PISA 2012 RECONCILER & NATIONAL REVIEWER'S USER GUIDE TO THE OPEN LANGUAGE TOOL (OLT)

Doc: NPM(1010)4d_V1.1

National Project Managers' Meeting

Budapest, Hungary

3-8 October, 2010

Revised: 10 October, 2010

TABLE OF CONTENTS

Note to NPMs

Each national centre will have slightly different processes for monitoring and managing the workflow of staff involved in the adaptation/translation and verification process. Sometimes staff will be familiar with the national centre, MyPISA and specific national centre processes. Other staff will not have this exposure or knowledge. In order to accommodate for these differences, this manual has included text in **<angle brackets>** in order for the NPM to adapt the instructions to be relevant to unique processes. These issues are usually related to processes for notification of completion of work and the use of MyPISA upload tasks.

Please remove this box upon completion of this manual.

PISA 2012 RECONCILER & NATIONAL REVIEWER'S USER GUIDE TO THE OPEN LANGUAGE TOOL (OLT)

Introduction

1.   Thank you for agreeing to fulfil the role of Reconciler and/or National Reviewer for the PISA2012FT Computer-based assessment (CBA). To carry out this assignment, you will reconcile/review materials using the Open Language Tool (OLT) XLIFF Translation Editor and you will download/upload XLIFF files and preview source and translated units on an online facility, the PISA TMS (Translation Management System).

2.   The present Reconciler's & National Reviewer's User Guide document provides detailed instructions relevant to these roles (which are often fulfilled by the same person but are distinguished in this document to describe the different processes). It includes a section on Initial Preparations, a step-by-step detailed and illustrated Workflow for each role (full version), a Quick-Reference Guide for each role (short version of the Workflow, which you can use once you are familiar with the process), and an Appendix with additional hints on using OLT.

3.   Translation of PISA CBA units involves double independent translation followed by an independent reconciliation of the translations, verification, national review and final check, according to specifications described in the PISA2012FT Translation and Adaptation Guidelines [NPM(1010)4e]. To successfully carry out your assignment, you need to be familiar with this document, **<provided by the National Centre>**.

4.   The technical process using the TMS is described in the PISA TMS Manual [NPM(1010)4b]. This document, **<provided by the National Centre>** is a useful reference for carrying out your assignment.

5.   There are two source versions of the CBA units, English and French. The double translations that are reconciled and then reviewed after verification can thus be based on independent translations from both source languages or from one only.

Initial preparations

6.   Before starting your work, you need to:

- o   Read the PISA2012FT Translation and Adaptation Guidelines [NPM(1010)4e] a first time thoroughly, and keep this document at hand for consultation.

- o   Check that your PC complies with the system requirements listed in paragraphs 8-12 of the PISA TMS Manual [NPM(1010)4b]. Keep the TMS Manual at hand for consultation as needed (as regards the functionalities of the TMS).

- o   Download the OLT software from MyPISA – Materials – 2012 FT Resources – Test Preparation. **<The National Centre will provide the needed access details.>**

- o   Install the OLT software on your PC following the instructions included in the downloaded zip file.

Workflow per reconciliation session – full version

A. Download from the TMS

7. Go to the TMS - URL: http://acertms.acer.edu.au - and login by entering your Username and Password **<provided by the National Centre>.**

8. After you have logged in, the following interface will appear.

9. Choose English or French by clicking on the corresponding radio button.

10. Choose a unit that you will reconcile (that has status "For reconciliation"). Click on the corresponding cell in the **Translated Download** column, and save the .xlf file to an appropriate location on your computer. It is recommended to save the .xlf files in two different subfolders labelled e.g. "Originals"

and "Reconciled", in case it is later necessary to revert to an original (OLT does not allow to save a file under a different name).

11.   Select the first item (Q1) from the dropdown menu in **Source Preview** to preview the source item (a preview screen will open in a new Firefox tab). Repeat for each item. It is recommended that you try to solve the task as if you were a student taking the test (it will help you think about the best translation solutions). If you wish to consult the Coding Guide for the unit to see how you have done, click on the [image] icon next to the unit name in the interface screen.

12.   You can also launch previews of the two translations (T1 and T2) from the dropdown menu in **T1 Preview**   and **T2 Preview** and a preview of the second source version by clicking on the French or English radio button (top left of the TMS screen) and then selecting from the dropdown menu in **Source Preview**. Keep the preview screens open for consultation when you actually reconcile. (If possible, use a work station with two monitors, so that you can reserve one of them for previews).

