EDITOR'S LITTLE HELPER APPLICATION USER GUIDE

The Editor's Little Helper application makes it possible for a user to measure the time spent on reviewing a text, and to perform an overall assessment of the quality of translation. The application offers a valuable tool to enable editors to keep their own independent record of the time spent on revised documents, and for translation agencies that pay their employees and freelance editors on an hourly rate. Below you will find instructions for performing basic actions with the application.

GLOSSARY

Active window is an external application window where the document to be reviewed is open. The work timer is active only when the window with the reviewed document in it is active.

Useful keystrokes are the keystrokes resulting in changes to the text on the screen: alphanumeric keypad keys, Space bar, Enter, Delete and Backspace keys.

Revision speed is a parameter calculated by the following formula: the size of the reviewed document in characters / the cumulative timer value in hours.

Revision depth is a parameter calculated by the following formula: the number of useful strokes / (the number of characters in the reviewed document) * 100%.

INSTALLATION OF THE APPLICATION

To install the Editor's Little Helper application, extract the file *helpersetup.exe* from ZIP archive (if you have downloaded zipped version of the application), open the file by double clicking on it, and run the installation wizard. Follow the instructions given in the installation wizard.
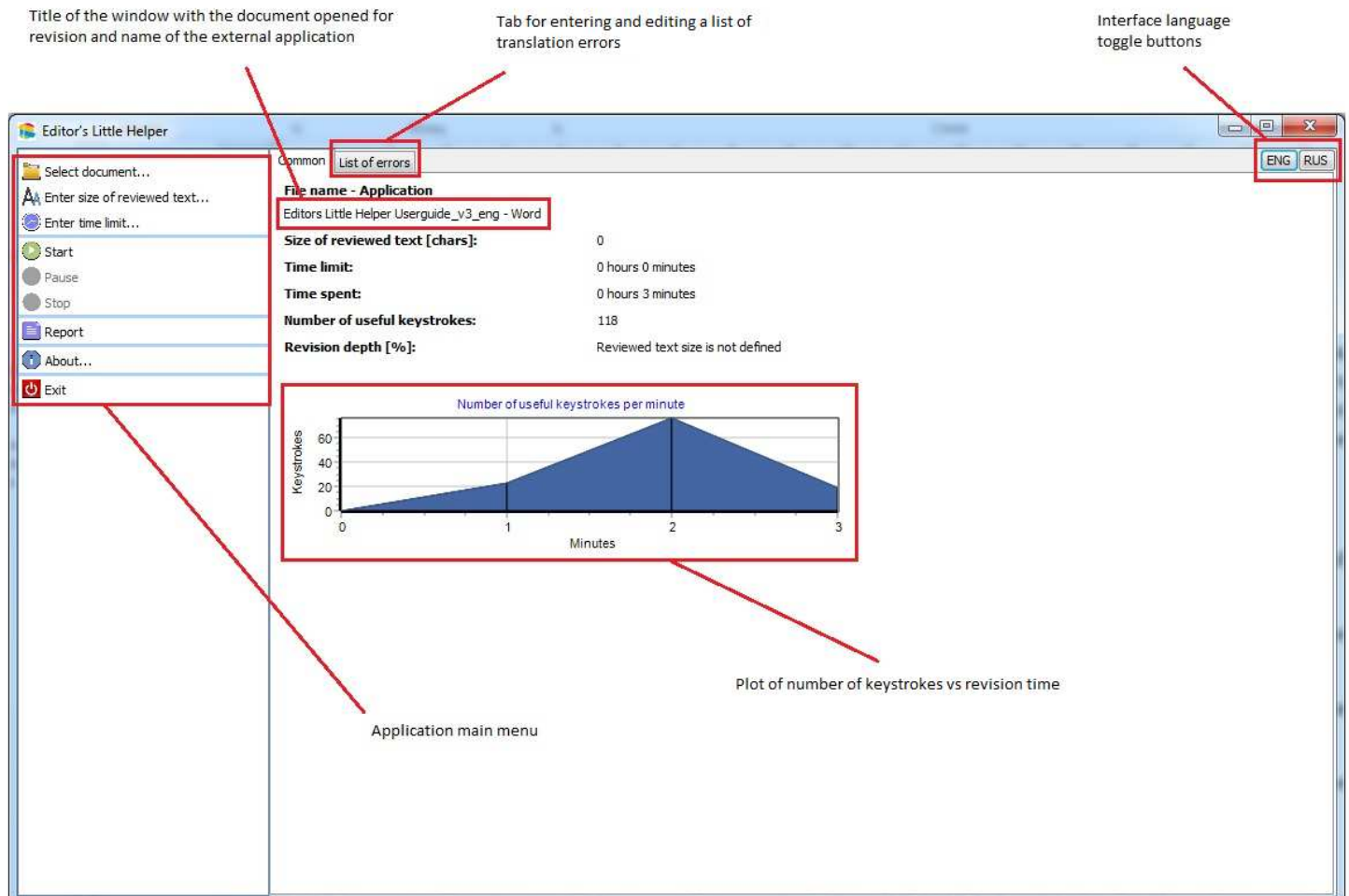

