



Rian

User Manual

Version: 14.8.1



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1 General Information

1.1 About Rian

For a translator or a translation agency, using a cloud-based tool offers a positive benefit: no need to install anything locally and no need to migrate data when changing from one version of program to another. It also allows the project manager to work on the project remotely.

Rian is an **Artificially Intelligent Cloud-Based Tool** that will help the translator to translate the documents efficiently. It provides a complete Translation Environment for translation.

It is a “**Subscription**” as well as “**Pay as you use**” tool which can be used by ALL kind of translators; by beginners or occasional translators as well.

With the help of Rian, a translator

- will never miss to translate any sentence.
- can get the suggestion from “Machine Translation” instantly.
- can translate the file with “Machine Translation” with a single click.
- can see formatting of the source file without a single tag.
- can do translation and project management simultaneously.

1.2 Purpose of this Document

This document is intended for translators using Rian. It describes how to upload the source file to Rian and extract the translated version.

1.3 Contact Details

Send an email to support@rian.io for any queries or concerns.

1.4 Acronyms and Abbreviations Used in the Manual

There are no acronyms and abbreviations used in this manual.

2 Getting Started

2.1 Preconditions and Limitations

- 1) Must have Google Chrome or Mozilla Firefox Ver. 45 and above
- 2) Editing on mobile and tablet is not supported in this version
- 3) Following file formats are supported in Rian:
 - Microsoft Excel (.xls, .xlsx, .xlsm, .xlsb)
 - Microsoft PowerPoint (.ppt, .pptx)
 - Microsoft Word (.doc, .docx, .docm)
 - Plain Text (.txt)
 - Rich Text Format (.rtf)
 - Web pages (.htm, .html)
 - XML (.xml)



- Sdlxliff (.sdlxliff)
- Adobe Illustrator (.ai)
- Subtitle (.srt, .vtt, .sub, .sbv)
 - * Audio Reference: .mp3, .m4a, .wav
 - * Video Reference: .avi, .mpeg, .wmv, .flv, .3gp, .mov
- JSON (.json)
- Images (.bmp, .gif, .jpeg, .jpg, .png)
- PDF (Normal + Scanned)
 - * Currently supporting translation of only Japanese scanned PDF with OCR.

4) Following languages are supported in Rian:

Refer to <https://cat.rian.io/langguide>

2.2 Installation

Rian is a cloud-based application. No external software/application is required.

2.3 Landing Page

Rian consists of 3 applications:

Account, QT (Quick Translate), CAT (Computer Assisted Translation).

The login links are as follows:

Account: <https://account.rian.io> (Personal information, Details of the remaining credits and Change password)

QT: <https://qt.rian.io> (Quick Translate)

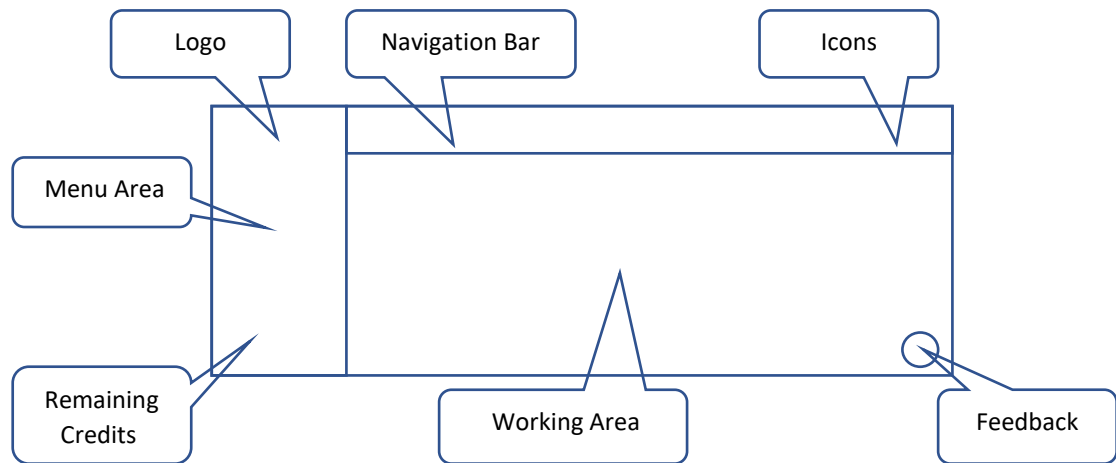
CAT: <https://cat.rian.io> (Translation management system and Translation editor)

All the three applications can be accessed from landing page

<https://rian.io>

3 Theme

- All Rian applications uses common theme as follows



- Logo – Displays Rian logo with users plan. The plans are Free, Freelancer or Corporate
- Menu Area – Display the menus as per the application. The menu can be collapsed/expanded as per the user’s choice. By default the menu is always in the expanded position except when on any editor.
- Remaining Credits – This area displays the remaining credits. User can go to My Credits page by clicking on credits. If your credits are low, a message will be displayed to top up your credits. Clicking on the message will take you to Buy Credits Page.
- Navigation Bar – Navigation bar displays the page name as user navigates the application. Navigation bar is clickable hence user can move backwards any time.
- Icons – Displays the handy icons for easy actions. There are some common icons as well as application specific icons
- Feedback – Give the feedback about Rian
- Working Area – This will display the screen as per the menu action performed by user

4 Common Actions

4.1 Feedback

- User can send any feedback to Rian support team through this form.
- Feedback can be any suggestion, question, compliment etc.
- You can also give rating to Rian through this form

4.2 Help

- Click on help icon to access the User Guide, Change Log, and other help files

4.3 Change Application

- User can switch back to any application through this model box



- It shows all the Rian applications with icons
- Every application will be opened in new browser window

4.4 Go To Profile

- By clicking on this user can easily to go to his/her profile page

4.5 Logout

- Click on this to logout from system
 - Your data from the cookies will be cleared
 - So next time if you come to Rian, you will need to login again
- *Please make sure to Logout if you are using Rian from the public computer**



5 Account

5.1 Register

- This link will be opened if you try to access any of the Rian applications and you are not logged in
- A login page will be displayed. If you are an already registered user, login to continue.
- If you are a first-time user, click on the “Register Now” link.
- Enter the necessary details and click on the “Create account” button. You will receive an Activation link on your registered email address.
- You can register using your Facebook or Google account as well. If you register with this, no activation link will be sent to your email address. You will be registered and automatically logged into the system
- If user already registered with Rian, error will be displayed
- If user already registered with Rian but has not verified through following verification process, a new verification link will be sent again
- Any new user will be Free user in Rian and will get 5000 free credits

* Free credit count may be changed by Rikaian. It will not affect the users who already got the credits.

