

Phrase TMS - Quick Start Guide for Linguists

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Introduction

This guide covers the basics of Phrase TMS for linguists and provides you with a step-by-step approach to use it.

We will explore essential concepts such as job handling, working with CAT editors, terminology management, and QA features.

By the end of this guide, you will be equipped with the basic knowledge to explore other topics and more advanced features through Phrase Help Center documentation.



NOTE

Phrase TMS offers two main versions of the CAT editor, with almost identical CAT functionalities:

- CAT web editor
- CAT desktop editor

Please note that all screenshots provided in this guide refer to the **CAT web editor** user interface.

Accept or Decline Jobs

Receive email notification and log in to Phrase TMS

New users

A project manager will trigger a welcome email with login information. The message will contain your username and a link to reset your password. Once your new password is set, you can access Phrase TMS providing your credentials at https://cloud.memsource.com.

• Existing users

Once a translation job is available, you will receive an email notification containing essential project details such as the language combination, deadline, and word count.

Log in to Phrase TMS by providing your credentials at https://cloud.memsource.com to access the Jobs page.



NOTE

If you have multiple Phrase TMS accounts, log in with username.

Jobs page overview

tings		line Complete Rejec	J						
	Name	Status	Due date	Wordcount	Progress	Workflow	Project # Project	Source	Target
ints ^	posts.json	New	•	42	0%	Translation	2 rebrand v1.0	en ^{US}	da ^{DK}
s.json	README.md	New		69	0%	Translation	2 rebrand v1.0	en ^{us}	sv ^{se}
	Localizable.strings	New	1	34	0%	Translation	2 rebrand v1.0	en ^{us}	da ^{DK}
	Localizable.strings	Emailed		34	0%	Revision	2 rebrand v1.0	en ^{us}	sv ^{se}
	Cocalizable.strings	Completed		38	0%	Translation	1 master v1.0	en ^{us}	da ^{DK}
	Localizable.strings	Accepted	Jan 31 00:00	38	0%	Revision	1 master v1.0	en ^{us}	sv ^{SE}

⑦ Help

- 1. List of all assigned jobs across multiple projects with relevant details
- 2. Predefined filter based on job status
- 3. Buttons to change jobs' status
- 4. Options to customize and filter the jobs view

Projects page overview

D Phrase	24	Projects 4							Go to classic project list
Projects		All projects	3 - T Filter 3						3 Projects 🚍
🗂 Jobs	I	□ #↓ <i>"</i>	Name	A Progress A Created A Client	// Owner	// Status	// Due date // Target language //	5	2
th Settings		8	M101_Pinwheel galaxy	Jan 27 13:39	UM_TestPM	Completed	Feb 28 00:00 th	1	
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M30, Globular cluster		0 6	M57_Ring Nebula	Jan 27 13:18	UM_TestPM	Assigned	Feb 28 00:00 de hu		
(B TB_Quasars	Ľ,							-	
TM_Quesers									

- 1. List of projects containing your assigned jobs with relevant details
- 2. Clickable settings icon to customize columns displayed in the list
- 3. Options to filter the projects view
- 4. Dropdown menu with options to create, save and manage your projects view based on available filters

Click on a project name in the list to open the relevant project details page, where you will find:

- Additional project information
- Available resources attached to the project (i.e. analyses, quotes, TMs, TBs, references)

Preview job content

Assigned jobs must first be accepted to start the linguistic task. However, you can preview the content in the CAT editor before accepting a job:

- 1. Click on the job name you wish to preview.
- 2. Select **Open as read-only** in the red warning message.

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 Projects jobs 		All V Ac		amplete 2							
Settings		You have not accept	ted the selected job(s)	yet. <u>Open as read-o</u>	niy or <u>accept</u> (the job(s) first to have full access.					
Recents	^	Name	Status Due date		Progress	Project # Project	Source	Target	Created 👻	Project owner	▼
PM certification My own DOCX.docx		W own CCX.docx	Emailed	212	100%	1 PM certification	en	cs	Feb 10 09:24	luke-matlak	
(7) Help											

Accept or decline jobs

1. Select **New work** at the top of the Jobs page to view only assigned jobs that have not been accepted.

- 2. Select one or multiple jobs.
- 3. Click on the **Accept** button to accept the selected job(s), or click on **Decline** if you determine that you cannot perform the task.

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		3								
Projects		New work V Accept	Decline Complete Reject							
Jobs		0								
Settings		Name	Status Due date	Wordcount	Progress	Workflow	Project	Source	Target	٣
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		README.md	New	69	0%	Translation	rebrand v1.0	en ^{us}	sv ⁵⁶	
		Localizable.strings	New	34	0%	Translation	rebrand v1.0	en ^{us}	da ^{DK}	
		Localizable.strings	Emailed	34	0%	Revision	rebrand v1.0	en ^{US}	sv ^{se}	

Useful articles on Phrase Help Center

You can find additional information in the following articles:

- Linguist
- Jobs
- Sharing (in particular, see Error messages related to shared jobs)
- Projects

Translation Process

Open accepted job(s) in the CAT editors

• CAT desktop editor



TIP

Using the CAT desktop editor is recommended in case of:

- Longer translations
- Slower Internet connection
- Offline work

Prerequisite: Download and install the CAT desktop editor by following the instructions provided in this article.

- 1. Select **Accepted work** at the top of the Jobs page to view only accepted jobs that have not been completed.
- 2. Click on the project name next to the job you wish to work on to open the relevant project page.

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	1											
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Jobs												
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Test_file_011.docx	translation-me.xit	2	2022				2					
David_test_article_01	JobID_586_David_test_articl e_01_en_de.xliff	Accepted N	Mar 15, 2021	121	20%	Translation 2	27465 David_test_article_01	en	de	Mar 5, 2021	dk_support	
Ticket #74140	Test_file_011.docx	Accepted 1	Mar 12, 2021	514	0%	Translation 2	27460 Ticket #74140	en	de	Mar 5, 2021	dk_support	
Highlight.docx												

- 3. Select one or multiple jobs in the project page.
- 4. Click Download/Bilingual MXLIFF to save the file to your local disk.

Precess David_test_article_01 . Ads # 2745 Settings # 2745 . Beerss	TMS EU Support	Projects / David_test_article_01	Д [•] DK
Final file Analyses	Projects Jobs Settings Fecents Devid_test_article_01 Job0_586_David_test_artic Test_file_011.docx Ticket #74140 Highlightotox Off-road-adventure-new-tr	# 27455 Source language m Name David, Sett, article, 0.1 Target language m Oreated yr dk.support Matchies translation engine Memosurce Translate test ① Oreated yr dk.support Matchies translation engine Memosurce Translate test ① Oreated Wr 5, 2021 Owner dk.support Jobs Translation 2 V Change status Desented Pre-translate Tools 0 and 0 confirmed File Billingual MOLEFF & 3 2 20% JobiD.SBR.DWG File Billingual MOLEFF & ODCX A - TIXX Accepted an Mar 15, 2021 No results yet. Completed tile Final file	¥

- 5. In case of multiple jobs, select **Join files** to download a joined single file (the target language must be the same). Otherwise, select **Zip files** to download a ZIP folder with individual files.
- 6. Click **Download** and open the downloaded file in the CAT desktop editor to start working.

