iQube

User Guide

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Introduction

iQube is a light desktop translation tool integrated with server based translation memories and glossaries.
iQube receives pre-processed project segments from idioma's TM Server eliminating the download of project packages.
Translation units are stored to a project-specific, server-based translation memory (TM). This TM builds up internal leverage as translation progresses.
iQube features terminology management and instant QA on bilingual segments.

System Requirements

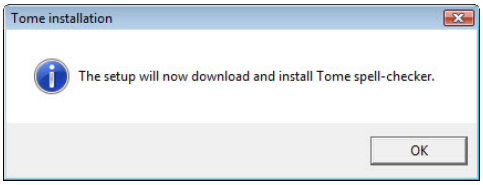
Microsoft® Windows® XP with Service Pack 3; Windows Vista®; Windows 7 or Windows 8
.NET Framework 4 Client Profile
It is however recommended to keep your OS updated.

Installing iQube

You can download the latest version of iQube from the following link:
`https://tc6.idioma.com/software-updates/iQube.zip`
Unzip the installer and run the installation application.

Installing Tome Spell Checkers

After iQube has been installed, the setup will continue with the installation of the **Tome** spell checkers. Please see "Tome Spell Checker" on page 10 for further details.



iQube Updates

At program start up you will be notified if a new version of iQube is available.
Click on the provided link to download the update. Unzip the installer and run the installation application.

Starting iQube

You can start iQube either directly from **tc6.idioma.com** after you have accepted a job or from your desktop. In both cases you need to enter an **Access Code** to open an iQube project.

Starting iQube From tc6.idioma.com

Log in to **tc6.idioma.com** to accept a job.

When you click on the **Accept** button, a pop-up window with instructions will open. Instructions contain the **Access Code** for the job on the iQube TM Server.

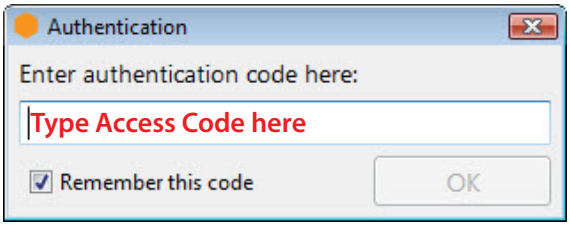
Click on **Start iQube With This Code** to start iQube.

The login dialog box is pre-filled with the **Access Code** for the job you accepted.

Starting iQube From Your Desktop

Make sure you are connected to the Internet, launch **iQube**, enter the **Access Code** and click **OK**.

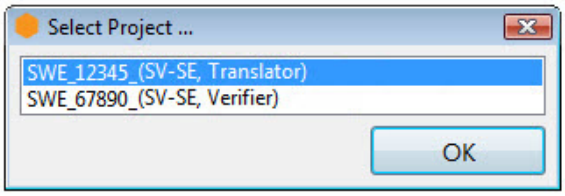
Please see “Starting iQube From tc6.idioma.com” on page 6 for detail on how to obtain the **Access Code**.



Selecting a Project

In this next step you will be presented with a list of active projects.
Choose the project you want to open and click **OK**.

Projects can be of two types: **Translation Project** and **Verification Project**.



Project Types

Translation Project

Translate the assigned segments into your language, and before you confirm and finish the project, be sure to spell check and read through the translation to make sure it is free from typing errors, grammatical errors, etc.

Verification Project

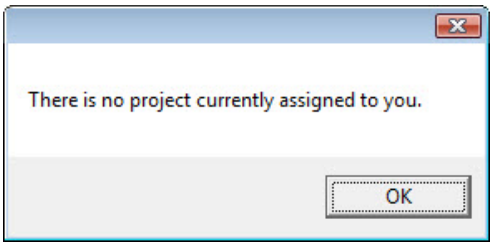
Check and correct all spelling mistakes, grammar mistakes, obvious translation mistakes and mismatched numbers. If there is a number (digit) in the source text, the same number (digit) must be in the target text (i.e. not spelled out). Do not change style, expressions, etc. unless absolutely necessary. Enter all corrections directly and delete/change wrong parts.

Review Project

Each finished project is eventually subject to QA checks and segments that result to be in error are sent back to the original translator for review and repair.
Besides this, as Verifiers are allowed to make changes to translated text, segments edited by Verifiers are also returned to the original translator for final review (agree or disagree with change or correction).

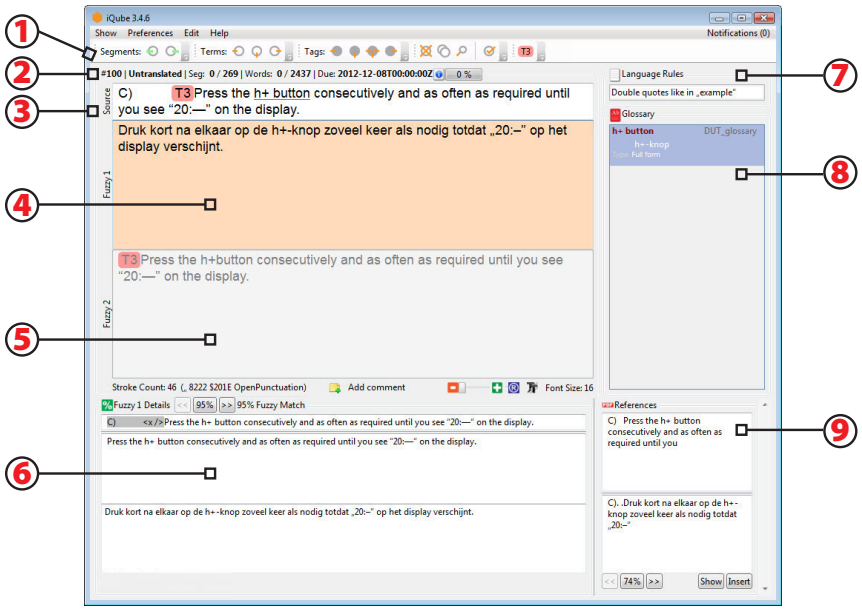
No Project Assigned

You will get an alert in case no project is assigned to your **account**.
iQube will not open.



iQube Editor

When you select an active project, the **iQube Editor** opens showing the first segment to translate or verify. **Project Preview** opens alongside the **iQube Editor**.
See "Project Preview" on page 24 for further details.
Please note that **MS Word** also opens in the background as iQube is launched.
This is because iQube runs spelling and grammar check in MS Word. (If MS Word is not installed on your PC, iQube uses its own speller; spellers are not in use for Japanese and Chinese.). Please see "Spelling And Grammar Check" on page 10 for further details.



iQube Elements

The iQube Editor is made of the following main components:

1	**Toolbar**	Use the buttons in the toolbar to perform a number of functions in iQube.
2	**Project Information**	Here you can find detailed information about the current project.
3	**Source text**	Here is where source text is displayed.
4	**Fuzzy 1 / Editing Window**	Here you can enter or edit target text suggested from Translation Memories (TM).
5	**Fuzzy 2 / Editing Window**	Displays additional suggestions from trained reference TMs (Future feature).
6	**Fuzzy 1 Details Window**	Displays text differences regarding fuzzy matches shown in the Fuzzy 1 window.
7	**Language Rules Window**	Language rules and formatting styles for the target language are shown here.
8	**Glossary Window**	Glossary terms to be used in translation are displayed in the Glossary window.
9	**PDF References**	Additional reference from aligned PDF files is shown here when available.

Resizing iQube Components

The sizes of the iQube components can be re-arranged with mouse-dragging.
You can change the ratio between top and bottom part, and in each of them the ratio between left and right part).

iQube Utilities

iQube includes the following utilities:

Project Information Display

Click on the icon to display additional information about the current project.

Character Counter

`Char Count: 176` Counts the number of strokes in the target window.

Character Identifier

`(„ 8222 $201E)` Shows the Unicode character code.

Comments

Use the icon to add a comment.

Font Size

Use the or icons to increase or reduce font size in the **Editing Window**.

Character Map

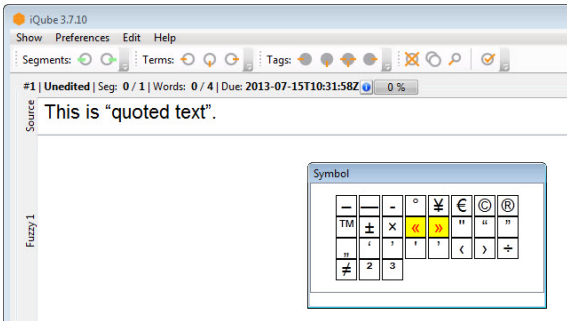
Click on the icon to open Windows Character Map.

Font Style

Click on the icon to open **Font Chooser** where you can apply a font of your choice to text in the **Editing Window**.
Please note that only fonts available in your system will be displayed in the **Font Chooser**.

Symbol Window

Another useful utility in iQube is the **Symbol Window** a floating window which offers a selection of the most commonly used symbols. Double click on a symbol to insert it in the translation text area.
The Symbol Window also lists a selection of quotation marks. Quotation marks that should be used in target text are automatically highlighted for quick reference.



Editing Window

The **Editing Window** is made up of the **Source** window and the **Target** window.
Source text to translate will appear in the upper **Source** window.
Enter translation in the lower **Target** window.
Press **Enter** or execute either **[Ctrl]+[Enter]** or **[Alt]+[+]** (on numeric keypad) to confirm translation and move to the next segment.

Spelling And Grammar Check

By default spelling and grammar check are run inside MS Word (open in the background) and reflected on text in the iQube target window.
As you type text in the target window, you will see the same text written in the MS Word document open in the background.

Tome Spell Checker

If for some reason the MS Word Spell Checker for your target language is not found on your PC, iQube will use the in-built Tome Spell Checker (MS Word will not open).

Setting Tome as Preferred Spell Checker

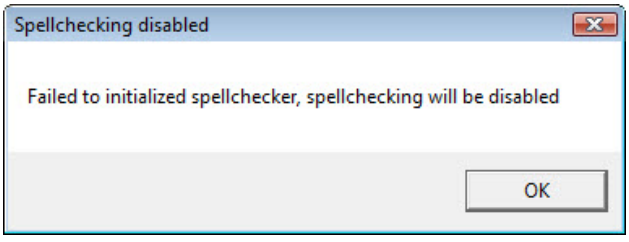
By default the MS Word spell checker is set as the main spell checker in iQube.
However in **Preferences** > **Spellchecker** you can set the Tome Spellchecker as the preferred spell checker.

Spellchecking Disabled

As iQube starts up, you may get a message warning you that initialization of the spell checker failed. This could be due to two reasons:

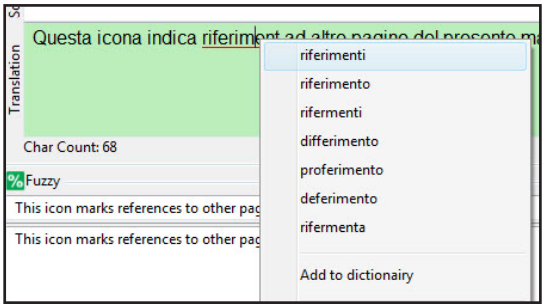
- the spell checker for the project target language is not installed in your installation of MS Word nor is the Tome spell checker installed;

- MS Word was already running when you started iQube. Please exit iQube, make sure MS Word is not running and try again.



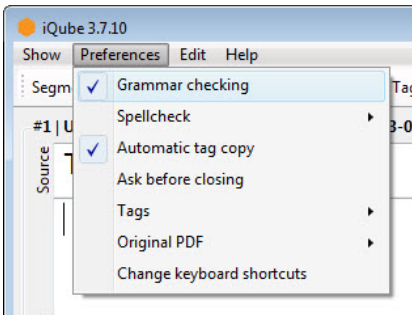
Spell Checker Suggestions

Just like in MS Word, right-click on the underlined term to obtain available suggestions from the spell checker.
You can also choose to add a term to the iQube local dictionaries.



