WORDFAST

# User Guide

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# Release notes summary

## 11.6.0

11.6.0

### Improvements

**AP5 | Modules upgrade for WFP 11.6.0**

- **Exchange** upgraded to version 6.10.0.
- **Filters** upgraded to version 6.40.0.
- **Foundation** upgraded to version 5.20.0.
- **Locales** upgraded to version 1.30.0.
- **NLP** upgraded to version 6.40.0.
- **SOLR** upgraded to version 6.16.0.
- **Spellchecker** upgraded to version 6.7.0.
- **TBX** upgraded to version 6.21.0.
- **Transcheck** upgraded to version 6.31.0.
- **XLIFF** upgraded to version 6.20.0.
- **Bilingual Export** upgraded to version 1.26.0.
- **XLIFF Tools** upgraded to version 2.9.0.
- **Parent POM** upgraded to version 1.38.0.

11.6.0

### Known Issues

- MacOS: Issue with Catalina/Big Sur reporting keystroke logging during opening of application
- TXLF Editor column outlines get hidden when windows display settings are set to 125%

# 1. Get started

This section provides basic information to get started with Wordfast Pro, a stand-alone desktop application you install on and access with your local computer.

## About Wordfast Pro

Wordfast Pro is the latest standalone, multi-platform TM tool designed to address the needs of translators, language service providers, and multi-national companies. It offers a complete translation environment that stores your translated content for reuse on future projects, thereby maximizing efficiency, increasing overall consistency and reducing translation costs.

- **Cross-platform compatibility** — Browser-based tool runs natively on Windows, Mac, and Linux.
- **Target-only Live Preview** — After translation, provides a preview to proofread a target-only version with layout and formatting.
- **Segment filtering** — Filters segments based on terms, regular expressions, match scores, notes, and other attributes.
- **Configure multi-lingual translation projects** — Supports translation into multiple target languages and can send as a single package or separate packages based on language pairs.
- **Export and import translation packages** — Allows configuration and export of translation packages for fast, seamless translation management.
- **Format flexibility** — Supports virtually any file format, including MS Office, Adobe InDesign, FrameMaker, PDF, HTML, XML, SDL Trados Xliff, MemoQ Xliff, and more.
- **Chain files** — Allows combination of multiple files into a single file to improve the consistency of repeated segments and facilitate file management.
- **Unlimited TM and glossary access** — Accesses an unlimited number of TMs and glossaries simultaneously and prioritizes as primary or secondary.

## Installation

Activation of Wordfast Pro requires a license and online or offline registration.

> An unlicensed version of Wordfast Pro working in **Demo** mode is limited.
>
> - You can only create bilingual projects.
> - You can only store up to 500 translation units (TUs) in a Translation Memory (TM). To remove this restriction, purchase a license and activate the licensed application.

To install Wordfast Pro:

1. Download the Wordfast Pro Windows Installer Package from http://www.wordfast.com/, based on your operating system.
2. In your Downloads folder, double-click the .MSI, .DMG, or .TGZ file to open the **Wordfast Pro Setup Wizard**.

3. Complete all steps to align with your configuration, then click **Finish**.

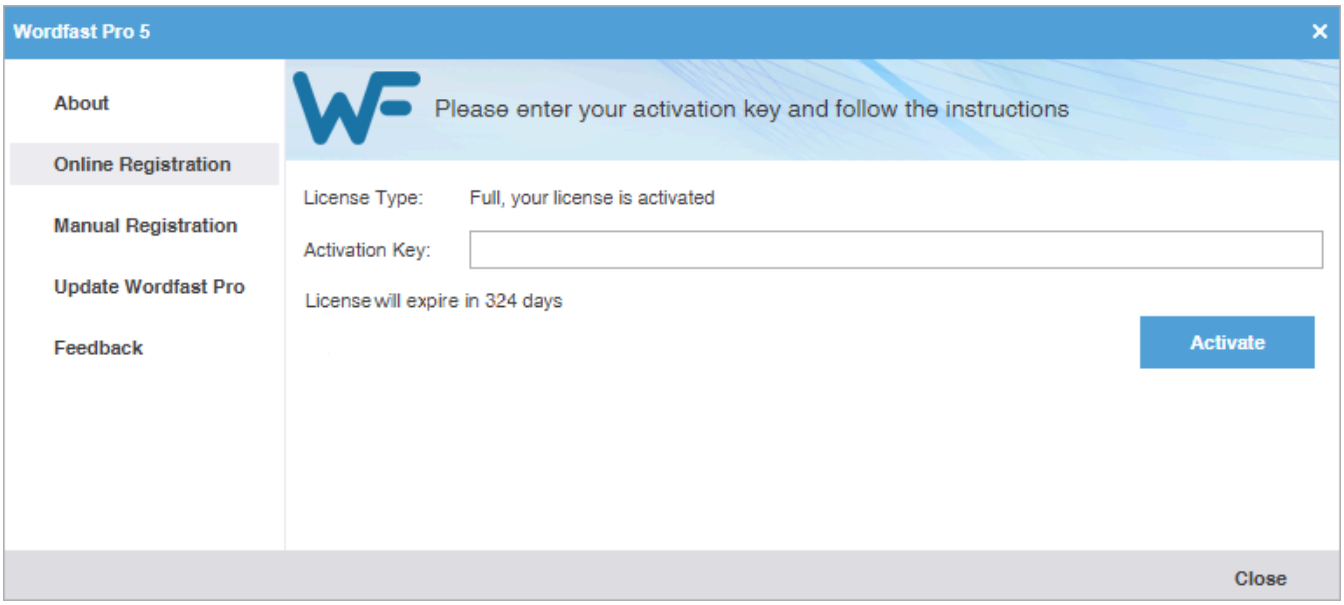
   Wordfast Pro opens in **Demo** mode. It still requires manual or online activation. Refer to Activation on page 9.

# Activation

You can activate Wordfast Pro either manually or online. Both methods require an activation key. When you purchase a Wordfast license, you can generate an activation key at https://www.wordfast.com/myaccount by signing in with your sign in email and password. Copy and save the activation key.

To activate Wordfast Pro:

1. Open **Wordfast Pro**.
2. On the **Sidebar**, select the **Open General** icon to open the **Wordfast Pro 5** application dialog.
3. Select **Online Registration** or **Manual Registration**, then follow the activation instructions.




| Option | Description |
|---|---|
| **Online Registration** | Enter the **Activation Key**, then select **Activate**. |
| **Manual Registration** | a. Enter the **Activation Key**, then select **Generate**.<br>b. Copy the generated text into an email and send it to the email address provided on the screen.<br>c. Save the license file from the return email.<br>d. Select **Browse** to the license file.<br>e. Select the license file, then select **Activate**. |

> After you activate the software, you can select either registration option to view the number of days remaining on your license.

4. Restart Wordfast Pro.

   The Wordfast Pro activation process is complete.

> To resolve any license issues, sign in to your user account at https://www.wordfast.com/myaccount and submit a **Hotline** request.

# Licensure

You can view license information after you have activated Wordfast Pro.

On the **Sidebar**, select the **Open General** icon to view product information, your current license information, and Wordfast Pro update info.

> Wordfast Pro automatically monitors for updates. If an update is available, you receive notification after you open the application.

| Option | Description |
|---|---|
| **About** | Use to review product information, including your current version number. |
| **Online Registration** | Use to activate your Wordfast Pro license online. |
| **Manual Registration** | Use to manually activate your Wordfast Pro license through e-mail. |
| **Update Wordfast Pro** | Use to check for updates to the application and to add languages for the application's Hunspell spelling dictionary. |

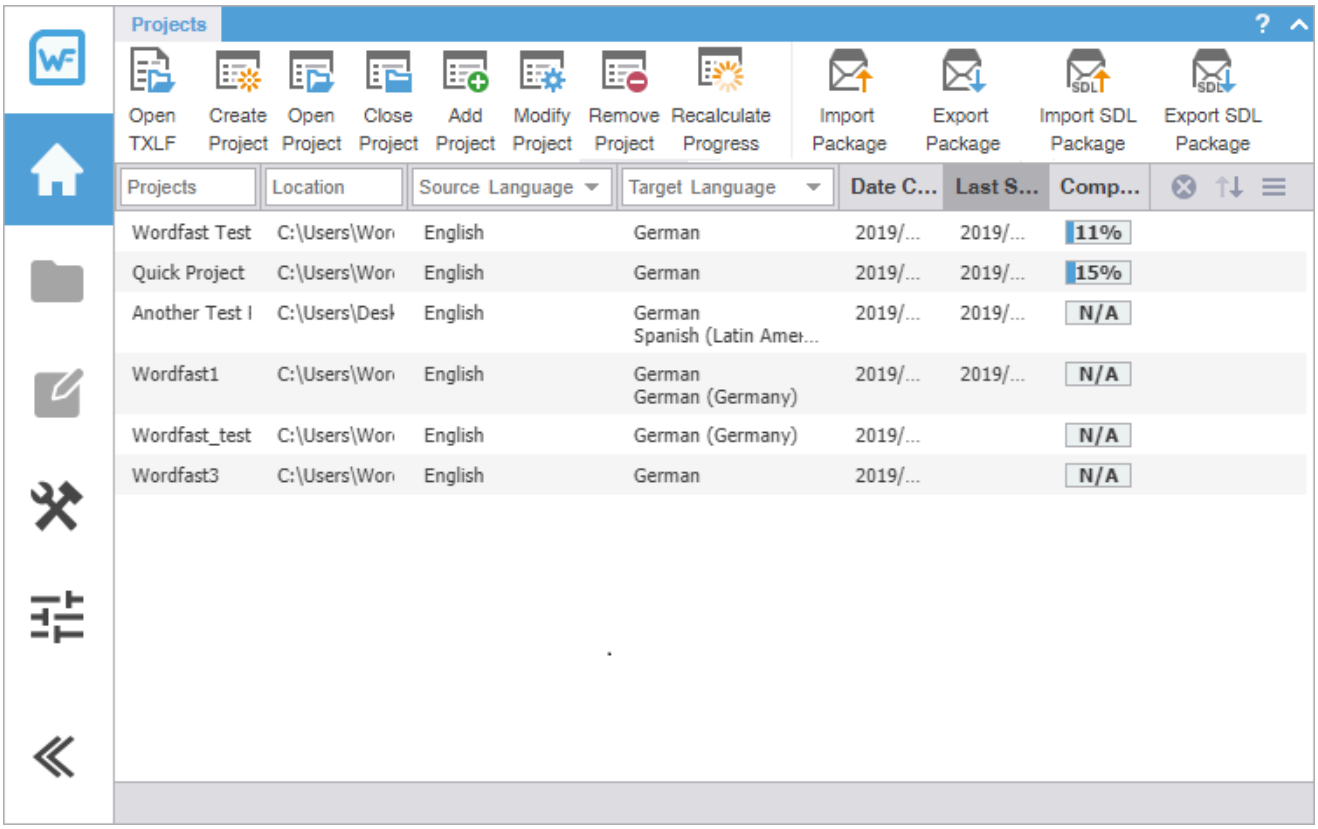
| Option | Description |
|---|---|
| **Feedback** | If you have questions about how to use Wordfast Pro, or need help, please review our Online Support information at wordfast.com/training_support.<br><br>For software usage questions, select the **Help** icon to review the online help. If you still have questions after reviewing the online help, sign in to your user account at https://www.wordfast.com/myaccount and submit a **Hotline** request. |

# Start Wordfast Pro

After you install and activate Wordfast Pro, it is ready to use.

To start Wordfast Pro:

1. Double-click the Wordfast Pro icon on the desktop or select Wordfast Pro from the Windows **Start** menu.



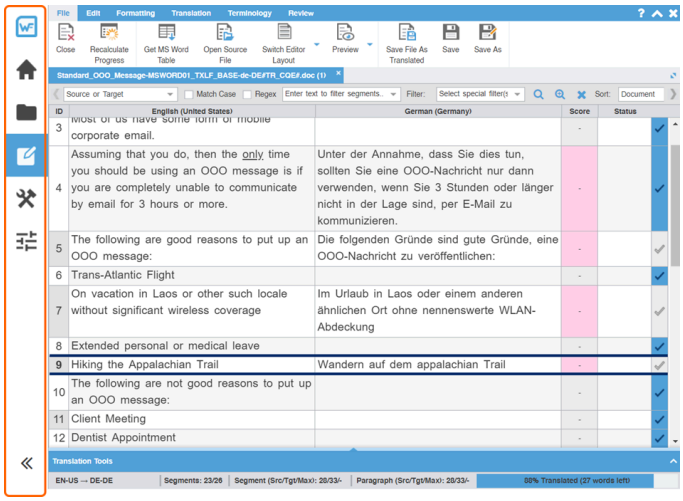

   Wordfast Pro opens to the **Project List** view.

2. (Optional) Select another view if you have created a project and are ready to begin translation or review.

# 2. Wordfast user interface overview

Wordfast Pro allows users to coordinate and automate the translation and review process through an intuitive, stand-alone user interface.

Wordfast Pro uses a **Sidebar** to navigate among views. Click the icons to change from one view to another.




| Sidebar Icon | Action |
|---|---|
| | Select to open the **General** view.<br>The **General** view includes general product information.<br>In Wordfast Pro, you will also find product registration and software update information here. See Activation on page 9 or Licensure on page 10 for more information. |
| | Select to open the **Project List** view. |
| | Select to open the **Current Project** view. |
| | Select to open the **TXLF Editor** view. |
| | Select to open the **Quick Tools** view. |
| | Select to open the **Preferences** view. |
| | Select to collapse the **Sidebar**. This action hides the icons and increases the workspace.<br>Select to expand the **Sidebar**. |

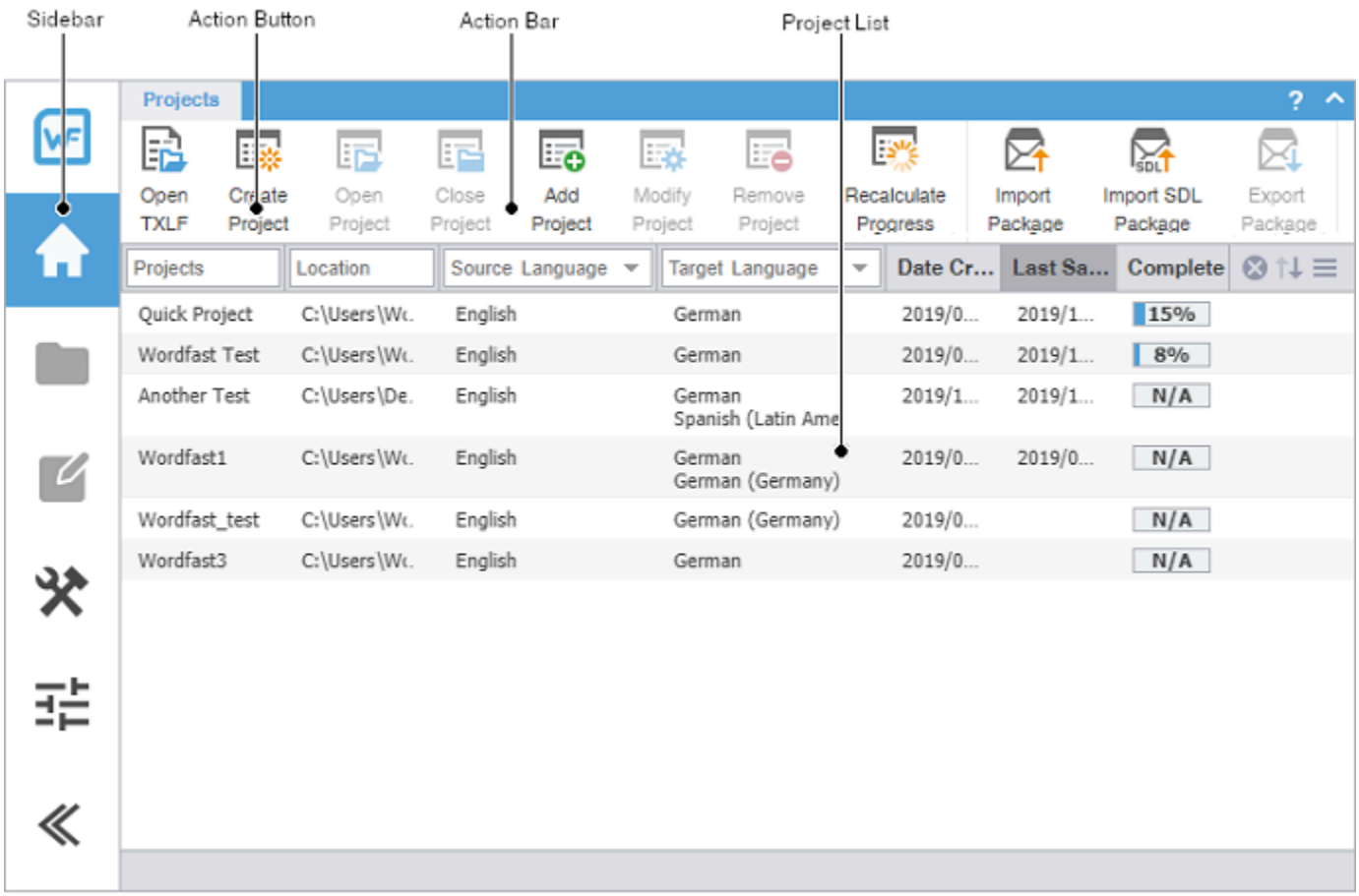
The default view is the **Project List** view.

When you begin working on a project from the project list, the result is the **Current Project** view.

Each view is explained in more detail in the subsequent sections.

# Project list view

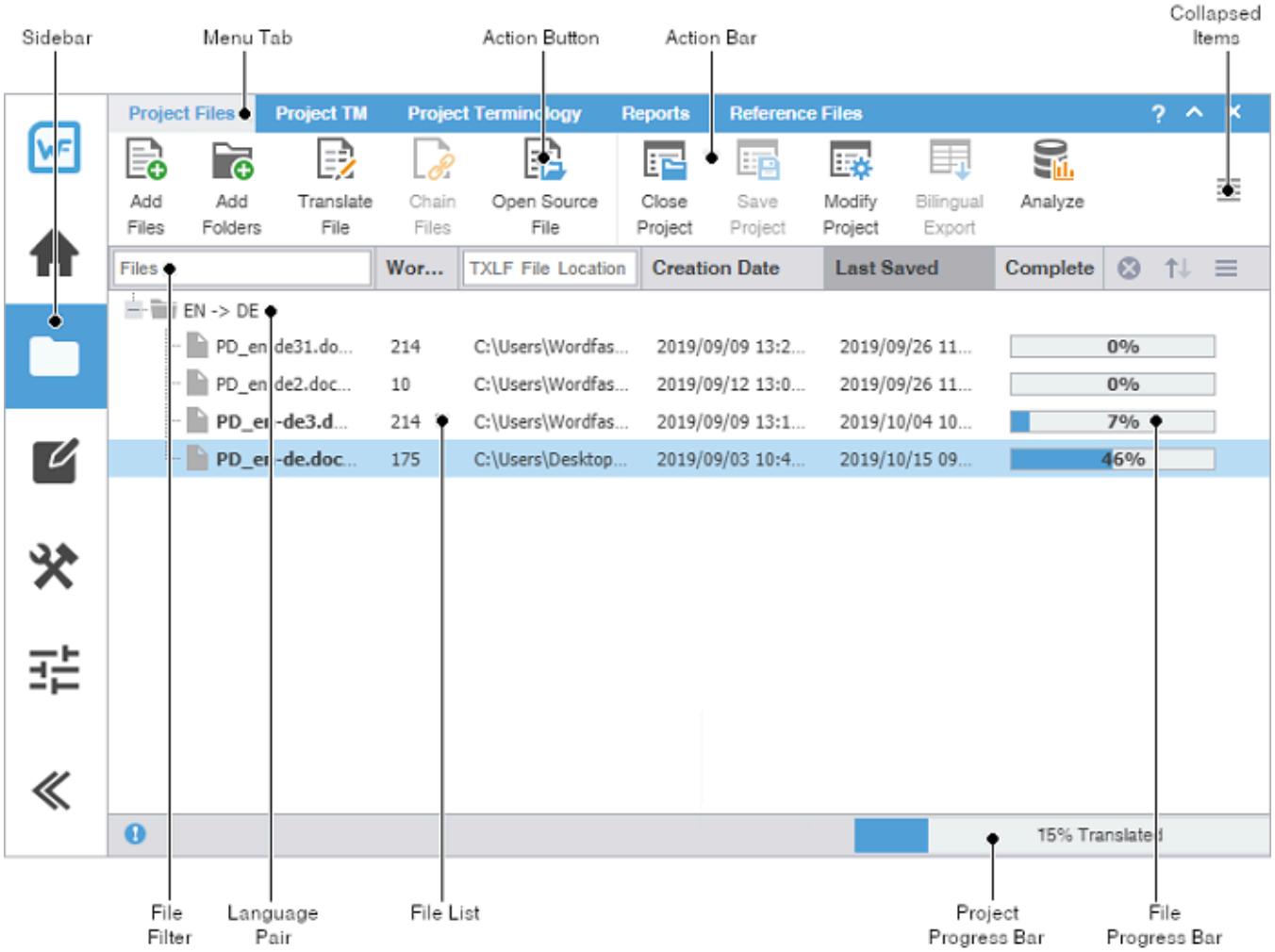
The **Project List** view displays a list of your active projects.




| Item | Action |
|---|---|
| **Sidebar** | Click icons to switch among user views. User views include **General** application information, **Project List**, **Current Project**, **TXLF Editor**, **Quick Tools**, and **Preferences**. |
| **Action Button** | Perform a specific task. |
| **Action Bar** | Access all action buttons associated with a specific user view and tab. |
| **Project List** | View all files associated with a specific project. |

# Current project view

The **Current Project** view displays a list of the TXLF files that are included in a selected project. Double-click a file from the list of TXLF files to open it in the **TXLF Editor**.




| Item | Action |
|---|---|
| **Sidebar** | Select icons to switch among user views. |
| **Menu Tab** | Access the various tools of the application. Each user view contains different tabs. |
| **Action Button** | Perform a specific task. |
| **Action Bar** | Access all action buttons associated with a specific tab. |
| **Collapsed Items** | Access any remaining tools that do not fit in the window. |
| **File Filter** | Create filter criteria to refine the file list. |
| **Language Pair** | Access the file list associated with a specific source and target language pair. |
| **File List** | Access a specific file within the language pair. |
| **Project Progress Bar** | View the percentage of work completed on a project. |
| **File Progress Bar** | View the percentage of work completed on a file. |

You can view file information, filter criteria, and sort files using the provided search options.

| Item | Action |
|---|---|
| **Files** | Lists the files available in the current project. Type a file name in the box to locate a file in the project list. |
| **Word Count** | Displays the total word count of each file in the project. |
| **TXLF File Location** | Displays the directory path to the stored file location. Type a path name in the box to locate a file or to group files in a particular path. |
| **Creation Date** | Displays the date and time the file was created based on the user's system settings. |
| **Last Saved** | Displays the date and time of the most recently saved the file. |
| **Complete** | Displays the file progress bar with completion percentage. |
| | Clears filter criteria. |
| | Sorts filter criteria in ascending or descending order. |
| | Change the sort order. The sort options are Files, Word Count, Translations Status, Complete, and Last Saved. |

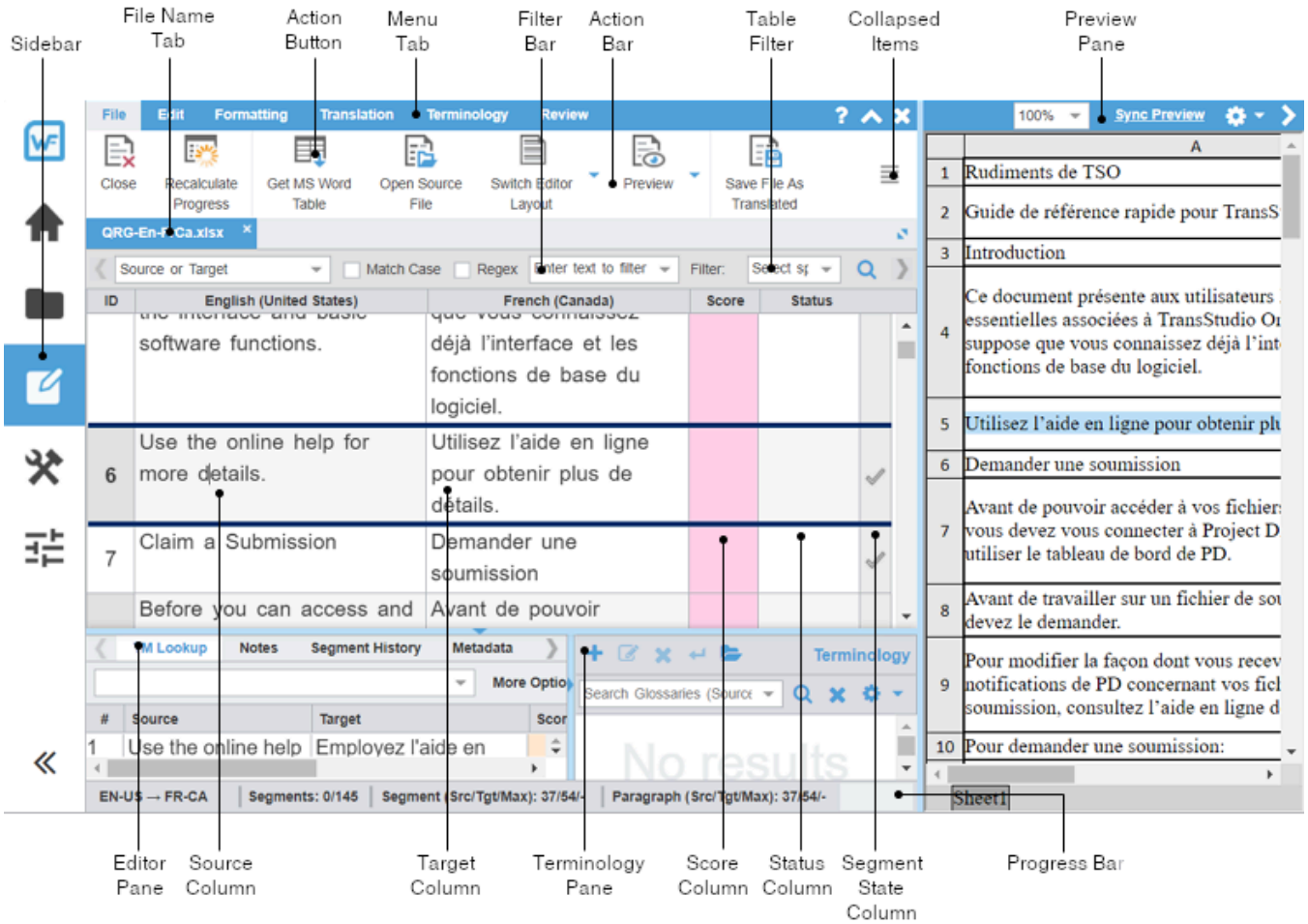
# TXLF editor view

The **TXLF Editor** view is your default translation and review workspace.

You can choose from two layouts for your **TXLF Editor** workspace.

- **Table view**—This layout displays the source segment to the left and the target segment to the right.
- **Stacked view**—This layout displays the source segment row directly above the target segment in a spanned row.

You can select either layout view by selecting the drop-down menu for the **Switch Editor Layout** action on the **File** tab.



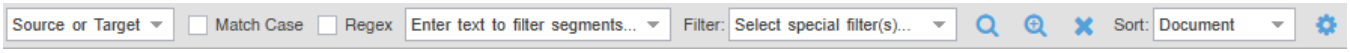

| Item | Action |
|---|---|
| **Sidebar** | Select the icons to switch among user views. |
| **File Name Tab** | View an open or chained file. |
| **Action Button** | Perform a task. |
| **Menu Tab** | Access a specific function and its Action Buttons. |
| **Filter Bar** | Filter how segments are sorted and displayed. |
| **Action Bar** | Access all Action Buttons associated with a specific tab. |
| **Table Filter** | Create filter criteria for searching in the open file. |
| **Collapsed Items** | Access any remaining tools that do not fit in the window. |
| **Preview Pane** | View the translated content in its original format for MS Word .DOC and .DOCX files, MS PowerPoint .PPT and .PPTX files, Markdown .MD files, MS Excel .XLS and .XLSX files, or JSON .JSON files. |
| **Editor Pane** | Access editor tab content or interact with it using menus and sub-menus. |

| Item | Action |
|---|---|
| **Source Column** | View numbered text segments that will be translated in the Target Column. |
| **Target Column** | Use as primary work area for translation entry with or without leveraging a translation memory (TM). |
| **Terminology Pane** | Search the source or target glossaries, or add terms to terminology glossaries, if enabled. |
| **Segment Score Column** | View the TM match score represented as a percentage. |
| **Status Column** | View the status of a segment by its status icon. |
| **Segment State Column** | View the state of the translated segment. Toggle between Needs Translation and Translated. |
| **Progress Bar** | View the progress of the total translation based on the number of translated segments. If you have chained files, the percentage includes all the segments in the chained file. |

When the Preview, Editor, or Terminology panes are resized, Wordfast will remember the settings the next time it is run.

# Filter criteria

Use filter criteria to narrow your search for segment content.




| Option | Action |
|---|---|
| **Source or Target** | Select from drop-down menu to search source, and or target segments, or user attributes. |
| **Match Case** | Make your search case-sensitive. |
| **Regex** | Select to search on regular expression or wild card characters. |
| **Text Filter** | Filter segments based on text search.<br>Type or paste text into the text filter box and press **Enter** or select the **Filter** button. |
| **Special Filters** | Select the drop-down list for more search filter criteria (listed below). |
| | Activate the filter action. |
| | Activate the cumulative filter action for all search fields. |
| | Reset the toolbar filter fields. |
| **Sort** | Select from drop-down menu to order the remaining search list. |
| | Configure the maximum word count for the segment filter. |

**Special Filters** are a drop-down list of all available search filter criteria:

- **100% match segments**: shows segments matching completely in the TM.
- **Aligned segments**: shows segments that contains aligned score coming from the aligner tool.
- **All except 100% and Context match segments**: shows segments with partial TM match, no match, or modified segments.
- **All except 100%, Context match and Auto-propagated segments**: shows segments that are modified, fuzzy, MT, no match, Align and Client provided scores.
- **All except 100%, Context match and Translated segments**: shows segments that are fuzzy, modified, MT, no match, Align and Client provided scores with the Needs Translated Segments state.
- **All except 100%, Context match and Auto-propagated and Translated segments**: shows segments that are fuzzy, modified, MT, no match, Align and Client provided scores with the Needs Translated Segments state.
- **All except Duplicate segments**: shows segments that are not duplicates but can include repetitions.
- **All except auto-propagated**: shows all statuses except the segments that are auto-propagated.
- **All except locked segments**: shows all segments that are not locked.
- **Auto-propagated segments**: shows all auto-propagated matches.
- **Client provided segments**: shows segments provided by the client TM.
- **Committed segments**: shows segments with translated content committed to the TM.
- **Context match segments**: shows all 100+% context matches. Context matches provide more refined matches that are based on contextual references in the TM. For example, a segment is considered a context match when the previous and next segments also have a 100% match against the TM.
- **Do not write to TM segments**: this is a status in the editor to mark segments that should not be written to TM.
- **Duplicate segments**: shows all duplicates.
- **Edited 100% match segments**: shows segments that contain 100% matches that are edited.
- **Edited MT segments**: shows MT segments that have been edited.
- **Edited context match segments**: shows segments that contain context matches that are edited.
- **Edited fuzzy match segments**: shows segments that contain fuzzy matches that are edited.
- **Edited no match segments**: shows segments that contain no matches that are edited.
- **Edited source segments**: shows source segments that have changed.
- **Empty target segments**: shows segments without a translated target.
- **Excel Sheetname Segments**: shows segments that contain sheetnames from an Excel file.
- **First instance of Duplicate Segments**: shows the first instance of duplicates.
- **Fuzzy match segments**: shows segments with partial TM match.
- **Locked segments**: shows segments that cannot be edited.
- **Merged segments**: shows segments that have been merged.
- **Modified segments**: shows all modified segments. By default all modified segments are highlighted in pink.
- **Needs translation segments**: shows untranslated segments.
- **No match segments**: shows segments with no match in the TM.
- **Reviewed state segments**: shows segments marked as reviewed.
- **Segments merged across paragraph**: shows segments have been merged across a paragraph.
- **Segments with Transcheck warnings**: shows segments with Transcheck warning status.

- **Segments with history**: shows segments that have been edited and has a segment revision history viewable in the Segment History tab.
- **Segments with notes**: shows segments containing comments.
- **Segments with find/replace highlight all**: shows segments containing text highlighted by Highlight All from the Find/replace dialog.
- **Segments with repetitions**: shows all repetitions.
- **Segments with tags**: segments that contain tags.
- **Short segments**: shows segments of fewer than {#} words, paragraphs or other blocks.
- **Signed off state segments**: shows segments are signed off.
- **Split segments**: shows segments that have been split into more than one segment due to length.
- **TU Autocorrected Segments**: shows segments that have a target have replacement TUs applied.
- **Translated state segments**: shows segments that have been translated.
- **Unedited MT segments**: shows Machine Translated segments that are unedited.
- **Unique segments**: shows segments that are unique and also shows the first occurrence of repeated segments.

# Segment status

You can quickly identify the status of a segment in the **TXLF Editor** view by its status icon.

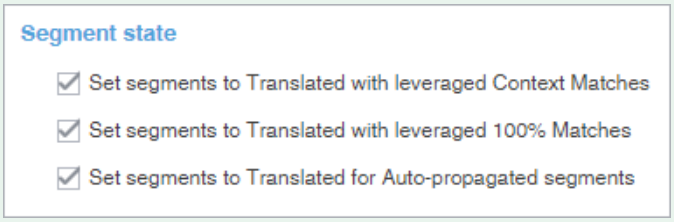
| Status Icon | Segment Status |
|---|---|
| | A non-linguistic error occurred in the segment during a Transcheck test. |
| | The segment is locked, so you cannot edit it. |
| | The segment is do not write to TM, so you cannot commit it to the translation memory. |
| | The segment is marked as a repetition during analysis. |
| | The segment has a note associated with it. |
| | The content of the source segment was edited. |
| | The segment was split. |
| | The segment was merged. |
| | Segments across a paragraph were merged. |

# Segment state

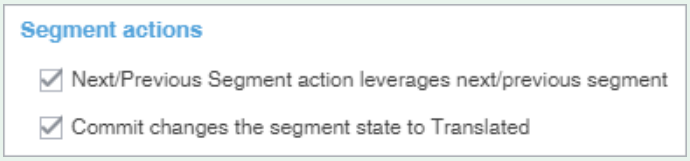
The Segment State allows you to view, set, or change the state of a translation segment in the **TXLF Editor** view. Untranslated target segments are automatically set to **Needs Translation**. Once a translation is committed to the translation memory, the application considers the translation to be complete and changes the state to Translated. Changes to the Segment State will also change the total translation completed percentage on the Progress Bar.

| Segment State Icon | Segment State Description |
|---|---|
| | **Needs Translation** — This state indicates that the segment is not finished and is therefore not included in the calculated progress shown on the Progress Bar.<br>• All untranslated target segments are set to Needs Translation, or select **Mark All Needs Translation** to change all segments to Need Translation. After translating the segment, select this icon to change the state to Translated.<br>• If you commit a segment to the translation memory, or select Mark All Translated, this state will automatically change to Translated.<br>• As you translate, you can commit the active segment to the TM by selecting the Next Needs Translation Segment shortcut key (**CTRL + Enter**), and the active segment state will change to Translated and then moves to the next segment whose status is set to **Needs Translation**. |
| | **Translated** — This state indicates that the segment is finished and is therefore included in the Progress Bar. Select this icon, or make a change in the translated segment, to change the state back to Needs Translation.<br>• Segments that are leveraged with Exact and Context matches are set to Translated by default and are included in the Progress Bar percentage.*<br>• As you translate, when you commit segments to the TM by selecting **Next Segment** or its shortcut key (**ALT + DOWN**), the segment state will change to Translated.** |

* You can change this default setting on a project-by-project basis in **Preferences**. Select **Translation Memory** in the **Current Project Preferences** section. Clear or check the preferred check boxes in the **Segment state** section.




** You can change the **Next Segment** action so that the segment state does not change to Translated. In **Preferences**, select **Segment** in the **General Preferences** section. Clear the check box for **Commit changes the segment state to Translated** in the **Segment actions** section.



# Progress bar

The **TXLF Editor** view displays translation information and status in the **Progress Bar** at the bottom of the window.

| Item | Description |
|---|---|
| **Source and Target Languages** | View the source and the target languages in the open translation file. |
| **Filtered Segments Total** | View the number of filtered segments in the open translation file. When filter criteria is cleared the **Filtered Segments Total** is removed from the status. |
| **Translated** | View the percentage of filtered segments that are translated versus the total number of filtered segments in the open translation file. The **words done** total is calculated from all the translated segments from the filtered table. When filter criteria is cleared, the **Translated** % is removed from the status. |
| **Segments** | View the number of segments completed versus the total number of segments in the open translation file. |
| **Segment (Src/Tgt/Max)** | View the character breakdown in a segment. This breakdown includes the number of characters in the source and the target segments, and the maximum number of characters allowed in the target. Hover over this portion of the toolbar to view the progress in a larger display window.<br>A red box flashes around the **Max** segment value if the number of characters exceeds the maximum allowed.<br>Segment (Src/Tgt/Max): 6/46/31<br>The maximum length check counts HTML entities such as: &. These are real characters and are counted as part of the overall character count (1 Character per entity). Refer to Manage tags on page 89 for more information. |
| **Paragraph (Src/Tgt/Max)** | View the character breakdown in a paragraph. This breakdown includes the number of characters in the source and target paragraphs, and the maximum number of characters allowed in the target paragraph. Hover over this portion of the toolbar to view the progress in a larger display window.<br>A red box flashes around the **Max** segment value if the number of characters exceeds the maximum allowed.<br>Paragraph (Src/Tgt/Max): 6/46/31<br>If the maximum length is set for a paragraph and the paragraph has only one segment then the maximum length limit is shown in the editor for a filtered editor table. |
| **Percent Translated** | View the total progress of the translation in a file or in a group of chained files. If you have chained files, the percentage complete will be the total for all the files as if they were one. |

# Help

Select the **Help** icon ? to access the online help for answers about how to use the software.

If you still have questions after reviewing the online help, sign in to your user account at https://www.wordfast.com/myaccount and submit a **Hotline** request.

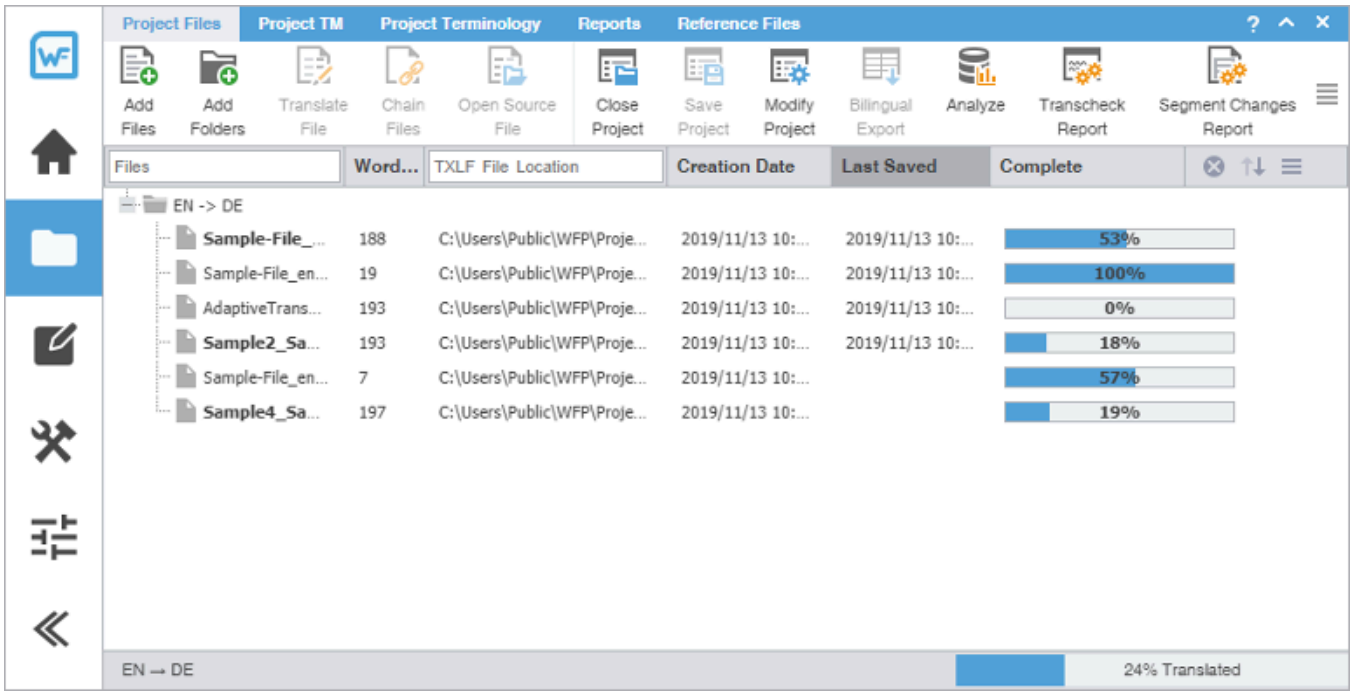
Please do not submit questions related to software usage to **Feedback**. Instead, sign in to your user account at https://www.wordfast.com/myaccount and submit a **Hotline** request.

# 3. Manage projects

When Wordfast Pro opens, the default view is the **Project List** view. This view displays all your active translation projects, and is where you manage the translation process for each project. On the **Projects** tab you can perform many project operations, including creating projects, opening and closing projects, adding and removing projects, and importing translation packages. After you create a project, you can keep a project on the projects list for as long as it takes to complete it. A project stays in the projects list until you remove it. You can filter the list of projects to display them by a variety of criteria including name, location, source or target language, and completion percentage.

> You can add a project to the projects list again, even after you remove it. Wordfast does not erase removed projects, so you can retrieve them from the project folder on your computer using the **Add Project** action.

> To bypass the typical project creation process, create a Quick Project with the **Open TXLF** action.



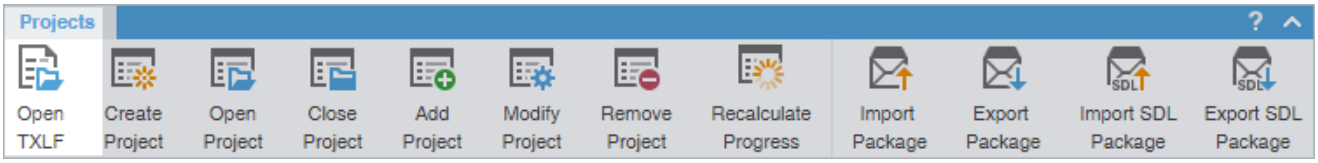

## Open a TXLF file

A TXLF file contains text segments in a source language and a target language. In Wordfast Pro, to translate the content in a TXLF file, you must create a project. A project may contain one TXLF file or multiple TXLF files. This section describes how to create a Quick Project by opening existing TXLF files. To set up a new project and prepare new TXLF files for translation, refer to Create a project on page 25.

To open a TXLF file:

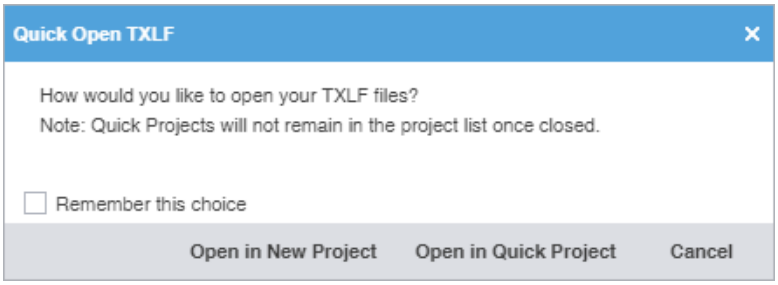
1. Choose one of the following actions:

   - Select the **Project List** icon on the **Sidebar** to open the **Project List** view. Select **Open TXLF**, then browse to select a file.




   - Drag-and-drop one or more TXLF files to the project list.

2. If you used drag-and-drop, determine if you want to remember your choice on the **Quick Open TXLF** dialog, then choose one of three possible actions.




   a) (Optional) Select **Remember this choice** to use your selected option each time you choose the **Quick Open TXLF** action without displaying the dialog again. Use **General Preferences** > **General** to show this dialog again, after you choose to **Remember this choice**.

   b) Select **Open in New Project** to use the standard **Project Creation** dialog.

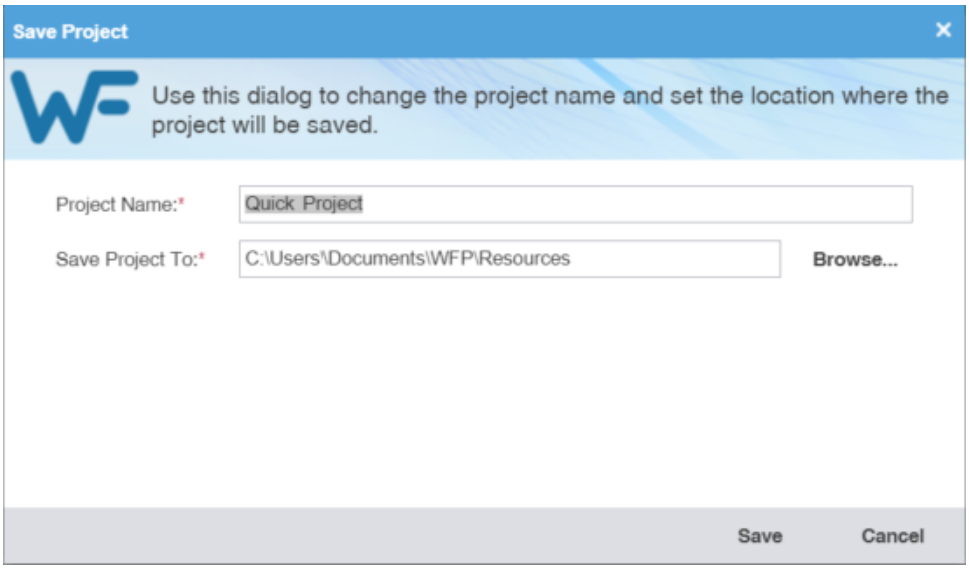
   c) Select **Open in Quick Project** to open the TXLF file in **TXLF Editor** as a temporary Quick Project.

   d) Select **Cancel** to disregard the TXLF file open action and close the dialog.

3. If you chose to open the Quick Project, make your edits in the **TXLF Editor**, then save your changes and select **Close**.

4. Select **Save Project** to retain the project in the project list.

5. In the **Save Project** dialog, modify the project details.




Required fields are marked with a red asterisk.

a) Enter the **Project Name**.

b) Browse and select the file location in the **Save Project To** field.

c) Select **Save**.

# Create a project

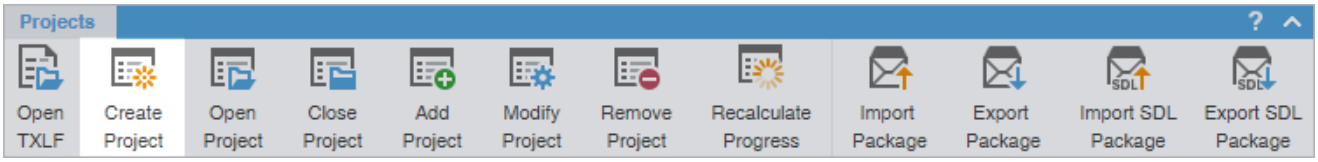
In Wordfast Pro, every translation begins with a project. Projects act as repositories for all related content, along with associated translation memories (TMs) and glossaries.

> You must create a project before you begin translation, unless you use the **Open TXLF** action.

> A project also requires file format filters to convert the source content into segments prior to beginning the translation process.

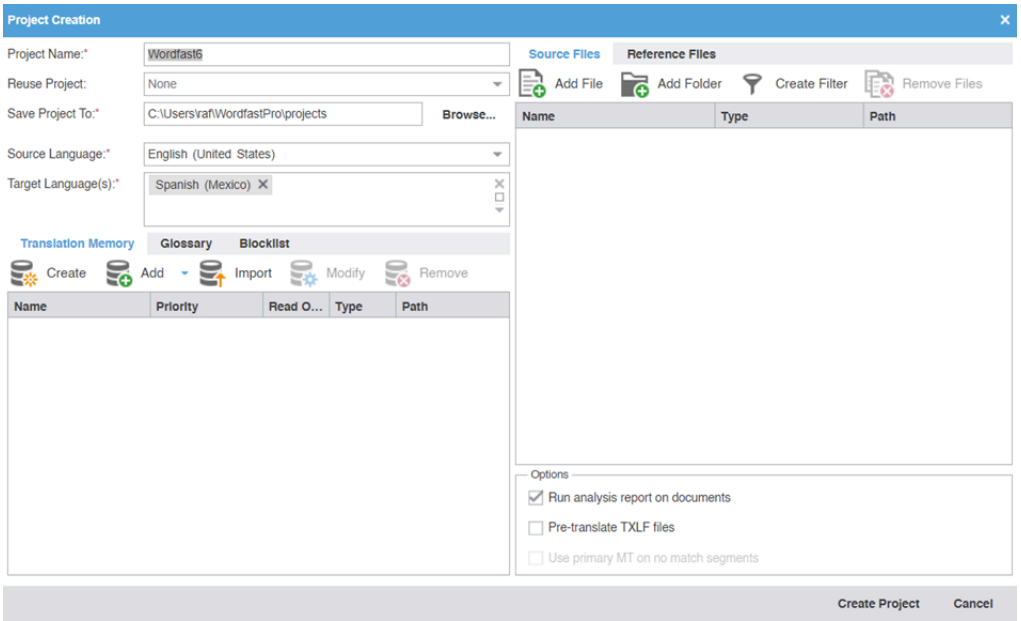
To create a project:

1. Click the **Project List** icon on the **Sidebar** to open the **Project List** view.
2. Click **Create Project**.



3. On the **Project Creation** dialog, enter a project name.

   Required fields are marked with a red asterisk.



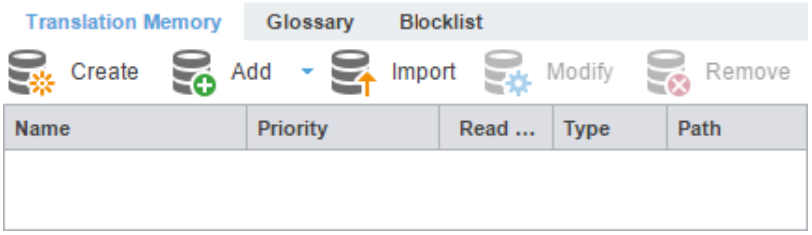

4. (Optional) If you want to reuse the profile of a previously created local project, select it from the **Reuse Project** drop-down list.

   > Project reuse removes all existing translation memories, glossaries, and blocklists from the new project. On the **Reuse Project Warning** dialog, click **Yes** to agree to reuse the project.

5. Enter the **Save Project To** location or click **Browse...** to select the location for your project.
6. Select **Source Language** and **Target Language(s)** from the drop-down lists.

   > You can refine the source language and target language drop-down list results by starting to type a language name.

7. On the **Editor** pane, click the **Translation Memory** tab, if it is not already active.



8. (Optional) Click **Create** to add a new local TM for your project.
   a) On the **Create TM** dialog, enter a unique name for the TM.
   b) Select a target language to create a language pair, then select the location for the TM on your local disk.
   c) Select either primary or secondary priority from the drop-down list to determine the TM you leverage first.

   > You can select only one TM as the primary. The primary status dictates that the content of that TM overrides any content in secondary TMs.

   d) (Optional) To prevent any edits to the TM, select **Read-only**.
   e) Click **OK**.
9. (Optional) To add an existing TM to your project, click **Add**, then select a local, remote, or a project-specific TM from the drop-down menu.

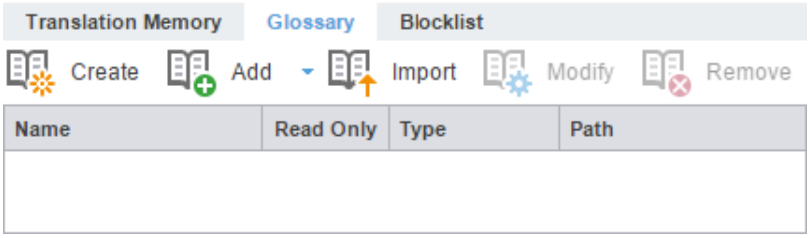
   > To use an online tool for work and production that integrates with Wordfast Pro, use Wordfast Anywhere (WFA) as your remote, unlimited, and private TM.

   a) **Add Local** — Select a location on your local disk.
   b) **Add Remote** — Enter the **TM Server**, **WF Server**, or **WFA Server** details on the **Connect to Remote TM** dialog. Refer to Connect to a remote TM on page 111.
   c) **Add Project TMs** — Enter the details on the **Add Project TMs** dialog by selecting the project.

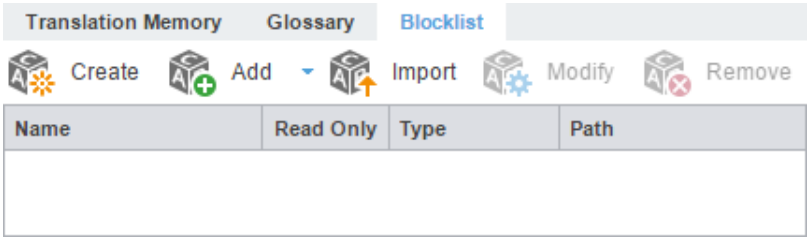
   > The source language, target languages, and list of TMs auto-populate, based on the project you select. Remove the target languages or TMs that you do not want to import from the target languages and list of TM fields.

10. (Optional) To import an existing TM to your project, click **Import**.
    a) On the **Import Translation Memory** dialog, select the import **File Type**: TMX or WF TXT TM format from the **File Type** drop-down list.
    b) Click **Browse** to locate and select the project file that contains the TM that you want to import.
    c) Select either the **Create a new TM** or **Import into existing TM** option. Refer to Import a local TM on page 118.
    d) If the TU already exists, select an overwrite option from the drop-down list.
    e) Select **Delete all TUs from existing TM** if you want the import to overwrite and create a clean TM.
    f) Click **OK**.
11. (Optional) To edit an existing TM in your project, click **Modify**.
    a) On the **Modify Local Translation Memory** dialog, modify the name of the TM or its priority.
    b) Select whether you want to protect the TM as read-only.

12. (Optional) On the **Editor** pane, click the **Glossary** tab.

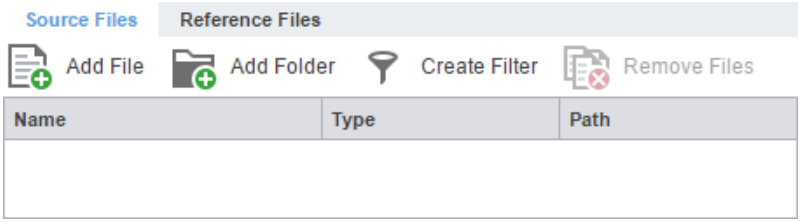



13. (Optional) Click **Create** to add a new local glossary for your project.
    a) On the **Create Glossary** dialog, enter a unique name for the glossary.
    b) Select a target language from the drop-down list, then select the location for the glossary on your local disk.
    c) If you want to prevent any edits to the glossary, select **Read-only**.
    d) Click **OK**.
14. (Optional) To add an existing glossary to your project, click **Add**, then select a local, remote, or a project-specific glossary from the drop-down list.
    a) **Add Local** — Select a location on your local disk.
    b) **Add Remote** — Enter the **TMGR Server**, **WF Server**, or **WFA Server** details on the **Connect to Remote Glossary** dialog. Refer to Connect to a remote glossary on page 123.
    c) **Add Project Glossary** — Enter the details on the **Add Project Glossary** dialog by selecting the project.
15. (Optional) To import an existing glossary to your project, click **Import**.
    a) On the **Import Glossary** dialog, select the import **File Type** from the drop-down list: TBX or Tab delimited.
    b) Click **Browse** to locate and select the project file that contains the glossaries that you want to import.
    c) To configure a glossary creation option, select either **Create a new glossary** or **Import into existing glossary**. Refer to Import a local glossary on page 129.
    d) Select an overwrite option for preexisting terms.
    e) Select **Delete all terms from existing glossary** if you want to ensure the import overwrites a clean glossary.
    f) Click **OK**.
16. (Optional) On the **Editor** pane, click the **Blocklist** tab.




17. (Optional) Click **Create** to create a new local blocklist for your project.
    a) On the **Create Blocklist** dialog, enter a unique name for the blocklist.
    b) Select a target language for the blocklist, then select the location for the blocklist on your local disk.
    c) If you want to prevent any edits to the blocklist, select **Read-only**.
    d) Click **OK**.

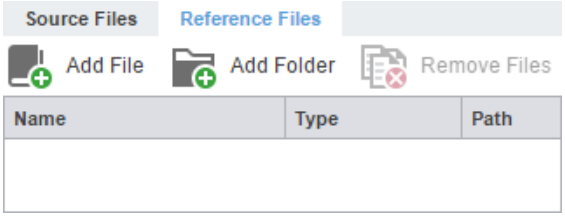
18. (Optional) To add an existing blocklist to your project, click **Add,** then select a local or remote blocklist from the drop-down list.
    a) **Add Local** — Select a location on your local disk.
    b) **Add Remote** — Enter the details on the **Connect to Remote Blocklist** dialog. Refer to Connect to a remote blocklist on page 134.
19. (Optional) To import an existing blocklist to your project, click **Import**.
    a) On the **Import Blocklist** dialog, select the import **File Type**: TXT.
    b) Click **Browse** to locate and select the project file that contains the blocklist that you want to import.
    c) Select the blocklist creation option: **Create a new blocklist** or **Import into existing blocklist**. Refer to Import a local blocklist on page 137.
    d) Select an overwrite option for preexisting terms.
    e) Select **Delete all terms from existing Blocklist** if you want to ensure the import overwrites a clean blocklist.
    f) Click **OK**.
20. On the **Source Files** tab, choose a method to add project source files.




> You can drag-and-drop files from a folder to the **Files** panel.

> To copy source files into the **Source File** folder within the Project folder on your computer, select **Copy Source or TXLF Files into Project Folder Structure** in your **General Preferences**.

    a) (Optional) **Add File** — Click to browse to the source file.
    b) (Optional) **Add Folder** — Click to browse to the folder location for source files.
    c) (Optional) **Create Filter** — Click to create a conversion filter the source files. You can create multiple filters.
21. (Optional) On the **Reference Files** tab, choose a method to add supporting documentation.

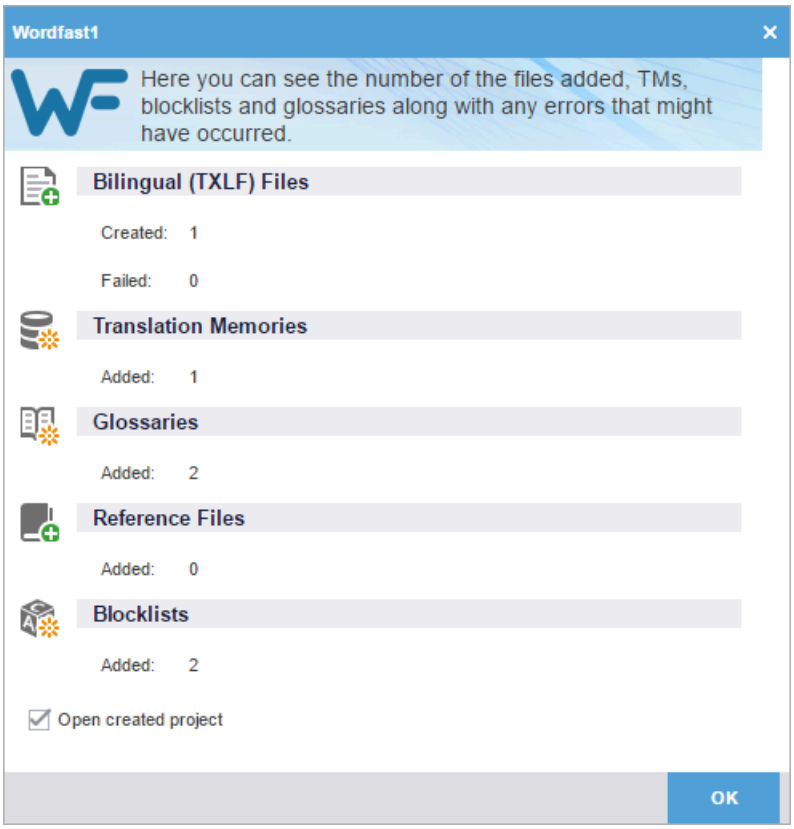



    a) (Optional) **Add File** — Click to browse to the source file.
    b) (Optional) **Add Folder** — Click to browse to the folder location for source files.

22. (Optional) Select any additional **Options**.

| | |
|---|---|
| **Run analysis report on documents** | Analyzes source files against TMs and generates a report. You can also view this report on the **Reports** tab, after opening the project. |
| **Pre-translate TXLF files** | Populates TM leveraged segments when TXLF files are open. |
| **Use primary MT on no match segments** | Leverages primary machine translation (MT) when there are no matches with the local and remote TMs. This option is only available if you selected **Pre-translate TXLF files**. |

23. Click **Create Project** to analyze the files and display the project creation summary.




24. (Optional) On the **Wordfast** dialog, select **Open created project**.
25. Click **OK**.

    The project is created.

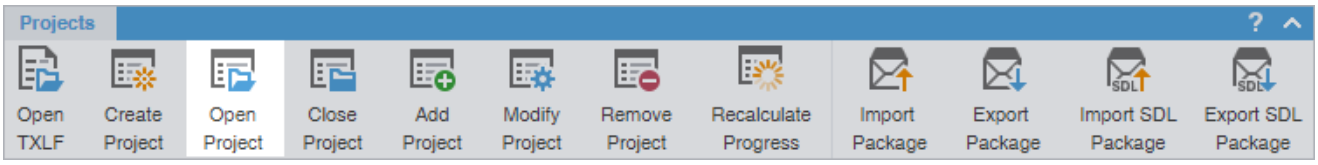
# Open a project

Once you create a project, the next step is to open it. You cannot open files for translation without first opening the associated project.

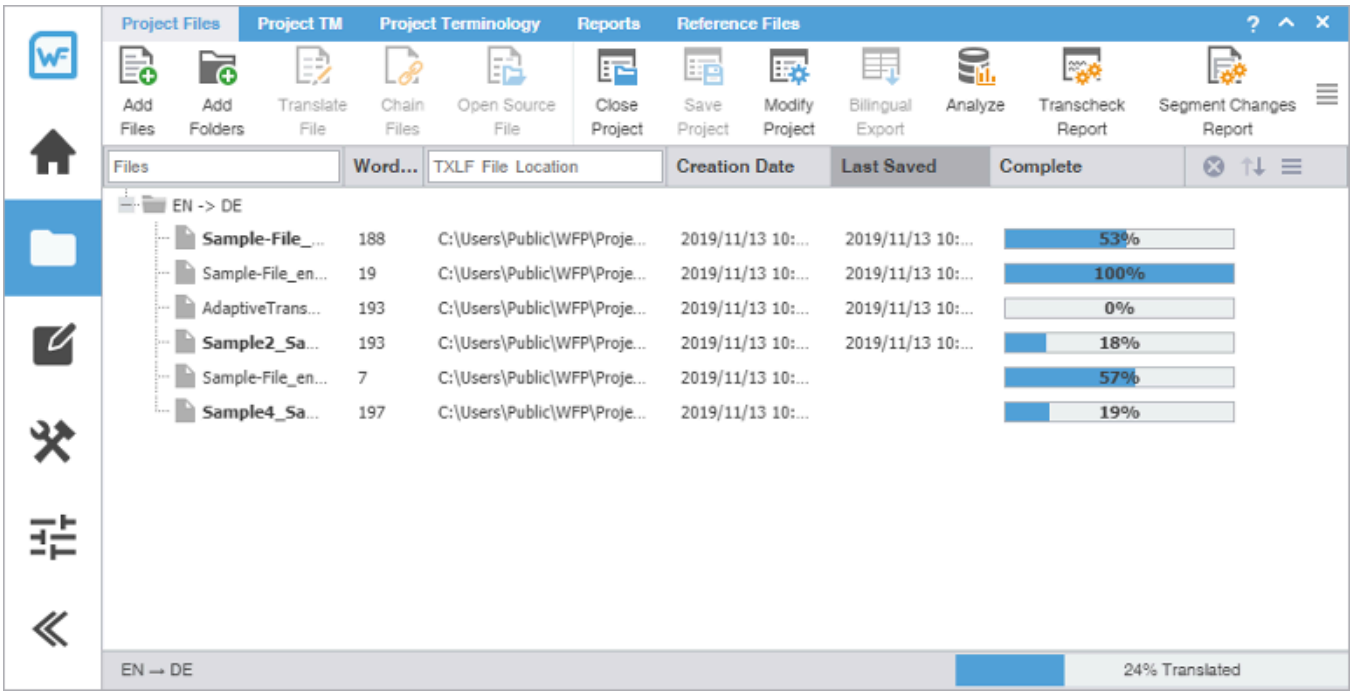
To open a project:

1. In the **Project List** view, select a project name from the list.

2. Click **Open Project** or double-click the project name to open it.




The project opens in the **Current Project** view. A list of the project's language pairs and the associated translation files displays on the **Project Files** tab.

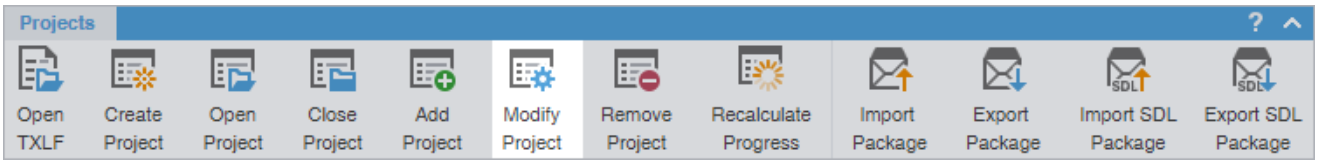



# Modify a project

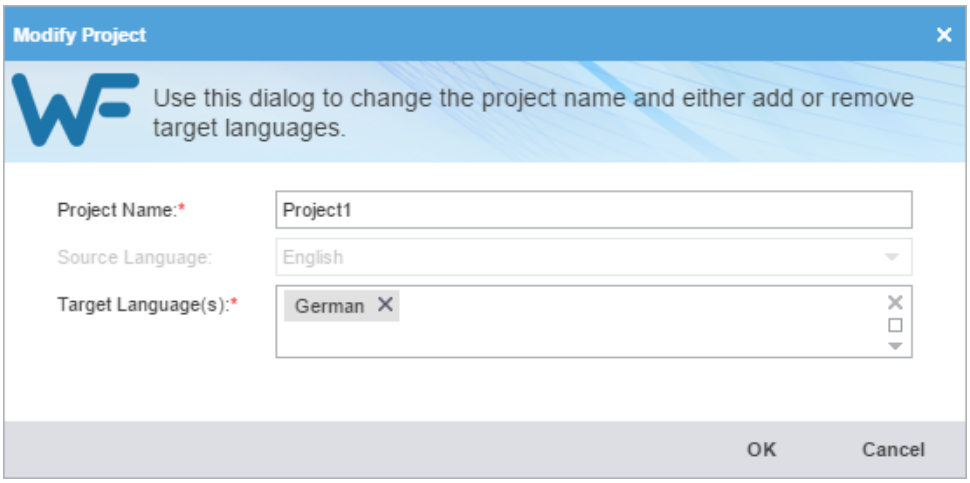
You can change the project name and target language using the **Modify Project** action.

To modify a project:

1. In the **Project List** view, select a project, then click **Modify Project**.



2. (Optional) On the **Modify Project** dialog, enter a different name in the **Project Name** field.




3. (Optional) In the Target Language(s) field, add a language by selecting one from the drop-down list. Deselect a language to remove it.
4. Click **OK**.

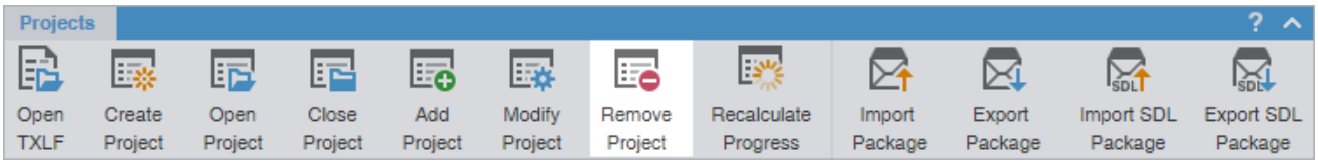
   The modifications are active and the project list displays the changes.

# Remove a project

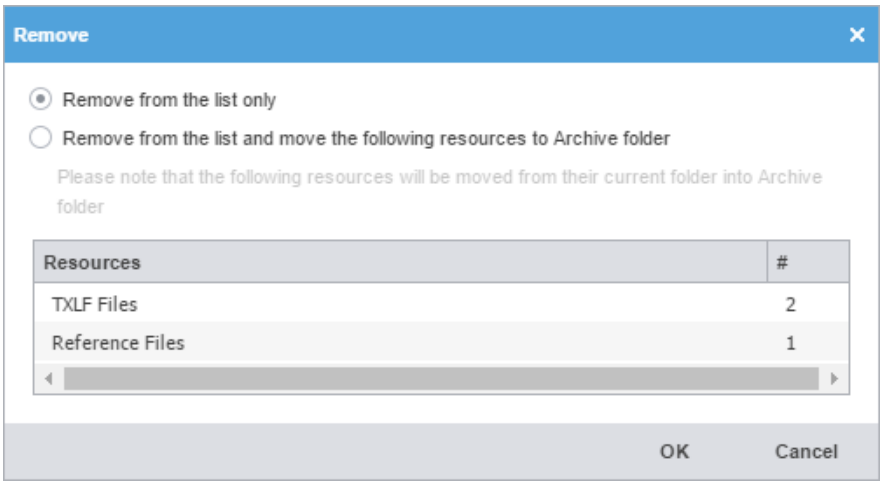
To remove a project:

> You can add a project to the Project List again, even after you removed it. Wordfast Pro does not erase removed projects, so you can still retrieve them from the project folder on your computer using the **Add Project** action.

1. Click the **Project List** icon on the **Sidebar** to open the **Project List** view.
2. Select the project from the list, then click **Remove Project**.



3. On the **Remove** dialog, click one of the action buttons.




| | |
|---|---|
| **Remove from the list only** | Remove the project from the **Projects List** but retain project resources in the project folder on your computer. |
| **Remove from the list and move the following resources to Archive folder** | Move the project TXLF, reference, and source files to the Archive sub-folder within the project folder on your computer. |

4. Click **OK**.

   The project is no longer in the Projects List.

# Package files

A package file contains all of the required information to work on a translation project. You can use a package file to share content and files among different Wordfast Pro (WFP) users. The package file can contain complete or incomplete projects.

A package file generally includes:

- Source files
- All target translatable files
- Instructions
- Background information
- Reference files
- Comments
- Connection to at least one Translation Memory (TM)
- Connection to at least one glossary and blocklist

To access a package file from another user, import the file into WFP. Wordfast connects the imported files to translation memories and glossaries. It provides you access to all translatable files and additional resources, including TMs and glossaries, without any additional setup or configuration.

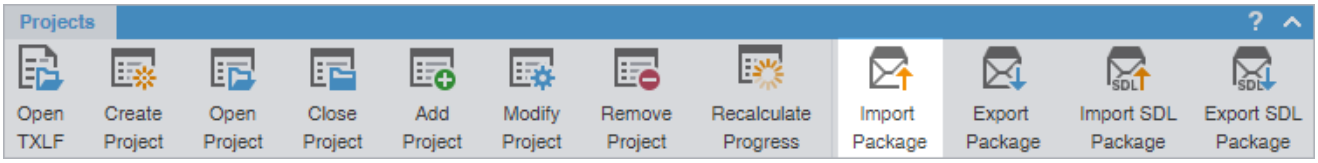
To share a completed project with other users, export it as a package file.

# Import package files

Package files allow different Wordfast Pro users to share files. When you import a package file, you automatically connect the files to translation memories and glossaries. You also gain access to all translatable files and additional resources. This eliminates the need for manually creating a project.

To import package files:

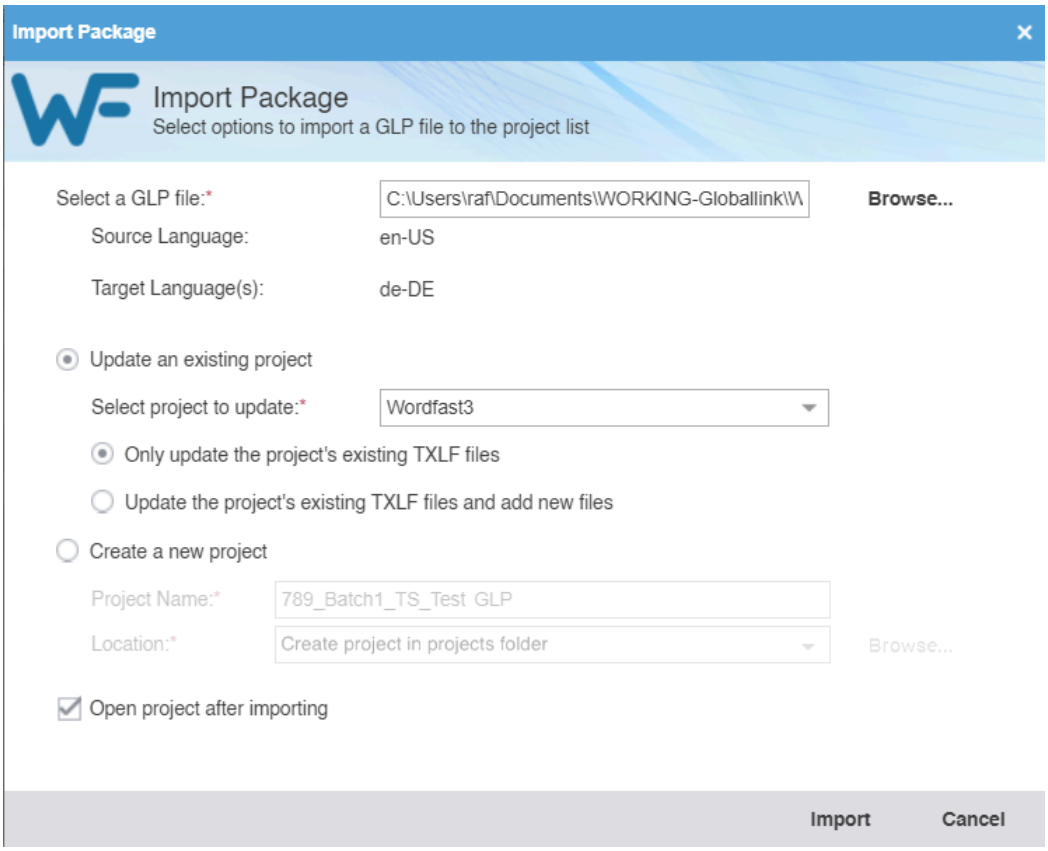
1. Click the **Project List** icon on the **Sidebar** to open the **Project List** view.
2. Click **Import Package**.




3. On the **Import Package** dialog, click **Browse** to locate and select the package file.

   Required fields are marked with a red asterisk.

> Alternatively, you can drop a package file into the white space on the **Import Package** dialog to begin the import process.



4. Choose one of the following:
   - Update a project by clicking **Update an existing project** and its options.
   - Create a new project by clicking **Create a new project** and its options. The project location drop-down gives three options. The selected option is remembered the next time a package is imported.
     - **Create project in projects folder** (Default): creates the project in the projects folder under the WordfastPro directory.
     - **Create project in same location as the package**: creates the project in the same location that the package has been saved to.
     - **Enter the location to create the project**: activates the **Browse…** button so that you can then choose a location.
5. (Optional) Select **Open project after importing** to open the project in the Current Project view when the import completes.
6. Click **Import**.

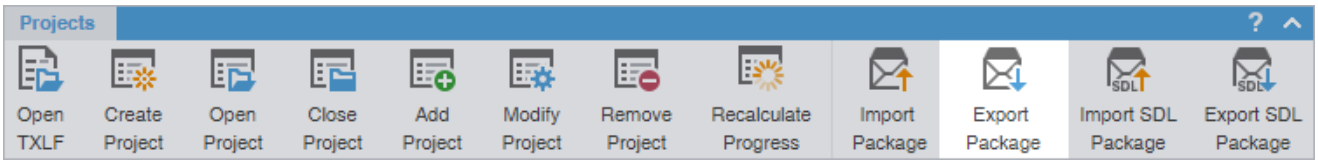
   The package file is imported.

# Export package files

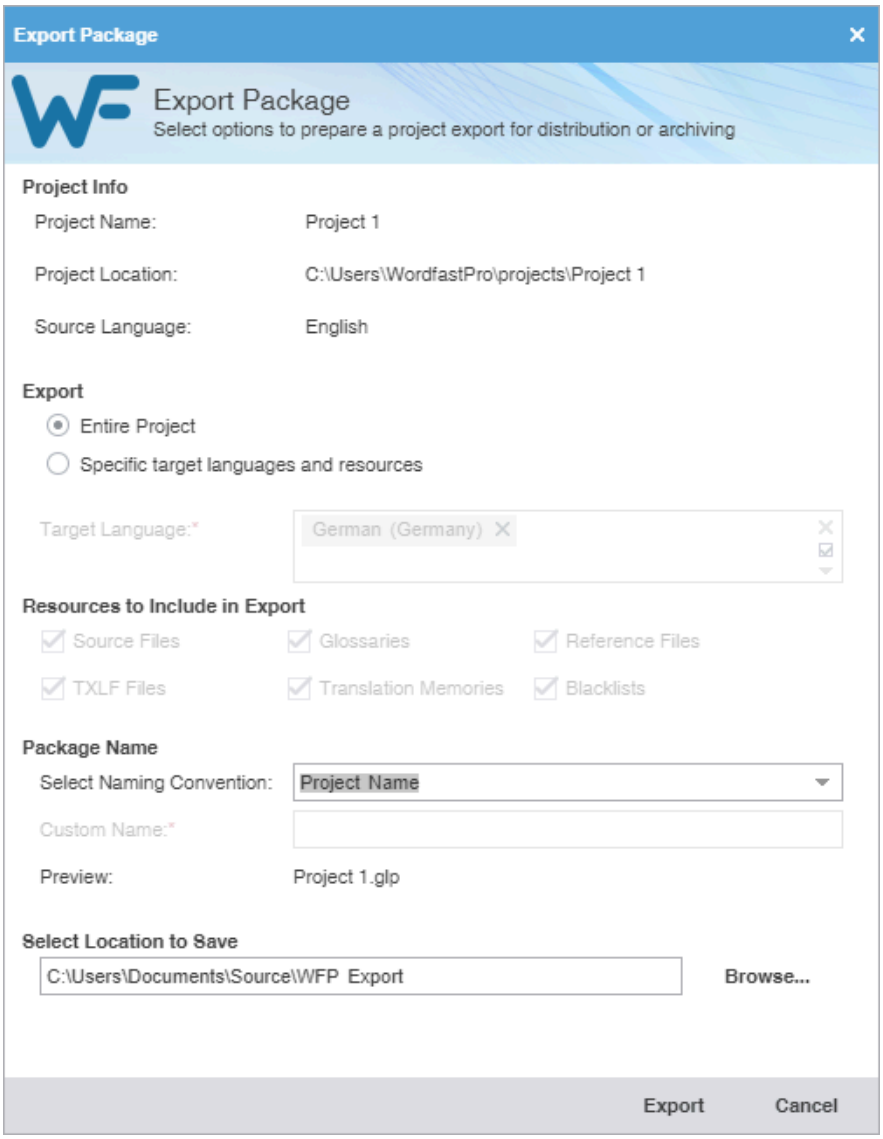
Use **Export Package** to share a complete project package with other Wordfast Pro users.

To export package files:

1. Click the **Project List** icon on the **Sidebar** to open the **Project List** view.
2. Select a project from the list of projects , then click **Export Package**.



3. On the **Export Package** dialog, select either **Entire Project** or **Specific target languages and resources**.




| | |
|---|---|
| **Entire Project** | Click to export all target languages and their associated resources. |
| **Specific target languages and resources** | a. Click to export specific target languages and associated resources.<br>b. Click items from the drop-down list for further options to deselect specific **Target Language** and resources for exclusion from the export. |

4. Choose an existing name from the **Select Naming Convention** drop-down list or enter a name of your choice in the **Custom Name** field.

> The **Preview** field provides the name of the file as it will export below the **Package Name** fields.

5. Select a save location for the project package, then click **Export**.

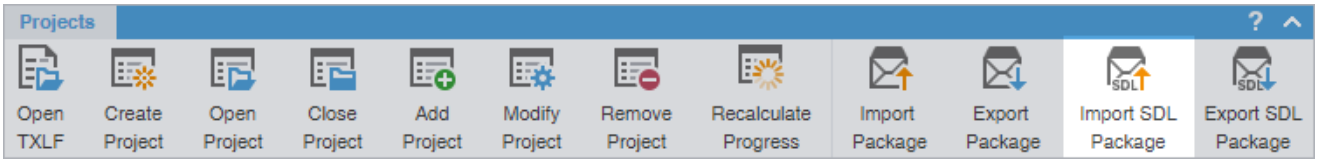
   The exported project package is built and saved to the folder location.

