Welcome To
the next step in
Translation Memory

User Guide for Project Managers and Translators

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About Wordfast Pro 3 Guide

Purpose

This guide will assist you in understanding and using Wordfast Professional (Wordfast Pro 3). It contains step-by-step procedures of Wordfast Pro 3 functions.

Audience

This guide is a reference for project managers and translators. The audience must be familiar with basic translation terminologies.

Organization

The guide is organized as follows:

Section	Contents
Section 1	Overview of Wordfast Pro 3 and workflows providing a snapshot of Wordfast Pro 3 functions.
Section 2	Procedure for installing Wordfast Pro 3.
Section 3	Procedures for opening Wordfast Pro 3 and a brief description of the PM and TXML editor perspectives.
Section 4	Procedures for PM plug-in tasks.
Section 5	Information on basic menu options.
Section 6	Procedures for managing translation projects.
Section 7	Information on advanced options such as selecting memory preferences, segmentation settings, shortcut keys, license management, updating dictionaries and working with accented characters.
Section 8	Information on common errors and their solutions.
Section 9	Procedures for working with Wordfast Aligner.
Section 10	Procedures for working with TM Administration perspective.

Conventions

- User actions are highlighted in **bold** to help understand the procedures better.
- Images are inserted at appropriate places to help you relate to the application interface.

- The term "**Note**" precedes any important information that you may need to know while performing a task.
- The word "Optional" follows procedural steps that are not mandatory.

Abbreviations and Acronyms

Term	Description
TM	Translation memory
TXML	Tracker Extensible Markup Language
XML	Extensible Markup Language
HTML	HyperText Markup Language

About Wordfast Pro

Wordfast Pro 3 is a Java-based translation and editing application designed to improve the way in which translators work. It presents translators with a collaborative environment where translation memory (TM) files can be accessed quickly and efficiently. Wordfast Pro 3 is a flexible application that can work with desktop TM files or interact directly with a powerful TM server application. It can also operate as a stand-alone tool to supplement existing translation workflows.

Key advantages

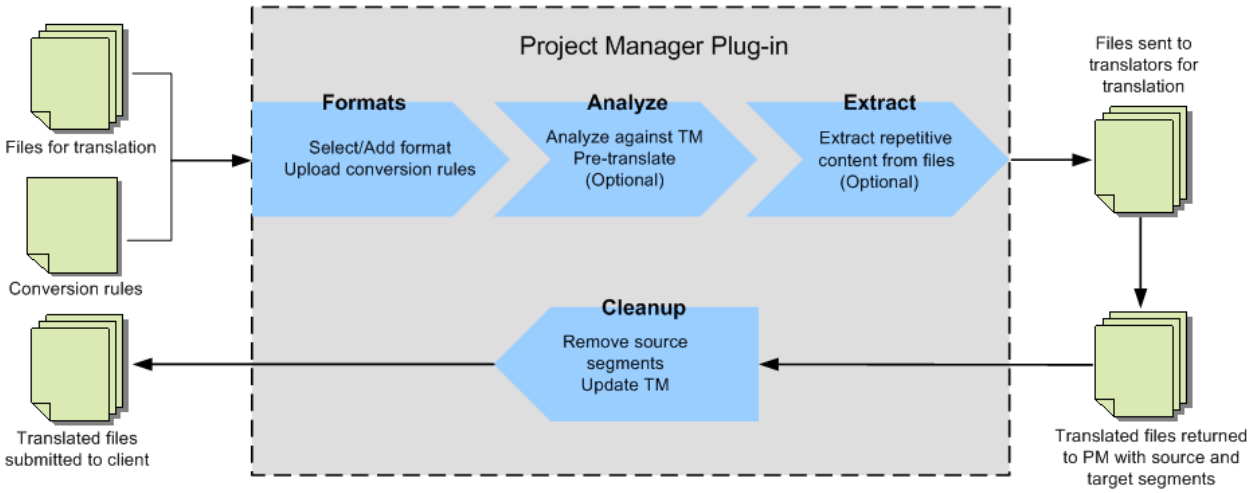
The key advantages of Wordfast Pro 3 are as follows:

- TM compatibility: Tabular TM format allows for simple integration of Trados, SDLX, Translation Memory eXchange, or Déjà Vu TM files.
- Format flexibility: Native format is TXML, an XML-based pivot format. Filters exist for DOC, PPT, XLS, PDF, HTML, MIF, INX, JSP, RC, TMX, and TTX files. Wordfast Pro 3 supports only those TTX files that are translated and segmented using tag editor.
- Collaborative environment: Users can interact with TM Server and share translation memory assets in real-time.
- Automated editing: Multi-lingual spell checkers and terminology recognition improves the speed and accuracy in the review process.
- Administrative security: Managers can assign specific rights and privileges to individual translators or linguistic teams.

Wordfast Pro 3 provides an intuitive, collaborative environment where translators can deliver higher quality in-language content with greater consistency and efficiency.

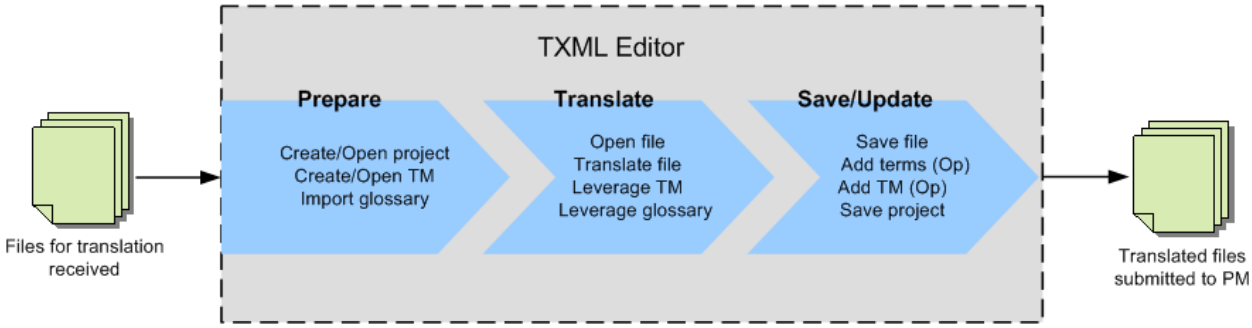
Project Manager plug-in workflow

Find below the workflow diagram for PM plug-in:



TXML editor workflow

Find below the workflow diagram for TXML editor:



Getting started with Wordfast Pro

This section includes basic information that will help you get started with Wordfast Pro 3.

- System requirements
- Installing and activating Wordfast Pro 3
- Opening Wordfast Pro 3
- Wordfast Pro 3 homepage

System requirements

The minimum system requirements are:

- Operating system: Windows XP or higher, Windows 7, Windows 8.1, Mac OS 7 or higher (including OS X) or Linux
- Processor: 1.6 GHz
- RAM: 1GB
- Hard disk space: 200MB

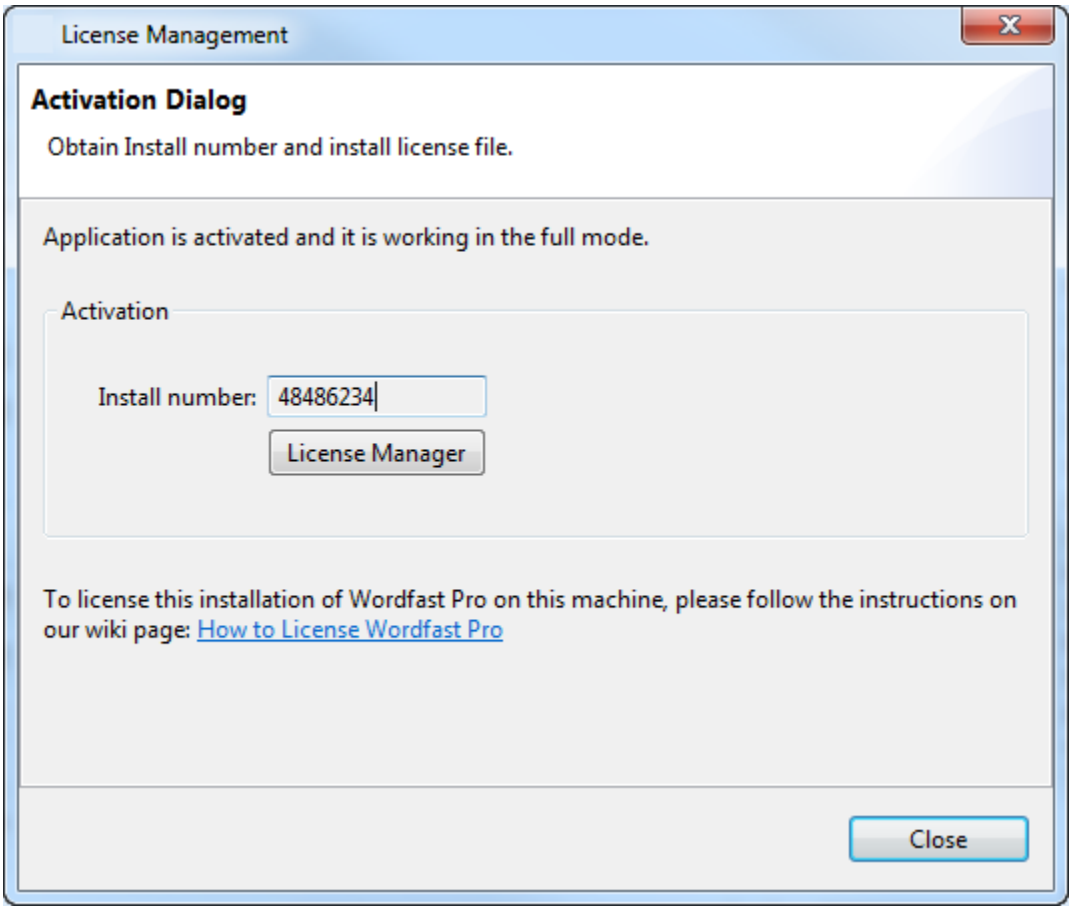
Installing and activating Wordfast Pro 3

To install Wordfast Pro 3:

1. Download Wordfast Pro 3 from the Wordfast webpage (http://www.wordfast.com/store_download.html) to your computer.
2. Open Wordfast Pro, and run the installer.
   The Wordfast Pro 3 Demo Mode appears.
   Note: Wordfast Pro 3 requires a Java JRE to be installed on your PC. During installation, if Java JRE does not exist, it will be installed for you. If it exists, then Wordfast Pro 3 will refer to it when running.
   In the Demo Mode, you can view and test all the functions of the software. You can purchase a Wordfast Pro 3 license from the webpage http://www.wordfast.com/store_download.html.
   If you do not purchase a license, you are limited to storing up to 500 translation units in your translation memories.

3. Go to **Help** > **License Management**.

   The Activation Dialog appears.



4. Copy the Install number as it appears in the Activation Dialog box.
5. Log in to the Wordfast website with your email address and password.
6. Paste the Install number from the Activation Dialog box in the field **Your Wordfast Professional Install Number**. Alternatively, right-click the link appearing on the Confirmation Page, and save the target as. The license file has a .lic file extension. Save the file in a secure location.
7. Open Wordfast Pro, and go to **Help** > **License Management**.
8. Click **License Manager**.
9. Click **Re-install a License Certificate**.
10. Click **Next** > **Browse**, and browse to the .lic file.
11. Click **Open** > **Next** > **Next** > **Finish**.
12. Restart Wordfast Pro 3.

    The license is active. If you have any problems with the license and require support, please log into the Wordfast Pro 3 support hotline at www.wordfast.com. Alternatively, refer to the Wordfast wiki page, How to license Wordfast Pro.

Opening Wordfast Pro 3

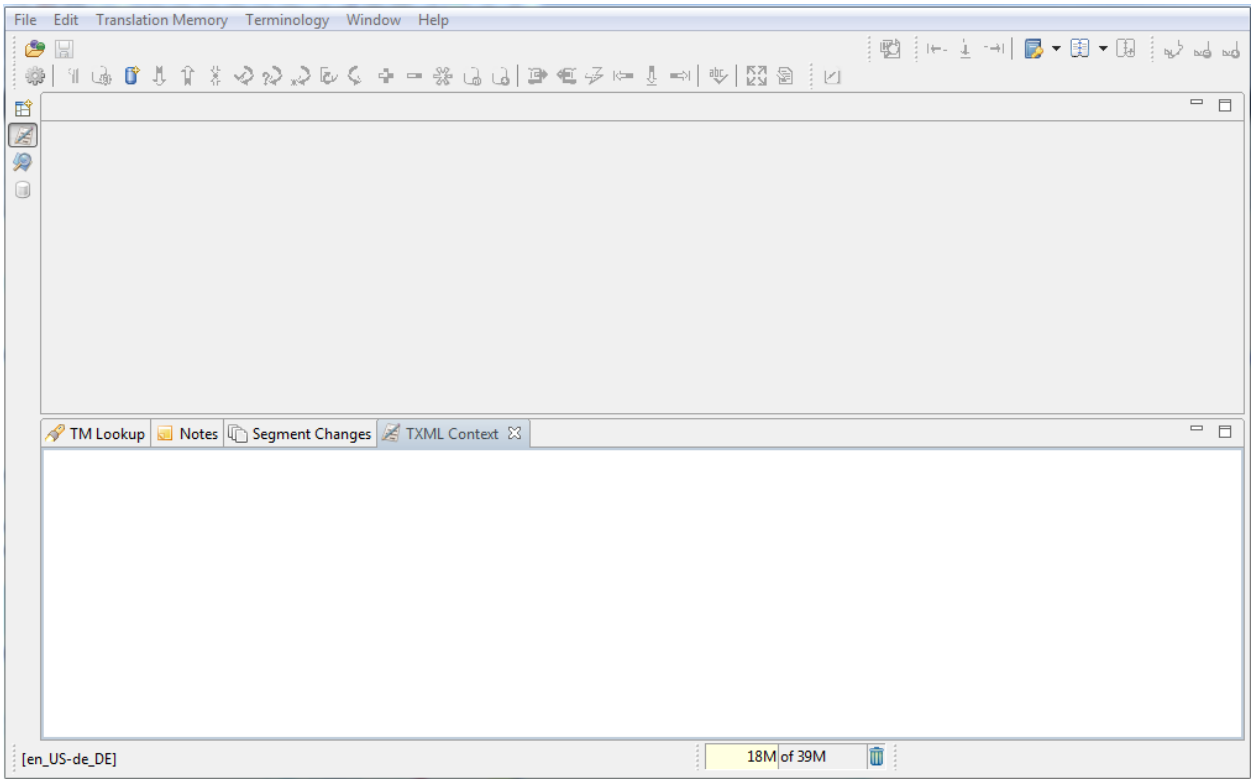
To open Wordfast Pro 3, there are two options:

Double-click the Wordfast Pro 3 shortcut on the desktop.

OR

Go to **Start Menu > All Programs >** Wordfast > Wordfast.

The Wordfast Pro 3 homepage appears. Wordfast Pro opens in TXML Editor perspective.



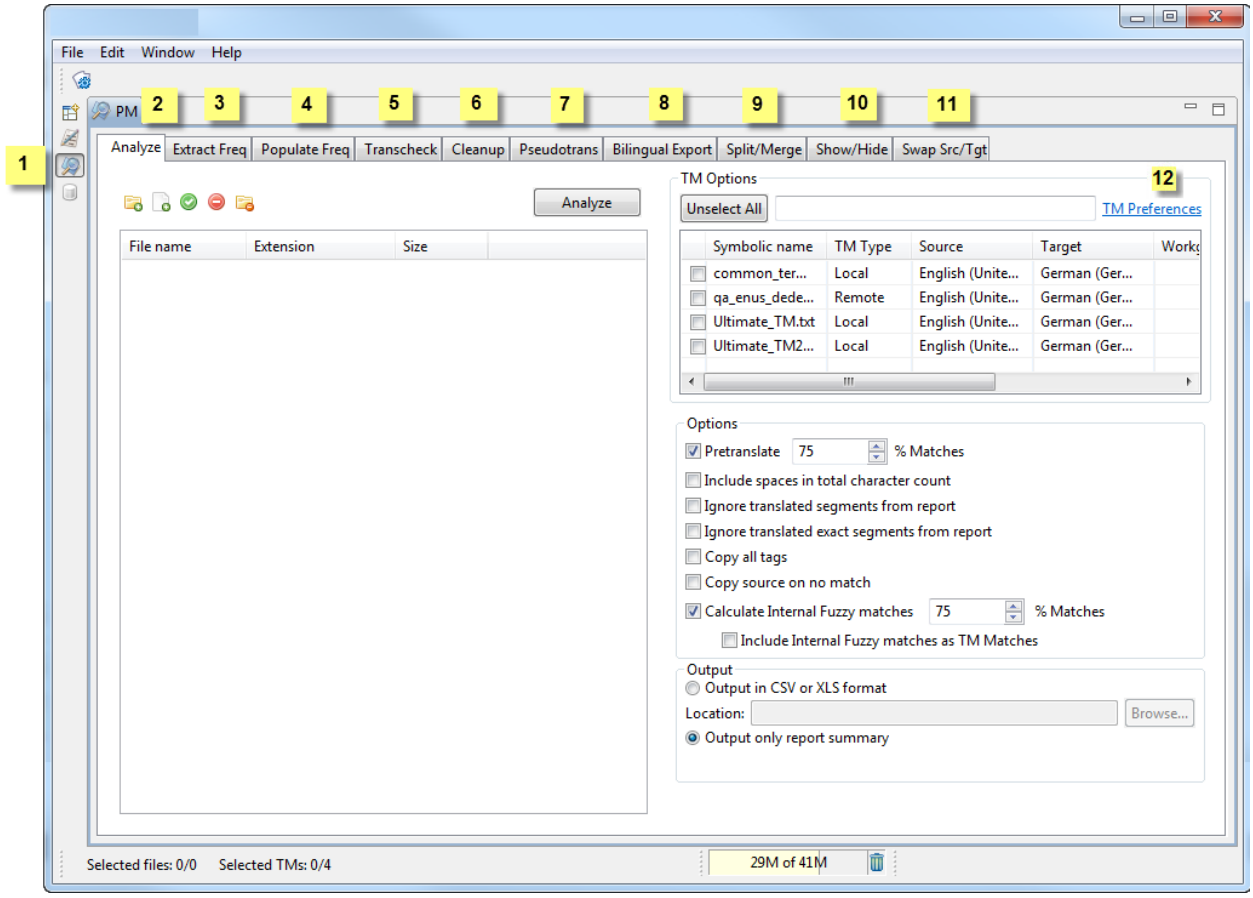
Wordfast Pro 3 homepage

The Wordfast Pro 3 homepage is the work space for translators to work on translation projects. The homepage directs you to two perspectives:

- PM perspective
- TXML editor perspective

PM perspective

Find below a sample PM perspective screenshot:



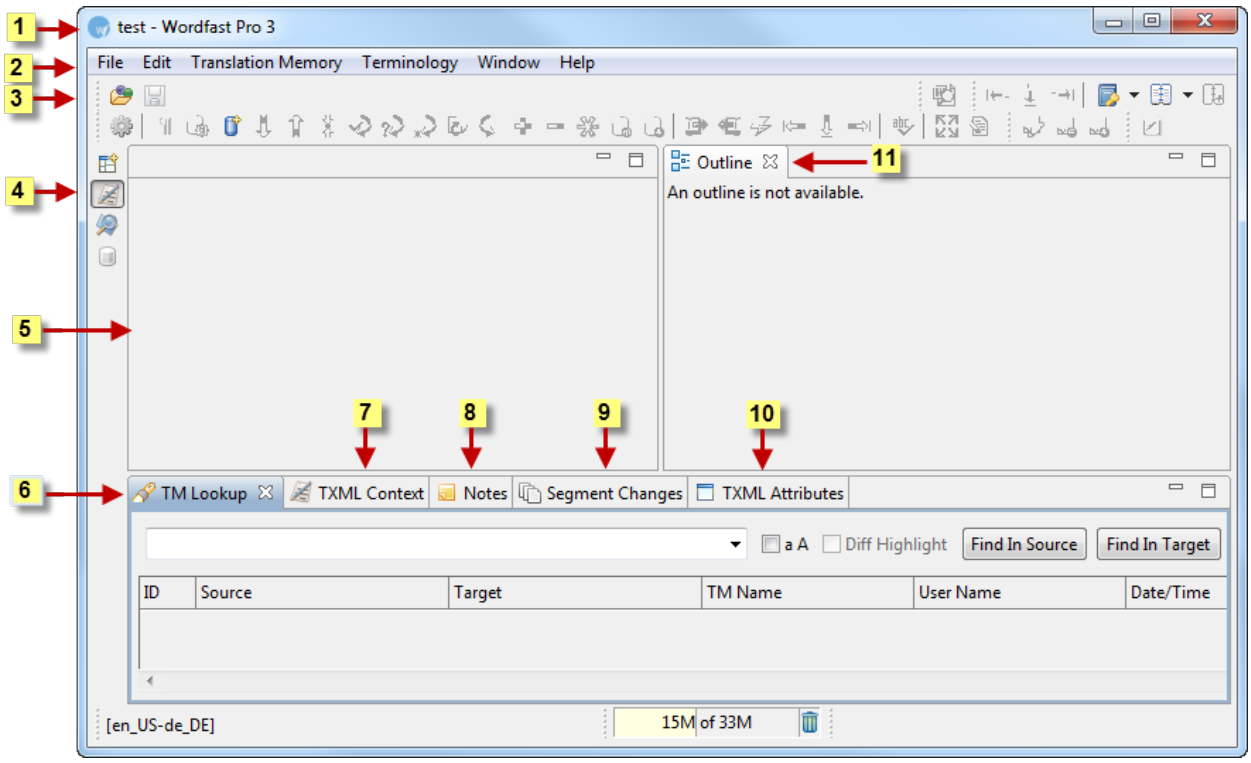
Find below the description for the various components of the PM perspective:

Number	Use	to...
1	PM perspective icon	view the PM perspective. The PM perspective is the workspace for project managers to process files before and after translation. Refer to Using PM plug-in.
2	Analyze	analyze files for translation against a TM to leverage reusable content and pre-translate files. Refer to Analyzing files.
3	Extract freq	extract recurring segments in the files. Refer to Extracting frequents.
4	Populate freq	populates source TXML files with extracted recurring segments. Refer to Populating frequents.
5	Transcheck	check the translated content for missing tags, empty target, numbers, untranslated segment and/or terminology. Refer to Transcheck

Number	Use	to...
6	Cleanup	clean up the file and update the TM after translation is complete. Refer to Cleaning up.
7	Pseudotrans	copy source content to target. Pseudotranslated target content will have accented characters and the text will be expanded by 20%. This will help you preview what content will be selected as translatable and how complex formatting will appear in the target. Either source files or TXML files can be pseudotranslated. Refer to Pseudotranslate.
8	Bilingual Export	export the TXML file into RTF format, edit using MS Word and import back the edited file. Refer to Bilingual Export.
9	Split/Merge	split or merge a TXML file. The split options available are: • Split after selected number of TUs • Split to selected number of parts • Split after selected number of words) Refer to Split/Merge TXML.
10	Show/Hide 100%	show or hide 100% translation memory matches in the TXML file(s). Refer to Show/Hide 100% matches.
11	Swap Src/Tgt	swap source with target or vice versa. Refer to Swap Source/Target.
12	TM Preferences	create or open a translation memory.

TXML editor perspective

Find below a sample TXML editor perspective screenshot:



Find below the description for the various components of the TXML editor perspective:

Number	Use	to...
1	Title bar	view the project name.
2	Menu bar	carry out all the functions, some of which are also included in the tool bar. Refer to TXML editor menu options.
3	Tool bar	quickly complete common functions. Point to the shortcut icon to see its function.
4	TXML perspective icon	view the TXML editor perspective. The TXML editor perspective is the workspace for managing translation projects. This perspective allows you to translate files by leveraging translation memory and terminology. Refer to Managing projects.
5	Main translation	translate a file. This is the work space for translating files. Refer to Translating in a project.

Number	Use	to...
	window	
6	TM Lookup window	view TM leverage results and context searching. You can either search for a term or a phrase and the source and target segments appear in a table format. Refer to Using TM Lookup window.
7	TXML Context	view the TXML context of the currently open file. Refer to Viewing TXML Context.
8	Notes	view, edit and delete notes specific to each segment. Refer to Using notes.
9	Segment Changes	view the segment changes in the currently open file. Refer to Viewing segment changes.
10	TXML Attributes	view the custom attributes applicable to a particular segment. To enable this tab, go to the Windows menu and click **Show View > TXML Attributes**.
11	Outline window	quickly navigate a file from one source segment to another. Refer to Using Outline window.

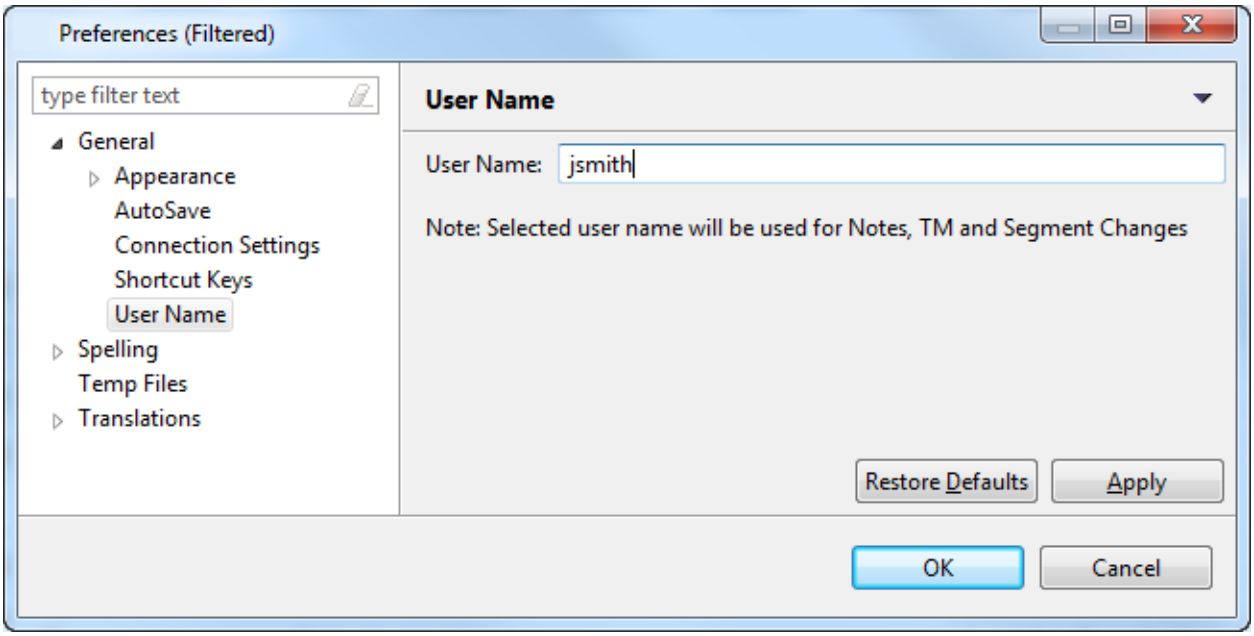
Using PM plug-in

The Project Manager plug-in includes tasks that prepare files for translation. The preparation process includes the following tasks:

- Receiving files and conversion rules
- Setting up filters
- Analyzing files
- Extracting frequents
- Populating frequents
- Transcheck
- Cleaning up and updating translation memory
- Pseudotranslate
- Bilingual Export
- Split/Merge TXML
- Show/Hide 100% matches
- Swap Source/Target

Note: The user name used for notes, TM, segment changes is the user's login name, by default. To change or add a new name, go to **Preferences >General > User Name**, and edit the User Name as

shown in the example below.



Receiving files and conversion rules

This is the first step towards preparing files for translation. Find below a brief description of files and conversion rules:

- Files: These are received from clients for translation. They may be in any format, such as DOC, XLS, PPT, INX, HTML, JSP, and so on. When you open any one of these files in Wordfast Pro 3, it is automatically converted to TXML.
- Conversion rules: These rules are required for creating a new XML filter to convert XML files to TXML. The rules file is provided to you by the client.

Setting up filters

A filter defines the working parameters for different types of files received for translation. A filter can be selected from the available list or a new format created. Find below a list of available filters.

Default Filter	Name	File type/extension
ASP	Active Server Pages	.asp
Excel 2007	Microsoft Excel 2007 and 2010 documents	.xlsx, .xlsm
Excel	Microsoft Excel documents	.xls
HTM	HTM files	.htm

Default Filter	Name	File type/extension
HTML	HTML files	.html
ICML	Adobe InCopy ICML files	.icml
IDML	Adobe InDesign IDML files	.idml
INX	Adobe InDesign INX files	.inx
JSP	Java Server Pages	.jsp
Java Properties	Java.properties files	.properties
MIF	Adobe Frame Maker files	.mif
PDF	Adobe PDF files	.pdf
Portable Object	Portable Object files	.po
PowerPoint 2007	Microsoft PowerPoint 2007 and 2010 files	.pptx
PowerPoint	Microsoft PowerPoint files	.ppt
Quark	Quark documents	.tag
RTF	Rich Text Format files	.rtf
SDLXLIFF	SDLXLIFF files	.sdlxliff
SRT	SubRip Text	.srt
TTX	TRADOS Bilingual files	.ttx
TXT	Text files	.txt
VDX	Microsoft Visio files	.vdx
Word 2007	Microsoft Word 2007 and 2010 files	.docx, .docm, .dot, .dotm, dotx
Word	Microsoft Word files	.doc
XLIFF	XLIFF files	.xlf, .xliff
XML	XML files	.xml

Note that the process to add MS Excel files is different from the other file filters. Additionally, Wordfast Pro 3 supports only those TTX files that are translated and segmented using tag editor. The TTX files must be renamed to match the source format if they need to be viewed in tag editor.

Find below the procedures for the following tasks:

- Selecting filter settings
- Viewing default file filters
- Adding new file filters

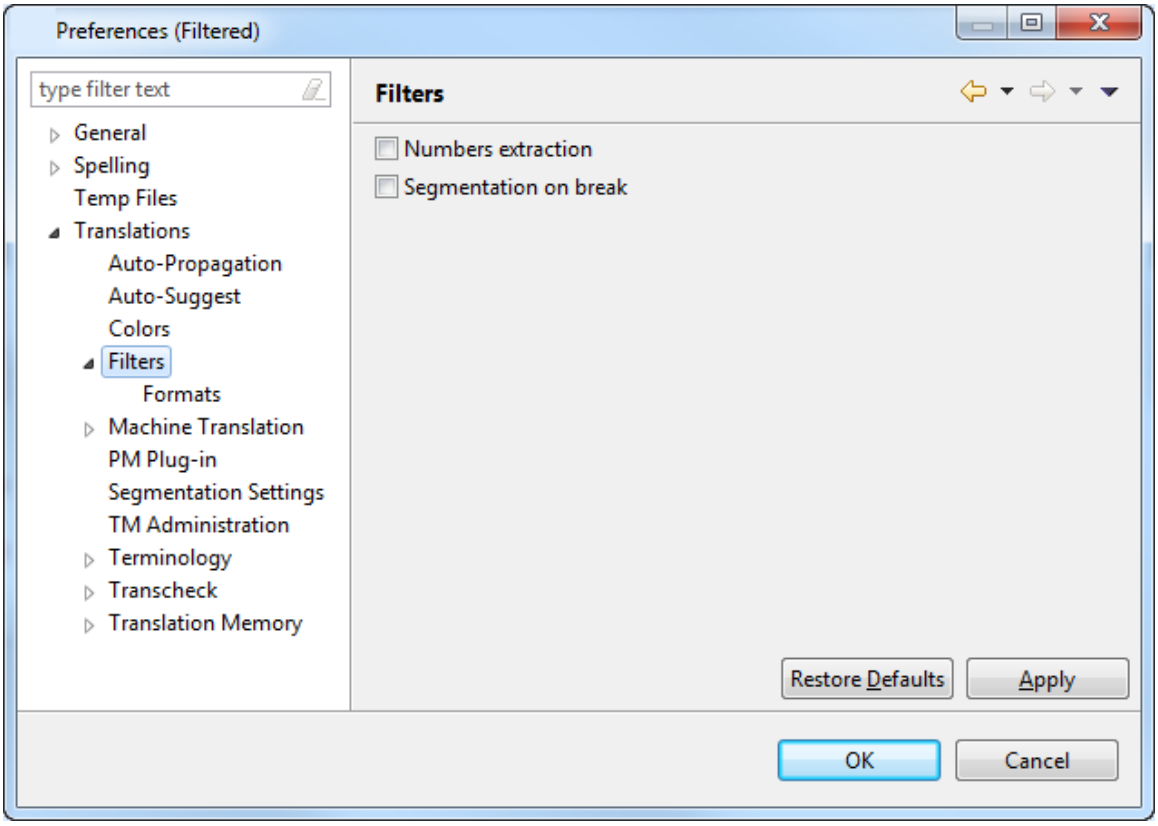
- Adding a new text-based (XML) filter
- Adding an Excel file filter
- Adding a PowerPoint filter
- Adding a Word filter
- Adding a SubRip Text filter
- Adding an IDML filter
- Adding a Quark Documents filter
- Selecting FrameMaker filter preferences
- Selecting ICML filter preferences
- Selecting INX filter preferences
- Selecting SDLXLIFF filter preferences

Selecting filter settings

There are two common filter settings that can be enabled by navigating to **Edit > Preferences > Translations > Filters** as shown in the screenshot below.

- Numbers extraction: Select to extract all number-only segments to the translatable TXML file. Select to clear the checkbox, and to exclude number only segments to the translatable TXML file

- Segmentation on break: Select to segment the text at every logical break such as period (.) or soft return.



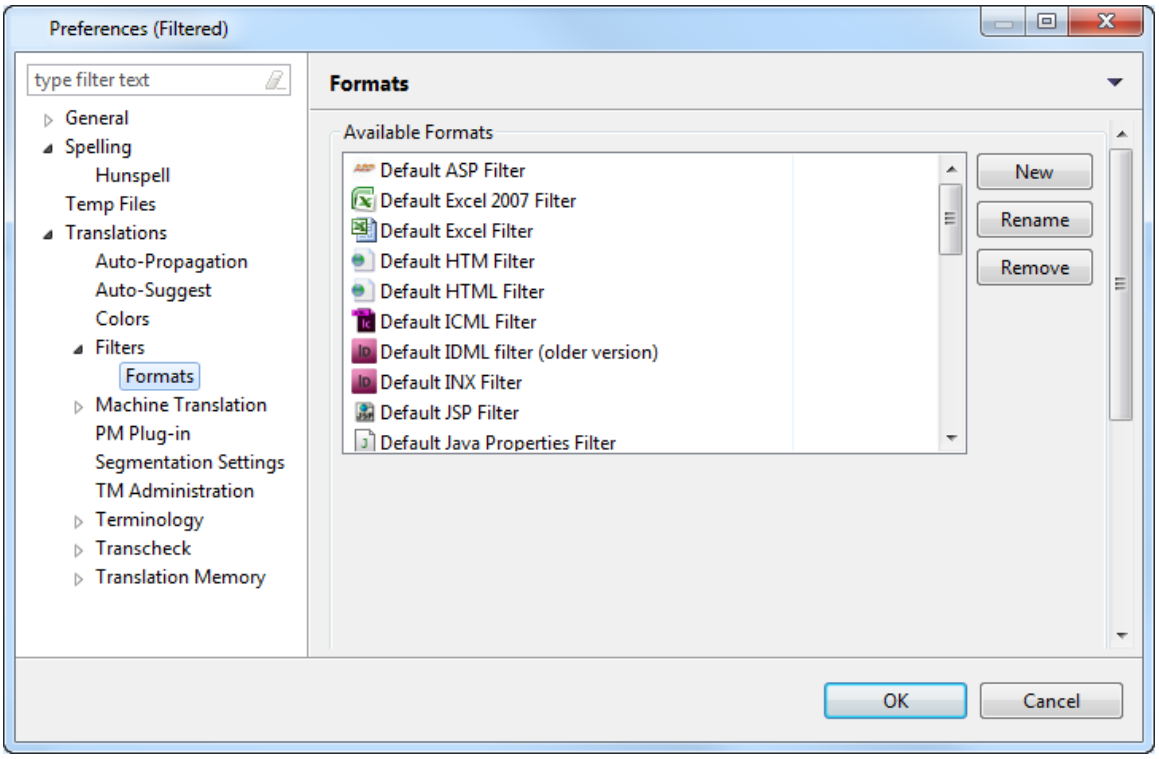
Viewing default file filters

A number of text-based filters (.htm, .html, .xml, .txt, .asp, .jsp) are pre-configured for your convenience. For example, if you select the Default Java Properties Filter, the Encoding UTF-8 is automatically selected.

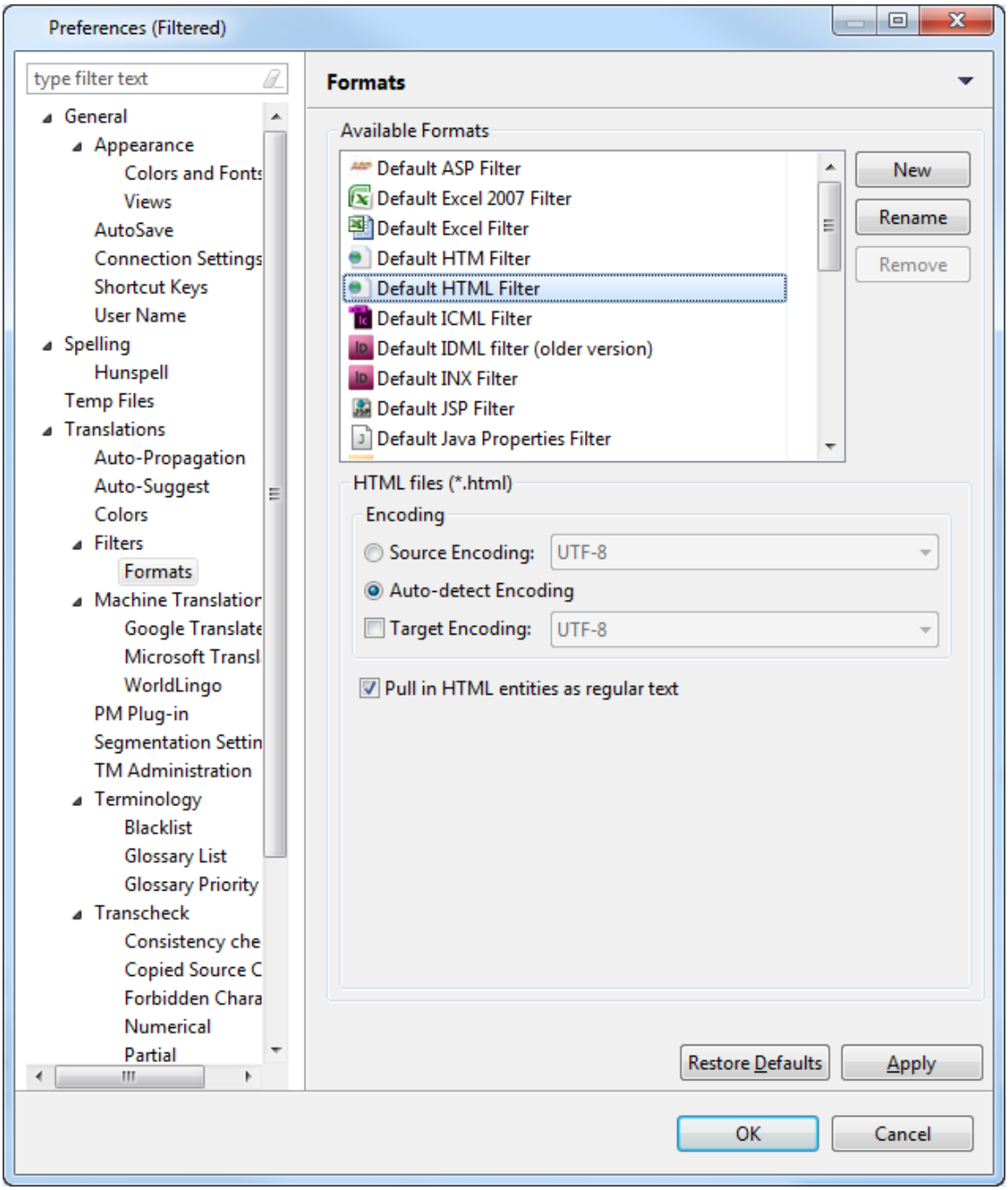
To view a default file filter:

1. Open Wordfast Pro 3 and click **Edit > Preferences > Translations > Filters > Formats**.

   The Formats dialog box appears. The default filters appear in the Available Formats box.



2. Select a default filter of your choice. For example, if you select Default HTML Filter, the options for HTML files appear in the Options box as shown below.



3. If required, you can modify the default options. Default filters cannot be removed.

Adding new file filters

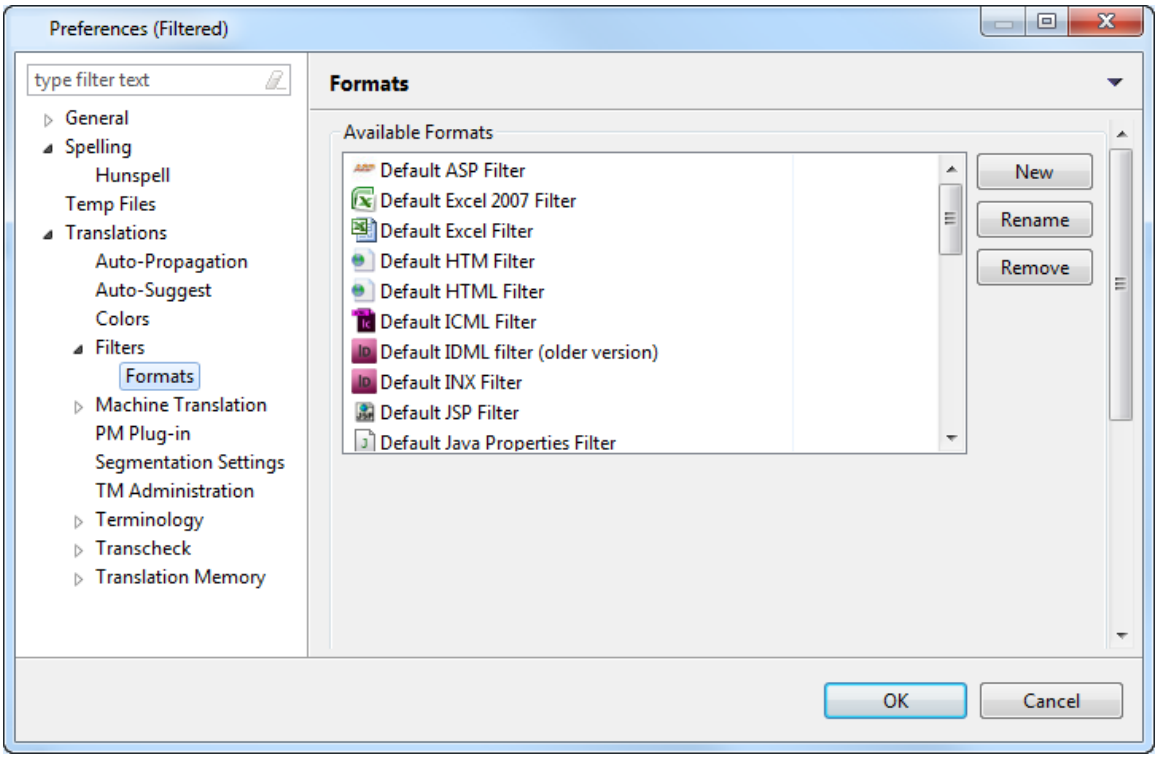
If the filter of your choice is not available in the default option, you can add a new filter. For XML and Excel filters you will need to provide additional information.

