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## **1. Making a repository from translated documents for further work with them in MT2007**

### **1.1. General Information**

2. Install NET 2.0.
3. Install MT2007.
4. Install TextAlign (to analyze pairs of texts - the original text <-> translation).
5. Install the compatibility package with Microsoft Word 2007 for Microsoft Word 2000 - 2003.
6. Create a folder for MT2007. For example, MT2007.
7. Open source documents (original texts) and translations (translated texts).
8. Edit these documents so that both the original files and translations have the same formatting where possible.
9. Save the edited originals and translations one by one in \*.rtf format in the MT2007 folder or create a separate folder in the MT2007 folder for \*.rtf files.

### **1.2. Aligning sentences from the original text and translation.**

2. Run TextAlign.
3. Open a source text - «Open Source».
4. Open a translated text - «Open Translation».
5. Analyze downloaded texts - «Analyze» (preliminary alignment of sentences from the original and translated texts). If necessary, adjust alignment (Merge, split or delete sentences).
6. Export the results text into \*.tmx format - «Export to TMX».
7. Repeat the above with all originals and translations which you would like to use in your database.

### **1.3. Adding translations to the repository.**

2. Run MT2007.
3. Create a new project - New.
4. Specify the folder to store the projects (MT2007) - «Projects Folder».
5. Open one of the documents that you saved in the \*.tmx format - «Import Document».
6. To make it easier, give the project the same name as the document has (without the extension).
7. Select the documents "Subject Field" from the list.
8. Specify the language of the original and the language of the translation.
9. Click «Start Import».
10. Now send the file to the «Repository» database through the tab «service» -> «To the Repository».
11. Next, open one by one all the files you want to be stored in the repository database.
12. Switch to the File tab and create a new project - New. Next: see Section 1, 1.3., P.1-12.
13. Now you can move on to the current translation. See Section 2.

## **2. Working on the current translation.**

1. Create a terminology glossary on the subject of the translation. It is advisable to indicate different meanings of one term in separate lines:  
term = translation 1  
term = translation 2  
Then later you will be able to select which translation you would like to use in each particular case.
2. If the dictionary is in \*.doc format in a tabular form, you must convert it to text. To do so, select the table, go to the «Table» tab -> «Convert Table to Text». Then save the document in \*.txt format in Unicode UTF-8 having indicated the separator (i.e., comma, equation mark, asterisk or any other character that is not used in the text).
3. Make sure that the file for translation is in \*.docx or \*.docm format (or in the OpenOffice - \*.odt).
4. Run MT2007.
5. Create a new project - New.
6. Open the file for translation saved in \*.docx or \*.docm format - «Import document».

7. Give the project the same name as the document has (without the extension).
8. Select the documents "Subject Field" from the list.
9. Specify the language of the original and the language of the translation.
10. Click «Start Import».
11. After importing the document you need to attach «User Segments» - logical terminology glossaries.
12. To do so, switch to the tab «User Segments» and select "Import Segments" on the right of the toolbar from the drop list of icons that do not fit on the toolbar.
13. The segments must be separated in two columns in Unicode UTF-8. Check «Do not import segments with an empty column».
14. Check «Delete all segments in the project before import», if you want to use only those terms that are being downloaded, then click «Import». You can see on the screen whether the programme has read the terms correctly. If not, change the import settings. If you are satisfied with the way the programme has read the terms, click «Import to the Project».
15. If the segments contain an error, there are two things you can do: a) You can correct the error in the external text file and then import them with deletion of the existing terms in the project; b) correct terms in MT2007 itself. You can also add terms while translating.
16. In order to use the terminology glossary edited in the programme itself, you should export it to a text file. To do so, click «Export segments into a text file» and save.
17. You can import this glossary to new projects from the text file.
18. However, as an alternative, you can download the new project segments not from a text file, but directly from the previous project.
19. To do so, select a \*.mt format file instead of a \*.txt file when you import segments.
20. When a file is translated, you can add the data from the file to the repository.
21. Thus, you can add to the repository data from any files downloaded into the project (i.e.: files with extension \*.tmx, \*.mt, \*.docx and other).

### **3. Changing the direction of translation in the Project**

#### **3.1. Changing the translation direction from EN-RU to RU-EN (when downloading to the repository).**

1. Run MT2007.
2. Create a new project - New.
3. Specify the folder to store the projects (in the MT2007 folder) - for example «RU-EN».
4. Open one of the documents saved in the \*.tmx format - «Import Documents».
5. To make it easier, give the project the same name as the document has (without the extension).
6. Select the documents "Subject Field" from the list.
7. Choose Russian - English as the translation direction.
8. In the window «Choose Segments» that pops up, specify the languages you want to use: change the language of the original from EN to RU, change the language of the translation from RU to EN.
9. Check «Clear formatting tags».
10. Click «OK».
11. Click «Start Import».
12. Save the project after creating it (File - Save).
13. Now send the file to the «Repository» database through the tab «service» -> «To the Repository».
14. Repeat 1-13 with other files.