



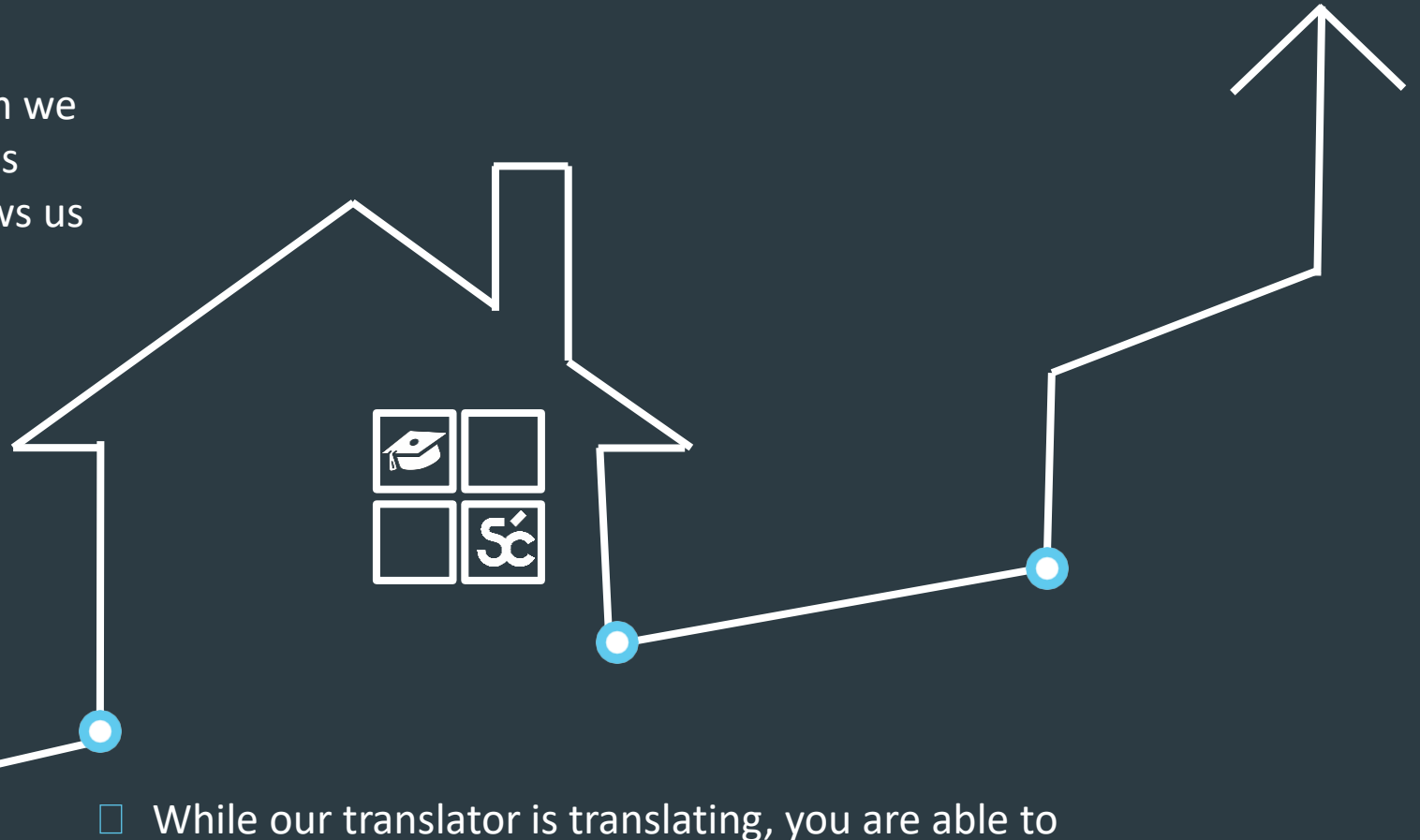
YOUNG TRANSLATORS  
ACADEMY

# Smartcat

## Guide

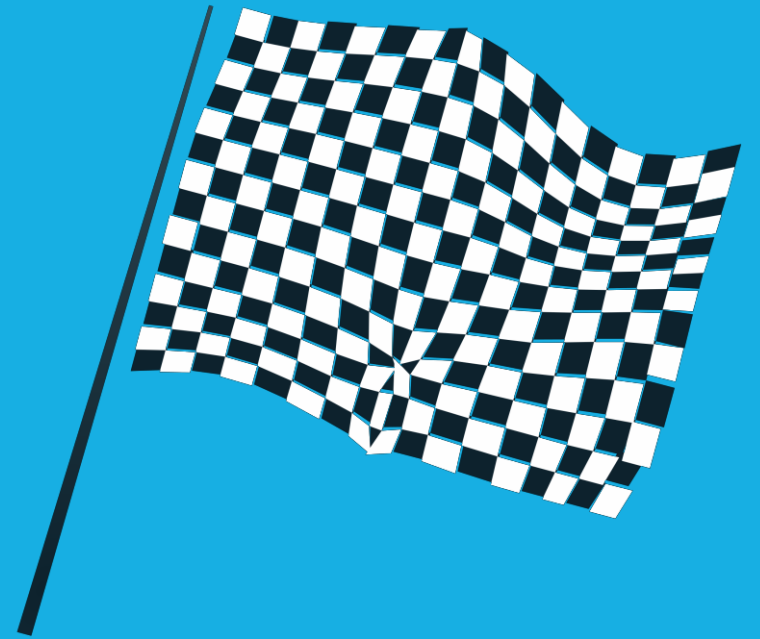
# Wat is Smartcat?

□ Smartcat is a translation platform we use. In the translation industry this is called a CAT Tool. The platform allows us to work really flexible.



□ While our translator is translating, you are able to proofread the text. With this way of working, we are able to provide a faster delivery for our customers.