Note: If a filter cannot be customized, it will not appear in the list of filters that can be added. The TXLF filter is not available by default and must be added manually.

To add a new file filter:

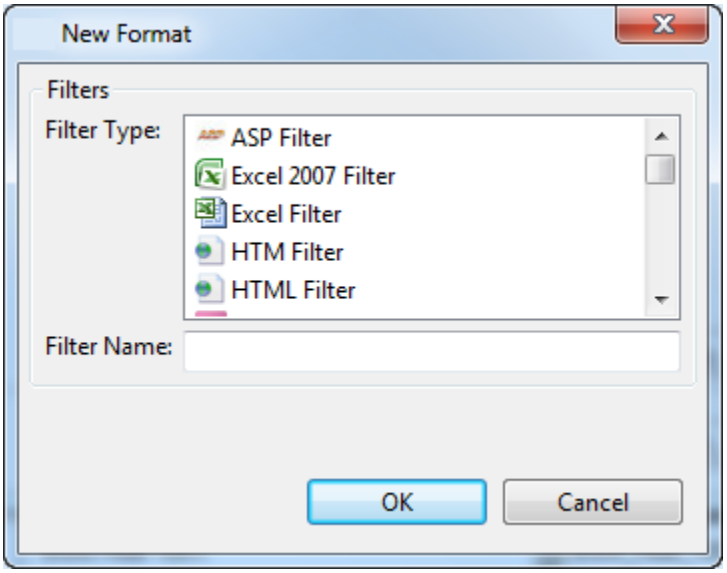
1. Follow steps 1 and 2 from Viewing default file filters.

   The Formats dialog box appears. The default filters appear in the Available formats box.



2. Click **New**.

   The New Format dialog box appears.



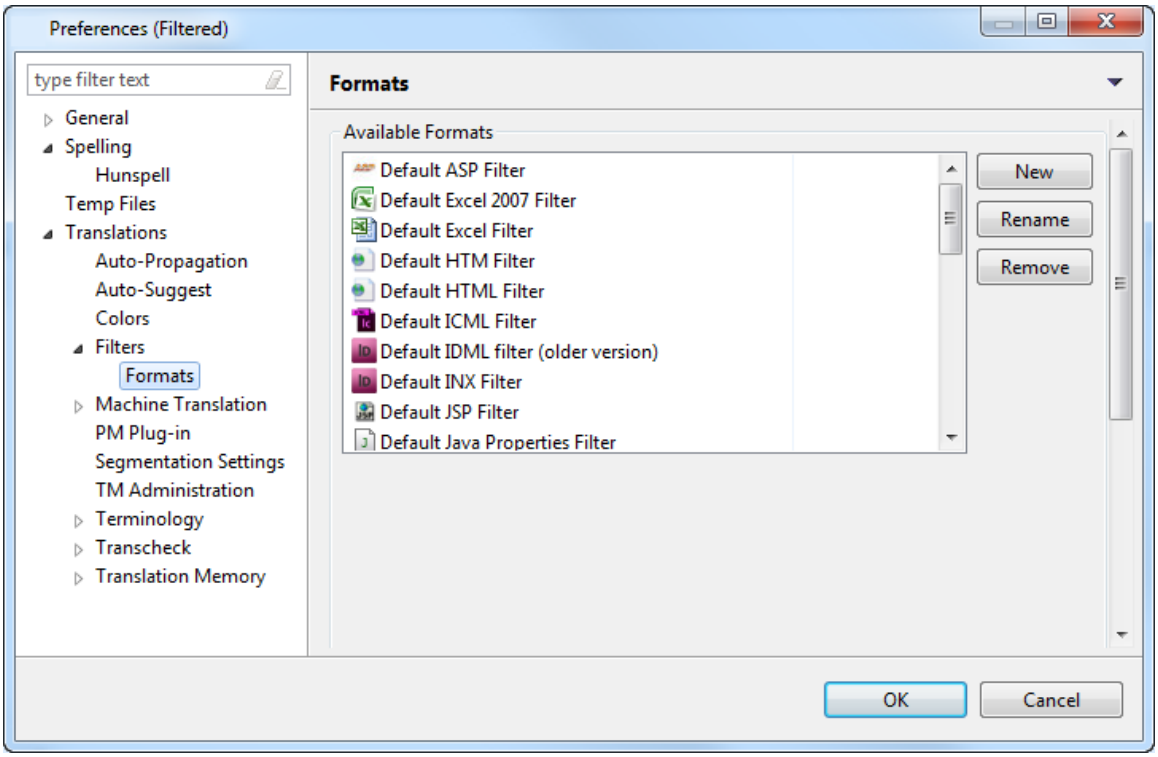
3. Select the desired filter from the list, and click **OK**.

Adding a new text-based (XML) filter

To add a new text-based filter:

1. Follow steps 1 and 2 from Viewing default file filters.

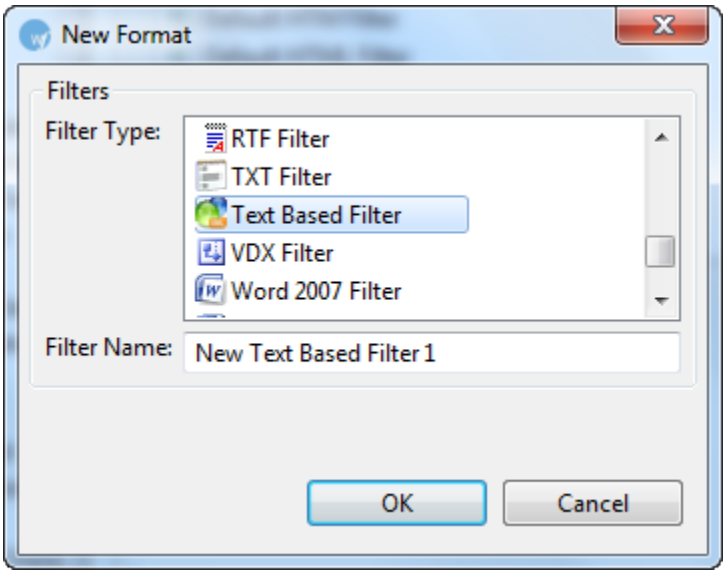
   The Formats dialog box appears. The default filters appear in the Available formats box.



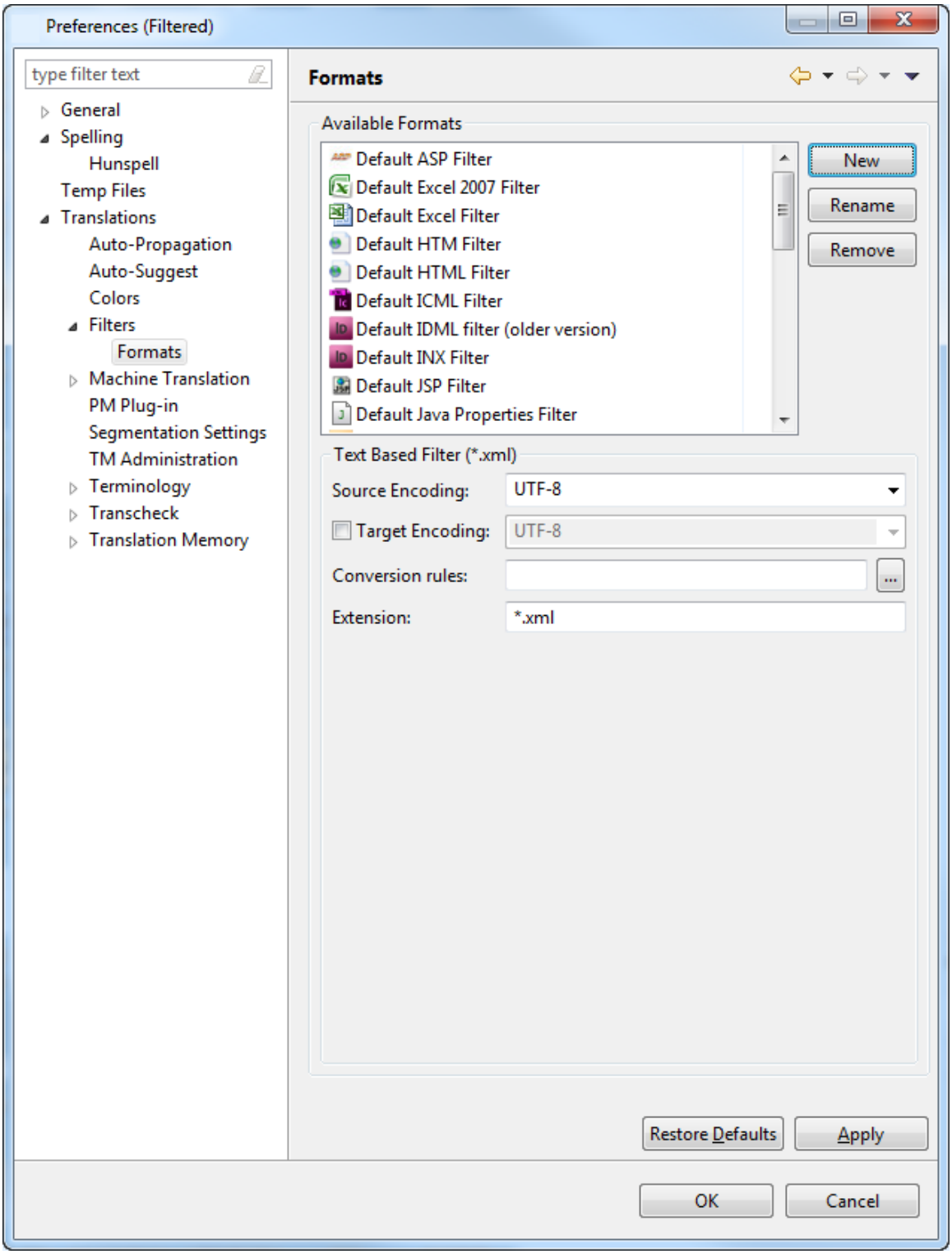
2. Click **New**.

   The New Format dialog box appears.

3. Select the **Text based Filter** type and click **OK**.



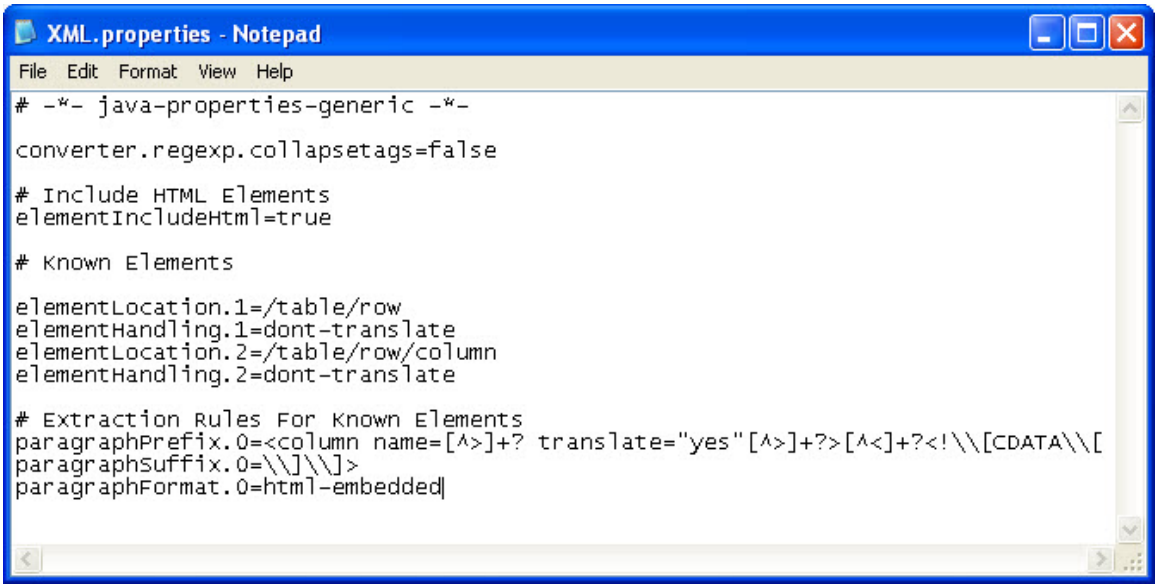
The New Text Based Filter appears in the Available Formats box.



4. Select the filter and click **Rename**, to change the filter name.
5. Select any other requirements. In this example, you will select the Source and Target **Encoding** as UTF-8.

6. Browse and select the **Conversion rules** file.

   Note: The conversion rules file includes commands describing the content to be translated in the XML files. Find below an example rules file.



7. Click **Apply** and **OK**.

   A new XML filter is set up.

Adding an Excel file filter

There are two default filters for Excel: Default Excel filter, and Default Excel 2007 filter. The steps for adding both filters are the same. In the example below, a Default Excel filter will be added.

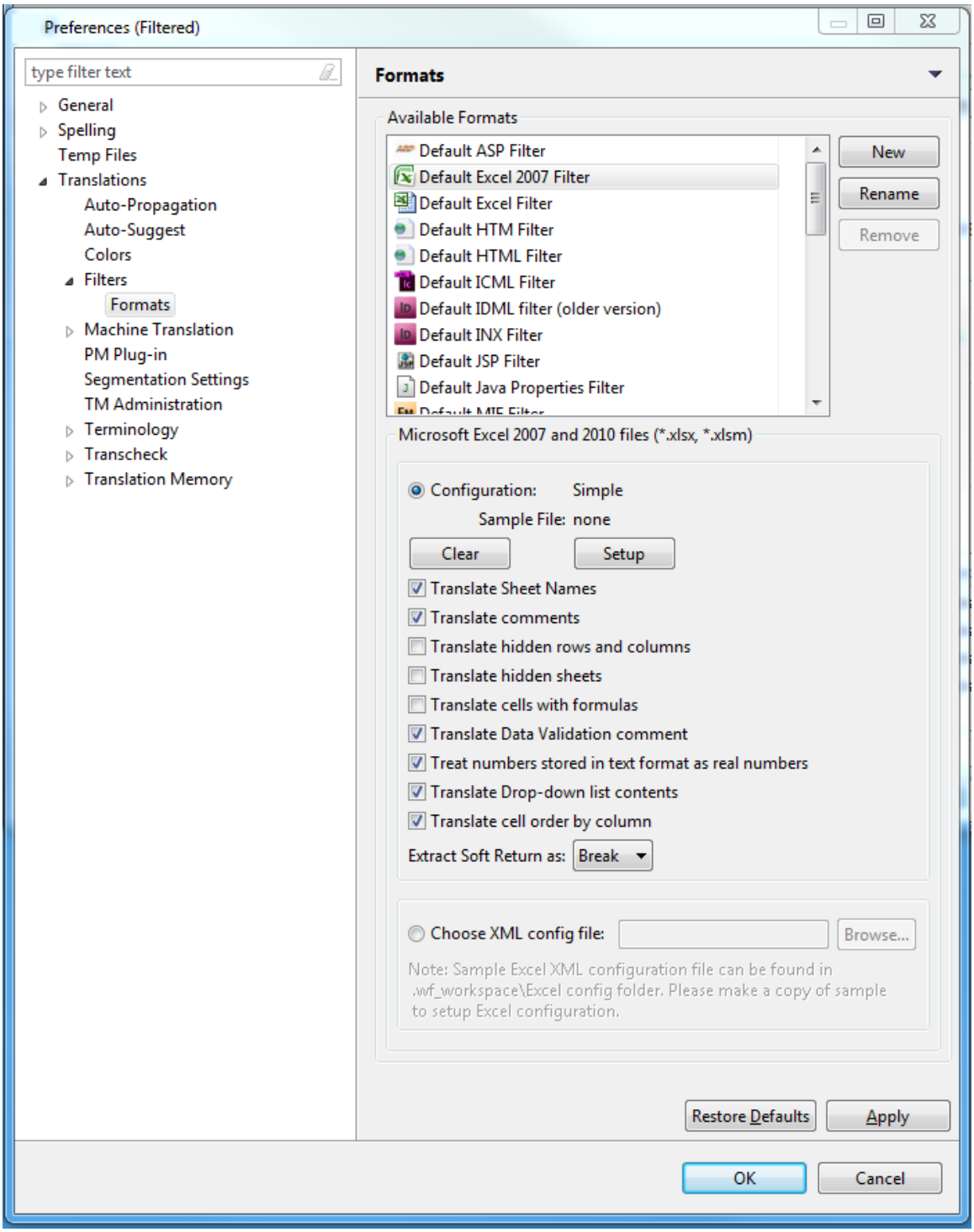
To add an Excel file filter:

1. Follow steps 1 and 2 from Viewing default file filters.

   The Formats dialog box appears. The default filters appear in the Available Formats box.

2. Select Format Type as Default Excel Filter.

   The Excel Filter options appear.

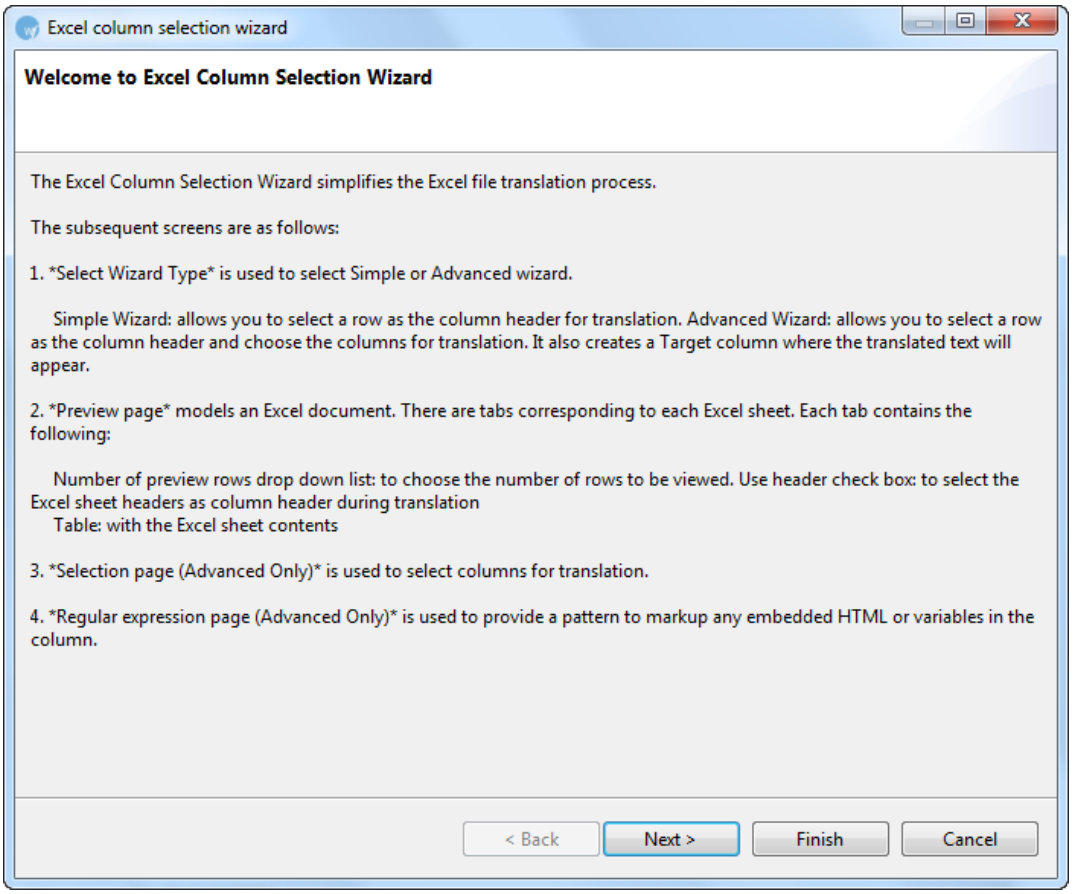


3. Click **Setup**.

   The Choose Excel File... dialog box appears.

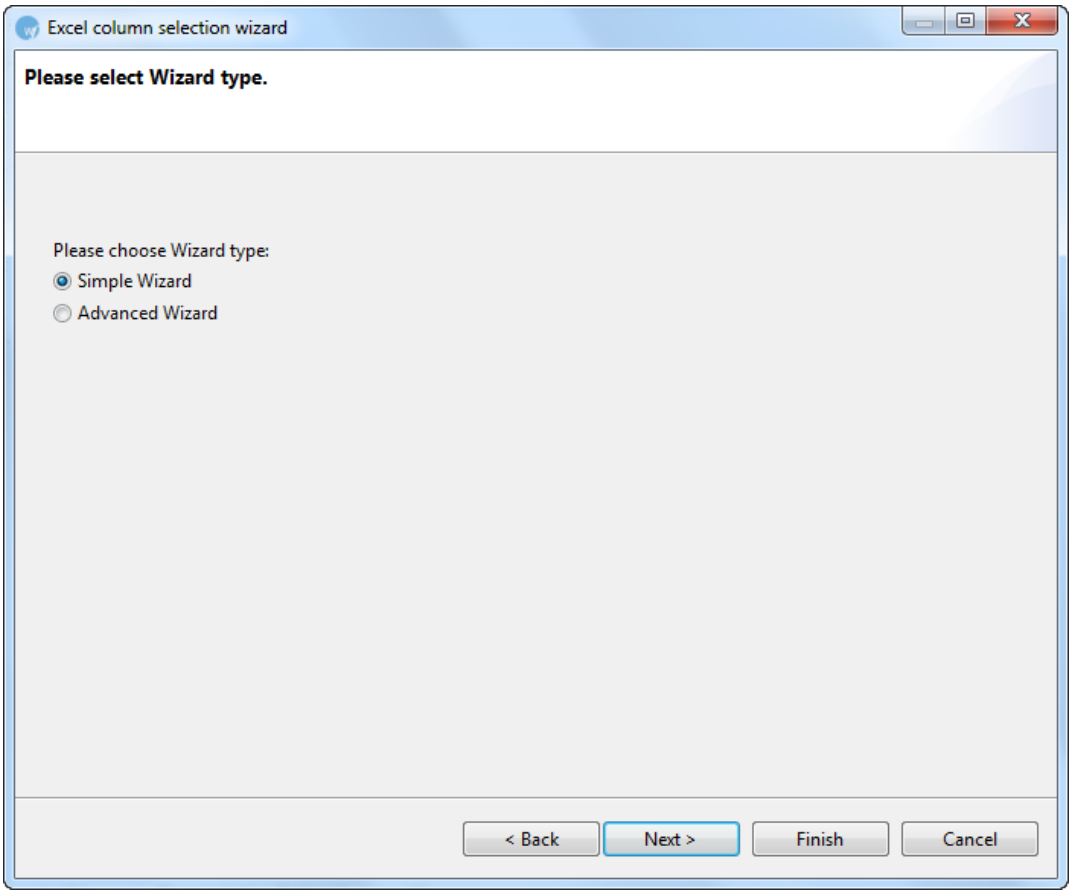
4. Select an Excel file and click **Open**.

   The Excel Column Selection Wizard appears.



5. Read the instructions carefully and click **Next**.

   The Select Wizard type page appears.



6. Select the wizard type. You have two options:

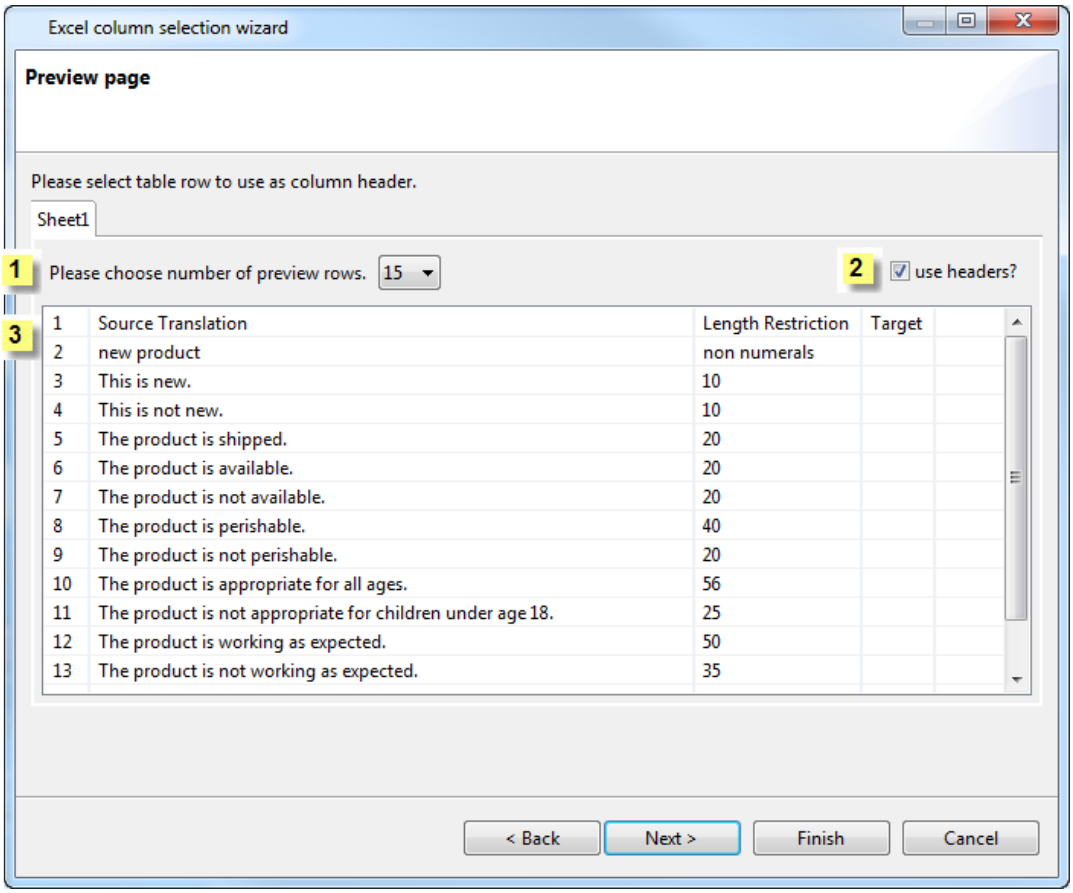
   - Simple Wizard: selects all rows with content for translation
   - Advanced Wizard: allows you to choose the columns for translation. It also creates a Target column where the translated text will appear

Simple Wizard

To run the Simple wizard:

1. Follow steps 1 to 6 from Adding an Excel file filter.
2. Select Simple Wizard and click **Next**.

   The Preview page appears.

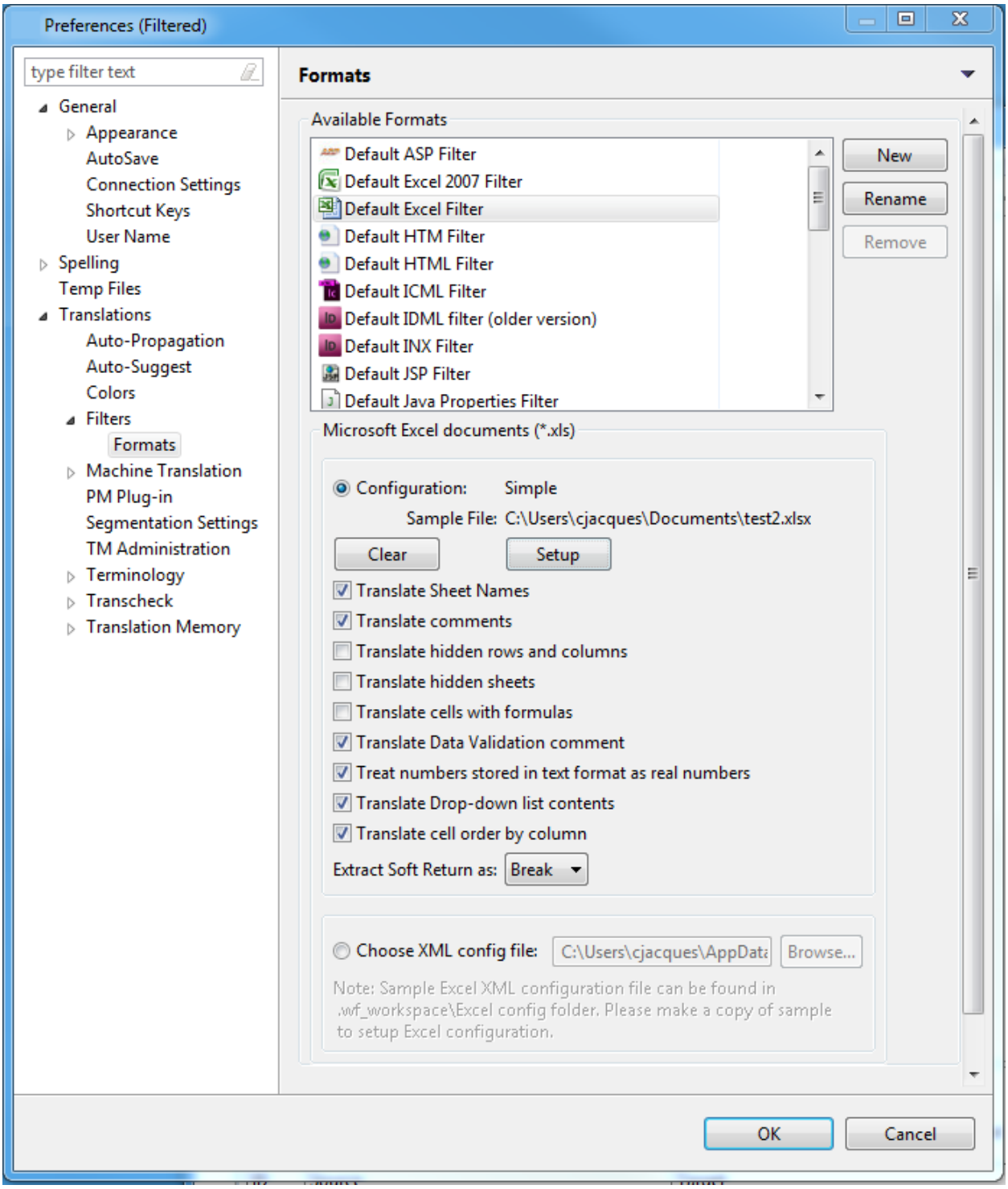


The content in the Preview page is selected for translation. The Preview page models an Excel file.

Number	Use	to
1	Please choose number of preview rows drop down list	select the number of rows to show on the preview page.
2	Use headers check box	use the column headers of the Excel sheet. If not selected, the column letter (A,B, C) appears in the next step.
3	Table with the Excel sheet contents	select the first row for translation. Rows above the selected row will not be translated.

3. Click **Finish**.

The configuration and sample file path appears in the Formats option box as shown below.

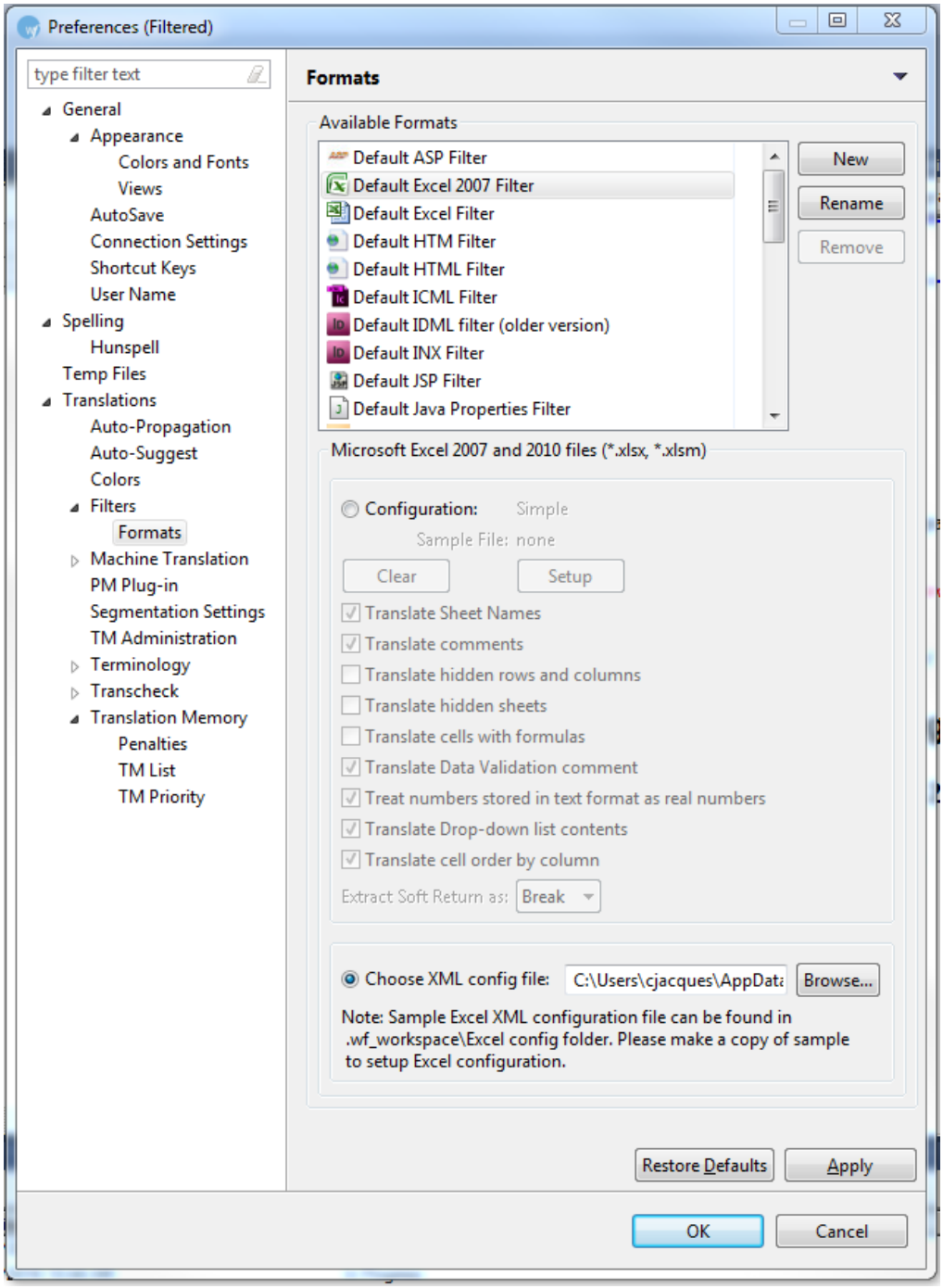


- Select the **Translate Sheet Names** checkbox to include sheet names as translatable text. Selected by default.

- Select **Translate Comments** to clear it, and not include comments as translatable text. Selected by default.
- Select the **Translate hidden rows and columns** checkbox to include rows and columns hidden in the Excel file as translatable text.
- Select **Translate hidden sheets** to include hidden Excel sheets.
- Select the **Translate cell with formulas** checkbox to include cells with notes and formulas as translatable text.
- Select **Translate Data Validation** comment to clear it, and not include columns in the Excel sheet used to record comments validating the data, for example, columns recording vaccination data by date applied and dosage. Selected by default.
- Select the **Treat numbers stored in text format as real numbers** checkbox to include numbers as translatable text. Selected by default.
- Select **Translate Drop-down list contents** to include the drop-down list contents in the translation. Selected by default.
- Select **Translate cell order by column** to extract cells by columns, instead of by rows. Selected by default.
- Select the preferred option for **Extract Soft Return as**: **Break** or **Tag**.

4. Select **Choose XML config file** to format the filter using an XML file.
   Note: Selecting this option disables the options immediately before. The XML file overrides the Excel Column Selection Wizard, if it has already been set up.
    1. Click **Browse** to browse to the excelConfig file. The default file is a sample to be edited for your configuration. To edit the file:
        1. Copy the sample excelConfig file to your preferred folder.
        2. Open the copy of the sample excelConfig file in your preferred text or XML editor.
        3. Edit the copied sample excelConfig file to set up the filter configuration. The file acts as a template for your preferred filter setup.
           Note: Remove or comment out any fields in XML that you are not using.
        4. Save the file.

2. Select the path to the edited excelConfig file. An example is shown below.



3. Click **Apply**.
4. Click **OK**.

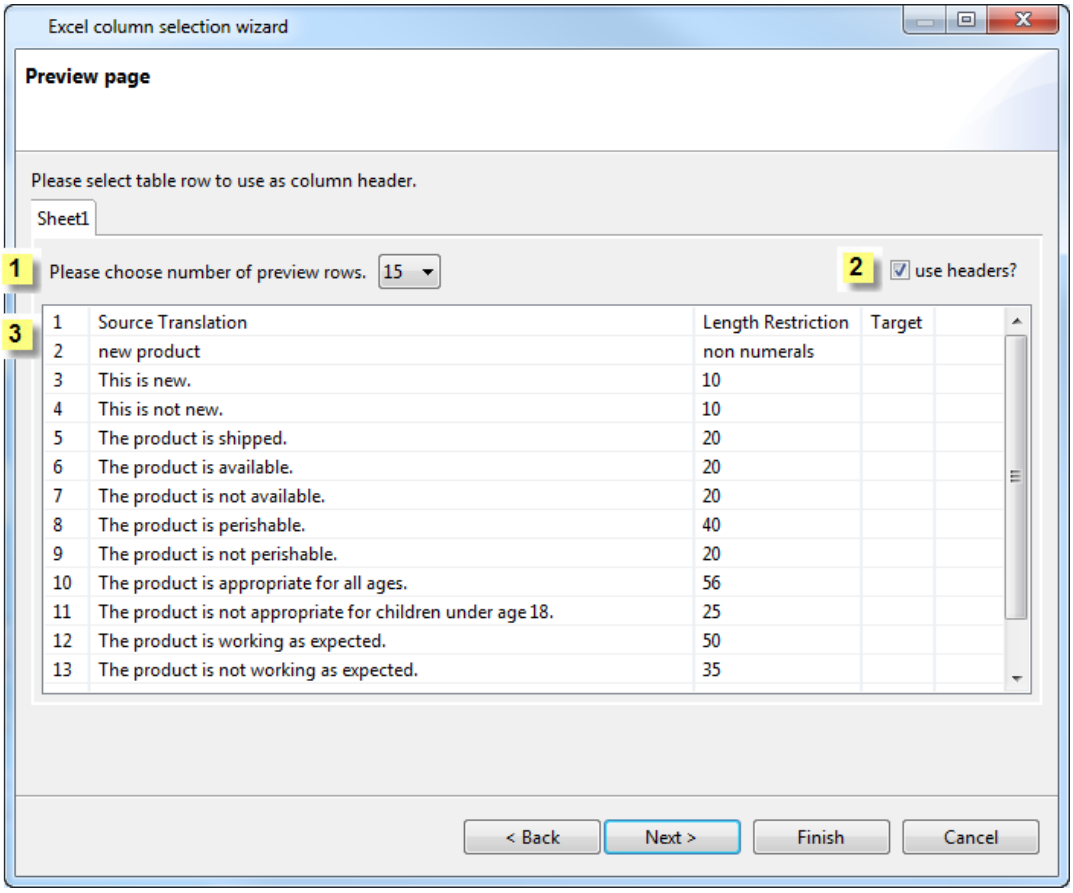
   An Excel file filter is set up.

   Note: You can now directly open Excel files using this filter. While opening files you must choose the correct filter, when prompted. You can also rename the filter using the Rename button.

Advanced Wizard

1. Follow steps 1 to 6 from Adding an Excel file filter.
2. Select Simple Wizard and click **Next**.

   The Preview page appears.

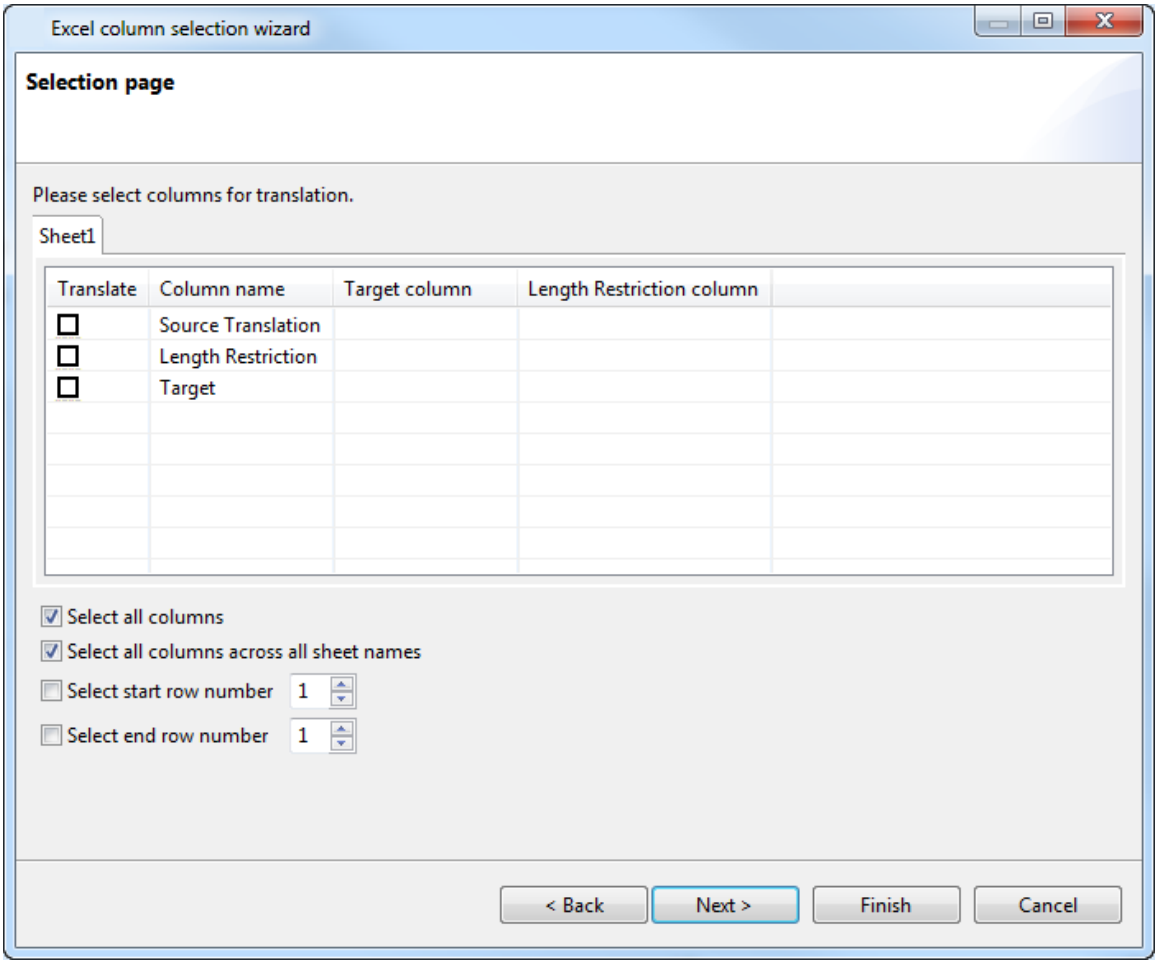


The content in the Preview page is selected for translation. The Preview page models an Excel file.

