WorldServer User Manual for

External Translation Supplier Translators/Post-Editors & Revisers

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DISCLAIMER: Some information contained in this manual has been taken from the WorldServer online help.

DISCLAIMER: Occurrences of "translators"/"translating"/"translation" hereafter in the following manual should be understood as "post-editors"/"post-editing"/"post-edition" where the relevant combination language and/or document type is applicable.

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1 Introduction

The purpose of this document is to explain to external translators/post-editors and revisers how to translate and revise patentability reports and abstracts in WorldServer.

1.1 WorldServer

WorldServer is a web-based translation management system (TMS). Supported Web browsers are Microsoft Edge 90 or later, Mozilla Firefox ESR (Extended Support Release) 78 or later, Safari 14.0.3 or later, as well as Chrome 90 or later.

1.1.1 Workflow

WorldServer translation projects are subject to workflows – a workflow being a standard and repeatable process for translating content, consisting of a series of *steps* and *transitions*: a *step* is a specific action that needs to be taken in order to complete the workflow. There are two types of steps: (i) *human steps* such as translation or revision that require manual actions and that must be assigned to users, and (ii) *automatic steps* such as copying files to a specific folder which require no manual interaction. A *transition* links two steps together.

1.1.2 Projects and tasks

Work will be assigned by the project manager in the form of translation projects containing tasks to be translated in one language combination. Each project includes a given number of either abstracts or patentability reports (hereafter referred to as *tasks*). The translator/posteditor or reviser will either translate or revise these tasks.

1.1.3 Browser Workbench

In WorldServer, translation and revision can be performed directly in the browser via the *Browser Workbench*. The *Browser Workbench* displays text to be translated as a series of source and target language segment pairs and provides two main linguistic tools to assist in the work process: translation memories and terminology databases.

Report translators/post-editors and revisers should refer to the document *General issues* when translating patentability reports in WorldServer which contains further information on translating in the *Browser Workbench*.

2 Security measures

2.1 RSA SecurID token

The RSA SecurID token or associated credentials should never be given to anyone. If the RSA SecurID token is lost, WIPO should be contacted immediately.

2.2 Certificate

If Firefox is used as a browser, the first time the WorldServer (production) link in the *WIPO Remote Access Portal* is accessed, the browser might issue a dialog box stating that the connection is untrusted –in this case, the WIPO root certificate will need to be imported into the browser by clicking on the following link and confirming the subsequent dialog box:

http://pki.wipo.int/crl/WIPO Secure Server Authority.crt

2.3 Browser cache

The browser's cache should be emptied after logging out of WorldServer.

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3 Translation projects

3.1 Logging into WorldServer

 Once the project manager has assigned tasks to you for translation or revision, you will receive an e-mail notification (see example below):

WorldServer Assignment: Tasks Assigned

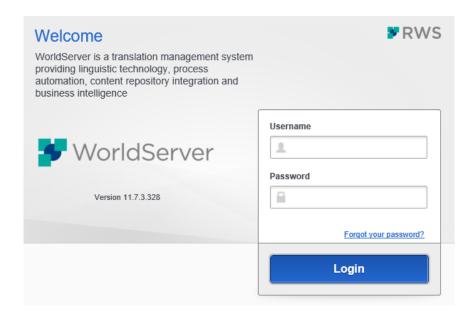


The name of the WorldServer project ("Abstracts EN-FR 1300" in the above example) as well as the number of tasks (3) are provided.

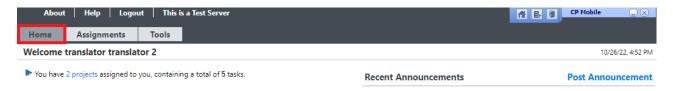
2. Authenticate via the WIPO Remote Access Portal. Do not change the default login option "External" as shown below. Then, log into WorldServer (please refer to the WIPO Account and WorldServer login procedure for more information on this subject):



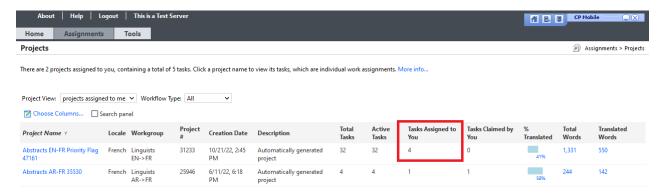
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3. WorldServer opens and the *Home* tab is displayed (if it isn't, click on the *Home* tab):



- 4. Click on the link "You have **n** projects assigned to you, containing a total of **n** tasks" or click on the *Assignments* tab to open the *Projects* screen.
- 5. In the *Projects* screen, you can also see how many tasks were assigned to you:



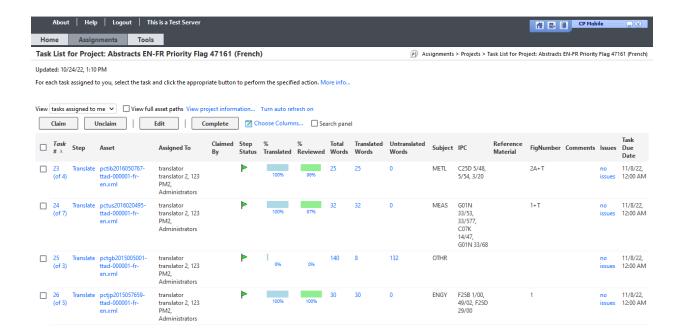
6. In the *Projects* screen, click on the name of the project that was assigned to you. The *Task List* view will open and the project's individual tasks are displayed.

3.2 Customizing the view

- The first time you log into WorldServer it is crucial that you customize the Task List view by displaying additional columns that will be of relevance to you:
 - The Task Due Date (self-explanatory);
 - The IPC (displays the IPC codes for the task);

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- The Subject (contains a four-letter generic code to categorize IPC codes);
- The *Reference Material* (contains a link to the drawing, if any, for abstract translation, or the image version of the patentability report for report translation);
- The *Reference Material 2* (contains a link to additional information regarding tasks, for abstract translation from Asian languages only);
- The *ManualReferences* (placeholder for manually referenced drawings, for abstract translation from Asian languages only);
- ReferencedImages (contains a link to image(s) that are referenced in the report, if any);
- ReferencedImagesLocalized (placeholder for image(s) referenced in the report that have to be localized by the translator/post-editor, if any);
- The *FigNumber* (contains the drawing number followed by a plus sign (+) if there is drawing text to be translated for an abstract (for example "1+T")).
- To customize the view, click on the link "Choose Columns...", select *Task Due Date* and click on the right arrow. Repeat the process for the other columns:



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Configure Table Columns

Configure the columns you want to be visible and click "OK". More info... Available Columns: Visible Columns: Task # Translated Words Details Step Asset Creation Date Assigned To Expected Duration Claimed By Step Status Completion Date Duration % Translated Step Start Date % Reviewed Step Due Date Total Words Step Expected Duration Translated Words Workflow Untranslated Words Detailed Comments Comments Priority Issues Creator Errors Cost Included % TM pretranslation 30months ATT Applicant

Configure Table Columns

Configure the columns you want to be visible and click "OK". More info...

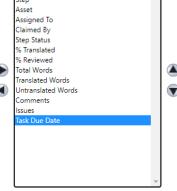
OK Cancel

Available Columns: Visible Columns Phase Task # Translated Words Details Step Creation Date Asset Expected Duration Assigned To Completion Date Claimed By Duration Step Status Step Start Date % Translated Step Due Date % Reviewed Total Words Step Expected Duration



Detailed Comments

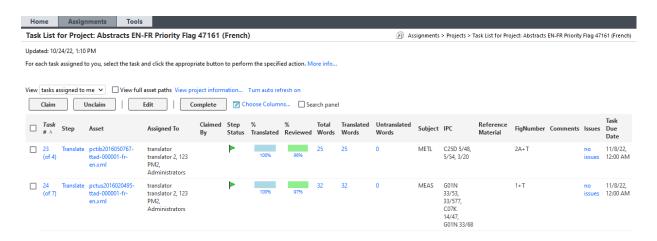
OK Cancel



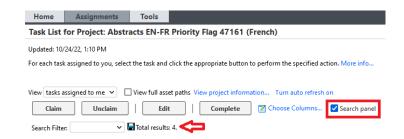
Note: the individual columns can be re-ordered by moving them further up or down in the list. You need only do this once as WorldServer will remember your settings.