5.2 Verification

- After successful register, verification email will be sent to the email address entered in the registration process
- Please click on the verification link
- The dialog box to set password will be shown
- After setting the password your registration process with Rian is complete and you can start using any of the Rian applications
- This verification process is not required for incase of Social Register like Google and Facebook

5.3 Log In

- This link will be opened if you try to access Rian. If you are an already registered user, login to continue.
- You can login using your Facebook or Google account as well.
- After successful login to Rian, you will be redirected to the application on which you clicked at first place.
- Rian uses SSO (Single Sign On) so if you have already logged in to any of the above, you can switch between these applications with the same login.
- Rian uses cookies to store data so that you are always logged in to the system. So if you are Login for first time, your data will be stored in cookies so that from next time onwards you need not login.



5.4 Forgot Password

- If you forgot your password, enter your registered email address and click on forgot password. An verification email will be sent your email address
- Click on the verification link.
- The dialog box to enter password will be shown
- Reset your password in above dialog box

5.5 Profile

5.5.1 Personal

- You can enter your personal information as First Name, Last Name, Alternate Email Address, Address, Time Zone, and Mobile Number.
- Primary Email Address will be automatically populated with the one with which you have registered to Rian.
- The default time zone is “Greenwich Mean Time (GMT)”. You can change the time zone. If changed, all the times will be shown in the selected time zone.

***It is highly advisable to change the time zone as per your country**

- You can also add a photo as your profile picture.

5.5.2 Change Password

- You can change your current password with this feature.
- New password should not be same as current password
- Password should be at least 8 characters
- There are no other rules for password but Rian recommends to use strong password. Rian shows the password strength based on your password

5.6 Earn Credits

- You can earn some credits by referring Rian to any person.
- Enter the email ID of the person to whom you want to refer Rian to.
- A registration link will be sent to that person.
- Once the person accepts the invitation and logs in to the system, you will get 1500 credits.

5.7 Credits

5.7.1 Buy Credits

Various plans for buying Rian credits are shown in this tab. You can purchase the plan as per your requirement.

5.7.1.1 Subscription Plans

- User can opt for one of **Freelancer** or **Corporate** subscription plans



- Please contact us if you are interested in any of the plans
- A form will be opened if you click on Freelancer or Corporate plan. Please fill the respective form and submit the request.
- Rikaian team will get back to you as soon as possible if any queries or else plan will be granted to you.

5.7.1.2 Pay As You Go

- You can always purchase the required credits from this by using this option
- You can Credit Card/Debit Card and UIP payment options

5.7.1.3 Redeem Coupon

- Enter the coupon code given to you
- The credits attached to coupon code will be allocated to you
- You can check the credits from My Credits tab

5.7.1.4 Transaction History

- This will show your credits purchase history
- If you applied for any subscription plans, it will be shown here also

5.8 My Credits

- This tab will show total available credit count
- It will also show the list of how those credits are accumulated
- As you consume your credits, the available credit count will keep on decreasing

5.9 Usage History

- Shows the credits usage history file wise
- Rian counts one credit for each character or word based on the language
- The characters/words are calculated from source file only



6 Quick Translate (QT)

6.1 Quick Translate

- With this feature, you can quickly get the translation of your source file using Machine Translation.
- Select source and target language, upload the file to translate and click on “Quick Translate” button.
- If you access QT without login, your email id will be mandatory and link to download the file will be sent to your email id
- If you access QT with login, the file will be downloaded directly in same window
- If you do not have sufficient credits to download the file, error message will be displayed.

* If you are accessing QT first time without registering with Rian, an automatic registration process will be carried out and a mail with email id and password will be sent to you.

* You can use these credentials for subsequent login with Rian

6.2 History

- History page will be accessible only if user is logged in
- List of all files translated through QT will be displayed on this page
- User can download the translated file again or can delete the file from this screen

6.3 Buy Credits

- By clicking on this you will be redirected to Buy Credits in Account



7 Computer Assisted Translation (CAT)

7.1 Dashboard

- This page shows information based on projects, files, user memory and translation count.
- You can view the translation statistics as well.
- This is not the default tab. You will have to explicitly click on this to view the statistics

7.2 Projects

- Projects tab consists of “New Project” and “All Projects”.

7.2.1 New Project

- You can create a new project in “New Project” tab. The settings are grouped into different sections based on user choice.

7.2.1.1 Mandatory fields

- Project Name, source and target language(s)
- Without the above fields project cannot be created
- You can select multiple target languages for single source language. Please select multiple options from the dropdown list of target languages.

7.2.1.2 Project Details

- Due Date, Domain, Fuzzy logic threshold, Notes
- Fuzzy threshold can be set from 70% to 100% only
- Default setting is 100%
- Click on icon next to fuzzy search to check for the supported languages

7.2.1.3 Translated File Font

- You can choose a font for your translated target file using this feature.
- Please refer to default font list in the section [Notes to Remember](#) for more details.
- When you select a specific font for your translated file, the font gets applied to entire text in the file.

7.2.1.4 MT Engine

- You can choose “Use for Apply” or “Use for Suggestion” or “both” or nothing for given MT engines (Google, Microsoft, IBM Watson, Amazon) as per your choice.
- You can decide whether to make the translation of any engine to be visible in editor by default using “Default Suggestion” option. This option can be enabled only if “Use for Suggestion” option is ON.
- Use for Apply: A file can be entirely translated by using ‘Apply Machine Translation’ option.
- Use for Suggestion: A user can see the Machine Translation only in suggestions column.



- Click on icon next to MT Engine to check for the supported languages

7.2.1.5 Source Files

- You can upload the source files while creating the project also
- This can also be done from inside the project also
- Target language selection is mandatory before uploading any files
- If there are any files in the file upload box, you cannot change the target language. You will need to remove all files from drop zone before changing the target language

7.2.1.6 Glossary Files

- You can upload the glossary files while creating the project also
- This can also be done from inside the project also
- Target language selection is mandatory before uploading any files
- If there are any files in the file upload box, you cannot change the target language. You will need to remove all files from drop zone before changing the target language

7.2.2 All Projects

- A complete list of projects you created can be viewed in All Projects.
- You can also go to New Project screen from this screen
- You can archive (hide) the displayed projects by using the “Archive selected Project(s)” button. Use the toggle bar of Current Project(s) and Archived Project(s) to change the display. You can view or hide the projects as per your choice using this feature.
- You can download the details of all the projects using “Export to Excel” button.

