



Xerox® Easy Translator Service User Guide



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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, .jff, .jp2, .jpc
- .tif, .tiff
- .djvu, .djv
- .bmp
- .inx
- .jb2
- .png
- .gif

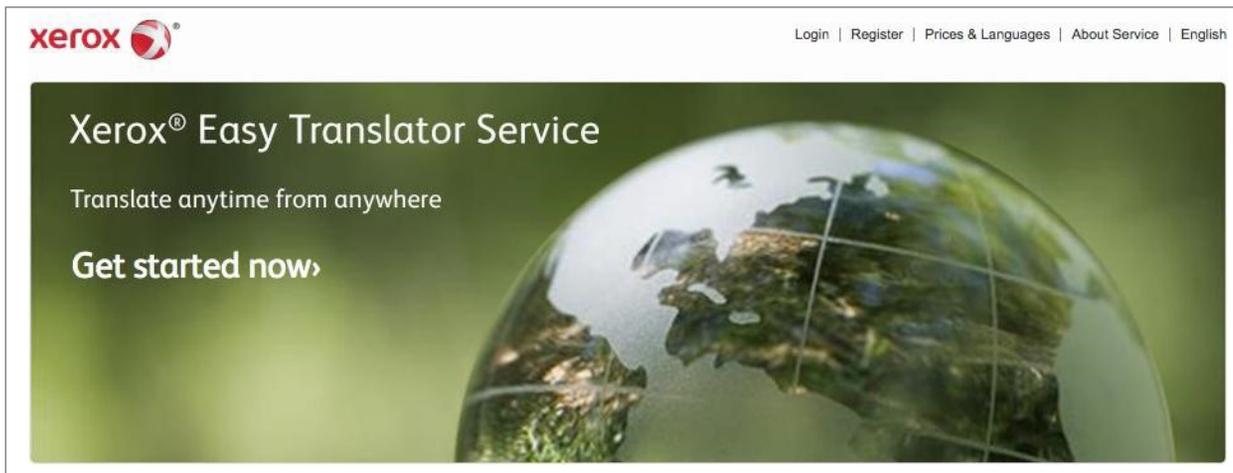
Note: Graphic files are automatically converted into text via the integrated OCR (Optical Character Recognition)

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**.

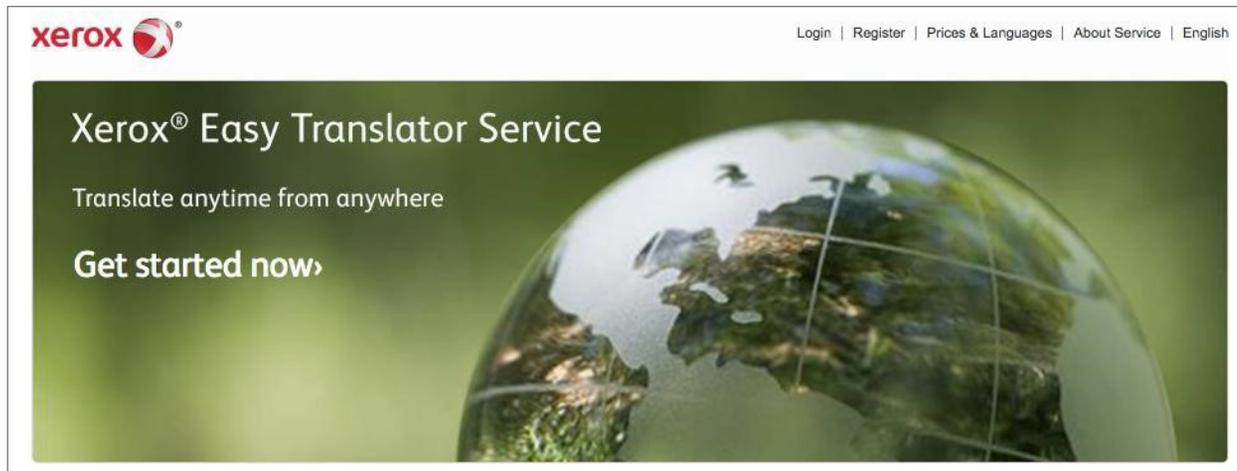
After you select **Register**, a confirmation request will be emailed to you. After confirmation you can log in on the web portal.

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

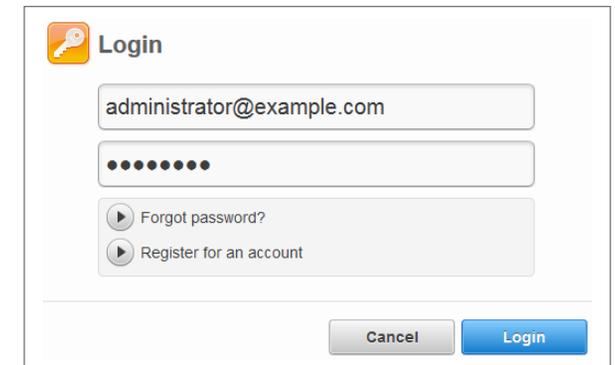
A screenshot of the "Register New Account" form. The form includes a user icon with a plus sign and the title "Register New Account". The fields are: email address (johnsmith@example.com), first name (John), last name (Smith), two password fields (both masked with dots), company name (SmithandCo), a country dropdown menu (United States), and a currency dropdown menu (USD). There is a checkbox for "I accept the Terms of Service" and two buttons at the bottom: "Cancel" and "Register".

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**.

