



Welcome to Verto!

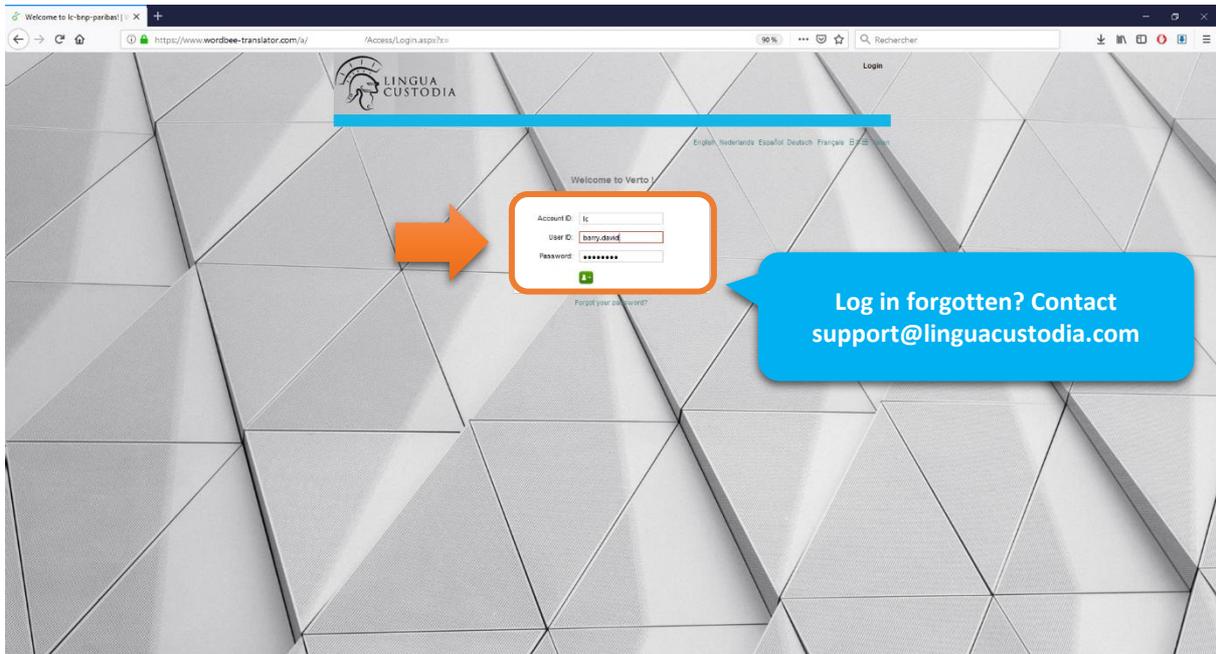
**Machine  
Translation  
User Guide**

## Summary

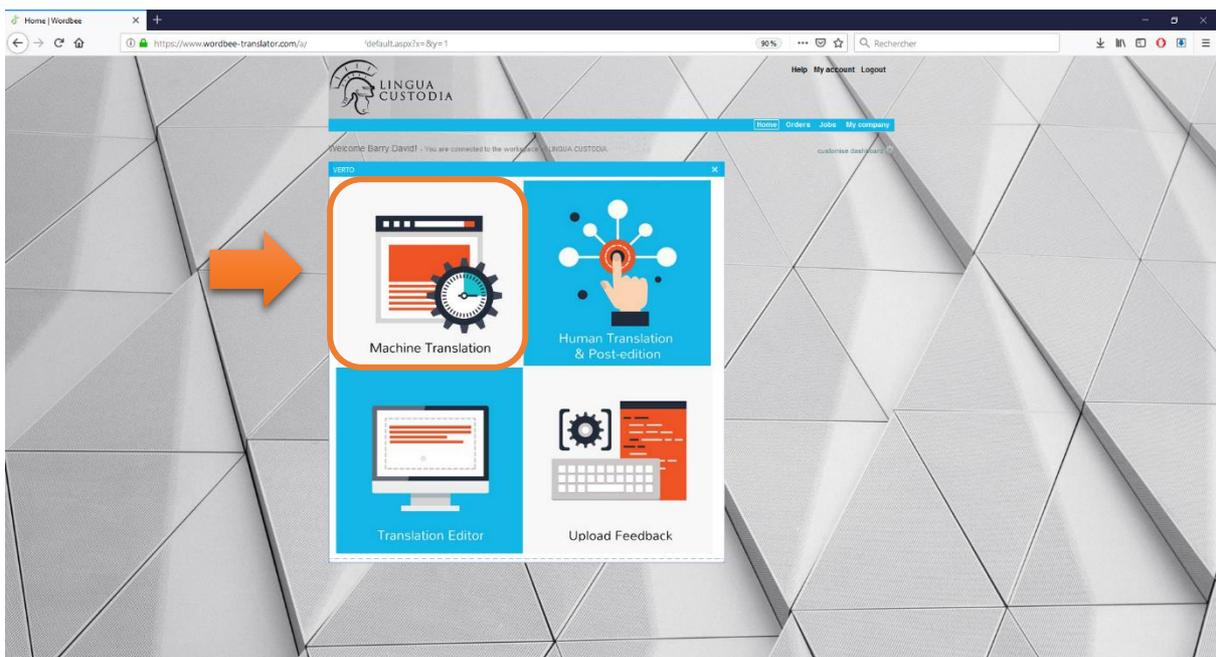
Connect.....	2
Select the relevant Engine.....	3
Select the Languages.....	3
Upload document to be translated.....	4
Retrieve your automated translation.....	5
Client Assistance.....	5

## 1. Connect

On your web browser, please visit [www.wordbee-translator.com](https://www.wordbee-translator.com) and log into your **VERTO workspace** using the log in sent to you:

