


# On-Page Editor 2.0

## Getting Started Guide

GlobalLink  
one Link

 **translations.com**

## **About This Guide**

| <b>Typographic Conventions Used in This Guide</b>                                 |  |
|---|--|
| Small Bold  | Window, button, and selection names  |
|  | <b>Note:</b><br><br>This icon designates a note or helpful suggestion or reference relating to the surrounding text. |

## **Printing**

If you chose to print part or all of this document, we recommend the use of a color printer.

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## **Copyright**

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## **Introduction**

OneLink On-Page Editor (OPE) lets you review a translated website and make changes and edits to content directly on the webpage, from anywhere in the world. This guide provides basic startup and use information. For more detailed information, consult the online help (click ? on any screen).

## **Key Features**

- Intuitive browser-based content editing
- Easy, worldwide access from any desktop or laptop computer that runs a supported browser
- Immediate feedback that presents new or edited translated content in the target site
- Storage of changes in OPE's *Translation Memory* (TM) server, without the need to transfer files

## **Supported Browsers**

You can use OPE on any computer running Microsoft Windows with any one of the following browsers:

- Google Chrome (most recent version)
- Mozilla Firefox (most recent version)
- Microsoft Internet Explorer (versions 9, 10, or 11)



**Note:**

**The Microsoft Edge browser is currently not supported.**

The screenshot displays the OneLink On-Page Editor 2.0 interface. The top section shows a preview of the website 'BikeSpot.biz', which includes a navigation menu, a search bar, and images of a bicycle and a pedal. The bottom section shows the 'On-Page Editor (OPE) - Translations.com' window, which contains a table of segments. A blue arrow points to the 'Segment grid' and a red arrow points to the 'Preview area'.

**Segment grid**

| #  | Visible? | Source   | Target   |
|----|----------|--|--|
| 22 | ✓        | {{(hyperlink start)}}Shoes & Pedals{{(hyperlink end)}} {{(image)}} | {{(hyperlink start)}}Chaussures & Pédales{{(hyperlink end)}} {{(image)}} |
| 23 | ✓        | Cleats   | Taquets  |
| 24 | ✓        | Cycling Shoes  | Cyclisme Chaussures  |
| 25 | ✓        | Mountain Pedals  | Montagne Pédales   |
| 26 | ✓        | Road Pedals  | Route Pédales  |
| 27 | ✓        | {{(hyperlink start)}}Accessories{{(hyperlink end)}} {{(image)}}    | {{(hyperlink start)}}Accessoires{{(hyperlink end)}} {{(image)}}          |
| 28 | ✓        | Apparel  | Vêtements  |
| 29 | ✓        | Computers  | Ordinateurs  |

Showing 50 of 50 segments. Showing 2 of 2 xml files. Visible segment types: All

**Preview area**

The On-Page Editor

## **How OPE Works**

When you use OPE to add or edit translated content, you are making changes to a staging server. The staging server lets you change, add, review and approve translations without affecting the content of your live website.

Once your review process completes, and you are ready to go live with your changes, your OneLink Production Team moves the edits to your live server at your request. Your live website will never be at risk during the translation update process.

## **Segments and Targets**

A *segment* is a translatable phrase or sentence stored in the Translation Memory (TM). *Targets* are translated segments.

In OPE, the blocks of text on your webpages are separated into segments. OPE matches the words on your webpages with segments in the TM and makes it possible for you to edit the segments directly in the browser.



**Note:**

**You cannot edit text that is part of an image, an Adobe Flash element, or a video.**

As you complete each segment edit, OPE saves your changes on the staging server. This allows others who access OPE on the same server to see your edits the next time they refresh a page containing edited segments.

## **TXML Files**

The OPE interface gives you the option to see TXML filenames in a column. A TXML file is a text file that contains segments pulled from your website, as well as targets (translations) added or changed using OPE or other tools. Each time OneLink analyzes your website, it creates a database of translatable segments.

Your OneLink Production Team moves translatable segments from the database to TXML files in a process called flushing. When your edits are in TXML files, only then can the edits be made available on your live servers when requested.

Talk to your OneLink implementation manager to determine if you need to work with TXML files.

## **Starting OneLink OPE**

OPE is a web-based product. This means that there is nothing for you to download, install, or set up on your computer. When you use OPE to review and edit your translated webpages, you are working over the Internet; so, all that is required for you to use OPE is access to the Internet, a supported web browser, your username, and a password.