13.   If you prefer to reconcile offline, you can now interrupt your Internet connection.

B. Reconcile using OLT

14.   Launch **OLT** (from the Windows Start/All Programs menu, or from a shortcut if you have created one). Enter your initials as Translator ID. You will need to enter this ID only once and you do not need to remember it.
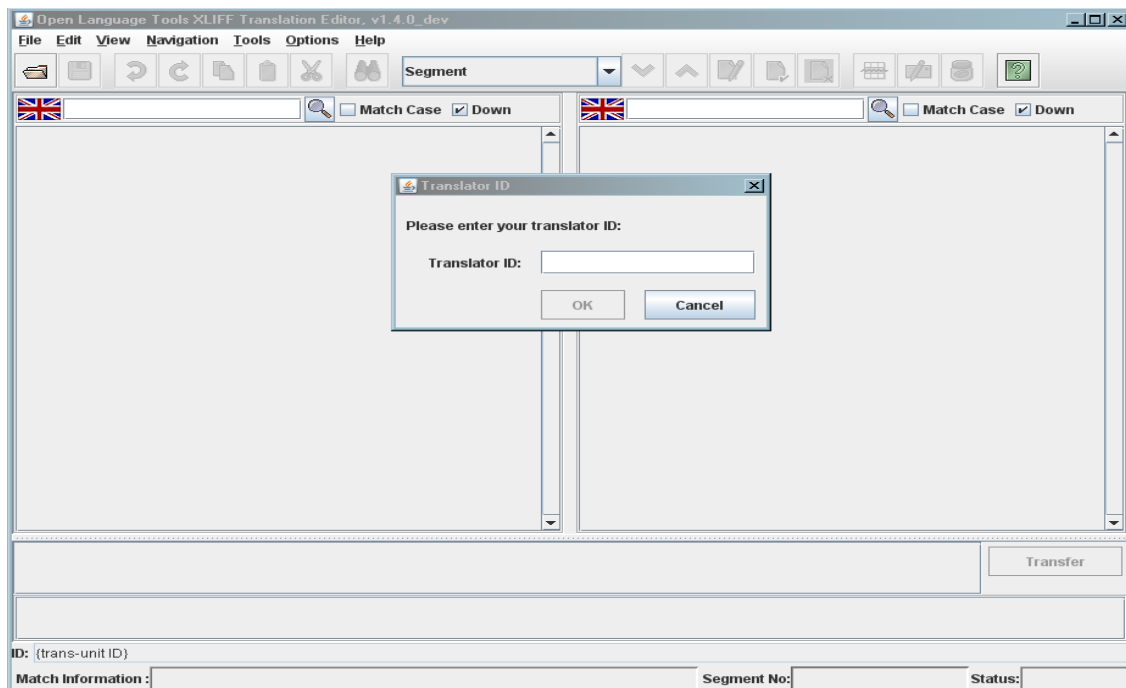
15.   From the **Options** menu, check that **Update Tags** and **Autopropagate** are not selected (unchecked). All other options should be checked. You will only need to do this once.
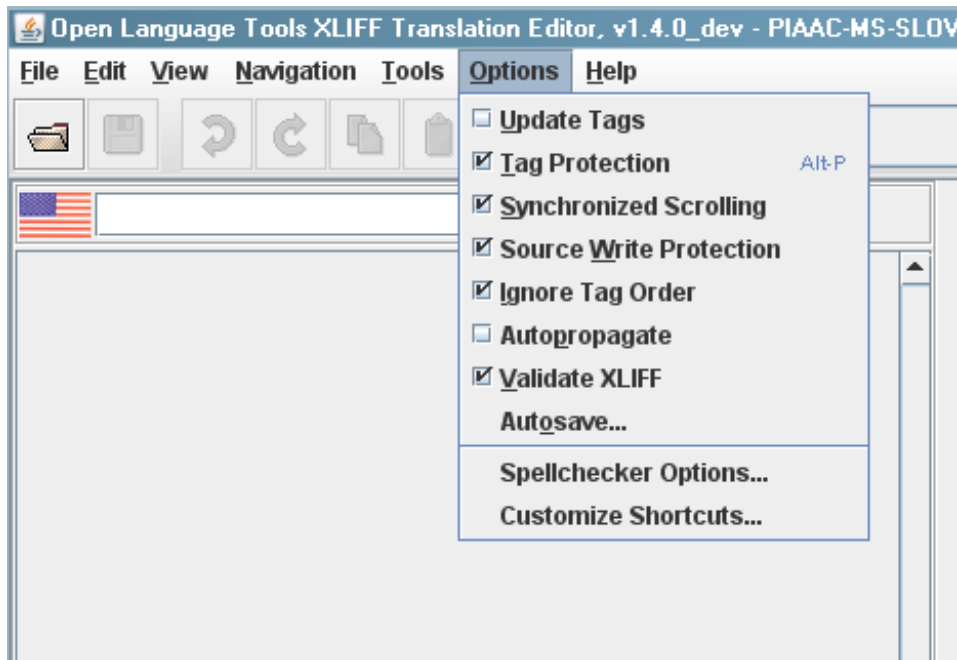
16.   From the File menu, select **New Project** and create a project called e.g. PISA2012. Select Source Language: English (United Kingdom) [OR French (France) only if both translations T1 and T2 were based on the French source. If one translation is based on the English and the other translation is based on the French source version, please sele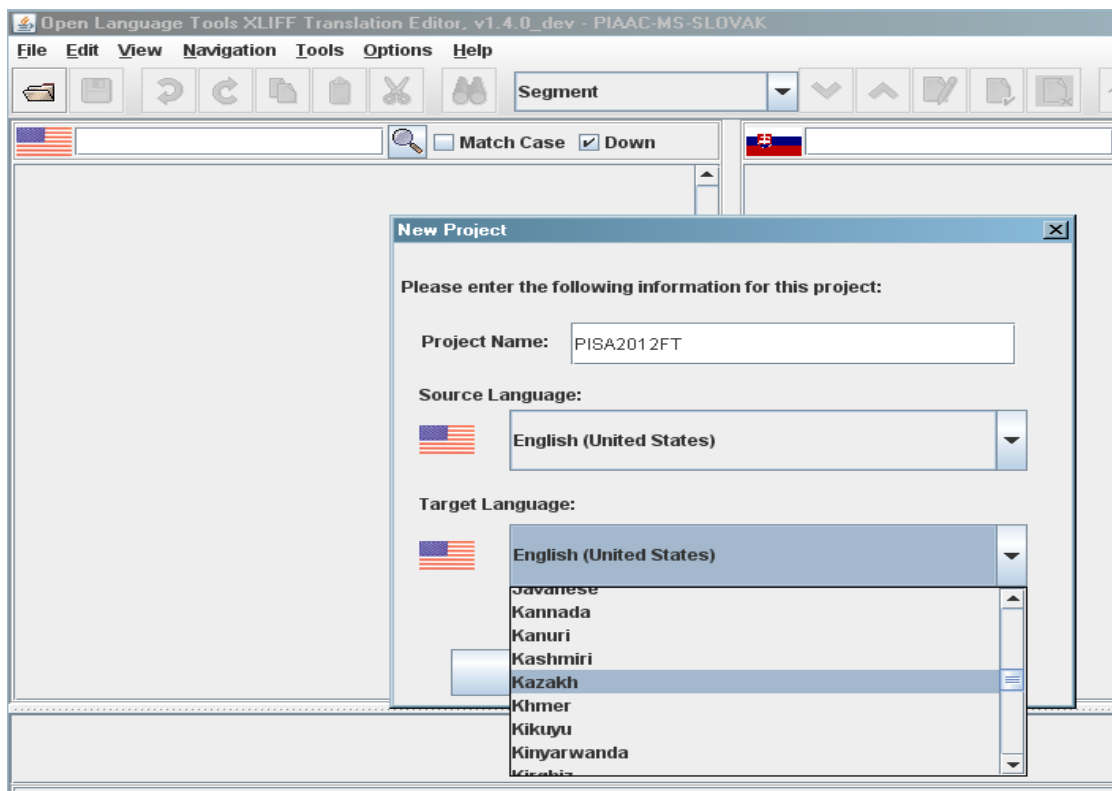ct Source Language: English (United Kingdom)]; Target Language: your language. Note: OLT will automatically open the previously used project when you launch the program, and the same project should be used for all the PISA2012FT files, so you need to create a project only once for this translation assignment.

17.	Open the .xlf file: click on the **Open File** button ⬚ and navigate to the file you have downloaded and saved on your computer in step 10 (remember to navigate to the subfolder "Reconciled"). Select it and then click on Open (or double-click on it).