# Import SDL package files

You can import an SDL package file for conversion of SDL source files to a compatible Wordfast Pro format. Imports include scores for source content, but do not include translation memories, glossaries, and reference files.

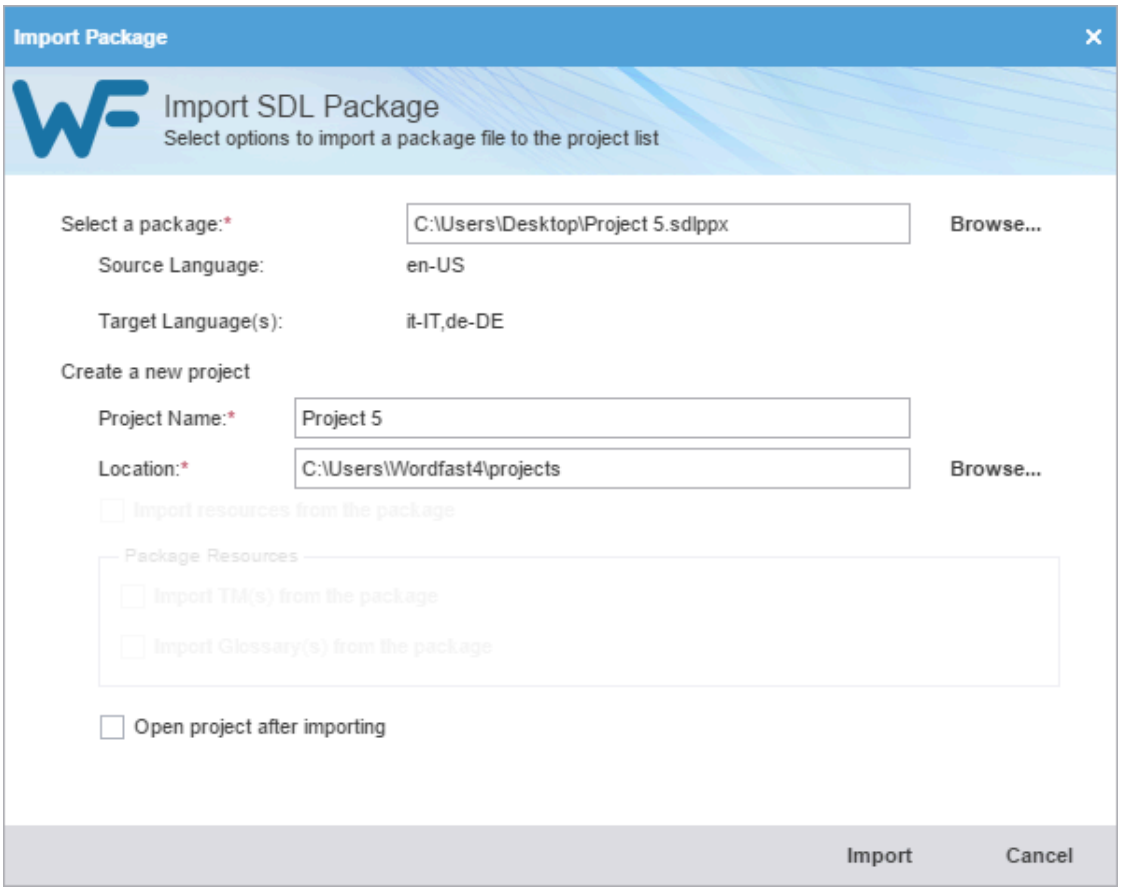
To import SDL package files:

1. Click the **Project List** icon on the **Sidebar** to open the **Project List** view.
2. Click **Import SDL Package** or drop the SDL Package file into the application window.




3. On the **Import Package** dialog, click **Browse** to locate and select the SDL Package file.

> If the SDL Package file contains unsupported target languages, a warning message notifies you. Click **OK**.




4. Enter the new **Project Name**.
5. Browse to and select the save location for the new project.

6. (Optional) Select **Open project after importing** to automatically open the project in the **Current Project** view after import. If this option is not selected, the project displays in the **Project List** view.
7. Click **Import**.

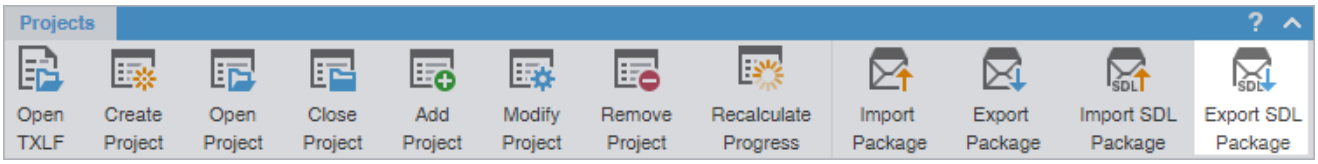
   The SDL Package file import completes.

# Export SDL package files

Use **Export SDL Package** to export an SDL package.

To export package files:

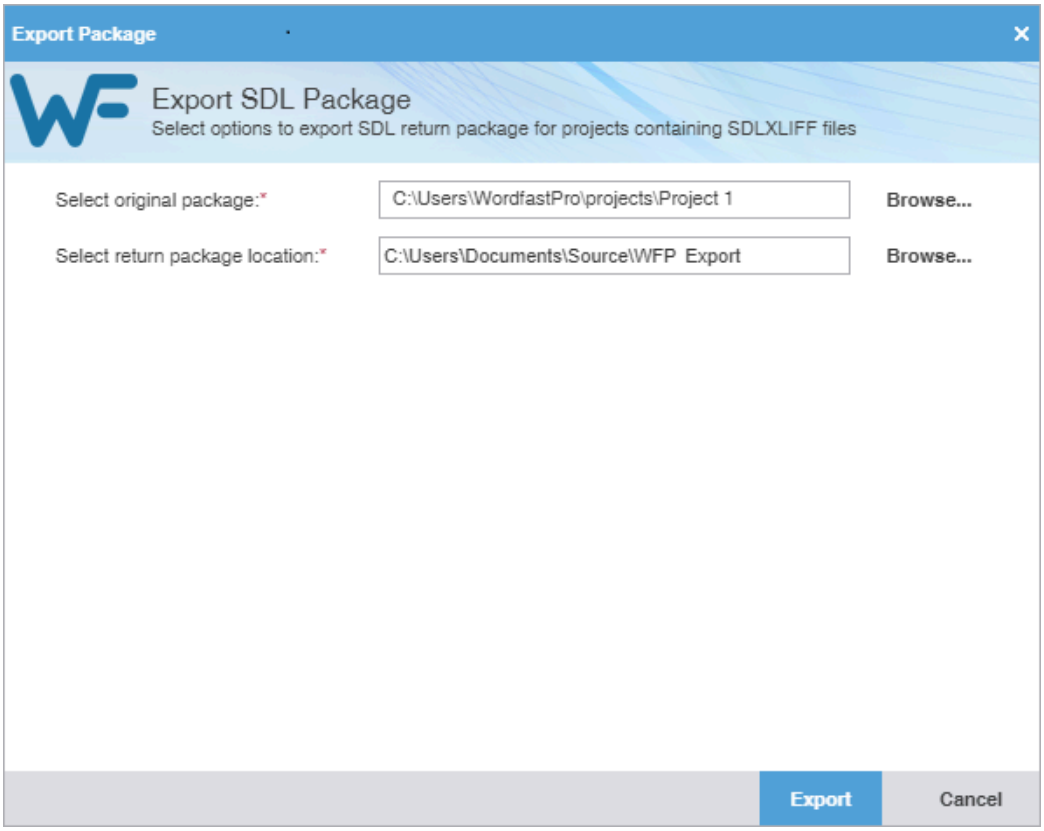
1. Click the **Project List** icon on the **Sidebar** to open the **Project List** view.
2. Select a project from the list of projects, then click **Export SDL Package**.




3. On the **Export Package** dialog, select the location of the original package and the location for the exported package.

> When exporting the SDL package, the **Select original package:** text box automatically selects the file path of the original imported package file location based

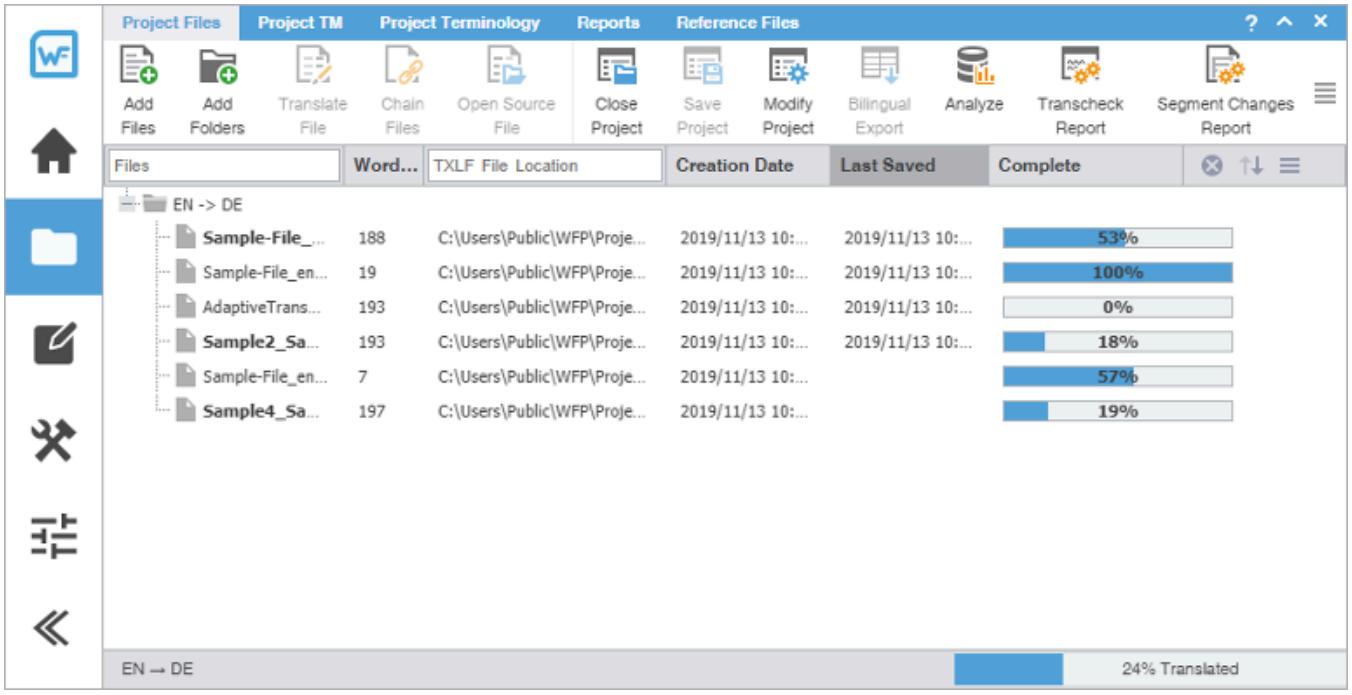
on the previously used SDL package location. If the selected project was not imported from the SDL package then the **Select original package:** text box will be blank.




The exported project package is built and saved to the folder location.

# 4. Manage project files

When you open a project, the view changes to the **Current Project** view. On the **Project Files** tab, the language pair of the project displays the list of translation files.



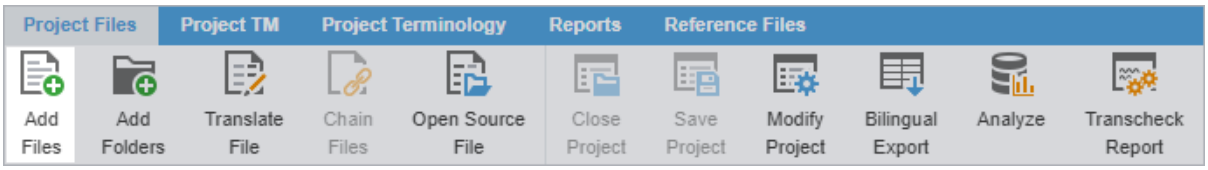

## Add files

You can add files to an existing project using the **Add Files** option on the **Project Files** tab.

> If one or more of the source files have a different language code, you will receive a prompt to modify the project and add the new target language.

To add files to a project:

1. Click the **Project List** icon on the **Sidebar** to open the **Project List** view.
2. Select a project from the project list, then click **Open Project**.
3. Click the **Current Project** icon on the **Sidebar** to open the **Current Project** view.
4. Click **Add Files** on the **Project Files** tab.




5. Browse to and select one or more source files on the **Open** dialog.
6. Click **Open**.

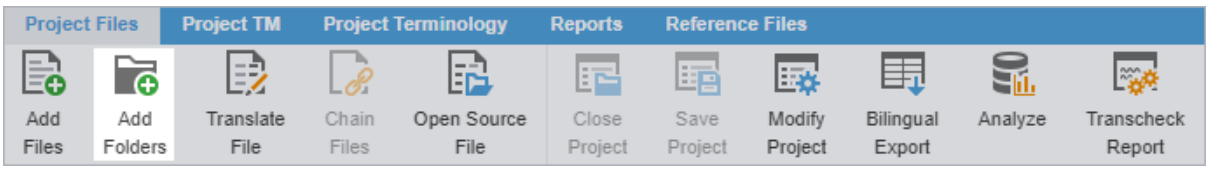
7. On the **Files Report** dialog, click **OK**.

# Add a folder

You can add a folder containing multiple files to an existing project using the **Add Folders** option on the **Project Files** tab.

To add a folder to a project:

1. In the **Current Project** view, click **Add Folders** on the **Project Files** tab.




> To activate the **Current Project** view, you must first open a project. Click the **Project List** icon on the Sidebar and select a project from the **Project List** view, then click the **Current Project** icon .

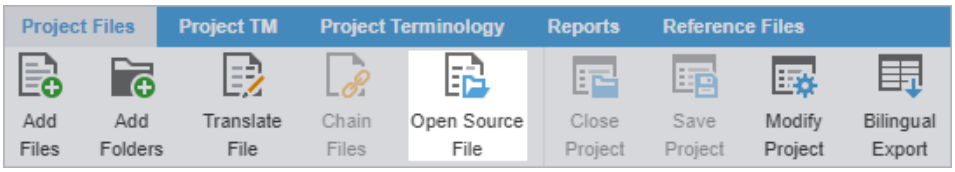
2. Browse to the folder, select it, then click **Select Folder**. During the import process, you might be asked to define conversion filters for unknown file types.
3. View the statistics about the added files on the **Files Report** dialog, then click **OK**.

# Open a source file

You can view a source file in its original format.

To open a source file:

1. In the **Current Project** view, select a file from the list, then click **Open Source File**.




2. View the source file when its default application opens.

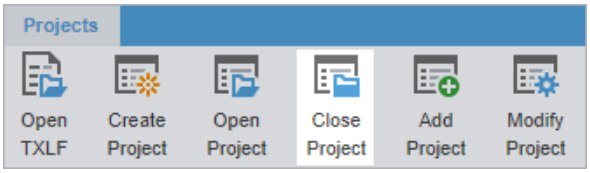
> If the default application is not set, choose an application when prompted to do so.

# Close a project

When you are finished working on a project, close it before you open another.

> You can only have one project open at a time.

- In the Current Project view, click **Close Project**.




# Conduct a bilingual export

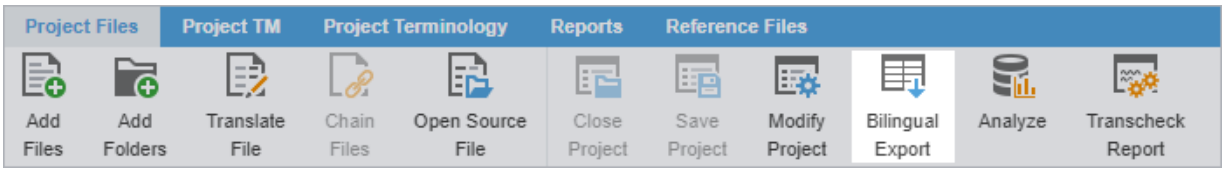
Use **Bilingual Export** to export the TXLF file with highlighted glossary terms into a .DOC or .DOCX format. This allows you to edit and spell check the file using Microsoft Word, rather than the internal spell check.

You can also complete a bilingual export or import outside the **Project List** view using **Quick Tools**.

> Bilingual exports require you to set **Bilingual Export Options** in **Preferences** > **General Preferences**.

To conduct a bilingual export:

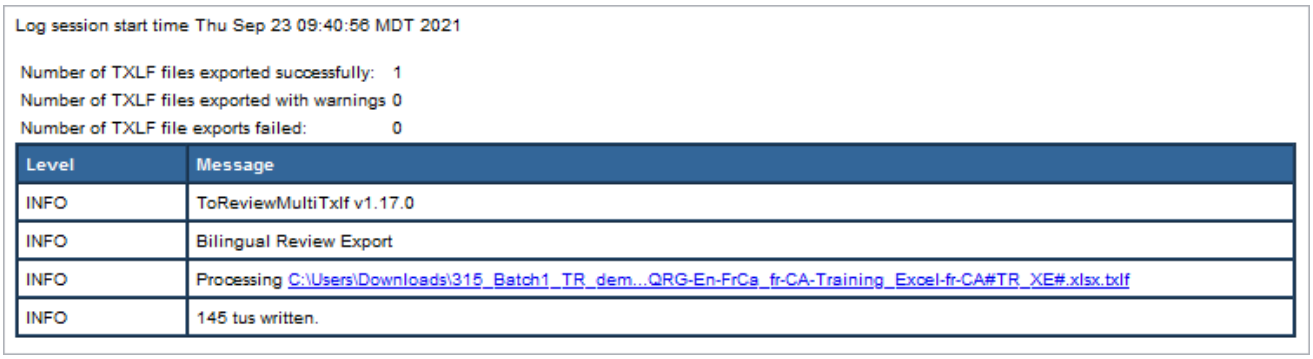
1. In the **Current Project** view, select a file, and click **Bilingual Export** on the **Project Files** tab.




> You cannot select files that are already open for bilingual export in **TXLF Editor** view.

2. Select the destination folder for the exported documents, then click **Select Folder**.

   The session log is displayed. This log and the exported bilingual Word documents are saved in the selected folder.

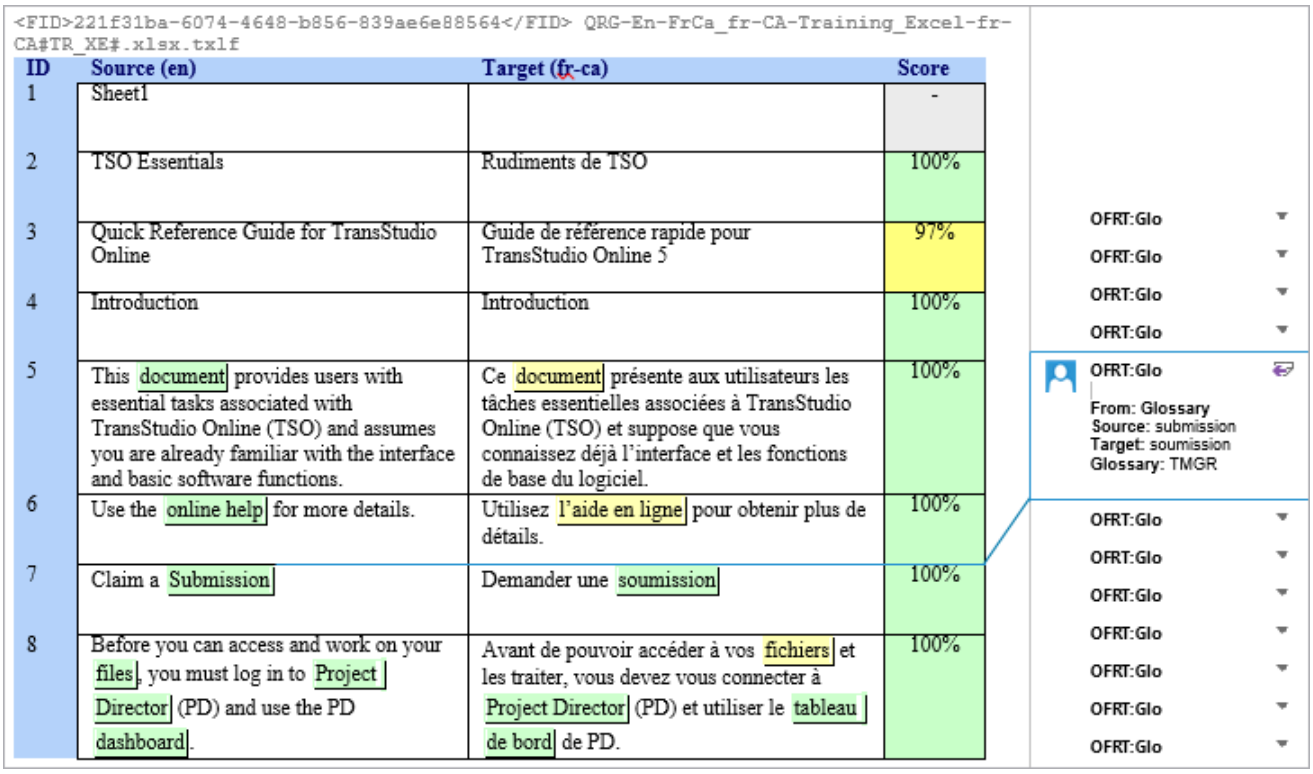


Log session start time Thu Sep 23 09:40:56 MDT 2021

Number of TXLF files exported successfully: 1
Number of TXLF files exported with warnings 0
Number of TXLF file exports failed: 0

| Level | Message |
|---|---|
| INFO | ToReviewMultiTxlf v1.17.0 |
| INFO | Bilingual Review Export |
| INFO | Processing C:\Users\Downloads\315_Batch1_TR_dem...QRG-En-FrCa_fr-CA-Training_Excel-fr-CA#TR_XE#.xlsx.txlf |
| INFO | 145 tus written. |

3. (Optional) Open the bilingual export report and review the results.



<FID>221f31ba-6074-4648-b856-839ae6e88564</FID> QRG-En-FrCa_fr-CA-Training_Excel-fr-CA#TR_XE#.xlsx.txlf

| ID | Source (en) | Target (fr-ca) | Score |
|---|---|---|---|
| 1 | Sheet1 | | - |
| 2 | TSO Essentials | Rudiments de TSO | 100% |
| 3 | Quick Reference Guide for TransStudio Online | Guide de référence rapide pour TransStudio Online 5 | 97% |
| 4 | Introduction | Introduction | 100% |
| 5 | This document provides users with essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions. | Ce document présente aux utilisateurs les tâches essentielles associées à TransStudio Online (TSO) et suppose que vous connaissez déjà l'interface et les fonctions de base du logiciel. | 100% |
| 6 | Use the online help for more details. | Utilisez l'aide en ligne pour obtenir plus de détails. | 100% |
| 7 | Claim a Submission | Demander une soumission | 100% |
| 8 | Before you can access and work on your files, you must log in to Project Director (PD) and use the PD dashboard. | Avant de pouvoir accéder à vos fichiers et les traiter, vous devez vous connecter à Project Director (PD) et utiliser le tableau de bord de PD. | 100% |

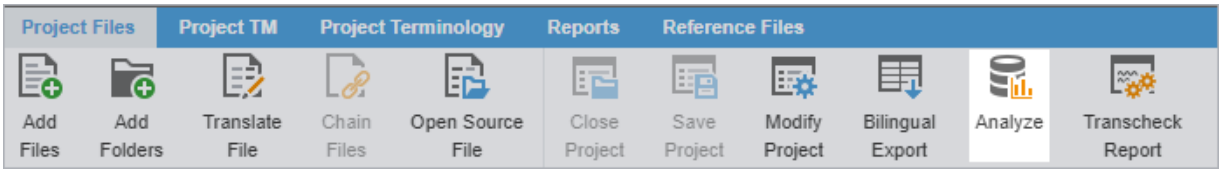


# Analyze project files

Project analysis compares source files to a connected translation memory (TM) to leverage reusable content. Use the **Analyze** action to assess files prior to translation or to pretranslate files.

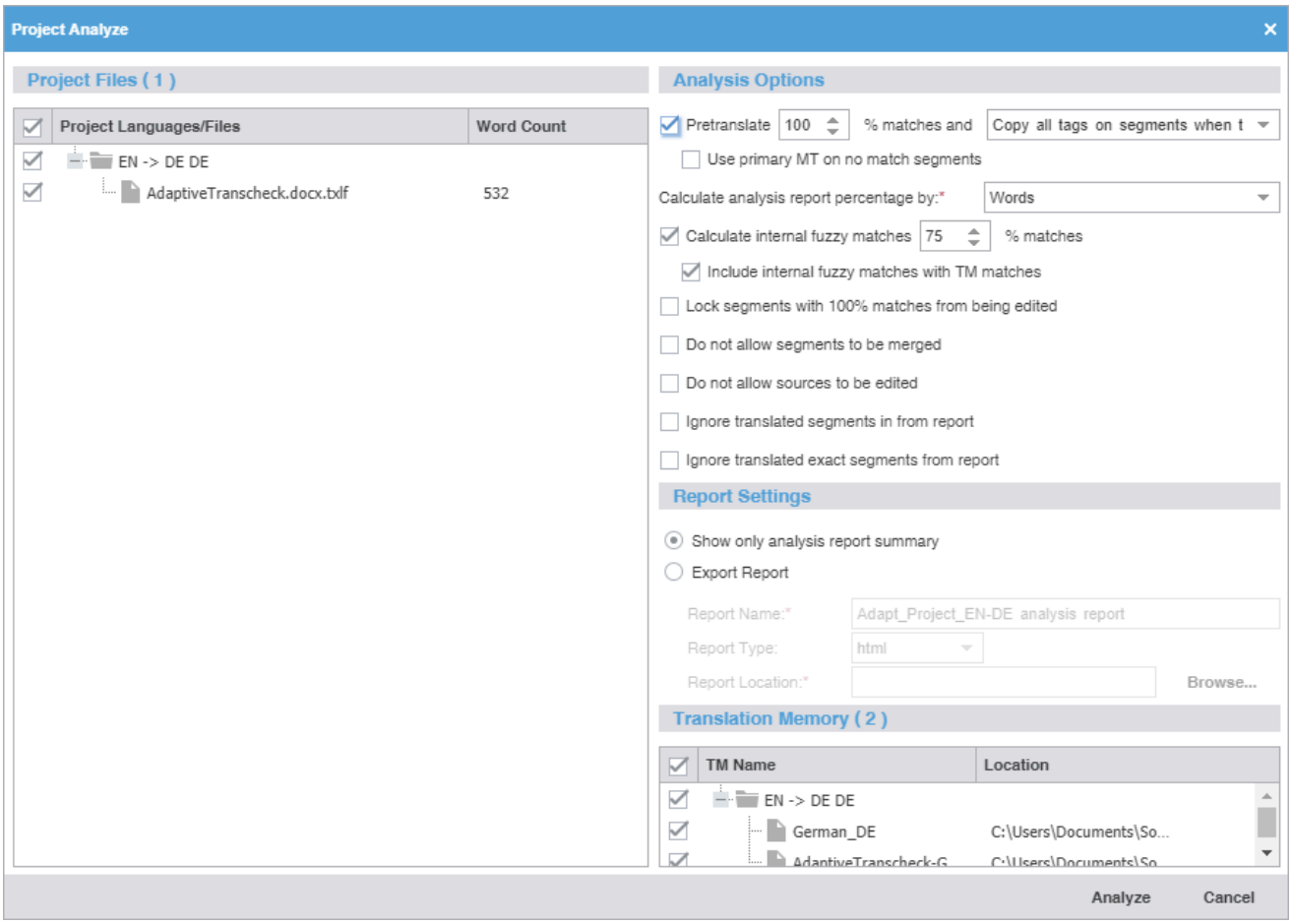
To analyze project files:

1. In the **Current Project** view, click **Analyze** on the **Project Files** tab.



2. On the **Project Analyze** dialog, select the language pairs and files for analysis.

> Verify that the TXLF file you want to analyze is not open in TXLF Editor. You cannot analyze an open file.




3. Select options below the **Analysis Options** heading.

| Option | Action |
|---|---|
| **Pretranslate** | Select to create translated TXLF files, based on **Pretranslate** options. Selecting Pretranslate is an optional step. The percentage defines the minimum leverage required to pre-translate a specific segment.<br>• **% matches**—Select the percentage of matches to pre-translate from the list.<br>• Select one of the following actions from the drop-down list:<br>  ◦ **Copy all tags on segments when there is no TM match**<br>  ◦ **Copy segment source to target when there is no TM match**<br>  ◦ **Do nothing**<br>• Select **Use primary MT on no match segments** to leverage machine translation (MT) matches for all segments that do not have a TM match. If you have TM matches, but do not select the TM before you click **Analyze**, the MT overwrites all target segments. |

| Option | Action |
|---|---|
| **Calculate analysis report percentage by** | Select an option from the drop-down menu to set the calculation percentage by either words or segments. |
| **Calculate internal fuzzy matches** | Select to set the calculation percentage for internal partial matches, then optionally select **Include internal fuzzy matches with TM matches**. |
| **Lock segments with 100% matches from being edited** | Select to prevent the edit of 100% matches and the overwrite of the TM with those edits. |
| **Do not allow segments to be merged** | Select to prevent the merging of translation units (TUs) during analysis. |
| **Do not allow sources to be edited** | Select to prevent an overwrite of the source segment with new edits. |
| **Ignore translated segments from report** | Do not consider target segments identified in the Analysis report. |
| **Ignore translated exact segments from report** | Do not consider exact match target segments identified in the Analysis report. |

4. Select the format for the output report below the **Report Settings** heading.
   a) (Optional) Click **Show only analysis report summary**.
   b) (Optional) Click **Export Report**, then complete the required fields and select a location.
5. Select a TM below the **Translation Memory** heading.
6. Click **Analyze**.
7. On the **Report File** dialog, view the project files analysis.
8. Click **OK**.

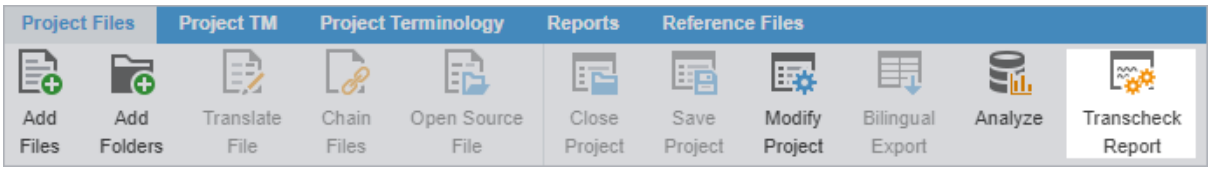
# Run a Transcheck report

Use a Transcheck report to verify target segments and identify a variety of common errors within segments in the translated files.

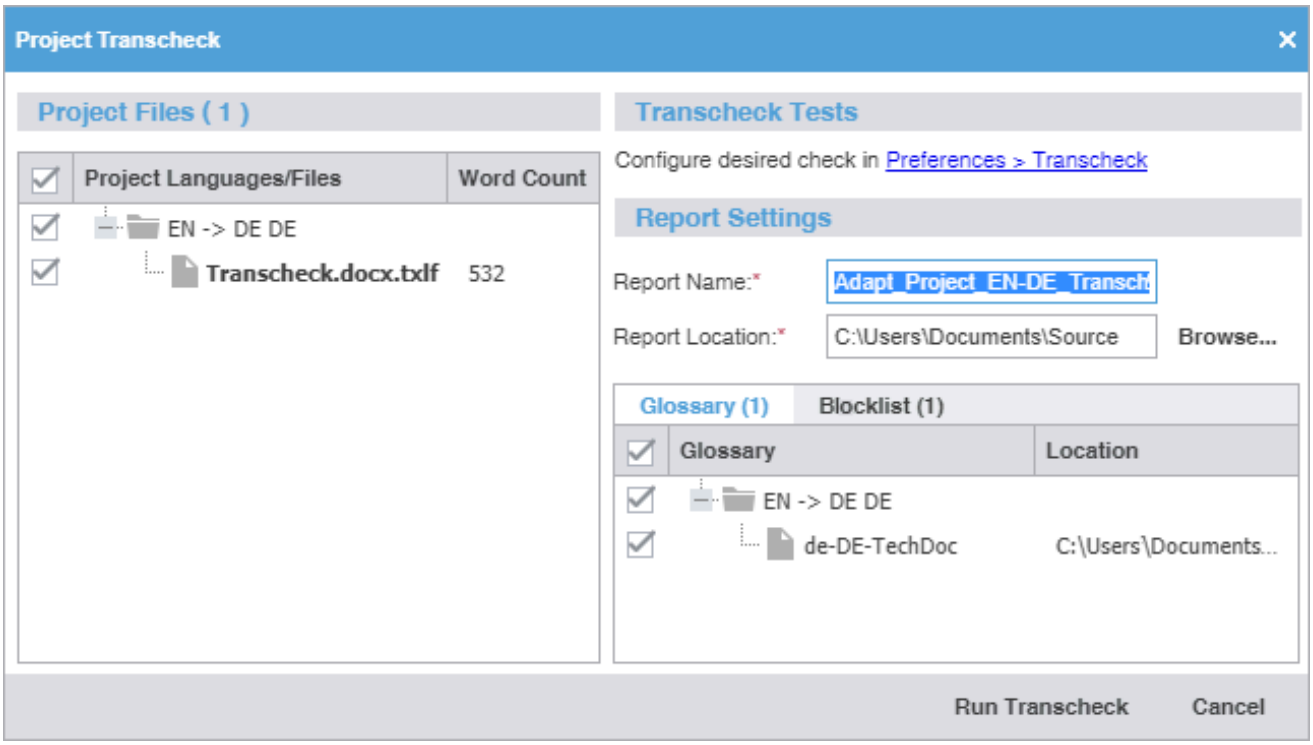
> If you have specific terms you want Transcheck to ignore, you can mark those segments for exclusion in the Transcheck report using the Transcheck All action. This reduces false positives during Transcheck error detection.

To run a Transcheck report:

1. In the **Current Project** view, click **Transcheck Report** on the **Project Files** tab.



2. On the **Project Transcheck** dialog, select one or more files.

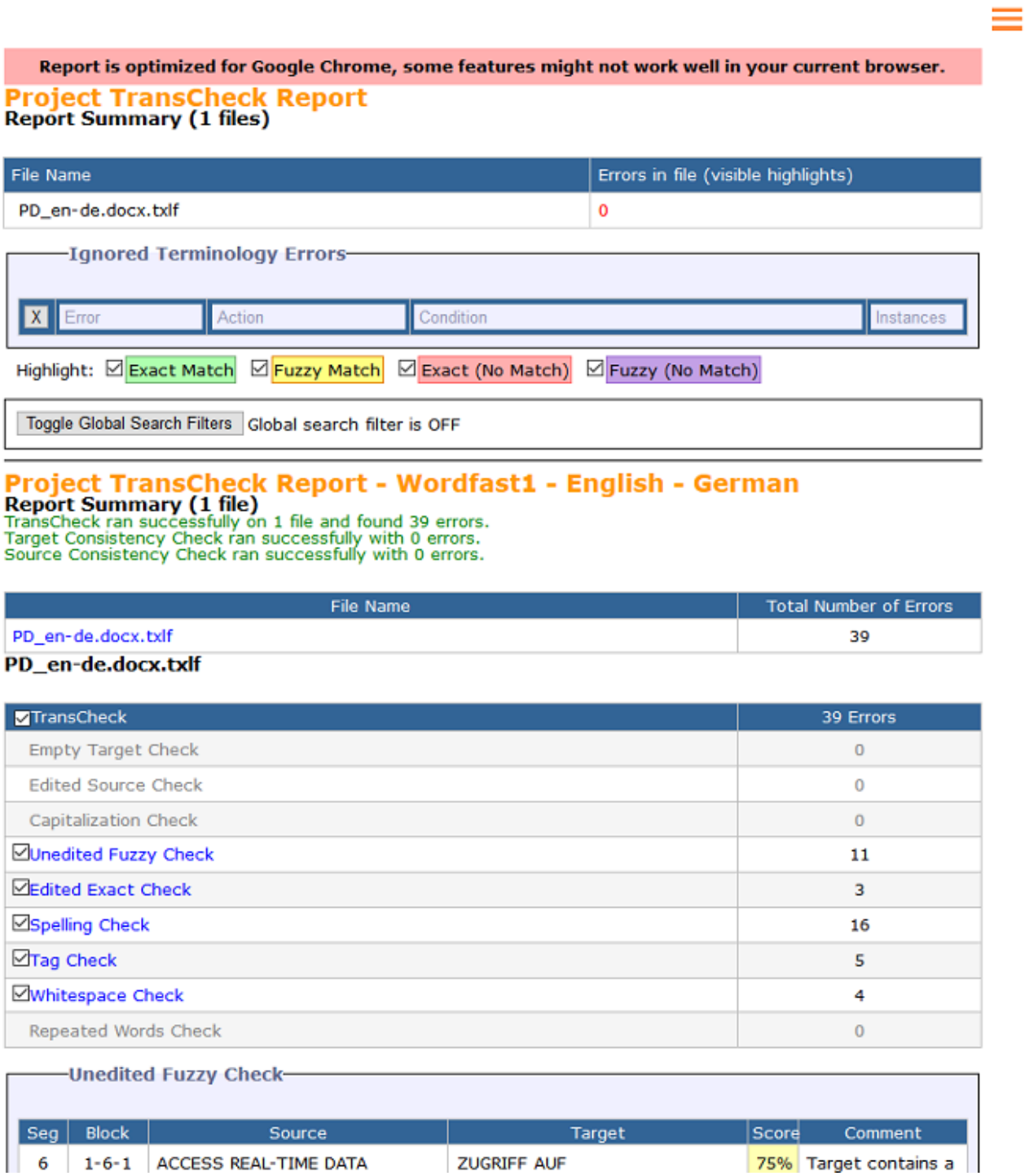



3. To select the **Transcheck Tests** you want to conduct, click the underlined **Preferences > Transcheck** path name in **Transcheck Tests**. This link opens the **Preferences** dialog where you can configure the preferred settings for each Transcheck.

> Consistency checks are accessible through the **Project Transcheck** dialog. Or click the **Preferences** icon on the Sidebar, then click **Transcheck** under **Current Project Preferences**.
>
> a. **Source Consistency** — Use to search for segments with the same target translation, but with different source segments.
> b. **Target Consistency** — Use to search for segments with same source segments, but with different target translations.
>
> Select the appropriate checkboxes to ignore differences such as case, numbers, tags, and white space for source and target file consistency checks. Click **OK** to return to the **Project Transcheck** dialog.

4. Enter the **Report Name** and browse to select the **Report Location** folder, or accept the default settings.
5. (Optional) If you want to enable the **Glossary** or **Blocklist** checks, select the location of the **Glossary** or **Blocklist** from the list on each tab.

6. Click **Run Transcheck**.



Report is optimized for Google Chrome, some features might not work well in your current browser.

Project TransCheck Report
Report Summary (1 files)

| File Name | Errors in file (visible highlights) |
|---|---|
| PD_en-de.docx.txlf | 0 |

Ignored Terminology Errors

| X | Error | Action | Condition | Instances |
|---|---|---|---|---|

Highlight: Exact Match Fuzzy Match Exact (No Match) Fuzzy (No Match)

Toggle Global Search Filters Global search filter is OFF

Project TransCheck Report - Wordfast1 - English - German
Report Summary (1 file)
TransCheck ran successfully on 1 file and found 39 errors.
Target Consistency Check ran successfully with 0 errors.
Source Consistency Check ran successfully with 0 errors.

| File Name | Total Number of Errors |
|---|---|
| PD_en-de.docx.txlf | 39 |

PD_en-de.docx.txlf

| TransCheck | 39 Errors |
|---|---|
| Empty Target Check | 0 |
| Edited Source Check | 0 |
| Capitalization Check | 0 |
| Unedited Fuzzy Check | 11 |
| Edited Exact Check | 3 |
| Spelling Check | 16 |
| Tag Check | 5 |
| Whitespace Check | 4 |
| Repeated Words Check | 0 |

Unedited Fuzzy Check

| Seg | Block | Source | Target | Score | Comment |
|---|---|---|---|---|---|
| 6 | 1-6-1 | ACCESS REAL-TIME DATA | ZUGRIFF AUF | 75% | Target contains a |

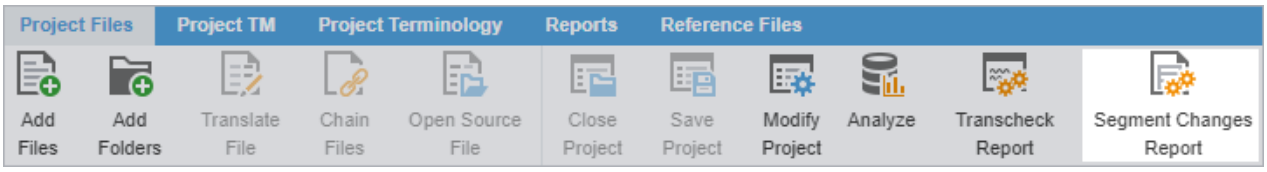
A Report Summary is saved to the chosen location. Once complete, a **Transcheck report finished** message displays with the number of segment errors found, if any.

# Generate a segment changes report

A Segment Changes Report provides you with the history of changes to a segment. You can run a Segment Changes Report on one or more project files.

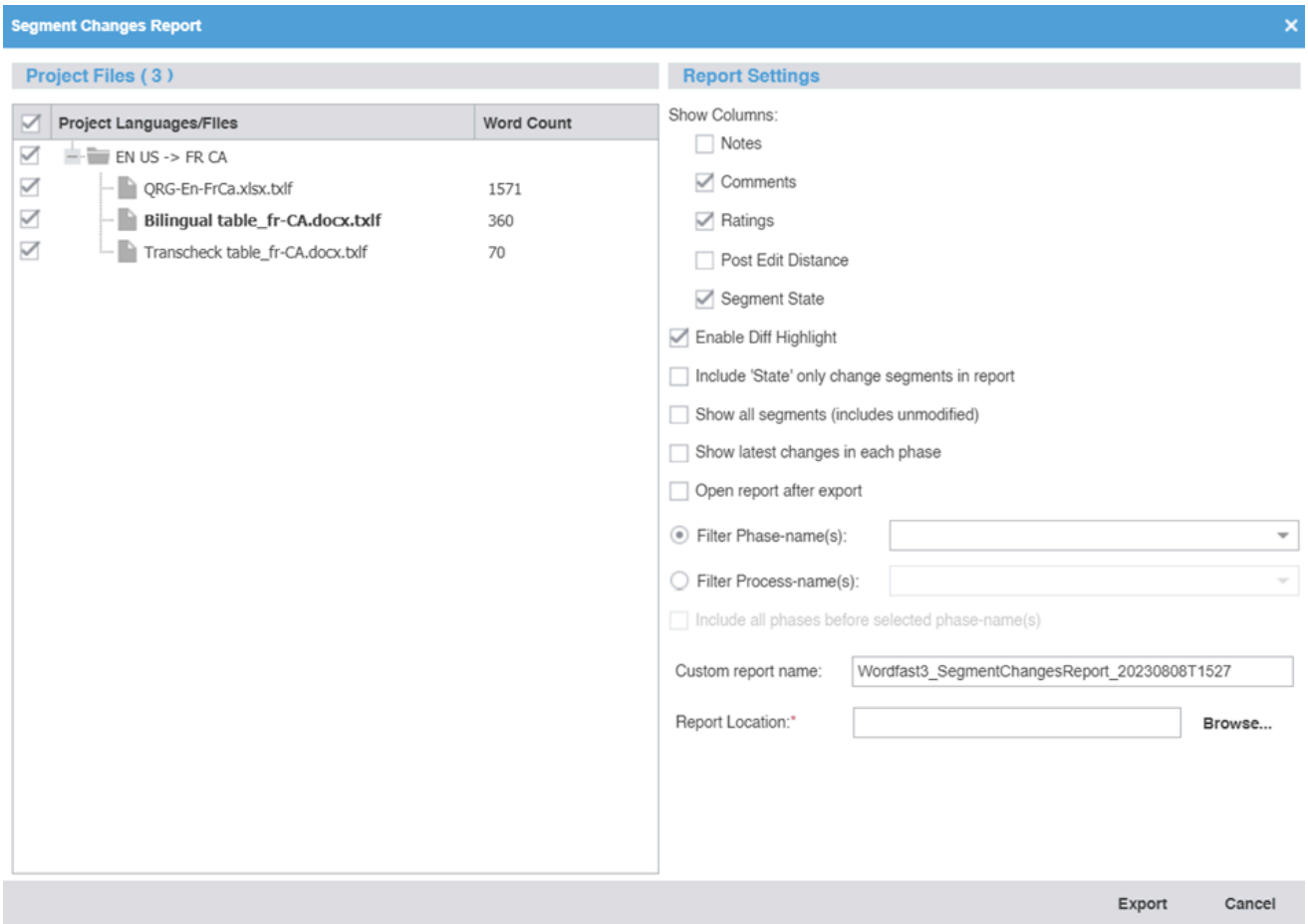
To generate a segment changes report:

1. In the **Current Project** view, select one or more project files from the list on the **Project Files** tab, then click **Segment Changes Report**.




> The **Segment Changes Report** button is removed when Hide MT as score is enabled in the workflow for that specific phase.

2. On the **Segment Changes Report** dialog, select the languages or files to include in the report.

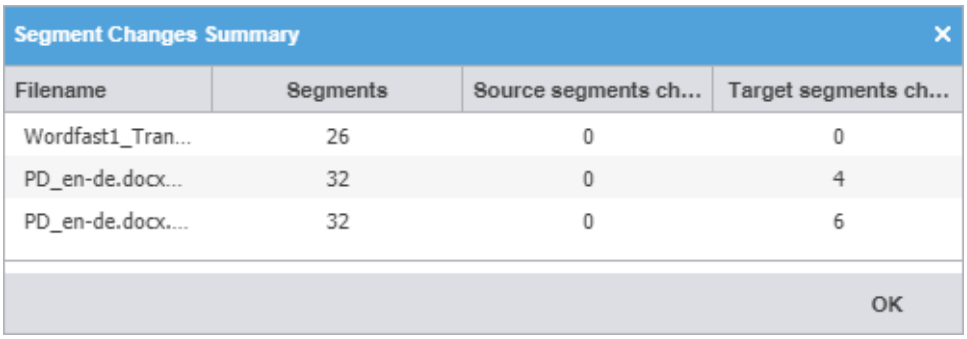



3. Select options from the **Report Settings** panel.

| Option | Action |
|---|---|
| **Show Columns** | Select the columns you want displayed by clicking the appropriate check boxes. Comments, ratings, and notes each have their own column. Blank columns indicate the feature you selected is not available or there is no data related to that option for the segment.<br>• **Notes, Comments, and Ratings**—Translators and reviewers each have their own notes column. Only reviewers can add comments and ratings. |

| Option | Action |
|---|---|
| | • **Post Edit Distance**—Compares new target content to prior target content and determines how different they are, down to character additions and deletions.<br>• **Segment State**—Displays the current and previous states of the segment across linguistic and review phases. |
| **Enable Diff Highlight** | Select to compare differences between new target content to prior target content. Red strike-through highlights indicate deletions and green highlights indicate new content. |
| **Include 'State' only change segments in report** | Select to show segments that have state only modifications in the Target Revisions table. |
| **Show all segments (includes unmodified)** | Select to download all segments in the Segment Changes Report, regardless of any change to the target segment. |
| **Show latest changes in each phase** | Select to include the latest content from a specific workflow phase, regardless of total number of revisions for that phase. |
| **Filter Phase-name(s)** | Filter content in the report by a specific workflow phase by selecting that phase from the drop-down list. You will need to select this option or the next one prior to export. |
| **Filter Process-name(s)** | Filter content in the report by a specific process, such as **No Review** or **Review** from the drop-down list. This option can be inclusive, so you can select several processes. You will need to select this option or the one previous prior to export. |
| **Include all phases before selected phase-name(s)** | (Optional) Select this option to include all phases prior to the selected phase name. |
| **Custom Report Name** | (Optional) Enter a unique name for the report if it requires customization. |
| **Report Location** | Browse and select the file location for saving the segment changes report. |

4. Click **Export**.
5. On the **Segment Changes Summary** dialog, verify the names of the files you chose to include, then click **OK**.



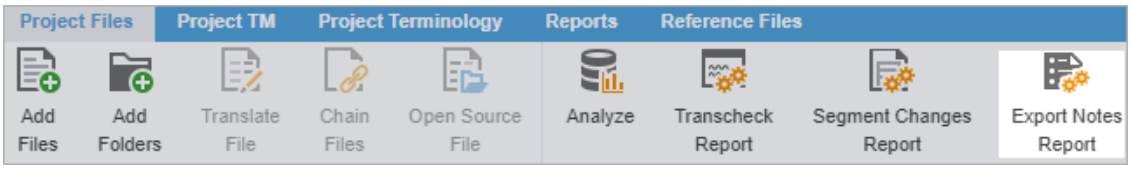

6. Open the **Segment Changes Report** in a new browser window, then close the browser window when you are done.

# Generate an export notes report

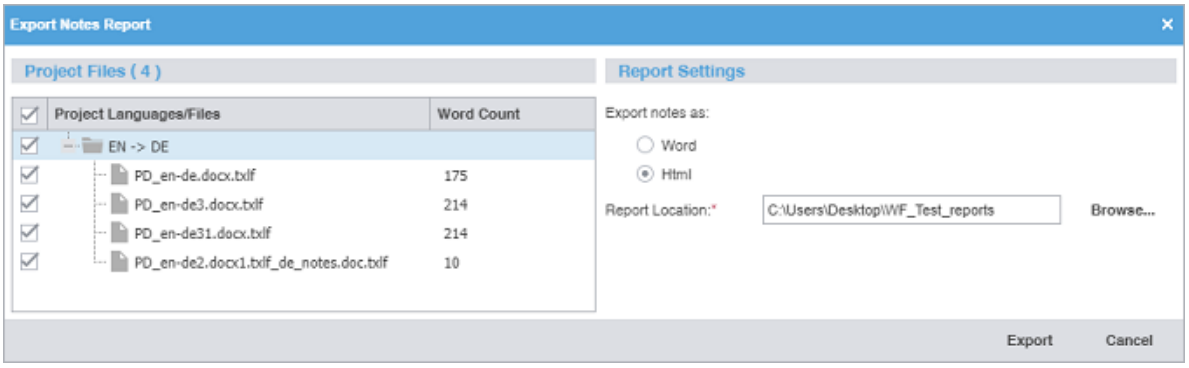
The **Notes Report** contains all notes added to the bilingual project files. It can be exported to HTML or MS Word.

To generate an **Export Notes Report**:

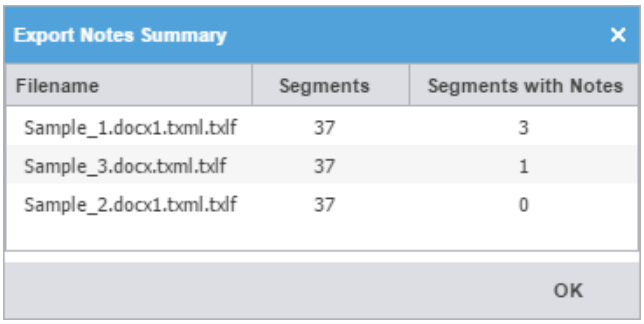
1. In the **Current Project** view, click **Export Notes Report** on the **Project Files** tab.




2. On the **Export Notes Report** dialog, select one or more project language files.




3. Browse and select the **Report Location** destination, then click **Export**.
4. On the **Export Notes Summary** dialog, click **OK**.



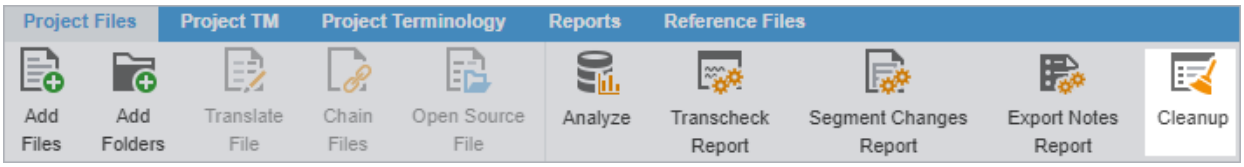

The notes report saves to the specified location.

# Clean up a project

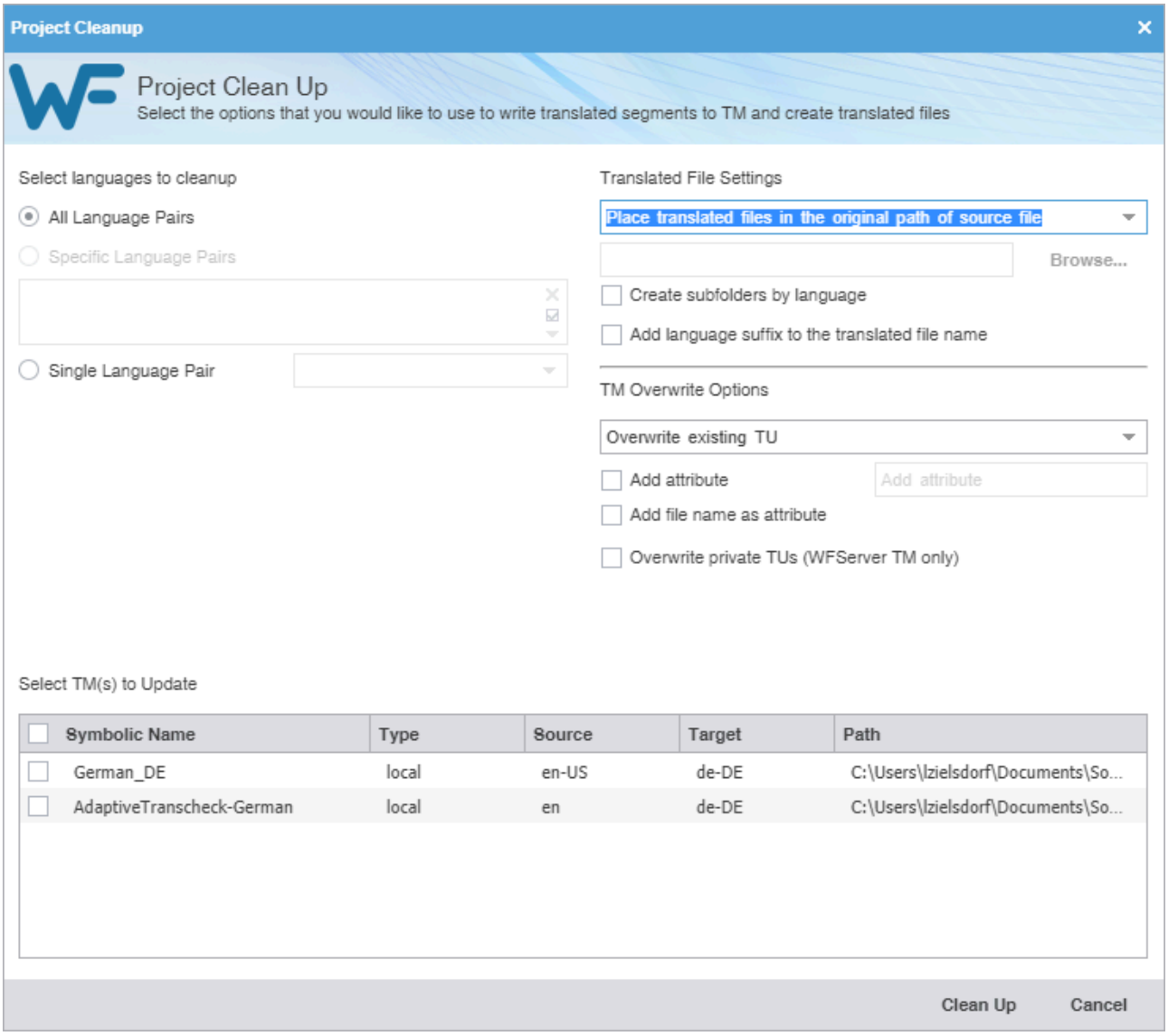
After you have translated project files, you can clean them and update the translation memory (TM). The **Clean Up** action converts the bilingual TXLF files into translated target files with the file format of the source.

To clean up the project and update the TM:

1. In the **Current Project** view, click **Cleanup** on the **Project Files** tab.




2. On the **Project Cleanup** dialog, select a language or languages.




| | |
|---|---|
| **All Language Pairs** | Click to clean up all language pairs for the project. |
| **Specific Language Pairs** | Click to clean up only the language pairs you specify from the drop-down list. |
| **Single Language Pair** | Click to clean up only one language pair you select from the drop-down list. |

3. Specify the location for the translated files from the drop-down list.
4. (Optional) Select **Create subfolders by language**.
5. (Optional) Select **Add language suffix to the translated file name**.
6. Select **TM Overwrite Options** from the drop-down list.

7. (Optional) Enable **Add attribute**, then enter that attribute in the attribute field.
8. (Optional) Enable **Add file name as attribute** to add the file name to the file attributes.
9. (Optional) Enable **Overwrite private TUs (WFServer TM only)** if you are connected to a Wordfast Server TM and want to overwrite the private translation units (TU).
10. Select the **TM(s) to Update** from the table.
11. Click **Clean Up**.

    All the options selected for the Project Cleanup dialog settings are remembered for the current project and will not apply to other existing projects or new projects.
12. On the **Info** dialog, click **OK**.

    When the cleaned files are saved at the designated location, a message displays indicating that the cleanup finished successfully.

# Remove a file

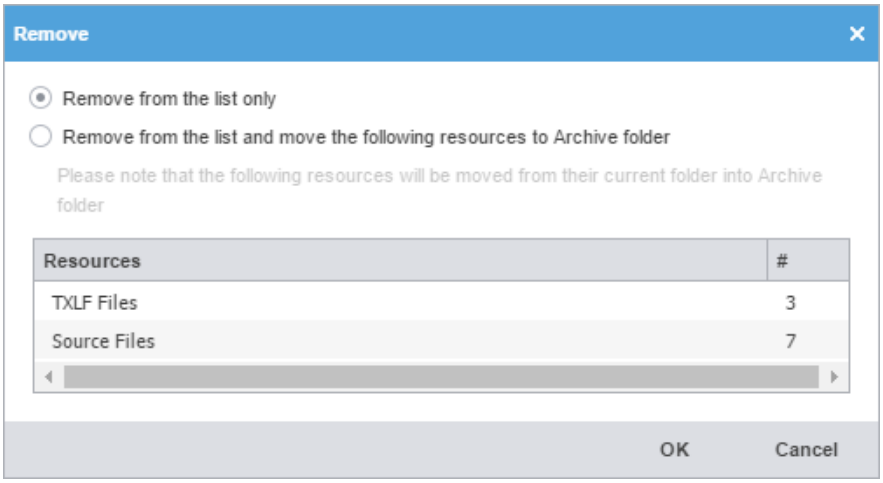
Use these steps to remove one or more files from a project.

> You can add a removed file back into a current project. Retrieve removed files from the project folder on your computer using the **Add Files** action.

To remove a file from a project:

1. In the **Current Project** view, select one or more files, then click **Remove File(s)** on the **Project Files** tab.

2. On the **Remove** dialog, choose a removal option.




| | |
|---|---|
| **Remove from the list only** | Click to remove the selected files from the file list without moving them to an Archive folder. |

| | |
|---|---|
| **Remove from the list and move the following resources to Archive folder** | Click to remove the selected files from the file list and to move them into a local Archive folder. When this option is selected, a warning displays to alert you that this option physically moves the files from their current project folder into an Archive folder. |

3. Click **OK**.

   The files are removed from the current project.

# 5. Manage submission files

Once you have a project set up in Wordfast Pro, you are ready to work with the files. Access the project files from the **Current Project** view. When you open a TXLF file, the view switches to the **TXLF Editor** view. In the **TXLF Editor** view, you can translate, review, temporarily combine files by chaining them together, and work with translation memories and terminology lists.

## Save a file

As you work on a file, frequently save your changes to a local folder.

To save a file:

1. Click the **File** tab, if you are not already on it, and then click the **Save File as Translated, Save** or **Save As** button.

| | |
|---|---|
| **Save File As Translated** | Select to save the translated file to a local folder. |
| **Save** | Select to save the .TXLF file to a local folder with the existing file name. |
| **Save As** | Select to save the .TXLF file to a local folder under a different name. |

A progress bar is displayed. After successful completion, the file is updated in a local folder.

2. (Optional) Continue with your translation or review. When you have finished, it is time to complete the file.

## Chain files

To combine multiple files and view them as a single file, use **Chain Files**. For example, if you are translating or reviewing ten files with ten segments each, you can temporarily chain them into a single file of 100 segments. Chaining files is particularly useful when working with duplicate or similar content among files.

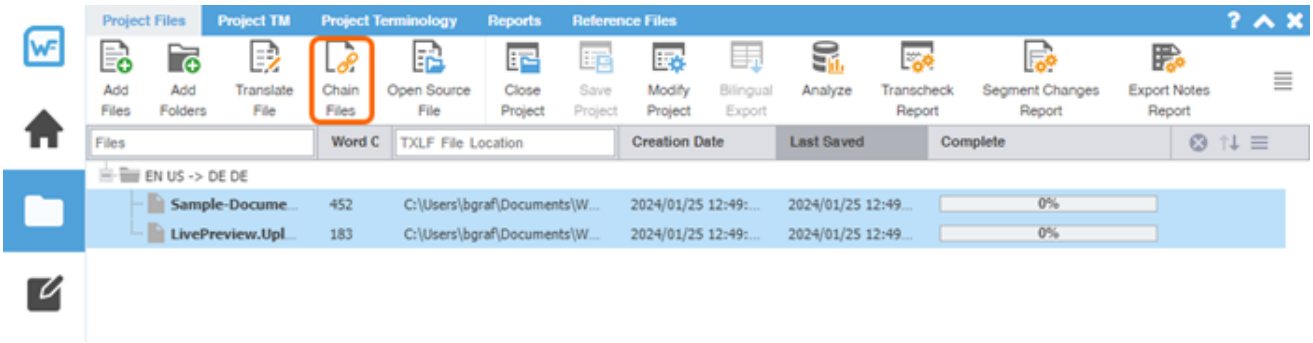
> You cannot export or save chained files as a single TXLF file.

> You can open and work on a single chained file or multiple sets of chained files in the **TXLF Editor** view. Each chained file displays on its own tab.

To chain files:

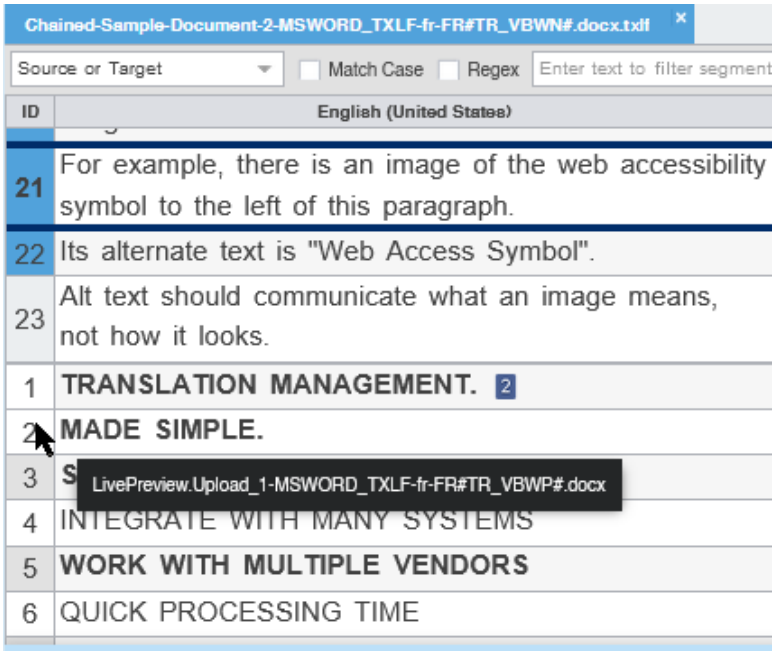
1. In the Current Project view, on the **Project Files** tab, select a set of files, then click **Chain Files**.

> Use **Shift+Click** to select sequential files or **Ctrl+Click** to select individual files.



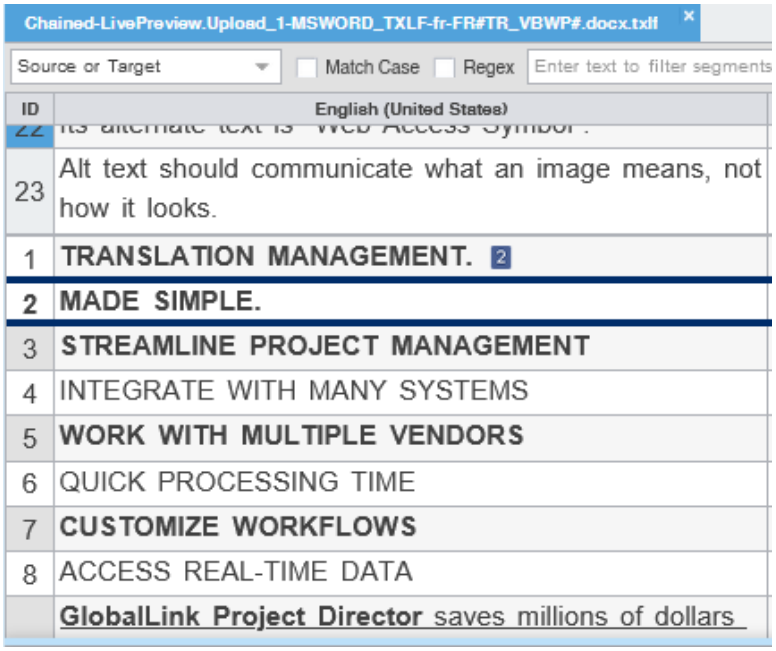

The chained file opens in the **TXLF Editor**.

> To determine the related file name for a segment, hover over the segment ID.



2. Click a segment to make it the active segment.

   The file name changes from the chained name to the source file name of the active segment.




3. From the **File** tab, click **Save**.

> If you need to review the files again, the chained files will open in the same order you saved them.

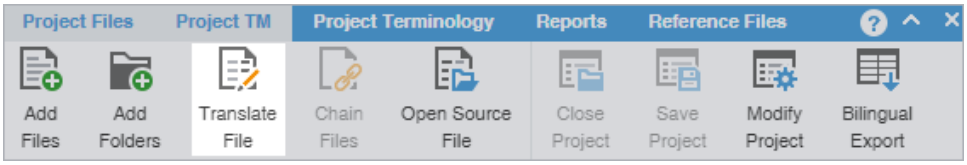
   The segments are saved in the chained file and restored to their original files without the chained format. The progress for each individual file will show on the Progress tab.

# Translate a file

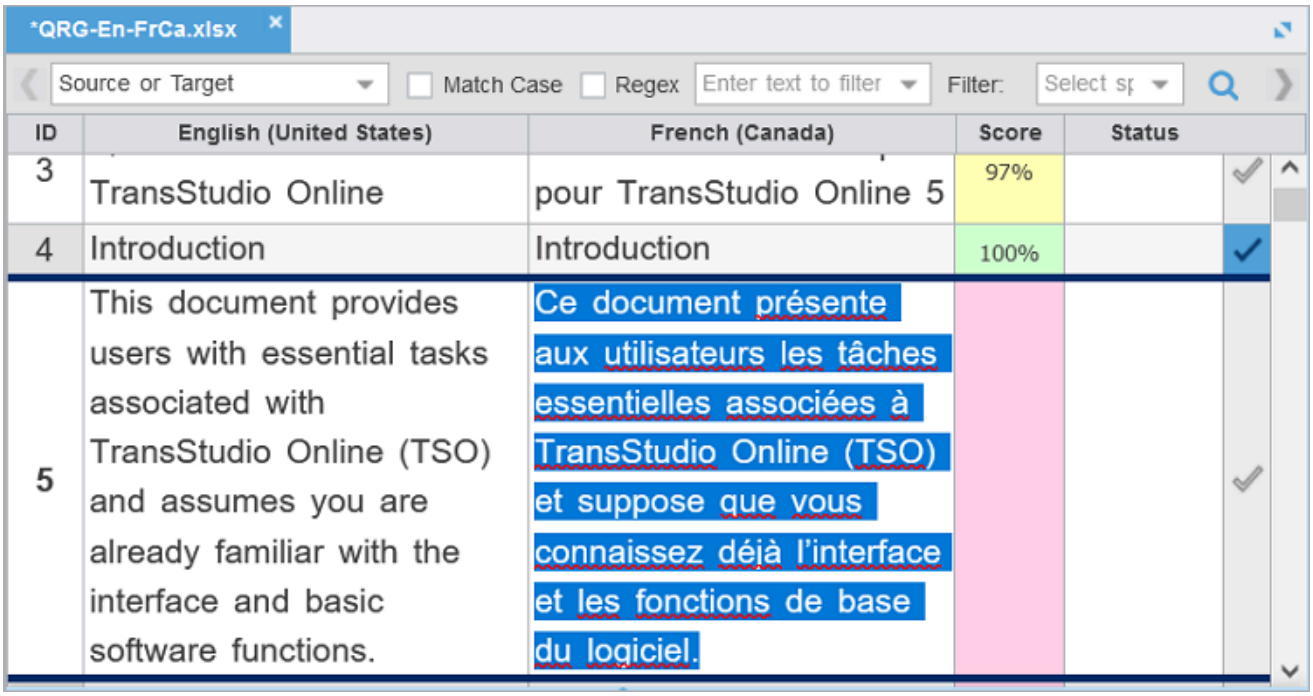
> Save your work often by clicking **Save** on the **File** tab or by pressing **Ctrl+S**.

To translate a file:

1. On the **Project Files** tab, select a file, then click **Translate File** or double-click the file name to open it.



2. Select a target segment and enter the translation. If you have a translation memory (TM) added to the project, you can leverage translations from it.




3. Once you are satisfied with the translation, click **Next Segment** or **Alt + Down Arrow**. This action updates the TM and moves to the next target segment. The segment state changes to Translated. Segments that are changed to Translated are calculated on the Progress Bar at the bottom of the window.

> As you translate, you can also commit the active segment to the TM by selecting the Next Needs Translation Segment shortcut key (**CTRL + Enter**), and the active segment state will change to Translated and then moves to the next segment whose status is set to **Needs Translation**.

# Translate segments overview

When you convert a file to a translatable format, all complete sentences become separate segments, often divided by formatting or punctuation. Segments may be sentences, words, or numbers, depending on the formatting of the source file. After you save the segment translations, the application commits the segment translations to the translation memory (TM). Leveraging the TM automatically and consistently reduces the time and expense of future translations by translating reoccurring words and phrases.

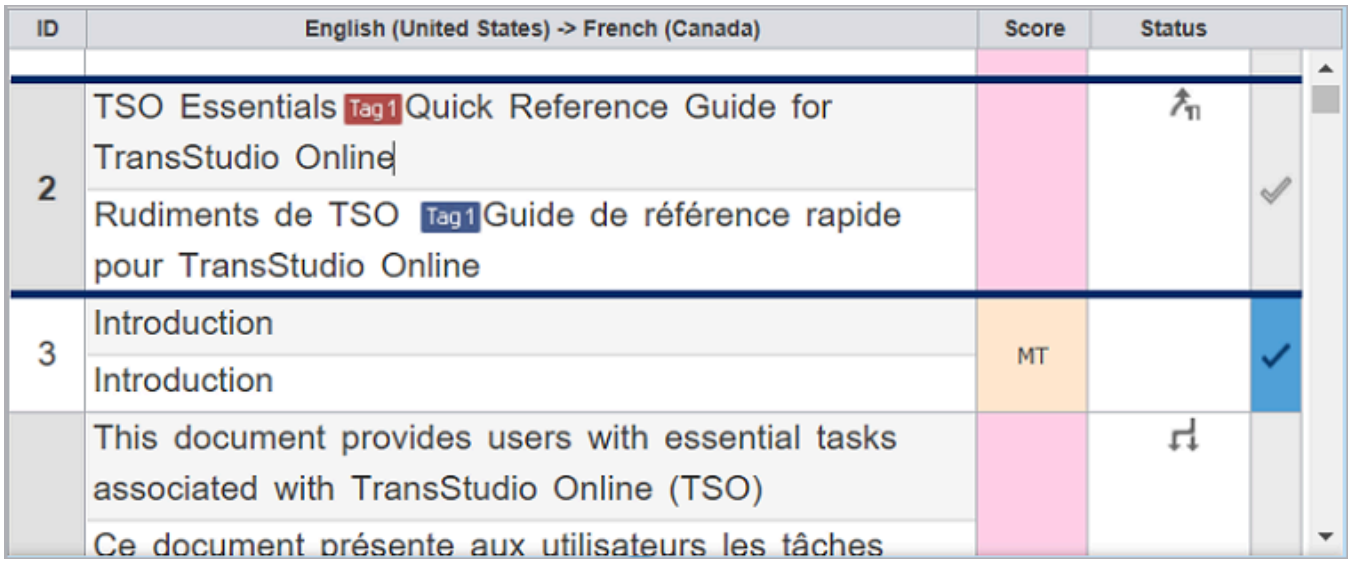
> To facilitate rapid use of language-specific quotation marks, punctuation, and white space, select **Enable Smart Quotes** in **Preferences > General Preferences > Segment**.

You can choose from two layout views for your **TXLF Editor** workspace.

- **Table view** — This layout view displays the source segment to the left and the target segment to the right.
- **Stacked view** — This layout view displays the source segment row directly above the target segment in a spanned row.

You can select either layout view by clicking the drop-down list for the **Switch Editor Layout** action on the **File** tab.

> If there are either split or merged segments, indicated in the **Status** column with or , all split or merged rows within the spanned row have the same ID column color.



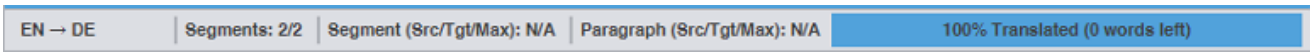

# Translate all segments

The **Translate All** option completes the translation of all segments by leveraging content in the connected TMs.

To translate a project file using **Translate All**:

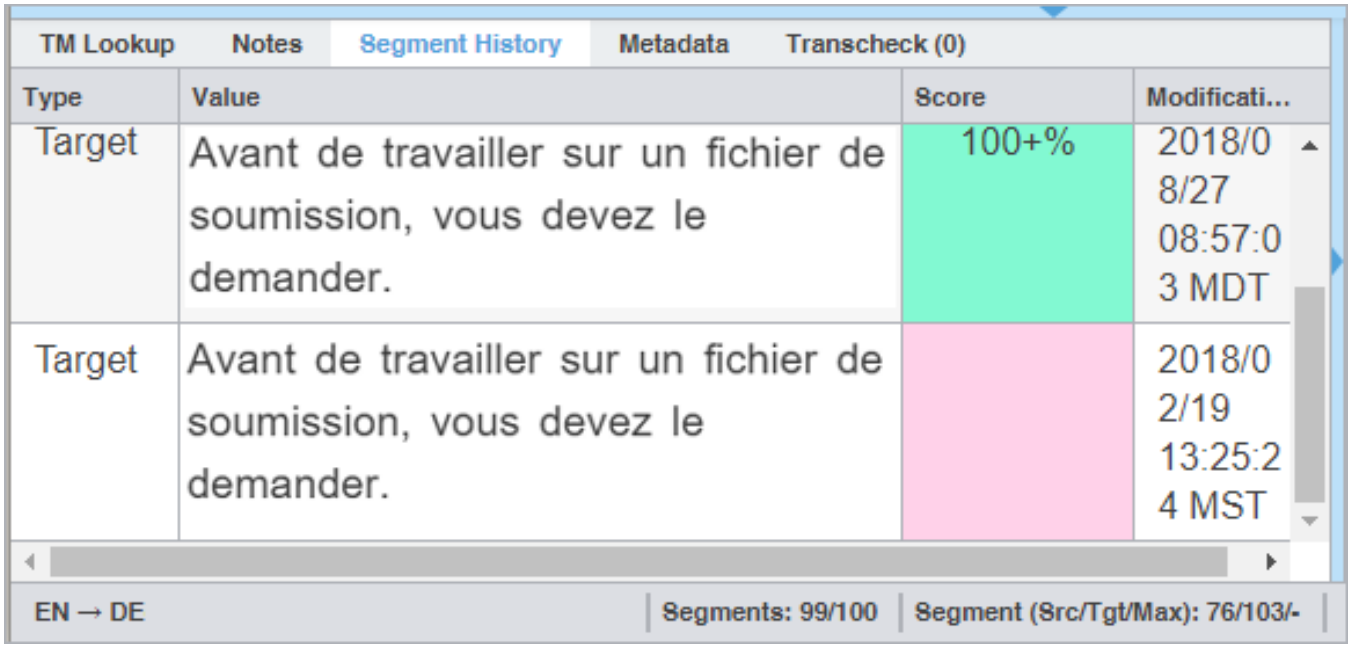
1. In **TXLF Editor** view, click in a segment.
2. On the **Translation Tab**, click **Translate All**.

This action leverages content in the connected TM and populates the target segments with translations. When this process is complete, the screen refreshes and displays the results in the target column. The segment states are all changed to Translated. The progress bar at the bottom of the user interface indicates the percentage of translation complete.



# View segment history

In **TXLF Editor**, view the record of segment changes to the open file on the **Segment History** tab of the **Editor** pane. Changes to segments include segment updates, and lock actions.




# Commit to the TM

Once you have finished translating some or all of the file segments, update the translation memory (TM) with your translation. This requires committing some or all of the translated target segments to the TM.

To update the translation memory:

1. In the **TXLF Editor** view, choose one of the following:
   - To commit a single segment to the TM, select a segment, then select **Commit** on the **Translation** tab.
   - To commit all segments in the file to the TM, select **Commit All** on the **Translation** tab.

2. (Optional) Verify that the updates you committed to the TM have a purple highlight.

> The highlighted color can be selected in the **General Preferences** from the **Colors** option by selecting the listed **Committed into TM** item.

3. (Optional) If you are updating the TM for the current segment only, continue your work and repeat as often as necessary until you have committed all translated segments to the TM.

# Copy source content

To copy source content to the target:

1. In the **TXLF Editor** view, select a source segment.
2. To copy the source content, choose one of the following:
   - On the **Translation** tab, select **Copy Source**.
   - As a shortcut, press **Alt+S** to copy the source content.
3. Select a copy action from the resulting drop-down menu.

| Option | Action |
|---|---|
| **Copy Source** | Select to copy from source all content and tags to the target. |
| **Copy Source Text** | Select to copy only content from source to the target. |
| **Copy Source, Tags and Term Translations** | Select to copy from source to target all content text, its tags, and translated concordance glossary terms. |
| **Copy Source and Term Translations** | Select to copy from source to target all content text and translated concordance glossary terms. |
| **Copy Source, Tags, Source and Target Terms** | Select to copy from source to target all content text, its tags, and both source and translated concordance glossary terms. |
| **Copy Source with Source and Target Terms** | Select to copy all source and translated concordance glossary terms to the target. |

The specified source content is copied to the selected target.

# Copy all source segments

To copy all source segments to all target segments:

1. In the **TXLF Editor** view, on the **Translation** tab, click **Copy All Sources**.

All source segments are copied to all segments in the target column.

2. (Optional) Begin translation in the target column.

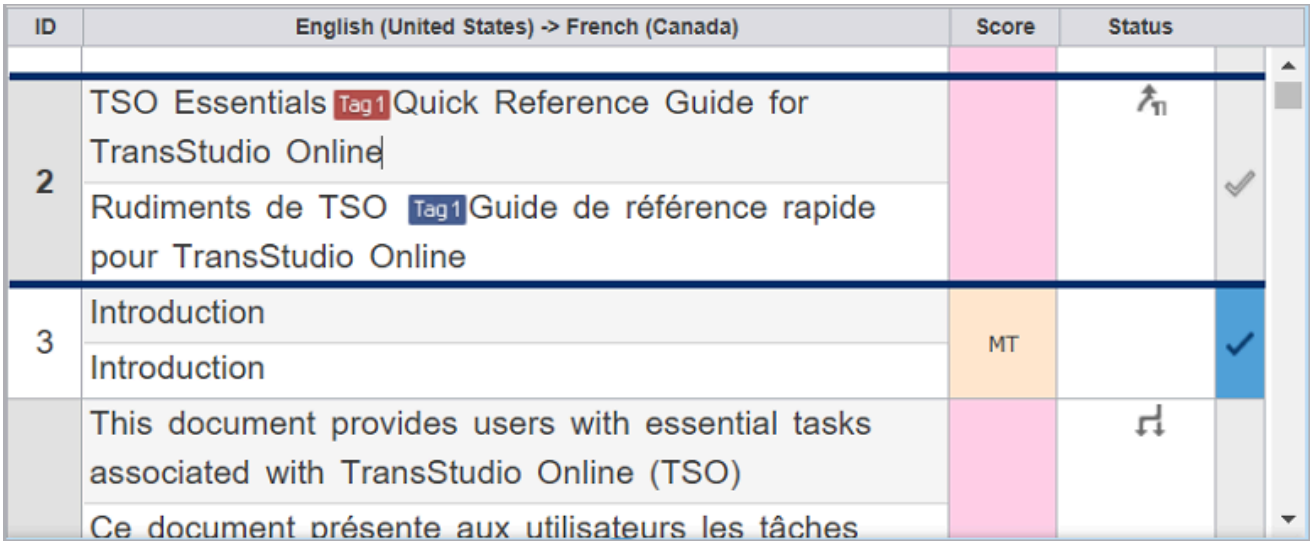
# Split or merge a segment

You can split or merge an existing segment to change segmentation. This is particularly useful for certain file types or for languages where the next segment content may need to precede the previous segment. The best time to split or merge a segment is early in the translation process.