* Please note that only the details displayed on the screen will be exported. Please use this feature separately for current and archived projects. If you have applied filter on a field, only filtered data will be exported.

7.3 Project Details

7.3.1 Overview

- If you click on “Overview” tab, statistics of that particular project will be displayed.
- This page shows the statistics of the project based on uploaded files, count of all the files, all the glossaries and the project memories. This page will also give information about assigned jobs, statistics about MT engine / Translation source / Languages within that project.

7.3.2 Source Files

- The source file list is displayed when you click on the project name. This is default tab.
- You can archive (hide) the displayed files by using the “Archive” button. Use the toggle bar of Current Files(s) and Archived File(s) to change the display. You can view and hide the files as per your choice using this feature.

* Please note that the features in Tools option are not applicable for Archived Files.



- You can download multiple translated files using “Download File(s)” button. Check the checkboxes against the files to be downloaded and download more than one file at a time.
- * Please note that if a file is partially translated, it will be downloaded as it is.
- You can download the details of the project using the “Export to Excel” button.
- * Please note that only the details displayed on the screen will be exported. Please use this feature separately for current and archived files. If you have applied filter on a field, only filtered data will be exported.
- You can customize the fields to be shown in the file list view of the Projects using the dropdown list provided on right top of the screen. Click on “Save” after you choose the fields.
- * This list will be different for each project as per your selection.
- You can download the target file using the button “Direct Download” against each file name.
- * Please note that tool will use project glossary, project memory and user memory in sequence for the translation. The remaining empty segments will be translated using Machine Translation and then target file is downloaded. Rian will ask your choice of Machine Translation Engine before downloading.
- * Here, Machine Translation is used irrespective of the option selected for Machine Translation Engine at the time of creating the project.
- You can download the source file using the button “Download Source file” against each file name.
- You can delete the file using Delete File button
- You can sort the project list and file list by clicking on the heading of the table.

7.3.2.1 Add File(s)

- You can add more files in the project using “Add File(s)” button.

7.3.2.2 Assign File(s)

- You can assign entire single/multiple files at a time to a translator by using “Assign File(s)” button from the source files.
- Select one or multiple files to assign using the checkbox and enter the required details such as job type, email ID of the translator, rate, currency, due date and instructions (if any) and complete the assignment.
- * An assignment can be done only to a registered Rian user.
- File to be assigned can be deleted from this screen also. Please note that this is delete from the selected file list only

* This feature is not applicable to Free and Freelancer users.

7.3.2.3 Source Files Details

- You can go to File Details tab by clicking on the file link
- This section is covered in detail in [Source File/Job Details](#)

7.3.3 Glossary

- You can view details of glossary files from “Glossary” tab.
- If you click on the name of the glossary file, glossary file editor will be opened
- There is an option to set the priority of the files.
- You can set the order of the glossaries in which a term is to be searched in glossary on editor. Refer to 10.6 Apply Memory for more details
- A specific color will be associated to each glossary file. When you search any word in a glossary on editor, this color will help you to know in which glossary the given term appears.
- You can delete glossary also if not required.

7.3.3.1 Add File(s)

- You can upload maximum 3 glossary files per project using “Add File(s)” button.
- Supported file formats are .xls, .xlsx, .tmx, .sdltm
- For .xls, .xlsx files, download the template provided on the screen

7.3.3.2 Import

- You can import a glossary from another project into current project using “Import” button. Click on the button and choose the project from which you want to copy the glossary. Only those projects are shown in the dropdown where the language pair is matching.
- If a project to which you are importing a glossary already has a glossary with same name, then a separate entry of new glossary will not be created. The new glossary gets appended to the same name glossary.
- If a project to which you are importing a glossary already has 3 glossaries with names different than the new glossary, the new glossary gets appended to the third glossary.
- If a project to which you are importing a glossary already has 3 glossaries and name of one of the glossaries matches with the new glossary, then the new glossary is appended to the same name glossary.

7.3.3.3 Export

- You can export glossary in one project into another project using “Export” button. Click on the button and choose the project to which you want to copy the current glossary. Only those projects are shown in the dropdown where the language pair is matching.
- If a project to which you are exporting a glossary already has a glossary with same name, then a separate entry of new glossary will not be created. The new glossary gets appended to the same name glossary.
- If a project to which you are exporting a glossary already has 3 glossaries with names different than the new glossary, the new glossary gets appended to the third glossary.

- If a project to which you are exporting a glossary already has 3 glossaries and name of one of the glossaries matches with the new glossary, then the new glossary is appended to the same name glossary.

7.3.3.4 Glossary Editor

- If you are a creator, click on the glossary file name in Projects – Memory, and the glossary file editor is opened.
- You can see source and target columns in your already uploaded glossary file.
- You can edit the entries (source & target) in the glossary file from this editor if required.
- Once you edit the translation, click on the tick sign to make the edition confirmed.
- You can delete the individual entry by using the delete button provided against each target row. If there is only one target row for the given source row, source as well as target will be deleted. If there are multiple target rows for a single source row, the corresponding target row will get deleted and the other target rows will remain unaffected.
- You can select the checkboxes against each source row and delete the multiple entries using “Delete Source” button. If you delete a source, all the corresponding target rows will automatically be deleted.
- You can add more target rows for a single source row using the plus sign.
- You can add new source and target using the “Add source” button. The newly added source and target rows get added at the end.
- Side Panel will be available with Suggestions, Search, Links and Shortcut Keys
- Short keys for glossary editor:

Ctrl + Z	Undo
Ctrl + Y	Redo
Up Arrow	Go to previous segment
Down Arrow	Go to next segment
Enter	Go to next segment
Shift + Enter	Add line break in segment
Ctrl + Enter	Confirm/Unconfirm current segment
Ctrl + S	Save translation

7.3.4 Memory

- You can view details of project memory from “Memory” tab.
- The project memory will be sorted based on the language pairs.
- In project memory table, you can view the number of segments available in the project memory.
- If you click on the language pair, project memory editor will be opened.

7.3.4.1 Add File(s)

- You can add any excel file or translation memory file in your project memory using “Add file” button.
- Supported file formats are .xls, .xlsx, .tmx, .sdltm
- For .xls, .xlsx files, download the template provided on the screen

7.3.4.2 Import

- You can import memory of any other project in this project using “Import” button.
- Click on the button and choose the project from which you want to copy data.
- Only those projects are shown in the dropdown where the language pair is matching.