► Let's get started!



# Let's get started!



□ In this paragraph, we will explain more about proofreading in Smartcat. First of all, we'll send you an email that looks like this:

Further explanation:

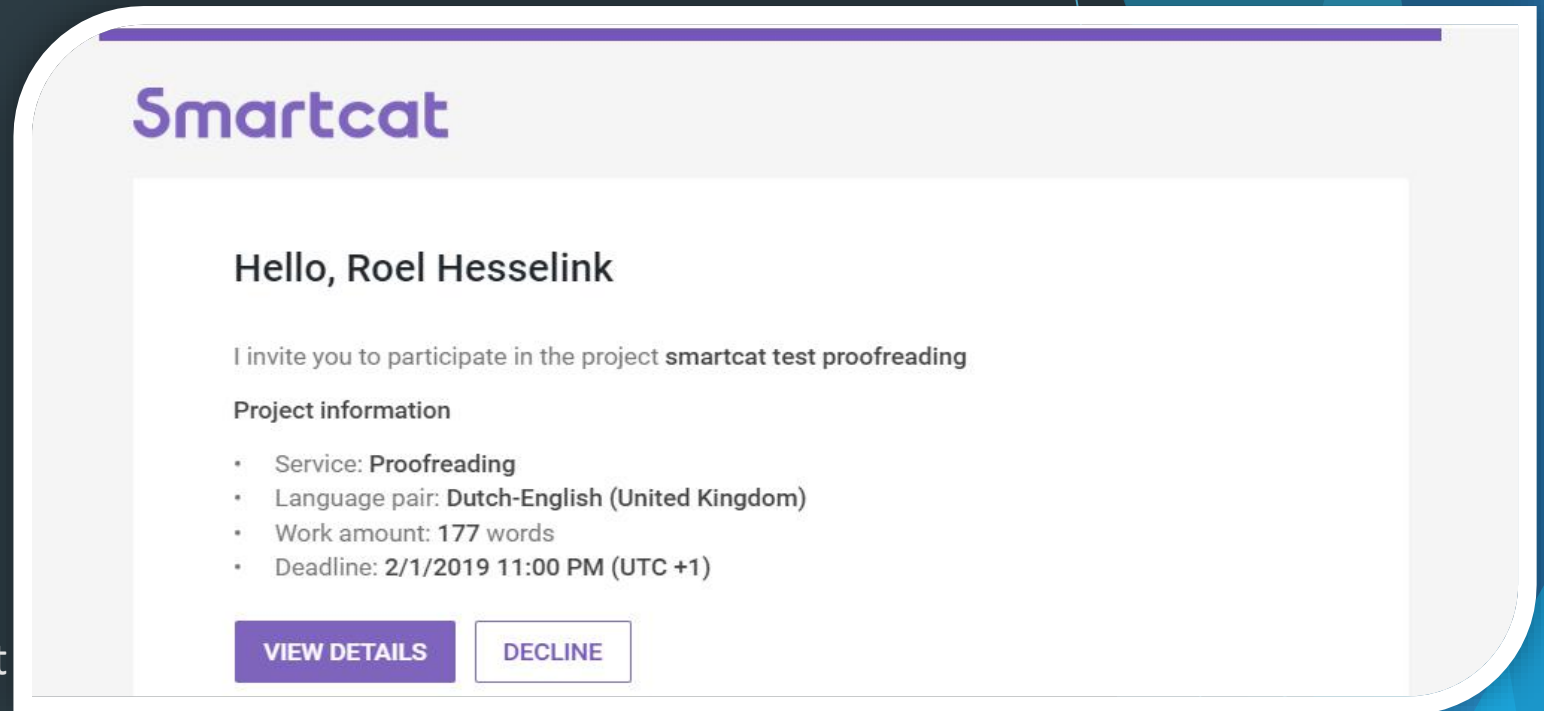
□ **Service:** This is the type of job we are asking you to do! If you are a **check-taker**, the service is a **proofreading**.

