Xerox® Easy Translator Service
User Guide

xerox®

Table of Contents

Xerox® Easy Translator Service Overview

Xerox® Easy Translator Service is a unique cloud translation service, offering a fast, affordable, and convenient way to translate documents, scans, and snapshots anytime and anywhere.

Use your mobile device app to get machine translation whenever you need to generate a draft document quickly. Or utilize our web portal and upgrade to human translation services for all of your official or customer-facing documents.

You can submit a variety of document formats for translation through the web portal or submit document images through the ConnectKey app or iOS/Android mobile app.

Text documents:
- Microsoft Word (.docx, .doc)
- Microsoft PowerPoint (.ppt, .pptx, .pps, .ppsx, potx)
- Microsoft Office Excel (xlsx, .xls)
- Rich Text Format (.rtf)
- Plain text (.txt);
- OpenOffice (.odp, .odt)

Note: Translation is returned in the original format.
Localization files:
- HTML (.html, .htm)
- Subrip subtitle (.srt)
- Trados TagEditor (.ttx)
- XML Localization Interchange (.xliff, .xlf)
- SDL XML-based Localization Interchange (.sdlxliff)
- Portable object (.po)
Note: Translation is returned in the original format.

Graphic files:
- PDF
- .jpg, .jpeg, .jfif, .jp2, .jpc
- .tif, .tiff
- .djvu, .djv
- .bmp
- .inx
- .jb2
- .png
- .gif

Note: Graphic files are automatically converted into text via the integrated OCR (Optical Character Recognition) service. Translation is returned in Microsoft Word format (DOCX).
Translation languages include Bulgarian, Catalan, Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Haitian Creole, Hmong Daw, Hungarian, Indonesian, Italian, Japanese, Korean, Latvian, Lithuanian, Malay, Maltese, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Slovenian, Spanish, Swedish, Turkish, Ukrainian, Vietnamese, and Welsh.

To begin your translation service, go to our web portal.

At the top of the home page, select **Register**.
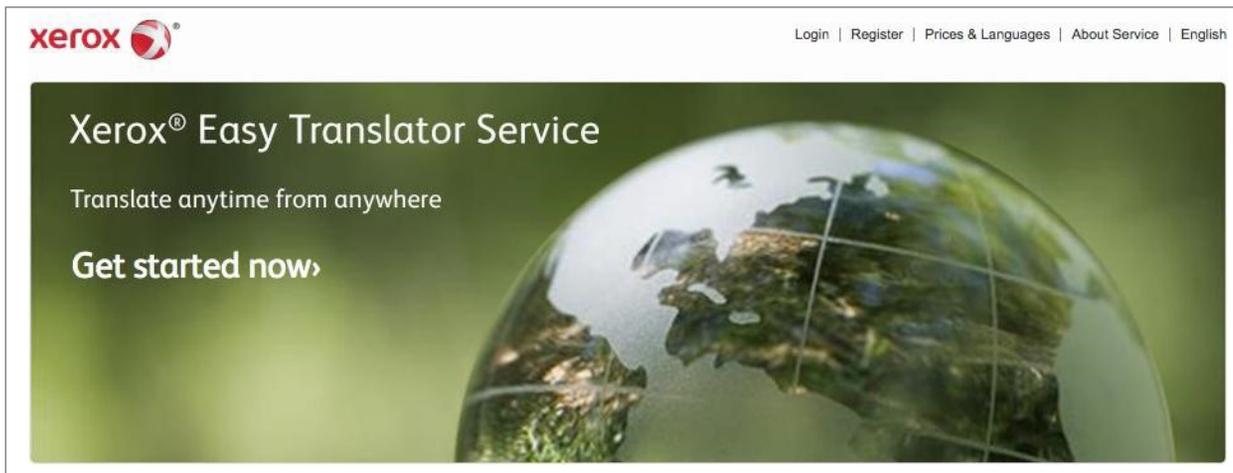
Please remember that your registration qualifies you as the administrator of the account. As the account administrator, you can add users and manage subscriptions. There can be only one account administrator for your organization and the administrator cannot be changed. Please learn more in the **Xerox® Easy Translator Admin Guide**.

After you select **Register**, a confirmation request will be emailed to you.
After confirmation you can log in on the web portal.

Provide your email address, fill out the form and click **Register** to complete.