7.3.4.3 Export

- You can export memory of one project into another project using “Export” button.
- Click on the button and choose the project to which you want to copy the current memory.
- Only those projects are shown in the dropdown where the language pair is matching.

7.3.4.4 Memory Editor

- Go to Memory tab and click on the language pair. The project memory editor will be opened.
- You can see source and target columns in your project memory.
- You can edit the entries (source & target) in the project memory from this editor if required.
- Once you edit the translation, click on the tick sign to make the edition confirmed.
- You can delete the individual entry by using the delete button provided against each target row. If there is only one target row for the given source row, source as well as target will be deleted. If there are multiple target rows for a single source row, the corresponding target row will get deleted and the other target rows will remain unaffected.
- You can select the checkboxes against each source row and delete the multiple entries using “Delete Source” button. If you delete a source, all the corresponding target rows will automatically be deleted.
- You can add more target rows for a single source row using the plus sign.
- You can exclude a target segment from the memory. When you exclude, it will be shown in the memory editor in non-editable mode but will not be visible in the Suggestions column in file editor. You cannot delete an excluded segment unless you include it again.
- You can add new source and target using the “Add source” button. The newly added source and target rows get added at the end.
- Side Panel will be available with Suggestions, Search, Links and Shortcut Keys
- Short keys for project memory editor:

Ctrl + Z	Undo
Ctrl + Y	Redo
Up Arrow	Go to previous segment
Down Arrow	Go to next segment
Enter	Go to next segment
Shift + Enter	Add line break in segment
Ctrl + Enter	Confirm/Unconfirm current segment
Ctrl + S	Save translation

7.3.5 System Files

- You can get the unique data of all the current files in a project in this tab.
- By default System Files will show one entry for each target language in the project
- Click on “Generate System File” button for the system file entry for the target language. A system file will be generated.
- System file generation feature is available only for current files (and not on the archived files).
- Click on the name of the system file. A system file editor will open.
- If you add or delete any files from project, you need to generate the system file again in order to get the unique data in the current files.

*This feature is not applicable to Free and Freelancers users

7.3.5.1 System File Details

- You can go to System File Details tab by clicking on the file link
- It will show all the unique entries for the current files in the project with number of occurrences shown against each entry.
- You can do the translation in the system file and it will get added in the project memory.
- The system file contains only text and no formatting. Therefore, there is no formatting tool bar present for the system file.
- You can assign this file for translation using “Assign job” feature.
- Rest of the System File Details functionality is same as File Details which is covered in detail in [File Translation](#)

7.3.6 Tools

- “Tools” tab contains two features: 1. Find and Replace 2. Apply Memory

7.3.6.1 Find and Replace

- Using this feature, you can replace the text in target columns for all the files in that project for same language.
- Please select the target language first.



- After replacement, you will be shown the number of occurrences and the names of the files where the given text was replaced.

7.3.6.2 Apply Memory

- Using this feature, you can populate all the 100% match segments in glossary or any memory (or all) in target columns for all the files in that project for same language. Please select the target language first.
- After application, you will be shown the number of occurrences and the names of the files where the given text was replaced. The latest updated entry in the project and user memory will be applied.

* Please note that the “Undo” feature is not available for these two features.

* Please note that these two features are applied only for the currently displayed files and not the archived (hidden) files.

7.3.7 Assigned jobs

- The jobs/files in the project those are assigned to other Rian users are listed here.

7.3.8 Historical data

- Please refer to [Historical data](#) section for more details
- The historical data created from project can be exported into this project memory only

7.3.9 Edit Project

- You can view/edit the project details by clicking the “Edit Project” tab.

7.3.10 QA (Quality Check)

- You can carry out a Quality Check for all files in one project.
- For more details, refer to [7.15 Quality Check \(QA\)](#).

7.4 Jobs

- You can view the details of the jobs in this tab.

7.4.1 Assigned To Me

- The jobs assigned to you as a translator by any Rian user
- You can download the source file from “Download Source File” button.
- You can also Accept or Reject a job using buttons against each job.
- You can Return or Submit an accepted job using buttons against each file name.

7.4.1.1 Job Details

- You can go to the Job Details by clicking on the job code.
- Job Details View is similar to File Details view with some differences

- This is covered in details in [Source File/Job Details](#)

7.4.2 Assigned By Me

- The jobs assigned by you to any Rian user
- You can go to the [Source File/Job Details](#) by clicking on the file name
- You can Revoke, Reopen the job using buttons against each job.
- You can also Confirm the job using buttons against each job.

7.5 Preferences

7.5.1 User Memory

7.5.1.1 Memory

- You will find the list of language-wise memories on the User Memory page.
- If you click on the language pair, user memory editor will be opened.
- When any translation unit gets added in the memory for one language pair, the same translation unit will be added reversely in the reverse language pair.
- E.g. When a TU is added in Japanese to English user memory, the same TU will be added in English to Japanese user memory with a reverse entry.

7.5.1.1.1 Add File(s)

- If you have any translation memory (.tmx, .sdltm, .xls, .xlsx) files built in other CAT tools or in Microsoft Office Excel, you can import those files in Rian with this feature.
- For .xls, .xlsx files, download the template provided on the screen
- Click on “Add File(s)” button. Select the “Source language” and “Target language” of the memory, enter the domain (if available) and upload the memory file. The translation units in your file will be uploaded to your user memory for that selected language pair.

7.5.1.1.2 Memory Editor

- Go to User Memory tab and click on the language pair. The user memory editor will be opened.
- You can see source and target columns in your user memory.
- You can edit the entries (source & target) in the user memory from this editor if required.
- Once you edit the translation, click on the cross sign to make the edition confirmed.
- You can delete the individual entry by using the delete button provided against each target row. If there is only one target row for the given source row, source as well as target will be deleted. If there are multiple target rows for a single source row, the corresponding target row will get deleted and the other target rows will remain unaffected.



