

# **SDL Trados Studio 2014**



# **THE MANUAL**

For self-study and easy reference.

*Second edition*

**Mats Dannewitz Linder**



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and easy reference.

*Second edition*

*Mats Dannewitz Linder*

ISBN 978-91-637-4611-6

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# **PART I – INTRODUCTORY MATERIAL**

Introducing the book, SDL  
Trados Studio and online  
support resources.

# About this manual

As stated on the cover, the purpose of this manual is to make it possible to study and learn SDL Trados Studio without having to do so piecemeal via the Help texts (even if they are quite good). If like me you prefer a sofa or the bed for studying, this book should be an obvious choice. I also hope that the contents lists and the index will make it at least as good a reference resource as the Help function.

This is the second edition of the manual for the 2014 version of SDL Trados Studio, covering also the SP1 update. Apart from describing all that's updated, I have tried as far as possible to cover the new OpenExchange applications as well as including useful experience and tips garnered from various sources. And I still owe Paul Filkin, SDL, and also Sébastien Desautel, RWS Group, special thanks for their input to the first edition.

As before, there will be further editions extended with tips and other experiences. These new editions will be announced and available free of charge to all buyers as they are written, much like SP updates of software.

The manual does not cover installation or license handling except the situation where your license has been lost (e.g. due to a computer crash) and needs to be returned.

The typographic and other conventions are intended to be self-explanatory.

And since the purpose of this book is that it should be self-contained, i.e. you should be able to use it without opening the program itself, I have inserted a large number of screen dumps. I find that a screen dump generally gives a better idea of the functions available than a lengthy description in text only. To facilitate understanding, I have also made ample use of (clickable) cross-references; I hope the cluttering is not too distracting. There are also links (blue) to reference material on the Internet.

Please note that all screen dumps show the factory default settings unless otherwise indicated.

All comments are very welcome. And don't forget to visit [tradosstudiomanual.com](http://tradosstudiomanual.com) from time to time.

Good luck!

Norrtälje, Sweden

May, 2014

*Mats Dannewitz Linder*

[info@tradosstudiomanual.com](mailto:info@tradosstudiomanual.com)

PS. What I really would like to write is a novel.

# 1

## SDL Trados Studio – a presentation

SDL Trados Studio (Studio for short) is the latest generation of one of the oldest Computer-Aided Translation (CAT) programs. I take it for granted that you, the reader, know what a CAT program is for, and its basic way of working, or else you would not be reading this. The following paragraphs are mainly intended for users of the “old” Trados, since many of the Studio users are likely to be also users of previous generations of Trados.

Thus users of the “old” Trados (Workbench + Word, and Workbench + TagEditor) will quickly see that rather than an upgrade, Studio is a completely new tool. Users of previous versions of Studio will feel at home also in the 2014 edition but should appreciate a number of improvements.

The main differences compared with the “old” Trados are as follows (and the 2014 Studio version is the last version for which I make this comparison):

- The user interface is a new one, comprising everything in one window, which, however, provides five different views (Home, Projects, Files, Reports, Editor and Translation Memories) in a way that is generally quite user-friendly.
- The source and target documents are presented in a tabular way (source segments to the left, target segments to the right) in the way that is nowadays CAT standard.
- Where previously only one TM and one termbase could be open, in Studio the number of open TMs and termbases is in practice limited mainly by the user's computer resources.
- When opened, the documents are converted into the sdxliff format, which among other things means that several documents may be open at the same time, regardless of their original formats. They can also be merged.
- There are a large number of new functions, such as filtering of segments according to many different criteria, re-using parts of translated segments (“AutoSuggest”) somewhat similar to functions offered by such CAT tools as Déjà Vu and memoQ, extensive functions for editing and managing translation memories, and many new verification/quality control functions.

- The concept of using a specific project translation memory, where you store exclusively translation units related to the project you are working on – in particular for the purpose of exchanging TM data with other translators, and for avoiding entering non-reviewed translation units in the main TM.
- The keyboard shortcuts can be edited.
- A function for tracking translation changes (as in Microsoft Word) is included, and source documents with tracked changes can be opened (but only .docx documents).
- Likewise it is possible, for .docx documents, to export comments in the target segments and also to import as well as export tracked changes.
- Settings are made/changed on three different levels: default project template, specific project template, and active project/document. This is important to keep in mind.
- There is a completely new “alignment” feature.
- There is the possibility not only of making improvement suggestions to Studio in an organized manner, but also of providing (and finding) plug-in programs, such as a program for conversion of sdlxliff files into MS Office files (for easy proofreading/editing) and a program for search and replace in all documents which are open in the Studio editor.
- There are specific workflows for translation for regulated industries, such as pharmaceutical companies (mentioned specifically). Available now are (a) specific workflow definitions for single-file and WorldServer translation of .docx files in this context, and (b) a *regulatory review pack* (bought separately) for this particular purpose. See also Paul Filkin’s *multifarious* blog, a post called [Making use of the Studio Track Changes features](#), where he discusses – among other things – the uses of the Track Changes functions in the regulatory context. As of 2014, any corrections made by the regulator to the final target document can be imported back into Studio to update the SDLXLIFF document as well as the TM.

## Changes in the 2014 version, including SP1

Major changes in comparison to the 2011 version of Studio are, among others:

- The introduction of the “ribbon” format (à la Microsoft Office) of presenting options, rather than the traditional menu format.
- At last: AutoSave.
- A completely new tool for alignment of existing sets of source-target files, i.e. producing TM based on existing translations (substantially revised in SP1).

- QuickMerge, a function for merging – at any time during the translation process – SDLXLIFF files so that you can handle them as if they were one. (However, this applies only to the translation/editing process, which means, for instance, that they cannot be exported for review as one file.)
- You can (again) export your own comments for printout together with the rest of the text.
- You can customise the TM user ID.
- The concordance search is run automatically if Studio does not find any TM matches.
- TM data can be exported to a format compatible with Trados 2007.
- A new filter category, **Repetitions**, has been added.
- For HTML 4, HTML 5 and plain text content embedded in XML files, a new feature called Embedded Content Processor has been added in SP1.
- As of SP1, Auto-Propagate can be used together with Tracked Changes.
- A number of changes to the information transfer with SDL WorldServer (not covered in this manual).
- In SP1, a function for the provision of customer feedback called the Customer Experience Improvement Program (CEIP) has been added.
- Overall, the speed has been substantially improved (e.g. for batch processes).

And the term “placeable” has been scrapped, replaced by “recognized token”.

More information on the upgrade changes can be found in the Help (the *New Features* chapter) and in the [Release Notes](#) (go to the *Welcome* view and select the MORE RESOURCES tab).

A fine summary of some of the new features (but not including SP1) is found in Emma Goldsmith’s blog entries [SDL Trados Studio 2014: new features for old hands](#) and [SDL Trados Studio 2014: new features for beginnings](#).

### **Compatibility with Trados 2007, Studio 2009 and Studio 2011**

See section 5 *Compatibility* in the *Release Notes* as well as the sections on compatibility of translation memories and compatibility setting for TTX in the *SDL Trados Migration Guide*, also found under the MORE RESOURCES tab in the *Welcome* view. In brief:

- Studio 2014 can run alongside the 2011 and 2009 versions and also Trados 2007.
- Studio 2014 and 2011 have the same project and package format. 2009 projects are automatically converted to 2014 format upon open-

ing, and it is possible to create, in Studio 2014, *packages* which can be opened in Studio 2009 (but not *projects*).

- Studio 2014 can be used with MultiTerm 2011.
- Studio 2014 is compatible with SDL GroupShare 2014 and 2011 as well as MultiTerm 2014 and 2011 Server. Also with SDL TMS 2007–2011, TeamWorks 2007–2011 and SDL WorldServer 2010–2011. And if a package has a TM placed on a 2009 server, the connection can be made, but you cannot add a TM in such a server via Studio 2014. The same goes for the MultiTerm 2009 Server.

If you upgrade from Studio 2011 to 2014, you may benefit from Emma Goldsmith's advice in this blog entry: [How to transfer apps from SDL Trados Studio 2011 to 2014](#).

## Studio setup

When you installed Studio, you made a number of choices which can only be undone by re-installing it. (A major example is the choice of at most five languages to work in.) Other choices can be changed later, such as:

### Interface language

To change the UI language, select **View > User Interface Language** (or **Alt/F10, V, U**).

### Automatic Update

The automatic update function (when Studio is started) is enabled by default. If you wish to disable it, go to **File > Options** (or **Alt/F10, F, T**) > **Automatic Updates**.

### View plug-ins

You can see which plug-ins – system plug-ins and others – are included in your installation, as well as activating/deactivating them. Select (in any view) **Add-Ins > Plug-ins** (or **Alt/F10, A, P**). The OpenExchange applications included in the Studio 2012 package – see above – are obviously not regarded as plug-ins in this sense (they have to be activated separately) and are not included in that list.

### More than five languages?

As for the five target and source languages, there is no easy way to change them. If you really need to, you have to deactivate, uninstall and reinstall Studio. Another solution, however, might be to use different languages in Studio 2011 (included in the Studio package) and Studio 2014. A third, more expensive solution is of course to upgrade to the Professional version.

## On the use of Studio for the translation of running, non-repetitive text (e.g. books)

I have never used a CAT tool for the translation of a book – fiction or non-fiction – and seldom for other types of running text. I have found that concentrating on one sentence at a time tends to cramp the style of the text I produce.

However, there is a simple remedy for this: change the segmentation rules from sentence based segmentation to paragraph based; see p. 284. Paul Filkin also has some reflections on this in his *multifarious* blog post, [Translating Literature](#). The main point for me would be that I could use the concordance function to make sure that repeated expressions and terms were consistently translated.

## My license is lost – what do I do?

A quite common problem to do with licensing is this: Your computer crashes, is stolen or for some other reason you need to return the license in order to activate it for another Studio installation. This is what you do:

1. Go to [kb.sdl.com](http://kb.sdl.com).
2. Select the **Solution Finder** tab.
3. Select **Licensing Problems**.
4. Select **I use SDL Trados Studio / SDL Passolo – 2011 or 2014**.
5. Select **I need to have my license reset**.
6. Select the appropriate alternative and then fill in the form which opens.

You can have all three Trados versions (2007, 2009, and 2011) on one and the same computer. However, when you update to a new machine, you will no longer be able to re-activate the 2009 version because the license will no longer be there in “My Account”.

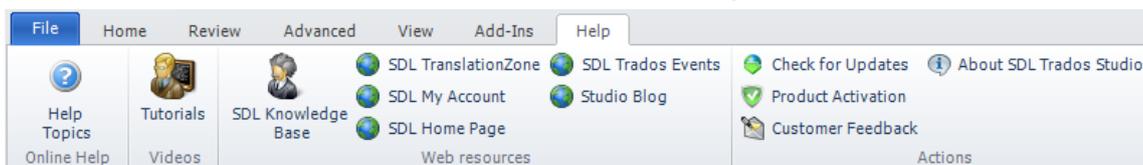
## Transfer Studio to a new computer

Related to the above topic is the situation when you (quite willingly) move to a new computer. You may then be helped by Emma Goldsmith’s advice in her blog post [How to transfer SDL Trados Studio to a new computer](#).

# 2

## Help

There are many ways to get help with the use of Studio. SDL offers a large number of different help facilities to the freelance translator. Most of them are collected on the **Help** ribbon, available in all views:



Most of this is self-explanatory, but it should be added that the “Studio Blog” is in fact Paul Filkin’s invaluable *multifarious* blog, to the posts of which I link in many places in this manual. There is, however, another blog which I can recommend: the *SDL Blog* (<http://blog.sdl.com/community/blog>), which is a rich mine of useful texts in currently 44 topic categories and by ca. 100 authors; all selectable (you can also subscribe to it).

- In the *SDL TranslationZone*, under the heading *Resources*, you will find under *Downloads*, in particular, a large number of very useful items, plus a lot of documents under *Documentation*.
  - The *SDL Knowledge Base* contains an enormous amount of information (solutions to problems, FAQs, etc.).
  - Under the **Support > Support resources** at *SDL TranslationZone.com*, you will find – among lots of other things – both *Tips and Tricks* for Studio as well as *MultiTerm*, and a large number of and *FAQs*.
  - Note the new **Customer Feedback** button. It will open the **Customer Experience Feedback Options** dialog box, intended to “help improve the quality, reliability and performance of SDL software”. You can declare whether you want to participate or not (“not” is the default).
- ☉ **Welcome view:** The *Welcome* view gives you access to various assistance facilities under three of its four different tabs. The fourth, **HOME**, is a starting point for work and also includes links to videos for those starting points (**New Project**, **Translate Single Document**, **Open Package**, and **Open GroupShare Project**).
- The **GET STARTED** tab gives access to five “Getting Started Videos”: A quick tour, **Translate Single Document**, **Open a GroupShare Project**, **Creating a New Project**, and **Open Package**.

- The **MORE RESOURCES** tab shows links to Release Notes, Help System, SDL Trados Migration Guide, and SDL OpenExchange. (As you see, some of the facilities have links all over the place.)
  - And the **LATEST NEWS** tab shows ... well, the latest news.
- ◎ **Documentation:** The *SDL Trados Studio Migration Guide* (see above) is an introduction to Studio for those who are familiar with the “old” Trados (as well as others) and does a quite good job of it. There are also three Quick Start Guides (*Translating and Reviewing*, *Translation Memory Management*, and *Project Management*). All three are accessible in the *Welcome* view under the GET STARTED tab.
- The [OpenExchange](#) page (links all over the place in the Studio user interface) is where users can offer their own enhancement applications and, of course, download them. Very useful! And the SDL Blog mentioned above has a [topic specifically geared](#) to commenting on and explaining some of these applications.

If your OpenExchange applications are developed by SDL, you will find them (and some others, too) in the navigation pane of the *Welcome* view. (And under **Start > All programs > SDL > SDL Trados Studio 2014 > OpenExchange Apps.**) Other OE applications may end up elsewhere (such as *Glossary Converter*, which is placed in **Start > All programs > SDL OpenExchange**).



**Note:** At the time of writing (April, 2014), some of the OE applications have not yet been adapted to the 2014 version (and some of them clearly don't need to be since they don't interact with Studio). If you look under *Latest releases*, it's obvious; for the other applications just check the version year. I am sure that eventually all that people have liked will be upgraded.

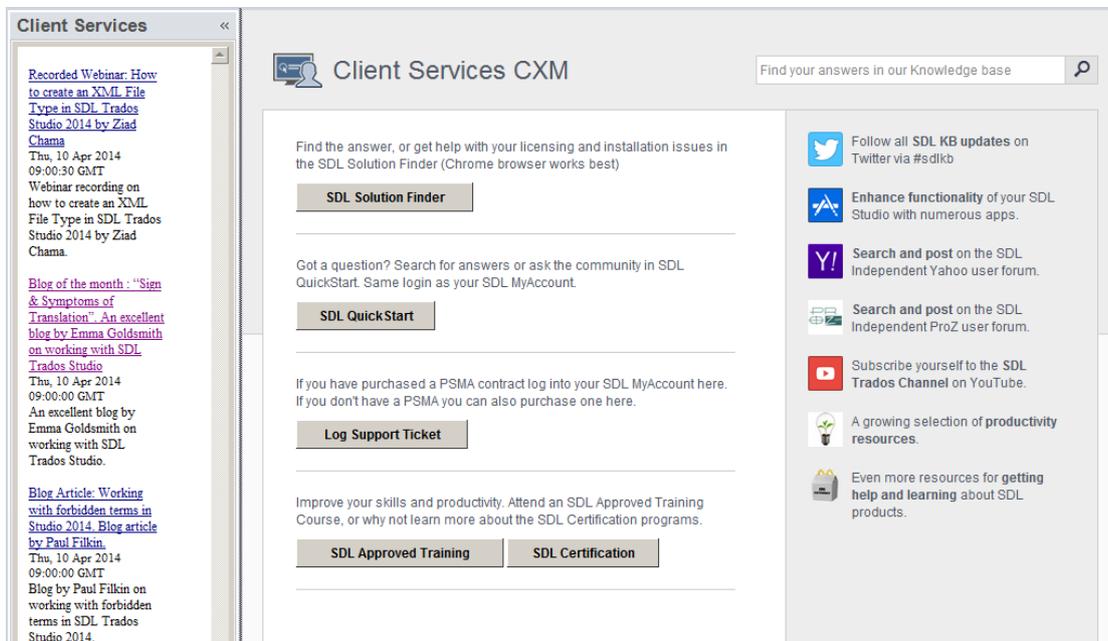
Are the OE applications safe to use? It is not obvious that they would be, and if you want to know more about their safety, Paul Filkin's *multifarious* blog entry [SDL OpenExchange Application Security](#) is a good place. There is even a special OpenExchange application called [SDL OpenX Hash Generator](#), which makes it possible to double-check that the OE application you download is the same as the one checked and published by OpenExchange. And if you want to know more about who may contribute to OE – and who may not, and why – then the entry [You only need a key!](#) is informative.

Some of the OE applications are of the .msi filetype. It happens that the computer requires them to be opened with Administrator privileges. What to do then, when you already have those privileges and still can't open the file? And you right-click the file and the “Open as Administrator” option is not there? Here is the one solution that worked for me: close the file organiser and open it again by right-clicking and selecting “Open as Administrator” (yes, now it's there!). Then I could open the .msi file without problem.

◎ **Other supportive facilities:**

- An overview of the SDL support is given by Paul Filkin in a *multifarious* blog post: [SDL sustenance](#).

- If you have any ideas for improvement of Studio, you can submit them to the [SDL ideas site](http://ideas.sdl.com), ([ideas.sdl.com](http://ideas.sdl.com)), where you can also promote and discuss the submitted ideas.
- The new OpenExchange application [Client Services](#) – which upon installation will place itself in the *Views* menu – offers shortcuts to a lot of useful resources:



- The main user-driven help facility is *the unofficial Trados user group*, [TW\\_users](http://groups.yahoo.com/neo/groups/TW_users/conversations/messages) ([groups.yahoo.com/neo/groups/TW\\_users/conversations/messages](http://groups.yahoo.com/neo/groups/TW_users/conversations/messages)), where more than 5000 users discuss everything to do with Trados (not only Studio) and offer very swift help on all sorts of problems. But since the SDLX tool and Trados now have been merged into one, the SDLX user group, [SDLX](http://tech.groups.yahoo.com/group/sdlx) ([tech.groups.yahoo.com/group/sdlx](http://tech.groups.yahoo.com/group/sdlx)), also sometimes discusses Studio.
- The general translator sites [ProZ](http://www.proz.com/forum/sdl-trados-support-65.html) ([www.proz.com/forum/sdl-trados-support-65.html](http://www.proz.com/forum/sdl-trados-support-65.html)); also a very interesting *blog*: [blogproz.wordpress.com](http://blogproz.wordpress.com)) and [Translators Café](#) contain discussion forums on Studio which are monitored by the SDL technicians, which means you will find useful knowledge there as well.
- Various sites and blogs run by translators. Here are a few:



- [multifarious](http://multifarious.filkin.com) ([multifarious.filkin.com](http://multifarious.filkin.com)) – Paul Filkin’s expert blog on various Studio issues. Invaluable for everyone who is using Studio in any but the most basic ways. Regularly updated.
- [Thoughts On Translation](http://thoughtsontranslation.com) ([thoughtsontranslation.com](http://thoughtsontranslation.com)) – Corinne McKay’s interesting and personal blog about her life as a freelance translator, with – among other useful things – long lists of site references.
- [Between Translations](http://foxdocs.biz/BetweenTranslations) ([foxdocs.biz/BetweenTranslations](http://foxdocs.biz/BetweenTranslations)) – Jayne Fox is an extremely knowledgeable Studio user and translator who willingly shares her experiences of translation and translation tools.

- [Signs & Symptoms of Translation](#) (signsandsymptomsoftranslation.com/category/sdl-trados-studio/) – Emma Goldsmith is another Studio expert with lots of deep insight.
- [My Migration to Trados Studio 2009 – and life with 2011](#) (tradoshelp.wordpress.com) – Tuomas Kostianen’s very informative blog (which covers Studio 2014 as well).
- [Nora Díaz on Translation, Teaching and Other Stuff](#) (noraDiaz.blogspot.co.uk) – Many helpful posts on various uses of Studio and on translation.
- [Translation Tribulations](#) (www.translationtribulations.com/search/label/Trados) – Kevin Lossner writes about translation technologies (although more on memoQ than Studio) and many other translation topics.
- [About Translation](#) (www.aboutranslation.com) – Riccardo Schiaffino’s knowledgeable blog on a large number of translation-related topics.
- [SDL Trados Studio Troubleshooting \(unofficial\)](#) (studio-troubleshooting.blogspot.se) – Sébastien Desautel’s sparsely occurring but very knowledgeable help on specific issues.
- [Claudia’s Translation Blog](#) (www.hispaniclanguages.com/blog/tag/trados) – Practical advice and tips from Claudia Alvis; many video tutorials.
- [Beyond the Words](#) (dorotapawlak.eu/blog) – Dorota Pawlak gives lots of advice in particular on the translator’s use of computers – and not least on the use of Studio.
- [21<sup>st</sup> Century Translations](#) (english-german-translation.blogspot.se) – Gabriel Brunner on “all things translation, online marketing, technology, and some personal stuff”; very much about SDL Trados.

This list can also be found at the [SDL Trados Studio Manual site](#), where it is continually updated.

### **More on the Studio Help**

Last but not least, note that in every dialog box you can use F1 (or the Help button to the right or to the left at the bottom of the box) to arrive at the help page relevant to that dialog box. (If instead you arrive at the very first Help page, try “Access local help files”; see below.) Very useful, since the Help function as usual will very quickly make you lost as soon as you try to follow more than one or two links; and the same topic is often treated in several different places and in different ways. I can, however, recommend a study of the chapters [Introducing SDL Trados Studio](#) (in particular the [Screen Layout and Functionality](#) and [Key Concepts](#)), as well as the [Getting Started](#) pages, which are good for beginners. Also I have to say that with each update, the Help gets better and better, even if SDL stubbornly sticks to the “About...” and “How to...” formats in many of the Help topic headings.

You can even access the same help pages directly via the net: [Welcome to SDL Trados Studio 2014 help](#).

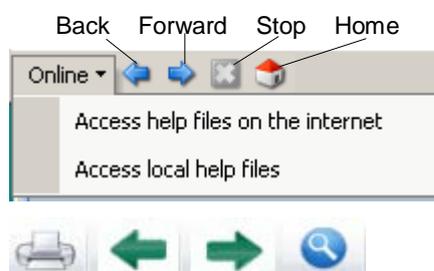


An excellent function is that you can search (but only online) not only in the Help texts but also in *GroupShare*, *MultiTerm*, *TMS* and the *Knowledge base* (see above). You can select each of these categories – as well as *All* – as required.

It is not possible to limit the search to an exact expression, but since the Help is available online, you could try to search the Internet for the specific expression you want. If you see the word “Show” at the top left of the screen where you arrive, you may, by clicking it, arrive at the complete Help screen, with Contents column, etc. This way of reading the Help has the added advantage that you can use the usual browser mechanisms (and the mouse buttons, if you have that type of mouse) to navigate between the Help pages.

- General notes on the Help function:** The Help status bar is at the *bottom* of the navigation pane (see figure at right).

On top of the window you will find **Print**, **Back/Forward** and **Search** buttons.



Back and Forward navigation can also be done with **Alt+LeftArrow** and **Alt+RightArrow**.

The navigation field at left in the Help window is pretty narrow, and when you point to the vertical separation line, no double-arrow shows. But point to it anyway, press the left mouse key and just pull!

# **PART II – BASICS**

**Information that you need even if you intend to use Studio without its more sophisticated functions.**

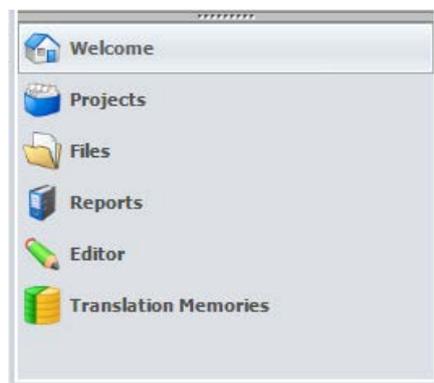
# 3

## User interface overview

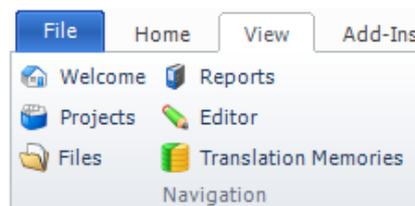
### The views; the ribbon

#### The views

Studio's user interface is organised in *views*, where each view groups functions which are more or less specific to that view (although the overlap is considerable). The names of the views – *Welcome*, *Projects*, *Files*, *Reports*, *Editor* and *Translation Memories* – tell us exactly what they are for. You go from one view to another either in the view navigation field at bottom left in the Studio window:



Or via the View ribbon (the View tab at the top of the window):



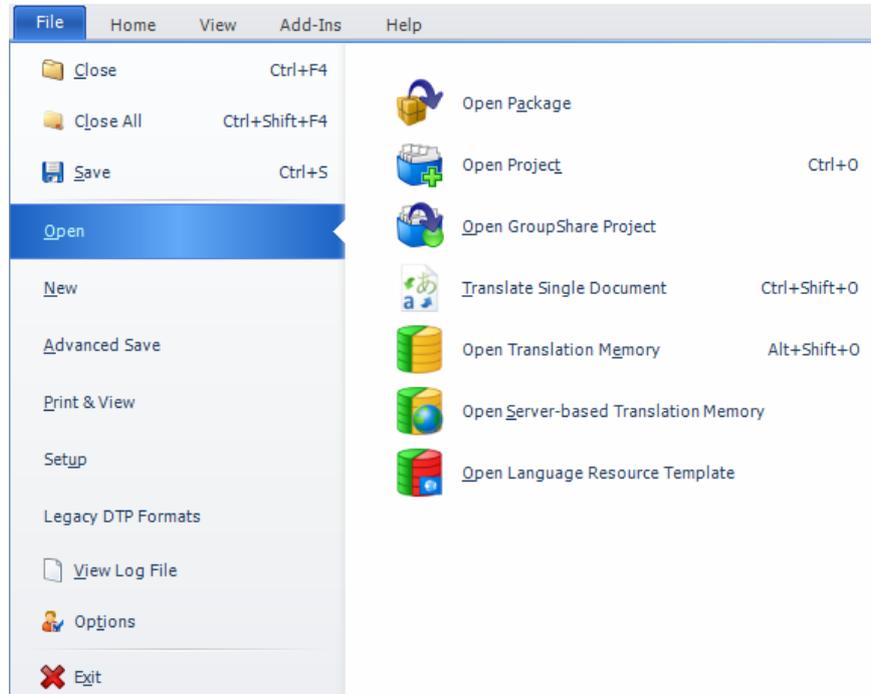
#### The ribbon

The traditional menus have been replaced by the MS Office-style ribbon. Many users feared it would be detrimental, but the fact is that the context-sensitivity and the concept itself makes for a quite intuitive and comprehensive at-a-glance overview of relevant options and functions.

An example. This is the ribbon you will use the most – the Home ribbon in the *Editor* view (as for views, see below):



The **Home** ribbon in any view contains the most basic functions for the specific view. All views contain the ribbons **Home**, **View**, **Add-Ins**, and **Help**. The latter two are the same in all views; the **Add-Ins** ribbon is presented below and the **Help** ribbon on p. 8. In addition, there is the **File** tab, which gives access to the common basic functions such as those for **Open**, **Save**, **Setup...** – an example:



Why is this just an example? Because the options in the right-hand pane vary with the selected left-hand option.

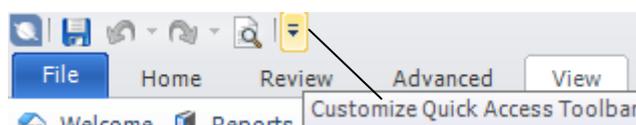
The **File** options are the same in all views except that in the *Editor* view, it also contains **Recent Documents** and **Save Target As** (if applicable).

**Note:** Due to the workings of Windows, the keyboard shortcuts given at far right do not work when the **File** “ribbon” is open.

In the *Editor* view, there are two extra ribbons in addition to the ones mentioned above: **Review** and **Advanced**.

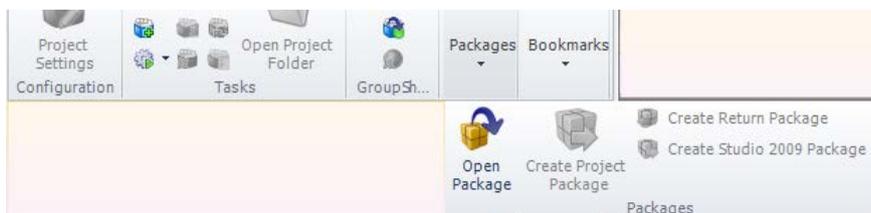
Each ribbon and its functions is shown in this manual in the description of the respective view. (This is in case you are reading the manual in paper form without recourse to the screen, and also so that you will be reminded of the available functions.)

- ⦿ **Minimise the ribbon:** You can minimize the default ribbon view with **Ctrl+F1** or by selecting either the up arrow in the top right-hand corner of the Studio window or opening the **Customize Quick Access Toolbar** at the top left and selecting **Minimize the Ribbon**:



The minimized look shows only the tabs, but as soon as you select a ribbon, it is rolled down (and covers what is underneath). You roll it up again with the **Alt** key or by clicking somewhere in the window.

- ◎ **Reduced ribbon:** If you are working with a small screen or otherwise need to reduce the Studio interface space, the ribbon reacts by either displaying only the icons (their names are shown when you point to them) or the command group. In the latter case, the full group is shown when you click the group name.



### Keyboard shortcuts

There are keyboard shortcuts to the ribbons (as well as the Quick Access toolbar at the top of the Studio window: or ). They consist of **Alt** (or **F10** if the right hand is better suited) plus a letter (or a figure 1–4 for the icons above); the letters are shown when you press the **Alt** or **F10** key and are as follows: F – File, H – Home, R – Review, A – Advanced, V – View, D – Add-Ins, E – Help. And note: once the letters are shown, you don't need to have the **Alt** (or **F10**) key pressed to use the shortcut.

A curiosity is that if you place the cursor above the ribbons and rotate the mousewheel, you will browse through them.

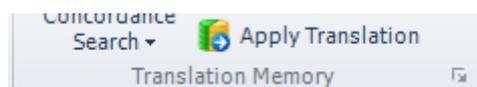
The concept of showing shortcuts when the **Alt** key is pressed is taken much further; see the section on keyboard shortcuts on p. 24.

**Note:** This quite clever idea has, however, the minor drawback that the former **Alt+1**, **Alt+2**, etc. shortcuts for inserting TM matches no. 1, 2... no longer have those functions (although the new ones probably can be reconfigured) and are now replaced by **Ctrl+1**, etc. The same, of course, goes for any shortcuts you may have privately configured and which are now taken by the ribbon handling.

The names below the functions (in the ribbon on the previous page, Configuration, Clipboard, File Actions...) are called *group* names (Microsoft convention), and so a command path is denoted, in this manual as in most other places, **Ribbon name > Group name > Function name**. E.g. Home > Translation Memory > Concordance Search.

### Dialog box launcher

There is also the *dialog box launcher* (the “Quick Launch toolbar” in Microsoft vernacular) – a small symbol at the bottom right of some groups:



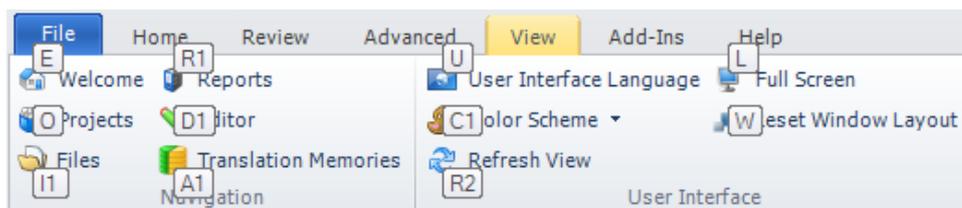
Clicking the launcher opens a settings dialog box for that particular group – often the **Options** dialog box with an appropriate selection made, but sometimes other dialogs (such as **Insert Tag** for the **QuickInsert** group).

## Ribbon and function navigation

You can move between the ribbons and their functions in a number of ways:

*Ribbons:* Apart from the shortcuts mentioned above, you can move between ribbons by first pressing **Alt/F10** and then use the arrow keys; also by clicking in the top part of the window and using the mouse wheel.

*Functions:* Once you have selected a ribbon via the **Alt/F10** key, that ribbon also shows a temporary shortcut for all functions, like this:



Then you just press the character/character combination shown to access that function. Fortunately, once you have pressed any key (to access a function or otherwise), the labels disappear which means that this shortcut is no longer active.

You can also move between functions on the active ribbon by first pressing **Alt/F10** and then use the arrow keys.

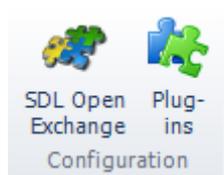


This way of navigation is in fact more useful than it might seem at first. It means that you can manage without the mouse for a whole lot of actions. Let's say that you want to perform the batch task **Export files**. You can see in this manual that the way to do that is **Home > Batch Tasks > Export files**. But using the **Alt/F10** navigation method, you just press **Alt/F10**, then (as indicated by Studio) **H** (for **Home**), then **B** (for **Batch Tasks**), then **E** (for **Export files**). All very quickly done, and the same method can be used for all command sequences. And in particular, unlike with "normal" keyboard shortcuts, *you don't have to remember a thing!*

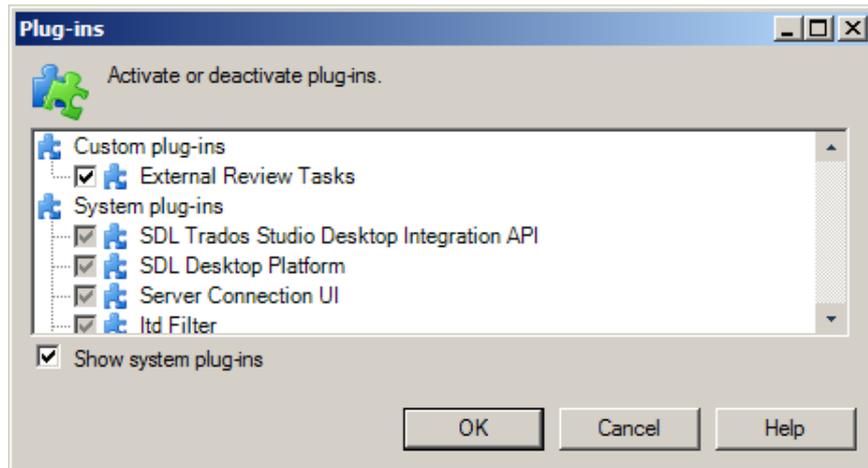
In particular, the shortcut way to open the **Options** window – which you will probably open more than any other window – is **Alt/F10+F+T** (and, as stated above, you do not need to have the **Alt/F10** key pressed while selecting the alphabet keys; just press it once).

## The Add-Ins ribbon

This is what the Add-Ins ribbon looks in all views:



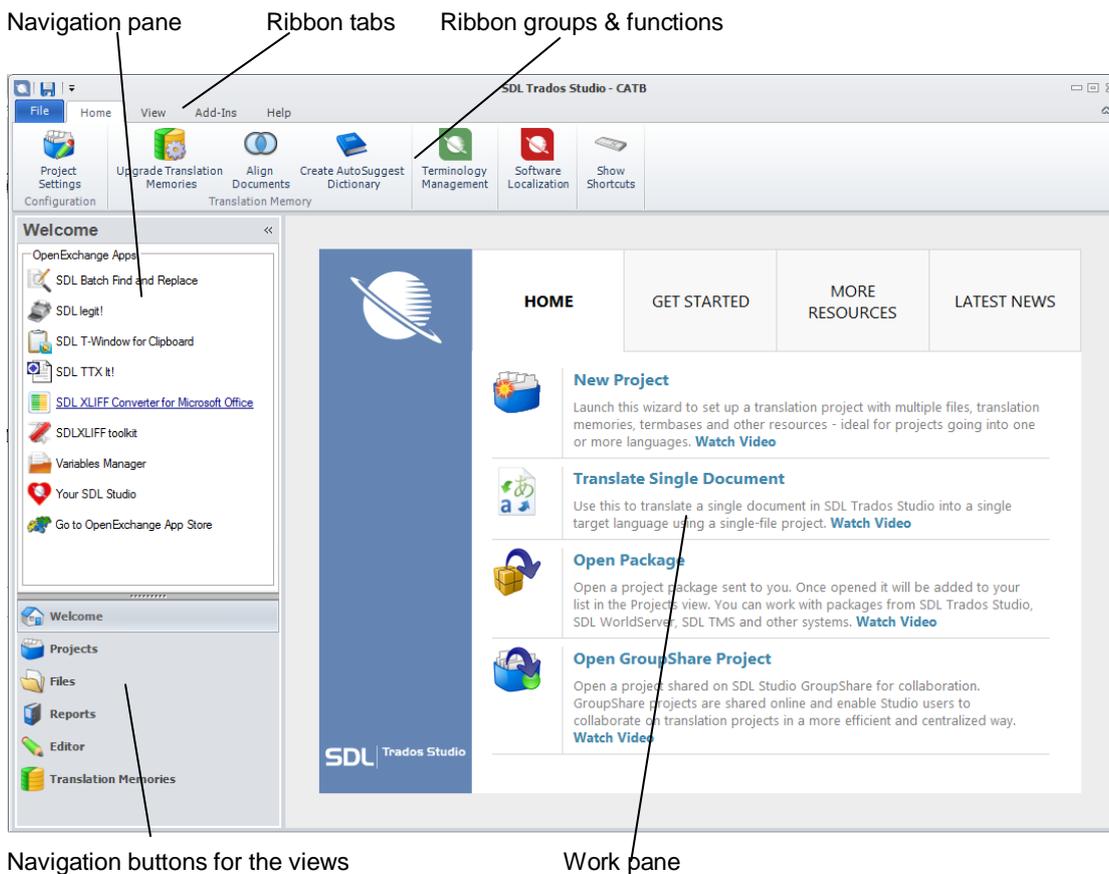
**SDL OpenExchange** is of course a link to that facility. **Plug-ins** opens the Plug-ins dialog box:



By default, only the Custom plug-ins are shown. They are external Studio apps installed on the computer, normally downloaded from OpenExchange. (The External Review Tasks is used automatically during export for external review; the reason for it being a plug-in, I am told, is that it makes it easier to introduce changes.)

## The Welcome view

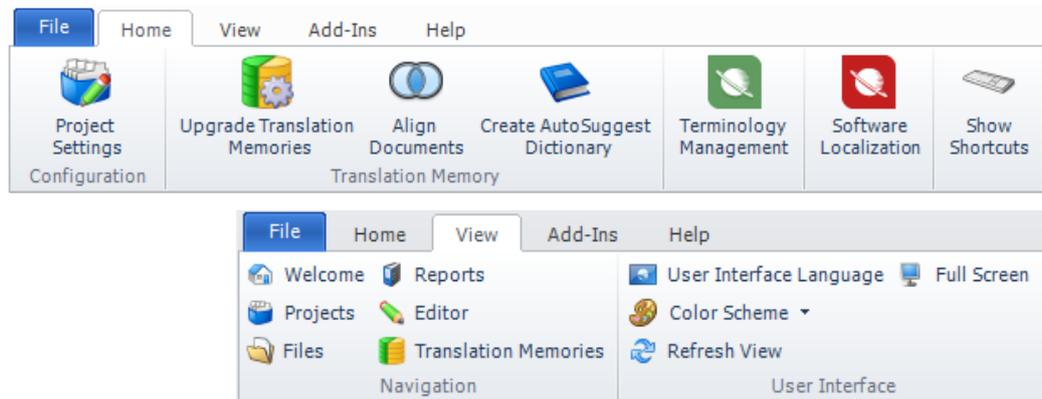
The first time you start Studio, you will see the *Welcome* view:



This view is a bit different from the others in that it does not relate to any project or file; thus the navigation pane is given up to a list of the installed OpenExchange applications, which can be activated here.

## Ribbons

The Home and View ribbons are – as always – specific:



## Work pane functions

The work pane in the *Welcome* view contains four tabs: HOME, GET STARTED, MORE RESOURCES and LATEST NEWS. The latter three are described in the Help section (p. 8). The HOME tab contains the following functions.

- **New Project** leads to the start of a new translation project; see p. 71.
- **Translate Single Document** means “start translation of a single document without creating a project”; see p. 136.
- **Open Package** refers to the work method where a project manager assembles a package with all relevant material and sends it for translation to one or more freelance translators, who, when the job is completed, sends it back in the form of a package. See p. 103.
- **Open GroupShare Project** refers to the function for centralised cooperation between translators (and reviewers) using a common server. It is a new SDL product – GroupShare – which is sold in different combinations, using new versions of the old products as well (Project Server, TM Server, MultiTerm Server). The relation between Server Projects, GroupShare, etc., is perhaps not crystal clear. Group Share, however, is a server-based solution for projects, TMs and termbases together. The exchange of projects is the new thing; TM and MT server are still the same as for Studio 2009. GroupShare gives the project manager the possibility to store projects on a server and assign rights for translators to work on it without exchanging any packages: they just connect to the server. Such a connection can also be made to a subfolder which the project manager has created at the main website (this applies to MultiTerm as well). The translator may work online or offline. When (s)he works online, the project manager can see the advancement of the project. This solution has been designed for small

companies with a few translators and is not included in Studio but has to be bought separately. Working with GroupShare projects is not covered in this manual, but freelance translators engaged in such projects will find extensive instructions in the Help (available here as well: [Working with GroupShare Projects in an Online Workflow](#)).

GroupShare team members can work in SDL enterprise products, including WorldServer, TeamWorks and TM Server (TMS). For that, the freelance translator only need the special Studio editions *Starter* or *Express*.

## Customising the work pane options

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There is an OpenExchange application called [Your SDLStudio](#) which you can use to add, delete and change the order of the entries shown under the MORE RESOURCES tab. A brief instruction accompanies the installation software. For reasons too complicated to dwell on here, you have to install it as administrator (right-click and select Run as administrator). Note: The **Intro** field is the brief presentation text that is shown beneath the header.

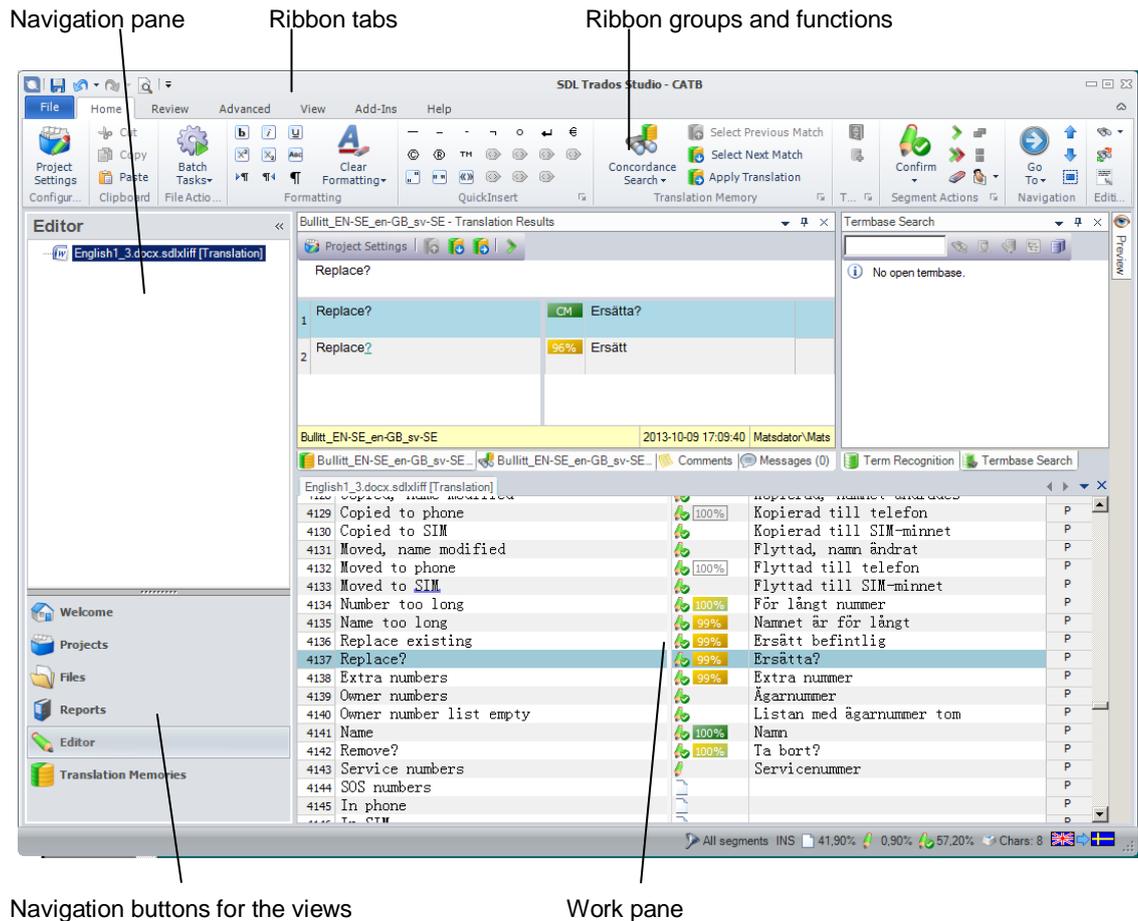
## Customising the navigation pane

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With another OpenExchange application, [Menu maker for SDL Trados Studio 2014](#) (from Tom Imhof, [localix.biz](#)), you can add, delete and also change the order of the items in the navigation pane. (As the list is alphabetically ordered, you need to number the items if you want another order.) It's very simple to use. Just remember you must restart Studio before the changes take effect.

## The main Studio window

Once you have begun working with Studio, you will normally upon starting the program be met with the main Studio window. Here is the *Editor* view – the one you will use the most – as an example:



The ribbon tabs, ribbon groups/functions and work panes are context-sensitive and depend on which view is open (although all views except the *Editor* view has the same ribbon tabs: *File*, *Home*, *View*, *Add-Ins*, and *Help*).

All in all, this is, to my mind, a successful way of accommodating the control of the very large number of features that are included in Studio.

You can switch between all panes and open documents with **Ctrl+Tab** and **Ctrl+Shift+Tab** (the difference is the direction in which you go). See p. 144.

## Customizing the views

As well as rearranging the work panes (see below), you can make changes to the look of the user interface window.

- ③ **Navigation panes** (including the view buttons) can be minimized by clicking the double arrow in the top right corner (and maximized again by clicking the corresponding double arrow).
- ③ **Color scheme:** With **View > Color Scheme** (or **Alt/F10, V, C**), you can switch between Office 2007 Blue (default), Office 2007 Black and Office 2007 Silver.

As usual in a Window program, you can resize all working areas by pointing at a division line until the  symbol is shown – press the left mouse button and drag.

Studio can detect high DPI settings. This means that if the display size is increased, Studio will automatically be adjusted to optimal zoom level for the current DPI setting.

## Rearranging the work panes

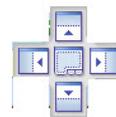
If the pane has a pin symbol next to the **x** in the top right-hand corner, you can move it freely to other places on the screen (or screens): drag it by its title bar. However, if you simply drag it, you will also drag the all the panes that are indicated by the tabs below the one you are dragging. If you want to drag *only* the pane that is open, you have to first select the **Floating** alternative from the ▼ menu.

Possible actions:

- ▼ Opens a menu with options **Close**, **Floating**, **Auto Hide**. (The same menu is opened if you right-click the pane’s title list – which can be useful considering that the ▼ icon is not there all the time.)
-  **Auto Hide** (same as the menu alternative): The pane (including “sub-panes”) is hidden and is replaced by tabs above the pane. It is shown when you point to the tab. You stop Auto Hide by clicking  again.
- x** **Close**. (Open again from the **View** menu.)

**Note:** The symbols   have other meanings (Pin and Unpin) in a floating pane. However, I have not been able to discover the difference between pinned and unpinned; a pinned window can be moved in the same way as an unpinned one.

The symbols that you see (on the right) when you drag a pane work like this: when you drag the pane so that the cursor points to such a symbol, and you release the mouse button, the pane jumps to the position indicated by the symbol and also indicated by the dark shadowing of that position when you move the cursor over it. (The middle symbol means that the pane will take up the whole area, i.e. it will be added as one or several tabs at the bottom of it.) Note that these positioning symbols are active only inside the Studio window, but you can move the pane also outside it, for instance to a different screen.



Double-clicking the title bar of the pane, or right-clicking it and de-selecting **Floating** will get various results depending on its latest movement.

- ⦿ **Restore all panes to their original positions:** Press **View > Reset Window Layout**.

**Note:** The rearrangement that you have done is retained in the user profile (see p. 66) that is active at the time.



Paul Filkin gives a detailed description of what you can do with these nice functions in his *multifarious* blog post, [Moving Windows](#).

# 4

## Keyboard shortcuts

Keyboard shortcuts are ergonomic and should be used as much as possible. And Trados lets you can customize the shortcuts.

There are shortcuts for the following categories:

- All Views (shortcuts common to all views)
- Category Window (don't know what this is for)
- Editor
- Editor: QuickInsert Toolbar (which is really the QuickInsert *group*; for formatting and some special characters; see p. 193)
- Editor: TM Window (for handling search results and TM matches)
- Files (file handling; default state: no shortcuts)
- Projects
- Reports
- Translation Memories

The shortcuts depend on which user profile (p. 66) you are using. There are slight differences between the default and the SDL Trados profile shortcuts; considerably more between the default and the SDLX shortcuts. In this manual, those differences are noted wherever they occur; they are also reflected in the shortcut lists in the annexes.

- ◎ **View shortcuts:** There are two ways to do this:
  - In the *Welcome* view, go to **Home > Show shortcuts** (or **Alt/F10, H, H**). A windows opens where you can scroll through all shortcuts, and for each one the corresponding icon is shown. You can also print this list.
  - Open **File > Options** (or **Alt/F10, F, T**) and expand **Keyboard Shortcuts**.
- ◎ **Change, delete or create a shortcut:** Open the shortcut window (**File > Options** (or **Alt/F10, F, T**) > **Keyboard Shortcuts**) and select the desired category. Locate the action in question and change/delete the existing key combination or add a new one. If you try to assign a shortcut which is already in use, the row will be highlighted in red and you will have to try another one. If you point to the red area, you will be told to which action that shortcut is assigned. (It is alright to use the same shortcut in different categories except for conflicts with **All Views** or conflicts between the three **Editor** tables.)

**Note:** The specific shortcuts, using the **Alt** and **F10** keys, for navigation among the commands on the function ribbons (p. 17), are not listed in the **Keyboard Shortcuts** list that you open via **Options** (see

above). This means that the combinations **Alt/F10** plus the figures 1–4 and the letters A, D, E, F, H, R, and V, although they can be assigned, will no be functional for anything but these defaults.

- ☉ **Reset shortcuts:** Click the **Reset to Defaults** button. This applies only to the category that is open.

Specifically, the shortcut to close Studio is **Alt+F4**.



In Annexes A–K you will find lists, sorted according to the above categories, of all functions to which shortcuts may be (or are) assigned, and with the default values given. You should in fact *study these lists*, because you are likely to find functions there that you did not even know existed. (Annex F lists all shortcuts already used in All views and the *Editor* view, which means that they are not immediately available if you want to create new shortcuts or change existing ones.)



And if, like me, you prefer the shortcuts **Ctrl+Del**, **Ctrl+Insert** and **Shift+Insert** for cutting, copying and pasting, respectively (normally available in all Windows-based applications), then that can of course be arranged by changing them as described above – except that for no known reason it is not possible to assign **Shift+Insert**. However, Paul Filkins figured out how; you can read about it in the Tradostudiomanual blog post [Ctrl/Shift shortcuts for cut, copy and paste](#).

**Note:** Because of Windows quirkiness, **Ctrl+Alt** works like **AltGr**. This means that certain **Ctrl+Alt** combinations will give strange results if you assign them as shortcuts. Here are some common combinations that you should avoid, because (a) such a shortcut will result *both* in the required action *and* insertion of the corresponding **AltGr** character, and (b) trying to insert the **AltGr** character in question will also initiate the option associated with the corresponding **Ctrl+Alt** shortcut.

Ctrl+Alt-character	AltGr-character
2	²
3	³
7	{
8	[
9	]
0	}
local key	\
local key	@
local key	€
local key	~
<	

“local key” means the key on the respective keyboard (it varies with the language). And some language keyboards have many more **AltGr** characters where this applies.

# 5

## Specific Studio concepts

Some concepts have been introduced in Studio which are intended to aid you in your work by letting you assemble various collections of settings (with a more or less logical relationship to each other), and name those collections so that you can easily reuse them as you see fit.

The *package* concept is different from the others in that it relates to what a language service provider (LSP) company does. The *project* concept is forced on you in a gentle way in that it collects all files and settings that you need for the job anyway. The other concepts are there for you to use if you want them. Brief introductions to them all follow here; you will find detailed instructions later in this manual.

### The “Project” concept

In Trados Studio, all files you use are managed as part of a project. It includes the source, target and TM files, as well as any dictionary files, AutoSuggest files, etc.; you can also include other relevant files, such as reference material. Creating a project may entail some extra work at the beginning of a job, in comparison with the old Trados, but it has the advantage that once this is done, everything is kept together, and if you switch between unfinished jobs, you always know which files are associated with the source & target files in question and have immediate access to them.

However, if the new job consists of only one document, you do not *have* to create a project. You can simply open the new source document, whereupon you will be asked to assign a TM (new or existing). As soon as you have done that, a project is also automatically created, with the same name as the source file. If you’re pretty certain it’s a simple, one-off job, this may be the simplest way. If you foresee a recurring client, with a specific dictionary, reference files, etc., then it may be advantageous to begin by creating a project. In many cases, this is a simple procedure which can be based on a standard project template of your own creation.

For more views on this, see p. 139.

Associated with this concept is the concept of *project translation memory*. Such a memory stores exclusively translation units related to the project you are working on – in particular for the purpose of exchanging TM data with other translators, and for avoiding entering non-reviewed translation units in the main TM. See p. 170.

## The "Project template" concept

A project template is a collection of project settings to use for example for a specific customer, language combination, or technical area. The settings concern options such as:

- language pairs, with associated selection(s) of TMs, TM settings and termbase(s)
- settings for the handling of specific file types
- verification settings

Obviously, you can have several project templates stored (but you can also make any necessary settings at the start of, or during, the work on a project). If you want to make use of this facility – which may certainly be useful as you become more acquainted with Studio – see p. 98.

## The "User profile" concept

A user profile is a collection of all settings defined in the **Options** dialogue box. There are an enormous number of settings such as (never mind if you are not familiar with all of these concepts; this is just to give a general idea):

- those used for spellchecking
- the default language combination
- settings for the AutoSuggest function
- how and when to show the concordance search window
- what keyboard shortcuts to use in what contexts
- what TMs, termbases, AutoSuggest dictionaries to use with what language pairs
- verification settings
- the visual presentation of the user interface

You can define multiple user profiles (but only use one at a time), e.g. for specific customers. You can also export them, e.g. for use on other computers.

For more information on the user profile, see p. 66.

## The "Project package" concept

A project package is a set of files and settings deemed necessary for a certain translation project, prepared by an LSP or other agent prior to translation. It may contain source files, reference files, one or more TMs, one or more termbases, AutoSuggest dictionaries, word count reports, etc.

The freelance translator does not create the package but may receive it and, if so, will prepare a return package when the translation is finalised. See p. 103.

A package may also be intended for review. It is opened and returned in the same way as the translation, but obviously the task performed is different.

# **PART III – QUICK GUIDE**

What you need to know to get started.

# 6

## Basic use

By “basic use”, I mean this:

- ❶ You receive one or more source files in a relatively standard format from the client. You may or not receive a translation memory (TM) – if you don’t, you will either use an already populated TM of your own, or you will create a new one from scratch for this particular job. You may also want to use one or more other TMs to search for so-called concordance hits, i.e. translation units (TUs; a TU basically consists of a source text segment together with a corresponding target text segment) where the desired particular term or expression is found and you also see the context (since you see the whole TU).
- ❷ Finally, the client may provide you with a terminology database, or you may have one of your own which you think is suitable for this particular job, or both (you can use several such databases), or neither.
- ❸ You open the source file(s) and translate, using all the “normal” actions common to almost all CAT tools and some actions which may be particular to Studio.
- ❹ When the translation is finalized, you check it on-screen or – normally, if it’s not a very small job – make a printout of source and target texts for review and proof-reading (preferably, of course, by a colleague). You then import any changes that need to be done, export a target file and update the TM.
- ❺ When this is done, the job – the target file, or the bilingual work file if the client so desires and you agree to this – is ready to be sent to the client.

The quick guide covers all the above (including upgrading of legacy – old format – TMs but excluding conversion of legacy or non-Multi-Term terminology databases) but without the numerous frills and niceties which Studio provides. For that, see the rest of this manual. (It is my experience that if you are familiar with the basic 10 percent of the functions of any CAT tool, you can handle 90 percent of the jobs. Well, some say 20-80, but you get the gist.)

# 7

## Workflow

### One source file only, no initial creation of a project

See page 71 for details of the project concept. For just one source file, you don't have to create a project. There may, however, be advantages in doing so (see p. 137). If you decide to do so, skip to step 2 in the next section.

- ❶ Decide on what TM(s) to be used. If you need to create a new one, you can do it beforehand (p. 277) or during the TM selection in this process (where you can also upgrade for inclusion legacy – old format – TMs). Also decide on any terminology databases and AutoSuggest database (p. 207) to be used.
- ❷ Open the file: Ctrl+Shift+O (or File > Open > Translate Single Document in any view). You get to choose a TM if the suggested one (according to the default project template; see p. 98) is not suitable. A project is created automatically.
- ❸ Translate.
- ❹ Review and proof-read.
- ❺ Finalize (or just generate a target version; p. 63).

### Several source files, with project creation

- ❶ Decide on what TM(s) to be used. If you need to create a new one, you can do it beforehand (p. 277) or during the TM selection in this process (where you can also upgrade for inclusion legacy – old format – TMs). Also decide on any terminology databases and AutoSuggest database (p. 207) to be used.
- ❷ Create a project (p. 71).
- ❸ Merge files if you think you need to (p. 77).
- ❹ Translate.
- ❺ Review and proof-read.
- ❻ Finalize (or just generate a target version; p. 63).

# 8

## Creating a project

### Project without centralised resources

(This means you have everything on your own computer. For more on “centralised resources”, see p. 37.)

- 1 Start the new project: Ctrl+N (or File > New > New Project in any view). The **New Project – Project Type** page opens. (In Studio, the various windows of a “wizard” are called pages.)
- 2 Normally you can use the default project template. A template specifies, among other things, the language combinations and the translation memory/memories to use. You will anyway be asked to assign them in later steps if they are missing/unsuitable here. (For more on templates and how to create them, see p. 98.) So click **Next**. The **Project Details** page opens.

Fill in the project name and decide on the location (it must be an empty folder; Studio automatically creates a new folder called **Project <number>** in the last folder used for projects). Other data are optional. Then click **Next**. The **Project Languages** page opens.

- 4 Enter (or change) the suggested target language(s); Studio has already detected the source language (but of course that can also be changed). You can enter more than one target language (an option mainly intended for project managers). Note that “language” here (as always in Studio) means “language variant”; i.e. “English” exists in 16 different variants, and you have to be careful to match the variants selected as source and target languages with the variants in the TM to be used.

Click **Next**. The **Project Files** page opens.

- 5 Here you add individual source files, reference files and other files which belong to the project (the **Add Files** tab; for each file you may assign or change its **Usage**). They may be contained in one or more folders or a folder hierarchy (the **Add Folder** tab). You may create one or more new folders – which are placed in the navigation pane on the left – where you can put the project files as you please. You can also add the files by dragging and dropping them from the file manager.

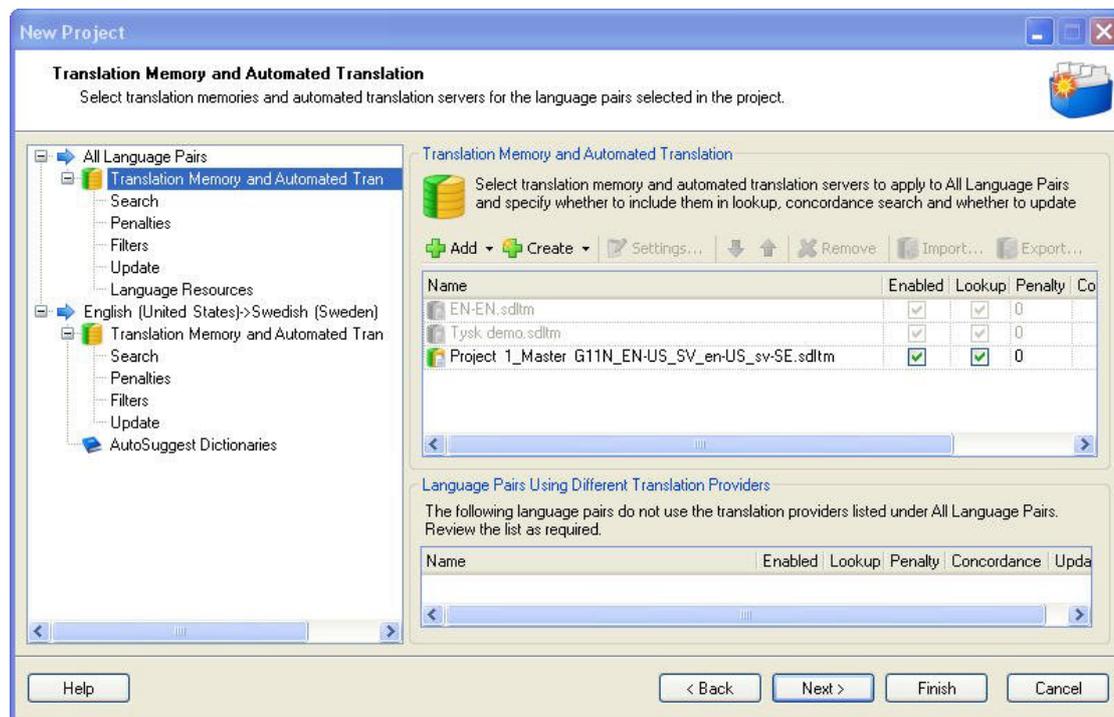
You can also merge source files, regardless of file formats, but the **Usage** type must be **Translatable**. (Don’t worry about how to “un-merge” them: this is done automatically when you generate the translated documents, so this is normally a risk-free action.) Select the files

to be merged and click the **Merge Files** tab, which takes you to the **Merge Files** window, where you give a name to the merged file – and decide on their internal order – and click **OK**. (For more on merging files, see p. 77.)



**Note:** If you want to merge files – *do it now!* You cannot do it afterwards.

Back – or still – in the **Project Files** window, click **Next**. The **Translation Memory and Automated Translation** page opens.



⑥ Here you can add and/or create TMs (under **All Language Pairs** or a specific language pair; see p. 67) by clicking the corresponding tabs. Under **Add** you will find the following:

- File-based TM
- Server-based TM (p. 328)
- SDL BeGlobal Community (p. 354)
- SDL BeGlobal Enterprise (p. 354)
- Google Translate (p. 354)
- SDL WorldServer Translation Memory (p. 357)
- SDL Automated Translation (p. 358)

**Note:** You can add legacy TMs (i.e. TMs in Trados and SDLX pre-Studio format) here. If you add such a TM, the process of upgrading it (see p. 296) will be initiated automatically.

You decide on the order in which the TMs are consulted by moving them up/down using the arrows   above the table. For each TM, you must decide on its uses: Select whether to use it as **Enabled** (the **Lookup**, **Penalty**, **Concordance**, and **Update** options then become available), **Lookup** (for searches), **Concordance** searches and/or **Update** (with

the translations in the document that you are about to translate). (For **Lookup**, **Concordance**, etc.; see p. 172 and 180, respectively.) Obviously, if you are working with only one TM, you need to activate **Enable** and the latter three options.

If, for a particular project, you do not want to use a TM in that list, you can uncheck the **Enable** box. (The other boxes stay checked if they were so before, but don't let that fool you.)

Rarely will you want to set *penalty* values for one or more specific TMs; see p. 81.

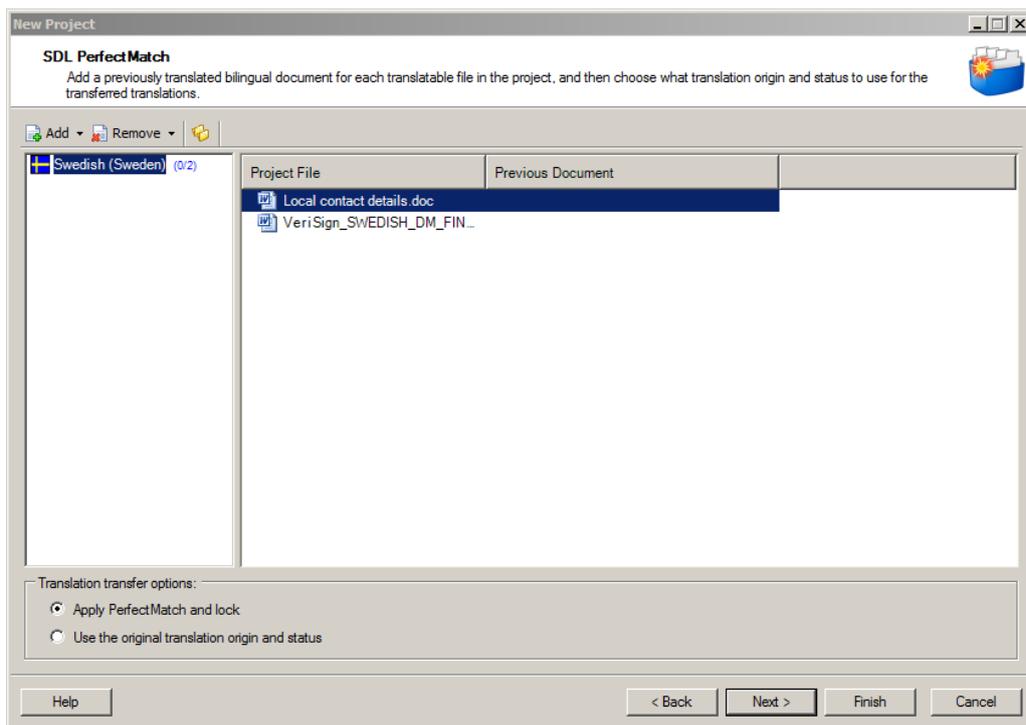
For detailed settings of **Search**, **Penalties**, **Filters** and **Update**, see pp. 81 and 176; the latter option refers to the field values which are given when the new TUs are stored in the TM during translation).

**Note:** Don't forget to verify that the **Update** option is checked if you want the TM to be updated with the new translations.

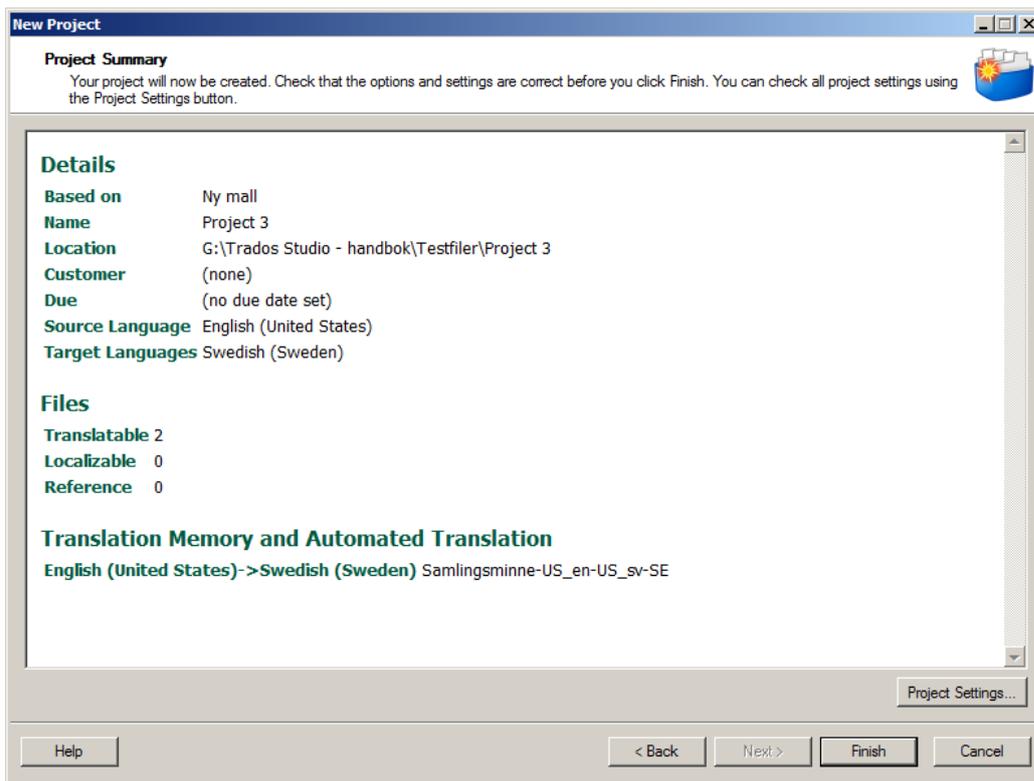
An important matter is the **AutoSuggest Dictionaries** option (p. 207), which is shown when you select a specific language combination. When you click that, you can select a dictionary if one or more already exist. If not, you can generate one. Click the **Generate** button and select an appropriate TM. (It must contain at least 25,000 translation units.)

If you have a termbase to be used, click **Next**. Otherwise, click **Finish**; see step 8. For **Next**, the **Termbases** page opens.

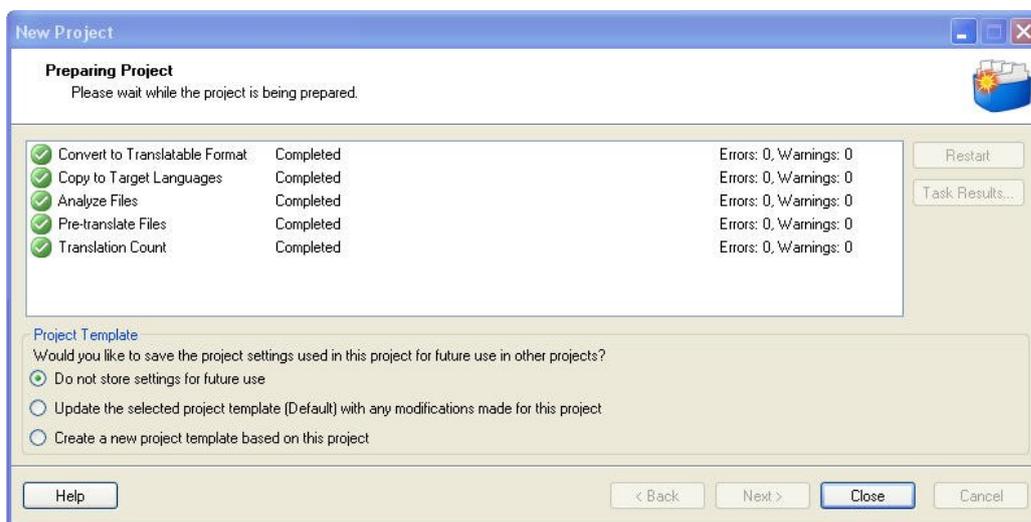
- 7 Locate a termbase – if any – by clicking **Add**. You can add several, and they may be located on local or internet-connected servers or on your local PC. Check that the **Indexes** (p. 82) for each termbase are correct (otherwise select from the drop-down lists that should be there). If you have added more than one termbase, decide on their order (with the **Move Up/Down** buttons) – the top one is the one used for terminology verification. Click **Next** if you want to use the **PerfectMatch** function (p. 176) during the project preparation. Otherwise, click **Finish**. For **Next**, the **SDL PerfectMatch** page opens.



- 8 Here you can add a bilingual file (“Previous Document”) for each document to be translated (e.g. a previously translated version of the same document). Studio will then extract translations from that file and apply them to the **Project File** during project preparation. You must choose what status to apply to such hits: PerfectMatch or whatever status (and origin) they have in the **Previous Document** used. When you’re through, click **Next** if you want to create a project TM during preparation (which you normally don’t); see p. 170. If not, click **Finish**. If you click **Next**, the **Project Preparation** page opens.
- 9 Here, the only **Task Sequence** options of interest are **Prepare without project TM** (default) and **Prepare**. If you want a Project TM to be created and populated during the project creation, select the latter. If you want to change the batch processing settings (normally you don’t), click **Next**. Otherwise, click **Finish**. If you click **Next**, the **Batch Processing Settings** page opens; see p. 88.
- 10 When you’re through with the **Batch Processing** settings, click **Next** if you want to see the **Project Summary** before the project is created:



Otherwise, click **Finish**. The **Preparing Project** page opens and the project will be prepared.



If you want to change the project template (p. 98) to one based on the project you have just created, or you want to create a new one, select the appropriate radio button. Normally, you just click **Close**.

## **Project with centralised resources via SDL WorldServer**

SDL WorldServer is an Enterprise Translation Management System designed to manage localization processes for any content, from websites to documents to software. It is designed for localization managers and their teams for the central management, automation and control of high volumes of translation projects. SDL Trados Studio can receive packages created by SDL WorldServer, which can automatically create a Studio Package. There are also some online resources you may utilize, such as connecting directly to an SDL WorldServer Translation Memory, or performing online review or editing. For these you will probably need to be given logon credentials from your customer or the company you work.

For more information on SDL WorldServer, see the online product help [The WorldServer Solution](#) and the specific [WorldServer and Studio Integration Guide](#).

There are also TM and MultiTerm “standard” SDL servers which allow centralised resources but are nothing to do with WorldServer.

# 9

## Translation memory handling

There are four main types of actions to do with translation memories (TMs).

- Create a new Studio TM from scratch.
- Export/import Studio TM data (p. 280).
- Import old (legacy) TMs (in different formats than Studio) into an existing, Studio format TM (p. 291).
- Upgrade an old TM (a TM in a different format than Studio) (p. 296).
- Maintain TMs (i.e. edit settings, etc.)

In addition, there is of course a lot to do with TM maintenance etc., but that is not basic stuff. (For that, see p. 276.)

### Creating a TM

To create a new TM:

- 1 Press **Alt+Shift+N** (in any view) or, in the *Translation Memories* view, select **Home** and the task **New**. The **New Translation Memory - General** page opens.
- 2 Create the new memory from scratch, or use the **Create From** field to browse to an existing TM on which to base it.

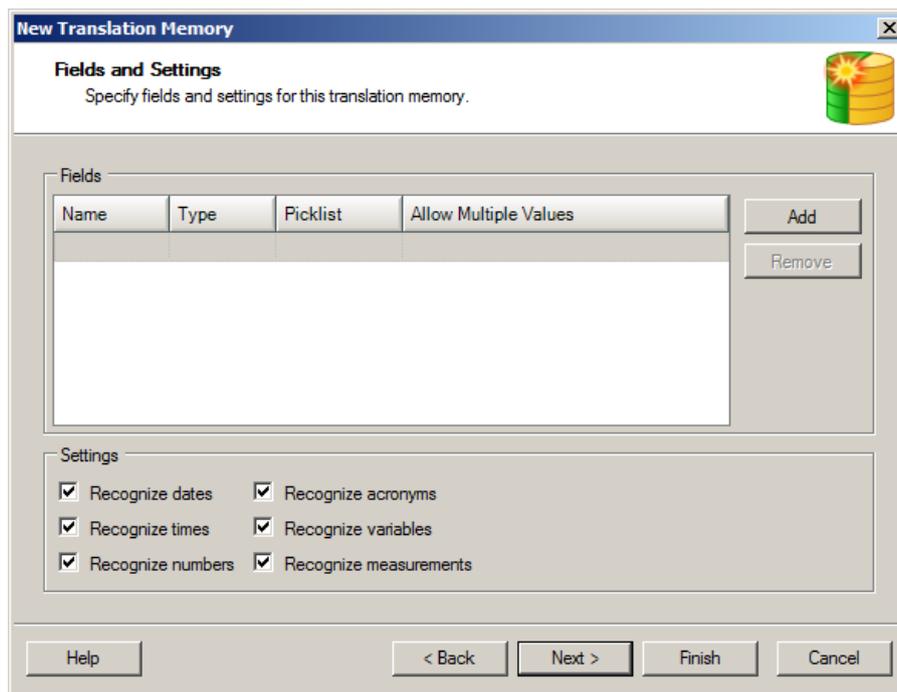
Fill in **Name**, **Location** and **Languages** (mandatory fields), plus, if appropriate, **Description** and **Copyright**.

The option **Enable character-based concordance search** means that concordance searches will be performed not only on whole words but also on parts of words as well as extensions of those parts (thus *resource* may give as results *resource*, *resources*, and *sources*). With a large TM, however, this option may mean long response times.



Note also that *once you have decided to activate or deactivate this option for this TM, you cannot change it later on*.

- 3 Click **Next**. The **Fields and Settings** window opens:



- ④ Here you can create customized fields, with settings, for the translation units (p. 283).

You can also choose to deactivate recognition of certain types of variables. “Recognition” means that they are handled as “recognized tokens” and – in these cases – localized according to the localization settings (if applicable) when transferred (automatically) to the target segment. Normally you don’t need to make any changes here. See also p. 279.

- ⑤ Click Next. The Language Resources window opens.

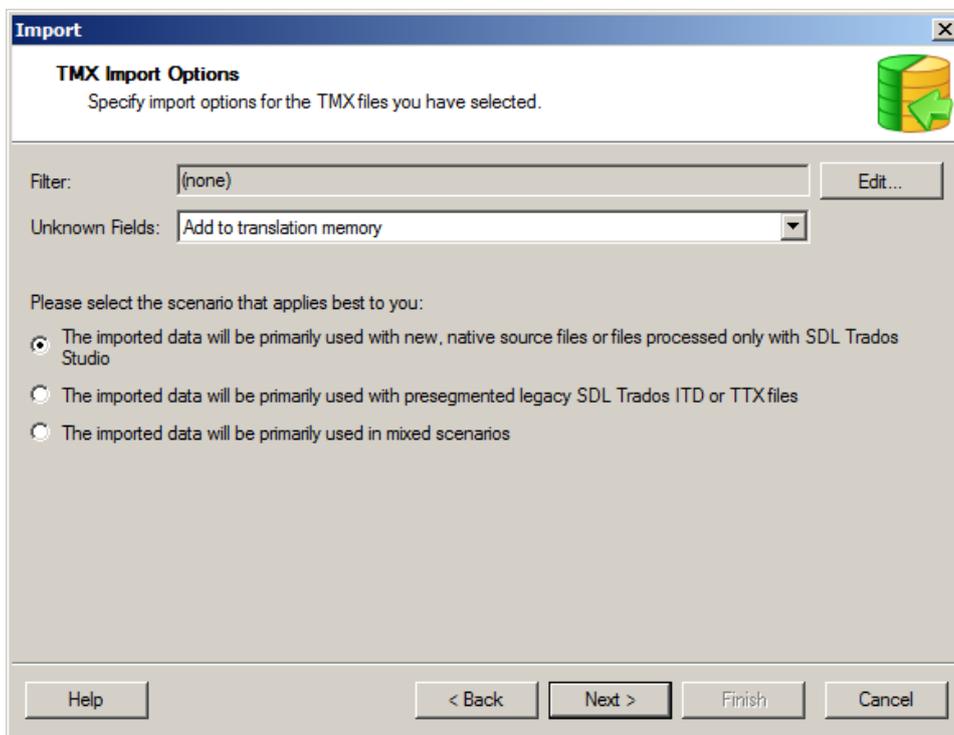
Here you can select a language resource template (in the Language Resources field), if you have created any such (p. 69). You can also edit (change, add to and delete from) the elements in the Resources field (p. 284). But for basic uses you can very well skip this altogether.

- ⑥ Click Finish. The memory is created. When the Creating window tells you that the TM is completed, click Close.

## Importing a legacy (old format) TM into an existing Studio TM

If you have a Studio TM and need to import a TM in another format (for instance, a TM in the old Trados format), this is how you do it. You cannot directly import TXT files; they must first be converted into TMX format. (Note, though, that you can use the upgrade process to effectively import TM files of various formats into a Studio TM; see p. 297.) You can, however, import bilingual files, e.g. TTX files.

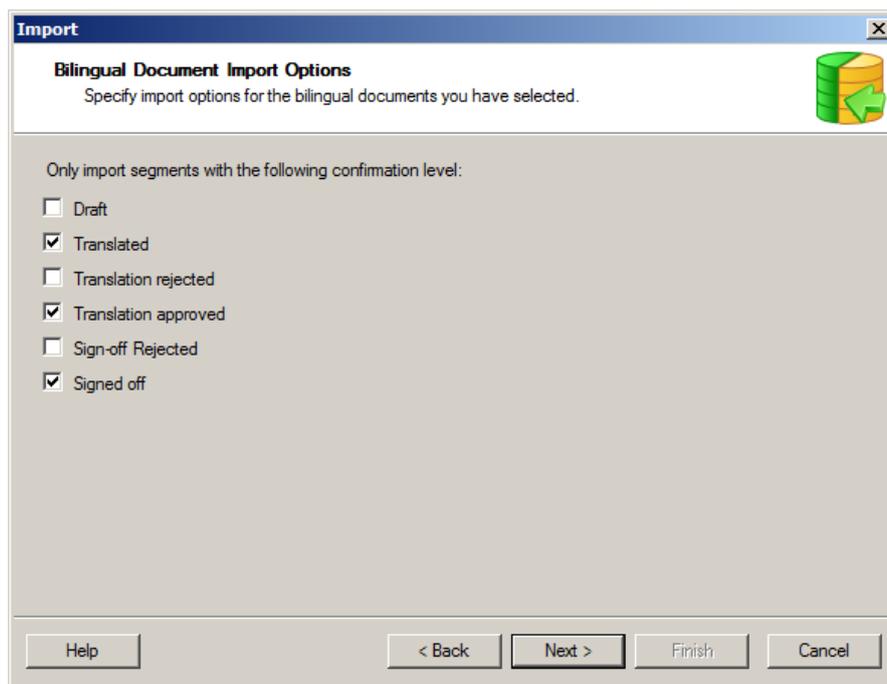
- 1 In the *Translation Memories* view, right-click the “target” TM and select **Import**. The **Import - Import Files** page opens. Click **Add Files** or **Add Folder** as appropriate and select the file(s) you wish to import. Supported import formats are: tmx, tmx.gz, sdlxliff, ttx, itd. You can mix files of different formats in this selection.
- 2 Click **Next**. An **Import** page opens. Unless you are importing bilingual files only, it will look as follows. Otherwise, go to step 5.



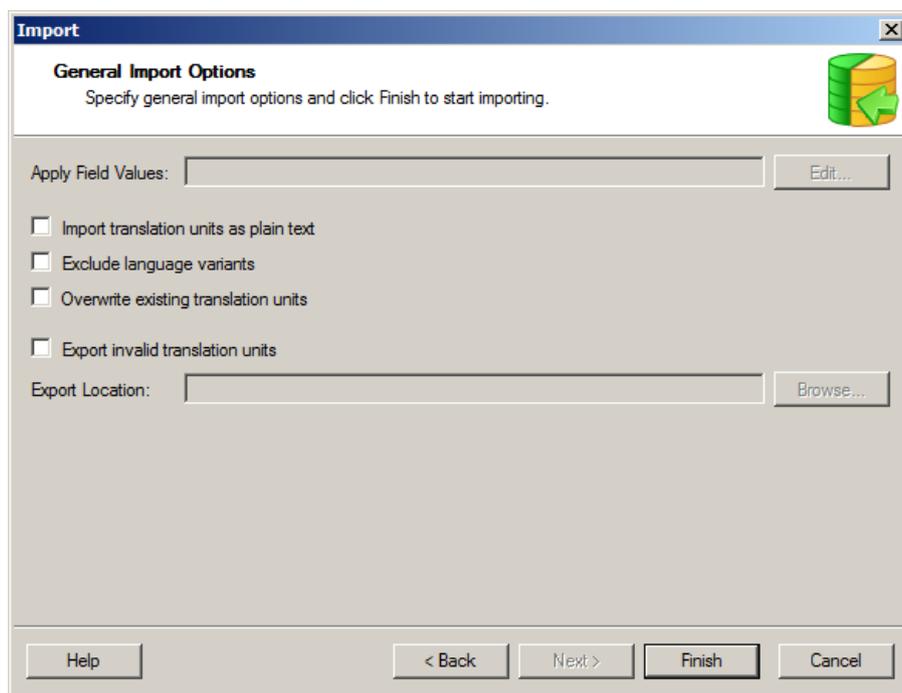
The **Filter** option (p. 324) is not normally used. The options in **Unknown Fields** are self-explanatory; the first one can usually be used without problems.

- 3 Select a scenario. Normally, you would select the first one (which strips existing formatting-related data). The second alternative retains existing TU data, and the third gives you both options at the same time. Click **Next**.

If a bilingual file, e.g. a TTX file, is among those to be imported the **Bilingual Document Import Options** page opens (otherwise it is skipped – if so, go to step 6):



- ④ Select import options (fairly self-explanatory once you are familiar with the confirmation [status] levels; see p. 161). The default options are usually appropriate. Click **Next**. The **General Import Options** window opens.



- ⑤ Here it is important to consider whether to import translation units as plain text, in which case tags (p. 198) will not be included. And if the TM to be imported contains TUs with target language variants other than those contained in the “target TM”, you may wish to prevent

those TUs from being imported (or you may of course intentionally want to import precisely TMs with different language variants).

- 6 Click Finish. The Importing page opens and shows the process and its result.

## Upgrading a legacy (old format) TM to Studio format

If you have an old format TM that needs to be converted – upgraded – to Studio format, this is how you do it.

- 1 In the *Translation Memories* view, select Home > Tools > Upgrade Translation Memories (or Alt/F10, H, U1). The Input Translation Memories window opens.
- 2 If you have one or more old TMs in one folder, use the **Add File-based TMs from Folder** tab. If you have the old files in separate places, use the **Add File-based TMs** tab (repeatedly if necessary). Or, if appropriate, use the **Add Server-based TM**. Then specify the location with **Browse**. Go to **Next**. The Output Translation Memories window opens.
- 3 Select the appropriate option (normally, of course, you only have one language pair, so that you will retain the option **Create output translation memory for each input translation memory**). Then if you want to make use of the many possible TM settings (see page 282), click **Next**, but otherwise – i.e. normally – just click **Finish**. When the process is done, you will be asked if you want to delete the temporary files. It's OK to do so.

# 10

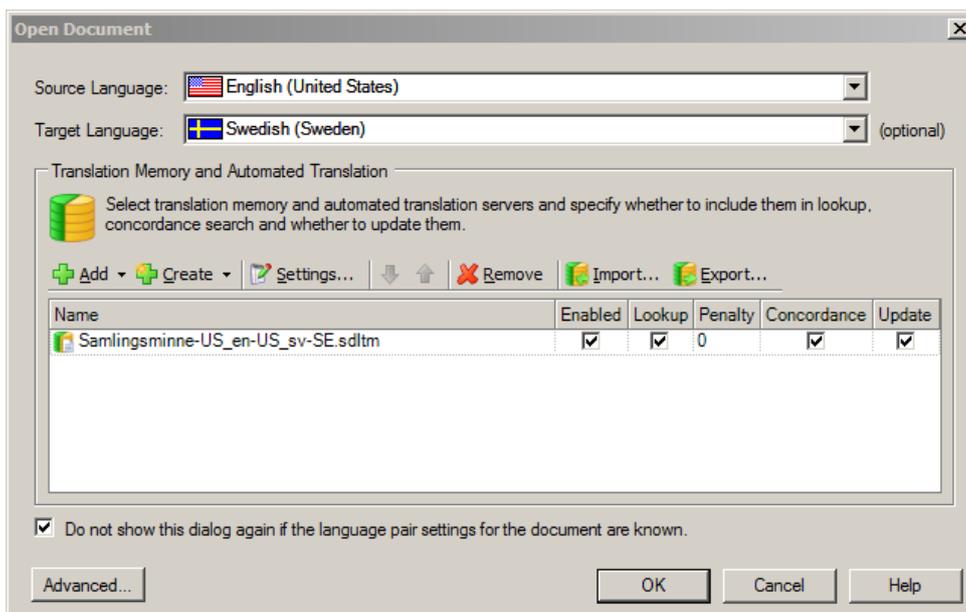
## Translating a single file which is not part of an existing project

As already stated, if the job consists of only one source file, you don't have to start by creating a project for it – that will be done automatically in the process. (When should you start a single document job by creating a new project, instead of just opening the source file? See p. 137.)

You do, however, need to know which TM you are going to use (which may involve upgrading a legacy or non-Studio TM; see p. 296; or importing old material into an existing one; see p. 291). If a term-base is to be used, you also need to decide which one; likewise, if you are going to use the AutoSuggest function (p. 207), you need to know which AutoSuggest dictionary to use.

Once these preparations are done, you are ready to start working. This is really quite a quick procedure.

- 1 Press **Ctrl+Shift+O** in any view (or select **File > Open > Translate Single Document** in any view). The familiar *Windows Open Document* window opens, where you select the document in the usual way. (You can also right-click the file in the file manager and select to open it in Studio; or you can even simply drag and drop it into the Editor window. If that is empty, drop it in the navigation pane.) After that, the *Open Document Studio* window opens:



- 2 Select **Target Language** (although the dialog box says it's optional – do it, because Studio's "guess" cannot be changed afterwards). Add TM(s) as appropriate; or create a new one (see p. 277).

**Note:** You can add legacy TMs (i.e. TMs in non-Studio format) here. If you add such a TM, the process of upgrading it (see p. 296) will be initiated automatically.

If for a particular project you do not want to use a TM in that list, you can uncheck the **Enable** box. (The other boxes stay checked if they were before, but don't let that fool you.)

Only rarely will you want to set *penalty* values for one or more specific TMs; see p. 81.

About detailed settings of **Search**, **Penalties**, **Filters** and **Update**, see pp. 81 and 176; the latter refers to the field values which are given when the new TUs are stored in the TM during translation).

When you are done, click **OK**. The *Editor* view opens; see p. 142. At the same time, your project is created, named after the source file. (But you can change that at any time, as well as the TM to be used, or add TMs, or add termbase(s) and/or AutoSuggest dictionaries. For this, select **Home > Project Settings** (or **Alt/F10, H, S**) and then select **Language Pairs** in the **Project Settings** dialog box.)

# 11

## Translating

If you have already opened a single file as described in chapter 10, skip to the *Editing* section. If not, i.e. if you are going to continue working on an existing project:

### Opening a previously saved file (or files)

If the file you want to work on is among the most recent documents you've worked with, simply open the *Editor* view, go to **File > Recent documents** (or **Alt/F10, F, R**) and select the document in question. The document opens, including all project settings (i.e. TMs, termbases, etc.).

You can of course open an SDLXLIFF file, and Studio itself, in the normal manner of double-clicking the file in your file manager window. If the file is part of a project, all associated files (TMs, termbases, etc.) will also be opened, but only this particular target file even if the project contains more than one. If you want to open the others as well, you have to do it the “normal” way.

Otherwise:

- ❶ Open the *Project* view.
- ❷ Double-click the project that contains the file(s) you are going to work on (or right-click and select **Open**). The corresponding *Files* view opens. The desired file(s) will be listed in the files list pane.
- ❸ Double-click the desired file(s). They open in the *Editor* view. If several files are opened, their names are shown on the tabs at the top of the pane.

When you close the last file which is open in the *Editor* view, that view closes and you return to the *Files* view for the project which contains that last file.

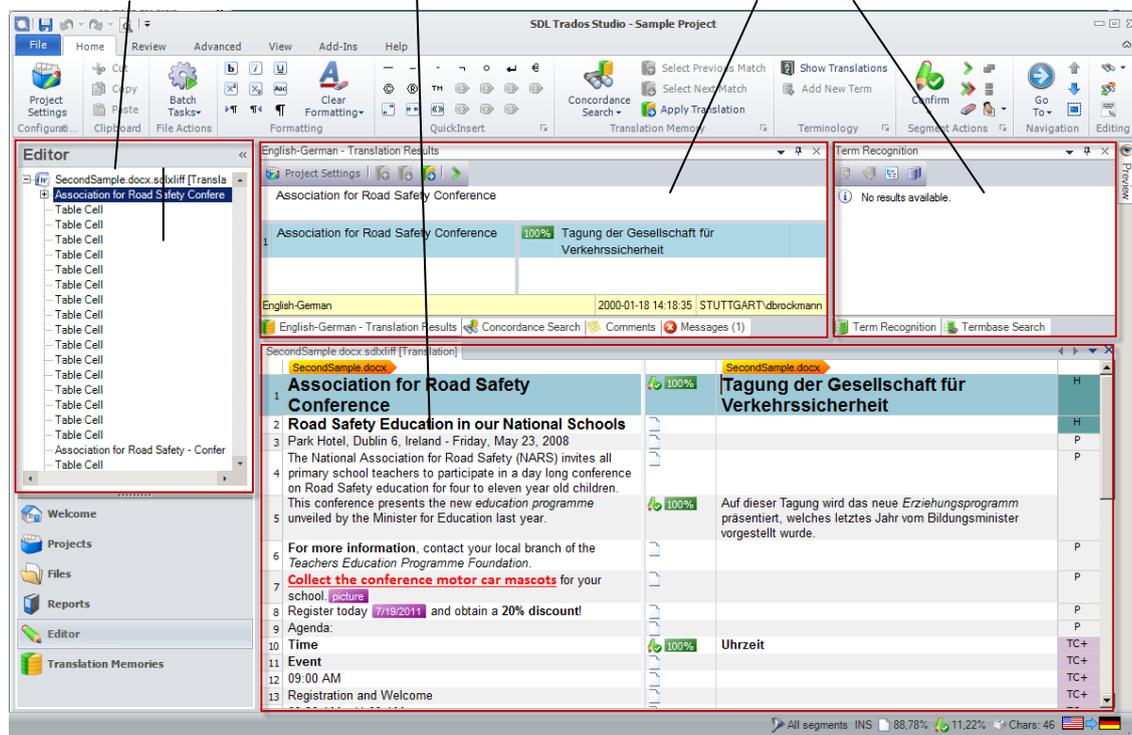
## Editing

This is what the Studio Editor window might look like:

Navigation pane

Editor pane

Function-specific panes



You can rearrange and/or close the various panes (see p. 21) – e.g. to make more room for the *Editor* pane – and you can minimize the navigation pane (click the « symbol).

You can expand the *Editor* pane to the whole screen – with the other panes except the TM lookup function pane represented by tabs – using F11. To go back, press F11 again.

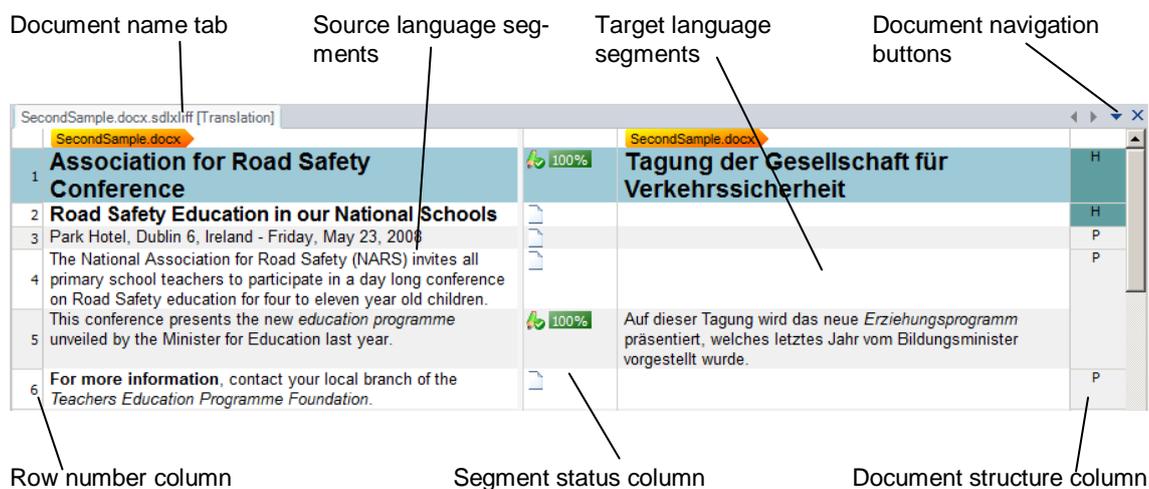
You can also switch places between the Editor pane and the function-specific panes: Go to **View > Actions > Alternative Translation Layout** (or **Alt/F10, V, Y**). You revert to the original layout with the same button.

You can switch between all panes and open documents with **Ctrl+Tab** and **Ctrl+Shift+Tab** (the difference is the direction in which you go). See p. 144.

Note that you can activate a particular function-specific pane via the **View > Information** group (as well as clicking the respective tab below the pane).

## The Editor pane

The *Editor* pane contains the following items:



(Note that the terminology is a bit confusing: the source and target segment are shown together in a *row*; i.e. the term “segment” on its own is often ambiguous.)

Of particular interest here, apart from the source and target segments, is the *status column*. Besides indicating status (see p. 161), it can be used to “filter” which segments are shown; see p. 162.

The *row numbers* can normally be disregarded; likewise the structure column (which indicates the segment’s type of text (paragraph, header, footnote, etc.)

You can *customize this pane* by selecting not to show the row number column and/or the document structure column. You can also *change the colors, fonts and many other characteristics*. See p. 146.

### Center the active row

To ensure that the active row is always at the center in the pane, select File > Options (or Alt/F10, F, T). The Options dialog box opens. Select Editor and then Center active row.

## Segment handling

You get access to many commands for segment handling by right-clicking in the row, which gives you the following options (note also the shortcuts). They will be covered separately later on in this manual.

	Cu <u>t</u>	Ctrl+X
	<u>C</u> opy	Ctrl+C
	<u>P</u> aste	Ctrl+V
-----		
	QuickPlace	Ctrl+Oemcomma
-----		
	Acti <u>v</u> ate Row	Alt+Home
	Confirm and Move to Next <u>U</u> nconfirmed Segment	Ctrl+Enter
	Change Segment Status	
-----		
	<u>C</u> oncordance Search	F3
-----		
	<u>C</u> opy Source to Target	Ctrl+Ins
	<u>C</u> lear Target Segment	Alt+Del
	<u>E</u> dit Source	Alt+F2
	<u>R</u> estore Tags	Ctrl+Shift+G
-----		
	<u>A</u> dd New Term	Ctrl+F2
-----		
	<u>A</u> dd Comment	Ctrl+Shift+N
	<u>E</u> dit Comment	
-----		
	<u>A</u> ccept Change	Ctrl+Shift+F9
	<u>R</u> eject Change	Alt+Shift+F9
-----		
	<u>S</u> plit Segments	Alt+Shift+T
	<u>M</u> erge Segments	Ctrl+Alt+S
-----		
	<u>L</u> ock Segments	Ctrl+L

See also the shortcut lists in Annex A and Annex B.

The basic editing functions familiar from Word and other office programs have the same shortcuts here; e.g. cut/copy/paste, cursor movement, selection/deletion of a word, change case (all minor case, capitalisation of first character, all capitals – for this function, you can also use **Format > Change case**), select text until end of paragraph (segment), etc.

- ⦿ **Copy source to target:** Press Ctrl+Insert or Alt+Ins. Any text in the target segment will be overwritten even if it has been confirmed or signed off (but not if it is locked).
- ⦿ **Copy all sources to targets:** Press Alt+Shift+Insert [SDLX: Shift+F4]. Only empty target segments are affected.
- ⦿ **Clear the target segment:** Press Alt+Del.
- ⦿ **Clear all target segments:** Select all segments (see below) and press Alt+Del.
- ⦿ **Clear draft segments:** Press Alt+Shift+Del.
- ⦿ **Toggle between source and target:** Press F6.
- ⦿ **Delete to end of row:** Press Ctrl+D.
- ⦿ **Delete to next tag:** Press Ctrl+Shift+D.

- ◎ **Lock segments:** One segment: Press Ctrl+L. A locked segment cannot be changed in any way. (The same command unlocks a locked segment.) Several segments: Select them – see below – and press Ctrl+L. They all get the same locked/unlocked status which is decided by the last selected segment: if it is unlocked, all selected segments will be locked, and vice versa. This is regardless of whatever status the individual segments have.

### Confirm a translation

A translated segment is *confirmed* when you finalize it with Ctrl+Enter [SDL Trados: Alt+(num)+]. The translation unit is then entered into the TM and *the next unconfirmed segment* is activated. (All locked segments are ignored regardless of translation source.) The confirmed status is indicated in the status column by the 🟢 symbol. (If you go to next row by simply pressing the down arrow key, the translation will remain unconfirmed and nothing will be entered into the TM.)

Sometimes you need to *confirm the translation and just go to the next segment*. Then press Ctrl+Alt+Enter. (It may happen that the ribbon shortcut letters and digits are activated, which may cause problems. You can avoid that by using AltGr+Enter instead, or pressing either Ctrl or Alt slightly before the other.)

You can also *confirm the translation and stay in the same segment*: press Ctrl+Alt+Shift+Enter.

You “unconfirm” a translation by right-clicking in the row, selecting **Change Segment Status** and then selecting the appropriate status. (Or simply add a character and then delete it, or do the opposite.) Note, however, that the corresponding TU in the TM does not change even if you apply the status **Not translated**.

### Navigate between rows

The *active row* is denoted by a light blue-grey colour. You can activate any row by clicking in its target segment or its row number, or stepping between target segments with the arrow keys.

**Go to** functions:

- Beginning of segment: Press Ctrl+PageUp.
- End of segment: Press Ctrl+PageDown.
- Next text line (without confirmation of the current target segment): Press DownArrow.
- Previous text line (without confirmation of the current target segment): Press UpArrow.
- Next unconfirmed row (without confirmation of the current target segment): Press Ctrl+DownArrow (with the cursor in a target segment).
- Previous unconfirmed row (without confirmation of the current target segment): Press Ctrl+UpArrow (with the cursor in a target segment).
- Specific row: Open the **Go To** window with Ctrl+G and enter a row number, a target segment category (untranslated, match type, translated or automated translation), *status* (see p. 161) or move between *comments* (see p. 231). The command can be repeated with Ctrl+J [SDLX: Ctrl+Shift+G].

**Select rows**

- Select next row: **Alt+Shift+Down** (with the cursor in a target segment).
- Select previous row: **Alt+Shift+Up** (with the cursor in a target segment).

Both these commands can be repeated, for selection of several contiguous segments (which will then be marked with light yellow). Or you can click the selections's first and last row numbers with **Shift** pressed.

- Select non-contiguous rows: Use the conventional method of clicking the desired row numbers with **Ctrl** pressed. Or step between target segments with **Alt+Down/Up** and make each desired selection by also pressing the **space** key while still keeping **Alt** held down.

(Why would you want to select more than one segment? Because there are some actions which you may want to perform on several segments – but not all of them – at the same time.)

**Spit/merge source segments**

- **Split:** Place the cursor at the split position and press **Alt+Shift+T** (or right-click in the position and select **Split Segment**).
- **Merge** using the mouse: Hold down the **Ctrl** key and click the numbers of the segments (rows) to be merged and then press **Ctrl+Alt+S** (or right-click the last of the numbers and select **Merge Segments**).
- **Merge** using the keyboard: Select both rows as described above and press **Ctrl+Alt+S** [SDLX: **Ctrl+J**] [SDLX: **Ctrl+Shift+G**] or select **Edit > Merge Segments** (or **Alt/F10, H, M**). (If you have deactivated the row numbers, this way of selecting is the only method available here.)

**Note 1:** You can only merge neighbouring segments in the same paragraph. However, there is a roundabout method to “merge” also other segments; see p. 160.

**Note 2:** In principle, what is merged are the *rows* (i.e. although you may talk about merging *source segments*, of course you also merge the corresponding target segments too, whether empty or not).

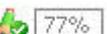
**Auto-propagate**

Auto-propagate is a function whereby a translation on being confirmed is propagated to all other target segments with identical source text (by default starting with the currently active row). You can disable or customize this function; see p. 216.

**Segment status; filtering**

- ◎ **The “Status” concept:** The column between source and target segment shows the status (sometimes called “confirmation level”) of the target segment as follows. (Note that there are more statuses than these, but they enter into the picture only during formal review and sign-off processes; see p. 262.)

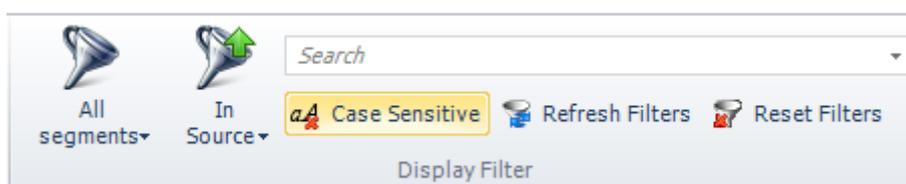
Status	Description
--------	-------------

	Not translated
	Not yet confirmed (draft)
	Confirmed
	100% match (automatically confirmed)
	Context match (100% match + previous segment also matches; see p. 175)
	Edited context match
	Fuzzy match (here: 77%), not confirmed
	Fuzzy match (here: 77%) applied and edited
	Auto-propagated translation (automatically confirmed). Note the yellow colour (instead of the usual green; see above); it separates this 100% hit from a 100% TM hit.
	Automated translation (automatically confirmed)
	PerfectMatch (see p. 176)
	Locked row

(About types of TM matches, see p. 175.)

- ◎ **Filter segments:** Filtering segments is a very useful function which you can use to view e.g. only untranslated segments, non-confirmed segments, segments which contain a specific expression, segments which start with a specific word, etc. (Regular expressions can also be used; see p. 366.) You can select whether to filter the source or target segments and whether the expression (if any) is case sensitive.

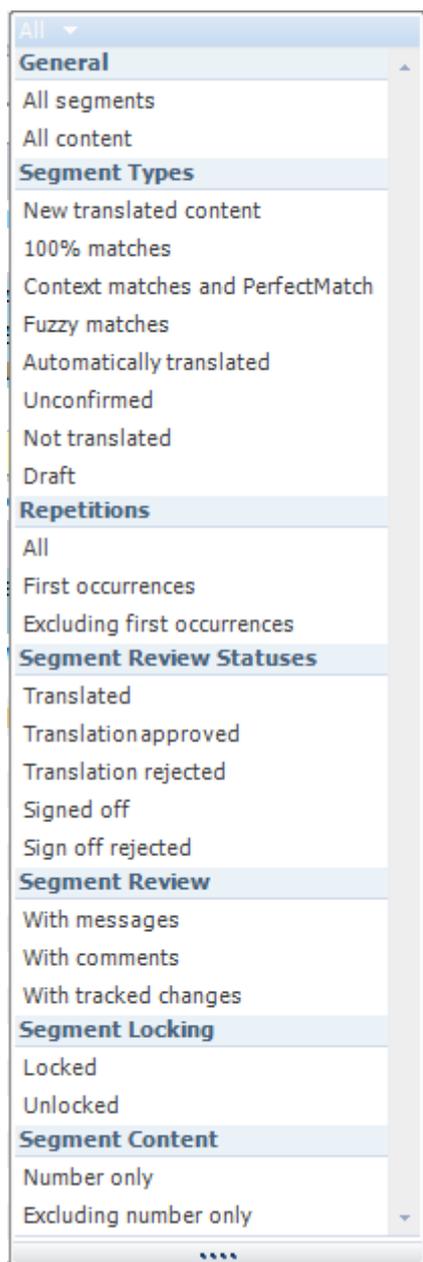
The Display Filter is located on the **Review** ribbon (and the box where you enter your search expression is called the **Containing** box):



You can activate the filter – and at the same time open the **All segments** list; see below – with **Ctrl+F6**.

You reapply the filter with the **Refresh Filters** button.

The **All segments** button is used to open the status filtering options; see below (and it pays to study them; they are quite powerful). When you select a particular option, the name of the button changes accordingly.



Make your selections and, if you use the Search box, press Return. If you only use the segment type filtering, the results are shown immediately upon selection. Note that the editing pane may seem empty even if it is not: Studio has a habit of showing the bottom of the pane instead of the top after filtering.

If you want to return to the full document (All segments), press **Ctrl+Alt+F6** or click **Reset Filters**.

**Note:** The difference between **Unconfirmed** and **Draft** is not obvious. However, “Unconfirmed” includes all segments with the status of **Not translated** and **Draft** as well as **Translation Rejected** and **Sign-off Rejected** (the latter two refer to the review process only).

## Find & replace

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The basic function is straightforward: **Ctrl+F** for Find only; **Ctrl+H** for Find and Replace (both open the Find/Find and Replace dialog box). As in Word, you can close this dialog box and go to the next instance with **F4**, or the previous one with **Shift+F4**.



This function only handles the active document/file. If the project contains more than one file, you must either merge them at the time of project creation (see p. 77) or use the free application *SDL Batch Find/Replace* from SDL OpenExchange (<http://www.translationzone.com/en/openexchange/>); see p. 165.

## Recognized tokens, formatting and special characters; whitespace characters

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*Recognized tokens* (formerly “placeables”) is what Trados calls content items which do not require translation (numbers, trademarks, etc.) or which may be easily “converted” to the target segment according to specific rules (e.g. dates and numbers).

*Inline tags* (for formatting, structuring and placeholder) are a special kind of recognized tokens (but the structure tags are no longer visible, in contrast to Trados 2007).

Normally the text formatting is “inherited” from the source segment by way of tags. However, you can also easily introduce formatting and *special characters* (such as em and en dashes, copyright symbols, etc.) by way of the Quick-Insert group (see below).

### Insert tokens

There are several ways to insert tokens (always at the place of the cursor in the target segment):

- **Keyboard:** Press **Ctrl+Alt+DownArrow** or **Ctrl+[comma]**. A list of “candidates” opens. Note that for every option that you go to – with **DownArrow** – the affected text in the source segment will be highlighted. Select the required option and insert it by pressing **Return**.



By pressing **Ctrl+Alt+RightArrow/LeftArrow**, you step between the recognized tokens in the source segment, forwards or backwards; each token is highlighted in turn. When you release the **Ctrl+Alt** keys, the selected token is inserted in the target segment (but it is still highlighted, so you need to press **RightArrow** before you start typing again, or it will be replaced by the next character).

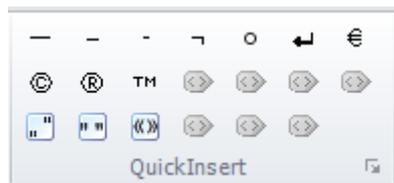


You can apply a particular formatting/tag pair from the source segment to a word or words in the target segment by selecting those words and then use one of the above methods.

