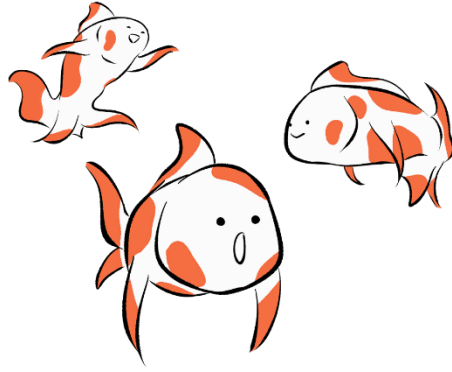


User Guide

For Regular Members



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1. Machine translation

Machine Translation + You = Accelerated Translation Growth

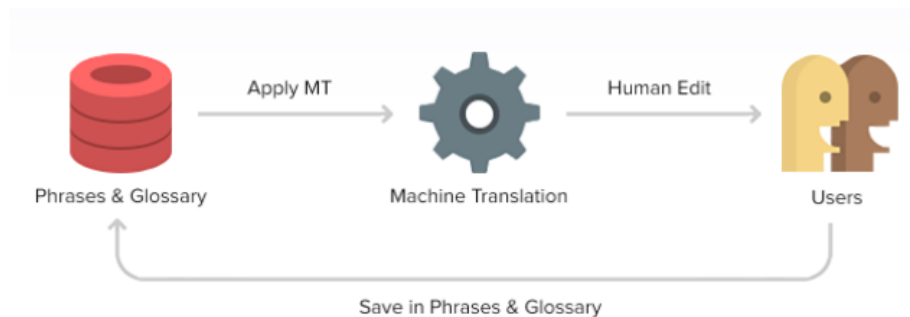
The translation process that enhances quality and speed with machine translation + post-editing

How it works

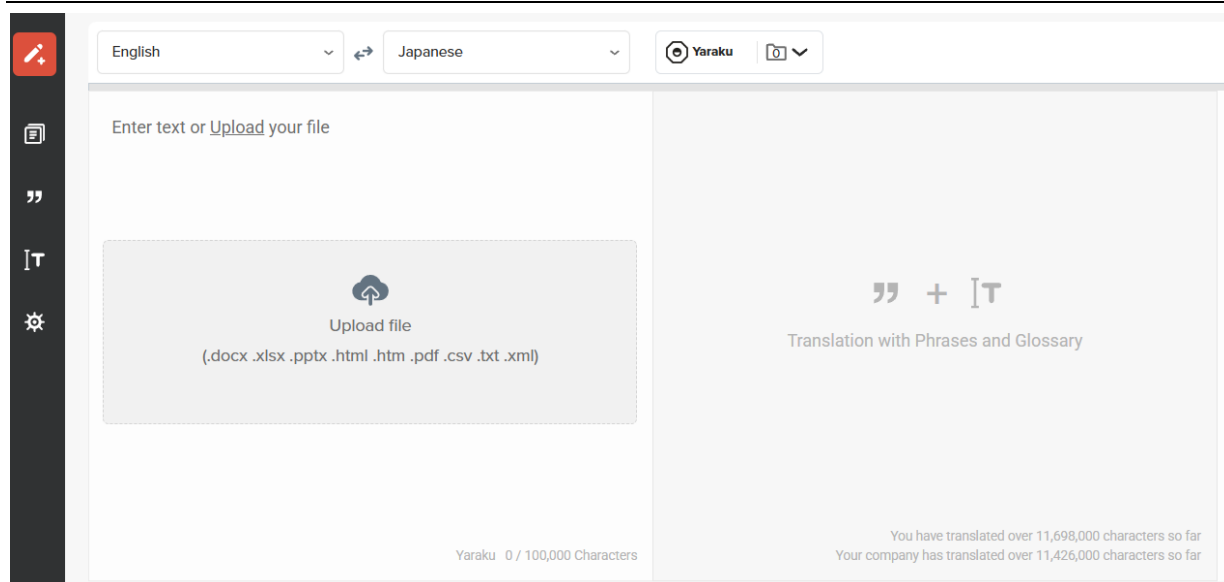
The document is automatically translated based on the Phrases and Glossary registered by the user.

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

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



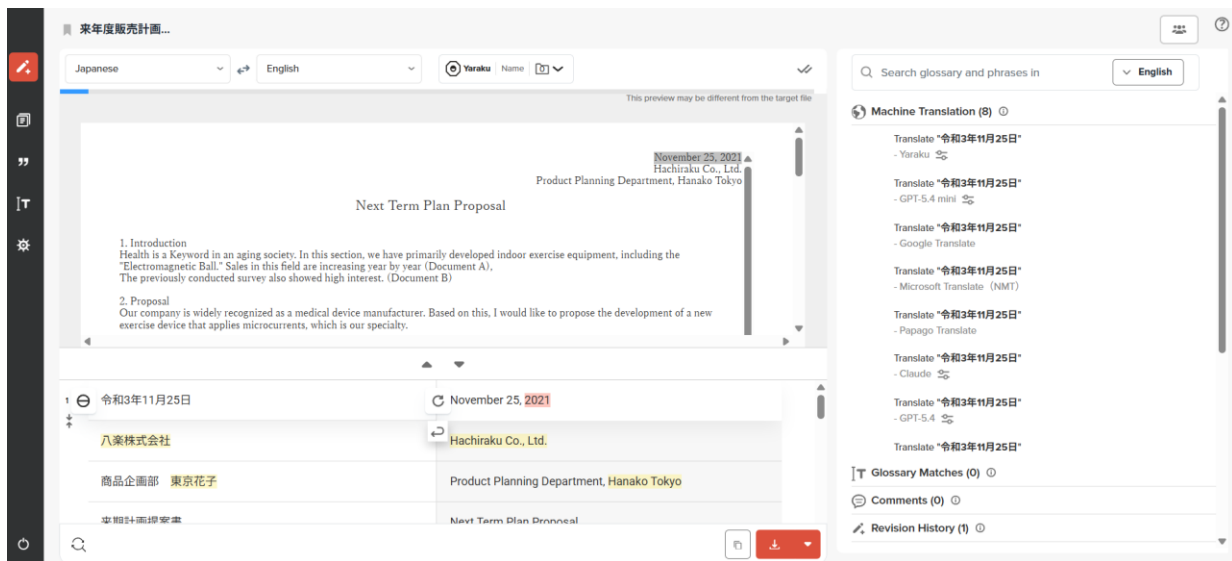
① Start page: Drag-and-drop the file you want to translate to start



Drop the file you want to translate in the gray area and select the languages, 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 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 briefly



Last Update	Entry	Progress	From-To
Today at 6:15 PM by me	YES 来年度販売計画書.docx 令和3年11月25日八家株式会社商品企画部 東京花子来期計画提案書1.はじめに健康は、高齢化社会のキーワードである。当-	1% Checked	Japanese → English 531 Characters

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



My Documents (18)
Yaraku Documents (20)
Company Documents (1)
Trash (5)

My Documents

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

Company Documents

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

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



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

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

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

Company Phrases - Translated texts that Translation Manager edited and registered to Phrases. They

will be shared with all the Regular Members and will have priority over My Phrases.

⑤ Glossary page: Keep consistency of terminology



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

My Glossary - Terms that you added.

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

2. User roles

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



1. Regular Members

A normal user of Company Account.

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



2. Translation Manager

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

They add and edit Company Data.



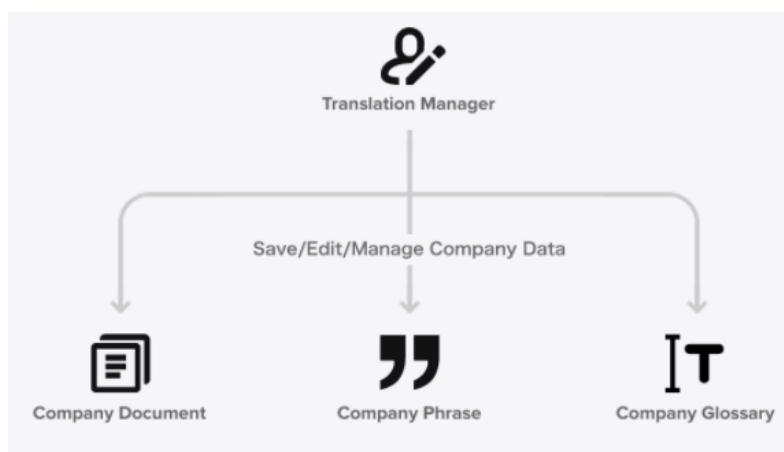
3. Company Admin

A user who manages Company Accounts.

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

The role of Translation Manager

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



3. Sign in / sign out

Sign out

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

Sign in

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

Sign in

☐ Keep me logged in

Sign in

By using your account, you agree to our [Terms of Use](#) (updated on July 25, 2026) and [Privacy Policy](#) (updated on July 25, 2026).

OR

Sign in with SSO

 Sign in with Passkey

 Sign in with Google

[Forgot your password?](#)

[Create an account](#)

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

Forgot password

Reset your password

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

Reset your password

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

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

If you click on the "New password" area, password rules applicable for your company will be

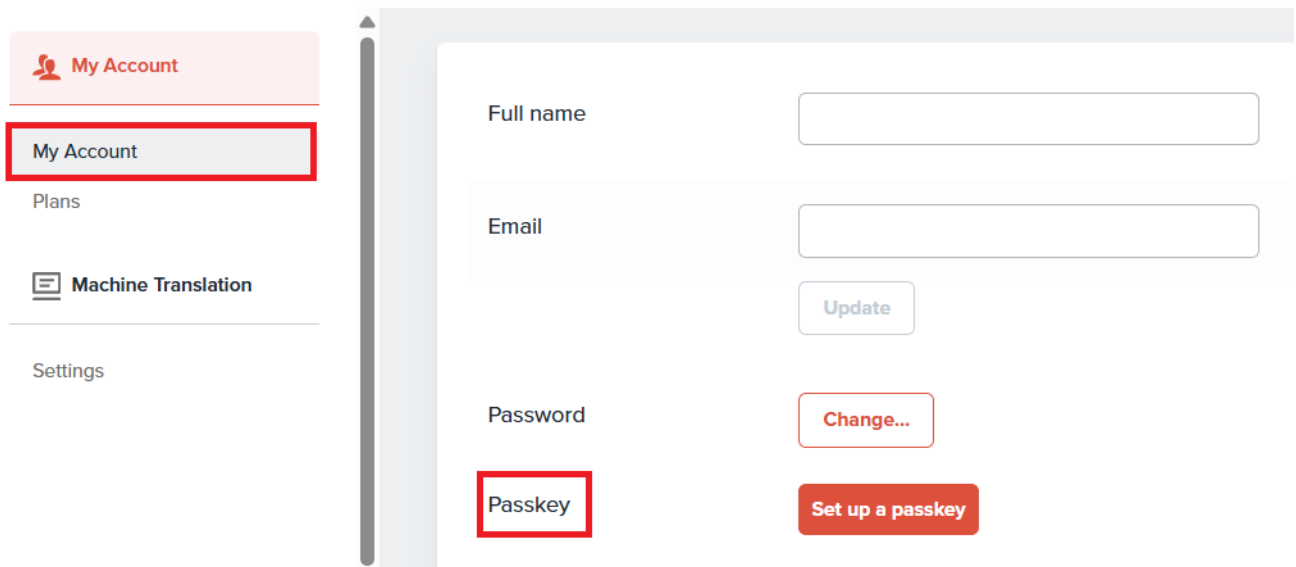
displayed on the left.

