

DeepReference User Guide

How to use every workspace function, step by step. The screenshots show the demo account "Maria Conti" (Translator Pro) working on a services agreement, English to Italian. The numbers on each screenshot match the steps above it.

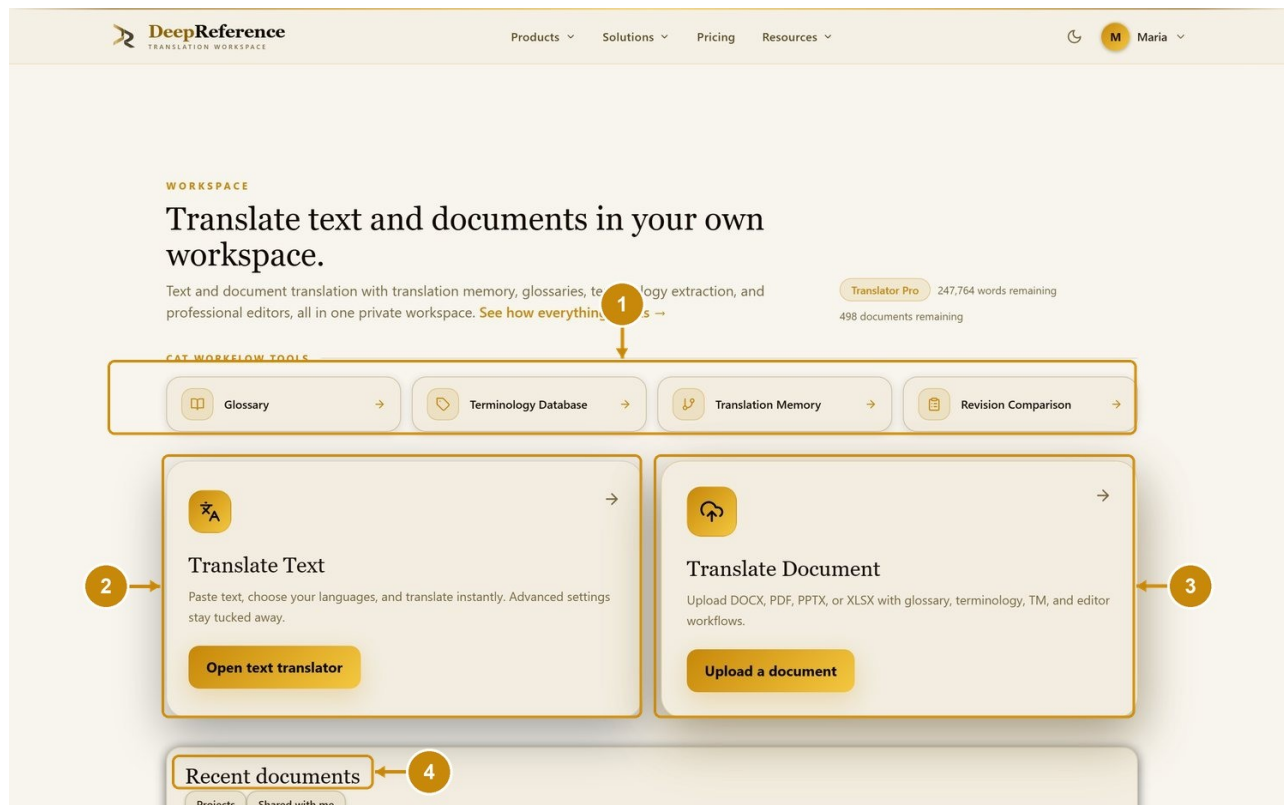
Contents

1. The workspace
2. Glossaries
3. Terminology extraction (Terminology Database tab)
4. Translation memory (Translation Memory tab)
5. Text translation, tones and glossary
6. Document translation
7. Translation Editor (segment by segment)
8. Document Editor (page view)
9. Revision comparison
10. Settings and Custom List

1. The workspace

After signing in you land on the workspace. It has four areas:

1. CAT workflow tools: Glossary, Terminology Database, Translation Memory and Revision Comparison.
2. Translate Text: paste text and translate it at once.
3. Translate Document: upload a DOCX, PDF, PPTX, XLSX or XLIFF file.
4. Recent documents: every job with its languages, status and an Open menu (editors, download).

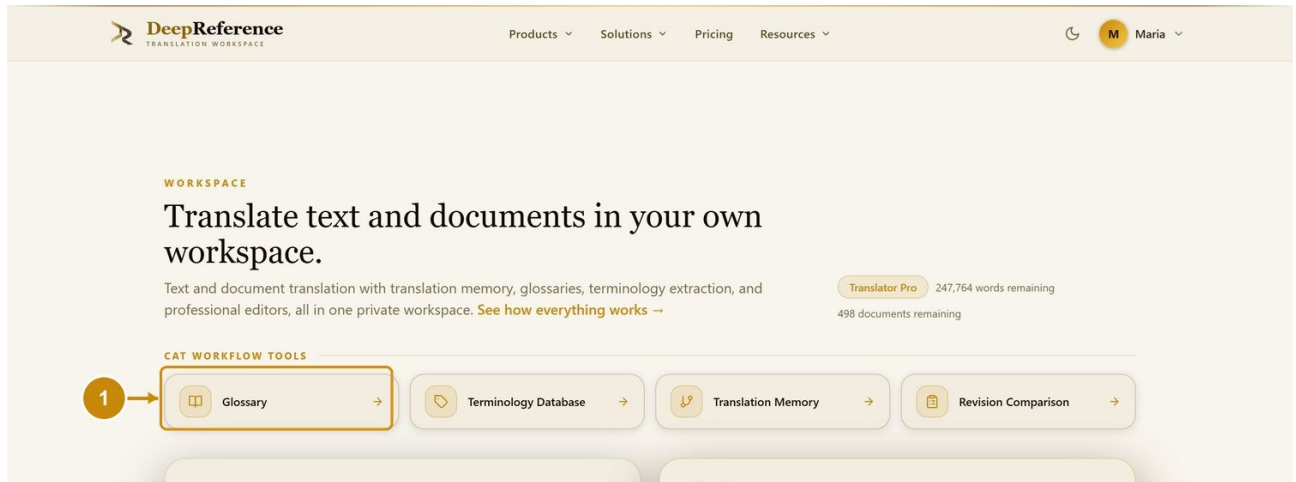


Steps 1–4

2. Glossaries

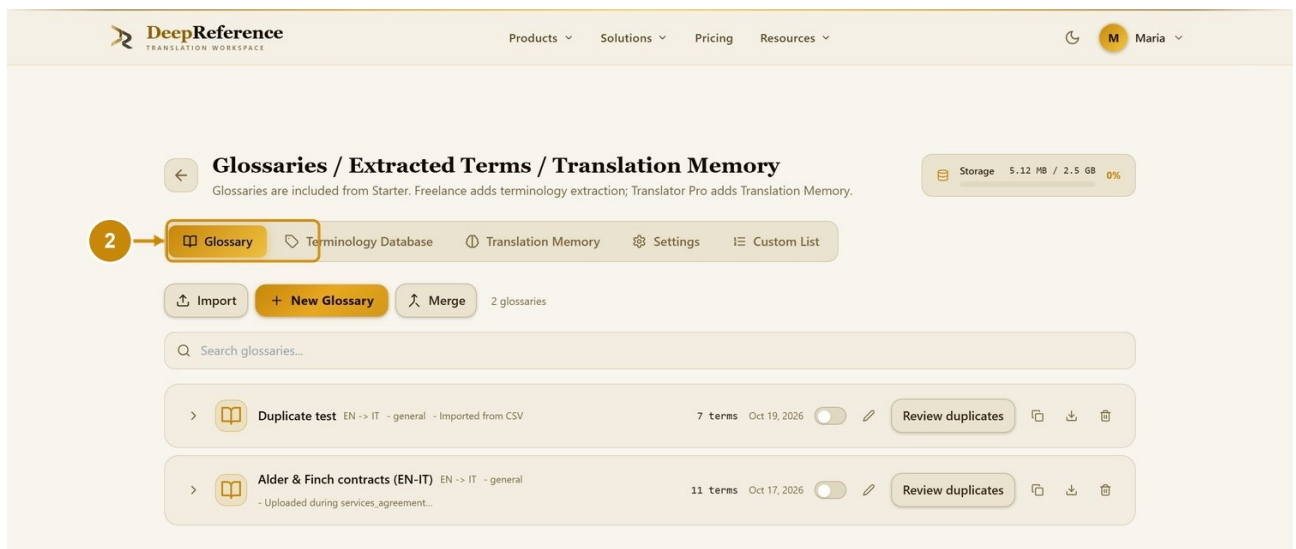
A glossary tells the model which translation to use for a term.

1. In the workspace, click Glossary.



Step 1

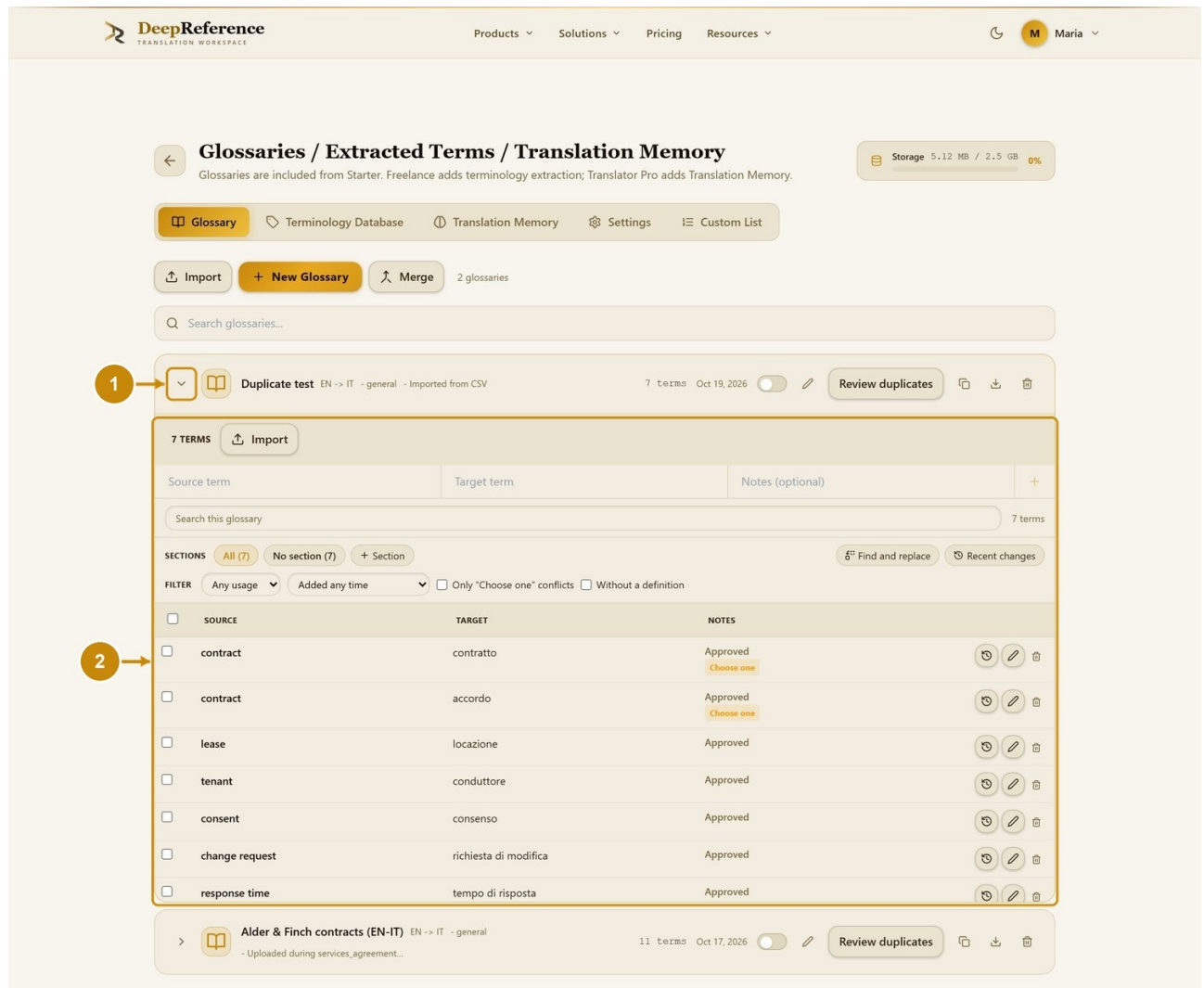
2. The Glossary tab opens with one row per glossary.



Step 2

2.1 Open a glossary

1. Click the arrow at the left of the glossary row.
2. The terms of the glossary open below the row.



Steps 1–2

2.2 The buttons on a glossary row

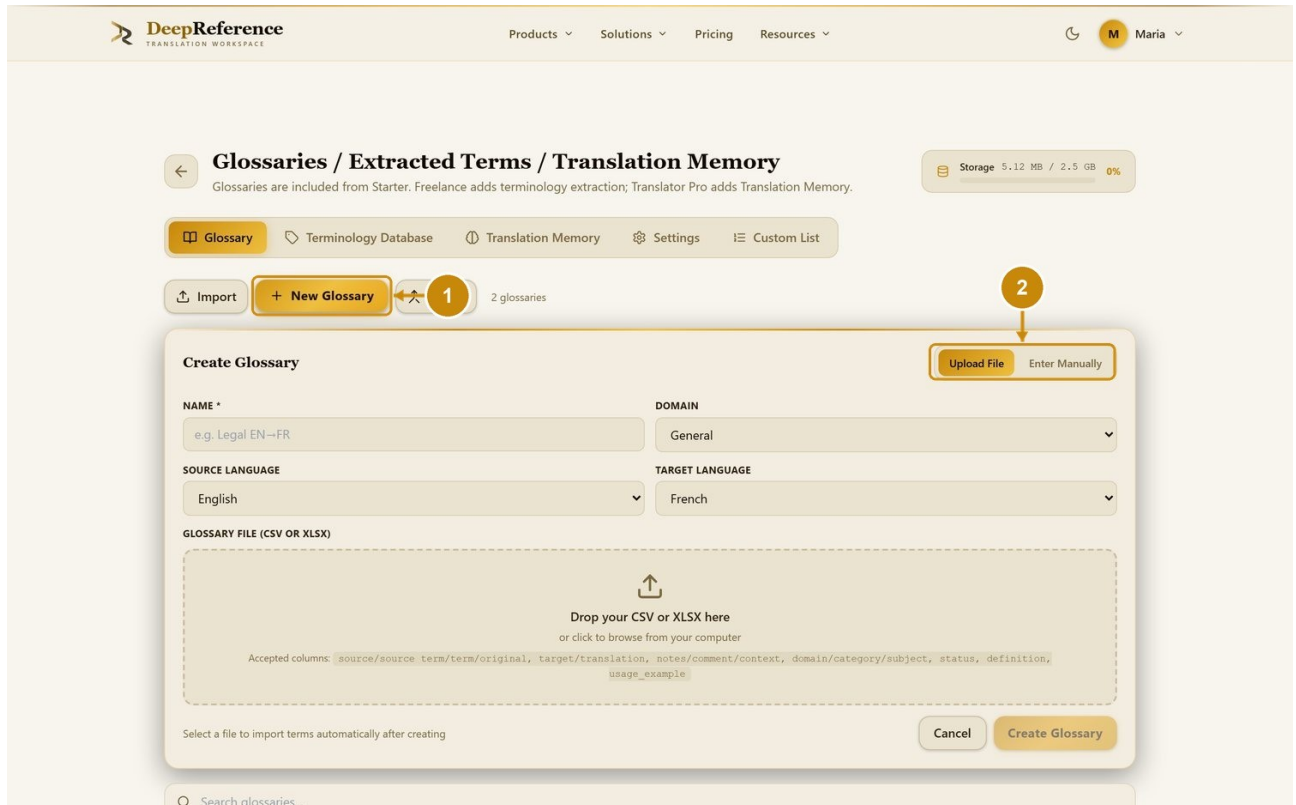
1. On/off switch: makes this glossary the active one.
2. Pencil: rename the glossary.
3. Review duplicates: terms stored more than once.
4. Duplicate glossary: makes a full copy.
5. Export CSV: downloads the glossary.
6. Delete: removes the glossary.



Steps 1–6

2.3 Create a glossary

1. Click New Glossary.
2. Click Enter Manually. (Upload File creates the glossary from a CSV or XLSX file.)



Steps 1–2

3. Type a name.
4. Choose the domain.
5. Choose the source language and the target language.
6. Type a description (optional).
7. Click Create Glossary.

Glossaries / Extracted Terms / Translation Memory
Glossaries are included from Starter. Freelance adds terminology extraction; Translator Pro adds Translation Memory.

Storage 5.12 MB / 2.5 GB 0%

Glossary Terminology Database Translation Memory Settings Custom List

Import + New Glossary Merge 2 glossaries

Create Glossary Upload File Enter Manually

NAME * Guide: Lease terms EN-IT DOMAIN Legal

SOURCE LANGUAGE English TARGET LANGUAGE Italian

DESCRIPTION (OPTIONAL) Terms for residential lease agreements

After creating, expand the glossary row to add terms one by one or import a file later.
Add terms manually after creating

Cancel Create Glossary

Steps 3–7

8. The new, empty glossary appears in the list.

Glossaries / Extracted Terms / Translation Memory
Glossaries are included from Starter. Freelance adds terminology extraction; Translator Pro adds Translation Memory.

Storage 5.12 MB / 2.5 GB 0%

Glossary Terminology Database Translation Memory Settings Custom List

Import + New Glossary Merge 3 glossaries

Search glossaries...

8 > Guide: Lease terms EN-IT EN -> IT - legal - Terms for residential lease agreements 0 terms Oct 22, 2026 Review duplicates

> Duplicate test EN -> IT - general - Imported from CSV 7 terms Oct 19, 2026 Review duplicates

> Alder & Finch contracts (EN-IT) EN -> IT - general 11 terms Oct 17, 2026 Review duplicates

Step 8

2.4 Add terms

1. Click the arrow of the glossary to open it.
2. Type the source term.
3. Type the target term.
4. Type a note (optional).
5. Press Enter or click +.

The screenshot shows the DeepReference web application interface. At the top, there's a navigation bar with the logo and menu items: Products, Solutions, Pricing, Resources. A user profile 'Maria' is in the top right. The main header reads 'Glossaries / Extracted Terms / Translation Memory' with a storage indicator '5.12 MB / 2.5 GB 0%'. Below this is a sub-header with tabs: Glossary, Terminology Database, Translation Memory, Settings, Custom List. A toolbar contains 'Import', '+ New Glossary', and 'Merge' buttons, followed by '3 glossaries'. A search bar is present. The main content area shows a selected glossary 'Guide: Lease terms EN-IT' with 3 terms. A callout '1' points to the dropdown arrow. Below the glossary name, there's an 'Import' button and a table for adding terms. The table has three columns: SOURCE, TARGET, and NOTES. A callout '2' points to the SOURCE input field where 'rent' is typed. A callout '3' points to the TARGET input field where 'canone' is typed. A callout '4' points to the NOTES input field where 'Notes (optional)' is typed. A callout '5' points to the plus button at the end of the row to add the term. Below the input fields, there's a 'Search this glossary' bar and a table of existing terms. The table has columns for checkboxes, SOURCE, TARGET, NOTES, and action icons. Existing terms include 'tenant' (conduttore), 'landlord' (locatore), and 'security deposit' (deposito cauzionale).

	SOURCE	TARGET	NOTES	
☐	tenant	conduttore	Approved Legal term in Italian leases	
☐	landlord	locatore	Approved	
☐	security deposit	deposito cauzionale	Approved	

Steps 1–5

6. The term is added as Approved and the term count goes up (here 4 terms).

The screenshot shows the DeepReference Translation Workspace interface. At the top, there's a navigation bar with 'Products', 'Solutions', 'Pricing', and 'Resources'. Below this, the main header reads 'Glossaries / Extracted Terms / Translation Memory'. A storage indicator shows '5.12 MB / 2.5 GB 0%'. A secondary navigation bar includes 'Glossary', 'Terminology Database', 'Translation Memory', 'Settings', and 'Custom List'. Below this, there are buttons for 'Import', '+ New Glossary', and 'Merge', along with a '3 glossaries' indicator. A search bar is present. The main content area shows a glossary titled 'Guide: Lease terms EN-IT' with '4 terms' and a date 'Oct 22, 2026'. A 'Review duplicates' button is visible. A red circle with the number '6' points to the '4 TERMS' button. Below this, there's a table with columns 'Source term', 'Target term', and 'Notes (optional)'. The table contains four rows: 'tenant' (conduttore), 'landlord' (locatore), and 'security deposit' (deposito cauzionale), all marked as 'Approved'. A search bar for the glossary is also present.

Step 6

2.5 Edit a term and choose its usage

Usage tells the model how to treat a translation:

- Approved: the model must use this translation.
- Alternative: kept for your reference only; it is never sent to the model.
- Forbidden: the model is told not to use this translation, and QA flags it.

1. Click the pencil on the term's row.

This screenshot is identical to the one above, showing the same glossary 'Guide: Lease terms EN-IT' with 4 terms. However, a red circle with the number '1' points to the pencil icon in the 'tenant' row, indicating the step to edit a term.

Step 1

2. Change the wording if needed.
3. Choose the usage, for example Forbidden.
4. Click Save term.

The screenshot shows a web interface for editing terminology. A modal window titled "Edit terminology" is open. It contains several input fields and a dropdown menu. Numbered callouts indicate the steps: 2 points to the "Source" field containing "landlord"; 3 points to the "Usage" dropdown menu which is set to "Forbidden"; 4 points to the "Save" button at the bottom left. A text block explains the usage options: "Approved: the translation to use for the term; the AI receives it. Alternative: another valid translation; the AI never receives it, but the editors show it so a reviewer can pick it for a segment. Forbidden: this translation must not be used; the AI is told not to use it and the editor flags it if it appears. Keep one approved translation per term." The background shows a blurred view of a document translation interface with a sidebar containing links like "Document Translation", "Glossary & Termbase", "How It Works", and "Privacy Policy".

Edit terminology

Source

landlord

Target

propietario

Usage

Forbidden

3

Approved: the translation to use for the term; the AI receives it. Alternative: another valid translation; the AI never receives it, but the editors show it so a reviewer can pick it for a segment. Forbidden: this translation must not be used; the AI is told not to use it and the editor flags it if it appears. Keep one approved translation per term.

