

Reviewing in XTM

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1. Logging into XTM

XTM is a browser-based translation and reviewing environment. When you edit a document, you become part of the XTM workflow and your changes are immediately visible to other people working on the project.

In order to access it, you need to be assigned to a project.

- ✓ The **web address** to access XTM Could:

<https://www.xtm-cloud.com/>

- ✓ **Company name:**

Codex-Global

- ✓ **User name:**

The convention for User name is as follows:

Individual reviewers: **ECCO** followed by **your initials** as taken from your ECCO email address, all upper case (e.g. John Smith – **JOSM@ECCO.com** would be **ECCO JOSM**)

Floating reviewers: **ECCO [Language] Reviewer** (e.g. **ECCO Finnish Reviewer**)

- ✓ **Password:**

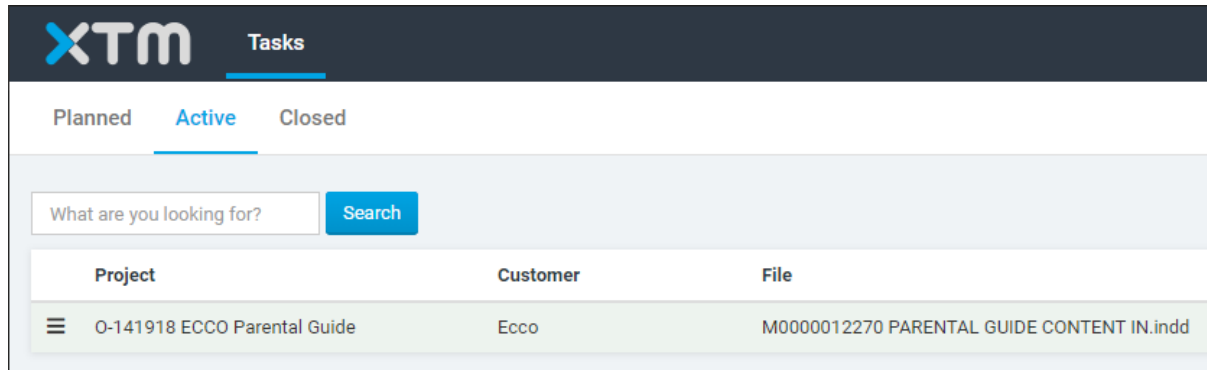
The password is always **codexglobal** (all in lower case)

- Enter the web address into your browser or click on the link above. XTM supports the following browsers: Internet Explorer 11+, Microsoft Edge 12+, Firefox 4+, Chrome 24+, Safari 6+ and is also supported on smartphones using Safari 6+for iPad and Firefox for Android 23+.
- Enter your username and password and click the **Sign in** button.



2. Tasks

When you sign into XTM, you will land on “Tasks”, this is divided into three sections, “Planned”, “Active” and “Closed” projects. XTM will automatically take you to the Active section, which will include all projects you are assigned to. Please note that if you are not assigned to any projects, XTM will say “there is no data to display”.



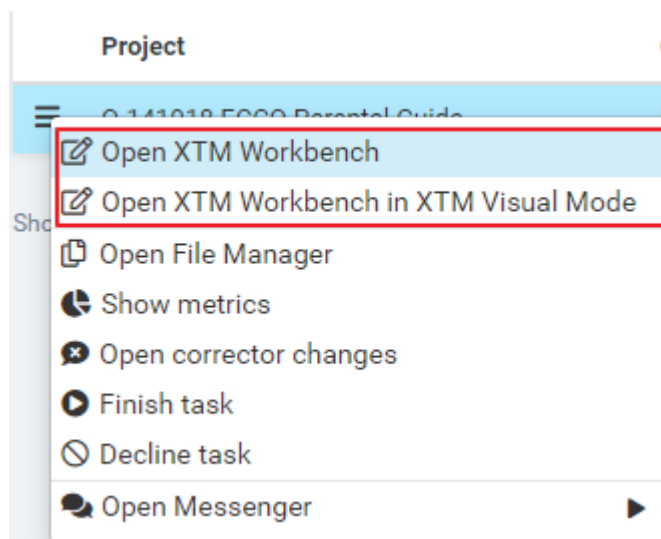
In XTM, all tasks have a deadline that will be set at the beginning of the review process. Please contact your project manager/liaison if you need to discuss the deadline or request an extension.

