

# Details, Details, Details



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zaac

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# Details...

Taking a deeper look at some (hidden) options

- TMs, analysis, concordance
- LiveDocs
- Shortcuts
  - Options that don't have a button, but have a shortcut
- Terminology
- Project templates
- Comments
  - Categorization, exporting to Word



# TM List

## TMs used in projects

Resource console - Translation memories

Server URL: My Computer

Language 1: - show all -

Language 2: - show all -

Project: - show all -

Client: - show all -

Subject: - show all -

Domain: - show all -

Search for name or description: memoQ

Size: - entries

Used in projects: Used in projects, - show all -, Used in projects, Not used in projects

	Name	Path / URL	Source	Target	Last modified	
✓	memoQ day	C:\ProgramData\...	English (United S...	Geman (Germany)	18.04.2023	17.05.2023 1
✓	memoQ day - double context	C:\ProgramData\...	English (United S...	Geman (Germany)	18.04.2023	17.05.2023 1
✓	memoQfest_beyond default settings	C:\ProgramData\...	English (United S...	Geman (Germany)	17.05.2023	25.05.2023 2
✓	Schlungsunterlagen memoQ TM	C:\ProgramData\...	Geman (Germany)	English (United St...	19.04.2023	19.04.2023 4378



# TM Import

## Import several TMs into one

	Name	Path / URL	Source	Target
✓	[zaac_Presentations]	C:\ProgramData\...	English (United S...	Gemar
✓	Master_Client C	C:\ProgramData\...	English (United S...	Gemar
✓	memoQfest TM	C:\ProgramData\...	English (United S...	Gemar
✓	Schlungsunterlagen memoQ TM	C:\ProgramData\...	Geman (Germany)	English
✓	test	C:\ProgramData\...	Geman (Germany)	French
✓	Webinar Client A	C:\ProgramData\...	English (United S...	Gemar
✓	Working TM_Client C	C:\ProgramData\...	English (United S...	Gemar

memoQfest TM [local] ContexTM + single translation | entries: 0 | English (United States) → German (Germany)  
Project: n/a Client: n/a Domain: n/a Subject: n/a

Create new Clone Delete Edit Properties **Import...** Export Set permissions Remove from server

Name

- legacy Trados TM.sdltm
- memoQ TMX\_from colleague.tmx
- TMX\_from client.tmx

### Import TM files wizard

How do you want to import the selected files?

- Import all selected files to the selected TM:  
memoQfest TM
- Import all selected files into a new TM, on:
  - My computer
  - Online
- Import each selected file into separate new TMs, on:
  - My computer
  - Online



# TMs and Analysis

## Statistics Window

CTRL – Plus to increase font size  
CTRL – Minus to decrease font size

Statistics

Scope:  Project

Counts:  Show counts,  Status report,  Include target counts

Word counts:  memoQ,  TRADOS 2007-like

Analysis:  Project TMs and corpora,  Details by source,  Homogeneity,  Create project TM,  Show weighted counts,  Include locked rows,  Include spaces in character count,  Repetitions take precedence over 100%,  Cross-file repetitions

Tags in word and character counts: Tag weight: 0,00 word, 0,00 character(s)

**Analysis**  
Scope: Project documents in current language; number of documents: 9  
Resources: Every TM and corpus

Type	Segments	Source words	Source chars	Source tags	Percent
All	3738	38646	207653	5922	100,00
X-translated / double context	2	10	60	0	0,03
Repetition	1948	11446	68408	2885	29,62
101%	196	2667	13942	325	6,90
100%	3	105	582	15	0,27
95%-99%	36	1234	6788	187	3,19
85%-94%	104	4770	25163	802	12,34
75%-84%	118	3218	17202	580	8,33
50%-74%	302	3293	16019	236	8,52
No match	1029	11903	59489	892	30,80

Statistics

Scope:  Project

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Tags in word and character counts: Tag weight: 0,00 word, 0,00 character(s)

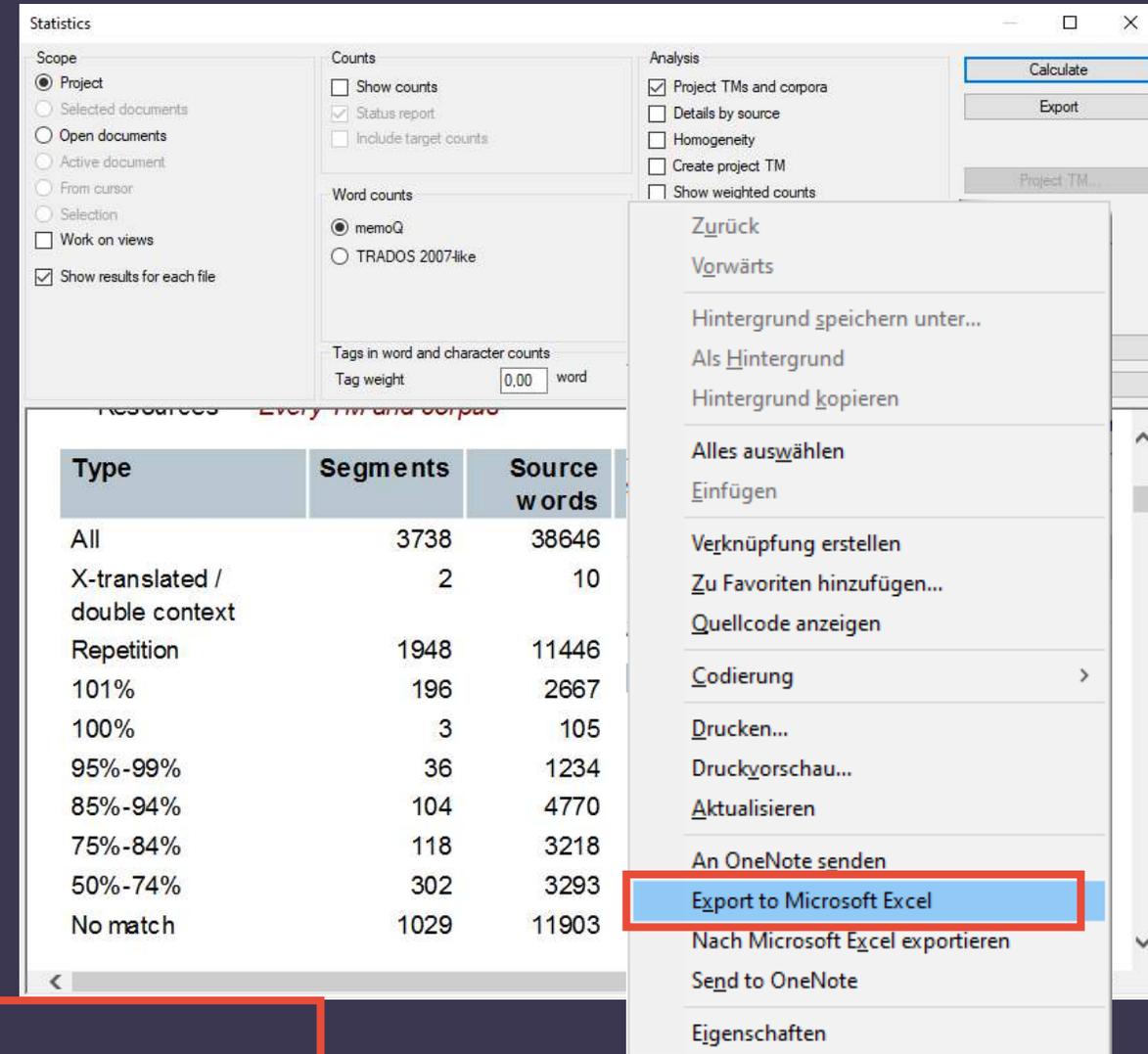
Type	Segments	Source words	Source chars	Source tags	Percent
All	3738	38646	207653	5922	100,00
X-translated / double context	2	10	60	0	0,03
Repetition	1948	11446	68408	2885	29,62
101%	196	2667	13942	325	6,90
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No match	1029	11903	59489	892	30,80

Size setting reverts to default after closing the dialog

# TMs and Analysis

## Statistics Window

Right-click to export to Excel directly



Statistics

Scope

- Project
- Selected documents
- Open documents
- Active document
- From cursor
- Selection
- Work on views
- Show results for each file

Counts

- Show counts
- Status report
- Include target counts

Word counts

- memoQ
- TRADOS 2007-like

Tags in word and character counts

Tag weight:  word

Analysis

- Project TMs and corpora
- Details by source
- Homogeneity
- Create project TM
- Show weighted counts

Buttons: Calculate, Export, Project TM...

Type	Segments	Source words
All	3738	38646
X-translated / double context	2	10
Repetition	1948	11446
101%	196	2667
100%	3	105
95%-99%	36	1234
85%-94%	104	4770
75%-84%	118	3218
50%-74%	302	3293
No match	1029	11903

Context menu options:

- Zurück
- Vorwärts
- Hintergrund speichern unter...
- Als Hintergrund
- Hintergrund kopieren
- Alles auswählen
- Einfügen
- Verknüpfung erstellen
- Zu Favoriten hinzufügen...
- Quellcode anzeigen
- Codierung >
- Drucken...
- Druckvorschau...
- Aktualisieren
- An OneNote senden
- Export to Microsoft Excel**
- Nach Microsoft Excel exportieren
- Send to OneNote
- Eigenschaften

Opens up in Excel directly

	A	B	C	D	E	F
1	Type	Segments	Source words	Source chars	Source tags	Percent
2	All	3738	38646	207653	5922	100
3	X-translated / double context	2	10	60	0	0,03
4	Repetition	1948	11446	68408	2885	29,62
5	101%	196	2667	13942	325	6,9
6	100%	3	105	582	15	0,27
7	95%-99%	36	1234	6788	187	3,19
8	85%-94%	104	4770	25163	802	12,34
9	75%-84%	118	3218	17202	580	8,33
10	50%-74%	302	3293	16019	236	8,52
11	No match	1029	11903	59489	892	30,8
12						



# Concordance with specific numbers

- Searching in the TM via the Concordance Search will show matches with different numbers.
- If you want to search for a specific number, uncheck the box to "Find different numbers, too".