Number	Use	to
1	Please choose number of preview rows drop down list:	select the number of rows to show on the preview page.
2	Use headers check box:	use the column headers of the Excel sheet. If not selected, the column letter (A,B, C) appears in the next step.
3	Table with the Excel sheet contents	select the first row for translation. Rows above the selected row will not be translated.

3. Click **Next**.

   The Selection page appears. If you have selected the Use header checkbox, the Excel sheet headers appear as column names, in the Column Name column. In the example below, the Excel sheet headers are Source Translation, Length Restriction, and Target. An example of the source Excel spreadsheet appears below.



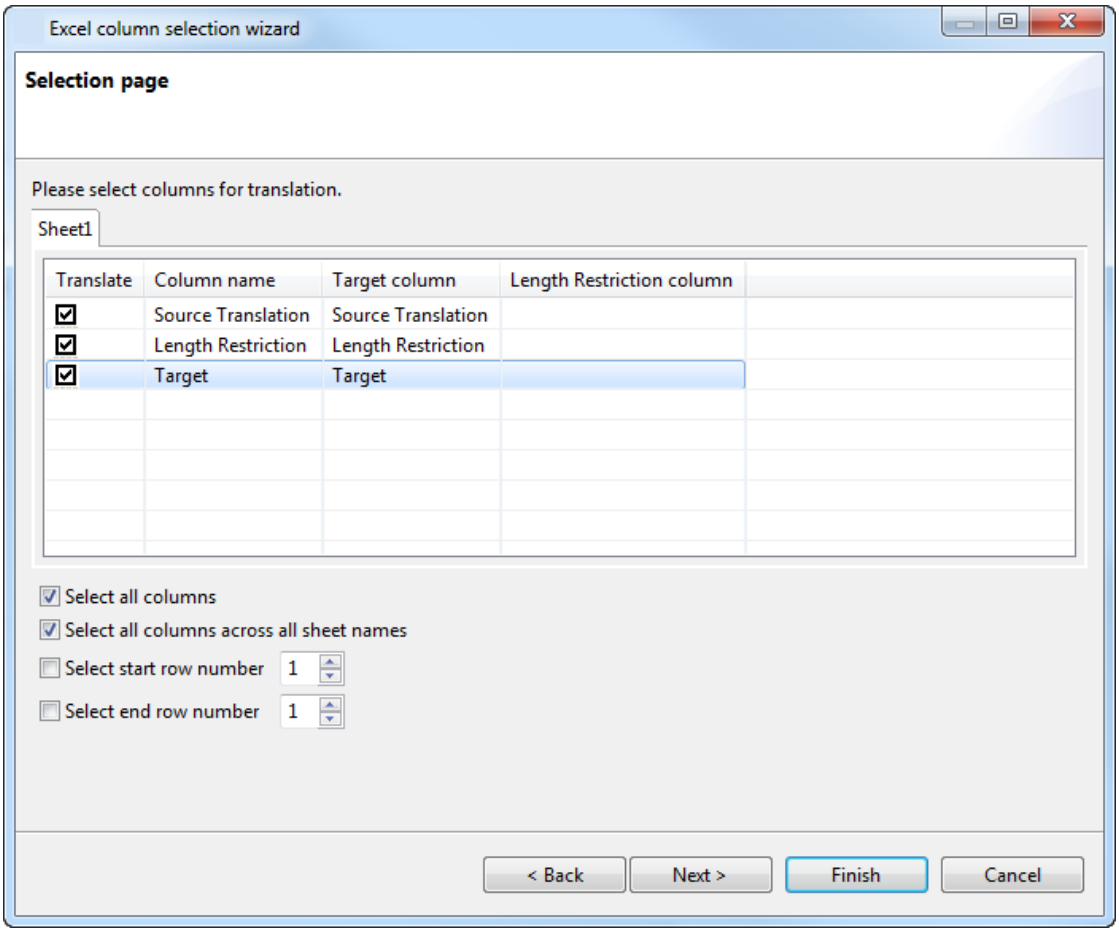
	A	B	C	D
1	Source Translation	Length Restriction	Target	
2	new product	characters allowed	translation	
3	This is new.	10		
4	This is not new.	10		
5	The product is shipped.	20		
6	The product is available.	20		
7	The product is not available.	20		
8	The product is perishable.	40		
9	The product is not perishable.	20		
10	The product is appropriate for all ages.	56		
11	The product is not appropriate for children under age 18.	25		
12	The product is working as expected.	50		
13	The product is not working as expected.	35		
14	Where is the product?	15		
15	Will the product fit on a shelf that is one meter deep, and 2 meters high?	50		
16				
17				

Sheet1

4. In the **Translate** column on the Selection page, select the columns for translation.

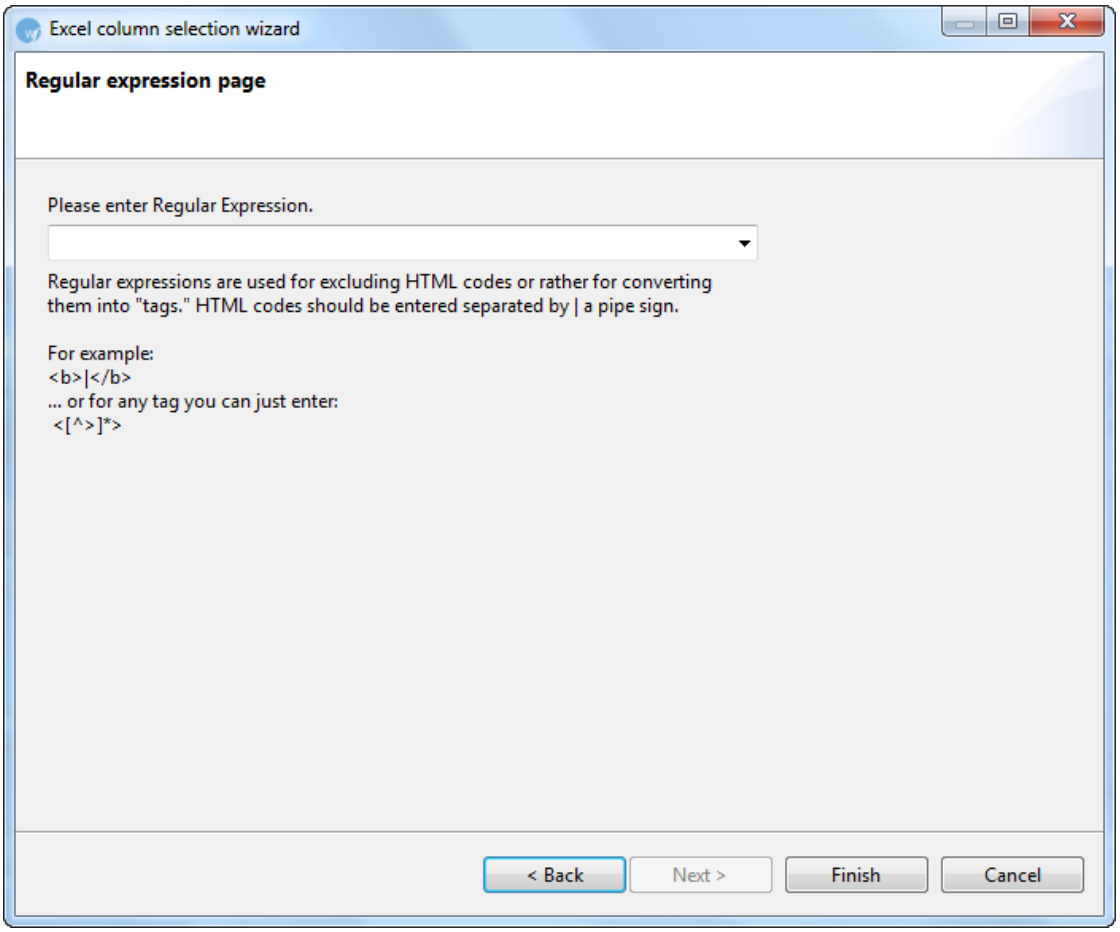
- Select the starting row number. The content extract begins with this row number, and ends at the selected end row number.
- Select the end row number. The content extract ends with this row number, having begun at the selected end row number.

  The corresponding Column name appears in the Target column as shown in the example.



5. Click **Next**.

   The Regular expression page appears.



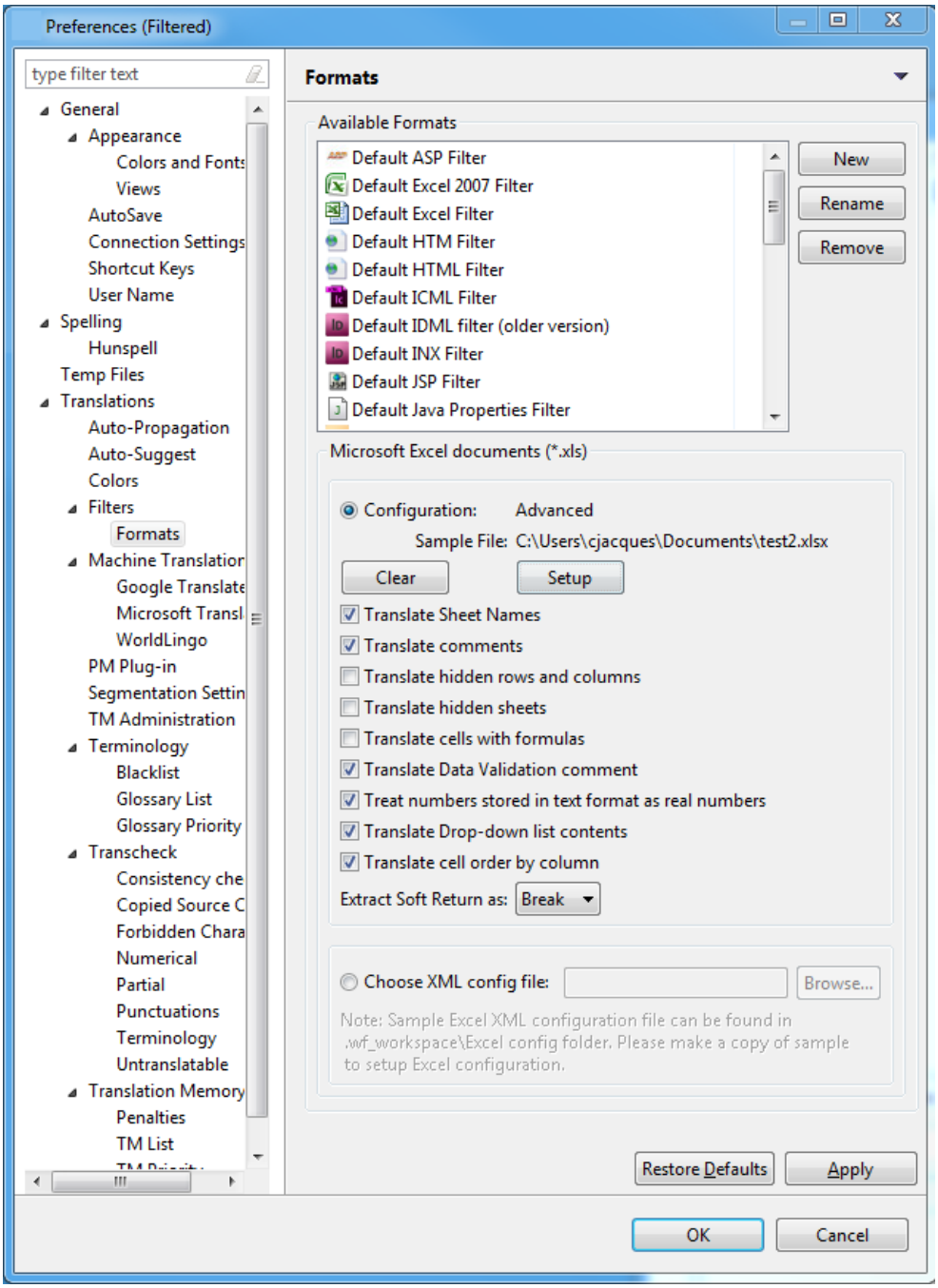
6. Enter a **Regular Expression** for the Excel analysis.

   Note: A regular expression provides a pattern to mark up any embedded HTML tags or variables in a column as tags.

7. Click **Finish**.

   The configuration and sample file path appears in the Formats Options box as shown in the

example below.



- Select the **Translate Sheet Names** checkbox to include sheet names as translatable text. Selected by default.
- Select **Translate Comments** to clear it, and not include comments as translatable text. Selected by default.
- Select the **Translate hidden rows and columns** checkbox to include rows and columns hidden in the Excel file as translatable text.

- Select **Translate hidden sheets** to include hidden Excel sheets.
- Select the **Translate cell with formulas** checkbox to include cells with notes and formulas as translatable text.
- Select **Translate Data Validation** comment to clear it, and not include columns in the Excel sheet used to record comments validating the data, for example, columns recording vaccination data by date applied and dosage. Selected by default.
- Select the **Treat numbers stored in text format as real numbers** checkbox to include numbers as translatable text. Selected by default.
- Select **Translate Drop-down list contents** to include the drop-down list contents in the translation. Selected by default.
- Select **Translate cell order by column** to extract cells by columns, instead of by rows. Selected by default.
- Select the preferred option for **Extract Soft Return as**: **Break** or **Tag**.
- Select **Choose XML config file** to format the filter using an XML file.
  Note: Selecting this option disables the options immediately before. The XML file overrides the Excel Column Selection Wizard, if it has already been set up.
    1. Click **Browse** to browse to the excelConfig file. The default file is a sample to be edited for your configuration. To edit the file:
        1. Copy the sample excelConfig file to your preferred folder.
        2. Open the copy of the sample excelConfig file in your preferred text or XML editor.
        3. Edit the copied sample excelConfig file to set up the filter configuration. The file acts as a template for your preferred filter setup.
           Note: Remove or comment out any fields in XML that you are not using.
        4. Save the file.
    2. Select the path to the edited excelConfig file.
    3. Click **Apply**.
    4. Click **OK**.
       An Excel file filter is set up.
       Note: You can now directly open Excel files using this filter. While opening files you must choose the correct filter, when prompted. You can also rename the filter using the Rename button.

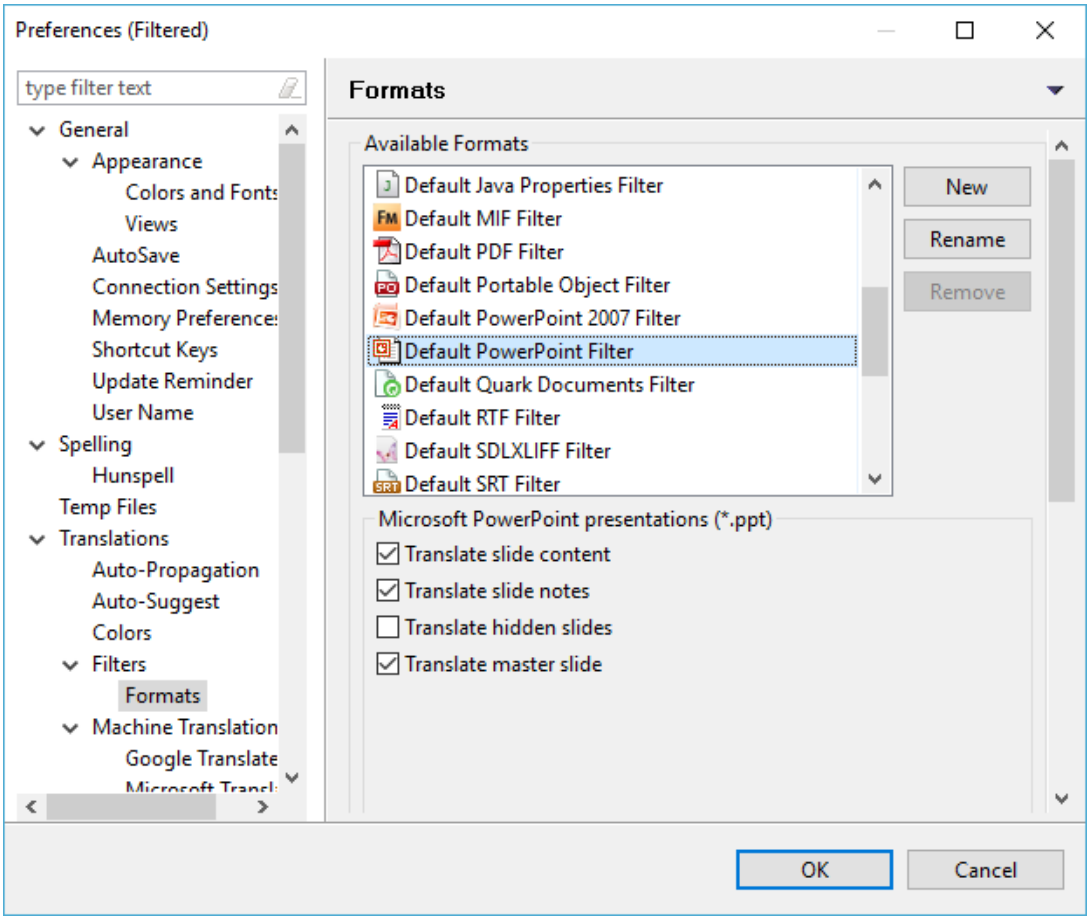
Adding a PowerPoint filter

There are two default filters for PowerPoint:

- Default PowerPoint Filter
- Default PowerPoint 2007 Filter

Adding a PPT file filter

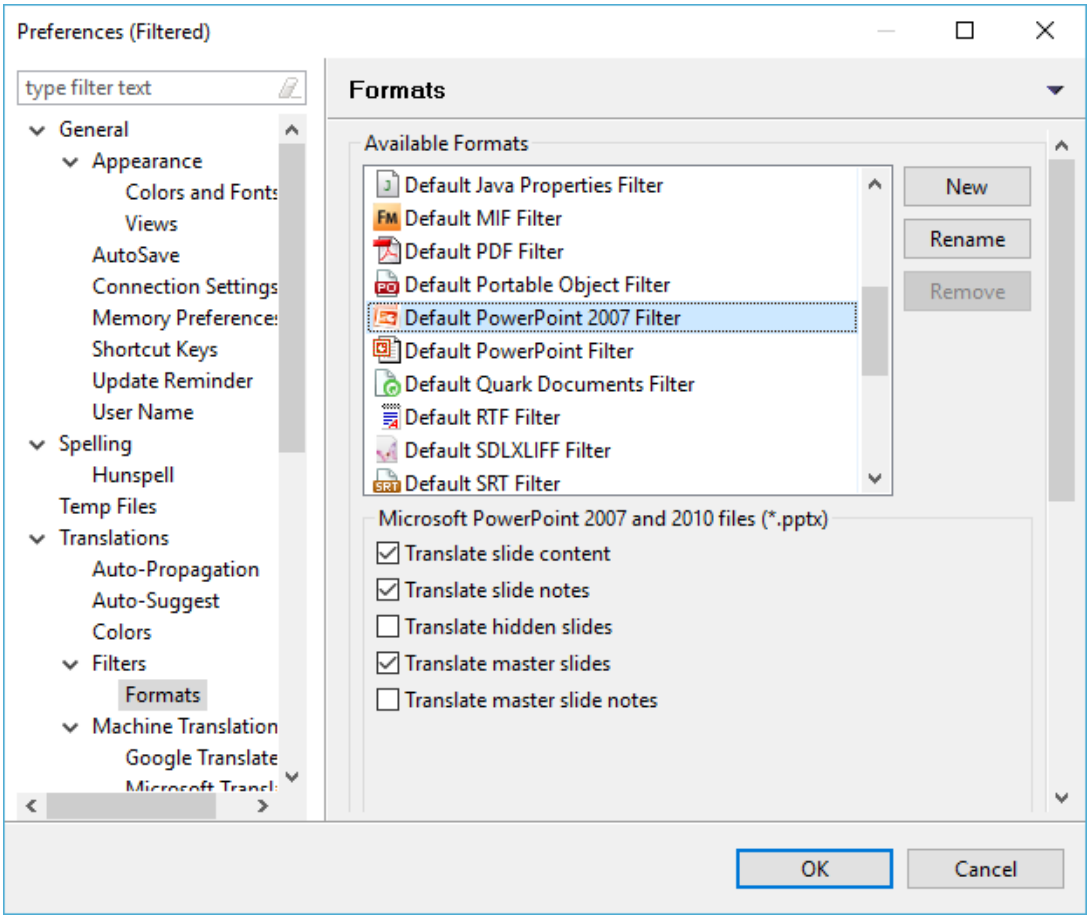
1. Follow steps 1-3 from Adding_new_file_filters.
2. Select Format Type as Default PowerPoint Filter.
   The PowerPoint Filter options appear.



3. Clear the **Translate slide content** checkbox to include slide content as translatable text.
4. Clear the **Translate slide notes** checkbox to exclude slide notes as translatable text.
5. Select **Translate hidden slides** to include hidden slides as translatable content.
6. Clear the **Translate master slide** checkbox to exclude master slide content as translatable text.
7. Click **Apply** and **OK**, to confirm the PPT filter preferences.

Adding a PPTX file filter

1. Follow steps 1-3 from Adding_new_file_filters.
2. Select Format Type as Default PowerPoint 2007 Filter.
   The PowerPoint Filter options appear.



3. Clear the **Translate slide content** checkbox to include slide content as translatable text.
4. Clear the **Translate slide notes** checkbox to exclude slide notes as translatable text.
5. Select **Translate hidden slides** to include hidden slides as translatable content.
6. Clear the **Translate master slides** checkbox to exclude master slide content as translatable text.
7. Select the **Translate master slide notes** checkbox to include master slide notes as translatable text.
8. Click **Apply** and **OK**, to confirm the PPT filter preferences.

Adding a Word filter

There are two default filters for Word:

- Default Word Filter

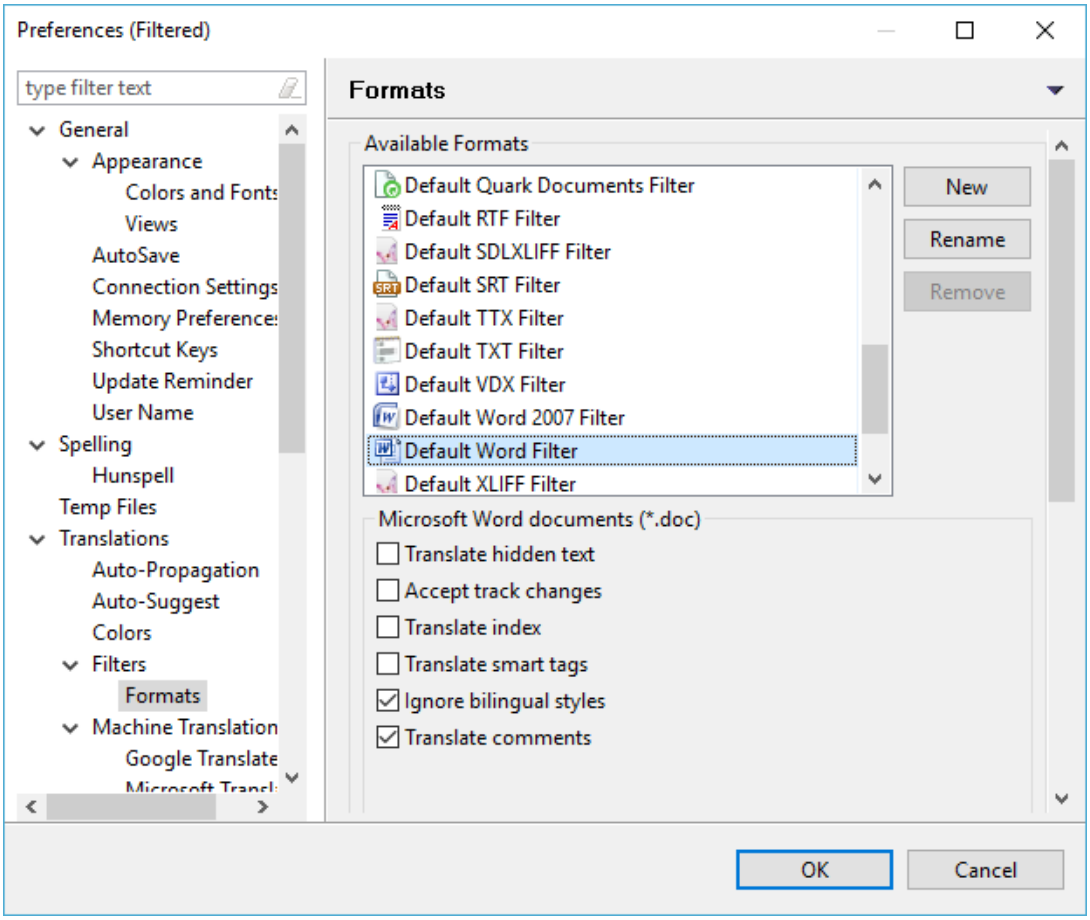
- Default Word 2007 Filter

Adding a default Word filter

To add a Word filter:

1. Follow steps 1-3 from Adding_new_file_filters.
2. Select Format Type as Default Word Filter.

   The Word Filter options appear.



3. Enable the following options, if required:

Select	**to...**
Translate hidden text	include hidden text as translatable text.
Accept track changes	include tracked changes as translatable text.
Translate index	include Index text as translatable text.
Translate smart tags	include smart tags as translatable text.
Ignore Bilingual styles	Ignore bilingual styles (Wordfast Classic/Trados Workbench-style files) Selected by default.

Select	to...
Translate comments	translate comments in the document. Selected by default.

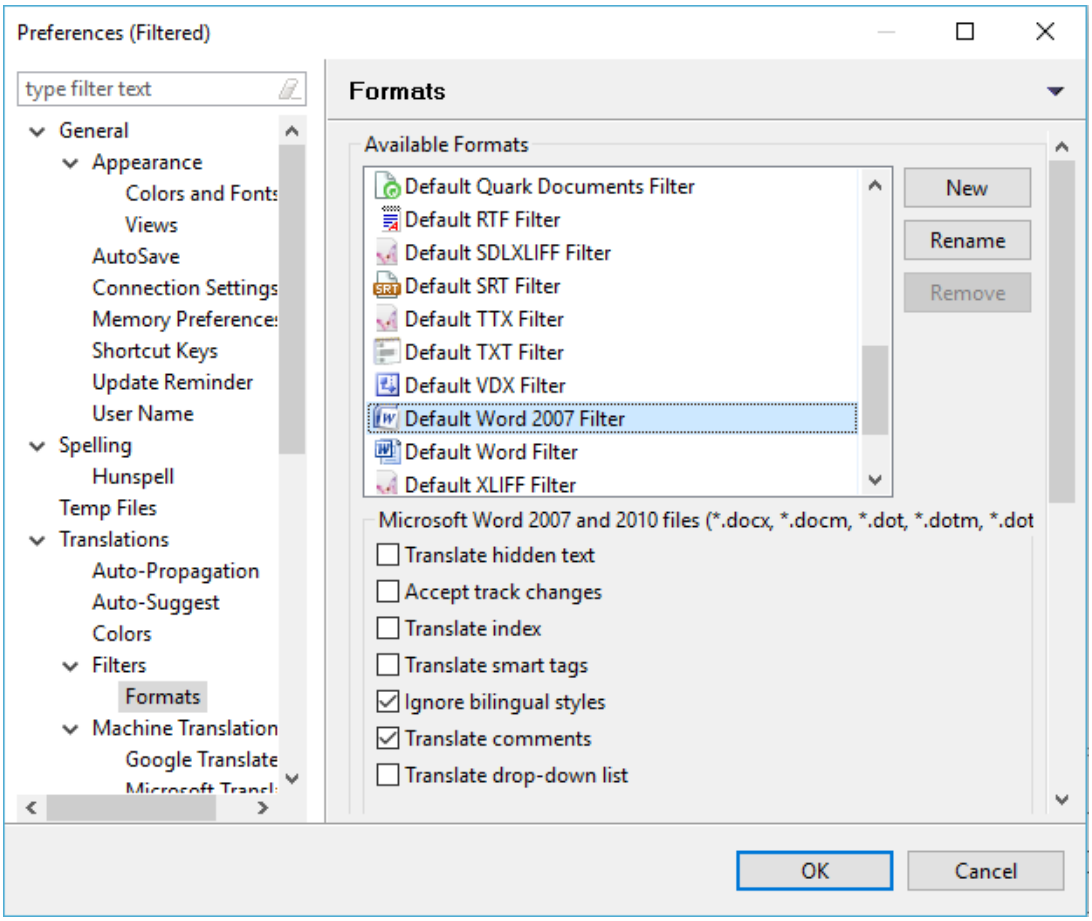
4. Click **Apply** and **OK**, to confirm the Word filter preferences.

Adding a Word 2007 filter

To add a Word 2007 filter:

1. Follow steps 1-3 from Adding_new_file_filters.
2. Select Format Type as Default Word 2007 Filter.

   The Word Filter options appear.



3. Enable the following options, if required:

Select	to...
Translate hidden text	include hidden text as translatable text.
Accept track changes	include tracked changes as translatable text.

Select	to...
Translate index	include Index text as translatable text.
Translate smart tags	include smart tags as translatable text.
Ignore Bilingual styles	Ignore bilingual styles (Wordfast Classic/Trados Workbench-style files).Selected by default.
Translate comments	translate comments in the document. Selected by default.
Translate drop-down list	translate content from drop-down lists in the document.

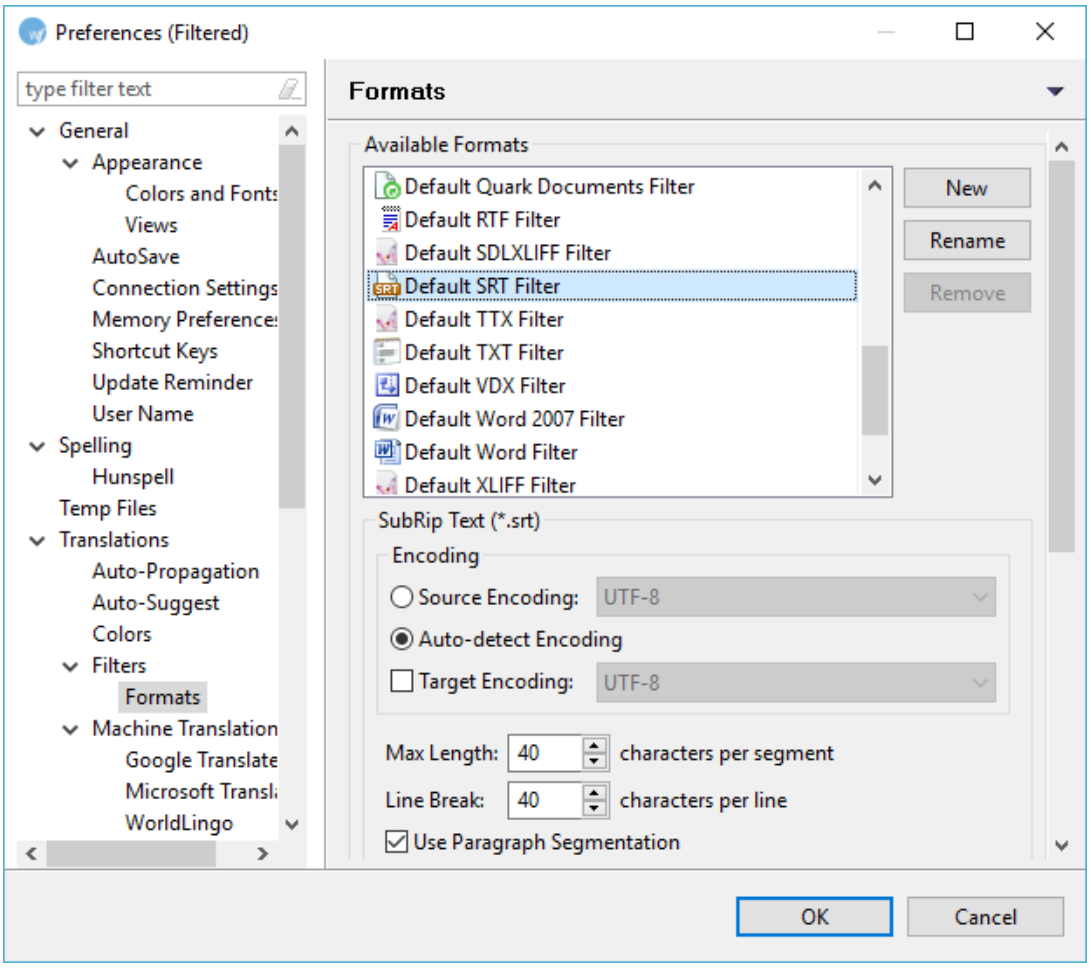
4. Click **OK**.

Adding a SubRip Text filter

1. Follow steps 1-3 from Adding_new_file_filters.

2. Select Format Type as Default SRT Filter.

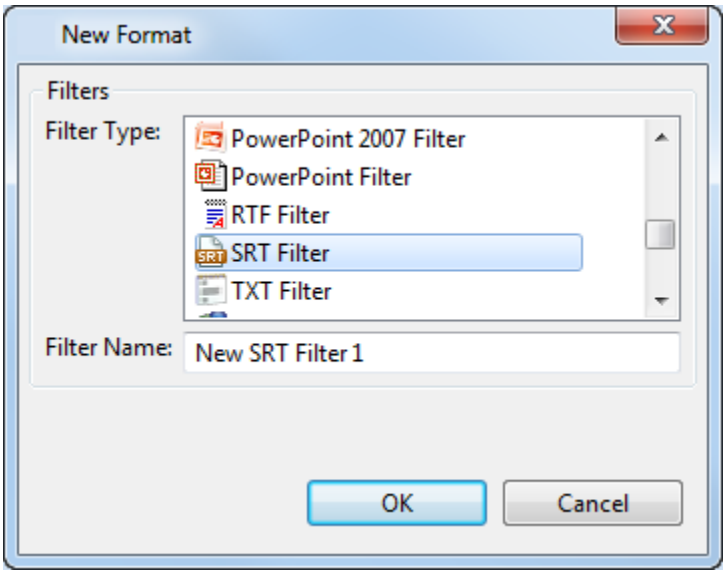
   The SRT Filter options appear.



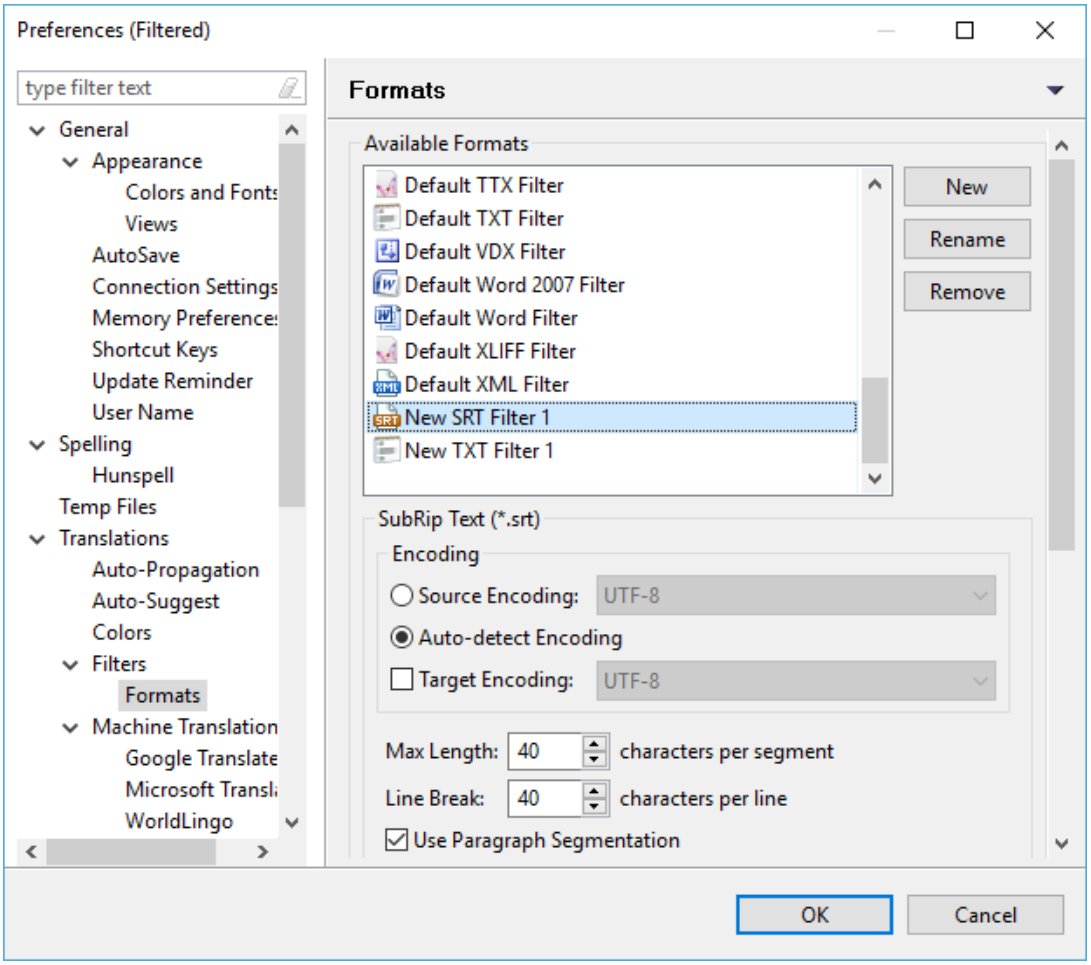
3. Click **New**.

   The New Format dialog box appears.

4. Select the SRT filter and click **OK**.



The new SRT filter appears in the Available Formats box.



5. Rename the filter if desired.
6. Select the following options if required:

Select	to...
Max length to () characters per segment	set the maximum number (length) of characters per segment. The default is 40 characters per segment.
Line Break	set the maximum character count for a segment breaking to a new line in the target SRT file. The default is 40 characters per line.
Use Paragraph Segmentation	segment sentences by paragraph, overriding any other segmentation markers.

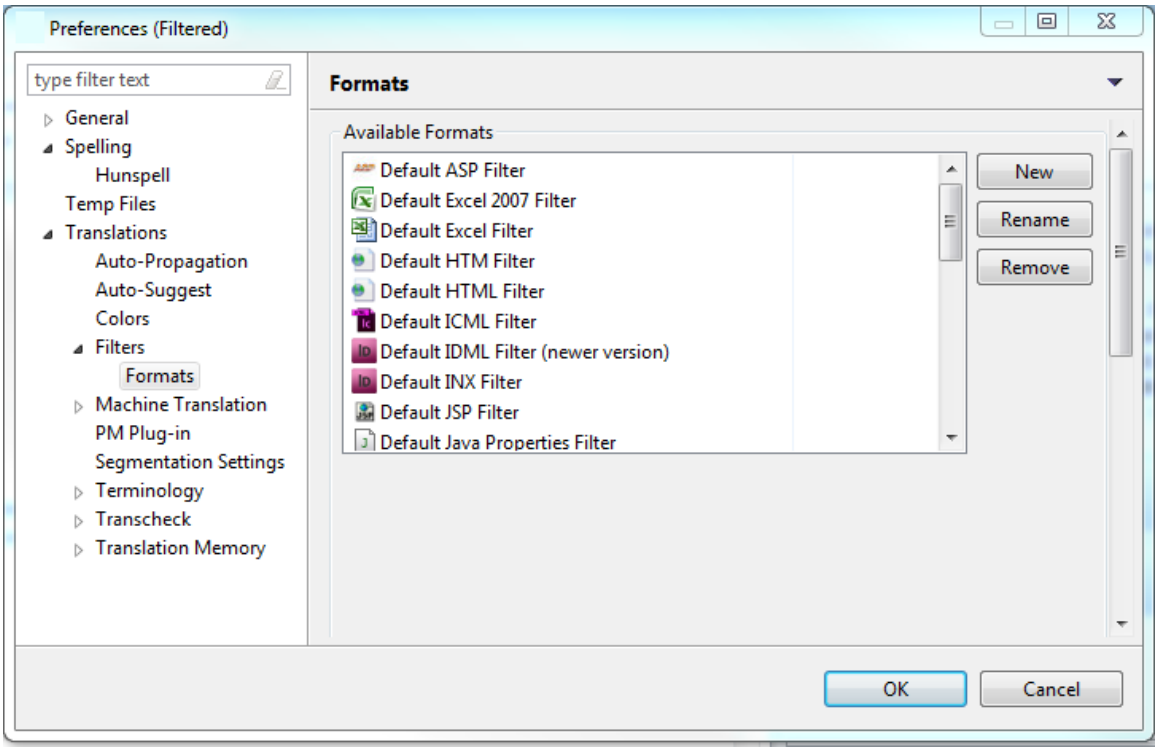
Adding an IDML filter

1. Follow steps 1-3 from Adding new file filters.
2. Select the IDML filter from the list. There are two versions:

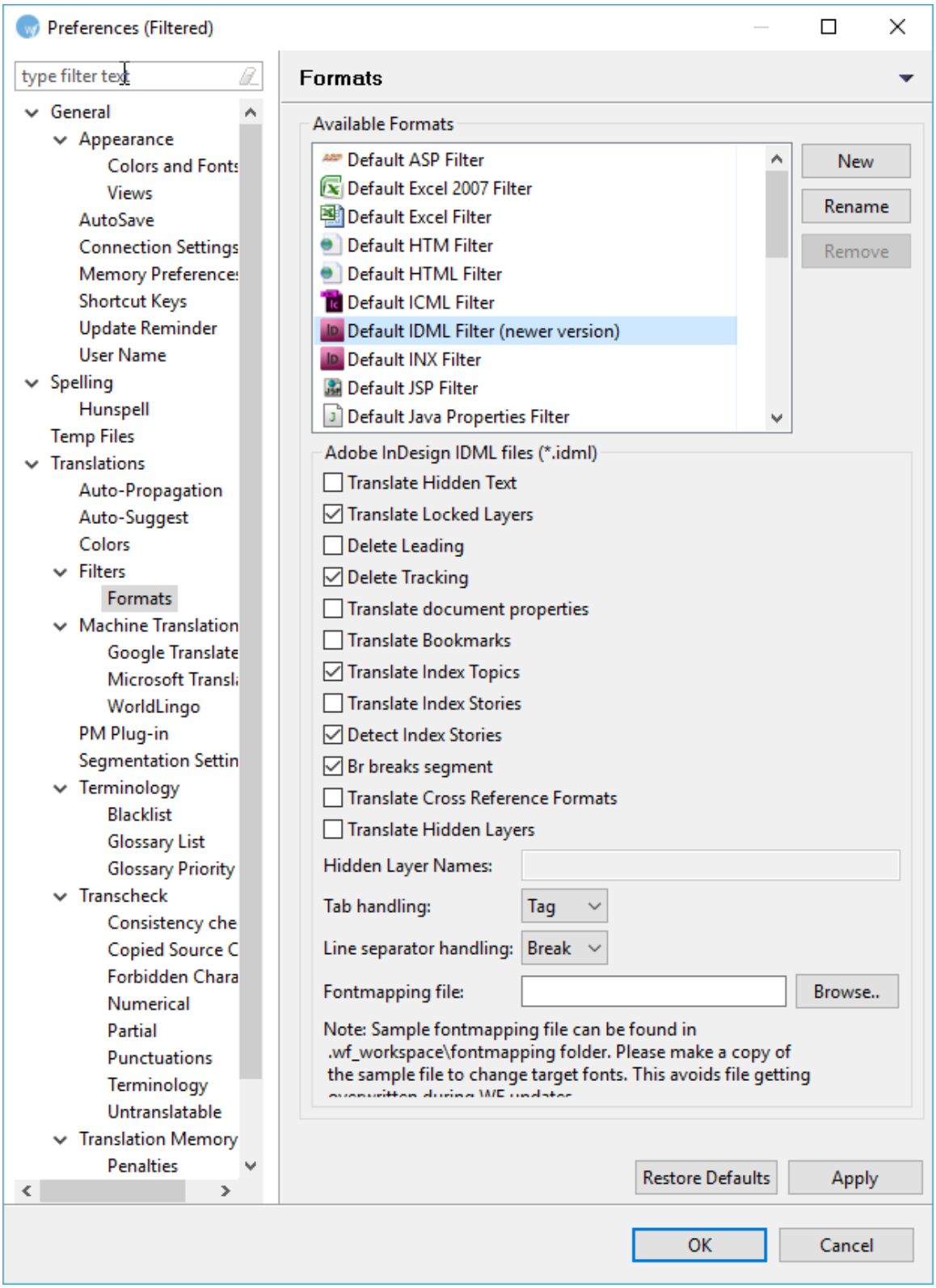
- Default IDML filter (newer version)
- IDML Filter (older version)

Default IDML filter

1. Select **Default IDML filter (newer version)** from the list of formats.



The properties for the filter appear.