Disabling Grammar Check

While spell check is always active, you can optionally turn off grammar check in preferences.



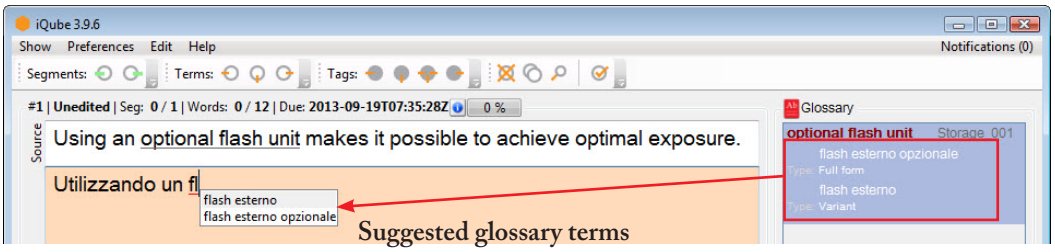
Autocomplete

When you type the first characters of a word, Autocomplete can suggest you a list of glossary terms that you can select and insert in your text.

Autocomplete is triggered by **Ctrl+Space**. A list of available terms is shown and filtered as you type.

You can select any of the suggested terms, .e.g. with arrow down or filter it by typing to a single item, and press Space OR Enter OR Tab to insert it.

You can close the autocomplete list by pressing the Escape key.

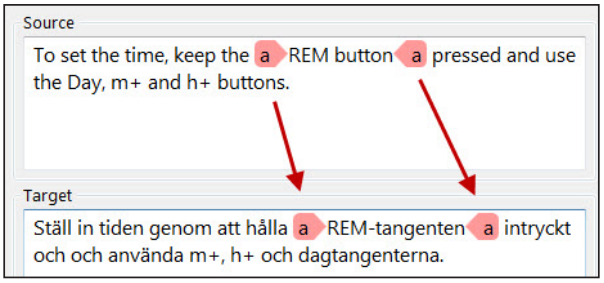


TM Results

Every time you open a translation unit, iQube searches the server TM(s) for matches. If one ore more translated segments are found in the TM(s), iQube prompts them to the translator.
The open TU will show the segment to translate in the source window while the matching or partially matching result ("fuzzy matches") found in the TM is automatically inserted in the target window. Details are shown in the Fuzzy window. Please see "Fuzzy Matches Window" on page 21 for further details.

Translating Tagged Segments

When working with tagged segments, it is important that all internal tags (text formatting commands) present in the source text are also reproduced in the translation (see example below).



Omitting formatting tags would cause damage to the final document format and layout.

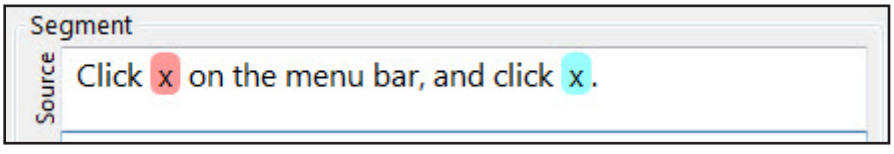
Please note that with iQube you can work using useful hotkeys and keyboard shortcuts.
To learn about iQube hotkeys and shortcuts, please see "Hotkeys And Keyboard Shortcuts" on page 44

Tag View

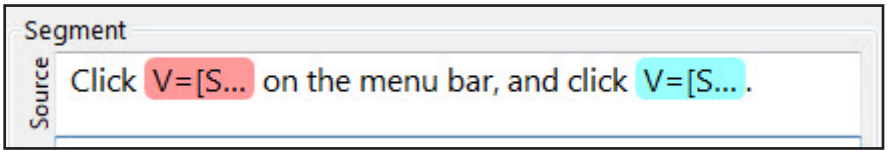
In iQube you can change switch among three different tag views.

To change tag view select **Preferences** > **Tags** and chose among **Short** (Ctrl + Numpad 1), **Middle** (Ctrl + Numpad 2), **Full** (Ctrl + Numpad 3) and **Display text** (Ctrl + Numpad 4).

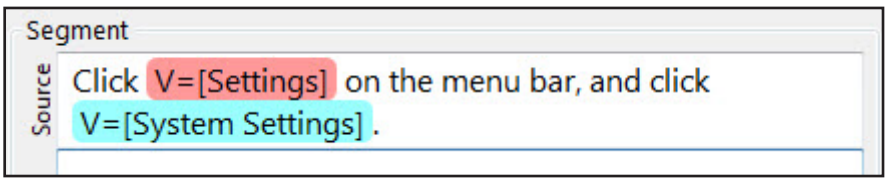
The **Short** view display tags in a compressed form (see image below)



The **Middle** view display tags in a partially compressed form (see image below)



The **Full** view display tags in their complete form (see image below)



Display text display tags in their integrity showing all the text information included.

<:cs "En Sentence-initial space" 3>

Please note that tags are always available in their full form in the **Toolbar** for quick reference and quick insert.

Automatic Tag Copy

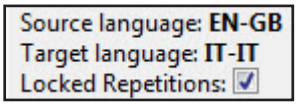
Please note that on "no match" segments, formatting tags are automatically copied from the source segment and inserted in the target window.
You can however change this behavior in the in iQube Preferences.

Internal Repetitions

Internal repetitions are segments that repeat identically within a text.
Internal repetitions are indicated with the ® icon in the **Project Window**.
Once you translate (and confirm) the first occurrence of a repeating segment, the segment will be stored in the TM and propagate automatically to all the other occurrences within the project. This means that when you get to the next occurrence of an already translated internal repetition, translation text will be entered automatically as a 100% match.
You will still be able to edit the translation of the automatically translated repetition in case you need to adjust translation to a different context.

Locked Internal Repetitions

Some projects may come with locked internal repetitions.
If a project has locked repetitions this will be indicated under Project Information in the iQube Editor (please see image below).



This means that automatically translated repetitions will be skipped in iQube as you proceed from segment to segment.
However also in case of locked internal repetitions, it will still be possible to edit an internal repetition.
To do so, in the **Project Window** locate the repetition segment you want to edit and click on **Edit** to open the segment in the **Editing Window**.

Toolbar

You can use the toolbar buttons to perform the following actions:

Segments

	Return to previously visited segment
	Go to next visited segment

Terms

	Get previous term
	Get current term
	Get next term

Tags

	Get previous placeable
	Get current placeable
	Get tag group
	Get next placeable
	Clear all tags

Other

	Delete target
	Copy source to target
	Concordance search
	Submit translation and get next segment

Sending Feedback Messages

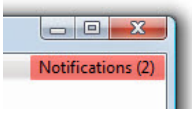
You can select **Help** > **Send Feedback** to send a feedback message to idioma with suggestions regarding the iQube application or to report a problem.
Type in your message and click **Send** to deliver your feedback to idioma.

Note On Feedback Messages

Please not that the **Feedback** function should only be used to submit feedback on iQube functionality or technical issues, not feedback on linguistic issues or questions related to translation projects!

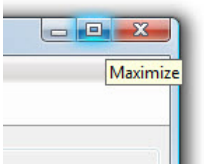
Notifications

Notifications is a quick way for idioma to send brief information regarding iQube and the iQube server e.g. coming features, changes and updates etc.



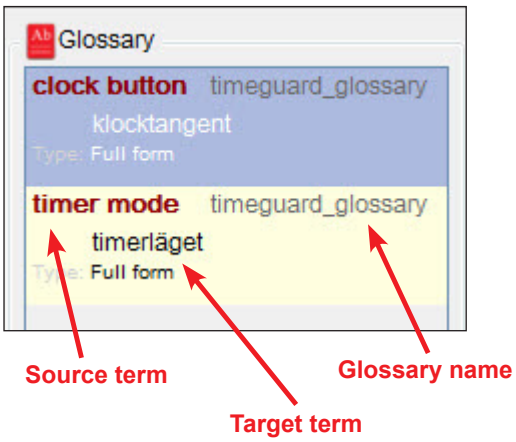
Resizing the working area

Use the **maximize, minimize, and close buttons** in the top right corner of iQube to adjust the size of the working area.

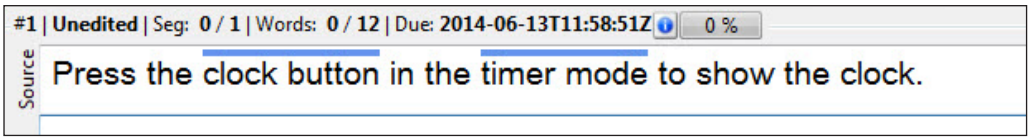


Glossary Window

Glossary hits are displayed in the **Glossary** window in the upper right corner of the GUI.
The detected source term appears in red color with its corresponding target term in black color below.
The glossary name (in grey color) is also displayed as reference (see image below).

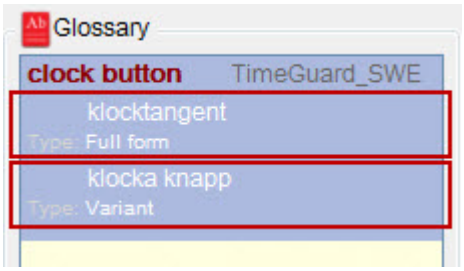


Glossary terms detected in source text are also underlined in the source segment.



Inserting Glossary Terms

Double-click on a target term to insert it into the translation.
Glossary hits may also have more alternatives. Also in this case, double-click on one of the available target terms to insert it



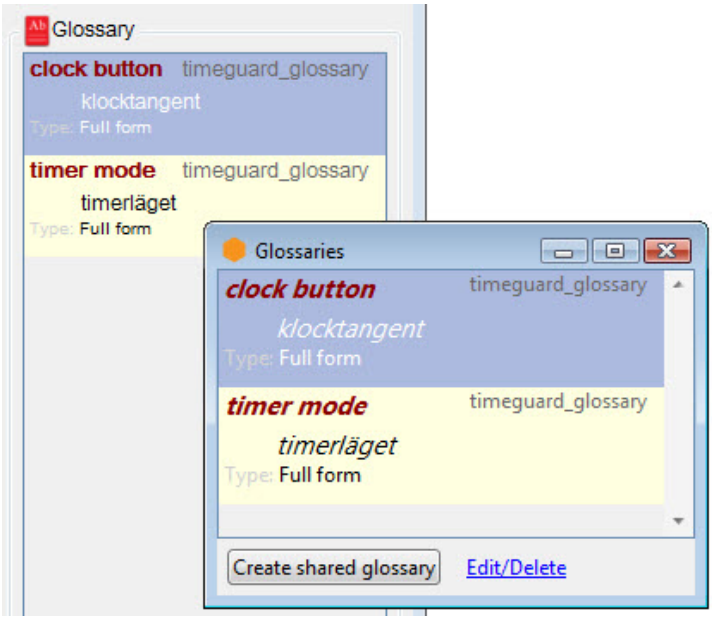
Target terms can be added to the target text also by hotkeys.
Please see “Hotkeys And Keyboard Shortcuts” on page 44 for details.

Title Casing

Title casing is automatically applied to inserted glossary terms.
You can disable title casing by selecting **Turn off glossary title casing** under **Preferences**.

Floating Glossary Window

Glossary terms are also displayed in a separate floating window with added functionality.
Please see “Shared Glossaries” on page 18 for further details.