18.	If a window opens like the one below, asking you if you want to automatically translate segments in the file, **select NO** (this is a dangerous operation).
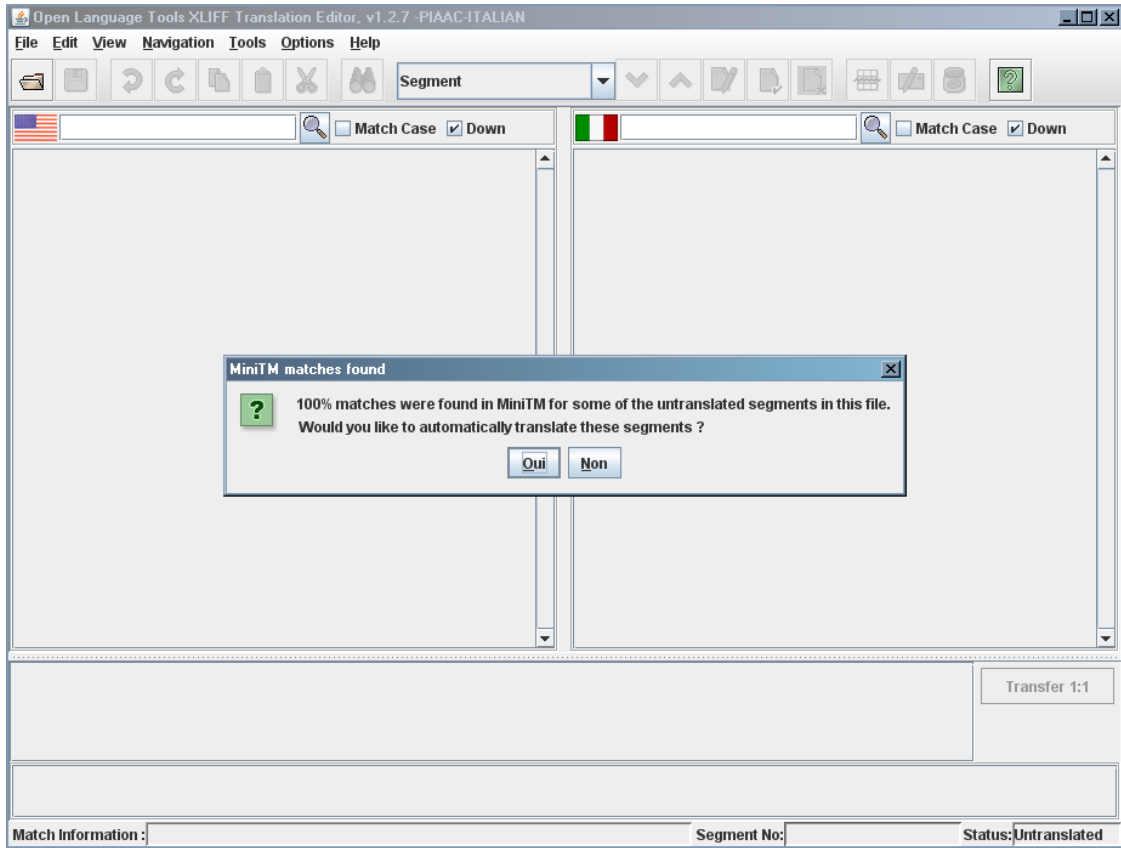
19.	When the file is opened, the screen is divided in three sections: **source** pane, **target** pane (your version in the making) and **match** pane. You can adjust the horizontal line above the match window by dragging it, if you want the source and target panes to have more space than in the default view.

20.	The **source** pane will show the English source version [OR the French source version – only if both translations T1 and T2 were based on the French source]. The **target** pane will initially show T1. The **match** pane will initially show T1 and T2 and (later, if you make any entries into the project's **translation memory,** the **Mini-TM**) any other translations saved in the Mini-TM
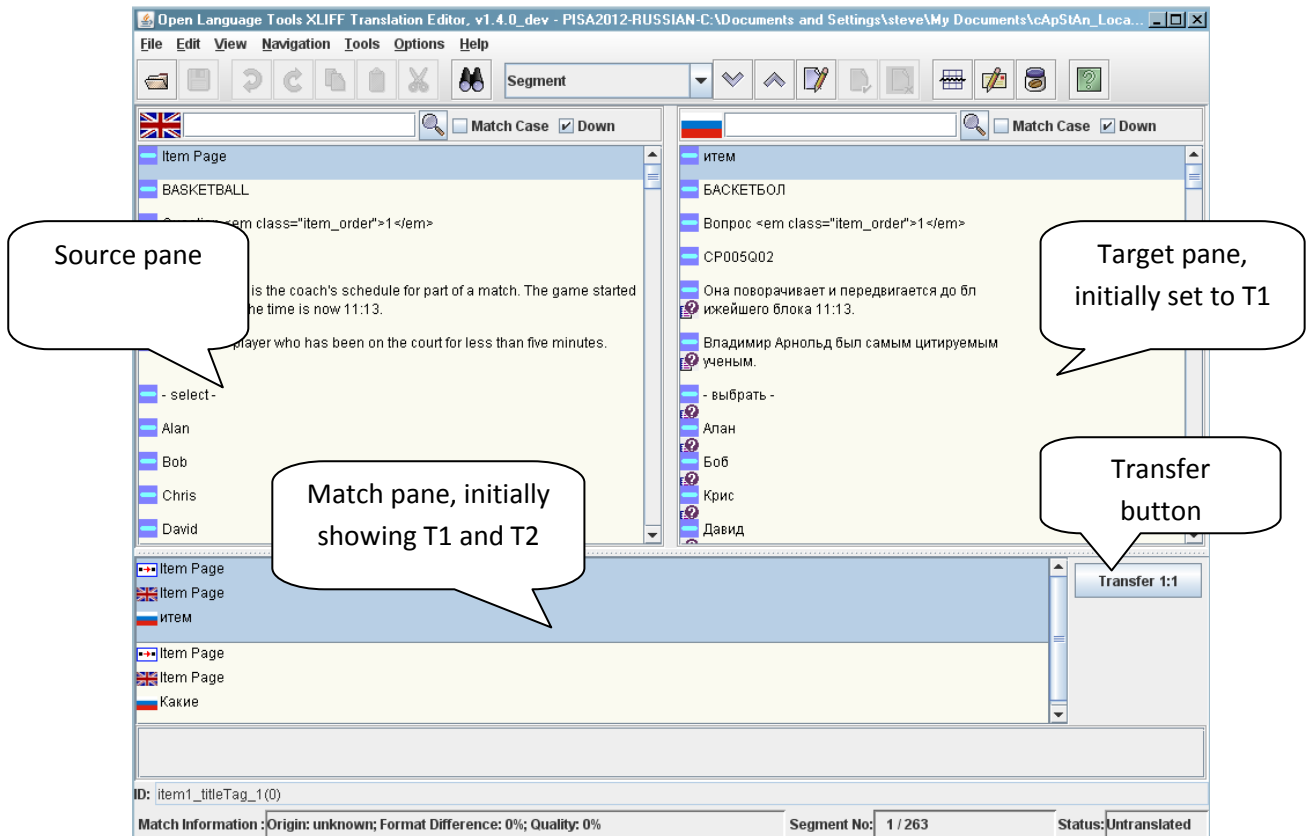
21.   Save the file OFTEN as you work in case of crashes (keyboard shortcut: CTRL-S).

22.   Reconcile each segment:

- Select first the translation you prefer. If it is T1, it is already in the target segment. If it is T2, select in the match pane and click on the "Transfer" button ⬚Transfer 1:1 to transfer it to the target segment without needing to type it.

- If you are satisfied with the translation as it is, move to the next segment by clicking on the **Confirm and Translate Next** button ⬚ in the toolbar (keyboard shortcut: ALT-Enter).