2. Select the properties for the filter.

Select	to...
Translate Hidden Text	translate hidden text.
Translate Locked Layers	translate text in locked layers.
Delete Leading	delete a leading attribute
Delete Tracking	delete a tracking attribute
Translate document properties	translate a document's properties
Translate Bookmarks	translate a document's bookmarks
Translate Index Topics	translate a document's index topics
Translate Index Stories	translate a document's index stories
Detect Index Stories	detect a document's index stories
BR breaks segment	treat BR as internal placeable or part of a segment
Translate Cross Reference Formats	extract cross references for translation.
Translate Hidden Layers	translate hidden layers

3. Enter the names of the Hidden Layers to be translated.
4. Select the method for handling tabs: **None**, **Tag** or **Break**.
5. Select the method for handling line separators: **None**, **Tag** or **Break**.
6. Enter or browse to the Fontmapping file for the filter.
7. Click **OK**.

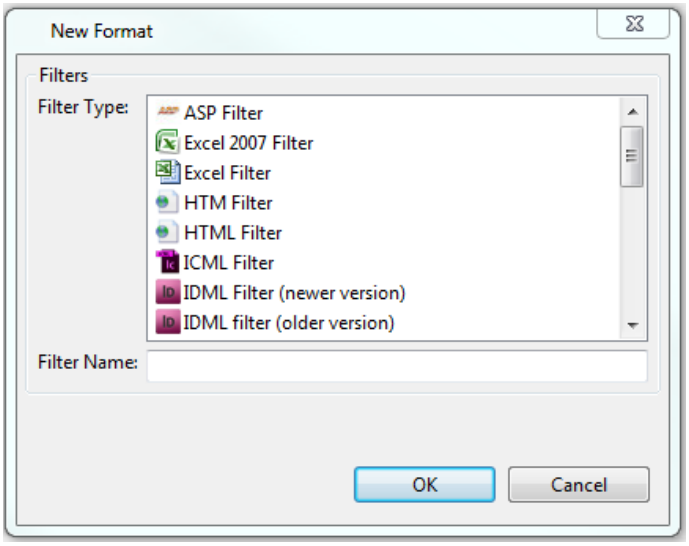
   The new IDML filter appears in the list.
8. Rename the filter if desired and click **OK**.

IDML Filter (older version)

1. Click **New**.
2. Select **IDML Filter (older version)** from the list of formats

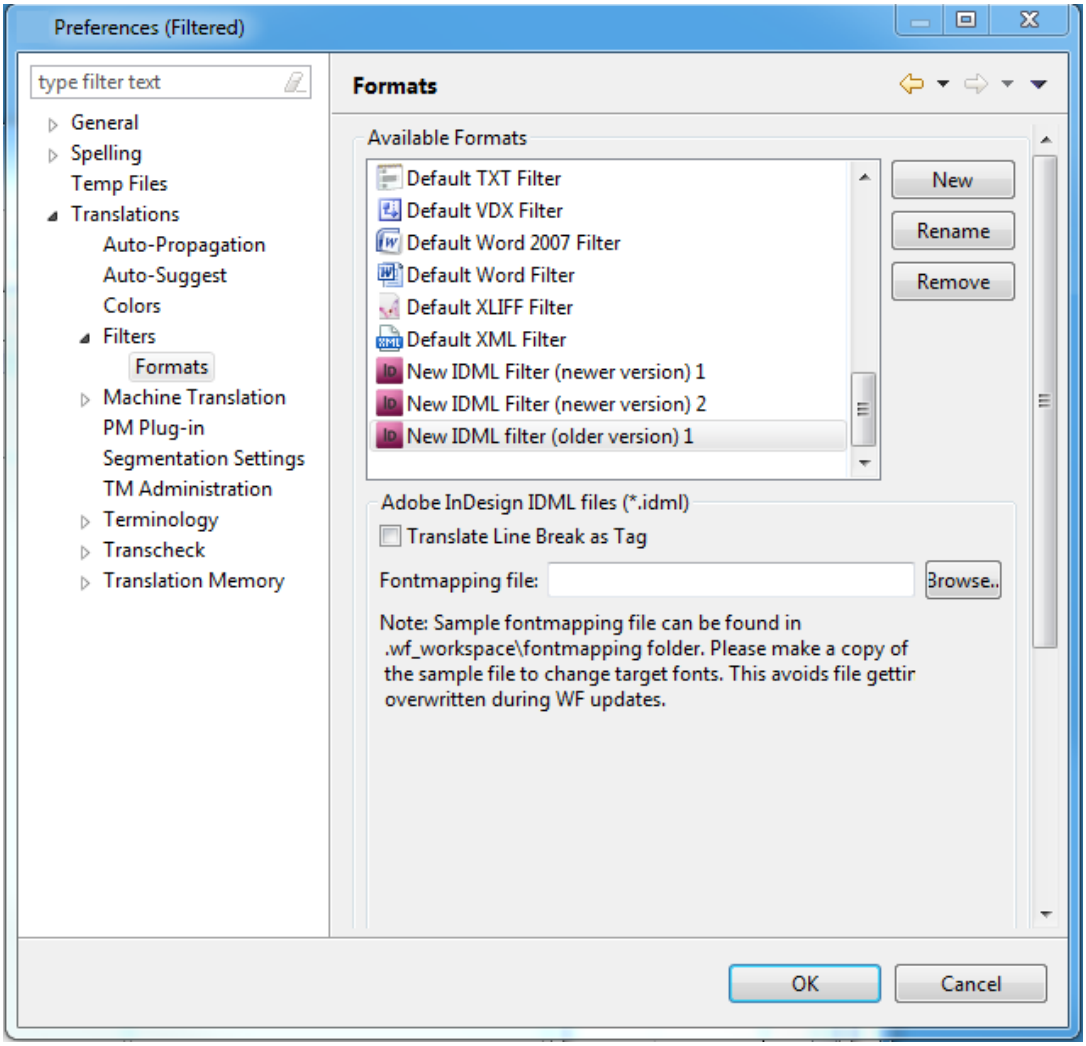
   Note: To add an IDML filter (newer version), it is recommended to follow the steps for the Default

IDML filter.



3. Click **OK**.

The new IDML filter appears in the list.

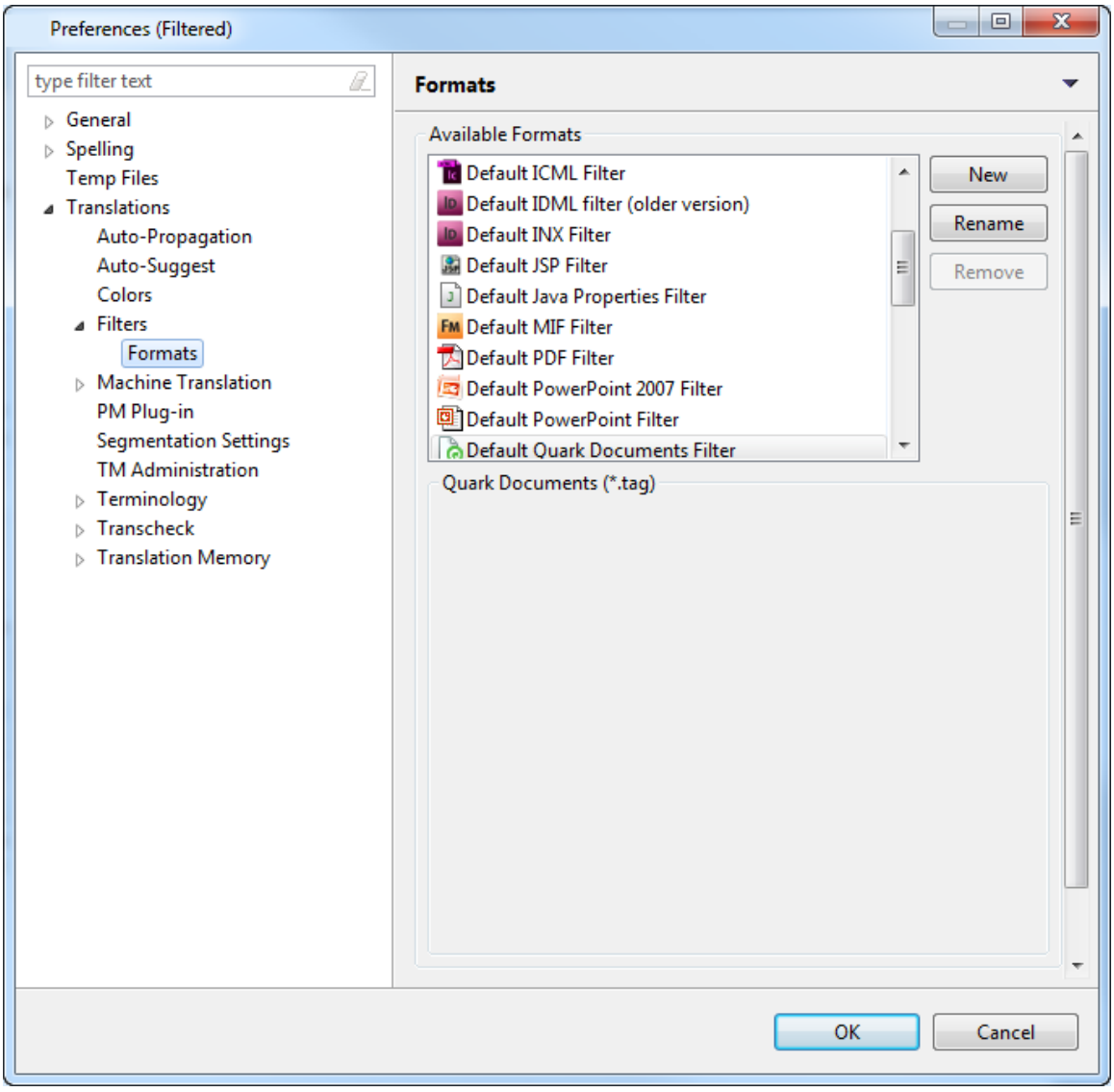


4. Select **Translate Line Break as Tag**, to add tags to line breaks, resulting in merged segments.
5. Enter or browse to the Fontmapping file for the filter.
6. Rename the filter if desired and click **OK**.

Adding a Quark Documents filter

1. Follow steps 1-3 from Adding new file filters.
2. Select Format Type as Default Quark Documents Filter

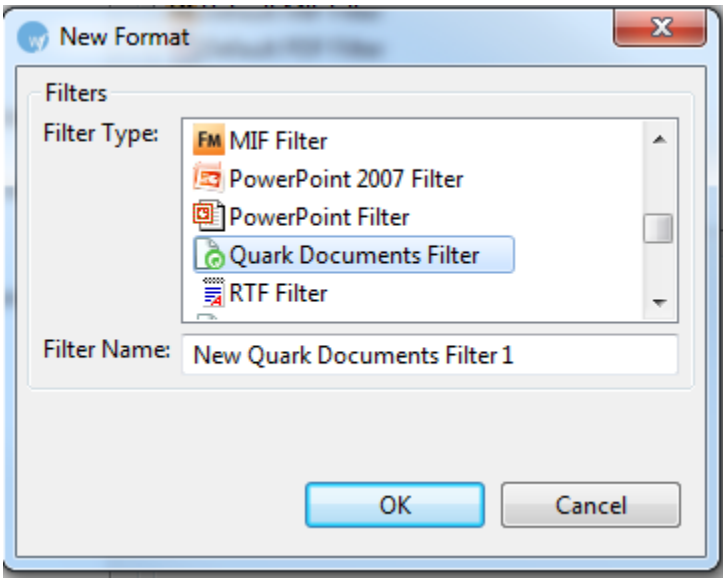
   The Quark Documents Filter options appear.



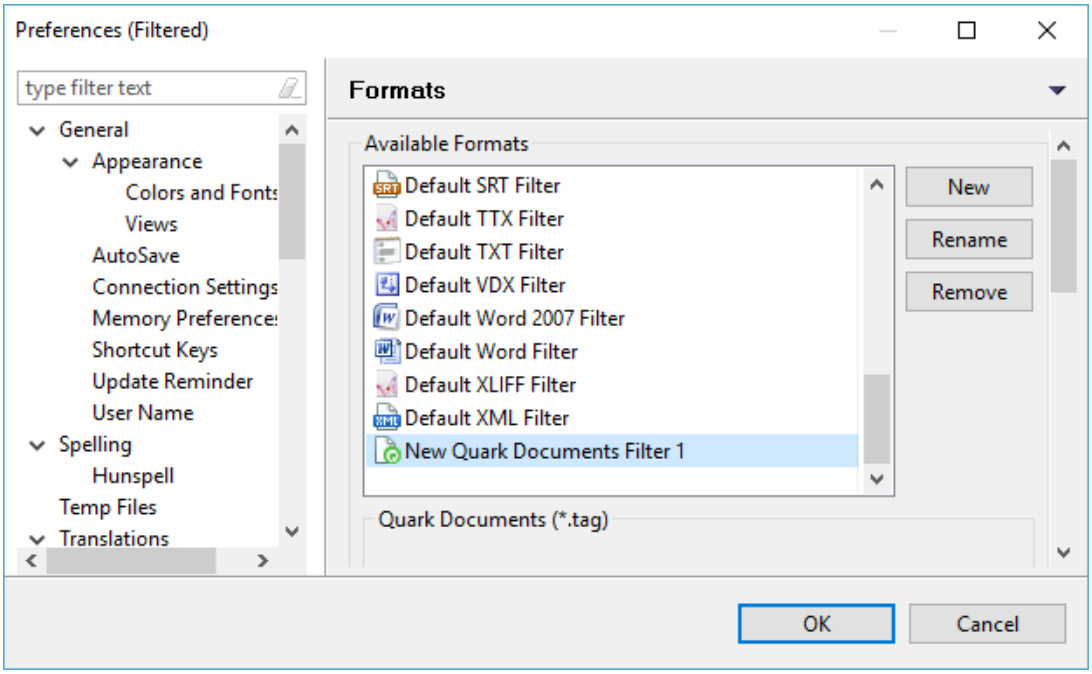
3. Click **New**.

   The New Format dialog box appears.

4. Select the Quark Documents Filter and click **OK**.



The new Quark filter appears in the Available Formats box.



5. Rename the filter if desired.

Selecting FrameMaker filter preferences

The FrameMaker filter preferences must be set before using this filter option.

To set FrameMaker filter preferences:

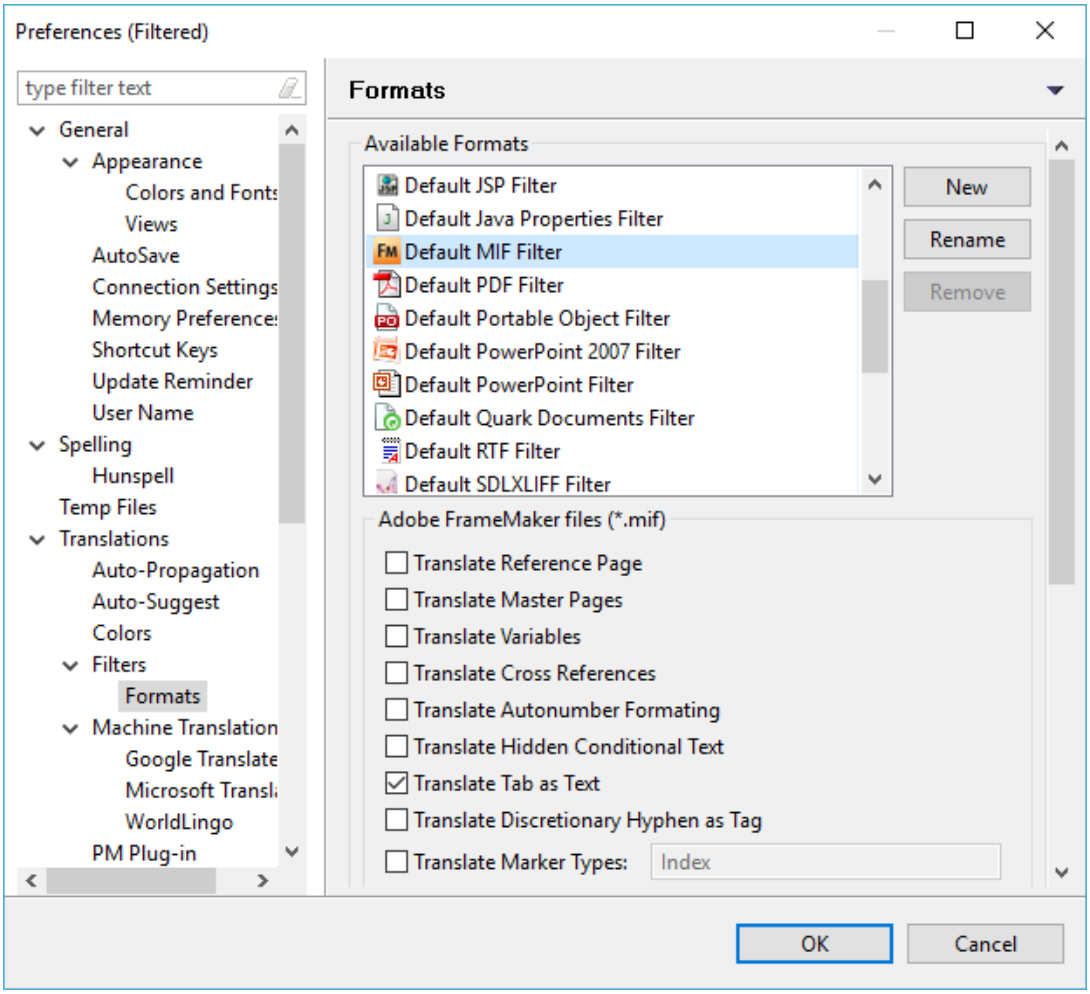
1. Open Wordfast Pro 3 and click **Edit > Preferences > Translations > Filters >Formats**.

   The Formats dialog box appears. The default filters appear in the Available Formats box.

2. Select Format Type as Default MIF Filter.

   The FrameMaker Filter options appear.

   Note: The MIF versions supported are 8, 9, 10, and 12.



3. Select the required FrameMaker filter preferences.

Select	**to...**
Translate Reference Pages	send reference pages for translation
Translate Master Pages	send master pages for translation
Translate Variables	send text marked as variable for translation.
Translate Cross References	send text marked as cross reference for translation
Translate Autonumber	send text with number formatting for translation.

Select	to...
Formatting	
Translate Hidden Conditional Text	send text marked as hidden and conditional for translation.
Translate Tab as Text:	send text containing tab spaces for translation. If unchecked, a tag appears in the TXML instead of the tab.
Translate Discretionary Hyphen as Tag:	send text with discretionary hyphens for translation. Discretionary hyphens are part of the source language, and are removed by default. (Hard hyphens are always translated as tags in TXML extraction.) If unchecked, these hyphens will be removed from the file when sent for translation.
Translate Marker Types	send text marked with a FrameMaker marker type for translation.

4. Enter the Marker Type(s) that should be included in the translation.
5. Enter the Table IDs of the tables in the IDML that should be excluded in the translation.
   Note: Use comma-separated values for Table IDs that are to be included.
6. Click **Apply** and **OK**, to confirm the FrameMaker filter preferences.

Selecting ICML filter preferences

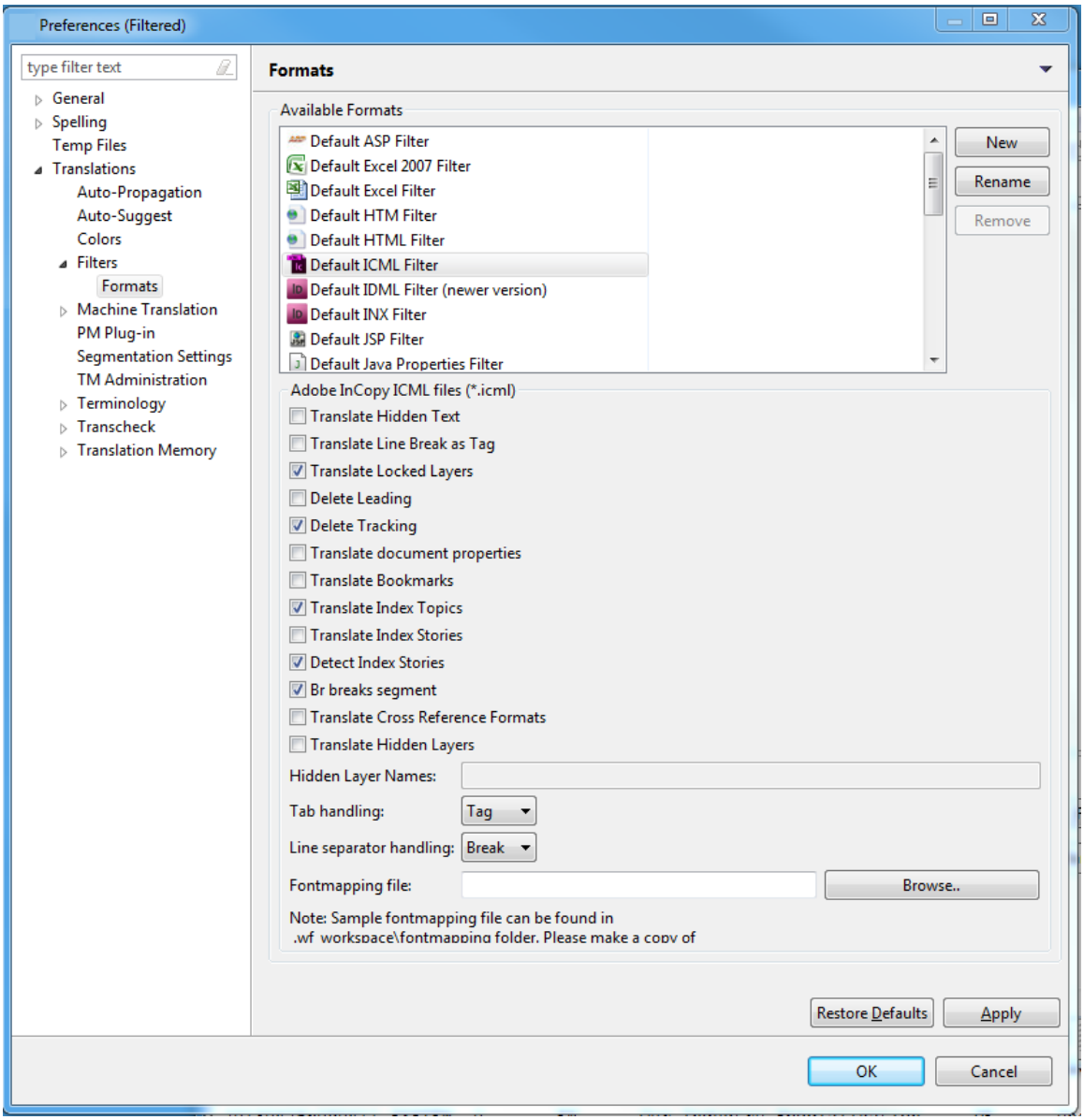
The InCopy (ICML) filter preferences must be set before using this filter option

To set the ICML filter preferences:

1. Open Wordfast and click **Edit > Preferences > Translations > Filters >Formats**.
   The Formats dialog box appears. The default filters appear in the Available Formats box.

2. Select Format Type as Default ICML Filter.

   The ICML Filter options appear.



3. Select the properties for the filter.

Select	**to...**
Translate Hidden Text	translate hidden text.
Translate Line Break as Tag	add tags to line breaks, resulting in merged segments.
Translate Locked Layers	translate text in locked layers.
Delete Leading	delete a leading attribute
Delete Tracking	delete a tracking attribute
Translate document properties	translate a document's properties

Select	to...
Translate Bookmarks	translate a document's bookmarks
Translate Index Topics	translate a document's index topics
Translate Index Stories	translate a document's index stories
Detect Index Stories	detect a document's index stories
BR breaks segment	treat BR as internal placeable or part of a segment
Translate Cross Reference Formats	extract cross references for translation.
Translate Hidden Layers	translate hidden layers

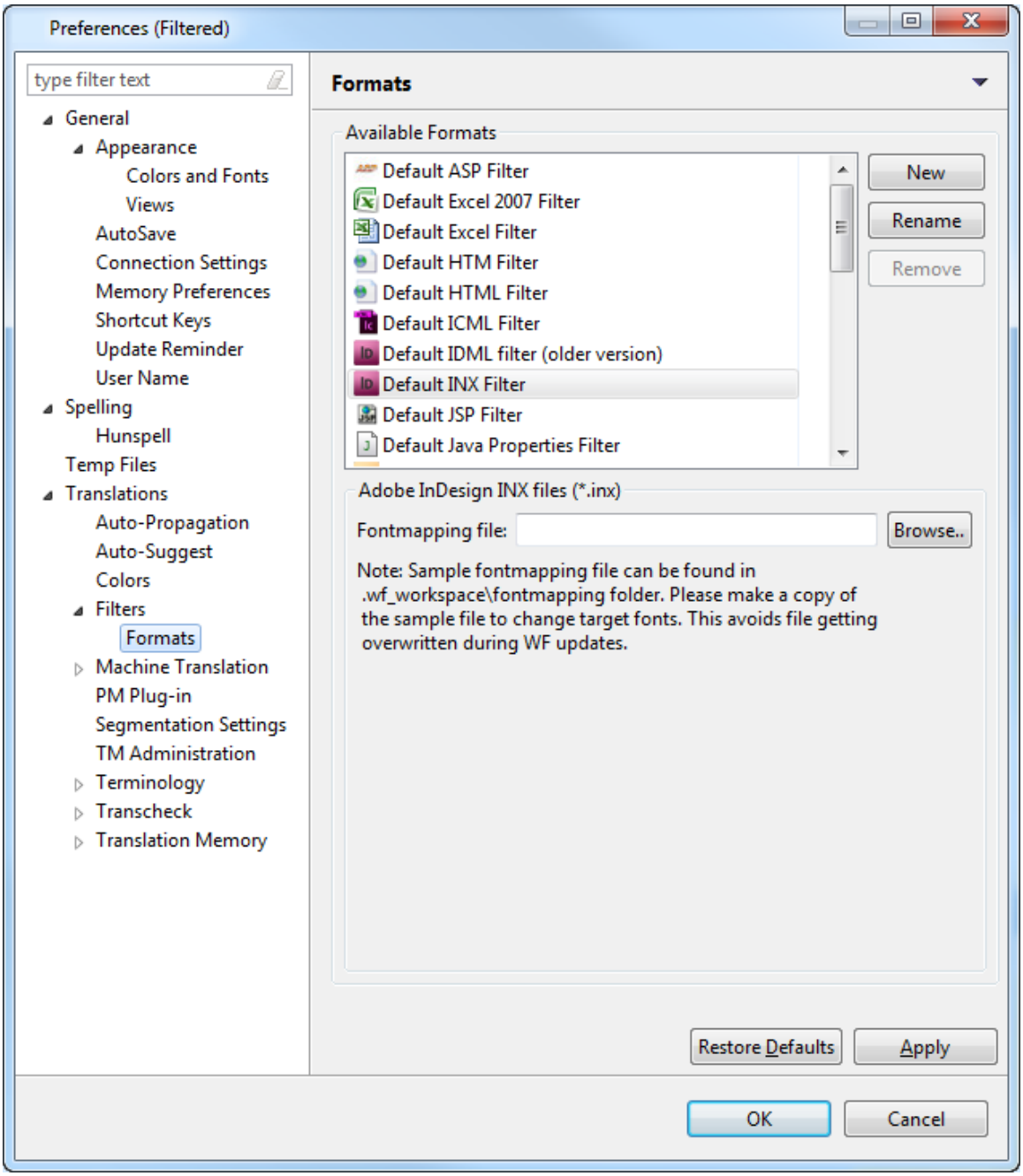
4. Enter the names of the Hidden Layers to be translated.
5. Select the method for handling tabs: **None**, **Tag** or **Break**.
6. Select the method for handling line separators: **None**, **Tag** or **Break**.
7. Enter or browse to the Fontmapping file for the filter.
8. Rename the filter if desired.
9. Click **OK**.

Selecting INX filter preferences

1. Open Wordfast Pro 3 and click **Edit > Preferences > Translations > Filters >Formats**.
   The Formats dialog box appears. The default filters appear in the Available Formats box.

2. Select filter type as Default INX Filter.

   The INX filter options appear.



3. Enter or browse to the Fontmapping file for the filter.

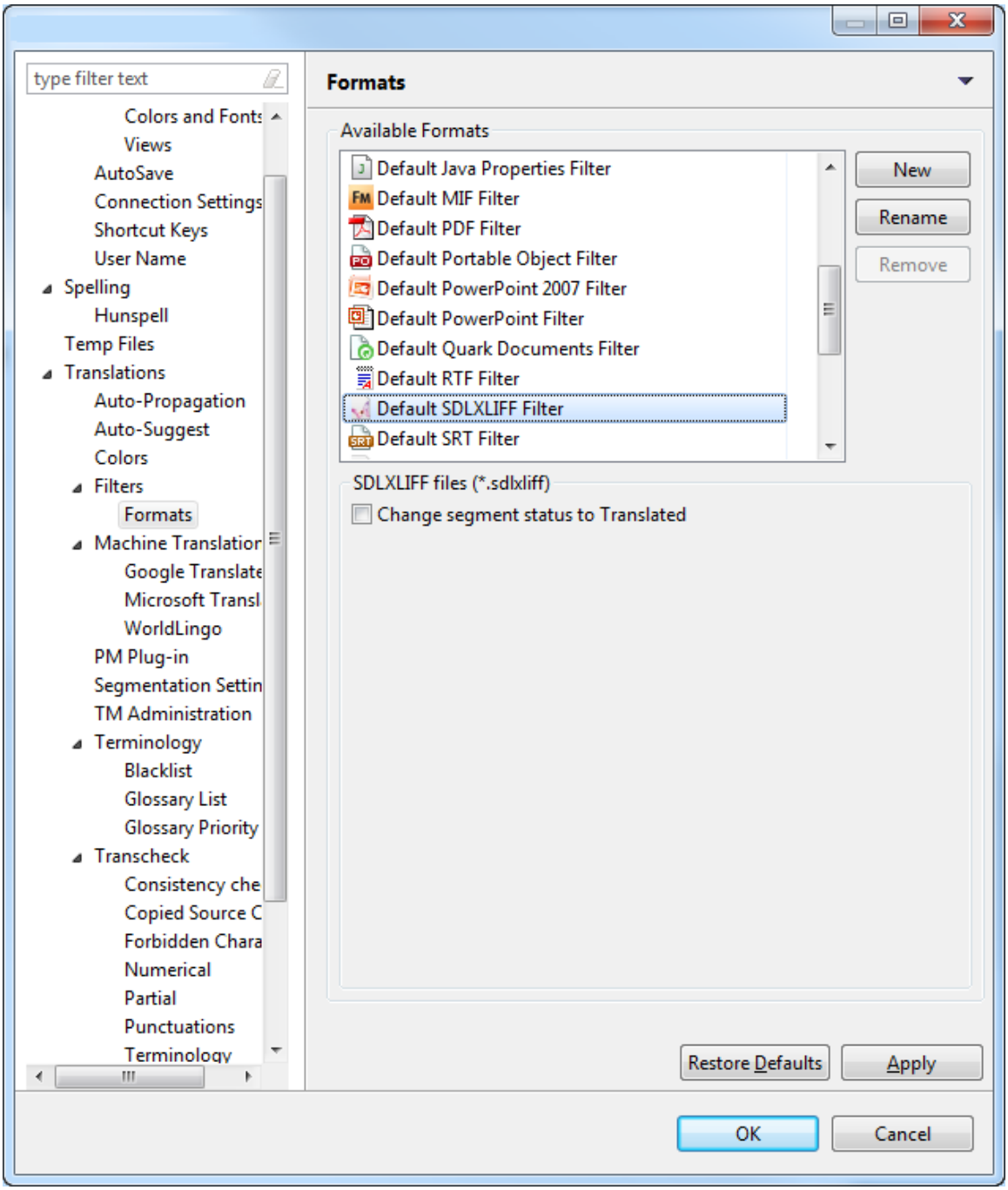
Selecting SDLXLIFF filter preferences

1. Open Wordfast Pro 3 and click **Edit > Preferences > Translations > Filters >Formats**.

   The Formats dialog box appears. The default filters appear in the Available Formats box.

2. Select filter type as Default SDLXLIFF Filter.

   The SDLXLIFF filter options appear.



3. Select **Change segment status to Translated** to save the translation as **Translated**.

Analyzing files

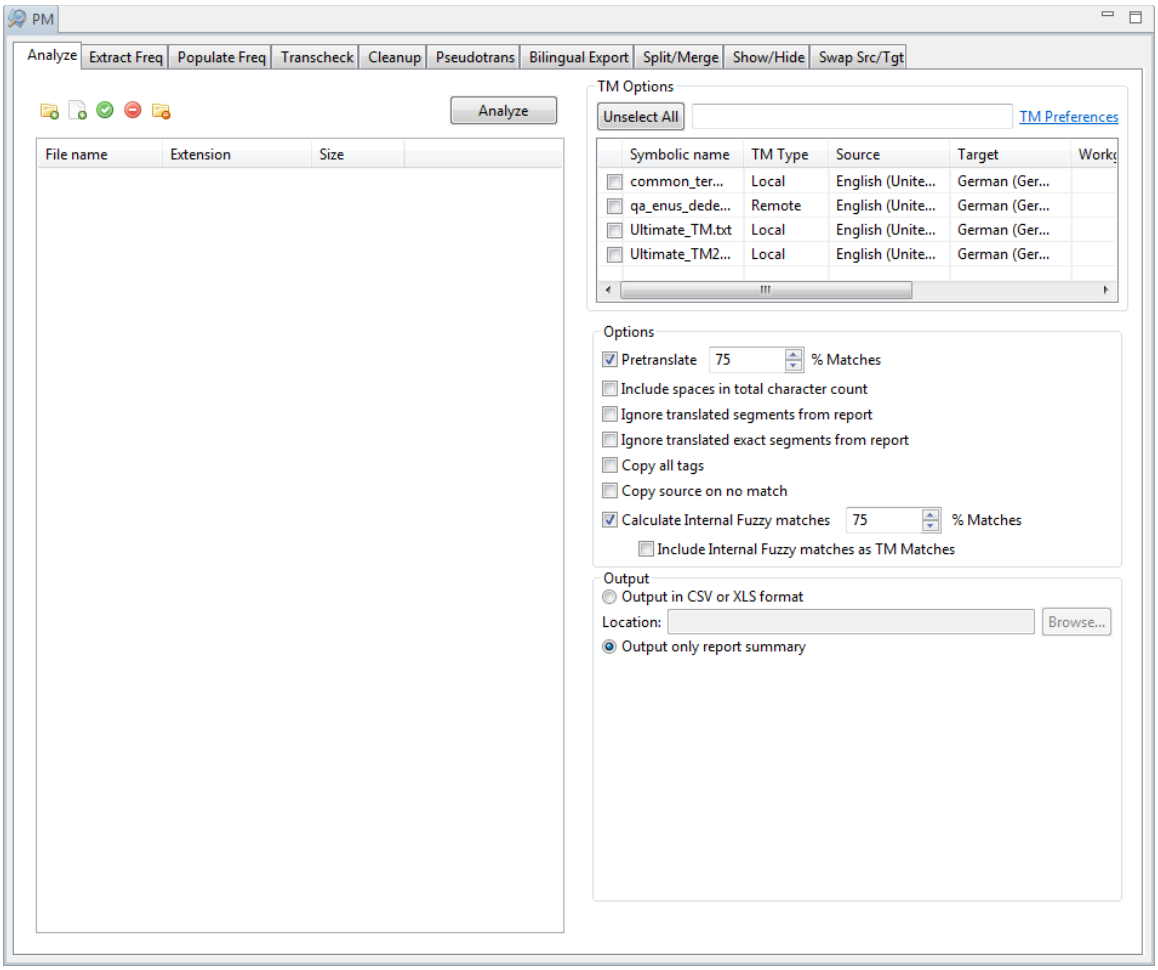
In the Analyzing files process, files for translation are analyzed against a translation memory to leverage reusable content and pre-translate files. This process can greatly improve efficiency and reduce time and effort spent on translation. Find below the procedures for the following tasks:

- Analyzing files process
- Selecting Analysis output option

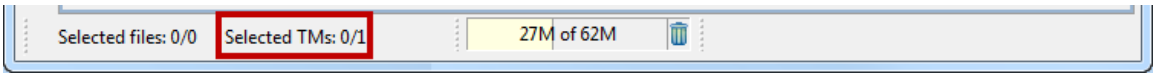
Analyzing files process

In the Analyzing files process, files for translation are analyzed against a translation memory to leverage reusable content and pre-translate files. Find below the procedures for the following tasks:
To analyze files:

1. Open Wordfast Pro 3 and click .
   The PM perspective appears
2. Click **Analyze**.
   The Analyze window appears.



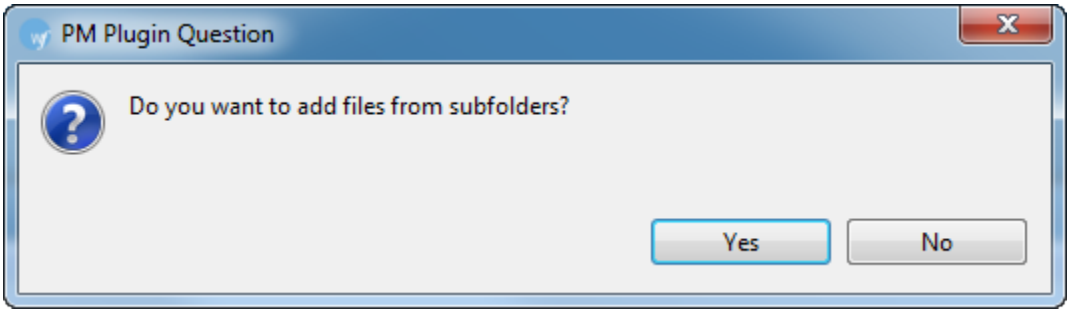
Note: The TM counter shows the number of selected TMs and the available TMs.



3. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

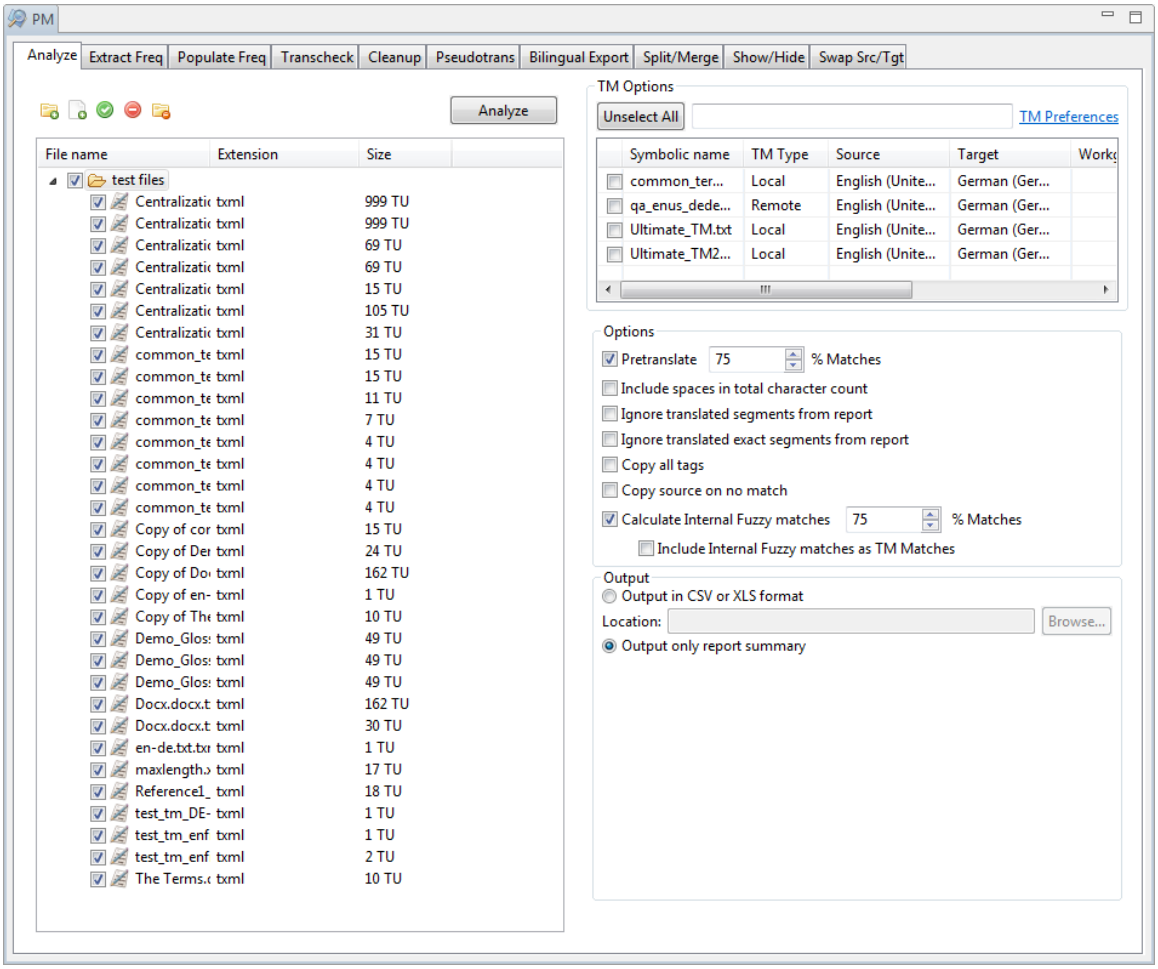
   OR

   Click to add an entire folder. Once a folder is selected, the following message appears.

