

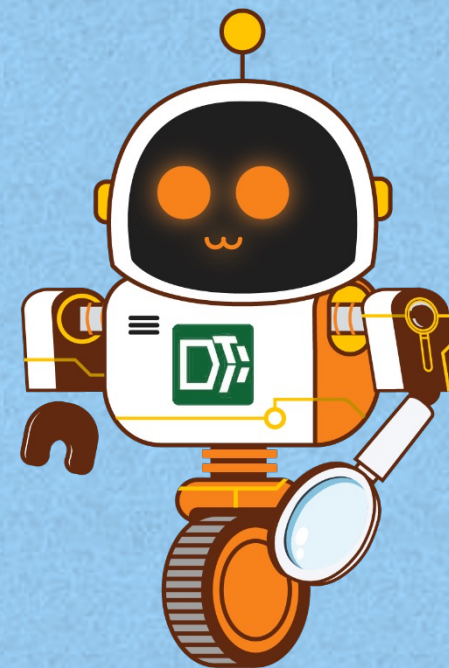


譯 DEEP  
谷 TRANSLATE

# 译谷系统

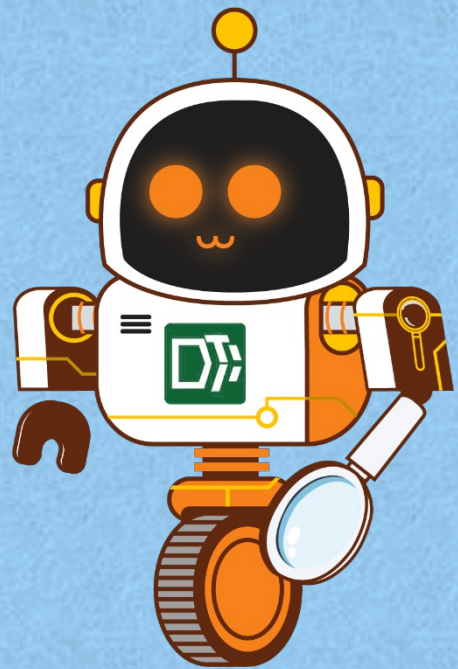
## 用户手册

版本日期：2022年8月8日



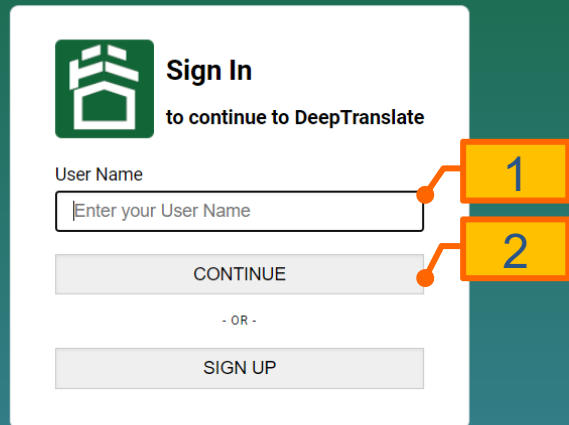
# 目录


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  - b) 文件翻译
  - c) 文字翻译
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# 1) 登入

登入你的译谷账户。



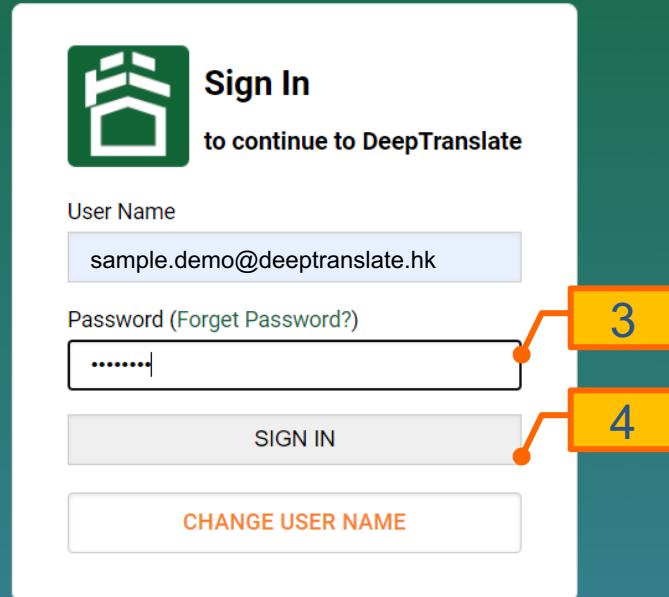
 **Sign In**  
to continue to DeepTranslate


User Name

- OR -

1

2



 **Sign In**  
to continue to DeepTranslate

User Name

Password (Forget Password?)

3

4

## 2) 翻译

登入后或按页顶的 **Translate** 后，你会进入 **Translate (翻译)** 页面。

1 - 可选择翻译文件或文字



2 - 选择翻译语言

3 - 自选翻译设定，详见下页。

The screenshot shows the DeepTranslate website interface. At the top, there is a navigation bar with the logo and links for 'Translate', 'My Documents', 'Quality Check', 'My Styles', and 'Contact'. A yellow arrow points to the 'Translate' button. Below the navigation bar, there are two tabs: 'DOCUMENT' and 'TEXT'. A yellow box highlights the 'TEXT' tab. In the center, there are four language pair options: 'ENGLISH TO ENGLISH', 'ENGLISH TO CHINESE', 'CHINESE TO ENGLISH', and 'CHINESE TO CHINESE'. A yellow box highlights the 'CHINESE TO ENGLISH' option. Below these options, there is a large area with the text 'DROP HERE or click HERE to select a file'. Underneath, there is a 'File:' section with supported formats (Word, PowerPoint, Excel, PDF, TXT) and an 'Upload MULTIROUND / REFERENCE Documents' button. At the bottom, there is a 'Your Description \*' field and a 'TRANSLATE' button. On the left side, there is a 'Translation Settings' panel with options for 'Target Language', 'Domain', 'My Styles', and 'Format'. A yellow box highlights this panel. A yellow arrow points from the first instruction box to the 'Translate' button, and another yellow arrow points from the second instruction box to the 'CHINESE TO ENGLISH' option. A third yellow arrow points from the third instruction box to the 'Translation Settings' panel.