Concordance

Settings

Search for "device\* 3"

Put selected text in quotes  
 Add wildcards to selected text  
 Auto-detect source/target  
 Search in source  Search in target

Case sensitive  
 Find different numbers, too  
 Guess translation

Filter target

Three-column view  Source + target

Source	Target
device·3	Gerät·3
device·2	Gerät·2
device·1	Gerät·1

Concordance

Settings

Search for "device\* 3"

Put selected text in quotes  
 Add wildcards to selected text  
 Auto-detect source/target  
 Search in source  Search in target

Case sensitive  
 Find different numbers, too  
 Guess translation

Filter target

Three-column view  Source + target

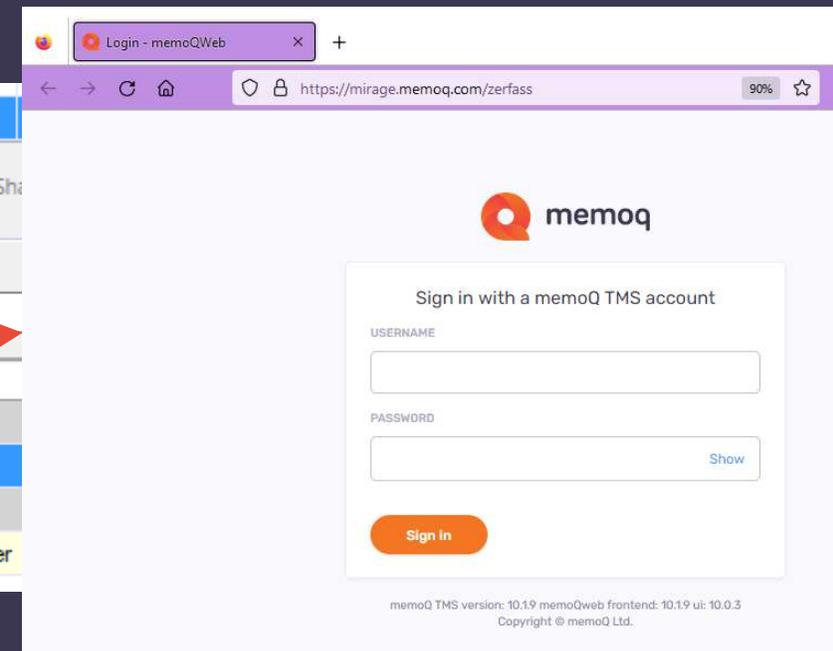
Source	Target
device·3	Gerät·3



# LiveDocs

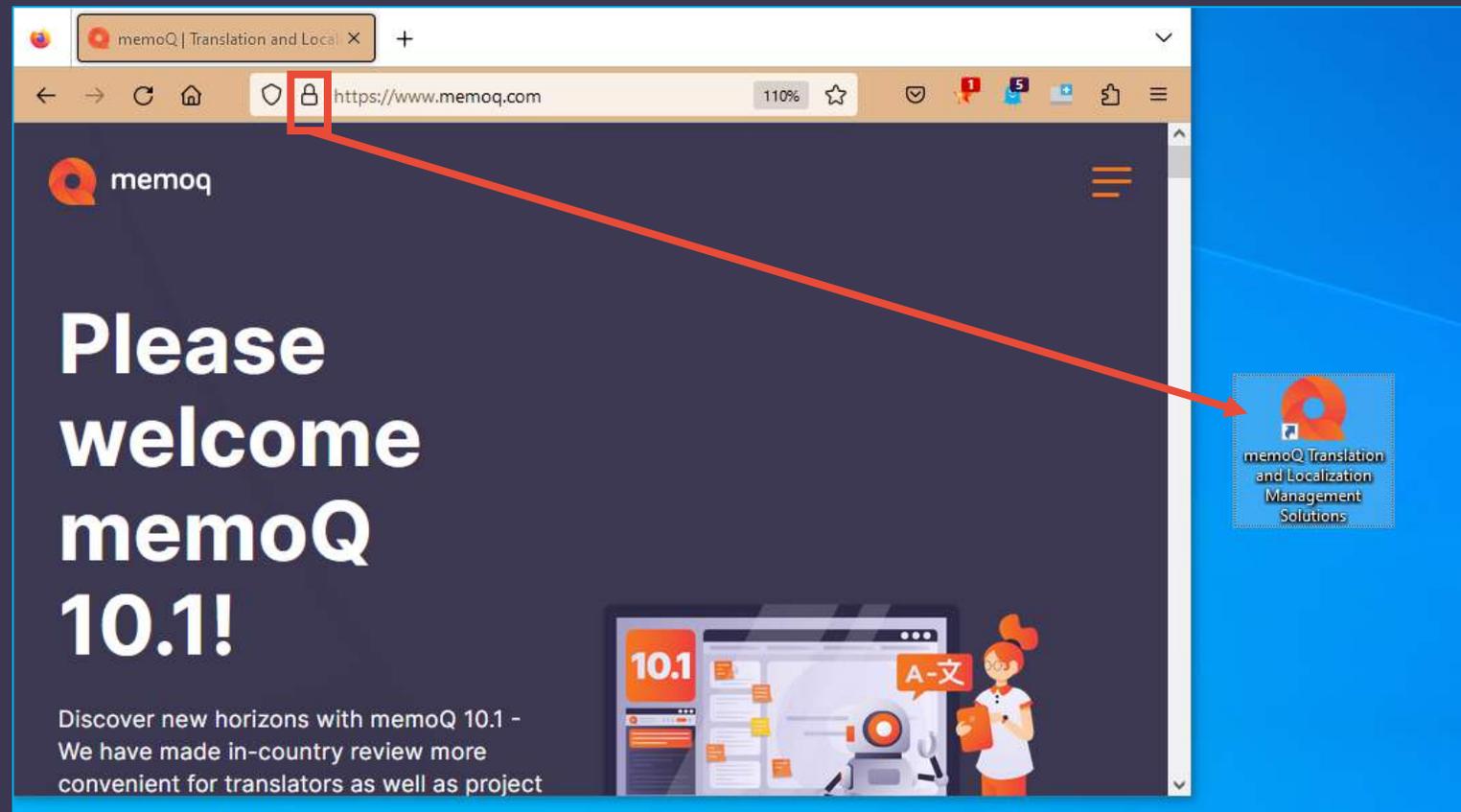
- Alignments and reference material
- Shortcuts to open a webpage from the LiveDocs list
  - Pages you often visit
  - Information for translators about the client they translate for
  - Login page to online platforms

Name	Source language	Target language	Keywords
en-us[1].htm	English (United States)		open in browser
Login - memoQWeb.URL	German (Germany)		open in browser
Style guide DE.pdf	German (Germany)		open in PDF viewer
toy story hotel.jpg	English (United States)		open in image viewer



# Creating a Shortcut from a Webpage

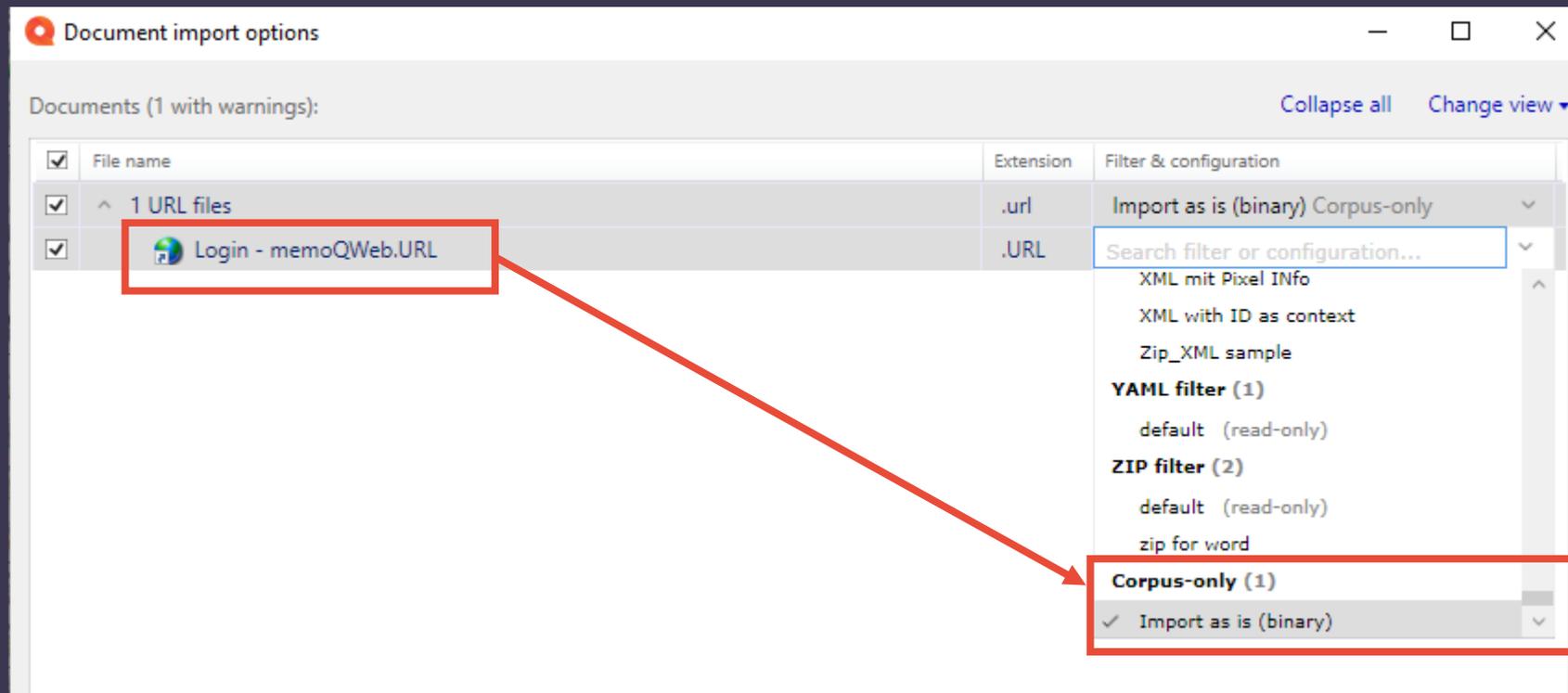
- Open the page in a browser
- Drag and drop the page info to your desktop (use the lock icon)
- Double-click the icon to open the page in the browser