Shared Glossaries

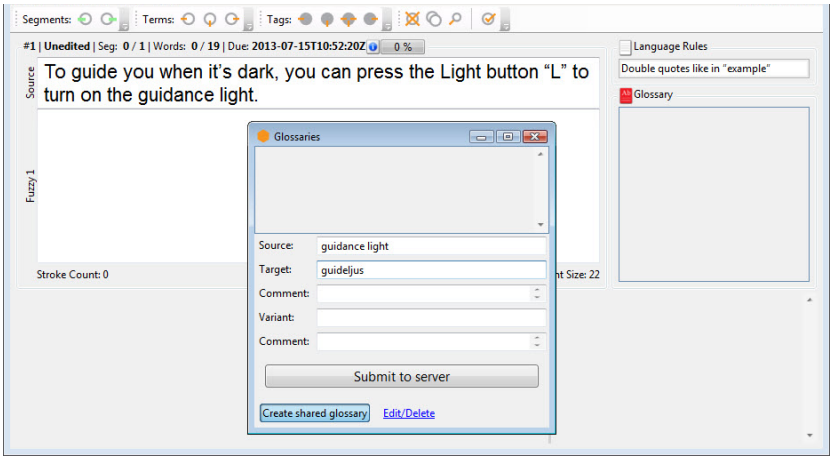
In iQube it is possible to add new terms to a **Shared Glossary**.
When you add a term to a **Shared Glossary** this term becomes available to all editors working on the same project.

Adding a Term to a Shared Glossary

Use the floating **Glossaries Window** to add a term to a **Shared Glossary**.
By default the **Glossaries Window** opens each time you launch iQube.
In case you have closed the **Glossaries Window** you can open it again by selecting **Show > Secondary windows** in iQube main toolbar.

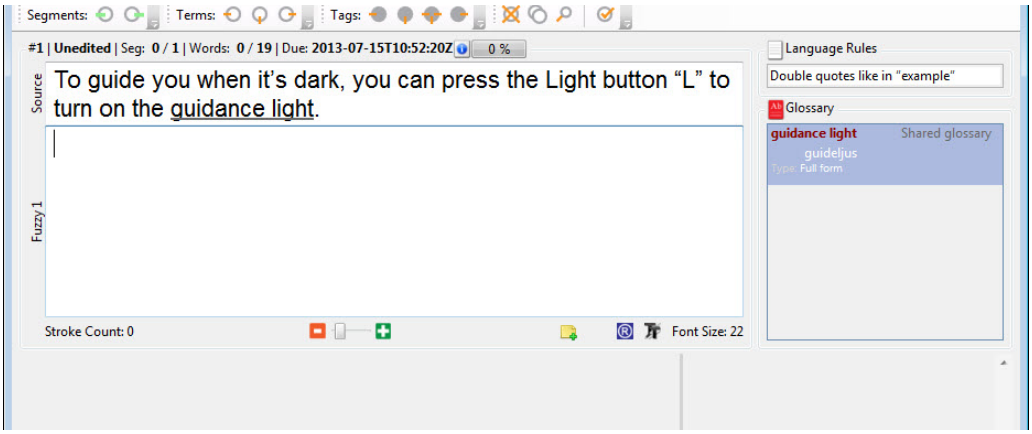
On the **Glossaries Window** click on **Create shared glossary**, a dialog appears where you can enter a **Source term** and a matching **Target term**.

Additionally you can enter a **Comment**, a **Variant** and an additional **Comment** to the **Variant**.



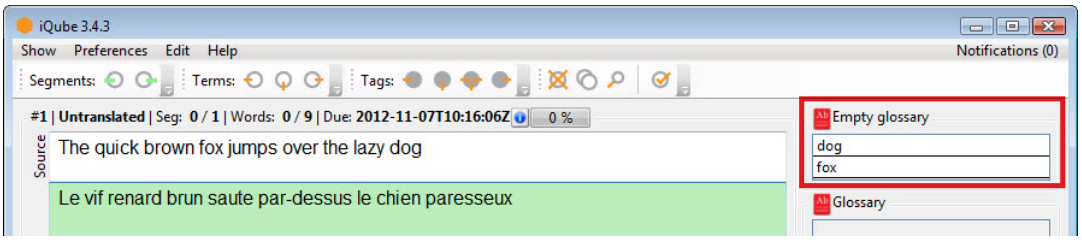
Click on **Submit to server** to add the term to the **Shared Glossary**. You will see an "Upload successful" message as a confirmation that the term has been added to the **Shared Glossary**.

The added term will now be available to all editors working on the same project and will be displayed in the in-built **Glossary Window** in iQube.



Empty Glossary

A project can include an **Empty Glossary** that is a glossary where only source terms are included. These source terms are displayed in the **Empty Glossary window** placed above the regular bilingual glossary window.



In case of an Empty Glossary, you are supposed to fill in the target terms for the listed source terms.

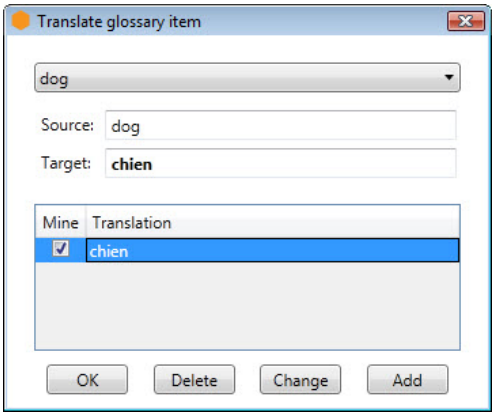
Adding Target Terms to an Empty Glossary

Execute Ctrl+Alt+E or double-click on an Empty Glossary term to open the **Translate glossary item** editing window. Here you can provide a translation for the empty glossary source term.

Type your translation in the empty **Target** field and click on **Add** to move it to the **Created** list of terms. The entered term will be marked as "**Mine**".

Select a new term (if available) from the drop-down term bar.

When all terms have been translated, click **OK** to confirm.



Use the **Delete** button to remove a term from the list.

To replace a translation with a different one, type text in the **Target** field and click on **Change** to replace the existing translation.

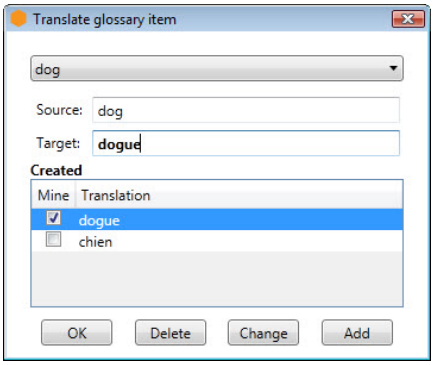
If you attempt to confirm a translated segment with missing empty glossary target terms, a **warning message** will prompt you to provide a translation for the source terms.

Suggesting a Different Term

An Empty Glossary can be shared by more users (e.g. in a shared iQube project).

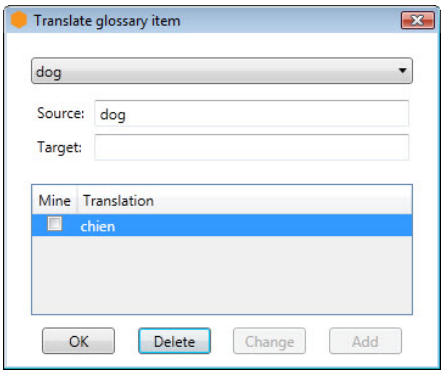
A term may have already been entered by a different user (in this case the “Mine” checkbox related to this term is not ticked) but you can still replace this term with a term of your choice.

In order to replace an existing term with your own translation, please follow the instructions given in “Adding Target Terms to an Empty Glossary” on page 19

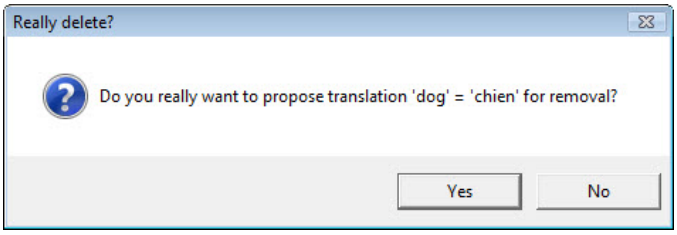


Proposing a Term for Removal

You cannot delete terms provided by other uses but you can propose their removal. Select the term you want to propose for removal and click **Delete**.



Click **Yes** to confirm your choice.



Please keep in mind that if you suggest a term for removal, you will be prompted to provide an alternative target term as replacement for the discarded term.

Fuzzy Matches Window

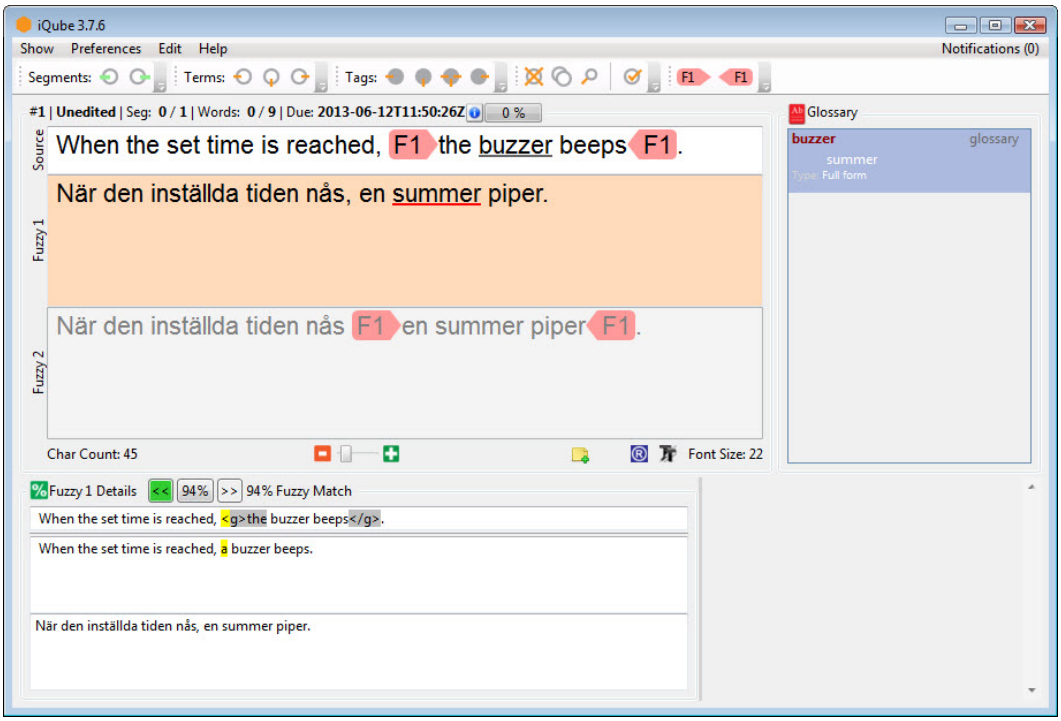
What's a Fuzzy Match?

Fuzzy matching is a technique used in computer-assisted translation. It works with results that may be less than 100% perfect when finding matches between segments of source text and entries in a database of previous translations.
When an exact match cannot be found in the TM database for the text being translated, iQube searches the database to locate segments that are an approximate match for a segment in a new source text to be translated. iQube "proposes" the match to the translator; it is then up to the translator to accept this proposal or to edit this proposal to fully match with the new source text that is being translated.

Fuzzy Match Results in iQube

Fuzzy matches are automatically inserted in the target window on an orange background.

