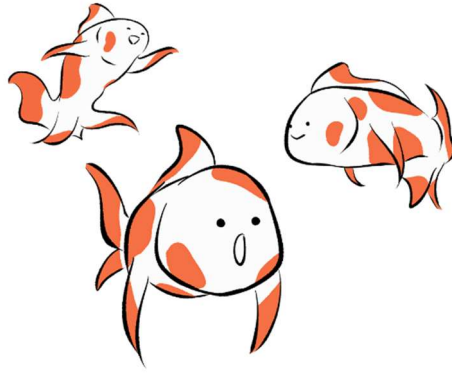


# User Guide

## 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

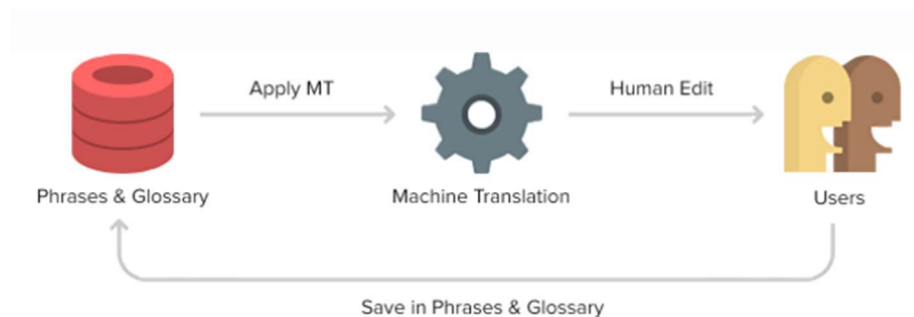
### How it works

---

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

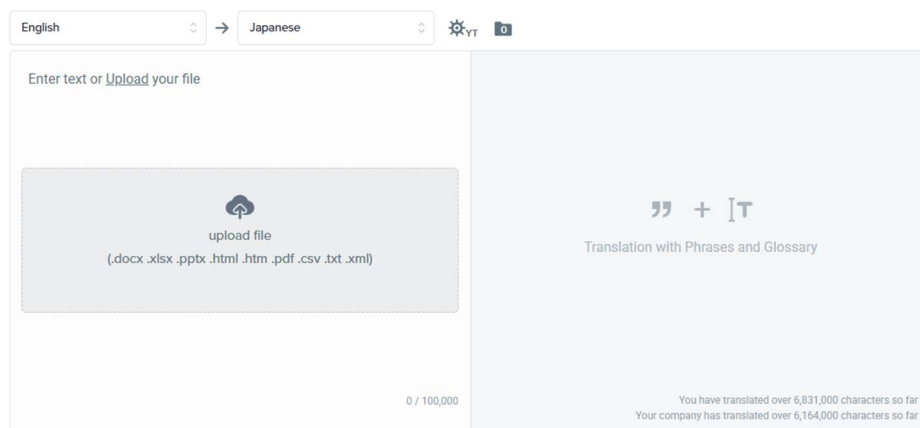
The results from machine translation are edited by the user afterward to add more Phrases and Glossary terms, which will be utilized for the translation process next time.

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 'Edit page' interface. The main document area shows a Japanese text titled 'Next Term Plan Proposal'. The right sidebar features a 'Machine Translation' panel with a search bar and a list of translation engines: Gemini 2.0 Flash, Yaraku Translate, Google Translate (NMT), Microsoft Translate (NMT), Papago Translate, Claude, GPT-4, and GPT-4 mini. Below this is a 'Glossary Matches' section with an 'Add to Glossary' button. The bottom of the screen shows a list of document entries with columns for date, title, author, and progress.

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

The screenshot displays the 'Documents list' interface. It features a table with columns: Last Update, Entry, Progress, and From-To. The first entry is '(改) 来年度販売計画書\_v4.docx' with a progress bar at 5% and 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.