To split or merge a segment:

1. In the **TXLF Editor** view, select the segment to split or merge.
2. On the **Translation** tab, select **Merge** or **Split**.

The segment is merged or split and the segment **Status** column contains either the **Merge** icon or the **Split** icon, respectively. If the merge includes an entire paragraph, this is denoted with the **Merge Paragraph** icon.



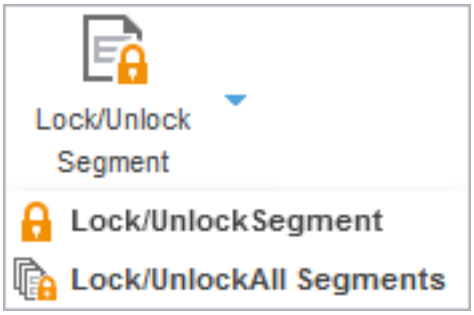

# Lock a segment

You can lock a segment to prevent any further changes to that segment. The best time to lock a segment is when the translation is complete and the reviewer has confirmed the content after proofreading it. The **Commit** action still updates the translation memory (TM) with the target segment content.

To lock a segment:

1. Optionally, in the **TXLF Editor** view, use the table filter to filter out all unwanted segments.
2. In the **TXLF Editor** view, select the segment to lock.

3. On the **Translation** tab, select the **Lock/Unlock Segment** drop-down and select one of the two options:
   - **Lock/Unlock Segment** locks or unlocks a single selected segment.
   - **Lock/Unlock All Segments** locks or unlocks all segments. If the table filter was used to filter segments, only the filtered segments are locked or unlocked. When **Lock/Unlock All Segments** is selected, a warning dialog is displayed warning that all segments will be locked or unlocked; select **Yes** to continue.




The lock icon is displayed in the segment **Status** column to indicate the segment or segments are locked.

# Clear target segments

To clear target segments:

1. In the **TXLF Editor** view, select a target segment.
2. On the **Translation** tab, select **Clear Target**.

3. From the drop-down menu, select one of the following options:
   - To clear the selected target segment, select **Clear Target**.
   - To clear all target segments, select **Clear All Targets**.
4. On the **Clear Current Segment Target** dialog, select **Yes** to agree to the target content removal.

   The target content is removed.

# Do not write To TM

Translators or reviewers can use the **Do Not Write To TM** action to prevent a segment from being added to the translation memory (TM).

To prevent a segment from being added to the TM:

1. In the **TXLF Editor** view, place your cursor in a translation segment..

2. On the **Translation** tab, select **Do Not Write To TM**.

The TM is not updated with the target segment content.

The icon is displayed in the segment **Status** column.

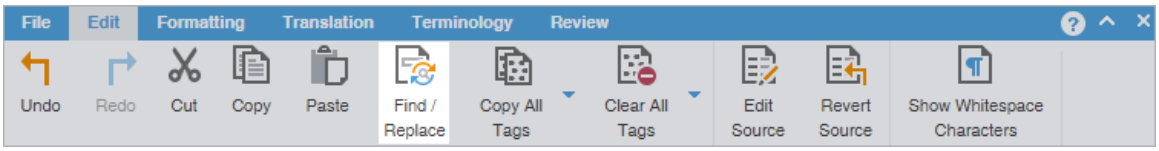
3. (Optional) To later remove the restriction so the segment can be added to the TM, select **Do Not Write To TM** again.

# Find and replace content

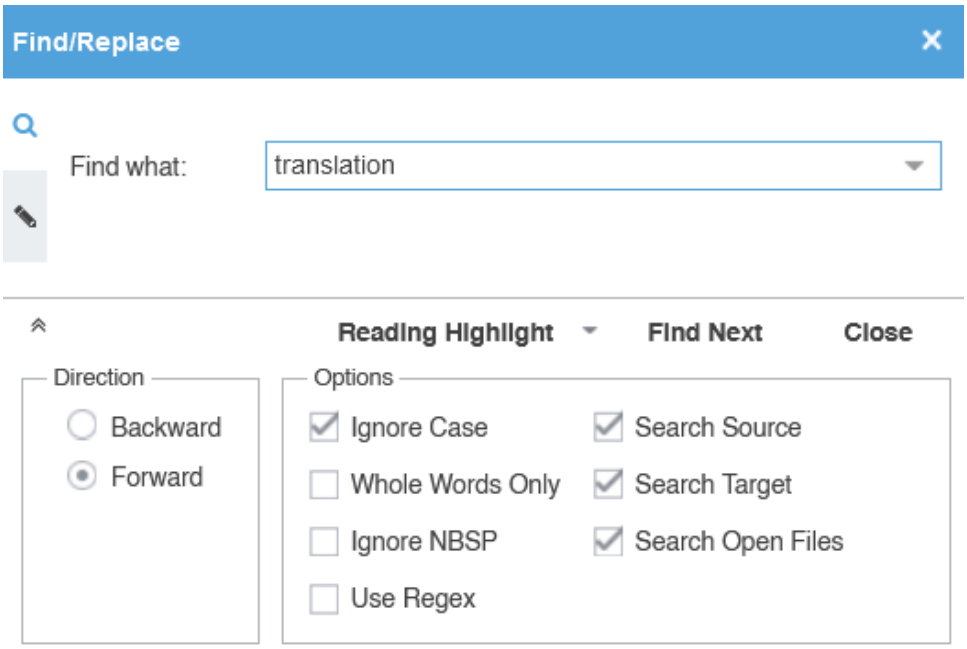
Use **Find/Replace** to search for and replace text in translated content.

To find and replace content in a file:

1. In the **TXLF Editor** view, click the **Edit** tab.
2. Click **Find/Replace**.



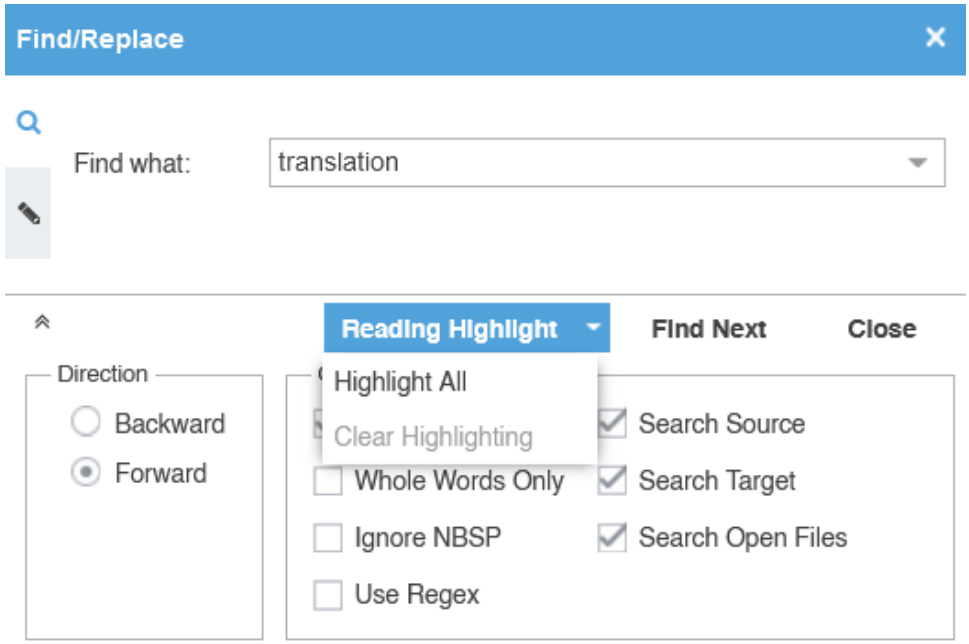

3. On the **Find/Replace** dialog, click in the **Find what** field, then enter your search text or select it from the drop-down list.



4. (Optional) Click the **Expand** icon to expand the panel for additional options, or click the **Collapse** icon to collapse the additional options.

> Search text can include regular expressions (Regex), wild card characters, and non-breaking spaces.

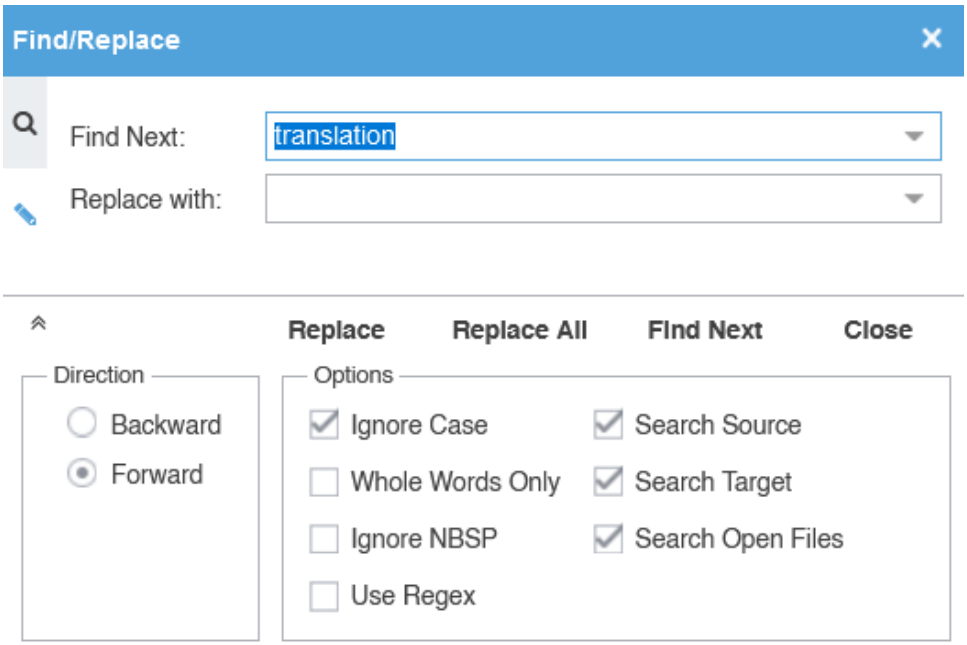
5. Click **Find Next** to move through all instances of the content.
6. (Optional) Click **Reading Highlight** and select the **Highlight All** action from the drop-down list to highlight all instances of the content in all open files. Click **Clear Highlighting** to remove the highlighting from the previous search.




(Optional) You can filter table segments using the **Segments with find/replace highlight all** table filter to see all segments containing text highlighted by **Highlight All**.

7. (Optional) To replace regular expressions, wild card characters, or words, click the **Replace** icon . For additional options, click the down arrow on the sidebar.

8. Click in the **Replace with** field and enter the replacement text.




9. (Optional) Select the direction of the search and any other options.

> You cannot use the **Whole Words Only** search option when entering multiple words or punctuation in either search field.

> Select **Use Regex** to search on regular expressions or wild card characters.

10. (Optional) Click one of the following actions: **Replace**, **Replace All**, **Find Next**, or **Close**.

    The content you found has been replaced with the new content.

# Edit or revert source segments

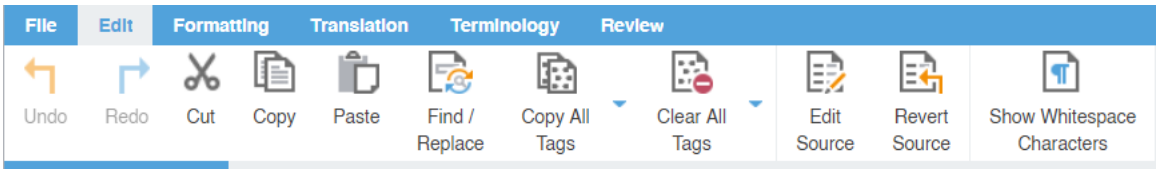
Use **Edit Source** or **Revert Source** to edit or revert content in the Source column.

> When the cursor is not on the source nor on the target segment then the **Edit Source** and **Revert Source** buttons are disabled.

To edit content in the source segments:

1. In the **TXLF Editor** view, place your cursor onto the source segment you want to edit.

2. Select the **Edit** tab and then select **Edit Source**.




3. Make edits to the source segment.

   Editing the source adds the Edit Source status icon to the Status column.

4. (Optional) To revert changes to the source segment, select **Revert Source**.

> The **Revert Source** button is disabled when a source segment does not contain any edited content.

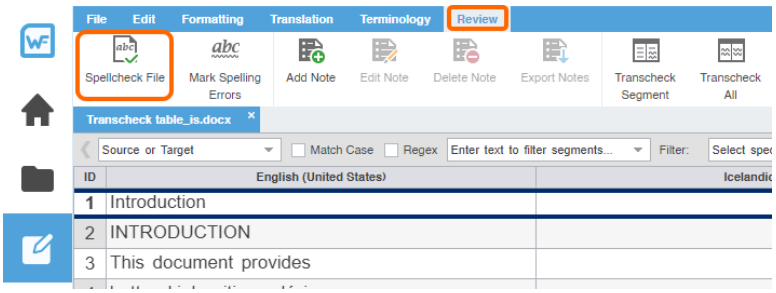
> Selecting **Revert Source** keeps the Edit Source status icon for the edited source and also retains segment history of the source.

# Spell check a file

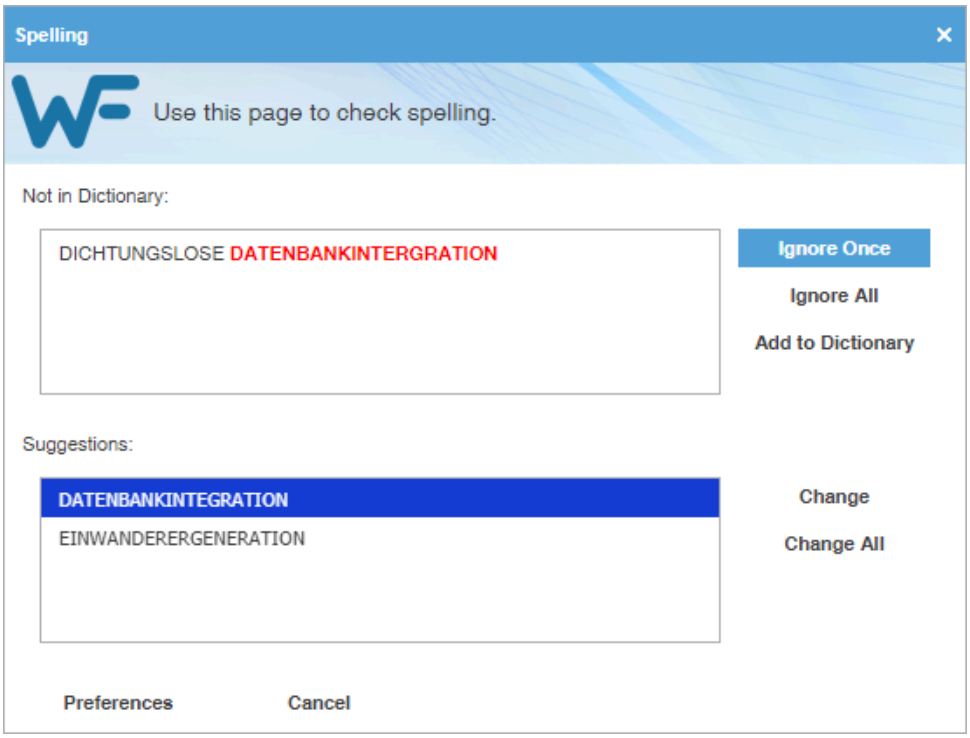
You can use a spellchecker to verify translated content aligns with configured spell checking preferences. Refer to Configure and enable spellchecker on page 193. You must verify that your Hunspell spelling dictionaries have the latest updates. Refer to Licensure on page 10.

To spell check a file:

1. On the **Review** tab, click **Spellcheck File**.



2. On the **Spelling** dialog, review the suggestions and select one of the options.




| Item | Action |
|---|---|
| **Ignore Once** | Click to disregard the suggested change for a word only once. |
| **Ignore All** | Click to disregard the suggested change for all occurrences of a word in the file. |
| **Add to Dictionary** | Click to add word to personal dictionary. |
| **Change** | Click to accept the suggested change for a word. |
| **Change All** | Click to accept the suggested change for all occurrences of a word in the file. |

> If spell checking is not available for the target language, a warning message notifies you. Click **OK**.

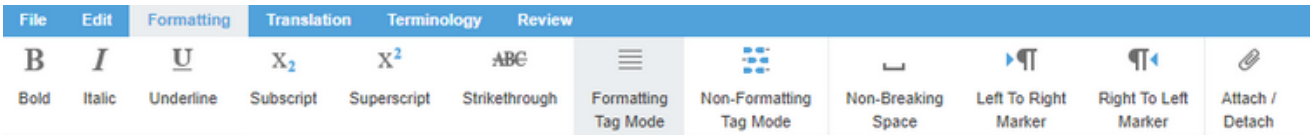
3. To view spell checking preferences, click **Preferences** or click **Cancel** to reject any changes.
4. Close the **Spelling** dialog.

# Apply formatting

To apply formatting to the target:

1. Select text you want formatted in the target.

2. On the **Formatting** tab, select a formatting option or use the equivalent shortcut.




| Button | Keyboard Shortcut | Description |
|---|---|---|
| Bold | **Ctrl+B** | Format the selected text as bold. |
| Italic | **Ctrl+I** | Format the selected text as italic. |
| Underline | **Ctrl+U** | Format the selected text as underlined. |
| Subscript | **Ctrl+=** | Format the selected text as subscript. |
| Superscript | **Ctrl+Shift+=** | Format the selected text as superscript. |
| Strike | **Ctrl+K** | Format the selected text to display as strikethrough (deleted), without actually deleting the text. |
| Tag Formatting | **No shortcut** | Display actual formatting associated with tags for the active segment (when supported.) |
| Tag Non-Formatting | **No shortcut** | Display the content of the formatting tags for the active segment. |
| Non-Breaking Space | **Ctrl+Shift+Space** | Insert a non-breaking space at the cursor location. |
| Left To Right Marker | **No shortcut** | Insert a marker to indicate left-to-right reading direction. |
| Right To Left Marker | **No shortcut** | Insert a marker to indicate right-to-left reading direction. |
| Attach / Detach | **Ctrl+D** | Attach and detach the **Formatting** toolbar. When attached, the toolbar is displayed as a tab. When detached, the toolbar is displayed as a minimized toolbar that can be moved to any area of the TXLF Editor. |

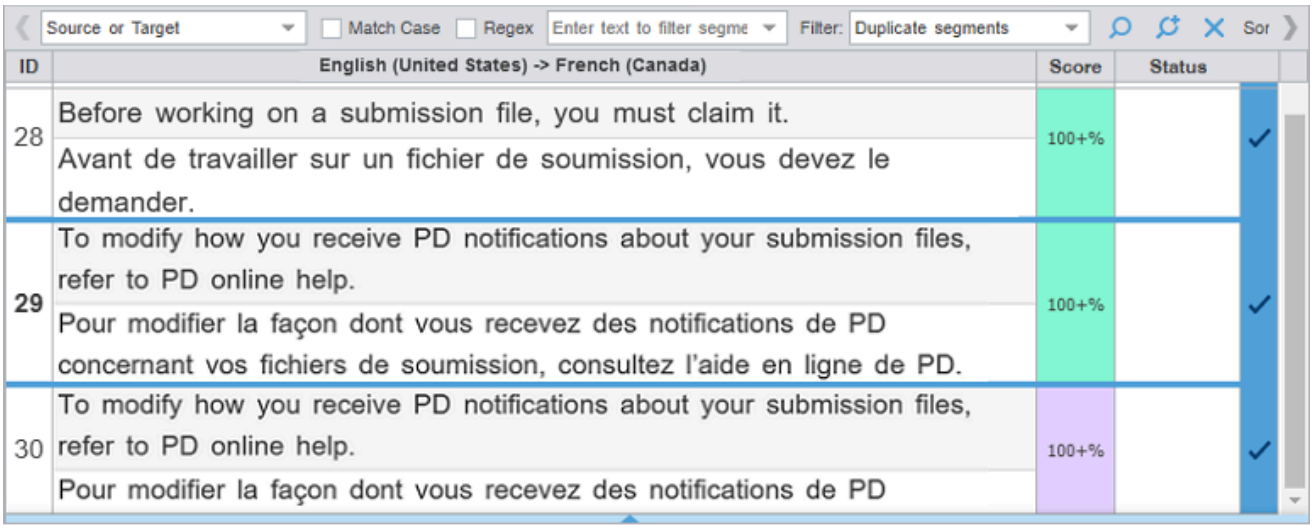
3. (Optional) Select **Non-formatting Tag Mode** to show formatting tags or **Formatting Tag Mode** to hide formatting tags.

# Leverage auto-propagation

The purpose of auto-propagation is to apply translations to duplicate segments and re-use content. Configure and enable your auto-propagation preferences under **Preferences > General Preferences > Auto-Propagation**.

To leverage repetitive content:

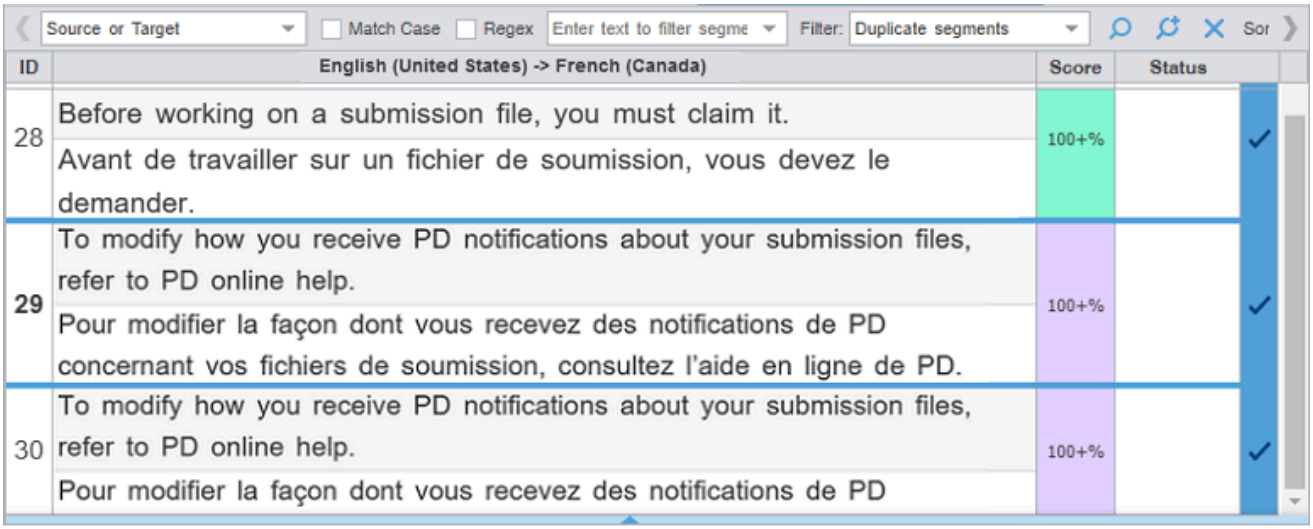
1. Select a segment for translation in the **TXLF Editor**. In this example, a filtered search locates and identifies duplicate segments.




2. Enter the translation for the first target segment.

3. To auto-propagate duplicate segments, choose one of the following actions:
   - Click **Next Segment** or press **Alt+Down** to update the TM, move down one segment, and leverage the next segment from the TM.
   - Click **Commit** or **Commit All** to commit one or all of the segments to the TM.

   Once you commit the target segment, this action automatically propagates the TM updates to duplicate segments throughout the file, based on segment preferences.




# Leverage auto-suggestion

You can use auto-suggestion to propose target content based on specific source content, such as numbers, URLs, and proper names. You can also use auto-suggestion to propose terms for the glossary, machine translation (MT), translation memory (TM) matches, and sub-segment TM matches. Configure and enable your autosuggestion preferences under **Preferences** > **General Preferences** > **Auto-Suggestion**.

# Monitor maximum segment length

Based on GlobalLink TMS (GL TMS) settings, your files may have a set maximum segment length. Any violation of a segment that exceeds the maximum characters allowed results in a change to the segment **Max** value in the progress bar from black to red and is indicated by a flashing red box appearing around this value.

Users can monitor the progress bar for maximum segment length violations, and can also configure the Transcheck Report to flag such violations.

# Recalculate the progress of a file

Use **Recalculate Progress** to calculate and update the progress of translated files and word count, especially files created or edited in legacy versions. When you open a legacy file, the progress bar contains the N/A flag to denote that it will not calculate progress.

> Refer to Chain files on page 54 to recalculate progress of multiple files.

To recalculate the progress of a file:

1. On the **File** tab, click **Recalculate Progress**.
2. Review the progress bar for current file status.

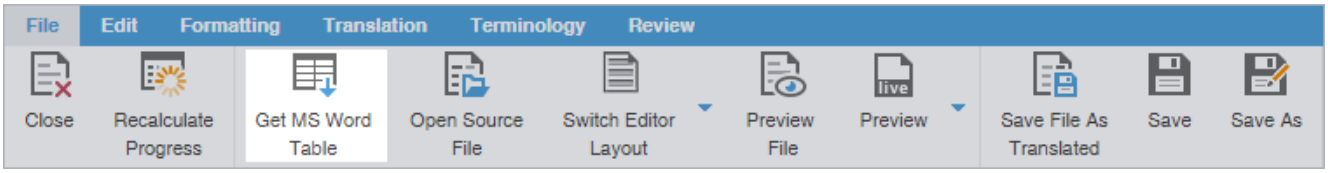
   The progress bar is updated to display the **% Complete** status of the file.

# Get an MS Word table

You can preview and save the file you have open for translation as a bilingual table in MS Word format.

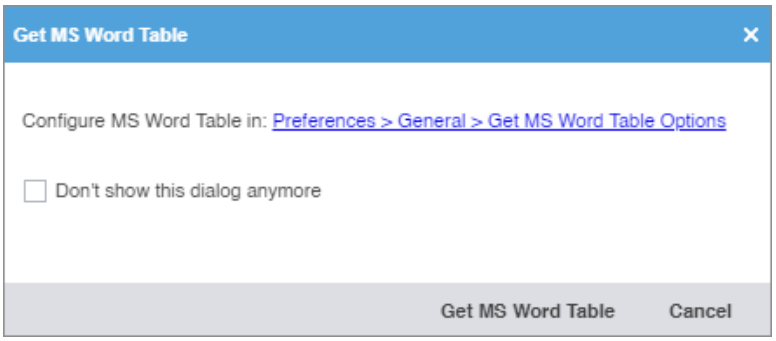
To get an MS Word table:

1. In the **TXLF Editor** view, select a file with translated content.
2. (Optionally) In the **TXLF Editor** view, use the table filter to filter out any unwanted segments.
3. On the **File** tab, select **Get MS Word Table**.



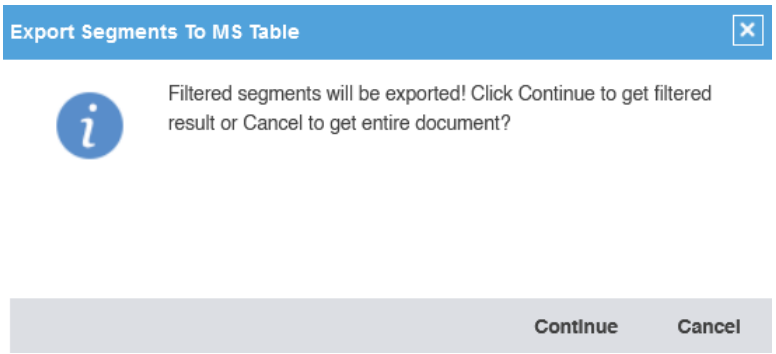

4. On the **Get MS Word Table** dialog, select **Get MS Word Table**.

> You can configure MS Word Table settings by clicking the hyperlink to the **Preferences** location. If you want to disable the dialog, select **Don't show this dialog anymore**. If you need to re-enable the warning dialog, select **Show dialog to configure MS Word Table Preferences** from **General Preferences > Warnings**.

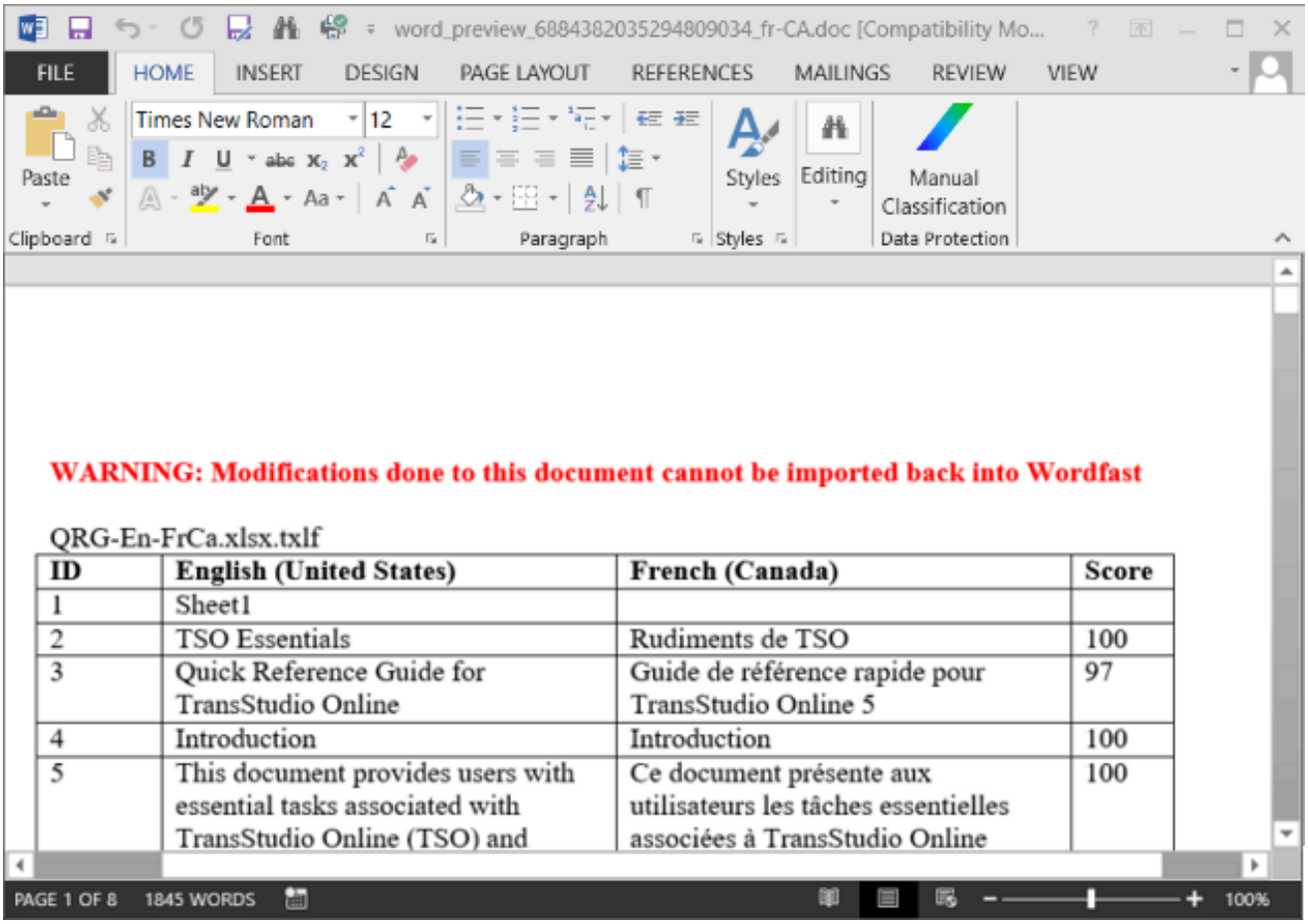


5. If the segments were filtered, an **Export Segments To MS Table** dialog will appear. Select **Continue** to export only the filtered segments to the MS Word table.

> Selecting **Cancel** will export all the segments to the MS Word table document regardless of any segment filter applied.




The file downloads as a Microsoft Word document containing a bilingual table of source and target segments. The target locale code is added to the file name for the generated word document.




6. (Optional) Review the resulting file for completeness.

# Preview a file

Use **Preview** to display the source content in its original format, such as MS Office, HTML, and Markdown source formats.

To preview files:

1. Open a file in the **TXLF Editor** view.
2. On the **File** tab, click **Preview**, then select a preview type on the drop-down list.

The preview of the source content is displayed in its original format.

# Use Live preview

Using **Live Preview** you can generate a dynamic preview of a translated file in its original format for the following file types:

- MS Word .DOC and .DOCX files
- MS Word .DOCX files, converted from PDFs
- MS PowerPoint .PPT and .PPTX files
- Markdown .MD files
- JSON .JSON files
- MS Excel .XLS and .XLSX files

> Preview is disabled for multilingual target Excel files.

**Live Preview** is enabled by default in the **TXLF Editor** view. To enable or disable automatic opening of Live Preview, go to **General Preferences > General**, and select or deselect **Automatically open Live Preview for supported files**.

To collapse or expand the live preview pane, click the **Collapse** icon or the **Expand** icon located on the top-right of the **TXLF Editor** view.

To zoom in or out of the live preview pane, select a percentage in the zoom drop-down list 100%.

To generate a **Live Preview**:

1. Open a file in the **TXLF Editor** view.

2. On the **File** tab, select **Live Preview** from the **Preview** drop-down menu.

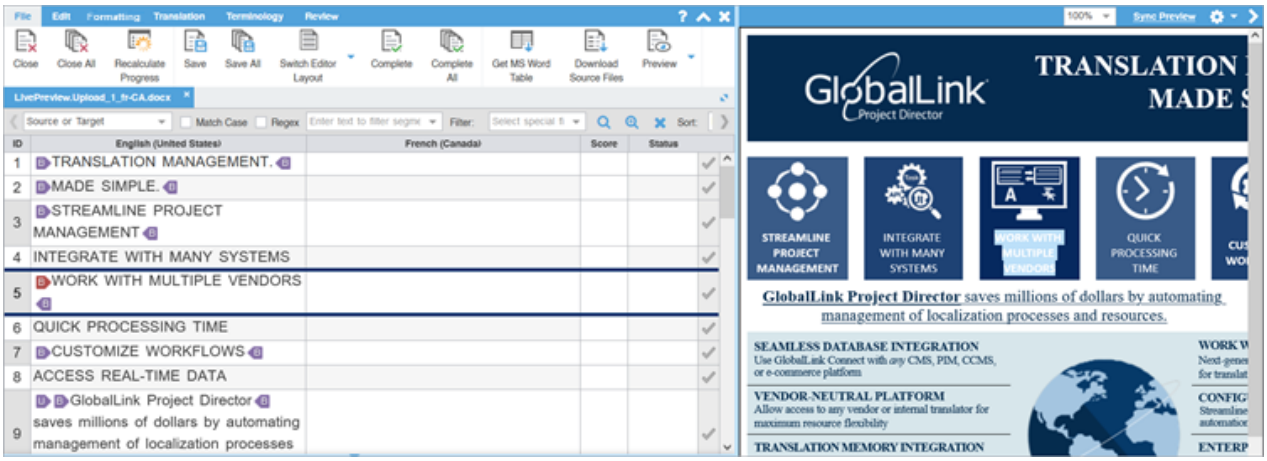
> Only one preview option is possible at a time.

3. (Optional) Interact with the **Live Preview** of the file.

**For MS Word files**

The live preview pane docks to the right. For docking options, click the live preview panel's **Settings** icon:

. **Live Preview** highlights the active segment. Move to any other segment by clicking on that area of the **Live Preview**.

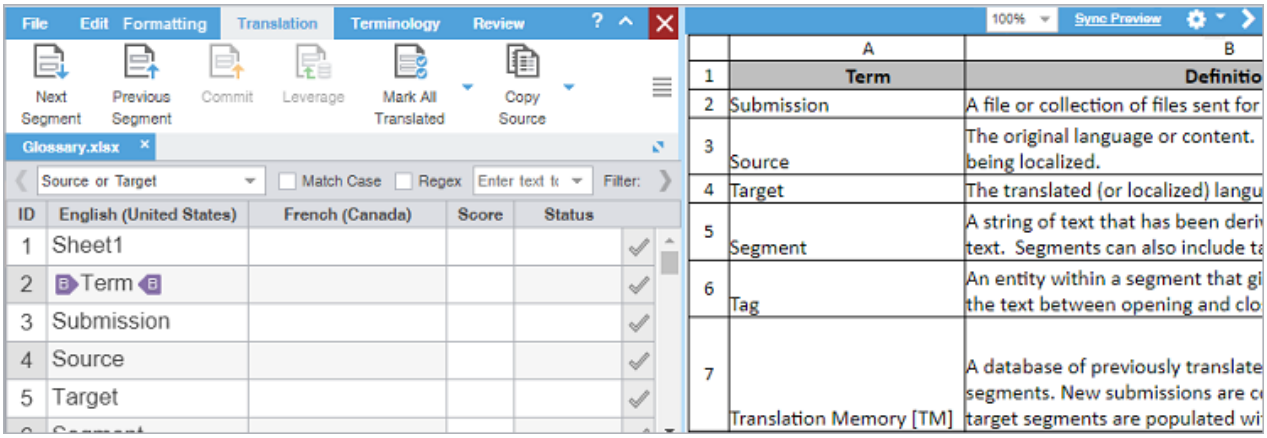



**For MS Excel files**

Excel documents display spreadsheets. Multiple sheets appear at the bottom of the live preview pane.

The live preview pane docks to the right. For docking options, click the live preview panel's **Settings** icon:

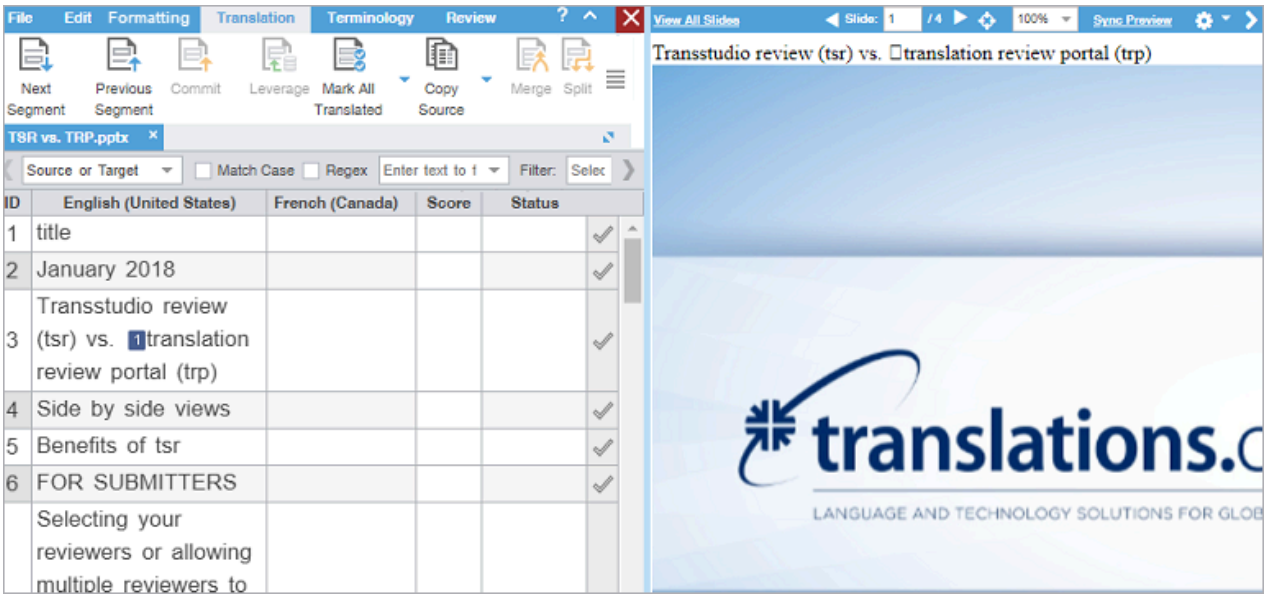
. **Live Preview** highlights the active segment. Move to any other segment by clicking on that area of the **Live Preview**.




**For MS PowerPoint files**

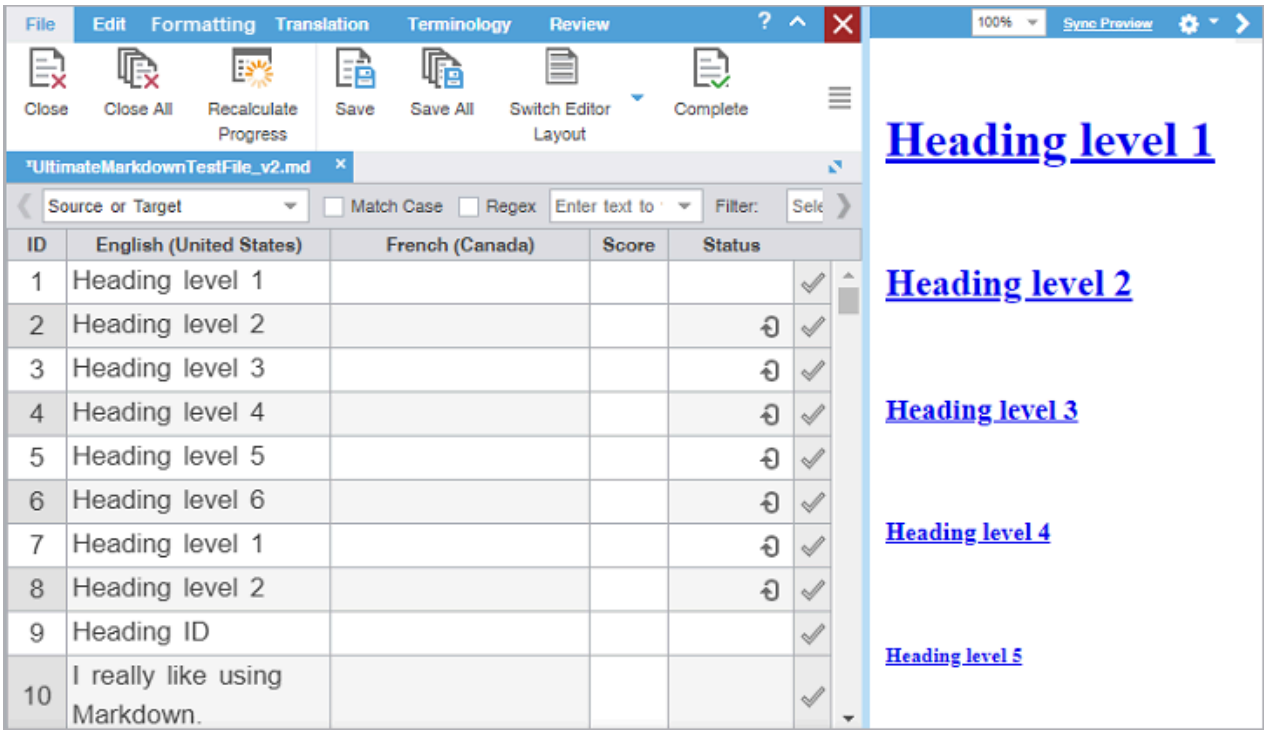
PowerPoint files can be graphically intensive and may take time to load. The progress bar provides real-time loading status. Select the **View All Slides** box to load the entire document. Click the cancel icon to cancel the **Live Preview**.

- **Docking**—The live preview pane docks to the right. For docking options, click the live preview panel's **Settings** icon: . **Live Preview** highlights the active segment. Move to any other segment by clicking that area of the **Live Preview**.
- **Slide Access**—Click the forward or back arrow to progress through the slide deck or type the deck slide number in the **Slide** field. While in the editor, move back to the slide that correlates to the open segment by clicking the **Target** icon: .




**For Markdown files**

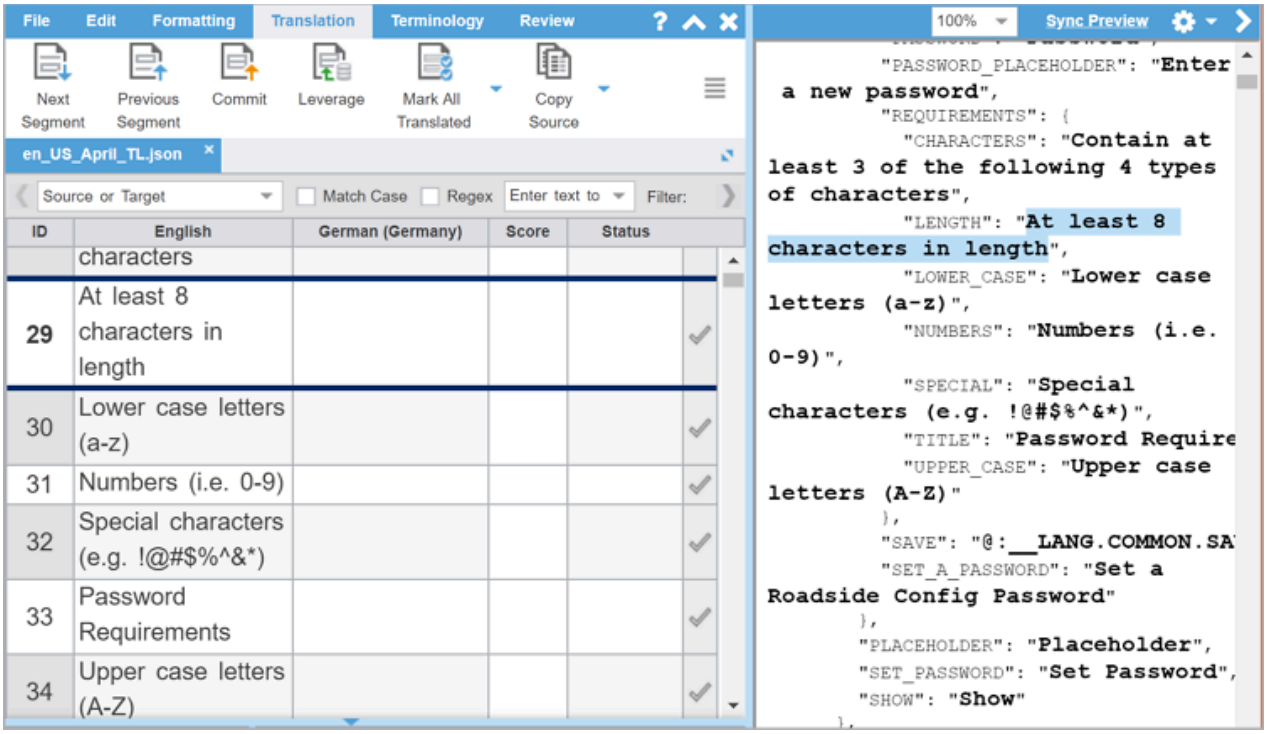
The live preview pane docks to the right. For docking options, click the live preview panel's **Settings** icon: . **Live Preview** highlights the active segment. Move to any other segment by clicking on that area of the **Live Preview**.




**For JSON files**

The live preview pane docks to the right. For docking options, click the live preview panel's **Settings** icon: . **Live Preview** highlights the active segment. Move to any other segment by clicking on that area of the **Live Preview**.

For JSON files, **Live Preview** shows the translatable text in bold and at a larger font size.




4. (Optional) Enter the translation or leverage the TM for any segment.

5. (Optional) On the **Translation** tab, click **Next Segment** or press **Alt+Down Arrow** to update the TM, move down one segment, and leverage the next segment from the TM.

   The new translation is displayed.

6. (Optional) Click **Sync Preview** to refresh the preview.

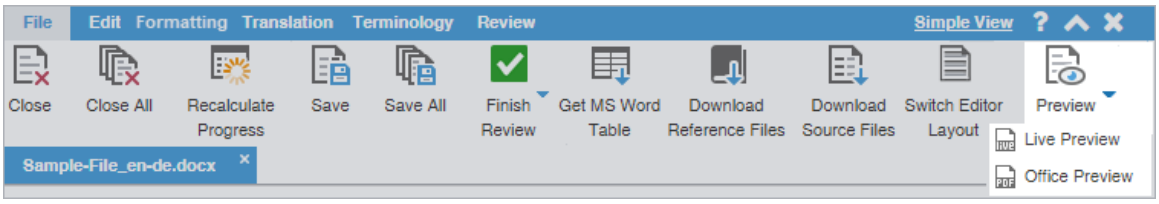
# Use Office preview

The **Office Preview** option allows you to generate a static preview of MS Office documents using the target segments in your translation.

> If the MS Office file type you select can be opened in a **Live Preview**, this option is shown, if not you see only the **Office Preview** option.

To generate an **Office Preview**:

1. Open a file in the **TXLF Editor** view.
2. On the **File** tab, select **Office Preview** from the **Preview** drop-down menu.



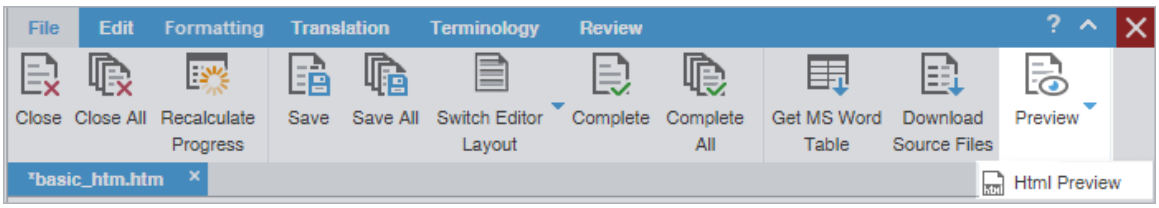

3. (Optional) Interact with the newly opened **Office Preview** window. If you make changes to the target segments and wish to view those changes, just select **Office Preview** again and a new preview is generated.

# Use HTML preview

If you are working with an HTML submission, the translated document can be viewed using the **HTML Preview**.

To generate the **HTML Preview:**

1. Open an HTML file in the **TXLF Editor** view.
2. On the **File** tab, select **HTML Preview** from the **Preview** drop-down menu.




3. A new window opens and displays target content in context. To view new changes to target segments in a translated view, select HTML Preview again and a new window with the updated translated document generates.

# 6. Translation memory overview

Translation memory (TM) acts as a database to provide maximum re-use of previously translated content. It also serves to facilitate collaboration between globally distributed localization resources.

Projects connected to a translation memory (TM) leverage content matches against an existing TM. TM matches generally fall into three categories: 100% match, fuzzy repetitions, or no match. Your organization may choose to alter or add more fuzzy repetition categories. The typical fuzzy repetition values are for 95% to 75% matches. The segment highlight identifies the type of TM match.

| Color Code | Category |
|---|---|
| **Green** | Indicates a 100% match. |
| **Green, Dark** | Indicates a context match. A context match for a segment must meet one of the following criteria:<br>• The segment has a correct checksum or attribute match.<br>• The previous and next segments also have a 100% match.<br>• The 100% matched segment is a single paragraph. |
| **Grey** | Indicates there is no TM match. |
| **Pink** | Indicates a modified segment. |
| **Orange, Light** | Indicates the segment was a machine translation (MT) instead of a human translation. |
| **Purple** | Indicates an update to the TM for a modified segment. |
| **Purple, Light** | Indicates the update to the TM of a translated and committed segment automatically updates other repetitive segments within the translation. |
| **Yellow** | Indicates a fuzzy match. |

# Leverage a TM

Leveraging a segment involves selecting the best possible translation from the connected translation memories (TMs) or machine translation engines to populate target segments.

To leverage a TM:

1. In the **TXLF Editor** view, select the segments to leverage against the current TM.
2. On the **Translation** tab, select an action to leverage the current TM.

| | |
|---|---|
| **Leverage** | Select to leverage a single segment. |
| **Until Fuzzy** | Select to leverage segment content until reaching a fuzzy match. |
| **Until No Match** | Select to leverage segment content until there is no match. |
| **Translate All** | Select to leverage all content in all segments. |

# Conduct a translation memory lookup

A translation memory (TM) lookup or concordance search looks for specific source segment text in a translation memory. To view search results for both source and target segments, use the **TM Lookup** tab in the **Editor** pane.

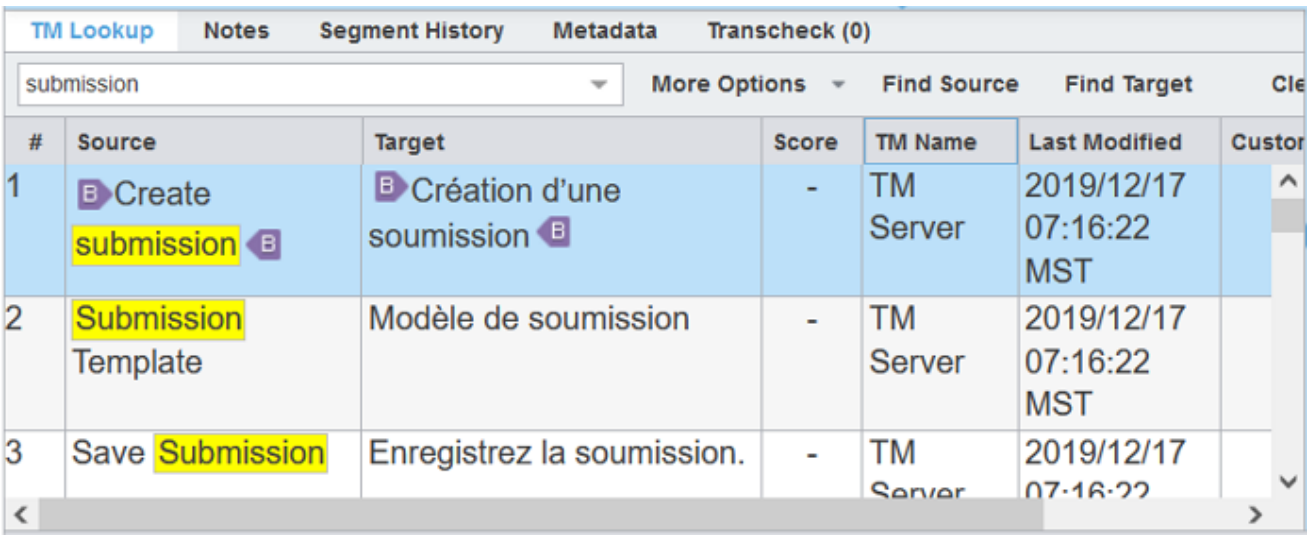
To conduct a TM lookup or concordance search:

1. Search for a word or phrase by entering it in the **TM Lookup** field. Then, to conduct a search of both source and target, press **Enter**. Instances of the search term are highlighted in the Editor pane, along with its bilingual equivalents. To conduct a more specific search, click **Find Source** or **Find Target**.

> You can also select a word or phrase in the segment in the **TXLF Editor** view and then click **Concordance Search** from the **Translation** tab, or press **F8**.

> Instances of the search term are highlighted in the Editor pane, along with its bilingual equivalents. To conduct a more specific search, click **Find Source** or **Find Target**.

> You can reorder the columns of the **TM Lookup** results. That reorganization remains, even after you exit the software.




2. (Optional) To refine the search, select **More Options** and select a check box from the drop-down list.

| Option | Action |
|---|---|
| **Match Case** | Select to filter by upper and lower case. |
| **Exact** | Select to filter for only those terms organized in the same sequential order. |
| **Automatic Leverage** | Select to automatically update target content when moving to a new segment. |
| **Diff Highlight** | Select to highlight the difference between the submitted segment and the TM source segment. |
| **Include Private TU (GLTMS)** | Select to include private segments or translation units (TUs) when searching a remote TM. |

The refined search results for the word or phrase you selected are listed on the **TM Lookup** tab of the **Editor** pane. You can use the results of your search in the related target segments.

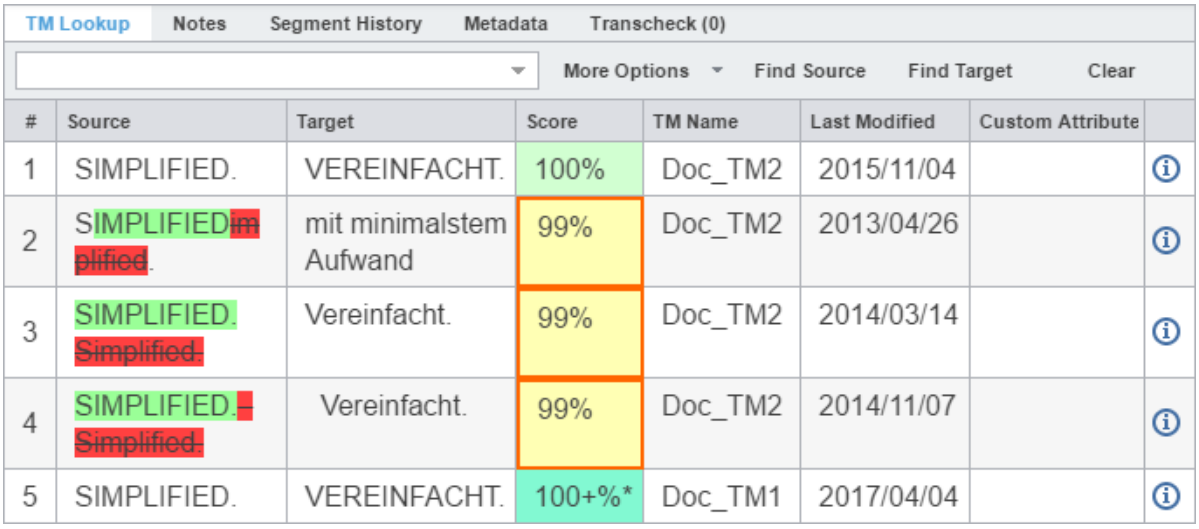
# View TM leverage results

Leveraging the translation memory (TM) occurs automatically as you move through the target segments. This provides you with the best possible segment matches from the TM and is the only search that uses scoring to select the best match.

To view TM leverage results:

1. In the **TXLF Editor** view, click on a source or target segment.

   This populates the columns on the **TM Lookup** tab of the **Editor** pane and provides a score, based on TM leverage results.



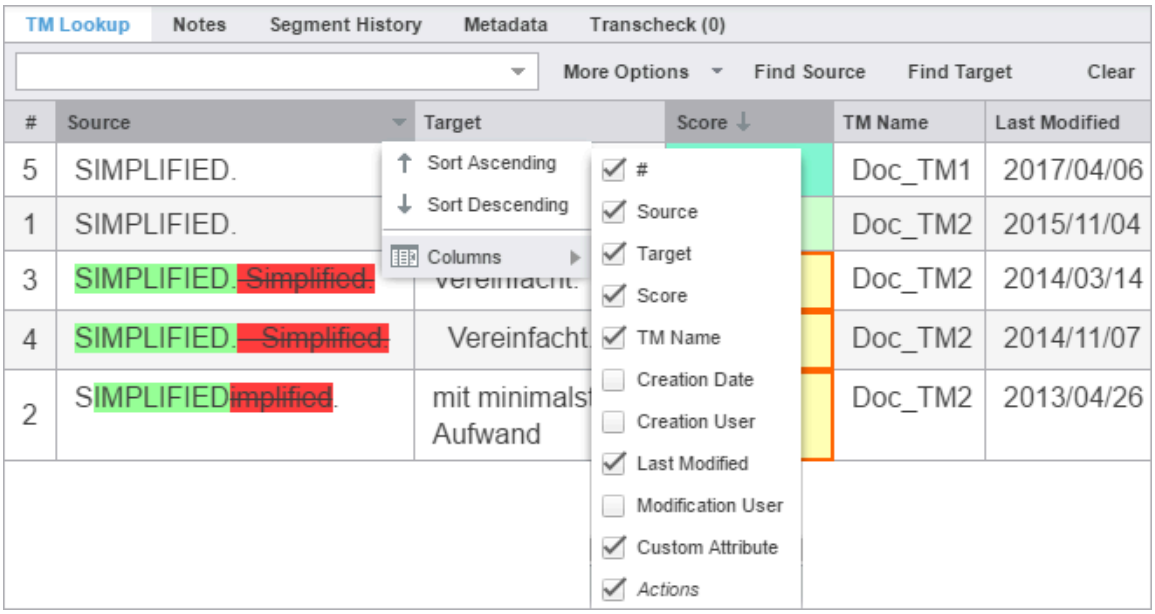

| # | Source | Target | Score | TM Name | Last Modified | Custom Attribute | |
|---|---|---|---|---|---|---|---|
| 1 | SIMPLIFIED. | VEREINFACHT. | 100% | Doc_TM2 | 2015/11/04 | | |
| 2 | SIMPLIFIED~~im plified~~. | mit minimalstem Aufwand | 99% | Doc_TM2 | 2013/04/26 | | |
| 3 | SIMPLIFIED. ~~Simplified.~~ | Vereinfacht. | 99% | Doc_TM2 | 2014/03/14 | | |
| 4 | SIMPLIFIED.~~–~~ ~~Simplified.~~ | Vereinfacht. | 99% | Doc_TM2 | 2014/11/07 | | |
| 5 | SIMPLIFIED. | VEREINFACHT. | 100+%* | Doc_TM1 | 2017/04/04 | | |

2. Review TM leverage results in each **TM Lookup** column for that segment.

| Item | Behavior |
|---|---|
| **Source** | Displays source segments provided by the TM. Any difference between the submitted segment and the TM source segment is highlighted. |
| **Target** | Displays target segments already in the TM. |
| **Score** | Displays a TM leverage score.<br>• **Percent (%)** — 100% and fuzzy matches<br>• **Plus (+)** — Context matches<br>• **Asterisk (*)** — Secondary TM match<br>• **Red outline** — TM has assessed a penalty to the segment<br>Refer to Translation memory overview on page 78 for more information on TM color codes. |
| **TM Name** | Identifies the name of the leveraged TM. If you are leveraging multiple TMs, it lists the TMs in order of priority: primary, then secondary TMs. |
| **Creation Date** | Identifies the TM segment creation date. |
| **Creation User** | Identifies the username of the segment creator. |
| **Last Modified** | Identifies the date of the last segment modification. |
| **Modification User** | Identifies the user who last modified the segment. |
| **Custom Attribute** | Identifies any segment custom attribute name and its associated values |

| Item | Behavior |
|---|---|
| **Actions** | Acts as a button to access score breakdown information, including penalties. |

3. (Optional) To constrain the columns within the pane, click on any column head, then deselect the names of the columns you want to hide.




# Leverage machine translations

The machine translation (MT) feature can automatically populate target segments whenever you open a file or when there are no translation memory (TM) segment matches. Select a project for your MT and configure **Machine Translation** options under **Preferences** > **General Preferences**.

To leverage MT:

1. In **TXLF Editor** view, on the **Translation** tab, click **Machine Translation** to submit the source segment for MT and populate the target segment with the results.

2. (Optional) Verify that the quality of the translation for the source segments aligns with your requirements.

   The target segments are populated with the MT for the source segments.

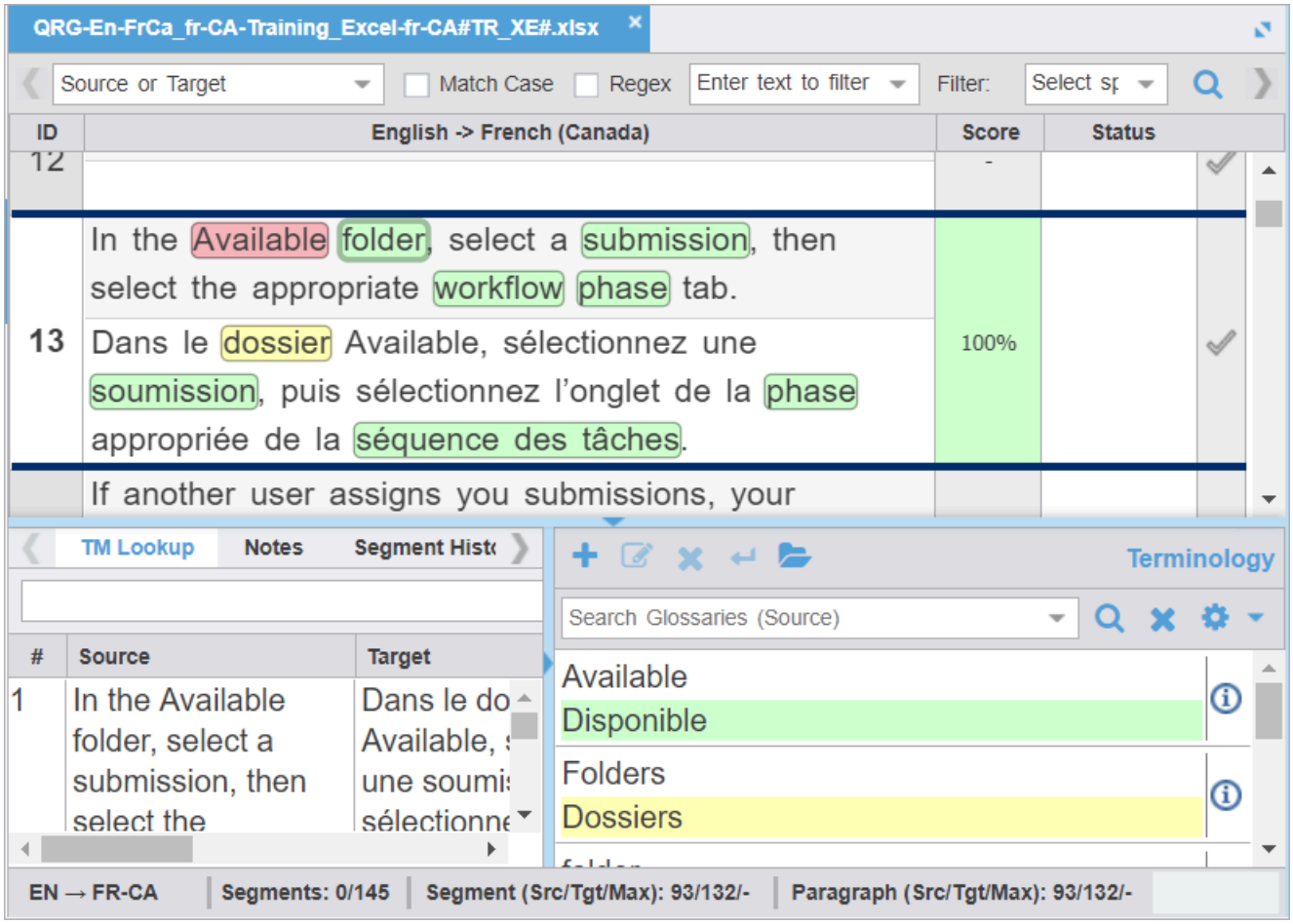
3. (Optional) If you are updating the current segment only, continue your work and repeat as often as necessary until you are ready to save and commit all translated segments to the TM.

# 7. Terminology lists overview

Terminology lists provide users with the ability to standardize term usage and to control the use of terms, variants of terms, and parts of speech allowed for terms. A terminology list includes a glossary, a specialized list of source terms, their definitions, and their preferred translations. It also includes alternate phrases for blocklisted terms.

Segment selection highlights terms from the terminology list on the **Terminology** pane along with potential translation options.

> There are two possible methods for moving among terms on the **Terminology** pane.
>
> - Click **Next Term (Ctrl + 9)** or **Previous Term (Ctrl + 8)**.




The term highlight identifies the type of translation match between the source term and the terminology list.

> Use **Highlight All Terms** to view highlights for term matches in the open file.

| Color Code | Category |
|---|---|
| **Green** | Exact term match |
| **Yellow** | Fuzzy term match |

| Color Code | Category |
|---|---|
| **Red** | Missing exact term match |
| **Purple** | Missing fuzzy term match |

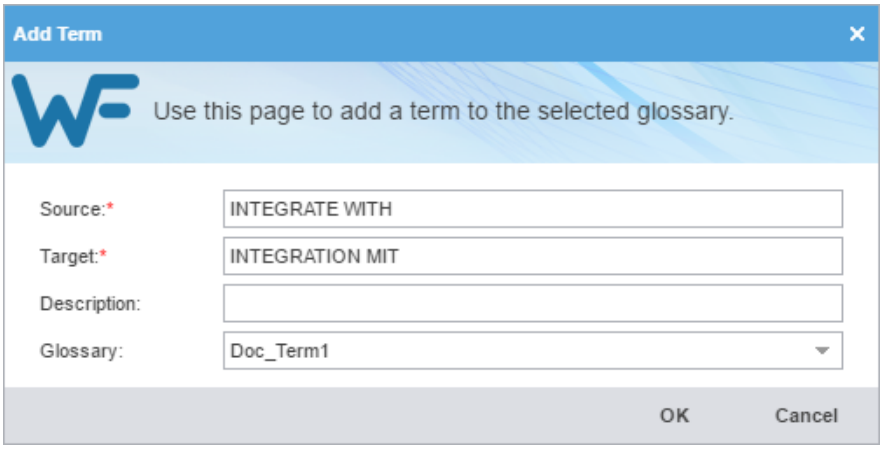
# Add a term

You can add terms to both local and remote glossaries. You need read and write user permissions to add terms to a remote glossary that is not read-only.

To add a term to a glossary:

1. On the **Terminology** pane, select a word in the source segment and, optionally, the translation in the target segment, then click .
2. (Optional) On the **Add Term** dialog, enter content in the **Description** field.

   Required fields are marked with a red asterisk.




3. Select the proper **Glossary** from the drop-down list.
4. Click **OK**.

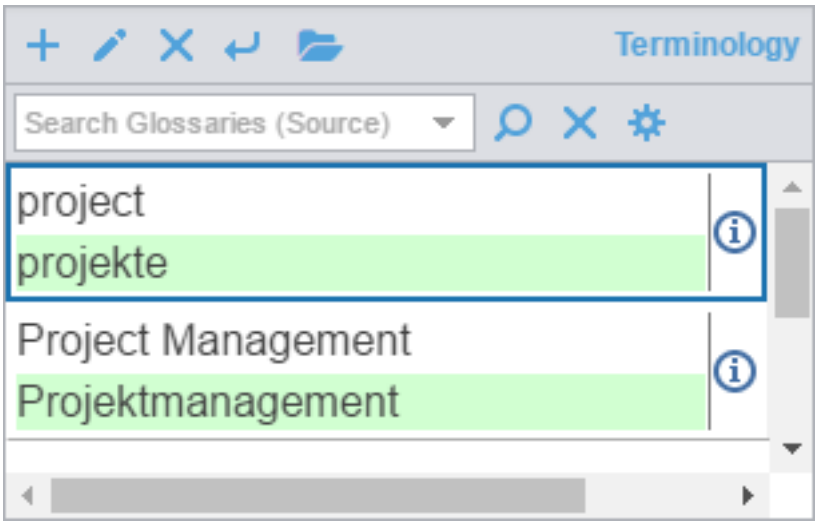
   The new term is added to the glossary.

# Edit a term

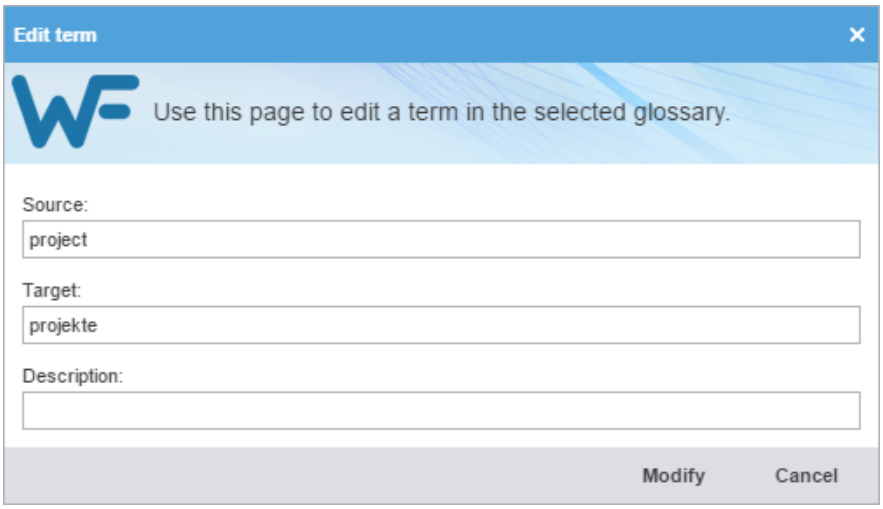
> You can only edit terms in the local glossary.

To edit a term:

1. In the **TXLF Editor** view, on the **Terminology** pane, select a term.




2. Click the **Edit term** icon .
3. On the **Edit term** dialog, make your edits.




4. Click **Modify**.

   The term is edited.

# Insert a term

To insert a term into the current target segment:

1. In the **TXLF Editor** view, click the location for term insertion.
2. Select the term to insert from the **Terminology** pane.
3. Click  on the upper left menu bar within the **Terminology** pane.

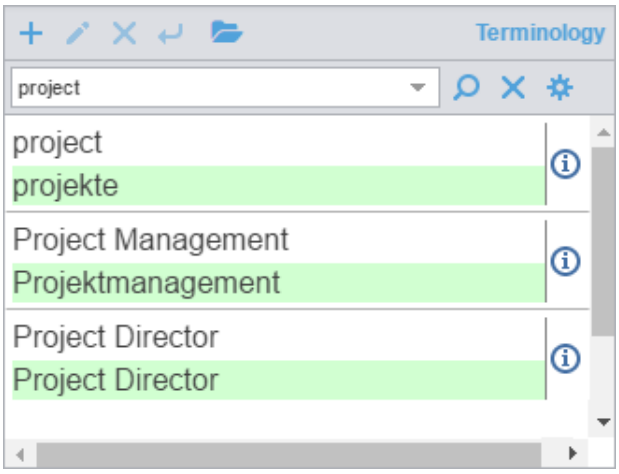
   The term is inserted into the target segment.

# Search for a term

To search for a term:

1. On the **Terminology** pane, enter a term in the terminology filter field.
2. Click the **Search for Term** icon .

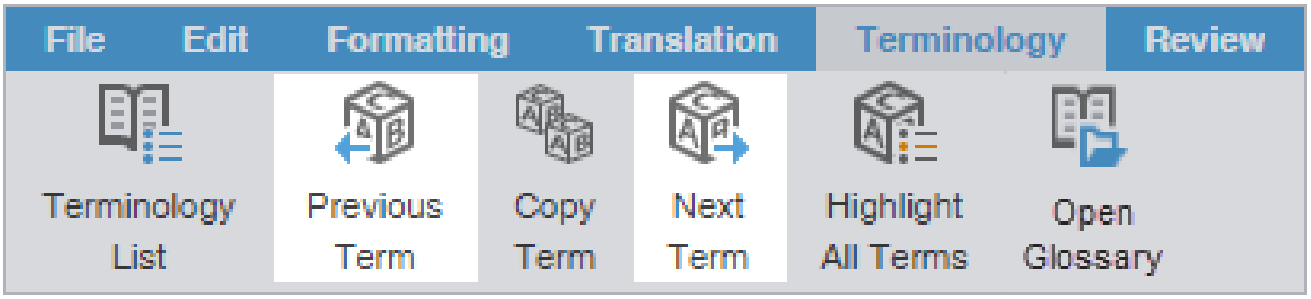
   The search results from the connected glossaries are displayed.




# Copy a term

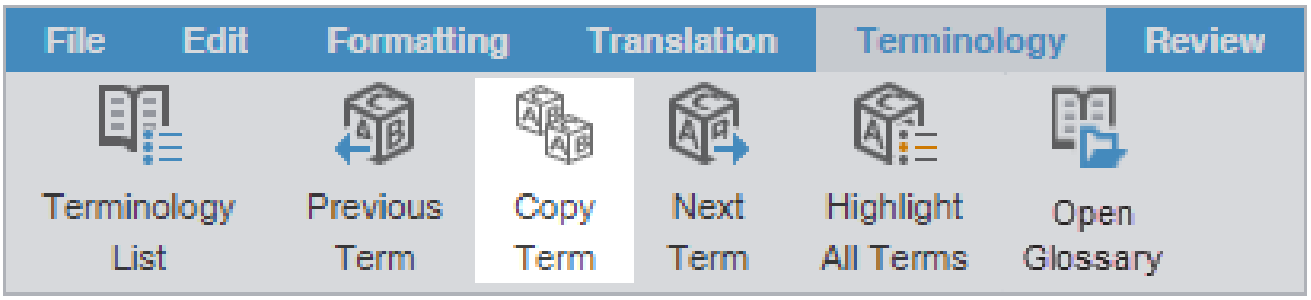
To copy a term from the glossary into the current target:

1. In the **TXLF Editor** view, click a segment that contains glossary terms.
2. On the **Terminology** tab, click **Previous Term** or **Next Term** to select a source term.




3. Click on the target location where you want to copy to the glossary term.

4. Click **Copy Term**.



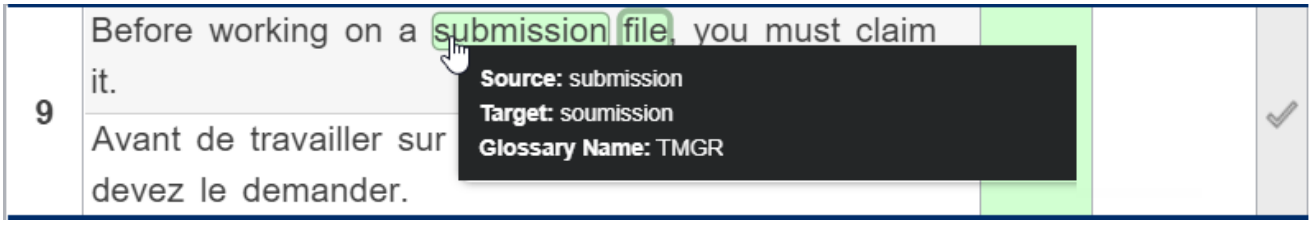

The glossary term is copied to the target segment.

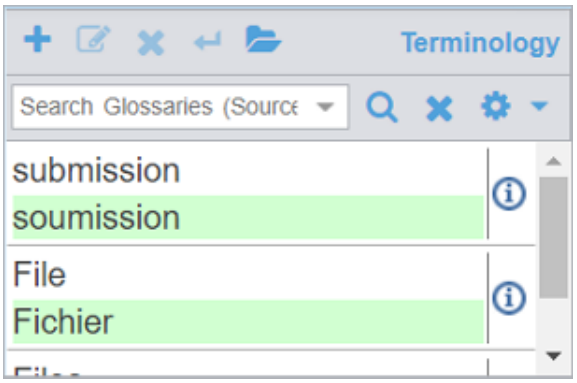
# Copy a synonym

To copy a synonym for a term:

1. In the **TXLF Editor** view, select a source term in a segment that has a glossary term.

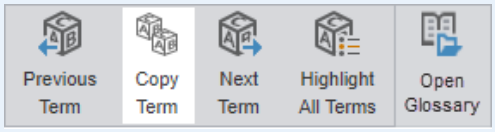
   This highlights and adds a border around the source and target terms. Synonyms display on a temporary pop-up pane and on the **Terminology** pane.




2. Click within the target segment at the location where you want to copy the term.
3. Click the preferred target term from the **Terminology** pane. This copies the term to the cursor location in the target segment.

> An alternative is to click **Copy Term**. This also copies the term to the cursor location in the target segment.




The target synonym is copied to the target segment.

# Remove a term

> You can only remove terms from local glossaries, not read-only or remote glossaries.

To remove a term:

1. In the **TXLF Editor** view, go to the **Terminology** pane.
2. Select a term, then click ✕.

> Use the **Remove Term** ✕ at the top of the **Terminology** pane. Do not use the **Reset Search** ✕. This clears the filter.

A warning message notifies you of the pending deletion and asks you to agree to the term removal.

3. Click **Yes**.

The term is removed from the local glossary.

# 8. Manage tags

Tags contain information related to a block of text, such as format or indentation. Tags are not translated and come in pairs: an opening and a closing tag.

> Translations must retain the same tags at the correct location within a target segment.

> Unless you have disabled **Remove incomplete tag pairs** in **Preferences> General Preferences >Tags** , a warning message results when you try to save a target segment with a missing tag or an open tag. An open tag is part of a tag pair in the target segment that is missing its matching close tag. The warning will give you three choices: **Fix Manually**, **Delete**, or **Always delete**. Hover over a tag to view tool-tip information.
>
>
> 

Tags contain numerals to indicate their order in the segment.

| | |
|---|---|
| **Red** | This is a tag you currently selected, such as the first tag, 1, in the file. |
| **Purple** | This is a tag that specifies formatting, such as Bold Tag2 Bold |
| **Blue** | This is a tag that specifies non-formatting controls, such as Tag1 ® Tag1. |

HTML entities are text strings that are used to represent reserved, invisible and other hard to type characters. Any inline tags for the following HTML entities are displayed with a specific inline tag image to show the actual character of the entity. This is to help linguists view the character representation of the entities directly without hovering over the tags.

| Entity | Tag Image | Entity | Tag Image | Entity | Tag Image |
|---|---|---|---|---|---|
| & | & | “ | “ | ≥ | ≥ |
| < | < | ‘ | ‘ | ≤ | ≤ |
| > | > | — | — | ± | ± |
| " | " |   | o | ± | ± |
| ' | ' |   | o | ´ | ´ |
| ' | ' | – | – | µ | µ |
| • | • | » | » | μ | µ |
| © | © | ” | ” | · | · |
| ° | ° | ® | ® | º | º |
| ½ | ½ | ’ | ’ |  | --- (soft hyphen) |
| ¼ | ¼ | ™ | ™ | ² | ² |

| Entity | Tag Image | Entity | Tag Image | Entity | Tag Image |
|---|---|---|---|---|---|
| ¾ | ¾ | \' | ' | ³ | ³ |
| … | … | \" | " | | |
| « | « | ≥ | ≥ | | |

> The maximum length check counts HTML entities such as: &. These are real characters and are counted as part of the overall character count (1 Character per entity).

