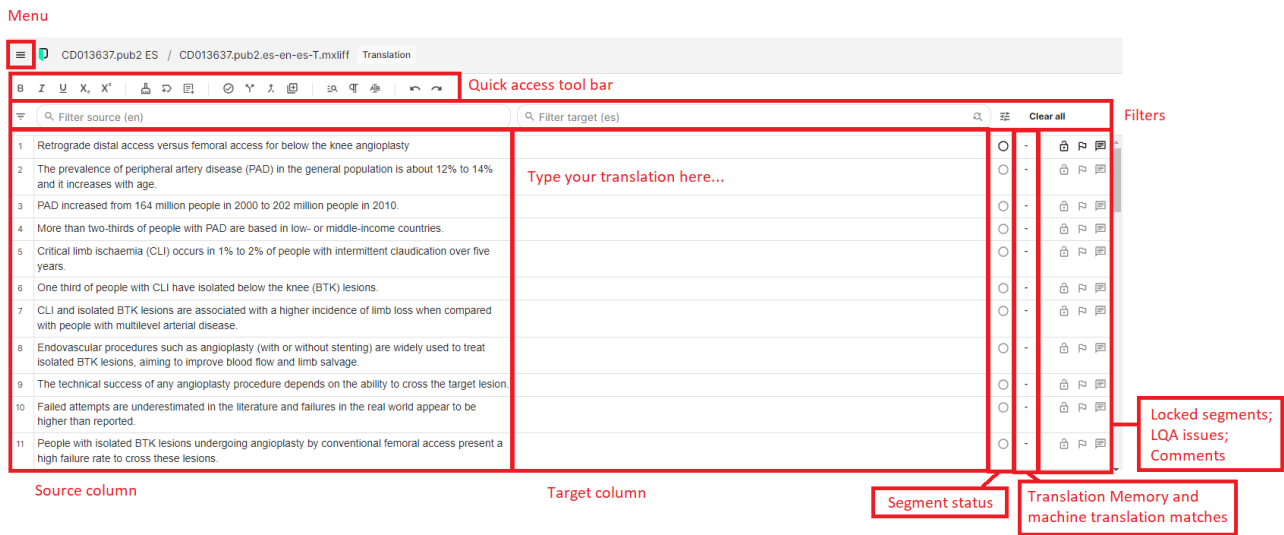


# Use the web editor

The Phrase web editor is divided into three different sections:




- Main editing section
- Preview section
- Panes section









## 1.Main editing section:



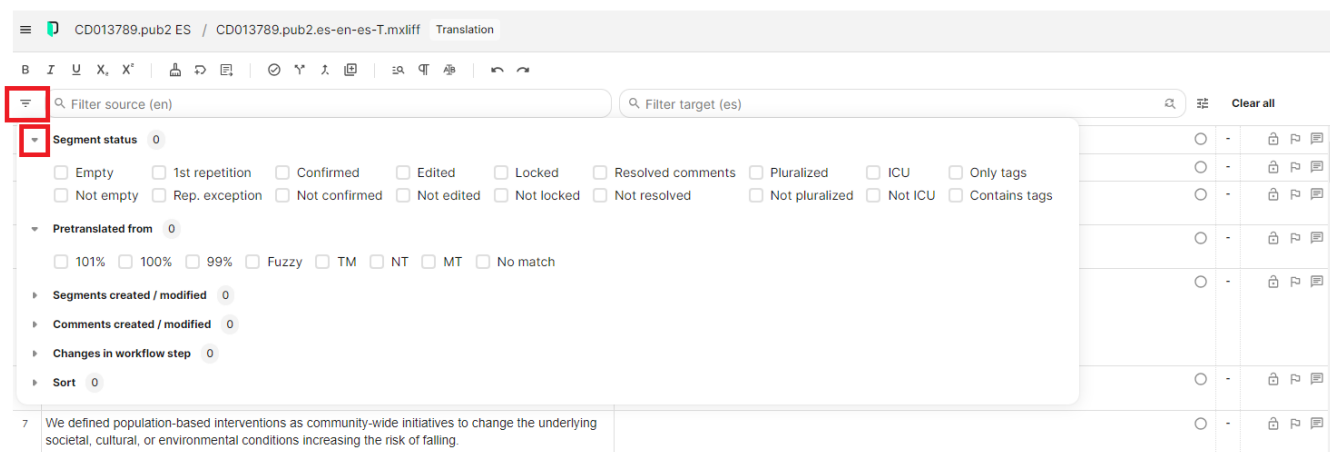
The main editor section contains the **menu bar** on top, the **quick access toolbar**, and the **bilingual document** divided into segments.