Logging In to the Web Portal

To log in to your account, click the **Login** link on the web portal homepage.
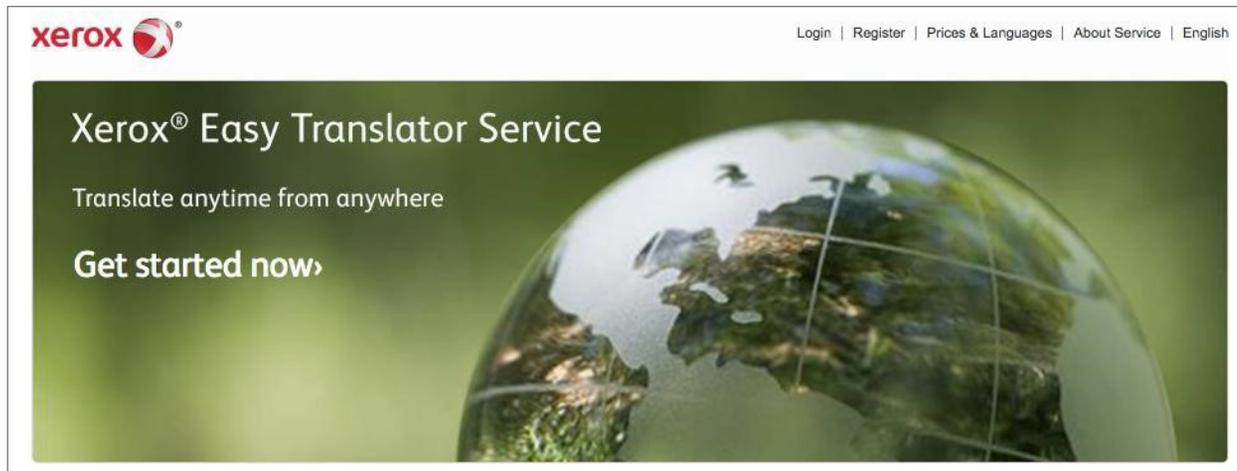
Enter your email and password and click **Login**.
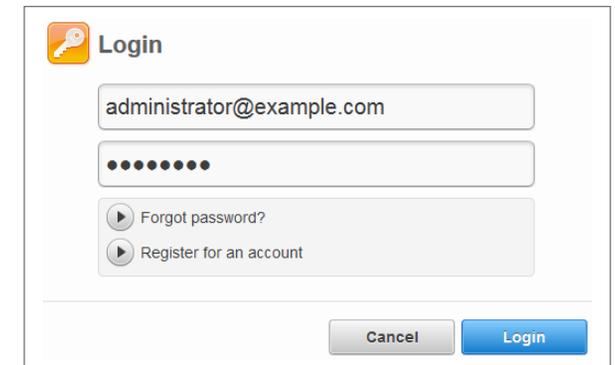
Utilizing the Web Portal

Use the Xerox® Easy Translator Service web portal to create orders and download your translations.

Creating Translation Orders

You can send documents for translation on the **New Order** tab.

1. Adding Documents

To add files for translation, either select **Browse** and locate the files on your device, or simply drag and drop them onto the screen.
Select **Supported file formats** to see what file types can be uploaded.
When adding scanned documents or pdf files, please keep in mind that to produce the best translation results, your files should have a simple layout, without complex graphics, background colors or handwritten text. The image should have a resolution between 300 and 600 dpi and be clearly readable.
Uploaded files will be displayed below in the **Order Details** table. The number of words and pages in each file as well as the auto-detected language will be displayed.

If you add any image files or PDFs, you will be prompted to specify the language of the files. The language you select will be used for OCR (Optical Character Recognition) of all the image files in the order. You can select several languages.

Alternatively, you can simply type or paste the text for translation manually and click **Submit text**.
A TXT file containing the text you entered will automatically be created and added to the project.

Click **Next** to continue.

2. Selecting Languages

Select the source language of your files and the target languages. You can add several translation languages. Select the Plus icon to add another target language. To remove a language, select the Cross icon.

Click **Next** to continue.

3. Selecting the Translation Type

Choose the type of translation required, depending on your quality requirements, deadline and budget.

Machine Easy-to-use and secure, your draft translation allows you to determine quickly the quality of translation required, including human translation.

Express Super fast and super affordable. Express translation offers a quick rendering of your document by offering machine translation with human post-editing, which ensures coherent and fluent translation results within a short period of time.

Professional For targeted translation documents such as contracts, articles, guides, or proposals, your document is translated by highly-trained professionals and then proofread separately by a dedicated editor.

Expert Best for business-specific, highly specialized or scientific content. Our dedicated, expertly-trained, and field-relevant specialists guarantee the highest level of terminological and stylistic accuracy.

Select the type of translation, review order details below and click **Place an Order**.

With an active subscription, your machine-translated order will be quickly translated with the ability to download your results from the order page.

When selecting an express, professional or expert translation, you will be redirected to the payment page to provide payment details and complete the transaction using any of the available payment methods: Visa, MasterCard, Wire transfer, American Express, Diners Club, PayPal and more. After the order is completed, the results will be available for download on your order page.

Step 3. Select Translation Type   ℹ Balance: 10983 pages exp. 03/22/2016

○ Machine	○ Express	○ Professional	○ Expert
Will be ready **Now**	Will be ready in **5 hours**	Will be ready in **8 hours**	Will be ready in **24 hours**
Immediate and secure solution to understand the general meaning of texts of any volumes. The machine translation results allow you to get a common understanding of a text and if required to make a quick decision about the suitable human translation type.	Super fast and super affordable. Express provides a quick rendering of your document by offering machine translation with a human post-editing, which ensures coherent and fluent translation results in a short period of time.	For sharing documents like contracts, articles, guides or proposals. Text is first translated by a highly trained professional, and then proofread separately by a dedicated editor.	Best for business-specific or scientific content – our dedicated specialists with advanced training in the relevant disciplines ensure the highest levels of terminological and stylistic accuracy.
	Will be available **22 Dec 2015, 10:50 PM**	Will be available **23 Dec 2015, 1:30 AM**	Will be available **23 Dec 2015, 5:30 PM**
2 pages	**$35.10**	**$80.73**	**$122.85**

Order Details

Items		Words	Pages	Source Language	Target Languages	Order Total	
🗋	This text I want to be translat…	7	1			1 page	✕
				English	German		
🗋	Document for Translation.docx	344	1			1 page	✕
Total		**351**	**2**			**2 pages**	

Back		Cancel	**Place an Order**

Managing Orders

View and manage your existing orders on the **My Orders** tab.

Note: Any account user, including the administrator, can view and manage only his or her orders.

Viewing Orders

From the list of orders, you can view their progress, status, price and other basic information.
You can filter the orders by status using the tabs at the top: **All Orders**, **Not Paid**, **In Progress**, **Completed** and **Deleted**.

Click **Details** for the order information.

On the Order page, you can view the order information and progress, pay for the order, download the translated files, or delete the order.

Paying for Orders

Machine translation orders are placed via your payment subscription per the number of pages with each transaction. If your balance is too low, an email notification will be sent to the account administrator prompting to renew the subscription.