• Back in the Task List view, the selected columns for each task are now displayed:

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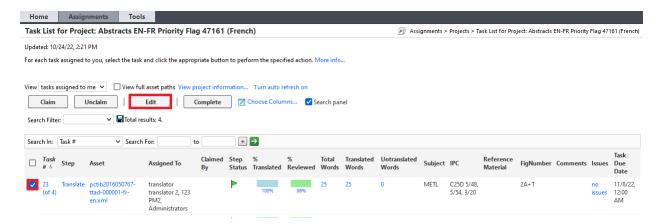
 To complete the customization of the view, make sure that the Search panel checkbox is checked. This will allow the Search Filter line to be displayed:



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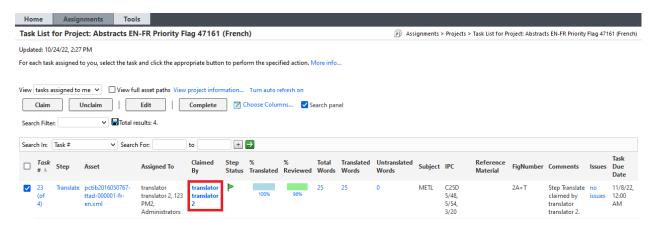
3.3 Claiming tasks

 In the Task List view, you can now select the task you want to open and click on the Edit button:



Note: this will effectively claim the task and open it in the Browser Workbench.

2. The *Browser Workbench* opens in another window and the task list display shows that you have claimed the task:



Note: although the task is assigned to you and you have claimed it, it also remains assigned to the project manager. This is to ensure that the project manager can reclaim the task if necessary.

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3.4 Issues

If you have a question or if you spot an issue with a given task, you can make use of the "Issues" functionality in WorldServer.

Typical cases where you would use this functionality are provided below (the list is not exhaustive):

- There is drawing text to be translated in an abstract, but there is no drawing segment in the *Browser Workbench* when the abstract is opened (this case is covered in section 3.5.1 Abstract drawing text);
- There is an indication that drawing text in an abstract is to be translated (the column FigNumber contains +T and a reference drawing is attached), but there is nothing to translate in the drawing (this case is covered in chapter 3.5.1 Abstract drawing text).
- There is an error in the original text of a patentability report that cannot be easily resolved.

To use the "Issues" functionality, go into the *Task List* view. Next to every task, you will find a hyperlink called "no issues" (by default):

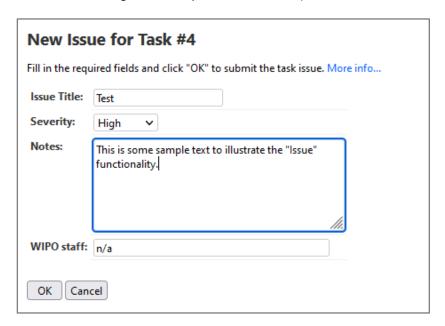


If you click on the link, the *Issues* dialog box opens:



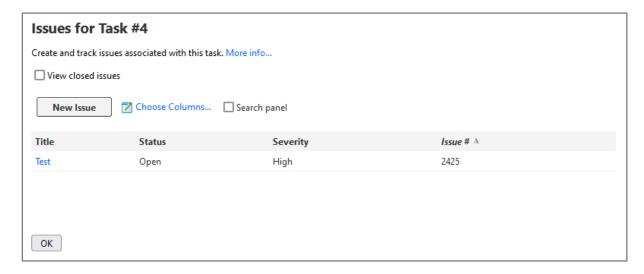
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Click on the button *New Issue* and provide a title and notes regarding the issue (see section 3.4.1 Issue categories and procedure below):



Do not enter any text in the field "WIPO staff" – it is reserved for usage by WIPO staff only.

Click on the OK button to return to the previous view:



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The issue you've just entered now appears in the list. Click on the *OK* button to return to the *Task List* view where you will notice that the link "no issues" now reads "1 issue":

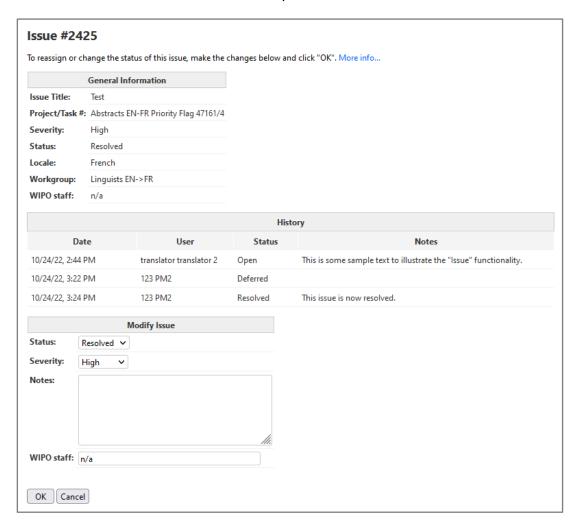


The issue will first be addressed by the project manager at your company. If the project manager is unable to deal with the issue it will be deferred to WIPO-PCT. Make sure to regularly click on the link to open up the *Issues* dialog box and see if help has been provided (please note that no e-mail notification is sent for these issues, so for the time being, the only way to determine if a response has been provided is to click on the link). If help has been provided, the status of the issue will change to "Resolved" as per the screenshot below:



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Click on the issue title to see the answer provided:



Note: once the translation project has been returned to WIPO-PCT, WIPO-PCT will close the issue on your behalf.

3.4.1 <u>Issue categories and procedure (Abstracts)</u>

To simplify the issue management process for abstracts, issues are divided into two main groups of categories: *translation issues* and *technical issues*. **Translation issues and technical issues are dealt with by separate teams at WIPO**.

To ensure that issues are dealt with by the correct team, translators/post-editors should differentiate between translation issues and technical issues by entering the appropriate category e.g. 'MEAN', 'TERM', 'QUAL', 'TECH' in the title of an issue (see list below).

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A. TRANSLATION ISSUES

1. MEAN (Meaning)

This category covers issues relating to cases where the meaning of the text in an abstract or drawing is not clear without access to the description or claims. (Please indicate specifically if the issue is in the drawing).

2. TERM (Terminology)

This category covers terms that are ambiguous and difficult to translate without access to the description or claims. (Please indicate specifically if the issue is in the drawing).

3. QUAL (Source Text Quality)

This category covers potential errors that seem to have resulted from the OCR scanning of a document. It also covers illegible text in the reference material or instances where the original appears incorrect. (Please indicate specifically if the issue is in the drawing).

4. A/T MISMATCH (Abstract/Title mismatch)

This category covers cases where the title and the abstract do not match. The correct abstract and/or title will then be sent via the issue center.

B. TECHNICAL ISSUES

1. DS MISSING (Drawing Segment Missing)

The drawing segment in the WorldServer workbench is missing. The drawing translation should be included in the issue note (the symbols "%%" as used for drawing text in the *Browser Workbench* should **not** be used here; (For more information refer to section 3.5.1 Abstract drawing text of this manual).

2. <u>NO DT</u>

This category covers cases where a drawing segment is provided although the drawing does not contain any translatable text.

The translator/post-editor should create a NO DT issue and perform the following, as applicable:

- If the source segment contains the words
 "Drawing_references_to_be_translated:", the translator/post-editor should
 enter the text "Drawing_references_to_be_translated:" into the target
 segment and insert the comment "No drawing text to be translated" in the
 note field of the issue.
- If the source segment contains text that is not relevant nor related to the
 drawing, the translator/post-editor should enter the text
 "Drawing_references_to_be_translated:" into the target segment and
 insert the comment "Unnecessary text in the source drawing segment" in
 the note field of the issue.

