

CHECKLIST

Use Link-it when translating from Sign Language into English

Basic knowledge:



- Create a new Link list for translation page 2
- Translate into English in Link-it page 4

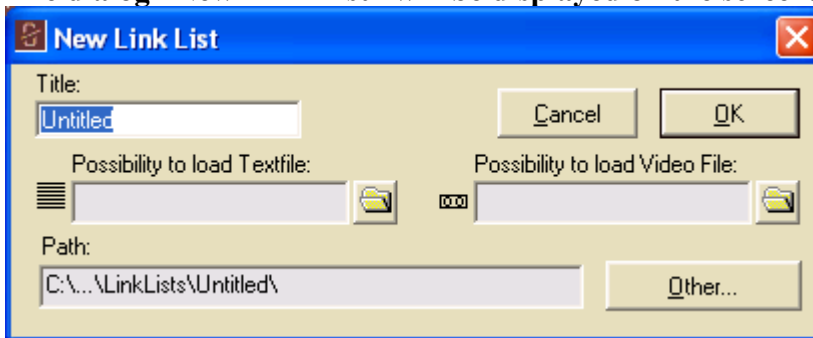
Read more:

- Translate into English in Link-it (advanced) page 5
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- Clean up the text (advanced) page 7
(Tip on how to manage long texts)



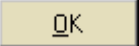
□ Create a new Link list for translation

Create a new Link list for translation by doing this:

1. Go to Create mode by clicking on  (the button with a link symbol at the top to the left on the screen):
2. Click  on the control to create a new Link list (the button with an empty paper as symbol to the left at the top on the control). (You can also select “New” from the File menu.)
3. The dialog “New Link List” will be displayed on the screen.









Specify a name for Link list in the “Title” field. It is important that you already now provide your Link list with the correct name.

4. To the right in the dialog is a box, “Possibility to load Video File”, in which you can open the video file from which you are going to translate. Click the button  to the right of the box to browse your way to the video file and select it by marking the file and click .
5. In the “Path” field you find the search path to the suggested place for the Link. The suggested place is often the most suitable. If you want to choose another place click the “Other” button and select the location where you want to place your Link list.
6. If you are happy with the place of the video file you have loaded, click  in the dialog “New Link List”.
7. Click in the large white text field in Link-it and type in a title. Put a space after the title and create a new row. This title can be removed later if you don’t want it in the final translation. It is only there to create a first link in order to save the Link list. In older versions of Link-it it is not possible to register video files that are not linked. By creating a first link to every video that you open and then save the Link list, the Link list remembers the video next time you open the Link list.


8. Select the title you have written, right click it and select "Add as Right Link" from the short-cut menu. The text will now be placed in the entry field in the editing window (under the tab on the control).



9. Create an in point on the first image in the video. Go forward one image by clicking . Create an in point and click  on the control to confirm the link. (In points and out points are created with the  and  buttons. See "Create links" in the "Create Link list" document.)

10. Click the "Save Link List" button  (to the right on the control). The "Save Link List" dialog will now be displayed on the screen. The title of the Link list is already specified so all you have to do is to click . (You can also select "Save" from the "File" menu to display the same dialog.)









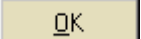
You don't necessarily have to create a new text from scratch. You can use a text that you want to work from, open the text as described in step 4 by clicking "Possibility to load Text file". The text must be saved as Rich Text Format in Word or be pasted into a text file for you to be able to open it in Link-it. (See "To prepare text and image in Word".)

If you want to use more than one video film, you have to load the video you want to use first and work with this on. You can get the remaining video files when you need them by clicking "Open new video file"  (to the left on the control) when you work with your Link list.

□ Translate into English in Link-it

Link-it can well be used as a translation tool since you can see and control the video at the same time as you have the possibility to write in the text window. We are here describing the simple way of doing this.

