



BWX - Manual

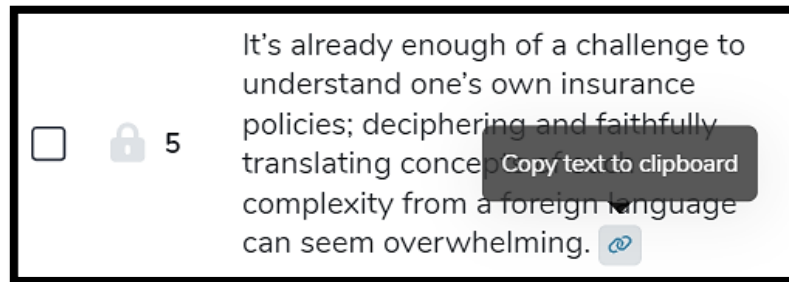
April 2024

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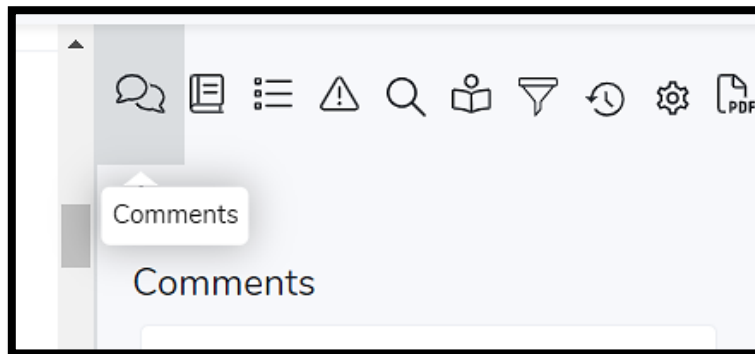
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How to Add Comments to a Segment

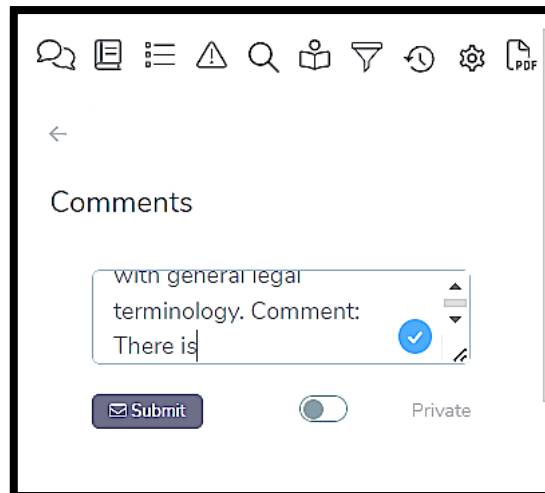
- Go to the segment you want to comment on.
- At the end of the segment, you will see a link. Click on it to copy the text to the clipboard.



- Go to the right panel and click on "Comments."

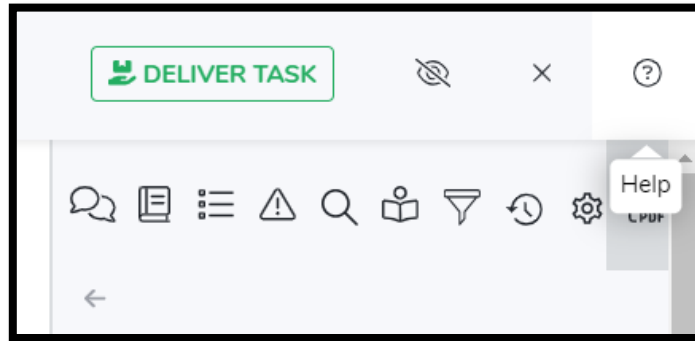


- Paste the text on the box, add your comment, segment number, and click on "Submit."

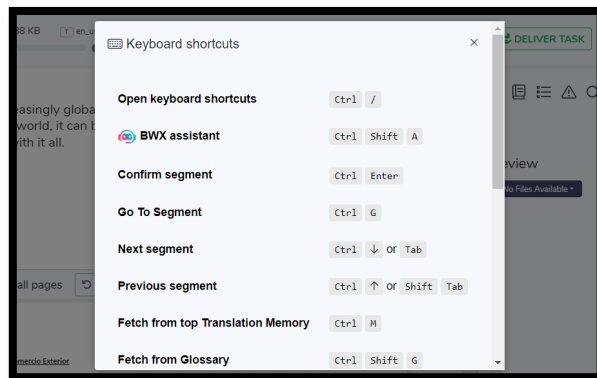


Keyboard Shortcuts

Go to the right-hand upper corner. Click on the question mark.



You will find a keyboard shortcuts list.