Download A	Download bilingual files	×
File	Format MXLIFF	~
261514_ úv		
	Zip files O	6



NOTE

Working from the CAT desktop editor still requires entering your login information to leverage translation resources and sync the translation to the server.

- CAT web editor
 - 1. Select **Accepted work** at the top of the Jobs page to view only accepted jobs that have not been completed.
 - 2. Click on a job to open it in the CAT web editor.

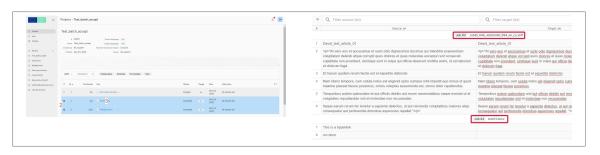
	1											
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) Jobs 3 Settings	Name	Status	Due date	Wordcount	Progress	Workflow	Project # Project	Source	Target	Created -	Project owner	Ŧ
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David_test_article_01	Highlight.docx	Accepted	Dec 24, 2020	65	23%	Translation 2	26507 Test_batch_accept	en	de	Dec 23, 2020	dk_support	
JobID_586_David_test_artic Test_file_011.docx	Indication		Dec 24, 2020	5	0%	Translation 2	26507 Test_batch_accept	en	de	Dec 23, 2020	dk_support	

If you have multiple jobs belonging to the same project and into the same target language, you can also open all of them at once:

1. Click on the project name next to the job you wish to work on to open the relevant project page.

TMS EU Support EK	Jobs										Ĺ	¢• (
Projects	Accepted work - Accept											
Jobs												
8 Settings	Name	Status	Due date	Wordcount	Progress	Workflow	Project # Project	Source	Target	Created 👻	Project owner	т
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) Short_test_file.docx	Test_file_011.docx	Accepted	Mar 12, 2021	514	0%	Translation 2	27460 Ticket #74140	en	de	Mar 5, 2021	dk_support	
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JobID_586_David_test_artic	test01.docx		Dec 24, 2020	5	0%	Translation 2	26507 Test_batch_accept	en	de	Dec 23, 2020	dk_support	

- 2. Select multiple jobs in the project page.
- 3. Click on any of the selected jobs' name to open the whole selection in the CAT web editor. Multiple jobs will be separated with a bar indicating job number and filename.



CAT editor interface overview

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	The European Parliament, the Council and the Commission solemnly proclaim the following text as the Charter of Fundamental Rights of the European Union.	Evropský parlament, Rada a Komise slavnostně vyhlašují následující text za Listinu základních práv Evropské unie.	0	<u>75</u>	۵	P			
	CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE	۲	100	o ô	æ			
1	The peoples of Europe, in creating an ever closer union among them, are resolved to share a peaceful future based on common values.	Evropské národy jsou při vytváření stále užší unie mezi nimi odhodlány sdílet mírovou budoucnost založenou na společných hodnotách.	0	75	ô	æ			
5	Conscious of its spiritual and moral heritage, the Union is founded on the indivisible, universal values of human dignity, freedom, equality and solidarity; it is based on the principles of democracy and the rule of law.	Unie si je vědoma svého duchovního a morálního dědictví a je založena na nedělitelných univerzálních hodnotách lidské důstojnosti, svobody, rovnosti a solidarity je založana na zásadách demokracie a právního státu.	0	75	ô	P			
6	It places the individual at the heart of its activities, by establishing the citizenship of the Union and by creating an area of freedom, security and justice.	Do středu své činnosti staví jednotlivce tím, že zavádí občanství Unie a vytváří prostor svobody, bezpečnosti a práva.	0	75	ô	P			8
7	The Union contributes to the presentation and to the development of these common values while respecting the diversity of the cultures and traditions of the peoples of Europe as well as the national detailies of the Member Satus and the organisation of the rupicial culturities at national, regional and local investit, is seeks to promote balanced and sustainable development and ensures free movement of persons, services, goods and cupital, and the reduction of establishment.	Unie přepívá k zachování a rozvojí McMo spoločných hodnot při respektování rozmaniosti kultur a tradici národá Evropy, jakož i národní identitý úlemských států a organizace sjeloh velkných orgání na celostátní, regensáhí a misliní úrovní, uselkej o podrom vyvěženého s udžitelného rozvoje a zajišťuje velný potrýb osob, služeb, zboží a kapitálu a svobodu usazování.	0	<u>75</u>	ð	P			
3	To this end, it is necessary to strengthen the protection of fundamental rights in the light of changes in society, social progress and scientific and technological developments by making those rights more visible in a Charter.	Za tímto účelem je nezbytné poslilt ochranu základních práv s ohledem na změny ve společnosti, sociální pokrok a vědeckotechnický vývoj tím, že se tato práva zvrdítelní v Listině.	0	Z 5	ô	P			
9	This Charter reaffirms, with due regard for the powers and tasks of the Union and for the principle of	Tato listina potvrzuje s náležitým ohledem na pravomoci a úkoly Unie a zásadu subsidiarity práva, která	0	75	ô				
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	Evropské národy jsou při vytváření stále užší unie mezi nimi odhodlány sdílet mírovou budo na společných hodnotách.	ucnost založenou							
	Unie si je vědoma svého duchovního a morálního dědictví a je založena na nedělitelný	ch univerzálních							

- 1. Translation editor showing segments with source and target text
- 2. Preview section to display source or target document



NOTE

To display in-context preview, you need to enable it by selecting **Tools/Show preview tab** in the menu \equiv toolbar.

- 3. Resource status showing the connection status of available translation resources (TMs, TBs, MT)
- 4. Clickable paper clip icon indicating a reference file attached to the translation project
- 5. Button to change jobs' status within the CAT editor

- 6. Menus \equiv and options toolbar
- 7. Search, filtering and sorting options
- 8. Tabs to select and display relevant panes of the CAT editor

Work with segments

Confirm

All translated segments need to be confirmed before completing a job. Confirming a segment saves the translation in the translation memory, if there is one attached to a project and is assigned in the *Write* mode.

There are multiple ways to confirm segments:

- You can confirm segments individually using keyboard shortcuts Ctrl+Enter or Cmd+Enter.
- Confirmation can also be done by clicking on the segment status icon.

