

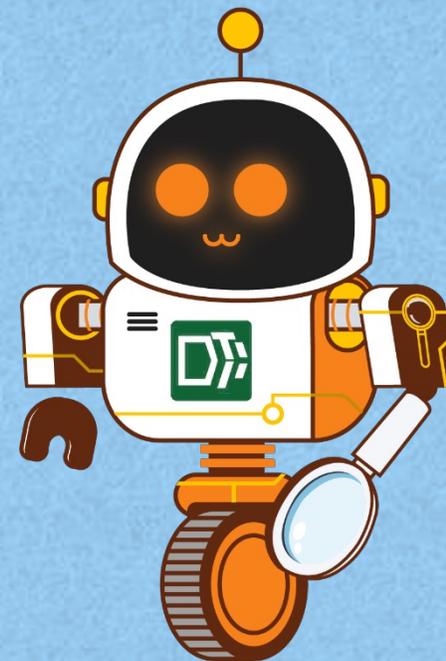


譯 DEEP
谷 TRANSLATE

譯谷系統

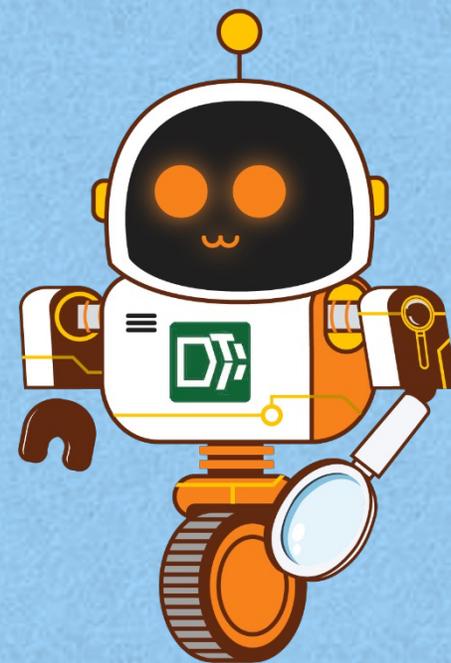
用戶手冊

版本日期：2022年8月8日



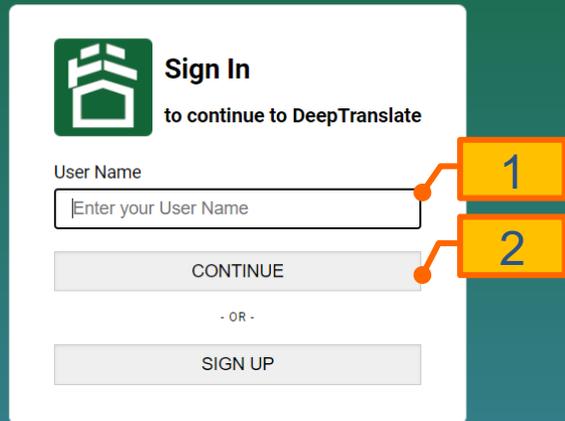
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1) 登入

登入你的譯谷賬戶。

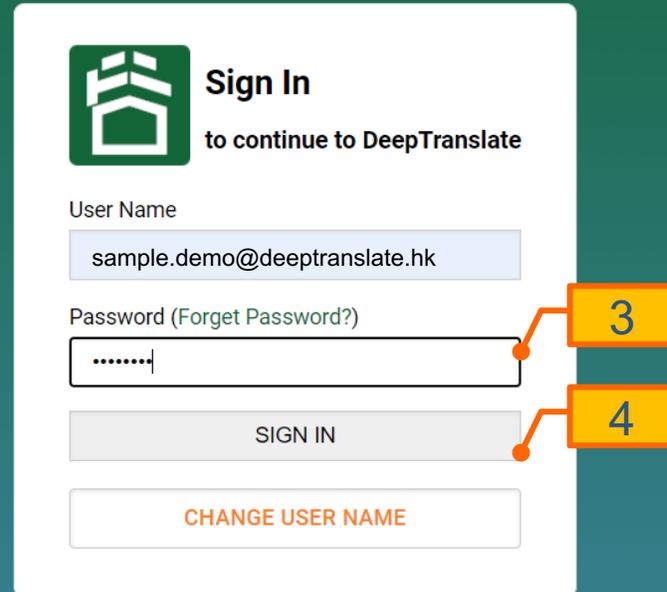


 **Sign In**
to continue to DeepTranslate

User Name

- OR -

Callout 1 points to the User Name input field.
Callout 2 points to the CONTINUE button.



 **Sign In**
to continue to DeepTranslate

User Name

Password (Forget Password?)

Callout 3 points to the Password input field.
Callout 4 points to the SIGN IN button.