3. Reviewing in XTM

Next to each and every document assigned to you, you will see an Editing icon:



This will give you two options to open your document:



- XTM Workbench will open the document in a source-to-target segmented view
- XTM Visual Mode will allow you to review the file in a document preview

Alternatively, you can click directly on the project name but please keep in mind that this option will only open the XTM Workbench and not the Visual Mode.

3.1. Reviewing in the XTM Workbench

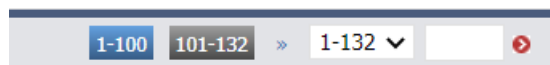
The document for review will open in the XTM Editor. The source text will be on the left and your target language on the right.

XTM Editor			
Project: O-141918 ECCO Parental Guide Language: Croatian File: M0000012270 PARENTAL GUIDE CONTENT IN.indd Segments: 1 - 132 Role: Corrector			
15	Why {1} choose {1} ECCO Kids?	Why {1} choose {1} ECCO Kids?	1 U
16	Our heritage	Our heritage	1 U
17	Established in southern Denmark in 1978, we have more than 40 years	Established in southern Denmark in 1978, we have more than 40 years	1 U
18	of expertise at creating shoes for kids.	of expertise at creating shoes for kids.	1 U
19	Children all around the world - and	Children all around the world - and	1 U
20	their parents, too - adore ECCO Kids shoes for the advanced all-day comfort and support, as well as the premium, breathable ECCO leathers,	their parents, too - adore ECCO Kids shoes for the advanced all-day comfort and support, as well as the premium, breathable ECCO leathers,	1 U
21	and the stylish design.	and the stylish design.	1 U
22	Our innovation	Our innovation	1 U
23	With our passion for kids' feet, we are continuously building on that long	With our passion for kids' feet, we are continuously building on that long	1 U
24	and rich heritage by developing more of our own futuristic comfort technologies and producing state-of-the-art ECCO leathers in our	and rich heritage by developing more of our own futuristic comfort technologies and producing state-of-the-art ECCO leathers in our	1 U
25	own gold-rated tanneries.	own gold-rated tanneries.	1 U
26	Our commitment	Our commitment	1 M
27	From sneakers to sandals, from snow boots to ballet flats, and from iconic	From sneakers to sandals, from snow boots to ballet flats, and from iconic	1 U
28	to relaxed to street-style design, we create shoes for every occasion in a	to relaxed to street-style design, we create shoes for every occasion in a	1 U

- Edit the translation in the target text cell, and once the segment is complete, press **Alt+Arrow down**. This will take you to the next segment, and will confirm the changes turning the status from red to green.

Please ensure that all statuses have turned green, as this will mean that your amendments were saved correctly.

- Once you have reviewed all the available segments in your view (below in blue), make sure to select the next range of segments that need to be checked (in grey).