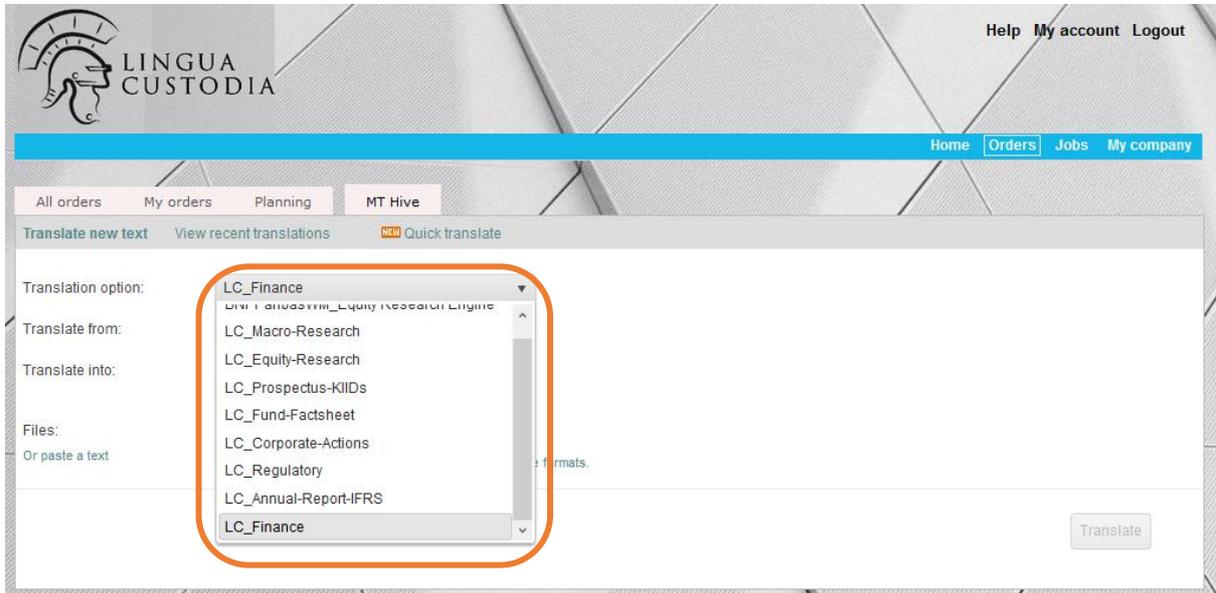


For automated translation click on **Machine Translation**

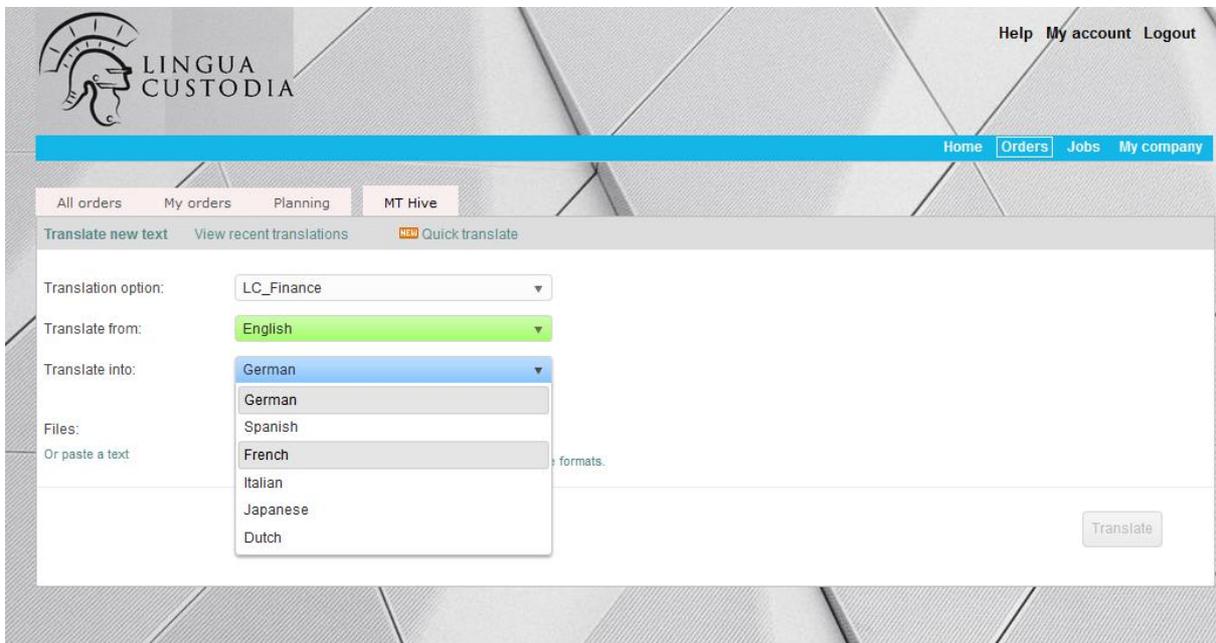


## 2. Select the most relevant **engine** in Translation Option.

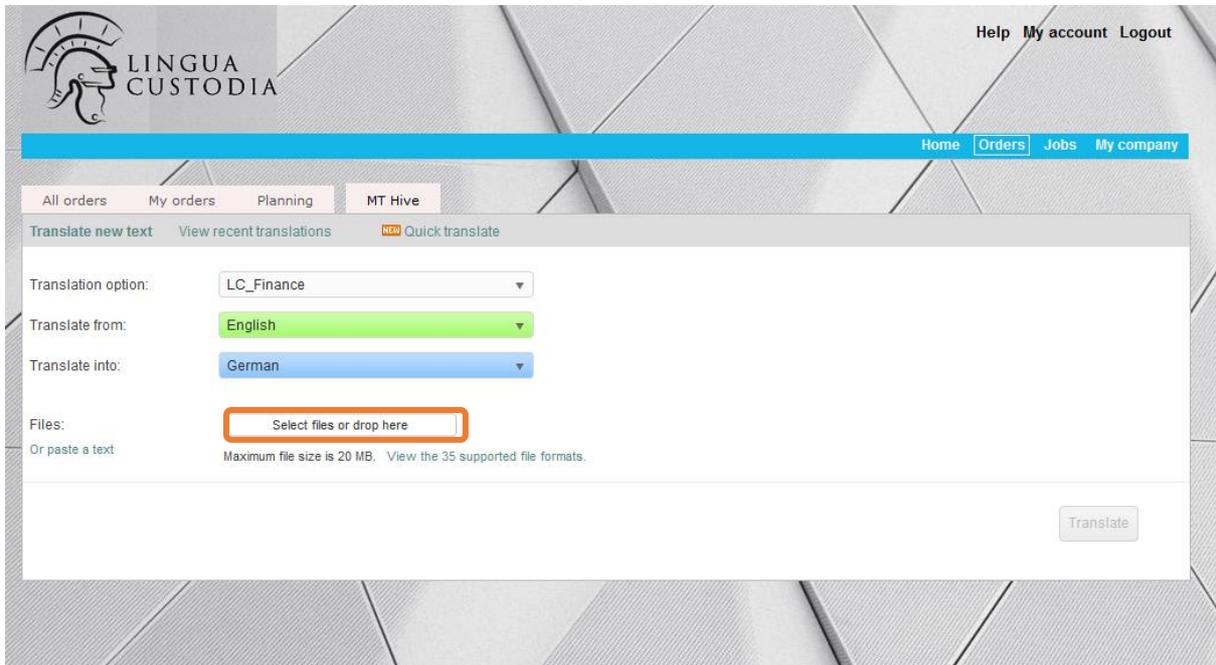
Each of our engine is specialised by document type for maximising translation performance. Should you have any doubt regarding the choice of the relevant engine to your needs, we invite you to contact our team for immediate assistance via +33 (0) 1 30 44 04 23.