- You can select the checkboxes against each source row and delete the multiple entries using “Delete Source” button. If you delete a source, all the corresponding target rows will automatically be deleted.
- You can add more target rows for a single source row using the plus sign.
- You can exclude a target segment from the memory. When you exclude, it will be shown in the memory editor in non-editable mode but will not be visible in the suggestions column in file editor. You cannot delete an excluded segment unless you include it again.
- You can add new source and target using the “Add source” button. The newly added source and target rows get added at the end.
- Side Panel will be available with Suggestions, Search, Links and Shortcut Keys
- Short keys for user memory editor:

Ctrl + Z	Undo
Ctrl + Y	Redo
Up Arrow	Go to previous segment
Down Arrow	Go to next segment
Enter	Go to next segment
Shift + Enter	Add line break in segment
Ctrl + Enter	Confirm/Unconfirm current segment
Ctrl + S	Save translation

7.5.2 Historical Data

- Please refer to Historical data section for more details
- The historical data created here can be exported into user memory only

7.6 Address Book

- Using this tab, user can manage the list of translators and can segregate them in groups based on the business requirement
- This list will be displayed at the time of assigning the job/files to translators.
- There will be one default group as “My Contacts” that will contain all the translators. This group cannot be deleted
- Other groups created by you can be deleted

7.6.1 My Contacts Group

- This is a default group which cannot be deleted
- The member exists only in My Contacts group and then it can be attached to different groups created by you.
- If a member is deleted from particular group, its entry will be deleted from that group but it will remain as it is in My Contacts
- But if a member is deleted from My Contacts its entry will be deleted from all the groups wherever it belongs



7.6.2 Add Group

- You can create your new group using “Add Group” button.
- Enter the Group Name and Description
- Available Members will show all the members which exists in your “My Contacts” group.
- Move the selected entries to Group Member to add entries to this group
- You can also add Member which does not exists in your default group by typing the email address. This user has to be Rian member. On save this new member will be added to My Contact as well as to this group

7.6.3 Edit Group

- You can edit any group any time by clicking on the group name
- You can add new entries to group or remove entries from group

7.7 Reports

7.7.1 Jobs Assigned To Me History Report

- A user can see the details of the jobs that were assigned to him/her using this feature.
- Please select the report name, desired period and click on “Generate” button.
- You can search based on the Job code as well.

7.8 Buy Credits

By clicking on this you will be redirected to “Buy Credits” in Account

7.9 Settings

7.9.1 Notification

With this tab, you can personalize the settings of notifications that you will get on the different actions/activities in Rian. Notifications can also be seen using the notification (bell) icon on the right top corner of the page.

7.9.2 Display

With this tab, you can select the theme of the background and landing page after login.

7.10 Notifications

- Based on your notification settings, notifications will be delivered to you
- All these notifications can be seen using the notification (bell) icon on the right top corner of the page.
- Bell icon will always show the no. of unread notifications in red
- By clicking view all, all notifications screen will be displayed



7.10.1 View All

- This screen will display all the notifications delivered to you
- You can mark all the notifications as Read from this screen
- Details of the individual notifications can be seen by clicking on the particular notification

7.11 Options

7.11.1 Settings

- Using Settings tab, you can set the language of the page. Currently, the page supports only English.
- User can also set the Phonetic Typing on/off from this page. This option will be editable only when you are on File Editor screen

7.11.2 Connections

- Click on the Connections tab. You can see the current users in your Address book those are using Rian currently.

7.12 Search Feature

- A universal search function is provided to search in Rian.
- Minimum 3 characters are required to enter in order to get the search result.
- Given the search string, it will be searched against project name, file name, job code, status, first name, last name, email id

7.13 Source File/Job Details

- These tabs can be opened by clicking file link or job code link from anywhere in the system
- Only owner can see the file link while only translator or reviewer can see job code link

7.13.1 Editor

Refer to [File Translation](#) for more details on this section

7.13.2 File Details

7.13.2.1 File Details

- You can view the details of a file using "File Details" button. The details page contains the following information
 - File name
 - Due date
 - Translation language
 - Translated file font
 - Created date
 - Last updated date

- Total count
- Repeated count
- Assignment common instructions
- Notes
- Translation History
- Target Format (in case of PDF)
- Converter (in case of PDF)

* Only Due Date and Notes fields are editable.

* When a file is not assigned to anyone, it is assumed that the file is assigned to the Creator (Self).

- Owner can add notes to this file if required.
- Only owner can modify this data and some of the fields are not displayed to the translator

7.13.2.2 Attach Reference

- This section is displayed for only subtitle files (.srt, .vtt, .sbv, .sub)
- You can attach the audio/video file as reference files from this section
- Either type URL in the “File URL” textbox or upload video file from “Attach File” section.
 - * Currently supported video file types: .mp4, .avi, .mpeg, .wmv, .flv, .3gp, .mov
 - * Currently supported audio file types: .mp3, .m4a, .wav

7.13.2.3 Translation History

- This table shows the progress of the file as it gets translated
- First row will always be self which indicated the characters/words allocated to the owner of the file. By default any file will always be assigned to self
- As owner assigns the segments to other Translators, the entry gets added to this table as well owners count starts decreasing
- This table is displayed to owner of the file only

7.13.3 Assign Job

- Only a creator can assign the job to other translators/reviewers using this functionality.
- Enter translator’s email ID, number of characters/words to be assigned, instructions, due date.
- When you enter number of characters/words to be assigned, tool will show how many segments can be assigned to a translator. There will be one upper bound and one lower bound value in the “Available Segments” for given number of characters you want to assign. You can select based on your choice. You can assign till the number of “Total remaining characters” becomes zero. Enter due date, rate and currency and instructions (if any) and click on “Assign Job” button.
- Now email will be sent to the creator as well as the translator.
- * Please note that creator cannot assign job to himself.
- * The translator/reviewer must be a registered user of Rian.

- You can assign one file to multiple translators with this function. You can also assign two different chunks in one file to the same translator.
- Once a creator assigns a file to a translator, a translator can either accept or reject the assignment from his/her Jobs. A file once accepted cannot be rejected. Translator can return a partially completed assignment by using “Return job” option in File tab in editor. If a translator returns or rejects a file, creator can assign it to the same translator or another translator.
- A translator can submit the assignment once finished using the “Submit” option provided in File tab in the editor.
- Once all the translators have finished the translation on their respective editors, creator can refresh his session and he will find all the translation populated in his editor.
- * When a file is returned, rejected or submitted by a translator, the file disappears from the file list in his/her Jobs.
- The creator can view the exact status of each file by the Status shown in the file list of each project. Creator will also get notifications as per his selections.
- Status List:
 - Assigned
 - Submitted
 - Accepted
 - Rejected
 - Returned
 - Revoked
 - Reopened
 - Confirmed
- When a creator assigns some segments to a translator, those segments will be shown colored in the creator’s editor.

