

Trados Live Team – McFelder

This service allows for the translation and review of content in either SDL Trados Studio (online or offline) or SDL Online Editor (online only). Any translations completed in Trados Studio will be mirrored in the Online Editor and vice versa.

[RWS Documentation](#) – more information can be found here under RWS Language Cloud.

If there are any issues with a project, please contact the project’s PM or the Vendor Manager (vendors@mcfelder.com).

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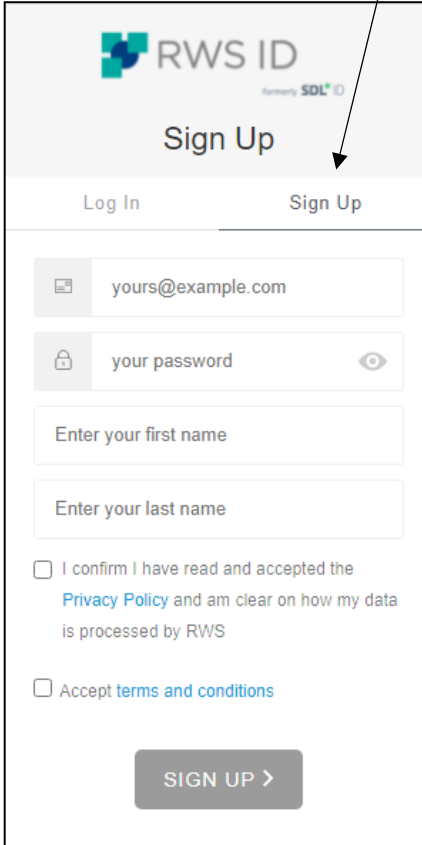
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Logging in [RWS ID \(auth0.com\)](https://auth0.com)

You will receive an email invitation to access McFelder's Live Teams account. If you already use Trados Studio, use the same registered email address to log into Trados Live Team. If your invitation hasn't been sent to your Trados Studio address, please notify at vendors@mcfelder.com.

Please note that your password cannot contain the same words as your username as the system does not allow it.

If you are not a registered SDL Trados user, you will need to **sign up** on Trados Live Team. This is free and gives you access via the Online Editor.



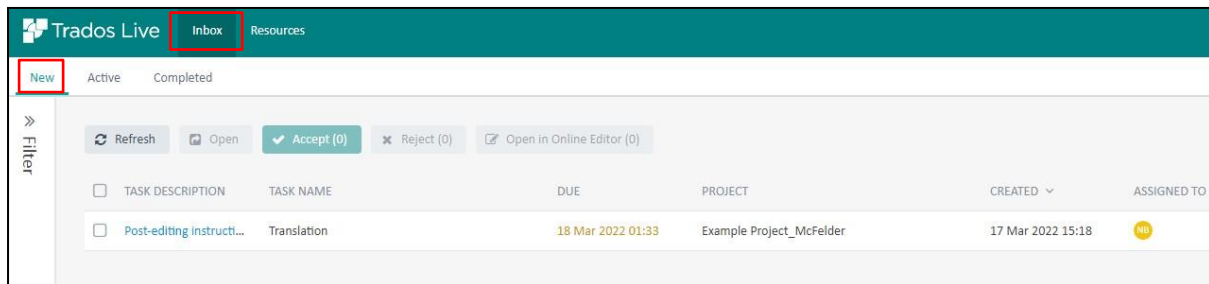
The screenshot shows the RWS ID Sign Up form. At the top, it says "RWS ID" with a logo and "formerly SDL ID". Below that is a "Sign Up" heading. There are two tabs: "Log In" and "Sign Up". The "Sign Up" tab is active. The form contains the following fields and elements:

- Email field: "yours@example.com"
- Password field: "your password" with an eye icon for toggling visibility.
- First name field: "Enter your first name"
- Last name field: "Enter your last name"
- Privacy Policy checkbox: ☐ I confirm I have read and accepted the [Privacy Policy](#) and am clear on how my data is processed by RWS
- Terms and Conditions checkbox: ☐ Accept [terms and conditions](#)
- Sign Up button: "SIGN UP >"

