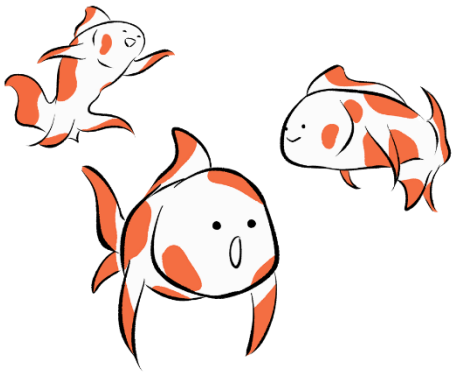
MTrans Team User Guide

For Regular Members



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1.Machine translation

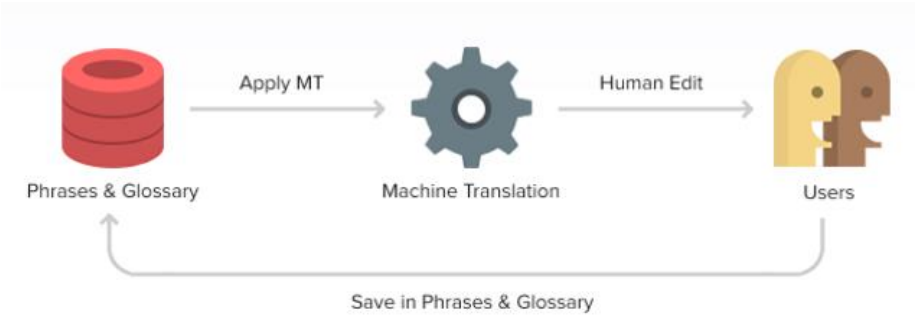
Machine Translation + You = Better growth of Translation
The translation process that enhances quality and speed with machine translation + post-editing

How it works

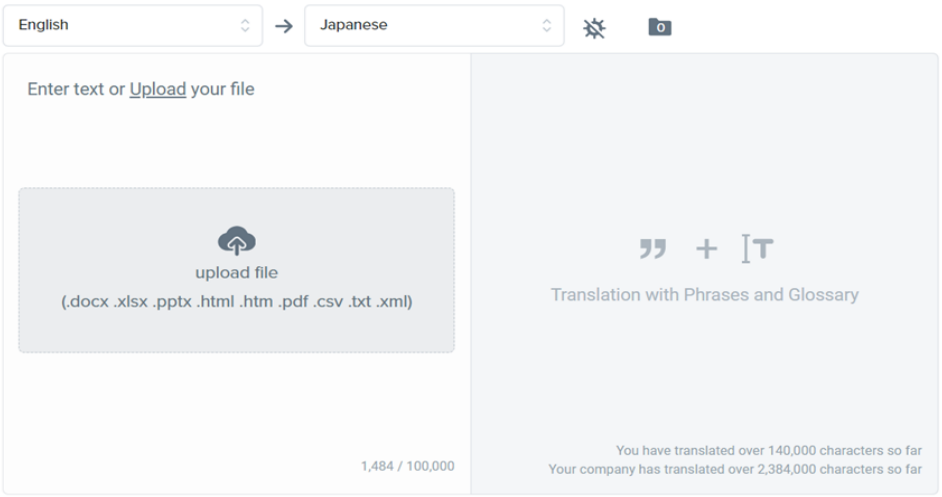
The document is automatically translated based on the Phrases and Glossary registered by the user.

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.

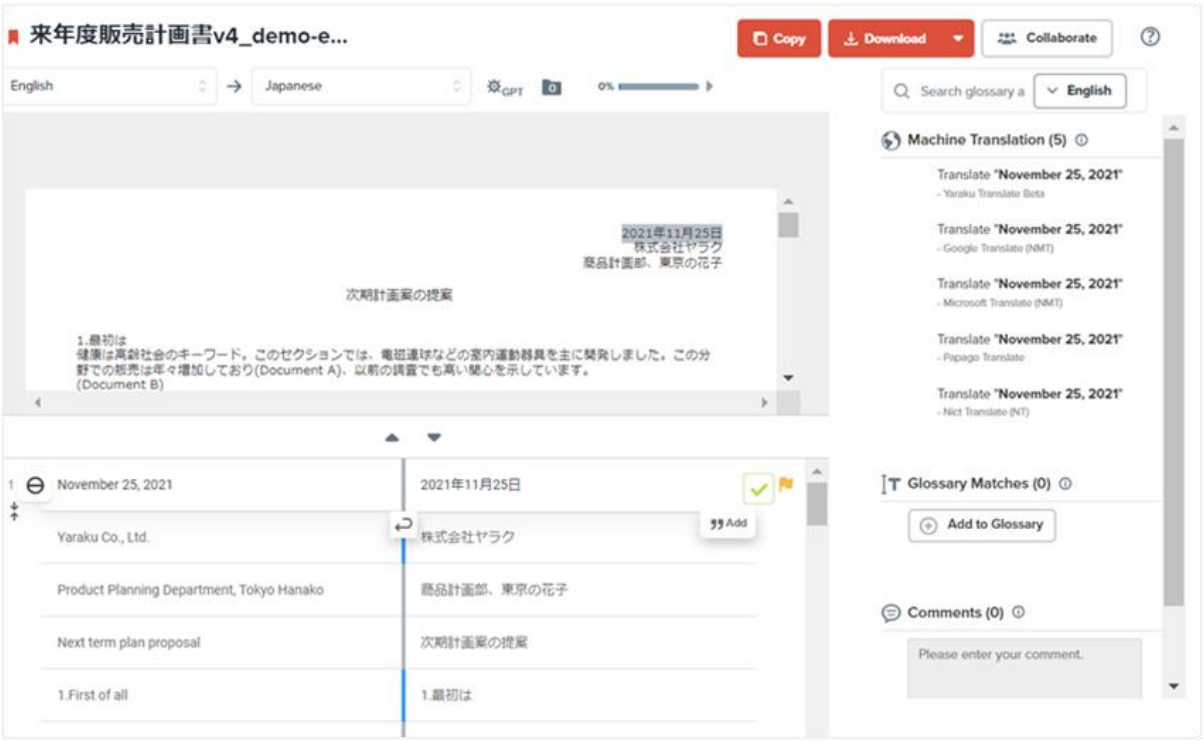


① Start page: Drag-and-drop the file you want to translate to start



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.