2) 翻譯

登入後或按頁頂的 **Translate** 後，你會進入 **Translate** (翻譯) 頁面。

1 - 可選擇翻譯文件或文字



2 - 選擇翻譯語言

3 - 自選翻譯設定，詳見下頁。

The screenshot shows the DeepTranslate website interface. At the top, there is a dark green navigation bar with the DeepTranslate logo on the left and several menu items: 'Translate', 'My Documents', 'Quality Check', 'My Styles', and 'Contact'. A yellow arrow points from the first instruction box to the 'Translate' button. Below the navigation bar, there are two tabs: 'DOCUMENT' and 'TEXT'. A yellow box highlights the 'TEXT' tab, with an arrow pointing to the second instruction box. Below the tabs, 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, with an arrow pointing to the second instruction box. The main content area features a large 'DROP HERE' text and a link 'or click HERE to select a file'. Below this, 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, with an arrow pointing to the third instruction box.

2a) 設置翻譯設定

在左方的翻譯設定面板，您可就以下各項作出選擇：

1. 譯文語言

根據讀者選擇譯文語言的語言風格

2. 領域

使用港交所模式(Finance – HKEX)時，可按需要輸入股份代號及點選公告(Announcement)

3. 翻譯風格

使用翻譯記憶庫(TM)/詞彙表，可使翻譯更準確和一致。詳見「使用翻譯記憶庫 / 詞彙表」(第8頁)

4. 格式

選擇日期和數字格式。

Translation Settings

Target Language:

UK Style

US Style

按  展開選單

Domain:

Finance - HKEX

00388 - Hong Kong Exchanges and Clearing

如需要，可輸入股份代號

Announcement

翻譯公告時可點選

Finance - general

My Styles:

No. of TMs: 0

ADD

如需要，可使用翻譯記憶庫 / 詞彙表
(詳見第8頁)

No. of Glossaries: 1

ADD

Format:

 Currency Format:

 Date Format: 01 January 2020

 Number Format: 100,000,000

1

2

3

4

2b) 文件翻譯

選擇翻譯設定後，可以開始在**文件翻譯**頁面翻譯文件。

1 – 上載原文文件

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. On the left, there is a 'Translation Settings' sidebar with options for Target Language (HK Style, Mainland Style, Taiwan Style), Domain, My Styles (No. of TMs, No. of Glossaries), and Format. The main content area has tabs for DOCUMENT and TEXT. Under DOCUMENT, there are language pair options: ENGLISH TO ENGLISH, ENGLISH TO CHINESE (selected), CHINESE TO ENGLISH, and CHINESE TO CHINESE. The central area contains a large 'DROP HERE or click HERE to select a file' instruction. Below this, a file upload section shows a list of files, including 'Document to be translated.docx - 12215 bytes', with supported formats listed as Word, PowerPoint, Excel, PDF, and TXT. There is also a section for 'Upload MULTIROUND / REFERENCE Documents' and a 'Your Description *' field with the text 'New Translation Job'. At the bottom right, there is a 'TRANSLATE' button.

2 – 添加描述或備註 (可選擇是否填寫)