A screenshot of a login form titled 'Login' with a key icon. It contains an email input field with 'administrator@example.com', a password input field with masked characters, and two links: 'Forgot password?' and 'Register for an account'. At the bottom right, there are 'Cancel' and 'Login' buttons.

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.

The screenshot displays the Xerox Easy Translator Service web portal interface. At the top, the user is logged in as Jane Smith, with a balance of 0 Pages. Navigation tabs include 'New Order', 'My Orders', 'Subscriptions', and 'Account Users'. A progress indicator shows four steps, with the first step, 'Add Documents', being active. The 'Add Documents' section offers two options: uploading a file (with a 'Browse...' button) or submitting text (with a 'Submit text' button). Below this is a table for 'Order Details' showing 0 items, 0 words, and 0 pages. The interface includes a 'Cancel' button and a 'Next' button. A footer contains links for FAQ, User Guide, Terms of Service, Privacy Notice, Contact Us, and About Us.

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

New Order My Orders Subscriptions Account Users

1 2 3 4

Step 1. Add Documents

Drag and drop a file here OR Enter text here

Browse... Submit text

? Supported file formats

Order Details

Items	Words	Pages	Auto-Detected Language
Total	0	0	

Cancel Next

FAQ | User Guide | Terms of Service | Privacy Notice | Contact Us | About Us

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.

 **Identify Source Language**

Identify the language(s) used in the document.

Select Language

Select Language

Select Language

Selected languages will be applied to all the image files of the current order.

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

1 2 3 4

Step 1. Add Documents

Drag and drop a file here

OR

Enter text here

[? Supported file formats](#)

Order Details

Items	Words	Pages	Auto-Detected Language	
 Document for translation.docx	436	1	English	<input type="button" value="x"/>
Total	436	1		

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.

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

New Order My Orders Subscriptions Account Users

1 2 3 4

Step 1. Add Documents

Drag and drop a file here

OR

This is a text I want to have translated.

Browse...

Submit text

[? Supported file formats](#)

Order Details

Items	Words	Pages	Auto-Detected Language	
 Document for translation.docx	436	1	English	
Total	436	1		

Cancel **Next**

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.

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

[New Order](#) [My Orders](#) [Subscriptions](#) [Account Users](#)

1 2 3 4

Step 2. Select Languages

Source Language
English

Target Languages
Estonian ×
French × +

Order Details

Items	Words	Pages	Auto-Detected Language	
This is a text I want to have tr...	9	1	English	×
Document for translation.docx	436	1	English	×
Total	445	2		

[Back](#) [Cancel](#) [Next](#)

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 Balance: 10983 pages exp. 03/22/2016

<input checked="" type="radio"/> Machine Will be ready Now 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. 2 pages	<input type="radio"/> Express Will be ready in 5 hours 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. Will be available 22 Dec 2015, 10:50 PM \$35.10	<input type="radio"/> Professional Will be ready in 8 hours 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. Will be available 23 Dec 2015, 1:30 AM \$80.73	<input type="radio"/> Expert Will be ready in 24 hours 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 23 Dec 2015, 5:30 PM \$122.85
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Order Details

Items	Words	Pages	Source Language	Target Languages	Order Total
This text I want to be translat...	7	1	English	German	1 page
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.

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 Created: 09/08/2015 3:35 PM
Translation Languages: English -> German [Pay](#)
[Details](#)

Order 2096

 Translation Type: Express Created: 09/08/2015 3:29 PM
Translation Languages: English -> German, Spanish [Details](#)

Order 2010

 Translation Type: Machine Created: 09/05/2015 11:36 AM
Translation Languages: English -> German Price: 1 page [Details](#)

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.

The screenshot displays the Xerox Easy Translator Service user interface. At the top, the user is logged in as John Smith, with a balance of 0 Pages. Navigation links include Prices & Languages, About Service, and English. The main navigation bar features four tabs: New Order, My Orders (selected), Subscriptions, and Account Users. Below this, there are filter tabs for All Orders, Not Paid, In Progress, Completed, and Deleted. The main content area lists three orders:

Order ID	Translation Type	Translation Languages	Created	Price	Actions
Order 2097	Expert	English -> German	09/08/2015 3:35 PM		Pay, Details
Order 2096	Express	English -> German, Spanish	09/08/2015 3:29 PM		Details
Order 2010	Machine	English -> German	09/05/2015 11:36 AM	1 page	Details

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

The screenshot displays the Xerox Easy Translator Service user interface. At the top, the user is identified as John Smith, with options for Logout, Balance (0 Pages), Prices & Languages, About Service, and English. The Xerox logo is in the top right corner. Below the header is a navigation bar with buttons for New Order, My Orders (selected), Subscriptions, and Account Users. Under My Orders, there are filters for All Orders, Not Paid, In Progress, Completed, and Deleted. The main content area shows details for Order 2061, which is marked as Completed. The order details include: Created (09/07/2015 6:39 PM), Started (09/07/2015 6:40 PM), Translation Type (Machine), Completed (09/07/2015 6:40 PM), Translation Languages (Bulgarian -> Catalan), Words (2), and Price (1 page). There are buttons for Delete Order and Download All Files. Below the details, a file entry is shown: 2015-09-05_11_31_39_bg-ca.jpg.d... Translation completed 09/07/2015 6:40 PM, with a Download button.

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 2061 **Completed**

Created:	09/07/2015 6:39 PM	Started:	09/07/2015 6:40 PM
Translation Type:	Machine	Completed:	09/07/2015 6:40 PM
Translation Languages:	Bulgarian -> Catalan		
Words:	2		
Price:	1 page		

Delete Order Download All Files

2015-09-05_11_31_39_bg-ca.jpg.d... Translation completed 09/07/2015 6:40 PM
Catalan Download

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.

