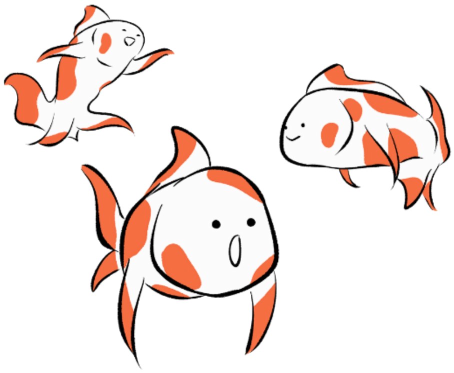
User Guide

For Translation Managers / Company Admins



Contents

1.Machine translation

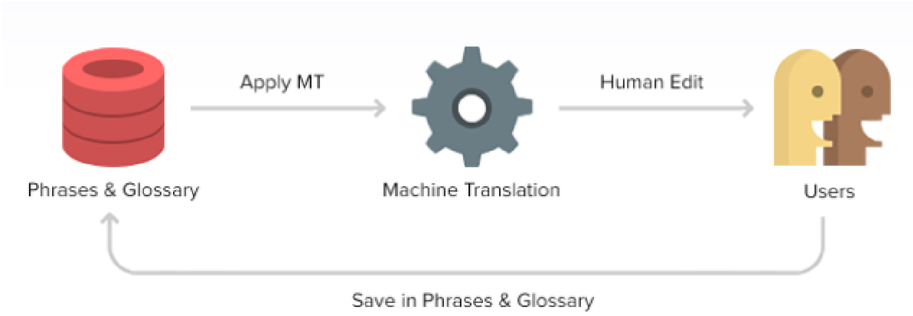
Machine Translation + You = Accelerated Translation Growth
The translation process that enhances quality and speed with machine translation + post-editing

How it works

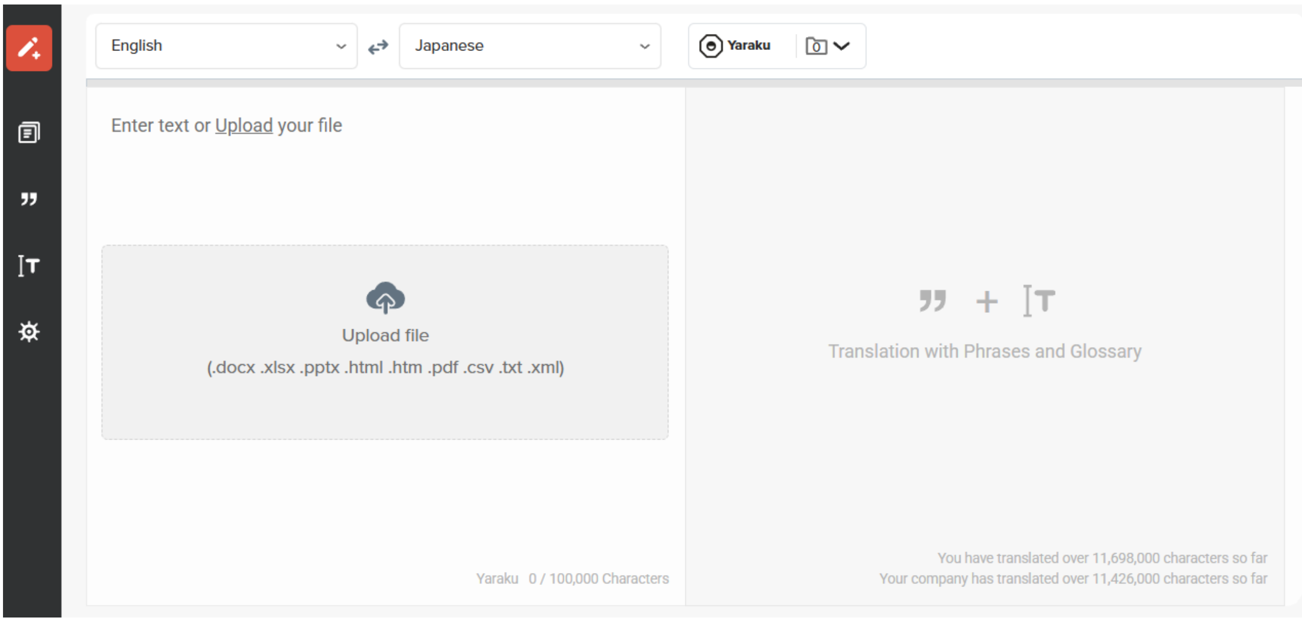
The document is automatically translated based on the Phrases and Glossary registered by the user.

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.

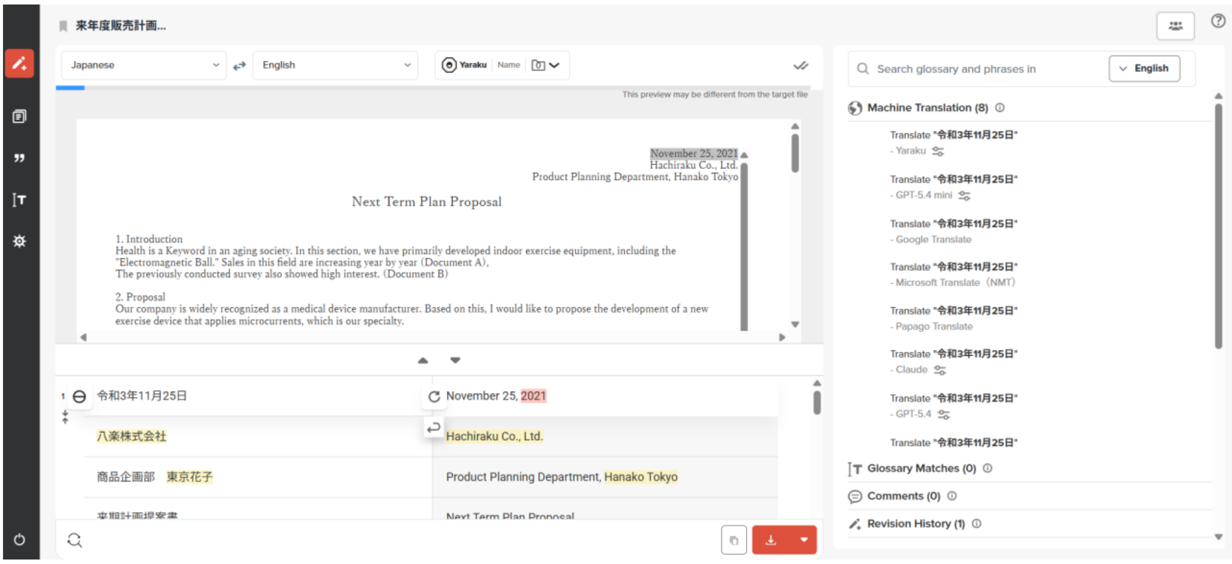


① Start page: Drag-and-drop the file you want to translate to start



Drop the file you want to translate in the gray area and select the languages, engines and company category/ies 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 three ways to edit: edit by yourself, share with other users, and order to professional translation companies.

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.

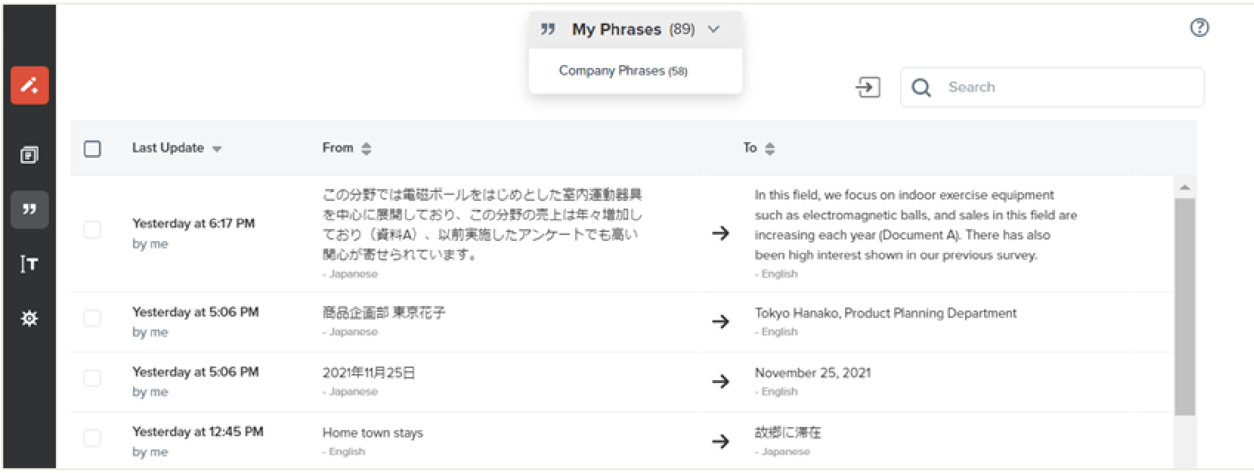
The system grows with each Company Account.
When a Translation Manager edits and adds a segment to Phrases, or a company user orders a post-edit from a translation company, the sentence is automatically added to the Company Phrases and used for machine learning of the machine translation engine. The 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

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

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.



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

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.

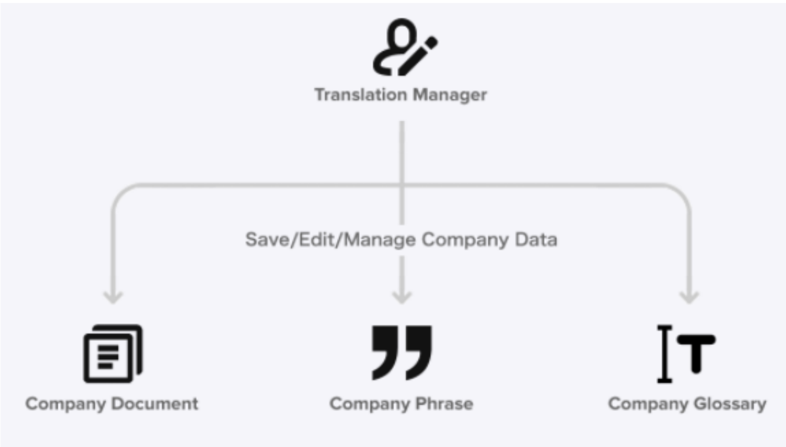
1. Regular Members
A normal user of Company Account.
They can translate and edit documents by using My / Company Data.

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

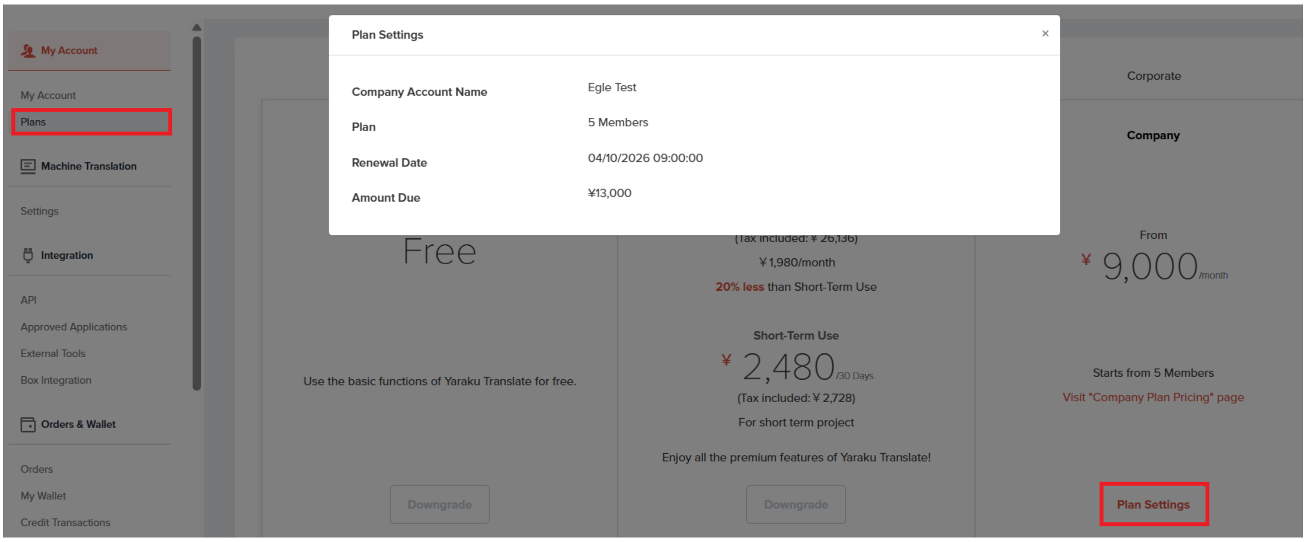
Company Admin checks contract information and usage status, as well as manages Regular Members, Company Categories, and other items in Company Accounts.

My Account – [Plan]

Check the contract information

To check the current plan, visit the Settings page on the left menu and click [Plans] under "My Account."

Only the Company Admin can see the details of the current contract information from [Plan Settings] under "Company."

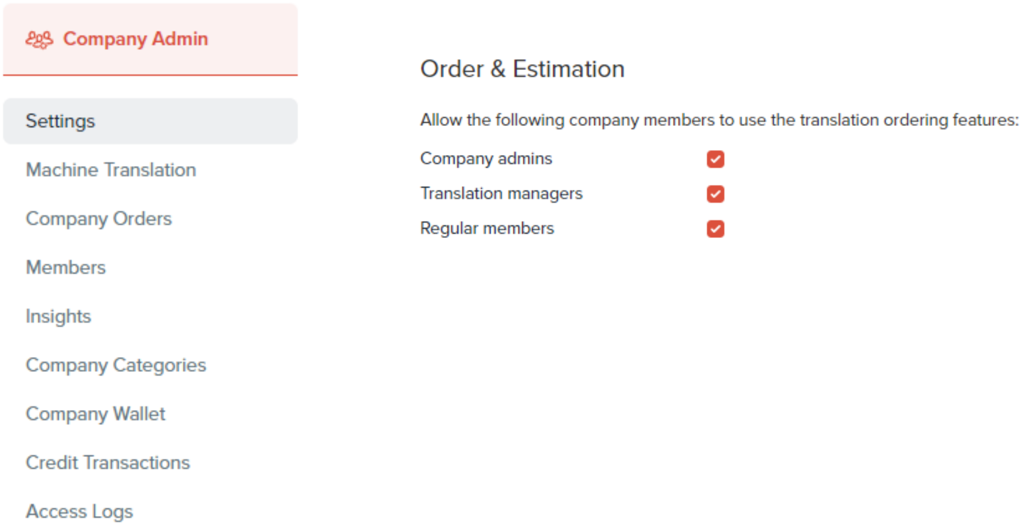


Settings

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

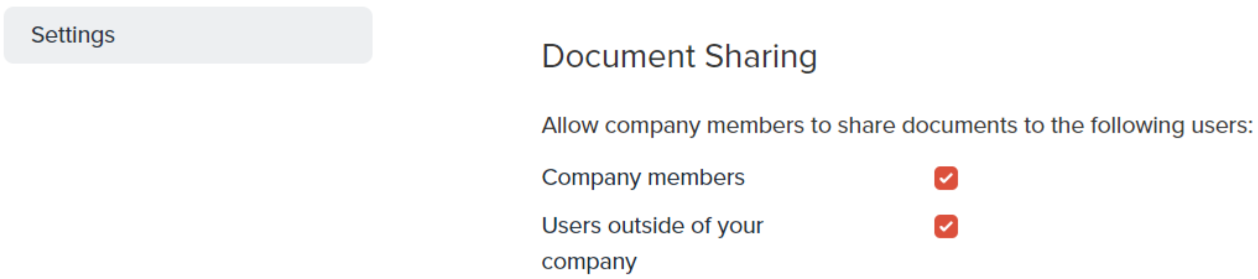
Translation ordering

You can set whether or not the [Order] and [Estimate] tabs are displayed on the edit page for each user role. All checked in default.

