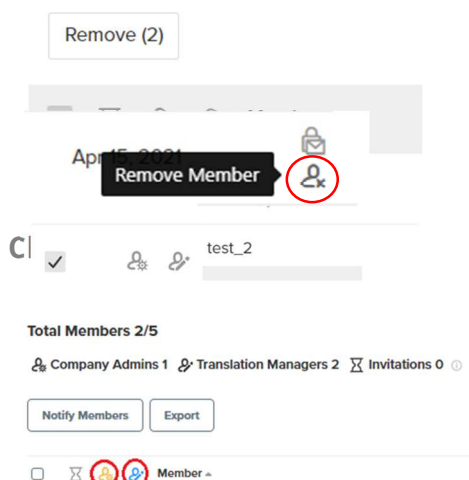
E-mail Addresses

Type the E-mail addresses of the members you want to notify. Separate them by comma.

Send Notifications

* Enter the email addresses of the members you want to notify one by one. If you have multiple members to notify, enter them separated by commas and click the "Send Notification" button.

Remove Members from Company Account



Hover the cursor over the Member's name and click the [Remove Member] icon that appears on the far right.

You can also select multiple users with checkboxes, then click [Remove] to remove them all at once.

The icons next to the member names in the Members list indicate the Company Admin (left) and Translation Manager (right). You can set them by clicking the icon. Click the icon again if you want to undo the setting. If the icon is gray, it means that the setting is off. There is no limit to the number of Company Admins or Translation Managers.

Reset password

In the Members list, hover the cursor over the member whose password you want to reset, to the password reset icon be displayed on the far right (red circle in the image below). Click the icon to send a password reset email to the member's email address.



The Member will receive a password reset email.

Press the link from the email to access the password reset page, enter a new password twice and click the "Reset your password" button to change your password.

© YARAKUTranslate

Reset your password

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

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

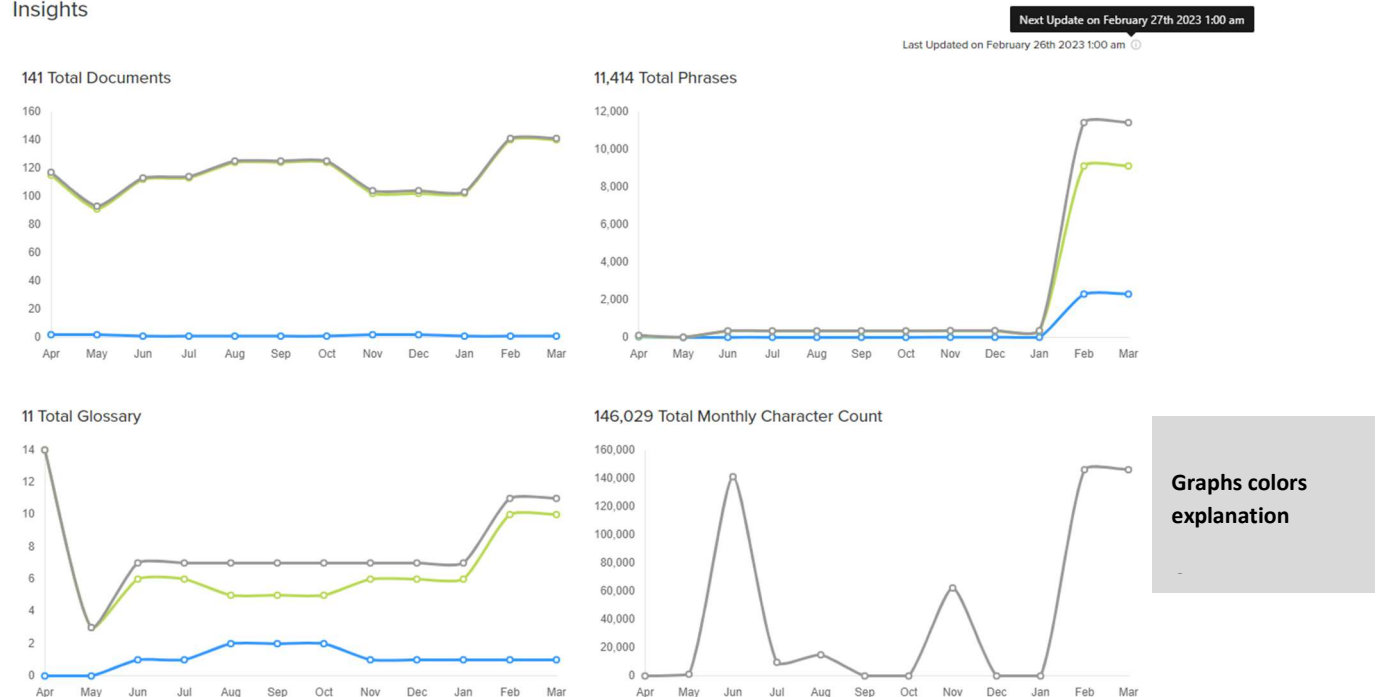
Reset your password

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

Insights

The graphs on Insights page show the total data (Documents, Phrases, Glossary, and total number of characters used) for the past 12 months. The graphs will be updated daily at 1am (JST).

Insights



Below the graph, a list of members is displayed, and you can check the usage status (number of Documents, Phrases, Glossary terms, characters used, last used date and time) for each user.

Export Filters test x

Member	Documents	Phrases	Glossary	Characters	Last Used
	1 (0)	1 (0)	0 (0)	0 (0)	Jan 31, 2022
	1 (0)	1 (0)	0 (0)	0 (0)	Dec 23, 2021

Filters are available for roles and account status, and a member can be specified in the Search bar.

Filter by [Reset filters](#)

Roles

☐ Administrator

☐ Translation Manager

Account status

☐ Invited

Export Members

Export

×

Filter by

- ☐ Company Admin
- ☐ Translation Manager
- ☐ Active Members

Fields

- ☒ All
- ☐ Custom

Date Range

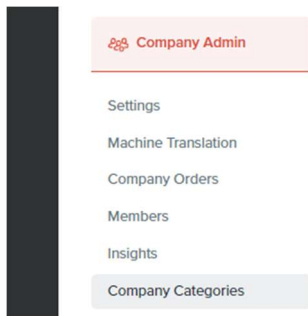
- ☒ From this Month 2023/03
- ☐ From last Year 2022/03 - 2023/03
- ☐ From custom Range

Export

Select or specify the range of date and download a CSV file.

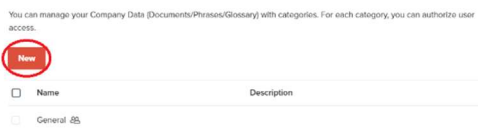
Company Categories

Company Categories allows you to manage data by different departments, different teams, purpose of documents, etc.



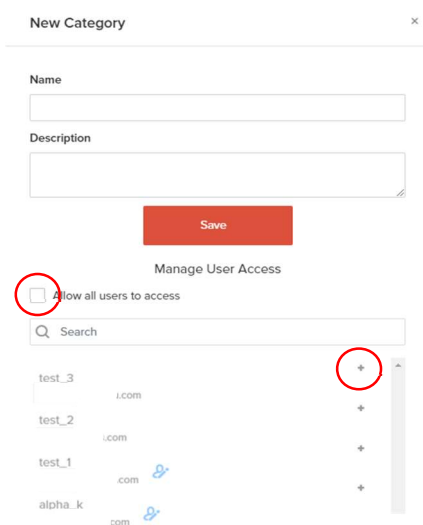
"General" category is created by default. If you have not created a new category, all Company Data will be added to "General".