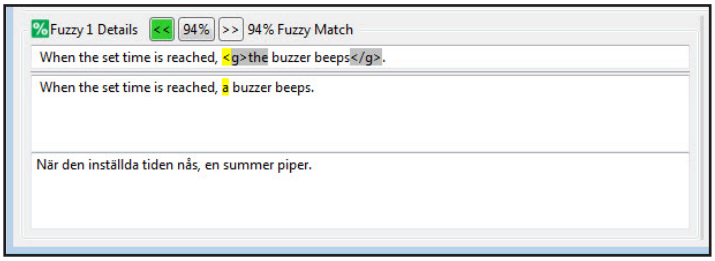
Details on the fuzzy match are shown in the **Fuzzy** window in the lower part of the GUI right below the target window. In the Fuzzy window mismatched text is highlighted in either grey or yellow color.



Switching Between Fuzzy Match Results

More fuzzy matches can be displayed for the same source segment.
You should focus on one of the suggested translations and adjust it to match the text to translate.

You can use arrows to the left and right of the fuzzy match value to switch from one fuzzy result to the other.
Please note that when a 100% match is available the arrow pointing in the direction of the 100% match is colored green.



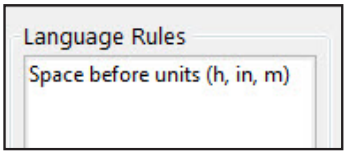
Fuzzy 2

Fuzzy 2 is a feature that displays suggestions from secondary trained databases.
These trained suggestions include glossary terms; numeric values match those in source text. To use the Fuzzy 2 window, double-click inside the window to activate it. Please read, edit and correct text carefully, being particularly careful that the translation exactly matches the source original. When ready press Enter to confirm the segment.

Please note that when **Fuzzy 2** is active, **Fuzzy 1 Details** and **PDF References** are disabled.

Language Rules Window

The **Language Rules** window acts as a reminder of the correct formatting styles required for the target text.



Project Information

The **Project Information** window displays all data related to the open project.

The information includes:

- Project name
- Assigned translator(s)
- Manufacturer's name
- Source and Target languages
- Number of translated segments
- Total number of segments
- Number of processed words
- Total number of words.

A progress bar indicates project progress based on the number of segments translated.

Segment Information

The **Segment Information** window displays all data related to current segment.

The information includes:

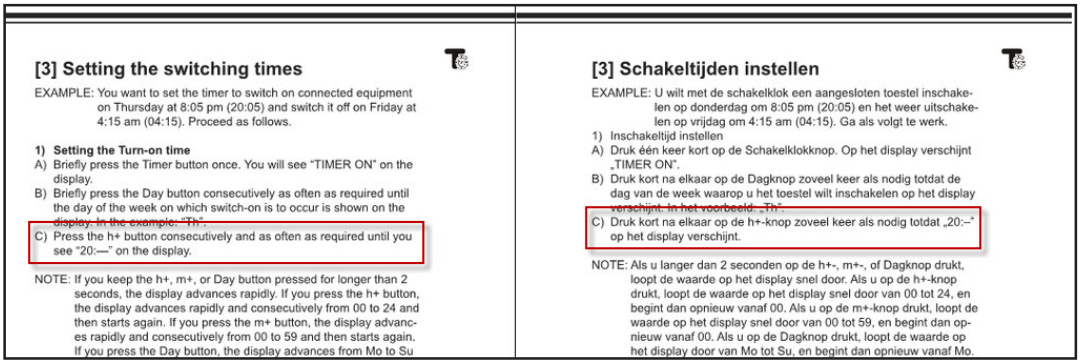
- Segment number
- Segment server ID
- Segment status
- Number of words in current segment.

PDF References

Additional references can be provided through **PDF References** when available. PDF References are displayed in a similar way to fuzzy matches and are produced by PDF document pairs previously segmented and synchronized by the iQube Server.

You can click on **Show document** to display text as it appears in the PDF documents.

PDF text preview will be opened inside your default Internet browser.



[3] Setting the switching times

EXAMPLE: You want to set the timer to switch on connected equipment on Thursday at 8:05 pm (20:05) and switch it off on Friday at 4:15 am (04:15). Proceed as follows.

1) **Setting the Turn-on time**
A) Briefly press the Timer button once. You will see "TIMER ON" on the display.
B) Briefly press the Day button consecutively as often as required until the day of the week on which switch-on is to occur is shown on the display. In the example: "Th".
C) Press the h+ button consecutively and as often as required until you see "20:—" on the display.

NOTE: If you keep the h+, m+, or Day button pressed for longer than 2 seconds, the display advances rapidly. If you press the h+ button, the display advances rapidly and consecutively from 00 to 24 and then starts again. If you press the m+ button, the display advances rapidly and consecutively from 00 to 59 and then starts again. If you press the Day button, the display advances from Mo to Su

[3] Schakeltijden instellen

EXAMPLE: U wilt met de schakelklok een aangesloten toestel inschakelen op donderdag om 8:05 pm (20:05) en het weer uitschakelen op vrijdag om 4:15 am (04:15). Ga als volgt te werk.

1) Inschakeltijd instellen
A) Druk één keer kort op de Schakelklokknop. Op het display verschijnt „TIMER ON".
B) Druk kort na elkaar op de Dagknop zoveel keer als nodig totdat de dag van de week waarop u het toestel wilt inschakelen op het display verschijnt. In het voorbeeld: „Th".
C) Druk kort na elkaar op de h+-knop zoveel keer als nodig totdat „20:–" op het display verschijnt.

NOTE: Als u langer dan 2 seconden op de h+-, m+-, of Dagknop drukt, loopt de waarde op het display snel door. Als u op de h+-knop drukt, loopt de waarde op het display snel door van 00 tot 24, en begint dan opnieuw vanaf 00. Als u op de m+-knop drukt, loopt de waarde op het display snel door van 00 tot 59, en begint dan opnieuw vanaf 00. Als u op de Dagknop drukt, loopt de waarde op het display door van Mo tot Su, en begint dan opnieuw vanaf Mo.

Project Preview

Choose **Show > Secondary windows** to open the **Project Preview** window and view all project segments.
Project segments may have different statuses. Please see “Segment Statuses” on page 27 for more details.

Browsing Project Segments

Use the orange **arrow keys** in the top-right corner of the **Project Preview** window to move upwards and downwards through project segments.

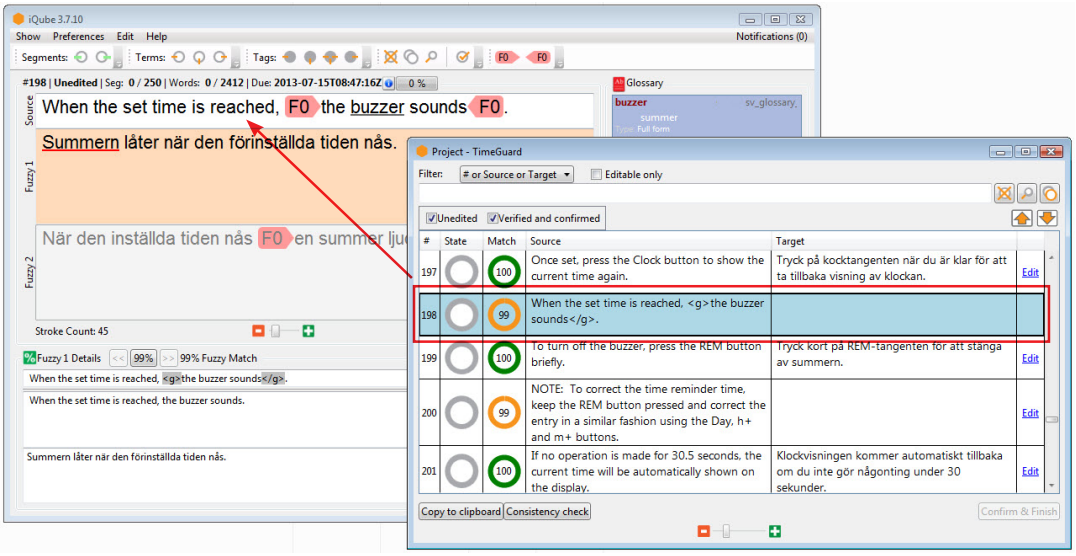
Ctrl+Down and **Ctrl+Up** will get respectively to the next and previous segments to be edited skipping the ones that have already been confirmed.

Changing Font Size in Project Preview

You use the **font size slider** at the bottom of the **Project Preview** window to change the overall font size of text in the **Project Preview** window.

Editing A Segment

Select either source or target text and click on **Edit** or press **Enter** to open and edit the selected segment in the **iQube Editor**.



Once you have edited a segment, execute **[Ctrl]+[Enter]** (or **[Alt]+[+]** on numeric keypad) to confirm and submit the segment.

Locked Segments

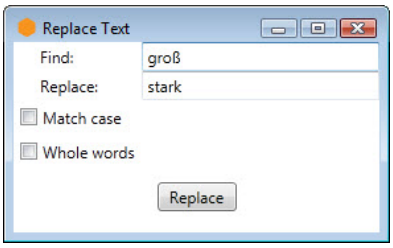
Segments assigned to other editors are view only and will appear on a light grey background with no status. Target text is added as project progresses and segments are confirmed.

Find and Replace

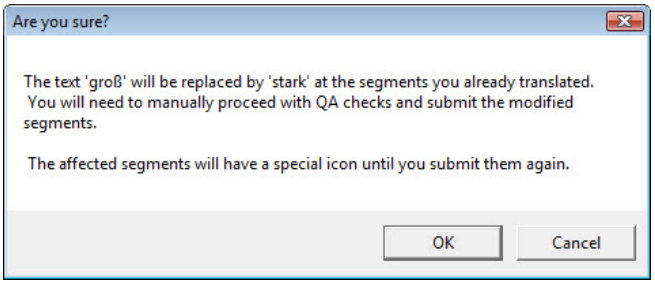
You can use the **Find and Replace** function in the **Project Preview** to search for every occurrence of a specific word or text string and replace it with new text.

Click on the icon in the top right corner of the **Project Preview** window to open the **Find and Replace dialog box**.

Enter the word or text string you want to search for in the **Find** text box.
Enter the replacement word or text string in the **Replace** text box.



Click the **Replace** button to proceed.
A confirmation dialog opens, click **OK** to continue.

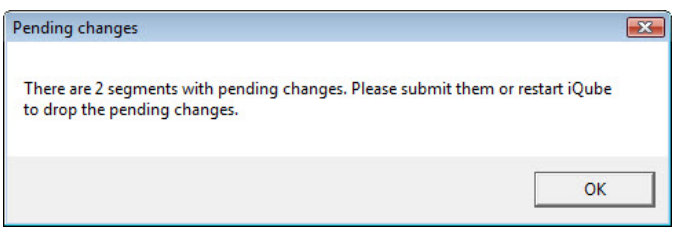


You can use the **Match case** option to run a **case sensitive** search.
You can search for **whole words only** by checking the **Whole words** option.

Please note that the search and replace function applies only to **Translated** segments ( ) (Translation) and **Confirmed** segments ( ) (Verification).

Confirming Changes

Please note that although replacements are performed automatically, you will still have to confirm the pending changes.
A message warning you about pending changes pops up if you try to **Confirm & Finish** a project with unconfirmed replacements.



You can use the **Segment Filter** to sort segments by **State**.

Segment Status Change (Translation)

Translated segments ( ) will be reverted to the **Draft** status and marked by the icon indicating **pending changes**.

To confirm the segment (Ctrl+Enter), click on **Edit** to open the segment in the **Editing Window**.

Segment Status Change (Verification)

Verified segments ( ) will be reverted to the **Confirmed** status and marked by the icon indicating the **pending changes**.

To confirm the segment (Ctrl+Enter), click on **Edit** to open the segment in the **Editing Window**.

Segment Statuses

Project segments may have three different statuses. These statuses are marked with different icons. The three status icons are different depending on whether you are assigned to the project as translator, verifier or reviewer.