The screenshot displays the Xerox Easy Translator Service user interface. At the top, the user is identified as John Smith, with options for Logout, Balance (0 Pages), Prices & Languages, About Service, and English. The Xerox logo is in the top right corner. Below the header, there are four main navigation buttons: New Order, My Orders (highlighted in blue), Subscriptions, and Account Users. Under the My Orders button, there are five sub-navigation buttons: All Orders (highlighted in blue), Not Paid, In Progress, Completed, and Deleted. The main content area shows a list of three orders:

Order ID	Translation Type	Translation Languages	Created	Price	Actions
Order 2097	Expert	English -> German	09/08/2015 3:35 PM		Pay, Details
Order 2096	Express	English -> German, Spanish	09/08/2015 3:29 PM		Details
Order 2010	Machine	English -> German	09/05/2015 11:36 AM	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.

The screenshot shows the 'My Orders' section of the Xerox Easy Translator Service. The user is logged in as John Smith. The page displays Order 2061, which is in the 'Completed' status. The order details are as follows:

Created:	09/07/2015 6:39 PM	Started:	09/07/2015 6:40 PM
Translation Type:	Machine	Completed:	09/07/2015 6:40 PM
Translation Languages:	Bulgarian -> Catalan		
Words:	2		
Price:	1 page		

Buttons for 'Delete Order' and 'Download All Files' are visible. Below the order details, a file entry is shown: '2015-09-05_11_31_39_bg-ca.jpg.d... Catalan' with a 'Download' button. The status 'Translation completed 09/07/2015 6:40 PM' is also displayed.

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.

This screenshot is identical to the one above, showing the 'My Orders' page for Order 2061. The order is in the 'Completed' status. The details table is the same:

Created:	09/07/2015 6:39 PM	Started:	09/07/2015 6:40 PM
Translation Type:	Machine	Completed:	09/07/2015 6:40 PM
Translation Languages:	Bulgarian -> Catalan		
Words:	2		
Price:	1 page		

The 'Delete Order' and 'Download All Files' buttons are present. The file entry '2015-09-05_11_31_39_bg-ca.jpg.d... Catalan' and the 'Download' button are also visible, along with the completion status 'Translation completed 09/07/2015 6:40 PM'.

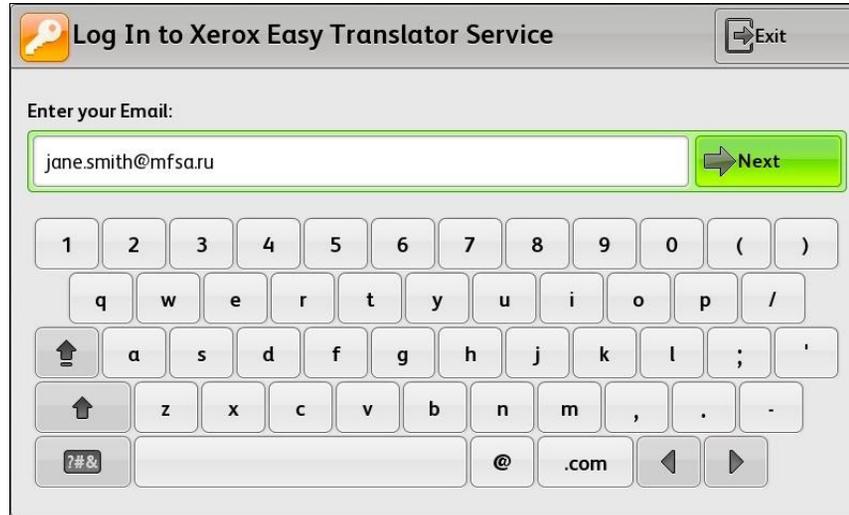
Managing subscriptions

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

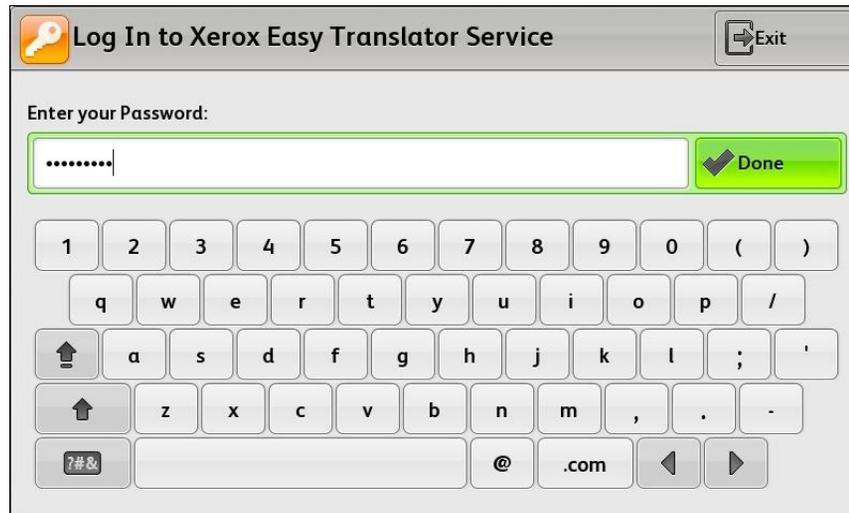
After you register on the web portal, you can begin using the Xerox® Easy Translation Services app on your MFP enabled with Xerox® ConnectKey® Technology. You can either scan and translate documents or print out a previously translated document. The system quickly translates your scanned originals, allowing 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**.



