


Translation Guidelines for PRODOC

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 In addition to the guidelines in this section, customer-specific guidelines may apply.
The customer-specific guidelines can be found in section [Customer info](#). This section is password-protected. You will receive the password with your order.

General guidelines

Upper/lower cases	
After colon	Upper case in all languages
Lists	Upper case in all languages
In tables and charts	Upper case in all languages and columns
Quotes	
EN	"abc"
FR	<< abc >>, with non-breaking space between text and quotes (<< =ALT+0171, >> = ALT+0187)

Final checks prior to delivery

To check your own translation before delivery, please use the following check list.

Spaces / hyphenation / special characters		
Double space characters	<ul style="list-style-type: none"> • remove, except in those cases where the double space characters are required for formatting purposes 	 
Non-breaking space characters / hyphens	<ul style="list-style-type: none"> • always use the same characters as in the source text • in FR: enter a non-breaking space in front of every ;;! ? • shortcuts to enter a non-breaking space character <ul style="list-style-type: none"> • In memoQ: CTRL+Shift+Space • In Transit: Extras>Unicode-Zeichen>Leerzeichen>Striche>NON BREAK.SPACE • shortcuts to enter a non-breaking hyphen character <ul style="list-style-type: none"> • In memoQ: CTRL+Shift+hyphen • In Transit: Extras>Unicode-Zeichen>Leerzeichen>Striche>NO BREAKING HYPHEN 	 

Perform QA check in memoQ

Project home Communication

Settings

QA settings: Select the set of options that you wish to use for each of the project's target languages

Name/description

<input type="checkbox"/>	<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PRODOC QA review
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRODOC QA review
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRODOC QA translate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pizzato
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRODOC QA consistency
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRODOC QA numbers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRODOC QA pre-translate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRODOC QA punctuation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRODOC QA segment length
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRODOC QA spaces

memoQ Project Documents Preparation Translation Review

Mark Text Comments Quality Assurance Errors And Warnings Reject

Comments And Proofing Run QA

Unsuppressed warnings

- Filter for unsuppressed warnings, correct mistakes or check the "ignore" button



Proof-read your own translation

Own translation

in memoQ:

The segments you have translated will be "translator confirmed".
Use these **GotoNext** settings to check them:

Go to next segment

Jump to...

Common filters Status Conflicts and changes Comment and tags

Locked or not...

Both locked and unlocked rows

Only locked rows

Only unlocked rows

Row status...

Not started

Edited

Fuzzy or fragments

Single 100% match

Single 101% match

Multiple 100% or 101% matches

Translator confirmed

Reviewer 1 confirmed

Reviewer 2 confirmed

Rejected

Other properties...

Auto-joined/split

Xtranslated

Error

Unsuppressed warning

Repetition

Not a repetition

Commented

Auto-propagated

Marked by Find/Replace

Change tracked

Automatically jump

Automatically jump after confirmation

Direction

Up

Down

Row number

Row number

Jump to this row

OK Cancel Remember Help



Translations done by others

Segments deriving from TMs or pre-translated by PRODOC staff will be "Reviewer 1/ 2 confirmed"

- Do not change these segments



- If you think that there are errors in these segments, start a [discussion](#)

Fotocellule a tasteggio con soppressione dello sfondo	100%	✓	
HRT:3B:/HT:3C:--varianti standard	101%	✓	No comments No discussion topics Double-click to edit comments and to discuss

See additional settings for review [here](#)

Frequent errors when working with memoQ

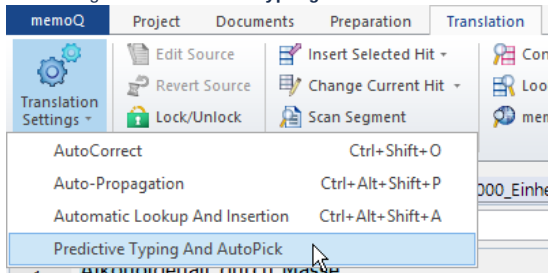
When working with memoQ the following errors occur frequently

Predictive typing

We often encounter wrong terms or complete nonsense when proof-reading translations.

One reason for this may be the **Predictive typing** function.

When using the **Predictive typing** function



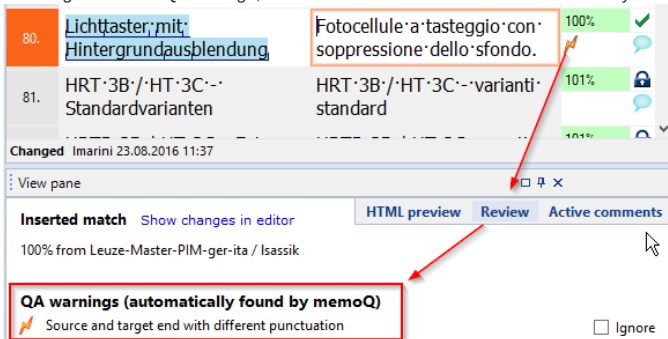
- be careful not to enter wrong terms (e.g. singular instead of plural)

This may happen if you pick the wrong term out of the list that is shown when typing.

Unsuppressed warnings

We often receive translations where a lot of warnings go unchecked.

- Do not ignore memoQ warnings, check their reason and then decide whether you may ignore them or not



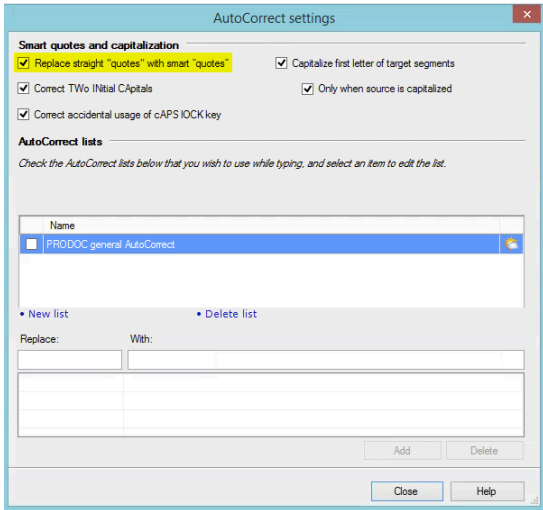
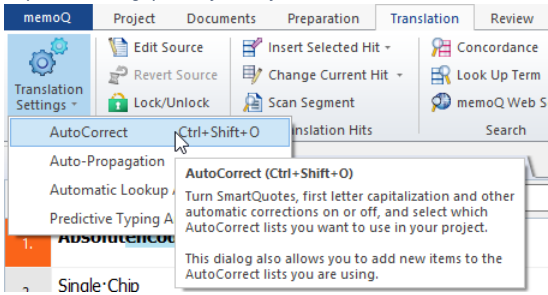
Quotes and hyphenation

We often receive translations with the wrong hyphenation.

Be careful of the use of quotes/inverted commas

- check which style was used in the source and which one is defined in the [Customer Info](#) and adjust them appropriately.
- for a number of customers the correct quotes are defined in the [Customer Info](#) section of this Wiki

To prevent wrong quotes, you may use the **AutoCorrect** function, if no special quotes like « » are defined



Non-translatables

Please also always observe **non-translatables** in addition to customer-specific term bases. They are fixed for each customer and highlighted in gray in the translation results window.