# Copy a tag

Translated content retains the formatting of the source content, so tags are an important element in the final translation. You can copy tags from the source to the target for formatting and indentation accuracy.

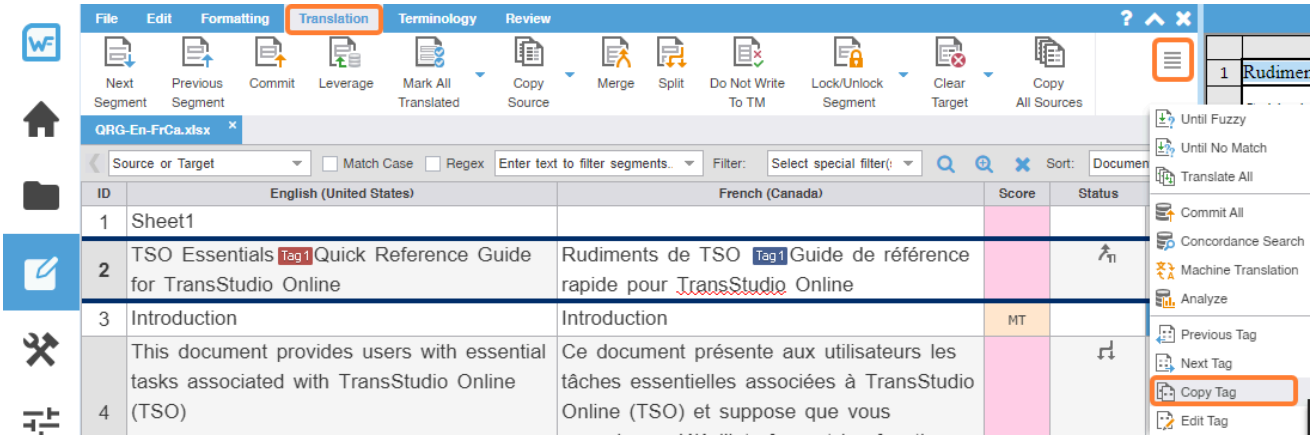
> Use **Preferences** > **General Preferences** > **Tags** to configure tags as full name, short name, or numbered tags.

To copy a tag:

1. Open a file.
2. In the **TXLF Editor** view, on the **Translation** tab, select a segment with tags.

> When the selected segment contains tags, the first tag is automatically selected. Red indicates selection.

3. Choose one of the following actions:
   - Click a source segment tag and drag it to the corresponding location in the target segment or press **Ctrl +Alt+Down Arrow**.
   - Click a source segment tag, then click in the corresponding target segment location and click **Copy Tag**.
   - Right click a source segment tag, select **Copy (Ctrl+C)** in the drop-down menu, click in the corresponding target segment location, then select **Paste (Ctrl+V)**.




   The target segment, highlighted in blue, contains the copied tag at the cursor location you selected in the target segment.

4. (Optional) Click **Previous Tag** or **Next Tag** to select another tag and repeat the process.

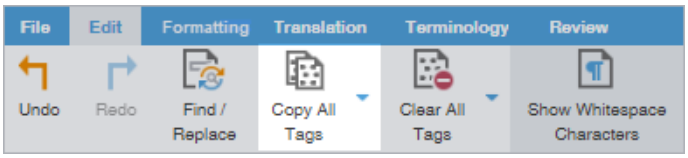
# Copy all tags

> Use **Preferences** > **General Preferences** > **Tags** to configure tags as full-sized or shortened.

To copy all tags:

1. In the **TXLF Editor** view, open a file.
2. On the **Edit** tab, click **Copy All Tags**.

> All copied tags display at the location of the cursor. Reorder them to mimic the source content order using the drag-and-drop or copy-and-paste technique.




3. Select **Segment** or **Document** from the drop-down menu.

| | |
|---|---|
| **Segment** or **Alt+A** | Select to copy only the tags for the selected segment to the target. |

**Document** or **Alt-Shift+P** Select to copy all tags for the entire document.

All tags are copied to the segment or document.

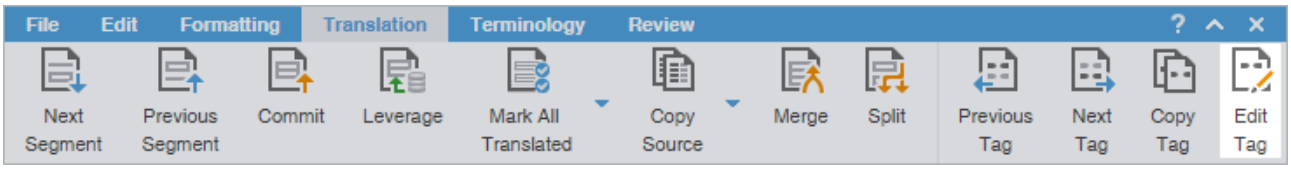
# Edit a tag

Most tags in your target content have specific formatting and indentation settings copied from the source. You can modify tags to change content format in the translated file.

> Do not edit tags in the source segment.

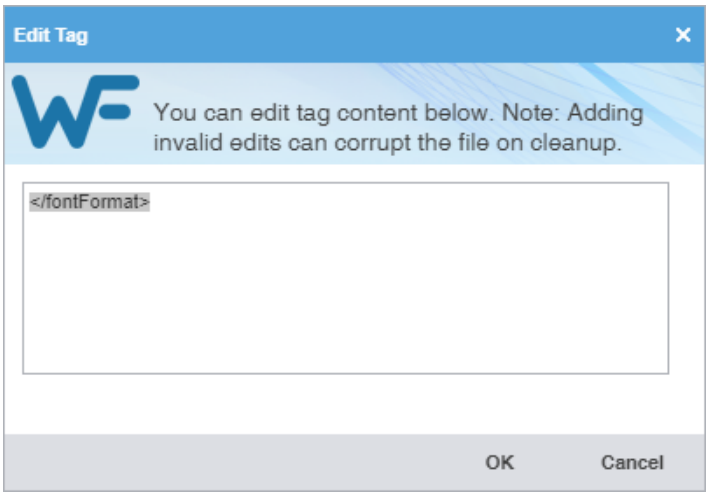
To edit a tag:

1. Open a translation file.
2. In the **TXLF Editor** view, select a tag in a target segment.
3. Choose one of the following actions:
   - On the **Translation** tab, click **Edit Tag**. Edit tag button




   - Right-click the tag and select **Edit Tag** from the drop-down menu.
4. On the **Edit Tag** dialog, modify the tag.

> Verify that all tag edits are valid. Otherwise, the file could become corrupt.



5. Click **OK**.

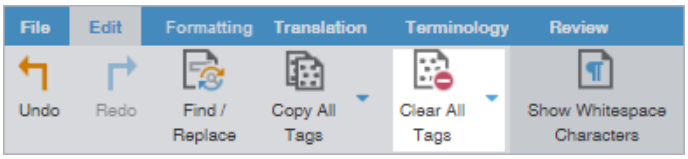
   Edits to the tag are saved.

# Clear all tags

> Use **Preferences** > **General Preferences** > **Tags** to configure tags as full-sized or shortened.

To clear all tags:

1. Open a file.
2. In the **TXLF Editor** view, on the **Edit** tab, click **Clear All Tags**.




3. Select **Segment** or **Document**.
   - **Segment (Ctrl-Shift+V)**: Select to clear only the tags from the selected segment.
   - **Document**: Select to clear all segment tags for all target segments in the file.

   A warning message asks you to agree to clear all tags from the open file.
4. Click **Yes**.

   All tags are cleared for the target segment or for all target segments in the document.

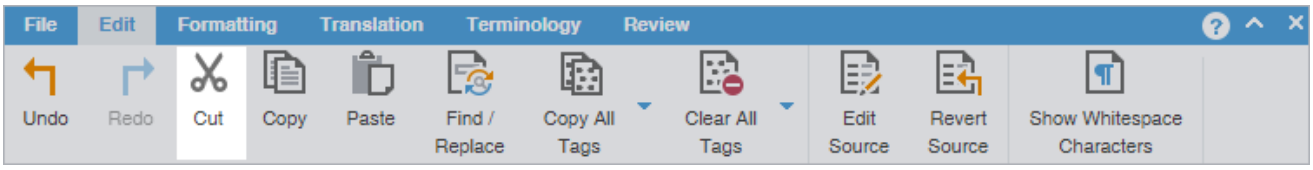
# Delete a tag

You may choose to delete target tags, particularly if there are multiple copies of the same tag in the same target segment. You can only delete target segment tags.

To delete a tag:

1. Open a translation file.
2. In the **TXLF Editor** view, select a tag in a target segment.

3. Choose one of the following actions:
   - Press **Delete** or **Backspace**.
   - On the **Edit** tab, click **Cut**, then paste the tag elsewhere.




> To undo the change, click **Undo** or press **Ctrl + Z**.

The target tag is deleted.

# 9. Manage project notes

You can add notes that are specific to each segment during the translation and review process. If you have chained files together, you can review all notes for all files in the chain.

There are two ways to access the **Notes** editor.

- Use the **Notes** tab on the **Editor** pane to view and manage project notes.
- Use the **Notes** icons on the **Review** tab to view and manage project notes.

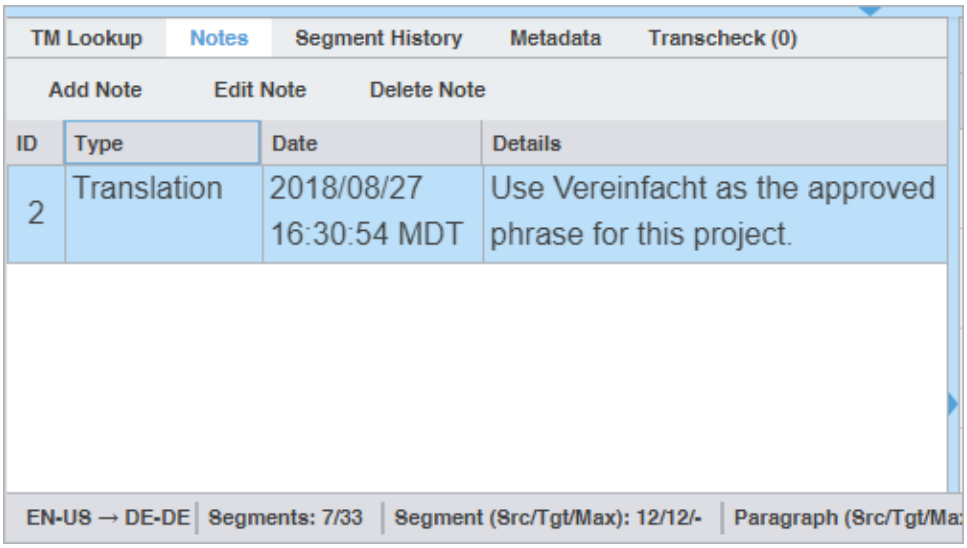
## View notes

The **Notes** tab is on the **Editor** pane. Notes retain the same ID as the related segment.

> Segments with notes include the **Notes** icon in the **Status** column.

To view notes:

1. Open a translation file.
2. In the **TXLF Editor** view, click the **Notes** tab on the **Editor Pane**, then view note details for all file segments.



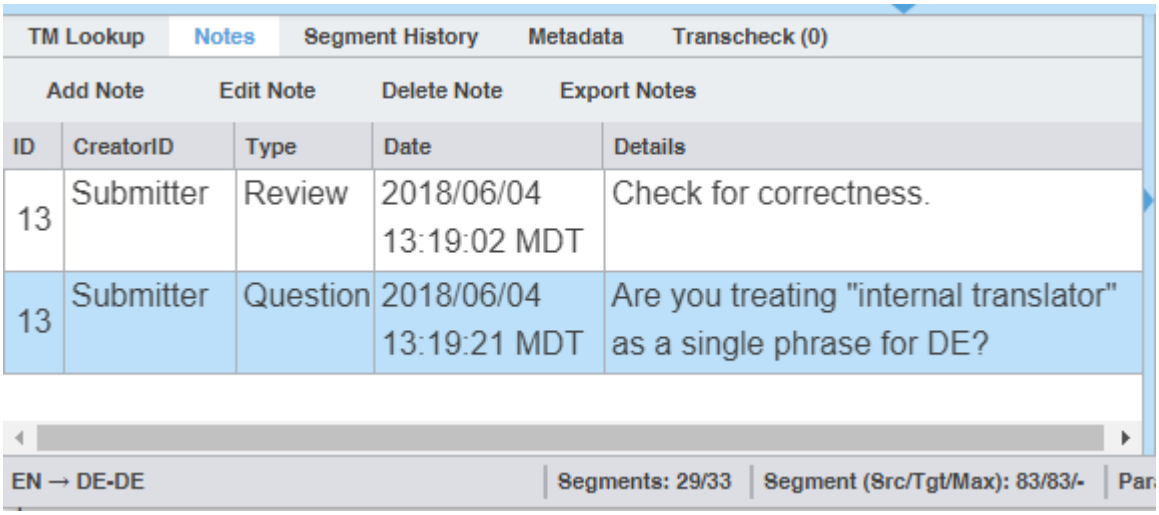

Notes for all file segments are displayed.

## Add a note

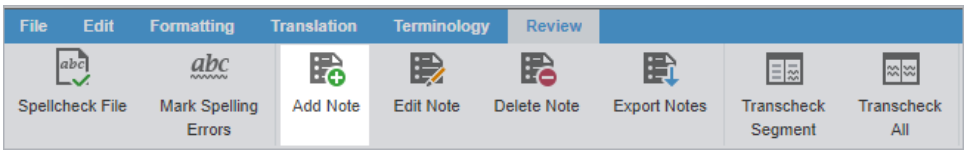
To add a note:

1. Open a translation file.
2. In the **TXLF Editor** view, select a segment.

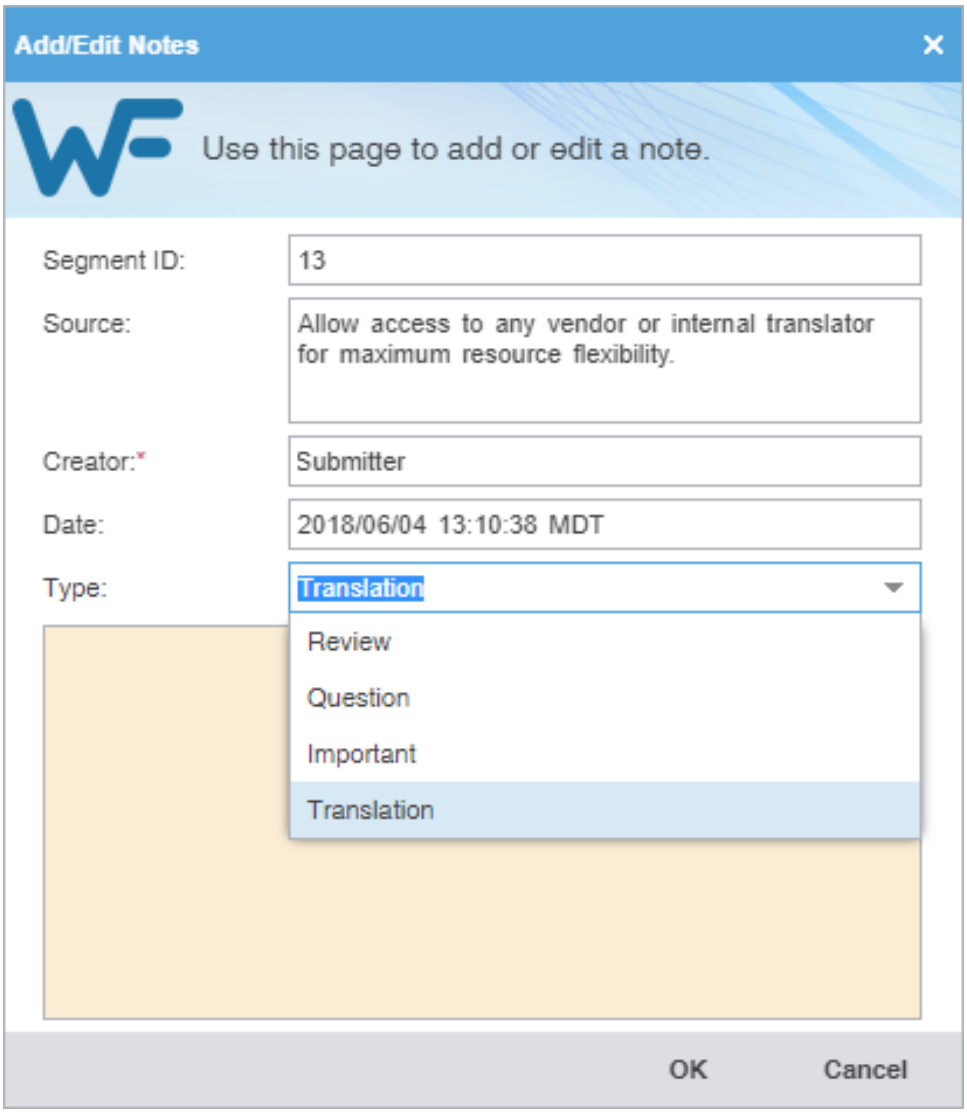
3. Choose one of the following actions:
    - Click the **Notes** tab on the **Editor** pane, then click **Add Note**. Editor pane Notes tab showing Add Note button




- On the **Review** tab, click **Add Note**, or right click on the target segment and select **Add Note** to open **Add/ Edit Notes** dialog.



4. On the **Add/Edit Notes** dialog, select a **Type** from the drop-down list.




> The selected note **Type** is saved for the next time Wordfast is run.

| Type | Description |
|---|---|
| **Translation** | Select to include data for the reviewer from the translator. |
| **Review** | Select to includes data for the translator from the reviewer. |
| **Question** | Select to solicit a response about the segment from a user. |
| **Important** | Select to flag the data for the segment as a priority for other users. |

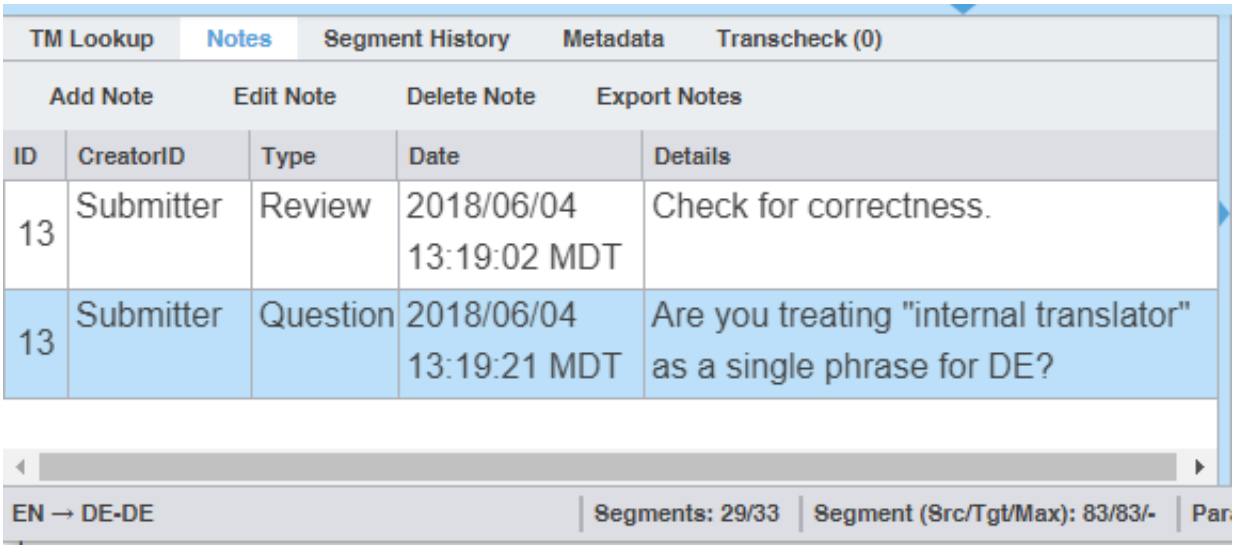
5. Enter the information in the note field.
6. Click **OK**.

   The note is saved and associated with the segment.

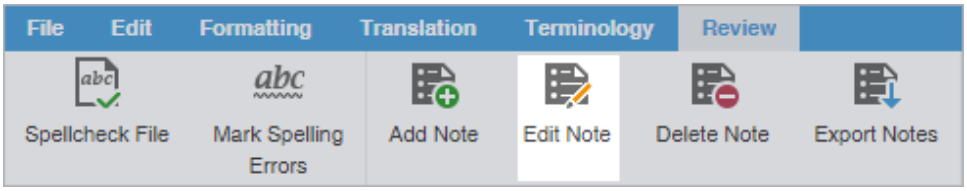
# Edit a note

To edit a note:

1. Open a translation file.
2. In the **TXLF Editor** view, select a segment with a note.
3. Choose one of the following actions:
    - Click the **Notes** tab on the **Editor** pane, then click **Edit Note**. Editor pane Note tab showing edit note button




- On the **Review** tab, click **Edit Note**. Edit note button



4. On the **Add/Edit Notes** dialog, edit the note.

5. Click **OK**.

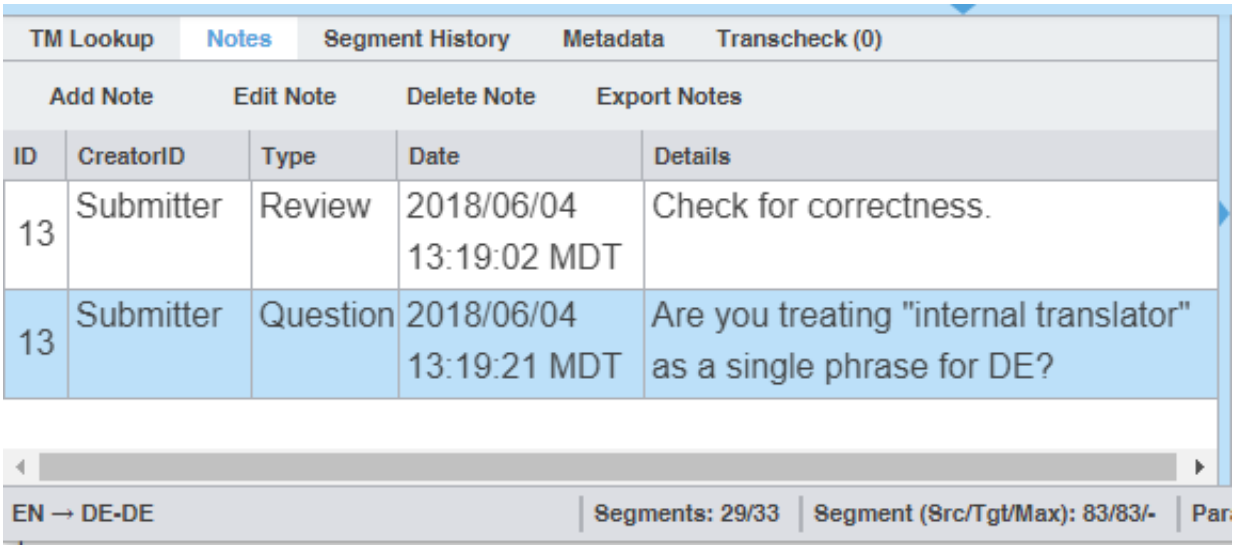
   The modified note is saved and associated with the segment.

# Delete a note

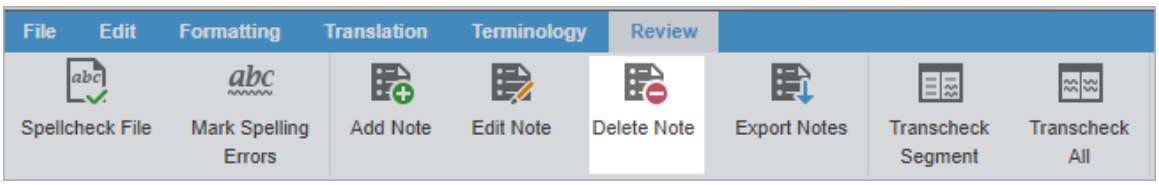
To delete a note:

1. Open a translation file.
2. In the **TXLF Editor** view, select a segment with a note.

3. Choose one of the following actions:
    - Click the **Notes** tab on the **Editor** pane, then click **Delete Note**. Editor pane Note tab selected showing delete note button




- On the **Review** tab, click **Delete Note**.



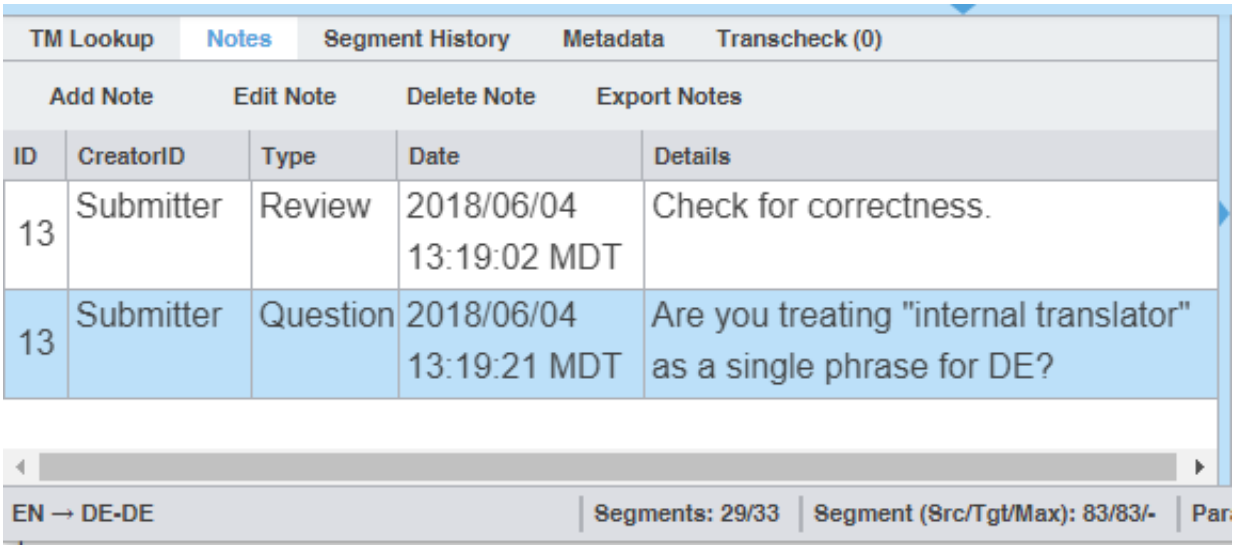

The note is no longer attached to the segment. If there are no other notes, the notes icon is removed from the **Status** column for the segment.

# Export notes

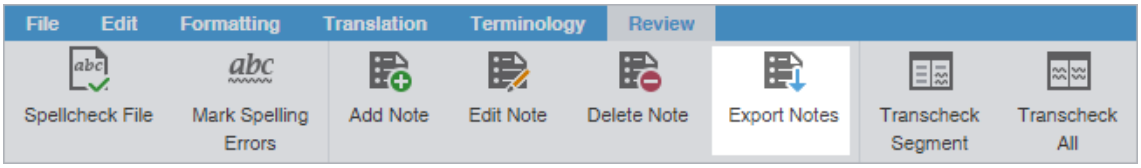
To export notes:

1. Open a translation file.

2. In **TXLF Editor**, choose one of the following actions:
   - Click the **Notes** tab on the **Editor** pane, then click **Export Note**. Editor pane Notes tab showing Export notes button




   - On the **Review** tab, click **Export Notes**. Export Notes button




   - Right-click the segment and click **Export Notes**.
3. On the **Export Notes** dialog, browse and select a location for the exported notes file.
4. Enter a file name and click **Save**.

   All notes for the open file are saved in the selected folder location as a table in either MS Word or HTML file format.

# 10. Transcheck overview

You can use Transcheck to scan translated content for linguistic and non-linguistic errors such as missing tags, empty targets, numbers, and terminology within target segments.

is displayed in the **Status** column for segments with errors.

> To enable Transcheck and customize Transcheck options, configure in **Preferences** > **Current Project Preferences** > **Transcheck**.

## Use Transcheck

After you have configured Transcheck options, you can begin using Transcheck when you translate or review a segment and commit it to the TM. You can also use the Transcheck configuration option **Transcheck segments while translating** to check for errors during the translation process.

To use Transcheck during translation:

1. In the **TXLF Editor** view, select a segment and complete your translation of that segment.
2. Select **Next Segment** or press **Alt+Down Arrow** to update the TM, move down one segment, and leverage the next segment from the TM.
3. (Optional) If Transcheck identifies an error in the segment, it posts a warning message. Choose one of the following actions:
   - Select **Go back to fix issue** to correct the error.
   - Select **Continue** to continue translating without changes.

   If you choose to correct the error, the **Error Status** icon is removed from the **Status** column and from the **Transcheck** tab.

   If you do not correct the error, the **Error Status** icon remains in the **Status** column and on the **Transcheck** tab.

## Use Transcheck All

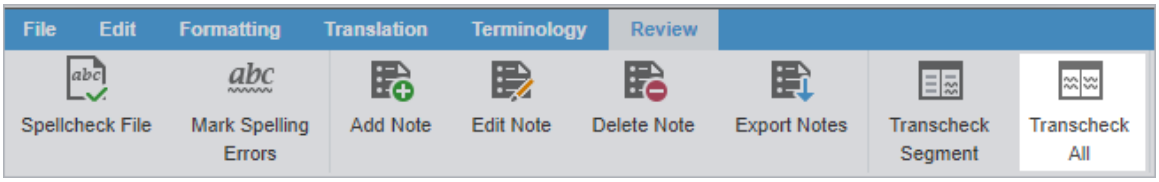
Use **Transcheck All** to scan all segments of a file for non-linguistic errors in the target segments and issue warnings for missing and incorrect text. Configure and enable your Transcheck preferences under **Preferences** > **Current Project Preferences** > **Transcheck**.

Do not use **Transcheck All** if you want Source and Target Consistency checks. Instead, use **Transcheck Report** from the **Project Files** tab on the **Current Project** view.

> Use the **Transcheck All** option before you complete a file.

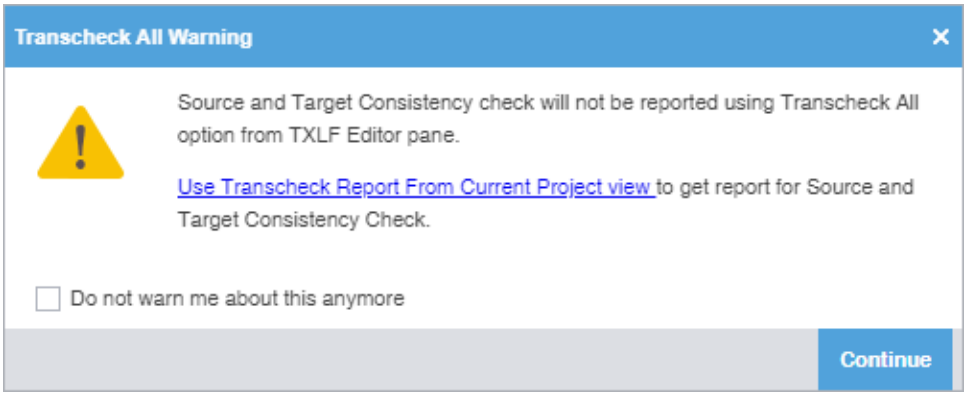
To use **Transcheck All**:

1. In the **TXLF Editor** view, finish translation of all segments in a file.
2. Click the **Review** tab, then click **Transcheck All**.




In **General Preferences** under **Warnings**, if **Transcheck All Warnings** is selected a **Transcheck All Warning** pop-up dialog appears. The "Do not warn me about this anymore" checkbox will turn off this pop-up dialog. The **Use Transcheck Report From Current Project view** link will open the **Project Transcheck** dialog.

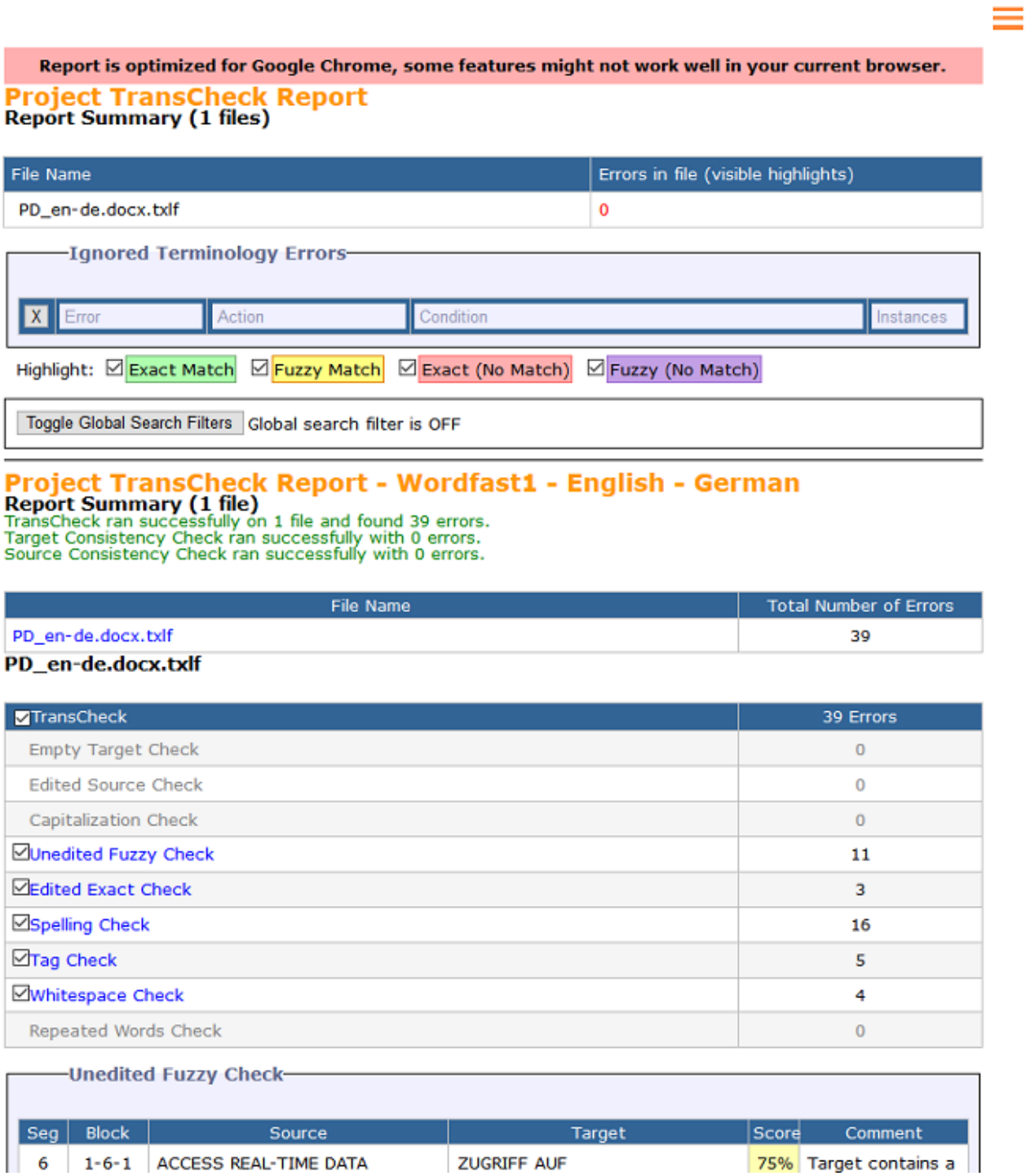
3. Click **Continue**.




A Transcheck report and summary results.

4. (Optional) On the Transcheck Report, determine the terminology errors you want Transcheck to ignore from highlighted terms in the **Terminology Check** report section.

> To best optimize the Transcheck Report, you can configure Transcheck to ignore highlighted terms you identify under conditions you specify. The terms and conditions you select are in the **Ignored Terminology Errors** section of the report.



Report is optimized for Google Chrome, some features might not work well in your current browser.

**Project TransCheck Report**

**Report Summary (1 files)**

| File Name | Errors in file (visible highlights) |
|---|---|
| PD_en-de.docx.txlf | 0 |

Ignored Terminology Errors

| X | Error | Action | Condition | Instances |
|---|---|---|---|---|

Highlight: ☑ Exact Match ☑ Fuzzy Match ☑ Exact (No Match) ☑ Fuzzy (No Match)

Toggle Global Search Filters | Global search filter is OFF

**Project TransCheck Report - Wordfast1 - English - German**

**Report Summary (1 file)**

TransCheck ran successfully on 1 file and found 39 errors.
Target Consistency Check ran successfully with 0 errors.
Source Consistency Check ran successfully with 0 errors.

| File Name | Total Number of Errors |
|---|---|
| PD_en-de.docx.txlf | 39 |

**PD_en-de.docx.txlf**

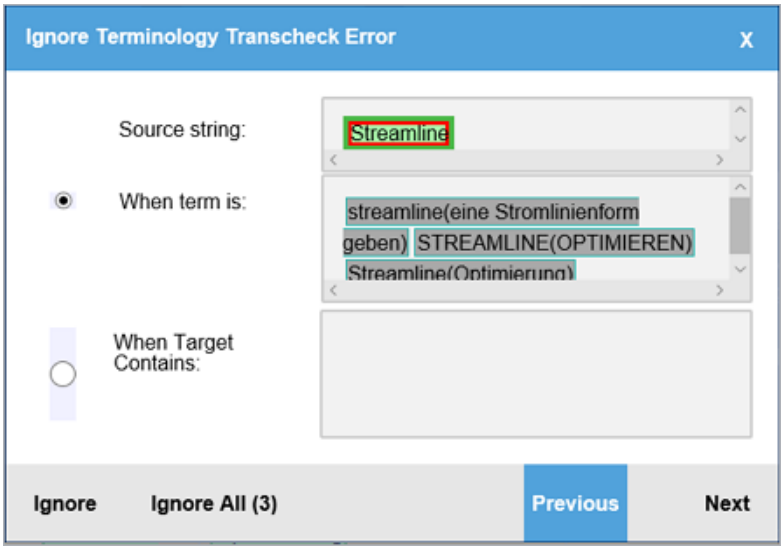
| ☑TransCheck | 39 Errors |
|---|---|
| Empty Target Check | 0 |
| Edited Source Check | 0 |
| Capitalization Check | 0 |
| ☑Unedited Fuzzy Check | 11 |
| ☑Edited Exact Check | 3 |
| ☑Spelling Check | 16 |
| ☑Tag Check | 5 |
| ☑Whitespace Check | 4 |
| Repeated Words Check | 0 |

Unedited Fuzzy Check

| Seg | Block | Source | Target | Score | Comment |
|---|---|---|---|---|---|
| 6 | 1-6-1 | ACCESS REAL-TIME DATA | ZUGRIFF AUF | 75% | Target contains a |

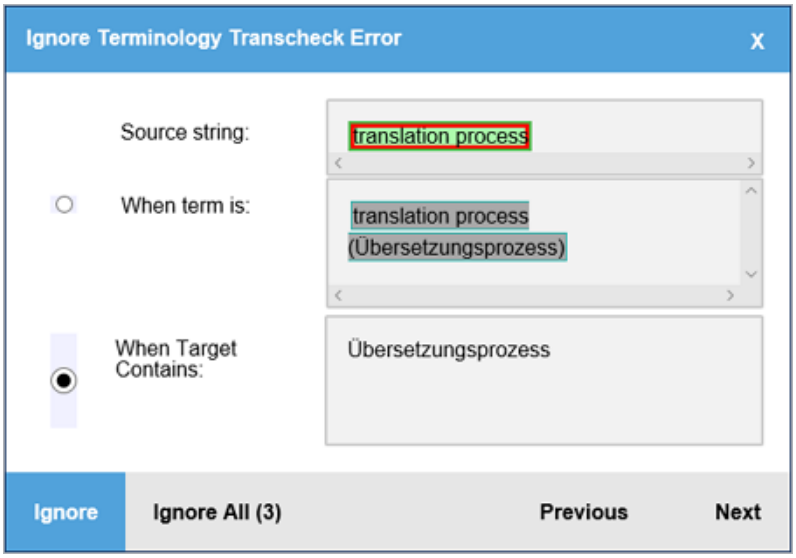
5. (Optional) Click a highlighted term.

6. (Optional) On the **Ignore Terminology Transcheck Error** dialog, compare the source string with the target equivalents.
7. (Optional) Select either **When term is** for source terms in the glossary or **When target contains** for target terms.




8. (Optional) Either click **Ignore** to disregard the single instance of a string or **Ignore All** to disregard every instance of a string.

> The number following **Ignore All** contains the total number of instances within that file.



9. (Optional) Review the terms in the **Ignored Terminology Errors** section of the Transcheck report.

| File Name | Errors in file |
|---|---|
| transcheckReport5481583249647184112.html | 16 |

**Ignored Terminology Errors**

| X | Error | Action | Condition | Instances |
|---|---|---|---|---|
| X | translation process | was ignored when term is: | translation process (Übersetzungsprozess) | 1 |
| X | enterprise | was ignored when term is | ENTERPRISE (BERICHTERSTELLUNG) | 3 |
| X | VENDOR | was ignored when term is: | VENDOR(ANBIETER) | 1 |

Highlight: ☑ Exact Match ☑ Fuzzy Match ☑ Exact (No Match) ☑ Fuzzy(No Match)

**Terminology Check: transcheckReport5481583249647184112.html**

Hide this report

| Seg. ID | Block ID | Source | Target | Comment |
|---|---|---|---|---|
| | | | | |
| 3 | 1-3-1 | STREAMLINE PROJECT MANAGEMENT | EFFEKTIVES PROJEKTMANAGEMENT | Incorrect terminology: streamline (eine Stromlinienform geben), STREAMLINE (OPTIMIEREN) |

10. (Optional) After closing the Transcheck report, select any remaining segments with the **Error Status** icon in the **Status** column.

11. (Optional) Click the **Transcheck** tab to examine the details of the segment error.

> The total number of errors in the segment is the number in parentheses on the Transcheck tab.

TM Lookup | Notes | Segment History | Metadata | Transcheck (3)

Previous error | Next error | Refresh | Ignore warning

| # | Warning | Explanation | Cause |
|---|---|---|---|
| 1 | Tag Check | Source contains formatting missing in the target. | Source contains "1, 2, 3" which is missing in target. |
| 2 | Unedited Fuzzy Check | Target contains a fuzzy match that has not been modified. | Target contains a 98% match that has not been modified. |
| 3 | Untranslated Text Check | Source text is not translated in the target. | "in" should be translated in target. |

12. (Optional) Click **Next error** or **Previous error** on the **Transcheck** tab to view the next or prior segment error.
13. Choose one of the following actions:
    - Correct the error and click **Refresh** to complete the correction.
    - Click **Ignore warning** to continue reviewing error warnings without making any changes.

    If you correct the error, the **Error Status** icon is removed from the **Status** column.

    If you do not correct the error, the **Error Status** icon remains in the **Status** column.

# 11. Leverage project TMs

A translation memory (TM) provides maximum content re-use and facilitates collaboration among localization resources. Users can leverage reusable content using one of two different types of TMs.

> Consider using a hosted service: WordFast Anywhere (WFA). WFA allows translators to connect to a shared server and interact with a private, remote TM and glossary.

| | |
|---|---|
| **Local TM** | Located on your local computer system and only you can access it. |
| **Remote TM** | Located on a server that other translators can access. This allows multiple translators to leverage the available content and update the TM with new reusable content. |

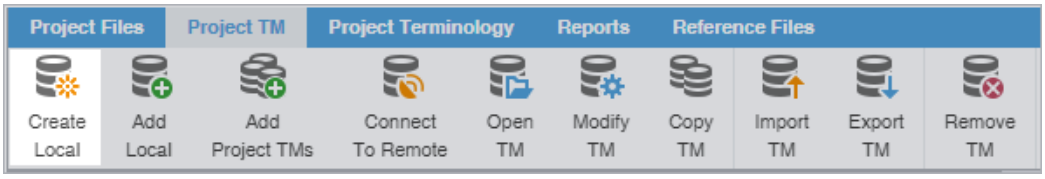
> You can remove a TM from a project so it is no longer in the project TM list. When you remove a local TM from a project, it remains in the TM folder on your computer system. To add a removed local TM back to the project, use the **Add Local** action on the **Project TM** tab. To add a removed remote TM to the project, use the **Connect to Remote** action on the **Project TM** tab.

## Create a local TM

Create a local translation memory (TM) for quick, local access. If it is possible you may need to share your TM with other users, connect to a hosted service: Wordfast Anywhere (WFA). Refer to Connect to a remote glossary on page 123.

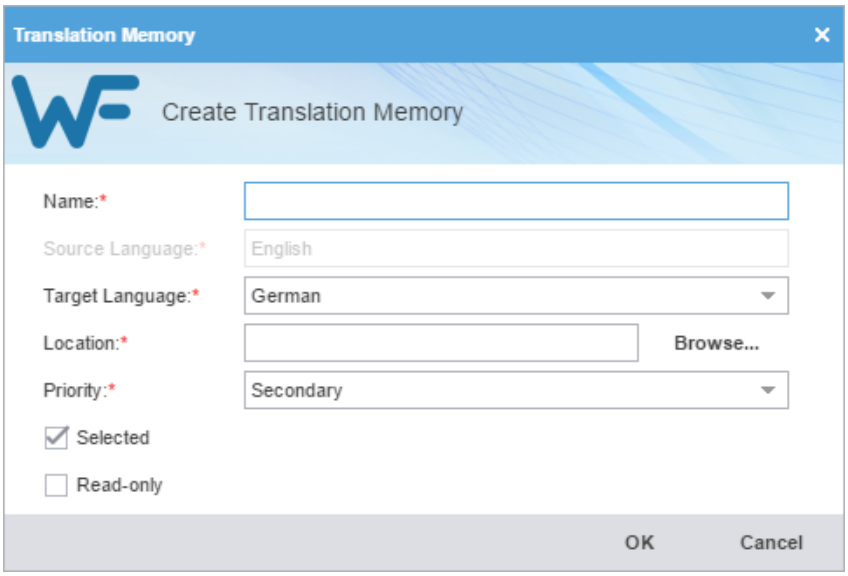
To create a local TM:

1. In the **Project List** view, on the **Projects** tab, select a project from the projects list to open it.
2. On the **Project TM** tab, select **Create Local**.



3. On the **Translation Memory** dialog, enter the required TM configuration.

> Required fields are marked with a red asterisk.




| Field | Action |
|---|---|
| **Name** | Enter a unique TM name that includes the client or organization name and the TM's language for easy identification. |
| **Target Language** | Select target languages. Target languages are limited to those languages configured in the project. |
| **Location** | Select the destination where the application saves the new TM. |
| **Priority** | Set the TM sequence used during translation, using the **Primary** TM first, followed by any **Secondary** TMs.<br>You can only select one TM as primary. |
| **Selected** | (Optional) Select to use the current TM for the project. |
| **Read-Only** | (Optional) Select to leverage the TM without updating it with the new translation. |

4. Select **OK**.

The new TM is created and is displayed in the **Project TM** list.

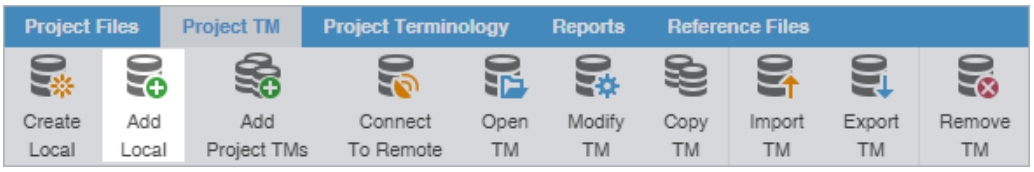
# Add a local TM to a project

You can add a local TM to your project at the time of creation or as a separate action.

> You can add TMs created by Wordfast Pro 4 or 5 only. If you want to add TMs from Wordfast Classic or Wordfast Pro 3, use the **Import TM** option.

To add a local TM to a project:

1. On the **Projects** tab, double-click a project from the projects list.
2. Select the **Project TM** tab, then select **Add Local**.




3. On the **Opening TM** dialog, browse to the local TM folder and select it.
4. Select **Select Folder**.

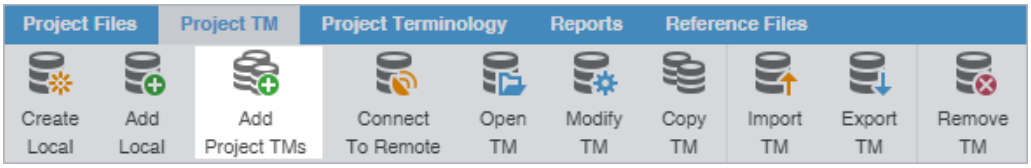
The selected TM is added to the project and displayed in the **Project TM** list.

# Add project TMs

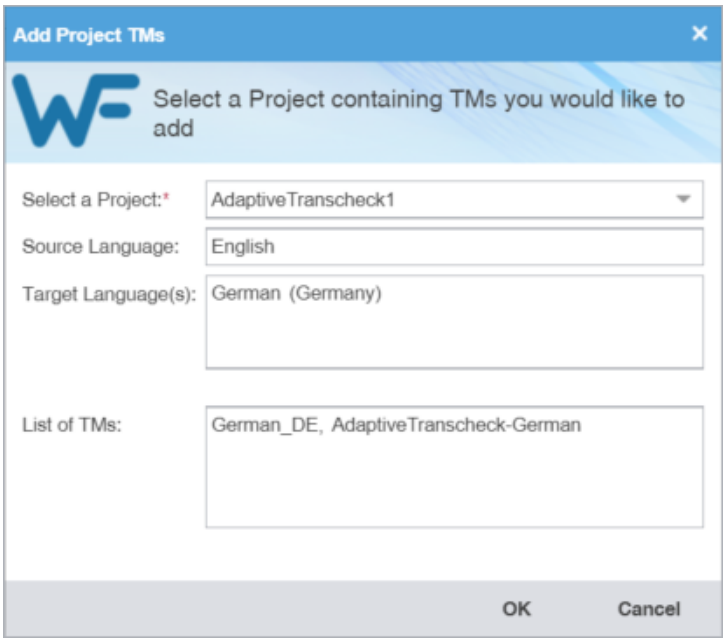
Some projects may use multiple local and remote translation memories (TMs). In such instances, it is more efficient to add all of the TMs for the project with a single **Add Project TMs** action.

To add project TMs:

1. In **Project List** view, on the **Projects** tab, double-click a project from the projects list.
2. On the **Project TM tab**, select **Add Project TMs**.



3. On the **Add Project TMs** dialog, enter the project TM information.




| Field | Action |
|---|---|
| **Select a Project** | Select a project name from the drop-down list. |
| **Source Language** | Leave the auto-populated source language. |
| **Target Language(s)** | Leave the auto-populated target languages. |
| **List of TMs** | Review the list of TMs associated with that project. |

4. Select **OK**.

The selected project TMs are added to the project and are displayed in the **Project TM** list.

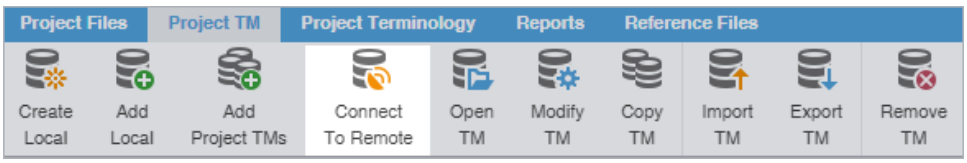
# Connect to a remote TM

You can connect to one or more translation memories (TMs) on other computers, including a hosted service, such as Wordfast Anywhere (WFA).

> WFA allows translators to connect to a shared server and interact with a private, remote TM and glossary.

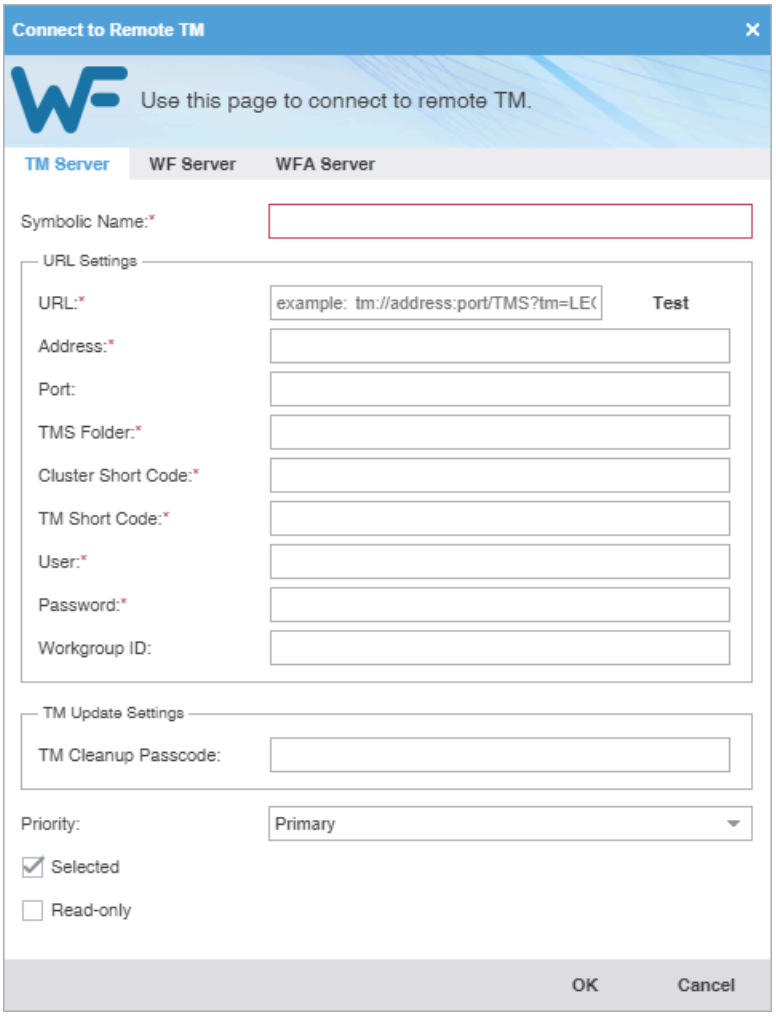
To connect to a remote TM:

1. On the **Projects** tab, double-click a project from the projects list to open it.
2. In the **Current Project** view, and on the **Project TM** tab, click **Connect To Remote**.



3. On the **Connect to Remote TM** dialog, select the appropriate tab, based on your server options.
   - **TM Server**
   - **WF Server**
   - **WFA Server**
4. (Optional) Add a TM Server on the **TM Server** tab, complete the required fields, then click **OK**.

   Required fields are marked with a red asterisk.

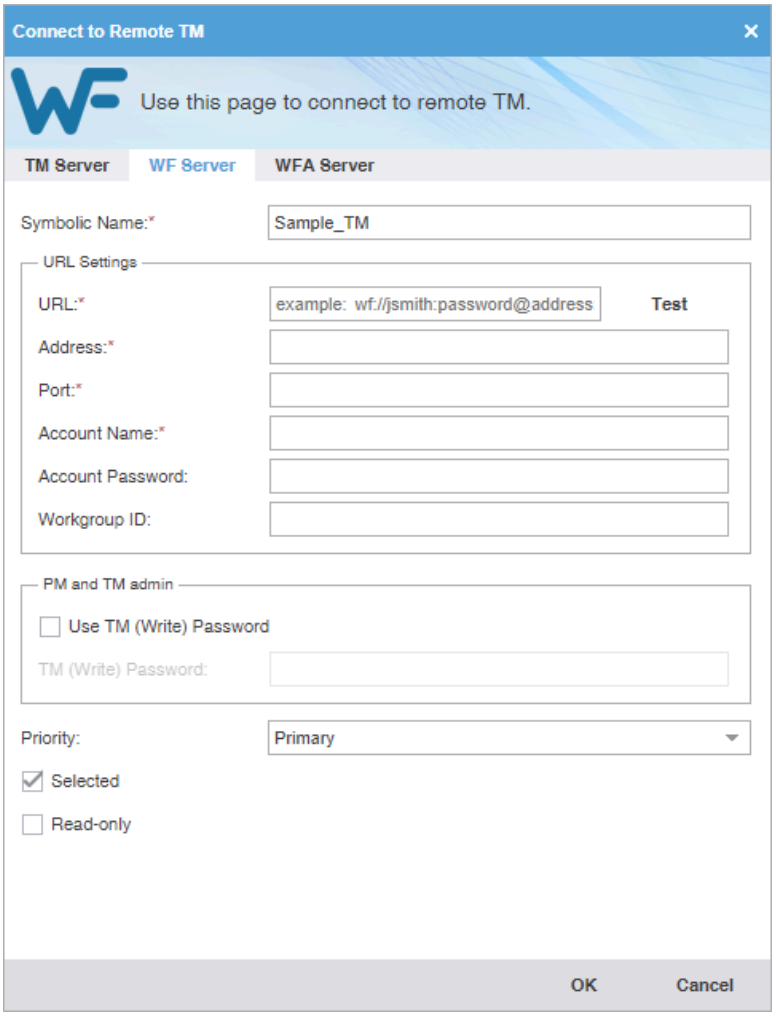



| Field or Option | Action |
|---|---|
| **Symbolic Name** | Enter a unique name for the TM. The symbolic name can be automatically populated from the URL String for remote TM connections. |
| **URL** | Enter the remote TM URL using the following format: `tms://address:port/TMS?`. The remaining **URL Settings** automatically populate when you enter the URL string. Click **Test** to validate the connection. The symbolic name can also be automatically populated from the URL String for remote TM connections. |
| **TM Cleanup Passcode** | Enter the password to update the TM for the project. |
| **Priority** | Select a priority from the drop-down list. |

| Field or Option | Action |
|---|---|
| | The priority determines the sequence of reference during translation, first referencing the primary TM, then any secondary TMs. You can only designate one TM as primary. |
| **Selected** | (Optional) Select to use the current TM for the project. |
| **Read-only** | (Optional) Select to leverage the TM without updating it with the new translation. |

5. (Optional) Add a WF Server on the **WF Server** tab, complete the required fields, then click **OK**.

   Required fields are marked with a red asterisk.

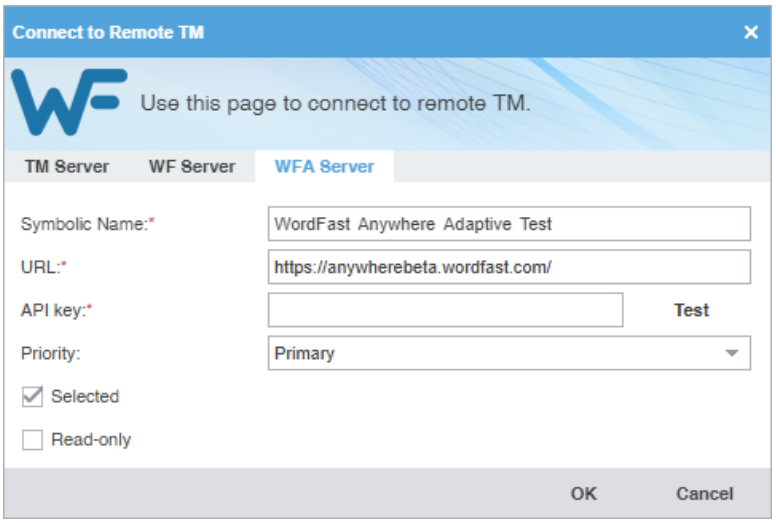



| Field or Option | Action |
|---|---|
| **Symbolic Name** | Enter a unique name for the TM. The symbolic name can be automatically populated from the URL String for remote TM connections. |
| **URL** | Enter the remote TM URL using the following format: `wf://jsmith.password@address:port/TMS?`. The remaining **URL Settings** automatically populate when you enter the URL string. The symbolic name can also be automatically populated from the URL String for remote TM connections. (Optional) The **Password** and **Workgroup ID** fields depend on server settings. Click **Test** to validate the connection. |

| Field or Option | Action |
|---|---|
| **Address** | Enter the address associated with the URL. |
| **Port** | Enter the port associated with the URL. |
| **Account Name** | Enter the username associated with the URL sign in. |
| **Account Password** | (Optional) Enter the password associated with the username. |
| **Workgroup ID** | (Optional) Enter the workgroup ID for the project. |
| **Use TM (Write) Password** | Enable, if you are a PM or TM Administrator, to require a password to overwrite the existing TM with new translations. |
| **TM (Write) Password** | If enabled, enter the password to overwrite the existing TM with new translations. |
| **Selected** | (Optional) Select to use the current TM for the project. |
| **Read-only** | (Optional) Select to leverage the TM without updating it with the new translation. |

6. (Optional) Add a WFA Server on the **WFA Server** tab, complete the required fields, then click **OK**.

   Required fields are marked with a red asterisk.




| Field or Option | Action |
|---|---|
| **Symbolic Name** | Enter a unique name for the TM. |
| **URL** | WFA server TM URL with default URL set to: https://anywherebeta.wordfast.com/ |
| **API key** | Enter the API key you obtain from WFA.<br>a. Sign in to your WFA account at `https://www.wordfast.com/myaccount`.<br>b. Click **TMs & Glossaries**, then **Setup**.<br>c. On the **TMs and glossaries management** dialog, select a TM or glossary.<br>d. Click **Manage Sharing**.<br>e. On the **TMs and glossaries shares** dialog, click the API key and copy the text string. |

| Field or Option | Action |
|---|---|
| | f. Paste the API key into the **Connect to Remote TM** dialog using the following format: `username@1234567`, then click **Test** to validate the connection. |
| **Priority** | Select a priority from the drop-down list.<br>The priority determines the sequence of reference during translation, first referencing the primary TM, then any secondary TMs. You can only designate one TM as primary. |
| **Selected** | (Optional) Select to use the current TM for the project. |
| **Read-only** | (Optional) Select to leverage the TM without updating it with the new translation. |

The new TM is added to the project and is displayed in the project TM list.

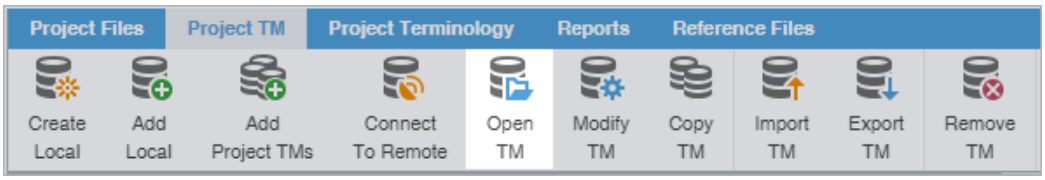
# Open and edit a local TM

You can open and edit local translation memory (TM) entries at any time after TM creation.

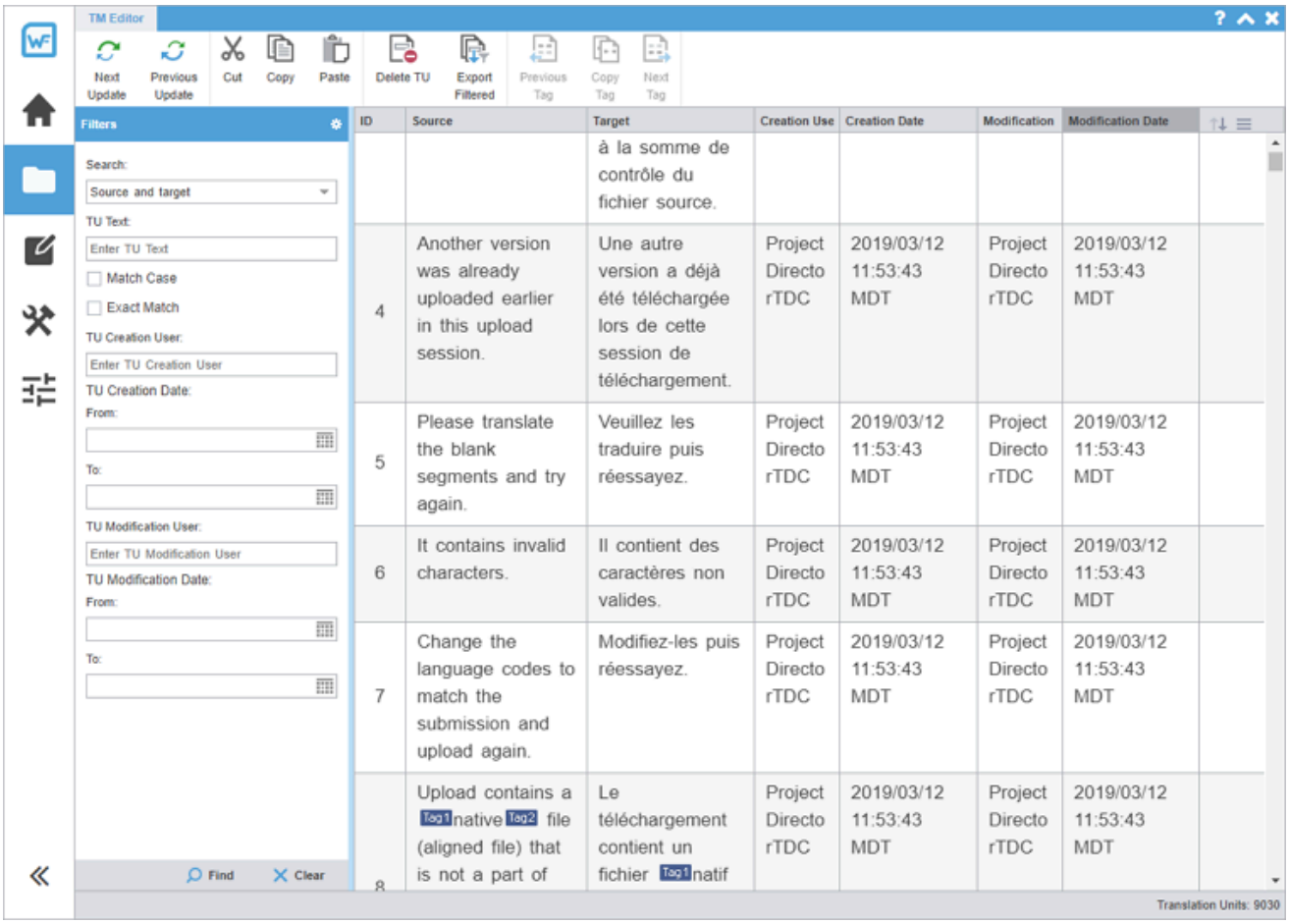
> You cannot open a remote TM in **TM Editor**.

To open and edit a local TM:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. On the **Project TM** tab, select a translation memory and select **Open TM**.



3. On the **TM Editor** tab, view the translation units (TUs) for both source and target languages.




4. (Optional) To search for source or target translation units (TUs), enter your search criteria in the appropriate fields in the **Filters** sidebar, then select **Find**.

> You can make your filtered search case-sensitive or specify an exact match, then filter further by creator, user, and modification date.

5. (Optional) To reset your search criteria, select **Clear**.
6. (Optional) Use the **Edit Options** actions, such as **Cut**, **Copy**, and **Paste** to edit a TM entry.

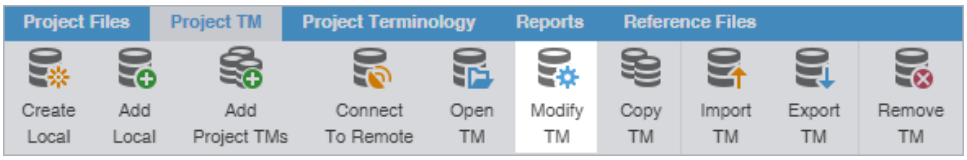
# Modify a TM

To rename, write-protect, or change the priority of a TM, use the **Modify TM** action.

To modify a local or remote TM:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. On the **Project TM** tab, click a TM.

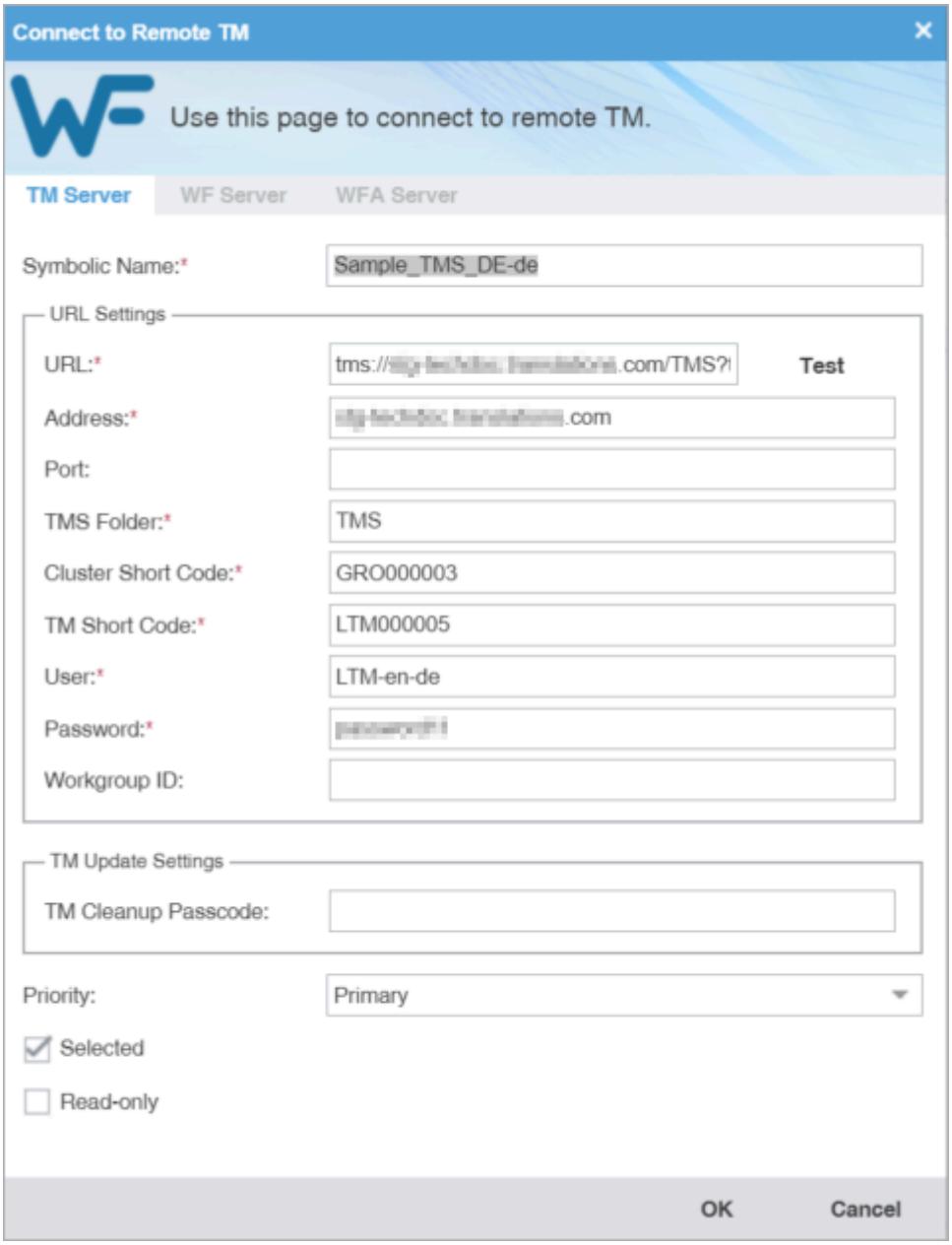
3. Click **Modify TM**.




4. On the **Connect to Remote TM** dialog, modify the details for your connection. Based on your selection, other fields auto-populate. Refer to Connect to a remote TM on page 111.

> You can only select one primary TM for a project.

Required fields are marked with a red asterisk.



5. (Optional) Select the TM identified in the **Name** field for the current project using **Selected**.
6. (Optional) Select **Read-only** to allow users to leverage the TM but not update it with new translation.
7. Click **OK**.

Your modifications to the TM are saved.

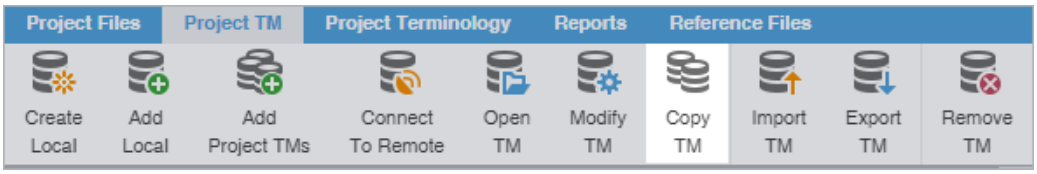
# Copy a local TM

Copy a TM to use an existing TM for a new project.

> The copied TM is in the Wordfast Pro TM format, regardless of the original TM format.

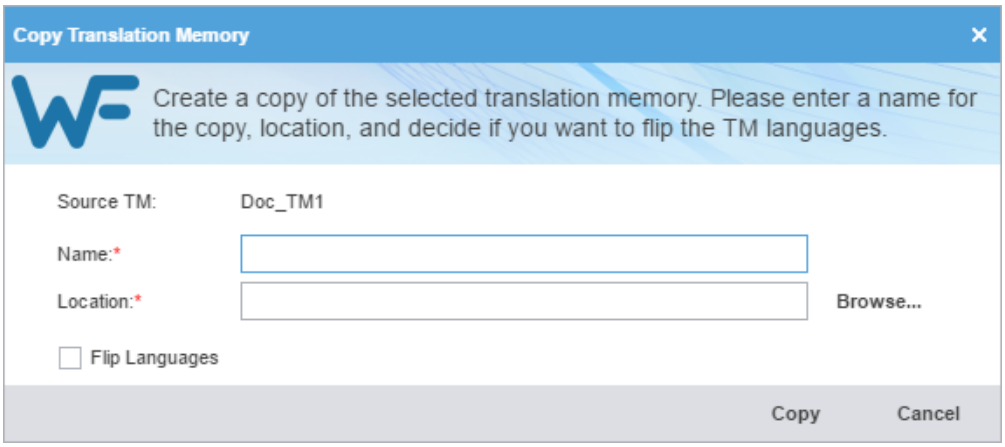
To copy a local translation memory:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. On the **Project TM** tab, select a translation memory and select **Copy TM**.




3. On the **Copy Translation Memory** dialog, enter the TM **Name**.

> Required fields are marked with a red asterisk.




4. Browse and select the **Location** on your disk for the TM copy.
5. (Optional) Select **Flip Languages**, to reverse the source and target languages, then select **Copy**.

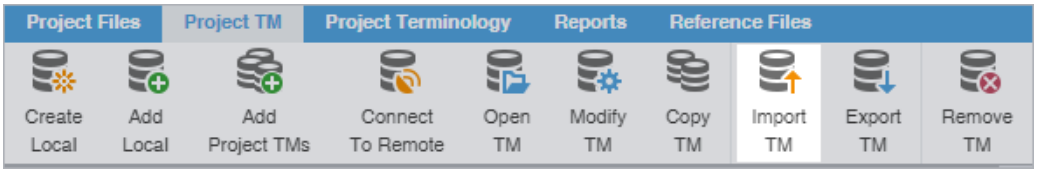
A copy of the translation memory is saved in the selected folder location.

# Import a local TM

To use a local translation memory (TM) from another linguist, use the **Import TM** action.

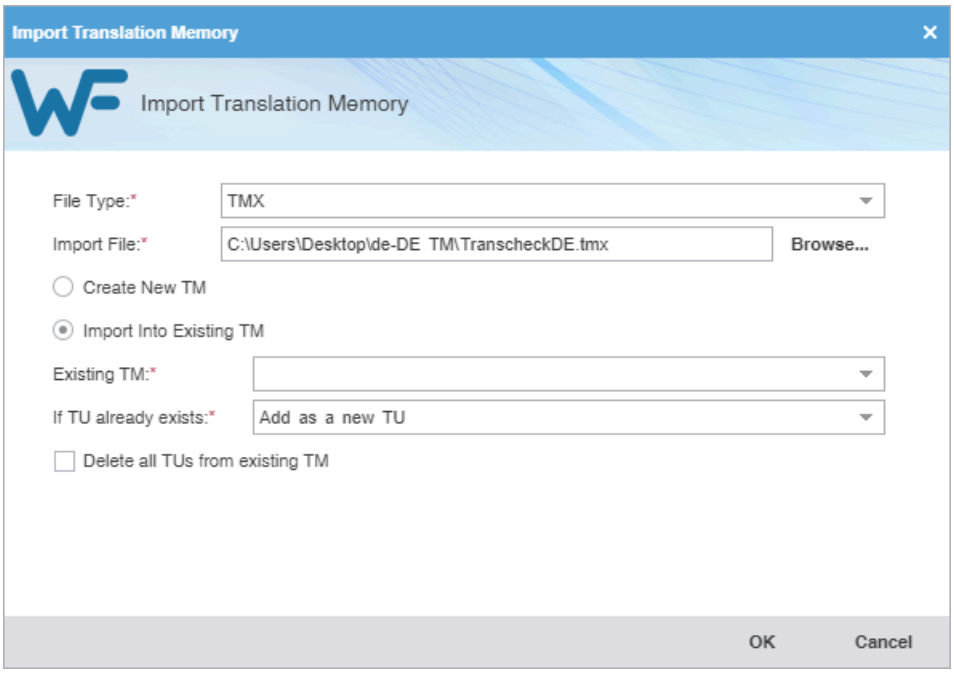
To import a local TM:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. Select **Import TM** on the **Project TM** tab.




3. On the **Import Translation Memory** dialog, select the import **File Type** from the drop-down list.

   Required fields are marked with a red asterisk.




| Field | Action |
|---|---|
| **File Type** | Select an action from the drop-down list.<br>• **TMX —** Translation Memory eXchange file format provides compatibility with all translation tools.<br>• **WF TXT TM format (.txt)** — File format provides backward compatibility for Wordfast Classic and Wordfast Pro 3. |
| **Import File** | Browse to select the file for import. |
| **Create New TM** | Select to import the TM into a new TM file. |
| **Import into Existing TM** | Select to import the TM into an available TM file, based on selection from the drop-down list. |
| **Existing TM** | Select an available TM file from the drop-down list. |

| Field | Action |
|---|---|
| **If TU already exists** | Select a TM option from the drop-down list to import it into an available TM file. |
| **Delete all TUs from existing TM** | Select to delete the existing TM and replace it with the new TM. |

4. Select **OK**.

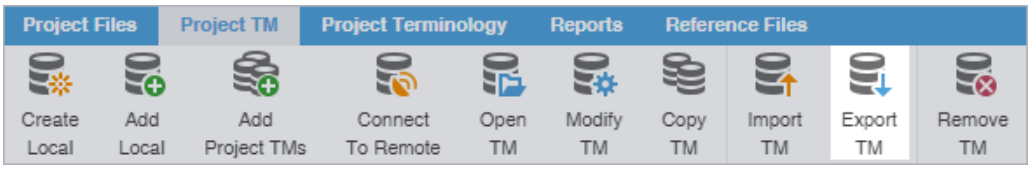
The translation memory is imported and is displayed in the **Project TM** list.

# Export a local TM

To share a local translation memory (TM) with another linguist, use the **Export TM** action.

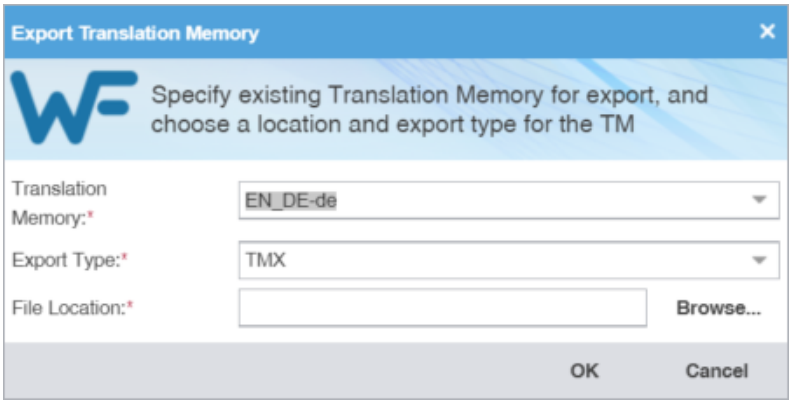
To export a local TM:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. Select a TM assigned to that project.
3. Select **Export TM** on the **Project TM** tab.




4. On the **Export Translation Memory** dialog, choose a location and export type for the TM export file.

> Required fields are marked with a red asterisk.




| | |
|---|---|
| **Translation Memory** | Select a TM from the drop-down list. |
| **Export Type** | Select the export file type from the drop-down list. |
| **File Location** | Browse and select the folder location for the export. |

5. Select **OK**.

The selected translation memory exports to the selected folder location.

# 12. Leverage project terminology lists

Terminology is a phrase used to identify two distinct groupings: the glossary and the blocklist.

