



# MEMOQ PLUGIN FOR SDL TRADOS STUDIO

**Getting Started**

*for translators*



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[www.memoQ.com](http://www.memoQ.com)

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This document contains instructions to set up and use the memoQ plugin for SDL Trados Studio. It does not contain information on installing or using SDL Trados Studio.

## 0 Introduction

The memoQ Plugin for SDL Trados Studio allows users of Trados Studio to access translation memories from Language Terminal and from memoQ servers.

This document contains instructions to install the plugin, to set it up to work with Language Terminal or memoQ servers. Finally, it describes how you can use the translation memories from Language Terminal and memoQ servers to translate documents in Trados Studio.

## 1 Install the plugin

To use this plugin, you need two things:

- Trados Studio 2014 or Trados Studio 2015 on your computer.
- At least one translation memory that you can access from Language Terminal or a memoQ server. Please have your Language Terminal user name and password ready, or the same from the memoQ server you plan to use.

To install the plugin, do the following:

1. Make sure Trados Studio is not running.
2. Download the memoQ plugin from <https://www.memoq.com/sdltrados>, and run it.
3. In every screen of the Setup wizard, click **Next**.

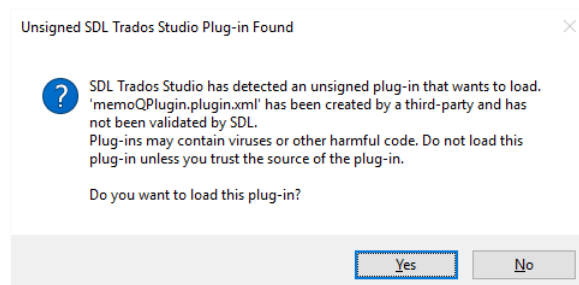
## 2 Set up your memoQ or Language Terminal TMs

**Note:** This description follows SDL Trados Studio 2015.

To set up your TMs from memoQ server or Language Terminal, follow these steps:

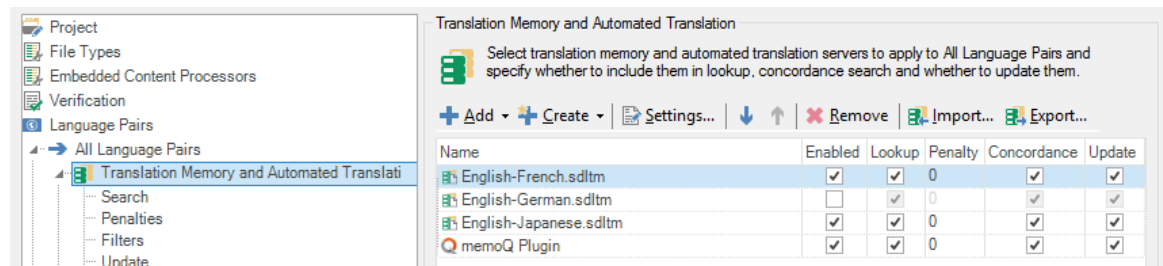
1. Start SDL Trados Studio.

You may receive a message from SDL Trados Studio that there is an unsigned plugin:

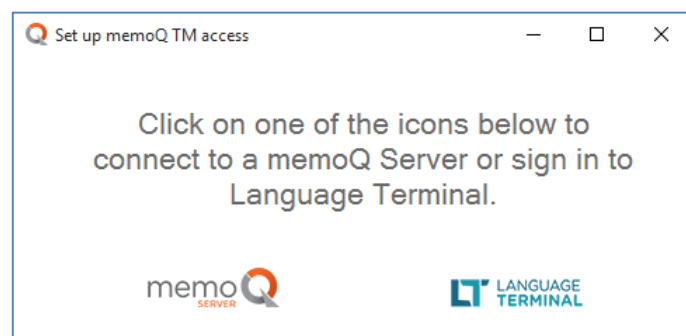


This is the memoQ plugin; click Yes to make SDL Trados Studio load it.