### **OPE URLs**

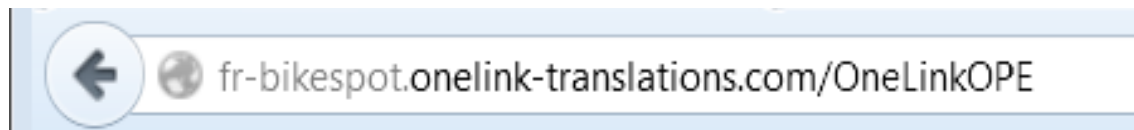
The URLs that you use to perform OPE edits differ from those used for your actual website in two ways.

First, the URL points to a staging server rather than a live server. For example, if your normal URL looks like `www.acme.com`, the staging URL for your website might look like `fr-acme.onelink-translations.com`.

Second, the OPE URL includes the directory `OneLinkOPE` just after the domain. The staging domain usually ends with `".com/"`. So, if your staging URL is `fr-acme.onelink-translations.com`, your OPE URL would be `fr-acme.onelink-translations.com/OneLinkOPE`.

### **Start and Login to OPE**

1. Obtain a modified URL, a username, and a password from your OneLink Implementation Manager.
2. Open any of the supported web browsers, and type or paste the modified URL in the address bar.



On the OPE login page that opens, type the username and password that you received from your OneLink Implementation Manager, and then either press the Enter key or click the right-arrow button.

OPE 2.0 employs Single Sign-On (SSO) access, which means that when you have successfully logged in to a webpage for which you have authorization, you can freely navigate to any other pages within that website or even to any other websites for which you also have authorization. You do not need to log in to each one separately.

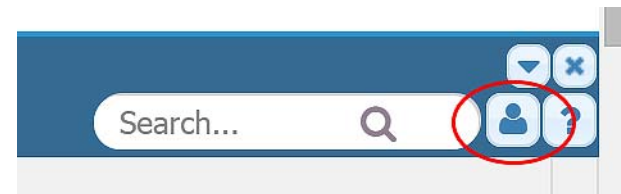


**Note:**

Username and passwords are issued by [Translations.com](#). If you need to change or recover your password, click [Project Issue Tracking System](#) on the login screen, or contact your OneLink Implementation Manager.

To log out of your current session and return to the login page, go to the Segment grid, and then, on the right end of the Tool Bar, click the Logout button.

The OPE Login Screen



The Logout Button

## **The OPE Workspace**


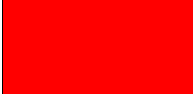



The OPE workspace comprises two primary parts: the Preview area and the Segment grid. The Preview area is the translated website as it would appear in a live environment. Navigate your webpage in the Preview area as if it were live, and the Segment grid will always reflect the content in the Preview area. Note that this will work only for website pages that have been translated by Translations.com.

When you change a segment, the Preview area refreshes to display the change, which lets you see immediately how your changes will lay out within the confines of the actual webpage.

The Segment grid displays along the bottom of the browser window, and shows segment sources and targets.

Colors in the Preview area and in the Segment grid provide information about the status of segments as follows:

**Preview Area Highlight and Segment Grid Text Colors**

| <b>Color</b>  | <b>Meaning</b>   |
|---|--|
|    | Yellow - a selected segment. The pencil icon displays to the left of the segment.  |
|   | Red - the segment needs a target.  |
|  | Orange - the segment may need a target. See your OneLink Implementation Manager to determine whether the segment should be translated. |
|  | Gray - the segment cannot be translated or edited. The segment table Target column displays an explanation.                            |
|  | Blue - the segment is part of a search result.   |

## Selecting a Segment and Opening the Segment Editor

To change or add a target, you need first to select a segment, then open the Segment Editor.