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3. TECH (Technical issues)

This category covers any issues dealing with technical problems, such as segment merging/splitting, tabs, source drawing text found in the wrong place in the source part, save issue, etc.; the technical problem should be explained in the issue note.

4. D Trans MISSING

This category affects relay translation only and covers cases where the drawing translation into English is partly/entirely missing, preventing translation from English into French from being completed. The complete English drawing text will be sent via the issue center.

5. D MISMATCH (Drawing Mismatch)

The drawing number to be translated does not match the reference material sent by WIPO. The correct drawing will be sent via the issue center if required.

6. D REF (Drawing References) - not applicable to Asian-language files

This category covers issues where references on the drawing page are partly/entirely missing and/or need to be modified. Details (e.g. *Text is not labelled, Same label is used for different text*, etc.) should be given in the issue note. A newly referenced drawing will be uploaded, if required.

C. PROCEDURE

1. Deferred function

When an issue is created, it is automatically in the "Open" status.

- 1.1. The external reviser or project manager should resolve any **translation** issues directly if possible and change the status accordingly (either to "Resolved" or "Rejected").
- 1.2. For technical issues and any translation issues which cannot be resolved directly, the external reviser or project manager must change the status to "Deferred" and the issue will be resolved by WIPO-PCT. Issues which are not set to "Deferred" will not be treated by WIPO-PCT.

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D. FORMAT

1. Format to be used when sending issues

The issue title must contain the following information:

- Document type (ABS)
- External translation supplier abbreviation (usual 3-letter / 4-letter code; "XYZ" in the examples below)
- Type of issue (issue category, e.g. MEAN, TECH etc.)
- International application (IA) number (10 character format ROYY/NNNNNN, e.g. US14/000001)
- Delivery date of the batch being translated (day, month and year: dd/mm/yyyy).

Examples:

Issue Title: ABS XYZ QUAL US14/000001 22/10/2017 **Note**: The text reads "15 / 100k C" - please advise.

Issue Title: ABS XYZ TERM US14/000001 22/10/2017

Note: How should "Ego-Fahrzeug" be understood in the context of this

abstract? Is this a brand name?

Issue Title: ABS XYZ NO DT US14/000001 22/10/2017

Note: Figure 1 is a screenshot and, as such, does not require translation.

Issue Title: ABS XYZ DS MISSING US14/000001 22/10/2017

Note: FIG. 1

AA Crank angle

BB Time

When referring to problematic passages, segment numbers should not be used because the text is not segmented in the version viewed by the issues managers at WIPO. Instead, the problem should be explained by using references to the sentence (first, second etc.), its position in the abstract (top, bottom etc.) and by including some of the text (in the original language) before and after the problematic passage.

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3.4.2 Issue categories and procedure (Reports)

To simplify the issue management process for reports, issues are divided into two categories: *translation issues* and *technical issues*. **Translation issues and technical issues are dealt with by separate teams at WIPO**.

To ensure that issues are dealt with by the correct team, translators/post-editors should differentiate between translation issues and technical issues by entering the appropriate category e.g. 'TRAN', or 'TECH' in the title of an issue (see examples below).

Report translators/post-editors and revisers should also refer to the document *General* issues when translating patentability reports in WorldServer which contains further information on issues that might arise in the *Browser Workbench*.

A. TRANSLATION ISSUES (TRAN)

Examples of translation issues include: cases where the meaning of the text is not clear (e.g. claims have been misquoted leading to errors); text is unintelligible because of missing verbs or incorrect grammar/syntax, etc.

B. TECHNICAL ISSUES (TECH)

This category covers any issues dealing with technical problems, such as: problems encountered when merging segments, missing paragraph(s) in the source text compared to the image file, etc. The technical problem should be explained in the issue note.

If the report contains **multiple segments entirely in English in the source**, a TECH issue should be created and the comment "Source contains English text" should be included in the issue note. Depending on the length of the English text in the source, you will be asked either to leave the corresponding target segments blank and flag the report with "English text to be added" when it is returned or to include the English text in the translation.

C. PROCEDURE

1. <u>Deferred function</u>

When an issue is created, it is automatically in the "Open" status.

- 1.1 The external reviser or project manager should resolve any **translation** issues directly if possible and change the status accordingly (either to "Resolved" or "Rejected").
- 1.2. For technical issues and any translation issues which cannot be resolved directly, the external reviser or project manager must change the status to "Deferred" and the issue will be resolved by WIPO-PCT. Issues which are not set to "Deferred" will not be treated by WIPO-PCT.

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D. FORMAT

1. Format to be used when sending issues

The issue title must contain the following information:

- Document type (WOS / IPR / ISR as applicable)
- External translation supplier abbreviation (usual 3-letter / 4-letter code; "XYZ" in the examples below)
- Type of issue (issue category, e.g. TRAN or TECH)
- International application (IA) number (10 character format ROYY/NNNNNN, e.g. US14/000001)
- Delivery date of the batch being translated (day, month and year: dd/mm/yyyy)

Example:

Issue Title: WOS XYZ TECH EP15/123456 31/05/2017

Note: When merging segments, part of the sentence disappeared from the source segment (Box V, point 1, first paragraph, passage beginning [...]).

When referring to problematic passages, segment numbers should not be used because the text is not segmented in the version viewed by the issues managers at WIPO. Instead, the box number and point/paragraph number in which the problem occurs as seen on the image version should be indicated and some of the text (in the original language) before and/or after the problematic passage should be included (e.g. Box V, point 3, first paragraph beginning [...]).

Please note that the image version of a report is included in WorldServer as reference material. The image version is the legal version. **Translators/post-editors should check for any discrepancies between the image version and the version provided in WorldServer and apply what is in the image version.** This does not apply to formatting, such as superscript and subscript, for which tags have not been provided in the source segments.

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3.5 Translating or reviewing tasks

Translate or review a task in the *Browser Workbench* by entering your translation into the target segments as shown below:



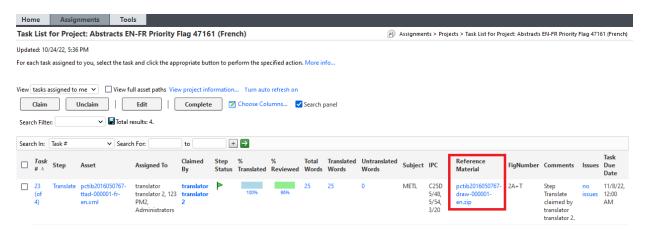
Note: chapter 4 explains the individual features of the *Browser Workbench* in great detail. Translators/post-editors /revisers should read this chapter before starting translation or revision.

Report translators/post-editors and revisers should refer to the document *General issues* when translating patentability reports in WorldServer which contains further information on translating in the *Browser Workbench*.

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3.5.1 Abstract drawing text

When an abstract contains drawing text to be translated, a link is present in the *Task List* view in the *Reference Material* column. Click on it to open the ZIP file and display the drawing(s) to view the text:



Note: the column *FigNumber* will also display the drawing number followed by a plus sign and the letter T (+T) if there is drawing text to be translated (for example "1+T"). In the *Browser Workbench*, enter the translation of the drawing text into the corresponding target segment. The following four cases may apply:

• Case 1: If drawing text was electronically available when the task was sent to you, you will see the corresponding electronic source text in the source segment in the *Browser WorkBench*.

Enter the corresponding translation in the target segment as shown below: first, enter "FIG. #:" (where # corresponds to the actual figure number, which can vary), followed by a carriage return; second, enter the reference (for example AA); third, enter three percentage signs (%%%); four, enter the actual reference text followed by a carriage return:



In some cases, segmentation cannot be optimally achieved, and multiple source segments holding drawing text could be present (see screenshot below):



In this case, merge the segments into one segment before entering the translation for the drawing text. In order to achieve this, check the checkboxes of the corresponding segments and click on the merge icon () of the first segment (see point *Splitting and merging segments* in chapter *Browser WorkBench* for more information on merging):

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• Case 2: If drawing text was not electronically available (i.e. only in image format), you will have the following placeholder text as source segment in the *Browser Workbench*: "Drawing_references_to_be_translated:".