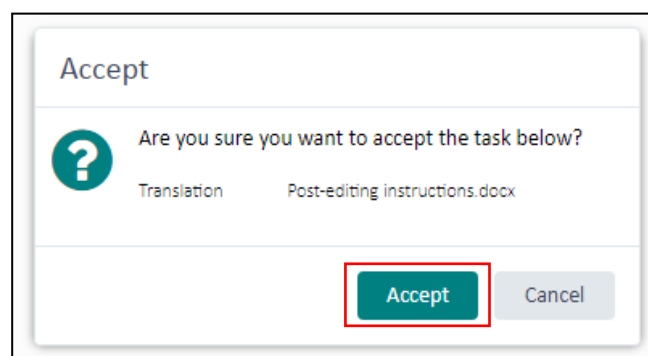
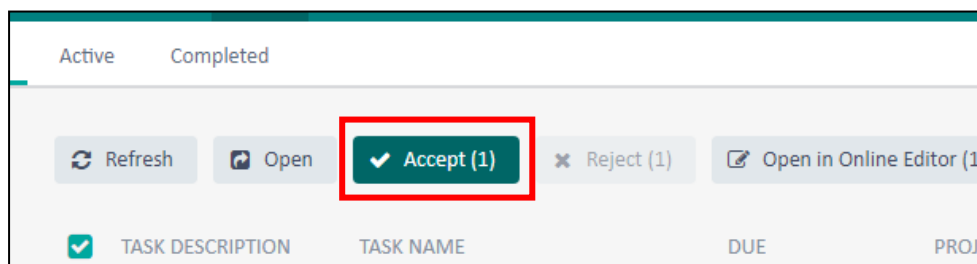
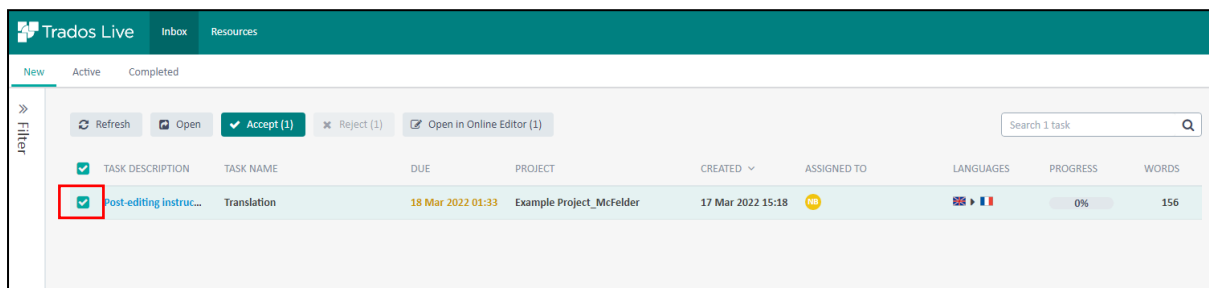
Once logged in, you will need to select the job(s) assigned to you and accept it – at this stage the tasks will move from **New** to **Active**.

Accepting Tasks

The Translation, Proofreading/Linguistic Review or Implement Linguistic Review job(s) assigned to you by the project manager will appear under 'New' in your **Inbox**.



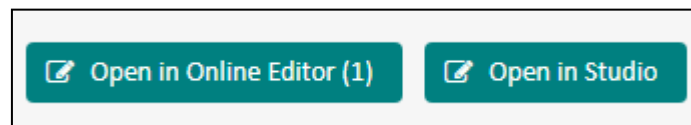
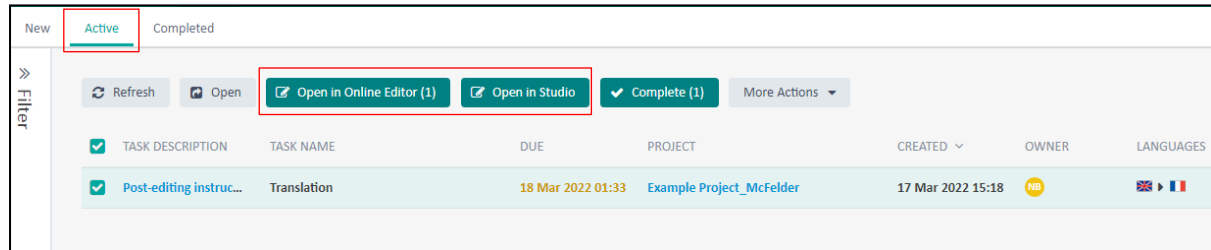
To be able to work on the job, you need to **accept** it by ticking the box and clicking 'Accept'.



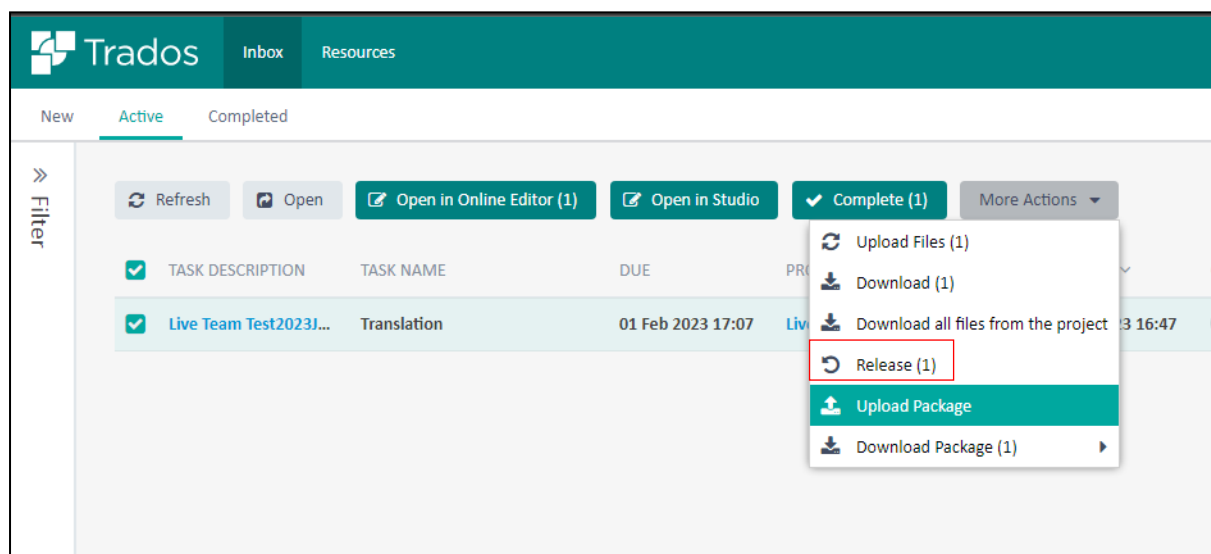
Accepted tasks will move to the **'Active'** tab in your inbox.