2. Create a project. Make sure you have at least one translation memory on memoQ server or on Language Terminal – for at least one of the language pairs in your project.
3. On the **Home** ribbon tab, click **Project Settings**.
4. In the **Project Settings** dialog – on the left – expand **Language Pairs**, and then either a language pair, or **All Language Pairs**:



5. On the right, click **memoQ Plugin**, and then click **Settings...**
6. The Set up memoQ TM access dialog appears. If this is the first time you use it, the dialog will look like this:



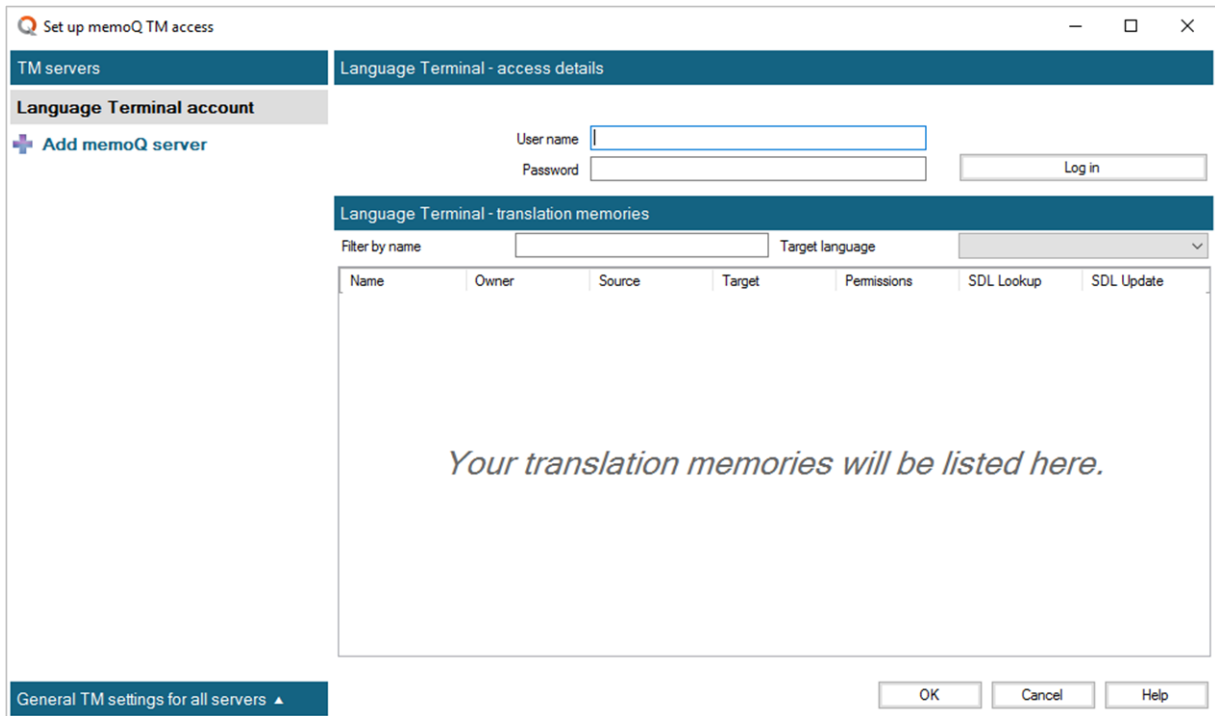
## 2.1 Connecting to Language Terminal

Before you can access translation memories from Language Terminal, you need a Language Terminal account, and one or more translation memories made available to you. You can also set up translation memories for yourself.