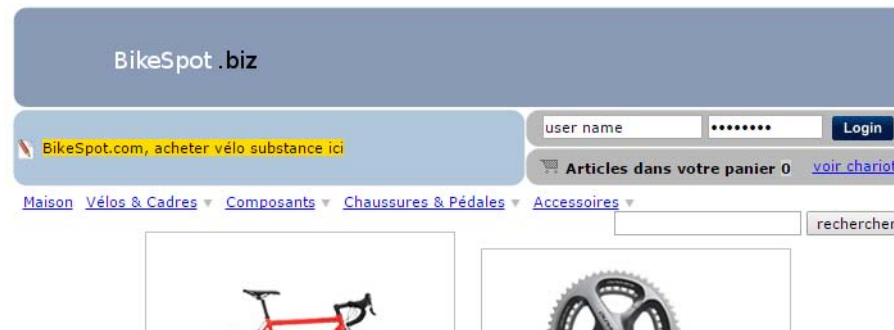
### Selecting a Segment and Opening the Segment Editor: Preview Area

To select a segment in the Preview area, mouse over the desired highlighted segment. The segment will change color (to yellow), and a pencil icon will display to the left of the segment. Click on the pencil icon to open the Segment Editor.



**Note:**

Selecting a segment in the Preview area (yellow highlight) also highlights the corresponding segment in the Segment grid if the segment is in the visible area of the Segment grid (you may need to scroll the Segment grid manually to see the selected segment). To have the Segment grid scroll to the Preview-area-selected segment automatically, select View Menu->Segment Grid scrolls with preview highlight.



Preview Area Segment Selection

## Selecting a Segment and Opening the Segment Editor: Segment Grid

To select a segment from the Segment grid and open the Segment Editor, double click on a segment.



### Note:

When you single click a row in the Segment grid, OPE simultaneously scrolls to and highlights the corresponding segment in the Preview area. If a segment does not appear in the Preview area, check the Visible? column for that segment. Note that to see some segments—even those that are listed as “visible” (denoted by a green checkmark icon)—you might need to click an element in the Preview area to expand a section or open a menu.

The screenshot displays the OneLink On-Page Editor (OPE) interface. The top section shows a preview of a website for 'BikeSpot.com', featuring a navigation menu, a search bar, and four product categories: Vélos & Cadres, Composants, Chaussures & Pédales, and Accessoires. Below the preview, the 'On-Page Editor (OPE) - Translations.com' window is open, showing a table of segments.

| # | Visible? | Source                            | Target   |
|---|----------|-----------------------------------|--|
| 1 |          | BikeSpot                          | BikeSpot   |
| 2 |          | Home                              | Maison   |
| 3 |          | BikeSpot.biz, buy bike stuff here | BikeSpot.com, acheter vélo substance ici                         |
| 4 |          | user name                         | This segment is not translatable.: form text is not translatable |
| 5 |          | password                          | This segment is not translatable.: form text is not translatable |
| 6 |          | login button                      | login bouton   |
| 7 |          | Items in cart:                    | Articles dans votre panier                                       |
| 8 |          |                                   | This segment is not translatable.: no text to translate.         |

At the bottom of the OPE window, it indicates 'Showing 54 of 54 segments.', 'Showing 2 of 2 TXML files.', and 'Visible segment types: All'.

Segment Grid Segment Selection and Corresponding Preview Area Highlight

## The Segment Editor

The Segment Editor comprises Source and Target columns, as well as a toolbar.

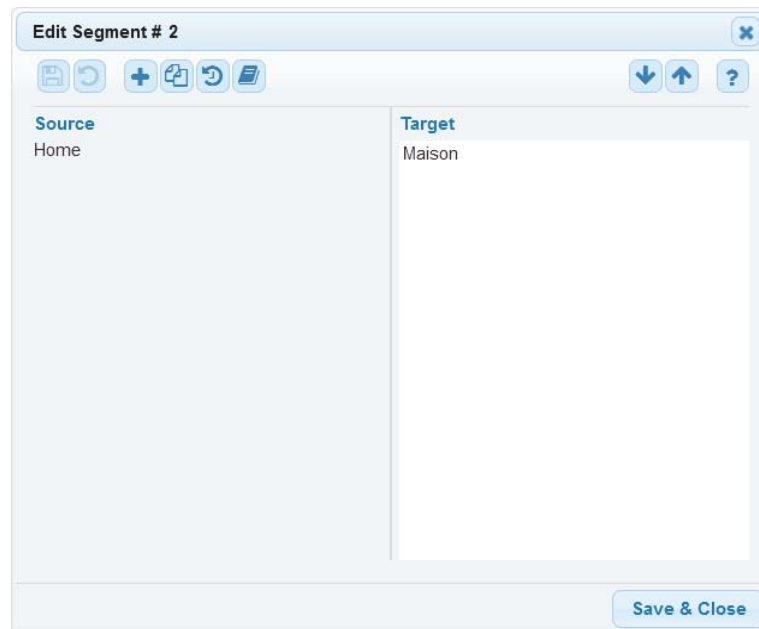
The source-language segment displays in the source column and cannot be changed. If a target (translation) exists for the segment, it will display in the Target column of the Segment Editor. You can add or change Target column content as necessary.