The screenshot shows the 'Log In to Xerox Easy Translator Service' interface. At the top right is an 'Exit' button. Below the title bar, the prompt 'Enter your Email:' is displayed. A text input field contains the email address 'jane.smith@mfsa.ru'. To the right of the input field is a green button with a right-pointing arrow and the text 'Next'. Below the input field is a virtual QWERTY keyboard with various function keys like '?#&', '@', and '.com'.

Type your password and tap **Done**.



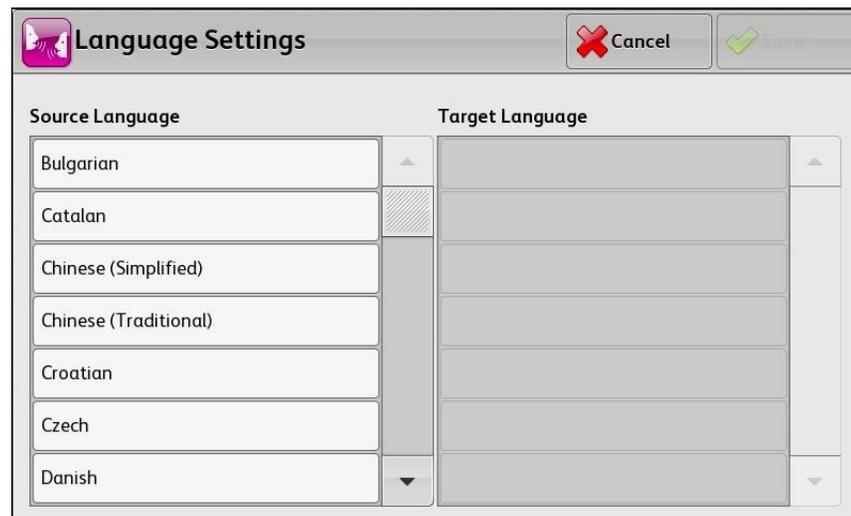
The screenshot shows the 'Log In to Xerox Easy Translator Service' interface. At the top right is an 'Exit' button. Below the title bar, the prompt 'Enter your Password:' is displayed. A text input field contains a series of dots representing a masked password. To the right of the input field is a green button with a checkmark and the text 'Done'. Below the input field is a virtual QWERTY keyboard with various function keys like '?#&', '@', and '.com'.

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**.

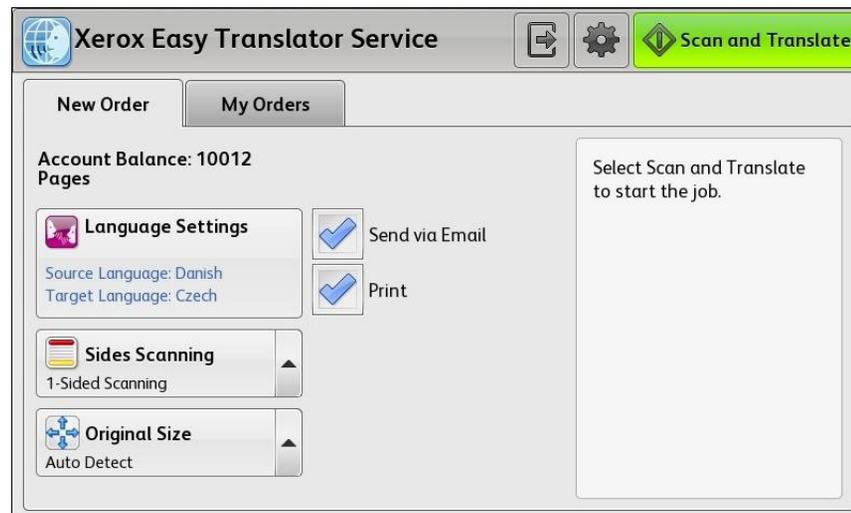


Tap **Sides Scanning** if you want to switch between the one-sided and two-sided scanning modes. **1-Sided Scanning** is available from the platen or document feeder. **2-Sided Scanning** is available from the document feeder only.



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.



The screenshot shows the Xerox Easy Translator Service interface. At the top, there are icons for a globe, a document, a gear, and a green button. Below the title bar, there are two tabs: "New Order" and "My Orders". The "My Orders" tab is active. Below the tabs, there is a dropdown menu labeled "All Orders" and a button with a printer icon. The main area contains a table with the following data:

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

On the right side of the table, there are navigation arrows and a page indicator "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.



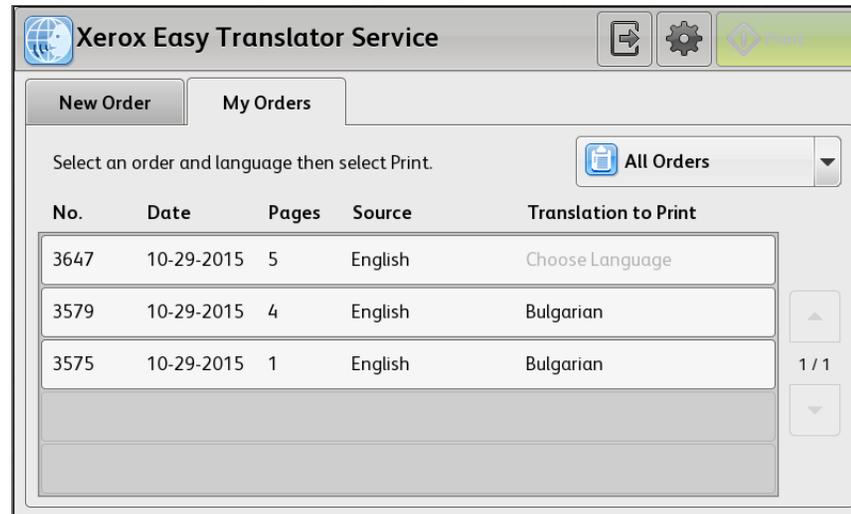
The screenshot shows the Xerox Easy Translator Service interface with the "Unprinted Orders" filter applied. The "Print" button is now highlighted in green. The dropdown menu is labeled "Unprinted Orders". The table shows only one order:

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

On the right side of the table, there are navigation arrows and a page indicator "1 / 1".