- **Mouse:** Click the token in the source segment while pressing **Ctrl**.
- If the segment contains many tags, it may be preferable to copy source to target – **Ctrl+Insert** – and type over the non-tokenized text.

### Insert special characters

The Quick-Insert group (on the Home ribbon) makes it easy to insert e.g. specific quotation marks, line breaks and other characters which otherwise may not be easily accessible:



For more on recognized tokens, see p. 191.

**Note:** The possibilities offered by this group depend on the source file format.

### Whitespace characters

Whitespace characters are the following, with their symbols:

- Normal space character
- Non-breaking space
- ¶ Normal line break (i.e. new paragraph: carriage return [CR] + line feed [LF])
- ↵ Line break consisting of LF only (not a new paragraph); UNIX
- ↵ Line break consisting of CR only (not a new paragraph); Macintosh only
- Tab character

These symbols are normally not shown, but there may be situations when you want to see them. On the **Home** ribbon, click the **Show Whitespace Characters** button . Or if you want to change this setting in the default project template: Select **File > Options** (or **Alt/F10, F, T**). The **Options** dialog box opens. Select **Editor** and, in the right-hand pane, select **Show whitespace characters** (in the **Side-by-side Editor** area).

## Lookup: TM, concordance, termbase

### Lookup in the TM

The TM lookup (i.e. search in TM for a segment which matches the source segment) is automatic, with the best match first shown in the *Translation Results* pane above the *Editor* pane. If its “fuzzy match” value is above the threshold (set in the **Project Settings** dialog box on the **Home** ribbon (**Alt/F10, H, S1**): select **Language Pairs > [current pair] > Translation Memory and Automated Translation > Search > Minimum match value**), it will automatically be inserted into the target segment. If the match is less than 100%, the words in the TU which do not match the source segment will be struck through. (You can also make this settings in the **Options** dialog box; see *Levels for settings* on p. 101.)

- *Copy the top TM match to the target segment:* Press **Ctrl+1** [SDLX: **Ctrl+Shift+A**].
- *Copy any TM match to the target segment:* Press **Ctrl+<row number>** [SDLX: **Ctrl+Shift+A**].

### Concordance lookup

If no TM results are found, a concordance lookup (i.e. lookup of partial matches in the TM) can be performed automatically. By default, this function is disabled. You enable it in the **Options** dialog box (**Alt/F10, F, T**): click the arrow to the right of **Translation Memory**. In the

dialog box, select **Editor > Concordance Search Window** and, under **Search Options** at right, select **Perform search** if the TM lookup returns no result.

You can also make manual concordance lookups as follows:

- Search *TM source text* for *expression in source text*: Select it and press **F3** [SDLX: Enter] or **Ctrl+F3** [SDLX: Ctrl+F7].
- Search *TM source text* for *expression in target text*: Select it and press **Ctrl+F3** [SDLX: Ctrl+F7].
- Search *TM target text* for *expression in target text*: Select it and press **F3** [SDLX: Enter] or **Ctrl+Shift+F3**.
- Search *TM target text* for *expression in source text*: Select it and press **Ctrl+Shift+F3** [SDLX: Ctrl+Shift+F7].
- *Insert text from a concordance lookup*: Make sure that the cursor is placed where you want the text to be inserted. Select, in the concordance window, the text to insert. Press **Ctrl+Alt+F3**, or right-click in the selection and select **Insert into document**. Note that you can switch between the panes, including the concordance pane, with the keyboard shortcuts **Ctrl+Tab** and **Ctrl+Shift+Tab** (see p. 144).

### Termbase lookup

The termbase lookup is automatic (but of course you need to have an activated termbase), with the results shown in the *Term Recognition* pane to the right above the *Editor* pane. You can do a manual lookup by clicking the **Termbase Search** tab below the pane (but the simplest way to view an existing termbase entry is probably to have the termbase activated as a source for **AutoSuggest**; see below).

- *Insert a translation from the termbase pane*: Place the cursor in the target segment where the translation should be entered; then select the desired term in the *Term recognition* or the *Termbase Search* pane and press **Ctrl+Shift+L** or click **Insert term translation**.

If instead you double-click the term or select **View term details** , the **Termbase Viewer** opens, with an alphabetical list of terms and translations in all termbase languages. Useful sometimes; see p. 188.

## AutoSuggest

**AutoSuggest** is a function which taps into various sources (termbases, **AutoSuggest** dictionaries, or **AutoText** file; all selected by yourself) to suggest, as you type, words and phrases which fit the first character or characters you have typed:



Highlight the required option with **DownArrow** and press **Return**.

See p. 207 with regard to how to:

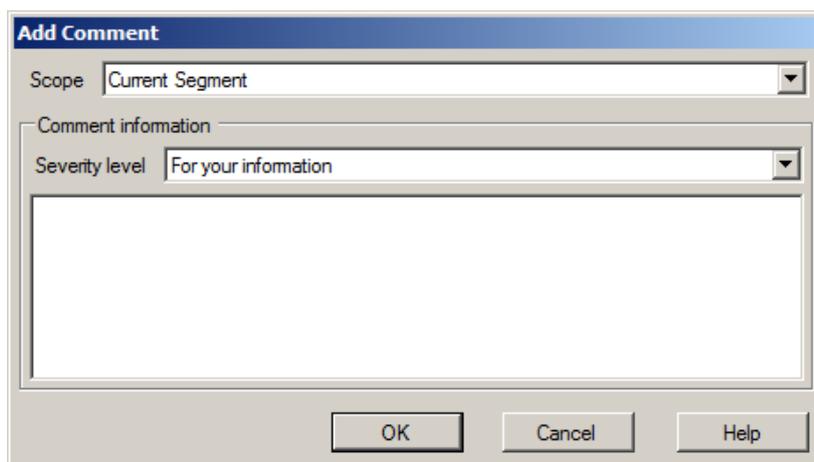
- activate the **AutoSuggest** function

- add an AutoSuggest dictionary file
- create an AutoSuggest dictionary
- add AutoText entries (i.e. entries for use by AutoSuggest that you add as you go along)

AutoSuggest is a potentially very useful function, and SDL Trados offers a place for translators to offer and download AutoSuggest dictionaries; see p. 211.

## Comments

You add a comment to a target segment with **Ctrl+Shift+N** or right-click and select **Add Comment**. The **Add Comment** window opens.



- Scope is Current Selection, Current Segment or Current File.
- Severity is For your information, Warning or Error.

The commented text is highlighted with different colours depending on their severity. If you point to the commented segment, the comment is shown.

You can view and manage (including edit and delete) all comments in the **Comments** window, which you open with **Review > Comments > Edit Comment** (or **Alt/F10, R, V**) or by clicking the **Comments** tab below the *Translation Results/Concordance Search/Comments/Messages* pane.

With the filtering function (see p. 162), you can select all segments with comments.

## Quality control

### Spell checking

By default, the spellchecking function is activated. You can select either the dictionary used in Microsoft Word or the Hunspell dictionary. You can *add custom dictionaries* (e.g. from Microsoft Word); see p. 221.

You can disable it as well as customise it in the **Options** dialog box (**File > Options** or **Alt/F10, H, M**). In that box, select **Editor > Spelling** and make the appropriate choices.

**Verification of the translation**

During or after the translation, you can perform a number of verifications. Depending on whether you want these settings to be applied to the default project settings, the current project or a project template (see p. 101). Then expand **Verification**, expand **QA Checker** and **Terminology Verifier** and make the appropriate choices. (These concern for instance segments verification [forgotten/empty translations, identical source and target, etc.], inconsistencies, punctuation, numbers, any length limitations, and terminology.)

Any verification remarks are indicated in the status column, where you can view them by pointing there with the mouse. They are also shown in the **Messages** window: click the **Messages** tab below the *Translation Results/Concordance Search/Comments/Messages* pane, or select **View > Information > Messages** (or **Alt/F10, V, G**).

## Basic editing functions that you should be familiar with and/or investigate

What follows is a (rather long) list of functions which I have found are useful regardless of which job you are working on. If you are just starting to use Studio, chances are you are not familiar with all of them.

### Confirmation, navigation between segments

(For the sake of simplicity, I use the term “segment” even if, strictly, a “row” is meant.)

Confirm a translated segment and move to next <i>unconfirmed</i> segment	Ctrl+Enter
Confirm a translated segment and move to next segment	Ctrl+Alt+Enter
Move to next segment	DownArrow
Move to previous segment	UpArrow
Select rows	Use the row number column and select as usual. (I.e. contiguous rows: click the first number, then click the last one while pressing Shift. Non-contiguous rows: click each number while pressing Ctrl.)

### Other actions on segments

(All these actions are also available by right-clicking in the row.)

Copy source to target	Ctrl+Ins
Toggle between target and source	F6
Add comment	Ctrl+N
Split segment	Right-click at the place for splitting and select Alt+Shift+T.
Merge segments	Select the segment numbers, right

	click and select Merge Segments. Note: If the first source segment ends with a paragraph character (not visible in the <i>Editor</i> view), merging is not possible.
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## Handling of TM searches

Any hits with matching percentage above the threshold value (see p. 135) is automatically inserted into the target segment.

Insert another TM hit (which is hit number N): **Ctrl+N**.

## Check or change TM settings

Select the **Project Settings** tab (above the TM pane) or go to **Project > Project Settings** (or Alt/F10, H, S1).

## Concordance

Search for term/expression in the TU source segments	Select it in source segment and press F3 or Ctrl+F3; in target segment and press Ctrl+F3.
Search for term/expression in the TU target segments	Select it in target segment and press F3 or Ctrl+Shift+F3; in source segment and press Ctrl+Shift+F3.
Insert concordance hit into target	Place insertion point at appropriate place. Select the text and press Ctrl+Alt+F3 or select it, right click and select Insert into document.

## Handling of recognized tokens

Recognized tokens (unless tags) are marked with a blue underline. Note that also numbers are tokens (useful for long ones). Note also that numbers which you “translate” this way are automatically localized in accordance with the conventions of the target language (as defined by the operating system, i.e. by Microsoft).

Open a drop-down list of available tokens: Press Ctrl+Alt+DownArrow or Ctrl+comma or < .



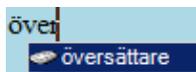
Select the appropriate one with Up/DownArrow and insert it with Enter.

Step between tokens in the source segment with Ctrl+Alt+Left/RightArrow.

## AutoSuggest (including AutoText)

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Any AutoSuggestions are presented (as a drop-down list similar to the one for recognized tokens) when you have entered 3-4 characters of the word.

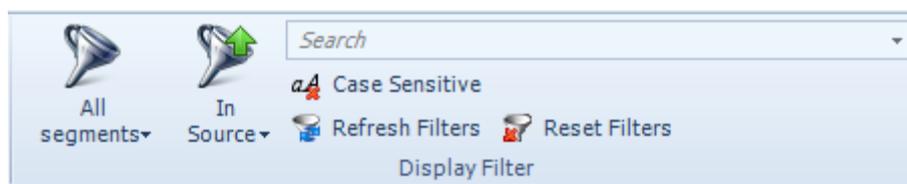


“Hits” are taken from AutoSuggest dictionaries (if present), Multi-Term databases (if present) and the AutoText list.

## Filtering segments

---

Do not forget the filtering function:



(In Review > Display Filter, or Alt/F10, R.)

You can filter on segment types, segment locking and segment content, and also on specific text strings. Locking segments can be quite useful if you want to perform a specific action on all segments except certain ones – it may be fairly easy to filter out the “exceptions”, lock them, and then perform the action on all segments. Those that are locked will then not be affected.

## Auto-propagation

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Auto-propagation of changes (i.e. automatic performing of those changes on segments with source content that is identical to the one where the change is made) is enabled by default. However, the other options relating to auto-propagation are not. Take a look at **Auto-propagation** in the Options dialog box (File > Options, or Alt/F10, F, T). In that box, select Editor > Auto-propagation and see whether perhaps more options would not be useful (I would say so).

## Verify “translation” of numbers

---

The automatic checking that numbers are correctly “translated” is not enabled by default. I find this function very useful. Enable it in the Options dialog box (File > Options, or Alt/F10, H, T). In that box, select Verification > Numbers. Note that the numbers must be “clean”; i.e. expressions such as A512 are not checked.

## Export for review

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To my mind, you get the best format for review by selecting Review > File Actions > Export for external review (or Alt/F10, R, E). By using this

function and then importing the amended version, the translation will be automatically updated. See p. 253.

### **Updating the TM during translation**

---

You can update the TM also with all translations with draft status at any time. Select Home > File Actions > Batch Tasks > Update Main Translation Memories *or* Update Project Translation Memories (Alt/F10, H, B, D or J). Click Next until the Files page opens. Select Draft (if that is what you want) and click Finish.

# 12

## The (p)review process

### Previewing as you translate

The *Preview* function enables you to see the source and/or target texts in their original format while you translate – provided you have the source text in the same original format; i.e. a TTX file cannot be previewed. The following file formats are possible for preview:

- Microsoft Word, Microsoft PowerPoint, XML, RTF, PDF and HTML. (Note that Microsoft Office product formats before 2002 are not officially supported at all; you may be able to open them for translation but they cannot be opened for preview.)

Click the *Preview* tab to the right in the *Editor* window and select a suitable alternative (*Source*, *Side-by-side* [only for HTML and XML documents], or *Target*).

At the top of the *Preview* pane, you can choose between

- *Preview*: Shows the current state but is only updated when you do Refresh Ctrl+R or click the *Refresh* button .
- *Real-time Preview*: Updates the view every time you confirm a segment. Uses lots of processor power.

Note that you can also adjust the view at the bottom of the *Preview* pane.



**Note:** There are a number of problems with the preview function, and you may as well not bother with it if it does not seem to work. It is nice but not necessary. For instance, SDL says: “If you want to preview the supported Microsoft Office 2007 documents during translation in SDL Trados Studio, you must have an installation of Microsoft Office 2007. If you want to preview a previous version of these Microsoft Office documents, you must have Microsoft Office 2007 or an earlier version of Office installed.” However, I have also been told that Word documents in formats older than 2007 cannot be previewed in this way.

### Previewing in the original file format

You can at any time open the document in its native format (if you have the corresponding application installed) with *File > Print & View >*

View in (or Alt/F10, F, P, I). You can choose to view only source, only target or both, side by side (although sometimes it does not work).

## Printing the preview

With the Print preview function, Ctrl + P or File > Print & View > Print Preview (or Alt/F10, F, P, P), you will get a printable preview in your web browser. However, the usefulness of the result varies, and it is not always suitable for proofreading.



But there is a special function for converting SDLXLIFF files (the files you work with in the *Editor* view) to Microsoft Office DOCX format. This means that not only can you get the texts for printout in a format that suits you, you (or someone else) can also make any necessary changes in the converted files and *import them into the SDLXLIFF file*. See p. 253.

## Tracking changes (as in Microsoft Word)

Mainly for review purposes, Studio now has a function for tracking and managing changes. See p. 263.

# 13

## Saving documents; generating translated documents

### Saving documents

Studio automatically saves your open SDLXLIFF files regularly. The default interval is 10 minutes. You can change that, as well as deactivate the AutoSave function, at **File > Options** (or **Alt/F10, F, T**) > **Editor** and changing the settings under AutoSave at bottom right. If for some reason you lose the open document between AutoSaves (e.g. through loss of computer power supply), the TM can always be used to regenerate the unsaved translated segments, but it is better to avoid such a procedure by regularly saving the document.

The AutoSaved files are placed in an AutoSave folder, the location of which is a bit strange: It is always `C:\Users\<Username>\Documents\Studio 2014\AutoSave`. (The AutoSave folder is *supposed* to be located in the project folder, but as far as I have been able to find out, it never is.)

Of course you can also save open documents manually:

- ⦿ **Save the active document:** Press **Ctrl+S**. The SDLXLIFF file is updated.

A manually saved document replaces the corresponding autosaved version.

- ⦿ **Save all open documents:** Press **Ctrl+Shift+S**.

### Generating translated documents

- ⦿ **Generate a translated document (target version):** Press **Shift+F12** [**SDLX: Ctrl+Shift+ F12**] or select **File > Save Target As** (or **Alt/F10, F, G**). You get to choose
  - where to place the translated document (the default is the target language folder which was automatically created as part of the project);
  - encoding (Studio identifies the appropriate encoding and displays (auto-select), but you can change that; any change will be the future default alternative.

Unconfirmed segments are *not* updated in the TM.

- ◎ **Save the open documents, generate translated documents and update the TM also with Draft status segments:**

Select Home > Batch Tasks > Finalize (or Alt/F10, H, B, F). (You can do this also for a whole project, in the *Projects* view, or for selected files in the *Files* view.)

The **Batch Processing – Batch Tasks** page opens. Select **Next**. In the **Settings** window that opens, select **Translation Memory Updates** (in the left-hand pane) and also select the **Draft** checkbox before clicking **Finish**. By default, the document will be placed in the same folder as the source document, and the filename will be appended with an indication of source and target languages, e.g. Source file name.doc\_en-US\_sv-SE.doc.

**Note:** Once the file is finalized, it is no longer available for further editing. If you need to do more work on it, go to the *Files* view, right-click it and select **Revert to SDLXLIFF**.

- ◎ **Export the translated document (target version), the latest bilingual version (SDLXLIFF) or the current version:** The “current version” means exporting in the format that the file is in at this point (normally SDLXLIFF). This is yet another export function where you get to choose output document. Open Home > Batch Tasks > Export Files (or Alt/F10, H, B, E) and then select location and file version to export. The only obvious use for this is to save the SDLXLIFF file specifically “outside” of Studio.

# **PART IV – GENERAL FUNCTIONS**

**Descriptions of underlying functions  
and features which you are likely to  
use sooner or later – and recurrently  
– in your work.**

A user profile is a collection of

- all settings defined in the **File > Options** (Alt/F10, F, T) dialog box, including quality control settings, keyboard shortcuts and the look of the user interface panes (colors, typefaces, etc.)
- the positioning of the windows/panes in the respective views.

When you installed Studio, you had to choose one of three user profiles: **Default**, **SDLX** or **SDL Trados**; SDLX of course intended for those users accustomed to SDLX, and SDL Trados for those accustomed to Trados 2007. The principal differences are in the shortcuts. They are indicated in the text of this manual as well as in the shortcut indexes.

The main things to know about the use of user profiles is that

- you can change any characteristics of the profile at any time, and
- you can define several user profiles, so that you have a specific profile for any specific purpose; they can also be exported/imported.

- ⦿ **Which profile are you using?** Go to **File > Setup > Manage User Profiles** (or Alt/F10, F, U, M2).
- ⦿ **Change profile:** Select **File > Setup > Manage User Profiles** (or Alt/F10, F, U, M2) and then **Change User Profile**. Go through the steps.
- ⦿ **Reset profile:** Select **File > Setup > Manage User Profiles** (or Alt/F10, F, U, M2) and then **Reset User Settings**. Go through the steps.
- ⦿ **Export profile:** Select **File > Setup > Manage User Profiles** (or Alt/F10, F, U, M2) and then **Export User Settings**. Go through the steps. (What about import? You will find it as one of the options when you change the profile.)

Note that since a user profile contains so much, there is no way to get an “overview” of it. (You can open a profile in a text editor, but it’s enormously big and it’s difficult to figure out the contents.) You can only check by opening the **Options** dialog box (**File > Options** [Alt/F10, F, U, M2]), and by checking the positioning of the panes in each view (*Projects*, *Files*, etc.).



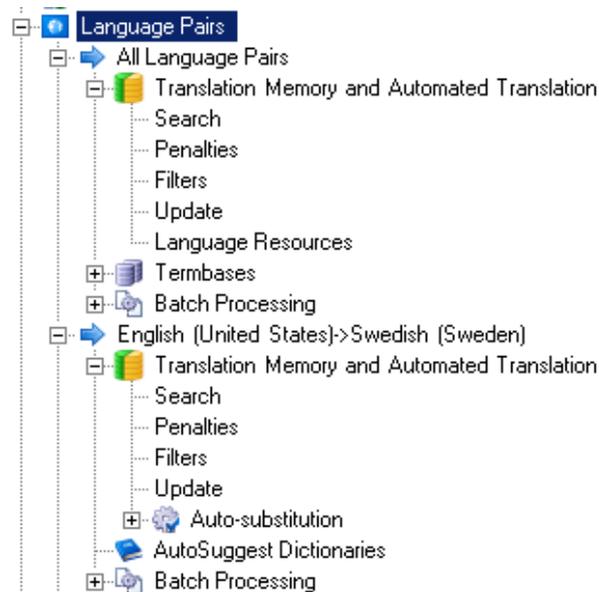
If you find that you re-create a set of settings fairly often, remember that you can save them (and save yourself time and effort) by exporting them to a profile. But don’t forget that using a specific project template may be preferable – it depends on the settings in question.

# 15

## Language pairs

“Language pairs” (language combinations) is a concept used on all three levels of project settings (default, current project, and project template – see p. 101). Under **Language Pairs** in the **Options** or **Project Settings** navigation pane you will find the option **All Language Pairs** plus any other language pair for which you define a TM.

The settings you make for **All Language Pairs** apply, as you may expect, to all language pairs; therefore, if you use more than one language pair you should make all settings here if possible. Any settings necessary for a specific language pair are made in that language pair and override the corresponding **All Language Pairs** settings. There are some differences as to what settings are made where, as this figure shows:

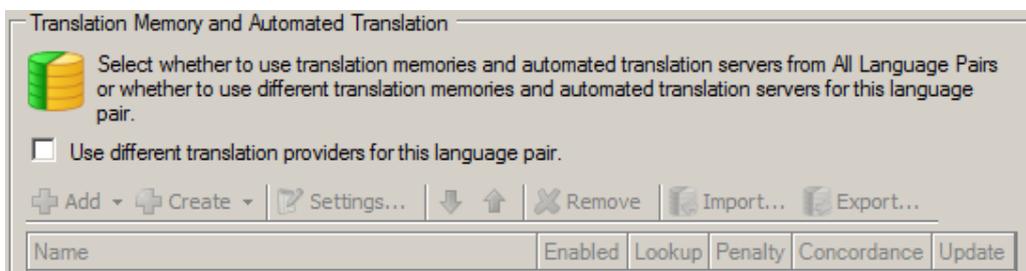


- *Termbases* are defined for All Language Pairs only (since they may be multilingual).
- *Language Resources* (p. 69) is for selection of a language resource template; it is for All Language Pairs only and is not available if you use settings for a specific language pair.
- *Auto-substitution* (p. 202) settings are language-dependent and hence defined only for specific language pairs.

- *AutoSuggest* dictionaries (p. 207) are language-dependent and hence defined only for specific language pairs.

A project template (p. 98) contains settings for **All Language Pairs**, and this is where you manage the TMs, termbases, batch processing and all the associated settings for the template. They are then applied regardless of which language pair is involved in the job concerned. (Different project templates may have different All Language Pairs settings.)

All these settings may of course be changed. You can either change the template settings, or you can change the settings for a particular language pair. If you want to change which TMs to use for a language pair so that they differ from any you have set for All Language Pairs, you must first select **Use different translation providers for this language pair** in the dialog box for that specific language pair:



**Note:** Which languages are supported varies with the operating system. For Windows XP, Windows Vista, Windows 7 and Windows Server 2003 there is a list called [National Language Support \(NLS\) API Reference](#). There are some differences which may cause problems.

# 16

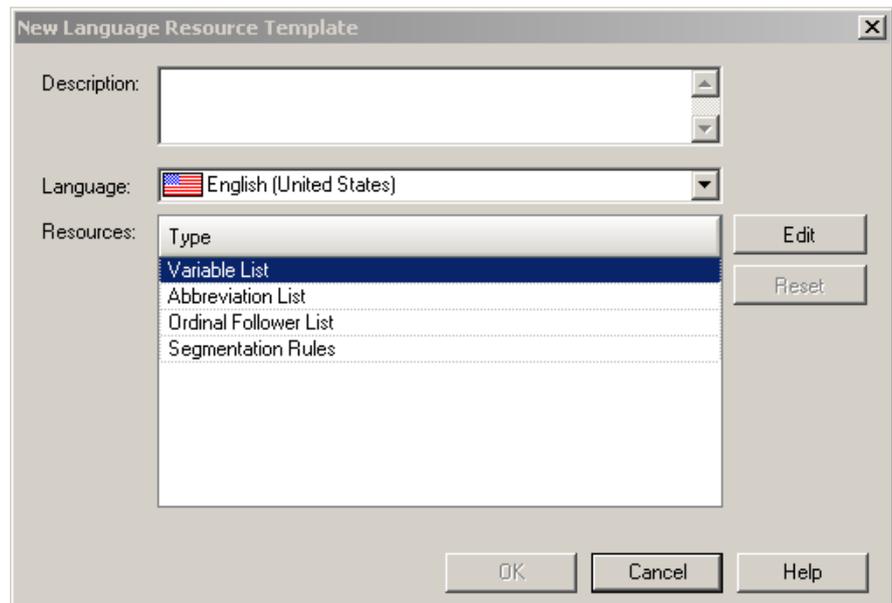
## Language resource templates

Language resources (LR) contain the rules for segmenting source documents and some auto-substitution elements (p. 202). They are specific to each TM and are stored in the form of segmentation rules and lists of variables, abbreviations and ordinal followers; see p. 284.

Studio has a set of default language resources for every language supported. In addition, you can create LR templates which deviate from the default rules and/or lists, but normally the default LR (which of course may be edited) should be satisfactory.

You can always change these settings for a specific TM (see p. 101). Such changes will not affect the LR template used.

- ① **Create a new LR template:** Select File > New > New Language Resource Template (or Alt/F10, F, N, N). (Or, in the *Translation Memories* view, right-click Language Resource Templates in the Navigation pane and select New Language Resource Template.) The New Language Resource Template dialog box opens:



Select language. Then select the items to edit, one by one, and click Edit. The basis is the default template settings. See p. 98, 287, 288 and 284, respectively, for each type. Then click OK and save the template. It is added in the navigation pane in the *Translation Memories* view.

- © **Edit an LR template:** In the *Translation Memories* view, right-click the LR template (in the Navigation pane) to edit and select **Settings**. Continue as above. Any change from the default settings will be indicated in the dialog box by the type name being boldfaced.

**Note:** Do not be confused by the fact that the same language is always shown in the **Language** field in the dialog box above, even if the changes you made concern another language. The drop-down list contains all the languages you have set for Studio, and this is simply the way this function works.

# 17

## Projects

The Project is where everything to do with a translation project is collected – files, settings, additional resources, reports, etc. You can change the project settings at any time, including adding/removing TMs, termbases, adding/removing files and folders, perform batch tasks, etc. You can also save a project as a *project template* (see p. 98).

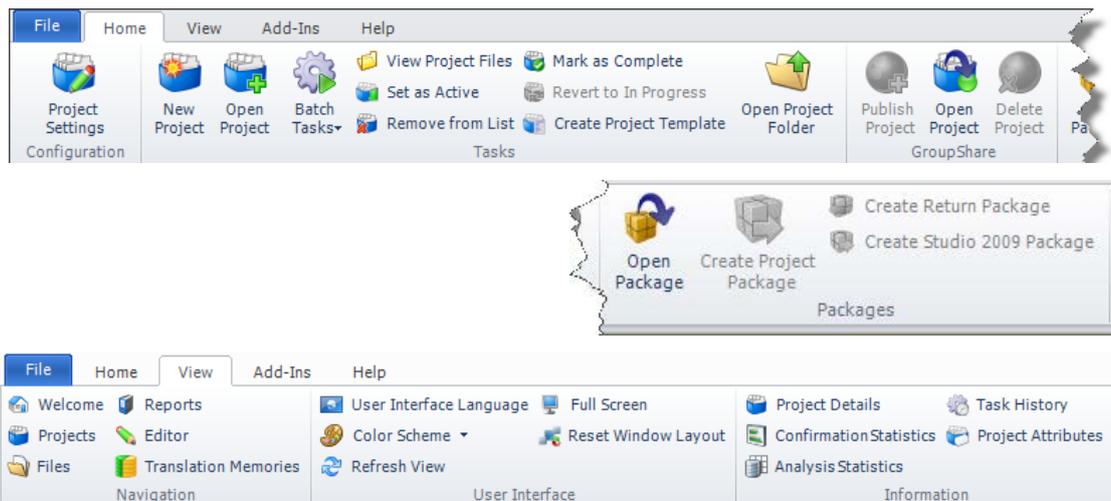
When you start a new job, and it contains several source files, you have to begin by creating a project (which can be based on a template or a previous project). If the job consists of just one document, you can simply open that, but a project will be created anyway, containing the TMs that you assign, any termbases, AutoSuggest dictionaries, and any other files, such as references, plus the reports that are automatically created.

All this means that each time you open an ongoing job (i.e. a project), you will directly have access to everything that belongs to it.

The name of the project you are working on is shown on top of the Studio window.

## Ribbons

The Home and View ribbons are – as always – specific:



## Creating a project

If your job consists of several source files, you *must* create a project for it. If it is just one file, you can skip that step. However, it may be a good idea to start by creating a project anyway; see p. 140.

For the creation of a project, the **New Project Wizard** leads you through the following stages. Each stage has its own window, or page, as it is called in the wizard context.

1. Project Type
2. Project Details
3. Project Languages
4. Project Files
5. Translated Memory and Automated Translation
6. Termbases
7. Project Preparation (where the files are analysed, converted to translatable format and pre-translated [if you wish])

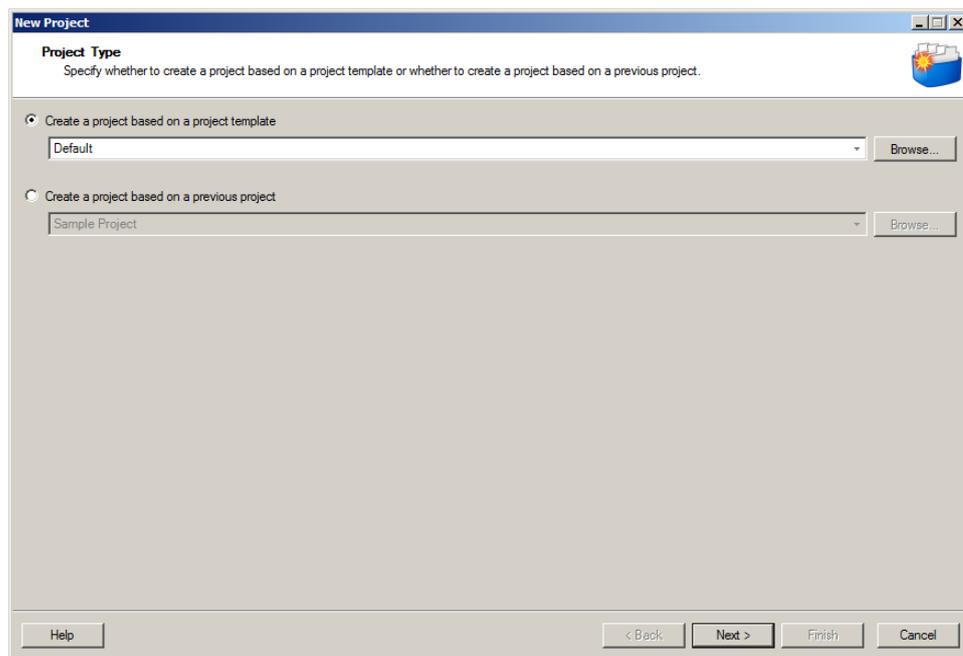
## Preparations

Before you start creating the project, you should make some preparations:

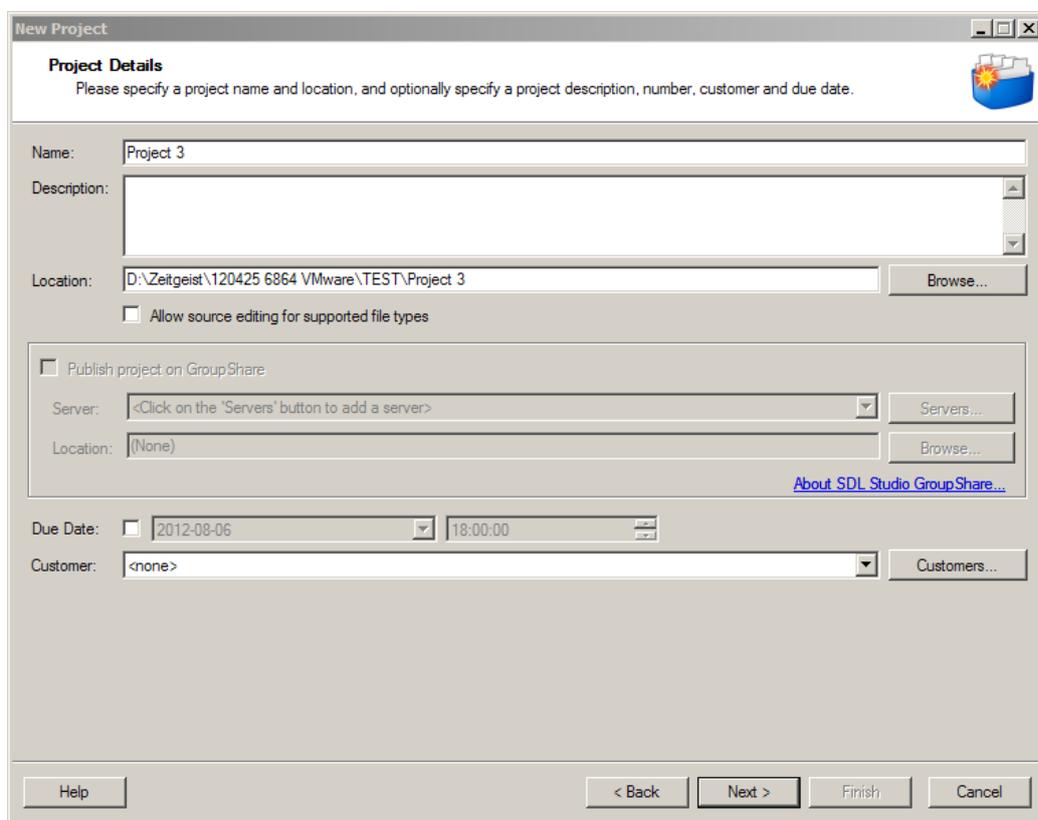
- Preferably, place the source files in one folder, together with any reference files.
- Decide on TM(s) to use. (This may involve importing or upgrading non-Studio TMs, p. 296. Such processes can be performed during the *project creation* process; see p. 78.)
- If termbases(s) are to be used, you also need to determine which ones (p. 82). Likewise, if you are going to use the AutoSuggest function (p. 207), you need to know which AutoSuggest dictionary to use.
- Decide on whether the project should be based on the settings in a project template, or those in a previous project. (The settings can be modified during project creation or later.)

## Basic project data

- ❶ Start the new project: Ctrl+N, or, in the *Projects* view, select Home > Tasks > New Project, or select File > New > New Project. The New Project – Project Type page opens.



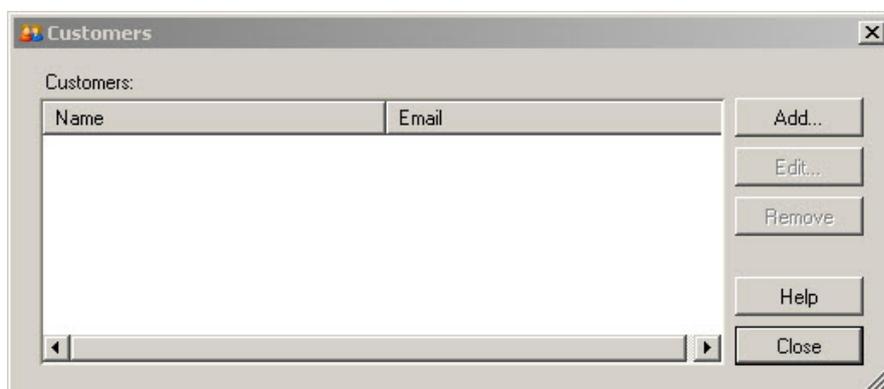
Normally you can use the default project template. (A template specifies, among other things, the language combinations and the translation memory/memories to use. You will anyway be asked to assign them in later steps if they are missing/unsuitable here. For more on project templates and how to create them, see p. 98.) Click **Next**. The **Project Details** page opens.



- 2 Fill in data as you please. (About source editing, see p. 235. About GroupShare, see p. 19.) You *must* enter a project name. You must also designate an *empty* folder as project location. (The default storage is based on your previous project locations, or, failing that, is placed in your documents folder [probably something like ... \document and settings \<user name> \Studio 2014 \Projects \].)

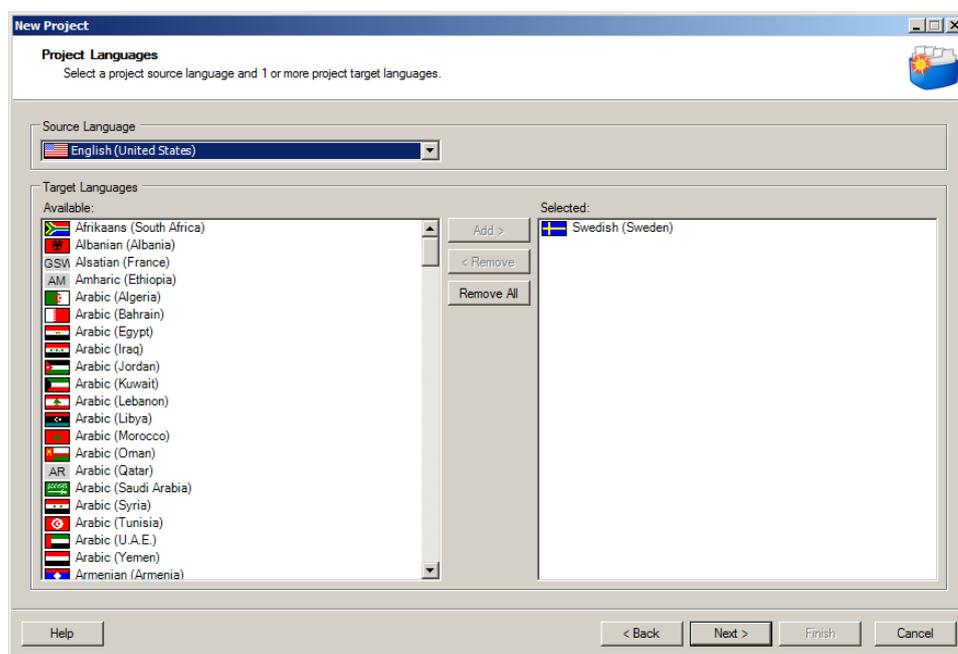
**Note:** There are several reasons why the default location is not ideal, one being that having your user data in the C partition violates the fine principle of having your user/job data in a separate partition from the computer data (such as Windows and programs). There is no way of editing this in an existing project template; if you want a template with another default location, you have to create a new template (see p. 99) based on a project with the desired location.

You can add customers to the drop-down list: click **Customers**, which opens the **Customers** dialog box:



This dialog box is also available at any time via **File > Setup > Customers** (or **Alt/F10, F, U, T**).

- 3 When you are done, click **Next**. The **Project Languages** page opens:



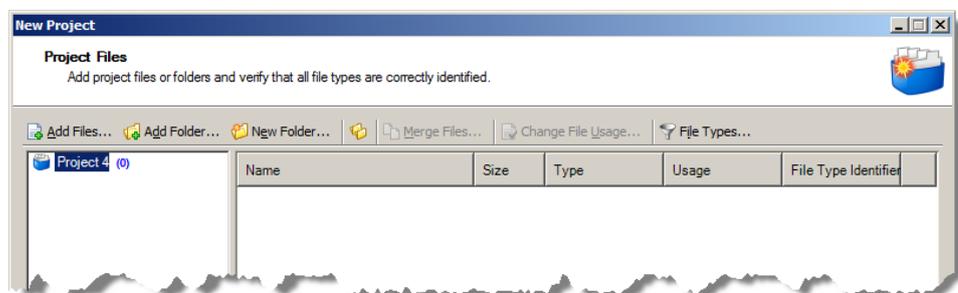
- ④ Enter (or change) the target language (or languages); Studio has already suggested a source language, but of course that can also be changed. You can enter more than one target language (an option mainly intended for project managers).

**Note 1:** Trados is – and has always been – very particular with language variants, and you must be sure that the variants you enter here are the same as for the TM(s) you intend to use. See also p. 80, Note 4.)

**Note 2:** Normally, you can add a target language anytime during your work by opening, in the *Projects* or the *Editor* view, Home > Configuration > Project Settings (or Alt/F10, H, S1) or File > Setup > Project Templates (or Alt/F10, F, U, P) > Edit as appropriate (see p. 101) and selecting Language Pairs in the navigation pane. You cannot, however, remove the initial target language(s).

Click Next. The Project Files page opens.

## Project files (source and reference documents)



- ⑤ Add individual files (for translation and for reference; not TMs or termbases – that's later), a folder or a folder hierarchy, or create a

new folder where you place the files to be translated. (You can add more files at any stage in the translation process.)

**Note:** The management of files in a fully created project is done in the *Files* view; see p. 149.

- ⦿ **Add individual files:** Click **Add Files**. An ordinary Windows files window opens for location and opening of files. You can repeat this process for the selection of several files in different places.
- ⦿ **Add all files in a folder or folder hierarchy:** Click **Add Folder**. An ordinary Windows files window opens for location and opening of folders.

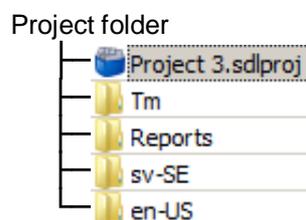
**Note:** You can also add files/folders by dragging and dropping them from your file manager.

- ⦿ **Create a new folder:** Click **New Folder** and specify the folder name in the navigation pane and populate it as described above.

**Note:** You can also right-click the project name or a project folder and select any of the three options above.

If you have a project structure with subfolders, you can switch between showing all files and just the files in the selected folder by clicking the **Include Subfolders** tab . This is particularly useful if you want to merge files (see below) from different folders.

**Note:** The standard folder/file structure is as follows (the *Tm* folder is there only when you have selected to create a Project Translation memory):



If you need to locate the project folder, in the *Projects* view, right-click the project and select **Open Project Folder**, or select the project and press **Ctrl+Alt+O**. In the *Files* view, right-click a file and select **Explore Containing Folder**.

- ⦿ **Usage:** Studio detects whether the file type is translatable, localisable or neither – if neither, its usage becomes **Reference**. (Translatable are files which can be converted to SDLXLIFF format; localisable are files that require localisation work but cannot be converted to SDLXLIFF format.) You can change the usage by selecting the file row and clicking **Change File Usage**, or by right-clicking the file row. This may be useful for instance if a file determined by Studio to be for reference actually needs localisation. A non-identified file cannot be designated as **Translatable** or **Localizable**.
- ⦿ **File Types:** You can change the file type settings (see p. 111). Select the file in question and click the **File Types** button.

- ◎ **Merge files:** You can merge source files, regardless of file formats, but the Usage type must be **Translatable**. (If you happen to include another file type, the Merge tab will be greyed out.) “Un-merging” is done automatically when you generate the translated documents, so this is normally a risk-free action.

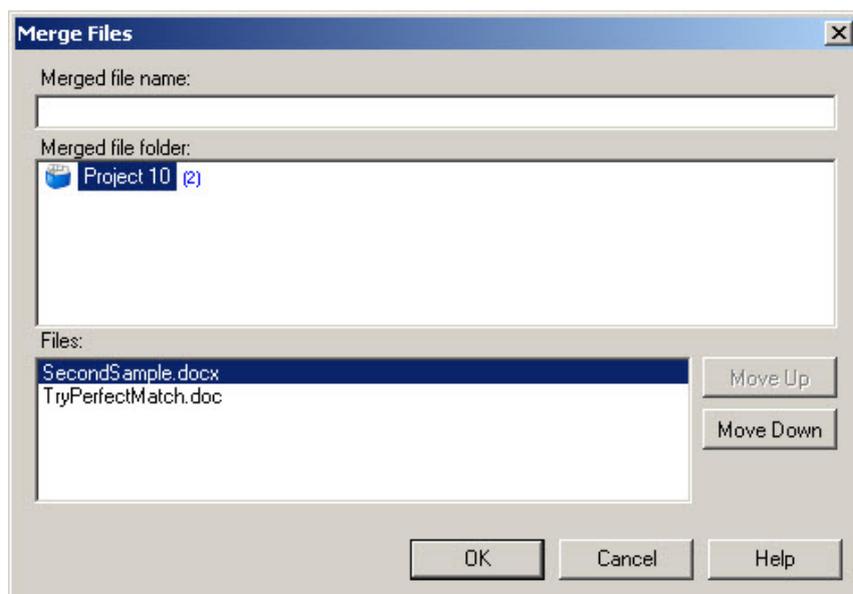
There is no quality control function which spots translation inconsistencies between files, and therefore working with merged files is an advantage in this respect (as well as many others).

**Note:** This is the only stage where you can merge files “physically”, which means that they are saved as one file after translation (which affects such functions as export, preview, etc.). You can, however, merge files “virtually” at any stage during the translation process with a process called QuickMerge – see p. 96.



Don’t “un-merge” the files using the **File > Save target as** process, because that function is meant for single file use, and you will have to confirm the saving of each and every file. Instead, let the “un-merging” either take place automatically during finalization (see p. 260) or use the batch task **Generate Target Translations**.

Select the files to be merged and click the **Merge Files** tab, which takes you to the **Merge Files** dialog box:



Give a name to the merged file. If necessary, change the order of the files (which determines how they are listed in the **Files** window), and click **OK**.

If you want to undo this action, you can – but *only here and now*. Right-click the merged file and select **Remove**. The merged file will be removed and the constituent files listed as before.

**Note 1:** You should avoid running any PC maintenance program while you have a merged file open for editing. It may cause problems, as I have described in a blog post at [trados-studiomanual.com](http://trados-studiomanual.com).

**Note 2:** Files which are merged like this and then exported for review in Word (or Excel) format using the Export for External Review function (p. 253) will have no indications, in the exported document, of where one file ends and the other begins.

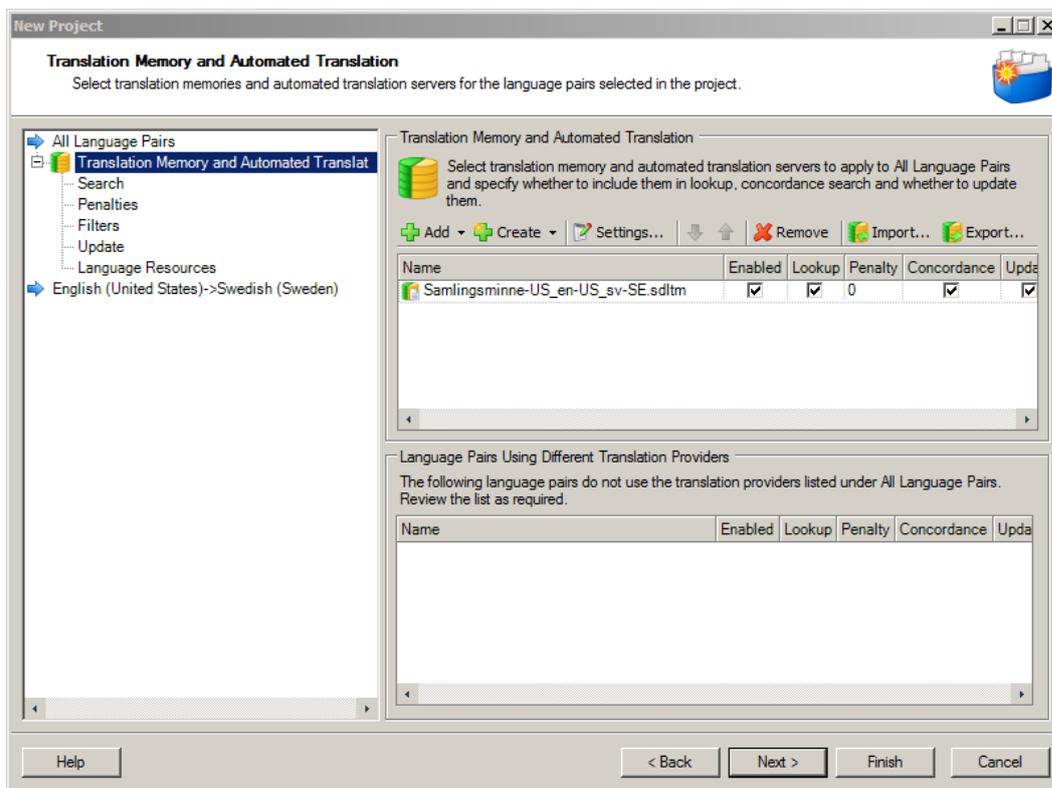


You can not only merge files; with an OpenExchange application you can also split large SDLXLIFF files very easily (and of course merge them afterwards). Go to [SDLXLIFF Split/Merge](#).

Back – or still – in the Project Files window, click Next (or click Finish if you know that the project template settings that you are using are OK). The Translation Memory and Automated Translation page opens.

## TM management

(For a project which is already fully created, these settings can be made/amended in the Project > Project Settings window. This is a good place to find out many things, e.g. where the TMs used in the project are located: just point to the TM name in the list.)



- ⑥ Add and/or create TMs, normally under All Language Pairs (see p. 67) by clicking the corresponding tab. If you select a specific language pair, you have to select the Use different translation providers for this language pair option before you can add or create any TMs there:



(You don't *have* to use a TM, but to do the job without one would make your whole effort with Studio rather pointless.) Under **Add** you will find the following (until you add other options as mentioned elsewhere in this book):

- File-based Translation Memory
- Server-based Translation Memory (p. 328)
- SDL BeGlobal Community (p. 354)
- SDL BeGlobal Enterprise (p. 354)
- Google Translate (p. 354)
- SDL WorldServer Translation Memory (p. 357)
- SDL Automated Translation (p. 358)

**Note 1:** You can add legacy TMs (i.e. TMs in non-Studio format) here. If you add such a TM, the process of upgrading it (see p. 296) will be initiated automatically.

**Note 2:** The [TAUS](#) organisation (TAUS stands for Translation Automation Users Society and has a lot of information about machine translation) offers the OpenExchange application [TAUS Search](#), which “retrieves translations from the TM through the TAUS API” and is free. Download, install, and read the instructions at the [TAUS.Search.html](#) link included in the download package; getting an account is easy. Just note that when you add TAUS Search to your TM list, you have to click the **Create a new authorization key** in the **Search Settings** dialog box, otherwise the OK button will not be activated. The usefulness of the TAUS TM depends very much on your source material.

For each TM, you must select whether to use it as **Enabled** (the **Lookup**, **Penalty**, **Concordance**, and **Update** options become available), **Lookup** (for searches), **Concordance** searches and **Update** (with the translations in the document you are about to translate). (For **Lookup**, **Concordance**, etc.; see p. 172 and 180, respectively.) Obviously, if you are working with only one TM, you need to activate **Enable** and the latter three options.

If for a particular project you do not want to use a TM in that list, you can uncheck the **Enable** box.

**Note 1:** You can add legacy TMs (i.e. TMs in non-Studio format) here. If you add such a TM, the process of upgrading it (see p. 296) will be initiated automatically.

**Note 2:** If you are using more than one TM, you decide on the lookup order by selecting each one in turn and moving it up/down with the arrows buttons  . (During segmentation, the rules of the first TM will be applied.)

**Note 3:** You can of course select more than one TM to be updated (the default setting is that only the top one will be), but you should be aware that if you do, identical hits in several TMs will mean that instead of a 100% match, you will only get 99%. (About percentages and other types of TM matches, see p. 175.)

**Note 4:** A TM must have the same language variants as the project settings for the source and target languages, otherwise it cannot be used. If you need to use an existing TM (or several) with other language variants, you must first export them (into TMX format) and then import them into the TM to be used. See also p. 293.



However, thanks to an application at [OpenExchange](#) called [AnyTM Translation Provider](#), from CodingBreeze (Erik de Vrieze) this really major shortcoming can be overcome in that you can use any TM in full (i.e. it can also be updated), regardless of language variants or, in fact, languages. And not only that: the latest version automatically provides all added TMs in the reverse directions; e.g. an En>De TM can – even during the same translation – be applied in the De>En direction. (What happens is that the reverse TM is created automatically when the need arises.) Furthermore, you can set AnyTM for **Mixed source language translation**, in which case it will automatically detect which language is used in a particular segment (or you can tell it yourself).

After you have installed this application, it will appear in the dropdown list which, when you click the **Add** button  **Add** ▾, opens as **Any TM** reference. Select that, and then add the TM(s) you need. This plug-in costs £49.99 and is obviously well worth the expense. It also supports server TMs, and you can select to update them as well.

In the *multifarious* blog post [AnyTM... or SuperTM!](#), Paul Filkin describes in detail how to use this resource when creating a project template (and there is of course an instruction text included in the application itself).

And on the CodingBreeze home page, you will find this [informative overview](#).

⑦ Make any necessary further settings on this page:

- ⦿ **TM settings for all TMs used:** For all TMs in All Language Pairs, or in the selected language pair, you can make settings of TM search results, penalties (i.e., whether or not some search results should be “downgraded” for some reason or other, and if so, by how much), filters (i.e., your own conditions for penalties that should be applied or cause exclusions of specific search results), and how field values in a TU should be updated during translation.

(The somewhat strange term “translation provider” – in **Language Pairs Using Different Translation Providers** at the bottom part of the dialog box – is obviously used to cover automated translation services as well as TMs.)

Via the left-hand pane, you can make detailed settings of **Search**, **Penalties**, **Filters** and **Update** (see p. 176; the latter refers to the field values which are given when the new TUs are stored in the TM during translation). You do that by first selecting **All Language Pairs** (or the specific language combination); then you click the respective TM and select the function which you want to configure.

If you want to further stress the TM priorities, you can set *penalty* values (see p. 178) for them, reducing the matching percentage for TM hits by that value. In the **Penalty** column, point to the right in the cell where you want to set a value and click the arrow buttons



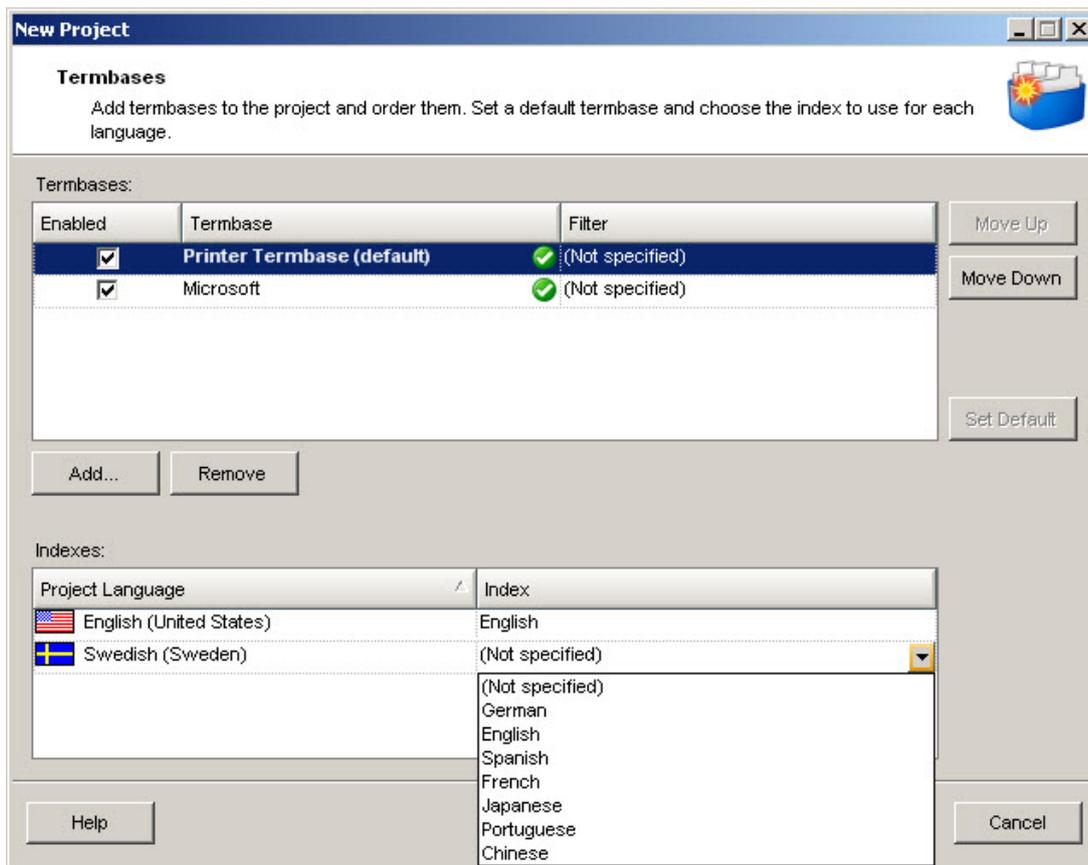
- ◎ **TM settings for a specific TM:** You can also make detailed settings of each individual TM. For more information on that, see p. 282.

TM settings can be made/changed at any time.

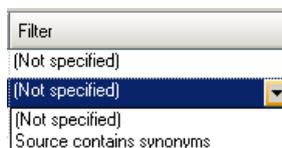
- ◎ **AutoSuggest Dictionaries** are an important matter. When you click that option (for a specific language pair in the navigation pane), you can select a dictionary if one or more already exist. If not, you can generate one. See p. 208. (Note that an AutoSuggest dictionary is specific to a language pair.)

If you have a termbase to be used, click **Next**. Otherwise, click **Finish**; go to step 17. For **Next**, the **Termbases** page opens.

## Termbase handling



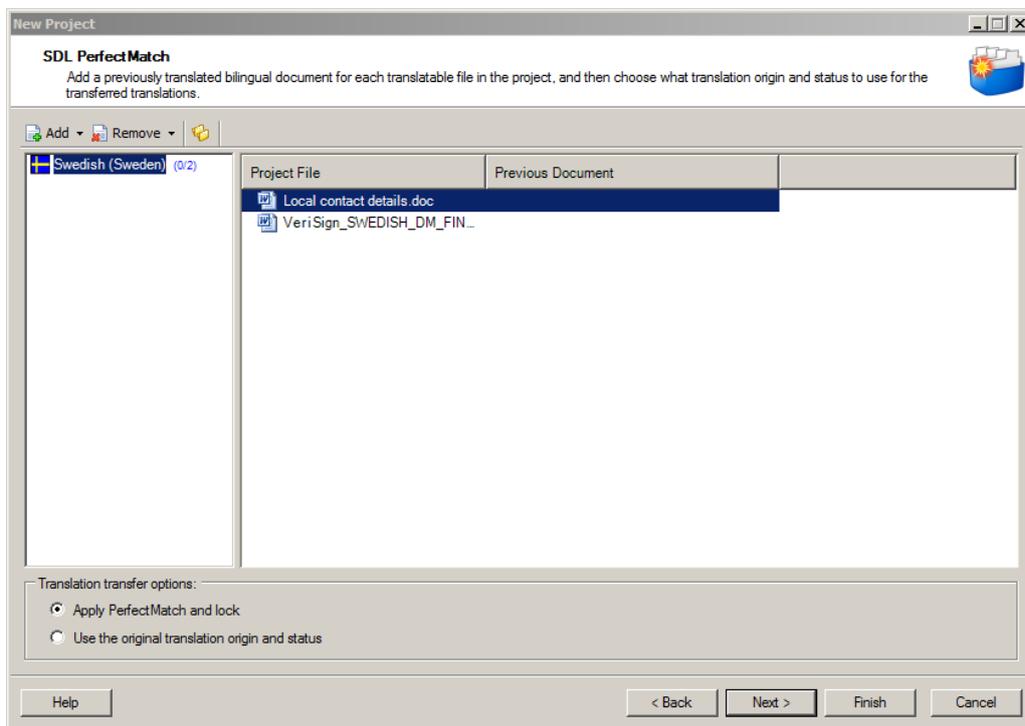
- 8 Click **Add** to locate a termbase. You can add several, and they may be located on local or internet-connected servers or on your local PC.
- 9 If you have added several termbases, you must select one of them as *default* (the **Set Default** button). You can rearrange the order of the others with the **Move Up/Move Down** buttons.
- 10 You can also select filters (if you have any) to restrict the search results (e.g. certain sources, certain date ranges); see p. 347.



- 11 Check that the termbase **Index** settings for each termbase are OK. (If you cannot find a suitable index in the drop-down list for the language, that TM cannot be used.) See the figure above.

**Note:** The termbase indexes are actually names of the languages used in the termbase. They are used for indexing the termbase entries, hence the term “index”. They determine which terms are returned by searches in the termbase (see p. 188) and the order of languages in the entry pane in the Termbase Viewer (p. 188).

- 12 Click **Next** if you want to use the PerfectMatch function (p. 176) during the project preparation. Otherwise, click **Finish**. For **Next**, the SDL PerfectMatch page opens.

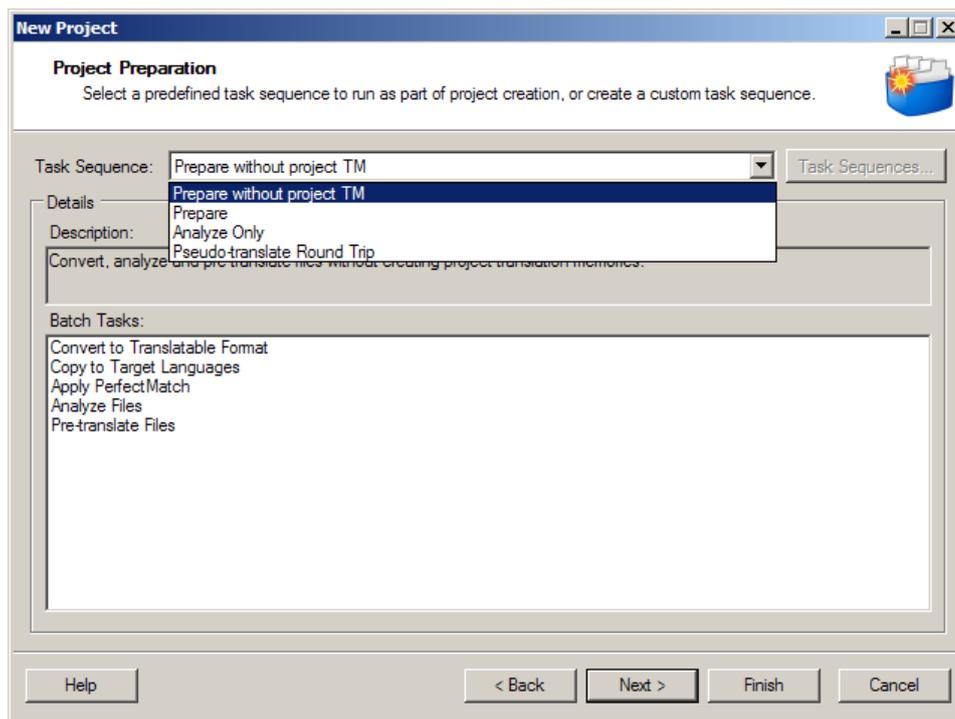


Here you can add a bilingual file (“Previous Document”) for each document to be translated (e.g. a previously translated version of the same document). (If you have more than one target language, you must first select the language in question.) Studio will then extract translations from that file and apply them to the **Project File** during project preparation. You must choose what status to apply to such hits: PerfectMatch or whatever status (and origin) they have in the **Previous Document** used.

Furthermore, you can use *map files* in this context. With map files you can map files in the new project to the translated bilingual files in the previous project (good if you have a large number of files and the names in the new project do not match). See the Help section *About Map Files* (also available on the internet [here](#)).

## Project preparation

- 13 When you’re through, you can either trust the default project preparation procedure and click **Finish** (go to step 15), or you can specifically set which batch task sequences should be applied during the project preparation: analysis, pre-translation and/or population of translation memories. If so, click **Next**. The **Project Preparation** page opens.



- 14 Here you select which task sequence is to be used for the preparation of the files to be translated. The default options are described below. By default, **Prepare without project TM** is selected (and hence will be used if you skip this step). An asterisk after the batch sequence name means that you can make your own settings to it (by selecting **Next** here); see below.

☉ **Prepare:**

- Convert to Translatable Format
- Copy to Target Languages
- Analyze Files\*
- Pre-translate Files\*
- Populate Project Translation Memories\*

☉ **Prepare without project TM:**

- Convert to Translatable Format
- Copy to Target Languages
- Analyze Files\*
- Pre-translate Files\*

☉ **Analyze Only:**

- Convert to Translatable Format
- Copy to Target Languages
- Analyze Files\*
- Populate Project Translation Memories\*
- Translation Count

☉ **Pseudo-translate Round Trip:**

- Convert to Translatable Format
- Copy to Target Languages

- Pseudo-translate\*
- Generate Target Translations

### Task sequence settings

Here are the batch processing stages where you can make your own settings:

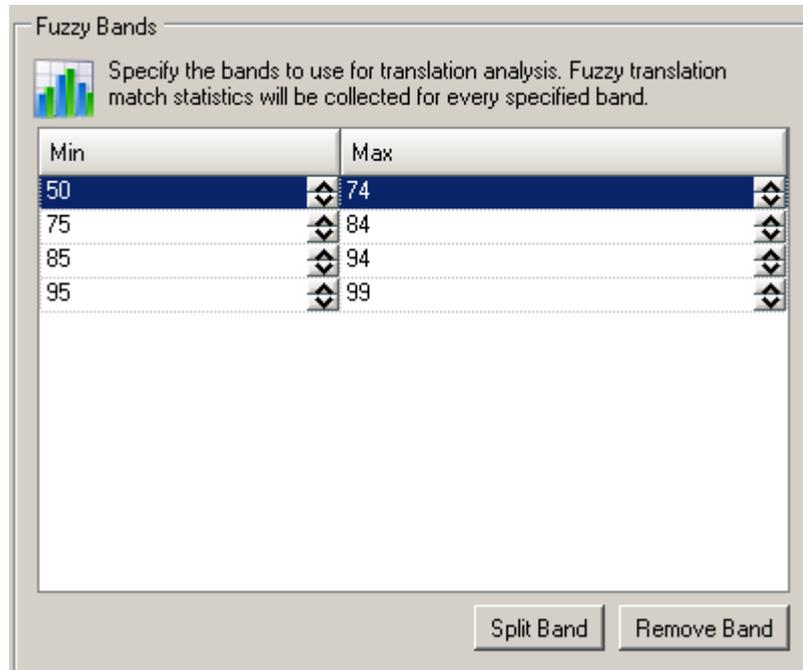
- Analyze Files:

By default, only Report Cross-file Repetitions is enabled. Explanations:

- **Report Cross-file Repetitions:** If the project includes several files, all repetitions between them are counted. During project creation, this setting is selected by default for the file analysis.
- **Report internal fuzzy match leverage:** Fuzzy matches are reported not only for TM hits but also for matches between segments in the individual file(s); i.e. similarities between source segments will be counted regardless of whether they are matched in the TM or not. Note that this option is inactive by default; if you want to change that, go to **File > Options (or Alt/F10, F, T) > Language Pairs > Analyze Files** and select it.
- **Report locked segments as a separate category:** Since normally you don't need to bother with locked segments, inclusion of this category in the analysis report can be of obvious benefit. Not only can you make the analysis take account of any segments which are locked by the customer (and which include PerfectMatches and locked 100% and Context Matches), you can also get a better picture of the work involved by locking – before the analysis – such segments as contain only numbers, or only non-translatable web links.
- **Export frequent segments:** Frequently occurring segments (the minimum number of which you set yourself) are exported into a separate XLIFF file placed in the Exports folder. Beginning the translation with that file may be advantageous. Such a translation could then be used to populate a TM, which then in turn could be used for pre-translation. This would be particularly advantageous if several translators work on the same project.

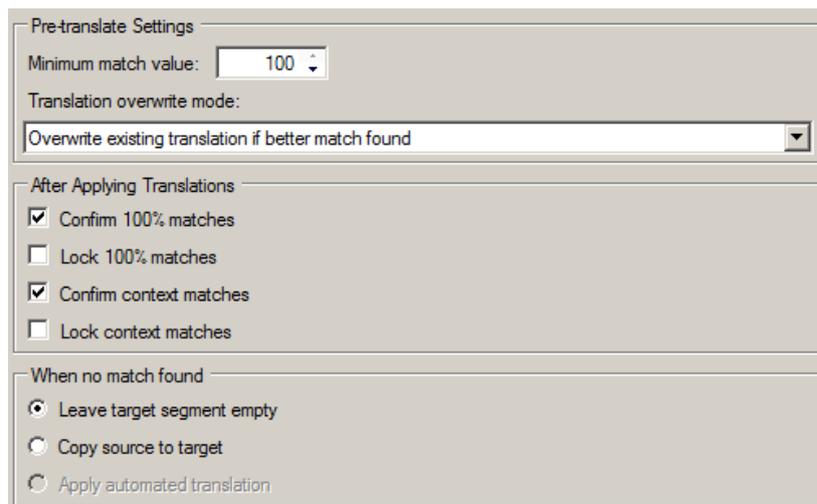
- **Export unknown segments:** Segments with fuzzy match value below a value which you set yourself are exported into a separate XLIFF file placed in the Exports folder. Beginning the translation with that file may likewise be advantageous.

For the analysis process, you can also adjust the “fuzzy band” settings, i.e. how fuzzy matches are grouped according to percentages:



With **Split Band**, you can split the selected band at an optional percentage. **Remove Band** does exactly that; you can undo a removal by changing the values of a neighbouring band and splitting it.

- **Pre-Translate Files:**



Translation overwrite mode can be either Overwrite existing translation if better match found (default), Keep existing translation, or Always overwrite existing translation.



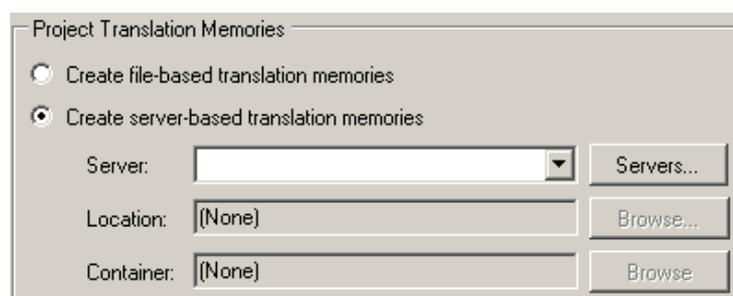
Note the possibility of setting a minimum match value lower than 100%; you may like to have the target segments already pre-populated with “fuzzy” matches instead of having to check them one by one in the translation results pane.

Note also that you can select to have all 100% matches locked, which can be a boon if you are not to look at such matches (and won't get paid for it).

You can use the pre-translate batch task at any time to make a (new) pre-translation with a TM that you specify in the **Settings** page of the **Pre-translate Files** wizard.

- **Populate Project Translation Memories:**

A project translation memory is a TM which is specifically populated during project creation on the basis of the TM(s) specified for the project. It will then be used during the project work together with the other TM(s). See also p. 170. This batch task leads to a stage where you get to choose if the project TM will be file-based or server-based:



By default, the file-based option is enabled if the main TM is file-based, and consequently the server-based option is enabled if the main TM is server-based.

You can make further settings as desired in the **Project Summary** step – the one before the **Finish** step. Those will then affect the whole project and not just the creation process; therefore the only setting of particular interest here is the one pertaining to the minimum match value (the “fuzzy match” value) for hits during the population of the project TM; see p. 171.

**Note:** A server-based TM does not simply mean that the TM is a file on a server for sharing with others using that server. If that is what you want, it is still a matter of a file-based TM (on a server with shared access). To create a bona fide server-based TM, you need SDL GroupShare, with appropriate permission by the administrator. See also the knowledgebase explanation, [Guidelines on sharing SDL Trados Studio Translation Memories across a network](#).

- Pseudo-translate:

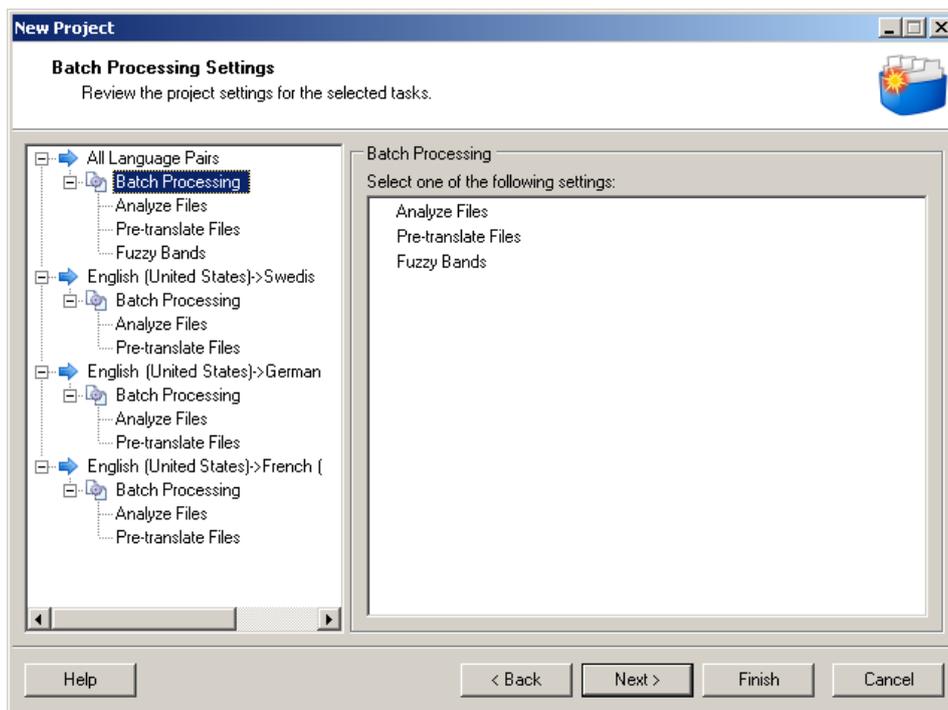
Some explanations:

**Pseudo-translate type:** The Help says: If you want a more natural look to the translation, select **Random**.

**Apply pseudo-translation using \$ (dollar) sign:** This may be useful when processing XML documents to show which parts of a text have not been processed (they will not be replaced by \$ signs), and you can then adjust the XML settings to specify text parts as translatable/untranslatable.

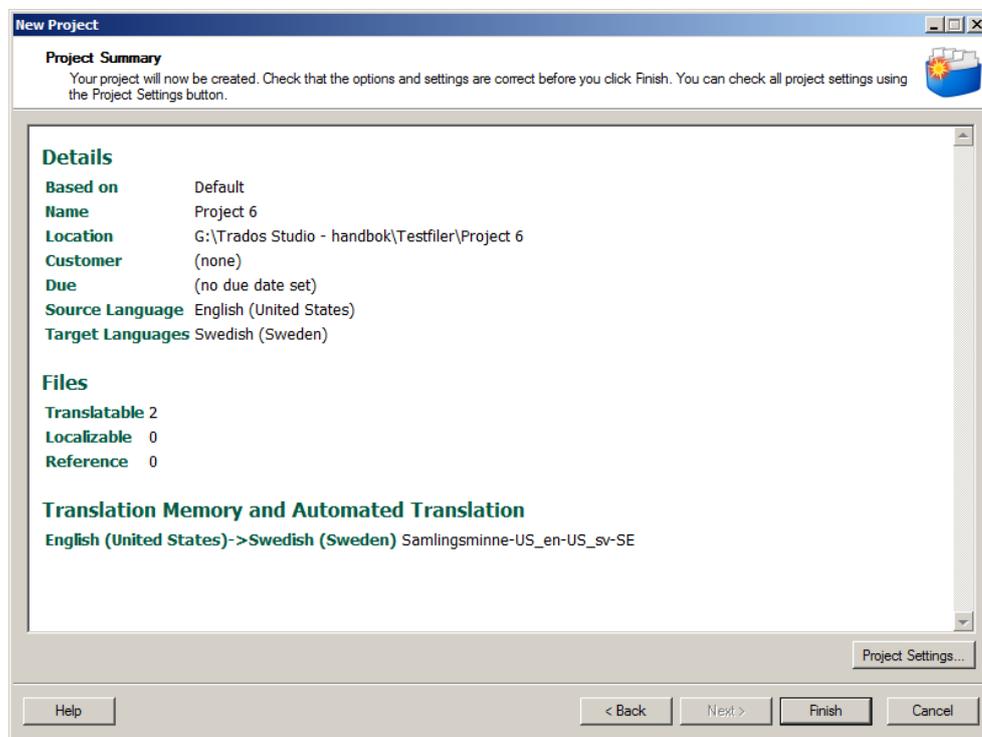
For more on pseudo-translation see p. 272.

- 15 When you're through and you want to review/change the batch processing settings, click **Next**. Or click **Finish** if you are satisfied that the default settings are OK (go to step 17). With **Next**, the **Batch Processing Settings** page opens:

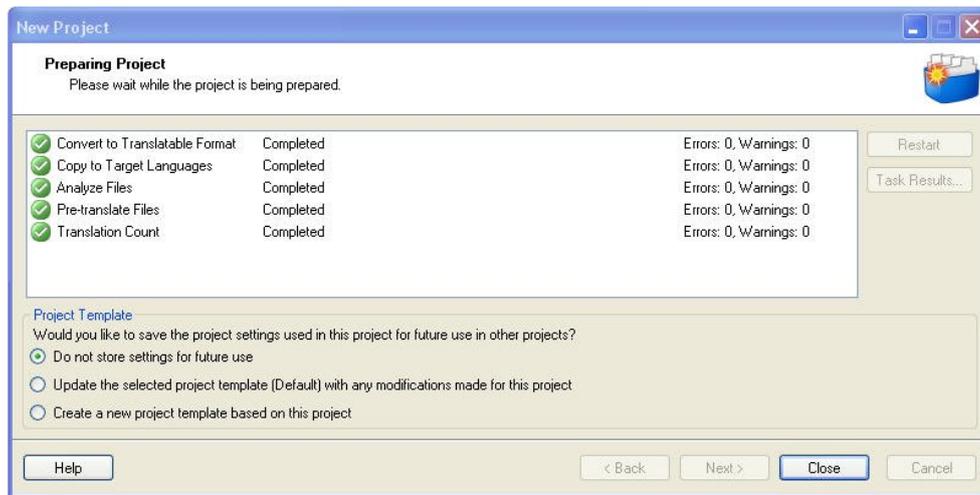


- ⑥ Select, in the navigation pane, first whether the settings are to be applied to all language pairs or a specific language pair (see p. 67). Then select the batch processes (one by one) for which you want to review/change the settings (which processes are shown depends, of course, on which task sequence you selected in the preceding step). See p. 117.
- ⑦ When you're through, click **Next** to view a project summary (the same page opens regardless of any setting you have selected in the right-hand pane). Or click **Finish** to finalize the process (go to step 17). This is an example of the **Project Summary** page.

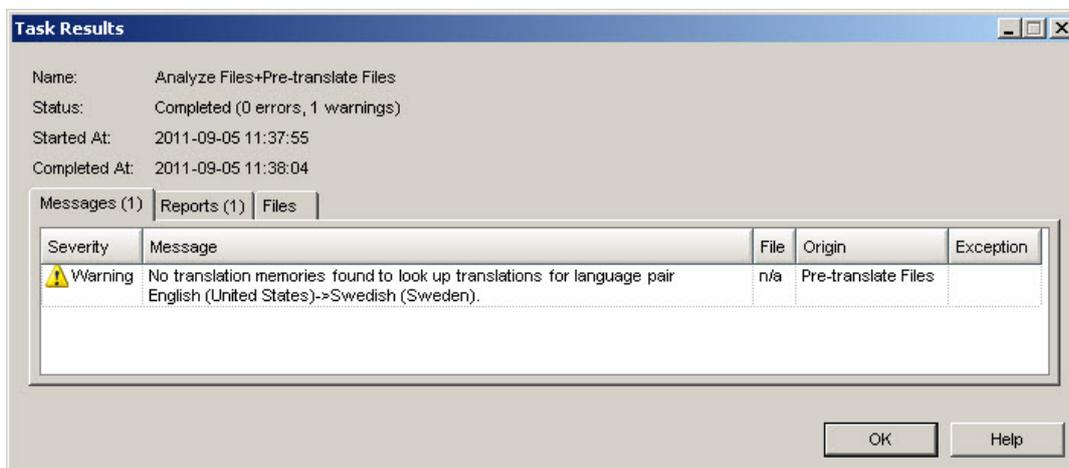
**Note:** The project summary is quite useful when you prepare a project with many target languages and you are not sure that you have a TM for each language pair (important for those who work with a TM server). You can then check under *Translation Memory and Automated Translation* if there is a TM proposed for each language pair.



- ⑧ Check the project settings if you want to (click the **Project Settings** button); you can make changes at any previous stage using the **Back** button. Otherwise click **Finish**. The **Preparing Project** page opens and the project will be prepared:



- 19 You can view reports on the various stages in the preparation: Select the stage and click the Task Results button. An example:



In the **Project Template** area at the bottom of the **Preparing Project** page you can save the current project settings for future use by either creating a new template based on this project or update the template you selected when you began the creation of this project – select the appropriate radio button. Normally, you just click **Close**. The project is now ready for work.



A piece of good advice is to save the target file already at this stage. Open the file for translation and, in the *Editor* view, press **Shift+F12** or select **File > Save Target As**. Then you will see if there is an error in this procedure. (Most common error type is tag errors, particularly missing tags. Sometimes a quality check will find the errors, but sometimes you need to examine the source file. More on this topic in Sébastien Desautel's blog post [Studio – Solve File Issues by Yourself.](#)) And to discover that you cannot create the target file after you're done translating is a very bad thing.

If you have the Professional version of Studio, you can customise your project templates fairly easily: select **File > Setup > Project Templates** (or **Alt/F10, F, U, P**). Then select your template, click **Edit** and select **Default**

**Task Sequence.** Select **Prepare without project TM**, click **Task Sequences** and add **Generate Target Translations**. To be on the safe side, do the same for **Prepare**. Then do the same for all templates you are using.

For those of you who (like me) don't have the Professional version, SDL's Paul Filkin has provided a way to automatise such a target file creation. It consists of a small addition to the project template files, which may be located in various places in your file structure – usually here:

C:\Users\\Documents\SSstudio 2014\Project Templates\

(You can always find their location by opening **File > Setup > Project Templates** (or **Alt/F10, F, U, P**) and taking a look at the file path under **Location**.)

Start with the *Default.sdltpl* file. Open it in a text editor and look for this particular sequence:

```
<SubTaskTemplates>
  <SubTaskTemplate TaskTemplateId="Sdl.ProjectApi.AutomaticTasks.Conversion" />
  <SubTaskTemplate TaskTemplateId="Sdl.ProjectApi.AutomaticTasks.Split" />
  <SubTaskTemplate TaskTemplateId="Sdl.ProjectApi.AutomaticTasks.PerfectMatch" />
  <SubTaskTemplate TaskTemplateId="Sdl.ProjectApi.AutomaticTasks.Analysis" />
  <SubTaskTemplate TaskTemplateId="Sdl.ProjectApi.AutomaticTasks.Translate" />
  <SubTaskTemplate TaskTemplateId="Sdl.ProjectApi.AutomaticTasks.GenerateTargetTranslation" />
</SubTaskTemplates>
```

Add to the end of this list – immediately before `</SubTaskTemplates>` – the following line (no space after Automatic):

```
<SubTaskTemplate TaskTemplateId="Sdl.ProjectApi.AutomaticTasks.GenerateTargetTranslation" />
```

**Save.** The next time you create a project you will find that a target file is automatically created; also in the **Project Preparation** dialog box, the tasks listed for **Prepare without project TM** will contain the **Export Files** task.

The exported file will be placed in the project's target language folder.

(Why only for **Prepare without project TM**? Why not also for just **Prepare**? I wish I knew; a solution may be coming...)

However, so far you have only introduced this addition in the default project template. If you wish to achieve the same when using other templates, you have to open every one of them and do the same editing.

## **Task history**

---

At any time, you can view a list of the tasks performed during project creation, with times of starting, completion, creation and some other data (if they exist). You can do this in the *Projects* view and the *Files*

view. At the bottom of the bottom pane, click the Task History tab. This is what the result may look like in the *Projects* view:

Task	Started At	Completed At	Assigned By	Assigned To	Date Due	Comment	Created At	Created By	Type
✓ Scan	2011-08-09 12:37:01	2011-08-09 12:37:03					2011-08-09 12:37:01	Mats Linder	Automatic Task
✓ Convert to Translatable Format	2011-08-09 12:41:33	2011-08-09 12:41:34					2011-08-09 12:41:32	Mats Linder	Automatic Task
✓ Copy to Target Languages	2011-08-09 12:41:34	2011-08-09 12:41:34					2011-08-09 12:41:32	Mats Linder	Automatic Task
✓ Analyze Files+Pre-translate Files	2011-08-09 12:41:34	2011-08-09 12:41:38					2011-08-09 12:41:32	Mats Linder	Automatic Task

And in the *Files* view:

Task	Created At	Created By	Assigned By	Assigned To	Started At	Completed At	Comment	Type
✓ Scan	2011-07-25 15:2...	Mats Linder			2011-07-25 15:2...	2011-07-25 15:2...		Automatic Task
✓ Convert to Translatable Format	2011-07-25 15:2...	Mats Linder			2011-07-25 15:2...	2011-07-25 15:2...		Automatic Task
✓ Convert to Translatable Format	2011-07-25 15:2...	Mats Linder			2011-07-25 15:2...	2011-07-25 15:2...		Automatic Task
✓ Copy to Target Languages	2011-07-25 15:2...	Mats Linder			2011-07-25 15:2...	2011-07-25 15:2...		Automatic Task
✓ Analyze Files+Pre-translate Files+P...	2011-07-25 15:2...	Mats Linder			2011-07-25 15:2...	2011-07-25 15:2...		Automatic Task
✓ Word Count	2011-10-06 17:0...	Mats Linder			2011-10-06 17:0...	2011-10-06 17:0...		Automatic Task

## Managing projects

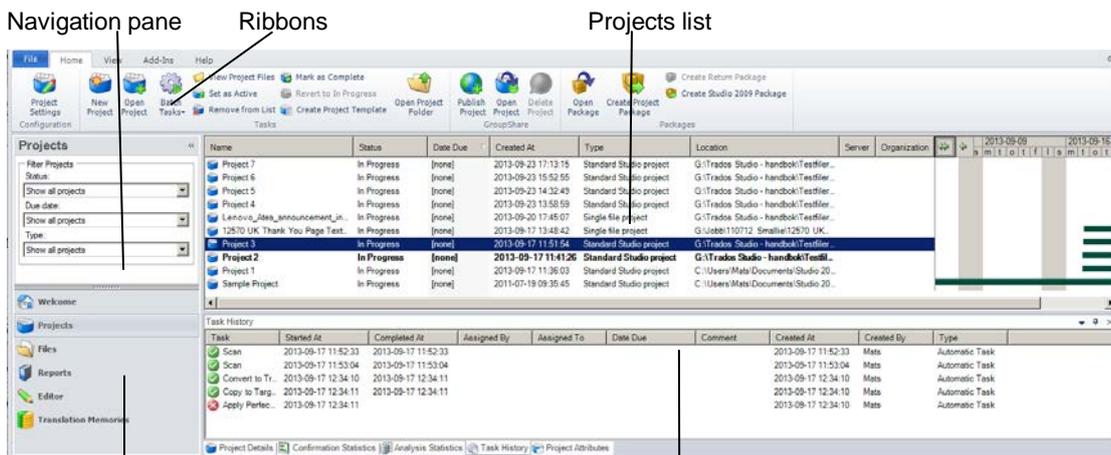
As for TM settings and verification settings, see p. 282 and p. 242, respectively.

### Project settings

You can open the project settings window from the *Editor* view at any time by clicking the Project Settings tab above the *Translation Results* pane or selecting Home > Configuration > Project Settings (or Alt/F10, H, S1). This is the same window as the New Project window on p. 78.

### The Projects view

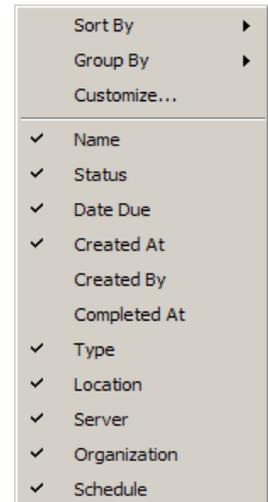
The *Projects* view looks like this:



Navigation buttons for the views

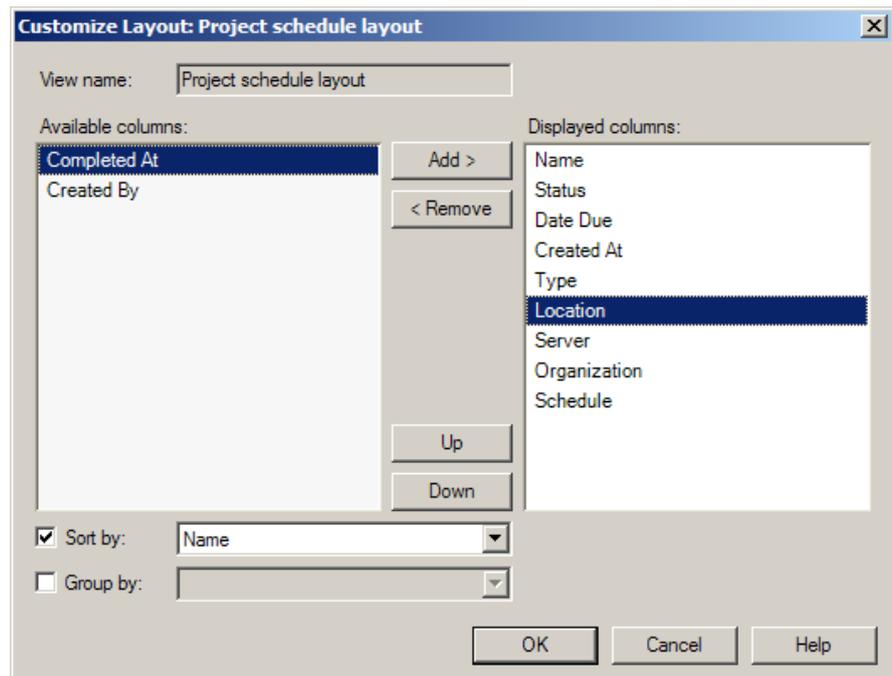
Project Details pane

- ⦿ The navigation pane gives the following options for filtering the projects shown in the project list:
  - **Status:** Show all projects – In progress – Completed
  - **Due date:** Show all projects – Overdue – Due within 1 week – Due within 1 month
  - **Type:** Show all projects – Standard projects – Single file projects
- ⦿ The **project list** by default shows the columns in the above figure. On the far right in the list is a schedule in the form of a Gantt chart. If you point to a row there, a box will show the status, creation date and due date.



You can move a column by dragging it (point and hold down the left-hand mouse key) to the desired position. You can add/delete columns by right-clicking on one of them, giving the menu shown at right. The **Sort By** option lists all eleven columns; the **Group By** gives the options **No Grouping** and **Status**. The bottom part of the menu gives you the possibility of (de)selecting which categories (columns) to show.

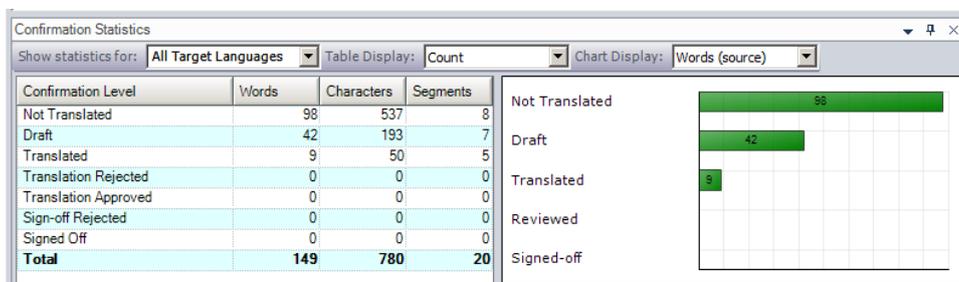
The **Customize** option opens the window below:



Here you can change which columns are to be shown, how the projects are to be sorted, and whether (and how) they should be grouped. (The **View name** cannot be changed in the *Projects* view.)

- ⦿ The *Project Details* pane has five tabs (at the bottom) (see also the *Projects* chapter, p. 71). All these panes are also available via the **View > Information** group in the *Projects* view.

- Project Details (shown on previous page), giving information on the selected job.
- Confirmation Statistics, showing information on the current status of the ongoing translation. (Show statistics for can be All Target Languages or a specific language pair. Table Display can be [numeral] Count, Percentage or Both. Chart Display can be Words, Characters or Segments.)



- Analysis Statistics, showing the results of the initial analysis with the same choices for Display and Units as for Table Display and Chart Display above:

Language Pair	PerfectMat	Repetition	Context Matc	100	95%-99	85%-94	75%-84	50%-74	No Matc	Total
English (United States)->Swedish (Swe...	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Note:** You can rearrange these panes as you desire; see p. 22.

- Task History; see p. 91.
- Project Attributes, showing all project attributes available for the selected WorldServer package (p. 357).

## Changing projects list settings

- ⦿ **Remove a project from the list:** Select the project and press Ctrl+F4, or right-click and select Remove from List. The project itself is not deleted; it remains in its location in the file structure.
- ⦿ **Add a project to the list:** Press Ctrl+O and locate the project.
- ⦿ **Mark the project as complete** (p. 261): Right-click the project and select Mark as Complete.
- ⦿ **Reactivate a completed project:** Right-click the project and select Revert Project to In Progress.
- ⦿ **Change the due date:** Right-click the project and select Project Settings. The Project Settings window opens. Select the Due Date check box and change the date/time.
- ⦿ **Change the project description:** Right-click the project and select Project Settings. The Project Settings window opens, where you can change the description.

## Changing file type settings

---

About file type settings, see p. 111. If you need to change them for a particular project, right-click the project and select **Project Settings**. Any changes made in this way are project specific and will not be available for use in other projects unless those are based on the current project (or a template created based on it).

**Note 1:** Many of the file type settings won't take effect unless you recreate the SDLXLIFF file after making them, since they mainly affect what happens when the bilingual file is created.

**Note 2:** Some of this stuff is quite tricky (although fortunately seldom necessary to use). For more detailed information, use the **Help** button – or **F1** – in the **Project Settings** window, with the **File Types** option selected in the navigation pane.

## Add/remove files or folders

---

- ☉ **Add files/folders:** In the *Files* view of the project in question, go to the **Home > File Actions** group and select the appropriate option of **Add Files**, **Add Folders** or **Add New Folder**. Or simply drag the file(s) in question from your file organiser. The same commands are available by right-clicking on one of the files. (Insert the folders in the appropriate place in the navigation pane.)

**Note:** The addition of files to a project once it is created is not totally straightforward. Once the file is added, you need to perform a batch task: either **Prepare without project TM** or **Prepare**. And lastly, switch back to the project target language in the navigation pane. Only then can you open the file for translation.

- ☉ **Remove files/folders:** In the *Files* view of the project in question, select the appropriate files and click the **Remove** button . The files will not only be taken out of the project, they will be permanently deleted. If you remove a target file, the deletion only applies to the target SDLXLIFF file; the source SDLXLIFF file is still there and can be opened; and the original – customer's – source file is also unaffected. If you remove the source file, however, both the original source file, the source SDLXLIFF and all target SDLXLIFF files will be deleted.

The same command is available by right-clicking one of the selected files.

These options are not available for single file projects created with the **Translate Single Document** feature.

## Virtually merge files (QuickMerge)

---

If the project contains more than one file, you can merge them “virtually” using Studio's **QuickMerge** function: select them and press **Enter**, or right-click one of them and select **Open for Translation**, or **Open for Review**, or **Open for Sign-Off**, as required. The big advantage of this is that the files are handled as one during such operations as **Find** and

Replace, AutoPropagation, QA checking, and terminology verification.

**Note:** If you want to open them all at the same time but as separate documents, select them and press Ctrl+Enter. They open in the *Editor* pane of the *Editor* view.

Sometimes – I could never figure out when or why – the row numbering restarts for every new document (but don't forget that the Navigation pane shows you where you are and helps you go where you want to). Furthermore, the virtually merged files are indicated as such on its tab on top of the pane: "Multiple Files – Filename...".

And like a physically merged file, also a virtually merged file is listed as such in File > Recent Documents (Alt/F10, F, R). Otherwise, the constituent files are processed individually (i.e. during Save, Export, etc.).

**Note 1:** If you QuickMerge several files, they will be merged in the order in which they appear in the files list. To change that order, you need first to select the files in the desired order by clicking them with the Ctrl key pressed before opening them for translation. If you have a large number of files, you probably need to order them before they imported into the project. This may be done by prefixing an incremental number to the file names which can be removed afterwards. Programs such as Bulk Rename can be used for this, as explained by Paul Filkin in his blog post [Advanced Renamer... and QuickMerge](#). (If you use the "physical" merge during project creation (p. 77), you can do the reshuffling of files with up/down arrow buttons during the merging, but then you're stuck with that, whereas the QuickMerge can be made – and changed – at any time.)

**Note 2:** The QuickMerge only means that the files are handled as one during translation/editing, not elsewhere. This means that if you want to export them as one document, e.g. for review purposes, you must merge them "physically" during project creation. If you don't want to work with such a merged file (a big one may slow down performance), one solution might be to do the translation using QuickMerge and then create a new project, with the files physically merged, and pretranslating them using the same TM. Then you can have one single review document.

## Add/remove TMs

---

- ⦿ **Add TM:** Right-click the project and select Project Settings. In the navigation pane, select as appropriate Language Pairs > All Language Pairs (or Language Pairs > [the appropriate language pair]; see p. 67). Then select  Translated Memory and Automated Translation, click Add and browse to the desired TM. Then if necessary, move it up or down in the TM list. (The order of the TMs decides the order in which they are searched for matches.)

- ⦿ **Remove TM:** Do as above, select the TM to be removed and click  Remove. The TM will be removed from the project only; it stays in its original place in the file hierarchy.

### **Add/remove termbases**

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- ⦿ **Add termbase:** Right-click the project and select Project Settings. In the navigation pane, select Language Pairs > All Language Pairs. Then select  Termbases, click Add and browse to the desired termbase.
- ⦿ **Remove termbase:** Do as above, select the TM to be removed and click Remove. The termbase will be removed from the project only; it stays in its original place in the file hierarchy.

### **Add new target languages**

---

(Mainly for project managers.) Right-click the project and select Project Settings. In the navigation pane, select Language Pairs. Add language(s) as desired, click OK and proceed as appropriate.

# 18

## Project templates

Every time you create a new project, you have to choose whether to base it on a previous *project* or on a *project template*. The former alternative is self-explanatory; the latter is the one you will probably use most often, usually with the *Default* template.

A project template is a collection of project settings to use for e.g. a specific customer, language combination, or technical area.

You can have several project templates stored – e.g. one for each important client, or for specific language/subject combinations; since each template among other things has its own TM settings; see below. But regardless of whether you use a template or not in the current project, you can make any necessary project settings at the start of, or during, the work on it (see below).

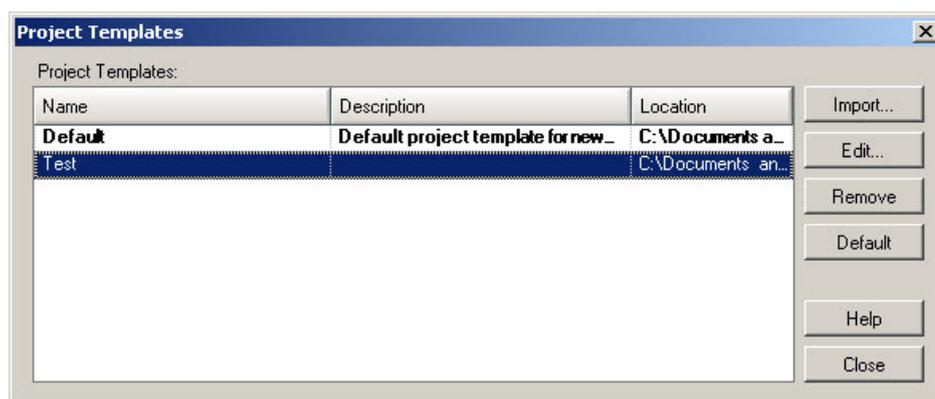
A project template has settings for

- **File Types** (see p. 111); where you can make various settings for the handling of each specific file type – approx. 50 different ones; the settings vary with the file type; sometimes just Tag verification, sometimes QuickInsert, Font mapping, Elements and attributes, etc.
- **Verification** (see p. 237): QA Checker, including Segments Verification, Segments to Exclude, Inconsistencies, Punctuation, etc. – nine in all; plus Terminology Verifier, consisting of Verification Settings.
- **Language Pairs** (see p. 67): **All Language Pairs**, with settings for Translation Memory and Automated Translation, Termbases and Batch Processing; plus *each language pair* for which you have defined settings for Translation Memory and Automated Translation (including Auto-substitution), any AutoSuggest Dictionaries and Batch Processing.
- **Default Task Sequence** (see p. 117)

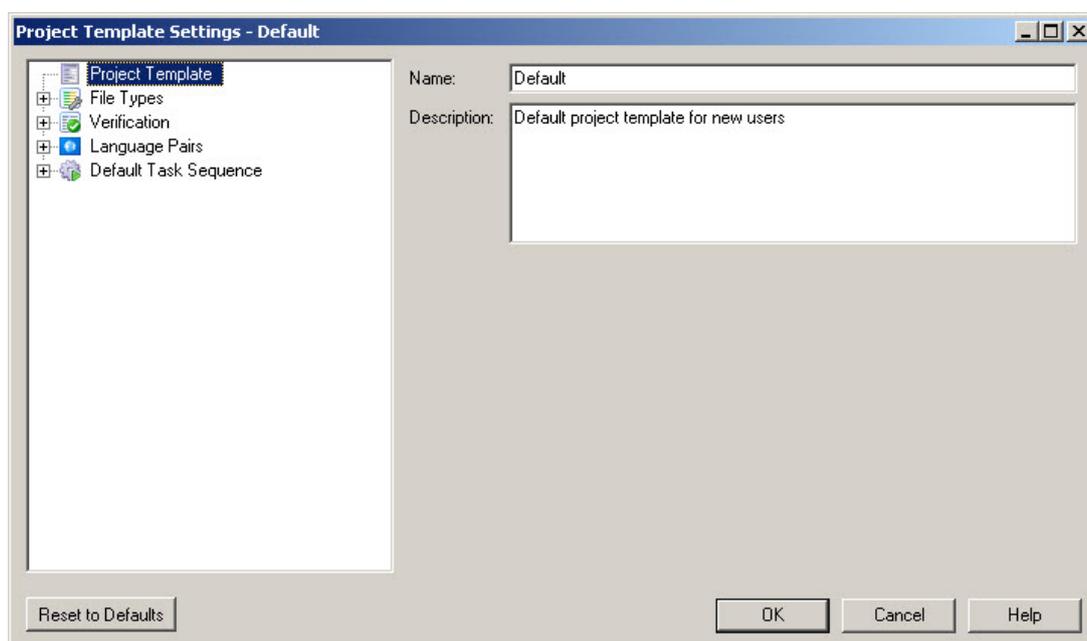
The file name extension of project templates is `.sdltpl`.

### Managing project templates

- © **Open a project template to view and edit:** Go to File > Setup > Project Templates (Alt/F10, F, U, P). The Project Templates dialog box opens:



Select the template you want to open and click Edit. The Project Template Settings dialog box opens:



Here you make (almost) all settings for the particular template. You can always use the button **Reset to Defaults**.

You can (re)name the template and edit its description by clicking the top navigation alternative, **Project Template**.

- ☉ **Create a project template based on a specific project:** In the *Projects* view, select the project on which to base the template and select **Home > Tasks > Create Project Template** (or **Alt/F10, H, C**). The **Save Project Template** window opens, where you can save the current settings under a specific template name.
- ☉ **Update or create a new project template based on the project you just created:** When you have finalized the creation of a project (p. 71), you will have the opportunity to update the template selected for that project with any new settings you have defined, or create a new template with those settings. (You can also choose to do neither.)

## Managing language pairs

You can make language pair settings either for *All Language Pairs*, or for particular language pairs. It is preferable to use the former; then you can use the same project template for several language pairs, by populating that alternative with TMs, as well as termbases, for all language pairs. All other settings will be applied to each language pair as well, but you can change them specifically for a particular language pair. The settings for AutoSuggest dictionaries can *only* be made for specific language pairs.

See also p. 67.

## General settings of TMs and termbases

You can make these settings during the creation of a project based on the project template in question (see p. 71 and 98), or you can do it at any time by opening that project template:

- ➊ Go to File > Setup > Project Templates (Alt/F10, F, U, P). The Project Templates window opens.
- ➋ Select the template and click Edit. The Project Template Settings window opens.
- ➌ Click Language Pairs and select All Language Pairs, and then select Translation Memory and Automated Translation and make settings as described on p. 6. Then select (if appropriate) Termbases and make settings as described on p. 185.

These settings (i.e. TMs and their associated settings, and termbases and their associated settings) will now be used every time you base a project on this template, unless you change them during project creation (or during the job in question).

# 19

## Levels for settings – document/project/project template

Many of the settings of things such as TMs, termbases, quality assurance and server configurations can be made either for the active project/document, for a project template, or for the default project settings. It is important to keep this in mind when you do make changes, otherwise settings that were intended for all projects using the same template may in fact be available only at “lower” levels, and vice versa. These are the settings which may be changed at the various levels:



(Note that the same principle applies to changes which are made to TMs: be aware of whether you want to make a change to *all* language pairs or to a *specific* language pair. See p. 67.)

There are two ways to arrive at these settings:

- The **Project Settings** dialog box, which affects the active project/document only.
- The **Options** dialog box, which affects the default project settings but not the currently active project/document.

So as not to have to repeat the same instruction over and over, I'll give them here and refer to them where they are applicable. It is not complicated but important.

- ◎ **The settings of the active project/document only:** In all views, select **Home > Configuration > Project Settings** (or **Alt/F10, H, S**); or, in the *Editor* view, click the **Project Settings** tab above the *Translation Results* pane. The settings you make here will only be applied to that project.



**Note:** The Default Task Sequence (see p. 117) cannot be changed at this level; only at the project template level (including the default project template, via **File > Options**).

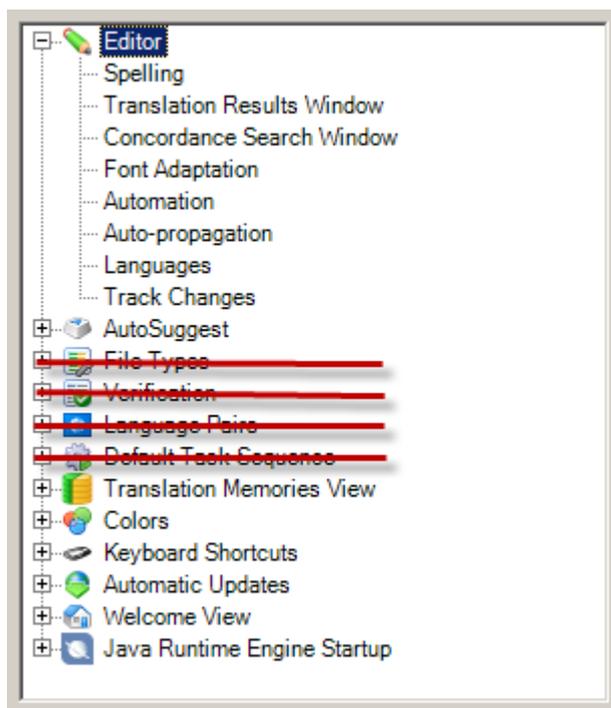
- ◎ **The default project settings:** In all views, select **File > Options** (or **Alt/F10, F, T**). The settings you make here will be applied every time

you create a project based on the default template – *but they will not affect the project you are currently working on!* They will also be part of the current user profile; cf. page 66.

- ⦿ **The settings of a project template:** Open the Project Template Settings dialog box. (Select File > Setup > Project Templates or Alt/F10, F, U, P. The Project Templates dialog box opens; select the template in question and click Edit.)

### Default level settings only

To complete the picture, here are the settings which can be made *only* at the default level, i.e. via the Options dialog box:



The stricken-through options can be changed both here and at other levels; cf. the image above. However, any changes you make of those particular options at the (Options) level *will only be effective in your future projects*.

As of Studio 2012, all other changes you make here take effect immediately except for those where it is obvious that they can only be effective the next time you open a document or start Studio (e.g. Startup options, automatic updates).

For more on this, read Tuomas Kostianen’s blog post [Project Settings vs. File > Options – What’s the difference](#) and Paul Filkin’s multifarious blog entry [Those Project Settings!](#). Or maybe just settle for the gist of it, as Jerzy Czopik describes it as quoted in Paul’s blog post [Tea and settings](#). Furthermore, “Salthatten/Salt Hat”, in his blog, gives us [a settings table](#) for SDL Trados Studio 2011 about which function occurs on what level: he also makes recommendations for where to make what set-

principles are still the same.

# 20

## Project packages

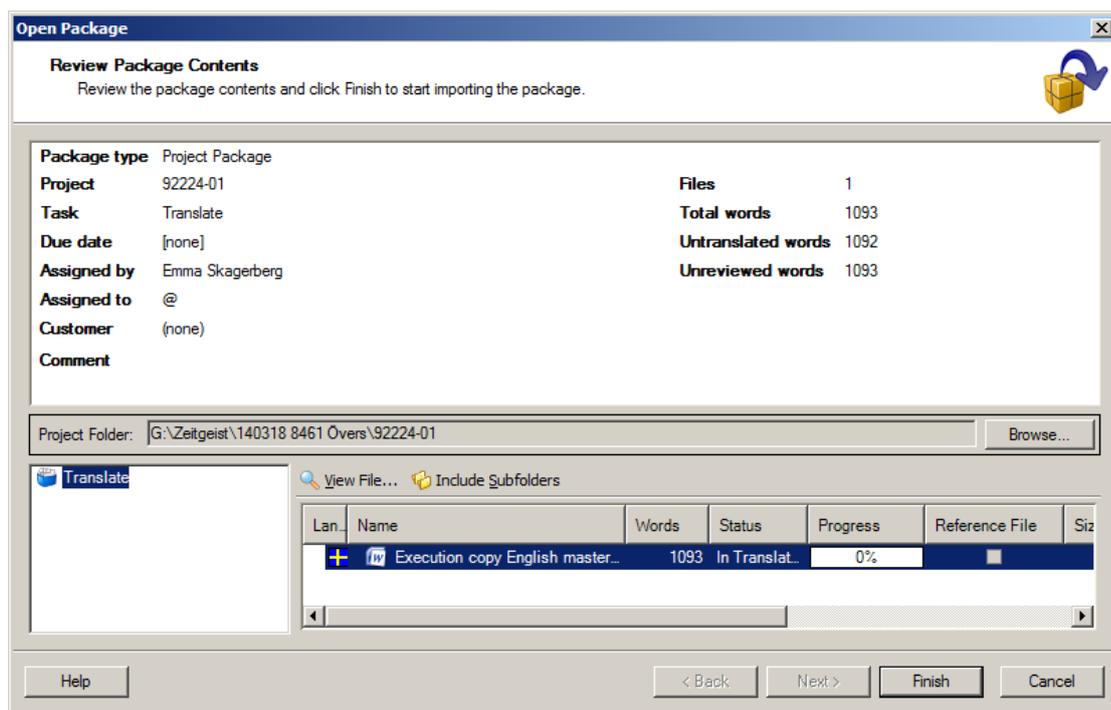
The project packages function is generally intended for use by project managers at language service providers (translation agencies). A package is prepared, then sent to the translators involved. It contains all relevant files and settings. The translators translate the source material, then re-package the translated files (and any other relevant material) and send it to the next person in the workflow – e.g. to a reviewer, or back to the project manager. And so on, until all target segments have received *approved* and *signed-off* status (two separate procedures; see p. 262).