The Segment Editor toolbar provides several functions to help you change and add targets to a source. See the online help for details.



**Note:**

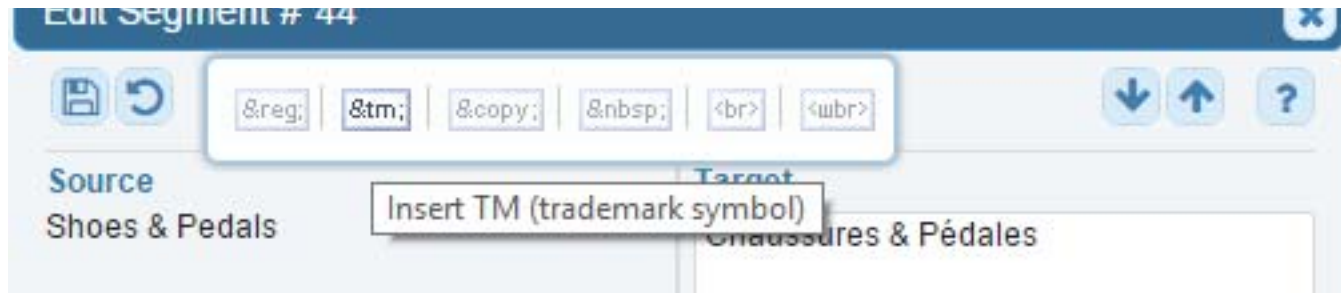
The Edit Segment # displayed in the Segment Editor is a number assigned randomly to available segments. Use the number for session reference only, as the assigned number will change from session to session.



The Segment Editor

## Special Characters

When adding or changing a target, you can insert special characters as necessary by clicking the plus symbol on the segment editor toolbar. Refer to the online help to see the available characters.