## 2a) 设置翻译设定

在左方的翻译设定面板，您可就以下各项作出选择：

### 1. 译文语言

根据读者选择译文语言的语言风格

### 2. 领域

使用港交所模式(Finance – HKEX)时，可按需要输入股份代号及点选公告(Announcement)

### 3. 翻译风格

使用翻译记忆库(TM)/词汇表，可使翻译更准确和一致。详见「使用翻译记忆库 / 词汇表」(第8页)

### 4. 格式

选择日期和数字格式。

### Translation Settings

Target Language:

UK Style

US Style

按  展开选单

Domain:

Finance - HKEX

00388 - Hong Kong Exchanges and Clearing

如需要，可输入股份代号

Announcement

翻译公告时可点选

Finance - general

My Styles:

No. of TMs: 0

ADD


如需要，可使用翻译记忆库 / 词汇表  
(详见第8页)

No. of Glossaries: 1

ADD

Format:

 Currency Format:

 Date Format: 01 January 2020

 Number Format: 100,000,000

1

2

3

4

## 2b) 文件翻译

选择翻译设定后，可以开始在**文件翻译**页面翻译文件。

1 – 上载原文文件

The screenshot shows the DeepTranslate website interface. At the top, there is a navigation bar with the logo and menu items: Translate, My Documents, Quality Check, My Styles, and Contact. Below the navigation bar, there are tabs for DOCUMENT and TEXT. The main content area is titled "DROP HERE or click HERE to select a file". Below this, there is a list of files to be translated, including "Document to be translated.docx - 12215 bytes". There is also a section for "Your Description \*" with a text input field containing "New Translation Job". At the bottom right, there is a "TRANSLATE" button.

2 – 添加描述或备注 (可选择是否填写)

3 – 立即翻译

## 2c) 文字翻译

选择翻译设定后，可以开始在**文字翻译**页面翻译文字。

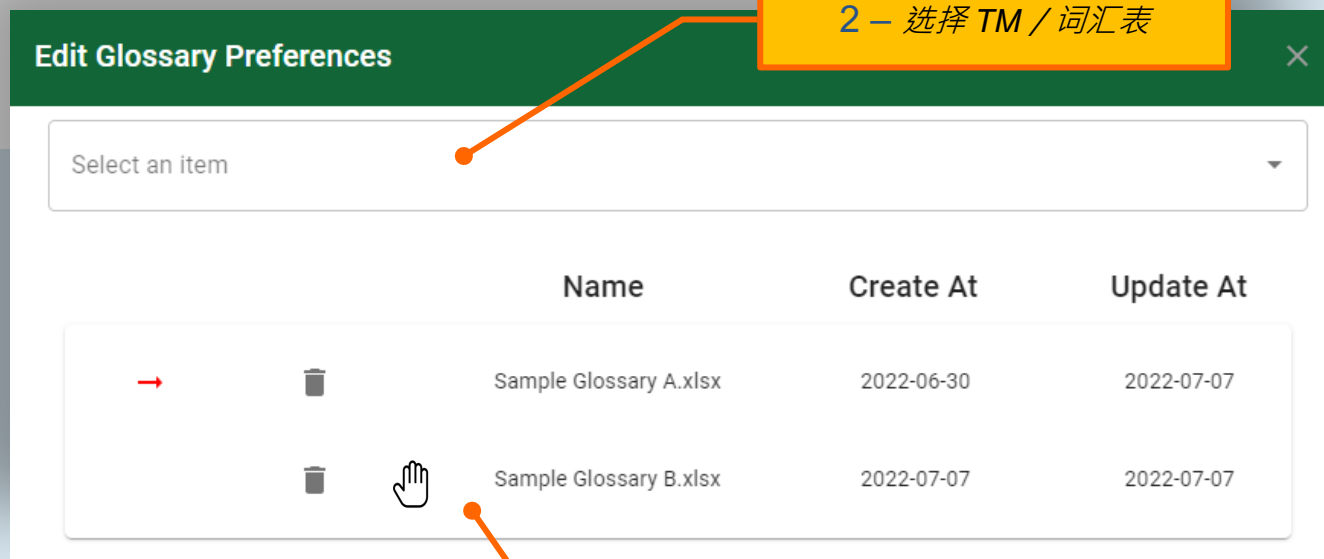
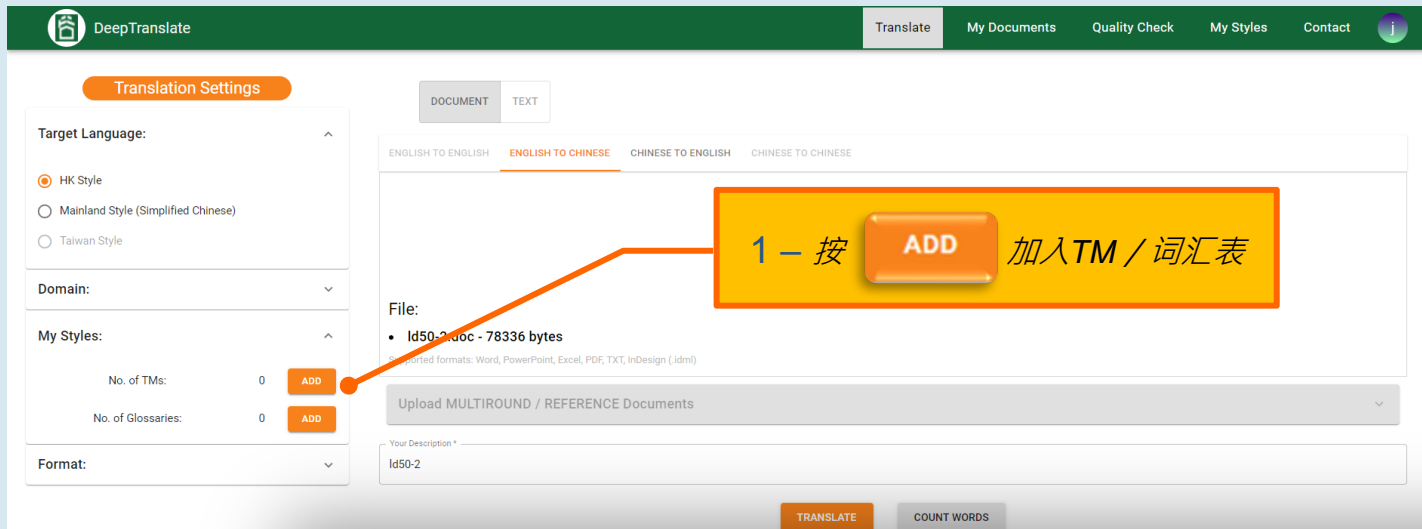
每次最多翻译5000字。

