

## memoQ glossary

Those new to translation of translation environment tools may be unfamiliar with the terms often used to describe features and tasks of the software. Here are some brief descriptions of important concepts and tools which will be introduced by practical examples in this book.

context menu	The menu opened by right-clicking.
corpus	A collection of thematically related documents and files, the container for information in memoQ LiveDocs.
Dashboard	The screen which appears when memoQ is first started, with the list of projects.
filter	A light resource for importing the translatable content of a given file type.  A filter may also be a selection or sorting criterion for content in the translation grid or the dialog to create views.
fuzzy match	A data unit such as a translation memory or LiveDocs segment or term base entry which is similar but not exactly like another data unit.
heavy resource	Translation memories, term bases, LiveDocs corpora and Muses in memoQ.
homogeneity	Similarity of segments within a document or group of documents analogous to fuzzy matches in a translation memory.
interoperability	The successful exchange of necessary project data between diverse tools or software and/or hardware platforms.
light resource	Settings or data used for performing or supporting certain tasks, such as segmentation, autocorrection, stop word filtering, keyboard shortcut configuration, etc. These configurations can be saved in external files and exchanged with other memoQ installations.
LiveDocs	A corpus-based module of memoQ for managing bilingual, monolingual or binary reference information. Alignments can be performed with some LiveDocs features. Bilingual elements in LiveDocs corpora function in a manner similar to translation memories, except that they offer full context for matches or concordance search hits.
master TM	The translation memory to which working TM data are written when the project is wrapped up.
match	Data which are exactly like or similar to other data, such as a translation unit stored in a translation memory. The quality of a match is usually expressed as a percentage of similarity, adjusted for various weightings.
menu	A list of commands in the user interface.

monolingual review	A feature in memoQ allowing edited monolingual target documents to be re-imported and reverse-aligned with the translation for purposes of updating translations and translation memory or LiveDocs resources.
Muse	A trained predictive typing resource created from selected data; information which occurs at least five times in the training data is offered as a suggestion when typing if the feature is active.
non-translatable	An expression which does not change from the source to the target language and which is stored in a special light resource list.
package	A collection of translatable data and possibly resources intended to be passed from one user to another. Packages created by memoQ are called “Handoff Packages”; memoQ is also able to import such data from other environments such as SDL Trados Studio, SDL World Server, STAR Transit and the TIPP exchange format.
pretranslate	A preparation step in which various means may be used to translate some or all of a file before human involvement continues and improves and/or completes the translation. These steps may include TM- or LiveDocs-based translation, machine pseudo-translation or fragment assembly.
project	Translation is organized in “projects” in memoQ, with all the translatable files and integration of the TMs, TBs, LiveDocs corpora and settings used.
project template	Introduced with memoQ 2014, project templates enable standard resources to be committed to or created for a project and certain automated tasks to be performed. Templates reduce set-up time and ensure greater consistency in project management.
ranking	The priority of a memoQ term base for matching and inserting terms in a translation.
Recycle Bin	The location in which memoQ projects are placed out of view and from which they may be deleted later.
regex	Regular expressions – a symbolic notation system used to match data according to systematic rules with the intent of selecting, importing or changing the data in some defined way.
ribbon	A wide functional toolbar with large icons, submenus and groupings which replaced the menubar structure of memoQ version 2014 and earlier.
segment	A unit of text into which the translation environment (memoQ) divides a source text. Segments may be joined or split during work, and well-tuned segmentation rules can significantly improve the ease of translation.

Startup Wizard	A guided tour dialog intended to introduce new memoQ users to basic settings options before they begin work with the environment.
statistics	A function in memoQ for analyzing word, character and tag counts and assessing the similarity of translation texts to past translated content in translation memory and LiveDocs resources or internal similarities (homogeneity) in texts.
status	<p>There are two types of status in memoQ: document workflow status and segment status.</p> <p>Documents may have one of three statuses in each of the three possible stages of the workflow (translation, first review, second review) – <i>not started</i>, <i>in progress</i> and <i>finished</i>.</p> <p>A segment in a translation document may have the status <i>not started</i>, <i>edited</i>, <i>pre-translated</i>, <i>fragments</i>, <i>confirmed</i> and <i>rejected</i>, indicated by various colors.</p>
tag	A structured label for information or formatting in the translation grid.
term base	A database of terminology (in any number of languages in memoQ). Term bases may be used in memoQ to guide terminology choices and to verify the proper use of terms in QA.
toolbar	A horizontal array of small command icons.
translation file	A file which is imported into a memoQ project for translation.
translation memory	A bilingual database of “translation units” corresponding to the segmentation of a translated text. Translation memories can be used to identify identical or similar content in new texts to be translated.
translation unit	A translated segment, typically stored in a translation memory or bilingual LiveDocs resource.
view	A filtered selection of a translation file or document. Views may be exported and translated separately or assigned as translation content in projects.
wizard	A guide for particular procedures or configurations, usually consisting of multiple “pages” for the sequential steps to be performed.
working TM	The translation memory in a project to which data is written.
wrap-up	A process of final management for a completed memoQ project in which resources no longer needed are deleted, master records are updated and, if a project template is used, certain other automated tasks may be performed.
X-translate	Pretranslation using a previously translated document version as the reference rather than a translation memory or LiveDocs corpus.