# MemSource in a Nutshell

Thank you for your willingness and making yourself available to assist in getting *The Reluctant Apostate* reach readers who do not understand English. Your support is deeply appreciated. In order to make the translation process easier, smoother and more manageable, we recommend using a third-party translation management platform—MemSource. The purpose of this document is to outline the basic know-how you need to get familiar with it to translate *The Reluctant Apostate*.

1. Set Up a MemSource Account

Go to www.memsource.com and and click on Free Trial
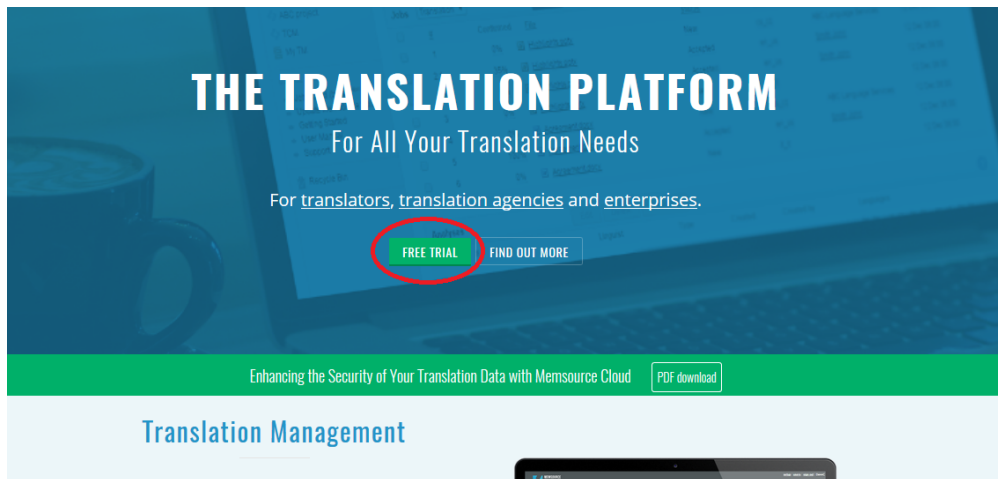
This will take you to the Pricing page. The first section is for Translators. Notice the box titled Personal Edition and click on the green Sign Up Now button.