Simply enter the corresponding translation into the target segment: first, enter "FIG. #:" (where # corresponds to the actual figure number, which can vary), followed by a carriage return; second, enter the reference (for example "AA", if any); third, enter three percentage signs (%%%); four, enter the actual reference text followed by a carriage return (cf. above screenshot).

If the drawing (image file) has no references ("AA", "100", etc.):

Please create an issue as described under point 6 D REF (Drawing References) in chapter 3.4.1 Issue categories and procedure (section B).

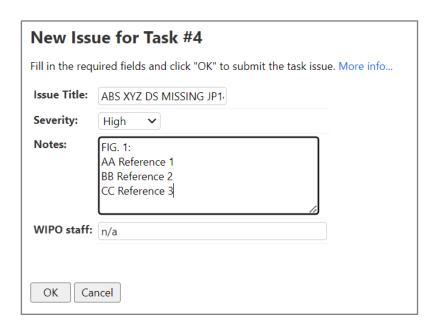
- Case 3: If the source segment contains "Drawing_references_to_be_translated:" but the drawing does not contain any translatable text, please perform the following two actions:
 - Copy the source text "Drawing_references_to_be_translated:" into the target segment:



- Create an issue for this using the "Issues" functionality as described in chapter 3.4 Issues to make WIPO-PCT aware of the situation. Enter ABS AGENCY ABBREVIATION NO DT US14/000001 22.10.2017 (see page 12, 2. Format to be used when sending issues) as the title and note for the issue.
- Case 4: There can be exceptional cases where drawing text is to be translated but the drawing segment is missing from the abstract. For these cases, please follow the procedure below:
 - Create an issue for this case using the "Issues" functionality as described in chapter 3.4 Issues to make WIPO-PCT aware of the situation. Enter a title as described in chapter 3.4.1 Issue categories and procedure (section B), e.g. ABS AGENCY ABBREVIATION DS MISSING JP14/000001 22.10.2017; enter the text of the drawing into the "Notes" field (in this particular case, it is

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not required to separate the references from the actual text with three percentage signs):



Note: if you notice any other issues with the drawings and/or drawing text (or any other issue in general), please create an issue using the "Issues" functionality as described in chapter 3.4 Issues.

Note: do not enter "DRAWING:" into the target field as you would do for abstracts processed via PCT-EDI.

3.5.2 Adding manual references to abstract drawings (for Asian languages into English abstracts only)

If you are translating Asian languages into English abstracts, you will need to manually reference the abstract drawing(s) and upload them to WorldServer. When adding references, please apply the "Guidelines for the translation of PCT application drawings: Annex: Annotating TIFF Files Using The GIMP".

Downloading the abstract drawing(s) from WorldServer

In WorldServer, select the appropriate drawing in the Reference Material column.

Click on the ZIP file to download it; most likely, it will appear in the "Downloads" folder of your computer, or in the folder that you have chosen for saving downloads.

Right-click on the downloaded ZIP file and select the option "Show in folder".

Once the *Downloads* window of your explorer has opened, right-click on the zip file and select "Extract All".

Select a destination where the file will be extracted, for example the desktop, and select "Extract".

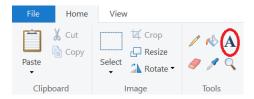
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Locate the TIFF file on your desktop or in its saved location (you will notice that the file extension is set to .tif.), right-click on it and select "Edit". The file will open in MS Paint or in the default paint program that you have chosen on your computer.

If you use GIMP, please refer to the <u>"Guidelines for the translation of PCT application</u> drawings; Annex: Annotating TIFF Files Using The GIMP".

Manually referencing the abstract drawing(s)

In MS Paint, select the Text Tool represented by the capital "A" as shown below and choose where you want to add the manual reference(s) (eg. AA, BB, etc.).



Clicking on the drawing will open a textbox with a cursor inside. Add the necessary references and set the font size accordingly.

When you have inserted the required references, save the TIFF file.

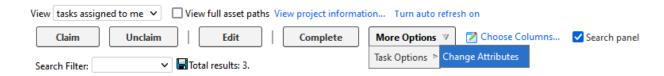
For more information on how to reference the drawing, please refer to the "Guidelines for the translation of PCT application drawings; Annex: Annotating TIFF Files Using The GIMP".

Uploading the modified abstract drawing(s) to WorldServer

The manually-referenced drawing must be uploaded at one of the translation or review steps (*Translate*, *Linguistic Review*, *Technical Review*). It will not be transferred to WIPO if it is uploaded at the *Translation Agency Outbox* step.

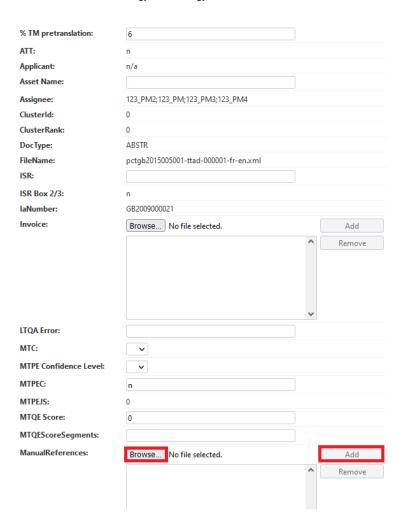
In WorldServer, check the checkbox corresponding to the appropriate task number in the *Task* # column.

Click on the button More Options, then on Task Options, and finally on Change Attributes:



The Change Task Attributes window opens:

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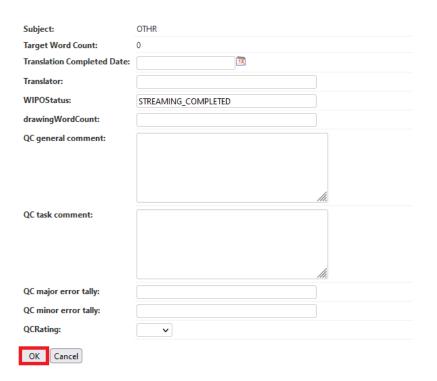
Click on the button *Browse...*, then select the modified TIFF drawing from its saved location and attach it by clicking on the *Add* button as shown in the above screenshot.

Once this has been done, the name of the attached file appears in the "ManualReferences" field as shown below:



Scroll down to the bottom of the window and click on the *OK* button as shown below:

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The added file now appears in the ManualReferences column in the Projects screen.

3.5.3 Adding localized referenced images to tasks (for reports only)

When translating reports that contain referenced images, you might need to localize some of the referenced images and upload them to WorldServer.

Downloading the referenced images from WorldServer

In WorldServer, you will find the ZIP file containing referenced images in the ReferencedImages column. This ZIP file has the same name as the corresponding xml.

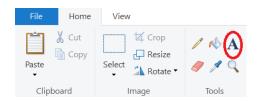
Click on the ZIP file to download it; most likely, it will appear in the "Downloads" folder of your computer, or in the folder that you have chosen for saving downloads.

Unzip the ReferencedImages file to a destination of your choice.

Locate the referenced image(s) (.png, .jpg or .tif) in their saved location and process the ones that have to be localized as described below.

Localizing the referenced images

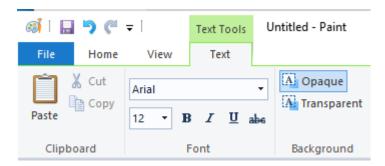
In MS Paint (or in the default paint program that you have chosen on your computer), select the Text Tool represented by the capital "A" as shown below and choose where you want to add your translation.



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Clicking on the image will open a textbox with a cursor inside. Add your translation and set the font and font size to "Arial 12". This is the recommended setting but you can freely adjust the font size so that the translated words fit into the space without losing clarity.

Choose the "Opaque" background option, so that the source text is no longer visible:



When you have inserted the translation, save the localized image file and close it.

Mark ONLY the localized image(s) and select "Send to > Compressed (zipped) folder" to create a zip file including only the localized image(s). Rename this ZIP file with the exact same name as the original ReferencedImages ZIP file.

