



Bienvenue sur Verto !

Translation Editor User Guide

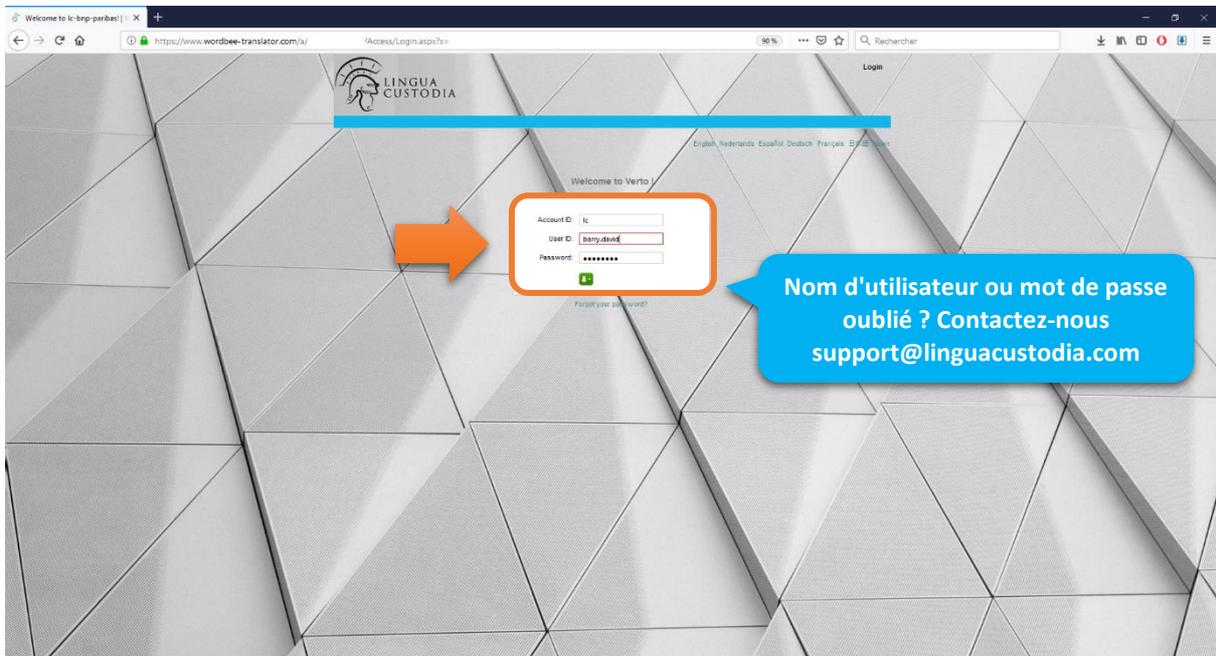
[Date]

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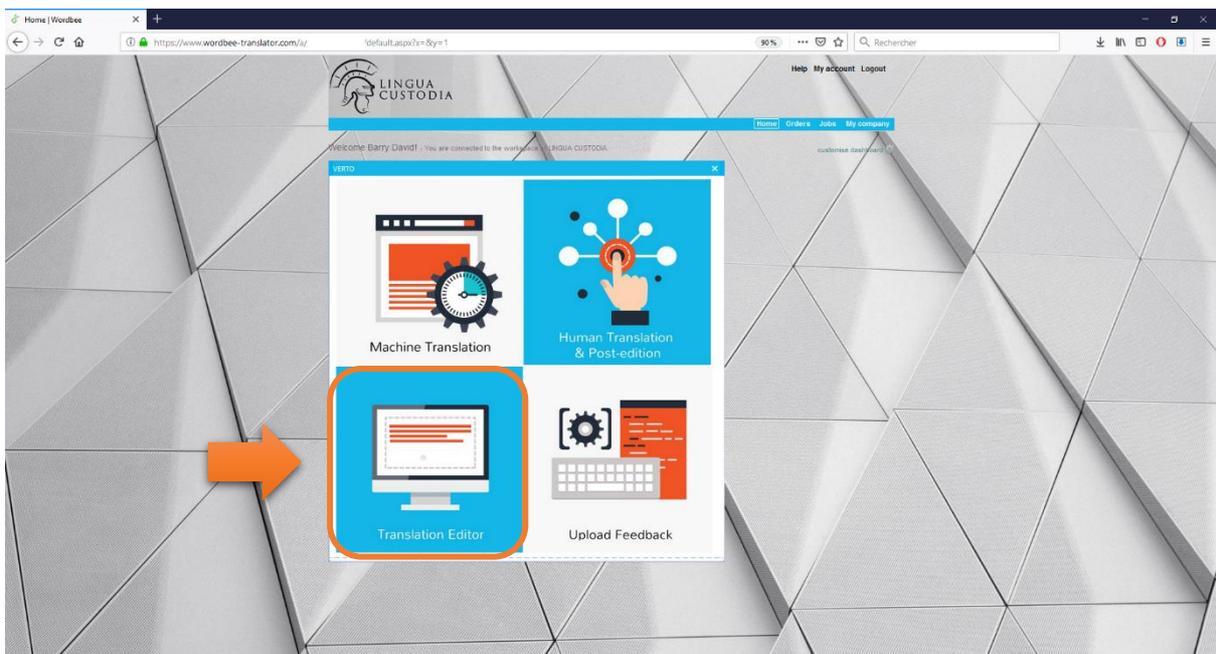
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1. Vous connecter

