



譯 DEEP
谷 TRANSLATE

DeepTranslate System

User Manual

Version date: 8 August 2022

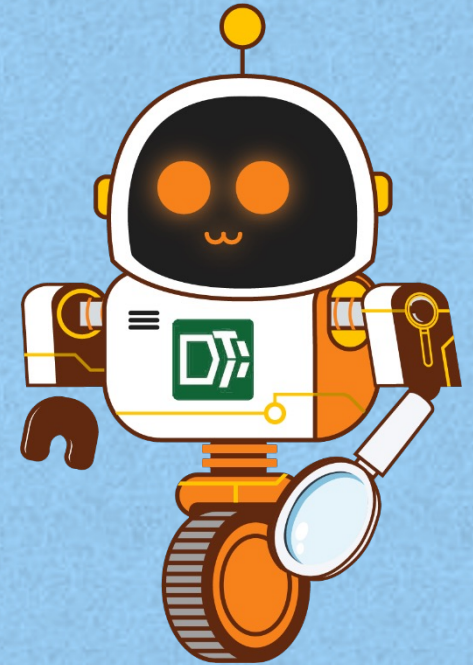
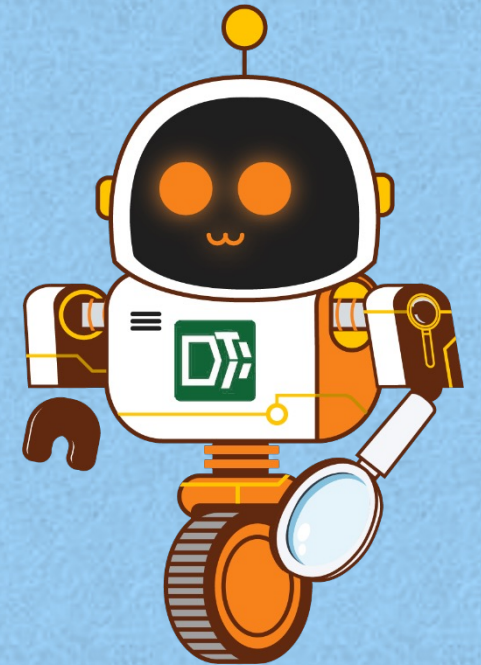


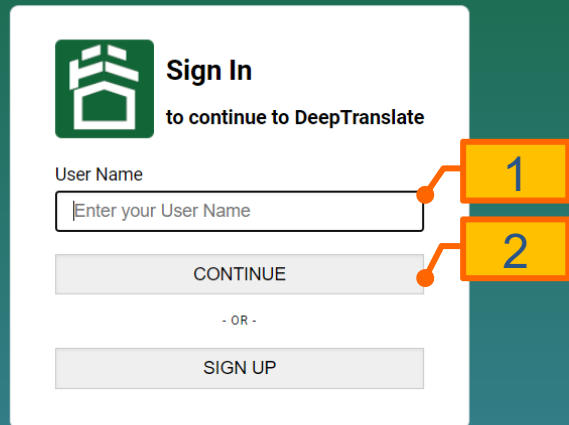
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Login

Log into your
DeepTranslate account.

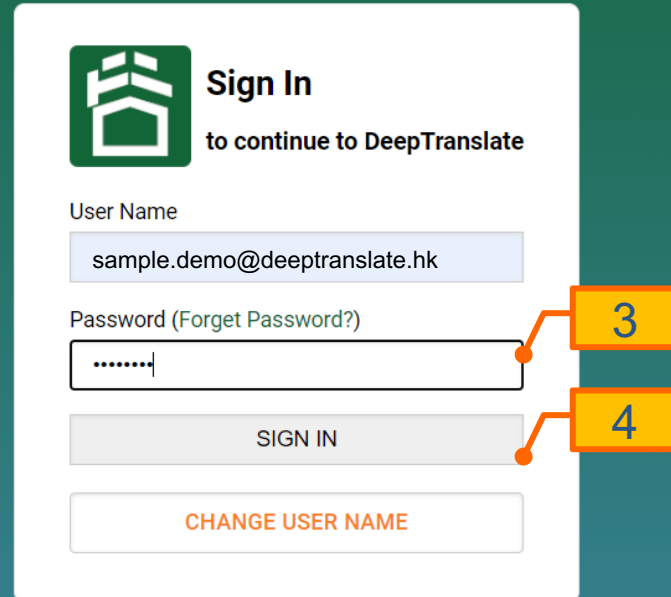



 **Sign In**
to continue to DeepTranslate

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) Translate

When you sign in or click **Translate** on the top menu bar, you will be on the **Translate** page.