1 – 输入原文

2 – 立即翻译

3 – 即时查看译文

The screenshot displays the DeepTranslate website interface. At the top, there is a navigation bar with the logo and menu items: Translate, My Documents, Quality Check, My Styles, and Contact. On the left side, there is a 'Translation Settings' panel with sections for 'Target Language' (set to HK Style), 'Domain', 'My Styles' (with 'No. of TMs' and 'No. of Glossaries' both at 0), and 'Format' (with 'Currency Format', 'Date Format: 2020年1月1日', and 'Number Format: 100百萬'). The main content area is split into two panes: 'ENGLISH' and 'CHINESE'. The 'ENGLISH' pane contains the source text: 'For the five months ended 31 May 2022, the aggregate contracted sales of the Company, its subsidiaries and associated companies (the "Group") was approximately RMB1,164 billion, the aggregate contracted gross floor area was 145,504 sq.m. and the average selling price was approximately RMB7,998.6 per sq.m..'. The 'CHINESE' pane contains the translated text: '截至2022年5月31日止五個月，本公司、其附屬公司及聯營公司（「本集團」）的總合約銷售額約為人民幣1,164百萬元，總合約建築面積為145,504平方米及平均售價約為每平方米人民幣7,998.6元。'. Below the text panes is a 'TRANSLATE' button. A lightbulb icon with the text 'You can also translate by pressing ctrl + enter' is visible. Three orange callout boxes with arrows point to the 'TRANSLATE' button and the translated text in the Chinese pane.



## 2d) 使用翻译记忆库 / 词汇表

使用翻译记忆库(TM)和词汇表，有助提高准确度和一致性。

建立 TM和词汇表的教学，请参阅第11-15 页。

3 - 可排优先次序，系统会优先套用最顶端的一项





### 3) 查阅及下载翻译结果

翻译及品质检查的结果可以在 **My Documents (我的文件)** 页面下载。

DeepTranslate

Translate My Documents Quality Check My Styles Contact

Menu

Auto purge file after **90** days  
You should save results on your own computer.

This monthly usage: **2629** Previous monthly usage: **36849**

Total disk storage used: **99.2 MB**

My Result


Last refresh time: 7/8/2022, 3:34:44 PM


Recent Translations Quality Check

ACTIVE PURGED

Job Code	Create Date	Your Description	User	Status	Action
T-TC2UK	7/8/2022, 3:33:17 PM	Text Translation	jeffrey.wan.fin@deepranslate.hk	Complete Credit Usage: 32	Orig AI
T-TE2HK	7/7/2022, 4:28:05 PM	Text Translation	jeffrey.wan.fin@deepranslate.hk	Complete Credit Usage: 24	Orig AI
T-TE2HK	7/7/2022, 4:27:11 PM	Text Translation	jeffrey.wan.fin@deepranslate.hk	Complete Credit Usage: 24	Orig AI
T-TE2HK	7/7/2022, 4:24:47 PM	Text Translation	jeffrey.wan.fin@deepranslate.hk	Complete Credit Usage: 24	Orig AI

10 rows | 1-10 of 209

按  下载原文文件

按  下载译文文件及品质检查结果

# 4) 品质检查

**Quality Check (品质检查)**  
工具可确保翻译质素。

注：使用**Glossary Check (词汇表校对)**时必须选择词汇表。

1 - 选择品质检查工具

4 - 在 My Documents (我的文件)  
下载检查结果



CALL FIGURES

GLOSSARY CHECK

CONSISTENCY CHECK

ACCURACY CHECK

Call Figures

Upload source file

Upload target file

Drop a document here

Upload a .doc,.docx,.ppt,.pptx or .pdf  
or click [HERE](#) to select a file



Drop a document here

Upload a .doc,.docx,.ppt,.pptx or .pdf  
or click [HERE](#) to select a file



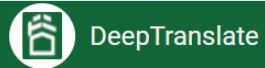
MY DOCUMENT

MY DOCUMENT

SUBMIT

2 - 上载原文及译文文件

3 - 立即检查



Translate

My Documents

Quality Check

My Styles

Contact



Quality Check -  
Functionality

Call Figures

Call Figures tries to match up figures (i.e. numbers, dates and times) in FILE 1 (Source) with those in FILE 2(Translation).

