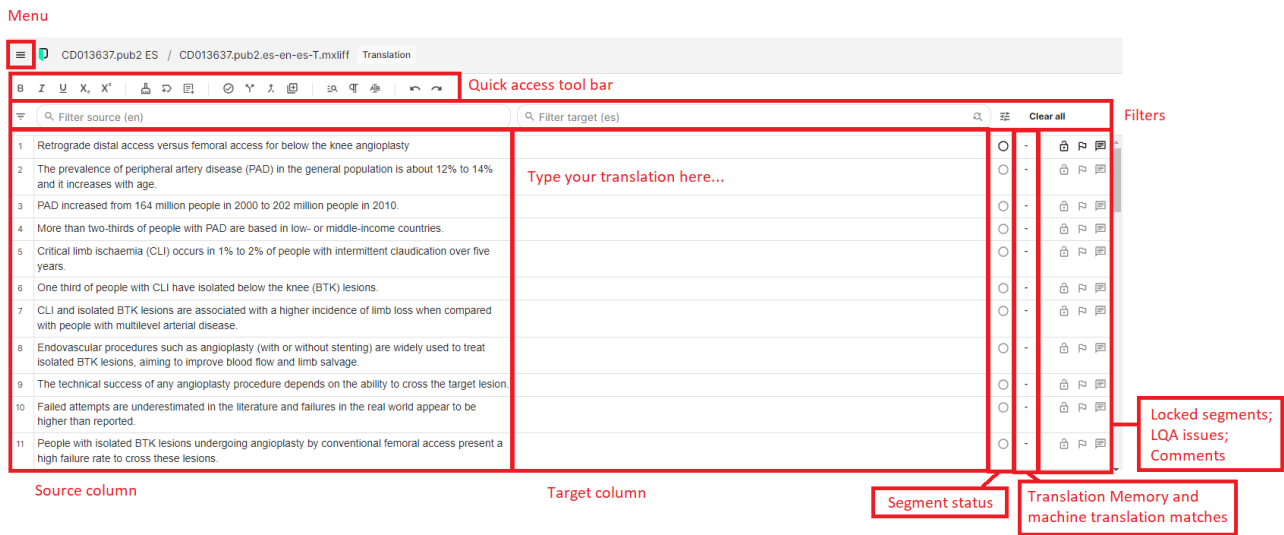# Use the web editor

The Phrase web editor is divided into three different sections:

- Main editing section
- Preview section
- Panes section

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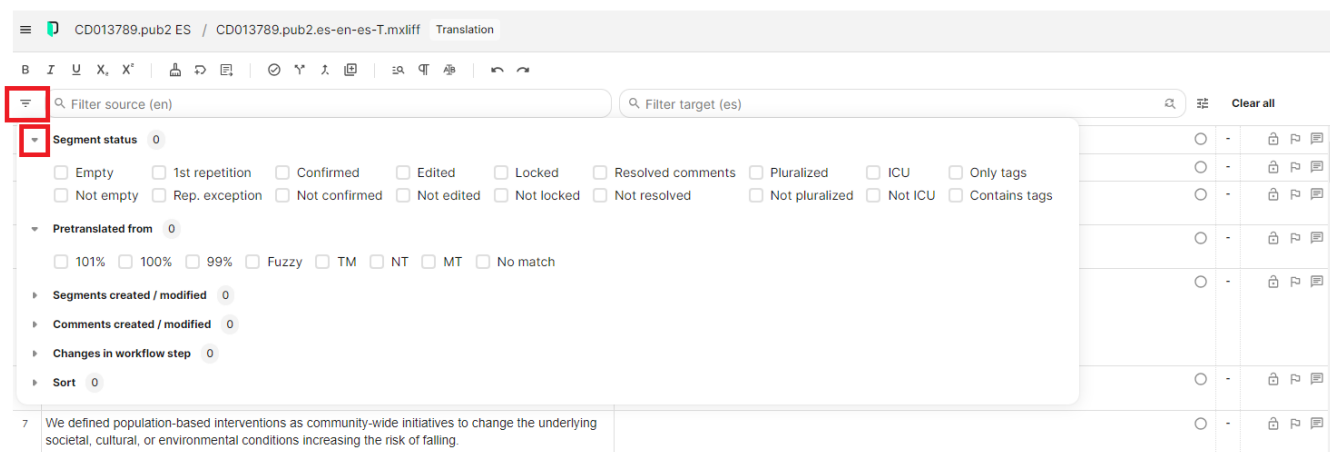
The main editor section contains the **menu bar** on top, the **quick access toolbar**, and the **bilingual document** divided into segments.