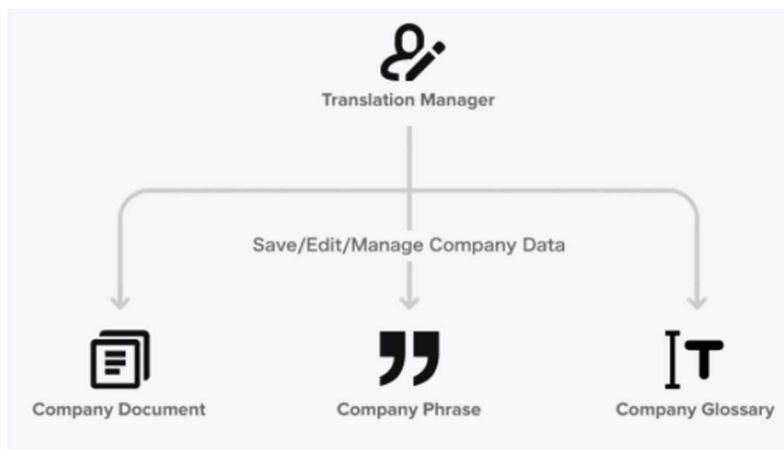
### 3. Company Admin

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

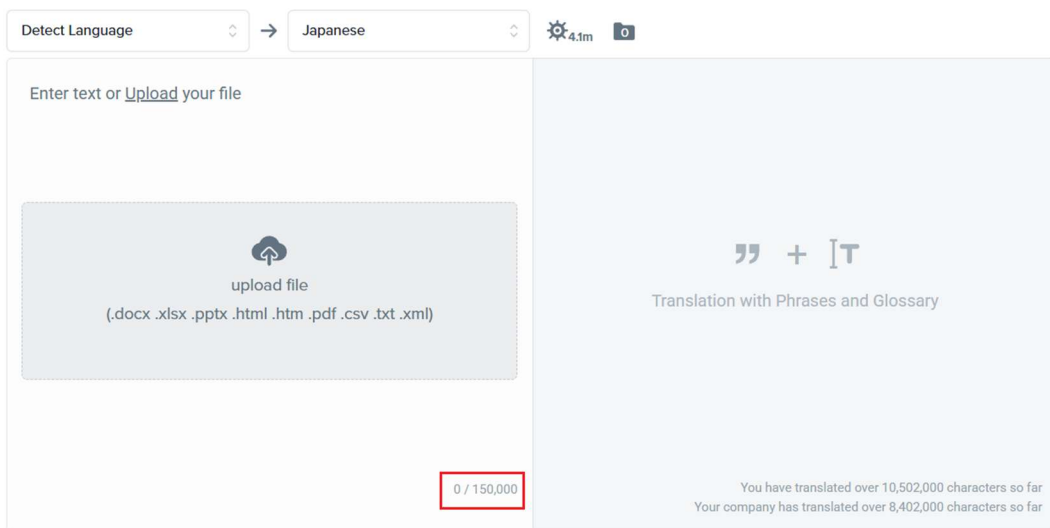
To return to the sign in page, click [here](#)

## 4. Start translation

### Machine Translation (text translation)

#### Character limit

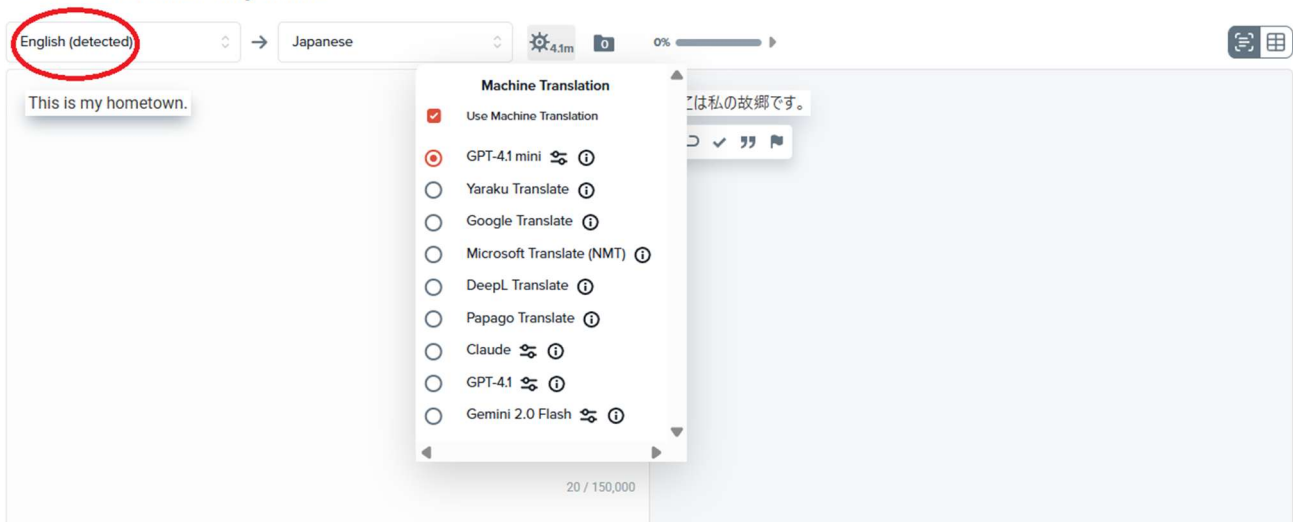
The character limit might different depending on the engine, so after you select a machine translation engine, please check the indicated limit on the bottom right of the source input screen.