Ŧ	Q Filter source (en)	Q. Filter target (cs)	a) ≇	. (Clear a	all	
1	CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE	0	100	b I	ô	P
2	The European Parliament, the Council and the Commission solemnly proclaim the following text as the Charter of Fundamental Rights of the European Union.	Evropský parlament, Rada a Komise slavnostně vyhlašují následující text za Listinu základních práv Evropské unie.	0	75	1	ê	(III)
3	CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE	0	100	Q I	ô	F
4	The peoples of Europe, in creating an ever closer union among them, are resolved to share a peaceful future based on common values.	Evropské národy jsou při vytváření stále užší unie mezi nimi odhodlány sdílet mírovou budoucnost založenou na společných hodnotách.	0	75	1	ô	F
5	Conscious of its spiritual and moral heritage, the Union is founded on the indivisible, universal values of human dignity, freedom, equality and solidanity; it is based on the principles of democracy and the rule of law.	Unie si je vědoma svého duchovního a morálního dědictví a je založena na nedělitelných univerzálních hodnotách litiské důstojnosti, svobody, rovnosti a solidarity, je založena na zásadách demokracie a právního státu.	0	_		₿ s confin	₪ irmed
6	It places the individual at the heart of its activities, by establishing the citizenship of the Union and by creating an area of freedom, security and justice.	Do středu své činnosti staví jednotlivce tím, že zavádí občanství Unie a vytváří prostor svobody, bezpečnosti a práva.	0	75	1	ê	æ
7	The Union contributes to the preservation and to the development of these common values while respecting the diversity of the cultures and traditions of the peoples of Europe as well as the national identities of the Member States and the organisation of their public authorities at national, regional and local levels, it seeks to promote balance and sustainable development and ensures free movement of persons, services, goods and the services of the services of the services and the services of the services and the services	Unie příspívá k zachování a rozvoji těchto společných hodnot při respektování rozmanitosti kultur a tradic národů Evropy jakož i národní identity členských států a organizace jejich veřejných orgánů na celostátní, regionální a místní úrovni, usiluje o podporu vyváženého a udržitelného rozvoje a zajišťuje volný pohyb osob, služeb, zboží k aptátů a svobdou usazování.	0	75	1	ð	T

- You can select multiple segments and confirm them at once:
 - 1. Press Shift or Ctrl/Cmd and click on the segment numbers to select them.
 - 2. Confirm the selected segments using keyboard shortcuts, or by selecting **Edit/Confirm segment** from the menu toolbar.

Ŧ	Q Filter source (en)	Q. Filter target (cs)	a) 3	⊭ (Clear all	
	Charter and updated under the responsibility of the Praesidium of the European Convention.	Evropské úmluvy.				•
11	Enjoyment of these rights entails responsibilities and duties with regard to other persons, to the human community and to future generations.	Požívání těchto práv s sebou nese odpovědnost a povinnosti vůči jiným osobám, lidskému společenství a budoucím generacím.	0	75	ð	F
12	The Union therefore recognises the rights, freedoms and principles set out hereafter.	Unie proto uznává práva, svobody a zásady stanovené níže.	0	75	ô	1
13	TULEI	HLAVA I	0	мт	Ô	P
14	DIGNITY	DÚSTOJNOST 2	0	мт	ð	P
15	Article T	Článek 1	0	100	. ©	P
16	Human dignity	Lidská důstojnost	0	100	2 8	P
17	Human dignity is inviolable.	Lidská důstojnost je nedotknutelná.	0	100	2 🙃	P
18	It must be respected and protected.	Musí být respektována a chráněna.	0	75	ô	P
19	Article 2	Článek 2	0	100	2 🙃	F

· You can also select all segments using keyboard shortcuts and confirm them together.



NOTE

If you need to edit confirmed translations, remember to confirm segments again to reflect changes in the translation memory.

Repetitions

Segments repeated within a job are labelled as repetitions. The first instance of a repetition is identified with a heavy arrow and subsequent repetitions with a lighter arrow a. Your confirmed translation of a repetition will be propagated throughout the rest of the text where the same source segment is repeated. Propagated repetitions will also be automatically confirmed. However, you can also edit the translation of a propagated repetition:

1. Locate the repetition you wish to edit and click on the arrow icon next to the corresponding segment.

The arrow icon will be crossed out to indicate a repetition exception.

- 2. Edit the translation as required.
- 3. Confirm the edited repetition exception.



Search and Filter

You can use the CAT editor's filter section to search for text through different options.

- 1. Click on the Filter settings button to open the relevant window.
- 2. Select the type of content you wish to search text in from the Filter by section.
- 3. Toggle on/off the Case sensitive setting as needed.



NOTE

If you are working in the CAT desktop editor, the Use regexp setting can also be enabled.

 Type the text to be searched in the corresponding search box. Segments are automatically filtered to highlight search results.

B ≓	Ι Ψ X, X' ▲ A R の Y X 田 ぬ M 小 ~ ~ Q video 4	Q Filter target (de), tags	a ¹ =
#	Source: en	Target: de	Filter settings
9	This module contains a series of videos that highlight some of the Grenadier's key technologies that you will use to match to a capability of the vehicle. ● 2 An interactive workbook is available below.		Case sensitive 3
13	Workbook is available below Zero and the videos, think about the capabilities of the Grenadier and record them in the workbook.		Filter by Source/Target
14	2 Use the videos to identify the technologies that support the capability and record them and your reasoning for selecting them in the workbook. 2 3 For example, towing a boat up a slipway would need the capability of having excellent traction in extreme conditions.		Context key
15	The technologies that support this could be Permanent Four-Wheel Drive, Centre Differential Lock, and Uphill Assist. Discrete Differential Cock, and Uphill Assist. Discrete Differential Differentiation of the Di		✓ Tags

If you need to perform more complex searches, click on the arrow next to the filter section to display advanced filters. Expand any of the advanced filters to apply the desired options.

BIUX,X'LDの見のYX団 AFM P ~ ~

Q video				Q Filter targe	et (de), tags		
Segment status 0							
Empty	1st repetition 🗌 Confirmed	Edited Loci	ked 🗌 Reso	lved comments	s 🗌 Pluralized 🗌		ly tags
Not empty	Rep. exception 🗌 Not confirme	ed 🗌 Not edited 🗌 Not	locked 🗌 Not	resolved	Not pluralized	Not ICU Co	ntains tags
Pretranslated from	0						
Segments created / n							
Created	Choose date	Created by	Select	~)			
Last modified	Choose date	Last modified by	Select	~			
Comments created / I							
Changes in workflow							

You can also expand the Sort section to sort content alphabetically, by segment length, repetitions, and matches' score.