The zip file should not be a zipped folder but a zip of the image file(s) (i.e. there should not be any intermediate levels within the zip).

Uploading the localized referenced images to WorldServer

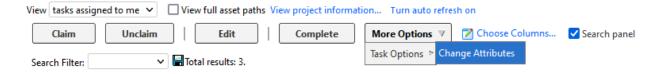


External translation suppliers:

The localized referenced images ZIP file must be uploaded at one of the translation or review steps (*Translate*, *Linguistic Review*, *Technical Review*). It will not be transferred to WIPO if it is uploaded at the *Translation Agency Outbox* step.

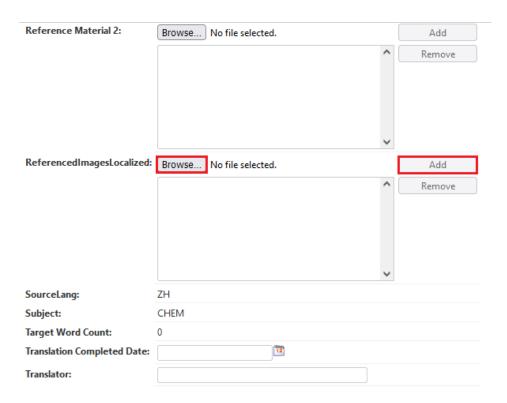
In WorldServer, check the checkbox corresponding to the appropriate task number in the *Task* # column.

Click on the button *More Options*, then on *Task Options*, and finally on *Change Attributes*:



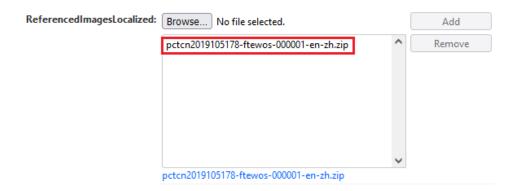
The Change Task Attributes window opens:

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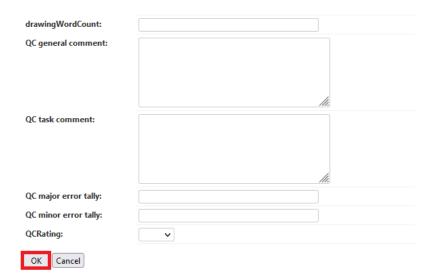
Click on the button *Browse...*, then select the ZIP file containing the localized images from its saved location and attach it by clicking on the *Add* button as shown in the above screenshot.

Once this has been done, the name of the attached file appears in the "ReferencedImagesLocalized" field as shown below:



Scroll down to the bottom of the window and click on the OK button as shown below:

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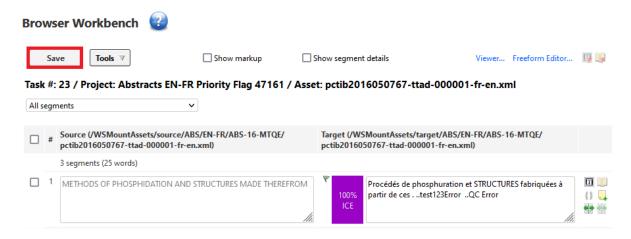


Check that the added localized images ZIP file appears in the *ReferencedImagesLocalized* column in the *Task List* screen of the project.

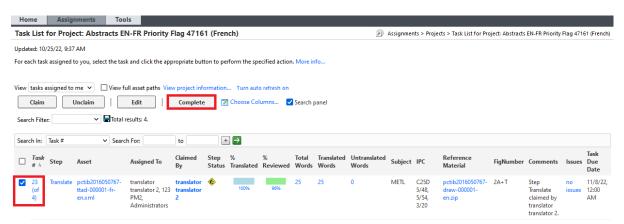
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3.6 Completing Tasks

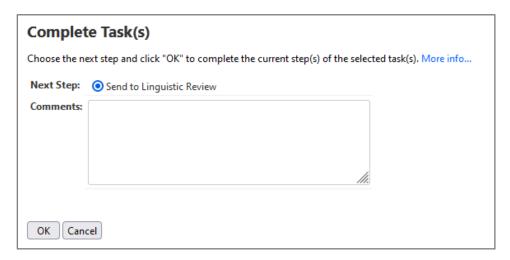
1. When you have finished translating a task, save your work by clicking on the *Save* button and close the *Browser Workbench*.



2. Go back to the *Task List* view (you might need to refresh the browser). Verify that the task is checked and click on the *Complete* button:



3. Enter any comments you might have in the *Comments* box and click the *OK* button:



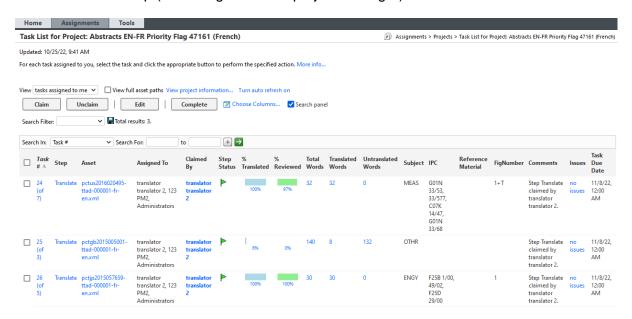
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Two options are presented to you when you complete a task at the *Linguistic Review* or the *Technical Review* steps: send to the next step or return to the previous step, for instance:



When you return a task to the previous step, the task is automatically reassigned to the person to whom it was initially assigned.

4. The task is removed from the *Task List* view and has been pushed to the next workflow step (and assigned to the project manager):



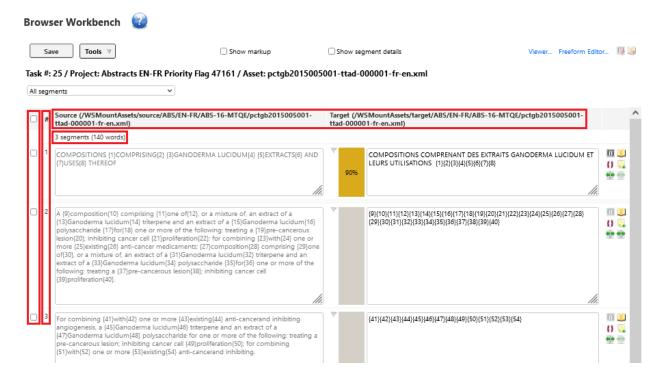
Depending on the number of Human Steps defined in your workflow (e.g. translation, technical review, and linguistic review), you may receive this task again when it reaches a later step in the workflow.

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4 Browser Workbench

4.1 Graphical user interface

The *Browser Workbench* presents the text to be translated in a table as a series of source and target language segment pairs. The user interface typically looks like this:



The first table row contains the source and target locations of the task which is being translated. The second line indicates the number of segments and the total number of source words, followed by some table rows that contain the source and corresponding target segments.

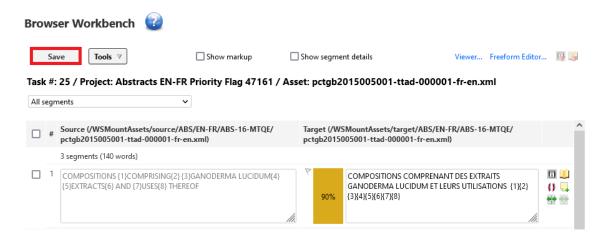
The first table column contains checkboxes. When you click in a segment, the corresponding checkbox is automatically checked; it means that the segment is active.

The second column contains the segment numbers. Missing numbers may indicate that segments have been merged, and numbers followed by a letter that segments have been split (see point 4.8 Segment function buttons below for more information on merging and splitting).

The following sections describe the main features and functions of the *Browser Workbench*.