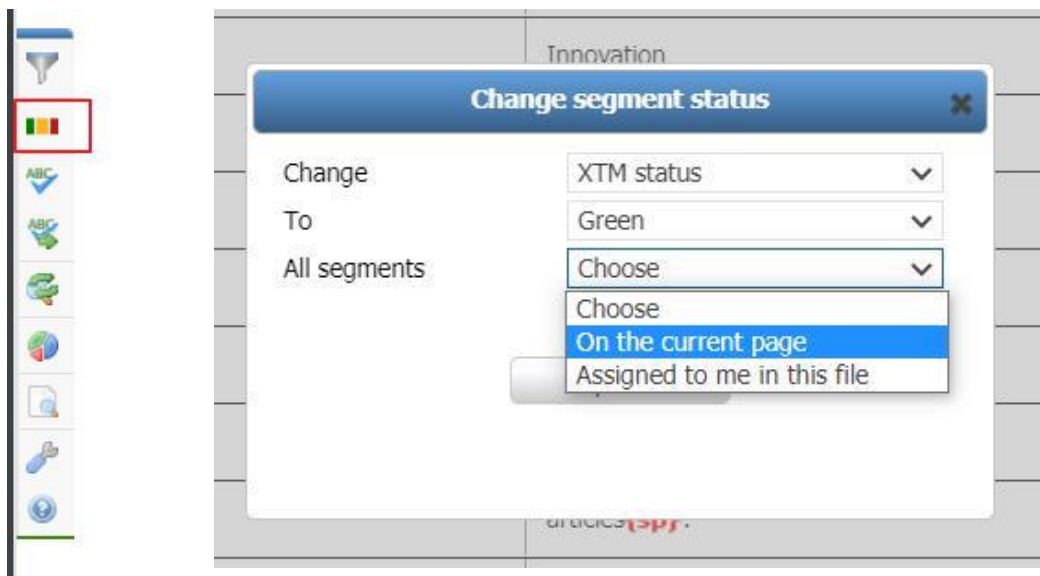
Depending on the size of the file, more sections could be available in the white drop-down menu.

- XTM gives you the option to download an **Interactive PDF for InDesign** to preview the translated file. You will be able to select specific sentences in the file and it will redirect you to the corresponding segment on XTM. You can download this at any stage of the revision but please note that it will show all the translated/revised content up until the moment it was downloaded. Therefore, if you make further changes on XTM and wish to view them on the file, you will need to download it once more.

Please note that the Interactive PDF will need to be opened on Adobe Reader DC for this function to work.

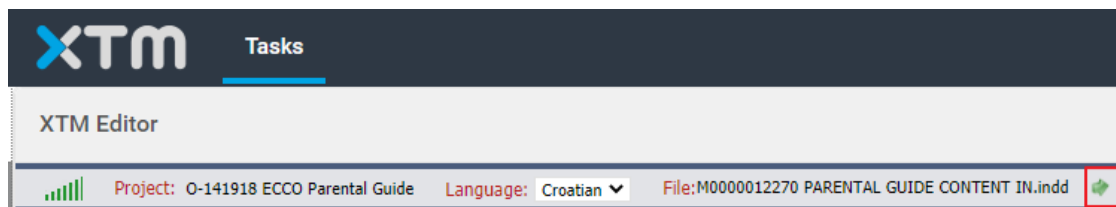


- d. Once you have completed your review, if you noticed some statuses haven't changed to green or you simply want to make sure that everything was saved properly, you can do the following:

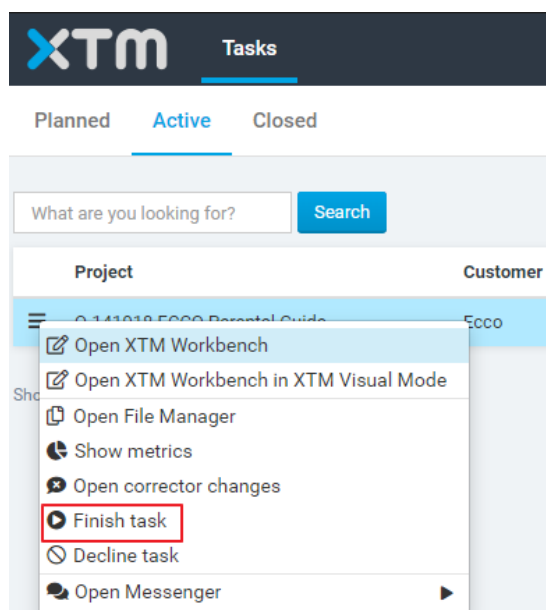


You can decide whether to change them for the page you are currently viewing, or for the whole document.

- e. Use the **green arrow** in the top bar to deliver the task.