Glossary Check

Glossary Check tries to match up user defined glossary in FILE 1 (Source) with those in FILE 2(Translation). It detects instances where glossary terms were translated in a manner inconsistent with the glossary.

Consistency Check

Consistency Check tries to detect terms that were translated in more than one way.

1 - 进入GLOSSARY ( 词汇表 ) 页面

DeepTranslate Translate My Documents Quality Check My Styles Contact

GLOSSARY TM

### My Glossary

Glossary Name	Glossary Description	Create Date	Update Date	Quick Actions
glossary list.xlsx		2/15/22 5:18 PM	2/15/22 5:18 PM	

2 - 建立词汇表

3 - 上载词汇表  
( 须为 .xlsx 档案 )

Drop a file here or click here to select a file to upload  
We accept files in .xlsx format

## 5a) 建立词汇表

词汇表有助确保译文准确一致。

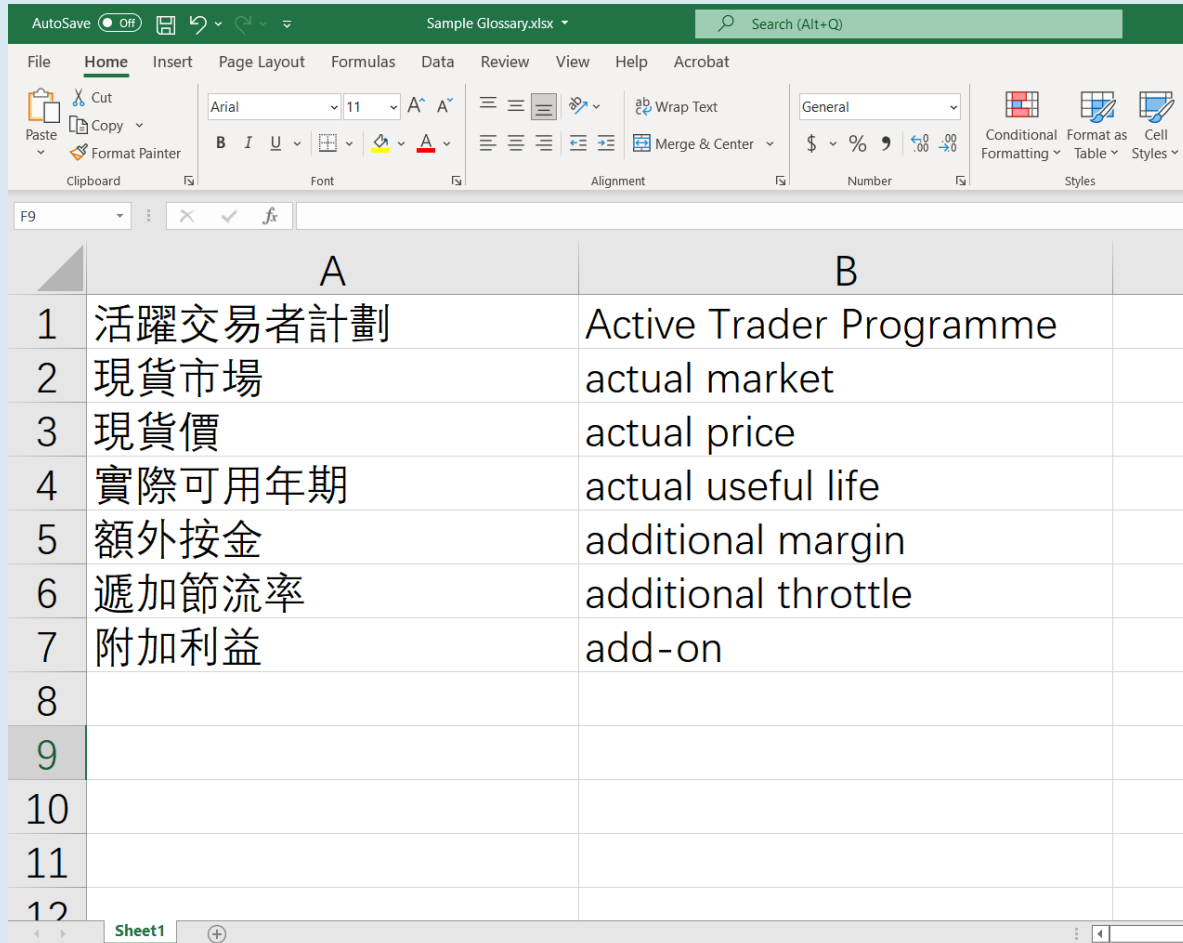
建立词汇表后，可以用于翻译或词汇表校对。

## 5a) 建立词汇表 (续)

左图是词汇表的样本  
(.xlsx 格式)。

在左列输入中文，在右列  
输入英文，毋须输入标题。

词汇表用于英译中时有大  
小楷之分。(“US”和“UK”  
等单字除外)。



The screenshot shows the Microsoft Excel interface with a sample glossary table. The table has two columns: Column A for Chinese terms and Column B for English terms. The rows are numbered 1 through 12. The data is as follows:

	A	B
1	活躍交易者計劃	Active Trader Programme
2	現貨市場	actual market
3	現貨價	actual price
4	實際可用年期	actual useful life
5	額外按金	additional margin
6	遞加節流率	additional throttle
7	附加利益	add-on
8		
9		
10		
11		
12		