#### Select source/target languages and machine translation engine

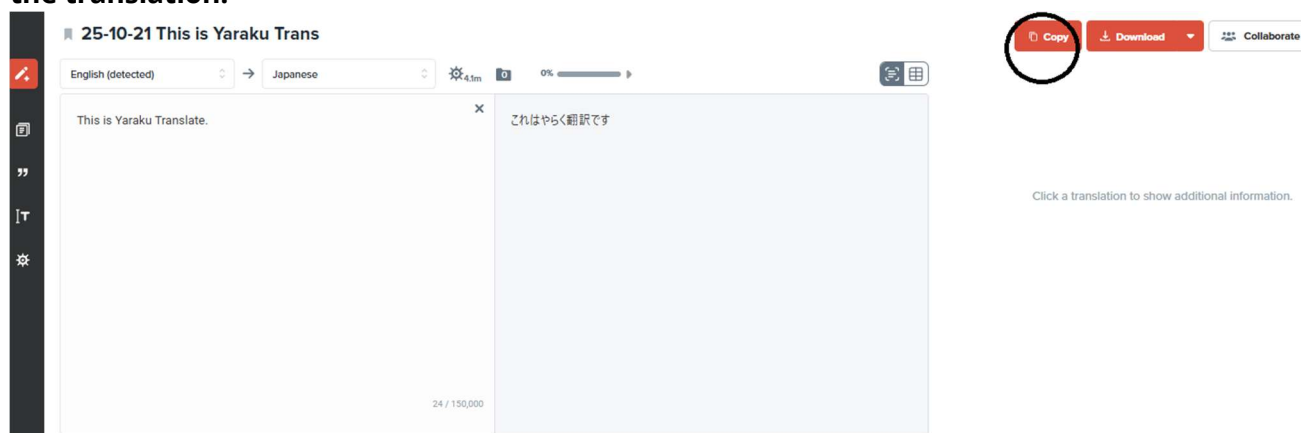
It automatically detects source language.

■ 25-08-01 This is my home



## 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 translating, 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.

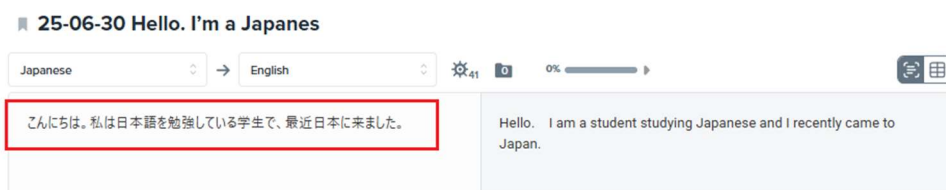


**\*To start over, click on the pencil icon in the upper left corner of the page.**

**\*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

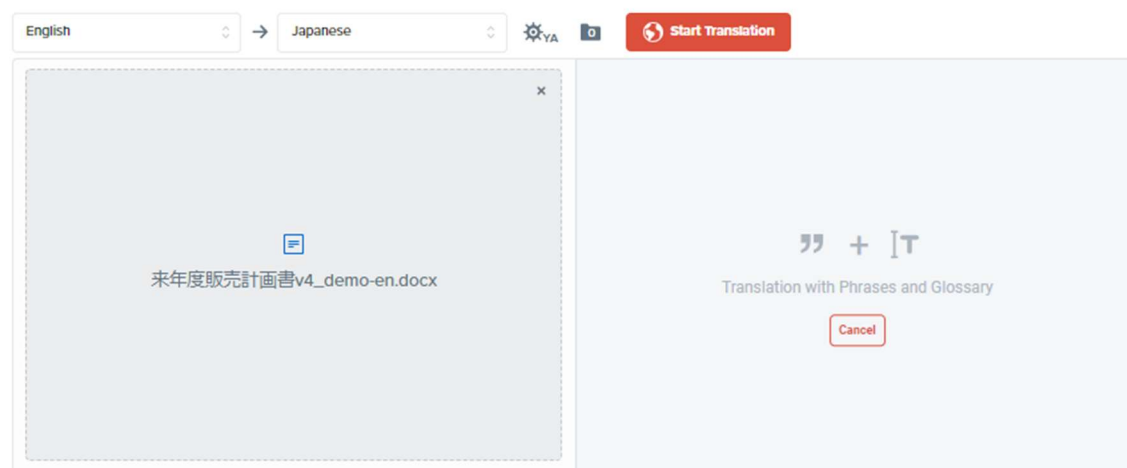
After translating, click the Language Switch button to swap the language pairs and move your translation to the left. All the segments will be automatically retranslated, so you can double check the meaning of one or multiple segments at once.