- **Glossary**—A database of preferred source terms, words, and phrases paired with their target equivalents designated as preferred and client-specific
- **Blocklist**—A database of rejected target terms prohibited from use in the translation

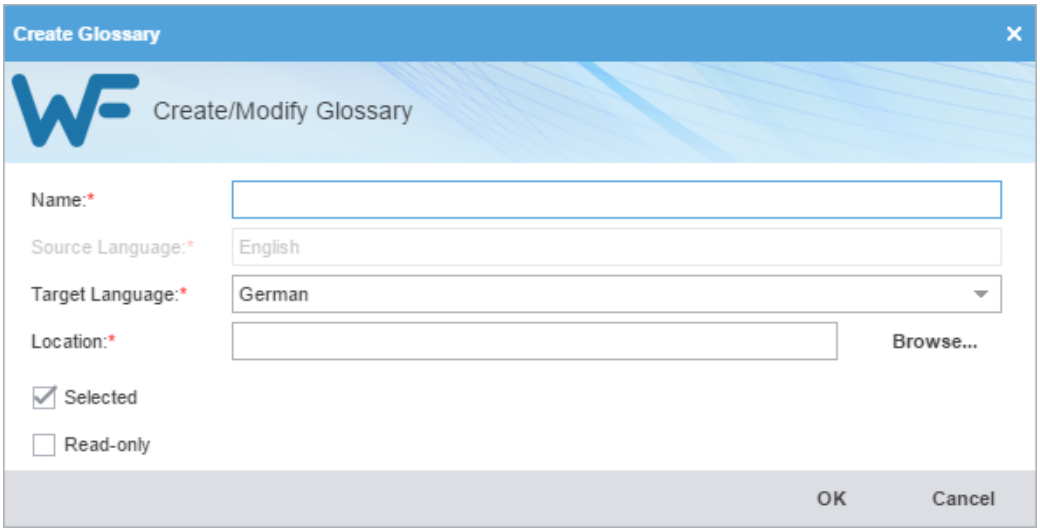
You can use the **Project Terminology** tab to modify and remove glossaries and blocklists.

## Create a local glossary

To create a local glossary:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. In the **Current Project** view, on the **Project Terminology** tab, click **Create Local**.

3. On the **Create Glossary** dialog, enter the glossary information.




> Required fields are marked with a red asterisk.

| Field | Action |
|---|---|
| **Name** | Enter a unique name for the glossary. |
| **Source Language** | Do nothing, since the source language auto-populates. |
| **Target Language** | Select a language from the target languages available for your project in drop-down list. |

| Field | Action |
|---|---|
| **Location** | Browse and select the folder location for the new glossary. |
| **Selected** | (Optional) Select to use the current local glossary for the project. |
| **Read Only** | (Optional) Select to leverage the glossary without updating it with new terms. |

4. Click **OK**.

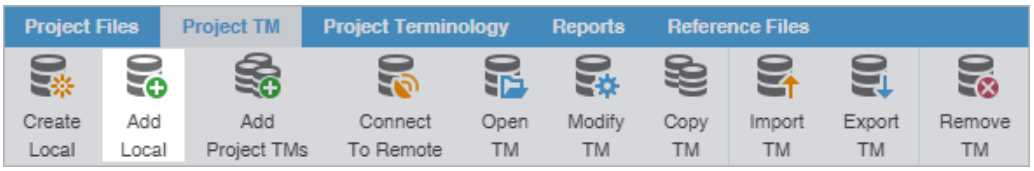
   The new glossary is displayed in the project glossary.

# Add a local glossary

You can only add glossaries created by Wordfast Pro 4 or 5. For glossaries from Wordfast Classic or Wordfast Pro 3, use the **Import Glossary** action. Refer to Import a local glossary on page 129.

To add a local glossary:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list.
2. In the **Current Project** view, on the **Project Terminology** tab, select **Add Local**.




3. On the **Creating Glossary** dialog, browse to a glossary folder and select it.
4. Select **Select Folder**.

   The selected glossary is added to the project and is displayed in the project **Glossaries** list.

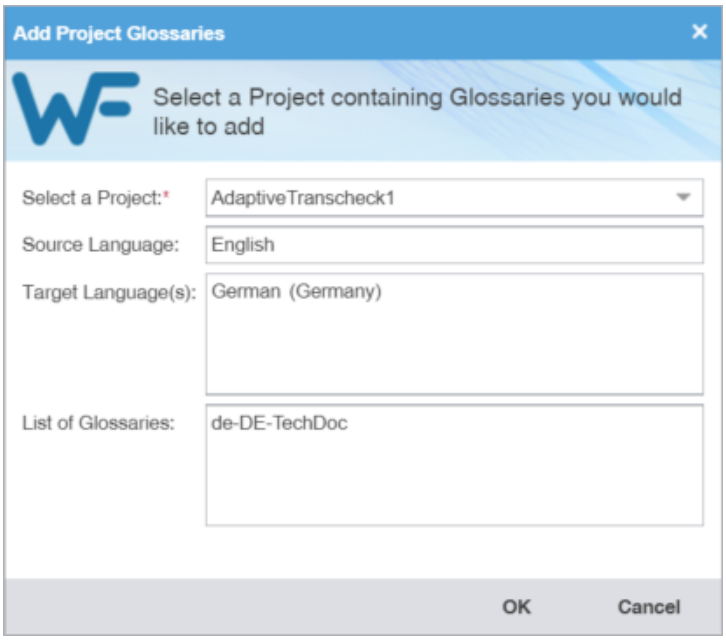
# Add project glossaries

Some projects may use multiple local and remote glossaries. In such instances, you can add all of the glossaries from a previous project with a single **Add Project Glossaries** action.

To add project glossaries:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. In the **Current Project** view, on the **Project Terminology** tab, select **Add Project Glossaries**.

3. On the **Add Project Glossaries** dialog, enter the project glossaries information.




| Field | Action |
|---|---|
| **Select a Project** | Select a project name from the drop-down list. |
| **Source Language** | Leave the auto-populated source language, based on the project. |
| **Target Language(s)** | Leave the auto-populated target languages, based on the project. |
| **List of Glossaries** | Review the list of glossaries associated with that project. |

4. Select **OK**.

   The selected project glossaries are added to the project and displayed in the project **Glossaries** list.

# Connect to a remote glossary

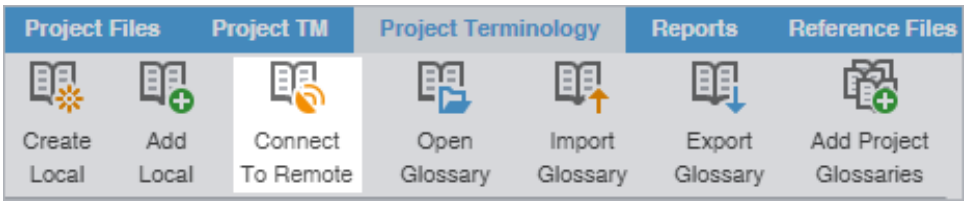
You can connect to a glossary residing on another server, including a hosted service, such as Wordfast Anywhere (WFA).

> WFA allows translators to connect to a shared server and interact with a private, remote translation memory (TM) and glossary.

To connect to a remote glossary:

1. On the **Projects** tab, double-click a project from the projects list.

2. On the **Project Terminology** tab, click **Connect To Remote**.




3. On the **Connect to Remote Glossary** dialog, select the appropriate tab, based on your server options.
   - **TMGR Server**
   - **WF Server**
   - **WFA Server**
4. (Optional) Add a Term Manager (TMGR) Server on the **TMGR Server** tab and complete the required fields.

> Required fields are marked with a red asterisk.

| Field or Option | Action |
|---|---|
| **Name** | Enter a unique name for the glossary. The name can be automatically populated from the URL String for remote glossary connections. |
| **Target Language** | Select a language from the drop-down list. This list is constrained by the available target languages for your project. |

| Field or Option | Action |
|---|---|
| **URL** | Enter the remote glossary URL using the following format: `tmgrs://address:port/TMGR?`.<br>The remaining **URL Settings** automatically populate when you enter the URL string. This includes the username, password, and project short code. The name can also be automatically populated from the URL String for remote glossary connections.<br>Click **Test** to validate the connection. |
| **Selected** | (Optional) Select to use the current glossary for the project. |
| **Read-only** | (Optional) Select to leverage the glossary without updating new terms. |
| **Create Blocklist Connection** | (Optional) Select to connect to an available blocklist already in TMGR. |

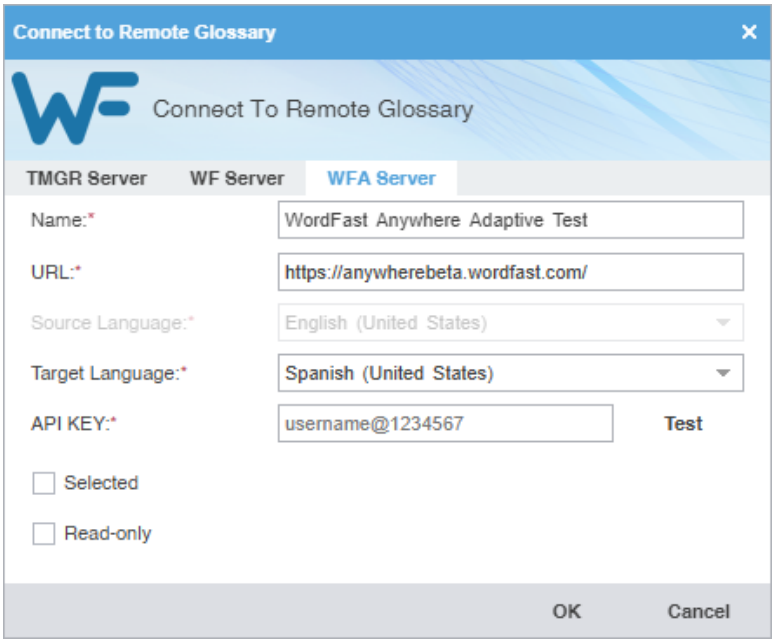
5. (Optional) Add a WF Server on the **WF Server** tab and complete the required fields.

   Required fields are marked with a red asterisk.

| Field or Option | Action |
|---|---|
| **Name** | Enter a unique name for the glossary. The name can be automatically populated from the URL String for remote glossary connections. |
| **URL** | Enter the remote glossary URL using the following format: `wf://jsmith:password@address:port/tmgr?`. The remaining **URL Settings** |

| Field or Option | Action |
|---|---|
| | automatically populate when you enter the URL string. Click **Test** to validate the connection. The name can be automatically populated from the URL String for remote glossary connections. |
| **Address** | Enter the address associated with the URL. |
| **Port** | Enter the port associated with the URL. |
| **Account Name** | Enter the username associated with the URL sign in. |
| **Account Password** | (Optional) Enter the password associated with the username. |
| **Workgroup ID** | (Optional) Enter the workgroup ID for the project. |
| **Selected** | (Optional) Select to use the current glossary for the project. |
| **Read-only** | (Optional) Select to leverage the glossary without updating new terms. |

6. (Optional) Add a WFA Server on the **WFA Server** tab and complete the required fields.




| Field or Option | Action |
|---|---|
| **Name** | Enter a unique name for the glossary. |
| **URL** | WFA server Glossaries URL with default URL set to: https://anywherebeta.wordfast.com/ |
| **Target Language** | Select a language from the drop-down list.<br>This list is constrained by the available target languages for your project. |
| **API KEY** | Enter the API key you obtain from WFA.<br>a. Sign in to your WFA account at `https://www.wordfast.com/myaccount`.<br>b. Click on **TMs & Glossaries**, then **Setup**.<br>c. On the **TMs and glossaries management** dialog, select a glossary. |

| Field or Option | Action |
|---|---|
| | d. Click **Manage Sharing**.<br>e. On the **TMs and glossaries shares** dialog, click on the API key and copy the text string.<br>f. Paste the API key into the **Connect to Remote Glossary** dialog on the **WFA Server** tab using the following format: `username@1234567`, then click **Test** to validate the connection. |
| **Selected** | (Optional) Select to use the current glossary for the project. |
| **Read-only** | (Optional) Select to leverage the glossary without updating new terms. |

7. Click **OK**.

   The selected glossary is added to the project and is displayed in the project **Glossaries** list.

# Open a remote glossary

You can open and view remote glossary entries at any time after a glossary is connected.

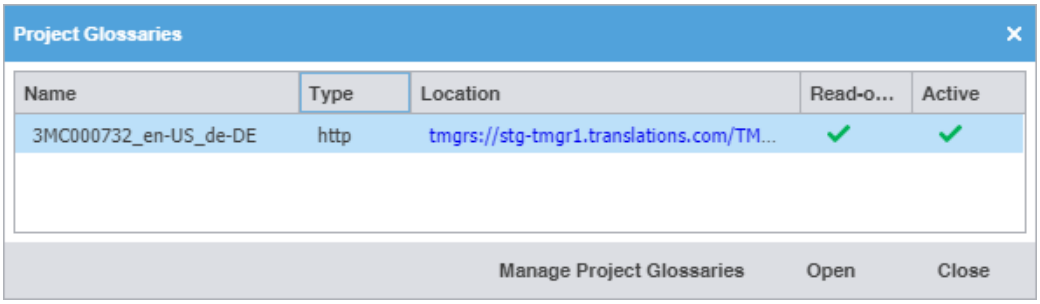
> You can only view the terms in a remote glossary. You cannot edit the glossary.

To open a remote glossary from the **TXLF Editor** view:

1. In the **TXLF Editor** view, click **Open Glossary** on the **Terminology** tab, or click the **Open Glossary** icon on the **Terminology** pane.

   The remote glossary will open in your default browser.

2. (Optional) If you are connected to multiple remote glossaries, clicking Open Glossary or the Terminology List button (from the Terminology tab) opens the **Project Glossaries** dialog; do one of the following:
   - Click a remote glossary location link.
   - Select a remote glossary, then click **Open**.



3. (Optional) In the **Current Project** view, on the **Project Terminology** tab, do one of the following:
   - Click a remote glossary location link.
   - Select a remote glossary, then click **Open Glossary**.

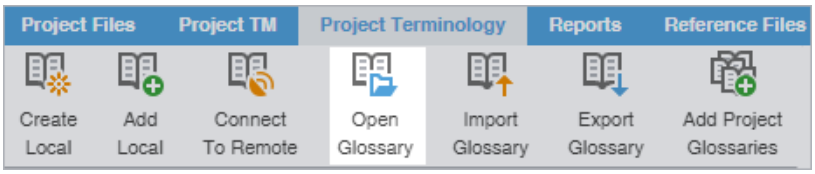
   The remote glossary will open in your default browser.

# Open and edit a local glossary

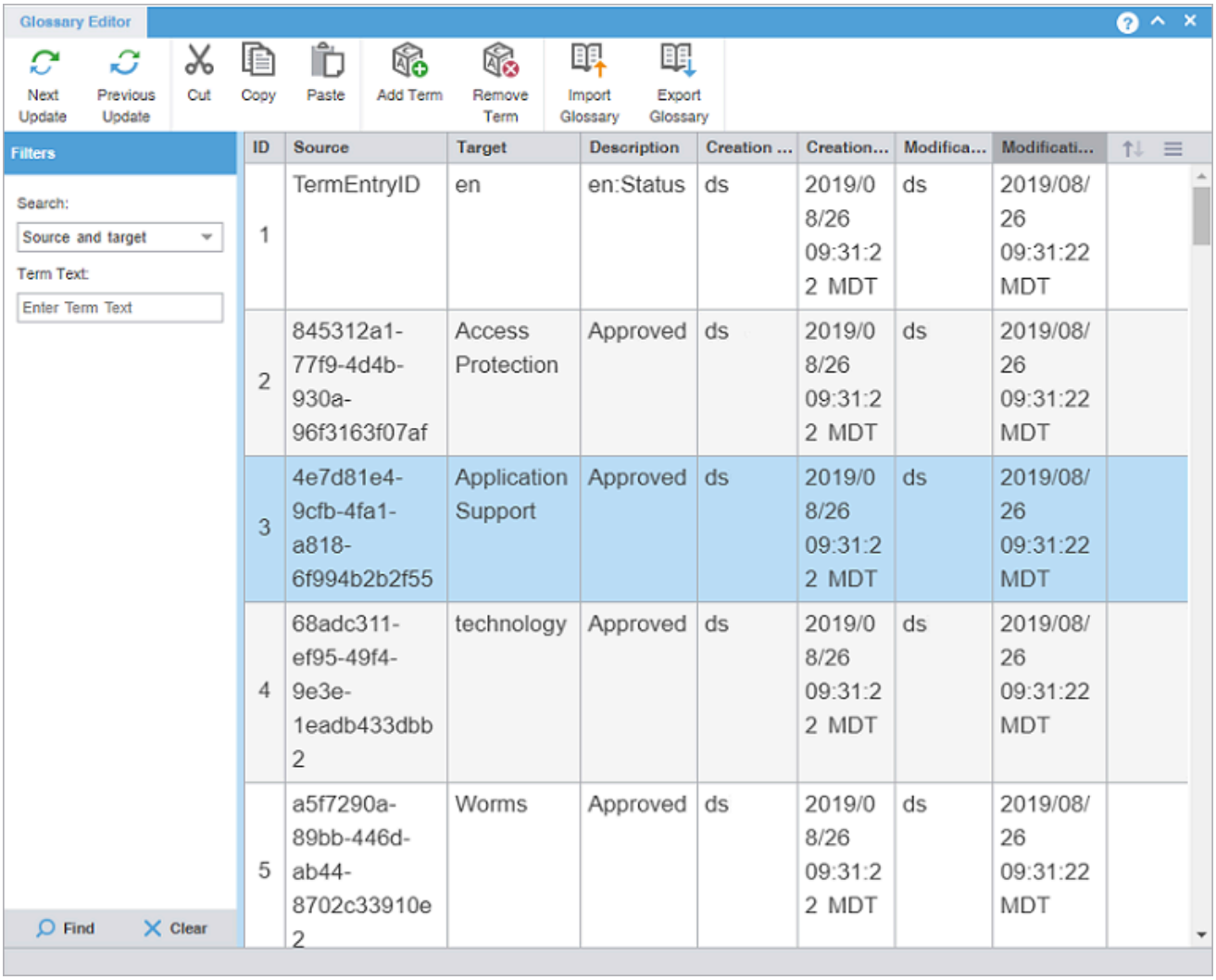
You can open and edit local glossary entries at any time after glossary creation.

To open and edit a local glossary:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. In the **Current Project** view, on the **Project Terminology** tab, select a local glossary, and select **Open Glossary**.



3. In the **Glossary Editor**, view the terms for both source and target languages. You can also filter, add, remove, and update terms.




4. (Optional) To search for source or target terms, enter your search criteria in the appropriate fields in the **Filters** sidebar, then select **Find**.

> You can make your filtered search case-sensitive or specify an exact match, then filter further by creator, user, and modification date.

5. (Optional) To reset your search criteria, select **Clear**.
6. (Optional) Use the **Edit Options** actions, such as **Cut**, **Copy**, and **Paste** within the source and target columns.

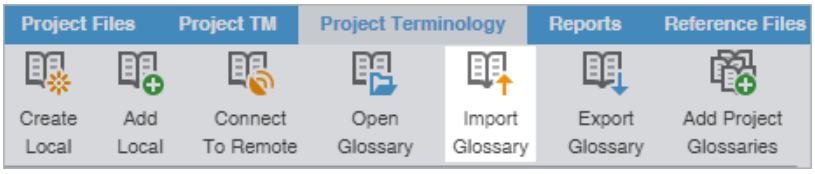
# Import a local glossary

To exchange glossaries with other translators, save the exported glossary to a local drive, then use the **Import Glossary** action to import it to your project.

> To exchange glossaries among projects on your local drive, use the **Add Project Glossaries** action.

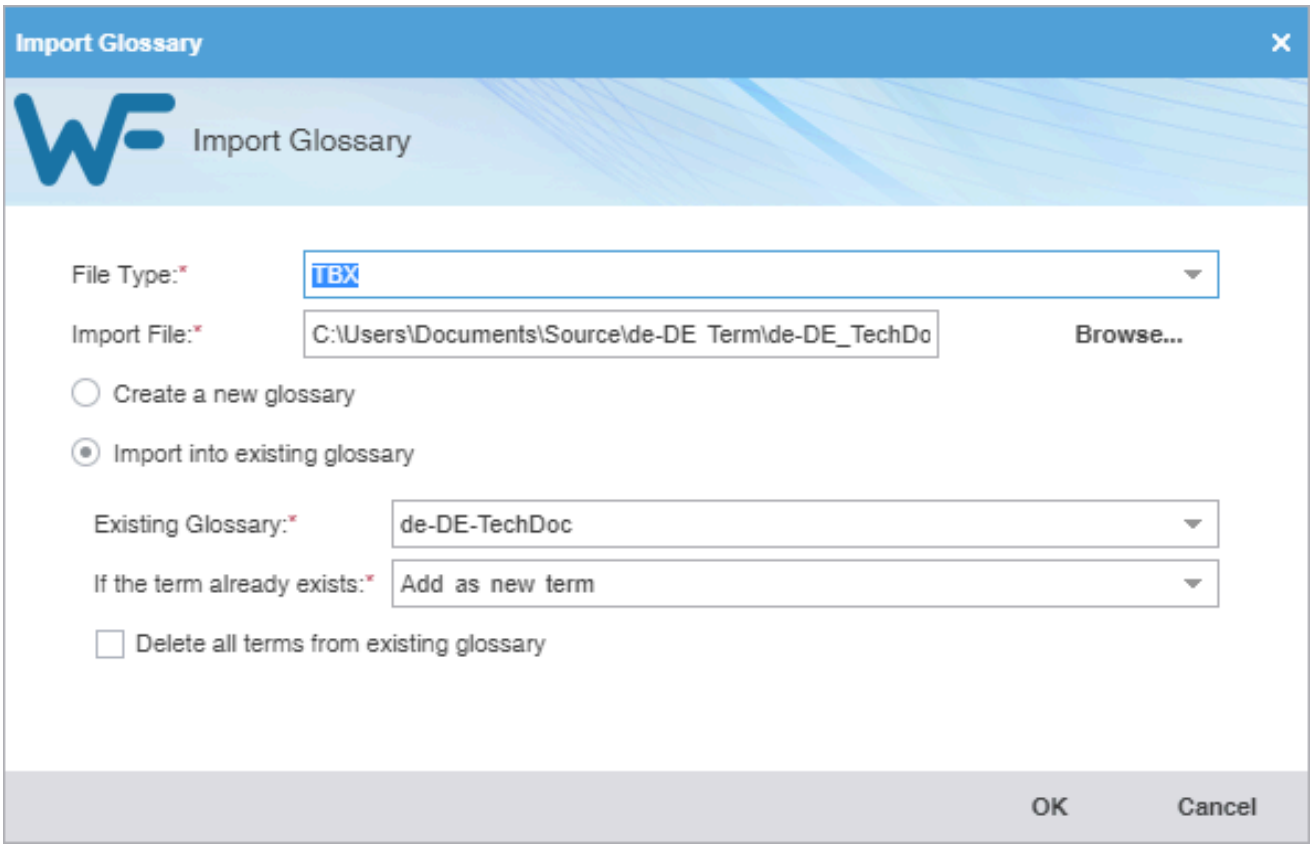
To import a local glossary:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list.
2. In the **Current Project** view, on the **Project Terminology** tab, select **Import Glossary**.




3. On the **Import Glossary** dialog, select the import **File Type** from the drop-down list.

   Required fields are marked with a red asterisk.




| Field | Action |
|---|---|
| **File Type** | Select a file format for importing raw text files.<br>• **Term Base eXchange (TBX)** — Use with other CAT tool glossaries<br>• **Tab delimited text file (TXT)** — Use with Wordfast Classic and Wordfast Pro glossaries |
| **Import File** | Select **Browse** to locate and select an **Import File**. |

| Field | Action |
|---|---|
| **Create a new glossary** | Select to use the imported glossary to create a new glossary rather than add terms to an existing glossary. |
| **Import into existing glossary** | Select to use the imported glossary to add to the selected glossary. |
| **Existing Glossary** | Select from the drop-down list to append the imported glossary to an existing glossary file. |
| **If term already exists** | Select from the drop-down list to import the term into an existing glossary file.<br>• **Add as a new term** — Add the term to the existing glossary file.<br>• **Do not overwrite** — Ignore the term and retain the term already in the glossary file.<br>• **Overwrite existing term** — Use the new term to replace the term already in the glossary file. |
| **Delete all terms from existing glossary** | Select to delete the existing term and replace it with the new glossary term. |

4. Select **OK**.

   The glossary is imported and is displayed in the project **Glossaries** list.

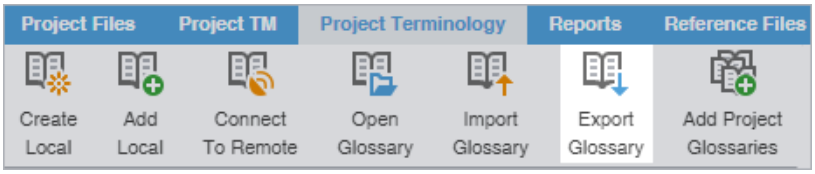
# Export a local glossary

To exchange glossaries with other translators, use the **Export Glossary** action and save it to a local drive, then send it to another translator to import to their project.

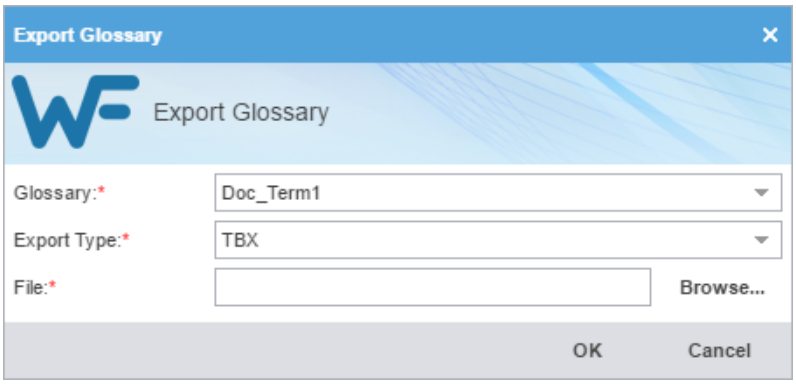
> To exchange glossaries among projects on your local drive, use the **Add Project Glossaries** action.

To export a local glossary:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list.
2. In the **Current Project** view, on the **Project Terminology** tab, select a glossary and select **Export Glossary**.



3. On the **Export Glossary** dialog, select a glossary from the drop-down list.




4. Select the file **Export Type** from the drop-down list.
   - **Term Base eXchange (TBX)** — Use with other computer-assisted translation (CAT) tool glossaries
   - **Tab delimited text file (TXT)** — Use with Wordfast Classic and Wordfast Pro 3 glossaries
5. Select **Browse** to locate and select the export file location, then select **Save**.
6. Select **OK**.

   The glossary is exported to the specified file location.

# Create a local blocklist

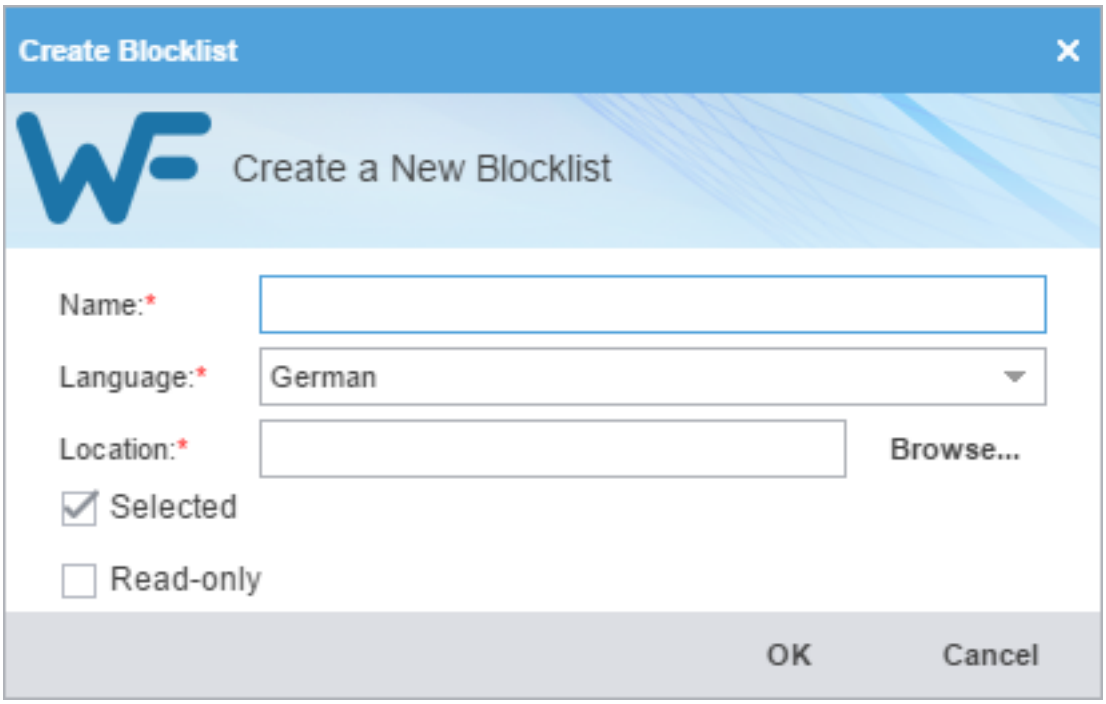
You can create a blocklist for your project on your local computer.

To create a local blocklist:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list.
2. In the **Current Project** view, on the **Project Terminology** tab, select **Create Local** in the **Blocklist** group.

3. On the **Create Blocklist** dialog, enter the required blocklist information.

> Required fields are marked with a red asterisk.




| Field | Action |
|---|---|
| **Name** | Enter a unique blocklist name that includes the client or organization name and the blocklist target language for easy identification. |
| **Language** | Select the blocklist's target language, which is limited to languages configured in the project. |
| **Location** | Select the destination for the new blocklist. |
| **Selected** | (Optional) Select to use the current blocklist for the project. |
| **Read-Only** | (Optional) Select to leverage the blocklist without updating it with the new translation. |

4. Select **OK**.

   The new blocklist is created and is displayed in the project terminology list.

# Add a local blocklist

Use a local blocklist already created on your computer when you want to leverage a translation blocklist, but do not want to collaborate with other users. You can add a local blocklist to your project at the time of creation or as a separate action.

To add a local blocklist:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. In the **Current Project** view, on the **Project Terminology** tab, select **Add Local** in the **Blocklist** group.

3. On the **Creating Blocklist** dialog, browse to a blocklist file and select it.
4. Select **Select Folder**.

   The selected blocklist is added to the project and is displayed in the project terminology list.

# Connect to a remote blocklist

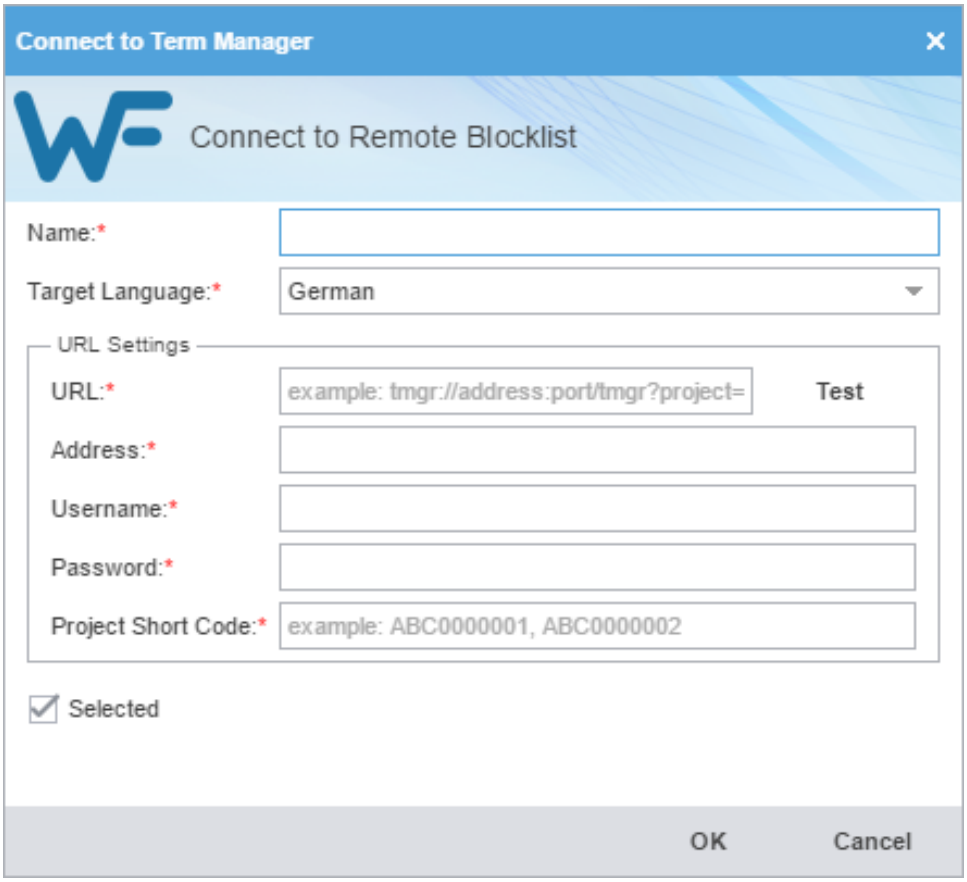
You can connect to one or more blocklists on another computer or server.

To connect to a remote blocklist:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list.
2. In the **Current Project** view, on the **Project Terminology** tab, click **Connect To Remote**.

3. On the **Connect to Remote Blocklist** dialog, enter the required information, based on your server options.

   Required fields are marked with a red asterisk.




| Field or Option | Action |
|---|---|
| **Name** | Enter a unique name for the blocklist. |
| **Target Language** | Select a target language from the drop-down list. |
| **URL** | Enter the remote TMGR URL using the following format: `tmgrs://address:port/TMS?`. The remaining URL Settings automatically populate when you enter the URL string. Click **Test** to validate the connection. |
| **Address** | Enter the remote address. |
| **Username** | Enter the username associated with the URL sign in. |
| **Password** | Enter the password associated with the username. |
| **Project Short Code** | Enter the short code for the project, such as `ABC0000001`. |
| **Selected** | (Optional) Select to use the current blocklist for the project. |

4. Click **OK**.

   The new remote blocklist is displayed in the project terminology list.

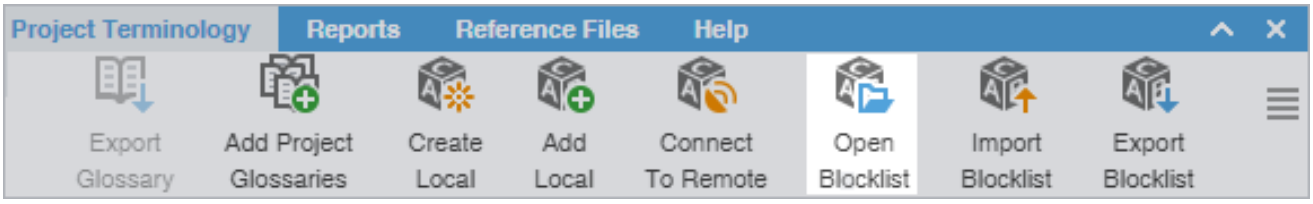
# Open and edit a local blocklist

You can open and edit local blocklist entries at any time after blocklist creation.

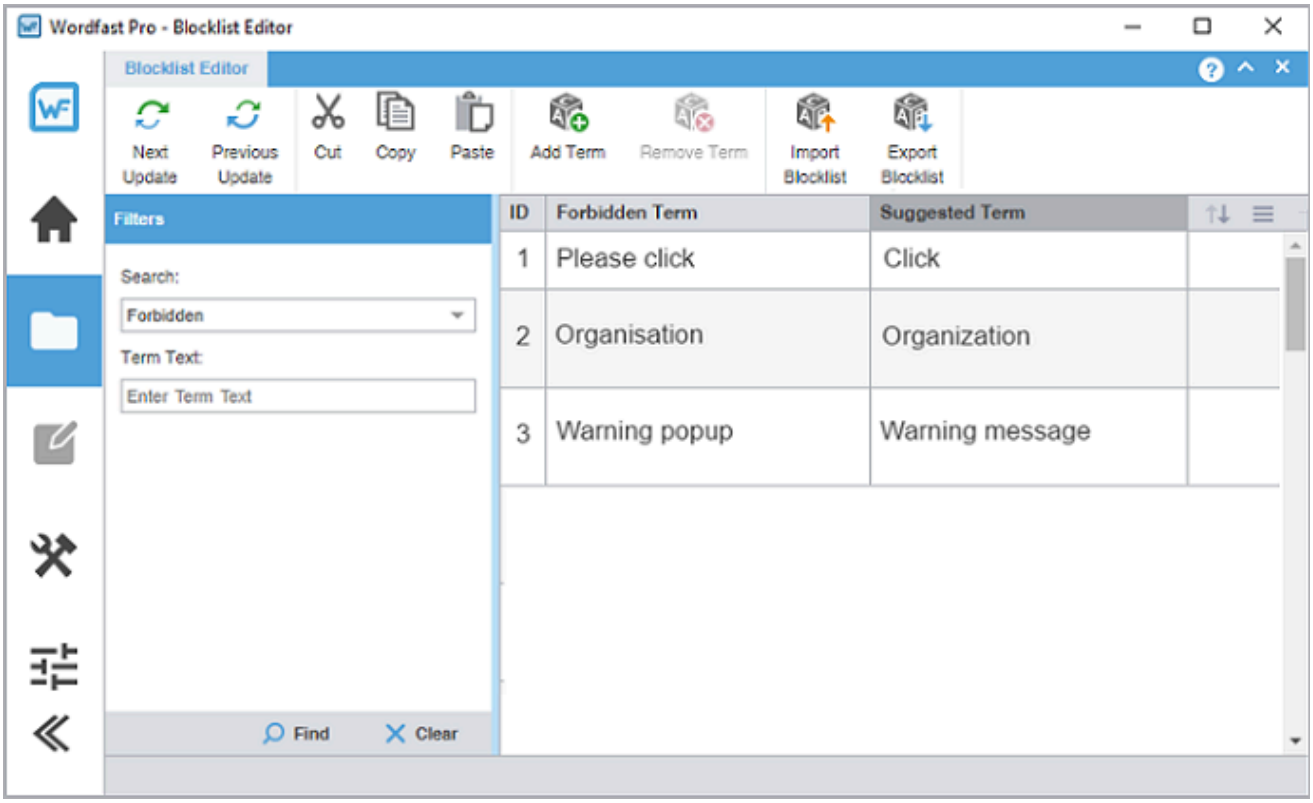
> You cannot open a remote blocklist in Wordfast Pro.

To open and edit a local blocklist:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. In the **Current Project** view, on the **Project Terminology** tab, select a local blocklist, and select **Open Blocklist**.




3. On the **Blocklist Editor** tab, view the blocklist terms for both source and target languages. You can also filter, add, remove, and update terms.




4. (Optional) To search for source or target blocklist terms, enter your search criteria in the appropriate fields in the **Filters** sidebar, then select **Find**.

> You can make your filtered search case-sensitive or specify an exact match, then filter further by creator, user, and modification date.

5. (Optional) To reset your search criteria, select **Clear**.

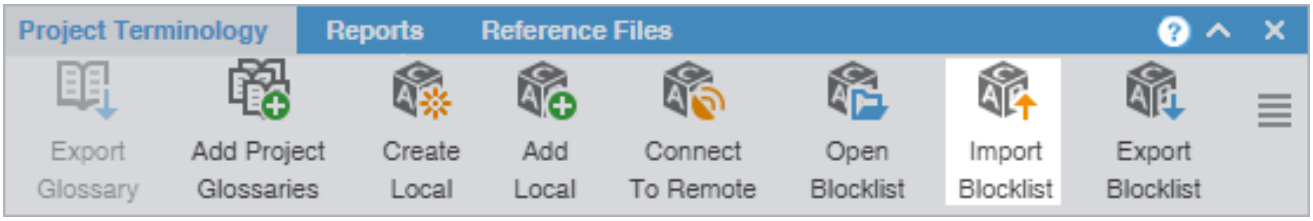
6. (Optional) Use the **Edit Options** actions, such as **Cut**, **Copy**, and **Paste** to edit entries within the forbidden and suggested term columns.

# Import a local blocklist

To use a local blocklist from another source, use the **Import Blocklist** action.

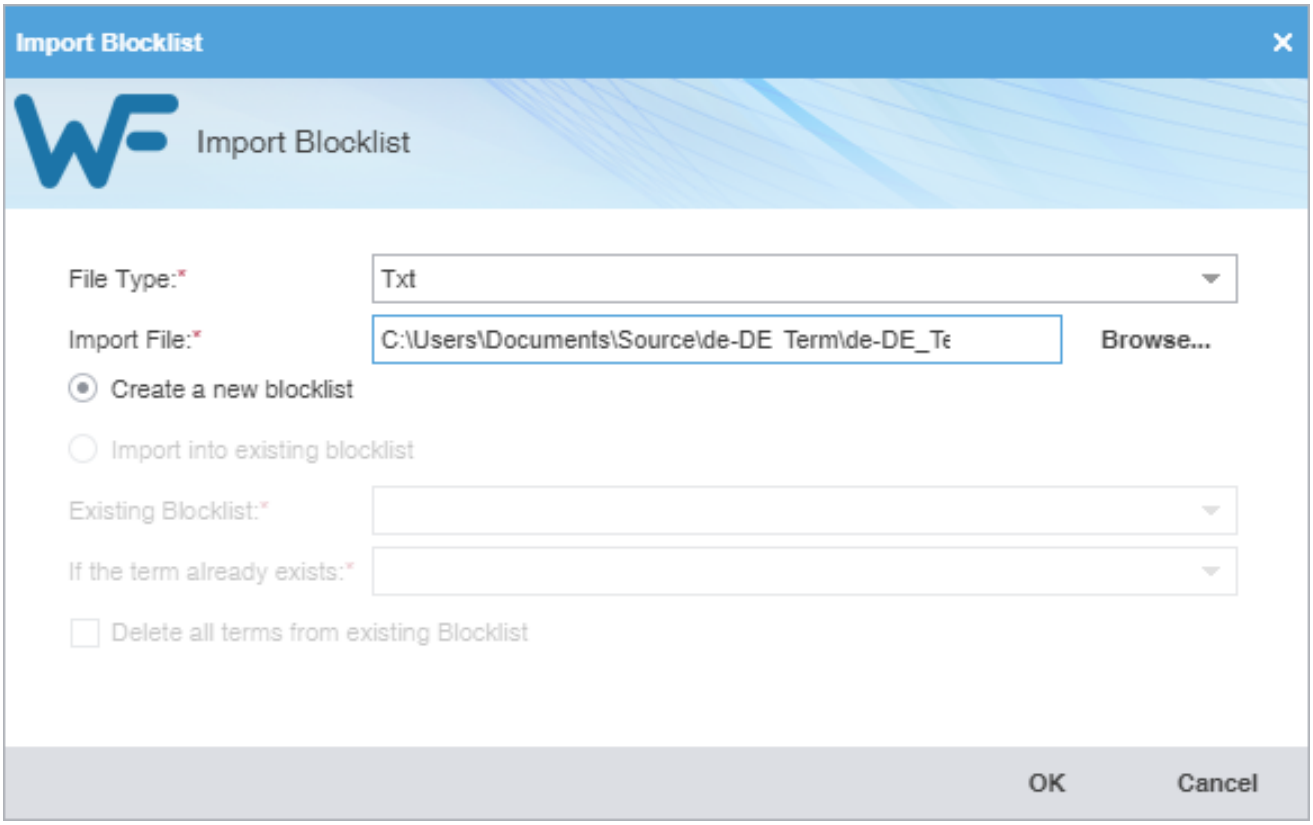
To import a local blocklist:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list.
2. In the **Current Project** view, on the **Project Terminology** tab, select **Import Blocklist**.




3. On the **Import Blocklist** dialog, select the import **File Type** from the drop-down list.

   Required fields are marked with a red asterisk.




| Field | Action |
|---|---|
| **File Type** | Select **TXT** as the file format for importing raw text files. |
| **Import File** | Select **Browse** to locate and select an **Import File**. |

| Field | Action |
|---|---|
| **Create a new blocklist** | Select to use the imported blocklist to create a new blocklist, rather than add terms to an existing blocklist. |
| **Import into existing blocklist** | Select to use the imported blocklist to add to the selected blocklist. |
| **Existing Blocklist** | Select from the drop-down list to append the imported blocklist to an existing blocklist file. |
| **If term already exists** | Select from the drop-down list to import the term into an existing blocklist file.<br>• **Add as a new term** — Add the term to the existing blocklist file.<br>• **Do not overwrite** — Ignore the term and retain the term already in the blocklist file.<br>• **Overwrite existing term** — Use the new term to replace the term already in the blocklist file. |
| **Delete all terms from existing Blocklist** | Select to delete the existing term and replace it with the new blocklist term. |

4. Select **OK**.

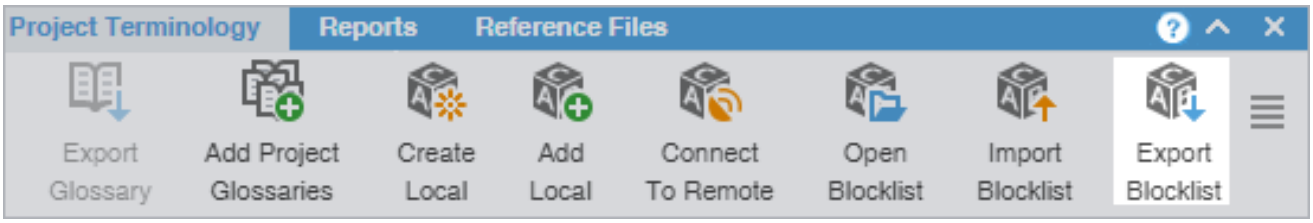
   The blocklist is imported and displayed in the project **Blocklist**.

# Export a local blocklist

To share a local blocklist with another linguist, use the **Export Blocklist** action.

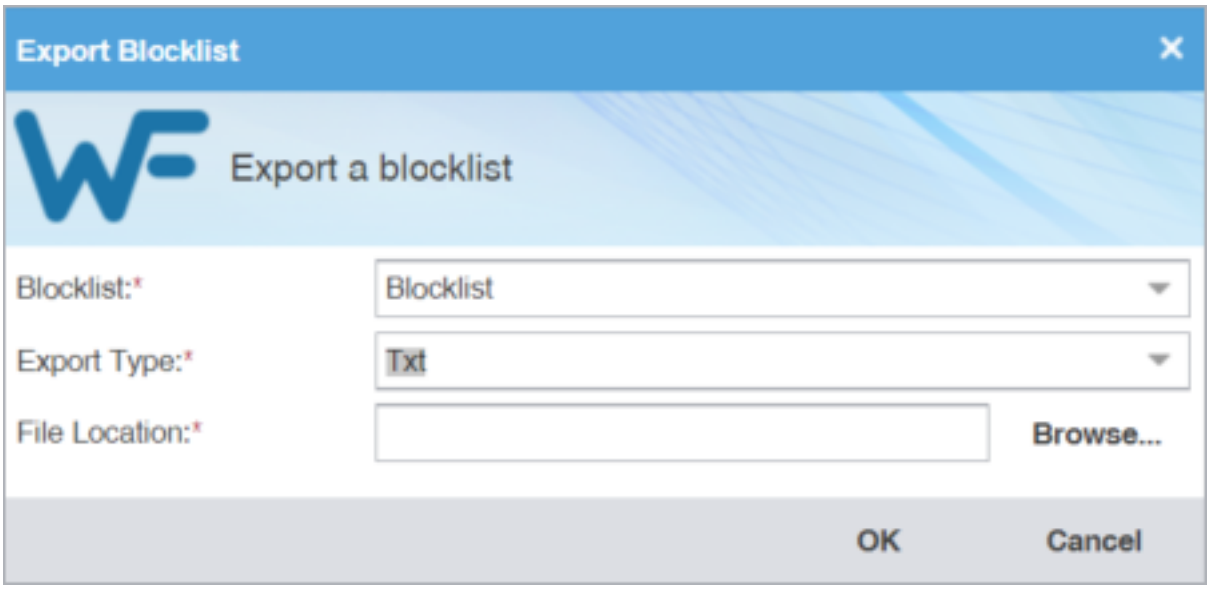
To export a local blocklist:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list.
2. In the **Current Project** view, on the **Project Terminology** tab, select a blocklist from the project **Blocklist**.
3. Select **Export Blocklist** on the **Project Terminology** tab.



4. On the **Export Blocklist** dialog, choose a blocklist name, export type, and folder location for the blocklist export file.

> Required fields are marked with a red asterisk.




| | |
|---|---|
| **Blocklist** | Select a blocklist from the drop-down list. |
| **Export Type** | Select the export file type from the drop-down list. |
| **File Location** | Browse and select the folder location for the export file. |

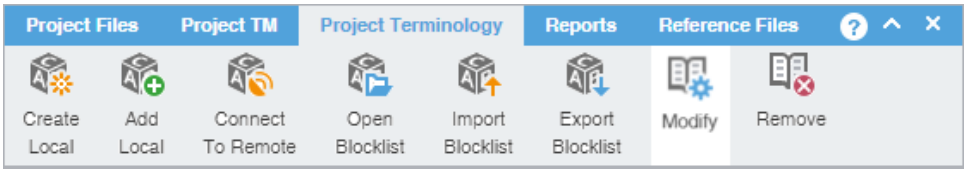
5. Select **OK**.

   The selected blocklist exports to the selected folder location.

# Modify a glossary or blocklist

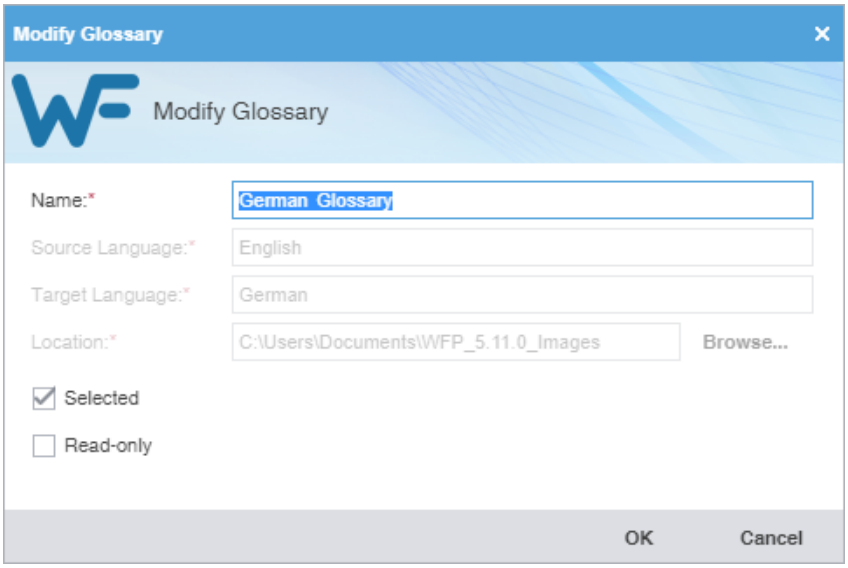
To modify a glossary or blocklist:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list.
2. In the **Current Project** view, on the **Project Terminology** tab, select a glossary or blocklist.
3. Select **Modify**.



4. On the **Create Glossary** dialog, modify the details as required. Based on your selection, other fields auto-populate.

> Required fields are marked with a red asterisk.




| | |
|---|---|
| **Name** | Modify the name of the current glossary or blocklist. |
| **Selected** | (Optional) Select to use the current glossary or blocklist for modification. |
| **Read Only** | (Optional) Select to leverage the glossary or blocklist without updating it with the new translation. |

5. Select **OK**.

   Your modifications are saved.

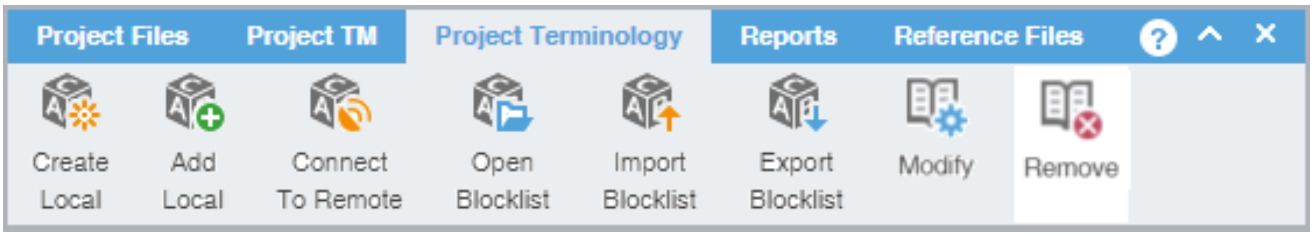
# Remove a glossary or blocklist

When you remove a glossary or blocklist from a project, the glossary or blocklist file remains in the glossary or blocklist folder on your computer. You can add it again with the **Add Local** or **Connect to Remote** action.

To remove a glossary or blocklist:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list.
2. In the **Current Project** view, on the **Project Terminology** tab, select a glossary or blocklist.

3. Select **Remove**.



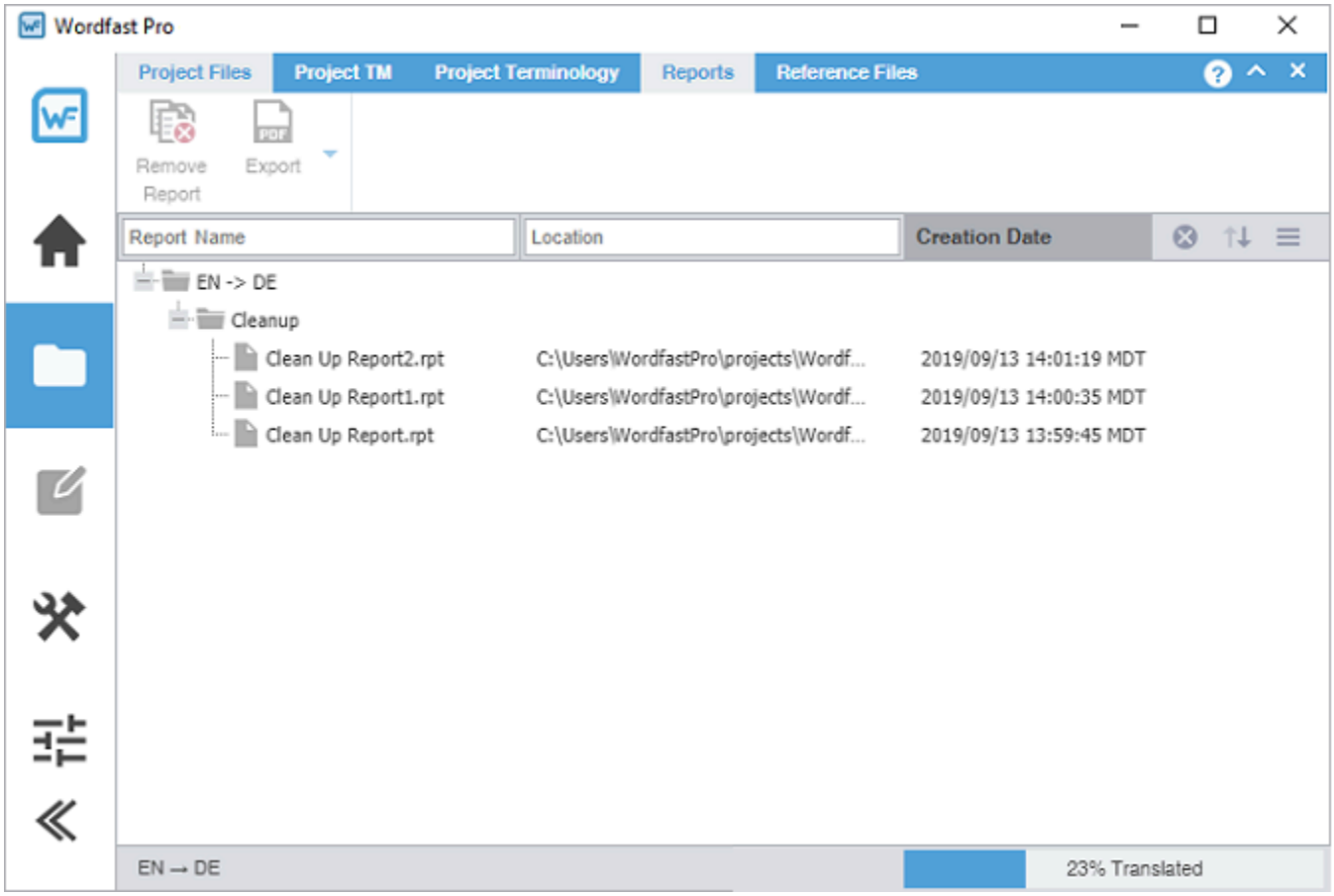

A warning message asks you to agree to the removal.

4. Select **Yes**.

The selected glossary or blocklist is removed from the project terminology list.

# 13. Monitor reports

Use the **Reports** tab to open and to export auto-generated analysis and cleanup reports to .CSV, .HTML, .XLS, and .PDF formats.



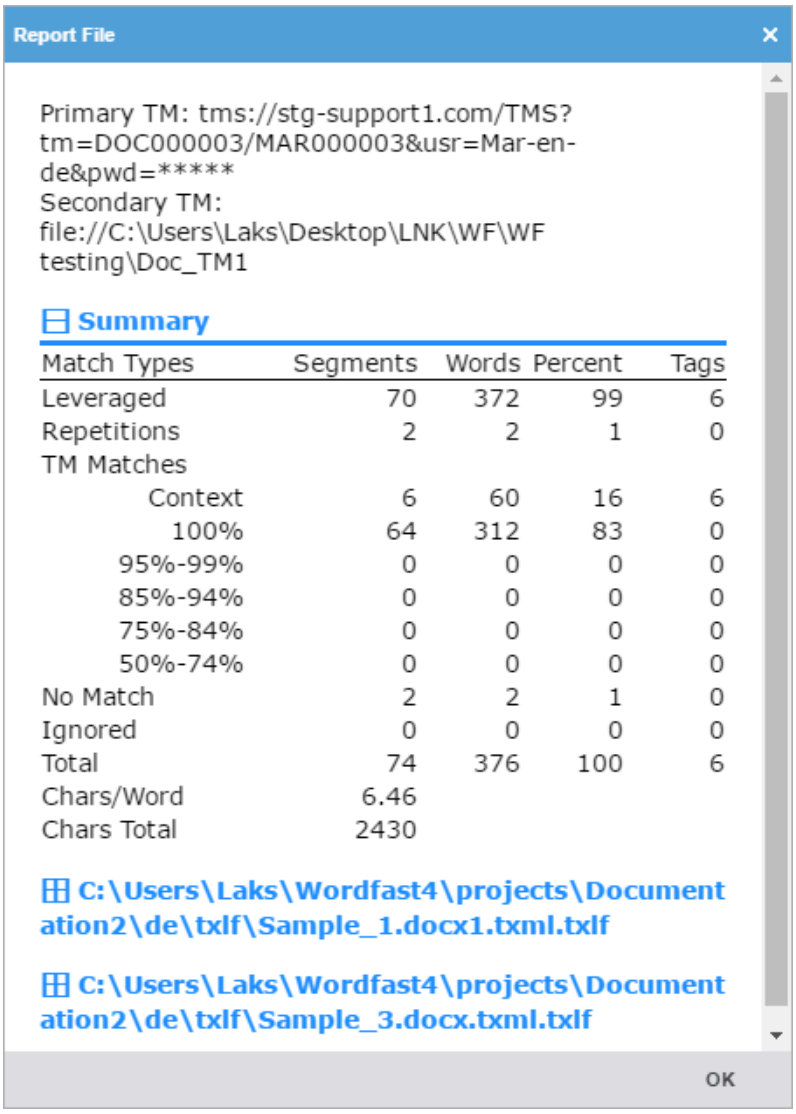

## Open a report

Use the **Open Report** action to open and view an auto-generated report.

To open a report:

1. In the **Current Project** view, on the **Reports** tab, select a report.

2. Double-click the report file name.



Report File

Primary TM: tms://stg-support1.com/TMS?tm=DOC000003/MAR000003&usr=Mar-en-de&pwd=*****
Secondary TM: file://C:\Users\Laks\Desktop\LNK\WF\WF testing\Doc_TM1

**Summary**

| Match Types | Segments | Words | Percent | Tags |
|---|---|---|---|---|
| Leveraged | 70 | 372 | 99 | 6 |
| Repetitions | 2 | 2 | 1 | 0 |
| TM Matches | | | | |
| Context | 6 | 60 | 16 | 6 |
| 100% | 64 | 312 | 83 | 0 |
| 95%-99% | 0 | 0 | 0 | 0 |
| 85%-94% | 0 | 0 | 0 | 0 |
| 75%-84% | 0 | 0 | 0 | 0 |
| 50%-74% | 0 | 0 | 0 | 0 |
| No Match | 2 | 2 | 1 | 0 |
| Ignored | 0 | 0 | 0 | 0 |
| Total | 74 | 376 | 100 | 6 |
| Chars/Word | 6.46 | | | |
| Chars Total | 2430 | | | |

**C:\Users\Laks\Wordfast4\projects\Documentation2\de\txlf\Sample_1.docx1.txml.txlf**

**C:\Users\Laks\Wordfast4\projects\Documentation2\de\txlf\Sample_3.docx.txml.txlf**

OK

3. Review the report, then select **OK** to close the dialog.

# Export a report

You can export an auto-generated report to a CSV, HTML, XLS, or PDF file format before you view it.

To export a report:

1. On the **Reports** tab, select a report.
2. Select a format from the **Export** drop-down list.

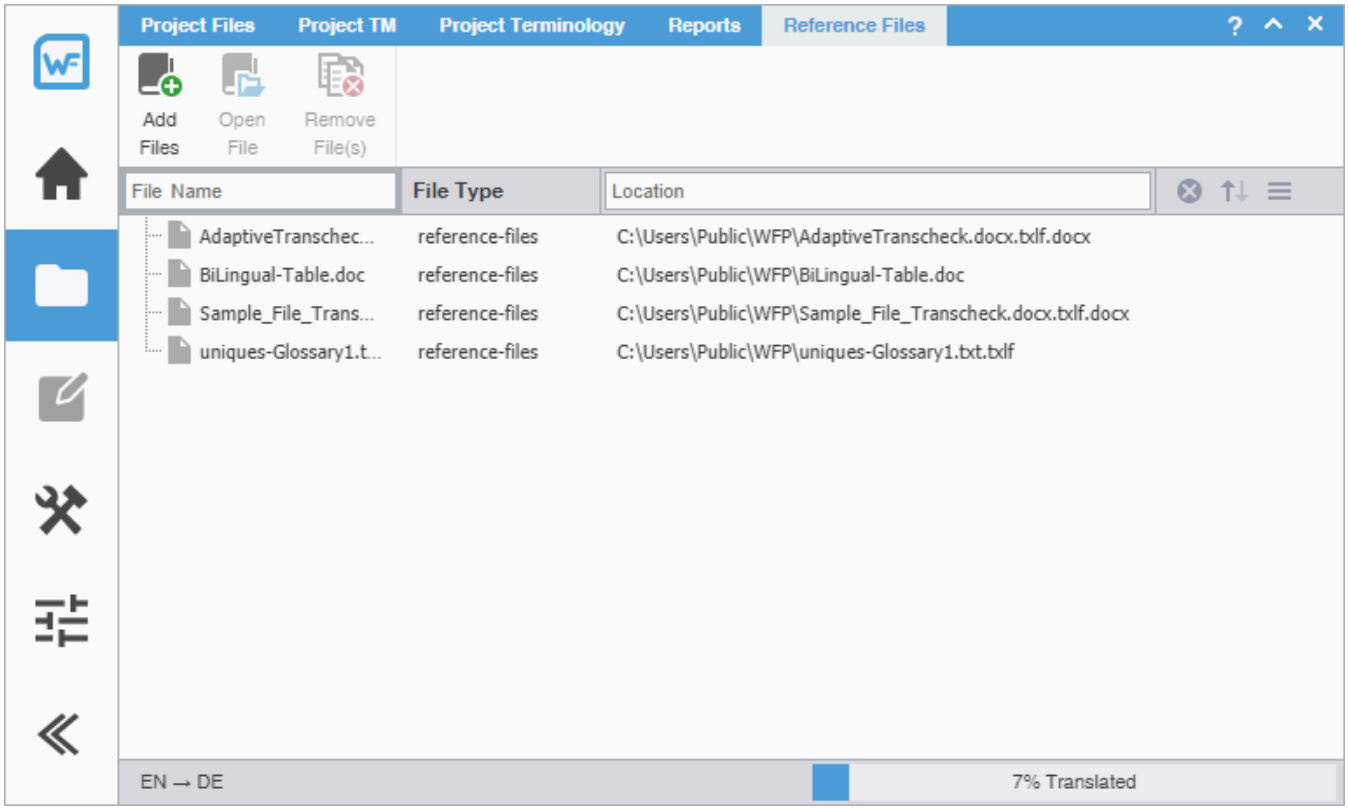
3. Browse to the location for the report, enter a file name, and select **Save**.

   The report is saved to the designated location.

# 14. Manage project reference files

You can include reference files in a project to provide context. Typical reference files are additional instructions, illustrations, workflow diagrams, certifications, or any file that might aid translators and reviewers. Reference files remain untranslated.

> Users cannot modify reference files once you attach them to the project.




## Add reference files

To add reference files:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. In the **Current Project** view, on the **Reference Files** tab, select **Add Files**.

3. On the **Open** dialog, browse and select the reference file. To select multiple reference files, press **Ctrl** and select them.
4. Select **Open**.

   The files are added to the reference files list for the project.

# Open a reference file

To open a reference file:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. In the **Current Project** view, on the **Reference Files** tab, select a reference file from the list.
3. Select **Open File**.

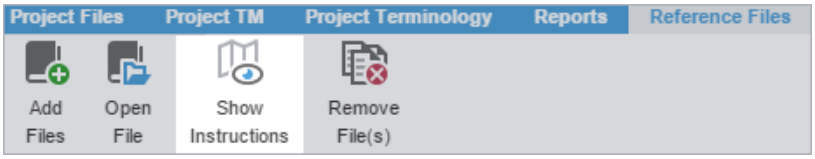
The selected file is opened.

# View submission instructions

Submitters can include instructions as part of the **Package** files imported into Wordfast Pro.

To view instructions:

1. On the **Projects** tab, double-click a project from the projects list to open it.
2. On the **Reference Files** tab, select **Show Instructions**.




3. On the **Instructions** dialog, review the instructions on the first **Instructions** tab, then select the **Background Instructions** tab for any project-related or more general information and instructions.
4. Select **OK**.

   The **Instructions** dialog is closed.

# Remove a reference file

You can remove a reference file from a project, but the file remains on your local computer.

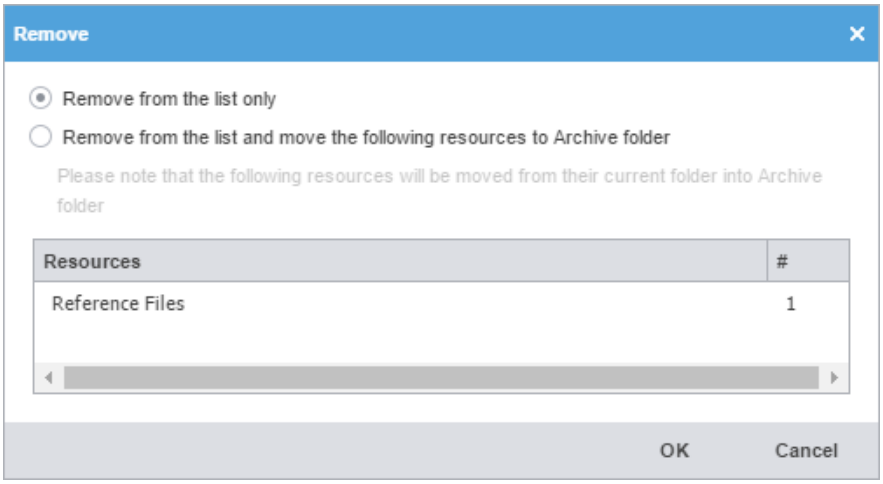
> To add a removed reference file, use the **Add Files** action on the **Reference Files** tab.

To remove a reference file:

1. In the **Project List** view, on the **Projects** tab, double-click a project from the projects list to open it.
2. In the **Current Project** view, on the **Reference Files** tab, select the files you want to remove.

3. Select **Remove File(s)**.

4. On the **Remove** dialog, select one of the available buttons.



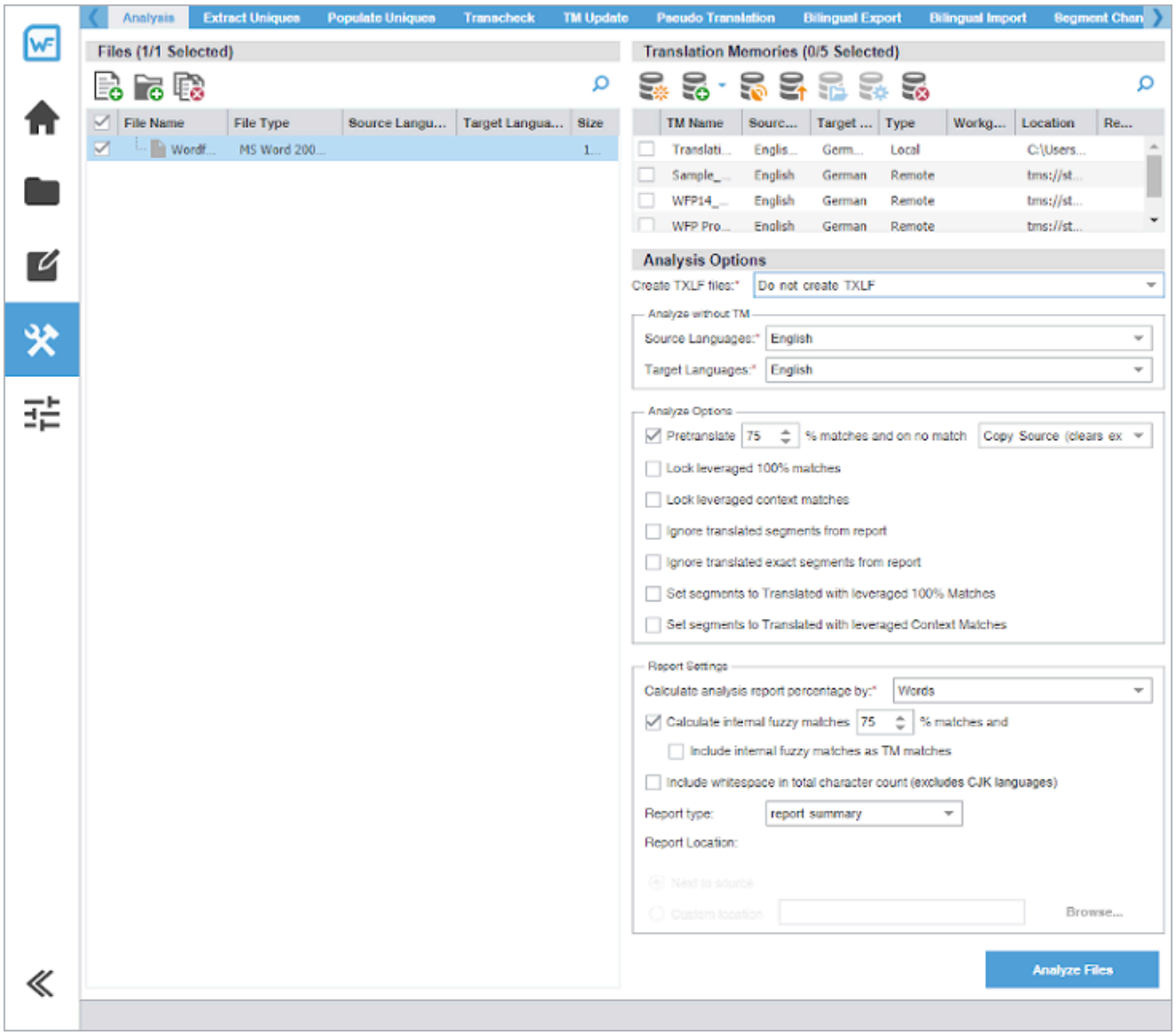

| | |
|---|---|
| **Remove from the list only** | Removes the reference file from the files list, but retains the reference files resources in the project folder on your computer |
| **Remove from the list and move the following resources to Archive folder** | Removes the reference file from the files list and moves them to the archive folder inside the project folder on your local computer |

5. Select **OK**.

# 15. Use quick tools

You can use **Quick Tools** to create and work with files outside of projects. Typically, Project Managers use **Quick Tools** before cleaning up and sending files to translation.

- When you first open **Quick Tools**, the default is the **Analysis** tab. Once you access **Quick Tools**, the default **Quick Tools** tab is the last one you used.
- You can choose to run many **Quick Tools** actions in the background and continue your work. This is useful when processing large numbers of files.




## Analysis

You can use actions on the **Analysis** tab to create TXLF files or assess potential translation memory (TM) matches and repetitions for selected source files.

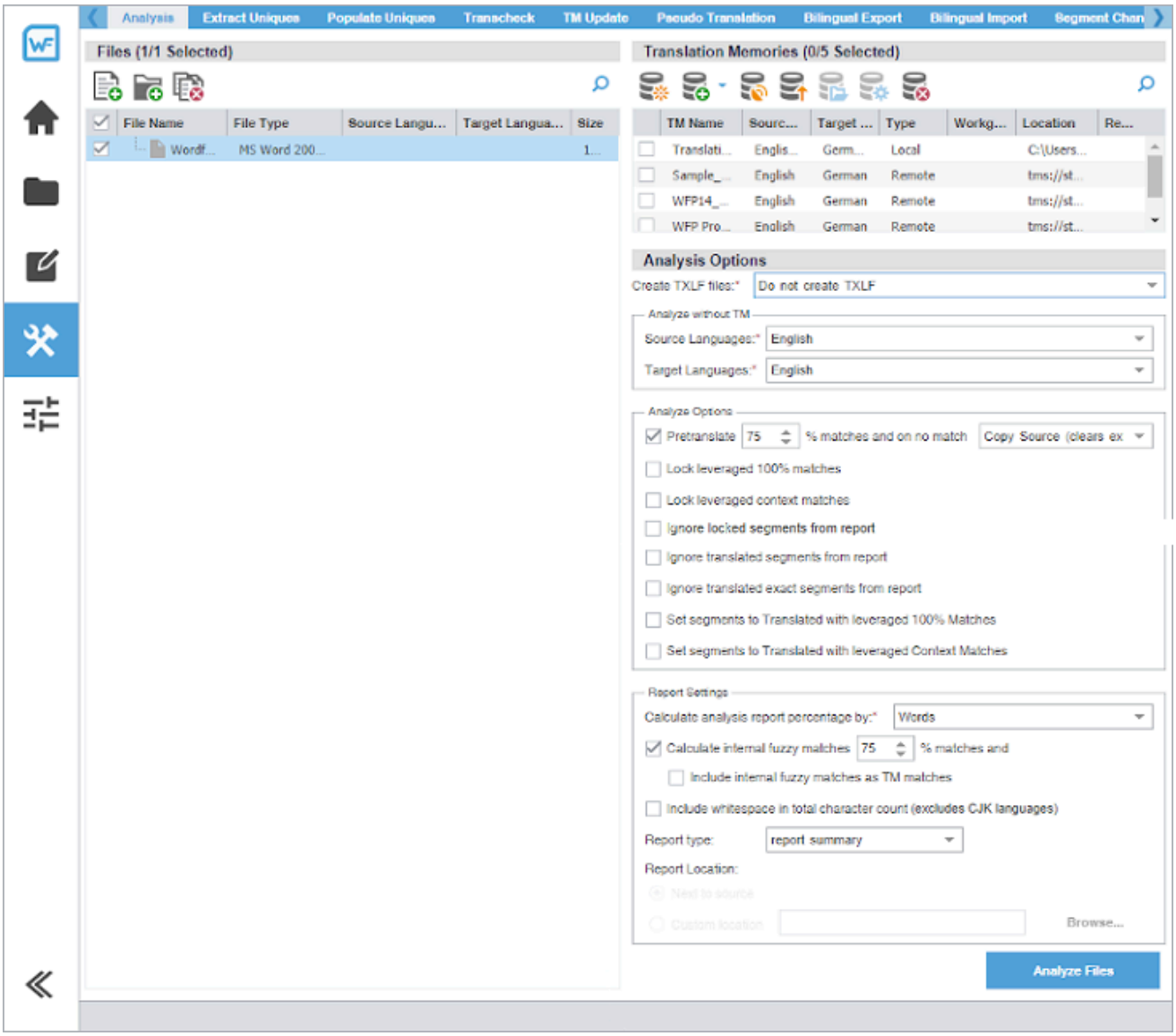
Analyze without using the TM panel is a quick way to obtain the word count of the files before TM leveraging.

> - Selected languages are not required when using **Analyze** without a TM.

You can pre-translate target segments using your TM and machine translation on No Match. You can also select **Maintain existing target (if present)** to pre-translate only blank target segments and preserve any existing translations in TXLF target segments with no TM match.

To analyze files:

1. Select the **Wordfast Pro** drop-down menu, then select **Quick Tools**.
2. Select the **Analysis** tab, if it is not already selected.



3. On the **Files** panel, choose one of the following actions:

> To search the **File Name** column for a particular string, enter the search string in the available search field next to on the **Files** panel.

| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove Files** | Select to remove a folder and all its files or all selected files from the list. |

4. (Optional) On the **Translation Memories** panel, select one or more TMs from the list of available TMs, then choose one of the following actions:

> - To search the **TM Name** column for a particular string, enter the search string in the available search field next to on the **Translation Memories** panel.
> - If you do not select a TM, the analysis report displays the word count without TM leverage and the **Language Selection** option is not available.

| Item | Action |
|---|---|
| **Create Local** | Select to open the **Create TM** dialog and create a local TM for quick, local access. Refer to Create a local TM on page 108. |
| **Add Local TM** | Select, then select a local TM or a project TM from the project list from the drop-down list. Refer to Add a local TM to a project on page 109 and Add project TMs on page 110. |
| **Connect to Remote** | Select to open the **Connect to Remote TM** dialog and complete the appropriate information to connect to a remote TM for the project. Refer to Connect to a remote TM on page 111 for entering information into the TM Server and WF Server tabs. The symbolic name can be automatically populated from the URL String for remote TM connections. |
| **Import TM** | Select to open the **Import Translation Memory** dialog and complete the appropriate information to import a TM for the project. Refer to Import a local TM on page 118. |
| **Open TM** | Select to open and edit the selected TM. Refer to Open and edit a local TM on page 115. |
| **Modify TM** | Depending on the TM you select, select to open either the **Modify a Local TM** dialog or the **Modify a Remote TM** dialog, then complete the appropriate information to rename, write-protect, or change the priority of a TM for the project. Refer to Connect to a remote glossary on page 123. |
| **Remove TM** | Select to remove the selected TM from the project list. |

5. (Optional) On the **Analysis Options** panel, select the method for bilingual source file creation from the **Create TXLF files** drop-down list, such as InDesign or MS Word files.

6. For **Analyze without TM**, select the appropriate languages from the **Source Languages** and **Target Languages** drop-down list.

> The options are not available for TXLF source files, or for non-TXLF source files when you also select a TM.

7. (Optional) Complete **Pretranslation Options**.
   a) Select **Pretranslate**, then set the baseline match percentage for the TM leverage with the type of match from the drop-down list.

| Item | Action |
|---|---|
| **Copy Source (clears existing target)** | When there is no matching target content, select to insert source content in its place. |
| **Copy Tags (clears existing target)** | When there is no matching target content, select to insert source tags in its place. |
| **Primary MT (if available, clears existing target)** | Select to leverage machine translation (MT) matches for all segments that do not have a TM match.<br>If you have TM matches, but do not select the TM before you select Analyze, the MT overwrites all target segments. |
| **Maintain existing target (if present)** | When there is existing target content, retain it. Otherwise, insert source content in its place. |
| **Clear existing target content** | Overwrite target content with source content. |

   b) Select any of the following actions:

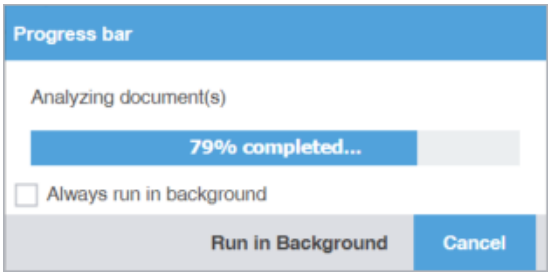
| Item | Action |
|---|---|
| **Lock leveraged 100% matches** | Write-protect all leveraged matches that are 100% matches. |
| **Lock leveraged context matches** | Write-protect all leveraged matches that are contextual matches. |
| **Ignore locked segments from report** | Do not consider locked target segments identified in the Analysis report. |
| **Ignore translated segments from report** | Do not consider target segments identified in the Analysis report. |
| **Ignore translated exact segments from report** | Do not consider only exact match target segments identified in the Analysis report. |

8. For the **Report Settings**, choose from the following actions:

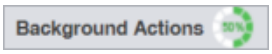
| Item | Action |
|---|---|
| **Calculate analysis report percentage by:** | Select **Words** or **Segments** as the means of calculating analysis percentages from the drop-down list. |

| Item | Action |
|---|---|
| **Calculate internal fuzzy matches** | • (Optional) Select according to the match percentage you set or select an alternate percentage.<br>• (Optional) Select **Include internal fuzzy matches as TM matches**.<br>• (Optional) Select **Include whitespace in total character count (excludes CJK languages)**. This is useful for including space counts in the character count. |
| **Report type** | Select a report type from the drop-down list. |
| **Report location** | Select one of the following actions:<br>• **Next to source**<br>• **Custom location**, then browse to and select an alternate location for the report on your local computer. |

9. Select **Analyze Files**.
10. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.




11. If you chose to run **Analyze Files** in the background, you can monitor its progress.




> If you choose to run more than one batch action in the background, each action will have its own progress bar.