How to create a new Category



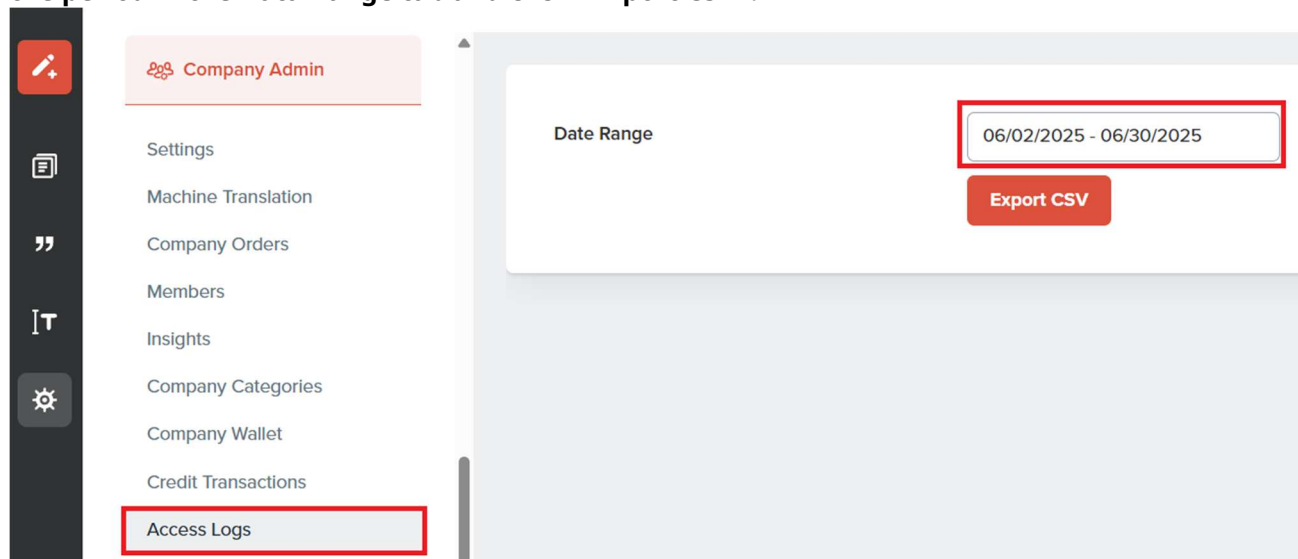
1. Create a new Category by clicking [New].
2. From "Manage User Access," select Members to give them access permission.
Check [Allow all users to access] or give access to specific users by clicking the [+] next to their names.

*If you do not check either, no one can access the Category.



Access Logs

You can get access logs for all Members of your Company Account. Please make sure to specify the period in the Data Range tab and click "Export CSV".



Here is the info, that will be shown in the downloaded file.

- Time of Access
- IP Address
- User Name
- Email Address

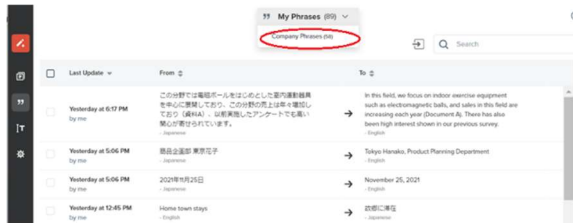
***Storage period:** 6 months

4. Translation Manager

Translation Manager adds and manages

Company Documents, Phrases, and Company Glossary shared within the Company Account.

Add Company Glossary Terms



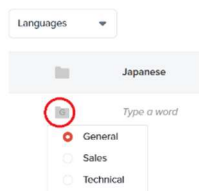
Click Glossary on the left menu and open the [Company Glossary] tab. You can check the list of added Company Glossary Terms. Glossary Terms are available in any language pair.

Select languages



Click [Languages] on the upper left to display languages and select the language pair you want to add.

Select Company Category you want to add to



Click the Category icon on the left and select the Company Category you want to add the term to. If the Company Admin has not created a new Category, the default “General” category will be selected.

Add a Glossary term

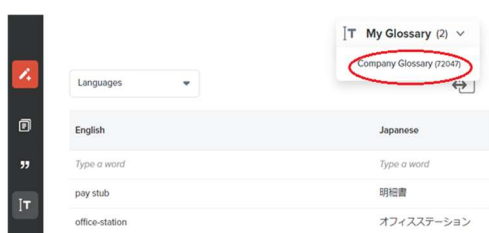


Enter a term for each language and press Enter to save your entry.

***To save different translations for the same word, please select a different Company Category as two different translations can't be saved in the same Glossary.**

*** Glossary Terms are applicable two ways and are forcibly replaced automatically without considering the context, unlike Phrases. The Company Glossary affects the machine translations performed by members in your Company Account who have access to the Company Category.**

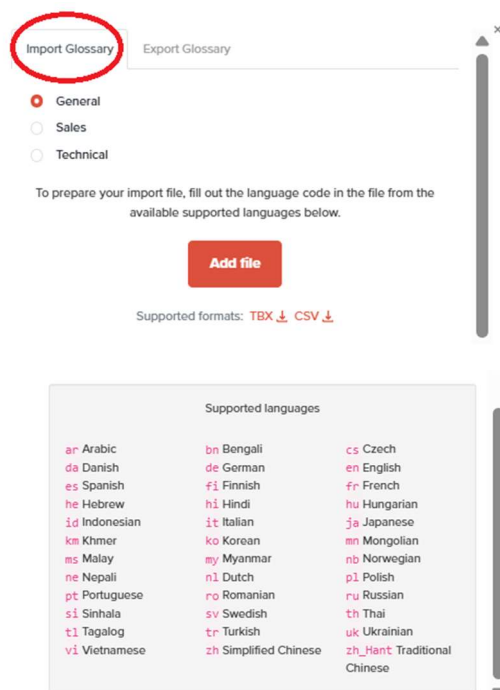
Company Glossary reference and editing



You can refer to the Company Glossary by visiting the Glossary page from the left menu and selecting the [Company Glossary] tab. You can edit registered terms directly in each language tab. Only when there is an exact match, the company terms will be replaced within the translation.

Import Company Glossary

You can bulk import Company Glossary from the Import/Export icon at the top right. (Support file formats: TBX and CSV)



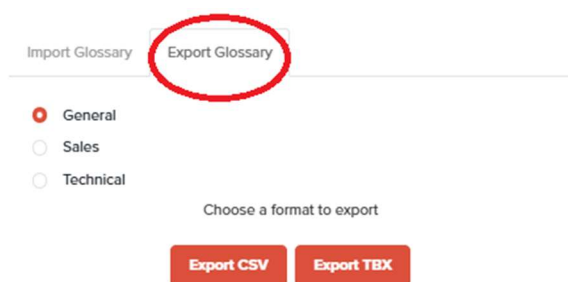
On the [Glossary Import] tab, select the Company Category you want to import to and click [Add File] to upload the file.

You can download and use the sample format of the file from "Supported formats" by clicking the arrow icon next to TBX or CSV.

You can check the language code in "Supported languages".

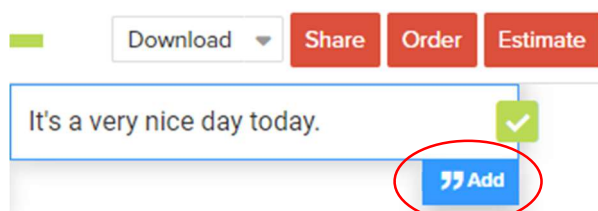
*There is no character limit, but the file size limit is **45MB** and within **8,000 lines**.

Export Company Glossary



You can bulk export Company Glossary from the Import/Export icon at the top right. (Supported file formats: TBX and CSV)
On the [Export Glossary] tab, select the Company Category you want to export and click the [Export CSV] or [Export TBX] to export.

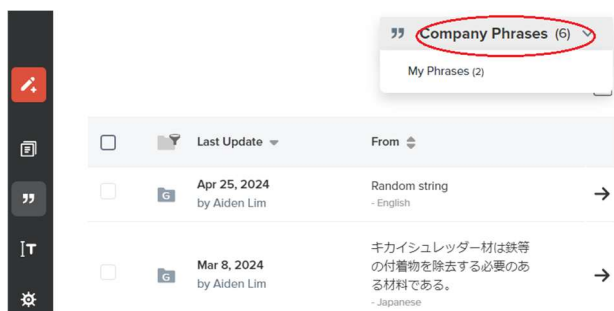
Add Company Phrases



Company Phrases are the phrases added by the Translation Manager while they are editing the translation.

When the Translation Manager edits a translation on the Edit page and clicks [Add] with a Company Category selected, it will be added to **both My Phrases and Company Phrases**.

See and edit the Company Phrases list



Refer to Phrases by clicking Phrases on the left menu and selecting [Company Phrases] tab. If necessary, you can edit the source/translated phrase by clicking on it.