Definition

Usage example

Notes

4

Save

Document Translation Glossary & Termbase How It Works Privacy Policy

Steps 2–4

5. The usage is shown in the table (here Forbidden).

Source term	Target term	Notes (optional)	
Search this glossary			5 terms
SECTIONS All (5) No section (5) + Section			Find and replace Recent changes
FILTER Any usage Added any time Only "Choose one" conflicts Without a definition			
☐ SOURCE	TARGET	NOTES	
☐ tenant	conduttore	Approved Legal term in Italian leases	
☐ landlord	locatore	Approved The owner who lets the property to the tenant.	
☐ security deposit	deposito cauzionale	Approved	
☐ rent	canone	Approved	
☐ landlord	proprietario	Forbidden	5

> Duplicate test EN -> IT - general - Imported from CSV

7 terms Oct 19, 2026 Review duplicates

> Alder & Finch contracts (EN-IT) EN -> IT - general - Uploaded during services_agreement...

11 terms Oct 17, 2026 Review duplicates

Step 5

2.6 Import terms into a glossary

1. Open the glossary and click its Import button.

Search glossaries...			
Guide: Lease terms EN-IT EN -> IT - legal - Terms for residential lease agreements 4 terms Oct 22, 2026 Review duplicates			
4 TERMS Import 1			
Source term	Target term	Notes (optional)	
Search this glossary			4 terms
SECTIONS All (4) No section (4) + Section			Find and replace Recent changes
FILTER Any usage Added any time Only "Choose one" conflicts Without a definition			

Step 1

2. Click Choose file and pick a CSV, XLSX or TBX file.
3. Check the languages.
4. Choose the domain.
5. Click Import.

The screenshot shows the 'Import glossary' dialog box. Step 2 points to the 'Choose file' button. Step 3 points to the 'Source language' dropdown menu showing 'English'. Step 4 points to the 'Domain' dropdown menu showing 'Legal'. Step 5 points to the 'Import' button. The dialog also shows the target language as 'Italian' and the file name '02_Glossary_EN-IT.csv (1.3 KB)'. Below the dropdowns, there is explanatory text about file formats and a link to 'Download an example CSV'.

Steps 2–5

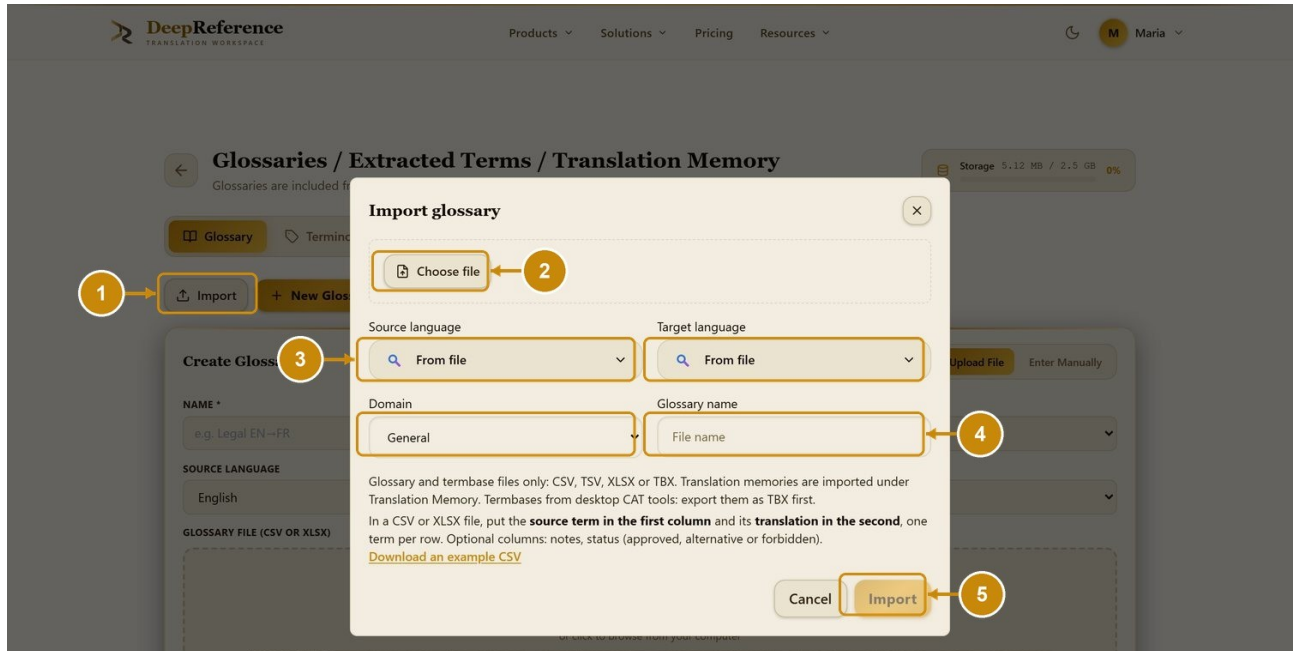
6. The new terms are added (here 31 terms). Terms that already exist are not added twice.

The screenshot shows the 'Glossaries / Extracted Terms / Translation Memory' interface. Step 6 points to the '31 TERMS' button. The interface includes a search bar, a 'Review duplicates' button, and a table with columns for 'Source term', 'Target term', and 'Notes (optional)'. The table shows 31 terms have been added.

Step 6

2.7 Create a glossary from a file

1. Click Import at the top of the Glossary tab.
2. Click Choose file and pick the file.
3. Check the languages and the domain.
4. Type the glossary name.
5. Click Import.



Steps 1–5

2.8 Sections

Sections group the terms of one glossary, for example Payments.

1. Click + Section.



Step 1

2. Type the section name and press Enter (or click the tick).

The screenshot shows the 'Guide: Lease terms EN-IT' interface. At the top, there's a search bar and a header with '31 terms' and 'Oct 22, 2026'. Below the header, there's a table with columns 'Source term', 'Target term', and 'Notes (optional)'. A search bar is present above the table. In the 'SECTIONS' area, there are buttons for 'All (31)', 'No section (31)', and a text input field 'Section name, e.g. Legal' with a tick mark and a circled '2' next to it. There are also buttons for 'Find and replace' and 'Recent changes'. Below the sections, there's a 'FILTER' section with 'Any usage', 'Added any time', and checkboxes for 'Only "Choose one" conflicts' and 'Without a definition'.

Step 2

3. The section appears next to All and No section. Click it to show only its terms.

The screenshot shows the same interface as before, but now the 'Payments (0)' section is selected. Below the sections, there's a '2 selected' button and a 'Put in a section' dropdown menu. A circled '3' is next to the 'Put in a section' dropdown. There are also buttons for 'Select all 31 shown', 'Clear selection', and 'Export selected'.

Step 3

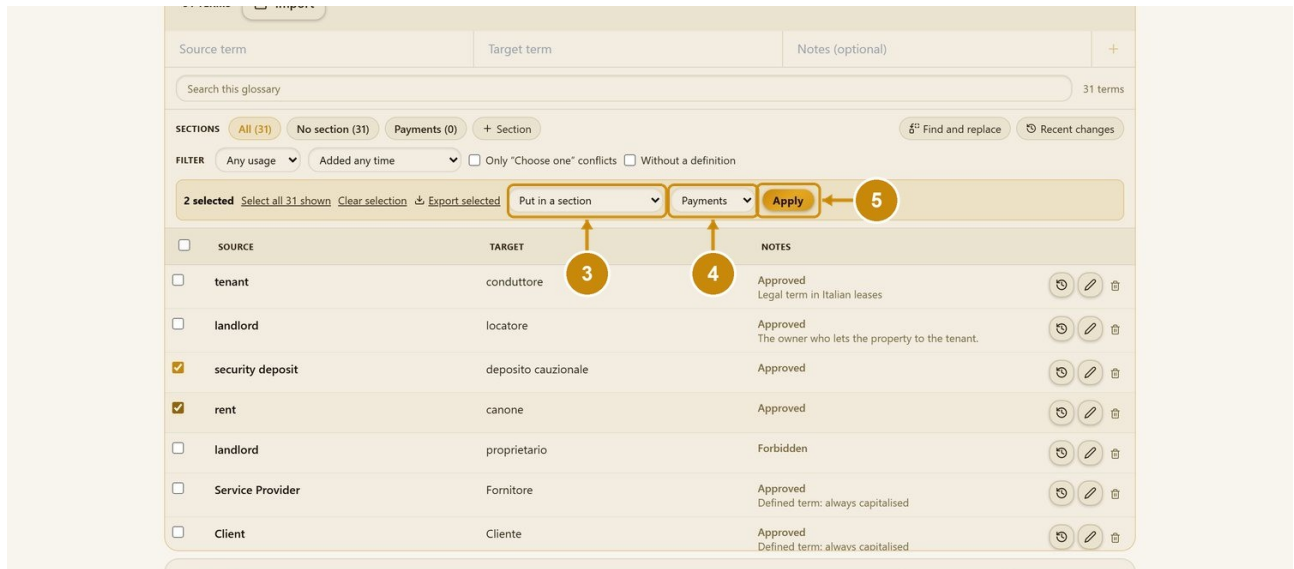
2.9 Bulk actions

1. Tick the terms you want (or the box in the header for the whole page).
2. The bar shows how many terms are selected.

The screenshot shows the bulk actions bar at the top of the table. It includes a '2 selected' button, a 'Select all 31 shown' button, a 'Clear selection' button, an 'Export selected' button, a 'Move to another glossary' dropdown, a 'Choose a glossary' dropdown, and an 'Apply' button. Below the bar is a table with columns 'SOURCE', 'TARGET', and 'NOTES'. The table contains several rows of terms, each with a checkbox in the 'SOURCE' column. A circled '1' is next to the first checkbox, and a circled '2' is next to the '2 selected' button.

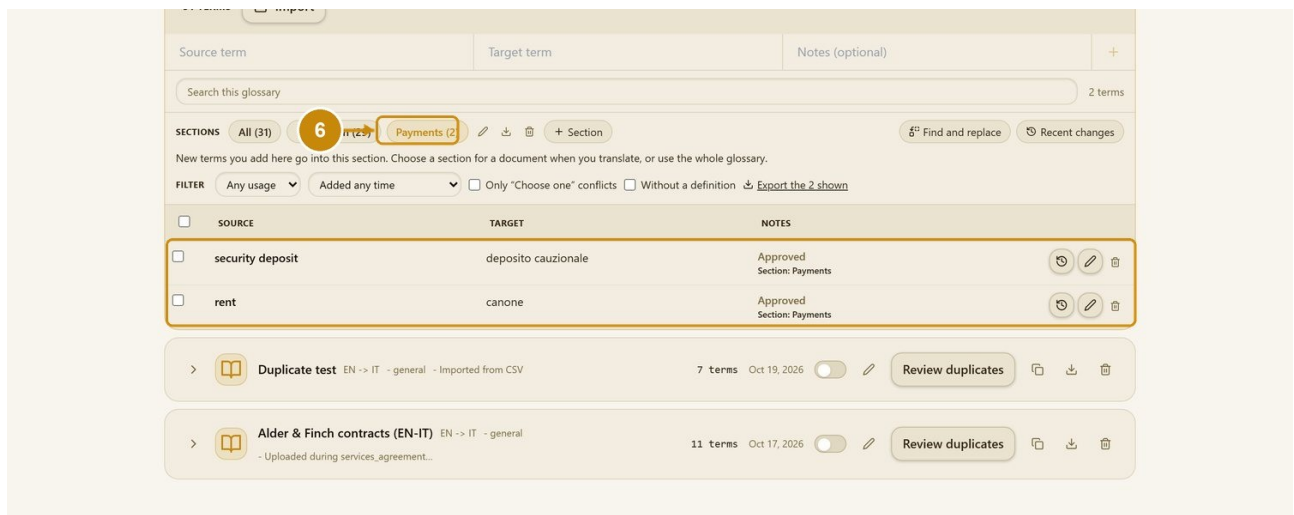
Steps 1–2

3. Choose the action, for example Put in a section.
4. Choose the destination (here Payments).
5. Click Apply.



Steps 3–5

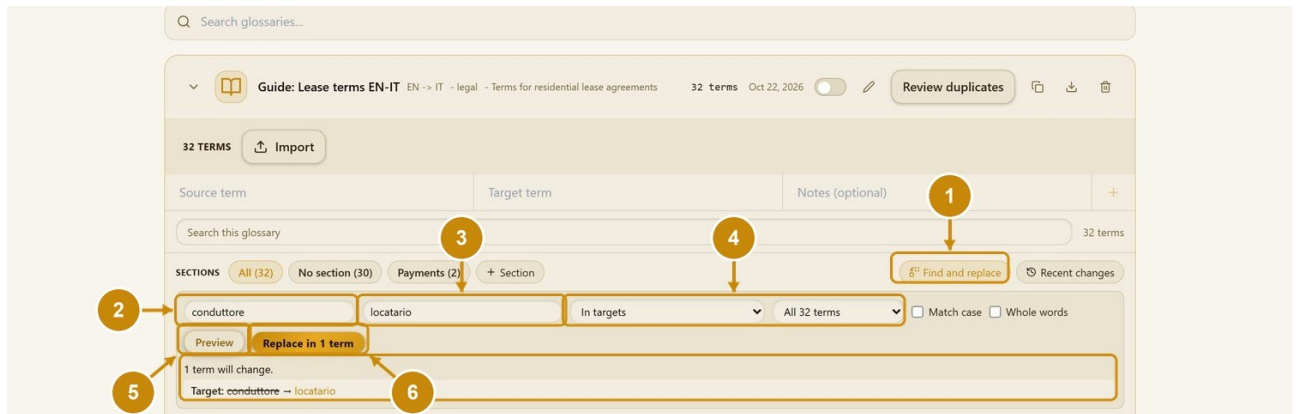
6. The terms are now in the section.



Step 6

2.10 Find and replace

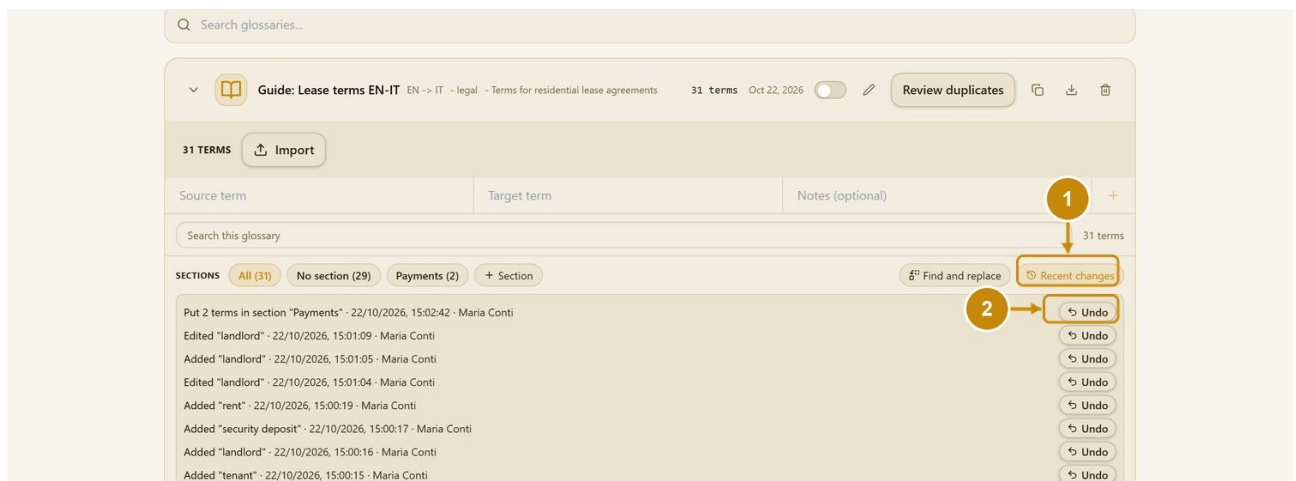
1. Click Find and replace.
2. Type the text to find.
3. Type the replacement.
4. Choose where to search and which terms.
5. Click Preview.
6. Check the change, then click Replace.



Steps 1–6

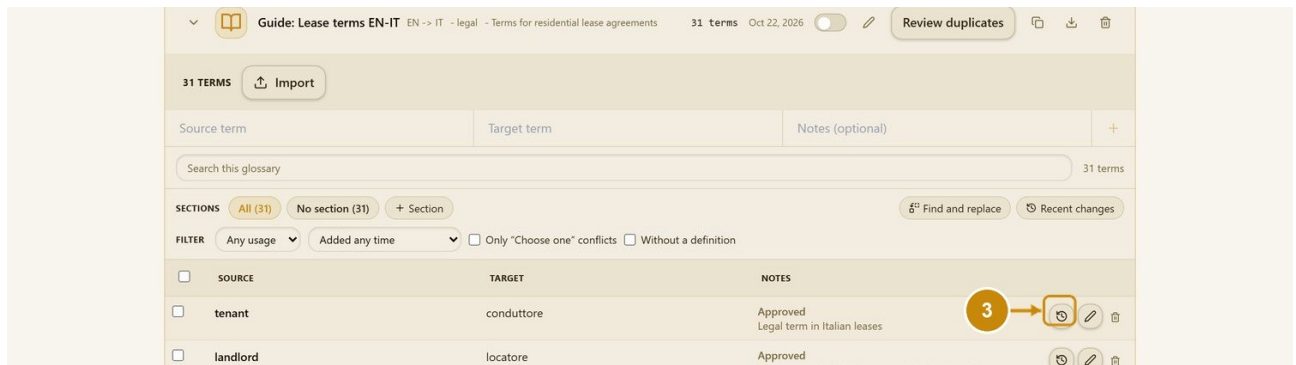
2.11 Recent changes and term history

1. Click Recent changes.
2. Click Undo next to a change to reverse it.



Steps 1–2

3. Click the clock icon on a term's row to see its history.



Step 3

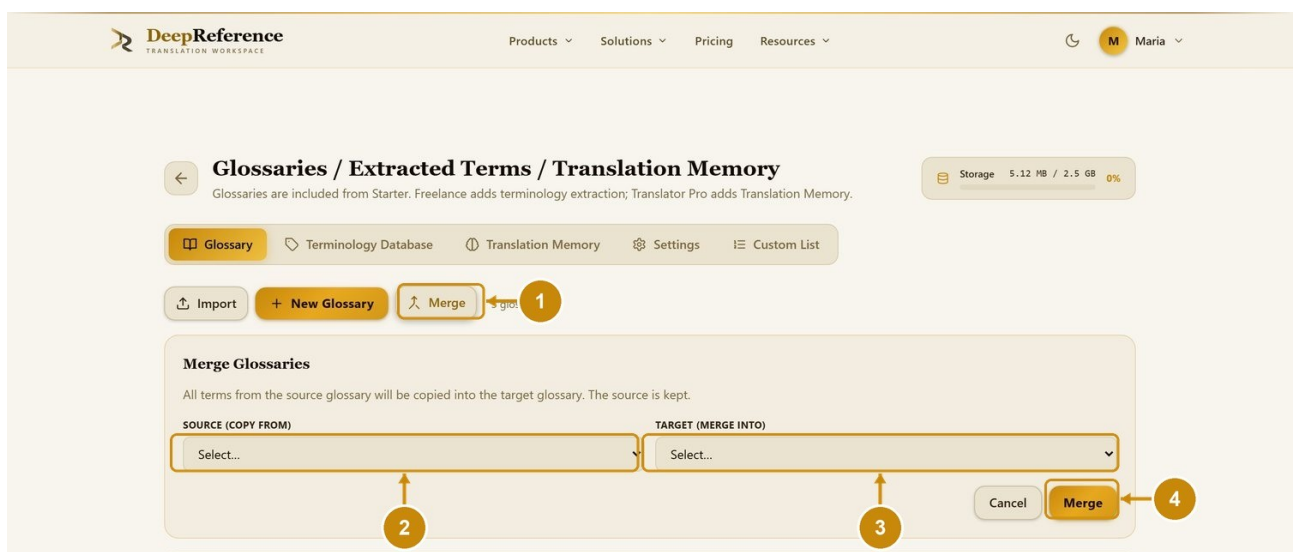
4. The history lists every version of the term.