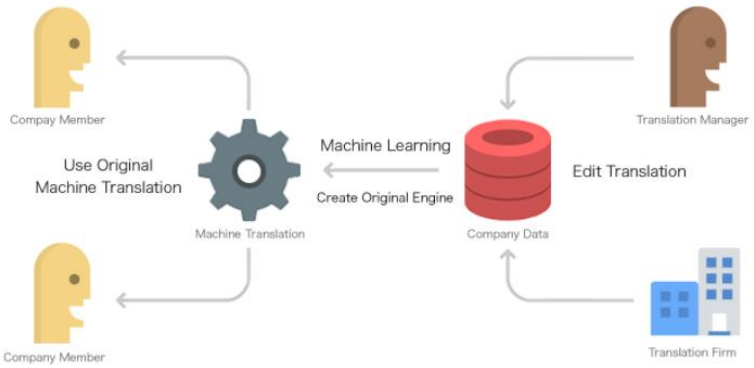
② Edit page: Edit the results -> Download in the same format as original



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, share to other users.

Edit by yourself - Edit the results from machine translation while referring to the example sentences and dictionaries that appear in the right-side panel.
Share with someone 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.

Growth model



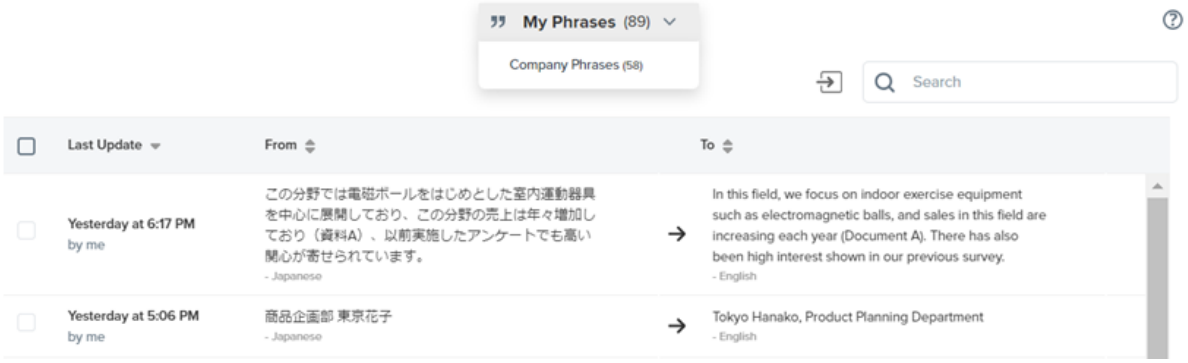
The system grows with each Company Account.
When Translation Manager edits and adds a segment, the sentence is automatically added in the Company Phrases and used for machine learning of the machine translation engine. The unique engine generated by machine learning will be available to all Regular Members. 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

Sentences that 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 for, 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 added.
Company Phrases - Translated texts that Translation Manager edited and added. Will be shared with all the Regular Members and will be applied with 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.

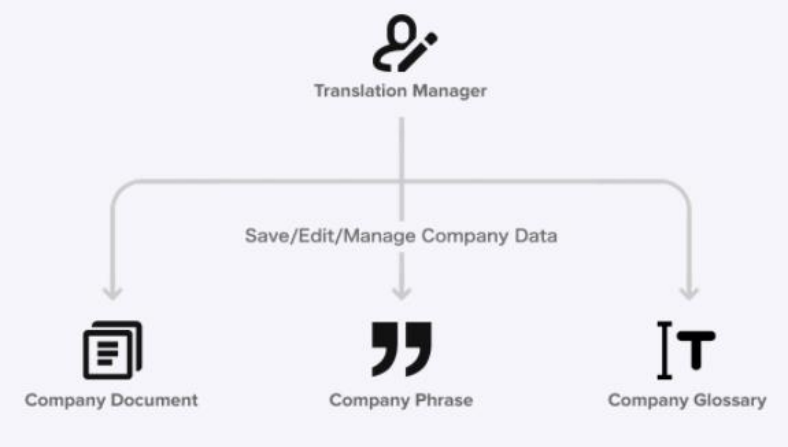
1. Regular Members
A normal user of Company Account.
They can translate and edit documents by using My / Company Data.

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, 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.



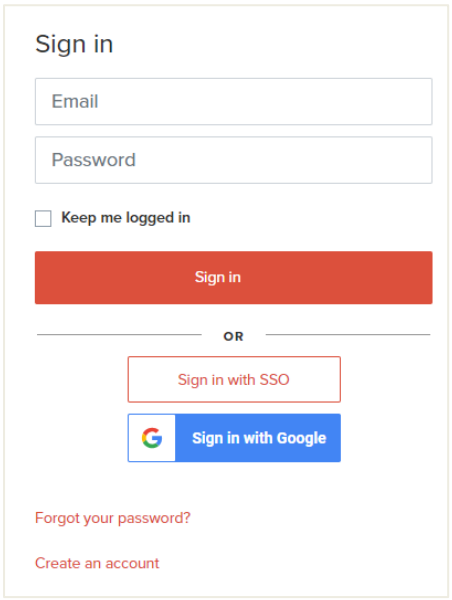
3. Sign in / sign out

Sign out

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

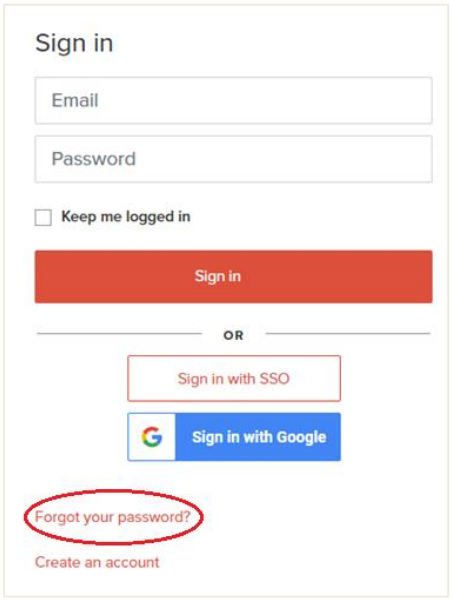
Sign in

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.)