## 5a) 建立词汇表 (续)

2 - 请确保「左中右英」，  
需要时按此换位。

3

DeepTranslate



Sample Glossary.xlsx\*

\*\* Please be reminded that glossary is case sensitive for English to Chinese translations (except single word glossary entries, e.g. 'US' and 'UK')\*\*  
\*\* Please click save after editing the glossary

中文	English
活躍交易者計劃	Active Trader Programme
現貨市場	actual market
現貨價	actual price
實際可用年期	actual useful life
額外按金	additional margin
遞加節流率	additional throttle

25 rows |< < 1-7 of 7 > >|

上載Excel試算表檔案后：

1. 检查词汇表，如发现有任何错漏，请关闭此弹出视窗，在Excel改正错漏后重新上载新档案。
2. 请确保「左中右英」，需要时按  换位。
3. 按  储存。

# 5b) 建立TM

以经审阅的文件建立翻译记忆库(TM)，有助确保日后的翻译准确度和一致性。

1 - 进入TM页面

2 - 建立TM

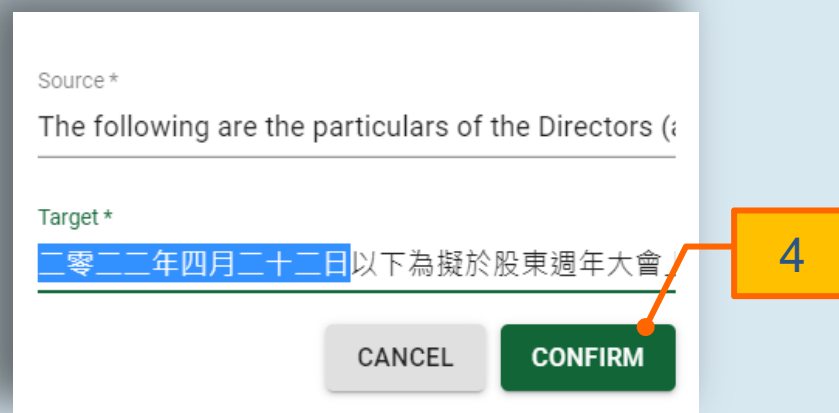
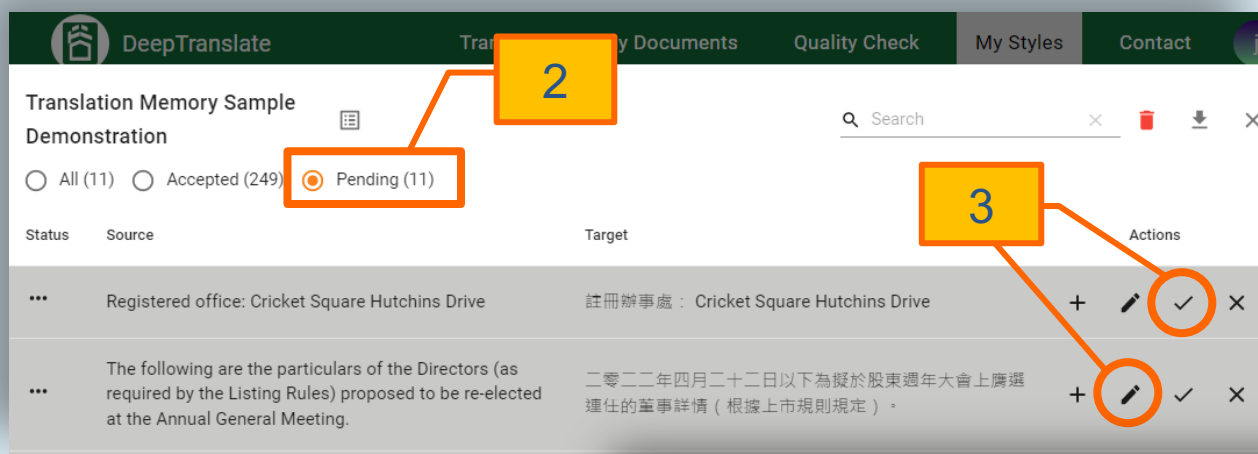
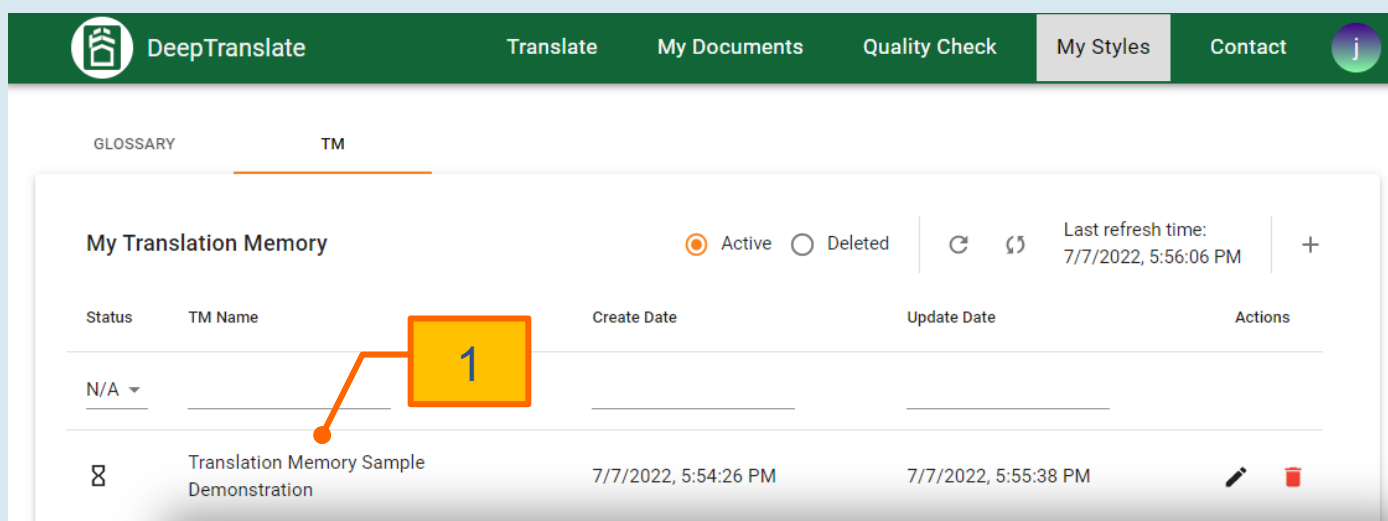
3 - 上载原文及译文文件

