



# FineQA 2.0

## User Guide

(September 24, 2012)

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## **Introduction**

FineQA has been developed to support you with translation and localization processes. It automatically detects translation errors, thereby enabling the revision process to take place at a much quicker rate.

FineQA provides you with a comprehensive list of errors detecting inaccuracies involving such issues as spacing, punctuation, bracket usage, tab characters, capitalization and missing or inaccurate number values whilst simultaneously running a spell check and terminology check. These are only just a few of the many features provided by FineQA.

### **Supported file formats**

FineQA can process the following file formats:

- TRADOSTag documents (TTX files)
- TMX (Translation Memory eXchange)
- TXT, DOC/DOCX documents (also without CAT tool translations!)
- XLS/XLSX documents

FineQA supports the following dictionary formats:

- DICT format
- XLS/XLSX files

### **Supported languages**

FineQA fully supports all languages via UNICODE character set support.

## **System requirements**

### Operating System

- Microsoft Windows 2000, XP, Vista (32-bit and 64-bit), Windows 7 (32-bit and 64-bit)

### Minimum Hardware

- 2 Ghz Processor
- 512 MB RAM
- 50 MB of free hard disk space

## **How to use FineQA**

### **Loading files**

You can load files using the following methods:

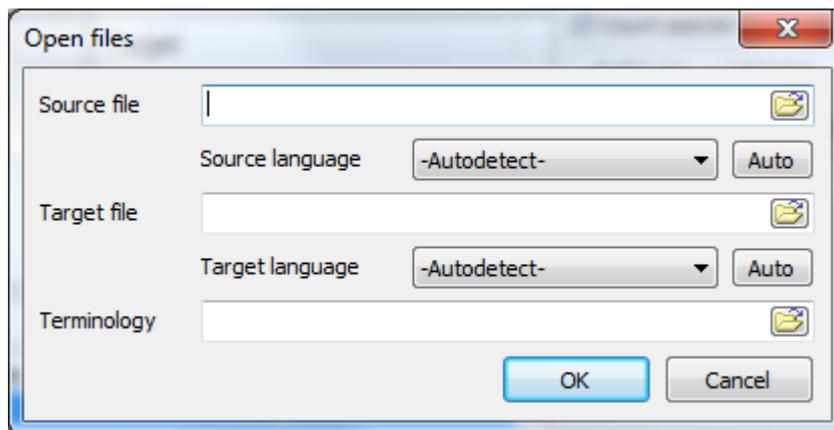


Figure 1

Select **Open** in the **File** menu and browse for the file(s) (Figure 1)

- Press **CTRL + O**
- Click the button **Open** from the toolbar and browse for the file(s)
- Drag files from Windows Explorer to the FineQA interface

### Loading terminology

You can load terminology lists using the following methods:

- Select **Open** in the **File** menu and browse for your terminology file
- Press **CTRL + O**
- Click the button **Open** from the toolbar and browse for your terminology file
- Drag your terminology file from Windows Explorer to the FineQA interface

### Checking TTX files

You can check TTX files with FineQA by loading your TTX file(s) to source of the program's interface. Since this format is already segmented there are no problems in processing the checks. Load a terminology document in addition for a terminology translation check.

### Checking TMX files

You can check TMX files with FineQA by loading your TMX file(s) to the program's interface. In this case you don't need a target document since the TMX file contains both the original and the translated text segment. Since this format is already segmented there are no problems in processing the checks.

### Checking TXT, DOC/DOCX files

You can check TXT, DOC/DOCX files with FineQA by loading your TXT, DOC/DOCX file(s) to source and target of the program's interface. Load the terminology document in addition to source and target text(s) for the terminology translation check.

**Note:** When using text files remember to segment the continuous text first, otherwise it is not possible for FineQA to perform translation checks. For example, if the layout of the translation has been altered during or after the translation process, the segments may no longer be consistent with the original source text and this might stop FineQA from performing the translation checks properly.

## Checking XLS/XLSX files

You can check XLS/XLSX files with FineQA by loading your XLS/XLSX file(s) to source and target of the program's interface. Since this format is already segmented there are no problems in processing the checks. It is, however, not possible to load XLS/XLSX files with the original text in one column and the translated text in another column. You can only use separate XLS/XLSX files. Load a terminology document in addition to source and target text(s) for the terminology translation check.