For orders involving human translation (express, professional or expert translation) a user pays for each transaction at the time of the request.
To launch an order that has not yet been paid, click **Pay**.

You will be redirected to the payment page to provide payment details and complete the transaction using any of the available payment methods: Visa, MasterCard, Wire transfer, American Express, Diners Club, PayPal and more.

Xerox® Easy Translator Service   John Smith - Logout | Balance: 0 Pages | Prices & Languages | About Service | English

☀ New Order   📋 My Orders   💲 Subscriptions   👤 Account Users

All Orders | Not Paid | In Progress | Completed | Deleted

Order 2097

Translation Type: Expert
Translation Languages: English -> German

Created: 09/08/2015 3:35 PM

Pay
Details

Order 2096

Translation Type: Express
Translation Languages: English -> German, Spanish

Created: 09/08/2015 3:29 PM

Details

Order 2010

Translation Type: Machine
Translation Languages: English -> German

Created: 09/05/2015 11:36 AM
Price: 1 page

Details

Downloading the Translation

Once the translation is completed, you can download the results using **Download All Files** on the order page for all files in your project. Alternatively, download a specific file by selecting **Download**.

You will also receive an email notification once an order is completed.

Deleting Orders

If an order is no longer needed, click **Delete Order** on the order page.

A deleted order will be moved to the archive and the materials will no longer be available. **Note:** You can delete either a new, unpaid or completed order. You cannot delete an order if it is in progress.

Managing subscriptions

A subscription is required for machine translation. Subscription management is an administrative feature. If you are an account administrator, please learn more in the **Xerox® Easy Translator Admin Guide**. If you were invited to the Service by the account administrator, please contact him/her to activate the subscriptions or top up the Machine Translation balance.

Using your Device built on Xerox® ConnectKey® Technology

After you register on the web portal, you can begin using the Xerox® Easy Translation Services app on your MFP enabled with Xerox® ConnectKey® Technology. You can either scan and translate documents or print out a previously translated document. The system quickly translates your scanned originals, allowing you to print your results right away and/or receive an editable draft via email.

Select the Xerox® Easy Translator Services app, enter your email and tap **Next**.
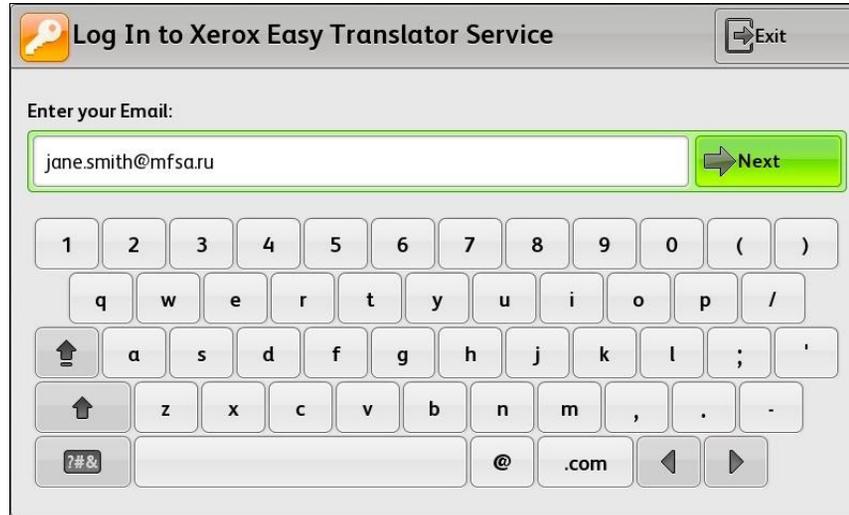
Log In to Xerox Easy Translator Service   Exit

Enter your Email:

jane.smith@mfsa.ru   Next

Type your password and tap **Done**.
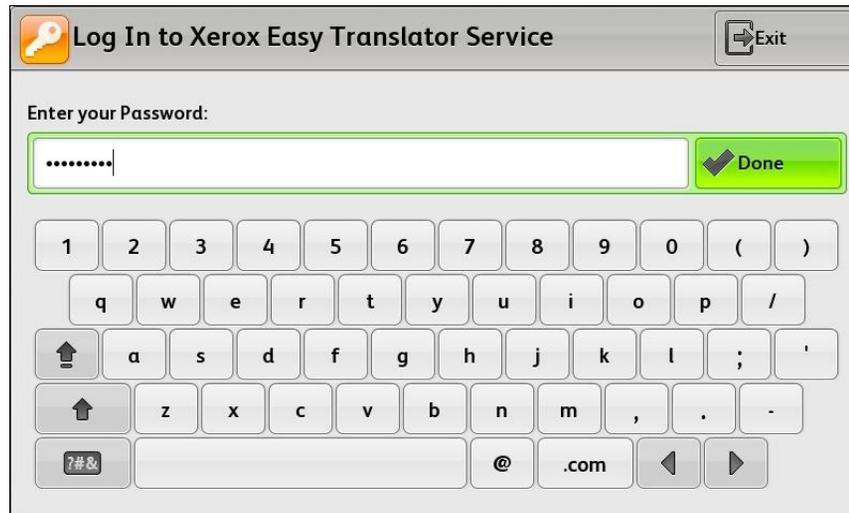
Log In to Xerox Easy Translator Service   Exit

Enter your Password:

•••••••••   Done

Scanning and Translating

To scan and translate your document, on the **New Order** tab, tap **Language Settings**.