в	Ι U X, X' 品 Ω 匣 ② Υ 大 田 № ୩ 極 № σ	
Ŧ	Q video	Q, Filter target (de), tags
	Segment status 0	Target: de
	Pretranslated from 0	
÷	Segments created / modified 0	
	Comments created / modified 0	
	Changes in workflow step 0	
•	Sort 0	
	O No sort ○ Source A to Z ○ Shortest first ○ Least repetitions ○ Higher match first	
	○ Source Z to A ○ Longest first ○ Most repetitions ○ Lower match first	
-	within and roaming.	
18	VIDEO CONTENTS LIST	
19	1 Videos 1	

· Join and split

Whenever default text segmentation does not seem to follow a logical structure, it may be useful to join or split the segments as needed. Proper merging and splitting of segments can also impact the matches retrieved from the translation memory.



NOTE

Splitting or joining segments requires permission to edit the source granted by the project manager.

To join segments:

- 1. Click in a segment.
- Click on Join segments t in the top toolbar, or use the corresponding keyboard shortcut. The selected segment and the one below will be joined. A blue j tag is automatically inserted in the text.

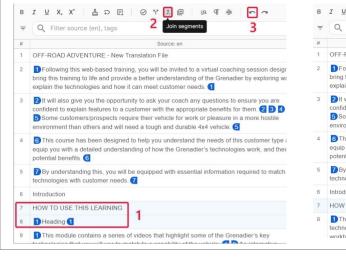


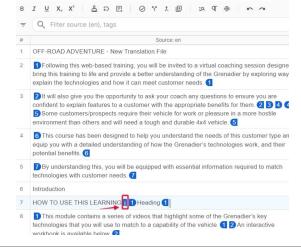
NOTE

The j tag must be preserved in the target text to achieve desired formatting in the completed document.

3. If needed, click on the **Undo** button in the top toolbar to cancel the operation, or use the corresponding keyboard shortcut **Ctrl+Z/Cmd+Z**.

This will only work if no other action was performed between the joining and undoing.

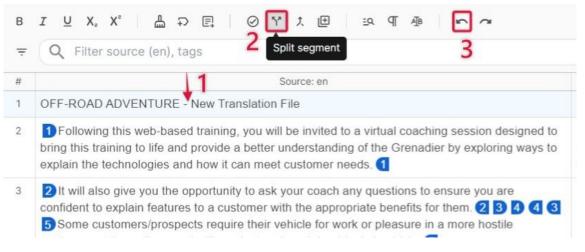




To split segments:

- 1. Place the cursor at the desired point in the source text.
- 2. Click on **Split segment** in the top toolbar, or use the corresponding keyboard shortcut. The segment will be separated at the specified point.
- 3. If needed, click on the **Undo** button in the top toolbar to cancel the operation, or use the corresponding keyboard shortcut **Ctrl+Z/Cmd+Z**.

This will only work if no other action was performed between the splitting and undoing.



Work with tags

Source files may contain variables, special formatting, formal names, or code that should not be translated. These elements are displayed in the CAT editors as *tags*.

в	ℤ⊻Х₂Х° ≜₽Е ⊘Ү⊁Е № Պ⊕ ∽~	
Ŧ	Q Filter source (en)	Q Filter target (es)
#	Source: en	Target: es
1	ABOUT US	SOBRE NOSOTROS
2	1 We're in business to help you unlock your full potential	Trabajamos para ayudarte a desarrollar todo tu potencial
3	We're empowering people to form deeper connections by reaching others in their native languages through simple, collaborative translation.	Facilitamos la comunicación entre personas de cualquier idioma a través de una solución de localización sencilla y colaborativa.
4	Get in touch	Contacta con nosotros
5	1 Our mission 2.	Nuestra misión 2
6	At Phrase, we believe when you unlock language, you unlock opportunity. That's why we're pushing the boundaries of language technology through automation and artificial intelligence to power high quality, scalable, and fast localization for teams of any size.	Creemos que cuando se localiza el lenguaje, se abre un mundo de oportunidades por eso gracias a la automatización y a la inteligencia artificial hemos desarrollado una solución que facilita el proceso de localización a equipos de cualquier tamaño.
7	We aim to open the door to global business by giving everybody access to the content they need in the language they speak.	Nuestro objetivo es abrir la puerta a negocios globales, dándoles las herramientas que necesitan para localizar los contenidos en el idioma de sus consumidores.
8	Visit 2 www.phrase.com 2 4	Visita 1 2 www.phrase.com 2

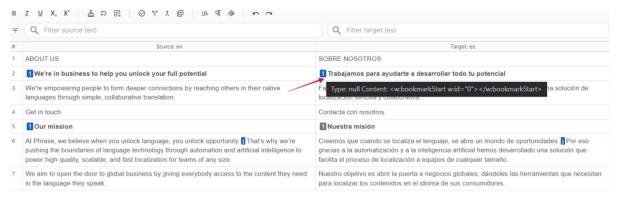
1. Unpaired/Single tags

- 2. Custom tags
- 3. Joined tags
- 4. Paired tags

You can preview tag content:

• By hovering over a given tag.

Phrase TMS - Quick Start Guide for Linguists



· By selecting Edit/Tags/Expand tags in the menu toolbar to preview all tag content.

Document		1 0 Y 1 🖻	ia di de la constante de la co	2			Ŧ	Q Filter source (en)
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Tools		Unconfirm segment	Ctrl+Shift+Enter				#	Source: en
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Preferences		Delete target text	Ctrl+D	iniversal	Im Bewusstsein ihres geistigen	und mora		5title) Soviet Union (5 Soviet Union (4 and the 6 7 title
Help		Tags		insert tag	FE	rürde, - tie unc		United States 7 United States 6 and their respective allies, the 8 <a "="" href="/wiki/Eastern_Bloc title="> 9 title> Eastern Bloc 9 Eastern Bloc 8 and the 10 <a <="" a="" href="/wiki/Western_Bloc">
It places the indi by creating an ar		Toggle case	Shift+F3	insert all tags	Ctrl+Shift+F8	elpunk sit, der		title="">) 11 title) Western Bloc 11 Western Bloc 10 , after 12 <a <="" href="/wiki/World_War_II" td="">
The Union contri respecting the di national identitie	versity of the	Insert symbol Undo	Ctrl+Z	Insert tag nur		l Entwi onen d	2	title=""> 13 title) World War II 13 World War II 12. The period is generally considered to span the 1947 14 2
regional and loci free movement of		Redo	Ctrl+Y	Create custo	m tag Alt+F8	einer a , Dienz		15 title) Truman Doctrine (15 Truman Doctrine (14 to the 1991 16 17 title) Dissolution of the Soviet Union
		Split segment	Ctrl+E	Create custo	m paired tag Alt+Shift+F8			17 dissolution of the Soviet Union 16.
To this end, it is changes in socie		Join segments	Ctrl+J	Expand tags	Ctrl+Shift+8	1, den zialen	2	The term " 18) 19 title) Cold war (general term
those rights more	e visible in a	Lock/Unlock segment	Ctrl+L	Remove all ta	gs Ctrl+F8	stärke	5	(19 cold (18)" is used because there was no large-scale fighting directly between the two 20 <2
This Charter rea		Repetition exception		the principle	In dieser Charta werden unter			href="/wiki/Superpowers" class="mw-redirect" title=""> 21 title Superpowers 21 superpowers
of subsidiarity, th international obli		Select all	Ctrl+Shift+A	and r the	Subsidiaritätsprinzips die Rech Verfassungstraditionen und inte			(20), but they each supported major regional conflicts known as 22 23 title Proxy war 23 proxy wars 22.
Protection of Hu		CAT results	,	d by the	Konvention zum Schutze der N			

Tags need to be preserved in the target text to ensure that formatting and variables are saved correctly in the translated file.



