



QUICK GUIDES

Revision in eLUNa: QG for REVISERS

OVERVIEW



This quick guide sets out the steps you need to follow to retrieve a translation done in eLUNa and revise the text within the interface.

STEP BY STEP



1. Go to the eLUNa Intraday and click on the **Revise** link of the job you have been assigned.
2. Open each segment and click on **Show more**.
3. Over **Discovery**, you can see a) the reference used by the translator and b) any changes made with respect to the reference text.
4. On the right, the **Terminology** pane displays the UNTERM terminology detected by eLUNa for the segment.
5. Make changes directly in the Edit box and click on **Apply**. The segment will turn dark blue and your changes will appear in the Show more pane.
6. Use the **Preview** function for your final reading. Any change you make in the Preview will be reflected in the final translation.
7. When you finish revising, go to **Export** and click on **Docx with revision** to download a copy of the file with track changes for the Translator.
8. Upload your revision to gDoc or DCPMS as usual.



If, after starting the revision, you decide the document should be sent back to the translator, go to **Document information** and click on **Return to translator**. The revision made so far will remain and the translator will regain access to the document.

LOOKING FOR MORE?

Watch the [video](#) or read the [User Guide chapter on revision](#).