Select the source language of your document and the target language. Tap **Save**.
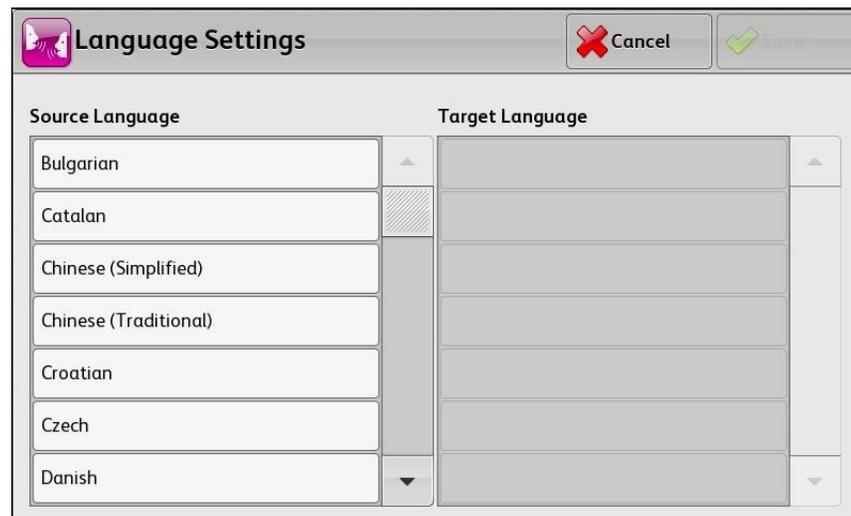
Tap **Sides Scanning** if you want to switch between the one-sided and two-sided scanning modes. **1-Sided Scanning** is available from the platen or document feeder. **2-Sided Scanning** is available from the document feeder only.

Choose the delivery method of your translation. Select **Send via Email** to send the translation to the web portal. You will be able to download the translation from the portal. Alternatively, select **Print** to print it out right away. You can select both options at once. When ready, tap **Scan and Translate**.

Please remember that to produce the best translation results, your documents should have a simple layout, without complex graphics, background colors or handwritten text.
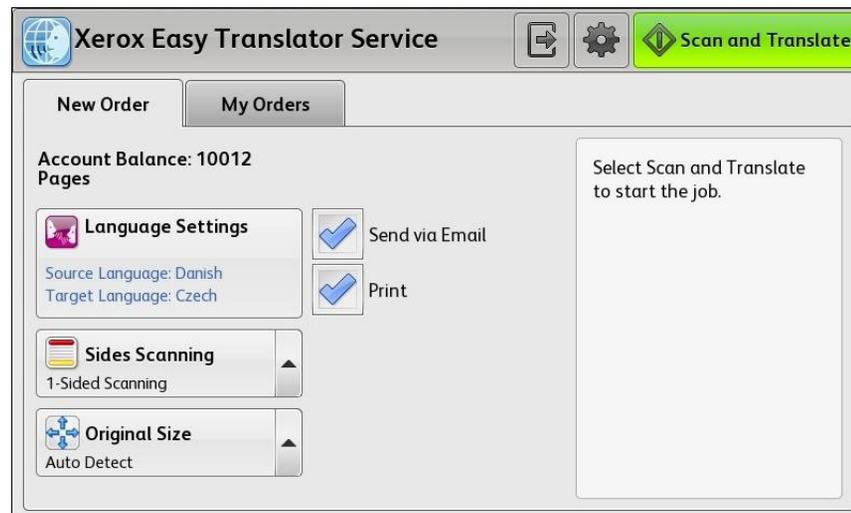
Printing a Previously Translated Order

To print an order that has already been translated, open the **My Orders** tab.

Xerox Easy Translator Service

New Order | My Orders

Select an order and language then select Print. | All Orders

No.	Date	Pages	Source	Translation to Print
2939	10-07-2015	10	English	Croatian
2938	10-07-2015	1	English	Chinese (Traditional)
2927	10-07-2015	32	English	Choose Language
2871	10-06-2015	3	Danish	Chinese (Traditional)
2863	10-06-2015	2	English	Czech

1 / 5

By default, all your orders are displayed in the list. To filter out only the unprinted orders, tap **All orders** and select **Unprinted orders** instead.

Xerox Easy Translator Service   Print

New Order | My Orders

Select an order and language then select Print. | Unprinted Orders

No.	Date	Pages	Source	Translation to Print
2871	10-06-2015	3	Danish	Chinese (Traditional)

1 / 1

If an order contains several translation languages, you can tap **Choose Language** to select the language of the translation to be printed.

Select an order and tap **Print**.

Xerox Easy Translator Service

New Order	My Orders

Select an order and language then select Print.

All Orders

No.	Date	Pages	Source	Translation to Print
3647	10-29-2015	5	English	Choose Language
3579	10-29-2015	4	English	Bulgarian
3575	10-29-2015	1	English	Bulgarian

1 / 1
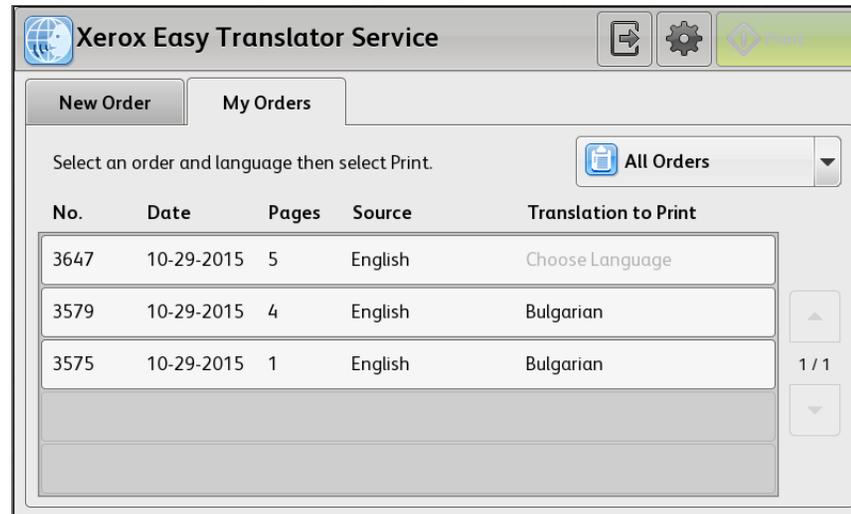
Using the Mobile App

Use the Xerox® Easy Translator Service app on your iOS or Android device to capture pictures or utilize stored photos and translate them instantly. You can obtain these apps either from the Apple App Store or Google Play. The system applies machine translation to your document image and delivers your draft document via email.