4 - 选择语言

5 - 为TM命名

5 - 点击提交

The screenshot displays the DeepTranslate web interface for creating a Translation Memory (TM). The top navigation bar includes 'DeepTranslate', 'Translate', 'My Documents', 'Quality Check', 'My Styles', and 'Contact'. Below this, a 'GLOSSARY' section features a 'TM' tab. The main content area is titled 'My Translation Memory' and includes a table with columns for 'Status', 'TM Name', 'Create Date', 'Update Date', and 'Actions'. A '+ ' button is located in the top right of this section. Below the table, there are two large upload areas labeled 'SOURCE' and 'TARGET'. The 'SOURCE' area has a file named 'TM sample listco English.docx' and a language dropdown set to 'English'. The 'TARGET' area has a file named 'TM sample listco Chinese.docx' and a language dropdown set to 'Chinese'. At the bottom, there is a 'TM Name' field containing 'Translation Memory Sample E-C' and a 'SUBMIT' button.



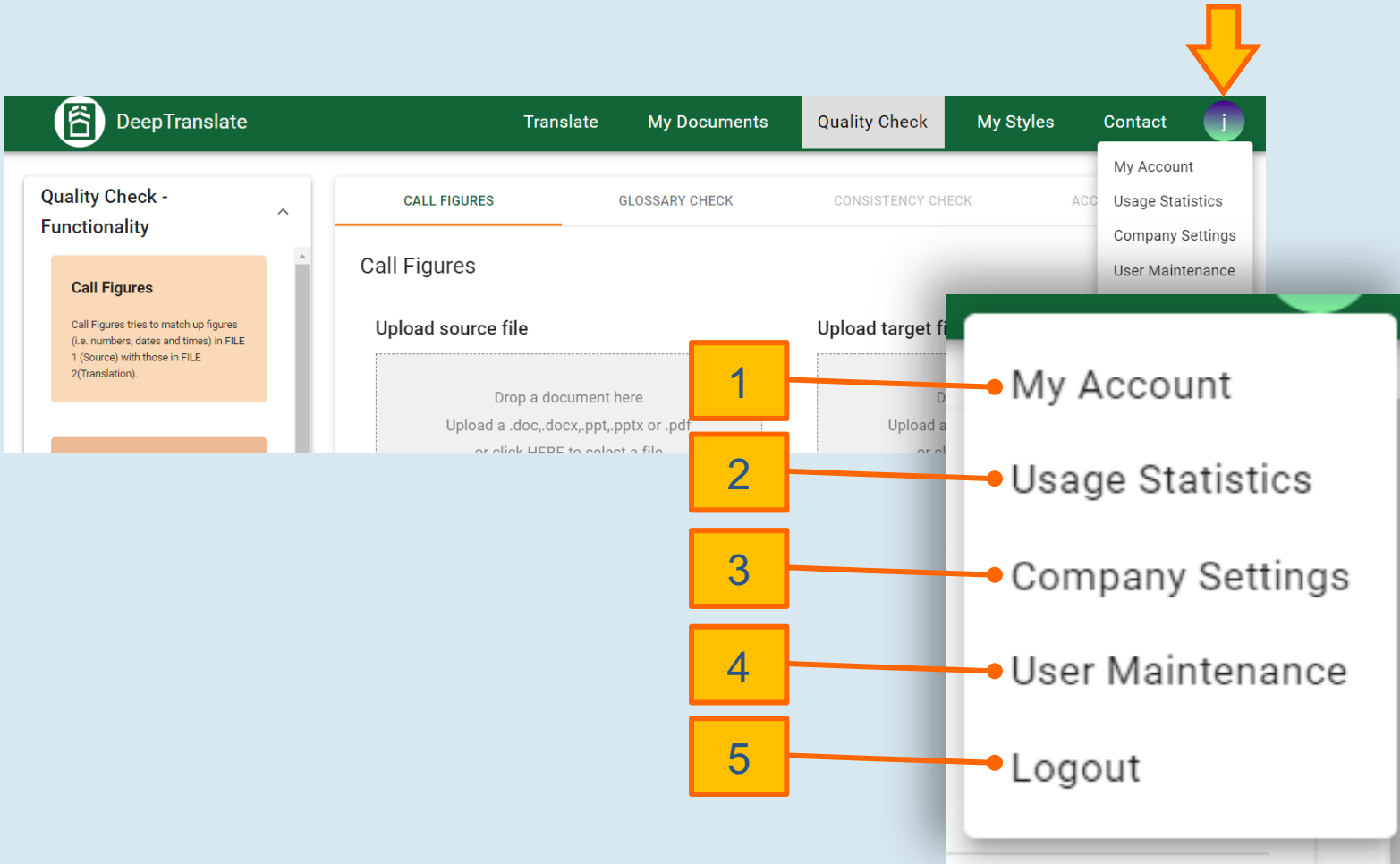
## 5b) 建立TM (续)