3 – 立即翻譯

2c) 文字翻譯

選擇翻譯設定後，可以開始在**文字翻譯**頁面翻譯文字。

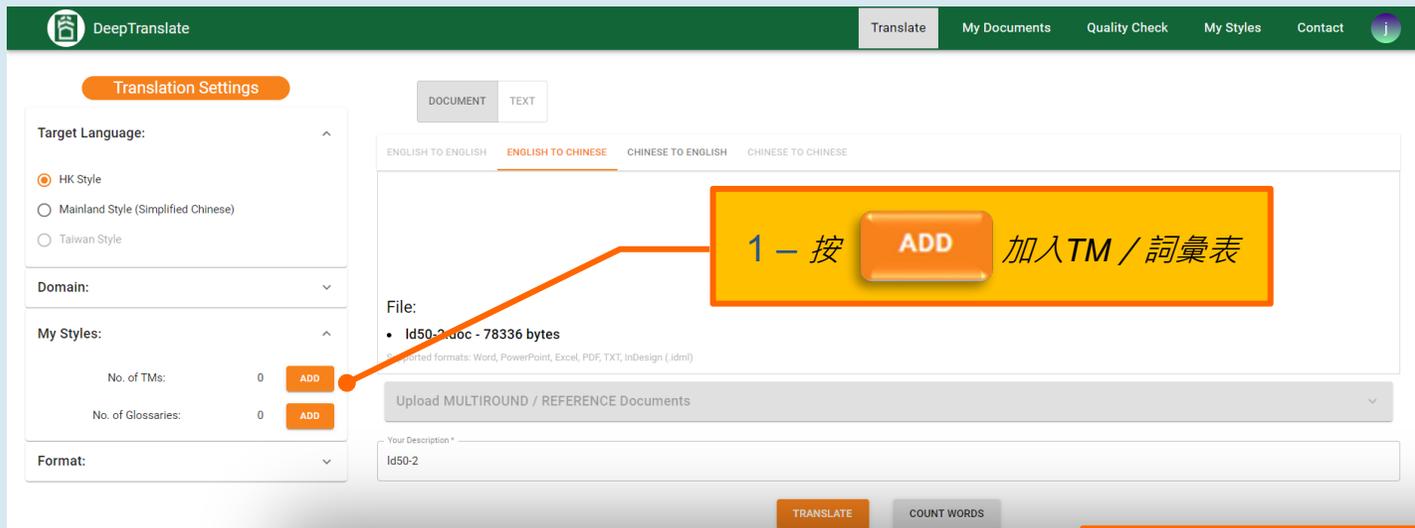
每次最多翻譯5000字。

1 – 輸入原文

2 – 立即翻譯

3 – 即時查看譯文

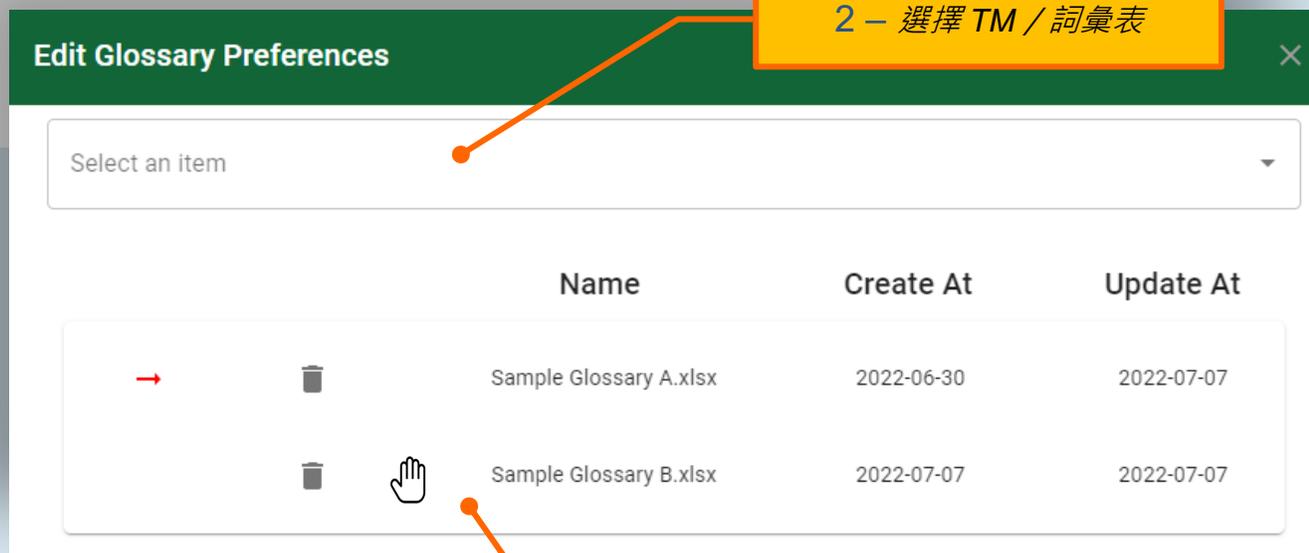
The screenshot displays the DeepTranslate website interface. At the top, there is a navigation bar with the logo and menu items: Translate, My Documents, Quality Check, My Styles, and Contact. On the left side, there is a 'Translation Settings' panel with options for Target Language (HK Style, Mainland Style, Taiwan Style), Domain, My Styles (No. of TMs, No. of Glossaries), and Format (Currency, Date, Number). The main content area is divided into two columns: ENGLISH and CHINESE. The ENGLISH column 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 column 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。". A 'TRANSLATE' button is located below the text input area. A tooltip indicates that users can also translate by pressing ctrl + enter. The interface also shows a character count of 307/5000 and a download icon for the translated text.



2d) 使用翻譯記憶庫 / 詞彙表

使用翻譯記憶庫(TM)和詞彙表，有助提高準確度和一致性。

建立 TM和詞彙表的教學，請參閱第11-15 頁。



3 - 可排優先次序，系統會優先套用最頂端的一項



3) 查閱及下載翻譯結果

翻譯及品質檢查的結果可以在 **My Documents (我的文件)** 頁面下載。

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  下載原文文件

按  下載譯文文件及品質檢查結果

4) 品質檢查

Quality Check (品質檢查)
工具可確保翻譯質素。

註：使用**Glossary Check (詞彙表校對)**時必須選擇詞彙表。

1 - 選擇品質檢查工具

4 - 在 My Documents (我的文件)
下載檢查結果



CALL FIGURES

GLOSSARY CHECK

CONSISTENCY CHECK

ACCURACY CHECK

Call Figures

Upload source file

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



MY DOCUMENT

Upload target file

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



MY DOCUMENT

SUBMIT

2 - 上載原文及譯文文件

3 - 立即檢查



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 - 進入GLOSSARY (詞彙表) 頁面

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 - 建立詞彙表

3 - 上載詞彙表
(須為 .xlsx 檔案)