Sign 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 My Account page

Step 2: In Settings, click “Set up a passkey” and confirm in the popup

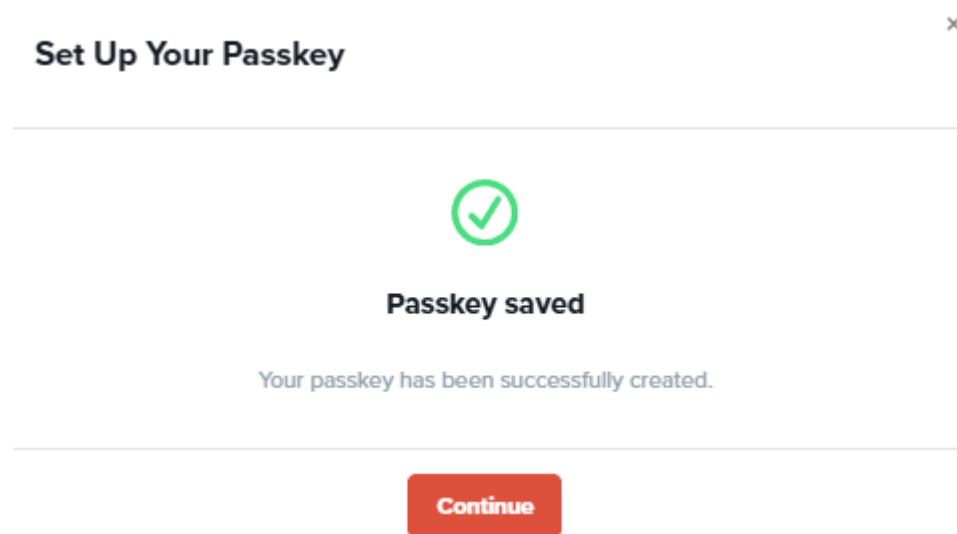


The screenshot shows the MTrans Team account settings page. On the left sidebar, the 'My Account' section is expanded, and the 'My Account' option is highlighted with a red box. Below it are 'Plans', 'Machine Translation', and 'Settings'. The main content area has a form with the following fields and buttons:

- Full name**: A text input field.
- Email**: A text input field.
- Update**: A button to update the email.
- Password**: A text input field.
- Change...**: A button to change the password.
- Passkey**: A text input field, highlighted with a red box.
- Set up a passkey**: A red button to set up a passkey.

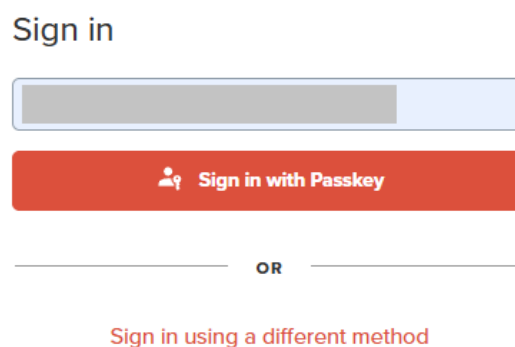
Step 3: Authorize it in your browser or device (this varies by the platform so we are unable to provide more details)

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.

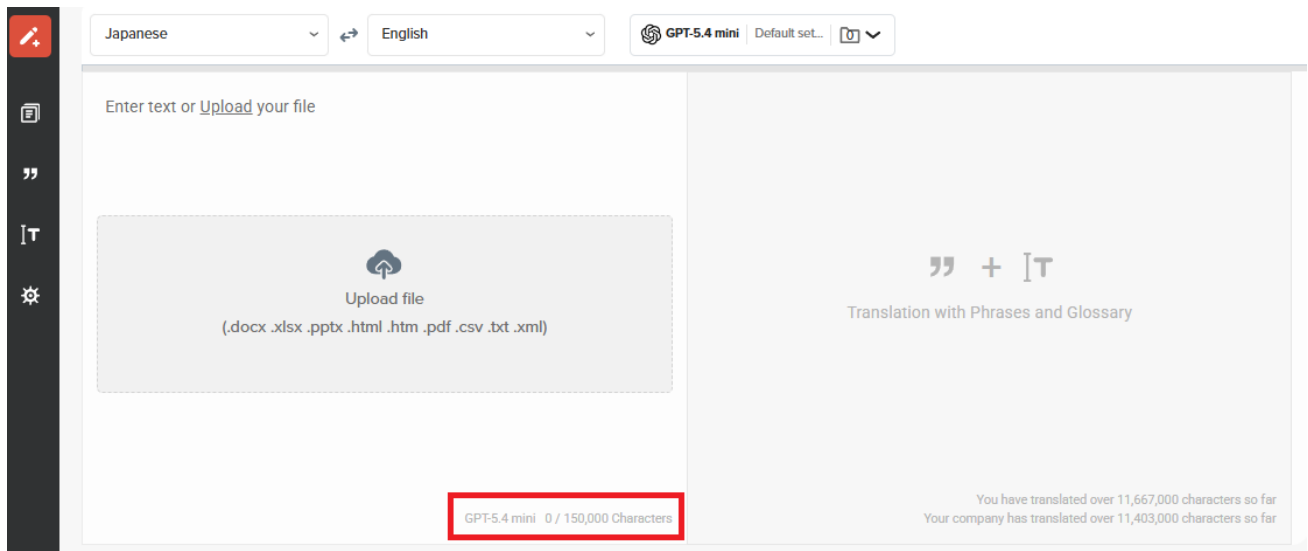
[Multi-factor Authentication in MTrans Team.pdf](#)

4. Start translation

Machine Translation (text translation)

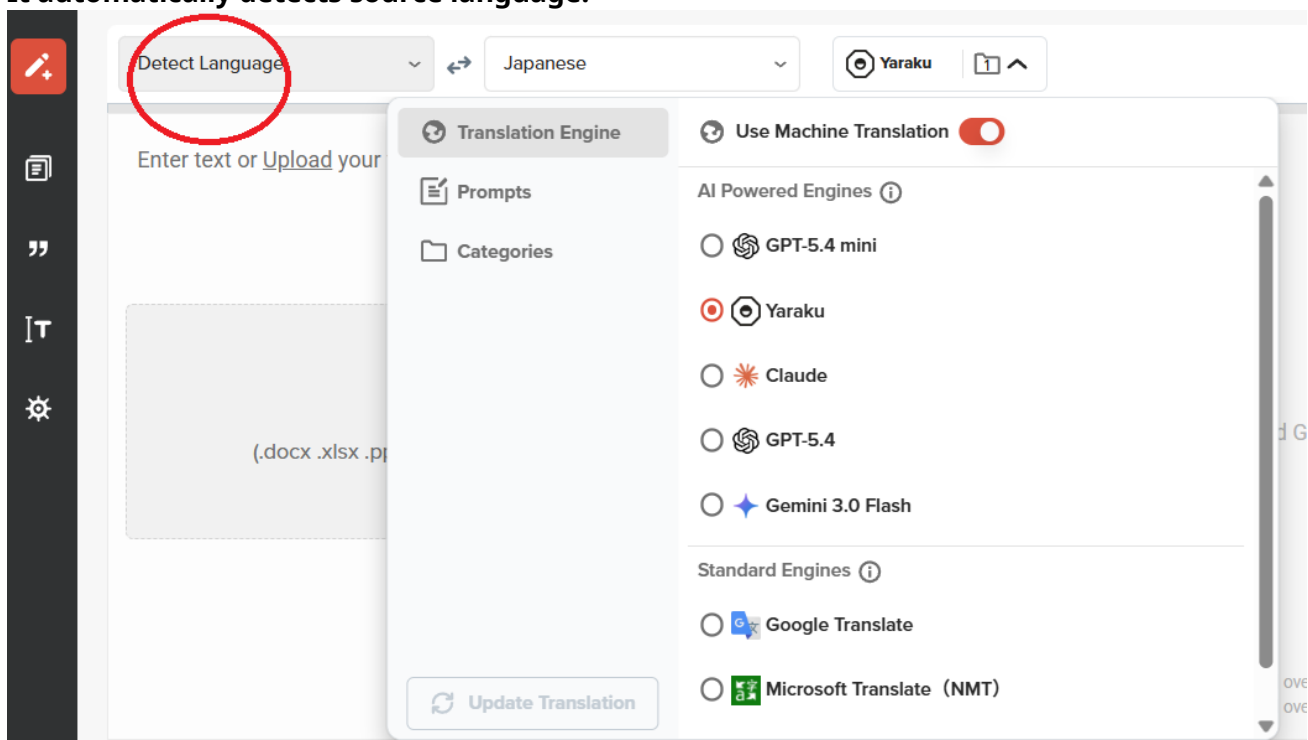
Character limit

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



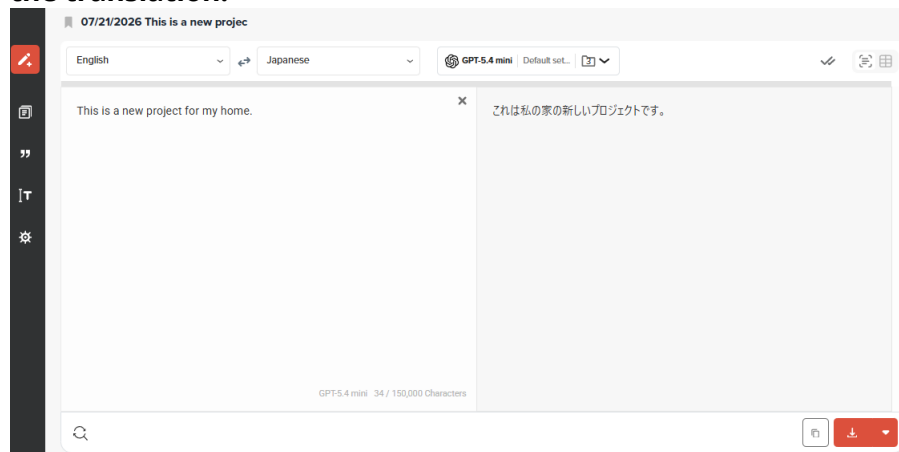
Select source/target languages and machine translation engine

It automatically detects source language.