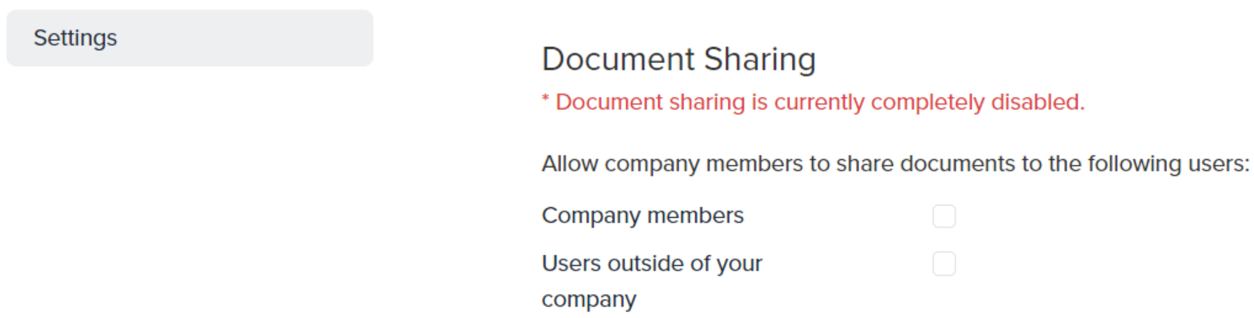


Document sharing

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)

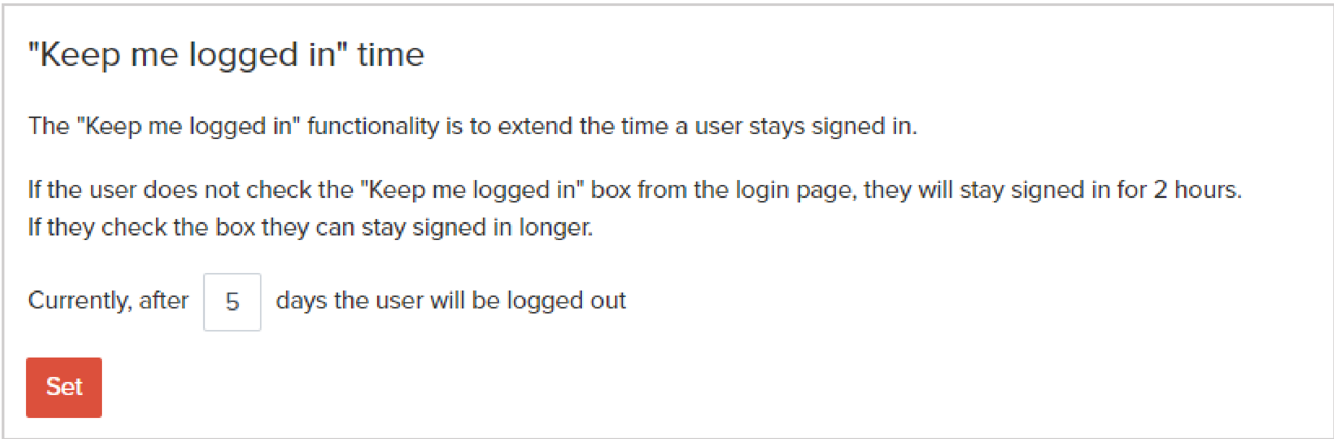


*** If you do not allow sharing for both Company Members and external users, the [Share] button will be hidden in the edit page.**



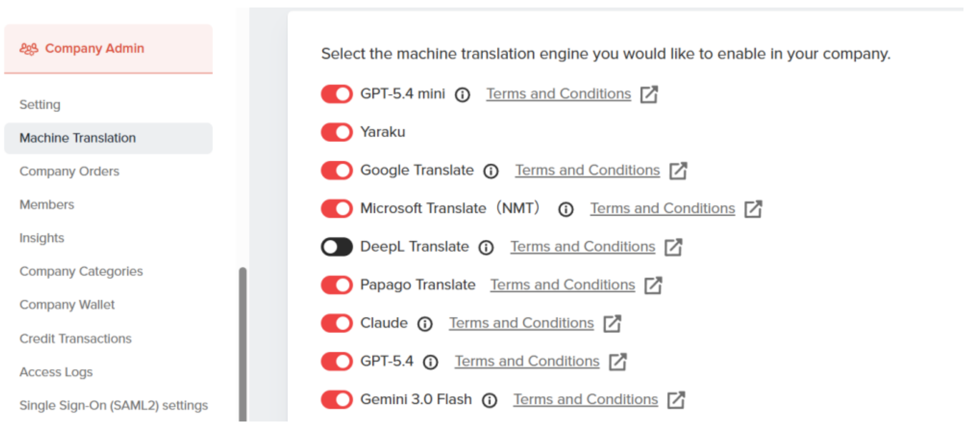
Session timeout

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.

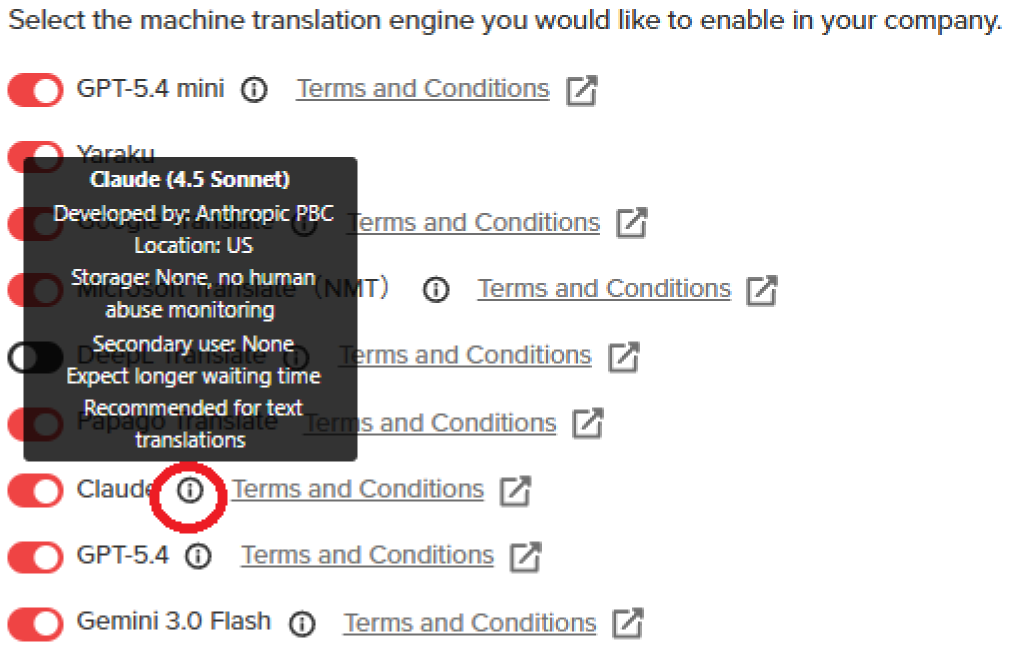


Machine Translation

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.

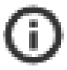


Buttons summary



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.

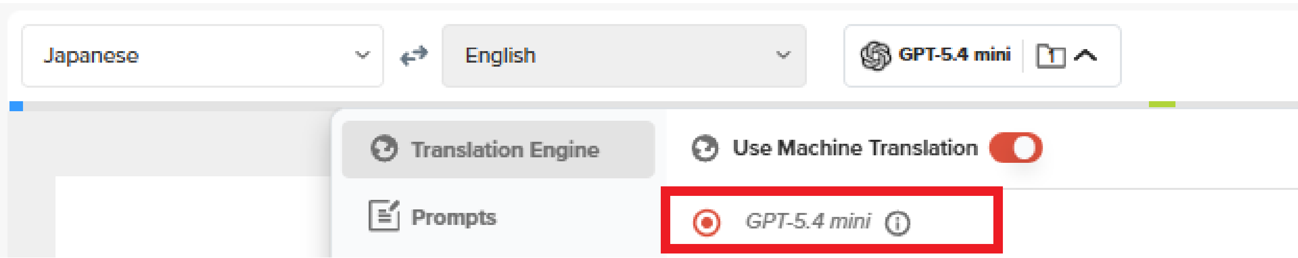
Click the link to check the Terms and Conditions of each engine.

💡 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.

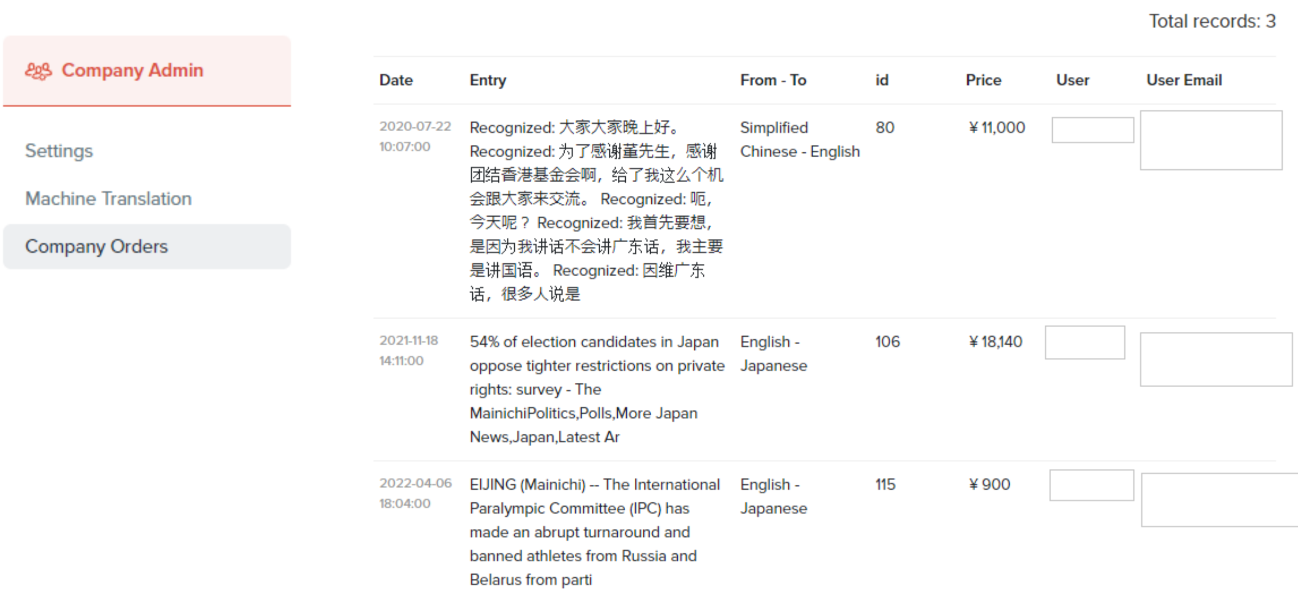
*If a company member translated a document with one of the engines and then the company admin turned off the engine, the company member will still have connection to the engine in the previously translated document, but he will not be able to update the content of it.

*If the previously used engine was disabled, it will show as a disabled engine once you click on the engines and category selection tab.



Company Orders

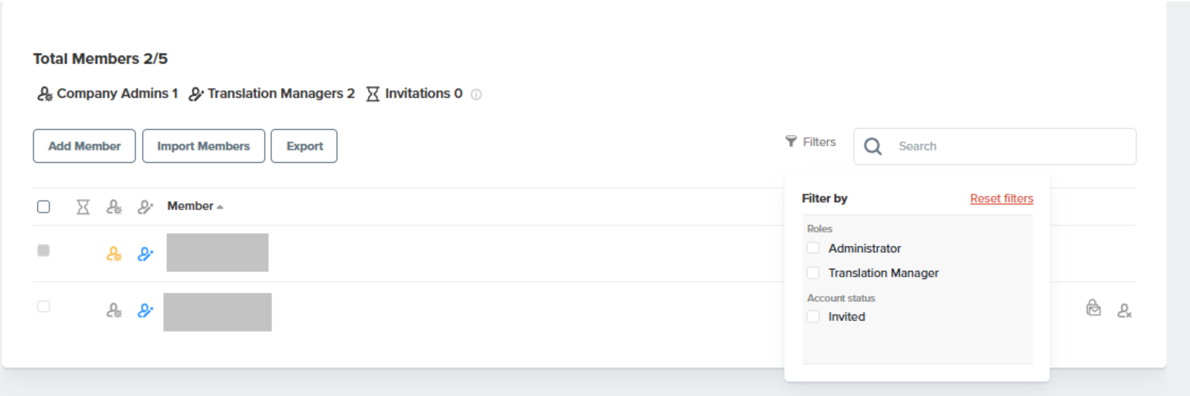
You can view the order history of all Members in the Company Account from the Company Admin > [Company Orders] page.



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**

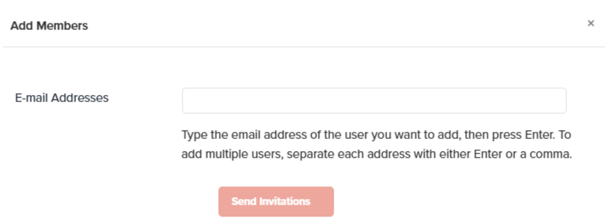


Search results can be filtered by roles and account status, and a member can be specified in the Search bar.

How to add/delete Members

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

Add Members

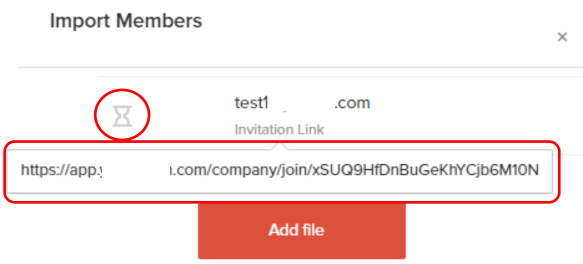


Enter the email addresses of the members you want to add one and click Enter. To add multiple users, separate each address with either Enter or a comma.

Import Members

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

*** 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**

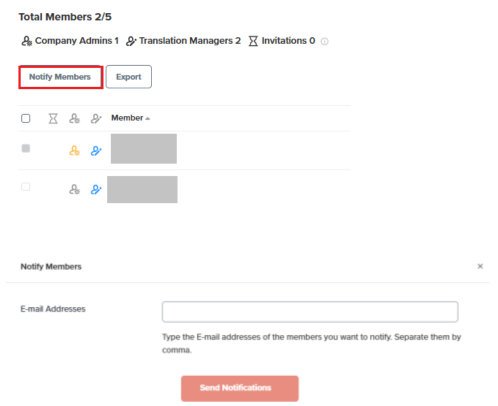


list, which means "inviting."

* 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)

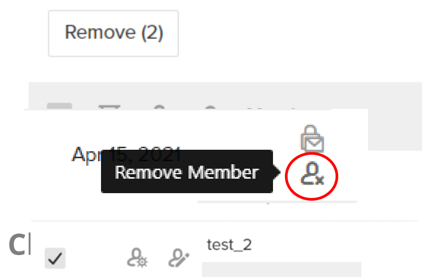
If your company is using a Single-Sign-On (SSO) login system, you can add members directly from your SSO system. If needed, you can also notify them via Notify button.



* 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 logins via SSO system for the first time.

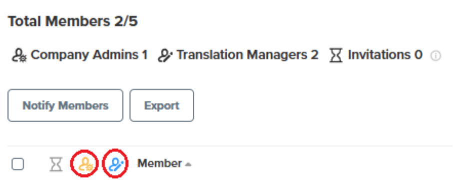
* Enter the email addresses of the members you want to notify one by one and click Enter to confirm the email. If you have multiple members to notify, enter them separated by commas and click the "Send Notification" button.