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

5a) 建立詞彙表

詞彙表有助確保譯文準確一致。

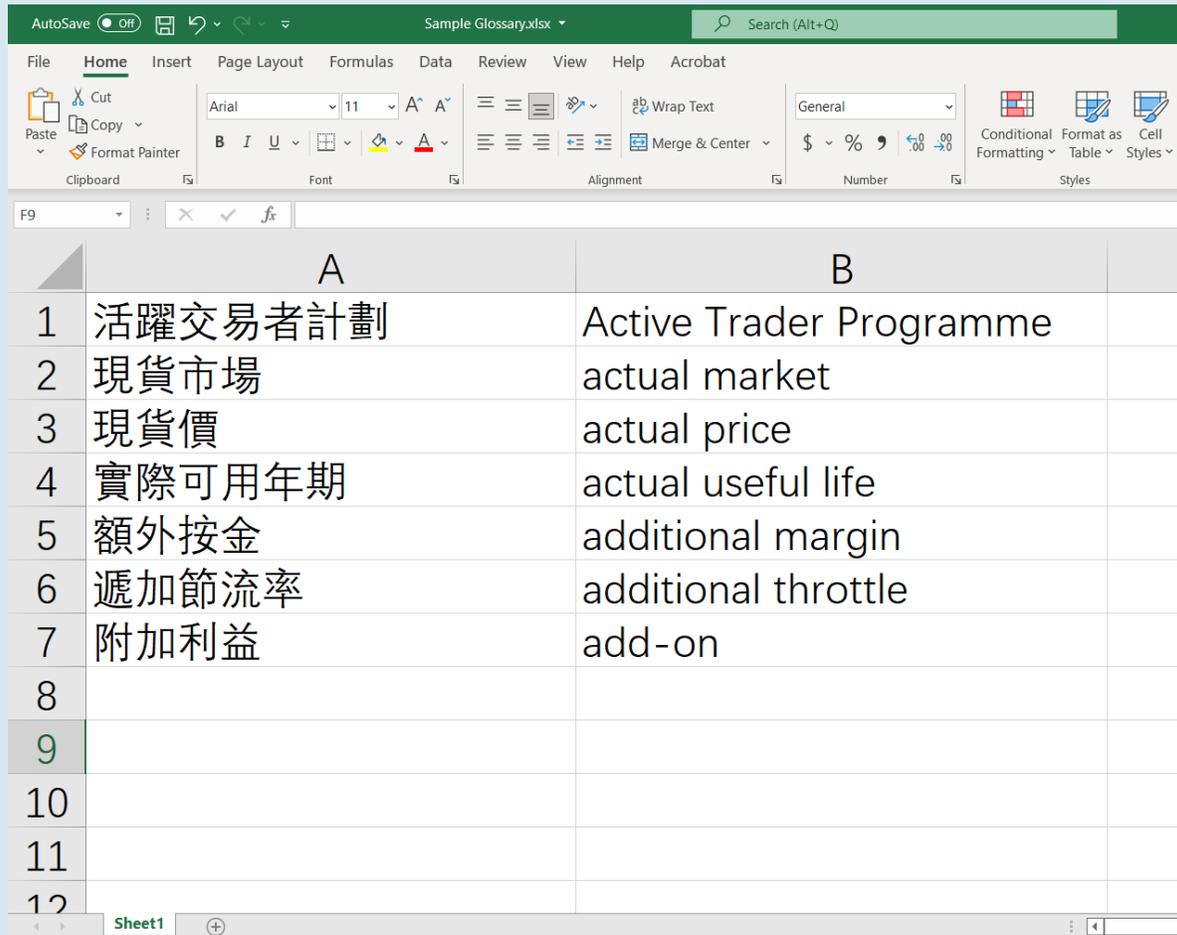
建立詞彙表後，可以用於翻譯或詞彙表校對。

5a) 建立詞彙表 (續)

左圖是詞彙表的樣本
(.xlsx 格式)。

在左列輸入中文，在右列
輸入英文，毋須輸入標題。

詞彙表用於英譯中時有大
小楷之分。(“US” 和“UK”
等單字除外)。



The screenshot shows the Microsoft Excel interface with a file named 'Sample Glossary.xlsx'. The ribbon is set to 'Home'. The spreadsheet contains a table with two columns, A and B, and rows numbered 1 to 12. Column A contains Chinese terms, and column B contains their English equivalents. The table 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) 建立詞彙表 (續)