1 – Select whether to translate Document or Text



DeepTranslate

Translate

My Documents

Quality Check

My Styles

Contact



Translation Settings

Target Language: ^

UK Style

US Style

Domain: v

My Styles: ^

No. of TMs: 0 **ADD**

No. of Glossaries: 1 **ADD**

Format: v

DOCUMENT

TEXT

2 – Select language for translation


ENGLISH TO ENGLISH

ENGLISH TO CHINESE

CHINESE TO ENGLISH

CHINESE TO CHINESE

DROP HERE

or click **HERE** to select a file 

File:

Supported formats: Word, PowerPoint, Excel, PDF, TXT

Upload MULTIROUND / REFERENCE Documents v

Your Description *

TRANSLATE

3 – Customise your settings.
Details on the next page

2a) Translation Settings

On the **Translation Settings panel** (on the left), you may choose your:

- 1. Target Language**
Select your preferred target language style according to readership
- 2. Domain**
For Finance – HKEX domain, you can enter a stock code (optional) and tick Announcement (if applicable)
- 3. My Styles**
Enhance accuracy and consistency by enabling TMs (Translation Memory) and Glossaries. More details on “2d) Enable TM / Glossary” (P.8)
- 4. Format**
Select your preferred format for date and number.

Translation Settings

Target Language:

- UK Style
- US Style

Click  to expand options

Domain:

- Finance - HKEX

00388 - Hong Kong Exchanges and Clearing

Enter a stock code (optional)

Announcement

Tick for translating announcements

- Finance - general

My Styles:

No. of TMs: 0

Enable TMs and Glossaries if available
(More details on P.8)

No. of Glossaries: 1

Format:

 Currency Format:

 Date Format: 01 January 2020

 Number Format: 100,000,000

1

2

3

4

2b) Document Translate

After setting the Translation Settings, you may translate your document on the **Document Translate** page.

1 – Upload a document to translate

The screenshot shows the DeepTranslate website interface. At the top is a dark green navigation bar with the logo and menu items: Translate, My Documents, Quality Check, My Styles, and Contact. On the left is a 'Translation Settings' sidebar with sections for Target Language (HK, Mainland, Taiwan Style), Domain, My Styles (No. of TMs and 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 (highlighted), CHINESE TO ENGLISH, and CHINESE TO CHINESE. A large central area says 'DROP HERE or click HERE to select a file'. Below this, a 'File:' section lists 'Document to be translated.docx - 12215 bytes' and supported formats. There is a section for 'Upload MULTIROUND / REFERENCE Documents' and a 'Your Description *' field with the text 'New Translation Job'. A 'TRANSLATE' button is at the bottom right. Three orange callout boxes with lines pointing to specific elements are present: one pointing to the 'DROP HERE' area, one pointing to the 'Your Description *' field, and one pointing to the 'TRANSLATE' button.

2 – Name this translation job (Optional)

3 – Click to translate

1 – Enter the source text

2c) Text Translate

After setting the Translation Settings, you may translate your text on the **Text Translate** page.

Max: 5000 words.

2 – Click to translate

3 – View the translation

DeepTranslate

Translate My Documents Quality Check My Styles Contact

Translation Settings

Target Language: HK Style Mainland Style (Simplified Chinese) Taiwan Style

Domain:

My Styles:

No. of TMs: 0 ADD

No. of Glossaries: 0 ADD

Format:

Currency Format:

Date Format: 2020年1月1日

Number Format: 100百萬

DOCUMENT TEXT

ENGLISH CHINESE

ENGLISH CHINESE

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 million, the aggregate contracted gross floor area was 145,504 sq.m. and the average selling price was approximately RMB7,998.6 per sq.m..

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。

307/5000

TRANSLATE

You can also translate by pressing ctrl + enter

DeepTranslate

Translate My Documents Quality Check My Styles Contact

Translation Settings

Target Language:

HK Style
 Mainland Style (Simplified Chinese)
 Taiwan Style

Domain:

My Styles:

No. of TMs: 0 **ADD**

No. of Glossaries: 0 **ADD**

Format:

DOCUMENT TEXT

ENGLISH TO ENGLISH ENGLISH TO CHINESE CHINESE TO ENGLISH

File:

• ld50-2.doc - 78336 bytes

Supported formats: Word, PowerPoint, Excel, PDF, TXT, InDesign (.indml)

Upload MULTIROUND / REFERENCE Documents

Your Description *





ld50-2

TRANSLATE COUNT WORDS

1 – Click the **ADD** button to add TMs/glossaries

Edit Glossary Preferences

Select an item

	Name	Create At	Update At
 	Sample Glossary A.xlsx	2022-06-30	2022-07-07
 	Sample Glossary B.xlsx	2022-07-07	2022-07-07

2 – Select TMs/Glossaries

3 – Drag and move to arrange the priority. The top entry has the highest priority.