Enter text to get translation instantly

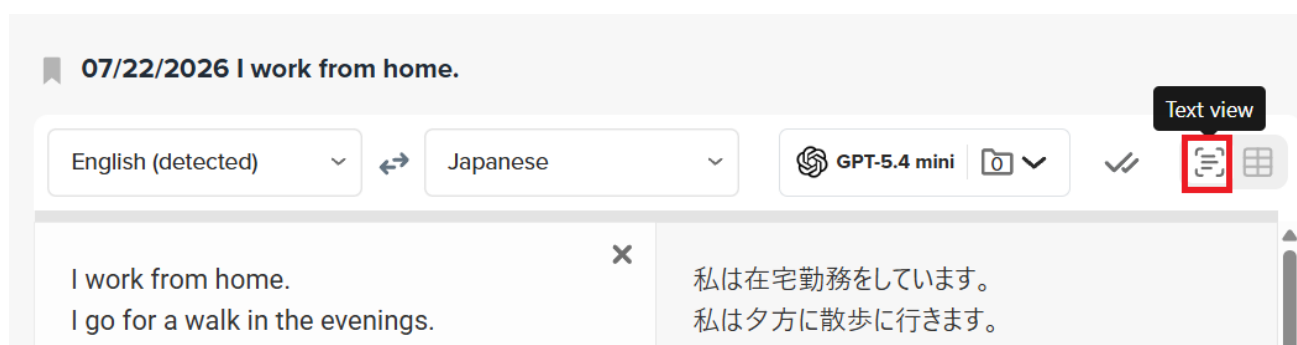
After you enter the source text in the left area, the translated text is automatically displayed on the right side. You can copy the translated text from the [Copy] button that appears after the translation.



Changing the views

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

Text view

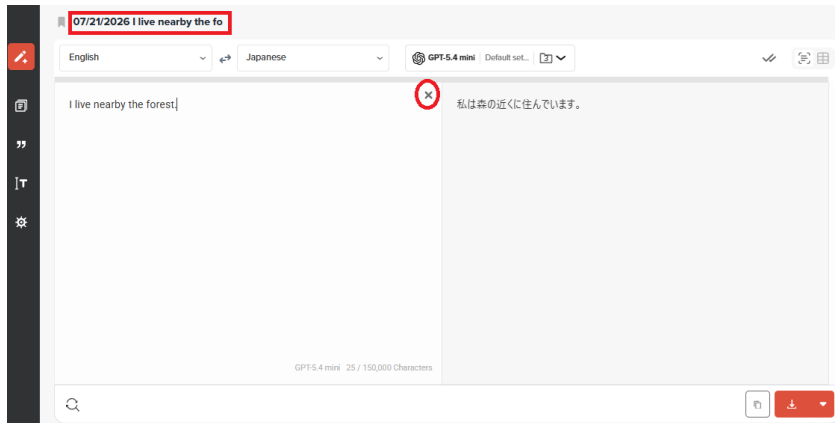


Parallel view



Text document title is generated automatically

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

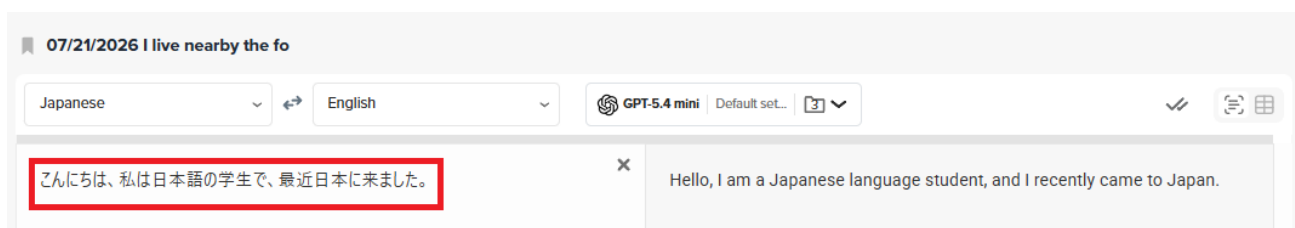
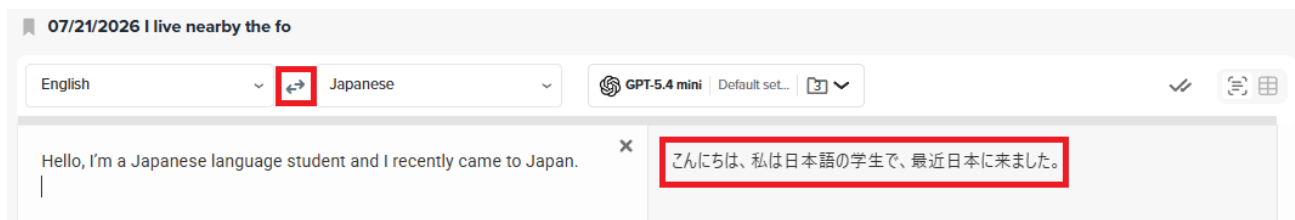


***To start over, click on the pencil icon in the upper left corner of the page.**

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

Language Switch button for text translations

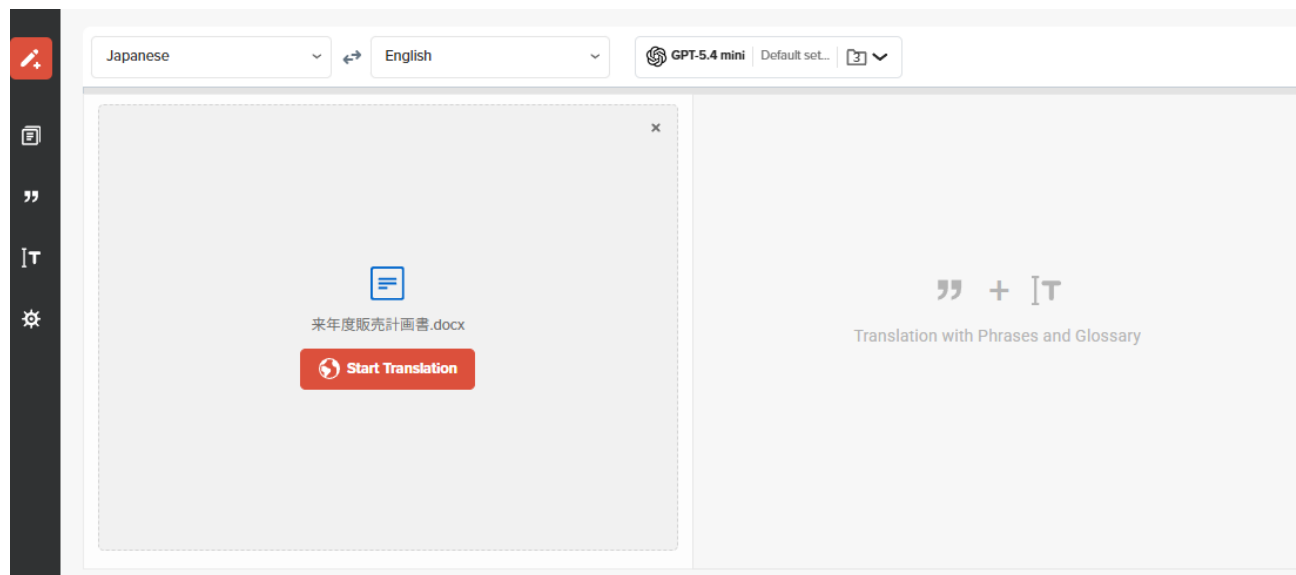
After translating, click the Language Switch button to swap the language pairs and move your translation to the left. All the segments will be automatically retranslated, so you can double check the meaning of one or multiple segments at once.



Machine Translation (file translation)

Upload

Drag and drop a file in the left area or select one from "Upload". If you are in the Company Plan, you can enter / upload up to **100,000 characters** (file size limit **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 file, and upload them separately (the number of machine translations is unlimited).

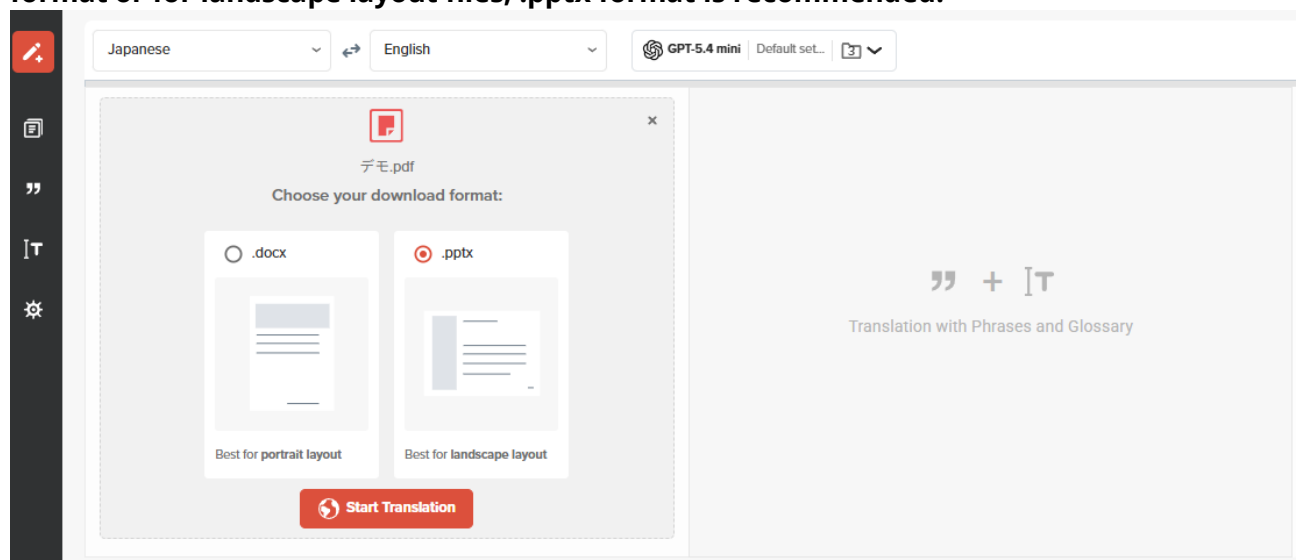


Available file formats are as follows.