NOTE

If you have been granted appropriate rights by a project manager, you can edit tag content in the target language if required.

Press F8 to copy tags from the source to the target segment.

Leverage translation resources

• TMs, TBs and MT matches (CAT pane)

The CAT pane displays suggestions that are available for the selected segment you are currently translating. These suggestions are derived from your translation memories, term bases, and machine translation engines based on the similarity of the source text. Non-translatable matches are also displayed.

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тв	^{mm} 3.
100	16 mm 4 .
100	^{16 mm} 5.
99	^{mm} 6.
NT	16 mm 7 .
МТ	16 mm <mark>8</mark> .
S	¹⁶ 9.

- 101% TM match/Context match It is a segment stored in the TM with context information.
- 2. Approved TB term
- 3. Forbidden TB term
- 4. 100% TM match
- MT match with score (MTQE) It is a suggestion provided by an MT engine with quality estimation. You can visually distinguish them as they are underlined with a dotted line. Available MTQE scores are:
 - 100%: Perfect MT output, post-editing likely not required
 - 99%: Near-perfect MT output, minor post-editing required
 - 75%: Good MT match, some human post-editing required
- 6. Fuzzy TM match (anything below 100%) It is a partial TM match, where the match level is expressed as a percentage.
- 7. Non-translatable match

It is a segment that should not require translation.

8. MT match

It is a suggestion provided by an MT engine with no MTQE score. The output should be checked.

9. Subsegment match

It is a smaller part of the original text that was previously translated as a short segment.

You can use suggestions from the CAT pane to preserve consistency and style through the translated texts.

Simply double-click on the desired match to copy the text in the target segment. To speed up the process, you can also activate the Auto-complete feature:

1. Select **Tools/Auto-complete** from the menu toolbar to enable the feature.

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	Help 🕨	Find next	F3	
	peaceful future based on com	Add term	Alt+T	d to
	Conscious of its spiritual and values of human dignity, freed	Search in TM/TB	Ctrl+K	le, iles
	democracy and the rule of lav	Exact search in TM/TB	Ctrl+Shift+K	
	It places the individual at the by creating an area of freedor	Auto-complete		of ti
	The Union contributes to the	Spellcheck	F7	on
	respecting the diversity of the national identities of the Mem	Run job QA	F9	vel ritie
	regional and local levels; it se free movement of persons, se	Instant QA		ent lish

2. As you type in the target segment, press **TAB** to insert automatically displayed suggestions from the CAT pane.

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Ŧ	Q. Filter source (en)	Q, Filter target (cs)	a) #	≜ c	lear all		1	CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE
1	CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE	0	100	5 ô	囲	-	UNION	
2	The European Parliament, the Council and the Commission solemnly proclaim the following text as the Charter of Fundamental Rights of the European Union.	Evropský parlament, Rada a Komise slavnostně vyhlašují následující text za Listinu základních práv Evropské unie.	0	75	ô	囲	2	2 CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE
з	CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LIS 2	0	100	ø ô	P			
4	The peoples of Europe, in creating an ever closer union among them, are resolved to share a peaceful future based on common values.	E USTINA vyjsou při vytváření stále užší unie mezi ními odhodlány sdílet mírovou budoucnost založenou ne vydpotách.	0	75	ô	jii)			
5	Conscious of its spiritual and moral heritage, the Union is founded on the indivisible, universal values of human dignity, freedom, equality and solidarity, it is based on the principles of democracy and the rule of law.	Unie si je vědoma svého duchovního a morálního dědictví a je založena na nedělitelných univerzálních hodmláčn lidské důstojnosti, svobody, rovnosti a solidanty, je založena na zásedách demokracie a právního státu	0	75	ô	p2			
6	It places the individual at the heart of its activities, by establishing the citizenship of the Union and by creating an area of freedom, security and justice.	Do středu své činnosti staví jednotlivce tím, že zavádí občanství Unie a vytváří prostor svobody, bezpečnosti a práve.	0	75	ô	P			

- Search in TMs and TBs (Concordance search pane and More languages pane) You can use the Concordance search pane to search for text in the connected TMs and TBs:
 - 1. Select the **Concordance search** tab in the side panel of the CAT editor.
 - Enter text in the search field, or select a piece of text from a segment and use the keyboard shortcut Ctrl+K/Cmd+K to copy it into the search field. For exact search in quotation marks, use the Ctrl+Shift+K/Cmd+Shift+K shortcut instead.



NOTE

You can select the desired search direction (source \rightarrow target or target \rightarrow source) above the search field.

3. Click the **Search** icon to display the search results.

The numbers next to the results show the percentage of the TM match, i.e. to what extent the searched string matches the content of the translation unit in the TM.