Confirm and Finish

The **Confirm & Finish** button in the **Project Window** sets - depending on the project type - **Translated**, **Verified** and **Revised** segments to the **Confirmed** status.
Confirmed (and finished) segments become uneditable.
Please see the following chapters for further details.

Translation Statuses

At project start all segments have the **Draft** status. This status changes to **Translated** once translation has been set. By clicking on the **Confirm & Finish** button, translated segments change their status to **Confirmed**.

Please note that **Confirmed** segments are locked to the translator and become automatically available for the verifier.

Please also note that segments marked as **Draft** may either have no TM match or a fuzzy match (70 to 100%).

Fuzzy match values are displayed under the **Match** column as shown in the example below.

Status	Icon	Match	Condition
Draft			No match in TM
Draft		75%	Fuzzy match found in TM
Draft		100%	100% match found in TM
Translated			Translation set
Confirmed			Translation confirmed

Verification Statuses

At project start all segments have the **Confirmed** status. Segments marked by the icon indicate 100% matches that have been edited and confirmed.
This status changes to **Verified** once translation has been verified. By clicking on the **Confirm & Finish** button, **Verified** segments change their status to **Verified and Confirmed**.

Status	Icon	Match	Condition
Confirmed			Confirmed segment
Confirmed			Confirmed segment (Edited 100% match)
Verified			Translation verified
Verified and Confirmed			Translation verified and confirmed

Please note that **Verified and Confirmed** segments are locked to the verifier.
Please also note that segments edited by a verifier are automatically sent back to the translator for a **final review**.

Review Statuses

When a verifier edits a confirmed segment and indicates the reason for the change (please see "Verification Report" on page 40), the edited segments are returned to the original translator for a final review.

Review too is a three-step process where segments go from **Verified Confirmed** to **Revised** and by clicking on the **Confirm & Finish** button, **Revised** segments change their status to **Verified and Confirmed**.

Verified Confirmed			Confirmed segment
Revised			Translation verified
Revised Confirmed			Translation verified and confirmed

Correction Statuses

Coordinators can reassign finished segments to a corrector (or "referee") in case errors are still reported at the final QA process.

CrossChecked			Confirmed segment
Corrected			Translation verified
Corrected Confirmed			Translation verified and confirmed

Filter

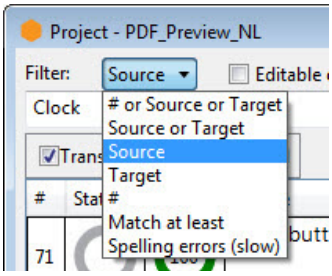
Use the **Filter** function to locate text inside project segments.
Under **Filter** type the text you need to search and click on the icon or hit **Enter** to display only segments containing the text you entered.
Click on the icon to clear the filter and restore the complete project view.

Filter Options

You can refine your search selecting one of the pre-defined filter options from the available drop-down list.

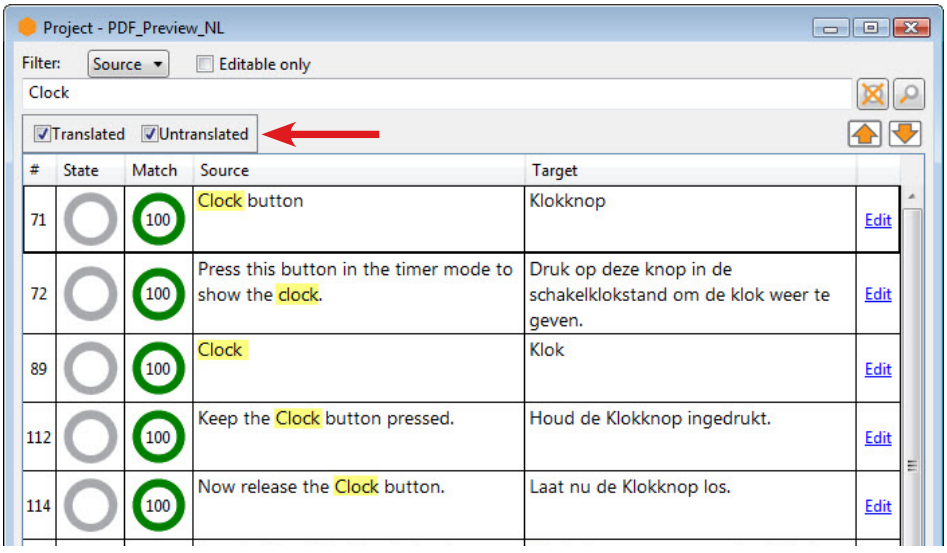
The available filter options are:

Source or Target	finds searched text in source or target segments
Source	finds searched text in source segments only
Target	finds searched text in source segments only
#	finds segments by number
Match at least	displays segments by a minimum Match rate set by user
Pending changes	displays segments with changes (introduced by "find and replace") waiting for confirmation
Spelling errors	displays segments with spelling errors



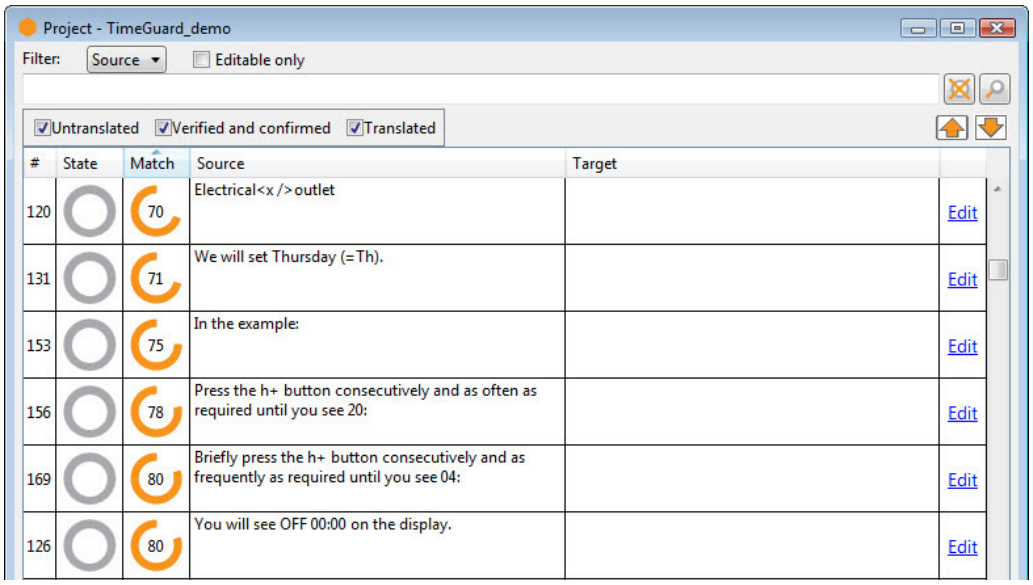
Filter Segments by Status

You can also filter segments by their status (e.g. "Untranslated or "Verified and confirmed")



Sorting Segments

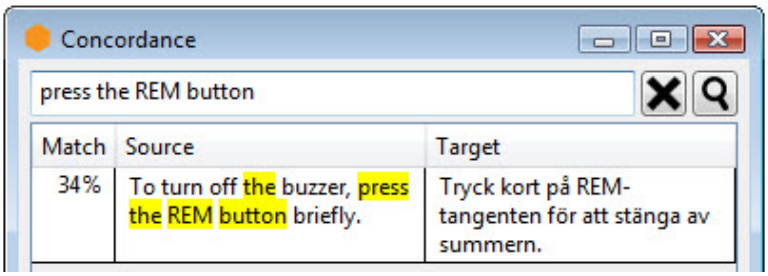
You can also sort segments in ascending or descending order by clicking on a column header.



Concordance Search

Concordance Search allows you to search the translation memories assigned to a project for whole sentences or text fragments similar or identical to the text you are translating.

Press **F3** to open the **Concordance window**. Type the text you need to search in the search box and click on the icon or hit **Enter** to display only segments containing the text you entered.
You can also select text directly in the iQube Editing Window and press **F3**. Search for the selected text will be run automatically.
Click on the icon to clear text and search results.



Google Translate™ in Concordance Search

In the Concordance window, along with results from the project translation memories (when available), you may also find Google Translate™ translations.

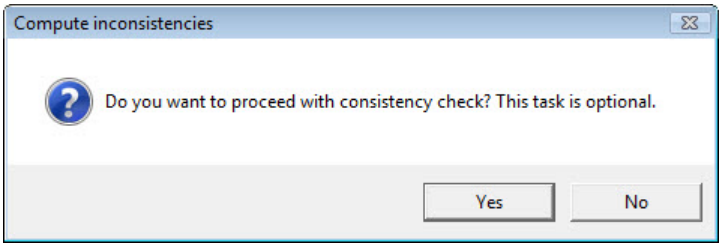
Please note that Google Translate™ applies only to single words and text strings to a maximum of 5 consecutive words. Single words or text strings including project glossary terms will not produce any Google Translate™ results.

Optional Consistency Check

When you click on **Confirm & Finish** in the Project Window, you will be asked if you want to proceed with consistency check on the translated segments.
This is an optional task:

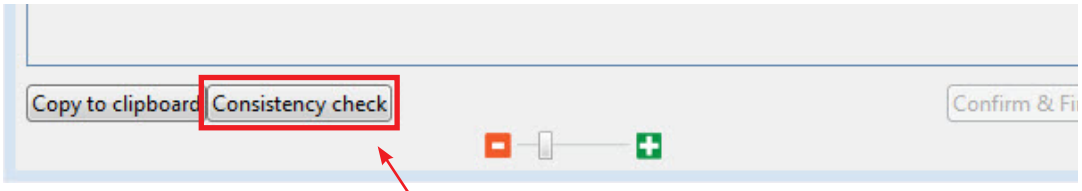
- click **Yes** if you want to run a consistency check on the translated segments before confirming and finishing the translated segments;

- click **No** if you want to skip the consistency check and confirm and finish the translated segments.



Consistency Check Button

You can also use the **Consistency Check** button in the **Project Window** to check translated segments for translation consistency at any stage of the translation process.

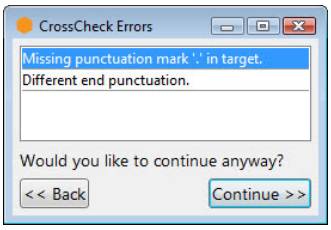


Use this button to run a consistency check on translated segments

For further details on Consistency Check please see "Consistency Check" on page 40.

Quality Assurance (CrossCheck)

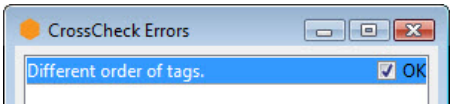
Each time you close a segment to move to the next one ("Get Next") a QA check is executed on target text.
Target text is cross-checked against source text and a **Warning message** pops up when a mismatch is detected (e.g. a number mismatch, a missing or superfluous tag, etc.)



If you still think the target segment presents no real error then you can also choose to ignore the warning message and click on **Continue** to confirm the current segment and get to the next. Click otherwise **Back** to edit the segment.

Confirmation

Please note that in case of critical warning messages related to a **Different order of tags** and **Missing numbers** or **Superfluous numbers**, you will be asked to first confirm your choice by ticking an **OK** checkbox before you can activate and select the **Continue** button.



Hit **Tab** followed by **Spacebar** to tick the checkbox.

Watch Your Language!

Terminology Check

When working with glossaries, QA watches the correct use of terminology. A warning message is displayed when a source term is not translated according to the project glossary.

Opposite Terms

QA watches that common expressions like e.g. "Up" and "Down" or "In" and "Out" are correctly translated. This check is based on a default glossary listing different target language alternatives for common English expressions.