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.

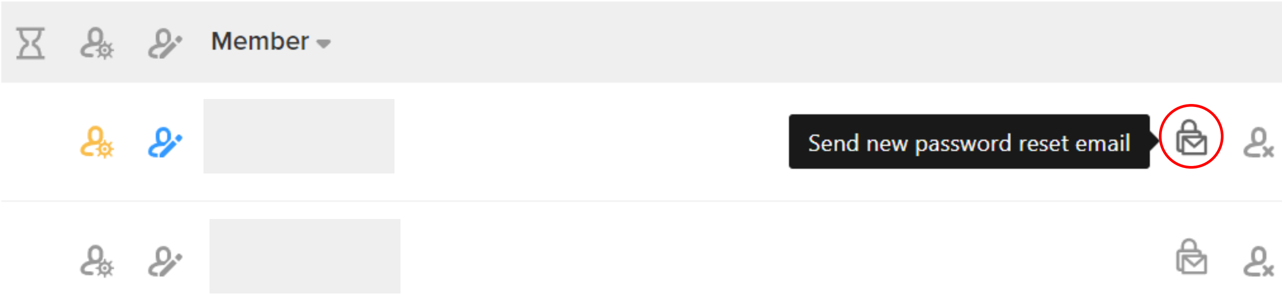
You can also select multiple users with checkboxes, then click [Remove] to remove them all at once.



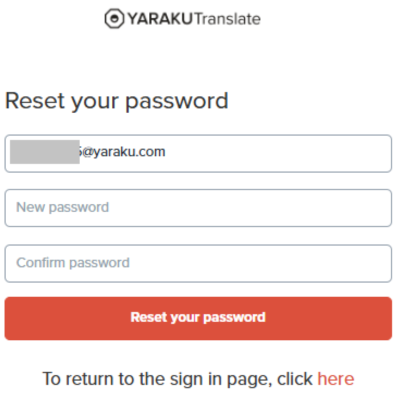
The icons next to the member names in the Members list indicate the Company Admin (left) and Translation Manager (right). You can set them by clicking the icon. Click the icon again if you want to undo the setting. If the icon is gray, it means that the setting is off. There is no limit to the number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



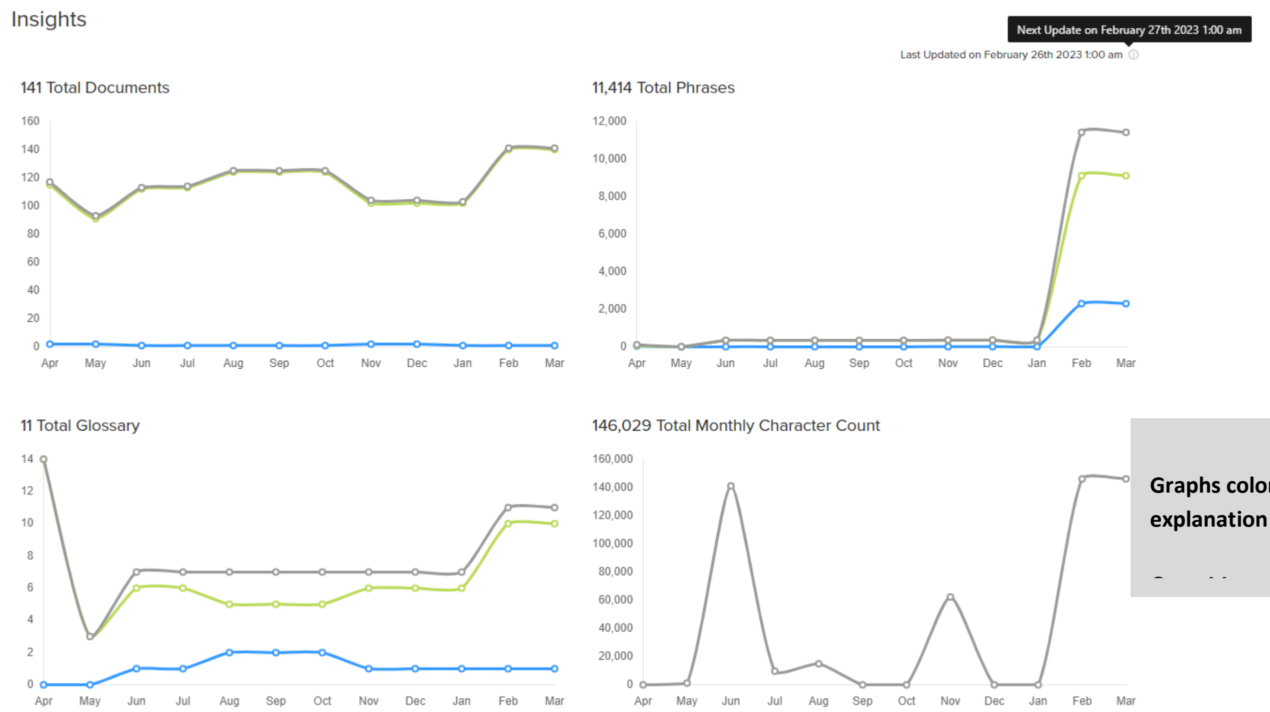
The Member will receive a password reset email.
Press the link from the email to access the password reset page, enter a new password twice and click the “Reset your password” button to change your password.



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

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).



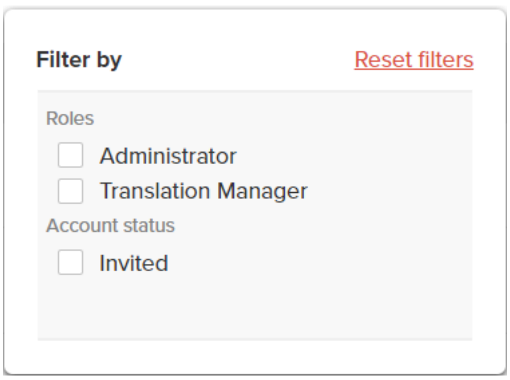
Graphs colors explanation

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.

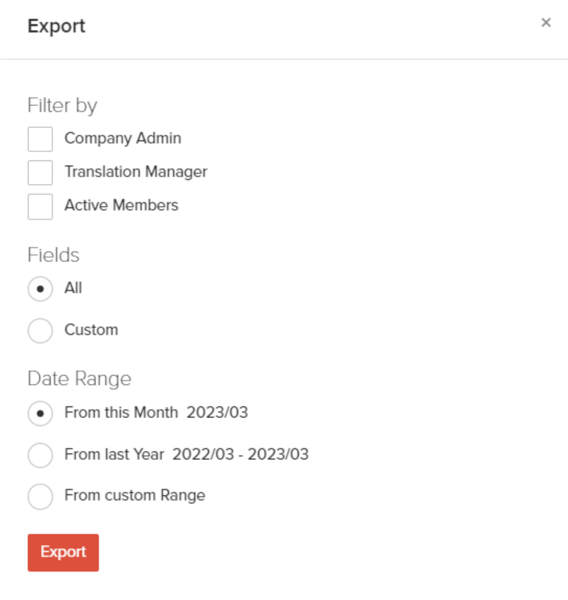
Export | Filters | test

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.



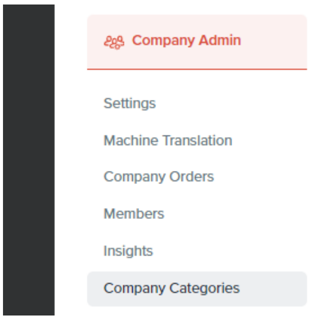
Export Members



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

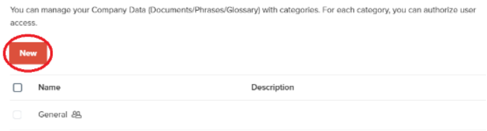
Company Categories

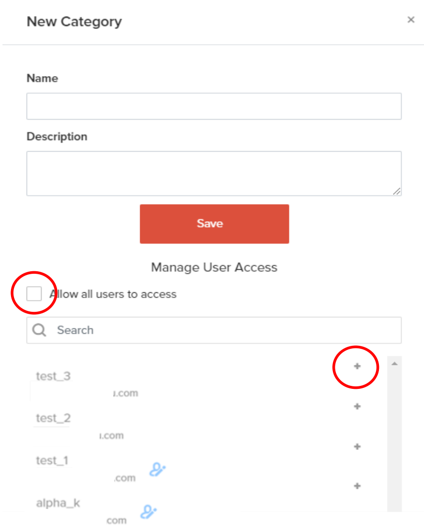
Company Categories allows you to manage data by different departments, different teams, purpose of documents, etc.



"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



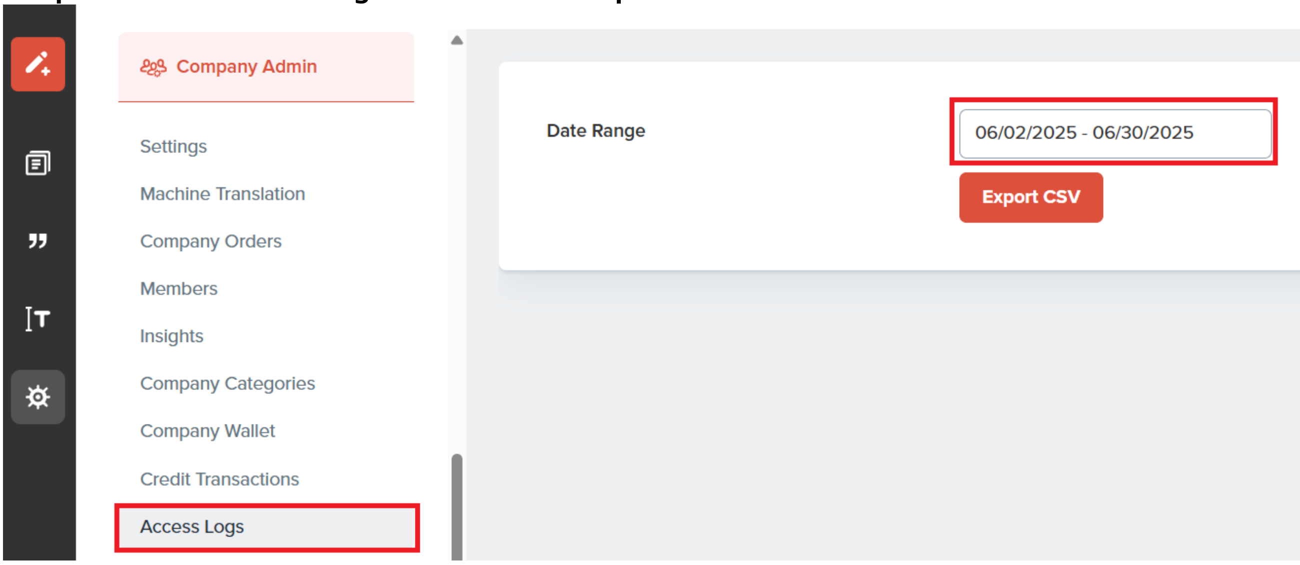


1. **Create a new Category by clicking [New].**
2. **From "Manage User Access," select Members to give them access permission.**
   Check [Allow all users to access] or give access to specific users by clicking the [+] next to their names.

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

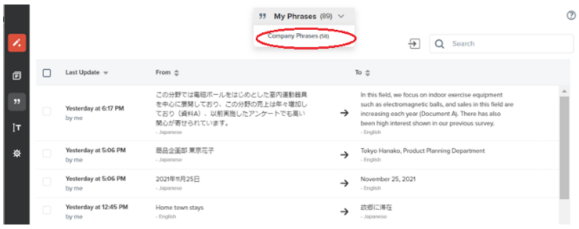
- **Time of Access**
- **IP Address**
- **User Name**
- **Email Address**

***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

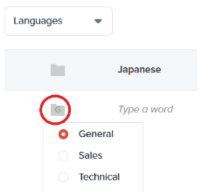


Click Glossary on the left menu and open the [Company Glossary] tab. You can check the list of added Company Glossary Terms. Glossary Terms are available in any language pair.

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



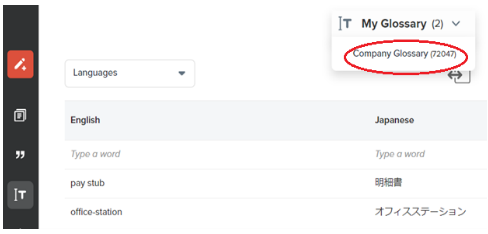
Click the Category icon on the left and select the Company Category you want to add the term to. If the Company Admin has not created a new Category, the default “General” category will be selected.

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.**

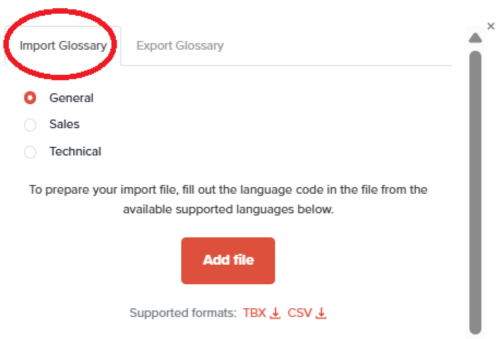
Company Glossary reference and editing



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)



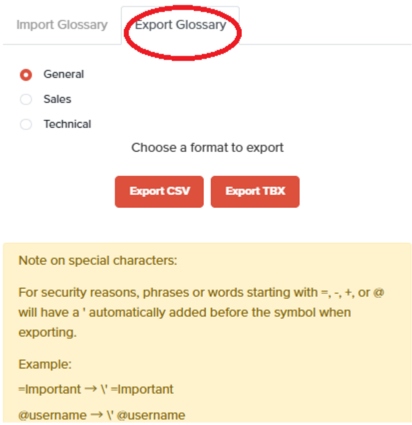
On the [Glossary Import] tab, select the Company Category you want to import to and click [Add File] to upload the file.

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".

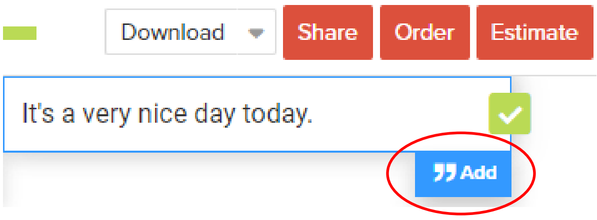
*There is no character limit, but the file size limit is 48MB and within 8,000 lines.

Export Company Glossary



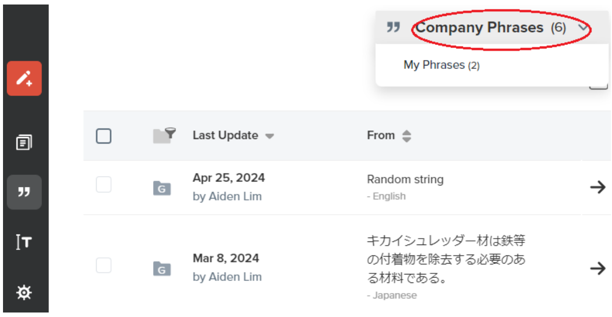
You can bulk export Company Glossary from the Import/Export icon at the top right.
(Supported file formats: TBX and CSV)
On the [Export Glossary] tab, select the Company Category you want to export and click the [Export CSV] or [Export TBX]) to export.

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.