- If you wish to make edits, make them by overwriting/inserting/deleting in the target segment. Then click on the button **Update Mini-TM** ⬚ in the toolbar (keyboard shortcut: CTRL-U). A window may display asking you if you want to **Overwrite** an entry already in the TM or **Add** another entry. Choose Overwrite if you want to keep only the latest edited translation, choose Add if you think the previously edited translation could also come in handy.

- After making edits and updating the Mini-TM, move on to the next segment by clicking on the **Next Segment** button ⬚ in the toolbar (keyboard shortcut CTRL-↓) if the Confirm and Translate Next button ⬚ is greyed out and inactive (meaning that your revised translation is already in the Mini-TM).

- Note that as your Mini-TM builds up, your own edited translations will show in the match window on top of (before) the original unedited T1 and T2 translations, if segments reappear later in the file (or in other files) with identical or very similar source text. As you continue to reconcile, you can reuse these saved edited translations when appropriate/convenient.

23.   Note that for some target segments (right pane of OLT) an ⬚ icon displays, indicating that a comment is present. Double-click on the icon to open the comment window (which you can leave conveniently open and resize/reposition to suit your working space).
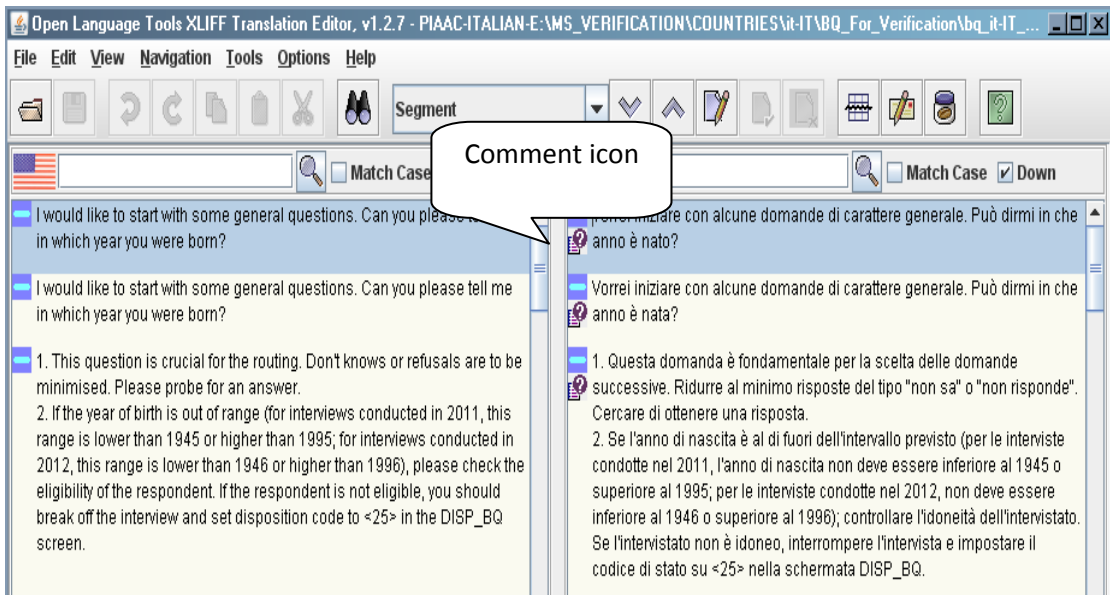
- Consult the comment window to read **item-specific translation/adaptation guidelines** that you should comply with in your reconciled version (in addition to complying with the general translation/adaptation guidelines that you should be familiar with) and/or possible **comments by Translators T1 and T2** for your attention, to e.g. explain a choice made, explain a difficulty or doubt, suggest alternatives, etc. These comments are Read-only and cannot be edited.

- You can also **write comments** for the attention of the Verifier who will be checking your translation, to e.g. explain the reasons for a deliberate deviation from the source version, explain a difficulty or doubt, etc. Note that the Verifier will <u>not</u> see the comments by Translators (these will be removed in the file for Verifier): s/he will only see your comments. Your comments will become Read-only and the verifier will consult them but not edit them.
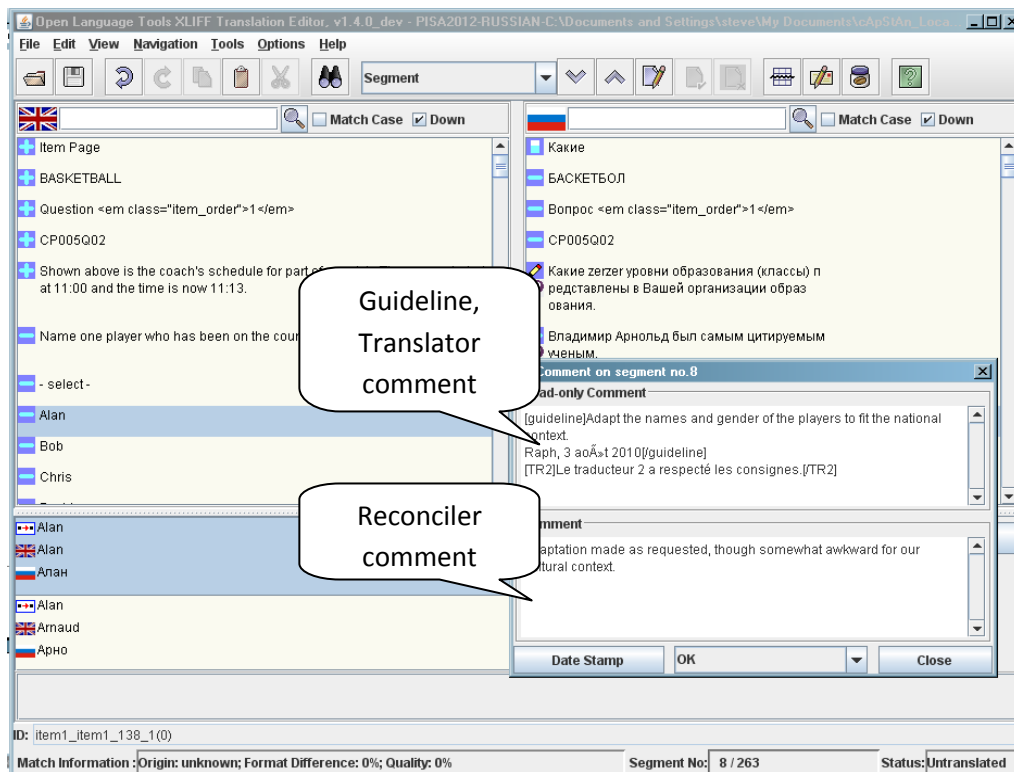
24.   If your country has organised concurrent (single) translation of the coding guides of computer-based units (CB coding guide), this is a good time to open the source coding guide (downloadable from the TMS) and the corresponding translated Word file (prepared by your lead translator). Harmonise the translation of the coding guide with your reconciled version.