Open the Xerox® Easy Translator Service app and tap **LOG IN**.

●●○○○ YOTA 🛜   10:54   🔒 ✈ ✳ 66% 🔋

xerox ®

Easy Translator Service

Professional text translation

LOG IN
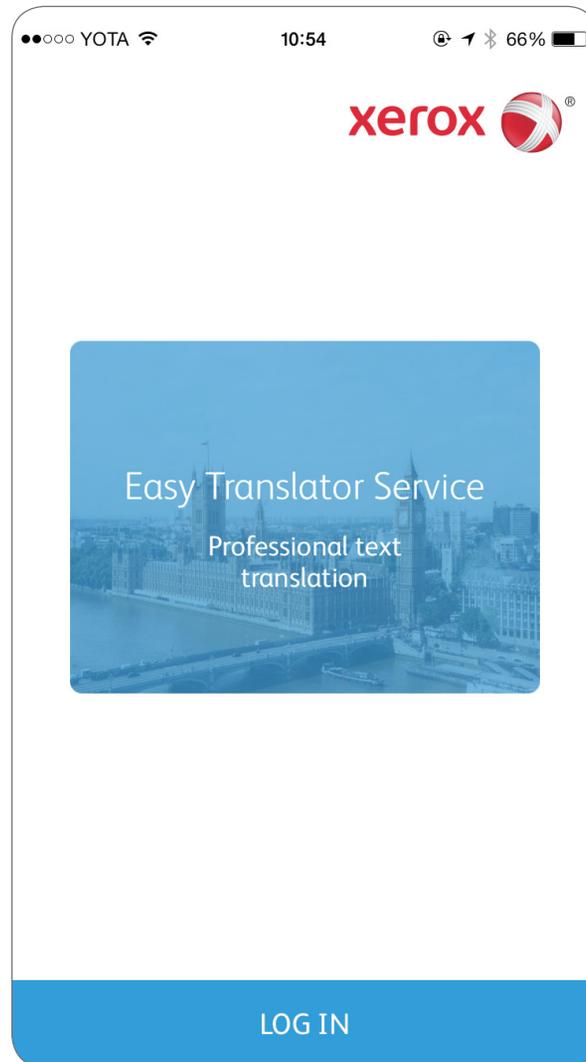
Enter your email and password and tap **DONE**.

The **New Order** menu will open.
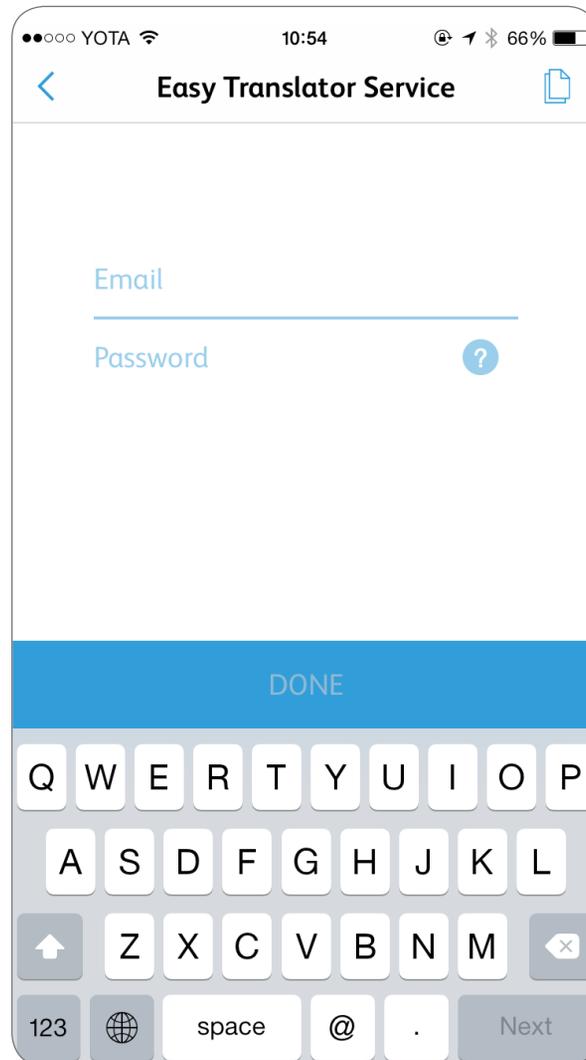
Translating a New Picture

To capture an image and translate it, tap **Take a photo and translate**.