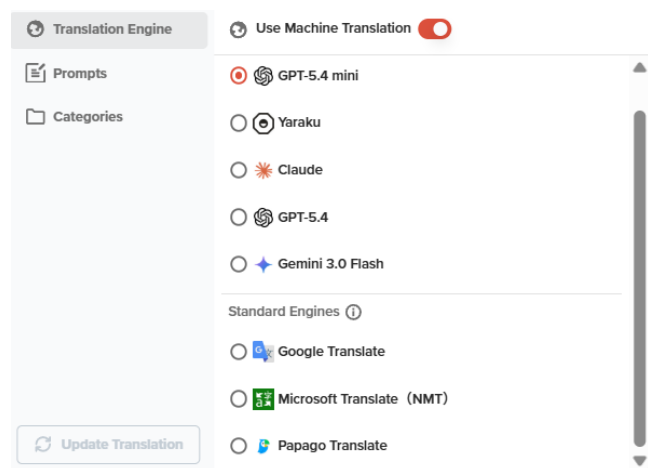
.docx/.xlsx/.pptx/.html/.htm/.pdf (*)/.csv/.txt/.xml/URL

* 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

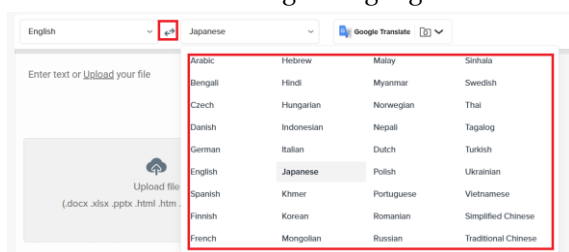


You can choose from Yaraku/ Google / Microsoft / Papago/ GPT-5.4, GPT-5.4 mini, Gemini 3.0 Flash and Claude 4.5 Sonnet. You can also turn on/off the usage of machine translation.

You will see the selected engine name and 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

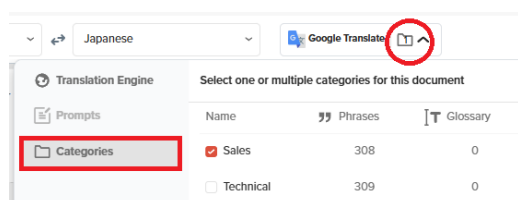
Select source and target languages



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.

Select Company Category

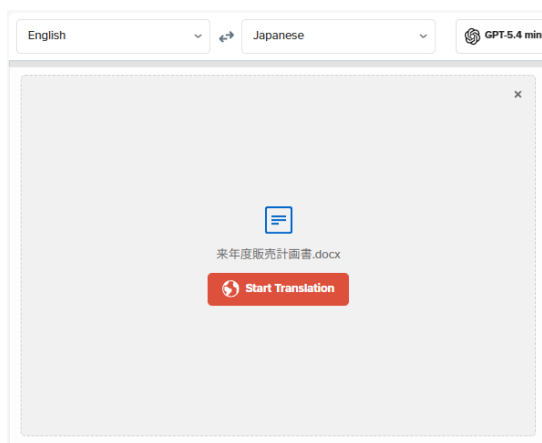


From the Categories tab, select the Company Category to be used and applied to machine translation. You can check how many Phrases and Glossary terms are registered under each category.

Start Translation

Click the red button below the file name to start translation.

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

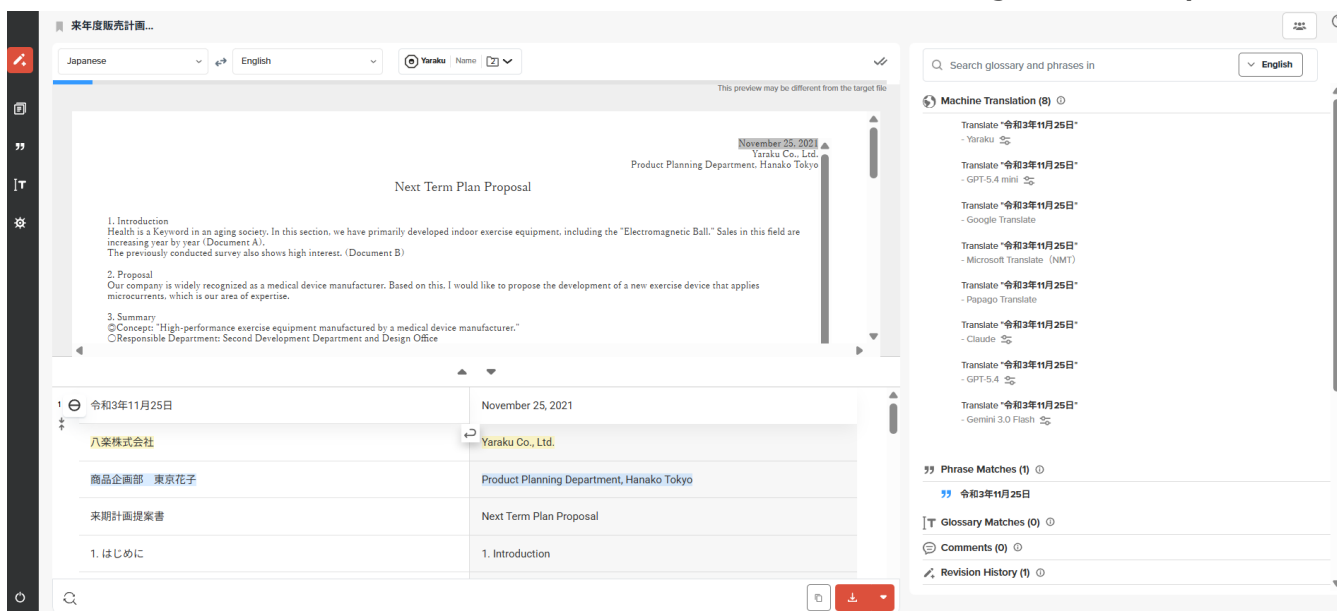


Edit page divided into 3 views is displayed after the translation.

Upper left: Translation preview

Lower left: Parallel view (side by side segments)

Right side: Side panel



5. Prompts settings for LLM engines

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

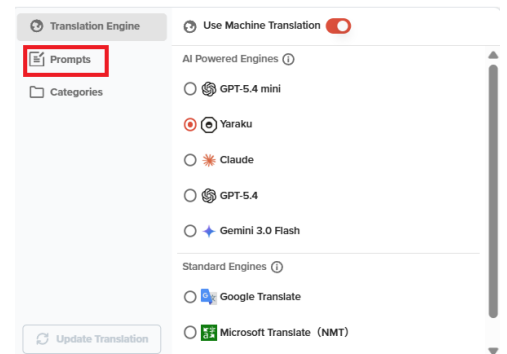
- Prompt setting

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.

Create or select the prompt setting for this document



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.

SETTINGS

☐ Write custom prompt

Language proficiency level

General (Not specified)

Field

General (Not specified)

Document Type

General (Not specified)

Tone & Manners

General (Not specified)

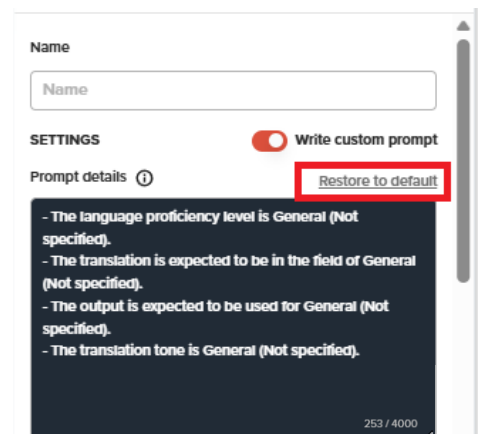
Save and Apply

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.

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

Start translation with the newly created prompt.

Save and Apply

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.

Machine Translation (8) ⓘ

Translate "I work from home"
- GPT-5 mini 

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.

Name

Name

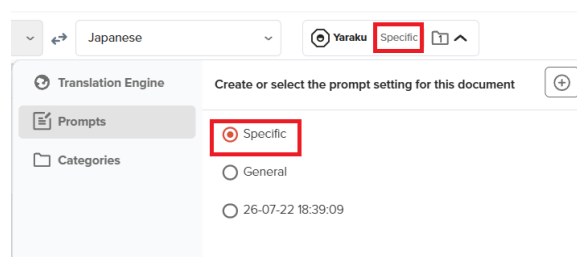
Prompts confirmation and selection

After the first prompt is saved, when you click the current engine settings icon again, the saved prompt list will be displayed.

Prompt’s name is displayed first from the left. Automatically generated prompt name reflects the prompt’s creation date and time.

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

Currently selected prompt will appear next to engine name.



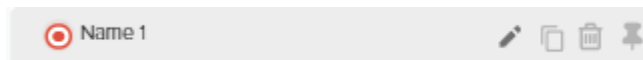
Existing prompts editing

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.