7.13.3.1 Assigned Jobs

- All assigned jobs against the current file will be displayed in this table
- This table only shows the current active jobs i.e. jobs on which some action can still be taken
- A creator can revoke a file assigned to a translator at any point of time using the “Revoke” option provided against each job.
- A creator can reopen any assignment to the corresponding translator using the “Reopen” option provided against each job. “Reopen” can be done multiple times. A job can be reopened only when no segment is changed at the creator’s side.
- A creator can confirm a submitted or returned job by pressing “Confirm” option provided against of each job. A job once confirmed cannot be reopened.

7.13.3.2 Assignment History

- You can view the assignment history in the table below the assignment function.
- The history shows only the jobs on which no further action can be taken

7.13.4 View File

- You can view the source file using the “View File” option.
- You can view the files with below formats
 - Microsoft Word (.doc, .docx, .docm)
 - Microsoft Excel (.xls, .xlsx, .xlsm)
 - Microsoft PowerPoint (.ppt, .pptx)
 - Web pages (.htm, .html)
 - Text (.txt, .rtf)
 - PDF (.pdf)
 - Adobe Illustrator (.ai)
 - JSON (.json)
 - Images files (.bmp, .gif, .jpeg, .jpg, .png)
- Preview file size limit is 25 MB except for MS Excel. For MS Excel, the size limit is 5 MB.

7.13.5 QA

Refer to [Quality Check \(QA\)](#) for more details

7.14 File Translation

- Click on a file name in a “Project” or job ID in “Jobs”, Editor tab will be opened as a default screen.

The editor page contains the table of **checkbox for merging/splitting**, **actual Source segments**, **arrow for copying source segment to target**, **Target segments**, **Comments**, **Occurrence**, **Show Translation source column**, **Merge column**, **Confirm segment** and **Tag** columns.

* One more column of tag mismatch will be shown in case of sdxliff files.

* You can hide/show the Comments, Tag, Translation source, Merge, Side panel (containing Suggestions, Search, Find and Replace, External links, Short keys), Text to Speech feature and Speech to text feature from “View” option.

There is a formatting tool bar and a progress bar present above the table.

The right pane shows the Suggestions/Search tab.

The bottom pane shows the number of segments and pages. You can go to a segment using “Go to segment” option.

* You can go to next empty and previous empty segment from “View” option.

* You can enable track changes option on your editor from “Tools” option.

Occurrence

This column will show number of occurrences of the entire text of the segment in entire file.

E.g. If the text of the segment is not repeated, it will be shown as “1/1”. If the text of the segment is repeated thrice, the segments will be shown as “1/3”, “2/3” and “3/3” respectively.

Confirm segment



This column contains a confirm box. This is to be used in order to confirm the translation of the segment if required in case of repetition.

Tag

This column shows the location of the segment. You can point your mouse over the tag to view the location. The short forms used are as follows:

- Paragraph: PG
- Shape: SH
- Header: HR
- Footer: FR
- Footnote: FN
- Comment: CM
- Heading: HD
- Notes: NT
- MS Excel Cells: CL
- Shape Art: SA

Translation source

This column shows the source from where the translation of the segment has appeared in the target column. Below is the list of short forms used for it.

- PG: Project Glossary
- PM: Project Memory
- UM: User Memory
- HT: Human Translation
- SMT: Suggestion Machine Translation
- AMT: Apply All Machine Translation
- DMT: Direct Download Machine Translation
- OUM: Owner User Memory
- TUM: Translator User Memory

Merge

This column shows if a segment is formed by merging one or more segments.

Text to Speech

You can listen to the source text by pressing speaker icon present against each source text. Refer to <https://cat.rian.io/langguide> for supported languages.

Speech to text

Against every target segment, there is an icon of microphone. Please click on it and start speaking in the target language. The text will be written in the corresponding target column. If any data is already present in a target segment, then the text that you speak gets appended after it. Refer to <https://cat.rian.io/langguide> for supported languages.

7.14.1 How to Translate and Apply Formatting

- The sentence in the source column is shown as it appears in the original source file along with formatting. You can start writing its translation in the target column. If formatting of the source segment is uniform and when you type the translation in the target column, the formatting will be automatically applied as you type. If the formatting of the source segment is not uniform, you can use the “Formatting” toolbar provided on the right top corner of the editor.
- You can insert symbols using the Ω option on the formatting toolbar.
- You can copy entire source column to target using the arrow in the header. Or you can copy source to target column one by one using the middle arrow column.
- When you copy source to target column, the entire text is copied to target column along with formatting.
- If you find any text in the source segment with blue underline, point your mouse over the text. If it is a hyperlink, a tool-tip as “Hyperlink” is shown. If it is normal text with no hyperlink, a tool-tip as “Text” is shown.

7.14.2 Phonetic Typing

- Go to “Options” at the right top corner of the page and enable phonetic typing.
- You can use this feature to type your translation in the target segment.
- Now if you start typing in the target segment, this feature helps you to type in the target language.
- When you type, your typed characters will be displayed in the dropdown. Select the appropriate one and press Space key to populate the selection in the target segment.
- * This feature can be enabled only when you are on editor (File, QA, Glossary, Project Memory and User Memory) only.
Refer to <https://cat.rian.io/langguide> for supported languages.

7.14.3 Merging and Splitting

- When one source sentence is split into two or more segments on editor, you can merge these segments.

Select the checkboxes for segments you want to merge.

Click on any of the applicable options from below.

- 1) Merge with space
- 2) Merge without space
- 3) Merge with new line

* Please note that only consecutive segments can be merged. You cannot merge two different/irrelevant tags.

E.g. you cannot merge one paragraph and one header / one shape and one footer / two different cells in excel etc.

If any translation is present in the target column of corresponding segments to be merged, it will get deleted.

* You can show the Tag column to know the possibility of merging.

- In case you want to split the sentences, which are already merged, click the checkbox of concerned segment and click on “Split” button (or use key s to split). The segment will be split as per the original.
If any translation is present in the target column, it will get deleted.

7.14.4 Find and Replace

- You can find the text in source, target and comment and replace with the desired text.
- There is a tab – Find and Replace in the right pane of the editor (or use control + F).
- You can find all, find next, replace next and replace all as per your choice.