Company Phrases are automatically applied in the machine translation. Those with 100% match (complete match) are used as they are, and those with 50% or more match (partial match) are displayed as references in the right-side panel of the edit page.

***Since Phrases are prioritized over Glossary, registered terms will not be replaced within the complete match segments.**

Import Company Phrases

You can import, export, and bulk delete Company Phrases from the "Phrase Bulk Management" icon at the top right of Company Phrases page. (Supported file formats: TMX and CSV)

The screenshot shows the 'Import Phrases' tab selected. At the top, there are three tabs: 'Import Phrases', 'Export Phrases', and 'Bulk Delete Phrases'. Below the tabs, there are radio buttons for 'General', 'Sales', and 'Technical'. A message says 'To import your Phrases, select a language pair and add your file.' There are two dropdown menus for 'Source language' and 'Target language'. Below these, there is a red 'Add file' button. At the bottom, there is a section titled 'Supported languages' with a list of language codes and names: ar Arabic, da Danish, es Spanish, he Hebrew, id Indonesian, km Khmer, ms Malay, ne Nepali, pt Portuguese, si Sinhala, tl Tagalog, vi Vietnamese, bn Bengali, de German, fi Finnish, hi Hindi, it Italian, ko Korean, my Myanmar, nl Dutch, ro Romanian, sv Swedish, tr Turkish, zh Simplified Chinese, cs Czech, en English, fr French, hu Hungarian, ja Japanese, mn Mongolian, nb Norwegian, pl Polish, ru Russian, th Thai, uk Ukrainian, zh_Hant Traditional Chinese. The 'Import Phrases' tab is circled in red.

On the [Import Phrases] tab, select the Company Category you want to import, the source and target languages, and click [Add File] to upload the file. *When uploading a CSV format, please make sure it is saved as CSV UTF-8 (comma separated) (*.csv extension) format.

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 code in "Supported languages".

*There is no character limit, but the file size limit is **45MB** and within **8,000 lines**.

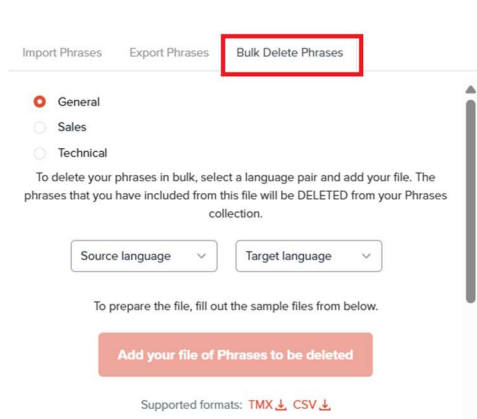
Export Company Phrases

The screenshot shows the 'Export Phrases' tab selected. At the top, there are three tabs: 'Import Phrases', 'Export Phrases', and 'Bulk Delete Phrases'. Below the tabs, there are radio buttons for 'General', 'Sales', and 'Technical'. A message says 'To export your Phrases, select a language and file format.' There are two dropdown menus for 'Source language' and 'Target language'. Below these, there is a section titled 'Filter by:' with two checkboxes: 'Translation Manager' and 'Saved Period'. At the bottom, there are two red buttons: 'Export CSV' and 'Export TMX'. The 'Export Phrases' tab is circled in red.

On the [Export Phrases] tab, select the Company Category you want to export and the source and target languages.

If necessary, filter the export phrases items by Translation Manager's name and Saved Period and click [Export CSV] or [Export TMX] to export.

Bulk delete Company Phrases



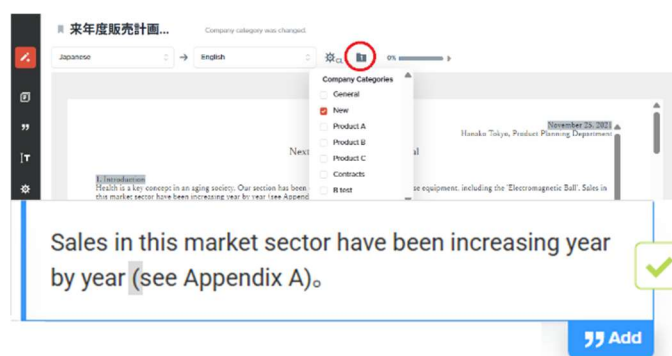
From the [Bulk Delete Phrases] tab, select the category in which the phrase you want to delete is registered (if applicable), the [Source language], and the [Target language]. Upload a CSV file with the Phrases to be deleted, using the [Add your file of Phrases to be deleted] button.

How to select the Category to add the Company Phrases to

Company Phrases can be organized and managed by Company Categories.

For example, if the Company Admin creates Categories optimized for different purposes and Translator Manager adds Phrases in the appropriate Category, all the users who have the access to those categories can select, apply, and use only the Categories required for that specific translation. By default, the "General" Category is already created, and all Company Phrases will be added to "General". If you want to add Company Phrases in a Category other than "General", you need to change the destination category before adding the Phrases.

How to select Categories?



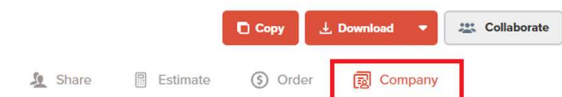
1. On the Edit page, click the folder icon, next to the selected engine icon, and checkmark the category you want to use.
2. Click the [Add] icon to add the edited translation of each segment to the Phrases.

Tips: If the Translation Manager does not want to add the Phrases to Company Phrases, uncheck all Company Categories. Then they will be added only to the Translation Manager's My Phrases.

Add Company Documents

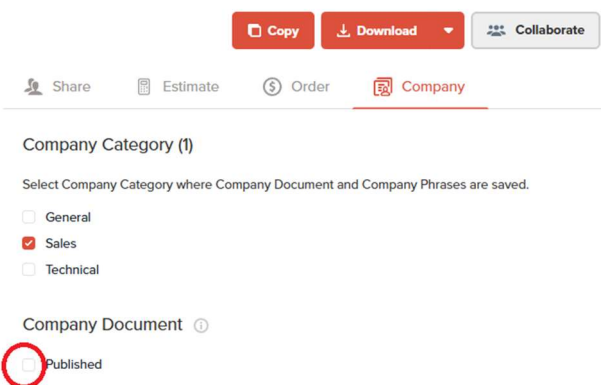
If you publish My Documents as Company Documents, other Regular Members can use them as templates.

(Example of use: Various in-house templates such as minutes, contracts, procedure manuals, emails, etc.)



Select the Document you want to publish as Company Document and open it in one of the views (Source view, parallel view, preview).

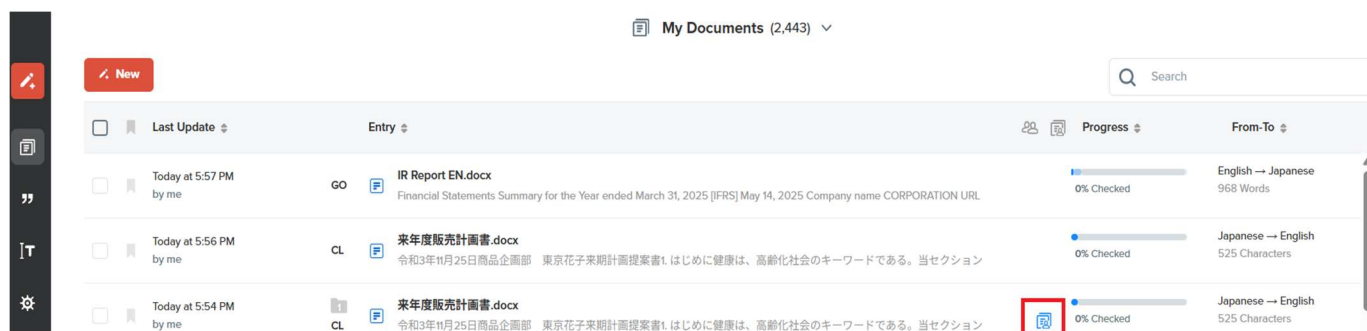
Click the person and folder icon. Users are only able to see the Documents that belong to Company categories they have access to.



After selecting a company category, check "Published" to display a pop-up for publishing the document as Company Document.


If you select the Company Category to add and check "Published", it will be published as a Company Document.

After publishing, the icon indicating "Published" status will be displayed on the right side of the title on the My Documents list.