2d) Enable TM / Glossary

The use of Translation Memories (TMs) and Glossaries can improve accuracy and consistency.

See P.11-15 for how to create TMs and Glossaries.



3) My Documents – download your translation

Your translation and Quality Check results can be downloaded on the **My Documents** page.

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**



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 Usaae: 24	Orig AI

10 rows 1-10 of 209

Click  to download the original
Click  to download the translation and Quality Check results.

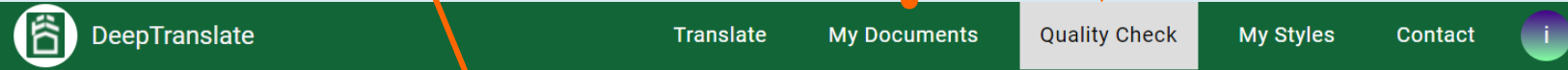
4) Quality Check

Functions on the **Quality Check** page helps ensure the quality of your translation.

Note: For Glossary Check, a glossary must be selected as well.

1 – Select which tool to use

4 – Download the result under My Documents



CALL FIGURES

GLOSSARY CHECK

CONSISTENCY CHECK

ACCURACY CHECK

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.

Call Figures

Upload source file

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



Upload target file

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



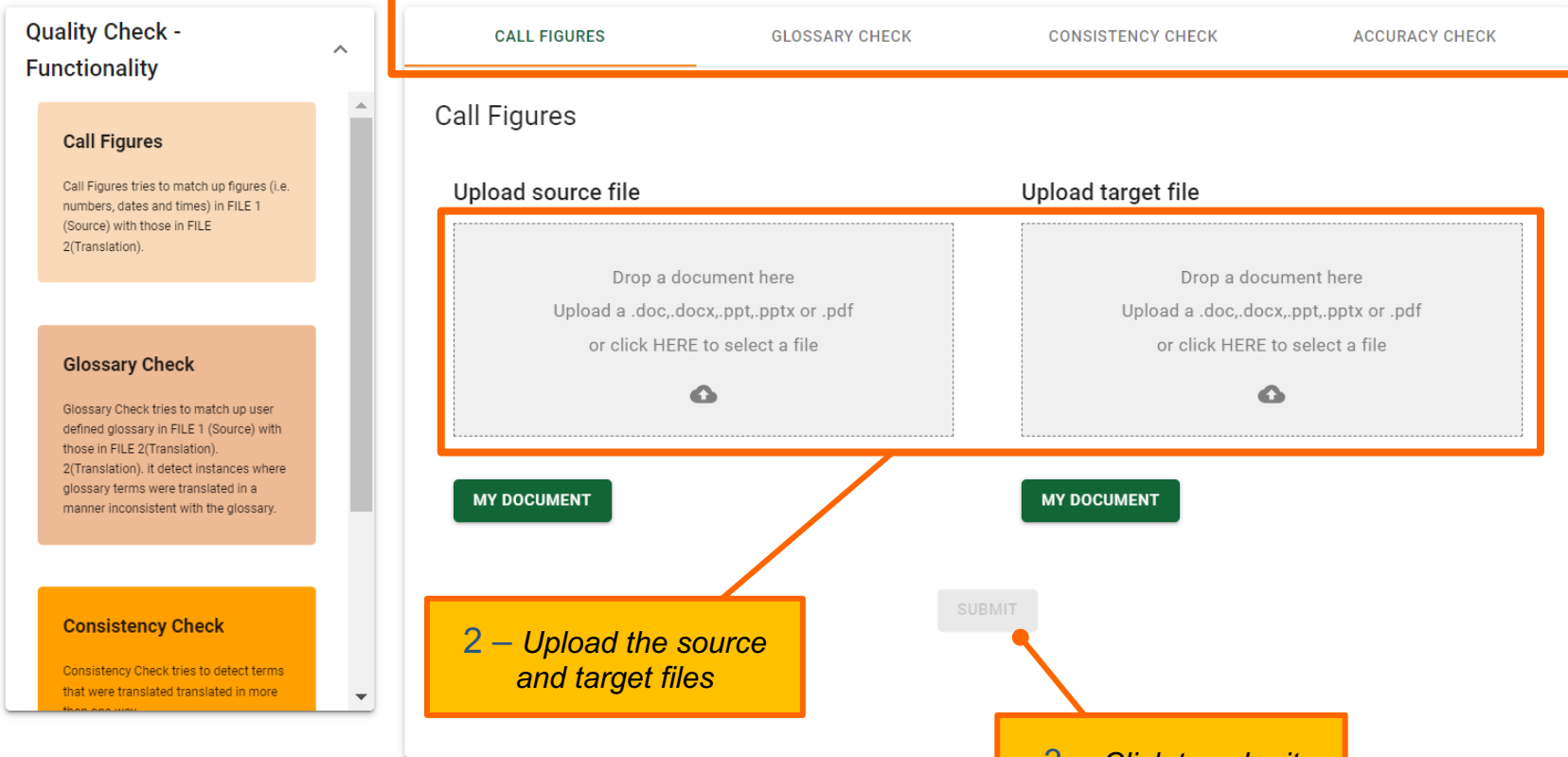
MY DOCUMENT

MY DOCUMENT

2 – Upload the source and target files

SUBMIT

3 – Click to submit



1 – Select the GLOSSARY tab

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 – Add a glossary

3 – Upload your glossary in .xlsx format

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

5a) Create Glossaries

Glossaries help ensure accuracy and consistency.

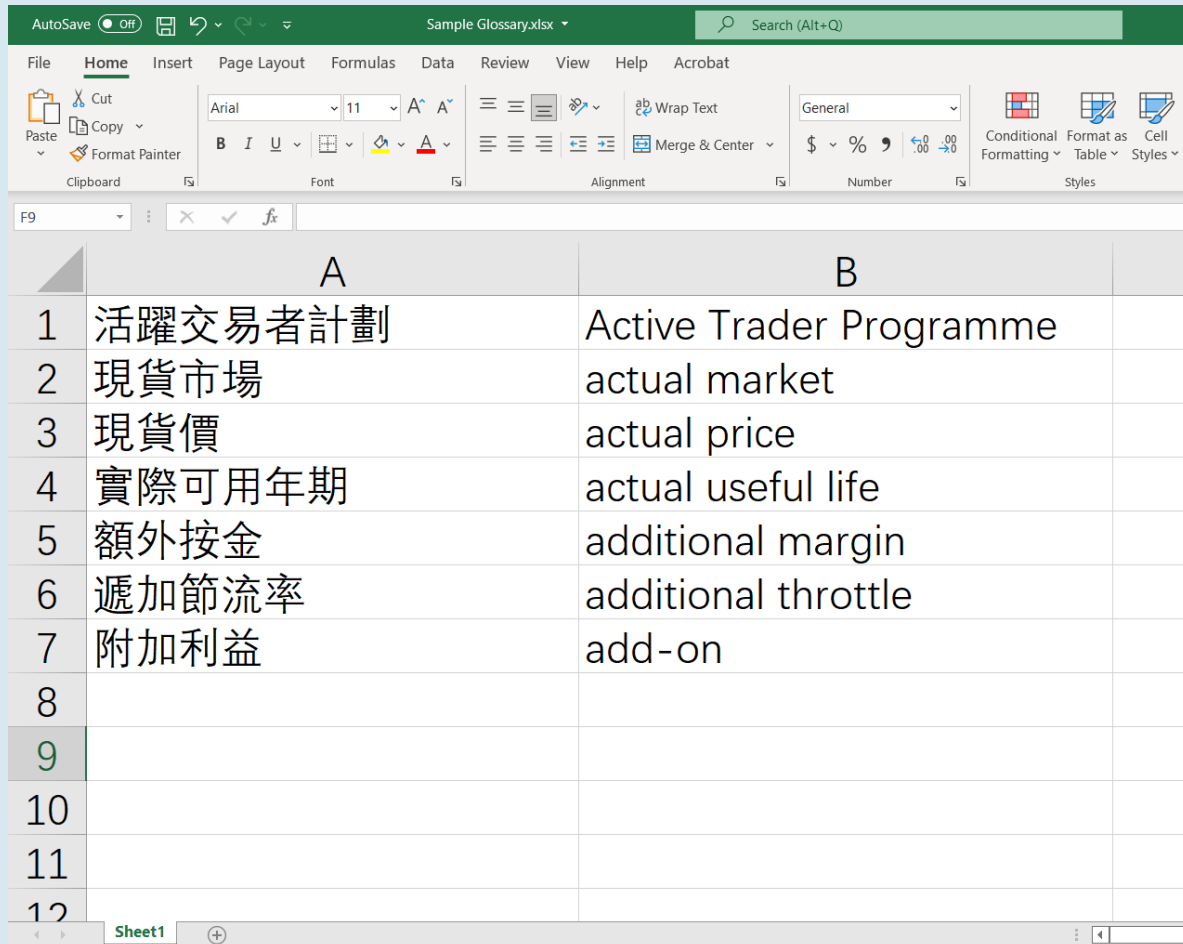
Create a glossary that you can later enable for translation or select for Glossary Check (under Quality Check).