## Modifying checks used

You can modify which FineQA translation checks are performed using the following methods:

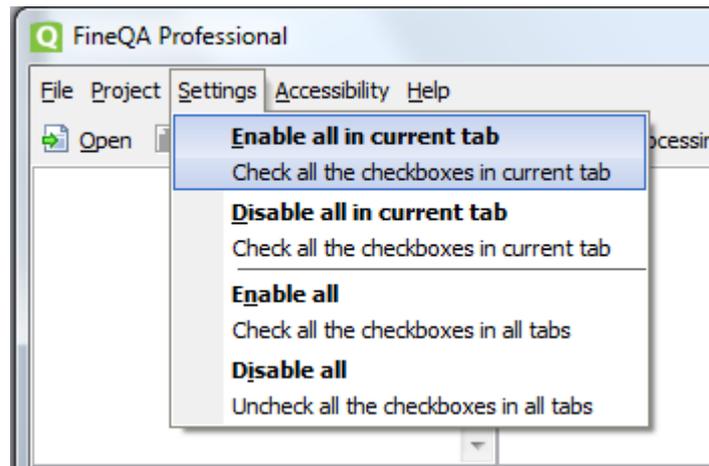


Figure 2

- Select **Enable/disable all (in current tab)** in the **Settings** menu to choose between the check functions available in the current tab or enable/disable all checks (**figure 2**)
- Click the button **Check/uncheck** to choose between the check functions available in the current tab or enable/disable all checks
- Use the button **Filter** to select all possible check functions (even in combination from different tabs or e.g. only one check function from a tab)

**Note:** Remember to click **Reanalyze** or use the shortcut key CTRL + R to perform your modified checks.

## Batch processing

You can load more than one source document for a target document and more than one target document for one source document using the following methods:

- Select **Batch processing** in the **File** menu and add and edit your documents
- Press **CTRL + B**
- Click the button **Batch processing** from the toolbar and add and edit your Documents

## Correcting errors

You can correct the detected errors using the **Export Summary** function to generate a HTML file with a list of all findings and send it to your translator or use it as a reference when correcting the documents yourself.

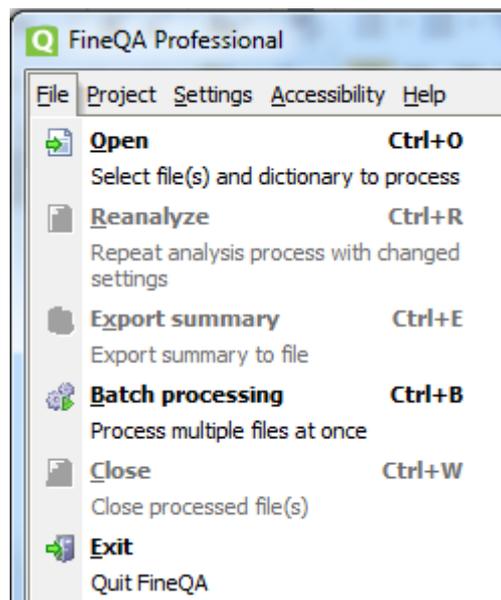
The Export Summary function is available by:

- Selecting **Export Summary** in the **File** menu
- Clicking the button **Export Summary** from the toolbar
- Pressing **CTRL + E**

**Note:** If you are working with TMX files, FineQA allows you to correct errors within the program's interface. Select the translation unit you want to correct and click on the button **Edit segment** from the toolbar.

## User Interface

### **Menu bar (Figure 3)**



**Figure 3**

#### **Tab File – Open**

To start with a translation check open the source and target files (TXT, TMX, TTX, DOC/DOCX and XLS/XLSX) with a click on *File – Open*. Select your files from your PC by clicking on the open file symbol next to the source field for the source document and the open file symbol next to the target field for the target document. FineQA automatically detects the file's language when TMX and TTX files are used. With other formats you have to choose the language of the document yourself by using the drop-down list at the source and target language setting.

You can also open your documents by using the Open button or the shortcut key CTRL + O.

#### *File – Reanalyze*

After modifying, i.e. activating or deactivating the check settings you have to click on *File-Reanalyze* to repeat the analysis process. You can also repeat the analysis process by using the Reanalyze button or the shortcut key CTRL + R.