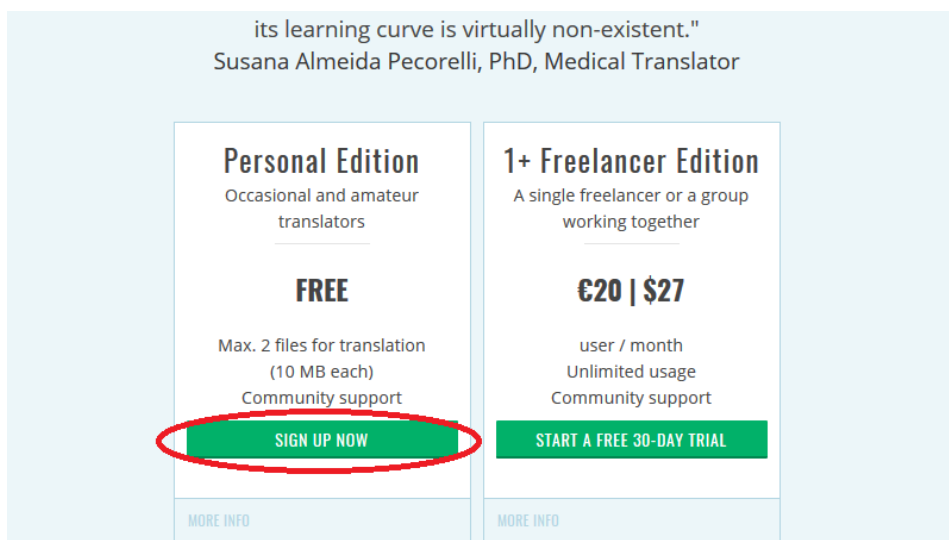
Next, the MemSource Cloud sign up dialog will show up, where you can either use Google authentication to create your MemSource account (which will use your personal details from your Google account) or fill out a classic sign up form, after which you will be able to use your email address and a password to log into the MemSource Cloud.
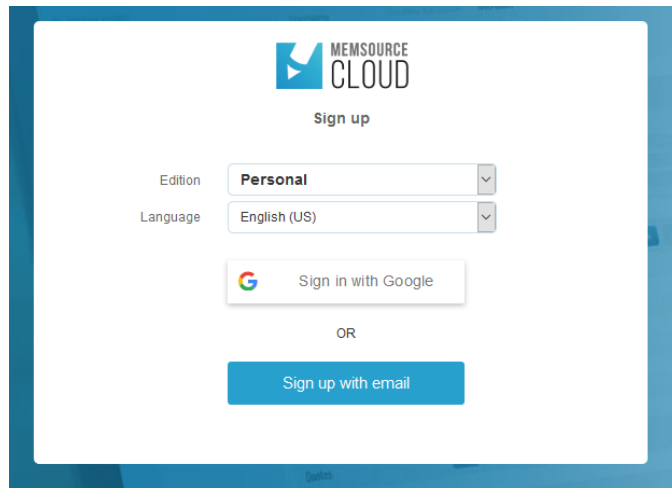
The classic sign up form requires you to fill in your email address, username (by default the same as your email address) and a password that needs to be at least 8 characters long. You also have to check the appropriate box to confirm that you accept the terms and conditions of the MemSource service.
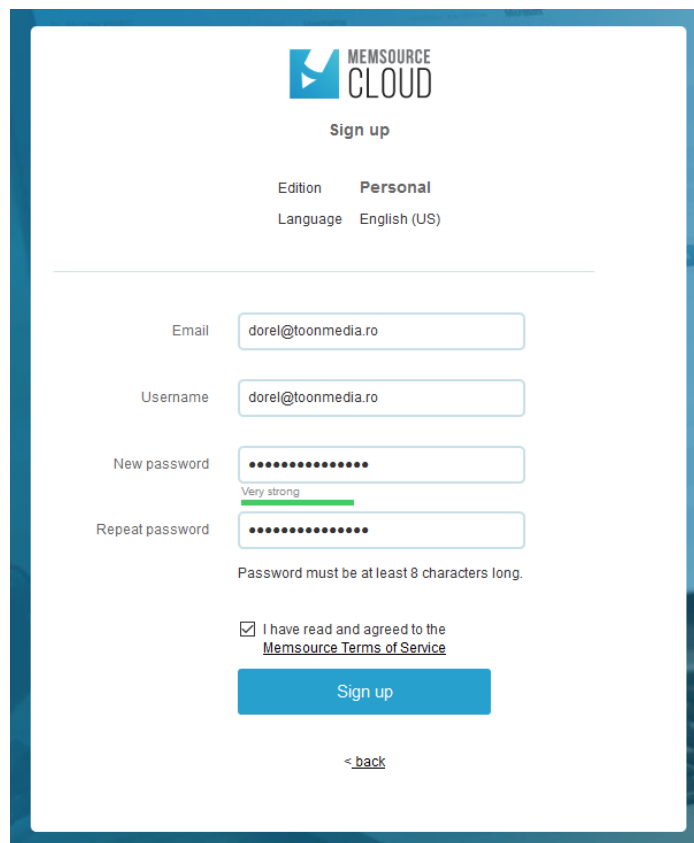

