



"Better is the enemy of good."

(Voltaire)

Tips for Translators Who Migrate to Across

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1 Purpose of This Document

This document is meant to provide you with a quick overview of Across, particularly of the translation function of Across. The document is intended for all translators who already have experience with other CAT tools and who have now migrated to Across.

There are several items, some of which are significant, that distinguish the new-generation CAT tool Across from conventional translation tools. Therefore, this document especially draws attention to the differences from other tools and highlights the special features of Across.



When installing a trial version, you can select an installation with sample data in which sample projects have already been set up for you.

Information on all topics not or not fully covered in this document is available in the Across user manuals and the Across online help.

The latest versions of the Across user manuals are available in the Documentation Center of the Across Web site at www.across.net/en/documentation-center.aspx.



Moreover, interactive tutorials and online training courses are available to help you get familiar with Across. Information on this topic is available in the Training Center on the Across Web site at www.across.net/en/training-center.aspx.

2 "To Each His Own Across"

Across product editions

... is our slogan! By means of different product editions, Across accommodates the needs of various user types – from freelancers to translation departments or agencies operating on a worldwide scale.

Basically, there are two different Across product editions: the multiple-user edition Across Language Server and the standalone edition Across Personal Edition.

The Across Language Server

The Across Language Server is the base product for networking with Across. It is a comprehensive solution for Corporate Translation Management (CTM) and provides the full set of basic features needed for translation support as such as well as for project and workflow management.

The Across Personal Edition

The Across Personal Edition is the standalone edition of Across that is intended especially for freelance translators. Nevertheless, the Across Personal Edition is more than an "island solution": every time you start the Across Personal Edition, you can decide how you want to work with Across. The following two fundamentally different, entirely independent operating modes are offered:

- **Standalone operation**
Standalone operation is the conventional way of using the Personal Edition, especially if you are a freelance translator. The data will be stored in a database on your local computer.
- **Use as a Client for a Language Server**
Using the Personal Edition as client, you can access your customers' Across Language Servers (see above). You can log in to the Across Server of your customer by means of a softkey that is made available to you either by the customer or by your network administrator. Subsequently, you can download all relevant data of your translation task (source text and TM/terminology entries) to your computer or import them from a storage medium (e.g., USB stick or CD). After completing the task, you can either upload the data to the Across Server of your customer or export them by means of a suitable data storage medium.
While processing the translation task, only the TM and terminology entries of the customer are available, own entries are not available during this time.



Thanks to these two different operating modes, freelance translators only need a single installation, irrespective of the current task and workflow.

3 Migration of Language-Related Data

Data move

The successful transfer of all language-related data constitutes the basis for successful migration from another CAT tool to Across – after all, you will want to have access to your TM and terminology entries from your previous CAT tool when using Across!

Across provides assistance for the transfer of the TM and terminology data by means of wizard-based import functions. To import the data to Across, you must first export them from your previous CAT tool. For this, use the export functions of the respective tool. See the documentation of the tool for instructions on how to do this. Detailed explanations of selected export functions (e.g., export of TM and terminology entries from Trados) are also available in the chapter "Incorporating Data from Third-Party Systems" in the Across user manual "Across Step by Step".

Following the successful export of the TM and terminology entries, the data must be imported to Across. This can be done with the help of two wizards: the crossTank Import Wizard for importing TM entries to crossTank, the Across translation memory, and the crossTerm Import Wizard for importing terminology entries to crossTerm, the terminology management system of Across.

Further information on importing TMs and terminology is available in the corresponding chapters of the Across user manual "Across Step by Step".



4 Across Basics

Before you start using Across productively, you should get acquainted with some of the basic properties and settings of Across.

Integrated solution

Most importantly, Across is an integrated CAT tool, i.e. you can find everything "under one roof". Thus, Across always presents the same environment, no matter whether you want to create a new project, translate a document, or align existing translations.

4.1 The Database as Central Repository

Database: central repository

Across is a database-supported system. The database that you access while working with Across is installed automatically during the installation of Across. By default, this is the MS SQL Server Express 2005.

The use of a database enables *central* storage of all data, including the source and target texts and project-related and personal data of translators and customers.