25.   If your country has organised consecutive (single) translation of the coding guides of computer-based units, it will be possible to overwrite a single, consolidated coding guide per domain. However, if reviewing the translation of coding guides leads to new insights concerning the translation of the units, related amendments cannot be considered for inclusion in verified stimuli and items. The workflow does not allow late updates of final versions of computer-based units.

26.   At times you may want to stop working sequentially and come back to previously translated segments to revise them. Use the **Next Segment** and **Previous Segment** buttons ⌄ ⌃ (keyboard shortcuts CTRL-↓ and CTRL-↑) to navigate in the file. After making a revision, click on **Update Mini-TM** 📠 or press CTRL-U to save your latest version in the Mini-TM (normally you will want to **Overwrite** your previous version).

27.   Avoid using the button **Approve And Go To Next Translated Segment** 🗗 (This makes it difficult to re-edit a segment if needed later: you would have to change the segment status in order to do so.)

28.   An XLIFF file contains **formatting tags**. These tags appear in red when the element is activated and normally must not be modified or deleted At times you may however need to edit tags for inline formatting. More information is provided in Appendix 1.

29.   A last but important detail when translating XLIFF in OLT: If for some reason (word order, length of sentence…) you do not need to use the space for a word or phrase that is available for English, then erase the English word or phrase in the target version but **leave one blank space**.

C. Upload, preview, correct if needed, release

30.   Once you are (provisionally) satisfied with the translation of a unit, **save** it the last time (CTRL-S) and **close** it. Answer '**Yes**' if asked "Do you wish to save the Mini-TM?"

31.   Login to the TMS (if you are logged out), **upload** the edited XLIFF to the corresponding **Reconciliation Upload** cell (remember to upload from the "Reconciled" subfolder).

32.   You are then able to view each item with your translations implemented from the dropdown menu in **Reconciliation Preview**.

- Note: after uploading an edited XLIFF file to the TMS, the corresponding preview of the items sometimes may not reflect the latest changes you have made in the XLIFF file. If this is the case, please **clear the cache** in Firefox and try the preview again.

- How to clear the cache in Firefox:

  ➢ On the Firefox menu bar, click on Tools/Options/Advanced/Network

  ➢ In the Offline Storage section, click Clear Now.

  ➢ Click OK to close the Options window

33.   If you find any errors or change your mind about any of your reconciliation choices after previewing, re-**open** the XLIFF file in OLT, make your corrections, re-**upload** to the TMS (your latest upload overwrites any previous one), and re-**preview** the unit.

34.   Once you are fully satisfied with your reconciled unit (cf. next sub-section as regards documenting residual format or layout issues that you cannot correct), click **Finalise** in the last column of the TMS and move on to the next unit (or stop the session).

D. Fill in the FLC Report

35.	Before finalising each unit, use the preview function to perform a thorough format and layout check of the reconciled XLIFF file. For example, check that none of the text overlaps the graphics or appears truncated. If any issues are found these need to be recorded in the appropriate **Format and Layout Check (FLC) report** which **<can be obtained from your NPM/downloaded from MyPISA [task]>**. The following columns will be available in the FLC report:

    A.	Segment ID

    B.	Source version

    C.	Item-specific guidelines [the read only notes from the source version]

    D.	Reconciler version

    E.	Reconciler comments

    F.	Verifier version

    G.	Verifier comments

    H.	Consortium Referee comments

    I.	National Reviewer comments

    J.	Final Check Reviewer comments

36.	There is a separate FLC report for each computer-based domain, that is **<problem solving, mathematics and reading>**. Therefore, reconciliation work will need to be completed on a domain basis.

37.	Once you have finalised and completed the format and layout check for all units in a domain, **<notify the NPM and send the FLC report/upload the FLC report to MyPISA>**. The **<NPM/You>** will then need to inform the Consortium Referee that reconciliation is complete.

Workflow per reconciliation session – Quick Reference Guide

38.	Log in to the TMS. Choose a unit to reconcile. Download the "For reconciliation" file from the corresponding **Translated Download** cell. Save the .xlf file to an appropriate location on your computer, preferably in two different subfolders ("Originals" and "Reconciled"). Launch previews as needed to assist you in the reconciliation process.

39.	Launch OLT. Click on the **Open File** button and navigate to the file you have downloaded. Do not let OLT automatically translate segments in the file. **Save** the file OFTEN as you work.

40.	Reconcile the segments one by one, by selecting T1 (already in target pane) or T2 (in match pane), editing as needed and then moving to the next segment by clicking on the **Confirm and Translate Next** button .

41.	Open the **comment window** (double-click on the icon) to read **item-specific translation/ adaptation guidelines** and **comments by translators**, and to **write comments** for the attention of the Verifier.

42.	Use the **Translation Memory** when appropriate/convenient: lift T2 or a translation you have previously edited by using the **Transfer** button . If edits are needed: make them, click on the **Update Mini-TM** button , move to the next segment by clicking on the **Next Segment** button .

43.	When all segments are reconciled, **save** the file (CTRL-S), **close** it, answer '**Yes**' if asked to save the Mini-TM.

44.	Login to the TMS (if you are logged out), upload the edited XLIFF to the corresponding **Reconciliation Upload** cell, and preview your reconciled unit using the dropdown menu in **Reconciliation Preview**.

45.	If needed: re-**open** the XLIFF file in OLT, make your corrections, re-**upload** to the TMS, and re-**preview** the unit. Once fully satisfied, click **Finalise** and move on to the next unit.

46.	Obtain the **FLC report**, and enter comments about any format and layout issues observed when previewing your last uploaded version of each unit. When all units in a domain are reconciled, send on the completed FLC report.

Workflow per national review session – full version

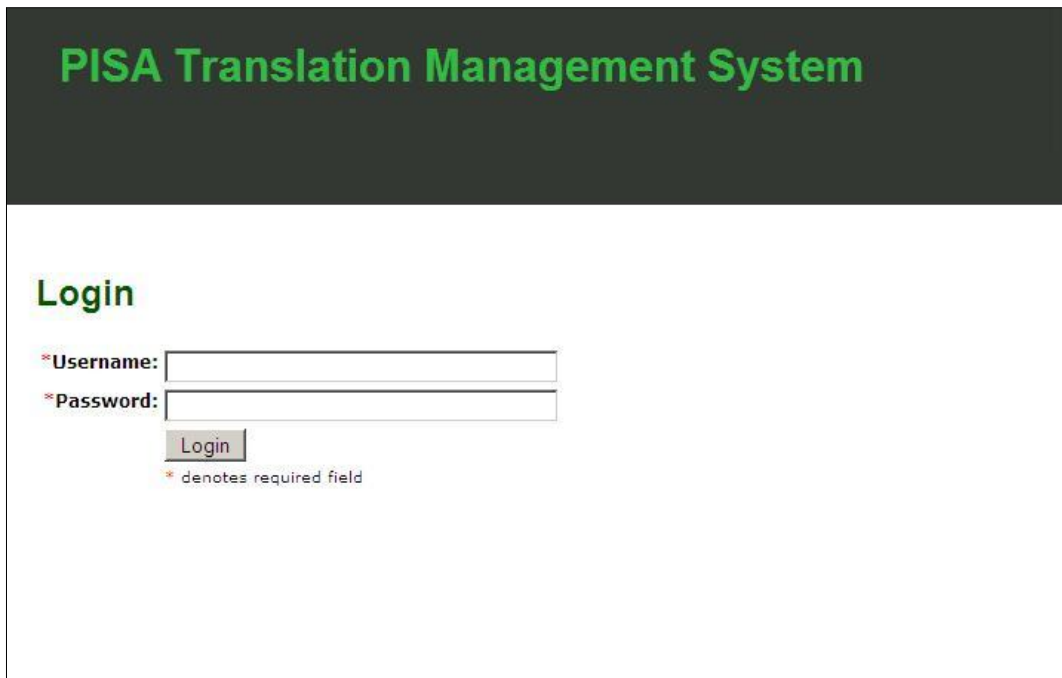## A. Process the Differences report with the Consortium Referee