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



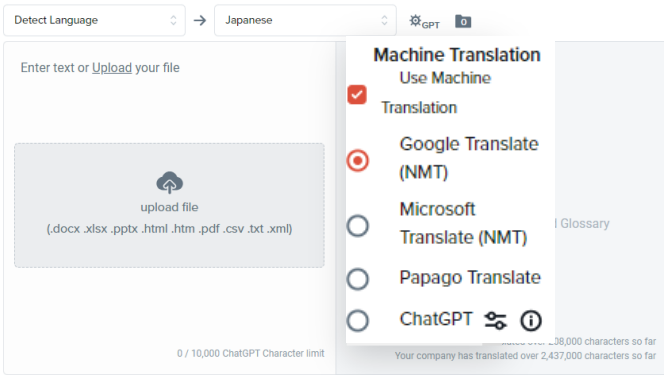
If you forgot your password, click [Forgot your password?] on the sign in page to reissue your password. You can also contact the Company Admin and ask them to send you a password reset email.

4. Start translation

Machine Translation (text translation)

Select source/target languages and machine translation engine

It automatically detects the source language.



Enter text to get translation instantly

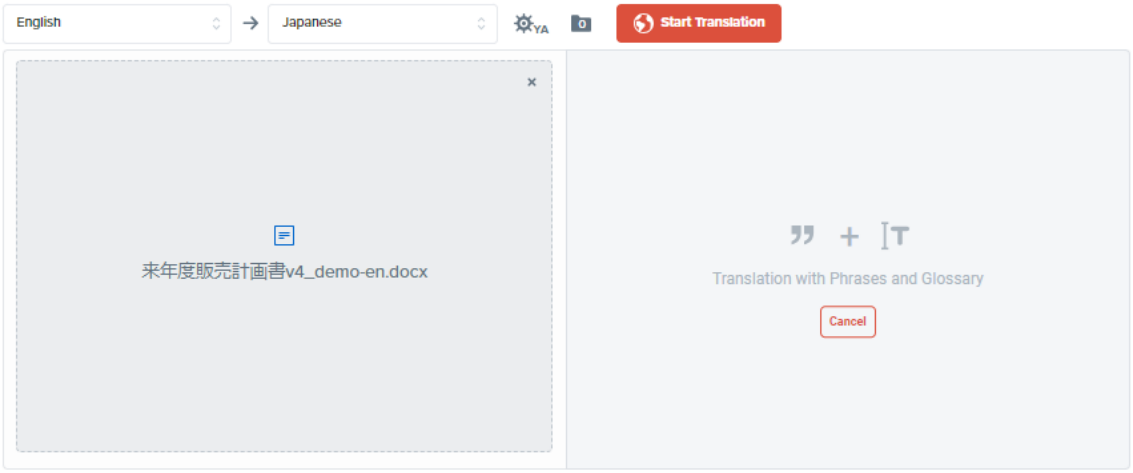
After you enter the source text in the left area, the translated text is automatically displayed on the right side. You can copy the translated text from the [Copy] button that appears after the translation.

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

Machine Translation (file translation)

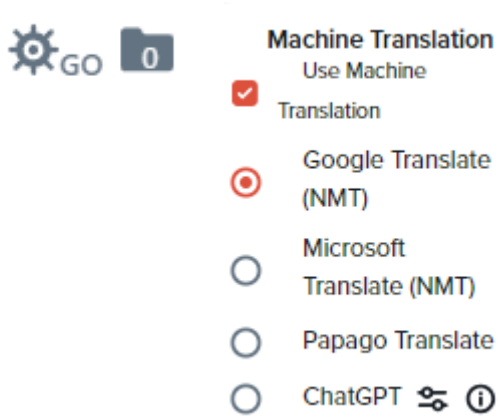
Upload

Drag and drop a file in the left area or select one from "Upload". You can enter / upload up to 100,000 characters (45MB) at a time. 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 text information is available. When downloading, it will be in a .docx format.**

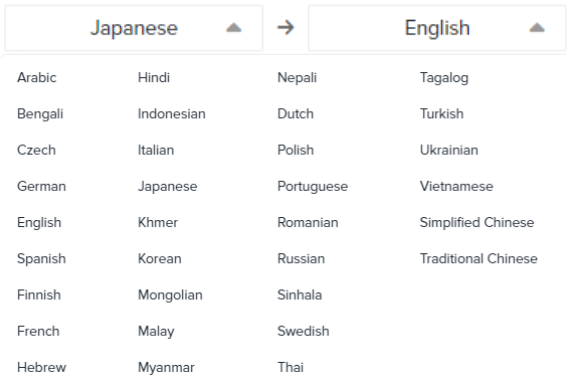
Select machine translation engine



You can choose from Google / Microsoft / Papago / ChatGPT. You can also turn on/off the machine translation process.
The gear icon shows the alphabetical display of the currently selected engine.

- **Google: GO**
- **Microsoft：MS**
- **Papago : PA**
- **ChatGPT：GPT**

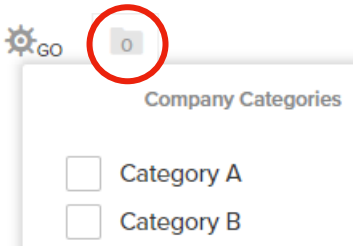
Select the source and target languages



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.**

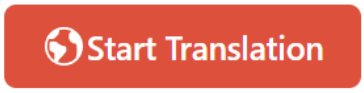
Select Company Category



Select the Company Category to be used and applied to machine translation.
Automatically created “General” is selected in default.

Start Translation

Click the red button in the middle to start translation.
When the translation process is completed, the edit page appears.
Edit page will be displayed after the translation process.



