



**integrated translation environment**

# **upgrade guide**

**from version 3.6 to 4.0**



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This guide covers **memoQ version 4**. It contains text items from the English user interface of the program. These items are under constant verification and are subject to change without prior notification.

If you are viewing this document in an electronic form – for example, in Adobe Reader –, web addresses are clickable, and take you to the page described in the text.

## 1 Introduction

This document contains instructions on upgrading memoQ version 3.5 or 3.6 to version 4.0. More specifically, it describes

- where the resources and projects are stored, and how to make a backup of them;
- how your existing settings are migrated to memoQ version 4.0, and how resources are shared between version 3.6 and 4.0;
- how memoQ versions 3.6 and 4.0 can co-exist on your computer;
- what are the points of no return, that is, what cannot be used in earlier versions once 4.0 touches them.
- how to perform the upgrade.

It is always recommended to postpone the upgrade if you are working on a large or mission-critical project. Wait until you deliver your work, and then perform the upgrade.

**Important:** You can seamlessly upgrade memoQ from version 3.5 and 3.6 to version 4.0. If you are using an earlier version, upgrade to version 3.6 first.

## 2 Making a backup before the upgrade

### 2.1 Discovering the locations of memoQ data files

In memoQ version 3.6, the default locations for your projects, resources, and settings are listed in the following table. Check your Windows version before reviewing the list.

<i>Item</i>	<i>Path in Windows XP and Windows Server 2003</i>	<i>Path in Windows Vista, Windows 7, and Windows Server 2008</i>
Projects*	C:\Documents and Settings\ <your_user_name>\My Documents\ My MemoQ Projects <i>(the My MemoQ Projects folder within your Documents folder)</i>	C:\Users\<your_user_name>\My Documents\ My MemoQ Projects <i>(the My MemoQ Projects folder within your Documents folder)</i>
Translation memories	C:\Documents and Settings\All Users\ Application Data\MemoQ\ Translation Memories	C:\ProgramData\MemoQ\Translation Memories
Term bases	C:\Documents and Settings\All Users\ Application Data\MemoQ\Term Bases	C:\ProgramData\MemoQ\Term Bases
Filter configuration files	C:\Documents and Settings\All Users\ Application Data\MemoQ\FilterConfigs	C:\ProgramData\MemoQ\FilterConfigs

\* The name of the My Documents folder might be different in various localized versions of Windows.

All application-specific or machine-wide settings and resources reside in the following folders:

- Windows XP and Windows Server 2003: C:\Documents and Settings\All Users\Application Data\MemoQ
- Windows Vista or later: C:\ProgramData\MemoQ

It is recommended to make a copy of the entire folder.

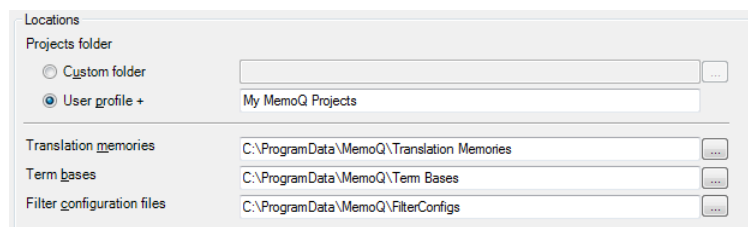
Always note that these are default locations only. When creating projects, translation memories, or term bases, you can select other locations in two ways:

1. You can select a custom folder for each new project, translation memory, or term base – when creating the project or resource. If you often do this – because you have set up your own guidelines for storing data –, your projects and resources might be scattered over your file system.
2. You can set a new location for all new projects, translation memories, or term bases by changing the default locations. If you did this in the past, you will have at least two locations where projects and/or resources are stored: one with data before the change, and another after the change.

You can save your projects and resources to various locations – memoQ will not force you to keep them in one place. If you created your projects and resources in various folders, it will be your task to gather them together. As a rule, it is highly recommended to change the resource folders immediately after installing memoQ, and then stick to it.

Before looking for the folders listed in the above table, check the actual folder locations:

1. Start memoQ (version 3.5 or 3.6).
2. From the **Tools** menu, choose **Options**. The **Global settings** dialog box opens.
3. In the category list on the left, click **Appearance, locations**. The **Appearance, locations** pane appears. Look for the folder paths at the bottom of the dialog box:



## 2.2 Making the backup

To make a backup of your projects and resources, simply copy the contents of these folders into another folder (preferably on an external hard disk such as a WD MyBook), or a DVD. In most cases, one CD will not be enough – if you have been working a lot, the size of your data can easily reach 1-5 gigabytes, or even more.