The **quick access toolbar** includes the following commands (keyboard shortcuts can be found [here](#)):

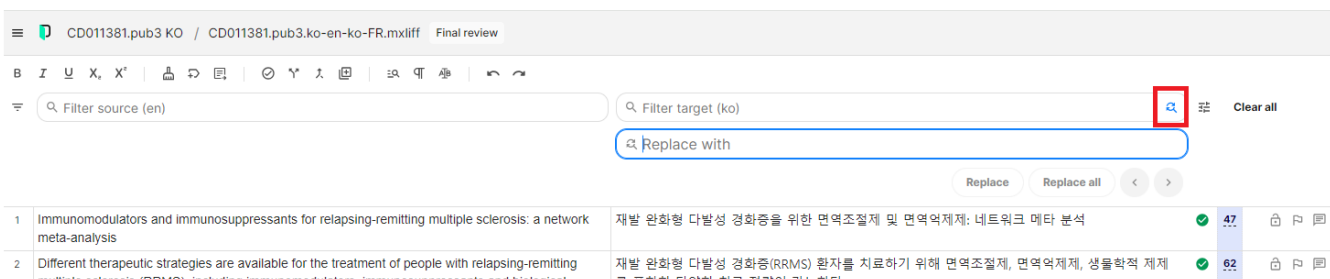
<b>B</b>	<b>Bold format</b>	There is no need to use these formatting tools since the format of the original document will be provided with tags. Please find a description <a href="#">here</a> of how to add additional formatting.
<b>I</b>	<b>Italic format</b>	
<b>U</b>	<b>Underlined format</b>	
<b>X<sub>e</sub></b>	<b>Subscript format</b>	
<b>X<sup>z</sup></b>	<b>Superscript format</b>	
	<b>Clear target</b>	Deletes the text in the selected segment
	<b>Insert tag</b>	Insert tags; when inserting {1>paired tags<1}, first select the text to get enclosed in tags and only then hit the <b>Insert Tag</b> command. This way, both tags will be inserted at once around the selected text.
	<b>Copy source to target</b>	Copies text in the source segment to the target segment

	<b>Confirm segment</b>	Confirms segment as translated and saves it into translation memory (TM)
	<b>Split segment</b>	Splits a segment in two, the cursor has to be in the <b>source</b> segment to split
	<b>Join segments</b>	Joins the selected segment with the segment below
	<b>Add new term</b>	Adds a new term to the term base (glossary)
	<b>Concordance search</b>	Search content across translation memories and term bases
	<b>Display hidden characters</b>	Toggle to display hidden characters (such as space, non-break space, new line)
	<b>Overwrite mode</b>	Enables overwrite mode
	<b>Undo/Redo</b>	Undo/redo last action

The **bilingual document** includes a **filter bar** where you can filter either the source or the target columns by content-typing the text into the field. You can also filter by other criteria by clicking on the left-hand side arrow (see image below). You can then filter by segment status, pre-translated form, who created /modified/commented on the segment, changes in workflow steps, and you can sort them by first letter, length and repetitions.



The bar at the top of the editing window can be used to search and replace terms. Type the term that you want to search for and click on the arrows to display the 'Replace with' field. Type the new term in this field and click on **Replace** or **Replace all** to replace all occurrences in the text.



