PISA 2012 TRANSLATOR'S USER GUIDE TO THE OPEN LANGUAGE TOOL (OLT)

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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 TRANSLATOR'S USER GUIDE TO THE OPEN LANGUAGE TOOL (OLT)

Introduction

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

2.　　　　The present Translator's User Guide document provides detailed instructions relevant to your role as translator. It includes a section on Initial Preparations, a step-by-step detailed and illustrated Workflow (full version), a Quick-Reference Guide (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 translation 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 translation assignment.

5.　　　　There are two source versions of the CBA units, English and French. **<You will be advised by the National Centre whether you are assigned to translate from English or French.>**

Initial preparations

6.　　　　Before starting your work, you need to:

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

- 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).

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

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

Workflow per translation 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 translate (that has status "For translation"). Click on "English" (or "French") in the **Source 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 "Translated", 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 [w] icon in the interface screen. Keep the preview screens open for consultation when you actually translate.

12.   If you prefer to translate offline, you can now interrupt your Internet connection.

B. Translate using OLT

13.   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.
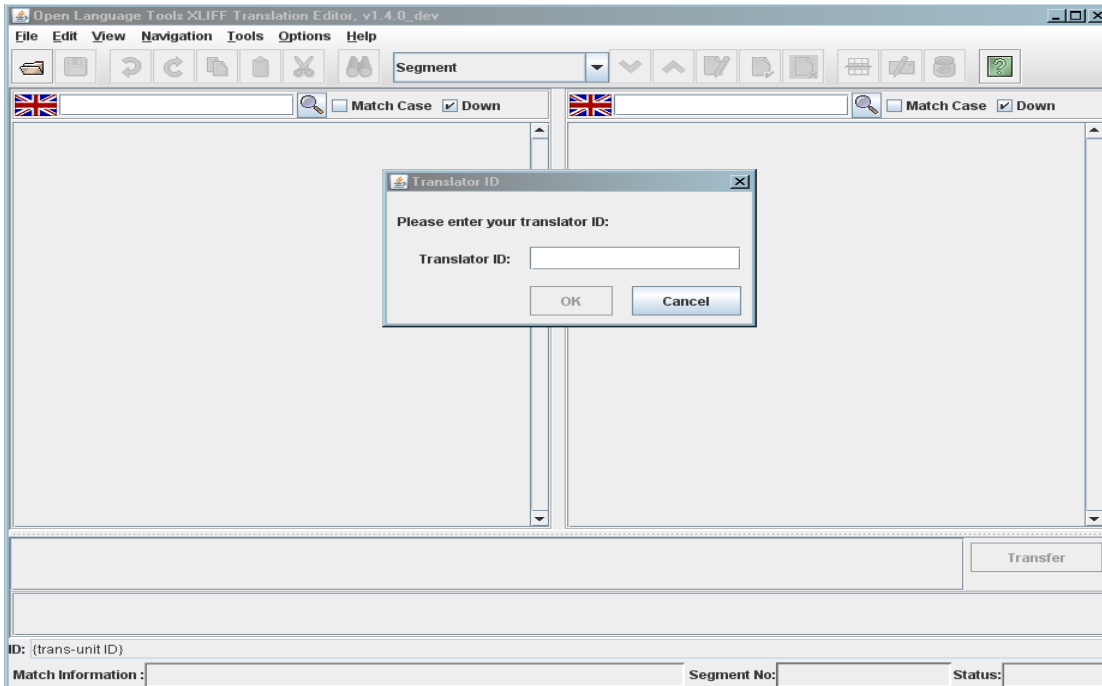
14.   From the **Options** menu, check that **Update Tags** and **Autopropagate** are not selected (unchecked). All other options should be checked. You will only need to do this once.
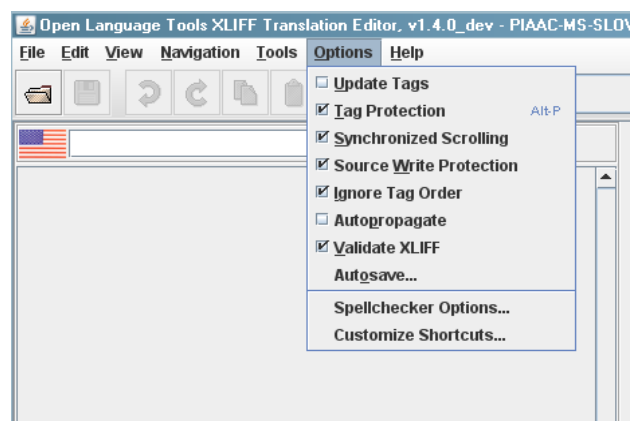
15.   From the File menu, select **New Project** and create a project called e.g. PISA2012. Select Source Language: English (United Kingdom) OR French (France); Target Language: your language. Note: OLT will automatically open the previously used project when you launch the program, and the same project should be used for all the PISA2012FT files, so you need to create a project only once for this translation assignment.
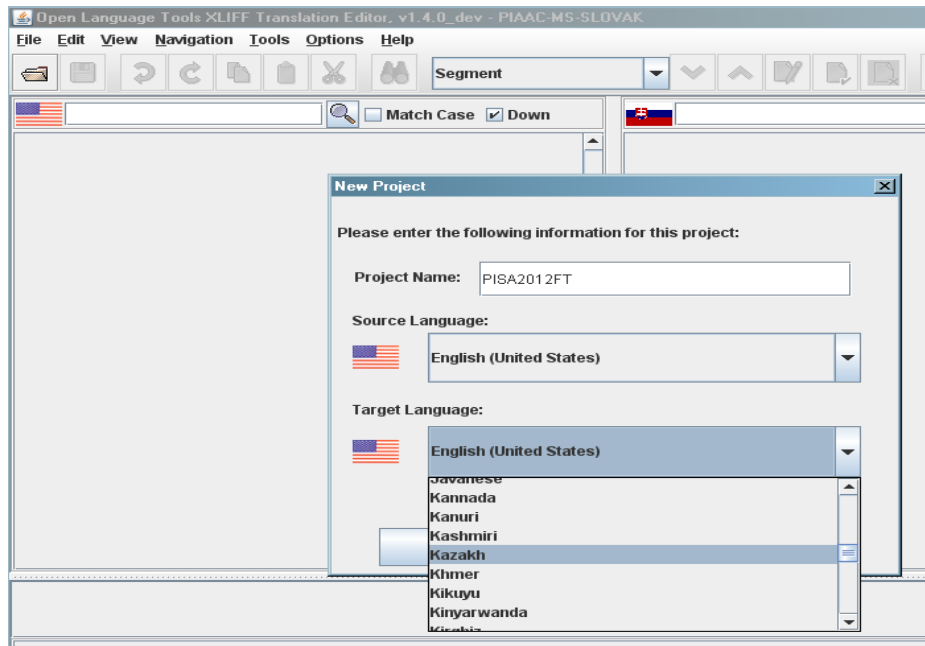
16.   Open the .xlf file: click on the **Open File** button and navigate to the file you have downloaded and saved on your computer in step 10 (remember to navigate to the subfolder "Translated"). Select it and then click on Open (or double-click on it).