Tap the circle to take a picture, then tap the tick to confirm.
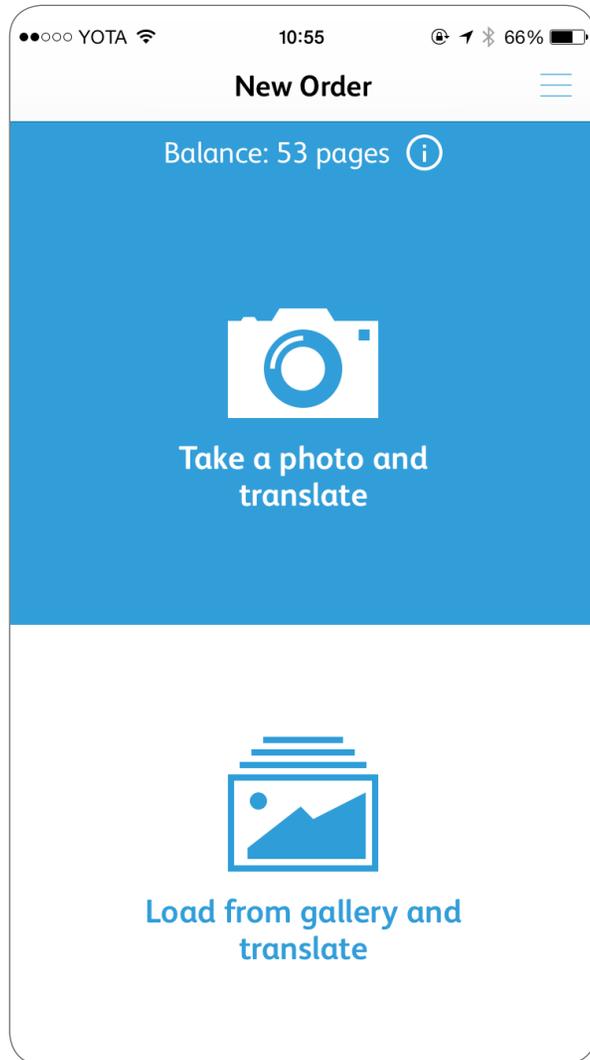
Tap **Choose Source Language** to select the source language of the text in the picture.
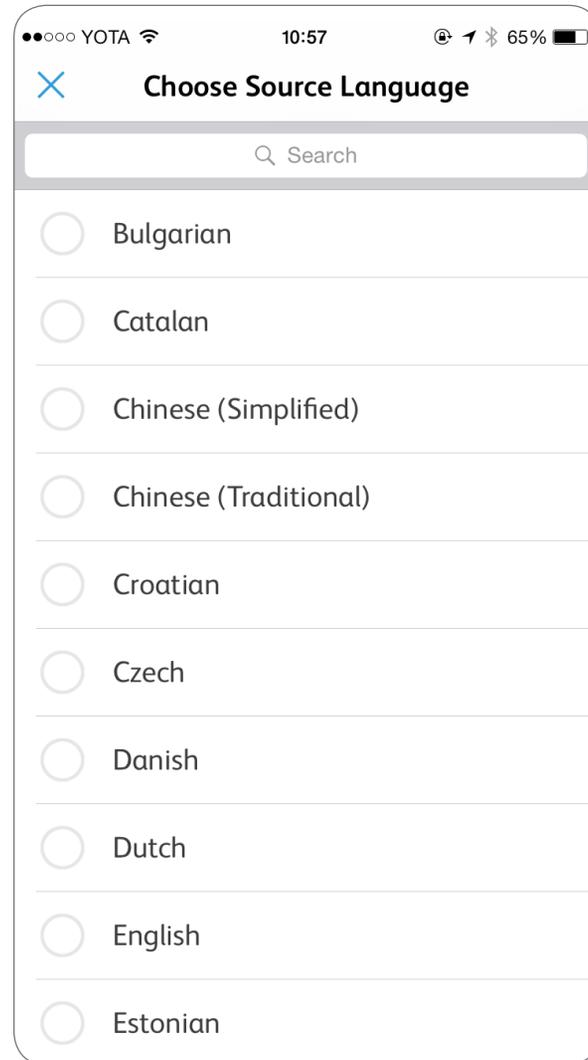
Tap **Choose Target Language** to select your targeted language.

●●○○○ YOTA 🛜	10:55	🔒 ➤ ⚡ 66% ▬
	New Order	☰

Balance: 53 pages ⓘ

Take a photo and translate

Load from gallery and translate

●●○○○ YOTA 🛜	10:57	🔒 ➤ ⚡ 65% ▬
✕	**Choose Source Language**	

🔍 Search

○ Bulgarian

○ Catalan

○ Chinese (Simplified)

○ Chinese (Traditional)

○ Croatian

○ Czech

○ Danish

○ Dutch

○ English

○ Estonian

●●○○○ YOTA 🛜	10:57	🔒 ➤ ⚡ 65% ▬
✕	**Choose Target Language**	

🔍 Search

○ Catalan

○ Chinese (Simplified)

○ Chinese (Traditional)

○ Croatian

○ Czech

○ Danish

○ Dutch

○ English

○ Estonian

○ Finnish

To add another picture to this order, use the plus in the top right corner of the screen. When ready, tap **SEND**.

The document will be translated automatically, and you will be able to download the translation from the web portal.

Please remember that to produce the best translation results, the text in the photograph should have a simple layout, without complex graphics, background colors or handwritten text. The image should have a resolution between 300 and 600 dpi and be clearly readable. Also make sure to align with the edges of your mobile device properly when taking a picture to avoid skewed images.