#### *File – Export Summary*

When you have finished checking the translated documents you can export the reported errors in HTML, Excel or Word -format. Click on *File-Export Summary* to save the list of errors on your PC. This can be forwarded to the translator or you can use the list as a reference when correcting the errors yourself. It is possible to select only specific errors for the summary by clicking on the checkboxes in the error description box to uncheck error

findings. You can also export the summary of findings by using the Export Summary button or the shortcut key CTRL + E.

#### *File – Batch processing*

If you are using more than one target and/or source text (e.g. documents with the same terminology and topic within a big project) FineQA makes it possible to check all text at once. Click on *File-Batch processing* to add new documents and terminology files. A new window appears where you can add and modify new files using the Add, Edit, Remove, and Remove all buttons. After loading all files, click on Start to check all documents. When using batch processing all text segments are shown in the source/target text box according to alphabetical order of their file names. The same is valid for the error findings in the text boxes above. You can also start batch processing by using the Batch processing button or the shortcut key CTRL + B.

#### *File – Close*

To finish your work on the current documents click on *File – Close* and start with a new translation check. You can also close the current source and target documents by using the shortcut key CTRL + W.

#### *File – Exit*

To quit FineQA click on *File – Exit*. The program will ask you if you want to save settings in case you have not saved your project. You can also close FineQA by using the End button.

#### **Tab Project – Open project**

To open your settings and error findings of a project click on *Project – Open project* and select your FineQA project from your PC. You can also load your saved settings by using the *Load settings* button.

#### *Project – Save project*

To save your settings and error findings of a project click on *Project – Save project* and choose your folder for saving. This will enable you to select this presetting for similar projects (e.g. easy workflow with your client or often used language combination). You can also save your settings by using the button *Save settings*.

#### *Project – Save project as ...*

To save your settings and error findings of a project with a new filename than used by FineQA click on *Project – Save project as ...* and choose your driver and folder for saving. This will enable you to select this presetting for similar projects (e.g. easy work flow with your client or often used language combination). You can also save your settings by using the button *Save settings*.

#### **Tab Settings – Enable all in current tab**

To activate all checkboxes in the current tab (e.g. Typography or Spell checker) click on *Settings – Enable all in current tab*.

#### *Settings – Disable all in current tab*

To deactivate all checkboxes in the current tab (e.g. Typography or Spell checker) click on *Settings – Disable all in current tab*.

#### *Settings – Enable all*

To activate all checkboxes in all tabs click on *Settings – Enable all*.

#### *Settings – Disable all*

To deactivate all checkboxes in all tabs click on *Settings – Disable all*.

#### **Tab Accessibility**

You can modify the size of fonts used by FineQA for a better readability of text and controls and choose between the default font size and bigger font sizes. After choosing one of the

bigger size options a message box reminds you to restart the program to use it with changed font size.

### **Tab Help**

Use the tab *Help* and click on *About* to get more information on the edition of. A window appears with the version and copyright information of this program. You can also access our homepage and contact our support staff.

### *Button Homepage:*

Click on the button *Homepage* to go to our Tilti Homepage

### *Button Support:*

Click on the button *Support* to open Outlook and contact us via email at [software@tilti.com](mailto:software@tilti.com)

### **Menu bar with symbols**

**Open** = To start with a translation check open the source and target files (TXT, TMX, TTX, DOC/DOCX and XLS/XSLX) with a click on *Open*. Select your files from your PC by clicking on the open file symbol next to the source field for the source document and the open file symbol next to the target field for the target document. FineQA automatically detects the file's language when TMX and TTX files are used. With other formats you have to choose the language of the document yourself by using the drop-down list at the source and target language setting.

**Reanalyze** = After modifying, i.e. activating or deactivating the check settings you have to click on *Reanalyze* to repeat the analysis process.

**Export summary** = When you have finished checking the translated documents you can export the reported errors in HTML, Excel or Word -format Click on *Export Summary* to save the list of errors on your PC. This can be forwarded to the translator or you can use the list as a reference when correcting the errors yourself. It is possible to select only specific errors for the summary by clicking on the checkboxes in the error description box to uncheck error findings.