5. 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 “keep me logged in” from the Company Settings. See the Company Admin section for more details.

Forgot password

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.

Sign in

☐ Keep me logged in

OR

[Forgot your password?](#)

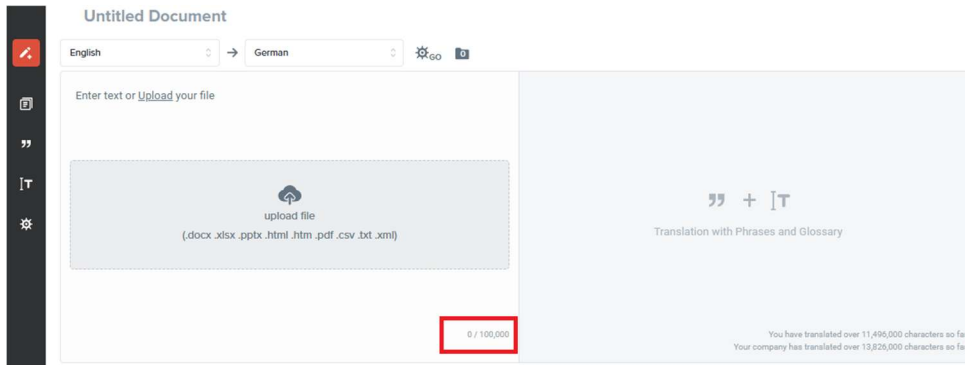
[Create an account](#)

6. Start translation

Machine Translation (text translation)

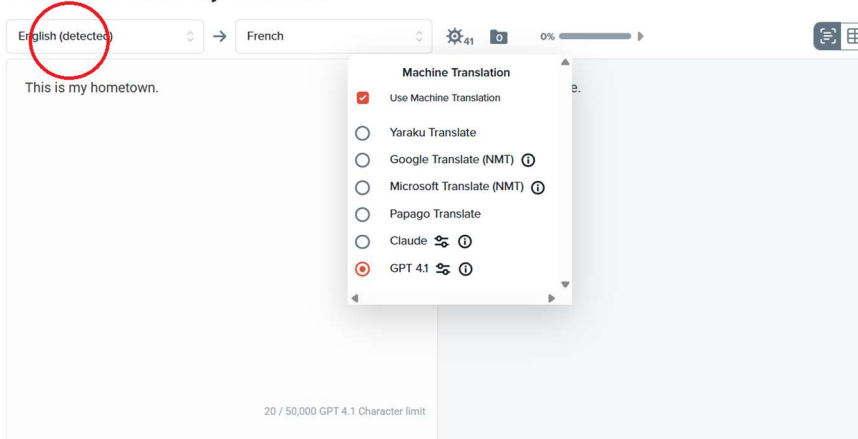
Character limit

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



Select source/target languages and machine translation engine
It automatically detects source language.

■ 25-06-25 This is my hometown.



Enter text to get translation instantly

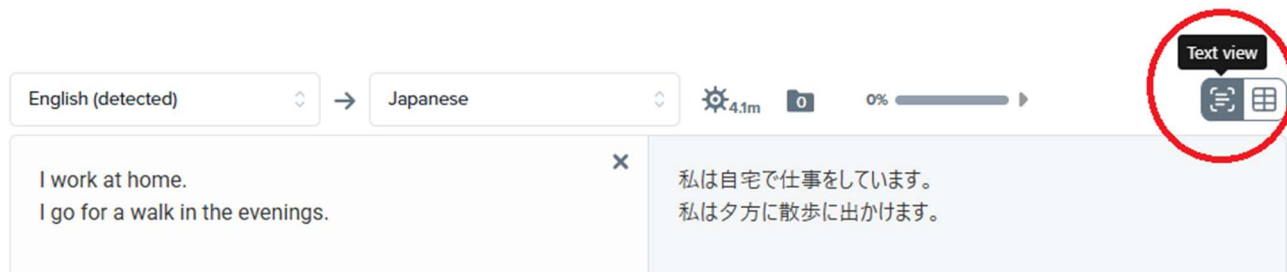
After you enter the source text in the left area, the translated text is automatically displayed on the right side. You can copy the translated text from the [Copy] button that appears after the translation.



Changing the views

After translation switch between text and parallel views, by clicking on the icons on the upper right corner of the translation area.

Text view

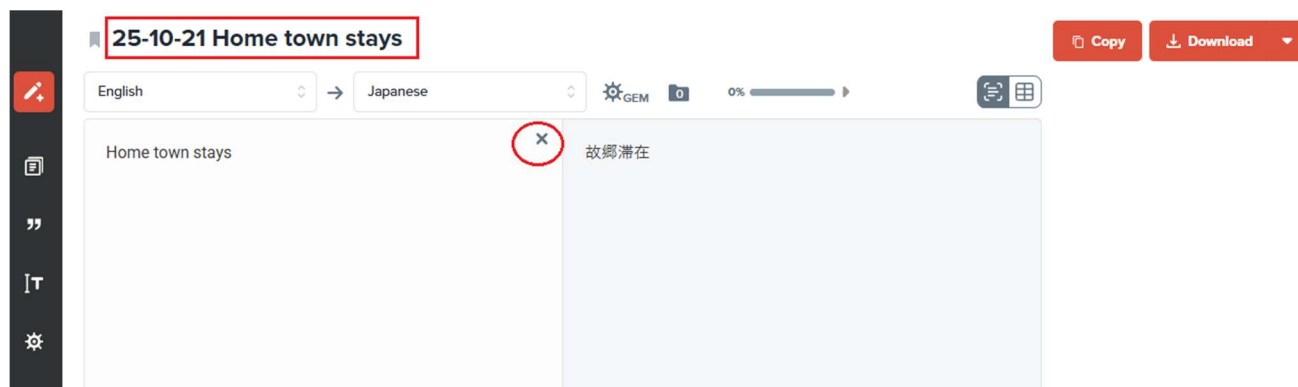


Parallel view



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.

*To delete the entry and start over, click on the "X" button on the upper right corner of the text entry area. Deleted text translation will be automatically sent to the Trash folder.

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.

25-06-30 Hello. I'm a Japanes

English → Japanese 0% 0

Hello. I'm a Japanese language student and I recently came to Japan. | こんにちは。私は日本語を勉強している学生で、最近日本に来ました。



25-06-30 Hello. I'm a Japanes

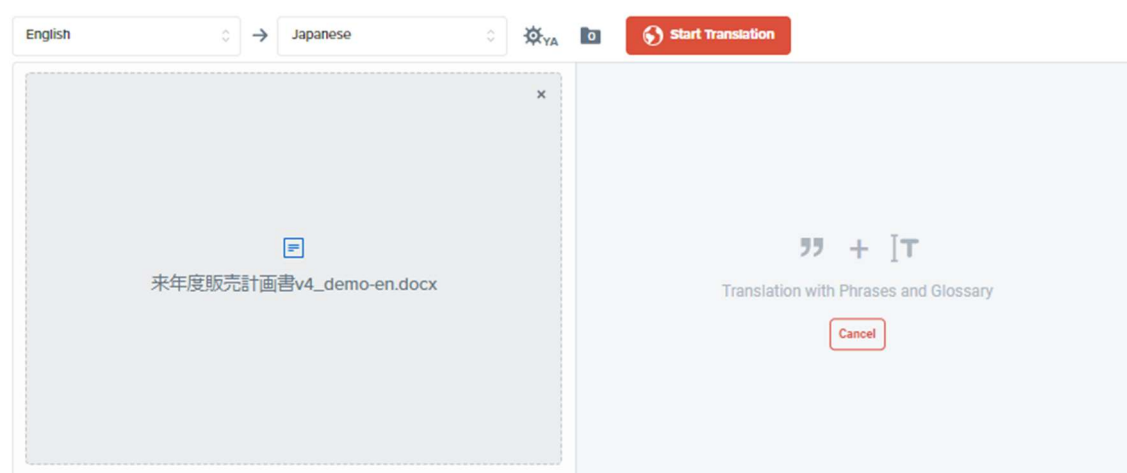
Japanese → English 0% 0

こんにちは。私は日本語を勉強している学生で、最近日本に来ました。 | Hello. I am a student studying Japanese and I recently came to Japan.