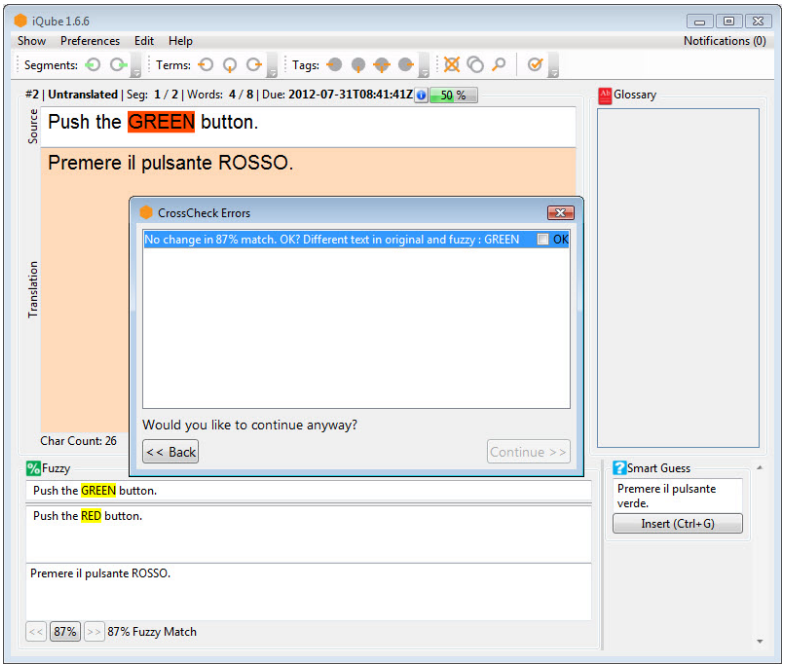
Forbidden Terms

Some projects may have a blacklist of forbidden terms.
A warning message is displayed when a forbidden term is used in a translation.

Warning for Unchanged Fuzzy Match

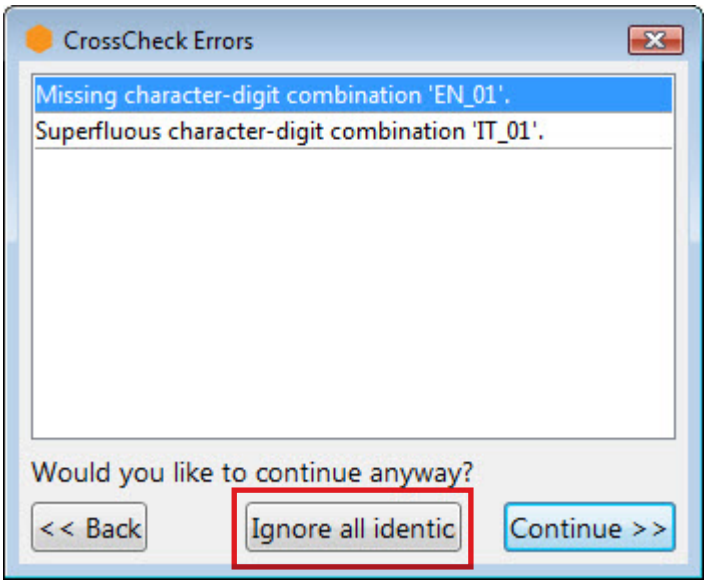
The QA engine sends a warning when you confirm a fuzzy match that has been inserted as is without any editing.

This warning is aimed at bringing your attention to those cases where high fuzzy matches, that still require small but critical adjustments, might get accepted and confirmed without the required changes.



Ignore Identical Errors

In case of **Identical Segments** and **Character-Digit Combination** reports, you can choose to ignore all identical reports in case these result to be recurring false positives.

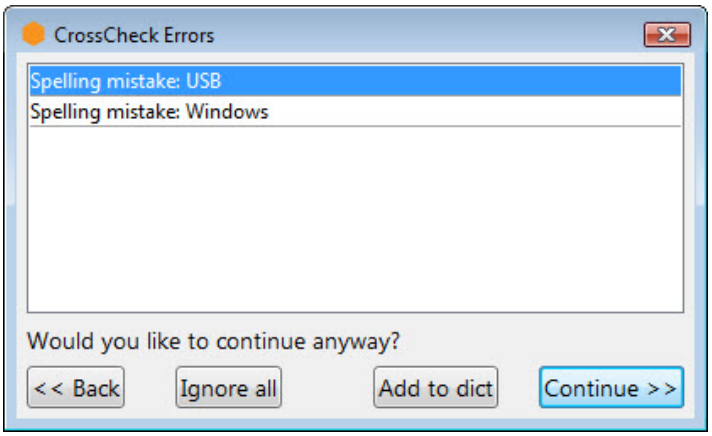


Warning for Spelling Mistakes

The QA engine sends a warning when you confirm a segment that contains spelling mistakes.

In such case you can take the following actions:

Back	Return to the segment.
Ignore all	All occurrences of the misspelled word will still be marked in the editing window but not reported as an error by the QA engine.
Add to dict	The word is added to the dictionary and it will no longer be marked as a spelling mistake or a QA error.
Continue	Ignores the current occurrence



Please note that the speller is based on MS Office's built-in speller. Similar to performing standard spell-checking in Word, this speller operates in real-time on the open segment.

Any words that you - or someone else - decide to add to the dictionary will not be flagged in the future. We hope this feature will save time, but we also would like you to really make sure a word is correctly spelled before adding it to the dictionary.

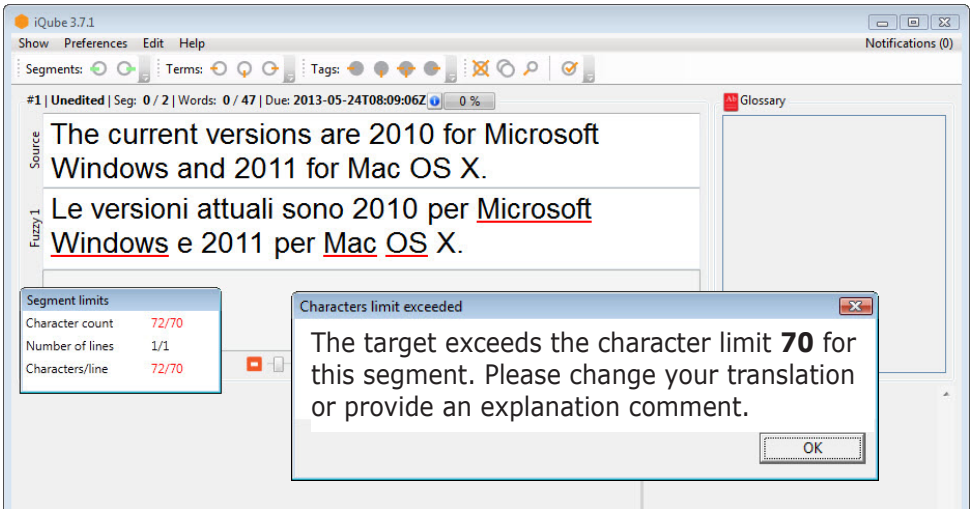
If you do not have MS Office, the speller will be replaced by a comprehensive open source spell checker.

Limitation of Strokes and Lines

In certain projects the length of translation texts may be limited to a maximum number of strokes and/or lines (e.g. texts in display messages).
The QA engine in iQube keeps count of input strokes and lines and sends out warnings when limitations are exceeded.
These limits are displayed in the **Segment Limits** floating window which includes a character and line counter. When a limit is exceeded numbers in the floating window counter turn red.

Character Limit Check

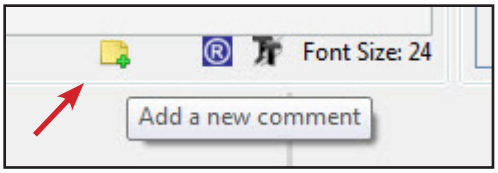
If the max character limit is exceeded, a QA warning message is displayed and it will not be possible to confirm the segment unless the translation is edited and its length kept within its limit or an **explanation comment** is provided.



Click **OK** to close the **Character limit exceeded** warning and return to the **Editing Window** or enter a **comment**.

Adding a Comment

Comments can be added by clicking on the comment icon ( ) in iQube.



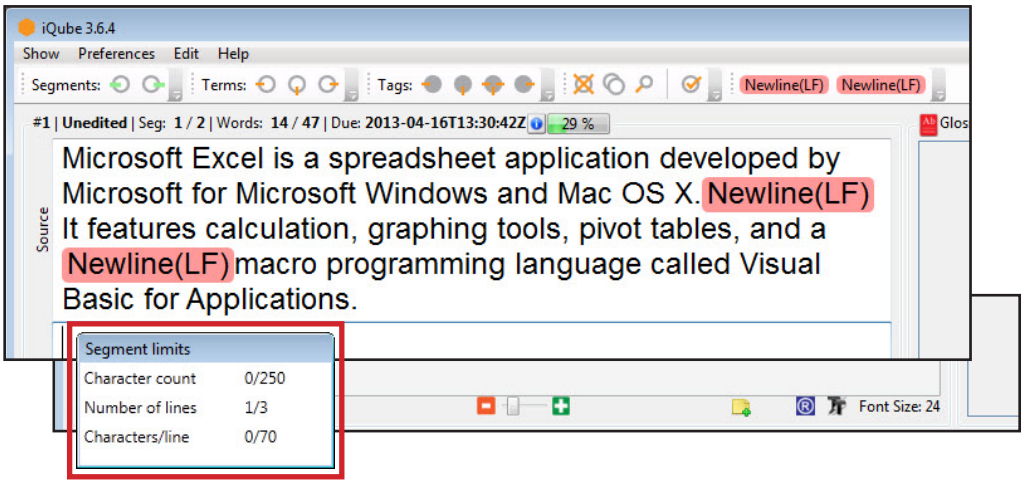
Once a comment has been provided, you will be able to confirm the segment even though it exceeds the maximum number of strokes allowed.

Note to Verifier

In case of segments with exceeding strokes or lines, you can choose to agree with the translator's explanation comment or choose to fix the issue.

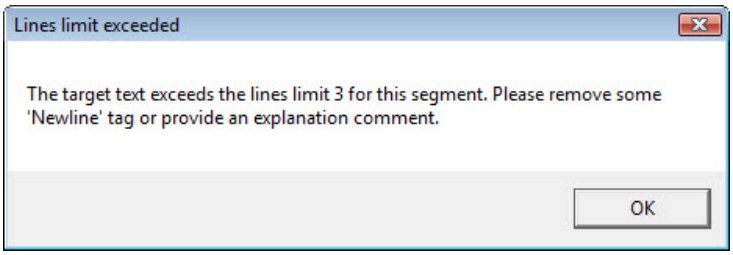
Line Limit Check

Line breaks are marked by the Newline(LF) tag. Each line break tag indicates a new line.



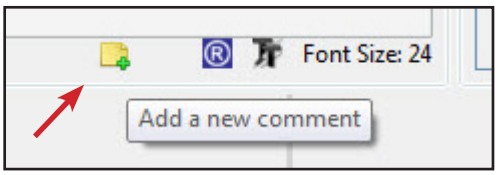
You can use the Newline(LF) tag to create a new line in your translation.

If the number of allowed lines is exceeded, a warning message is displayed. Also in this case it will not be possible to confirm the segment unless the translation is edited and the number of lines is kept within the assigned limit or an **explanation comment** is provided.



Adding a Comment

Comments can be added by clicking on the comment icon ( ) in iQube.



Once a comment has been provided, you will be able to confirm the segment even though it exceeds the maximum number of lines allowed.