17.   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).
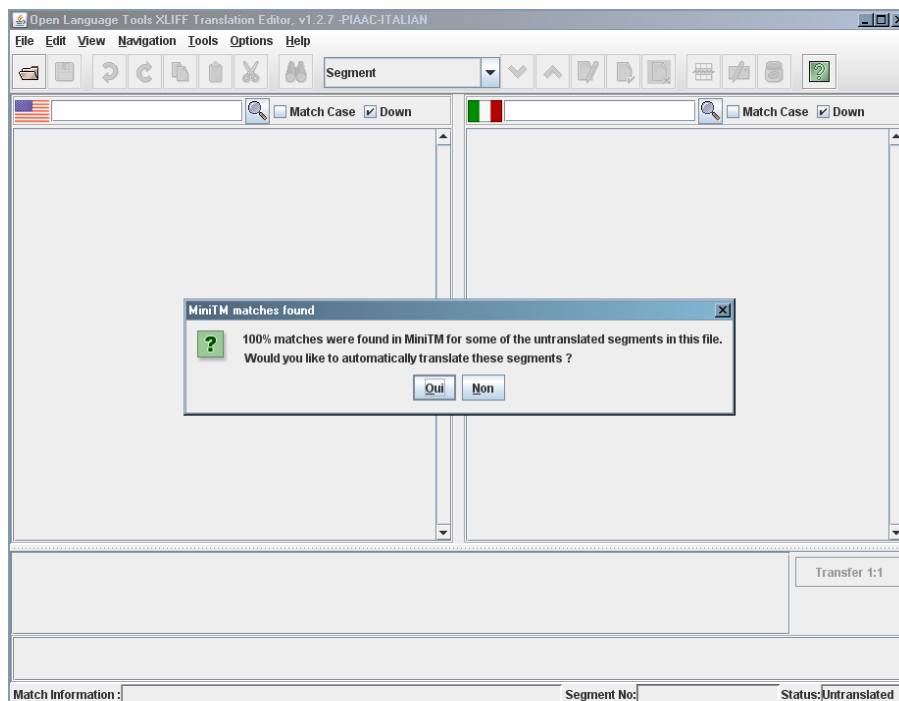

18.   When the file is opened, the screen is divided in three sections: **source** pane, **target** pane and **match** pane. You can adjust the horizontal line above the match window by dragging it, if you want the source and target panes to have more space than in the default view.

Open Language Tools XLIFF Translation Editor, v1.4.0_dev - PISA2012FT-TRANSLATORGUIDE-C:\Documents and Settings\steve\My Documents\...

File   Edit   View   Navigation   Tools   Options   Help

Segment

Match Case   Down   Match Case   Down

Item Page   Item Page

TOAST   TOAST

Question <em class="item_order">1   Question <em class="item_order">1

Source pane   CM004Q01

...ut his square toast into 2 pieces with just one straight cut.   Alex likes to cut his square toast into 2 pieces with just one straight

Target pane

...se shapes are possible with just one cut? Select 'yes' or 'no' for   Which of these shapes are possible with just one cut? Select 'yes' or
ea...pe.   each shape.

Shape   Shape

Yes   Yes

No   No

An equilateral triangle   ...equilateral triangle

A right-angled triangle   **Match pane**   ...ght-angled triangle

Item Page
Item Page
Pagina delle items

Transfer 1:1

ID: item1_titleTag_1(0)

Match Information : Mini-TM: PISA2012FT-TRANSLATORGUIDE; Format Difference: 100%; Quality: 1...   Segment No: 1 / 46   Status: Untranslated

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

20.   Translate the segments one by one, by overwriting the text on the right side and then moving to the next segment by clicking on the **Confirm and Translate Next** button   in the toolbar (keyboard shortcut: ALT-Enter). This action enters your translation in the Mini-TM (see later).

21.   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).
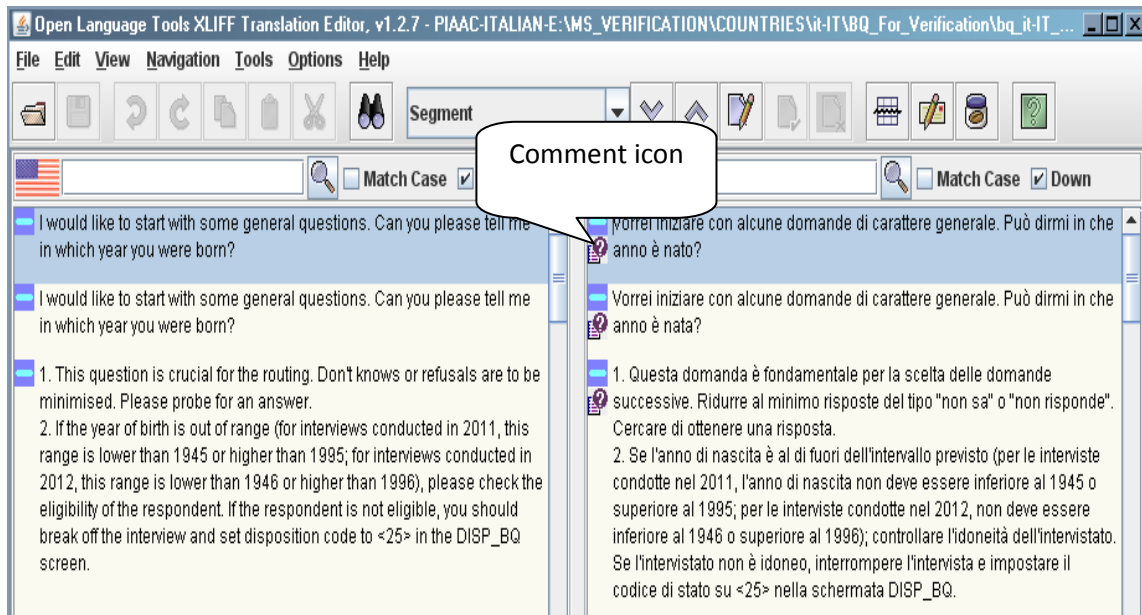
- Consult the comment window to read **item-specific translation/adaptation guidelines** that you should comply with in your translation (in addition to the general guidelines that you should be familiar with).