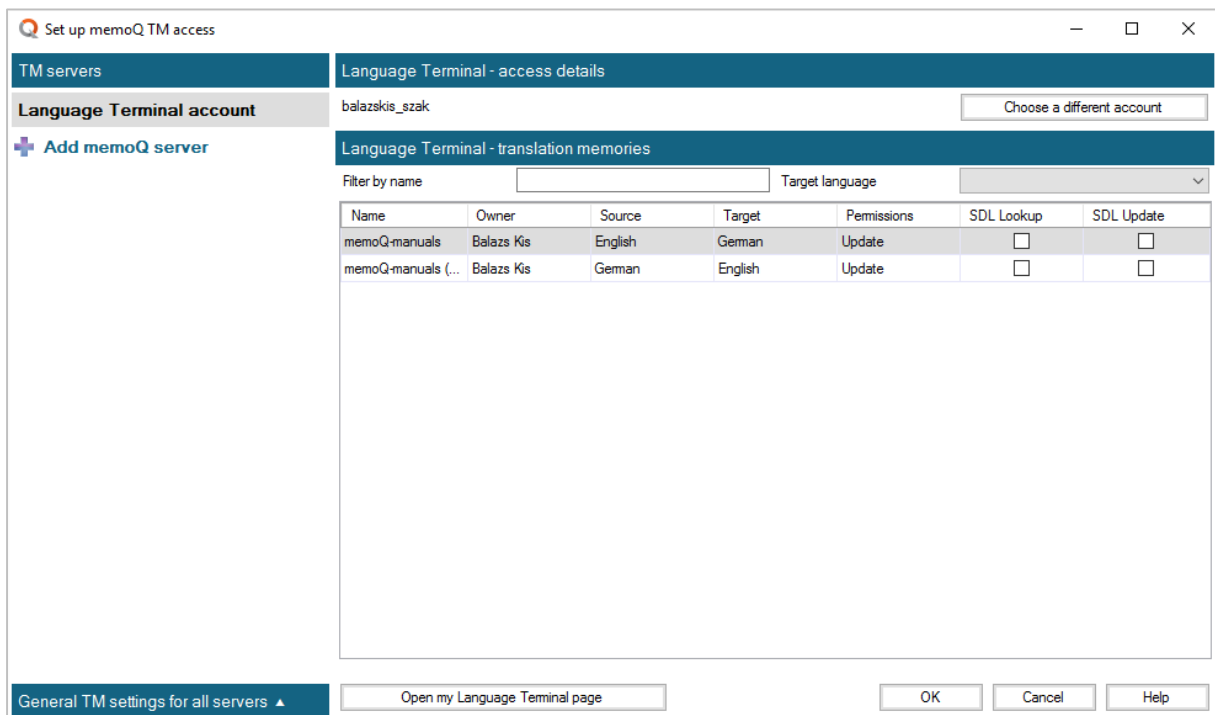
To set up translation memories in Language Terminal, open the Language Terminal portal at <https://languageterminal.com>, sign in, and then click **Resources**, then **Translation memories**. To set up a new translation memory, click **Create new translation memory** under **My translation memories** – or, if you haven't got one yet, click **Set up my first translation memory**.

If you have your Language Terminal user name and password at hand, and you made sure you can access at least one translation memory through your account, you are ready to set up the memoQ TM plugin in Trados Studio.

1. In the **Set up memoQ TM access** dialog, click the Language Terminal logo. The **Set up memoQ TM access** dialog appears, with Language Terminal selected:



2. Type your Language Terminal user name and password in the two boxes at the top, then click **Log in**. The translation memories from your **Language Terminal** profile will appear in the list in the lower part of the dialog:



3. Choose one or more translation memories that you need to use. If you wish to receive matches from a translation memory, check the **SDL Lookup** check box next to it. If you wish to save translations in a translation memory, check the **SDL Update** check box next to it.

**Note:** You can choose multiple translation memories for SDL Update – when you confirm a segment in SDL Trados Studio, it will be saved in all TMs selected for updating.

4. After you make all your choices, click OK.

You can stay on the page and add memoQ servers, too, as many as you have access to. (See Section 2.2.)

## 2.2 Connecting to a memoQ server

To connect to a memoQ server, you need to receive the following details from the server's owner:

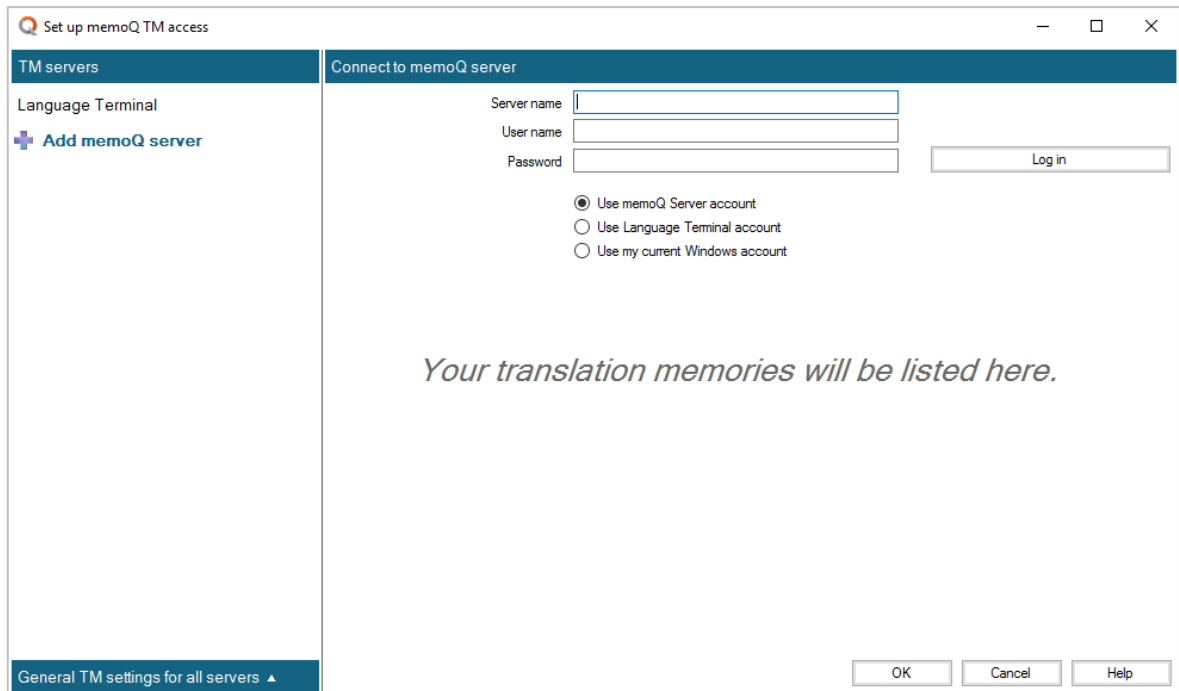
- The address of the server (example: <https://memoq.company.com>)
- Your user name
- Your password

**Important:** To receive matches from a memoQ server TM, you must be member of the **Resource lookup via API/plugins** group on the memoQ server. To save translations to a memoQ server TM, you must be member of the **Resource update via API/plugins** group on the memoQ server. If you cannot connect to the memoQ server with the user name and password you received, contact the server administrator and ask this question.

In addition, the memoQ TM plugin takes a memoQ web license from the memoQ server. If the memoQ server has no free licenses, you will not be able to use the translation memories from there.

If you cannot connect to the memoQ server, check these two points with the server's owner.

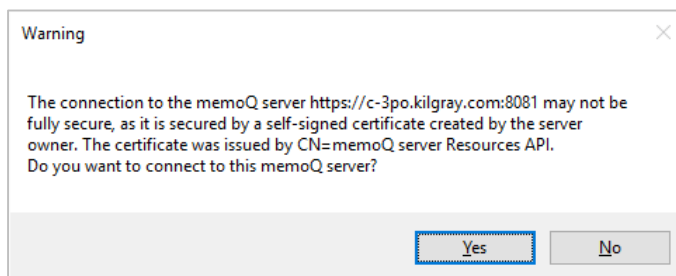
1. In the **Set up memoQ TM access** dialog, click the memoQ server logo. The full **Set up memoQ TM access** dialog appears, with the form to add a new memoQ server:



Type the server address, your user name and password in the three boxes at the top, and then click **Log in**.

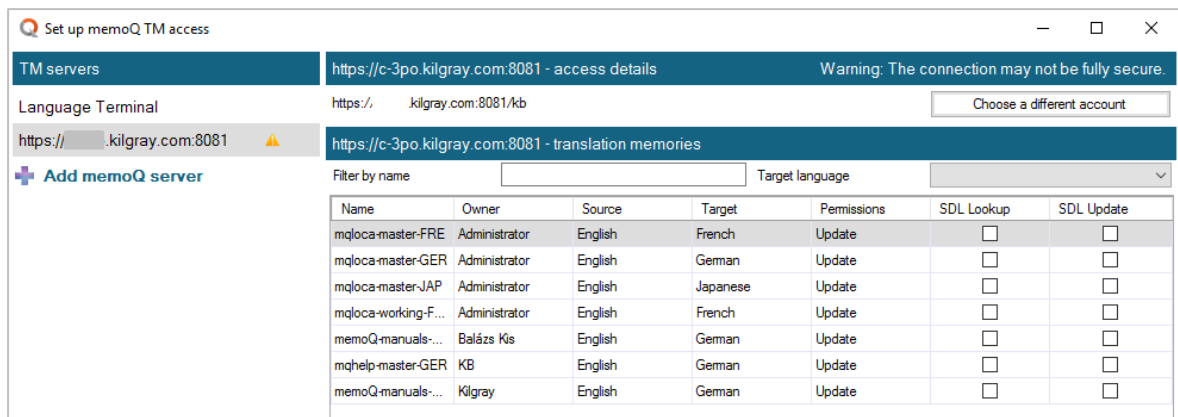
You must start the server address with **https://**.