## 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 translations is unlimited).

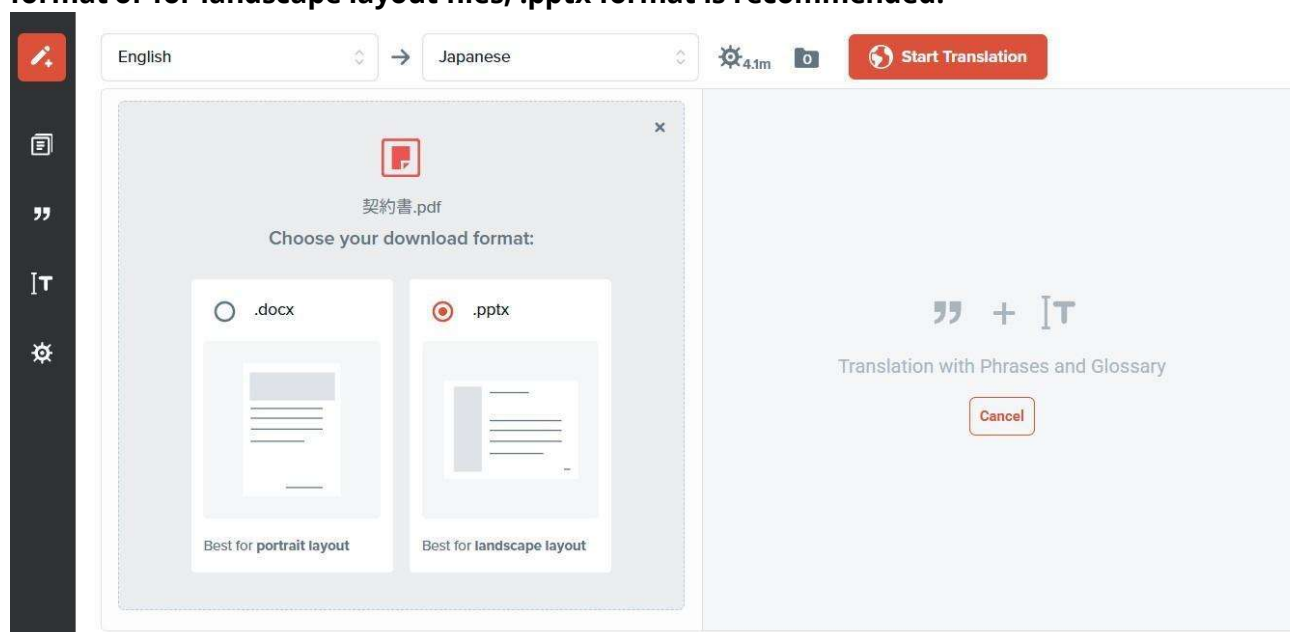


Available file formats are as follows.



.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





**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 / 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



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 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

## 5. 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.

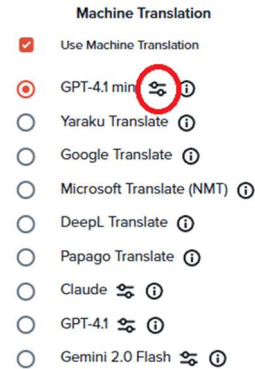
#### Custom prompt creation

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 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) 

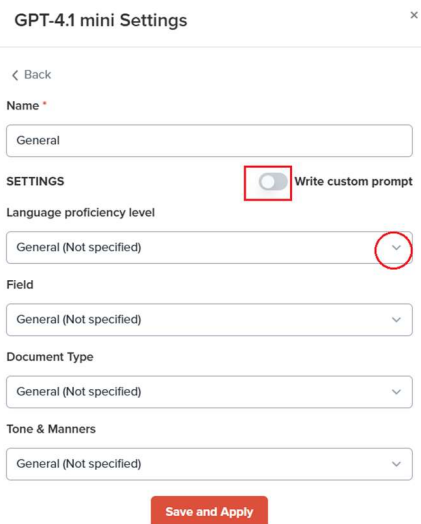
☐ DeepL Translate 

☐ 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)

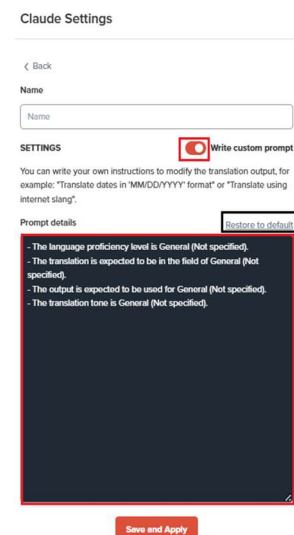
Document Type

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		Last update	
<input type="checkbox"/>			
<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		Last update	
<input type="checkbox"/>			
<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.

<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.

