

From now on, we'll be using termbases as often as possible. Termbases are an easy way to consult glossaries and mean you don't have to open lots of extra windows or files. In Studio, you can easily see whether a client has a preferred translation for certain terms. When revising a text using the QA check, it's also easy to see whether you (or the translator whose work you're reviewing) has used the correct terms.

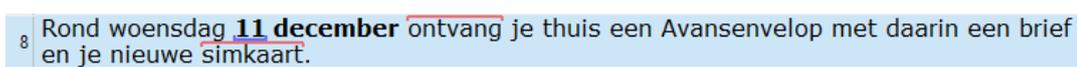
If you have any doubts about entries in the termbase, you can always let your project manager know. And of course, please feel free to suggest any changes when you deliver your translation. We'll ask the client to approve these changes.

Below you will find a short explanation of how to use a termbase and perform a QA check:

1. Using termbases

1.1 Using the termbase

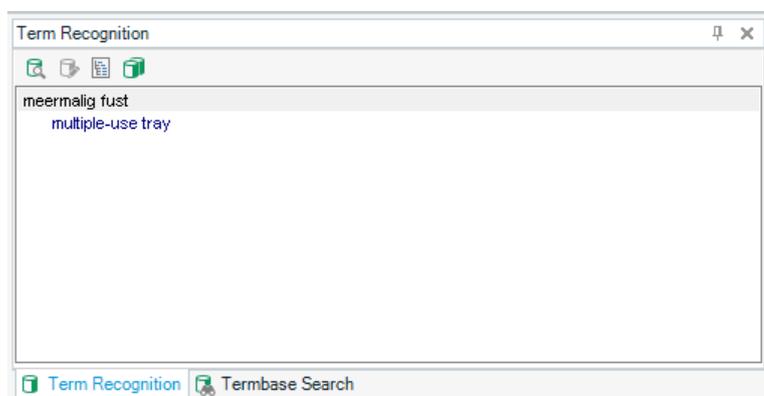
As you translate, any terms that are in the termbase will be shown by a red line above the term:



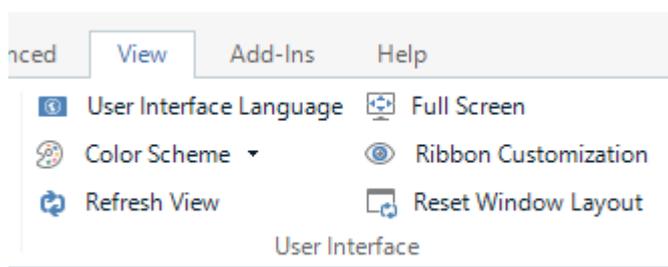
8 Rond woensdag 11 december ontvang je thuis een Avansenvelop met daarin een brief en je nieuwe simkaart.

This line is only visible when you select the segment in question.

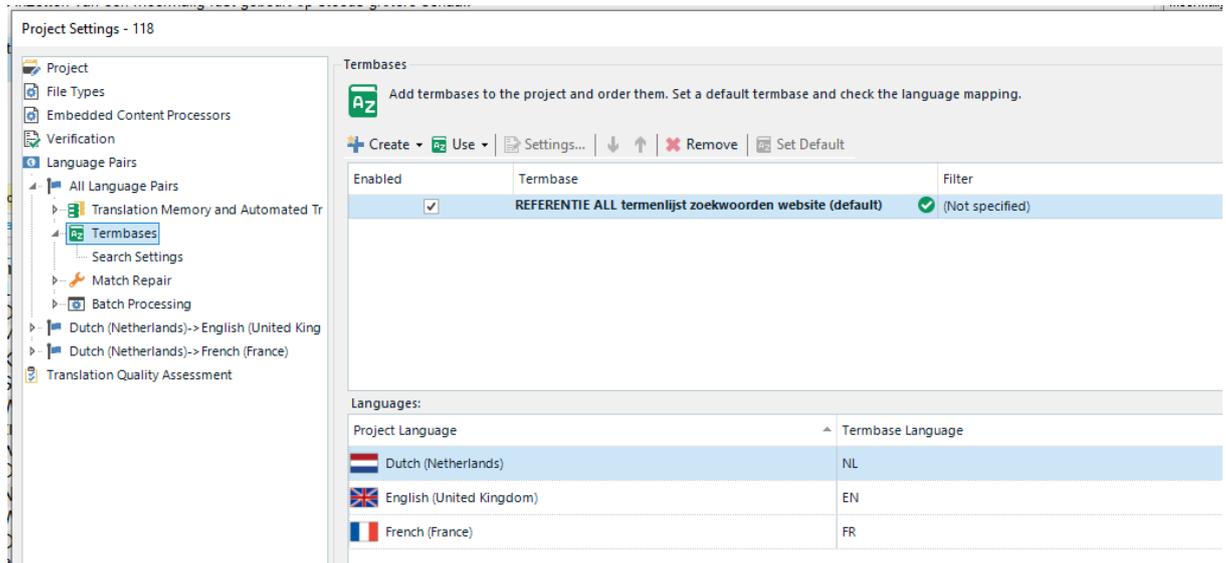
This term is also displayed in a window at the top right, just below the taskbar:



Please note: This window may not contain a term that you're sure – or strongly suspect – is in the termbase. For example, you may be translating a text about education ('onderwijs' in Dutch) and can't see the term 'education' in this window. If this is the case, try refreshing the windows by selecting 'Reset Window Layout' (View > Reset Window Layout):



If you're still experiencing problems, check the project settings (Project Settings > Language Pairs > Termbases). A termbase may not have been added to the project.



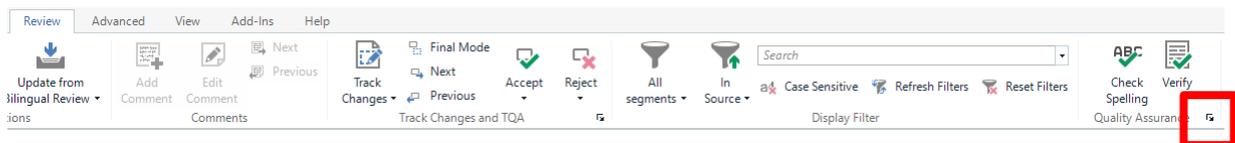
In the example above, you can see that the termbase in question is connected and enabled. This window also shows you which languages the termbase contains.

1.2 Performing a QA check

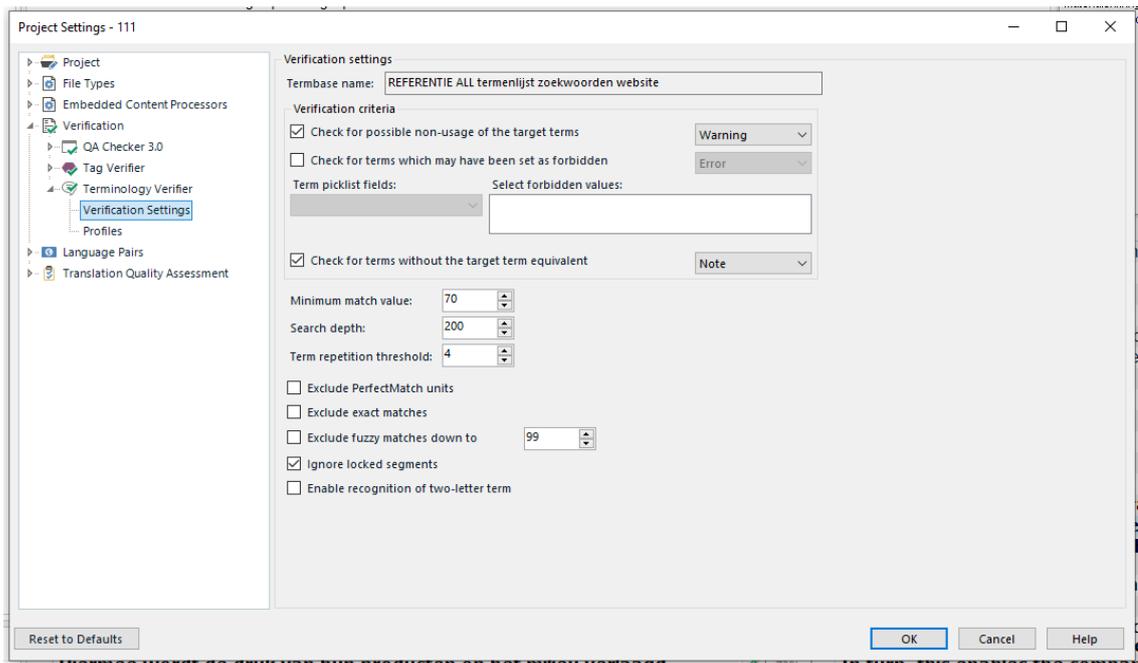
When proofreading or completing your translation, remember to perform a QA check to make sure you've used the right terms. The great thing about a QA check is that it not only checks for terms in a termbase but also for things like tags or double spaces, so you can tidy up any cosmetic issues while checking terminology.