5a) Create Glossaries (continued)

This is an example of a glossary (in .xlsx format).

Enter **Chinese** on the left and **English** on the right. Do not include headings.



Glossary is **case sensitive for English to Chinese** translations (except single word glossary entries, e.g. “US” and “UK”).



	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) Create Glossaries (continued)

After uploading the Excel file:

1. View and check your glossary. In case of any mistake, please close the pop-up window, correct the mistakes in Excel and re-upload.
2. Make sure Chinese is on the left and English is on the right. Click  to swap if necessary.
3. Click the  icon to save.

2 - Make sure Chinese is on the left and English is on the right. Click to swap if necessary.

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

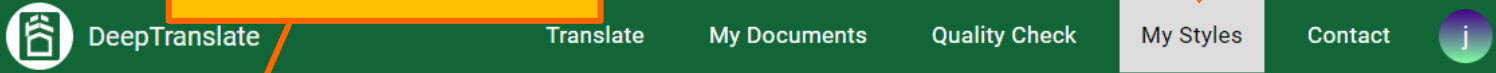
中文	English
活躍交易者計劃	Active Trader Programme
現貨市場	actual market
現貨價	actual price
實際可用年期	actual useful life
額外按金	additional margin
遞加節流率	additional throttle

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

5b) Create TMs

Create Translation Memory (TM) using vetted translation pair to help ensure accuracy and consistency for future translation.

1 – Select the TM tab



TM

GLOSSARY

2 – Create a TM

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

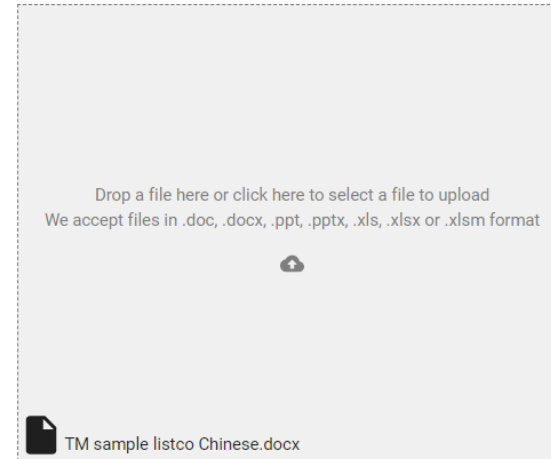
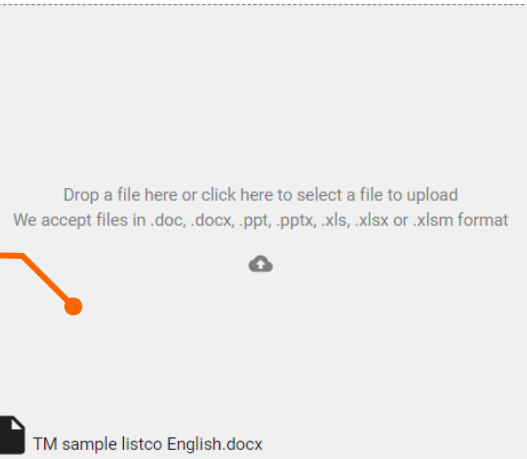
My Translation Memory

Status	TM Name	Create Date	Update Date	Actions
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N/A