Inserting a Special Character

## Tokens

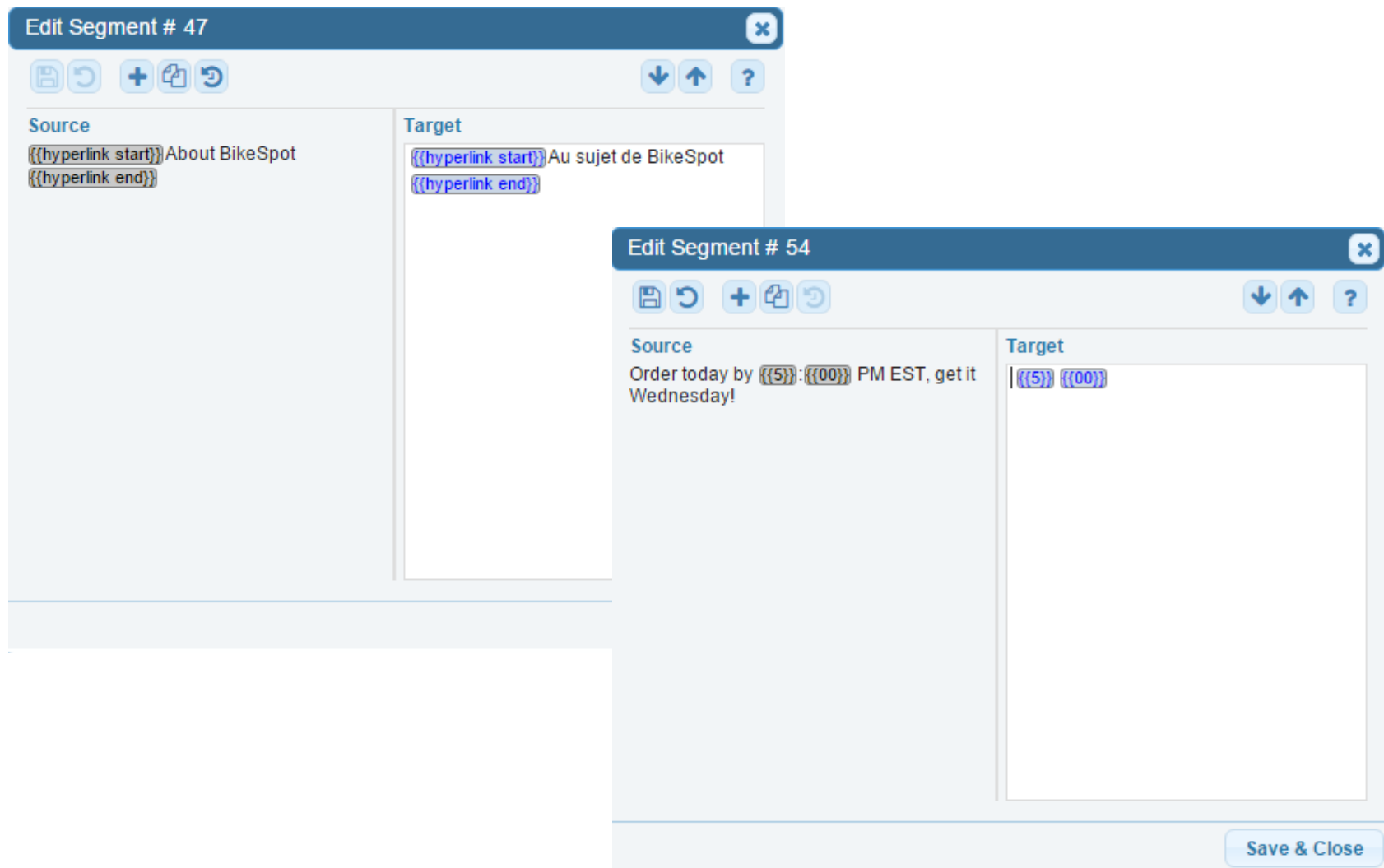
You will notice that OPE uses tokens to display certain types of HTML tag pairs (hyperlinks, fonts, bold text, and so on) in segments. For example, a common tag pair used in HTML is the hyperlink tag pair `<a></a>`. OPE would represent this tag pair as a `{{hyperlink start}}{{hyperlink end}}` token pair. If a tag pair appears more than once in a single segment, OPE will give the tag token a number (ex. `{{hyperlink:1 start}}`). The online help provides a list of the tokens OPE creates for specific HTML tags. In addition, OPE creates tokens for content such as dates and numbers. OPE displays this type of content with `{{content}}`, where content will be the actual content displayed at the time the webpage is opened. For example, the date on a webpage opened on January 1, 2015 would display as `{{January 1, 2015}}`.



### Note:

If the source contains HTML-based token pairs, you must ensure that the sequence of HTML-based token pairs in the target match the sequence of HTML-based token pairs in the source before saving your changes. OPE will not allow you to save a change that does not match the source and target HTML-based token pair sequence.

Also, you cannot add or remove any content token that exists in the target, nor can you add a new content token; however, you move an existing content token within the target.



HTML Tag Pair and Content Tag Examples

## The Term Glossary



**Note:**

Term Glossary is not available on all websites. Term Glossary availability depends upon the service agreement between the website owner and Translations.com.

Term Glossary works in conjunction with the GlobalLink® Term Manager tool to assist you in providing consistent, quality translations. OPE identifies terms and phrases in your source text that reside in the Term Glossary and highlights them in a green, yellow, or red frame, depending on the status of the translation. Highlighting appears in both in the Segment grid and the Segment Editor.

OPE references the Term Glossary continuously in the background, but you can choose to turn on or turn off highlighting as you prefer. By default, highlighting is on. To turn it off, in the View menu, point to Glossary, and then click **Highlight terms**; to turn it on, click **Highlight terms** again. OPE saves this setting across sessions; thus, if you turn off highlighting and then log out, it will be off the next time you work in OPE.

## Glossary Term Highlighting

Glossary terms can be a single word, or a multiple word phrase. A glossary term also can contain other glossary terms (for example, the glossary term first-come, first-served contains potentially several other glossary terms such as "first", "first come", "first served", and so on). Glossary terms are also case sensitive.

OPE identifies exact term matches as well as partial or "fuzzy" matches for glossary terms. A fuzzy match occurs when a glossary term has trailing characters; an example of this is when a singular glossary term is used in plural form (exact match: "cross"; fuzzy match: "crosses"). OPE highlights exact and fuzzy matches differently (see Glossary Term Highlighting table).