First of all, it's important for the QA check to have the right settings, otherwise it won't pick up on errors. This is how to check the project settings:

- 1) Under the tab 'Review' in the toolbar, search for 'Quality Assurance'. Then click on the arrow (marked in red below) → 'Terminology Verifier' (one click) → 'Verification Settings' (double-click).

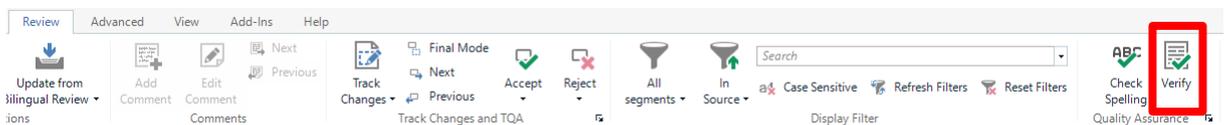


The window below will appear:



- 2) Make sure that the options 'Check for possible non-usage of the target terms' and 'Check for terms without the target term equivalent' are ticked under 'Verification criteria'. If they are, click on OK. The window will close automatically.

- 3) Then click on 'Verify' – at the top right – to perform the QA check.

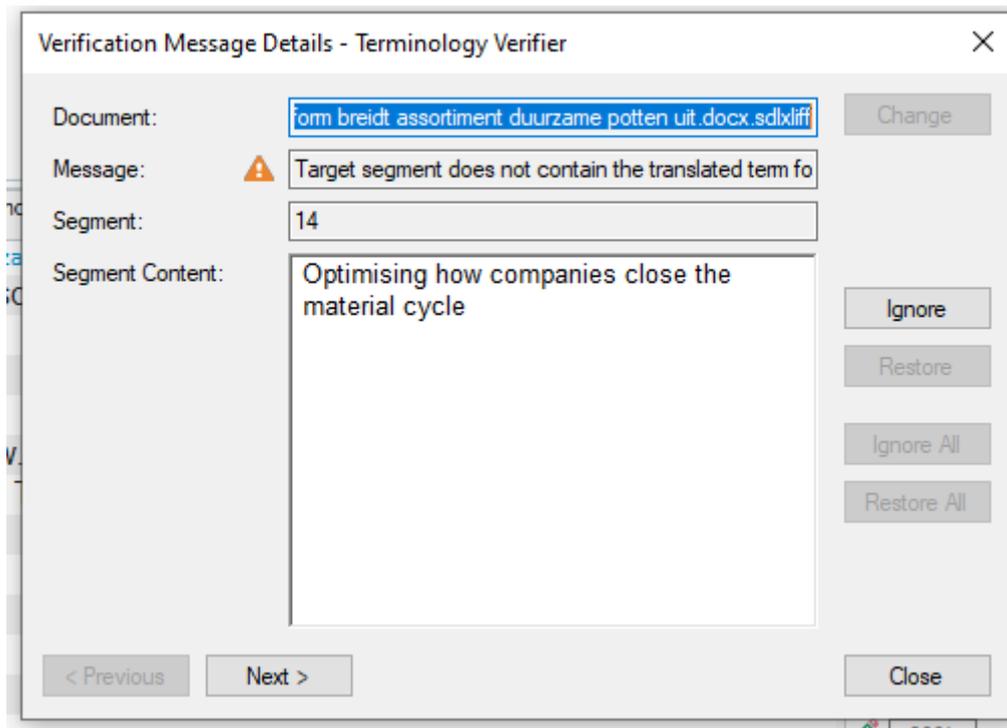


- 4) Any errors will be displayed as 'error messages' in the window just above the translation segments.



Clicking on this message will automatically redirect you to the segment that contains the error.

- 5) Double-click on the message to display the error description:



14 Het sluiten van de materialenkringloop wordt geoptimaliseerd  Optimising how companies close the material cycle

- 6) In the example above, the English term 'material cycle' has been flagged as an incorrect translation. If you agree with the QA check's suggestion, change the erroneous term to the correct term directly in the segment in question. The message will disappear automatically as soon as the segment contains the correct term.

The QA check may also flag a correct term as incorrect. This could be because the termbase recognizes the term only in the singular and you used the plural form. If this the case, simply click on 'Ignore'. The message will then disappear automatically.