12. After successful completion, view the report, then close the report browser window.

    The Analysis Report is saved to your computer at the specified location.

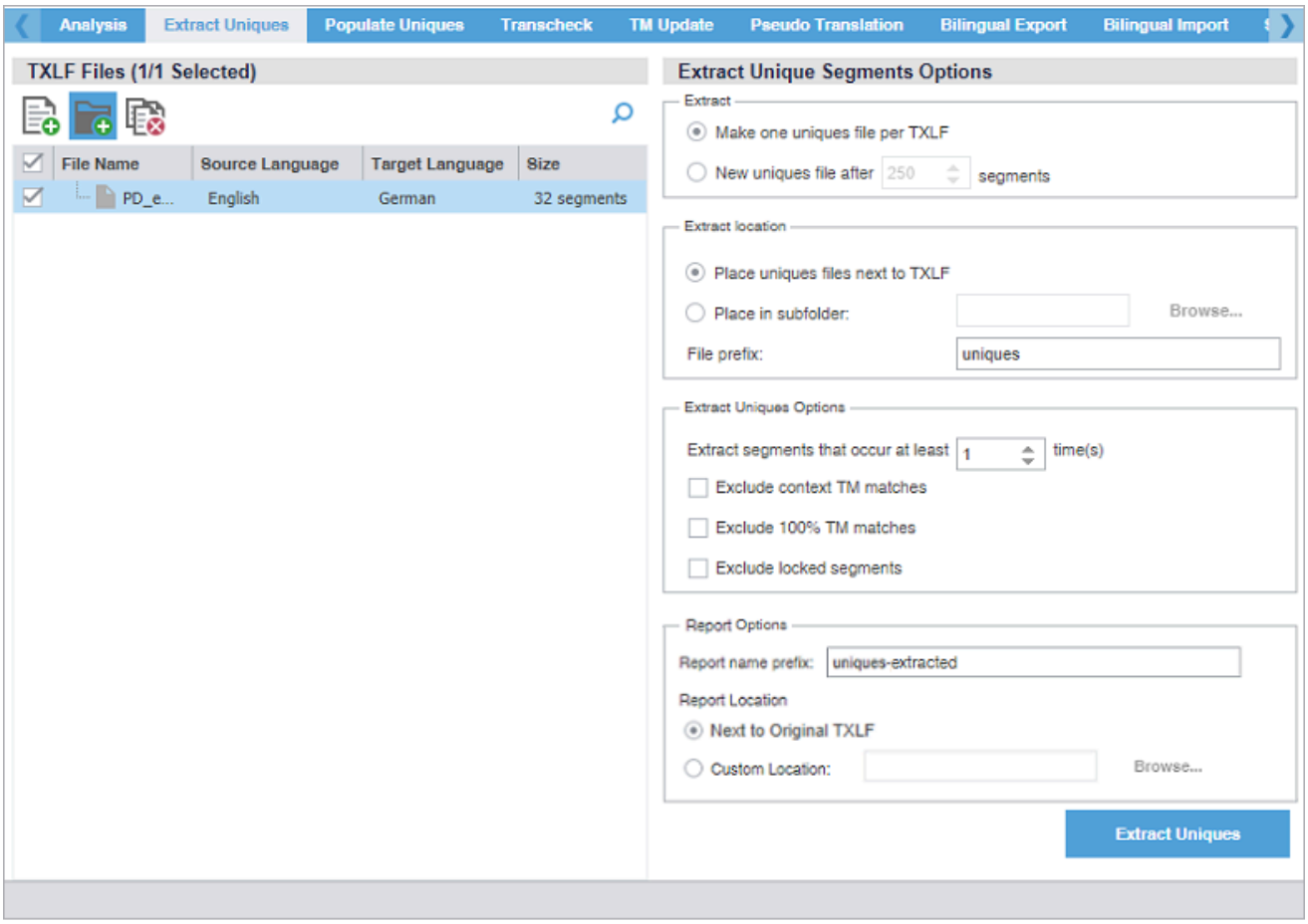
# Extract uniques

You can use actions on the **Extract Uniques** tab to remove frequently occurring segments, control exclusions for matches, and create a .TXLF file of these unique segments before sending it out for translation. It uses the action for each file you selected in the **TXLF Files** panel.

You can set the number of occurrences of a segment to be extracted to two or higher to create a file containing only repeated segments. If you exclude context TM matches, 100% TM matches, and locked segments from the extract, it further reduces the number of extracted segments.

To extract unique segments:

1. In the **Quick Tools** view, select the **Extract Uniques** tab, if it is not already selected.




2. On the **TXLF Files** panel, choose one of the following actions:

> To search the **File Name** column for a particular string, enter the search string in the available search field next to on the **TXLF Files** panel.

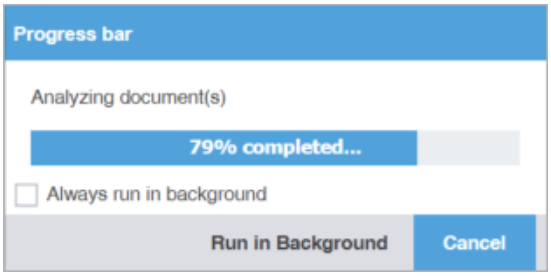
| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove Files** | Select to remove a folder and all its files or all selected files from the list. |

3. (Optional) On the **Extract Unique Segments Options** panel, select an **Extract** option:

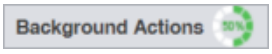
| | |
|---|---|
| **Make one uniques file per TXLF** | Select to create a separate TXLF file for each selected file in the **TXLF Files** panel. |

| | |
|---|---|
| **New uniques file after # segments** | Select to split a TXLF file into smaller files, based on the number of unique segments you specified. The default value is 250. For example, this option would split a file with 1000 unique segments into four files of 250 segments each. |

4. (Optional) Select an **Extract Location**, by choosing one of the following actions:
   - Select **Place unique segments next to TXLF**.
   - Select **Place in subfolder**, then browse to and select a location on your computer, then use the default **uniques** prefix or create your own.
   - If you changed the **uniques** prefix, it will have the prefix you designate at the location you select.
5. (Optional) Select the type of segments you want to exclude in the **Extract Uniques Options** panel and the minimum frequency of occurrence.
   - **Exclude context TM matches**
   - **Exclude 100% TM matches**
   - **Exclude locked segments**
6. (Optional) In the **Report Options** panel, add a report name prefix or use the default **uniques-extracted**.
7. In the **Report Options** panel, select a **Report Location**, by choosing one of the following actions:
   - Select **Next to Original TXLF**. This is the default Report location.
   - Select **Custom Location**, then browse to and select the report location on your computer.
8. Select **Extract Uniques**.
9. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.

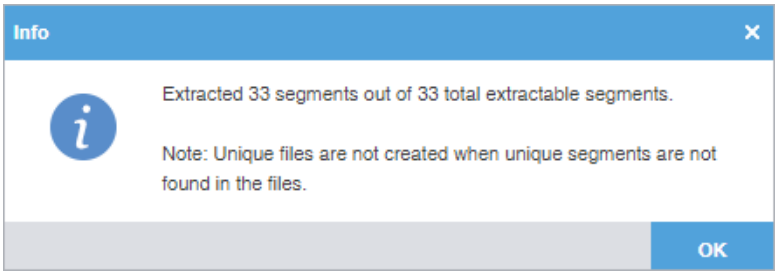


10. If you chose to run **Extract Uniques** in the background, you can monitor its progress.




> If you choose to run more than one batch action in the background, each action will have its own progress bar.

After successful completion, the TXLF files containing unique segments are saved to your computer at the selected location with a dialog box listing the number of extracted segments. If a file did not have any unique segments, no file is created.

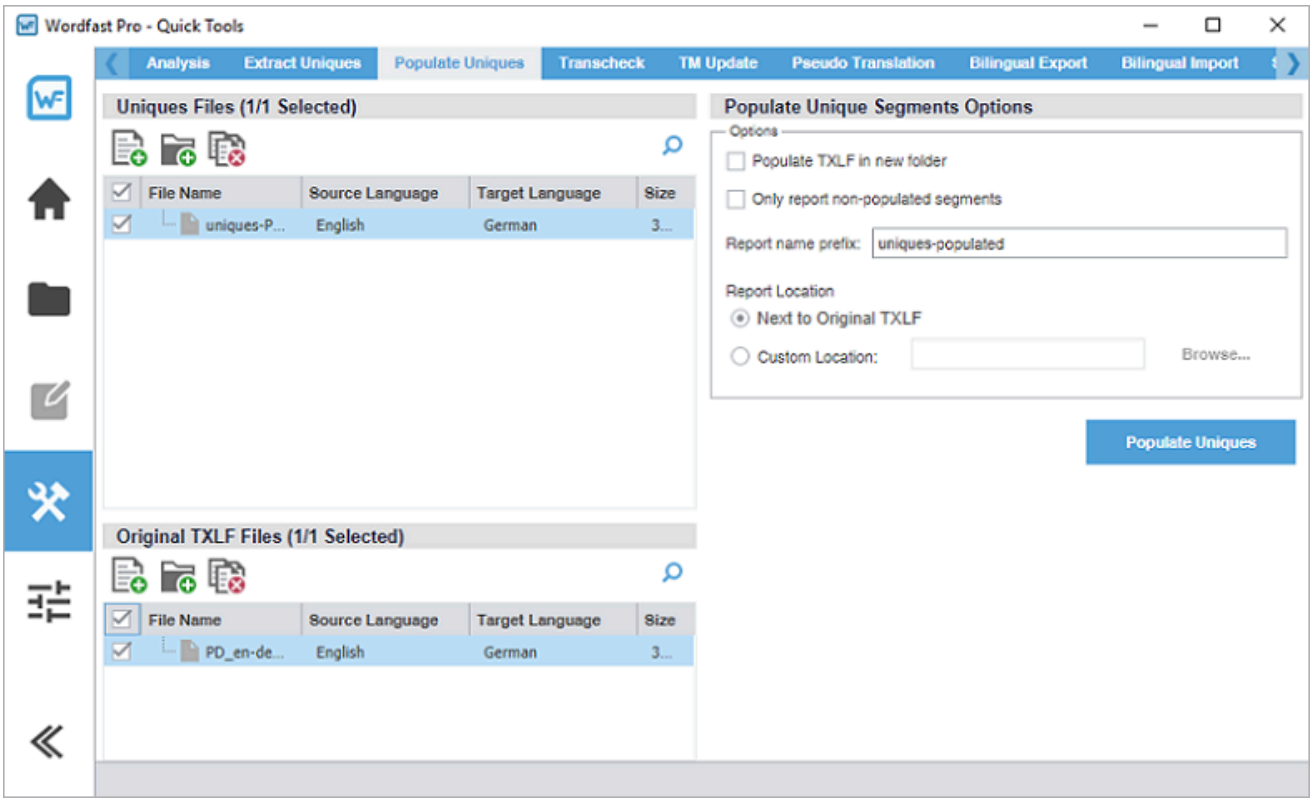



# Populate uniques

You can use actions on the **Populate Uniques** tab to add the target translation from the translated uniques file back into the original TXLF file. After the uniques population, it creates a Populate Unique Segments report that identifies all related segment errors. This is helpful when determining why certain target segments did not properly populate.

To populate unique segments:

1. In the **Quick Tools** view, select the **Populate Uniques** tab, if it is not already selected.




2. On the **Uniques Files** and **Original TXLF Files** panels, choose one of the following actions to select a file or files to receive unique segments that have a high frequency of occurrence as an import from the original TXLF files you selected.

> - To search the **File Name** column for a particular string, enter the search string in the available search field next to on the **Uniques Files** and **Original TXLF Files** panels.
> - If you do not choose a new folder for this action, the populated files are placed in a separate folder.

| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove Files** | Select to remove a folder and all its files or all selected files from the list. |

3. (Optional) Select from the following **Populate Unique Segments Options**:
   - **Populate TXLF in new folder**
   - **Only report non-populated segments**
4. (Optional) Add a report name prefix or use the default **uniques-populated** prefix you used for the Extract Uniques report.

5. Select a **Report Location**, by choosing one of the following actions:
   - Select **Next to Original TXLF**.
   - Select **Custom Location**, then browse to and select the report location on your computer.
6. Select **Populate Uniques**.

   The uniques from the translated uniques file are populated into the original .TXLF file.
7. After successful completion of the action, view any errors that occur in the Populate Unique Segments report that have to do with the population of segments into the original TXLF file, then close the report browser window.

   The Populate Unique Segments report is saved to your computer at the selected location.

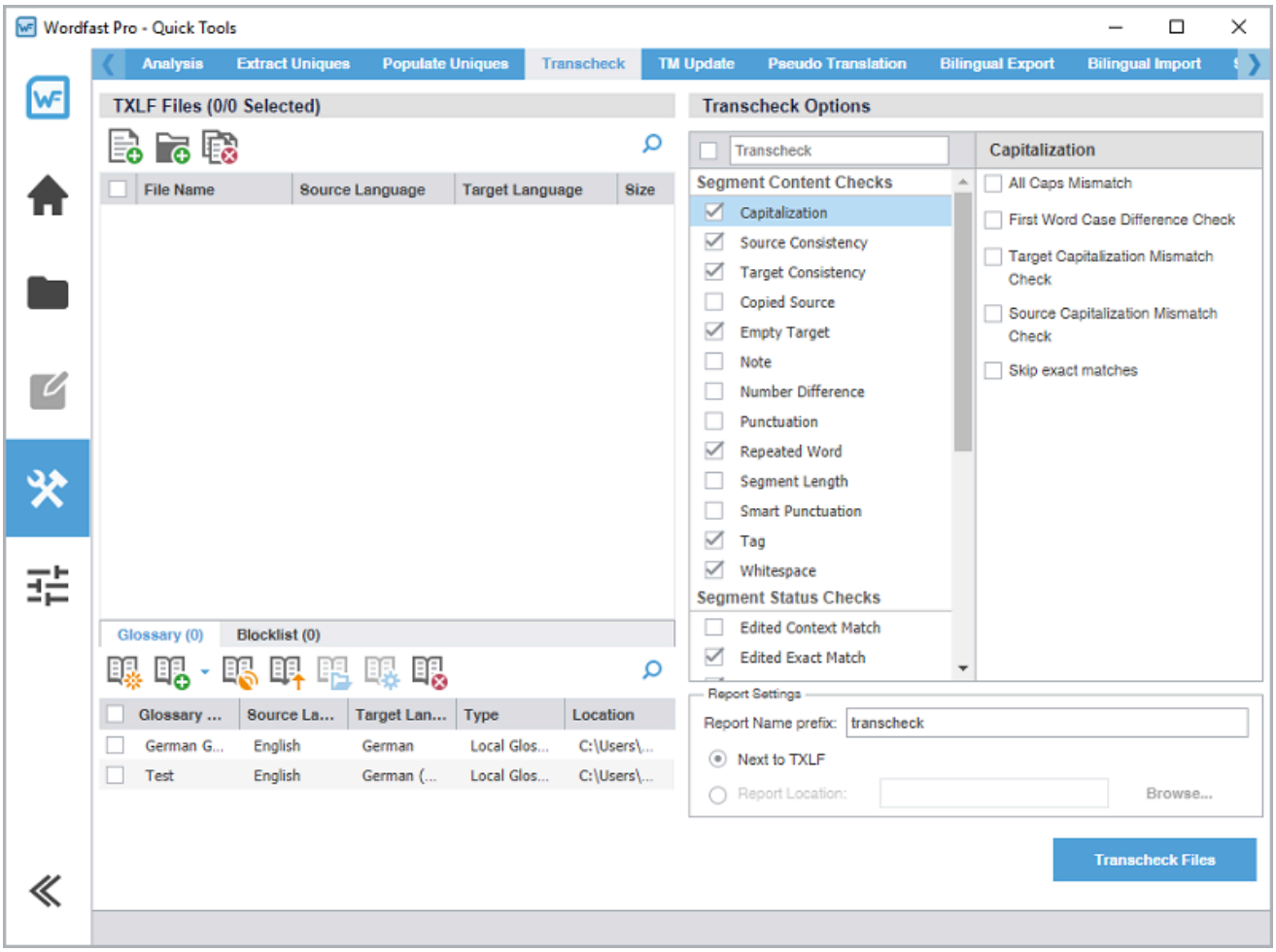
# Quick tools Transcheck

You can use Transcheck to scan translated content for non-linguistic errors such as missing tags, empty targets, numbers, and terminology within target segments. Using the Quick Tools **Transcheck** action is best for running on groups of files as a bulk batch.

> If you have specific terms you want Transcheck to ignore, you can mark those segments for exclusion to reduce false positives during Transcheck error detection.

To run Quick Tools Transcheck:

1. In the **Quick Tools** view, select the **Transcheck** tab, if it is not already selected.




2. On the **TXLF Files** panel, choose one of the following actions:

> To search the **File Name** column for a particular string, select the search icon on the **TXLF Files** panel and enter the search string in the available search field.

| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove Files** | Select to remove a folder and all its files or all selected files from the list. |

3. Select an action for the **Glossary** or **Blocklist** tabs.

> To search the **Glossary Name** or **Blocklist Name** column for a particular string, select the search icon on the **Glossary** or **Blocklist** panel and enter the search string in the available search field.

| Option | Action |
|---|---|
| **Create Local** | Select to create a new glossary or blocklist and add it to the list of available ones. |

| Option | Action |
|---|---|
| **Add Local** | Select and choose from the drop-down list to add to a local or project glossary or blocklist. |
| **Connect to Remote** | Select to connect a remote glossary or blocklist to the project. Refer to Connect to a remote glossary on page 123 for entering information into the TMGR Server and WF Server tabs. The symbolic name can be automatically populated from the URL String for remote glossary connections. |
| **Import Glossary** or **Import Blocklist** | Select to import .TBX or tab-delimited files to a glossary or blocklist assigned to the project. |
| **Open** | Select to open a glossary or blocklist in the **Editor** view. |
| **Modify** | Select to modify a glossary or blocklist assigned to the project. |
| **Remove** | Select to remove a glossary or blocklist assigned to the project. |

4. On the **Transcheck Options** panel, select items within any of the major categories.

> - To search for an option, enter text in the search field above the options column list. To select all, select the checkbox, and to clear all options, deselect the checkbox. Use the **Up** or **Down Arrow** keys to move among the options, then the **Spacebar** to enable or disable.
> - The Sub-options panel to the right of the **Transcheck Options** panel contains any sub-options related to the selected category. Use the **Tab** key to enter and move among sub-options, then the **Spacebar** to enable or disable. To enter the Sub-options panel, press **Tab**. To exit the Sub-options panel, press **Shift + Tab**.

a) Select items for the **Segment Content Checks** category.

| Option | Action |
|---|---|
| **Capitalization** | Select to identify any capitalization issues for translated segments in the edited file. |
| **Source Consistency** | Select for consistency of source content across a single file or multiple edited files. |
| **Target Consistency** | Select for consistency of target content across a single file or multiple edited files. |
| **Copied Source** | Select to identify any target segments that are identical to the source segment in the edited file. |
| **Empty Target** | Select to identify any empty target segments that do not contain a translation in the edited file. |
| **Note** | Select to identify any target segments in the edited file with related notes. |
| **Number Difference** | Select to compare numerical values in source and target segments in the edited file, then identify any discrepancies. |
| **Punctuation** | Select to compare punctuation in source and target segments in the edited file, then identify any discrepancies. |

| Option | Action |
|---|---|
| **Repeated Word** | Select to identify any repetitions of words or subwords in target segments within the edited file. Repeated subwords are found using a regular expression. |
| **Segment Length** | Select to compare source and target segment length in the edited file, then identify any discrepancies. |
| **Smart Punctuation** | Select to confirm the punctuation in the target segment is correct for that language. |
| **Tag** | Select to identify any target segments in the edited file with missing tags. |
| **Whitespace** | Select to compare source and target segment white space usage in the edited file, then identify any discrepancies. |

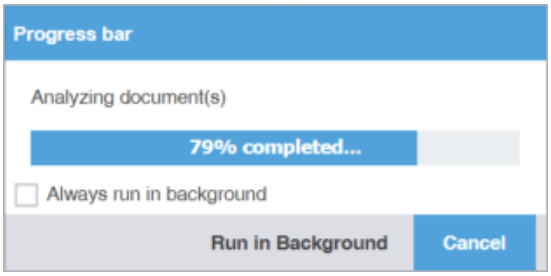
b) Select items for the **Segment Status Checks** category.

| Option | Action |
|---|---|
| **Edited Context Match** | Select to identify any changes to the context matches for translated segments in the edited file. |
| **Edited Exact Match** | Select to identify any changes to exact matches for translated segments in the edited file. |
| **Edited Source** | Select to identify any updates to the original segment content in the edited file. |
| **Do Not Write to TM Segment** | Select to identify any translated segments marked as unconfirmed in the edited file, so not committed to the translation memory. |
| **Unedited Exact Match** | Select to identify any unedited or overlooked exact match segments in the edited file. |
| **Unedited Fuzzy Match** | Select to identify any unedited or overlooked fuzzy match segments in the edited file. |

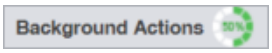
c) Select items for the **Reference Checks** category.

| Option | Action |
|---|---|
| **Blocklist** | Select to cross-reference the available blocklist with the edited file. |
| **Forbidden Character** | Select to identify any provided forbidden characters remaining within the edited file. |
| **Mistranslated Text** | Select to identify any mistranslated or inaccurate translation in segments within the edited file. |
| **Spelling** | Select to identify any misspellings in translated segments within the edited file. |
| **Terminology** | Select to identify any overlooked terminology matches for translated segments in the edited file. |
| **Untranslatable Text** | Select to identify all target segments that contain content that cannot be translated in the edited file. |
| **Untranslated MT** | Select to identify all target segments that contain untranslated machine translation (MT) content in the edited file. |

5. Create your **Report Settings**.
   a) (Optional) Use the default **transcheck** prefix or create an alternate prefix for the report.
   b) Select **Next to TXLF** to create the Transcheck Report next to the existing TXLF file location, or browse and select an alternate **Report Location** on your local computer.
6. Select **Transcheck Files**.
7. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.




8. If you chose to run **Transcheck** in the background, you can monitor its progress.




> If you choose to run more than one batch action in the background, each action will have its own progress bar.

9. After successful completion, view the report, then close the report browser window.

   The Project Transcheck Report is saved to your computer at the selected location.

# TM update

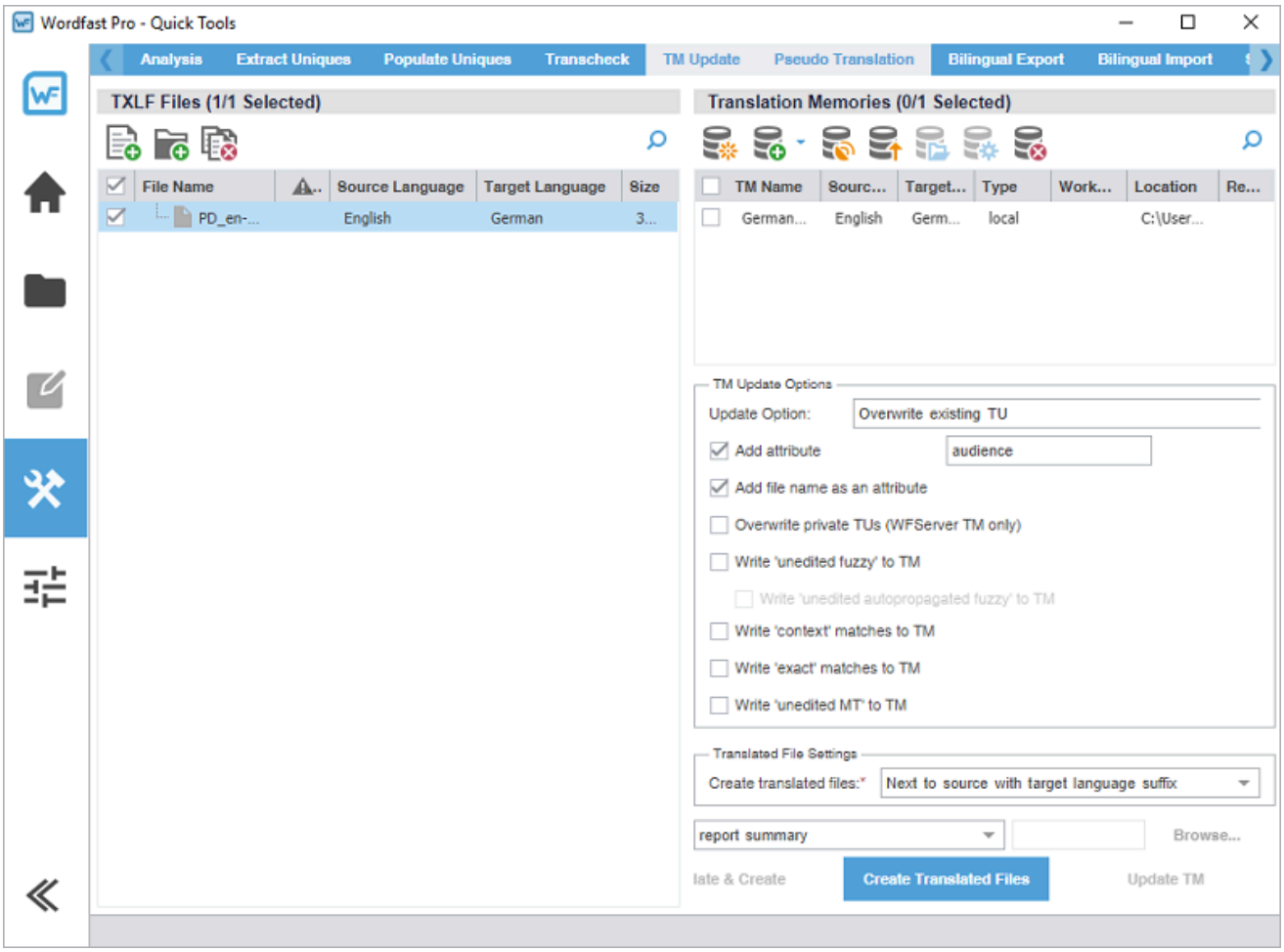
To clean up and convert bilingual .TXLF files to their original source format in the target language, use **TM Update**. Refer to Translate segments overview on page 57.

> **TM Update** actions overwrite the translation memory (TM).

To use TM Update:

1. Select the **Wordfast Pro** drop-down menu, then select **Quick Tools**.

2. Select the **TM Update** tab, if it is not already selected.




3. On the **TXLF Files** panel, choose one of the following actions:

> To search the **File Name** column for a particular string, enter the search string in the available search field next to on the **TXLF Files** panel.

| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove Files** | Select to remove a folder and all its files or all selected files from the list. |

4. On the **Translation Memory** panel, choose a TM or several TMs from the list, then choose one of the following actions:

> - To search the **TM Name** column for a particular string, enter the search string in the available search field next to on the **Translation Memory** panel.

- To better understand context matches or the TM, refer to Leverage project TMs on page 108.

| Item | Action |
|---|---|
| **Create Local** | Select to create a new TM and add it to the list of available TMs. |
| **Add Local TM** or **Add Project TMs** | Select and choose from the drop-down list to add to a local TM or to a project TM.<br>If you choose a project TM, you can only add a TM to a locale already assigned to the project. |
| **Connect to Remote** | Select to connect a remote TM to the project. Refer to Connect to a remote TM on page 111 for entering information into the TM Server and WF Server tabs. The symbolic name can be automatically populated from the URL String for remote TM connections. |
| **Import TM** | Select to import .TMX or .TXT files to a TM assigned to the project. |
| **Open TM** | Select to open a TM in the **TM Editor** view. |
| **Modify TM** | Select to modify a TM assigned to the project. |
| **Remove TM** | Select to remove a TM assigned to the project. |

5. (Optional) Configure the **TM Update Options**:

> Use the search field next to a TM action to search that column above the search field location.

| Item | Action |
|---|---|
| **Update Option** | Select one of the TM update options from the drop-down menu:<br>• **Append**<br>• **Do not add to TM**<br>• **Do not overwrite TU** to retain existing TUs<br>• **Overwrite existing TU** to overwrite existing translation units (TUs)<br>• **Overwrite if attributes are identical** |
| **Add attribute** | Select to add an attribute to write to the TM for cleaned up segments. |
| **Add file name as an attribute** | Select to add the TXLF file name as an attribute to write to the TM for cleaned up segments. |
| **Overwrite private TUs (WFServer TM only)** | Select to replace existing private TUs with new ones. This requires a Cleanup password. |
| **Write 'unedited fuzzy' to TM** | Select to write fuzzy matches to the TM without user modification. |
| **Write 'unedited autopropagated fuzzy' to TM** | Select to write automatically inserted fuzzy matches to the TM without user modification. |

| Item | Action |
|---|---|
| **Write 'context' matches to TM** | Select to write context matches to the TM without user modification. |
| **Write 'exact' matches to TM** | Select to write exact matches to the TM without user modification. |
| **Write 'unedited MT' to TM** | Select to write machine translation to the TM without user modification. |

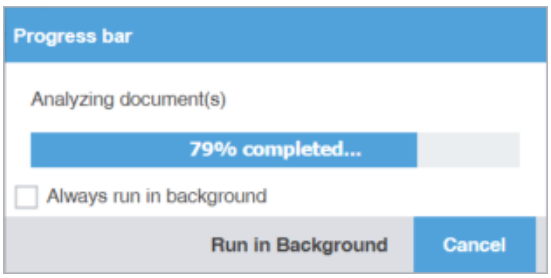
6. Select a **Translated File Settings** option for translation file creation from the drop-down list.

| Item | Action |
|---|---|
| **Next to source with target language suffix** | Select to save translated files in the same location as the source TXLF files, in original format, after appending the target language code to the file name as a suffix. |
| **Inside subfolder and maintain folder structure for folders** | Select to save translated files in the same location as your TXLF files, but in a subfolder that retains the source folder hierarchy. |
| **Do not create translated files** | Select to prevent the creation of translated files and retain the source TXLF files. |

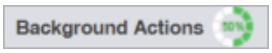
7. Choose one of the following actions, when enabled for the options you selected:

| Item | Action |
|---|---|
| **Update & Create** | Select to update the TM and create a translated TXLF file. |
| **Create Translated Files** | Select to create a translated TXLF file without updating the TM. |
| **Update TM** | Select to update the TM without creating a translated TXLF file. |

8. (Optional) On the **Progress Bar** dialog, you can select **Always run in the background** to preserve the background batch action for future analysis actions, then select **Run in Background**.




9. If you chose to run **Update & Create** in the background, you can monitor its progress.




> If you choose to run more than one batch action in the background, each action will have its own progress bar.

The bilingual TXLF file is converted to its original source format in the target language.

# Pseudo translation

Pseudo-translation simulates the entire translation process. This is particularly useful for several situations.

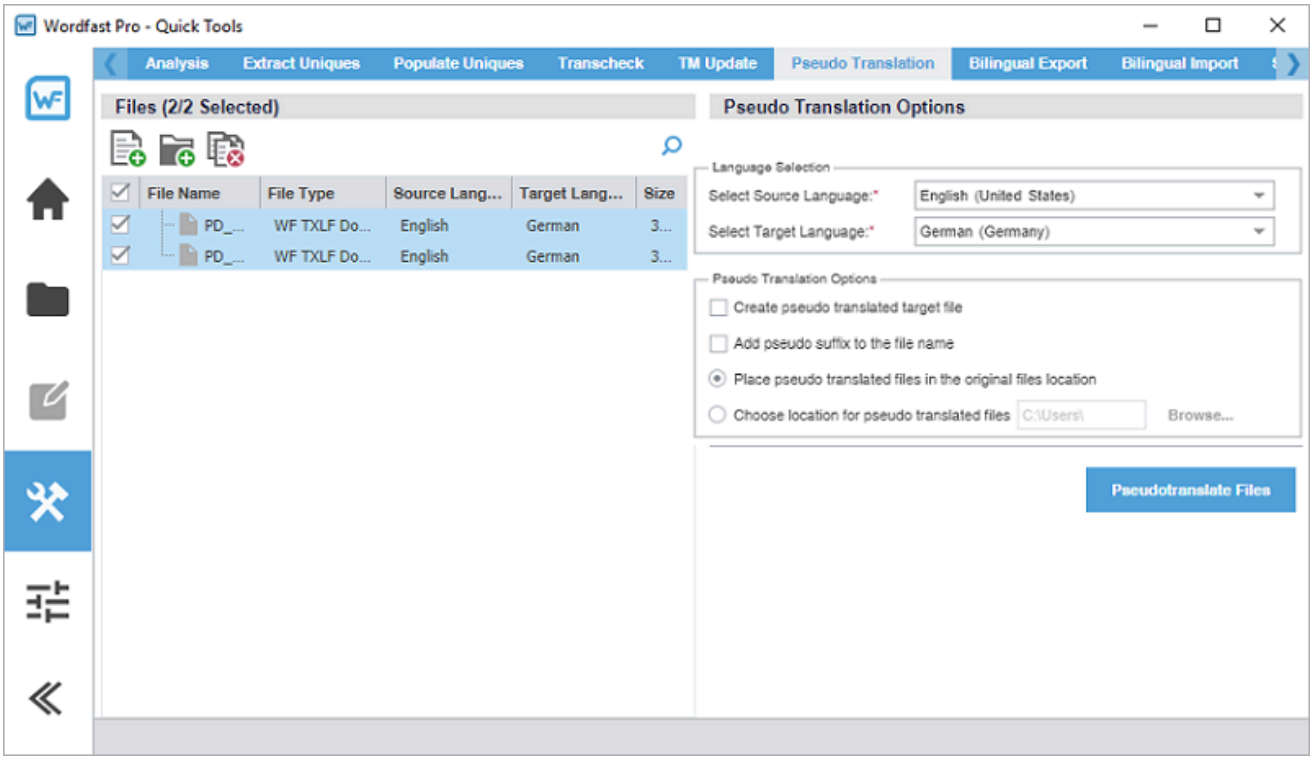
- Use to verify successful completion of the extraction, translation, and creation of a translated file.
- Use to identify any text expansion issues that might occur during translation.
- Use to identify any font issues during creation of the translation file.
- Use to identify any formatting or missing content issues.

You can copy the source content to the target content to preview translatable content for target languages and the complexity of associated formatting. This preview is particularly useful when content has accented characters and when the content is likely to expand during translation.

> - Pseudo-translation requires source files in a supported file format, such as .DOC or .TXT files.
> - If you use Wordfast Pro in Demo Mode, the limit on processing pseudo translation is 20 files. To simultaneously pseudo-translate more than 20 files, obtain a Wordfast Pro license.

To pseudo-translate files:

1. In the **Quick Tools** view, select the **Pseudo Translation** tab, if it is not already selected.

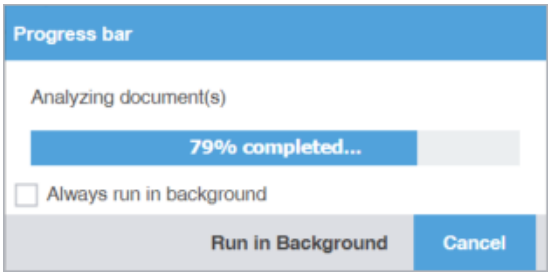


2. On the **TXLF Files** panel, choose one of the following actions:

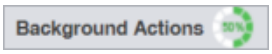
> To search the **File Name** column for a particular string, enter the search string in the available search field next to the **Search** icon on the **TXLF Files** panel.

| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove File(s)** | Select to remove a folder and all its files or all selected files from the list. |

3. Select a **Source Language** and **Target Language** for the **Language Selection** section.
4. (Optional) In the **Pseudo Translation Options** section, select either or both options for creating a target file and adding a suffix to the target filename, then select an option to either place it next to the source file or to browse and select an alternate location.
5. Select **Pseudotranslate Files**.
6. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.




7. If you chose to run **Pseudotranslate Files** in the background, you can monitor its progress.




> If you choose to run more than one batch action in the background, each action will have its own progress bar.

The pseudo-translation is created and a successful completion message is displayed.

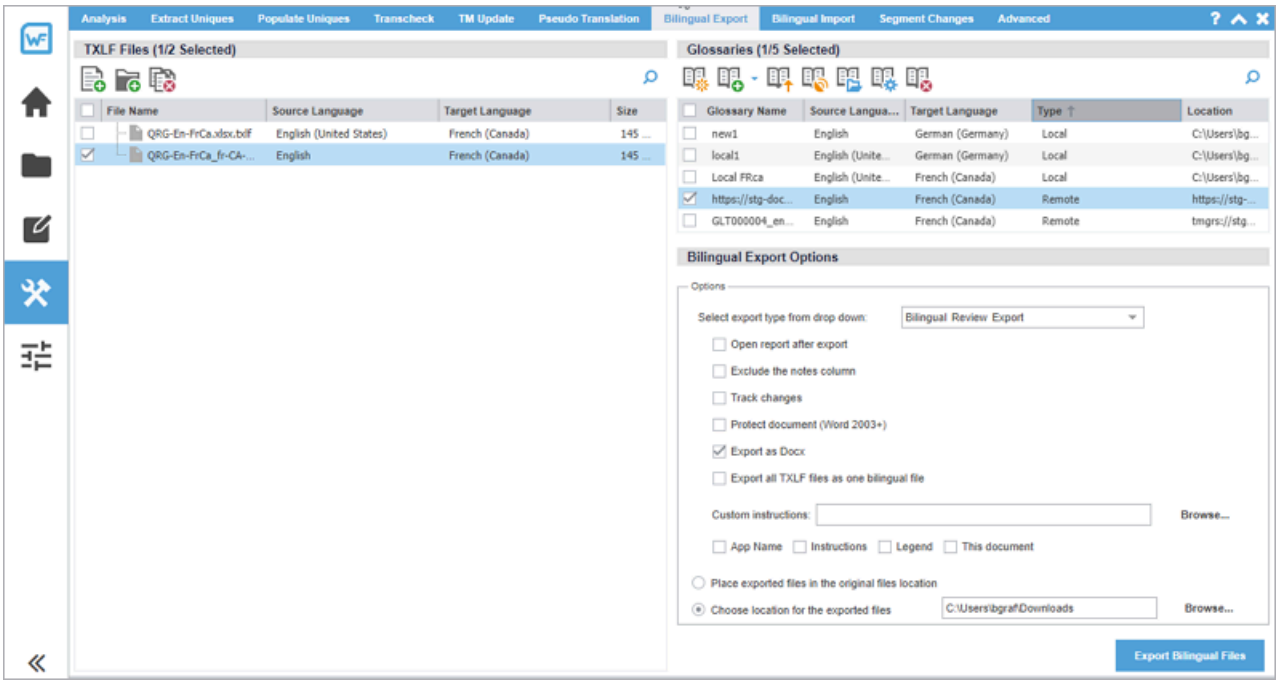
# Quick tools bilingual export

Use **Bilingual Export** to export the TXLF file with highlighted glossary terms to a .DOC or .DOCX format for edit and translation of the content using Microsoft Word (Word).

> You must not edit the exported table format. This includes merging or expanding segments and adding text outside of the target or notes column. Editing the exported table format will result in errors during bilingual import.

To conduct a Quick Tools bilingual export:

1. In the **Quick Tools** view, select the **Bilingual Export** tab, if not already selected.




2. On the **TXLF Files** panel, choose one of the following actions:

> To search the **File Name** column for a particular string, enter the search string in the available search field next to on the **TXLF Files** panel.

| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove Files** | Select to remove a folder and all its files, or all selected files from the list. |

> To search the **File Name** column for a particular string, enter the search string in the available search field next to on the **Glossaries** panel.

3. On the **Glossaries** panel, choose one of the following actions:

| Item | Action |
|---|---|
| **Create Local** | Create a glossary on your local computer. |
| **Add Local** or **Add Project Glossaries** | Select and choose from the drop-down list to add to a local glossary or to a project glossary.<br>If you choose a project glossary, you can only add a glossary to a locale already assigned to the project. |
| **Import Glossary** | Select to import .TBX or tab-delimited files to a glossary assigned to the project. |
| **Connect to Remote** | Select to connect a remote glossary to the project. Refer to Connect to a remote glossary on page 123. |
| **Open** | Select to open a glossary in the **Glossary Editor** view. |

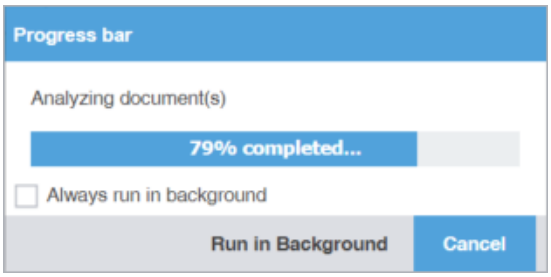
| Item | Action |
|---|---|
| **Modify** | Select to modify a glossary assigned to the project. |
| **Remove** | Select to remove a glossary assigned to the project. |

4. On the **Bilingual Export Options** panel, choose your export options.

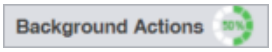
| Option | Action |
|---|---|
| **Select export type from drop-down** | Select an export type option from the drop-down list:<br>• **Bilingual Review Export** — Creates a bilingual Word document.<br>• **WFC Bilingual Export (Export only)** — Creates a Wordfast Classic compatible document solely for export.<br>• **MS-Word Table** — Creates a Word document with the source and target in a two-column table.<br>• **Bilingual Review Export - WFC (allows import)** — Creates a bilingual Word document for import by Wordfast Classic users. |
| **Open report after export** | Select to automatically display the Export Report after action completion. |
| **Exclude the notes column** | Select to remove the **Notes** column from the exported Word document. Instead, the export includes the notes from the TXLF file as **Comments** in the Word document. |
| **Track changes** | Select to track changes in the exported Word document. |
| **Protect document (Word 2003+)** | Select to only allow content edits in the available table space.<br>This helps avoid any import errors. |
| **Export as DOCX** | Select to export bilingual file to a .DOCX Word file format. |
| **Export all TXLF files as one bilingual file** | Select to export all converted TXLF files into a single bilingual Word document. |

5. (Optional) Either browse to and select a **Custom instructions** text file, or choose any of the following options to include in the file, using default instructions:
   - App Name
   - Instructions
   - Legend
   - This document
6. Choose to either use the original file location, or browse and select an alternate location.
7. Select **Export Bilingual Files**.

8. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.

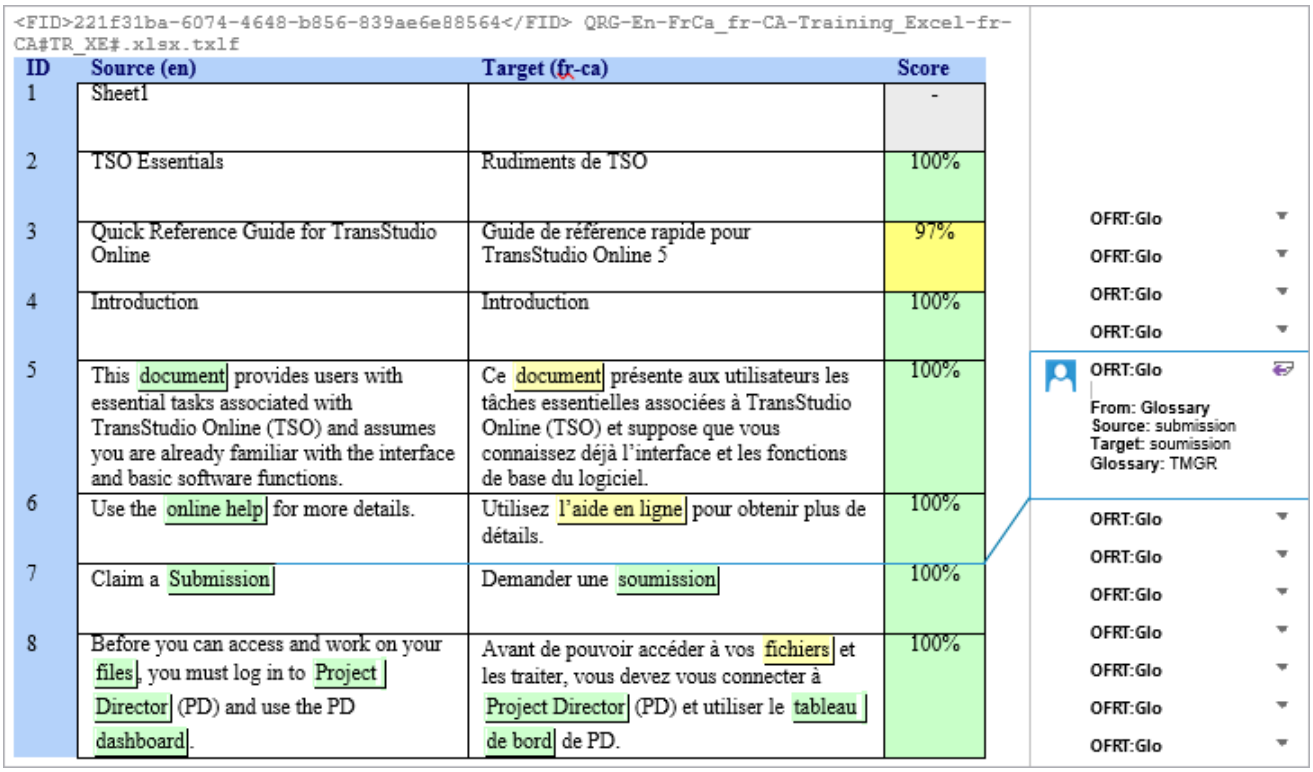



9. If you chose to run **Export Bilingual Files** in the background, you can monitor its progress.




> If you choose to run more than one batch action in the background, each action will have its own progress bar.

Each exported document is saved to the specified folder on your local computer. The example does not include any custom content.




10. (Optional) View the bilingual files at the location you specified on your computer.

# Quick tools bilingual import

Use **Bilingual Import** to re-import your translated or edited Microsoft Word (Word) bilingual export document.

**Bilingual Import** options allow you to open a report, accept tracked changes, and create a merged file from a translated Word document.

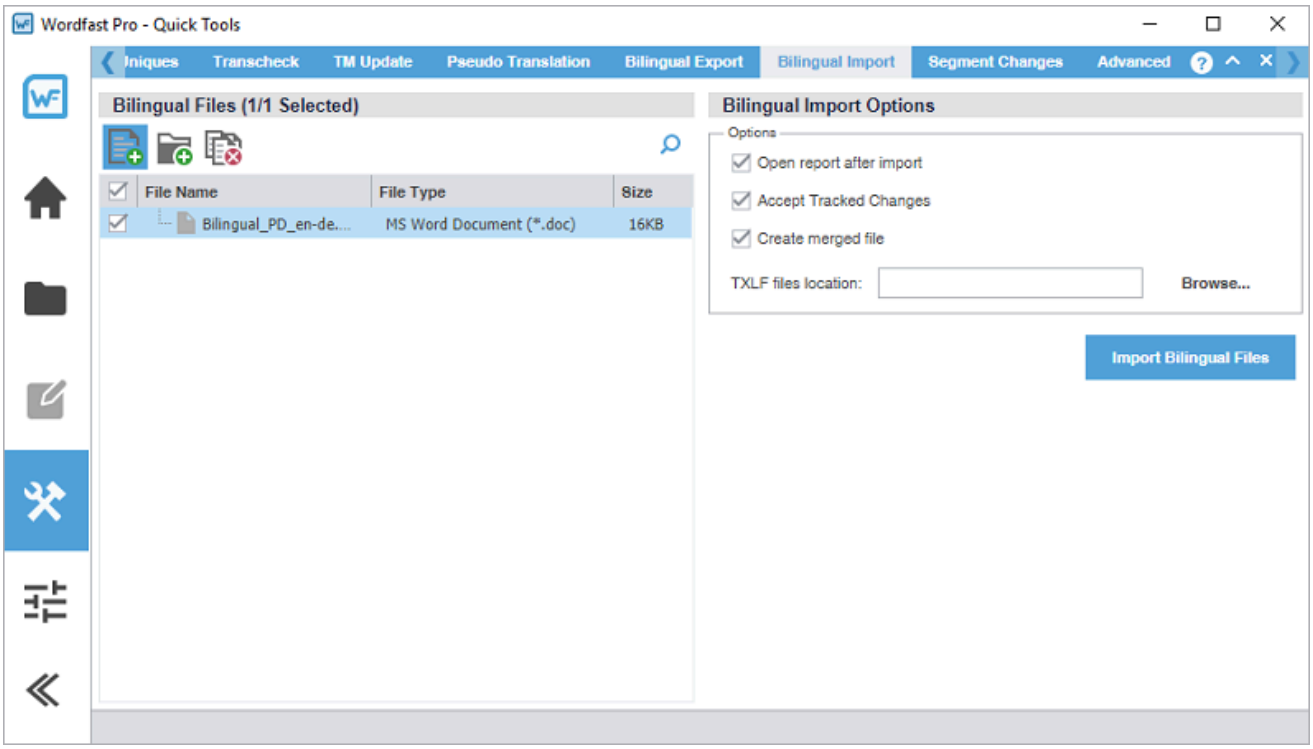
> You must upload both the translated or edited bilingual Word document and the source TXLF file you used during export.

> Since imports overwrite content from the export, create a backup of the original TXLF file for reference.

> - For bilingual files, the first number in the Counter column indicates the count of TXLF files in the bilingual file that are paired with the added files in the TXLF Files panel. The second number indicates the total count of TXLF files that were used during bilingual export.
> - For TXLF Files, when the bilingual Word document and the corresponding TXLF file are paired, is displayed. If the files are not paired, is displayed.

To conduct a Quick Tools bilingual import:

1. In the **Quick Tools** view, select the **Bilingual Import** tab, if not already selected.



2. On the **Bilingual Files** panel, choose one of the following actions:

> To search the **File Name** column for a particular string, enter the search string in the available search field next to on the **Bilingual Files** panel.

| | |
|---|---|
| **Add Files** | Select to browse and select a TXLF file from a bilingual export folder, such as `Sample.txlf.doc`, and add it to the **Bilingual Files** list.<br>You must select the correct file format from the drop-down list. Select **MS Word Document** when uploading the bilingual Word document and **WF TXLF Document** when uploading the TXLF file. |
| **Add Folder** | Select to browse and select a folder and all its files from a bilingual export folder to add to the available **TXLF Files** list. |
| **Remove Files** | Select to remove a folder and all its files or all selected files from the list. |

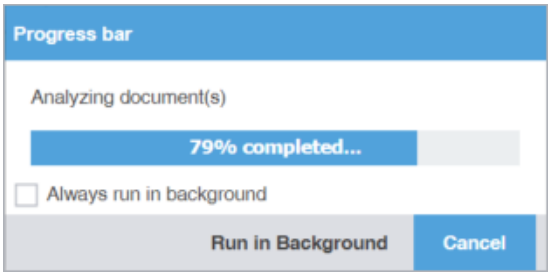
3. On the **Bilingual Import Options** panel, choose your import options.

| | |
|---|---|
| **Open report after import** | Select to automatically open a report after bilingual import. |
| **Accept Tracked Changes** | Select to accept tracked changes in a bilingual Word document. |
| **Create merged file** | Select to create a single merged file as a bilingual Word document. |

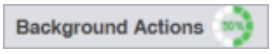
4. Browse to and select a TXLF files import location.
5. Select **Import Bilingual Files**.

> Files excluded during export are ignored during import.

6. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.



7. If you chose to run **Import Bilingual Files** in the background, you can monitor its progress.




> If you choose to run more than one batch action in the background, each action will have its own progress bar.

The translations and edits in the bilingual export Word document are imported into the specified TXLF file on your local computer.

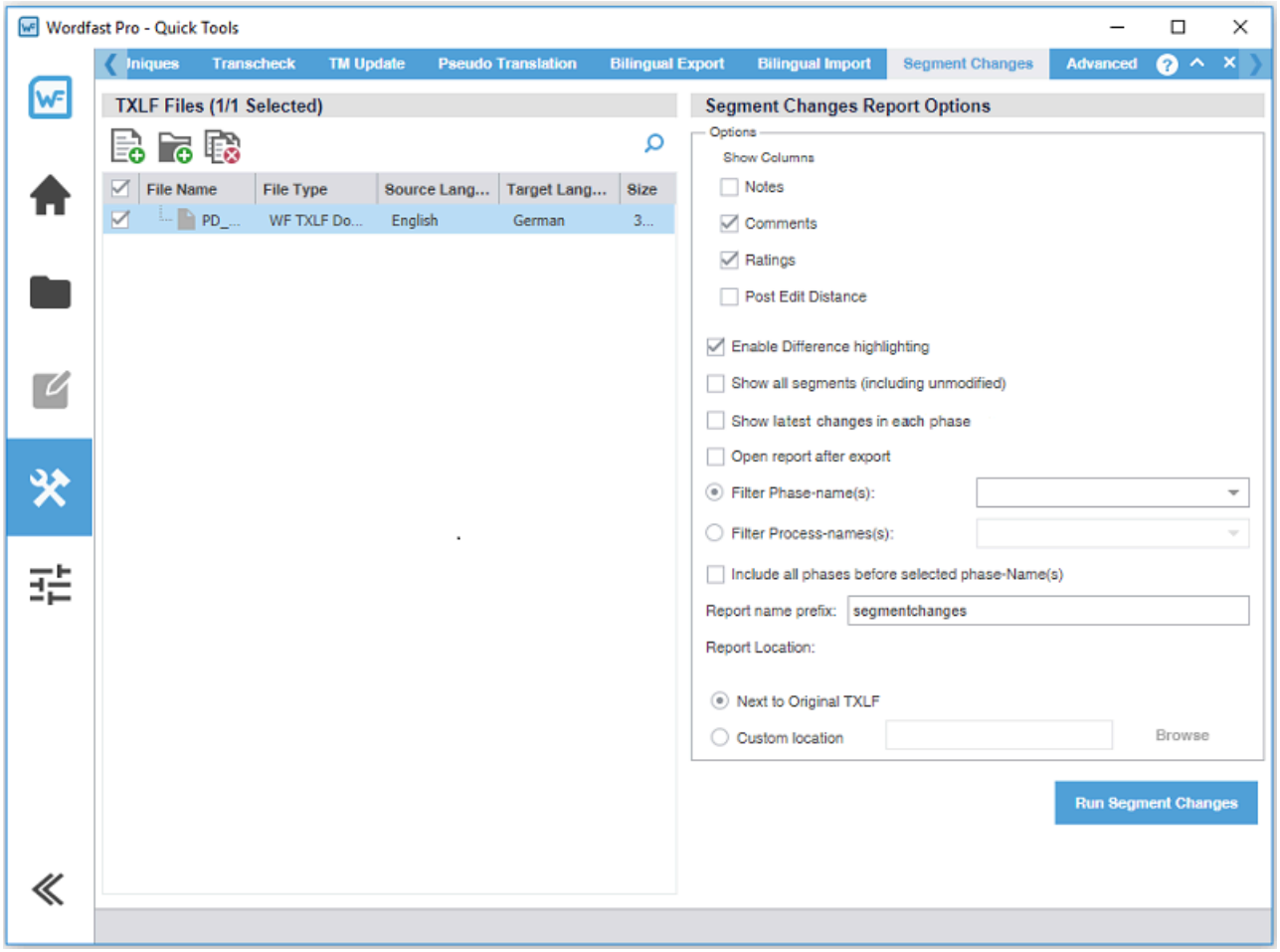
> The import overwrites the TXLF file content with the imported bilingual Word document content.

# Segment changes

You can run a Segment Changes Report on one or more project files to view the history of changes to a segment. The report includes the segment ID, TM score, source and target content with the highlighted changes, username, time stamp, and translator notes. This is particularly useful in workflows that involve multiple people.

To generate a segment changes report:

1. In the **Quick Tools** view, select the **Segment Changes** tab, if it is not already selected.



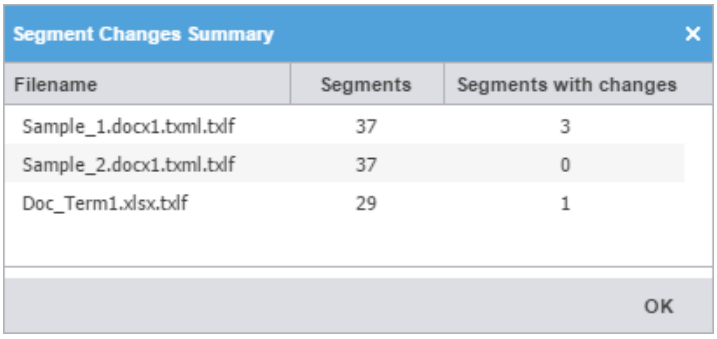
2. On the **TXLF Files** panel, choose one of the following actions:

> To search the **File Name** column for a particular string, enter the search string in the available search field next to on the **TXLF Files** panel.

| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove Files** | Select to remove a folder and all its files, or all selected files from the list. |

3. Select one or more files for the Segment Changes Report.
4. On the **Segment Changes Report Options** pane, choose from the following options:
   - **Show Columns** option—Select any of the column options. The report does not include any columns you do not select with this option.
   - **Enable Difference highlighting**
   - **Show all segments (including unmodified)**
   - **Show latest changes in each phase**
   - **Open report after export**
   - **Filter Phase-name(s)**—Select a phase name from the drop-down list to filter by the project's workflow phases.
   - **Filter Process-name(s)**—Select a process name from the drop-down list to filter by the project's processes.
   - **Include all phases before selected phase-Name(s)**
5. (Optional) Use the default prefix of **segmentchanges** or enter a custom prefix.
6. Choose one of the following actions:
   - Select **Next to Original TXLF** to save the segment changes report next to the original TXLF file.
   - Browse and select the **Custom location** folder where you want to save the segment changes report.
7. Select **Run Segment Changes**.

   The Segment Changes Summary is displayed.




8. After review, select **OK**.

9. (Optional) Go to the designated location and view the Segment Changes Report.

## Segment Changes Report

| Phase | Weighted Edit Distance[1] | MT | | Total | | Total Segments Modified | | Estimated Time[3] |
|---|---|---|---|---|---|---|---|---|
| | | Words[2] | Segments | Words | Segments | Modified % | Segments | |
| FE-1 | 0.00% | 669 | 57 | 742 | 73 | 0.00% | 0 | 00:00:00 |
| Proof-1 | 1.99% | 669 | 57 | 742 | 73 | 15.07% | 11 | 00:07:57 |
| PostEdit-1 | 20.21% | 642 | 53 | 742 | 73 | 72.60% | 53 | 00:06:37 |

*[1]Weighted Edit Distance = Average PED (Post Edit Distance) of all MT segments*
*[2]MT word count = All MT Segments including modified and un-modified*
*[3]Only includes time actively spent on modifying segments. (Note: does not include time spent in open segments which are not modified)*
*Time spent reading segments if the segment was not opened in the Editor is not included.*
*Time spent researching concepts or topics is not included, this is known and taken into account.*

## File Summary

| File | MT | | Total | | Total Segments Modified | | Estimated Time[3] |
|---|---|---|---|---|---|---|---|
| | Words[2] | Segments | Words | Segments | Modified % | Segments | |
| ⊟ Quality Month Mailer v4 Bilingual-MS Word_TXLF-es-US#PR_BHMXVS#.docx.txlf | 669 | 57 | 742 | 73 | 78.08% | 57 | 00:14:34 |

| Phase | Weighted Edit Distance[1] | MT | | Total | | Total Segments Modified | | Estimated Time[3] |
|---|---|---|---|---|---|---|---|---|
| | | Words[2] | Segments | Words | Segments | Modified % | Segments | |
| FE-1 | 0.00% | 669 | 57 | 742 | 73 | 0.00% | 0 | 00:00:00 |
| Proof-1 | 1.99% | 669 | 57 | 742 | 73 | 15.07% | 11 | 00:07:57 |
| PostEdit-1 | 20.21% | 642 | 53 | 742 | 73 | 72.60% | 53 | 00:06:37 |

# 16. Advanced quick tools

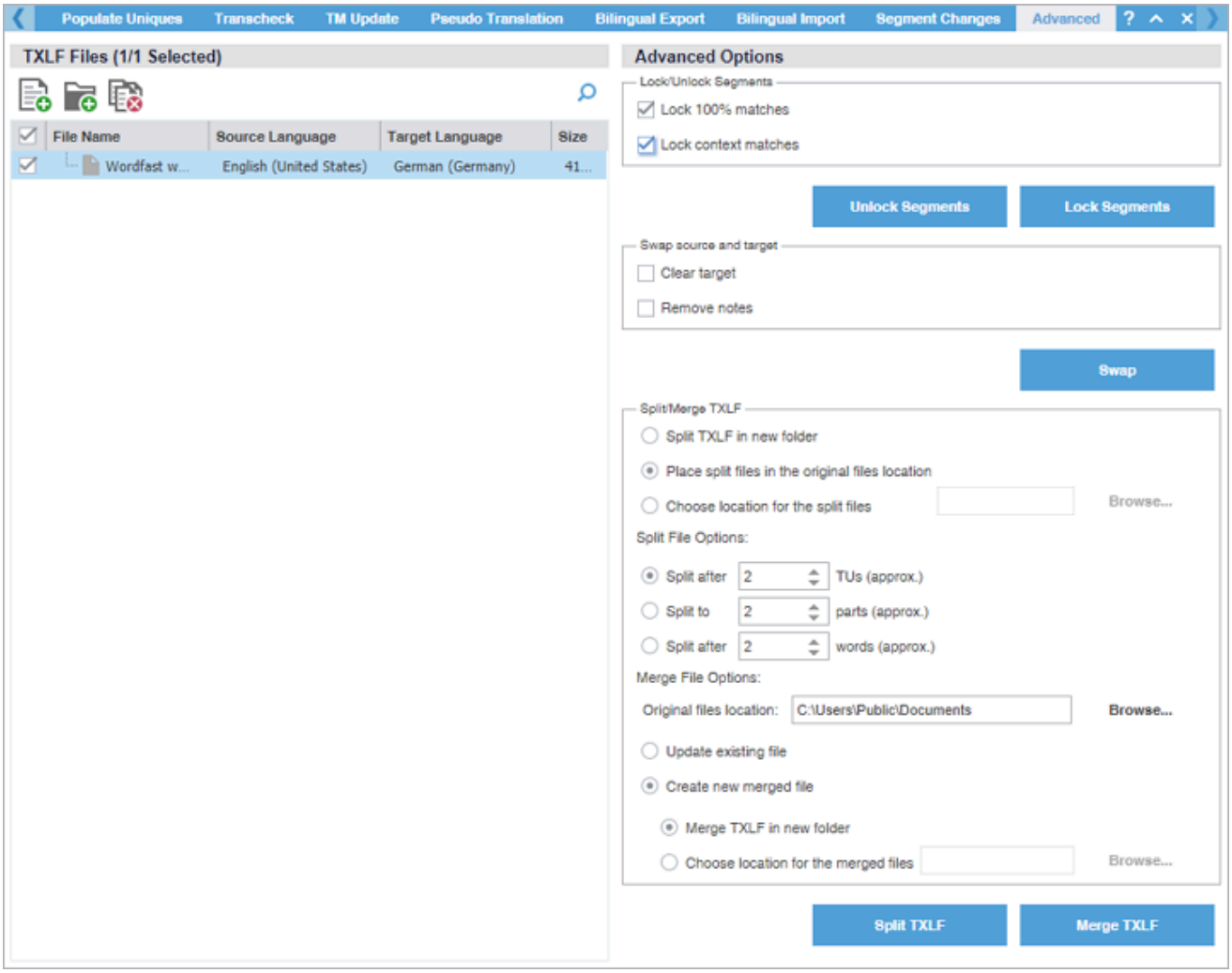
The **Advanced** tab gives you access to several advanced features, each with its own independent action or set of actions.

## Lock or unlock segments

You can quickly lock or unlock segments in the .TXLF files you select. You can lock 100% or context matches to prevent translators or editors from making changes to them.

To lock or unlock segments:

1. In the **Quick Tools** view, select the **Advanced** tab, if it is not already selected.




2. On the **TXLF Files** panel, choose one of the following actions:

> To search the **File Name** column for a particular string, enter the search string in the available search field next to on the **TXLF Files** panel.

| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |

| | |
|---|---|
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove Files** | Select to remove a folder and all its files, or all selected files from the list. |

3. On the **Lock/Unlock Segments** area, select one or both of the **Lock/Unlock Segments** options:
   - **Lock 100% matches**
   - **Lock context matches**
4. Select either **Unlock Segments** or **Lock Segments**.

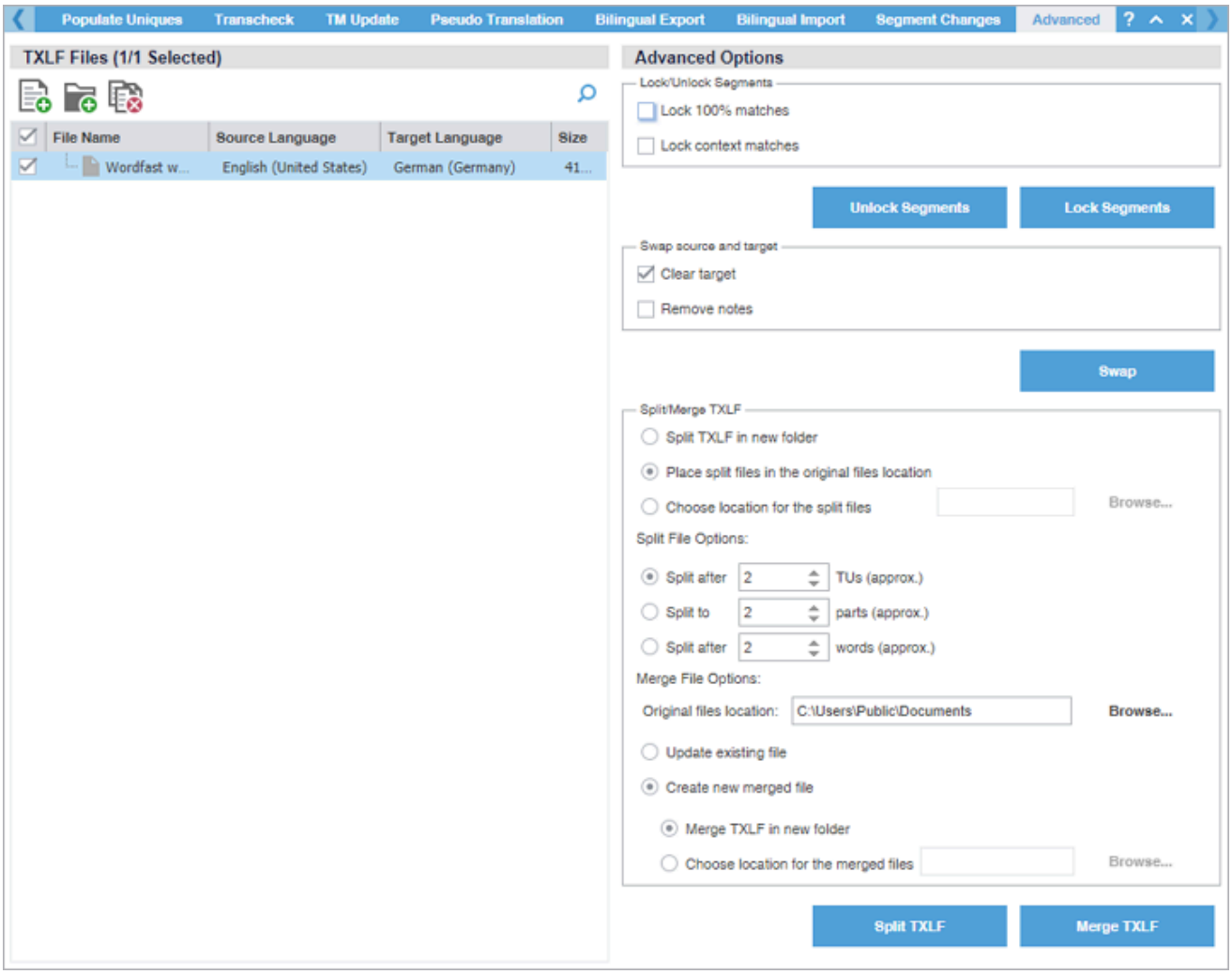
   The segments you selected are locked or unlocked.

# Swap the source and target

You can swap the source and target in translation files to create a back translation that validates the translated content.

To swap the source and target:

1. In the **Quick Tools** view, select the **Advanced** tab, if it is not already selected.



2. On the **TXLF Files** panel, choose one of the following actions:

> To search the **File Name** column for a particular string, enter the search string in the available search field next to the **Search** icon on the **TXLF Files** panel.

| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove Files** | Select to remove a folder and all its files, or all selected files from the list. |

3. On the **Advanced Options** panel in the **Swap source and target** area, select **Swap**.
4. (Optional) Select either or both of the following options before selecting **Swap**.

| | |
|---|---|
| **Clear target** | Select to clear target language when **Swap** is selected. For example, swapping an English to German translation, German will be the source language and the target language column will be empty. |
| **Remove notes** | Select to remove all notes from each segment when **Swap** is selected. |

The source and target content is swapped.

# Split or merge a TXLF file

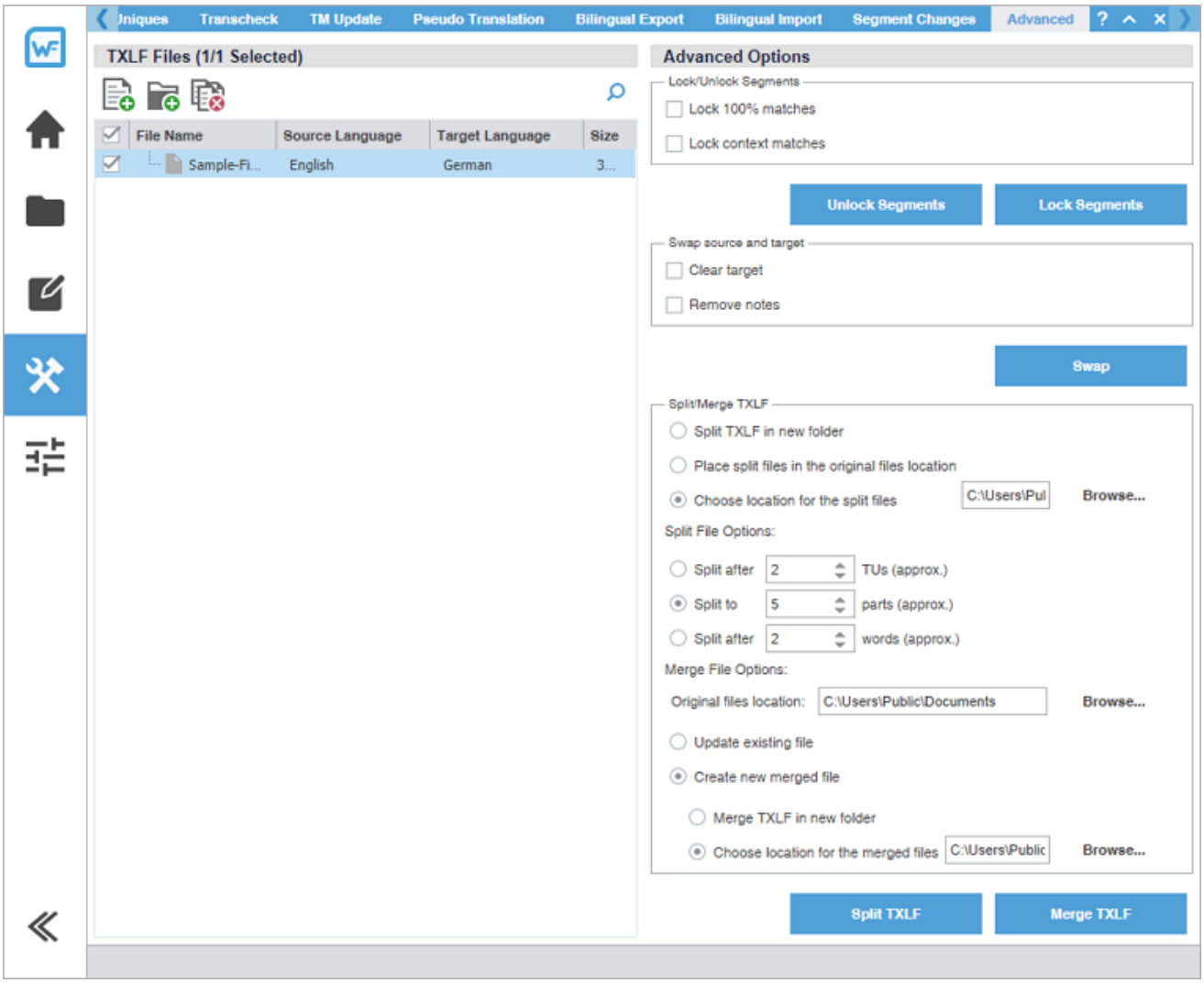
You can split files to break a large file into smaller files. You can set a specific number of translation units (TUs), parts, or words the translated content for each file. For example, you can break a file of 1,000 TUs into four files of 250 TUs each. If there is a remainder, the last file contains the remnant.

You can use a file merge to either update the original file or create a new merged file.

With either option, you designate a specific location to split or merge the files to.

To split or merge a TXLF file:

1. In the **Quick Tools** view, select the **Advanced** tab, if it is not already selected.




2. On the **TXLF Files** panel, choose one of the following actions:

> To search the **File Name** column for a particular string, enter the search string in the available search field next to on the **TXLF Files** panel.

| | |
|---|---|
| **Add Files** | Select to browse and select a file from a folder. |
| **Add Folder** | Select to browse and select a folder and all its files. |
| **Remove Files** | Select to remove a folder and all its files, or all selected files from the list. |

3. On the **Advanced Options** panel in the **Split/Merge TXLF** area, select one of the following:
   - **Split TXLF in new folder**
   - **Place split files in the original files location**
   - To **Choose location for the split files**, select **Browse...** to select a folder.

4. Select one of the following **Split File Options**:
   - **Split after x TUs (approx.)**
   - **Split to x parts (approx.)**
   - **Split after x words (approx.)**
5. If you have already split files, you can merge them back into a single TXLF file. To do so, on the **TXLF Files** panel, **Add Files** to be merged, then choose one of the following **Merge File Options**:

| | |
|---|---|
| **Original files location:** | Select **Browse...** to select the folder the original files are in. |
| **Update existing file** | Select to browse and select a folder and all its files. |
| **Create new merged file** | The new file will be created in the original file location. |
| **Merge TXLF in new folder** | The merge TXLF file will be in a new folder in the original files location. |
| **Choose location for the merged files** | Select **Browse...** to select a folder you want the merged file to be create. |

6. Select either **Split TXLF** or **Merge TXLF**.

   The files you selected are split into multiple .TXLF files or are merged into a single .TXLF file format.

# 17. Configure preferences

Preference options control the functions available to you in the user interface. Configure preferences at either the project level or the file level.

- **General Preferences**

  Use these to configure the user interface and **TXLF Editor** view preferences.
- **Current Project Preferences**

  Use these to control settings unique to individual projects. Either you or your Project Manager can set project preferences.

  > **New Project Preferences** displays if a project is not opened in the **Project List** view.
- **User Preferences**

  Use these to manage your user preferences, including restoring them to the default state and exporting or importing them.

## Configure color settings

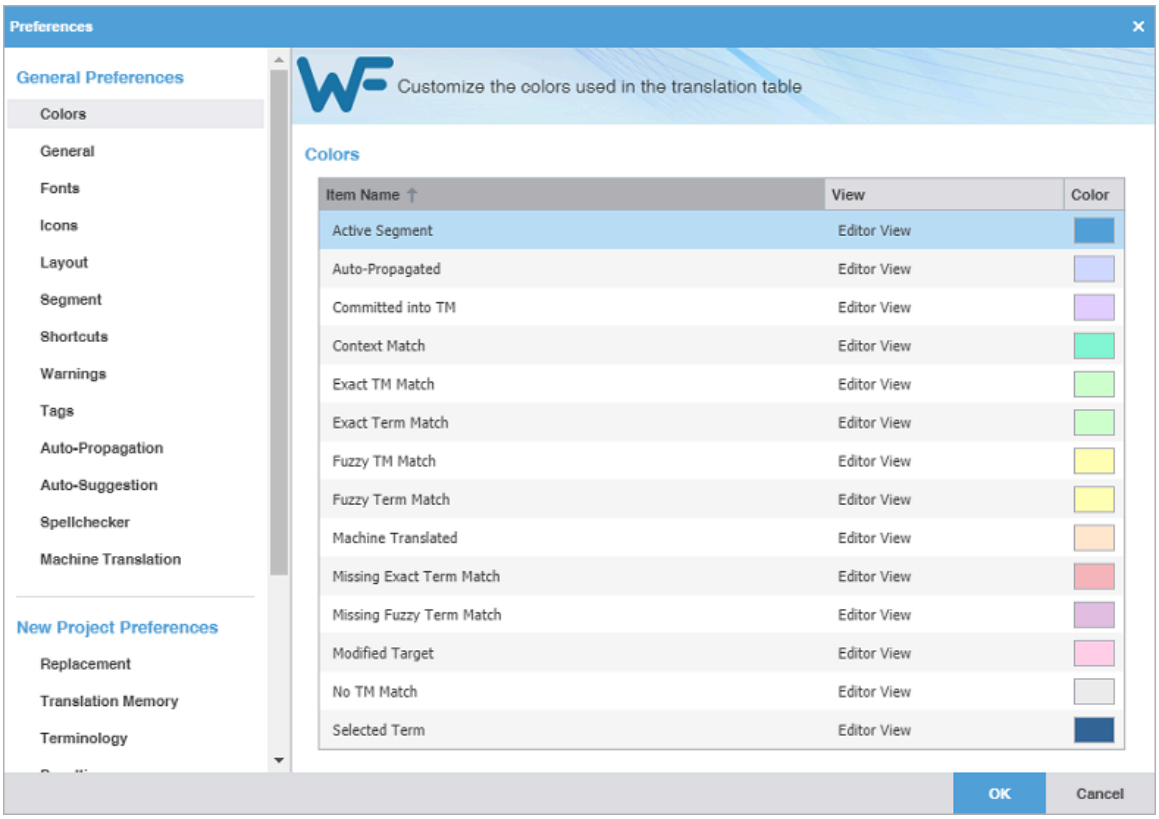
The **Colors** preferences control color customization for specific types of content in **TXLF Editor** view.

> When you change preferences from the default options, select **OK** to activate your selection. If you wish to return to the defaults, select **Restore Defaults** in **Advanced Settings**.

To configure colors used in the translation table:

1. On the **Sidebar**, select the **Preferences** icon .

2. On the **Preferences** dialog, select **Colors** under **General Preferences**.




3. Select the color box for any **Item Name**, then select another color from the color palette on the **Color Picker** dialog.
4. Select **OK** to close the dialog.
5. Select **OK**.

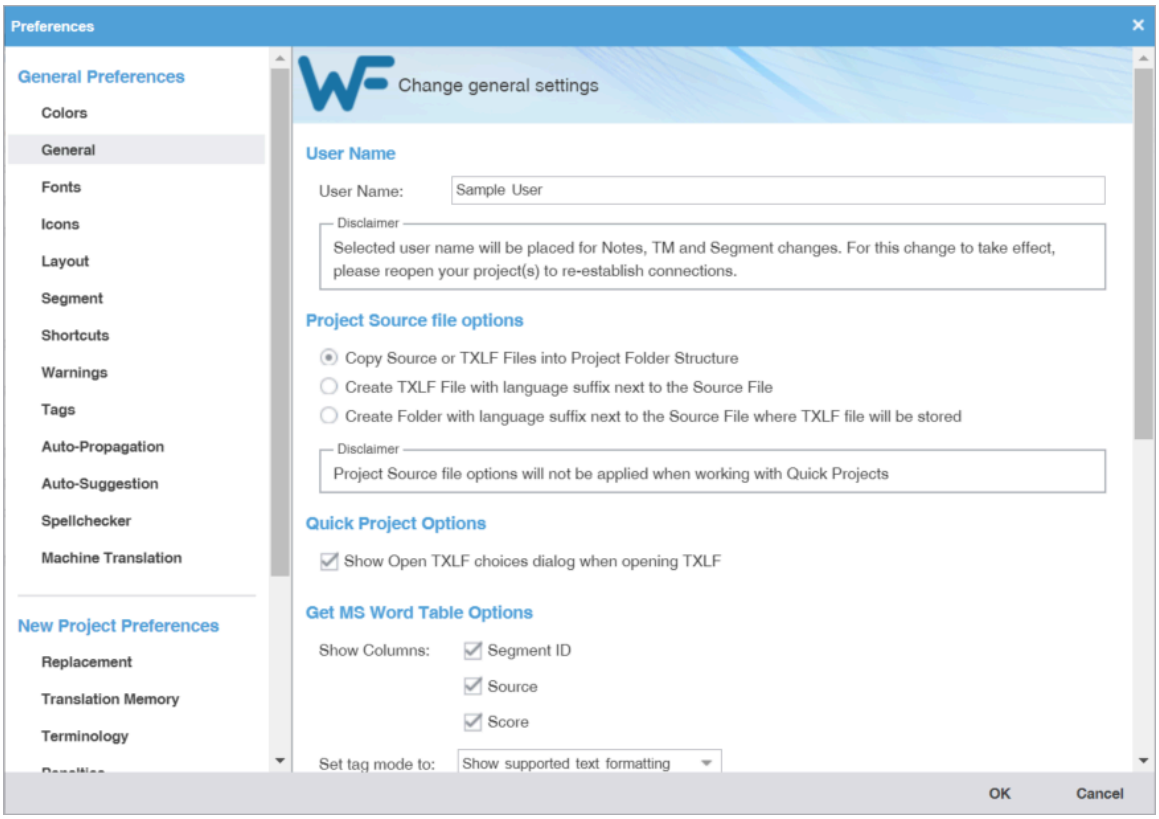
# Configure general settings

**General** preferences link a specific username to project-related content changes.

To customize general settings:

1. On the **Sidebar**, select the **Preferences** icon .

2. On the **Preferences** dialog, select **General** under **General Preferences**.




3. Enter the **User Name** for user identification on notes, TM, and segment changes.
4. Select one of the source file locations.