<input type="checkbox"/>			Last update ▲
<input type="checkbox"/>		New	Currently applied Today at 5:59 PM
<input type="checkbox"/>		Business	Today at 5:28 PM
<input type="checkbox"/>		General	Today at 5:59 PM
<input type="checkbox"/>		Sales	Today at 5:58 PM

**\*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.

Deleted settings	Currently applied	Restore
------------------	-------------------	---------

Deleted settings	Currently applied	Restore
------------------	-------------------	---------

## 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)

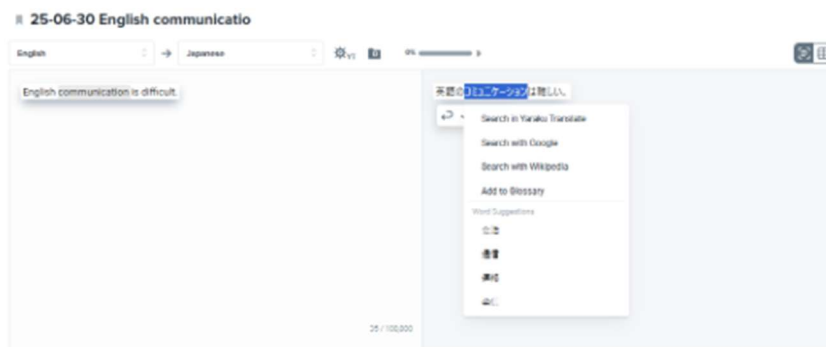
Highlights the corresponding word when hovering over the source or translated text  
(highlighted in gray).



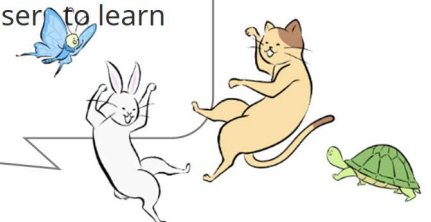
-

##### - 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.

Translation Status
Quality Assistant
Search & Replace
Copy
Download

**Highlights**

Phrase Match
Unique Nouns
Pronoun
Number Error
Omission Error
Misspelling
Word-to-Word

**Smart Suggestions**

Enable

1	令和3年11月25日	November 25, 2021	Check for missing numbers
2	商品企画部 東京花子	Product Planning Department Hanako Tokyo	
3	来期計画提案書	Next term proposal	Misspelling
4	1. はじめに	1. First of all	
5	健康は、高齢化社会のキーワードである。	Health is a key word of aging society.	
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。	This section has developed mainly indoor exercise equipment such as "Electromagnetic Ball" until now.	
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）、	Sales in the market of this field are increasing year by year (Document A).	
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。	A survey conducted earlier also showed a high level of interest.	
9	（資料B）	(Document B)	
10	2. 提案	Proposals	
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。	Our company is widely recognized as a medical instrument manufacturer.	
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。	Based on this, it wants to propose the development of a new exercise tool which applied microcurrent which is a specialty.	
13	3. 概要	3. Summary	
14	◎コンセプト「医療機器メーカーが作る、高機能運動用品」	Concept "High-performance exercise equipment made by a medical instrument manufacturer"	Unique Noun
15	担当部署 第二開発部及びデザイン室	Department in charge: Second Development Department and Design Office	
16	予定期間 令和5年1月	Scheduled period: January 2023	

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.)

**Title:** You can edit the document title.

**来年度販売計画...**

**Translation Status/Quality Assistant/Search & Replace**

**Copy** **Download**

**Bookmark:** You can click to bookmark

**Preview is updated as the text is edited.**

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

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

Product Planning Departme Hanako Tokyo

Next term plan proposals

1. はじめに

1.First of all

健康は、高齢化社会のキーワードである。

Health is a key word of aging society.

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。

This section has developed mainly indoor exercise equipment such as "Electromagnetic Ball" until now.

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）、

Sales in the market of this field are increasing year by year (Document A).

先に実施したアンケートでも高い関心が示されている。

A survey conducted earlier also showed a high level of interest.

(資料B)

(Document B)

Glossary Matches (0)

Add to Glossary

Comments (0)

Revision History (2)

## AI Dictionary

Highlight any word or compound text you want to check and a basic definition. Click on the "View more" button to see a comprehensive definition in the popup. It will show the highlighted word meaning considering the context.

Segment number: Click to show / hide

View more" to see a comprehensive dictionary definition in the popup.

Update Machine Translation:

Click it to update segment by segment translation.

Check/Flag the segment:

You can check edited segments or flag segments you want to review later.

to Phrases

[add] after editing the pair of the source and target segments.

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.

Related words (synonyms and antonyms)

Highlight search/Glossary registration

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

- Etymology

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

### Appendix

research on health.

#### Etymology:

The word 'appendix' comes from the Latin 'appendere,' meaning 'to hang upon.' In academic documents, it refers to supplementary material that is attached at the end to provide additional information relevant to the main text.



## 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.

**Copy** **Download** **Collaborate**

**Share** Estimate Order

Search glossary and phrases in English

**Machine Translation (8)**

**Back Translation**

**Insert to segment**

ご提案

← Gemini 2.0 Flash

Translate "Proposal"

← GPT-4.1 mini

Translate "Proposal"

← Yaraku Translate

Translate "Proposal"

← Google Translate

Translate "Proposal"

← Microsoft Translate (AIMT)

**Phrase Matches (1)**

Yaraku, Inc.