This manual is only concerned with the freelance translator's part of the package process. (The Freelance version of Studio does not support the creation of packages. Project leaders can find information in the Help: Assigning Work in Project Packages; also on the net [here](#).)

A more detailed description is provided by Paul Filkin in his *multifarious* blog: [Working with Packages](#).

### Opening a project package

- 1 Select File > Open > Package (or Alt/F10, F, O, A), locate the package and click Open. The Open Package – Review Package Contents page opens. (You cannot open a package by dragging and dropping, as you can with files when in the *Editor* view. You can, however, open it by locating it in the file organiser and open it there, e.g. by double-clicking it.)



**Note:** The default location is normally the one you used for your previous package project! So take care to check that it is what you want. And just as with new projects, there has to be an empty folder to place the files. (If none is available, Studio will prompt you to create one.)

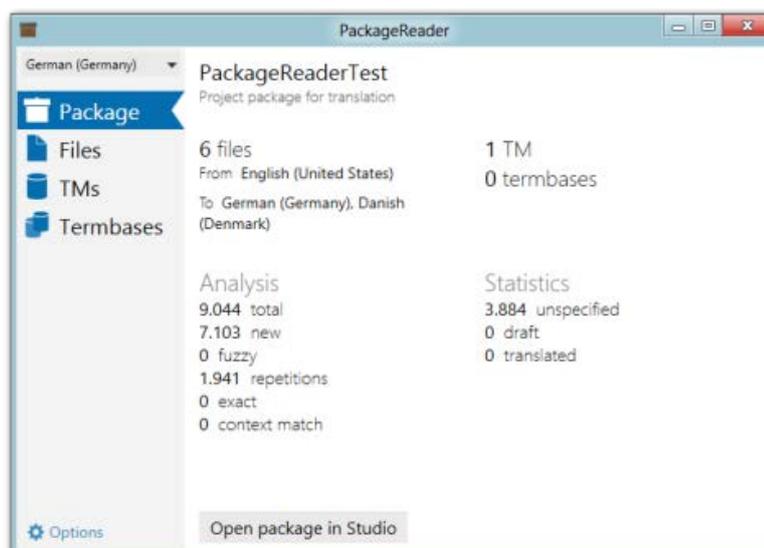


You don't have to use Studio to open a Studio package. An SDLPPX package is just a zip file with another extension, so you can simply open it with a suitable decompression application (if necessary, first change the .sdlppx extension to .zip, but to be on the safe side, do this on a copy), you can open it and see its contents. This particularly handy if you only have Studio 2009 and receive a Studio 2014 package, which cannot normally be opened in Studio 2009. (However, it is possible in Studio 2014 to create packages which can be opened in 2009 SP3.)

**Note:** If you are working on Studio 2009 packages in Studio 2014, you cannot save as target or preview those files since Studio 2014 uses file types which for those processes are not backwards compatible.

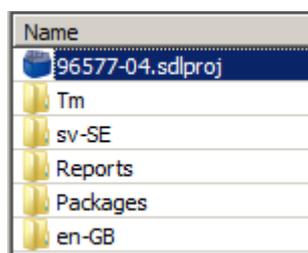
You can create a return package in the corresponding way, by zipping the appropriate files and changing the extension to .sdlrpx.

There is also a free OpenExchange application called *PackageReader* which allows you to preview a package without even starting Studio. This is an example of what you will see:



- ② To see which files are contained in a specific folder, select that folder (in the bottom left-hand pane of the **Review Package Contents** page; see above). The files will be listed in the bottom right-hand pane. If you want to preview a file, select it and click **View File**. A preview window opens, showing the bilingual document.
- ③ To import the package for handling, click **Finish**. The **Importing Package** page opens.
- ④ If you have not worked with this project before, the **Browse For Folder** dialog box opens. Select where you want to store the package contents and click **OK**. The import is carried out; the project is created and opened.
- ⑤ In the *Files* view, in the navigation pane, locate the **My Tasks** folder. The *manual tasks* – **Translate** or **Review** – tell you what you are to do.

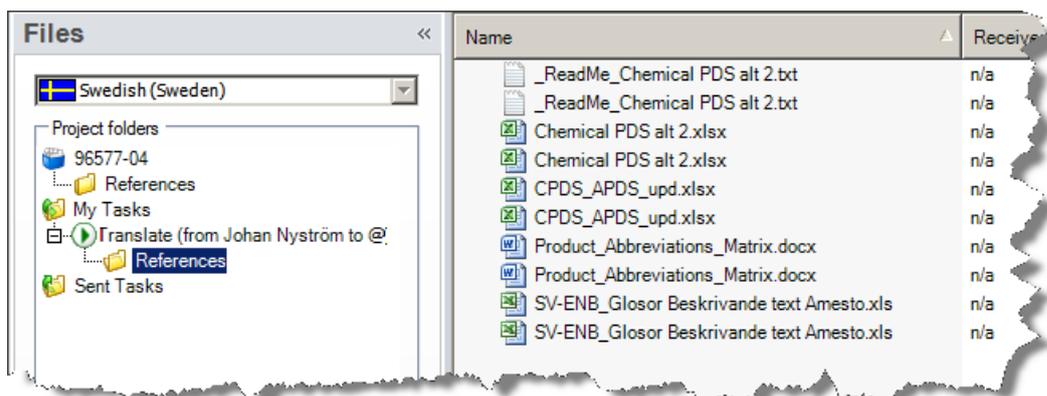
**Note:** You do not need to save the original sdlppx file (nor do you need to care where it is originally located) – it is included in the opened package, which looks like this in the file organiser:



I.e. like the standard file structure (p. 76) except that you already have the TM folder plus a folder with the packages, which contains an **In** subfolder with the sdlppx file, whose name is amended with the name of the language variant and the date and time of opening. Once you have created a return package, that, too, will be placed in the **Packages** folder but in an **Out** subfolder.

## Opening files in a project package

- ❶ With the package open, select the *Files* view.
- ❷ Select the target language for translation/review in the drop-down list above the navigation pane. This is what the contents listed in that pane may look like, with, as an example, the list of reference files open:



- ❸ Double-click the desired file in the right-hand pane. The file is opened for translation or review in accordance with the manual task assigned and the editor configuration set up by the project manager.

**Note:** You may want to add material of your own, such as a TM or a termbase, to the project files. Unfortunately, for the time being this is not possible.

## Review of a package with the help of a colleague

If you want to have your translation reviewed before returning the package, here is a suggestion from Anna Kuzminsky:

“I give my colleague the same package I got from the client. When I am done with the translation I make a backup of the SDLXLIFF file and send a copy to her. She overwrites the original SDLXLIFF file in her package with the one I sent. She then reviews it but only commits those segments where she makes changes. Then she sends it to me; I overwrite my own SDLXLIFF file with hers and open it for review. I use the display filter to filter on different types of segments to check the edits. When I am done, I change the status to reviewed for all segments. Then I create a return package for the client.”

## Returning a project package

- ❶ Do one of the following:

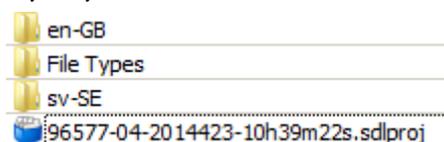


- *In the Projects view*, select **Home > Packages > Create Return Package** (or **Alt/F10, H, R**). (Or right-click the project and select **Create Return Package**.) The **Create Return Package – Select Files** page opens. All project files are included in the list except any reference files. Do *not* finalise the project; this will result in a return package containing no **SDLXLIFF** file!
  - Select the files to be included in the return package. Right-click one of them and select **Create Return Package**. (You can only select files in the original package; otherwise this option will not be available.) If you have happen to have finalised the project, you need first to select **Return to SDLXLIFF** in the context menu.
- ② Include/exclude files by selecting/de-selecting the corresponding check boxes. Click **Next**. The **Return Package Options** page opens.
  - ③ Click **Browse**, select a location for the return package. (Note that the default location of the return package is normally not the project location but a previously used location. However, this does not matter – except for cluttering up that location – because, as stated above, the same return package will always be placed also in the **Out** subfolder of the **Packages** folder in the project folder which you selected when you opened the package.)

Then enter any comments in the **Comment** box. Click **Finish**. The **Creating Return Package** page opens.

- ④ When the package has been created, its status changes to **Completed**. (Any errors during the process can be tracked by selecting the package and clicking **Show Results**.)

The contents of the package (as you can see if you unzip it in the same way as you can do with the incoming package) are as follows:



You can send the package automatically by e-mail by clicking **Send Packages by Email**. (Not included in the Freelance version.) If a **Microsoft Office Outlook** dialog box requests access to Outlook, select the **Allow Access** for check box and a number of minutes in the drop-down list. *10 minutes* is recommended. Then click **Yes**. A draft email is shown. Click **Send**.

Alternatively, you can use other delivery methods such as **FTP**. If so, open the folder with the return package by clicking **Open Target Folder** and then proceed as appropriate.

# 21

## File types; file type handling

This chapter is about translation source document file types. For a discussion of the SDL file types used in the various parts of the SDL tools, see Paul Filkin's *multifarious* blog post, [Life without Trados!](#).

The file type settings determine, among other things, how Studio identifies the type of file (e.g. what file name extensions are used for that type), and how Studio identifies which parts of the file should be translated, and (if applicable) in which order.

You can achieve a lot of things by relatively simple manipulations of the settings of the file types – such as the handling of web addresses (URLs), of comments and tracked changes, and if specific expressions should be treated as tags or even not at all, etc. See below under File Type Settings, p. 111. And if you have specific, recurring jobs which require specific file type settings, you can always create new file types just for those jobs.

### Supported file types

Studio supports a large number of file types (although success in every case is of course not guaranteed, and you will occasionally find that Studio will not be able to process a specific file, generating an error message – which, unfortunately, generally is of very little help).

Some file types cannot be handled directly but can usually be converted to manageable format (e.g. Adobe FrameMaker 8 and 9 files can be exported to MIF format, which can then be handled).

The following file types are supported. Detailed information is provided in the Help function under File Types > [Supported File Types](#).

Application or File Format	File Name Extension
Adobe FrameMaker versions 8–11	mif
Adobe InDesign CS2-CS4 INX	inx
Adobe InDesign CS4-CC IDML	idml
Adobe InCopy CS4-CC ICML	icml
Comma-delimited text	csv
HTML 4, HTML 5	htm, html, xhtml, jsp, asp, aspx, ascx, inc,

	php, hhk, hhc properties
<b>Java Resources</b>	
<b>Microsoft Excel 2000-2003</b>	xls, xlt
<b>Microsoft Excel 2007-2013</b>	xlsm, xlsx, xltx
<b>Microsoft PowerPoint XP-2003</b>	pot, pps, ppt
<b>Microsoft PowerPoint 2007-2013</b>	potm, potx, ppsm, ppsx, pptm, pptx
<b>Microsoft Word 2000-2003*</b>	doc, dot
<b>Microsoft Word 2007- 2013*</b>	docx, dotx, docm, dotm
<b>OpenDocument Text (ODT)</b>	odt, ott, odm
<b>OpenDocument Presentation (ODP)</b>	odp, otp
<b>OpenDocument Spreadsheet (ODS)</b>	ods, ots
<b>QuarkXPress Export</b>	xtg, tag
<b>PDF</b>	pdf
<b>QuickSilver</b>	doc
<b>Rich Text Format (RTF)</b>	rtf
<b>SDL Edit (ITD)</b>	itd
<b>Trados Translator's Workbench</b>	doc, docx
<b>SDL XLIFF</b>	sdlxliff
<b>Tab-delimited text</b>	txt
<b>Text</b>	txt
<b>TRADOStag*</b>	ttx
<b>Trados Translator's Workbench</b>	doc, docx (bilingual)
<b>WsXliff</b>	xliff
<b>XHTML 1.1</b>	html, htm
<b>XLIFF</b>	xliff
<b>XML: Microsoft .Net Resources</b>	resx
<b>XML: OASIS DITA 1.2 Compliant</b>	xml, dita
<b>XML: OASIS DocBook 4.5 Compliant</b>	xml, dita
<b>XML: W3C ITS Compliant</b>	xml
<b>XML: Any XML</b>	xml

\* About Microsoft Word, PDF and TRADOStag, see also p. 266. Note that Word documents often cannot be opened if they have been opened previously (in the same computer session) in Word. You may need to close Word in order to open the document in Studio.

There seem to be backward and forward compatibility issues with the different versions of Word (pertaining to such items as fields and hyperlinks). Therefore, it may be wise to retain "obsolete" environments. (Sometimes customers require the use of a specific version.)

For XML verification, Studio now uses locally stored copies of some schemas and DTDs. Using these local copies appreciably speeds up verification.

FrameMaker 7 and QuickSilver files are handled by conversion to TTX format using S-Tagger. Go to **File > Legacy DTP Formats**.

For file-types not directly supported, there is an OpenExchange application called *SDL T-Window for Clipboard* which is included with Studio. Using that, you can translate any clipboard content in a Windows application. (See the Welcome pane in the *Welcome* view.) There are instructions in the SDL OpenExchange blog, [Speed up any clipboard associated translation with SDL T-Window for Clipboard!](#); see also Paul Filkin's *multifarious* blog post [Please translate this short paragraph and return by email](#).

### How Studio checks the file type

When Studio checks which file type to apply to a source document, it first checks the file type extension, going from the top of the list under **File Types** in the **Options/Project Settings** dialog box. Therefore, if for a specific project you have defined a new file type (see below) with the same extension as existing ones, you need – in the **Project Settings** dialog box – to either deselect (in the right-hand pane) all file types above the one you defined, or move that one up past the existing ones. It is probably a good idea to create a project template with the appropriate file type settings.

### Create new file types

You can “create” additional XML and text file types (Simple Delimited Text and Regular Expression Delimited Text). First decide whether the new type is to be available in the default project template, another project template, or the current project only (see p. 101):

Open the **Options** or **Project Settings** dialog box (which one? see p. 101) and select **File Types**. Click the **New** button. In the **Select Type** window, select the desired type (Simple Delimited Text, HTML, Regular Expression Delimited Text, or XML). In the **File Type Information** window, make the necessary settings. Step through the procedure with **Next** (or **Finish**) as appropriate, depending on the type selected.

For an insight into what can be done with filetype settings (together with style sheets), take a look at Paul Filkin's *multifarious* blog post entry, [Translate with style](#) (although perhaps not for the weak-hearted).

### Ready-made new file types

SDL OpenExchange offers several ready-made file type definitions (free of charge unless otherwise stated); at the time of writing (April, 2014), these:

- [Wordfast TXML](#)
- [PO \(Portable Objects\)](#)
- [crossbase XML](#)
- [MadCap Flare](#)
- [docuglobe](#)
- [Schema ST4 XML](#)
- [FIRE.sys](#)
- [MemoQ XLIFF](#)
- [SubRip filetype](#) (for the extraction of texts for localization)

- [Sysfilter for Adobe Illustrator](#) (for handling the complete translation process of Adobe Illustrator files)
- [Author-It XML](#)
- [Microsoft Visio Filter](#) (€9)

Via the SDK (Software Development Kit) provided by SDL, any developer will have the basic tools to create any monolingual/bilingual file type as required. You do need C++ skills, but the SDK is very extensive in this regard. And if there is a format not already covered that you (or a group where you belong) often receive, it may be worth it to pay someone for the development of a suitable file type definition.

## File type settings

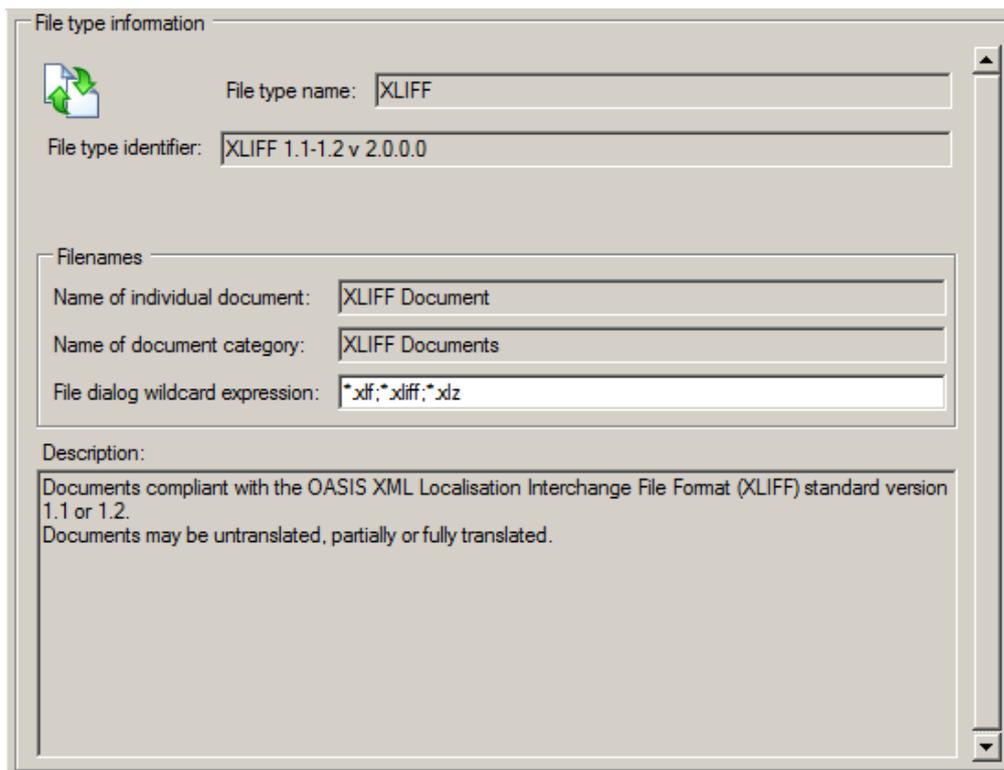
The file type settings determine, among other things, how Studio identifies the type of file (e.g. what file name extensions are used for that type), and how Studio identifies which parts of the file should be translated, and (if applicable) in which order. Normally you do not need to change the settings of any file type. Should you want to do so, however, or just see the settings for a specific file type, this is how. (First decide whether the new type is to be available in the default project template, another project template, or the current project only; see p. 101).

Paul Filkin, in his blog post [Psst... wanna know a few things about file types?](#), gives a number of examples of how much you can actually achieve by slight manipulations of these settings.

**Note 1:** Any changes to the settings of a file type must be made *before* the source file is converted. If you discover, after creating a project, that you should have made changes to these settings, you have to add the file to the project once more after the changes are made (and delete the previously created bilingual file).

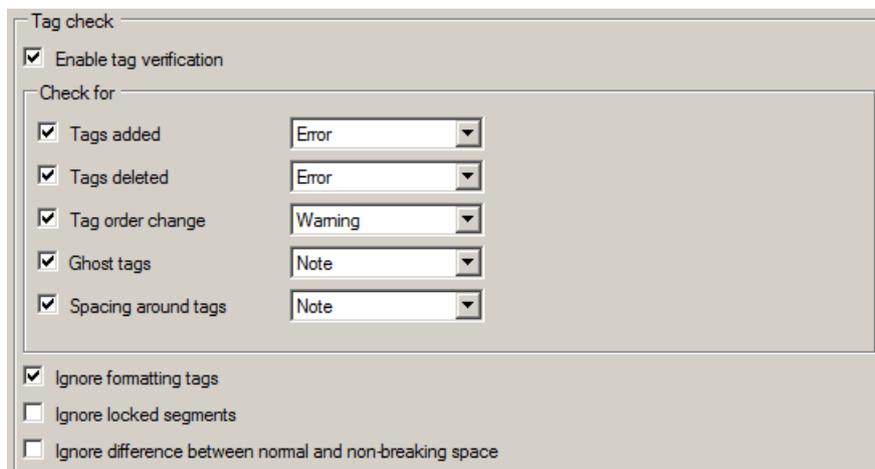
**Note 2:** To check that changes you make in the file type settings give the intended results, the Translate Single Document method (p. 136) to start a project is very useful because it is so quick: Just press Ctrl+Shift+O (or select File > Open > Translate Single Document), select your file and press Enter (or click OK) in the Open Document window (no need to use a TM) and there you are.

Open the appropriate dialog box and select the file type. You will then see file type information as follows:

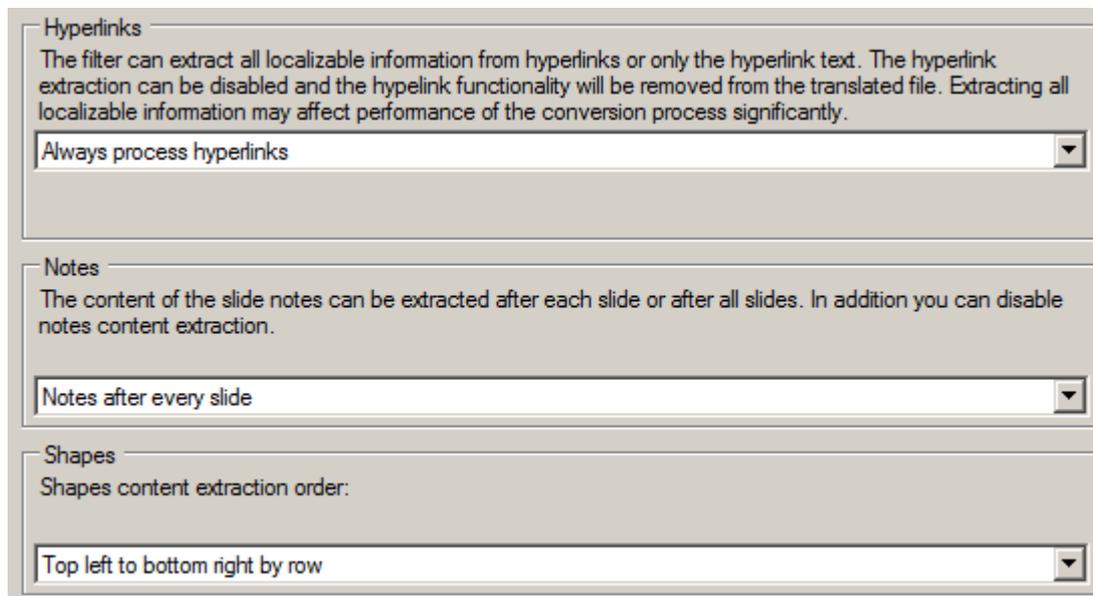
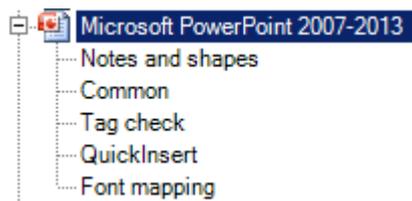


The categories here are the same for all file types.

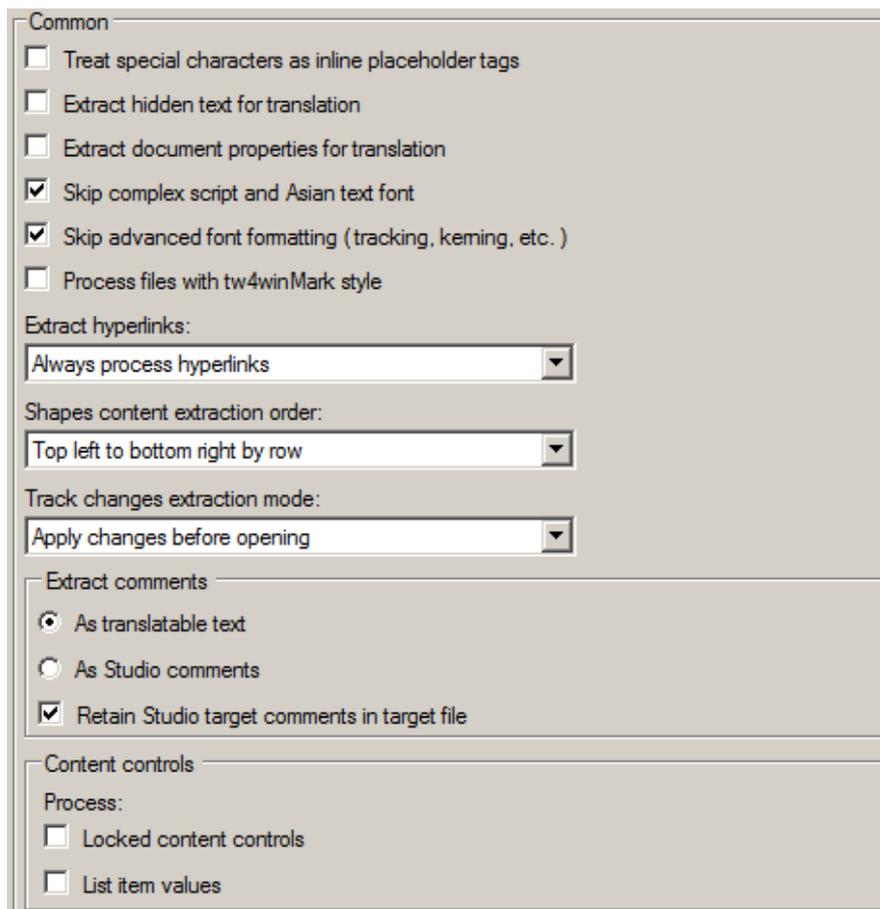
The branches below the file type name in the navigation panel vary between file types. For example, for TRADOStag you will only see **Compatibility** and **Tag check**. When you click any such characteristic, you will be able to make settings as appropriate. As an example, here is the *Tag verification* pane for TTX files (with default settings) :



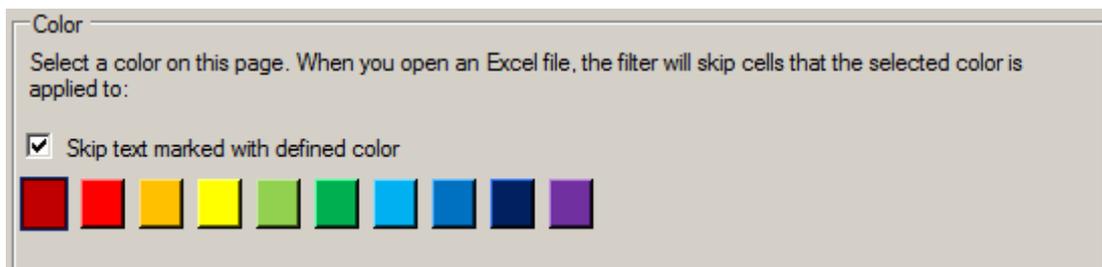
And here are the different setting options for Microsoft PowerPoint 2007-2013, followed by the pane for settings of Notes and shapes in such documents:



There is actually quite a lot you can do with the filetype settings, so before you start working with a particular file type where you may have specific needs, it may pay to look at the possibilities that the various settings options offer. For instance, it is here that you make settings for the handling of comments (p. 232) and tracked changes in Word. An in particular, you should check the **Common** options under DTP file types (“common” as in “commonly used”); here, as an example of what you may find, are the possible settings for PDF files:



Another example: how to colour-mark text in Excel files for non-translation. Open the file type **Microsoft Excel** [either variant] > **Color**, and you will find this possibility (by default not selected):



Note though that the legend here (**Skip text...**) is misleading: it is the text itself that needs to be coloured – not the background. (And if you want to select text for non-translation in a Word document, the advice is to select it – in Word – and mark it as Hidden. Then it will not be shown in the *Editor* view.)

Paul Filkin has more to say about this in his *multifarious* blog post, [It's a colourful world..!](#)

### CSV file type

Yet another example of using file type settings is given by Tuomas Kostianen in his blog post [CSV File Type – A Hidden Feature](#). This is about using CSV files for translating partially translated Excel files and converting bilingual Excel files into translation memory.

**Excel handling**

And speaking of Excel files: Paul Filkin describes the use of file type settings to transform text formatted tags (such as `<font size="20" color="red">`) in an Excel file into “real” tags when they’re imported into Studio. Read his blog post [Handling taggy Excel files in Studio](#).

A common problem with Excel is when you have several sentences in the same cell, which tends to give long segments in Studio (containing all sentences). Here is a workaround provided by Jerzy Czopik (not anything to do with file type settings, but here is still a good place to put this):

- ❶ Copy the table to Word.
- ❷ Use Find & Replace to replace all `^l` (manual line breaks) by a `</br>` (this will pretend to be a tag).
- ❸ Now use Find & Replace to replace all `<>` (tags) with themselves, but formatted as hidden.
- ❹ Translate this file – will work like a charm.
- ❺ Create a final Word file.
- ❻ Remove all hidden formatting.
- ❼ Copy the column to Excel.
- ❽ In Excel, use Find & Replace to replace all `</br>` by ALT 010. This will restore the manual line breaks in Excel.

**tw4winMark style**

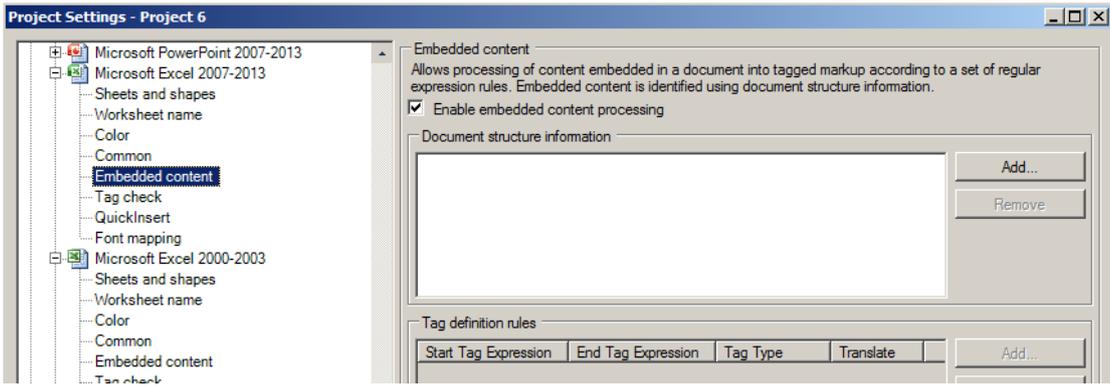
A more specific example is that Word doc and rtf format files may contain text in tw4winMark style, in which case you need to adjust the filetype under **Common to Process files with tw4winMark style** (before the project is created). Otherwise such files will be classified as reference files when opened.

**XML length restrictions alert**

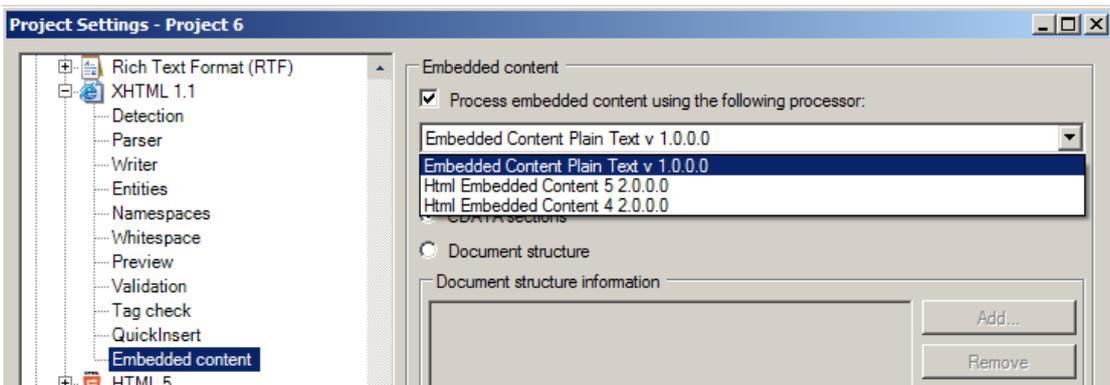
Yet another (pretty advanced) example of what you can do with file type definitions is given by Paul Filkin in his blog post [XML Length Restrictions](#), where he describes a sophisticated way of getting Studio to warn you when the translation of a segment in an XML file with length restrictions is too long.

## Embedded Content Processors

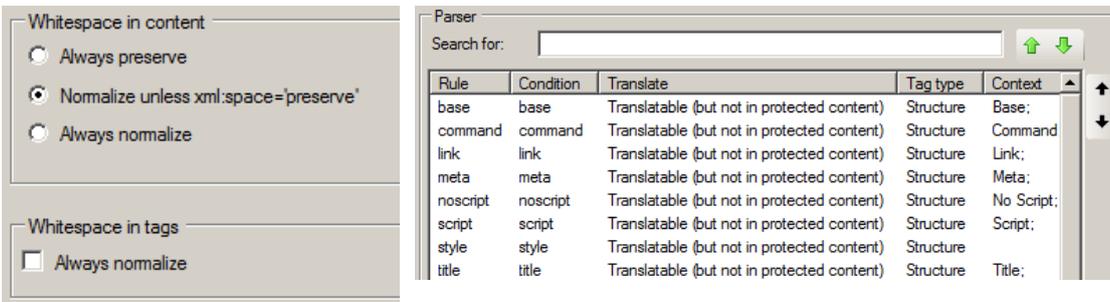
“Embedded content” is content for which a different syntax is used than the syntax that is used for the main part of the content. For example, an XML file may contain bits of HTML markup content inside a CDATA section. (A CDATA – Character Data – section is a section which will be ignored during parsing; i.e. all of its content will be interpreted as text even though it may contain markups.) Rules are then needed for Studio to interpret correctly what is and what is not to be translated. For Excel, XML, XHTML, and Java documents you can define settings for extracting and displaying main and embedded content for the respective file types, e.g.:



Often you need to use regular expressions for this. However, Studio also offers *Embedded Content Processors* dedicated to the handling of HTML 5, HTML 4, and Plain Text content inside XML documents. This means you only need to select a suitable such processor, and you get all the necessary settings in one package.



This may give some idea of the workings:



As you see, this is rather tricky stuff. Luckily, there is extensive information on the Help pages, including on how to create new embedded content processors.

# 22

## Batch Processes

A batch process is performed on a single project file, a group of files or an entire project. You can also batch edit a number of translation units (TUs); see p. 321.

For instance, during the preparation of a project, batch processes are normally run (below and p. 120) to analyze the files with regard to matches to a TM (if any) and to transform the files to SDLXLIFF format. You can select which (predefined) batch processes to perform at this stage, and you can run them at other times.

A batch process contains a task or a sequence of tasks. There are settings for each task, and these may be edited.

Studio comes with pre-defined batch tasks – and batch task sequences – for use on TUs in TMs (p. 321), for use during the preparation of projects (below and p. 120), and for use on files (below and p. 121).

### Batch tasks and task sequences included in Studio

Studio comes with a number of batch tasks and task sequences. Most are intended for use at any time; some are intended for use only during the creation of a project.

#### For processing files and preparing projects

**Note:** Any *specific settings* for a task – as indicated in the descriptions below – can be made either for the default project template, another project template, or the current project only; see p. 101. In the dialog box concerned, select **Batch Processing** under **All Language Pairs** or a specific language pair and then select the task in question.

#### Batch tasks

- **Analyze Files:** Source files are analyzed against the TM, giving statistics on the “fuzzy matches”. It is performed by default as part of the project preparation step (p. 83) during the creation of a project and can be run at any time afterwards to provide updated statistics. A report is generated. Specific settings can be made:

Analyze Files Settings

- Report Cross-file Repetitions
- Report internal fuzzy match leverage
- Report locked segments as a separate category

Unknown Segments

- Export unknown segments**

Maximum match value:

Frequent Segments

- Export frequent segments**

Number of occurrences:

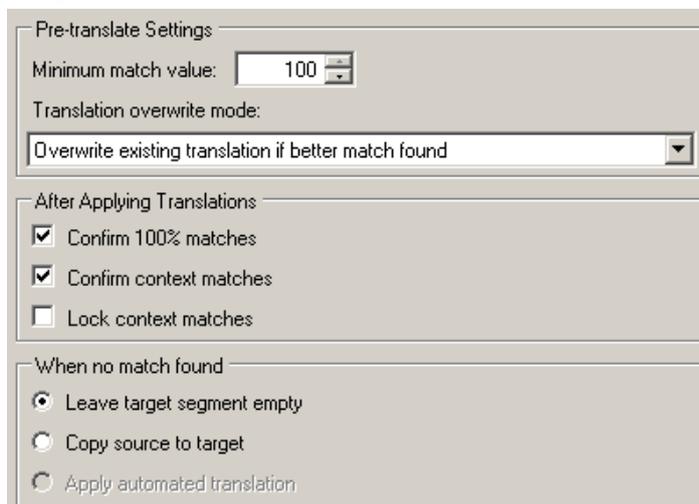
By default, only **Report Cross-file Repetitions** is enabled. Explanations:

- **Report Cross-file Repetitions:** If the project includes several files, all repetitions between them are counted. During project creation, this setting is selected by default for the file analysis.
- **Report internal fuzzy match leverage:** Fuzzy matches are reported not only for TM hits but also for matches between segments in the individual file(s); i.e. similarities between source segments will be counted regardless of whether they are matched in the TM or not. Note that this option is inactive by default; if you want to change that, go to **File > Options (or Alt/F10, F, T) > Language Pairs > Analyze Files** and select it.
- **Report locked segments as a separate category:** Since normally you don't need to bother with locked segments, inclusion of this category in the analysis report can be of obvious benefit. Not only can you make the analysis take account of any segments which are locked by the customer (and which include Perfect-Matches and locked 100% and Context Matches), you can also get a better picture of the work involved by locking – before the analysis – such segments as contain only numbers, or only non-translatable web links.
- **Export frequent segments:** Frequently occurring segments (the minimum number of which you set yourself) are exported into a separate XLIFF file placed in the Exports folder. Beginning the translation with that file may be advantageous. Such a translation could then be used to populate a TM, which then in turn could be used for pre-translation. This would be particularly advantageous if several translators work on the same project.
- **Export unknown segments:** Segments with fuzzy match value below a value which you set yourself are exported into a separate XLIFF file placed in the Exports folder. Beginning the translation with that file may likewise be advantageous.
- **Export files:** Selected files are exported to a selected folder. By default the files are exported in the document format in which they were originally created. Specific settings can be made:



File version to export is either Target version, Latest bilingual version or Current version.

- **Generate Target Translations:** A translated version of the source file is generated.
- **Apply PerfectMatch:** See p. 176. Not available in the Freelance edition of Studio.
- **Populate Project Translation Memories:** A *project translation memory* (see p. 170) for each target language is created and updated with translations. It is performed as part of the **Prepare** and **Analyze** only task sequences (p. 84) when a project is created. See p. 86.
- **Pseudo-translate:** Used to simulate what a translated document will look like after translation, e.g. for software localization. See p. 272.
- **Export for External Review:** Function for exporting to Word or Excel format. See p. 253.
- **Update from External Review:** Function for importing changes after reviewing exported document. See p. 255.
- **Pre-translate Files:** This is done by applying translations from the TMs, termbases and previously translated files specified during the project creation (p. 86). A report is generated. Specific settings can be made:

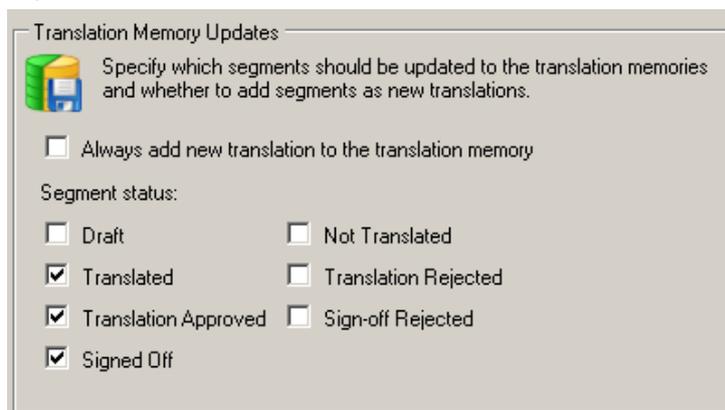


Translation overwrite mode can be either Overwrite existing translation if better match found (default), Keep existing translation, or Always overwrite existing translation.

**Note:** These are settings for the current project. If you want to *always* copy source to target when no match is found, go to File > Options (or Alt/F10, F, T) > Editor > Automation and select Copy source when no match is found. (About the difference between

project settings and default project template settings, see Levels for settings, p. 101.)

- **Translation Count:** Provides information about the status of the translations in your project. It is performed as part of the **Analyze only** task sequence (p. 84) when a project is created. A report is generated (p. 127).
- **Update Main Translation Memories** with the segments in the active project or document. By default, any segments with a status of *Translated*, *Translation Approved* and *Signed Off* are used for the update. Any *custom field* values specified in the TM update settings (see p. 283) are automatically assigned to the new TUs. Specific settings can be made in the step called **Translation Memory Updates**:



- **Update Project Translation Memories:** Same as above but for project TMs. The same specific settings can be made.
- **Verify Files:** The selected verification checks are run (p. 237).
- **Word Count:** The total number of words, characters, segments and recognized tokens are counted. A report is generated (p. 129).

#### **Batch task sequence**

- **Finalize:** Contains **Update Main Translation Memories** and **Generate Target Translations**.

### **For preparing projects only**

#### **Batch tasks**

- **Convert to translatable format:** Converts the selected source files to SDLXLIFF file format, including segmentation.
- **Copy to target languages:** When the file has been converted to a translatable format in the **Convert to translatable format** task, a bilingual SDLXLIFF file is produced for each target language and copied to each target language folder in the project folder structure.

#### **Batch task sequences**

- **Prepare:** Contains **Convert to translatable format**, **Copy to target languages**, **Analyze Files**, **Pre-translate Files**, **Populate Project Translation Memories**, and **Translation Count**.
- **Prepare without project TM:** Same as above but no project TM (see p. 170) is created. A freelance translator may want to work only with the main TM, in which case this option is useful.

- **Analyze Only:** Only available in the New Project wizard. Same as Prepare but without pre-translation.
- **Pseudo-translate Round Trip:** Contains Convert to translatable format, Copy to target languages, Pseudo-translate (see p. 272), and Generate Target Translations.
- **Finalize:** Contains Update Main Translation Memories and Generate Target Translations.

**Note:** If you have the Professional version of Studio, you can create your own task sequences. That is not covered in this manual; see the Help section *How to Create and Run a Custom Task Sequence* (available [here](#) on the net.)

## Running a batch task or task sequence on files

① Start the batch wizard for the file(s) on which the batch task (sequence) is to be run:

- on the *active document*: In the *Editor* view, select Home > File Actions > Batch Tasks (or Alt/F10, H, B) and then select the required batch task (sequence) from the menu shown at right;
- on a *group of files* in a project: In the *Files* view, select the files and then go to Home > File Actions > Batch Tasks (or Alt/F10, H, B), or right-click one of them, and select the required batch task (sequence);
- on *all files in a project*: In the Project view, go to Home > Tasks > Batch Tasks (or Alt/F10, H, B) and select the required batch task (sequence). (Or in fact, select any task/sequence – in all cases, you can change the selection at the next step; see below.)

Finalize

---

Analyze Files

Export files

Generate Target Translations

Apply PerfectMatch

Populate Project Translation Memories

Pseudo-translate

Export for External Review

Update from External Review

Copy to Target Languages

Pre-translate Files

Translation Count

Update Main Translation Memories

Update Project Translation Memories

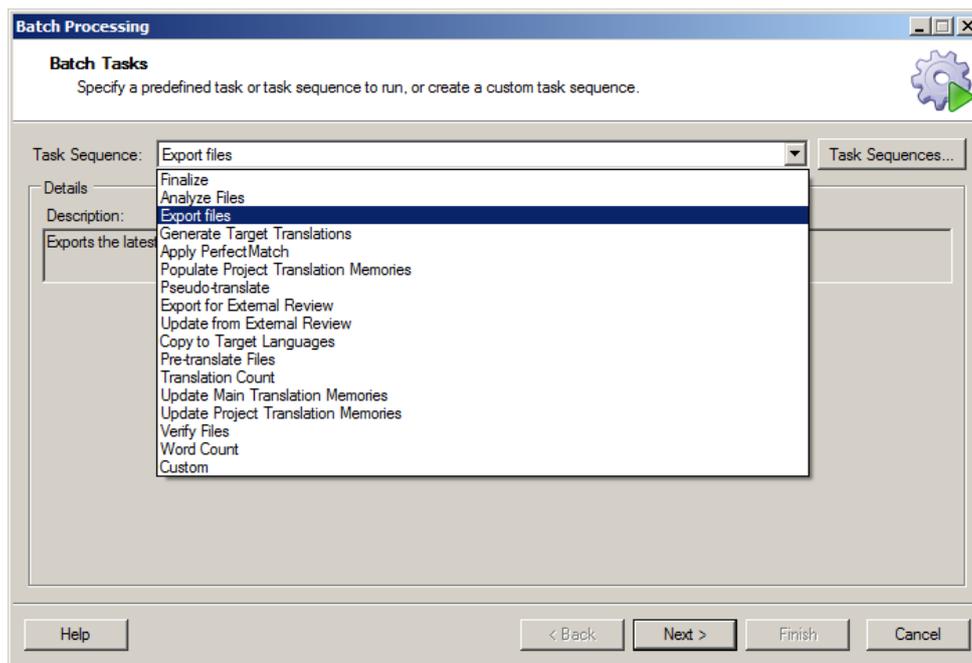
Verify Files

Word Count

---

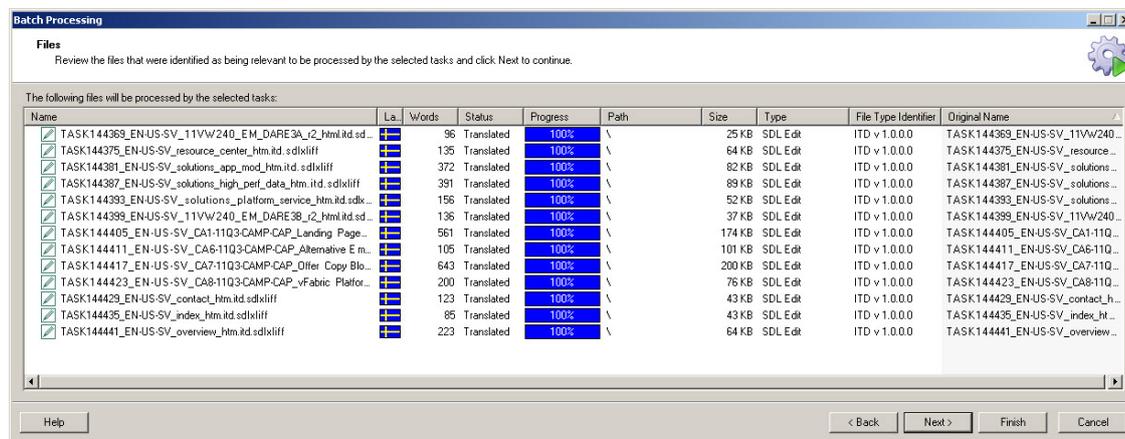
Custom

The Batch Processing wizard starts with the Batch Tasks page:



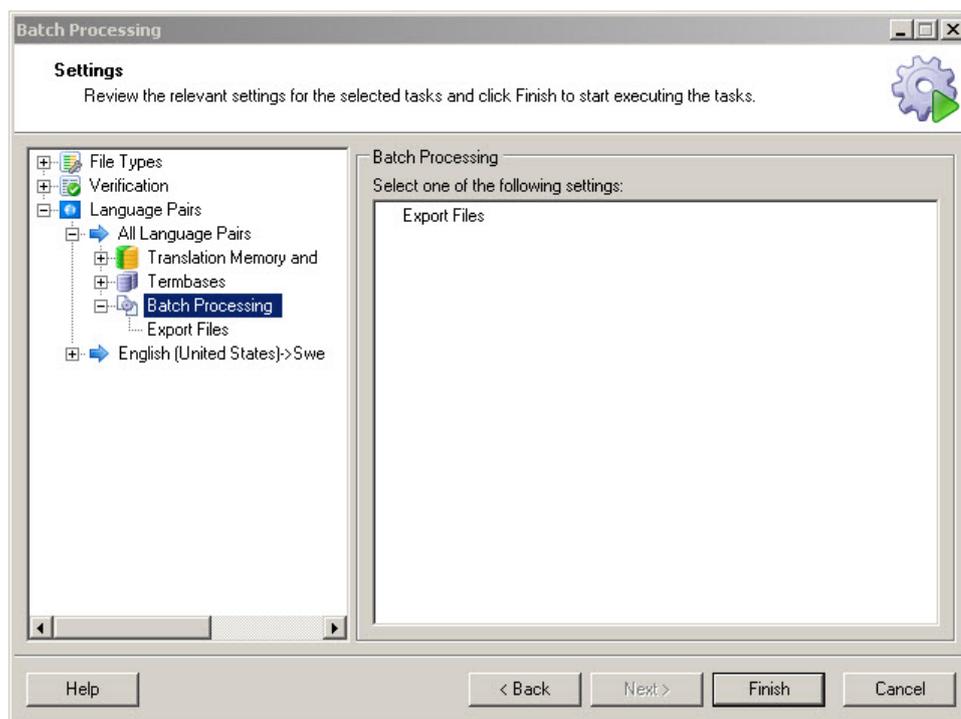
- ② Regardless of which task (sequence) you selected, you can change that selection here. (If it is a task sequence, a **Batch Tasks** field will also open, listing the tasks in that sequence.)

Click **Next**. The **Files** page opens:



- ③ Check that the files listed are the ones the task sequence is to be performed on. If there is an error here, you have to start all over again with the correctly selected files. If all is well, click **Next** if you want to check/change the relevant settings for the task sequence in question (for many batch task sequences, there are no settings to be made; see p. 84), or click **Finish** if there is no need to do that (if so, proceed to step 5 below).

If you click **Next**, the **Settings** page opens (which is *not* the same as the **Batch Processing Settings** page shown on p. 88):



- 4 Make any necessary settings (in the example above, when you select **Export Files**, you can select the export location and which file version to export).

**Note:** You can change any of the settings available here. Any changes that you make (apart from the Batch Processing settings) will also overwrite the settings that were used when the project was created.

- 5 Click **Finish**. The **Performing tasks** page opens, where you can see the processing progress. Afterwards, you can view the results (click the **Task Results** button).

If the task failed, you can try running it again by clicking **Restart**.

# 23

## Project and file statistics; reports

You can obtain statistics on projects and files in several ways: in the *Projects* view and the *Files* view and also in the form of reports, which may be printed.

These are the various types of statistics:

- **Project and files details:** Only in the *Projects* and *Files views* (p. 92 and 149, respectively).
- **Project and files analysis:** The *Analyze Files* report and the *Analysis Statistics* pane in the *Projects* and *Files views* (see p. 126 and 153, respectively). The source files are analyzed with regard to TM matches (fuzzy matches percentages, number of segments, words, characters, etc.) in the same way as you may be used to from other CAT tools.
- **Word, characters, recognized tokens and tags count:** The *Word Count* report (which does not include any “fuzzy matches” statistics). See p. 129.
- **Current status,** with numbers and percentage according to the status of the segments (but not any “fuzzy matches” statistics): The *Translation Count* report and the *Confirmation Statistics* panes in the *Projects* and *Files* views. See p. 130.
- **Pre-translation statistics:** Statistics on the results of pre-translation against the TM specified for the project. The *Pre-translate Files* report. See p. 131.
- **Verify files:** See p. 240.

Each report is the result of a corresponding *batch process* (p. 117).

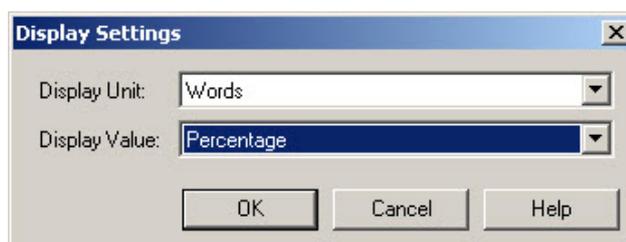
- **Statistics in the Editor pane:** At the bottom right of the *Editor* pane, you can see, apart from the writing mode [INSert or OVR (overwrite)]:



- the active display filter (see p. 162); here: All segments
- the last expression (if any) searched for in the filtering function; here: “rights”
- the percentage of non-translated words (or characters, or segments; see below)

- the percentage of draft translations (words, characters, or segments; see below)
- the percentage of confirmed translations (words, characters, or segments; see below)
- the number of characters in the target segment (sorry – no corresponding function for the source segment)
- source and target languages (by pointing to them, you will see the complete language name, i.e. including language variant).

The measurement of the amount of non-translated/translated text can be customized: Double-click either and the **Display Settings** dialog box opens:



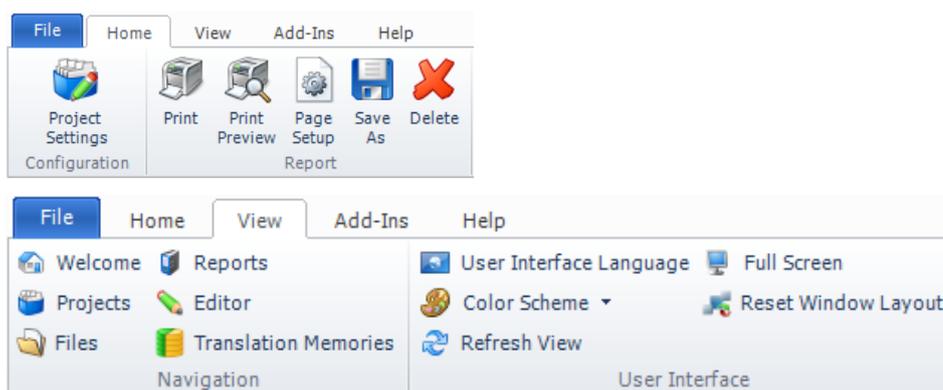
- Display Units are: Words, Characters or Segments.
- Display Values are: Count, Percentage or Both.

The character count includes recognized tokens but not tags or spaces.

## Report handling

### Ribbons

The Home and View ribbons are – as always – specific:



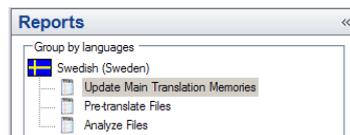
### Description

The *Reports* view consists of the navigation pane (below) plus a presentation of the report itself.

- © **Produce a report:** Activate the project in the *Projects* view (double-click or right-click and **Set as Active**), or – if the project is already selected – use the *Files* or the *Editor* view. Go to **Home > Tasks > Batch Tasks** (Alt/F10, H, B) (or right-click the project name) and start the task

for the report you need. (If the task has already been performed, e.g. during project creation, you can – if you need – perform it again; it may be that you need to update for instance the translation count.)

- ◎ **View (open) a report:** The reports will be listed in the navigation pane in the *Reports* view (at right), with the most recent one at the top. (By default, they are grouped by target language; you can change this by selecting **Group by Report types** at the bottom of the pane.) Just select the report you want to view.



- ◎ **Print a report:** Select the report and press **Ctrl+P** or select **Home > Report > Print** or **Print Preview (Alt/F10, H, P or V)**.

The **Page Setup** dialog box (**Alt+U** or the  button) gives you a large number of setting options, such as **Enable Shrink-to-Fit** and the customization of the page header and footer. Furthermore, you can select to customize the page size (in percentage) to “squeeze” a couple of pages into a single page.

- ◎ **Change printout settings for a report:** Select the report and select **Home > Report > Page Setup** (or **Alt/F10, H, A**).
- ◎ **Preview a report before printing:** Select the report and select **Home > Report > Print Preview** (or **Alt/F10, H, V**).
- ◎ **Save reports:** The reports are contained in the project, but you can export a report as a separate file, in XLSX, HTML, MHT – i.e. MIME HTML, web pages which contain images and other media data – and XML format. Select the report and press **Ctrl+S** or select **Home > Report > Save as** (or **Alt/F10, H, E**). You can save several reports at once by language or by type – e.g. if you want to print all **Analyze Files** reports, group them by report types and select **Analyze Files**. There is also an *OpenExchange* application from SDL, “*SDL Trados Studio – Export Analysis Reports*”, which lets you export the analysis reports into .csv format. However, the exported file does not retain the differentiation between the different types of matches.
- ◎ **Delete report:** Select the report and press **Delete** or select **Home > Report > Delete** (or **Alt/F10, H, D**).



**Note:** Print, Print Preview, Page Setup, Save as and Delete Report can all be reached by right-clicking the report name.

## Project and file analysis (for fuzzy statistics, etc.)

When you create a project, the source files are analyzed with regard to TM matches (segments, words, characters, etc.) in the same way as you may be used to from other CAT tools. You get access to the results of the analysis in the *Report* view, clicking **Analyze Files** in the navigation pane. You will also get a summary and a report of the settings, as the image below shows.

**Reports**

Group by report types

- Translation Count
- Swedish (Sweden)
- Pre-translate Files
- Swedish (Sweden)
- Analyze Files
- Swedish (Sweden)

Group by

- Languages
- Report types

Welcome

Projects

Files

Reports

Editor

Translation Memories

### Analyze Files Report

**Summary**

Task: Analyze Files  
 Project: Project 1  
 Translation Providers: Samlingsminne-US\_en-US\_sv-SE.sdltm  
 Language: Swedish (Sweden)  
 Files: 1  
 Created At: 2013-09-17 11:39:39  
 Task Duration: 2 seconds

**Settings**

Report Cross-file Repetitions: Yes  
 Report Internal Fuzzy Match Leverage: No  
 Report Locked Segments: No  
 Minimum Match Value: 70%  
 Search Mode: Use best matches from all translation sources.  
 Missing Formatting Penalty: 1%  
 Different Formatting Penalty: 1%  
 Multiple Translations Penalty: 1%  
 Auto-localization Penalty: 0%  
 Text Replacement Penalty: 0%

**Totals**

Total	Type	Segments	Words	Characters	Percent	Recognized Tokens	Tags
Files:1	PerfectMatch	0	0	0	0.00%	0	0
Chars/Word:NaN	Context Match	0	0	0	0.00%	0	0
	Repetitions	0	0	0	0.00%	0	0
	Cross-file Repetitions	0	0	0	0.00%	0	0
	100%	0	0	0	0.00%	0	0
	95% - 99%	0	0	0	0.00%	0	0
	85% - 94%	0	0	0	0.00%	0	0
	75% - 84%	0	0	0	0.00%	0	0
	50% - 74%	0	0	0	0.00%	0	0
	New	0	0	0	0.00%	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100%</b>	<b>0</b>	<b>0</b>

**File Details**

File	Type	Segments	Words	Characters	Percent	Recognized Tokens	Tags
B VeriSign_SWEDISH_DM_FINAL.doc.sdlxliff (Merged Files: 0)	PerfectMatch	0	0	0	0.00%	0	0
Chars/Word:NaN	Context Match	0	0	0	0.00%	0	0
	Repetitions	0	0	0	0.00%	0	0
	Cross-file Repetitions	0	0	0	0.00%	0	0
	100%	0	0	0	0.00%	0	0

Note the report on internal fuzzy matches – you will not get this by default. See the explanation below under *Report internal fuzzy match leverage*.

- This is the *Files Analysis* pane in the *Projects* view:

Language Pair	PerfectM	Repetito	Context Match	100%	95%-99%	85%-94%	75%-84%	50%-74%	No Match	Total
English (United States)->Swedish (Sw...)	0	17	0	4	0	0	0	0	0	60
<b>Total</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>

- And in the *Files* view:

File Name	PerfectMatch	Repetito	Context Match	100	95-99	85-94	75-84	50-74	No Match	Total
TASK144513_EN-US-SV_EUC_ToChannelEDM_CopyFINAL_0623_do...	0	0	208	0	31	0	0	0	0	239
TASK144507_EN-US-SV_EUC_RegionalEventEDM_CopyFINAL_0628...	0	6	143	0	37	0	0	0	0	186
TASK144501_EN-US-SV_EUC_eBookEDM_CopyFINAL_0628_docx.itd...	0	6	152	0	50	0	0	0	0	208
TASK144495_EN-US-SV_EUC_InstallEDM_CopyFINAL_0628_docx.itd...	0	15	188	0	40	0	0	0	0	243
TASK144489_EN-US-SV_EUC_GenericEDM_CopyFINAL_0628_docx.it...	0	0	163	0	50	0	0	0	0	213
<b>Total</b>	<b>0</b>	<b>27</b>	<b>854</b>	<b>0</b>	<b>208</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1089</b>



- ⦿ **Analyze only one document without creating a project:** If you don't create a project because the job consists of only one document, Paul Filkin has a suggestion: create (once) a project that you only use for analysis and leave it permanently in the *Projects* view. In just a few steps you can then get the analysis done. Read more in his (updated) *multifarious* blog entry [All I want is a simple analysis...](#)

- ◎ **Re-analyze the files during the translation process:** Select the project in the *Projects* view. Then go to **Home > Tasks > Batch Tasks > Analyze Files** (or **Alt/F10, H, B, A**) (or right-click the project name) and click **Next**. The program will automatically exclude files which have not been changed since project creation and produce an analysis of the others. In the **Settings** step, you can select (in the navigation pane) **Analyze Files**, giving these options:

The screenshot shows the 'Analyze Files Settings' dialog box with the following configuration:

- Analyze Files Settings:**
  - Report Cross-file Repetitions
  - Report internal fuzzy match leverage
  - Report locked segments as a separate category
- Unknown Segments:**
  - Export unknown segments
  - Maximum match value: 74
- Frequent Segments:**
  - Export frequent segments
  - Number of occurrences: 5

Explanations:

- **Report Cross-file Repetitions:** If the project includes several files, all repetitions between them are counted. During project creation, this setting is selected for the file analysis.
- **Report internal fuzzy match leverage:** Fuzzy matches are reported not only for TM hits but also for matches between the individual file(s); i.e. similarities between source segments will be counted regardless of whether they are matched in the TM or not. Note that this option is inactive by default; if you want to change that, go to **File > Options** (or **Alt/F10, F, T**) > **Language Pairs > Analyze Files** and select it.
- **Report locked segments as a separate category:** Since normally you don't need to bother with locked segments, inclusion of this category in the analysis report can be of obvious benefit. Not only can you make the analysis take account of any segments which are locked by the customer (and which include PerfectMatches and locked 100% and Context Matches), you can also get a better picture of the work involved by locking – before the analysis – such segments as contain only numbers, or only non-translatable web links.
- **Export frequent segments:** Frequently occurring segments (the minimum number for which you set yourself) are exported into a separate XLIFF file placed in the Exports folder. Beginning the translation with that file may be advantageous. Such a translation could then be used to populate a TM, which then in turn could be used for pre-translation. This would be particularly advantageous if several translators work on the same project.

- **Export unknown segments:** Segments with fuzzy match value below a value which you set yourself are exported into a separate XLIFF file placed in the Exports folder. Beginning the translation with that file may likewise be advantageous.



In *OpenExchange*, there are two applications to do with file analysis:

- [SDL Trados Studio – Export Analysis Reports](#), which allows the user to export the analysis report into the CSV format.
- [goAnalyze](#), which allows you to perform an analysis of several or even zipped files without having to open them in Trados Studio ([instructions on the SDL blog](#)).

## Word count (no “fuzzy matches” statistics)

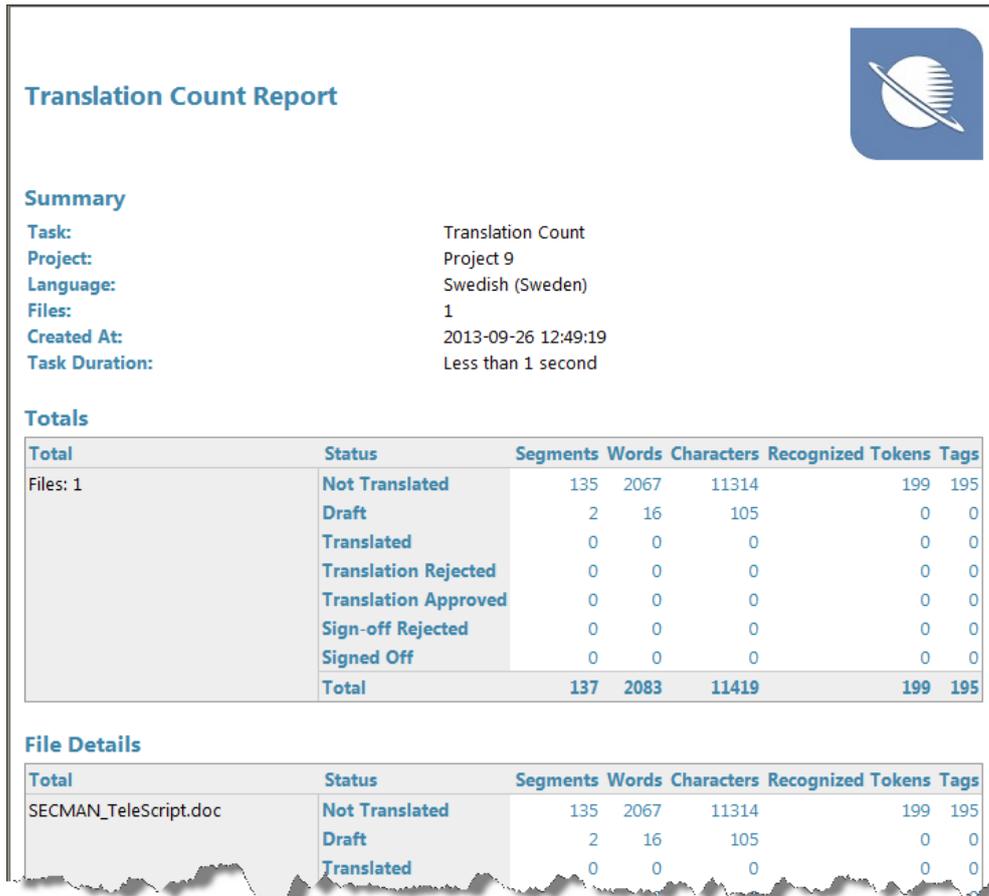
To get a *Word Count* report (which is what it sounds like), select the project in the *Projects* view. Then go to Home > Tasks > Batch Tasks > Word Count (Alt/F10, H, B, W) (or right-click the project name) and click Next until the report is produced. This is what a word count analysis may look like:

Word Count Report						
<b>Summary</b>						
Task:	Word Count					
Project:	Project 1					
Files:	1					
Created At:	2013-09-26 12:44:56					
Task Duration:	Less than 1 second					
<b>Totals</b>						
Total	Segments	Words	Characters	Recognized	Tokens	Tags
Files: 1	20	147	780		25	14
<b>Swedish (Sweden)</b>						
File	Segments	Words	Characters	Recognized	Tokens	Tags
VeriSign_SWEDISH_DM_FINAL.doc	20	147	780		25	14
Total	20	147	780		25	14

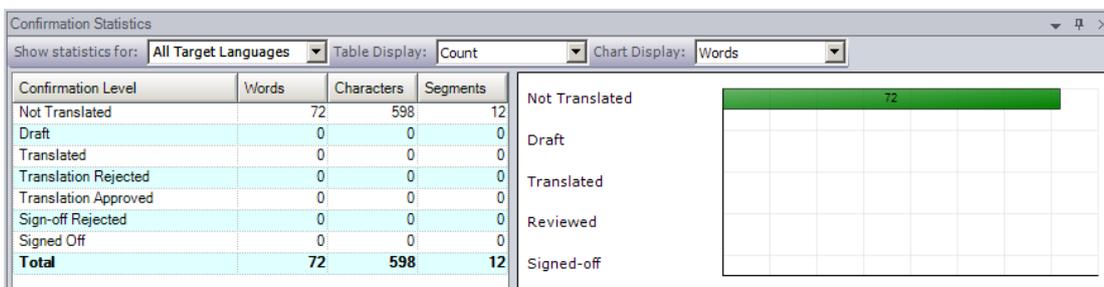
**Note:** As is well known, word counts give different results in different tools, which sometimes causes problems. Toumas Kostiaainen, in his [My Migration to Trados Studio](#) ([tradoshelp.wordpress.com](#)) has made an analysis of the major differences between Trados Studio 2009, Trados 2007, and Word. You will find a table of this if you search the net for “[Word Count Differences between Trados Studio and Trados 2007](#)”. Furthermore, Paul Filkin, in his *multifarious* blog, has made an extensive analysis of the various ways to count words: [So how many words do you think it is?](#) And if you need a word count for difficult file types like PowerPoint (where such things as text boxes tend not to be counted), I am told that [AnyCount](#) – not free – is a good tool.

## Current status (no “fuzzy matches” statistics)

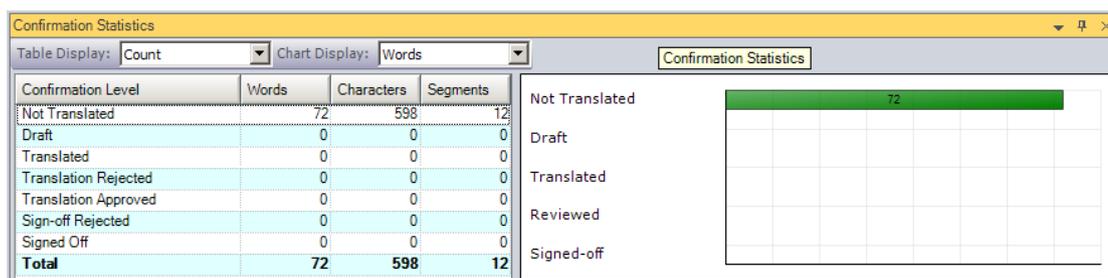
You can get a statistical picture of the current status of a translation by using the *Translation Count* batch processing function (excluding fuzzy matches statistics). Select the project in the *Projects* view. Then go to Home > Tasks > Batch Tasks > Translation Count (Alt/F10, H, B, I) (or right-click the project name) and click Next until the report is produced. The program will by itself exclude files which have not been changed since project creation and produce an analysis of the others. This is what such a statistical picture may look like:



- There are similar statistics in the *Confirmation Statistics* pane in the *Projects* view:



- And in the *Files* view:



The same statistics are also available in the *Editor* view, by selecting View > Confirmation statistics.

## Pre-translation report

You can get an idea of how much help the TM was during the preparation of the project – if you haven't deactivated the pre-translation default option (see p. 86) – by viewing the *Pre-translate Files* report. It may look like this (and as you see, the pre-translation in this case did very little; in fact nothing):



## Pre-translate Files Report

### Summary

**Task:** Pre-translate Files  
**Project:** Project 9  
**Translation Providers:** Samlingsminne-US\_en-US\_sv-SE.sdltm  
**Language:** Swedish (Sweden)  
**Files:** 3  
**Created At:** 2013-09-25 11:19:50  
**Task Duration:** 2 seconds

### Settings

**Minimum Match Value:** 100%  
**Translation Overwrite Mode:** Overwrite existing translation if better match found.  
**Search Mode:** Use best matches from all translation sources.  
**Missing Formatting Penalty:** 1%  
**Different Formatting Penalty:** 1%  
**Multiple Translations Penalty:** 1%  
**Auto-localization Penalty:** 0%  
**Text Replacement Penalty:** 0%

**After Applying Translations**  
**Confirm 100% Matches:** Yes  
**Lock 100% Matches:** No  
**Confirm Context Matches:** Yes  
**Lock Context Matches:** No

### Totals

Total	Type	Segments	Words	Characters	Percent	Recognized	Tags
Files:3	Translated	0	0	0	0.00%	0	0
	Updated	0	0	0	0.00%	0	0
	Copy Source	0	0	0	0.00%	0	0
	Unchanged	0	0	0	0.00%	0	0
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>100%</b>	<b>0</b>

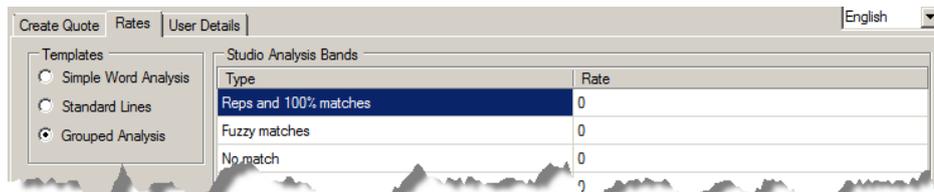
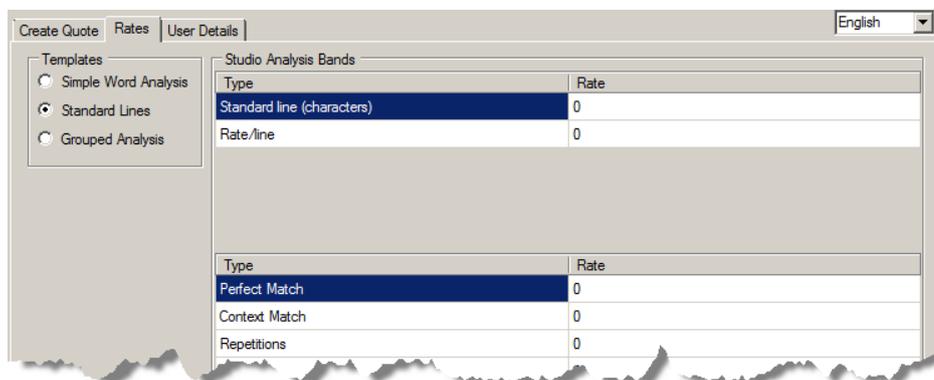
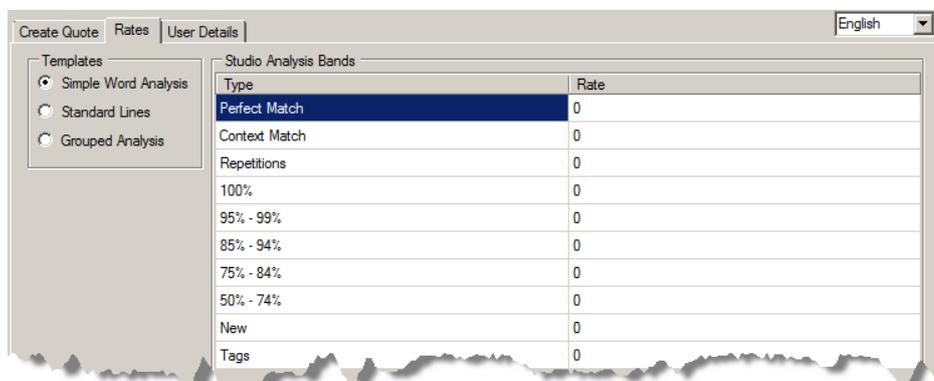
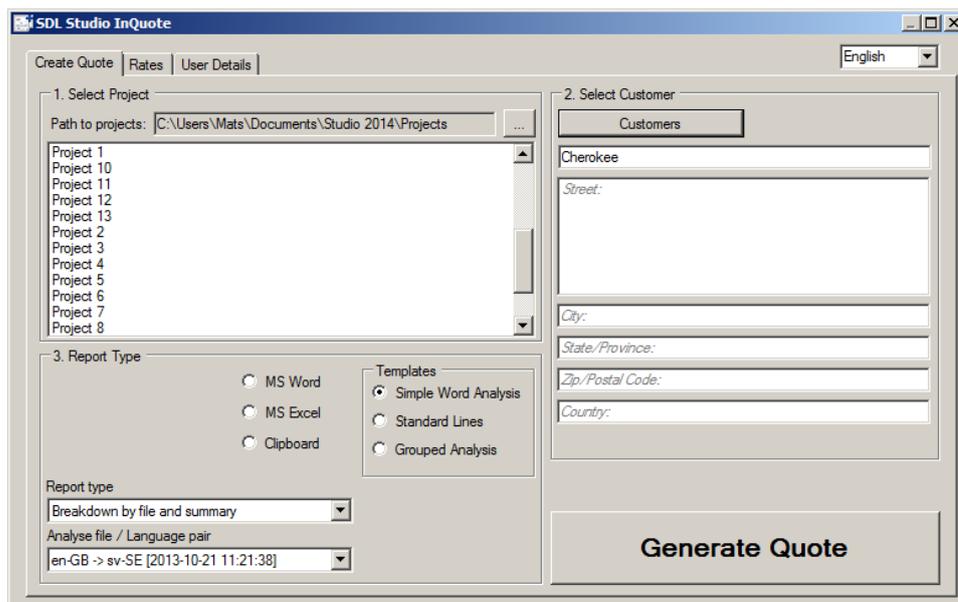
### File Details

File	Type	Segments	Words	Characters	Percent	Recognized	Tags
<input checked="" type="checkbox"/> SECMAN_ConvStarter.doc.sdlxliff (Merged Files: 0)	Translated	0	0	0	0.00%	0	0
	Updated	0	0	0	0.00%	0	0
	Copy Source	0	0	0	0.00%	0	0
	Unchanged	0	0	0	0.00%	0	0
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>

## Quotation based on Studio's analysis

### SDL Studio Inquote

You can produce a job quotation based on the analysis provided by Studio. For this, use the OpenExchange application *SDL Studio InQuote* (by SDL International). The quote can be based on a simple word analysis (staggered according to the fuzzy matches results), or by line, or "grouped" (meaning repetitions and 100% matches, fuzzies, and no match; also tags). You can produce the quotation in Word, Excel or clipboard format; and of course you can insert your own as well as the customer's details as well as customising and save your own templates. Not for everyone, perhaps, but quite impressive, and at least you can use it for your own calculations. Some screenshots:



**Online CAT Weighting Tool**

There is a competing service via OpenExchange called [Free Online CAT Weighting Tool](#) (at the time of writing – April, 2014 – available only for Studio 2009 and 2011) which by the look of it is quite impressive. Two snippets from the YouTube video [OTM Trados Wizard](#):

Quote

Quote request details Previous Settings

Address and settings Line items Conditions / options Generate quote Receipt of order

Analysis result - Weighting - Price Step 1 -->

Unit: Words

Weighting factors

Perfect match 0.3

Context match 0.3

Repetitions 0.4

CrossDocReps 0.4

100% 0.4

Fuzzy 95% - 99% 0.7

Fuzzy 85% - 94% 0.7

Fuzzy 75% - 84% 0.8

Fuzzy 50% - 74% 1

Save factors as default  
Load default factors

Line item	Files	Languages	unweighted	weighted	Unit price	unweighted	Discount	weighted
1	2	en -> es	11932 Words	4457 Words	0.20	2,386.40 EUR	-1,495.00 EUR (62.65 %)	891.40 EUR

Summary

Number of files: 2 Characters/word 5.1 Show project settings  
Control\_description.doc, Operating\_instructions.doc

Type	Segments	Words	Characters	Percent	Placeables	Tags	Weighting factor	Adjusted	Adj.Price	Total
Perfect match	0	0	0	0%	0	0	0.3	0.00	0.06	0.00
Context match	1208	10052	51629	84.24%	638	198	0.3	3015.60	0.06	603.12
Repetitions	10	38	184	0.32%	3	0	0.4	15.20	0.08	3.04
CrossDocReps	0	0	0	0%	0	0	0.4	0.00	0.08	0.00
100%	06	493	2470	4.13%	24	4	0.4	197.20	0.08	39.44
95% - 99%	10	111	564	0.93%	1	0	0.7	77.70	0.14	15.54
85% - 94%	17	202	1046	1.69%	3	0	0.7	141.40	0.14	28.28
75% - 84%	22	134	653	1.12%	10	7	0.8	107.20	0.16	21.44
50% - 74%	2	26	133	0.22%	0	0	1	26.00	0.2	5.20
New	107	876	4172	7.34%	26	13	1.0	876.00	0.2	175.20
<b>Total</b>	<b>1462</b>	<b>11932</b>	<b>60851</b>	<b>100%</b>	<b>705</b>	<b>222</b>		<b>4457</b>	<b>x 0.20 =</b>	<b>891.40</b>

Show file details

2	2	en -> de	11932 Words	11085 Words	0.21	2,505.72 EUR	-177.87 EUR (7.1 %)	2,327.85 EUR
			23864 Words	15542 Words		4,892.12 EUR	-1,672.87 EUR (34.87 %)	3,219.25 EUR

Create line item(s) with unweighted volume  
 Create line item(s) with weighted volume  
 Show matching table in line item(s)

Create an extra discount line item for each line item  
 Create a line item with discount total

 My Language Service

Trados Wizard Testing Corp.  
Mr. Tommy Tester  
2013, Testing Street  
Test Town  
35647

2 July 2013

**Quote for Professional Translation**

Project no.: MLSPGB1307100284 - Your quote request dated 2 July 2013  
Your project name: Trados wizard testing

Dear Mr. Tester,

Thank you for your interest in our services.

As requested, we are sending our free quotation:

**Line item 01**

Professional translation  
Source language: English  
Target language: Spanish

Special requirements  
Complex specialized content

Files	Words	Unit price	Total
Control_description.doc	1,140	€0.20	€228.00
Operating_instructions.doc	10,792	€0.20	€2,158.40

Line item price: €2,386.40

**Line item 02**

Professional translation  
Source language: English  
Target language: German

Special requirements  
Complex specialized content

Files	Words	Unit price	Total
Control_description.doc	1,140	€0.21	€239.40
Operating_instructions.doc	10,792	€0.21	€2,266.32

Line item price: €2,505.72

# **PART V – EDITING/TRANSLATING**

Detailed descriptions of the  
functions which may be  
used in your main work.

# 24

## Starting the editing/translation process

There are several scenarios for when you start working:

- A. Start with *one* new document.
- B. Start with *more than one* new document.
- C. Continue working on a project (whether it contains one or more documents).

Alternative A is described below.

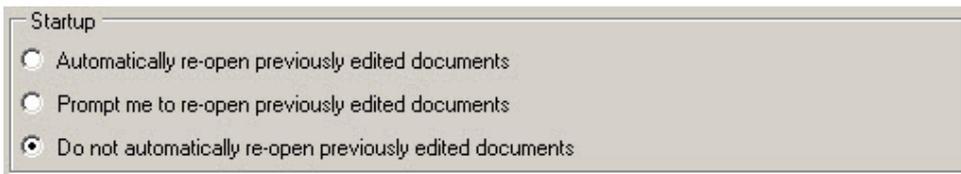
Alternative B – which in effect means starting a new project – is described on p. 71.

Alternative C is described on p. 141.

### Settings for the opening of a document

You can customize two aspects of what happens when you open a document in the *Editor* pane. Select **File > Options** (or **Alt/F10, F, T**), and then in the **Options** dialog box, select **Editor**.

#### ☉ Re-open previously edited documents at Studio startup:

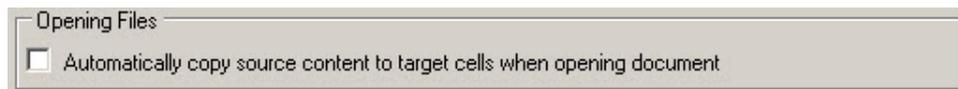


Startup

- Automatically re-open previously edited documents
- Prompt me to re-open previously edited documents
- Do not automatically re-open previously edited documents

**Note:** Only SDLXLIFF documents can be re-opened this way.

#### ☉ Populate target cells with source cells when opening document:



Opening Files

- Automatically copy source content to target cells when opening document

This applies to the first time a document is opened.

### Translating a single new document

If the job is only one source file, you don't have to start by creating a project for it – that will be done automatically in the process. (But of

course, you can if you want to. When should you start a job by creating a new project instead of just opening the source file? See p. 140.)

You do, however, need to know which TM(s) you are going to use (which may involve upgrading a non-Studio TM; see p. 296; or upgrading an existing one; see previous clause). If termbases(s) are to be used, and/or if you are going to use the AutoSuggest function (p. 207), you are better off using the **New Project** option.

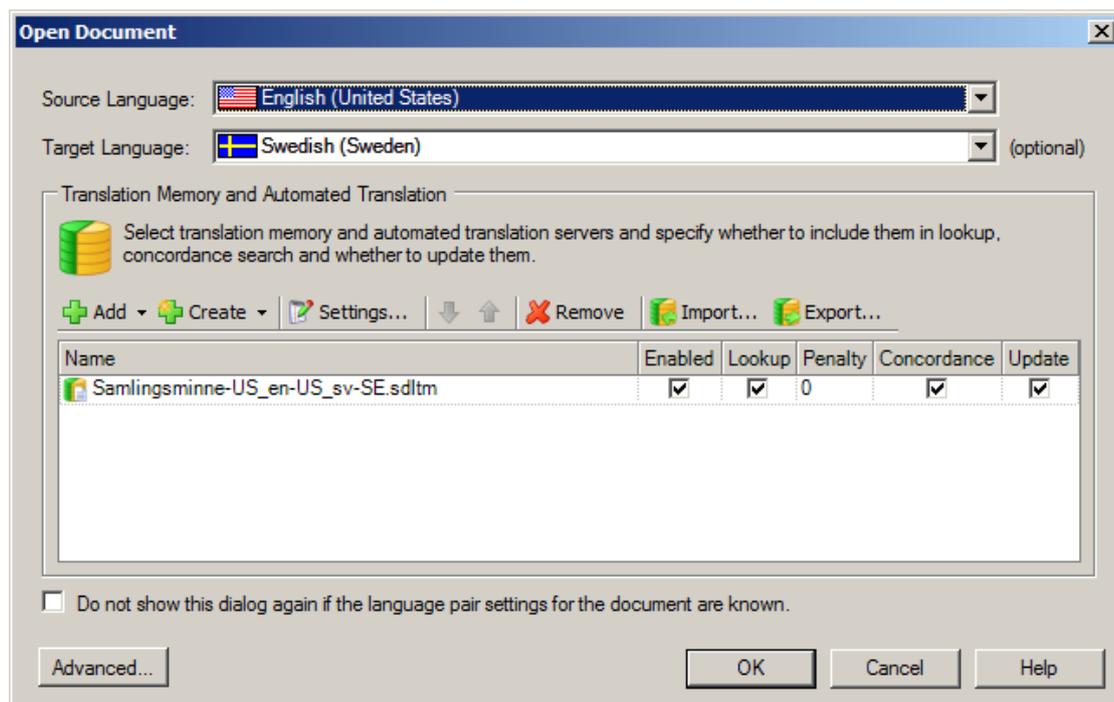


**Note:** Those who are used to the “old” Trados sometimes look back with regret to the times when translating a single Word document was so easy: you just opened it in Word, opened Trados Workbench, and that was it. However, in Studio it can be done almost as easy – in particular if the new document (which can be in any file format supported by Studio) is yet another one from the same client, with the same language pair and the same TM as before: you just open the corresponding existing project (with all the settings that go with it) and add the new file and you’re off. Almost as fast as in the old days.

Once these preparations are done, you are ready to start working.

An alternative description of this procedure is given by Paul Filkin in his *multifarious* blog post: [“Open Document”... or did you mean “Create a single file Project”](#). (“Open Document” is the former command for “Translate Single Document”.) And see also his post [Open Document – Saving Target Tip](#).

- 1 Open the document: Ctrl+Shift+O, or go to File > Open > Translate Single Document (or Alt/F10, F, O, T), or click the Translate Single Document button in the *Welcome* view. The familiar Windows Open Document window opens, where you select the document in the usual way. (You can also right-click the file in the file manager and select to open it in Studio; or you can even simply drag and drop it into the Editor window, provided it’s not empty. If it is, drop it into the navigation pane.) After that, Studio’s Open Document window opens:



- 2 Select Source and Target Language (the latter is said to be optional, but you should select the correct one, because it cannot be changed later). Add TM(s) as appropriate; or create a new one (see p. 277).



The language pair and the TM and termbase settings which are automatically shown here reflect the settings in the default project template. You can change those settings in **File > Options (Alt/F10, F, T)**: Select language pair (Default Languages) under **Editor > Languages**, TM under **Language Pairs > [the selected language pair]**, and termbase under **All Language Pairs > Termbases**. (See also *Levels for settings* on p. 101.)

**Note:** It is no problem to add legacy TMs: Studio detects whether such a TM needs upgrading, and that process then becomes part of this step.

You decide on the order in which the TMs are consulted by moving them up/down using the arrows   above the table. For each TM, you must decide on its uses: Select whether to use it as **Enabled** (the **Lookup**, **Penalty**, **Concordance**, and **Update** options then become available), **Lookup** (for searches), **Concordance** searches and **Update** (with the translations in the document that you are about to translate). (For **Lookup**, **Concordance**, etc.; see p. 172 and 180, respectively.) Obviously, if you are working with only one TM, you need to activate **Enable** and the latter three options.

If you do not want to use a TM in that list for a particular project, uncheck the **Enable** box. (The other boxes stay checked if they were before, but don't let that fool you.)

If you want to furthermore stress the TM priorities, you can set *penalty* values (see p. 178) for them, reducing the matching percentage for TM hits by that value. In the **Penalty** column, point to the right in

the cell where you want to set a value and click the arrow buttons



You can check/edit the TM settings now, or you can do it later. See p. 282.

Select **Do not show this dialog again** if the language pair settings for the document are known, or this dialog box will open the next time you open this document. (It will make a difference only with fully segmented bilingual documents, because this is the only case where the language pair would be known.)

**Note:** From this page, you can make further project settings, in the **Project Settings** window (p. 78), which you open by clicking the **Advanced** button. Mainly you can make specific settings for the language combination in question but also a large number of other settings. Note also that any changes you make here will be part of the default project template.

- ③ When you are done, click **OK**. The *Editor* view opens; see p. 142. At the same time, your project is created, named after the source file. (But you can change that at any time, as well as the TM to be used, or add TMs, or add termbase(s) and/or AutoSuggest dictionaries.



A good piece of advice is to save the target file already at this stage (**Shift+F12** or **File > Save Target As**) – but *don't overwrite the source file* (which you will do if you do not change the file name or its location)! That will tell you if there is an error in this procedure. And to discover that you cannot create the target file after you're done translating is a very bad thing. And while you're at it, save the bilingual **.SDLXLIFF** file as well (**Ctrl+S** or **File > Save**), since that is not done automatically.

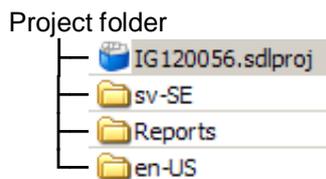


**Note:** If you have created a project using the **Translate Single Document** option and need to add a file – don't! Adding a new file will corrupt the project. Instead, you have to create a new project in the normal way for the requested files.

## The main differences between Translate Single Document and New Project

There are some important differences between the **Translate Single Document** procedure and the **New Project** procedure which has lead many Studio users always to use the latter:

- ① **File structure:** With **New Project**, you automatically get the standardized file/folder structure as follows:



With **Translate Single Project**, by default the bilingual file (**.SDLXLIFF**) – as well as the project file – is placed in the same folder as the source file. This may be OK, but it may also lead to a less orderly structure.

Furthermore, when you save the target file (during or after translation), it will by default have the same name as the original source file and hence the latter will be overwritten unless you take care to change the name of the target file.

- ◎ **Termbases, etc.:** Any termbases to be used (and other specific settings such as AutoSuggest dictionaries) need to be specified via the **Advanced** button – no big problem but not part of the setup workflow.
- ◎ **Pre-translation:** With New Project, the target file(s) are pre-translated against the main TM as part of the setup process. With Translate Single Document, this must (again) be done via the **Advanced** button.
- ◎ **Analysis:** With New Project, the analysis for matches etc. (see p. 126) is performed automatically; with Translate Single Document, again, this must be ordered via the **Advanced** button. (Or, you can do it after it's opened in the *Editor* view – select **Home > File Actions > Batch Tasks > Analyze** [or **Alt/F10, H, B, A**].)
- ◎ **Creation of the SDLXLIFF file:** With Translate Single Document, the bilingual target file (.SDLXLIFF) is not created until you save your translated file (with **Ctrl+S**). In case of computer problem, this means you have to re-create it using the TM (where all translation units are stored as you work). With New Project, this creation is done automatically. (But saving as you go along is *not* automatic.)

(For any batch task, such as analysis or pre-translation, you can always do it after the Translate Single Document creation, but – first you need to save the bilingual file.)

Furthermore, when you use New Project you can base the project upon a specific project template (e.g. for a specific client, or a specific language combination; see p. 98).

But in essence: With Translate Single Document, using the **Advanced** settings, you can do almost anything that you can do with New Project – only in a more roundabout way; and if you have those needs, the New Project way is more logical.

So why use Translate Single Document at all? Well, it's quick if all you have is the one source file and one (or no) TM, the customer is a new one and likely not to come back. And it's very well suited for testing source files and when you are creating file types (p. 110) and need to test those. Furthermore, it's a quick and simple method to analyse a new file before starting – or even offering – a job. Note that if you perform the analysis after the document is opened in the *Editor* view, you can, in the **Settings** step, adjust the fuzzy bands settings – p. 86 – if necessary.)

See also Emma Goldsmith's blog post [Open Document vs. New Project in SDL Trados Studio 2011](#). (Why "Open Document"? Because that's the name of the Translate Single Document option in Studio 2009 and 2011.)

## Opening several new documents for translation

With several documents in a new job, you must create a project, see p. 71, or add them to an existing project; p. 95.

## Closing one or all documents

- ① **Close the open document:** Press Ctrl+F4 or by clicking the × in the upper right-hand corner of the Editor pane (p. 145).
- ② **Close all open documents:** Press Ctrl+Shift+F4.

When the last document is closed, Studio returns to the *Files* view.

## Continuing working on a project

If the file you want to work with is among the most recent documents you've worked with, simply open the *Editor* view, go to **File > Recent documents** (or Alt/F10, F, R) (only available in the *Editor* view) and select the document in question. The document opens, including all project settings (i.e. TM, termbase, etc.). Or you can open the project file (.sdlproj) in the file manager, in which case Studio also opens, if it is not already open. (Do not open an SDLXLIFF file in this way, because then the document is added as a *new* single file project and will not be processed as a continuation of the original project.)

Otherwise:

- ① Open the *Projects* view:
- ② Double-click the project that contains the file(s) you are going to work on (or right-click and select **Open**). The corresponding *Files* view opens. The desired file(s) will be listed in the files list pane].

**Note:** If you just want to activate the project without opening its *Files* view, right-click it and select **Set as Active**.

- ③ Double-click the required file. If you are going to work with more than one file, you can choose to edit them as if they were one using the “QuickMerge” function: select them and press **Enter**, or right-click and select **Open for Translation**. (If you want to open them all at the same time but as separate documents, select them and press **Ctrl+Enter**.) See also p. 96. They open in the *Editor* pane of the *Editor* view. When several files are open, their names are shown on the tabs on top of the pane. And sometimes – but not always – the row numbering restarts for every new document (but don't forget that the Navigation pane shows you where you are).

# 25

## The Editor view

### Terminology

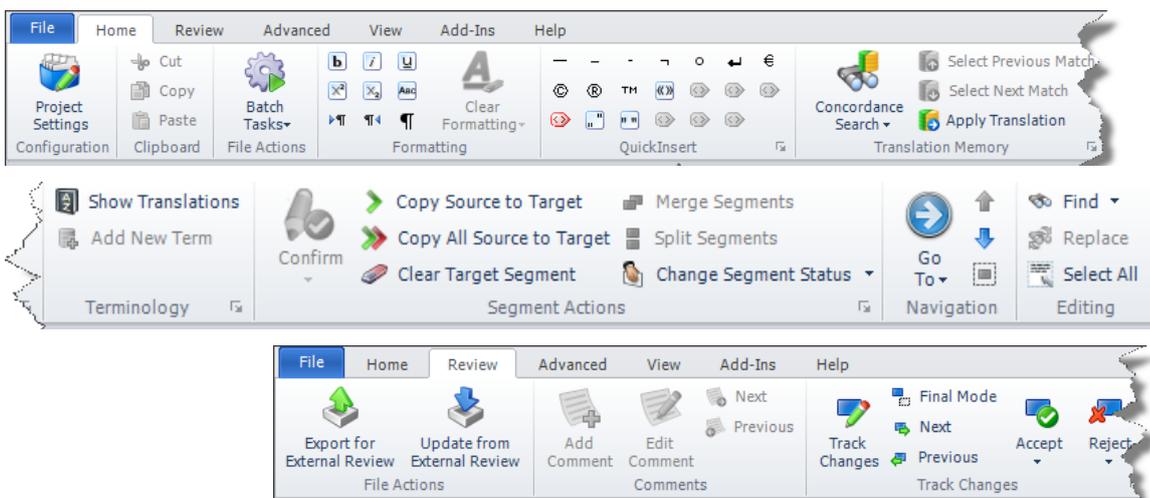
There is some confusion regarding the terminology in the *Editor* view in Studio. This is what I try to stick to:

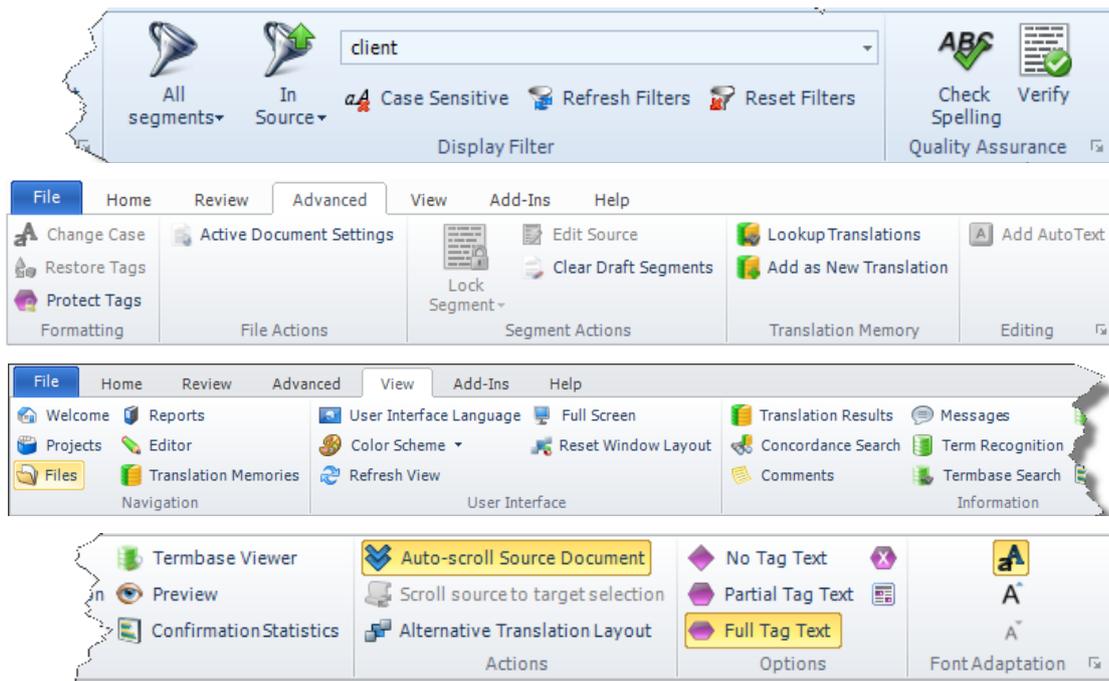
- A *segment* is either a source string or a target (translated) string. The short form is simply “source” and “target”.
- A *row* is what you work with in the *Editor* pane, consisting of a source segment, its corresponding target segment, a row number, status indicator, and a structure designation; see p. 145. (Hence the term often used for numbering, “segment number”, really ought to be called “row number”.)
- A *translation unit* (TU) is the combination of source segment, target segment and all associated information, such as field data. TUs occur only in translation memories.

### Overview: The Editor view

#### Ribbons

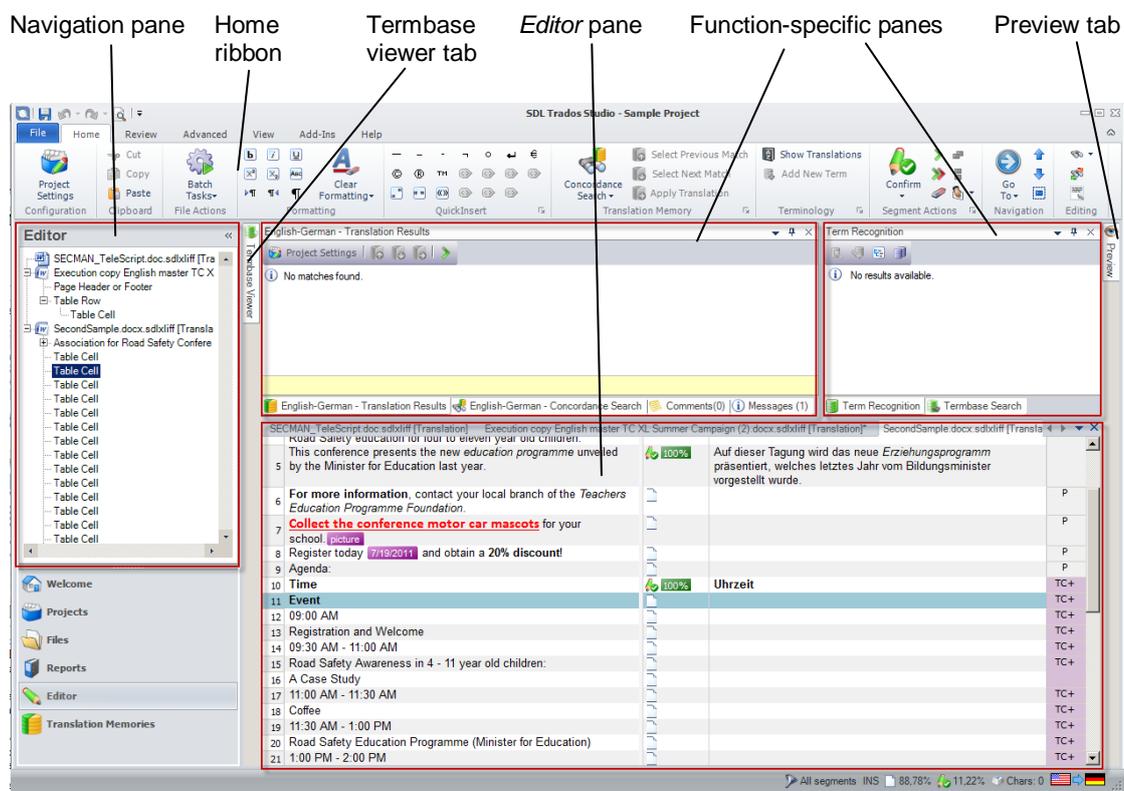
In the *Editor* view, there are four specific ribbons: Home, Review, Advanced, and View:





## Description

This is a typical example of the *Editor* view.



The left-hand function-specific pane by default shows the *Translation Results*, i.e. the results of the automatic lookup in the TM(s); see p.

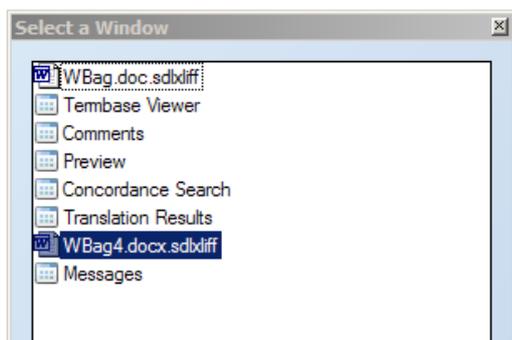
172. Note that the same pane can also show the results of the *Concordance Search* (p. 180), any *Comments* (p. 229), and *Messages* (p. 238). Use the tabs at the bottom of the pane. Like the in the “old” Trados, the *Concordance* pane is updated with possible hits in the TM when a new source segment is opened. The *Translation Results* pane shows not only the best TM hit (if any), but also all other hits above the threshold (see p. 177) you have set. It may be a good idea to move either of those panes in order to make it bigger; see below.

The right-hand function-specific pane by default shows the *Term Recognition*, i.e. the results of lookups – automatic or manual – in the termbase(s). The same pane can also show the *Termbase Search* facility (p. 188).

**Note:** Many Studio users testify to the fact that Find & Replace as well as Auto-propagation in big files works much faster if the term recognition is turned off. In the *Term Recognition* pane, click the

*Project Termbase Settings* icon  and uncheck the *Enabled* box(es) in the *Project Settings* dialog box that opens.

You can switch between the panes and the open documents with **Ctrl+Tab** and **Ctrl+Shift+Tab**, which opens this window (with the first command you step downwards in the window, with the second upwards):



You may want to shuffle the panes around (see p. 21). For one thing, it may be practical to have the *Concordance Search* pane open all the time, if you have the space for it (a big screen, or two screens). In fact, if you have the space you may find it practical to move also the *Translation Results* pane and the *Term Recognition* pane, thus freeing a lot of space in the Studio window for viewing the source and target documents. (It is easy to change back.) If you need more space, you can also minimize the navigation pane.

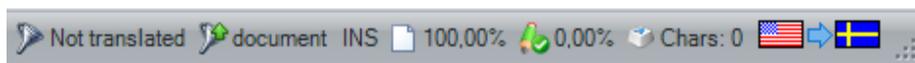
You can expand the *Editor* pane to the whole screen – with the other panes represented by tabs – using **F11**. To go back, press **F11** again.

With the **Windows** key together with the arrow keys, you can cycle the Studio window through different positions on your screen(s).

On the far right is the *Preview* tab (see p. 250).

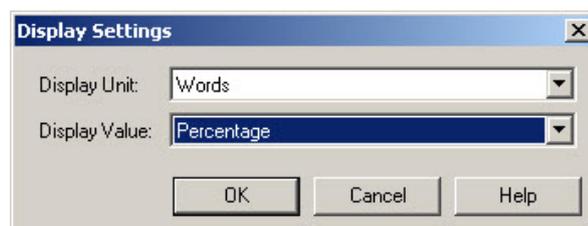
**Note:** When you close the last file which is open in the *Editor* view, that view closes and you return to the *Files* view.

At the bottom right is the status bar:



- the active display filter (see p. 162); here: All segments
- the expression you last searched for (if any) in the Display Filter group (see p. 162); here: “document”
- writing mode: INSert or OVR (overwrite); as usual you select this with the Insert key.
- the percentage of non-translated words (or characters, or segments; see below)
- the percentage of draft translations (words, characters, or segments; see below)
- the percentage of confirmed translations (words, characters, or segments; see below)
- source and target languages (by pointing to them, you will see the complete language name, i.e. including language variant).

The measurement of the amount of non-translated/translated text can be customized: Double-click either and the Display Settings dialog box opens:

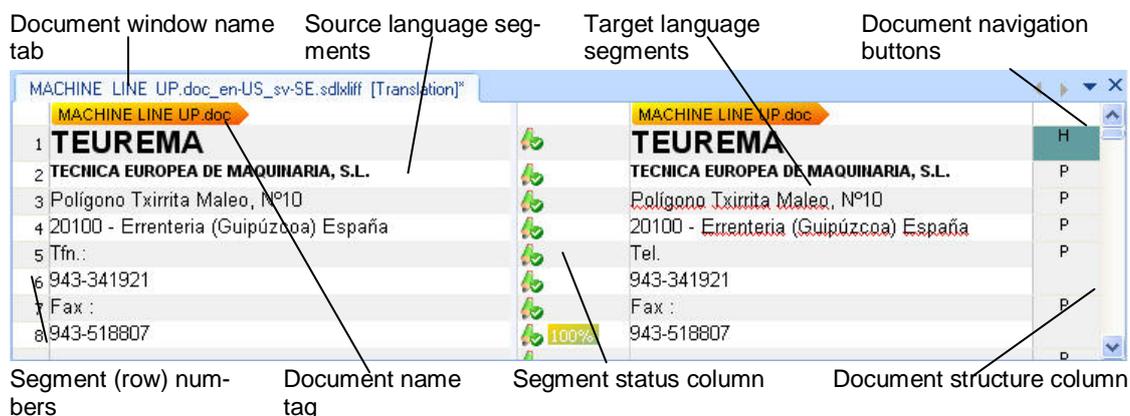


- Display Units are: Words, Characters or Segments.
- Display Values are: Count, Percentage or Both.

The character count includes recognized tokens but not tags or spaces.

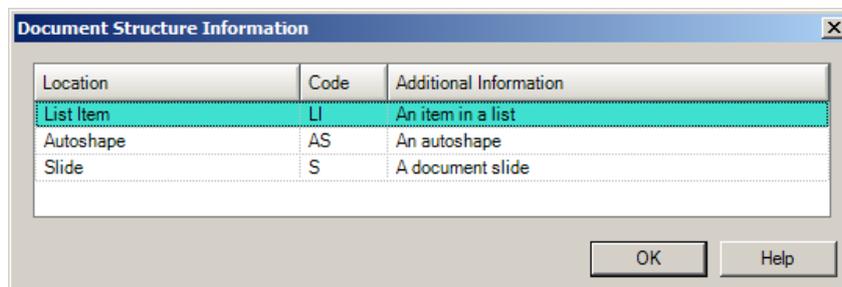
## Customizing the Editor pane

This is the *Editor* pane:



An asterisk after the name in the document name tab means that the document has not been saved since the last editing action. As for navigating between the name tabs, see p. 149.

The *segment numbers* are mainly used (but not necessary) when you *merge* source segments (p. 160) and may be useful during proofreading. For *segment status*, see p. 161. The *document structure* column shows the type of text (heading, paragraph, etc.). See Annex M. If you point to such a type designation, you will be shown its meaning in unabbreviated form, and if you click it, the Document Structure Information dialog box opens, with further information (if any):



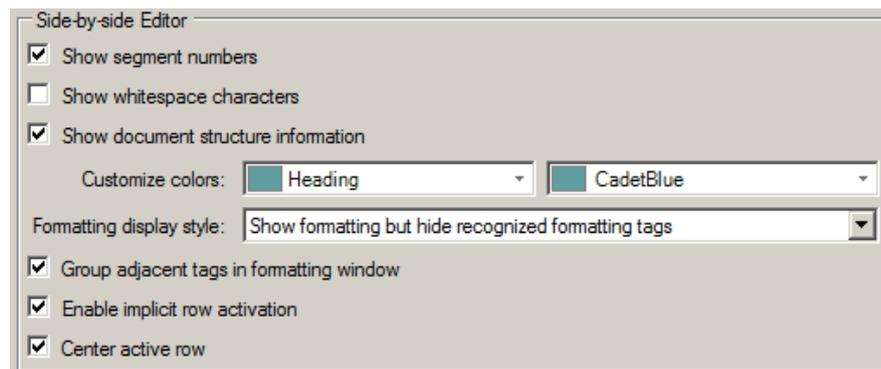
Furthermore, in XML files this kind of information can be used to provide instructional and contextual information to the translator. Note also that it can also be used when you want to select segments with the SDLXLIFF Toolkit (p. 167).