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

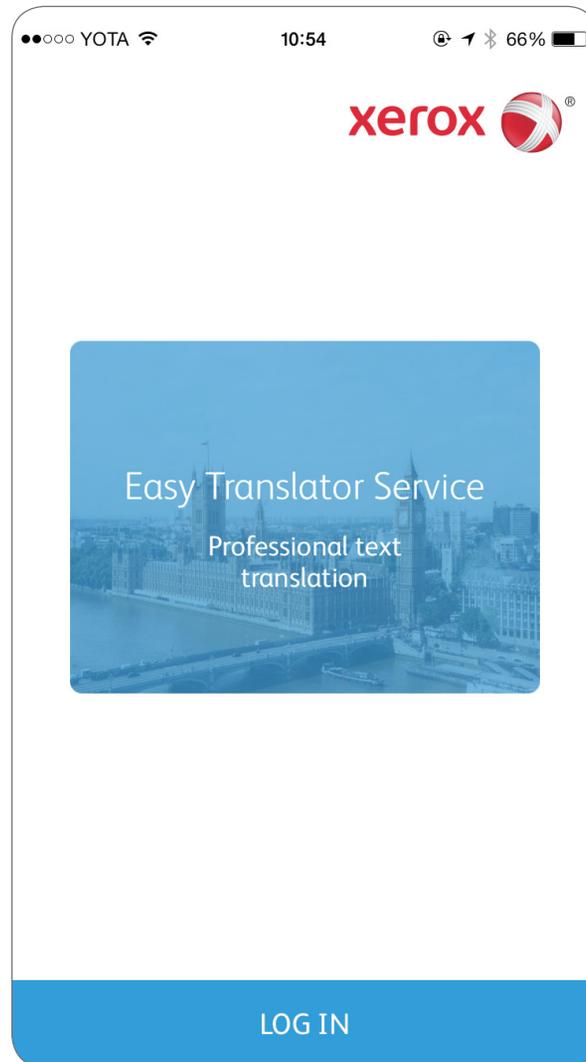
Select an order and tap **Print**.



Using the Mobile App

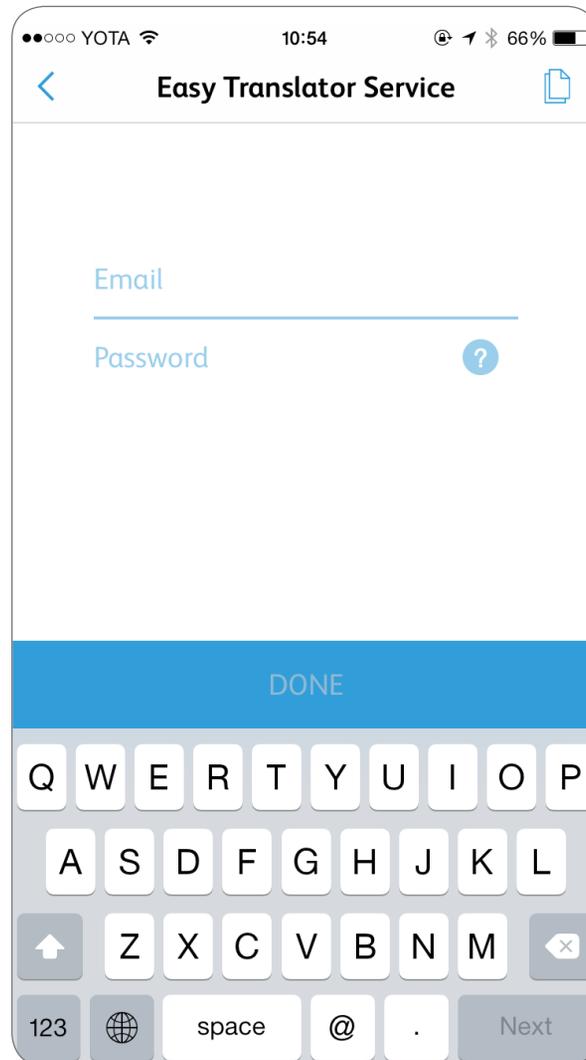
Use the Xerox® Easy Translator Service app on your iOS or Android device to capture pictures or utilize stored photos and translate them instantly. You can obtain these apps either from the Apple App Store or Google Play. The system applies machine translation to your document image and delivers your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