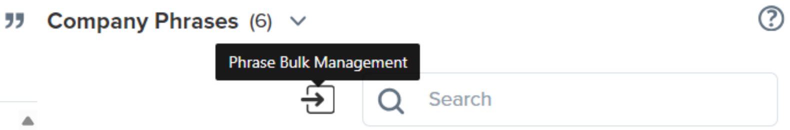
See and edit the Company Phrases list

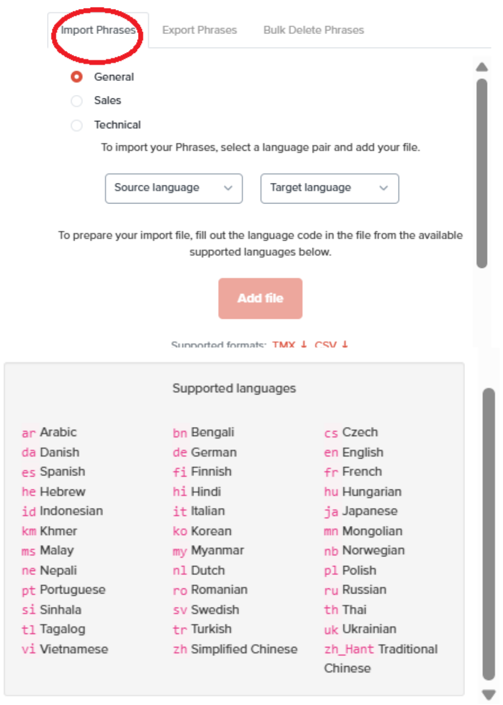


Refer to Phrases by clicking Phrases on the left menu and selecting [Company Phrases] tab. If necessary, you can edit the source/translated phrase by clicking on it.
Company Phrases are automatically applied in the machine translation. Those with 100% match (complete match) are used as they are, and 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

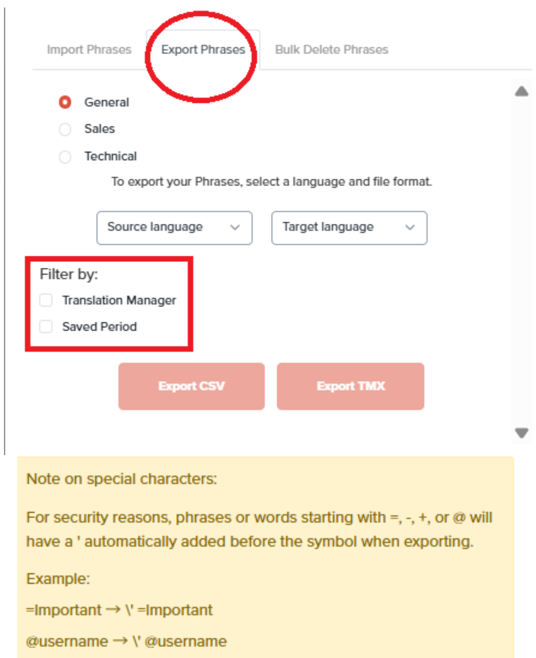
You can import, export, and bulk delete Company Phrases from the "Phrase Bulk Management" icon at the top right of Company Phrases page. (Supported file formats: TMX and CSV)





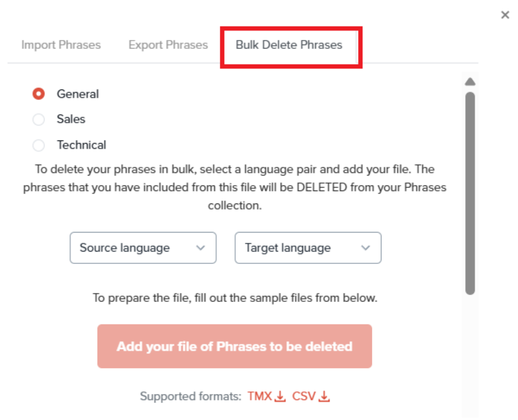
On the [Import Phrases] tab, select the Company Category you want to import, the source and target languages, and click [Add File] to upload the file.
***When uploading a CSV format, please make sure it is saved as CSV UTF-8 (comma separated) (*.csv extension) format.**
Alternatively, you can download 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 48MB and within 8,000 lines.**

Export Company Phrases



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



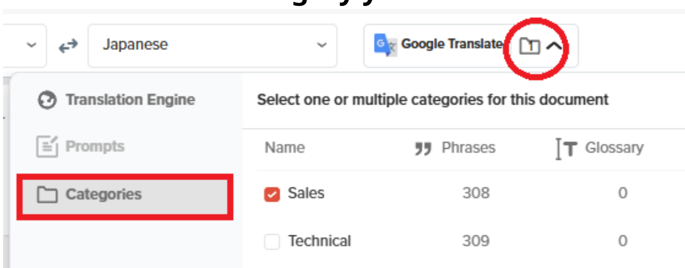
From the [Bulk Delete Phrases] tab, select the category in which the phrase you want to delete is registered (if applicable), the [Source language], and the [Target language]. Upload a CSV file with the Phrases to be deleted, using the [Add your file of Phrases to be deleted] button.

How to select the Category to add the Company Phrases to

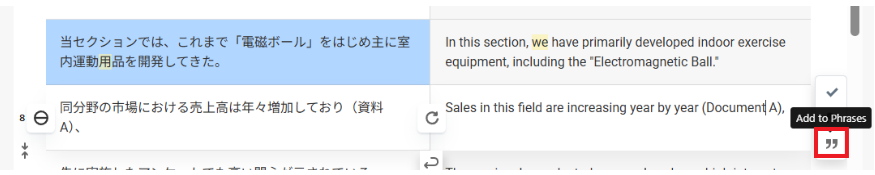
Company Phrases can be organized and managed by Company Categories.
For example, if the Company Admin creates Categories optimized for different purposes and Translator Manager adds Phrases in the appropriate Category, all the users who have the access to those categories can select, apply, and use only 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 machine translation and categories selection icon and select Categories tab to open a pop-up.**
 Checkmark the category you want to use.



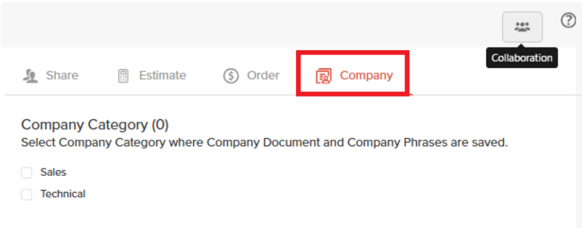
2. **Click the [Add to Phrases] icon to add the edited translation of each segment to the Phrases.**



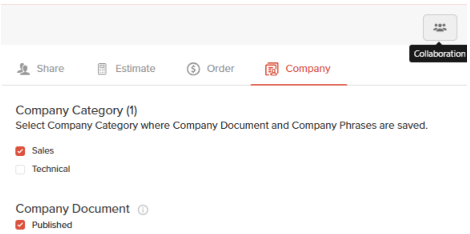
💡 **Tips: If the Translation Manager does not want to add the Phrases to Company Phrases, uncheck all Company Categories. Then they will be added only to the Translation Manager's My Phrases.**

Add Company Documents

If you publish My Documents as Company Documents, other Regular Members can use them as templates. Once the user opens it, it will be saved in My Documents, so any changes made by the user will not be seen by other users.
(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 Collaborate icon on the top right in the side panel and select “Company” tab. 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

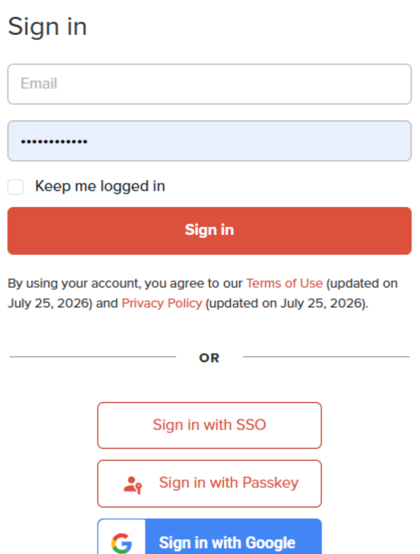
Click the power  **icon displayed in the bottom left-hand corner of the page.**

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).

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



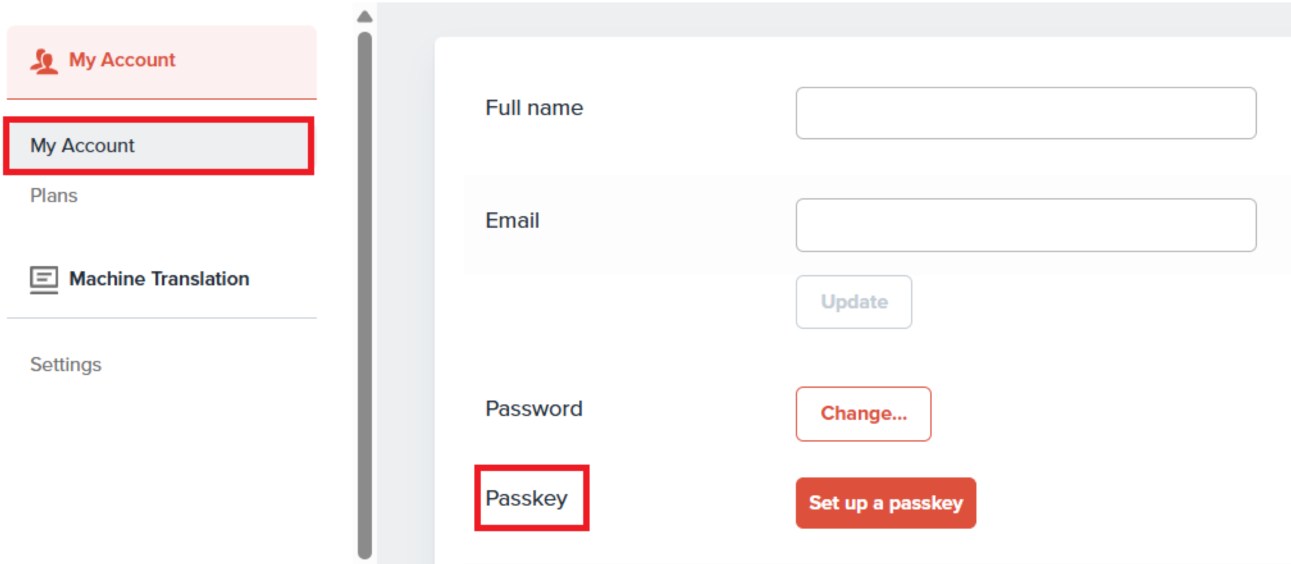
If you forgot your password, click [Forgot your password?] on the sign in page to reissue your password. You can also contact the Company Admin and ask them to send you a password reset email.

Sign in with Passkey

To sign with a Passkey, you need to set up a Passkey first. Please follow the following steps:

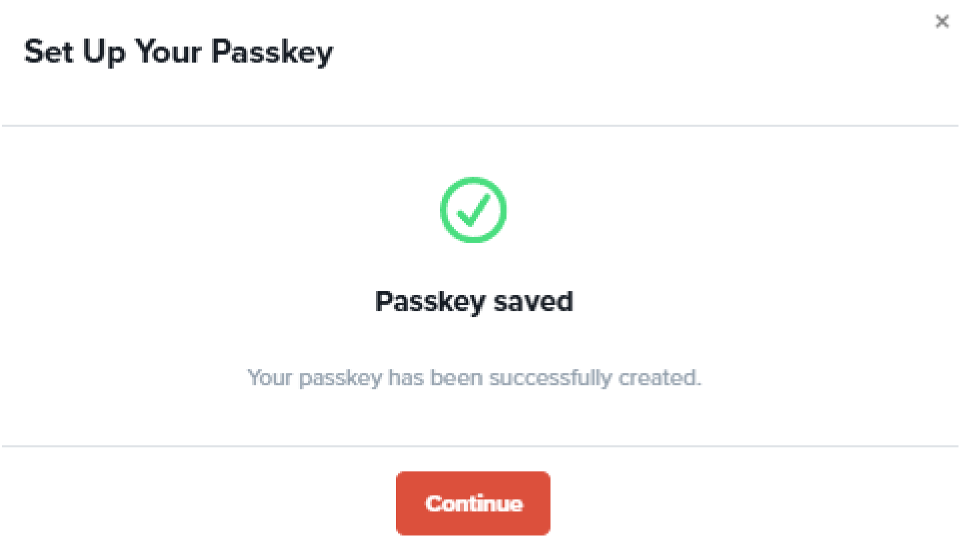
Step 1: Login to your MTrans Team account and go to Settings page

Step 2: In My Account, click "Set up a passkey" and confirm in the popup



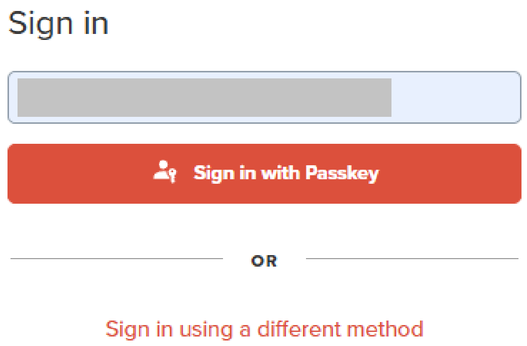
Step 3: Authorize it in your browser or device (this varies by the platform so we are unable to provide more details)

Step 4: Once the passkey is set up correctly, the following message will appear. Click the "Continue" button to finish a setup



Your account is now secured with MFA. You will be prompted to sign in with your device or browser passkey the next time you sign in, or you can choose to sign in with your passkey directly.

If you select "Sign in with Passkey", enter your email address and click again the red button below.



Find a detailed guide here for advance usage.

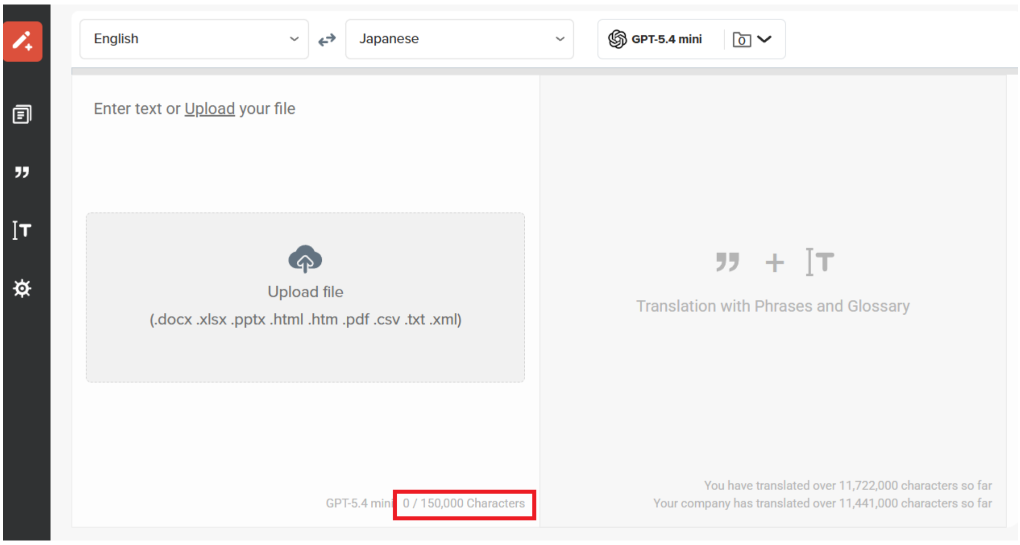
[Multi-factor Authentication in MTrans Team.pdf]

6. Start translation

Machine Translation (text translation)

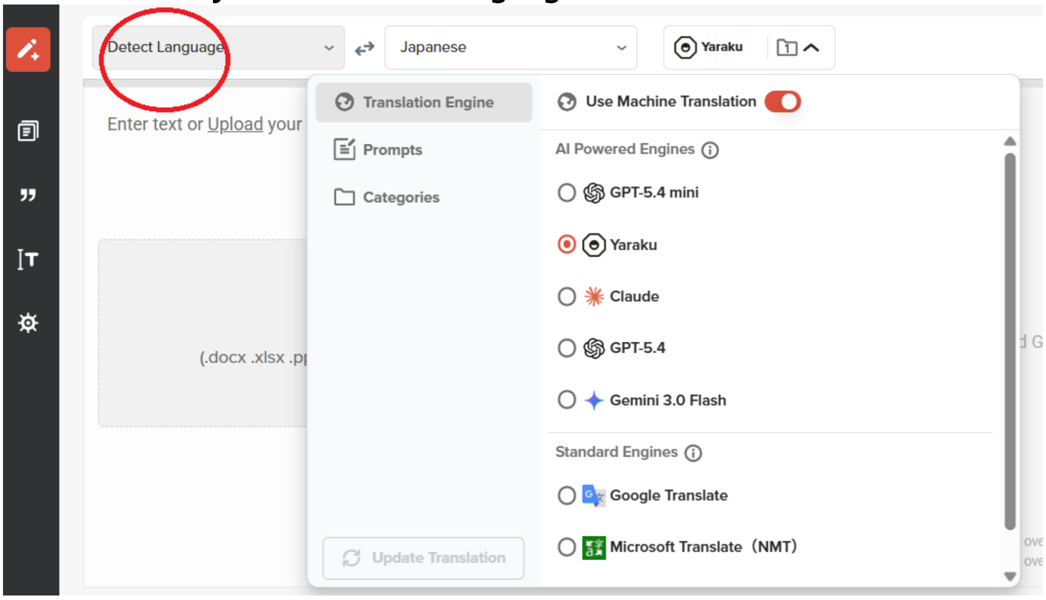
Character limit

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 screen.