Working on a job can be done in two ways:

- *Open in Online Editor* – accessible to everybody through their web browser
- *Open in Studio* – accessible only to those subscribed to SDL Trados



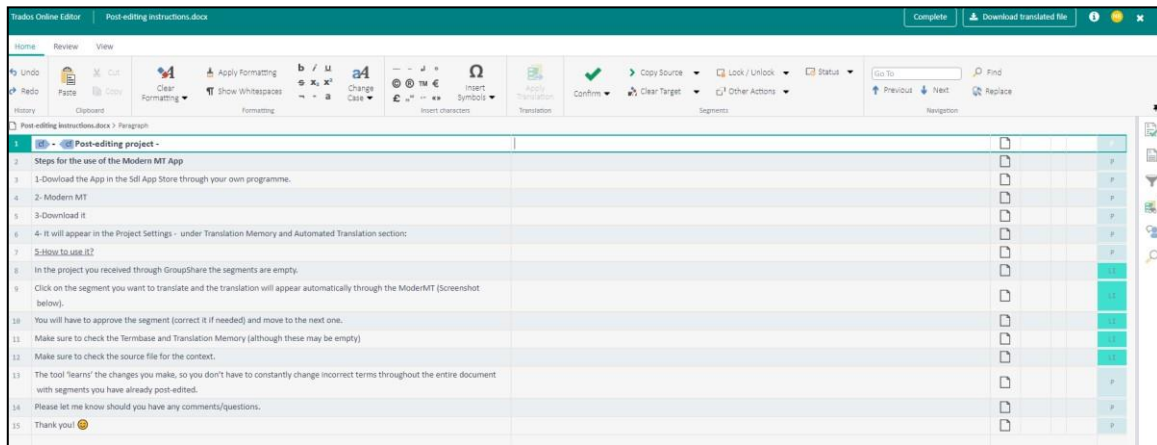
In the case of accidentally accepting a task or accepting a task you are unable to perform, it can *Release* it by selecting the task, going to **'More Actions'** and selecting **'Release'**.



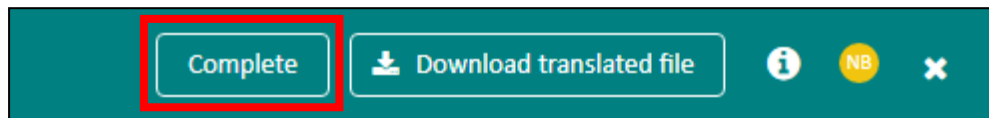
Translating

Translating in Online Editor

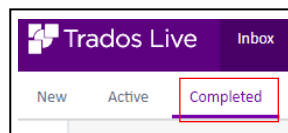
If opening a translation task using the **Online Editor**, it will appear as in the example below:



Click **Complete** once the task is finished and the translation is ready to be moved onto the proof-reader or project manager.

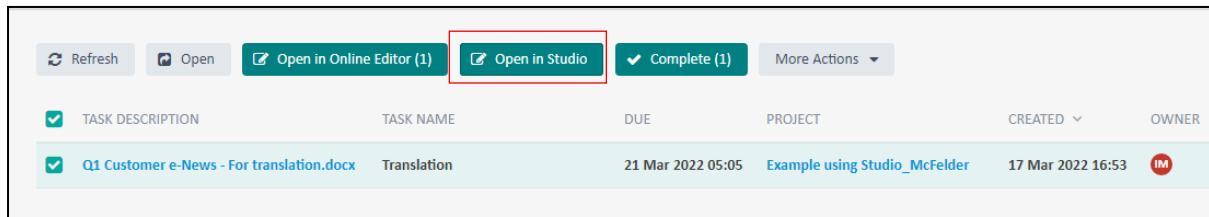


Finished tasks will move to the **Completed** tab in your inbox:

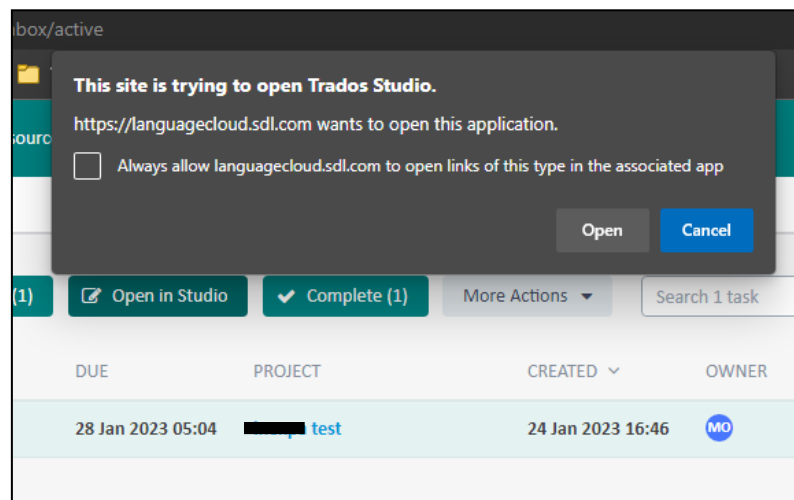


Translating in Studio

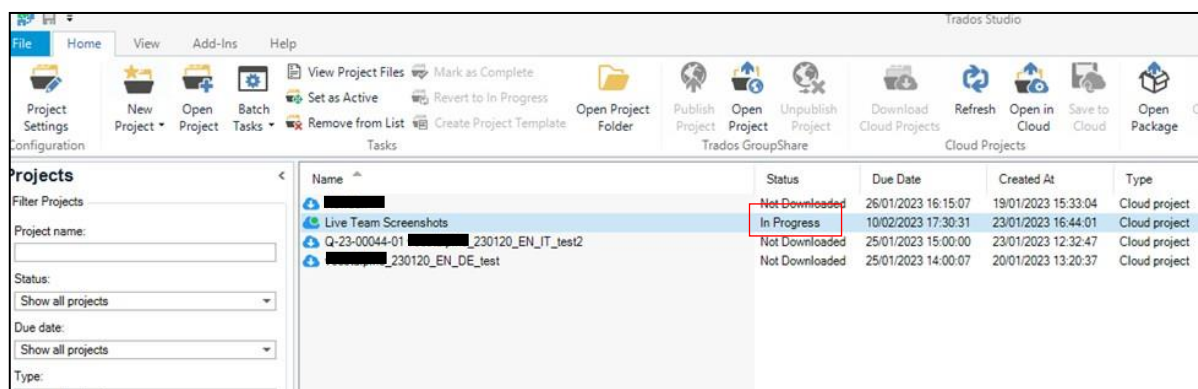
This will only be accessible for translators who already have an SDL Trados subscription. Ensure you are logged in with your **Trados Team** account from within **Trados Studio** (the same user). The process using Studio remains the same. Ensure to save the task.



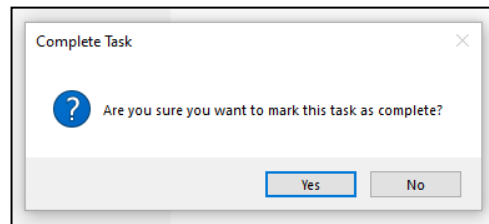
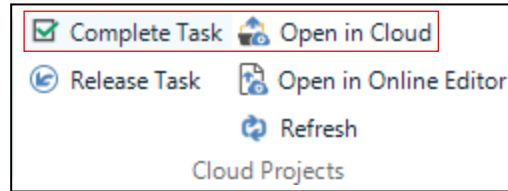
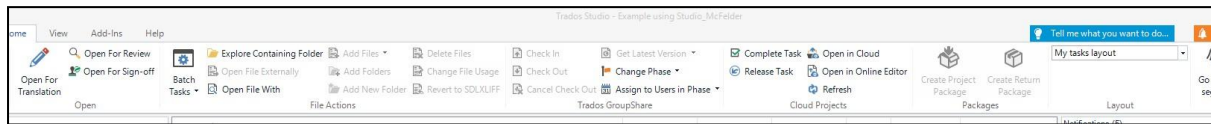
Make sure popups aren't blocked so Trados Live can redirect the project to Studio.



When Trados Studio opens, the project will appear '**in progress**' in the *Projects dashboard*. Open it through the *Files dashboard* and you will be able to access translation memories from the same customer.



Once the job is complete, use the control panel to **‘Complete Task’**.

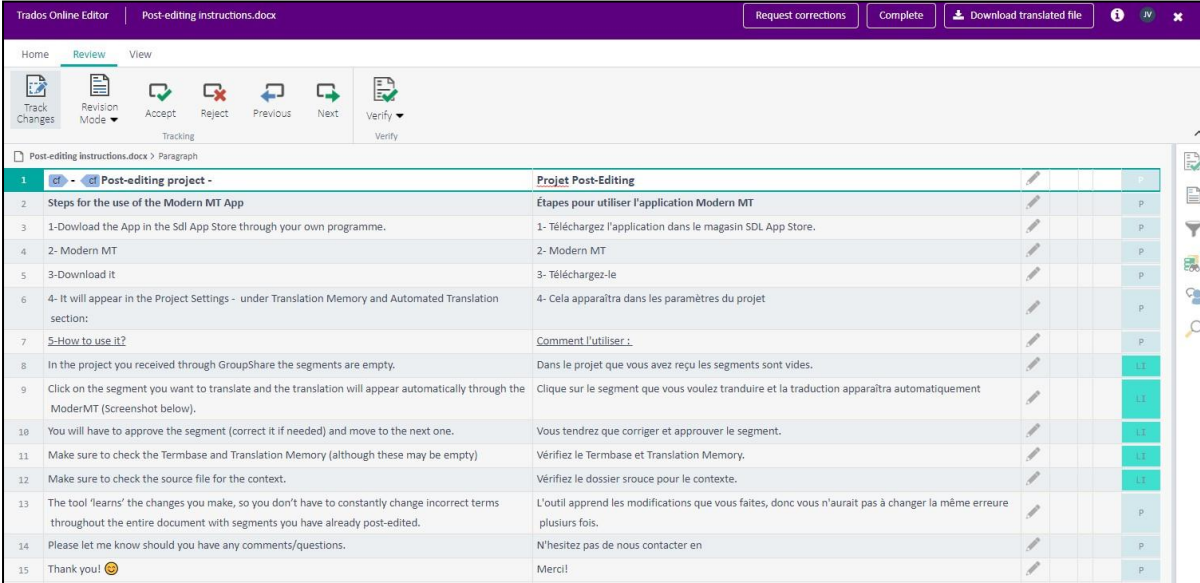


In the notifications pane, select **‘Open Task in Language Cloud’** to check whether the task was completed successfully.