□ **Language pair:** This information tells you what the **source language** and **target language** is.

□ **Work amount:** The amount of words that needs to be **checked**.

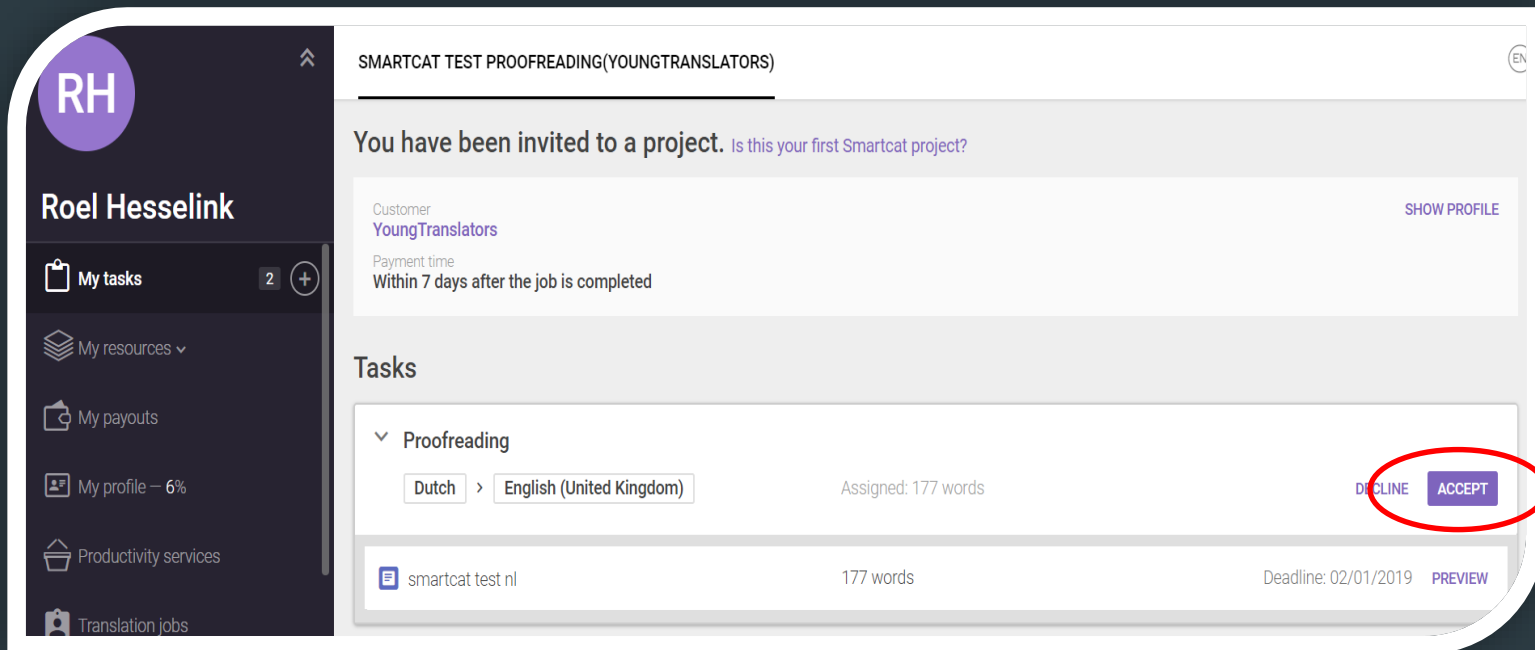
□ **Deadline:** The deadline is very important to us. The deadline **time** is based on the timezone **AMSTERDAM + 0**. Try to keep this in mind. If you can't make a deadline for whatever reason, let us know as soon as you can, this will enable us to help you out! 😊