← 八楽株式会社

Complete Match with My Phrases

**Delete**

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 'Haraku 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**

### Collaborate→Share

Share the document with other company members.

### Search query

Search the previously translated texts (Text Matches), Phrases, Glossary or AI Dictionary entries.

### 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 MTrans". Display various AI Dictionary search results without considering the segment context.

### Text Matches

Only shown when searched from Search tab or "Search in Yaraku Translate". Display matches from previously translated documents

### Comments

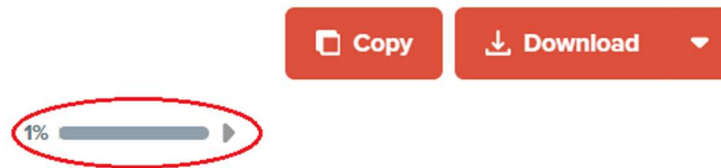
Add your notes and comment for each segment.

### Revision History

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

## 7. 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.”

Translation Status

Quality Assistant

Search & Replace

Check Status ⓘ

Segments

Words

✓ Checked12

✓ Unchecked3638

Total3740

Check All Segments

Phrase Match Status ⓘ

Segments

Words

☞ Complete Match00

☞ Partial Match00

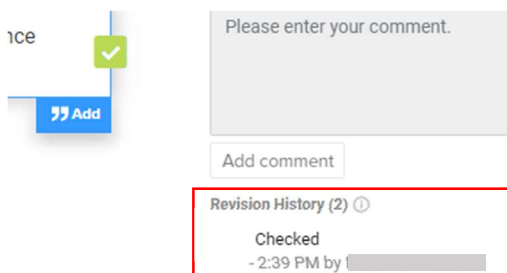
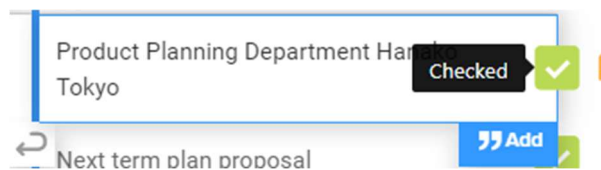
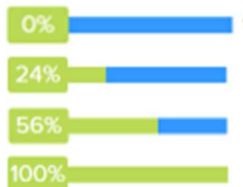
☞ No Match3740

Total3740

☞ 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 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)

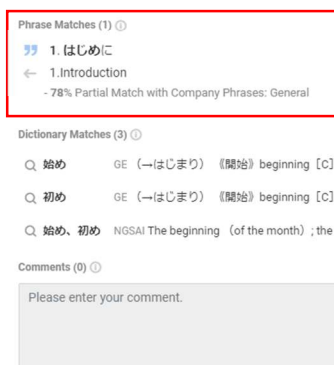
Segment with an exact match (complete match) between the source text and the Phrases; the matched phrase from the Phrases is applied as is.