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Q, Filter source (en)	Q. Filter target (cs)	a	珆	Cle	ar all	O en → c:	s ⊖ cs →	en 3	3
CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE	0	100 2	⇒ ∂	R 4	europe	2	×	٩
The European Parliament, the Council and the Commission solemnly proclaim the following text as the Charter of Fundamental Rights of the European Union.	Evropský parlament, Rada a Komise slavnostně vyhlašují následující text za Listinu základních práv Evropské unie.	0	75	ô	P	1 results 1 When the opulied the l		3 Když se staný m vytáhl lini proti	1 112
CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE	0	101 0	D G	P	the woman character t	, the main	martin, Santiago plemýšti o té dol	bě byl
The peoples of Europe, in creating an ever closer union among them, are resolved to share a peaceful future based on common values.	Evropské národy jsou při vytváření stále užší unie mezi nimi odhodlány sdílet mírovou budoucnost založenou na společných hodnotách.	0	75	۵	pe	the time he Europe an hand game Negro who	d played the against	v Africe a hrál ru zápas proti čem který byl nejsilně muž v docích na	iocha, éjší
Conscious of its spiritual and moral heritage, the Union is founded on the indivisible, universal values of numan dignity, freedom, equality and solidarity, it is based on the principles of democracy and the rule of law.	Unie si je vědoma svého duchovního a morálního dědictví a je založena na nedělitelných univerzálních hodnotách idšké důstojnosti, svobody, rovnosti a solidanty; je založena na zásadách demokracie a právního státu.	0	75	٥)FE	strongest n docks for o one night.	nan on the ne day and	jeden den a jedr noc.	nu
It places the individual at the heart of its activities, by establishing the citizenship of the Union and by creating an area of freedom, security and justice.	Do středu své činnosti staví jednotlivce tím, že zavádí občanství Unie a vytváří prostor svobody, bezpečnosti a práva.	0	75	ð	æ				
The Union contributes to the preservation and to the development of these common values while respecting the diversity of the cultures and traditions of the peoples of Europe as well as the national identities of the Member States and the organisation of the problem cultorities at national, regional and local evices, it seeks to provide the distanced and sustainable development and ensures free movement of persons, services, goods and capital, and the freedom of establishment.	Unie přispívá k zachování a rozvoji lécito společných hodnot při respektování rozmanitosti kultur a tradic natodů trvopy, jakož i národní diontný členských stáli a organizace jejich vetených orgáni na aciostátní, regionální a mislinú oravni, stake p odravnu vyvaženého a udžitelného rozvoje a zajíštuje votný pohyb osob, služeo, ztoží a kepitálu a svobodu usazování.	0	75	ð	(P)				
To this end, it is necessary to strengthen the protection of fundamental rights in the light of changes in society, social progress and scientific and technological developments by making those rights more visible in a Charter.	Za tímto účelem je nezbytné poslili ochranu základních práv s ohledem na změny ve společnosti, sociální pokrok a vědeckotechnický vývoj tím, že se tato práva zvidtielní v Listině.	0	75	ð					

For projects with more than one target language, you can also select the More languages pane to display the best possible translation matches for all target languages in the project.

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It is especially useful if you are fluent in multiple languages and want to ensure translation consistency across different language versions.

• Add terms to TBs

You can add new terms to the project TBs to ensure translation consistency, if the TB is assigned in the *Write* mode. Adding terms is particularly useful when you encounter a term frequently used in the source text.

- 1. Press Alt+T/Opt+T or select Tools/Add term in the menu toolbar to open the Add Term section.
- 2. Specify the source and target terms by either:
 - Entering them manually in the relevant fields.
 - Selecting the source or target term from the segment, and pressing Alt+T/Opt+T.
- 3. Click on Add to save the term.

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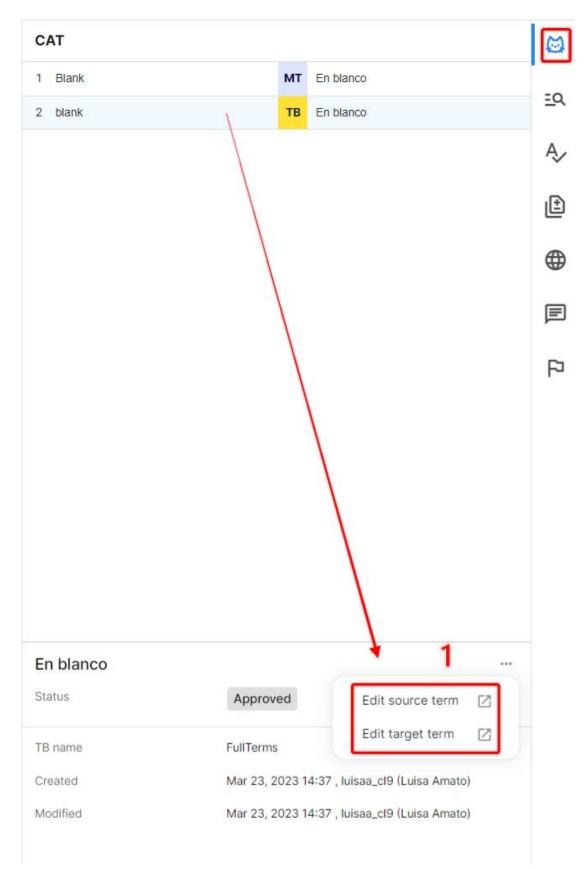


NOTE

By default, all unverified terms are added as *new* unless you have been granted appropriate rights by a project manager. If you have relevant permissions, all terms added by you will be automatically set as *approved*.

If needed, you can also edit both the source and target of new terms you added:

1. In the CAT pane, select the desired TB term and click on **Edit source term** or **Edit target term**.



- 2. In the term base page, edit the term or add any necessary information.
- 3. Click **Save** to apply the changes.

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	Diage Part of speech			Last modified Jan 27 18:48 Last modified by Harrabet-English	



NOTE

If you have been granted appropriate rights by a project manager, you can also edit approved terms or change the status of a term.

Useful articles on Phrase Help Center

You can find additional information in the following articles:

- CAT editor
- CAT pane
- Auto-complete
- Repetitions
- Concordance search pane
- More languages pane
- In-context preview
- Segments
- Tags
- Editor keyboard shortcuts
- Term bases
- Translation memories
- Filtering

Review and Finalize Translations

Run QA checks

Before completing a job, you should perform automatic checks on your translations to identify any potential issues or errors.

The QA process helps identify segments that may contain issues such as incorrect terminology, wrong numbers, missing tags, different formatting, and other similar problems.

- Run QA check on all translated segments
 - 1. Select the QA tab.
 - 2. Click on Run all checks or press F9 to list QA issues detected on the translation segments.



TIP

If you wish to display only certain types of QA issues in the list, click on the dropdown arrow next to **Run all checks** and select the desired issues to filter.

- 3. Edit the relevant segment to fix QA issues that cannot be ignored.
- Confirm the edited segment.
 Fixed QA issues will disappear from the list.
- 5. If you spot irrelevant QA issues, select **Ignore** in the corresponding row to ignore them.