- 按 **SUBMIT** 提交后，系统约需几分钟处理配对（视乎档案大小而定）。之后便可点选TM审阅配对结果。
- 在弹出视窗中，按  Pending 审阅需要人手确认的配对结果。（可选择是否审阅）
- 按  接纳配对。  
按 修改配对。
- 修改配对后按 **CONFIRM** 确认。之后再请再次接纳配对。

## 6) 其他设定

按右上角的用户图案：

1. 按 **My Account** 进入账户设定
2. 按 **Usage Statistics** 查看用量
3. 按 **Company Settings** 设定内文萤光提示
4. 按 **User Maintenance** 建立及管理用户
5. 使用后按 **Logout** 登出





## Account Settings

进入安全性页面  
管理登入资料

SECURITY

INFORMATION

### Last Access

IP localhost

Accessed at 02/16/2022 10:57

[VIEW RECENT ACCESS HISTORY](#)

### Password

Last edit 02/04/2022 10:38 (12 day(s) ago)

[CHANGE PASSWORD](#)

### Two Factor Authentication

Enable OTP

Please scan the QR Code in Google Authenticator for Two Factor Authentication.

[>Click here to know how to use 2FA.](#)



# 6a) 账户设定

在 **Account Settings** (账户设定) 页面，有两个版面，分别是 **SECURITY** (安全性) 和 **INFORMATION** (账户资料)。

**SECURITY** (安全性) 版面用于管理登入资料。

## Account Settings

### Full Name

Sample Demo

### Email Address

sample.demo@deepttranslate.hk

### Company

Sample Demo Company

### Role

Admin

### Monthly MT credit Limitation (-1 = unlimited)

10000

### Email Preferences

Toggle to enable or disable email notifications when translations are completed.

UPDATE PROFILE

进入账户资料页面  
管理登入资料

SECURITY

INFORMATION

账户每月用量上限

此处显示你的岗位，不同岗位有不同权限，  
「用户管理」只可由管理员使用。

按此修改账户名称或开/关电邮通知

## 6a) 账户设定 (续)

在左方的 **INFORMATION** (账户资料) 版面管理账户。

# 6b) 用量统计

在 **Usage Statistics** (用量统计) 页面，可查阅用量和下载用量报告 (PDF/XLSX格式)。

The screenshot shows the 'Usage Statistics' page for July 2022. The page is divided into several sections:

- Header:** DeepTranslate logo, navigation links (translate, My Documents, Quality Check, My Styles, Contact), and a user profile icon.
- Left Sidebar:**
  - Month selector: July 2022
  - Download report buttons: PDF and XLSX
  - Machine Translation:** Used credit: 2629, YTD Total: 322082
  - Quality Checks:** Total count: 1, YTD Total: 22
  - User profile: You
  - Company profile: Company
- Main Content Area:**
  - Period: 2022/01/08 - 2022/07/08
  - Job Type: Machine Translation (All)
  - Section: COMPANY USERS
  - Download report button (XLSX format)
  - View options: Bar chart and Table
  - Checkboxes: SELECT ITEMS (0) and Show total? (checked)
  - Bar chart showing usage for different users.

Callouts in Chinese:

- 查阅每月用量 (View monthly usage) - points to the month selector.
- 下载每月用量报告 (PDF/XLSX格式) (Download monthly usage report in PDF/XLSX format) - points to the download buttons.
- 选择棒形图或表格显示 (Select bar chart or table display) - points to the view options.
- 下载用量报告 (XLSX格式) (Download usage report in XLSX format) - points to the download report button.

## HIGHLIGHT SETTING

Setting for Company

## Purge Day

90

Setting for Machine Translation

## Threshold for MT Result Warning

High Risk	Medium Risk	Low Risk
70	80	95

自订萤光提示门槛

开 / 关内文萤光提示

 Highlight risk in generated document

UPDATE SETTINGS

储存变更

\* Similarity score ranged from 0 to 100, 0 means no similar sentence trained in MT, while 100 means exact match can be found in MT.\*\* Similarity score value shall be "Low Risk">"Medium Risk">"High Risk". I.e. MT results with really low score shall be highlighted in red.

## 6c) 公司设定 ( 内文萤光提示 )

在 **Highlight Setting ( 内文萤光提示设定 )** 页面，可自订所列之设定。

译文句子会以三色萤光提示显示与翻译记忆库的匹配水平——水平愈高，出错风险愈低，反之亦然。因此，你可以专注于出错风险较大的部分，有助加快校阅的工序。

建立新用户  
( 详见下一页 )