NOTE: The choice of the wizard language applies to the installation process only. While working with the application, you can toggle the program interface languages at any time by using the buttons in the main window of the application.

RUNNING THE APPLICATION

To start the application, double-click with the left mouse button on the application icon on the desktop, or start the *Helper.exe* file from the folder with the installed application.

APPLICATION INTERFACE

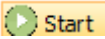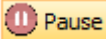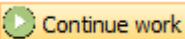The main window of the application appears as follows (see the next page):

USING THE APPLICATION

1. Once Editor's Little Helper is running, open the document for revision in any external application (MS Office, Trados, Google Chrome, etc.)

2. Switch to the Editor's Little Helper window and choose the item 🗁 Select document... from the main menu. The screen will display a list of open documents and applications. From the list, select the window in which the document is opened for revision, and click the "Select" button.

3. In the main menu, choose the item 🗛 Enter size of reviewed text... . The screen will display a window with a field where the length of the reviewed text in characters can be specified. After that, click "Apply".

NOTE: This parameter is optional. However, if you do not specify the size of the reviewed text, the application will not be able to calculate the values of the "Revision speed" and "Revision depth" parameters. The message "Reviewed text size is not defined" will be displayed against these parameters.

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4. In the main menu, choose the item 🕒 Enter time limit... . The screen will display a window with a field where the maximum time for revision can be specified. After that, click "Apply". The entered value will be displayed in the main window of the application next to the "Time Limit" field.

NOTE: The "Time Limit" parameter is optional; it can be used when the editor has a limited time for revising the document. If this parameter is not specified, "0 hours 0 minutes" will be displayed next to the corresponding field in the main application window.

5. Once these preparatory steps have been completed, in the main menu, choose the item ⊳ Start . After that, the timer will start, and the main window will be minimized to the taskbar. The current timer value can be viewed by hovering the mouse pointer over the application icon in the tray, or by calling-up the main window from the tray to the desktop by double-clicking on it.

6. Start revising the text. The application will track the time during which the window with the reviewed document remains active, and detect the number of useful keystrokes. The time and the number of useful keystrokes are displayed in the main window of the application. In addition, the number of useful keystrokes per minute will be dynamically traced with a graph that is updated every minute.

7. The timer can be paused by selecting the item ⏸ Pause in the main menu. The timer can be resumed by selecting the item ▷ Continue work in the main menu.
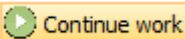
IMPORTANT: The timer automatically stops in 2 situations: a) if you make no useful keystrokes in the active window for 5 minutes (if you scroll the document using your mouse during this period, the timer will not stop); and b) if you switch from the active window to another one, and do not return to the active window within 5 minutes.