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4.2 Save button



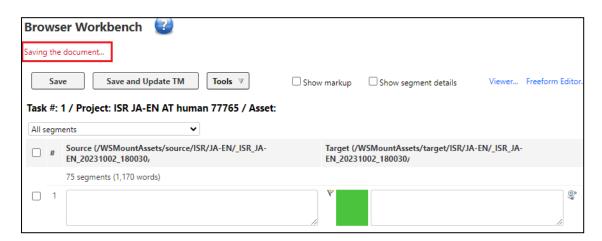
The *Save* button saves the translation in progress and generates a copy or updates the existing copy of the target document. The translation memories do not get updated at this stage.

When you wish to save:

 Click only <u>once</u> on the **Save** button. If you click more than once, this may create issues in WorldServer.



2. Wait for the "Saving the document..." message to appear, and then disappear before closing the Browser Workbench window. This step could take between several seconds and a maximum of a few minutes.



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3. If you wish to complete the Translate step, make sure that you have closed the Browser Workbench window before clicking on the **Complete** button.

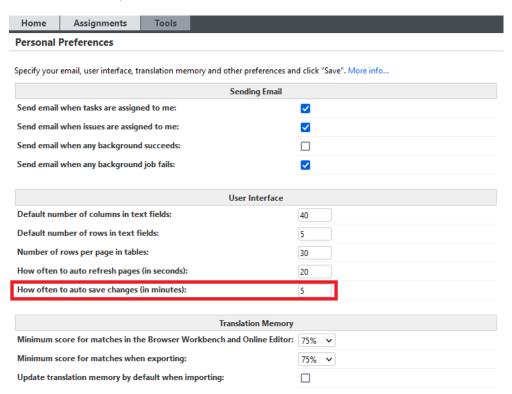




Autosave feature

The *Browser Workbench* periodically saves your work in an internal cache. Each time an action causes the page to refresh, WorldServer automatically saves all of your work.

Even if there is no refresh, the Autosave feature saves your changes every 5 minutes. You can change the default interval for autosaving using the "How often to auto save changes" option under *Tools* > *Personal Preferences*. Note that you cannot turn off Autosave completely by entering 0 in the field (0 is not a valid value).

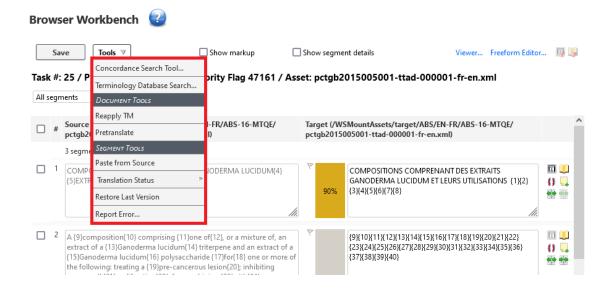


Thanks to this feature, should you accidentally close your browser window without saving, your work will be preserved nevertheless when you re-open the *Browser Workbench*. The only difference is that your target document (i.e. the document that will eventually be returned to WIPO-PCT) has not yet been updated to reflect the latest changes, so please click on the *Save* button to do so.

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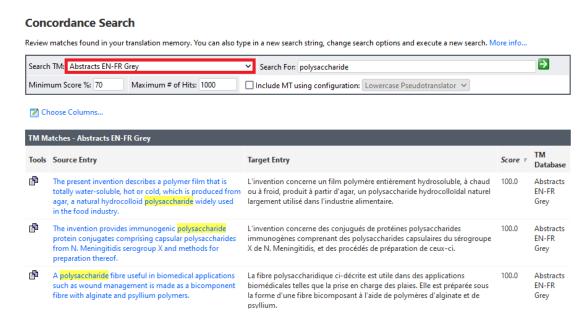
4.3 Tools menu

The *Tools* menu consists of the following options:



4.3.1 Concordance Search Tool

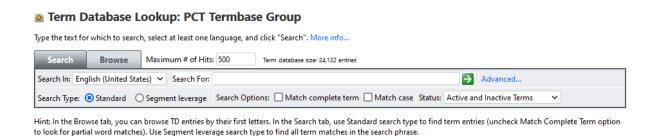
The Concordance Search Tool menu option opens the Concordance Search dialog where you can search the translation memories for a word or phrase. Both abstract and report memories are available for searching.



4.3.2 Terminology Database Search

The *Terminology Database Search* menu option brings up the *Term Database Lookup* dialog where you can search the PCT Termbase:

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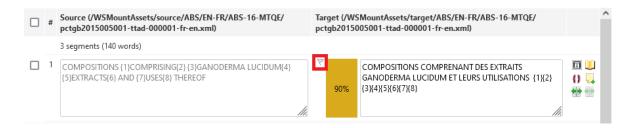


4.3.3 Paste from Source

The Paste from Source menu option pastes the source segment text into the target segment. This is useful for instance if you have a chemical formula which must be copied as is to the target segment or if you want to copy all placeholders with the associated text across with one click (placeholders will be explained in detail later in this document).

4.3.4 Translation Status

The *Translation Status* menu option lets you assign a translation status ("None", "Pending Review", "Reviewed", or "Rejected"), symbolized with a flag, to the selected segment(s).



4.3.5 Restore Last Version

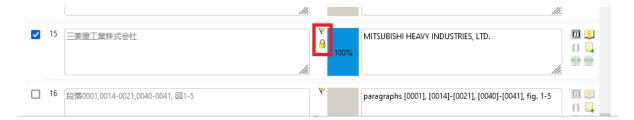
The Restore Last Version menu option reverts the selected segment(s) to the most recent entry in the segment history (segment history entries are created when a segment is changed and then saved using the Save button).

Note: search dialogs can remain open. Once opened, the *Concordance Search* and *Term Database Lookup*, as well as the *Translation Memory* window (which you open from the *Tools* menu), can stay open, on a second computer screen for instance.

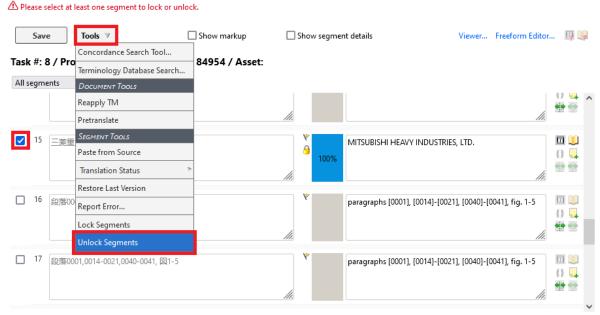
4.3.6 Unlock Segments

For different reasons, segments can be displayed as 'locked' (including a lock next to the segment flag).

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In case it is necessary to edit a locked segment, the segment can be unlocked by marking the relevant box and clicking on 'Tools\Unlock segments'.



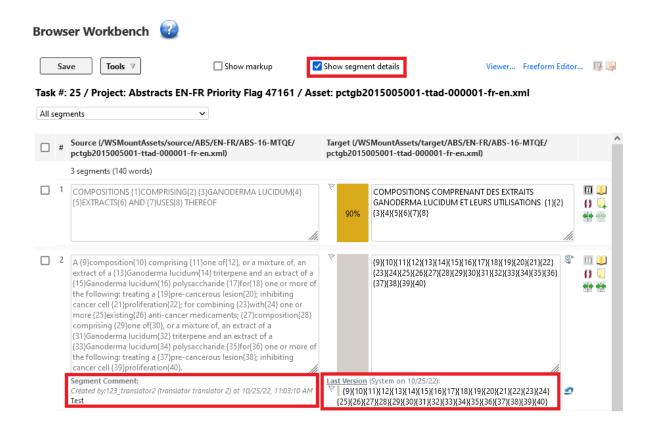
Once the segment is unlocked, the necessary changes can be introduced.