2 - 請確保「左中右英」，
需要時按此換位。

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試算表檔案後：

1. 檢查詞彙表，如發現有任何錯漏，請關閉此彈出視窗，在Excel改正錯漏後重新上載新檔案。
2. 請確保「左中右英」，需要時按  換位。
3. 按  儲存。

5b) 建立TM

以經審閱的文件建立翻譯記憶庫(TM)，有助確保日後的翻譯準確度和一致性。

1 - 進入TM頁面



GLOSSARY

TM

2 - 建立TM

Active Deleted | Last refresh time: 7/7/2022, 5:15:22 PM

My Translation Memory

Status	TM Name	Create Date	Update Date	Actions
--------	---------	-------------	-------------	---------

N/A

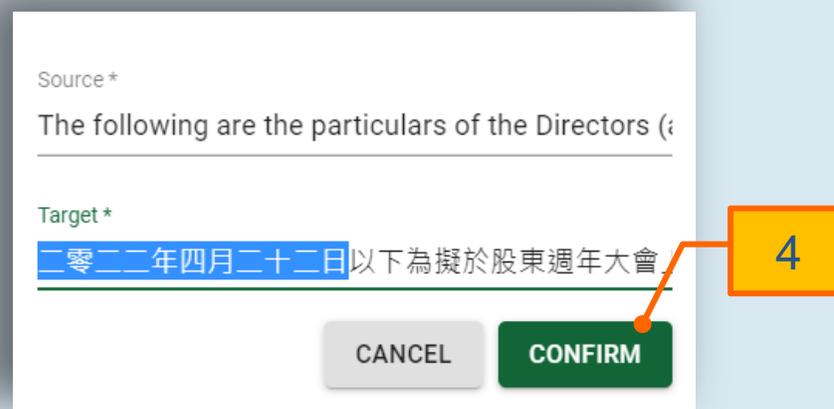
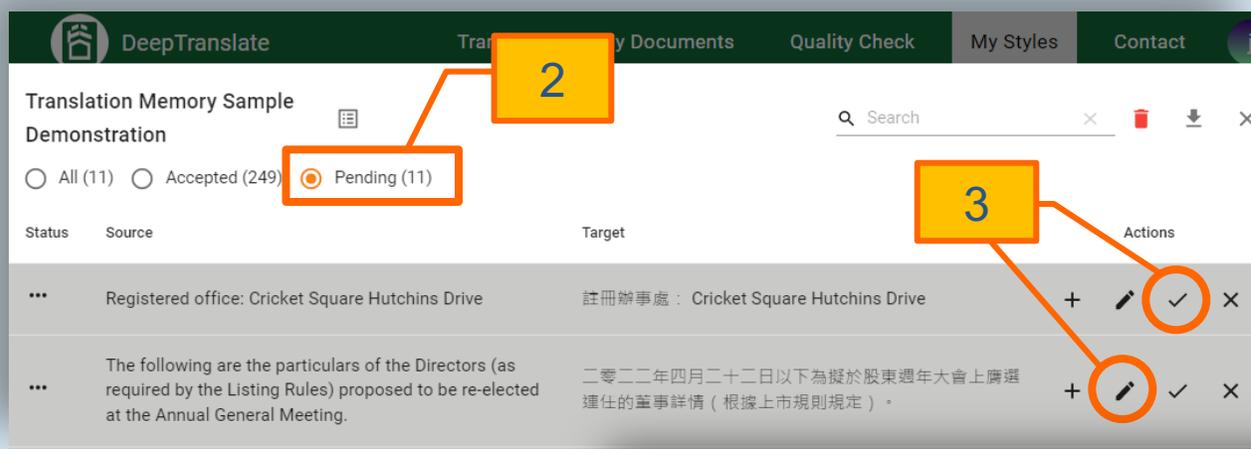
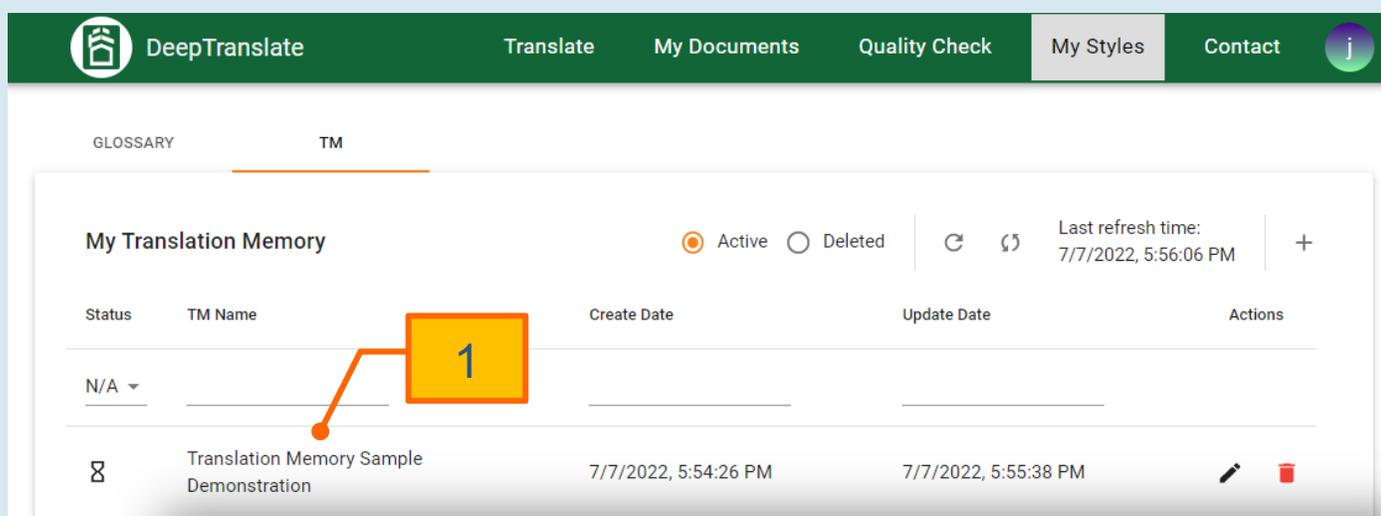
3 - 上載原文及譯文文件