Step 4

2.12 Merge glossaries

1. Click Merge.
2. Choose the glossary to copy from.
3. Choose the glossary to merge into.
4. Click Merge.



Steps 1–4

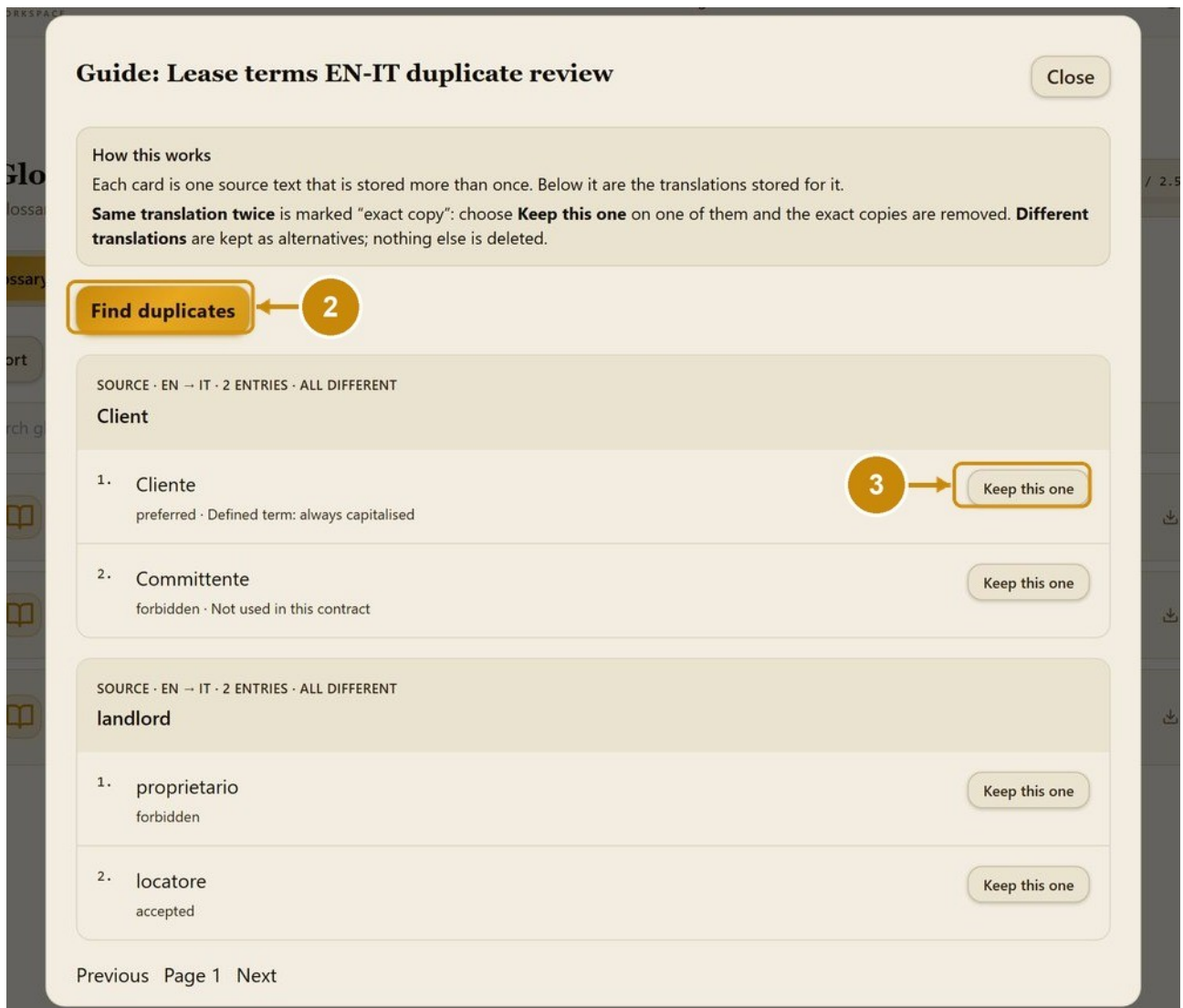
2.13 Review duplicates

1. Click Review duplicates on the glossary row.



Step 1

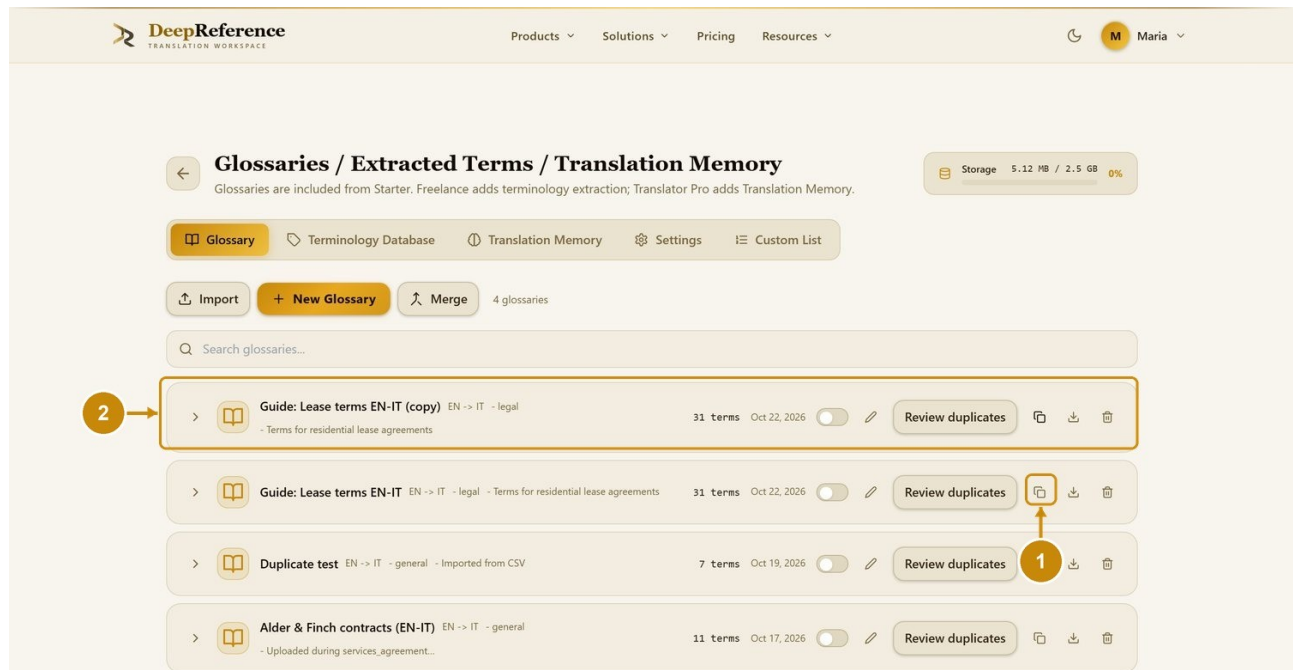
2. Click Find duplicates.
3. Click Keep this one on the translation you want to keep. Exact copies are removed; different translations are kept as alternatives.



Steps 2–3

2.14 Duplicate a glossary

1. Click Duplicate glossary (the copy icon) on the row.
2. The copy appears in the list with "(copy)" in its name.



Steps 1–2

2.15 Use a glossary correctly

A glossary works best when every entry is short and unambiguous. Check these points before you translate:

- Language pair: the glossary must have the same source and target language as the document. An English → Italian glossary is not used for English → French.
- One approved translation per term. Keep other valid wording as Alternative (it is never sent to the model) and wording to avoid as Forbidden.
- Enter the term, not a sentence: a word or short phrase as it appears in the source, with the target in its basic form. The model fits it into the sentence (plural, case); check those forms in review.
- Names, product codes and brands that must not change: enter the same text on both sides, for example ACME-X1 → ACME-X1.
- Select the glossary where you translate: in the text translator, or in the glossary step of document translation (Use existing glossary).
- Only the terms that appear in your text are sent with it, so one complete glossary per client and language pair is fine.
- After translation, the quality checks flag every segment where an approved term is missing. Review those segments in the editor.

3. Terminology extraction (Terminology Database tab)

Extraction finds the key terms of a document and proposes translations. You approve the good ones into a glossary. Use the source file only, or add your existing translation so the targets come from it.

3.1 Extract from the source file only

1. Open the Terminology Database tab.
2. Choose the source file (DOCX or PDF).
3. Leave Translated file empty.
4. Choose the source language, the target language and the domain.
5. Click Extract terms.

The screenshot shows the 'Glossaries / Extracted Terms / Translation Memory' interface. At the top, there's a navigation bar with tabs: 'Glossary', 'Terminology Database' (selected), 'Translation Memory', 'Settings', and 'Custom List'. Below this, the 'Extract terminology from files' section is visible. It includes a sub-header 'Extract terminology from files' and a description: 'Upload a source document alone, or add its translation for aligned term pairs. Source-only extraction identifies key terms directly from the source text.' There's an 'Import' button on the right. The main form has five fields: 'SOURCE FILE (DOCX/PDF)' with a file icon and the name '01_Services_Agree...', 'TRANSLATED FILE (OPTIONAL)' with a file icon and 'Choose file...', 'SOURCE LANG' with a dropdown menu showing 'English', 'TARGET LANG' with a dropdown menu showing 'Italian', and 'DOMAIN' with a dropdown menu showing 'Legal'. To the right of these fields is an 'Extract terms Beta' button. Below the form is a search bar with the placeholder text 'Search and terms...'. At the bottom, there's a status bar with buttons for 'Pending', 'Dismissed', 'All', and '5 terms', along with a refresh icon. Numbered arrows (1-5) point to the 'Terminology Database' tab, the 'SOURCE FILE' field, the 'TRANSLATED FILE' field, the language dropdowns, and the 'Extract terms' button respectively.

Steps 1–5

6. The extracted terms are listed under Pending, grouped by document.

Products
Solutions
Pricing
Resources
Maria

Glossaries / Extracted Terms / Translation Memory

Glossaries are included from Starter. Freelance adds terminology extraction; Translator Pro adds Translation Memory.

Storage 5.12 MB / 2.5 GB 0%

Glossary
Terminology Database
Translation Memory
Settings
Custom List

Extract terminology from files

Upload a source document alone, or add its translation for aligned term pairs. Source-only extraction identifies key terms directly from the source text.

Import

SOURCE FILE (DOCX/PDF)
Choose file...

TRANSLATED FILE (OPTIONAL)
Choose file...

SOURCE LANG
English

TARGET LANG
Italian

DOMAIN
Legal

Extract terms Beta

6

Extracted 10 terms from 01_Services_Agreement_EN.docx. 1 already in your glossary was skipped.

Pending
Dismissed
All
15 terms

Meaning groups

01_Services_Agreement_EN.docx
EN -> IT
10 terms

Guide: Lease terms EN-IT (copy)
New glossary

Download glossary CSV

Approve all pending in this document

SOURCE	TARGET	FREQ	STATUS
☐ notice	comunicazione	3x	pending
☐ SUBCONTRACTORS	sottoditta	3x	pending
☐ Liability	responsabilità	2x	pending
☐ breach	violazione	2x	pending
☐ confidential information	informazione riservata	2x	pending
☐ disputes	controversia	1x	pending
☐ material breach	violazione grave	1x	pending
☐ Termination	risoluzione	1x	pending
☐ limit	limite	1x	pending
☐ consequential loss	danno indiretto	1x	pending

lease_en.docx
EN -> IT
5 terms

Guide: Lease terms EN-IT (copy)
New glossary

Download glossary CSV

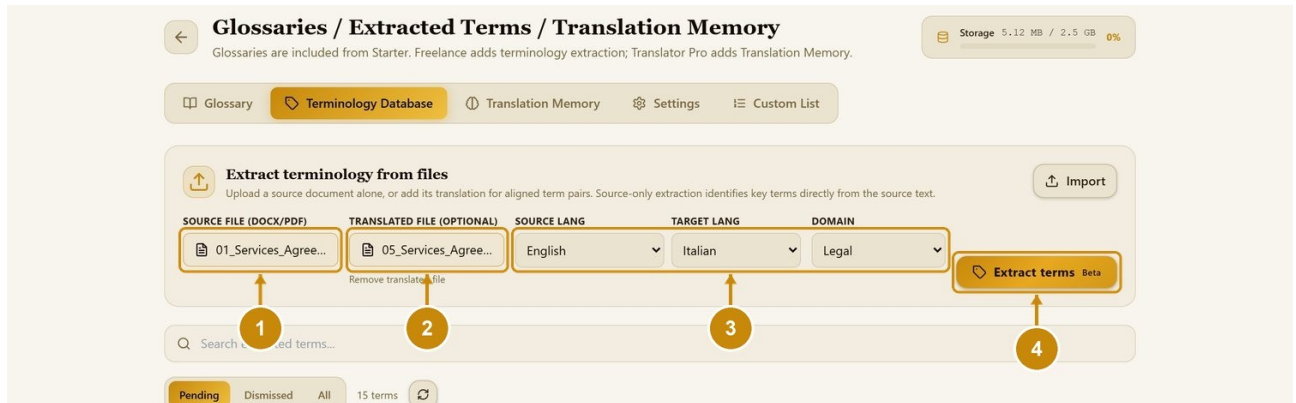
Approve all pending in this document

SOURCE	TARGET	FREQ	STATUS
☐ lease	contratto di locazione	3x	pending
☐ sublet	sublocare	1x	pending
☐ arbitration	arbitrato	1x	pending
☐ notice	preavviso	1x	pending
☐ security deposit	deposito cauzionale	1x	pending

Step 6

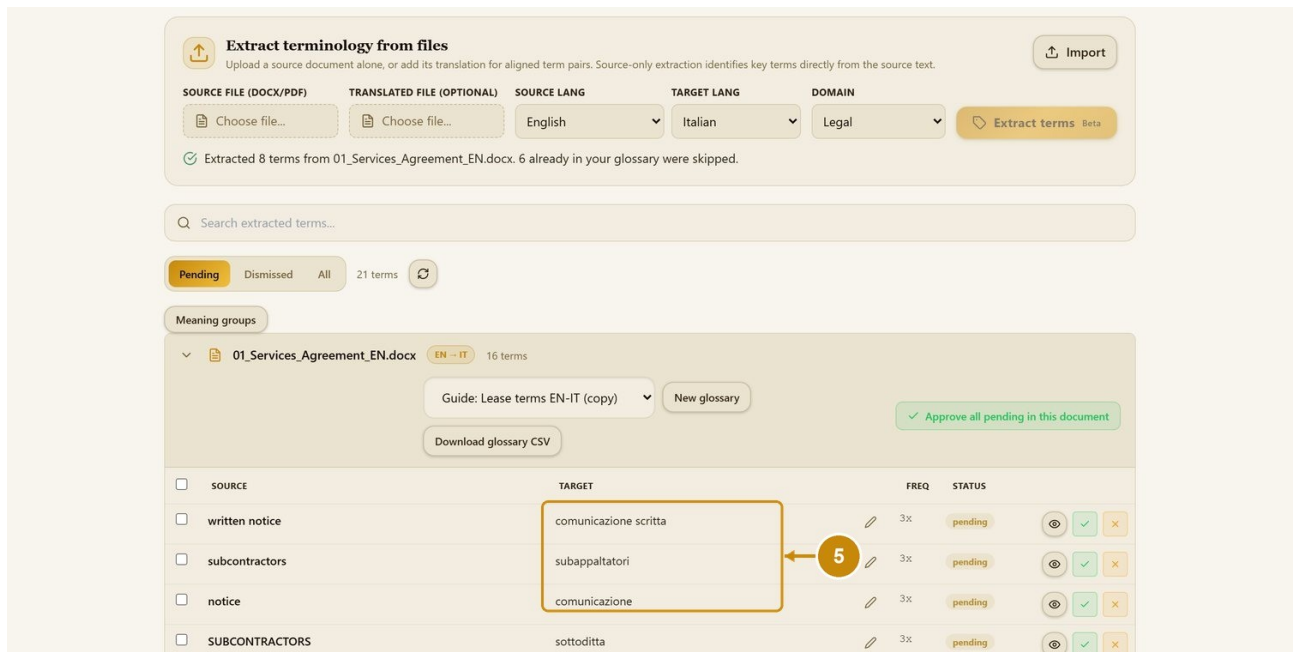
3.2 Extract with a translated file

1. Choose the source file.
2. Choose the translated file (your existing translation of the same document).
3. Choose the languages and the domain.
4. Click Extract terms.



Steps 1–4

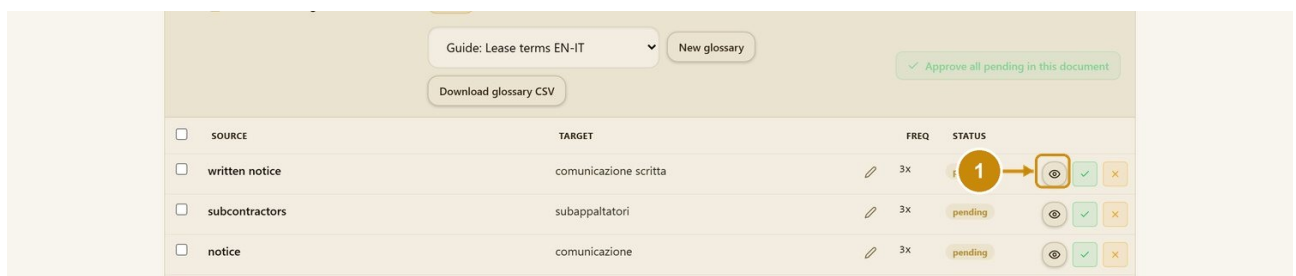
5. The targets come from your own translation.



Step 5

3.3 Review the extracted terms

1. Click the eye on a term's row.



Step 1

2. Every sentence with the term is shown, highlighted in the source and in the translation.

Review terminology context

Compare with glossary

Guide: Lease terms EN-IT

SOURCE TERM
written notice

TRANSLATION
comunicazione scritta

Meaning groups

Where the term appears

The highlighted words are the term in each text: first the source file, then the translated file.

Source file

SOURCE - 1

3.3 Late payments bear interest at the statutory rate. The Service Provider may suspend the Services only after giving **written notice** and a further fifteen days to pay.

SOURCE - 2

8.1 Either party may end this Agreement at the end of the initial term by giving three months' **written notice**.

SOURCE - 3

8.2 Either party may terminate this Agreement with immediate effect if the other party commits a material breach and has not remedied it within thirty days of receiving **written notice**.

Translated file

TRANSLATION - 1

3.3 Sui pagamenti tardivi maturano interessi al tasso legale. Il Fornitore può sospendere i Servizi solo dopo averne dato **comunicazione scritta** e aver concesso un ulteriore termine di quindici giorni per il pagamento.

TRANSLATION - 2

8.2 Ciascuna parte può risolvere il presente Contratto con effetto immediato qualora l'altra parte commetta un inadempimento grave e non vi ponga rimedio entro trenta giorni dal ricevimento di una **comunicazione scritta**.

Existing glossary entries

No entry with the same source wording was found in this glossary.

Step 2

3. Click the pencil to correct a proposed translation.
4. Click the tick under the box to save it.
5. Click the tick on the row to approve the term into the glossary.
6. Click the cross to reject a wrong term.

The screenshot shows a glossary management interface. At the top, there's a dropdown menu set to 'Guide: Lease terms EN-IT' and buttons for 'New glossary' and 'Download glossary CSV'. A green button 'Approve all pending in this document' is also visible. Below is a table with columns: SOURCE, TARGET, FREQ, STATUS, and action icons (eye, pencil, tick, cross). The table lists several terms, including 'written notice', 'subcontractors', 'notice', 'SUBCONTRACTORS', 'Liability', 'breach', 'confidential information', and 'breaches of confidentiality'. Annotations with numbered circles point to specific actions: circle 3 points to the pencil icon for 'confidential information'; circle 4 points to the tick icon below the 'confidential information' row; circle 5 points to the tick icon for the 'written notice' row; and circle 6 points to the cross icon for the 'written notice' row.

SOURCE	TARGET	FREQ	STATUS
☐ written notice	comunicazione scritta	3x	pending
☐ subcontractors	subappaltatori	3x	pending
☐ notice	comunicazione	3x	pending
☐ SUBCONTRACTORS	sottoditta	3x	pending
☐ Liability	responsabilità	2x	pending
☐ breach	violazione	2x	pending
☐ confidential information	informazione riservata	2x	pending
☐ breaches of confidentiality	violazioni degli obblighi di riservatezza	1x	pending

Steps 3–6

7. The approved term moves into the glossary chosen at the top of the document group.
8. Approve all pending in this document approves every remaining term at once.

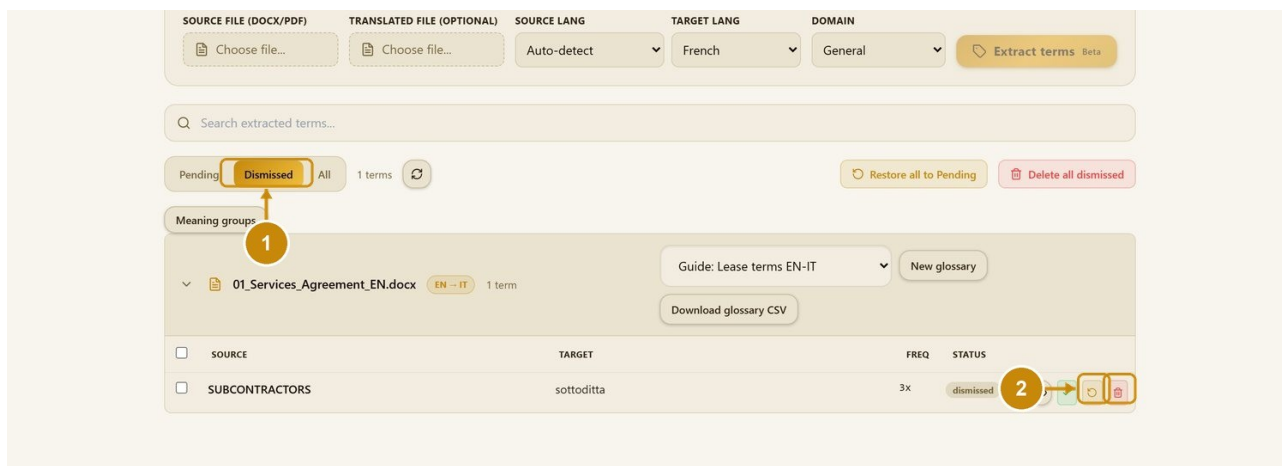
The screenshot shows the glossary management interface after some actions. At the top, there are fields for 'SOURCE FILE (DOCX/PDF)', 'TRANSLATED FILE (OPTIONAL)', 'SOURCE LANG' (Auto-detect), 'TARGET LANG' (French), and 'DOMAIN' (General). A green button 'Extract terms Beta' is present. Below these fields, a message states: '✔ "written notice" moved to Guide: Lease terms EN-IT'. A search bar 'Search extracted terms' is also visible. Below the search bar, there are tabs for 'Pending', 'Dismissed', and 'All', with 'Pending' selected. A 'Meaning groups' section shows a dropdown for '01_Services_Agreement_EN.docx' with 'EN - IT' and '15 terms'. Below this, there's a dropdown menu set to 'Guide: Lease terms EN-IT' and buttons for 'New glossary' and 'Download glossary CSV'. A green button 'Approve all pending in this document' is highlighted. At the bottom, a table shows the 'subcontractors' term with a status of 'pending'. Annotations with numbered circles point to specific actions: circle 7 points to the message '✔ "written notice" moved to Guide: Lease terms EN-IT'; and circle 8 points to the 'Approve all pending in this document' button.

