

## CL3285 CAT Tools instructions

<b>MemoQ [trial]</b> ~ runs on windows only	
Setup	<ul style="list-style-type: none"> <li>• New project (without template) → ST and TT → Project directory <ul style="list-style-type: none"> <li>◦ Deadline: Can set the deadline for each text → align several documents according to the deadline, so that I won't miss it.</li> </ul> </li> <li>• Import translation documents</li> <li>• Create translation memories</li> <li>• Create new Term bases (glossary) <ul style="list-style-type: none"> <li>◦ Go to TB, import terminology files</li> </ul> </li> <li>• Click "Project home" tab for other stuff</li> </ul>

<b>Wordfast [trial]</b> ~ runs on windows and mac	
Setup	<ul style="list-style-type: none"> <li>• Create project → language → save to (select browser)</li> <li>• Create term memory → save to (select browser) <ul style="list-style-type: none"> <li>◦ Read only: if you don't want a specific translation case to infiltrate your own term memory then you click "read only" and it doesn't add up</li> </ul> </li> <li>• Create Glossary (term base) → save to (select browser) <ul style="list-style-type: none"> <li>◦ Glossary editor: add term one by one</li> <li>◦ Wordfast pro → current project → project terminology</li> </ul> </li> <li>• [right side] Upload documents</li> </ul>
Operational	<ul style="list-style-type: none"> <li>• Alt+Enter = save segment to TM [WINDOWS]</li> <li>• option down = save segment to TM [MAC]</li> <li>• Ctrl+8 = go up glossary list</li> <li>• Ctrl+9 = go down glossary list</li> <li>• Ctrl+0 = add term to TT</li> <li>• Split/ Merge segment = paragraphing</li> <li>• Concordance search = a search option of your TT and ST within your TM <ul style="list-style-type: none"> <li>◦ Will give you one whole sentence/ paragraph → useful when the word meaning and translation changes according to context</li> </ul> </li> </ul>

<b>Déjà Vu [trial]</b> ~ runs on windows only	
Setup	<ul style="list-style-type: none"> <li>• Create new project <ul style="list-style-type: none"> <li>• Next next next</li> <li>• Add file</li> </ul> </li> <li>• Trial version cannot create TM TB at the start</li> <li>• Server TM: share term memory with other translators to keep all aligned</li> </ul>
Operational	<ul style="list-style-type: none"> <li>• Ctrl+enter or ctrl+down: Saving segment to TM</li> <li>• F8: Add tags <ul style="list-style-type: none"> <li>• Must add tags!!</li> <li>• Tags in TT MUST be same position as tags in ST</li> </ul> </li> <li>• Alt + F8: copy all tags in a segment</li> <li>• F5: Copy all the tags and ST over</li> <li>• Adding terms from glossary: Ctrl 1/2/3/4/5.....</li> <li>• Exclamation mark: the system thinks that your TT doesn't match</li> </ul>

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	<p>the ST. Usually can ignore.</p> <ul style="list-style-type: none"><li>• Wrong mark: Check if something is wrong with your TT. Check your tags.</li></ul>
Saving	<ul style="list-style-type: none"><li>• File → Deliver → select location → ok (docx.)</li></ul>

<b>Transferring glossary from Wordfast to Deja Vu</b>	
Before that	<ul style="list-style-type: none"><li>• Open a txt doc → copy glossary to doc → delete numbering → press tab</li><li>• Save as → Unicode → replace current file</li></ul>
In Wordfast	<ul style="list-style-type: none"><li>• Open wordfast → project terminology → click TB (if don't have then press "create local")</li><li>• Import glossary → file type = tab delimited → browse glossary doc → ok</li><li>• Export glossary → export type = tab delimited → browse → ok</li><li>• Open exported doc → sOURCE[space]LANGUAGE[tab]Target or Main[space]lemma[tab]translation → file → save as → Unicode → replace</li></ul>
In Dejavu	<ul style="list-style-type: none"><li>• Open Dejavu → create TB → minimal template (at least for windows cos it will crash)</li><li>• External data → text → click file → delimiter tab → source import as main lemma → language → unicode → Target → translation → next x2</li></ul>
	<ul style="list-style-type: none"><li>• Add glossary: Add → translate open up → type ST and TT → add</li></ul>
New project	<ul style="list-style-type: none"><li>• File → new project → SL and TL (must click "add") → add TB and TM → add source file</li></ul>
New TM	File → TM → select place
Saving	<ul style="list-style-type: none"><li>• File → Deliver → select location → ok (docx.)</li></ul>