When you connect to the memoQ server, you may receive the following warning message (with a memoQ server that was properly set up, you will not receive it):



This message means that the memoQ server uses encryption keys that were not validated by a public certification authority. If you trust the owner of the memoQ server, you can proceed and connect to the server. Otherwise you may want to contact the owner’s server administrator or project manager.

- The translation memories from the memoQ server appear in the list in the lower part of the dialog:



The list has only those TMs that you have permissions for.

- Choose one or more translation memories that you need to use. If you wish to receive matches from a translation memory, check the **SDL Lookup** check box next to it. If you wish to save translations in a translation memory, check the **SDL Update** check box next to it.

You can choose multiple translation memories for **SDL Update** – when you confirm a segment in SDL Trados Studio, it will be saved in all TMs selected for updating.

- After you make all your choices, click **OK**.

You can stay on the page and add more memoQ servers by clicking **Add memoQ server** on the left.

You can also set up your Language Terminal profile: on the left, click **Language Terminal**, and type your user name and password. (See Section 2.1.)



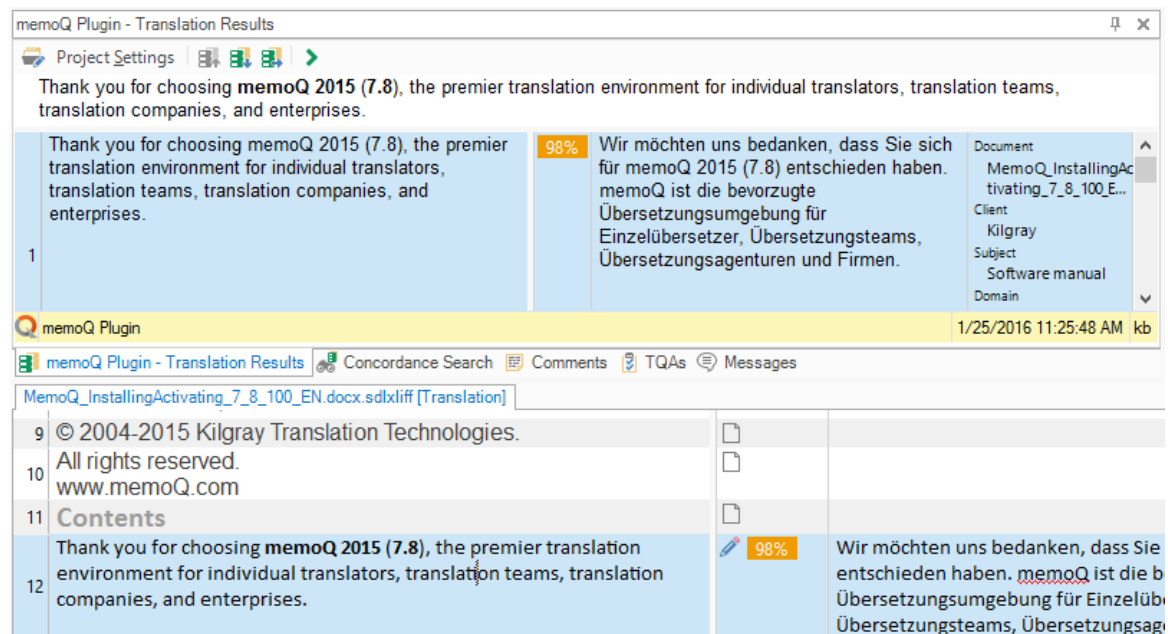
### 3 Translate in SDL Trados Studio

To start translating in SDL Trados Studio, do the following:

1. Click **OK** to close the **Project Settings** dialog of Trados Studio.
2. Import the document you need to translate (if you haven't done so earlier).
3. If Studio doesn't allow you to open the document for translation at first, you need to convert the file to translatable format.