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1	CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE	0	100	5	6	(E) *	π	Туре	Inf	• •	÷	-5
2	The European Parliament, the Council and the Commission solemnly proclaim the following text as the Charter of Fundamental Rights of the European Union.	Evropský parlament, Rada a Komise slavnostně vyhlašují následující text za Listinu základních práv Evropské unie.	۲	75		ð	æ	3	Empty target Unedited NT/MT fuzzy match		3[୍ର ତ	A
3	CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION		0	101	• 1	3	P	6	Unedited NT/MT fuzzy match			0	Ŀ
4	The peoples of Europe, in creating an ever closer union among them, are resolved to share a peaceful future based on common values.	Evropské národy jsou při vytváření stále užší unie mezi nimi odhodlány sdílet mírovou budoucnost založenou na společných hodnotách.	6	75	1	3	æ	14	Unedited NT/MT fuzzy match			ø	¢
5	Conscious of its spiritual and moral heritage, the Union is founded on the indivisible, universal values of	Unie si je vědoma svého duchovního a morálního dědictví a je založena na nedělitelných univerzálních	0	75		6	æ	28	Unedited NT/MT fuzzy match		5 0	0	E
	human dignity, freedom, equality and solidarity, it is based on the principles of democracy and the rule of law.	hodnotách lidské důstojnosti, svobody, rovnosti a solidarity; je založena na zásadách demokracie a právního státu.						30	Unedited NT/MT fuzzy match			o	
	It places the individual at the heart of its activities, by establishing the citizenship of the Union and by creating	Do středu své činnosti staví jednotlivce tím, že zavádí občanství Unie a vytváří prostor svobody, bezpečnosti	0	75		6	æ	32	Unedited NT/MT fuzzy match			0	F
	It places the individual at the heart of its activities, by establishing the citizenship of the Union and by creating an area of freedom, security and justice.	Do stredu sve cinnosti stavi jednottivce tim, ze zavedi obcanstvi Unie a vytvan prostor svobody, bezpecnosti a práva.	0	20			μo	34	Unedited NT/MT fuzzy match			0	
	The Union contributes to the preservation and to the development of these common values while respecting	Unie přispívá k zachování a rozvoji těchto společných hodnot při respektování rozmanitosti kultur a tradic	0	75		6	æ						



NOTE

The option to ignore minor issues must be enabled by project managers.

- Optionally, you can also ignore QA issues in bulk.
 Select multiple issues while pressing Shift or Ctrl/Cmd, then click Ignore.
- 7. Repeat the process until the QA pane shows no results.
- Run QA check while translating
 - 1. Select **Tools/Instant QA** to enable instant QA check.
 - 2. Check out the QA pane for any QA issues reported after confirming each segment.

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24	Color	Exact search in TM/TB	Ctrl+Shift+K
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6	Paper Weights		
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29	Show off your team's colors	Instant QA	
30	Jumpers & Hoodies	Context note	Alt+N

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- 3. Fix or ignore QA issues in the segment as described in the previous procedure.
- 4. Repeat the process until the QA pane shows no results.



NOTE

Project managers can enforce Instant QA on a project level.

- Use spellchecker
 - 1. Select Tools/Spelicheck from the menu toolbar or press F7.
 - 2. In the QA pane, check reported spelling issues.
 - 3. Edit the relevant segment to fix spelling issues.



TIP

If you think the original spelling is correct, right-click an underlined word and select **Add to dictionary** from the context menu. The word will not be highlighted in other segments and will be ignored during the QA spellcheck.

Ŧ	Q Filter source (en)	Q Filter	target (de)		
#	Source: en			Target: de	
1	Phrase NextMT	Phrase NextM			
2	Reach the next level of machine translation (MT) quality with the first engine that leverages all of the resources available in a TMS.	Erreiche mitd Level an Qual	Did you mean → Next		ren Ressourcen nutzt, das nächste
3	Phrase NextIMT is a neural machine translation engine developed by Phrase with unique, state-of- the-art technology.	Phrase Nextly mit einzigartig	Add to dictionary		ne für maschinelle Übersetzung
4	The highlights of Phrase NextMT	Die Highlights	Сору	Ctrl+C	
5	Phrase NextMT achieves high quality translations thanks to its powerful integration with Phrase TMS.	Dank der leist Übersetzunge	Cut	Ctrl+X	hrase <u>NextMT</u> hochwertige
6	Phrase NextMT uses 1 2 Translation Memory 2 3 fuzzy matches and only translates non-	1 Phrase Ne	Paste here	Ctrl+V	2 Translation Memory 2 und
	matching parts of the segment to 3 4 improve translation quality 4 5 by up to 5 6 50% 6	übersetzt nur um bis zu 5	Comment	Ctrl+Shift+M	3 die 4 Übersetzungsqualität
7	Phrase NextMT's advanced Glossary support uses morphological inflection that goes beyond search and replace substitution.	Die erweiterte über die Such	Flag LQA issue		zt morphologische Inflektionen, di
8	Whereas other engines don't take numbers, tenses, people, or genders into account, NextMT ensures a term is inflected and used correctly which improves translation accuracy by 10%		Select all Ionen, oass ein begrin kone genauigkeit um 10%		seschlechter nicht berücksichtigen ektiert wird, was die
9	Phrase NextMT has powerful (2) lag placement automation (2), that ensures your formatting and placeholder tags are exactly where you need them.				ng-Platzierungsautomatisierung 2 rr-Tags genau dort sind, wo du sie
10	Phrase NextMT is available now in the Phrase TMS for all subscribers to the Phrase Translate	Phrase NextM	Fist ietzt im Phrase TMS fü	ir alle Abonnenten d	es Phrase Translate Add-ons

4. Confirm the edited segment.

Fixed QA issues will disappear from the list.

Phrase TMS - Quick Start Guide for Linguists

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		O I X D I	× 4 10 .	~						Quality as					
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	elo >	Find next	F3		LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIEEE	0	101	1 🗢 🗇	pe						
	based on common values.	Add term	Alt+T	1 to share a peaceful future	Evropské národy jsou při vytváření stále užší unie mezi nimi odhodlány sdílet mírovou budoucnost založenou na společných hodnotách.	0	75	ð	æ						
	Conscious of its spiritual and human dignity, freedom, equa	Search in TM/TB Exact search in TM/TB	Ctrl+K Ctrl+Shift+K	le, universal values of nocracy and the rule of law.	Unie si je vědoma svého duchovního a morálního dědictví a je založena na nedělitelných univerzálních hodnotách lidské důstojnosti, svobody, rovnosti a solidanty, je založena na zásedách demokracie a právního státu.	0	75	ô	P						
	It places the individual at the l an area of freedom, security a	Auto-complete		if the Union and by creating	Do středu své činnosti staví jednotlivce tím, že zavádí občanství Unie a vytváří prostor svobody, bezpečnosti a práva.	0	75	ô	Æ						
		Spelicheck 1	F7												
	The Union contributes to the p the diversity of the cultures ar Member States and the organ promote balanced and sustain	Run job QA	F9	on values while respecting national identities of the and local levels; it seeks to arsons, services, goods and	Unie příspívá k zachování a rozvoji těchto společných hodnot při respektování rozmanitosti kultur a tradic márodů Evrogy, jakož i národní clentý členských stáli a organizace jejich velených organia na celostátní, regionální a mistní úrouni, usiluje o podporu vyváženého a udržtelného rozvoje a zajšťuje volný pohyb osob služeb. zboží a kontáha s vskodu usazování.		75	ô	F						
	capital, and the freedom of es	 Show context note 	Alt+N						-						
	To this end, it is necessary to social progress and scientific Charter.	Show preview		 light of changes in society, this more visible in a 	Za tímto účelem je nezbytné poslit ochranu základních práv s ohledem na změny ve společnosti, sociální pokrok a vědeckotechnický vývoj tím, že se tato práva zviditelní v Listině.	0	75	ð							
	Context note Preview	Go to segment	Ctrl+G												