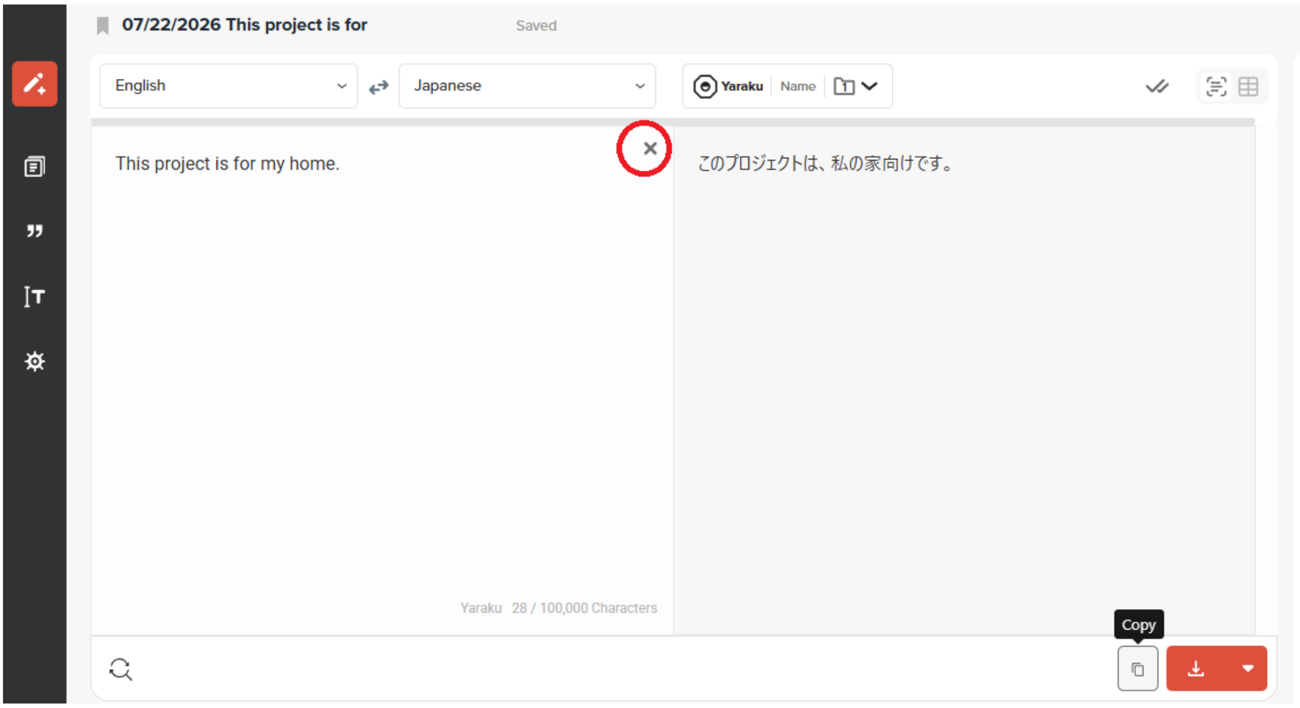
Select source/target languages and machine translation engine

It automatically detects source language.



Enter text to get translation instantly

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



Changing the views

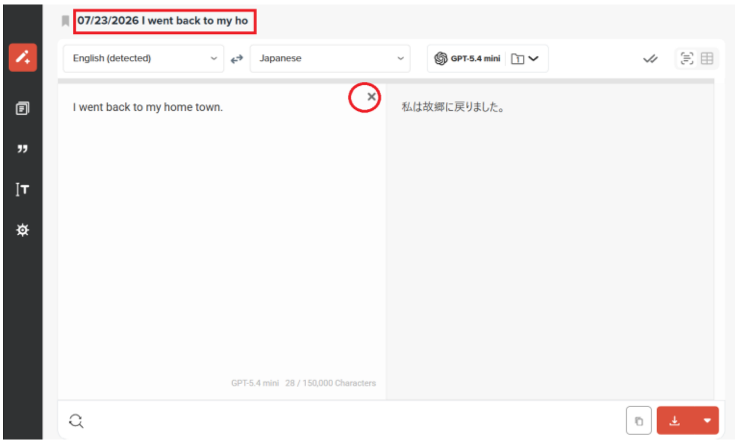
After translation switch between text and parallel views, by clicking on the icons on the upper right corner of the translation area.

Text view

Parallel view

Text document title is generated automatically

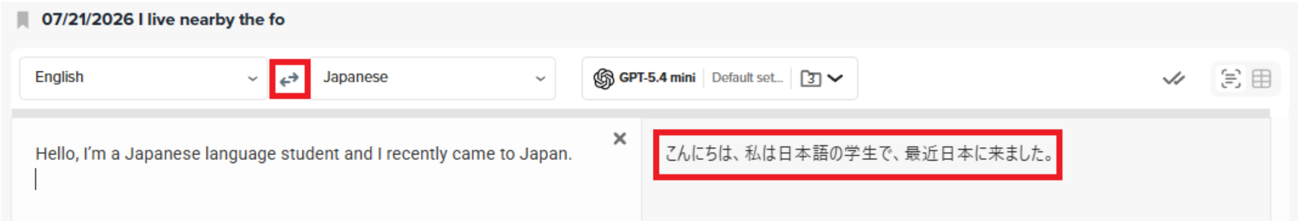
The title is automatically generated after translation is done. The automated title includes creation data and several first letters of the text document.



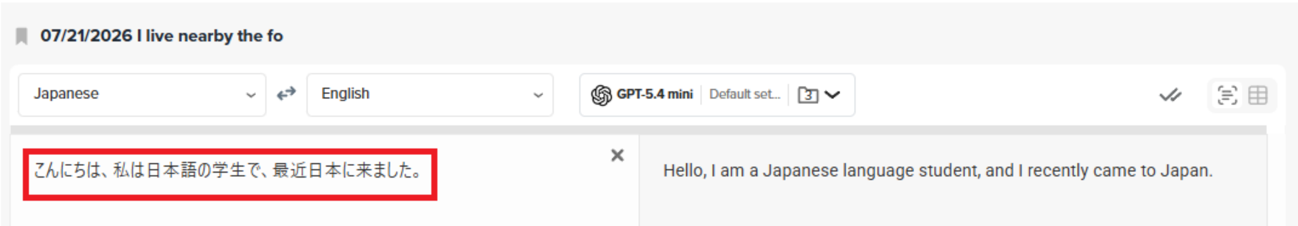
***To start over, click on the pencil icon in the upper left corner of the page.**
***To delete the entry and start over, click on the "X" button on the upper right corner of the text entry area. Deleted text translation will be automatically sent to the Trash folder.**

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.



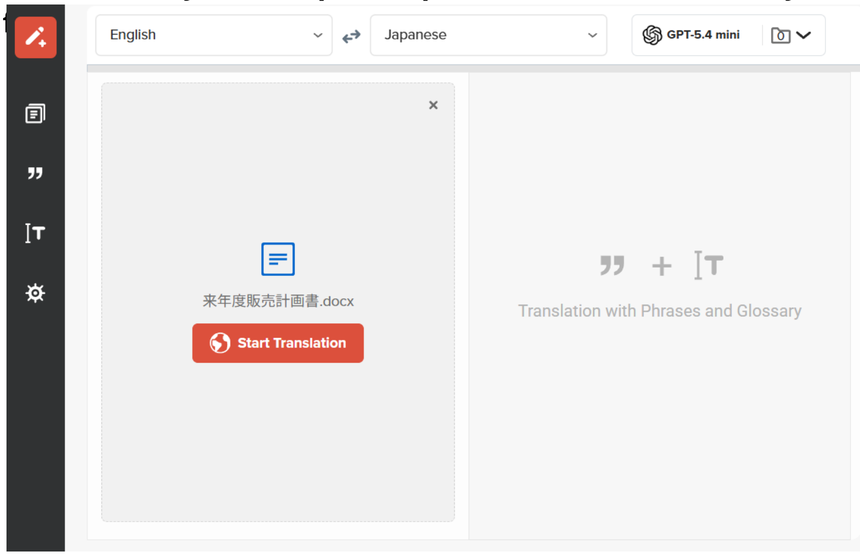
⇓



Machine Translation (file translation)

Upload

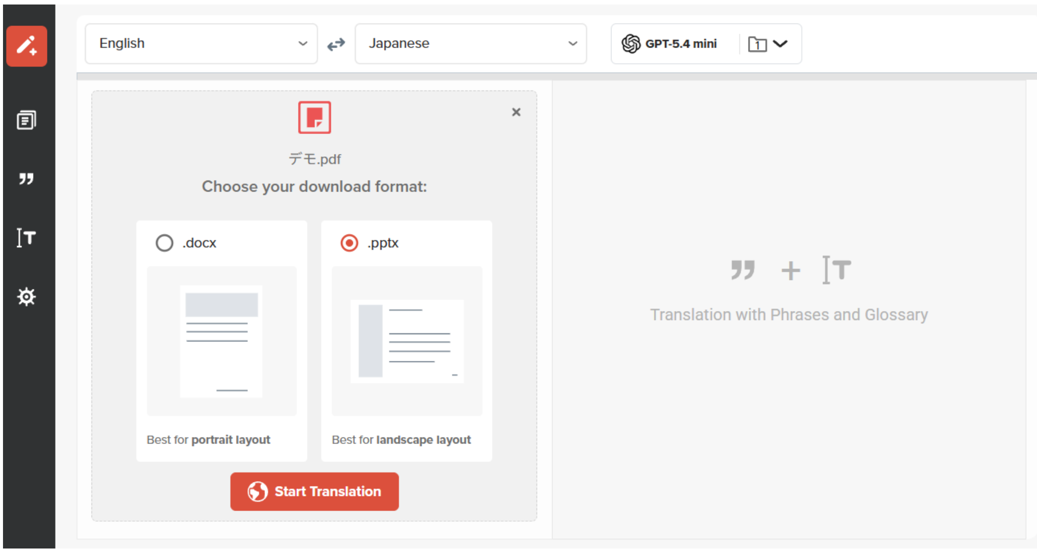
Drag and drop a file in the left area or select one from "Upload". If you are in the Company Plan, you can enter / upload up to 100,000 characters (file size limit 150MB) at a time. *For GPT-5.4 mini you can upload up to 150,000 characters. If you exceed the limit, please split the



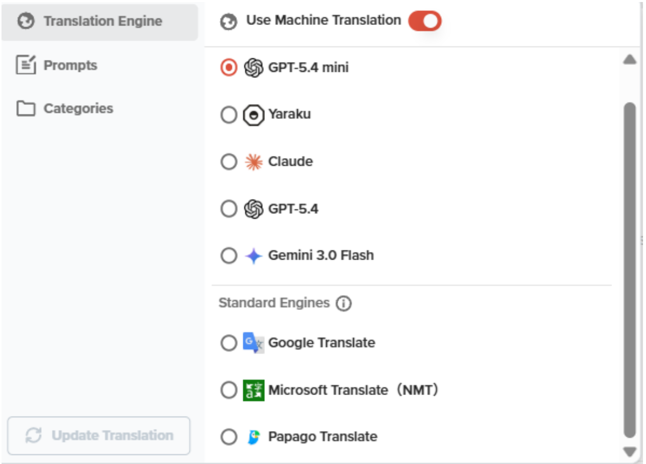
nslation times is unlimited).

Available file formats are as follows.
.docx/.xlsx/.pptx/.html/.htm/.pdf (*)/.csv/.txt/.xml/URL
*** 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

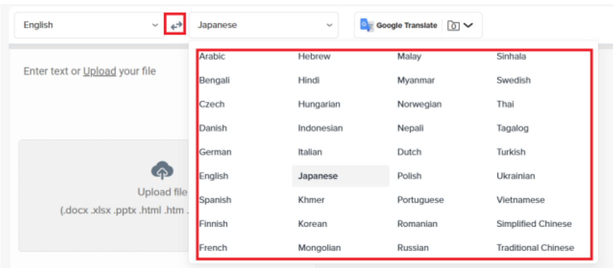


You can choose from Yaraku/Google / Microsoft / Papago/ GPT-5.4, GPT- 5.4 mini, Gemini 3.0 Flash and Claude (4.5 Sonnet). You can also turn on/off the machine translation process.

You will see the selected engine name an icon once you select it.

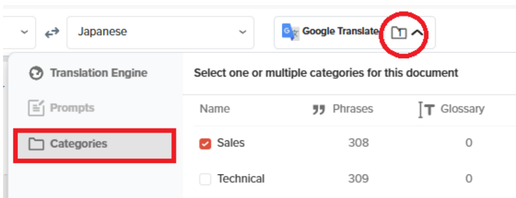
- GPT-5.4 mini
- Yaraku
- Google Translate
- Microsoft Translate
- Papago Translate
- GPT-5.4
- Claude
- Gemini 3.0 Flash

Select source and target languages



Click on the language tab and select source language and target languages. You can switch between the two languages by clicking the double arrows icon in the middle.

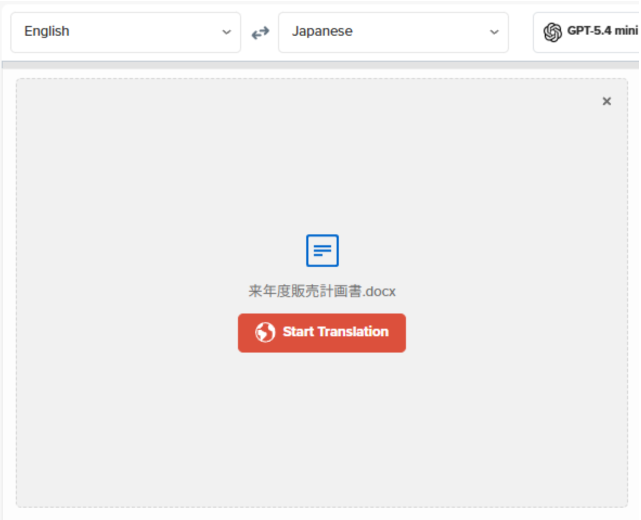
* Supported languages differ depending on the engines.