●●○○○ YOTA 🛜   10:57   🔒 ✈ ✳ 65% ▰

❮ Back   **New Order**   Edit

Bulgarian	**Danish**

2 documents

+

Balance: 53 pages ⓘ

SEND
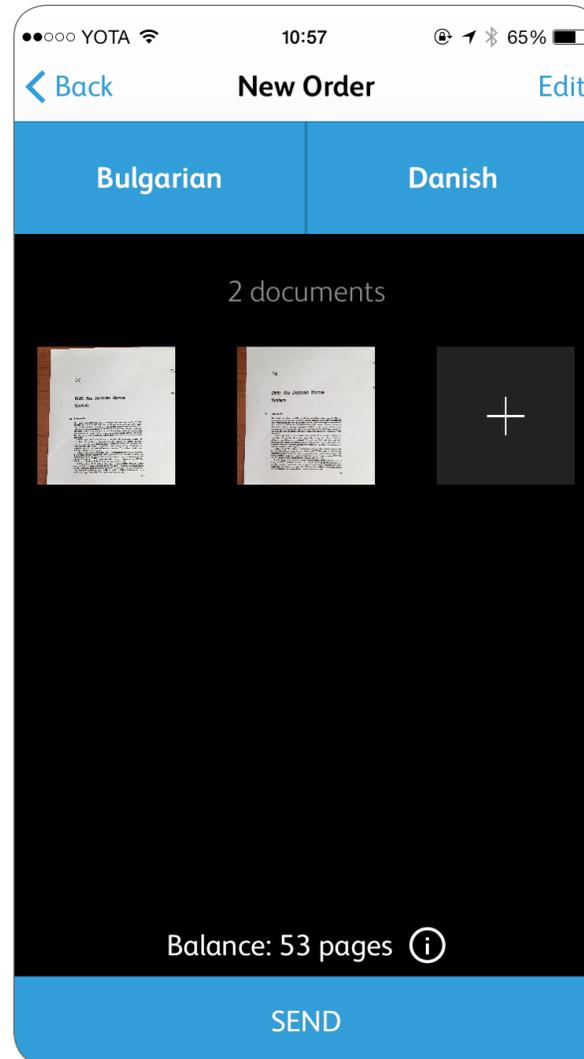
Translating an Existing Picture

To translate an image taken previously, tap **Load from gallery and translate**.

Open the image you need to translate.
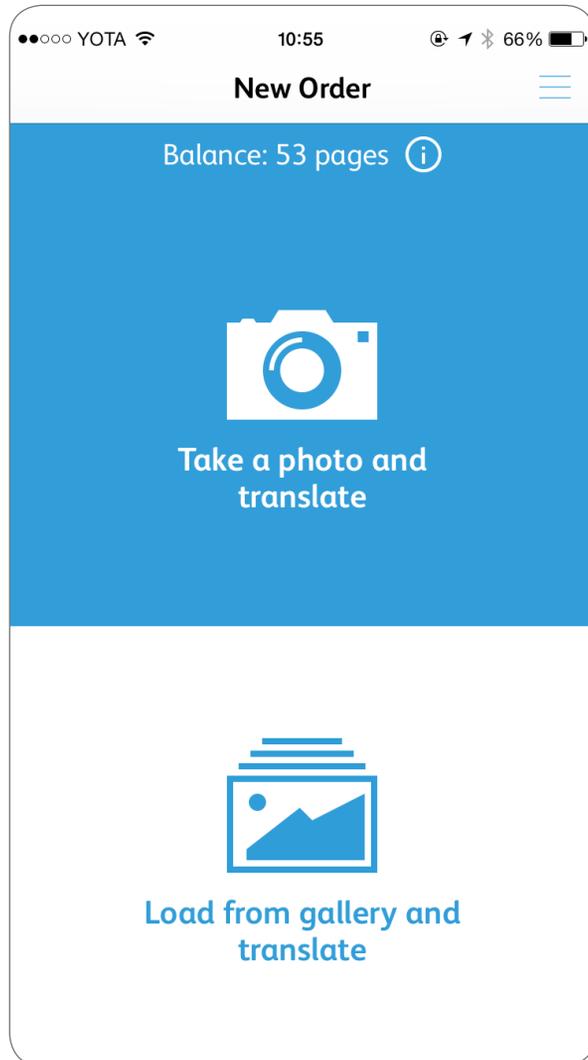
Tap **Choose Source Language** to select the source language of the text in the picture.
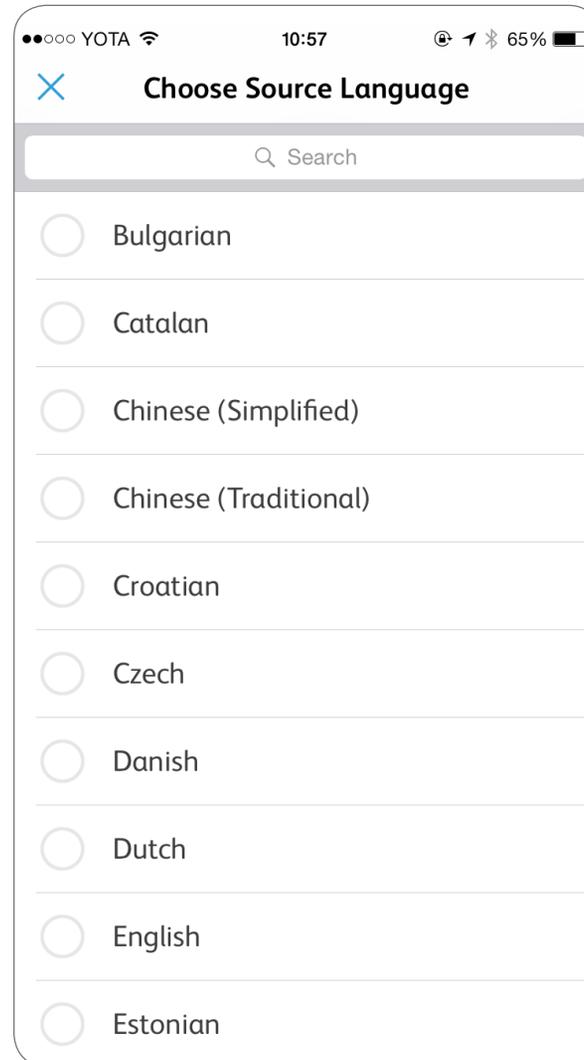
Tap **Choose Target Language** to select your targeted language.