Dans votre navigateur, rendez-vous sur www.wordbee-translator.com et connectez-vous à votre **espace VERTO** en utilisant les informations de connexion que vous avez reçues :



Cliquez sur le bouton **Translation Editor**:



2. Relire et post-éditer

Cliquez sur **Status** pour accéder au(x) document(s) que vous souhaitez éditer

The screenshot shows the Lingua Custodia web interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Jobs', and 'My company'. Below this, there are tabs for 'Standard jobs', 'Codyt jobs', and 'Planning'. The main content area is titled 'All company jobs' and shows a list of jobs. The 'Status' column for three items is highlighted with an orange box.

#	Document and project	Current work	Supplier	Deadline	Seg	Counts & Activity	Manage and Translate
1	New licensing moves for payment firms to be made law.docx 2019-16	Translation - Not started English - German			43	859	Translate Status
2	New licensing moves for payment firms to be made law.docx 2019-1	Translation - In progress English - German	Barry David		43	859	Translate Status
3	fichier1 EN.docx 2018-6	Translation - Not started English - French			582	859	Translate Status

Cliquez sur **Continue**, puis **OK**

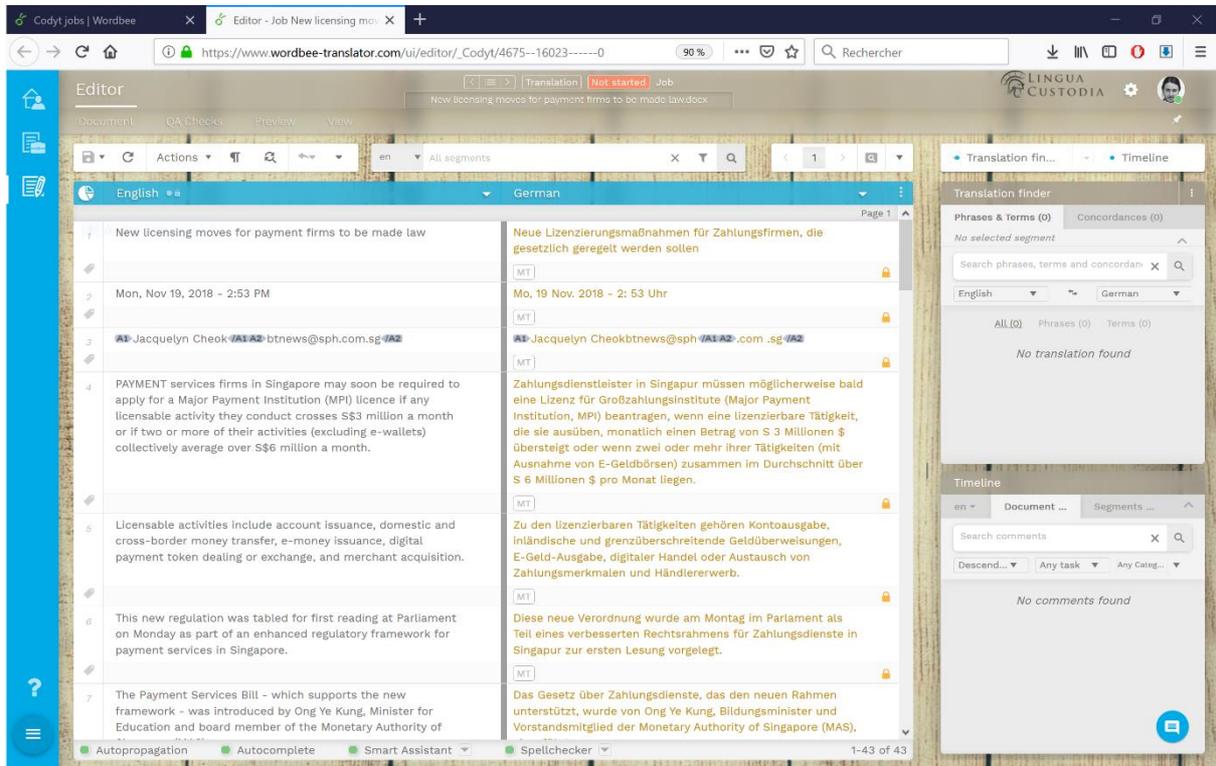
The screenshot shows a modal dialog box titled 'New licensing moves for payment firms to be made law.docx'. It has tabs for 'Work status', 'Properties', 'Messages', and 'Reference material'. The 'Work status' tab is active, showing 'Work and status: Translation Not started', 'Assigned to: [User]', and 'Deadline: None'. Below this, there is a section 'Choose next step or close window:' with a green button labeled 'Continue' highlighted with an orange box.