The *document name tags* consist of start and end tags. When documents are merged (p. 77), each document is surrounded by these tags.

Note that the content of the document name tag, just like all other tags, depends on the setting of how tag symbols are displayed; see p. 200.

### Hide/show segment numbers and structure information

You can select not to show the segment numbers and/or the document structure column. Select File > Options (or Alt/F10, F, T) and then select Editor. In the Side-by-side Editor you can disable these two options (enabled by default).



As for *whitespace characters* and *formatting*, see *Recognized tokens* (p. 191).

As for *formatting display style*, see p. 199.

As for *implicit row activation*, see Navigating between (and in) open documents, p. 159.

As for centering of the active row, see below.

**Center the active row**

To ensure that the active row is always at the center in the pane, select **File > Options** (or **Alt/F10, F, T**). The **Options** dialog box opens. Select **Editor** and then **Center active row**.

**Scroll source & target segments separately**

If you would want to separate the scrolling of source and target segments, select **View > Actions > Auto-scroll Source Document** (**Alt/F10, V, A2**) (i.e. disable this option). If you want to align the tables when you have dis-aligned them, select **View > Actions > Scroll source to target selection** (or **Alt/F10, V, S**).

**Customize colours**

You can customize all colours used in the *Editor* pane. Go to **File > Options** (**Alt/F10, F, T**) and select **Colors**:

The screenshot shows the 'Colors' dialog box with the following settings:

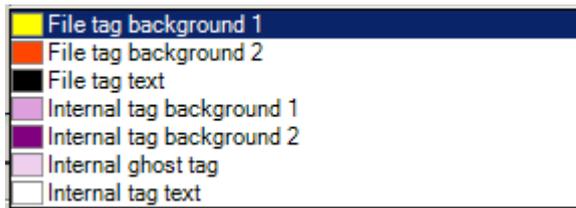
- Document:**
  - Background color: Window
  - Text color: WindowText
  - Active segment background color: PaleTurquoise
  - Selected segment background color: LemonChiffon
  - Spelling error underline color: Red
  - TM placeable underline color: 128; 0; 0; 255
  - Source document formatting highlight color: Khaki
  - Tag colors: File tag background 1 (Yellow), Yellow
  - Comment colors: Information (PaleGoldenrod), PaleGoldenrod
  - Segment shading ratio: (slider)
- Locked Content:**
  - Background color: (white)
  - Text color: Gray
- Translation Status:**
  - Background colors: Auto-propagation (white), (white)
  - Tag colors: Auto-propagation match 1 (Gold), Gold

Note that the text colour contrast is not adjusted here but in the **Editor > Font Adaptation** pane; see *Customize fonts* below. And a good tip (from Claudia Alvis) is to take a screenshot of your settings, just in case...



The drop-down lists in some cases are quite extensive, and it may be a good idea to think if perhaps specific uses of colour would be useful as indicators. These are the options (with default settings):

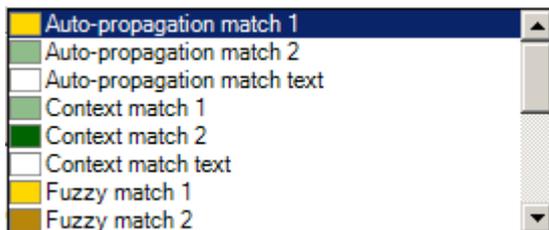
- Tag colors (in the Document area):



- Background colors (in the Translation Status area):



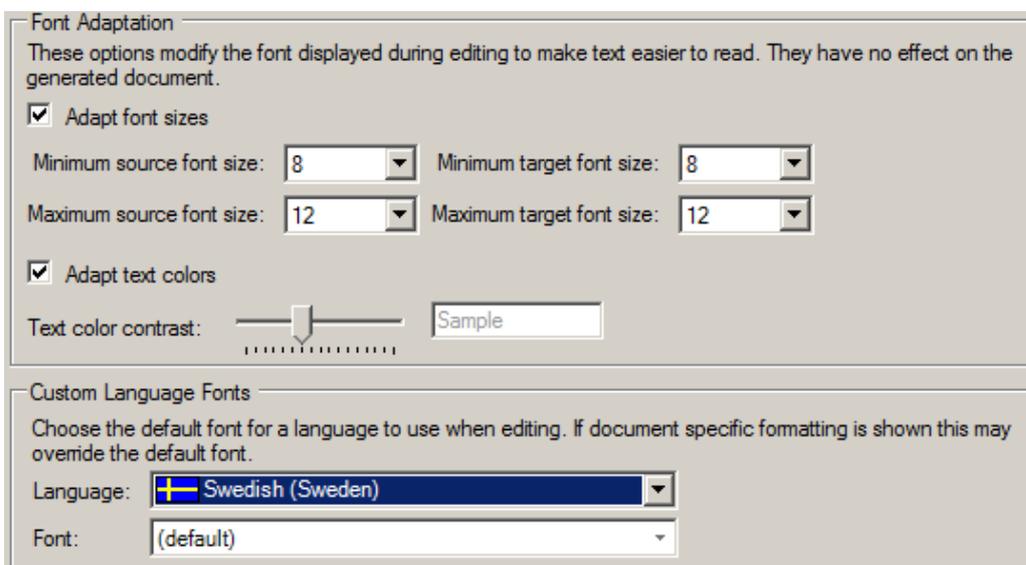
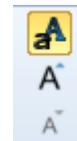
- Tag colors (in the Translation Status area):



**Customize fonts**

You can customize the font, including digits, used in the *Editor* pane (and compared to TagEditor, with its once-and-for-all type size, I find this a real boon).

The quick method for changing both the source and font size simultaneously “one size” at a time is to go to **View > the Font Adaptation group**. Activate the function by clicking the top symbol (inactive by default; activated it looks like in this picture). Then use the **Increase** or **Decrease** button. By clicking the dialog box launcher at the bottom (or by going to **File > Options (Alt/F10, F, T)** and select **Font Adaptation** under **Editor**), you open the following pane:



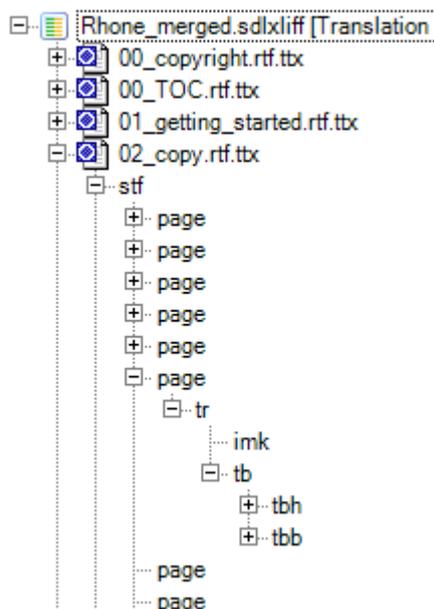
Don't forget that the text color contrast function may be of great service when you have text in very light color against a light background. Emma Goldsmith has written a couple of good posts on various customization topics: [Zoom, font and display issues in SDL Trados Studio 2011](#), and [The intricacies of display in SDL Trados Studio 2011](#).

## Navigating between (and in) open documents

On top of the *Editor* pane, each open document has its own tab. When many are open, you can shuffle the tabs sideways with the ◀ ▶ symbols to the right of the tabs, and you can open a list of all the documents by clicking the ▼ symbol.

On the tab you can see whether the document is a set of virtually merged files (see QuickMerge, p. 96) – this is called *Multiple Files* – or of physically merged files (p. 77) – then they are simple called *Merged*. When the full name of the open file(s) cannot be shown, you can see it (them) if you point to the tab. The text on the tab also indicates whether the file(s) are open for [Translation], [Review] or [Sign-off].

With many source document types, you can navigate between the documents and parts of each document in the navigation pane. Expand the structure and click on the required entry – the corresponding row in the *Editor* pane will be activated.

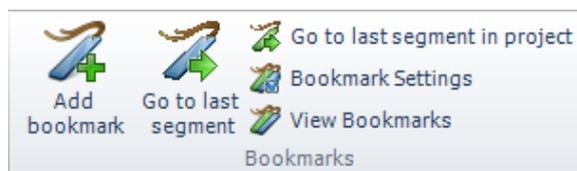


The image above shows the navigation pane for a merged document. Note that this is the only place where you can see in which of the merged documents the active row is.

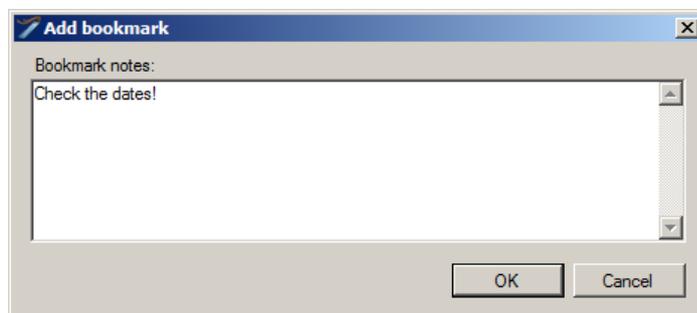
**Note:** The indication in the navigation pane of where you are in the document is not longer working (since SP1 was released), probably unintentionally. My guess is it will be back in the next CU (Cumulative Update).



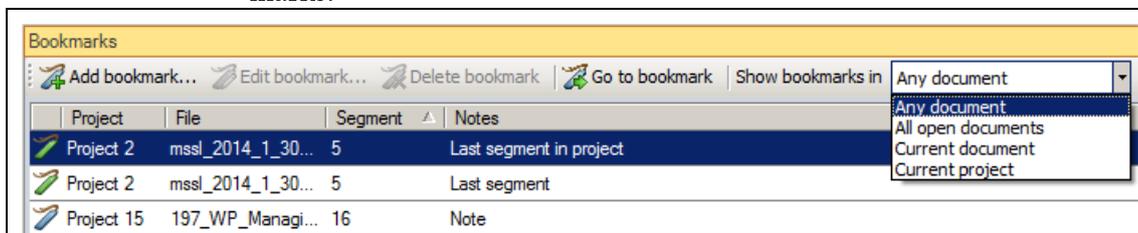
A different type of navigation is provided by the OpenExchange application *Bookmarks Plugin*, from CodingBreeze (Erik De Vrieze) – not free but at £9.99 quite inexpensive. It lets you add custom bookmarks with notes in any document, and it automatically tracks the segment you were last translating in a document or project. Furthermore, it lets you automatically go to the last accessed segment when you open a document. Once you have installed the application, it adds a **Bookmarks** group to the **Advanced ribbon** in the *Editor* view, like this:



And when you add a bookmark, you can also add a note (that's the "custom" part):



With **View Bookmarks**, you get an impressive list of all your bookmarks:



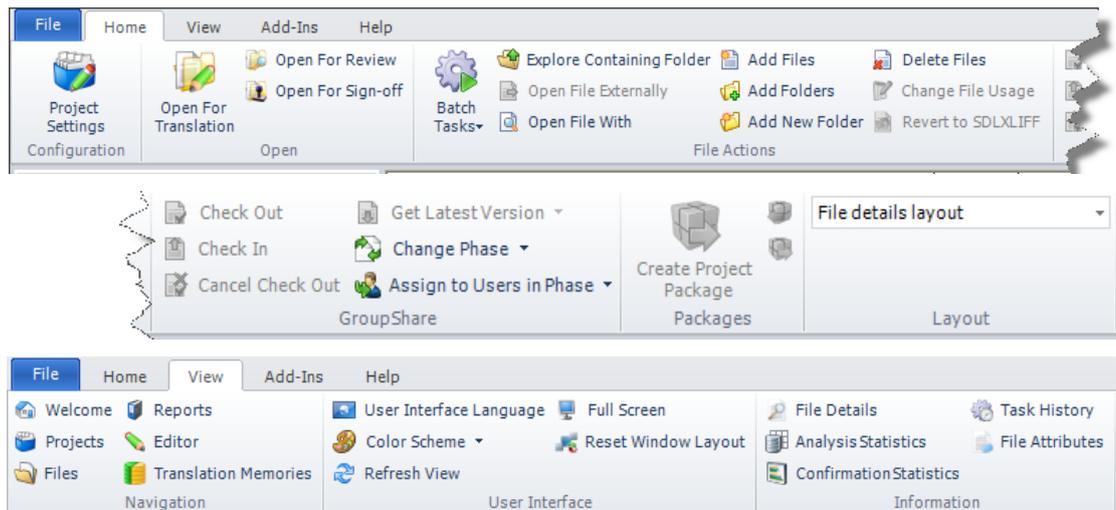
Paul Filkin gives a detailed review in his *multifarious* blog post [Booming your work](#). And on the CodingBreeze homepage, you will find this [informative overview](#).

## Documents in the Files view

The *Files* view, in the normal workflow, is the stage between the *Projects* view – where you select which project to work with – and the *Editor* view, where you translate.

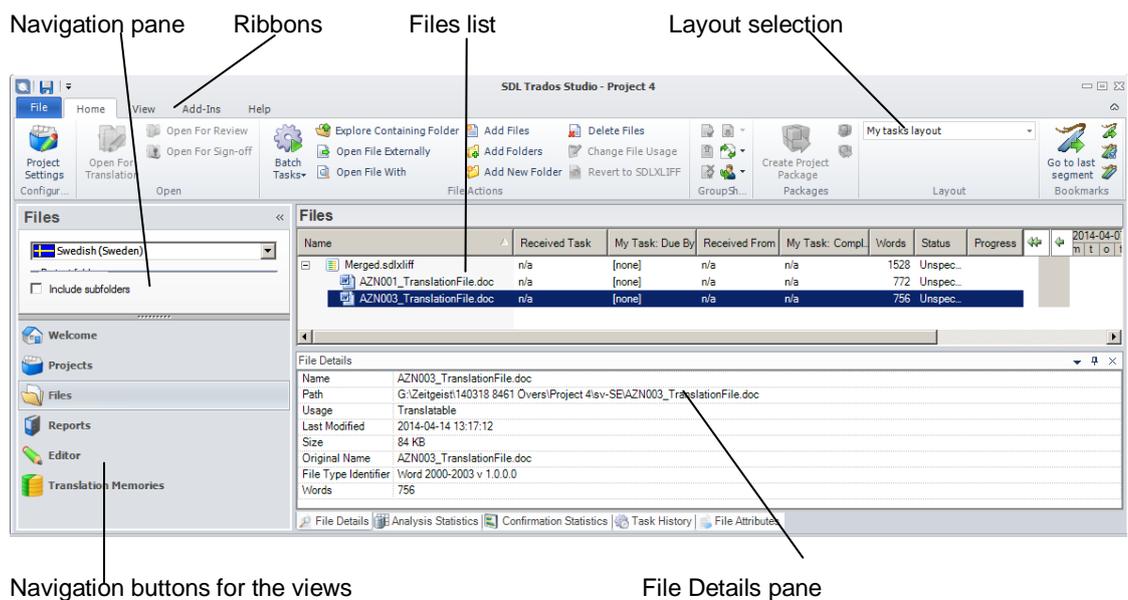
## Ribbons

The Home and View ribbons are – as always – specific:



### Description

However, besides being where you select the file(s) to work with, the *Files* view gives a lot of information about each file. Here is a typical example:



In the navigation pane, you can choose to **Include subfolders** or hide them (default). The inclusion also relates to merged files (in the figure above you see both the merged file and, above it, the files it contains). Here you can also add files, folders, create a new folder and delete a folder, all by right-clicking a project or folder name in the Navigation pane; or simply by dragging files from your file manager to the files list. As for *My Tasks*, see p. 105. (*Sent Tasks* is only for users who can create project packages; i.e. not the Freelance version users.)

This is also where you open one or more files in a project for translation in the *Editor* view. You open a single file by double-clicking it (or using the **Alt/F10** shortcut method: select it and then select **Open for Translation** by pressing **Alt/F10, H, T**). With more than one file, you can

open them for individual handling by selecting them and pressing **Ctrl+Enter**. You can open them “virtually merged” (the QuickMerge function) – i.e. for translating as if they were one file – by selecting them and pressing **Enter**.

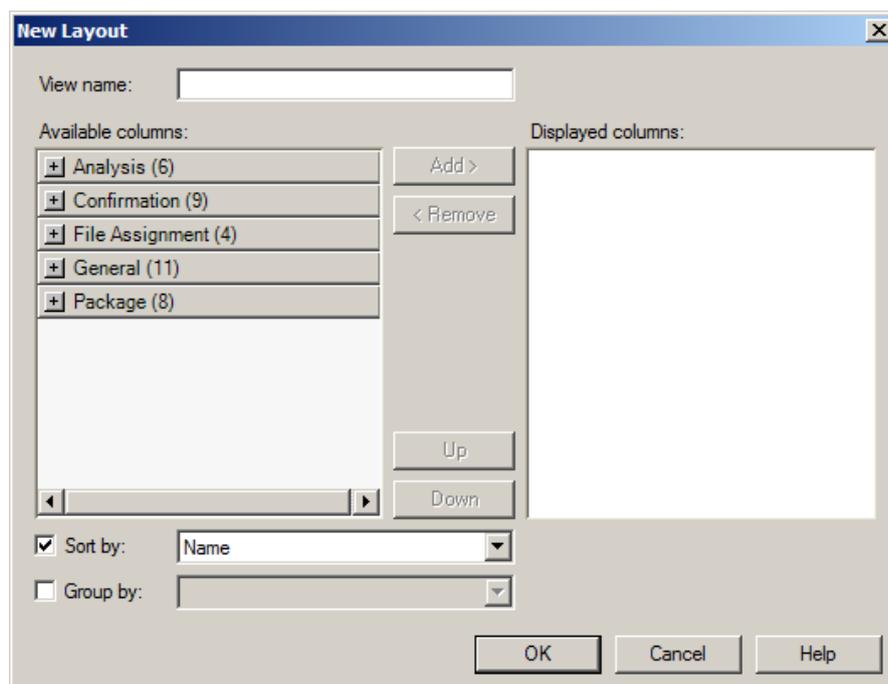
### Files list layout

The files list by default shows the columns in the above figure (the File details layout). You can select different layouts for this list (in the Layout selection field):

- File details
- Confirmation statistics
- Analysis statistics
- Sent tasks
- My tasks
- File Assignment
- <New Layout>

The File Assignment layout is used by GroupShare (p, 19) project managers for the assignment of roles and permissions.

- ⦿ **Create a new files list layout:** Select New Layout. The New Layout dialog box opens:

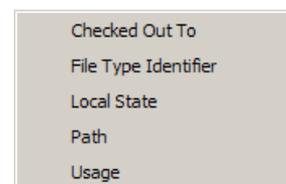


Add columns as appropriate and use **Sort by/Group by** as suitable.

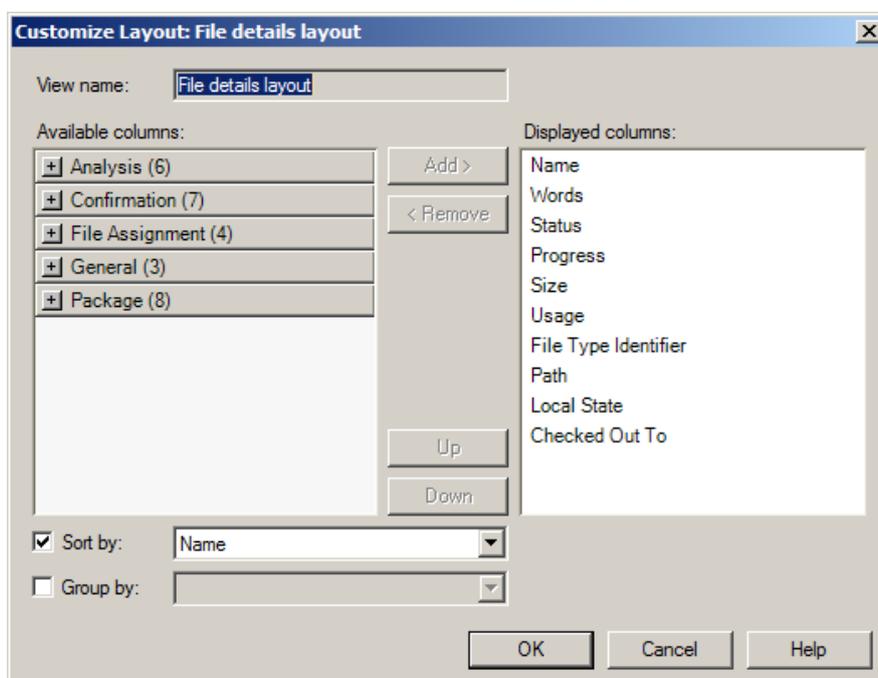
The layouts have their corresponding panes at the bottom of the view, where statistics are shown for a selected file

Far right in the task layouts is a schedule in the form of a Gantt chart. If you point to a row there, a box will show the status, creation date and due date.

- ◎ **Customize columns:** You can move a column by dragging it (point and hold down the left-hand mouse key) to the desired position. You can add/delete columns by right-clicking on one of them, giving the menu shown at right. The **Sort By** option lists **Analysis**, **Confirmation**, **General** and **Package** (“Package” here means both the *Sent tasks* and the *My tasks* layouts), each with its own subcategories. **Group By** gives the options **No Grouping**, **General** (shown at right) and **Package** (with options to do with package tasks). The bottom half of this menu gives you the possibility of (de)selecting which categories (columns) to show in the respective layout.



- ◎ The **Customize** option opens the layout dialog box (above) with settings for whatever layout is open:



Rather than describing the different layouts in words, I'll show them. In the *Files* view shown above (p. 149), you see the *File Details* pane (which, if you select several files in the file list, will show only the number of files, their combined size and number of words).

Below the *File Details* pane there are tabs for four other panes.

- First, the *Analysis Statistics* pane (where you can select to **Display** numeral **Count**, **Percentage** or **Both**. **Units** can be **Words**, **Characters** or **Segments**).

File Name	PerfectMatch	Repetitio	Context Match	100	95%-99	85%-94	75%-84	50%-74%	No Match	Total
TASK144513_EN-US-SV_EUC_ToChannelEDM_CopyFINAL_0623_do...	0	0	208	0	31	0	0	0	0	239
TASK144507_EN-US-SV_EUC_RegionalEventEDM_CopyFINAL_0628...	0	6	143	0	37	0	0	0	0	186
TASK144501_EN-US-SV_EUC_eBookEDM_CopyFINAL_0628_docx.itd...	0	6	152	0	50	0	0	0	0	208
TASK144495_EN-US-SV_EUC_InstallEDM_CopyFINAL_0628_docx.itd...	0	15	188	0	40	0	0	0	0	243
TASK144489_EN-US-SV_EUC_GenericEDM_CopyFINAL_0628_docx.it...	0	0	163	0	50	0	0	0	0	213
<b>Total</b>	<b>0</b>	<b>27</b>	<b>854</b>	<b>0</b>	<b>208</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1089</b>

- Then the *Confirmation Statistics* pane:

Confirmation Level	Words	Characters	Segments
Not Translated	0	0	0
Draft	0	0	0
Translated	239	1381	30
Translation Rejected	0	0	0
Translation Approved	0	0	0
Sign-off Rejected	0	0	0
Signed Off	0	0	0
<b>Total</b>	<b>239</b>	<b>1381</b>	<b>30</b>

with the same choices for Table Display and Chart Display as described above.

- And the *Task History* pane (about Tasks, see p. 105):

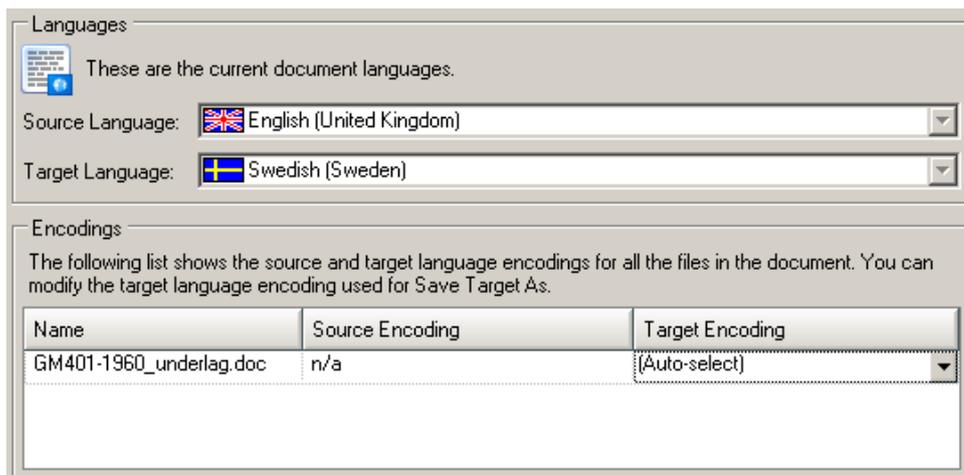
Task	Created At	Created By	Assigned By	Assigned To	Started At	Completed At	Comment	Type
✓ Scan	2011-07-25 15:2...	Mats Linder			2011-07-25 15:2...	2011-07-25 15:2...		Automatic Task
✓ Convert to Translatable Format	2011-07-25 15:2...	Mats Linder			2011-07-25 15:2...	2011-07-25 15:2...		Automatic Task
✓ Convert to Translatable Format	2011-07-25 15:2...	Mats Linder			2011-07-25 15:2...	2011-07-25 15:2...		Automatic Task
✓ Copy to Target Languages	2011-07-25 15:2...	Mats Linder			2011-07-25 15:2...	2011-07-25 15:2...		Automatic Task
✓ Analyze Files+Pre-translate Files+P...	2011-07-25 15:2...	Mats Linder			2011-07-25 15:2...	2011-07-25 15:2...		Automatic Task
✓ Word Count	2011-10-06 17:0...	Mats Linder			2011-10-06 17:0...	2011-10-06 17:0...		Automatic Task

- The *File Attributes* pane shows the file attributes which have been set for a file in a WorldServer package. (The WorldServer user can add custom attributes to individual files in a WorldServer package to specify more details about each file. These attributes are carried along with the WorldServer package, and you can view them at any time in this window. Not here, though, because I lack a WorldServer package.)

You can rearrange these five panes as desired; see p. 21.

## Language and encoding settings

- ☉ **Language settings:** You can at any time check the language settings of the active document in a separate dialog box. Go to **Advanced > File Actions > Active Document Settings** (or **Alt/F10, A, A**):



The language settings cannot be changed, only viewed.

The language settings are shown also when you open **File > Options** (or **Alt/F10, F, T**) > **Editor > Languages**, with the added option of selecting whether the program should **Prompt** for document languages if they cannot be detected automatically (selected by default).

- **Encoding settings:** The character encodings, together with the settings in the operating system, specify how the characters are represented in the files and on the screen. Different languages may need different encodings. They can be viewed and changed in the above Languages dialog box.

## Changing project settings

You can at any time during translation change the project settings by opening the **Project Settings** window (p. 78): Click the **Project Settings** tab above the *Translation Results* pane (or select **Home > Configuration > Project Settings** [or **Alt/F10, H, S1**]).

# 26

## Segment handling

### Segment navigation and manipulation

You can quickly get access to many commands for segment handling by right-clicking in the segment. This gives you the following options (note also the shortcuts).

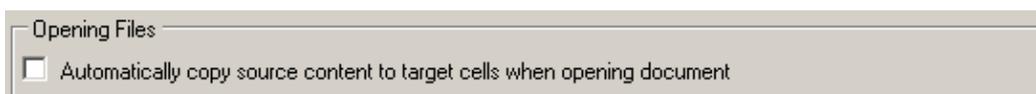
	C <u>u</u> t	Ctrl+X
	C <u>o</u> py	Ctrl+C
	P <u>a</u> ste	Ctrl+V
-----		
	QuickPlace	Ctrl+Oemcomma
-----		
	Activ <u>a</u> te Row	Alt+Home
	Confirm and Move to Next <u>U</u> nconfirmed Segment	Ctrl+Enter
	Change Segment Status	▶
-----		
	C <u>o</u> ncordance Search	F3
-----		
	C <u>o</u> py Source to Target	Ctrl+Ins
	C <u>l</u> ear Target Segment	Alt+Del
	E <u>d</u> it Source	Alt+F2
	R <u>e</u> store Tags	Ctrl+Shift+G
-----		
	A <u>d</u> d New Term	Ctrl+F2
-----		
	A <u>d</u> d Comment	Ctrl+Shift+N
	E <u>d</u> it Comment	
-----		
	A <u>c</u> cept Change	Ctrl+Shift+F9
	R <u>e</u> ject Change	Alt+Shift+F9
-----		
	S <u>p</u> lit Segments	Alt+Shift+T
	M <u>e</u> rge Segments	Ctrl+Alt+S
	L <u>o</u> ck Segments	Ctrl+L

The basic editing functions familiar from Word and other Office programs have the same shortcuts in Studio; e.g. Cut/Copy/Paste, cursor movement, select/delete a word, change case (**Shift+F3** [SDLX: **Ctrl+F11**] for: all minor case, capitalization of first character, all capitals), select text until end of paragraph/segment (use **Ctrl+Shift+Down**), select text until beginning of paragraph/segment (use **Ctrl+Shift+Up**), etc. See also the Edit menu and the shortcut lists in Annex A and Annex B.



As for Cut/Copy/Paste: If you prefer the alternative standard shortcuts using the Ctrl and Shift keys, you will discover that – inexplicably – it is not possible to assign the Shift+Insert combination (used for Paste). There is a solution, however; see my blog post *Ctrl/Shift shortcuts for cut, copy and paste* at [tradosstudiomanual.com](http://tradosstudiomanual.com).

- **Copy source to target:** Press Ctrl+Insert or Alt+Ins. Any text in the target segment will be overwritten.
- **Copy all sources to targets:** Press Alt+Shift+Insert [SDLX: Shift+F4]. Only empty target segments are affected. Note that you can elect to have this done every time you open a document for the first time. Go to File > Options > Editor. In the right-hand pane, there is this option:



This option should be used with care, however. For instance, if you are translating a WorldServer (p. 357) document which contains already translated segments, this option will overwrite those segments with the corresponding source content.

- **Clear the target segment:** Press Alt+Del.
- **Clear all target segments:** Select all segments (see below) and press Alt+Del.
- **Clear draft segments:** Press Alt+Shift+Del.
- **Toggle between source and target:** Press F6.
- **Delete to end of row:** Press Ctrl+D.
- **Delete to next tag:** Press Ctrl+Shift+D.
- **Lock segment:** One segment: Press Ctrl+L. A locked segment cannot be changed in any way. (The same command unlocks a locked segment.) Several segments: Select them – see below – and press Ctrl+L. They all get the same locked/unlocked status, determined by the last selected segment: if it is unlocked, all selected segments will be locked, and vice versa. This is regardless of whatever status the individual segments have.

### Confirm a translation

A translated segment is *confirmed* when you finalize it with Ctrl+Enter [SDL Trados: Alt+(num)+]. The translation unit is then entered into the TM and *the next unconfirmed segment* is activated. (All locked segments are ignored regardless of translation source.) The confirmed status is indicated in the status column by the  symbol, but the match percentage indication remains what it was. (If you go to next row by simply pressing the down arrow key, the translation will remain unconfirmed and nothing will be entered into the TM.)

Sometimes you need to *confirm the translation and just go to the next segment*. If so, press Ctrl+Alt+Enter. (It may happen that the ribbon shortcut letters and digits are activated, which may cause problems. You can avoid that by using AltGr+Enter instead – cf. p. 25 – or by pressing either Ctrl or Alt slightly before the other.)

You can also *confirm the translation and stay in the same segment*: press **Ctrl+Alt+Shift+Enter**.

If for some reason you have a segment pair which needs to be there but you don't want to add to your TM (e.g. if the source sentence must remain split in an unattractive way), the obvious action is to avoid confirming it.

You “unconfirm” a translation by right-clicking in the row, selecting **Change Segment Status** and then selecting the appropriate status. Note, however, that the corresponding TU in the TM does not change even if you apply the status **Not translated**.

You can *deactivate the TM update upon manual confirmation*: Go to **File > Options (Alt/F10, F, T)**; select **Editor** and its **Automation** option; de-select **Update translation memory** under **After Confirming Segments Manually**.

You can make a note to yourself that a particular translation needs to be checked by leaving the segment with **Draft** status.



Sometimes the first activation of a segment in a document results – after a long time of searching the TM – in this error message: “An error has occurred whilst using the translation provider [TM]: The translation memory data file engine returned an error: The database file is locked. Database is locked.” A possible solution to this problem is given in the Tradosstudiomanual blog post [Database is locked](#). (Why not here? Because I don't want to use space on what is after all not a common problem.)

### Confirm all translations

This is how you confirm all translated segments in one go:

1. Go to row (segment) 1 (**Ctrl+Home**), then **DownArrow**.
2. Go to the last row (segment) using the **Shift** key (**Ctrl+Shift+End**).
3. Press **Ctrl-Enter**.

### Confirm all translations until end of document

This is how you confirm all segments from a particular row until the end of the document:

1. Go to the last row (segment) using the **Shift** key (**Ctrl+Shift+ End**).
2. Press **Ctrl-Enter**.

**Note:** It seems this function and the one before – which are not documented in the Studio help – are more or less standard Windows shortcuts, and chances are that you will find even more such undocumented shortcut functions if you play around a bit.

### Translate to fuzzy

“Translate to fuzzy” is a function well-known to users of the “old” Trados. It means that the program steps through each row – including confirmed ones (except **PerfectMatches**) – inserting every 100% target match until it comes to a non-100% match (a “fuzzy” match, which may of course be 0%). If the TM hit is different from an existing target segment text, the process stops so you can edit if necessary. (About types of TM matches, see p. 175.)

*Confirm and translate until next fuzzy match:* Press **Ctrl+Alt+F**.

*Stopping the translate to fuzzy process:* Press **Esc**.

More on this can be found in Paul Filkin's SDL blog post [Studio 2011 Series: Translate to Fuzzy](#).

### Add as duplicate

When you confirm a translation, and there is already a TU with the same source text but a different target text, the new translation will overwrite the existing one. If instead you want to *add* the current translation as a duplicate of the existing one, press **Ctrl+Shift+U** [SDL Trados: **Ctrl+Alt+Up** | SDLX: **Ctrl+Shift+U**] before you confirm the translation.

### Navigate between rows

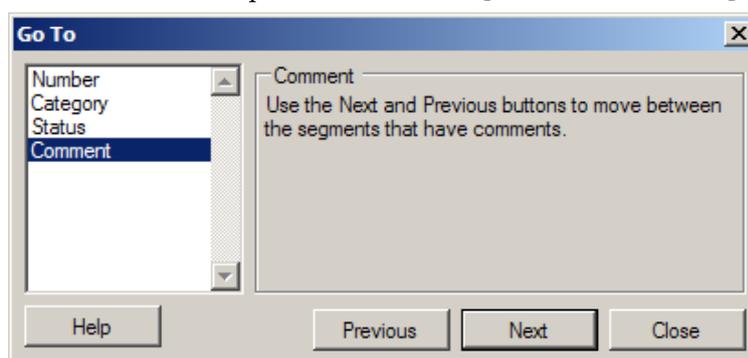
When you place the cursor in a row, it automatically becomes *active*, which is indicated by a light blue-grey colour (which, like all colours, may be changed; see p. 147).

You can disable this “implicit row activation”. Open **File > Options** (or **Alt/F10, F, T**) and select **Editor**. In the **Side-by-side Editor** area you will see the option **Enable implicit row activation**. If this function is disabled, and you want to activate a row by clicking in it, you can manually activate it with **Alt+Home**.

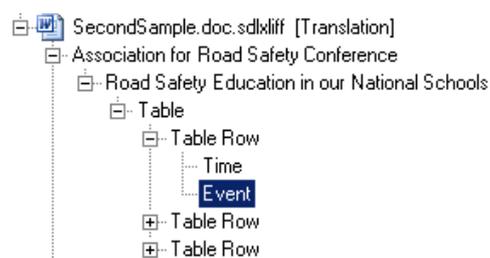
### Navigation commands:

**Go to** functions:

- Beginning of target segment: Press **Ctrl+PageUp**
- End of target segment: Press **Ctrl+PageDown**
- Next row (without confirmation of the current one): Press **DownArrow**
- Previous row (without confirmation of the current target segment): Press **UpArrow**
- Next unconfirmed target segment (without confirmation of the current target segment): **Ctrl+DownArrow**
- Previous unconfirmed target segment (without confirmation of the current target segment): **Ctrl+UpArrow**
- Specific row: Open the **Go To** dialog box with **Ctrl+G**: The **Go To**-command can be repeated with **Ctrl+J** [SDLX: **Ctrl+Shift+G**].



**Navigate via the navigation pane:** With some source documents (e.g. Word), the navigation panel will show a structured view of all segments (at right), and by clicking on an item you



will activate the corresponding row in the *Editor* pane.

### Select rows

- Select next row(s): **Alt+Shift+Down**
- Select previous row(s): **Alt+ Shift+Up**

A rectangle around the target segment shows where you are in this stepping process (the “focus”).

Note that the focus only refers to the selection of rows and has nothing to do with which row is active. Regardless of the focus row, if you start typing, the characters will still appear at the insertion point in the active row’s target segment.

Both these commands can be repeated, for selection of several contiguous segments.

- Select non-contiguous rows: Step between rows with **Alt+Down/Up** and then make the desired selections by also pressing the **Shift** key while still keeping **Alt+Down/Up** pressed down.

(Why would you want to select rows at all? Because there are some actions which you may want to perform on several rows – but not all of them – at the same time.)

Paul Filkin has some advice to give on selecting rows in his *multifarious* blog, in a post called [Changing segment statuses: Studio Short](#).

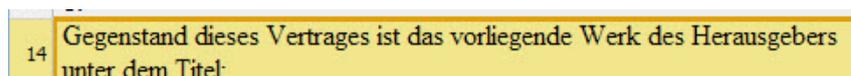
### Split/merge source segments

- **Split:** Place the cursor at the split position and press **Alt+Shift+T** (or click the **Split Segment** button , or right-click at the position and select **Split Segment**). The row numbers will be designated Xa, Xb, etc.
- **Merge:** Hold down the **Ctrl** key and click the *numbers* of the segments (rows) to be merged and then press **Ctrl+Alt+S** [SDLX: **Ctrl+J**] or click the **Merge** button  (or right-click the last of the numbers and select **Merge Segments**). Or select both rows as described above and press **Ctrl+Alt+S** [SDLX: **Ctrl+J**] or select **Edit > Merge Segments** (or **Alt/F10, H, M**). (If you have deactivated the row numbers, this way of selecting is the only method available here.)

**Note:** In principle, what is merged are the *rows* (i.e. although you may talk about merging *source segments*, of course you also merge the corresponding target segments too, whether empty or not).

You can only merge neighbouring segments if they belong to *the same paragraph*. (This is because there may be all sorts of invisible codes between the segments, making it inappropriate to merge them; but of course it may also be just a hard return.) The only general way to overcome this limitation is to go back to the source document, re-edit it and re-open it in Studio. However, if the source document is in MS Word 2000–2003 .doc format or 2007–2010 .docx format, you can do it in the following roundabout way. (It means in fact that you transfer some or all content from one segment to another, so it’s not “merge” in the strict sense – but it also means more flexibility.)

1. Make sure you have enabled the change source segment function: Open **Project > Project Settings** (or **Alt/F10, H, S1**) (or click the **Project Settings** tab). In the left pane, select **Project**, and then in the right pane, select **Allow source editing for supported file types**.
2. Back in the edited document, in one of the source segments to be "merged", copy all content which is to be transferred to the preceding/following segment.
3. Place the cursor in the segment where the copied text is to be inserted.
4. Press **Alt+F2**. A rectangle around the segment shows that it may be edited:



5. Insert the copied text where it belongs.
6. Place the cursor in the segment where the copied text is to be deleted. Press **Alt+F2** and delete it.

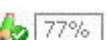
### Auto-propagate

Auto-Propagate is a function (p. 216) whereby a translation upon confirmation is propagated to all other target segments with identical source text. To change the settings for this (including deactivation), go to **File > Options** (or **Alt/F10, F, T**) > **Editor > Auto-propagation**.

## Segment status; filtering; find & replace

- ◎ **The "Status" concept:** The column between source and target segment shows the status (sometimes called "confirmation level") of the target segment as follows. (Note that there are more statuses than these, but they enter into the picture only during formal review and sign-off processes; see p. 262.)

If you point to the status symbol, you will be shown *Translation Details: Status, Origin* and *match Score* as well as any *error messages*.

Status	Description
	Not translated
	Not yet confirmed (draft)
	Confirmed (also called Translated)
	100% match (automatically confirmed)
	Context match (100% match + previous segment also matches; see p. 175)
	Edited context match
	Fuzzy match (here: 77%), not confirmed
	Fuzzy match (here: 77%) applied and edited
	Auto-propagated translation (automatically confirmed;

see p. 216)

-  Automated translation (automatically confirmed; see p. 354)
-  PerfectMatch (see p. 176) (automatically locked)
-  Locked row
-  Translated on the basis that the tracked changes in the source were rejected (see p. 233).

Origin is one of the following:

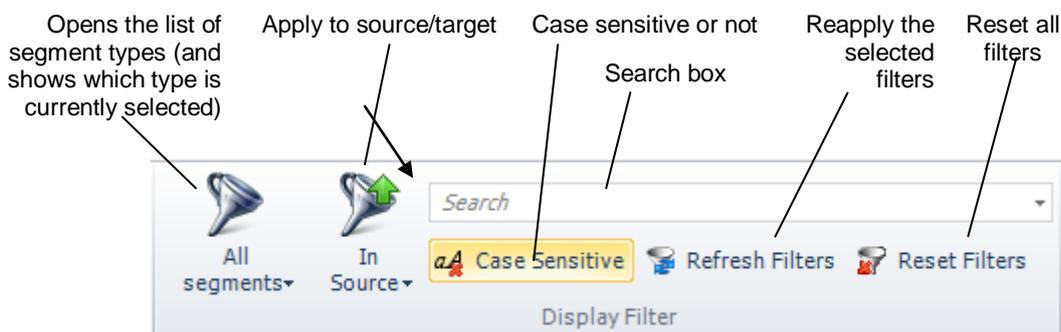
- Translation Memory
- Interactive: the translator had made changes
- Automated Translation
- Auto-propagated
- Copied From Source

For more on types of TM matches, see p. 175.

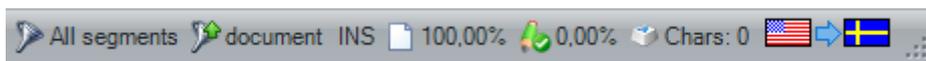
## **Filtering according to status or for specific expressions**

Filtering segments is a very useful function which you can use to view e.g. only untranslated segments, non-confirmed segments, segments which contain a specific expression, segments which starts with a specific word, etc.; also for various searches. You can select whether to filter the source or target segments and whether the expression (if any) is case sensitive. Furthermore, you can – as usual with the filter function – use *regular expressions*; see p. 366.

The filter functions are here: Review > the Display Filter group:

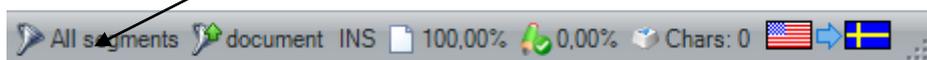


You can activate the filter search box with **Ctrl+F6** or by clicking the source text part in the Status Bar at the bottom of the Editor pane. (That part is not visible until you have used the filtering button once.)

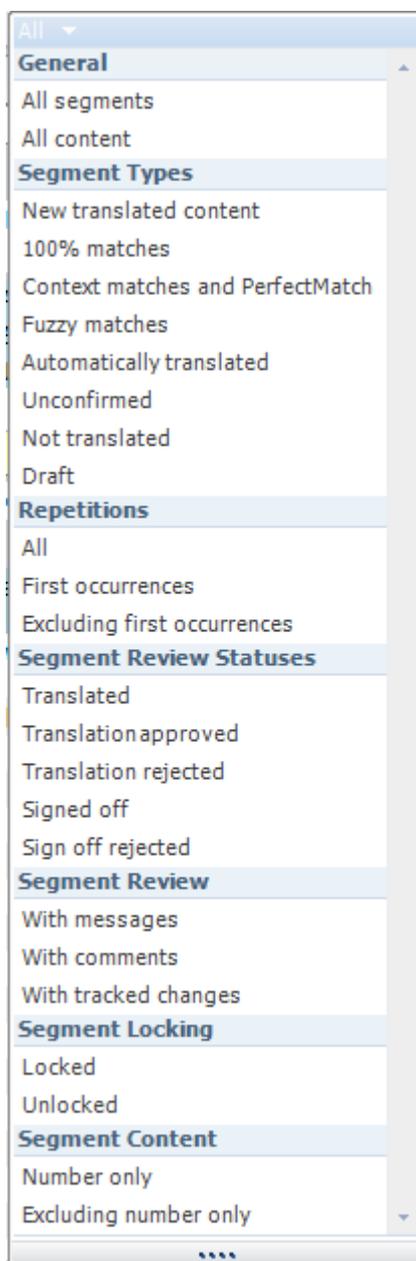


The **All segments** button is used to open the status filtering options; see below (and it pays to study them; they are quite powerful). When you select a particular option, the name of the button changes accordingly. Note in particular the **Repetitions** part (new in Studio 2014); it can be used e.g. to check that the results of autopropagation are cor-

rect. You can activate this button and the list by clicking the corresponding part in the Status Bar at the bottom of the Editor pane.



Note that these two “shortcuts” are not active if you have minimised the ribbons (p. 15).



**Note 1:** All content means that content *outside segment boundaries* is also displayed; e.g. spaces, line breaks and paragraph markers. It could happen that you unknowingly delete such items during your work, and if strange things happen, this view may give clues.)

**Note 2:** The difference between **Unconfirmed** and **Draft** is not obvious. However, “Unconfirmed” includes all segments with the status of **Not translated** and **Draft** as well as **Translation Rejected** and **Sign-off Rejected** (the latter two refer to the review process only).

Make your selections and, if you use the search box – the **Containing box** – (where you can also use regular expressions; see p. 366), press **Return**. If you only use the segment type filtering, the results are shown immediately upon selection. Note that the editing pane may seem empty even if it is not: Studio has a habit of showing the bottom of the pane instead of the top after filtering.

If you want to return to the full document (**All segments**), press **Ctrl+Alt+F6** or click **Reset Filters**.

You will find a detailed discussion of the uses of the 2011 version of the filter (the basics are the same as in 2014) in Paul Filkin’s SDL blog post [Studio 2011 Series: The new display filter](http://www.sdl.com/community/blog/details/12974/studio-2011-series-the-new-display-filter) (www.sdl.com/community/blog/details/12974/studio-2011-series-the-new-display-filter).



**Note:** When you use the search box, you are actually using the regular expression function (see p. 366). You don’t need to care about this except that there are certain characters which have special meanings in such expressions. This means that if your search expression contains, e.g., the dollar sign (\$), you must mark it by preceding it with a backslash (\). The characters which must be handled this way are the following:

[	left square bracket
^	caret
\$	dollar sign
.	full stop / dot
	vertical bar
?	question mark
*	asterisk
+	plus sign
(	left parenthesis
)	right parenthesis

See also Paul Filkin’s *multifarious* blog post [Regex... and “economy of accuracy”](#).

The last 25 filter definitions that you enter into the search expression box are saved. There is no list to display, but when you start typing, all matching filter definitions are shown. Particularly useful if you have used complex regex expressions. (But they are not saved when you close Studio.)

## **Mark for “no translation”**

---

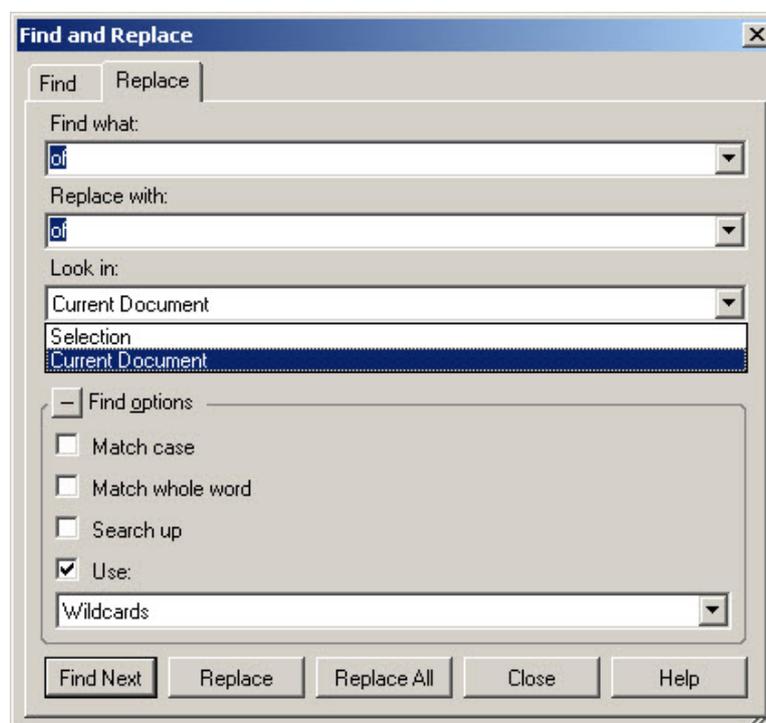
If you have segments that should stay untranslated, you can mark them in the following way:

1. Select the rows (segments) as required (see above).
2. Right-click and select first **Clear target segment** and then **Lock segment**.

The locked segments will by default be excluded during verification (see p. 243). And as you can see above, you can filter the Editor view to show only either locked or unlocked segments.

## Find & replace

The basic function is straightforward: Ctrl+F for Find only; Ctrl+H for Find and Replace (both open the Find/Find and Replace dialog box).



Under Use, you can select Wildcards or Regular Expressions (p. 366) both in the Find what and Replace with fields. See also p. 11 in the Release Notes (open Start > SDL > SDL Trados Studio 2011 > Documentation > Release Notes).

As in Word, you can close the Find and Replace dialog box and still go to the next instance with F4, or the previous one with Shift+F4. If the dialog box is open, however, both F4 and Shift+F4 opens the Find what drop-down list with your earlier Find what criteria. Instead, you step between occurrences with Return (as long as you do not move focus from the Find Next button).

To use the Replace All function, you must first Find Next once.

(The Find function gives you the option of selecting Source or Target; not so for Replace – which is not so strange, since replacement is not possible in the source segments.)



This function only handles one document/file at a time. If the project contains several files, you must either merge them at the time of project creation (see p. 162), or use QuickMerge (p. 96). There is also use the OpenExchange applications [SDL Batch Find/Replace](#) (included in the Studio package) and [SDLXLIFF Toolkit](#) (see next page). With both, the Find command result is a list of all occurrences.

**Note:** Take care when searching for double spaces – the Find function will include all occurrences of “space-tag-space”, which is of course undesirable. Unfortunately, the Search function in both SDL Batch Find/Replace and the SDLXLIFF Toolkit does the same.

# 27

## Advanced manipulation of SDLXLIFF files and segments with the SDLXLIFF Toolkit

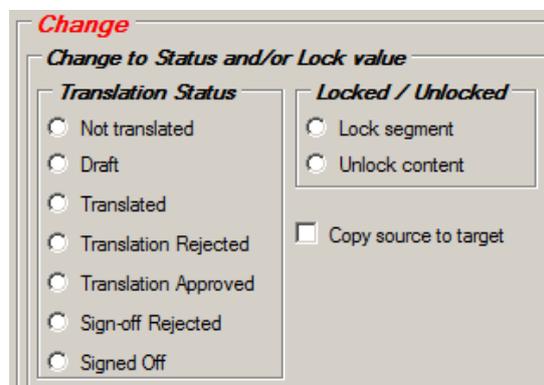
The [SDLXLIFF Toolkit](#) is an OpenExchange application created by the SDL gang and which offers so many possibilities of manipulating one or several SDLXLIFF files that it is difficult to find a natural place for it in the other sections of this manual.

As usual, Paul Filkin has lots of information to give in a *multifarious* blog post ([The SDLXLIFF Toolkit](#)) ; there are of course also instructions in the download package. Here is my attempt to describe it.

### Actions

The starting point is that you can define segment selection criteria or search criteria in many different ways, and then tell the application what to do with those segments. What you can do is for example:

- Change status for a selected group of TUs and/or copy source to target for the same group (note that you cannot change translation status, lock status *and* copy source to target in one go; but it's quite fast to do these things one after the other (if you need to)):



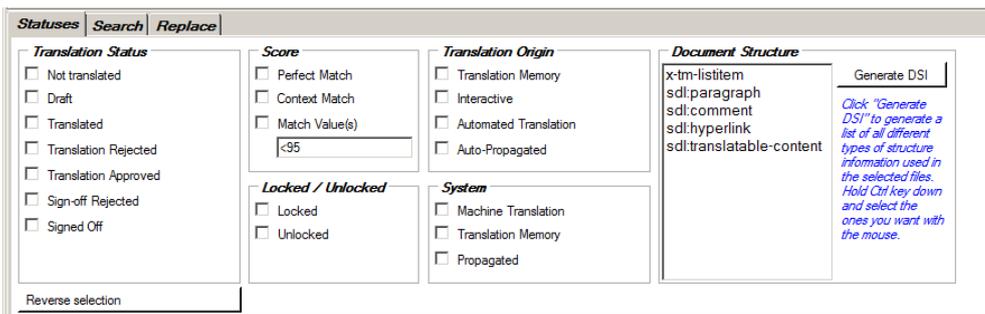
You can use this e.g. for locking Master Pages in PowerPoint, or for marking comments in Word source segments as “translatable” (see p. 232).

- Clear all selected target segments.
- Replace expressions in source or target segments in a group of files.
- Create a new SDLXLIFF file consisting of selections from a number of files, which you can then use to create a project and translate to produce translation units for a TM (useful for instance if you’re working together with other translators and want to provide them with “certified” TUs as a basis for further work). Such selection files cannot, however, be used to produce target files – but then it’s difficult to see that need.

There are two particular advantages with this application. One is that you don’t need to open the files in Studio (as with *SDL Batch Find and Replace*; p. 165). The other is that the options for selection and search criteria are richer than anything you will find in Studio itself.

Below is a view of all selection criteria on offer:

**Status selection criteria**



As you can see, there is a large number of potentially very useful functions here which are not otherwise available.

The options under **Translation Status** should be self-explanatory. As for **Score**, under **Match Value(s)** you can build your own expressions using relational and logical operators to build expressions such as

>=75

meaning values greater than or equal to 75% (and other expressions much more complicated even if perhaps not terribly useful – but you can build them).

**Interactive** (under *Translation Origin*) means results derived by the translator making changes (cf. p. 161).

I must admit that I don’t quite see the point of the selections under **System**; suggestions are welcome.

Note that the *Document Structure* area is much more granulated than the information in the document structure column in the *Editor* view (it corresponds to the information shown if you double-click that information).

**Actions** With the search criteria, you specify character strings for the actions described on the previous page:

The screenshot shows the 'Search' dialog box with tabs for 'Statuses', 'Search', and 'Replace'. The 'Search' tab is active. It features two text input fields: 'Source search' and 'Target search'. A dropdown menu between them is set to 'OR', with 'OR' and 'AND' as visible options. Below the input fields is an 'Options' section with four checkboxes: 'Match case', 'Match whole word', 'Use regular expressions', and 'Search in tags'. A 'Find All' button is located at the bottom left of the dialog.

**Replace** Finally, here are the options for replacement. I have not yet compared this functionality to the *SDL Batch Find and Replace* application (see p. 165, but one difference is obvious: with SDLXLIFF Toolkit, you don't need to open any file in Studio; you can open any set of files in the Toolkit and perform the actions there. Another difference is that here you can search in source AND/OR target. Also, the Replace function (below) supports back references.

The screenshot shows the 'Replace' dialog box with tabs for 'Statuses', 'Search', and 'Replace'. The 'Replace' tab is active. It features a section titled 'Replace in source OR target' with two rows of input fields: 'Source search' and 'Target search', each followed by a 'Replace with' field. Below these fields is an 'Options' section with three checkboxes: 'Match case', 'Match whole word', and 'Use regular expressions'. At the bottom left, there are three buttons: 'Find All', 'Preview', and 'Replace All'. A large empty text area is on the right side of the dialog.

# 28

## Using TMs

### Opening, creating and deactivating TMs during translation

You can at any time change the TM settings in the Project Settings window, which you can open in the *Editor* view by clicking the Project Settings tab above the *Translation Results* pane. You can also do so from the *Projects* view: select the project in question and then select Project > Project Settings, or right-click the project and select Home > Configuration > Project Settings. The Project Settings dialog box opens. Select – normally – All Language Pairs under Language Pairs (or, if appropriate, the language pair you are using) and then Translation Memory and Automated Translation. Proceed as in *TM management* (p. 78).

**Note:** Changes in the Project Settings dialog box only affect the current project. If you want to make the changes apply to the default settings, open File > Options (Alt/F10, F, T). If you want to make them apply to a specific project template, open File > Setup > Project Templates (or Alt/F10, U, P) and select the template. See also p. 98.

### Project translation memories

A project translation memory is a TM which is specifically populated during project creation on the basis of the TM(s) specified for the project. (Those are called *main* TMs.) It will then be used during the project work together with the other TM(s). The point of a project TM is that it will contain exclusively source segments from the current project, which may be advantageous in case a client wants to receive such a TM; or in case you need to share it with a colleague, and you (naturally) do not want to share a “big mama” TM; or if you want to prevent TUs which have not yet been approved from being entered into the main project TM (that would instead be done during TM update after review and approval of the translation).

The project TM can be created during project creation, as a result of the Populate project translation memories batch task, which is performed if you select the task sequence Prepare or Analyze Only (see p. 84). (You can also create it by running the latter task at any time during the work on a project.) It is given a default name consisting of the project

name plus the language code, and it is placed in a TM folder in the same place as the project folder.

By default, when you translate, only the project TM is updated, but this can be changed in the project settings. This is an example of what you may see in those settings – the top row shows the main TM and the row beneath is the project TM:

Name	Enabled	Lookup	Penalty	Concordance	Update
Test.sdltm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project 1_Test.sdltm	<input checked="" type="checkbox"/>				

Despite what you may believe when you see this, it really means that *only* the project TM will be used. If you uncheck the Enabled box for the project TM, you will be asked if you want the main TM to be updated. If you say no, none will be updated. If you say yes, only the main TM will be updated (and the project TM will be pretty useless). And if you stick to the settings pictured but want to use the main TM for lookups (including concordance), you have to add it separately under another name, or open it via the AnyTM plug-in application (see p. 80).

Whatever you select here, the main TM(s) *will* be updated during the finalization process (p. 260).

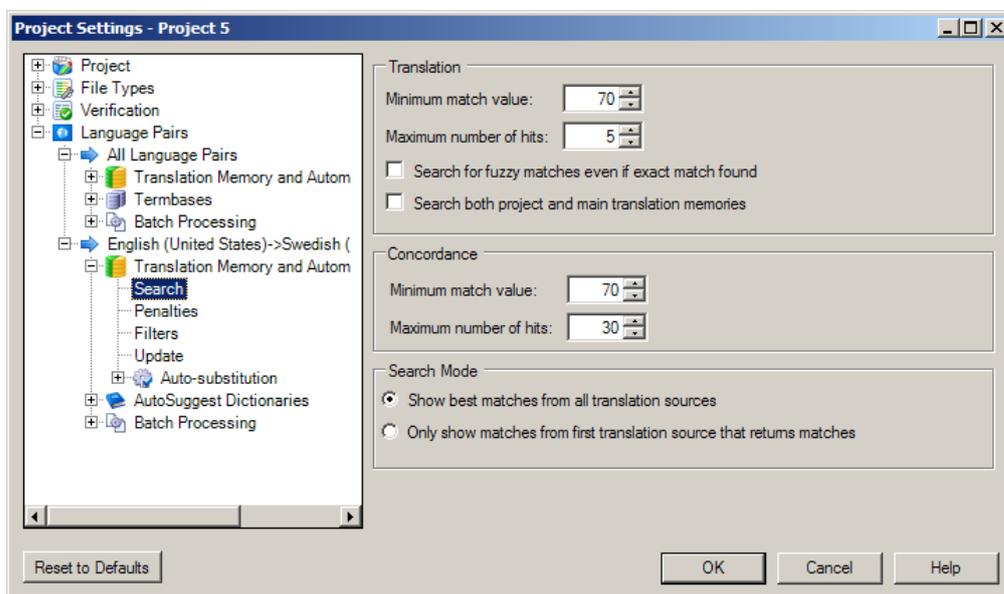
### **Specific “fuzzy match” threshold for the project TM creation**

The project TM is populated from the “top” main TM based on the hits which the source document(s) finds, as it were, in the TM. This means that the lower the threshold for minimum match value (the “fuzzy” threshold; see p. 177) is set during the creation of the project TM, the more hits will be used to populate it. (A low value will of course give more concordance hits during translation, which may be valuable if you are going to share the project TM with other translators.)

This means that you can, during the creation of the project TM, use a specific setting of the “fuzzy match” threshold and then afterwards change it to a suitable value for use during the actual translation. (The same value is used to update all TMs which are *enabled for update*; see p. 80.) You can make this specific setting either before you create the project (via File > Options (Alt/F10, F, T) if you will be using the default project template; otherwise via File > Setup > Project Templates (Alt/F10, F, U, P), and then proceeding as usual – or as described below if you don’t remember...) or you can make it during the creation. In the latter case, you make it in the Project Summary step – the one before the Finish step:



Click the **Project Settings** button, which opens the **Project Settings** dialog box. Here you can select either **All Language Pairs** or the specific language pair you are working with (assuming you are not a project manager), and under that selection, select **Search**:



(Obviously, you can make other settings as well here, which then will affect the whole project.) The **Minimum match value** which you select here will decide how the project TM is populated. Then, after the project creation is finalized, you can – if necessary – return to the project settings and adjust this setting to whatever you need for the actual translation work.

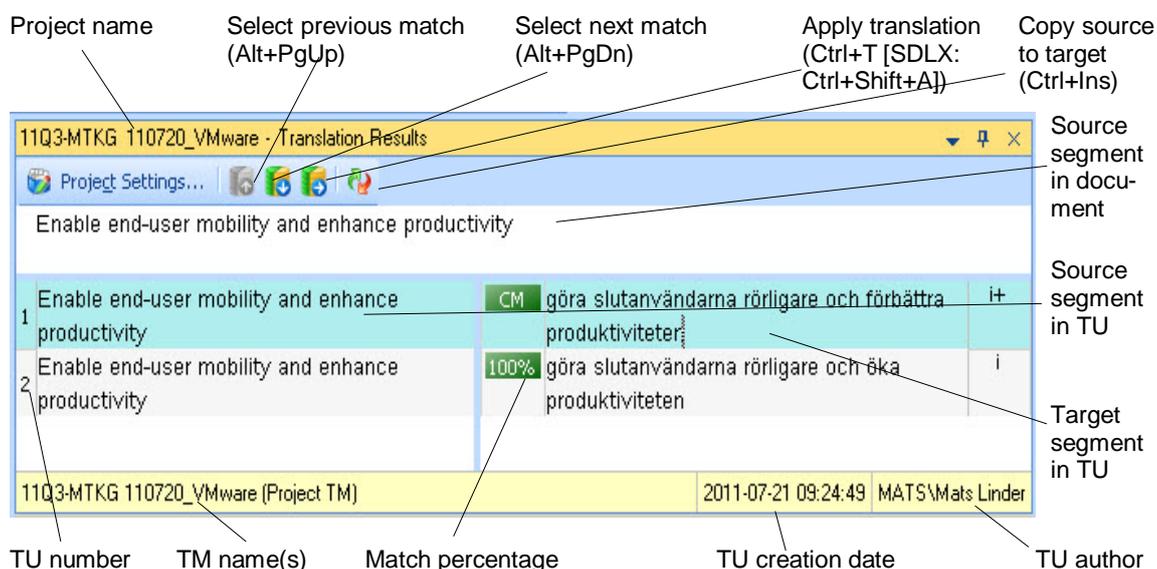
## TM lookups

A TM lookup (i.e. search in TM for a segment which matches the source segment) is performed automatically when a row is activated. The results are shown in the *Translation Results* pane (i.e. search in TM for a segment which matches the source segment) is automatic, with the best match on top; see below.

- ⦿ **Disable the automatic lookup:** Automatic lookup is enabled by default, but it can be disabled. Go to **File > Options** (or **Alt/F10, F, T**); select **Editor** and its **Automation** option; de-select **Perform lookup when active**

segment changes. If it is disabled, you can still look up the TM(s) for the active source segment with **Ctrl+Shift+T**.

Here is the *Translation Results* pane:



If its “fuzzy match” value (p. 177) is above the threshold (set under **Search** either for all language pairs or for the language pair in question; see p. 67), it will automatically be inserted into the target segment. If the match is less than 100%, the words in the TU which do not match the source segment will be struck through.

The results are filtered through a number of settings that you can make yourself in order to obtain the most suitable results for the project you are working on. These settings are described on p. 324.

If the match is less than 100%, the differences in the source segment is indicated by underlining (of non-matching words) and strike-through (of document source text words that are not included in the TU):



If a *penalty* (p. 178) has been applied, an icon is displayed in the match percentage column to show the type of penalty:

-  Filter
-  Formatting (missing or different)
-  Multiple translations
-  TM/automated translation
-  Text replacement (auto substitution)
-  Auto-localization

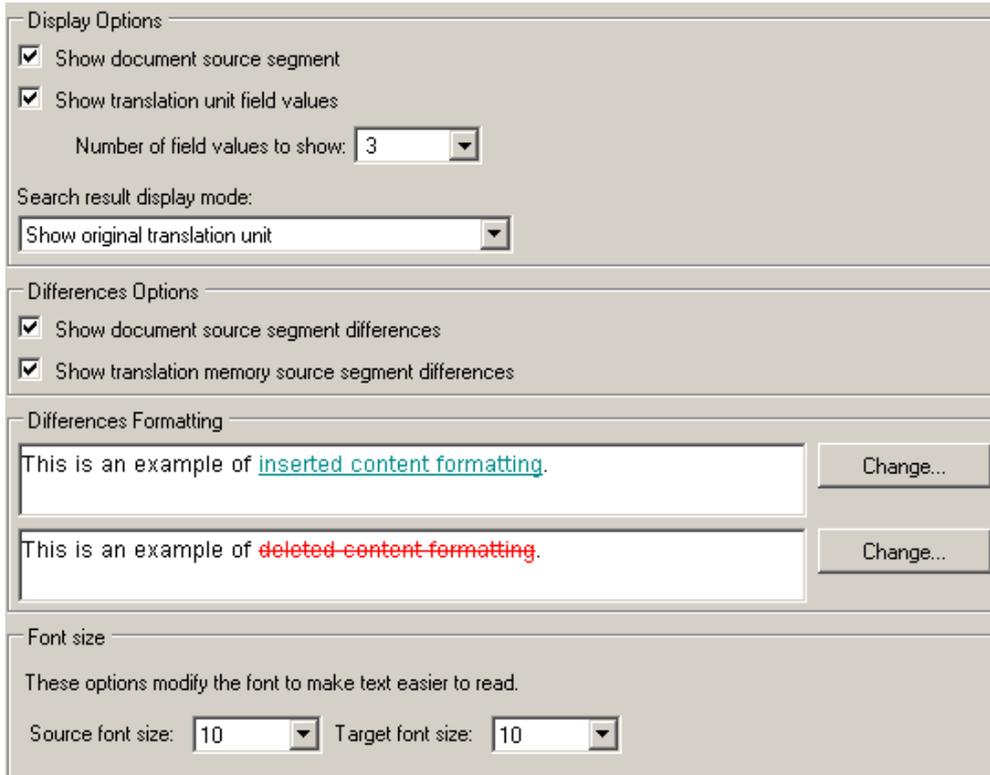
If you point to the status symbol, a “tool-tip” pane opens, showing the details of the match, e.g.:

Score: 99  
Missing formatting penalty (-1%)

- ⦿ **Copy the active TM match to the target segment:** Press Ctrl+T [SDLX: Ctrl+Shift+A] or Ctrl+1; see below.
- ⦿ **Copy another TM match to the target segment:** Press Alt+[number of the row in question] [SDLX: Ctrl+Shift+A].

## Customizing the Translation Results pane

Open the Options dialog box: Go to Home > the Translation Memory group and click the dialog box launcher at the bottom right . Select Editor and its Translation Results Window option:



Display Options

Show document source segment

Show translation unit field values

Number of field values to show: 3

Search result display mode:

Show original translation unit

Differences Options

Show document source segment differences

Show translation memory source segment differences

Differences Formatting

This is an example of inserted content formatting. Change...

This is an example of ~~deleted content formatting.~~ Change...

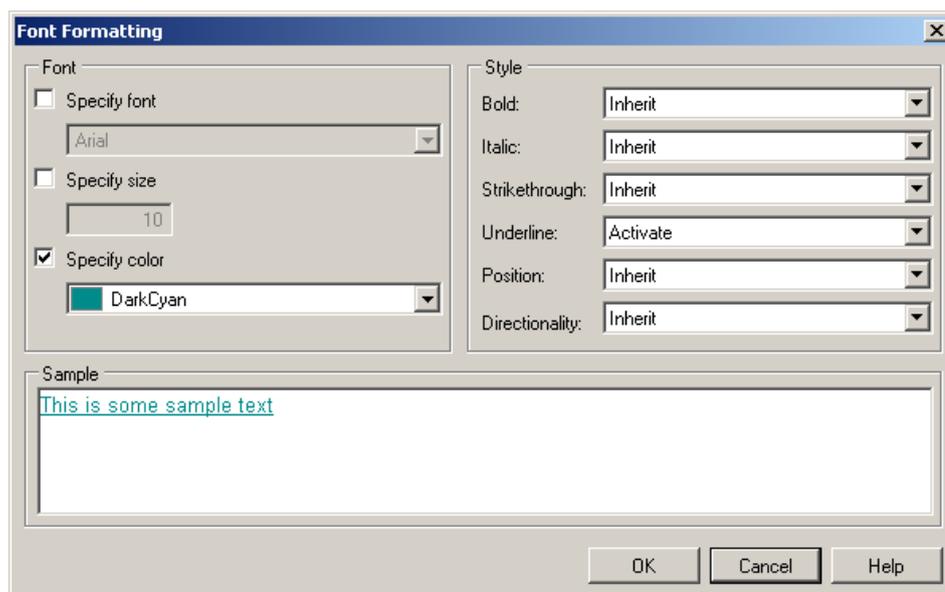
Font size

These options modify the font to make text easier to read.

Source font size: 10 Target font size: 10

The options for Search result display mode are Show original translation unit and Show translation proposal. In the latter case, recognized tokens are auto-substituted (see p. 202) in the displayed TM source segment.

The options for Differences Formatting when you click Change look like this:



- Bold, Italic, Strikethrough and Underline options: Inherit, Activate and Deactivate.
- Position options: Inherit, Normal, Superscript and Subscript.
- Directionality options: Inherit, Left to Right and Right to Left.

## Handling TM lookup results

If the match value is above the “fuzzy” threshold value (p. 177), any corresponding TUs are shown and the best match in the lookup is automatically inserted into the target segment in the open document, where you can edit it. If it is a 100% match, a context match (CM), or a perfect match (PM) – see below – the segment is also automatically confirmed and the cursor moves to the next unconfirmed segment.

### Insert TM matches

You can insert the translation directly from a specific match by entering the match number while pressing Ctrl. You can step between the matches – activating them with **Alt+PgDn** and **Alt+PgUp** (or the corresponding buttons above the pane) – and apply another translation than the one suggested by activating it and pressing **Ctrl+T** [SDLX: **Ctrl+Shift+A**].

**Note:** You don’t have to move the cursor to the *Translation Results* pane to use the above shortcuts.

- ⊙ **Disable automatic insertion of best match:** Go to **File > Options** (or **Alt/F10, F, T**); select **Editor** and its **Automation** option; de-select **Apply best match after successful lookup**.

## Types of TM matches

There are four types of TM matches:

- Fuzzy matches, with a less than 100% matching rate.
- 100% matches, where everything, including formatting, matches.
- Context matches (CM), which is not only 100%, but the document source and the TM source segment which precedes the looked-up

segment are identical (or, if no preceding segment exists, other context data, such as document structure information).

- PerfectMatches (PM): See below.

When the match is exact (100%, CM and PM), the target segment is automatically confirmed. This function can be disabled in the **Options** dialog box: Go to **Home > Translation Memory** group and click the small arrow at the bottom right . Select **Editor** and its **Automation** option; de-select **Confirm segment after applying an exact match**.

If you feel like dipping deep into the intricacies of the implications of 100% matches and context matches, you could do well to study Paul Filkin's entry [Understanding a 100% match](#) in his *multifarious* blog.

## PerfectMatches

The PerfectMatch feature is a context match function that compares the source file to a corresponding set of bilingual (TTX, ITD or SDLXLIFF) files instead of a TM. If the surrounding entries in a bilingual file are the same as the active source segment's, the bilingual file's target segment is extracted and transferred to the current document as a PM segment (corresponding to the XU segments in "old" Trados). If the bilingual document is segmented differently from the current source document, or contains merged segments, the PM function can dynamically merge up to three consecutive source segments to improve the results.

PerfectMatches are applied during project creation, using the bilingual files selected by the project manager.

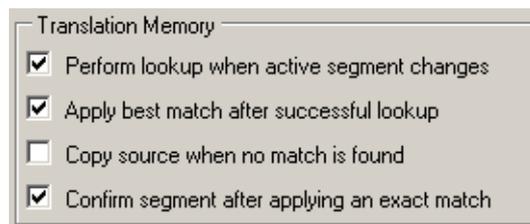
The point of PerfectMatches is to avoid the need for checking target segments which have already been reviewed and signed-off in previous jobs. For instance, a new project may be based on a previous one that has been fully reviewed (e.g. an updated version of a document).

**Note:** The Freelance edition of Studio does not include the possibility of including bilingual files for PM purposes during project creation. This means that you will only see this function utilized when you receive a project from a client (an LSP, normally) who can use it. Still, you can have the advantage of e.g. filtering the segments (p 162) so that all PMs are hidden, or printing a version for review where they are likewise hidden.

## TM lookup settings

### General settings

Open the **Options** dialog box: Go to **Home > Translation Memory** group and click the dialog box launcher at the bottom right . Select **Editor** and its **Automation** option:



**Conditions for matches**

The settings that control how the results of the TM lookups are applied are as follows:

- **Search** (for TUs with matching value above a minimum threshold which is set here)
- **Penalties** (for regulating which TM sources and other factors will make the lookup results less or more reliable)
- **Filters** (for regulating how, e.g., TU dates, authors, clients and so on will mean additional penalties will be applied. There are also *hard filters*, which will exclude any matches which do not pass such a filter)

This is how you make/change these settings. (See p. 101 for whether to change the default, the project or the project template settings.)

- ❶ Open the **Options** or the **Project Settings** dialog box as appropriate.
  - ❷ Select, under **Language Pairs**, either **All Language Pairs** or the current language combination (p. 67). Then select **Translation Memory and Automated Translation**.
  - ❸ Select **Search**, **Penalties** or **Filters** as necessary.
- ❹ **Search** conditions:

(Obviously, you can make other settings as well here, which then will affect the whole project.) The **Minimum match value** which you select here will decide how the project TM is populated. Then, after the project creation is finalized, you can – if necessary – return to the project settings and adjust this setting to whatever you need for the actual translation work.

If you use project TMs (p. 170), you should probably select **Search both project and main translation memories**.

(A “match value” below 100 [%] means that “fuzzy” matches will be accepted.) These settings should be self-explanatory except perhaps **Only show matches from first translation source in list that returns matches**:

This means that the search will be performed in only the first TM with hits (about ordering the TMs, see p. 80).

**Note:** Do not *lower* the Minimum match value; anything below 70% has been known to give very strange results.

### ☉ Penalties:

Penalty Type	Value
Missing formatting penalty:	1
Different formatting penalty:	1
Multiple translations penalty:	1
Auto-localization penalty:	0
Text replacement penalty:	0
Alignment penalty:	1

These settings, too, should be self-explanatory. About *auto-localization*, see p. 202. Text replacement means that, much like in auto-localization, a variable value in the source segment which differs from the corresponding value in the TM hit is replaced in the target segment with the value in the source segment (e.g. a measurement value). The variables which are affected by this is determined by the language pair settings you make; see p. 100.

### ☉ Filters:

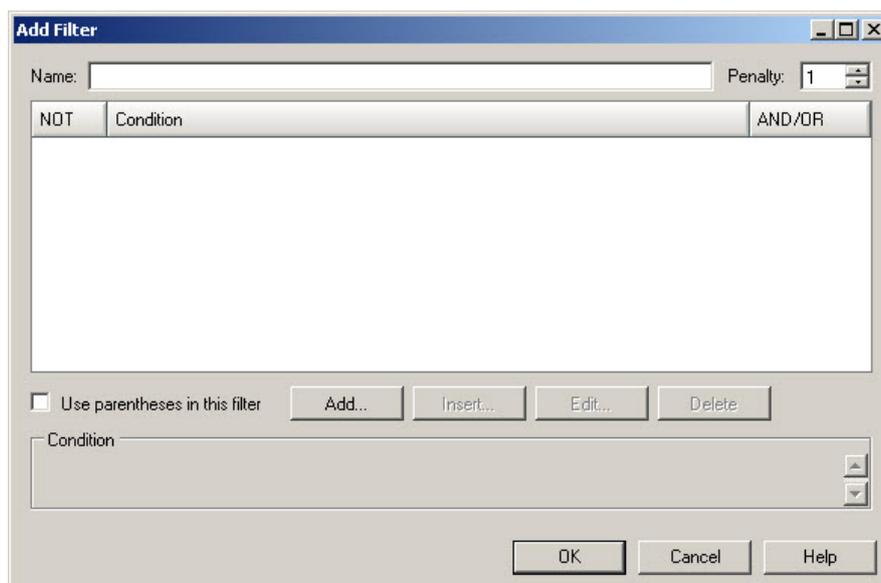
The following filters will cause filter penalties to be applied for non-matching translation units:

Name	Penalty	Condition
test3	1	Last used on = "2013-06-12 17:36:38"
test	2	Last modified on = "2013-06-12 17:36:04"

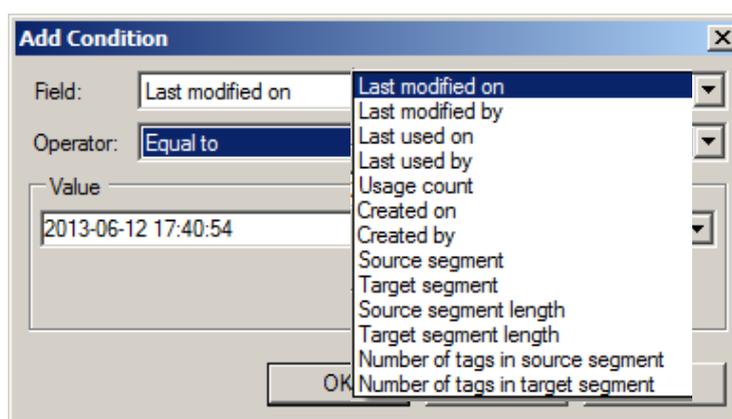
The following filter will exclude non-matching translation units from search results:

(none)

This pane shows which filters are currently active and their respective condition. (The penalty and condition are set in the **Add Filter** dialog box; see below.) You can add new ones and edit existing ones, plus add a *hard filter* (only one, but it may contain several conditions). The buttons are used to change the order of the filters. When you click the **Add** or **Edit** button, the **Add Filter** dialog box opens:



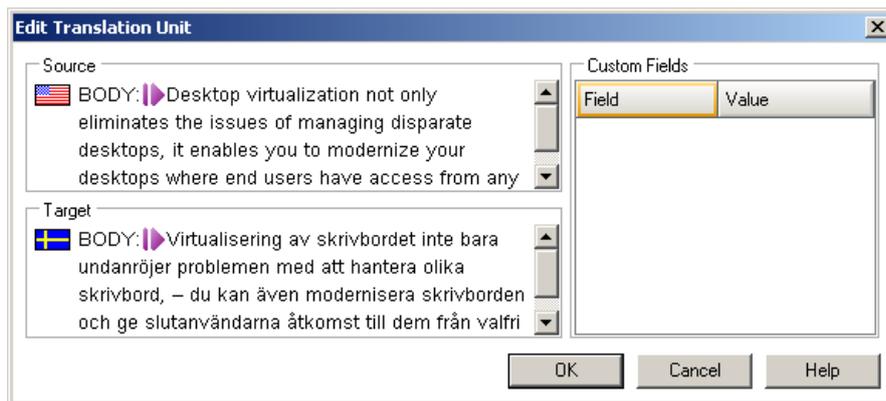
Here you create filters in the form of Boolean expressions. Click **Add** to access a number of conditions, operators and values in drop-down lists:



(The figure has been manipulated to show all Field options.) In the **Add Filter** dialog box, don't forget to specify the **Penalty** value. A *hard filter* has no penalty – it filters completely.

## Editing/deleting TUs in the Translation Results pane

- **Edit a TU** directly in the *Translation Results* pane: Open the **Edit Translation Unit** dialog box by activating the TU (e.g. by clicking it) and pressing F2.



- ☉ **Delete a TU:** Activate it and press Ctrl+Del. You will be asked to confirm.

## Concordance search

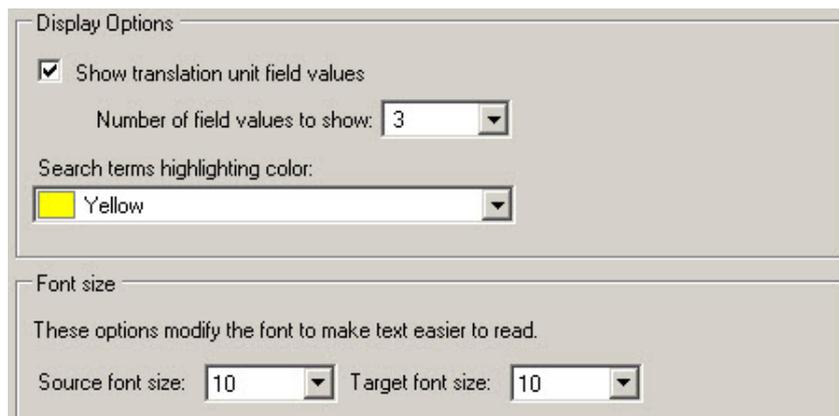
Concordance search is a very powerful tool whereby you search the TMs for a selected word or expression. Any hits are displayed in the Concordance Search pane, which can easily be filled with a large number of hits – therefore, you may want to “float” its position by clicking the ▼ symbol in its top right-hand corner, select **Floating** and drag it to a suitable place. That way you will always see it and at the same time have the TM window open above the editor pane. As part of the user profile (see p. 66), it will stay in the same place next time you open the same project.

### Concordance settings

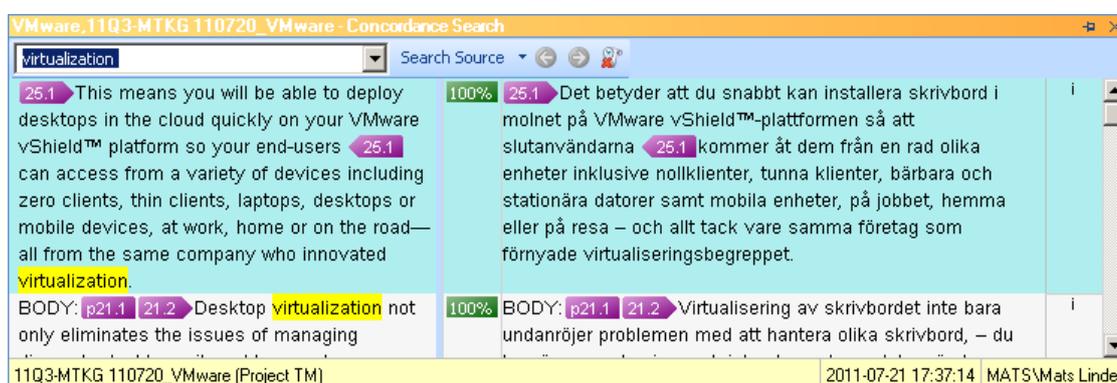
Open the Options dialog box (File > Options or Alt/F10, F, T) or the Project Settings (Home > Configuration > Project Settings or Alt/F10, H, S1) dialog box as appropriate (see Levels for settings, p. 101). Select under **Language Pairs** either **All Language Pairs** or the current language combination (see p. 67). Then select **Search**. In the **Concordance** area to the right, make appropriate settings of **Minimum match value** and **Maximum number of hits** (up to 99). Note, however, that the concordance match value is *not* the same as the match value for TM hits – they are calculated differently. The TM lookup is for exact matches; the concordance search is for words and expressions, which means that for the same percentage setting, you are likely to see concordance hits which are not found in the TM lookup.

### Customize the Concordance Search pane

Open the Options dialog box. Select **Editor** and then **Concordance Search Window**. The **Display Options/Font size** pane opens:



This is an example of the *Concordance Search* pane with its default settings:



At the bottom of the pane you can see: the name of the TM from which the active TU is taken, the time at which it was created as well as the name of its author.

### Automatic concordance lookup

If no TM results are found, a concordance lookup (i.e. lookup of partial matches in the TM) can be performed automatically. By default, this function is disabled. You enable it in the **Options** dialog box (**File > Options** or **Alt/F10, F, T**). In that box, select **Editor > Concordance Search Window** and, under **Search Options** at right, select **Perform search if the TM lookup returns no result**.

### Search options

You can search manually for a source expression or a target expression:

- Search *TM source text* for *expression in source text*: Select it and press **F3** [SDLX: **Enter**] or **Ctrl+F3** [SDLX: **Ctrl+F7**].
- Search *TM source text* for *expression in target text*: Select it and press **Ctrl+F3** [SDLX: **Ctrl+F7**].
- Search *TM target text* for *expression in target text*: Select it and press **F3** [SDLX: **Enter**] or **Ctrl+Shift+F3** [SDLX: **Ctrl+Shift+F7**].
- Search *TM target text* for *expression in source text*: Select it and press **Ctrl+Shift+F3** [SDLX: **Ctrl+Shift+F7**].

**Note:** You can switch between *Search Source* and *Search Target* with **Alt+F3** (and of course by selection on top of the

pane), and then the desired search will always be performed with F3.

- *Insert text from a concordance lookup*: Make sure that the cursor is placed where you want the text to be inserted. Select, in the concordance window, the text to insert. Press **Ctrl+Alt+F3**, or right-click in the selection and select **Insert into document**. Note that you can switch between the panes, including the concordance pane, with the keyboard shortcuts **Ctrl+Tab** and **Ctrl+Shift+Tab** (see p. 144).
- *Search for an expression by typing it*: Use the field above the concordance pane. Enter the expression and select to search in the source or target text. Jump between occurrences with the arrows.



**Note:** There are still some peculiarities concerning the concordance lookup. One is its case sensitivity: it seems that an uppercase word in the TU will be found only if you search for its lower case version but will not be found if you search for its (proper) upper case version. Another is that a compound expression, where the component words are separated by hyphens or slashes, sometimes can only be found if you search for it *without* the hyphens/slashes.

#### **Edit/delete TUs**

You edit/delete TUs in the Concordance Search pane in the same way as you do in the Translation Results pane; see p. 172.

#### **Clear the Concordance Search pane**

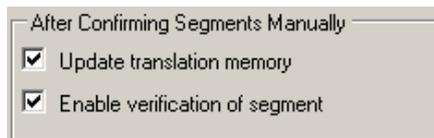
You clear the *Concordance Search* pane by clicking the  button.

## Updating the TM

### **Automatic update during translation – settings**

#### **Inactivate automatic update**

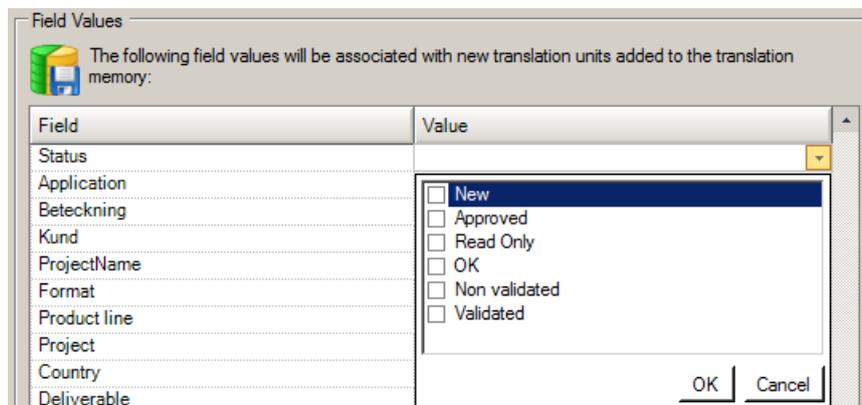
The TM(s) that you have selected for update (see p. 80) are automatically updated with a new TU when you confirm the translation of the segment. This function can be deactivated. Open **File > Options** (or **Alt/F10, F, T**). Select **Editor** and its **Automation** option:



**Note:** If you want to *add* the current translation as a *duplicate* of the existing one (instead of overwriting it), press **Ctrl+Shift+U** [SDL Trados: **Ctrl+Alt+Up** | **SDLX: Ctrl+Shift+U**] before you confirm the translation.

### Assign custom field values

You can decide to associate custom field values with each updated TU. In the same dialog box as above, select the TM to be updated under Language Pairs. Below that, select **Update**:



Make your settings: select the field name and, in the **Value** column, click the arrow and select the appropriate value. The TM definition must of course include the custom fields you want to update.

**Note:** If the update is applied to several TMs, only those custom fields which *all* of them contain are updated.

See also what Paul Filkin has to say about the uses of fields and attributes in his *multifarious* blog post [Fields and Attributes in Studio](#).

## Manual update of the TM(s) during or after translation

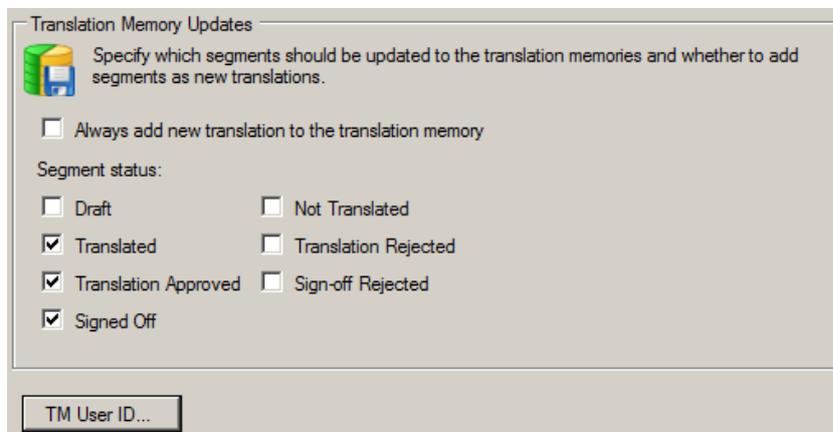
If you want to make sure that the TM(s) includes all recent changes you have made in the open document, you can update it manually. By default, the update includes segments with the status of **Translated**, **Translation Approved** and **Signed Off** (the latter two are related to the package review process; see p. 262). However, you can change these settings during the process of requesting the update.

You can update the TM(s) with translation from (1) all project files, (2) files selected in the *Files* view, or (3) the active document.

You can update the *main TMs* or the *project TMs* (see p. 170), but not both at the same time. The reasoning behind this is that if you work with a project TM the whole point of that would be lost if you would update both that and the main TM(s) at the same time. (The reason for the plural in the “Update:Project Translation Memories” option – you as a translator obviously would not have several project TMs in one project – is that a project manager may have project TMs from several translators and may want to update them in one go.)

1. Home > File Actions > Batch Tasks > Update Main Translation Memories or Update Project Translation Memories (Alt/F10, H, D or J). The **Batch Processing – Batch Tasks** page opens with that task sequence selected. Click **Next**. If you have made changes to more than one file in the project, the **Files** page opens. Otherwise you go directly to the **Settings** page.

2. Check the files list; if not correct, you have to start over. Otherwise, click **Next**. The **Settings** page opens. If you want to specify which segment statuses are to be updated into the TM(s), select **Translation Memory Updates** in the navigation pane:



**Always add new translation to the translation memory** means that TUs which are added to the TM(s) are added as *new* TUs instead of updating existing TUs.

Note that you can change the TM User ID at this stage! (Cf. also p. 277.) A changed user ID here will remain so (and used during TM updates) until next time you make a corresponding change.

Select the appropriate options. (You can also set the field values to be applied during the update – click **Translation Memory and Automated Translation** and select **Update** – but you can only add new settings, not change any existing ones.) Then click **Finish**. The **Performing tasks** page opens. After finalization, you can view the **Task Results** as usual.

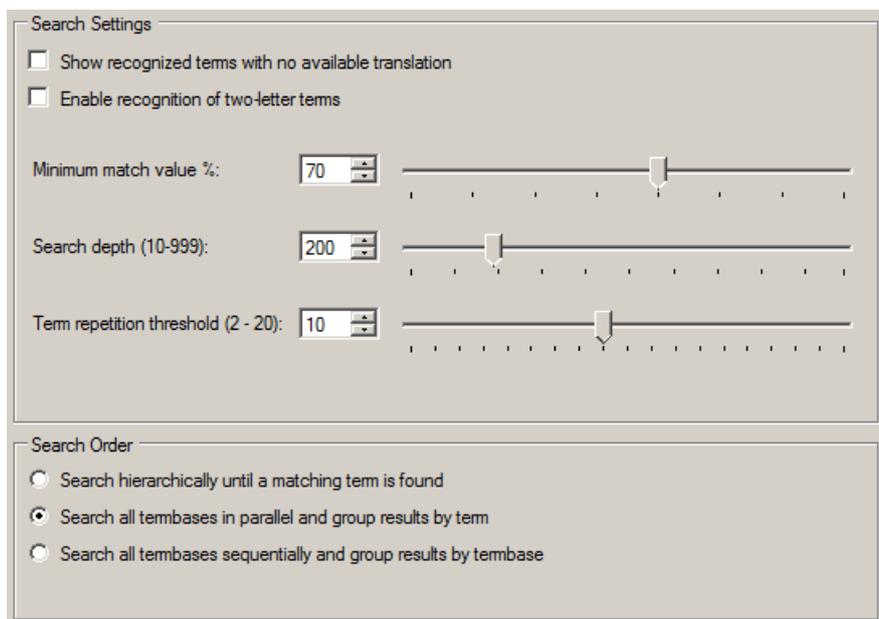
# 29

## Using termbases

### Termbase search (terminology lookup)

#### Search settings

You can make settings of what results should be given of a termbase lookup, and also in which order the termbases should be searched (if you use more than one). Depending on whether to do this in the default settings, the current project or a specific project template (see p. 101), select in the respective dialog box **All Language Pairs > Termbases** and then **Search Settings**:



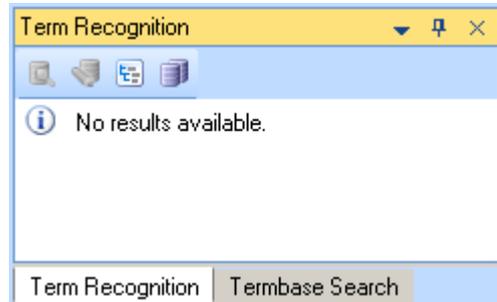
Explanations:

- **Enable recognition of two-letter terms** may slow down the processing and is therefore not selected as default.
- **Minimum match value %** is the similarity between hits in the termbase and the term you specify.
- **Search depth (10-999)** means “how far” (in number of hits) the search goes – a higher value may give more hits but takes longer time.
- **Term repetition threshold (2-20)** means how many times a term may appear in a segment before Studio stops looking it up. This is to avoid recognition of common words like *the* or *and*. The default value is 10.

**Automatic lookup**

- Search Order is fairly self-explanatory.

When you activate a new document row in the *Editor* pane, the term-base lookup is done automatically (you don't have to start MultiTerm, but of course you need to have an activated termbase), and the results are shown in the pane to the right above the *Editor* pane:



You can do a manual lookup by clicking the Termbase Search tab below the pane; see p. 188.



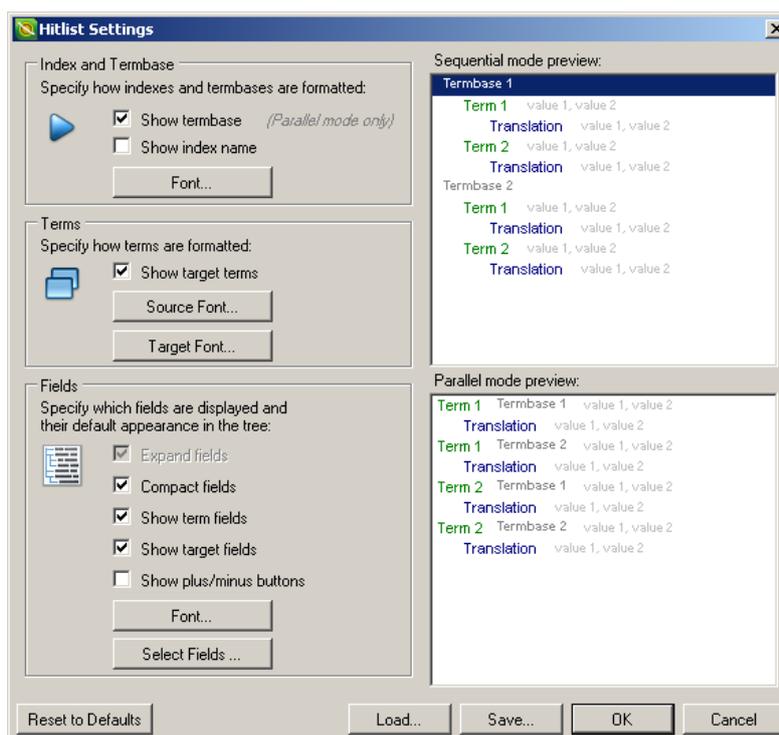
If you have activated the termbase option for AutoSuggest (p. 207), any hits in the termbase will also be shown in the AutoSuggest list for easy insertion.

- *Insert a translation from the termbase pane*: Place the cursor in the target segment where the translation should be entered; then select the desired term in the Term recognition or the Termbase Search pane and press Ctrl+Shift+L or click Insert term translation .

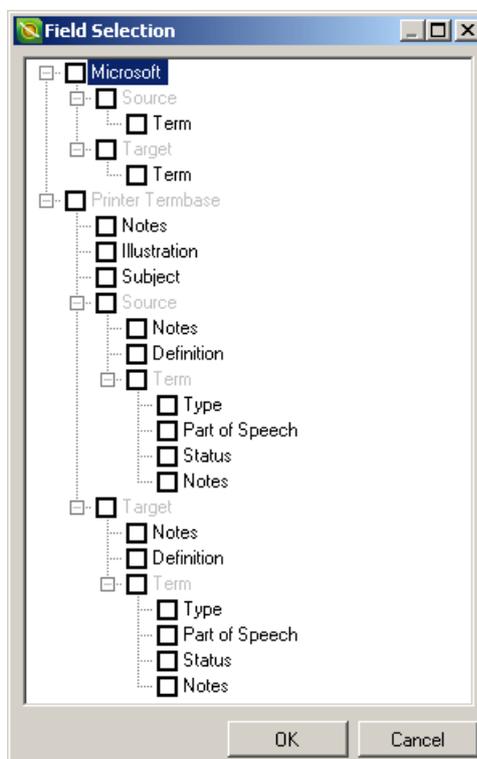
The following options are available via the buttons in this pane:

**Term recognition options**

- View term details : Opens the Termbase Viewer window (p. 188) with all information about the selected term as well as a list of termbase terms before and after the one in question.
- Project termbase settings : Opens the Project Settings window with the *Termbases* area activated, so that you can check (and change) these settings; see p. 82.
- Hitlist settings : Opens the Hitlist Settings dialog box, where you can configure the way the termbase hits are shown in the *Term Recognition/Termbase Search* panes:



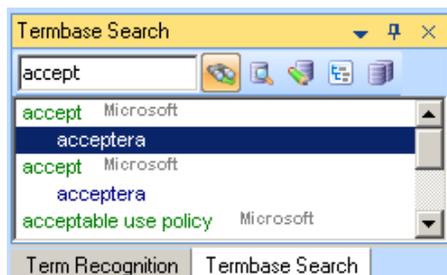
Most of these settings should be self-explanatory. By default, the **Expand fields** option in the **Fields** area is de-selected (greyed-out above). That option becomes available if you de-select **Compact Fields**. The **Select Fields** button gives access to the **Field Selection** dialog box (below), where you can specify which fields should be shown.



You can save the hitlist settings as a file of its own; conversely, you can also **Load** such a saved file.

**Manual lookup**

In the same pane as the *Term Recognition*, you have the *Termbase Search* tab, where you can enter a term and make a search by pressing Enter; there is also a *Fuzzy search* button . A fuzzy search finds terms which are similar or identical to the search text; e.g. ‘glyph’ if you search for ‘glyf’. (“Similar” here means according to a set of algorithms utilizing a number of linguistic characteristics.) You can use *wildcards*: \* for any number of characters including zero, ? for exactly one character. You cannot use wildcards in combination with the fuzzy search.



Unfortunately, although you can configure a shortcut to open the *Termbase Search* pane, there is no way to automate the entering of a term in the search field in that pane.

**View terms in termbases**

Press Shift+Ctrl+L: Opens a *QuickPlace* list (cf. p. 191) that includes suggested translations from the active termbases only (no AutoSuggestion – p. 207 – entries).

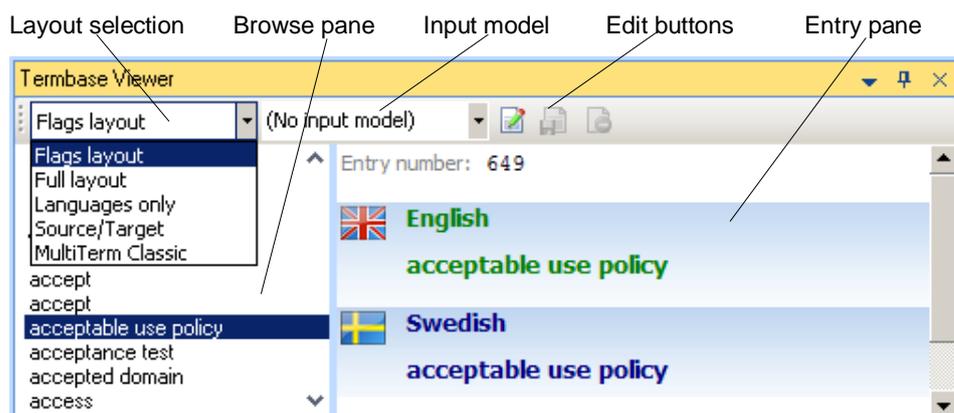
## The Termbase Viewer

The Termbase Viewer is “shown” as a tab to the right of the Navigator pane. If you point to it, or you select *View term details* in the *Termbase Search* pane, it rolls out (and soon back again). You can pin it open by clicking the pin in the title list; it then replaces the Editor pane, but you can pull it and place it anywhere on the screen. If you close it (click the x in the top right corner), you can open it again with *View > Information > Termbase Viewer* (or Alt/F10, V, V).

In the termbase viewer, you can see the terms found as well as browse the terms in the termbase. You can see the details of a termbase entry; and you can add new entries as well as edit existing ones.

**Open the Termbase Viewer**

In the *Termbase Search* pane, double-click the term; or click the *View term details* ; or go to *View > Termbase Viewer* group. An example:



Explanations:

- **Layout drop-down list:** Controls the appearance of the termbase entries.
- **Input model:** Contains a set of rules for which fields are displayed or can be entered. See the MultiTerm help for this.
- **Edit buttons:** See below.
- **Move up and down one entry at a time:** Use the arrow keys or click the arrows buttons.
- **Move up and down one “page” at a time:** Press the PageUp/PageDown keys, or click the arrows buttons while holding down Ctrl.
- **Search by typing;** Click anywhere in the pane and start typing the term you are searching for. Great function.

### Navigate in the Viewer browse pane



### Edit a term-base entry

Select the source term in the left-hand pane of the *Termbase Viewer* and press F2 or click the Edit this Entry button . The editable entries are shown with a rectangle around and a pencil mark:



Double-click the editable text and make the changes in the new rectangle that opens, and press **Entry**. *Save the changes* with **Ctrl+F12** [SDLX: **Shift+F12**], or click the **Save this Entry** button . To close the field and go to the next one: press **Tab**.

You can undo the changes (before saving them) with **Shift+Esc** or click the **Cancel Editing** button .

See also p. 350.

Note that “editing” does not include deleting, which is not possible via Studio.

### Create a new termbase entry

Select (in the document) the source term or the source and target terms and press **Ctrl+F2** [SDLX: **Ctrl+F11**] or right-click in the source term and select **Add New Term**. A new termbase entry is shown in the *Termbase*

*Viewer* pane, where you can edit it (and if necessary add the target term). If the term already exists, a prompt is displayed where you can choose to open the existing one, abort the process or create a duplicate entry.

When you're through, *save the changes* with Ctrl+F12 [SDLX: Shift+F12], or click the **Save this Entry** button .

**Note 1:** When a new term is added, it will be marked as an ad-hoc entry so that terminologists can see when a term was created directly in Studio. A list of entries can then be generated in MultiTerm to find those that were thus added.

**Note 2:** If several termbases are open, the new entry will be added to the *default* termbase (see p. 82). As far as I know, there is no way to see in the Termbase Viewer which termbase is the default one, so if you want to make sure, you have to click, in the *Term*

*Recognition* pane, the **Project Termbase Settings** button  and then see for yourself in the **Settings** dialog box that opens (and possibly change the default termbase).

See also p. 350.

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## Recognized tokens

### “Recognized tokens” (including tags); special characters; whitespace characters

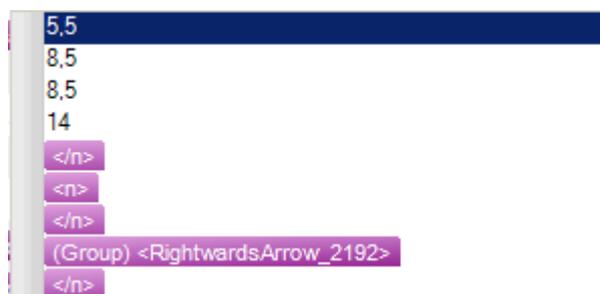
A *recognized token* – previously called “placeable” – is “a short piece of text, enclosed in a segment, that a TM treats as a single word because it is a defined format” (acronyms, numbers, trademarks, etc.). Some may be easily “transformed” (localized) to the target segment according to specific rules (e.g. dates and numbers). They are indicated either by being colored **BR** or by a blue square-bracket underline URL USB.

*Tags* (containing information about formatting, structuring and place-holding) are a special case of recognized tokens in that they are not part of the textual content. They are shown as colored fields and their handling is described on p. 198.

### Inserting recognized tokens

There are several ways to insert recognized tokens (always at the place of the cursor in the target segment):

- **Keyboard:** Press **Ctrl+Alt+DownArrow** or **Ctrl+[comma]**. A *QuickPlace* list of the “candidates” in the source segment opens.



Note that for every option that you go to – with **DownArrow** – the affected text in the source segment will be highlighted. Select the required option and insert it by pressing **Return** or **tab**.

Pressing **<** gives the same result except that nothing in the source segment will be highlighted (and if you close the list with **Left/RightArrow** instead of another key, the **<** will stay).



By pressing **Ctrl+Alt+RightArrow/LeftArrow**, you step between the recognized tokens (but not the numbers) in the source segment,

forwards or backwards; each token is highlighted in turn. When you let up the keys, the selected token is inserted in the target segment (but it is still highlighted, so you need to press **RightArrow** before you start typing again, or it will be replaced by the next character). For some reason, the **RightArrow** always starts with the first token – and the **LeftArrow** always with the last – regardless of which one was the last inserted. Irritating, but there you are.

**Note:** It may happen that instead of this result when you press this key combination, the screen goes black and then, when it shows again, is rotated. This is probably because you have updated the Intel Video driver. The solution is to inactivate its shortcuts: right-click the screen, select **Graphics Options > Shortcuts > Inactivate**.



You can apply a particular tag pair from the source segment to a word or words in the target segment by selecting those words and then use one of the above methods. See also about Ghost tags, p. 201.



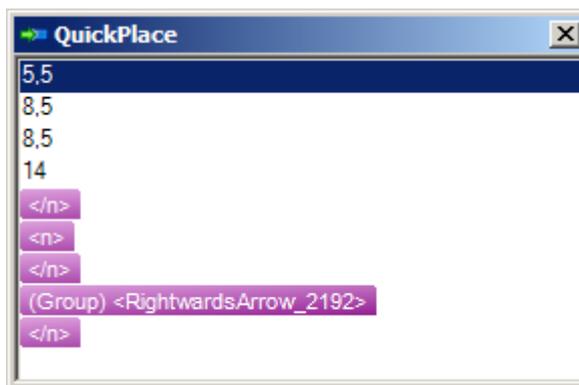
If you don't like long lists of numbers (as sometimes happens; see the figure above) – which are useful only when the numbers are really big – you should be able to get rid of them by de-selecting the **Recognize numbers** and/or **Recognize measurements** options in the **Fields and Settings** dialog box: click the **Project Settings** tab above the *Translation Results* pane, select the TM in question, click the **Settings** tab above the TM list, select **Fields and Settings** in the new dialog box, and make the desired changes. (Can't promise it works, though; it seems a bit erratic. And in particular, if you use a server TM from a translation provider, you need to be authorised for this.)

**Note 1:** There are numerous shortcuts for the **Quick-Insert/QuickPlace** options; see Annex C (or simply point to the group's buttons).

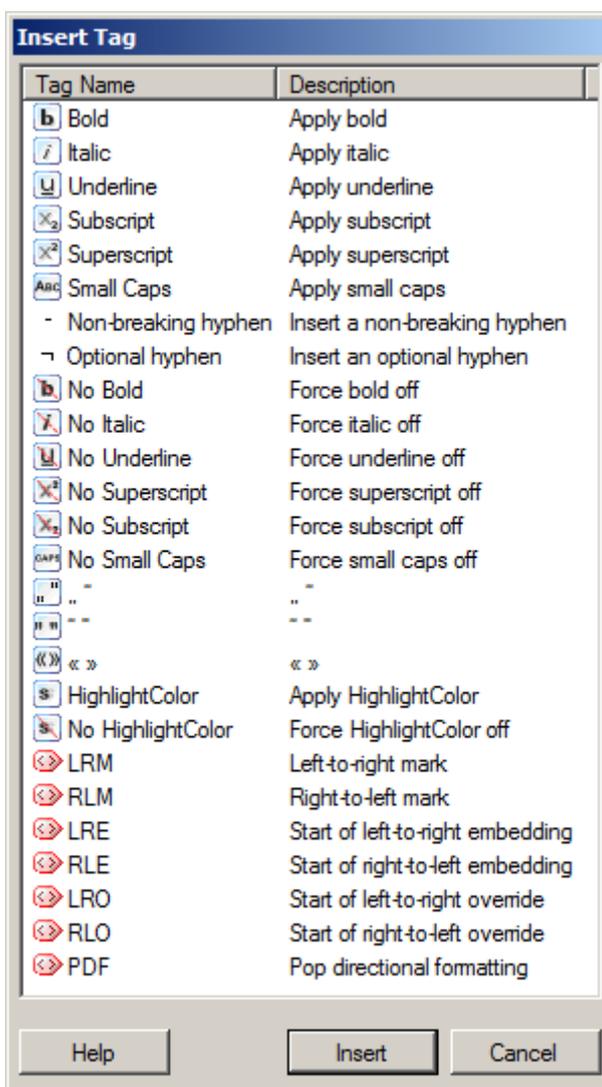
**Note 2:** You close the list/dialog box without insertion of an entry with **Right/LeftArrow**.