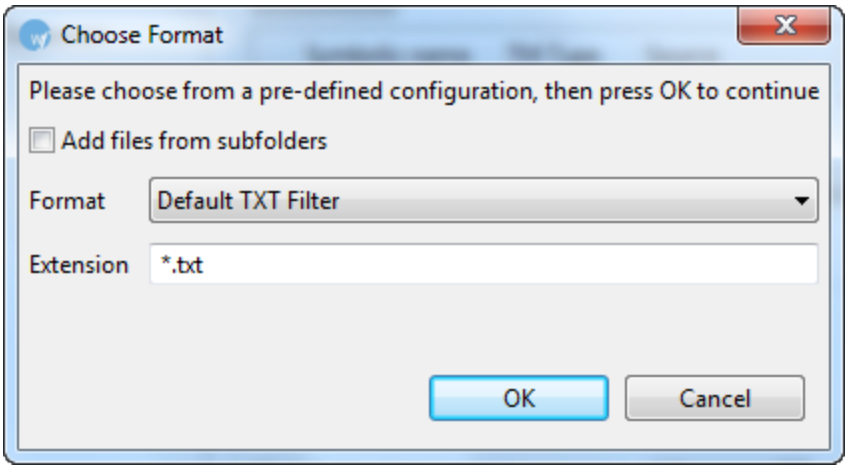


Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.



4. If the added folders contain files of multiple formats, the Choose Format Dialog box appears. Choose the format for the files to be analyzed. Only one format can be selected at a time.



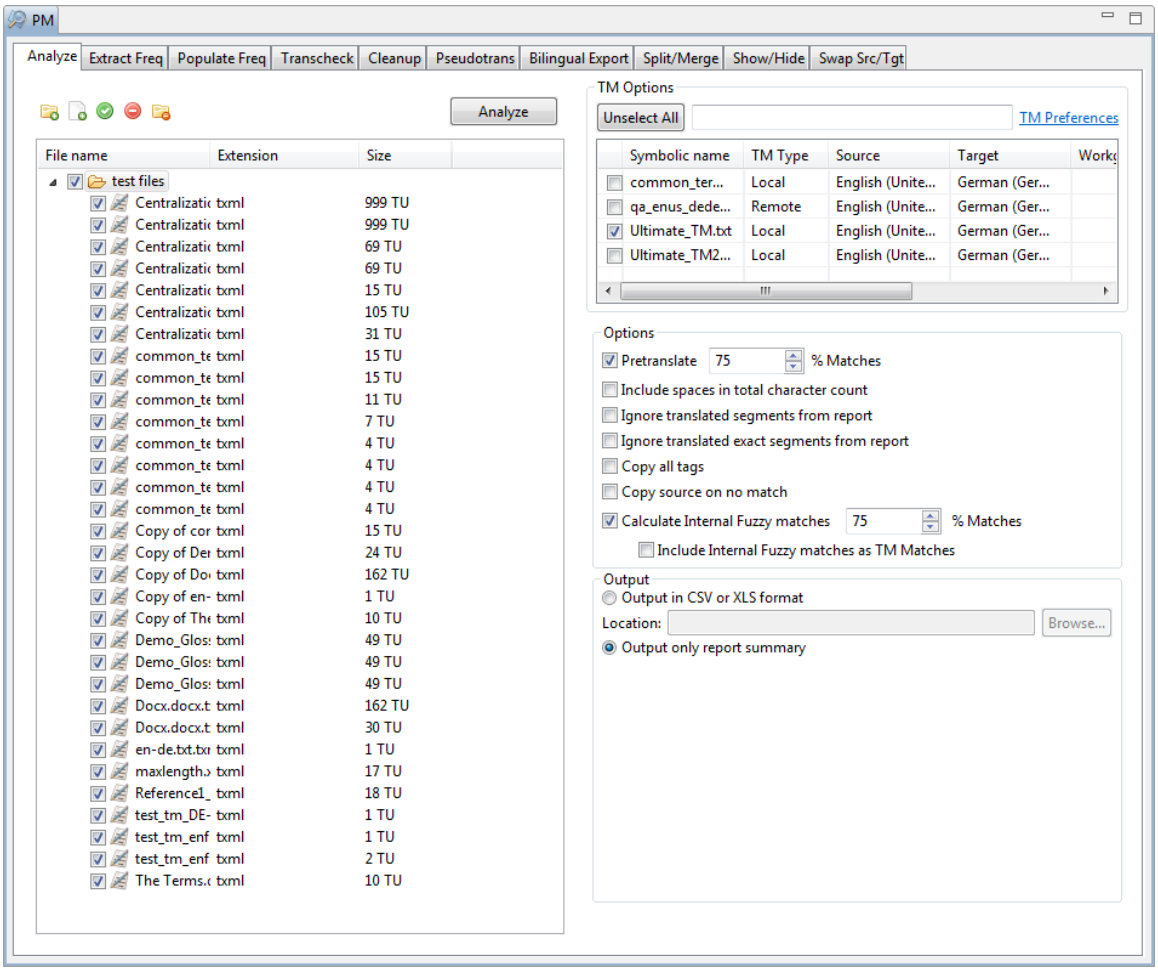
Note: You can analyze up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to analyze more files you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

5. Select one or more translation memories for analyzing the files.

   Note: You will need to add at least one translation memory (TM) before analyzing files. To add a local or remote TM, click **TM Preferences**. Go to Creating or opening a TM for more information.

   You can click in the TM Options column header to sort the TMs in ascending or descending

order. You can unselect all chosen TMs by clicking **Unselect All**.



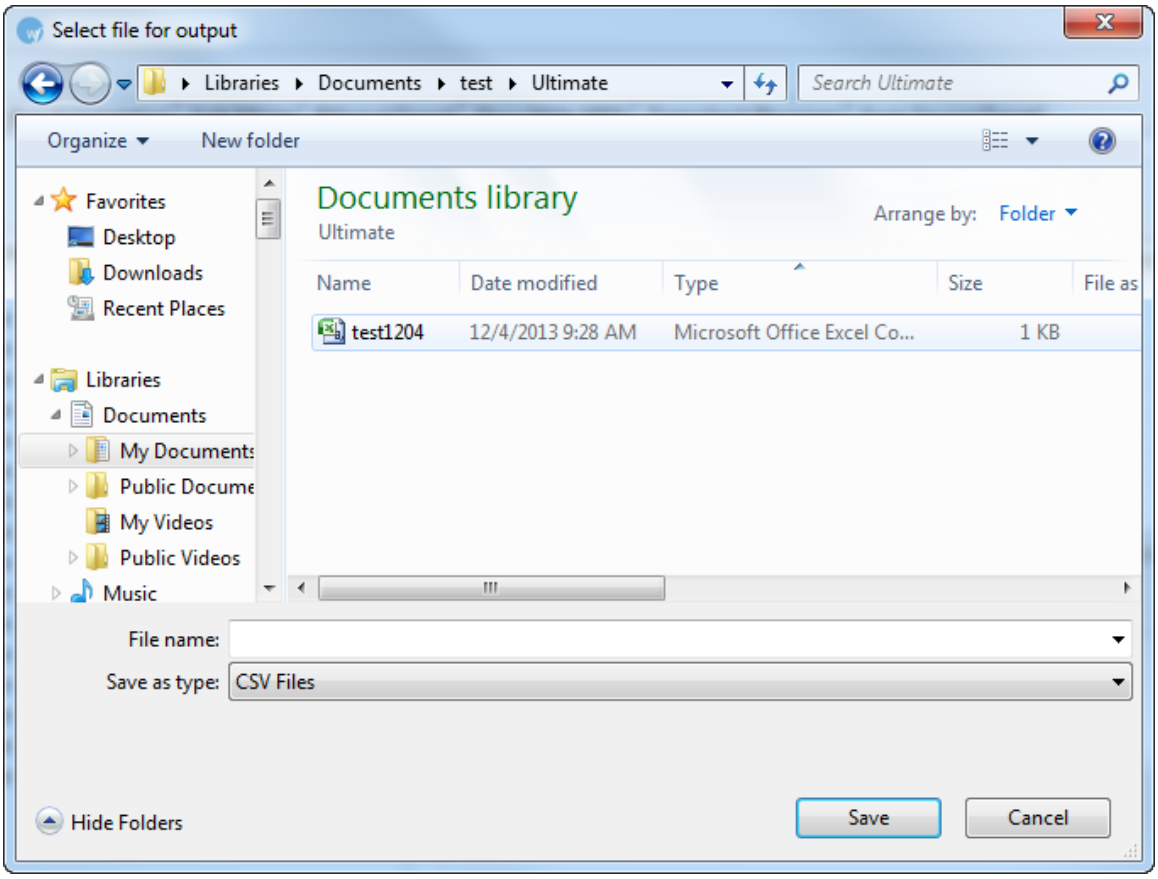
6. Select the following options if required:

Select	**to...**
Pretranslate	pretranslate the translatable segments and enter the percentage of TM matches. **Note**: This is an optional step. The percentage defines the minimum leverage required to pre-translate a specific segment. You can also specify the analysis output option. For more information, refer Selecting Analysis output option.
Include spaces in total character count	include spaces in source character count.
Ignore translated segments from report	exclude already-translated segments from the analysis report.

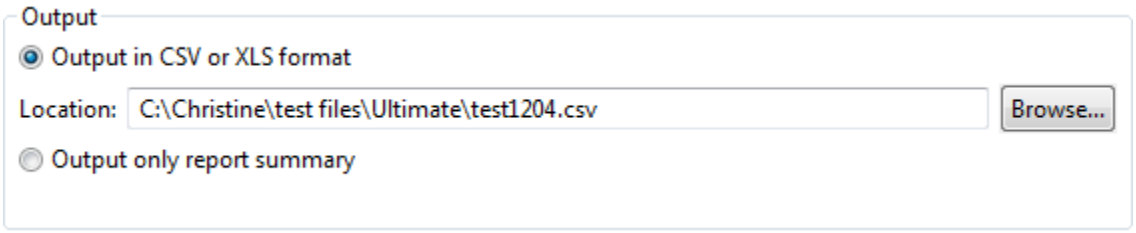
Select	**to...**
Ignore translated exact segments from report	exclude already-translated exact segments from the analysis report.
Copy all tags	from the source to the target segments for blank segments.
Copy Source on no match	copy source segments to target only for no match segments.
Calculate Internal Fuzzy Matches	calculate internal fuzzy matches in source files. For example, if there is a partial repetition of segments in a source file, it will be calculated as an internal fuzzy match. Select the percentage that should be calculated for such segments.
Include Internal Fuzzy matches as TM Matches	include internal repetitions as a TM match.

7. Select **format** for the output report. You have two options:
   Output in CSV or XLS format: Select this option and click **Browse** to select a location and provide

a file name as shown in the example below.



8. Click **Save**, to save the CSV file. The Analyze window appears with the location of the CSV file as shown in the example below.

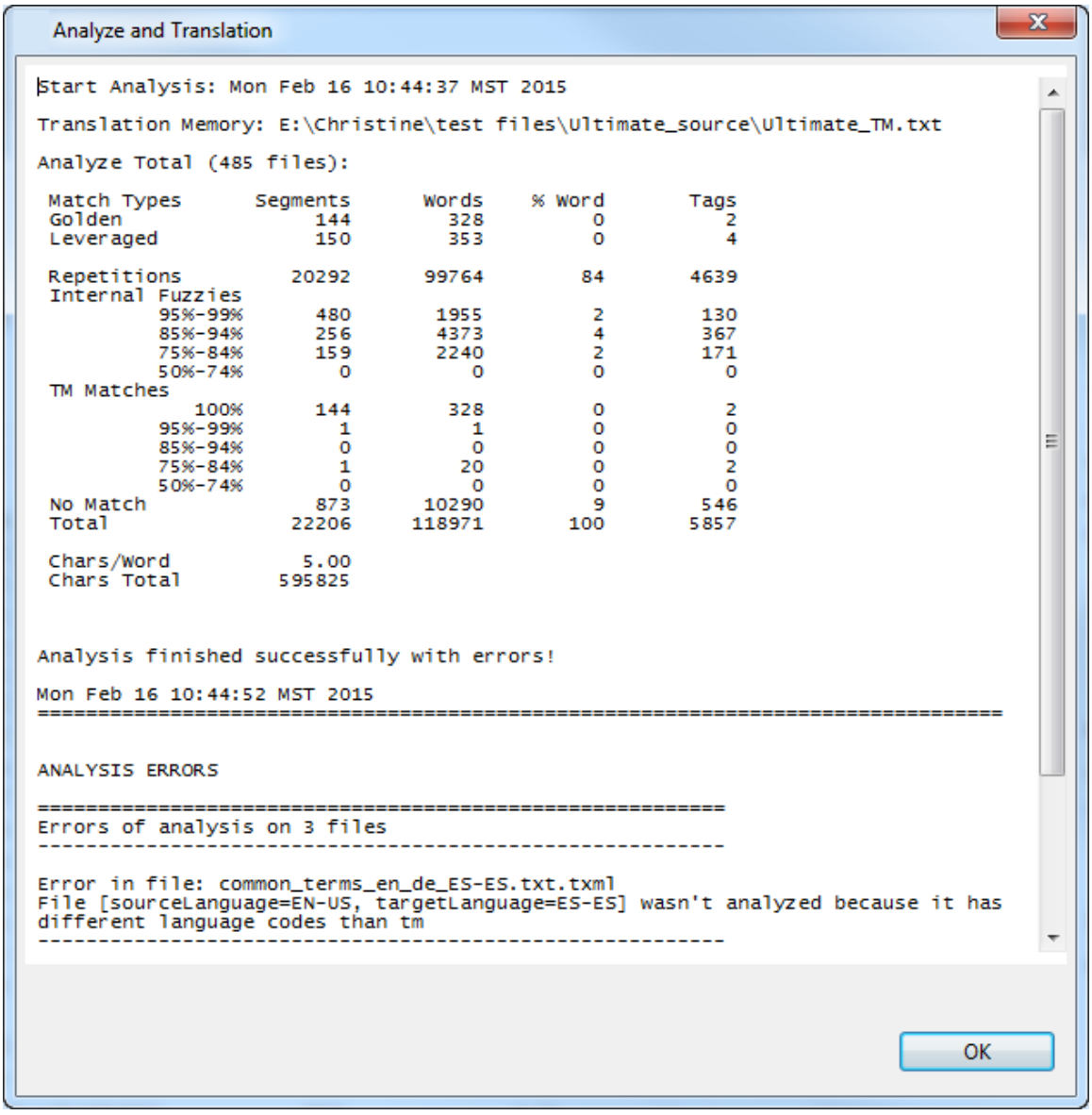


Output only report summary: Select this option to view the output report on-screen

9. Click **Analyze**.

Note: When Excel files with sheetnames exceeding 31 characters are analyzed a warning message will appear. The warning message will prompt you to shorten the sheetnames that exceed 31 characters.

The analyzed TXML files are saved in the same folder as the source files. According to the output report format, either a CSV file is saved at the chosen location or the Analysis and Translation report appears as shown below. The report for files analyzed against separate TMs appears in separate tabs.



The TM analysis report will display either % Segments or % Words based on the option selected in step 9 of Selecting translation memory settings.

Selecting Analysis output options

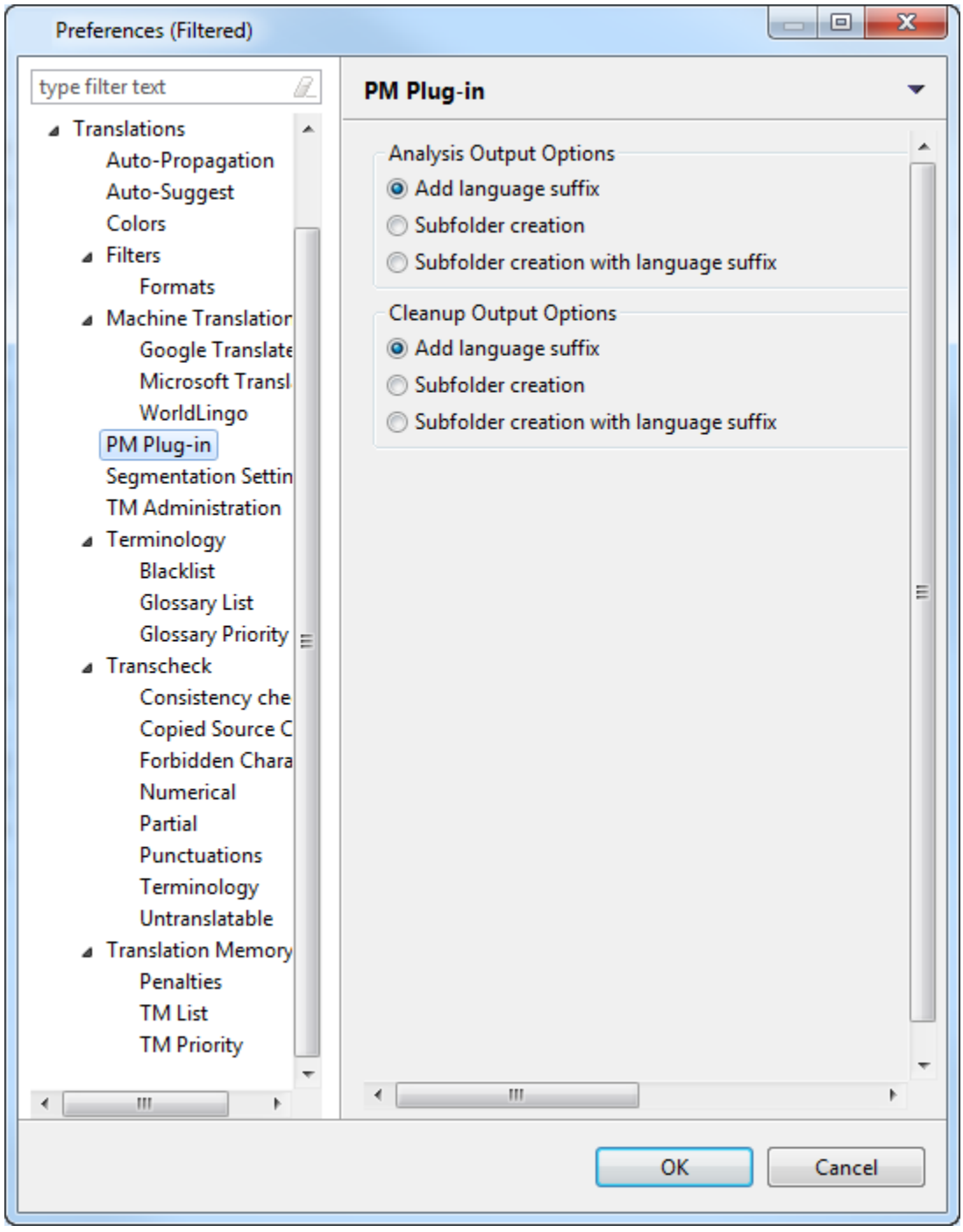
When a file is analyzed, an analysis output is generated in the same folder as the source files. The analysis output is the pretranslated TXML file. The analysis output options allow you to choose whether the pretranslated TXML file should be renamed to add the language suffix or placed in a separate folder with a language suffix or both.

To select analysis output option:

1. Open Wordfast Pro 3 and click .
   The PM perspective appears.

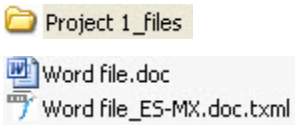
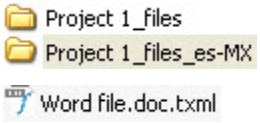
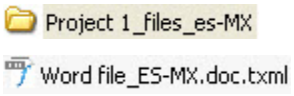
2. Click **Edit > Preferences > Translations > PM Plug-in**.

   The Preferences (Filtered) PM Plug-in dialog box appears.



3. Select a condition to be followed when analyzing files. The options are as follows:

Select	**to...**
Add language suffix	add the language code (for example ES_MX) as a suffix to the analysis output file. An example

Select	to...
	screenshot of the source folder and the source and analysis output file is given below. 
Subfolder creation	place the analysis output file within a subfolder. An example screenshot of the source and analysis output folder and file is given below. 
Subfolder creation with language suffix	place the analysis output file within a subfolder. The subfolder and analysis output file will also include the language code as suffix. An example screenshot of the analysis output folder and file is given below. 

Extracting frequents

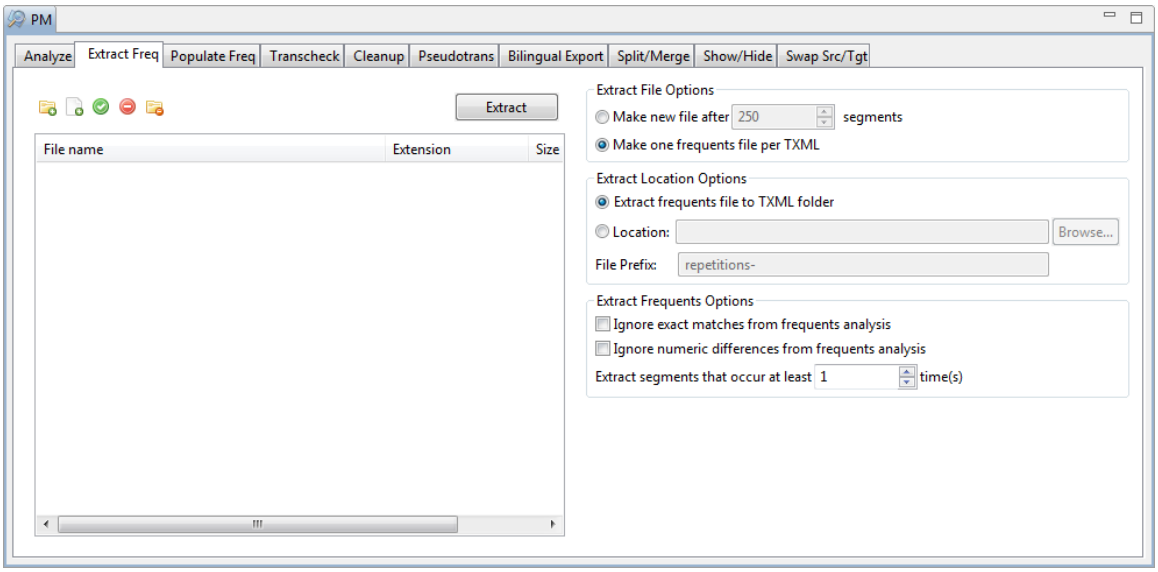
In the Extracting frequents process, repetitive source segments are extracted from the files for translation. Extracting frequents helps reduce the total number of segments to be translated. This is useful when translating in large jobs with many source files, containing repetitive content.

To extract frequents:

1. Open Wordfast Pro 3 and click .
   The PM perspective appears.

2. Click **Extract Freq**.

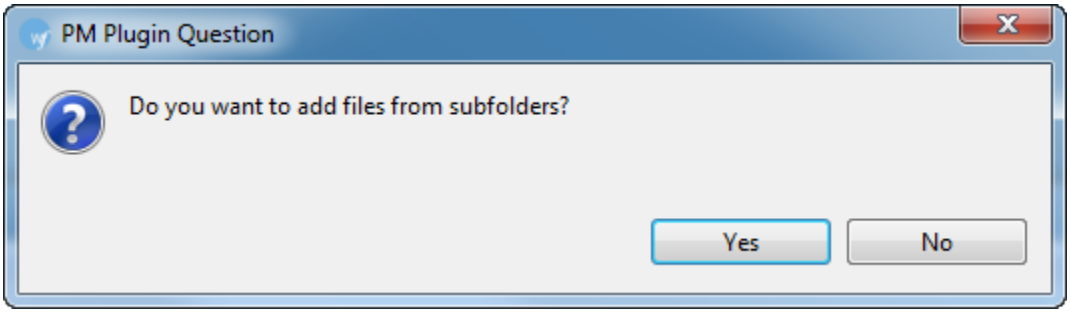
   The Extract Freq window appears.



3. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

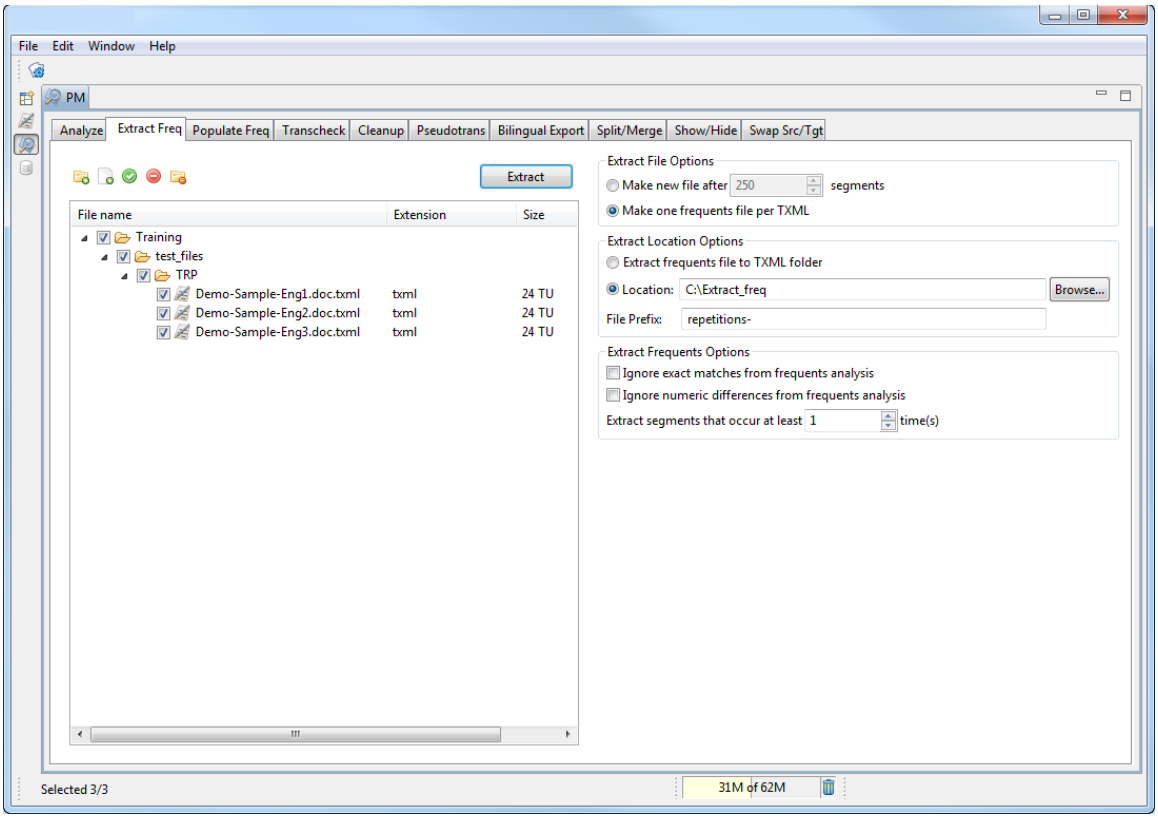
   OR

   Click to add an entire folder. Once a folder is selected, the following message appears.



   Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

   The files appear. Files are selected by default when added.



Note: Ensure all files selected or added are TXML files.

4. Under **Extract files Options,** select one of two options:

   Select **Make a new file after (#) segments**. Enter the maximum number of segments per file. The default is 250 segments. To produce only one frequents file, set the maximum number of segments per file to 10000.

   OR

   Select **Make one frequents file per TXML**.

   Note: The number signifies the minimum number of times a segment must be repeated in the set of files to be extracted. For example, if this value is 1, Wordfast Pro 3 will extract one unique occurrence of all segments that appear once or more.

   Frequents will be extracted in the order in which the files were added.

5. Under **Extract Location Options**, select **Extract Frequents to TXML folder** to save the frequents file to the TXML folder.

   OR

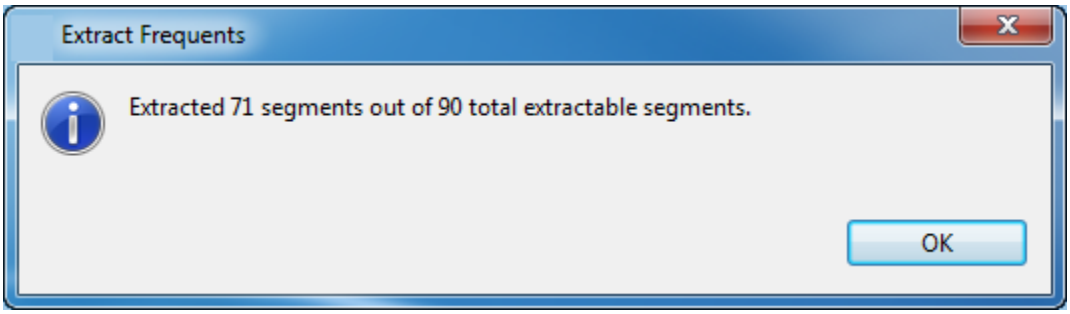
   Select the radio button for **Location**, and browse to another location for the frequents file. The file prefix will be **repetitions**.

6. Under **Extract Frequents Options**, select **Ignore exact matches from frequents analysis** to ignore exact matches.

   Select **Ignore numeric differences from frequents analysis** to ignore numeric differences.

7. Click **Extract**.

   The repetitive segments are extracted and saved at the location selected.



   Note: The TXML files with extracted frequent segments are sent to the translator for translation. After translated files are received from the translators, they are cleaned up and saved into the TM. The TM is then applied to the original TXML files, to complete the translation process.

Populating frequents

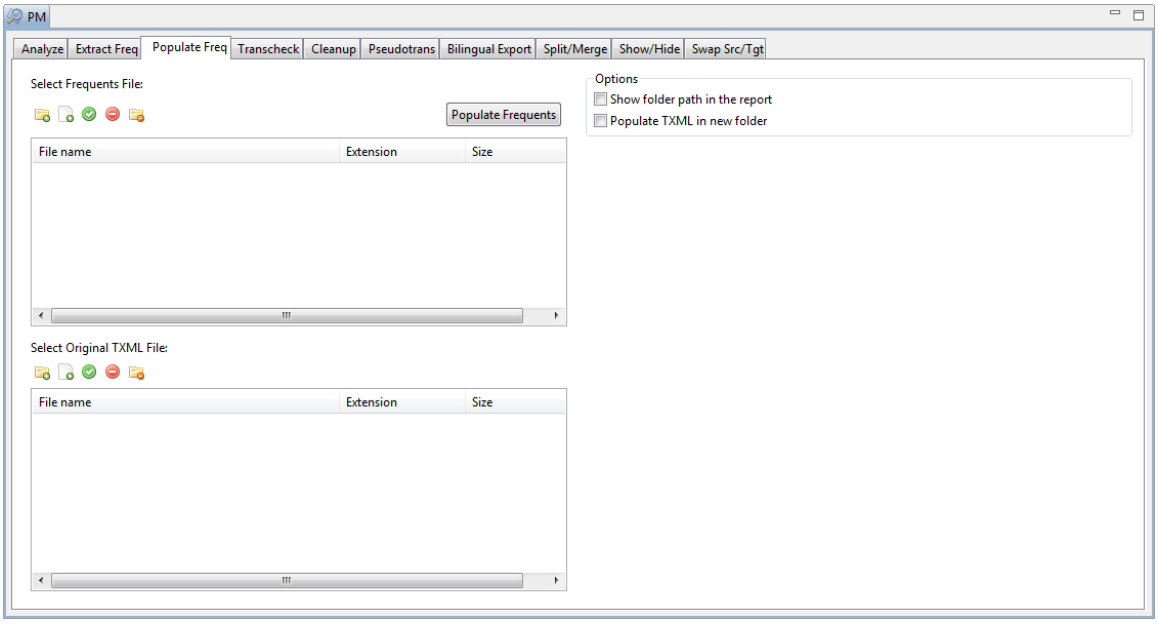
In the Populating frequents process, the original TXML file is populated by the frequents file containing all translated content.

To populate frequents:

1. Extract frequents from the files as explained in Extracting frequents.
2. Open Wordfast Pro 3 and click .

   The PM perspective appears.
3. Click **Populate Freq**.

   The Populate Freq window appears.

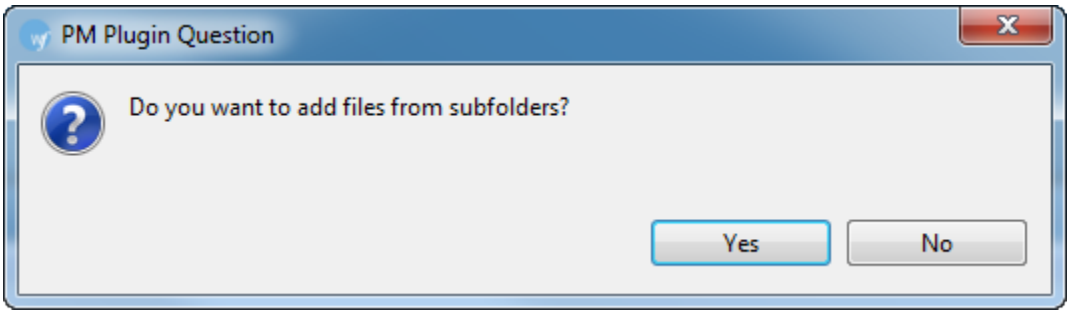


4. In the **Select Frequents File** panel, click to browse to the frequents file created by extracting frequents.
5. In the **Select Original TXML File** panel, add the source TXML file(s) for the frequents file.

   Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

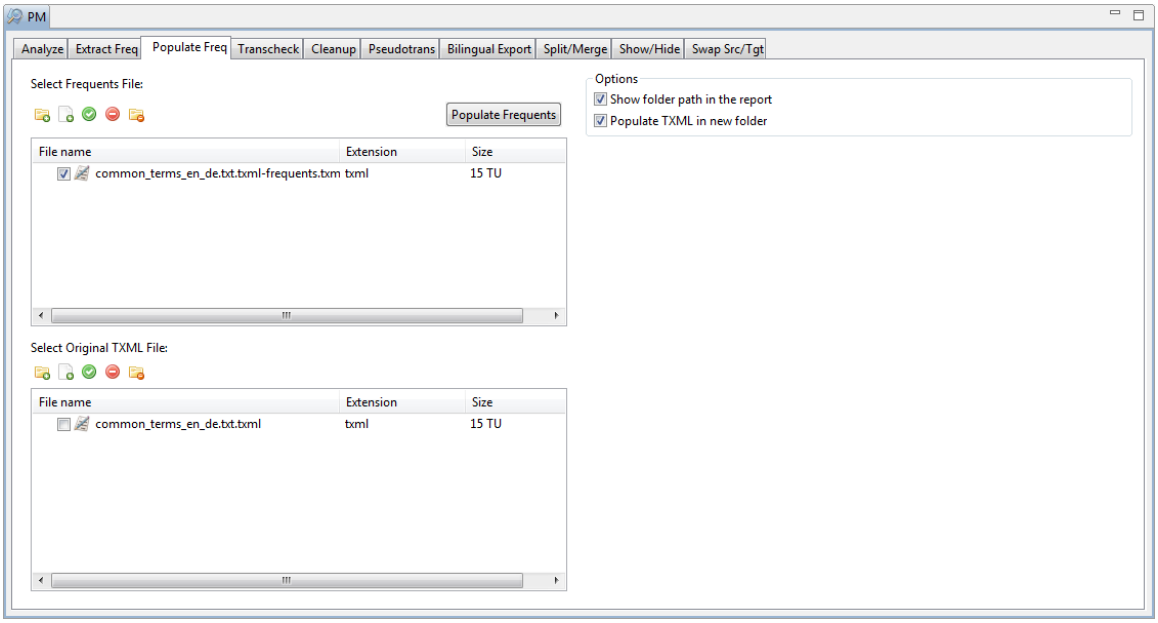
   OR

   Click to add an entire folder. Once a folder is selected, the following message appears.



   Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

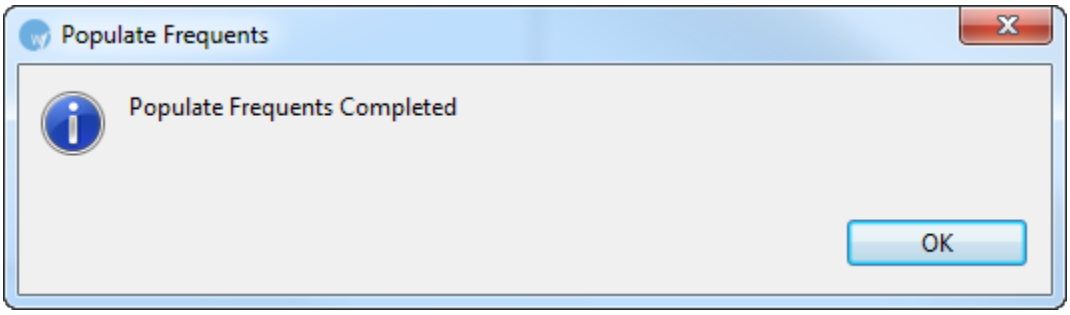
   The files appear. Files are selected by default when added.



6. To show the folder path in the report, select **Show folder path in the report**.
7. To populate frequents in a new folder, select **Populate TXML in new folder**.
8. Click **Populate Frequents**.

   When the process is complete, a confirmation message appears. The translated content from the frequents file populates the original source TXML file. A Frequents Population Log is generated

saved in the same folder as the original source TXML file.

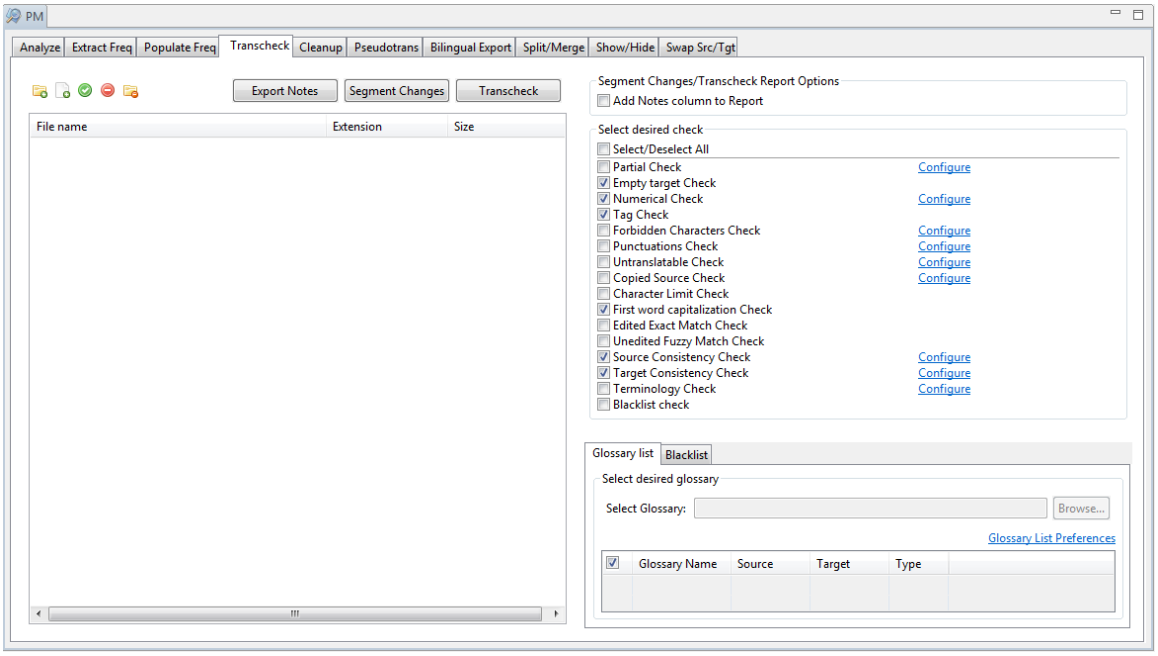


Transcheck

The Transcheck option allows you to check the translated content for missing tags, empty target, numbers, untranslated segments, and/or terminology.

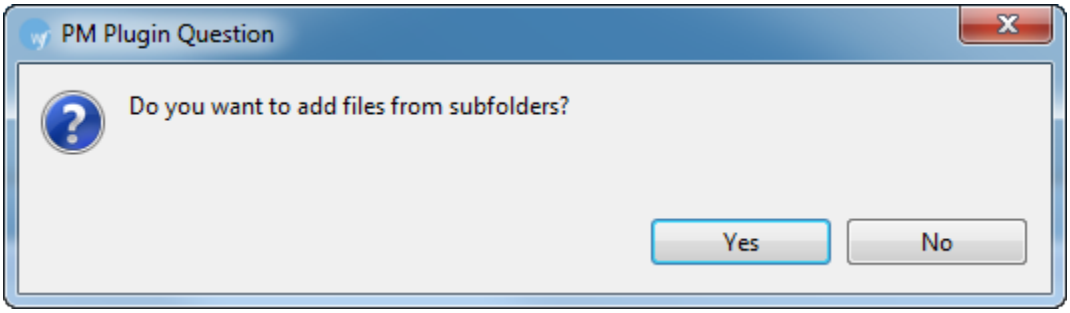
To transcheck TXML files:

1. Open Wordfast Pro 3 and click .
   The PM perspective appears.
2. Click **Transcheck**.
   The Transcheck window appears.



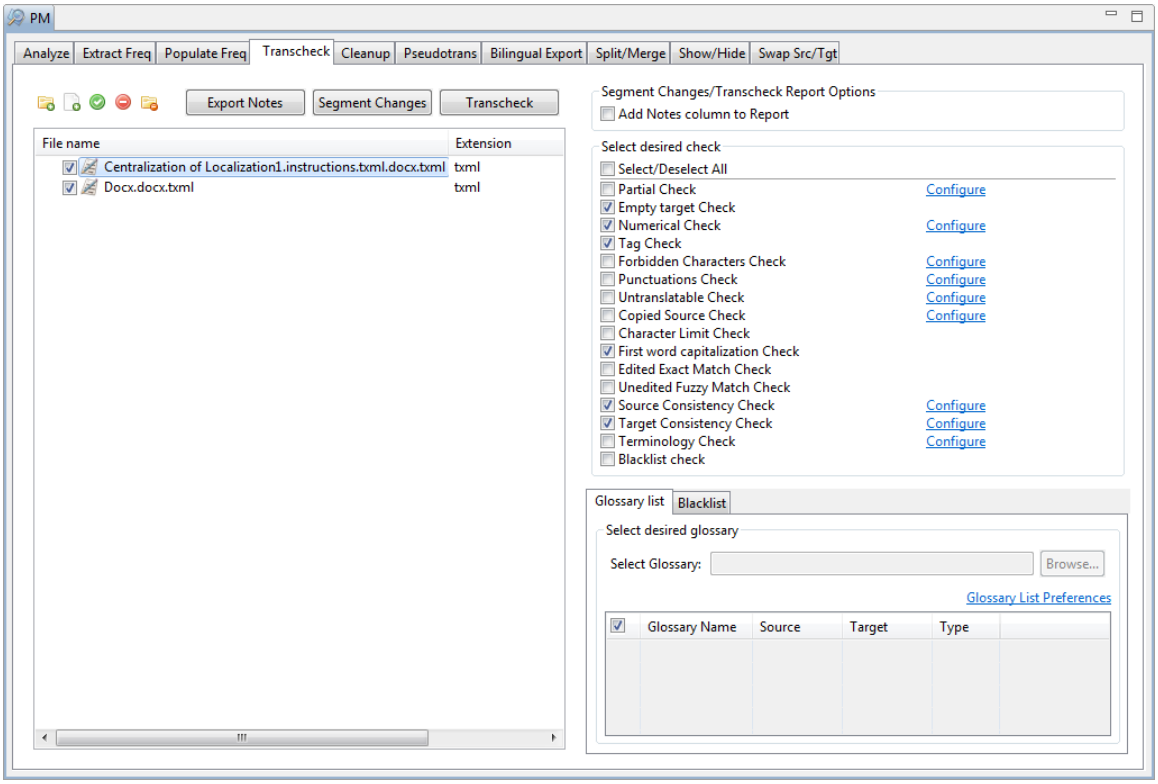
3. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.
   OR

Click to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.