3. Pour ouvrir l'éditeur, cliquez sur Translate

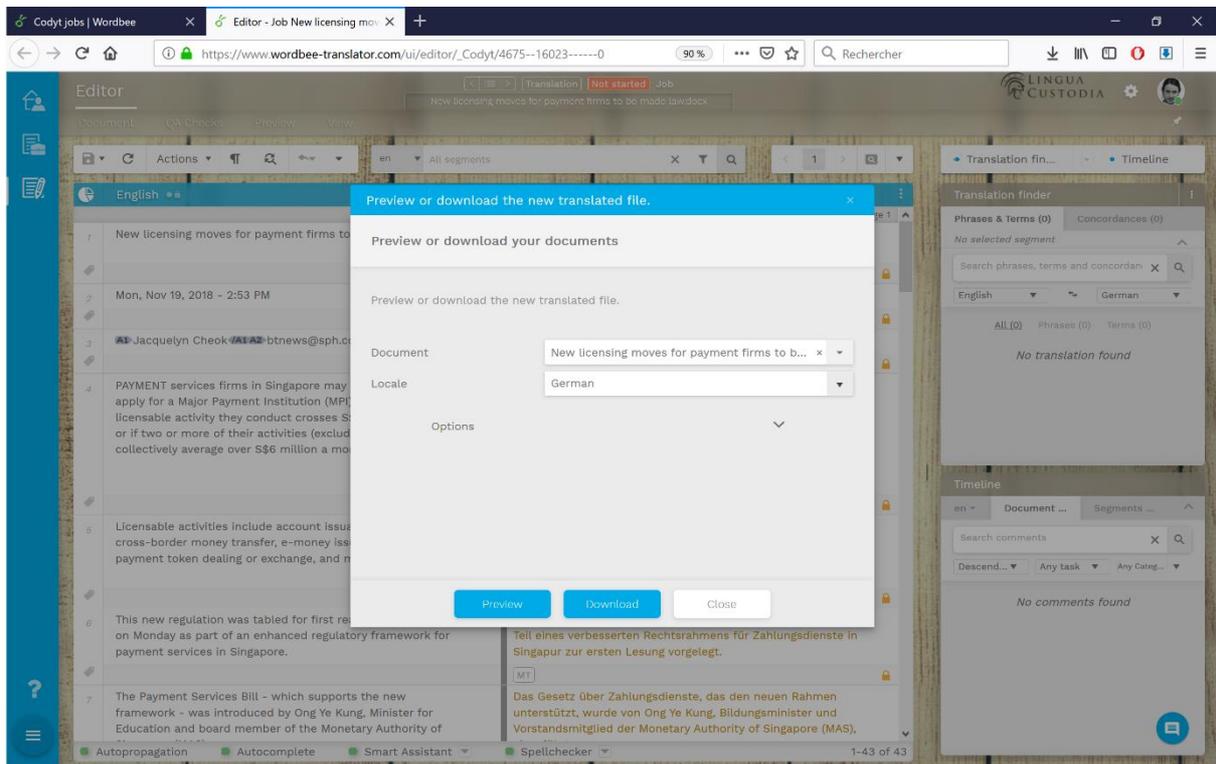
The screenshot shows the Lingua Custodia web interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Jobs', and 'My company'. Below this, there are tabs for 'Standard jobs', 'Codyt jobs', and 'Planning'. The main content area is titled 'All company jobs' and shows a list of jobs. The 'Translate' button for three items is highlighted with an orange box.