**View details** : Click this button to view more details and to accept or decline this job.



# View more details

□ After hitting the button : “View Details,” you’ll land on this page. You can see what this translation is all about; you are also able to check the document. Now, make a decision: Accept or Decline.



The screenshot shows a user interface for a translation project. On the left is a dark sidebar with the user's initials 'RH' and name 'Roel Hesselink'. Below the name are menu items: 'My tasks' (with a '2' badge), 'My resources', 'My payouts', 'My profile - 6%', 'Productivity services', and 'Translation jobs'. The main content area is titled 'SMARTCAT TEST PROOFREADING(YOUNGTRANSLATORS)'. It contains a message: 'You have been invited to a project. Is this your first Smartcat project?'. Below this, it lists 'Customer: YoungTranslators' with a 'SHOW PROFILE' link, and 'Payment time: Within 7 days after the job is completed'. A 'Tasks' section follows, showing a 'Proofreading' task for 'Dutch > English (United Kingdom)' with 'Assigned: 177 words'. At the bottom, a table lists the task 'smartcat test nl' with '177 words' and a 'Deadline: 02/01/2019'. In the bottom right of the task section, there are two buttons: 'DECLINE' and 'ACCEPT', with the 'ACCEPT' button circled in red.

SMARTCAT TEST PROOFREADING(YOUNGTRANSLATORS)

You have been invited to a project. Is this your first Smartcat project?

Customer  
YoungTranslators [SHOW PROFILE](#)

Payment time  
Within 7 days after the job is completed

Tasks

▼ Proofreading

Dutch > English (United Kingdom) Assigned: 177 words

DECLINE ACCEPT

smartcat test nl	177 words	Deadline: 02/01/2019 <a href="#">PREVIEW</a>
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# Accept

- After clicking on “Accept”. You’ll find yourself on this page. You can immediately start your proofreading by clicking on “Translate”.

The screenshot displays the Smartcat user interface for a user named Roel Hesselink. The left sidebar contains navigation links: 'My tasks' (2 items), 'My resources', 'My payouts', 'My profile - 6%', 'Productivity services', and 'Translation jobs'. The main content area is titled 'SMARTCAT TEST PROOFREADING(YOUNGTRANSLATORS)'. It features a confirmation message: 'You have accepted the invitation and can now start work. Is this your first Smartcat project?'. Below this, it shows customer information for 'YoungTranslators' and a payment time of 'Within 7 days after the job is completed'. A 'SHOW PROFILE' link is also present. The 'Tasks' section shows a 'Proofreading' task with language settings 'Dutch' and 'English (United Kingdom)', and 'Assigned: 177 words'. A progress bar for 'smartcat test nl' shows '6.78%' completion. The 'Completed words (weighted)' are '0'. The 'Current assignment' is '177 words'. The 'Deadline' is '02/01/2019'. The task status is 'In progress'. A red circle highlights the 'Translate' button in the bottom right corner of the task area.