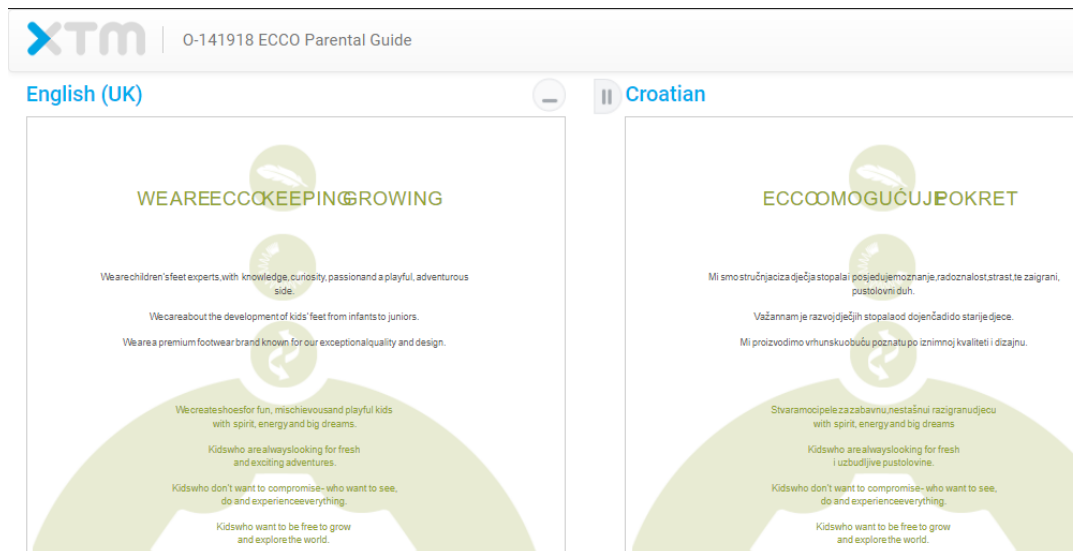


You can also do so by returning to your Tasks dashboard and select the following:

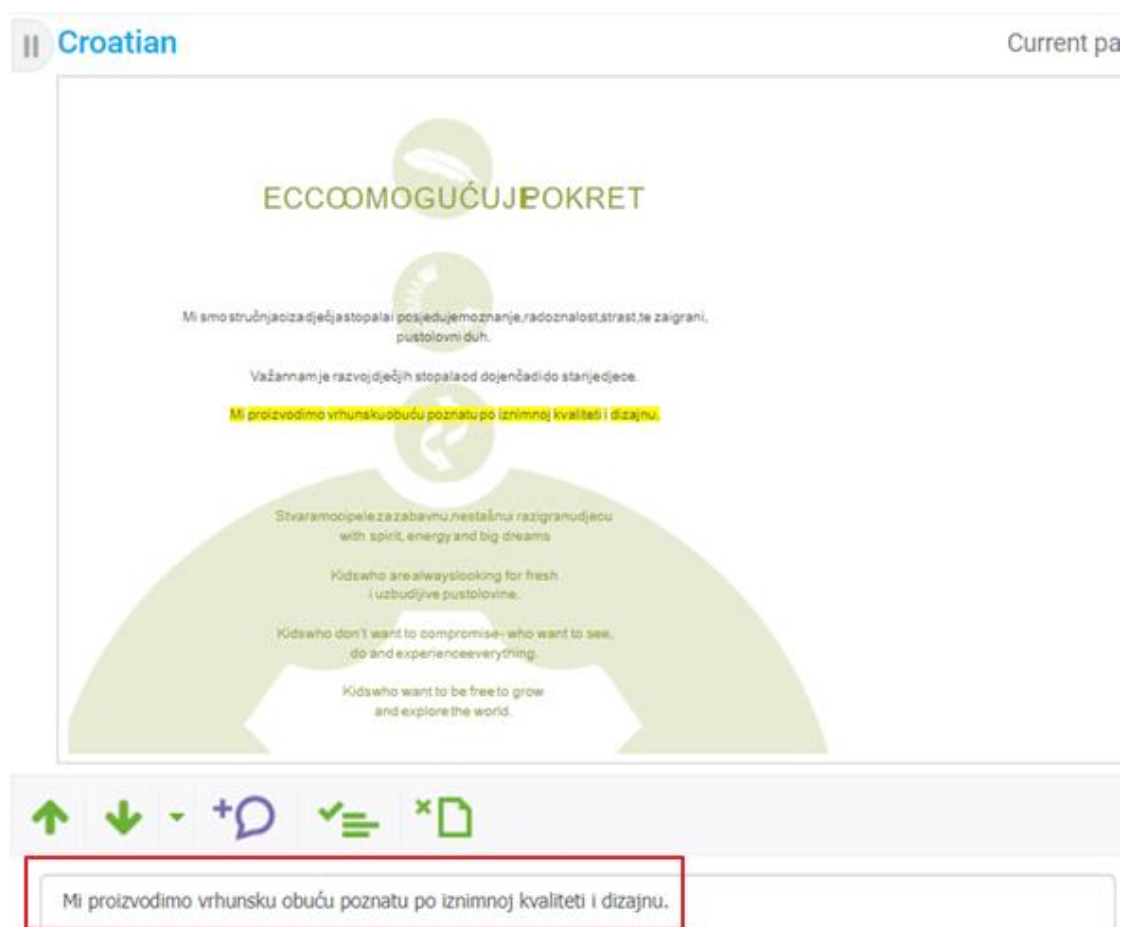


3.2. Reviewing in the XTM Visual Mode

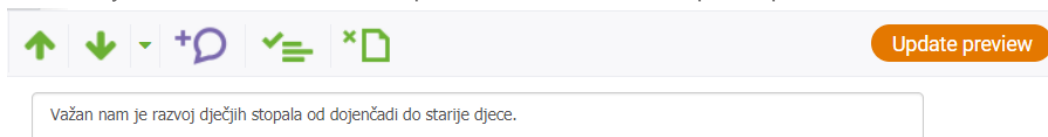
If you selected to open the file in Visual Mode, XTM will create an editable view of the file in another web page:



- a. To make your amendments, simply select the text you wish to change. This will create a view with a text box corresponding to the selected segment.



- b. Move to the next segment by either selecting it on the preview or clicking on the green down arrow.
- c. To view your amendments on the previewed file, select "Update preview".



- d. Once you have completed the review on the current page, you can move to the next one in the section below:

Current page: < 1 /24 >


Alternatively, you can also type the page number and press Enter.

- e. Use the **green arrow** in the top bar to deliver the task.








You can also do so by returning to your Tasks dashboard, as previously explained.










Further details on editing

Spelling mistakes will appear highlighted in yellow. These will display automatically in the XTM Workbench, however, on the Visual Mode, you will need to select  to view all errors in the segment. Simply click on the highlighted word to choose the correct spelling from the list of suggestions.

XTM will display in blue all **terminology** available in the glossary. Upon clicking on the blue word, the target terminology available in the glossary will display.

Established in southern Denmark in 1978, we have more than 40 years	Naše firma byla založena v Dánsku v roce 1978 a má s
Comment: 	
of expertise at creating sho	více než 40leté zkušenosti.
Comment: 	
Children all around the wor	
Comment: 	
their parents, too - adore E	
Comment: 	
and the stylish design.	
Comment: 	
Our innovation	

Terminology

	bota
	boty
	obuv
	No translation available
	No translation available
	No translation available
	No translation available
	No translation available
	No translation available

Translation

Modified by -

Date modified 20-07-2020 13:53

Status Forbidden

Source

Term shoe

Modified by -

Date modified 20-07-2020 13:53

Status Valid

Definition A covering for the foot, typically made of leather, having a sturdy sole and not reaching above the ankle.