> If the source file is a TXLF file, a copy is saved.

| Option | Action |
|---|---|
| **Copy Source or TXLF Files into Project Folder Structure** | Select to create a sub-folder within the project language folder for storing source files. |
| **Create TXLF File with language suffix next to the Source File** | Select to create a TXLF copy of the source file at the same location with the target language code as a suffix. |
| **Create Folder with language suffix next to the Source File where TXLF file will be stored** | Select to create a TXLF copy of the source file in a source file sub-folder using the target language code as a suffix. |

5. Select the **Quick Project Options** to show the **Open TXLF** choices dialog during the process of creating a Quick Project. Refer to Open a TXLF file on page 23.

6. Select columns to include in the **Get MS Word Table Options**, then set the tag mode.

| Option | Action |
|---|---|
| **Segment ID** | Select to include the Segment ID column in the MS Word table. |
| **Source** | Select to include the Source column in the MS Word table. |
| **Score** | Select to include the Score column in the MS Word table. |
| **Set Tag mode to:** | Select the tag mode from the drop-down list.<br>• **Show supported text formatting**<br>• **Show formatting as Tags**<br>• **Do not show Tags** |

7. Select the **Bilingual Review Export** options to export a file with highlighted glossary terms in a Microsoft Word .DOC or .DOCX format.

| Option | Action |
|---|---|
| **Open report after export** | Select to automatically open the Bilingual Report after the export completes. |
| **Exclude the notes column** | Select to exclude the notes column from the exported MS Word document. |
| **Track changes** | Select to enable track changes in the exported MS Word document. |
| **Protect document (Word 2003+)** | Select to write-protect the document. This allows users to edit only the target segment content and add notes. |
| **Export as Docx** | Select to export the bilingual report in the Word .DOCX file format. |
| **Export all TXLF files as one bilingual file** | Select to export all submission files as a single bilingual file. |

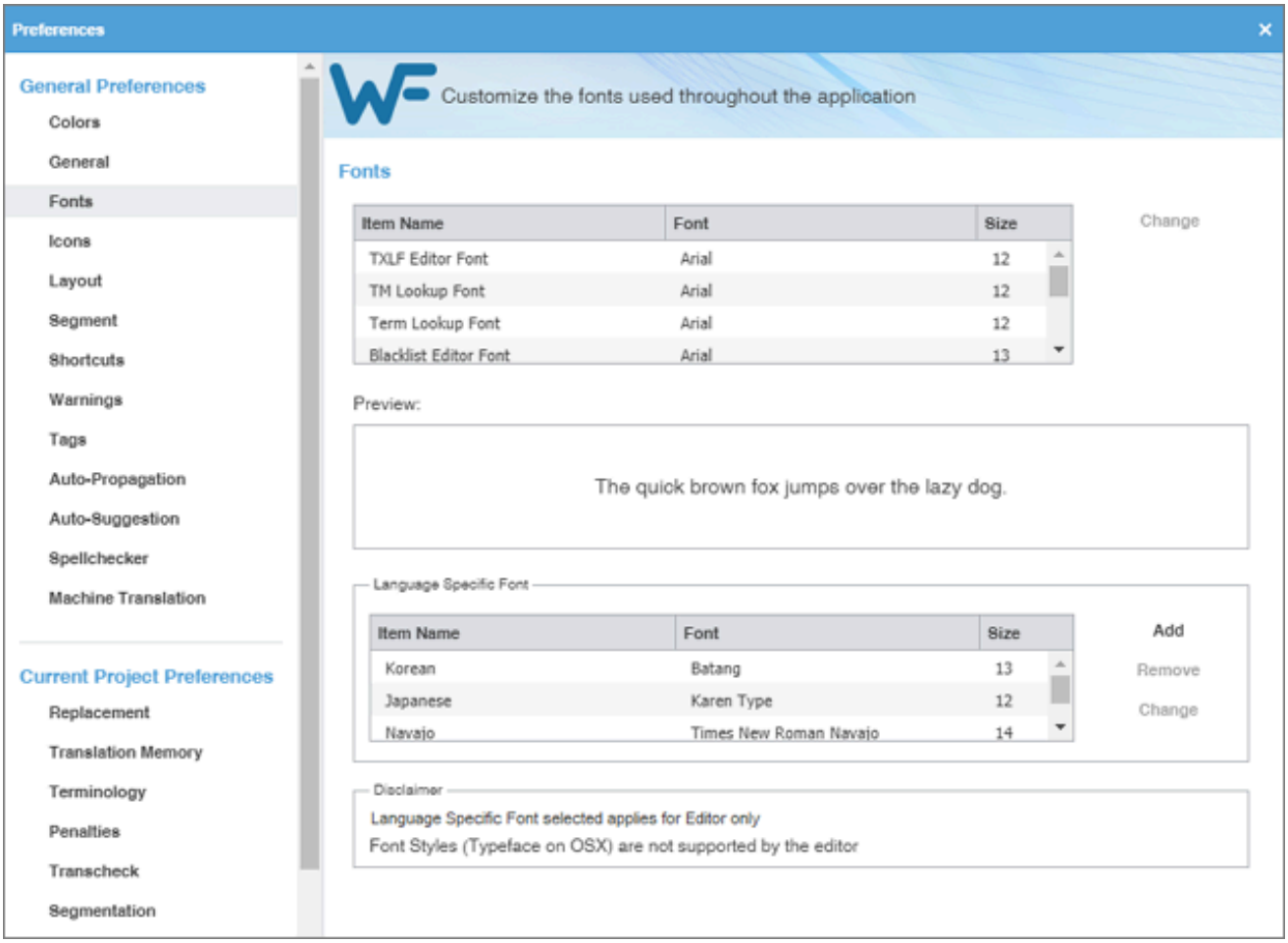
8. Select the option to display the dialog for running **Quick Tools** analysis and cleanup as batch actions that run in the background.
9. To automatically provide a live preview of the translated file when working in the **TXLF Editor**, enable the **Live Preview** option. This option supports MS Word .DOC and .DOCX, MS Powerpoint .PPT and .PPTX, and Markdown .MD source file formats.
10. Set the search depth when using the remote TM for your connected TM server type. The search depth is the number of segment results that can be viewed for a particular search within a remote TM.

# Configure fonts

**Fonts** preferences control customization of font type and size for application-wide functions, such as notes.

To configure fonts:

1. On the **Sidebar**, select the **Preferences** icon .
2. Select **Fonts** under **General Preferences**.




3. Select an application-specific font and size for an item name, such as **Segment History Font**.
4. Select **Change**. A sample of the selected font displays in the **Preview:** pane.
5. Select a language-specific font.
6. Add, remove, or change the language-specific font
7. Select **OK**.

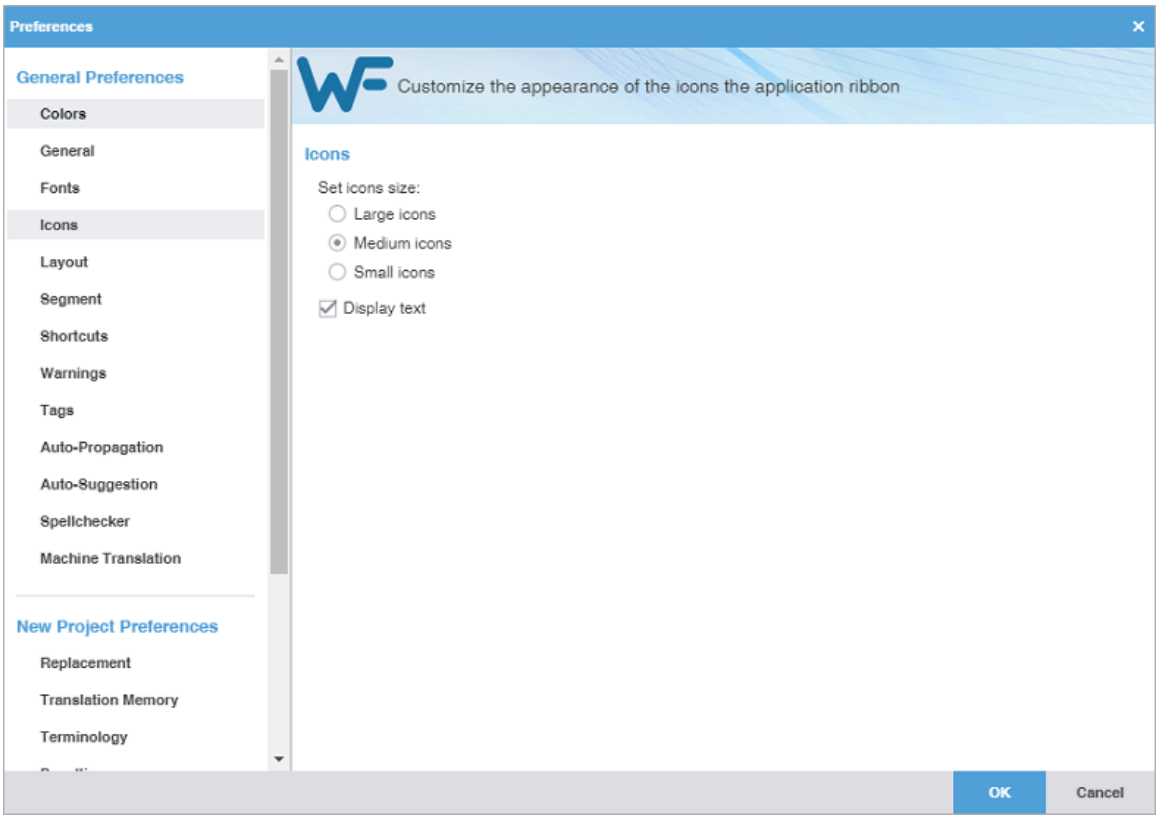
# Configure icon settings

**Icons** preferences control the relative size of the icon and include or exclude the icon title.

To configure icon settings:

1. On the **Sidebar**, select the **Preferences** icon .

2. On the **Preferences** dialog, select **Icons** under **General Preferences**.




3. Select a size for application icons.
4. (Optional) Clear **Display text** to exclude icon description text.
5. Select **OK**.

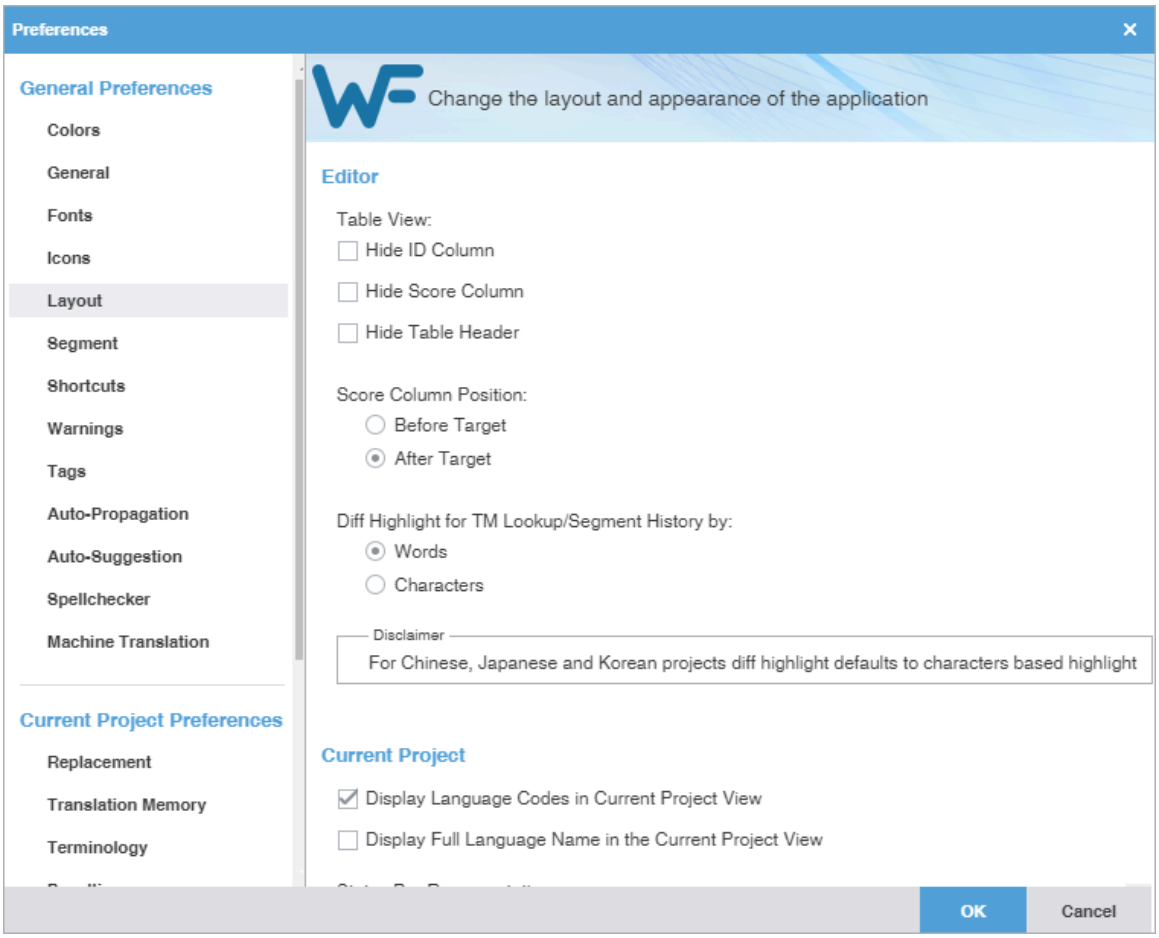
# Configure layout options

**Layout** preferences control the arrangement of user interface views.

To configure layout options:

1. On the **Sidebar**, select the **Preferences** icon .

2. Select **Layout** under **General Preferences**.




3. Modify the **Table View** layout to hide or show columns and headers. The default setting has none of these items selected.
4. Modify the TM **Score Column Position** layout for before or after the target column. The default setting is **After Target**.
5. Modify the TM **Difference Highlight** to highlight differences in **TM Lookup** and **Segment History** tabs based on words or characters. The default setting is **Words** except for CJK languages where the default is **Characters**.
6. Modify the **Current Project** layout to include the target language name or use a language code in the view.
7. Modify the **Status Bar Representation** layout in the **Current Project** view.

| | |
|---|---|
| **Language Codes** | Select to include language codes on the Status Bar. |
| **Full Language Name** | Select to include the complete language name on the Status Bar. |

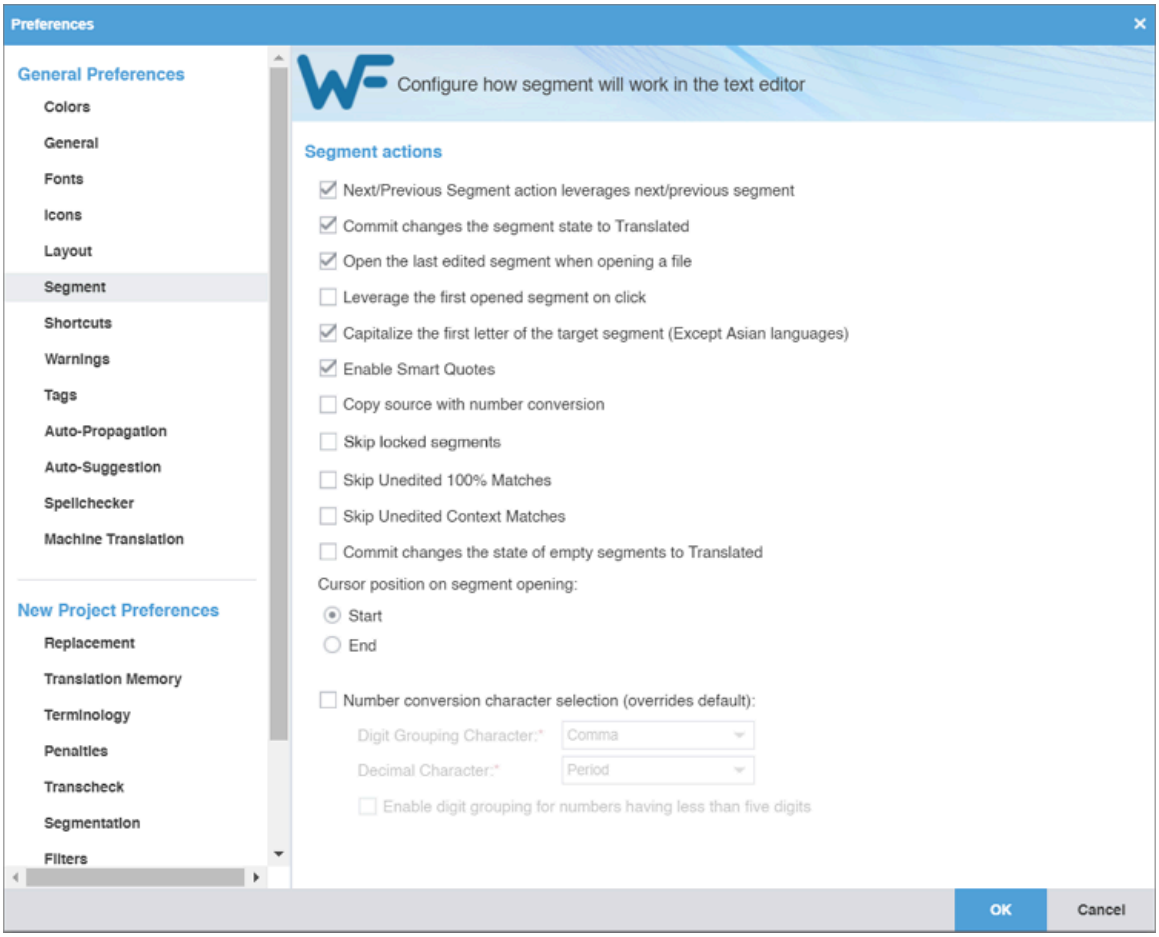
8. Select **OK**.

# Configure segment actions

**Segment Actions** preferences control segment action behaviors, such as Smart Quotes or Smart Punctuation.

To configure segment actions:

1. On the **Sidebar**, select the **Preferences** icon .
2. On the **Preferences** dialog, select **Segment** under **General Preferences**.




3. Select a segment option.

| Option | Action |
|---|---|
| **Next/Previous Segment action leverages next/previous segment** | Select to automatically leverage the TM for the segment as you make the segment active. |
| **Commit changes the segment state to Translated** | Select to change the segment state to Translated when you select **Commit.** You can toggle back to **Needs Translation** by selecting the segment state. |
| **Open the last edited segment when opening a file** | Select to go to the last segment edited after reopening a file. |
| **Leverage the first opened segment on click** | Select to automatically leverage the TM for the first open segment you click after opening a file for translation. |
| **Capitalize the first letter of the target segment (Except Asian Languages)** | Select to convert translated segments to sentence case. Not applicable for Asian languages. |
| **Enable Smart Quotes** | Select to activate both Smart Quote and Smart Punctuation features. |

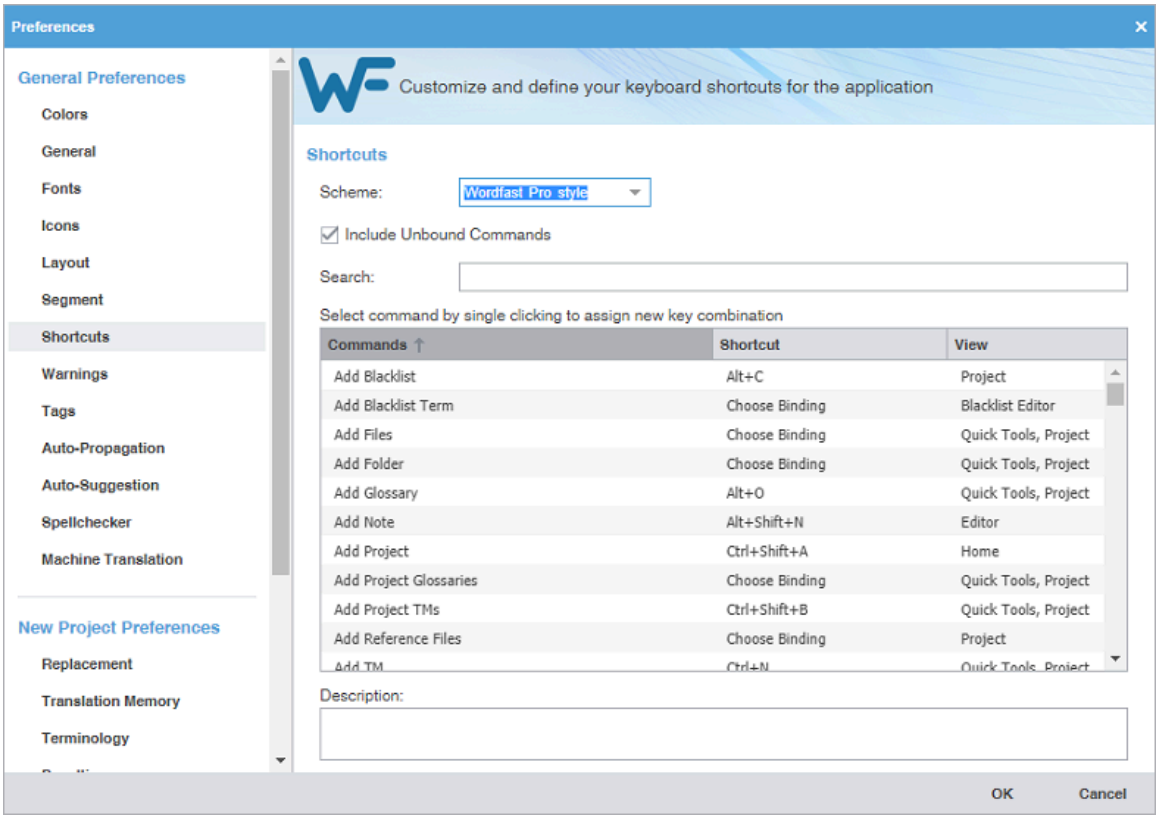
| Option | Action |
| --- | --- |
| | • **Smart Quotes:** Changes the quotation marks to smart quotes, depending on the target language.<br>• **Smart Punctuation:** Changes white space and punctuation mark elements to those appropriate for the target language, with the exception of Chinese, Japanese, and Korean (CJK) languages and those that read from right-to-left (RTL), such as Arabic, Hebrew, Persian, and Urdu.<br>The white space group includes spaces, non-breaking spaces, and white space representations: the middot and overring. The white space group also includes cases where an exclamation point or question mark exists in isolation at the beginning of the segment, sentence, or paragraph. |
| **Copy source with number conversions** | Select to enable suggesting the correct number conversion as the top suggestion and copy source numbers into the target with the correctly converted numbers for the language. |
| **Skip locked segments** | Select to enable skipping locked segments when the next segment or previous segment action is used. |
| **Skip Unedited 100% Matches** | Select to ignore 100% matched segments. |
| **Skip Unedited Context Matches** | Select to ignore segments with context matches. |
| **Commit changes of the state of empty segments to Translated** | Select to have all empty segments in the source show as Translated |
| **Cursor position on segment opening** | Select to place the cursor at the beginning or end of the active segment.<br>• **Start:** The default places the cursor at the beginning of the segment on segment selection.<br>• **End:** Places the cursor at the end of the segment on segment selection. |
| **Number conversion character selection (overrides default):** | Select to override the default number conversion character for all languages in the project.<br>• **Digit Grouping Character:** Space, Period, Comma, Non-breaking Space, Apostrophe, or Blank<br>• **Decimal Character:** Period, or Comma<br>• **Enable digit grouping for numbers having less than five digits:** will not group numbers less than five digits, for example: 9999.00 instead of 9,999.00 |

# Customize keyboard shortcuts

**Shortcuts** preferences control keyboard shortcuts for the commands that you frequently use.

To customize keyboard shortcuts:

1. On the **Sidebar**, select the **Preferences** icon .
2. On the **Preferences** dialog, select **Shortcuts** under **General Preferences**.




3. Select a style **Scheme** from the drop-down list.
4. Select a **Command** from the command list and enter a new sequence of keys in the **Shortcut** column, then select **OK**.

> You cannot change the standard Windows keyboard shortcuts such as copy, paste, bold, or italic. When changing or creating new shortcut key sequences, the sequence must either begin with a **Ctrl**, **Alt**, or **Shift**, must use a function key, or use a combination of these.

5. (Optional) If you choose a shortcut key sequence already in use, a warning message notifies you that it will override the prior key sequence. Click **Yes** to save the new shortcut for a command.

   The new shortcut key sequence is saved.

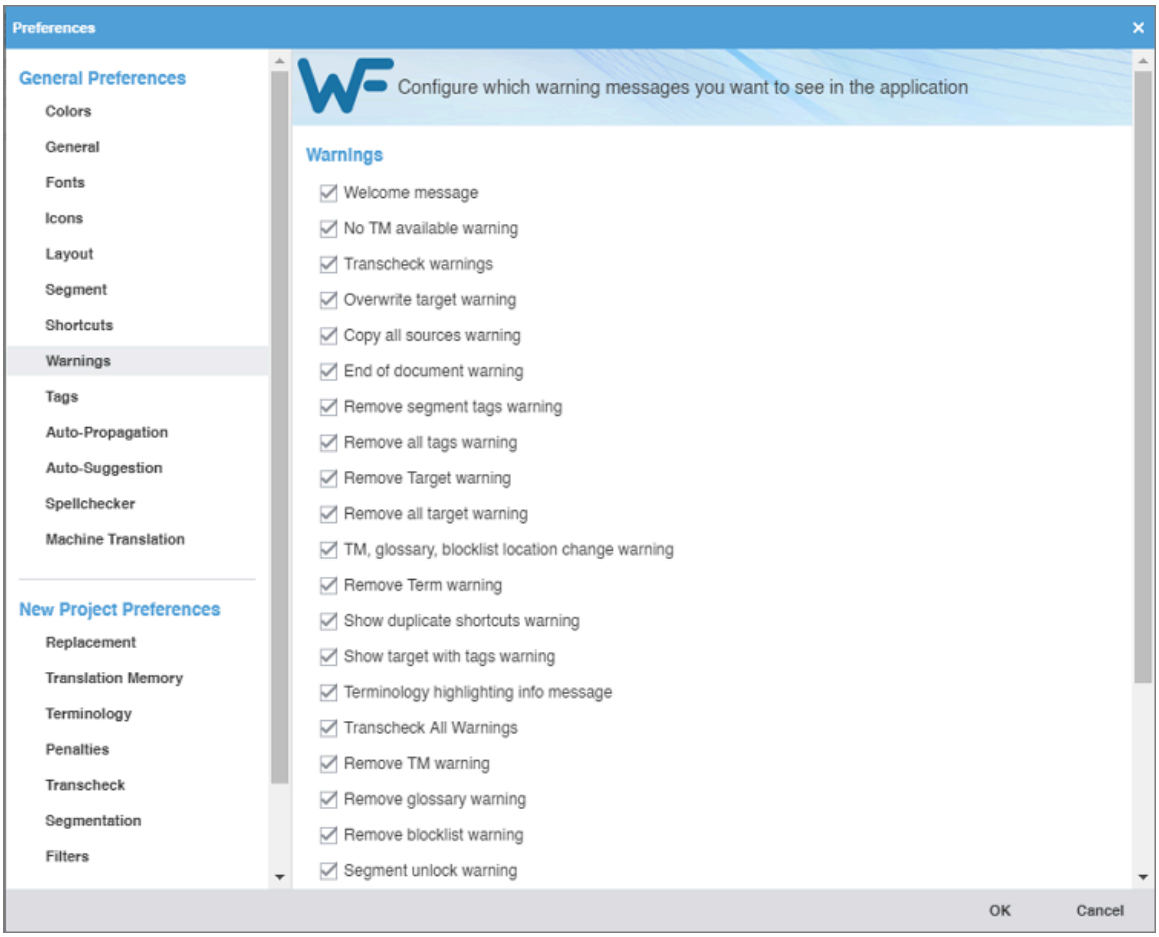
# Configure warning messages

**Warnings** preferences control the type of warning notifications you receive.

To configure warning messages:

1. On the **Sidebar**, select the **Preferences** icon .

2. On the **Preferences** dialog, select **Warnings** under **General Preferences**.




3. Select your warning notifications.
4. Select **OK**.

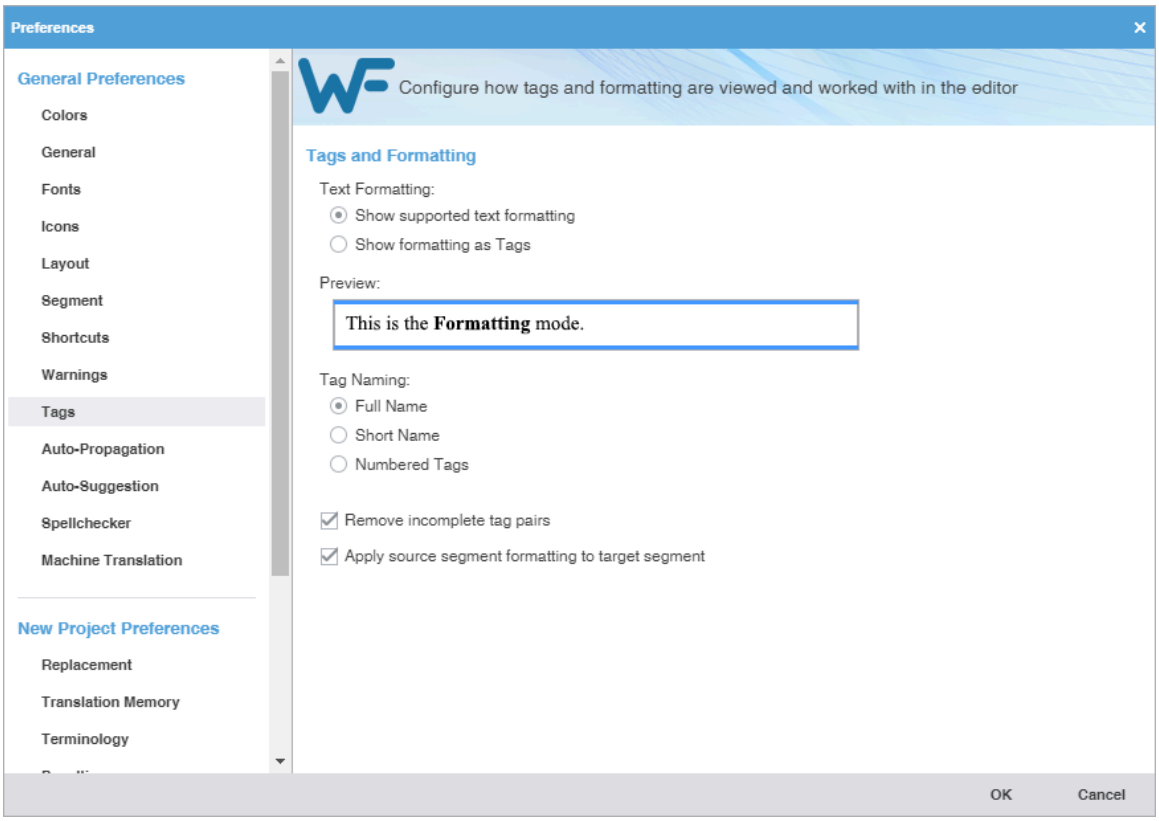
# Configure tags and formatting

**Tags and Formatting** preferences control the tag mode, representation, and font size in the **TXLF Editor** view.

To configure tag and formatting options:

1. On the **Sidebar**, select the **Preferences** icon .

2. On the **Preferences** dialog, select **Tags** under **General Preferences**.




3. Modify **Text Formatting** options.

| Option | Action |
|---|---|
| **Show supported text formatting** | Select to display formatted content in the **TXLF Editor** view, along with a sample of the formatted content in **Preview**. |
| **Show formatting as Tags** | Select to display content with formatting tags in the **TXLF Editor** view, along with a sample of the formatted content and tags in **Preview**. |

4. Modify **Tag Naming** options.

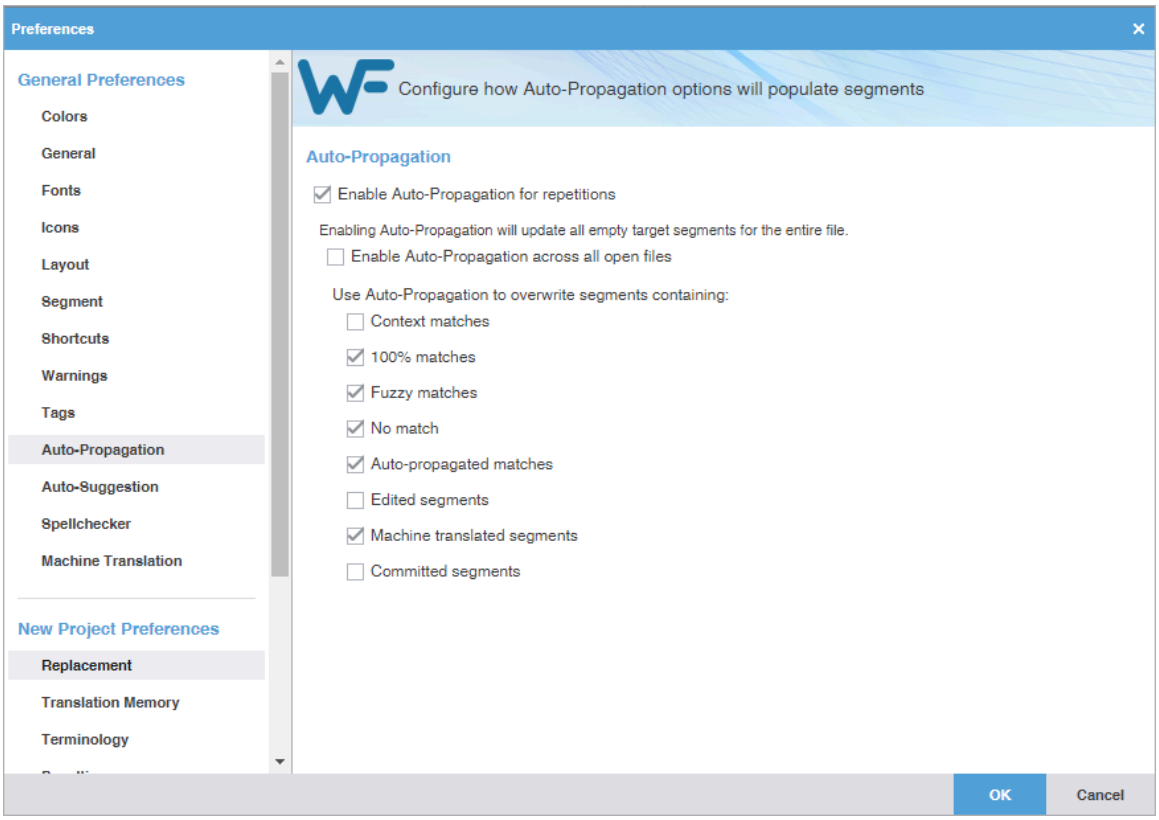
| Option | Action |
|---|---|
| **Full Name** | Select to view the tag's full name, for example: `Font` |
| **Short Name** | Select to view the tag's short name, for example: `F` |
| **Numbered Tags** | Select to view the tag's number, for example: `3` |
| **Remove incomplete tag pairs** | Select to delete incomplete or incorrect tags from the file. |
| **Apply source segment formatting to target segment** | Select to apply segment formatting within a tag from the source segment to the target segment. |

# Configure auto-propagation

**Auto-Propagation** preferences control the automatic update of TXLF segments with specific segment status and scores.

To configure auto-propagation:

1. On the **Sidebar**, select the **Preferences** icon .
2. On the **Preferences** dialog, select **Auto-Propagation** under **General Preferences**.




3. Select **Enable Auto-Propagation for repetitions** to activate additional auto-propagation options (default).
4. Select **Enable Auto-Propagation across all open files** to allow the user to apply the proposed propagation to all files that are open.
5. Select any of the **Auto-Propagation** overwrite options.

| Option | Action |
|---|---|
| **Context matches** | Select to auto-propagate unedited context match segments that are leveraged from the translation memory (TM). |
| **100% matches** | Select to auto-propagate unedited 100% match segments that are leveraged from the translation memory (TM). Enabled by default. |
| **Fuzzy matches** | Select to auto-propagate unedited partial match segments that are leveraged from the translation memory (TM). Enabled by default. |
| **No match** | Select to auto-propagate the target segment for segments that have no match. Enabled by default. |
| **Auto-propagated matches** | Select to auto-propagate all auto-propagated matches. Enabled by default.<br>If there are multiple segments with the same content, editing a segment auto-propagates the change to all matching segments. |
| **Edited segments** | Select to auto-propagate edited segments. |

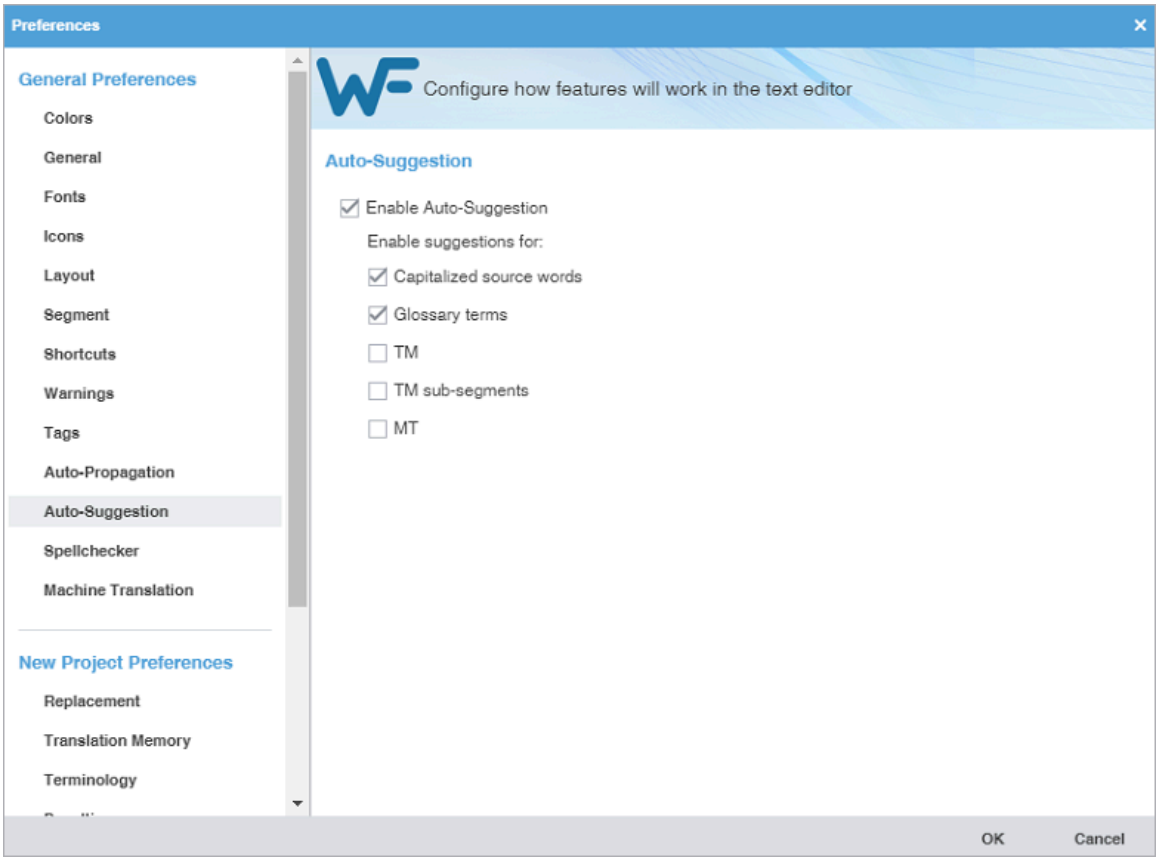
| Option | Action |
|---|---|
| **Machine translated segments** | Select to auto-propagate machine translated segments. Enabled by default. |
| **Committed segments** | Select to auto-propagate all translated segments that are committed to the TM. |

# Configure auto-suggestion

**Auto-Suggestion** preferences control automatic recommendations for source content, such as numbers, URLs, and proper names. It can also recommend terms for the glossary, Translation Memory (TM) matches, and machine translation (MT) matches.

To configure auto-suggestion:

1. On the **Sidebar**, select the **Preferences** icon .
2. On the **Preferences** dialog, select **Auto-Suggestion** under **General Preferences**.




3. Select the **Enable Auto-Suggestion** check box and suggestion options, then select **OK**.

| Option | Action |
|---|---|
| **Capitalized source words** | Select for source segment suggestions: numbers and capitalized words only. |
| **Glossary terms** | Select for glossary suggestions, based on the project. |
| **TM** | Select for translation suggestions from the TM. |

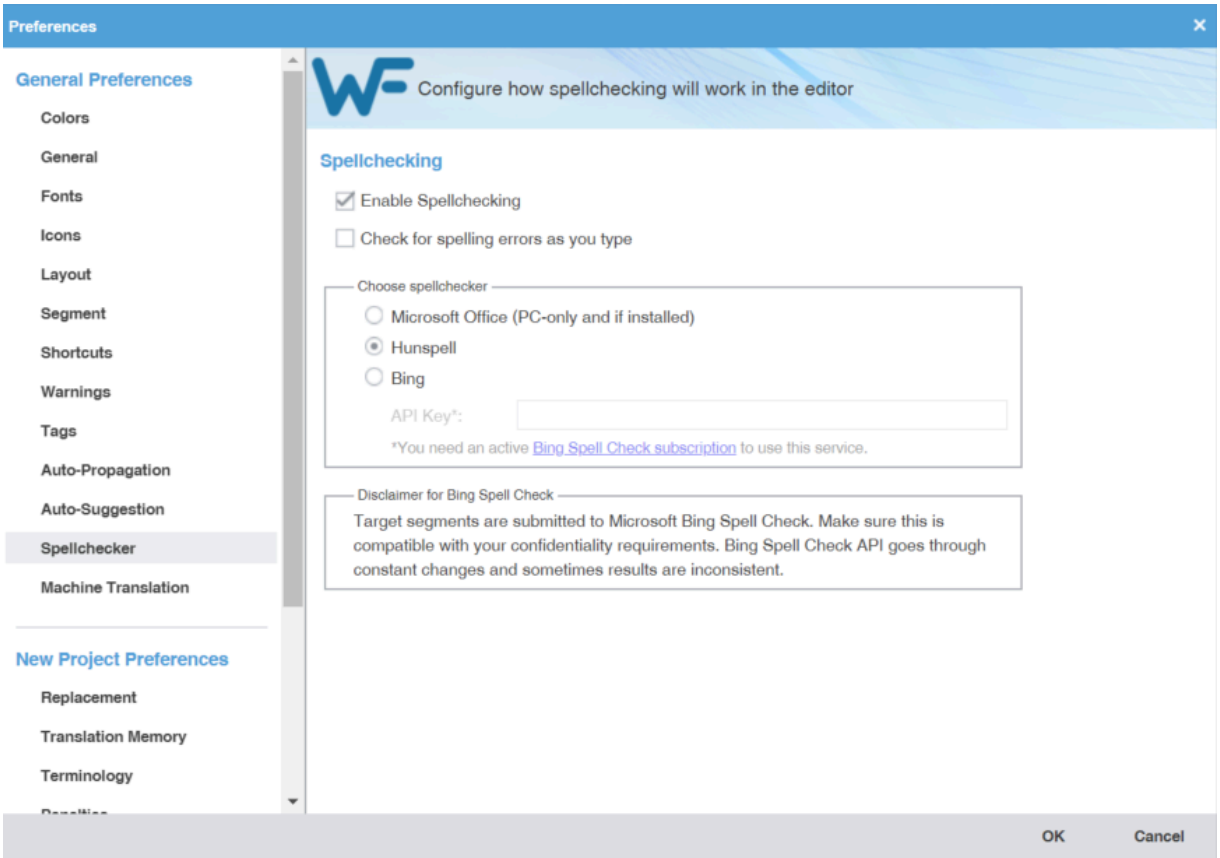
| Option | Action |
|---|---|
| **TM sub-segments** | Select for sub-segment translation suggestions from the TM. |
| **MT** | Select for machine translation (MT) translation suggestions. |

# Configure and enable spellchecker

**Spellchecker** preferences control the interaction between the application and Microsoft Office, Hunspell, or Bing. The Hunspell option requires software installation on your computer.

To configure and enable **Spellchecker**:

1. On the **Sidebar**, select the **Preferences** icon .
2. Select **Spellchecker** in the **General Preferences** group.




3. Select **Enable Spellchecking** to activate the spellchecker in **TXLF Editor**. This option is selected by default, and makes the **Spellcheck File** option available on the **Review** tab in **TXLF Editor**. You need to configure

the spellchecker for Microsoft Office, Hunspell, or Bing language engines. Hunspell is selected by default, and comes with several languages already preset: English, German, French, and Spanish.

> Clear **Enable Spellchecking** to disable the spellchecker. Disabling the spellchecker clears all spellchecker preferences. You must reconfigure your preferences the next time you enable **Spellchecker**.

> Bing requires a paid subscription.

> To install additional Hunspell languages, select on the **Sidebar**, then select **Update Wordfast Pro**. Select **Check For Updates**. Select the languages to update, then select **Update**. You will then need to restart the application. Hunspell is available for the following languages.

| Language | Code | Language | Code |
|---|---|---|---|
| Arabic | AR | Korean (South Korea) | KO-KR |
| Basque (Basque) | EU-ES | Latvian (Latvia) | LV-LV |
| Bosnian (Bosnia) | BS-BA | Lithuanian (Lithuania) | LT-LT |
| Bulgarian (Bulgaria) | BG-BG | Malaysian (Malaysia) | MS-MY |
| Catalan (Catalan) | CA-ES | Norwegian (Bokmål Norway) | NB-NO |
| Croatian (Croatia) | HR-HR | Norwegian (Nynorsk Norway) | NN-NO |
| Czech (Czech Republic) | CS-CZ | Polish (Poland) | PL-PL |
| Danish (Denmark) | DA-DK | Portuguese (Brazil) | PT-BR |
| Dutch (Netherlands) | NL-NL | Portuguese (Portugal) | PT-PT |
| English (Canada) | EN-CA | Romanian (Romania) | RO-RO |
| English (United Kingdom) | EN-GB | Russian (Russia) | RU-RU |
| English (United States) | EN-US | Scottish Gaelic (United Kingdom) | GD-GB |
| Estonian (Estonia) | ET-EE | Serbian (Serbia) | SR-RS |
| Farsi (Iran) | FA-IR | Slovak (Slovakia) | SK-SK |
| Finnish (Finland) | FI-FI | Slovenian (Slovenia) | SL-SI |
| French (Canada) | FR-CA | Spanish (Mexico) | ES-MX |
| French (France) | FR-FR | Spanish (Spain) | ES-ES |
| Galician (Spain) | GL-ES | Swedish (Sweden) | SV-SE |
| German (Germany) | DE-DE | Swahili (Kenya) | SW-KE |
| Greek (Greece) | EL-GR | Tagalog (Philippines) | TL-PH |

| Language | Code | Language | Code |
|---|---|---|---|
| Hebrew (Israel) | HB-IL | Thai (Thailand) | TH-TH |
| Hindi (India) | HI-IN | Turkish (Turkey) | TR-TR |
| Hungarian (Hungary) | HU-HU | Ukrainian (Ukraine) | UK-UA |
| Indonesian (Indonesia) | ID-ID | Urdu | UR |
| Irish (Ireland) | GA-IE | Vietnamese (Vietnam) | VI-VN |
| Italian (Italy) | IT-IT | Welsh (United Kingdom) | CY-GB |
| Japanese (Japan) | JA-JP | Zulu (South Africa) | ZU-ZA |
| Kazakh (Kazakhstan) | KK-KZ | | |

4. Select **Check for spelling errors as you type** to auto-check text as you type it into **TXLF Editor**.
5. Select **OK** to save your spellchecker configuration.

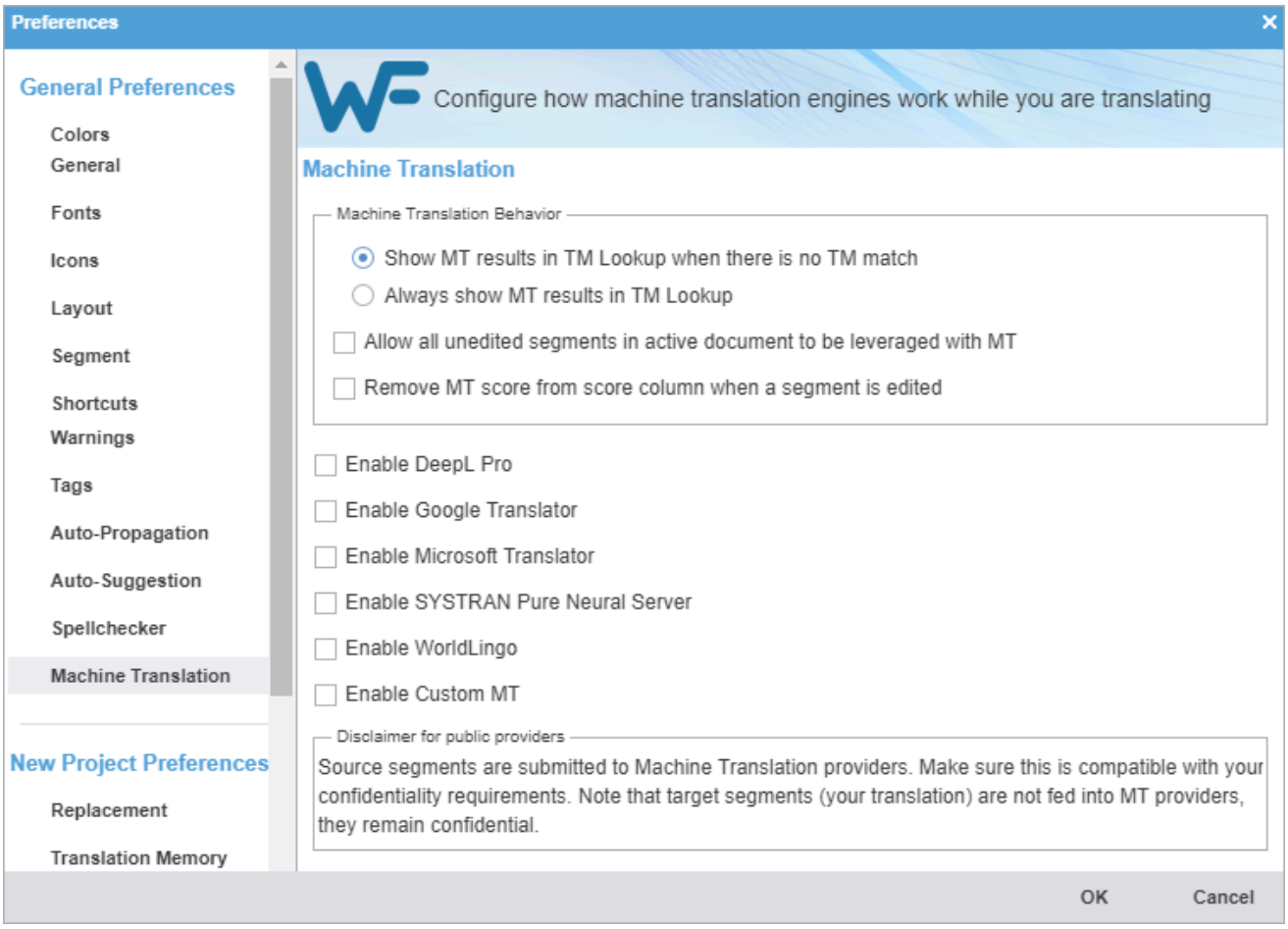
# Configure machine translation

**Machine Translation** (MT) preferences control automatic population of target segments with translations that have no translation memory (TM) segment matches using a machine translation engine.

To configure machine translation:

1. On the **Sidebar**, select the **Preferences** icon .

2. On the **Preferences** dialog, select **Machine Translation** under **General Preferences**.



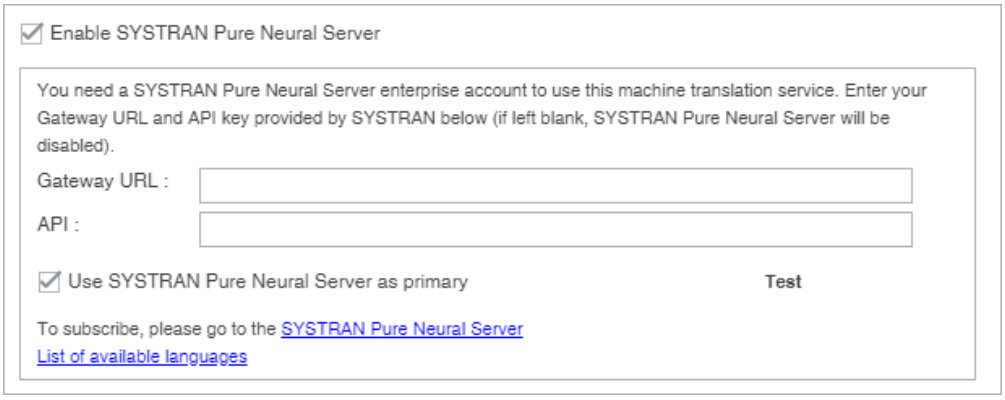
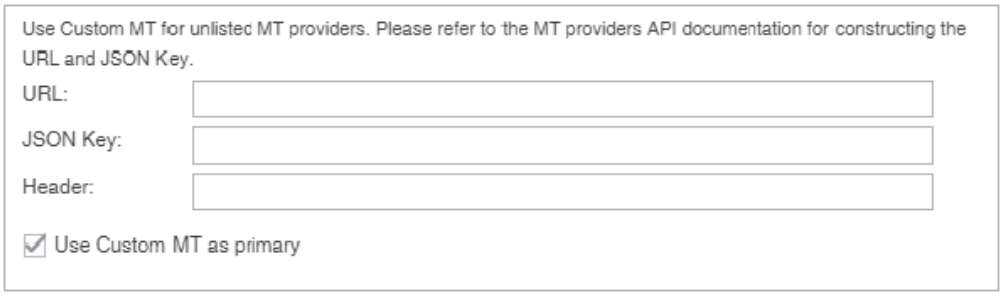

3. Select one of the following:
   - **Show MT results in TM Lookup when there is no TM match**, to show machine translated content without local or remote TM matches.
   - **Always show MT results in TM Lookup**, to show machine translated content with leveraged segments. TM matches display in TM Lookup with the MT matches.
4. Select check boxes to allow **All unedited segments in active document to be leveraged with MT**, and to **Remove MT score from score column when a segment is edited**.
5. Select **Enable DeepL Pro**, **Enable Google Translator**, **Enable Microsoft Translator**,**Enable SYSTRAN Pure Neural Server, Enable WorldLingo**, or **Enable Custom MT** as the primary machine translator. You can enable all five, but you can only designate one as the primary machine translator.
6. Select MT options for each machine translator, then perform the designated setup tasks associated with each machine translator.

WorldLingo has a limited set of source languages for MT.

- Arabic
- Chinese Simplified
- Chinese Traditional
- French
- German
- Greek
- Korean
- Portuguese
- Russian

- Dutch
- English
- Italian
- Japanese
- Spanish
- Swedish

| Translator | Options |
|---|---|
| **Enable DeepL Pro** | Enable DeepL Pro<br>You need to subscribe to DeepL Pro in order to use this machine translation service. After subscribing, enter your API key below (if left blank, DeepL Pro will be disabled).<br>API :<br>Formality: Default<br>Use DeepL Pro as primary Test<br>To subscribe, please go to the DeepL Pro website.<br>For the list of available languages and other FAQ, please check out DeepLs FAQ. |
| **Enable Google Translator** | Enable Google Translator<br>Google Translator is a paid service, you need to register for it and get an API key to enter below (if left blank, Google engine will be disabled).<br>API :<br>Use Google Premium Edition (using Neural MT for limited language pairs)<br>Use Google Translator as primary Test<br>To register, please check Google Translate API.<br>To access and enable Google Premium edition please check Google Translate Premium Edition API.<br>Premium Edition using Neural MT is only available for limited language pairs listed below. If unsupported languages are used with Premium, Google might provide you with standard edition translations.<br>Available language for Google Translate<br>Available language for Premium Google Translate |
| **Enable Microsoft Translator** | Enable Microsoft Translator<br>Microsoft Translator API is now available in the Azure portal under the Cognitive Services category. You need to subscribe to the new service and enter the new key in the field below (if left blank, MS Translator will be disabled). Also, you can broaden your search by entering a category as one of the parameters.<br>Key:<br>Category Name :<br>Region: Global (Non-Regional)<br>Use Microsoft Translator as primary Test<br>To register, follow the link below. The free option still exists; however, a credit card is now required for identification.<br>How to sign up for Microsoft Translator on Azure<br>Available language for Azure Search Service REST API<br>**Default option: Global (Non-Regional)**<br>**Other options are: United States, Europe, Asia Pacific** |

| Translator | Options |
|---|---|
| **Enable SYSTRAN Pure Neural Server** |  |
| **Enable WorldLingo** | <br>WorldLingo MT has a limited source language set. |
| **Enable Custom MT** |  <br>If your remote Machine Translation provider is not listed as a provider tab, use the Custom MT to create a custom connector. A Custom MT is only possible if the API of your MT provider uses a REST standard, and returns results in JSON or similar format. That is the case with major MT providers currently available with WFP, for example, Google, Microsoft, WorldLingo, deepL, etc..<br>**Note:** This section is Do-It-Yourself. Our hotline cannot assist with the customization of an MT engine because that requires knowledge of the remote provider specifications. Public discussion groups may offer help. |

7. Select **Test** to validate the connection to the external machine translation provider.
8. Read the disclaimer and select **OK**.

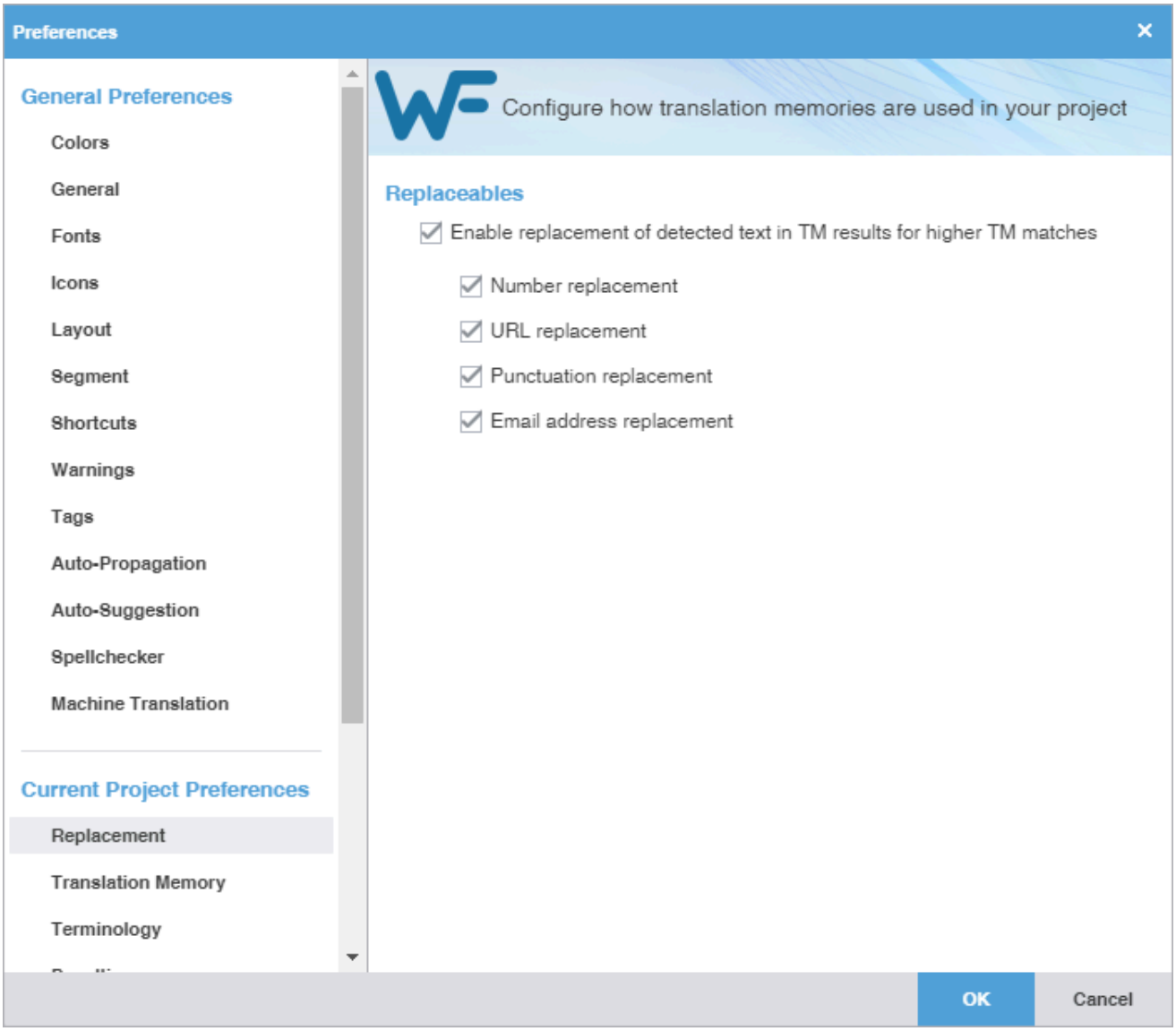
   Your machine translation preferences are configured.

# Configure replacement

**Replacement** preferences allow you to select certain types of content in the source translation units (TUs) that will be replaced with the correct target language format in the translation memory (TM). These replacements provide better TM matches when the files are analyzed.

To enable replacements:

1. On the **Sidebar**, select the **Preferences** icon .
2. Select **Replacement** in the **Current Project Preferences** group.




3. Select **Enable replacement of detected text in TM results for higher TM matches**, then enable specific content type replacement options. You can select one or more options. All options are selected by default.

   Options include:

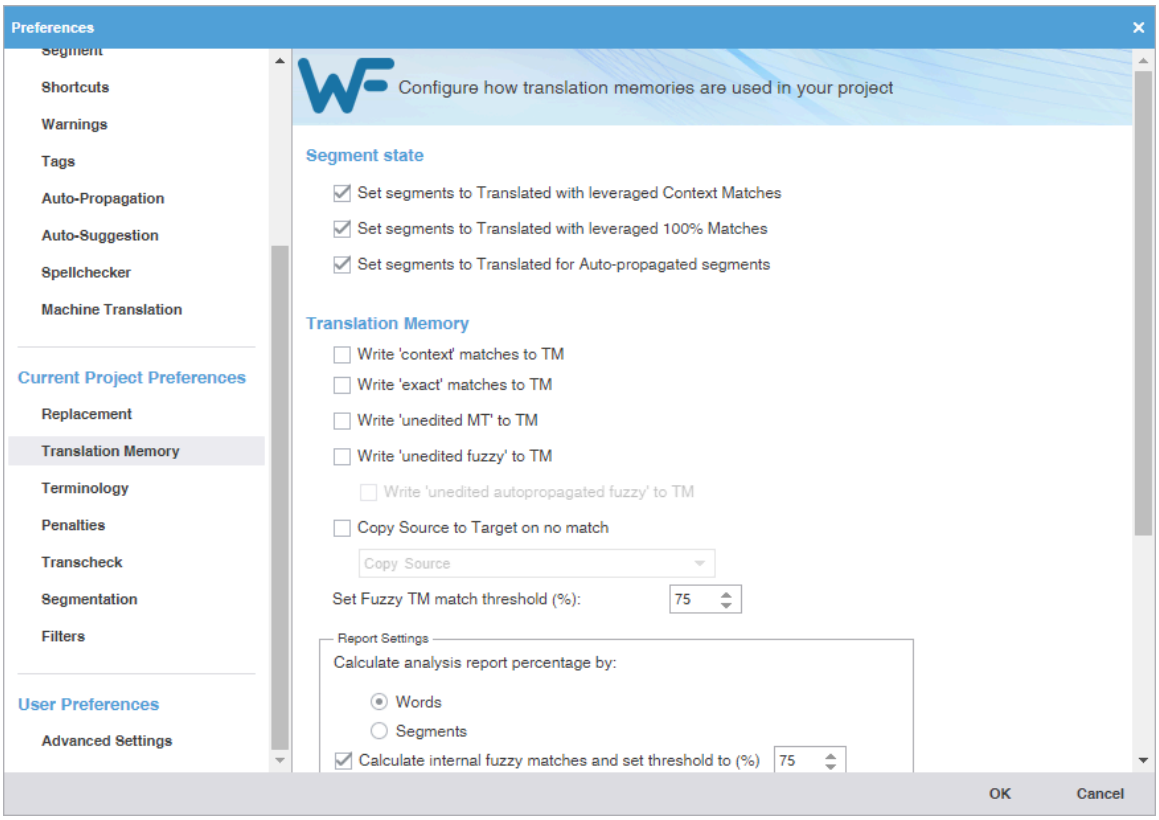
   - Number replacement
   - URL replacement
   - Punctuation replacement
   - Email address replacement
4. Select **OK**.

# Configure a translation memory

**Translation Memory** (TM) preferences control project-level TM behaviors.

To configure a translation memory:

1. On the **Sidebar**, select the **Preferences** icon .
2. Select **Translation Memory** in the **Current Project Preferences** group.




3. Configure how TMs are used in your project. After all segment and TM options are selected, select **OK** to activate them.

| Option | Action |
|---|---|
| **Segment State** | Use these options to tell **TXLF Editor** how to handle segments that have high leverage from the TM. The default setting has the following options selected. |
| | **Set segments to Translated with leveraged Context Matches** — When a translated segment has a context match from the TM, this option sets the segment state to Translated. |
| | **Set segments to Translated with leveraged 100% Matches** — When a translated segment has a 100% Match from the TM, this option sets the segment state to Translated. |
| | **Set segments to Translated for Auto-propagated segments** — When segment is auto-propagated, this option sets the segment state to Translated. |
| **Translation Memory** | Use these options to determine TM behavior during translation in **TXLF Editor**. |
| | **Write 'context' matches to TM** — Automatically add context matched segments to the TM. This action changes the segment state to Translated. |
| | **Write 'exact' matches to TM** — Automatically add exact matched segments to the TM. This action changes the segment state to Translated. |

| Option | Action |
| --- | --- |
| | **Write 'unedited MT' to TM** — Automatically add unedited machine translated segments to the TM. This action changes the segment state to Translated. |
| | **Write 'unedited fuzzy' to TM** — Automatically add unedited fuzzy matched segments to the TM. This action changes the segment state to Translated. |
| | **Write 'unedited autopropagated fuzzy' to TM** — Automatically add unedited autopropagated fuzzy matched segments to the TM. This option is only available when the **Write 'unedited fuzzy' to TM** option is selected. |
| | **Copy source to Target on no match** — Automatically copy the source content into the target translation field when there is no matching from the TM. This option allows the translators to replace the source text as they translate in the target language.<br>Select an option from the drop-down list to specify which elements from the source segments will be copied to the target fields:<br>• **Copy Source**<br>• **Copy Source Text**<br>• **Copy Source, Tags And Term Translations**<br>• **Copy Source And Term Translations**<br>• **Copy Source, Tags, Source And Target Terms**<br>• **Copy Source with Source And Target Terms** |
| | **Set Fuzzy match threshold (%):** — Select or type the baseline percentage for fuzzy TM matches in the percentage box. The default is 75%. This percentage specifies the TM leverage limit for a fuzzy match. For example, with a threshold of 75%, all segment translations between 75 to 99% match with the TM are considered Fuzzy Match segments. Any segment matches below 75% are considered No Match segments. |
| | **Report Settings** — The settings in this box are used for narrowing the calculations in TM analysis reports.<br>• **Calculate analysis report percentage by:** — Select either **Words** or **Segments**. **Words** is the default setting.<br>• **Calculate internal fuzzy matches and set threshold to (%)** — Use this option to calculate internal fuzzy matches in the analysis report. Internal fuzzy matches are segments that are translated in the current project but not yet incorporated into the TM. Select or type the threshold percentage for internal fuzzy matches in the percentage box. The default is 75%. They will be included in a separate report category unless the next option is selected as well.<br>• **Include internal fuzzy matches as TM matches** — Select this option to include internal fuzzy matches as fuzzy matches in the project TM analysis. This option is only available when the previous option is selection. Internal fuzzy matches will be included in the fuzzy match percentage instead of broken out into a separate category. |

| Option | Action |
| --- | --- |
| | **When Updating an existing TU** — The settings in the box determine how you want the TM to behave when editing an existing translation unit (TU).<br>• **Add to TM by overwriting the existing TU** — This option overwrites the previous translation in the TM.<br>• **Add to TM; overwrite the existing TU if attributes are identical (default)** — If all attributes of the TU are identical, this option overwrites the previous translation in the TM.<br>• **Add new segments to TM; do not overwrite the existing TU** — This option adds edited segments to the TM as new segments instead of overwriting the previously translated segment.<br>• **Add to TM; do not overwrite the existing TU** — This option adds the translation to the TM without overwriting the existing translation. Instead of creating a new segment, the translation will be offered as another possible translation of the same source segment.<br>• **Do not add to TM** — Edits to existing TUs are not committed to the TM. The segment state will remain as Needs Translation. |
| | **TM Lookup Settings** — Select or type the total number of TUs to be shown in the TM Lookup pane during translation. |

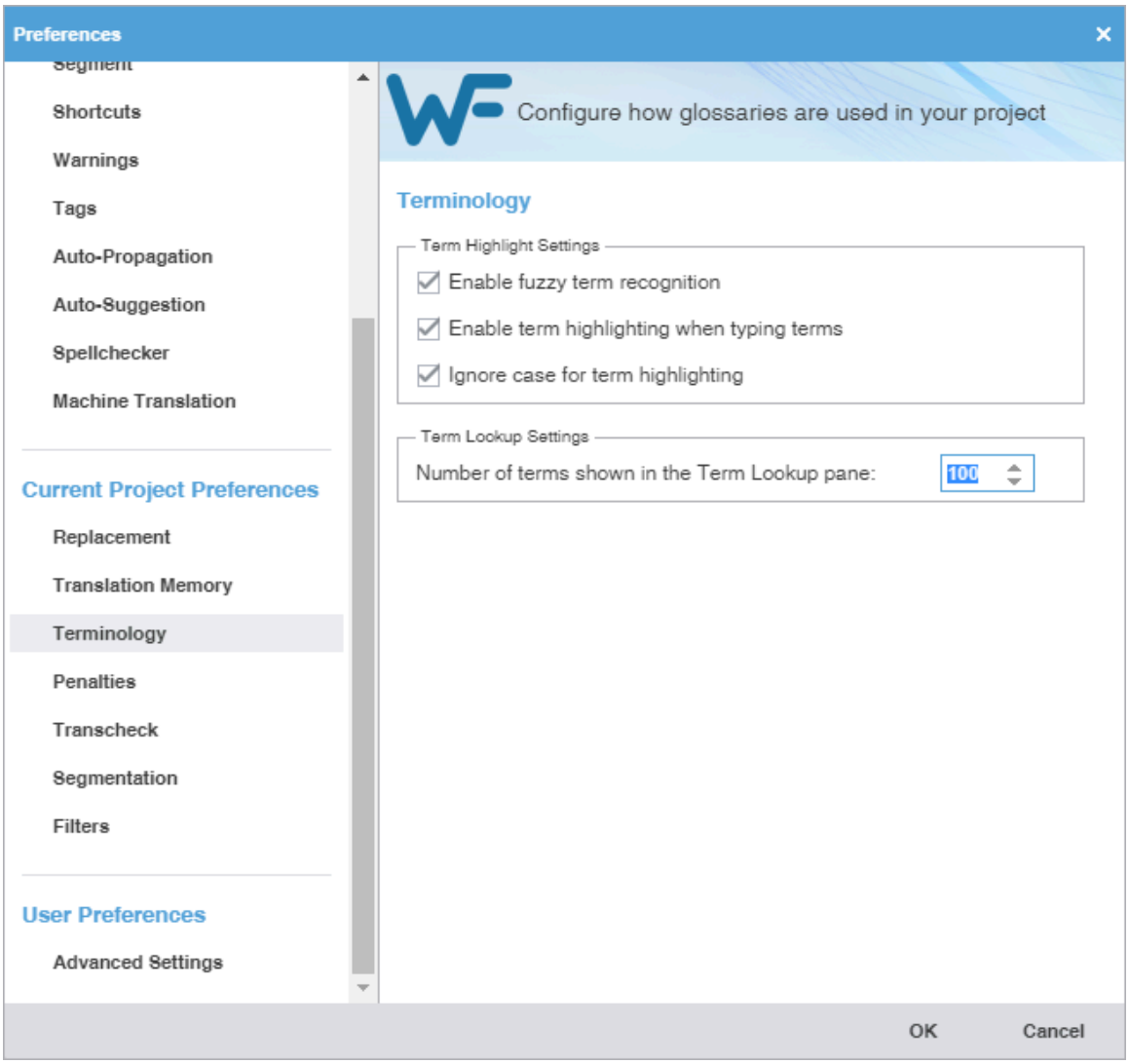
# Configure terminology

**Terminology** preferences control terminology lists for leveraging previously translated content.

To select terminology options:

1. On the **Sidebar**, select the **Preferences** icon .

2. Select **Terminology** under **Current Project Preferences**. All options are enabled by default.




3. Select **Enable fuzzy term recognition** to view fuzzy matches.
4. Select **Enable term highlighting when typing terms** to indicate terminology matches by highlight when entered in the translation.
5. Select **Ignore case for term highlighting** to ignore case difference in terminology matches.
6. Select the number of matches you can view, then select **OK**.

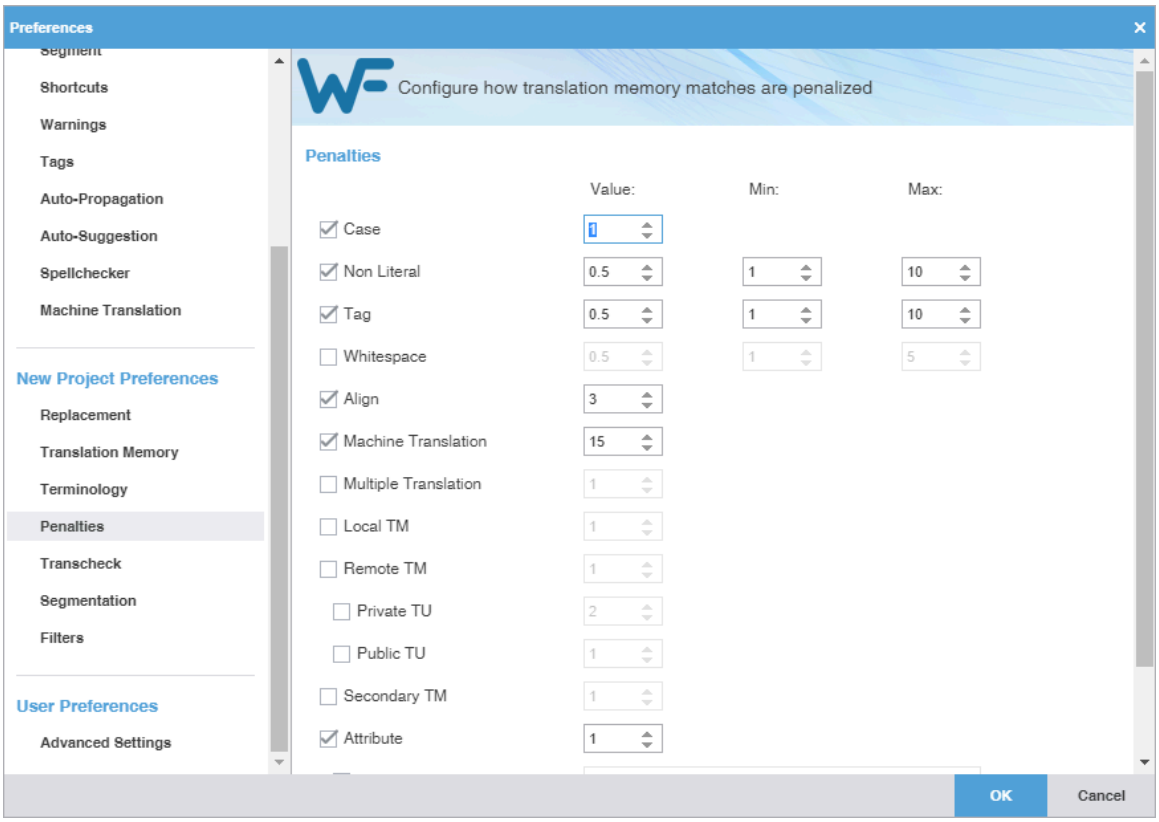
# Configure TM penalties

**Penalties** preferences help maintain a high quality of content leveraged from a translation memory (TM). This involves assessing a penalty to TM matches to provide a relative score for those TM matches. You can assign a relative value to each penalty type when calculating the translation score. This score helps users differentiate between 100% match, fuzzy match, and no match content.

To configure penalties for TM matches:

1. On the **Sidebar**, select the **Preferences** icon .

2. On the **Preferences** dialog, select **Penalties** under **New Project Preferences**.




3. Select a penalty, supply a threshold, then select **OK**.

| Penalty | Action |
|---|---|
| **Case** | Select to consider differences in case. |
| **Non Literal** | Select to consider differences in special characters, including punctuation, space, apostrophe, dash, and quote. |
| **Tag** | Select to consider differences in tagging. |
| **Whitespace** | Select to consider differences in blank spacing. |
| **Align** | Select to consider differences in translation units (TUs) with alignment attributes. |
| **Machine Translation** | Select to consider differences in TUs based on machine translation (MT). |
| **Multiple Translation** | Select to consider differences in TUs based on duplicates within the TM with different translations. |
| **Local TM** | Select to consider differences in TUs from the local desktop copy. |
| **Remote TM** | Select to consider differences in TUs from a remote TM. |
| **Private TU** | Select to consider differences in work-group TUs from a remote TM. |
| **Public TU** | Select to consider differences in non-work-group TUs from a remote TM. |

| Penalty | Action |
|---|---|
| **Secondary TM** | Select to indicate that the translation leverages a secondary TM. |
| **Attribute** | Select to consider differences in attributes. |
| **If attribute is not** | Select for when a custom attribute in a TU does not match the text box attribute. |
| **If filename attribute does not match** | Select for when the file name attribute in a TU does not match the TXLF file name. |

# Configure Transcheck

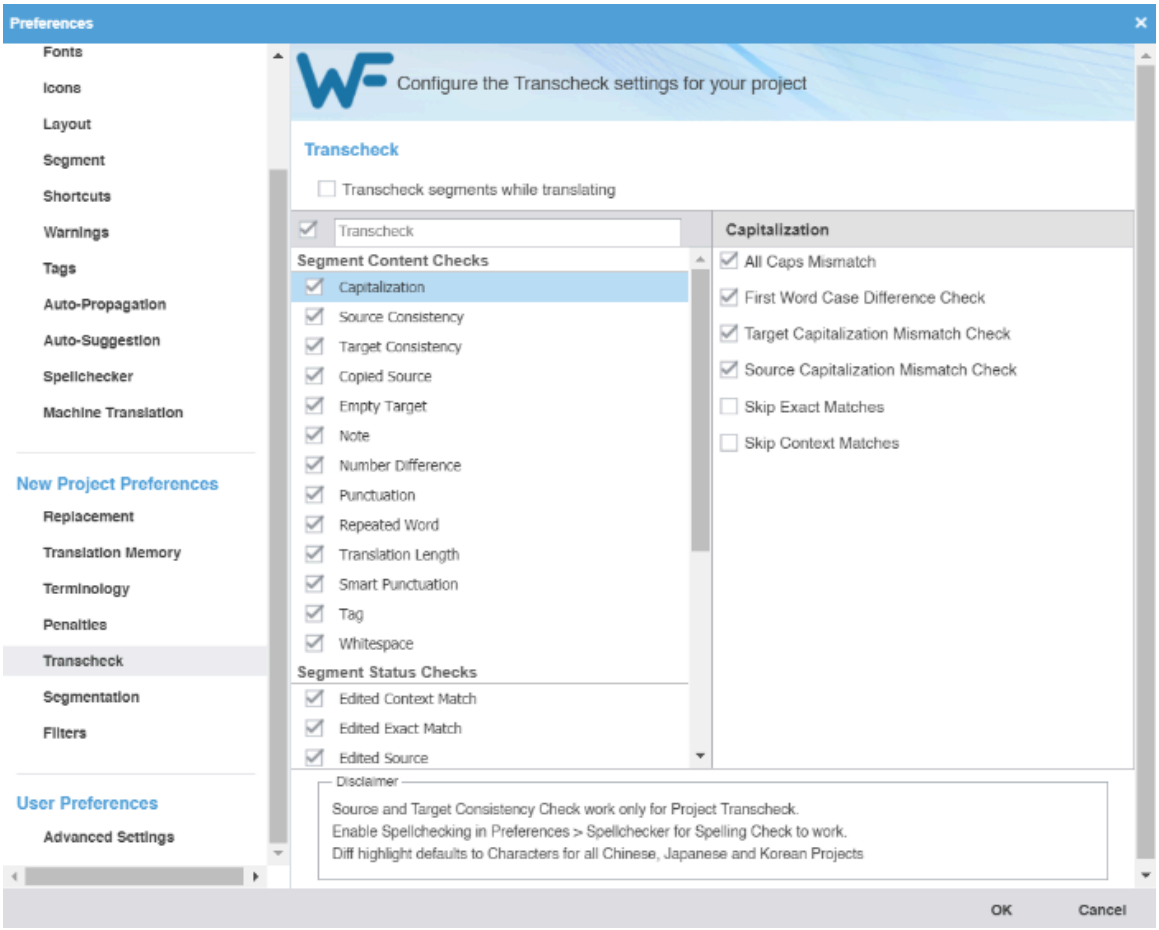
**Transcheck** preferences control how Transcheck verifies target segments and issues warnings about common translation errors within a project. For example, if a translated term conflicts with the designated glossary, the **Error Status** icon displays in the **Status** column in the **TXLF Editor** view.