If it is an acronym or a term that contains capital letters, select the option "Case sensitive":

Filter source (en) Filter target (ko) Replace with Replace

Filter settings

- ☐ Case sensitive
- ☒ Filter by
  - ☒ Source/Target
  - ☐ Context key
  - ☐ Context note
  - ☐ Tags

1	Immunomodulators and immunosuppressants for relapsing-remitting multiple sclerosis: a network meta-analysis	재발 완화형 다발성 경화증을 위한 면역조절제 및 면역억제제: 네트워크 메타분석	47			
2	Different therapeutic strategies are available for the treatment of people with relapsing-remitting multiple sclerosis (RRMS), including immunomodulators, immunosuppressants and biological agents.	재발 완화형 다발성 경화증(RRMS) 환자를 치료하기 위해 면역조절제, 면역억제제, 생물학적 제제를 포함한 다양한 치료 전략이 가능하다.	82			
3	Although each one of these therapies reduces relapse frequency and slows disability accumulation compared to no treatment, their relative benefit remains unclear.	이들 치료법 각각은 무치료에 비해 재발 빈도를 줄이고 장애 축적을 늦추는 것으로 나타났다.	56			
4	This is an update of a Cochrane review published in 2015.	이것은 2015년에 발표된 Cochrane 리뷰의 업데이트이다.	100			
5	To compare the efficacy and safety through network meta-analysis of interferon beta-1b, interferon beta-1a, interferon beta-1a/gamma	네트워크 메타분석을 통해 IFN-β1b가 치료 효과와 안전성 면에서 IFN-β1a, IFN-β1a/γ와 비교하여	99			

Under the filters, the actual document displays in segments (rows) and includes seven columns corresponding from left to right to:

- source text
- target text (here is where the translation is entered)
- Segment status: meaning **not confirmed** (the translation has not been imported to the Translation Memory), meaning **confirmed**, a meaning **confirmed** on the translation step but not on the editing step.
- Translation Memory match / Machine translation / Term base: the colour of the cell is related to the matching and the number indicates the proportion (eg. means there is 101% match with the translation memory, means 99% match). This column also shows when the text has been machine-translated . Recommended terms from the term base (glossary) are marked with .
- The next column shows whether the segment is repeated throughout the job .
- The next column shows if the segment has been locked .
- The last column shows if there are comments on the segment. The symbol is displayed in grey when there are no comments ( ) and in blue when there are comments on that segment . To add/read a comment you just have to click on the symbol. A resolved comment is marked with a green tick ( ).

## 2. Preview section

The **preview** section shows a preview of the source text or target text and displays right below the **main editing** section.

Context note Preview

Source Target - +

### Antibiotiques dans l'otite moyenne aiguë chez l'enfant

Original title: Antibiotics for acute otitis media in children

#### Abstract

##### Background

L'otite moyenne aiguë (OMA) fait partie des maladies infantiles les plus fréquentes et dans lesquelles la prescription d'antibiotiques est courante ; une revue systématique a fait état d'une prévalence groupée de 85,6 % dans les pays à revenu élevé. Ceci est une mise à jour d'une revue Cochrane publiée pour la première fois dans la *Bibliothèque Cochrane* en 1997, puis mise à jour en 1999, 2005, 2009, 2013 et 2015.

## 3. Panes section



The **panes section** is displayed on the right-hand side of the editor and includes seven panes: CAT, Concordance search, QA, Translation changes, More languages, Comments, and LQA. You can navigate from one to the other by clicking on the corresponding tab.

The **CAT pane** displays matches from the translation memory, term base, machine translation and non-translatable matches for each segment. To select one of the options double-click on it. Click [here](#) for more information on the **CAT pane**.