**Batch processing** = If you are using more than one target and/or source text (e.g. documents with the same terminology and topic within a big project) FineQA makes it possible to check all text at once. Click on *Batch processing* to add new documents and terminology files. A new window appears where you can add new files using the Add, Edit, Remove, and Remove all buttons. When using batch processing all text segments are shown in the source/target text box according to alphabetical order of their file names. The same is valid for the error findings in the text boxes above.

**Edit segment** = When working with TMX files you can correct errors within FineQA by clicking on the button Edit segment (only active when a translation unit is selected and you work with a TMX file). A window opens with the translation unit selected and you can correct the error(s) manually.

**Exit** = To quit FineQA click on *Exit*. The program will ask you if you want to save settings in case you have not saved your project.

### **Text boxes**

The FineQA interface shows four split text boxes and one below for the list of errors and their description. On the left hand side you see the first source segment in the upper text box and on the right hand side the corresponding target segment.

The whole source text and the whole target text split in segments are shown in the middle text box on the left and right hand side below. Selecting the text segments from the middle

box they are shown in the corresponding upper box. Below the text boxes there is a Filter text field where you can choose the translation checks that you wish to use for this document(s). Write down the check you would like to perform or choose it from the drop-down menu by clicking on the button *Filter*. These checks can be modified using the tabs on the right side of the FineQA interface. The drop-down-list allows you also to select or deactivate all checkboxes by clicking on “All” or “None”.

The lower text box shows a list of all error findings depending on the checks you have selected. This list starts with the first error identified in the document(s) (if there are more than one source and one target document, FineQA starts with the first error in the first document in alphabetical file name order). The errors are also highlighted in the upper source and target text box. The columns of this list inform you about:

- the error number,
- the number of the segment in which this error was identified,
- the type of error according to the program’s checks, the description of the error (e.g. an error in punctuation including symbols like !?,) and
- the number of the file in which the error was identified

The first column shows checkboxes in order to select or delete errors to export them in an HTML file for correction purposes (see Export Summary).

The bar below the error description boxes informs you about the number of translation segments of your document(s) and the number of the current selected segment. It also shows the file name of your source and target document(s) and the name of your terminology file(s).

**Note:** Remember to click *Reanalyze* or use the shortcut key CTRL + R to perform your modified checks.

#### Buttons on the right below (figure0-4)

##### *Button: Check/uncheck*

Use the button check/uncheck to select the activation/deactivation of all checkboxes in the current tab or all tabs. The same possible modifications are available via the tab *Settings*.

##### *Button: Load settings*

To open your settings and error findings of a project click on *Load settings* and select your FineQA project from your PC.

##### *Button: Save settings*

To save your settings and error findings of a project click on *Save settings* and choose your driver and folder for saving.