SOURCE	TARGET	FREQ	STATUS
☐ subcontractors	subappaltatori	3x	pending

Steps 7–8

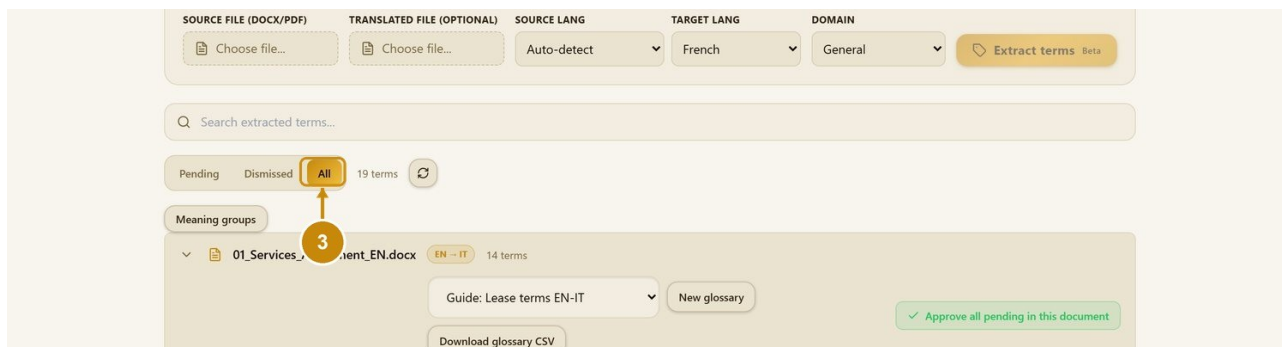
3.4 Dismissed and All

1. Click Dismissed to see the rejected terms.
2. Restore a term, or delete it.



Steps 1–2

3. Click All to see pending, approved and dismissed terms together.

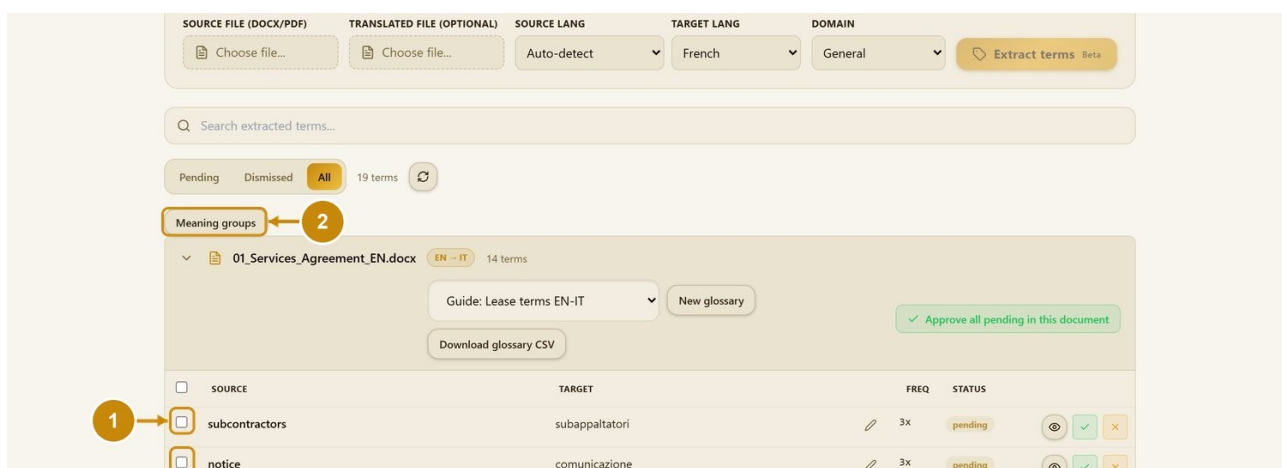


Step 3

3.5 Meaning groups

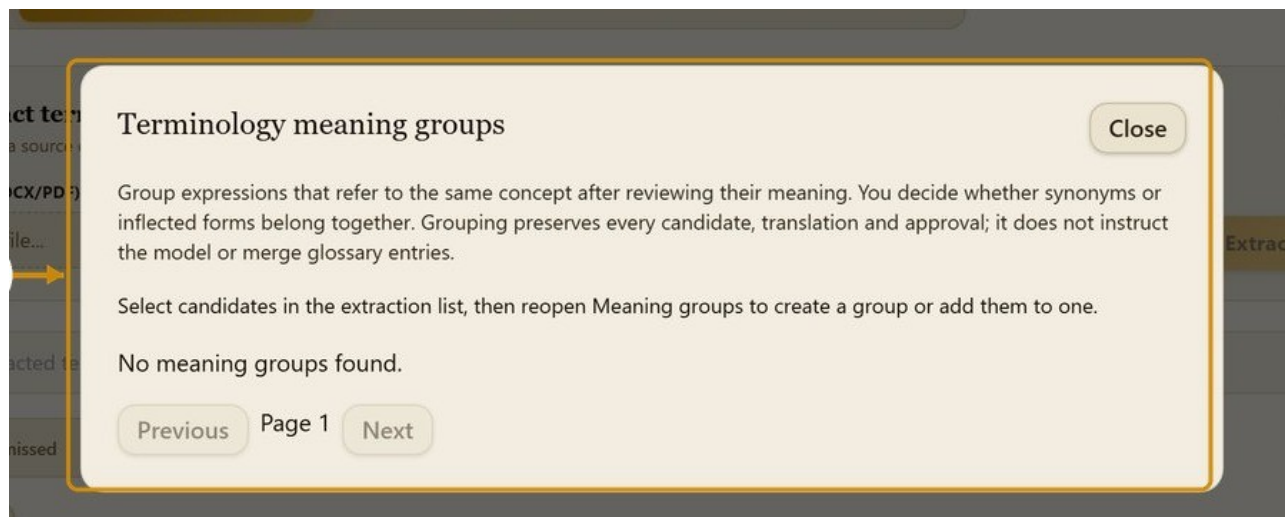
Meaning groups link expressions that mean the same thing (synonyms, inflected forms). Grouping keeps every candidate; it does not change glossary entries or the model.

1. Tick the terms that belong together.
2. Click Meaning groups.



Steps 1–2

3. Create a group, or add the terms to an existing group.



Step 3

3.6 Which domain to choose

The domain lets extraction read each term in the meaning of your field: "discovery" in a court case is not "discovery" in research. Choose the domain that matches the document:

- Legal: contracts and agreements, court documents, legislation, compliance documentation, intellectual property filings, and insurance documents (policies, claim files, underwriting notes).
- Financial: annual reports, financial statements, audit material, banking documents, risk disclosures.
- Medical: clinical reports, patient forms, research summaries, discharge notes, medical device instructions, consent documents, and pharmaceutical material (labels, clinical trial material, safety updates, regulatory submissions).
- Technical: software and API documentation, technical specifications, architecture documents, security policies, hardware manuals, and telecommunications documents (network specifications, installation guides, SLA documents).
- Manufacturing: SOPs, work instructions, quality manuals, product specifications, safety sheets, supplier documents.
- Automotive: service manuals, warranty documents, parts catalogs, diagnostic procedures, owner manuals.
- Energy: technical reports, grid documents, renewable energy studies, safety procedures, environmental reports.
- Government: policy papers, public notices, administrative letters, procurement documents, permits.
- Marketing: campaign copy, product pages, landing pages, social posts, email content, brand guidelines.
- General: anything else, or a document that mixes several fields.

The domain is used only for terminology extraction. It does not change how a document is translated: the tone and the glossary do that.

4. Translation memory (Translation Memory tab)

The translation memory (TM) stores approved sentence pairs. When a new document contains the same sentence, the TM fills it in (100% match) at no word cost; similar sentences are offered as suggestions in the editor.

1. Open the Translation Memory tab.
2. Search the segments.
3. Filter by domain and language pair.

The screenshot shows the DeepReference Translation Memory interface. At the top, there's a navigation bar with 'Products', 'Solutions', 'Pricing', and 'Resources'. Below it, the main header shows 'Glossaries / Extracted Terms / Translation Memory' with a storage indicator '5.12 MB / 2.5 GB 0%'. The 'Translation Memory' tab is selected. A search bar is present with the placeholder 'Search TM segments...'. Below the search bar, there are filters for 'All Domains' and 'EN -> IT (63)' with a '63 segments' count and a 'Clear filters' button. To the right are buttons for 'Import', 'Review TM library', and 'Export TMX'. A table of segments is displayed below, with columns for 'SOURCE', 'TARGET', 'DOMAIN', 'MATCH', and 'DATE'. The first row shows 'Clause 60: the supplier delivers the goods on time.' as the source and 'Clausola 60: il fornitore consegna la merce puntua...' as the target, with a 'General' domain and a 'manual' match. A red circle with the number '1' points to the 'Translation Memory' tab, a red circle with the number '2' points to the search bar, and a red circle with the number '3' points to the domain and language pair filters.

Steps 1–3

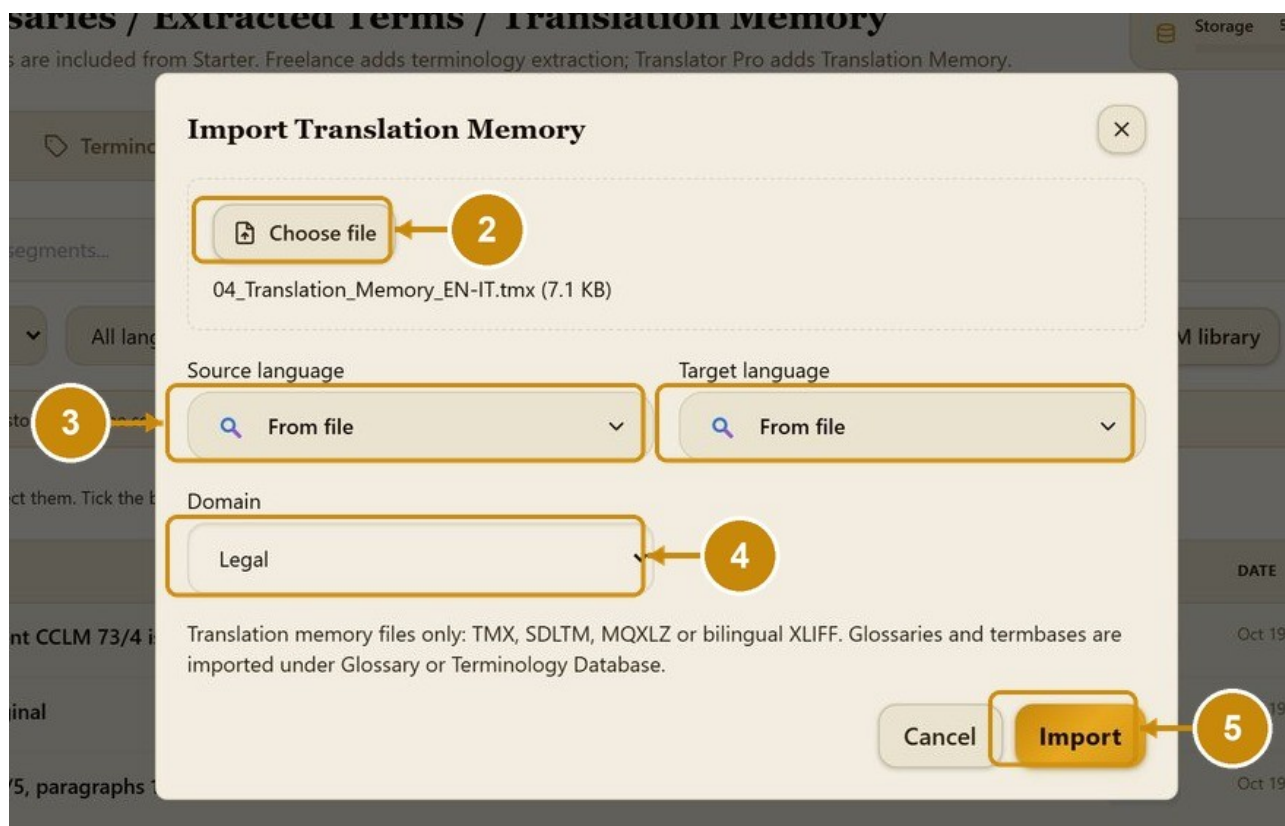
4.1 Import a TMX file

1. Click Import.

This screenshot shows the same DeepReference Translation Memory interface as the previous one, but with a red circle and the number '1' pointing to the 'Import' button, which is located to the left of the 'Review TM library' and 'Export TMX' buttons.

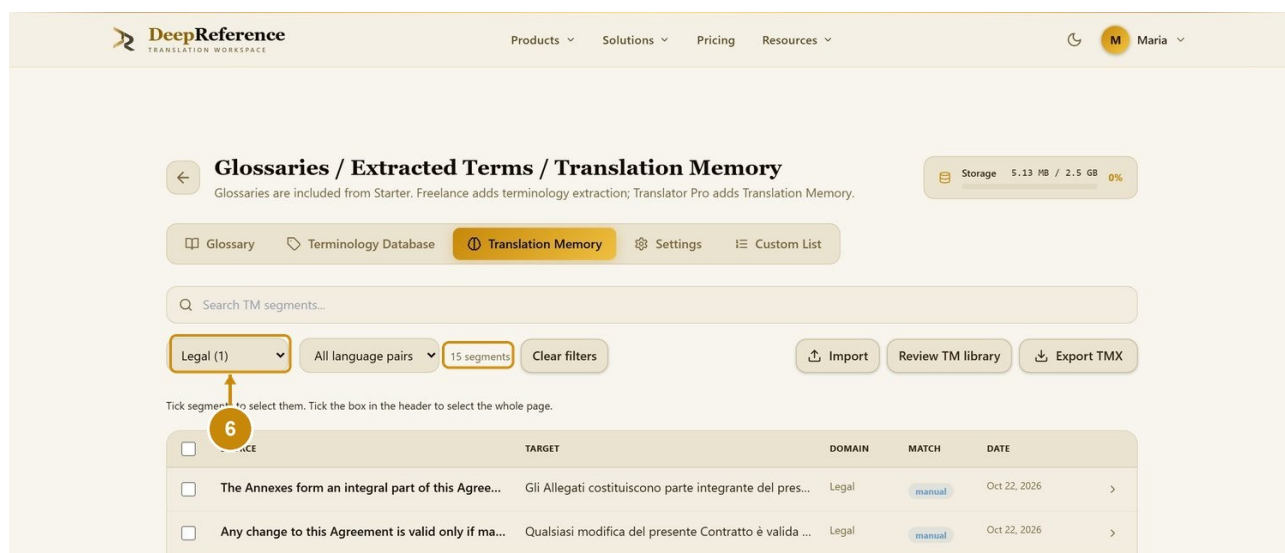
Step 1

2. Click Choose file and pick a TMX, SDLTM, MQXLZ or bilingual XLIFF file.
3. Leave the languages on From file, or pick them if the file has none.
4. Choose a domain (here Legal).
5. Click Import.



Steps 2–5

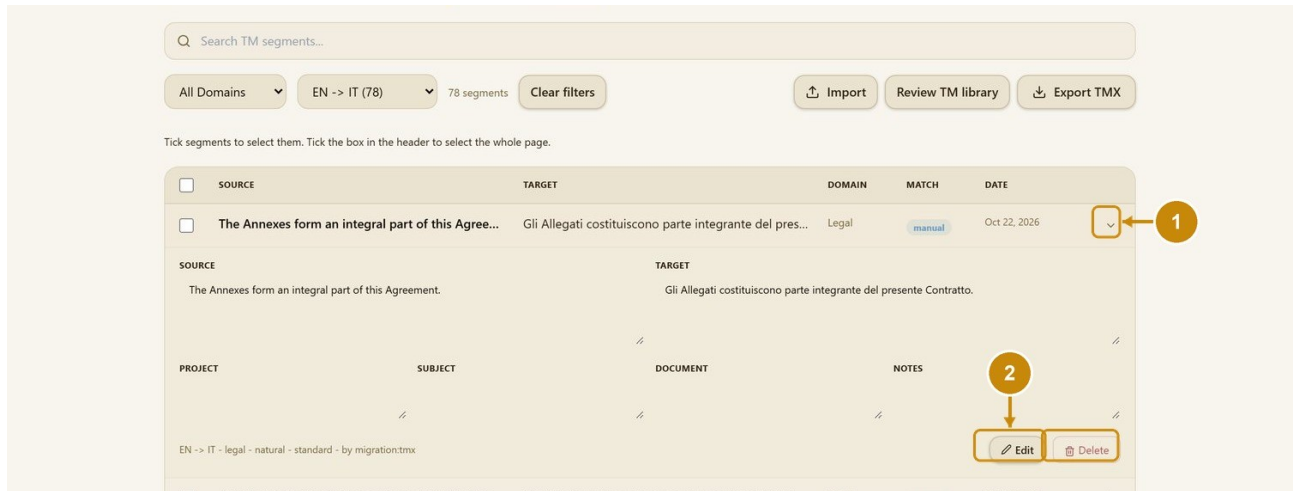
6. The imported segments are listed (here 15 segments, filtered to Legal).



Step 6

4.2 View, edit and delete segments

1. Click the arrow at the end of a row to open the segment.
2. Click Edit to change it, or Delete to remove it.



Steps 1–2

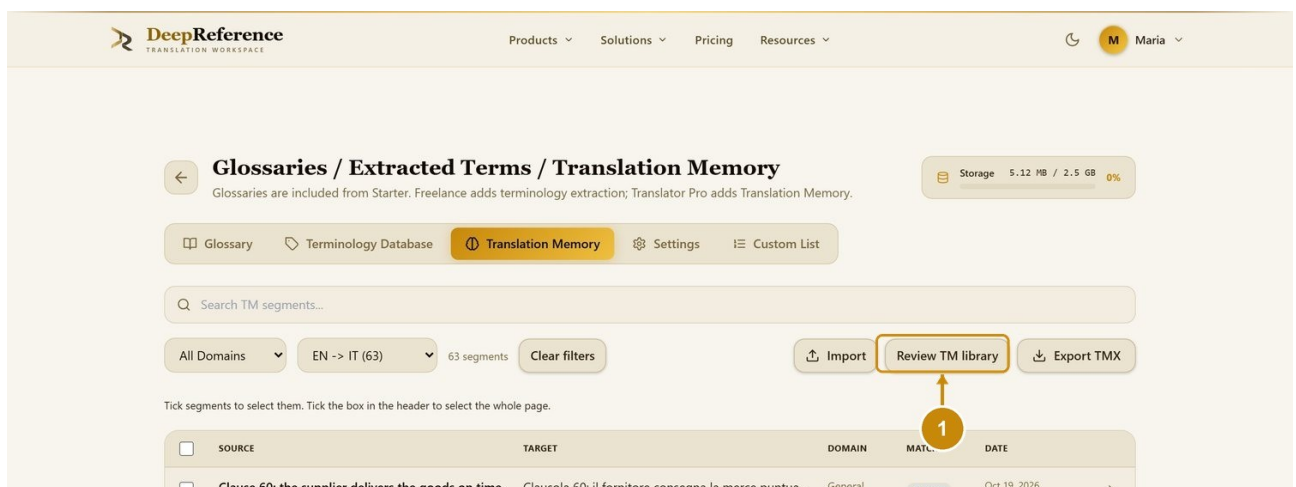
3. To delete several segments, tick them and click Delete selected.



Step 3

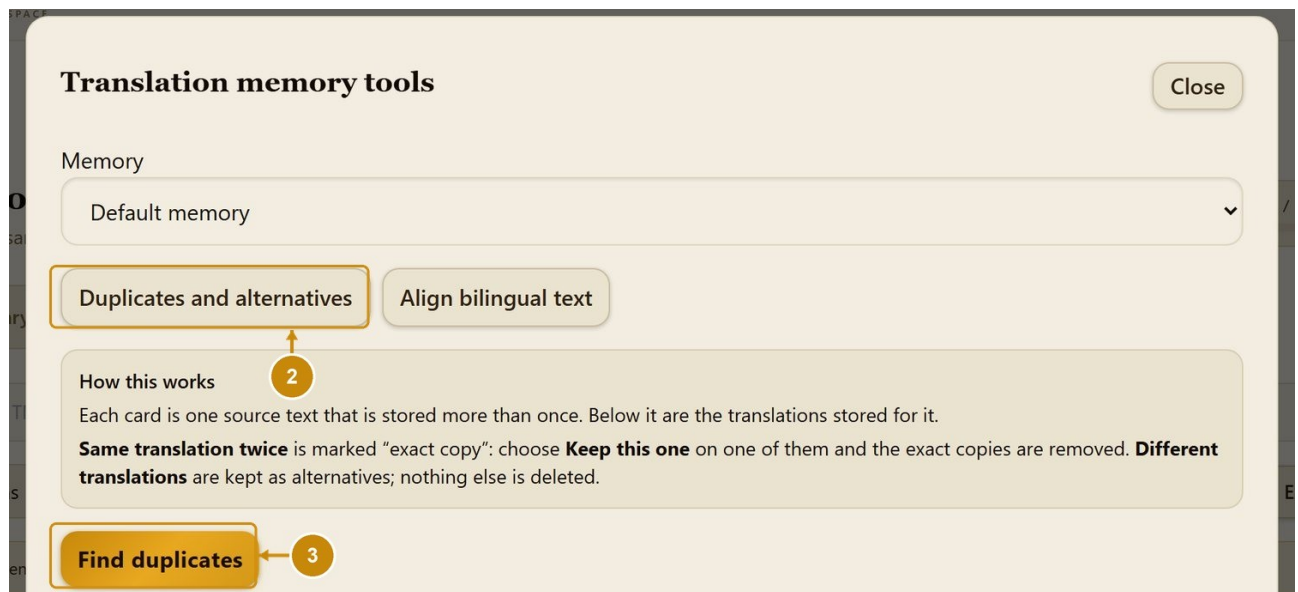
4.3 Duplicates and alternatives

1. Click Review TM library.



Step 1

2. Click Duplicates and alternatives.
3. Click Find duplicates.



Steps 2–3

Each card is one source sentence stored more than once. Click Keep this one on the translation you want: exact copies are removed, different translations are kept as alternatives.

4.4 Build a TM from an old translation (Align bilingual text)

1. In Review TM library, click Align bilingual text.



Step 1

2. Choose the original and the translated Word file, then click Load document paragraphs (or paste the paragraphs, one per line).
3. Check the languages.
4. Click Suggest alignment.
5. Tick each correct pair.

Paste the original text and its existing translation, one paragraph per line. Local language matching suggests corresponding passages, including split or combined paragraphs. Review every pair before adding it to memory. No new translation is generated.

Translation memory tools

English Italian

Original paragraphs

SERVICES AGREEMENT

This Services Agreement (the "Agreement") is made between Harbourline Data B.V., Keizersgracht 210, 1016 DZ Amsterdam, the Netherlands (the "Service Provider"), and Brightwater Systems S.r.l., Via Tortona 33, 20144 Milan, Italy (the "Client").

Translated paragraphs

CONTRATTO DI SERVIZI

Il presente Contratto di servizi (il "Contratto") è stipulato tra Harbourline Data B.V., Keizersgracht 210, 1016 DZ Amsterdam, Paesi Bassi (il "Fornitore"), e Brightwater Systems S.r.l., Via Tortona 33, 20144 Milano, Italia (il "Cliente").