To do so, right-click the document name, point to **Batch tasks**, and choose **Convert to Translatable**, and follow the wizard that appears (practically, it is enough to click Finish on the first page). In fact, you can choose any of the **Prepare** commands in that menu, but **Convert to Translatable Format** is the quickest if you do not want to pre-translate or analyze the document.

4. Open the document for translation. When you enter a segment, SDL Trados Studio will use the memoQ TM plugin to retrieve matches. They will be displayed and inserted normally, as though they were coming from a regular Trados Studio TM:



The screenshot displays the 'memoQ Plugin - Translation Results' window. It features a toolbar with 'Project Settings' and navigation icons. A message at the top thanks the user for choosing memoQ 2015 (7.8). Below this, a translation match is shown for segment 1. The source text is 'Thank you for choosing memoQ 2015 (7.8), the premier translation environment for individual translators, translation teams, translation companies, and enterprises.' The target text is 'Wir möchten uns bedanken, dass Sie sich für memoQ 2015 (7.8) entschieden haben. memoQ ist die bevorzugte Übersetzungsumgebung für Einzelübersetzer, Übersetzungsteams, Übersetzungsagenturen und Firmen.' The match score is 98%. A metadata panel on the right shows: Document: MemoQ\_InstallingActivating\_7\_8\_100\_E..., Client: Kilgray, Subject: Software manual, Domain: [empty]. The window title bar shows 'memoQ Plugin' and the date/time '1/25/2016 11:25:48 AM kb'. Below the window, the main Trados Studio interface shows a list of segments with a match for segment 12.

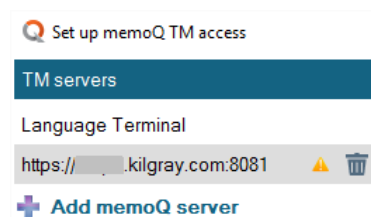
Segment	Source Text	Target Text	Match Score
9	© 2004-2015 Kilgray Translation Technologies.		
10	All rights reserved. www.memoQ.com		
11	<b>Contents</b>		
12	Thank you for choosing memoQ 2015 (7.8), the premier translation environment for individual translators, translation teams, translation companies, and enterprises.	Wir möchten uns bedanken, dass Sie entschieden haben. memoQ ist die b Übersetzungsumgebung für Einzelüb Übersetzungsteams, Übersetzungsagi	98%

## 4 Change settings

In SDL Trados Studio, you can return to the **Project Settings** dialog, and open the **Set up memoQ TM access** dialog anytime, even in the middle of a translation.

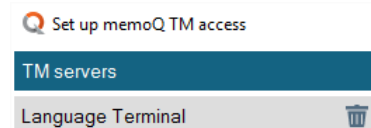
You can make the following changes:

- Choose a memoQ server – or Language Terminal – on the left, and choose different translation memories for lookup and update.
- Choose a memoQ server – or Language Terminal – on the left, click **Choose a different account**, and type a different user name and password.
- To remove a memoQ server from the list, point to server name, and click the trash can icon that appears in the same row:

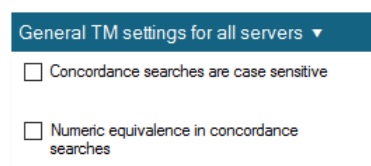


Note that the server will go away from the list *only* if you click **OK** in the **Set up memoQ TM access** dialog, and then you click **OK** in the **Project Settings** dialog, too.

To remove your Language Terminal settings without specifying a new user name and password, point to **Language Terminal** in the list, and click the trash can icon that appears there:



- Change concordance settings for all servers in the list: at the bottom left, click **General TM settings for all servers**. Two check boxes appear:



First, you can make concordance searches case-sensitive (by default they are not). You can also require that numbers in the concordance matches are exactly the same as in the source text – by default, this is not enforced.