CAT			
1	Antibiotics for acute otitis media in children	101	Antibiotiques dans l'otite moyenne aiguë chez l'enfant
2	Antibiotics for acute otitis media in children	100	Antibiotiques pour l'otite moyenne aiguë chez l'enfant
3	Short-course antibiotics for acute otitis media	71	Traitement antibiotique de courte durée pour l'otite moyenne aiguë
4	Probiotics for preventing acute otitis media in children	66	Les probiotiques dans la prévention de l'otite moyenne aiguë chez les enfants
5	Antibiotics for acute middle ear infection (acute otitis media) in children	63	Antibiotiques dans l'otite moyenne aiguë chez l'enfant
6	Acute otitis media	S	Otite moyenne aiguë
7	Antibiotics	S	Antibiotiques
8	children	S	les enfants malvoyants
9	ACUTE	S	AIGU
10	Acute	S	Aigu
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>			
<b>TM</b> · source comparison No difference in the source texts			

The **Concordance search pane** displays the results for search queries from the translation memory and the term base. The search can be launched by selecting some text in the source or target and hitting: *Ctrl+K* for a fuzzy search, *Ctrl+Shift+K* for an exact search. Click [here](#) for more information on the **Concordance search pane**.

The **QA pane** displays quality assurance warnings for segments with problems, as identified by QA. It is recommended to run the QA in the Editor before marking a job as 'Completed' on the Dashboard to make sure there are no problems (especially misplaced tags). Click [here](#) for more information on the **QA pane**.

You may (de)select any of the QA checks by clicking on the arrow to the right of the '**Run all checks**' button (see image below) to display the list and clicking on the corresponding boxes.

## Quality assurance

Run all checks

Selected 22

Clear all

### ☒ Linguistic

- ☒ Empty target
- ☒ Extra number in target
- ☒ Inconsistent translations
- ☒ Leading and trailing spaces
- ☒ Missing numbers
- ☒ Multiple spaces
- ☒ Repeated words
- ☒ Spelling
- ☒ Unedited NT/MT fuzzy match
- ☒ Unedited TM fuzzy match

### ☒ Terminology

- ☒ Forbidden terms without source
- ☒ Missing terms








### ☒ Formatting and tags

- ☒ Empty tag content
- ☒ Inconsistent tag content
- ☒ Nested tags
- ☒ No text between tags
- ☒ Tags & formatting
- ☒ Tags - joined segments
- ☒ XLIFF tags

### ☒ Workflow



The **Changes pane** displays changes in a segment across all workflow steps (T: translation; E: editing; FR: final review) (see image below). If no changes are available, the **Changes pane** will be blank. Click [here](#) for more information on the **Changes pane**.

Translation changes			
We included randomised controlled trials comparing 1) antimicrobial drugs with placebo, and 2) immediate antibiotic treatment with expectant observation (including delayed antibiotic prescribing) in children with AOM.	T	Nous avons inclus des essais contrôlés randomisés comparant 1) des médicaments antimicrobiens à un placebo, et 2) un traitement antibiotique immédiat à une observation expectative (y compris la prescription différée d'antibiotiques) chez des enfants souffrant d'OMA.	  
We included randomised controlled trials comparing 1) antimicrobial drugs with placebo, and 2) immediate antibiotic treatment with expectant observation (including delayed antibiotic prescribing) in children with AOM.	E	Nous avons inclus des essais contrôlés randomisés comparant 1) des médicaments antimicrobiens à un placebo, et 2) un traitement antibiotique immédiat à une surveillance (y compris la prescription différée d'antibiotiques) chez des enfants souffrant d'OMA.	  
We included randomised controlled trials comparing 1) antimicrobial drugs with placebo, and 2) immediate antibiotic treatment with expectant observation (including delayed antibiotic prescribing) in children with AOM.	FR	Nous avons inclus des essais contrôlés randomisés comparant 1) des médicaments antimicrobiens à un placebo, et 2) un traitement antibiotique immédiat à une surveillance attentive (y compris la prescription différée d'antibiotiques) chez des enfants souffrant d'OMA.	
<b>Target</b> - comparison with the preceding step			
Nous avons inclus des essais contrôlés randomisés comparant 1) des médicaments antimicrobiens à un placebo, et 2) un traitement antibiotique immédiat à une surveillance <u>attentive</u> (y compris la prescription différée d'antibiotiques) chez des enfants souffrant d'OMA.			
Workflow step	Final review		