••○○○ YOTA 🔒	10:55 🔒 ⬈ ⚹ 66% ▮	
New Order ☰		
Balance: 53 pages ⓘ		
📷		
Take a photo and translate		
🖼		
Load from gallery and translate		

••○○○ YOTA 🔒	10:57 🔒 ⬈ ⚹ 65% ▮
✕ **Choose Source Language**	
🔍 Search	
○ Bulgarian	
○ Catalan	
○ Chinese (Simplified)	
○ Chinese (Traditional)	
○ Croatian	
○ Czech	
○ Danish	
○ Dutch	
○ English	
○ Estonian	

••○○○ YOTA 🔒	10:57 🔒 ⬈ ⚹ 65% ▮
✕ **Choose Target Language**	
🔍 Search	
○ Catalan	
○ Chinese (Simplified)	
○ Chinese (Traditional)	
○ Croatian	
○ Czech	
○ Danish	
○ Dutch	
○ English	
○ Estonian	
○ Finnish	
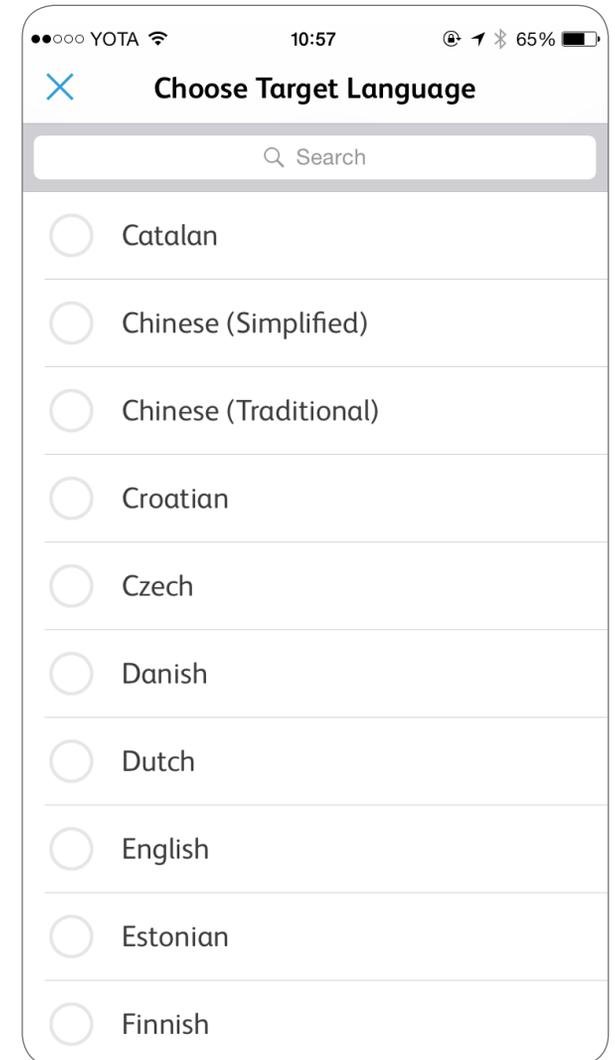
To add another picture to this order, use the plus in the top right corner of the screen.
When ready, tap **SEND**.
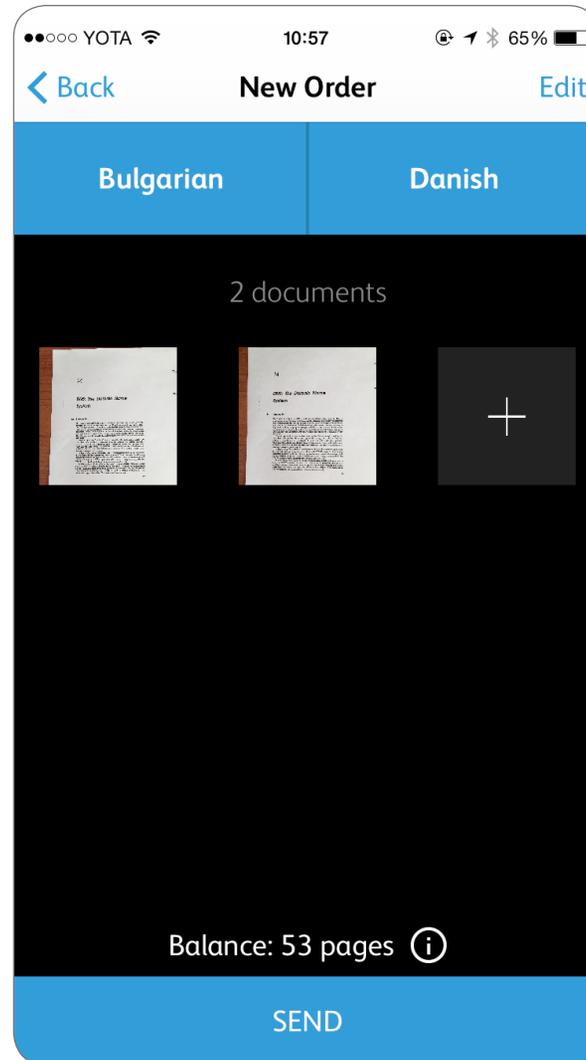
The document will be translated automatically, and you will be able to download the draft translation from the web portal.

Please remember that to produce the best translation results, the text in the photograph should have a simple layout, without complex graphics, background colors or handwritten text. The image should have a resolution between 300 and 600 dpi and be clearly readable.

●●○○○ YOTA 📶　　　10:57　　　　🔒 ⬈ ✳ 65% 🔋

 Back　　　　**New Order**　　　　Edit

Bulgarian　|　Danish

2 documents

+

Balance: 53 pages ⓘ

SEND

BR16831

xerox