# LiveDocs

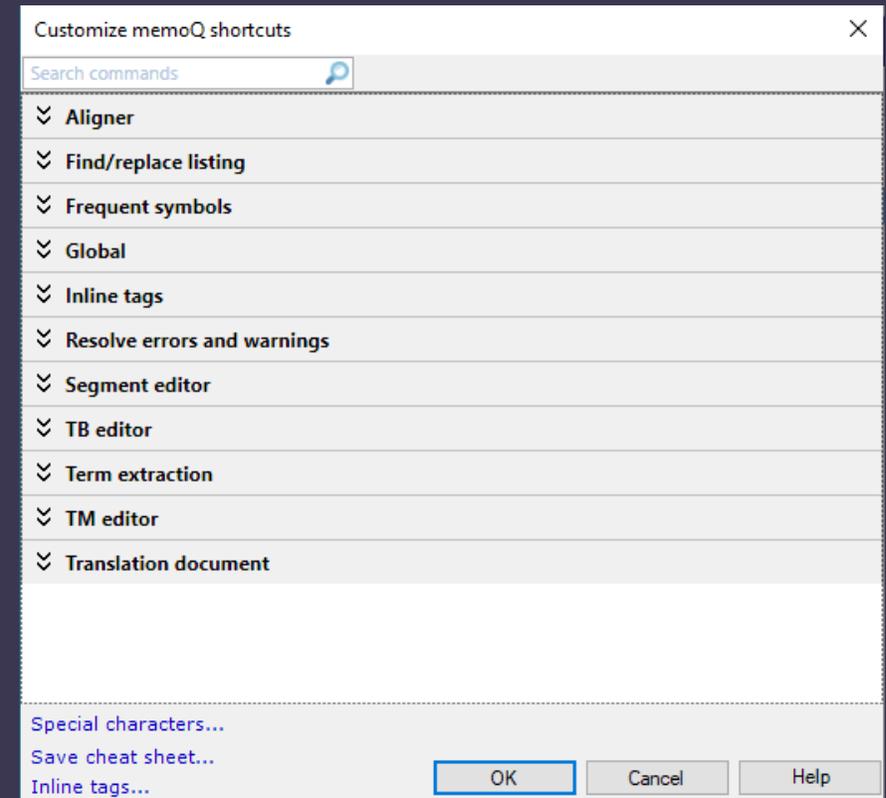
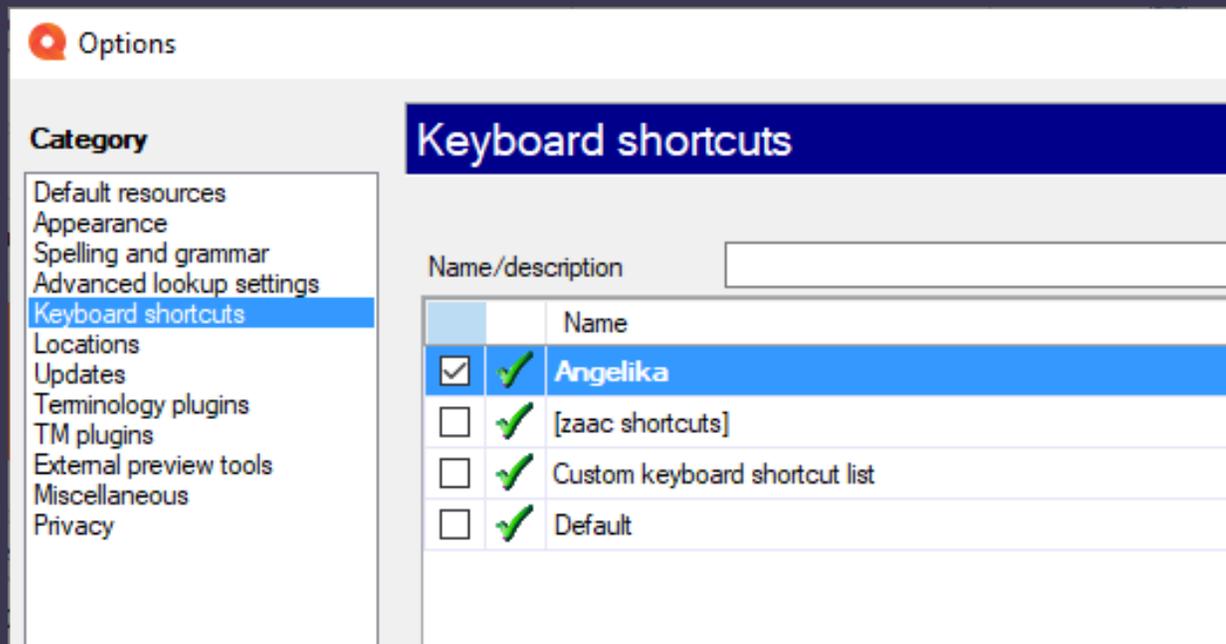
- Add the Shortcut File to the corpus
  - Use "Import Document"
  - Select the "corpus-only" filter





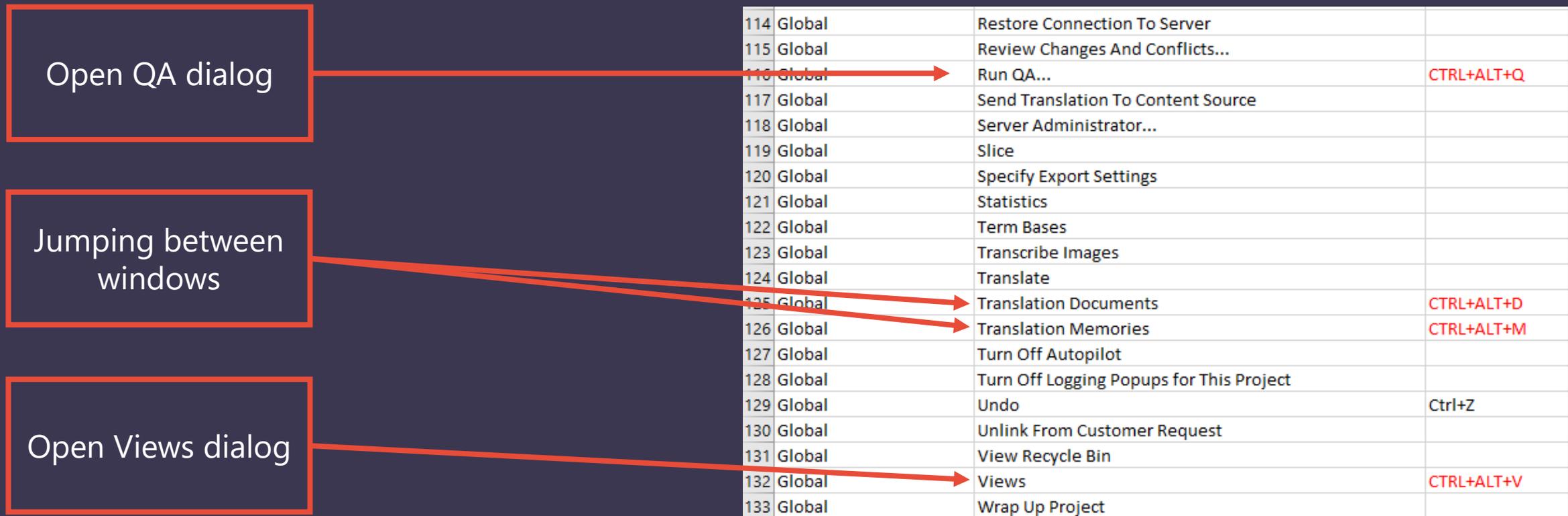
# Shortcuts

- Create your own shortcut list and adapt the shortcuts.



# Shortcuts

- Create your own shortcuts – to open specific windows or dialogs.

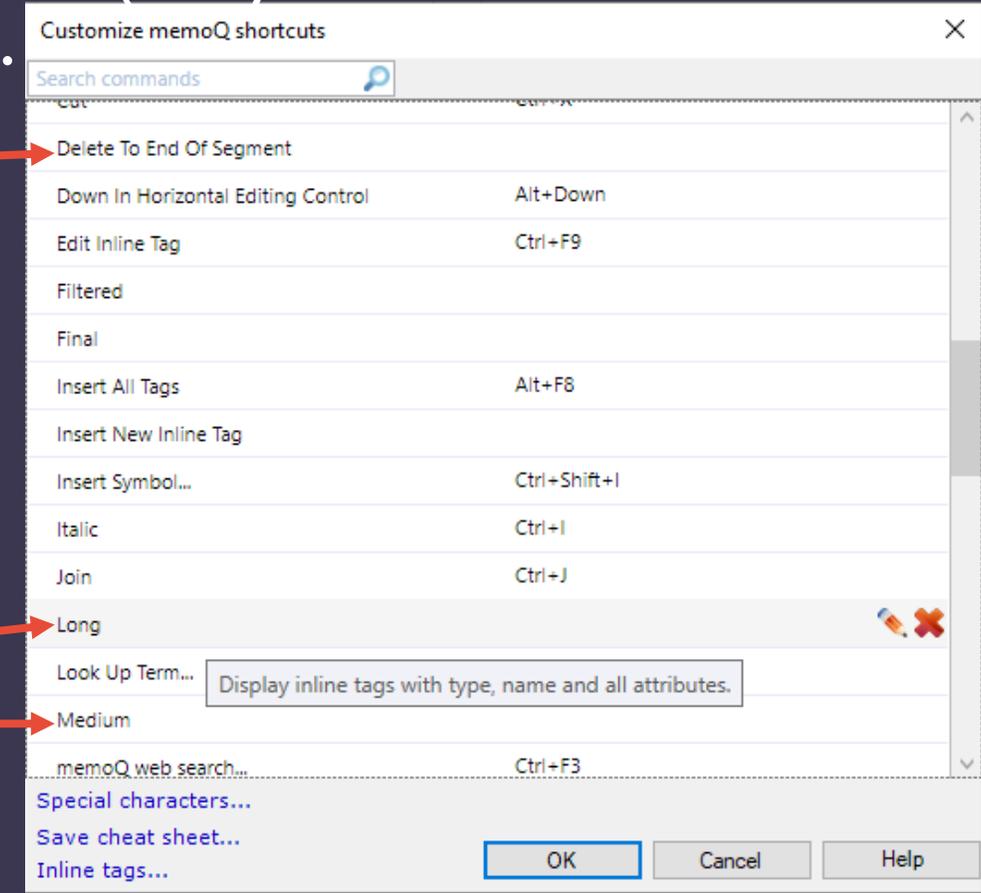


# Shortcuts

- Create your own shortcuts – even for options where there is no button on the user interface (or you would need to click several times to get there).