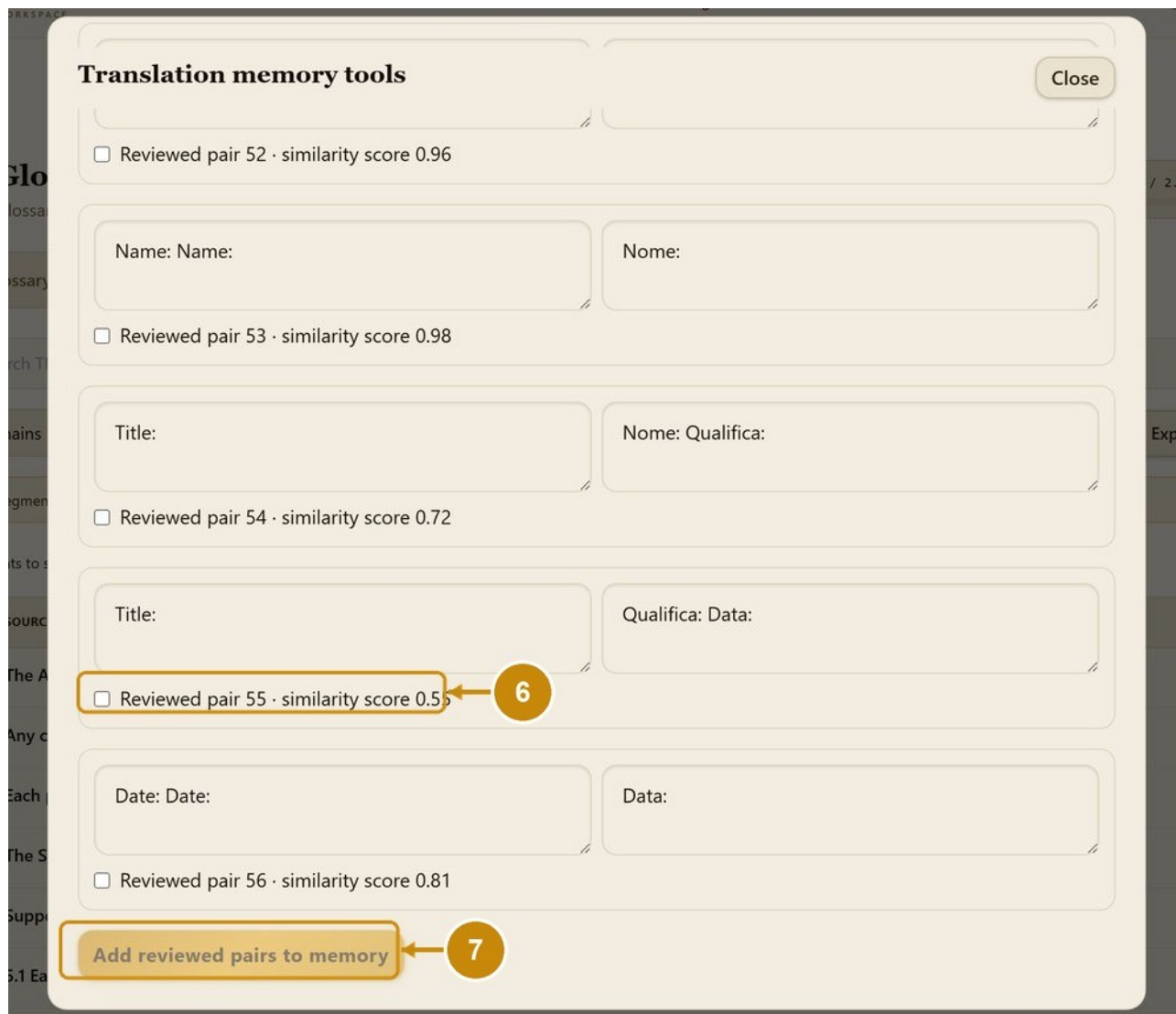
Suggest alignment Pair by position for manual review

Up to 200 paragraphs per side. Similarity scores are review hints, not translation-quality scores. Weak matches remain unmatched. Check omissions, negation, numbers and tenses before selecting a pair.

SERVICES AGREEMENT	CONTRATTO DI SERVIZI
☐ Reviewed pair 1 · similarity score 0.95	
This Services Agreement (the "Agreement") is made between Harbourline Data B.V., Keizersgracht 210, 1016 DZ Amsterdam, the Netherlands (the "Service Provider"), and Brightwater Systems S.r.l., Via Tortona 33, 20144 Milan, Italy (the "Client").	Il presente Contratto di servizi (il "Contratto") è stipulato tra Harbourline Data B.V., Keizersgracht 210, 1016 DZ Amsterdam, Paesi Bassi (il "Fornitore"), e Brightwater Systems S.r.l., Via Tortona 33, 20144 Milano, Italia (il "Cliente").
☐ Reviewed pair 2 · similarity score 0.97	
1. Purpose	1. Oggetto

Steps 2–5

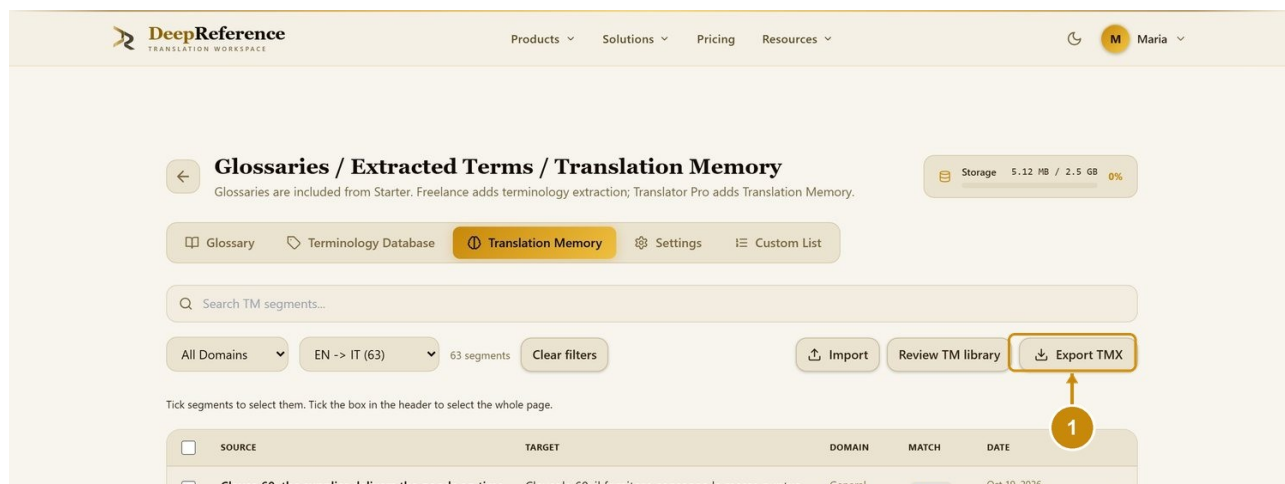
6. Leave weak pairs unticked: low scores (here 0.55) are usually wrong.
7. Click Add reviewed pairs to memory.



Steps 6–7

4.5 Export

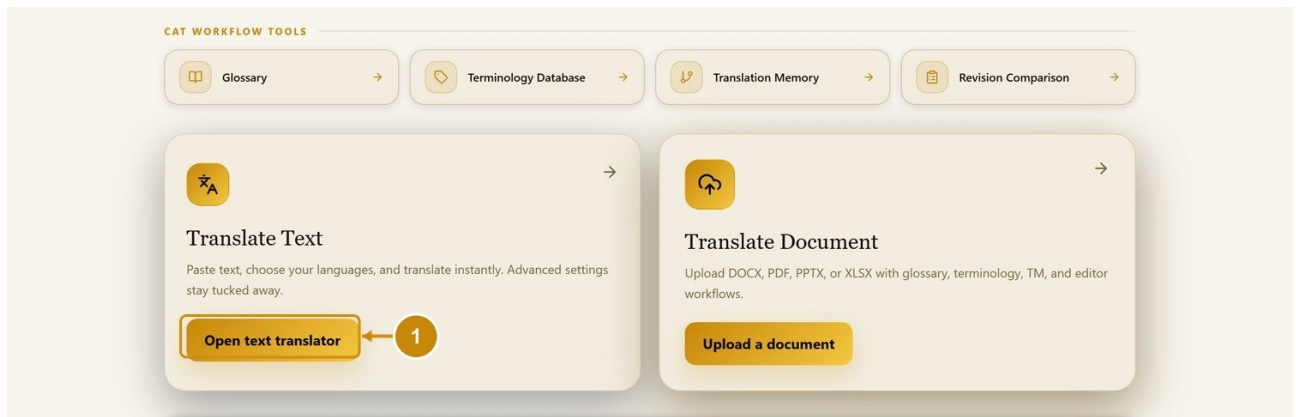
1. Click Export TMX. The memory (or the current filter) downloads as a TMX file for other CAT tools.



Step 1

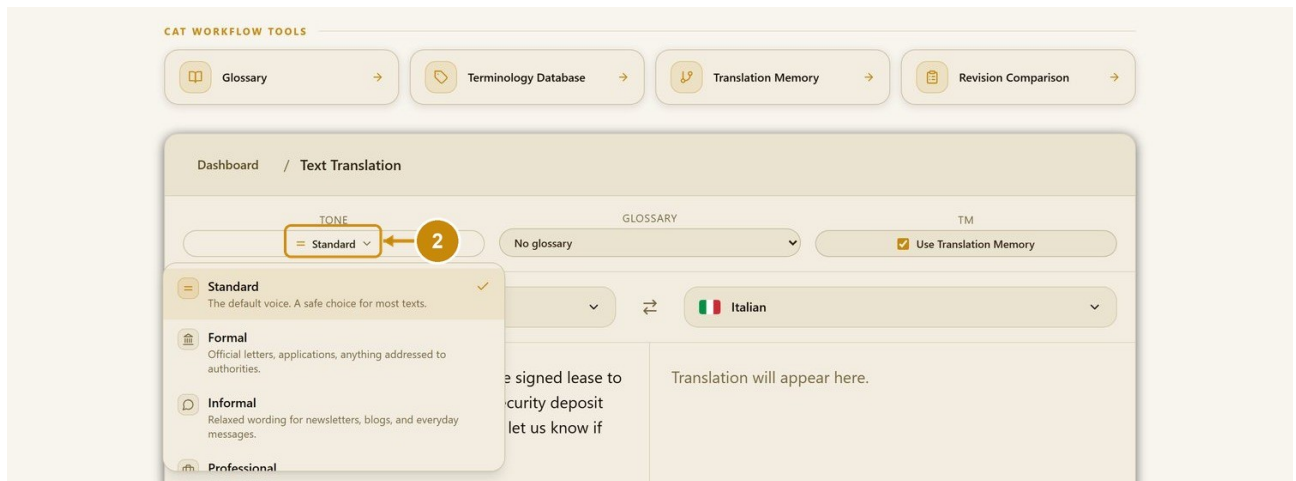
5. Text translation, tones and glossary

1. In the workspace, click Open text translator.



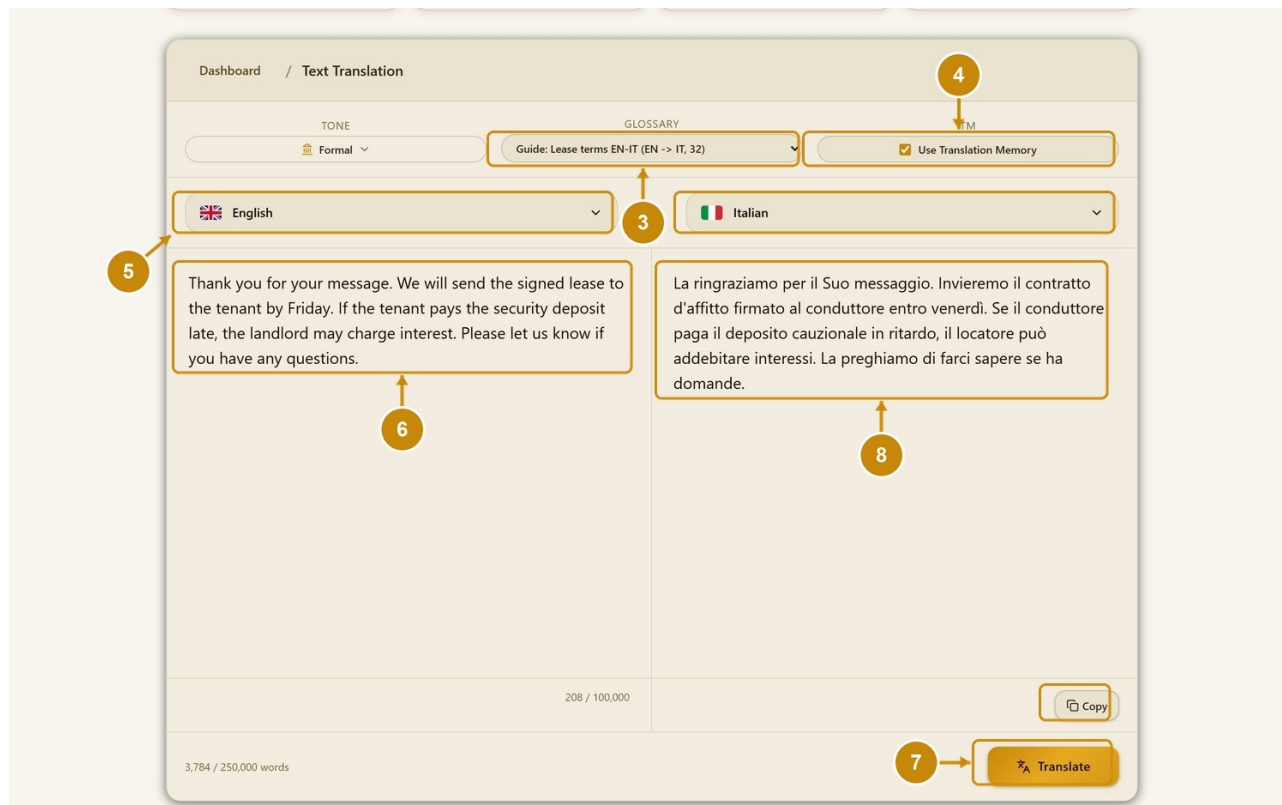
Step 1

2. Choose the tone. The menu describes each tone.



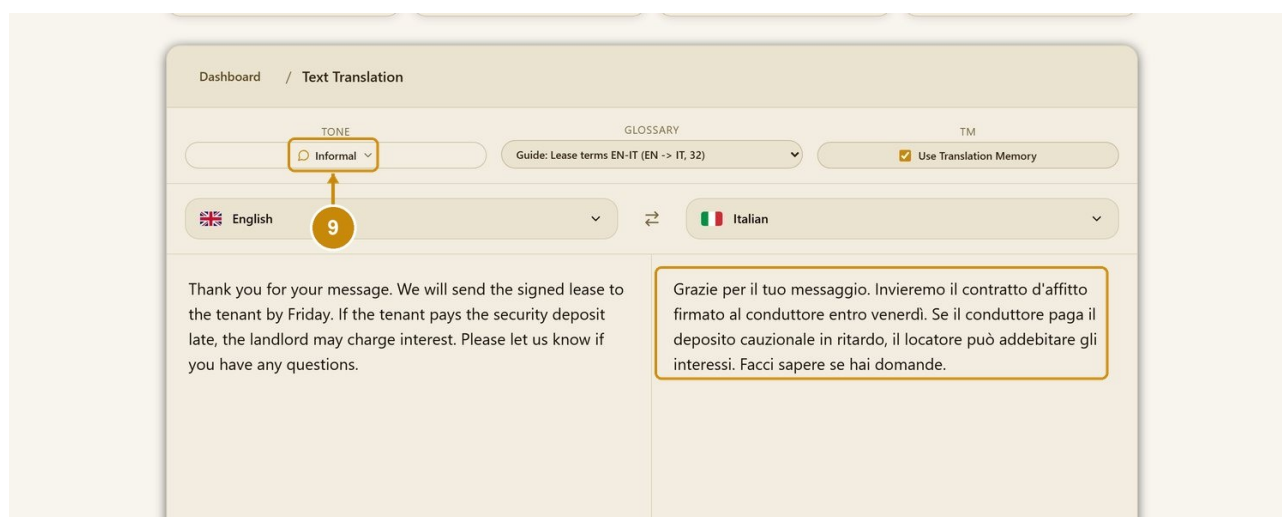
Step 2

3. Choose a glossary (optional).
4. Keep Use Translation Memory ticked.
5. Choose the source language and the target language.
6. Paste the text.
7. Click Translate.
8. The translation appears on the right. Click Copy to take it.



Steps 3–8

9. Change the tone (here Informal) and click Translate again. The glossary terms stay the same.



Step 9

Ten tones are available: Standard, Formal, Informal, Professional, Diplomatic, Simplified, Technical, Casual, Persuasive and Concise.

5.1 Which tone to choose

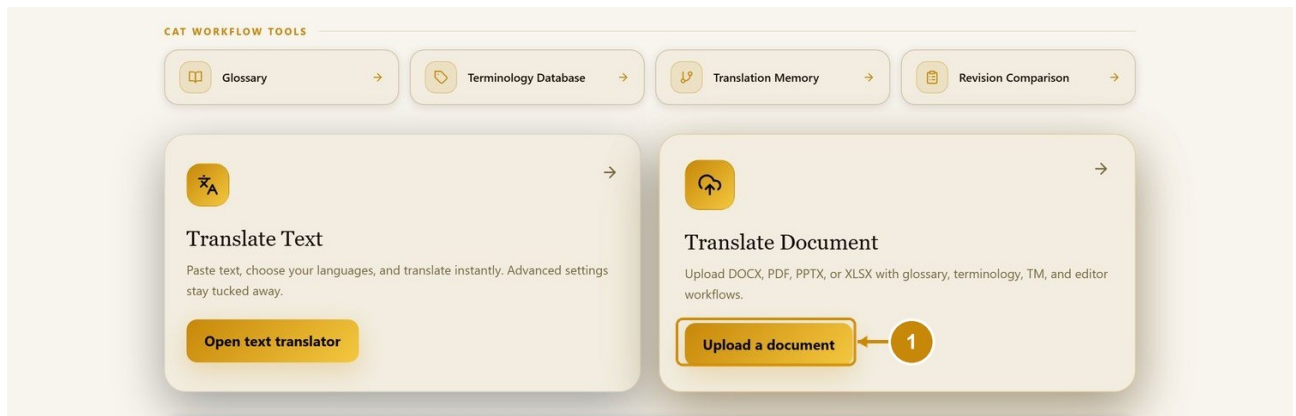
The tone sets the voice of the translation, never its content. Choose it for the reader:

- Standard: the default, neutral voice. Right for most documents.
- Formal: contracts, court filings, official letters, policy documents.
- Professional: business correspondence, reports, proposals, customer notices.
- Diplomatic: customer support replies, complaints, sensitive messages.
- Technical: manuals, specifications, software documentation.
- Simplified: patient information, guidance for citizens, readers who are not native speakers.
- Persuasive: campaign copy, product pages, landing pages.
- Concise: internal documentation, summaries, interface text.
- Informal: newsletters, blog posts and messages to a familiar audience.
- Casual: social posts and chat messages.

The same tones are offered in the first step of document translation. In the editors you can retranslate a single segment with another tone to compare.

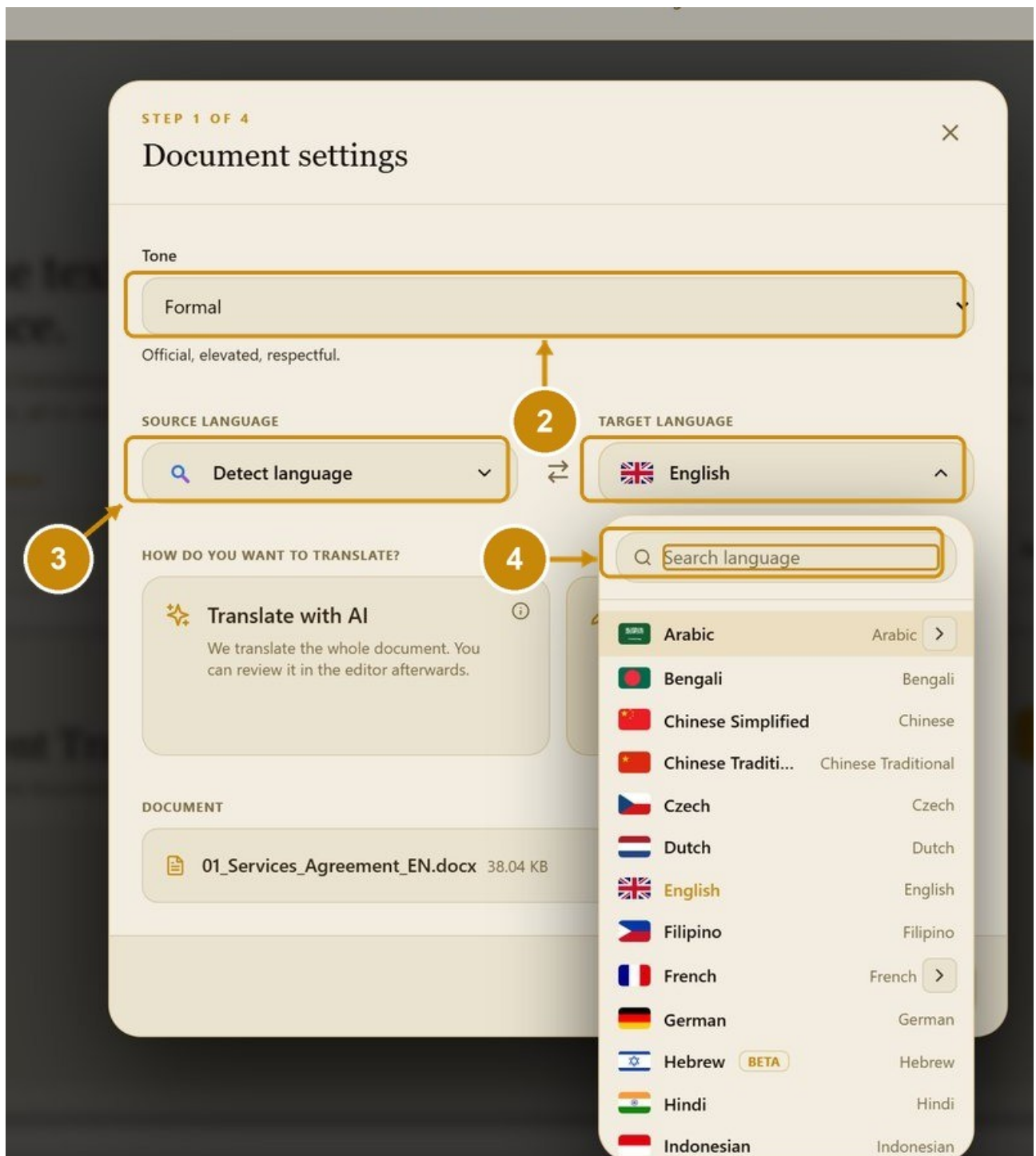
6. Document translation

1. In the workspace, click Upload a document (or drop the file there).



Step 1

2. Choose the tone.
3. Choose the source language, or Detect language.
4. Choose the target language. Type in the search box to find it.