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** (file size limit **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 translation times is unlimited).

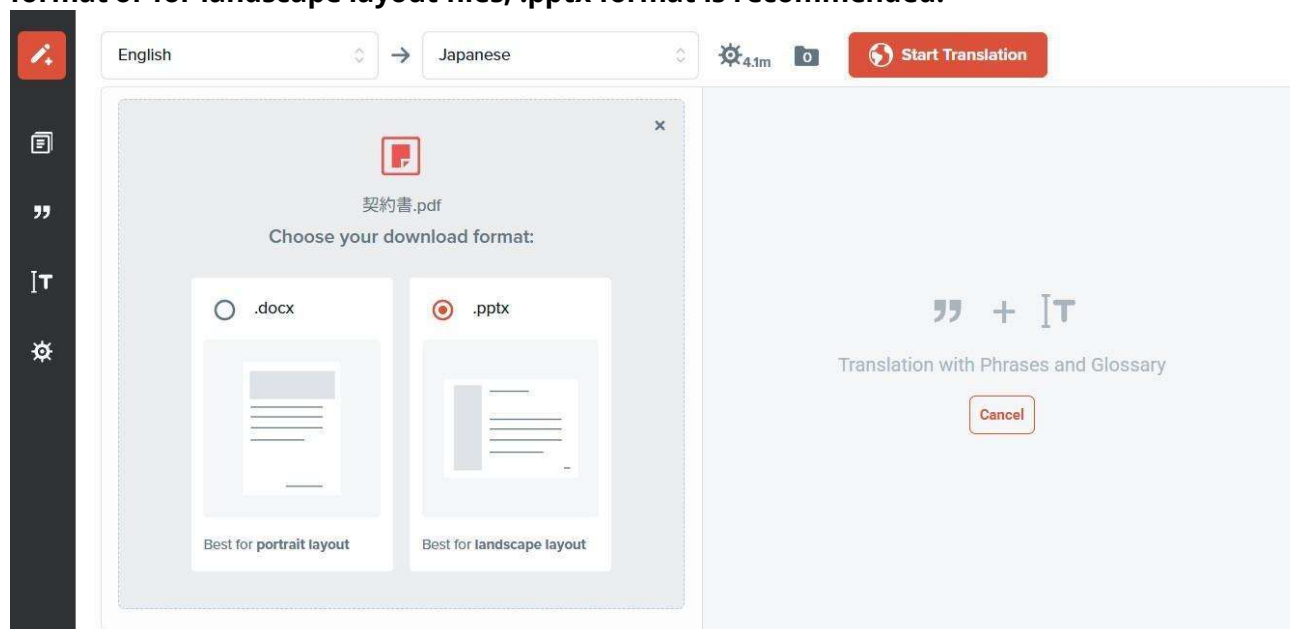


Available file formats are as follows.

.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



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

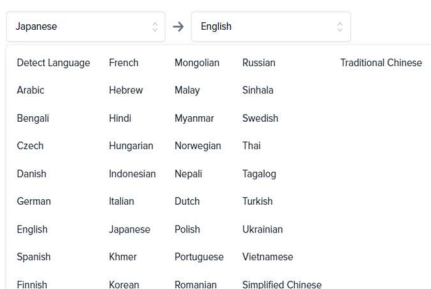
You can choose from Yaraku Translate/ Google / Microsoft / Papago/NICT (Minna-no-Jidou-Honyaku@TexTra®, paid) / GPT-4.1. GPT- 4.1 mini, Gemini 2.0 Flash and Claude. You can also turn on/off the machine translation process.

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.

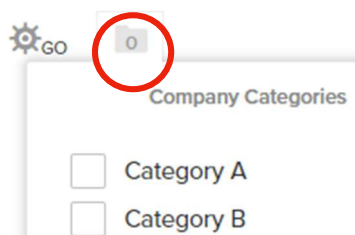
Select the source and target languages



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.

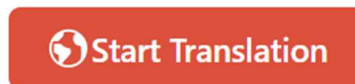
Select Company Category



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 automatically opens.



Edit page divided into 3 views is displayed after the translation.

Upper left: Translation preview

Lower left: Parallel view (side by side segments)

Right side: Side panel

The screenshot displays a web-based translation interface. The main editor area shows a document titled "Next Term Plan Proposal" with Japanese text on the left and its English translation on the right. The document content includes an introduction, a proposal, and a summary. Below the main editor, a parallel view shows the original Japanese text and the translated English text side-by-side. The right side panel contains a search bar, a "Machine Translation (8)" section with various translation services (Gemini, Yaraku, Google, Microsoft, Papago, Claude, GPT-4.1, GPT-4.1 mini), a "Glossary Matches (0)" section with an "Add to Glossary" button, and "Comments (0)" and "Revision History (1)" sections.

7.Prompts settings for LLM engines

Translations of LLM engines (GPT-4.1 etc.) 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.

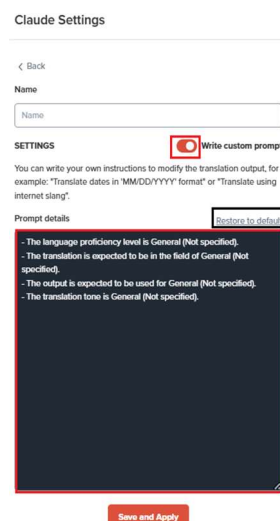
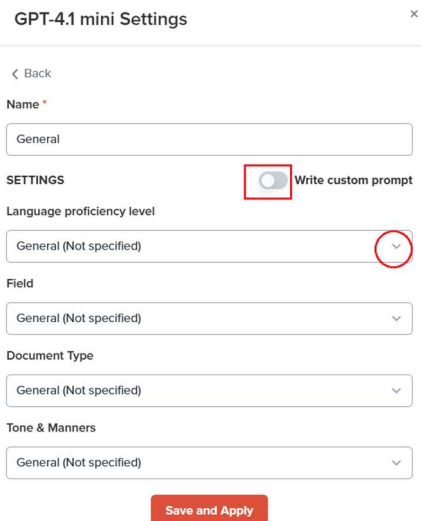
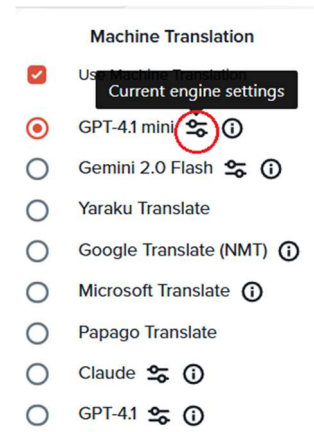
Custom prompt creation

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 “Save and Apply” button to save your changes.



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 latest 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.

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.

Your settings have been applied ✕

Name

New		Last update ▾	
<input type="checkbox"/>			
<input type="checkbox"/>	25-02-18 20:02	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		Last update ▾	
<input type="checkbox"/>			
<input type="checkbox"/>	25-02-20 10:05	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 type="checkbox"/>		Last update ▾	
<input checked="" type="checkbox"/>	Business	Currently applied	Last Tuesday at 7:37 PM

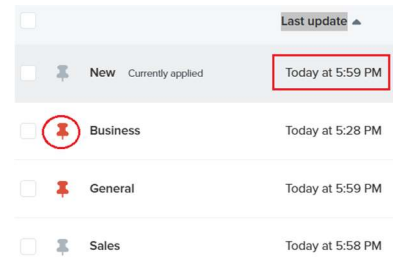
<input type="checkbox"/>		Last update ▾	
<input type="checkbox"/>	Business	Currently applied	Last Tuesday at 7:37 PM
<input type="checkbox"/>	Business-copy		Today at 12:09 PM

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.



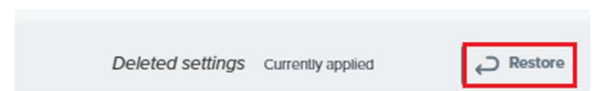
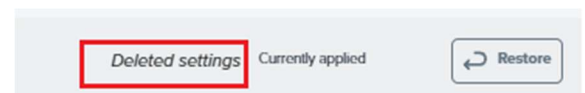
***If you change the prompt while editing the already translated document, it will not be applied to the current document and will not automatically retranslate it. The changed prompt will be applied to the next new translation.**

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.