SOURCE

TARGET



3 - Upload the source file and target file

4 – Select languages

English

Language

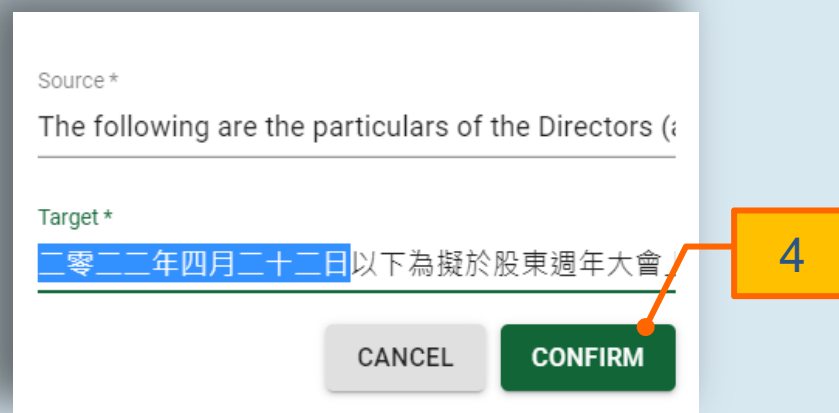
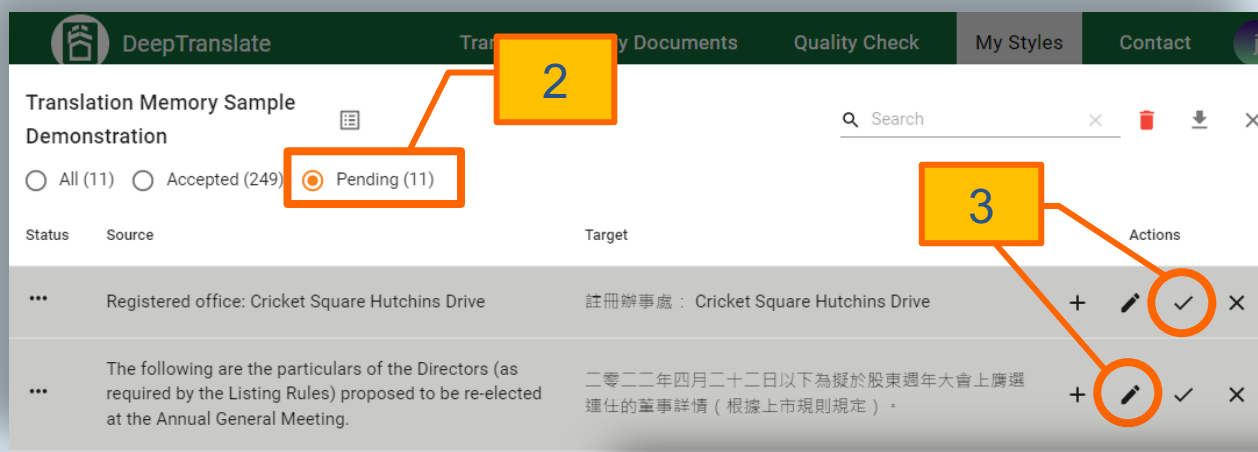
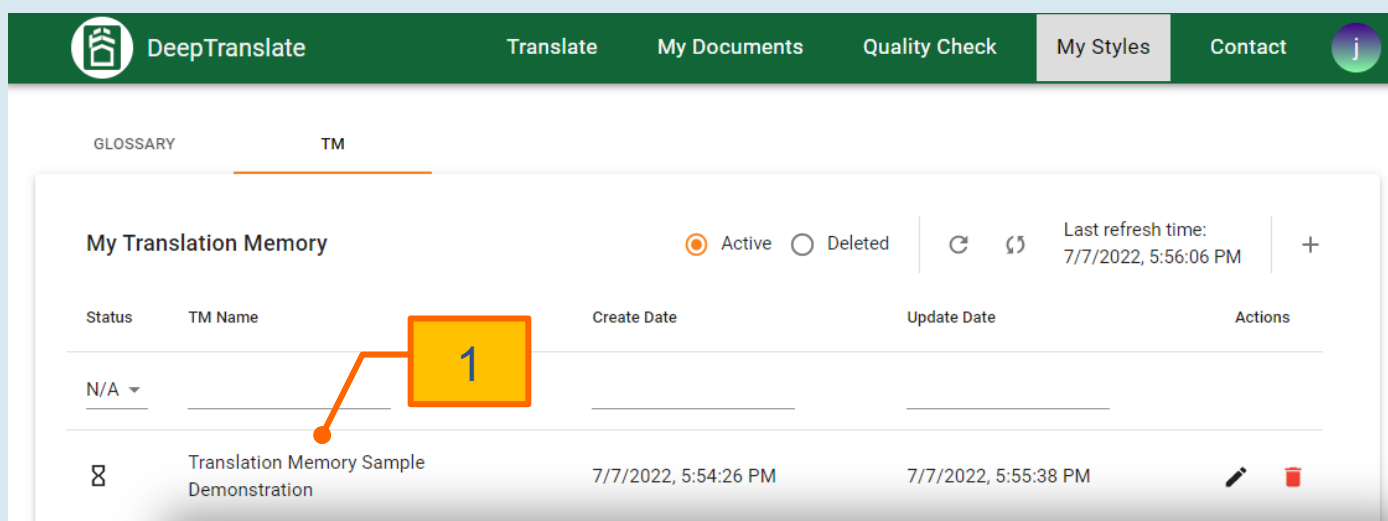
Chinese

5 – Name the TM

TM Name
Translation Memory Sample E-C

5 – Click to submit

SUBMIT



5b) Create TMs (continued)

- After clicking **SUBMIT**, the TM entry may take a few minutes to process (depending on the file size). Click the entry to review the alignment.
- A window will pop up. Click Pending to view alignments that require manual confirmation. (Optional)
- Click to accept. Click to edit.
- Edit the alignment and click **CONFIRM**. Remember to accept again.