- You can also **write comments** for the attention of the Reconciler who will be reviewing and using your translation, to e.g. explain a choice you have made, explain a difficulty or doubt, suggest alternatives, etc.
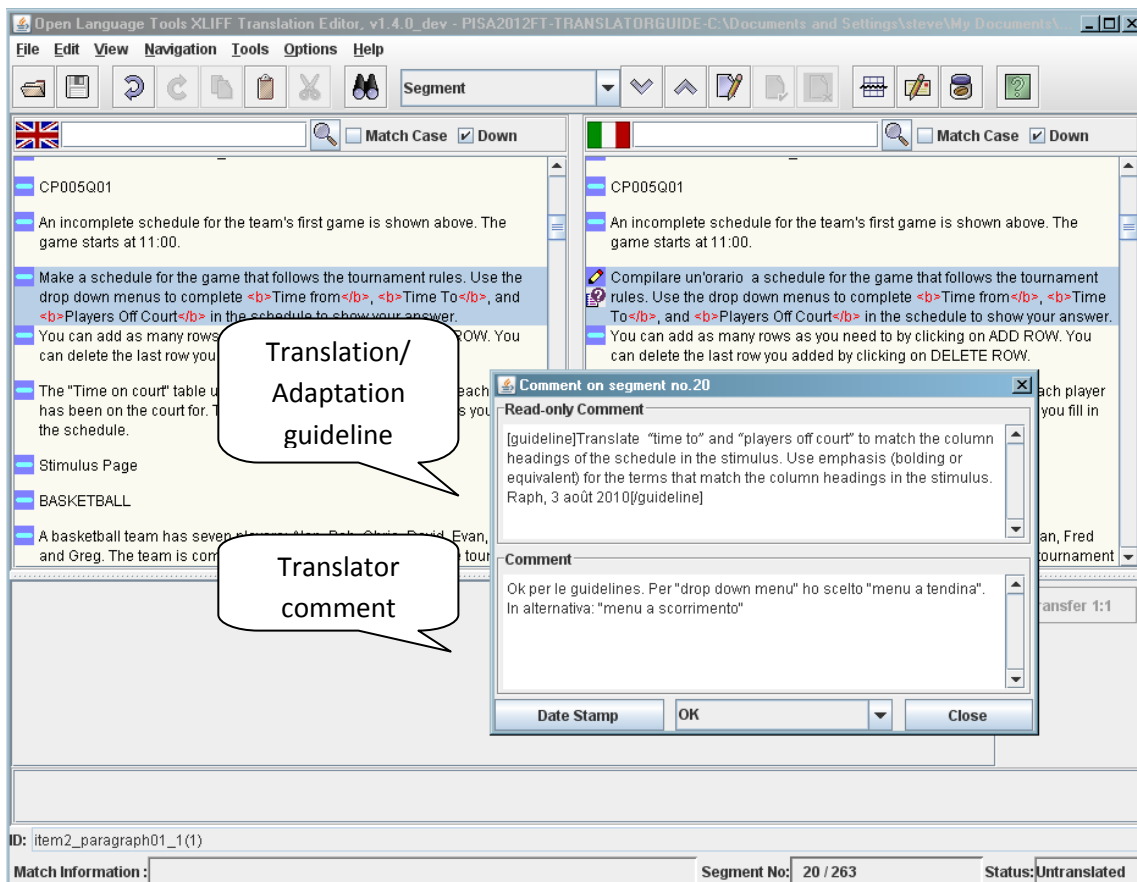
22.　　　　As your Mini-TM builds up, you will be able to reuse translations for segments that reappear later in the file (or in other files) with identical or very similar source text. When this happens (when the software detects a match) one or more previous translation(s) will display in the match pane and the **Transfer** button [Transfer 1:1] is enabled. If appropriate, you may then select one of the matches and click on the button, to transfer the translated text to the target segment you are on without needing to type it.

