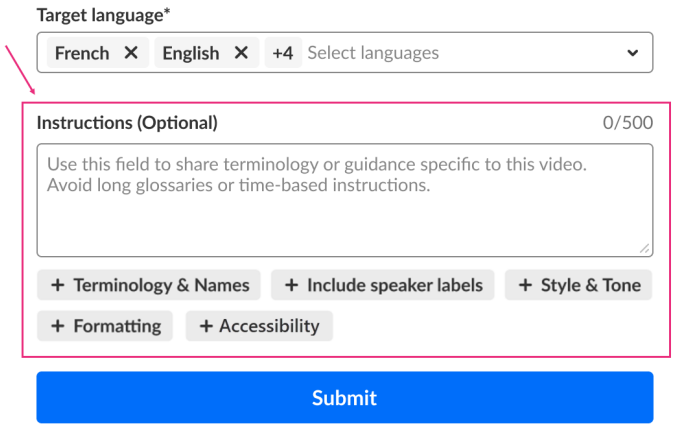
Topic article: Instructions for professional services - Events

Content updated: 11/02/2026

The **Instructions** field and preset tags are available for **Professional** (human-generated) translations only. They aren't available for **Machine** (AI) translations.

You can:

- **Type your own instructions** in the **Instructions** field.
- **Click a preset tag** to populate the **Instructions** field, then select one of the suggested completions.
- **Click a preset tag** to populate the **Instructions** field, then edit or complete the text manually instead of selecting a suggested completion.



Preset tags

Preset tags (available for human-generated translations only) are grouped into the following categories:

- **Terminology & names** – Define acronyms, speaker names, proper names, and preferred terminology.
- **Include speaker labels** – Request speaker labels where multiple speakers are present.
- **Style & tone** – Preserve wording, simplify phrasing, remove filler words, or maintain a consistent tone.
- **Formatting** – Improve punctuation, readability, and sentence casing.
- **Accessibility** – Include non-speech elements and clarify speaker identity.

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