## 3. Choose the **source** and **target language**

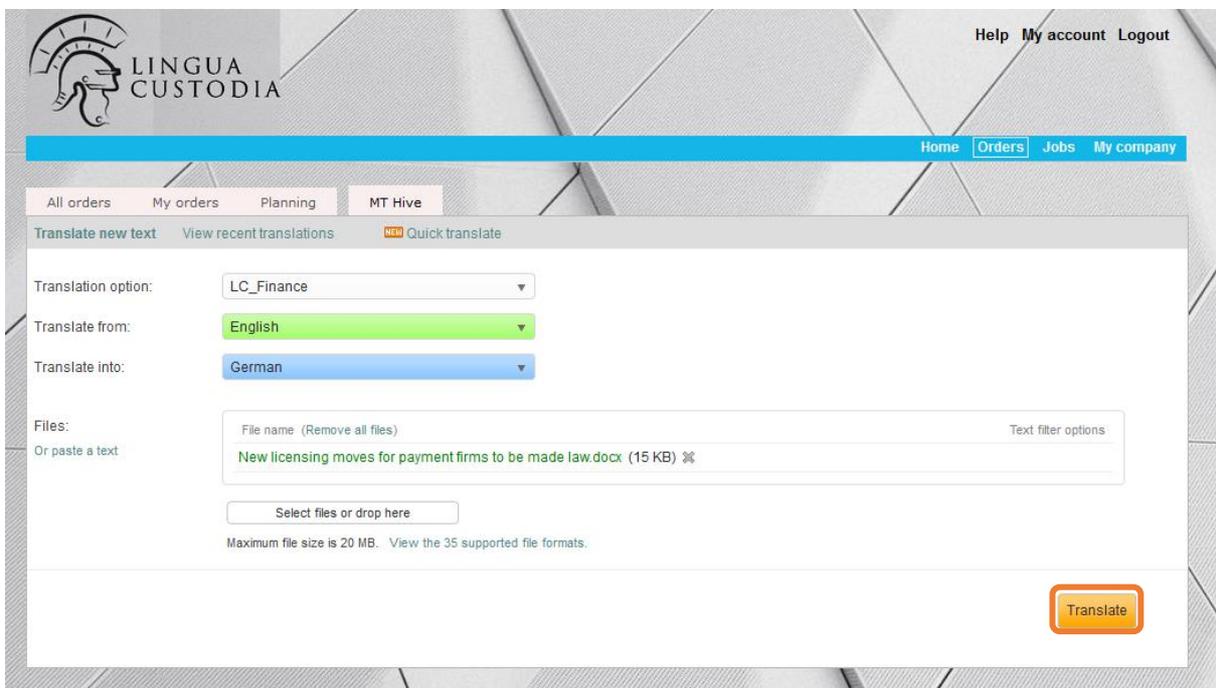


4. Upload the document you would like to translate.  
VERTO can handle up to 35 different formats.



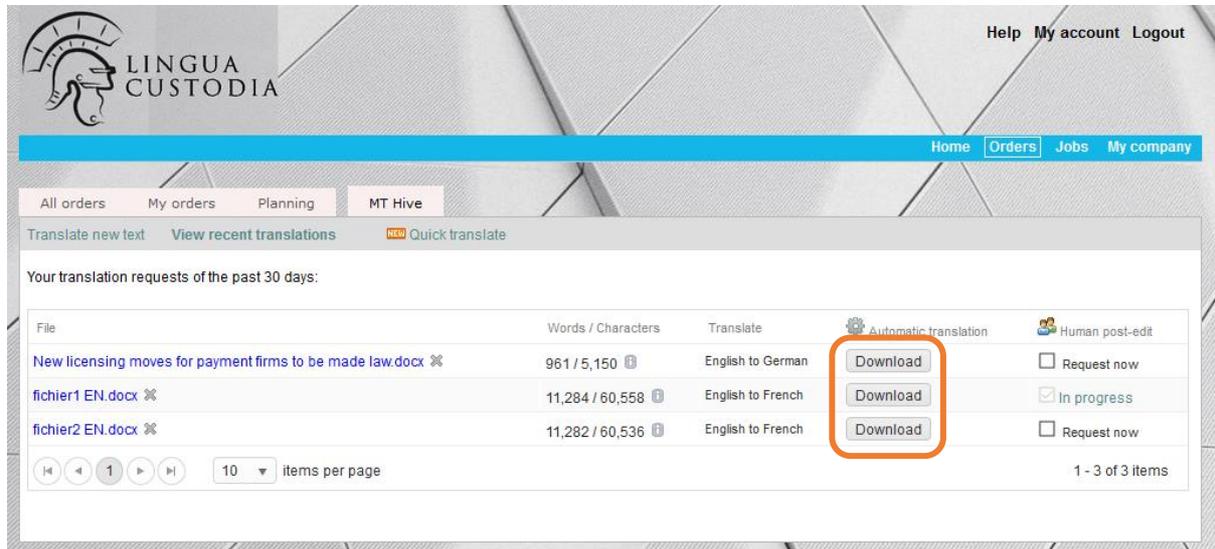
The screenshot shows the Lingua Custodia web interface. At the top left is the logo and name 'LINGUA CUSTODIA'. On the top right are links for 'Help', 'My account', and 'Logout'. Below this is a blue navigation bar with 'Home', 'Orders', 'Jobs', and 'My company'. A secondary navigation bar shows 'All orders', 'My orders', 'Planning', and 'MT Hive'. The main content area has tabs for 'Translate new text', 'View recent translations', and 'Quick translate'. The 'Translate new text' tab is active. It contains a form with the following fields: 'Translation option:' set to 'LC\_Finance', 'Translate from:' set to 'English', and 'Translate into:' set to 'German'. The 'Files:' section is highlighted with an orange box and contains a 'Select files or drop here' button. Below this is a text area for 'Or paste a text' and a note: 'Maximum file size is 20 MB. View the 35 supported file formats.' A 'Translate' button is located at the bottom right of the form.

Click on [Translate](#)



The screenshot shows the same Lingua Custodia web interface as the previous one, but with a file uploaded. The 'Files:' section now displays a text input field with the file name 'New licensing moves for payment firms to be made law.docx (15 KB)' and a 'Text filter options' link. Below this is a 'Select files or drop here' button. The 'Translate' button at the bottom right is now highlighted with an orange box.

5. **Your document / text is being translated.** Once completed, you will be able to download the translated document in the same format as the original document (except for .pdf for which the output is in Word)



## 6. Client Assistance

Very occasionally, an error message such as “**translation failed**” may appear: an Internet connection issue may have occurred. In that case, we first recommend you try a second time.

If the message appears again, please send an e-mail to [support@linguacustodia.com](mailto:support@linguacustodia.com) with the document you wish to translate for our team to analyse the issue and promptly deal with your request.

You can equally contact Lingua Custodia on +33 (0) 1 30 44 04 23 should you have any questions or need assistance with Verto.