47.	The NPM will receive an email from the Consortium once the initial **Differences report** has been uploaded to MyPISA. Please note that there are **<three>** Differences reports, one for each computer-based domain, that **is <problem solving, mathematics and reading>** and therefore, national review work will need to be completed on a domain basis. Once this notification has been received, **<the NPM will provide you with the report/ you can download the report from MyPISA.>**

48.	The Differences report will show you which segments of the Reconciliation version of each unit have been changed and/or commented by the Verifier, with additional comments by the Consortium Referee indicating in particular the "key corrections" subject to a final check.

49.	Review the entries in the Difference report and add comments in the column for National Reviewer, to acknowledge key corrections (an "OK" is sufficient) or to indicate which key corrections are challenged, i.e. you reject the correction or propose a different correction, with explanations. Note that National Reviewer comments are not needed for non-key corrections (these are free for you to accept or reject as you see fit).

	A	B	C	D	E	F	G	H	I	J
1	Segment-id	Source	item-specific guidelines	reconciler version	reconciler comments	verifier version	verifier comments	Consortium Referee-Comments	National Reviewer-Comments	Final Check Reviewer-Comments
2										
3										
4										
5										
6										

50.	To effectively review entries in the Differences report, you may wish or need to consult previews of the Reconcilers version. This can be done by logging in to the TMS with the Reconciler credentials. If you are not the same person as the Reconciler, **<the NPM will provide you with these credentials>**.

51.	Once all comments have been addressed in the report, email it to the Consortium Referee, Béatrice Halleux, at beatrice.halleux@skynet.be. Continue to liaise and discuss any residual issues with the Consortium Referee via email until agreement is reached.

52.	Once agreement has been reached, the Consortium Referee will upload the consolidated Differences report to MyPISA and will release the units in the TMS so that the next phase for you can commence. (Please remember that there will be a separate Differences report for each domain).

53.	Obtain the consolidated Differences report from **<the NPM/MyPISA>**.

B. Download from the TMS and preview

54.	Go to the TMS - URL: http://acertms.acer.edu.au - and login by entering your Username and Password **<provided by the National Centre>.**

PISA Translation Management System

Login

*Username: [_____]
*Password: [_____]

Login
* denotes required field

55.   After you have logged in, the following interface will appear.

PISA Translation Management System

Signed in as **TEST_NR** | Logout
Your role is: **National Reviewer**
Your locale is: **Test, Russian**

Units

◉ English ○ French

Unit		Source Download	Source Preview	Verified Preview	Verified Download	Status	NR	Finalise
CM002 - Cube Building	▦	**English**	Select an Item ▾	Select an Item ▾	**Russian**	Finalised	17/09/10 Preview: Select an Item ▾	Finalised 17/09/10
CM003 - Area	▦	**English**	Select an Item ▾	Select an Item ▾	**Russian**	Draft	**Upload** 17/09/10 Preview: Select an Item ▾	**Finalise**
CM004 - Toast	▦	**English**	Select an Item ▾	Select an Item ▾	**Russian**	For NR	**Upload**	N/A
CM005 - Fit The Curve	▦	**English**	Select an Item ▾	Not Finalised	Not Finalised	N/A	N/A	N/A

56.   For every unit of the domain under review in which you wish to make post-verification edits (see the consolidated Differences report), download the XLIFF file from the **Verified Download** cell and save the file to an appropriate location on your computer. It is recommended to save the .xlf files in two different subfolders labelled e.g. "Originals" and "Reviewed", in case it is later necessary to revert to an original (OLT does not allow to save a file under a different name).

57.   To assist in the post-verification editing process, you may launch previews as desired of either or both of the source versions (choose English or French by clicking on the corresponding radio button and then select from the dropdown menu in **Source Preview**), of the Verifier's version (**Verified Preview**). You may wish to keep the preview screens open for consultation when you review the XLIFF files. (If possible, use a work station with two monitors, so that you can reserve one of them for previews).

58.   If you prefer to work in OLT offline, you can now interrupt your Internet connection.

# C. Review XLIFF using OLT

59.   Open the XLIFF in the OLT – see paragraphs 14-19 of the Workflow per Reconciliation Session in this document for detailed descriptions of the initial phases. Note that if you are the same person as the Reconciler, you can use the same **Project** (i.e. the same **translation memory**) that you have created before.