Customer Ecco Shoes

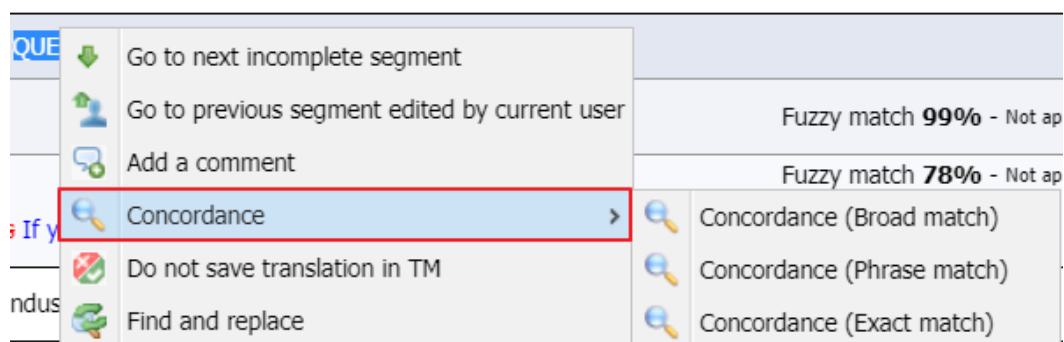
Words displayed in red are forbidden and therefore, should not be used.

If you want to look for a specific word, set of words or expressions, you can run a **concordance search** to see how these were translated in the past.

Using the Concordance search

The **Concordance** dialog allows you to find entries in the translation memory that contain specific words or sequences of words directly from the translation document. Using this feature, you can easily look for the context of source-language or target-language words. Concordance involves finding all entries which contain the expression you are looking for and presenting them in a way that you can easily see the context in which they appear. Besides the sequence of words, you can also search for parts of words, or segments that contain all the words you specified.

To run a concordance search, you will need to select the text you wish to look up and right-click choosing one of the following options:



- ✓ **Broad search:** this will find segments with any of the words you have included in you search (e.g. if you selected “kids shoes”, this will show you all instanced in which “kids” “shoes” and “kids shoes” have appeared in the past.)
- ✓ **Phrase match:** this will find segments that match the entire phrase but in any order (e.g. “kids shoes” will find results for “kids shoes” as well as “shoes kids”)
- ✓ **Exact match:** this will only find the word(s) you have decided to search and in the correct order.

A concordance search can be run both on the source and on the target. Toggle between the following options before you confirm your search.

Concordance (25)		Terminology (0)	
kids shoes		Q	Approved memory only
		<input checked="" type="radio"/> Source	<input type="radio"/> Target
Score	Source	Target	Metadata
1	KIDS SHOES	DĚTSKÁ OBUV	Ecco Shoes 12-07-2016 17:15
2	of kids shoes	obuvi	Ecco Shoes 03-05-2016 11:16
3	Finding kids' shoes with	Hledání dětské obuvi s	Ecco Shoes 25-07-2016 14:04
4	Party-ready Kids shoes	Dětská obuv na párty	Ecco Shoes 07-07-2018 17:07

To close the dialog, please use on the following:



Translation memory results

When clicking on a source segment, XTM will show you all translation memory results that are relevant for the selected segment. These will appear as below:

2	autumn {1} {1} winter 2020	PODZIM {1} {1} ZIMA 2020
	Fuzzy match 99% - Not approved	
	AUTUMN autumn {1} {1} WINTER winter 2020	PODZIM {1} {1} ZIMA 2020
	Fuzzy match 98% - Not approved	
	AUTUMN autumn {1} {1} WINTER winter 2020	AUTUMN {1} {1} WINTER 2020
	Fuzzy match 76% - Not approved	
	autumn {1} {1} winter winter 2020	PODZIM {1} {1} ZIMA

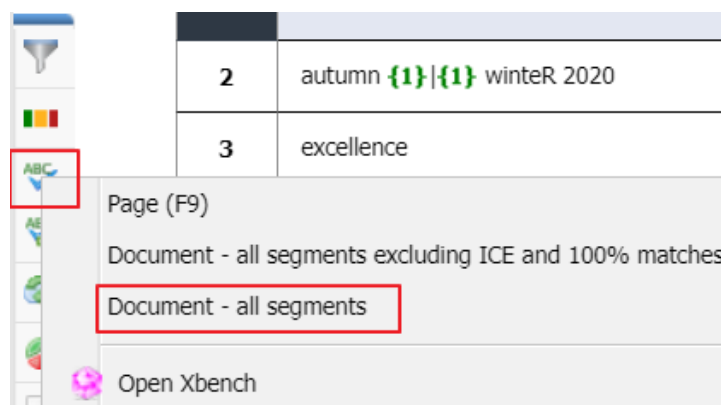
Using Quality Assurance


Quality Assurance (QA) is the process of checking your review for correct terminology use, consistency, punctuation, typography, numbers, character limitations and certain Tag checks. The QA module in XTM shows errors and warnings for each segment: missing tags, wrong numbers, punctuation, etc.