- If edits are needed, make them and then click on the button **Update Mini-TM** [icon] in the toolbar (keyboard shortcut: CTRL-U). A window will display asking you if you want to **Overwrite** the 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 previous (unedited) translation could also come in handy.

- Move on to the next segment by clicking on the **Next Segment** button [icon] in the toolbar (keyboard shortcut CTRL-↓), if the **Confirm and Translate Next** button [icon] is grayed out and inactive (meaning that the translation is already in the Mini-TM).
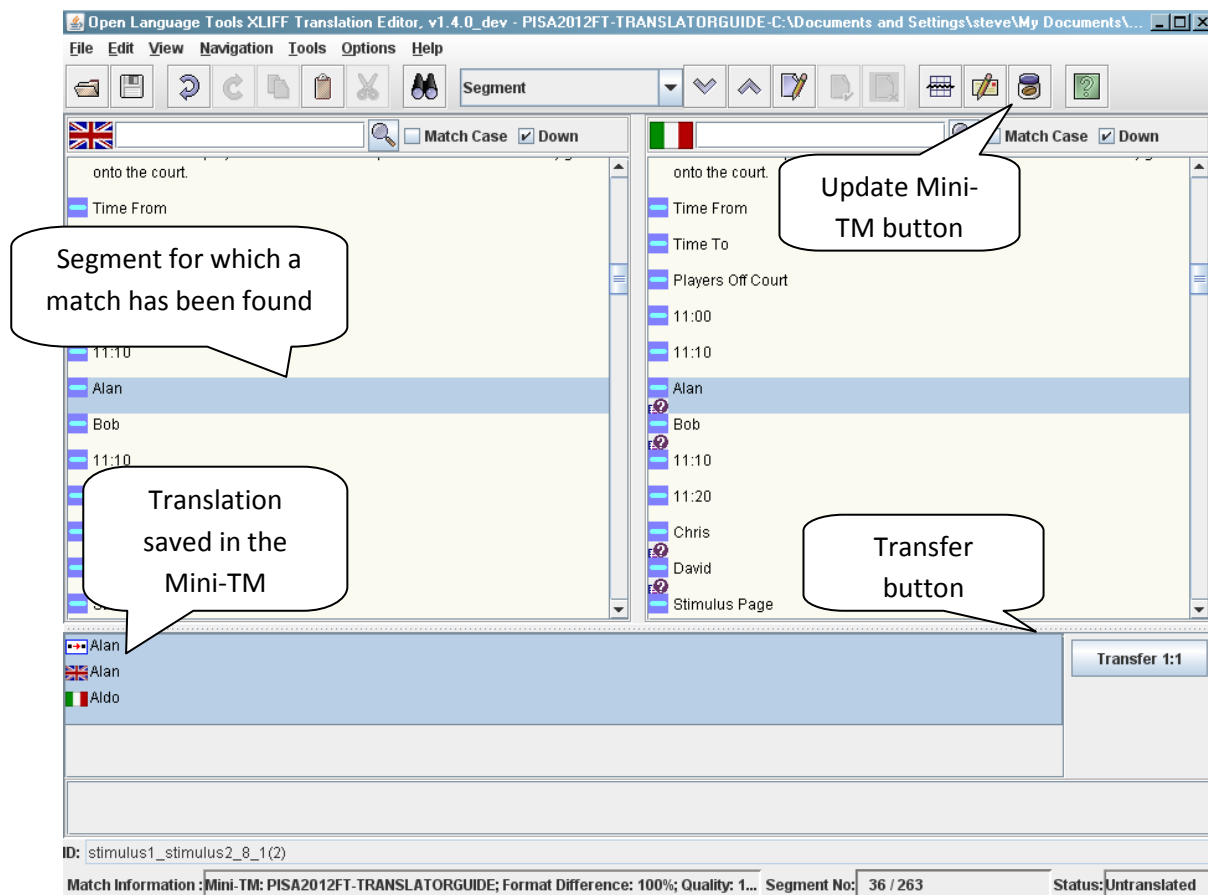
23.　　　　At times you may want to stop working sequentially and come back to previously translated segments to revise them. Use the **Next Segment** and **Previous Segment** buttons [icons] (keyboard shortcuts CTRL-↓ and CTRL-↑) to navigate in the file. After making a revision, click on **Update Mini-TM** [icon] or press CTRL-U to save your latest version in the Mini-TM (normally you will want to **Overwrite** your previous version).