**Important:** Make sure that memoQ is not running while you are making the backup. If memoQ is open while you are copying the files, some files in the backup copy will be incomplete.

**Tip:** To gain easy access to these folders, you can select absolute paths (ones that start with a drive letter such as C:), copy them to the clipboard, and then paste them into the search box of the **Start** menu. In Windows XP and Windows Server 2003, you would open the **Start** menu first,

click **Run**, and then paste the path into the **Open** text box. In either case, Windows will open up a Windows Explorer window, displaying the contents of the folder.

**Important:** Do not save your existing projects into compressed project files (.xpr files) because memoQ version 4.0 no longer supports this compressed project format. You will not be able to open .xpr files in memoQ version 4.0 – instead, make a copy of the project files as they are.

### 2.3 Restoring the backup

To restore your backup, simply copy the files back to their original locations. Note that project files refer to the absolute path (one starting with a drive letter) of each translation memory and term base assigned to the project. This means that memoQ will not be able to access the translation memories and term bases if they are not restored to the exact same folder location as before making the backup. On the other hand, it makes no difference where you copy the projects back.

Section 6.3 describes how you can register translation memories and term bases in memoQ version 4.0 if they were restored from a backup.

## 3 Preparing for the upgrade

### 3.1 Migrating settings into resources

memoQ version 4 introduces the concept of light resources. Light resources used to be various application settings in memoQ version 3.6, including:

- auto-translation rules;
- segmentation rules;
- non-translatable lists;
- ignore lists for the spelling checker;
- AutoCorrect lists;
- document filter configurations;
- export path rules;
- keyboard shortcuts;
- quality assurance (QA) settings;
- translation memory match and penalty settings.

In memoQ versions prior to 4.0, these settings used to be incorporated into projects, or represented as application settings.

memoQ 4.0 converts these into light resources that can be shared between multiple projects, saved to files and opened on other computers. Light resources can also be shared on a memoQ 4 server.

When memoQ version 4.0 is first started, it will automatically create light resources based on the settings it finds in your memoQ 3.6 configuration. It will create a **Resources** folder within the **C:\ProgramData\MemoQ** folder (or the **Documents and Settings\All Users\Application Data\MemoQ** folder on earlier Windows systems). memoQ version 4.0 will migrate all non-default settings to the **Resources** folder from the following folders (within the program data folder):

- **AutoCorrect;**
- **Configuration;**
- **FilterConfigs;**
- **Spelling.**

**Important:** memoQ will not migrate heavy resources such as translation memories or term bases. The format of translation memories and term bases is the same in memoQ versions 3.6 and 4.0.

### 3.2 memoQ 3.6 and memoQ 4.0 can co-exist on your computer

When you install memoQ 4.0 on a computer that already has memoQ version 3.6 installed, the earlier version will remain operational: memoQ version 4.0 is installed in a different program folder. You cannot *run* the two programs at the same time – so, if you want to start memoQ 3.6, you need to close version 4.0 first.

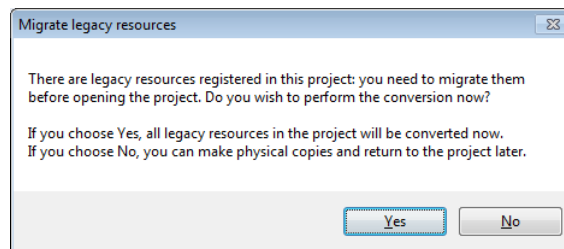
memoQ versions 3.6 and 4.0 use the same default folder locations for projects, translation memories, and term bases. In addition, memoQ version 4.0 will automatically display the same translation memories and term bases as those registered in version 3.6. Both versions use the same format for translation memories and term bases.

memoQ versions 3.6 and 4.0 do not share settings such as segmentation rules, QA settings etc. – data that exist as settings in version 3.6, and as light resources in 4.0. This data is stored completely independently. This means that when you change a segmentation rule in version 4.0, it will not affect version 3.6, and vice versa.

**Important:** If you do not need memoQ version 3.6, remove it from your computer before installing version 4.0. If you remove version 3.6 *after* installing 4.0, the uninstall program will remove some files required by version 4.0, and you will need to run the memoQ 4.0 setup program again. If you remove memoQ version 3.6, your projects and resources will not be deleted.