If you use the Google-based sign up procedure, a pop up window opens prompting you to enter you Google credentials. After submitting your credentials the account is created automatically.

Either way, regardless of which sign up procedure you employ, you end up in the main MemSource Cloud interface and the following dialog box pops up:

After you pick your country of residence from the dropdown list and type in your phone, you can click on Finish and you're set up, ready to use MemSource!

2. Create Your Translation Project

In order to be able to start translating your assigned/claimed portion of *The Reluctant Apostate,* you need to create and maintain a project in your MemSource account.
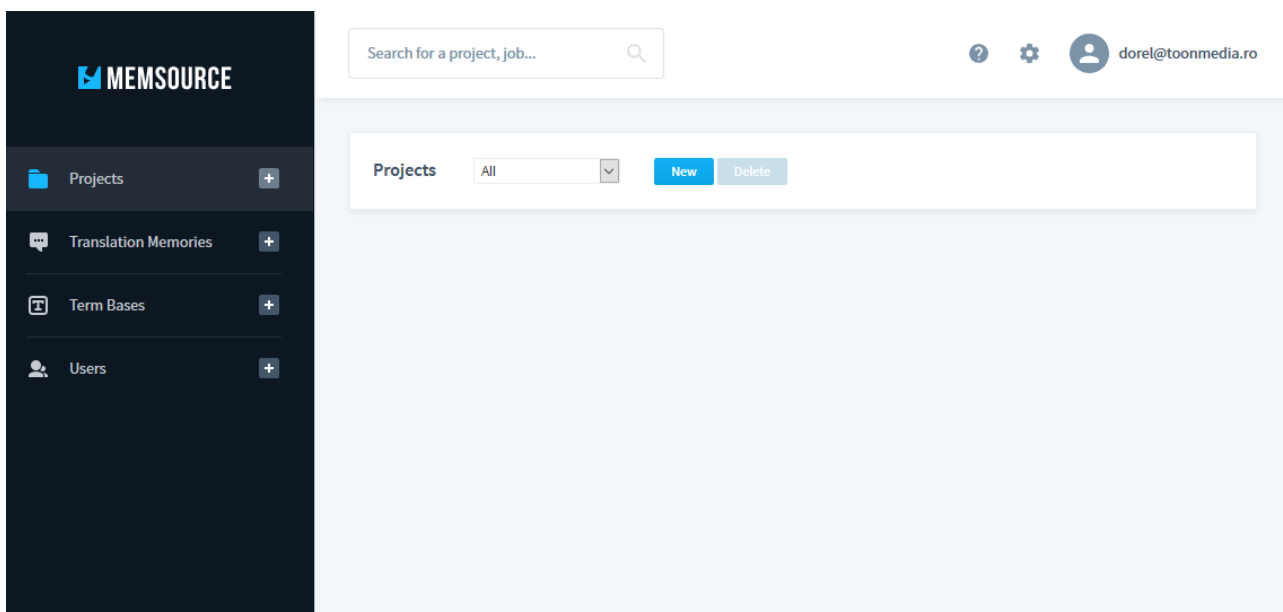
Click on the *New* button in the *Projects* tab. The *Create Project* form appears.
- In the Name field enter the title of your project. E.g.: The Reluctant Apostate
- In the Source language dropdown list, select English
- In the Target language list select the language you are translating into. It is possible to select multiple languages by holding the Ctrl key pressed while clicking the list items. Once you selected the desired vernacular language(s), click the blue > button to add the languages to your list of target languages

on the right. You can remove languages from your list by selecting them the same way and clicking the blue < button.

- (optional) in the Due field you can select a due date for your project.
- the Status dropdown list allows you to select and set the current status of your project: New, Assigned, Completed or Cancelled.

The Note and Purchase Order # fields are optional and don't even apply to your situation.
In the Settings group you can find advanced options for your project. You can browse through the available settings by clicking the settings group title, which shows the available options for that group. Click the title again to collapse the group to the original state.