24.　　　　Avoid using the button **Approve And Go To Next Translated Segment** [icon] (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.)

25.   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.

26.   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/French, then erase the English/French word or phrase in the target version but **leave one blank space**.

C. Upload, preview, correct if needed, release

27.   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?"

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

29.   You are then able to view each item with your translations implemented from the dropdown menu in **Translation 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

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

31.   Once you are fully satisfied with your translated unit, click **Finalise** in the last column of the TMS and move on to the next unit (or stop the session).

32.   If you have been asked to also translate the **Coding Guide** for the unit (MS Word document), it is strongly recommended that you do this just after completing the above process, while the choices made for translating the unit's stimulus and questions are still fresh in your mind. **<Instructions for translating the Coding Guide using MS Word are provided separately by the National Centre>**.

33.   **<Advise the National Centre of your progress according to the arrangements that have been agreed>**.

Workflow per translation session – Quick Reference Guide

34.   Log in to the TMS. Choose a unit to translate. Download the English or French source version from the corresponding **Source Download** cell. Save the .xlf file to an appropriate location on your computer, preferably in two different subfolders ("Originals" and "Translated"). Launch previews as needed to assist you in the translation process.

35.   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.

36.   Translate the segments one by one, by overwriting the text on the right side and then moving to the next segment by clicking on the **Confirm and Translate Next** button .

37.   Open the **comment window** (double-click on the icon) to read **item-specific translation/ adaptation guidelines** and to **write comments** for the attention of the Reconciler.

38.   Use the **Translation Memory** when appropriate/convenient: lift a previous translation 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 .

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

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

41.   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.

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.
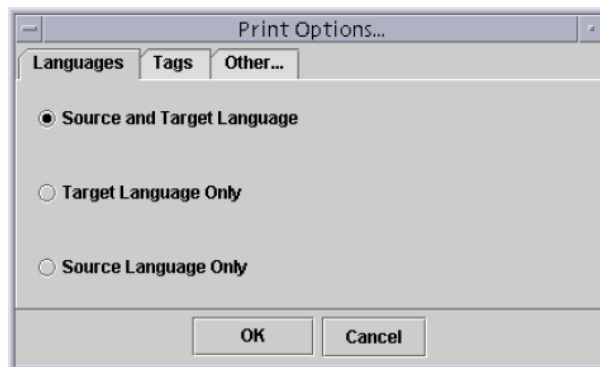
8.   XLIFF files contain **formatting tags** i.e. sequences of characters that indicate how text will be formatted on screen. In OLT these appear in red font colour when an element is activated and are write-protected (if the **Tag Protection** option is switched on, which is strongly recommended).

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
\<b\> \</b\>	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>
\<sup\> \</sup\>	Text between tags will display in $^{\text{superscript}}$
\<sub\> \</sub\>	Text between tags will display in $_{\text{subscript}}$
	Sequence of characters will display as a non-breaking space
–	Sequence of characters will display as a long dash
\<br/\>	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.