From the Categories tab, select the Company Category to be used and applied to machine translation. You can check how many Phrases and Glossary terms are registered under each category.elect the Company Category to be used and applied to machine translation.

Start Translation

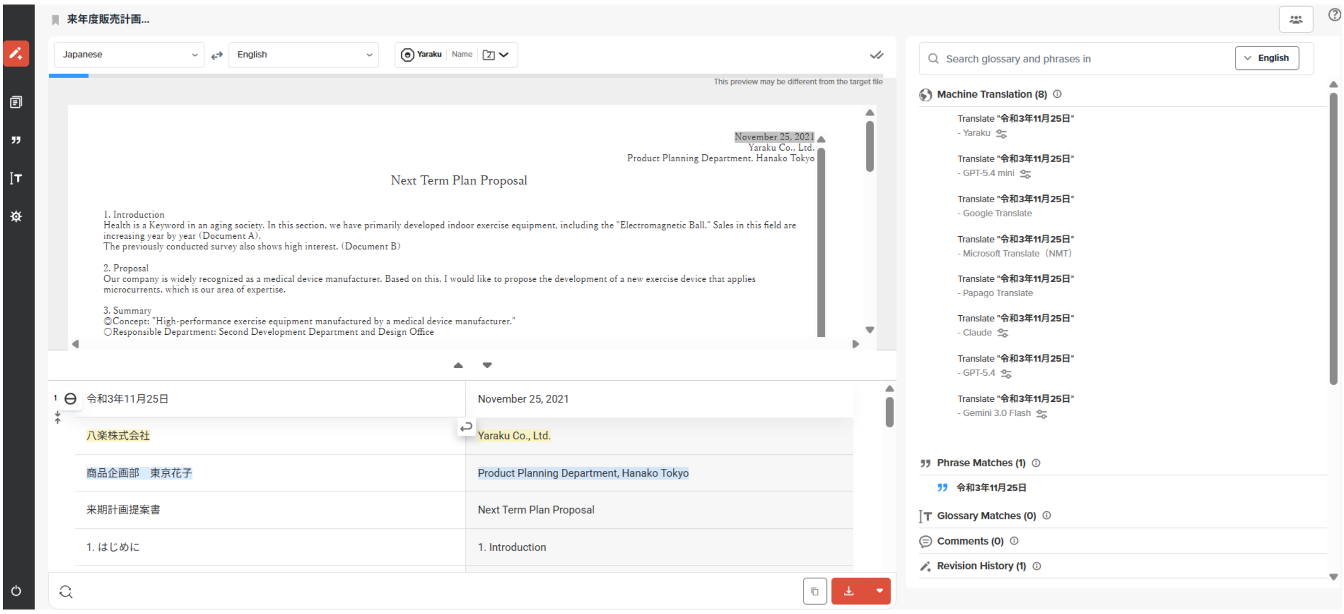
Click the red button below the file name to start translation.
When the translation process is completed, the edit page opens.



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



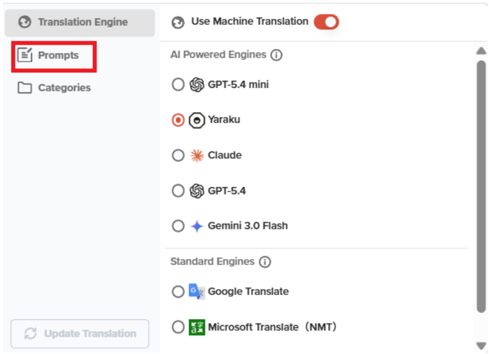
7.Prompts settings for LLM engines

Translations of LLM engines (GPT-5.4 etc.) are customizable by selecting different prompts.

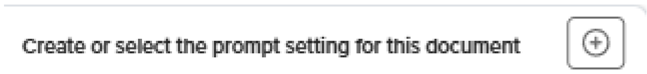
Prompt setting

Creating a prompt

After selecting an LLM engine (Yaraku, Claude 4.5 Sonnet, Gemini 3.0 Flash, GPT-5.4 or GPT-5.4 mini), click the "Prompts" tab to open the default prompt settings.



To create a new prompt, click the + icon.

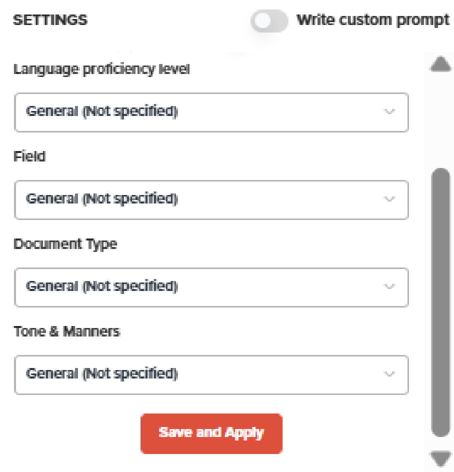


Basic prompt creation

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.

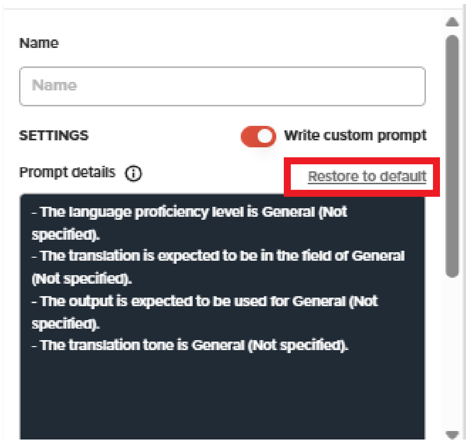
Click the "Save and Apply" button to save your changes.



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. The custom prompt limit is 4,000 characters.

Click "Restore to default" to return to the initial prompt setting.

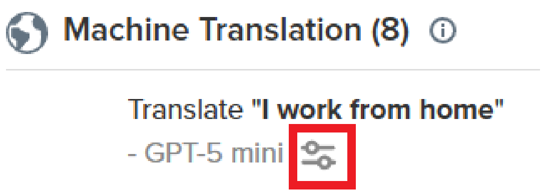


Click the "Save and Apply" button to save your changes.

Apply a different prompt to existing translations

To re-translate the whole text with a different prompt or different engine, change the prompt at the main engine setting, and click the "Update Translation" button. All segments, except for Checked and Added to Phrases segments will be re-translated when you click the "Update Translate" button.

To apply a different prompt to a certain segment only, please change the prompt from the right panel.
A different translation will be automatically generated.

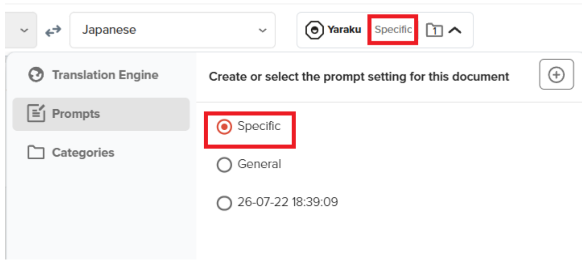


Prompt settings name

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.

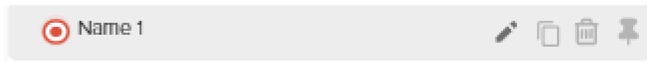
Prompts confirmation and selection

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.
Currently selected prompt will appear next to engine name.



Existing prompts editing

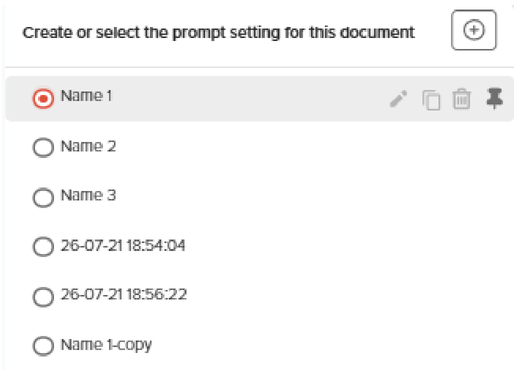
Hover over the created prompt tab, and click the pen icon to modify the created prompt.
The changes will be applied automatically.



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. Any changes to the existing prompt will be applied automatically.

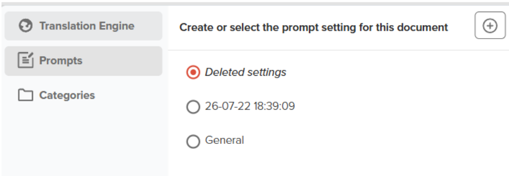
Multiple prompts handling

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.



Deleted prompt display

If there is a document where the deleted prompt is applied, when you open the document and click the"Engines and categories selection" tab.
"Deleted settings" will be displayed instead of the prompt name.



8. Edit by yourself

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

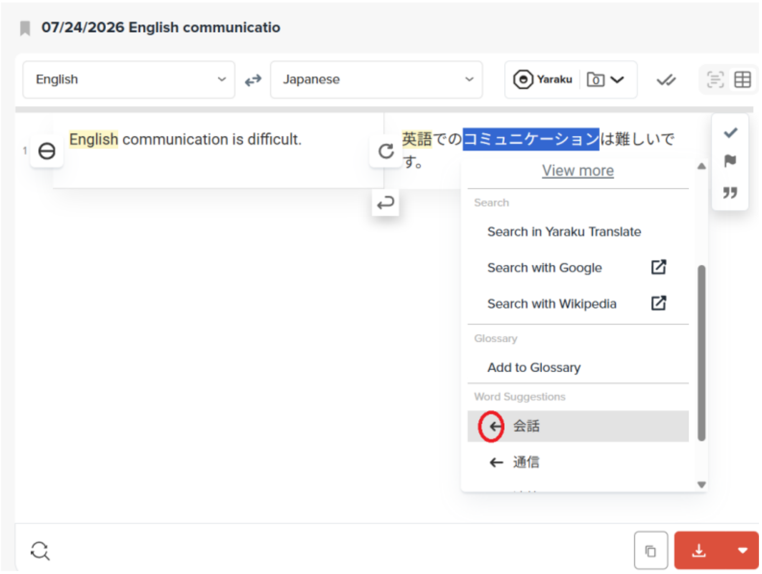
Post-editing

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）**

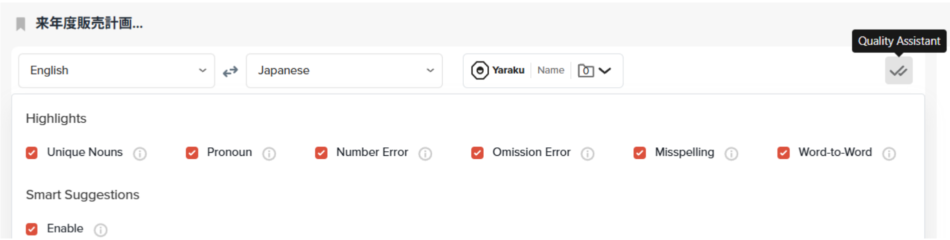


Click a word to display synonyms directly below. Click an arrow button to insert a different suggestion into your translation.

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

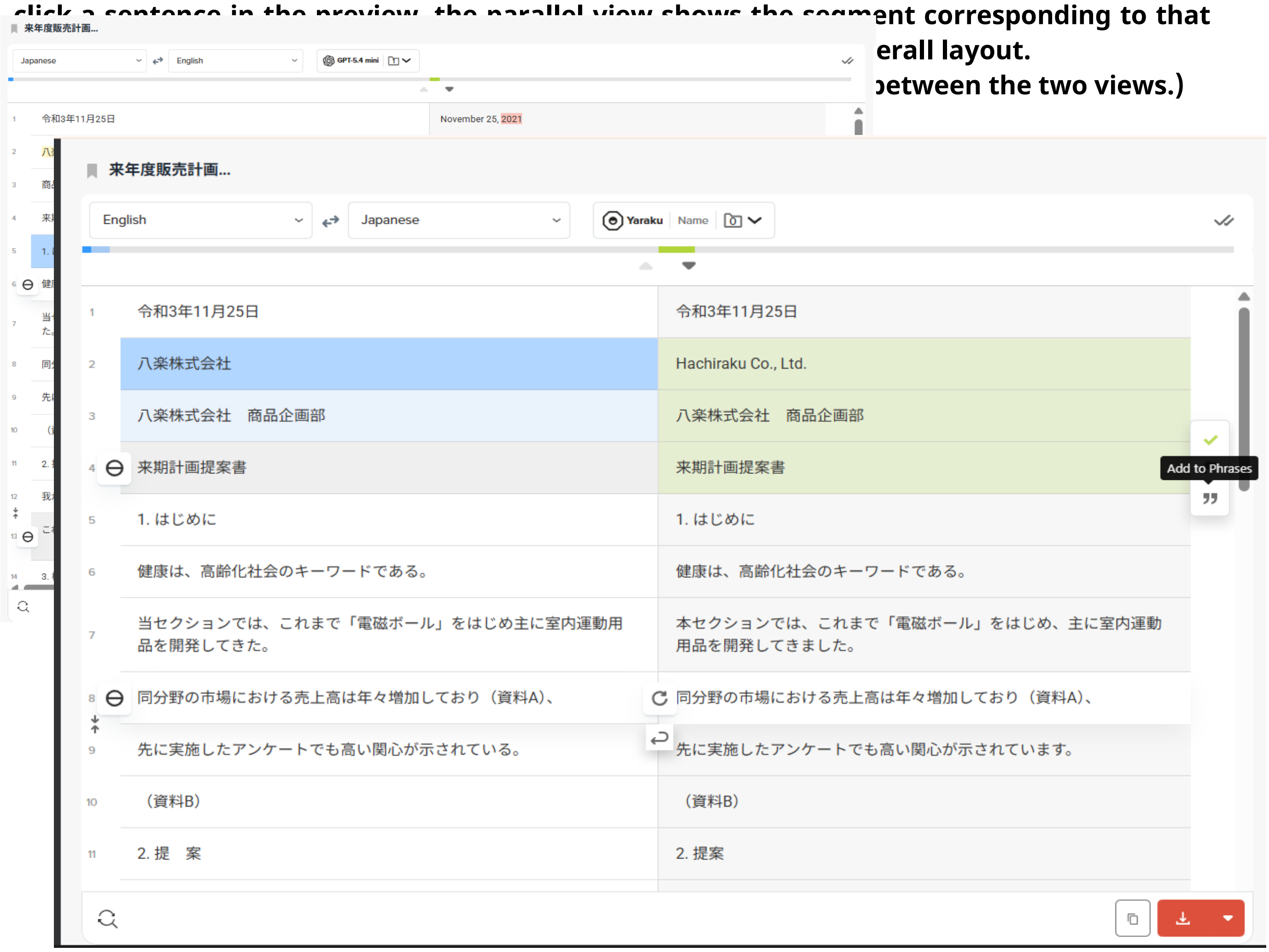
If you don't know where to edit when post-editing, it is more likely to just download the machine translated results. Quality Assistant will give you hints for post-editing.
Mistakes in numbers and pronouns, where machine translation engines are likely to make mistakes, are recognized and highlighted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