Steps 2–4

5. Choose how to translate: Translate with AI (whole document, review afterwards) or Open in the translation editor (translate yourself, AI on request).
6. Click Continue.

STEP 1 OF 4

Document settings

Tone

Formal

Official, elevated, respectful.

SOURCE LANGUAGE

Detect language

TARGET LANGUAGE

Italian

HOW DO YOU WANT TO TRANSLATE?

Translate with AI

We translate the whole document. You can review it in the editor afterwards.

Open in the translation editor

Translate it yourself, segment by segment. AI is one click away when you want it.

DOCUMENT

01_Services_Agreement_EN.docx 38.04 KB

Select document

Cancel Continue

Steps 5–6

7. Choose the glossary option, for example Use existing glossary.
8. Tick the glossary to use.
9. Click Continue.

The screenshot shows a 'Terminology and glossary' configuration window. At the top, it says 'STEP 2 OF 4'. Below the title, there's a section 'How glossaries are used' with an information icon. It contains four radio button options: 'No glossary' (with subtext 'Translate without a glossary.'), 'Use existing glossary' (with subtext 'Apply a saved glossary to this document.'), 'Upload glossary' (with subtext 'Create a glossary from CSV/XLSX before translation.'), and 'Extract terminology' (with subtext 'Pull a glossary from the source document without translating it.'). A fifth option, 'Translate + extract terminology' (with subtext 'Translate the document and pull aligned terminology from the result in a single pass.'), is also present. A callout '7' with an arrow points to the 'Use existing glossary' option. Below this is a 'TERMBASE' section with a list of four items, each with a checkbox: 'Guide: Lease terms EN-IT (EN → IT, 32)', 'Guide: Lease terms EN-IT › Payments (EN → IT, 2)', 'Duplicate test (EN → IT, 7)', and 'Alder & Finch contracts (EN-IT) (EN → IT, 11)'. A callout '8' with an arrow points to the 'Alder & Finch contracts' item, which is also highlighted with an orange box. At the bottom right, there are 'Back' and 'Continue' buttons. A callout '9' with an arrow points to the 'Continue' button.

Terminology and glossary

How glossaries are used ⓘ

☐ No glossary ⓘ
Translate without a glossary.

☒ Use existing glossary ⓘ
Apply a saved glossary to this document.

☐ Upload glossary ⓘ
Create a glossary from CSV/XLSX before translation.

☐ Extract terminology ⓘ
Pull a glossary from the source document without translating it.

☐ Translate + extract terminology ⓘ
Translate the document and pull aligned terminology from the result in a single pass.

TERMBASE

☐ Guide: Lease terms EN-IT (EN → IT, 32)

☐ Guide: Lease terms EN-IT › Payments (EN → IT, 2)

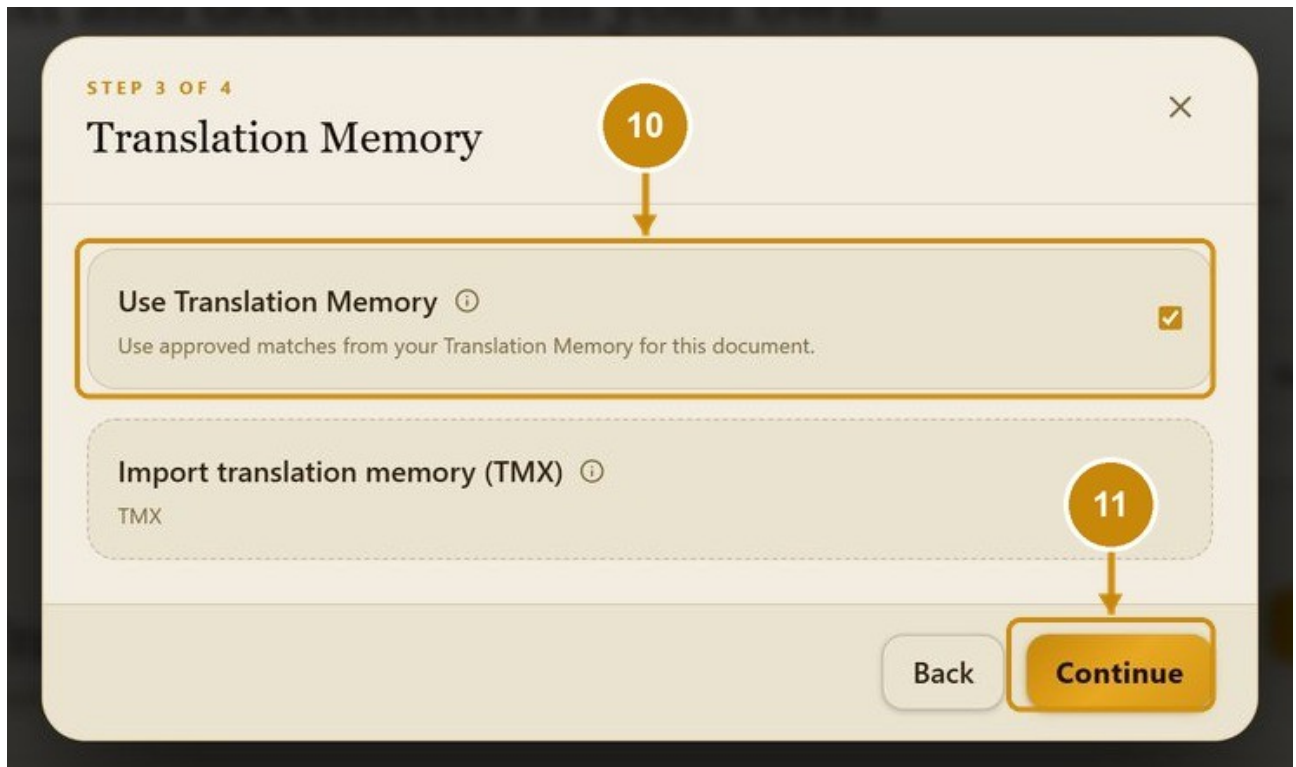
☐ Duplicate test (EN → IT, 7)

☒ Alder & Finch contracts (EN-IT) (EN → IT, 11)

Back Continue

Steps 7–9

10. Keep Use Translation Memory ticked (or import a TMX for this job).
11. Click Continue.



Steps 10–11

12. Check the summary.
13. Click Start translation. (You can also save these settings as a preset.)

STEP 4 OF 4

Confirm translation

12

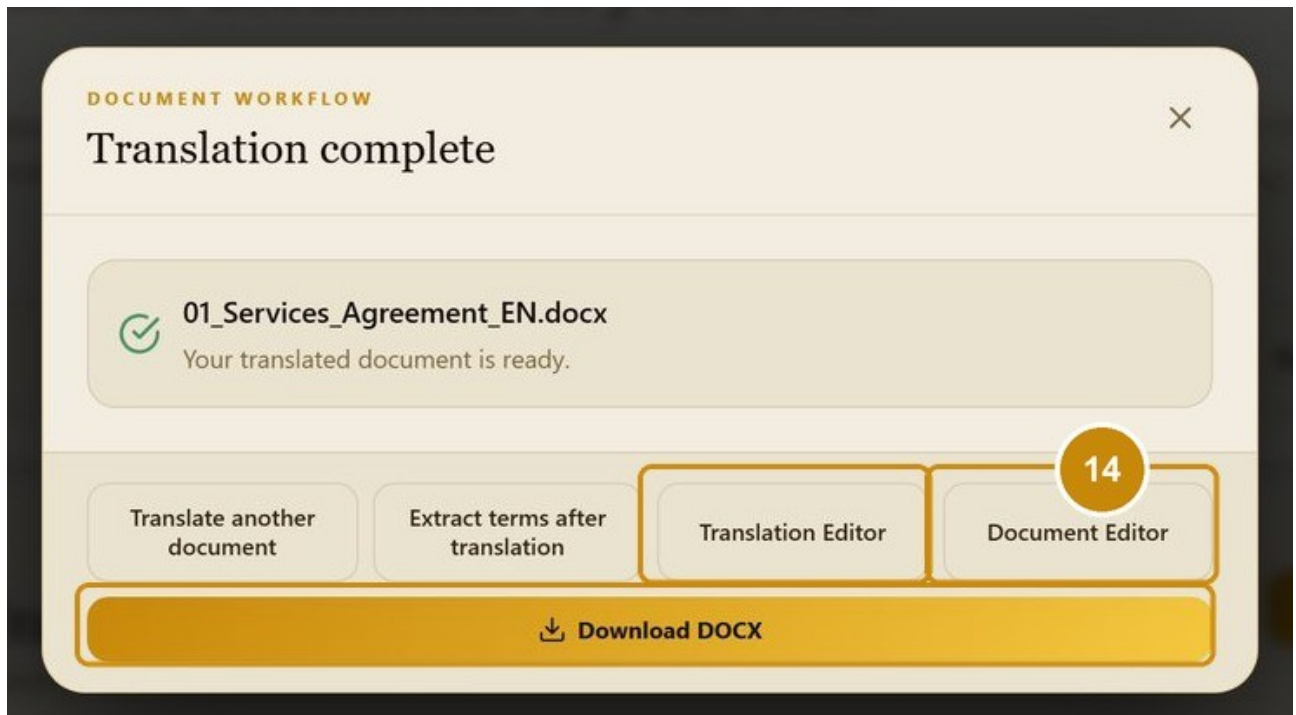
File	01_Services_Agreement_EN.docx
Languages	Detected after upload → Italiano
Translation	Translate with AI
Tone	Formal
Glossary / terminology	Existing glossary
Translation Memory	Use TM if matches exist

Preset name (e.g. Acme Legal) 13 Save as preset

Back Start translation

Steps 12–13

14. When it is ready, click Download DOCX, or open the Translation Editor or the Document Editor.

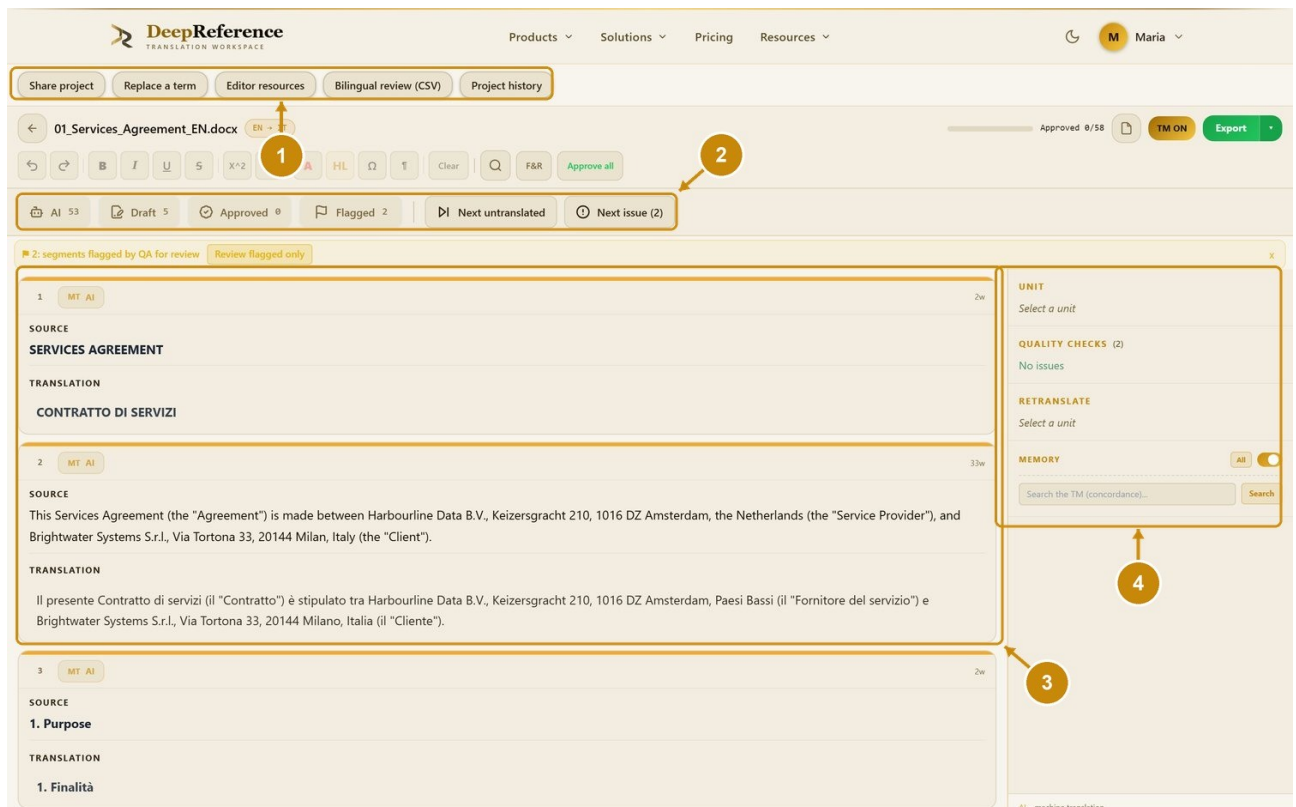


Step 14

7. Translation Editor (segment by segment)

Open it from the finished job, or from Recent documents → Open → Translation Editor. Each segment shows its origin: AI (machine translation), Draft (edited, not approved), 100% TM, or Approved. The editor has four areas:

1. Project tools.
2. Status counters and navigation.
3. Segments: the source and its translation.
4. Side panel: unit, quality checks, re-translate, resources and memory.



Steps 1–4

7.1 Edit and approve

1. Click a translation to edit it.
2. Click Approve (Ctrl+Enter). The segment is confirmed and saved to your TM.
3. Or click Draft (Ctrl+Shift+S) to keep it unapproved.
4. Approved segments turn green.
5. Next untranslated and Next issue jump through the document.

The screenshot displays the DeepReference Translation Workspace interface. At the top, there's a navigation bar with 'Products', 'Solutions', 'Pricing', and 'Resources'. Below this, a toolbar includes buttons for 'Share project', 'Replace a term', 'Editor resources', 'Bilingual review (CSV)', and 'Project history'. The main workspace shows a document titled '01_Services_Agreement_EN.docx' with a progress bar indicating 'Approved 1/58'. A toolbar below the document contains various editing tools like bold, italic, underline, strikethrough, and color options. A status bar at the bottom of the toolbar shows 'AI 52', 'Draft 5', 'Approved 1', and 'Flagged 2'. Two buttons, 'Next untranslated' and 'Next issue (2)', are highlighted with orange boxes and numbered '5'. The main content area shows three translation segments. The first segment (ID 9) is highlighted with a green bar and a green 'OK Approved' button, with a blue circle '4' pointing to it. The second segment (ID 10) is highlighted with an orange bar and a blue circle '1' pointing to it. The third segment (ID 11) is highlighted with a blue bar and a blue circle '3' pointing to it. The right sidebar contains a 'UNIT' section with a '#10' label, a 'Src: 1w | Tgt: 1w' label, and 'Approve' and 'Draft' buttons. Below this is a 'QUALITY CHECKS (2)' section with 'No issues' and a 'RETRANSLATE' section with a 'Re-translate' button. At the bottom of the sidebar is a 'MEMORY' section with a search bar and a 'Search' button. The bottom of the interface shows a status bar with 'AI - machine translation'.

Steps 1–5

7.2 Side panel

1. Segment resources → Glossary lists the glossary terms of the segment.

The screenshot shows the DeepReference Translation Workspace interface. The top navigation bar includes 'Products', 'Solutions', 'Pricing', and 'Resources'. The user 'Maria' is logged in. The main workspace displays a list of segments. The right-hand side panel is open, showing the 'Segment resources' section. The 'Glossary (2)' tab is selected, displaying a list of glossary terms. A red circle with the number '1' highlights the 'Glossary (2)' tab. The 'Translation memory (1)' tab is also visible. The 'UNIT #7' section shows 'Src: 21w | Tgt: 24w' and buttons for 'Approve' and 'Draft'. The 'QUALITY CHECKS (2)' section shows 'No issues'. The 'RETRANSLATE' section shows 'Translation settings' and a 'Re-translate' button. The 'Segment resources' section shows 'Glossary (2)' and 'Translation memory (1)' tabs. A red circle with the number '1' highlights the 'Glossary (2)' tab. The 'Glossary (2)' tab displays a list of glossary terms, including 'planned maintenance → manutenzione programmata' with a 'Guide: Lease terms EN-IT' and 'Approved' status.

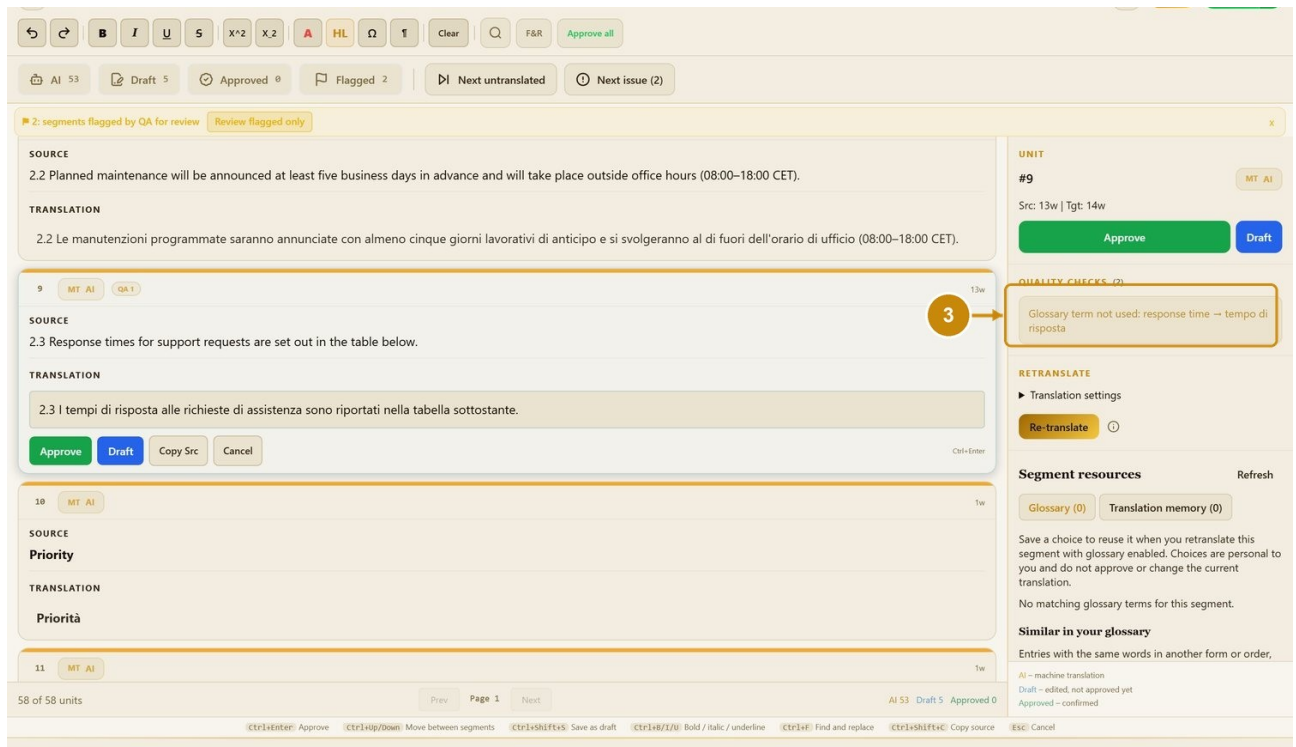
Step 1

2. Segment resources → Translation memory lists the TM matches.

The screenshot shows the DeepReference Translation Workspace interface. The top navigation bar includes 'Products', 'Solutions', 'Pricing', and 'Resources'. The user 'Maria' is logged in. The main workspace displays a list of segments. The right-hand side panel is open, showing the 'Segment resources' section. The 'Translation memory (1)' tab is selected, displaying a list of translation memory matches. A red circle with the number '2' highlights the 'Translation memory (1)' tab. The 'UNIT #7' section shows 'Src: 21w | Tgt: 24w' and buttons for 'Approve' and 'Draft'. The 'QUALITY CHECKS (2)' section shows 'No issues'. The 'RETRANSLATE' section shows 'Translation settings' and a 'Re-translate' button. The 'Segment resources' section shows 'Glossary (2)' and 'Translation memory (1)' tabs. A red circle with the number '2' highlights the 'Translation memory (1)' tab. The 'Translation memory (1)' tab displays a list of translation memory matches, including '100% similar' with a 'Default translation memory' and a 'Compare source wording' button. The match text is '2.1 Il Fornitore garantisce la disponibilità della piattaforma di hosting per il 99.9% del tempo in ciascun mese di calendario, esclusa la manutenzione programmata.'