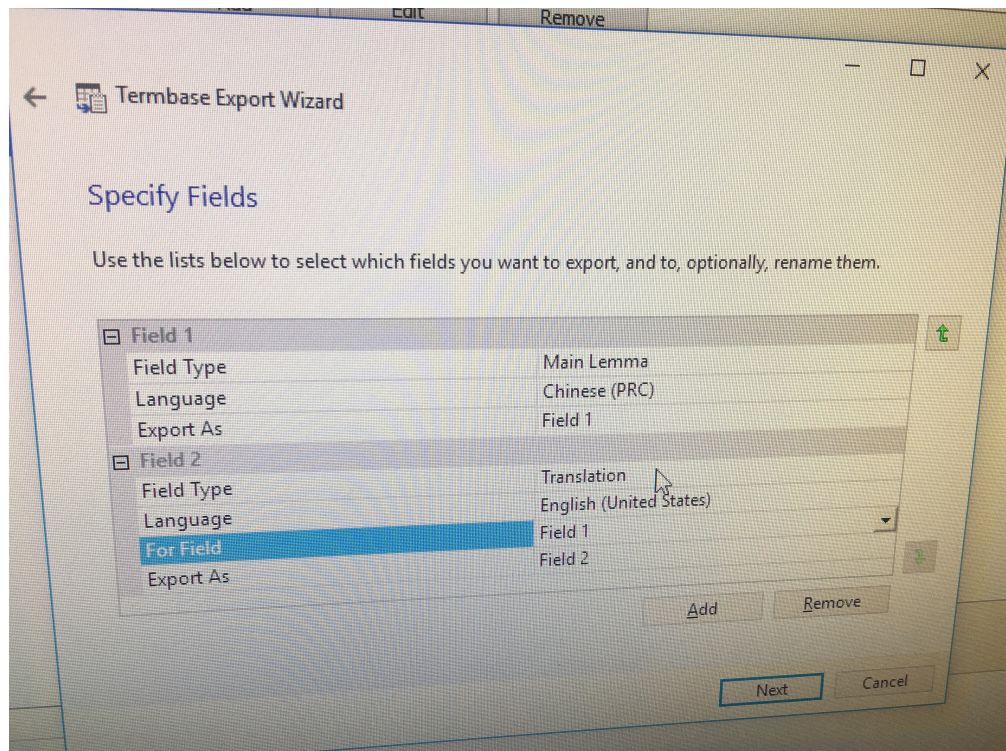
### **Txt:**

External data → text → save file → specify field: type = main lemma, language → add field 2 → translation → language → filtering next → text options: tab delimitator, Unicode for code page

### **Excel:**

External data → text → save file → specify field: type = main lemma, language → add field 2 → translation → language → next next next done

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### Subtitling notes

Subtitling	No punctuations [chinese]
Dubbing	Voiceover. Must take note of mouth opening/closing
Hard and soft subtitles	Hard: subtitled encoded directly into a video, cannot be turned off Soft: subtitles that can be turned off and edited
Fan subbing	Subtitled by fans – more freedom for subtitlers, less restrictions cos it's more of a voluntary job
video	Consists of: text, sound effects, bgm, visuals <ul style="list-style-type: none"> <li>- for subtitling, we only need to change text</li> <li>- for dubbing, might touch the sound effects as well <ul style="list-style-type: none"> <li>o maybe have to extract human voice but keep sound effects and bgm from</li> </ul> </li> </ul>
Principles	Break subtitle into 2 lines when it exceed 42 characters (14 characters in chinese) in length. <ul style="list-style-type: none"> <li>• Never more than 2 lines. If got numbers/ English alphabets, 2 symbols = 1 chinese character.</li> <li>• How to count 42 english characters? → some softwares can help u count, if not u can put it in word</li> </ul> How do we break the lines? <ul style="list-style-type: none"> <li>• According to punctuation</li> <li>• According to “linguistic wholes” → keep things that make sense tgt</li> </ul>
punctuation	English: follow the english writing style  Chinese: ! ..... ? can, but try to avoid 。 ,

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Bilingual subtitles	Catered towards different needs.
When to put hyphen	Put when 2 characters are speaking at the same time. OR you can put whenever someone speaks but that would be unnecessary. Just remember to put – for english and for — chinese.

<b>Aegisub [trial]</b> ~ for windows and mac	
Setup	<ul style="list-style-type: none"> <li>• Add clip: video → open video</li> <li>• Can resize vlip at right side corner</li> <li>• If right side no audio → audio -&gt; open audio from video [impt!!!]</li> <li>• Can click spectrum analyse mode to change the visual expression of the audio graph</li> <li>• 3 pulling thingy at the right <ul style="list-style-type: none"> <li>○ left: widen and narrowing of frequency</li> <li>○ mid: raising the amplitude of the frequency</li> </ul> </li> </ul>
	Click the audio graph twice: red = start time, blue = end time Mark a sentence, then type the subtitles, then press the green tick!! It will bring the subtitles to the correct place.
	How to break lines: \N  CPS: 1s how many words. If got red stuff, it is warning me that we have too many words in 1s
	HOW TO change the position of subtitles – double click on the position you want the subs to be at. Edit font and boldness also can. Can edit the entire subs: can press edit: but must press style 2
	Timing: shift time  File: shift sub as
Karaoke	K, KF, KO DIFF WAYS HOW THE WORDS RUN
	How to download youtube videos. Google kej, click on first link. Insert link → download on notepad, copy url to the space, download first url.

Note: there are many things here that aren't noted down but the teacher will teach us so it's fine.