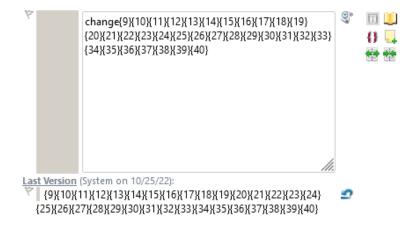
4.4 Show segment details

If you enable *Show segment details* by checking the checkbox, any existing segment comment and history are displayed underneath the segment text:

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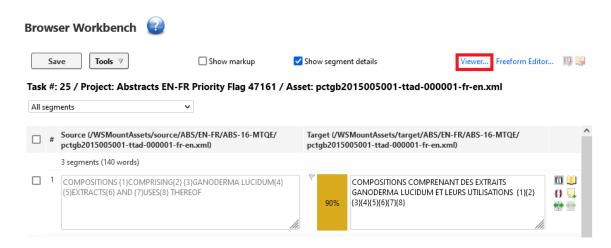


You can click the *Last Version* label to highlight differences between current and previous versions and you can use the substant button to restore the last version:



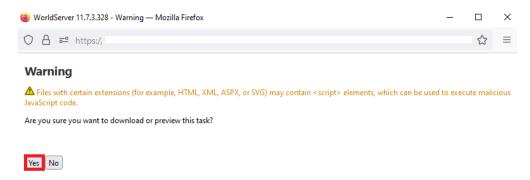
4.5 Viewer

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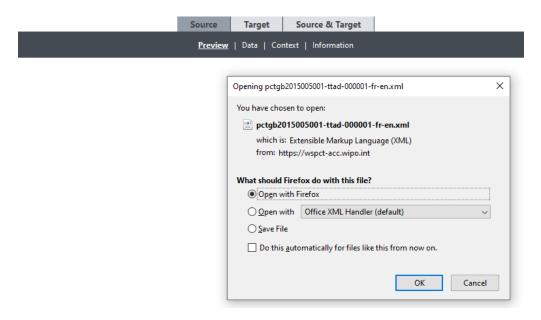


Use the *Viewer* button to preview a task's contents in a new window. You can preview the source text, the target text or both source and target texts side by side.

Click on Yes when this Warning window appears:

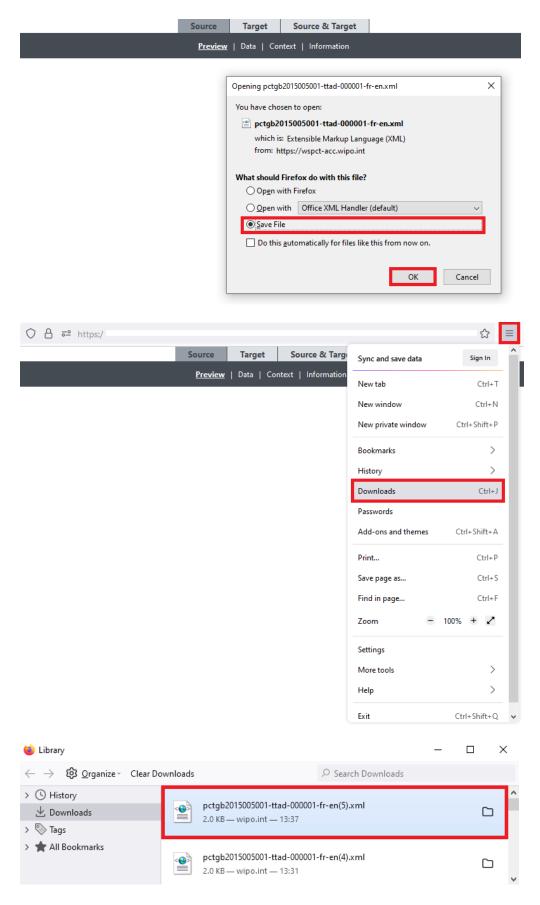


Depending on the browser you are using, you'll be given the possibility to open the file directly or to download it first:



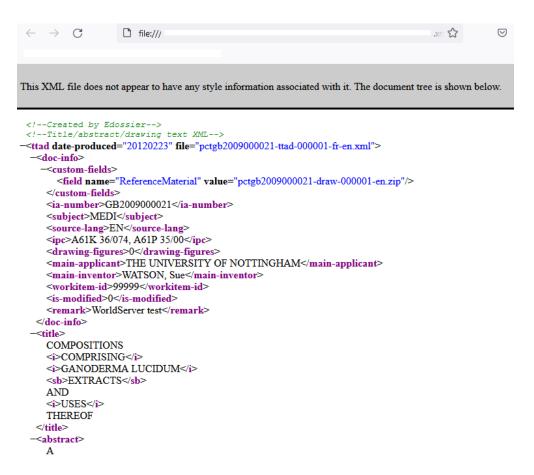
If you choose to download it, select "Save File", click *OK* and you will find it in the download folder of your browser:

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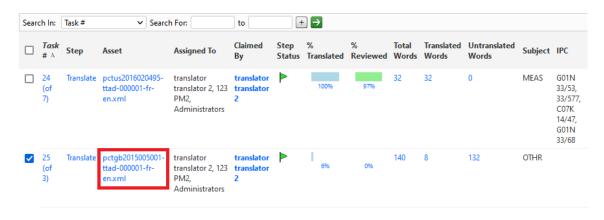


Then double-click on it to open it:

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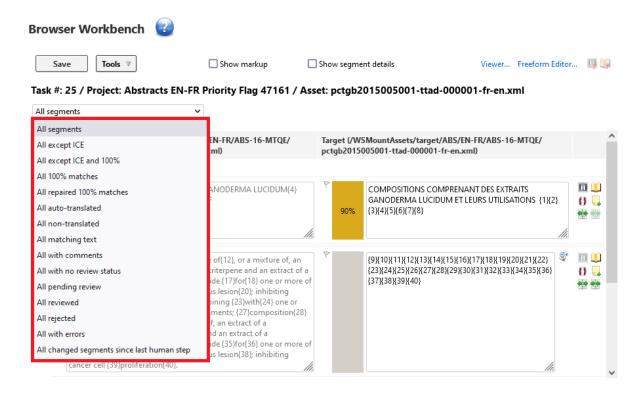
This functionality is also available in the Task List view by clicking on a task's filename:



4.6 Display filter

By default, all segments are displayed in the *Browser Workbench*. However, it is possible to select the segment types to be displayed by selecting the appropriate option in the *Filter* menu:

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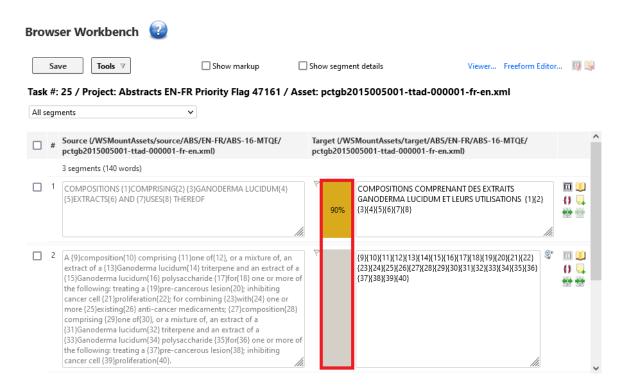
The filter allows you to focus on specific segments. For example, you may want to view "All except ICE and 100%" to only see segments implying translation work (see point 3.7 below on the various TM matches), or segments to which comments have been added.

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4.7 Match types

When you translate or revise in the *Browser Workbench*, your document is segmented and each segment compared to the contents of the translation memories in order to retrieve matching translation units. When you then open a task in the *Browser Workbench*, you can see the result of this leveraging: some target segments are already populated with matches coming from the translation memories. As you start entering your translation in the *Browser Workbench*, you may get additional matches.

There are different types of matches, each match type having a color code which appears as a colored line in the middle column of the editing window, next to the target segments:



Here is a brief description of the color codes used in the *Browser Workbench*:

Color	Match Type	Description
Purple	In-context exact (ICE) match	The segment has a 100% match from translation memory. An incontext exact match occurs when a segment has been translated before, in the same segment of the same asset.
Blue	100% single exact match	The segment has a 100% match from translation memory. A 100% match occurs when a segment has been translated before, whether in the same asset, or in a different asset with the exact same segment.
Striped blue	Repaired 100% match	This state reflects a segment that has been repaired up to a 100% match. Translation memory can "repair" a match by adding or removing placeholders or numbers, thus creating up to a 100% match.
Gold	Fuzzy match	The target segment contains a match from translation memory that is less than 100%. Fuzzy matches are not automatically populated into the target.