When you're done, click the *Create* button on the top or the bottom of the form. The following screen confirms that the project has been created:
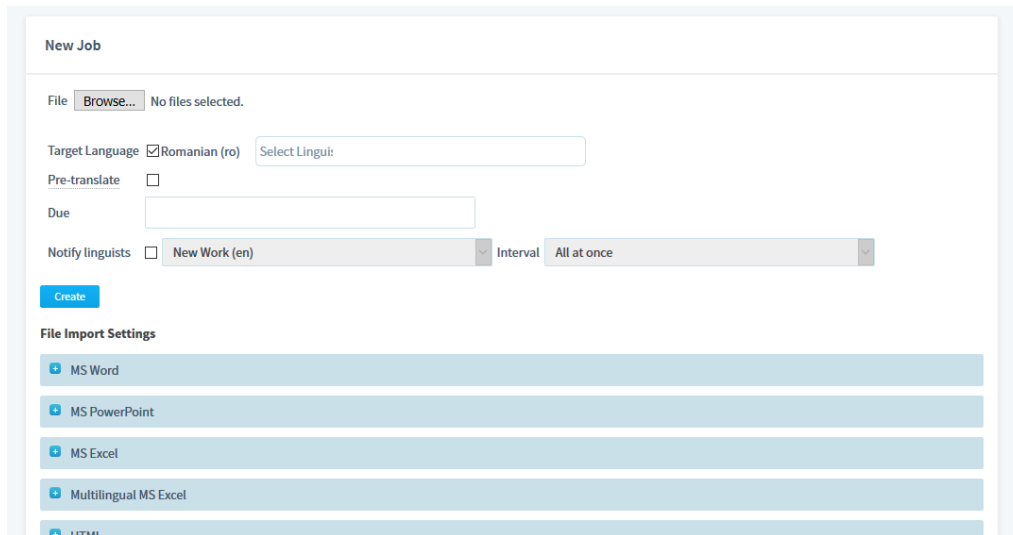
3. Add a Job to Your Project

A translation project consists of one or more jobs. Before you can start translating you need to create a job in your project. On the project's page, click the New button in the Jobs section.