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



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

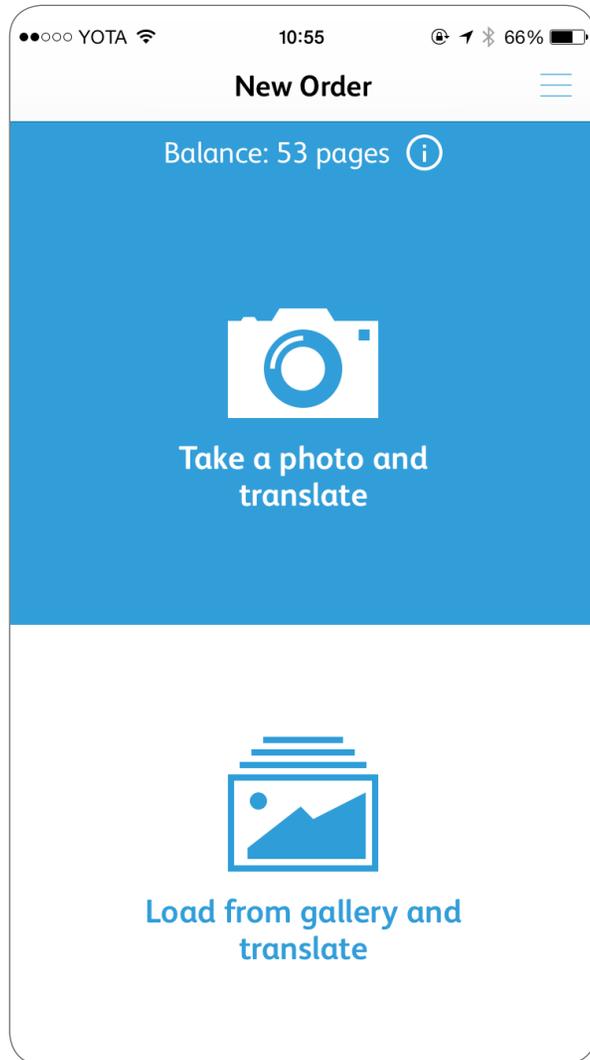
The **New Order** menu will open.



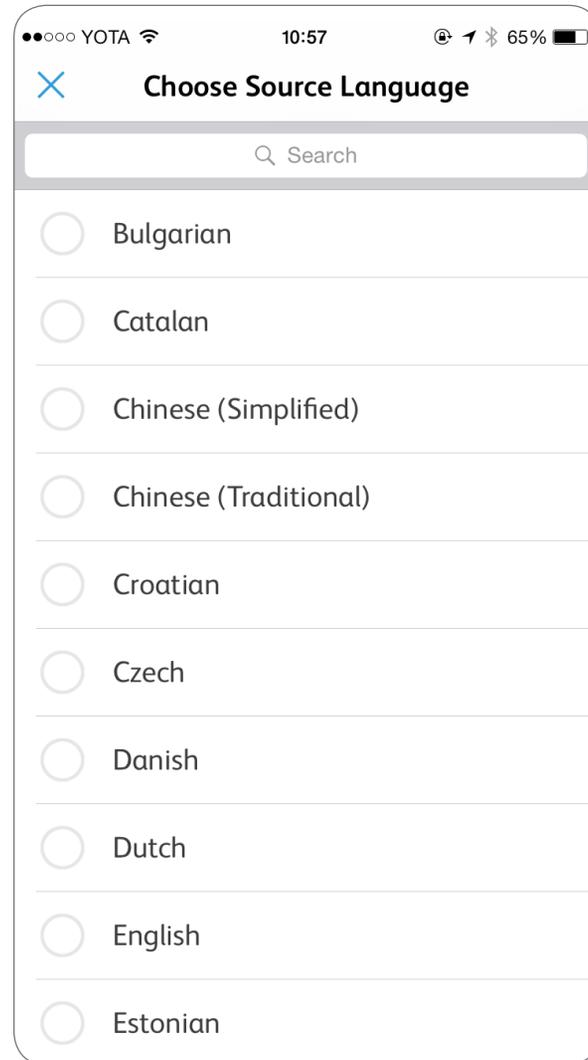
Translating a New Picture

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

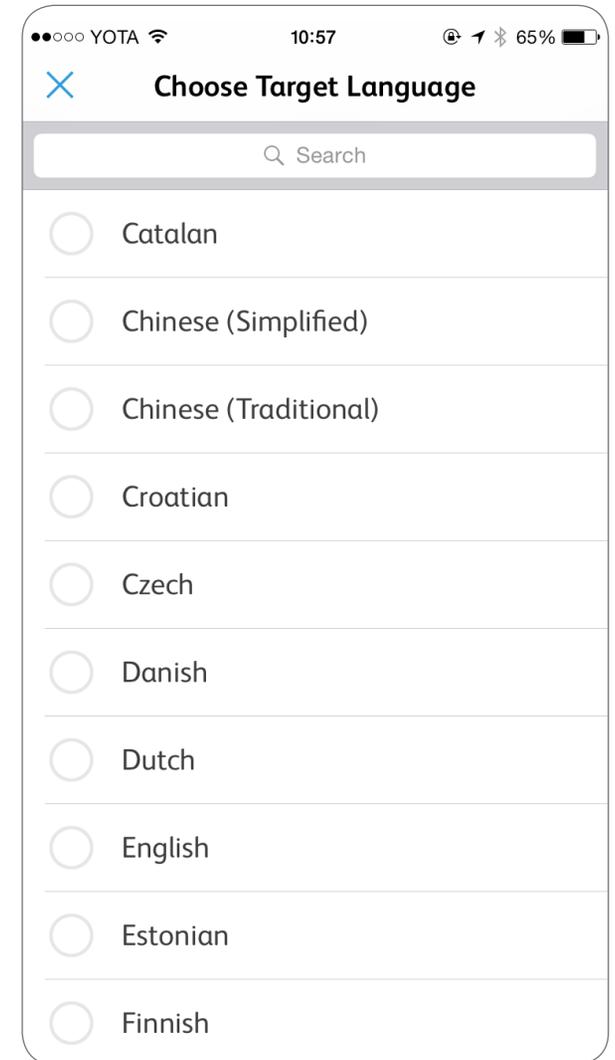
Tap the circle to take a picture, then tap the tick to confirm.