6) Other Settings

Click the User Icon at the top right corner.

1. Select **My Account** to go to Account Settings
2. Select **Usage Statistics** to view usage statistics
3. Select **Company Settings** to update highlight setting
4. Select **User Maintenance** to create and manage users
5. Click **Logout** after using

The screenshot displays the DeepTranslate web application interface. At the top, a dark green navigation bar contains the logo and menu items: Translate, My Documents, Quality Check, My Styles, Contact, and a user icon. A yellow arrow points to the user icon. A dropdown menu is open, listing: My Account, Usage Statistics, Company Settings, and User Maintenance. A white callout box with orange borders and numbered steps (1-5) is overlaid on the menu. Step 1 points to 'My Account', step 2 to 'Usage Statistics', step 3 to 'Company Settings', step 4 to 'User Maintenance', and step 5 to 'Logout'. The background shows a 'Quality Check - Functionality' sidebar and a main content area with tabs for 'CALL FIGURES', 'GLOSSARY CHECK', and 'CONSISTENCY CHECK'. The 'CALL FIGURES' tab is active, showing an 'Upload source file' section with a 'Drop a document here' instruction and supported file formats (.doc, .docx, .ppt, .pptx, .pdf).

Account Settings

Select the Security tab to manage your login.

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) My Account (Account Settings)

On the **Account Settings** page, there are two tabs - **SECURITY** and **INFORMATION**.

The **SECURITY** tab allows you to manage your login.



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

Select the **INFORMATION** tab to manage your account.

SECURITY

INFORMATION

Total monthly credit of your account

Your role is displayed here. Different roles have access to different functions. User Maintenance can only be accessed by an admin.

Click to modify the name of your account or enable/disable email notifications

6a) My Account (Account Settings) (continued)

Manage your account under the **INFORMATION** tab on the left.

6b) Usage Statistics

On the **Usage Statistics** page, you can view your usage summary and download usage reports in PDF/XLSX file format.

The screenshot shows the DeepTranslate interface. At the top, a green navigation bar contains the logo and links for 'translate', 'My Documents', 'Quality Check', 'My Styles', and 'Contact'. The main content area is titled 'COMPANY USERS' and displays a bar chart of usage statistics for July 2022. The chart shows six bars with varying heights, representing different categories. A legend at the bottom of the chart indicates 'total' with a black square. To the left of the chart, there are two summary cards: 'Machine Translation' with 'Used credit: 2629' and 'YTD Total: 322082', and 'Quality Checks' with 'Total count: 1' and 'YTD Total: 22'. Above the chart, there are filters for 'Company', 'Period' (2022/01/08 - 2022/07/08), and 'Job Type' (Machine Translation (All)). A 'SELECT ITEMS (0)' dropdown and a 'Show total?' checkbox are also present. Callout boxes highlight key features: 'View your monthly usage summary' points to the month selector; 'Download monthly usage report in PDF/XLSX file format.' points to the PDF and XLSX icons; 'Export usage statistics in XLSX file format.' points to the download icon; and 'Swap between bar chart and breakdown table' points to the bar and table icons.

View your monthly usage summary

Download monthly usage report in PDF/XLSX file format.

Swap between bar chart and breakdown table

Export usage statistics in XLSX file format.

Machine Translation
Used credit:
2629
YTD Total: 322082

Quality Checks
Total count:
1
YTD Total: 22

COMPANY USERS

Period: 2022/01/08 - 2022/07/08
Job Type: Machine Translation (All)

SELECT ITEMS (0) Show total?

Category	Usage
1	~6000
2	~48000
3	~45000
4	~80000
5	~75000
6	~38000
7	~3000



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

Customise your thresholds for highlighting

Highlight risk in generated document

Enable/disable highlighting

UPDATE SETTINGS

Save your changes

* 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) Company Settings (Highlight Settings)

On the **Highlight Setting** page, you may customise the settings listed.

Sentences in a translated document are highlighted in three different colours to reflect how much they matches with translation memory – the higher the level, the lower the risk of mistakes, vice versa. It can help speed up your vetting process by concentrating on the risky parts.