Nevertheless, there is no need to worry about data clutter. Along with the language data, the system stores various attributes such as the subject, relation/customer, project, etc. Detailed filter settings enable you to narrow down your search and find the data you are looking for. On the other hand, you can also benefit from the infobase as a whole.

crossTank & crossTerm

In the central database, there are two special "sections": translation units are stored in crossTank, the Across translation memory. Terminology entries are stored in crossTerm, the Across terminology management.

The database can be filled with language-related data (TM and terminology entries) in different ways:

- By importing TM and terminology data (from other Across installations or CAT tools);
- By aligning existing translations;
- While translating;
- By directly entering or creating entries in the crossTank Manager or in the crossTerm Manager.



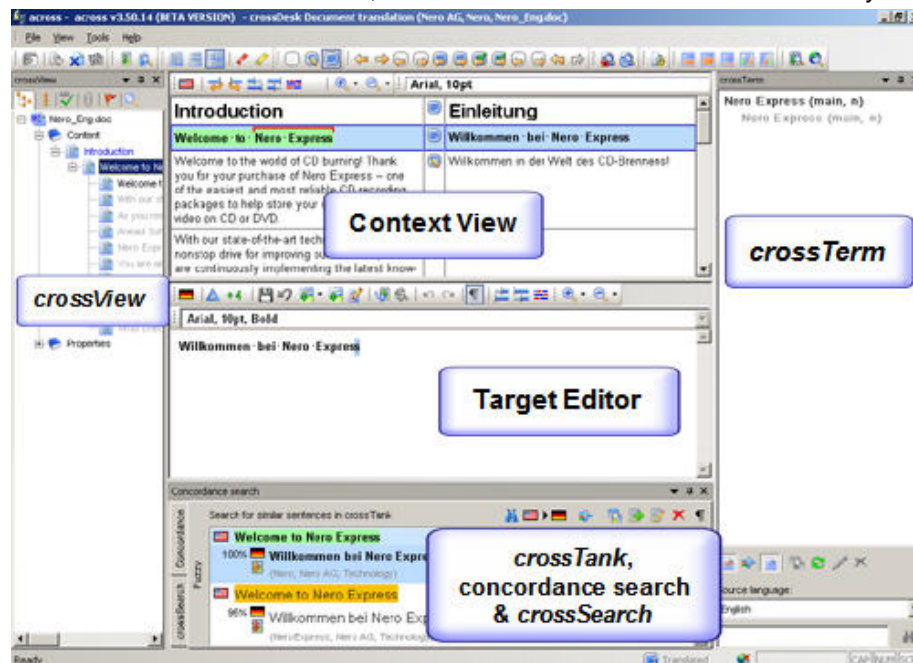
Across offers a predefined, well-structured input screen for entering new terminology entries. If you are not satisfied with the default options, you can configure the screen and adapt it to your personal needs in a flexible manner.

Using the quick input function in the crossTerm Manager, you can successively enter several new entries in no time.

4.2 The crossDesk Translation Editor

**For the translation:
crossDesk**

For you as a translator, crossDesk is the central hub in Across, your optimized work environment for translating documents. All translation-relevant information is displayed at a glance and made available in a well-structured form: apart from the source text and target text, the search results from the translation memory and from the terminology database are at your disposal. Moreover, a document navigation bar allows you to move quickly to any position in the document. Additionally, crossSearch quickly and easily displays search hits from selected Internet sources, such as Eurodicautom/IATE or Wiktionary.



Everything has already been preconfigured for you, and all components are integrated by default. Of course, the user interface can also be customized. For example, if you do not work with terminology, you can easily hide the respective pane.

Multi-format editor

The best: crossDesk is a cross-format translation editor. No matter, whether you need to translate a Word document or an XML file or localize an application – you always work in crossDesk. Thus, you can concentrate on your actual work and do not need to care about the special characteristics of different editors.

For most formats, a WYSIWYG preview can be generated with a button click in order to check the layout.



4.3 Editing States

Full status control

In Across, every paragraph has an editing state. This means that status information is stored for every paragraph that you translate. For example, the editing states "untouched", "touched", and "translated" are available for translating texts.

An untouched paragraph automatically has the "untouched" state. As soon as you insert a translation, the state automatically changes to "touched". When the translation of the paragraph is finished, you can set the paragraph to the final editing state "translated".

By assigning editing states, you can see the status of every paragraph at a glance. Thus, you are always in full control of each individual paragraph and will never lose track. Have you ever delivered a translation that still contained untranslated passages? Such problems now belong to the past!