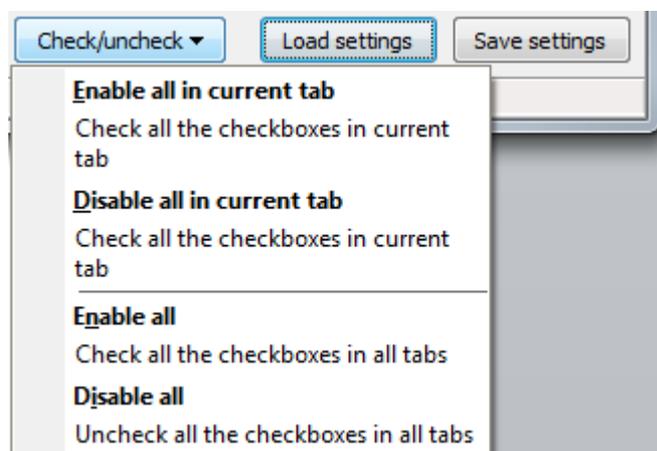


Figure 4

## Shortcut keys

Open = CTRL + O

Reanalyze = CTRL + R

Export summary = CTRL + E

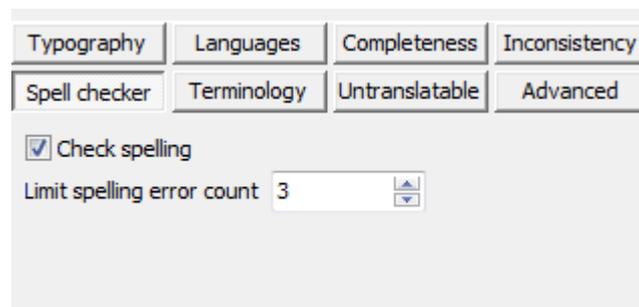
Batch processing = CTRL + B

Close = CTRL + W

## Supported checks

**Note:** Remember to click *Reanalyze* or use the shortcut key CTRL + R to perform your modified checks.

**Spell checker: (Figure 5)** The spell checker identifies spelling errors in the source and target document using the preinstalled WORD spellchecker of your PC. The errors are highlighted in the upper text fields and shown with the respective description in the alphabetical list of findings in the lower text fields. Activate the spell checker by clicking on the checkbox next to it. In addition you can define how many spelling errors per sentence are shown. Please note that the use of the spell checker is optional and it may slow down the checking process significantly when working with very large files.



**Figure 5**

**Terminology check: (figure 6)** If you want to use a terminology list in order to check for the correct usage of terms in the target text, simply activate the terminology check and upload DICT or XLS files with specific terminology for this translation project. Click on the checkbox next to terminology check, and upload your file by clicking on the button Open in the menu and selecting the relevant file from your PC at the Terminology text field.

Additionally you can modify the terminology check by activating “case-sensitive” (click on the checkbox next to it). This will enable the checking of terms that are used either in upper or lower case in the documents. When deactivated, FineQA searches also for these terms in case they are upper case instead of lower case and vice versa.

Furthermore, FineQA enables you to check different forms of the defined terminology with the use of given prefixes and suffixes. You can select between checking of the use of either prefixes or suffixes in the source and target text or only in the source or the target text. To define these prefixes and suffixes click on Preview terms and write them down in the text box, or you can also upload a list of terms here.

The “term count” function below the prefix/suffix setting shows the number of errors detected by FineQA according to your terminology settings.

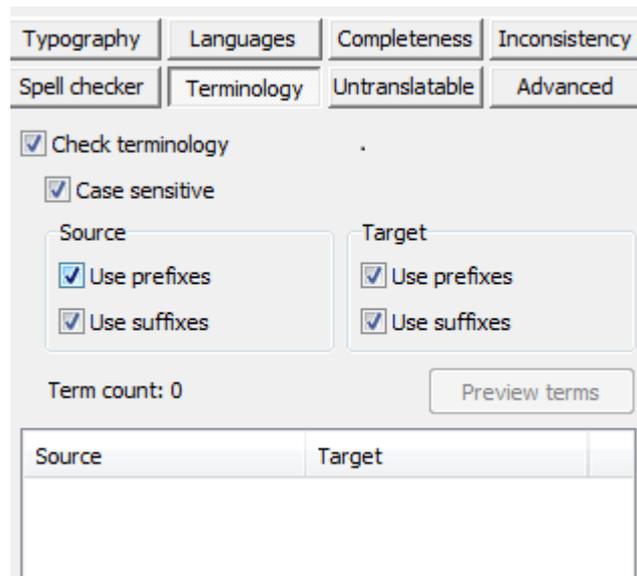


Figure 6

**Untranslatable: (Figure 7)** To avoid error findings in case of proper names (e.g. company denominations, trademarks etc.) or terminology which must not be translated, select the button untranslatable. Activate this setting by clicking on the checkbox next to check untranslatable fragments. You can write these terms that should not be changed in the target text in the text box below the settings or upload your file with specific terms with the button “Load from file”.