6d) User Maintenance

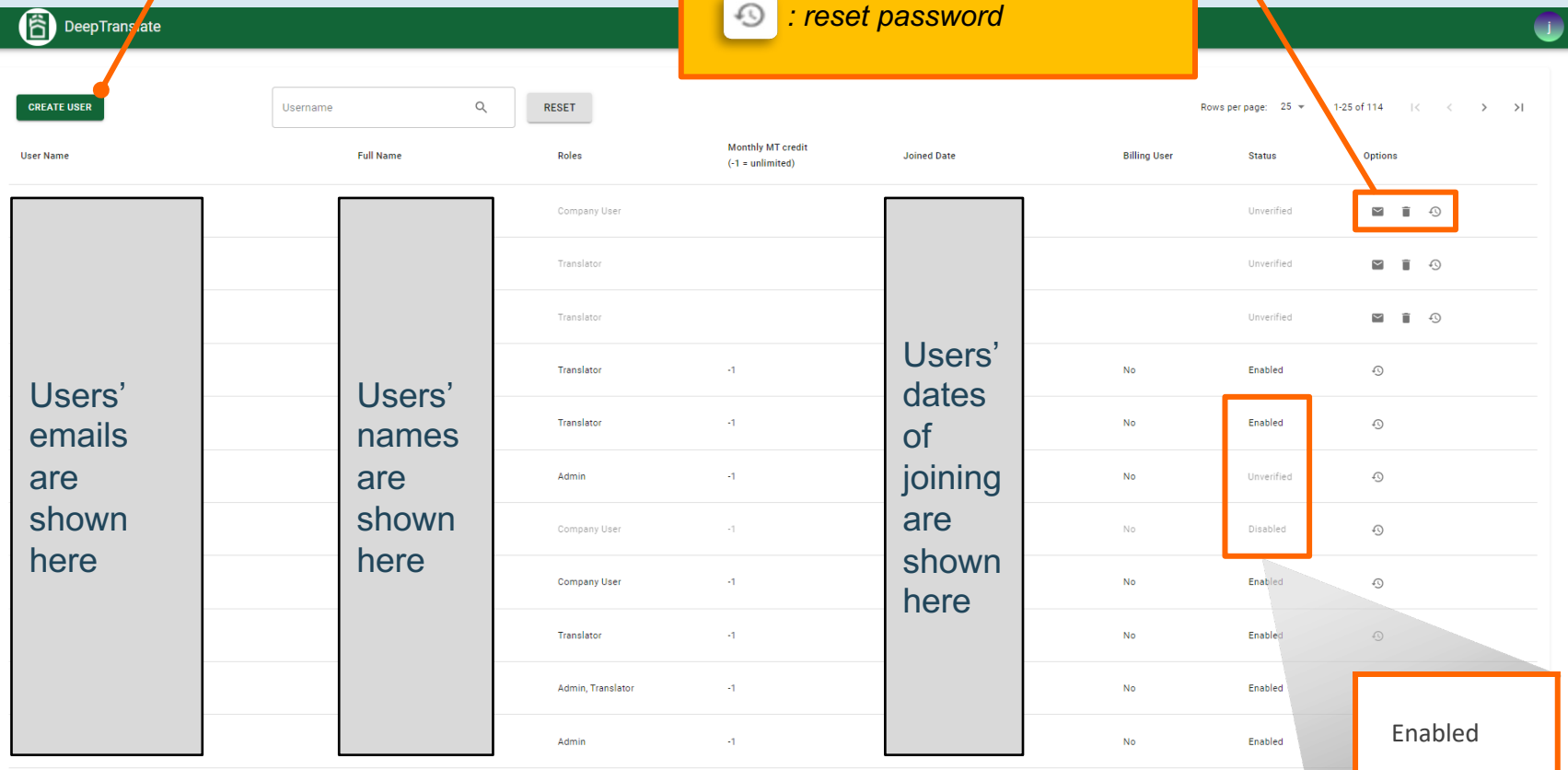
(for Administrators only)


















On the **User Maintenance** page, you will see users' details and status.

You can also create a new user. See next page for details.

Create User
(see next page)

 : resend verification email
 : delete user
 : reset password



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	

Users' emails are shown here

Users' names are shown here

Users' dates of joining are shown here

Enabled
Unverified
Disabled

*"Enabled users" are ready to access the service.
"Unverified users" shall verify through emails.
"Disabled users" are users who have been deleted.*

Enabled
Unverified
Disabled

1 – Create user

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					
		Translator	-1				
		Translator	-1				
		Admin	-1				
		Company User	-1				
		Company User	-1				
		Translator	-1				
		Admin, Translator	-1				
		Admin	-1				

Users' emails are shown here

Users' names are shown here

Create User

Email (case sensitive) *

Full Name *

User Role

2 – Enter the details

3 – Submit

4 – A verification email will be sent to the user. Follow the instructions to receive another email with a password.

6d) User Maintenance (continued)

(for Administrators only)

Administrators can create new users on the **User Maintenance** page.



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

Contact Us

For any other issues, feel free to contact us directly by phone or email. You may also leave us a message on the **Contact** page. We will get back to you to provide assistance.