### 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.

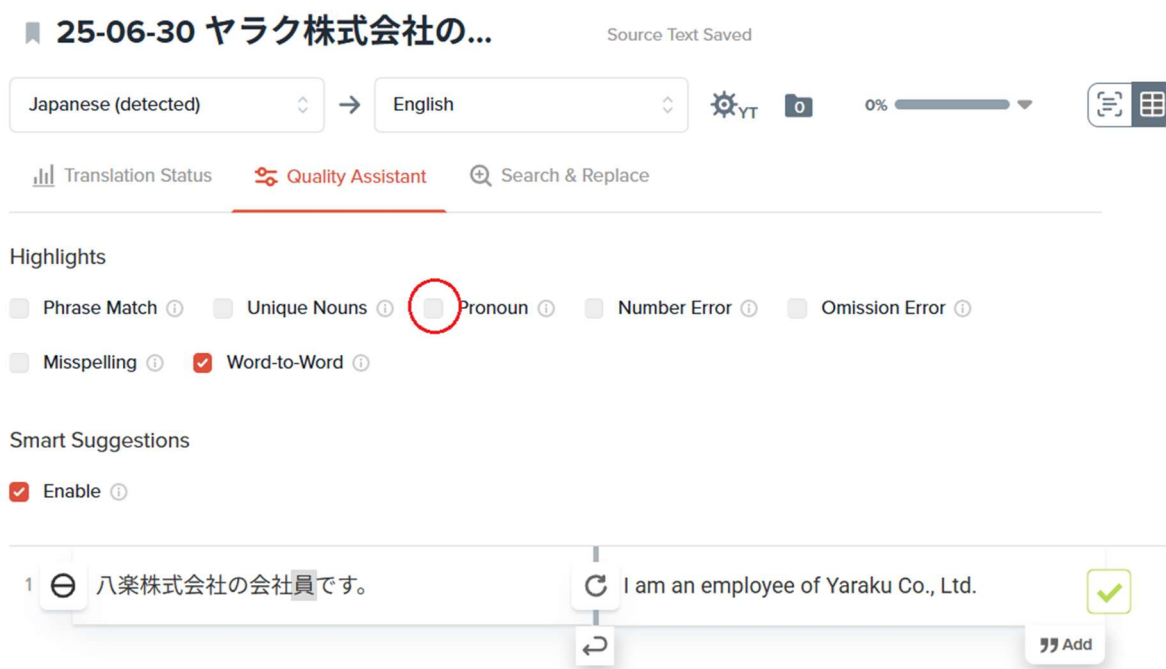


For partially matched phrases, you can check which / how much the Phrase matches in the "Phrase Matches" section in the right-side panel. You can post-edit while referring to similar sentences.

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

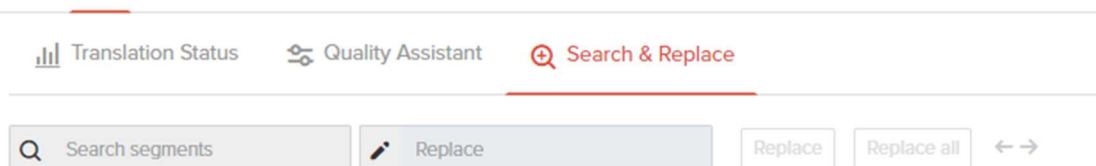
## Quality Assistant

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).

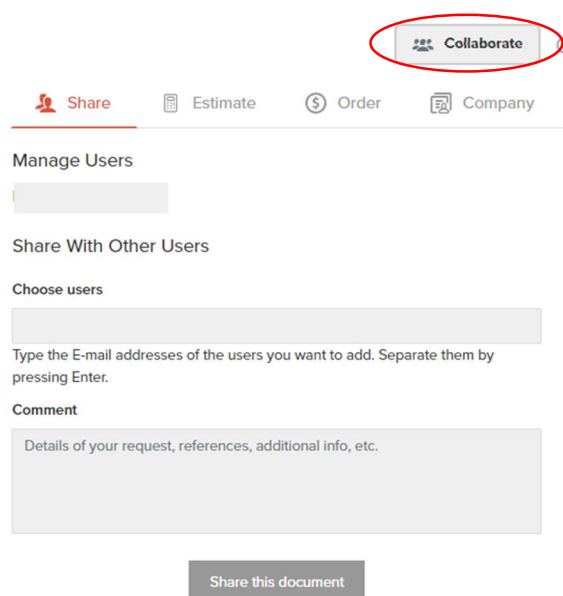


## 8. Document sharing

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



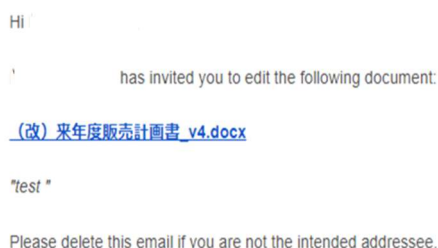
Click [Collaborate] on the right top of the edit page to display the [Share] tab.

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.

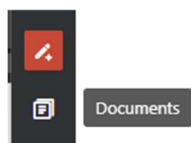
### Check the shared document



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.

## 9. 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, 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.

Company Documents (1) ▾

Search

Last Update ▾	Entry ▾	From-To ▾
Jan 21 2022 by me	GO <b>Untitled Document</b> 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 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



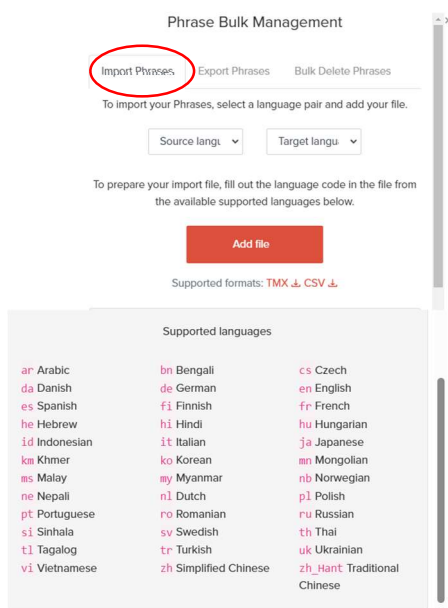
## 10. My Phrases and My Glossary

### 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)

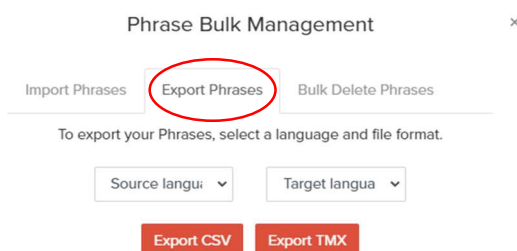
Select the source and target language in the [Import Phrases] tab and import the file from [Add file].