Proofreading and Post-editing

Proofreading/Post-editing in Online Editor

If working on the **Online Editor** on a proofreading/post-editing tasks, the already completed translation will appear as in the example below:



Trados Online Editor | Post-editing instructions.docx

Request corrections Complete Download translated file

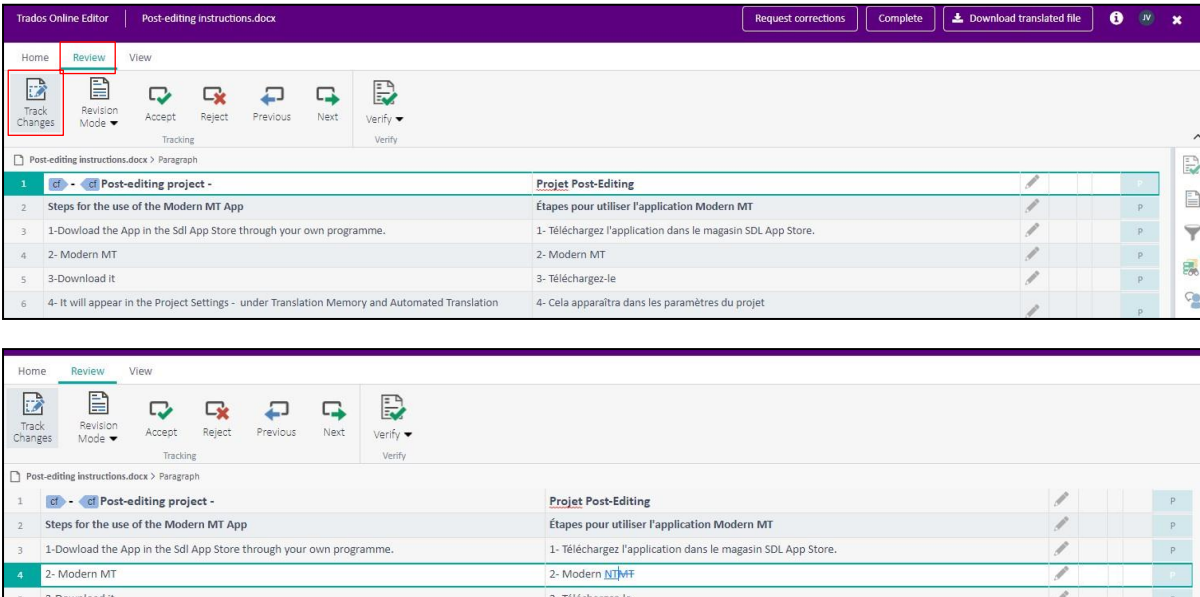
Home Review View

Track Changes Revision Mode Accept Reject Previous Next Verify

Post-editing instructions.docx > Paragraph

1	cf - Post-editing project -	Projet Post-Editing			
2	Steps for the use of the Modern MT App	Étapes pour utiliser l'application Modern MT			P
3	1-Download the App in the Sdl App Store through your own programme.	1- Téléchargez l'application dans le magasin SDL App Store.			P
4	2- Modern MT	2- Modern MT			P
5	3-Download it	3- Téléchargez-le			P
6	4- It will appear in the Project Settings - under Translation Memory and Automated Translation section:	4- Cela apparaîtra dans les paramètres du projet			P
7	5-How to use it?	Comment l'utiliser :			P
8	In the project you received through GroupShare the segments are empty.	Dans le projet que vous avez reçu les segments sont vides.			L1
9	Click on the segment you want to translate and the translation will appear automatically through the ModerMT (Screenshot below).	Cliquez sur le segment que vous voulez traduire et la traduction apparaîtra automatiquement			L1
10	You will have to approve the segment (correct it if needed) and move to the next one.	Vous devrez que corriger et approuver le segment.			L1
11	Make sure to check the Termbase and Translation Memory (although these may be empty)	Vérifiez le Termbase et Translation Memory.			L1
12	Make sure to check the source file for the context.	Vérifiez le dossier source pour le contexte.			L1
13	The tool 'learns' the changes you make, so you don't have to constantly change incorrect terms throughout the entire document with segments you have already post-edited.	L'outil apprend les modifications que vous faites, donc vous n'auriez pas à changer la même erreur plusieurs fois.			P
14	Please let me know should you have any comments/questions.	N'hésitez pas de nous contacter en			P
15	Thank you! 😊	Merci!			P

Before making any changes, ensure that **Track Changes** are enabled in the **Review** tab:



Trados Online Editor | Post-editing instructions.docx

Request corrections Complete Download translated file

Home Review View


Track Changes Revision Mode Accept Reject Previous Next Verify

Post-editing instructions.docx > Paragraph

1	cf - Post-editing project -	Projet Post-Editing			
2	Steps for the use of the Modern MT App	Étapes pour utiliser l'application Modern MT			P
3	1-Download the App in the Sdl App Store through your own programme.	1- Téléchargez l'application dans le magasin SDL App Store.			P
4	2- Modern MT	2- Modern MT			P
5	3-Download it	3- Téléchargez-le			P
6	4- It will appear in the Project Settings - under Translation Memory and Automated Translation	4- Cela apparaîtra dans les paramètres du projet			P

Once all the required changes are made, click on **'Complete'** and then **'Reject'** to send the review back to the Translator to Validate the changes.