Tap **Choose Source Language** to select the source language of the text in the picture.



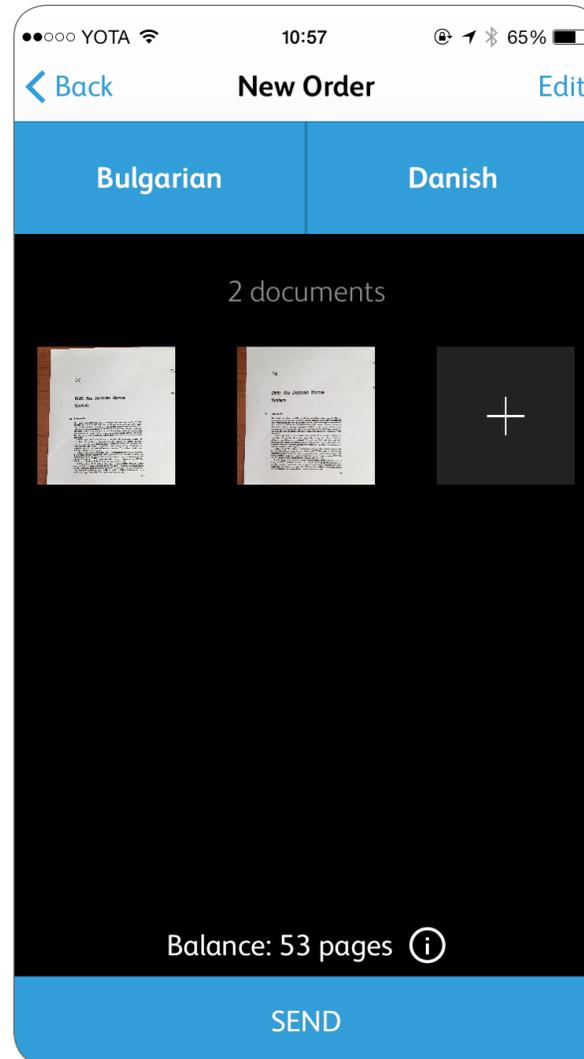
Tap **Choose Target Language** to select your targeted language.



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.

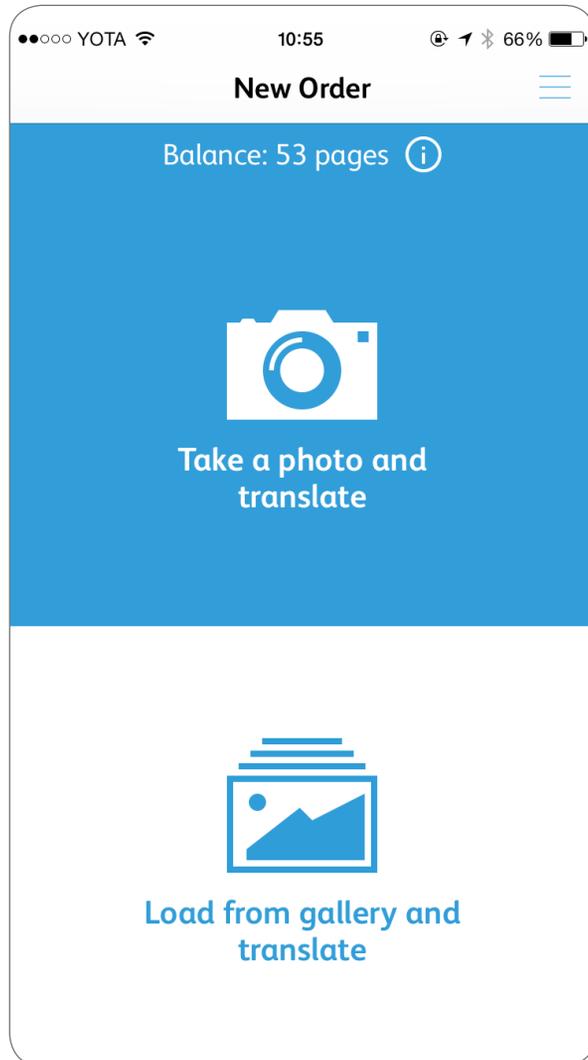
Please remember that to produce the best translation results, the text in the photograph should have a simple layout, without complex graphics, background colors or handwritten text. The image should have a resolution between 300 and 600 dpi and be clearly readable. Also make sure to align with the edges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