7.14.5 Auto-populate

- The occurrence column will show the number of occurrences (100% match) of all the segments in entire file. In case there is single occurrence (1/1), the confirm box will be blank. This means the segment is not repeated in the file.
- If the segment is repeated, the occurrence column will show respective counts. E.g. 1/2, 2/2. In the first place, all the repeated occurrences will have grayed out sign (▼)
- Once you are done with the translation, click on the Repeat sign (▼). It will change its sign to (▼). Now all the repeated segments will be auto-populated with the same translation.
- * Please note that the status of the repeated segment will be automatically changed to green only if the text + formatting of the translated segment completely matches with the repeated segment or if the formatting of the entire repeated source segment is uniform. In the latter case, the tool will automatically apply the formatting of the repeated source segment to the auto-populated translation.
- If the text is same but the formatting of the entire repeated segment is not uniform, then the translation will be auto-populated but the status of the icon will not be green. You need to match the formatting of the target segment with the corresponding source segment and then manually click the icon to mark it as green.
- If you change the translation of the repeated segment in second or subsequent occurrence, then the changed translation will be auto-populated only in the segments below it. The translation of the same segments above it will not be changed.

7.14.6 Apply Memory

- When you click the option of “Apply Memory” from Tools, tool will ask your choice whether to apply glossary, project memory, user memory for the given file.
- * Please note that you need to set the priority of the glossary files from “Projects” – “Glossary” if you have uploaded more than 1 glossary file.
- After selecting the option, check the option based on whether you want to replace already translated segments. Click on “Apply” button.
- Now, all the 100% match segments will be populated in editor from project glossary (with given priority), project memory, user memory respectively.

- Please note that in case of glossary tool will first search for the 100% matching text in the priority glossary 1. If found, tool will populate the same in target column. If not found in priority glossary 1, only then tool will search the segment in priority glossary 2. If there are multiple entries with different translation in the same glossary, tool will always populate the one that occurs first in the glossary.
- For project and user memory, the latest updated entry will be populated in the target column.

7.14.7 Apply Machine Translation (MT)

- You can translate entire file using machine translation.
- Go to “Tools” – “Apply Machine Translation”.
- Once you select this option, tool will ask you to select the name of the engine (Google, Microsoft, IBM Watson, Amazon). After you chose, if you want to or do not want to replace already translated segments, click “Yes” or “No” as per your preference.
- Now, tool will populate Machine Translation in the editor.
- * Please note that to use this feature, you need to set the options while creating the project or you can do it from “Edit Project” tab later.

7.14.8 Suggestions

- When you click on any target column, the right-side pane will show Suggestions from Project glossary, Project memory, User memory. Double click on the suggestion to populate it into the target segment.
- There is an option of External Links available along with suggestions. To use this feature, select any text from source column or target column and click on the required external link. A separate tab will be opened showing suggestion/meaning of the selected text on the selected external link.
- Suggestions tab will be visible in Glossary, Project Memory and User Memory Editor as well.
- When you see any entry in the suggestions tab in PM or UM, you can confirm its translation by clicking the “Confirm” [tick mark sign] icon against the entry. This translation will be given the priority at the time of replacing the translation using “Apply Memory”.
- If a segment is confirmed in the project memory, it will be automatically marked as confirmed for the corresponding entry in the user memory.

7.14.9 Fuzzy Suggestions

- A user will always see the 100% match suggestions from memory or glossary in suggestions column.
- Apart from this, he can see suggestions from his memory or glossary which are not 100% match but similar to the current segment. The suggestion will show the match percentage as well against the suggestion.

- A creator can set the threshold percentage for fuzzy suggestions while creating the project. The minimum value that can be set is 70%.
- You can double click the suggestion to populate it into the target column.
- Short-forms used for glossary and memory:
 - PG: Project Glossary
 - PM: Project Memory
 - UM: User Memory

7.14.10 Search

- If you want to check if there is any text present in glossary, project memory or user memory, click on “Search” tab next to “Suggestions”. Type the required term and click on “Search” icon.
- The tool will show the segments in project glossary, project memory and user memory having the selected word. It will highlight the word you are searching. It will have the color associated with the uploaded glossary to understand in which glossary that term is included. You can refer to “Glossary” tab in “Projects” to know which color is associated with which glossary.

7.14.11 Rating

- A creator can give rating to a translator while revoking and confirming an assigned job.
- A translator can give rating to a creator while returning and submitting an assigned job.
 - * This feature will be used in future.

7.14.12 Apply Filter

- You can use the functionality of “Filter” in different ways.
- E.g. If you want to search if a text has appeared in Source column, click on the filter icon on source column, write the text in the search field and click on “Filter”.
- Similarly, you can search based on target column, comments column, tag column and confirm segment column.
- You can also filter based on “Asian” or “Non-Asian” characters / “Editable” or “Non-editable” segments in source and target column.

7.14.13 Return / Submit/ Get File

- You can return a partially translated file to the creator using File – Return Job option.
- Once you have finished your translation, you can submit the job using File – Submit job option. Submit option will be enabled only when the translation is complete.
- You can go to “File” – “Get File” to download the translated file. You can download the file at any point of time even if the translation is not completed.
- Once you select “Get file” option, your credit will be reduced by the number of characters / words of all the newly translated segments.



- * Please note that a segment will be considered only once for counting used credits.
- * The credits will be reduced only if a creator clicks on “Get file” button. No credits will be reduced from translator’s balance.
- When you return or submit a file, the tool will ask you if you want to resolve pending QA check.

7.14.14 Subtitles File Translation

- You can attach reference files (audio/video) to subtitle files
- To attach its reference (if available), go to Editor – File details tab.
- A audio/video will be shown on the upper portion of the editor.
 - * This functionality is available only in supported browsers.
- You can play/pause the audio/video during translation. If you click on play icon of a segment, that portion will be automatically played on the player.
- A tool tip will be displayed with the duration of the segment on the play icon shown against each segment.
- You can show/hide the media player using the “Show Media Player” option from View tab.
- You can move the media player out of the editor using the “Picture In Picture” icon shown on the right bottom corner of the video.
 - * “Picture In Picture” works only in supported browsers.

7.14.15 Translation Review

- A job can be assigned for review to a reviewer.
- Please select the job type as Review at the time of assignment. The rest of the assignment procedure is same as that of assigning the translation.
- The reviewer needs to make the track changes feature ON from Tools option in order to track the revisions.
- The reviewer can submit the job once review is done.

7.14.16 Editor Short-keys

- You can use below keyboard short keys while doing translation. The list of short-keys is shown in the Suggestions column.