8. 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

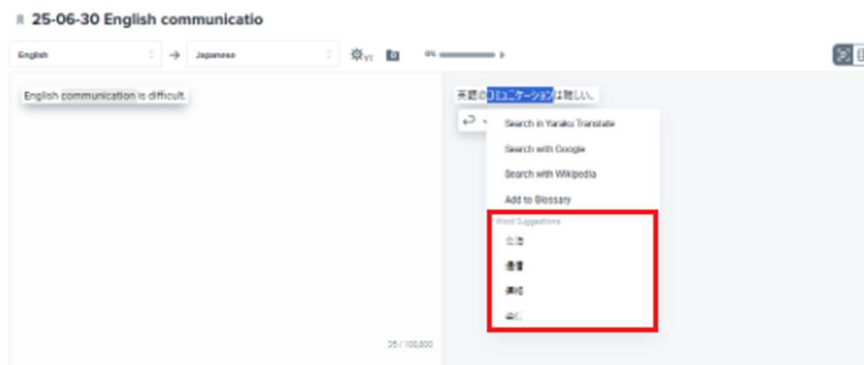
- Word-to-word Highlighting (for all languages)

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



- Smart Suggestions (Word Suggestion) (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!



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.

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)

Post 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 clicking ▲ ▼ between the two views.)

Bookmark: You can click to bookmark

Translation Status/Quality Assistant/Search & Replace

Title: You can edit the document title.

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

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

Segment number: Click to show / hide

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.

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.

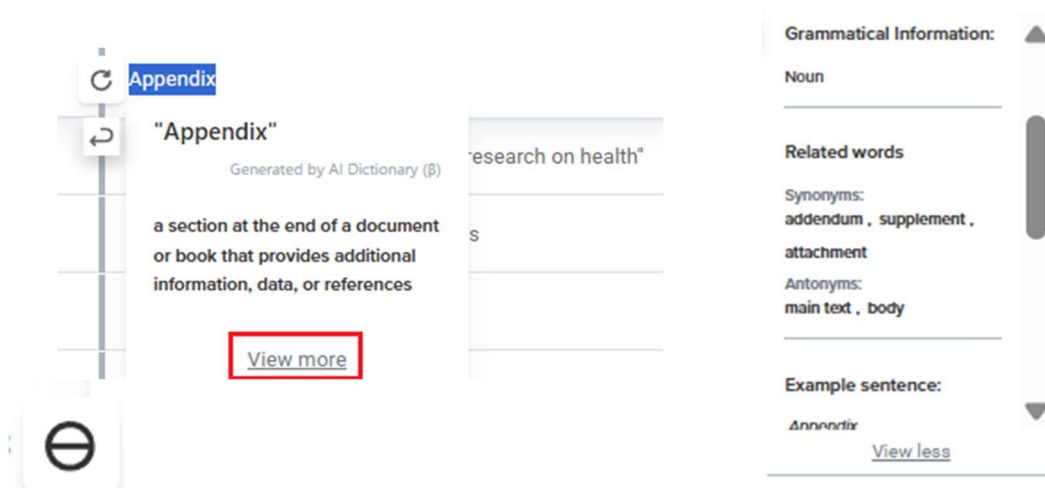
Add a segment to Phrases
By clicking the [Add] after editing the translated text, the pair of the source and edited text is automatically added in the Phrases.

Highlight search/Glossary registration
Highlight a word to search for it in AI Dictionary, in MTrans Team, with Google/Wikipedia or add it to the Glossary.

同分野

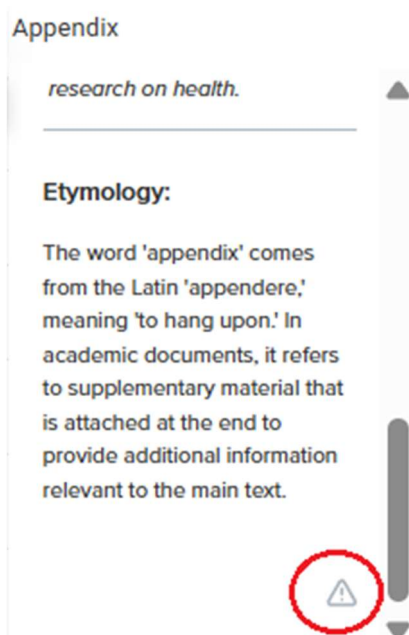
AI Dictionary

Highlight any word or compound text you want to check, and a basic definition will be generated in the popup. Click “View more” to see a comprehensive dictionary definition in the popup. It will show the highlighted word meaning considering the selected segment’s context.



- possible, the below information also will be displayed.
- Possible Translation (when word in source segment is selected)
 - Grammatical information
 - Related words (synonyms and antonyms)
 - Example sentences
 - Etymology

Click the triangle button at the bottom right of etymology to report any issues with the generated AI dictionary entry



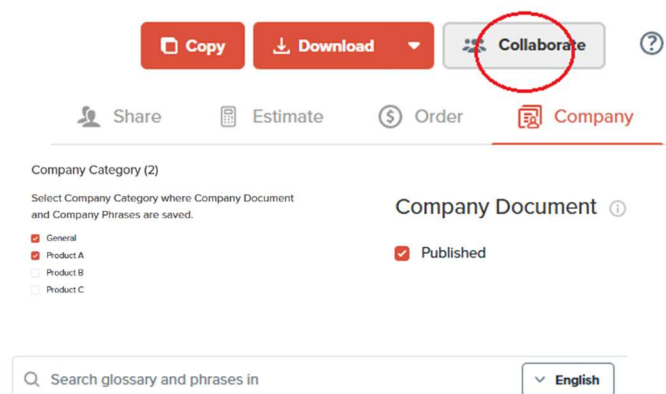
Shortcut keys

New	Description
Enter	Move to the segment below
Shift + Enter	Move to the previous 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→ “Company” tab
(upper right on the edit page)

• Company Category

There is a checkmark in category/ies selected at the time of machine translation. When you add Phrases, Company Phrases will be saved in the selected categories.

• Company Documents

Check the box if you want to publish edited document as a Company Document under

Insert to
segment

Machine Translation (8)



Back Translation

Translate "Proposal"

- Gemini 2.0 Flash

Translate "Proposal"

- Yaraku Translate

Translate "Proposal"

- Google Translate

Translate "Proposal"

- Microsoft Translate (NMT)

Phrase Matches (1)



Delete

Insert to
segment

Glossary Matches (0)

Add to Glossary

AI Dictionary (β) (2)

"八楽株式会社"

Noun

A proper noun referring specifically to the legal incorporation of a business registered under the name '八楽株式会社' in Japan.

Proper Noun

A Japanese company, whose name can be romanized as 'Yaraku Co., Ltd.'; typically denoting a specific business entity in Japan.

Text Matches (9)

Comments (0)

Please enter your comment.

Add comment

Revision History (1)

(Document B)

資料B

- 11:34 AM Edited by

Insert to
segment

Machine Translation

Translation from multiple machine engines are displayed.

Click “Translate” button to see the translations from each engine.

Click arrow button to insert new translation into segment.

Phrase Matches

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

Glossary Matches

If a word matches with entry in Glossary, you can refer to the registered term. You can also add a new term from “Add to Glossary” button.

AI Dictionary (β)

Only shown when searched from Search tab or “Search in”. Display various AI Dictionary search results without considering the segment context.

Text Matches

Only shown when searched from Search tab or “Search in MTrans”. Display matches from previously translated documents.

Comments

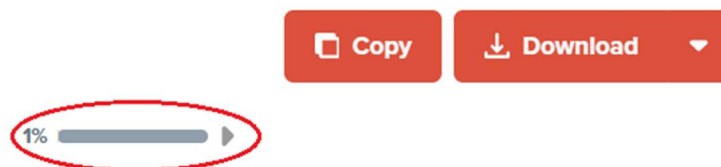
Add your notes and comment for each segment.

Revision History

You can refer to the history of editing and other changes and insert to segment with arrow button.

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

Translation status bar displays "Check Status" and "Phrase Match Status."