Upper left: Preview after translation/lower left: Parallel view divided into sentences/right: side panel

5. Edit by yourself

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

Post-editing

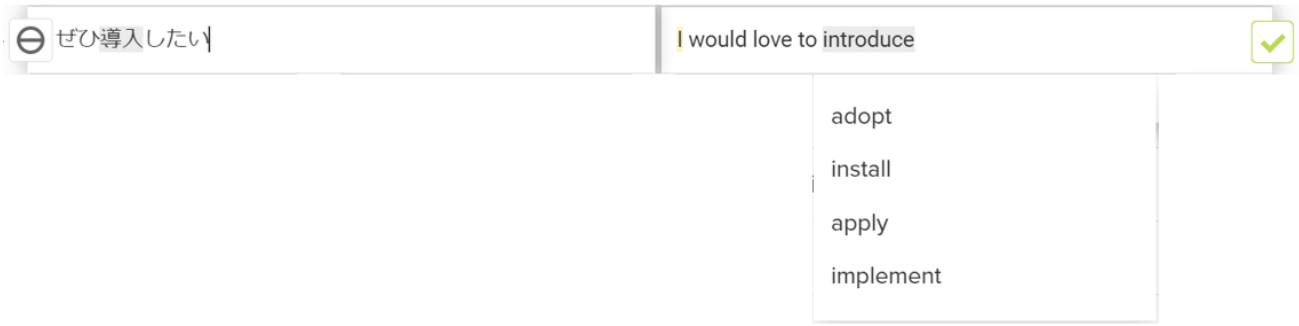
Word-to-word Highlighting / Smart Suggestions

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

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

- **Smart Suggestions（for Japanese　English only）**

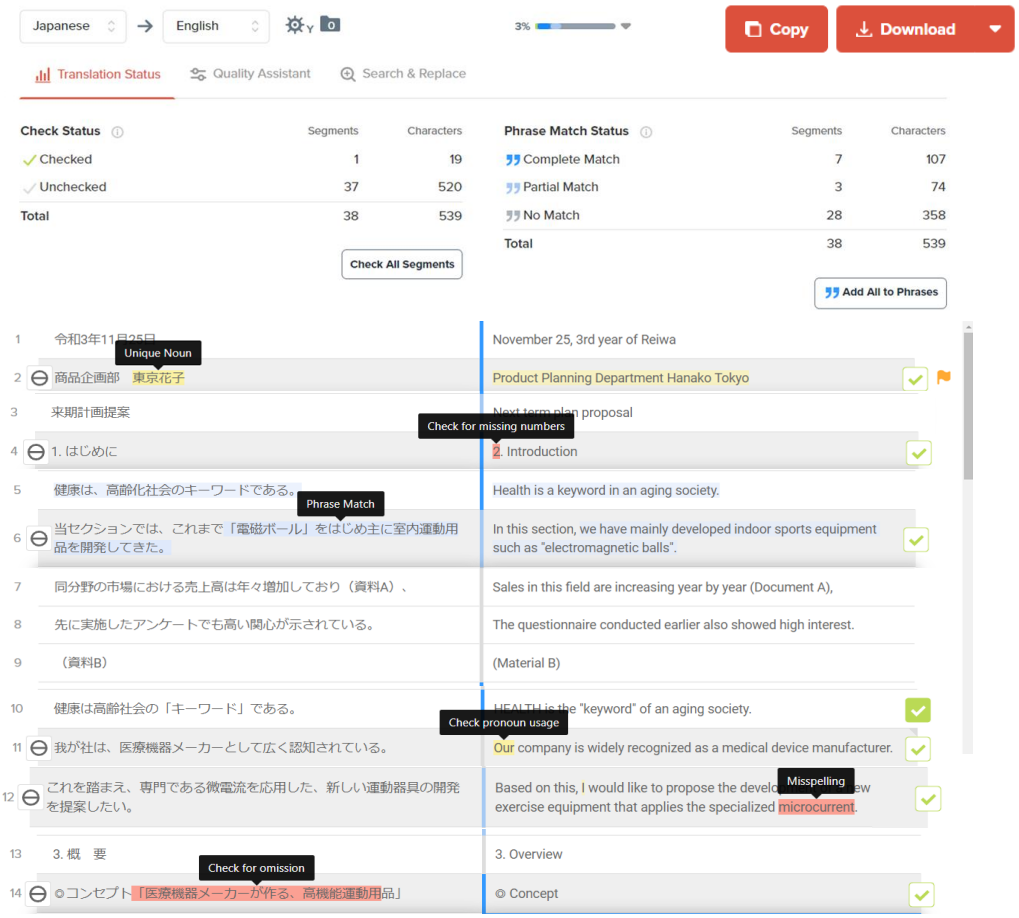
  Click a word to display synonyms directly below.



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.



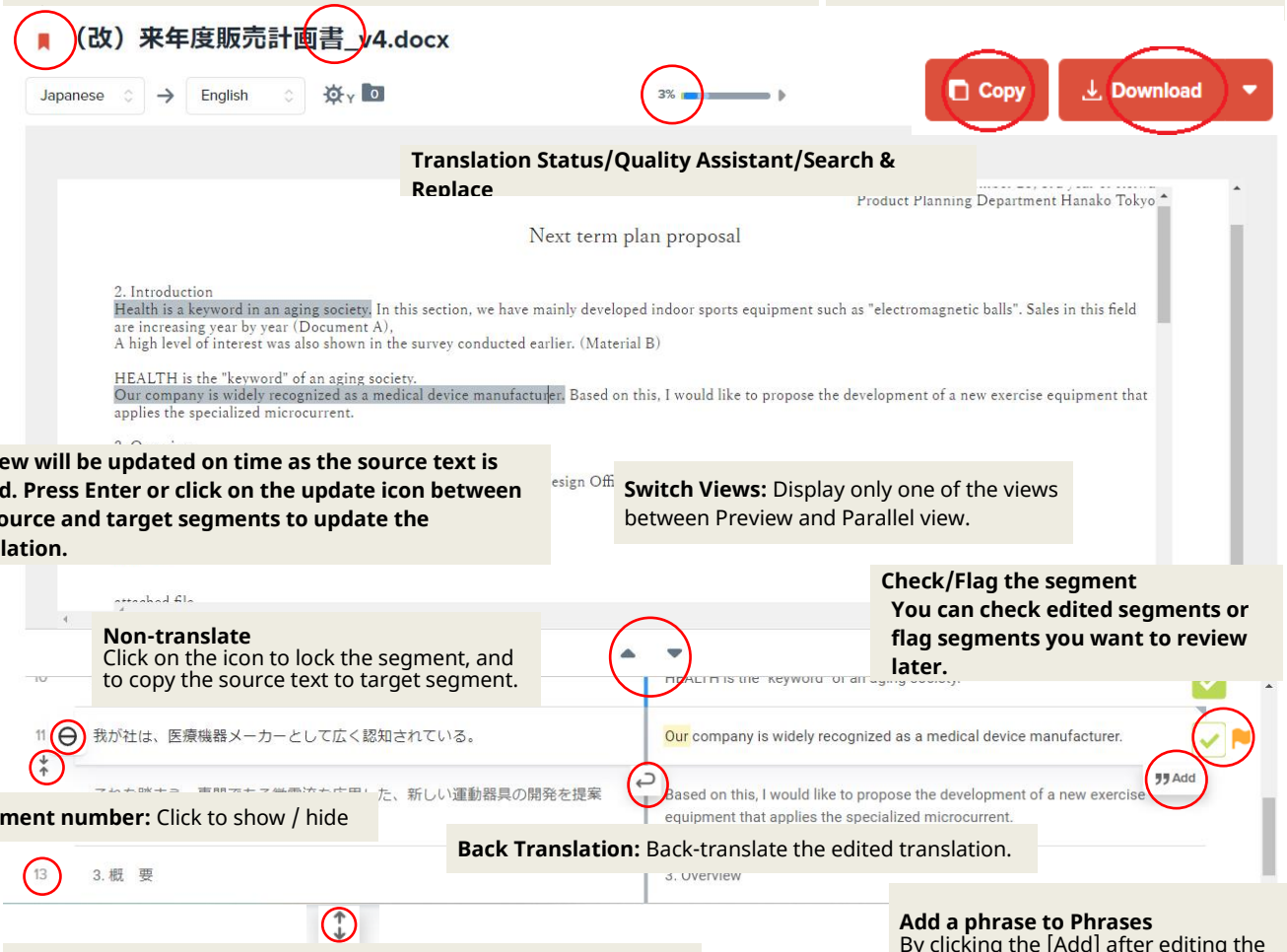
Phrase Match	**Highlight text that matches with Phrases in blue (all languages)**
Unique Nouns	**Highlight unique nouns that might be mistranslated by MT in yellow (Japanese and English only)**
Pronoun	**Highlight pronouns that might be mistranslated by MT in yellow (Japanese to English only)**
Number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