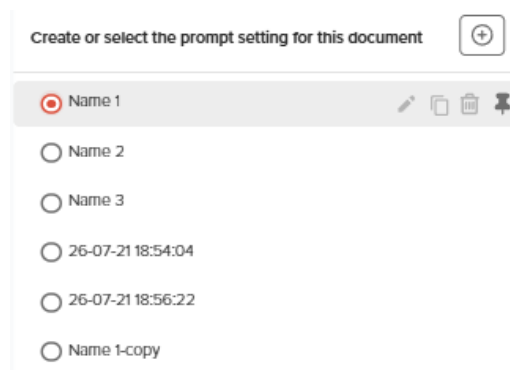


Multiple prompts handling

Currently selected 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.

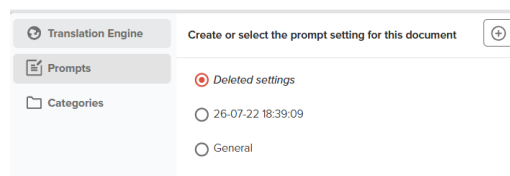
Last update time is displayed on the right. It is updated when the prompt is saved or restored.



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.



6. Edit by yourself

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

Post-editing

Word-to-word Highlighting / Smart Suggestions

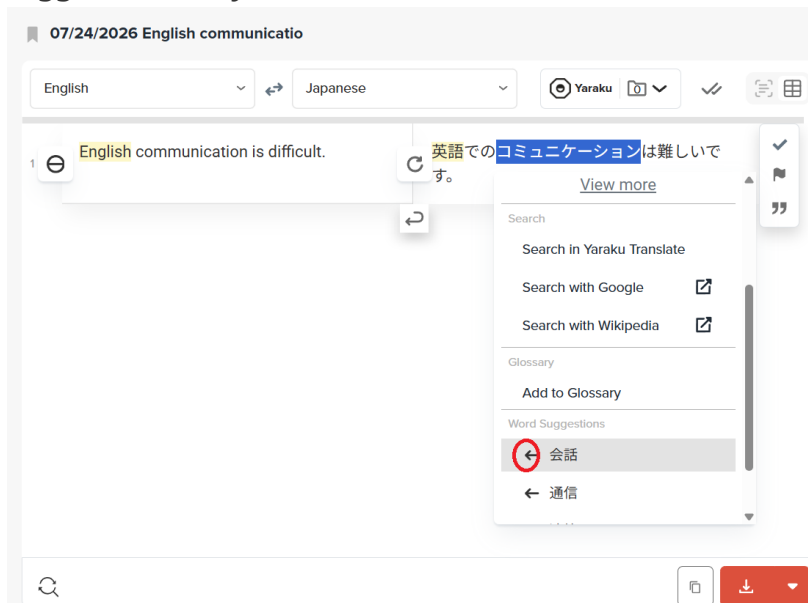
- Word-to-word Highlighting (for all languages)

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



- Smart Suggestions (Word 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!

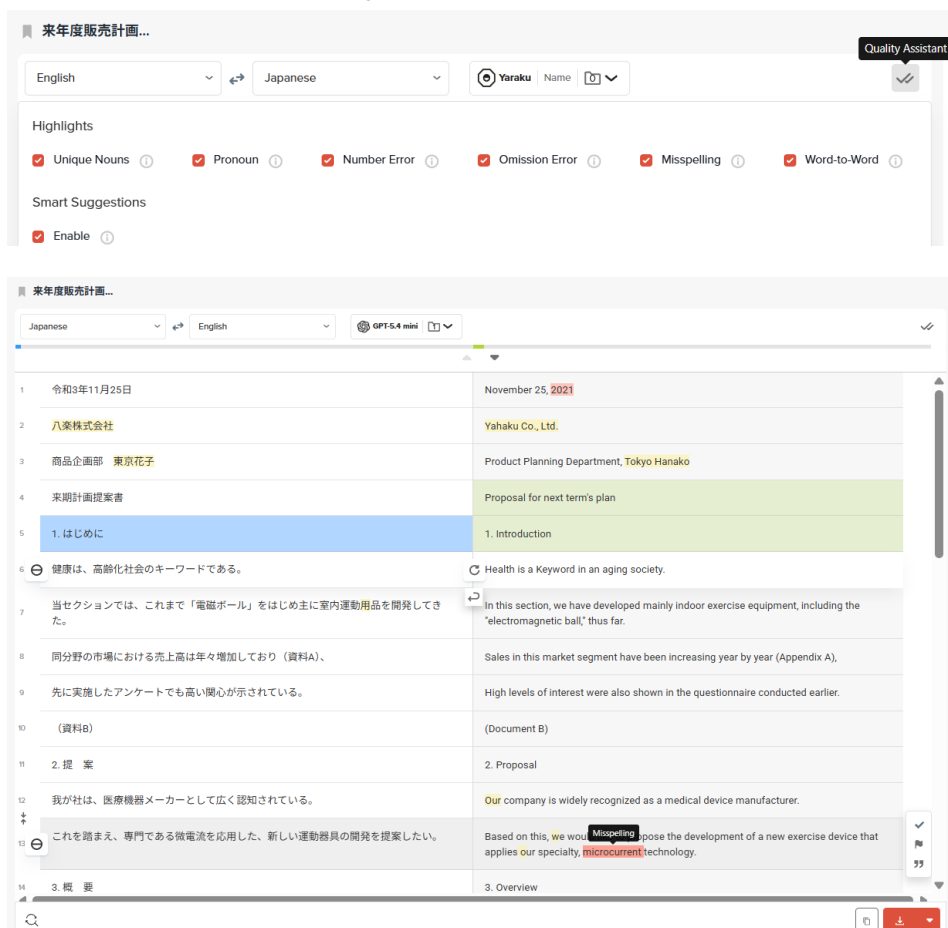


Quality Assistant

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.

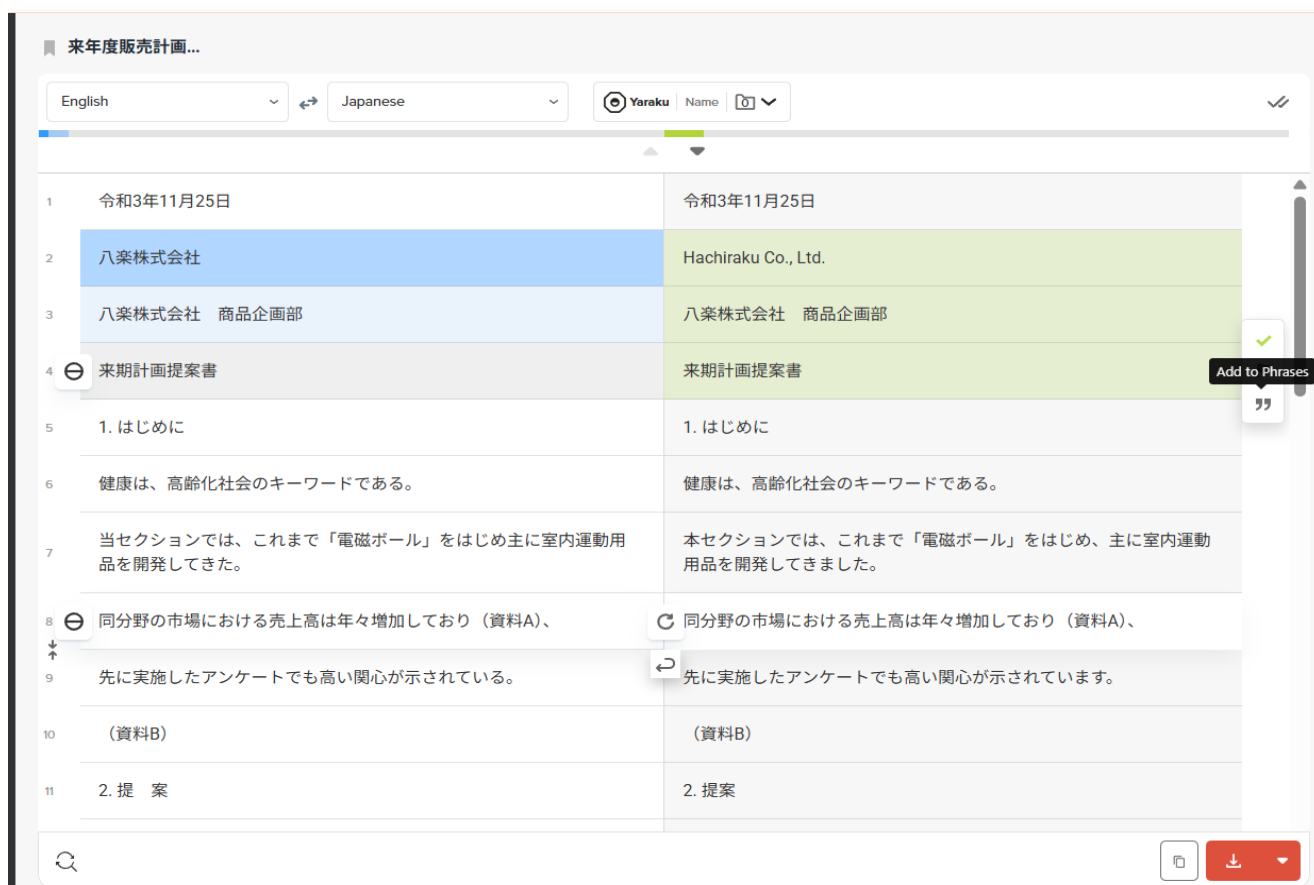


Unique Nouns	Highlight unique nouns that might be mistranslated by MT in yellow (Japanese and English only)
Pronoun	Highlight pronouns that might be mistranslated by MT in yellow (Japanese to English only)
Number Error	Highlight possibly mistranslated numbers in red (all languages)
Omission Error	Highlight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