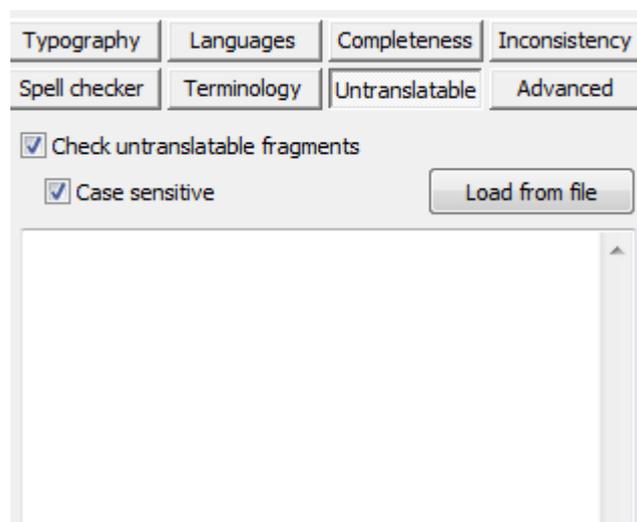


Figure 7

**Advanced: (Figure 8)** For professional users of translation programs and proofreading software FineQA offers a personalized setting, which enables you to work according to so called REGEX system (<http://www.regular-expressions.info/reference.html>). This is helpful to keep consistency of the translations when working with different customers with different terminology usage.

After you have activated the Advanced check by clicking on the checkbox next to “Perform user-defined checks on source and target” you can use additional source and target terms and phrases for your translation project. Use the upward arrow to add a translation unit and the plus and minus symbol next to it to add and erase units. The other arrow buttons can be used for scrolling up and down in the list of required units for the source and target text you

are working with at the moment. You can add the translation unit by typing the words and phrases into the text boxes in the “Advanced item” window which appears after clicking on the upward arrow (for the first entry) or plus symbol (for every entry after the first one). The setting of the case sensitive check is also possible here. Now you can define how many of the source segments should match with the target segments and vice versa by selecting =, <, <=, >, >= or <> from the drop-down list. Before confirming your setting you have to choose if you want to show all the matches in the source text or target text according to your set translation unit. Confirm the setting with “OK”. Using the upward arrow button again you can modify these settings and the translation unit of the highlighted entry.

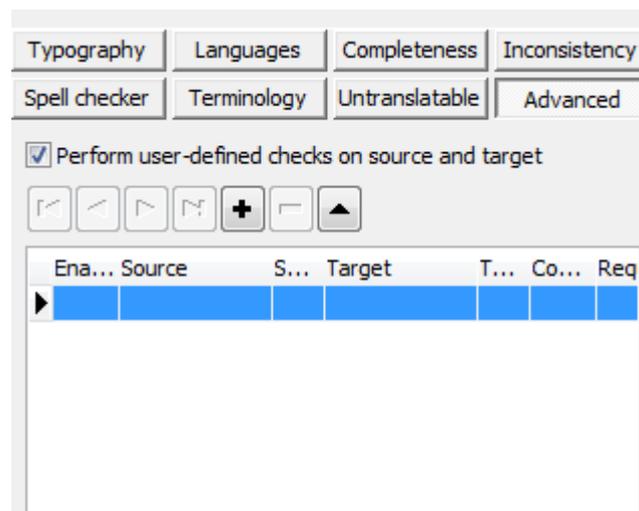


Figure 8

**Typography checks: (Figure 9)** Fine QA offers a range of typographic checks, where the use of punctuation, special characters and space formatting can be compared and checked between source and target texts.

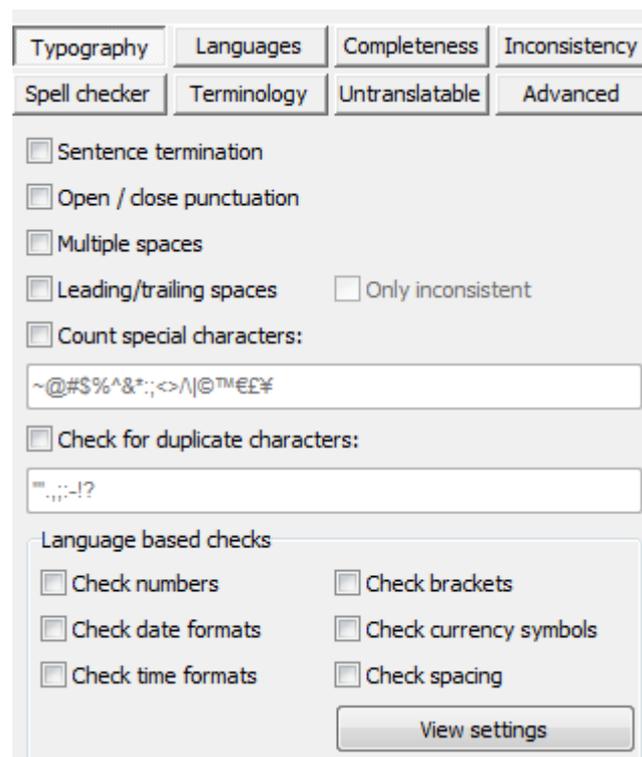


Figure 9

-Sentence termination: If you want to check inconsistency of punctuation at the end of sentences click on the checkbox next to Sentence termination. FineQA checks target and source documents for different use of punctuation at the end of sentences and full stops within the text (for example e.g.). An error message will also occur when there is no punctuation mark at the end of a sentence, whereas in the target document a punctuation mark is used. This is true for the source text also.