Edit features

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

Title: You can edit the document title.
Bookmark: You can click to bookmark important documents or to filter them

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



Translation Status/Quality Assistant/Search & Replace

Preview will be updated on time as the source text is edited. Press Enter or click on the update icon between the source and target segments to update the translation.

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.

Non-translate
Click on the icon to lock the segment, and to copy the source text to target segment.

Segment number: Click to show / hide

Back Translation: Back-translate the edited translation.

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

Split: Source text is split at the position where the cursor is placed.
Merge: Selected source text and the source text below are merged.

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

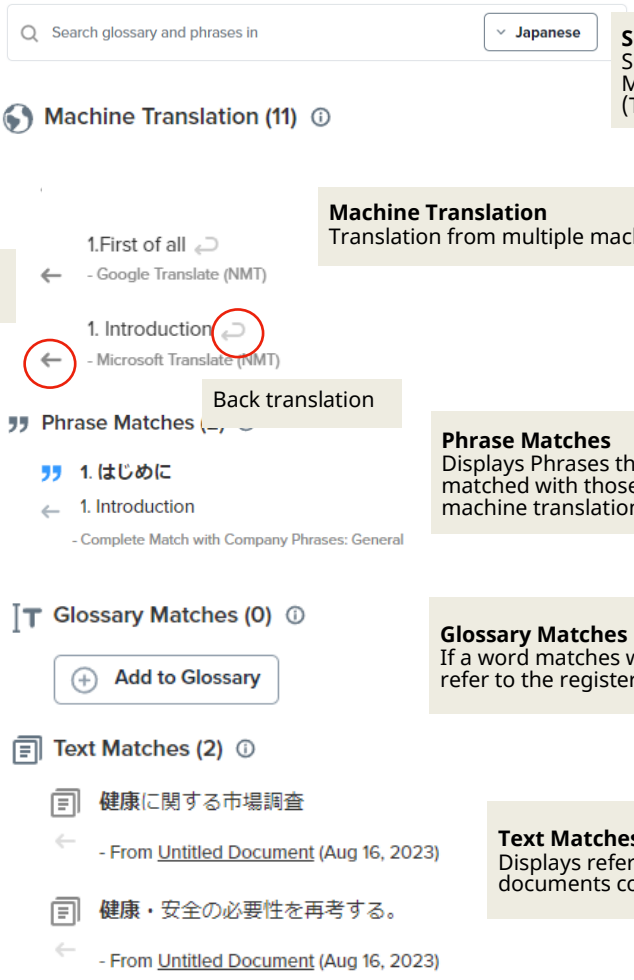
Shortcut keys

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

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

Right-side panel

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



Search query
Search the built-in dictionary (Dictionary Matches) and previously translated texts (Text Matches).

Machine Translation
Translation from multiple machine engines are displayed.

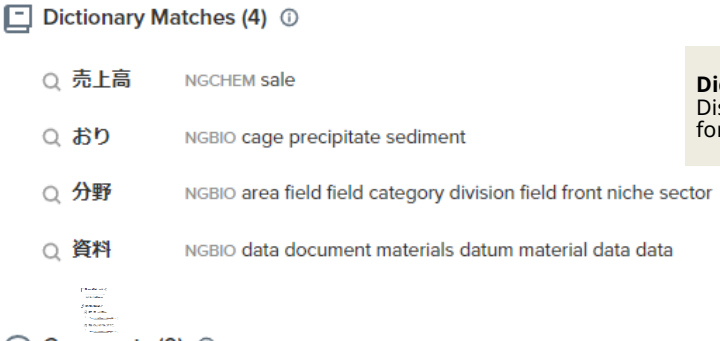
Insert to segment

Back translation

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

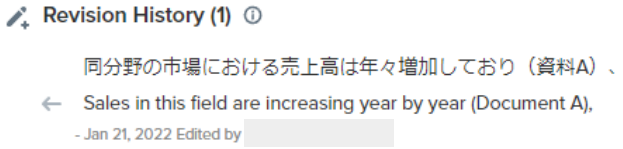
Glossary Matches
If a word matches with something in Glossary, you can refer to the registered term.