To configure Transcheck:

1. On the **Sidebar**, select the **Preferences** icon.
2. On the **Preferences** dialog, select **Transcheck** under **New Project Preferences**.

- To search for an option, enter text in the **Transcheck** search field above the options column list. To select all, select the **Transcheck** check box. To clear all options, deselect the check box. Use the **Up** or **Down Arrow** keys to move among the options, then the **Spacebar** to enable or disable.
- The Sub-options panel to the right of the **Transcheck Options** panel contains any sub-options related to the selected category. Use the **Tab** key to enter and

move among the sub-options, then the **Spacebar** to enable or disable. To exit the Sub-options panel, press **Shift+Tab**.




3. Enable **Transcheck segments while translating** to use Transcheck during translation.
4. On the **Transcheck Options** panel, select items within any of the major categories.
   a) Select items for the **Segment Content Checks** category.

| Option | Action |
|---|---|
| **Capitalization** | Select to identify any capitalization issues for translated segments in the edited file. |
| **Source Consistency** | Select for consistency of source content across a single file or multiple edited files. |
| **Target Consistency** | Select for consistency of target content across a single file or multiple edited files. |
| **Copied Source** | Select to identify any target segments that are identical to the source segment in the edited file. |
| **Empty Target** | Select to identify any empty target segments that do not contain a translation in the edited file. |
| **Note** | Select to identify any target segments in the edited file with related notes. |
| **Number Difference** | Select to compare numerical values in source and target segments in the edited file, then identify any discrepancies. |

| Option | Action |
|---|---|
| **Punctuation** | Select to compare punctuation in source and target segments in the edited file, then identify any discrepancies. |
| **Repeated Word** | Select to identify any repetitions of words or subwords in target segments within the edited file. Repeated subwords are found using a regular expression. |
| **Translation Length** | Select to set a character length restriction on the translated segment or to check character and word expansion percentages. |
| **Smart Punctuation** | Select to confirm the punctuation in the target segment is correct for that language. |
| **Tag** | Select to identify any target segments in the edited file with missing tags. |
| **Whitespace** | Select to compare source and target segment white space usage in the edited file, then identify any discrepancies. |

b) Select items for the **Segment Status Checks** category.

| Option | Action |
|---|---|
| **Edited Context Match** | Select to identify any changes to the context matches for translated segments in the edited file. |
| **Edited Exact Match** | Select to identify any changes to exact matches for translated segments in the edited file. |
| **Edited Source** | Select to identify any updates to the original segment content in the edited file. |
| **Do Not Write To TM Segment** | Select to identify any translated segments marked not to be committed to the translation memory. |
| **Unedited Exact Match** | Select to identify any unedited or overlooked exact match segments in the edited file. |
| **Unedited Fuzzy Match** | Select to identify any unedited or overlooked fuzzy match segments in the edited file. |
| **Unedited MT** | Select to identify all target segments that contain unedited machine translation (MT) content in the edited file. |

c) Select items for the **Reference Checks** category.

| Option | Action |
|---|---|
| **Blocklist** | Select to cross-reference the available blocklist with the edited file. |
| **Forbidden Character** | Select to identify any provided forbidden characters remaining within the edited file. |
| **Mistranslated Text** | Select to identify any mistranslated or inaccurate translation in segments within the edited file. |
| **Spelling** | Select to identify any misspellings in translated segments within the edited file. |
| **Terminology** | Select to identify any overlooked terminology matches for translated segments in the edited file. |

| Option | Action |
|---|---|
| **Untranslatable Text** | Select to identify all target segments that contain content that cannot be translated in the edited file. |
| **Untranslated Text** | Select to identify all target segments that contain untranslated content in the edited file. |

5. Select **OK**.

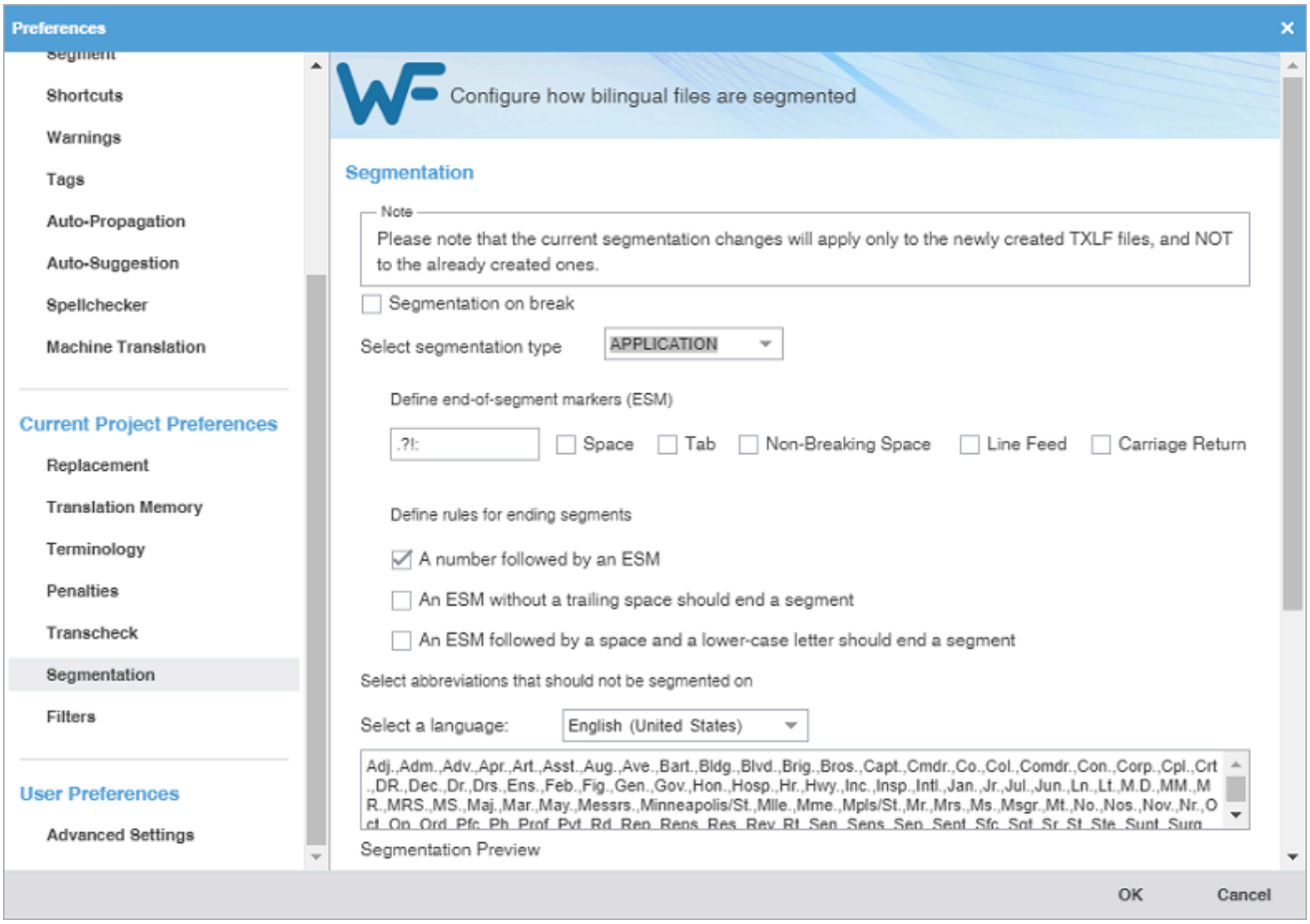
   Transcheck is configured for the current project.

# Configure segmentation

**Segmentation** preferences control how the TXLF editor separates file content into logical segments for a project.

To select segmentation options:

1. On the **Sidebar**, select the **Preferences** icon .
2. Select **Segmentation** under **Current Project Preferences**.




3. Change **Segmentation** based on your preferences. After all segmentation preferences are selected, select **OK**.

| Option | Description |
|---|---|
| **Segmentation on break** | Select this option to enable segmentation on line breaks. |

| Option | Description |
| --- | --- |
| **Select segmentation type** | Select **APPLICATION** from the drop-down list to use application-specific segmentation rules.<br>Select **SRX** from the drop-down list to use SRX segmentation rules. |
| **Define end-of-segment markers (ESM)** | Enter specific characters into the **ESM** field to specify custom segment end characters, such as .?!:.<br>Select checkboxes for any additional end-of-segment markers. Select as many or as few as you prefer.<br>Options include:<br>• Space<br>• Tab<br>• Non-Breaking Space<br>• Line Feed<br>• Carriage Return |
| **Define rules for ending segments** | Select the rules you want for ending segments. Select as many or as few as you prefer.<br>Options include:<br>• A number followed by an ESM<br>• An ESM without a trailing space should end a segment<br>• An ESM followed by a space and a lower-case letter should end a segment |
| **Select abbreviations that should not be segmented on** | This area allows you to define which abbreviations should not be considered as end-of-segment markers (ESM). To do so, first select a language from the **Select a language** the drop-down list.<br>Standard abbreviations for that language will be displayed in the text box below the language selection. You can edit, add, or delete abbreviations in the box.<br>In the **Segmentation Preview** box, type a few lines of text that contain abbreviations or an ESM.<br>Select **Check it out** to view how the text will be segmented in the bilingual files for translation. |

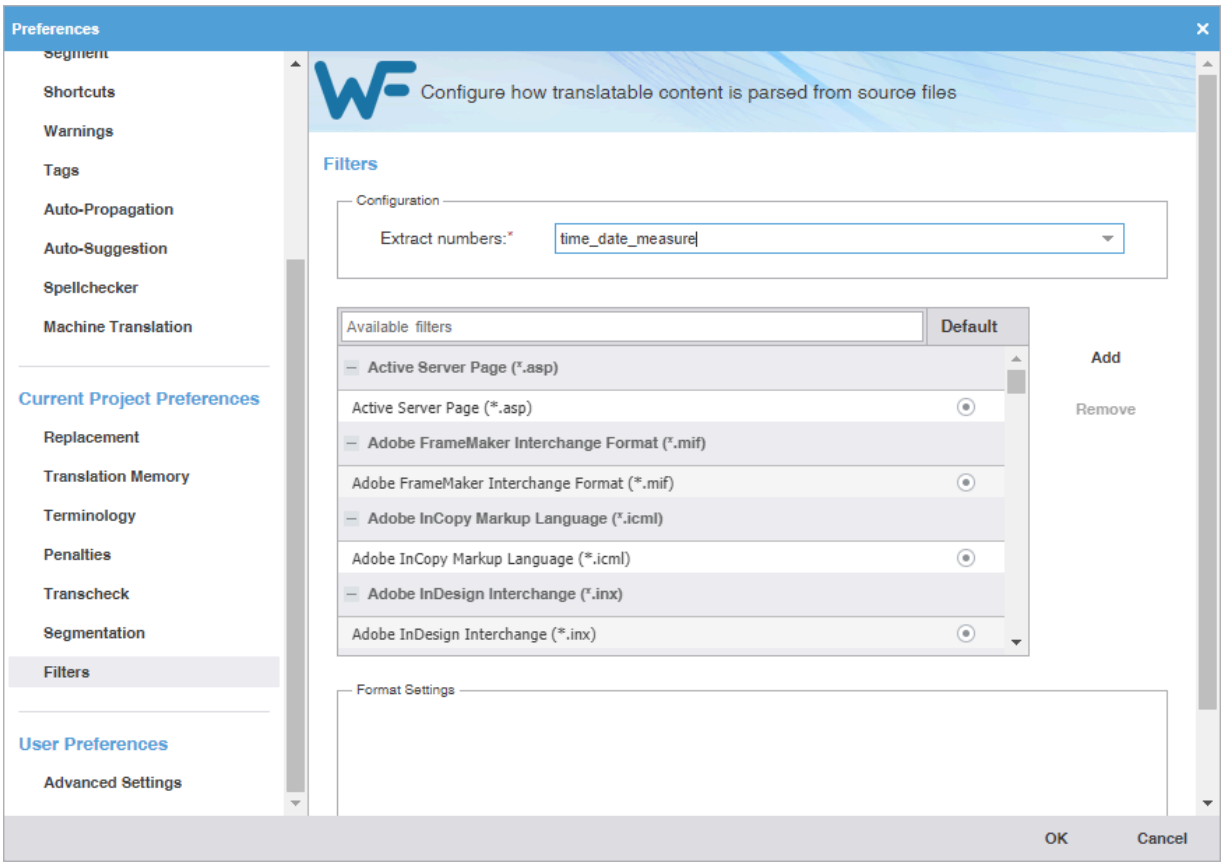
# Configure a file format filter

**Filters** preferences control the file format filters for importing source content to Wordfast Pro.

To configure a file format filter:

1. On the **Sidebar**, select the **Preferences** icon .

2. On the **Preferences** dialog, select **Filters** under **Current Project Preferences**.




3. Select a file format filter configuration from the **Extract numbers** drop-down list to define the filter action on source segments that contain only numbers.

| | |
|---|---|
| **all** | Select to extract all segments with only numbers for translation. |
| **time_date_measure** | Select to extract only segments with a measurement value or the time and date. |
| **none** | Select to ignore any segments that contain only numeric values during extract. |

4. To select the file filter settings for the open project, select a filter to list the current settings on the **Format Settings** pane.

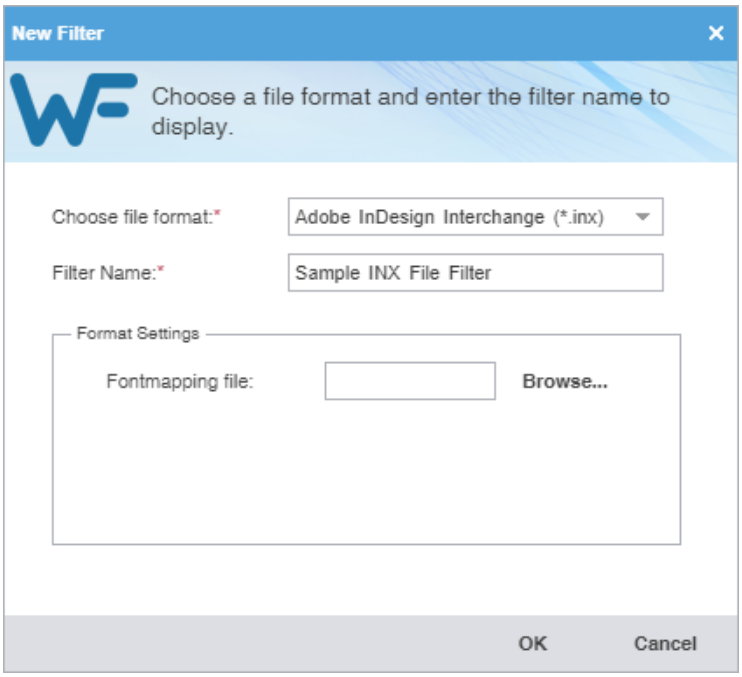
> To search the filters, enter the search string in the **Available filters** search field.

5. (Optional) Highlight a filter name and change settings on the **Format Settings** pane. The available options are specific to the file filter you select.

6. (Optional) Add a custom file filter for a filter you need that is not already in the list by selecting **Add** or **Remove**.

7. On the **New Filter** dialog, select a format from the **Choose file format** drop-down list to use as a template for the new filter.

> The **Format Settings** options vary, depending on the file format you choose.




8. Enter a filter name in the **Filter Name** field, then verify your configuration is correct on the **Format Settings** pane.
9. (Optional) Browse for and select any of the related **Format Settings** for that file format.
10. Select **OK**.

    The file format filter you selected is configured.

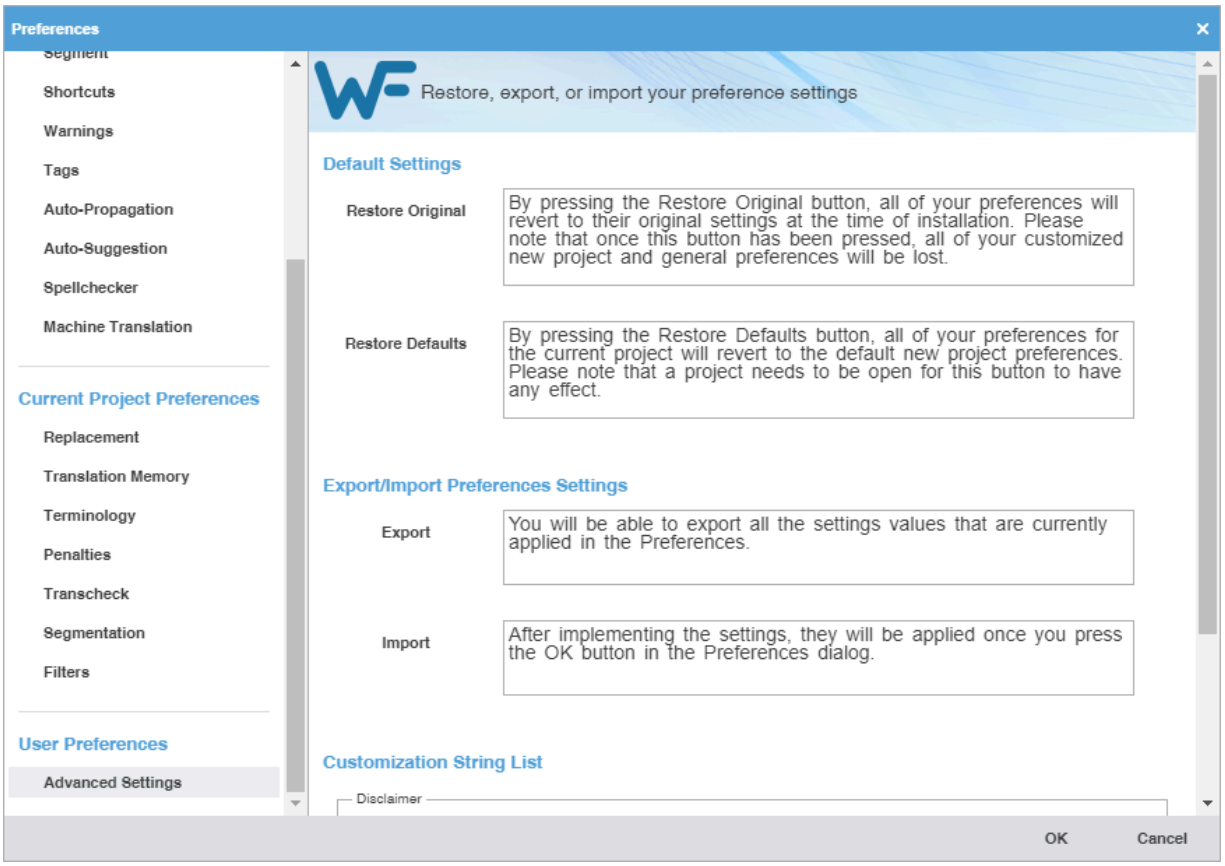
# Configure advanced settings

**Advanced Settings** preferences allow you to restore a Wordfast Pro installation to factory or default settings, migrate preferences between computers, and customize strings.

To configure advanced settings:

1. On the **Sidebar**, select the **Preferences** icon .

2. Select **Advanced Settings** under **User Preferences**.




3. Change **Advanced Settings** based on your preferences.

| Option | Description |
|---|---|
| **Default Settings** | **Restore Original** reverts all the preferences to their original factory settings. Once you select this option, all general preferences and custom new project preferences will be lost.<br>**Restore Defaults** reverts the preferences only for the current project to the default new project preferences.<br>You must have a project open for this option to take effect. |
| **Export/Import Preferences Settings** | **Export** allows you to export the settings values that you currently have applied in **Preferences** for general settings and for a current project. You can select specific preferences or export them all. You will be asked to browse to a path where the export file will be saved with a .pref extension.<br>**Import** allows you to browse to a saved .pref file and import it. When the file is selected, a dialog displays the preferences that will be imported. The imported settings will not be activated in **Preferences** until you select **OK**. |
| **Customization String List** | This field is primarily for developer's use. Select the **Add options** icon, type an option in the **Customization String List** field, then select **OK**.<br>Highlight an option and select the **Delete options** icon to delete it from the list. You must restart the application for the customized strings to be applied or removed. |

# 18. Keyboard shortcuts

This topic includes the keyboard shortcuts that are available for PC and Apple users for Wordfast Pro, Wordfast Classic, SDLX, and Trados.

PC scheme:


- PC scheme - Wordfast Pro style on page 213
- PC scheme - Wordfast Classic style on page 217
- PC scheme - SDLX style on page 221
- PC scheme - Trados style on page 225


Mac scheme:


- Mac scheme - Wordfast Pro style on page 228
- Mac scheme - Wordfast Classic style on page 233
- Mac scheme - SDLX style on page 236
- Mac scheme - Trados style on page 240


## PC scheme - Wordfast Pro style

> This section only includes shortcuts with a default application-assigned keystroke sequence.

| Commands | Shortcut | View |
|---|---|---|
| Add Blocklist | Alt+C | Project |
| Add Glossary | Alt+O | Project |
| Add Note | Alt+Shift+N | Editor |
| Add Project | Ctrl+Shift+A | Home |
| Add Project TMs | Ctrl+Shift+B | Quick Tools |
| Add Term | Ctrl+Alt+T | Editor |
| Add TM | Ctrl+N | Project |
| Analyze | Ctrl+Space | Editor |
| Attach/Detach Toolbar | Ctrl+D | Editor |
| Bold | Ctrl+B | Editor |
| Clear All Tags (Segment) | Ctrl+Shift+V | Editor |
| Clear Target Document | Alt+Shift+Delete | Editor |
| Close | Ctrl+W | Editor |
| Close All | Ctrl+Shift+W | Editor |
| Close Project from home window | Ctrl+Shift+X | Home |

| Commands | Shortcut | View |
|---|---|---|
| Close Segment | Esc | Editor |
| Commit All Segments to TM | Ctrl+Alt+End | Editor |
| Commit Current Segment | Alt+End | Editor |
| Copy | Ctrl+C | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Copy All Sources | Ctrl+Alt+Insert | Editor |
| Copy All Tags (Document) | Alt+Shift+P | Editor |
| Copy All Tags (Segment) | Alt+A | Editor |
| Copy selected text to target | Alt+F12 | Editor |
| Copy Source | Alt+S | Editor |
| Copy Tag | Ctrl+Alt+Down | Editor |
| Copy Term | Ctrl+0 | Editor |
| Copy TM | Ctrl+Shift+C | Project |
| Create Blocklist | Alt+B | Project |
| Create Glossary | Alt+N | Project |
| Create Project | Alt+P | Home |
| Create TM | Ctrl+Shift+N | Project |
| Current Project | Ctrl+3 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Home |
| Current Segment Leverage | Alt+- | Editor |
| Cut | Ctrl+X | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Delete Note | Alt+Shift+D | Editor |
| Edit Note | Alt+Shift+E | Editor |
| Edit Term | Ctrl+E | Editor |
| Export Blocklist | Alt+K | Project, Blocklist Editor |
| Export Glossary | Alt+E | Project, Glossary Editor |
| Export Package | Ctrl+E | Project, Home |
| Export Report as PDF format | Alt+U | Project |
| Export TM | Ctrl+Shift+E | Project |
| Find/Replace | Ctrl+F | Editor |
| Get MS Word Bilingual Table | Ctrl+Alt+P | Editor |
| Go To Segment | Ctrl+G | Editor |
| Help | Ctrl+Alt+H | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Import Blocklist | Alt+J | Project |

| Commands | Shortcut | View |
|---|---|---|
| Import Glossary | Alt+I | Project |
| Import TM | Ctrl+Shift+I | Project |
| Insert Cent Sign | Ctrl+; | Editor |
| Insert Ellipsis | Ctrl+Alt+. | Editor |
| Insert Em Dash | Alt+Shift+- | Editor |
| Insert En Dash | F10 | Editor |
| Insert non-breaking hyphen | Ctrl+Shift+- | Editor |
| Insert non-breaking space | Ctrl+Shift+Space | Editor |
| Insert Registered Trademark symbol | Ctrl+Alt+R | Editor |
| Italic | Ctrl+I | Editor |
| Key Assist Panel | Ctrl+Shift+L | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Last Modified Segment | Shift+F5 | Editor |
| Leverage the first TM Lookup match | Alt+1 | Editor |
| Leverage the second TM Lookup match | Alt+2 | Editor |
| Leverage the third TM Lookup match | Alt+3 | Editor |
| Leverage the fourth TM Lookup match | Alt+4 | Editor |
| Leverage the fifth TM Lookup match | Alt+5 | Editor |
| Leverage the sixth TM Lookup match | Alt+6 | Editor |
| Leverage the seventh TM Lookup match | Alt+7 | Editor |
| Leverage the eighth TM Lookup match | Alt+8 | Editor |
| Leverage Next TU | Alt+Right | Editor |
| Leverage Previous TU | Alt+Left | Editor |
| Machine Translate | Ctrl+Shift+M | Editor |
| Mark Translated | Ctrl+Alt+V | Editor |
| Merge Segments | Alt+Page_Down | Editor |
| Modify Glossary | Alt+M | Project |

| Commands | Shortcut | View |
|---|---|---|
| Modify Project | Ctrl+Shift+M | Project, Home |
| Modify TM | Ctrl+Shift+T | Project |
| Next Needs Translation Segment | Ctrl+Enter | Editor |
| Next Segment (Commit to TM) | Alt+Down | Editor |
| Next Segment (Without Commit) | Ctrl+Down | Editor |
| Next Tag | Ctrl+Alt+Right | Editor |
| Next Term | Ctrl+9 | Editor |
| Next View | Alt+W | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Blocklist | Alt+H | Project |
| Open Glossary | Alt+G | Project |
| Open Project | Ctrl+Shift+P | Home |
| Open TM | Ctrl+Shift+G | Project |
| Paste | Ctrl+V | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Preferences | F9 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Previous Segment (TM Commit) | Alt+Up | Editor |
| Previous Segment (Without Commit) | Ctrl+Up | Editor |
| Previous Tag | Ctrl+Alt+Left | Editor |
| Previous Term | Ctrl+8 | Editor |
| Previous Update | Alt+Up | Blocklist Editor, Glossary Editor |
| Project List | Ctrl+2 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project |
| Pseudo Translate | Ctrl+Shift+Y | Quick Tools |
| Quick Tools | Alt+Q | Home |
| Redo | Ctrl+Y | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Remove Glossary | Alt+R | Project |
| Remove Reference Files | Alt+0 | Project |
| Remove Report | Alt+Z | Project |
| Remove TM | Ctrl+Shift+R | Project |
| Replace/Find | Ctrl+H | Editor |
| Run Transcheck | Ctrl+Shift+Q | Editor |

| Commands | Shortcut | View |
|---|---|---|
| Save | Ctrl+S | Editor |
| Save As | F12 | Editor |
| Segment Beginning | Ctrl+Home | Editor |
| Segment End | Ctrl+End | Editor |
| Show White Space Characters | Ctrl+Shift+8 | Editor |
| Source TM Lookup | Ctrl+Shift+F | Editor |
| Spell Check | F7 | Editor |
| Split Segment | Alt+Page_Up | Editor |
| Strikethrough | Ctrl+K | Editor |
| Subscript | Ctrl+= | Editor |
| Superscript | Ctrl+Shift+= | Editor |
| TM Concordance | F8 | Editor |
| TXLF Editor | Ctrl+4 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Project, Home |
| Term Info | Alt+T | Editor |
| Terminology Highlight | Ctrl+F5 | Editor |
| Toggle Cursor between Source and Target | Ctrl+Tab | Editor |
| Toggle Uppercase/Lowercase | Shift+F3 | Editor |
| Translate All | Ctrl+Shift+End | Editor |
| Translate File | Ctrl+O | Project |
| Translate Until Fuzzy | Ctrl+Alt+F | Editor |
| Translate Until No Match | Ctrl+Shift +Page_Down | Editor |
| Underline | Ctrl+U | Editor |
| Undo | Ctrl+Z | Blocklist Editor, TM Editor, Glossary Editor, Editor |

# PC scheme - Wordfast Classic style

This section only includes shortcuts with a default application-assigned keystroke sequence.

| Commands | Shortcut | View |
|---|---|---|
| Add Blocklist | Alt+C | Project |

| Commands | Shortcut | View |
|---|---|---|
| Add Glossary | Alt+O | Project |
| Add Project | Ctrl+Shift+A | Home |
| Add Project TMs | Ctrl+Shift+B | Quick Tools |
| Add Reference Files | Alt+1 | Project |
| Add Term | Ctrl+Alt+T | Editor |
| Add TM | Ctrl+N | Project |
| Analyze | Ctrl+Space | Quick Tools |
| Attach/Detach Toolbar | Ctrl+D | Editor |
| Bold | Ctrl+B | Editor |
| Clear Target Document | Alt+Shift+Delete | Editor |
| Close All | Ctrl+Shift+W | Home |
| Close Project from home window | Ctrl+Shift+X | Project, Home |
| Close Segment | Esc | TM Editor, Editor |
| Commit All Segments to TM | Ctrl+Alt+End | Editor |
| Commit Current Segment | Alt+Q | Editor |
| Copy | Ctrl+C | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Copy All Sources | Ctrl+Shift+Insert | Editor |
| Copy All Tags (Segment) | Alt+P | Editor |
| Copy Source | Alt+Insert | Editor |
| Copy TM | Ctrl+Shift+C | Project |
| Copy Tag | Ctrl+Alt+Down | TM Editor, Editor |
| Copy Term | Ctrl+Alt+0 | Editor |
| Create Blocklist | Alt+B | Project |
| Create Glossary | Alt+N | Project |
| Create Project | Ctrl+P | Home |
| Create TM | Ctrl+Shift+N | Project |
| Current Project | Ctrl+3 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Home |
| Current Segment Leverage | Alt+- | Editor |
| Cut | Ctrl+X | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Export Blocklist | Alt+K | Project |
| Export Glossary | Alt+E | Project |
| Export Package | Ctrl+E | Home |

| Commands | Shortcut | View |
|---|---|---|
| Export Report as PDF format | Alt+U | Project |
| Export TM | Ctrl+Shift+E | Project |
| Find/Replace | Ctrl+F | Editor |
| Go To Segment | Ctrl+G | Editor |
| Help | Ctrl+Alt+H | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Import Blocklist | Alt+J | Project |
| Import Glossary | Alt+I | Project |
| Import TM | Ctrl+Shift+I | Project |
| Insert non-breaking space | Ctrl+Shift+Space | Editor |
| Italic | Ctrl+I | Editor |
| Key Assist Panel | Ctrl+Shift+L | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Last Modified Segment | Shift+F5 | Editor |
| Leverage Next TU | Alt+Right | Editor |
| Leverage Previous TU | Alt+Left | Editor |
| Mark Translated | Ctrl+Alt+V | Editor |
| Merge Segments | Alt+Page_Down | Editor |
| Modify Glossary | Alt+M | Project |
| Modify Project | Ctrl+Shift+M | Home |
| Modify TM | Ctrl+Shift+T | Project |
| Next Needs Translation segment | Ctrl+Enter | Editor |
| Next Segment (Without Commit) | Ctrl+Down | Editor |
| Next Tag | Ctrl+Alt+Right | Editor |
| Next Term | Ctrl+Alt+9 | Editor |
| Next Update | Alt+Down | Blocklist Editor |
| Next View | Alt+W | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Blocklist | Alt+H | Project |
| Open Glossary | Alt+G | Project |
| Open Project | Ctrl+Shift+P | Home |
| Open Reference Files | Alt+2 | Project |
| Open TM | Ctrl+Shift+G | Project |

| Commands | Shortcut | View |
|---|---|---|
| Paste | Ctrl+V | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Preferences | F9 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Previous Segment (TM Commit) | Alt+Up | Editor |
| Previous Tag | Ctrl+Alt+Left | Editor |
| Previous Term | Ctrl+Alt+8 | Editor |
| Previous Update | Alt+Up | Blocklist Editor, Glossary Editor |
| Project List | Ctrl+2 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project |
| Pseudo translate | Ctrl+Shift+Y | Quick Tools |
| Quick Tools | Ctrl+5 | Blocklist Editor, TM Editor, Glossary Editor, Editor, Project, Home |
| Redo | Ctrl+Y | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Remove Glossary | Alt+R | Project |
| Remove Project | Ctrl+Alt+R | Home |
| Remove Reference Files | Alt+0 | Project |
| Remove Report | Alt+Z | Project |
| Remove TM | Ctrl+Shift+R | Project |
| Remove tag | Ctrl+Alt+Up | Editor |
| Replace/Find | Ctrl+H | Editor |
| Save | Ctrl+S | Editor |
| Save As | F12 | Editor |
| Segment Beginning | Ctrl+Home | Editor |
| Segment End | Ctrl+End | Editor |
| Show White Space Characters | Ctrl+Shift+8 | Editor |
| Spell Check | F7 | Editor |
| Split Segment | Alt+Page_Up | Editor |
| Strikethrough | Ctrl+K | Editor |
| Subscript | Ctrl+= | Editor |
| Superscript | Ctrl+Shift+= | Editor |
| Term Info | Alt+T | Editor |
| Terminology Highlight | Ctrl+F5 | Editor |
| TM Concordance | Ctrl+Shift+F | Editor |

| Commands | Shortcut | View |
|---|---|---|
| Translate File | Ctrl+O | Project |
| Translate Until Fuzzy | Ctrl+Alt+F | Editor |
| Translate Until No Match | Ctrl+Shift +Page_Down | Editor |
| TXLF Editor | Ctrl+4 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Project, Home |
| Underline | Ctrl+U | Editor |
| Undo | Ctrl+Z | Blocklist Editor, TM Editor, Glossary Editor, Editor |

# PC scheme - SDLX style

This section only includes shortcuts with a default application-assigned keystroke sequence.

| Commands | Shortcut | View |
|---|---|---|
| Add Blocklist | Alt+C | Project |
| Add Glossary | Alt+O | Project |
| Add Note | Alt+Shift+N | Editor |
| Add Project | Ctrl+Shift+A | Home |
| Add Project TMs | Ctrl+Shift+B | Quick Tools |
| Add TM | Ctrl+N | Project |
| Add Term | Ctrl+T | Glossary Editor, Editor |
| Analyze | Ctrl+Space | Editor |
| Attach/Detach Toolbar | Ctrl+D | Editor |
| Bold | Ctrl+B | Editor |
| Clear Target Document | Alt+Shift+Delete | Editor |
| Close | Ctrl+Shift+W | Editor |
| Close All | Ctrl+Shift+W | Editor |
| Close Project | Ctrl+Shift+X | Home |
| Close Segment | Esc | TM Editor, Editor |
| Commit All Segments to TM | Alt+End | Editor |
| Commit Current Segment | Alt+Q | Editor |
| Copy | Ctrl+C | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Copy All Sources | Ctrl+Alt+Insert | Editor |

| Commands | Shortcut | View |
|---|---|---|
| Copy All Tags (Document) | Alt+Shift+P | Editor |
| Copy All Tags (Segment) | Alt+P | Editor |
| Copy selected text to target | Alt+F12 | Editor |
| Copy Source | F4 | Editor |
| Copy TM | Ctrl+Shift+C | Project |
| Copy Tag | Ctrl+Alt+Down | Editor |
| Copy Term | Ctrl+Alt+0 | Editor |
| Create Blocklist | Alt+B | Project |
| Create Glossary | Alt+N | Project |
| Create Project | Alt+P | Home |
| Create TM | Ctrl+Shift+N | Project |
| Current Project | Ctrl+3 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Home |
| Current Segment Leverage | F8 | Editor |
| Cut | Ctrl+X | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Delete Note | Alt+Shift+D | Editor |
| Edit Note | Alt+Shift+E | Editor |
| Edit Term | Ctrl+E | Editor |
| Export Blocklist | Alt+K | Project |
| Export Glossary | Alt+E | Project |
| Export Package | Ctrl+E | Project, Home |
| Export Report as PDF format | Alt+U | Project |
| Export TM | Ctrl+Shift+E | Project |
| Find/Replace | Ctrl+F | Editor |
| Go To Segment | Ctrl+L | Editor |
| Help | Ctrl+Alt+H | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Import Blocklist | Alt+J | Project |
| Import Glossary | Alt+I | Project |
| Import TM | Ctrl+Shift+I | Project |
| Insert ellipsis | F11 | Editor |
| Insert Em dash | Ctrl+F10 | Editor |
| Insert En dash | F10 | Editor |
| Insert non-breaking hyphen | Ctrl+F9 | Editor |

| Commands | Shortcut | View |
|---|---|---|
| Insert non-breaking space | Ctrl+Shift+Space | Editor |
| Insert Registered Trademark symbol | Ctrl+Alt+R | Editor |
| Italic | Ctrl+I | Editor |
| Key assist panel | Ctrl+Shift+L | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Last Modified Segment | Shift+F5 | Editor |
| Leverage the first TM Lookup match | Alt+1 | Editor |
| Leverage the second TM Lookup match | Alt+2 | Editor |
| Leverage the third TM Lookup match | Alt+3 | Editor |
| Leverage the fourth TM Lookup match | Alt+4 | Editor |
| Leverage the fifth TM Lookup match | Alt+5 | Editor |
| Leverage the 6th TM Lookup match | Alt+6 | Editor |
| Leverage the 7th TM Lookup match | Alt+7 | Editor |
| Leverage the 8th TM Lookup match | Alt+8 | Editor |
| Leverage Next TU | Alt+Right | Editor |
| Leverage Previous TU | Alt+Left | Editor |
| Machine Translate | Ctrl+Shift+F8 | Editor |
| Mark Translated | Ctrl+Alt+V | Editor |
| Merge Segments | Ctrl+J | Editor |
| Modify Glossary | Alt+M | Project |
| Modify Project | Ctrl+Shift+M | Home |
| Modify TM | Ctrl+Shift+T | Project |
| Next Needs Translation segment | Ctrl+Enter | Editor |
| Next Segment (Commit to TM) | Alt+Down | Editor |
| Next Segment (Without Commit) | Ctrl+Down | Editor |
| Next Tag | Ctrl+Alt+Right | Editor |

| Commands | Shortcut | View |
|---|---|---|
| Next Term | Ctrl+Alt+9 | Editor |
| Next View | Alt+W | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Blocklist | Alt+H | Project |
| Open General | Ctrl+1 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Glossary | Alt+G | Project |
| Open Project | Ctrl+Shift+P | Home |
| Open TM | Ctrl+Shift+G | Project |
| Paste | Ctrl+V | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Preferences | F9 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Previous Segment (TM Commit) | Alt+Up | Editor |
| Previous Segment (Without Commit) | Ctrl+Up | Editor |
| Previous Tag | Ctrl+Alt+Left | Editor |
| Previous Term | Ctrl+Alt+8 | Editor |
| Previous Update | Alt+Up | Glossary Editor, Blocklist Editor |
| Project List | Ctrl+2 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project |
| Pseudo Translate | Ctrl+Shift+Y | Quick Tools |
| Redo | Ctrl+Y | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Remove Glossary | Alt+R | Project |
| Remove Reference Files | Alt+0 | Project |
| Remove Report | Alt+Z | Project |
| Remove TM | Ctrl+Shift+R | Project |
| Remove Tag | Ctrl+Alt+Up | Editor |
| Replace/Find | Ctrl+H | Editor |
| Run Transcheck | F12 | Editor |
| Save | Ctrl+S | Editor |
| Segment Beginning | Ctrl+Home | Editor |
| Segment End | Ctrl+End | Editor |
| Show White Space Characters | Ctrl+Shift+8 | Editor |
| Source TM Lookup | Ctrl+Shift+F | Editor |

| Commands | Shortcut | View |
|---|---|---|
| Spell Check | F6 | Editor |
| Split Segment | Ctrl+Enter | Editor |
| Strikethrough | Ctrl+K | Editor |
| Subscript | Ctrl+= | Editor |
| Superscript | Ctrl+Shift+= | Editor |
| TM Concordance | F7 | Editor |
| Term Info | Alt+T | Editor |
| Terminology Highlight | Ctrl+F5 | Editor |
| Toggle Cursor between Source and Target | Ctrl+Tab | Editor |
| Toggle uppercase/lowercase | Shift+F3 | Editor |
| Translate All | Ctrl+Shift+End | Editor |
| Translate File | Ctrl+O | Project |
| Translate Until Fuzzy | Ctrl+Alt+F | Editor |
| Translate Until No Match | Ctrl+Shift +Page_Down | Editor |
| TXLF Editor | Ctrl+4 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Project, Home |
| Underline | Ctrl+U | Editor |
| Undo | Ctrl+Z | Blocklist Editor, TM Editor, Glossary Editor, Editor |

# PC scheme - Trados style

This section only includes shortcuts with a default application-assigned keystroke sequence.

| Commands | Shortcut | View |
|---|---|---|
| Add Blocklist | Alt+C | Project |
| Add Glossary | Alt+O | Project |
| Add Project TMs | Ctrl+Shift+B | Quick Tools |
| Add Reference Files | Alt+1 | Project |
| Add TM | Ctrl+N | Project |
| Add Term | Ctrl+F11 | Glossary Editor, Editor |
| Analyze | Ctrl+Space | Quick Tools |

| Commands | Shortcut | View |
|---|---|---|
| Attach/Detach Toolbar | Ctrl+D | Editor |
| Bold | Ctrl+B | Editor |
| Clear Target Document | Alt+Shift+Delete | Editor |
| Close | Ctrl+W | Editor |
| Close All | Ctrl+Shift+W | Editor |
| Close Project | Ctrl+Shift+X | Project, Home |
| Close Segment | Esc | TM Editor, Editor |
| Commit All Segments to TM | Ctrl+Shift+U | Editor |
| Commit Current Segment | Alt+Q | Editor |
| Copy | Ctrl+C | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Copy All Tags (Segment) | Alt+P | Editor |
| Copy selected text to target | Alt+F12 | Editor |
| Copy Source | F4 | Editor |
| Copy TM | Ctrl+Shift+C | Project |
| Copy Tag | Ctrl+F4 | Editor |
| Copy Term | Ctrl+Alt+Down | Editor |
| Create Blocklist | Alt+B | Project |
| Create Glossary | Alt+N | Project |
| Create Project | Space | Home |
| Create TM | Ctrl+Shift+N | Project |
| Current Project | Ctrl+3 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Home |
| Current Segment Leverage | Alt+Space | Editor |
| Cut | Ctrl+X | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Export Blocklist | Alt+K | Project |
| Export Glossary | Alt+E | Project |
| Export Package | Ctrl+E | Home |
| Export Report as PDF format | Alt+U | Project |
| Export TM | Ctrl+Shift+E | Project |
| Go To Segment | Ctrl+L | Editor |
| Help | Ctrl+Alt+H | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Import Blocklist | Alt+J | Project |
| Import Glossary | Alt+I | Project |

| Commands | Shortcut | View |
|---|---|---|
| Import TM | Ctrl+Shift+I | Project |
| Insert en dash | F10 | Editor |
| Insert non-breaking space | Ctrl+Shift+Space | Editor |
| Italic | Ctrl+I | Editor |
| Key Assist Panel | Ctrl+Shift+L | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Last Modified Segment | Shift+F5 | Editor |
| Machine Translate | Ctrl+Shift+F8 | Editor |
| Mark Translated | Ctrl+Alt+V | Editor |
| Merge Segments | Ctrl+J | Editor |
| Modify Glossary | Alt+M | Project |
| Modify Project | Ctrl+Shift+M | Home |
| Modify TM | Ctrl+Shift+T | Project |
| Next Needs Translation segment | Ctrl+Enter | Editor |
| Next Segment (Commit to TM) | Enter | Editor |
| Next Segment (Without Commit) | Ctrl+Down | Editor |
| Next Tag | Ctrl+Alt+Right | TM Editor |
| Next Update | Alt+Down | Blocklist Editor |
| Next View | Alt+W | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Blocklist | Alt+H | Project |
| Open General | Ctrl+1 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Glossary | Alt+G | Project |
| Open Project | Ctrl+Shift+P | Home |
| Open Reference Files | Alt+2 | Project |
| Open TM | Ctrl+Shift+G | Project |
| Paste | Ctrl+V | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Preferences | F9 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Previous Tag | Ctrl+Alt+Left | Editor |
| Previous Update | Alt+Up | Blocklist Editor |

| Commands | Shortcut | View |
|---|---|---|
| Project List | Ctrl+2 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project |
| Pseudo Translate | Ctrl+Shift+Y | Quick Tools |
| Quick Tools | Ctrl+5 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Redo | Ctrl+Y | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Remove Glossary | Alt+R | Project |
| Remove Project | Ctrl+Alt+R | Home |
| Remove Reference Files | Alt+0 | Project |
| Remove Report | Alt+Z | Project |
| Remove TM | Ctrl+Shift+R | Project |
| Save | Ctrl+S | Editor |
| Segment Beginning | Ctrl+Home | Editor |
| Segment End | Ctrl+End | Editor |
| Show White Space Characters | Ctrl+Shift+8 | Editor |
| Source TM Lookup | Ctrl+Shift+F | Editor |
| Spell Check | F6 | Editor |
| Split Segment | Alt+S | Editor |
| Strikethrough | Ctrl+K | Editor |
| Subscript | Ctrl+= | Editor |
| Superscript | Ctrl+Shift+= | Editor |
| Term Info | Alt+T | Editor |
| Terminology Highlight | Ctrl+F5 | Editor |
| TM Concordance | F7 | Editor |
| Toggle Cursor between Source and Target | Ctrl+Tab | Editor |
| Translate All | Ctrl+Shift+A | Editor |
| Translate File | Ctrl+O | Project |
| TXLF Editor | Ctrl+4 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Underline | Ctrl+U | Editor |
| Undo | Ctrl+Z | Blocklist Editor, TM Editor, Glossary Editor, Editor |

# Mac scheme - Wordfast Pro style

This section only includes shortcuts with a default application-assigned keystroke sequence.

| Commands | Shortcut | View |
|---|---|---|
| Add Blocklist | ⌥C | Project |
| Add Glossary | ⌥O | Project |
| Add Note | ⌥⇧N | Editor |
| Add Project | ⌘⇧A | Home |
| Add Project TMs | ⌘⇧B | Quick Tools |
| Add Term | ⌘⌥T | Editor |
| Add TM | ⌘N | Project |
| Analyze | ⌘Space | Editor |
| Attach/Detach Toolbar | ⌘D | Editor |
| Bold | ⌘B | Editor |
| Clear all tags (Segment) | ⌘⇧V | Editor |
| Clear Target Document | ⌥⇧⌦ | Editor |
| Close | ⌘W | Editor |
| Close All | ⌘⇧W | Editor |
| Close Project from home window | ⌘⇧X | Home |
| Close segment | ⎋ | Editor |
| Commit All Segments to TM | ⌘⌥↘ | Editor |
| Commit Current Segment | ⌥↘ | Editor |
| Copy | ⌘C | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Copy All Sources | ⌘⌥Insert | Editor |
| Copy All Tags (Document) | ⌥⇧P | Editor |
| Copy All Tags (Segment) | ⌥A | Editor |
| Copy selected text to target | ⌥F12 | Editor |
| Copy Source | ⌥S | Editor |
| Copy Tag | ⌘⌥↓ | Editor |
| Copy Term | ⌘0 | Editor |
| Copy TM | ⌘⇧C | Project |
| Create Blocklist | ⌥B | Project |
| Create Glossary | ⌥N | Project |
| Create Project | ⌥P | Home |

| Commands | Shortcut | View |
|---|---|---|
| Create TM | ⌘⇧N | Project |
| Current Project | ⌘3 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Home |
| Current Segment Leverage | ⌥Q | Editor |
| Cut | ⌘X | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Delete Note | ⌥⇧D | Editor |
| Edit Note | ⌥⇧E | Editor |
| Edit Term | ⌘E | Editor |
| Export Blocklist | ⌥K | Project |
| Export Glossary | ⌥E | Project |
| Export Package | ⌘E | Project, Home |
| Export Report as PDF format | ⌥U | Project |
| Export TM | ⌘⇧E | Project |
| Find/Replace | ⌘F | Editor |
| Get Bilingual Table | ⌘⌥P | Editor |
| Go To Segment | ⌘G | Editor |
| Help | ⌘⌥H | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Import Blocklist | ⌥J | Project |
| Import Glossary | ⌥I | Project |
| Import TM | ⌘⇧I | Project |
| Insert a cent sign | ⌘; | Editor |
| Insert ellipsis | ⌘⌥. | Editor |
| Insert em dash | ⌥- | Editor |
| Insert en dash | ⌥⇧- | Editor |
| Insert non-breaking hyphen | ⌘⇧- | Editor |
| Insert non-breaking space | ⌘⇧Space | Editor |
| Insert Registered Trademark symbol | ⌘⌥R | Editor |
| Italic | ⌘I | Editor |
| Key Assist Panel | ⌘⇧L | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Last Modified Segment | ⇧F5 | Editor |
| Leverage the first TM Lookup match | ⌥1 | Editor |

| Commands | Shortcut | View |
|---|---|---|
| Leverage the second TM Lookup match | ⌥2 | Editor |
| Leverage the third TM Lookup match | ⌥3 | Editor |
| Leverage the fourth TM Lookup match | ⌥4 | Editor |
| Leverage the fifth TM Lookup match | ⌥5 | Editor |
| Leverage the sixth TM Lookup match | ⌥6 | Editor |
| Leverage the seventh TM Lookup match | ⌥7 | Editor |
| Leverage the eighth TM Lookup match | ⌥8 | Editor |
| Leverage Next TU | ⌘→ | Editor |
| Leverage Previous TU | ⌘← | Editor |
| Machine Translate | ⌘⇧M | Editor |
| Mark Translated | ⌘⌥V | Editor |
| Merge Segments | ⌥⇞ | Editor |
| Modify Glossary | ⌥M | Project |
| Modify Project | ⌘⇧M | Project, Home |
| Modify TM | ⌘⇧T | Project |
| Next Needs Translation Segment | ⌘↩ | Editor |
| Next Segment (Commit to TM) | ⌥↓ | Editor |
| Next Segment (Without Commit) | ⌘↓ | Editor |
| Next Tag | ⌘⌥→ | Editor |
| Next Term | ⌘9 | Editor |
| Next View | ⌥W | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Blocklist | ⌥H | Project |
| Open Glossary | ⌥G | Project |
| Open Project | ⌘⇧P | Home |
| Open TM | ⌘⇧G | Project |
| Paste | ⌘V | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |

| Commands | Shortcut | View |
|---|---|---|
| Preferences | F9 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Previous Segment (No Commit) | ⌘↑ | Editor |
| Previous Segment (TM Commit) | ⌥↑ | Editor |
| Previous Tag | ⌘⌥← | Editor |
| Previous Term | ⌘8 | Editor |
| Previous Update | ⌥↑ | Blocklist Editor, Glossary Editor |
| Project List | ⌘2 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project |
| Pseudo Translate | ⌘⇧Y | Quick Tools |
| Quick Tools | ⌥Q | Home |
| Redo | ⌘Y | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Remove Glossary | ⌥R | Project |
| Remove Reference Files | ⌥0 | Project |
| Remove Report | ⌥Z | Project |
| Remove TM | ⌘⇧R | Project |
| Replace/Find | ⌘H | Editor |
| Run Transcheck | ^Q | Editor |
| Save | ⌘S | Editor |
| Save As | F12 | Editor |
| Segment Beginning | ⌘↗ | Editor |
| Segment End | ⌘↘ | Editor |
| Show White Space Characters | ⌘⇧8 | Editor |
| Source TM Lookup | ⌘⇧F | Editor |
| Spell Check | F7 | Editor |
| Split Segment | ⌥⇞ | Editor |
| Strikethrough | ⌘K | Editor |
| Subscript | ⌘= | Editor |
| Superscript | ⌘⇧= | Editor |
| Term Info | ⌥T | Editor |
| Terminology Highlight | ⌘F5 | Editor |
| TM Concordance | F8 | Editor |
| Toggle Cursor between Source and Target | ⇧⇥ | Editor |

| Commands | Shortcut | View |
|---|---|---|
| Toggle uppercase/lowercase | ⇧F3 | Editor |
| Translate All | ⌘⇧↘ | Editor |
| Translate File | ⌘O | Project |
| Translate Until Fuzzy | ⌘⌥F | Editor |
| Translate Until No Match | ⌘⇧⇞ | Editor |
| TXLF Editor | ⌘4 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Project, Home |
| Underline | ⌘U | Editor |
| Undo | ⌘Z | Blocklist Editor, TM Editor, Glossary Editor, Editor |

# Mac scheme - Wordfast Classic style

This section only includes shortcuts with a default application-assigned keystroke sequence.

| Commands | Shortcut | View |
|---|---|---|
| Add Blocklist | ⌥C | Project |
| Add Glossary | ⌥O | Project |
| Add Project | ⌘⇧A | Home |
| Add Project TMs | ⌘⇧B | Quick Tools |
| Add Reference Files | ⌥1 | Project |
| Add Term | ⌘⌥T | Editor |
| Add TM | ⌘N | Project |
| Analyze | ⌘Space | Quick Tools |
| Attach/Detach Toolbar | ⌘D | Editor |
| Bold | ⌘B | Editor |
| Clear Target Document | ⌥⇧⌦ | Editor |
| Close All | ⌘⇧W | Home |
| Close Project from home window | ⌘⇧X | Home |
| Close Segment | ⎋ | TM Editor, Editor |
| Commit All Segments to TM | ⌘⌥↘ | Editor |
| Commit Current Segment | ⌥Q | Editor |
| Copy | ⌘C | Blocklist Editor, TM Editor, Glossary Editor, Editor |

| Commands | Shortcut | View |
|---|---|---|
| Copy All Sources | ⌥⇧Insert | Editor |
| Copy All Tags (Segment) | ⌥P | Editor |
| Copy Source | ⌥Insert | Editor |
| Copy Tag | ⌘⌥↓ | TM Editor |
| Copy Term | ⌘⌥0 | Editor |
| Copy TM | ⌘⇧C | Project |
| Create Blocklist | ⌥B | Project |
| Create Glossary | ⌥N | Project |
| Create Project | ⌥P | Home |
| Create TM | ⌘⇧N | Project |
| Current Project | ⌘3 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Home |
| Current Segment Leverage | ⌥Q | Editor |
| Cut | ⌘X | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Export Blocklist | ⌥K | Project |
| Export Glossary | ⌥E | Project |
| Export Package | ⌘E | Home |
| Export Report as PDF format | ⌥U | Project |
| Export TM | ⌘⇧E | Project |
| Find/Replace | ⌘F | Editor |
| Go To Segment | ⌘G | Editor |
| Help | ⌘⌥H | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Import Blocklist | ⌥J | Project |
| Import Glossary | ⌥I | Project |
| Import TM | ⌘⇧I | Project |
| Insert non-breaking space | ⌘⇧Space | Editor |
| Italic | ⌘I | Editor |
| Key Assist Panel | ⌘⇧L | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Last Modified Segment | ⇧F5 | Editor |
| Leverage Next TU | ⌘→ | Editor |
| Leverage Previous TU | ⌘← | Editor |
| Mark Translated | ⌘⌥V | Editor |

| Commands | Shortcut | View |
|---|---|---|
| Merge Segments | ⌥⇞ | Editor |
| Modify Glossary | ⌥M | Project |
| Modify Project | ⌘⇧M | Home |
| Modify TM | ⌘⇧T | Project |
| Next Needs Translation segment | ⌘↩ | Editor |
| Next Segment (No Commit) | ⌘↓ | Editor |
| Next Tag | ⌥⇧→ | Editor |
| Next Term | ⌘⌥9 | Editor |
| Next Update | ⌥↓ | Blocklist Editor |
| Next View | ⌥W | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Blocklist | ⌥H | Project |
| Open Glossary | ⌥G | Project |
| Open Project | ⌘⇧P | Home |
| Open Reference Files | ⌥2 | Project |
| Open TM | ⌘⇧G | Project |
| Paste | ⌘V | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Preferences | F9 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Previous Segment (TM Commit) | ⌥↑ | Editor |
| Previous Tag | ⌘⌥← | Editor |
| Previous Term | ⌘⌥8 | Editor |
| Previous Update | ⌥↑ | Blocklist Editor, Glossary Editor |
| Project List | ⌘2 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project |
| Pseudo Translate | ⌘⇧Y | Quick Tools |
| Quick Tools | ⌘5 | Home |
| Redo | ⌘Y | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Remove Glossary | ⌥R | Project |
| Remove Project | ⌘⌥R | Home |
| Remove Reference Files | ⌥0 | Project |
| Remove Report | ⌥Z | Project |
| Remove tag | ⌘⌥↑ | |

| Commands | Shortcut | View |
|---|---|---|
| Remove TM | ⌘⇧R | Project |
| Replace/Find | ⌘H | Editor |
| Save | ⌘S | Editor |
| Save As | F12 | Editor |
| Segment Beginning | ⌘↗ | Editor |
| Segment End | ⌘↘ | Editor |
| Show White Space Characters | ⌘⇧8 | Editor |
| Spell Check | F7 | Editor |
| Split Segment | ⌥⇞ | Editor |
| Strikethrough | ⌘K | Editor |
| Subscript | ⌘= | Editor |
| Superscript | ⌘⇧= | Editor |
| Term Info | ⌥T | Editor |
| Terminology Highlight | ⌘F5 | Editor |
| TM Concordance | ⌘⇧F | Editor |
| Translate File | ⌘O | Project |
| Translate Until Fuzzy | ⌘⌥F | Editor |
| Translate Until No Match | ⌘⇧⇟ | Editor |
| TXLF Editor | ⌘4 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Project, Home |
| Underline | ⌘U | Editor |
| Undo | ⌘Z | Blocklist Editor, TM Editor, Glossary Editor, Editor |

# Mac scheme - SDLX style

> This section only includes shortcuts with a default application-assigned keystroke sequence.

| Commands | Shortcut | View |
|---|---|---|
| Add Blocklist | ⌥C | Project |
| Add Glossary | ⌥O | Project |
| Add Note | ⌥⇧N | Editor |
| Add Project | ⌘⇧A | Home |
| Add Project TMs | ⌘⇧B | Quick Tools |

| Commands | Shortcut | View |
|---|---|---|
| Add Term | ⌘T | Glossary Editor, Editor |
| Add TM | ⌘N | Project |
| Analyze | ⌘Space | Editor |
| Attach/Detach Toolbar | ⌘D | Editor |
| Bold | ⌘B | Editor |
| Clear Target Document | ⌥⇧⌦ | Editor |
| Close | ⌘⇧W | Editor |
| Close All | ⌘⇧W | Editor |
| Close Project | ⌘W | Project, Home |
| Close Segment | ⎋ | Editor |
| Commit All Segments to TM | ⌥↘ | Editor |
| Commit Current Segment | ⌥↘ | Editor |
| Copy | ⌘C | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Copy All Sources | ⌘⌥Insert | Editor |
| Copy All Tags (Document) | ⌥⇧P | Editor |
| Copy All Tags (Segment) | ⌥P | Editor |
| Copy selected text to target | ⌥F12 | Editor |
| Copy Source | F4 | Editor |
| Copy Tag | ⌘⌥↓ | Editor |
| Copy Term | ⌘⌥0 | Editor |
| Copy TM | ⌘⇧C | Project |
| Create Blocklist | ⌥B | Project |
| Create Glossary | ⌥N | Project |
| Create Project | ⌥P | Home |
| Create TM | ⌘⇧N | Project |
| Current Project | ⌘3 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Home |
| Current Segment Leverage | ⌥Q | Editor |
| Cut | ⌘X | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Delete Note | ⌥⇧D | Editor |
| Edit Note | ⌥⇧E | Editor |
| Edit Term | ⌘E | Editor |
| Export Blocklist | ⌥K | Project |

| Commands | Shortcut | View |
|---|---|---|
| Export Glossary | ⌥E | Project |
| Export Package | ⌘E | Project, Home |
| Export Report as PDF format | ⌥U | Project |
| Export TM | ⌘⇧E | Project |
| Find/Replace | ⌘F | Editor |
| Go To Segment | ⌘L | Editor |
| Help | ⌘⌥H | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Import Blocklist | ⌥J | Project |
| Import Glossary | ⌥I | Project |
| Import TM | ⌘⇧I | Project |
| Insert ellipsis | F11 | Editor |
| Insert em dash | ⌥- | Editor |
| Insert en dash | ⌥⇧- | Editor |
| Insert non-breaking hyphen | ⌘F9 | Editor |
| Insert non-breaking space | ⌘⇧Space | Editor |
| Insert Registered Trademark symbol | ⌘⌥R | Editor |
| Italic | ⌘I | Editor |
| Key Assist Panel | ⌘⇧L | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Last Modified Segment | ⇧F5 | Editor |
| Leverage the first TM Lookup match | ⌥1 | Editor |
| Leverage the second TM Lookup match | ⌥2 | Editor |
| Leverage the third TM Lookup match | ⌥3 | Editor |
| Leverage the fourth TM Lookup match | ⌥4 | Editor |
| Leverage the fifth TM Lookup match | ⌥5 | Editor |
| Leverage the sixth TM Lookup match | ⌥6 | Editor |
| Leverage the seventh TM Lookup match | ⌥7 | Editor |

| Commands | Shortcut | View |
|---|---|---|
| Leverage the eighth TM Lookup match | ⌥8 | Editor |
| Leverage Next TU | ⌘→ | Editor |
| Leverage Previous TU | ⌘← | Editor |
| Machine Translate | ⌘⇧F8 | Editor |
| Mark Translated | ⌘⌥V | Editor |
| Merge Segments | ⌥J | Editor |
| Modify Glossary | ⌥M | Project |
| Modify Project | ⌘⇧M | Home |
| Modify TM | ⌘⇧T | Project |
| Next Needs Translation segment | ⌘↩ | Editor |
| Next Segment (Commit to TM) | ⌥↓ | Editor |
| Next Segment (Without Commit) | ⌘↓ | Editor |
| Next Tag | ⌘⌥→ | Editor |
| Next Term | ⌘⌥9 | Editor |
| Next View | ⌥W | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Blocklist | ⌥H | Project |
| Open General | ⌘1 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Glossary | ⌥G | Project |
| Open Project | ⌘⇧P | Home |
| Open TM | ⌘⇧G | Project |
| Paste | ⌘V | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Preferences | F9 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Previous Segment (No Commit) | ⌘↑ | Editor |
| Previous Segment (TM Commit) | ⌥↑ | Editor |
| Previous Tag | ⌘⌥← | Editor |
| Previous Term | ⌘⌥8 | Editor |
| Previous Update | ⌥↑ | Blocklist Editor, Glossary Editor |
| Project List | ⌘2 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project |

| Commands | Shortcut | View |
|---|---|---|
| Pseudo Translate | ⌘⇧Y | Quick Tools |
| Redo | ⌘Y | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Remove Glossary | ⌥R | Project |
| Remove Reference Files | ⌥0 | Project |
| Remove Report | ⌥Z | Project |
| Remove tag | ⌘⌥↑ | Editor |
| Remove TM | ⌘⇧R | Project |
| Replace/Find | ⌘H | Editor |
| Run Transcheck | F12 | Editor |
| Save | ⌘S | Editor |
| Segment Beginning | ⌘↗ | Editor |
| Segment End | ⌘↘ | Editor |
| Show White Space Characters | ⌘⇧8 | Editor |
| Source TM Lookup | ⌘⇧F | Editor |
| Spell Check | F6 | Editor |
| Split Segment | ⌥↩ | Editor |
| Strikethrough | ⌘K | Editor |
| Subscript | ⌘= | Editor |
| Superscript | ⌘⇧= | Editor |
| Term Info | ⌥T | Editor |
| Terminology Highlight | ⌘F5 | Editor |
| TM Concordance | F7 | Editor |
| Toggle Cursor between Source and Target | ⇧⇥ | Editor |
| Toggle uppercase/lowercase | ⇧F3 | Editor |
| Translate All | ⌘⇧↘ | Editor |
| Translate File | ⌘O | Project |
| Translate Until Fuzzy | ⌘⌥F | Editor |
| Translate Until No Match | ⌘⇧⇞ | Editor |
| TXLF Editor | ⌘4 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Project, Home |
| Underline | ⌘U | Editor |
| Undo | ⌘Z | Blocklist Editor, TM Editor, Glossary Editor, Editor |

# Mac scheme - Trados style

This section only includes shortcuts with a default application-assigned keystroke sequence.

| Commands | Shortcut | View |
|---|---|---|
| Add Blocklist | ⌥C | Project |
| Add Glossary | ⌥O | Project |
| Add Project TMs | ⌘⇧B | Quick Tools |
| Add Reference Files | ⌥1 | Project |
| Add Term | ⌘F11 | Glossary Editor, Editor |
| Add TM | ⌘N | Project |
| Analyze | ⌘Space | Quick Tools |
| Attach/Detach Toolbar | ⌘D | Editor |
| Bold | ⌘B | Editor |
| Clear Target Document | ⌥⇧⌦ | Editor |
| Close | ⌘W | Editor |
| Close All | ⌘⇧W | Editor |
| Close Project | ⌘⇧X | Home |
| Close Segment | ⎋ | TM Editor, Editor |
| Commit All Segments to TM | ⌘⇧U | Editor |
| Commit Current Segment | ⌥↘ | Editor |
| Copy | ⌘C | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Copy All Tags (Segment) | ⌥P | Editor |
| Copy selected text to target | ⌥F12 | Editor |
| Copy Source | F4 | Editor |
| Copy Tag | ⌘F4 | Editor |
| Copy Term | ⌘⌥↓ | Editor |
| Copy TM | ⌘⇧C | Project |
| Create Blocklist | ⌥B | Project |
| Create Glossary | ⌥N | Project |
| Create Project | ⌥P | Home |
| Create TM | ⌘⇧N | Project |
| Current Project | ⌘3 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Home |

| Commands | Shortcut | View |
|---|---|---|
| Current Segment Leverage | ⌥Q | Editor |
| Cut | ⌘X | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Export Blocklist | ⌥K | Project |
| Export Glossary | ⌥E | Project |
| Export Package | ⌘E | Home |
| Export Report as PDF format | ⌥U | Project |
| Export TM | ⌘⇧E | Project |
| Go To Segment | ⌘L | Editor |
| Help | ⌘⌥H | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Import Blocklist | ⌥J | Project |
| Import Glossary | ⌥I | Project |
| Import TM | ⌘⇧I | Project |
| Insert en dash | ⌥⇧- | Editor |
| Insert non-breaking space | ⌘⇧Space | Editor |
| Italic | ⌘I | Editor |
| Key Assist Panel | ⌘⇧L | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Last Modified Segment | ⇧F5 | Editor |
| Machine Translate | ⌘⇧F8 | Editor |
| Mark Translated | ⌘⌥V | Editor |
| Merge Segments | ⌘J | Editor |
| Modify Glossary | ⌥M | Project |
| Modify Project | ⌘⇧M | Home |
| Modify TM | ⌘⇧T | Project |
| Move the cursor between the source and the target | ⇧⇥ | Editor |
| Next Segment (Commit to TM) | ↩ | Editor |
| Next Segment (No Commit) | ⌘↓ | Editor |
| Next Tag | ⌘⌥→ | TM Editor |
| Next Update | ⌥↓ | Blocklist Editor |
| Next View | ⌥W | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Blocklist | ⌥H | Project |

| Commands | Shortcut | View |
|---|---|---|
| Open General | ⌘1 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Open Glossary | ⌥G | Project |
| Open Project | ⌘⇧P | Home |
| Open Reference Files | ⌥2 | Project |
| Open TM | ⌘⇧G | Project |
| Paste | ⌘V | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Preferences | F9 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Previous Tag | ⌘⌥← | Editor |
| Previous Update | ⌥↑ | Blocklist Editor, Glossary Editor |
| Project List | ⌘2 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project |
| Pseudo Translate | ⌘⇧Y | Quick Tools |
| Quick Tools | ⌘5 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home |
| Redo | ⌘Y | Blocklist Editor, TM Editor, Glossary Editor, Editor |
| Remove Glossary | ⌥R | Project |
| Remove Project | ⌘⌥R | Home |
| Remove Reference Files | ⌥0 | Project |
| Remove Report | ⌥Z | Project |
| Remove TM | ⌘⇧R | Project |
| Save | ⌘S | Editor |
| Segment Beginning | ⌘↗ | Editor |
| Segment End | ⌘↘ | Editor |
| Show White Space Characters | ⌘⇧8 | Editor |
| Source TM Lookup | ⌘⇧F | Editor |
| Spell Check | F6 | Editor |
| Split Segment | ⌥S | Editor |
| Strikethrough | ⌘K | Editor |
| Subscript | ⌘= | Editor |
| Superscript | ⌘⇧= | Editor |
| Term Info | ⌥T | Editor |
| Terminology Highlight | ⌘F5 | Editor |

| Commands | Shortcut | View |
|---|---|---|
| TM Concordance | F7 | Editor |
| Toggle Cursor between Source and Target | ⇧⇥ | Editor |
| Translate All | ⌘⇧A | Editor |
| Translate File | ⌘O | Project |
| TXLF Editor | ⌘4 | Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Project, Home |
| Underline | ⌘U | Editor |
| Undo | ⌘Z | Blocklist Editor, TM Editor, Glossary Editor, Editor |

# 19. Appendix

## System Requirements

This section contains hardware and software requirements for using Wordfast.

| | |
|---|---|
| **Supported Operating Systems** | Microsoft Windows 7+ 64-bit, Mac OS X 10.11+ 64-bit, and Linux 64-bit |
| **Java Runtime Environment** | If not present, Wordfast Pro automatically installs Java Runtime Environment during the application installation process |
| **License and Registration** | Activation of the full Wordfast Pro installation requires a license and registration |
| **Minimum System Memory** | 4 GB RAM |
| **Minimum Screen Resolution** | 1366 x 768 pixels |

## Formatting tools

The **Formatting** tab in the TXLF Editor includes formatting tools you can use to edit the target content format.

Formatting tools fall into three categories: format, tags, and options.

> Format category options are only available for MS Office source file formats.

**Format Buttons**

| Button | Keyboard Shortcut | Description |
|---|---|---|
| B<br>Bold | **Ctrl+B** | Format the selected text as bold. |
| *I*<br>Italic | **Ctrl+I** | Format the selected text as italic. |
| U<br>Underline | **Ctrl+U** | Format the selected text as underlined. |
| $X_2$<br>Subscript | **Ctrl+=** | Format the selected text as subscript. |
| $X^2$<br>Superscript | **Ctrl+Shift+=** | Format the selected text as superscript. |
| ~~ABC~~<br>Strike | **Ctrl+K** | Format the selected text to display as strikethrough (deleted), without actually deleting the text. |

**Tags Buttons**

| Button | Keyboard Shortcut | Description |
|---|---|---|
| Tag Formatting | **No shortcut** | Display actual formatting associated with tags for the active segment (when supported.) |
| Tag Non-Formatting | **No shortcut** | Display the content of the formatting tags for the active segment. |

**Options Buttons**

| Button | Keyboard Shortcut | Description |
|---|---|---|
| Non-Breaking Space | **Ctrl+Shift+Space** | Insert a non-breaking space at the cursor location. |
| Left To Right Marker | **No shortcut** | Insert a marker to indicate left-to-right reading direction. |
| Right To Left Marker | **No shortcut** | Insert a marker to indicate right-to-left reading direction. |
| Attach / Detach | **Ctrl+D** | Attach and detach the **Formatting** toolbar. When attached, the toolbar is displayed as a tab. When detached, the toolbar is displayed as a minimized toolbar that can be moved to any area of the TXLF Editor. |

# Format filters

The **Filters** selection on the **Preferences** dialog box configures how translatable content is parsed from source files.

| Format and Extension |
|---|
| Active Server Page (*.asp) |
| Adobe FrameMaker Interchange Format (*.mif) |
| Adobe InCopy Markup language (*.icml) |
| Adobe InDesign Interchange (*.inx) |
| Adobe InDesign Markup Language (*.idml) |
| Flat OPC XML Word Document Format (*.xml) |
| Hypertext Markup Language (*.htm) |
| Hypertext Markup Language (*.html) |
| JSON files (*.json) |

| Format and Extension |
| --- |
| Java Server Page (*.jsp) |
| MS Excel 2007 Spreadsheet (*.xlsx) |
| MS Excel Open XML Macro-Enabled Spreadsheet (*.xlsm) |
| MS Excel Open XML Spreadsheet Template (*.xltx) |
| MS Excel Open Spreadsheet (*.xls) |
| MS Excel Spreadsheet template (*.xlt) |
| MS PowerPoint 2007 Presentation (*.pptx) |
| MS PowerPoint 97-2003 Template (*.pot) |
| MS PowerPoint Macro-Enabled Presentation (*.pptm) |
| MS PowerPoint Macro-Enabled Show (*.ppsm) |
| MS PowerPoint Macro-Enabled Template (*.potm) |
| MS PowerPoint Presentations (*.ppt) |
| MS PowerPoint Show (*.ppsx) |
| MS PowerPoint Template (*.potx) |
| MS Visio Document (*.vdx) |
| MS Visio Document (*.vsd) |
| MS Visio Document (*.vsdx) |
| MS Word 2007 Document (*.docx) |
| MS Word Document (*.doc) |
| MS Word Open XML Macro-Enabled Document (*.docm) |
| MS Word Open XML Macro-Enabled Template (*.dotm) |
| MS Word Open XML Template (*.dox) |
| MS Word Template (*.dot) |
| Markdown file (*.md) |
| MemoQ XLIFF (*.mqxliff) |
| Microsoft Word 2003 WordprocessingML document (*.xml) |
| PO files (*.po) |
| Plain Text (*.txt) |
| Portable Document Format (*.pdf) |
| Quark Documents (*.tag) |
| Rich Text Format (*.rtf) |
| SDL XLIFF (*.sdlxliff) |
| SubRip (*.srt) |

| Format and Extension |
| --- |
| TXML (*.txml) |
| Trados TTX (*.ttx) |
| WF TXLF Document (*.txlf) |
| XLIFF (*.xlf) |
| XLIFF 2.0 (*.xlf) |
| XLIFF 2.0 (*.xliff) |

# FAQs

### How do I obtain a Wordfast Pro License and install the application?

Wordfast products are try-before-you-buy. You can download a free 30-day Demo mode of Wordfast Pro from http://www.wordfast.com/. Demo mode has limited functionality until you enter the activation key. When you purchase a Wordfast license, you can generate an activation key at https://www.wordfast.com/myaccount by signing in with your sign in email and password. Copy and save the activation key.

To activate Wordfast Pro, click on the **Sidebar**. Click either **Online Registration** or **Manual Registration** and follow the instructions to activate your product using the activation key. Once activated, Wordfast Pro changes from **Demo** mode to the full unlocked version.

### What does Wordfast Pro Demo mode mean?

When in **Demo** mode, you are limited to creating bilingual projects and storing up to 500 translation units in your Translation Memory. To get a full version, you must upload a license. Refer to Activation on page 9.

### Why is my completed project now showing as less than 100% complete in my Projects List?

The latest version of Wordfast Pro contains a new segment state feature and an improved Progress Bar. As a result, projects from legacy versions of Wordfast Pro might register as less than 100% complete or N/A in the **Projects List**. To resolve the issue, open the project, then open the translation file. If you have multiple translation files, chain them together. In the **TXLF Editor** view, click **Mark All Translated**. Save and close the project. In the **Project List** view, click **Recalculate Progress**. The project should now register as 100% complete.

### What happens if I upload a corrupt file for translation when creating a project?

If one of the files is corrupt or invalid, you can still create a project with clean files. The corrupt or invalid file will not upload and you receive a warning message.

### How do I chain individual files?

Instead of opening files one-by-one to display in individual tabs, you can chain files to open in a single tab as long as these files are in the same batch. You cannot chain files across batches. Chaining files has the following main advantages:

- Open hundreds of files within seconds.

- Filter or search and replace in one pass as opposed to once per individual file.

### Why is the Analyze button inactive when I open a chained file for translation?

The **Analyze** action you can normally access in **TXLF Editor** view is inactive when you open a chained file because the translation memory cannot provide the best results.

### What are the different ways to analyze files?

The analysis process converts source files into TXLF, leverages the content against existing translation memories, and generates a report listing matches, non-matches, word count, character count, and segment count. You can analyze source files in the following ways:

- Analyze files within a project in the **Current Projects** view.
- Analyze any files outside of the project files on the **Analysis** tab in the **Quick Tools** view.
- Analyze a file open for translation in **TXLF Editor** view by clicking the **Analyze** button on the **Translation** tab.

Refer to Analysis on page 147.

### How do I use Skip 100% and 100%+ Segments when using TXLF Editor view?

To skip 100% and 100%+ segments when moving to a segment that requires linguistic changes, you have two options:

- (Preferred) Set preferences to **Skip 100% and 100%+ segments**. This allows you to view the 100% and 100%+ segments for context while editing adjacent No Match and Fuzzy match or MT pre-translations.
- Filter for **All except 100% and Context match segments**.

### How do I update a TM with my translations?

To update a TM after you finish translating or editing a segment in **TXLF Editor** view, you must commit it to the TM. Committing a segment will turn the color highlight from pink to purple. You can commit a segment to the TM as follows:

- Move to the next segment clicking the **Next Segment** button, or by using **Alt + Down Arrow**.
- While your cursor is in a segment, click **Commit** on the **Translation** tab.
- Click **Commit All** on the **Translation** tab to add all the segments in the file to the TM.

If a segment does not require any changes, for example, if the 99% match or the MT match is linguistically correct, you can change the Translation Memory settings in **Preferences** to add these items to the TM. To change the TM settings:

- Click .
- Click **Translation Memory** in the **Current Project Preferences** section.
- Select the items you would like to have committed to the TM when working in your project:
  - **Write 'exact' matches to TM**
  - **Write 'unedited MT' to TM**
  - **Write 'unedited fuzzy' to TM**

### How do I keep translations from updating the master TM?

To prevent a segment from updating the TM:

1. Open the file for translation and click on the segment that you do not want to write to the TM.

2. In the **TXLF Editor** view, click **Do Not Write To TM** on the **Translation** tab. The **Status** column displays , and does not update the TM.
3. To write the segment to the TM, select the segment and click **Do Not Write To TM** again. The is removed from the **Status** column, and the segment may then be updated to the TM.

### How do I correctly apply inline formatting?

You can apply inline formatting to the target segment in two ways:

1. You can enter tag(s) from the source language segment for basic styles such as bold and italic using the buttons on the **Formatting** tab. However, these formatting buttons could introduce tags in the target that do not match the source. Unless the linguist identifies these mismatched tags using Transcheck and corrects them, they will prevent affected TXLF files from converting into monolingual files at the align stage.
2. To avoid the mismatched tags, after opening a file for translation, go to **Preferences** > **Tags** and select **Show Formatting as Tags.**

   Since this preference persists from one WFP session to another, you only have to set it once. This preference enables you to reuse tags from the source using the **Copy** button under the **Translation** tab. If the tag preference is set to **Show Text Formatting (when supported)**, you must apply formatting using the buttons in the **Formatting** tab, unless you toggled segment-by-segment from **Tag Formatting** to **Tag Non-Formatting**.

### Why is the Whole Words Only check box inactive on the Find/Replace dialog?

In the **Find and Replace** dialog, the **Whole Words Only** check box is inactive if you added multiple words or punctuation to the **Find** field.

### What are Preferences and how do I access them?

You can customize all user interface options and features in the preferences section.

To access preferences, on the **Sidebar** click .

- Configure preferences that will apply to all projects in the **General Preferences** section.
- Configure preferences that apply only to the currently active project in the **Current Project Preferences** section.
- Configure advanced settings in the **User Preferences** section.

Refer to Current project preferences.

### How can I preview a file during translation?

In **TXLF Editor**, on the **File** tab, click **Preview**, then select **Live Preview**, **Office Preview**, or **Html Preview** from the drop-down menu. **Live Preview** works with Word, PowerPoint, or Markdown files. It opens a preview of the target content for comparison to your source content. If you click on a line of text in the preview document, your cursor will move to that segment in the TXLF file. **Office Preview** will open a PDF preview of the current translation file. **Html Preview** will open a preview as an HTML file, only if the source file was HTML.
Another option is to click **Preview File**, and a translated file will open if the source is available.