SMARTCAT TEST PROOFREADING(YOUNGTRANSLATORS)

You have accepted the invitation and can now start work. [Is this your first Smartcat project?](#)

Customer  
YoungTranslators [SHOW PROFILE](#)

Payment time  
Within 7 days after the job is completed

Tasks

▼ Proofreading

Dutch > English (United Kingdom) Assigned: 177 words

smartcat test nl 6.78% Completed words (weighted): 0 Current assignment: 177 words

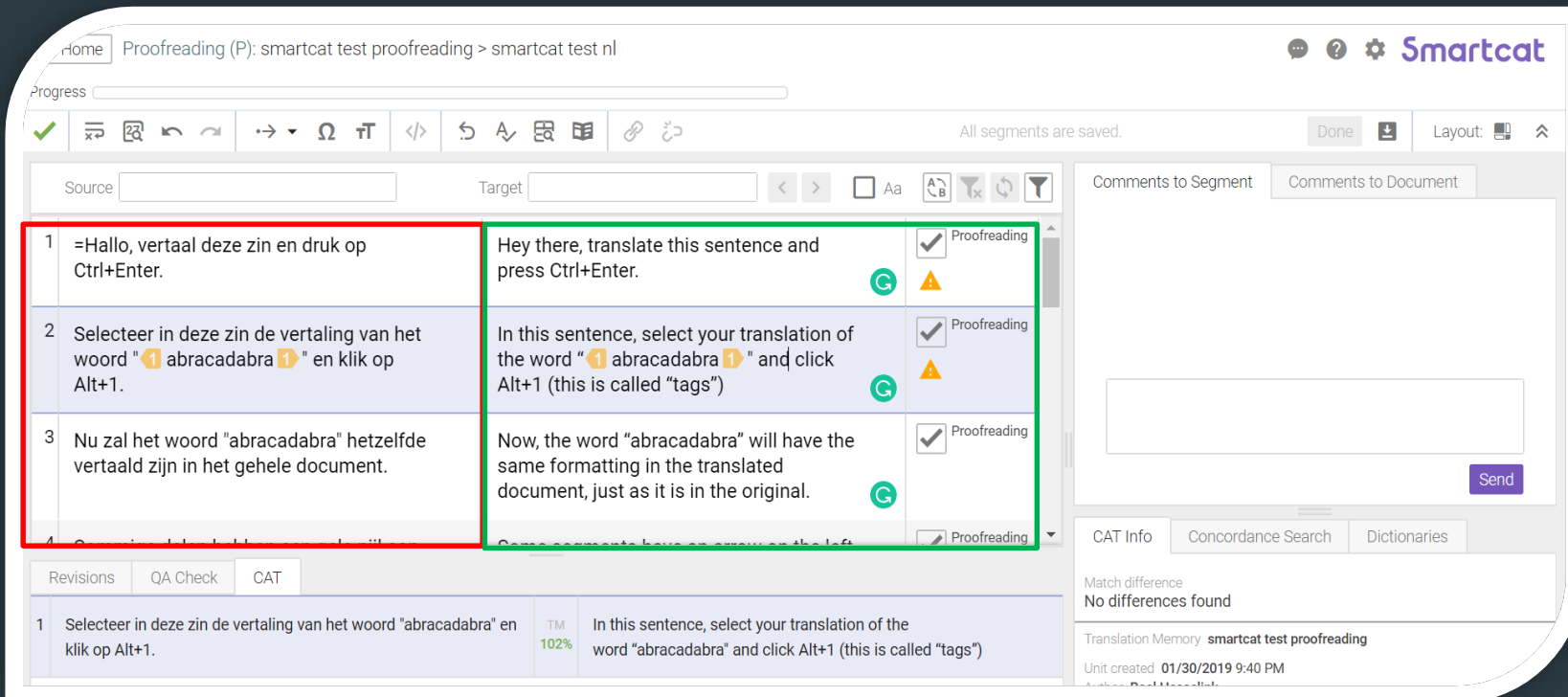
Deadline: 02/01/2019 In progress [Translate](#)

How to  
translate in  
Smartcat?