-Open / close punctuation: This check defines errors due to inconsistent use of all forms of brackets ( ) [ ] { } in source and target sentences.

-Multiple spaces: In order to check the source and target documents for excessive spaces between words you can activate "Multiple spaces" with the checkbox next to it. FineQA shows not only inconsistent space usage between source and target but also excessive space in general. This check is helpful for the fast correction of formatting problems between source and target documents, since you can correct these errors in the upper text boxes and save the settings afterwards.

-Leading / trailing spaces: If you want to perform a check for excessive spaces before (leading) or after (trailing) paragraphs or headings and other text formatting, you can activate this function by clicking on the checkbox next to it. In addition, you can select "only inconsistent" which will allow you to get only the inconsistent findings in the source and target document and not all excessive spaces that may be intended in formatting by you/your client. This check is helpful for the fast correction of formatting problems between source and target documents, since you can correct these errors in the upper text boxes and save the settings afterwards.

-Special character count match: You can check for inconsistency of special characters in the source and target texts by selecting the checkbox next to "Count special characters". With the text box you can define which special characters the program has to search for (e.g. #€\$% etc.)

-Duplicate characters: This check function allows you to perform a search for double characters (special characters) and incorrect double punctuation at the end of or within sentences. Click on the checkbox next to "Check for duplicate characters" and use the text box to define your settings.

**Language based checks: (Figure 10)** FineQA offers a range of language based checks, where the different use of punctuation, date and text formatting can be compared and checked between source and target texts.

All language based checks require a setting of characters and formatting used. Click on "View settings", the button "Languages" is active now and you can change the preset characters and formatting used for source and target text (use the buttons for source and target). FineQA automatically detects the language of the document you uploaded in case of TTX and TMX files, but in case of other formats or specific language use in a country (e.g. UK/US English) you can change the language by using the drop-down field. The predefined settings can be changed via the respective text fields.

- With the decimal separator setting you can define which punctuation is used for numbers with decimal places.
- With the digit grouping setting you can define which punctuation is used for the grouping of digits (e.g. 1,000 for a thousand).
- With the date long and date short format you can define which date formats are possible and required for this language and document.
- With the bracket start/end setting you can define the type of quotation marks used for brackets and quotations.

- With the currency setting you can define special characters for the country’s currency. With the space before Yes/No setting you can define if there has to be space before a punctuation mark – other than a comma (write the required punctuation mark in the left text box if space is required and into the right text box, if no space is required before this punctuation mark).
- With the space after Yes/No setting you can define if there has to be space after a punctuation mark – other than a comma (write the required punctuation mark in the left text box if space is required and into the right text box, if no space is required after this punctuation mark).

In addition you can change the preset prefixes and suffixes for this language. Click on the button “Edit prefixes” to edit the prefix settings and click on the button “Edit suffixes” to edit the suffix settings. A window appears where you can write down new prefixes/suffixes or change the already preset ones.

- Check numbers: With FineQA you can check the number formatting in the source and target texts for inconsistency. Click on the checkbox next to “Check numbers” to activate this function.
- Check date formats: With FineQA you can check the date formatting in the source and target texts for inconsistency. Click on the checkbox next to “Check date formats” to activate this function.
- Check time formats: With FineQA you can check the time formatting in the source and target texts for inconsistency. Click on the checkbox next to “Check time formats” to activate this function.
- Check brackets: With FineQA you can check the brackets formatting in the source and target texts for inconsistency. Click on the checkbox next to “Check brackets” to activate this function.
- Check currency symbols: With FineQA you can check the currency formatting in the source and target texts for inconsistency. Click on the checkbox next to “Check currency symbols” to activate this function.
- Check spacing: With FineQA you can check the space formatting before and after punctuation marks in the source and target texts for inconsistency. Click on the checkbox next to “Check spacing” to activate this function.