60.   The **source** pane will show the English source version [OR the French source version – only if both translations T1 and T2 were based on the French source]. The **target** pane (your version in the making) will initially show the Verifier version. The **match** pane will initially show the Verifier version and the Reconciler version (i.e. the version before the verifier made any changes) and (later, if you make any entries into the project's **translation memory,** the **Mini-TM**) any other translations saved in the Mini-TM.
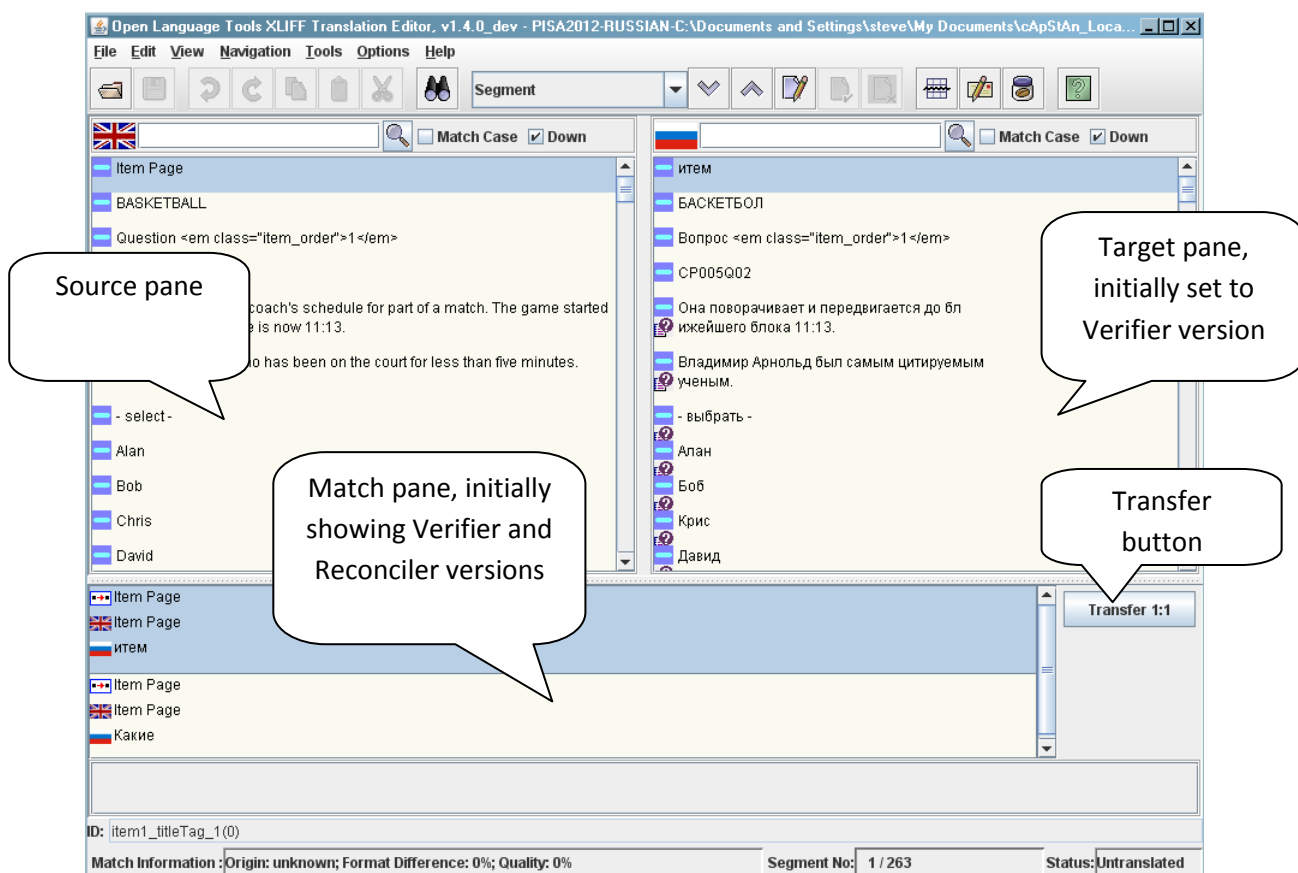
61.   Note also that to allow easy identification, segments which have been left unchanged by the Verifier have segment status "**Approved**" (shown by a ✅ icon to the left of the source segment), whereas segments that have been edited by the Verifier have segment status "**Translated**" (shown by a ➕ icon to the left of the source segment).

62.   Save the file OFTEN as you work in case of crashes (keyboard shortcut: CTRL-S).

63.   Scroll through the file using the **Next Segment** and **Previous Segment** buttons (keyboard shortcuts CTRL-↓ and CTRL-↑) and pause to review the Translated segments. Consult the Differences report to remind you what has been agreed between you and the Consortium Referee as regards "key corrections".

64.   Make any desired edits:

- To e.g. "undo" a Verifier correction and revert to the Reconciler version of the segment, select it in the match pane and click on the "**Transfer**" button Transfer 1:1 to transfer it to the target segment without needing to type it.

- If you wish to make further edits (whether you have reverted to the Reconciler version or left the Verifier version), make them by overwriting/inserting/deleting in the target segment. Then click on the button **Update Mini-TM** 🗄 in the toolbar (keyboard shortcut: CTRL-U). A window may display asking you if you want to **Overwrite** an entry already in the TM or **Add** another entry. Choose Overwrite if you want to keep only the latest edited translation, choose Add if you think the previously edited translation could also come in handy.

- Note that as your Mini-TM builds up, your own edited translations will show in the match window on top of (before) the original Verifier and Reconciler translations, if segments reappear later in the file (or in other files) with identical or very similar source text. As you continue to carry out your review, you can reuse these saved edited translations when appropriate/convenient.

- Rarely, you may need to edit a segment with status Approved (e.g. to maintain consistency with a change made in a segment with status Translated). Before you can edit an Approved segment: right-click on the segment and select **Mark Segment As Translated**. Note that is certainly not recommended to make any extensive changes at this stage. However, if a verifier has changed 'donkey' to 'monkey' three times and you find a fourth occurrence of 'donkey' that has been overlooked, the procedure described here will need to be applied.

65.　　　For additional tips on working with OLT, see paragraphs of 24-27 of the Workflow per Reconciliation Session as well as the Appendix in this document.

D. Upload, preview, correct if needed, release

66.　　　Once you are satisfied that your review of a unit is complete, **save** it the last time (CTRL-S) and **close** it. Answer '**Yes**' if asked "Do you wish to save the Mini-TM?"

67.　　　Login to the TMS (if you are logged out), **upload** the edited XLIFF to the corresponding **NR Upload** cell (remember to upload from the "Reviewed" subfolder).

68.　　　You are then able to view each item with your edits implemented from the dropdown menu in **NR Preview**.

69.　　　Note: after uploading an edited XLIFF file to the TMS, the corresponding preview of the items sometimes may not reflect the latest changes you have made in the XLIFF file. If this is the case, please **clear the cache** in Firefox and try the preview again (see instructions in paragraph 30 of this document).

70.　　　If you find any errors or change your mind about any of your review choices after previewing, re-**open** the XLIFF file in OLT, make your corrections, re-**upload** to the TMS (your latest upload overwrites any previous one), and re-**preview** the unit.

71.　　　Once you are fully satisfied with your reviewed unit (cf. next sub-section as regards documenting residual format or layout issues that you cannot correct), click **Finalise** in the last column of the TMS and move on to the next unit (or stop the session). **Note that if you have no changes to make to an XLIFF, you can simply finalise the unit without uploading an XLIFF to the NR Upload cell.**

E. Update the FLC Report

72.　　　Obtain the Format and Layout Check (FLC) report from **<the NPM/MyPISA>** which has been filled in by the Reconciler and annotated by ACER. Please note that there is a separate FLC report for each computer-based domain, that is **<problem solving, mathematics and reading>** and therefore your national review work will need to be completed on a domain basis**. For each unit use the preview function to ensure

there are no further residual format and layout issues. Issues may include truncated text or text that overlaps graphics. If any issues are found they need to be recorded in the appropriate FLC Excel report.

73.   Once you have finalised all units in the TMS and completed the format and layout check for all units in a domain, **<notify the NPM and send the FLC report/upload the FLC report to MyPISA>**. The **<NPM>** will then need to inform cApStAn that the national review is complete so that the final check review can commence.

F. Process after Final Check phase

74.   To assist you in ensuring that critical issues have been correctly addressed, final check consists of checking that "key corrections" as agreed between you and the Consortium Referee are correctly implemented in your national version.

75.   In the majority of cases, the final check review will find no issues. All units will then be finalised by the Final Check Reviewer on the TMS, as will the Differences report on MyPISA. In this case, the National Reviewer tasks are complete and national version construction can commence at ACER.