During translation

Viewing tags in medium or long form





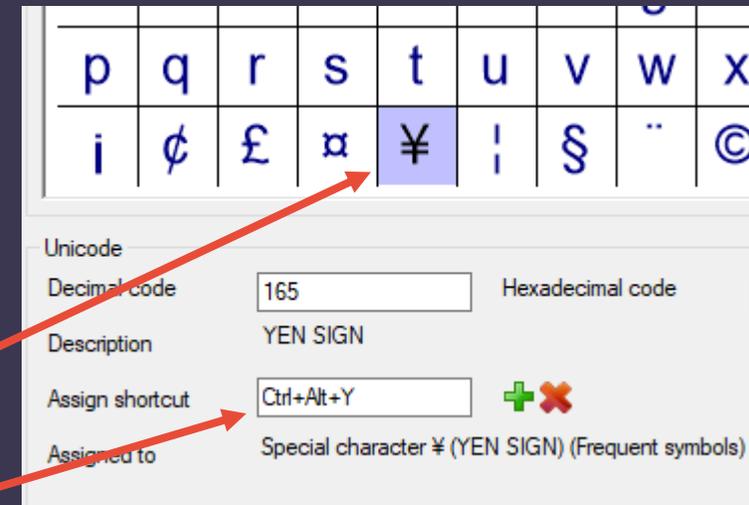
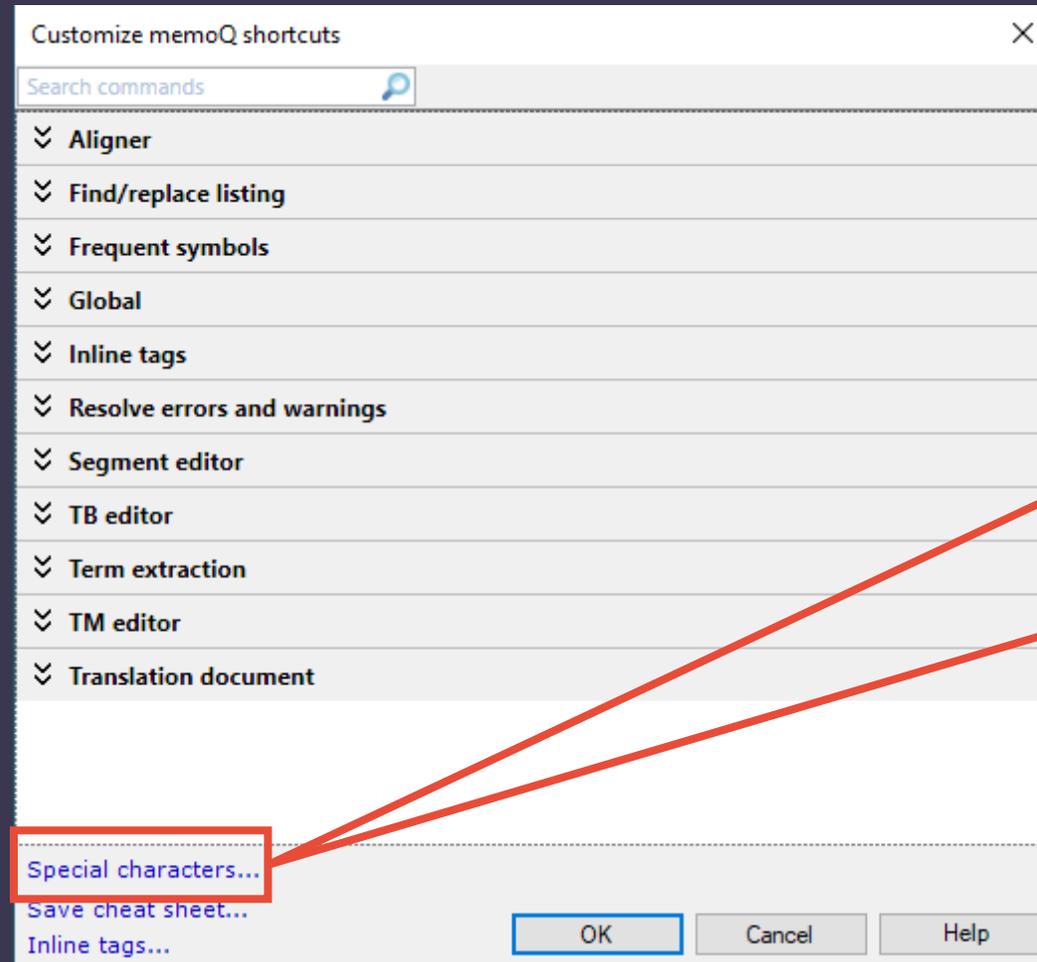
# Shortcuts also for Server users

- Use shortcuts to speed up processing your projects...

Global	Assign	
Global	Change Export Path	
Global	Change Workflow Status	
Global	Check Out Local Copy	
Global	Close Project	
Global	Get Changes From Content Source	
Global	New Online Project From Template	
Global	Open in WebTrans	
Global	Reimport...	
Global	Resource Console...	
Global	Server Administrator...	
Global	Turn Off Autopilot	CTRL+ALT+A

# Special characters, tags

- Add shortcuts to type special characters that are not on your keyboard



# Special characters, tags

- Add tags to use in the target if they are not there in the source, e.g. superscript for XML files

Customize memoQ shortcuts

Search commands

- Aligner
- Find/replace listing
- Frequent symbols
- Global
- Inline tags
- Resolve errors and warnings
- Segment editor
- TB editor
- Term extraction
- TM editor
- Translation document

Special characters...  
Save cheat sheet...  
Inline tags...

OK Cancel Help

Customize tag shortcuts

Existing tag shortcuts

Tag	Shortcut
bold	Ctrl+B
italics	Ctrl+I
Link	Ctrl+L
Strikethrough	Ctrl+D
Subscript	Ctrl+Oemplus
Superscript	Ctrl+Shift+Oemplus
Underlined	Ctrl+U

Define/edit tag shortcut

Tag `<g ctype="x-html-sup">`

Use XML notation, for example: `<strong>` or `<br/>`.  
For open/close pairs, type the opening tag only.

Friendly name: Superscript

Open/close pair  Empty

Assign shortcut: Ctrl+Shift+Oemplus

Assigned to:

Tag text depends on the file format!



# Terminology

- Images in term bases (memoQ term base)
  - Export your term base to CSV with images
  - memoQ creates a ZIP file containing a folder with the images and the CSV file (does not work for Excel as export format)

Language 1: English (United States) | Language 2: German (Germany)

M ID	English (United States)	German (Germany)	Modified by	Modified at
0	sentence	Satz [Forbidden: Segment]	angelikazerfa...	17.01.2023 16:44
1	screen [Forbidden: monitor]	Bildschirm [Forbidden: Monitor]	angelikazerfa...	08.02.2023 14:09
2	banana	Banane	angelikazerfa...	17.01.2023 16:54
3	pea	Erbse	angelikazerfa...	17.01.2023 16:54
4	bean	Bohne	angelikazerfa...	17.01.2023 16:54
5	strawberry	Erdbeere	angelikazerfa...	26.05.2023 14:21
6	carrot	Möhre; Karotte [Forbidden: gelbe Rübe]	angelikazerfa...	17.01.2023 16:54

Language: English (United States) | Language: German (Germany)

Entry-level data | Image

Import new image  
Delete image  
Show full-size image  
 Show images



Project (ger-DE): 2% | 0 folders | Length: 57 + 0 / 0 + 0

# Terminology

- Check the box "include images"

Term base export settings

File  
C:\00\_demo files EN\05\_Terminology\new.zip

Export as CSV  Export as XLSX

Include images

memoQ will create a .zip file containing the .csv file and a folder of the images.

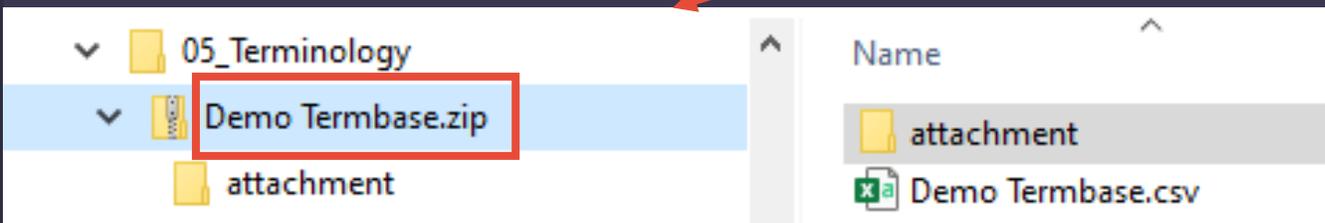
CSV settings

Encoding

Delimiter  Tab  Comma  Semicolon  Other

Fields

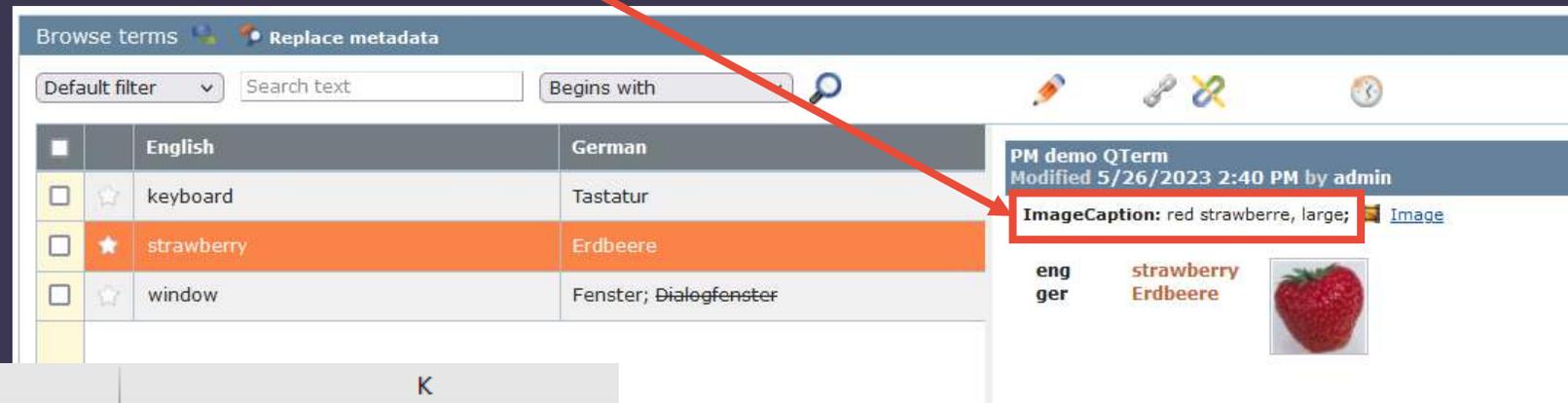
<input type="checkbox"/>	Field name	Column header in file
<input checked="" type="checkbox"/>	Entry ID	Entry_ID
<input checked="" type="checkbox"/>	Subject	Entry_Subject
<input checked="" type="checkbox"/>	Domain	Entry_Domain
<input checked="" type="checkbox"/>	Client	Entry_ClientID
<input checked="" type="checkbox"/>	Project	Entry_ProjectID
<input type="checkbox"/>	Created at	Entry_Created
<input type="checkbox"/>	Created by	Entry_Creator
<input type="checkbox"/>	Modified at	Entry_LastModified
<input type="checkbox"/>	Modified by	Entry_Modifier
<input type="checkbox"/>	Note	Entry_Note
<input checked="" type="checkbox"/>	Image	Entry_Image
<input type="checkbox"/>	Term definition	[Language]_Def
<input checked="" type="checkbox"/>	Term text (with wildcards)	[Language]
<input checked="" type="checkbox"/>	Term information	Term_Info
<input type="checkbox"/>	Example of use	Term_Example





# Terminology

- Images in term bases (QTerm)
  - Export your term base to CSV with images
  - memoQ creates a ZIP file containing a folder with the images and the CSV file (does not work for Excel as export format)
  - QTerm also allows an image caption



I	J	K
Entry_Modifier	Entry_Image	Entry_ImageCaption
admin		
admin		
admin	attachment\1_f5c52613-b913-4431-ae35-f2cbec9929dd.jpg	red strawberre, large



# Terminology

- Inserting terms from the results list with or without a following space.