\*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

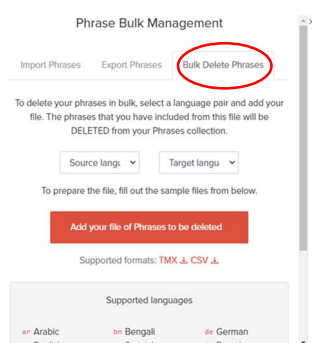
### Export My Phrases



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

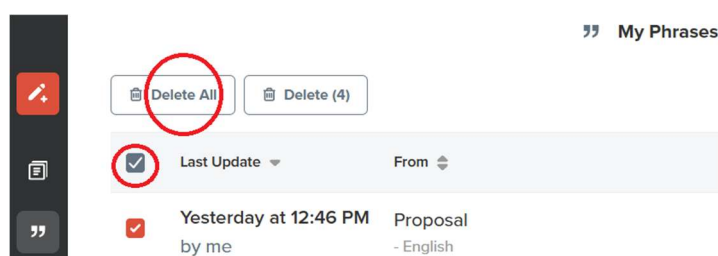
From the [Export Phrases] tab, select the source and target language, filter items if necessary, and click [Export CSV] or [Export TMX] to export.

## Bulk delete My Phrases



There are 2 ways to delete multiple Phrases at once

1. 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.
2. Check the box on the left to “Last Update” and select “Delete All”.



## Refer to / add My Glossary

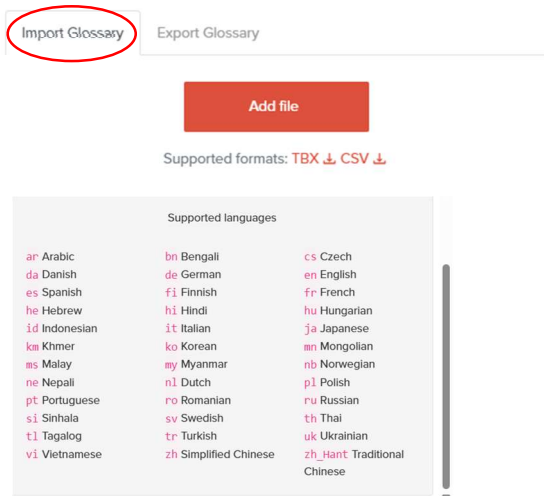
You can check the list of My Glossary from the Glossary icon in the left menu. Languages can be set with the [Languages] button. You can add terms in any language pair. Bulk import is also available (Supported file formats: TBX and CSV).

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

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



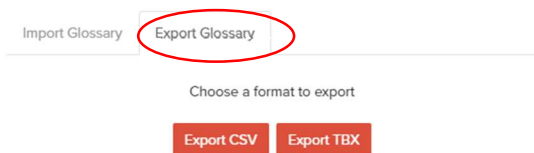
## Import My Glossary



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.

## 11. Settings

You can customize settings as needed.

<b>My Account</b> <hr/> <u><b>Settings</b></u>	Full name	If you want to change the name or email address, click [Update] at the end to save the change.
	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>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. You can change the setting according to your preference.
	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	

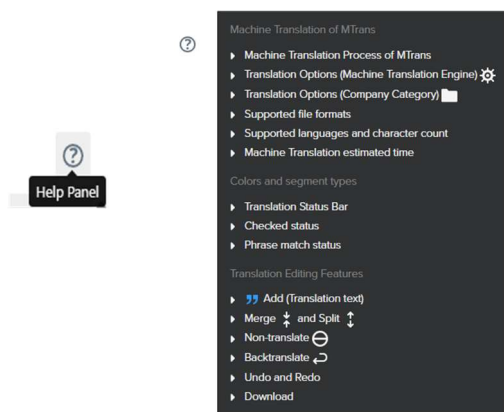
If you have multiple translation options for a single term, you can deal with them using the category function. Normally, multiple translations cannot be saved for a single term, but if you use a different Company Category, you can save the different translation for the already added term.

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

## 12. 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.



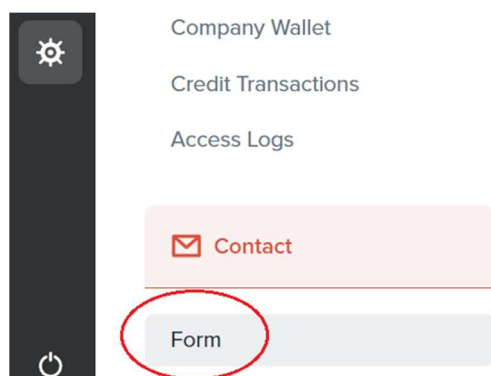
### FAQ



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].