Open keyboard shortcuts	Ctrl /
BWX assistant	Ctrl Shift A
Confirm segment	Ctrl Enter
Go To Segment	Ctrl G
Next segment	Ctrl or Tab
Previous segment	Ctrl or Shift Tab
Fetch from top Translation Memory	Ctrl M
Fetch from Glossary	Ctrl Shift G
Fetch from Machine Translation	Ctrl Shift M
Copy source text to target	Ctrl S
Copy tags	Ctrl B
Copy next tag	Ctrl I
Cut	Ctrl X
Toggle Selection Case	Shift F3
NBSP (non-breaking space)	Shift Spacebar
NNBSP (narrow no-break space)	Ctrl Shift Spacebar

Quotation Marks – Keyboard Shortcuts

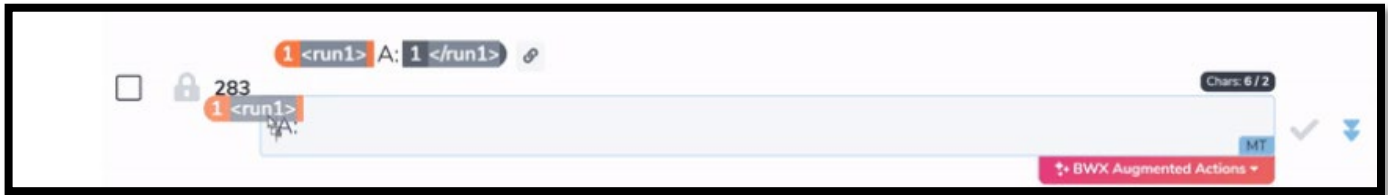
Alt 174	«
Alt 175	»
Alt 34	" "
Alt 0147	"
Alt 0148	"
Alt 0145	'
Alt 0146	'

These shortcuts will be automatically adjusted for MAC users.

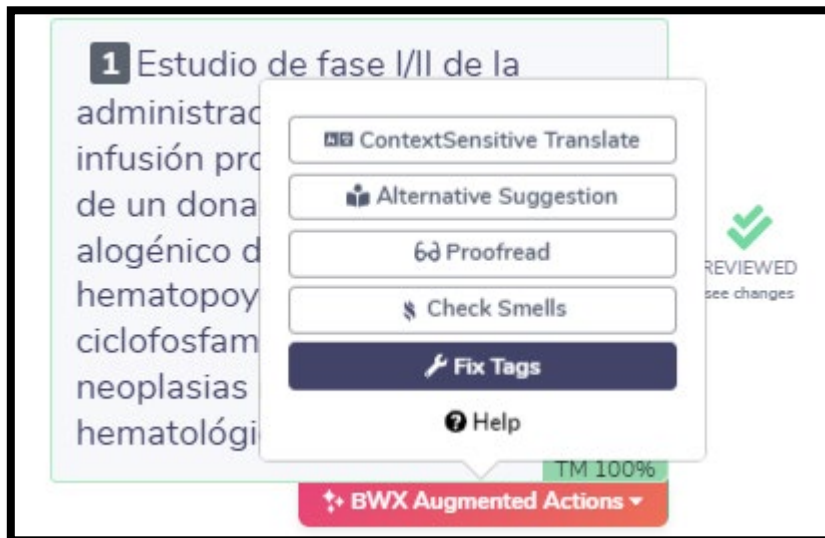
Fixing Missing Tags

To fix missing tags, the user has two options:

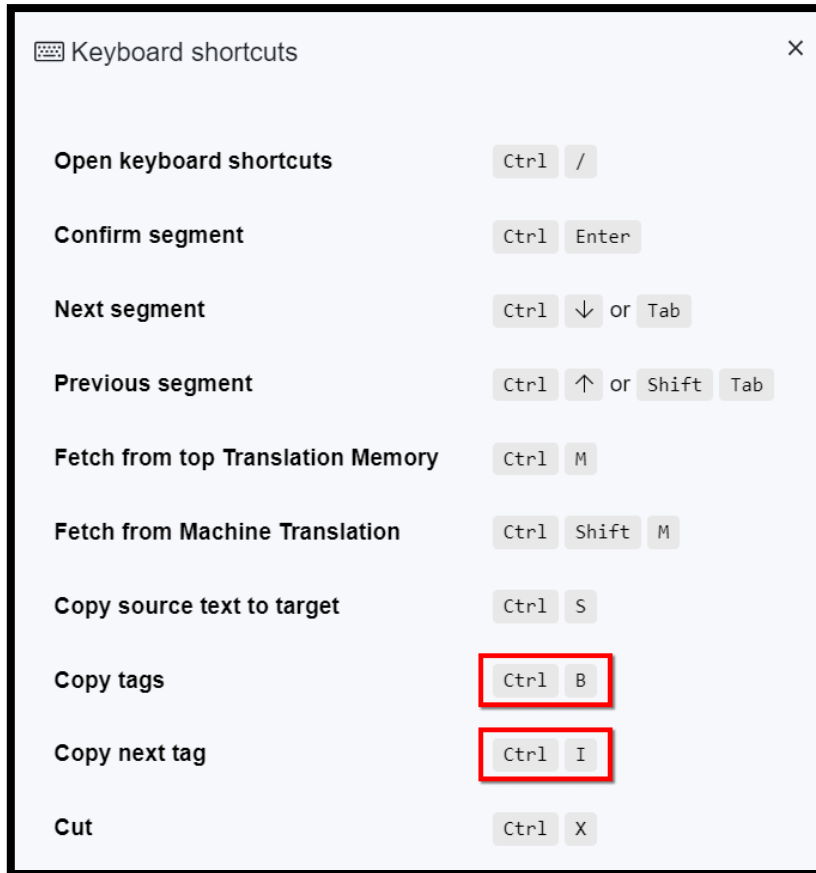
- Manually drag and drop the missing tags from the source to the target, and drop the tags in the correct position in the translation.



- Use the Fix Tags feature from the BWX Augmented Actions menu.



- Use the keyboard shortcuts below (the shortcuts will be automatically adjusted for MAC users).



These shortcuts will only work if both tags are missing (opening and closing tags). If only one is missing, the user can easily drag and drop the missing tag from the source content.