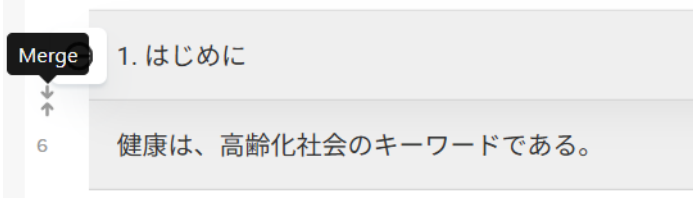
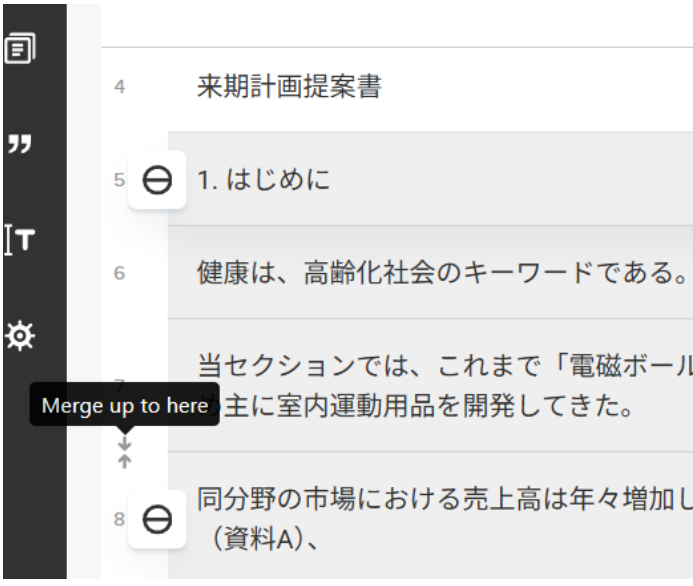
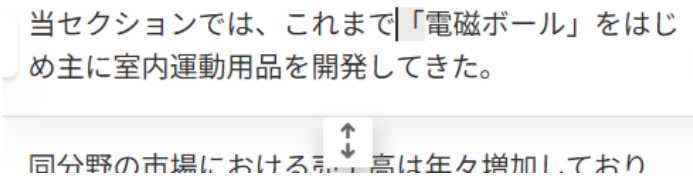
Post edit features

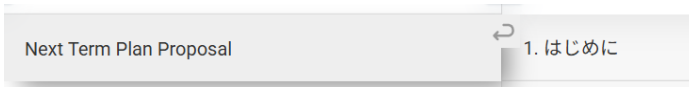
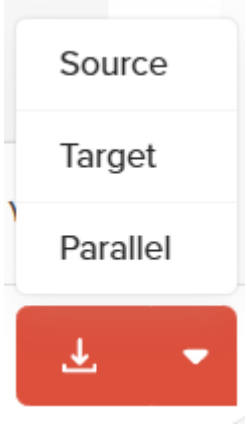
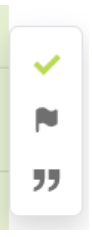
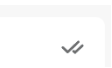
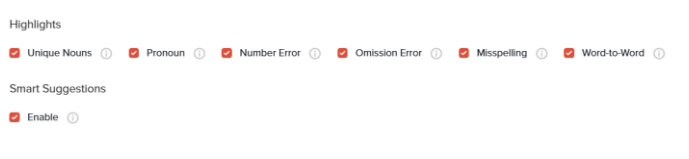
Edit the translation while comparing the preview and parallel view. For example, when you click a sentence in the preview, the parallel view shows the segment corresponding to that sentence, so you can proceed with editing while referring to the overall layout.

(It is also possible to display only one of the views by clicking ▲ ▼ between the two views.)



Icon	Name	Details
	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
	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.

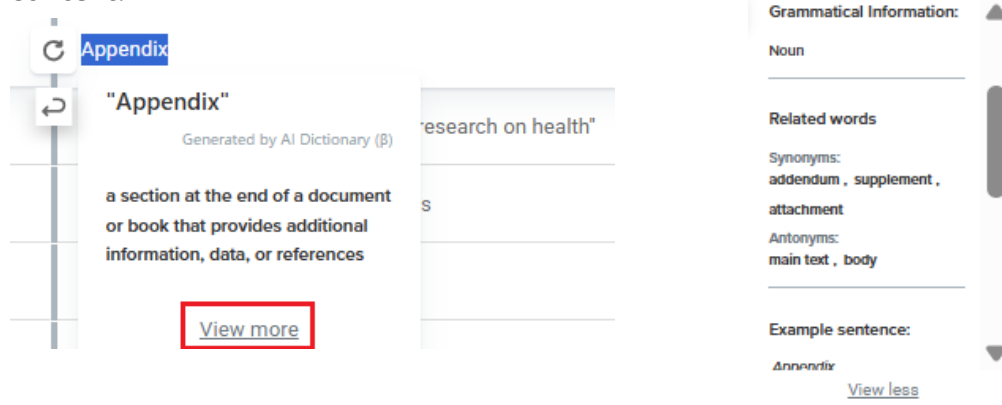
	Segment number	Click to show / hide segment numbers
	Do not translate this segment	Click on the icon to lock the segment, and to copy the source text to target segment
	Merge	Add the cursor at the source text and after you click the icon, the grey shadow 2 segments will be merged and automatically retranslated. 
	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 Search segments Replace Replace Replace all
売上高は年々増加し	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.

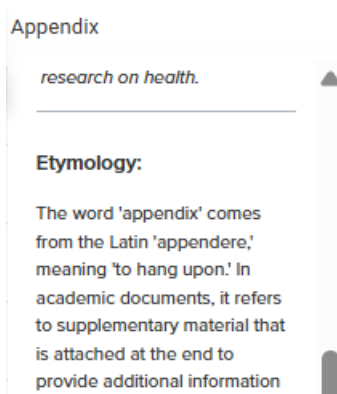


The screenshot shows the AI Dictionary interface. On the left, a list of segments is visible, with "Appendix" selected. The main area displays the definition: "Appendix" is a section at the end of a document or book that provides additional information, data, or references. A "View more" button is highlighted with a red box. On the right, a detailed popup for the word "Appendix" is shown, including grammatical information (Noun), related words (Synonyms: addendum, supplement, attachment; Antonyms: main text, body), and an example sentence: "Appendix". A "View less" button is at the bottom of the popup.

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



The screenshot shows the Etymology section of the AI Dictionary popup. It explains that the word 'appendix' comes from the Latin 'appendere,' meaning 'to hang upon.' In academic documents, it refers to supplementary material that is attached at the end to provide additional information. A small triangle button is visible at the bottom right of the etymology section.

Shortcut keys

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

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

Right-side panel

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

The screenshot shows the Yaraku Translate interface. At the top, there are buttons for **Share**, **Estimate**, **Order**, and **Company**. Below these is a search bar labeled "Search glossary and phrases in" with a dropdown menu set to "English".

The main content area is divided into several sections:

- Machine Translation (8)**: A list of machine translation results. The first result is from Gemini 2.0 Flash, showing a "Translate" button and a "Proposal" button. Below it are results from GPT-4.1 mini, Yaraku Translate, and Google Translate, each with a "Translate" button and a "Proposal" button.
- Phrase Matches (1)**: A list of phrase matches. The first match is from Yaraku, Inc., showing a "Delete" button and a "Complete Match with My Phrases" button.
- Glossary Matches (0)**: A section with an "Add to Glossary" button.
- AI Dictionary (β) (2)**: A section showing AI Dictionary results for the term "八楽株式会社". It lists two entries: "Noun" and "Proper Noun", each with a description and a dropdown arrow.
- Text Matches (9)**: A section for text matches.
- Comments (0)**: A section with a text input field and an "Add comment" button.
- Revision History (1)**: A section showing the revision history for the segment.

Annotations on the screenshot include:

- A red circle around the "Translate" button in the Machine Translation section.
- A red circle around the "Delete" button in the Phrase Matches section.
- A red circle around the "Add to Glossary" button.
- A red circle around the "AI Dictionary" section header.
- A red circle around the "Text Matches" section header.
- A red circle around the "Comments" section header.
- A red circle around the "Revision History" section header.
- A red circle around the "Insert to segment" button in the bottom left.
- A red circle around the "Back Translation" button in the top right.

Collaborate→Share

Share the document with other company members.

Search query

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

Machine Translation

Translation from multiple machine engines are displayed.

Click "Translate" button to see the translations from each engine.

Click arrow button to insert new translation into segment.

Phrase Matches

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

Glossary Matches

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

AI Dictionary (β)

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

Text Matches

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

Comments

Add your notes and comment for each segment.

Revision History

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

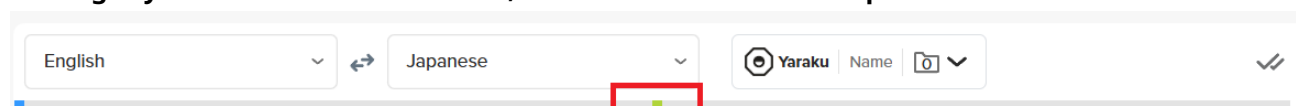
7. Translation Status bar and other icons

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

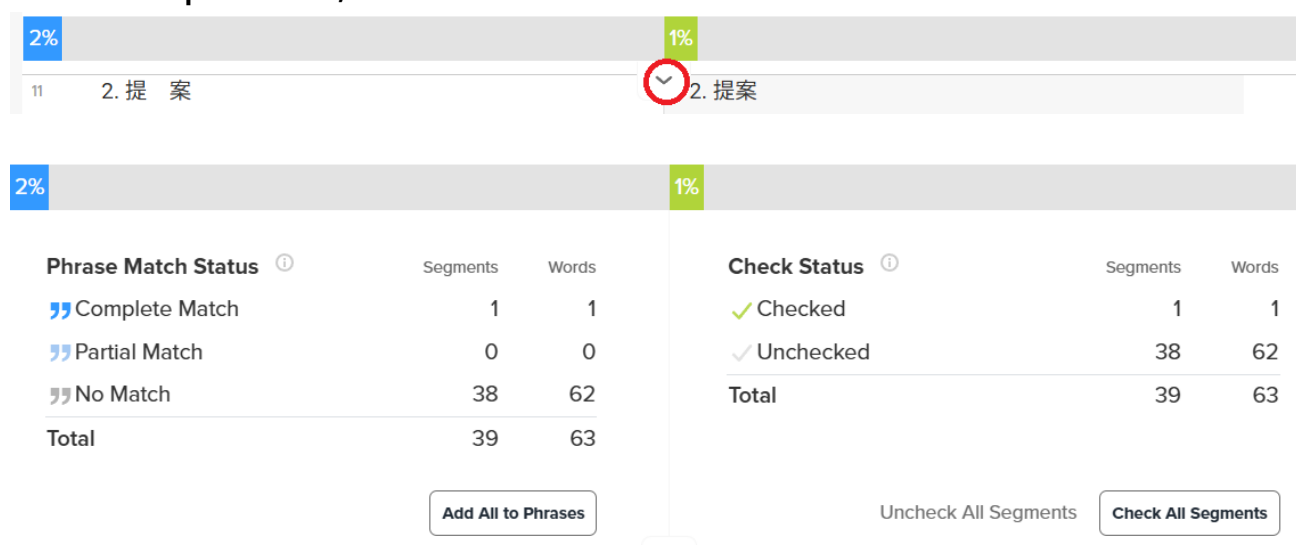
Translation Status

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.