In addition, there may be translations that your administrator **does not** want you to use. In this case, if the forbidden translation is already in use, you will see the target highlighted in grey with a red line through it. OPE will also display the translation similarly highlighted in the source glossary translation dropdown.



**Note:**

OPE does not highlight glossary terms with preceding characters. For example, if "cross" is a term, OPE will highlight the term "crossover", but will not highlight "across".



### Glossary Term Highlighting

| Source Highlight Color | Target Highlight Color | Explanation   |
|------------------------|------------------------|---|
| Handlebars             | Guidons                | Exact source and target term match                  |
| Lighting               | Lampes                 | Exact source match, partial target match            |
| Mountain Bikes         | VTT                    | Partial source match, exact target match            |
| Saddles                | Selles                 | Partial source and target match                     |
| Fenders                |                        | Exact source match, no target (or incorrect target) |
| Tubes                  | <del>Soupape</del>     | Exact source match, forbidden target                |
| Saddles                | <del>Sièges</del>      | Partial source match, forbidden target              |

| On-Page Editor (OPE) - Translations.com |          |  |  |
|---|----------|--|--|
| VIEW ▾ TOOLS ▾                          |          | Search...  |  |
| #                                       | Visible? | Source   | Target   |
| 19                                      | ✓        | Forks / Stems  | Fourches / Découpe   |
| 20                                      | ✓        | Handlebars   | Guidons  |
| 21                                      | ✓        | Saddles  | Selle  |
| 22                                      | ✓        | Seatposts  | Tiges de selle   |
| 23                                      | ✓        | Wheels   | Roues  |
| 24                                      | ✓        | {{(hyperlink:1.start)}} Shoes & Pedals {{(hyperlink:1.end)}} {{(image)}} | {{(hyperlink:1.start)}} Chaussures & Pédales {{(hyperlink:1.end)}} ... |
| 25                                      | ✓        | Cleats   | Taquets  |
| 26                                      | ✓        | Cycling Shoes  | Cyclisme Chaussures  |

Showing 52 of 52 segments. Showing 2 of 2 txml files. Visible segment types: All

### Glossary Term Highlighting in the Segment Grid

## Using Glossary Terms in the Segment Editor

If the glossary option is available on your site, OPE will highlight glossary terms in the source. Hover over the highlighted term to see the glossary translation.

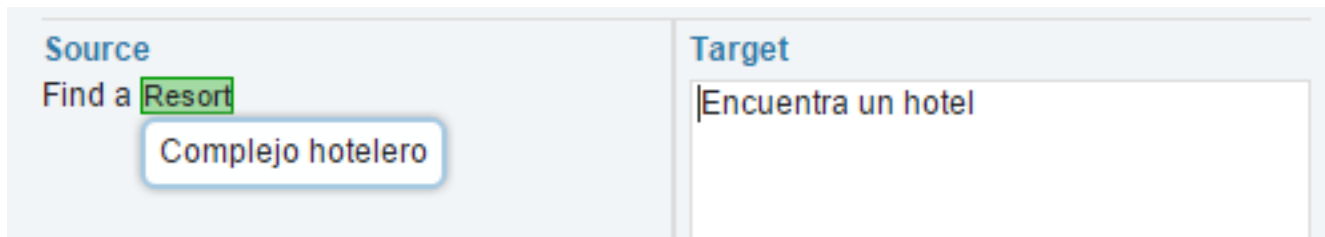
If you wish to use the glossary translation, place the cursor in the target where you wish to insert the term; then, do one of the following:

- Right click over the highlighted term, and choose Paste Term Translation.
- Right click in the target area where you wish to place the term, and choose Paste Term Translation.
- Double click on the highlighted term.



**Note:**

If there are multiple terms or translations, OPE will display the options available.



Hovering Over a Highlighted Source to See a Glossary Translation



Right Clicking Over a Highlighted Source

## **Updating Your Live Website**

When you are finished adding or changing translation targets, you need to have them transferred from the OPE staging server to your live server and your public-facing website.

To do this, simply contact your Translations.com Implementation Manager and notify him or her that you're ready to integrate your changes into the live website. Upon receiving your request, the Implementation Manager will set into motion a series of background processes that both display your new material on your live website, and carry out file management and administrative operations.