Complete Linguistic Review

 Choose an outcome and confirm that you want to complete this Linguistic Review task

Outcome *

☐ Accept

☒ Reject

Additional comments:  *

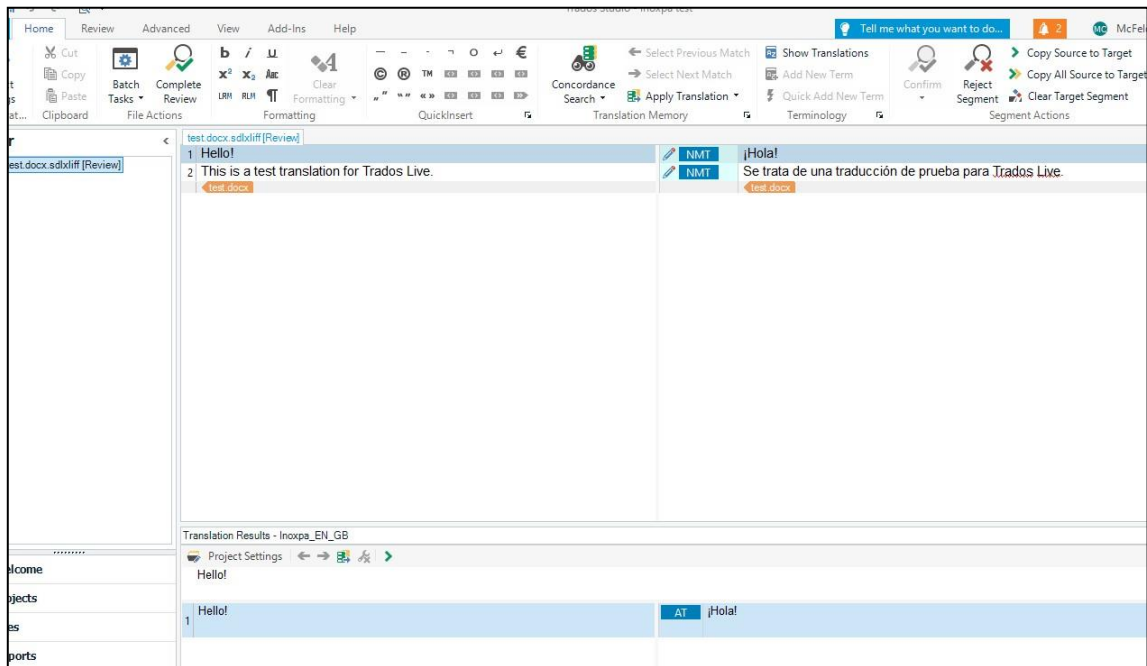
Please, provide proofreading validation|

Complete task

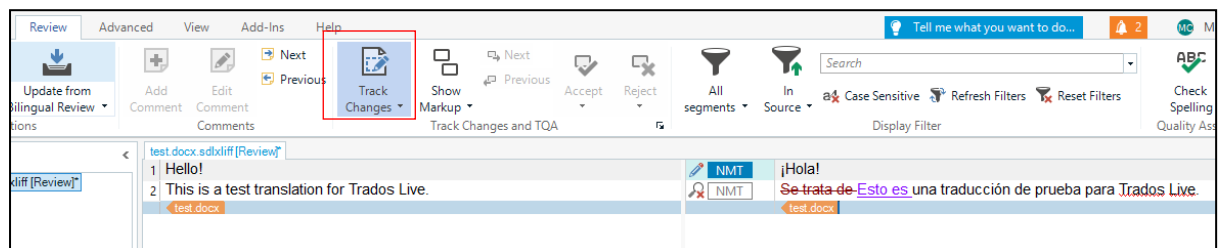
Cancel

Proofreading/Post-editing in Studio

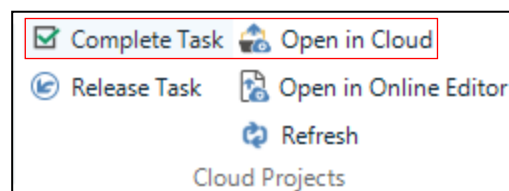
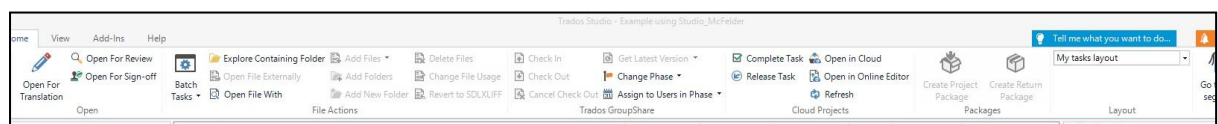
Once the project is **accepted** in your *Inbox*, the translation can be opened on *Studio*.




Before making any changes, ensure that **Track Changes** are enabled in the *Review* tab.



Once the job is complete, use the control panel to **'Complete Task'** and then **'Reject'**.