Ctrl + B	Make selected text Bold
Ctrl + I	Make selected text Italic
Ctrl + U	Underline selected text
Ctrl + Shift + U	Double underline selected text
Ctrl + K	Strikeout selected text
Ctrl + Shift + K	Double strikeout selected text
Ctrl + Z	Undo
Ctrl + Y	Redo



Shift + Enter	Add line break in segment
Ctrl + Up Arrow	Go to previous empty segment
Up Arrow	Go to previous editable segment
Ctrl + Down Arrow	Go to next empty segment
Down Arrow	Go to next editable segment
Enter	Go to next editable segment
X	Merge segments
S	Split segment
Ctrl + L	Enable phonetic typing
Ctrl + S	Save translation
Ctrl + Shift + S	Activate search tab
Ctrl + F	Activate find & replace tab
Ctrl + Shift + C	Copy source to target
Ctrl + G	Use RIAN memory translation
Ctrl + R	Use project glossary translation
Ctrl + P	Use project memory translation
Ctrl + M	Use user memory translation
Ctrl + 1	Use first MT translation
Ctrl + 2	Use second MT translation
Ctrl + Shift + E	Track changes ON / OFF

7.15 Quality Check (QA)

- You can perform Quality Check on job, file and project level.
- You can do project level QA check from “QA” tab provided on project level. You can do job and file level QA check from the editor using the “QA” tab.
- When you click on “QA”, a table with all QA check options will be opened.
- Select the applicable QA check option and click on “Run QA check” button. Tool will run QA check for that particular option and show the segment result.

7.15.1 Checks

- The QA check options are as follows:

Check	Description
Empty Target	This check will help you to identify the empty target segments
End punctuation	The source and target end with different punctuation mark
Target Exclusion	This check will help you to identify the target segments which are already excluded by the creator in PM or UM but added by the translator again
Leading and Trailing Spaces	This check will help to identify the target segments where there are spaces before and after the translation
Missing Numbers	This check will help you to identify the translation unit where source text contains some numbers and those are not present in target text
Multiple Spaces	This check will help you to identify when target text contains more than 1 space
PM/PG Application	This check will help you to know if you have applied PG and PM at least for 100% match segments or not
Punctuation	This check will help you to know if you have closing brackets, quotes for corresponding opening brackets, quotes and vice-versa
Repeated Words	This check will help you to identify if any word is repeated in target segment. This check is applied only when the target language contains spaces between two words
Source Inconsistency	This check will help you to identify the translation units where different source segments have same translation
Double Byte Characters	This check will help you to identify if there are any double byte characters present in the target segments if your target language is supposed to be represented by single byte characters
Target Inconsistency	This check will help you to identify if there is any source segment that has multiple target translations
Target Text Identical With Source	This check will help you to identify the segments where source and target segments are same
Length	The target text is much shorter or longer than the source text

7.15.2 QA Editor

- Click on the “Action” button against the check. A separate “QA Editor” tab will be opened.
- This tab will remain open until it is explicitly closed or user moves from this screen
- If user moves from QA Editor without saving any changes, a warning message will be displayed
- If new check is carried without closing the QA editor, the data from new check will be displayed on same editor
- Please write new translation in the “New Target” column and click on SAVE. Changes will be applied throughout the job, file or project.
- You can ignore QA check for any segment using the ignore button.
- Side Panel will be available with Suggestions, Search, Links and Shortcut Keys

7.16 Historical data

- If you have source and target version of a document, you can prepare memory/glossary using both the versions.
- List of all such files will be displayed on this tab
- You can delete the file which is not required or already exported to memory

7.16.1 Add File(s)

- Go to “Historical Data” – Add file.
- Select target language from the dropdown.
- Upload source and target file.

7.16.2 Historical Data Editor

- Click on the file name and go to the editor.
- Please use the checkboxes shown against source and target segments to connect.
- You can save the partial data into project memory using File – Export to Memory. The saved data will be added into the project/user memory.
- The connected segments will be joined by a line so as to understand the already done connections.
- Side Panel will be available with Suggestions, Search, Links and Shortcut Keys

7.17 Notes to Remember

- You can give your feedback at any point of time on any screen using “Write feedback” button shown at the right bottom corner of the page.
- In case of SDLXLIFF file, tags will be shown in source and target column. Please make sure to maintain the source tags in target column so that file can be successfully uploaded in other CAT tools.
- Machine translation is not supported for Sanskrit language as source or target.
- Fuzzy search is not supported for Irish, Maltese, and Sanskrit.



- For using text to speech and speech to text feature, the microphone and speaker should be enabled in your browser (currently we support only Google Chrome).
- Here is the list of the default fonts of the target file for each language:
 1. Arabic: Arial Unicode MS
 2. Assamese: Nirmala UI
 3. Bengali: Nirmala UI
 4. Bulgarian: Calibri
 5. Chinese (simplified): Simsun
 6. Croatian: Calibri
 7. Czech: Calibri
 8. Danish: Calibri
 9. Dutch: Calibri
 10. English: Calibri
 11. Estonian: Calibri
 12. Finnish: Calibri
 13. French: Garamond
 14. German: Calibri
 15. Greek: Calibri
 16. Gujrati: Shruti
 17. Hebrew: David
 18. Hindi: Mangal
 19. Hungarian: Calibri
 20. Indonesian: Microsoft Sans Serif
 21. Irish: Calibri
 22. Italian: Calibri
 23. Japanese: Meiryo UI
 24. Kannada: Tunga
 25. Konkani: Mangal
 26. Korean: Meiryo UI
 27. Latvian: Calibri
 28. Lithuanian: Calibri
 29. Maithili: Mangal
 30. Malay: Microsoft Sans Serif
 31. Malayalam: Kartika
 32. Maltese: Calibri
 33. Manipuri: Nirmala UI
 34. Marathi: Mangal
 35. Nepali: Mangal
 36. Oriya: Kalinga
 37. Polish: Calibri
 38. Portuguese: Calibri
 39. Punjabi: Raavi
 40. Romanian: Calibri
 41. Russian: Calibri



42. Sanskrit: Mangal
 43. Slovak: Calibri
 44. Slovenian: Calibri
 45. Spanish: Calibri
 46. Swedish: Calibri
 47. Tamil: Latha
 48. Telugu: Gautami
 49. Thai: Angsana New
 50. Turkish: Calibri
 51. Urdu: Arial Unicode MS
- All the fonts in Rian are supported for Microsoft Office files only.