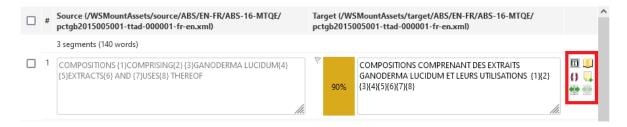
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P		·
Striped gold	Repaired fuzzy match	The target segment contains a repaired match from translation memory that is less than 100%. Fuzzy matches are not automatically populated into the target. Translation memory can "repair" a match by adding or removing placeholders or numbers, thus creating a fuzzy match.
Green	Manual translation	The segment has been manually altered by a user.
Dark red	Auto translation	WorldServer has determined the segment does not contain any translatable content. The source content was copied to the target side and the segment is considered to be translated.
Blue-green	Machine translation	The segment has been populated with text generated by a machine translation application.
Black	Repeated segment	This is the first occurrence of a segment that is repeated within a task or across multiple tasks within the same project.
Striped black	Repetition	The segment thus marked is a duplicate of a repeated segment, located in the same task or in another task within the same project.
Gray	Not translated	The segment may or may not have fuzzy matches available, but does not have 100% match and has not been altered by any user.

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4.8 Segment function buttons

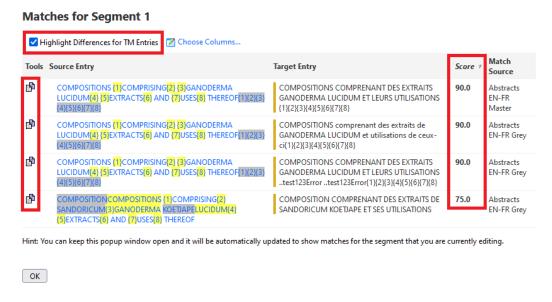
The column to the right of each segment contains six buttons allowing you to perform certain functions or actions on the corresponding segment:



The buttons may be grayed out if the function/action is not available for a given segment.

Translation memory matches

If a segment has a match in the translation memories, this button is enabled. You can click on it to bring up the *Matches for Segment n* window:



You can use the paste icon to the left of a TM entry to paste it into the target segment at the current cursor position. This dialog also indicates the score for this TM match and the TM from which each match comes.

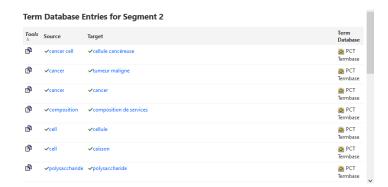
You can check the *Highlight Differences* option to better see the differences between the source segment and the fuzzy match found in the translation memory. The words present in the source segment but not in the TM entry are highlighted in yellow while the words present in the TM entry but not in the source segment are highlighted in gray.

You can leave this window open as you move from segment to segment – its content will be automatically refreshed with translation memory matches for the active segment.

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Term database entries

If the termbase contains entries for the active segment, this button will be enabled. You can click on it to bring up the *Term Database Entries for Segment n* window:



If you are translating English into French abstracts, entries from the *EN-FR Guidelines Glossary* will show in the *Term Database* field:



You can use the paste icon to the left of a term to paste it into the target segment at the current cursor position.

You can leave this window open as you move from segment to segment – its content will be refreshed with termbase entries for the active segment.

! Placeholders

This button is enabled if the active segment contains tags, i.e. codes representing formatting information (such as bold, subscript, superscript, italic, etc.) or surrounding hyperlinks for instance. Rather than displaying formatting tags to the translator/posteditor, the *Browser Workbench* indicates the position of these tags within the segment using placeholders.

Therefore, translators/post-editors cannot alter the content of the tag, but they are allowed to move the placeholders to the correct locations in the translated text.

Click the 10 button to view the tags that are represented by the placeholders:

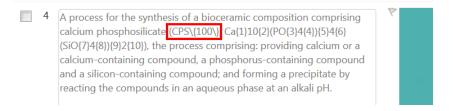
Placeholders for Segment 1

1	<i>></i>
2	
3	<i>></i>
4	
5	<sb></sb>
6	
7	<j></j>
8	
OK	

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WorldServer requires all placeholders that are in the source text to also appear in the target text in the same order as in the source text (if you have "EN {1} text {2}" in a source segment, the target segment must read "FR {1} text {2}". Any variation from this causes an error that will prevent you from saving your translation.

If your source text contains numbers inside curly brackets, the curly brackets will be escaped with a backslash so as to distinguish them from placeholders for tags:



You should also escape the curly brackets with a backslash in the target segment in order to be able to save.

Double-byte curly brackets with numbers (in Asian languages) are not escaped in the source segments:



You must still escape the single-byte curly brackets you enter in the target segment in order to be able to save:



You can use segment comments in the *Browser Workbench* to earmark segments that you may need to go back to or to save questions you may have or would like to share with your reviser, for example.

When a segment has no comments, the button for adding a comment is a notepad with a plus sign: When a segment has comments, the plus sign on the button disappears, indicating that there are comments for that segment.

Segment comments stay with the segment throughout the course of the workflow.

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Click the button to add a comment for the active segment. WorldServer displays the Segment Comments window:

Segment Comments



Type a comment and click on the *Save* button. The plus sign on the notepad icon next to the segment disappears.

Click the button to add, edit, or delete an existing comment for the active segment:

Segment Comments

Save Cancel

Type segment comments in the text field and click "Save". More info...

Test2
++++ Created by:123_translator2 (translator translator 2) at 10/25/22, 12:03:13 PM ++++
Test

Hint: Comment changes will be stamped with user and date/time information. To preserve this information, do not remove "+" signs around the stamp and enter your comment above the stamp.

If you want to add a comment, be sure to add it above the line with the "+++++" marks, so that it will get its own time stamp and user information.

To change or delete an existing comment, simply change or delete the existing text and click on the *Save* button. If you delete the comment, the comment button changes back to to indicate that there are no comments attached to the segment.

Splitting and merging segments

You may manually split or merge segments in the *Browser Workbench* if the proposed segmentation is inadequate. If a segment is eligible for splitting and/or merging, the buttons will be active.

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Perform any segment splits before you start your translation!

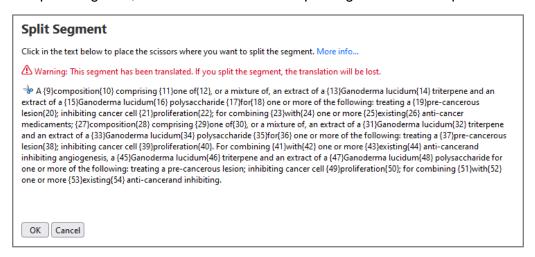
Splitting a segment deletes any translation in progress, even if you saved your target document using the Save button. If you need to split a segment that you have already started translating, copy the contents of the target, split the segment, and then paste the translation into the split segments and edit as necessary.



Segment status

The translation status for a segment is affected when it is split or merged. If you split a segment, the status reverts to "None". When you merge two segments, the status may change: if at least one segment has translated data, the resulting segment is marked "Manual Translation".

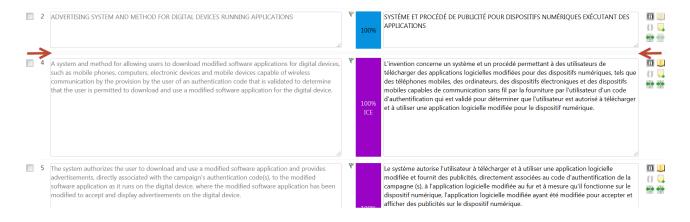
To split a segment, click the statement button. The Split Segment window opens:



Place the scissors as instructed and click on the OK button. The segment is split as indicated, and "a" is added to the first sub-segment number and "b" to the second.

 To merge segments, click the button. The current segment is merged with the next one.

Some segments may have hard paragraph boundaries, in which case merging cannot be performed. These boundaries are indicated by a wider space separating the segments (red arrow in screenshot below):



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