Default setting

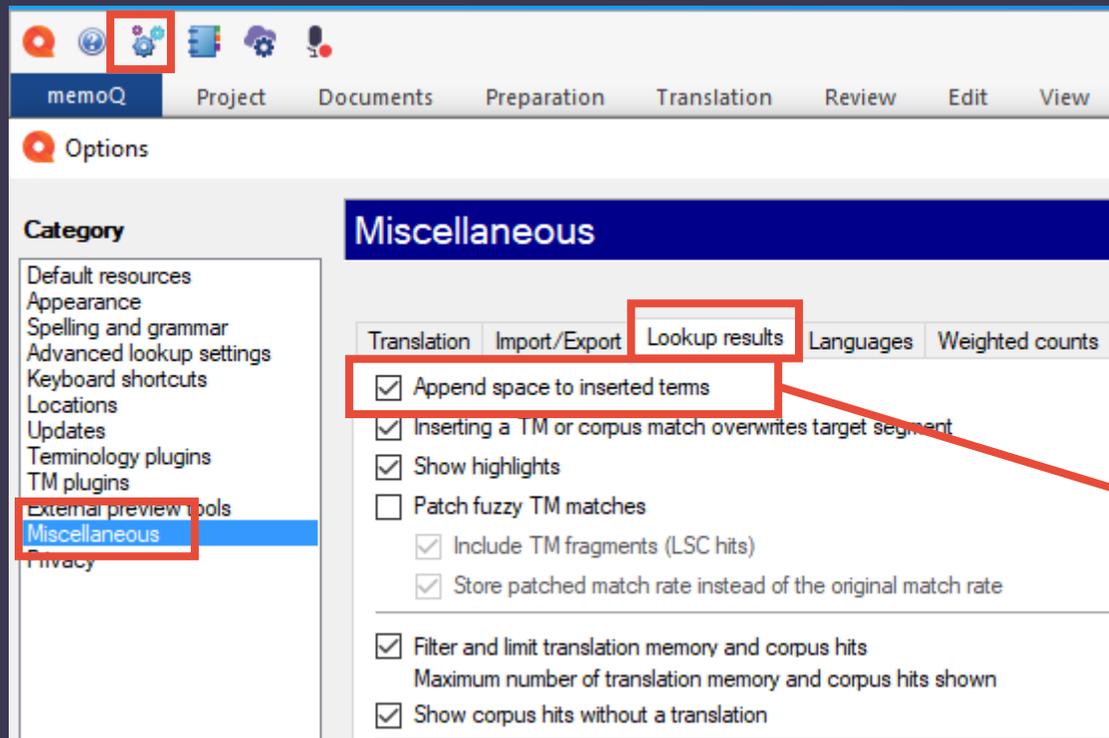
The screenshot displays the MemoQ interface. On the left, a 'Terminology Check' window shows a source sentence: 'Connect the computer with the screen.' The word 'computer' is highlighted in blue. The target field contains the word 'Computer'. The progress bar for this check is 0%. On the right, a 'Translation results' window shows a list of terms: 'computer' (1), 'computer' (2), 'screen' (3), and 'screen' (4). The first result, 'Computer', is selected. A tooltip is visible over the second result, 'computer', with the text: 'Double-click to insert', 'Right-click for more options (Ctrl+1)'. A red arrow points from the 'Default setting' text box to the 'Computer' entry in the translation results list.

Source	Target	Progress	Status
Terminology Check		0%	✗
Checking from source to target		0%	✗
Connect the computer with the screen.	Computer	0%	✗
Checking from target to source		0%	✗

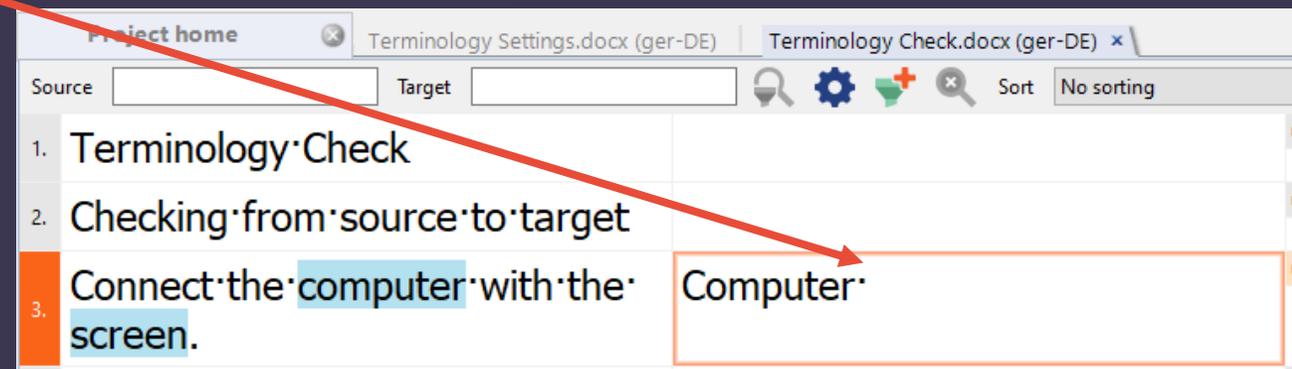
Term	Count	Result
computer	1	Computer
computer	2	computer
screen	3	Bildschirm
screen	4	Monitor

# Terminology

- Activate setting in Options -> Miscellaneous

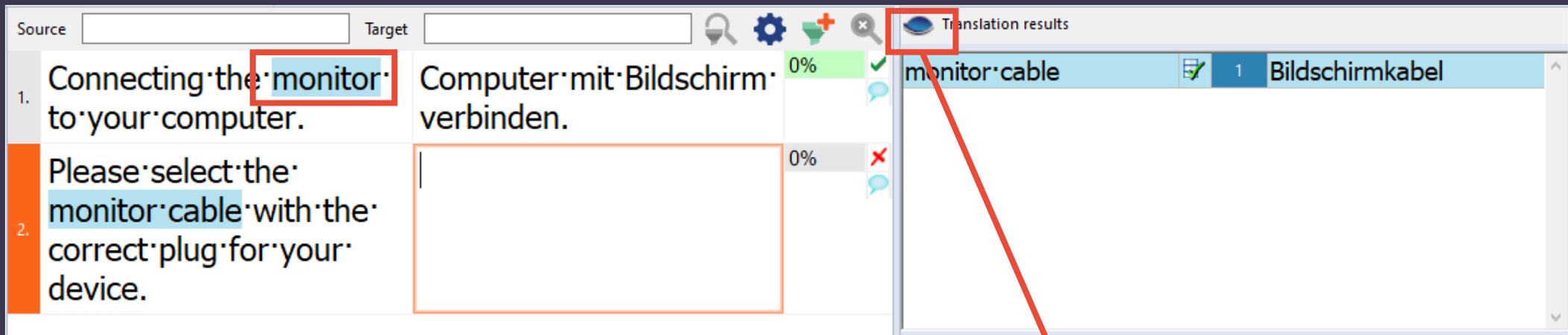


Space appended automatically

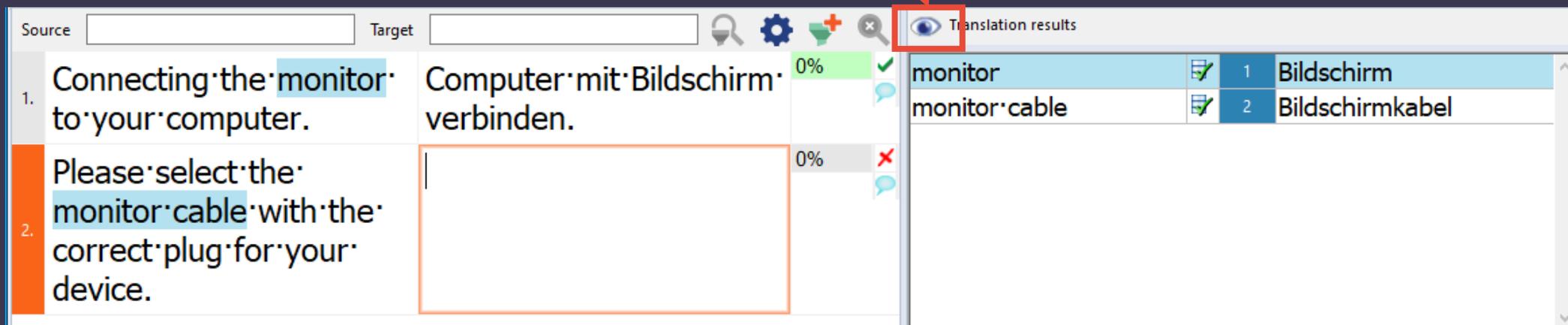


# Terminology

- Longer terms hide shorter terms (click the eye once to show hidden matches)



The screenshot shows a translation tool interface with a source text on the left and a target text on the right. The source text consists of two numbered steps: "1. Connecting the monitor to your computer." and "2. Please select the monitor cable with the correct plug for your device." The target text is "Computer mit Bildschirm verbinden." The interface includes a "Translation results" panel on the right, which currently shows a single match: "monitor cable" with a score of 1 and the German translation "Bildschirmkabel". A red box highlights the "monitor cable" text in the source text, and another red box highlights the eye icon in the "Translation results" panel header. A red arrow points from the eye icon to the "monitor cable" match.



The screenshot shows the same translation tool interface as above, but with the eye icon in the "Translation results" panel header clicked. The "Translation results" panel now shows two matches: "monitor" with a score of 1 and the German translation "Bildschirm", and "monitor cable" with a score of 2 and the German translation "Bildschirmkabel". A red box highlights the eye icon in the "Translation results" panel header, and a red arrow points from this box to the eye icon in the top screenshot.



# Terminology

- Double-click the eye symbol to switch the option on or off

Translation results

monitor		1	Bildschirm
monitor·cable		2	Bildschirmkabel

Translation results settings

Translation memory and corpus

- Filter and limit translation memory and corpus hits  
Maximum number of translation memory and corpus hits shown
- Show corpus hits without a translation

Patch matches

- Patch fuzzy TM matches
  - Include TM fragments (LSC hits)
  - Store patched match rate instead of the original match rate

Term base

- Longest source term hides shorter matches

Display order of term base hits

- Order of appearance in text
- Alphabetical
- Order term base hits primarily by rank and metadata
- Show term base hits with empty target



# Terminology

- memoQ is clever enough to show the shorter terms as well, if there is a forbidden term.