This is how you can work with translating into English in Link-it:

1. **Open the Link list that you have created for translation** (se page 2) **by clicking**  **and point to your Link list.** *(You will find the button to the left at the top of the control.)*
2. **Go to Create mode by clicking the button "Change to Create Mode"**  *(to the left at the top of the screen.)*
(You can also select "Create mode" from the "User/Create" mode from the "Mode" menu.)
3. **Look at the Sign Language by clicking the "Play" button**  **under the video window. You can use the same button to stop the video.** You can search backwards or forwards image by image by using the  and  buttons. (Hold down the buttons to see the signs in slow motion.) If you want to do a fast search hold down the rewind/fast forward buttons  and . To the left you will find the "Go to the beginning of the video" button that will move the video to the beginning.
4. **Click on the new row in the large white text field at the bottom in Link-it and write your translation.** You can write your text in the text field just as in an ordinary Word document.
5. **Save your translation by clicking the "Save Link List" button**  *(to the right at the top on the control.)* **The "Save Link List" dialog will now be displayed on the screen. The title of the Link list is already specified so all you have to do is to click**  *(You can also select "Save" from the "File" menu to display the same dialog.)*


Note: Complete the translation before you start to create links in the text. You can easily go back and make changes in your text as long as it is not linked. If you start to link the text it is more difficult to correct spelling mistakes, add or remove words etc.


□ Translating into English in Link-it (Advanced)




(Tip on how to manage long texts)


Translating from Sign Language into English is often associated with a lot of thinking; you may want to see the sentence in Sign Language several times. Also, you may want to discuss the translated sentence with someone else before it is linked. You may have to rewind and fast-forward a lot to go back to sentences in a long video. By placing a symbol in the text before every paragraph (one sentence or several), that you are going to work with, and then link the symbol to the starting point for the same sequence in the video, you can easily go back to the current sequence in the video to see it again while you are writing the translation. When you have completed the translation, these symbols can be removed.


This is how you can work with translating into English in Link-it:


1. **Open the Link list that you have created for translation (see page 2) by clicking  and point at your Link list.** *(You will find the button to the left at the top on the screen.)*


2. **Change to Create mode with the button "Change to Create mode" ** *(to the left at the top on the screen.)*
Click on the new row in the large white text field at the bottom in Link-it and enter a symbol, e.g. <. Enter a space after the symbol.


3. **Click the "Play" button  under the video window and stop the video with the same button just before your fist sentence is about to begin.** You can adjust with the slow rewind/fast forward buttons   next to the play button to stop the video just before the first sign.




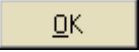
4. **Mark the symbol in the text. Right click the symbol and select "Add as right link" from the short-cut menu.** The text will now be placed in the entry field 
in the editing window under the tab on the control.
(You can also select the sign by double clicking it in the text.)

5. **Create an in point by clicking the left scissors button .** *(The scissors buttons are placed under the video field in Create mode and are used for marking in points and out points.)*

6. **Click the video button "One image forward"  placed under the video window just to the right of the "Play" button.**

7. **Create an out point by clicking the right scissors button .**

8. **Confirm the link by clicking the  button on the control.**




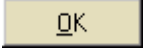
9. Click the video button "Play"  to look at the sentence. If you want to see the sentence again click the link marked with blue in the control, and then the video button . (You can also click the symbol in the text and then click the video button "Play".)
10. Place the marker in the field after the linked symbol and the space and write the translation. You can at any time see the sentence by clicking the link and the "Play" button as in step 9.
11. When you have translated one or several sentences and it is beginning to be a bit too difficult to rewind/fast forward, create a new < symbol and a space. Then you link the symbol to the place where you want to continue to translate in the video (see steps 4-9).
12. Save you translation by clicking the button "Save Link List"  (to the right at the top on the control.) The dialog "Save Link List" will now be displayed on the screen. The title of the Link list will already be specified and the only thing you need to do is click . (You can also select "Save" under the "File" menu.)

□ Clean up the text (Advanced)

(Tip on how to manage long texts)

This checklist continues “Translate into English in Link-it (Tip on how to manage long texts)”. The purpose is to remove the symbols that have been used for navigation during the translation.

This is how you remove symbols:

1. **Open your Link list that you have created for translation and change to “Create mode”**  (at the top to the left on the screen).
2. **Select the tab “Right Links”**  Högerlänkar **on the control to show your symbols in the control.** (If you have chosen to left-link the symbols, select the tag “Left Links” instead.)
3. **Click on the first link in the control to mark it.**
4. **Right click the marked link in the control and select “Delete Link” from the short-cut menu.**
5. **Confirm with the “Yes” button in the dialog “Would you like to delete this link?”**
6. **Continue with all the links in the control until there are no links left in the text.**
7. **Click in the text window and remove the symbols.**
8. **Save your translation by clicking the button “Save Link List”**  (to the right at the top on the control). The dialog “Save Link List” will now be displayed on the screen. The title of the Link list is already specified and the only thing you need to do is click . (You can also select “Save” under the “File” menu.)