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

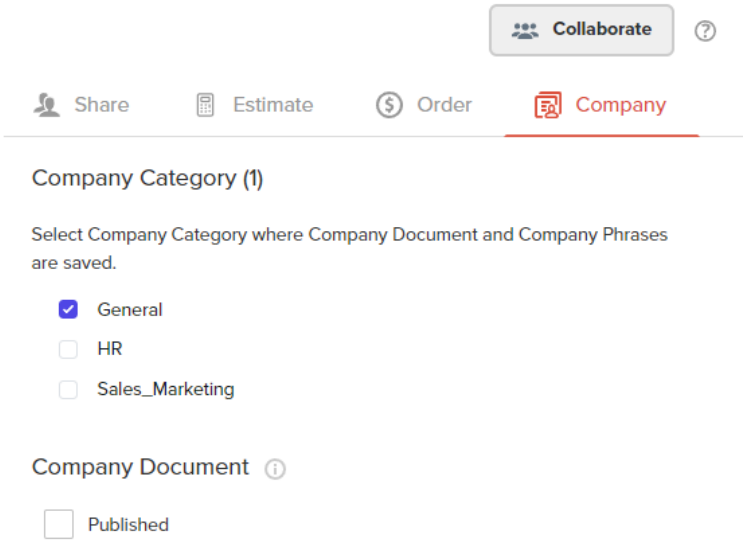


Dictionary Matches
Displays dictionary definitions and example sentences for related words.

Comments
Add your comment to each segment.



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



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

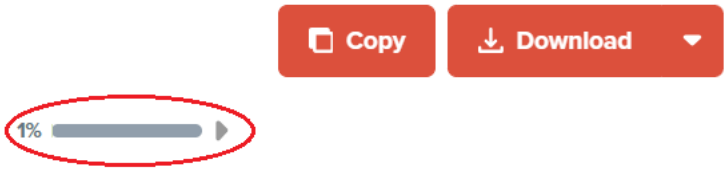
・Company Category

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

・Company Document
Check the box if you want to publish the document as a Company Document.

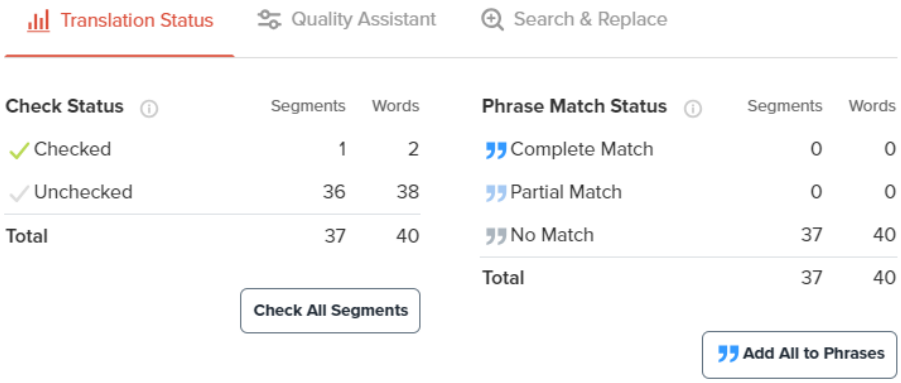
6. Translation Status bar

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



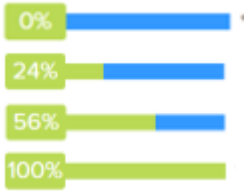
Translation Status

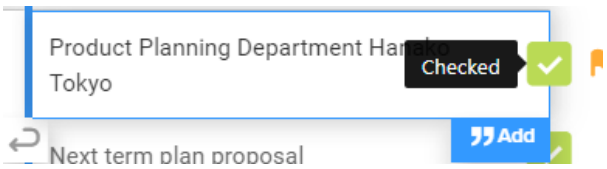
The translation status bar displays “Check Status and “Phrase Match Status.”

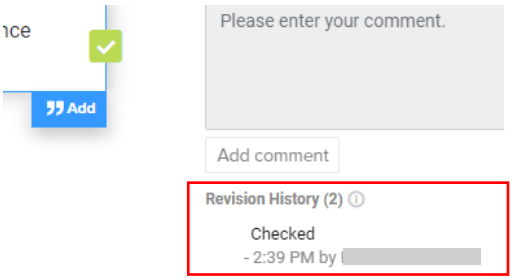


Check Status

The percentage shows the number of checked segments. As the segment is marled 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 be showed 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

Segment with an exact 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

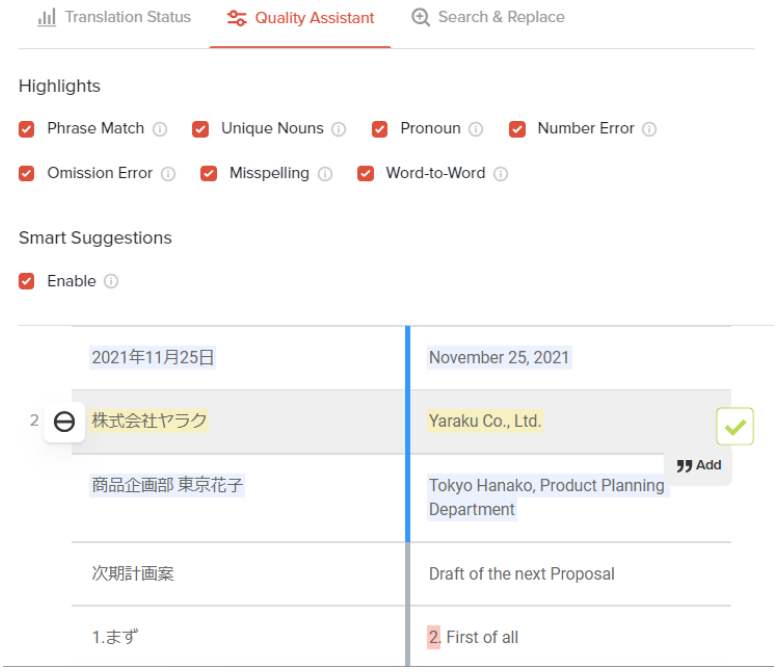
The source text matches the segment by less than 50 %. Personalized translations and machine translations are applied.

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 a saved Phrases.

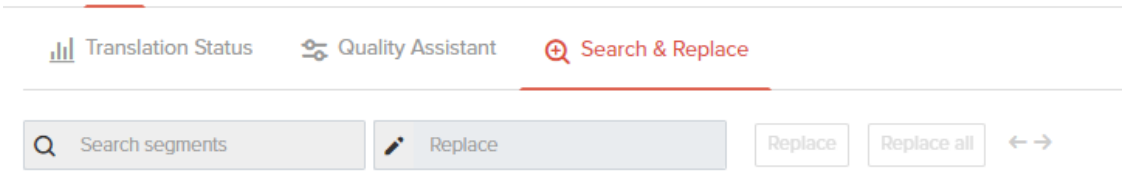
Quality Assistant

The Quality Assistant tab allows you to see which highlighters are currently turned on in the edit page (Parallel View). All the items are checked by default. They can be manually turned on/off.