Translation Status

Check Status

✓

Checked

✓

Unchecked

Total

Segments

Words

1

2

36

38

37

40

Check All Segments

Quality Assistant

Phrase Match Status

☑

Complete Match

☑

Partial Match

☑

No Match

Total

Segments

Words

0

0

0

0

37

40

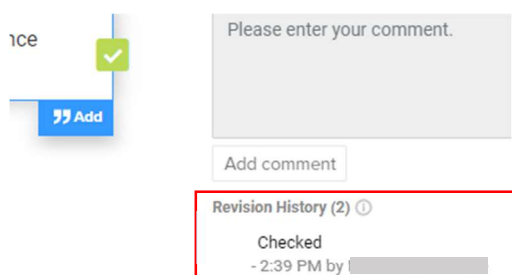
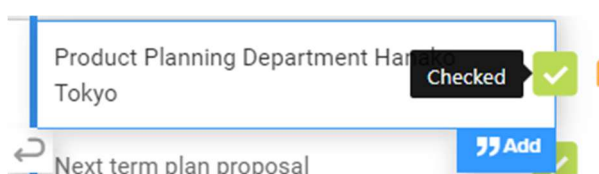
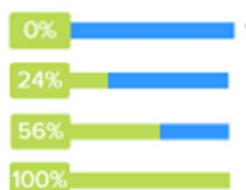
37

40

Add All to Phrases

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 color will turn into 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: Complete (exact) match

Segment with an complete (exact) match with the registered Phrases; the matched phrase is applied in the sentence as is.

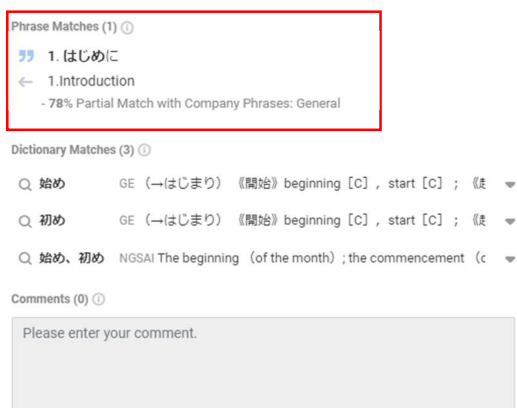
Light blue: Partial match

A segment with partial match with 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.

*If you use Yaraku Translate, GPT-4o or Claude engines, partial matches will also be applied directly to your translation.

Gray: No match

The source text match rate with Phrases is below 50 %. Personalized translations and machine translations are applied.

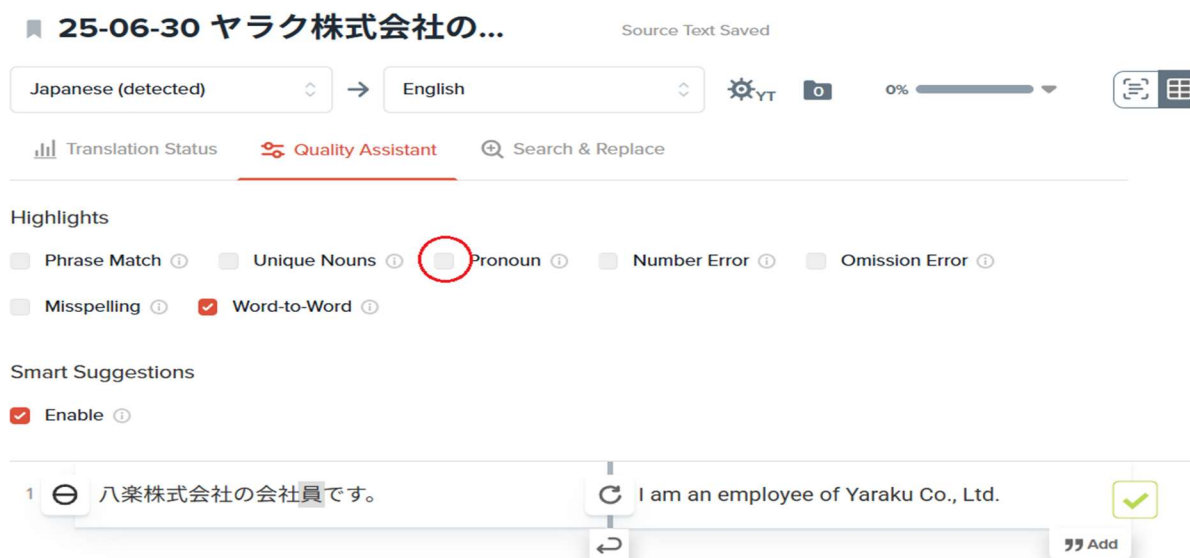


For partially matched phrases, check the matching Phrase and matching percentage in the "Phrase Matches" section in the right-side panel. You can post-edit while referring to similar sentences.

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

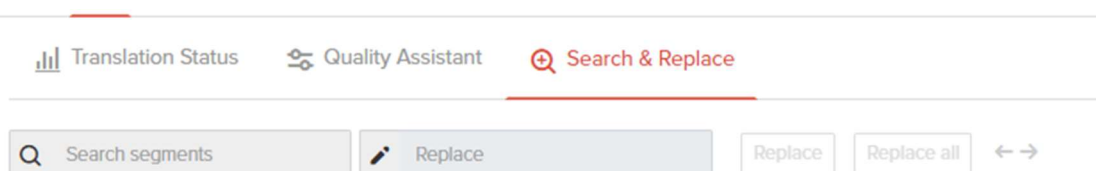
Quality Assistant

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).

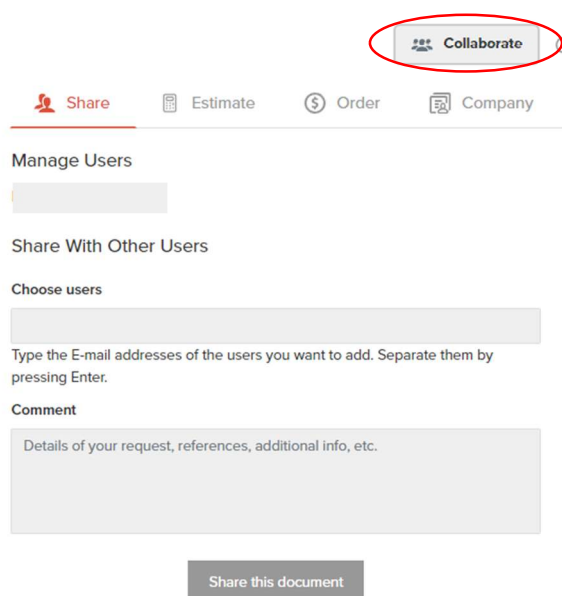


9. Document sharing

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 a free account.

Shared documents are stored in My Documents of the both users who shared and received the document.

User who received the shared document

Hi

has invited you to edit the following document:

[\(改\) 来年度販売計画書_v4.docx](#)

"test "

Please delete this email if you are not the intended addressee.

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

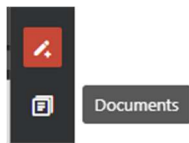


Shared documents are saved in My Documents. An icon appears next to the document title to indicate that it is a shared document.

💡 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.

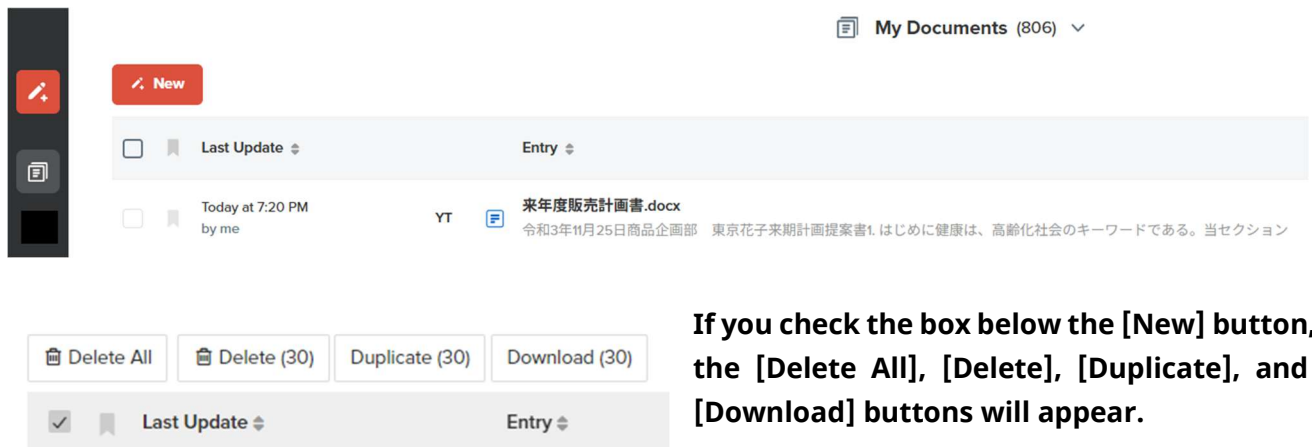
10. Documents page

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.