 : 再次发出核实电邮

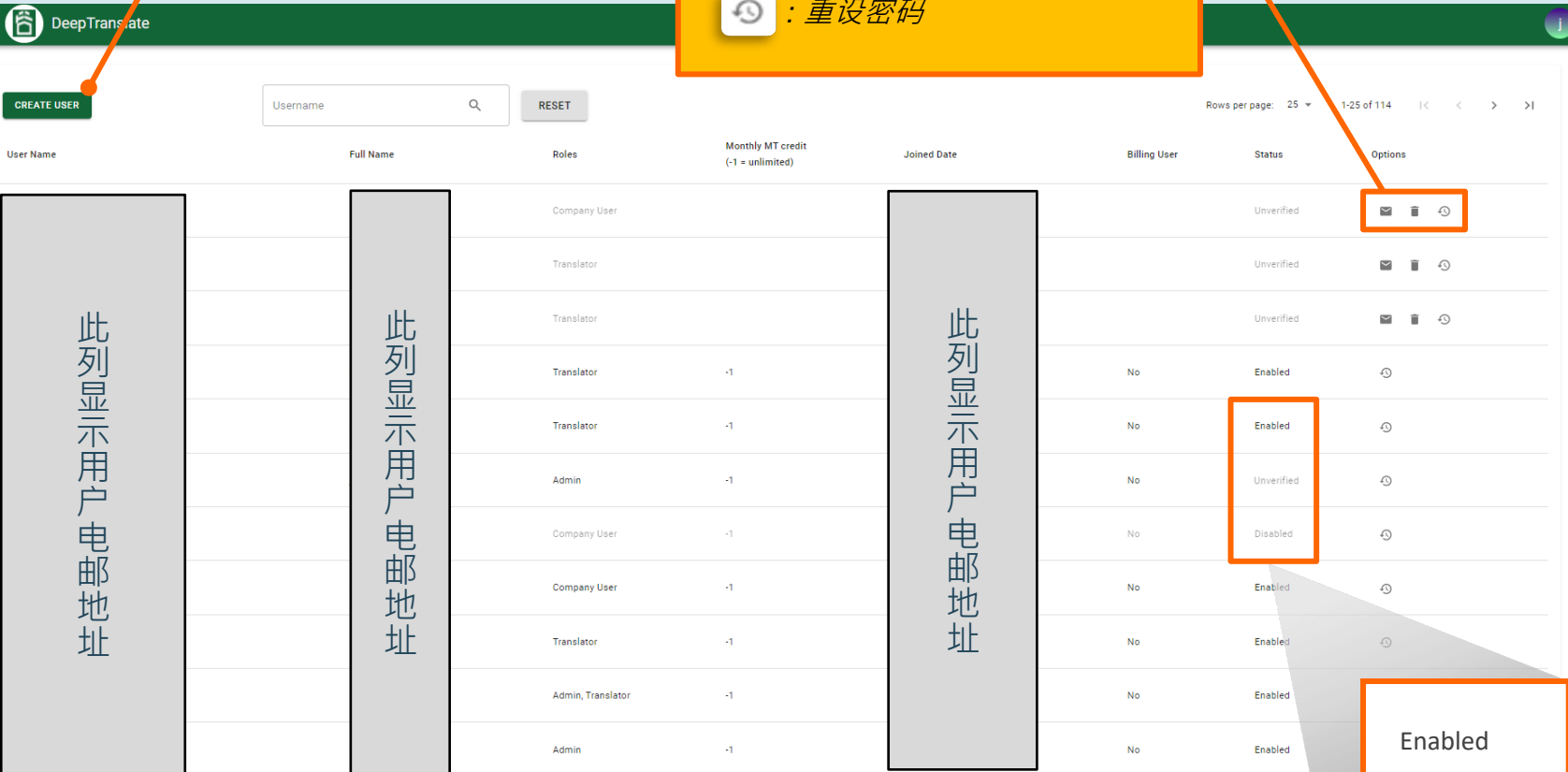
 : 删除用户


















 : 重设密码

## 6d) 用户管理 ( 建立新用户 ) ( 只供管理员使用 )

在 **User Maintenance** ( 用户管理 ) 页面，可查阅用户资料 and 状态。

建立新用户的详情请参阅下一页。



User Name	Full Name	Roles	Monthly MT credit (-1 = unlimited)	Joined Date	Billing User	Status	Options
		Company User				Unverified	  
		Translator				Unverified	  
		Translator				Unverified	  
		Translator	-1		No	Enabled	
		Translator	-1		No	Enabled	
		Admin	-1		No	Unverified	
		Company User	-1		No	Disabled	
		Company User	-1		No	Enabled	
		Translator	-1		No	Enabled	
		Admin, Translator	-1		No	Enabled	
		Admin	-1		No	Enabled	

此列显示用户电邮地址

此列显示用户电邮地址

此列显示用户电邮地址

“Enabled” ( 生效 ) : 用户可使用服务  
“Unverified” ( 待核实 ) : 用户应须先透过电邮核实  
“Disabled” ( 失效 ) : 用户已经删除

Enabled

Unverified

Disabled

## 1 - 建立新用户

CREATE USER

Username

Rows per page: 25 1-25 of 114

User Name	Full Name	Roles	Monthly MT credit (-1 = unlimited)	Joined Date	Billing User	Status	Options
		Company User				Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Translator				Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Translator				Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Translator	-1			Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Translator	-1			Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Admin	-1			Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Company User	-1			Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Company User	-1			Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Translator	-1			Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Admin, Translator	-1			Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Admin	-1			Unverified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

此列显示用户电邮地址

此列显示用户名称

此

### Create User

Email (case sensitive) \*

Full Name \*

User Role

CANCEL SUBMIT

## 2 - 输入资料

## 3 - 提交

4 - 系统会发出核实电邮予用户，按电邮中的指示可接收另一封有密码的电邮，以供登入

# 6d) 用户管理 ( 建立新用户 ) ( 只供管理员使用 )

管理员可在 **User Maintenance**  
( 用户管理 ) 页面建立新用户。



First name

Last name

Email address

Type your messages here

SUBMIT



sales@deepttranslate.hk



+852 6990 3469



Unit 619, 6/F, Building 19W,  
No. 19 Science Park West  
Avenue, Hong Kong  
Science Park, Pak Shek  
Kok, N.T., Hong Kong

# 联络我们

如发现其他问题，欢迎随时透过电话或电邮联络我们。你亦可在 **Contact**（**联络我们**）页面留言，我们会尽快回复，提供协助。