Typography	Languages	Completeness	Inconsistency
Spell checker	Terminology	Untranslatable	Advanced

	Source	Target
Language	-Autodetect-	
Decimal separator	.	
Digit grouping	,	
Date long format	dddd, MMMM dd, yyyy	
Date short format	M/d/yyyy	
Time long format	h:mm AMPM	
Time short format	h:mm AMPM	
Bracket start / end	"	"
Currency		
Space before Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
Space after Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
	Edit prefixes	Edit suffixes

Figure 10

**Completeness checks: (Figure 11)** FineQA offers a range of completeness checks, where the translation segments are checked for missing parts and incomplete translations.

-Untranslated segments: In order to check the target text for untranslated parts you can perform an “untranslated segments” check with FineQA. After the activation of this check by clicking on the checkbox next to it, the program will show you the translation segments where the original text has not been translated.

-Empty source / target segment: This check function allows you to get findings of inconsistent text segments between source and target text where segments or parts of it are completely missing. Activate this check by clicking on the checkbox next to it.

-Check Incomplete / inappropriate translations: If you want to check the target text for incomplete translations select the checkbox next to “Check incomplete/inappropriate translations”. Now you can define the minimal and maximal length percentage of the translated sentences compared to the original sentence. With the resulting error findings you are able to identify possible mistranslations or incomplete translations due to differing text length.

-Check for partial translations: If you want to check the target text for segments that are partly not translated activate the setting “Check for partial translations” by clicking on the checkbox next to it. Now you can set starting from which number of characters an error message will occur, if the phrase or term is the same in the source and target text. This function helps you to identify specific terminology or company denominations and

trademarks etc. and decide whether the translator missed this out or it was correct to use the original phrases and names.

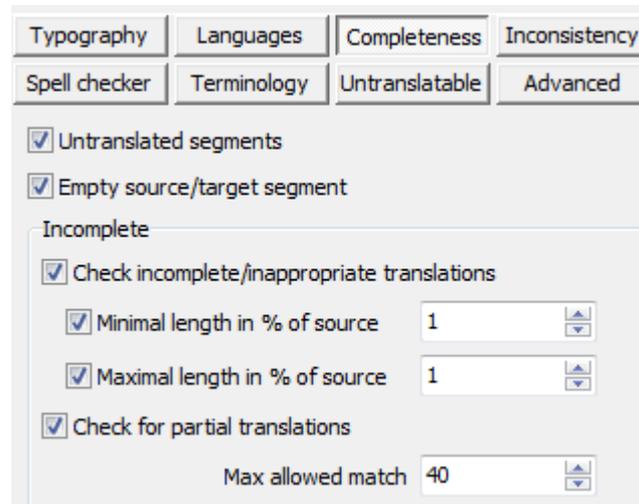


Figure 11

**Inconsistency: (Figure 12)** FineQA defines if different translations have been used for one source segment, and if different source segments have been translated the same way. After clicking on the checkbox next to this function you can also activate the “case sensitive” function. This will enable the checking of terms that are used either in upper or lower case in the documents. When deactivated, FineQA searches also for these terms in case they are upper case instead of lower case and vice versa.

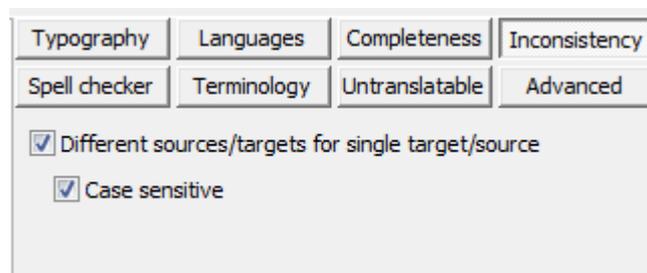


Figure 12

## Troubleshooting

In case of an error message, make a screen shot and contact our software support team at [software@tilti.com](mailto:software@tilti.com). Send us the screen shot, describe the several steps you have performed and inform us about the file format you wanted to check. The more detailed the description, the faster we will be able to assist you.

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