Note to Verifier

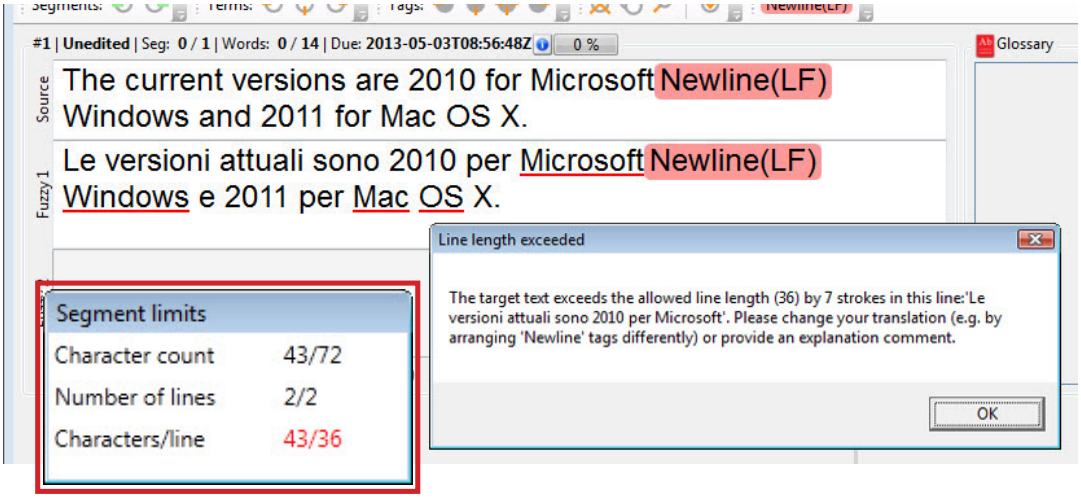
In case of segments with exceeding strokes or lines, you can choose to agree with the translator's explanation comment or choose to fix the issue.

Line Length Limit Check

In certain segments there can be a limitation on the maximum number of strokes allowed per each line.

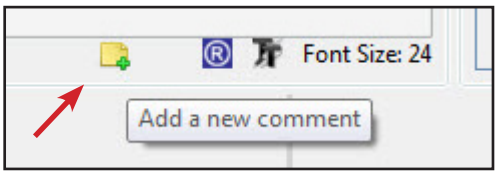
If the max character limit per line is exceeded, a QA warning message is displayed and it will not be possible to confirm the segment unless the translation is edited and its length kept within its limit or an **explanation comment** is provided.

The length of lines is defined by the Newline(LF) tag.
Reposition the Newline(LF) tag to modify line lengths.



Adding a Comment

Comments can be added by clicking on the comment icon ( ) in iQube.



Once a comment has been provided, you will be able to confirm the segment even though it exceeds the maximum number of strokes per line allowed.

Note to Verifier

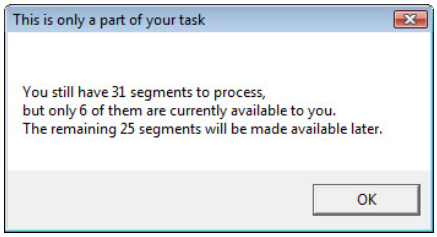
In case of segments with exceeding strokes, lines or strokes per line, you can choose to agree with the translator's explanation comment or choose to fix the issue.

Verification

During the **Verification** process you will revise and confirm segments translated by another editor. Check and correct all spelling mistakes, grammar mistakes, obvious translation mistakes and mismatched numbers. Do not change style, expressions, etc. unless absolutely necessary. Enter all corrections directly and delete/change wrong parts. The purpose of verification is to make sure the translated text matches the original. Do not make unnecessary corrections.
Make sure all titles and title references are unified, including any Table of Contents.

Verification Batches

Please note that translators may confirm and finish segments in batches. In such cases you will get only a part of the verification task while more segments will be available at a later time as translators confirm and finish more segments. A warning message will inform you when you open a verification batch.

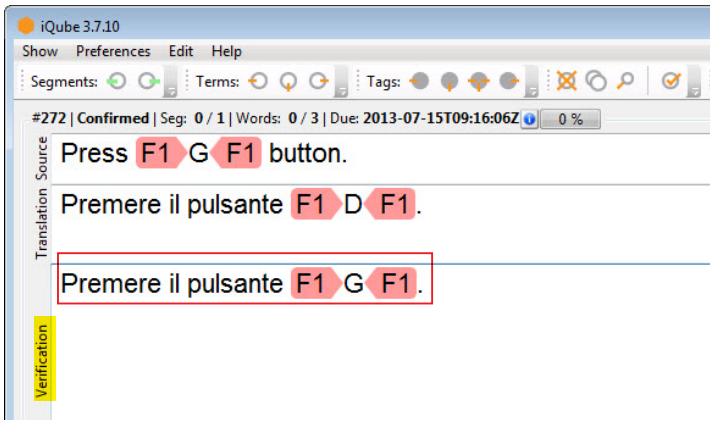


Verification Window

When you work on a project as verifier, the **Editing Window** will be split into the following 3 parts:

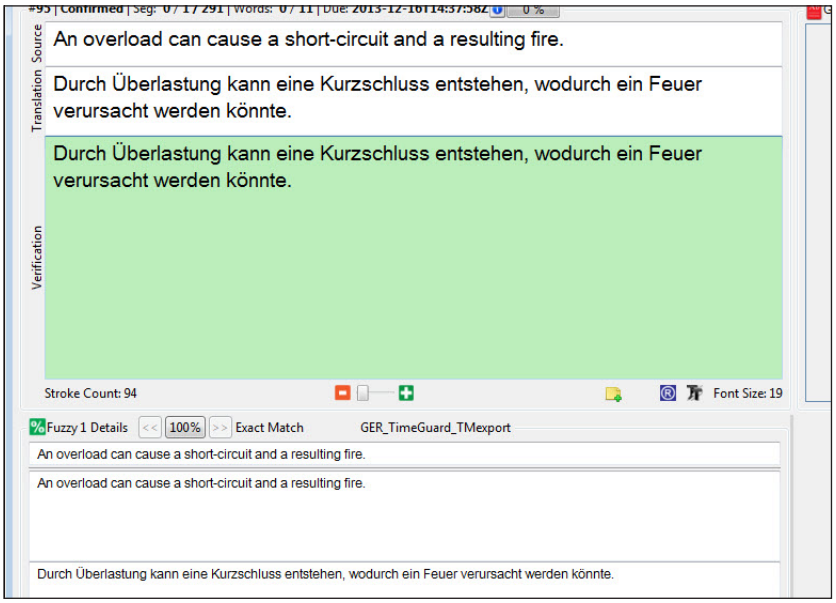
Source	Original text
Translation	Translated text
Verification	Editable copy of the translated text

In the **Verification Window** you can edit the translated text if necessary.
Execute either **[Ctrl]+[Enter]** or **[Alt]+[+]** (on numeric keypad) to confirm translation and move to the next segment.



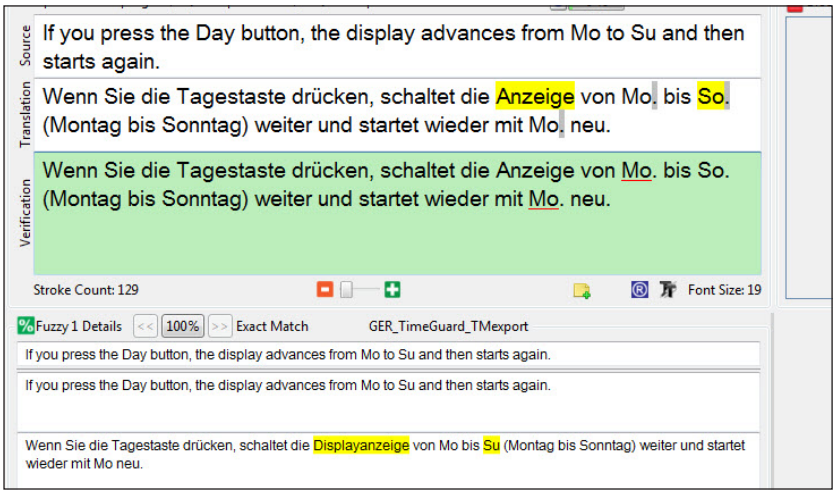
100% Matches

In case of 100% matches text to be verified is displayed on a green background.



Edited 100% Matches

When a translator edits a 100% match, the changes made by the translator are marked in Translation text and/or the Fuzzy Details window.



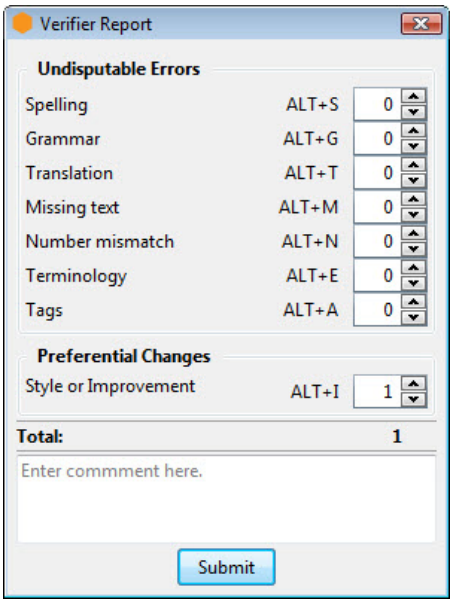
Edited 100% matches are also marked by the icon in the Project window for quick reference.

Verification Report

Each time you edit and confirm translated segments, iQube will prompt you to fill a **Verification Report** (see image below) where you will indicate the number of changes per type.

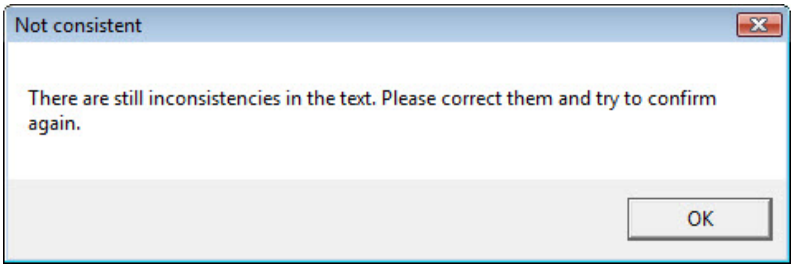
Please note that you need to enter at least one report to be able to submit your changes.

Please also note that the result of your verification will be forwarded to the original translator. If there are many errors, this will reduce his/her score, possibly resulting in payment deductions. Similarly, if you enter unnecessary corrections, we may reduce your score.

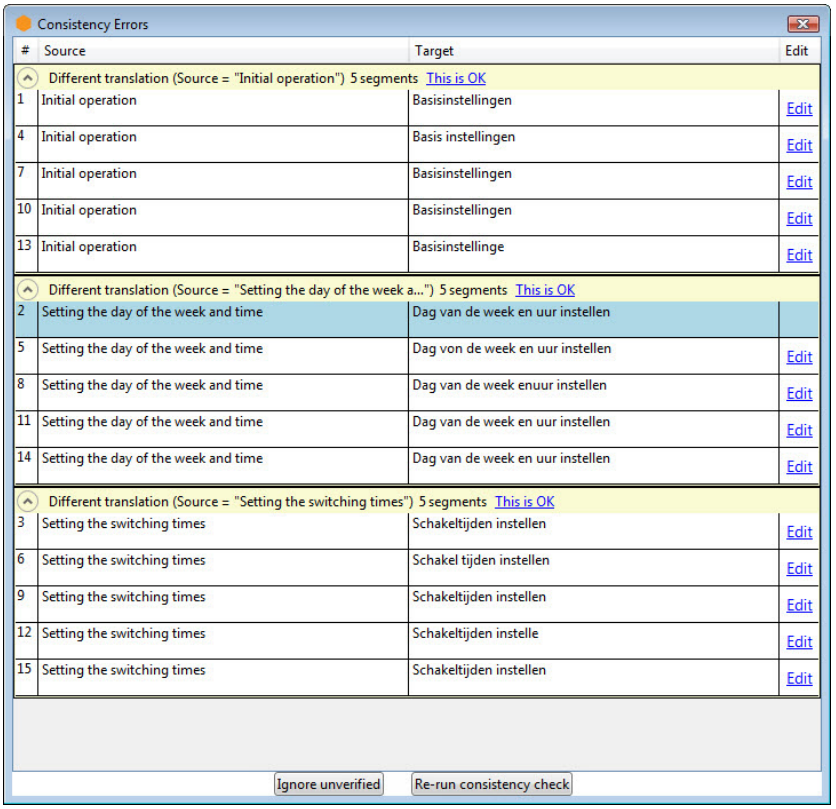


Consistency Check

In a **Verification** project when you click on **Confirm and Finish** in iQube, you may get a message warning them about possible **Consistency** issues.



