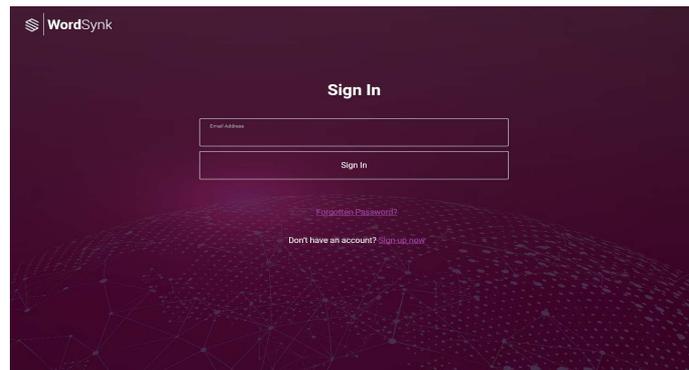


# WordSynk Translation Quick Guide

## Login Screen

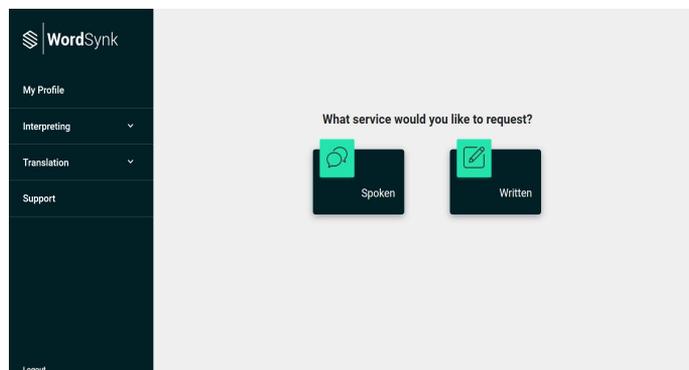
[login.wordsynk.com](http://login.wordsynk.com)

Enter your unique user name and password.



## Dashboard

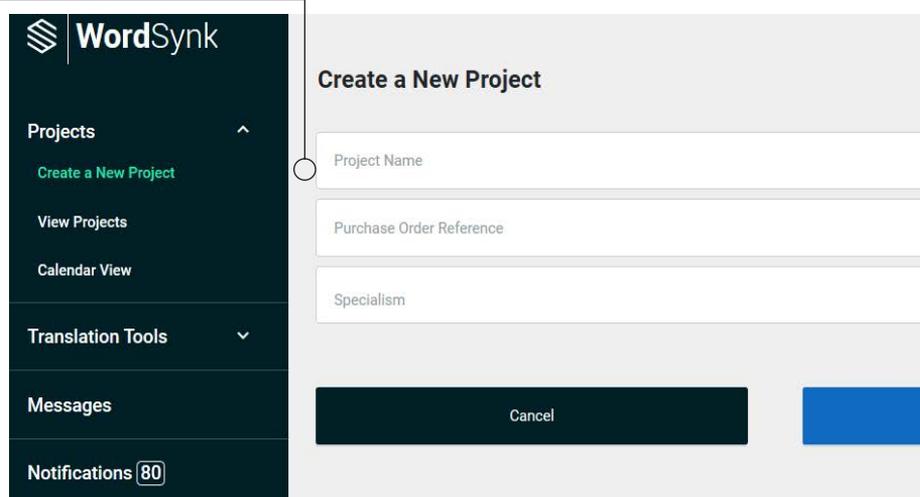
Once logged in, you will be brought to the dashboard where you can select your language services, in this case it would be Translation.



## How to create a project

### 1. Create New Project

To create a new project, go to Projects and click Create a New Project.



## 2.Details

Complete the sections in the form.

**Specialism**

Selecting the subject matter will help us find the right Linguist for this project, in most cases, Generic / Universal should be selected.

## 3.Your Project Details

Complete the details for the project and press continue. This section will only be available for users who have specific project reference requirements. It will not be visible for all users.

**Add Your Details**

Project Details To Be Added </>

Case Number

Excluded Case Numbers

Urgency \*  
UT3

Document Classification \*  
Official

Security \*  
S1 (Basic Clearance)

## 4.Upload Files

You can drag and add any text and audio files here.

**Reference Tick Box**

Including additional documents featuring extra detail, glossaries, design files can always help – don't forget to tick them as 'Reference' here

File Name	Source	Reference	Delete
Test project.docx	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

**Source Tick Box**

Remember to tick the items you wish to have translated/transcribed in the 'Source' column

When your files have been uploaded successfully, they will appear under 'File Name'

## 5. Select Languages

**Target Language(s)**  
Enter the language(s) you wish to translate into. Common language suggestions will appear at the top.

**Source Language**  
Enter the current language of the files uploaded here. Common language suggestions will appear at the top.

## 6. Select Services

**AI Recommended Services**  
The WordSynk AI recommendation service will recommend services to give you the best output for the project. These do not have to be chosen, you can tick and untick services as you require.

## 7. Summary & Submit

Review your requirements and click submit.

If required, add any additional instructions before submitting your project

If you are having any difficulties with access please raise a ticket with the Product Support Team for assistance

# Quotation stage

## Accept or Decline Quotes

You will receive a link in your email notification to review your quote before we can progress with the project.

# Track project status

## Project Progression

In the **Projects** section you can see the progress of each of your projects in the Status bar.

# How to collect a project

## Collect Files

The link in your email notification will bring you to this page where you can collect your project.

### Download all files

Click here to download a large number of files as a single zipped file

### Download a single file

Click here for a quicker download of single projects

If you have are having any difficulties with access please raise a ticket with the Product Support Team for assistance