Step 2

3. Quality checks lists the issues of the segment, for example a glossary term not used.

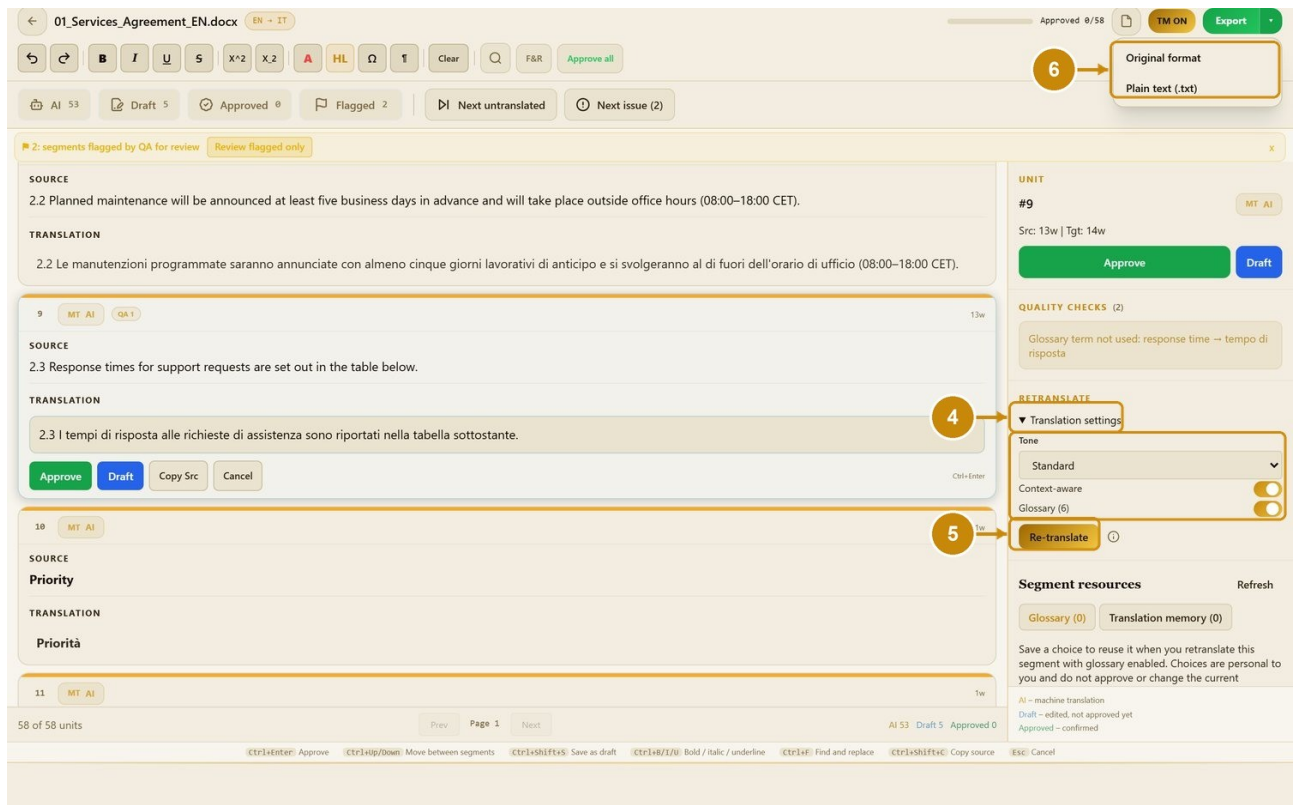


Step 3

4. Open Translation settings to change the tone, context and glossary of one segment.

5. Click Re-translate.

6. Export (top right) downloads the document: Original format or Plain text.



Steps 4-6

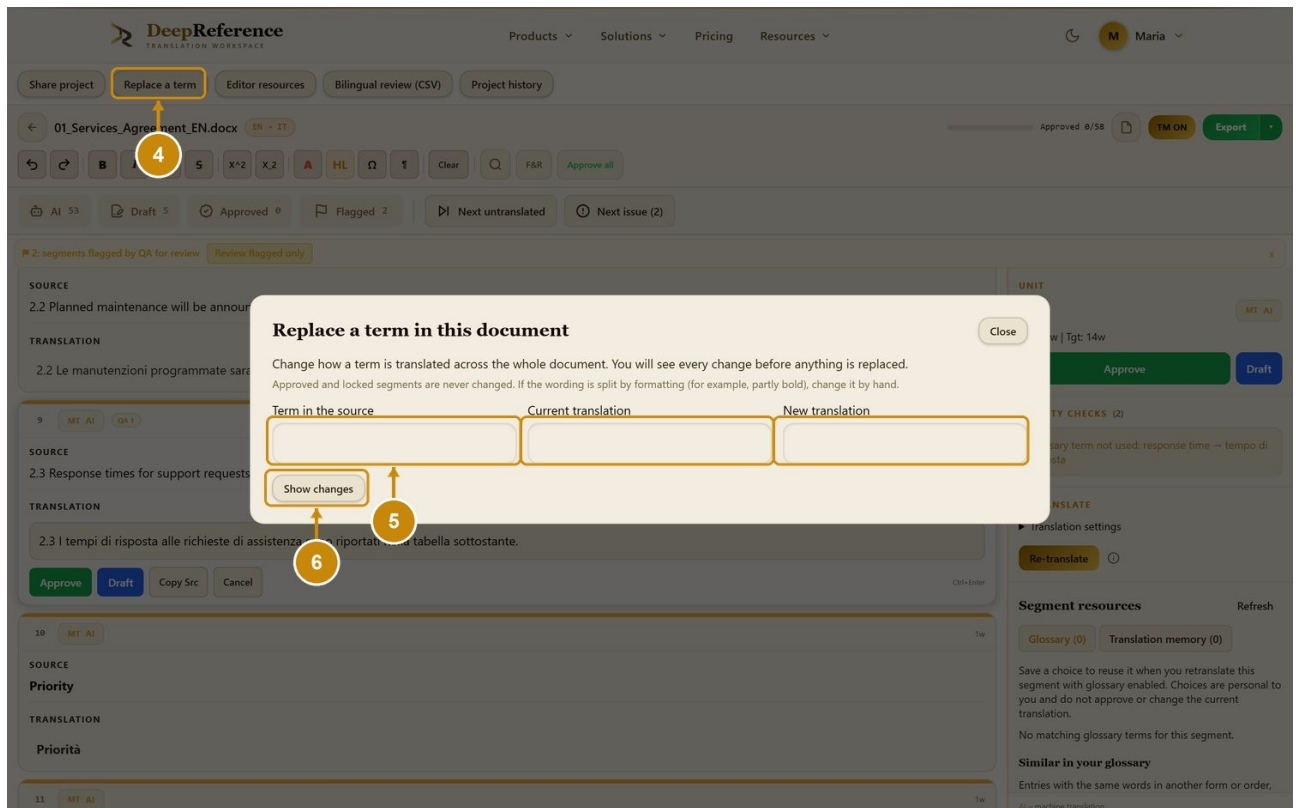
7.3 Project tools

1. Click Editor resources.
2. Tick the memories and glossaries that feed the suggestions for this document.
3. Click Save resources.

The screenshot shows the DeepReference Translation Workspace interface. The top navigation bar includes 'Products', 'Solutions', 'Pricing', and 'Resources'. The main workspace displays a document titled '01_Services_Agreement_EN.docx'. A modal dialog titled 'Editor resources' is open, allowing the user to select resources for the document. The dialog includes sections for 'Translation memories' and 'Glossaries', each with a checkbox to 'Search all my libraries in this group'. Below these sections are input fields for 'Minimum memory match (%)' (set to 75) and 'Save approved translations to' (set to 'My active translation memory'). A 'Save resources' button is located at the bottom of the dialog. Numbered callouts 1, 2, and 3 indicate the steps: 1. Click 'Editor resources' in the top bar. 2. Select resources in the dialog. 3. Click 'Save resources' at the bottom of the dialog.

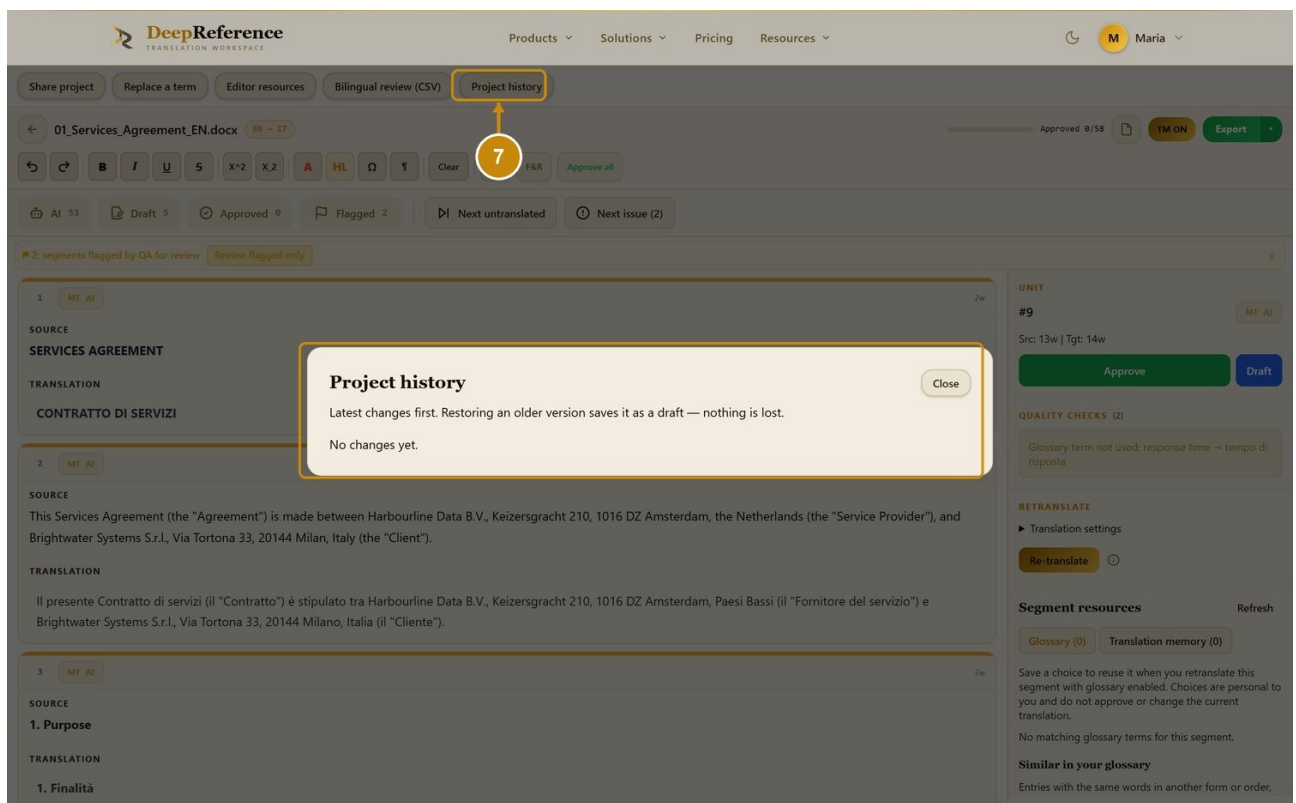
Steps 1–3

4. Click Replace a term to change how one term is translated in the whole document.
5. Type the term in the source, the current translation and the new translation.
6. Click Show changes. Nothing changes until you confirm; approved and locked segments are never changed.



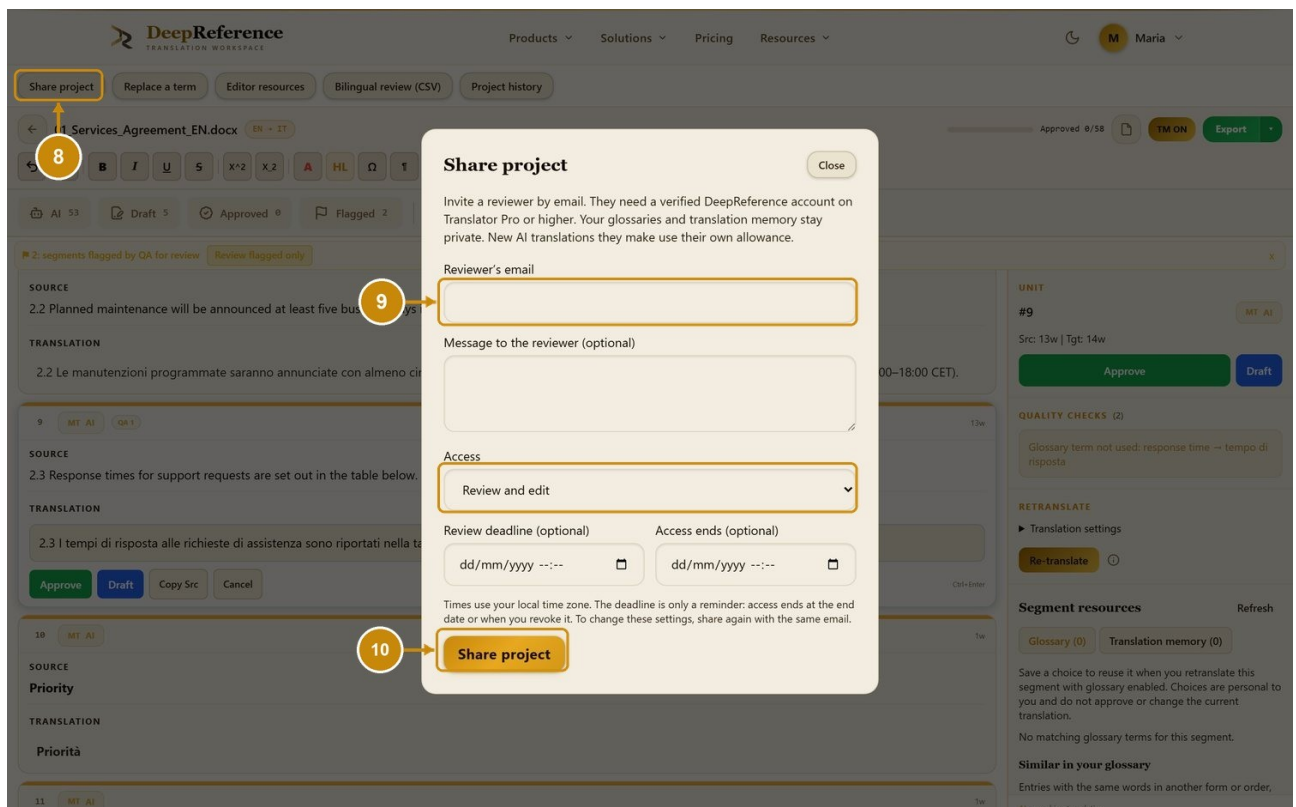
Steps 4–6

7. Click Project history to see every saved version. Restoring an older one saves it as a draft.



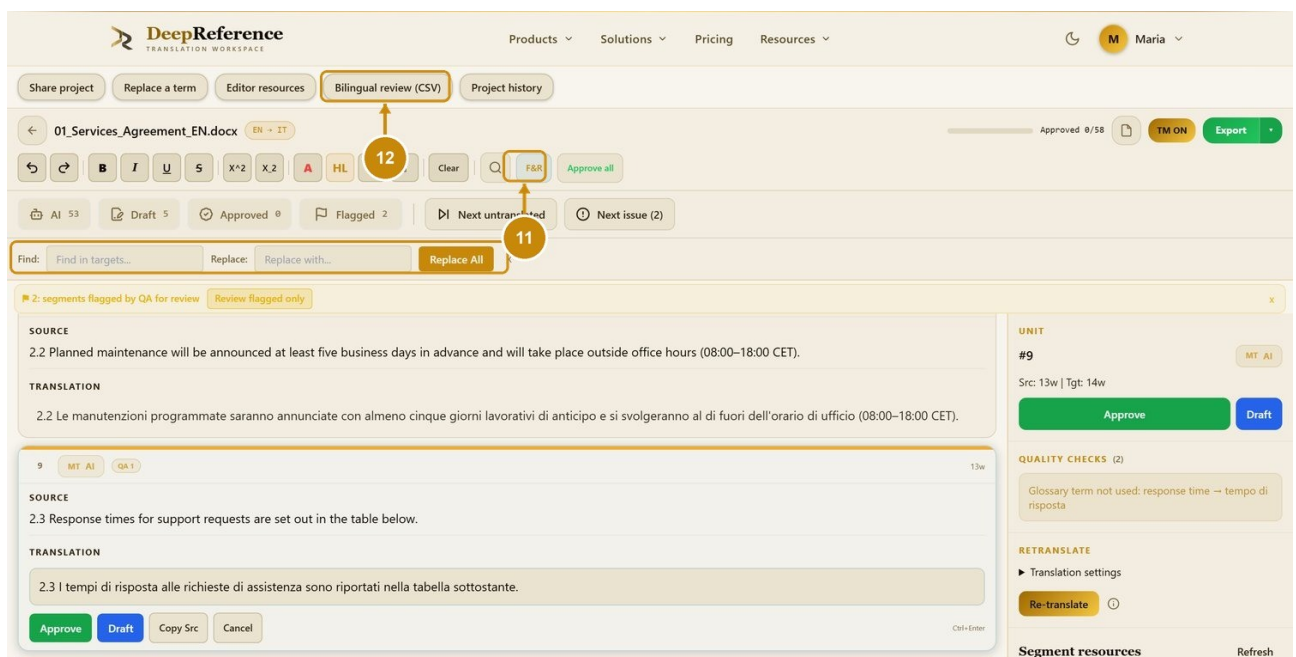
Step 7

8. Click Share project.
9. Type the reviewer's email and choose the access (review and edit, or view and download).
10. Click Share project.



Steps 8–10

11. Click F&R to find and replace inside the translations.
12. Bilingual review (CSV) downloads a two-column file for an external reviewer.



Steps 11–12

Only one person edits a project at a time. If it is open elsewhere you see "Someone else is editing this project" and can still read it; click Start editing when the other session has finished.

8. Document Editor (page view)

The Document Editor shows the translated document as a page, with its layout and tables, so you can review in context.

1. Open Recent documents → Open → Document Editor. The translated page opens.

The screenshot displays the DeepReference Translation Workspace interface. The top navigation bar includes links for Products, Solutions, Pricing, and Resources, along with a user profile for Maria. Below the navigation bar, there are tabs for Share project, Replace a term, Editor resources, Bilingual review (CSV), and Project history. The main document area shows a translated document titled "o6_Services_Agreement_EN_v2_...". The document content is in Italian and includes a title "CONTRATTO DI SERVIZI", a description of the service agreement, and a table with columns for Priority, Description, Response time, and Resolution objective. The right sidebar contains sections for Processing Settings (Tone: Formal), Translation Editor (AI, SOURCE, TRANSLATION), and Quality Checks (No issues). A red circle with the number 1 highlights the document title in the top navigation bar.

CONTRATTO DI SERVIZI

Il presente Contratto di servizi (il "Contratto") è stipulato tra Harbourline Data B.V., Keizersgracht 210, 1016 DZ Amsterdam, Paesi Bassi (il "Fornitore del servizio") e Brightwater Systems S.r.l., Via Tortona 33, 20144 Milano, Italia (il "Cliente").

1. Finalità

1.1 Il Fornitore del servizio erogherà al Cliente servizi di hosting dati, monitoraggio e assistenza tecnica (i "Servizi") come descritto nell'Allegato A.

1.2 Il presente Contratto ha efficacia dal 1° dicembre 2026 (la "Data di entrata in vigore") e ha una durata iniziale di ventiquattro mesi.

2. Livelli di servizio

2.1 Il Fornitore del servizio renderà disponibile la piattaforma di hosting per il 99,95% del tempo in ciascun mese di calendario, escluse le manutenzioni programmate.

2.2 Le manutenzioni programmate saranno annunciate con almeno cinque giorni lavorativi di anticipo e si svolgeranno al di fuori dell'orario di ufficio (08:00-18:00 CET).

2.3 I tempi di risposta alle richieste di assistenza sono riportati nella tabella sottostante.

Priorità	Descrizione	Tempo di risposta	Obiettivo di risoluzione
Alta	La piattaforma non è accessibile	15 minuti	4 ore

Step 1

2. Click a text block on the page.
3. Edit the translation on the right.
4. Click Approve (or Save as Draft).

The screenshot shows the DeepReference Translation Workspace interface. The main document on the left is titled "CONTRATTO DI SERVIZI". It contains several paragraphs and a table. A yellow box with a callout "2" highlights a paragraph in section 2.1. The right sidebar contains the "TRANSLATION EDITOR" with a "TRANSLATION" box containing the same paragraph. A yellow box with a callout "3" highlights this translation box. Below the translation editor are buttons for "Save as Draft" and "Approve". A yellow box with a callout "4" highlights the "Approve" button. The "QUALITY CHECKS" section shows "No issues".

CONTRATTO DI SERVIZI

Il presente Contratto di servizi (il "Contratto") è stipulato tra Harbourline Data B.V., Keizersgracht 210, 1016 DZ Amsterdam, Paesi Bassi (il "Fornitore del servizio") e Brightwater Systems S.r.l., Via Tortona 33, 20144 Milano, Italia (il "Cliente").

1. Finalità

1.1 Il Fornitore del servizio erogherà al Cliente servizi di hosting dati, monitoraggio e assistenza tecnica (i "Servizi") come descritto nell'Allegato A.

1.2 Il presente Contratto ha efficacia dal 1° dicembre 2026 (la "Data di entrata in vigore") e ha una durata iniziale di ventiquattro mesi.

2. Livelli di servizio

2.1 Il Fornitore del servizio renderà disponibile la piattaforma di hosting per il 99,95% del tempo in ciascun mese di calendario, escluse le manutenzioni programmate.

2.2 Le manutenzioni programmate saranno annunciate con almeno cinque giorni lavorativi di anticipo e si svolgeranno al di fuori dell'orario di ufficio (08:00-18:00 CET).

2.3 I tempi di risposta alle richieste di assistenza sono riportati nella tabella sottostante.

Priorità	Descrizione	Tempo di risposta	Obiettivo di risoluzione
Critica	La piattaforma non	15 minuti	4 ore

PROCESSING SETTINGS

TONES
Formal

TRANSLATION EDITOR

AI

SOURCE

2.1 The Service Provider will make the hosting platform available 99.95% of the time in each calendar month, excluding planned maintenance.

TRANSLATION

2.1 Il Fornitore del servizio renderà disponibile la piattaforma di hosting per il 99,95% del tempo in ciascun mese di calendario, escluse le manutenzioni programmate.

Save as Draft Approve

Ctrl+Enter - Approve - Next untranslated

QUALITY CHECKS

✓ No issues

Search the TM (concordance)... Search

Steps 2-4

5. Click Source to see the original page; Translated switches back.
6. Flagged shows the blocks with QA issues.

Steps 5–6

7. The source page is shown.

Step 7

8. Click Export and choose Original format or Plain text.

The screenshot shows a translation software interface. The main window displays a document titled "CONTRATTO DI SERVIZI". The document content includes a title, a paragraph about the contract, and two sections: "1. Finalità" and "2. Livelli di servizio". Section 2.1 describes the hosting platform availability, and section 2.2 describes the maintenance schedule. Section 2.3 describes the response times, which are summarized in a table below.

Priorità	Descrizione	Tempo di risposta	Obiettivo di risoluzione
Critico	La piattaforma non è disponibile per tutti gli utenti	15 minuti	4 ore
Alto	Una funzione principale non funziona	2 ore	1 giorno lavorativo

The right-hand sidebar contains a "PROCESSING SETTINGS" section with a "TONE" dropdown set to "Formal". Below this is a "TRANSLATION EDITOR" section with a "SOURCE" text area containing the English text of section 2.1. The "TRANSLATION" section shows the Italian translation of the same text. At the bottom of the sidebar is a "QUALITY CHECKS" section showing "No issues". The "Export" button is located at the top right of the sidebar, and a dropdown menu is open next to it, showing "Original format" and "Plain text (.txt)".