# How to translate in SmartCat

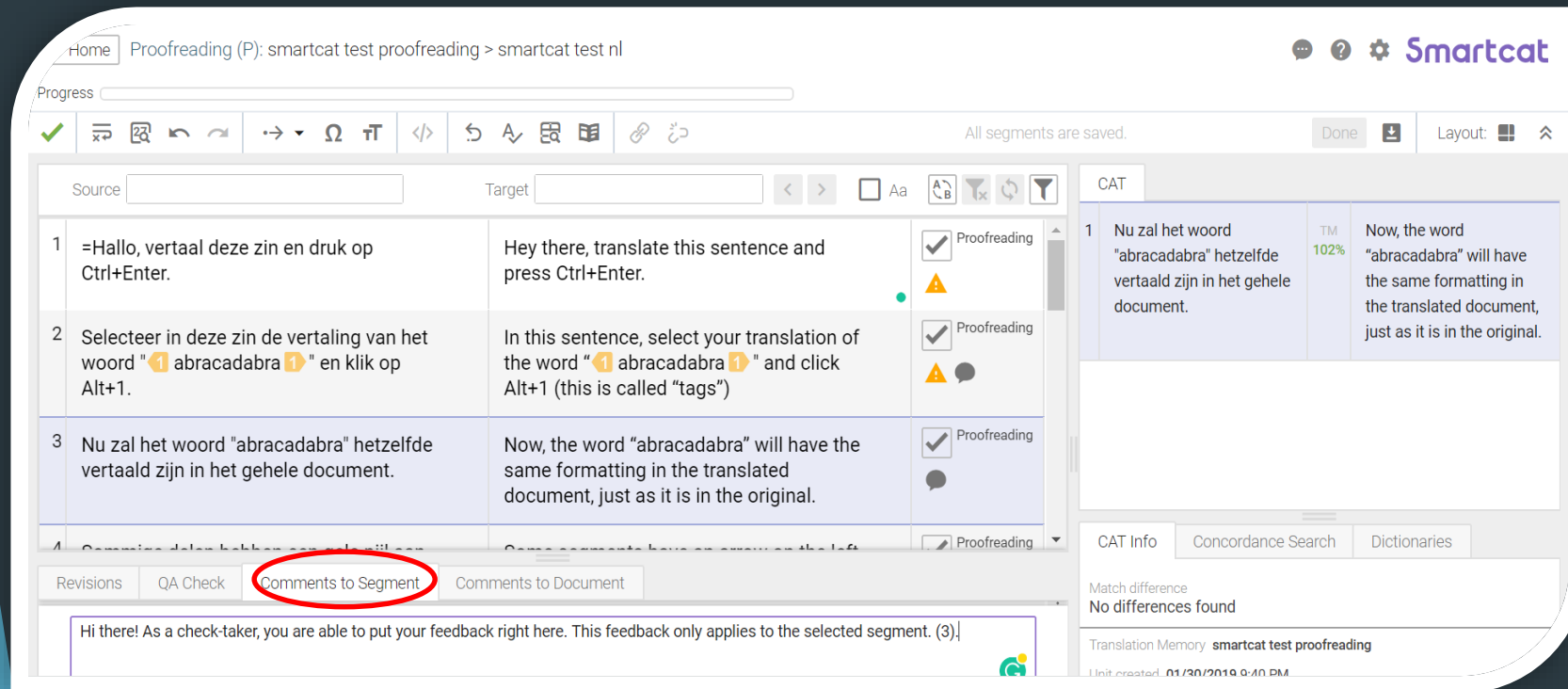
- The **red** square marks the source language. The **green** square marks the space where the translator puts their translation of the source language. Your job is to proofread this translation. After you are done with check-taking of section 1, you'll proceed to section 2 with **Ctrl + ENTER**.