**Note 3:** As for Studio's ability to correctly recognise numbers etc., it is based on conventions for each (sub)language based on their representations as defined by Microsoft in their *National Language Support (NLS) API Reference*. Hence the source text must follow these conventions, or Studio will not be able to perform recognition correctly.

- **Mouse:** Click in the place of insertion and then click the token in the source segment while pressing **Ctrl** (if it's a tag, the tag *pair* will be inserted). Or right-click in the place of insertion and select **QuickPlace** to open the **QuickPlace** dialog box with the same options as the list mentioned above:



Or click the dialog box launcher  at the bottom right corner in Home > QuickInsert group. This opens the Insert Tag dialog box, looking for example like this (for doc and docx files):



Note here the existence of a highlighting function (for this particular file type) – any highlighting will be retained in the target file. This function, and also how to change the highlight colour, is described by Paul Filkin in his *multifarious* blog post, [It's a colourful world..!](#)

- If the source segment contains many recognized tokens, it may be preferable to copy source to target – Ctrl+Insert – and overtype the non-tokenized text.
- You can of course also *copy* recognized tokens – and any text containing them – from anywhere to a place in a target segment.
- **Move a recognized token:** Drag it with the mouse to the desired position. (If it's one of a tag pair – see below –, both tags will be moved but not any text between them.) However, if *Track Changes* (p. 263) is enabled, this method does not work.

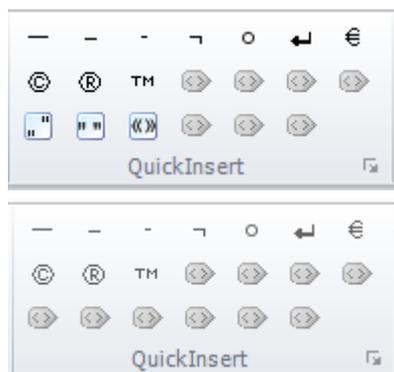
You *cannot* move recognized tokens from source to target segment in this way.

If – as sometimes happens – a source segment contains several adjacent recognized tokens, it can be bothersome to insert them one by one. There is a way to avoid that (enabled by default): open File > Options (or Alt/F10, F, T) and select Editor. In the Side-by-side Editor area, there is the option to **Group adjacent tags in formatting window**, making such tokens to be grouped together as a single item in the QuickPlace drop-down list (press Ctrl+[comma]) and the corresponding QuickPlace dialog box. They can thus be inserted all at once.

## Special characters

---

The QuickInsert group makes it easy to insert e.g. specific quotation marks, line breaks and other characters which otherwise may not be easily accessible. The contents of this group depends to some extent on the source file type. Examples:



The top example – source file type: Word – contains “clear formatting” tags and some other formatting tags and characters which are not present in the other one – source file type: ITD – which instead contains ten icons for custom buttons. In other words: The possibilities offered by this group depend on the source file format. (

**Note 1:** In Annex C, there are shortcuts for characters such as em and en dash, €, ®, ™. For many other characters, such as non-breaking space, sub- and superscript, soft break, standard shortcuts are used.

**Note 2:** You can type any character directly into the text by holding down the **Alt** key and enter the code which corresponds to the character you need; see Annex R. E.g., for the ± character, type

0177. NumLock has to be activated. Also, you won't see the character until you let up the Alt key.

## **Adding a custom button to the QuickInsert group**

---

It is possible to add a custom button for a special character – e.g. special quotation characters – to the QuickInsert group. You do that for the specific file type of the document you are working with. This is how you do that:

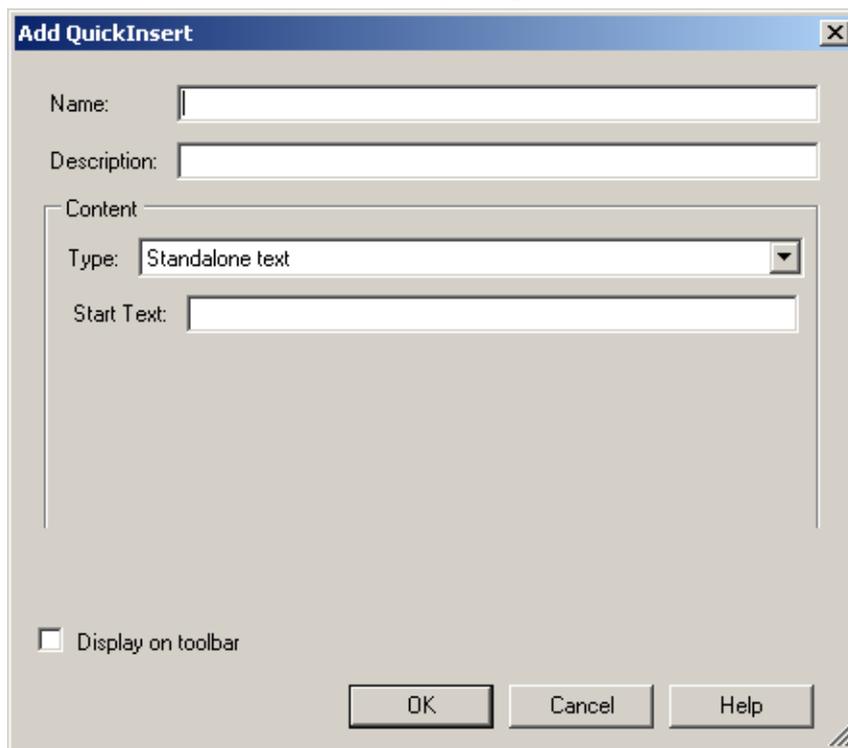
Select the project in question and open its corresponding *Files* view. Select the file for which you want to add the button(s). Go to the Home > Layout group and select File details layout. In the File Details pane at the bottom of the window, the File Type Identifier shows the file type. Once you know that, you are ready to add a button. You can do that either only for the current project or for the default template.

- ① For the current project: open the Project Settings dialog box (on the Home ribbon in any view). For the default template: go to File > Options. Select File Types and the file type in question; then select QuickInsert (not all file types offer this possibility). If you want to add a button regardless of the open document type, open the Project settings dialog box via File > Options or Project > Project settings – see the Note below – and select, under File Types, the file type in question, and under that, the QuickInsert option.



**Note:** In this case, the change will only affect the current document. See p. 101 about the procedure for making changes to the current project or a project template; then open the Project Settings or Template Project Settings dialog box as appropriate. Then select, in the navigation pane, the file type in question and open the QuickInsert option.

- ② Click **Add**. The **Add QuickInsert** dialog box opens.



- ③ Give a suitable name – e.g. the name of the character – and description (both are optional; the description is for the tooltip) and keep the **Standalone text** for **Type**. (The **Type** option **Text pair** is for formatting; see below under *Tag handling*. For HTML and XML file types, the options **Placeholder tag**, **Tag pair**, and **Entity reference** will also be available; see the Help texts.)

- In **Start Text**, while holding down the **Alt** key (check that **NumLock** is not activated), enter the code which corresponds to the character you need; see Annex R.
- Normally you also want to check **Display on toolbar** (which means: Display in the QuickInsert *group*).

**Note 1:** With some file types, no new custom buttons will be added: if only one "free" button was available (as in the **Word-type** group above), only the first added character will be available via that; the rest should be available via the QuickInsert list button .

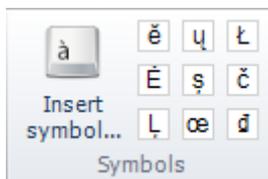
**Note 2:** Each custom button has its own shortcut.

**Note 3:** For bidirectional languages, you can customize the existing buttons by adding the buttons to the QuickInsert group, and by changing the keyboard shortcuts assigned to buttons; see Annex C.

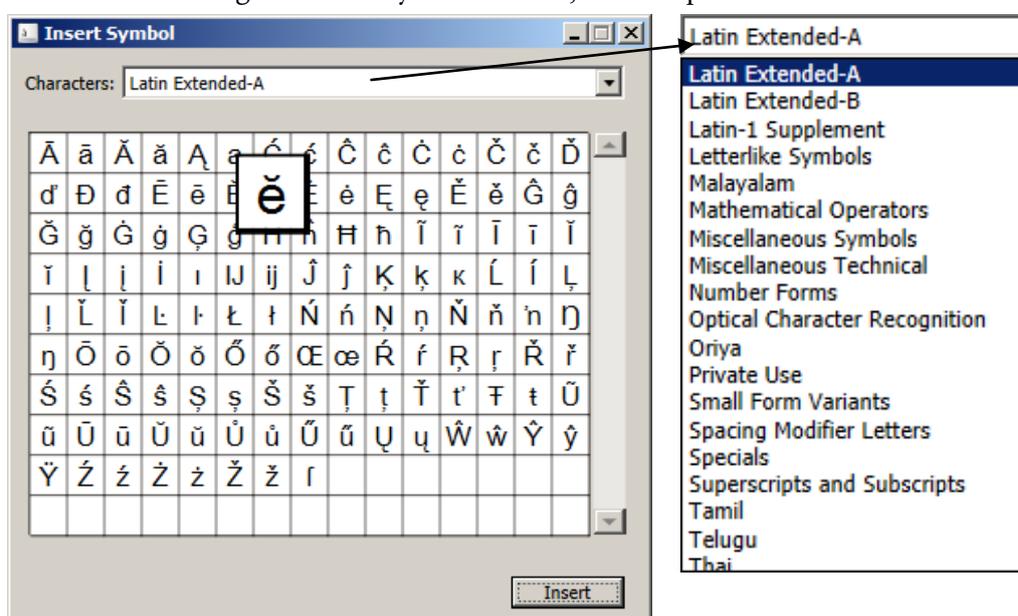
Paul Filkin has some interesting ideas on how to use not only the QuickInsert group but also Find and Replace (with the help of regular expressions; see p. 366) and AutoHotkey (p. 226) to achieve the same result. Very instructive. See his blog post [Those dumb smart quotes](#).

## A simpler way to provide character inserts

If you find all of the above a bit complicated – quite apart from the fact that QuickInsert in the worst case is connected to one specific file type, then Erik De Vrieze (CodingBreeze) has the solution for you: the OpenExchange application *Symbols Plugin*. Once installed, it will provide you with this button set on the **Advanced** ribbon:



Or actually not quite– the nine letter symbols are added afterwards: these are the nine last symbols I used. Any other symbol is accessed by clicking the Insert symbol button, which opens this window:



And as you can see from the snippet of the character set list at right, there is hardly any limit to what you can access this way.

This application is not free but a find at £9.99. See also what Paul Filkin has to say about it in his *multifarious* blog post [Quicker Inserts!](#).

## Whitespace characters

Whitespace characters are the following, with their symbols:

- Normal space character
- ° Non-breaking space
- ¶ Normal line break (i.e. new paragraph: carriage return [CR] + line feed [LF])
- ↵ Line break consisting of LF only (not a new paragraph); UNIX only

- ↩ Line break consisting of CR only (not a new paragraph);  
Macintosh only
- Tab character

These symbols are normally not shown, but there may be situations when you want to see them. Click the **Show whitespace characters** button  in the **Home > Formatting** group, or – if you want the change to be applied to all default project settings – open **File > Options** (or **Alt/F10, F, T**), select **Editor**; in the right-hand pane, select **Show whitespace characters** (in the **Side-by-side Editor** area).

## Tag handling

Tags are not only the most common type of recognized tokens; they are also the trickiest. They hold information on text formatting, placeholders, and structure. This is represented differently in different file formats, which is reflected in the tags. And normally, the text formatting is “inherited” from the source segment by way of tags.

In Studio, all tags are classed as inline tags or structure tags.

*Inline tags* are formatting tags and placeholder tags and are purple by default. Depending on the file format, some of them may be added or deleted as required. Formatting tags always come in *pairs*; placeholder tags indicate non-translatable information, such as images, footnotes, product names, and sometimes also special characters such as em dash.

When the formatting spans more than one segment, the preceding segment will have an end tag inserted at the end and the next segment will have a start tag at the beginning. (Start and end tags are also called, by SDL Trados, opening and closing tags. Consistent terminology is not one of their strong points.)

*Structure tags* represent e.g. paragraph styles, anchored frames and tables. They can only appear outside sentences and play no role in translation. The only structure tags shown are the ones indicating the start and end of documents, although certain properties of the structural information is shown in the document structure column (e.g. headings, which are associated with particular formatting styles).

**Note 1:** Sometimes tags which Studio considers “structure tags” and therefore places outside – between – the segments are not really structure tags but simply happens to be placed at the beginning or end of the segment; e.g. “Figure X-X shows...” or “as shown in Figure X-X”, where “Figure X-X” is given in the form of a tag. If you need to put some target text before/after that tag, such as an article, you will have problems.

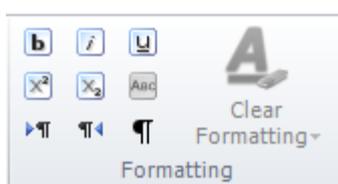
First you need to *see* the tag, which you do by filtering for **All content** (p. 162). You can then cut and paste it where you want it. You can also edit the *Parser* rule for the element in question (see File Type settings, p. 111) – select **Tag type**: inline, then **Advanced**,

then **Segmentation hint**: Include with text). But you must do this before you open the file.

**Note 2:** Tag errors in a target segment will be signalled when you confirm it. Non-formatting tag errors may make it impossible to generate a target file, so take care.

### Insert/ remove

- ◎ **Insert tags:** In addition to the general ways of inserting recognized tokens (p. 191), there is this method: **Ctrl+[comma]** or **Ctrl+Alt+DownArrow** or **<**, followed by the text to be formatted, followed by **Ctrl+[full stop]** (then you don't need to select a tag), or, again, **Ctrl+[comma]** or **Ctrl+Alt+DownArrow** or **<** (then you do need to select the closing tag).
- ◎ **Insert formatting via the QuickInsert group/shortcuts:** Select the text and press the appropriate shortcut (**Ctrl+B** for bold, etc.) or click the appropriate button in the **Home > Formatting** group:



(For some source file types, some formatting is not available.) Or click the button (press the shortcut) and type between the tags.

**Note:** To insert the same formatting as in the source text, always use the formatting tags (see Inserting recognized tokens, p. 191). Otherwise there is a risk that the formatting you insert does not correspond to the source text formatting even if it may look the same.

- ◎ **Remove formatting:** Delete the formatting tags, or – if there aren't any – select the text and press **Ctrl+Space**. There is also a “clear formatting”  button (**Home > Formatting > Clear Formatting** (or **Alt/F10, H, I1**)); however, it leads to the insertion of extra de-formatting tags, which further clutter the target text.
- ◎ **Remove all formatting and corresponding tags in the active target segment:** Press **Ctrl+Alt+Space** [SDLX: **Ctrl+Shift+F5**] or use the Clear Formatting button describe above (with the same drawback of extra formatting tags).
- ◎ **Tag protection** (disabled by default): Select **Advanced > Formatting > Protect tags** (or **Alt/F10, A, P**). A protected tag cannot be deleted, nor can text containing such tags. Tags which are inserted cannot be deleted, but the insertion can be undone. Note that if *recognized formatting tags* – e.g. bold and italics – are not shown (see the Formatting display style options below), they will also not be protected.

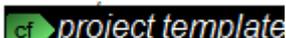
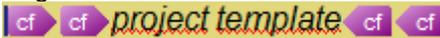
### Display of formatting tags

You can change the way formatting tags are displayed by opening **File > Options** (or **Alt/F10, F, T**) and selecting **Editor**. In the **Side-by-side Editor** area are (among others) the following settings for **Formatting display style**:

- Show all formatting and tags

- Show formatting but hide recognized formatting tags (i.e. such as for bold, italic – not, however, for coloured text: this is not possible to show in Studio): This is the default setting.

**Note:** With this setting, the button  (or Ctrl+Shift+H) for toggling of the display of formatting tags in the current document can be used. Note also that hiding formatting tags may have unintended consequences for the handling of formatted text. In the following example, I selected “project template” (I thought) and copied it into the target segment, with these results when I checked:

source:  target: 

- Show all tags but do not show formatting Formatting tags are shown but the text is not formatted.

**Note 1:** A change of this display type will affect the default project template and hence all future projects based on that.

**Note 2:** Notwithstanding the above (particularly with regard to the toggling of the display), different file types have different ways of representing formatting tags. This – and how best to handle it to end up with as few TUs as possible despite the differences – is described in detail by Paul Filkin in his *multifarious* blog post, [A clean editing environment?](#)

**Note 3:** Unfortunately, and as opposed to what was possible in Tag-Editor, you cannot (yet) search for tag content in Studio.

### Display of tag symbols

You can decide what information to show in the tags themselves. Toggle between the tags display mode with Ctrl+Alt+D [SDLX: Ctrl+Alt+Shift+ F4], or select View > Options group, and the appropriate buttons. The options are (with the group buttons shown):

-  No Tag Text: 
-  Partial Tag Text (default), e.g.: 
-  Full Tag Text, e.g.: 
-  Tag Id – only numbers, e.g.: . If the document contains a lot of tags, it may be preferable to see their numbers in order to get them at their right places in the target segments.

In any other mode than Full Tag Text, you can see a description of the tag content by pointing to the tag symbol.

Note that this setting also affects what is shown in the document name tag: Nothing, or the simple document name, or the document name preceded by the file path, or the file type (e.g. *Word 2000-2003 v 1.0.0.0*), respectively.

You can customize the colors of the various tags; see p. 147.

## Ghost tags

---

Ghost tags are used when a pair of tags – a start tag and an end tag – is necessary, as for formatting. When one of them is lacking – e.g. is deleted – a ghost tag is inserted in its place. It looks like the ordinary tag but is greyed-out. It is an error and will be signalled as such in an error message unless you restore it: select it and press **Ctrl+Shift+G** [SDLX: **Ctrl+Alt+Shift+G**], or select it, right-click and select **Restore Tags**. You can only restore one ghost tag at a time.

An alternative way of restoring a missing ghost tag – which does not require you to select it, as long as the cursor is next to it – is pressing **Ctrl+Period**.

## Overdose of tags

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From time to time, you will encounter a source text with an enormous amount of formatting tags (“cf” tags: ). Often they apply to different formatting of spaces between words, or they turn the same formatting on and off repeatedly. Such unnecessary tagging is common in files converted or copied from PDF format but can also appear in Word files which have been incorrectly formatted. In his blog, Tuomas Kostianen has an entry on this, [Purple Haze – Overdose of Tags](#), where he describes the phenomenon and gives good advice on what to do. (Be sure to note the references to the Code Zapper and Document Cleaner applications.)

## Translatable and non-translatable tags

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A tag which contains other than formatting or structural (including placeholder) data is either *translatable* or *non-translatable*. A translatable tag will be available for translation in a separate paragraph, referenced from the tag. (What decides when a tag is the one or the other? I don’t know; but I have seen non-translatable tags which clearly should have been translated.)

For an alternate description of tag handling, see Paul Filkin’s [multifarious](#) blog post [Simple guide to working with Tags in Studio](#).

## Automatic substitution/ localization of specific expressions

You can set up Studio to recognize certain types of expressions and treat them as *recognized tokens* (previously called “placeables”); cf. p. 191. This means that, during translation,

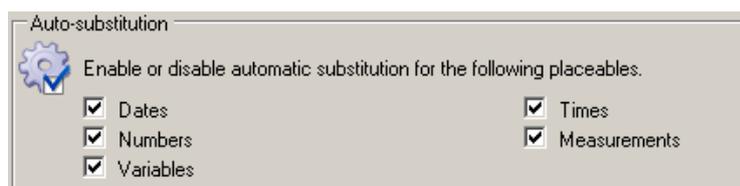
- a. if the source segment is identical to a TU except for tokens, Studio will insert the corresponding target segment as a 100% match with the target versions of the tokens inserted; or
- b. if no hit in the TM is found for the source segment, you will still be able to insert the token in the simplified way using Quick-Insert (see p. 193).

The types of expressions are:

- Acronyms
- URLs
- Variables
- Inline tags
- Dates
- Times
- Numbers (in numerals)
- Measurements

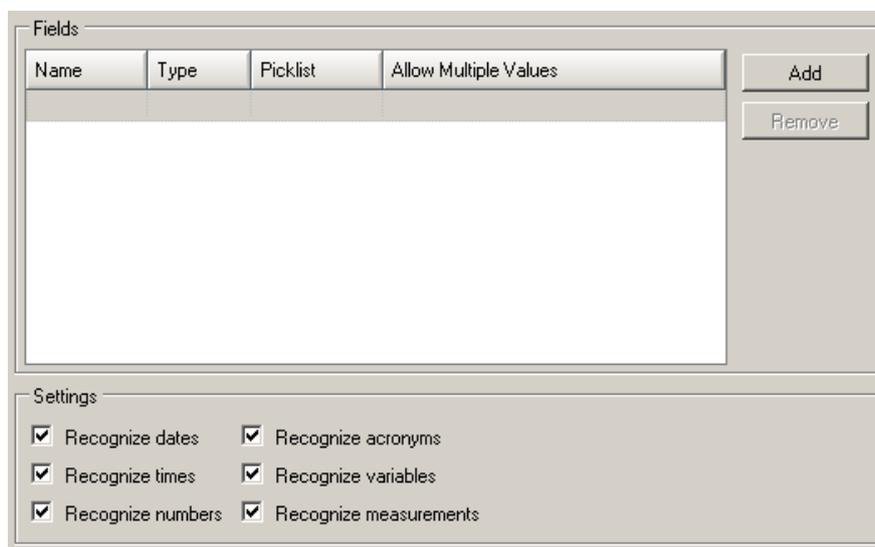
For the first four of these tokens, which means that the suggested target is the same as the source.

The last four of them can be automatically *localized* according to the settings for the target language. If you want automatic localization to take place *during pre-translation* or *when applying matches from a TM*, the Auto-Substitution function must also be enabled – which it is by default. This is how you disable it: Depending on whether to do this in the default settings, the current project or a specific project template (see p. 101), select in the respective dialog box the TM in question, then select **Auto-Substitution**, and deselect the appropriate options:



**Note** to “old” users of Studio 2014: The SP1 Release Notes state a known issue which relates to recognized tokens. You can read about it at the bottom of p. 17 of the Release Notes or at [trados-tudiomanual.com/?page\\_id=748](http://trados-tudiomanual.com/?page_id=748).

- ⊙ (De)activate a recognition (by default they are all activated; normally there is no reason to deactivate them, but it may happen that e.g. number expressions do not follow the rules set out by Microsoft in their *National Language Support (NLS) API Reference*, and then numerous of false QA errors may be reported if these settings are active): Select the *Translation Memory* view; right-click the TM in question (it does not have to be open) and select *Settings*; then select *Fields and Settings*:



### Handling of numbers, acronyms and variables

More on the handling of *numbers*, *acronyms* and *variables*:

- Numbers are automatically localized according to the settings for the target language. (Note that in particular the word “in” can cause problems if preceded by a number – it may be interpreted as “in.”, i.e. inches. There is probably a way of avoiding this even if I haven’t yet figured out how.) This localization only applies to “clean” numbers; not expressions such as A150.
- Acronyms are identified as consisting of an uppercase letter, followed by 0–4 more uppercase letters, *or* by the & character and by a single uppercase letter (e.g. “A&B”).
- Variables are set by yourself for a specific TM: Select the *Translation Memory* view; right-click the TM in question and select *Settings*; then *Language Resources*. Select at right *Variable list* and click *Edit*. Add variables as necessary in the dialog box that opens. (Go to the end of the list, double-click and type the new variable. If you need to edit an entry, double-click it.) Depending on the

type of document you are translating, this is potentially a quite powerful function.

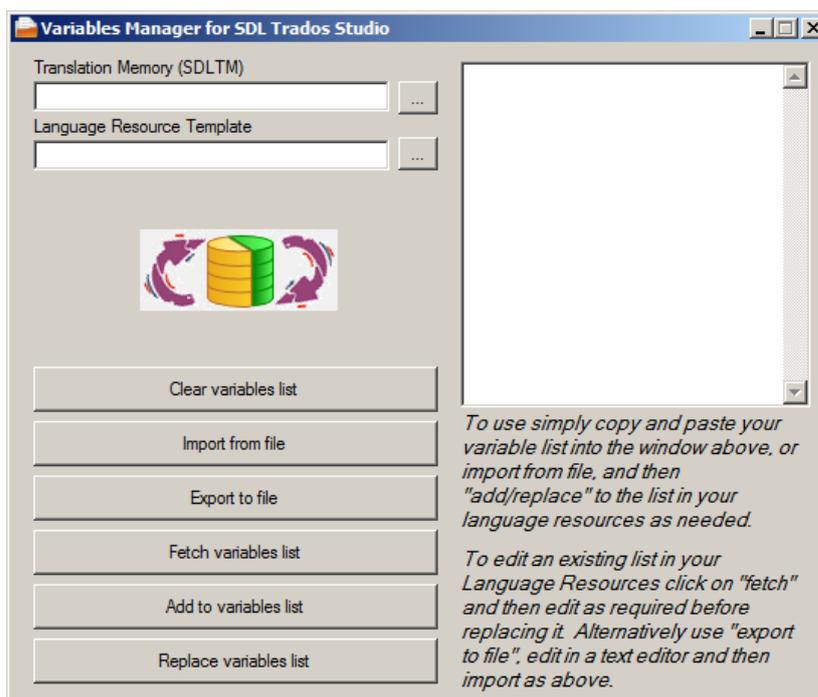
Punctuation within variables is not allowed.

The *Variable* list can also include comments and headings. Those must be directly preceded by the hash symbol (#); e.g. #comment.

An introduction into the theory and usefulness of variables is given by Nora Díaz in her blog entry [Adding Variables to a Studio TM to Increase Leverage](#).



There is a handy OpenExchange application for editing variables lists, [Variables Manager for SDL Trados Studio](#). When you download and install this, it will appear in the navigation pane of the *Welcome* view. This is the user interface:



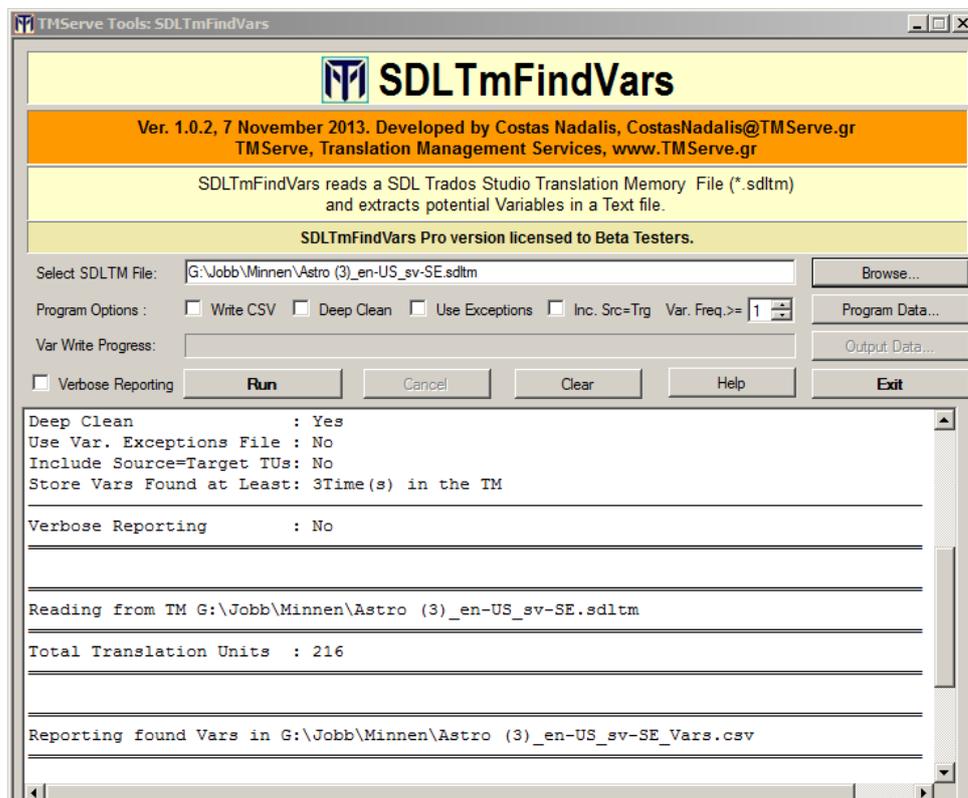
You can work with pre-existing text files or pre-existing variables list (connected to the SDLTM or the Language Resource Template that you specify) or create new ones. Instructions are included in the download and the use is quite straightforward. Just remember that the changes won't take effect until you've closed the Variables Manager.

Paul Filkin has more to say about the use of variables and the Variables Manager in his *multifarious* blog post, [Making variables work for you](#). There, he also describes the OpenExchange application [SDLTmFindVars](#), which is presented as follows on the OE site:

SDLTmFindVars is a utility that reads translation units from a given SDL Trados Studio translation memory (TM) file and by comparing the items found in the Source and Target segments identifies potential Variables. That is, it searches for non-translatable text. Variables are usually company names, product names, trademarks, tokens or any word or phrase that it is left untranslated within each TM. The program writes the potential Variables in a TXT file for checking and further processing before the variables are added by the user in a Studio TM. It can also

output the frequency of appearance in the output log and if needed, it can provide details for each Variable found in a CSV file. The user can also choose how the program performs the search and what is outputted through a number of options.

And this is the user interface:



There are simple instructions in the form of tool tips for each button and check box, e.g.:

Deep Clean  Check to remove tags/entities appearing as text.

Inc. Src=Trg  Check to include as Vars TUs in which the Source equals the Target.

Var. Fre.>=  Specify the minimum number of times that a Variable must exist in the Translation Memory in order to be exported in the TXT Variables File.

And of course a concise and useful Help file. The free version supports up to 50,000 TUs.

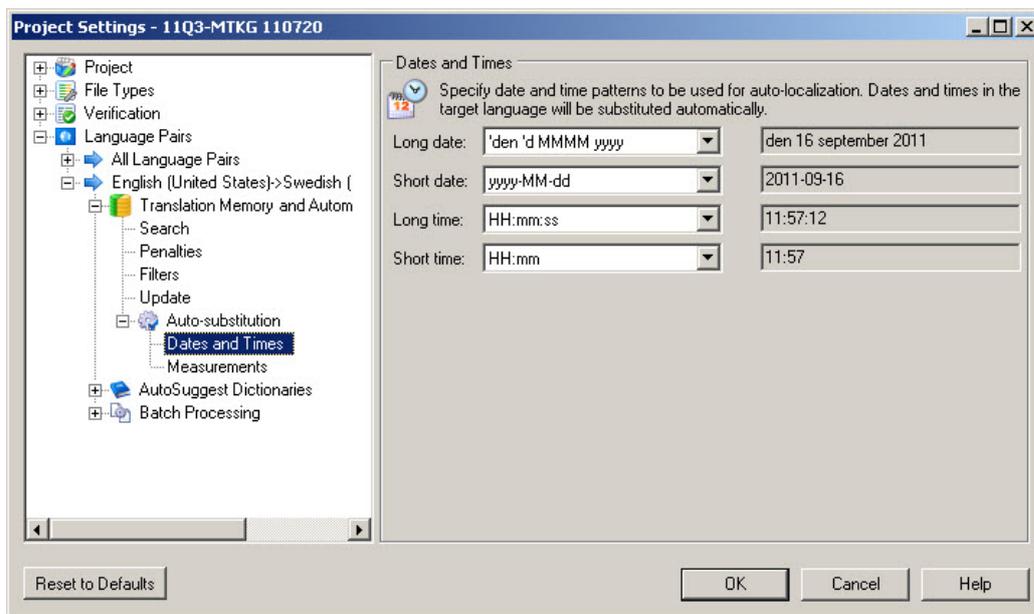
### Localization settings for Dates & Times and Measurements

You can make specific localization settings for *Dates and Times* and/or *Measurements* as:

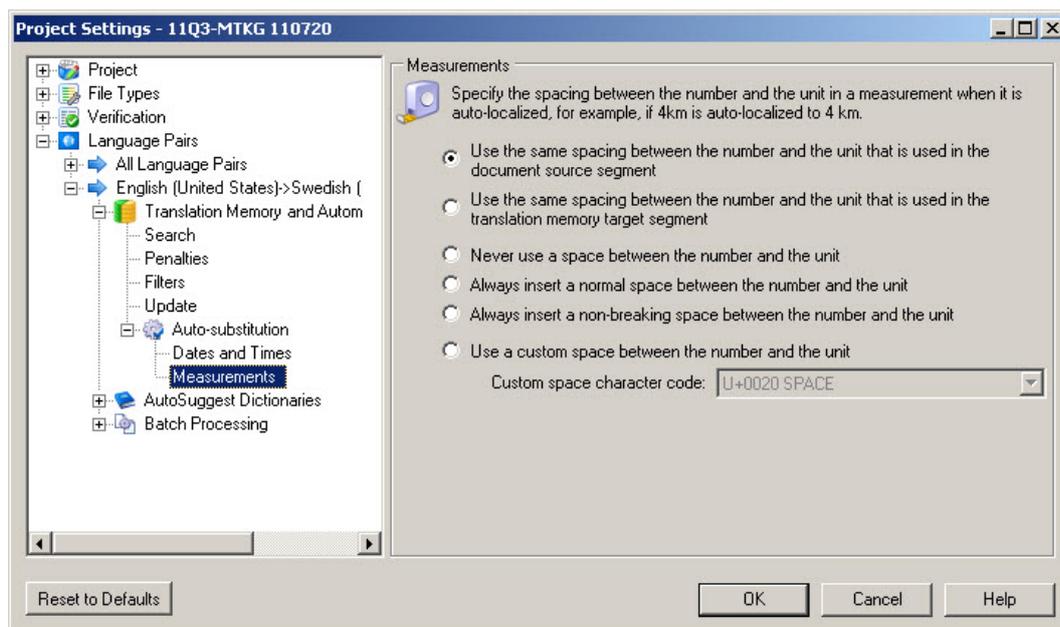
- default settings for the *creation of a project/opening a new document* (open the Options dialog box: select File > Options or Alt/F10, F, T), or
- settings for the *active project* (open the Project Settings dialog box: select Project > Project Settings [or Alt/F10, H, S]), or
- settings for a *project template* (open the Project Templates dialog box – select File > Setup > Project Templates (or Alt/F10, U, P) – then select the desired template and click Edit).

Then select **Language Pairs** and after that select the TM for the required language combination and then **Auto-substitution** (this option is not available for *All Language Pairs*).

- ☉ **Dates and Times:** Options are given in accordance with the localized settings for the target language. See example below.



- ☉ **Measurements:**



Select if/how a space should be placed between the number and the unit. The format of the number itself is localized according to the settings for the target language.

**Penalties**

Penalties for auto-substitution or auto-localization (for auto-substitution, see p. 202; for auto-localization, see p. 202): Depending on whether to do this in the default settings, the current project or a specific project template (see p. 101), select in the respective dialog box the TM in question under **Language Pairs** (All Language Pairs or a specific language pair). Then select **Penalties** and set a **Text replacement penalty** (which means auto-substitution) and/or **Auto-localization penalty**.

# 32

## AutoSuggest

AutoSuggest is a new function whereby Studio, by detecting the first few characters that you type, makes suggestions based on expressions in the selected *termbases* and in specific *AutoSuggest dictionaries*, and on expressions that you have entered into an *AutoText list* for the target language in question. The symbol to the left of the suggestion indicates its source.

The more characters you type, the more specific the suggestions will be.



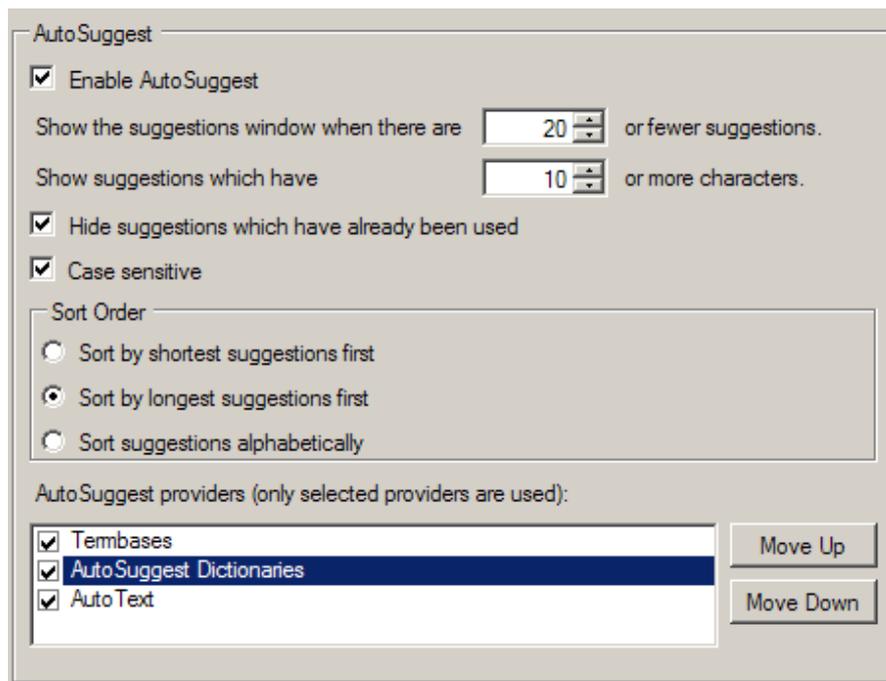
Make your selection with the **Up/DownArrow** and press **Enter**. If you want to close the list without using any of the suggestions, press **Right/LeftArrow**. Or just go on typing, ignoring the list.

An AutoSuggest dictionary contains words and phrases extracted from a TM.

You will find a detailed discussion of the uses of AutoText and AutoSuggest in Paul Filkin's SDL blog post [Studio 2011 Series: Using AutoText and AutoSuggest](#).

### Setting up AutoSuggest

- ⦿ **Enable AutoSuggest and select “providers” of AutoSuggest entries:** Open File > Options (or Alt/F10, F, T) and select AutoSuggest in the navigation pane:



As for the settings of which *number of suggestions* to show and their *number of characters*, you should experiment. But you probably do not want a large number of suggestions – which might happen, even if the suggestions are based on the source context –, nor will you want very short expressions to be suggested.

- **Hide suggestions which have already been used** means “used before in the current segment”; i.e. the word/phrase already exists in the current target segment.
- **Case sensitive** – if you uncheck this, AutoSuggest will not only find results regardless of case, it will also adapt the hits accordingly (i.e. if the term you start to type starts with a lower-case letter, then the hits will do the same regardless of whether they are listed like that in the sources).

Whether or not to use termbases depends very much on the relevance of the terms in the bases. There is a risk that you will be presented with numerous suggestions for which you have no use (but with customer-specific termbases, AutoSuggest may offer great advantages).

- **Sort order** is self-explanatory.
- *The order of sources for the suggestions* presented may be changed by moving each source up/down (buttons **Move Up / Move Down**) under **AutoSuggest Providers**.
- *Defaults* (button **Reset to Defaults**) does *not* affect the settings of AutoSuggest providers.

## Generating/adding an AutoSuggest dictionary

This function is not by default included in the Freelance edition, but it may be bought as an add-on. You can base the dictionary on a Studio

TM (sdltm) or a TMX file. Any dictionary you create can of course be associated with a specific document, project or project template; you can make that association by creating the dictionary starting in that document/project/template, or you can make it later, in the settings of the language pair for the respective environment (see p. 78).

An AutoSuggest dictionary has the file name extension .bpm.

**Note 1:** The TM must contain at least 10,000 translation units. However, if it is smaller than that, you can easily overcome this restriction by opening it in a text editor, copy a suitable part of it (but not the beginning or the end), and paste it into “itself”, thereby enlarging it as necessary. (You will find the number of TUs in the TM in the *Translation Memories* view: right-click the TM in the navigation pane and select **Settings**.)

**Note 2:** By filtering (p. 324), you can create a specific version of the TM before it is used for creating an AutoSuggest dictionary.

**Note 3:** On the net, you can find some excellent TMs on which to base AutoSuggest dictionaries: The [DGT Multilingual Translation Memory](http://langtech.jrc.it/DGT-TM.html) of the Acquis Communautaire: DGT-TM (langtech.jrc.it/DGT-TM.html); another is [OPUS](http://opus.lingfil.uu.se/trac) (opus.lingfil.uu.se/trac), which collects bilingual files in many language directions from various sources, such as the European Medicines Agency, the European constitution, the European Parliament Proceedings, and the [OpenOffice.org](http://OpenOffice.org) corpus. (Paul Filkin has written an instructional *multifarious* blog post about how to use the DGT-TM – together with some other TMs – to produce a mastodon-sized AutoSuggest dictionary as well as a very powerful TM. Go to [Making the most of your resources... and some free extras.](#))



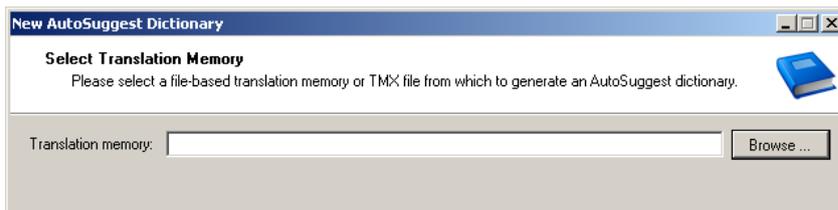
**Note 4:** You cannot *add* entries to an AutoSuggest dictionary. Therefore, the only way to update it after adding TUs to a TM from which a dictionary has been generated is to generate it again.

### Generate a dictionary

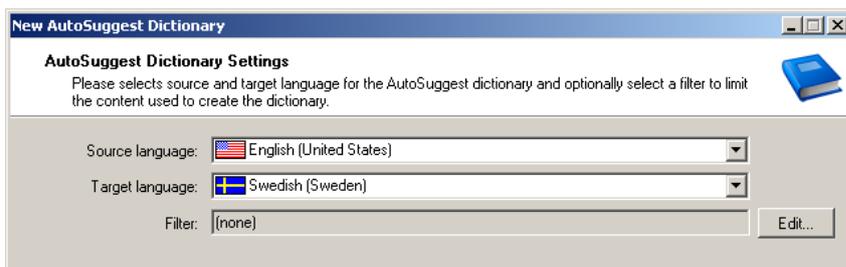
As usual, you must first decide on which level you want to create the dictionary (see also p. 101). If you (a) want to create it in the current project (which means it will not appear in that language pair in the default settings; but it will of course be available at any time), then select **Home > Configuration > Project Settings** (or **Alt/F10, H, S**). If you (b) are creating it apart from any particular project, use the *Welcome* view and select **Home > Translation Memory > Create AutoSuggest Dictionary** (or **Alt/F10, H, C**) (then it will also be added in the default template). If you (c) want the new dictionary to be automatically added in another template than the default, use **File > Setup > Project Templates** (or **Alt/F10, F, U, P**) and Edit that template.

Step 1 in the following applies to cases (a) and (c). In case (b), you are brought directly to step 2.

- ❶ Select the language pair in question. Then select **AutoSuggest Dictionaries** and click the **Generate** button at the bottom of the right-hand pane. The **New AutoSuggest Dictionary – Select Translation Memory** page opens:

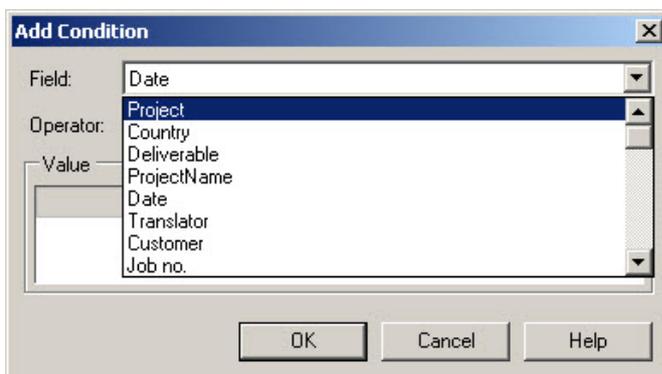


- 2 Select an appropriate TM to use for the dictionary (it may be open or not).
- 3 Click Next. The New AutoSuggest Dictionary – AutoSuggest Dictionary Settings window opens:

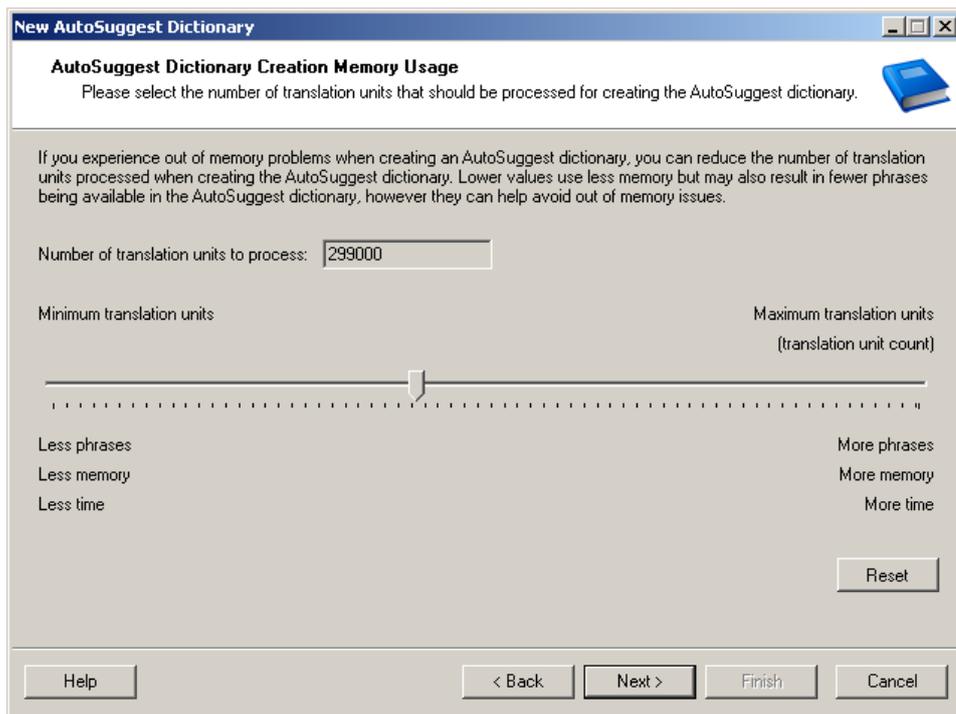


You can only select one language pair.

The **Filter** option (which you open with the **Edit** button) is a tricky and quite advanced one. You use Boolean expressions; the **Add Condition** window below gives an idea of how this is done. (For some more information, click the **Help** button in the **Filter** window.)



- 4 Click Next. The Memory Usage page opens where you can reduce the number of translation units to process, in order to save time and memory usage, if necessary.



The default number given is based on available memory. (If so – where, in the TM, is the cutoff point? I don’t know.)

- 5 Click **Next** and select the location for the dictionary. Click **Finish**. The **Creating** window opens, showing the processing.

(Note that the first step in this procedure is the transformation of the `sdltm` file into a `tmx` file. If you have memory problems, it may be better to first do this “manually” by exporting the TM and then, after restarting the computer, generate the dictionary from the `tmx` file.)

### Add a dictionary

As before, the first step varies slightly depending on whether you want to add the dictionary to just the active project/document or to a default or other template:

- *The active project/document:* Go to **Project > Configuration > Project Settings** (or **Alt/F10, H, S**).
- *Default template:* Go to **File > Options** (or **Alt/F10, F, T**).
- *Other template:* Go to **File > Setup > Project Templates** (or **Alt/F10, U, P**).

Select **Language Pairs** and the current language pair, and then **AutoSuggest Dictionaries**. Click the **Add** button and locate the dictionary (file extension: `bpm`). (If no language pair is yet defined, create one and continue.) You can only add one dictionary at a time.



SDL offers a “marketplace” for free [AutoSuggest dictionaries](#) provided by users. In the *Welcome* view, click the **OpenExchange App Store** link. When you arrive, open the **RESOURCES** menu, select **Downloads** and then scroll down to *Free AutoSuggest Dictionaries*. At the time of writing (April, 2014), there are 15 of them, for almost as many language combinations (most of them involving English).

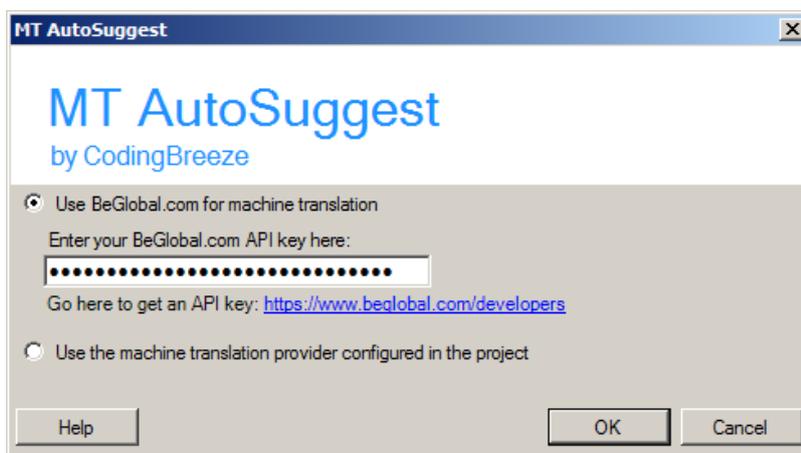


In addition, there is a useful OpenExchange application called *MT AutoSuggest*, written by Erik De Vrieze of CodingBreeze (of *AnyTM* fame; see p. 80).

It is brilliant in all its simplicity: what it does is use SDL’s BeGlobal machine translation facility (p. 355), as well as any MT provider that you have configured in the project, as source for AutoSuggest suggestions. This application is not free, but the price is only £24.99.

To use BeGlobal in this way, all you have to do is download and install Erik’s application and acquire a (free) BeGlobal.com API key at SDL Language Cloud, *Translation API*.

To activate this function, activate the *Editor* view and go to **Advanced > CodingBreeze > MT AutoSuggest** and click the **BeGlobal MT AutoSuggest** button (or press **Alt/F10, A, M**). This dialog box opens:



And as you can see, Erik has even provided the link to the BeGlobal API key application.

Once you have entered the API key, you’re off (with BeGlobal). And it seems once you have entered it, it is filled in automatically the next time this dialog box is opened.

As for using other MT providers, it's even easier, as you can see above. I'm also told that relatively soon (summer, 2014), there will be an OpenExchange available for BeGlobal, which means that the dialog box above will only need to contain the last row (“Use the machine translation provider...”), if even that.

This is what it may look like when you type:



This lookup function can find pretty big phrases which may be very useful. The back side is that sometimes the list is so long it is simply too much too look through.

On the CodingBreeze homepage, you will find this *informative overview*.

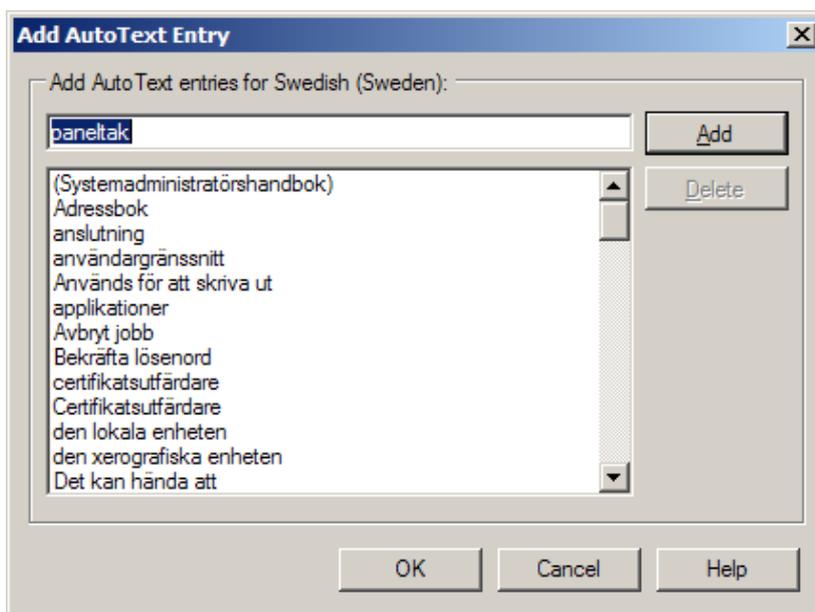
## Creating AutoText entries

AutoText entries are entries used for AutoSuggest that you create yourself; something which may be very useful because you can use them for often occurring, quite long expressions.

You can both export and import lists of AutoText entries.

**Note:** The handling of these entries is case-sensitive; i.e. if you type “options”, Studio will not find the AutoText entry “Options”.

- ① **Add a single AutoText entry:** Select the term or expression and press Alt+F7. The Add AutoText Entry dialog box opens with the entry inserted:



Add the entry by clicking Add (i.e., press Enter) and then close the dialog box by clicking OK (press Enter again).

- ② **Add a single AutoText entry to any target language:** Open File > Options (or Alt/F10, F, T), expand AutoSuggest and select AutoText:



Select language, type the new entry and click Add.



The Import and Export functions (buttons) in the AutoText dialog box above are straightforward. This means that you can open an exported

.autoTxt file in a text editor (*not* WordPad!), add any number of expressions and then import it. This is of course much easier than adding one expression at a time via the *AutoText* window. Note, however, that there is one – and only one – AutoText list per target language, and the *only* way to subtract entries is to highlight them in the **AutoText** dialog box, one at a time, and delete them; i.e. you cannot get rid of the current list and replace it with another. Entries in an imported list are always *added* to the current list (but duplicates are ignored and will not occur twice).

An alternative to one ‘catch-all’ AutoText file could be to create a Big Mama termbase (for all your languages), where you collect often recurring phrases from all projects as you go along, perhaps with the customer names in a *Commentary* field. Adding new termbase entries is just about as easy as adding AutoText entries. Then you can have several specific AutoText files and still have access to those common phrases. See pp. 189 and 338.

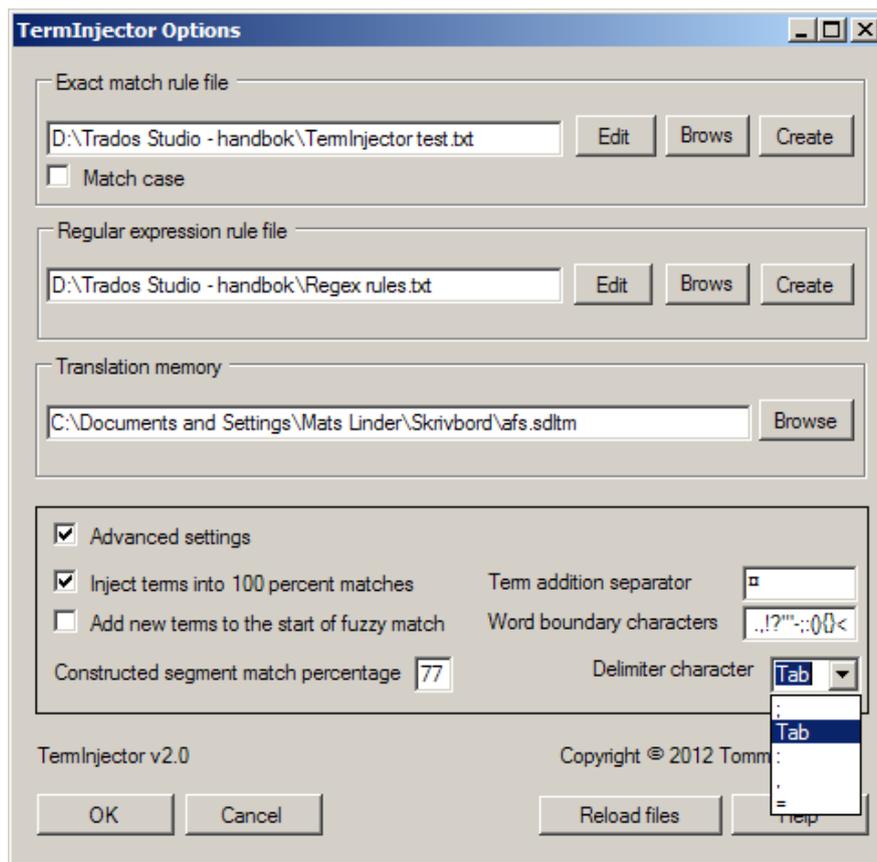
## TermInjector and auto-insertion

A CAT feature which is extremely useful, but which Studio is lacking (and some of its competitors has), is the function whereby target language terms or expressions corresponding to their source language equivalents are automatically inserted into the target segment; sometimes called AutoAssemble. (It is somewhat as if texts from the AutoSuggest dictionaries were automatically inserted instead of you having to select them – which is of course a good thing if those equivalents often are not appropriate).

Now [Tommi Nieminen](#) offers an application which is a big step towards such a function, *TermInjector* (available through OpenExchange). There is extensive [documentation](#) at [www.tntranslations.com/TermInjectorHelp.html](http://www.tntranslations.com/TermInjectorHelp.html), and Paul Filkin gives, in a *multifarious* blog post called [The Studio Terminator... err TermInjector](#), a detailed example of how to use it together with regular expressions (p. 366) to achieve very useful results. (Tommi himself gives four pages of examples of basic regex notations.)

So: you can use TermInjector for the substitution and insertion of exact character strings or strings created with regular expressions. You can even use a whole dictionary as basis for such insertions, and you can add term couples (source – target term/expression) while you work, for insertion in future segments. Yet a powerful function is the ability to automatically modify fuzzy matches by insertion of appropriate expressions (the source equivalents of which constitute the deviation from the TM match).

The settings dialog box below should give you an idea of the basis of its quite simple use. (It opens when you add TermInjector as a translation provider in the **Project Settings** dialog box (p. 78) after having installed it.)



If you set the **Constructed segment match percentage** above your match threshold value for automatic insertion (p. 177), the TM matches which are modified by TermInjector will be automatically inserted into the target segments (of course a good thing if the modifications make extensive use of appropriate entries).

As Paul Filkin points out in his blog post, you should deactivate the main TM in your project settings and instead let it be handled via TermInjector (enter it under **Translation memory** in the above dialog box). This means you must also check the **Update** box for TermInjector.

The text files you use for **Exact match rule file** and **Regular expression rule file** are easily edited in a normal text editor. Just remember (a) to make sure that the encoding is UTF-8, and (b), if you make changes directly in such a file while you are working in the Studio project, you must activate them by going back into the TermInjector Options dialog box above and click **Reload files**. (Open **Project Settings**, open the **Translation Memory and Automated Translation** for the specific language pair or All language pairs, select **TermInjector translation provider**, click the **Settings** button.) They are also activated when you restart Studio or TermInjector.

A further example of the usefulness of this application is provided, again, by Paul Filkin in his blog entry, *Working with placeables that are not automatically recognised*. (The placeables – i.e. recognized tokens – here consist of numbers such as 12,345.67 – which should have been written “12,345.67” in order for Studio to recognise them.)

# 33

## Auto-propagation

Auto-propagation means that the translation of a segment is copied to all other target segments with identical *source* content in the same document. It takes place when you confirm the translation. A target segment which is translated via auto-propagation will be given this status: 100%, and the colour – which does not change if the translation is confirmed – indicates the difference from a “normal” 100% match (100%). And since auto-propagation does not require a TM, it can be used even if no TM is specified.

### Settings

Open File > Options (or Alt/F10, F, T). Select Editor in the navigation tree and then Auto-Propagation. Make settings as follows (the figure shows the default settings):

The screenshot shows the 'Auto-Propagation' settings dialog box, divided into three sections:

- General:**
  - Enable Auto-propagation
  - Minimum match value:
  - Auto-propagate exact matches to confirmed segments
  - Confirm segment after auto-propagating an exact match
- Starting Position:**
  - Auto-propagate from:
- Prompt User:**

When auto-propagating a segment, the user will be prompted:

  - Always
  - Conditionally when:
    - Matching segment has been translated differently
    - Matching segment has no translation
    - Matching segment is confirmed
  - Never - always auto-propagate translations without prompting user

**Note:** The options Auto-propagate exact matches to confirmed segments and Conditionally when are selected here for the sake of visibility; they are not active by default.

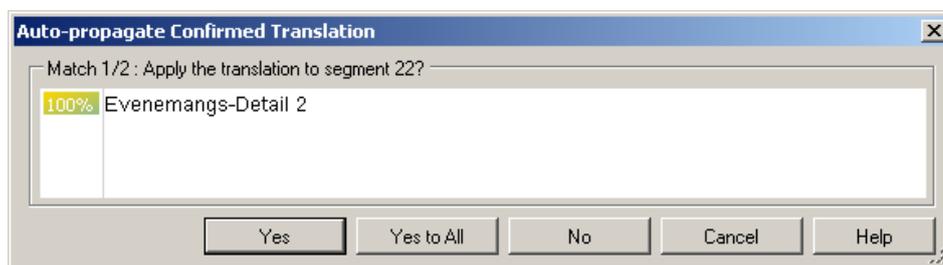
Explanations:

- **Enable/disable:** Under General: Select/unselect the check-box Enable Auto-propagation.

- **Matching requirement:** Under **General**: Select a 100% minimum match value or lower (hardly advisable). Note that you do not have the choice of “context match”, i.e. 101%.

Note that you can select a specific background colour for autopropagated segments; see p. 147.

- **Auto-propagate exact matches to confirmed segments:** If you make a change to a target segment with matching source text elsewhere in the document, the change will be propagated also to those segments which are already translated and confirmed. In my experience, this is a very useful option.
- **Confirm segment after auto-propagating an exact match** will probably save time. If you have set the matching requirement – see above – to less than 100%, any such propagated “lesser matches” will not be confirmed.
- **The whole document or only “below” the current segment:** Select as **Starting Position** either **First segment** or **Next segment in document**. (Obviously, you cannot propagate “upwards” only.)
- **Prompt for confirmation:** Select whether you want to be warned for every segment to which the translation or change is propagated (**Always**), or not at all (**Never**), or conditionally when the matching segment has been translated differently, and/or the matching segment has no translation, and/or the matching segment is confirmed. The latter option is of course available only when auto-propagation to confirmed segments has been selected. The warning looks like this:



**Note 1:** Auto-propagated segments with tags missing from the target segments will get a ‘missing tag’ penalty.

**Note 2:** The Auto-propagation function can sometimes be tricky and may give unwanted results with numbers. Discussions in [TW\\_Users](#) (see p. 10) indicate that some experimenting with the settings may be required to get satisfactory results. One particular problem is that when a numbers interval is given using the en dash instead of the “short dash” (often called hyphen-minus), e.g. 350–500 instead of 350-500 – which is very common in many languages – the Auto-propagation does not recognise this but auto-propagates only the first number; also it substitutes the short dash for the en dash.

**Note 3:** If you use the filtering function (p. 162), it may happen that the auto-propagation function does not work properly. Therefore, it is probably safer not to combine them.

# 34

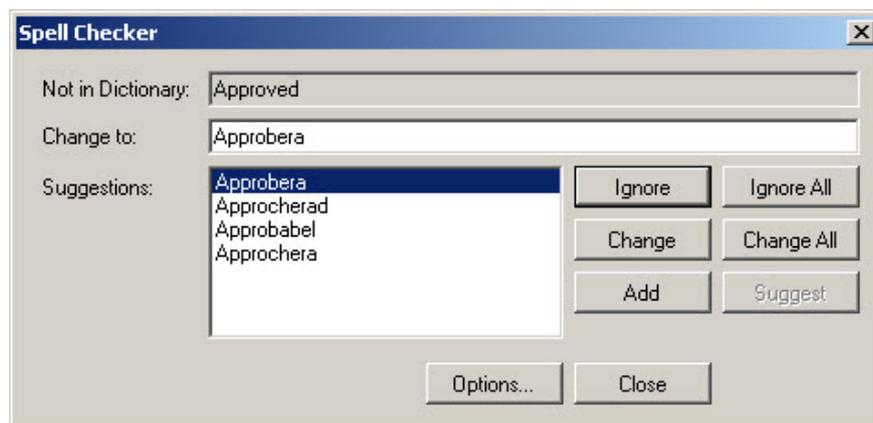
## Spell checking

### Checking the spelling

The spell checking mechanism is activated by default (see *Settings* below). You can select either the dictionary used in Microsoft Word or the Hunspell dictionary ([sourceforge.net/projects/hunspell](http://sourceforge.net/projects/hunspell)). Any words not found in the dictionary is indicated by the customary red, wavy line below it. If you right-click such a word, you will see a list of suggested spelling alternatives plus the options **Ignore All** (see below) and **Add to Dictionary**. If you want the standard right-click context menu, you must first confirm the “misspelling”.

**Note:** If you are going through a lot of such marked words in one go, you should de-activate the **Center active row** option (p. 47). Otherwise not only will the row with the marked word jump to the center but also the normal context menu will open and you must click the marked word again to select the spell check action you need.

The spell checking is active by default. For inactivation, see following page. If you deactivate it, you can start it again at any time with F7 [not used in SDLX profile] (or select **Review > Check Spelling** group (or Alt/F10, R, S2)). The process will start where you are in the document, and when a word not in the dictionary is found, the **Spell Checker** dialog box opens:



The buttons are self-explanatory except:

- **Ignore All:** The word is added to the *Ignore All* list and will not be signalled again in the current Studio session.
- **Options:** The Options window opens, showing the settings for spelling (see below).
- **Suggest:** If you type your own replacement text in the Change to box and click **Suggest**, a list of suggestions will be shown.

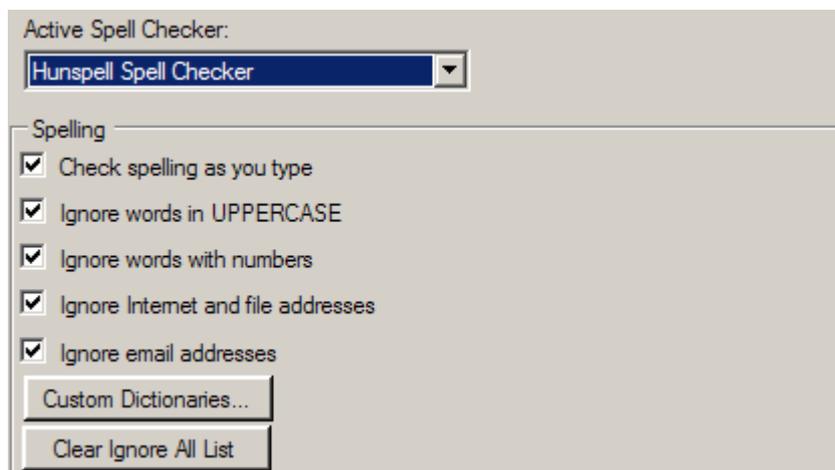
The **Ignore** button will change to **Resume** if you perform an action outside of the **Spell Checker** dialog box (which stays open until you have clicked one of its buttons).

## Spell checking settings

### Select dictionary

Select **File > Options** (or **Alt/F10, F, T**) and then select **Spelling** under **Editor** in the navigation pane. The **Spelling** pane opens with the following default settings (the other dictionary which is included is the MS Word Spell Checker). Note that this is where you *deactivate* the spell checking if you find the wavy lines annoying.

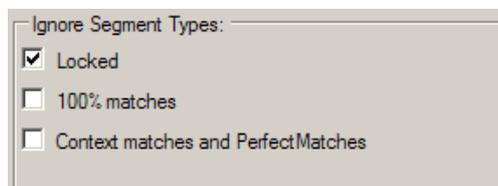
### Deactivate spell checking



All options are self-explanatory except the buttons. **Clear Ignore All List** refers to the *Ignore All* list. That list is also cleared every time you start Studio. **Custom Dictionaries** opens the **Custom Dictionaries** dialog box (see below).

### Exclude segment types

You can exclude certain types of segments from the spell checking. The **Spelling** pane (see above) gives the following options:



## Managing dictionaries

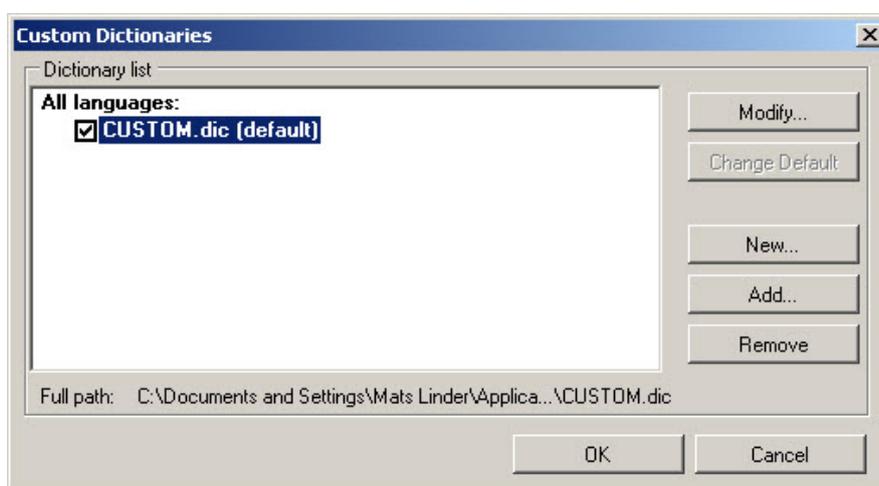
You can

- change the default dictionary; and
- create and populate

- import
- modify
- enable/disable
- add
- remove ...

... custom dictionaries (“custom dictionaries” are all dictionaries which are not the one provided with Studio). By default, they are located in the folder ... \document and settings \<user name> \Application data \SDL \SpellChecker \.

- ① **Create a dictionary:** Select File > Options (or Alt/F10, F, T) and then in the Options window, select Spelling under Editor in the navigation pane. Click the Custom Dictionaries button. The Custom Dictionaries dialog box opens:

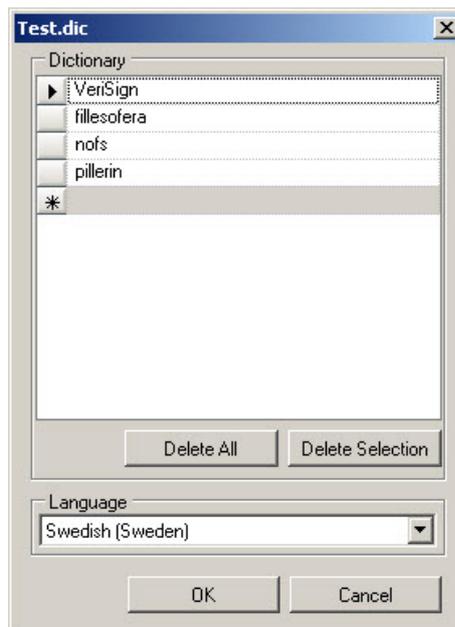


Click the New button, specify a name and click Open. The new dictionary will now be added to the list in the Custom Dictionaries dialog box.

- ① **Populate a custom dictionary** (and add entries to it): You can add/delete *single entries* by selecting the dictionary in the Custom Dictionaries dialog box and click Modify. The modification dialog box opens (right):

Here you can add/delete terms as you please, but note that if you do this for a multi-language dictionary, you should first select the appropriate language.

If you want to add a large number of entries, open the dictionary in a text editor or in Word and make the changes. The SDL instructions also says to make sure that the top line gives the



number of lines in the dictionary; I have not found that it makes any difference. If you use Word, make sure to save the dictionary in txt format and change the file extension to .dic afterwards.

**Note:** The coding of a dictionary must be UTF-8. If you need to change it, the text editor may be of help.

- ◎ **Import a dictionary**, e.g. copy your Word custom dictionary: In the file manager, locate the dictionary and copy it to the folder specified on p. 220. Make sure the file extension is .dic (in lower case; some Studio versions are case sensitive). You can also use the **Add** function; see below.
- ◎ **Modify a dictionary:** See above under *Populate a dictionary*.
- ◎ **Enable/disable a dictionary:** Open the Custom Dictionaries dialog box as described above. Check/uncheck the check box in front of the dictionary in question.
- ◎ **Add a dictionary:** Open the Custom Dictionaries dialog box as described above. Click **Add** and select the desired dictionary (which may be located anywhere).
- ◎ **Remove a dictionary:** Open the Custom Dictionaries dialog box as described above. Select the dictionary and click **Remove**.

# 35

## Autocorrection and autocompletion

AutoSuggest is a popular and helpful feature in Studio, but it's a bit erratic (some entries you create are never suggested; the same thing applies to phrases which start with a short word). In addition to a "perfect" AutoSuggest, many users would like to see a function like Word's AutoCorrection – to have misspellings corrected automatically but also to be able to use automatic replacement of two- or three-letter strings with full words or phrases (e.g. you type "std" and get "standardization", in accordance with a previously entered replacement).

However, there are at least two applications which not only cater to this need but offer a lot of other useful functions: Phrase Express and AutoHotkey; both can be used together with Studio. AutoHotkey is free, but if you want to use Phrase Express for professional purposes, you should purchase a license (USD 49.95 for the standard version) and register your installation.

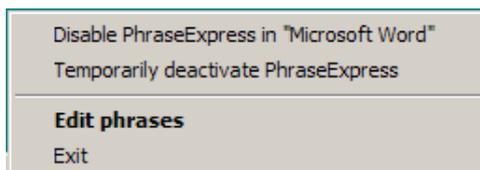
My initial impression is that both programs are quite powerful and you can do a lot of things besides using them for auto-completion and auto-correction of texts, which is, however, the main functions of interest for the translation work. So far, I find AutoHotkey a bit easier to work with, but PhraseExpress has the added advantage of automatic extraction of recurring phrases which are then suggested in the same way that Studio's AutoSuggest works.

I shall make a quick run-through of the functions most useful to the translator.

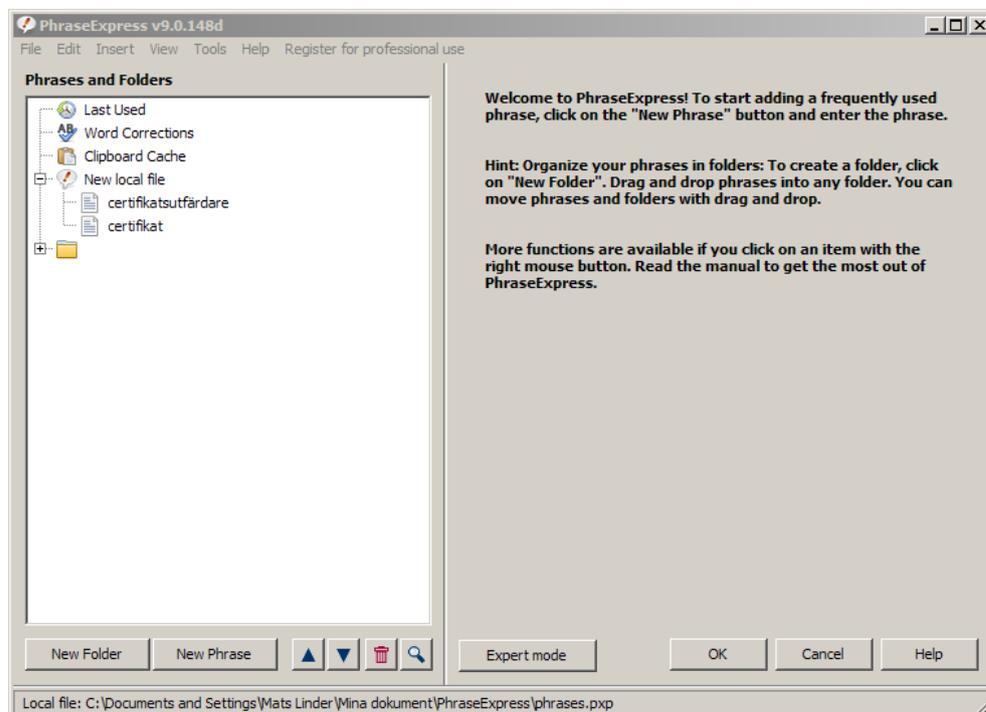
### PhraseExpress

Start at the [PhraseExpress feature list](http://www.phraseexpress.com/features.htm) (www.phraseexpress.com/features.htm) and look round; then download and try it.

The application, when started, is found in the Taskbar's system tray . Right-clicking it will produce this menu:



You open the PhraseExpress window by selecting **Edit phrases**:



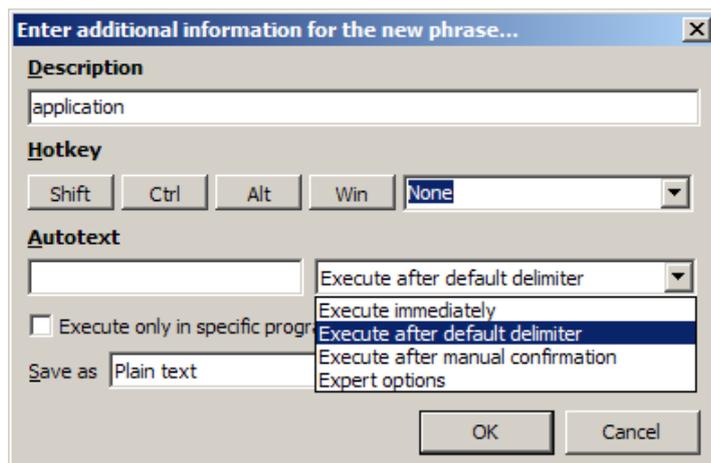
This is where you manage your autotext entries, phrases, hotkeys, etc.; we'll get back to that. To familiarise yourself with the Help is a good idea, and you can also do that without installing PhraseExpress: [it is here](http://www.phraseexpress.com/docs9/09/manual.htm#edit) (www.phraseexpress.com/docs9/09/manual.htm#edit).

**Note 1:** The help text often refers to the **Settings** option, which you will find on the **Tools** menu.

**Note 2:** The PhraseExpress functions do not work if you have this window open, so after any action performed in it: minimise it or close it.

## **Text replacement (with Autotext)**

1. Select the phrase you want PhraseExpress to insert when you type its “abbreviation”.
2. Press **Ctrl+Alt+C**. The Create new phrase dialog box opens:



3. Enter a suitable Autotext abbreviation. (The **Hotkey** option is mainly intended for the execution of macros; see below.)
4. Press **OK**.

When you type the abbreviation and the selected delimiter, the entry in the **Description** field will be inserted instead.

## AutoCorrect

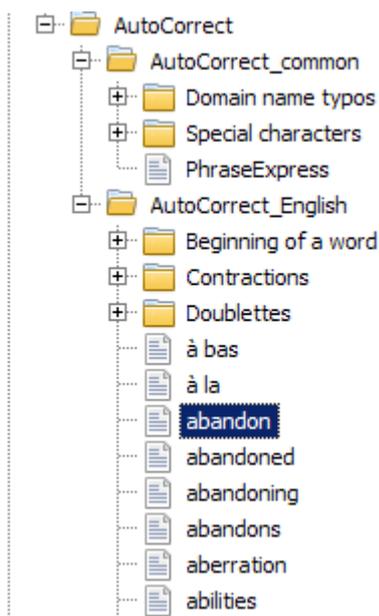
There is no specific auto-correction function; just as in Word, any misspelled word listed as an “abbreviation” will be replaced by its corresponding (correctly spelled) **Description**. Of course, for this you need a list corresponding to the lists provided with Word, and you need to import it into PhraseExpress. Depending on language, there are two alternatives:

- Use one of the lists offered by PhraseExpress: En, De, Nl, Fr, Es, Po, or It
- Import your Word AutoCorrect entries

### Import Auto-Correct entries provided by PE

1. Open the PhraseExpress window (right-click the tray icon and select **Edit phrases**).
2. In the **Phrases and Folders** pane, open the **File** menu and select **Download phrases**. The PhraseExpress site opens with the **Free PhraseExpress Add-Ons** window.
3. Click a suitable AutoCorrect file and save it.
4. In the **Phrases and Folders** pane, select **New local file**.
5. Open the **File** menu, select **Import** and then **PhraseExpress Phrase File**.
6. Locate the file you just downloaded (a .pxp file) and open it. Answer **Yes** to the message window that opens (to avoid duplicate entries).

The result (for English) looks like this:



### Import Word AutoCorrect entries

1. Open the PhraseExpress window (right-click the tray icon and select Edit phrases).
2. In the Phrases and Folders pane, right-click New local file.
3. Select Import and then MS Word AutoCorrect entries. Answer Yes to the message window that opens (to avoid duplicate entries).
4. A new folder, Imported MS Word AutoCorrect entries, is created, with the imported content.

Should it happen that the import consists of the English list instead of your target language, you need to extract the AutoCorrect entries for that language – see the instructions in the AutoHotkey section below.

### Input correction entries with TypoLearn

When you make a manual correction of a typing error, PhraseExpress registers that as an AutoCorrect entry for future use. (It seems you have to make the same correction three times for PhraseExpress to pick it up.) This applies to single word entries if you have ended them with a space character, then deleted that space with backspace, corrected the word and then again ended it with a space. Entries are stored in the Word Corrections folder.

## Text suggestions (AutoComplete)

Here is a potentially very useful function: PhraseExpress recognises phrases which have occurred three times and stores them for use exactly in the way Studio uses AutoSuggest. It may be a good idea to take a look at the settings for this (Tools > Settings > Text Prediction).

You can also input such phrases from Word documents, sent Outlook emails and the phrases currently loaded into PhraseExpress: Open Tools > Settings > Text Prediction > Advanced > Learn text.

**Note:** Despite many tries, I have not been able to make this work on my computer. I am not aware of other complaints to this effect, however, so you may well be more fortunate.

---

## Import an external phrase file

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You can import phrase files of your own (e.g. to provide text suggestions for AutoComplete). See the Help file, the section headed *Importing an External Bitmap or Text File*.

---

## Enable/disable a phrase folder

---

Obviously, you can have phrase folders with contents in different languages. To avoid possibly confusing AutoCorrections etc., you can disable irrelevant folders: right-click the folder and select **Enable Autotext/Hotkeys** so that the checkmark disappears.

---

## Clipboard manager

---

PhraseExpress has a “clipboard cache” function which saves a number of clipboard contents. By pressing **Ctrl+Alt+V**, you can select them in a popup menu (and by right-clicking a content you get further options).

**Note:** For some reason, there is no such default shortcut in my PhraseExpress installation. I repaired this by selecting, in the PhraseExpress window, **Clipboard Cache** and then selecting that combination (or another one) under **Hotkey** in the left-hand pane.

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## Macros

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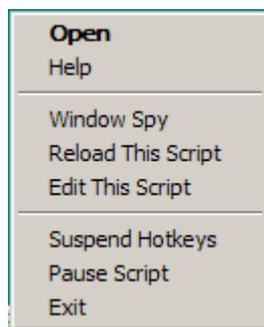
There is an enormous amount of actions you can perform using the macro functions in PhraseExpress, most of them may not be very useful in Studio, however.

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## AutoHotkey

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Download the program from [AutoHotkey](http://www.autohotkey.com/) (www.autohotkey.com/). When started, it will place this icon  – representing the starting script – in the Taskbar’s system tray. Right-clicking it will produce this menu:



In the Help, start from the top with the AutoHotkey introduction and go on from there. (You can also try jaco0646’s [Tutorial for Newbies](http://www.autohotkey.com/board/topic/44040-tutorial-for-newbies) at www.autohotkey.com/board/topic/44040-tutorial-for-newbies.)

Everything you do with AutoHotkey you do in *script* form; an AutoHotkey script is a text file with the extension **.ahk**. When you start

the program, the file AutoHotkey.ahk is created and placed in C:\Documents and Settings\\My documents\AutoHotkey.ahk. You can have as many scripts as you want (e.g. for different target languages), and you can nuse them together as you please. You create script files in the same way as any other file, so you can place them in any file hierarchy that suits you.

A script can contain a lot of powerful functions, but I shall limit my description to replacements (including corrections) of text strings and a couple of key remappings. You are advised, however, to study the uses of HotKeys and macros; you will find a lot of useful stuff there.

**Note:** AutoHotkey does not support Unicode. However, there is a variant calles [AutoHotkey\\_L](http://l.autohotkey.net) (l.autohotkey.net) which in addition to the features provided by the basic AutoHotkey offers full Unicode support as well as many other additional or enhanced features.

## Text replacement

Text replacement is very easily scripted. It looks like this:

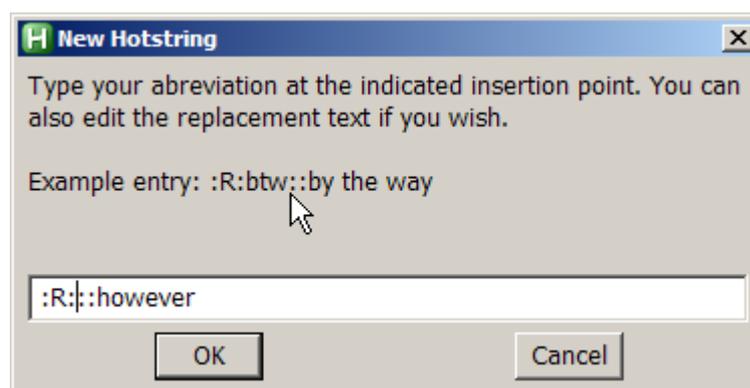
```
::old text::new text
```

The old text can of course be a commonly misspelled word.

The old text string is case sensitive (but this can be disabled).

### Insert text replacement from text

You can insert a shortcut for a text replacement directly from the document you are working in without having to edit the script file. At the end of [this page](http://www.autohotkey.com/docs/Hotstrings.htm) (www.autohotkey.com/docs/Hotstrings.htm) you will find a script to copy and insert in the alphabetically *first* of the script files you are using. Once you have done this, the shortcut Win+h (or any other shortcut instead of #h at the beginning of this script) will open this dialog box ,



where in this case “however” is the string which will replace whatever abbreviation you inter.

### Import Word AutoCorrect entries

In order to import the AutoCorrect entries from Word, you need first to export them:

1. Go to Microsoft’s Help and Support page, [How to print a list of AutoCorrect entries in Word](http://support.microsoft.com/kb/212518) (support.microsoft.com/kb/212518).

2. Copy the macro code under *More information*.
3. In Word, open the Macros pane with **Alt+F8** and press the Create button.
4. Press **Ctrl+Return** at the end of the page and insert the macro copied from the *Help and Support* page.
5. Make sure the insertion point is in the new macro and run it with **F5**. The AutoCorrect entries are opened in a separate document.

Now you need to edit this document slightly:

1. Change the three-column layout into one-column."
2. Make substitutions so that each line has the “::old text::new text” look.

Then paste the whole thing into a new or existing .ahk file. (You don't need to save it in .txt format; it works fine anyway.)

And as ever, Paul Filkin has something to say: see his blog post [Auto-Correct... for everything](#).

## Remapping of keyboard keys

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This is a function which I have not been able to find in PhraseExpress. Although not terribly important, I know that it is an answer to a couple of common complaints: How do I get rid of the Capslock and Insert functions, which I almost never use but which are a nuisance when I accidentally hit those keys?

For Capslock, use this line:

```
CapsLock::Return
```

or

```
SetCapsLockState, Off [or AlwaysOff]
```

And for Insert:

```
Ins::Return
```

**Note 1:** This is according to the instructions. It does not work for me :-)

**Note 2:** Of course, you could also program these keys to do something useful but less annoying.

## Script Showcase

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Take a look at the [AutoHotkey Script Showcase](#) ([www.autohotkey.com/docs/scripts](http://www.autohotkey.com/docs/scripts)). You may well find interesting stuff here.

# 36

## Comments

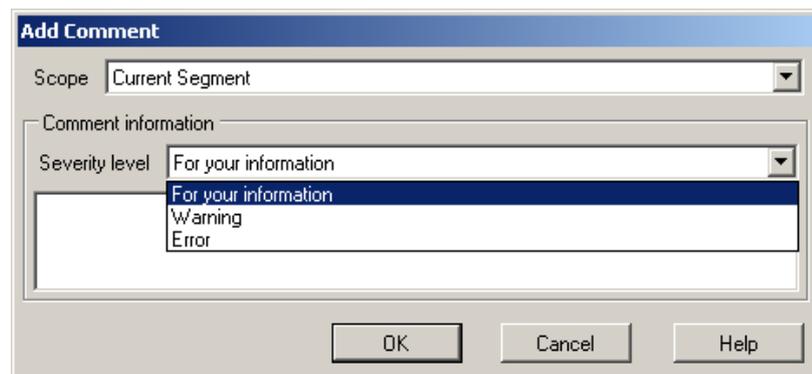
In the *Editor* pane, you can add comments (in either segment) on three levels: the *word/phrase* level (select it), the *segment* level and the *document* level (select the document name tag – but there is a trick: strangely enough, double-clicking it normally doesn't work, and you have to select it *from left to right!*). You can add several comments to the same phrase/segment/document, and you can assign a severity level to each comment. You can also extract them – i.e. retain them in the target document – if the source document is a Microsoft Word 2007-2013 docx file.

Furthermore, you can handle comments in source files (again provided they are Microsoft Word 2007-2013 .docx files) in different ways; see below.



(This means that if you have a .doc file, you may want to convert it into docx format before you start to work. If you have many such files, conversion may be an onerous task. It may then be worth your while to take a look at Emma Goldsmith's blog post entry [How to batch convert .doc files to .docx.](#))

- ☉ **Add a comment:** Press Ctrl+Shift+N, or right-click and select Add Comment. The Add Comment dialog box opens:



The **Scope** is **Current Selection** (if there is one), **Current Segment** or **Current File**.

The commented text is highlighted with different colours depending on their severity. (These colours, like all other colours, can be changed in the **Options** dialog box.) When a comment is present, it will be shown when you point to the segment text. A comment on the document level is indicated by a 📌 symbol in the status column in the document title row and will be shown when you point to the target title tag. (If you want to comment a particular word, and that word is

not in the dictionary and therefore marked with the wavy red line, you have to use the shortcut; the right-click action does not work.)

**Note:** If you add a segment-level comment (**Current Segment**) in a docx file and that segment contains tags, a subsequent **Save as Target** action may fail. Test it; if it does fail, you can instead make a **Current Selection** comment on the whole segment text.

- View **all comments**: Click the **Comments** tab at the bottom of the **Translation Results** pane, or select **View > Information > Comments** (or **Alt/F10, V, M**). The *Comments* pane opens:

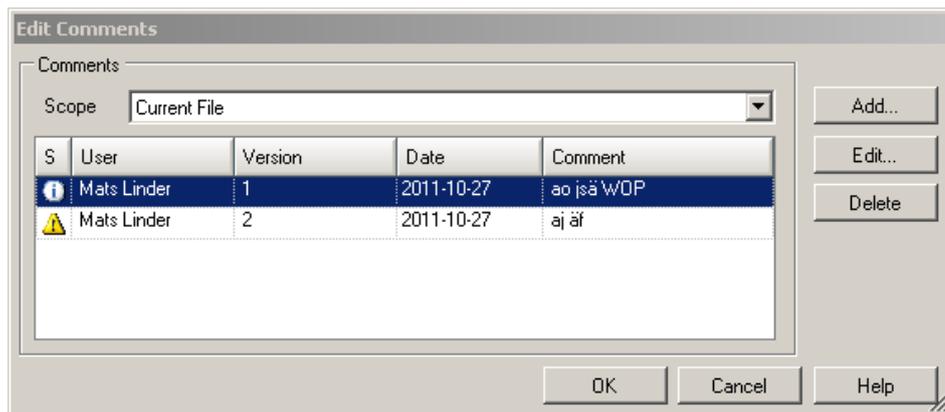
Severity	S/T	Comment	Document	Scope	Segmen	User	Date	Version	ID
Information		Märkelig markering	SECMAN_ConvStarter.doc sdlxliff	File		Mats	2013-10-02 12:39:28	1	1
Warning		Testkommentar	SECMAN_ConvStarter.doc sdlxliff	Segment	1	Mats	2013-10-02 12:41:24	1	2
Error		Usch!	SECMAN_ConvStarter.doc sdlxliff	Range	2	Mats	2013-10-02 12:43:31	1	3

By clicking the severity level tabs (**Errors**, **Warnings**, etc.), you will be shown the comments in the respective level. (Strange things happen when you then click the comments themselves, but that is a minor problem.)

The severity of the comments are indicated by icons in the first column:

- Information
- Warning
- Error

- S/T**: Source/target, with symbols and , respectively.
- Version number**: If you make more than one comment on a segment or document, they are given version numbers. You can edit or delete any version in the **Edit Comments** dialog box (see below). When you click the latest version, it will "expand" and show all previous versions below it; their icons are indented. See the figure above.
- ID**: The ID numbers are given sequentially (with the same ID for all versions of a comment).
- View comments for all open documents**: In the *Comments* pane, de-activate the tab **Show Comments of Active Document Only**.
- Edit a comment**: In the *Comments* pane, or in the document, right-click in the comment row (in the pane) or the commented segment (document) and select **Edit comment**; or click the **Edit comment** button . The **Edit Comments** dialog box opens. The **S** column shows the severity level, which you can change by clicking the **Edit** button. You can add comments to the same segment with the **Add** button.



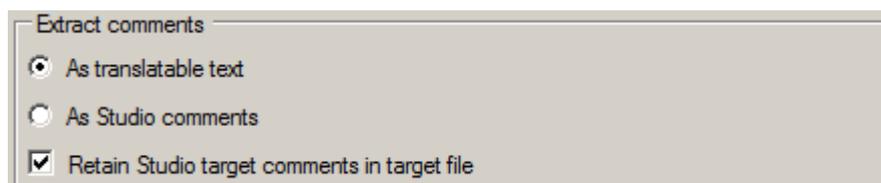
- **Delete a comment:** In the *Comments* pane, right-click in the comment row and select **Delete comment**.
- **Delete all comments:** In the *Comments* pane, right-click in a comment row and select **Delete all comments in Active Document**.
- **Navigate between comments:** Two methods:
  - *Navigate between commented segments:* Open the **Go To** dialog box (press **Ctrl+G**) and select **Comment**. Click **Next**. If you want to edit the segment/comment, click the **Cancel** button and make your action. Go to the next commented segment with **Ctrl+J** [SDLX: **Ctrl+Shift+G**]; and so on. Regardless of how many comments there are in a segment, you will only “stop” in that segment once.
  - *Navigate between comments:* Forwards: press **Ctrl+M**. Backwards: press **Ctrl+Shift+M**. If there are several comments in a segment, you will “stop” at each. (Says SDL Trados. Not when I do it, however.)

If the *Comments* pane is open, you can double-click a comment and the associated segment will be highlighted (and the *Comments* pane closes).

**Note:** In the *Editor* pane, you can also use the filter function to show only commented segments.

## Export comments

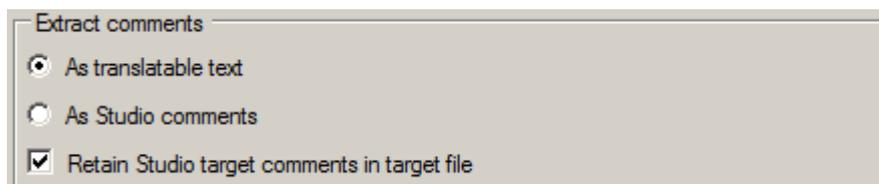
It is possible to have your target segment comments included when you generate the target document or export the translation to a Word .docx document for review; see 253. This function is enabled by default; you disable it in the **Options** dialog box (for the default template) or in the **Project Settings** dialog box (for the current project): select **File Types > Microsoft Word 2007-2013 > Common**; the bottom option:



## Working with source file comments in Microsoft Office documents

When there are comments in the source text in Word 2007-2013 documents, you can either handle them as translatable text (default), or as Studio comments, meaning that they are displayed in the target document in the same way as your own target segment comments (if they are retained in the target file – which they are by default; see below).

Select your preference in in the **Options** dialog box (for the default template) or in the **Project Settings** dialog box (for the current project): go to **File Types > Microsoft Word 2007-2013 > Common**:



- For Word 2000-2003 documents, you can only choose to **Extract comments text for translation** (also under **Common**).
- For PowerPoint XP-2003 documents, you can only choose to **Include comments for translation** (under **Common**).
- For PowerPoint 2007-2013 documents, you can choose to include **Comments**, **Alternative text for graphics** (enabled by default), **Document properties** and **Hidden content (shapes and slides)** (under **Common**).
- For Excel 2000-2013 documents, you can choose to include **Comments**, **Headers and footers** (enabled by default), **Hidden content (columns, rows, sheets)**, **Alternative text for graphics** (enabled by default) and **Document properties** (under **Common**).
- And even for PDF files, there are the same options as for Word 2007-2013 (although with PDF, you never quite know what the result may look like...).

# 37

## Changes in source documents

There are two types of source document changes which are now handled in Studio. The first one is when the document contains tracked changes made by the customer. In previous versions of Studio (and in “old” Trados), such documents could not be opened; now they can (for some documents). This may be helpful for the understanding of the source text.

The second type of changes is the one you make yourself. In Studio, that has not been possible until now, for several reasons.

These two types of changes cannot be fully combined. Although source document which already contains tracked changes can be further changed by the translator, such changes will not be tracked.

**Note:** Changes can also be tracked in the target segments; see p. 263.

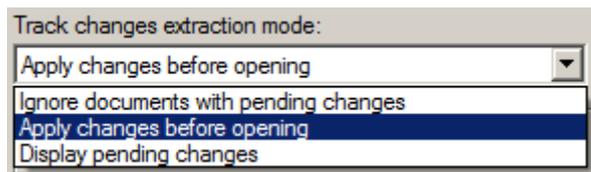
### Tracked changes in source documents

If the source document contains tracked changes, these will now be displayed in the *Editor* view. However, this applies only to docx documents created in Microsoft Word 2007-2013 – other source documents containing tracked changes can be displayed, but as if all changes were accepted.

The Track Changes group is shown on the Review ribbon.

You can neither accept nor reject this type of source changes; the only action you can take is to toggle the display to show what the text would look like if all these changes were accepted. This is called *Final Mode*, and the toggle shortcut is Ctrl+Alt+Shift+F9.

- **Enable display of tracked changes:** With the default settings, these changes are *not* shown. To enable this type of display, open File > Options (or Alt/F10, F, T). In the navigation pane, select File Types > Microsoft Word 2007-2010 > Common. The middle of the right-hand pane shows:



Change the setting of Track changes extraction mode to Display pending changes. Click OK.

The same options actually exist also for PDF files.

- ☉ **TM lookups with tracked changes in source:** The TM lookup is first made with the changes rejected. If an exact match (100%) is found, the translation is applied (i.e. inserted in the target segment), the status is set to Draft, and this icon in the *Status* column: . A second lookup is then made with the changes accepted; the results are displayed in the *Translation Results* pane. Furthermore, the best result of the latter lookup is applied if no exact match was found for the changes-rejected source segment.

**Note:** When a TM match is applied, Track Changes is turned off automatically during the “application”, and then immediately turned on again. That means that the inserted translation will contain the change(s) as accepted. This is a default setting which may be changed in the **Editor settings: Select File > Options** (or **Alt/F10, F, T**); then select at left **Editor > Automation** and deselect **Turn off Track Changes when applying TM matches**. If you do so, any tracked changes in the applied TU will be kept as tracked changes also in the target segment where it is inserted.

- ☉ **TM updates with tracked changes:** When a translation is confirmed and the row contains tracked changes (in source and/or target), the TM is updated with all changes accepted.
- ☉ **Preview with tracked changes in source:** Only .docx documents will be displayed with the tracked changes; all other types of documents will be displayed as if all changes were accepted.
- ☉ **Pre-translation with tracked changes in source** is handled in the same way as TM lookups; see above.
- ☉ **Analysis results with tracked changes in source:** During analysis (p. 126), tracked changes are handled as if accepted.



Don't forget that you can view only the rows with tracked changes by filtering: select **With tracked changes** in the  list (**Review > Display Filter group**; see also p. 162).

You will find a detailed discussion of the uses of this function, and the use of tracked changes in target segments, in Paul Filkin's blog post [Making use of the Studio Track Changes features](#) in his *multifarious* blog.

## Editing source segments

For better or worse, you can now edit source segments while translating, just as you could in “old” Trados (if the source document allowed it). Some translators want to do this in order to prevent “garbage” from being stored in the TM; others want to avoid having “near-hits” – where the difference is only a typing error – stopping up a “translate to fuzzy” process. And so on. (An interesting discussion on this topic can be found in Paul Filkin’s *multifarious* blog: [What’s all the fuss about “edit source”?](#). One particularly interesting case he mentions is the possibility of artificially merging two source segments separated by a “hard break” by copying the second segment into the first and then deleting the second.)

### Availability of source editing

This option is available only for certain types of source documents:

- Microsoft Word 2000-2003 (.doc)
- Microsoft Word 2007-2010 (.docx)
- Microsoft PowerPoint XP-2003 (.ppt)
- Microsoft PowerPoint 2007-2010 (.pptx)

Furthermore, source editing is *disabled* for

- documents with tracked changes in source (see above),
- projects from an enterprise system package (e.g. WorldServer, TMS, TeamWorks),
- locked segments,
- packages from pre-SP2 releases of Studio 2011,
- packages where source editing is disabled (which means it is disabled for all documents that the package contains).

### Enable source editing

Source editing is not enabled by default. You can enable it during creation of the project (p. 72), or you can enable it at any time during work: Open **Project > Project Settings** or click the **Project Settings** tab. At left, select **Project** and, at right, select **Allow source editing for supported file types**.

### Make changes

You can edit any source segment, regardless of which row is active (i.e., the one where you edit the target segment). Place the cursor in the segment and press **Alt+F2** or right-click and select **Edit Source**. The row becomes active, and the segment is surrounded by an orange frame.

The changes you make cannot be tracked. This means that if you want to make the customer aware of it, you have to add a comment. (Such changes may be useful to the customer, but they could of course also create problems for a customer with a large number of target languages – and hence a potentially large number of source versions – to handle.)

Upon moving the cursor to the target segment (clicking, or with **F6**), or upon leaving the change activation (with **Alt+F2**), a new lookup in the TM(s) will be performed.

**Note:** If you are using the **Duplicates** filter (in the **Display** box), you must close and reopen the document for this filtered view to be refreshed.

- **Update the source document** with the changes you have made: Select **File > Advanced Save > Save Source As** (or **Alt/F10, F, A, U**). (You can, of course, save the updated source under another file name.)
- **Status after change:** The status of the translated segment is changed as follows
  - A confirmed segment is changed to **Draft** (or, during a review process, **Translation Rejected**). Any match percentage is provided with a frame: 80%, which remains also if the translation is confirmed.
  - A non-confirmed status (**Not Translated** or **Draft**) is not changed. Any match percentage is framed.

# 38

## Verification/quality control

You can verify translations during the work and/or afterwards. Apart from the spelling check (p. 218), these are the functions available:

- Document Verifier (with no settings)
- QA (quality assurance) Checker:
  - segments verification
  - segments to exclude
  - inconsistencies
  - punctuation
  - numbers, times, dates and measurements
  - words (forbidden words, corrections)
  - regular expressions (p. 366)
  - trademark check
  - length verification
- Terminology Verifier
- Tag Verification
- XML Verification

By default, most of the settings under these headings are disabled. The general functions Document Verifier, QA Checker and Terminology Verifier, enabled by default, can be disabled (on the required level – see p. 101) in the **Options/Project Settings** dialog box: select **Verification** in the navigation pane and then (de)select **QA Checker 3.0** and/or **Terminology Verifier** as appropriate. For disabling/enabling the tag verification and XML verification, see p. 248 and 248, respectively.

**Note:** Should you choose to disable the document verification, you can still verify your document but will no longer see messages reporting about segments that are skipped for verification. (Segments with tracked changes are never verified.)

The verification settings can be saved in the default project template, the current project, or another project template settings (see p. 101).

You can save the QA Checker settings as a *QA Checker Profile* in the same dialog box where you make the settings.

And in his *multifarious* blog post [The 12 QA checks of Christmas](#), Paul Filkin gives a number of useful tips concerning quality assurance in general and the transformation of number notation in particular.

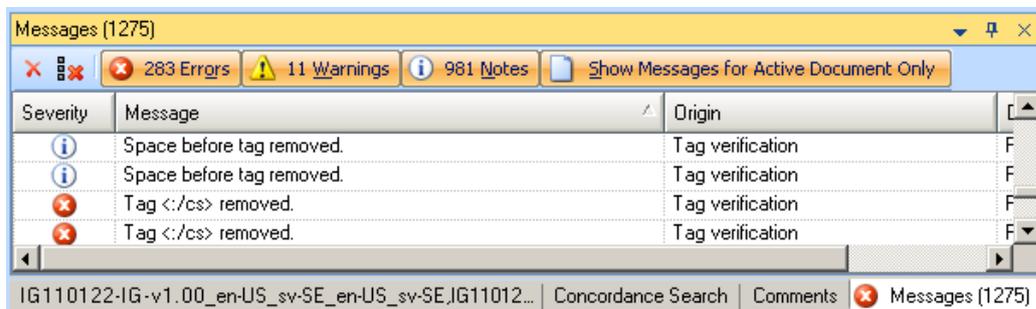
## Verifying the translation

You can choose to verify the translations while you work, and/or afterwards. You can also perform a verification on the open document or on a whole project.

### Automatic verification (verification during translation)

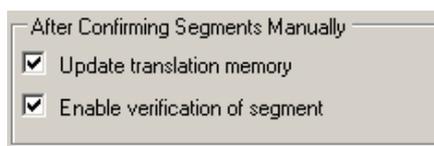
Verification is automatically performed when you confirm a translated segment (except, of course, for the check of inconsistent translations, p. 244, which can only be made of the whole document). You can also start verification of all target segments in the active document by pressing F8 or select **Review > Quality Assurance > Verify** (or Alt/F10, R, Y). Any notes/warnings/errors are indicated in the status field, and if you point to that symbol, the error message is shown. All verification messages are shown in the *Messages* pane (see below), with indications of severity, origin and document.

The *Messages* pane is at the same place as the *TM lookups/Concordance Search/Comments* pane right above the *Editor* pane. (If it is not there, go to **View > Information > Messages** [or Alt/F10, V, G].) Open it by clicking the *Messages* tab below the pane. Example:



By clicking the severity level tabs (Errors, Warnings, etc.), you will be shown the messages in the respective level.

**Note:** You can deactivate the automatic verification upon confirmation: Go to **File > Options** (or Alt/F10, F, T), select **Editor** and its **Automation** option and uncheck **Enable verification of segment**:



- ☉ **Activate the corresponding row in the Editor pane:** Click the message. In the row, the *error* is highlighted (if possible); also the corresponding entry in the *Translation Results* pane.

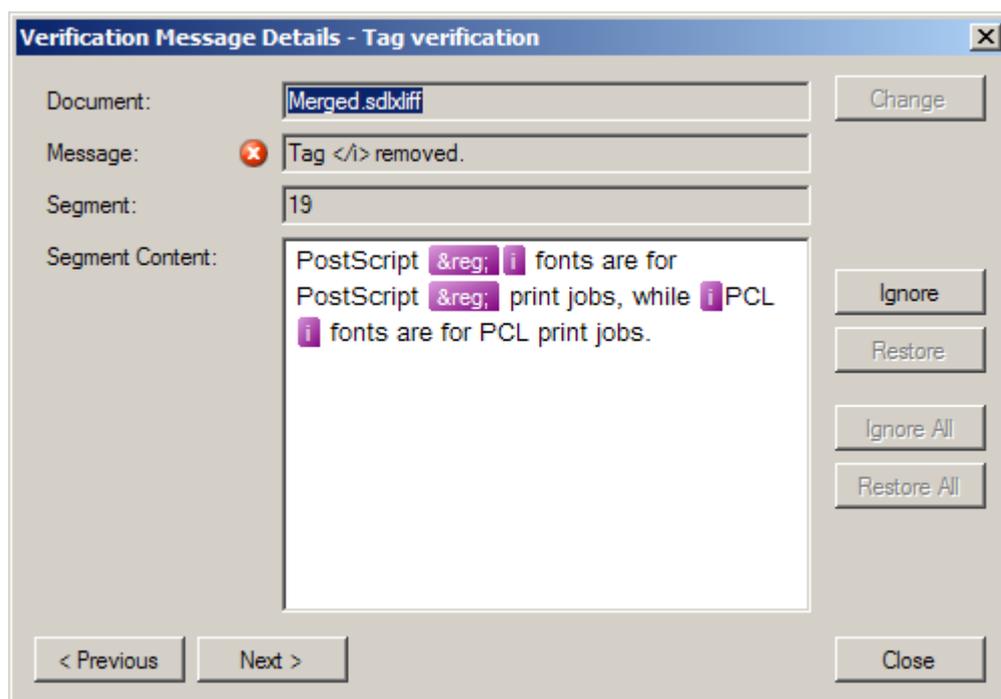
By default, the status **Show Messages for Active Document Only** is active (orange-coloured).

There are three message categories:

-  Notes
-  Warnings
-  Errors

A selected category has its tab orange coloured; when you de-select it, it turns blue.

- **Show details of the message:** Double-click the message in the *Messages* pane (or right-click the message and select **Show Message Details**). The corresponding **Verification Message Details** dialog box opens:



Depending on which verifier reported the error, different buttons and text boxes are available. You can jump between “errors” in the *Editor* pane with the **Next/Previous** buttons.

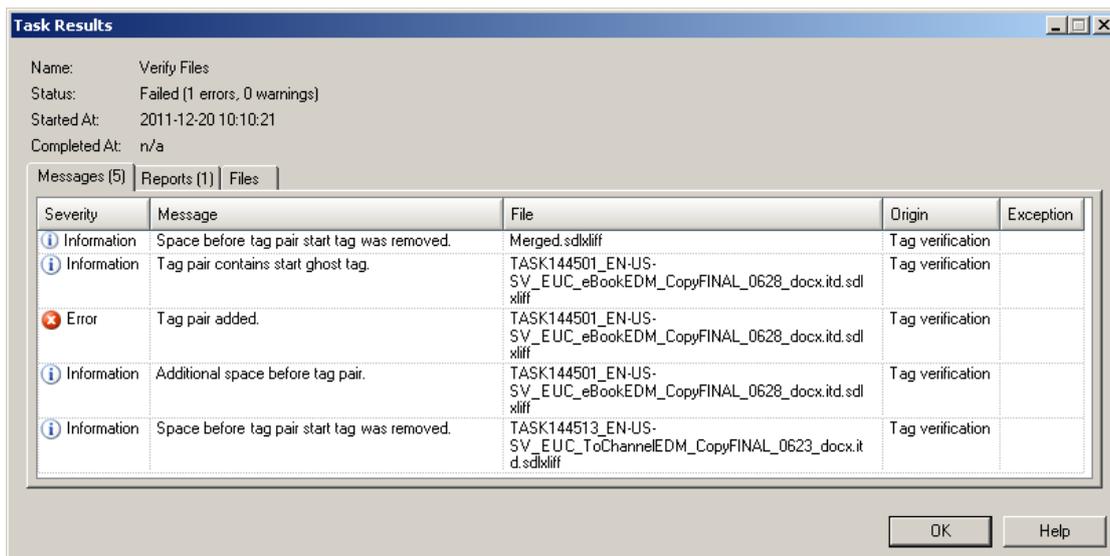
- **Delete messages:** As with comments, you delete a specific message by selecting it and pressing the **Delete** key, clicking the  **Delete** button, or right-clicking and selecting **Delete**. You cannot select more than one message for deletion, but you can delete them all by clicking the **Delete all messages** button , or right-clicking on a message and selecting the same option.