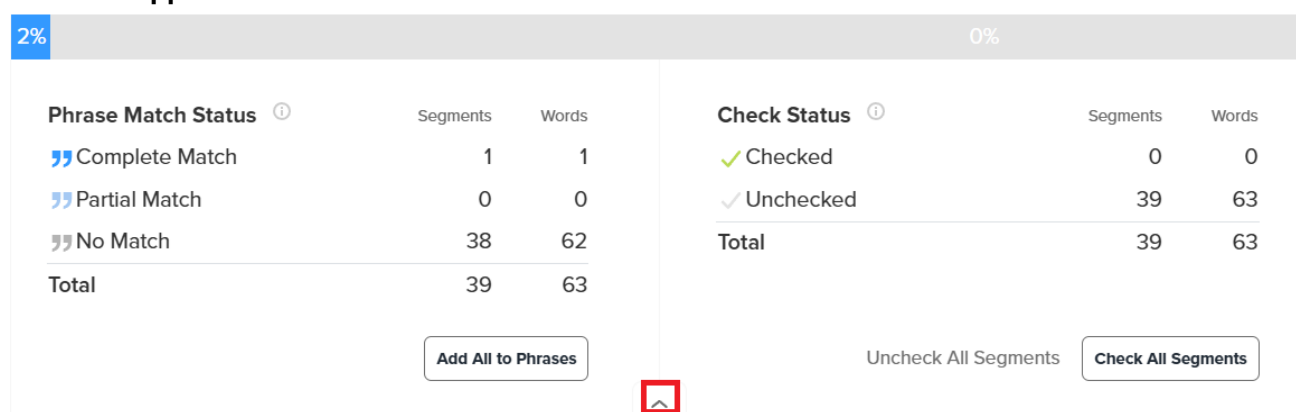
Phrase Match Status ⓘ	Segments	Words
Complete Match	1	1
Partial Match	0	0
No Match	38	62
Total	39	63

Add All to Phrases

Check Status ⓘ	Segments	Words
Checked	1	1
Unchecked	38	62
Total	39	63

Uncheck All Segments Check All Segments

Click the upper icon to close the details screen.



Phrase Match Status ⓘ	Segments	Words
Complete Match	1	1
Partial Match	0	0
No Match	38	62
Total	39	63

Add All to Phrases

Check Status ⓘ	Segments	Words
Checked	0	0
Unchecked	39	63
Total	39	63

Uncheck All Segments Check All Segments

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.

2%

1	令和3年11月25日	令和3年11月25日
2	八楽株式会社	Hachiraku Co., Ltd.
3	商品企画部 東京花子	商品企画部 東京花子

Segment Color Explanation

1	令和3年11月25日	令和3年11月25日
2	八楽株式会社	Hachiraku Co., Ltd.
3	八楽株式会社 商品企画部	八楽株式会社 商品企画部

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.

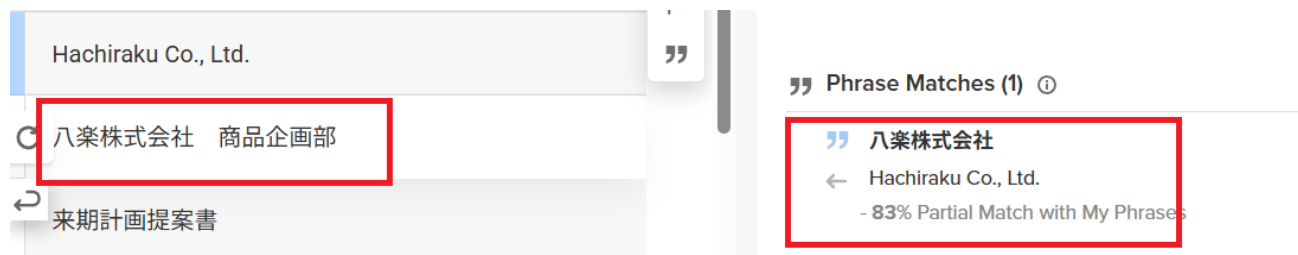
Light blue: Partial match

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 is removed

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

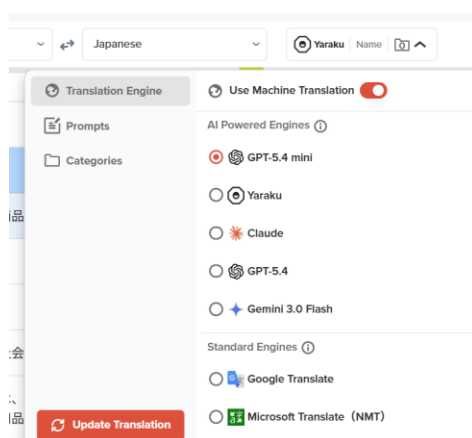
Check Status

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.



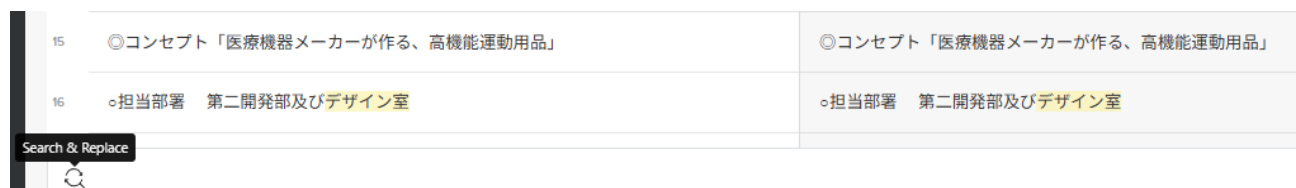
Quality Assistant

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.

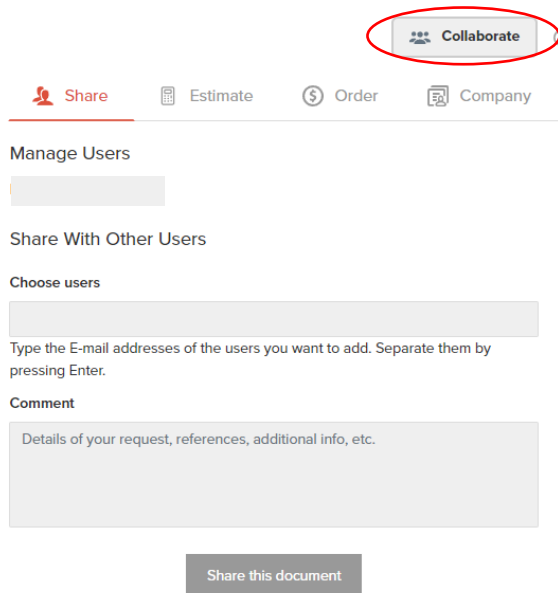


8. Document sharing

Users can share the document with anyone.

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

User who shares a document

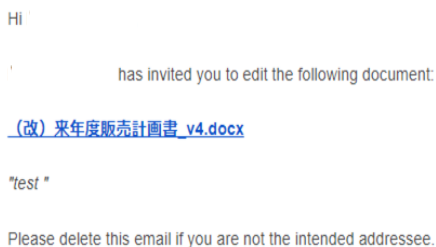


Click [Collaborate] on the right top of the edit page to display the [Share] tab.

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

* When you share a document with someone who does not have an account, the recipient can open the shared document by creating an account for free. Shared documents are stored in My Documents for both the user who shared and received the document.

User who receives the shared document



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

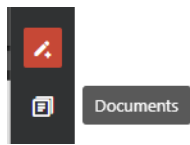
Check the shared document



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

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

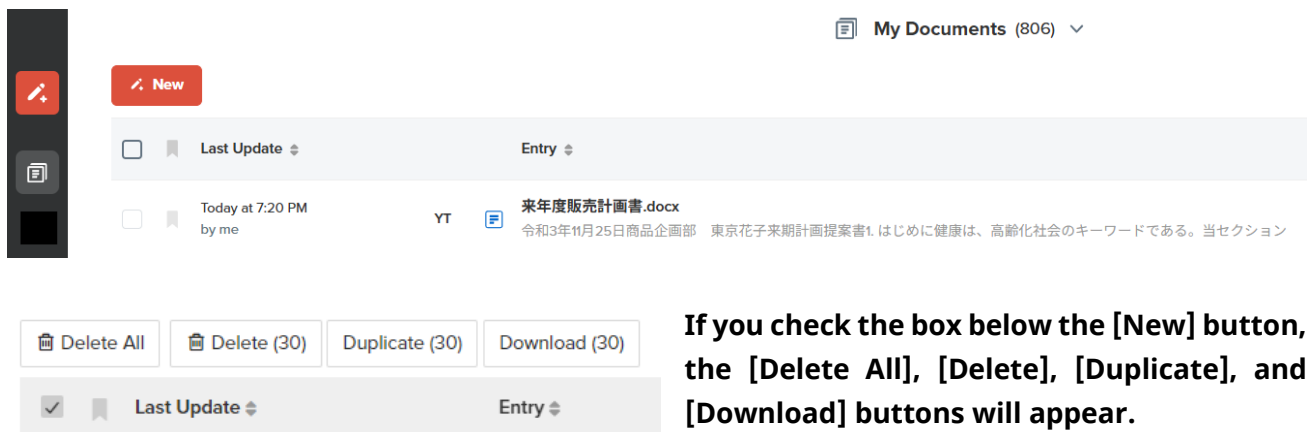
9. Documents page



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

My Documents

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



My Documents (806) ▾

New

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

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

☒ Last Update ▾ Entry ▾

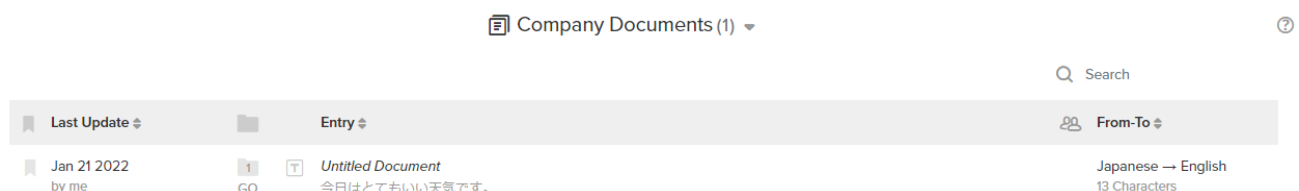
If you check the box below the [New] button, the [Delete All], [Delete], [Duplicate], and [Download] buttons will appear.