Complete Linguistic Review

 Choose an outcome and confirm that you want to complete this Linguistic Review task

Outcome *

☐ Accept

☒ Reject

Additional comments:  *

Please, provide proofreading validation

Complete task

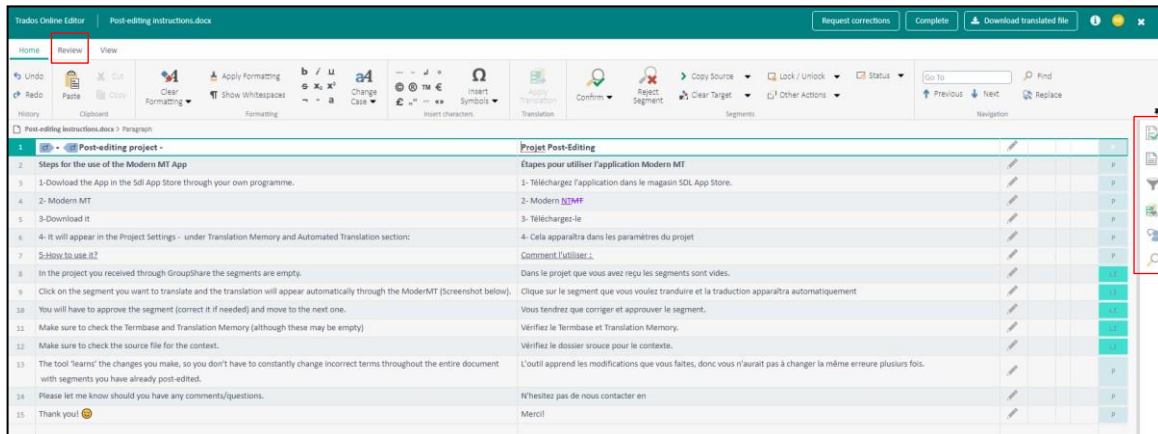
Cancel

In the notifications pane, select **'Open Task in Language Cloud'** to check whether the task was completed successfully.

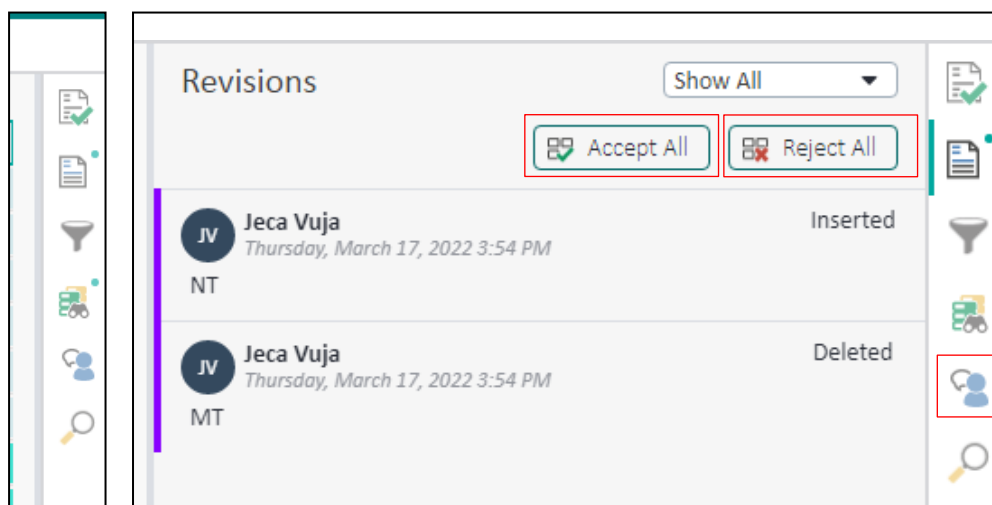
Proofreading Validation

Proofreading Validation/Implement Linguistic Review in Online Editor

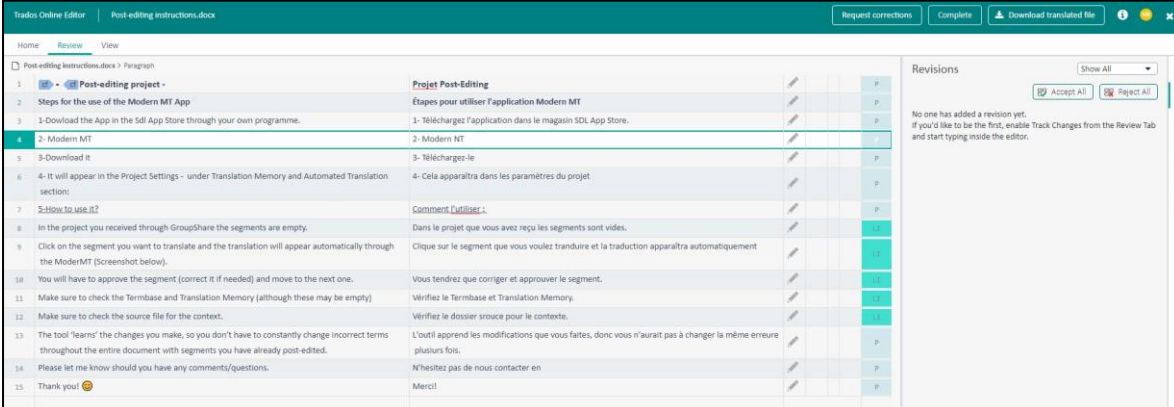
The translator is to accept or reject changes made by the proofreader. As with the translation and proofreading stages, the task must be **accepted** in the 'New' tab in inbox. The 'Implement Linguistic Review' task will appear in the translator's inbox only once the proofreader has completed their task.



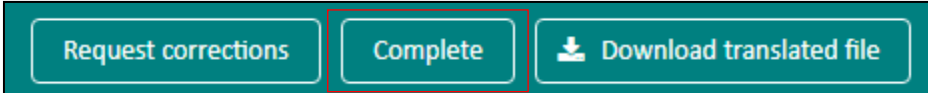
In the 'Review' tab, use the functions to **accept** or **reject** the suggested changes made by the proofreader.