NOTE: While the window with the reviewed document is active, its header, displayed in the main application window, remains green.
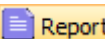
8. Once revision is complete, stop the timer by selecting the main menu item ⊙ Stop .

NOTE: If a time limit was specified before revision, clicking the ⊙ Stop button at the end of this period is not required. After the specified time has elapsed, a corresponding message will be displayed, and the timer will stop automatically.

NOTE: The main functionality of application interface ("Continue work", "Pause", "Stop", etc.) is available from the context menu by right-click on the program icon in the system tray.

IMPORTANT: If you have to interrupt your work for a significant period (for example, if you wish to resume the revision of the document the next day), you can just exit the application even without stopping the timer manually. The next time you start the program, you can either choose to set timer to start on a new document to work with, or instead continue working with the current document simply by selecting the menu item ▷ Continue work . The value stored within the timer and the number of useful keystrokes are not reset if work is resumed. Upon restarting the application, values at which the application stopped previously will be displayed in the main window of the program, and the count will continue from those values. The same condition applies even if the application has been terminated unintentionally (for example, if a power failure caused the computer to reboot).

REPORTING

9. After clicking the ⊙ Stop button, the item ▤ Report will become available in the main menu allowing generating a report on the results of your revision. This will show a text box on the screen where you will be prompted to enter a brief comment about the quality of the translation that you have reviewed. (Such commenting is optional.) After working with the text box, click the "Apply" button. The screen will display the report preview window. The report
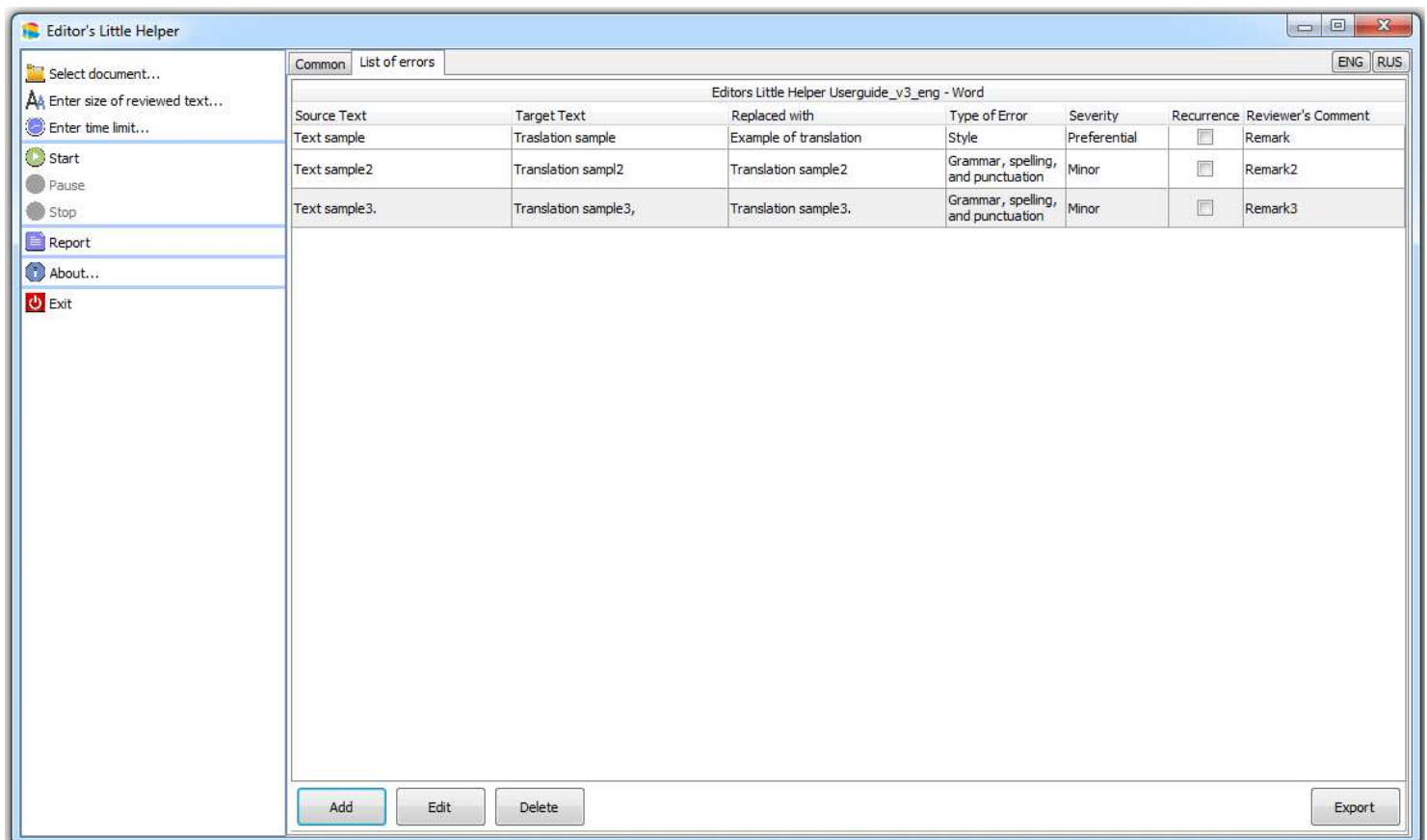
will contain the values of all the parameters set, measured and calculated by the application at the time the report was generated. In addition, the report also contains any comment made by the editor, the plot of the final number of useful keystrokes vs time, and the list of errors found and entered by the editor (see below). You can save the report by clicking the ![save] button in the preview window. You will be prompted to save the report in PDF format, or in a special FP3 format for displaying reports. Alternatively, you can immediately export the report to PDF format by clicking the ![pdf] button in the preview window. Before saving the PDF file, you will be prompted to specify its settings. The saved document can be used for reporting to the project manager and/or customer.