SOURCE	Document	TARGET
<p>Drop a file here or click here to select a file to upload We accept files in .doc, .docx, .ppt, .pptx, .xls, .xlsx or .xlsm format</p> <p>TM sample listco English.docx</p>	<p>Drop a file here or click here to select a file to upload We accept files in .doc, .docx, .ppt, .pptx, .xls, .xlsx or .xlsm format</p> <p>TM sample listco Chinese.docx</p>	
English	Language	Chinese
TM Name Translation Memory Sample E-C		SUBMIT

4 - 選擇語言

5 - 為TM命名

5 - 點擊提交



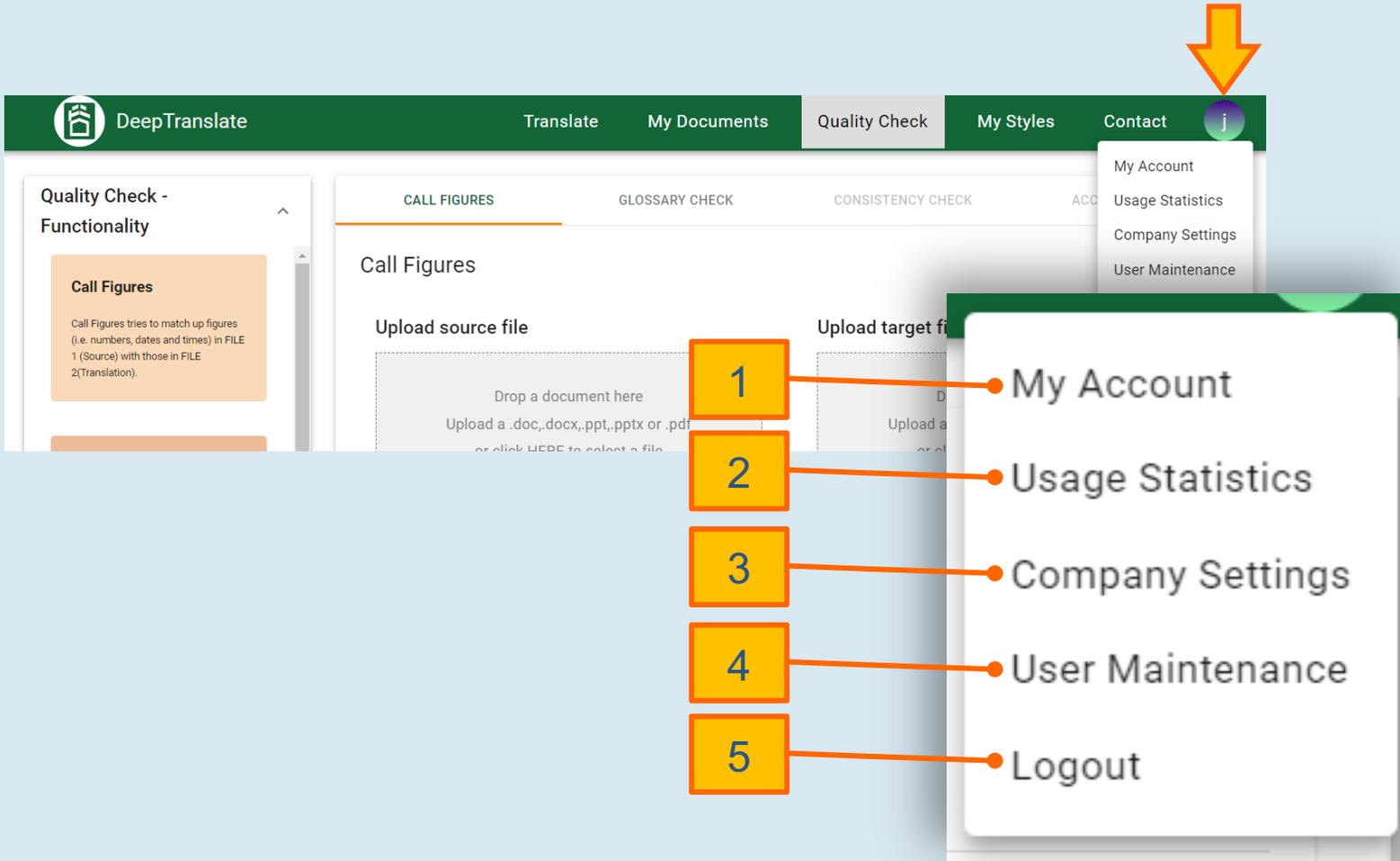
5b) 建立TM (續)