#	Document and project	Current work	Supplier	Deadline	Seg	Counts & Activity	Manage and Translate
1	New licensing moves for payment firms to be made law.docx 2019-16	Translation - In progress English - German	Barry David		43	859	Translate Status
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3	fichier1 EN.docx 2018-6	Translation - Not started English - French			582	859	Translate Status

Une fois toutes les corrections apportées, cliquez sur **Preview** et sélectionnez **Preview Target document**

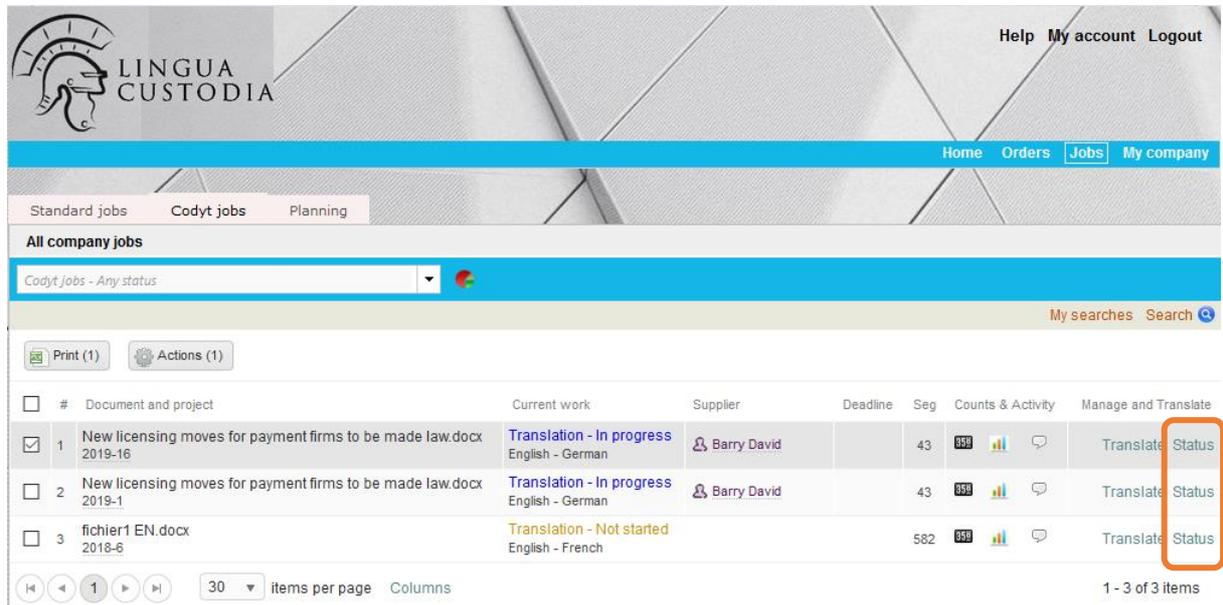


4. Pour récupérer votre document : Cliquez sur **Download File**



5. Mettre à jour le statut

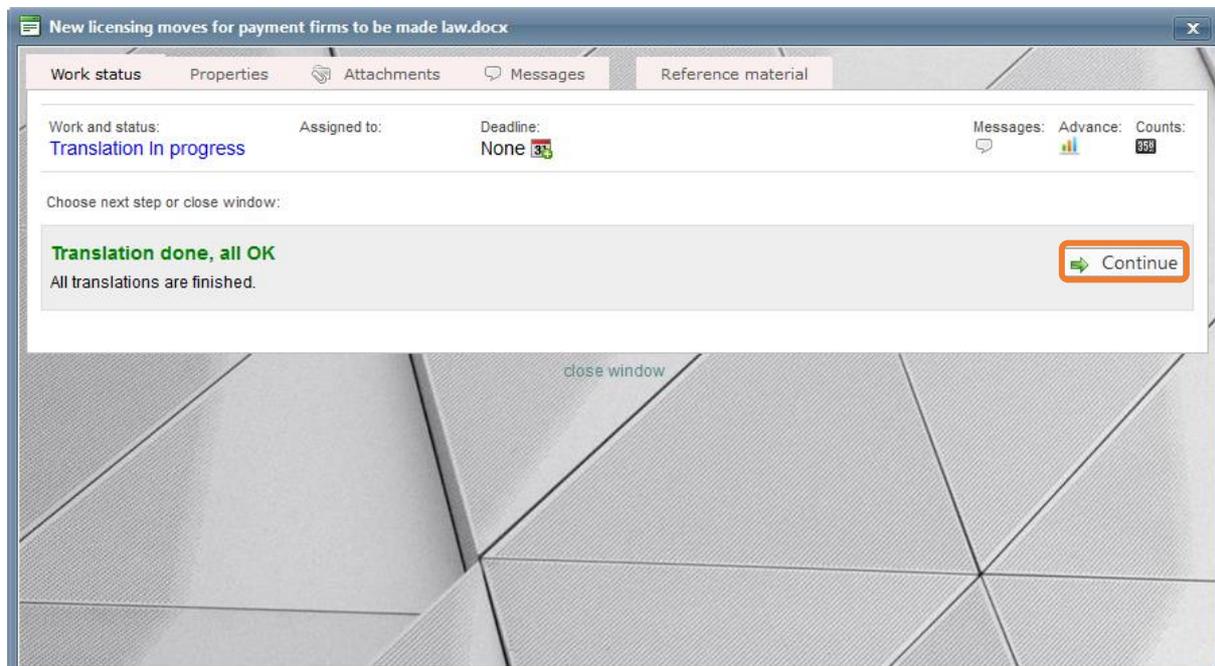
Pour indiquer que l'édition est terminée et changer son statut en **Completed**, cliquez sur **Status**:



The screenshot shows the Lingua Custodia web interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Jobs', and 'My company'. Below this, there are tabs for 'Standard jobs', 'Codyt jobs', and 'Planning'. The main content area is titled 'All company jobs' and shows a list of jobs. The 'Status' column for each job is highlighted with a red box. The jobs listed are:

#	Document and project	Current work	Supplier	Deadline	Seg	Counts & Activity	Manage and Translate
1	New licensing moves for payment firms to be made law.docx 2019-16	Translation - In progress English - German	Barry David		43	559	Translate Status
2	New licensing moves for payment firms to be made law.docx 2019-1	Translation - In progress English - German	Barry David		43	559	Translate Status
3	fichier1 EN.docx 2018-6	Translation - Not started English - French			582	559	Translate Status

Cliquez ensuite sur **Continue** puis **OK**



The screenshot shows a dialog box titled 'New licensing moves for payment firms to be made law.docx'. The dialog box has tabs for 'Work status', 'Properties', 'Attachments', 'Messages', and 'Reference material'. The 'Work status' tab is selected, showing 'Work and status: Translation In progress', 'Assigned to: None', and 'Deadline: None'. Below this, there is a section titled 'Choose next step or close window:' with a green button labeled 'Continue' and a 'close window' link.

Note : Aucune action n'est requise pour sauvegarder les nouveaux segments dans la mémoire de traduction. Celle-ci sera mise à jour automatiquement chaque jour en fin de journée.

6. Service Client

Si vous avez besoin d'informations ou d'une assistance immédiate à propos de l'éditeur de traduction Verto, veuillez envoyer un email à l'adresse support@linguacustodia.com ou contactez notre équipe au +33 (0) 1 30 44 04 23.