The screenshot displays the memoQ interface. On the left, there are two source sentences:

1. Connecting the monitor to your computer.
2. Please select the monitor cable with the correct plug for your device.

The target translations are:

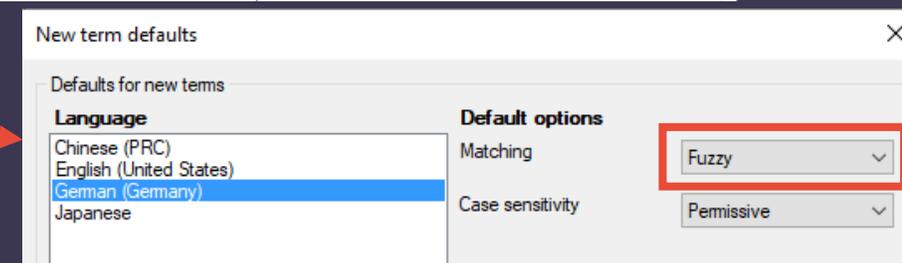
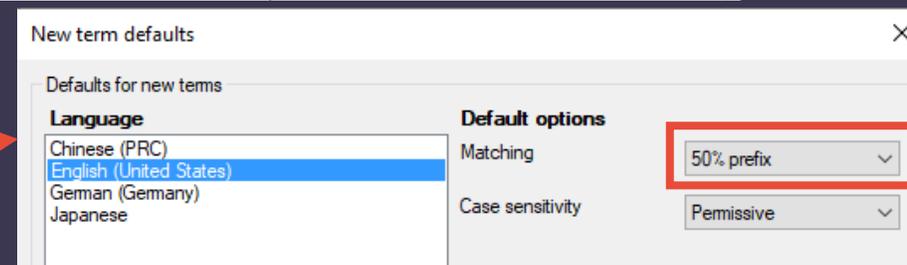
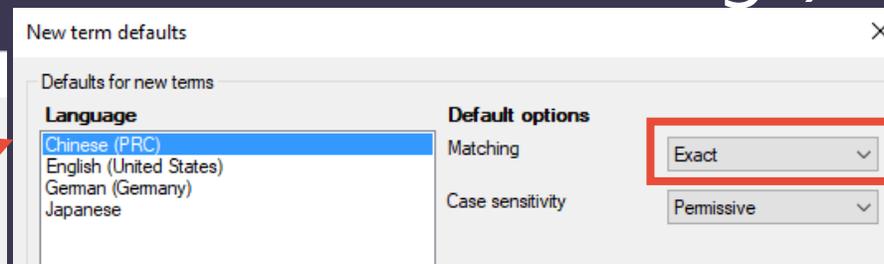
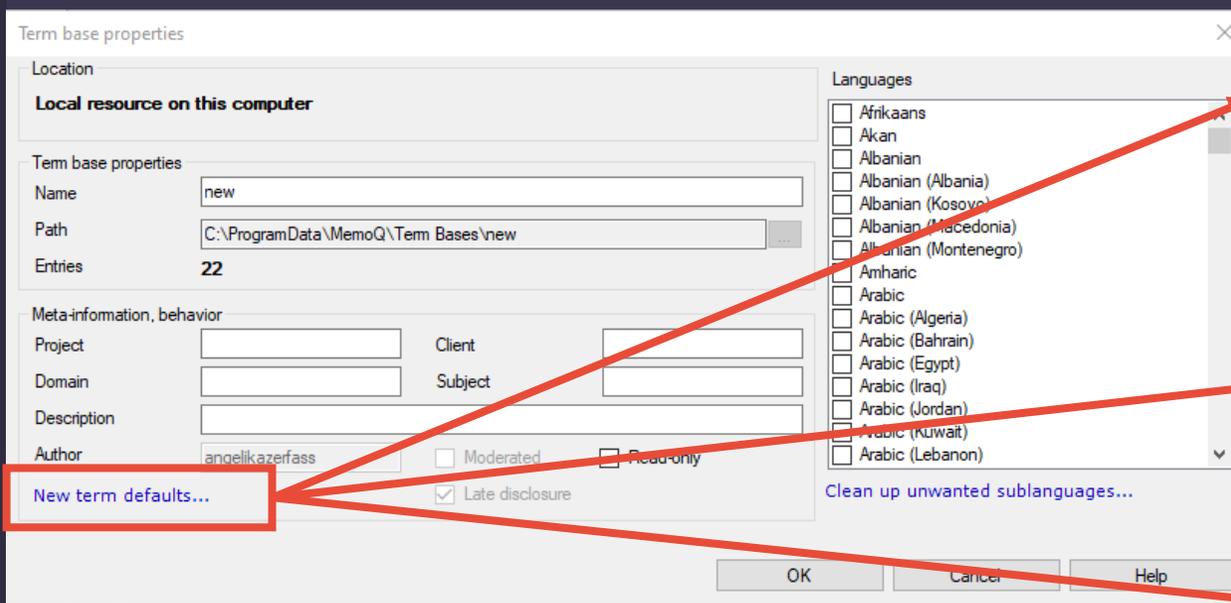
- Computer mit Bildschirm verbinden.
- (Empty)

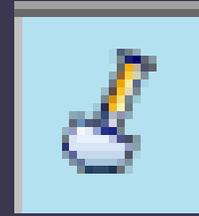
On the right, the 'Translation results' panel shows the following terms and translations:

Term	Count	Translation
monitor	1	Monitor
monitor cable	2	Bildschirmkabel

# Terminology

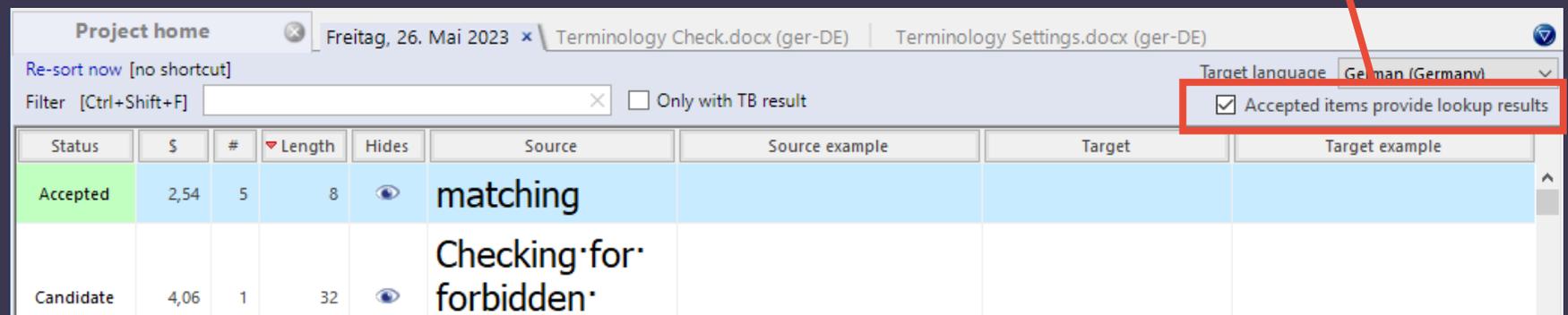
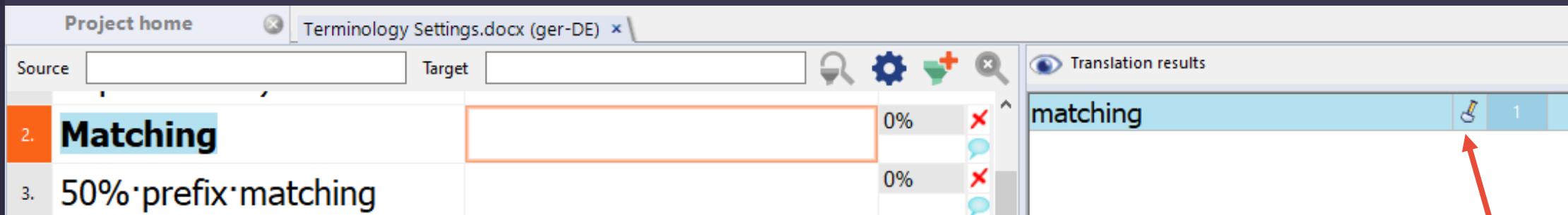
- Adding new terms with pre-defined settings for matching and case sensitivity (available in memoQ term bases in the properties and QTerm term bases in the settings)





# Terminology

- Where does this term come from?
  - If the project contains a term extraction with confirmed terms in the candidates list, the results window can show these terms (one or both languages) with a spade symbol (= term mining)





# Project Templates

- When you receive files with the same file format from the same client, but depending on what content they have they need different import filters.
- Filter selection according to file name

# Project Templates

- Assign filters to files that contain a certain word in their names:
- review\_\*.docx
- \*keywords.xml
- \*\_messages.xml

Settings

Language-independent resources: Select the language-independent resources that you wish to use in your project

TM settings: Default

LQA settings: Select a resource

File export path rules: Default

Non-translatable lists: Double-click resources to add to project

- PM training
- Non-Translatables
- WG\_Non-translatable list\_v2
- workshop non-trans

Filter configurations

Path or file name rule	Filter configuration	EI	EO			
review_*.docx	(Microsoft Word filter) Import tracked ch...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
*keywords.xml	(XML filter) keywords	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
*_messages.xml	(XML filter) messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			



# Comments

- Use comment categories in Word documents to differentiate between types of comments.

The screenshot displays a translation software interface with a list of source and target segments. The source segments are:

- 2. I his·is·a·short·new·sentence.
- 3. This·is·a·short·wonderful·sentence.
- 4. This·is·a·new·sentence.

The target segment for item 3 is: Dies·ist·ein·kurzer·,·wundervoller·Satz.