The **quick access toolbar** includes the following commands (keyboard shortcuts can be found here):
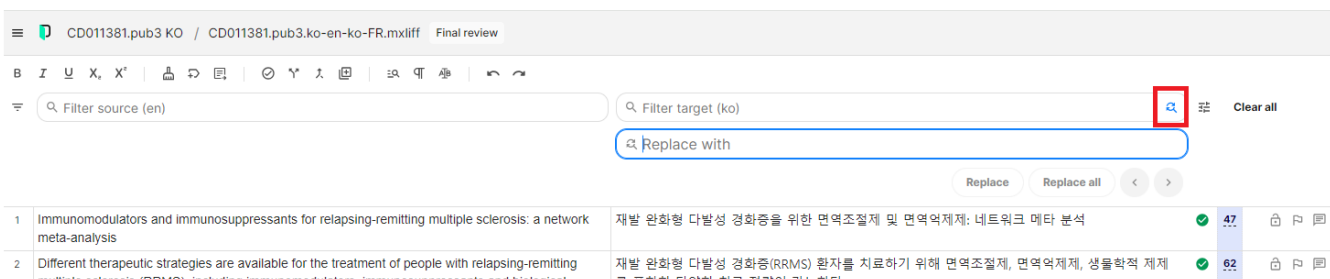
B	**Bold format**	There is no need to use these formatting tools since the format of the original document will be provided with tags. Please find a description here of how to add additional formatting.
I	**Italic format**	
U	**Underlined format**	
X₂	**Subscript format**	
X²	**Superscript format**	
	Clear target	Deletes the text in the selected segment
	Insert tag	Insert tags; when inserting {1>paired tags<1}, first select the text to get enclosed in tags and only then hit the **Insert Tag** command. This way, both tags will be inserted at once around the selected text.
	Copy source to target	Copies text in the source segment to the target segment

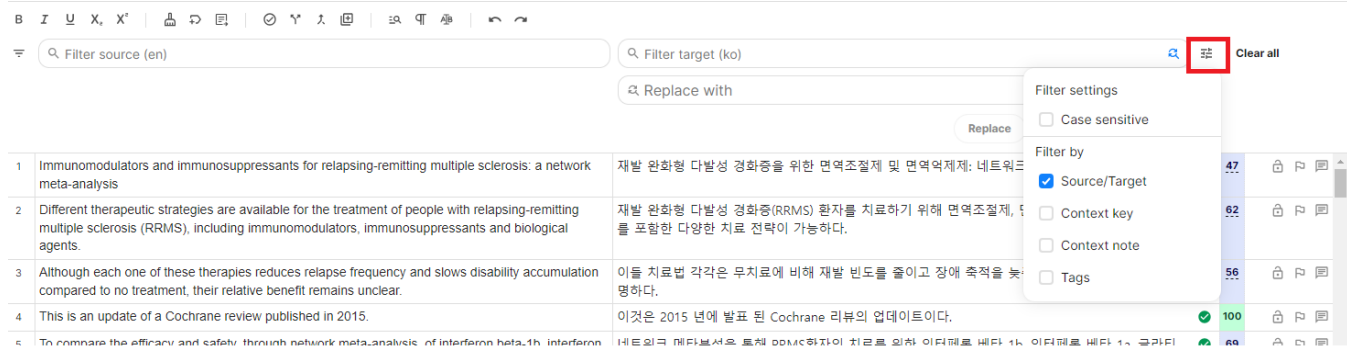|			
⊘	**Confirm segment**	Confirms segment as translated and saves it into translation memory (TM)	
Ƴ	**Split segment**	Splits a segment in two, the cursor has to be in the **source** segment to split	
⅄	**Join segments**	Joins the selected segment with the segment below	
⊞	**Add new term**	Adds a new term to the term base (glossary)	
☰Q	**Concordance search**	Search content across translation memories and term bases	
¶	**Display hidden characters**	Toggle to display hidden characters (such as space, non-break space, new line)	
A̲B	**Overwrite mode**	Enables overwrite mode	
� ↷	**Undo/Redo**	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":

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,** and ☑ 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. 101 means there is 101% match with the translation memory, 99 means 99% match). This column also shows when the text has been machine-translated 91 . Recommended terms from the term base (glossary) are marked with TB .
- 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.**

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

TM · *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.

Target · *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 *attentive* (y compris la prescription différée d'antibiotiques) chez des enfants souffrant d'OMA.

Workflow step	Final review