On the XTM Workbench, the QA is run automatically as soon as you move to the next segment and it will be displayed in red with a brief description of what the error entails.

45	12{1}—{1}	12{1}—
Inline elements are missing or incorrectly applied in this segment. The segment will be saved but it will not be included in the target file nor be available in find and replace.		

Once you have completed your review, you can run a QA across the whole file by selecting the following options:



If you are working in the Visual Mode, as mentioned before, the errors will only appear upon selection of . It is advised that you carry out a QA on the Workbench editor instead as you'll be able to view all errors at once.

4. Further reading

4.1. Toolbar buttons

Please find below the details of some toolbar buttons available:

XTM Workbench

Left toolbar:



Filter segments by any of the given options



Change segment status



Run a QA on the section open for review



Go to next page with QA errors



Find and replace dialog



Preview menu



Settings



Help page

Right toolbar:



Checks current segment



Create comment

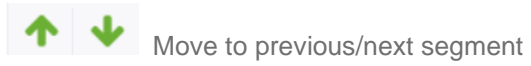


Go to previous/next incomplete segment

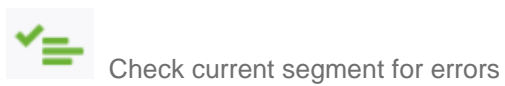
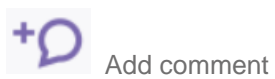
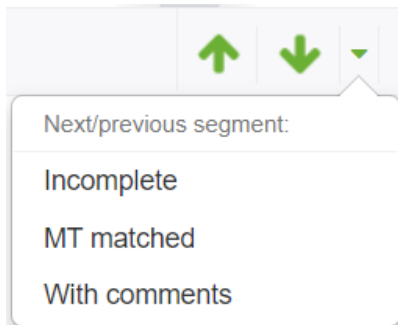


Go to previous/next comment

Visual Mode

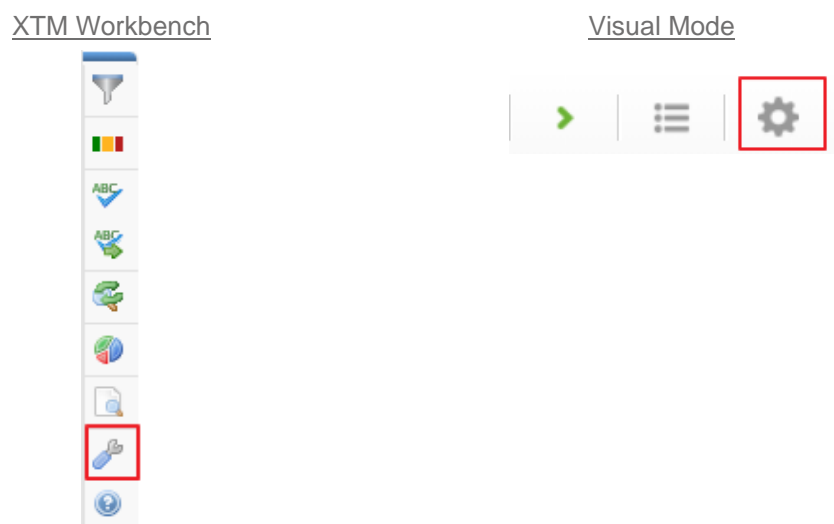


Further options:



4.2. Shortcuts

You can access the full list of shortcuts in the settings tab below:



If you wish to change the short cut, simply click on “Enter new shortcut” and select the shortcut on your keyboard. Please note that typing it won't work.