Note: You can check 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to check more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

4. Under **Segment Changes/Transcheck Report** options, select **Add Notes column to report** to add notes added to the segment in the TXML file.
5. Select the following Transcheck options, if required. To configure individual Transcheck options, go to **Configuring Transcheck**.

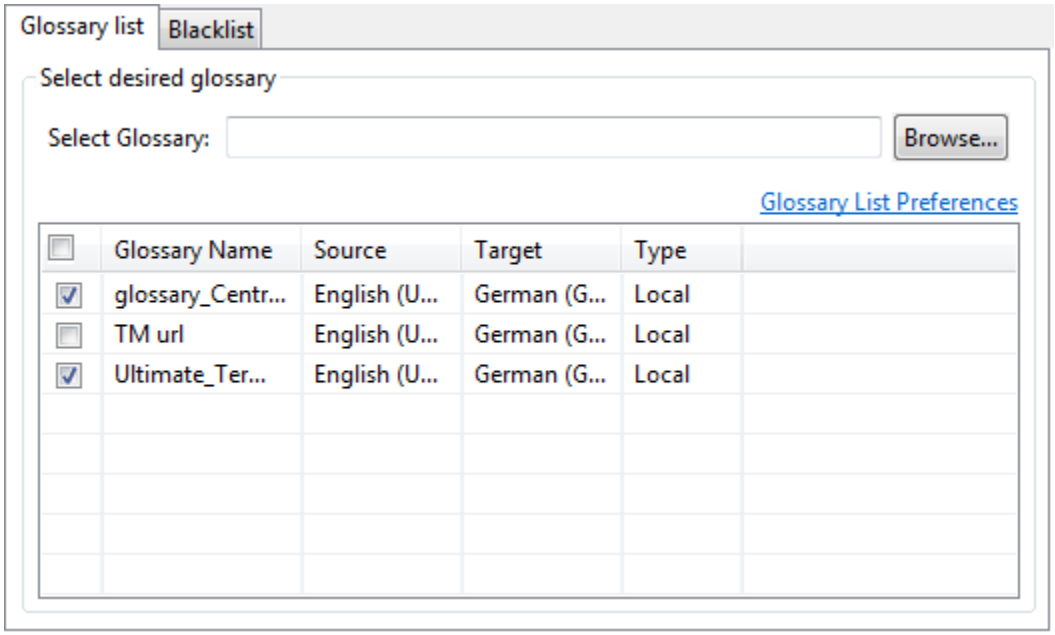
Select	**to check...**
Partial Check	the character count between the source and target segments. Go to **Edit > Preferences >**

Select	**to check...**
	Translations >Transcheck> Partial or click **Configure** to enter the minimum and maximum % of allowed character count for the target segment.
Empty target Check	for empty target segments.
Numerical Check	if the numerals in the source segment match the target segment. The numbers with hyphens will be read as two separate numbers. Click **Configure** to set the option in Preferences.
Tag Check	for missing tags in the target segments.
Forbidden Characters check	check if the target segment includes forbidden characters. Go to **Edit > Preferences > Translations >Transcheck> Forbidden Characters** or click **Configure** to add the forbidden characters that should not be included in the target segment.
Punctuations Check	for consistency in punctuation between source and target segments. Go t**o Edit > Preferences > Translations >Transcheck> Punctuations** or click **Configure** to add the punctuation marks that should not be included in the target segment
Untranslatable Check	if the untranslatable content in source and target segments is consistent. Go to **Edit > Preferences > Translations >Transcheck>Untranslatable** or click **Configure** to add untranslatable text that must be retained in the target segment.
Copied Source Check	if the source segment has been copied to the target segment.
Character Limit Check	if the characters in the segment or paragraph exceed the maximum number of allowable characters (length).
First word capitalization Check	if the first word of each segment is capitalized.
Edited Exact match Check	if any exact match segments from the TM have been edited.
Unedited Fuzzy Match	if any fuzzy match segments from the TM have

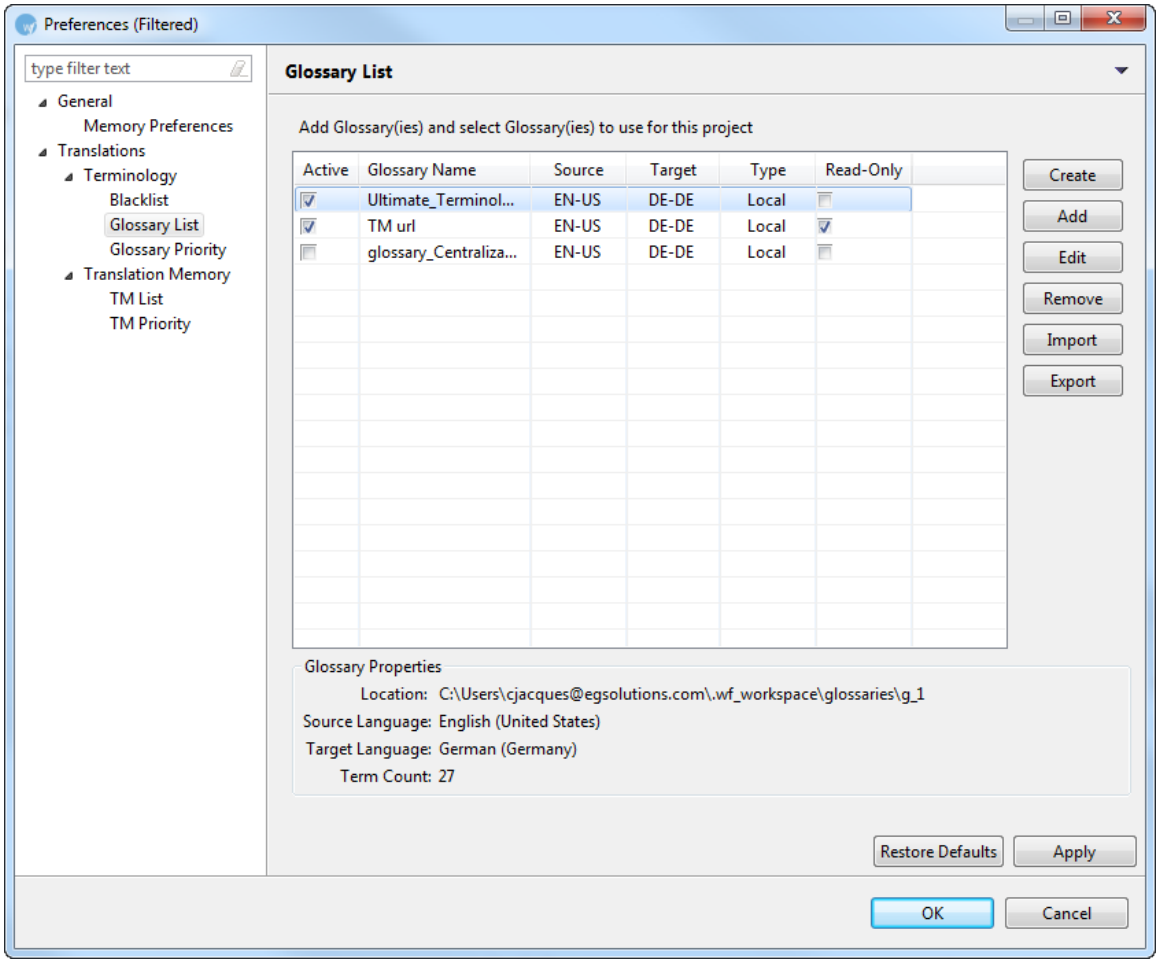
Select	to check...
Check	been left unedited.
Source Consistency Check	consistency between source segments if the target is repeated.
Target Consistency Check	consistency between target segments if the source is repeated.
Terminology Check	if the terms in the source segment are translated correctly based on the glossary.
Blacklist check	if any terms in the translation are blacklisted.

6. If Terminology Check is enabled, a glossary must be selected. To select a glossary:

   - Click the **Glossary** list tab. Select one or more glossaries from the list of glossaries.

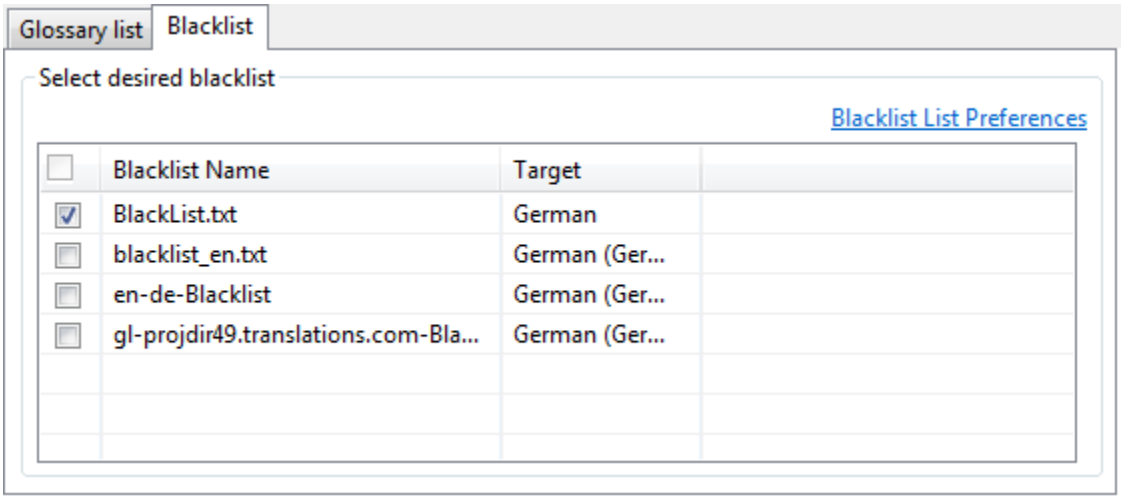


- To create or add another glossary, click **Glossary List Preferences** to go to Preferences.

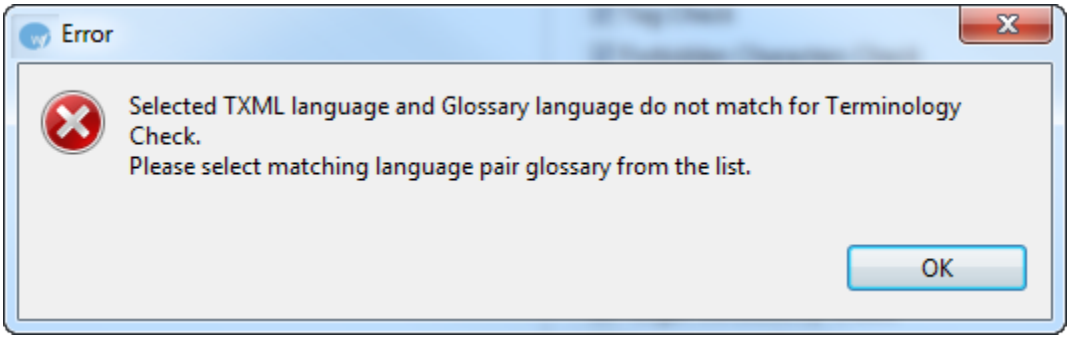


7. If Blacklist check is enabled, a blacklist must be selected. To select a blacklist:
   Click the Blacklist tab and select a blacklist from the list.
   OR

Click **Blacklist List Preferences** to browse to a blacklist.



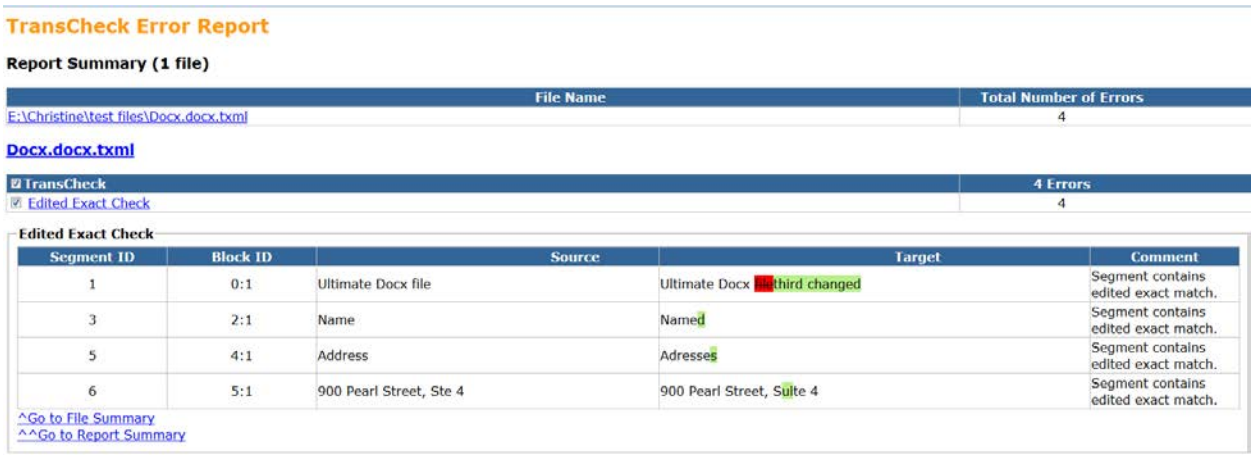
8. If the TXML language and glossary language do not match, the following dialog box appears:



Select the correct TXML language and glossary language match from the list.

9. Click **Transcheck**.

The TransCheck Error Report appears. A summary of the report is at the top, followed by a summary of the files in the report. An example is shown below.



TransCheck Error Report

Report Summary (1 file)

File Name	Total Number of Errors
E:\Christine\test files\Docx.docx.txml	4

Docx.docx.txml

TransCheck	4 Errors
Edited Exact Check	4

Edited Exact Check

Segment ID	Block ID	Source	Target	Comment
1	0:1	Ultimate Docx file	Ultimate Docx ~~file~~third changed	Segment contains edited exact match.
3	2:1	Name	Named	Segment contains edited exact match.
5	4:1	Address	Adresses	Segment contains edited exact match.
6	5:1	900 Pearl Street, Ste 4	900 Pearl Street, Suite 4	Segment contains edited exact match.

^Go to File Summary
^^Go to Report Summary

Note: The TransCheck Error Report is saved automatically as an html file in the same folder as the TXML file, with the following prefix: TranscheckError_date-time.html.

Note: The Unedited Fuzzy Check report includes the score for the segment. An example is

shown below.

TransCheck Error Report

Demo-Sample-Eng1.docx.txml

Unedited Fuzzy Check

Segment ID	Block ID	Source	Target	Score	Notes	Comment
1	0:1	{1}{ut1}{2}System testing is performed on the entire system in the context of a Functional Requirement Specification(s) (FRS) and/or a System Requirement Specification (SRS).	{1}Die Prüfung des Systems wird auf dem gesamten System in Zusammenhang mit einer Funktionalen Anforderungsspezifikation(en) (FRS) und/oder einer Systemanforderungs-Spezifikation (SRS) durchgeführt.	99		Segment contains unedited fuzzy match.

Export notes

The Export Notes function allows you to export notes in a separate Word file.

To export notes as a Word file, click **Export Notes.**

The notes are exported in a Word table. By default, the notes are saved in the same folder as the TXML file.

An example of exported notes is given below.

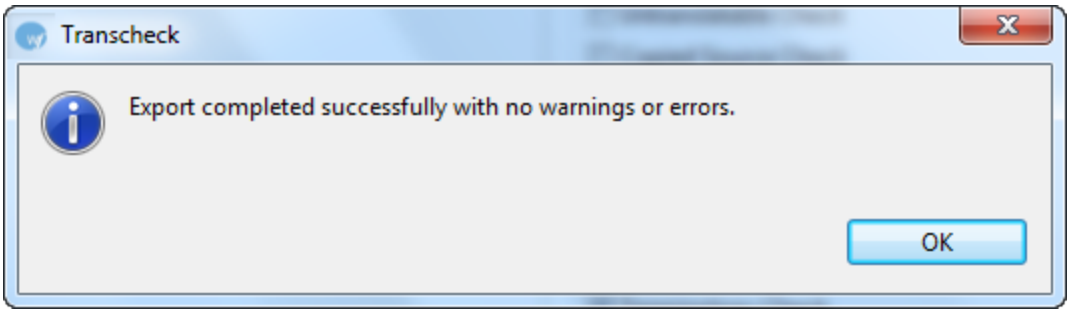
ID	Source	Target	Type	Notes	Creator ID	Date
2	INTERNET SECURITY	INTERNETSICHERHEIT	text	this is a note	cjacques	Mon Nov 04 11:47:38 MST 2013
7	A personal firewall is an application which controls network traffic to and from a computer, permitting or denying communications based on a security policy.	Eine Personal Firewall isteineAnwendung, welche den Netzwerkverkehrzu und vom Computer steuert. Auf einerSicherheitsrichtliniebasierendeKommunikationwird zugelassenoderverweigert.	text	another note	cjacques	Mon Nov 04 11:53:30 MST 2013

Segment Changes Report

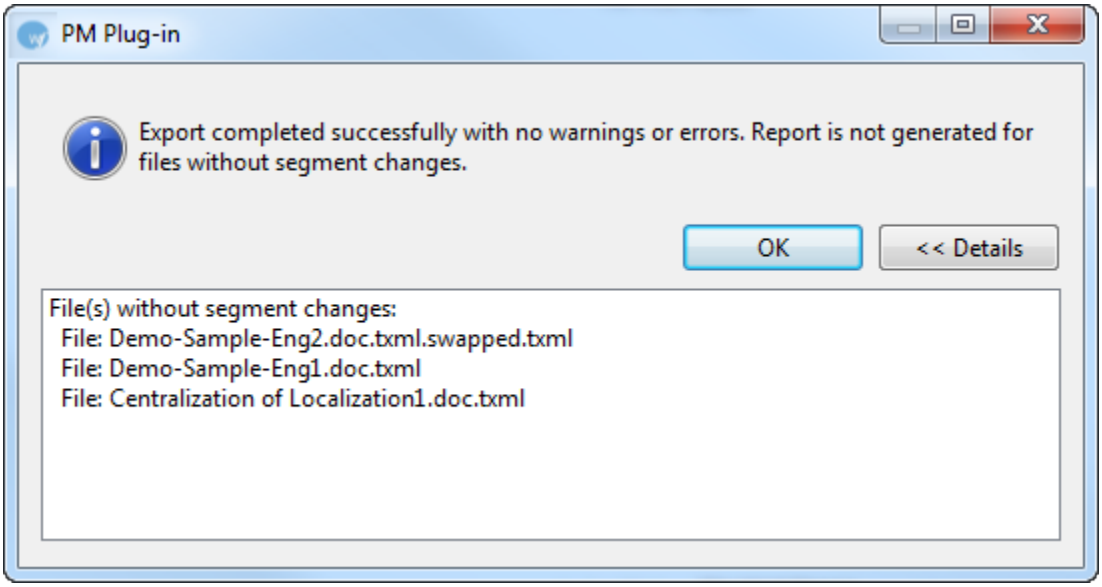
The Segment Changes report enables you to export segment changes in a separate TXML file.

To generate a Segment Changes report, click **Segment Changes** on the Transcheck tab..

The following message appears:

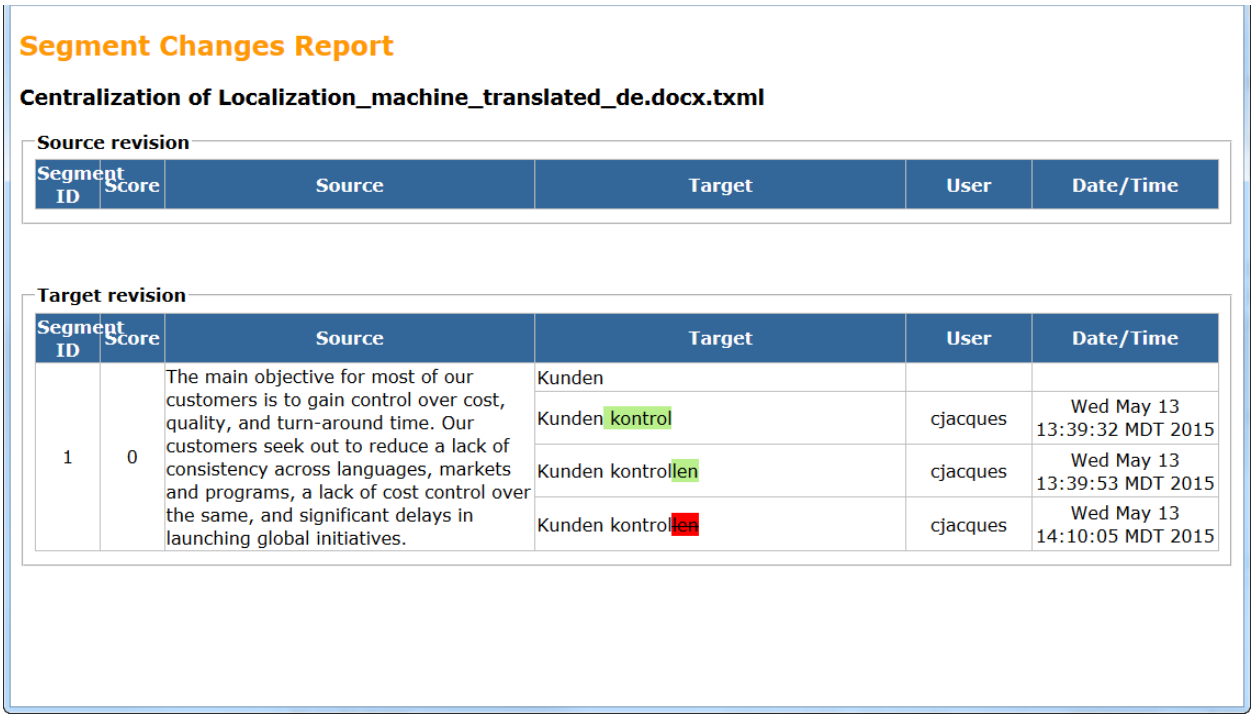


If there are no segment changes, the following message appears:



By default the report is saved in the same folder as the TXML files.

A sample report appears below.



Segment Changes Report

Centralization of Localization_machine_translated_de.docx.txml

Source revision

Segment ID	Score	Source	Target	User	Date/Time

Target revision

Segment ID	Score	Source	Target	User	Date/Time
1	0	The main objective for most of our customers is to gain control over cost, quality, and turn-around time. Our customers seek out to reduce a lack of consistency across languages, markets and programs, a lack of cost control over the same, and significant delays in launching global initiatives.	Kunden		
			Kunden kontrol	cjacques	Wed May 13 13:39:32 MDT 2015
			Kunden kontrollen	cjacques	Wed May 13 13:39:53 MDT 2015
			Kunden kontrol~~len~~	cjacques	Wed May 13 14:10:05 MDT 2015

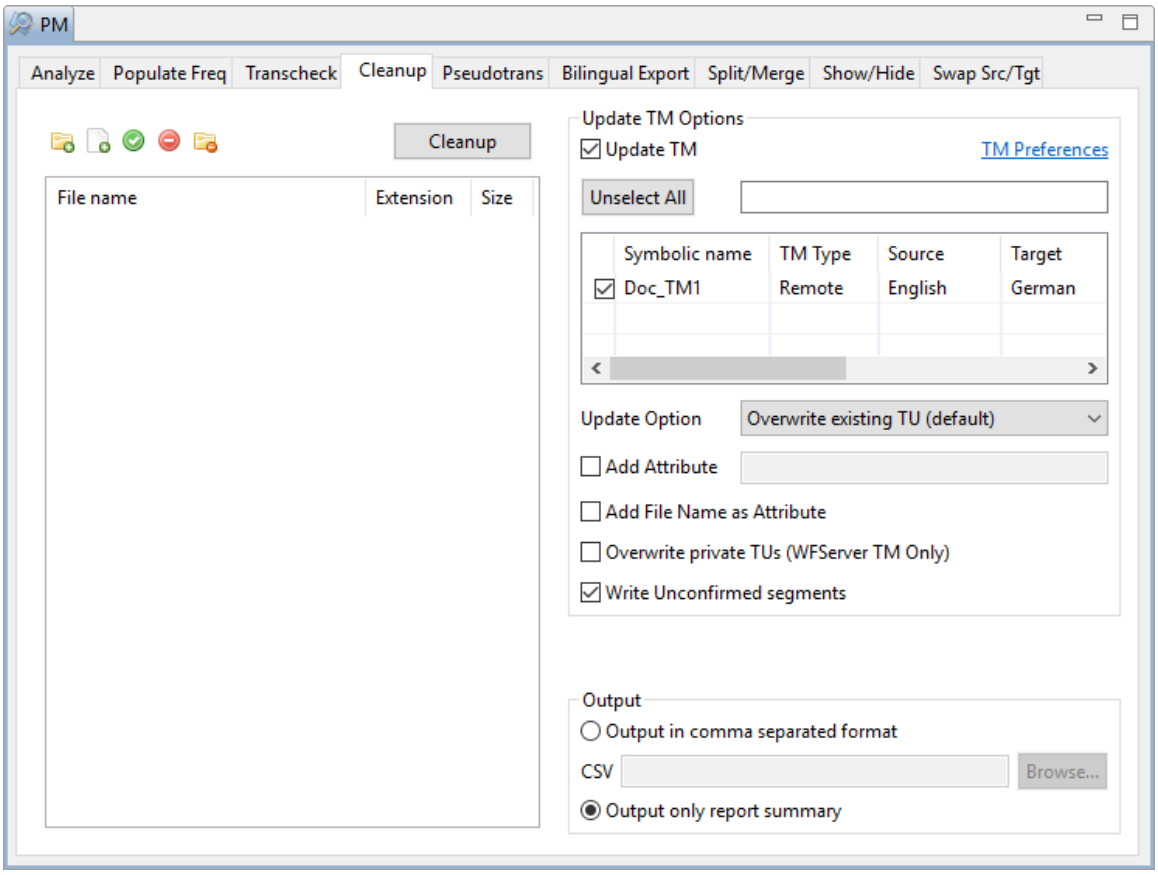
Cleaning up and updating TM

The **Cleanup** process creates final target files for the translation, in the source formatting, and reports the number of segments cleaned, errors, and TM update results, if a TM is selected to update during cleanup. To clean up and update TM:

1. Open Wordfast Pro 3 and click .
   The PM perspective appears.

2. Click **Cleanup**.

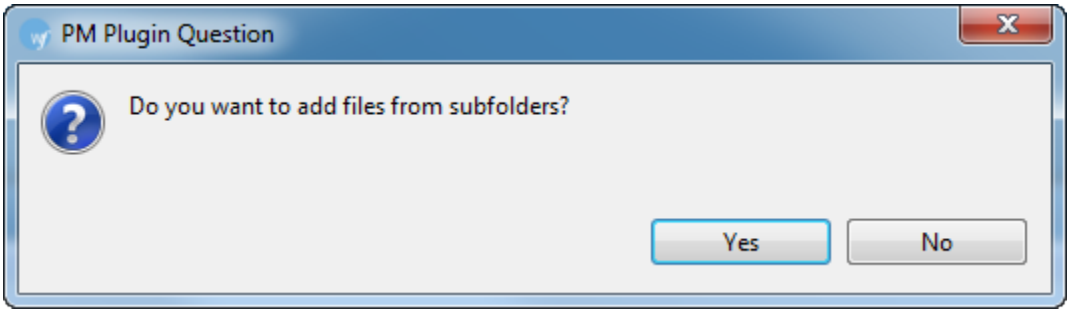
   The Cleanup window appears.



3. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

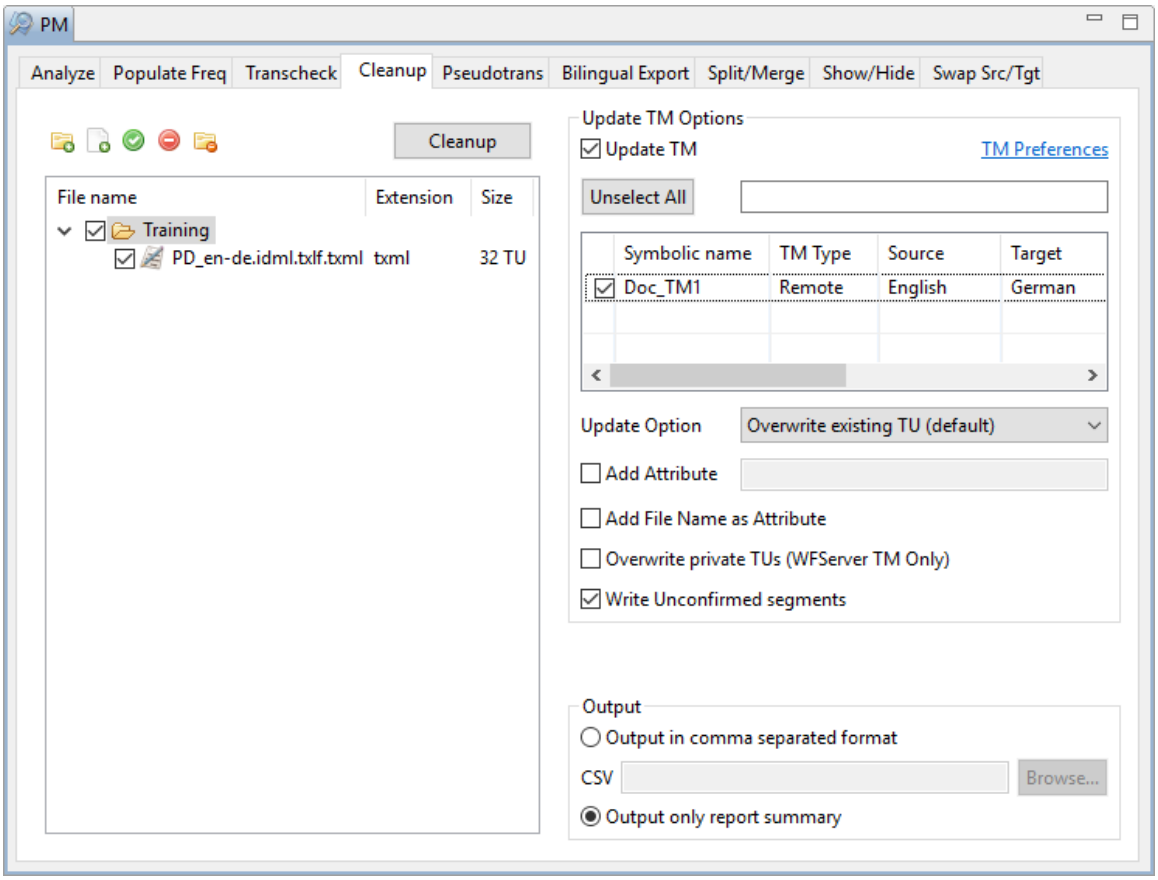
   OR

   Click to add an entire folder. Once a folder is selected, the following message appears.



   Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

   The files appear. Files are selected by default when added.



Note: You can clean up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to clean up more than files you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

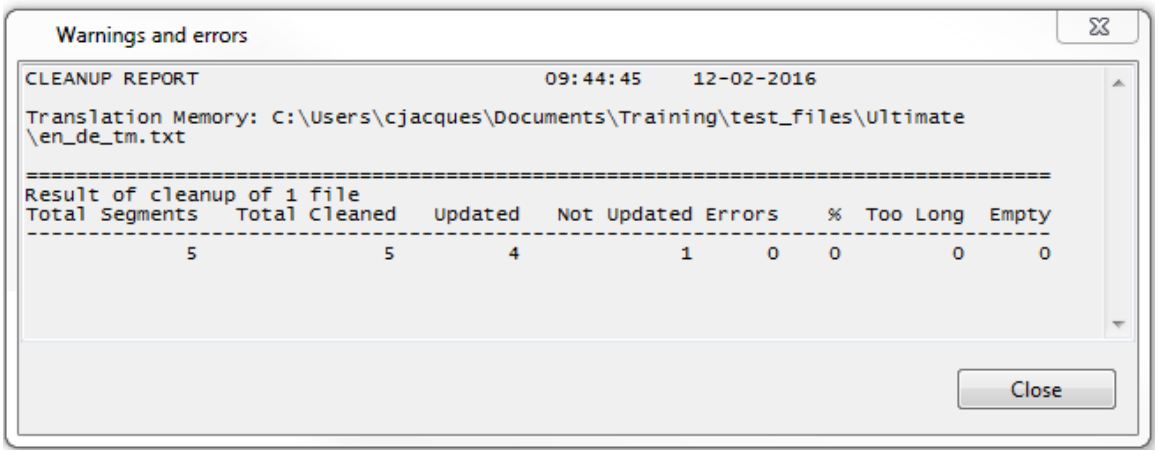
4. Select **Update TM** check box for updating files to a TM. (Optional).
5. Select the translation memory.

   Note: You will need to add at least one TM before cleaning up files. To add a local or remote TM, click **TM Preferences**. Go to Creating or opening a TM for more information.
6. Select an **Update option**. The options are as follows:

Select	**to...**
Overwrite existing TU (default)	overwrite the existing translation unit.
Do not overwrite TU	not overwrite existing translation unit.
Overwrite if attributes are identical	overwrite the existing translation unit only if custom attributes for new and existing translation units are identical.
Do not add to TM	not add to the translation memory.

7. Select **Add Attributes** checkbox, to enter custom attributes for the translation unit.
8. Select **Add File Name as Attribute**, to add file name as a custom attribute.

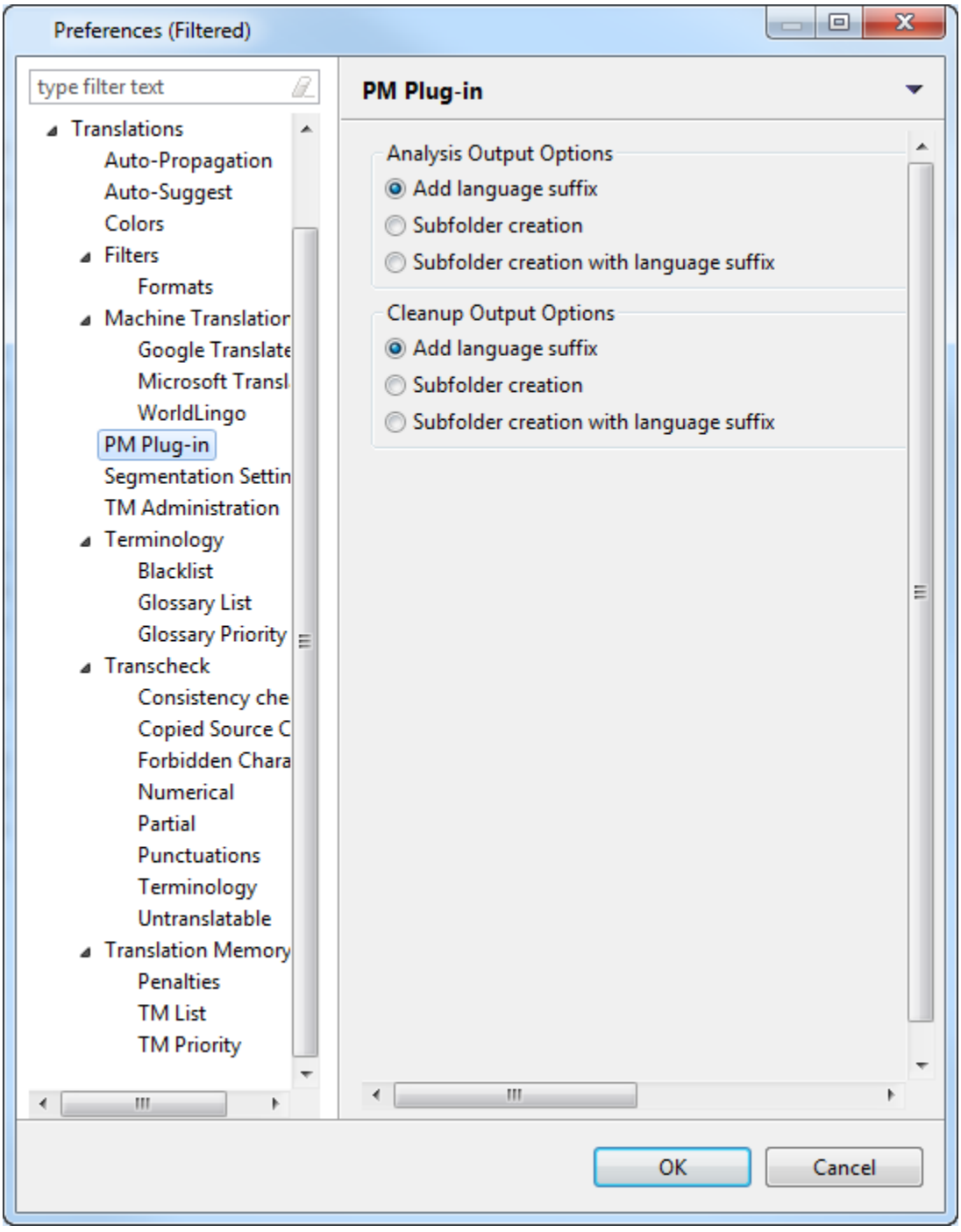
9. Select **Overwrite private TUs (WFServer TM Only)**, to overwrite private TUs with public TUs.
   Note: All workgroup ID TUs will be overwritten with public TUs.
10. **Write Unconfirmed segments** is selected by default, to allow unconfirmed segments to be written to the TM. Deselect the option if required.
11. Select format for the output report. You have two options:
    - Output in comma-separated format: Select this option and click **Browse** to select a location and provide a file name
    - Output only report summary: Select this option to view the output report on-screen
12. Click **Cleanup**.
    A Cleanup report appears, showing the results of the cleanup and any errors.



Selecting Cleanup options

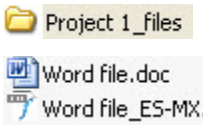
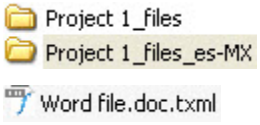
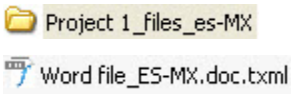
To select cleanup output options:

1. Open Wordfast Pro 3 and click .
   The PM perspective appears.
2. Click **Edit > Preferences > Translations > PM Plug-in**.
   The Preferences (Filtered) PM Plug-in dialog box appears.



3. Select a condition to be followed when cleaning up files. The options are as follows:

Select	**to...**
Add language suffix	add the language code (for example ES_MX) as a suffix to the cleanup. An example screenshot of the source folder and the source and cleanup file is

Select	to...
	given below. 
Subfolder creation	place the cleanup file within a subfolder. An example screenshot of the source and cleanup folder and file is given below. 
Subfolder creation with language suffix	place the cleanup file within a subfolder. The subfolder and cleanup file will also include the language code as suffix. An example screenshot of the cleanup folder and file is given below. 

Pseudotranslation

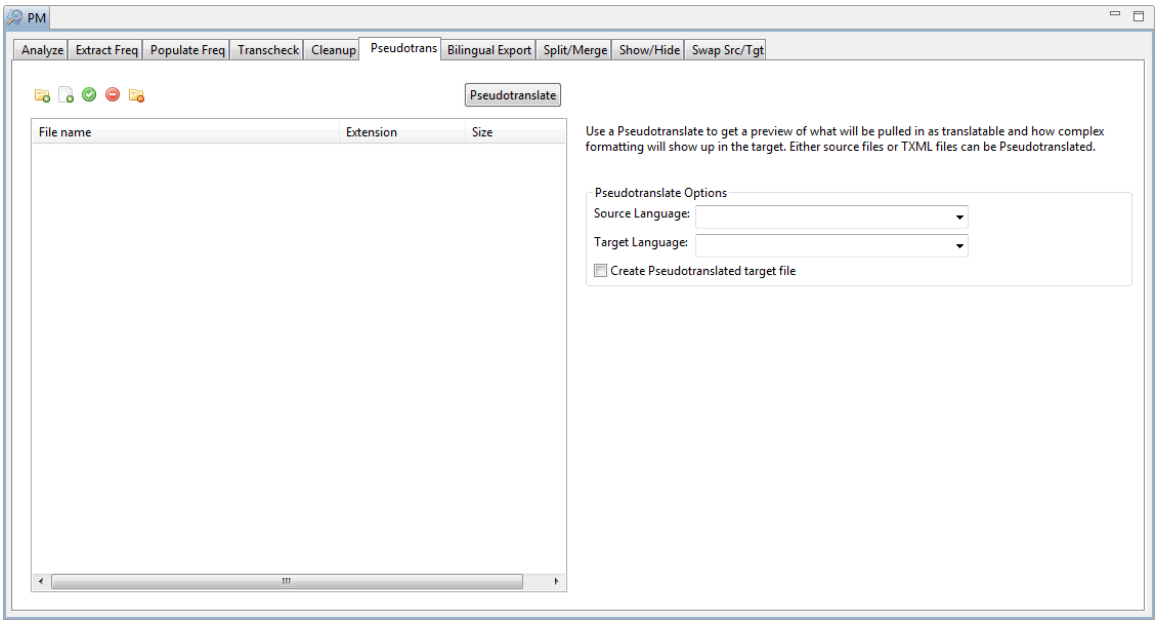
The Pseudotranslation option copies source content to target. Pseudotranslated target content will have accented characters and the text will be expanded by 20%. This will help you preview what content will be selected as translatable and how complex formatting will appear in the target. Either source files or TXML files can be pseudotranslated.

To pseudotranslate files:

1. Open Wordfast Pro 3 and click .
   The PM perspective appears.

2. Click **Pseudotrans**.

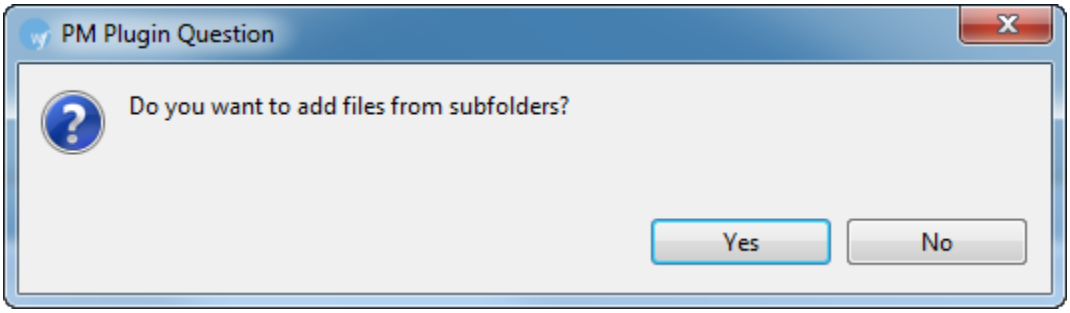
   The Pseudotranslation window appears.



3. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

   OR

   Click to add an entire folder. Once a folder is selected, the following message appears.



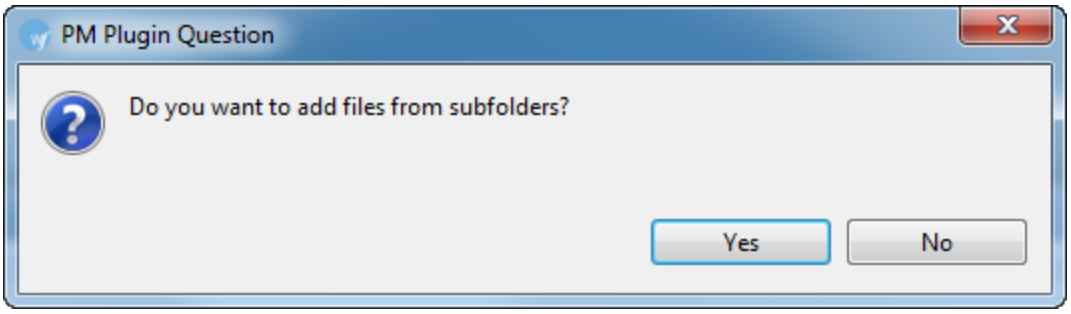
   Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

   The files appear. Files are selected by default when added.

4. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

   OR

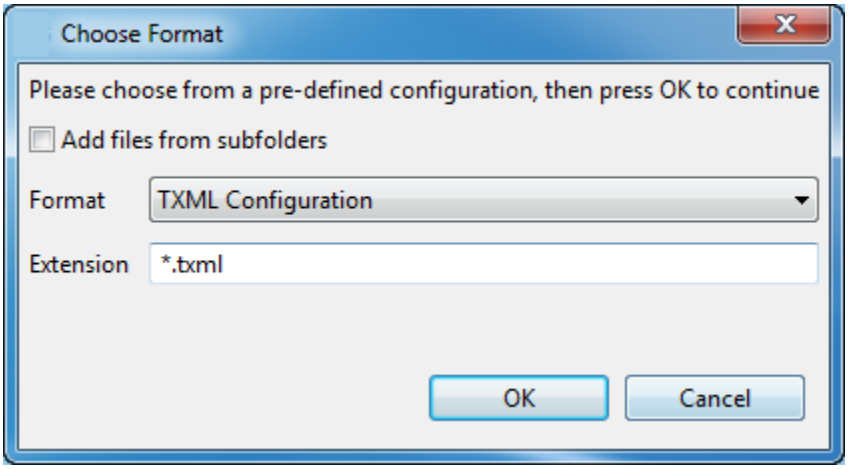
   Click to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

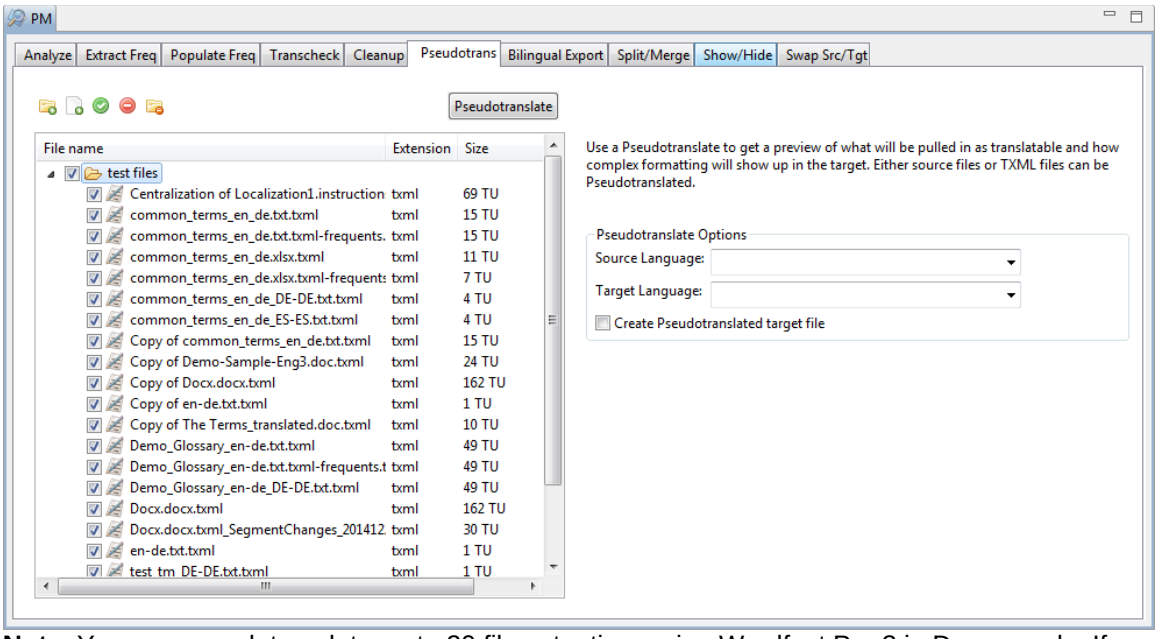
The files appear. Files are selected by default when added.

5. The Choose Format dialog box appears. Choose the format for the files to be analyzed. Only one format can be selected at a time.



6. Click **OK**.

   The files appear.

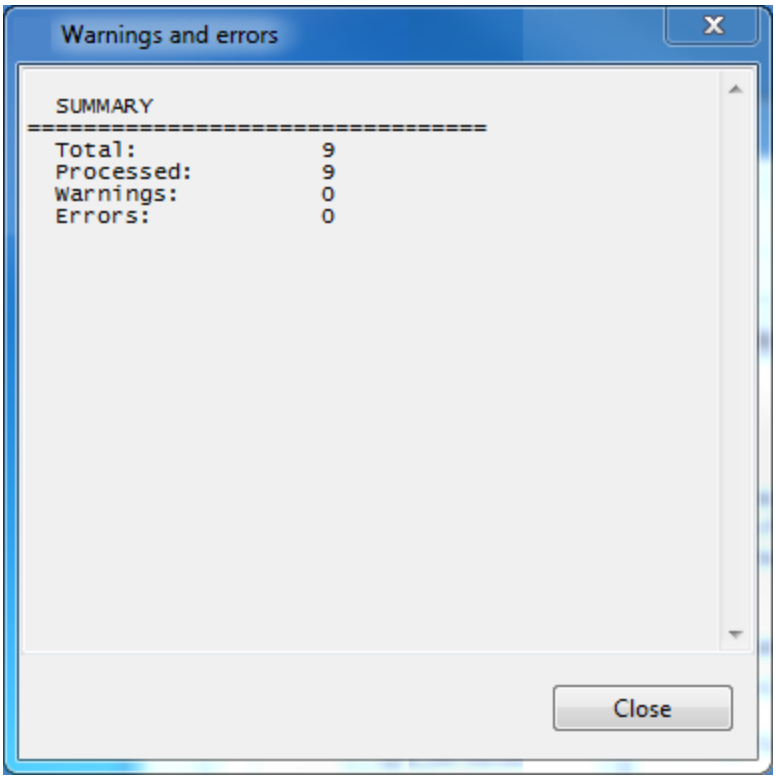


Note: You can pseudotranslate up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to pseudotranslate more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

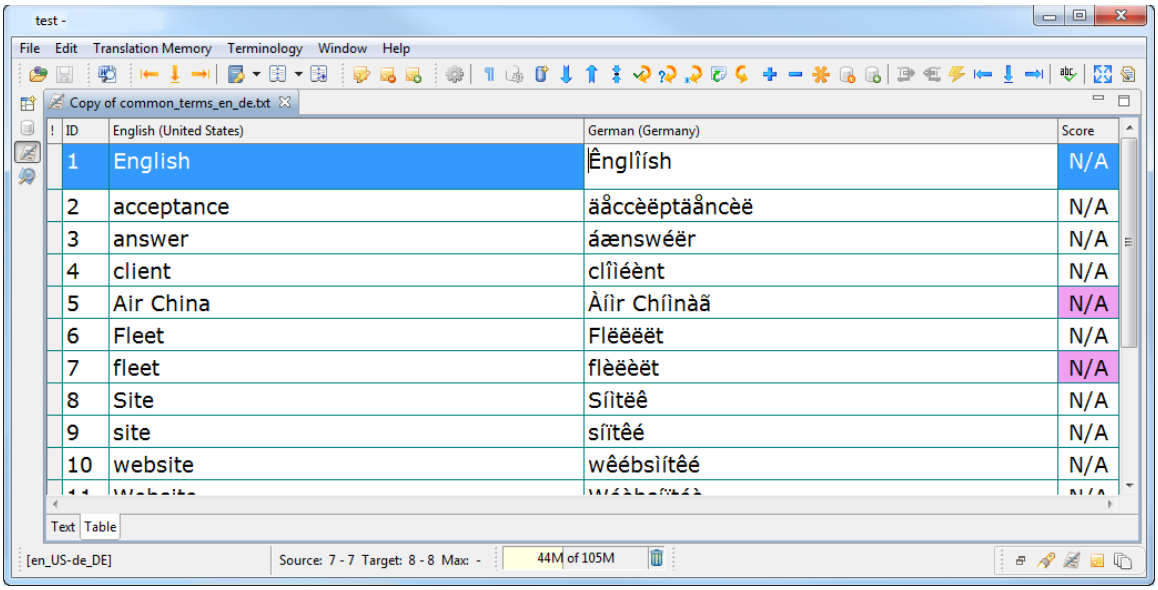
7. Select **Source** and **Target Language**.
8. Select **Create pseudotranslated target file** to create a pseudo translated file in the chosen language and source format. For example, if you pseudotranslate a Word document from English (US) to German (Germany), then the PM plugin will create a pseudotranslated TXML file and word document. These files will be placed in the same folder as the source file.

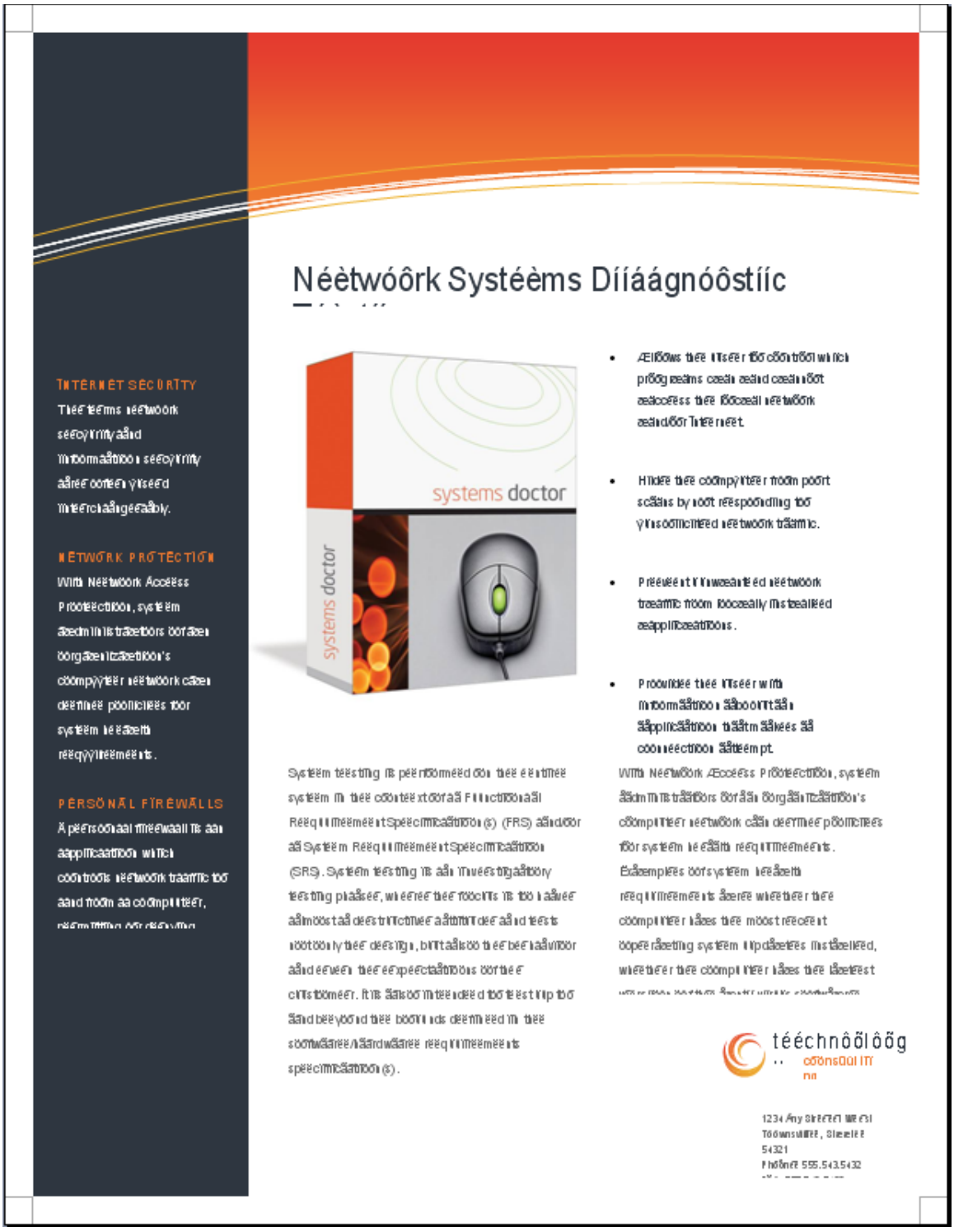
   Note: The **Create pseudotranslated target file** retains the last used selection..
9. Click **Pseudotranslate**.

   The selected file(s) are pseudotranslated and the summary appears.



The pseudotranslated files are placed in the same folder as the source file. An example of a pseudotranslated TXML and a pseudotranslated source file are below.


test -
File Edit Translation Memory Terminology Window Help
Copy of common_terms_en_de.txt
! ID English (United States) German (Germany) Score
1 English Ênglîísh N/A
2 acceptance ääccèëptääncèë N/A
3 answer áænswéër N/A
4 client clîìéènt N/A
5 Air China Àíîr Chíînàã N/A
6 Fleet Flëëëët N/A
7 fleet flèëèët N/A
8 Site Síîtêê N/A
9 site síîtêé N/A
10 website wêébsìítêé N/A
Text Table
[en_US-de_DE] Source: 7 - 7 Target: 8 - 8 Max: - 44M of 105M

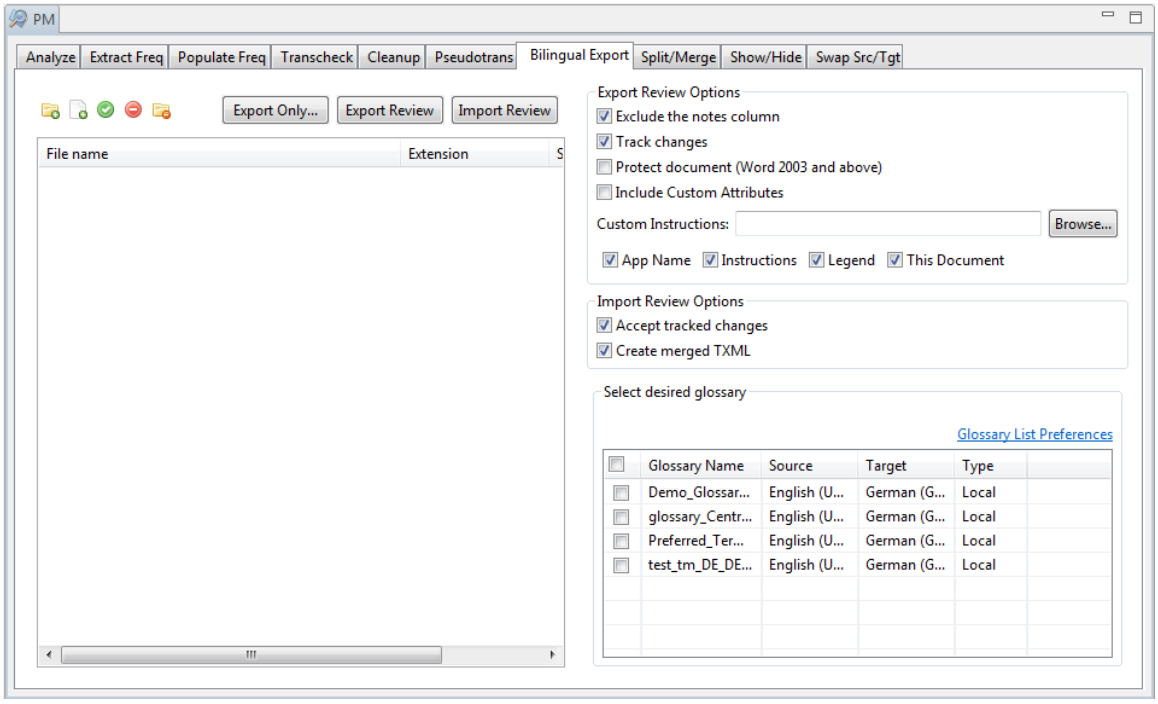


Bilingual Export

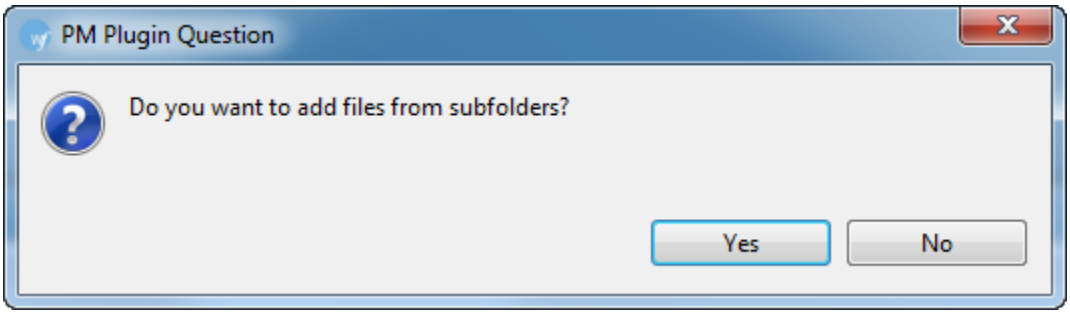
The Bilingual export option allows you to export the bilingual document file into DOC format, edit using Microsoft Word, and import the DOC file back into the TXML file.

To complete bilingual export of files:

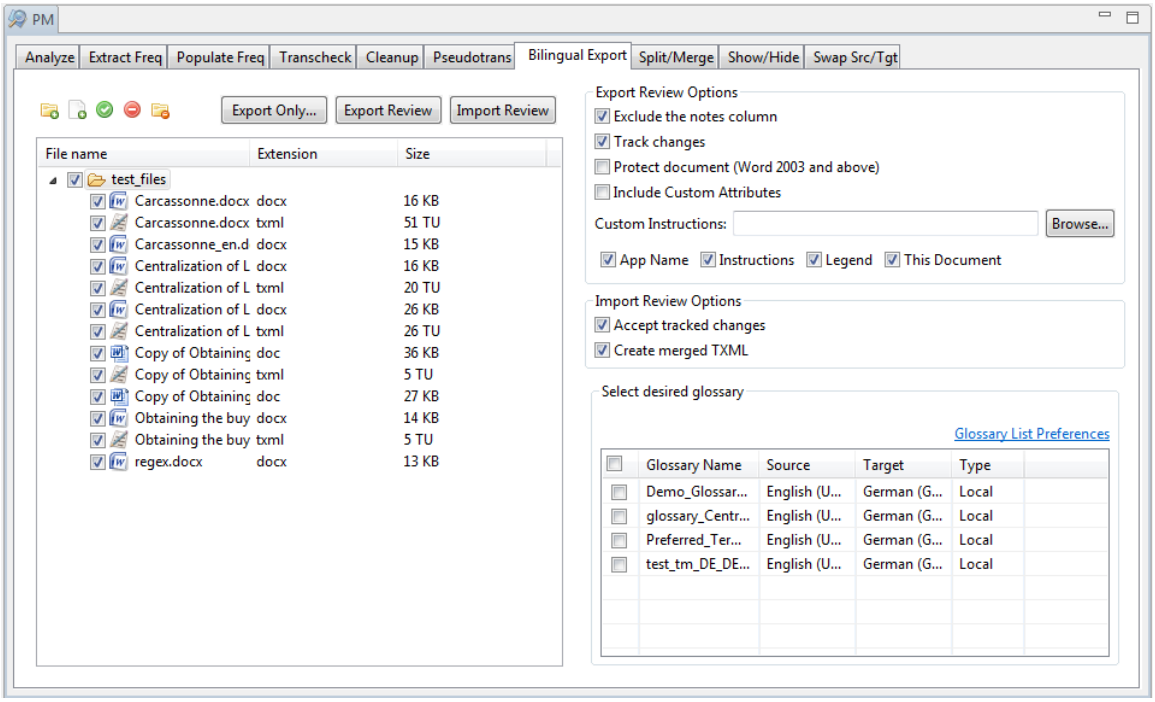
1. Open Wordfast Pro 3 and click .
   The PM perspective appears.
2. Click **Bilingual Export**.
   The Bilingual Export window appears.



3. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.
   OR
   Click to add an entire folder. Once a folder is selected, the following message appears.



   Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.
   The files appear. Files are selected by default when added.



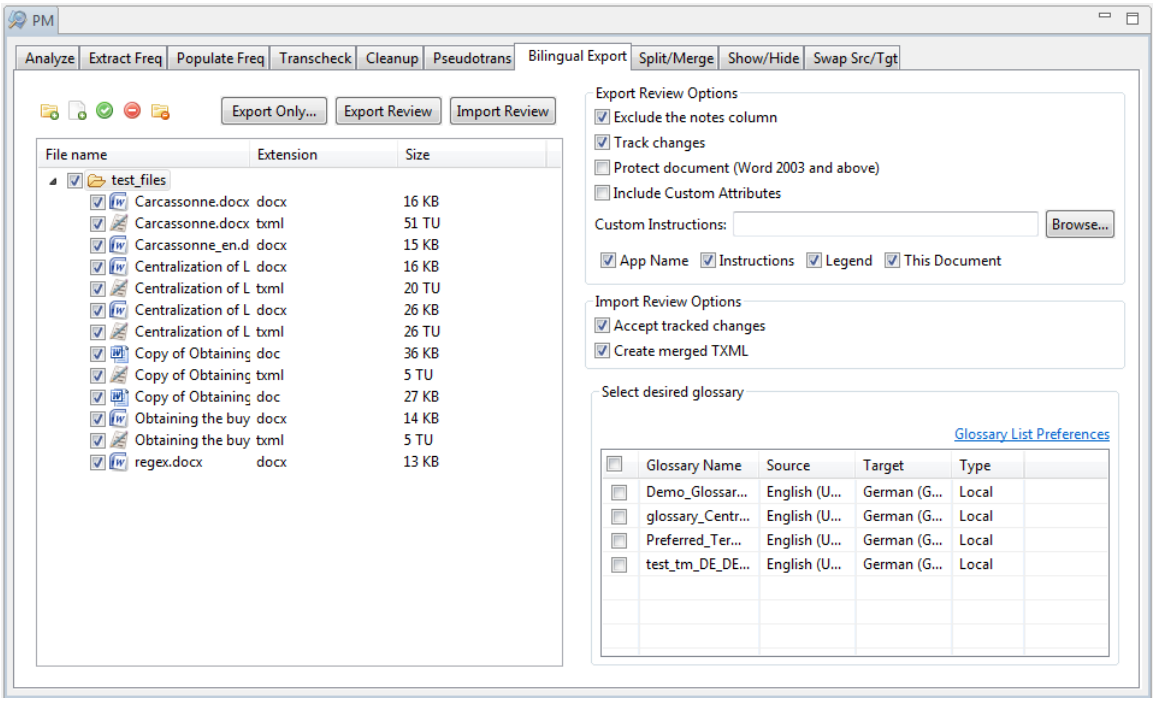
You can either export the selected file(s), export for review or import the reviewed file(s).

Export Only

The Export Only... feature allows you export file(s) to Wordfast Classic (WFC).

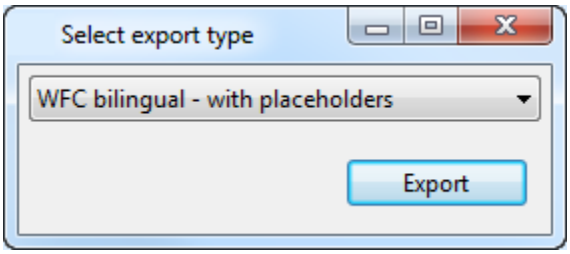
To use export only:

1. Select the TXML file(s), as shown in the example below.

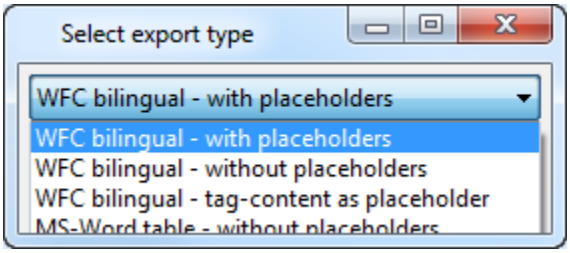


2. Click **Export Only...**.

   The Select export type dialog box appears.

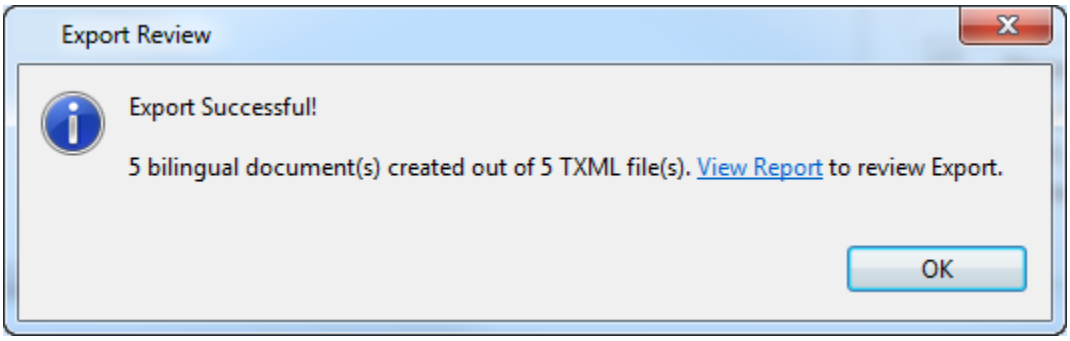


3. Select one of the following export types from the drop-down menu:

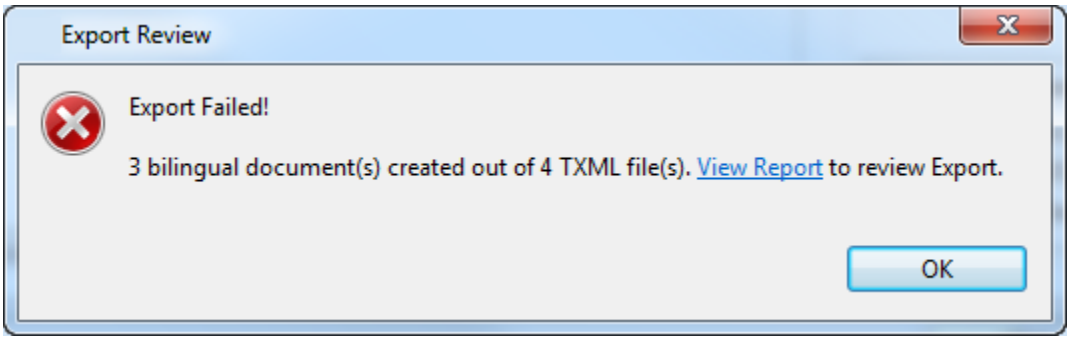


4. Click **Export**.

   If the export is successful, a confirmation message appears.



   If the export fails, a failure message appears.



5. Click **View Report**. The log appears. This log and the exported file in the chosen format are saved in the same folder as the selected TXML file(s).

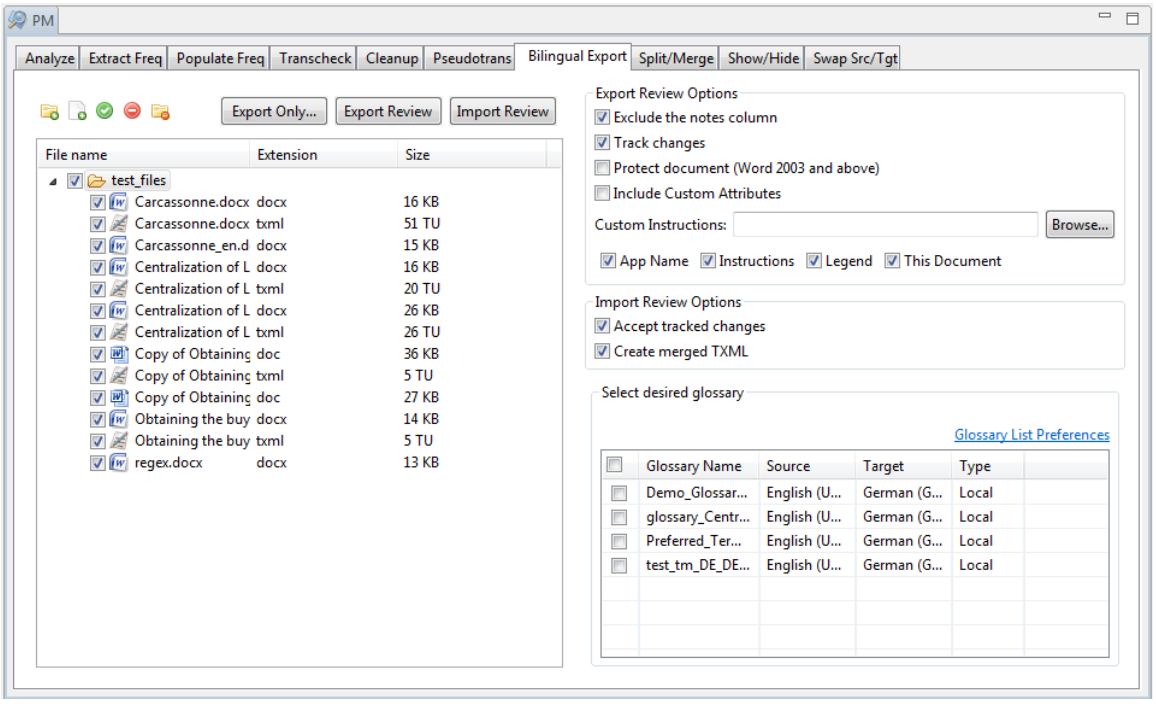
Log session start time Mon Jul 20 11:01:38 MDT 2015

Level	Message
INFO	Offline Review Tool Ver. 3.6.0
INFO	Extracting 1 file for Offline Review.
INFO	TXML Extractor: E:\Christine\test files\Centralization of Localization1.instructions.txml.docx.txml
INFO	69 tus written to rtf
INFO	Done.

Export files for review

To export files for review:

1. Select the TXML file(s) from uploaded folder as shown in the example below.



2. Select the following Export Review options, if required:

Select	**to...**
Exclude the notes column	exclude the notes content when the TXML file is exported to RTF.
Track changes	track changes in the RTF.
Protect document	protect the file if using MS Word 2003 and above.

Select	to...
(Word 2003 and above)	
Include Custom Attributes	include or exclude custom attributes in the export

3. Browse to the file containing any Custom Instructions for the exported review, and click **Open File** to attach the file to the exported document.

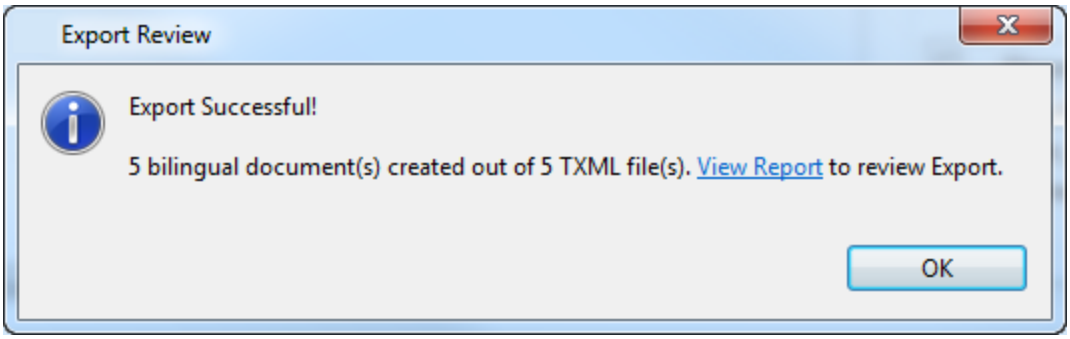
   Note: The exported review document contains default instructions, Custom instructions, or no instructions.

4. Select the checkboxes for the following options, to clear them. All options are selected by default. If all options are cleared, the exported file contains only segment tables for review.

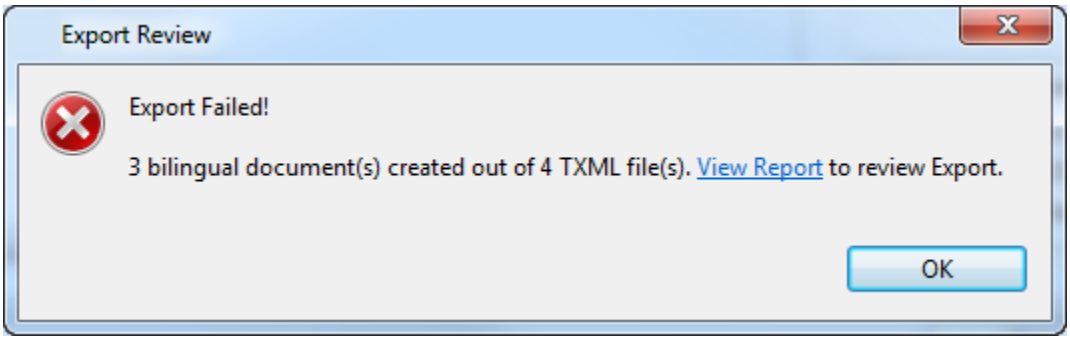
Select	to...
App Name	add the name of the review application to the exported review document.
Instructions	add default instructions to the exported review document in .rtf, .doc or .docx format to the file for review. • If selected, default instructions are added to the exported review document. • If selected, and Custom Instructions are added, custom instructions are added to the exported review document. • If **Instructions** is not selected, no instructions are added to the exported review document. **Custom Instructions** and the **Browse** button appear shaded, and cannot be activated.
Legend	show or hide the legend in the exported review document.
This Document	show details of the exported review document, such as source and target locale.

5. Click **Export Review**.

   If the export is successful, a confirmation message appears.



If the export fails, a failure message appears.

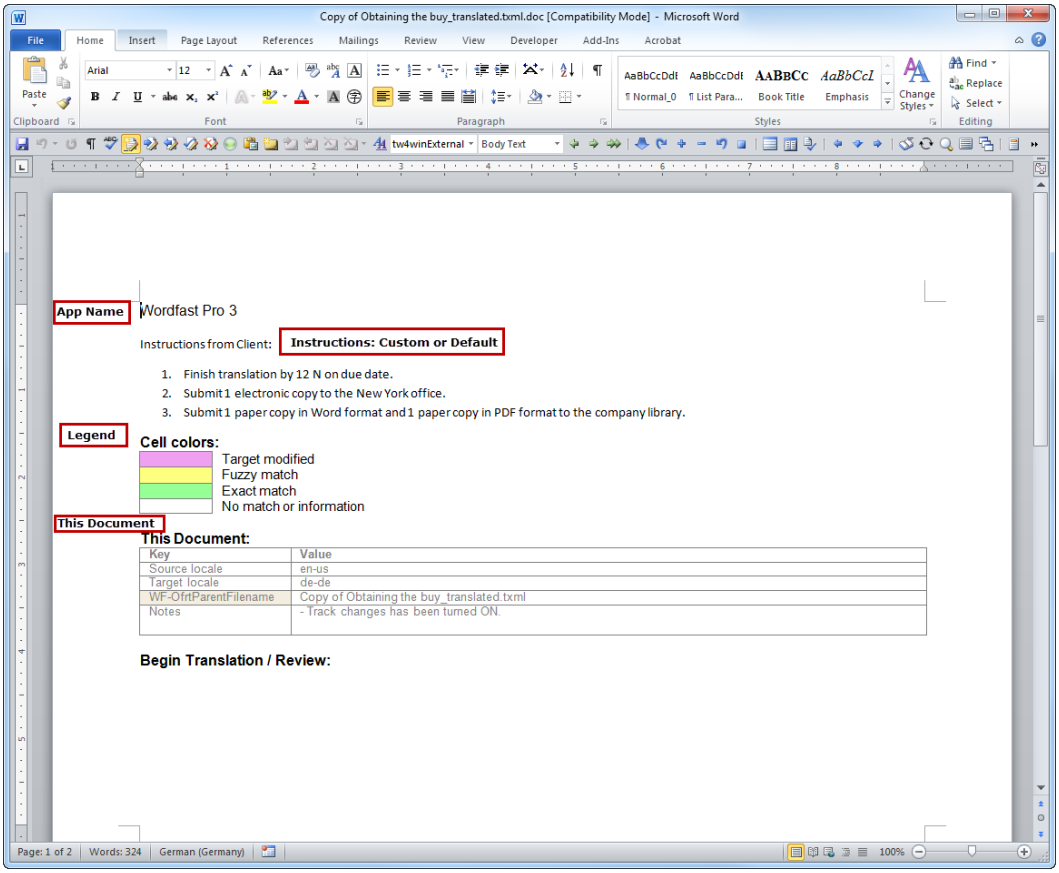


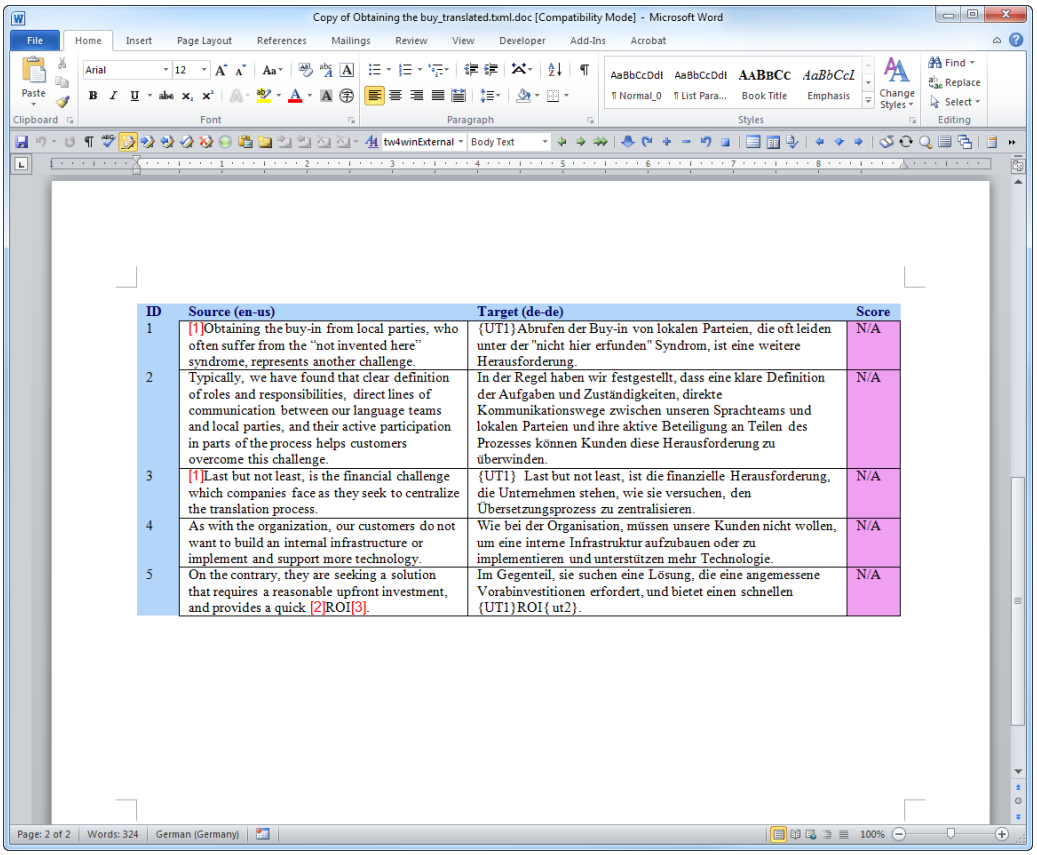
6. Click **View Report**. The log appears. This log and the exported file in the chosen format are saved in the same folder as the selected TXML file(s).

Log session start time Mon Jul 20 11:01:38 MDT 2015

Level	Message
INFO	Offline Review Tool Ver. 3.6.0
INFO	Extracting 1 file for Offline Review.
INFO	TXML Extractor: E:\Christine\test files\Centralization of Localization1.instructions.txml.docx.txml
INFO	69 tus written to rtf
INFO	Done.

7. To view the exported DOC, access the same folder where the selected TXML file(s) was located. An example of the exported DOC, and the corresponding Export Review options, appears below.