- 按 **SUBMIT** 提交後，系統約需幾分鐘處理配對 (視乎檔案大小而定)。之後便可點選TM審閱配對結果。
- 在彈出視窗中，按 Pending 審閱需要人手確認的配對結果。(可選擇是否審閱)
- 按 接納配對。
按 修改配對。
- 修改配對後按 **CONFIRM** 確認。之再請再次接納配對。

6) 其他設定

按右上角的用戶圖案：

1. 按 **My Account** 進入賬戶設定
2. 按 **Usage Statistics** 查看用量
3. 按 **Company Settings** 設定內文螢光提示
4. 按 **User Maintenance** 建立及管理用戶
5. 使用後按 **Logout** 登出



Account Settings

進入安全性頁面
管理登入資料

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) 帳戶設定

在 **Account Settings** (帳戶設定) 頁面，有兩個版面，分別是 **SECURITY** (安全性) 和 **INFORMATION** (帳戶資料) 。

SECURITY (安全性) 版面用於管理登入資料。

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

進入賬戶資料頁面
管理登入資料

SECURITY

INFORMATION

賬戶每月用量上限

此處顯示你的崗位，不同崗位有不同權限，
「用戶管理」只可由管理員使用。

按此修改賬戶名稱或開 / 關電郵通知

6a) 賬戶設定 (續)

在左方的 **INFORMATION** (賬戶資料) 版面管理賬戶。

6b) 用量統計

在 **Usage Statistics** (用量統計) 頁面，可查閱用量和下載用量報告 (PDF/XLSX格式) 。

The screenshot shows the 'Usage Statistics' page for July 2022. On the left, there are summary cards for 'Machine Translation' (Used credit: 2629, YTD Total: 322082) and 'Quality Checks' (Total count: 1, YTD Total: 22). The main area displays 'COMPANY USERS' usage for the period 2022/01/08 - 2022/07/08, with a bar chart showing usage for various users. A callout points to the download icon for the XLSX report. Another callout points to the chart and table view toggle icons.

Callouts (in Chinese):

- 查閱每月用量 (View monthly usage)
- 下載每月用量報告 (PDF/XLSX格式) (Download monthly usage report (PDF/XLSX format))
- 選擇棒形圖或表格顯示 (Choose bar chart or table display)
- 下載用量報告 (XLSX格式) (Download usage report (XLSX format))

User	Usage
total	80000
...	75000
...	45000
...	40000
...	35000
...	5000

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

自訂螢光提示門檻

開 / 關內文螢光提示

 Highlight risk in generated document

UPDATE SETTINGS

儲存變更

* 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) 公司設定 (內文螢光提示)

在 **Highlight Setting** (內文螢光提示設定) 頁面，可自訂所列之設定。

譯文句子會以三色螢光提示顯示與翻譯記憶庫的匹配水平——水平愈高，出錯風險愈低，反之亦然。因此，你可以專注於出錯風險較大的部分，有助加快校閱的工序。

建立新用戶
(詳見下一頁)