The form above appears. Click on the Browse button to open the dialog box allowing you to pick a file on your computer to upload to the MemSource cloud.
Click on the text box labeled Select Linguist to pick yourself as the assigned translator.
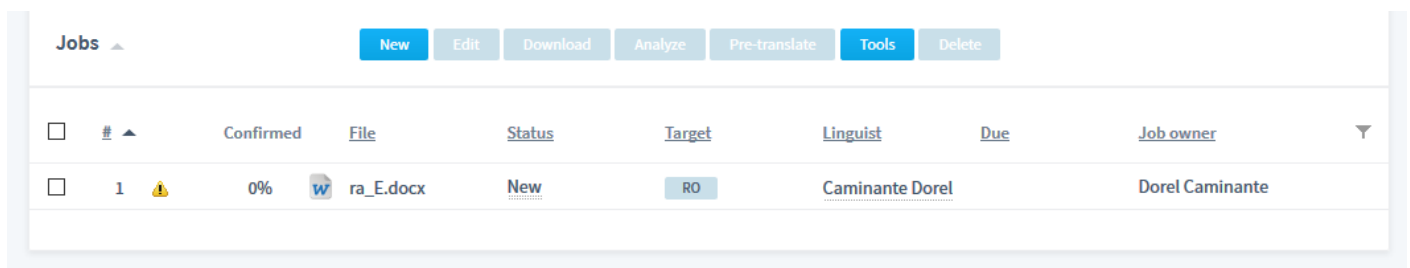Although MemSource allows you to automatically perform a machine translation on the source text, we do not recommend selecting this option, because it takes more time to correct a faulty translation than to translate fresh.
Selecting a Due date is optional.
Click the Create button to start uploading the source file and finish creating the job. Note however that it might take up to several minutes, depending on the size of the document, to process the source file and have the job ready to work on.
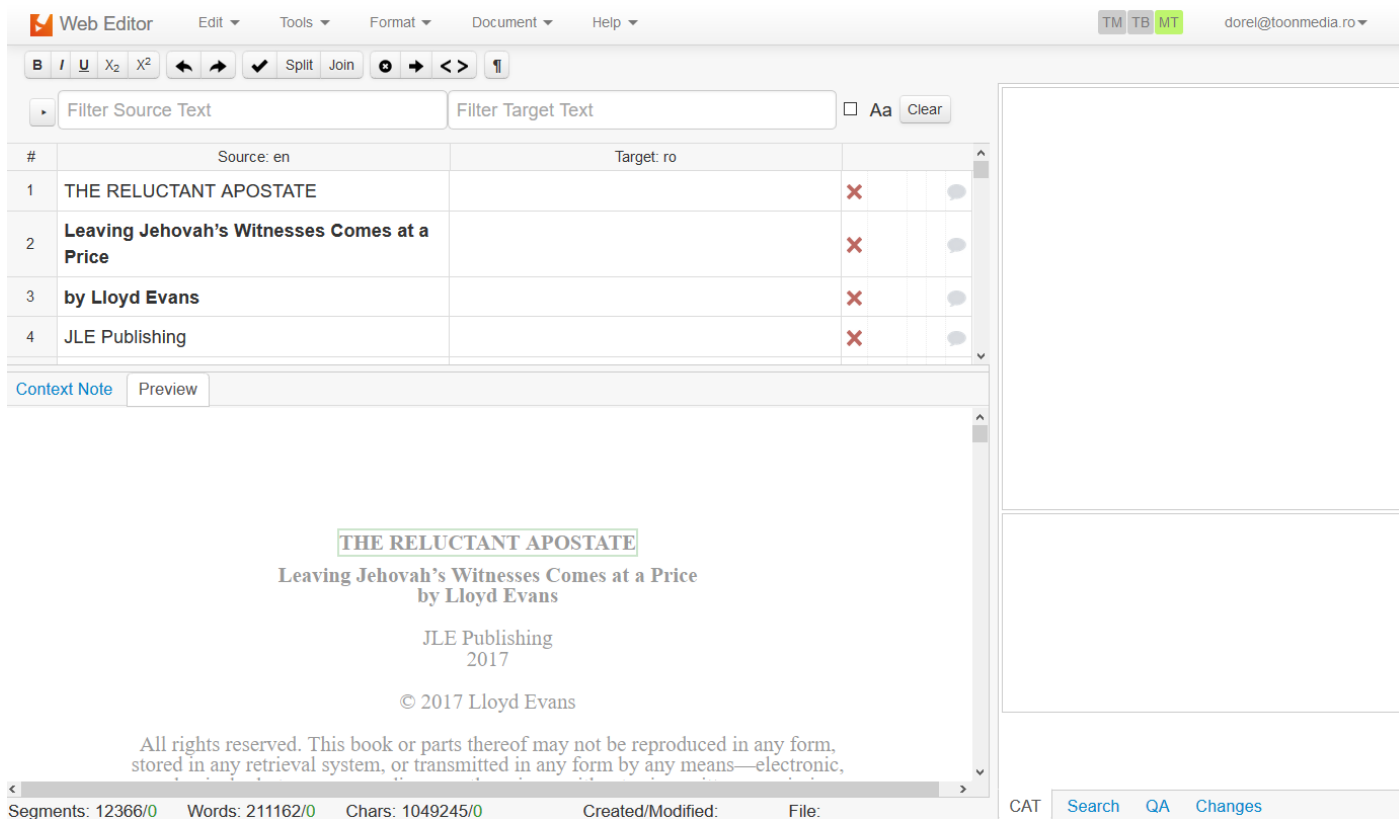
4. Get Ready to Start Translating

After the source file was processed, it will show up in the Jobs list:

There are two ways in which you can start working on the file. The easiest is using the MemSource web-based editor, which can be opened by clicking the name of the source file in the File column.

As you see, the text is split into segments (which roughly correspond to sentences). In the Target:<langcode> column you enter the translation for each of the segments, and then click the red X sign to confirm that the segment is translated:


Although using the web editor is easy and straighforward, MemSource also has a desktop editor, available for Windows (XP and later), MacOS X (10.7 and later) and Ubuntu (12.04 and later). Working with the desktop editor is faster and it doesn't require a permanent internet connection, even though it is recommended that you are connected to the internet while working in the desktop editor, so the translated segments are uploaded automatically to the cloud.

To translate the source file in the desktop editor, you first need to download it in the web editor by choosing the Export to Bilingual MXLIFF command in the Document menu:
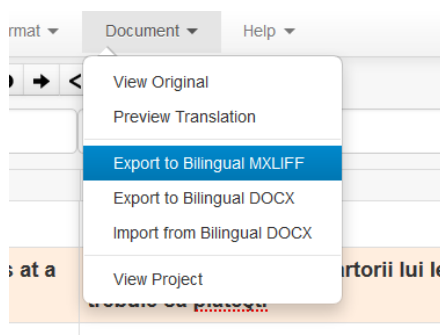
To download the MemSource desktop editor go to https://www.memsource.com/download/ and download the file corresponding to your operating system. For the Windows package run the MemsourceEditor-<version>-windows.exe file with administrative rights and follow the instructions in the installation wizard. The installation instructions for Mac and Ubuntu are provided on the downloads page.