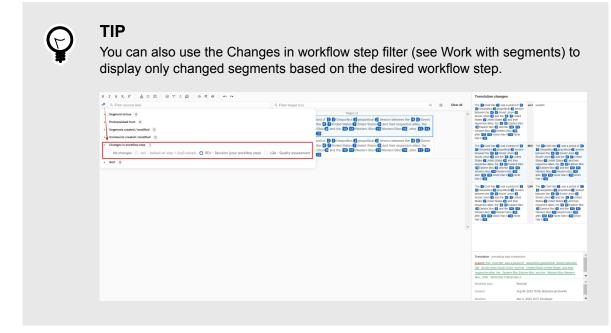
Spellcheck is also run automatically in the real time for each segment. Words detected as spelling issues will be underlined as you type in the text.

Track translation changes (Translation changes pane)

The Translation changes pane is only available when you have been assigned a linguistic task in a process that involves more than one workflow step (e.g. translation and revision).

It allows you to view and track the history of segment changes across the workflow steps.

- 1. Select a specific segment.
- Click on the Translation changes tab to compare different versions of the segment across workflow steps.
- 3. Select the *Revision* version to check any changes made by the reviewer.



The previous solution is crossed out, while the reviewer's changes are highlighted in green.

R. Filter source (en)	Q. Filter target (cs)	荘	c	lear all		The 1 Cold War 1 was a	ws1	svazem
he 👔 Cold War 👔 was a period of 😰 🧕 Geopolitics 🖺 perpolitical 😰 tension between the 🏨 🔊 Soviet hinon 🖏 Soviet Union 🖏 and the 🐌 👔 United States 🖏 united States 🖏 and their respective allers, the 🐌 Eastern Bios 🖷 Eastern Bios 🖓 and the 👔 👔 Western Bios 👘 Western Bios 👘 Jane 100 👘 Jane 100 👘	The 18 Cold War (18 was a period of 22 3) Geopolitics (2) personal tension between the 20 5 Soviet Union (5) Soviet Union (6) and the (6) 10 United States (7) United States (8) and their tespecture alloss the (8) (8) Eastern Bice (6) Eastern Bice (8) and the (10) (11) Western Bice (10) attract (12) (12) (13) World Wal (11) (12) (14) Wall (12) (13)	۰	•	⊳ ∂	9 9	period of 2 3 Geopolitics 3 geopolitical (2 tension between the 4 5 Soviet Union 5 Soviet Union 4 and the 5 7 United States (2 United States 6 and their respective allies, the 6 9 Eastern Bioc 9		
he period is generally considered to span the 1947 14 15 Truman Doctrine 15 Truman Doctrine 14 to e 1991 16 17 Dissolution of the Soviet Union 17 dissolution of the Soviet Union 16.	Období je obecné považováno za období zahrnující 14 15 Trumanovu doktrinu 15 14 z roku 1947 do 10 17 rozpadu 17 Sovětského svazu v roce 16 1991.	0	75	5 8	PP	Eastern Bloc (6) and the 10 11 Western Bloc (11 Western Bloc (10, after 12) 13 World War II (13) World War II (12)		
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fluence across the 15 16 Second World 16 Second World 15 he US government 17 16 United States involvement in regime change 18 supported right wing vormments and upoinsos 17 across the world, while the Soviel oportment 19 28 Russia involvement	(16 svět Druhý svět (15). Americká Váda (17) (18) Spojené státy zapojené do (16) změny režimu podporovaly pravicové vlády a povstání (37) océm světě, zatímco sovětská Váda (19) 20) zapojené do změny (20) režimu financovala	0	75	tə 🙃	P 🗉			
regime change 20 funded communist parties and revolutions 19 around the world. s nearly all the colonial states 21 22 Decolonization 22 achieved independence in the period 1945-1960	komunistické strany a revoluce 19 po celém světě. Jak téměř všechny koloniální státy 21 22 dekolonizace dosáhly 22 nezávislosti v období 1945-1960 21.	0	75	5 8	P (2)	Target - comparison with the pr swazem—The Cold War was a p tension between the Soviet Ur United States and their respec	eriod o ion So	of Geopolitics geopolitical wiet Union and the United Sta
they became 23 24 Third World 24 Third World 23 battlefields in the Cold War. 2 Cold War (1947 - 1953) 2 The first phase 1 of the Cold War began immediately after the end of the	staly se bitevními poli 23 24 třetího 24 světa 23 ve studené válce. 3 2 Studená válka (1947 - 1953) 2 První fáze (1 studené války začala bezprostředné po skončení r. 3	0				and the Western Bloc Western		

Complete and/or reject jobs

Once you finish your linguistic task, you can deliver the job by setting its status to completed.



NOTE

It might not be possible to set a job as completed if there are unresolved QA warnings.

- 1. Select **Accepted work** at the top of the Jobs page to view only assigned jobs that have been accepted.
- 2. Select one or multiple jobs.
- Click on the **Complete** button to complete the selected job(s).
 Completed jobs will be removed from the list and you will no longer be able to edit them.

Phrase	Ξ<	J	lobs									
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			C Cocalizable.strings	Accepted	Jan 31 00:00	38	0%	Revision	master v1.0	en ^{us}	sv ^{SE}	

• CAT desktop editor

Before completing a job, you need to upload the translation to the server to ensure your latest changes are saved.

- 1. In the editor, select **Document/Upload to server** from the menu toolbar.
- 2. In the Jobs page, select **Accepted work** at the top to view only assigned jobs that have been accepted.
- 3. Select the desired job(s).
- 4. Click on the **Complete** button to complete the selected job(s).

Completed jobs will be removed from the list and you will no longer be able to edit them.

• Reject revision job

If you have been assigned a revision task, you can reject the job whenever the translation does not meet expected quality standards.

- 1. Select **Accepted work** at the top of the Jobs page to view only assigned jobs that have been accepted.
- 2. Select one or multiple jobs.
- 3. Click on the **Reject** button to reject the selected job(s).

Rejected jobs will be sent back to the previous workflow step (i.e. translation).

Phrase ≡	Jobs						AS
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NOTE

You need to be granted special permissions by the project manager to reject jobs.

Useful articles on Phrase Help center

You can find additional information in the following articles:

- Quality assurance pane QA
- Spellchecker
- Workflow
- Translation changes pane
- Tracking changes