Only paragraphs that have been set to the editing state "translated" are stored in the crossTank translation memory. This ensures that only fully translated paragraphs are stored in crossTank.

4.4 Before the Translation

Creating projects

Before a document can be translated, a project must be created. During this process, the target languages of the translation are determined and the workflow (e.g., translation only, translation preceded by terminology work, translation and correction, etc.) is assigned.

Checking in documents

The last step of the project creation is the check-in of the source document to be translated: the document is analyzed and prepared for translation in Across, i.e. in crossDesk. In the course of this process, the document is "imported" to Across and converted to an internal format.

4.5 After the Translation

Checking out documents

Upon completion, the translated document is checked out from Across. This action converts it back to the original format and saves it outside Across.

4.6 Pre-translations

Drawing on the TM

As the name indicates, pre-translations are usually performed *before* the actual translation. The document to be translated is analyzed and compared with the translation units stored in the translation memory. 100% matches – search hits in crossTank whose content and formatting fully correspond to the segment to be translated – are automatically inserted in the translation.

Auto-inserting repetitions

You can also work efficiently when translating a document containing repetitions: with the help of the autopropagate function, Across checks whether the paragraph you just translated occurs at other positions in the document. If this is the case, you can easily propagate the translation to the other identical passages.

4.7 Supported Languages

Adding languages

Across is a Unicode-based tool. Therefore, Across supports all languages that can be displayed using the font "Arial Unicode MS". This font contains the characters of nearly all character sets used throughout the world. That means that nearly all languages can be edited with Across.

During the installation of Across, you can select the languages you want to work with in Across. Other languages can later be added in the **Languages** module or directly when creating a project.

4.8 Subjects

Subjects in Across

Subjects serve as attributes that are added to projects and TM and terminology entries as additional information. In this way, you can search for specific projects or entries. For example, if you only want to search for terminology entries with the subject "Engineering", simply activate the respective subject filter and start the search. Only entries whose subject is "Engineering" will be displayed.

The subject creation and management takes place under **>>Tools >>System Settings... >>General >>Subjects**. Here you can add new subjects and delete any subjects you no longer need.

5 Shortcut Keys – Comparison

Shortcut keys

The following table provides an overview of the shortcut keys of selected functions in Across (especially in crossDesk) and their counterparts in Trados Workbench.

| Across | Function | Trados |
|-----------------------|---|----------------------------|
| Ctrl+Alt+P | Create new project. (Similar to "Create Translation Memory" in Trados.) | Ctrl+N |
| Ctrl+O | Open task. (Similar to "Open Translation Memory" in Trados.) | Ctrl+O |
| Ctrl+Alt+Enter | Set current paragraph to editing state "translated" and automatically go to next paragraph. (Corresponds to "Set/Close Next Open/Get" in Trados.) | Alt+Num "+" |
| Alt+R | Set current paragraph to "translated" and save translation units to crossTank. (Corresponds to "Set/Close" in Trados.) | Alt+End |
| Alt+Page Down | Copy source paragraph to translation. (Similar to "Copy Source" in Trados.) | Alt+Ins |
| Ctrl+number | Insert term from hit list: Ctrl+1 inserts the first term, Ctrl+2 the second, and so on. (Similar to "Get Current Term" in Trados.) | Alt+Down Arrow |
| Ctrl+Alt+0 | Insert current number (with blue overline). (Similar to "Get Current Placeable" in Trados.) | Ctrl+Alt+Down Arrow |
| Ctrl+Shift+0 | Insert current inline object. (In Across, inline objects are fields and tags.) (Similar to "Get Current Placeable" in Trados.) | Ctrl+Alt+Down Arrow |
| Ctrl+Shift+C | Start concordance search | Alt+Up Arrow |
| Ctrl+I | Start search with crossSearch in selected Internet sources. | |

6 Further Information

Across documentation

To learn more about Across, take a look at the Across documentation. You do not need to read the documentation from cover to cover. The contents of the individual chapters are independent of each other and offer information on specific topics. Numerous cross-references facilitate your access to various topics and functions. Using the table of contents and the index at the end of the manuals, you can search for specific keywords. If you have the documentation in PDF format or when using the online help, you can also make use of the full-text search.



You can download the latest edition of the Across documentation at any time from the Across Web site at www.across.net/en/documentation-center.aspx