## Verifying a project (normally after translation)

- In the *Project* view, select the project and then **Home > Tasks > Batch Tasks** (or **Alt/F10, H, B**; or right-click and select **Batch Tasks**); or in the *Files* view, select the file(s) and then **Home > File Actions > Batch Tasks** (or right-click and select **Batch Tasks**); or in the *Editor* view, select **Home > File Actions > Batch Tasks**. Then select **Verify Files**. Click **Next**. If you are verifying a project, the **Batch Processing – Files** page opens with all files listed. (You can only deselect files here; if you need to

make other changes, you must do it in the *Files* view.) If you are verifying file(s) from the *Files* or *Editor* view, the **Batch Processing – Batch Tasks** page opens.

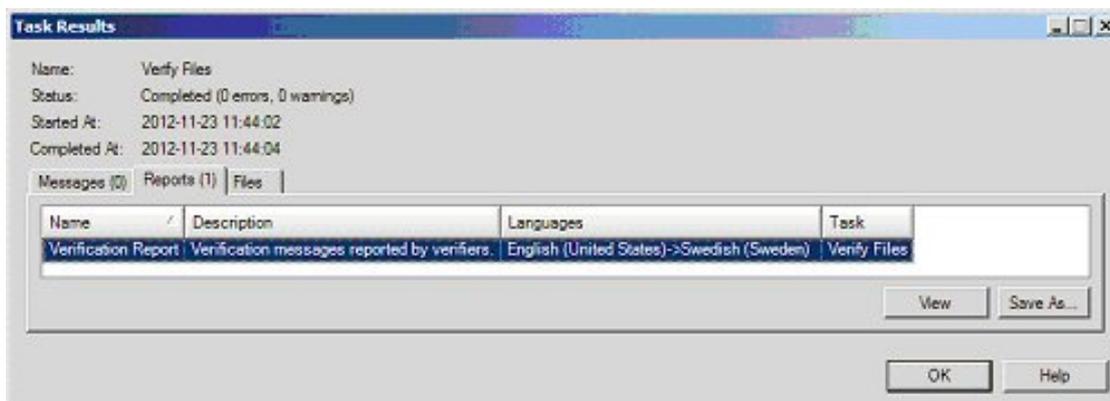
- 2 Click **Finish** to perform the verification. (You can click **Next**, but in the **Batch Processing – Settings** page that opens, there is only one setting to make: to select, if you need, to **Report ignored messages**; i.e. messages that you yourself have chosen to ignore).
- 3 The verification is performed. On the **Performing Tasks** page, you open the report by selecting it and clicking **Results**. Example:



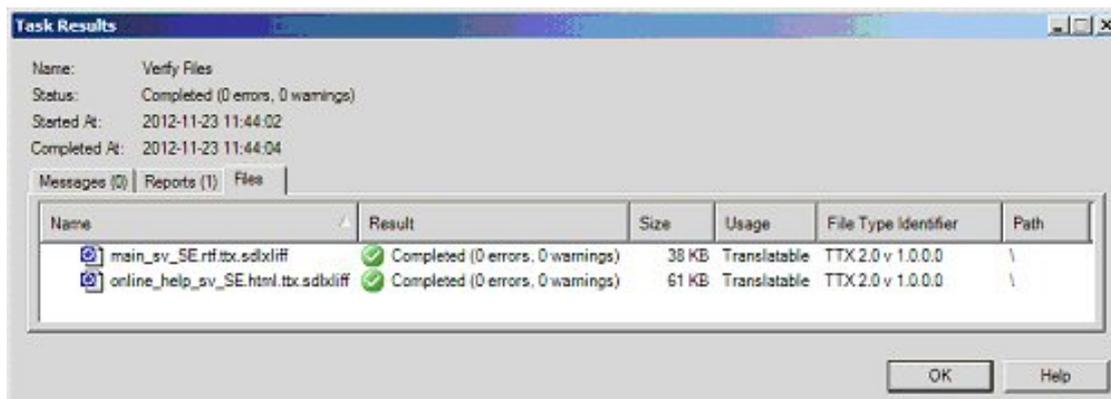
This type of report tells you *what* is wrong (if anything), but it does not make it possible to find the corresponding segments in the file(s). For that, you must do the verification in the open document, as described above. A report like this, however, may be used to show a client that the translation is free of these types of errors.

These are the other views on this page:

The Reports tab:

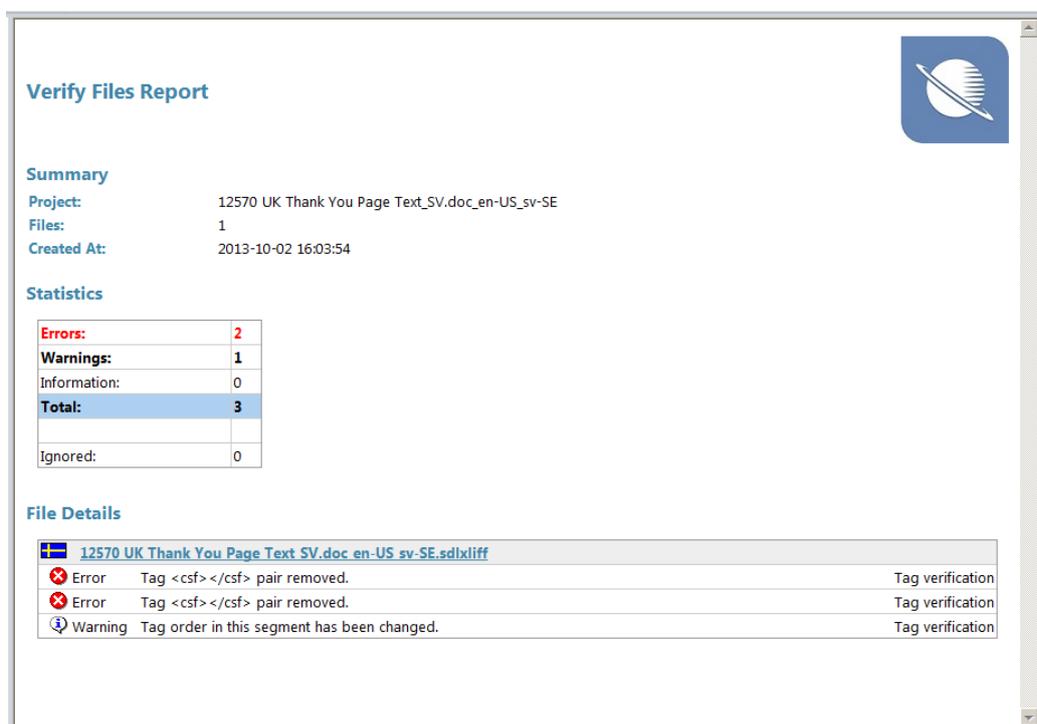


The Files tab:



- ① **Saving the verification report:** The verification is saved under the name *Verify Files Report* in the *Reports* folder. However, the file format is xml and there is no style information associated, which means that viewing the report in a web browser doesn't make any sense. (The same thing in fact applies to all reports.) If you want to use the report outside Studio – for instance, to send to a customer – you need to save it in another format. There are two ways to do this:

  - (a) The general way: In the *Reports* view, right-click the file in question and select *Save as*. You can choose between xlsx, html, mht and xml. I would recommend the Excel format. Of course, you can also select where to place the file.
  - (b) With the Task Results page open: Select the *Reports* tab and click *Save As*. You get the same options as in (a).
- ② **Viewing the verification report in the Report format:** On the Task Results page, select the *Reports* tab and click *View*. The *Reports* view opens with this report:



Of course, you can open the report again at any time in the *Reports* view. And if you want to reopen the *Task Results* page after you have closed it, go to the *Projects* or *Files* view, select – in the pane at the bottom – *Task History*. Then double-click *Verify Files*.

## QA Checker settings

Choose one of the following:

- For the *active project/document*: Select **Home > Project Settings** (or **Alt/F10, H, S1**).
- For *project default* settings: Select **File > Options** (or **Alt/F10, F, T**).
- For a *project template*: Select **File > Setup > Project Templates** (or **Alt/F10, F, U, P**) and then select the template and click **Edit**.

Select **Verification** in the navigation pane and check that **QA Checker** and **Terminology Verifier** are enabled (if appropriate). Then expand **Verification**, select **QA Checker** and expand it. Make the appropriate settings as follows.

### ☉ Segment Verification:

Segment Verification

**Forgotten and empty translation**

Check for forgotten and empty translations Error

**Compare source and target segments**

Check for segments where:

Source and target are identical Warning

Ignore tags

Ignore case

Check for target segments which are:

Shorter by (%) 50 Warning

Longer by (%) 50 Note

Ignore segments with fewer than # words: 2

Based on words

Based on characters

**Check target segments**

Check for forbidden characters (no delimiter required) Error

**Note:** Although all options are selected in this figure (for the sake of showing the text), by default only **Forgotten** and **empty translation** is enabled.

☉ **Segments to Exclude:**

Specifically:

**Report all non-excluded segments:** The Messages pane will list all segments included in the check. For example, if you want to have a list of all new segments, select this option and also select all “exclude” options except **Exclude new translations**. Note the drop-down list here, with the options **Error**, **Warning** and **Note**.

⊙ **Inconsistencies:**

**Note:** Although all options are selected in this figure (for the sake of showing the text), they are all disabled by default.

⊙ **Punctuation:**

**Note:** By default, all options except End punctuation > Check that source and target end with the same punctuation are disabled.





### ● Length Verification:

**Note:** By default, only Check if target segments are within file specific limits is enabled.

### Import/export profiles

**QA Checker Profiles:** Here you can export the current set of settings and import a previously saved profile.

## Terminology Verifier

Proceed as for QA Settings above (note the matter of selecting where these settings are to be made) and select, under Terminology Verifier in the navigation pane, Verification Settings:

**Note:** By default, only Ignore locked segments is enabled.

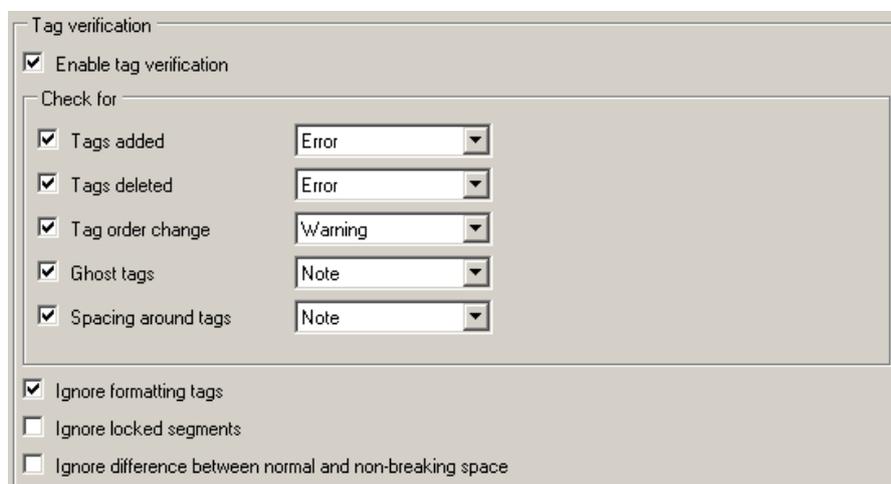
The Term picklist fields depend on the termbase in question (the default termbase, selected in Language Pairs > All Language Pairs > Termbases); a termbase can also lack picklist fields. The values available in Select

forbidden values change accordingly. (The forbidden values must be entered as such in the termbase used.)

**Note:** Neither here nor under QA Checker can you select to ignore tag content, which causes problems when one and the same term is surrounded by tags which may be different from case to case, causing false error indications. Such a function is foreseen for future updates of Studio.

## Tag Verification

Tag verification is specific to each file type, but the settings options are always the same. As usual, you can make the settings apply to the current project, the default project settings, or a specific project template; see p. 101. In the navigation pane of the **Options/Settings** dialog box that you open, select the file type in question and then **Tag check**. This is what it looks like with the default settings:



## XML validation

XML validation settings specify when and how XML files are validated, whether you want to manually specify a schema for the validation, and any DTD documents that are referenced during the validation. It ensures that the structure and content of the document is built according to the DTD or schema. In addition to being performed during or after translation, it may also be performed when the XML document is opened.

The example figure below shows the default settings for the file type XML: Any XML. They are the same for other XML file types. (By default, only **Perform schema validation when verifying translation** is enabled.)

Validation

Perform schema and DTD validation during file detection

- Treat all validation warnings as file parsing errors
- Report warning if no DTD/schema can be found

Perform schema validation when verifying translation

Manually specify schema

- Use for all XML documents
- Use only for XML documents which don't specify DTD/schema

Master Schemas

Add...

Dependency Schemas and DTDs

Add...

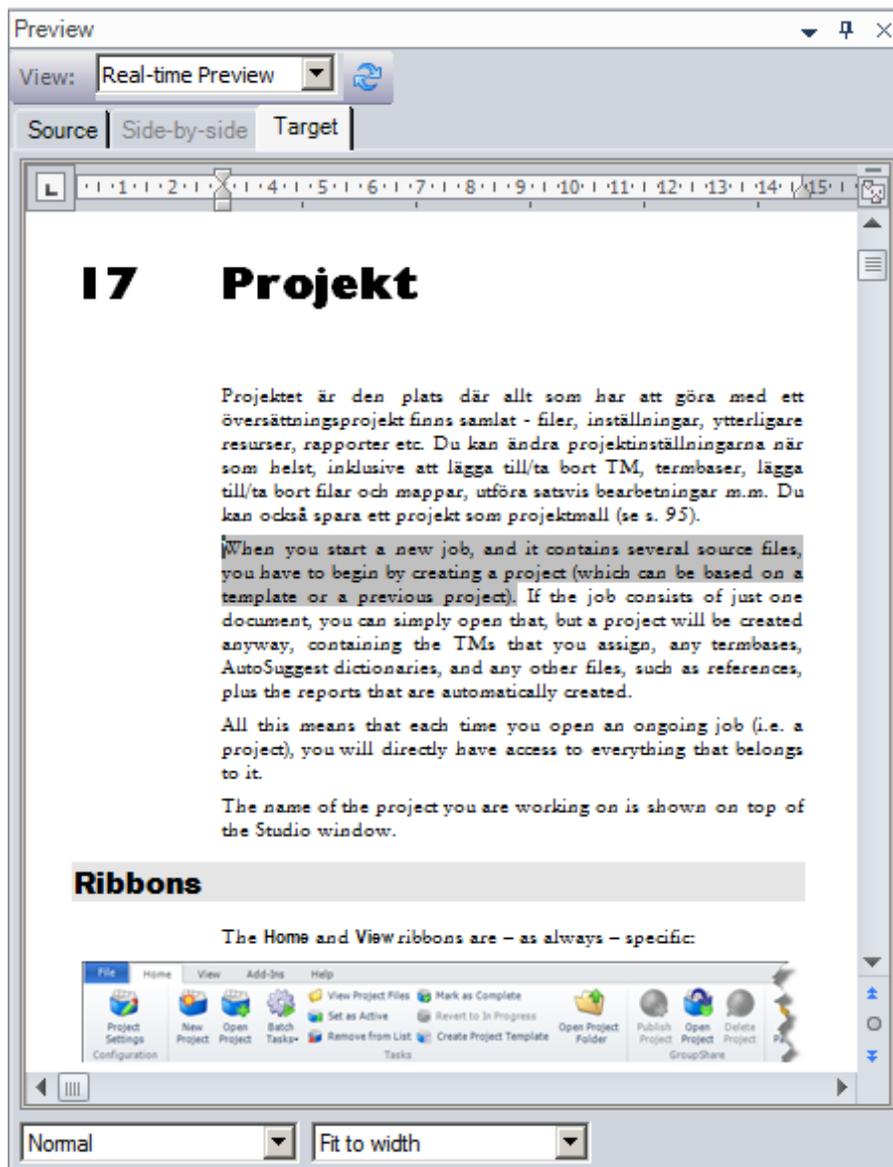
Remove

## Previewing as you translate

The *Preview* function enables you to see the source and/or target texts in their original format while you translate – provided you have the source text in the same original format; i.e. a TTX file cannot be previewed. The following file formats are possible to preview:

- Microsoft Word, Microsoft PowerPoint, XML, RTF, PDF and HTML. (Note that Microsoft Office product formats before 2002 are not officially supported at all; you may be able to open them for translation but they cannot be opened for preview.) Only .docx documents will show tracked changes (p. 263) during preview; other documents will show such documents as if all changes have been accepted.

Click the *Preview* tab to the right in the *Editor* view (or, if you have the SDLX user profile, you can click **Ctrl+Alt+Shift+B**) and select a suitable option (*Source*, *Side-by-side* [only for HTML and XML documents], or *Target*). (If the *Preview* tab is not visible, try **View > Information > Preview** [or **Alt/F10, V, P1**].)



The currently active segment is highlighted (in grey) in the preview text.

On top of the Preview pane, you can choose between

- **Preview:** Shows the current state but is only updated when you do Refresh (Ctrl+R) or click the Refresh button .
- **Real-time Preview:** Updates the view every time you confirm a segment. Uses lots of processor power.

You can also adjust the view at the bottom of the Preview pane.

Furthermore, you can pin the preview window open and move it to another place on the screen.



**Note:** There are a number of problems with the preview function, and you may as well not bother with it if it does not seem to work. It is nice but not necessary. For instance, SDL says: “If you want to preview the supported Microsoft Office 2007 documents during

translation in SDL Trados Studio, you must have an installation of Microsoft office 2007. If you want to preview a previous version of these Microsoft Office documents, you must have Microsoft Office 2007 or a previous installation of Office installed.” However, I have also been told that Word documents in formats older than 2007 cannot be previewed in this way. (In any case, you need to get used to the incomprehensible error message “Exception has been thrown by the target of an invocation.”)

You may also get error messages such as you have to have Word 2007 or 2010 installed (at the time of writing – October, 2014 – Word 2013 seems not to be good enough!), or you may get a part of the screen for target image instead of the target document (if so, refreshing the image usually helps). But when it works, it’s nice!

## Previewing in original file format

You can at any time open the document in its native format (if you have the corresponding applications installed) with File > Print & View > View in > MS Word as Source or MS Word as Target (Alt/F10, F, P, I, M or W). You can choose to view only source, only target or both, side by side (the last option only with HTML and XML documents).

## Exporting/printing the preview

Studio provides a function for printout of a two-column document, which may be somewhat customized. However, it cannot be edited. In contrast, the OpenExchange application *SDLXLIFF Converter for MS Office* – now part of Studio – gives both Word and/or Excel versions and the possibility of importing any changes back into the Studio document (but only if they have been made in Word; see below).

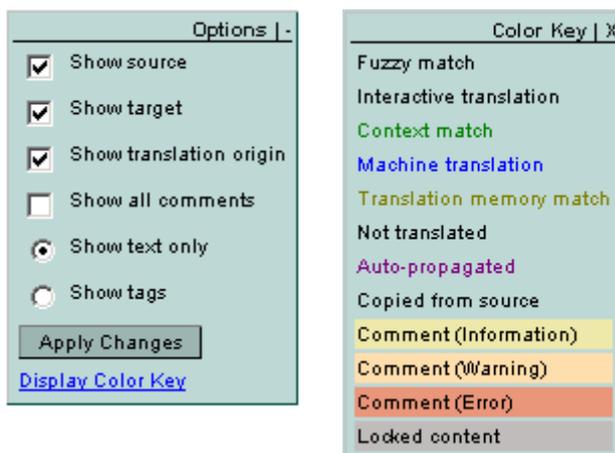
## Printing the preview via Studio

With the Print preview function, Ctrl+P, you will get a printable preview in your web browser. However, the usefulness of the result varies, and it is not always suitable for proofreading. In bad cases, you may get these results:

- Screen view:

<p>Thank you for your enquiry. Tack för din förfrågan. <a href="#">Click here</a> to download the White Paper. <a href="https://www.verisign-trusted.com/verisign/UK/SimplifySSLManagementAcrossTheEnterpriseWP_en-US-en-GB_LoRes.pdf">https://www.verisign-trusted.com/verisign/UK/SimplifySSLManagementAcrossTheEnterpriseWP_en-US-en-GB_LoRes.pdf</a> Du hämtar rapporten genom att <a href="#">klicka här</a>. <a href="https://www.verisign-trusted.com/verisign/UK/SimplifySSLManagementAcrossTheEnterpriseWP_en-US-en-GB_LoRes.pdf">https://www.verisign-trusted.com/verisign/UK/SimplifySSLManagementAcrossTheEnterpriseWP_en-US-en-GB_LoRes.pdf</a> One of our representatives will contact you shortly. En av våra representanter kommer att kontakta dig inom kort. To learn more about the benefits of VeriSign SSL <a href="#">visit our website</a>. <a href="http://www.verisign.co.uk/">http://www.verisign.co.uk/</a> Om du vill veta mer om fördelarna med VeriSign SSL kan du <a href="#">besöka vår webbplats</a>. <a href="http://www.verisign.co.uk/">http://www.verisign.co.uk/</a></p>	<p>Thank you for your enquiry. Tack för din förfrågan. <a href="#">Click here</a> hämta rapport. <a href="https://www.verisign-trusted.com/verisign/UK/SimplifySSLManagementAcrossTheEnterpriseWP_en-US-en-GB_LoRes.pdf">https://www.verisign-trusted.com/verisign/UK/SimplifySSLManagementAcrossTheEnterpriseWP_en-US-en-GB_LoRes.pdf</a> Du hämtar den genom att <a href="#">klicka här</a>. <a href="https://www.verisign-trusted.com/verisign/UK/SimplifySSLManagementAcrossTheEnterpriseWP_en-US-en-GB_LoRes.pdf">https://www.verisign-trusted.com/verisign/UK/SimplifySSLManagementAcrossTheEnterpriseWP_en-US-en-GB_LoRes.pdf</a> En av våra representanter kommer inom kort att kontakta dig. En av våra representanter kommer att kontakta dig inom kort. Vill du veta mer om VeriSign SSL ? <a href="#">Besök vår hemsida</a>. <a href="http://www.verisign.co.uk/">http://www.verisign.co.uk/</a> Om du vill veta mer om fördelarna med VeriSign SSL kan du . <a href="http://www.verisign.co.uk/">http://www.verisign.co.uk/</a></p>	<p>Options   &lt;   &gt;  </p> <p>TC TC TC FPR</p> <p>TC FPR</p> <p>TC TC TC FPR TC FPR</p>
--	--	---

There are options for customization here (click the Options box in the top right-hand corner of the web page):



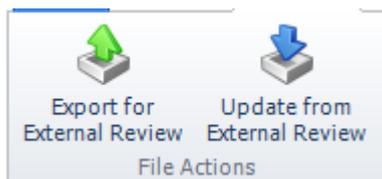
- View of corresponding printout:



## Exporting the preview as a Word document

The OpenExchange application for converting SDLXLIFF files (the files you work with in the *Editor* view) to Microsoft Office DOCX format – the SDLXLIFF Converter for Microsoft Office – is now included in Studio (although not with its full set of functions; see the note on p. 256). This means that not only can you get the texts for viewing or printout in a Word format that suits you, you can also make any necessary changes in the converted files and *import them back into the SDLXLIFF file*.

The Converter is included as a batch task, and it has its own group in the *Editor* view (Review > File Actions group):



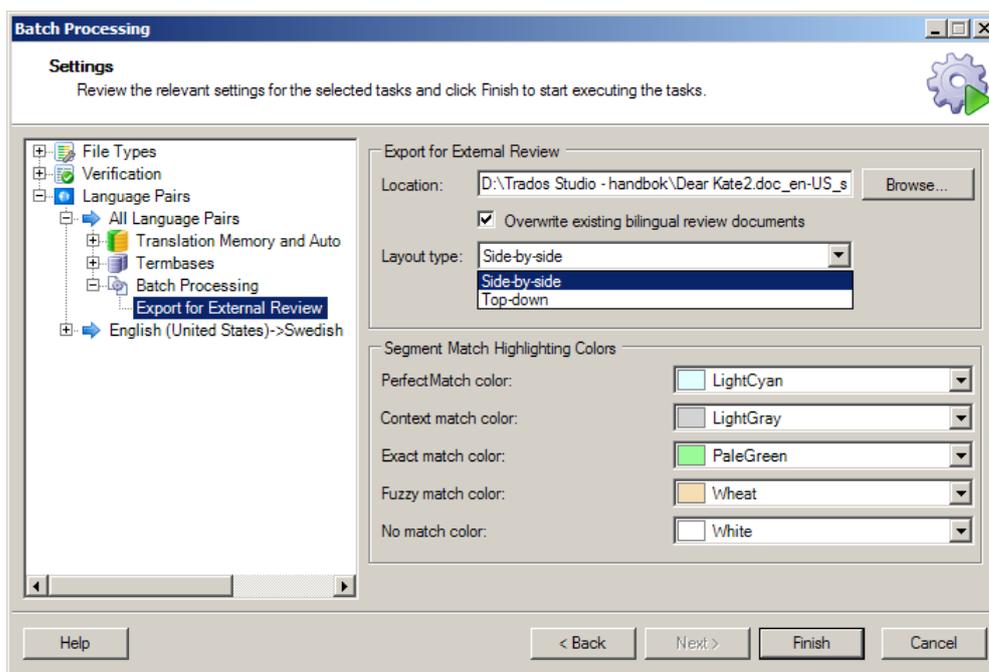
To use it, either

- in the *Editor* view, open the group (above), or go to Home > File Actions > Batch Tasks > Export for External Review (or Alt/F10, H, B, X); or
- in the *Files* view, select the file(s) and go to Home > File Actions > Batch Tasks > Export for External Review (or Alt/F10, H, B, X), or right-click them and select the corresponding option; or
- in the *Projects* view, select the project and go to Home > Tasks > Batch Tasks > Export for External Review (or Alt/F10, H, B, X), or right-click it and select the corresponding option.



**Note:** Before you use the Converter, you *must* save the documents that you want to export (Ctrl+S or, if several documents are open, Ctrl+Shift+S to save them all). Target segments which have not been saved will not be exported (not so with the Studio print preview, which will show everything as it is shown in the editing window).

The usual Batch Processing - Batch Tasks dialog box opens. Click Next. The Files dialog box opens. Select/unselect files as appropriate and press Next. The Settings dialog box opens:



Make selections as appropriate. (Note that the overwrite option here is selected by default – keep that in mind if you need to convert the same files a second time.) Unless otherwise specified, the finalized review file will automatically be placed in a new folder, named after the file, with subfolders *External Review* and target language code. Click Finish.

This is what the result may look like:

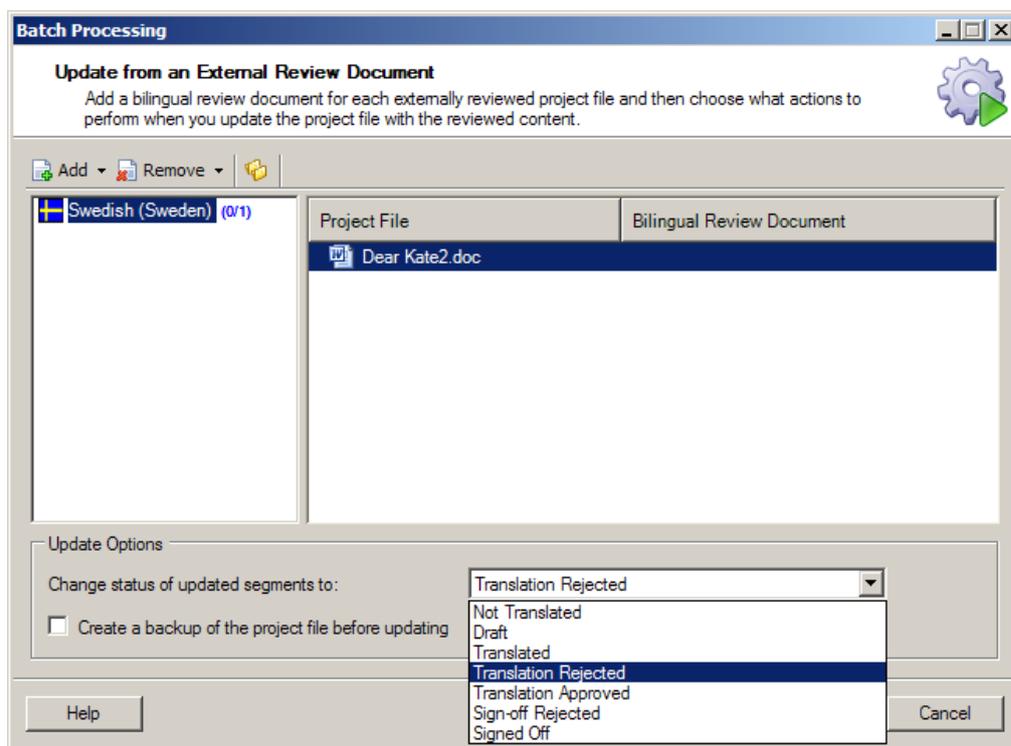
Segment ID	Segment status	Source segment	Target segment
1	Translation Approved (PM)	Fault codes	Felkoder
2	Translated (CM)	Cynthia Wells	Cynthia Wells
3	Translation Approved (PM)	UNK	UNK
4	Translated (CM)	If a fault code displays, check the fault code list to see if you can take any immediate action.	Om det visas en felkod, bör du titta i listan över felkoder om du kan åtgärda problemet direkt.
5	Translated (CM)	If the fault code does not offer a solution, and does not appear in the Fault Code table, you must call your local Customer Service Engineer.	Om felkoden inte visas tillsammans med en åtgärd, eller inte förekommer i tabellen nedan, måste du kontakta en servicetekniker.
6	Translated (100%)	Fault Codes	Felkoder
7	Translated	Fault Code	Felkod

When you open an exported document, the Track Changes function will be active, which is OK, since Studio can handle import of tracked changes (see p. 263).

**Note:** When a merged document (p. 77) is exported like this, there is unfortunately no indications in the resulting document of where one file ends and another begins.

## Import changes

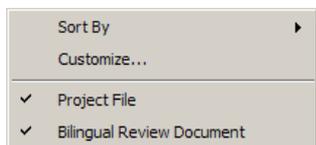
Once the required changes have been made (and accepted/rejected or kept as tracked), you can import the file, which is done just as the export (see above) but with the Update from External Review option. The Batch Processing – Update from an External Review Document dialog box opens:



If neither file name(s) nor folder structure have been changed, you can add the bilingual review document(s) semi-automatically by clicking **Add**, selecting **Bilingual Review Documents from Folder**, and selecting the folder in question. The corresponding files will be automatically selected.

You can also add the reviewed documents one by one: select a Project File and then either click Add or right-click under the header **Bilingual Review Document**. Then select **Add Specific Bilingual Review Document**, and open the corresponding document.

**Note:** You can customise the file list area by sorting them – right-click the header button and you will get these options:



(The **Customize** option opens a **Customize Layout** dialog box, but the only thing you can do there is remove one or both of the columns, which doesn't make much sense.)

Make any necessary changes in the **Update Options** area (to create a backup copy may be wise!), and click **Finish**. (If you click **Next**, the **Settings** dialog box opens – see p. 88 –, but there are in fact no Batch Processing settings to be made.) The **Performing tasks** window opens, showing the processing (and reporting any errors).

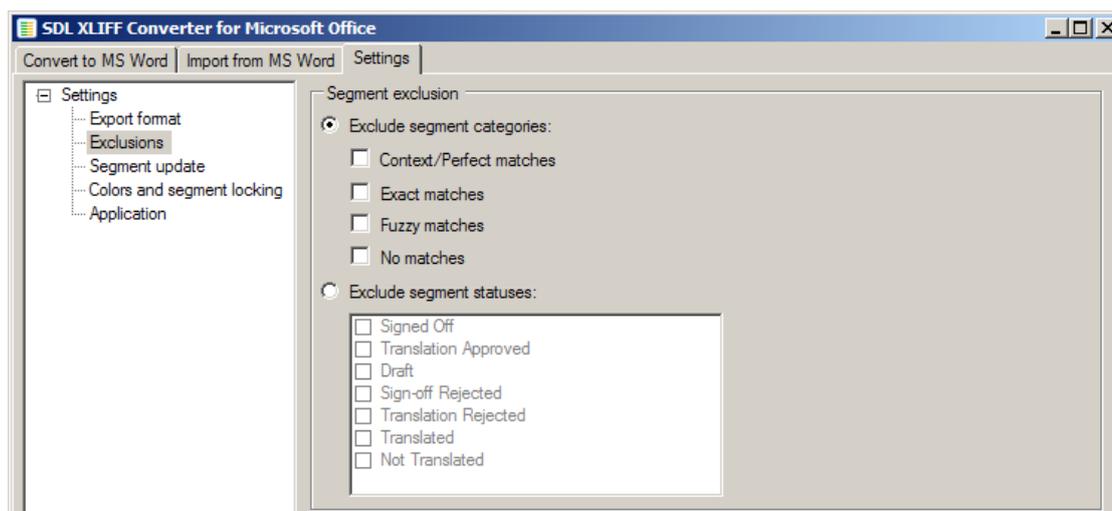
**Note:** Segments which have been changed in Studio since the export to Word was made, or have been locked, or have the Signed Off status, will not be updated.



If there is a large number of segment repetitions in your document, you can use the **AutoPropagate** function (p. 216) to make sure that all changes in the segment repetitions are carried out without having to check each and every one of them. For this to be possible, you must select a status for the imported segments which is not **Confirmed**, but **Draft** or **Translation rejected** (the default option), so that you need to review every change. To achieve the desired effect, you also must have the option **Auto-propagate exact matches to confirmed segments** enabled.



**Note:** The version of the Converter which is now part of Studio is not quite the same as the original, standalone application; in particular it does not offer as many export options as the latter. However, the original version is still included in the Studio package, and you can open it via **Start > SDL > OpenExchange Apps > SDLXLIFF Converter for Microsoft Office**. There is a [user guide](http://tradoshelp.files.wordpress.com/2010/12/sdlsxliiff-converter.pdf) at [tradoshelp.files.wordpress.com/2010/12/sdlsxliiff-converter.pdf](http://tradoshelp.files.wordpress.com/2010/12/sdlsxliiff-converter.pdf). It is slightly dated – thus you don't need to install OpenXML SDK 2.0 any more, nor do you need to remove tracked changes before import, and not all the current settings (see below) are covered – but basically it's fine. Below you can see some of the settings options (note the option to exclude matches categories, something which may be useful e.g. for files with a very large number of exact matches which you do not need to check; and apart from Word files you can also generate Excel and XML files).



Paul Filkin gives a lot of useful advice in his *multifarious* blog, in a post called [What can you do with the SDLXLIFF Converter?](#)



The Converter can also be of help if you have a subcontractor who does not have access to Studio or “old” Trados. This is how:

- 1: Open the document in Studio. 2: Copy all source segments to target; confirm all segments and save. 3: Using the Converter, export the document into Word format. 4: Copy the source or target column to a separate document but delete the first row. 5: Send that new document to the translator. 6: When you get the translation, copy that into the target column and import this updated Word document into Studio. Apart from the translation, it’s actually a very quick procedure.

## Comparing SDLXLIFF files

You can now track changes in the Studio *Editor* pane (p. 145). You can also compare SDLXLIFF files with an OpenExchange application, namely [SDLXLIFF Compare](#). “The comparison report is formatted in a way that simplifies the understanding of what changes were made from one version of the file to the other, whether it is textual content or segment status modifications.” An explanation of its use can be found at [the SDL OpenExchange blog](#), and here is an example report:

<b>Comparison Report</b> (Total files processed: 1, compared: 1, errors: 0, 18/09/2011 17:05:23)	Generated by: SDLXLIFF Compare www.logos.net
---	--

Total Segments: 9, Text Changes: 8 (88.89%), Status changes: 9 (100%), Comments: 6								
	File path	Not Translated	Draft	Translated	Translation Rejected	Translation Approved	Sign-off Rejected	Signed Off
Original	D:\Test_06\Original\Quotes.docx.sdlxliff	0	0	9	0	0	0	0
Updated	D:\Test_06\Updated\Quotes.docx.sdlxliff	0	4	0	0	1	0	4

Filtered Segments: 8, Text Changes: 8, Status changes: 8, Comments: 6						
ID	Source	Status	Target (Original)	Target (Updated)	Target (Comparison)	Comments
2	to lead does not mean to dominate, but to fulfill a duty	Translated Signed Off	comandare significa dominare, ma compiere un dovere	comandare non significa dominare, ma compiere un dovere	comandare <u>non</u> significa dominare, ma <u>compiere</u> <u>compiere</u> un dovere	updated translation, added the word 'non' Low Patrick 18/09/2011 Corrected spelling error for the word 'Compiere' Low Patrick 18/09/2011
3	it is rare that men who nurture the utmost respect for women are held in high regard by them	Translated Draft	è <b>raro</b> che gli uomini <i>che</i> nutrono il massimo rispetto per le donne godano di popolarità tra loro	è <b>raro</b> che gli uomini <i>che</i> nutrono il massimo rispetto per le donne godano di popolarità tra loro	è <b>raro</b> che gli uomini <i>che</i> <b>che</b> nutrono il massimo rispetto per le donne godano di popolarità tra loro	The text 'raro' is highlighted in bold Low Patrick 18/09/2011 The formatting for the text 'che' has been removed in the updated file Low Patrick 18/09/2011
4	learning to speak is learning to translate	Translated Draft	imparare parlare è imparare a tradurre	imparare a parlare è imparare a <b>tradurre</b>	imparare <u>a</u> parlare è imparare a <b>tradurre</b>	Formatting has been added to the text 'tradurre' in the updated file Low Patrick 18/09/2011

# 40

## Saving documents and updating TMs; generating translated documents

### Saving the bilingual and source documents

Studio automatically saves your open SDLXLIFF files regularly. The default interval is 10 minutes. You can change that, as well as deactivate the AutoSave function, at **File > Options (or Alt/F10, F, T) > Editor** and changing the settings under AutoSave at bottom right. If for some reason you lose the open document between AutoSaves (e.g. through loss of computer power supply), the TM can always be used to re-generate the unsaved translated segments, but it is better to avoid such a procedure by regularly saving the document.

The AutoSaved files are placed in an AutoSave folder, the location of which is a bit strange: It is always `C:\Users\<<Username>\Documents\Studio 2014\AutoSave`. (The AutoSave folder is supposed to be located in the project folder, but as far as I have been able to find out, it never is.)

Of course you can also save open documents manually:

If necessary, the TM can always be used to re-generate unsaved translated segments, but such a procedure is less than ideal. (Note that if you re-generate the translated segments from the TM, all of those segments get the status of 100% or CM, which means they cannot be separated from those 100% or CM matches that were the result from hits in the original TM. This means that when you review the document, there is no way for you to differentiate between the latter matches and your own translations. Another drawback of this procedure is that if you had made changes in translated segments without confirming them, such changes will of course not appear in the re-generated segments.)

- ⦿ **Save the active document:** Press **Ctrl+S**.
- ⦿ **Save the active source file in its original format** (and in its original source file folder): Press **File > Advanced Save > Save Source As** (or **Alt/F10, F, A, U**).

- ◎ **Save all open documents:** Press Ctrl+Shift+S.

## Updating the TMs

You can update the (selected) TMs at any time with translations from all or selected files in the project; see p. 182.

## Generating a translated document

To generate a translation in the original source file format, press Shift+F12 [SDLX: Ctrl+Shift+F12] or select File > Save Target As (or Alt/F10, F, G). In some cases, you may be able to select the file type. The resulting file is by default placed in the same folder as the bilingual document. The TM is *not* updated. (Untranslated segments will be copied to their target segments; hence these are not left blank.)

You can also use the batch task Home > Batch Tasks > Generate Target Translations (or Alt/F10, H, B, G) (which is certainly preferable if you have merged files, otherwise you will have to confirm each and every file). The resulting file is by default placed in the target language folder in the standard folder structure (see p. 76).



If there is an error when generating the target file, it is often due to missing tags (other than formatting tags) – check the verification report (see p. 248). As a last resort, you can always start over with the original source document, using the same TM (with, obviously, all your confirmed translations units).

## Finalizing the translation

The finalization of a project means that the main TMs are updated and target translations (i.e. translations in the original source file format) are generated.

For an open file in the *Editor* view, select Home > File Actions > Batch Tasks > Finalize (or Alt/F10, H, B, F). For single files, in the *Files* view, right-click the file(s) in question and select Batch Tasks > Finalize (or select the files and then Home > File Actions > Batch Tasks > Finalize). For a whole project, select Home > Tasks > Batch Tasks > Finalize.

The Batch Processing – Batch Tasks page opens. Select Next. In the Settings window that opens, select Translation Memory Updates (in the left-hand pane). If you want to update the TM also with unconfirmed segments, select the Draft checkbox before clicking Finish. (Why would you have unconfirmed segments? For example, when you do a Find and Replace action which changes a word or expression in several segments, which are then left unconfirmed.)

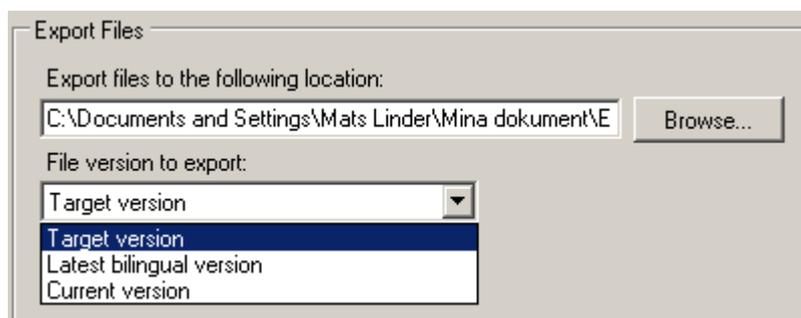
By default, the document will be placed in the same folder as the source document, and the filename will be appended with an indication of source and target languages, e.g. Source file name.doc\_en-US\_sv-SE.doc.

**Note:** Once the file is finalized, it is no longer available for further editing. If you need to do more work on it, go to the *Files* view, right-click it and select **Revert to SDLXLIFF**.

## Exporting files

You can export selected files to a selected folder. By default the files are exported to the document format in which they were originally created. They can also be exported as bilingual SDLXLIFF files or in their otherwise current format.

- ◎ **Export the active document:** In the *Editor* view, select **Home > File Actions > Batch Tasks > Export Files** (or **Alt/F10, H, B, E**). In the *Files* view, select the file and make the same selection (or right-click them and select **Batch Tasks > Export Files**). (In the *Editor* view, you will first be asked if you want to save the changes you've made to the document.) The **Batch Processing – Batch Tasks** dialog box opens. Click **Next** if you want to make specific settings. The **Settings** dialog box opens. Select **Export Files**:



Make the appropriate settings and click **Finish**.

- ◎ **Export files in a project:** In the *Projects* view, select the project and select **Home > Tasks > Batch Tasks > Export Files** (or **Alt/F10, H, B, E**), or right-click and select **Batch Tasks > Export Files**, then continue as above. Or in the *Files* view, select the file and select **Home > File Actions > Batch Tasks > Export Files** (or right-click them and select **Batch Tasks > Export Files**).

## Marking a project as complete

It may be useful to give a finalized project *Complete* status (reflected, e.g., in the *Projects* view and the status reports). In the *Projects* view, right-click the project and select **Mark as Complete**. You will be asked if you want to keep the latest changes.

A Completed project can be reactivated: Select it, right-click and select **Revert to In Progress**. (If you don't see it in the projects list, it may be that you need to select – in the *Navigation* pane – to **Show all projects**, or **Completed**, and not just **In Progress**.)

# 41

## Review and sign-off

### The review process

When you receive a project or a single file for review, it is handled in very much the same way as a normal translation. The difference is that in the *Files* view, you right-click the file(s) and select **Open for review** (or select the **Open For Review** button on the **Home** ribbon). In this case, the *Editor* view as default has the *Editor* pane on top and the other panes at the bottom, and the status icons only show status which is relevant to reviewing.

The actual work process is also very much the same. When you press **Ctrl+Enter** [SDL Trados: **Alt+(num)+**], the target segment is not confirmed but *approved*. If you want to *reject* it, press **Ctrl+Shift+Enter**. The corresponding buttons are found in **Home > Segment Actions** group.

The segment status icons with regard to the review process are as follows:

Status	Description
	Translation confirmed by the reviewer
	Translation rejected by the reviewer

The progress bar at the bottom of the pane will now show the review progress as well as the (previous) translation progress:



You can *make changes* in the target segments as you choose, and also *track* them (p. 263). Any tracked change automatically changes the segment status to Rejected.

You can also add comments.

Auto-propagation (p. 216) can be used during the review process. It will also propagate tracked changes (see below).

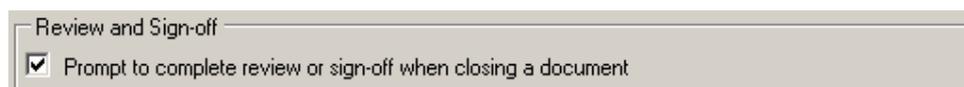
- ⦿ **Approve/reject several segments at the same time:** Click the row numbers while pressing the **Shift** key (last and first of a number of contiguous rows) or the **Ctrl** key (individual rows).
- ⦿ **Approve all segments that have not already been approved/rejected:** Click the **Complete Review** button in **Home > File Actions** (or

press **Alt/F10, H, R**). When you do this, the document will be saved and afterwards also closed.

Verification and saving is exactly the same as in the normal translation.

When filtering according to segment status, there are statuses available which pertain only to the review process (see also p. 162).

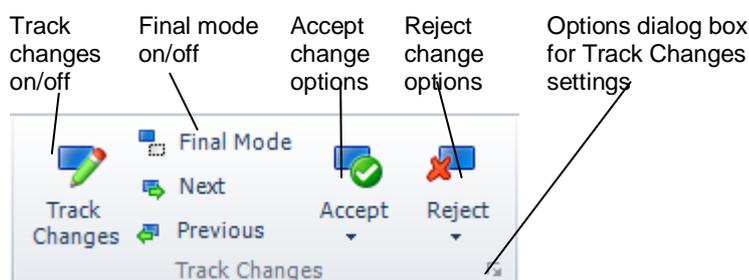
If you close the document with one or more un-reviewed segments, you will be prompted to approve them or leave them as they are. You can turn off this prompt in the **File > Options** dialog box (**Alt/F10, F, T**): select **Editor** and uncheck this option (selected by default):



Once the document is reviewed, its status will change to **Translation Approved** or **Translation Rejected**. The latter indicates that at least one target segment was rejected.

## Tracking changes in target segments (as in Microsoft Word)

Mainly for review purposes, Studio now has a function for tracking and handling changes. This is done with the help of the **Track Changes** group; if it's not shown, select **Review > Track Changes** (or **Alt/F10, R, T**):



Activate the function with **Ctrl+Alt+F9** or by clicking the **Track Changes** button. (You deactivate it in the same way.)

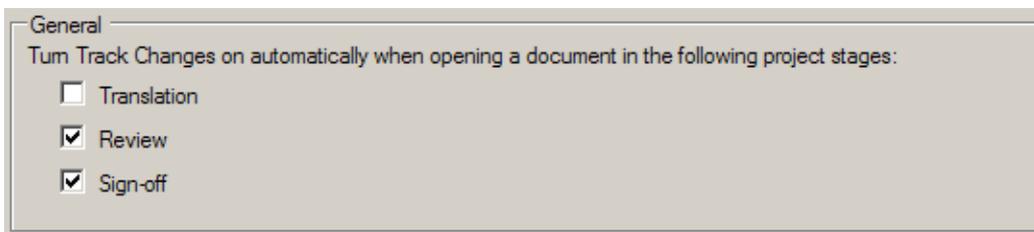
The options for **Accept/Reject** are: **accept/reject and move to next**, **accept/reject change**, **accept/reject all changes in the document**.

The *Final Mode* shows the document as it will look with all changes accepted. You can also toggle it with **Ctrl+Alt+Shift+F9**. In *Final Mode*, any changes you make will still be tracked even though it doesn't show.

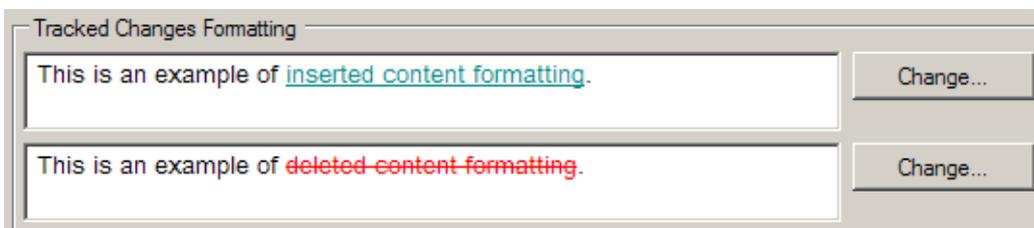
**Note 1:** Tracked changes are never verified during a verification.

**Note 2:** During *preview* (p. 250) and in *generated target translations* (p. 260), only **.docx** documents are shown with tracked changes. Other documents are shown as if all changes have been accepted.

- ◎ **Automatically activate Track Changes when opening a document:** Select File > Options > Editor (or Alt/F10, F, T) > Track Changes (or click the dialog box launcher at the bottom right in the Track Changes group):



- ◎ **Change formatting of tracked changes:** Go to the same place as above:



**Note 1:** When a document is opened for review or sign-off (p. 262), Track Changes is automatically activated. Any change during these processes automatically changes the segment status to Rejected.

**Note 2:** With Track Changes, dragging and dropping of tags is disabled. Use delete and insert instead.

**Note 3:** When a translated segment is confirmed and the row contains tracked changes (in source and/or target), the TM is updated with all changes accepted. They remain in the sdlxiff file, however.

**Note 4:** Auto-propagation (p. 216) does not work when Track Changes is activated. If you need to “track” changes that are made using also Auto-propagation, probably the best method is to make the changes in a copy of the SDLXLIFF file and then comparing that to the unchanged original using the OpenExchange plug-in application SDLXLIFF Compare (see p. 257). (The simplest way of doing this is just drag and drop the files onto the SDLXLIFF window after starting the application.)

Don't forget that you can view only the rows with tracked changes by filtering: select **With tracked changes** in the **Display** box (see also p. 162).

You will find a detailed discussion of the uses of this function in Paul Filkin's blog post [Making use of the Studio Track Changes features](#) in his *multifarious* blog.

If you have a really big file, the handling of tracked changes is likely to be much quicker in Word than in Studio.

## Making changes

Changes are marked like this (default formatting; for how to change that, see above):

Ny kapacitet ~~men-~~ utan ~~nya~~ serverar – med virtualisering

For each change, the author's name, the date, and the type of change is stored and is shown as a tooltip when you point to it:

Revision[Mats Linder, 2012-02-22 13:58:54]: Insertion

## Reviewing tracked changes

- ◎ **Display only tracked changes segments:** Use the filtering function in the *Display Filter* group (on the Review ribbon): click the  button and, on the list, select Segment Review > With track changes.

All relevant commands are found in the Review > Track Changes group. Here they are:

- ◎ **Go to next change:** Press F9 or click the Next button.
- ◎ **Go to previous change:** Press Shift+F9 or click the Previous button.
- ◎ **Accept the change and go to the next one:** Press Ctrl+F9 or click the Accept button.
- ◎ **Accept the change but do *not* go to the next one:** Press Ctrl+ Shift+F9 or click the arrow below the Accept button and select Accept Change.
- ◎ **Accept all changes in the document:** Click the arrow below the Accept button and select Accept All Changes in Document. *All* changes will be accepted regardless of whether some may be hidden due to the use of filtering via the *Display Filter* group.
- ◎ **Reject the change and go to the next one:** Press Alt+F9 or click the Reject button.
- ◎ **Reject the change but do *not* move to the next one:** Press Alt+ Shift+F9 or click the arrow below the Reject button and select Reject Change.
- ◎ **Reject all changes in the document:** Click the arrow below the Reject button and select Reject All Changes in Document. *All* changes will be accepted regardless of whether some may be hidden due to the use of filtering via the *Display Filter* group.

## The sign-off process

The sign-off process is meant to be the last check, after the translation and review. It is exactly the same as the review, except that the terms "approved" and "rejected", and the buttons (and status icons) are different.

# 42

## Bilingual Word files, PDF, TTX and Excel files in Studio

There are some file “types” which are more common than others and the handling of which in Studio is not completely straight-forward. I will take a look at PDF and TTX files and, most particularly, the handling of bilingual Word files – it seems to be quite common that clients want to receive an “uncleaned” Word file of the same format as the old Trados used to deliver.

### Handling bilingual Word files

Users of “old” Trados (and also Wordfast, Déjà Vu and some other CAT tools) will recognize the bilingual Word file format which is the result – directly or indirectly – of translation in those tools. Such a document typically looks like this:

{0?} Turns the browser bar green green showing visitors that your website is secure. {0?} Webbadressfältet blir grönt och visar på så sätt att webbplatsen är säker. {0?} Displays the name of your organisation verified by VeriSign Authentication Services as proof of rigour authentication. {0?} Namnet på ditt företag visas och det framgår att det har kontrollerats av VeriSign Authentication Services som bevis på sträng autentisering. {0?}

I.e. source segments (here: blue) and target segments (green) separated and enclosed by “Trados tags” (violet).

The 2009 version of Studio could neither handle nor produce such documents, to the chagrin of many users whose clients demanded results delivered in that format. Workaround processes were soon developed, but those are no longer needed. You can import a bilingual Word document (in doc format; not in rtf format) – also complex ones, with footnotes and other sub-segments such as index entries – directly into Studio, work on it and export it (with **Shift+F12** [SDLX: **Ctrl+Shift+ F12**] or **File > Save Target As** [or **Alt/F10, F, G**]) to the same bilingual format. As for delivering “normal” translations (i.e. where the source document is not a bilingual file), see *The SDLXLIFF to Legacy Converter* below. Paul Filkin gives us a general discussion of the handling of bilingual Word documents in his SDL blog entry [Studio 2011 Series: The Return of the Bilingual Word File Type](#).

## Handling PDF files

While SDL Trados claims that Studio is able to handle PDF files, most users agree that the result is far from satisfying. Often, the text is cluttered with so many tags that it is impossible to work with. But if you are going to use this facility, don't forget to explore the possibilities to make appropriate file type settings in **File Types > PDF** in the **Options** or **Project Settings** dialog box.

So, the basic rule still stands: If at all possible, *do not base the job on PDF files* but demand the files in the format on which the PDF conversion was based.

If you cannot obtain anything but the PDF versions, the normal procedure as with any CAT tool applies:

1. Convert the PDF file(s) to a suitable office document format, e.g. Word. There are numerous tools for this; check with colleagues and the net.
2. Pre-edit the result. Be particularly careful with misplaced paragraph characters, new line characters (instead of paragraphs), soft hyphens, etc. Preferably, compare the result to the PDF(s).



It is of course also possible to open a PDF file in Studio, export the result to a source or target file, and edit it.

3. Translate as usual.

See also Paul Filkin's *multifarious* blog post, [I thought Studio could handle a PDF?](#)

And should you need to edit the PDF before working on it, there is a fine tool for that called *InFix PDF Editor* (not free but quite inexpensive).

## Handling TTX files

Handling of TTX files in Studio normally is no problem, and the translated files can be exported into a TTX format which looks exactly like a TTX translation generated by the "old" Trados.

There is a particular setting which concerns "compatibility" with regard to tags: you can either use the "smart tag pairing mode" or the "compatibility mode". By default, the former is selected (in **Options** or **Project Settings: File Types > TRADOSTag > Compatibility**). This topic is covered in detail in a chapter called "How to work with the translation supply chain with Studio 2014 (TTX and bilingual doc files" in the *Migration Guide* (see p. 9). A more detailed explanation is found in Daniel Brockmann's and Paul Filkin's [TTX/Bilingual DOC\(X\) Compatibility Guide for SDL Trados 2014 Users](#).

## A case of Excel file handling

Sometimes you get the task of translating a text column in Excel and placing the translation in another column. Usually you can accomplish this without big problems by for instance copying, pasting, translating, copying and pasting again, but Paul Filkin describes a more elegant method in his *multifarious* blog post: [A couple of little known gems in SDL Trados Studio](#).

## The SDLXLIFF to Legacy Converter

Studio user Patrick Hartnett has given us a brilliant OpenExchange application, the [SDLXLIFF to Legacy Converter](#).

While the *SDLXLIFF Converter for MS Office* (p. 253) is specifically intended to simplify review procedures, this one is for converting SDLXLIFF files into Trados-style TTX and Word files (.ttx, .rtf, .doc and .docx files, with Trados markup styles, but not layout), and for converting such files back into the SDLXLIFF format. Among other things, this means that you can cooperate with translators who don't have Studio by having them work in the "old" Trados and then importing the result into Studio via the Converter. You can also use filter functions and assign status as appropriate in both conversion directions.



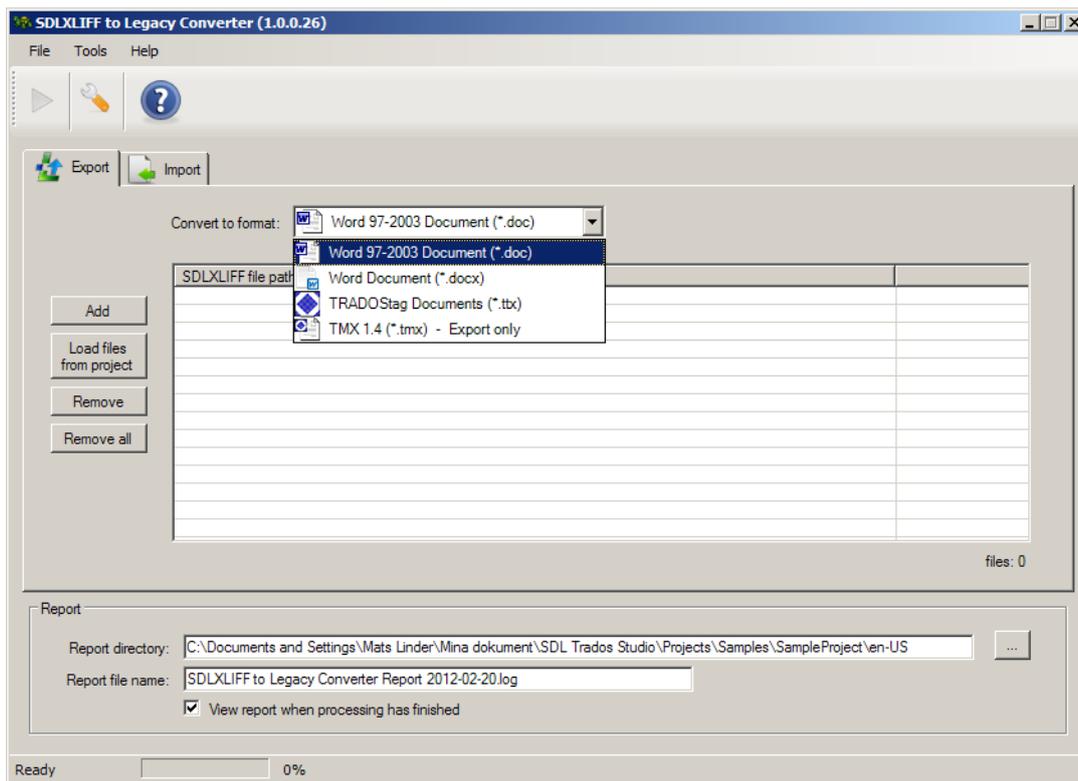
**Note:** The Converter also has a function for converting SDLXLIFF files into TMs in the TMX format – excellent if the client suddenly wants a TM together with the translations and you don't have a project TM.

Brief instructions follow here; the program itself contains instructions in its Help. The basic use is quite simple.

### Converting SDLXLIFF files to/import from Trados legacy formats

---

Open the Converter: Start > Logos Group > OpenExchange Apps > SDLXLIFF To Legacy Converter, or Start > SDL > SDL Trados Studio 2011 > OpenExchange Apps > SDL XLIFF To Legacy Converter (and place a shortcut on the Desktop or use the *Menu maker for SDL Trados Studio 2014* – p. 20 – and place a link in the navigation pane in the *Welcome* view):

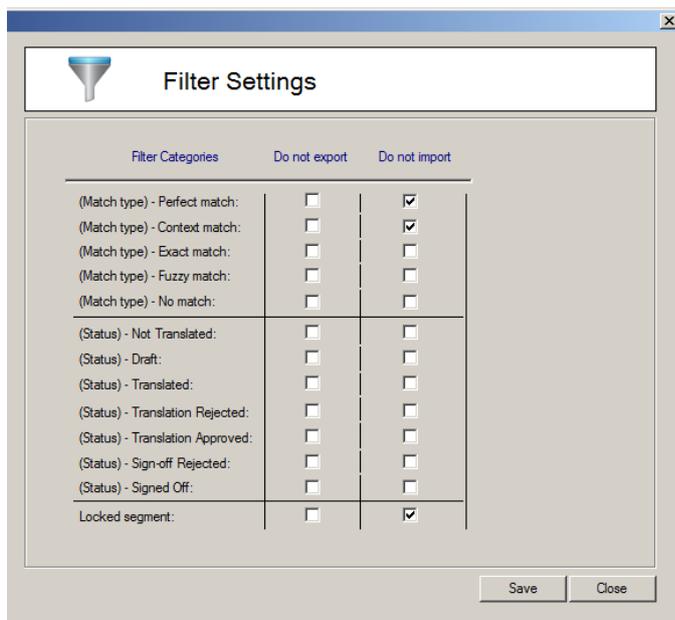
**Export**

Add target files via the **Add** button or drag them into this window; or load the project file – all its SDLXLIFF files will then be added. Select the appropriate format in the **Convert to format** field. Make filter settings as required (Ctrl+Shift+S or Tools > Settings or ). Start processing (Ctrl+R or Tools > Start Processing or .

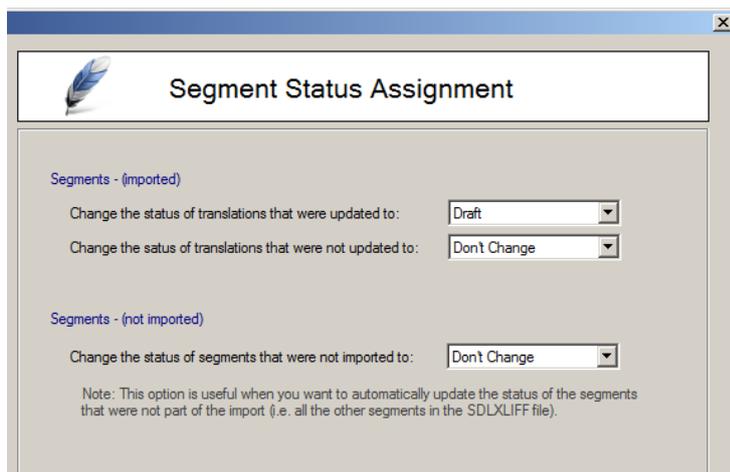
**Import**

Add files as in Export. They must be in the same folder as the corresponding SDLXLIFF files. Make filter settings and assign segment status as required; see above. Specify report path and name. Start processing.

As I said, the basic use is quite simple, but you can make it more “complicated” by for instance using the filtering functions:



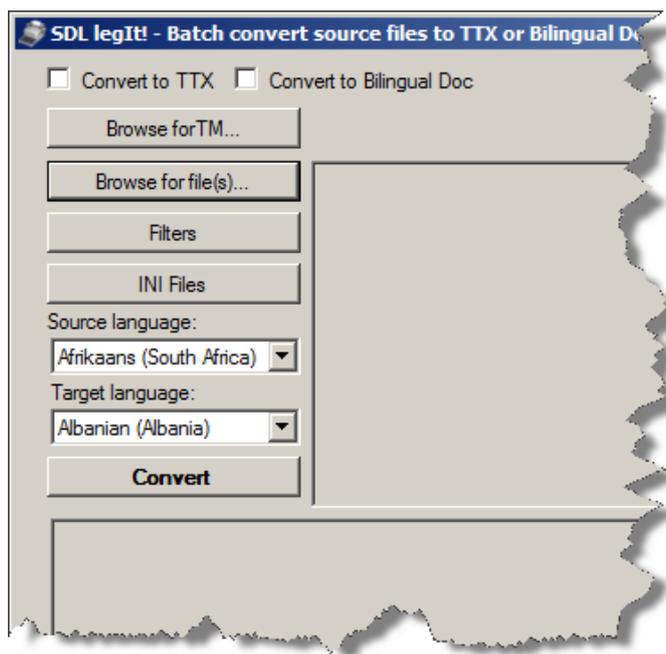
and the possibility to assign segment status during processing:



Paul Filkin has more to tell you about this application in his blog post [The SDLXLIFF to Legacy Converter](#).

## Delivering the translation in TTX format or in fully formatted Word bilingual

It happens that a client wants, as part of the delivery, a TTX-formatted file or a bilingual Word document. Or you may be working together with other translators who have that need. Regardless of the reason, in addition to the method described above of converting the translated results, you can now convert the source files *before* translation, using the OpenExchange application [SDL legit!](#). The download contains instructions for use, but here is a brief. And this is the user interface:

**TTX format**

For both formats (TTX and DOC) you can select a TM to use, or – lacking that – specify languages or use the default language settings (see p. 138). You can specify filters in the form of file type settings (with the same kind of settings as provided in Trados 2007). And for the TTX format, you can also assign an INI file (again in the same way as with Trados 2007). The difference from using the *SDLXLIFF To Legacy Converter* (for converting *after* translation) is that here you can use any INI files provided, plus that the Trados 2007 segmentation rules are applied (which also means that you know that a clean-up after the translation will not cause compatibility issues). *SDL legit!* also means that the OpenExchange application *SDL TTXit!* is no longer needed (even if it is included in the Studio 2014 package).

**DOC format**

If you need a bilingual Word document with the formatting retained, use *SDL legit!*. (The above procedure of exporting the SDLXLIFF document to Word format does not contain any formatting.)

**Note:** *SDL legit!* replaces the OpenExchange application *TTX It!*, which converted various file formats into TTX. But *SDL legit!* does it better, in addition to being able to produce DOC files.

And if the client wants you to deliver both a bilingual (formatted) file and a “cleaned” version, i.e. with just the target segments, this is something Studio cannot do, but the OpenExchange *tw4winClean* can.

## Converting SDLXLIFF files to TMX format

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Proceed as in *Export* above and select .tmx as output format.

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## Pseudo-translation

The pseudo-translation is a function whereby a dummy translation is provided. It is primarily intended for use in software localization, and the simulation

- introduces new characters that are typical in the target language
- changes the length of each string based on statistically calculated expansion
- marks the start and end of each string so that every truncation can be found without actual knowledge of the target language.

You can specify settings for those parameters in the **Options** dialog box (for the level of setting – current project, project template, or default – see p. 101). Select **Language Pairs** and the language in question, and then **Pseudo-translate**. These are the options:

The screenshot shows the 'Pseudo-translation' options dialog box. It is divided into four sections:

- Pseudo-translate type:** Two radio buttons are present: 'Random' (which is selected) and 'Deterministic'.
- Leading/Trailing characters:** This section contains four options: 'Append characters to the start' (checked) with an empty text box; 'Append characters to the end' (checked) with an empty text box; 'Alter on paragraph unit level' (unselected); and 'Alter every segment' (selected).
- Text length modification:** A label 'Expand target segments by factor:' is followed by a numeric spinner box set to '1.3'.
- Text transformation:** Two radio buttons are present: 'Apply pseudo-translation from the dictionary' (selected) and 'Apply pseudo-translation using \$ (dollar) sign' (unselected).

The pseudo-translation is very easily applied: You can do so either during the preparation of the project, selecting – in the **Project Preparation** step – **Pseudo-translate Round Trip** as **Task Sequence**. Or you can at any time during translation select **Home > Batch Tasks > Pseudo-translate** (or **Alt/F10, H, B, S**) for the current document (in the *Editor* view) or for selected files (in the *Files* view).

Dictionaries are used to replace words in the original source language documents with words from the target language in the translated

document. The words are not an actual translation of the source language but are picked based on their length. (The length estimate which this gives may be particularly useful if the text must fit constraints given by e.g. images or text boxes.) Apart from the length factor, you can see how special characters in the target language are actually displayed.

**Note:** Only target segments which has Not translated status or are copies of the corresponding source segment will be overwritten during pseudo-translation. “Not translated” segments will keep that status, which means that when you activate such a segment, it will be automatically overwritten with the best TM lookup match.

**Apply pseudo-translation using \$ (dollar) sign:** This may be useful when processing XML documents to show which parts of a text have not been processed (they will not be replaced by \$ signs), and you can then adjust the XML settings to specify text parts as translatable/untranslatable.

Dictionaries in these languages are used: Arabic, Bulgarian [Cyrillic], Chinese, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Hungarian, Italian, Japanese, Korean, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Russian, Slovak, Slovenian, Swedish, Ukrainian, Thai. For other target languages, the English dictionary is used.

A lot more about this function can be found in Paul Filkin’s SDL blog post [Studio 2011 Series: Pseudo-translation](#).



# **PART VI – TRANSLATION MEMORIES**

Normally you may not need to manipulate your TMs very much. Or at least you think you don't. However, it might be worth your while to familiarize yourself with the many options that Studio offers in this regard.

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## Handling Studio translation memories

There are five main types of actions to do with translation memories (TMs) in Studio.

- Create a new TM from scratch.
- Export/import TM data (p. 280).
- Import legacy (old format) TMs (in different formats than Studio) into an existing, Studio format TM (p. 291).
- Upgrade an old TM (a TM in a different format than Studio) (p. 296).
- Maintain TMs (i.e. edit settings, etc.)

The handling of *individual TUs* is discussed on p. 316.



There are quite a few OpenExchange applications for TM management. In his blog, *My Migration to Trados Studio 2009 – and Life with 2011*, Tuomas Kostainen has posted an entry which gives a useful overview of those applications: [OpenExchange Apps for TM Management](#).

### Translation units – description

A translation unit (TU) basically consists of a source segment and a target segment. Furthermore, it contains field values pertaining to *system fields*, which are always assigned by the program, and *custom fields*, which are defined and assigned values by the translator; see p. 283.

The system fields are as follows:

- Created by
- Created on
- Document structure
- Last modified by
- Last modified on
- Last used by
- Last used on
- Usage count

Commonly used custom fields are Client, Project, Subject area...

The fields are particularly useful for filtering of TUs in various situations (e.g. import/export of TMs, lookup of TMs during translation).

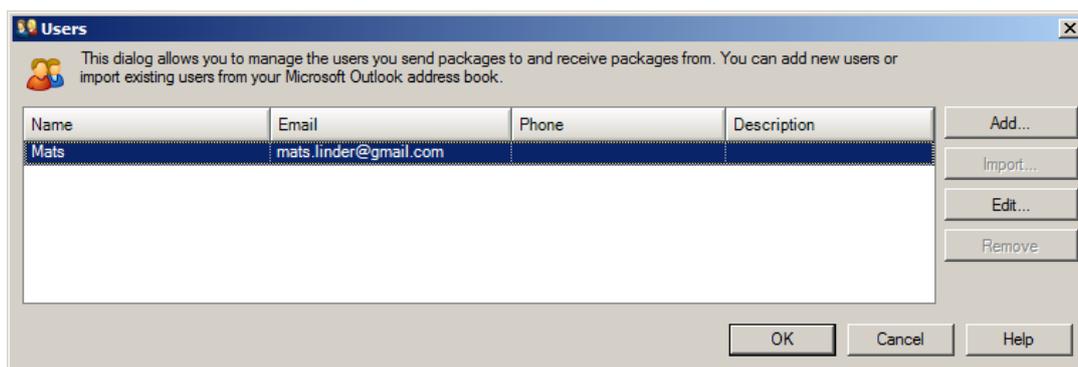
**Note:** You cannot change the system fields via Studio – in particular you cannot change the **Created by** (or **Last modified by**, or **Last used by**) fields, which are taken from the information you give when logging into the computer. This is a change from the “old” Trados which is deplored by many users. (However, you can change your own user ID; see below.)

In addition, there is context information in the form of information of the preceding TU, or, lacking that, information on e.g. the type of structure of the segment, such as document header. This is in order for Studio to establish whether a 100% match (p. 175) is also a *context match*; i.e. even better than 100%.

## Creating a new TM

### User ID

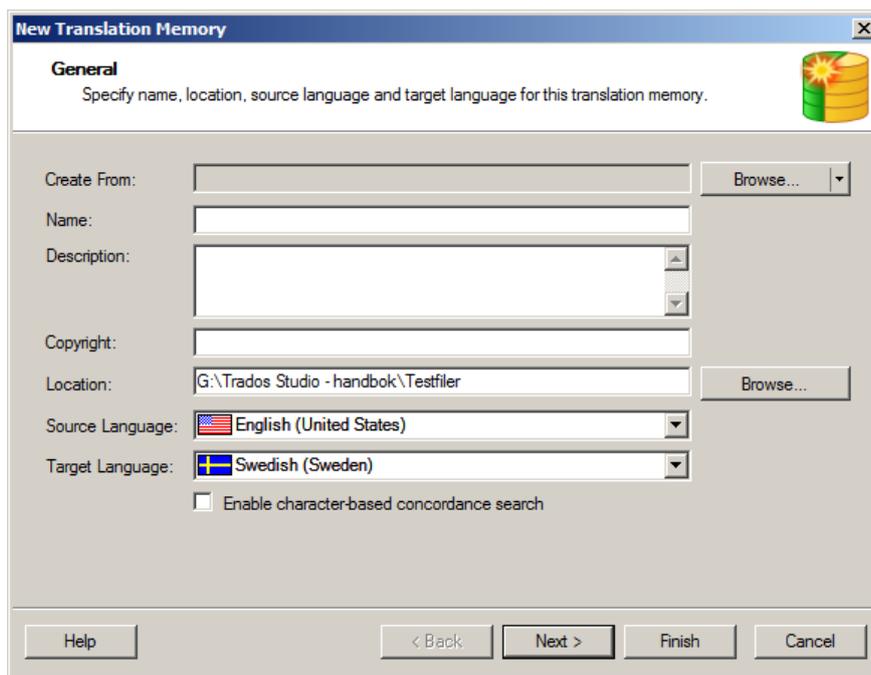
Before you create your TM, you should decide on which user ID is going to be used in the system fields **Created by**, **Last modified by** and **Last used by**. You can set the user ID in **File > Setup > Users** (or **Alt/F10, F, U, U**):



You can also change your user ID specifically when you update your TM(s); see p. 184.

- 1 In any view, select **File > New > New Translation Memory** (or **Alt/F10, F, N, M**). In the *Translation Memories* view, press **Alt+Shift+N**, or click **Home > Tasks > New**, or right-click the header **Translation Memories** in the navigation pane (alternatively, right-click a specific TM with a language combination that you want to use as a template for the new TM).

The New Translation Memory wizard opens with the **General** page:



**New Translation Memory**

**General**  
Specify name, location, source language and target language for this translation memory.

Create From:  Browse...

Name:

Description:

Copyright:

Location: G:\Trados Studio - handbok\Testfiler Browse...

Source Language: English (United States)

Target Language: Swedish (Sweden)

Enable character-based concordance search

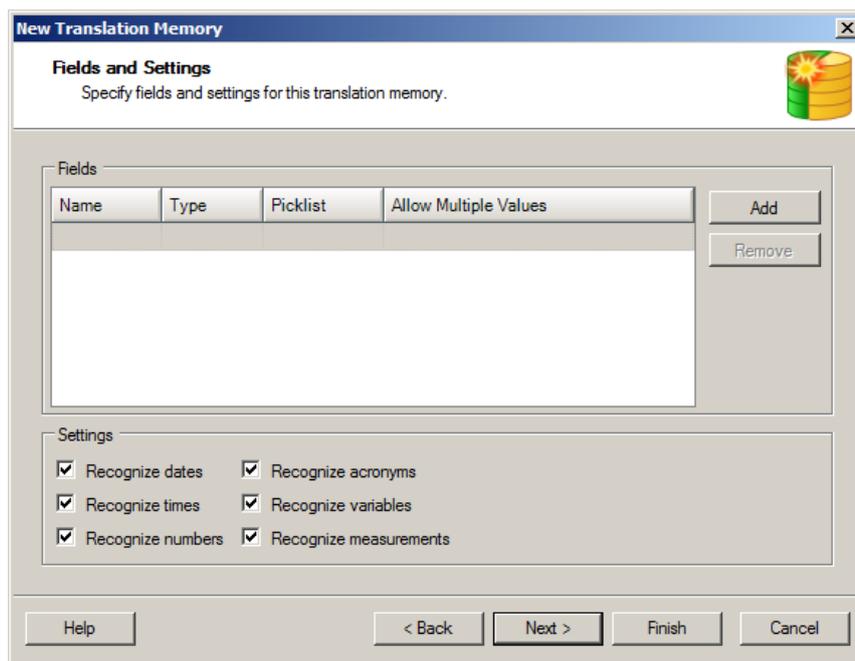
Help < Back Next > Finish Cancel

- 2 Create the new memory from scratch, or use the Create From field to browse to an existing TM on which to base it.

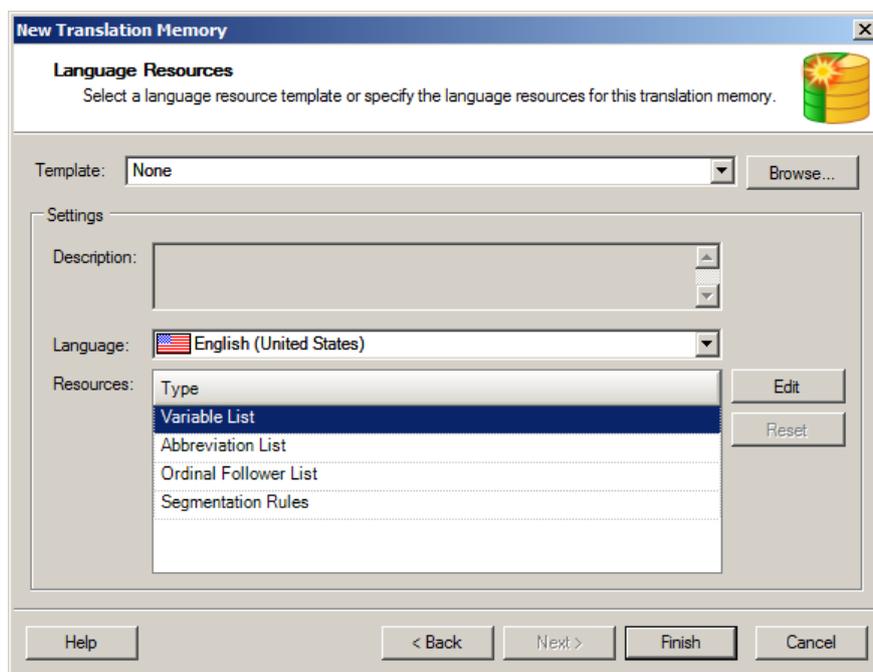
Fill in Name, Location and Languages (mandatory fields), plus if appropriate, Description and Copyright.

**Note:** The option **Enable character-based concordance search** – disabled by default – means that concordance searches will be performed not only on whole words but also “groupings” of characters within a word (thus *resource* may give as results both *resource*, *resources*, and *sources*) which may be helpful if you need to find misspelled or truncated words. With a large TM, however, it may mean long response times. Note also that *once you have decided to activate or deactivate this option for this TM, you cannot change it later on.*

- 3 Click Next. The Fields and Settings page opens:



- ④ Here you can create custom fields (e.g. Client, Project...; cf. system fields; p. 276), with value options, for the translation units (p. 175).
- ⑤ You can also choose to (de)activate recognition of certain types of variables. “Recognition” means that they may be recognized as tokens and localized according to the localization settings when transferred (automatically) to the target segment. (There are further settings for this – see p. 203 – but the defaults are normally OK.) I can’t see any reasons not to leave all boxes selected (the default settings).
- ⑥ Click Next. The Language Resources page opens:



Here you may select a language resource template (in the **Language Resources** field), in the unlikely event that you have created any (p. 69). You can also edit (change, add to and delete from) the elements in the **Resources** field (p. 284). If the new TM is based on an existing one, the language resources of that one are inherited.

- 7 Click **Finish**. The memory is created. When the **Creating** page tells you that the TM is completed, click **Close**.

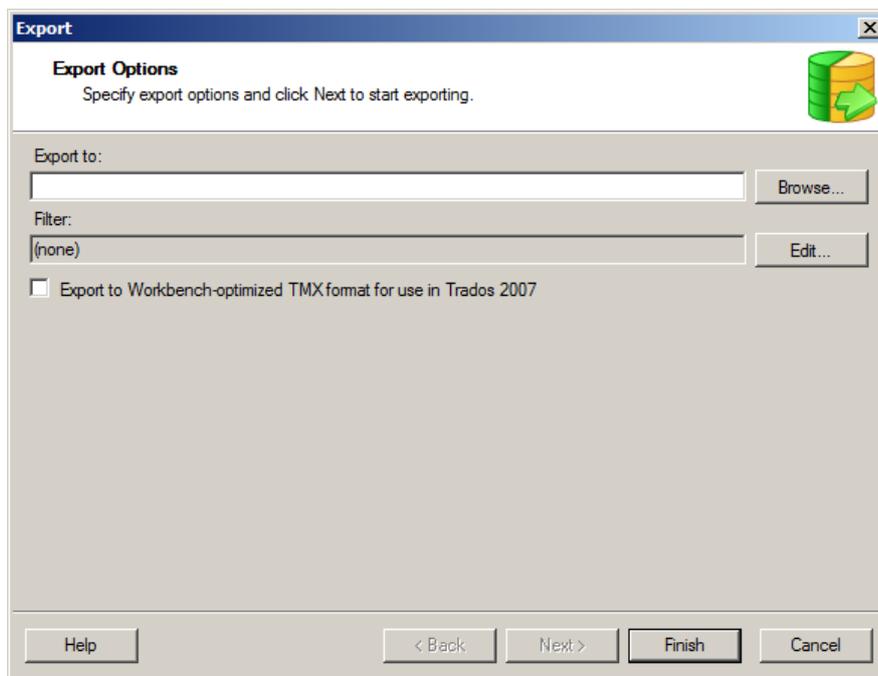
## Exporting/importing a Studio TM

Studio TMs are exported into TMX format; that is also the only TM format which can be directly imported. (However, some *bilingual* formats can also be directly imported; see p. 291.)

You can use filtering (p. 324) for both export and import.

### Export a TM

In the *Translation Memories* view, right-click, in the navigation pane, the TM to be exported and select **Export**. The **Export** wizard opens with the **Export Options** page:



Note the option to export to Trados 2007-compatible format!

Select the destination. If a filter is to be used, select it in the **Filter** drop-down list or create one by clicking **Edit** and proceeding as described on p. 325. Then click **Finish**. The result is a TMX-formatted file.

If you have any problems with this, maybe the video by Paul Filkin will help: <http://youtu.be/ZoIDtbFJ8FE> .

### Provide a TM for the client

Have you agreed to provide your client with a TM in TMX format? This is of course a simple matter if the TM you worked with is limited to that particular project – which it will be if you selected to create a

project TM when you started the project (see p. 170). If you did not, there are solutions anyway: you can use the *OpenExchange* applications mentioned below, you can filter your TM according to dates, or – if the client can use (or even wants) an “old” Trados TM – you can use the OpenExchange application *SDL Translation Memory Management utility*, from SDL. (All this is described in detail by Paul Filkin in his *multifarious* blog post *Working with TMX from Studio*.) The TM Management utility also includes a function for the removal of duplicate entries in addition to its functions for export of Studio TMs to Trados 2007 format and for the reversing of languages in Studio TMs.

**Batch exports** In *OpenExchange* there are now four applications which facilitate batch export of TMs: apart from the above-mentioned SDL Translation Management utility (which gives you only Trados 2007 TM format, however), there is the *SDLTmExport* (with an *explanation at the SDL blog*), *SDLXLIFF2Tmx*, and finally the brilliant *SDLXLIFF to Legacy Converter* (described on p. 253), which in addition to converting to and from legacy file formats converts SDLXLIFF files into translation memories (TMX).

**Import a TM** Proceed as described for the import of legacy TMX-formatted files on p. 293.

**Note:** When you import TUs from existing TMs, be sure that the segmentation rules (p. 284) match.

During export, import and even deletion of TUs, you can use fields and attributes to “filter” them – Paul Filkin describes how (among other things) in his blog post *Fields and Attributes in Studio*.

## Exporting a TM into other file formats (conversion)

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There may be cases when you would like to have a TM in other formats than Studio’s SDLTm or TMX. An excellent plug-in application at *OpenExchange*, called *SDLTmConvert* and developed by Costas Nadalis/TMServe, gives the possibility to convert a Studio TM into TMX, XLIFF, XML, CSV, TXT as well as SRC (source segments in text format) and TRG (target segments in text format). Obviously the CSV and TXT formats are suitable for handling the TM in spreadsheets and databases as well as in word processors and text editors. As for the XLIFF format, it gives very interesting possibilities of handling the TM in the *Editor* view and thus also implementing Studio’s quite impressive quality control. (More on this on p. 326.) The application includes extensive instructions for its use. For the Freelance version (free of charge) there is a limitation to 50,000 segments. The Pro version, without limitation, costs €35; see the Help text – see it anyway, since it is full of useful information.

During the export, you get the option to remove all TU information – something which may be very useful for the creation of AutoSuggest dictionaries (based on stripped versions in TMX format), where you normally have no use for tags and other extra data. And as Paul Filkin

points out, such stripped versions could also be useful for “training” machine translation engines.

The same Paul Filkin has also – in his *multifarious* blog – described a nifty way of using this application together with the **Export frequent segments** function (see p. 85) to remove unwanted translations of the same source segments in a TM. Read about it here: [Duplicates and Roadshows](#).

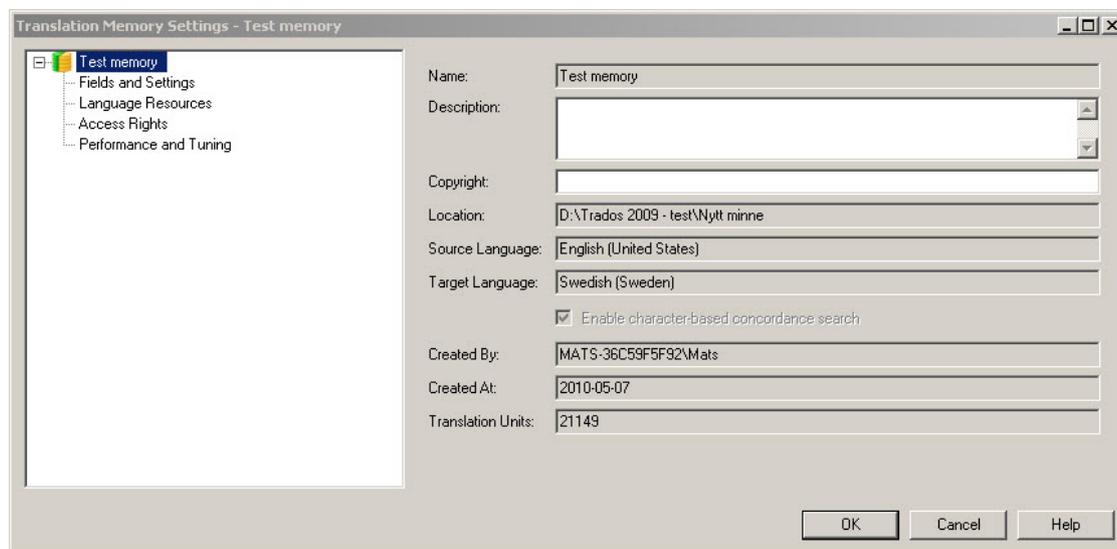
## Repairing a Studio TM

If you’re encountering problems with a TM, the OpenExchange application [SDLTM Repair](#) may help. It intended for two purposes: To carry out an integrity check of the TM, and to attempt to repair it if it is corrupted. When you have downloaded and installed it, it will appear in the navigation pane of the *Welcome* view. It’s very easy to use. (But “Success is not guaranteed!”)

## TM settings

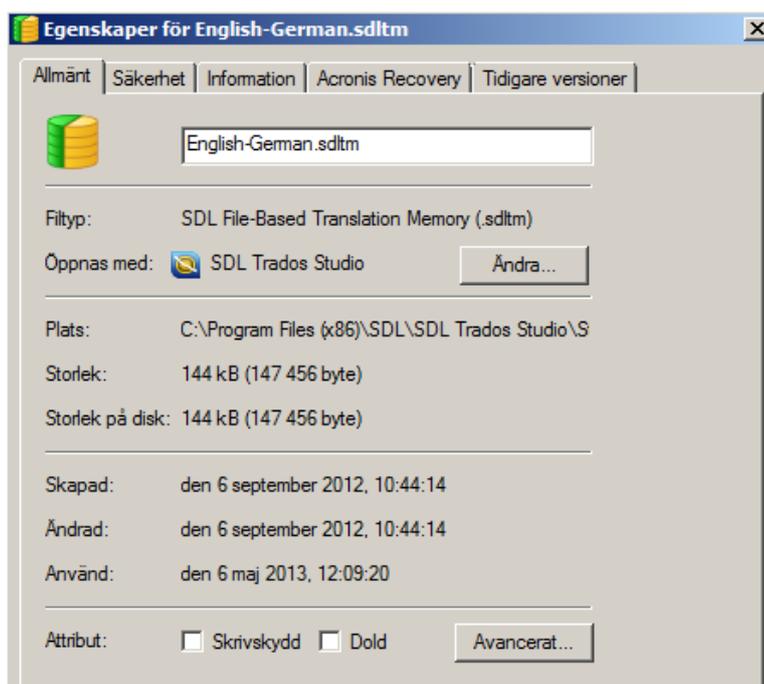
### Editing the TM description

In the *Translation Memories* view, right-click the TM name and select **Settings** (or select the TM and open **File > Settings**). The **Translation Memory – Settings** page opens:



This window shows the basic facts about the TM, and only the description may be changed. What you see is what was entered on the **New Translation Memory – General** page when the TM was created.

You can find out a bit more about the TM – such as its size and the last time it was changed – by locating it in the file explorer, right-clicking it and selecting **Properties** (or, in Swedish, *Egenskaper* – and “Allmänt” stands for “General”):

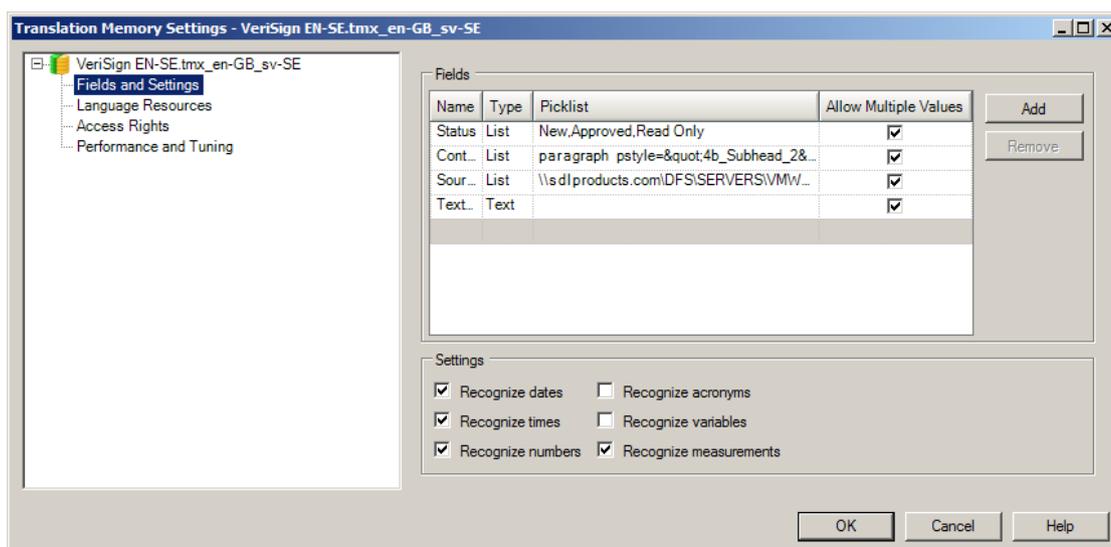


## Creating/editing Custom Fields

The Custom Field *values* are shown in the Field Values pane in the *Translation Memory* view (p. 316), where you can add or change them for a selected TU.

You can edit the field parameters only in a TM which is *not* open. This is how:

In the *Translation Memories* view, right-click the TM name and select *Settings*. The *Translation Memory – Settings* page opens. Select *Fields and Settings*:



To create a field, click the **Add** button. (For deletion, click **Remove**.)

- **Name:** Anything you want.

- **Type:** Point/go to the cell and select from the drop-down list: Text, Number, Date/time, List.
- **Picklist:** Only used for the List type. To add/remove/change, open the drop-down list. *Change:* Double-click an existing value and re-type. *Add:* Double-click in the first empty row, type the value and press Enter (or click OK). *Delete:* Select the value and press Delete.
- **Allow Multiple Values:** Only available for Text and List fields.

As for the Settings area, see p. 203.

You can step between the cells with the **Tab** key.

And Paul Filkin has more to tell about the uses of fields in his *multi-farious* blog post [Fields and Attributes in Studio](#).

## Language Resources settings

The *Language Resources* comprise variables, abbreviations, ordinal followers, and segmentation rules; all for the source language since they define “starting points” for segmentation and automatic substitutions. (For more on Language Resources and how to define Language Resource templates, see the special chapter on p. 69.) Settings are made for each TM. In the *Translation Memories* view, right-click the TM name and select **Settings**. The Translation Memory – Settings dialog box opens. Select **Language Resources**:



## Segmentation rules

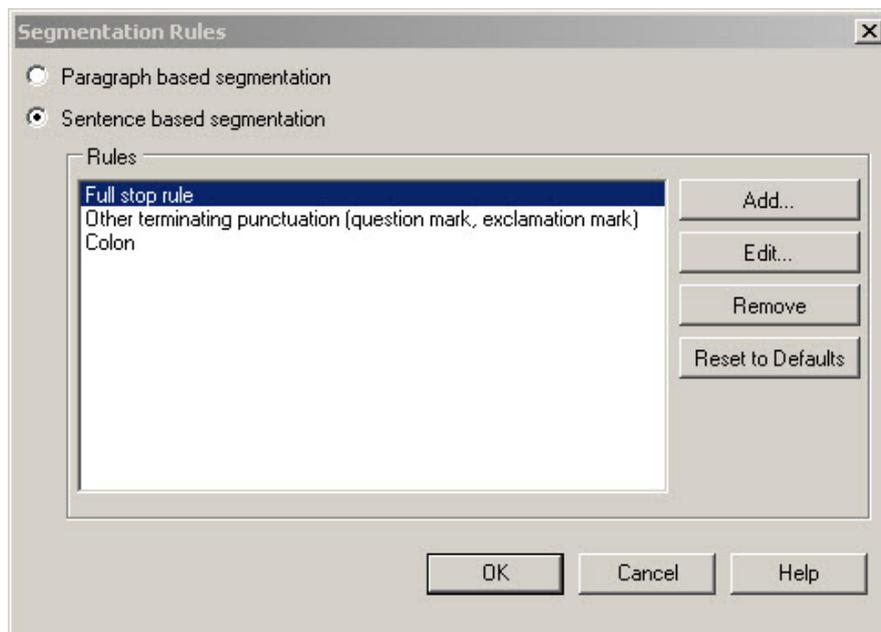
The segmentation of the text is based on specific rules (and note that you can define segmentation rules for both source and target languages). You can edit (and add to) the list of those rules as necessary. The Help text gives the following examples of when you may need to change these rules:

Prevent a segment break after a dot E.g. for documents which contain ellipses (...).

Prevent a segment break after <p> or <br> tags E.g. for Excel cells which contain multiple sentences, separated by breaks. This can be handled with regular expressions (p. 366): In the **Before the break** box (see next page), write <(/p|br.\*?)>. In the **After the break** box, write a dot.

Prevent a segment break to handle legacy TMs E.g. for a TM from the “old” Trados which contains headers with number, such as “1. Introduction”, in the segments. The Studio default rules inserts a segment break after the number; if you want the segmentation to look like before, you need to change the segmentation rules.

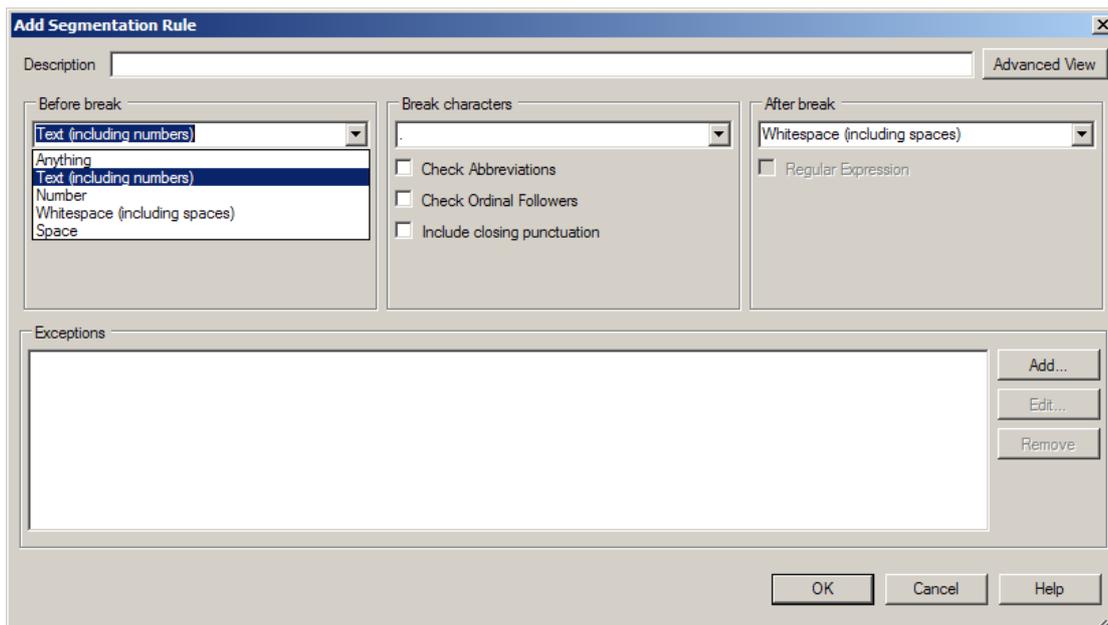
Select the *Translation Memory* view; right-click the TM in question and select **Settings**; then **Language Resources**. Then select **Segmentation Rules** and click **Edit**. The **Segmentation Rules** dialog box opens (below).



**Note 1:** If you use *Language Resource Templates* (p. 69), you can amend the segmentation rules belonging to such a template: Right-click the desired template and proceed as described for the TM.

**Note 2:** The **Paragraph based segmentation Sentence** option could make Studio useful even for the translation of “running text”, such as books, even of the fiction literature type. See Paul Filkin’s post [Translating Literature](#) in his *multifarious* blog.

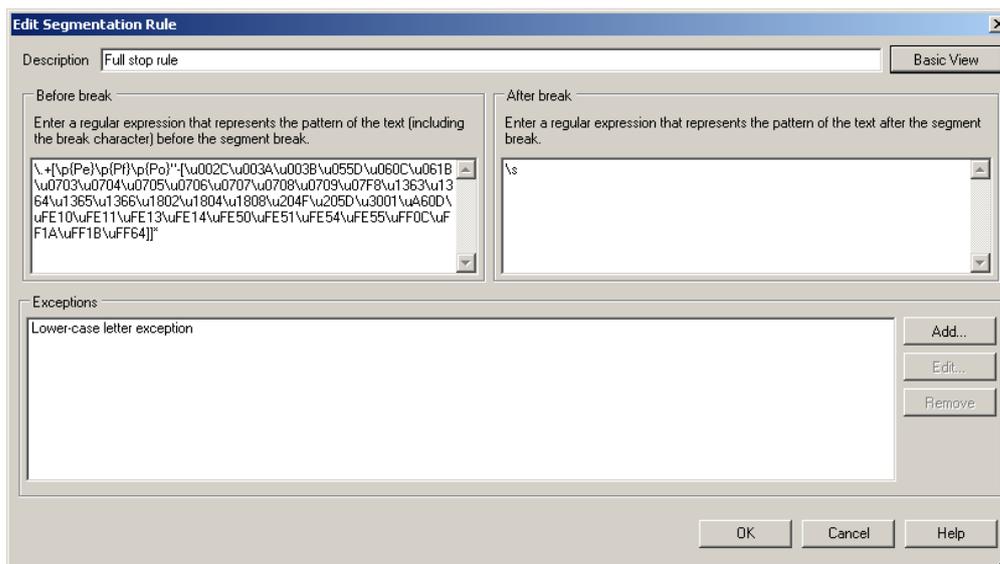
The parameters to use when creating a new rule (click the **Add** button) are shown in the following window (note in particular the possibility of creating exceptions; note also that even though the **Break characters** field contains a list, this list simply contains the existing break characters – except, strangely, that it also contains the tab character, which is *not* applied as default segmentation character – and you can in principle add any character or character combination here):



Note the **Check Abbreviations** (see p. 287), **Check Ordinal Followers** (see p. 288), and **Include closing punctuation** check boxes. The latter means that any character immediately after the selected break character will not be included in the preceding segment, so that e.g. (Text inside brackets.) will break after the full stop (if that is selected as a break character).

In the **Before break** and **After break** fields (which have the same drop-down options; see figure above), you can use regular expressions (p. 366), in which case you must check the **Regular Expression** check box.

You can see and amend the regular expressions which describe the various rules by selecting the rule and click the **Advanced View** button:



You can create exceptions to the rule in this dialog box; click **Add**:

This can be used if, for instance, a product name ends with a character that you have selected as segment terminator and you want to create an exception for that. (Note that if you use more than one TM, Studio will use the segmentation rules of the top one.)



In her blog posts [Adding a Soft Return Segmentation Rule to SDL Trados Studio 2014](#) and [Changing Segmentation in SDL Trados Studio 2011](#), Nora Díaz describes a couple of easy-to-follow practical examples of the use of segmentation rules.

## Variable list

Select the *Translation Memory* view; right-click the TM in question and select **Settings**; then **Language Resources**. Then select **Variable list** and click **Edit**. In this list, you can specify such items as company names and other items which are not to be translated. They will then be treated as recognized tokens, which means, for instance, that a source segment with exactly the same words as another one, except for a variable, will be treated as a 100% match and inserted as such, with the variable in the source segment substituted for the one in the TM hit.

To edit an existing entry in the list, double-click it. To add an entry, double-click the first empty row (at the bottom).

For more on variables, see p. 203.

**Note:** If you have more than one TM open, the same variable must be present in all of them to be recognised.

## Abbreviation list

If the segmentation is based on full stop, you want to avoid segmentation after abbreviations ending in a full stop. There is already a list of such words for each language; you can edit that list as necessary. Select the *Translation Memory* view; right-click the TM in question and select **Settings**; then **Language Resources**. Then select **Abbreviation List** and click **Edit**. Note that the corresponding check box must be checked in the **Add/Edit segmentation** rule dialog box (see above).

## Ordinal followers

If the segmentation is based on full stop, you want to avoid segmentation after a number ending in a full stop when that number is followed by a noun which indicates that the full stop does not end the sentence, as in German “am 2. Juli” (“on 2<sup>nd</sup> July”). There is already a list of such words for each such language; you can edit those lists as necessary. Select the *Translation Memory* view; right-click the TM in question and select **Settings**; then **Language Resources**. Then select **Ordinal Follower List** and click **Edit**. Note that the corresponding check box must be checked in the **Add/Edit segmentation** rule dialog box (see above).

## Other TM settings

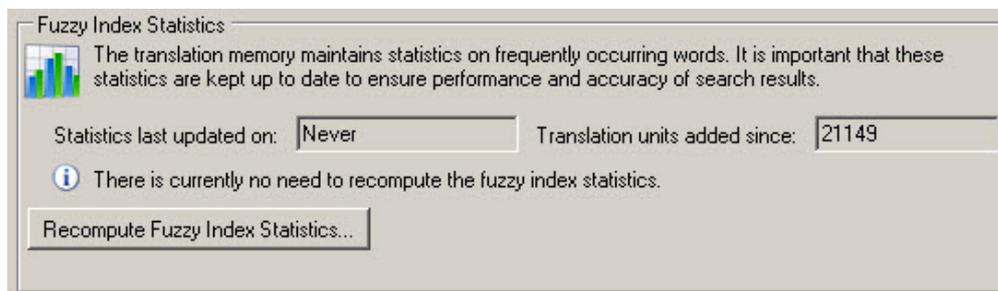
### Access Rights – Passwords

Passwords can be assigned to administrator, translator and guest; also for maintenance. Select the *Translation Memory* view; right-click the TM in question and select **Settings**; then **Access Rights**.

### Fuzzy Index statistics

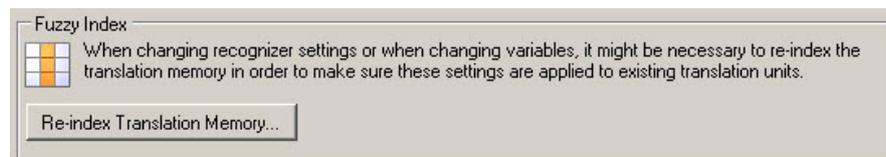
**Note:** The following does not apply to file-based TMs.

Fuzzy index statistics are used during fuzzy searching. In order for this process not to be slowed down, the statistics should be recomputed from time to time. Select the *Translation Memory* view; right-click the TM in question and select **Settings**; then **Performance and Tuning**:



### Re-index the TM

When the **Recognize** settings (see p. 279) are updated, the TM must be re-indexed for the updates to be applied. Select the *Translation Memory* view; right-click the TM in question and select **Settings**; then **Performance and Tuning**:



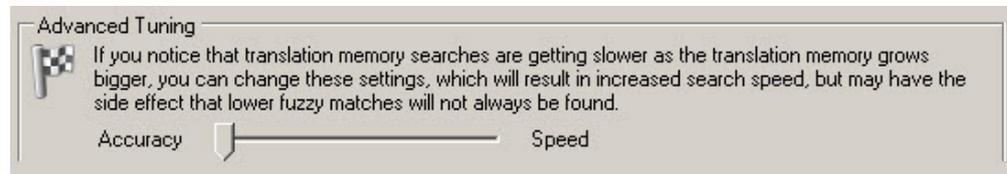
This may take a long time if the TM is large.

## Advanced tuning of the TM

---

**Note:** The following does not apply to file-based TMs.

You can speed up the TM searches with “advanced tuning”. Select the *Translation Memory* view; right-click the TM in question and select **Settings**; then **Performance and Tuning**:



Less accuracy means that the percentage value for matching is raised (fewer hits are returned). (Seems like higher accuracy to me.)

# 45

## Handling legacy (old format) TMs

### Migrating non-Studio format TMs into Studio

There are a number of non-Studio format TMs, and the way they can be migrated into Studio TM format, and what can be migrated, varies. See also the *Trados Studio Migration Guide* (p. 9) for very detailed information. The section designations refer to the subheadings on pp. 291–301.

There is an extensive guide for working in legacy workflows, written by SDL's Daniel Brockmann and Paul Filkin: *TTX/Bilingual DOC(X) Compatibility Guide for SDL Trados 2014 Users*.

Source program	Format	Method	System fields	Custom fields	Segmentation rules	Language resources <sup>1</sup>	Tags	See section
Trados 7.x, 2006 and 2007	TMW	Upgrade	Yes	Yes	Yes <sup>2</sup>	<sup>5</sup>	Yes	D
Trados 7.x, 2006 and 2007	TMX 1.4b	Upgrade	Yes	Yes <sup>3</sup>	–	<sup>5</sup>	Yes	D
Trados 7.x, 2006 and 2007	TMX 1.4b	Import	Yes	Yes	–	<sup>5</sup>	Yes	C
Trados 7.x, 2006 and 2007	TXT	Upgrade	Yes	Yes	–	<sup>5</sup>	Yes	D
SDLX 2005, 2006, and 2007	MDB	Upgrade	Yes	Yes	Yes	<sup>6</sup>	Yes	D
SDLX 2005, 2006, and 2007	TMX 1.4b	Import	Yes	Yes	–	<sup>6</sup>	Yes	C
Other programs	TMX 1.4b or earlier	Upgrade	Yes	Possibly	–	–	Possibly	D
Other programs	TMX 1.4b or earlier	Import	Yes	Possibly	–	–	Possibly	C
Trados Studio	SDLXLIFF bilingual	Import	–	–	–	–	Yes	–
Trados 2007	TTX biling.	Import	–	–	–	–	Yes	A
Trados 2007	DOC biling.	Import	–	–	–	–	–	B
Trados 2007	RTF biling.	Import	–	–	–	–	–	B
SDLX 2007	ITD biling.	Import	–	–	–	–	Yes	A
Trados 2007	INI	Import	–	–	Yes	–	Yes <sup>4</sup>	E

Trados 2006	INI	Import	–	–	Yes	–	Yes <sup>4</sup>	E
SDLX 2007	ANL	Import	–	–	Yes	–	–	E

<sup>1</sup> These settings include segmentation rules, abbreviations list, ordinal followers list, and variable list; see p. 284 and footnotes below.

<sup>2</sup> If you migrate the Trados 2007 segmentation rules, they will totally replace the Studio ones.

<sup>3</sup> With some restrictions.

<sup>4</sup> Formatting.

<sup>5</sup> Segmentation rules: only Trados 2007. The lists: only if they are user-defined.

<sup>6</sup> Only segmentation rules.

Except for the Word formats (DOC and RTF), TMs that are based on bilingual formats have the added advantage of including context match information which makes possible both Context Match and Perfect Match analysis (see p. 126), which may make it more advantageous to import such files than to upgrade the corresponding TMX files, if you have the choice. On the other hand, bilingual files do not contain custom fields.