76.   In case the final check review reveals issues, you **<will be notified by the NPM who will then provide you with/will access via MyPISA>** the Differences report with Final Check Reviewer comments inserted. You will need to address these issues and update the XLIFF files via the TMS and OLT as described in sections B-C-D above. After issues have been addressed and all units have been finalised, <**the NPM/you>** will need to notify ACER by email (pisa@acer.edu.au) so that national version construction can commence at ACER.

Workflow per national review session – Quick Reference Guide

77.   Receive the Differences report (one per domain), annotate it as regards key corrections singled out by the Consortium Referee, exchange it by e-mail until agreed and uploaded to MyPISA by the Consortium Referee. Obtain the agreed Differences report.

78.   Log in to the TMS. Choose a unit in which you wish to make edits. Download the file from the corresponding **Verified Download** cell. Save the .xlf file to an appropriate location on your computer, preferably in two different subfolders ("Originals" and "Reviewed"). Launch previews as needed to assist you in the review process.

79.   Launch OLT. Click on the **Open File** button and navigate to the file you have downloaded. Do not let OLT automatically translate segments in the file. **Save** the file OFTEN as you work.

80.   Scroll through the file using the **Next Segment** and **Previous Segment** buttons and pause to review the segments with **Translated** status (icon). Refer to the Differences report to remind you what has been agreed.

81.   Use the **Translation Memory** when appropriate/convenient: lift the Reconciler version or a translation you have previously edited by using the **Transfer** button . If edits are needed: make them, click on the **Update Mini-TM** button , move to the next segment by clicking on the **Next Segment** button .

82.   When review is complete, **save** the file (CTRL-S), **close** it, answer '**Yes**' if asked to save the Mini-TM.

83.   Login to the TMS (if you are logged out), upload the edited XLIFF to the corresponding **NR Upload** cell, and preview your reviewed unit using the dropdown menu in **NR Preview**.

84.   If needed: re-**open** the XLIFF file in OLT, make your corrections, re-**upload** to the TMS, and re-**preview** the unit. Once fully satisfied, click **Finalise** and move on to the next unit.

85.   If no changes are needed to an XLIFF, simply finalise the unit (no need to upload).

86. Obtain the **FLC report**, update it with comments about any residual format and layout issues observed when previewing, send on the updated FLC report, and advise that final check of the completed domain can begin.

87. If the final check reveals issues: obtain the Differences report with Final Check comments, address the issues by correcting in the XLIFF files via the TMS and OLT, finalise the affected units, advise that national version construction can begin.

88. The coding guide verification follows the procedure of paper-based translation verification and will be done at a later stage, probably when your CB assessment items are already finalised. When reviewing the coding guides after verification, please refer to the finalised version of the stimuli and items to ensure consistency: the coding guide may need a last round of updating to reflect changes made to your final version of the computer-based items. Note that by the time you review the verified coding guides, it is ruled out to make any change whatsoever to the stimuli and items.

Appendix 1 – Additional hints for using OLT

1. With the **Search/Replace** button 👓 (keyboard shortcut F3) you can search for e.g. a specific term either in the source or in target version. This may be useful if you change a recurring term and want to make sure it is changed everywhere.

2. With the **Navigate/GoToSegment** command (keyboard shortcut CTRL-G) you can go directly to a given segment if you know the segment number (found at the bottom of the OLT view).

3. You can change keyboard shortcuts from the menu **Options/ Customize Shortcuts**.

4. If you have accidentally marked a segment with status Approved (and thus can no longer edit it), right-click on the segment and select **Mark Segment As Translated**.

5. Sometimes the first character typed in a segment will not appear the first time the keyboard key is pressed. If the key is pressed a second time the character will appear.

6. Similarly, sometimes the first character in a segment will not be deleted the first time the backspace key is pressed. If the backspace key is pressed a second time the character will be deleted.

7. You can use the **Print** options to print a file from the editor. You can choose from a selection of print options the format you would like the print-out to take. These print options can be accessed in the File menu by clicking on Print Options. The Print Options dialog appears. You can choose Without Tags to print only the text elements for the translation.
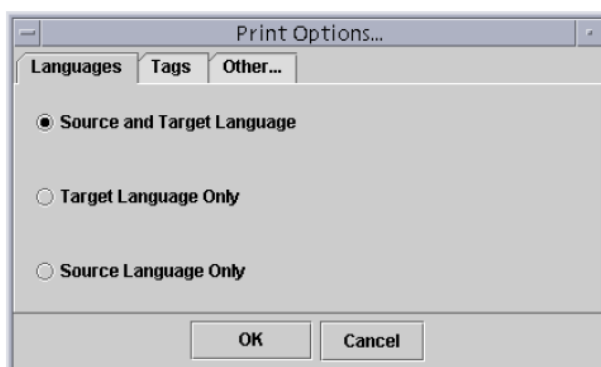
8. XLIFF files contain **formatting tags** i.e. sequences of characters that indicate how text will be formatted on screen. In OLT these appear in red font colour when an element is activated and are write-protected (if the **Tag Protection** option is switched on, which is strongly recommended).

9.   Most of the time, you will **not** need to 'tamper' with formatting tags. For the above example, to translate the sentence with the correct formatting (the translation of "Explain" needs to appear in bold), you would overwrite "Explain" with the corresponding word or words in your target language, and similarly overwrite "your choice." with the corresponding word or words in your target language.

10.   Occasionally (because of different word order or other circumstances), you will need to insert formatting tags. To edit a tag in a target segment:

- Click on **Options** in the menu and deselect **Tag Protection**. This will switch off tag protection.
- Enter your translation with the correct formatting tags (see list below).
- Click on **Options** in the menu and select **Tag Protection.** This will switch tag protection back on.

List of commonly used formatting tags

Formatting tag(s)	Effect
   	Text between tags will display in **bold**
<i> </i>	Text between tags will display in *italics*
<u> </u>	Text between tags will display <u>underlined</u>
	Text between tags will display in ^{superscript}
	Text between tags will display in $_{subscript}$
	Sequence of characters will display as a non-breaking space
–	Sequence of characters will display as a long dash
 	Sequence of characters will cause a line break

11.   For example, to translate "Why" in French with the correct typographic conventions, a French translator would enter **«** Pourquoi ? **»** – which will display as **«** Pourquoi ? **»**.

12.   It is important to check when previewing that no spaces have been deleted or added between words by accident. Remember also that if you do not need to use the space for a word or phrase that is available for English/French, then erase the English/French word or phrase in the target segment but **leave one blank space**.

13.   If you delete or edit formatting tags by **accident**, this will cause an error when importing the file into the TMS. If this occurs, you need to manually change the tag back to its original state. The original state can always be viewed in the corresponding source element.

- Click on **Options** in the menu and deselect **Tag Protection**. This will switch off tag protection.
- Manually change the tag back to its state as seen in the source segment.
- Click on **Options** in the menu and select **Tag Protection.** This will switch tag protection back on.