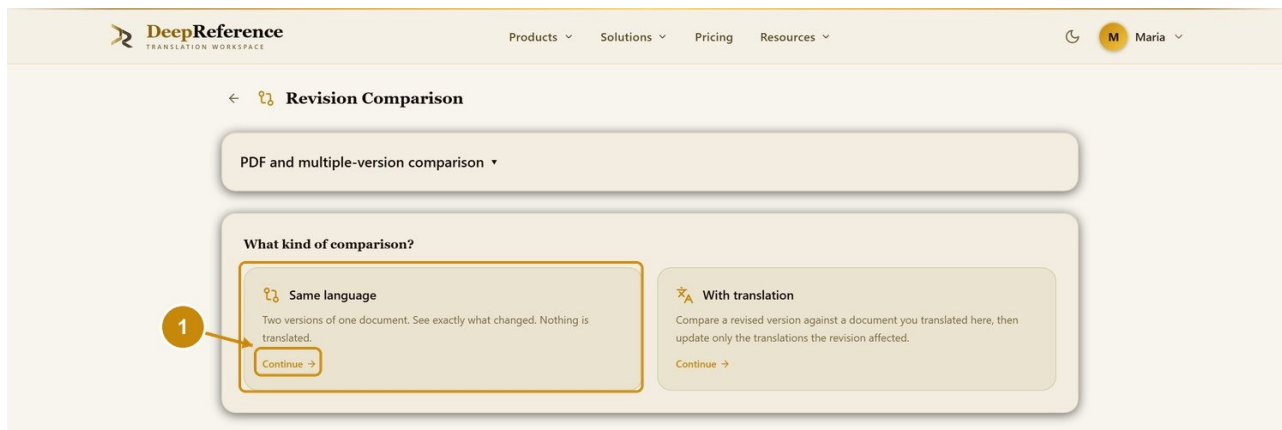
Step 8

9. Revision comparison

Use it when the client sends a new version of a document. Same language compares two versions and shows what changed; nothing is translated. With translation updates a document you already translated here: only the changed sentences are re-translated, every unchanged sentence keeps its approved translation.

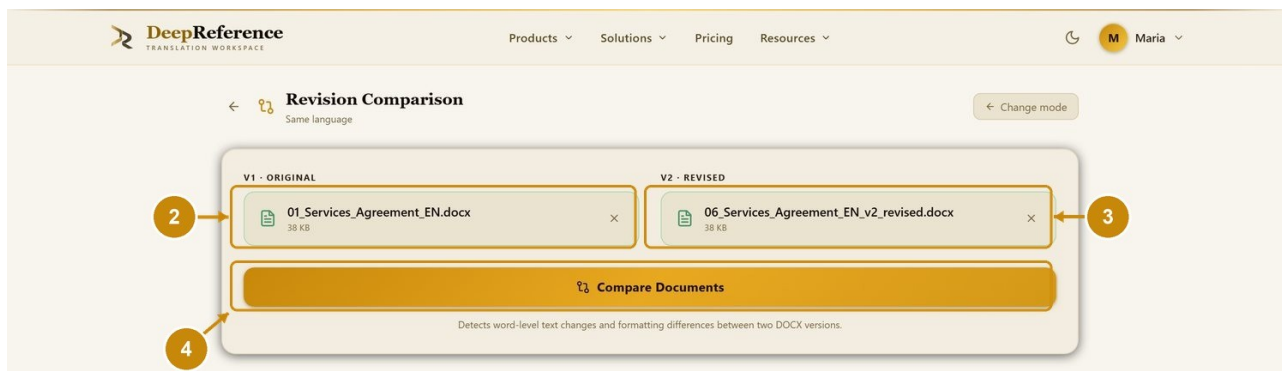
9.1 Same language

1. Open Revision Comparison and click Continue under Same language.



Step 1

2. Choose the old version under V1 · Original.
3. Choose the new version under V2 · Revised.
4. Click Compare Documents.



Steps 2–4

5. The summary shows how many changes were found.
6. Download Word with tracked changes, the revised document or a summary CSV.

Revision Comparison
Same language

7 changes found
01_Services_Agreement_EN.docx -- 06_Services_Agreement_EN_v2_revised.docx

52 UNCHANGED 6 TEXT 0 FORMAT 0 BOTH 1 ADDED 0 DELETED 0 MOVED

+ 32 words added - 6 words removed 0 formatting changes V1: 58 segs - V2: 59 segs

7 revisions
+32w -6w

CHANGE MAP

Search changes: Text, numbers or location

Change type: All types

Review decision: All decisions

Review focus: All detected changes

Hide whitespace-only text changes Hide capitalization-only text changes

Showing 7 of 7 changes. Filters do not alter the full comparison or Word downloads.

Retain displayed supported changes Reject displayed supported changes Undo last group decision Download displayed review report

Redline Original Revised Side by side 1 of 7

- Edited text at Body 17
- Edited text at Body 113
- Edited text at Body 119
- Inserted text at Body 123
- Edited text at Body 130
- Edited text at Body 134
- Edited text in Table 1 row 2 col 3

Downloads: Word with tracked changes Revised document Summary CSV

Accept all Reject all

Steps 5–6

7. Every change is shown side by side: removed words in red, added words in green.

The screenshot displays a revision comparison interface with a top navigation bar containing filters: All, Changed only (selected), Text, Format, Both, Added, Deleted, and Moved. A 'Show Unchanged' button is on the right. The main content area shows a list of revisions, each with a line number, a 'Text' label, and a time delta. The revisions are presented in pairs: ORIGINAL and REVISED. Changes are highlighted with red text for deletions and green text for additions. A circular callout with the number '7' points to the second revision pair.

Line	Text	Time	Original	Revised
7	Text	+ 1w - 1w	2.1 The Service Provider will make the hosting platform available ~~99.9%~~ of the time in each calendar month, excluding planned maintenance.	2.1 The Service Provider will make the hosting platform available ~~99.9%~~ <ins>99.95%</ins> of the time in each calendar month, excluding planned maintenance.
12	Text	+ 10w - 1w	3.1 The monthly fee is EUR ~~4,500~~ , excluding VAT.	3.1 The monthly fee is EUR ~~4,500~~ <ins>5,200</ins> , excluding VAT. <ins>The fee is fixed for the first twelve months.</ins>
18	Text	+ 1w - 1w	4.3 The Service Provider will notify the Client of any personal data breach without undue delay and in any case within ~~24~~ hours of becoming aware of it.	4.3 The Service Provider will notify the Client of any personal data breach without undue delay and in any case within ~~24~~ <ins>12</ins> hours of becoming aware of it.
22	Added	+ 17w	5.3 Each party will ensure that its employees and subcontractors are bound by the same confidentiality obligations.	
29	Text	+ 1w - 1w	8.1 Either party may end this Agreement at the end of the initial term by giving ~~three~~ months' written notice.	8.1 Either party may end this Agreement at the end of the initial term by giving ~~three~~ <ins>six</ins> months' written notice.
33	Text	+ 1w - 1w	Neither party is responsible for delays caused by events beyond its reasonable control, such as natural disasters, war or a general power failure. If such an event lasts more than ~~sixty~~ days, either party may end the Agreement.	Neither party is responsible for delays caused by events beyond its reasonable control, such as natural disasters, war or a general power failure. If such an event lasts more than ~~sixty~~ <ins>ninety</ins> days, either party may end the Agreement.
42	Text	+ 1w - 1w	~~30~~ minutes	~~30~~ <ins>15</ins> minutes

Step 7

9.2 With translation (update an existing translation)

1. Open Revision Comparison and click Continue under With translation.

The screenshot shows the 'Revision Comparison' page in the DeepReference Translation Workspace. The page has a header with the logo, navigation links (Products, Solutions, Pricing, Resources), and a user profile (M Maria). The main content area is titled 'Revision Comparison' and includes a sub-section 'PDF and multiple-version comparison'. Under 'What kind of comparison?', there are two options: 'Same language' and 'With translation'. The 'With translation' option is highlighted with a circular callout containing the number '1'.

DeepReference
TRANSLATION WORKSPACE

Products Solutions Pricing Resources

M Maria

← Revision Comparison

PDF and multiple-version comparison ▾

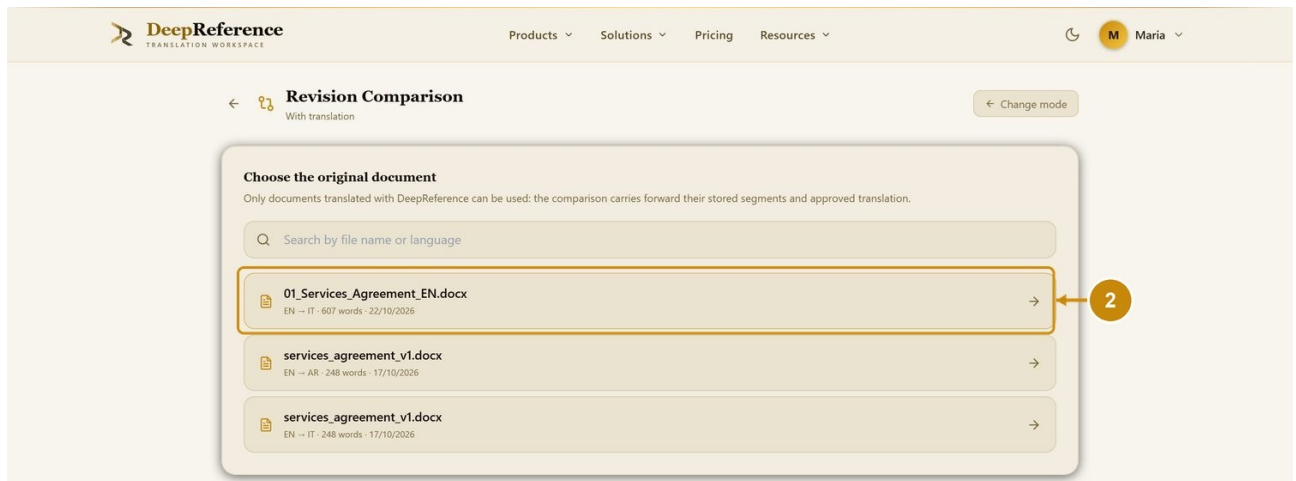
What kind of comparison?

Same language
Two versions of one document. See exactly what changed. Nothing is translated.
Continue →

With translation
Compare a revised version against a document you translated here, then update only the translations the revision affected.
Continue →

Step 1

2. Choose the original document you translated here.



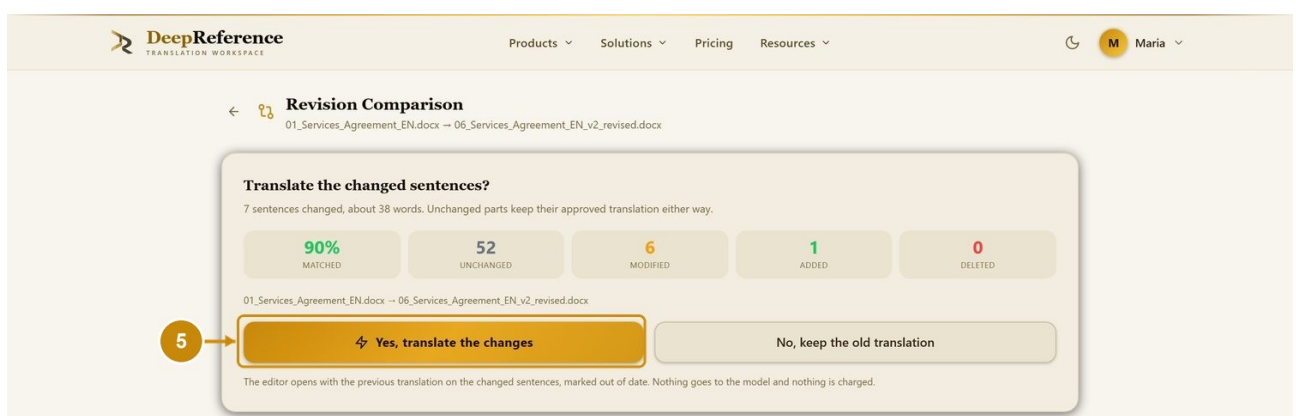
Step 2

3. Choose the revised DOCX.
4. Click Compare with original.



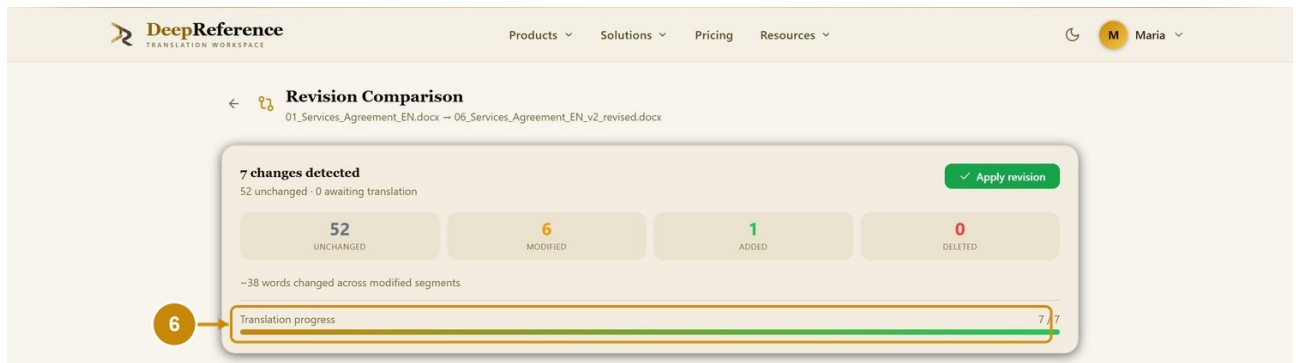
Steps 3–4

5. Click Yes, translate the changes. (No, keep the old translation marks the changed sentences as out of date; nothing is sent to the model or charged.)



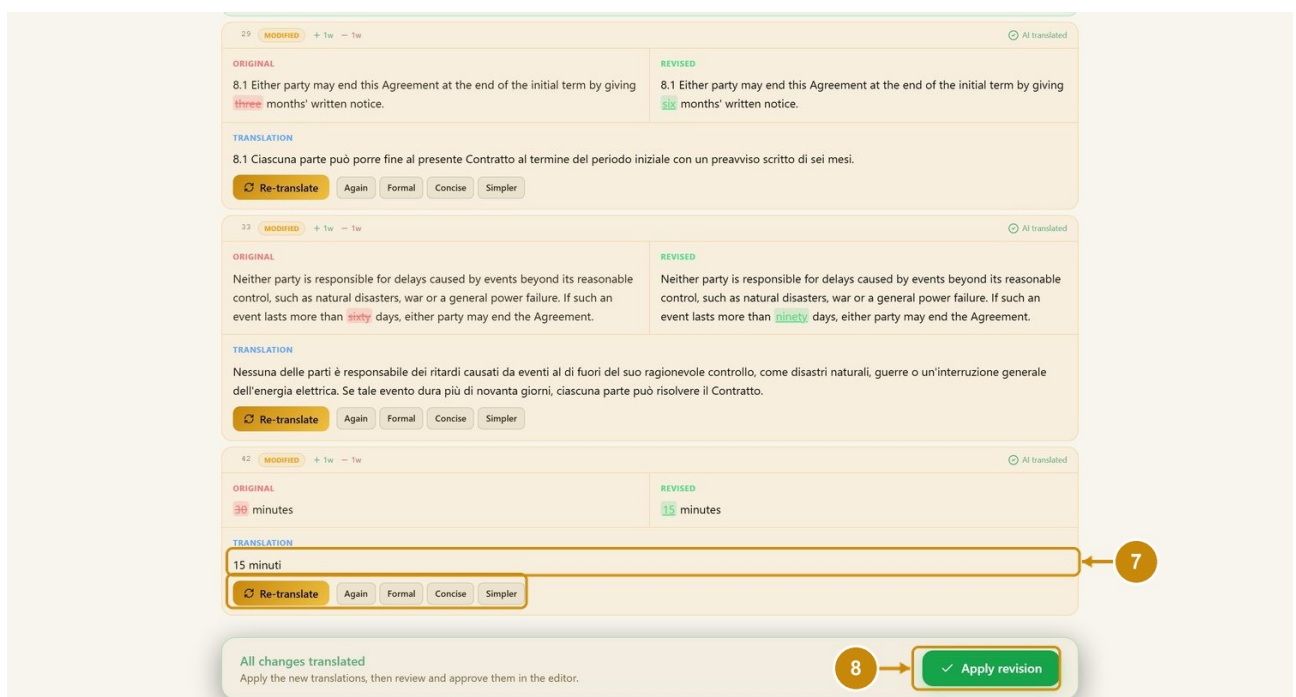
Step 5

6. The changed sentences are translated (here 7 / 7).



Step 6

7. Check each new translation. Re-translate, Again, Formal, Concise or Simpler redo one segment.
8. Click Apply revision.



Steps 7-8

9. Click Open in Editor to review and approve the new translations.

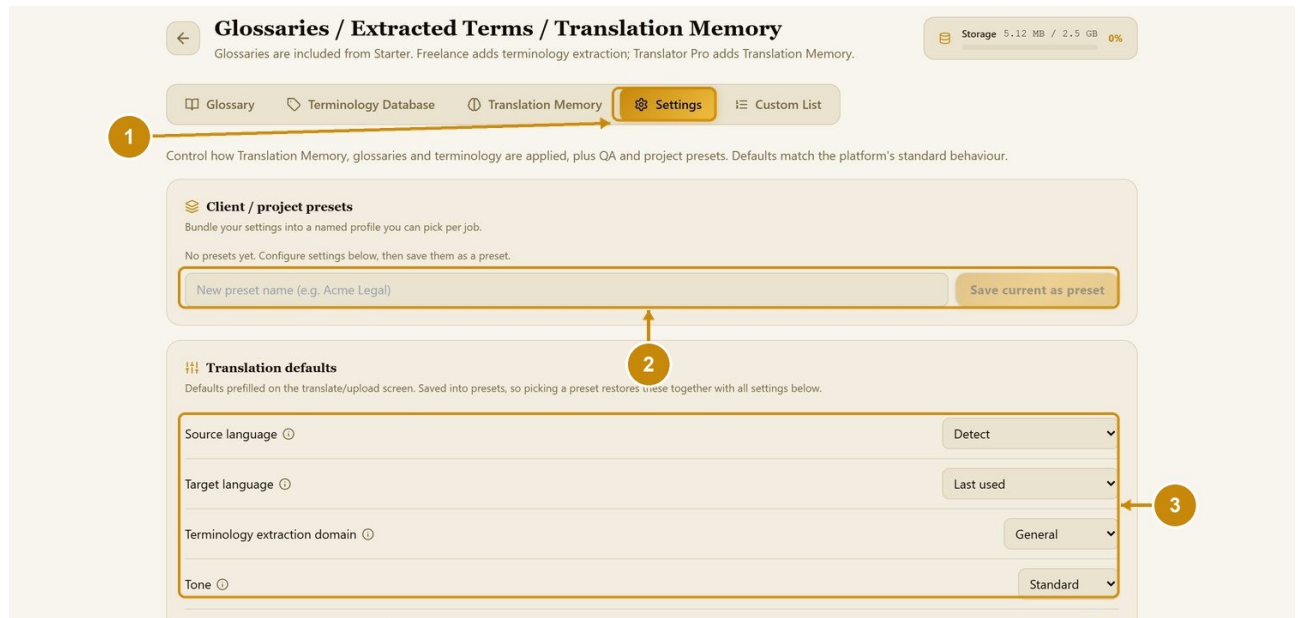


Step 9

10. Settings and Custom List

10.1 Settings

1. Open the Settings tab.
2. To save everything as a client or project preset, type a name and click Save current as preset.
3. Set the translation defaults: source and target language, extraction domain and tone.



Steps 1–3

4. Translation Memory: on/off, minimum match (default 75%), fill exact matches, save approved units, auto-propagate repeats.
5. Glossary: case-sensitive and morphology matching.
6. Terminology & extraction: auto-extract after translation; approval Always review or Auto-approve.
7. QA checks: choose which checks run.

Translation Memory
When and how TM matches are applied to your segments.

Enable Translation Memory ☒

Minimum match to apply 75%

Fill empty editor units from exact TM matches ☒

Save approved Translation Editor units to TM ☒

Auto-propagate repeats ☒

Glossary
Matched terms are supplied to the model. Enable glossary adherence QA to flag missing target terms for review.

Case sensitive ☐

Morphology matching ☒

Terminology & extraction
Auto-extraction behaviour and extraction tuning.

Auto-extract after translation ☐

Approval Always review Auto-approve

QA checks
Flag issues automatically when you run QA on a document.

Enable QA ☒

Glossary adherence ☒

Consistency ☒

Numbers & dates ☒

Inline tags ☒

Placeholders ☒

Untranslated segments ☒

Punctuation ☐

Length warnings ☐

Forbidden terms ☒

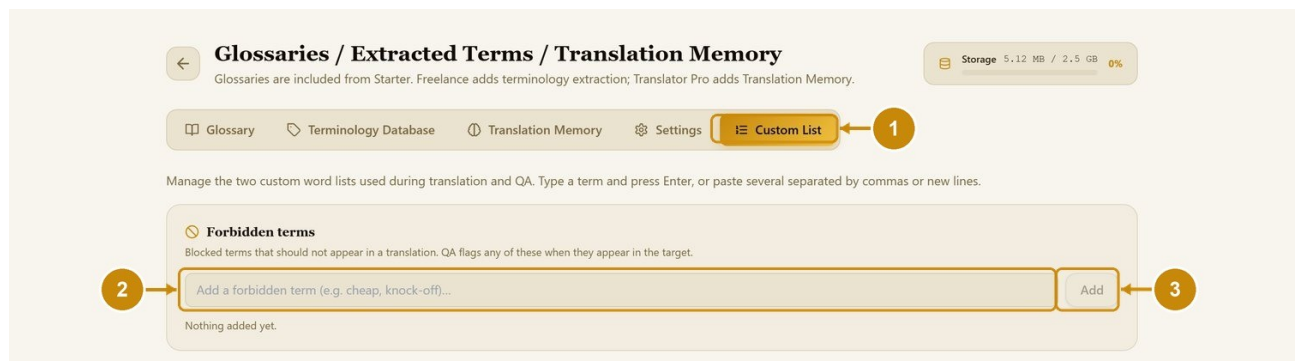
Steps 4–7

Click Save settings at the bottom of the page to keep your changes.

10.2 Custom List

Custom List holds your forbidden terms: words that must never appear in a translation. QA flags them in every document.

1. Open the Custom List tab.
2. Type a forbidden term (or paste several separated by commas).
3. Click Add (or press Enter).



Steps 1–3