Search & Replace

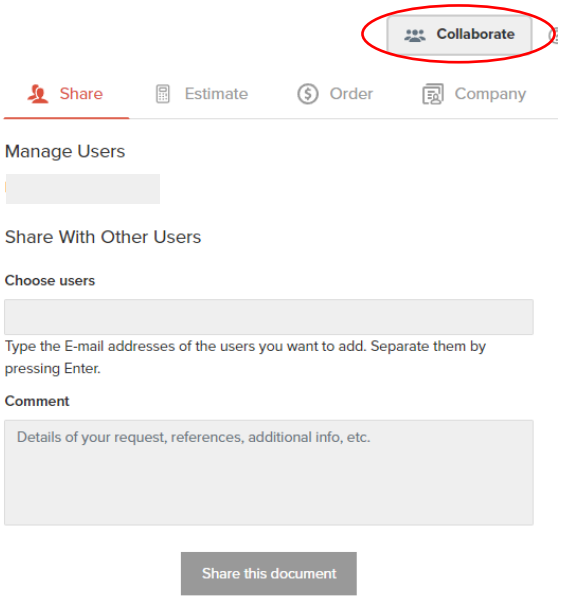
The Search & Replace bar can be found in the Search & Replace tab. This function can be used to batch replace specific words in a document, for example. The bar can also be displayed with the shortcut keys (Ctrl+F, ⌘+F).



7. Document sharing

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

Users who share 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.

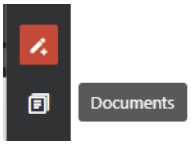
Users who receive the shared document

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.

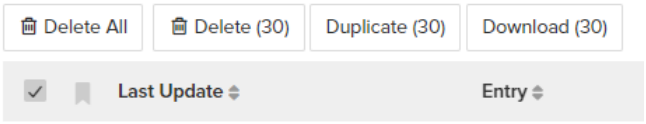
8. Documents page



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

My Documents

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



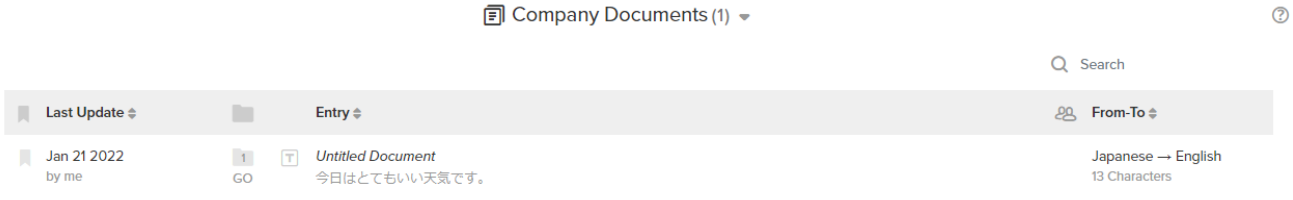
If you check the box below the [New] button, the [Delete All], [Delete], [Duplicate], and [Download] buttons will appear.

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

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

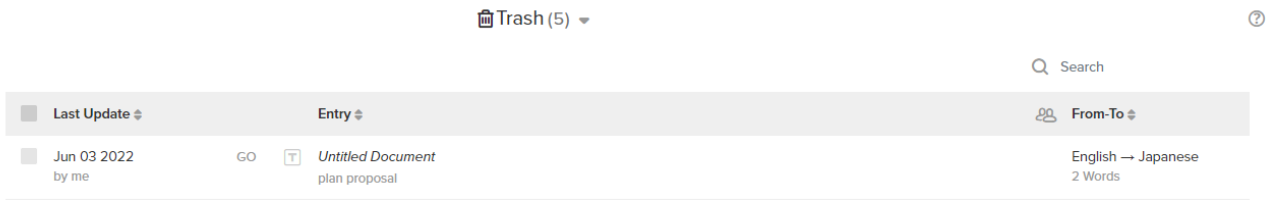
Company Documents

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

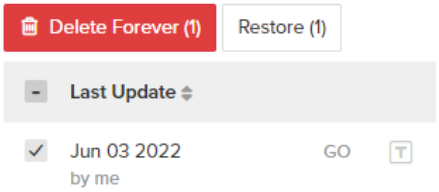


Trash

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



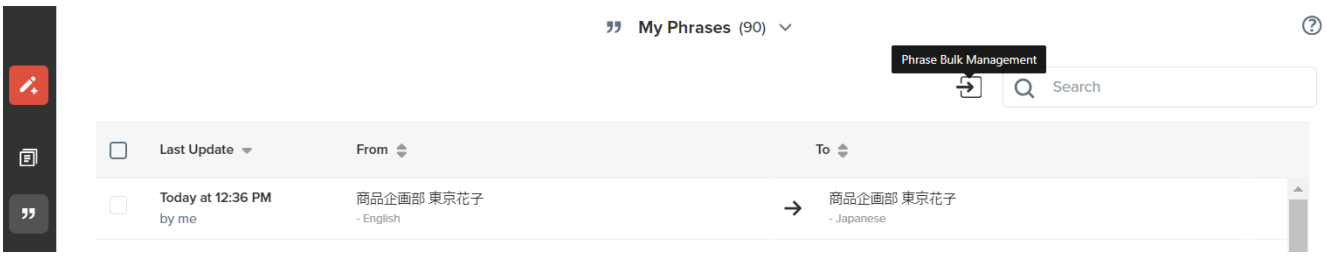
You can [Delete Forever] or [Restore] the documents.