When you click **OK**, you will be shown a dialog with the inconsistent segments detected by the QA engine. Here you can choose to edit segments or dismiss a report ("This is OK").



Next time you click on **Confirm and Finish**, the dismissed cases will not come up again. These segments will however come up again if you disconnect and connect again to the project while these segments are not yet confirmed.

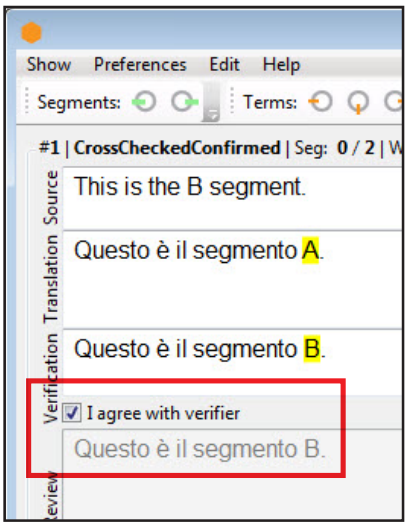
Ignore unverified segments

Click on **Ignore unverified** to exclude those segments that have yet to be translated.

Consistency issues have to be solved or ignored before a segment can be confirmed and finished as a confirmed. Please remember that confirmed and finished segments cannot be edited anymore.

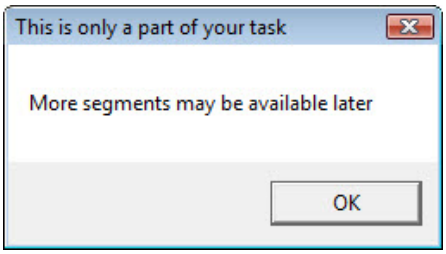
Review

When a verifier edits a translated segment (correction or change) and indicates an error (please see "Verification Report" on page 40) the edited segment is returned to the original translator as **Review Project**.
In the Review Project Reviewers will see their own translation and the verified version. Differences are highlighted. It's possible to choose whether to agree with the edited version or not (see image below).
Hit **Enter** to agree and confirm the segment.

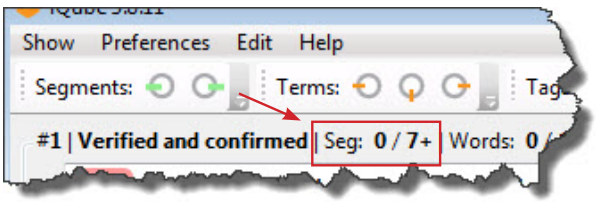


Review Batches

Please note that verifiers may confirm and finish segments in batches. In such cases you will get only a part of the review task while more segments may be available at a later time as verifiers confirm and finish more segments. A warning message will inform you when you open a review batch.



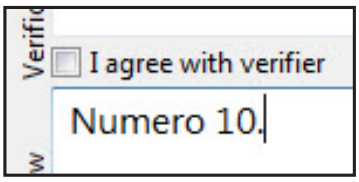
A plus sign next to the total segment count will also indicate that you may be working on a review batch.



Editing A Verified Segment

To edit the verified version, do the following:

- Uncheck the **I agree with verifier** option to unlock target text
- Edit translation
- Hit **Enter** to confirm

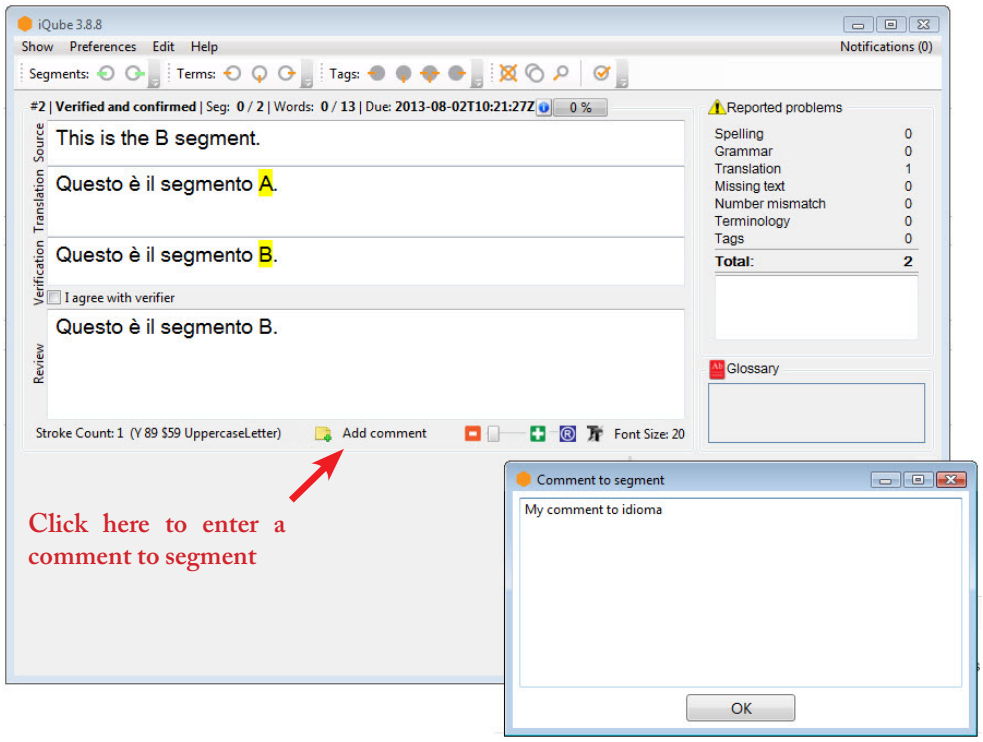


See "Review Statuses" on page 28 for more details.

Adding Comments

If you need to add a comment to a review segment, click on the icon to open the **Comment Window**.

Please type your comment inside the **Comment Window**, as shown below, and click **OK** to confirm.



Important

Do **not** type comments in the Review window as they may end up in the final translated document!

Hotkeys And Keyboard Shortcuts

Editor Shortcuts

Hotkey	Action	Icon	Hotkey	Action	Icon
Alt + Ins	Copy source to target		Ctrl+Numpad 1	Short Tag View	
Enter Ctrl + [Enter] Alt + [+]	Get next segment		Ctrl+Numpad 2	Middle Tag View	
Alt + Delete	Delete target		Ctrl+Numpad 3	Full Tag View	
F3	Concordance search		Shift + F3	Change Case	
Alt + Left	Get previous term		Ctrl+Shift+Space	Ins. nonbreaking space	
Alt + Down	Get current term		Tab	Open Project Preview	
Alt + Right	Get next term				
Ctrl+Alt+Left	Get previous placeable				
Ctrl+Alt+Down	Get current placeable				
Ctrl+Alt+Right	Get next placeable				
Ctrl+Shift+Down	Get current placeable group				
Ctrl+Delete	Clear all tags				

Project View Shortcuts

Hotkey	Action
Arrow Down	Get to next segment
Arrow Up	Get to previous segment
Ctrl + Down	Get to next untranslated segment
Ctrl + Up	Get to previous untranslated segment
Enter	Open segment for editing

Tips

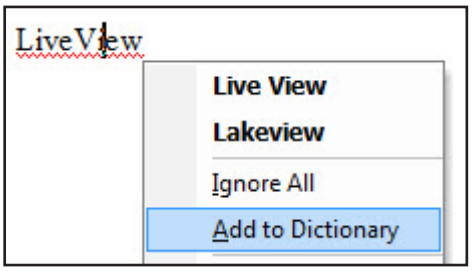
Spelling And Grammar Check In MS Word

When using MS Word to run spelling and grammar check on iQube segments, you could arrange your open windows so that the MS Word document (where text being typed in iQube is entered for checking) is also clearly visible.

This way you can take full advantage of the spelling and grammar check in MS Word:

- You can see a detailed grammar check report

- You can add to dictionary recurring terms not recognized by MS Word



Simply right-click on the highlighted term to add it to the dictionary (please see image above).

Inserting nonbreaking Spaces

Select **Edit** > **Insert non-breaking space** (Ctrl + Shift + Space) to enter a nonbreaking space in target text.

Change Text Case

Select **Edit** > **Change case** (Ctrl + F3) to change chase of selected text.

FAQ

Q: How do I save my translation?

A: You don't need to save your translation. Each segment you submit via iQube is automatically stored to the idioma online database.

Q: How do I submit my translation?

A: When you have completed your translation, select **View > Project** and click on **Confirm & Finish**.

Q: The working area is too small.

A: You can use the **maximize, minimize, and close buttons** in the top right corner of iQube to adjust the size of the working area.

Q: When I start iQube, I get a message saying "spell checker was disabled"

A: iQube uses MS Word spell checkers. Please make sure that the appropriate spell checker is installed in MS Word.

Q: How do I make partial deliveries and will I be able to work on the rest of the project after I confirm a part of the translation?"

A: You can make partial deliveries by pressing the **Confirm and Finish** button. This will send the segments you have translated so far for verification, while you can continue working on the rest of the translation.

Q: How can I enter a comment to review segment?"

A: You can enter a comment to a review segment by clicking on the icon placed right under the Review window. **Never type comments inside the Review window!**

iQube Menus at a Glance

Show

Show | Preferences | Edit | Help

1	**Secondary Windows**
	Shows Project window and Glossary window
2	**Reset windows positions**
	Resets windows to default size and position
3	**Restart application**
	Restarts iQube and reloads current job

Preferences

Show | **Preferences** | Edit | Help

1	**Grammar checking**
	Shows Project window and Glossary window
2	**Spellcheck**
	Resets windows to default size and position
3	**Automatic tag copy**
	Restarts iQube and reloads current job
4	**Turn off glossary title casing**
	No title casing applied to glossary terms when inserted into target text
5	**Ask before closing**
	Enables/Disables confirmation message before closing iQube
6	**Tags**
	Sets tag view in iQube (see “Tag View” on page 12)
7	**Original PDF**
	Sets PDF view in iQube
8	**Change keyboard shortcuts**
	Opens shortcuts settings

Edit

Show | Preferences | **Edit** | Help

1	**Change case**
	Changes text case
2	**Insert non-breaking space**
	Inserts non-breaking space (also known as a hard space or fixed space. In Unicode, it is encoded as U+00A0)

Help

Show Preferences Edit **Help**

1	**Custom spelling dictionaries**
	Opens folder with custom word list (see “Spell Checker Suggestions” on page 11)
2	**User guide**
	Opens User Guide PDF
3	**Change log**
	Opens iQube development history
4	**Send Feedback**
	Use this form to send feedback to iQube support
5	**Send backup logs**
	Sends iQube logs to iQube support
6	**About**
	Checks iQube version