### 3.3 Points of no return: opening earlier projects in memoQ 4.0

Projects are stored differently in memoQ version 4.0 and 3.6. If you use memoQ 4.0 to open a project that was originally created in version 3.6 or earlier, memoQ will migrate the project settings into light resources. Before doing this, memoQ 4.0 issues this warning:



You cannot open the project without migrating the older settings. However, once you decide to migrate the settings and open the project in memoQ version 4.0, you will not be able to open the project anymore in version 3.6 or earlier.

If you expect that you – or anyone else – will need to work on the same project in an earlier version of memoQ, click No in the above message box. memoQ will not open the project, but you will have a chance to make a backup of the project before converting it – irreversibly – to version 4.0.

## 4 Performing the upgrade

### 4.1 Installing and activating memoQ

The system requirements for memoQ version 4.0 are the same as for memoQ version 3.6 – you do not need a more powerful computer to run the new version.

To upgrade, simply download and install memoQ 4.0. For detailed instructions on doing this, see the **memoQ 4 installation and activation guide**. This document is available from the Kilgray web site at

<http://www.kilgray.com/resource-center/user-guides>

To download memoQ version 4, go to the Kilgray web site at <http://www.kilgray.com/downloads>, and, in the **memoQ** section of the page, click the **Download** button in the **memoQ 4.0** row.

**Important:** Do not forget that you need a new license to use memoQ version 4.0. You cannot use memoQ 4.0 with licenses for memoQ 3.6. You will need to acquire your licenses and activate your copy of memoQ 4.0 after launching the program.

If memoQ version 3.6 is installed on your computer when you install version 4.0, the new version will use the same serial number as the earlier version. This means you need to get your new license for the existing serial number.

**Note:** If you purchased memoQ less than a year ago, you will receive an upgrade license free of charge. When you first update your licenses in memoQ 4.0, the new licenses automatically arrive to your system. If they do not, contact Kilgray's support services.

### 4.2 Launching memoQ 4.0 to migrate existing settings

To migrate existing settings from an earlier memoQ version, simply launch memoQ 4.0. After activation, the first thing memoQ does is migrate the old settings into new resources (see section 3.1).

memoQ version 4.0 cannot be used before migration is complete. If an error occurs that prevents migration from completing, memoQ 4.0 will close. However, if memoQ version 3.6 was in working order before the upgrade, the migration process must be seamless.

Should you encounter other unexpected events during upgrade and migration, contact Kilgray's support services.

### 4.3 Registering translation memories and term bases

If you have translation memories or term bases that were not registered in your earlier memoQ configuration, or you restored these resources from a backup, you can do the following to make them work in memoQ 4.0:

1. From the **Tools** menu, choose **Resource console**. The **Resource console** window opens.
2. In the category list to the left, click **Translation memories** (or **Term bases** if you want to register a term base). The **Resource console** displays the list of registered translation memories (or term bases).

3. Under the list, towards the bottom right corner of the **Resource console** window, click the **Register local** link. The **Open** dialog box appears.
4. In the **Open** dialog box, find the folder of the translation memory or term base you want to register. You need to go into this folder, and double-click the **MemoQTM.mtm** file. In case of term bases, the file name is **MemoQTB.mtb**.
5. After you select this file and the dialog closes, the name of the translation memory or term base will appear on the list. You can then use this resource in your projects.

If you open a project that refers to a resource that is not registered, it will be automatically registered.

You can also register local translation memories and term bases when creating or configuring a project. When creating a project, you do this on the third page of the **New memoQ project** wizard for translation memories, and on the fourth page for term bases. If the project already exists, you manage it from the **Project home** tab. In **Project home**, you can go to the **Translation memories** or the **Term bases** pane, and use the links below the resource list, just as in the **Resource console**.

## 5 Other documentation

This document covers the upgrade to memoQ version 4.0 only. For general instructions on installing and activating the product, see the **memoQ 4 installation and activation guide**.

For an introduction to working in memoQ, refer to the **Quick start guide**. Both documents are available from the Kilgray web site. To access the list of available manuals, open this web page:

<http://www.kilgray.com/resource-center/user-guides>

For detailed descriptions of procedures, concepts, and features in memoQ version 4, see memoQ Help, which is installed together with the product, and is available from the **Help** menu.