My Documents (806) ▾

New

<input type="checkbox"/>	Last Update ▾	Entry ▾
<input type="checkbox"/>	Today at 7:20 PM by me	YT 来年度販売計画書.docx 令和3年11月25日商品企画部 東京花子来期計画提案書1. はじめに健康は、高齢化社会のキーワードである。当セクション

☐ Delete All ☐ Delete (30) ☐ Duplicate (30) ☐ Download (30)

☒ Last Update ▾ Entry ▾

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, 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.



Company Documents (1) ▾

Search

Last Update ▾	Entry ▾	From-To ▾
Jan 21 2022 by me	Untitled Document GO 今日はとてもいい天気です。	Japanese → English 13 Characters

Trash

Deleted documents are kept in the trash for 30 days and documents in the Trash 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

To delete immediately select [Delete Forever]. To reuse a deleted document, click the [Restore] button.

Delete Forever (1)

Restore (1)

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

11. My Phrases and My Glossary

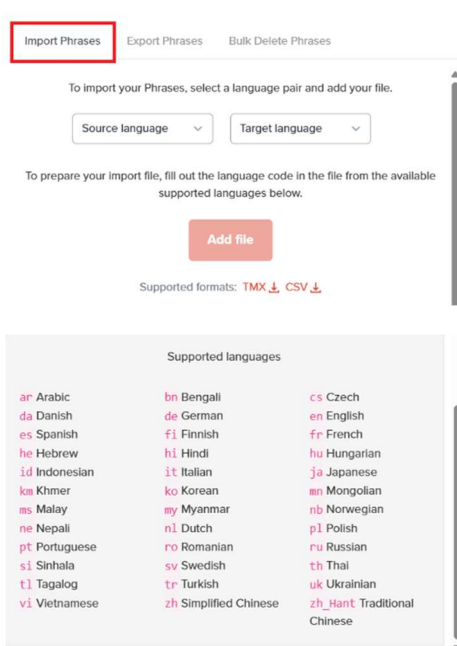
Refer to My Phrases

The sentences that 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 the My Phrases of other users. Completely matched phrases are applied as they are, while partially matched (50% - 100%) Phrases are displayed in the right-side panel only.

*If you use Yaraku Translate engine, GPT-4.1 or Claude, your translations will also be adjusted directly if there are similar phrases used.



Import My Phrases



You can add multiple phrases at once to My Phrases using [Phrase Bulk Management].

(Supported file formats: TMX and CSV)

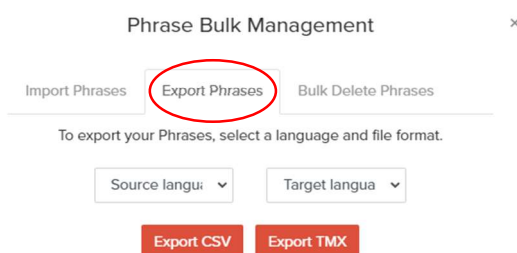
Select the source and target language in the [Import Phrases] tab and import the file from [Add file].

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

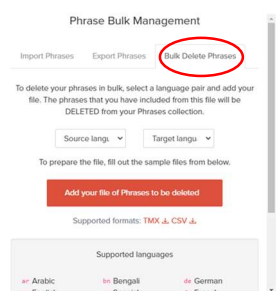
Export My Phrases



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 and click [Export CSV] or [Export TMX] to export the file.

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 to My Glossary

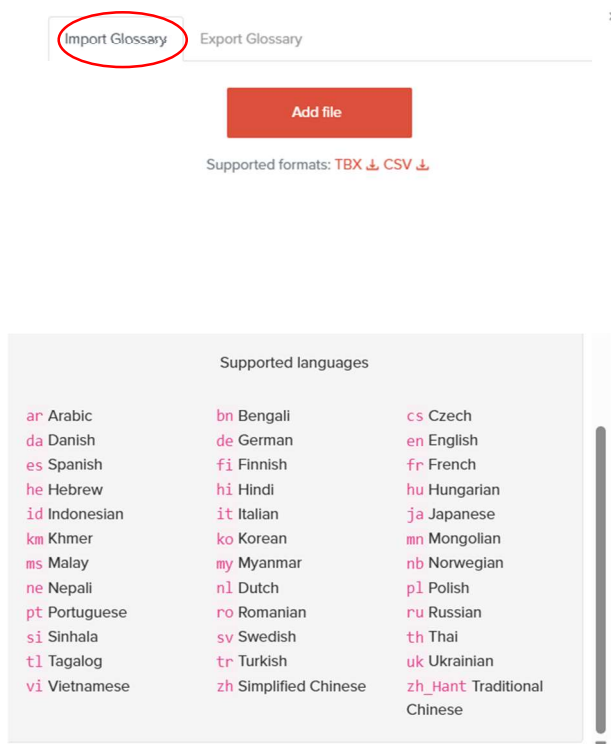
You can check the terms registered in My Glossary from the Glossary icon on the left side menu. Please make sure to set the languages from the [Languages] tab. You can add terms in any supported language pair. Bulk import function is also available (Supported file formats: TBX and CSV).

***Unlike Phrases, Glossary is forcibly applied automatically without considering the context. However, Glossary will not be replaced in segments with perfect matches.**

***My Glossary only affects the machine translation within your account.**



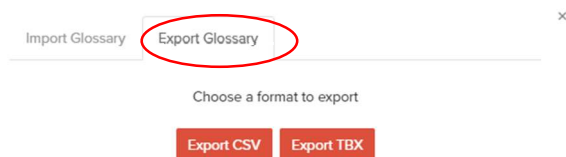
Import My Glossary



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 the [Export Glossary] tab and export the CSV or TBX file.

12. Settings

You can customize settings as needed.

My Account <hr/> <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>To change the password, click 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>Due to company rules, your password will expire on Jul 30, 2024</div> </div>
	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 without using machine translation, uncheck "Use Machine Translation" (You can also select whether to use it from the gear icon on the start page).

Use Machine Translation

☐

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 from the top is applied with the highest priority).

Category Priority

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

Category	Description
General	
Product A	
Product B	-
Product C	

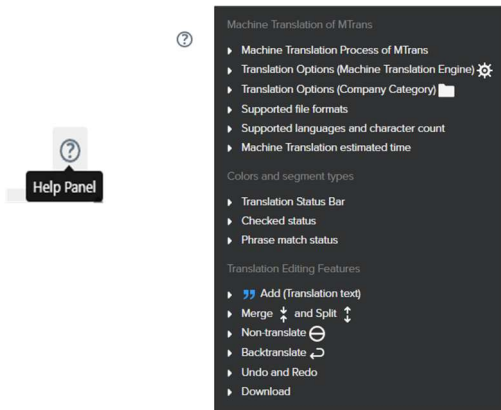
Use the category function to register different translations for the same term. As a rule, multiple translations cannot be saved for the same term, but if you use a different Company Category, you can save a different translation for the already added term.

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

13. If you are in trouble

Help panel

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



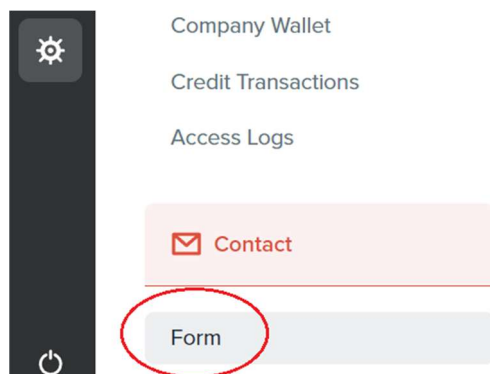
FAQ



On the website, you can refer to the user guide, FAQ, and frequently asked questions.

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

Contact page



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