**Note 1:** As the table shows, TMX files can be either imported into existing Studio TMs, or upgraded into new Studio TMs. In the former case, the imported file is not scanned for custom fields, but you can choose to import/ignore those. When importing, you may also filter out unwanted TUs and define what custom field values to apply to the imported TUs (if the target TM contains custom fields). During upgrade, custom fields which do not contain any values will not be included in the process.

**Note 2:** There is an *OpenExchange* plug-in for the use of SDLX TMs, *SDLX Translation Memory Plug-in for SDL Trados Studio*. It supports all three types of SDLX TMs: file-based TMs in .mbd format; server-based TMs on a Microsoft SQL server; and server-based TMs in SDL TMS. See also p. 295.

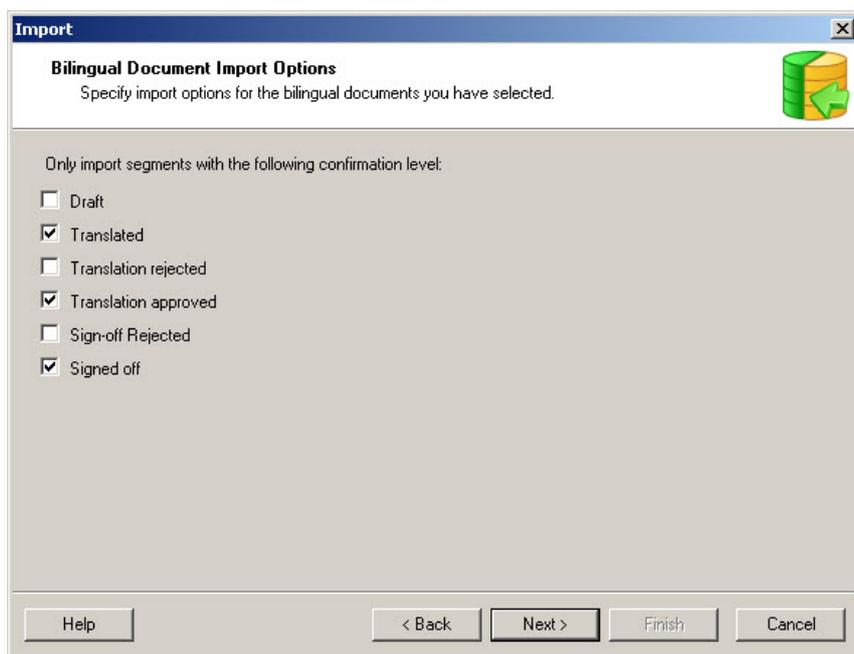
## Importing files into an existing Studio TM

### A: Importing TTX, ITD and SDLXLIFF bilingual files

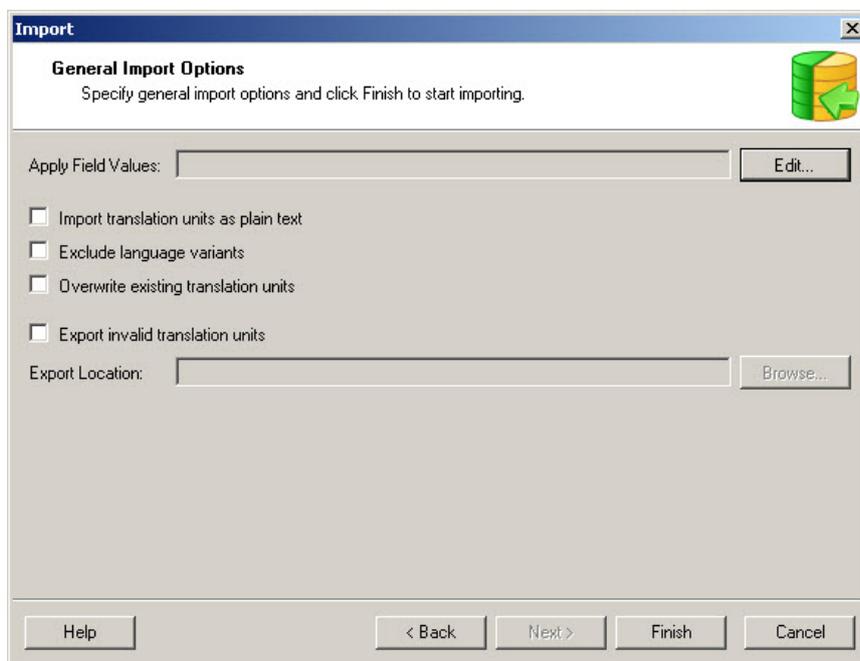
Supported bilingual formats for import are Trados 2007 TTX and SDLX 2007 ITD and Studio SDLXLIFF.

- ❶ In the *Translation Memories* view, right-click the desired TM and select **Import**, or select the TM and then **File > Import**. The **Import** wizard opens with the **Import Files** page.
- ❷ Depending on whether you are going to import a file or a folder (with several TM files), click the **Add Files** or **Add Folder** button. Select the

file(s) to import. The **Import – Bilingual Document Import Options** page opens:



- 3 Select confirmation (i.e. status) levels for the TUs to be imported. (Draft corresponds to Fuzzy Match or Machine Translated in TTX; Translated corresponds to 100% Match or Manually translated in TTX and Confirmed in ITD; Translation approved corresponds to Context Match and PerfectMatch in TTX and Unconfirmed in ITD.) The other options pertain to the review process; see p. 262. Click Next. The General Import Options page opens.



- 4 Apply Field Values permits specification of which custom field values (p. 283) shall be assigned to the imported TUs, if the importing TM has such fields (the bilingual files do not).

The other options are self-explanatory. Here it is important to consider whether to import TUs as plain text, in which case all tags (including formatting) – which may not be relevant – are ignored. If several target languages are included in the source material, you may also wish to exclude some of them.

- ⑤ Click Finish. The import is made; an **Importing** page shows the process.

## **B: Importing DOC and RTF bilingual files**

---

The only method to import the Word format DOC and RTF files into an existing TM is this rather humdrum one:

- ① Clean the file in Trados 2007, using a new, empty TM.
- ② Export that TM into TMX format.
- ③ Import the thus created TMX file into the Studio TM as described below.

## **C: Importing TMX files**

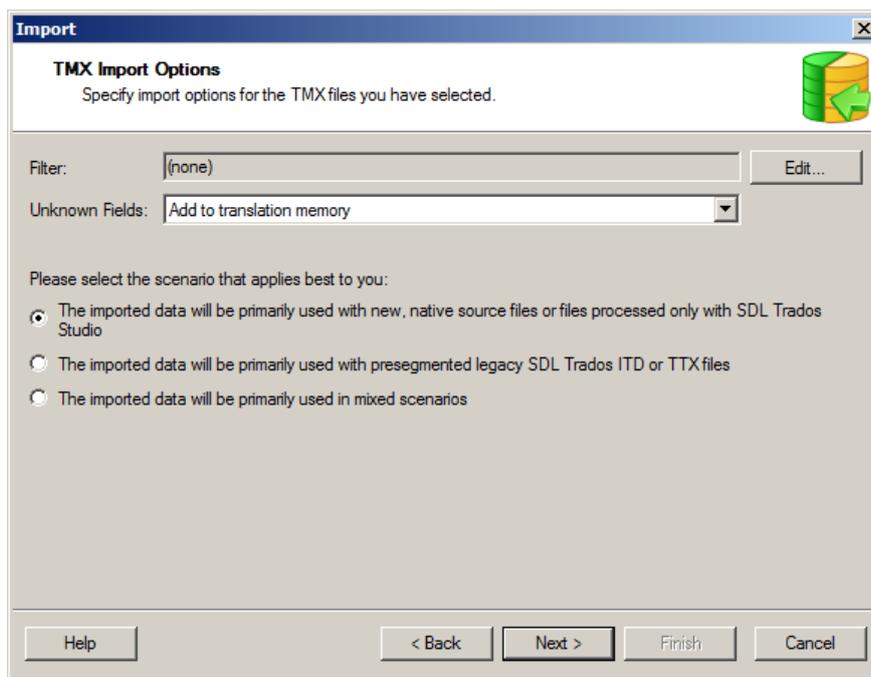
---

TMX-formatted files, version 1.4b, from Trados 2007 and SDLX 2007 can be imported, as well as most TMX files created by other programs, version 1.4b or earlier.

**Preparations:** If several files are to be imported, it may be easier if you first place them into a folder of their own. Make sure that the target TM is visible in the navigation pane in the *Translation Memories* view.

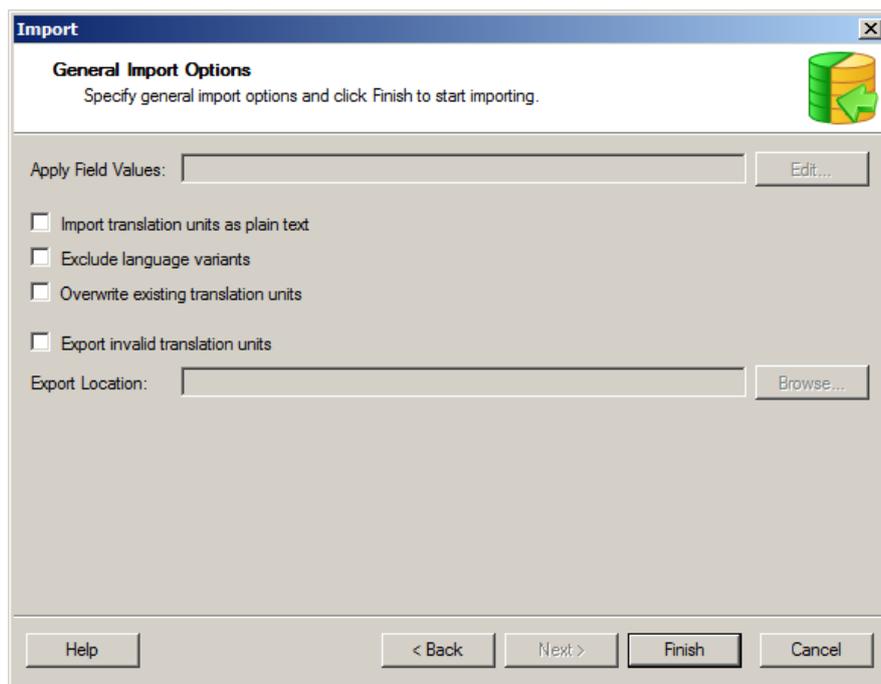
**Note:** This is how you “merge” several TMs into one. You can even merge TMs with different language variants (what Trados also calls “indexes”) in the target and/or source fields, which may be very helpful if you want to be able to use existing TMs with, e.g., both en-US and en-GB source language variants.

Perform steps 1 and 2 in section A above. You can select files of different formats. When you have selected the file(s), the **TMX Import Options** page opens.

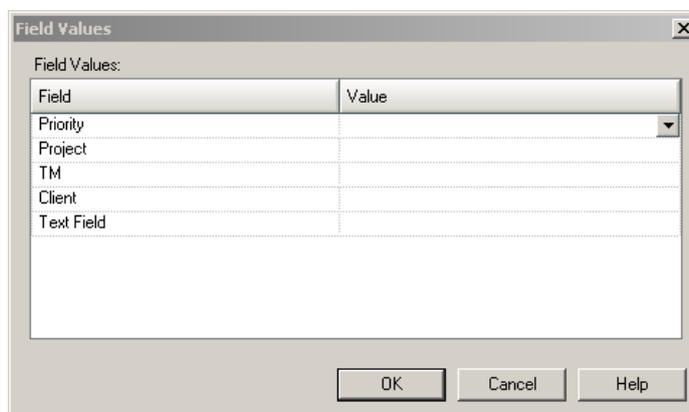


- If a *filter* (p. 324) is to be used, select it in the **Filter** drop-down list or create one by clicking the **Edit** button and proceeding as described on p. 325. Then click **Finish**.
- The options for **Unknown Fields** are **Add to translation memory**, **Ignore**, **Skip translation unit** and **Fail translation unit import**. The first can normally be used without problems. The difference between *skipped* and *failed* TUs is that, in the result report, the latter are counted as errors.
- As for *scenarios*, you would normally select the first one (which strips existing TU-associated data). The second alternative retains the TU-associated data, and the third imports two versions of each TU (i.e. one for each of the preceding options).

Click **Next**. The **General Import Options** page opens.



If the “target” TM has *custom fields* (p. 283), you can specify the values to be placed in those fields in **Apply Field Values**: Click **Edit**; the **Field Values** dialog box opens and you can define the values: select the field name and, in the **Value** column, click the arrow and select the appropriate value.



On the **General Import Options** page it is also important to consider whether to import TUs as plain text, in which case all tags (including formatting) – which may not be relevant – are ignored. In particular, this option should be selected if the imported TM is a TMX file of version 1.4b or earlier, and created by a third party software. If more than one target language is included in the source material, you may also wish to exclude some of them.

Click **Finish**. The **Importing** window opens and shows the process and its result.

**Note:** The SDL people has produced a very useful tool, available at OpenExchange. It is called the *SDL Trados 2007 Translation Memory Plug-in*, and it makes it possible for you to utilize Trados

2007 TMs (TMW files) in Studio without upgrading them – you add them to the TM list in the project settings in the same way as you add Studio TMs. They are then used as normal TMs except that they cannot be updated, and that concordance searches are limited to source only.



A specific case of import – and/or upgrade – is described by Paul Filkin in his multifarious blog post [More useful resources... and multilingual TMs](#). He uses the example of the 25 language TM published by the European Centre for Disease Prevention and Control (ECDC), so not only does he describe the processes – if you're a translator of medical texts, you get a very useful tip as well.

## D: Upgrading legacy (old format) TMs

The following types of input can be transformed – upgraded – into Studio TM format: Trados 2007, 2006 and 7.x file- and server-based TMs as well as SDLX 2007, 2006 and 2005 file- and server-based TMs (in TMW, MDB or TMX formats). You can also upgrade Trados/WinAlign-exports (TXT files). (In fact, I have found that old Trados TMs in TXT format, whether WinAlign exports or not, can be upgraded.)

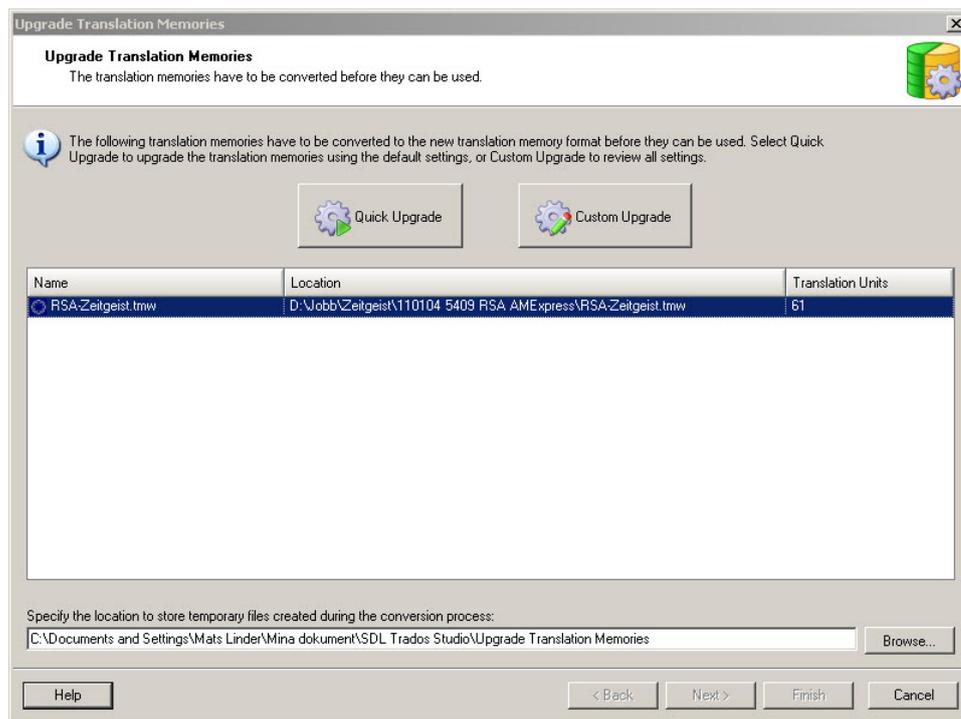
**Note:** Files in TXT format must first to be converted to TMW format. This is a process which starts automatically when you start the upgrade. For large TMs, this can take a long time.

**Prerequisites:** For Trados 2007 TMs and WinAlign exports, Trados 2007 must be installed. For Trados 2007 server-based TMs, Trados Server Manager must be installed.

### Upgrading one file only

---

- 1 Select Alt+Shift+O (or the Open Translation Memory tab) and open the TM that you want to upgrade. The Upgrade Translation Memories page opens:



- 2 Make a **Quick Upgrade** – which means using default settings – or a **Custom Upgrade**. If the former, go to next section, step 4. If the latter, the **Output Translation Memories** opens (next section, step 2).

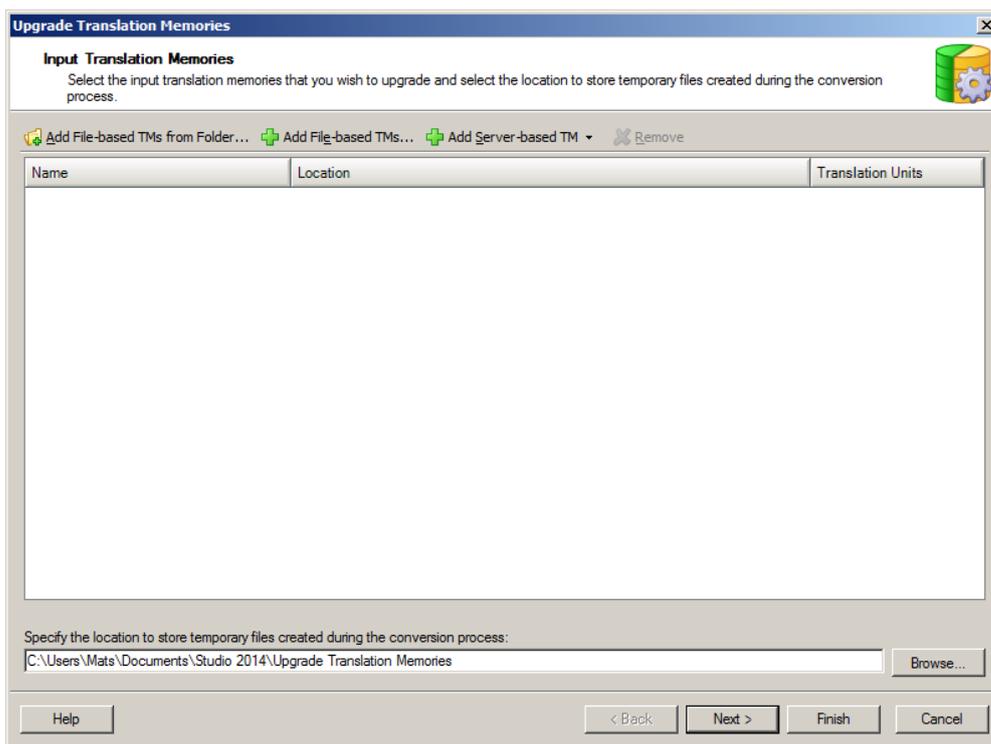
## Upgrading one or more files

This process is somewhat easier if you place the files to be upgraded in a folder of their own.

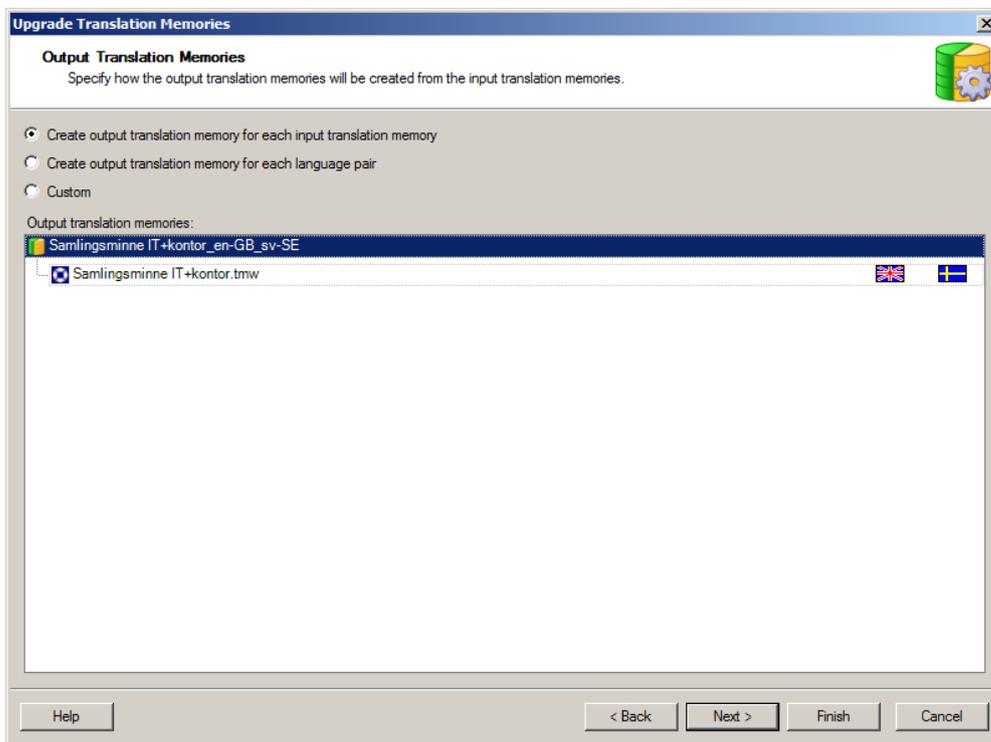


You can also use this process to *merge* TMs of various origins (TXT, TMW, SDLTM, TMX, MDB).

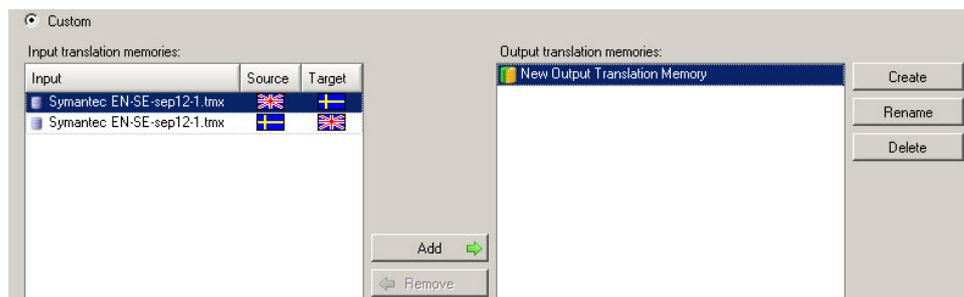
- 1 If you are upgrading more than one TM, go – in the *Translation Memories* view – to **Home > Tools > Upgrade Translation Memories** (or **Alt/F10, H, U1**). The corresponding wizard opens with the **Input Translation Memories** page:



If the files are in one folder, use the first tab. If they are in separate places, use the second tab (repeatedly). For server-based files, use that tab, obviously. Then specify the location with **Browse**. If you want to specify import settings, go to **Next**. The **Output Translation Memories** page opens (see below). Otherwise, if you click **Finish**, the upgrade will take place with the default settings; go to step 4.

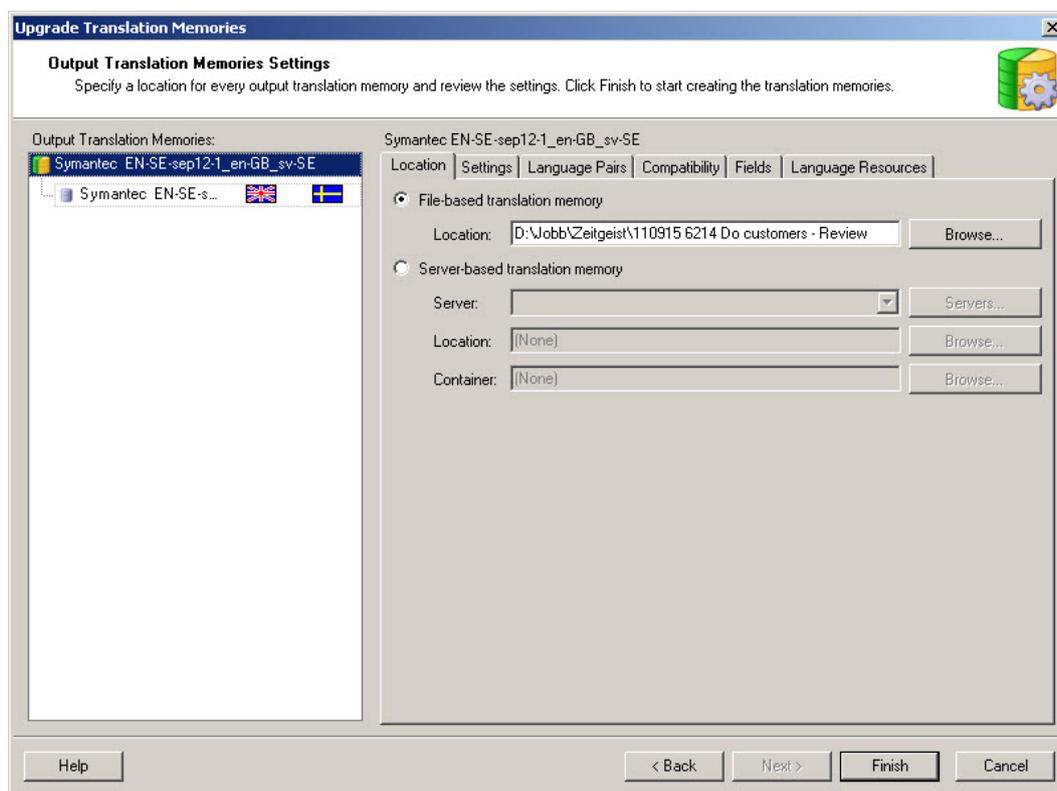


- 2 Select the appropriate alternative. If you select **Custom**, this page opens:



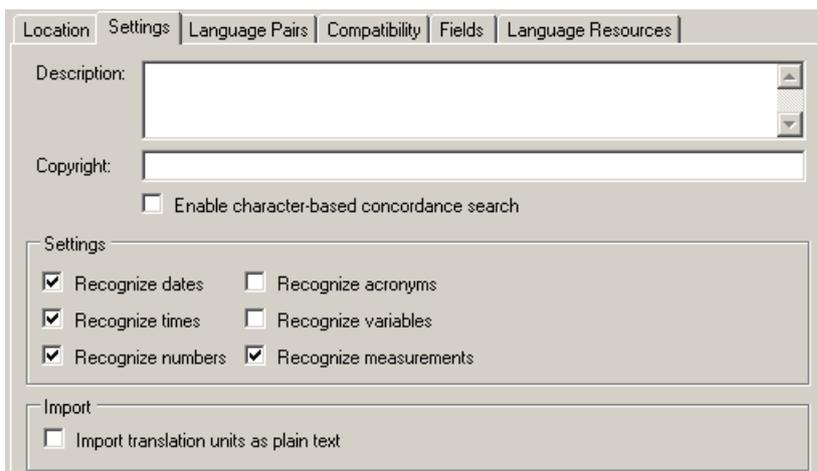
Here you can customize how the memories are to be created. You can perform management of the resulting output files (create, rename and/or delete them). You can also select which output files (if there is more than one) are to be used for which input files.

- 3 Then if you want to avail yourself of the many possible TM settings (see page 282), click **Next**. The **Output Translation Memories Settings** page opens (below). Otherwise just click **Finish** (go to step 4).



Many of these settings are the same as for TM maintenance (see p. 276). Some notes:

- The **Settings** tab:



For *Enable character-based concordance search*, see p. 278.

For the *recognition settings*, see p. 279.

You can also select to import the TUs as plain text (without formatting), which may be useful if the Studio tag handling differs from the tag handling in the imported TM.

- The **Language Pairs** tab:



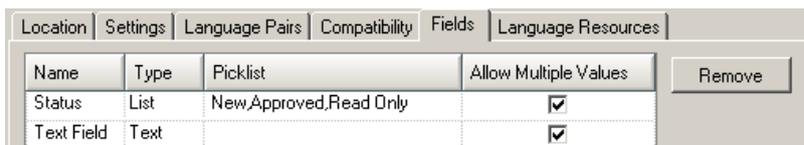
If you are upgrading more than one TM with the same language pairs but different language variants into one and the same target TM, you can select which language variant to use.

- The **Compatibility** tab:



The first option here means that all TU-associated data (tags and the like) are stripped. The second means that such data are retained, and the third that two upgraded versions of the TM are created, one for each of the preceding options.

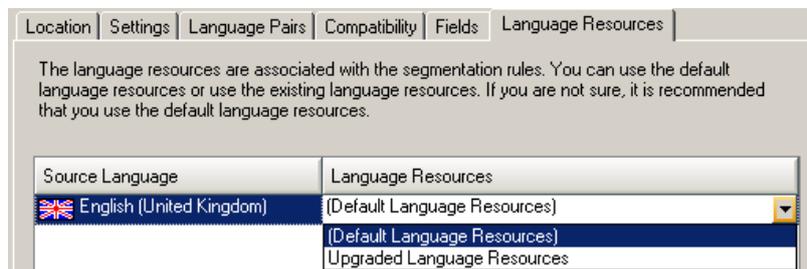
- The **Fields** tab; example:



The existing custom fields are shown. Any field clashes – during upgrade of several files – are shown here and may be handled (by

removal or renaming; to rename a field, double-click its name and write the new one). There may also be an **Add** button.

- The Language Resources tab:



TMX files do not contain segmentation rules, so during upgrade the default Studio segmentation rules are automatically selected. In cases when you are going to work not only with Studio but also in projects where also older versions of Trados/SDLX are used, you may wish to *upgrade* the segmentation rules of the source TM, in which case you need to select that option. (As for the differences between segmentation rules in Studio and Trados/SDL 2007, see Annex S.)

When you're done, click **Finish**. The processing page opens and shows the upgrading progression.

- ④ When the process is done, you can **Open** the TM, view the result **Details**, and **View Log File**. When you close this page, you will be asked if you want to delete the temporary files. It's normally OK to do that.

## E: INI and ANL files

Normally, for a TTX file you don't need the corresponding INI file – it was used for creating the TTX, and once it is created you can open it in Studio on its own. However, you may need the INI file to view the translation correctly in the source file format (and if so, make sure it is in the same folder as the target file). In addition, Paul Filkin has written a very thorough *multifarious* blog post about upgrading XML, HTML and SGML files which have INI files created for them in the “old” Trados. Go to [Upgrading your legacy resources – filetypes](#) and see how you can upgrade those file types so that you can use the INI files without first converting your source files to TTX.

## Creating a TM from a termbase

The file type .csv in Studio provides some options for the creation of a TM from an Excel-formatted termbase. This is described in detail by Paul Filkin in his *multifarious* blog; in the post [Creating a TM from a Termbase, or Glossary, in SDL Trados Studio](#).

## Producing new TMs from translated documents: Alignment

You can “align” the source and the target file of a translation to produce a translation memory. The alignment tool is new in Studio 2014 and replaces the old Trados WinAlign tool. It produces a set of TUs which can then be imported into a new or existing TM for use directly in Studio. There is also the option of producing an intermediate file in the new `sdlalign` format for editing before import into the TM.

**Note:** You still have access to WinAlign here: `C:\Program files (x86)\Common Files\SDL\T2007\TT\Winalign.exe`. And WinAlign has its own Help functions.

The alignment function supports all file formats which are supported by Studio. If necessary, you can create new file types as appropriate before starting the actual alignment process. And in general, it is not necessary that the target and source files have the same formats.

There are extensive instructions in the Help, of course (available also here: [Aligning Existing Translated Files](#)). You can align one or several file pairs, and you can do it with or without “review” of an intermediate `.sdlalign` file, i.e. with or without editing the resulting TU:s before they are sent to the selected TM. Or you can send them there directly, in which case no intermediate `.sdlalign` file is produced.

You can also open the alignment result (the `sdlalign` file) for (re)editing at a later time.

**Note:** When later you use the aligned TUs during translation, any hits in such TUs will have a 1% penalty, so that they will never be 100%. (This can of course be changed; see p. 178 about the Penalties pane.) They will be signified in the Translation Results window with a  symbol, and the origin will be given as Automatically Aligned (when you point to the Status field).

There are also other ways to edit the alignment results. After they have been imported into a TM, you can edit them there in the *Translation Memory* view. You can also export the `sdlalign` file into `sdlxliff` format and edit that in the usual *Editor* view.



If you have a Word document which contains a table with the source text in one column and the target text in another (with one row for

each pair of source and target text), it is of course quite easy to split it into two documents and then use the Alignment function. However, Roger Sjölander has written a macro which uses the table as it is and converts it into a TM file in text format. The macro and more instructions can be found in this Tradosstudiomanual blog entry: [Creating a TM file from a Word table with source + target](#).

## Alignment with or without review

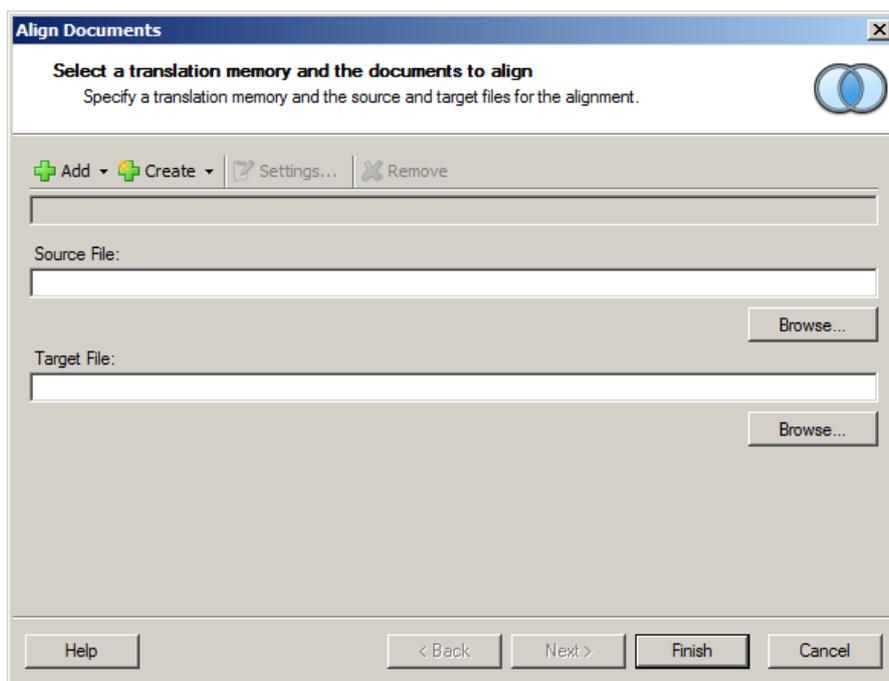
By default every alignment ends with the resulting `sdlalign` file being

- saved with the name of `[name of source file]_ [name of target file].sdlalign` (however, sometimes the default name, inexplicably, is just `[name of source file].sdlalign`); you can of course assign another name,
- saved in `%UserProfile%/My Document/Studio 2014/Alignment Results`, but you can change that address at the start of the alignment process (see below),
- opened in the Alignment view.

## Alignment with review

**One file pair** If you have only one file pair to align, the **Align Single File Pair** is slightly quicker to set up than the alternative **Align Multiple Files**, which can of course be used also for the alignment of a single pair.

- ⦿ **Align Single File Pair:** In any view, press **Ctrl+Shift+M** (the corresponding button is found on the **Home** tab in the *Welcome* view, the *Translation Memories* view and the *Alignment* view). The **Align Documents** wizard starts with the **Select a translation memory and the documents to align** dialog box.

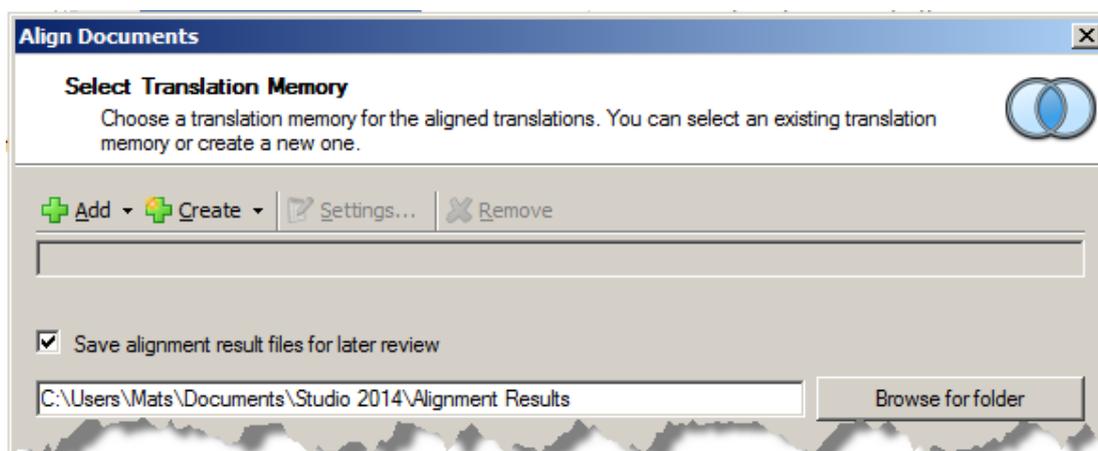


- ❶ Select an existing TM for importing the alignment results, or create a new one. If you create a new TM, the wizard for creating a new TM (p. 277) starts.
- ❷ Add source and target files. Click Finish.
- ❸ The alignment is performed and the resulting sdlalign file is opened in the *Alignment* view. For the review/editing process, see below.

**Note:** No TM (or TUs) is created/updated until you start that process from the sdlalign file in the *Alignment* view!

### One or more file pairs

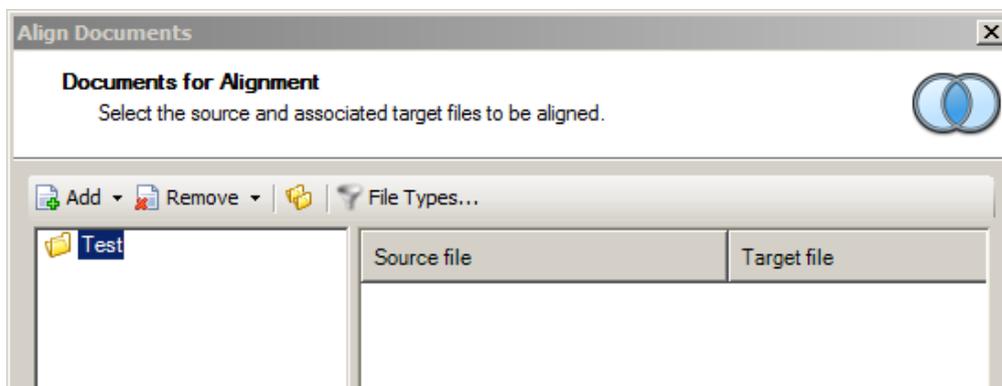
- ⦿ **Align Multiple Files:** In the *Welcome* view, press Alt/F10, H, A, L, or select Home > Translation Memory > Align Documents > Align Multiple Files. In the *Translation Memories* view, press Alt/F10, H, L, L, or select Home > Tools > Align Documents > Align Multiple Files. The Align Documents wizard starts with the Select Translation Memory dialog box:



- ❶ Select an existing TM for importing the alignment results, or create a new one. If you create a new TM, the wizard for creating a new TM (p. 277) starts.

After the TM is created, you're back in the above page.

- ❷ Make sure that the Save alignment result for later review is selected (which it is by default). Select the location of the resulting sdlalign file. Click Next. The Documents for Alignment dialog box opens.

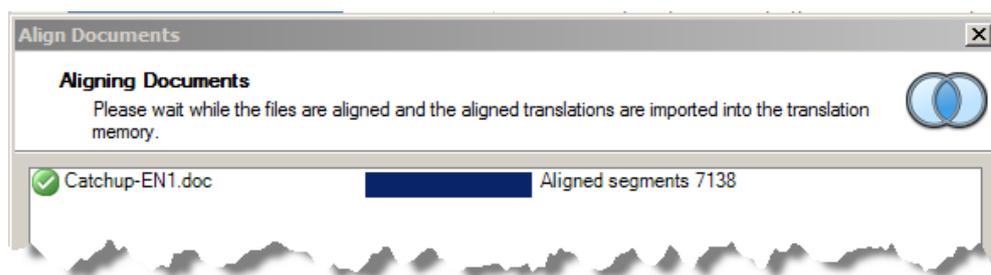


- ❸ Add source and target files, in that order (if necessary, use the File Types button to first adjust the file types). If you add several file pairs, Studio matches them by looking at the file names and their folder

names. This means that you can get better results if you give the files and folders similar names. With more than one file pair, an indication after the folder name in the left-hand pane (“Test” in the above figure) will indicate the number of source files and the number of paired target files; e.g. “5/4”.

**Note:** Make sure that the file type settings and segmentation rules in the source documents match those in the corresponding target documents (they must not necessarily be the same; see p. 284). This is particularly important if the source and target documents have different file formats.

- ④ Click Finish. The Aligning Documents dialog box opens:



- ⑤ When the process is finalised (and as you see, the number of aligned segments is reported), click Close. You will be asked whether you want to “Open folder with alignment result files?”. *Yes* means that the File Explorer opens, showing the folder with the `sdlalign` file. *No* means that the `sdlalign` file is simply stored but can of course be opened at a later time.

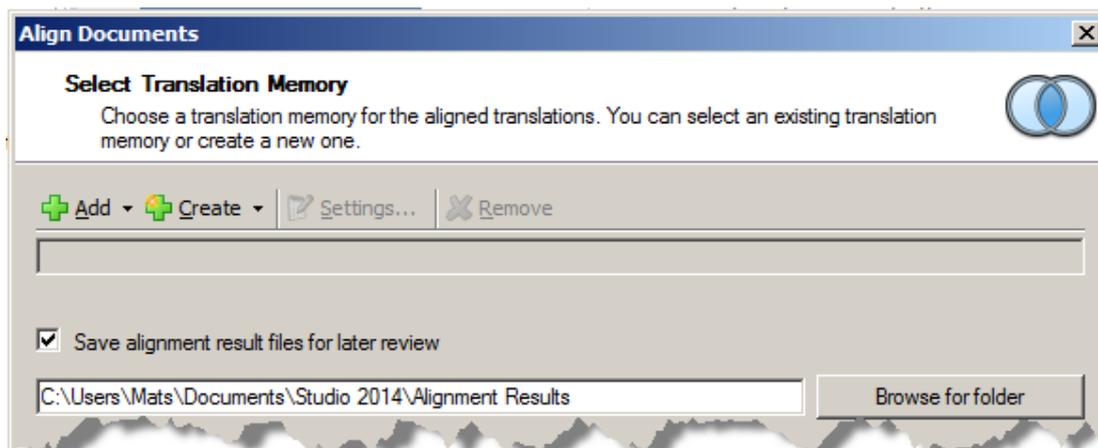
**Note 1:** No TM (or TUs) is created/updated until you start that process from the `sdlalign` file in the *Alignment* view!

**Note 2:** Each file pair results in its own `sdlalign` file (to be edited separately) and its own set of TUs.

## Alignment without review

Alignment without review – i.e. the resulting TUs are sent directly to the specified TM – is possible only with **Align Multiple Files**:

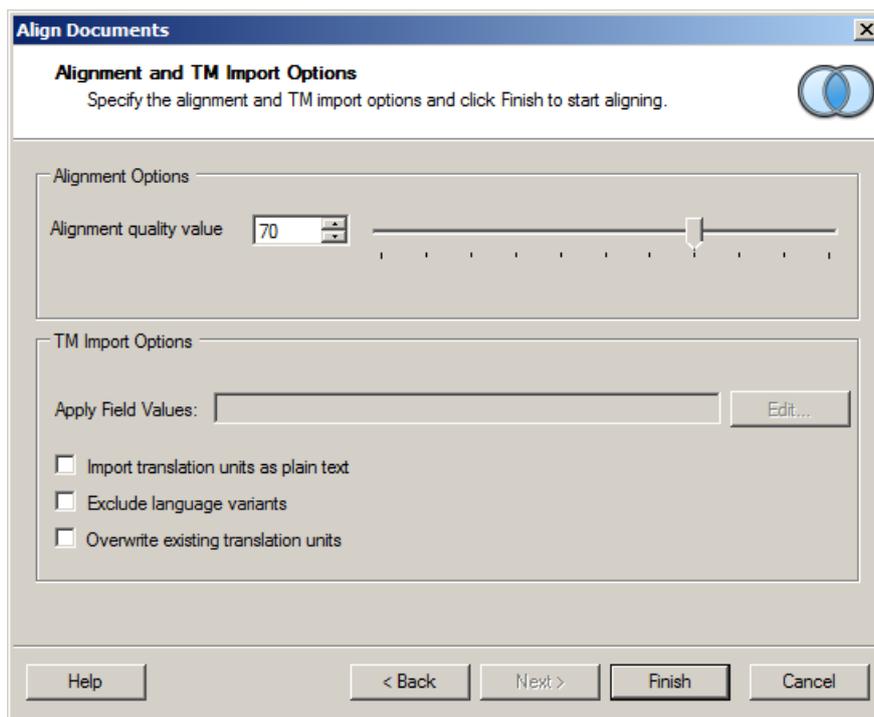
- ① In the *Welcome* view, press Alt/F10, H, A, L, or select Home > Translation Memory > Align Documents > Align Multiple Files. In the *Translation Memories* view, press Alt/F10, H, L, L, or select Home > Tools > Align Documents > Align Multiple Files. The Align Documents wizard starts with the Select Translation Memory dialog box:



- 2 Select an existing TM to import the alignment results, or create a new one. If you create a new TM, the wizard for creating a new TM (p. 277) starts.

After the TM is created, you're back in the above page.

- 3 *De-select* the **Save alignment result for later review** (it is selected by default). Click **Next**. The **Alignment and TM Import Options** dialog box opens.



- 4 The quality value is a threshold level for accepted TU matches. Set it in accordance with the matching level between the two documents: the better the matching, the lower you can set the value here. See p. 309 for more information.
  - **Apply Field Values:** If the translation memory you are importing into has custom fields, you can specify what values should be placed in these fields for the imported translation units. Click **Edit** to open

the **Field Values** dialog box (p. 318), and specify field values as appropriate.

- **Import translation units as plain text:** Can be used e.g. to exclude tags from the alignment.
  - **Exclude language variants:** All variant which do not match the language variants in the TM specified for import will be excluded.
  - **Overwrite existing translation units:** Makes sure that you avoid duplicate translations of the same source segments.
- ⑤ When you're through, click **Finish**. The TUs are produced and imported into the selected TM. When you click **Close** in the **Aligning Documents** dialog box, those TUs – but only those; not any other TUs which may already exist in the TM – are opened in the *Translation Memories* view so that you can edit them as described in the next section (Translation Units maintenance).

## The Alignment editor

### Open an .sdlalign document

You can open an `sdlalign` document for editing in the Alignment editor in several ways:

- Double-click the file name in the file manager.
- The shortcut **Ctrl+Shift+A** will take you to the latest `sdlalign` file opened. This is the same as **File > Open > Open Alignment** (or **Alt/F10, F, O, N**) in any view, or – in the *Welcome* view – **Home > Translation Memory > Align Documents > Open Alignment**, or – in the *Translation Memories* view – **Home > Tools > Align Documents > Open Alignment**.

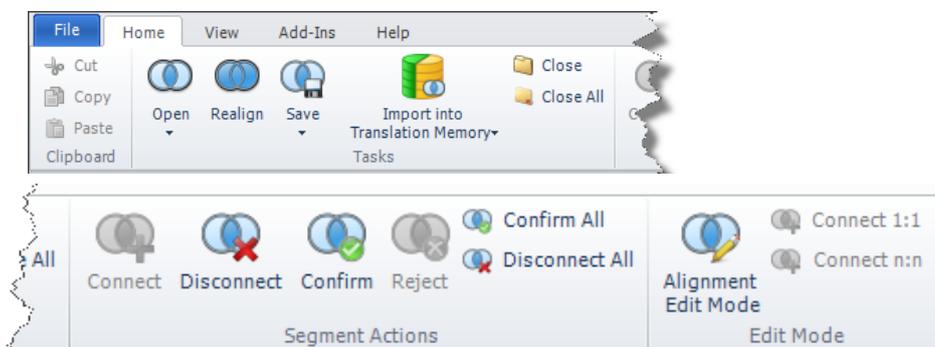
### Switch to the Alignment editor

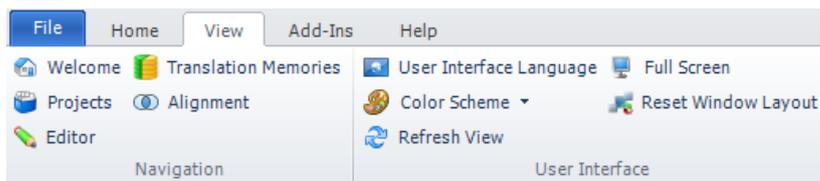
If the Alignment editor is already open, you switch to it from any view with **Alt/F10, V, A** or by clicking the **Alignment editor view button**



on the View ribbon anywhere.

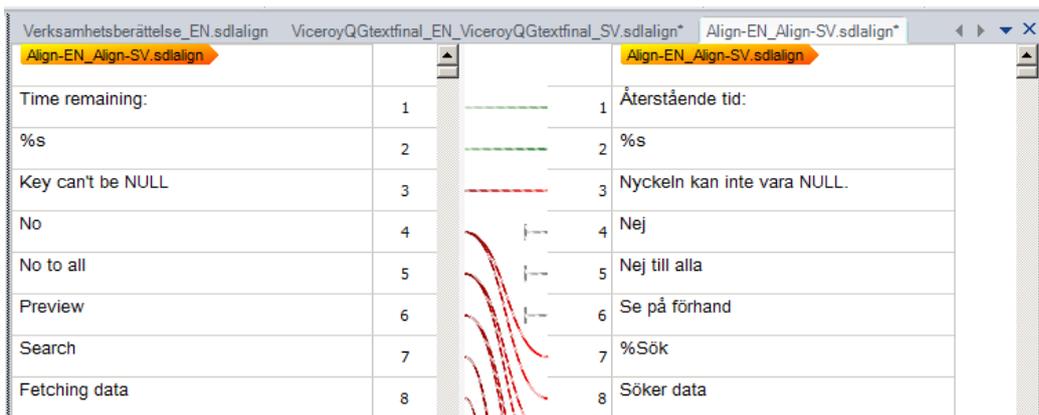
## The ribbons



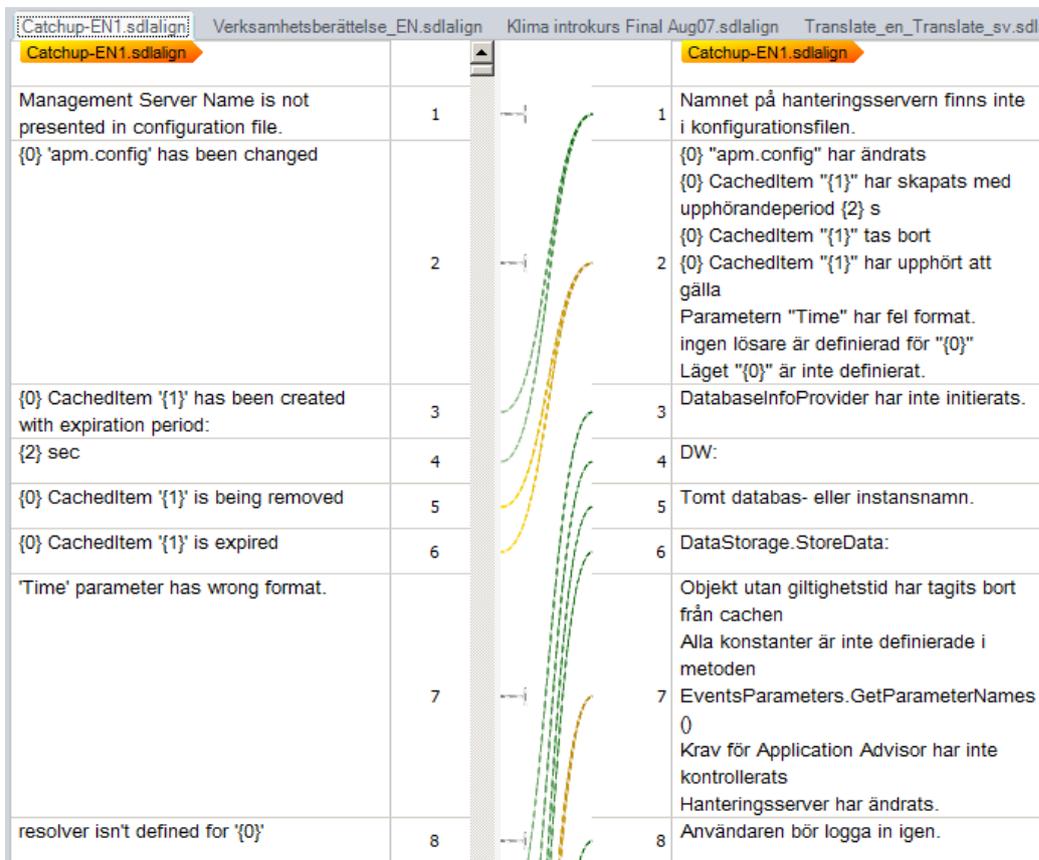


### The editing pane

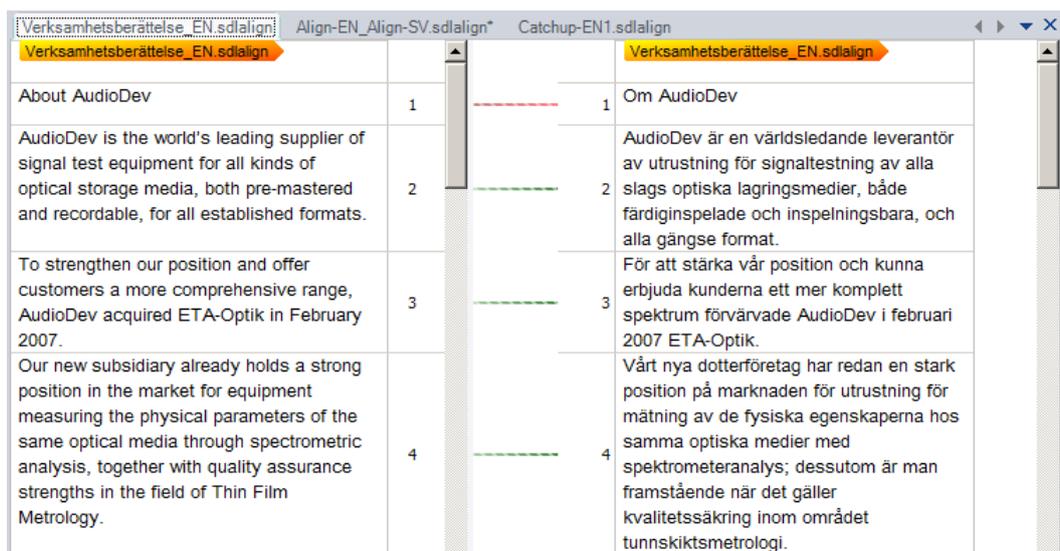
This is what an alignment may look like in the Alignment editing pane, with the Alignment Edit Mode deactivated (default).



Or, if you're really unlucky:



Or really lucky:



The coloured lines indicate the alignment rating for the connection in question:

Colour	Rating
Green	Good
Yellow	Average
Red	Bad
Grey	No connection (only a half-line sticking out from the segment)

(As you can probably guess, in the last image above the guess as to row number 1 – About AudioDev/Om AudioDev – is perfectly logical and also correct, and why Studio should class it as “bad” I have no idea.)

And then there are the line styles: A *continuous* line indicates a *confirmed* connection, whereas a *dotted* one of course is *unconfirmed*.

If you point to a segment number, you will after a while see a tooltip informing you about the connection status:

Rating: Good, Quality Value: 93, Unconfirmed

## Quality and rating

### Quality

The *alignment quality value* is calculated based on linguistic and contextual dependence between the source and target segments. The result is compared to the other alignment pairs in the current sdlalign file. The more unique the content shared between the source and target segments is, the higher the quality value. The alignment connections that you confirm manually always receives a quality value of 100.

A TU that is a result from export of an sdlalign file to a TM will have a *Quality field* assigned, with the quality value as content.

When an sdlalign file is saved in sdxliff format, the quality value is used as TM match score for the respective segment pair.

**Rating**

Why is the rating not given in numbers? Because the rates are relative, calculated by *comparison* between the quality values of the segments in the sdlalign file. That means that if the overall level of quality is high, even a relatively high level may be given a *Bad* rating, thus drawing your attention because it is not as good as the others.

**Editing an alignment file**

What can you do, then, with the alignment results? You can edit the text in both source and target segments (but you cannot insert Return characters) and you can adjust the connections between them. You cannot split or merge segments, but you can do the next best thing: you can connect up to three source segments to one target segment, and vice versa. During editing you can scroll either column separately, with the other one following (it's a bit clunky but works).

**Note 1:** There are other kinds of manipulations which you can do if you save the file in sdlxliff format and edit it in the *Editor* view (such as using the quality control functions and splitting the segments). And once the TUs are saved to a TM, you can open them in the *Translation Memories* view and edit them there.

**Note 2:** The sdlalign file which is open in the Alignment editor will not be automatically saved; you have to save it yourself from time to time by pressing Ctrl+Shift+S (or clicking the **Save** button on the **Home** ribbon).

**Note 3:** You cannot print an sdlalign document. If you should want to read the document on paper, you need first to save it in sdlxliff format (see below, p. 314) and then convert it to Word format (see p. 253).

**Edit text**

- ⦿ **Edit source or target text:** Use the **Home** ribbon. With the **Alignment Edit Mode** disabled (default), click in the text to edit and make the changes. You can use Cut/Copy/Paste via the keyboard or the **Home** ribbon, but you cannot insert a Return character.

**Disconnect segments**

With the **Alignment Edit Mode** disabled (default):

- ⦿ **Disconnect one segment:** Right-click in target or source text and select **Disconnect**. Or click in either text and press Ctrl+Alt+D or click the **Home** > **Segment Actions** > **Disconnect** button. Can be undone (Ctrl+Z).

**Note:** If one segment is connected to several opposite segments, the **Disconnect** command will disconnect all those connections even if you have selected only one of them. This action can also be undone, though.

- ⦿ **Disconnect all segments:** Press Ctrl+Alt+Shift+D or click the **Disconnect All** button  on the **Home** ribbon. All confirmed connections will also be disconnected. Note that although this is an *irreversible* action, you will not be warned.

**Connect segments**

- ⦿ **Connect two segments:**

With the **Alignment Edit Mode** disabled (default):

Click the segment number of either text (to highlight the segment in yellow) and drag it to the desired number in the opposite column.

With the Home > Edit Mode > Alignment Edit Mode enabled (click the



button or press Alt/F10, H, A): This is how the segments are presented in that mode:

Translate	1 <input type="checkbox"/>	1 <input type="checkbox"/>	Översätta
user	2 <input type="checkbox"/>	2 <input type="checkbox"/>	brukare

Select the relevant tick boxes and click the Connect 1:1 button (or press Alt/F10, H, 1). (If you select more than one box on either side, the first segments on both sides will be connected.) You can also use the Connect n:n button (or press Alt/F10, H, C2), but if you have clicked more than two boxes, the result will of course be different – see below.

### ◎ Connect several segments:

- For one-to-one connections (not more than two in one go), select the relevant boxes and click the Connect 1:1 button (or press Alt/F10, H, 1). The segments will be connected from the top down, one-to-one. Any extra selected segments on either side will be left out. The connections can be undone one at a time (from the bottom up).
- For one-to-many connections, select all relevant boxes and click the Connect n:n button (or press Alt/F10, H, C2). This action cannot be undone!

**Note:** No more than 3 segments on either side can be selected. If you select more, only the Connect 1:1 button is enabled and only the first connection will be established.

### Confirm connections

A connection is *confirmed* or *unconfirmed*. An unconfirmed connection is indicated by a dotted line; a confirmed one is whole. A confirmed connection has the Quality Value of 100; an unconfirmed one has the value given by Studio during the initial alignment.

With the Alignment Edit Mode disabled (default):

Every connection that you make yourself is automatically confirmed. Any dotted line can be confirmed by selecting it – with the Alignment Edit Mode deselected – and pressing Ctrl+Shift+F, or right-clicking and selecting Confirm, or clicking the Home > Segment Actions > Confirm button.

To confirm all segments at the same time, use Ctrl+Alt+F or the Confirm All button.

### Undo confirmations

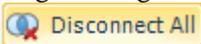
All confirmation actions can be undone one by one in reverse order. You can also reject a specific confirmed connection by selecting it and

pressing **Ctrl-Shift+J** or clicking the **Home > Segment Actions > Reject** button.

### Realign a large number of segments

If a large number of segments need realignment but the errors are not extremely off, you can try fixing it using the *Realign* function: Create new reference points by correcting alignments at suitable points. Then, with the **Alignment Edit Mode** disabled, click the **Home > Tasks > Realign** button (or press **Alt/F10, V**).

### Reset all connections

If you find that the changes to connections that you have made have caused a situation which is in fact worse than the original alignment, you can always start anew with first **Disconnect All** ( or press **Ctrl+Alt+Shift+D**) and then **Home > Tasks > Realign** (or press **Alt/F10, V**).

Another, less draconic method, is to correct all 2:1 and 1:2 incorrect connections, confirm the corrections and then do **Realign**.

### Close alignment files

If you just want to close the alignment file (without importing it into a TM or exporting it into *sdlxliff* format), press **Ctrl+Alt+W** (or use the **Home > Tasks > Close** button). If you want to close all open alignment files, press **Ctrl+Alt+Shift+W** (or use the **Home > Tasks > Close All** button). If there are unsaved changes (indicated by an asterisk \* at the end of the filename on the tab), you will be asked if you want to save them.

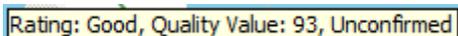
## Importing an alignment file into a TM

When you're done editing the realignment file, it's time to import the result into your TM.

Each TU, when imported into the TM, is assigned three fields particular to this type of TUs:

SourceFile  
TargetFile  
Quality

The quality value is of course the same as the one that you can see as a tooltip when you point to the segment number in the disabled **Alignment Edit Mode**:



Only aligned segments will be imported. Confirmed segments will have a quality value of 100; unconfirmed will have the value that was assigned by Studio during the initial alignment.

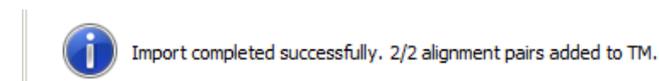
There are two import options: *Quick* and *Advanced*. The differences can be summarised thus:

	Quick import	Advanced import
Which TM	The target TM is the one specified at the start of the alignment.	The target TM can be changed to whatever you prefer.
Aligned pairs imported	Only connected segments are imported. All aligned pairs are im-	Only connected segments are imported. You can specify a value threshold

	ported.	different from the one specified at the start of the alignment.
<b>Specific import options</b>	No specific import options can be set.	You can specify extra options for the import. You can also specify custom fields values to be applied to the imported TUs.

The respective procedure is described below.

The result after import will be announced like this:



or



In this latter case, the discrepancy between the number of segments in the sdlalign document and the number of imported TUs is easily explained: the sdlalign document contained nine segments which consisted of numbers only. Evidently – and sensibly – only one of those segments is considered a valid TU. In other cases, such a discrepancy may be caused by the fact that a number of the segments already were represented in the TM.

If the aligned file has a very complicated connection structure (as in the second example on p. 308), the total number of alignment pairs given in the **Information** pane above (corresponding to “55” in “47/55”) may well be much lower than the number of aligned segment reported when the alignment is finalised; see p. 305.

### Quick Import

The Quick Import means that the import is made into the TM you specified when you started the alignment. Press **Ctrl+Alt+I** or click the **Home > Tasks > Import into Translation Memory** button.

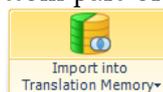
If you have forgotten into which TM the segments are going to be imported, press **Ctrl+Shift+I** or click the bottom part of the same button and select **Advanced Import**. In the dialog box that opens (**Select Translation Memory**) you will see the name and location of the TM that you specified at the start of the alignment process.

If you want to change the TM, use the **Advanced Import** option.

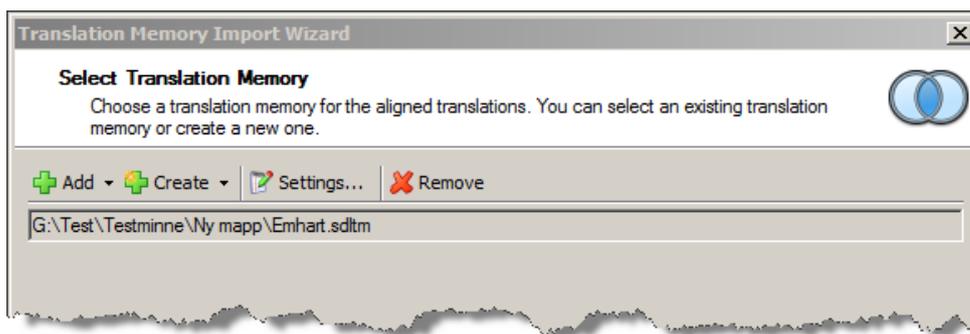
### Advanced Import

The Advanced Import lets you specify a number of parameters which affect the result.

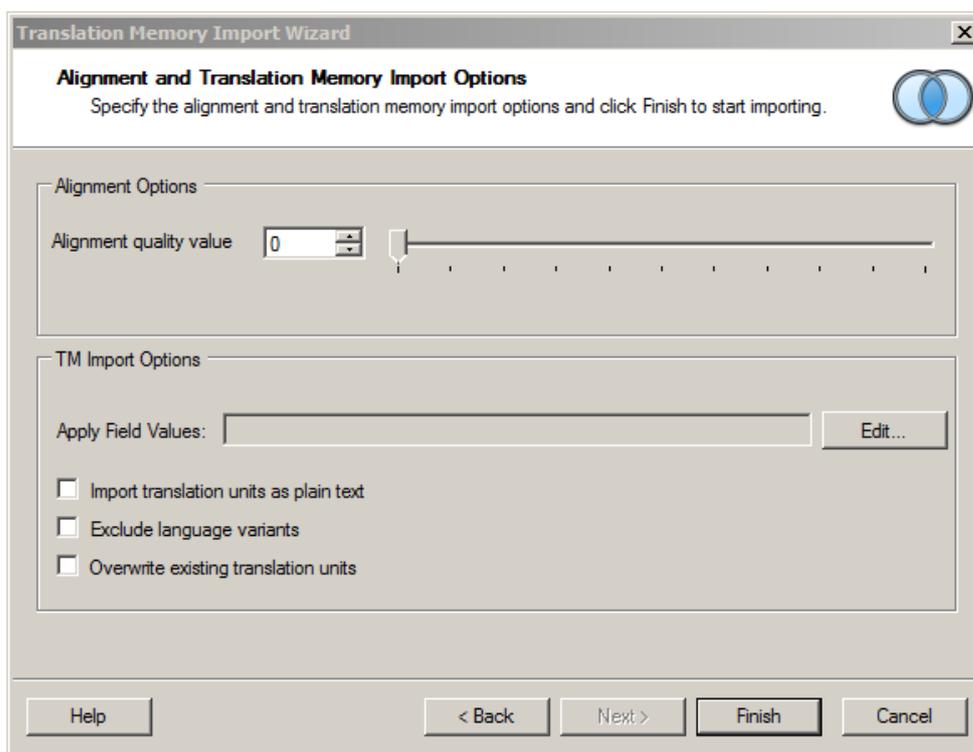
- 1 Press **Ctrl+Shift+I** or click the bottom part of the **Home > Tasks > Import**



into Translation Memory button and select **Advanced Import**. The same **Select Translation Memory** dialog box as in **Align Multiple Files** opens:



- ② Make changes as needed. Click Next. The Alignment and Translation Memory Import Options dialog box opens.



- ③ Make any necessary changes and click Finish. The import is performed.

**Open the TM** To open the TM, the usual procedure is used: Go to the *Translation Memories* view and select **Alt+Shift+O** (for a file-based TM) or **Alt/F10, H, O2, S** (for a server-based TM).

## Saving an alignment file in SDLXLIFF format

The sdxliff format allows you to use all the editing facilities used when you are translating, including the functions for quality control and for splitting source segments. You can also export an sdxliff document into Word or Excel format using the *Export for External Review* function; see p. 253).

To save the open sdxliff document as an sdxliff file, press **Ctrl+Alt+X** (or use the **Home > Tasks > Save** button). The Save dialog box opens with the suggested filename **[Source file name]\_[Target file name].sdxliff**.

Unfortunately, you are not offered the option of opening the file manager with the folder containing the resulting file (as after the alignment); you have to locate the file and open it “by hand”. So take care where you save the file, then locate it and double-click it. It will open in the *Editor* view. There, you can manipulate it as usual, including exporting for external review.

**Note:** In this particular case, you can use the **Translate Single Document** option to open the `sdlxliff` file; **Ctrl+Shift+O**. However, then the first thing you must do is to create an associated project by *saving* the file (to the previous or any other location) – **Ctrl+S** – before you can apply any batch task to it. The reason is that with this way of opening the file, no project will be created, which you need to continue working and saving the results. When you double-click the `sdlxliff` file, on the other hand, a project is created at the same time (which is why this is the *only* time you should open it that way if you want to avoid project duplicates.)

When you edit the result in this way, it may be practical to use the **Translate to Fuzzy** option (p. 158) and stop the process (with **Esc**) when you want to edit the text.

For further checking, you can reverse the TM and repeat the `sdlxliff` review process with the original target file(s) as source.

**Produce TUs  
from the  
SDLXLIFF**

When you’re ready to produce TUs based on the `sdlxliff` file, use a suitable batch task (**Update Main Translation Memories**, **Update Project Translation Memories**, or **Populate Project Translation Memories**).

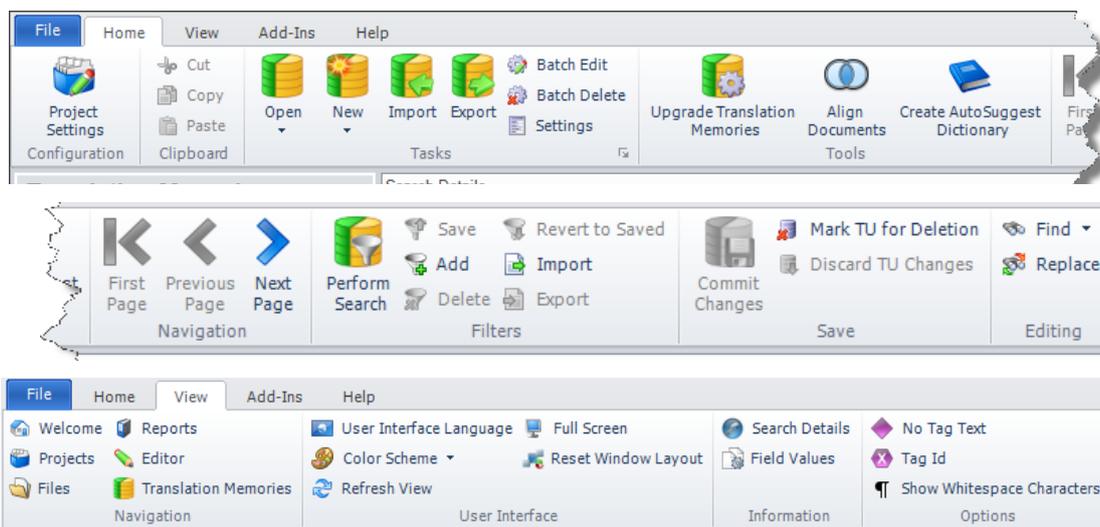
# 47

## Translation Units maintenance

### The Translation Memories view

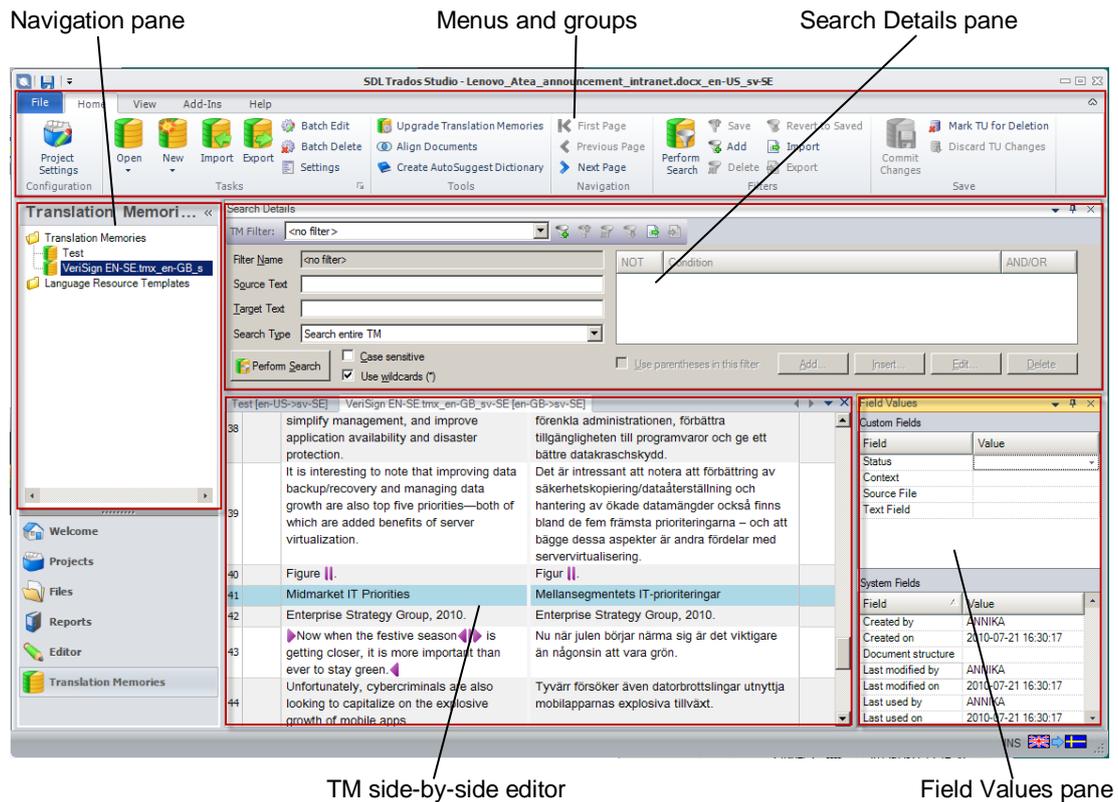
#### Ribbons

The Home and View ribbons are – as always – specific:



#### Description

The *Translation Memories* view is where you edit the TUs stored in your TMs; i.e. change texts, formatting, field values, etc. – in fact much like you work with the segments when translating; one difference being that you can also edit the source segments; another that you also have field values to manipulate (if you have defined custom fields). The view typically looks like this (as usual, you can customize it by moving any pane which has a  symbol in its title list; see p. 21):



- Custom Fields (in the *Field Values* pane) are fields which are not standard (system) fields but have been added by a user.
- System Fields are automatically generated, e.g. creation and modification dates (p. 276).

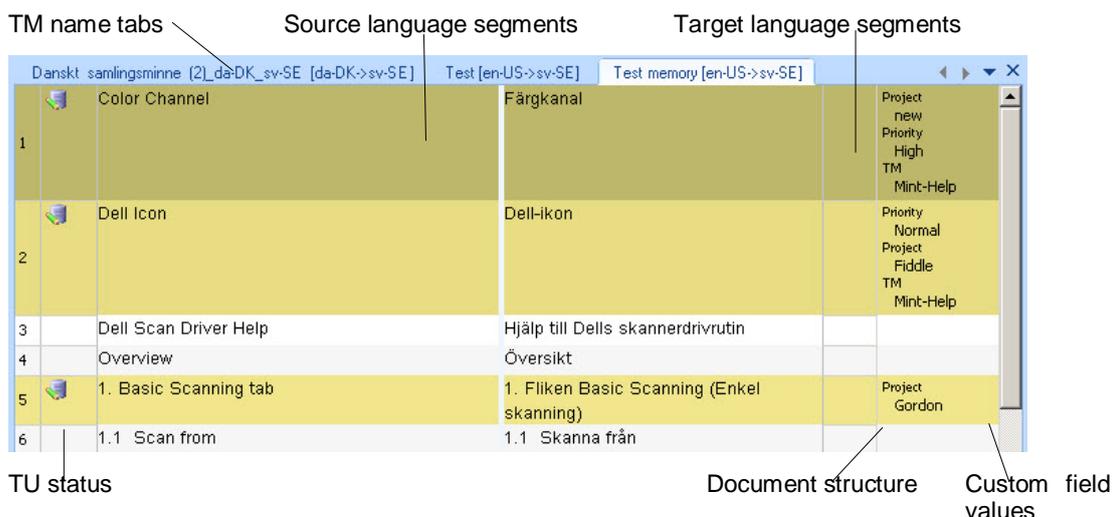
⊙ **Open a TM:** Double-click its name in the *Navigation* pane (or use **Alt+Shift+O**, but then of course you have to locate it in the usual **Open** window). You can have several TMs open, but only one can be active. If you have several TMs open, you go between them by clicking the tabs on top of the Editor pane. If you have really many open, you can use the ▼ symbol in the top right-hand corner; a list of all the open TMs is shown.



If you have a TMX file that you need to edit, there is now an Open-Exchange application, *File type definition for TMX*, which makes it possible for you to open it as a translatable file without converting it into an SDLTM.

- ⊙ **Close a TM:** As usual, click the **x** in top right hand corner of the Editor pane. If you have made any (pending) changes (see p. 319), you will be asked whether to commit them or discard them.
- ⊙ **Remove a TM:** In the navigation pane, right-click the TM to be removed and select **Remove From List**.

## The side-by-side Editor pane



A TM will normally take up several pages in the Editor pane. The number of TUs per page is set with **File > Options** (or **Alt/F10, F, T**), select *Translation Memories* view and then set the **Number of translation units per page** as necessary. (To go between pages, press **Alt + Right/Left arrow**, or click the **Home > Navigation** icons.)

Some explanations:

☉ **TU status:**



**Edited:** Some change(s) has been made



**To be deleted**



**Invalid:** Some error (e.g. one segment is empty) was detected during verification (when the cursor was moved to another TU)

The status is also reflected in the background colors of the TU:

- *White or gray:* No pending changes.
- *Yellow:* Pending changes.
- *Pink:* Marked for deletion.
- *Blue:* Currently selected.

These colors may be customized; see p. 147.

☉ **Document structure:** The same as for segments in the translation editor pane; see Annex E.

☉ **Custom field values:** Reflects the field values shown in the *Custom Fields* pane (where you make any changes).

## Customizing the Translation Memories view

You can customize some of the viewing characteristics here. Go to **Home > Tasks** group and select the dialog box launcher in the lower right-hand corner (or select **File > Options** (or **Alt/F10, F, T**) > **Translation Memories View**):

Translation Memories View

Tag display mode:

Show whitespace characters

Show translation unit field values column

Number of field values to show:

Number of translation units per page:

---

Font size

These options modify the font to make text easier to read.

Source font size:  Target font size:

## Editing individual TUs

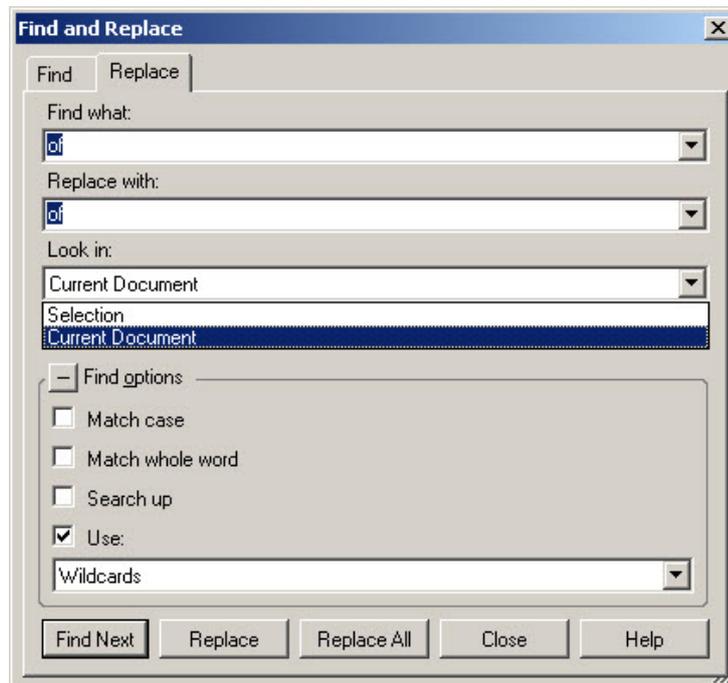
**Note:** All changes are pending until you commit them by clicking the Home > Save > Commit changes button (or Alt/F10, H, C). *After commitment, no change can be undone.*



- ☉ **Navigate between TUs:** Navigate as usual (click, use arrows, scroll bar, etc.). To go between pages, press Alt + Right/Left arrow, or click the Home > Navigation icons.
- ☉ **Change text:** Type, delete, copy and paste text as usual.
- ☉ **Delete a TU:** Place the cursor in the TU and press Ctrl+D or select Home > Save > Mark TU for Deletion (or Alt/F10, H, M).
- ☉ **Edit Custom Field values:** About Custom Fields, see p. 283. Select the TU and make necessary changes in the *Custom Fields* pane.
- ☉ **Undo pending changes in a TU:** Select the TU and then select Home > Save > Discard TU Changes (or Alt/F10, H, U2).
- ☉ **Undo all pending changes:** Close the TM by clicking the ✕ in the top right hand corner of the editor pane and reply **No** to the question if you want to commit the changes. If you then want to continue editing that TM, you must open it again.
- ☉ **Find:** Press Ctrl+F and fill in the alternatives (see figure under next item). **Search up** means Search upwards; with **Use** you can use wild-cards (? for a single character; \* for zero or more characters) or **Regular expressions** (i.e. expressions using special meta-characters; see p. 366). For Find Next, use F4; for Find Previous, use Shift+F4.

**Note:** If the corresponding expression in the TU contains a tag, it will not be found. A workaround is to put an asterisk before, after and between the words, but that will also mean that many non-interesting hits may be found.

- ① **Find and Replace:** Press Ctrl+F and select the Replace tab (see below). The Replace All button will be activated once you have clicked Find Next and an occurrence of the search text has been found.



(For explanations, see under *Find* above.) You can also use the Batch Edit function (see below), e.g. if you want to apply the changes only to specific TUs selected with a *filter* (see p. 324). If the TM is big, the filter function is preferable, being much quicker. The drawback is that it does not allow the use of regular expressions.

## **Deleting several TUs at the same time (batch delete)**

If you want to delete more than one TU at once (and the straightforward method of deleting them one by one would be too cumbersome), you can select them in the normal manner by selecting the row numbers and using the **Shift** or **Ctrl** key. If you need a more sophisticated selection, you can create a *filter* (see p. 324) with suitable criteria.

- ① Make sure that the filter that is to be applied exists.
- ② In the *Translation Memories* view, right-click the TM (it does not have to be open) and select **Batch Delete**. (Or select **Home > Tasks > Batch Delete** [or **Alt/F10, H, D**].) The **Batch Delete - Batch Delete Filter** window opens.
- ③ Select the filter to be applied. <no filter> will delete *all* TUs!
- ④ Click **Finish** to apply the deletion.

**Note:** *These changes cannot be undone!* (But the action can be stopped while it's going on if you click **Cancel**, and all non-deleted TUs will then remain.)

## Editing several TUs at the same time (batch edit)

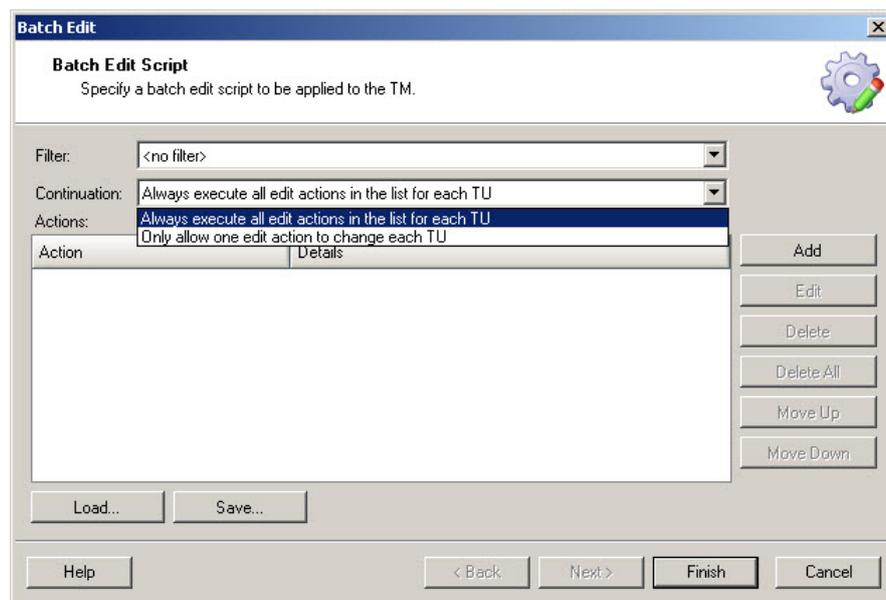
If you want to edit several TUs at once, you cannot do so by selecting them, because that's not possible. What you can do is use the batch edit function, which lets you

- find and replace text (excluding tags)
- change or delete field values
- delete tags

If you don't want the changes to be applied to all TUs, you have to first create a *filter* (see p. 324) with suitable criteria.

To edit a batch of TUs, you create a *Batch Edit Script* – or use an existing one – which specifies what change actions to take. (You can select whether you want all actions, or only one action, to be applied to each TU.) This is how:

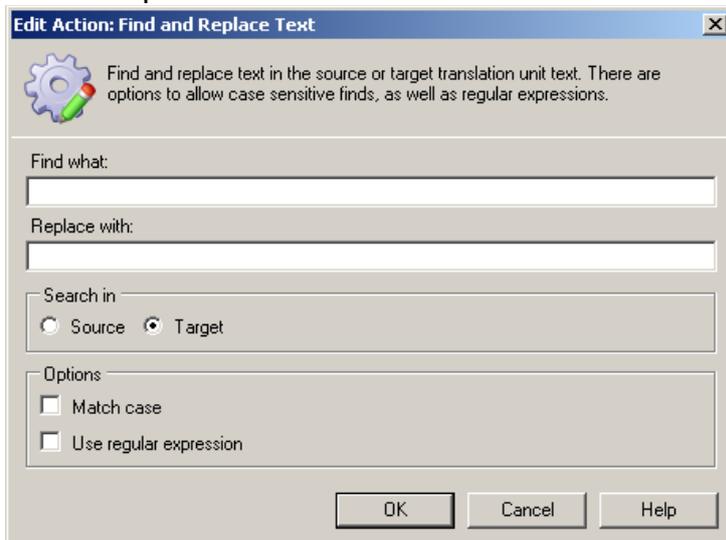
- 1 Make sure that any filter that is to be applied exists.
- 2 In the *Translation Memories* view, right-click the TM (it does not have to be open) and select **Batch Edit**. (Or select **Home > Tasks > Batch Edit** (or **Alt/F10, H, B**.) The Batch Edit wizard opens with the **Batch Edit Script** page:



- 3 If a filter is to be used, fill in its name. Select whether to allow all or only one action per TU. If you are going to use an existing script, click the **Load** button and open it. Otherwise, click **Add** to begin creating actions for the new script. **Add** options are:
  - Find and replace text
  - Change field value
  - Delete field values
  - Delete tags

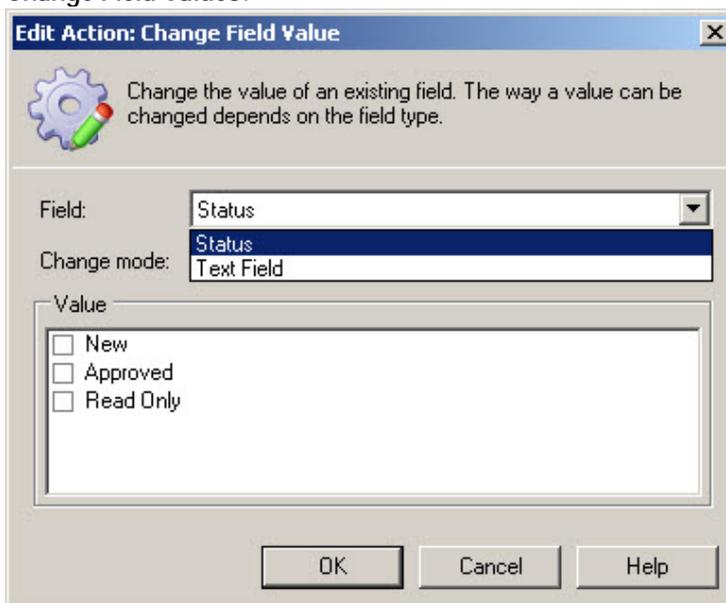
- 4 Select for each action one of the categories in the following windows. Define each action as shown in the respective window.

- Find and Replace Text:



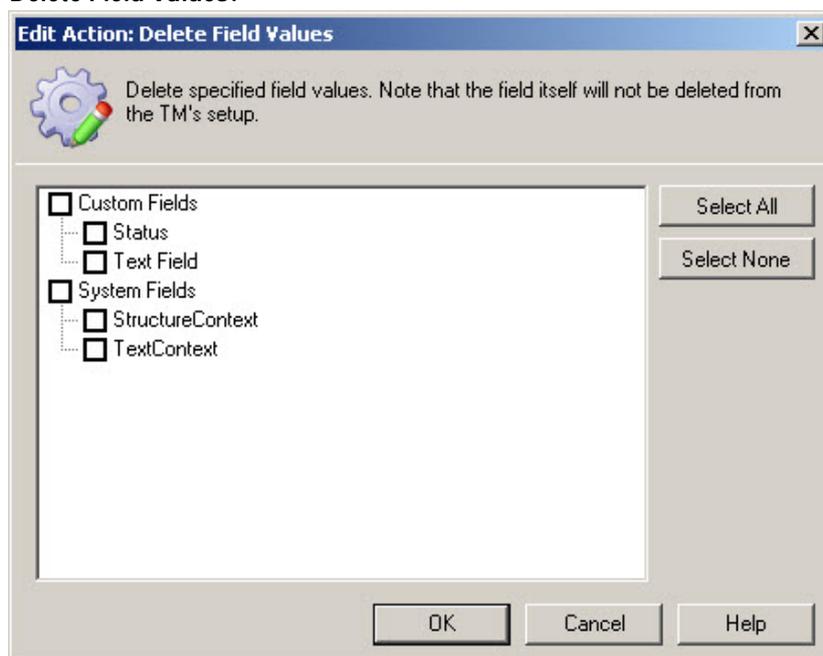
About regular expressions, see p. 366.

- Change Field Values:

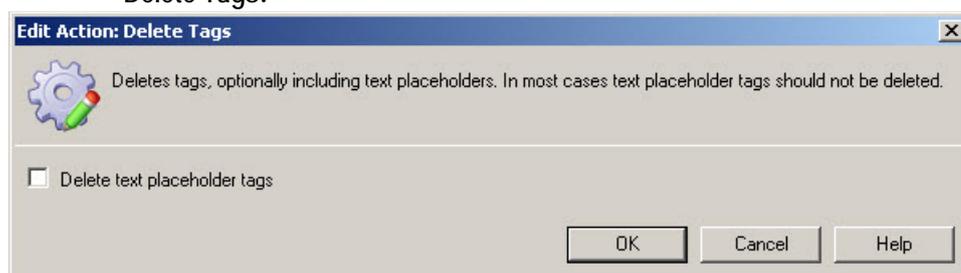


**Note:** If the field is Text Field, the existing text in the field will be replaced by whatever you type as **Value**.

- Delete Field Values:



- Delete Tags:



⑤ When all actions are defined, decide on their order using the Move Up/Down buttons. (In case you allowed only one change per TU, in step 3, the top action will be always performed. There may also be situations when the order is important for other reasons.)

⑥ Save the script, if you want to keep it.

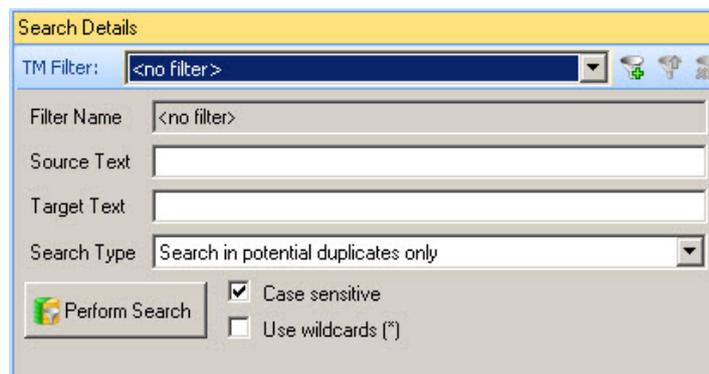
⑦ Run the script by clicking Finish.

**Note:** *These changes cannot be undone!* (But the action can be stopped while it's going on if you click Cancel, and all still unchanged TUs will then remain so.)

## Searching for duplicates

You can use the Search Details window to list duplicate source segments and check the corresponding translations (and also delete any which should not be retained; depending on client and/or subject, you may of course want to retain different translations of the same source text). (You can, for instance, search for rows that contain a certain

expression in the source segment while at the same time containing another specific expression in the target segment.)



Simply leave all fields empty, select **Search in potential duplicates only** for **Search Type**, and click **Perform Search**. Any duplicates will be listed.

**Note:** Each duplicate is given its own page; go to the next (or previous) one with **Alt+Right/Left Arrow** or .

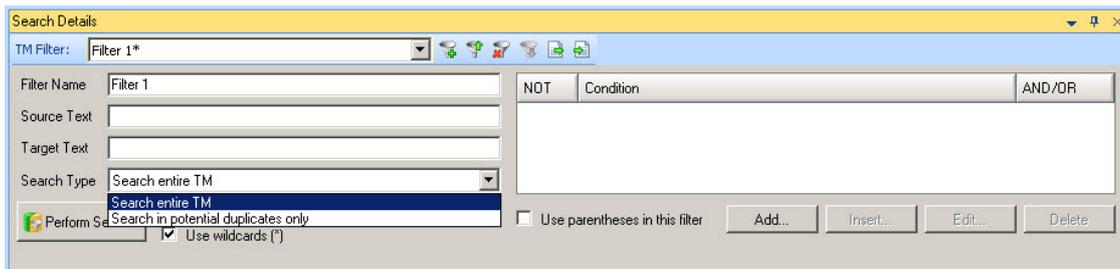
There is also an OpenExchange application from SDL, *The SDL Translation Memory Management utility*, which includes a function for the removal of duplicate entries, in addition to its functions for export of Studio TMs to Trados 2007 format and for reversing languages in Studio TMs.

## Filtering TUs

The filter function lets you view only TUs with particular characteristics. A filter can also be used when exporting or importing TUs. (E.g., you may want to create a specific TM which contains only TUs pertaining to a specific client, or TUs created after a certain date, etc. Export using an appropriate filter will give you that possibility. Or a corresponding import may do the trick.) You can use an existing filter or create a new one, using the **Search Details** pane.

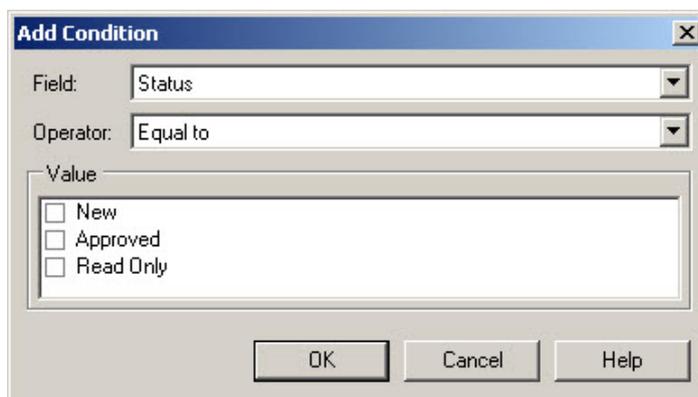
**Note:** A filter is specific to the TM that is open. This means that if you are going to use an existing filter created for another TM, make sure that any fields used in the filter also exist in the TM where it will be used.

- ◎ **Use a filter:** You can create a new filter or use an existing one. You can also use a filter, together with search criteria, in the **Source Text** and/or **Target Text** fields in the **Search Details** pane (see figure below), in combination with the desired **Search Type**. And you can use the **Case sensitive** and **Use wildcards** options as appropriate (wildcard \* stands for 0 or more characters; ? stands for a single character), together with the filter. When everything is ready, click **Perform Search**.



● **Create a filter**

- ❶ Select Home > Filters > Add (or Alt/F10, H, A), or click the Add filter icon  in that group.
- ❷ You can now name the filter (in Filter Name). The name is shown in the TM Filter field; an asterisk after the name indicates that the filter is not yet saved.
- ❸ Add criteria as needed by clicking the Add button, which opens the Add Condition dialog box:



with these Field options:

- Status
- Text Field
- Last modified on
- Last modified by
- Last used on
- Last used by
- Usage count
- Created on
- Created by
- Source segment
- Target segment
- Source segment length
- Target segment length
- Number of tags in source segment
- Number of tags in target segment

The possible values in the Operator and Value fields depend on the selected Field option.

You can use the Boolean operators NOT, AND and OR as well as parentheses to combine the criteria. If you want to add the new condition above a selected one, click the Insert button. Clicking Add means that it will be inserted below.

- ④ Save the filter with Home > Filters > Save (or Alt/F10, H, V1). Or click Perform Search without saving.
- ⦿ **Export/import a filter:** You export a saved filter for later use by selecting Home > Filters > Export (or Alt/F10, H, X). You import a filter by selecting Home > Filters > Import (or Alt/F10, H, I2). An imported filter is added to the list in the TM Filter box.

**Note:** The filters in the TM Filter list are associated with that TM and will be available every time you open that TM. You delete a filter by selecting it and then selecting Home > Filters > Delete (or Alt/F10, H, E1).

## Maintenance using Studio's QA functions

Using the plug-in application SDLTmConvert (see p. 281), you can convert a Studio TM into XLIFF format (and other formats). That means you can open it in the *Editor* view and run the verification against the TM itself, using all suitable QA settings. The procedure for this is well described in the documentation; furthermore, Paul Filkin goes into detail in his blog post [Memory is the mother of all wisdom](#) (the *multifarious* blog).

## Maintenance using the TM Optimizer

I would not normally write about an OpenExchange tool that (a) I haven't explored, and (b) is not free. But based on my experience of the other tools offered by CodingBreeze (Erik de Vrieze), I would suggest to use the free trial offer for the *TM Optimizer*, which – in Erik's words –

- Increases TM leverage
- Removes excessive formatting, e.g. font change, kerning, tracking, spacing
- Removes extra formatting in target – this would cause extra formatting penalty
- Makes the import of the TMX much faster
- Makes migration from DOC in TagEditor to DOCX in Studio much easier

More [detailed information](#) is given on the CodingBreeze homepage (on the Help tab of the TM Optimizer section).

# 48

## Reversing languages in a TM

It is a quite common situation that one wants to reverse the languages in a TM, i.e. make the source language into the target one and vice versa. In Studio, you do this as you did in Workbench:

1. Create a new TM with the source and target languages “reversed”.
2. Export the existing TM *into TMX format*.
3. Import the exported file into the new, “reversed” TM.

There are also two applications in *OpenExchange* which can do that for you: *SDLTmReverseLangs* and *The SDL Translation Memory Management utility*, which includes a function for the removal of duplicate entries in addition to its functions for export of Studio TMs to Trados 2007 format.

For *SDLTmReverseLangs* there are *instructions at this SDL blog*, and instructions for the TM Management utility are included in the download package.



But of course, if you get the excellent OpenExchange application *AnyTM Translation Provider*, you will be able to use any TM in the reverse direction (what in fact happens is that the reverse TM is created automatically) without having to do anything except opening it via this plugin – plus you get all the other useful features that it offers; see p. 80.

# 49

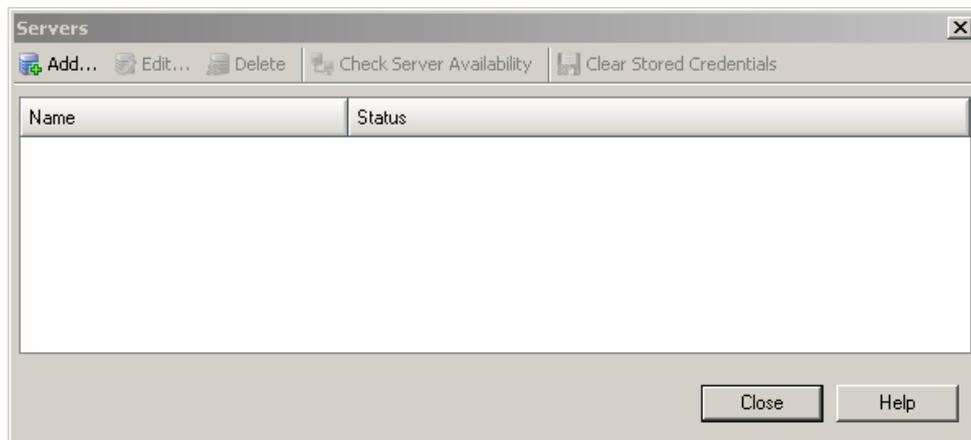
## Using server-based TMs

In order to use a server-based TM, you need first to have a connection to the server in question, and second, to have a TM created on that server. The freelance translator will normally be provided with the details for the former step by a project administrator, and the second step will probably be taken care of by a LSP client. Therefore, this manual will only cover the basic steps for adding and connecting to a server-based TM.

### Managing servers

You manage the servers in the Servers dialog box. Here you can see the list of the servers that you have added (configured) and their current status; you can add and delete servers; and you can store (and clear) your login credentials (user name and password).

To open this dialog box, select **File > Setup > Servers** (or **Alt/F10, F, U, V**):

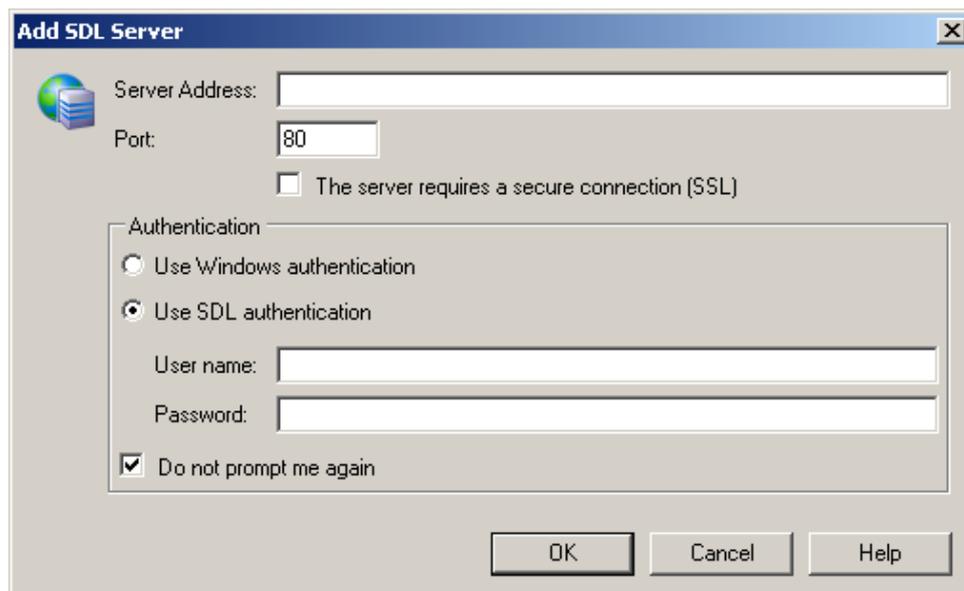


- ⦿ **Edit server settings:** If you need to change any of the server settings (see next section), open the Servers dialog box, select the server in question and click the Edit button.

### Adding a server connection

Before you start, you need to know the address of the server, your user name and password.

Select **File > Setup > Servers** (or **Alt/F10, F, U, V**). The Servers dialog box opens. Click **Add**. The Add SDL Server dialog box opens:



Fill in information – e.g. a server address given to you by a translation agency – and make selections as appropriate. (**Do not prompt me again** means that the user name and password settings are stored and you will not be asked for them again.) Click **OK**. The server is added in the Servers dialog box, and its status is shown. Click **Close**.

## Creating a server-based TM

In the *Translation Memories* view, select **File > New > New Server-based Translation Memory** (or **Alt/F10, F, N, E**). The **New Server-based Translation Memory - General** dialog box opens:

Most of these options are self-explanatory. **Create From** lets you base the new server TM on an existing one. In **Location** you select the organization or resource library to which you want the new translation memory to belong (more about this in the GroupShare help). **Container** means the container where you want the new server-based TM to be placed on the TM Server. As for **Enable character-based concordance search**, see p. 278.

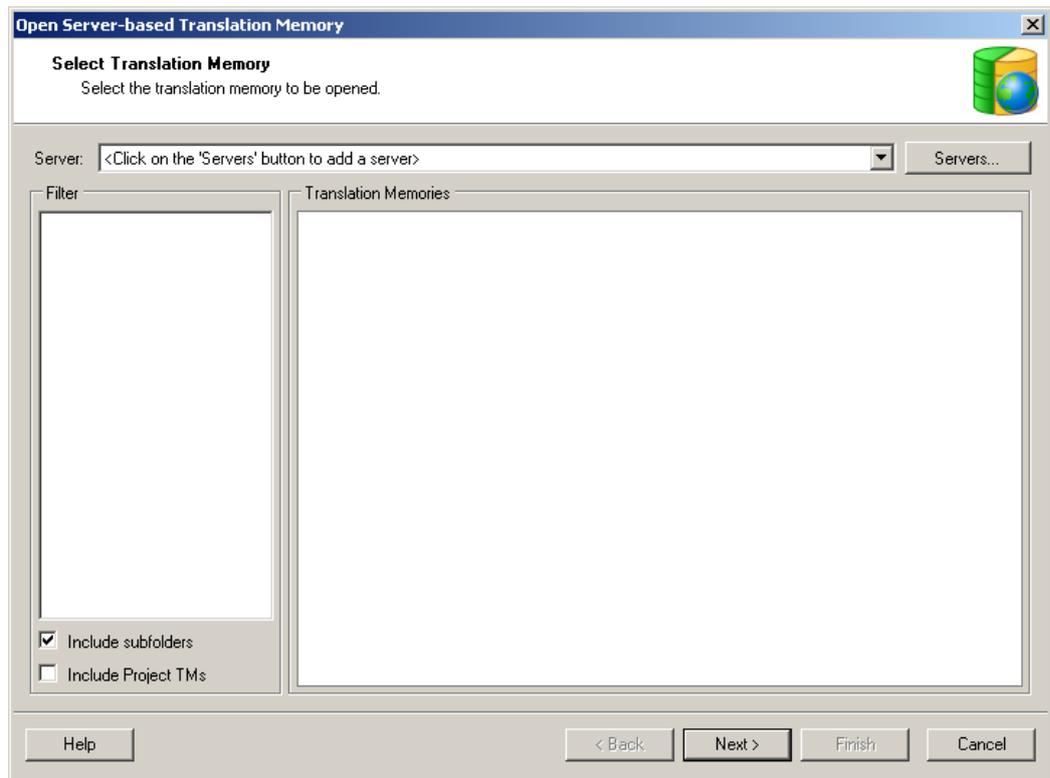
## Opening a server-based TM

Normally, you add a server-based TM when the project is being set up, during the selection of the TMs to be used (see p. 78). If you do it afterwards, then first you need to decide at which level to do it:

- For the default project settings: Open the **Options** dialog box by selecting **File > Options** (or **Alt/F10, F, T**).
- For the settings of the active project/document: Open the **Project Settings** dialog box by selecting **Home > Configuration > Project Settings** (or **Alt/F10, H, S1**).
- For the settings of a project template: Open the **Project Template Settings** dialog box. (Select **File > Setup > Project Templates** (or **Alt/F10, F, U, P**). The **Project Templates** dialog box opens; select the template in question and click **Edit**.)

In the dialog box that you open, you add the server either under **All Language Pairs** (in the navigation pane) or under a specific language pair (e.g. if you want to use different servers for different language pairs).

Click **Add** and select **Server-based Translation Memory**. The corresponding dialog box opens:



Click **Servers** and select the appropriate TM. Select other options as appropriate and click **Next**. The **Select Language Pair** page opens. Select an existing pair or new source/target languages and click **Finish**. The TM opens.

You can also open a server-based TM via **File > Open > Open Server-based Translation Memory** (or **Alt/F10, F, O, S**).



# **PART VII – TERMBASES**

The basic uses of MultiTerm and  
the handling of termbases.

# 50

## MultiTerm and termbases

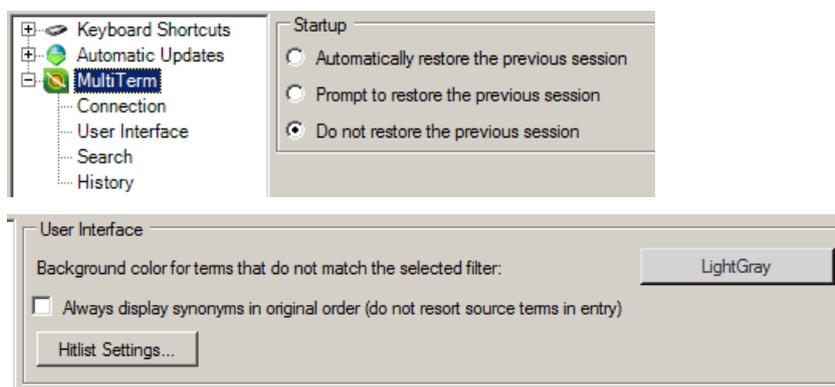
The use of MultiTerm is integrated in the use of Studio, where you can search for, edit and create termbase entries. For more radical termbase management – such as advanced searches, and the creation of new termbases – you have to start and use MultiTerm itself. Here I will just cover the basic uses plus the basic settings and the shortcuts (see Annexes K–N). As with Studio, you may find that it pays to study them in order to get a view of the functions available. For the rest, I refer to the quite extensive Help function and SDL Trados' own resources, at [www.translationzone.com/en/translator-products/sdlmultitermdesktop](http://www.translationzone.com/en/translator-products/sdlmultitermdesktop). There is also an interesting *multifarious* blog post by Paul Filkin, *Is MultiTerm really that hard to learn?* in his *multifarious* blog. And another one, *Multitudinous terminology!*, where he explains the reasons for the complexities of this application.