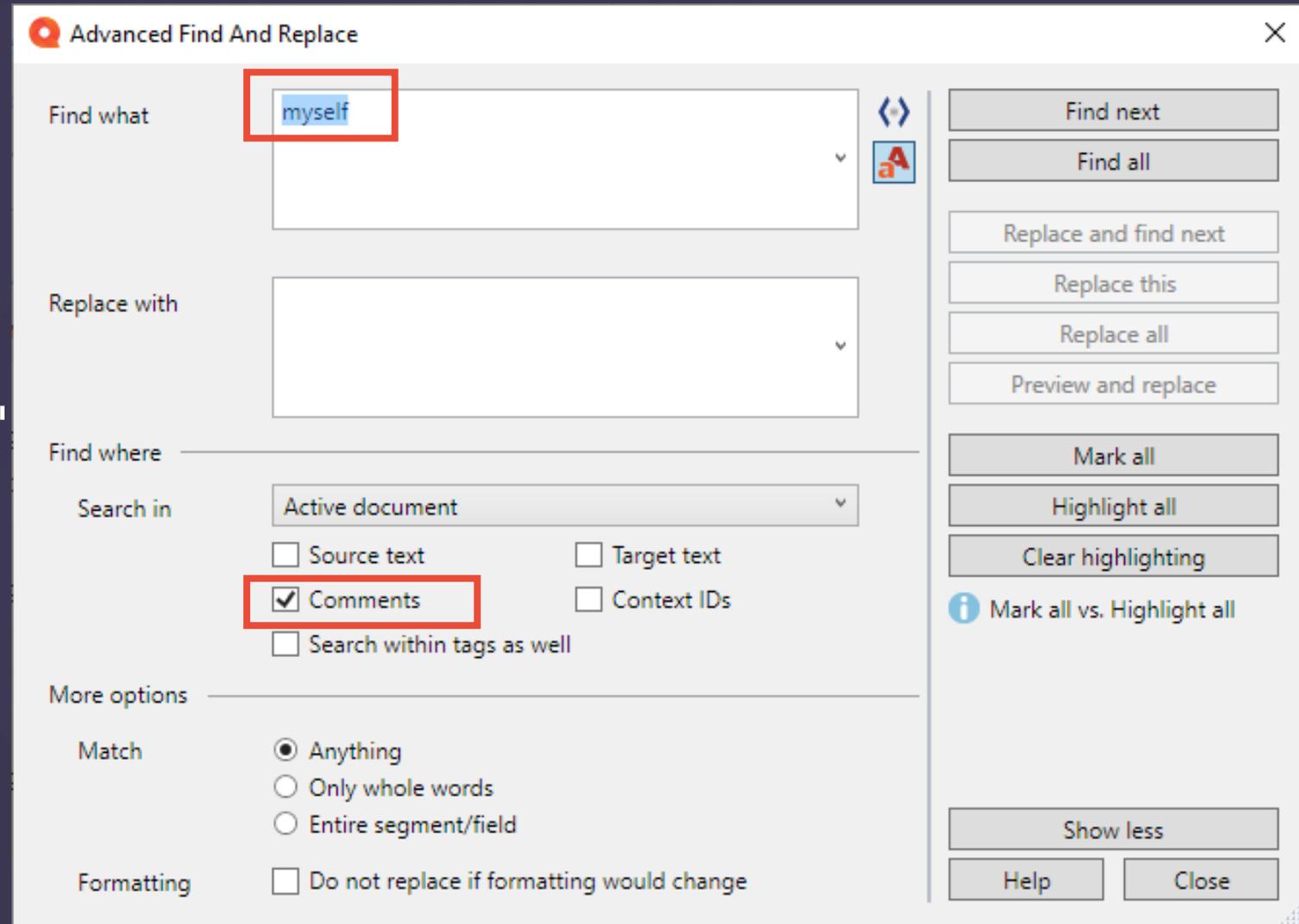
Below the segments, the 'Active comments' section shows four entries:

- Created by:** angelikazerfass **Date/time:** 09.06.2023 12:42 **Category:** Error  
**Applies to:** Source segment  
a comma is missing in the source segment.
- Created by:** angelikazerfass **Date/time:** 09.06.2023 12:43 **Category:** Warning  
**Applies to:** Target segment  
the term "wundervoll" sounds strange in the target language. Alternatives: "schön", "gut", "nett"
- Created by:** angelikazerfass **Date/time:** 09.06.2023 12:45 **Category:** Information  
**Applies to:** Target segment  
Note to PM: Please check with XXX. We had decided not to use the term "sentence" in the source, but it has not been added to the term base as forbidden yet. Should we still mark this as an error during LQA?
- Created by:** angelikazerfass **Date/time:** 09.06.2023 12:46 **Category:** Other  
**Applies to:** Target segment  
Note to myself: Go back to this sentence once the terminologist has confirmed which term to use in the target instead of "wundervoll"



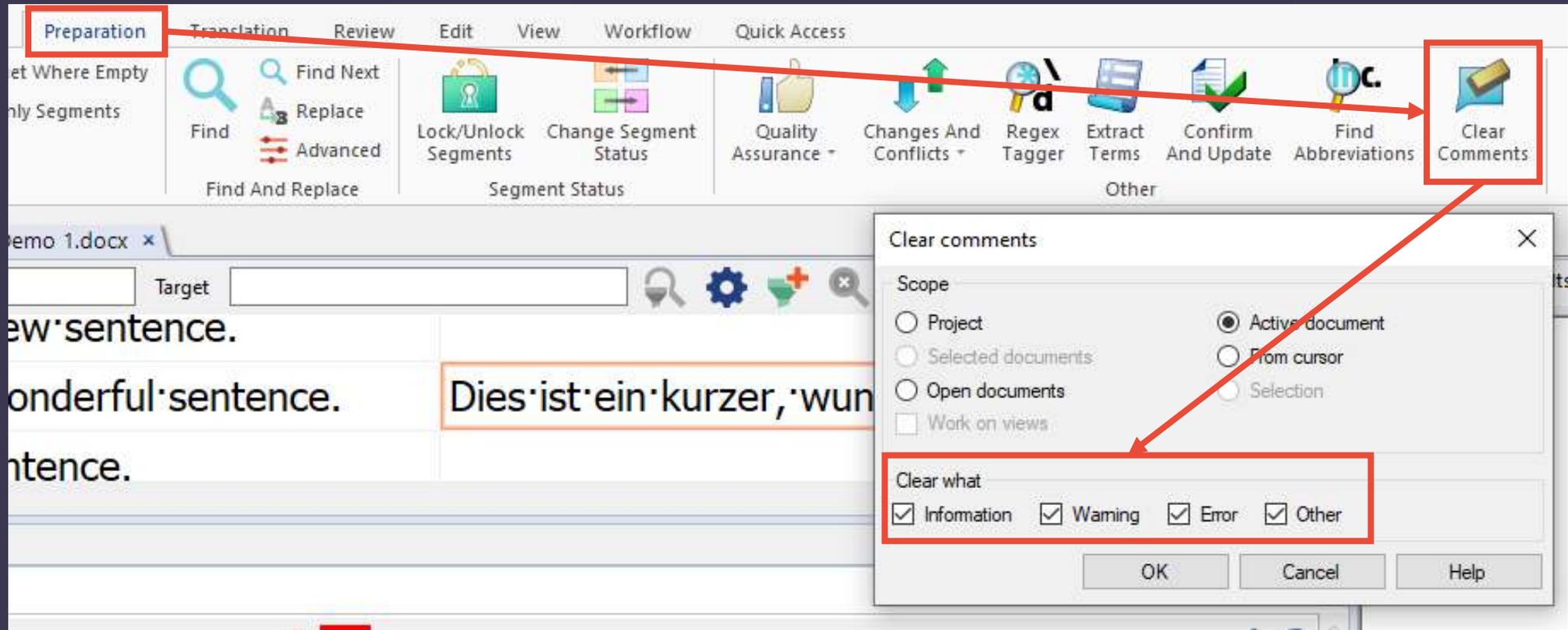
# Comments

- Using keywords like "not to myself" or "terminology question" lets you find segments with specific text in a comment more easily.



# Comments

- Decide which comment types to delete.



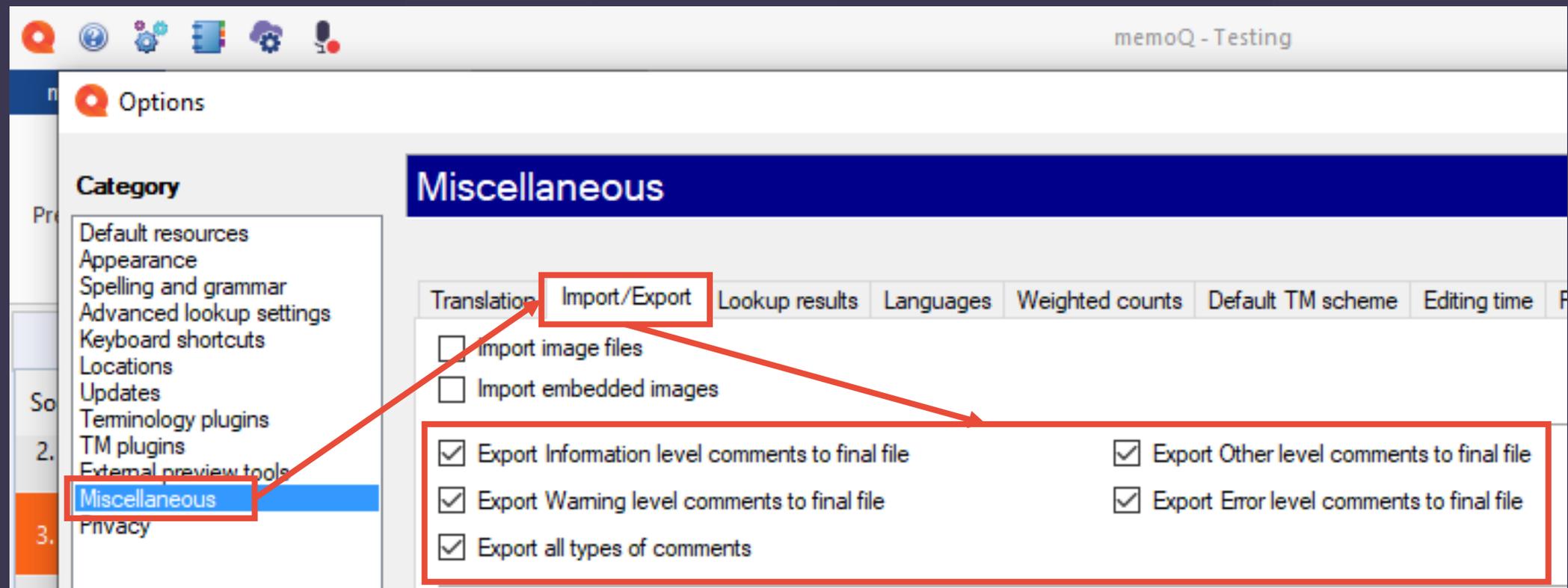
The screenshot displays the MemoQ software interface. The 'Preparation' tab is selected in the ribbon, and the 'Clear Comments' button is highlighted with a red box. A red arrow points from this button to the 'Clear comments' dialog box. The dialog box has the following settings:

- Scope:**
  - Project
  - Selected documents
  - Open documents
  - Work on views
  - Active document
  - From cursor
  - Selection
- Clear what:**
  - Information
  - Warning
  - Error
  - Other

The background shows a translation table with a segment highlighted in orange: "Dies ist ein kurzer, wunderbarer Satz." The 'Clear Comments' dialog box has 'OK', 'Cancel', and 'Help' buttons at the bottom.