When you you open the MemSource Editor desktop app, the Preferences dialog box appears, prompting you to enter the credentials of your MemSource Cloud account:
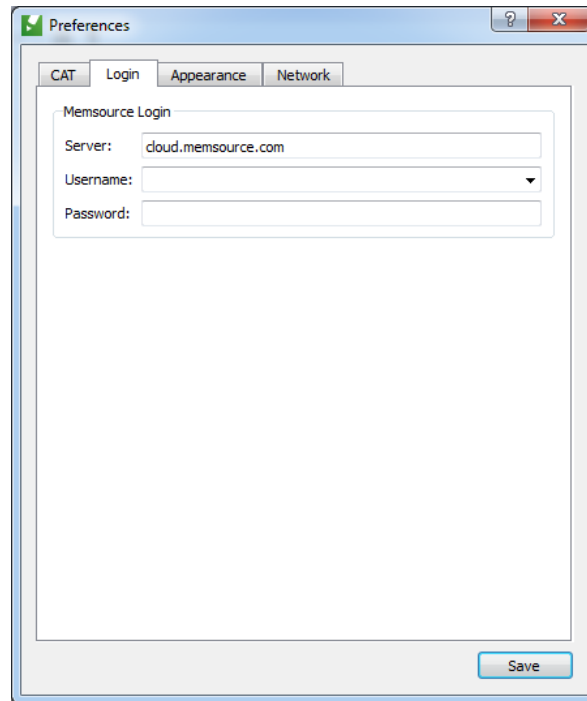
Click Save to save the credentials and let the application log you into the cloud, which will allow the editor to automatically update the translated segments. The fact that you are logged in is indicated by a green box in the right lower corner of the application window.

Use the File > Open in the desktop editor to locate and open the MXLIFF file. You will notice that the user interface is very similar to the web editor.
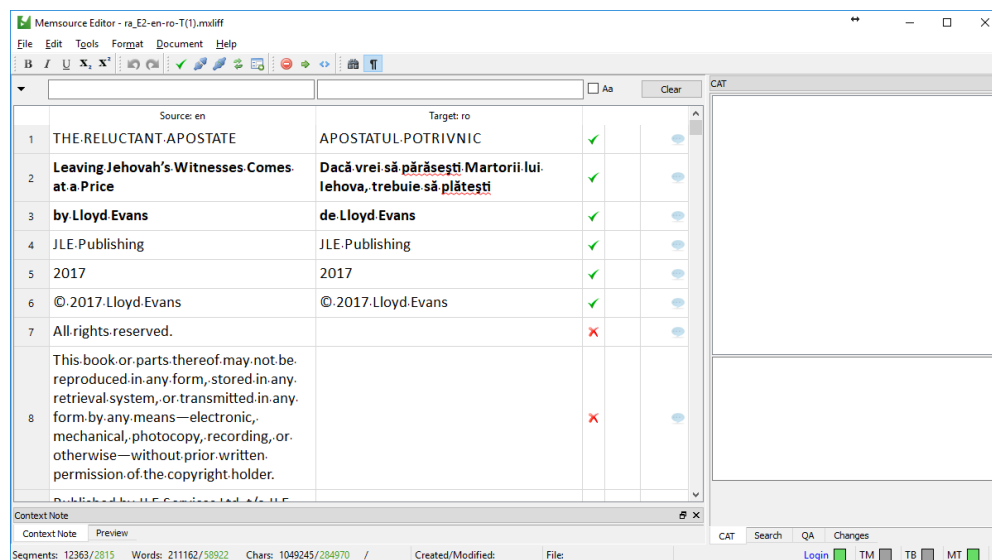
For more information, visit https://help.memsource.com/ or contact us on Facebook.