10. To exit the application, select ![Exit] in the main menu, or click the "Close window" button. All the counters will be saved unless you click the ![Stop] button.

ENTERING AND WORKING WITH YOUR LIST OF ERRORS

Translation errors found in the process of revision can be entered and displayed in a separate list that is located under the "**List of errors**" tab, and may be subsequently used for assessing the quality of the translation. The appearance of the tab is shown in the figure below:

The list can be compiled directly during text proofreading, and while working in the application window.

Working with errors in the reviewed document.

1. While in the active window, select the text containing an error, and copy it to the clipboard using the standard tools (using Ctrl+C, or the corresponding item in the right-click menu).

2. Press Shift+Alt+E. The screen will display the form for adding the error to the list. The "Target text" field is already filled with the copied fragment.
3. Return to the active window. Correct the error and copy the corrected text to the clipboard (using Ctrl+C, or the corresponding item in the right-click menu).
4. By pressing Shift+Alt+E again, open the form for adding errors to the list. The copied text will automatically be entered in the "Replaced with" field. Thus, the form will contain the translation text before and after error correction.
5. If necessary, copy the source text (before translation) to the "Source Text" field using the standard tools. This field is not mandatory, but it may be required for showing more complete information about the error.
6. Select the type and severity of error from the drop-down menus. NB: These parameters are mandatory. Without them, the error will not be added to the list.
7. If the added error is found in the text more than once, or if the error is global for the entire translated document (for example, an incorrect translation term is used throughout the text), a mark should be placed against the "Recurrence" parameter.
8. You can leave a short comment in the "Reviewer's Comment" text field.
9. To add the completed error entry to the list, click the "Accept" button in the bottom right corner of the form, or click "Cancel" to clear the information about the most recently entered error from the form.
10. If necessary, the list of errors can be edited in the program window, in the "List of errors" tab. For this purpose, the bottom part of the window contains "Add", "Edit" and "Delete" buttons, respectively: for adding a new error manually, changing the parameters for the selected error, or for deleting selected errors from the list.
11. The list of errors may also be exported to an MS Excel file at any time. To do so, click "Export" in the bottom right corner of the application window. You will be prompted to choose a folder for saving the list in *.xls format, and to specify a name for this file. The exported list of errors can subsequently be edited using all the standard MS Excel tools.
12. Once work on the reviewed document has been completed, the entire list of errors will be copied into the compiled report automatically.