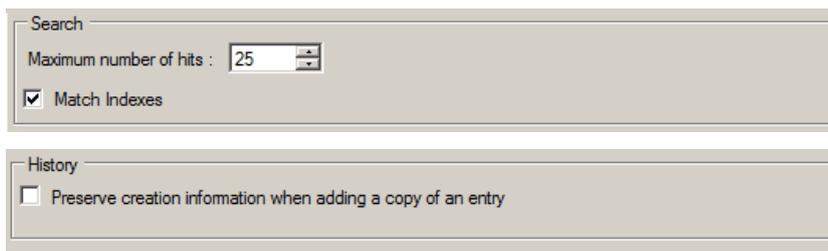
MultiTerm 2014 supports termbases created in MultiTerm 6.x to 2007, and termbases created in MultiTerm 2009 and 2011 are completely compatible with MultiTerm 2014 termbases.

However, it may happen when you open a 2011 that you are told that the termbase needs to be reorganised. How to do this is well explained by Nora Díaz in her blog post *Studio 2014: Termbase Needs to be Reorganized, but How?*.

### The basic settings

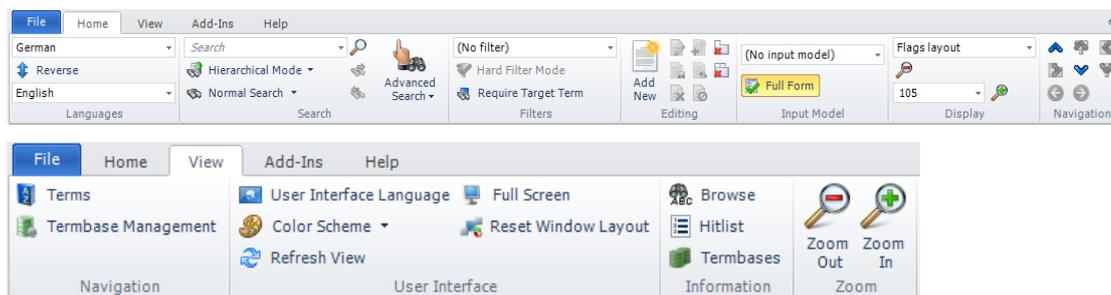
The basic settings available via File > Options (or Alt/F10, F, T) are quite few and easily illustrated by screenshots:





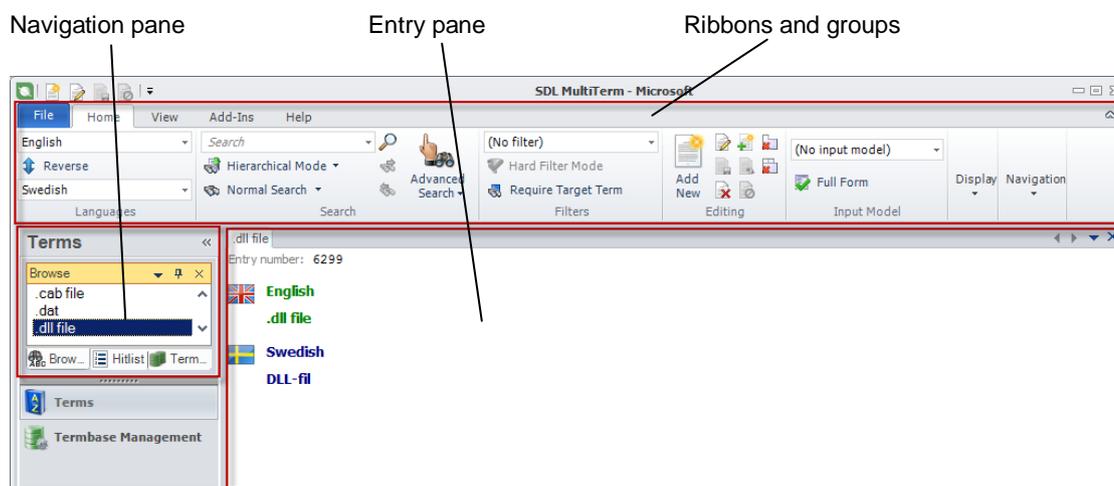
## The MultiTerm window

### The Terms view – ribbons



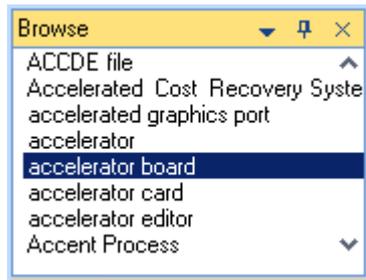
### The Terms view – window

This is a typical MultiTerm window with the *Terms* view activated.

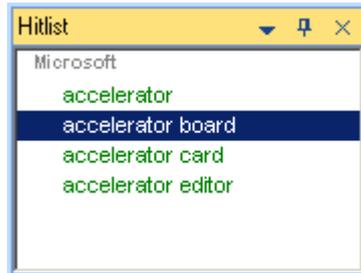


In the *Terms* view, you work with terms and termbase entries. In the corresponding *Navigation* pane, there are three tabs:

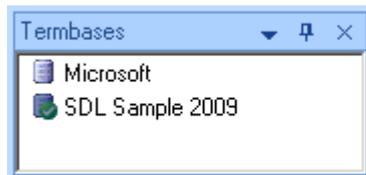
- **Browse**, with the terms from the selected database shown in alphabetical order.



- Hitlist, where you work with the termbase search results.



- Termbases, where you select, in the list of open termbases, which termbase (the *default* termbase) to view in the **Browse** pane (click that termbase), and exclude termbases from searches. There are also other actions to perform; right-click a termbase name and they all become available.

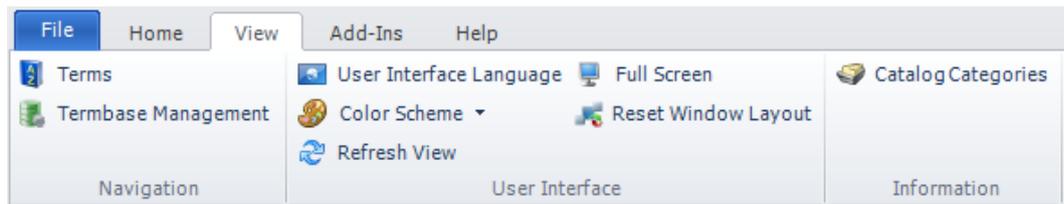


There are also other actions to perform; right-click a termbase name and they all become available:



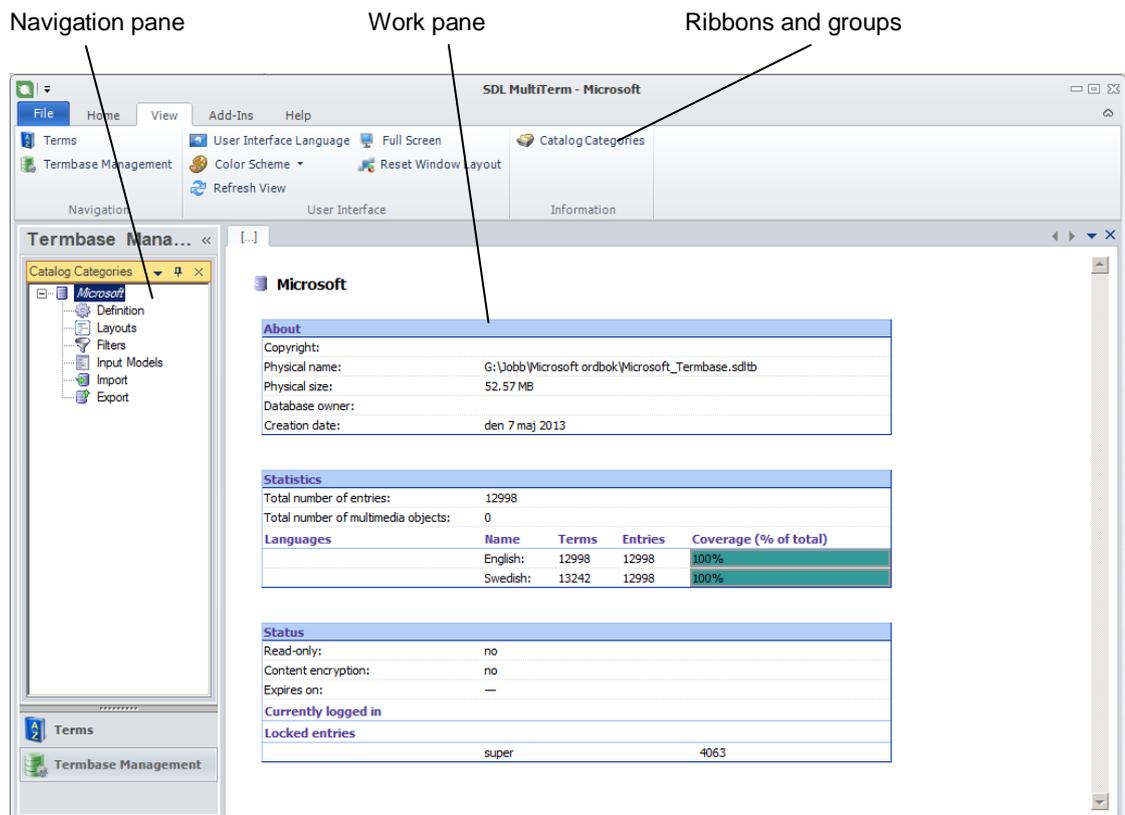
## The Termbase Management view – ribbons





## The Termbase Management view – window

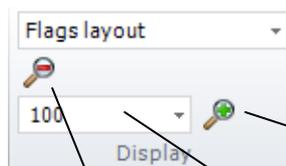
This is a typical *Termbase* view (note that the term “Catalog” for “termbase”, used in previous versions of MultiTerm, still hangs around here and there in the user interface, e.g. “Catalog Categories”):



In the *Navigation* pane, you have a termbase navigation tree. Under each branch (termbase) is a list of object types. When you click an object type, the corresponding information is shown in the *Work* pane.

### Layouts

You can select different layouts for the display of termbase entries. Use the **Home > Display** group:



Shrink display by 10% (Ctrl+Subtract)

Display size

Magnify display by 10% (Ctrl+Add)

The layout options are:

- **Flags layout:** all fields except for system and history
- **Full layout:** all fields including system and history
- **Languages only:** only descriptive fields at entry level, index fields at index level, and terminology fields at term level
- **Source/Target:** only descriptive fields at entry level, source and target index fields at index level, and source and target terminology fields at term level
- **MultiTerm Classic:** default MultiTerm 5 layout

You can create your own layout. In the *Termbase Management* view, right-click **Layouts** under the termbase in question and go on from there. More information in the Help under **Welcome and Contents > Layouts > About Layouts** (on the internet it's [here](#)).

## Opening termbases

Select **File > Open Termbase** or press **Ctrl+O** and browse (in the **Select Termbases** dialog box) to the desired file (or use the **Servers and Login** buttons). When you're through, make sure that the bases you want to open are selected and press **OK**.

**Note 1:** Strangely enough, the only way to have more than one termbase open is to open all of them at once. If you have one termbase open and then open a new one, the first one will be closed.

**Note 2:** At the bottom of the dialog box is a link to [SDL OpenExchange](#), where you can find (under "Terminology") termbases provided by other Trados users. At the time of writing (April, 2014), there are Microsoft 2011 terminology collections for the European languages (Eastern European languages plus English; Western European languages plus Afrikaans; "Asian" languages [English, Arabic, Hebrew, Japanese, Korean and 3 Chinese]; English and Dutch (!); English and Polish; and separate ones for German, Greek, Hebrew and French).

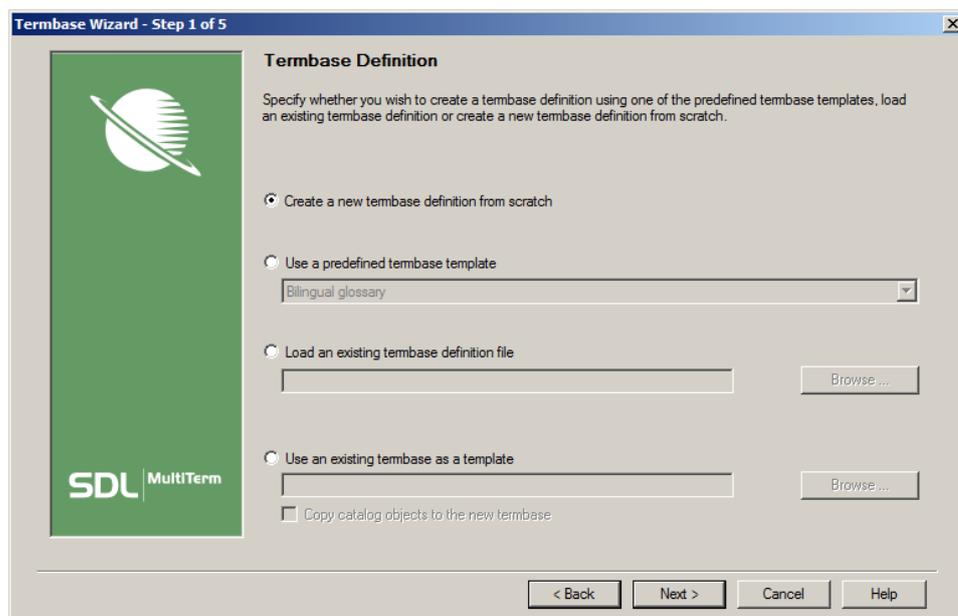
## Creating a termbase

Select **File > New > Create Termbase** or press **Ctrl+Alt+T**, name the base and select its place in your file hierarchy. The **Termbase Wizard** opens, showing the steps to go through:

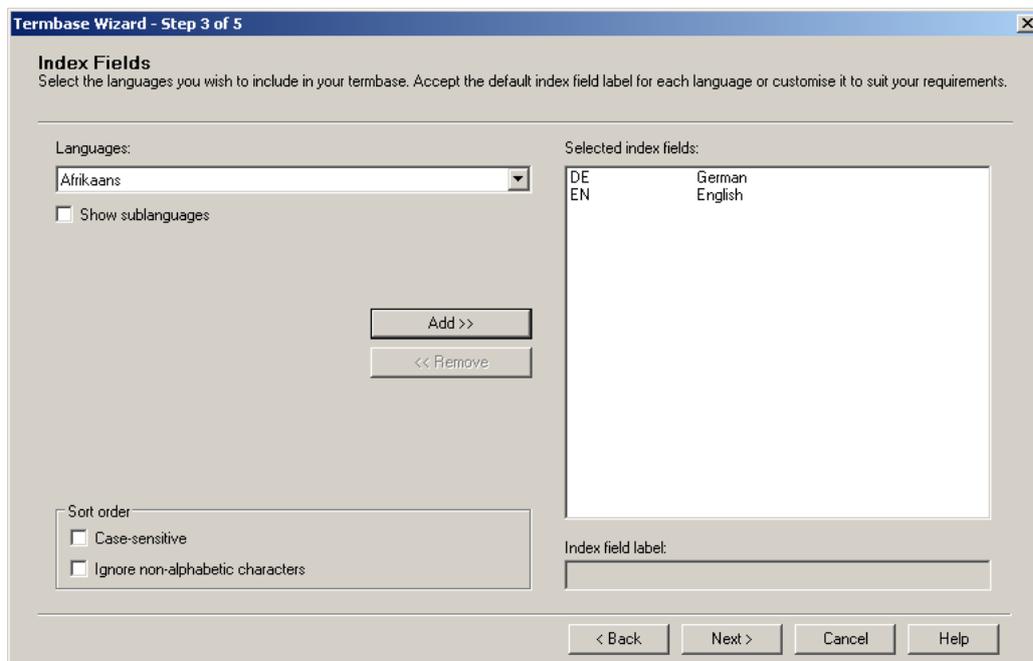
1. Create or select a definition for the termbase.
2. Specify a name.
3. Add language fields for the languages.
4. Add descriptive fields and specify their properties.
5. Define the structure of the entries.

**Note:** You can at any time, after a termbase has been created, go back to this wizard and make changes (as long as you are authorized for that).

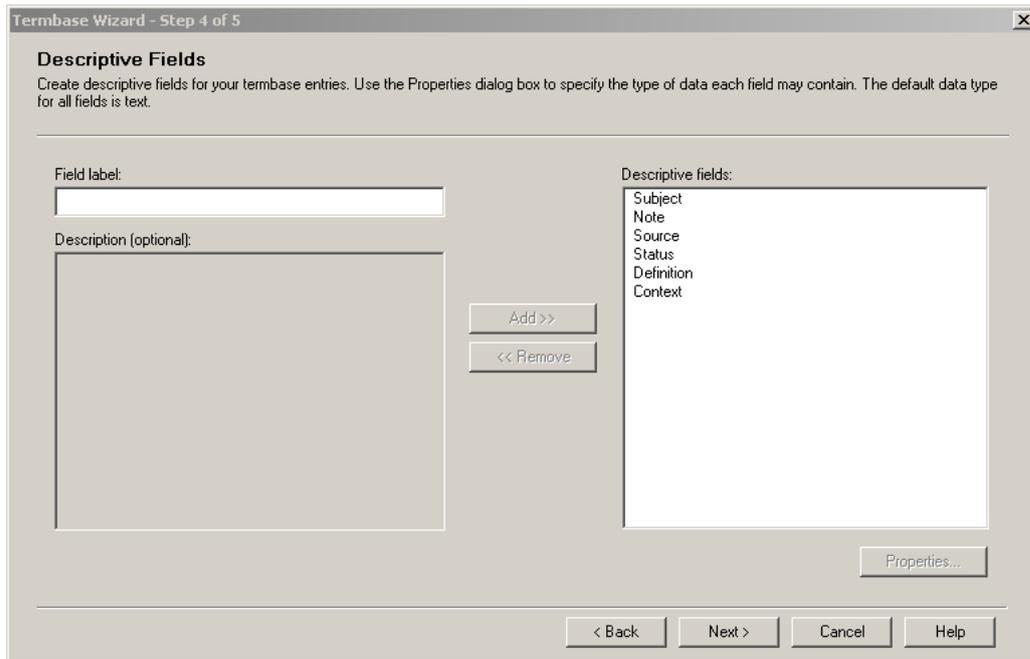
- 1 Click Next. The Termbase Definition page opens:



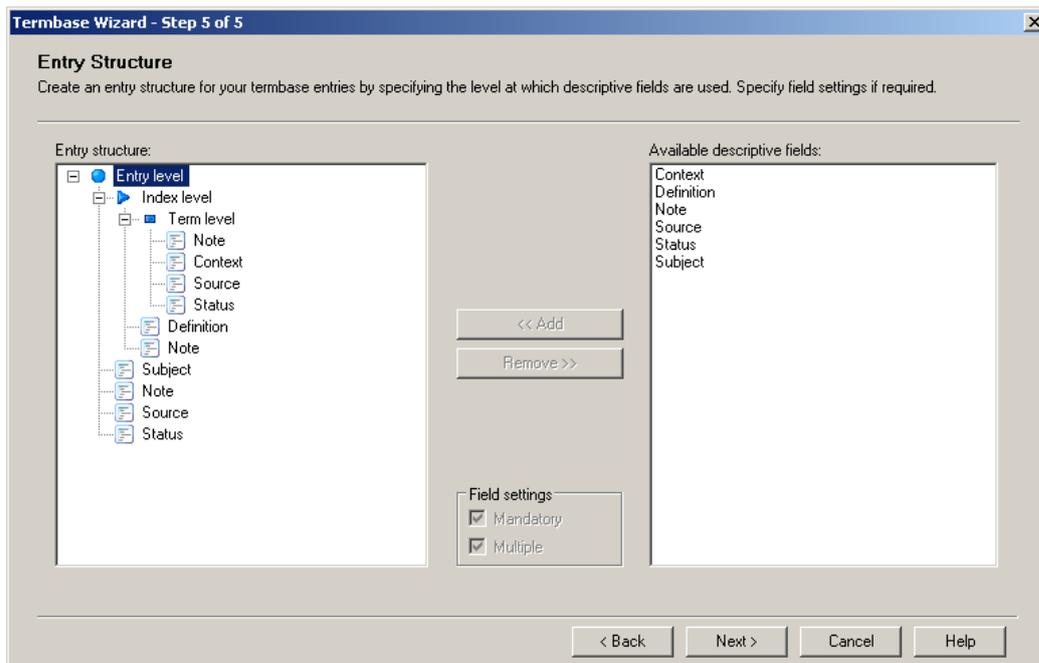
- 2 Usually, the preferable alternative for Use a predefined termbase template is the second one (with Bilingual glossary as probably the appropriate option; the other options are Multilingual termbase, Software: Graphical User Interface, and Term Lifecycle Management [TLM] – as for their meaning, please see the Help: “About the Default Termbase Templates”; on the internet it’s [here](#)). Then click Next. The Termbase Name page opens, with fields for Friendly Name (mandatory), Description (optional), and Copyright (optional). (There is also a button Add more, which opens fields for the creation of a Splash screen, Termbase icon and Reference document.) Click Next. The Index Fields page opens:



- 3 Make your selections and click Next. (For a definition of index fields, see the Note on p. 82.) The Descriptive Fields page opens:



- ④ Add and remove fields as necessary. Then click Next. The Entry Structure page opens:



- ⑤ Make changes as needed. Note that you can set a field to be either **Mandatory**, **Multiple**, both, or neither. (By default, no field is mandatory but some allow multiple values.) The levels are rather self-explanatory (“index” here means “language”). Click Next. The Wizard Complete page opens. Click Finish. In the Catalog view, the new termbase is now included.

Another way of explaining this procedure is given by Paul Filkin, who describes how to create a termbase with a number of words which are different in US and British English, for the purpose of terminology

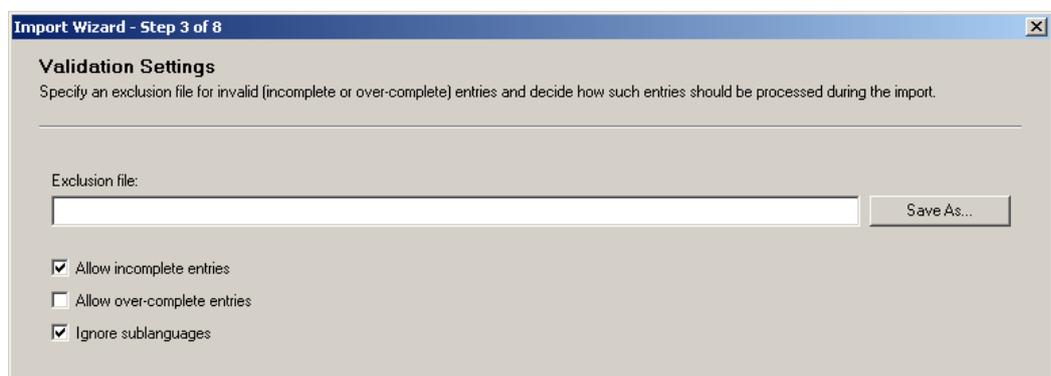
verification. See his *multifarious* blog post [Yanks versus Brits... linguistically speaking](#); it also includes a video.

## Importing/exporting a termbase

### Importing a termbase

The file to import must be an MTF.XML file, but you can convert termbases in other file types with SDL MultiTerm 2014 Convert; see below.

- ❶ In the navigation pane, select the *Termbase Management* view.
- ❷ Click **Import** under the target termbase. A list of existing import definitions opens (in the pane to the right).
- ❸ Select an import definition. You can also create a new one: Press **Ctrl+Alt+C** or right-click **Import** and select **Create**. The **Import Wizard** opens; continue to create the definition from there. Or, if an existing import definition is not shown in the list, you can load it (click **Home > Load**).
- ❹ Otherwise, press **Ctrl+Alt+P**, or right-click or select **Process**. The **Import Wizard – General Settings** page opens.
- ❺ Browse to the file to import. Select **Fast import** (if you think you can skip validation tests) and/or **Apply filter** as appropriate. Click **Next**. If you selected **Fast import**, the process continues with step 6 below. If you did not select **Fast Import**, the **Validation Settings** page opens:



The exclusion file must be given an address. Other explanations:

- **Allow incomplete entries:** Entries without data in a mandatory field are imported.
- **Allow over-complete entries:** Entries with more fields than the target termbase are imported.
- **Ignore sublanguages:** Pretty complicated meaning; please see Help. (But if you have entries for EN-GB and EN-US in your xml file, and you want to merge them in a single EN sub-language [index], use this.)

- ❻ Click **Next**. The **Import Definition Summary** page opens.

- ⑦ Check the information given. If everything is OK, select **Next**. The **Processing the Import** page opens.
- ⑧ When the process is finalized, click **Next**. The **Wizard Complete** page opens. Click **Finish**.

## Exporting a termbase

Before exporting, you need to decide

- the format for the export
- which fields to export
- how to handle synonyms, homonyms and cross references (if any).

- ① In the navigation pane, select the *Catalog* view.
- ② Click **Export** under the termbase to be exported. A list of existing export definitions opens (in the pane to the right).
- ③ Select an export definition. Seven definitions are provided, but you can also create a new one: Press **Ctrl+Alt+C** or right-click **Export** and select **Create**. The **Export Wizard** opens; continue from there.
- ④ Press **Ctrl+Alt+P** or select **Process**. The **Export Wizard – Export Settings** page opens.
- ⑤ Click **Save As**, name the resulting export file and select its location and file format (xml, htm/html, rtf or txt). Make other selections as appropriate. Click **Next**. The **Processing the Import** page opens.
- ⑥ When the process is finalized, click **Next**. The **Wizard Complete** page opens. Click **Finish**.

## Converting a termbase from non-MT format

MultiTerm is obviously a quite powerful tool where you can enter all sorts of information. On the other hand, many translators do not generally use termbases with more content than (bilingual) source and target terms and, sometimes, synonyms. Using the extremely popular OpenExchange application *Glossary Converter* (by Gerhard Kordmann), you can now easily convert Excel termbases from and to non-MultiTerm format (TBX format; TBX being the universal term-base format corresponding to the TMX format for TM databases; also to and from UTX formatted termbases). In fact, version 3 of this application is likely to fulfil most needs except sophisticated use of synonyms – you can even handle multimedia fields (e.g. image files). And once the settings are made, it's all done with drag-and-drop!

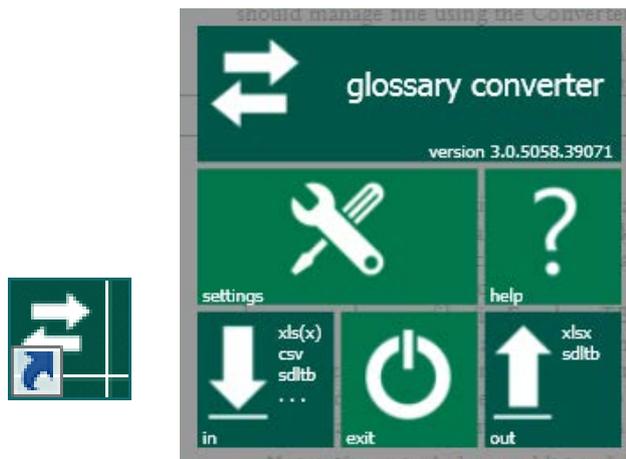
There is also a conversion tool included with Studio, *SDL MultiTerm 2014 Convert*, which is a bit more complicated to use. I haven't compared the two in detail, but from what I understand, there is very little that the Glossary Converter cannot handle. Here are brief overviews.

## Glossary Converter

Glossary Converter is free of charge, but Gerhard invites you to make a voluntary contribution – check the Introduction in the Help. (Note: If you have a version previous to 3.0, you should update, since the improvements are substantial.)

Unless your requirements are unusually specific (e.g. you need to specify the meaning of certain fields, or define a language), you should manage fine using the Converter without any preparations.

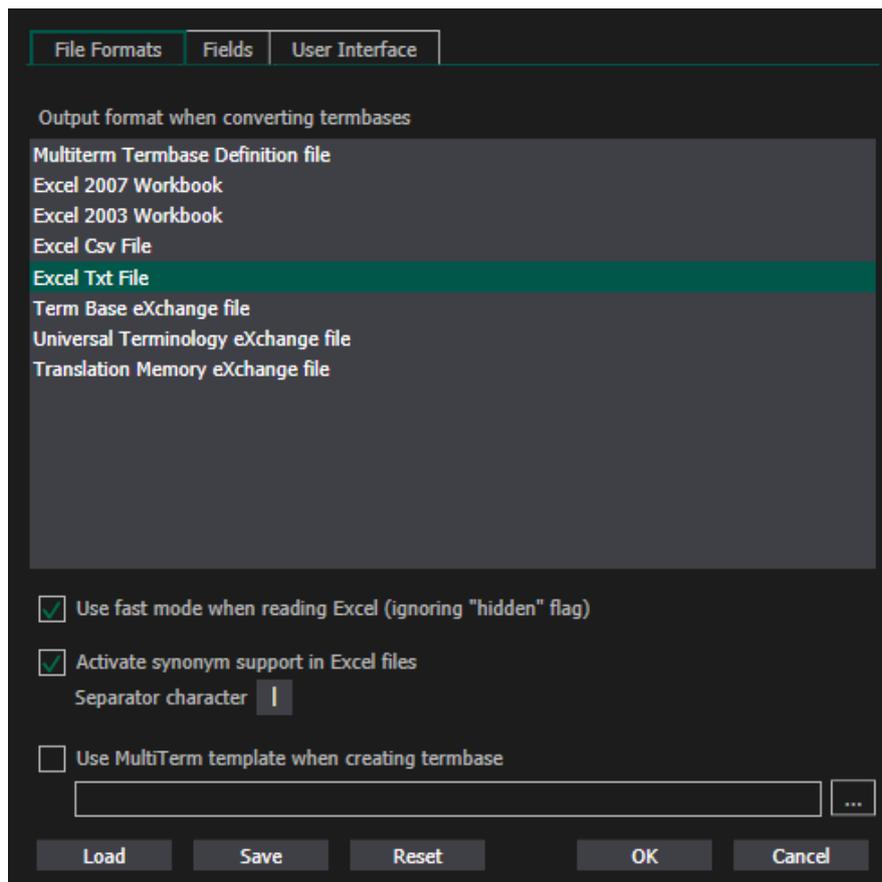
This is the desktop icon and the main application window (which opens when you double-click the icon):



To convert a file, you simply drag it from your file organiser to the icon or window. Or you can click in the window and select **Alt+O** to open a file dialog box (or right-click the icon and select **Open**). The **In** field in the window shows (some of) the permitted input file extensions (the application detects the input format), and the **Out** field shows the formats that will be created. (You can select the first one; the second one is determined by the input file.)

The Excel file format is fully supported for conversion to and from MultiTerm, but the application also supports (in general), MultiTerm XDT and XML pairs, TBX, UTX, and TMX. And you can convert any format directly into any other format.

To give you an idea of the functionalities, here is the **File Formats** part of the **Settings** dialog box:



The application has its own documentation (the Help file), which includes a list of supported languages (same as those supported by MultiTerm). In addition, Paul Filkin, in his *multifarious* blog, has an entry describing its use (and still applicable, although it does not, of course, cover the additional features in version 3): *Glossaries made easy*. And another one, with a video describing how to use it (the previous version, but still...) with TBX files: *Great news for terminology exchange*.



And furthermore, Paul points to the possibility of creating a termbase from a TM, in the post *Glossary to TM... been there, done that....* (Cf. his own suggestions on doing the opposite; see p. 301.)

Another example of the usefulness of this application is if you have a complex database in MultiTerm and would like to have a simple overview of its structure and contents: Let Glossary Converter convert it into an .xls file.

## SDL MultiTerm 2014 Convert

If for some reason the Glossary Converter does not do the trick, you can always try the tool specially developed by SDL, the MultiTerm Convert.

Perhaps the most common external format is Excel (where it is also easy to create a new termbase), so I'll use that as an example. Other convertible file types are:

- MultiTerm 5 (MTW) files

- OLIF XML files
- SDL Termbase (TDB) files
- SDL Termbase Online (MDB) files
- Spreadsheet and database exchange (CSV or tab-delimited TXT) files
- Excel (XLS) files
- TermBase eXchange format (TBX files)

For a more extensive guide to conversion from Excel, see Jerzy Czopik's guide "[Creating a Multiterm term base from an Excel sheet with terminology](http://trados-training.tts-td.com/Multiterm.pdf)" at [trados-training.tts-td.com/Multiterm.pdf](http://trados-training.tts-td.com/Multiterm.pdf).

The Excel document must be structured like this:

English	Swedish	Definition
computer	dator	
screen	bildskärm	Lorem ipsum dolor.

Other fields may of course also be defined; e.g. more target columns for synonyms (or you could use only the first two). Note that the columns must have names.

- ❶ Start Multiterm Convert (Start > All programs > SDL > SDL MultiTerm 2014 > SDL MultiTerm 2014 Convert). The Welcome page opens. Click Next. The Conversion Session page opens.
- ❷ Make selections as appropriate (New conversion session is usually fine). Click Next. The Conversion Options page opens.
- ❸ Select source file format (in this case, Microsoft Excel). Click Next. The Specify Files page opens.
- ❹ Specify the input (source) file. The names and locations of the Output file, Termbase definition file and Log file will be automatically filled in, but you can select or name them specifically. Click Next. The Specify Column Header page opens.
- ❺ Here you *must* specify an index field for each language in turn. Define the field types for any descriptive fields (such as definition, client, date, etc.) that are included in the source file. Click Next. The Create Entry Structure page opens.
- ❻ Add/remove as appropriate fields in the field structure for the entries. Click Next. The Conversion Summary page opens.
- ❼ Review and, if necessary, go back and make corrections. When you're satisfied, click Next. The Converting page opens.
- ❽ When the process is done, click Next. The Conversion Complete page opens (if all goes well). Click Finish.

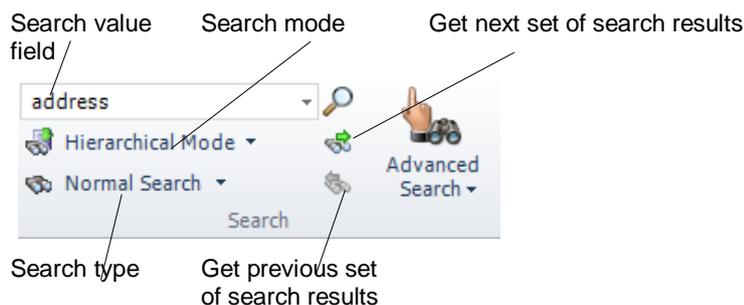
The converted file can then be imported (p. 341) into an existing termbase or one that you create (p. 338) for this purpose. In the latter case, you can perform the import during the termbase creation by, in *step 3*, selecting Load an existing termbase definition and then browsing to the converted termbase.

## Converting a termbase into non-MT format

A bilingual MultiTerm database with only source and target term fields is easily converted into Excel or TBX format with the SDL OpenExchange application Glossary Converter; see above.

## Searching the termbase

Activate the *Terms* view. Select source and target languages in the Home > Languages group, and then use the *Search* group:



*Search modes* (applicable when several termbases are open) are:

- **Hierarchical mode (Ctrl+H):** The search is performed in the termbases in their order on the Termbases tab. No more bases are searched after a hit is found.
- **Parallell mode (Ctrl+P):** All termbases are searched. The results are alphabetically sorted.
- **Sequential mode (Ctrl+P):** All termbases are searched. The results are sorted after the termbases.

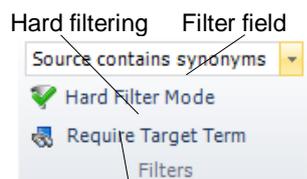
*Search types* (how the search is performed) are:

- **Normal search (Ctrl+N):** Finds a term or terms beginning with the search value. Wildcard characters (\* or ?) can be used.
- **Fuzzy search (Ctrl+F):** Terms which are similar to the search value are found. Wildcard characters cannot be used.
- **Full text search (Ctrl+U):** All text fields in all entries in all languages are searched.

*Advanced search* (how the search is performed) are:

- **Search for Duplicate Terms (Ctrl+D):** Finds identical terms in the same language.
- **Search for Ad Hoc Entries (Ctrl+A):** Finds termbase entires that were added to MultiTerm from other applications.
- **Go to Entry Number (Ctrl+G).**

You can also filter the search; use the *Filters* group (Home > Filters):



Only return terms with a target

In the filter field you can select among defined filters (see below) and Source contains synonyms.

**Hard filtering (Ctrl+Shift+H):** Entries which do not pass the filter are completely hidden.

**Only return terms with a target (Ctrl+T [SDLX: Ctrl+Shift+A]):** If an entry that's found does not contain a target term, it will not be shown.

Start the search by pressing Enter.

**Note:** Don't forget that you can search the termbase in a simple way via the AutoSuggest function; see p. 207.

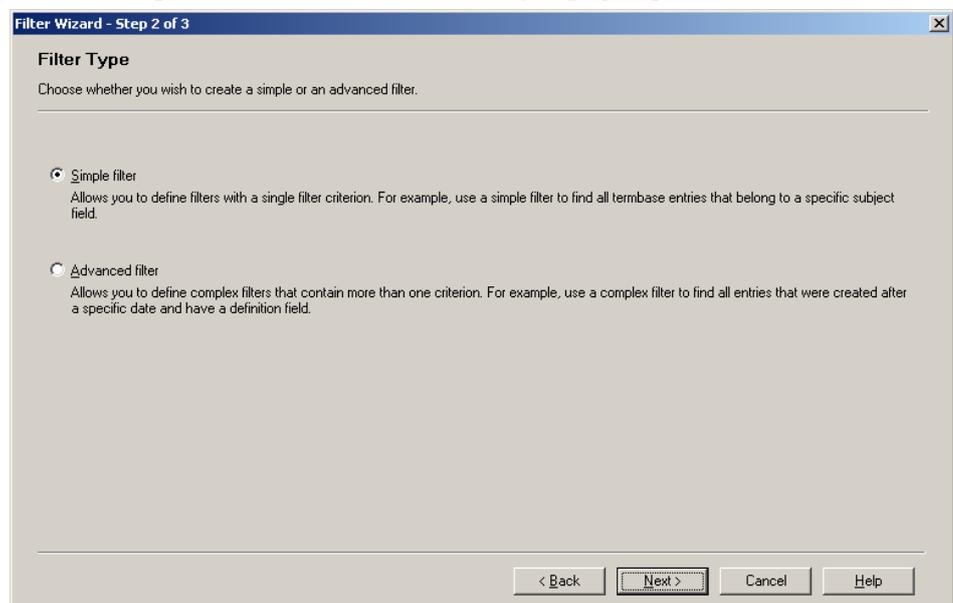
## Search filter – defining and using

In the *Termbase Management* view, select **Filters** under the termbase where you want to apply the filter and press **Ctrl+Alt+C**, or right-click and select **Create**. The **Filter Wizard** opens, showing the steps to go through:

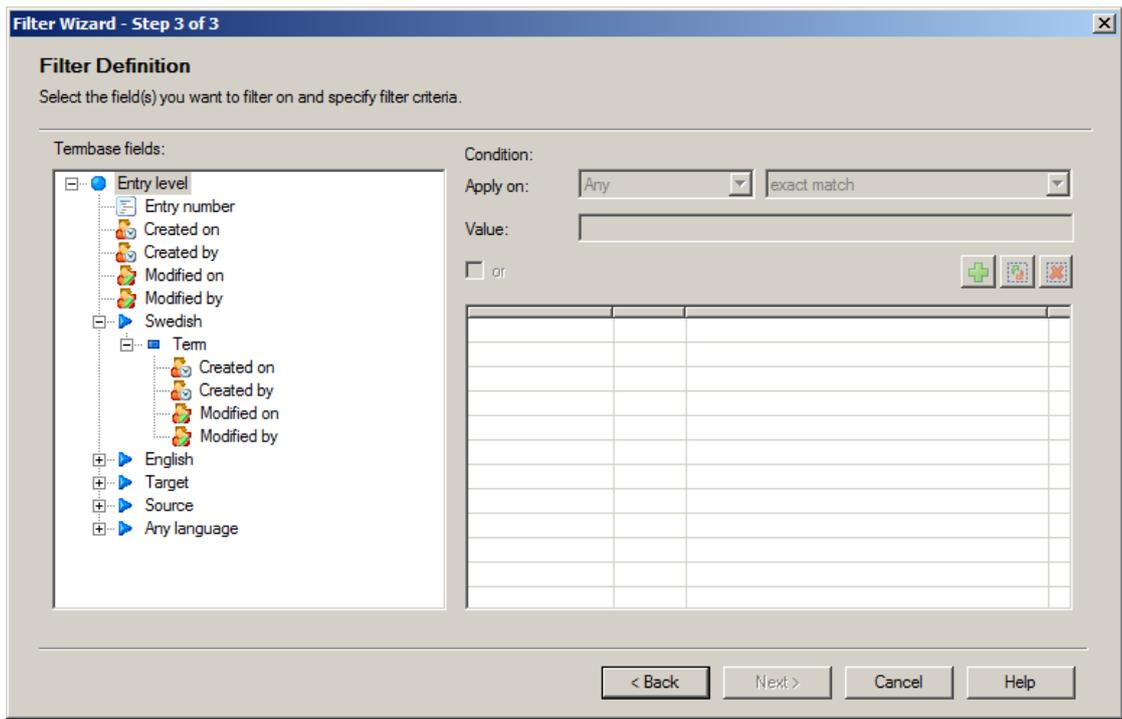
1. Name the filter.
2. Create the filter.
3. Select the field(s) to filter on and specify filter criteria.

**Note:** A filter such as this only filters whole entries; you cannot filter for e.g. terms with a certain status.

- 1 Click **Next**. The **Filter Name** page opens. Type a name and (optionally) a description. Click **Next**. The **Filter Type** page opens:



- 2 Select **Simple** or **Advanced** filter. Click **Next** and create the filter in the **Filter Definition** page:

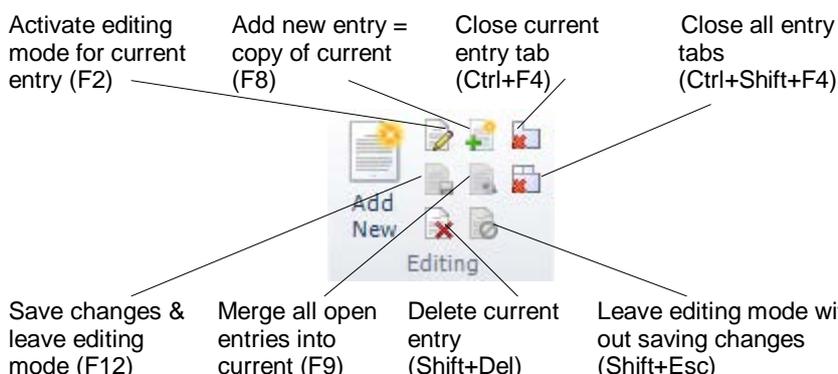


③ (The figure shows the **Advanced filter** page; the **Simple filter** page does not contain the part below **Value** at right.) When you have created the filter, click **Next**. The **Wizard Complete** page opens. Click **Finish** to close.

The new filter is now added to the drop-down list in the **Filter** field in the **Filters** group on the **Home** ribbon.

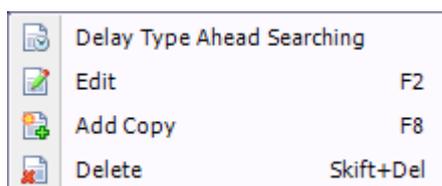
## Adding, editing and deleting termbase entries

The *Editing* ribbon group in *Terms* view: Home > Editing group:



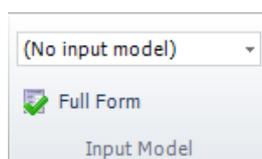
First, if several termbases are open, select the one where the entry is to be added/deleted/edited: select the **Termbases** tab in the navigation pane and then select the termbase. If you don't, the term will be automatically added to the default termbase. (For creating a termbase entry based on terms in the Studio *Editor* pane, see p. 189.)

**Note:** By right-clicking an entry in the Navigation pane, in the Terms view, you get immediate access to four options:



### Input models

You can – but don't have to – make use of input models and layouts. About layouts, see p. 337. An input model is a template for creating and editing entries, e.g. for entering a default value for a particular field. (See the Help, **Welcome and Contents > Input Models > About Input Models**; on the internet it's [here](#).)



By default, only the **Full Form** model (dark yellow  when enabled) and its inactivation, the **Short Form** model are available. The Full Form displays all fields that are available for editing in the current layout model, including any empty fields that may be filled. The Short Form only displays fields with content (other fields can be shown by clicking).

You can create your own input models. In the *Termbase Management* view, right-click **Input Models** under the termbase in question and go on from there. More information in the Help under **Welcome and Contents > Input models > Creating Input Models** (on the internet, it's [here](#)).

- **Add an entry:** Press F3. The *Entry* pane changes to this:



Double-click either square and type the desired term in the bigger box that opens. Close the box by pressing **Enter** and do the same for the other term. Save the entry with **F12**.

You *cancel* the editing (before it is saved) with **Shift+Esc**.

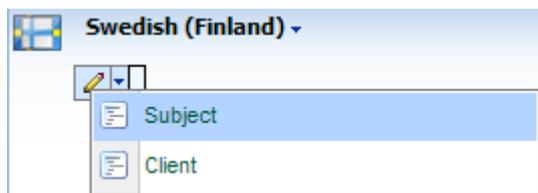
**Note:** When a new term is added, it will be marked as an ad-hoc entry so that terminologist can see when a term was created directly in Studio. A list of entries can then be generated in MultiTerm to find those that were thus added.

About adding new entries during translation, see p. 189.

- **Edit an entry:** Select (in the Navigation pane; *Terms* view) the entry to be edited and press **F2**. As when you enter a new entry, double-click the square to be edited, make the desired changes and press **Enter**. Save the changes with **Ctrl+F12** [SDLX: **Shift+F12**].

You *cancel* the editing with **Shift+Esc**.

**Note 1:** If the termbase contains descriptive fields, a drop-down list to the left of the term is shown in the **Add** and **Edit** modes, and if you click that, you will get a list of the descriptive fields. Click in a field to add or edit the text there:



**Note 2:** In the **Add** and **Edit** modes, a drop-down list to the right of the language name opens a field where you can add another term within that entry:



- **Delete an entry:** Find the term in the navigation pane (*Terms* view, *Browse* tab), right-click it and select **Delete**. Or open the entry to be edited and press **Shift+Delete**. You will be asked to confirm the deletion.

## The MultiTerm Widget

The *MultiTerm Widget* is an OpenExchange application with which you can look up terms in a MultiTerm termbase, in predefined online dictionaries (in a strict or a wider sense), and search in LinkedIn, YouTube, Wikipedia...

When you have installed the Widget, it sits in your system tray looking like this: 

(If it's not there, you'll find it in Start > All Programs > SDL > SDL MultiTerm 2014 > SDL MultiTerm 2014 Widget.)

When you open it, you will see this window (here showing the default search options):



However, you can add any number of search options, as Paul Filkin describes in his *multifarious* blog post *Aliens and widgets*. The corresponding Help texts, *Welcome to SDL MultiTerm Widget*, give detailed instructions on the setting up, configuration and uses. Note, though, that the instructions under “Register a Termbase Server” – which refer to the Manager servers function during configuration – refers to the use of SDL MultiTerm on a server (mainly intended for the cases when an organisation has a MultiTerm termbase; then the user does not need to have MultiTerm installed but can look up terms simply using this Widget). To add Internet termbases (e.g. IATE) you need to edit the `WidgetSearchProviders.xml` file as Paul describes. But remember that you have to restart the Widget – i.e. first exit it, not just minimize it – in order for any change to this file to take effect.

The Widget obviously functions a lot like IntelliWebSearch. I haven't explored the differences, but it is clear that connecting to Internet termbases is much easier in the latter.



# **PART VIII – AUTOMATED TRANSLATION**

Automated – or machine – translation seems in many ways to be the unavoidable future in the translation business. Studio offers some options, but beware that the drawbacks not only have to do with quality.

## Automated translation – basic information

Automated translation (AT) is SDL's term for what is often also called machine translation (MT) – since MultiTerm in SDL language is often abbreviated MT, it is easy to see why they would prefer another abbreviation. In the case of Studio, this is done via an Internet connection to these default options:

- SDL Automated Translation (which is either SDL's own free public translation service, or any automated translation service provided by e.g. the company where you work),
- Google Translate (which used to be free of charge but is no longer so), or
- SDL BeGlobal (provided free of charge for Studio users).

The use of any of these services is recorded in the SDLXLIFF bilingual file during translation. Segments where AT is used are indicated with the  icon in the status column.

**Note:** The use of Google Translate, MyMemory (see p. 361) and Microsoft Translator may violate the non-disclosure agreement (if any) that you have with your client. Any source segments that you send to Google becomes their property, as is of course any matching target segments that you find there. (All this may not be a problem if the document in question is already in the public domain.) SDL Trados, on the other hand, certifies that they do not make public any material they receive/send, nor can it be retrieved without their knowledge. As for BeGlobal, no target text is ever sent back, and the source text is only held in memory long enough for a translation to be provided; then it is discarded.

The translations, however, are sent back to MyMemory, and Microsoft Translator, only if you expressly allow that. As for Google Translate, I can only say that the **Update TM** option cannot be selected.

An aside: if you are seriously considering working with so-called post-editing – i.e. accepting machine translated texts and making sense out of it – you may find useful an OpenExchange tool developed by Patrick Hartnett (author of, among others, the much appreciated SDLXLIFF Converter, now part of Studio), namely *Post-Edit Compare*. It reports the modification you do of a translated text and presents the result in extensive tables and diagrams, all aimed at making

it easier for you to estimate the work – and costs – involved. In his *multifarious* blog entry [Solving the Post Edit puzzle](#), Paul Filkin gives a detailed description of the practical use (and don't miss the long discussions afterwards!). The tool is not free, but at €9.99, it may pay off quickly.

## Connecting to an Automated Translation Server (ATS)

This text will only cover the public ATS's, which means that you don't have to create server accounts and add them to a list of servers. For that, please consult the Help function. Note that ATS's cannot be used for concordance lookups.

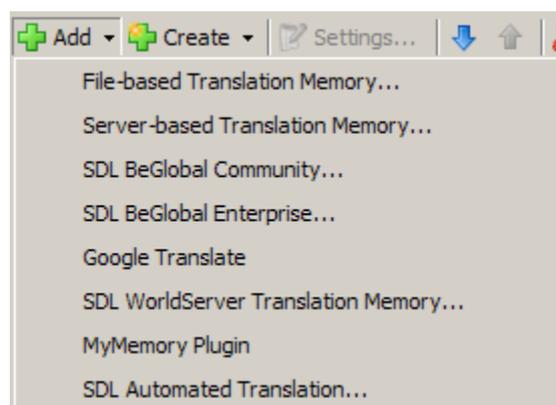
### Connecting to an existing server connection

First, you need to add a connection to the server in question.

- For the default project settings: Open the **Options** dialog box by selecting **File > Options** (or **Alt/F10, F, T**).
- For the settings of the active project/document: Open the **Project Settings** dialog box by selecting **Home > Project > Project Settings** (or **Alt/F10, H, S1**).
- For the settings of a project template: Open the **Project Template Settings** dialog box. (Select **File > Setup > Project Templates** [or **Alt/F10, F, U, P**]. The **Project Templates** dialog box opens; select the template in question and click **Edit**.)

In the dialog box that you open, you will add the server either under **All Language Pairs** (in the navigation pane) or under a specific language pair (e.g. if you want to use different servers for different language pairs).

Click the **Add** button in the right-hand pane:



(The **MyMemory Plugin** option does not come with Studio; you have to download it; see below.) Select an option.

- ⦿ **SDL BeGlobal:** A new service providing a platform for automated translation. The Community option is available to everyone; the Enterprise option requires specific accounts. See the [SDL presentation](#) at

<http://www.sdl.com/products/sdl-beglobal/#tab3> (and many other places on the net). If you use BeGlobal Enterprise you can choose between a EU and a US location of the server; the choice may affect connection and response times.

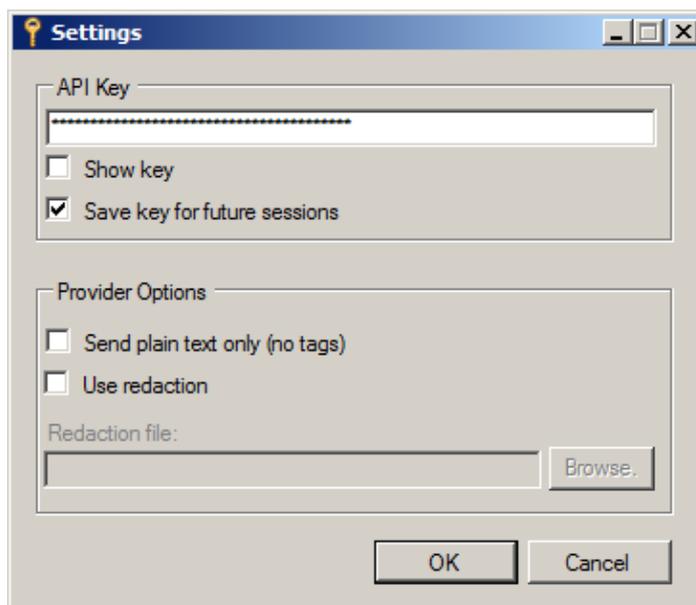
- © **Google Translate:** When you select this, you must confirm that this use is in agreement with your translation policy (which you only are asked to do once). Thereafter, the connection to Google Translate is immediately added to the list of TM's in the **Project Settings** dialog box. Note, however, that the Google Translate API is no longer free – you have to pay USD20 per million translated characters.

More information about the API key can be found at the [Google Translate API](https://developers.google.com/translate/?hl=en-UK) site (<https://developers.google.com/translate/?hl=en-UK>).

If you decide to use the Google Translate API, you should also download and install the OpenExchange application *MT Enhanced using Google Translate* (provided by Patrick Porter). They allow you to select for masking a limited set of text strings (up to 5 phrases of maximum 50 characters) in the source text – “redaction” – before it is sent to the Google Translate service (the selected text will be replaced with \*\*\*\*\*). It also does not re-send translated segments but only segments with “Not translated” status, which means that it is only the latter which are counted. See the documentation (very clarifying) which accompanies the installation file; it also includes the following caveat:

“Keep in mind that redacting certain names and/or phrases is no substitute for ensuring that your use of the Google Translate/Microsoft Translator service complies with any confidentiality agreements which might be applicable to you. Selecting this option is no guarantee that using the service complies with any such agreement.”

When you select MT Enhanced using Google Translate on the Add menu, a Settings dialog box opens:



This is where you apply the “redaction” mentioned above.



The web site *Google Translate* is still free to use. This means that you can use IntelliWebSearch and get the same results as with the Google Translate API. Once you have installed that, you need to make settings in the *IWS Edit* window as follows:

- **Shortcut Key:** e.g. Alt+E (or some other combination that is free; see Annex G.
- **Start:** <http://translate.google.se/#xx|yy> [where xx is the source language (lower-case) abbreviation and yy the target language]

(You can of course use several language pairs, each with its Shortcut Key.)

Using the search results is then a copy&paste process.

As all users of IntelliWebSearch know, you can have many search engines, dictionary sites, and of course also machine translation sites pre-programmed there, e.g. Systran, Babylon.

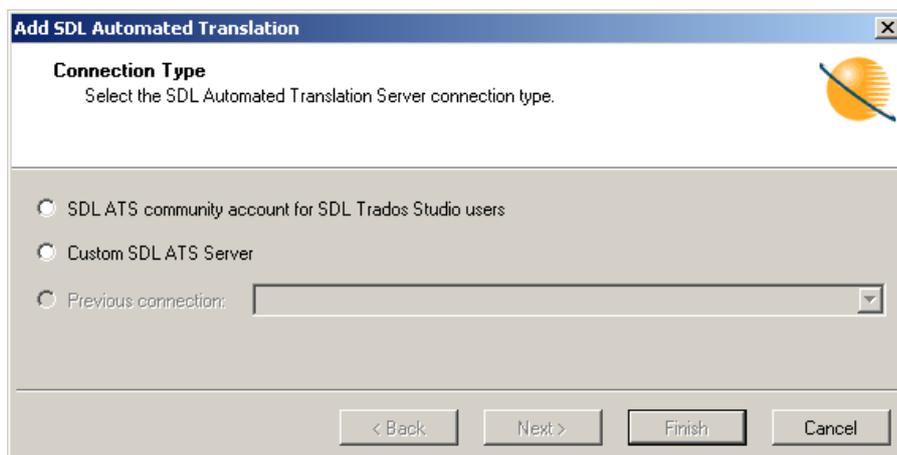
- ◎ **SDL WorldServer Translation Memory:** This is a server-based translation memory and terminology resource provided by the SDL WorldServer Enterprise Translation Management System. It automates project management tasks, provides integration with Content Management Systems, financial systems and other TMS solutions, and provides for online or offline translation activities. TMs are all centralised, as are all other translation resources. You can use the TMs offline, but only if you are provided with a TMX export. With appropriate permissions, Studio can connect directly to the server solution. (More information at <http://www.sdl.com/products/sdl-worldserver/>.)
- ◎ **MyMemory Plugin:** If you don't get this option automatically, download and install the plugin from SDL OpenExchange. When the option is there, you only have to click it. No settings need to be made. But note that its use may violate the non-disclosure agreement (if any) that you have with your client.

The most recent version (2.4) gives you the option of storing a private TM – that only you can access – with MyMemory, and you can generate such a TM using both your own TMs as well as whatever matches MyMemory finds in its public stores. MyMemory now also transforms “partial matches into ‘nearly full’ matches by identifying missing parts, translating them and using a language model decoder to re-order and disambiguate terms” (a “Beta” function). We are furthermore told that “MyMemory is able to extract and pre-translate terminology from your memories and monolingual documents to provide you with the information you need quickly”.

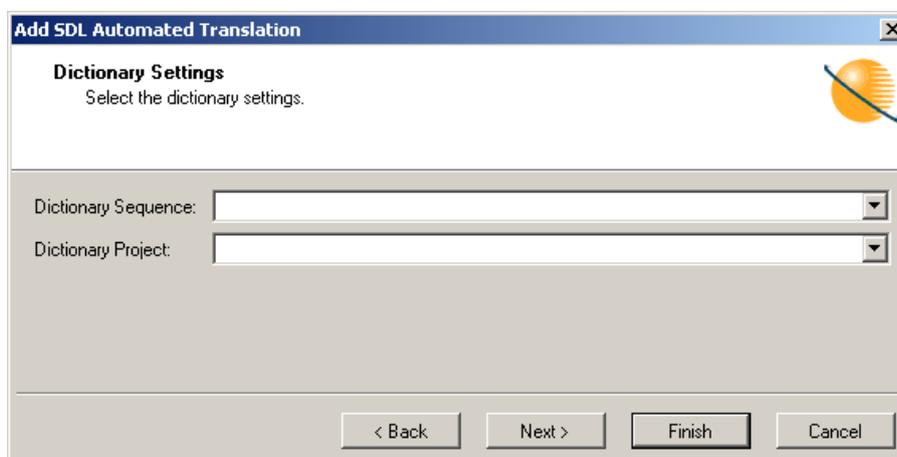
This new version comes with fairly detailed instructions, which you can also find at [mymemory.translated.net/doc/sdl-studio.php](http://mymemory.translated.net/doc/sdl-studio.php). And all current users will be glad to know that it is now possible to customize the penalty rate for matches from MyMemory.

MyMemory “has been created collecting TMs from the European Union, United Nations and aligning the best domain specific multilingual websites”. Their translations “are provided by a combination of our statistical machine translator, Google Translate and Microsoft Bing”.

- **SDL Automated Translation:** The Add SDL Automated Translation dialog box opens:



Select the first option and click Next. The Dictionary Settings dialog box opens:



Under Dictionary Sequence, there are these options:



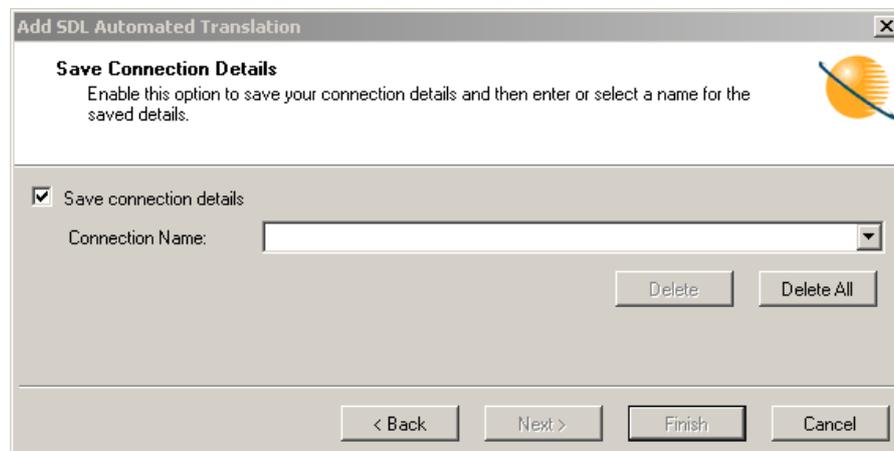
And under Dictionary Project, these ones:



These options are the base AT provider “engines” for specific types of languages (sometimes called “verticals”). The AT translations will then be made based on the assumption that you are translating using business language, or whatever dictionary you select. Enterprise users,

paying for a secure solution of their own, would work on training these engines to achieve superior results.

You can also leave both fields empty. However, if you make selections and want to save this connection “template”, click **Next**; otherwise click **Finish**. For **Next**, The **Save Connection Details** dialog box opens:



Give the connection a name and click **Finish**. The connection is added to the list of TM’s in the **Project Settings** dialog box.

In addition to MyMemory, there are other OpenExchange applications providing machine translation resources:

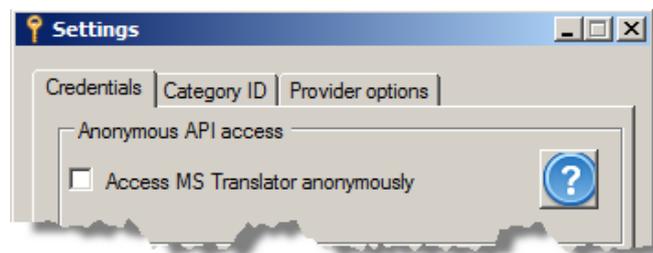
- *iTranslate4.ecu Machine Translator* “gives you access to machine translation in any direction between many language pairs. For many languages it returns alternative results. The translations are brought to you by Europe’s leading machine translation companies.” It is not free of charge, but the price is pretty reasonable: translation of one million characters costs 7 euro. A trial of 10,000 characters is free, however – but there is a but: this facility requires external providers – and they are not free (except SYSTRAN; see below). You sign in for your API key in Step 2 of your First Time Configuration when you select this option under the **Add TM** button. The suppliers/participants are MorpoLogic (Hungary), SYSTRAN (France), Languatec (Germany), pwn (Poland), SkyCode (Bulgaria), Amebis (Slovenia), Sunda Systems (Finland), PROMPT (Germany), and Trident (Latvia), and the one(s) who are available depends on the language combination of the particular project.
- *SYSTRAN for SDL Trados Studio* provides translations either from your *SYSTRAN Enterprise Server* environment or from SYSTRAN Online Services, which includes the free SYSTRANet resource – register an account at <http://www.systranet.com/>. When you add SYSTRAN to your TM list, select SYSTRAN Online Services (unless you have created a paid-for account [Enterprise Services] or have your own server for this). However, unless your language combinations consist of English, German, French, Italian, Dutch, Spanish or Greek, the free service is not for you.

- *MT Enhanced using Microsoft Translator* (provided by Patrick Porter) allows you to select for masking a limited set of text strings (up to 5 phrases of maximum 50 characters) in the source text – “redaction” – before it is sent to the Microsoft Translator service (the selected text will be replaced with \*\*\*\*\*). It also does not re-send translated segments but only segments with “Not translated” status, which means that it is only the latter which are counted. See the documentation (very clarifying) which accompanies the installation file; it also includes the following caveat:

“Keep in mind that redacting certain names and/or phrases is no substitute for ensuring that your use of the Microsoft Translator service complies with any confidentiality agreements which might be applicable to you. Selecting this option is no guarantee that using the service complies with any such agreement.”

**Note:** Before using this facility you need to need to get a private subscription to the API and use the credentials (Client ID and “Client Secret”) which are then provided. This is not a simple process, but Patrick gives good guidance in his documentation. Note also that the subscription is free only up to two million characters per month.

When you select MT Enhanced using Microsoft Translator under the Add TM button, a Settings dialog box opens:



If you select *Access MS Translator anonymously*, you will see this warning message:

You have selected the option to access the API anonymously.

This option allows access to the Microsoft Translator API without credentials, but when it is selected, your edited segments will be returned to Microsoft when confirmed.

Any updated translation units returned to Microsoft can potentially be accessed by anyone else using the Microsoft Translator API.

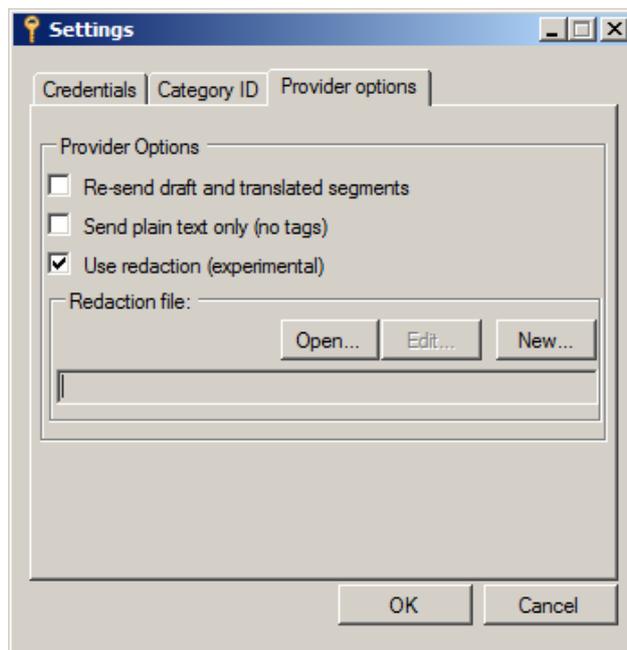
For more information, click the help icon on the settings form.

If you want to prevent your translations from being returned to the API at all, do not select this option. Instead, make sure to sign up for your private Microsoft Translator API credentials and enter them in the settings form.

The anonymous option can only be changed when the provider is newly added.

This is further explained by Patrick at [linguisticproductions.com/mtenhancedmst/settingshelp.php](http://linguisticproductions.com/mtenhancedmst/settingshelp.php), which also makes reference to the *Microsoft Translator Privacy* policy – to be studied if you want to be careful.

The **Provider options** tab is where you apply the “redaction” mentioned earlier (the **Use redaction** option is unchecked by default) and also decide whether you want to re-send your translations:



### Usefulness of automated translation

**SDL ATS and BeGlobal:** The suggestions you get are word-for-word translations, looking like random hits in a dictionary. The results depend on the quality of the engine; free engines are basic, which means that they are not always very good. However, as they are trained specifically for the area that a particular enterprise works with, the quality should get better and better.

**MyMemory Plugin:** Sometimes amazing results, due to the fact that it contains more than 630 million translations in around 80 languages. Highly recommended, *but* note that its use may have confidentiality consequences even if you do not make your translated segments available.

**Google Translate:** The results may be anything from very usable to totally ridiculous. However, as time goes by, more and more translators find that the results are surprisingly useful and – depending on language combinations and topic, of course – sometimes applicable more or less as they come.

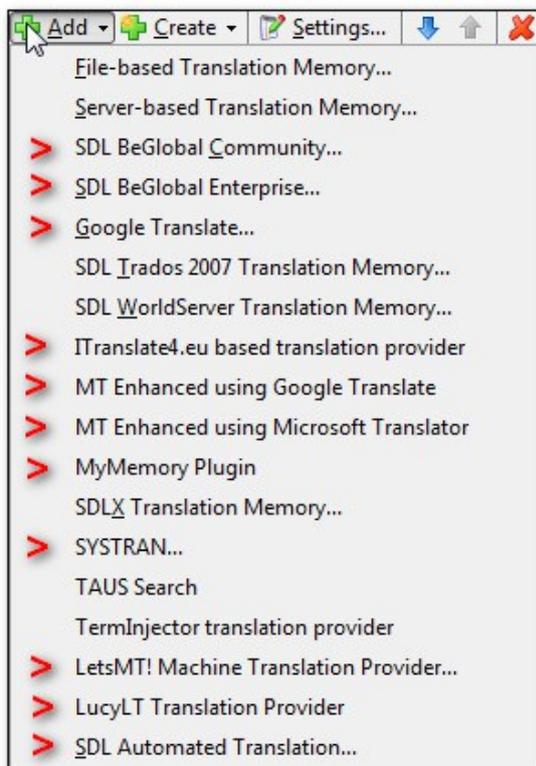
**Microsoft Translator:** Much the same as for Google Translate, even if experience indicates that on the whole, Google tends to give better results.

**SYSTRAN:** With the right language combination and topic, you may be lucky enough to get excellent results.



Paul Filkin, in his *multifarious* blog, gives a lot of useful advice and suggestions about the uses of automated translation in the post [There's more than one way to skin a CAT](#). See for yourself the pletho-

ra of AT providers that he has found useful (I believe he has added the red angles himself):



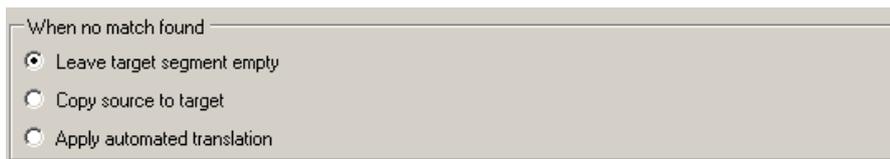
## Using automated translation during pre-translation

If you want to use automated translation during pre-translation, you must set this up specifically. As usual, you need to decide where this setting is to apply:

- For the default project settings: Open the **Options** dialog box by selecting **File > Options** (or **Alt/F10, F, T**).
- For the settings of the active project/document: Open the **Project Settings** dialog box by selecting **Home > Project > Project Settings** (or **Alt/F10, H, S1**).
- For the settings of a project template: Open the **Project Template Settings** dialog box. (Select **File > Setup > Project Templates** [or **Alt/F10, F, U, P**]. The **Project Templates** dialog box opens; select the template in question and click **Edit**.)

In the dialog box that you open, select either **All Language Pairs** (in the navigation pane) or a specific language pair (if you don't want to use this function for all language pairs).

In the right-hand pane, select **Apply automated translation for When no match found**:



## Other ATS settings

If you use other than public ATs, Studio has functions for editing the connections involved, plus for how to enter a Language Weaver key. For such things, please use the Help function.

## Related OpenExchange applications

If you work with Memsource Cloud, Lingenio Translation Server, KantanMT, Sunda Translator, or MnemeSuite TMs, there are OpenExchange applications which make it possible for you to work within Studio as with any other Studio Project. (At the time of writing – April, 2014 – the KantanMT, Sunda Translator and MnemeSuite applications are not available for Studio 2014.)



# **PART IX – REGULAR EXPRESSIONS**

Wikipedia: “Regular expression provides a concise and flexible means for ‘matching’ (specifying and recognizing) strings of text, such as particular characters, words, or patterns of characters.”

## Regular expressions – an introduction

In many of the Studio filtering functions you can use so-called regular expressions, or “regexes” for short.

Regex is a powerful technique for specifying filters which may be used when you are filtering segments, or using the Find function, in the *Editor* view. It can also be used in the QA checker to search for specific strings in source and/or target segments, for writing (exceptions to) segmentation rules, for specifying file types that should use a particular filter, etc.

Here are a couple of very simple examples:

- `^[0-9]` finds segments starting with a number
- `[^0-9\.,]` excludes segments containing numbers, a full stop or a comma
- `[0-9,\.,]+` finds segments which are numbers only, including commas or dots, irrespective of the size of the numbers and number of thousand separators.

(If you have used advanced Find in Word, you will recognize the principle even if the use of special characters is not the same.)

Complicated regex expressions are not simple, but there is help to be had. Paul Filkin at SDL Trados has written a *multifarious* blog post on this topic: [Regex..... what regex..!](#); he has also given an example in the same blog: [A couple of little known gems in SDL Trados Studio](#). He has followed up that first blog entry with three more: [Regex... and “economy of accuracy”](#), which gives a crash course in the form of an instructive step-by-step example; [Search and replace with Regex in Studio – Regular Expressions Part 3, DOGS and CATS... – Regular Expressions Part 4!](#) (about filtering segments containing one word but excluding them if another is also contained), and [Regex for Microsoft Word... is there no end?](#). (And don’t forget the Studio Help! which has a number of basic examples – see the section on “Examples - Structuring Text Files [Regular Expression Delimited Text Files]”; on the internet it’s [here](#).)

The site [regular-expressions.info](#) contains an enormous amount of information, and of course there is a tool for constructing regex expressions: *RegexBuddy* ([regexbuddy.com](#)). (Note that it is important to set the correct “flavour” in the second row of RegexBuddy: for Studio it

should be .NET.) You may also try [Regex Hero](#), which offers testing facilities, a set of video tutorials and a host of other stuff. Another popular site is [Espresso](http://www.ultrapico.com/Espresso.htm) (<http://www.ultrapico.com/Espresso.htm>). And [Substitutions in Regular Expressions](#) gives an overview of substitution elements.

Perhaps the simplest way to test your regex expressions is to try them out in the filtering function (p. 162) in the *Editor* view: then you will immediately see what results they give.



Finally, here are a couple of examples of simple but effective uses of regulated expressions: In his blog post [Simple regular expressions for SDL Trados Studio filters](#), Riccardo Schiaffino (blog: About Translation) shows how to use the filter `top.?coat` to find both “topcoat”, “top coat” and “top-coat” (which is not easy otherwise). And Tuomas Kostainen, in his blog, uses regulated expressions to find incorrect translations of one and the same term during QA checking: [Simple Terminology Check](#).



# ANNEXES

Annexes A–J list Studio shortcuts. Note that these shortcuts are the ones included in the default user profile; see p. 66. Specific variants in SDL Trados and SDLX profiles are denoted like this: Default | SDL Trados | SDLX.

An = sign means “same as Default”.

Expressions such as *Alt, H* and *F10, R* mean that the keys are pressed not simultaneously but one after the other.

# Annex A

## Keyboard shortcuts – All views

About	
Align Multiple Files	
Alignment editing	Ctrl+Shift+A
Add-Ins ribbon	Alt, D; F10, D
Align Translated Documents	
Check for Updates	
Client Services	
Copy	Ctrl+C
Create AutoSuggest Dictionary	
Customer Feedback	
Cut	Ctrl+X
Editor	
Exit	Alt + F4
File tab	Alt, F; F10, F
Files	
Find	Ctrl+F
Find Next	F4
Find Previous	Shift+F4
Full Screen	F11
Generate AutoSuggest Dictionary	
Help Topics	F1
Help ribbon	Alt, E; F10, E
Home ribbon	Alt, H; F10, H
Manage User Profiles	
Next view	Ctrl+Tab
Open alignment file	Ctrl+Shift+A
Options	
Paste	Ctrl+V
Plug-ins	
Prepare FrameMaker 7 files	
Prepare QuickSilver files	
Previous view	Ctrl+Shift+Tab
Product Activation	
Projects	
Redo	Ctrl+Y; Alt, 3; F10, 3
Refresh View	F5
Replace	Ctrl+H

Reports	
Review	Alt, 4; F10, 4
Save Document	Alt, 1; F10, 1
Servers	
Software Localization	
Terminology Management	
Translation Memories	
Undo	Ctrl+Z; Alt, 2; F10, 2
Upgrade Translation Memories	
User Interface Language	
View ribbon	Alt, V; F10, V
View Log File	
Welcome view	

# Annex B

## Keyboard shortcuts – Editor

Activate Display Filters	Ctrl+Shift+F6
Activate Display Filters Search Box	Ctrl+ F6
Activate Row	Alt+Home
Active Document Settings	
Adapt Font Sizes	
Add AutoText Entry	Alt+F7
Add Comment	Ctrl+Shift+N
Add New Term	Ctrl+F2   =   Ctrl+F11
AddCommentContextAction	
Advanced ribbon	Alt, A; F10, A
Alternative Translation Layout	
Auto-scroll Source Document	
Browse	
Cancel Term Editing	Ctrl+F10
Change Case	Shift+F3   =   F12
Change tag display mode	Ctrl+Alt+D   =   Ctrl+Alt+Shift+F4
Check Spelling	F7   =   none
Clear All Formatting	Ctrl+Alt+Space
Clear Draft Segments	Alt+Shift+Del
Clear Selected Tag Formatting	Ctrl+Space
Clear Tag Formatting	Ctrl+Alt+Space
Clear Target Segment	Alt+Del
Close	Ctrl+F4
Close All	Ctrl+Shift+F4
Comments	
CommentContextAction	
Concordance Search	F3   =   Enter
Confirm and Move to Next Segment	Ctrl+Alt+Enter; AltGr+Enter
Confirm and Move to Next Unconfirmed Segment	Ctrl+Enter   Alt+(num)+   =
Confirm and translate until next fuzzy match	Ctrl+Alt+F

\* “Focus” refers to which row can be selected for some action. These shortcuts means you move that selection possibility down/up. Meanwhile, the insertion point (for editing target text) stays where it was. In other words, with the “focussing” shortcuts, you may select non-contiguous segments.

Confirm but don't move to next segment	Ctrl+Alt+Shift+Enter
Confirmation Statistics	
Copy All Source to Target	Alt+Shift+Ins   =   Shift+F4
Copy Source to Target	Ctrl+Ins, Alt+Ins
Decrease Font Size	
Delete All Messages	
Delete to End of Row	Ctrl+D
Delete To Next Tag	Ctrl+Shift+D
Edit Comment (incl. Delete)	
Edit Source	Alt+F2
Export for External Review	
External Refresh	Ctrl+Shift+R
Focus* Next Row	Alt+Down
Focus* Previous Row	Alt+Up
Go To	Ctrl+G
Go to Next Comment	Ctrl+ M
Go to Previous Comment	Ctrl+Shift+M
In Source	Alt+F6
In Target	Alt+Shift+F6
Increase Font Size	
Internal Refresh	Ctrl+R
Lock Segment	Ctrl+L
Lock Selection	
Lookup Translations	Ctrl+Shift+T
Merge Segments	Ctrl+Alt+S   =   Ctrl+J
Messages	
Move to Next Segment	Ctrl+Down
Move to Previous Segment	Ctrl+Up
Open Document	Ctrl+Shift+O
Preview	
Protect Tags	
QuickInsert Closing Tag	Ctrl+OemPeriod **
QuickPlace	Ctrl+Alt+Down, Ctrl+OemComma **
Refresh Filters	
Reject Segment	Ctrl+Shift+Enter
Repeat Go To	Ctrl+J   =   Ctrl+Shift+G
Reset Filters	Ctrl+Alt+F6
Restore Tags	Ctrl+Shift+G   =   Ctrl+Alt+Shift+G
Review or Sign-off Complete	
Review ribbon	Alt, R; F10, R
Save	Ctrl+S
Save All	Ctrl+Shift+S
Save As	F12   =   Shift+F12
Save Copy As	
Save Source As	
Save Target As	Shift+F12   =   Ctrl+Shift+F12
Save Term	Ctrl+F12

\* For “Focus”, see previous page.

\*\* “Oem” keys means keys that vary with local keyboards; i.e. normally you use the main keyboard and not the numeric keypad.

Scroll source to target selection	
-----------------------------------	--

Select All	Ctrl+A
Select Next Row (from the one selected)	Alt+Shift+Down
Select Next Row Content (till the end of the segment)	Ctrl+Shift+Down
Select Previous Row	Alt+Shift+Up
Select Previous Row Content	Ctrl+Shift+Up
Select Row	Alt+Space
Show Preview	none   =   Ctrl+Alt+Shift+B
Snow Translated Terms	Ctrl+Shift+L
Show Whitespace Characters	
Source Concordance Search	Ctrl+F3   =   Ctrl+F7
Split Segment	Alt+Shift+T
Target Concordance Search	Ctrl+Shift+F3   =   Ctrl+Shift+F7
Term Recognition	
Termbase Search	
Termbase Viewer	
Toggle between Source and Target	F6
Toggle formatting tag display	Ctrl+Shift+H
Translate Single Document	Ctrl+Shift+O
Translation Results	
Update from External Review	
Verify	F8
View Default	Ctrl+Shift+D
View Internally Default	Ctrl+E
View Internally Source	Ctrl+Q
View Internally Source and Target	
View Internally Target	Ctrl+K
View Source	Ctrl+Shift+Y
View Source and Target	Ctrl+Shift+B
View Target	Ctrl+Shift+P   =   Ctrl+Alt+Shift+T
View Source and Target	Ctrl+Shift+B
View Target	Ctrl+Shift+P   =   Ctrl+Alt+Shift+T

# Annex C

## Keyboard shortcuts – Editor > QuickInsert Toolbar (or, in fact, *group*)

Bold	Ctrl+B
Copyright	Ctrl+Shift+C
Custom insert 0	Ctrl+Shift+0*
Custom insert 1	Ctrl+Shift+1*
Custom insert 2	Ctrl+Shift+2*
Custom insert 3	Ctrl+Shift+3*
Custom insert 4	Ctrl+Shift+4*
Custom insert 5	Ctrl+Shift+5*
Custom insert 6	Ctrl+Shift+6*
Custom insert 7	Ctrl+Shift+7*
Custom insert 8	Ctrl+Shift+8*
Custom insert 9	Ctrl+Shift+9*
Em Dash	Ctrl+Alt+Subtract
En Dash	Ctrl+Subtract
Euro	Ctrl+Shift+E
Italic	Ctrl+I
Left To Right	
Left To Right Mark	Ctrl+Alt+Shift+M
Non-breaking Hyphen	Ctrl+Shift+OemMinus**
Non-breaking Space	Ctrl+Shift+Space
Optional Hyphen	Ctrl+OemMinus**
Pop Directional Formatting	
Registered	Ctrl+Alt+R
Right to Left	
Right to Left Mark	Ctrl+Alt+Shift+R
Small Caps	Ctrl+Shift+K
Soft Break	Shift+Enter
Start Left to Right Embedding	
Start Left to Right Override	
Start Right to Left Embedding	
Start Right to Left Override	
Subscript	Ctrl+Oemplus**
Superscript	Ctrl+Shift+Oemplus**
Trademark	Ctrl+Alt+T
Underline	Ctrl+U

\* Cannot be re-assigned.

\*\* “Oem” keys means keys that vary with local keyboards; i.e. normally you use the main keyboard and not the numeric keypad.

# Annex D

## Keyboard shortcuts – Editor > TM and Concordance Window

Add as New Translation	Ctrl+Shift+U   Ctrl+Alt+Up   Ctrl+Shift+U
Apply Translation	Ctrl+T   =   Ctrl+Shift+A
Clear Concordance Search Window	
Concordance Search	
Delete Translation Unit	Ctrl+Del
Edit Translation Unit	F2
Insert Concordance Match into Document	Ctrl+Alt+F3
Select Match 1	Ctrl+1
Select Match 2	Ctrl+2
Select Match 3	Ctrl+3
Select Match 4	Ctrl+4
Select Match 5	Ctrl+5
Select Match 6	Ctrl+6
Select Match 7	Ctrl+7
Select Match 8	Ctrl+8
Select Match 9	Ctrl+9
Select Next Match	Alt+PgDn
Select Previous Match	Alt+PgUp
Show Next Concordance Search Results	
Show Previous Concordance Search Results	
Toggle between Source and Target in TM or Concordance Window	F6
Toggle Concordance Search Type	Alt+F3
Translation Providers	

# Annex E

## Keyboard shortcuts – Editor > Track Changes

Accept All Changes in Document	
Accept Change	Ctrl+Shift+F9
Accept Change and Move to Next	Ctrl+F9
Final Mode	Ctrl+Alt+Shift+F9
Move to Next Change	F9
Move to Previous Change	Shift+F9
Reject All Changes in Document	
Reject Change	Alt+Shift+F9
Reject Change and Move to Next	Alt+F9
Toggle Final Mode On/Off	Ctrl+Alt+Shift+F9
Toggle Track Changes On/Off	Ctrl+Alt+F9

# Annex F

## Keyboard shortcuts – Welcome view

Align Single Pair	Ctrl+Shift+M
Align Multiple Files	Alt, H, A, L; F10, H, A, L
Show Shortcuts	Ctrl+F9

## Keyboard shortcuts – Help

SDL Trados Events	
Studio Blog	

# Annex G

## Keyboard shortcuts – Shortcuts used in Editor and All views

This table may be useful when you want to assign new shortcuts, or change existing ones, in the *Editor* view. Note that Shift+F10 and Ctrl+Shift+F10 are reserved for internal use and cannot be assigned.

Alt, 1	Save document
Alt, 2	Undo
Alt, 3	Redo
Alt, 4	Review
Alt, A	Advanced
Alt+add [Trados]	Confirm translation and move to next unconfirmed segment
Alt, D*	Add-Ins ribbon
Alt+Del	Clear Target Segment
Alt+Down	Focus Next Row
Alt, E*	Help ribbon
Alt, F*	File tab
Alt+F2	Edit Source
Alt+F3	Toggle Concordance Search Type
Alt+F4	Exit
Alt+F6	In Course
Alt, H*	Home ribbon
Alt+Home	Activate Row
Alt+PgDn	Select Next Match
Alt+PgUp	Select Previous Match
Alt, R*	Review ribbon
Alt+Shift+Del	Clear Draft Segments
Alt+Shift+Down	Select Next Row (from the one selected)
Alt+Shift+F6	In Target
Alt+Shift+Ins	Copy All Source to Target
Alt+Shift+T	Split Segment
Alt+Shift+Up	Select Previous Row
Alt+Space	Select Row
Alt+Up	Focus Previous Row
Alt, V	View ribbon
AltGr+Enter	Confirm and Move to Next Segment
Ctrl+1	Select Match 1

\* Can be reassigned but if so, will not work.

Ctrl+2	Select Match 2
Ctrl+3	Select Match 3
Ctrl+4	Select Match 4
Ctrl+5	Select Match 5
Ctrl+6	Select Match 6
Ctrl+7	Select Match 7
Ctrl+8	Select Match 8
Ctrl+9	Select Match 9
Ctrl+A	Select All
Ctrl+Alt+D	Change tag display mode
Ctrl+Alt+Down, Ctrl+OemComma	QuickPlace
Ctrl+Alt+Enter	Confirm and Move to Next Segment
Ctrl+Alt+F	Confirm and translate until next fuzzy match
Ctrl+Alt+F3	Insert concordance match into document
Ctrl+Alt+O	Open Project Folder
Ctrl+Alt+R	Registered
Ctrl+Alt+S	Merge Segments
Ctrl+Alt+Shift B [SDLX]	Show Preview
Ctrl+Alt+Shift F4 [SDLX]	Change tag display mode
Ctrl+Alt+Shift F9	Final Mode
Ctrl+Alt+Shift G [SDLX]	Restore Tags
Ctrl+Alt+Shift L	Left to right mark
Ctrl+Alt+Shift R	Right to left mark
Ctrl+Alt+Shift T [SDLX]	View target
Ctrl+Alt+Space	Clear All Formatting
Ctrl+Alt+Subtract	Em Dash
Ctrl+Alt+T	Trademark
Ctrl+Alt+U	Termbase Search
Ctrl+Alt+Up	Add as new translation
Ctrl+B	Bold
Ctrl+C	Copy
Ctrl+D	Delete to End of Row
Ctrl+Del	Delete Translation Unit
Ctrl+Down	Move to Next Segment
Ctrl+E	View Internally Default
Ctrl+Enter	Confirm and Move to Next Unconfirmed Segment
Ctrl+F	Find
Ctrl+F	Find
Ctrl+F11	Save term
Ctrl+F11 [SDLX]	Add new term
Ctrl+F12 [SDLX]	Change case
Ctrl+F2 [Default only]	Add New Term
Ctrl+F3	Source Concordance Search
Ctrl+F4	Close
Ctrl+F4	Remove from List
Ctrl+F6	Activate Display Filters Search Box
Ctrl+F7 [SDLX]	Source Concordance Search

Ctrl+G	Go To
Ctrl+H	Replace
Ctrl+I	Italic
Ctrl+Ins, Alt+Ins	Copy Source to Target
Ctrl+J	Repeat Go To
Ctrl+J [SDLX]	Merge rows
Ctrl+K	View Internally Target
Ctrl+L	Lock Segment
Ctrl+M	Go to Next Comment
Ctrl+N	New Project
Ctrl+O	Open Project
Ctrl+OemMinus	Optional Hyphen
Ctrl+OemPeriod	QuickInsert Closing Tag
Ctrl+Oemplus	Subscript
Ctrl+P	View Source and Target
Ctrl+Q	View Internally Source
Ctrl+R	Internal Refresh
Ctrl+S	Save
Ctrl+Shift+0	Custom 0
Ctrl+Shift+1	Custom 1
Ctrl+Shift+2	Custom 2
Ctrl+Shift+3	Custom 3
Ctrl+Shift+4	Custom 4
Ctrl+Shift+5	Custom 5
Ctrl+Shift+6	Custom 6
Ctrl+Shift+7	Custom 7
Ctrl+Shift+8	Custom 8
Ctrl+Shift+9	Custom 9
Ctrl+Shift+A [SDLX]	Apply translation
Ctrl+Shift+C	Copyright
Ctrl+Shift+D	Delete To Next Tag
Ctrl+Shift+D	View Default
Ctrl+Shift+Down	Select Next Row Content (till the end of the segment)
Ctrl+Shift+E	Euro
Ctrl+Shift+Enter	Reject Segment
Ctrl+Shift+F12 [SDLX]	Save target as
Ctrl+Shift+F3	Target Concordance Search
Ctrl+Shift+F4	Close All
Ctrl+Shift+F5	Activate Display Filters
Ctrl+Shift+F5 [SDLX]	Clear tag formatting
Ctrl+Shift+F7 [SDLX]	Target concordance search
Ctrl+Shift+G	Restore Tags
Ctrl+Shift+G [SDLX]	Repeat Go To
Ctrl+Shift+H	Toggle formatting tag display
Ctrl+Shift+K	Small Caps
Ctrl+Shift+L	Snow Translated Terms
Ctrl+Shift+M	Go to Previous Comment
Ctrl+Shift+N	Add Comment
Ctrl+Shift+O	Translate Single Document
Ctrl+Shift+OemMinus	Non-breaking Hyphen
Ctrl+Shift+Oemplus	Superscript
Ctrl+Shift+P	View Target

Ctrl+Shift+R	External Refresh
Ctrl+Shift+S	Save All
Ctrl+Shift+Space	Non-breaking Space
Ctrl+Shift+T	Lookup Translations
Ctrl+Shift+Tab	Previous view
Ctrl+Shift+U	Add as New Translation
Ctrl+Shift+U [SDLX]	Add as New Translation
Ctrl+Shift+Up	Select Previous Row Content
Ctrl+Shift+Y	View Source
Ctrl+Space	Clear Selected Tag Formatting
Ctrl+Subtract	En Dash
Ctrl+T	Apply Translation
Ctrl+Tab	Next view
Ctrl+U	Underline
Ctrl+Up	Move to Previous Segment
Ctrl+V	Paste
Ctrl+X	Cut
Ctrl+Y	Redo
Ctrl+Z	Undo
Enter [SDLX]	Concordance search
F1	Help Topics
F2	Edit Translation Unit
F3	Concordance Search
F4	Find Next
F5	Refresh View
F6	Toggle between Source and Target
F7	Check Spelling
F8	Verify
F10, 1*	Save document
F10, 2*	Undo
F10, 3*	Redo
F10, 4*	View target document
F10, D*	Add-Ins ribbon
F10, E*	Help ribbon
F10, F*	File tab
F10, H*	Home ribbon
F10, R*	Review ribbon
F10, V*	View ribbon
F11	Full Screen
F12	Save As
Shift+Enter	Soft Break
Shift+F12	Save Target As
Shift+F12 [SDLX]	Save As
Shift+F3	Change Case
Shift+F4	Find Previous
Shift+F4 [SDLX]	Copy all source to target

\* Can be reassigned but if so, will not work.

The following functions are listed but do not have any shortcuts assigned.

About	All views
Align Translated Documents	All views

Check for Updates	All views
Create AutoSuggest Dictionary	All views
Editor	All views
Files	All views
Generate AutoSuggest Dictionary	All views
Home	All views
Manage User Profiles	All views
Options	All views
Plug-ins	All views
Prepare FrameMaker 7 files	All views
Prepare QuickSilver files	All views
Product Activation	All views
Projects	All views
Reports	All views
Servers	All views
Software Localization	All views
Terminology Management	All views
Translation Memories	All views
Upgrade Translation Memories	All views
User Interface Language	All views
View Log File	All views
Pop directional formatting	Edit QuickInsert
Active Document Settings	Editor
Add New Term	Editor
Auto-scroll Source Document	Editor
Browse	Editor
Comments	Editor
Confirmation Statistics	Editor
Decrease Font Size	Editor
Delete All Messages	Editor
Edit Comment (incl. Delete)	Editor
Export for External Review	Editor
In Source	Editor
In Target	Editor
Increase Font Size	Editor
Lock Selection	Editor
Messages	Editor
Preview	Editor
Protect Tags	Editor
Refresh Filters	Editor
Reset Filters	Editor
Review or Sign-off Complete	Editor
Save Copy As	Editor
Save Source As	Editor
Scroll source to target selection	Editor
Show Preview	Editor
Show Whitespace Characters	Editor
Term Recognition	Editor
Termbase Viewer	Editor
Translation Results	Editor
View Internally Source and Target	Editor
Update from external review	Editor

Export for external review	Editor
Start left to right embedding	Editor
Start right to left embedding	Editor
Start left to right override	Editor
Start right to left override	Editor
Update from External Review	Editor
Left To Right	QuickInsert Toolbar
Right to Left	QuickInsert Toolbar
Clear Concordance Search Window	TM window
Concordance Search	TM window
Show Next Concordance Search Results	TM window
Show Previous Concordance Search Results	TM window
Translation Providers	TM window

# Annex H

## Keyboard shortcuts – Files

No shortcuts are assigned, but these are the possible ones.

File menu	Alt, F; F10, F
Home ribbon	Alt, H; F10, H
View ribbon	Alt, V; F10, V
Add-Ins ribbon	Alt, A; F10, A
Help ribbon	Alt, E; F10, E
Save document	Alt, 1; F10, 1
Add Files	
Add Folders	
Add New Folder	
Analysis Statistics	
Cancel Check Out	
Change File Usage	
Check In	
Check Out	
Confirmation Statistics	
Create Project Package	
Create Regulator Review Bundle	
Create Return Package	
Create Studio 2009 Project Package	
Delete Files	
Delete Folder	
Download Specific Version	
Explore Containing Folder	
File Details	
Open File Externally	
Open File With	
Open For Review	
Open For Sign-off	
Open For Translation	
Revert to SDLXLIFF file	
Task History	

# Annex I

## Keyboard shortcuts – Projects

File menu	Alt, F; F10, F
Home ribbon	Alt, H; F10, H
View ribbon	Alt, V; F10, V
Add-Ins ribbon	Alt, A; F10, A
Help ribbon	Alt, E; F10, E
Save document	Alt, S; F10, S
Save document	Alt, S; F10, S
File menu	Alt, F; F10, F
Home ribbon	Alt, H; F10, H
View ribbon	Alt, V; F10, V
Add-Ins ribbon	Alt, A; F10, A
Help ribbon	Alt, E; F10, E
Analysis Statistics	
Confirmation Statistics	
Create Project Package	
Create Project Template	
Create Regulator Review Bundle	
Create Return Package	
Create Studio 2009 Project Package	
Custom	
Customers	
Manual Tasks	
Mark as Complete	
New Project	Ctrl+N
Open	
Open Package	
Open Project	Ctrl+O
Open Project Folder	Ctrl+Alt+O
Print Preview	
Project Attributes	
Project Details	
Project Settings	
Project Templates	
Project Termbase Settings	
Reactivate	
Remove from List	Ctrl+F4
Revert to In Progress	

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Set as Active	
Task History	
Task Sequences	
Users	
Verification Project Settings	
View Project Files	

# Annex J

## Keyboard shortcuts – Reports

File menu	Alt, F; F10, F
Home ribbon	Alt, H; F10, H
View ribbon	Alt, V; F10, V
Add-Ins ribbon	Alt, A; F10, A
Help ribbon	Alt, E; F10, E
Save document	Alt, 1; F10, 1
Delete Report	Del
Page Setup	
Print	Ctrl+P
Print Preview	Ctrl+P
Save As	Ctrl+S

# Annex K

## Keyboard shortcuts – Translation Memories

File menu	Alt, F; F10, F
Home ribbon	Alt, H; F10, H
View ribbon	Alt, V; F10, V
Add-Ins ribbon	Alt, A; F10, A
Help ribbon	Alt, E; F10, E
Save document	Alt, 1; F10, 1
Add Filter	
Align Documents	Alt, H, L; F10, H. L
Align Multiple Files	Alt, H, L, L; F10, H. L, L
Align Single File Pair	Ctrl+Shift+M
Batch Delete	
Batch Edit	
Commit Changes	
Delete Filter	
Delete Language Pair	
Delete Translation Memory	
Discard TU Changes	
Export Filters	
Field Values	
Go to First Page	Alt+Home
Go to Next Page	Alt+Right
Go to Previous Page	Alt+Left
Import Filters	
Mark TU for Deletion	Ctrl+D
New Language Resource Template	
New Server-based Translation Memory	
New Translation Memory	Alt+Shift+N
New Translation Memory	
New Translation Memory From	
Next Page	Alt+Right
No Tag Text	
Open	
Open alignment file	Ctrl+Shift+A
Open Language Resource Template	
Open Server-based Translation Memory	
Open Translation Memory	Alt+Shift+O
Perform Search	

Previous Page	Alt+Left
Refresh	Alt, V, R; F10, V, R
Remove All Translation Memories	
Remove from List	
Revert to Saved Filter	
Save Filter	
Search Details	
Settings	
Show Whitespace Characters	Alt+Shift+N
Tag ID	
TM Settings	

# Annex L

## Alignment

Advanced Import	Ctrl+Shift+I
Align Single File Pair	Ctrl+Shift+M
Alignment Edit Mode	
Close	Ctrl+Alt+W
Close All	F11
Confirm	Ctrl+Shift+F
Confirm All	Ctrl+Alt+F
Connect	Ctrl+Shift+D
Connect 1:1	
Connect n:1	
Disconnect	Ctrl+Alt+D
Disconnect All	Ctrl+Alt+Shift+D
Open Alignment file	Ctrl+Shift+A
Quick Import	Ctrl+Alt+I
Realign	Ctrl+Shift+R
Reject	Ctrl+Shift+J
Save	Ctrl+Shift+S
Save As	Ctrl+Alt+Shift+S
Save SDLXLIFF	Ctrl+Alt+X

# Annex M

## Document structure codes

<b>CO</b>	Text embedded in an image.
<b>FLD</b>	Document field or placeholder text.
<b>FN</b>	Footnote text.
<b>H</b>	Heading text.
<b>KW</b>	Keyword list entry, such as an index entry, for example.
<b>LI</b>	Item from a bulleted or numbered list.
<b>MP</b>	Master page text.
<b>PF</b>	Page footer text.
<b>PH</b>	Page header text.
<b>P</b>	Paragraph text.
<b>REF</b>	Reference to a related paragraph.
<b>S</b>	Script. This is translatable text inside a piece of code.
<b>SB</b>	Sidebar text.
<b>TD</b>	Table cell text.
<b>TH</b>	Table heading text.
<b>T</b>	Translatable tag content

# Annex N

## MultiTerm keyboard shortcuts – All shortcuts

About	
Activate	Ctrl+Alt+A
Activate editing mode for current entry	Alt, 2; F10, 2
Activate Search	Ctrl+Skift+S
Add Copy	F8
Add New	F3
Add new entry	Alt, 1; F10, 1
Add-Ins ribbon	Alt, A; F10, A
Browse	
Cancel	Skift+Escape
Catalog	Alt+Skift+C
Catalog Categories	
Check for Updates	
Close All Entry Tabs	Ctrl+Skift+F4
Close Current Entry Tab	Ctrl+F4
Close Termbase	Ctrl+Alt+B
Close Termbase	Ctrl+Alt+B
Create	Ctrl+Alt+C
Create Termbase	Ctrl+Alt+T
Create Termbase	Ctrl+Alt+T
Delay Type Ahead Searching	
Delete	Ctrl+Alt+D
Delete	Skift+Del
Delete Termbase	
Delete Termbase	
Disable for Searching	
Duplicate	Ctrl+Alt+U
Edit	Ctrl+Alt+E
Edit	F2
Enable for Searching	
Enable Type Ahead Searching	
Exit	
Export Entry	Ctrl+Skift+X
File menu	Alt, F; F10, F
Full Form Input Model	Ctrl+M
Full Screen	F11

Full Text Search	Ctrl+U
Fuzzy Search	Ctrl+F
Go to Entry Number	Ctrl+G
Hard Filter Mode	Ctrl+Shift+H
Help ribbon	Alt, E; F10, E
Help Topics	F1
Hierarchical Mode	Ctrl+H
Hitlist	
Home ribbon	Alt, H; F10, H
Leave editing mode without saving changes	Alt, 4; F10, 4
Save changes and leave editing mode	Alt, 3; F10, 3
View ribbon	Alt, V; F10, V

# Annex O

## MultiTerm keyboard shortcuts – All views

About	
Catalog	Alt+Skift+C
Check for Updates	
Exit	
Full Screen	F11
Help Topics	F1
Manage User Profiles	
Next view	Ctrl+Tab
Options	
Plug-ins	
Previous view	Ctrl+Skift+Tab
Refresh View	F5
Terms	Alt+Skift+T
User Interface Language	
View Log File	

# Annex P

## MultiTerm keyboard shortcuts – Termbase Management

Activate	Ctrl+Alt+A
Add-Ins ribbon	Alt, A; F10, A
Catalog Categories	
Close Termbase	Ctrl+Alt+B
Create	Ctrl+Alt+C
Create Termbase	Ctrl+Alt+T
Delete	Ctrl+Alt+D
Delete Termbase	
Duplicate	Ctrl+Alt+U
Edit	Ctrl+Alt+E
File menu	Alt, F; F10, F
Help ribbon	Alt, E; F10, E
Home ribbon	Alt, H; F10, H
Load	Ctrl+Alt+L
Process	Ctrl+Alt+P
Reorganize	Ctrl+Alt+R
Reverse Index Fields	Ctrl+I
Save	Ctrl+Alt+S
View ribbon	Alt, V; F10, V

# Annex Q

## MultiTerm keyboard shortcuts – Terms

Activate editing mode for current entry	Alt, 2; F10, 2
Activate Search	Ctrl+Skift+S
Add Copy	F8
Add New	F3
Add new entry	Alt, 1; F10, 1
Add-Ins ribbon	Alt, A; F10, A
Browse	
Cancel	Skift+Escape
Close All Entry Tabs	Ctrl+Skift+F4
Close Current Entry Tab	Ctrl+F4
Close Termbase	Ctrl+Alt+B
Create Termbase	Ctrl+Alt+T
Delay Type Ahead Searching	
Delete	Skift+Del
Delete Termbase	
Disable for Searching	
Edit	F2
Enable for Searching	
Enable Type Ahead Searching	
Export Entry	Ctrl+Skift+X
File menu	Alt, F; F10, F
Full Form Input Model	Ctrl+M
Full Text Search	Ctrl+U
Fuzzy Search	Ctrl+F
Go to Entry Number	Ctrl+G
Hard Filter Mode	Ctrl+Skift+H
Help ribbon	Alt, E; F10, E
Hierarchical Mode	Ctrl+H
Hitlist	
Hitlist Settings	
Home ribbon	Alt, H; F10, H
Leave editing mode without saving changes	Alt, 4; F10, 4
Merge	F9
Next Entry in List	Alt+Down
Next Entry Tab	ÍF6
Next Filtered Entry in List	Ctrl+Alt+Down
Next Results	Ctrl+Down

Next Viewed Entry	Alt+Right
Normal Search	Ctrl+N
Open Termbase	Ctrl+O
Parallel Mode	Ctrl+P
Previous Entry in List	Alt+Up
Previous Entry Tab	Skift+F6
Previous Filtered Entry in List	Ctrl+Alt+Up
Previous Results	Ctrl+Up
Previous Viewed Entry	Alt+Left
Print Entry	Ctrl+Skift+P
Reorganize	Ctrl+Alt+R
Require Target Term	Ctrl+T
Reverse Indexes	Ctrl+I
Save	F12
Save changes and leave editing mode	Alt, 3; F10, 3
Search for Ad Hoc Entries	Ctrl+A
Search for Duplicate Terms	Ctrl+D
Sequential Mode	Ctrl+S
Servers	Ctrl+Skift+E
Set as Default Termbase	
Termbases	
View ribbon	Alt, V; F10, V
Zoom In	Ctrl+Add
Zoom Out	Ctrl+Subtract

# Annex R

## Special characters – coding

The way to insert a character using the code is to press **Alt+<code>**. (Note that the character will not appear until after you let up the **Alt** key.) **NumLock** has to be activated.

Character	Name	Code
	horizontal tab	009
	line feed	010
	nonbreaking space	0160
	soft hyphen	0173
'	apostrophe	039
-	hyphen	0045
–	en dash	0150
—	em dash	0151
!	exclamation mark	0033
"	double quotation mark	034
#	number sign	035
\$	dollar sign	036
%	percent sign	037
&	ampersand	038
(	left parenthesis	0040
)	right parenthesis	0041
*	asterisk	0042
,	comma	0044
.	period	0046
/	slash	0047
:	colon	0058
;	semicolon	0059
?	question mark	0063
@	at sign	064
[	left square bracket	091
\	backslash	092
]	right square bracket	093
^	caret	094
^	modified letter circumflex accent	0136

_	horizontal bar (underscore)	0095
`	grave accent	0096
{	left curly brace	0123
	vertical bar	0124
}	right curly brace	0125
~	tilde	0126
¡	inverted exclamation	0161
¡	broken vertical bar	0166
¨	umlaut	0168
ˉ	macron accent	0175
´	acute accent	0180
¸	cedilla	0184
¿	inverted question mark	0191
‘	left single quote	0145
’	right single quote	0146
¸	single low-9 quote	0130
“	left double quote	0147
”	right double quote	0148
„	double low-9 quote	0132
‹	single left-pointing angle quote	0139
›	single right-pointing angle quote	0155
+	plus sign	0043
<	less than sign	0060
=	equals sign	0061
>	greater than sign	0062
±	plus or minus	0177
«	left angle quote	0171
»	right angle quote	0187
×	multiplication sign	0215
÷	division sign	0247
¢	cent sign	0162
£	pound sterling	0163
¤	general currency sign	0164
¥	yen sign	0165
§	section sign	0167
©	copyright	0169
¬	not sign	0172
®	registered trademark	0174
°	degree sign	0176
μ	micro sign	0181
¶	paragraph sign	0182
·	middle dot	0183
†	dagger	0134
‡	double dagger	0135

...	horizontal ellipsis	0133
‰	per mill sign	0137
¼	one-fourth	0188
½	one-half	0189
¾	three-fourths	0190
<sup>1</sup>	superscript one	0185
<sup>2</sup>	superscript two	0178
<sup>3</sup>	superscript three	0179
<sup>a</sup>	feminine ordinal	0170
Á	uppercase A, acute accent	0193
á	lowercase a, acute accent	0225
À	uppercase A, grave accent	0192
à	lowercase a, grave accent	0224
Â	uppercase A, circumflex accent	0194
â	lowercase a, circumflex accent	0226
Ä	uppercase A, umlaut	0196
ä	lowercase a, umlaut	0228
Ã	uppercase A, tilde	0195
ã	lowercase a, tilde	0227
Å	uppercase A, ring	0197
å	lowercase a, ring	0229
Æ	uppercase AE	0198
æ	lowercase ae	0230
Ç	uppercase C, cedilla	0199
ç	lowercase c, cedilla	0231
Ð	uppercase Eth, Icelandic	0208
ð	lowercase eth, Icelandic	0240
É	uppercase E, acute accent	0201
é	lowercase e, acute accent	0233
È	uppercase E, grave accent	0200
è	lowercase e, grave accent	0232
Ê	uppercase E, circumflex accent	0202
ê	lowercase e, circumflex accent	0234
Ë	uppercase E, umlaut	0203
ë	lowercase e, umlaut	0235
ƒ	Latin small letter f with hook	0131
Í	uppercase I, acute accent	0205
í	lowercase i, acute accent	0237
Ì	uppercase I, grave accent	0204
ì	lowercase i, grave accent	0236
Î	uppercase I, circumflex accent	0206
î	lowercase i, circumflex accent	0238
Ï	uppercase I, umlaut	0207
ï	lowercase i, umlaut	0239

Ñ	uppercase N, tilde	0209
ñ	lowercase n, tilde	0241
ó	lowercase o, acute accent	0243
º	masculine ordinal	0186
Ó	uppercase O, acute accent	0211
Ò	uppercase O, grave accent	0210
ò	lowercase o, grave accent	0242
Ô	uppercase O, circumflex accent	0212
ô	lowercase o, circumflex accent	0244
Ö	uppercase O, umlaut	0214
ö	lowercase o, umlaut	0246
Õ	uppercase O, tilde	0213
õ	lowercase o, tilde	0245
Ø	uppercase O, slash	0216
ø	lowercase o, slash	0248
œ	Latin lowercase ligature oe	0156
Œ	Latin capital ligature OE	0140
Š	Latin capital letter S with caron	0138
š	Latin small letter S with caron	0154
ß	lowercase sharps, German	0223
Þ	uppercase THORN, Icelandic	0222
þ	lowercase thorn, Icelandic	0254
™	trademark sign	0153
Ũ	uppercase U, acute accent	0218
ú	lowercase u, acute accent	0250
Û	uppercase U, grave accent	0217
ù	lowercase u, grave accent	0249
Û	uppercase U, circumflex accent	0219
û	lowercase u, circumflex accent	0251
Ü	uppercase U, umlaut	0220
ü	lowercase u, umlaut	0252
Ý	uppercase Y, acute accent	0221
ý	lowercase y, acute accent	0253
ÿ	lowercase y, umlaut	0255

# Annex S

## Segmentation differences between Studio and Trados 2007/SDLX 2007

Segmentation differences for default Western languages:

Break character	Trados 2007	SDLX 2007	Studio
Full stop	Breaks unless - followed by lower case letter; - preceding word (incl. the full stop) is in the abbreviations list; - full stop is preceded by a digit sequence and the word following the full stop is in the ordinal followers list.	Breaks unless - full stop follows a digit sequence in segment-initial position; - full stop is part of an ellipses (...).	Same as Trados 2007.
Question mark, exclamation mark	Breaks unless - followed by lower case letter.	Breaks.	Same as Trados 2007.
Colon	Breaks (default).	Does not break.	Breaks unless - followed by lower case letter.
Semicolon	Does not break (default).	Does not break.	Same as Trados 2007.
Tab character	Breaks (default).	Does not break.	Does not break (default).



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