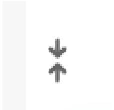
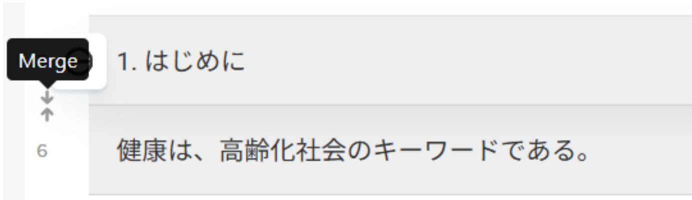
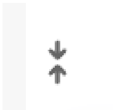
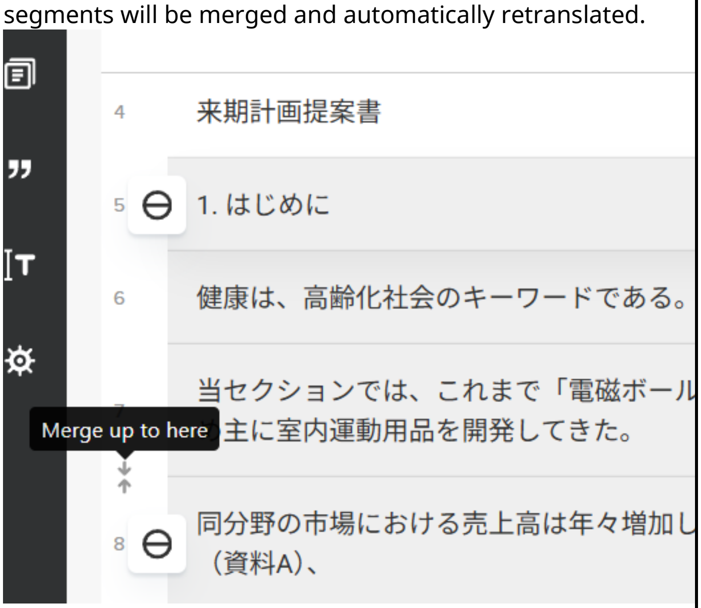
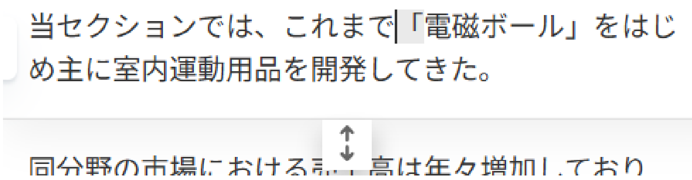
Unique Nouns	**Highlight unique nouns that might be mistranslated by MT in yellow (Japanese and English only)**
Pronoun	**Highlight pronouns that might be mistranslated by MT in yellow (Japanese to English only)**
Number Error	**Highlight possibly mistranslated numbers in red (all languages)**
Omission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

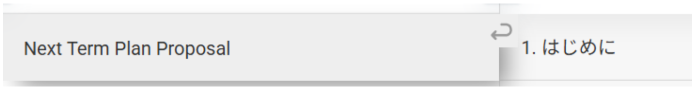
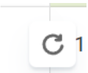
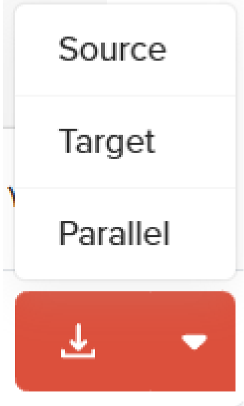
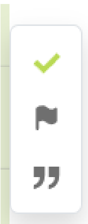
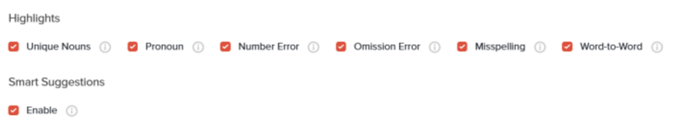
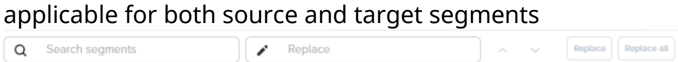
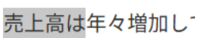
Post edit features

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 ... erall layout. ... between the two views.)



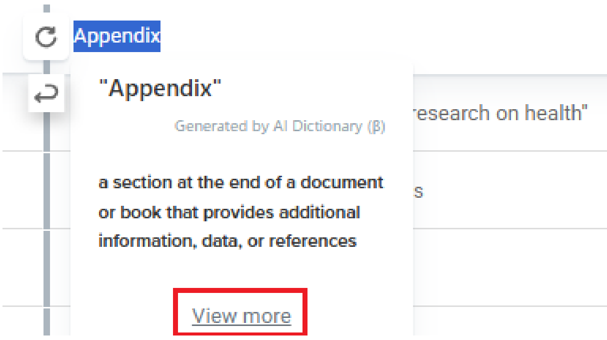
Icon	Name	Details
Yaraku Name	**Translation Engine, Prompt and Category Selection Tab**	Click it to open a pop-up to change the current machine translation engine, prompt settings or check the categories
来年度販売計画...	**Title**	Automatically created can be edited.
	Bookmark:	Click to bookmark important documents or to filter them out.
▲ ▼	**Switch Views**	Display only one of the views between Preview and Parallel views.

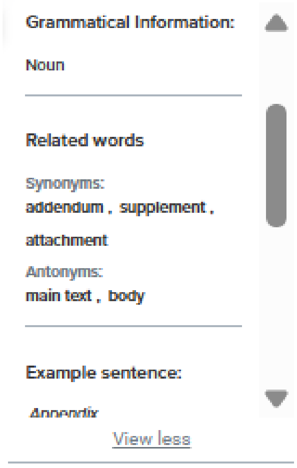
	Segment number	Click to show / hide segment numbers
	**Do not translate this segment**	Click on the icon to lock the segment, and to copy the source text to target segment
	**Merge**	Add the cursor at the source text and after you click the icon, the grey shadow 2 segments will be merged and automatically retranslated. 
	**Merge up to here**	You can merge multiple segments at once. Make sure to select the segment first and then hover over until you see the icon name and click it. Grey shadowed multiple segments will be merged and automatically retranslated. 
	**Split**	Source text is split at the position where the cursor is placed. 
	**Back Translation**	Back-translate the edited translation to confirm the current translation's accuracy

		
	**Update Machine Translation**	Appears between source and target segments. Click it to update segment by segment translation. Not available for segments with Complete Phrases Matches.
	**Copy**	You can copy text translation with one click
	**Download**	By default, the translated file will be downloaded. From the dropdown icon, you can choose between source/translated text and bilingual file (the same as the parallel view). 
	**Check** **Flag** **Add to Phrases**	Confirm the checked segment Flag the Segment if you want to review it later Add this segment to My Phrases, to reuse the same translation next time.
	**Check Assistant**	Click it to decide which items you want to be double checked when editing. 
	**Search & Replace**	Search a text and replace it with another text. It is applicable for both source and target segments 
	**Highlight search/Glossary registration**	Highlight a word a Phrase within the segment to search for it in AI Dictionary, in Yaraku Translate, with Google/Wikipedia or add it to the Glossary .

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.

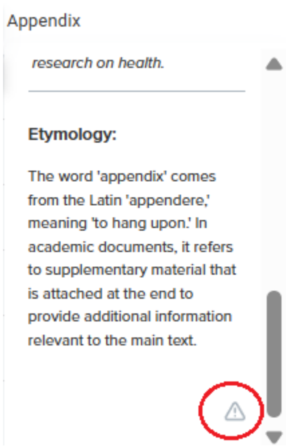




Where possible, the below information also will be displayed.

- **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



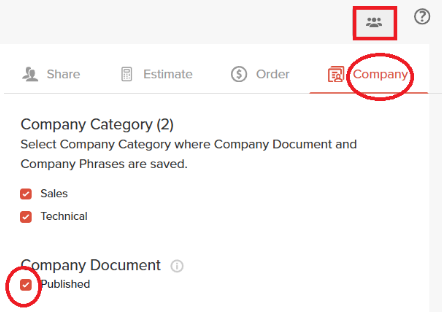
Shortcut keys

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

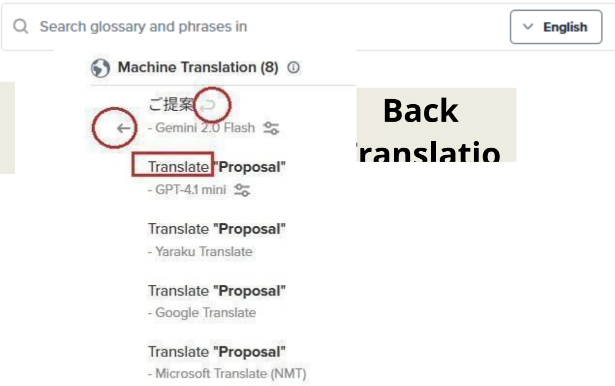
Click the segment you want to edit to see a list of various references in the right-side panel.



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 Phases, 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



Back translatio

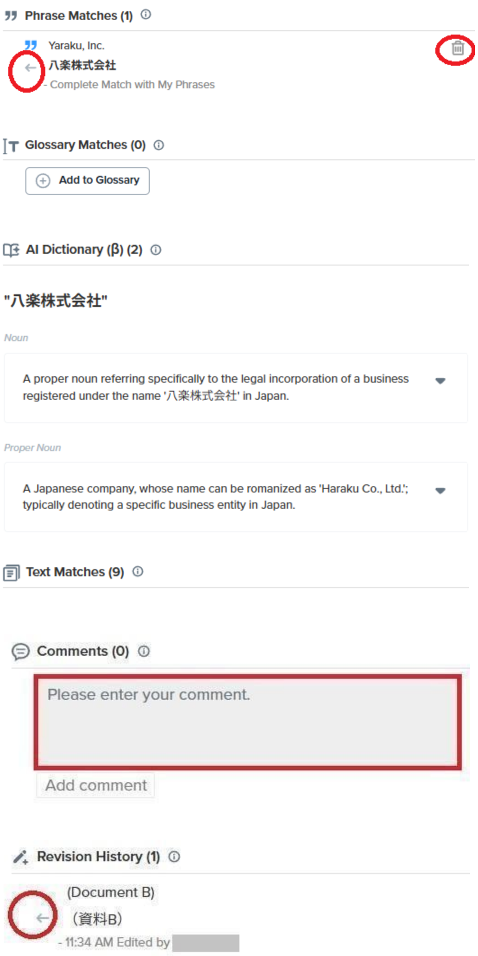
Machine Translation
Translation from multiple machine engines are displayed.
Click "Translate" button to see the translations from each engine.
Click arrow button to insert new translation into segment.

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

Insert to segment

Delete

Insert to segment



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

Text Matches
Only shown when searched from Search tab or "Search in MTrans Team". Display matches from previously translated documents.

Comments
Add your notes and comment for each segment.

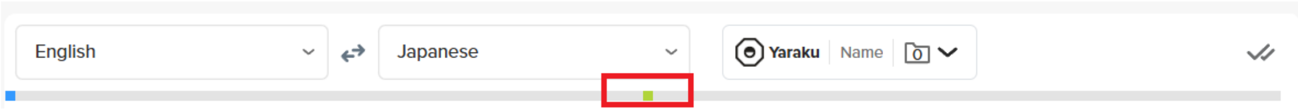
Revision History
You can refer to the history of editing and other changes and insert to segment with arrow button.

9. Translation Status bar and other icons

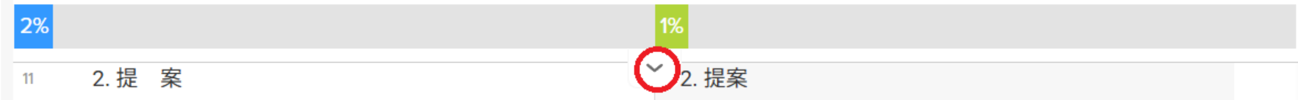
Click the Translation Status Bar at the top center of the edit page to display the [Translation Status].

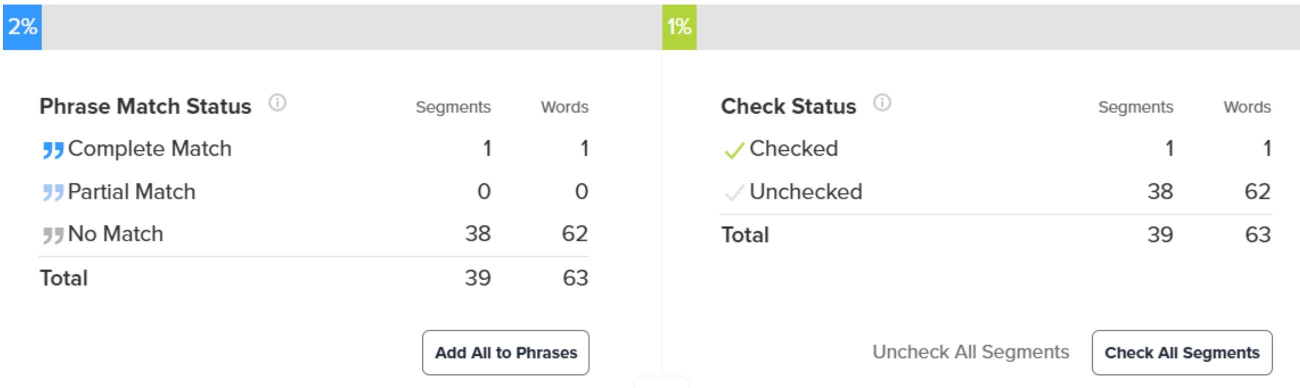
Translation Status

The translation status bar displays the progress of the “Phrase Match Status“ and “Check Status".
To magnify the translation status bar, hover of the bar on the top

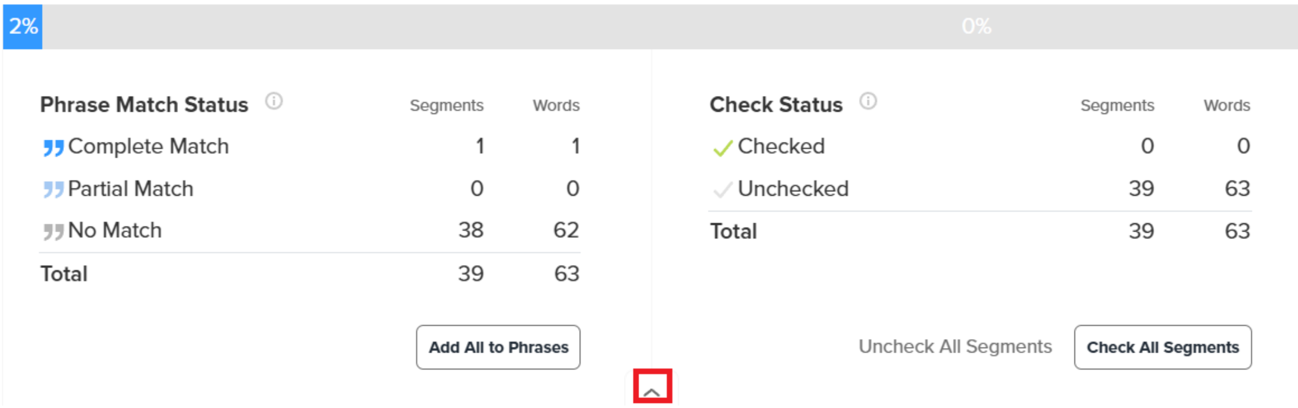


Click the dropdown icon, to check the details.





Click the upper icon to close the details screen.



You can add all the segments to Phrases at once by clicking [Add All to Phrases]. You can add Check or Uncheck all Segments, by clicking the relevant buttons.

Phrase Match Status

The source segment, [Add to Phrases] icon and the bar on the left will turn in blue when the segment is added to Phrases.

Segment Color Explanation

Blue: Exact match (complete match)

Segment with an exact match (complete match) with the source text and the Phrases; the matched phrase from the Phrases is applied as is. Complete matched Phrases are displayed in the right-side panel for reference.

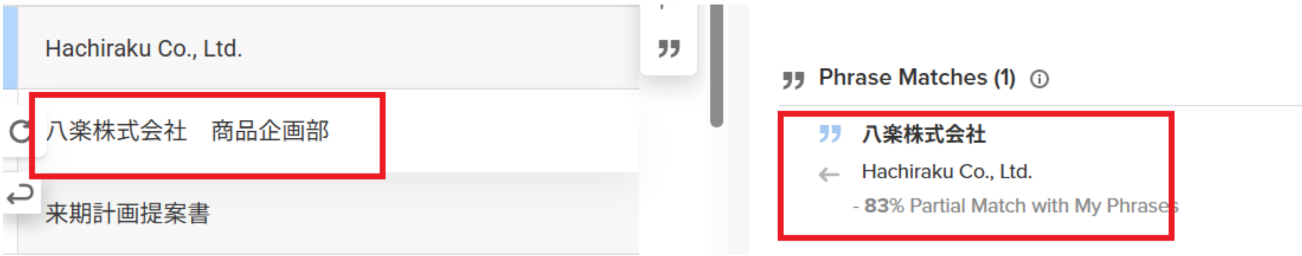
Light blue: Partial match

A segment with a partial match with 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.