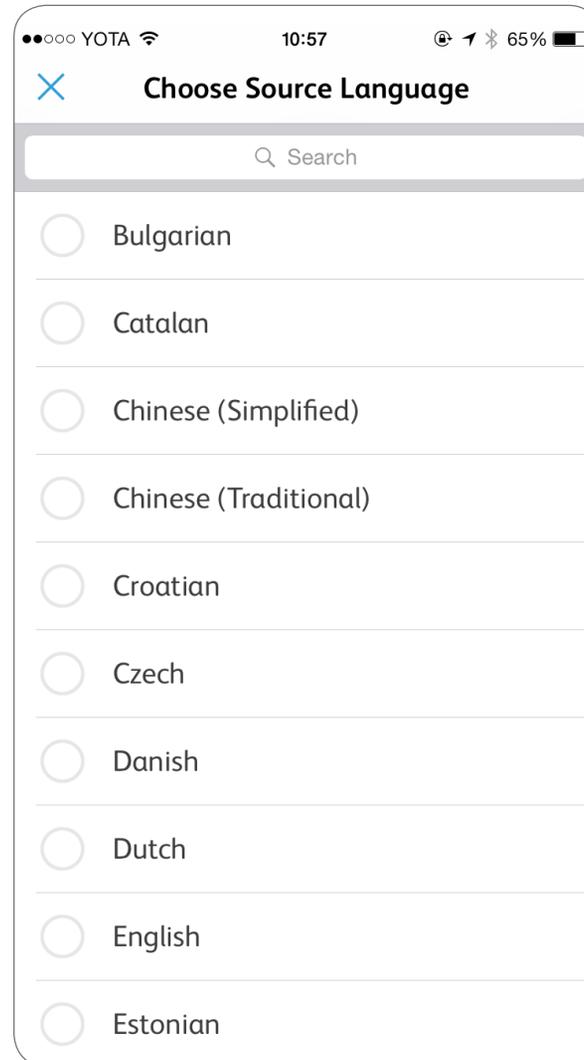
Translating an Existing Picture

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

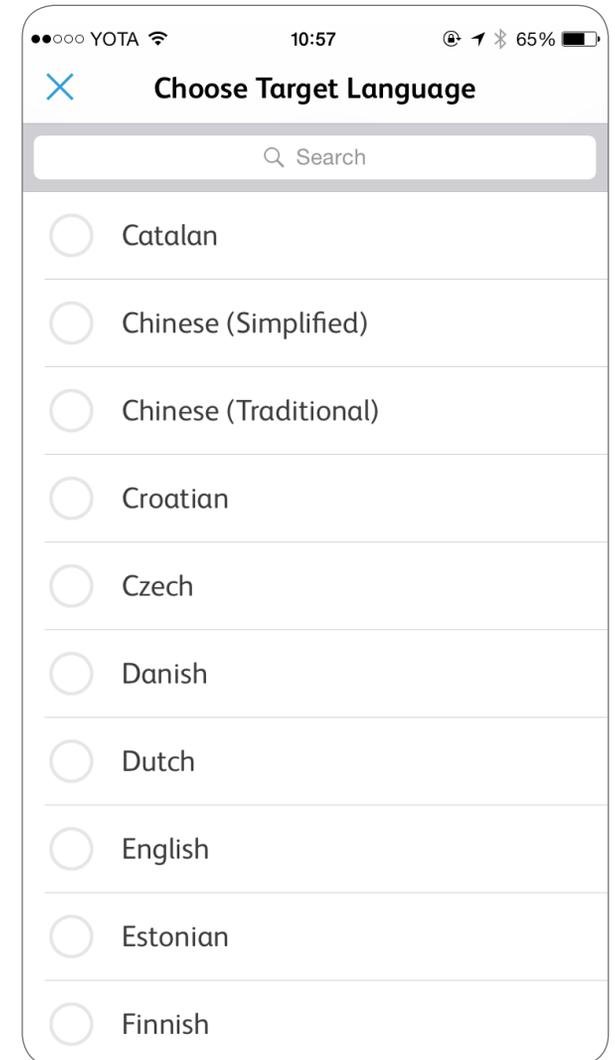
Open the image you need to translate.



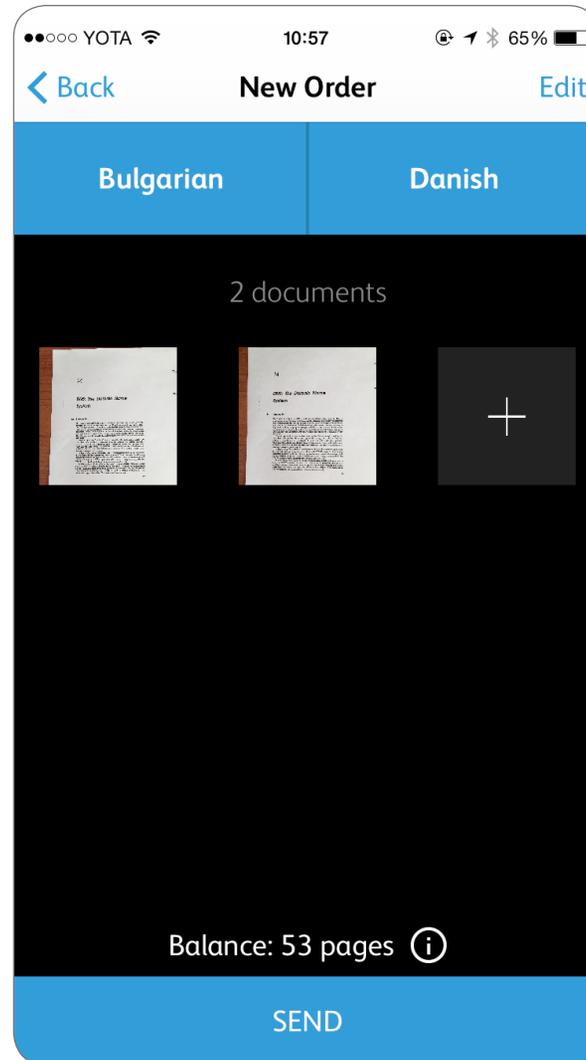
Tap **Choose Source Language** to select the source language of the text in the picture.



Tap **Choose Target Language** to select your targeted language.



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.