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

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

Company Documents

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



Company Documents (1) ▾

Search

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

Trash

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

Trash (5) ?

Search

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

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

☐ Delete Forever (1) ☐ Restore (1)

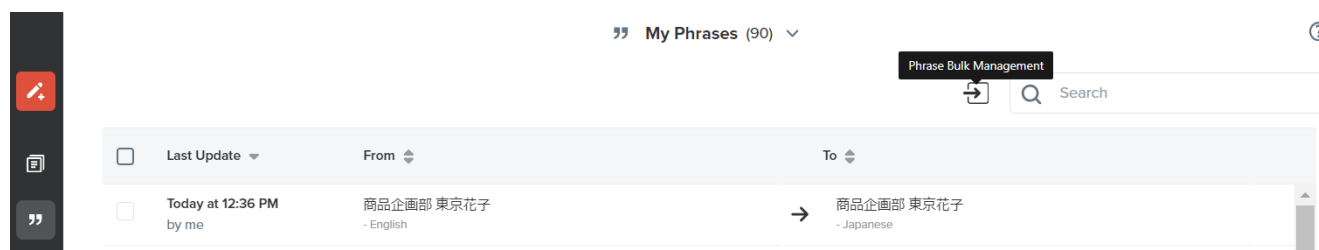
☐ Last Update
☒ Jun 03 2022 by me

10. My Phrases and My Glossary

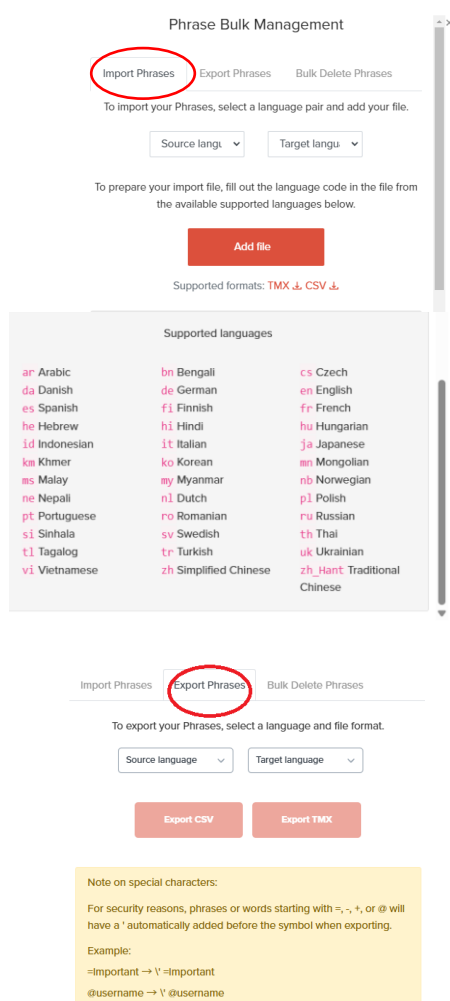
Refer to My Phrases

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

***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).**

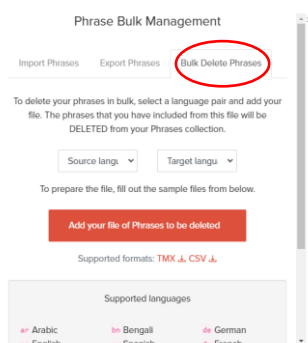
Alternatively, you can download the sample files (TMX/CSV) from the "Supported formats" arrow icon and use it as a template for your Phrases.

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)

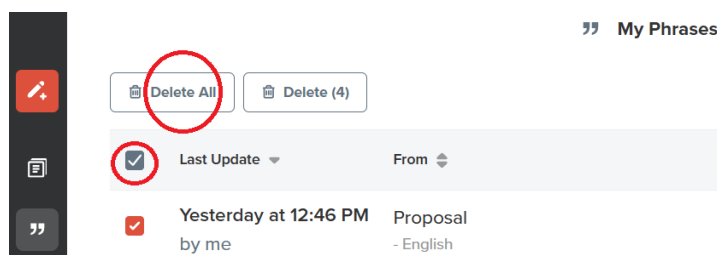
From the [Export Phrases] tab, select the source and target language, filter items if necessary, and click [Export CSV] or [Export TMX] to export.

Bulk delete My Phrases



There are 2 ways to delete multiple Phrases at once

1. By file import.
From the [Bulk Delete Phrases] tab, select the [Source language] and the [Target language]. Upload a CSV (or TMX) file with the Phrases to be deleted, using the [Add your file of Phrases to be deleted] button.
2. Check the box on the left to "Last Update" and select "Delete All".



Refer to / add My Glossary

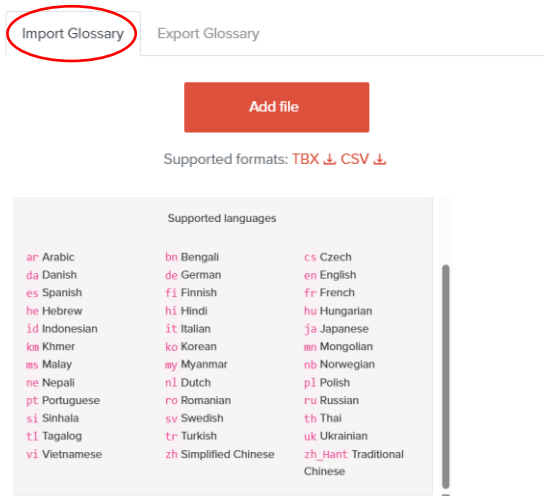
You can check the list of My Glossary from the Glossary icon in the left menu. Languages can be set with the [Languages] button. You can add terms in any language pair. Bulk import is also available (Supported file formats: TBX and CSV).

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

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



Import My Glossary



Import Glossary Export Glossary

Add file

Supported formats: TBX ↓ CSV ↓

Supported languages

ar Arabic	bn Bengali	cs Czech
da Danish	de German	en English
es Spanish	fi Finnish	fr French
he Hebrew	hi Hindi	hu Hungarian
id Indonesian	it Italian	ja Japanese
km Khmer	ko Korean	mn Mongolian
ms Malay	my Myanmar	nb Norwegian
ne Nepali	nl Dutch	pl Polish
pt Portuguese	ro Romanian	ru Russian
si Sinhala	sv Swedish	th Thai
tl Tagalog	tr Turkish	uk Ukrainian
vi Vietnamese	zh Simplified Chinese	zh_Hant Traditional Chinese

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

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

Export My Glossary



Import Glossary Export Glossary

Choose a format to export

Export CSV Export TBX

Note on special characters:

For security reasons, phrases or words starting with =, -, +, or @ will have a \ automatically added before the symbol when exporting.

Example:

=Important → \=Important

@username → \@username

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

11. Settings

You can customize settings as needed.

My Account <u>My Account</u>	Full name	If you want to change the name or email address, click [Update] at the end to save the change.
	Email	
	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. Password Change... Due to company rules, your password will expire on Jul 30, 2024 Set up a Passkey for advanced security. Passkey Set up a passkey
	Language	You can choose the interface language from English and Japanese.
	Text Size	By default, the text size is set to Medium. You can change the setting according to your preference.
	Receive document comment notification emails	Check if you want an email notification that a comment has been added to the shared document (checked by default). Email notifications are sent in batches every 5 minutes.
	Last sign in date	The day you last signed in
	Member since	The date you created your account
	Account – Deactivate	Disable your account. Please note that you cannot re-enable the account by yourself.
My Account Plans <u>Plans</u>	Receive newsletter	If you check it, you will receive emails about regular update information and online seminar notifications.
	You can check the plan you are currently using.	

Machine translation

Settings

Turn on/off machine translation process

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

Setting of the category priority

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

Machine Translation Settings

Use Machine Translation ☒

Category Priority

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

Category	Description
Category A	
Category B	
Category C	
General	

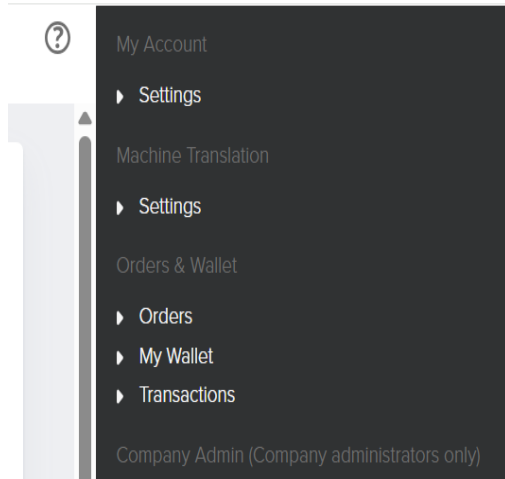
If you have multiple translation options for a single term, you can deal with them using the category function. Normally, multiple translations cannot be saved for a single term, but if you use a different Company Category, you can save the different translation for the already added term.

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

12. If you are in trouble

Help panel

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



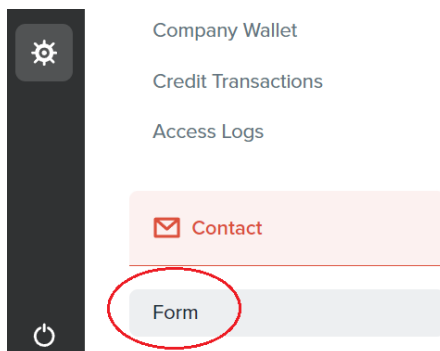
FAQ



Frequently asked questions can be found in the MTrans Team FAQ section on our Help site.

<https://yarakufagen.helpsite.com/>

Contact page



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