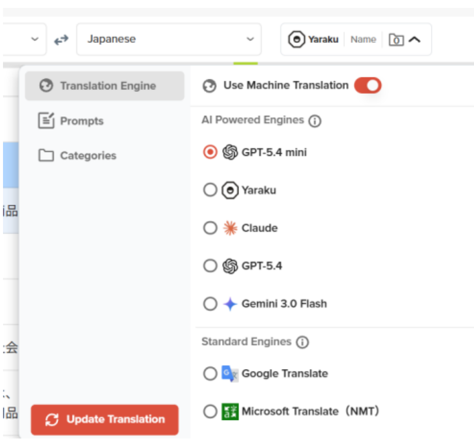
When you click on the segment, all the colors of the segment are removed.

💡 **The translated segment can either be the machine translation results from the selected engine, or a machine-learned "personalized translation" from saved 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 translation segment and right status bar on the right turns from grey to green. You can check or uncheck all the segments at once by clicking [Check All Segments] or [Uncheck 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.
***Checked segments will not be re-translated, when you click the [Update Translation] button to update the whole translation when changing the engine or the Prompt Settings, in the translated document.**

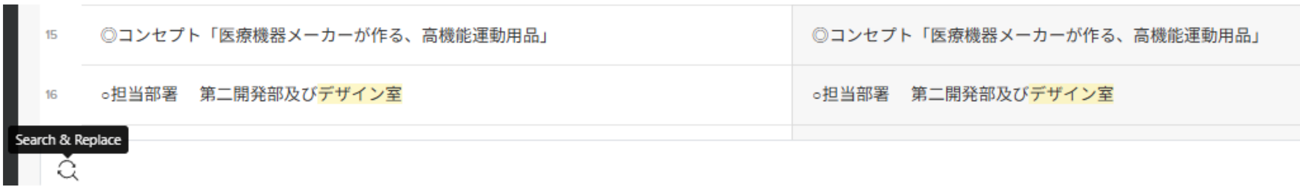


Quality Assistant

The Quality Assistant icon is displayed on the top right of the Edit page and it 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. To close it, please click the double check icon again.

Search & Replace

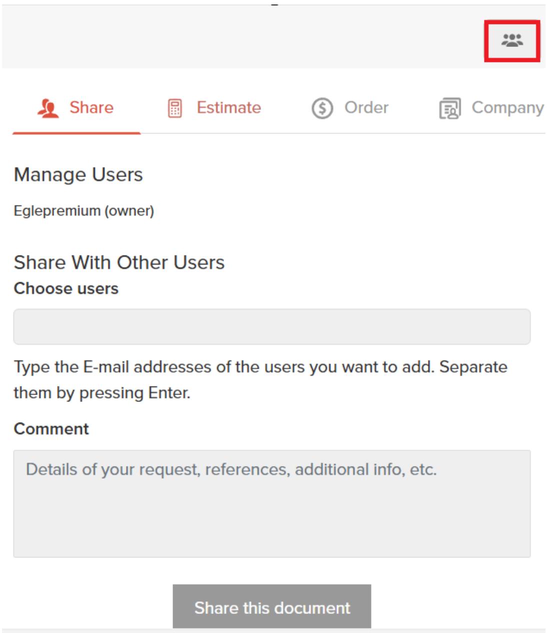
The Search & Replace icon is on the left bottom of the Edit page. This function can be used to batch replace specific words in a document, for example. The bar can also be displayed with the shortcut keys (Ctrl+F, ⌘+F). To close the tab, click the icon again.



10. 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.

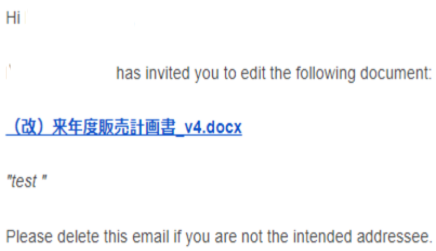
User who shares a document



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 and click Enter.
If needed, fill in 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



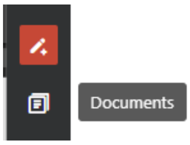
The recipient of the document will receive a notification email. The notification email will include the sharer's username, comments provided, and a link to the document. Click the link to access the same edit page as the original owner.

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.**

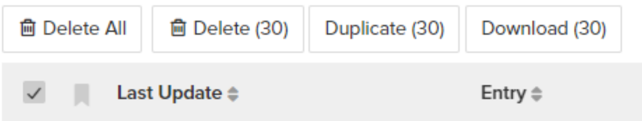
11. Documents page



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

My Documents

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



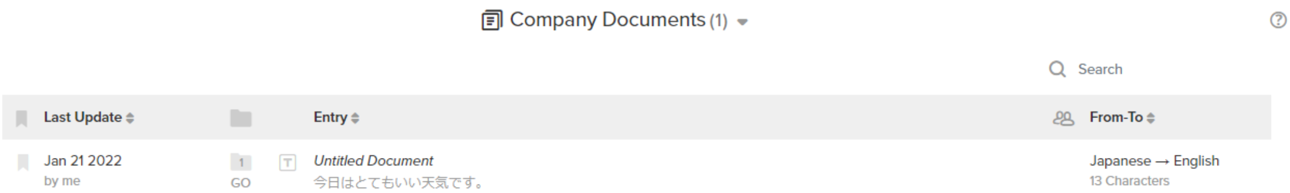
If you check the box below the [New] button, the [Delete All], [Delete], [Duplicate], and [Download] buttons will appear.

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

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

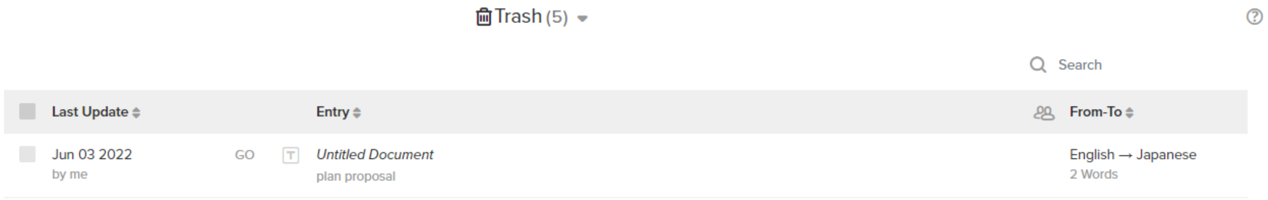
Company Documents

Documents edited and published by the Translation Manager. They can be used as an in-house template for things like contracts and IR materials. Click ▼ on the right of "My Documents" to open the pull-down menu, 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.

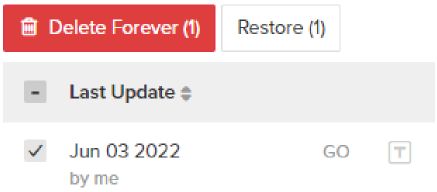


Trash

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



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

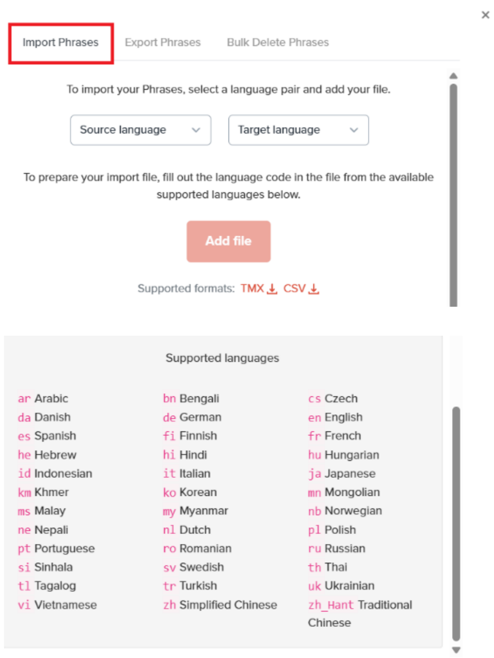


12. My Phrases and My Glossary

Refer to My Phrases

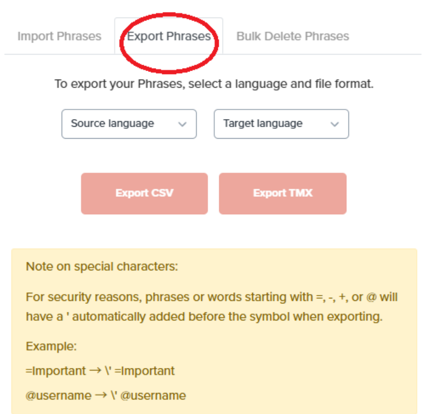
The sentences that you edit and add to Phrases will be saved in My Phrases. Check My Phrases from the Phrases icon on the left menu. Phrases are used for machine translation, and you cannot see the My Phrases of other users. Completely matched phrases are applied as they are, while partially matched (50% - 100%) Phrases are displayed in the right-side panel only.
***If you use LLM engines (Yaraku engine, GPT-5.4, GPT-5.4 mini, Gemini 3.0 Flash or Claude 4.5 Sonnet), your translations will also be adjusted directly if there are similar phrases used.**

Import My Phrases



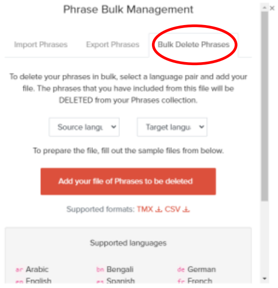
You can add multiple phrases at once to My Phrases using [Phrase Bulk Management]. (Supported file formats: TMX and CSV)
Select the source and target language in the [Import Phrases] tab and import the file from [Add file].
***When uploading a CSV format, please make sure that is saved as CSV UTF-8 (comma 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

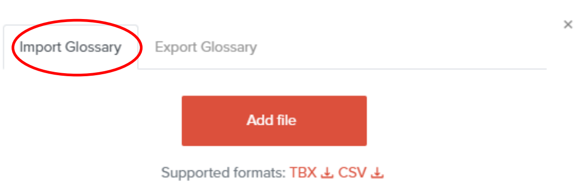


You can delete multiple Phrases at once by file import.
From the [Bulk Delete Phrases] tab, select the [Source language] and the [Target language]. Upload a CSV (or TMX) file with the Phrases to be deleted, using the [Add your file of Phrases to be deleted] button.

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.**

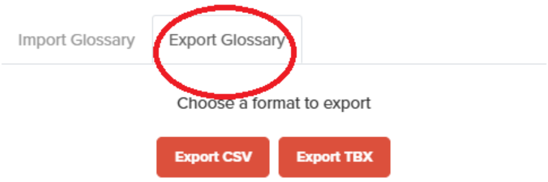
Import My Glossary



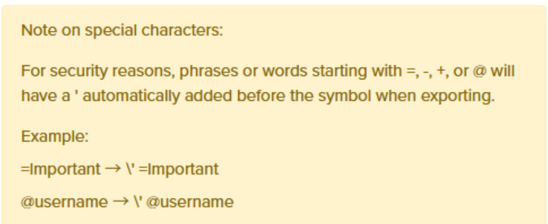
From the [Import/Export] icon at the right top, you can add My Phrases all at once (Supported file formats: TBX and CSV). Upload the file from [Add file].

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

Export My Glossary

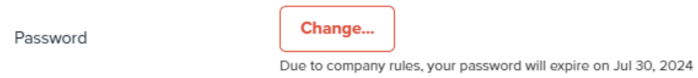


Click the [Import/Export] icon at the top right, open the [Export Glossary] tab and export the CSV or TBX file.



13. Settings

You can customize settings as needed.

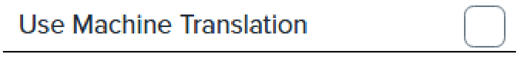
My Account	**Full name**	**If you want to change the name or email address, click [Update] at the end to save.**
	Email	
My Account	**Password**	**Change the password with the [Change] button.** **If your company has set passwords to be regularly changed (paid option), the next expiration date for your password will be shown.**  **Set up a Passkey for advanced security.** 
	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.**
	Receive newsletter	**If you check it, you will receive emails about regular update information and online seminar notifications.**
My Account Plans	**You can check the plan you are currently using. If you are Company Admin, you can check the current contract information by clicking [Plan Settings] under the Company tab.**	

Machine translation

Settings

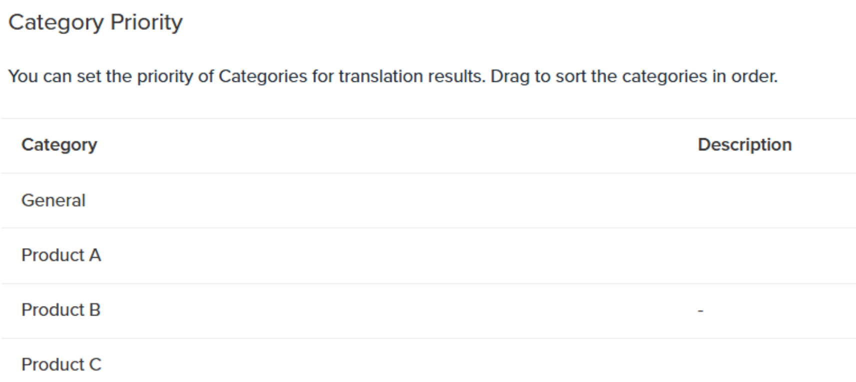
Turn on/off machine translation process

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).



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	

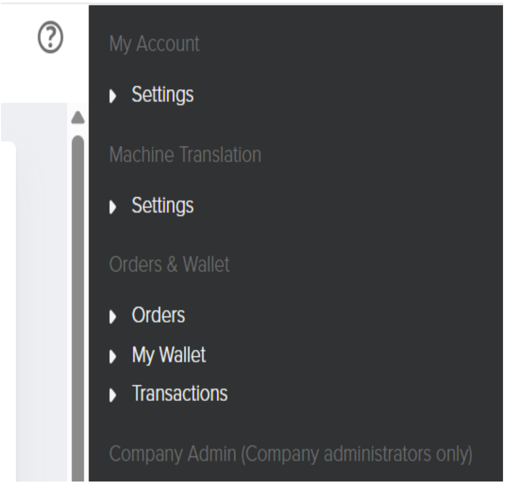
Use the category function to register different translations for the same term. As a rule, multiple translations cannot be saved for the same term, but if you use a different Company Category, you can save a different translation for the already added term.

(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.)

14. 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.

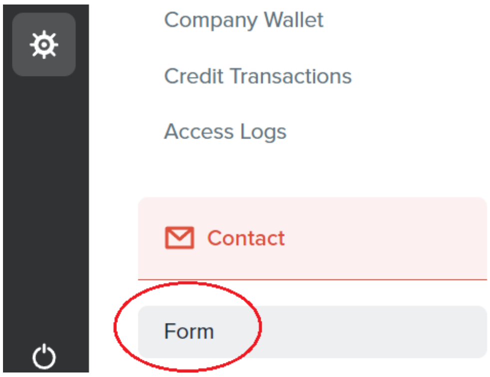


FAQ

Frequently asked questions can be found in the MTrans Team FAQ section on our Help site.
https://yarakufaqen.helpsite.com/

Contact page

If you have any questions, please contact Support



Team from Settings page > Contact > [Form].