 : 再次發出核實電郵

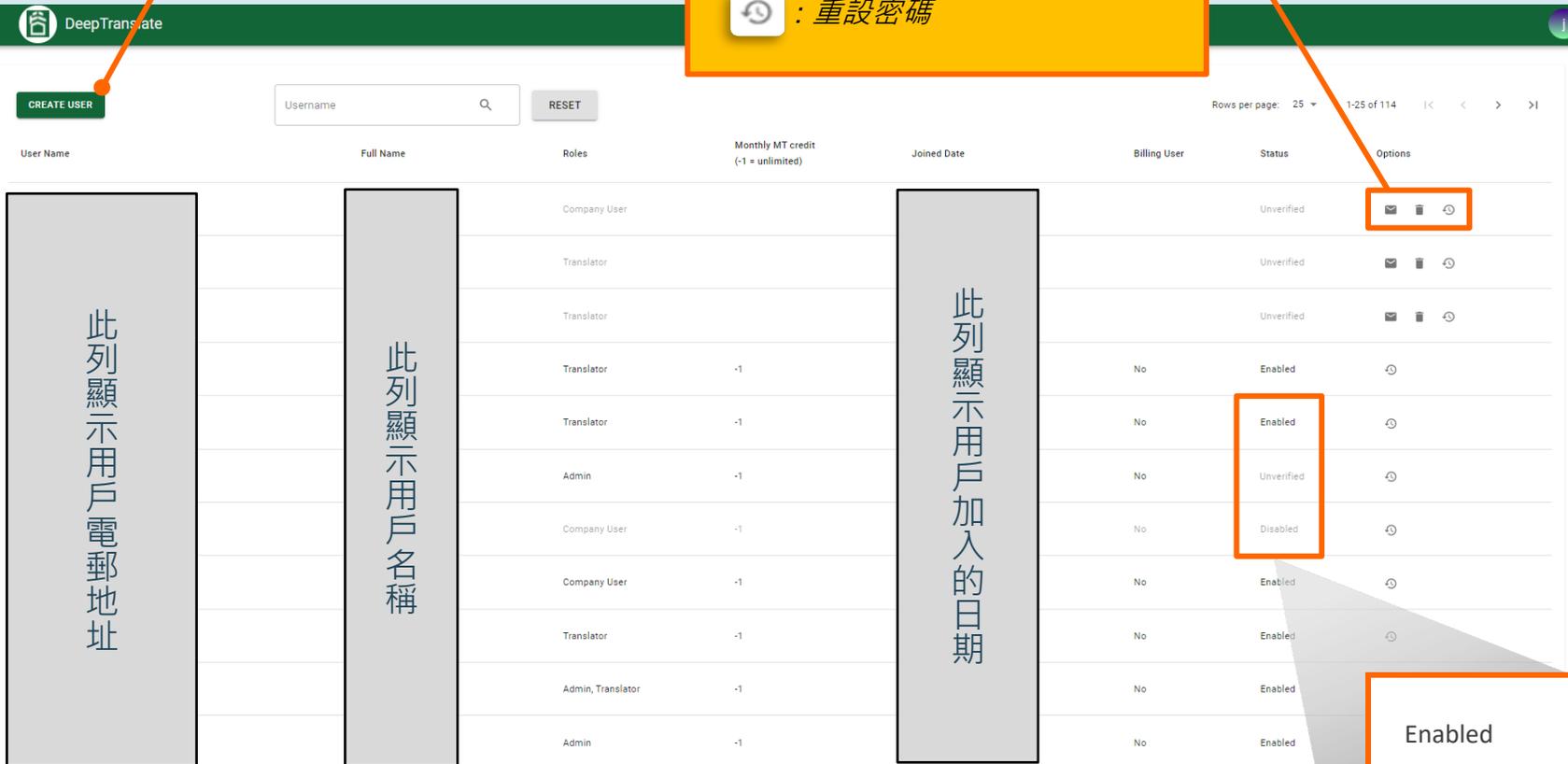
 : 刪除用戶

 : 重設密碼

6d) 用戶管理 (建立新用戶) (只供管理員使用)

在 **User Maintenance** (用戶管理) 頁面，可查閱用戶資料和狀態。

建立新用戶的詳情請參閱下一頁。



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	

此列顯示用戶電郵地址

此列顯示用戶名稱

此列顯示用戶加入的日期

“Enabled” (生效) : 用戶可使用服務
“Unverified” (待核實) : 用戶應須先透過電郵核實
“Disabled” (失效) : 用戶已經刪除

Enabled

Unverified

Disabled

1 - 建立新用戶

User Name	Full Name	Roles	Monthly MT credit (-1 = unlimited)	Joined Date	Billing User	Status	Options
Company User						Unverified	✉ 🗑️ ↻
Translator						Unverified	✉ 🗑️ ↻
Translator							
Translator			-1				
Translator			-1				
Admin			-1				
Company User			-1				
Company User			-1				
Translator			-1				
Admin, Translator			-1				
Admin			-1				

此列顯示用戶電郵地址

此列顯示用戶名稱

2 - 輸入資料

3 - 提交

4 - 系統會發出核實電郵予用戶，按電郵中的指示可接收另一封有密碼的電郵，以供登入

6d) 用戶管理 (建立新用戶) (只供管理員使用)

管理員可在 **User Maintenance**
(用戶管理) 頁面建立新用戶。



聯絡我們

如發現其他問題，歡迎隨時透過電話或電郵聯絡我們。你亦可在 **Contact**（聯絡我們）頁面留言，我們會盡快回覆，提供協助。

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