# Comments

- Decide which comments to keep in the exported Word document.





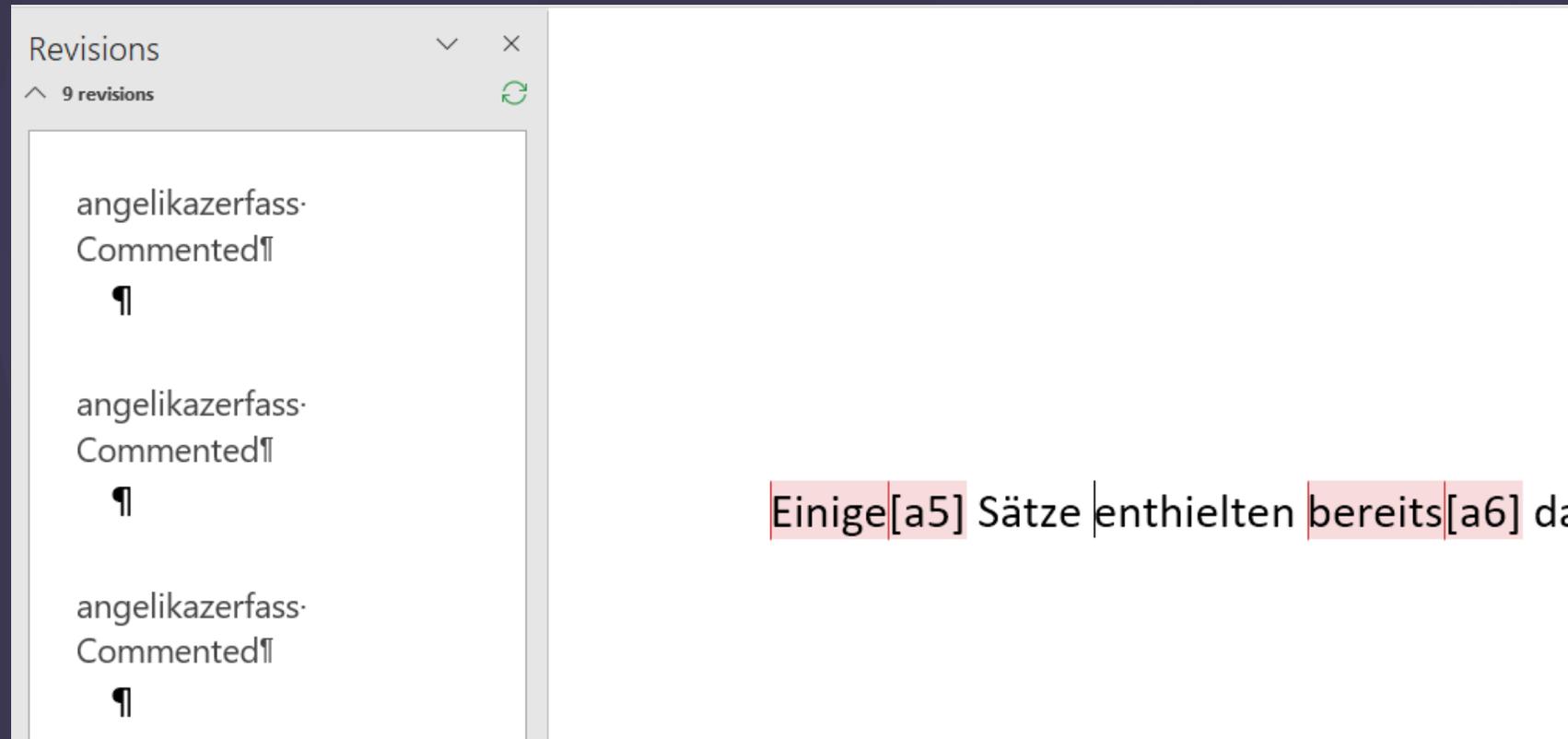
# Highlights

- As highlights are treated as comments, you can use the categorization and deletion for highlights as well.

The screenshot displays the memoqfest interface for a translation project. At the top, there are input fields for 'Source' and 'Target' text, along with icons for settings, a plus sign, and a search icon. The 'Sort' dropdown is set to 'No sorting'. Below this, a progress bar shows '0%' completion. The main area is divided into two panes: 'View pane' and 'Active comments'. The 'View pane' shows the source text: '11. Several sentences already contained the fragment „This is a“.' and the target text: 'Einige Sätze enthielten bereits das Fragment „Dies ist ein“.' The 'Active comments' section lists several comments for highlights, each with a category and a date/time stamp of '09.06.2023 13:05'. The comments are: 'Einige' (Other), 'Fragment' (Error), 'bereits' (Information), and '„' (Warning). Each comment includes a 'Created by' field (angelikazerfass), a 'Date/time' field, a 'Category' field with a colored icon, and an 'Applies to' field (Target text). There are also icons for editing and deleting each comment.

# Highlights

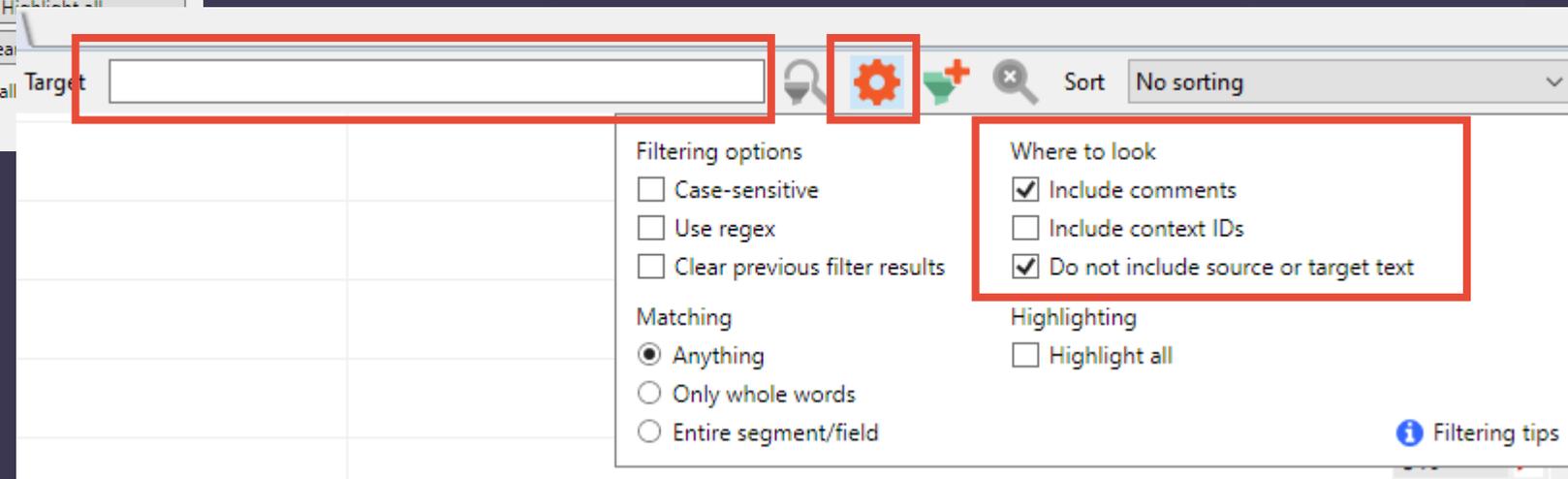
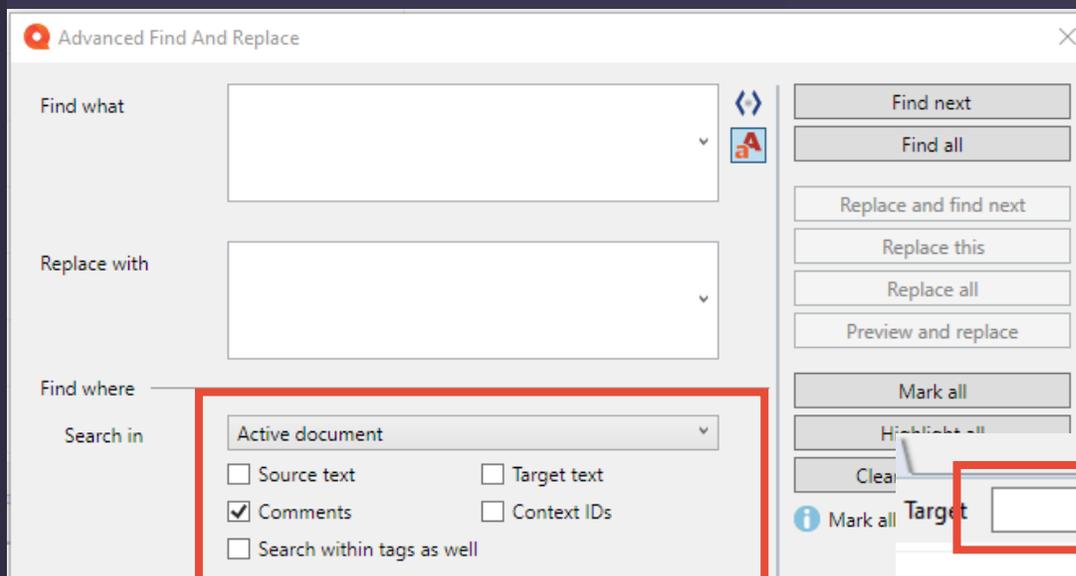
- Note: Highlight colors do not export to the Word document, just the info "commented" appears in Word.
- It is useful to add comment text to the highlight.



The screenshot displays the Microsoft Word interface. On the left, the 'Revisions' pane is open, showing a list of three revisions. Each revision is attributed to 'angelikazerfass' and is marked as 'Commented'. The main document area on the right shows the text 'Einige Sätze enthielten bereits da'. The words 'Einige' and 'bereits' are highlighted in pink. The text is surrounded by red and blue lines, indicating tracked changes.

# Settings for Searching and Filtering

- In the search dialog, you can select where to search.





# Where to get more...

- Official memoQ blog
  - <https://blog.memoq.com>
- Several power users share their findings through their blogs, for example:
  - Kevin Lossner
    - <https://www.translationtribulations.com/>
    - You will also find lots of useful information on regular expressions
  - Marek Pawelec
    - <https://wasaty.pl/blog/>, E-books on memoQ, regular expressions
  - Lucile Danilov
    - <https://locdandloaded.net/2022/05/23/memoq-tips/>



**And there are probably many many more  
details like these 😊**

**Any questions?**

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