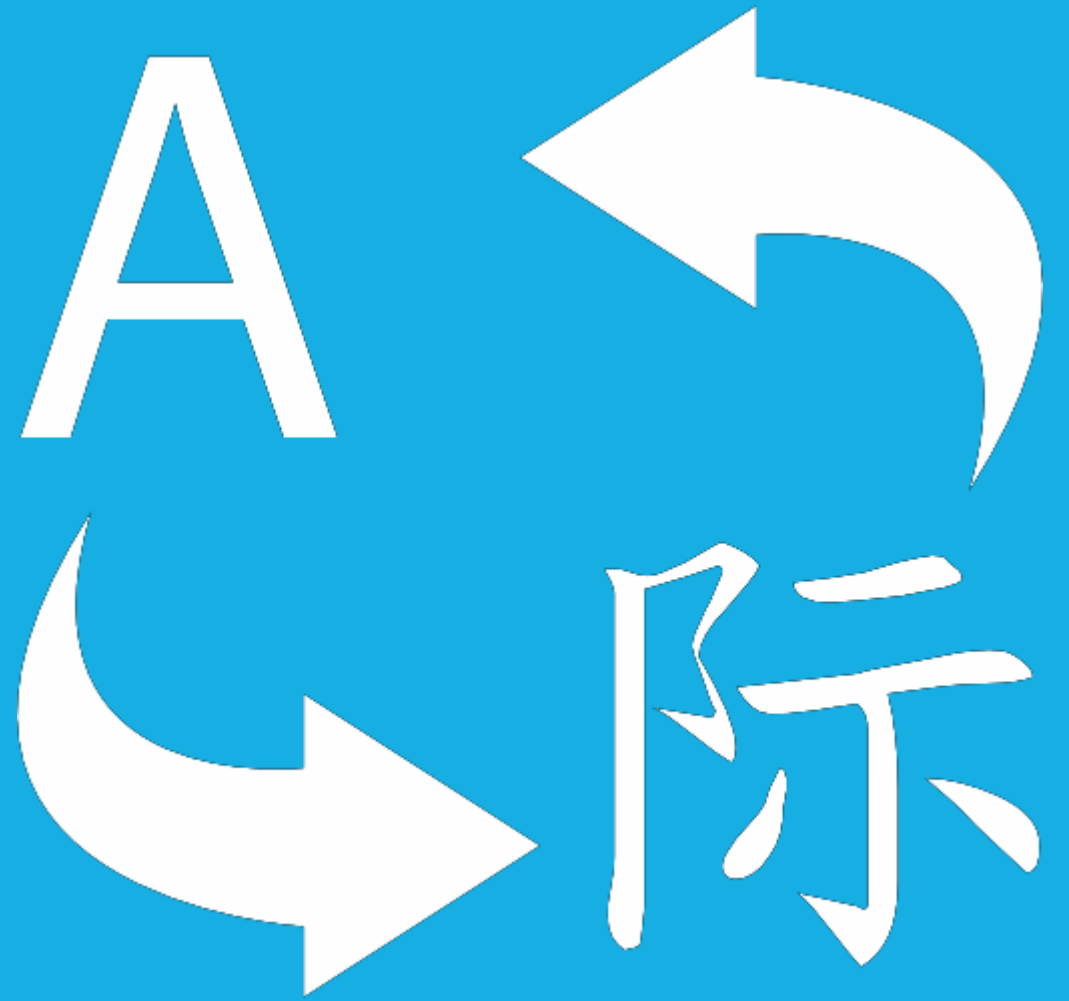


# How to place comments in SmartCat

- As a check-taker. You'll need to give feedback to our translators. Here's how you add comments on a particular section:



Let's proofread!



# Let's Translate!

- Congrats! You can now start proofreading.

**Note:** Before you are going to start proofreading, we've made a test for you so you can experience how SmartCat works! This includes all the features you need to know; we want to keep it as simple as possible. You'll receive a mail about this test. It is always possible to look back at this test document for explanation.

- The Young Translators SmartCat test will be send to you as soon as possible, good luck! 😊

Last but not least



# Last but not least



□ We would like to thank you for your endless support and dedication. You are a key person in our mission! Roel, Kevin, and Martijn wish you great success. You are always able to contact us anytime you want; we'll keep in touch of course.

Best regards,

Martijn, Roel and Kevin