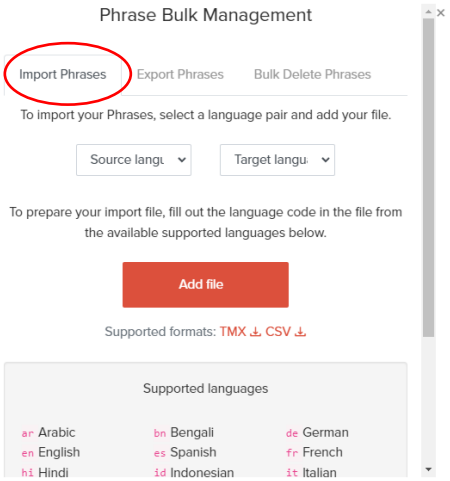
9. My Phrases and My Glossary

Refer to My Phrases

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

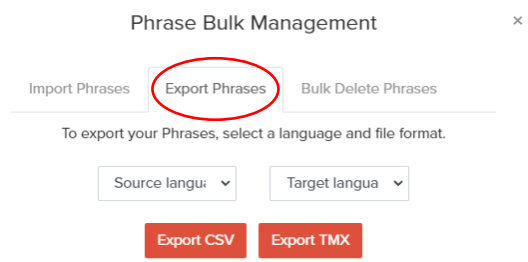


Import My Phrases



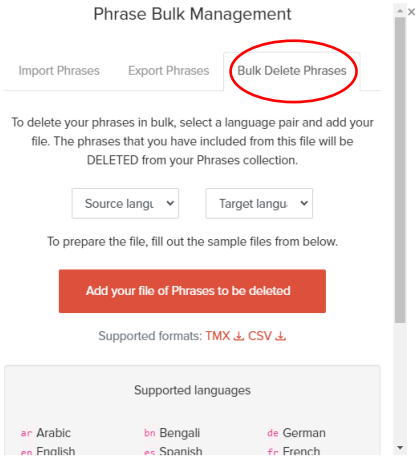
You can add multiple phrases at once to My Phrases using [Phrase Bulk Management]. (File formats: TMX and CSV)
Select the source and target language in [Import Phrases] tab and import the file from [Add file].
*** You can refer to the sample format of the file from "Supported formats". You can check the language codes in "Supported languages" section.**

Export My Phrases



You can download all your My Phrases at once. (File formats: TMX and CSV)
From the [Export Phrases] tab, select the source and target language, filter items if necessary, and click [Export CSV] or [Export TMX] to export.

Bulk delete My Phrases

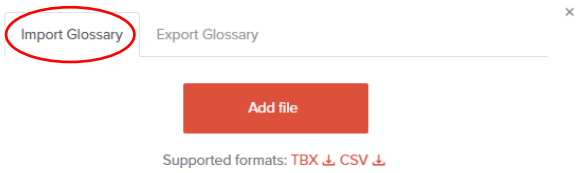


You can delete multiple Phrases at once by file import.
From the [Bulk Delete Phrases] tab, select the [Source language] and the [Target language]. Upload a CSV (or TMX) file with the Phrases to be deleted, using the [Add your file of Phrases to be deleted] button. If you need help making the file, you can download the sample files (TMX/CSV) from "Supported formats" and use it as a template.

Refer to / add My Glossary

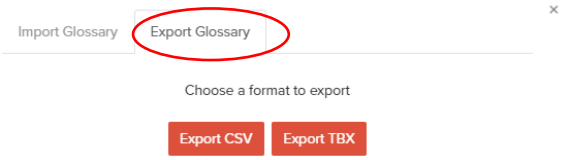
You can check the list of My Glossary from the Glossary icon in the left menu. Languages can be set with the [Languages] button. You can add terms in any language pair. Bulk import is also available (File formats: TBX and CSV).
***Unlike Phrases, Glossary is forcibly applied automatically without considering the context.**
***My Glossary only affects the machine translations you do in your account.**

Import My Glossary



From [Import/Export] icon at the right top, you can add My Phrases all at once (File formats: TBX and CSV). Upload the file from [Add file].
*** You can refer to the sample format of the file from "Supported formats". You can check the language codes in "Supported languages" section.**

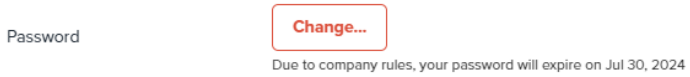
Export My Glossary



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

10. Settings

You can customize settings as needed.

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

Machine translation

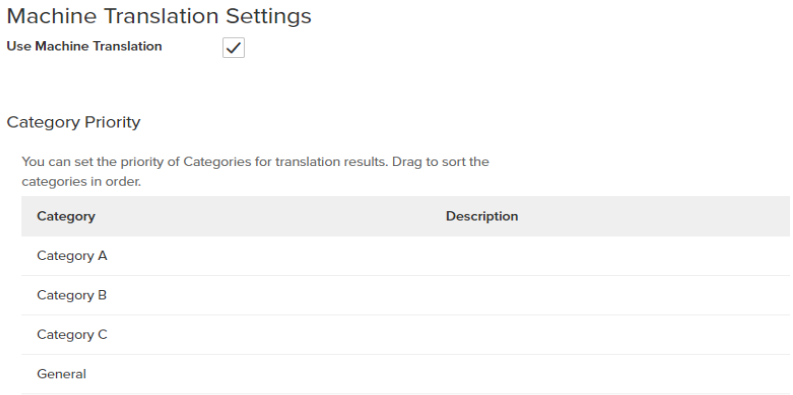
Settings

Turn on/off machine translation process

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

Setting of the category priority

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

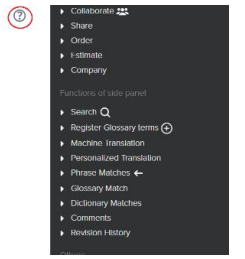


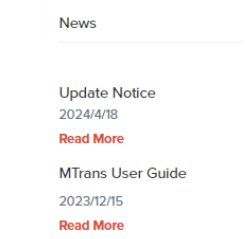
If you have multiple translation options for a single term, you can deal with them using the category function. Normally, multiple translations cannot be saved for a single term, but if you use a different Company Category, you can save the different translation for the already added term.
(Glossary terms are saved in both direction of source-to-original and original-to-source. Phrases are saved in only one direction.)

11. If you are in trouble

Help

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





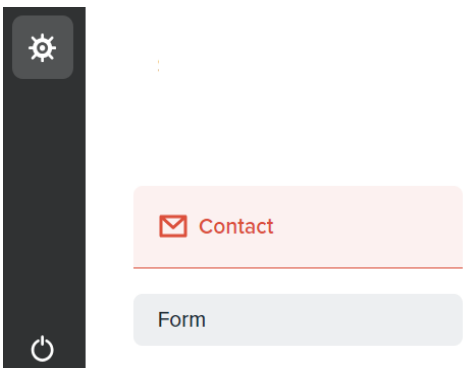
News page
You can visit our Help page from the News Page on the start page. User guide and update information can be accessed.

FAQ

Frequently asked questions can be found in the FAQ section on the website (Japanese only).

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

Contact page



You can contact Account Support from Settings page > Contact > [Form].