When selecting the type and severity of error, the user is required to select the values from the default lists.

List of error types:

Terminology – translation of the word is incorrect, or the chosen translation is incorrect in this context.

Accuracy - absence of words from the source text in the translation, resulting from changes in the sentence; incorrect case of words in the sentence; inconsistency in numerical values, units of measurement, hyperlinks, proper names, etc. between the source text and the translation; failure to comply with the text layout standards in the target language (date and time, numbers, currencies, measurement units, etc.).

Compliance with the glossary - translation of the term is not consistent with the glossary; the term is translated differently in the text.

Spelling and punctuation – violation of grammatical rules of the target language; spelling and punctuation errors detectable with standard spell-checking software tools.

Style - violated word order in a sentence; "word-for-word" translation; using archaisms, slang words or colloquialisms; using English loan words; stylistic coloring of the translation is different from that of the original text; incorrect use of active/passive voice.

Formatting – formatting of the translated text differs from that of the source text, or does not meet the requirements of the customer.

Omissions/Inclusions - individual words, parts of sentences, whole sentences or paragraphs are missing from the translation; no translation of the text is found where it is required; fragments of text have been translated, which do not require translation.

Categories of error severity:

Preferential correction - a change that, in the opinion of the editor, will make the translation better, but, in fact, is not an error and is not mandatory.

Critical - incorrect translation, which may have legal or financial consequences for the customer, or create risks to the health or safety of the end user of the translated text.

Major - an error that may cause misunderstanding of the translated text by the end user; a grammar or syntax error that is a severe violation of the general rules of the target language.

Minor - an error that is easily detectable, but does not distort the sense to the end user of the translation.

EXTRA FEATURES

1. You can continue tracking the time spent on reviewing the text, and/or work with the list of errors on another workstation that has the Editor's Little Helper application installed. For this purpose, copy the state.dat (time and keystrokes count) and/or errors.dat (errors list) files from the folder: users\username\appdata\roaming\editorhelper to the corresponding folder on the second workstation.
2. The current version of the application can work with only one document at a time. **CAUTION:** Starting two or more copies of the application at the same time is not recommended as the copies may interfere with each other, impairing the measured parameter values. However, it is possible to track editing of a different document during the revision of a larger text and still to keep track of the total time spent on the revision of both documents as well as number of character changes. In such a case, you need to save the timer value and keystrokes count for the first file to avoid creating several different reports for the same document. For this:
   a. Copy the stats. and/or errors list (state.dat and errors.dat files, respectively) from the folder: users\username\appdata\roaming\editorhelper to any other folder.
   b. Restart the application.
   c. Select the second document, revise it and create its own, separate, report according to the procedure above.
   d. Once you have finished working on the second document, move the initial state.dat and errors.dat files belonging to the first document back to the default folder.
   e. Restart the application.
   f. Return to your revision of the first file.

The basic version of the application is freeware.

We will be happy to receive your feedback regarding our application.

We are also able to customize the program to the needs of a specific user: change the layout of the report, including replacement of the "Alba" translation company logos with the logo of your company, and replacement of the categories and severity of errors with your own assessment criteria. The cost of a standard package including the above changes is 99 Euros. With that, the software product itself remains free of charge, i.e. the user will not be limited to a set number of installed copies of the adapted application nor to a time limit on their use of the application.

Please email all comments, questions, suggestions, queries and customization requests to: chief_editor@alba-nn.ru

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