The side panel can be used to see individual changes and accept or reject all the changes in the document. Comments can also be viewed here.

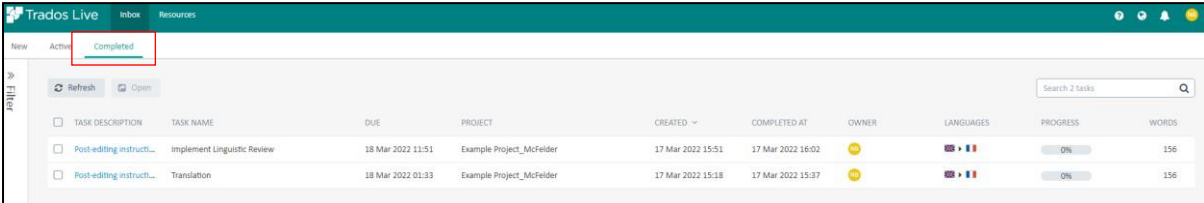


The screenshot shows the Trados Online Editor interface. On the left, there is a list of revisions with columns for line number, original text, translated text, and status. On the right, there is a detailed view of a specific revision, showing the original text, the translated text, and a comment. The interface includes buttons for 'Request correction', 'Complete', and 'Download translated file'.



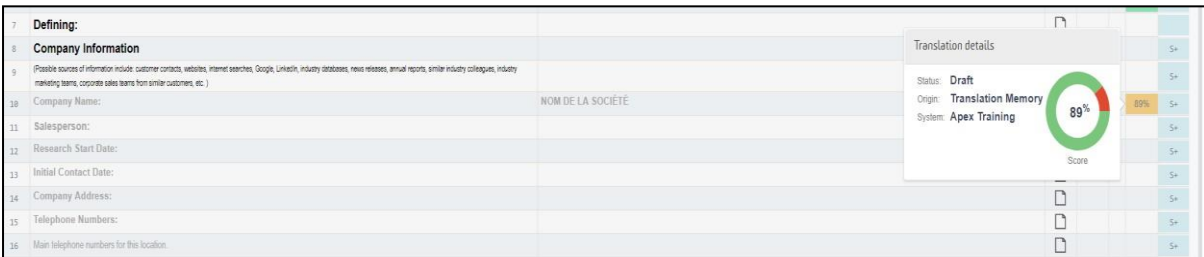
Three buttons are shown: 'Request corrections', 'Complete', and 'Download translated file'.

Tasks completed successfully will move to the 'Completed' tab of your inbox.



The screenshot shows the Trados Live inbox. The 'Completed' tab is selected, and a list of tasks is displayed. The tasks include 'Post-editing instructions...' and 'Translation'. The list has columns for task description, task name, due date, project, created date, completed at, owner, languages, progress, and words.

Translation memories available for the project will appear in the translation:

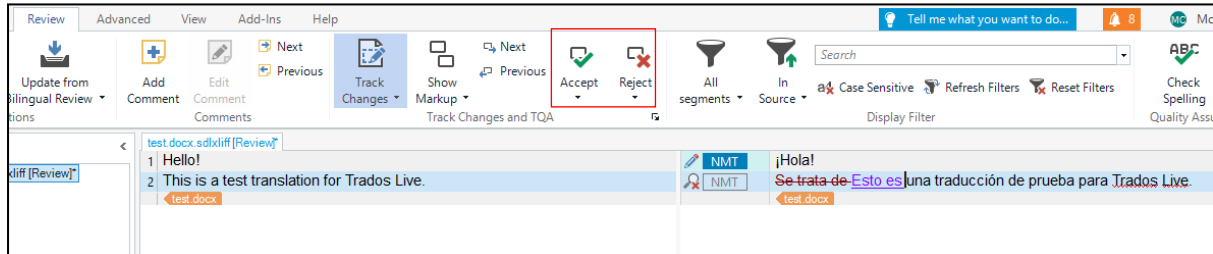


The screenshot shows the Trados Live translation interface. On the left, there is a list of translation memories. On the right, there is a detailed view of a specific translation memory, showing the status, origin, system, and a score. The interface includes buttons for 'Request correction', 'Complete', and 'Download translated file'.

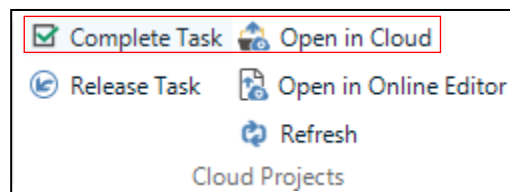
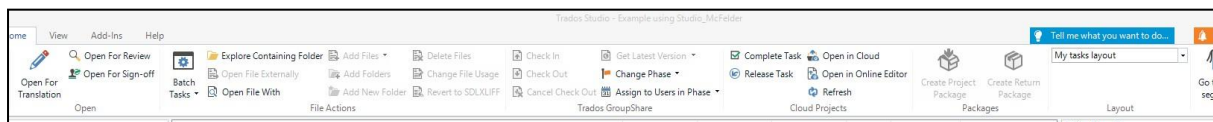
Proofreading Validation/Implement Linguistic Review in Studio

Once the project is **accepted** in your *Inbox*, the proofread file can be opened on *Studio*.

In the **'Review'** tab, use the functions to **accept** or **reject** the suggested changes made by the proofreader.



Once the job is complete, use the control panel to **'Complete Task'**.



In the notifications pane, select **'Open Task in Language Cloud'** to check whether the task was completed successfully.