Copy of Obtaining the buy_translated.txml.doc [Compatibility Mode] - Microsoft Word
App Name
Wordfast Pro 3
Instructions from Client:
Instructions: Custom or Default
1. Finish translation by 12 N on due date.
2. Submit 1 electronic copy to the New York office.
3. Submit 1 paper copy in Word format and 1 paper copy in PDF format to the company library.
Legend
Cell colors:
Target modified
Fuzzy match
Exact match
No match or information
This Document
This Document:
Key
Value
Source locale
en-us
Target locale
de-de
WF-OfrtParentFilename
Copy of Obtaining the buy_translated.txml
Notes
- Track changes has been turned ON.
Begin Translation / Review:
Page: 1 of 2
Words: 324
German (Germany)
100%


Copy of Obtaining the buy_translated.txml.doc [Compatibility Mode] - Microsoft Word
ID
Source (en-us)
Target (de-de)
Score
1
[1]Obtaining the buy-in from local parties, who often suffer from the "not invented here" syndrome, represents another challenge.
{UT1}Abrufen der Buy-in von lokalen Parteien, die oft leiden unter der "nicht hier erfunden" Syndrom, ist eine weitere Herausforderung.
N/A
2
Typically, we have found that clear definition of roles and responsibilities, direct lines of communication between our language teams and local parties, and their active participation in parts of the process helps customers overcome this challenge.
In der Regel haben wir festgestellt, dass eine klare Definition der Aufgaben und Zuständigkeiten, direkte Kommunikationswege zwischen unseren Sprachteams und lokalen Parteien und ihre aktive Beteiligung an Teilen des Prozesses können Kunden diese Herausforderung zu überwinden.
N/A
3
[1]Last but not least, is the financial challenge which companies face as they seek to centralize the translation process.
{UT1} Last but not least, ist die finanzielle Herausforderung, die Unternehmen stehen, wie sie versuchen, den Übersetzungsprozess zu zentralisieren.
N/A
4
As with the organization, our customers do not want to build an internal infrastructure or implement and support more technology.
Wie bei der Organisation, müssen unsere Kunden nicht wollen, um eine interne Infrastruktur aufzubauen oder zu implementieren und unterstützen mehr Technologie.
N/A
5
On the contrary, they are seeking a solution that requires a reasonable upfront investment, and provides a quick [2]ROI[3].
Im Gegenteil, sie suchen eine Lösung, die eine angemessene Vorabinvestitionen erfordert, und bietet einen schnellen {UT1}ROI{ut2}.
N/A
Page: 2 of 2
Words: 324
German (Germany)
100%

8. Complete the review of the file before importing the review back to Wordfast Pro 3.

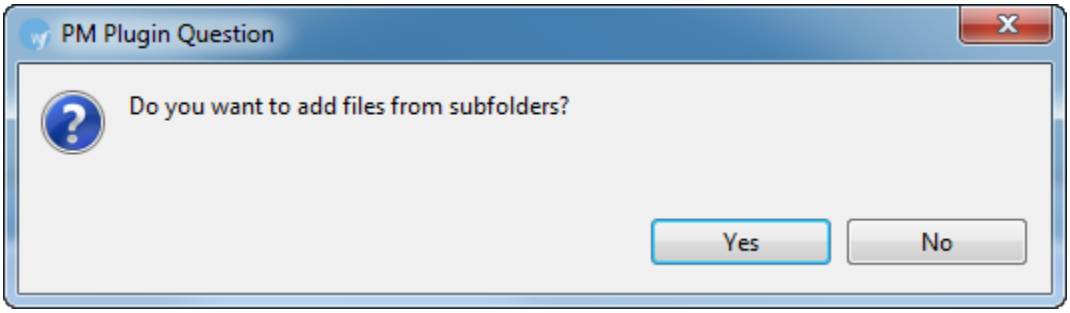
Import reviewed files

To import the reviewed DOC:

1. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

   OR

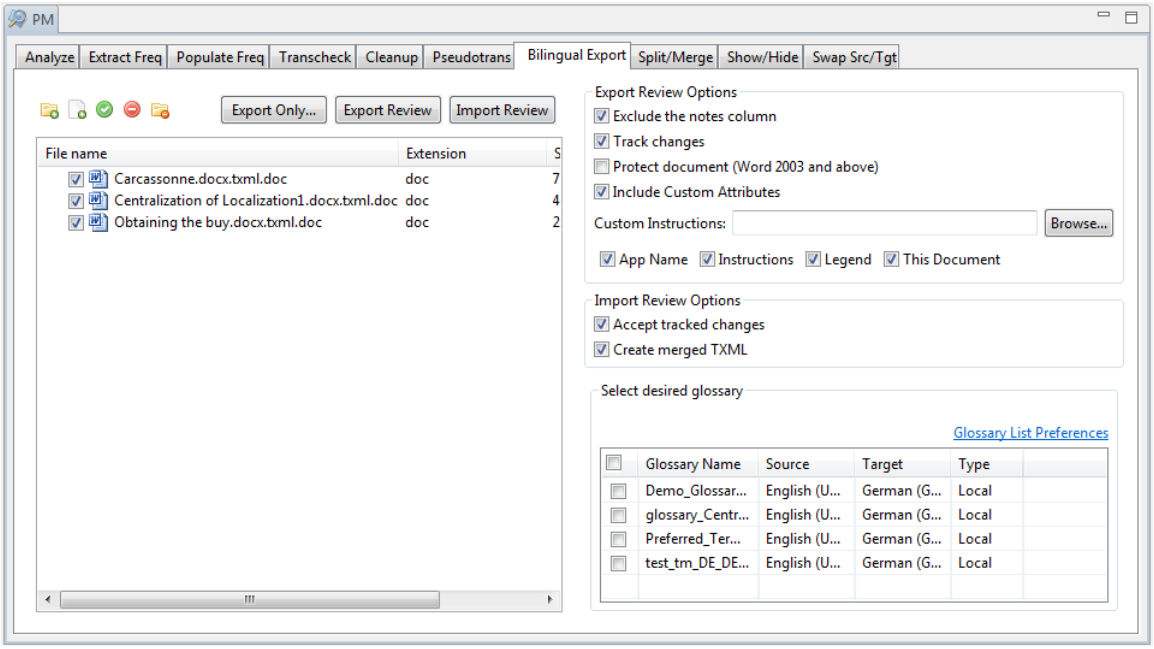
   Click to add an entire folder. Once a folder is selected, the following message appears.



   Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

   The files appear. Files are selected by default when added.

2. Select the DOC or DOCX file(s) as shown in the example below.



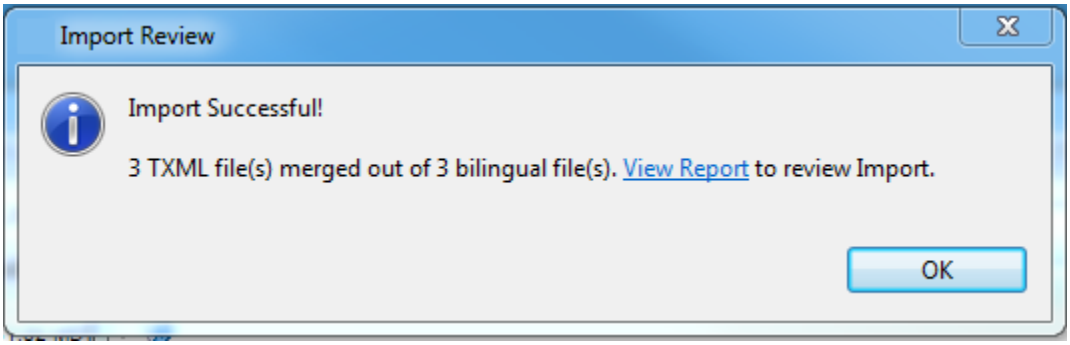
3. Select the following Import Review options, if required:

Select	**to...**
Accept tracked	automatically accept the tracked changes.

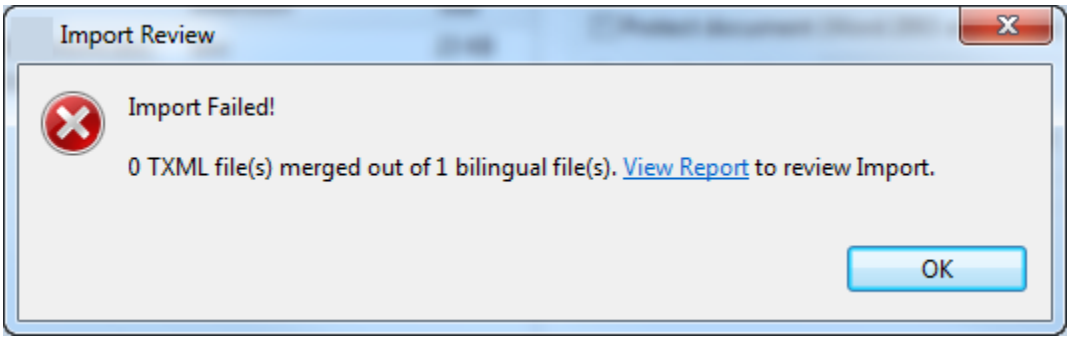
Select	to...
changes	
Create merged TXML	create a TXML document containing the merged files.

4. Click **Import Review.**

   If the import is successful, a confirmation message appears.



   If the import fails, a failure message appears.



5. Click **View Report**.

   The log appears. The review changes are imported into a new TXML file with the suffix .merge.txml. This log and the exported file in the chosen format are saved in the same folder as the selected TXML file(s).

Split/Merge TXML

The Split/Merge option can be used to split or merge a TXML file. The split options available are:

- Split after selected number of TUs
- Split to selected number of parts
- Split after selected number of word(s)

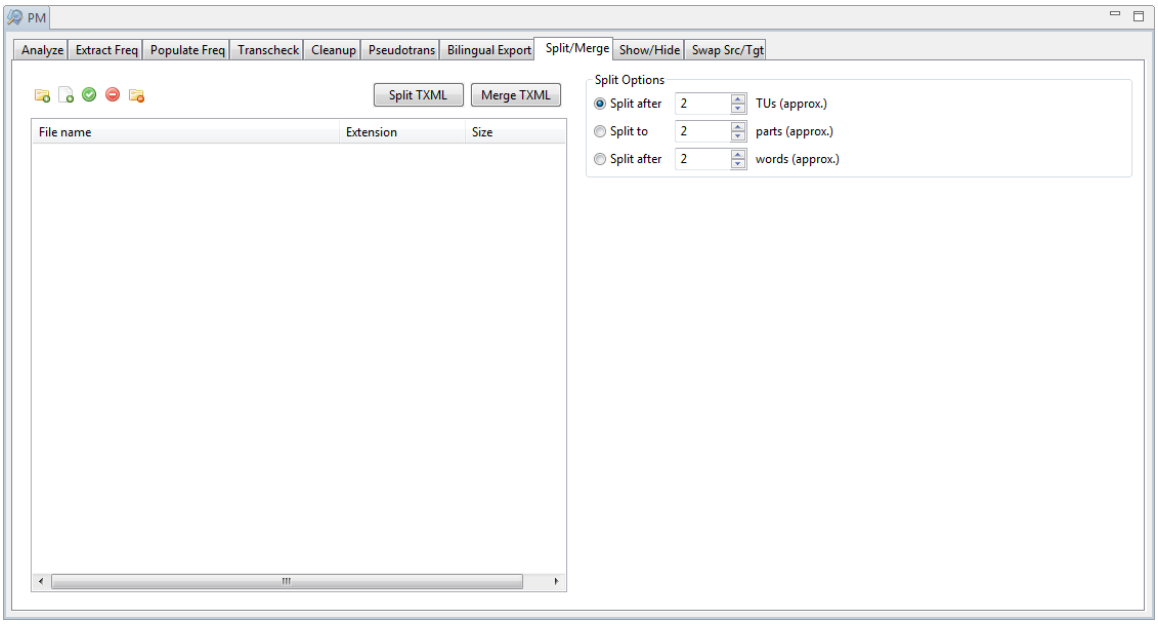
To split/merge files:

1. Open Wordfast Pro 3 and click .

   The PM perspective appears.

2. Click **Split/Merge**.

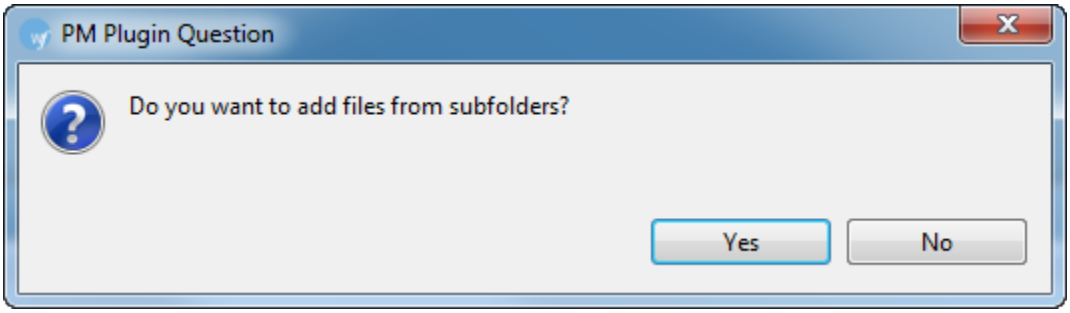
   The Split/Merge window appears.



3. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

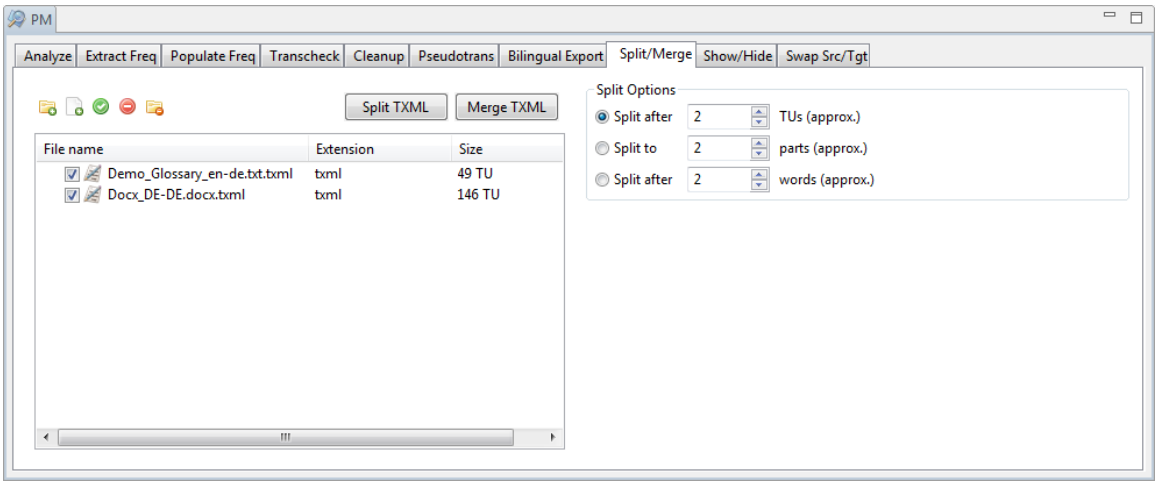
   OR

   Click to add an entire folder. Once a folder is selected, the following message appears.



   Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

   The files appear. Files are selected by default when added.

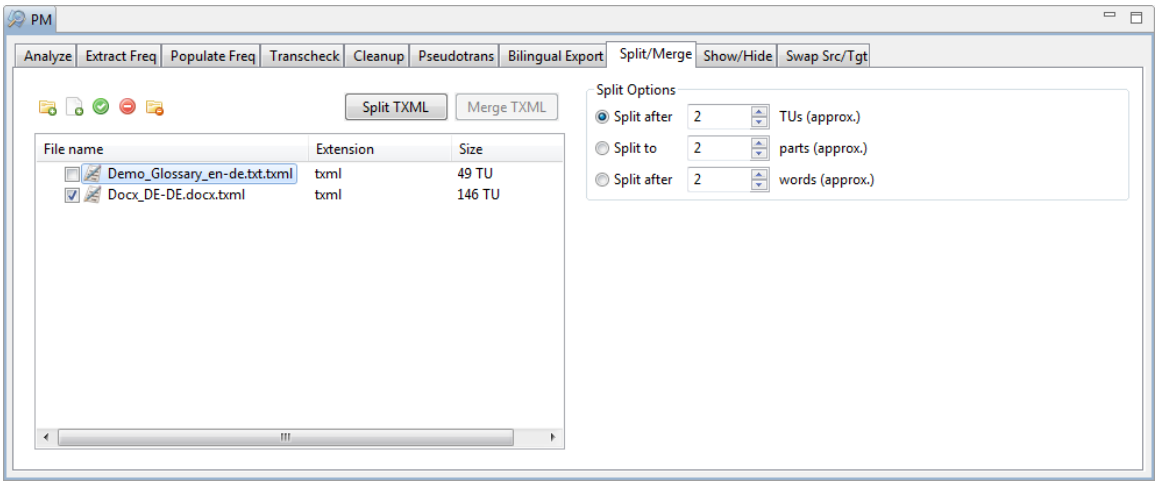


You can either split a TXML file or merge multiple TXML files.

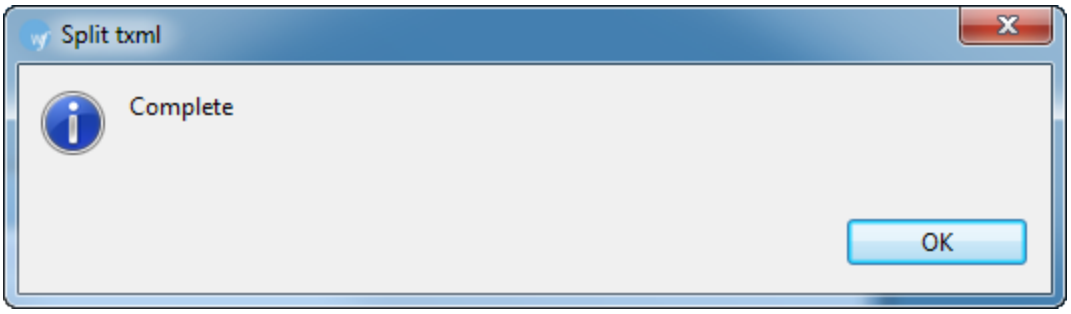
Splitting TXML

To split a TXML file:

1. Select one of the files from uploaded folder as shown in the screenshot below.
   The Split TXML option will be active.



2. Select one of the split options. TUs are rounded to the nearest block, to avoiding splitting into different files.
   - Split after selected number of TUs (approx.)
   - Split to selected number of parts (approx.)
   - Split after selected number of word(s) (approx.)
3. Click **Split TXML**.
   A confirmation message appears.

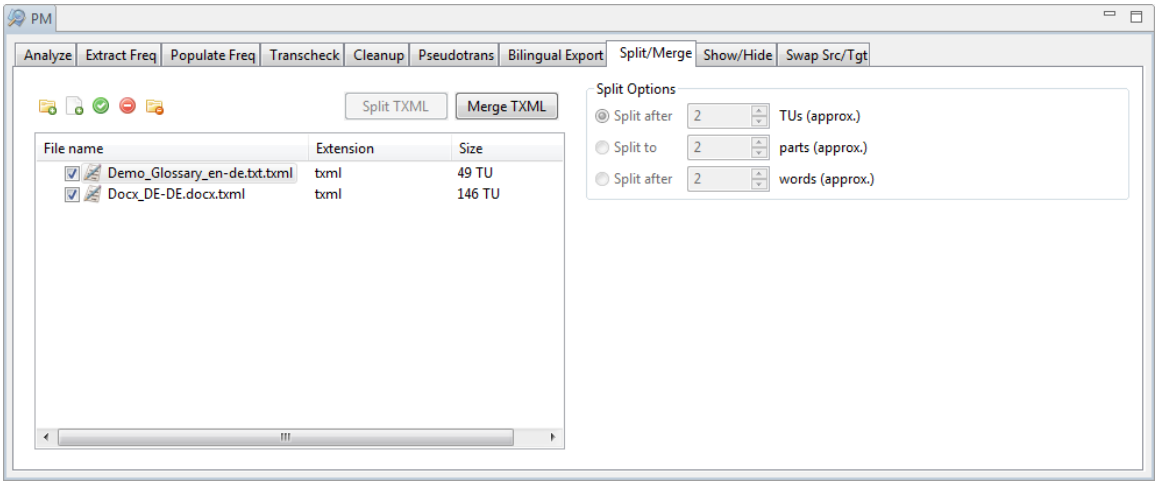


The TXML file is split, based on the selected Split options. Split files are saved with suffix -001, -002, et cetera, and placed in the same folder as the source file.

Merge TXML

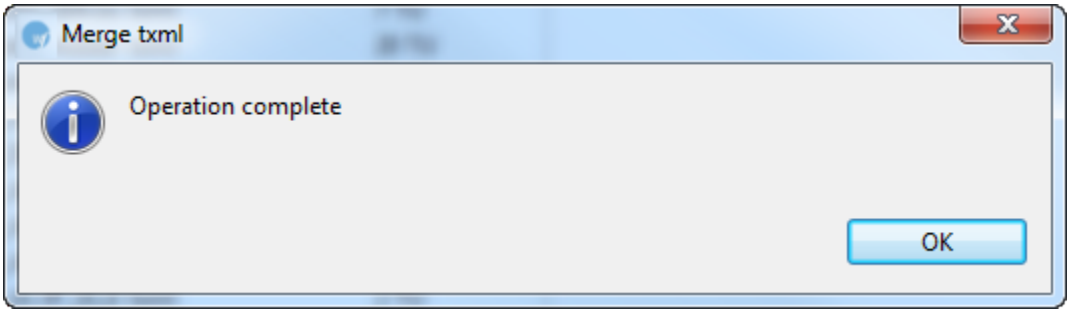
To merge two or more TXML files:

1. Select two or more files from uploaded folder as shown in the screenshot below.
   The Merge TXML option will be active.



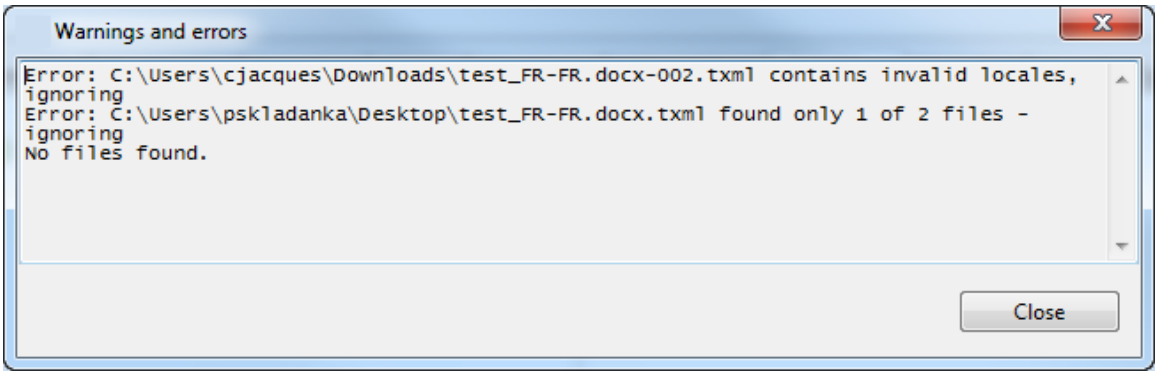
Note: You can merge up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to merge more than 20 files you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

2. Click **Merge TXML**.
   The selected file(s) are merged.



The merged TXML files are placed in the same folder as the source files.

If the locales of the files to be merged do not match, the following error message appears.

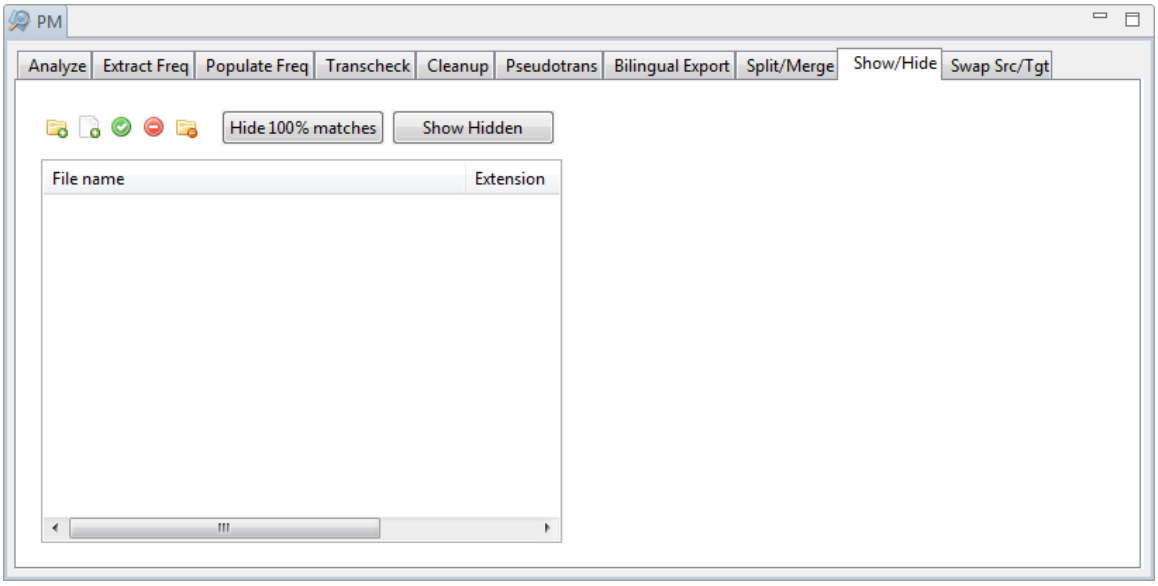


Show/Hide 100%

The Show/Hide 100% option allows you to hide or show 100% translation memory matches in the leveraged TXML file(s).

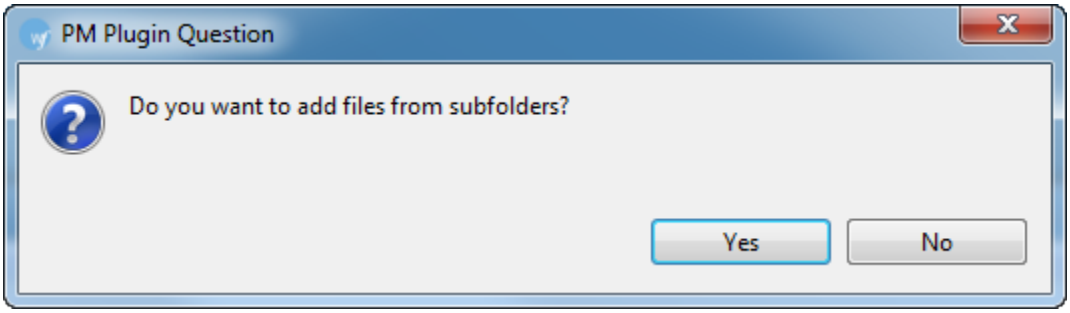
To hide 100% matches from the TXML file:

1. Open Wordfast Pro 3 and click .
   The PM perspective appears.
2. Click **Show/Hide**.
   The Show/Hide window appears.



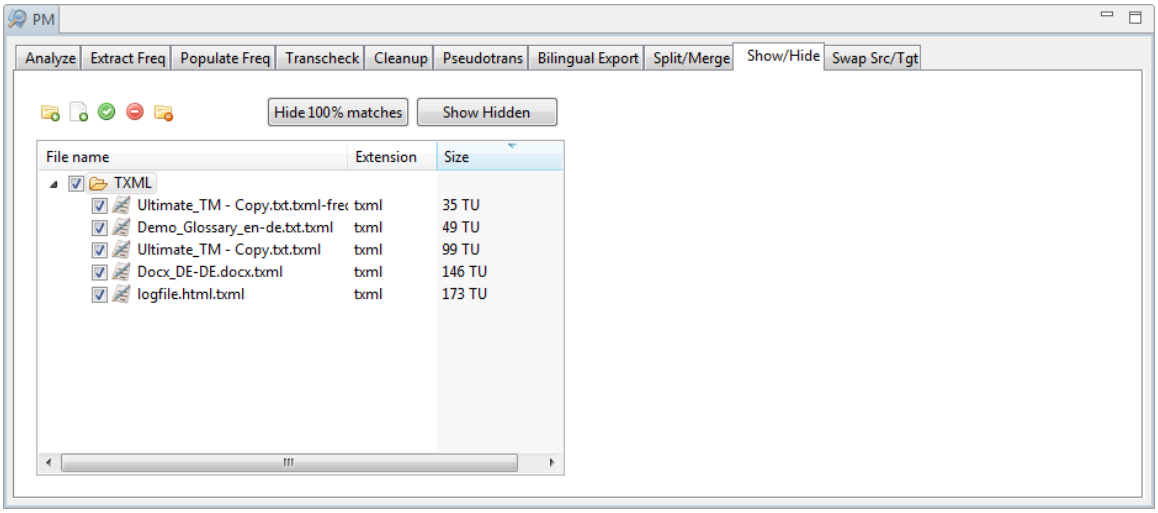
3. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.
   OR

Click to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

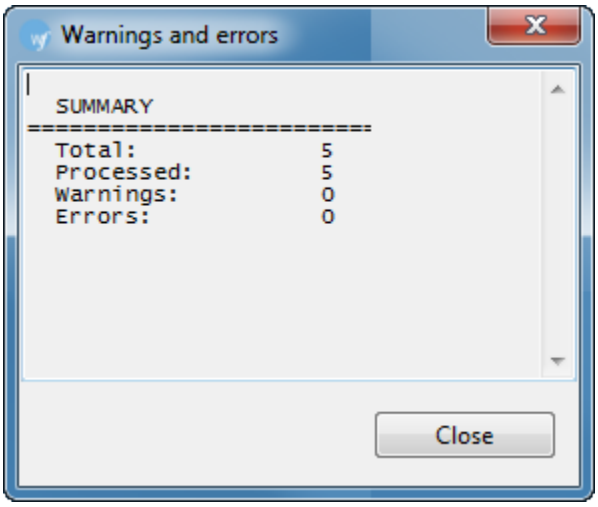


Note: You can show/hide 100 % matches for 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to do so for more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

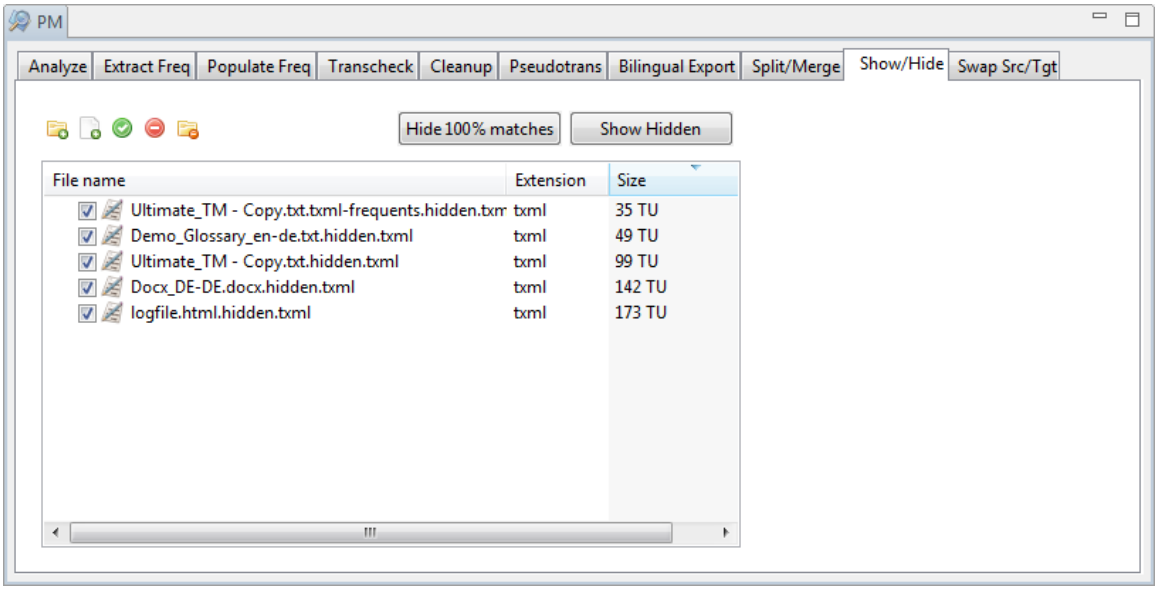
4. Click **Hide 100% matches**.

   A summary appears. New TXML file(s) with the suffix .hidden.txml is saved at the same location

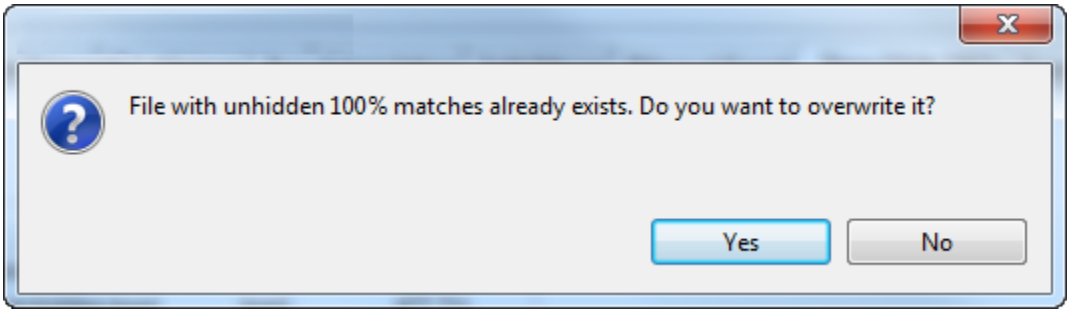
as the source TXML file(s).



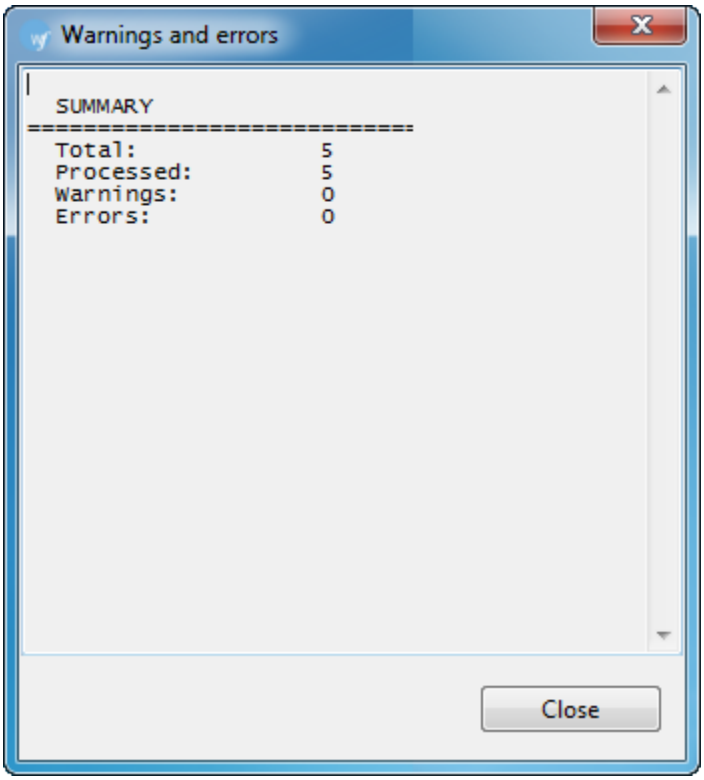
5. To show hidden 100% matches, add and select the hidden file(s) and click **Show Hidden**.



A warning appears:



6. Select **Yes** to overwrite the files. Select **No** to skip the files.
   A summary appears. The hidden.txml files are overwritten.



Swap Source/Target

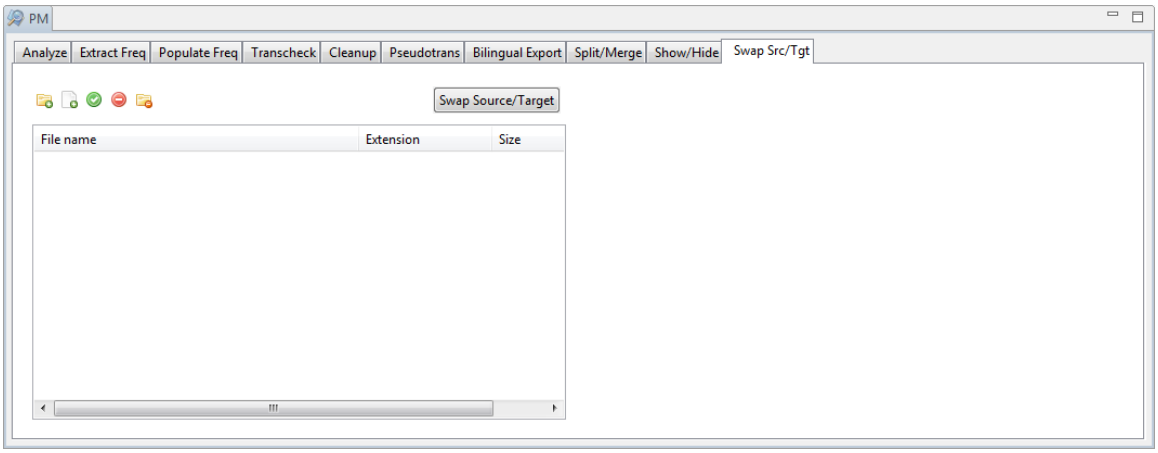
The Swap Source/Target option allows you to swap source with target or vice versa.

To swap source/target:

1. Open Wordfast Pro 3 and click .
   The PM perspective appears.

2. Click **Swap Src/Tgt**.

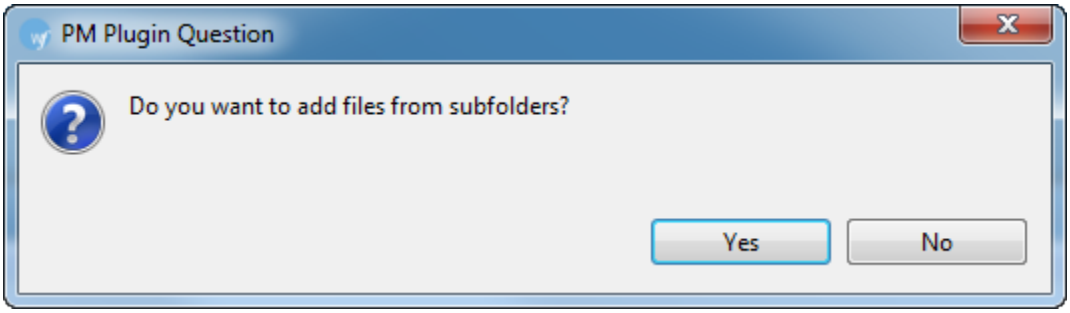
   The Swap Src/Tgt window appears.



3. Click to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

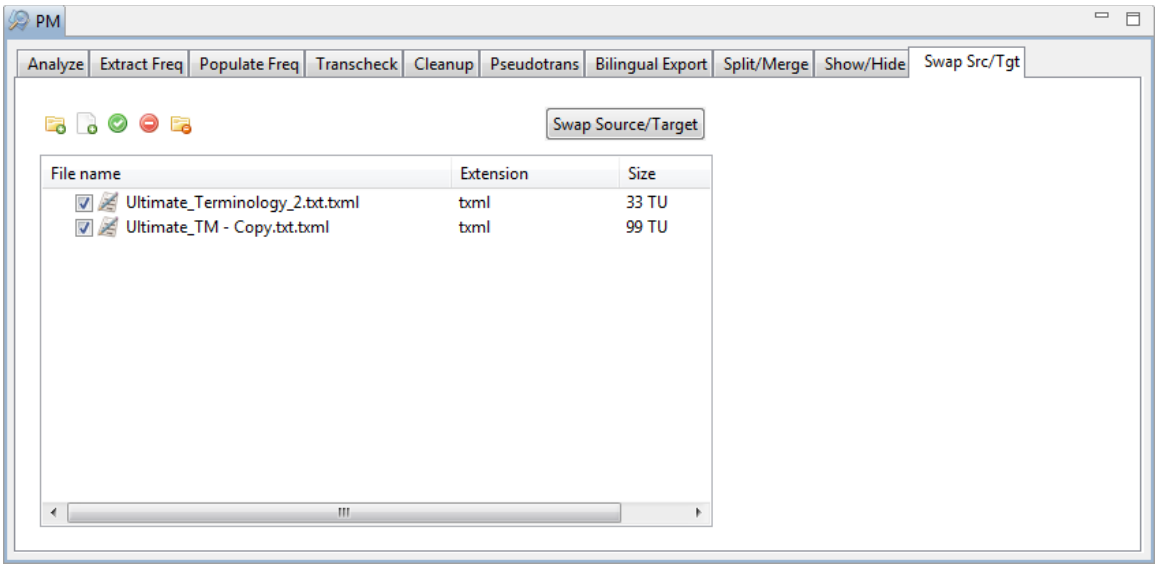
   OR

   Click to add an entire folder. Once a folder is selected, the following message appears.



   Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

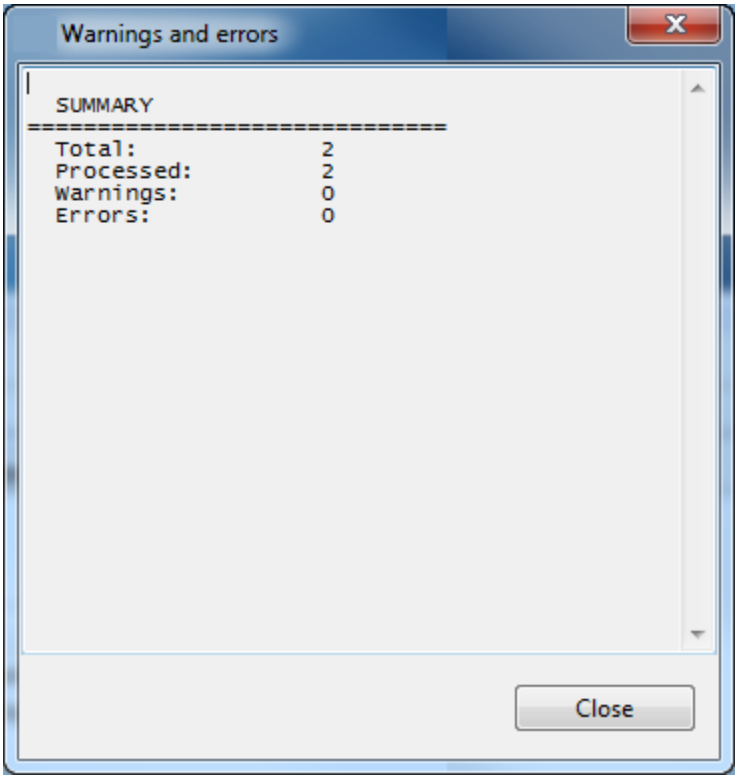
   The files appear. Files are selected by default when added.



Note: You can swap up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to swap more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

4. Click **Swap Source/Target**.

   A summary appears. New TXML file(s) with the suffix .swapped.txml is saved at the same location as the source TXML file(s).



TXML editor menu options

The Wordfast Pro 3 basic menu options are as follows:

- File
- Edit
- Translation Memory
- Terminology
- Window
- Help

File

The options in the File menu are as follows:

Use	**to...**
Create Project...	create a new project.
Open Project... (Ctrl+Shift+P)	open an existing project.
Open File (Ctrl+O)	open a new file.
Open in New Window	open a new file in a new Wordfast Pro 3 window.
Close (Ctrl+W)	close the currently open file. If there are unsaved changes, a warning message appears asking if you want to save the changes before closing.
Close All (Ctrl+Shift+W)	close all open files. If there are any unsaved changes, a warning message appears asking if you want to save the changes before closing.
Save (Ctrl+S)	save the currently open file.
Save Translated File (Ctrl+Alt+S)	save PPT, XLS or DOC files. **Note**: This menu option is activated only when PPT, XLS or DOC files are saved.
Save As...	save and rename the currently open file.
Save All (Ctrl+Shift+S)	save all the currently open files.

Use	to...
Print (Ctrl+P)	print the file that is currently open.
Properties	view information related to the currently open file, such as the original file format.
Exit (Alt+Shift+X)	exit Wordfast Pro 3. If there are any files open with unsaved changes, a warning message appears asking if you want to save the changes before exiting.

Edit

The options in the Edit menu are as follows:

Use	to...
Undo (Ctrl+Z)	undo most recently entered text or performed function.
Redo (Ctrl+Y)	redo most recently deleted text or re-perform undone function.
Cut (Ctrl+X)	cut the selected text. This action can be performed only in the target segment.
Copy (Ctrl+C)	copy the selected text.
Paste (Ctrl+V)	paste the copied text at the location of your cursor. This action can be performed only in the target segment.
Select All (Ctrl+A)	select all the text in the main Translation window.
Find/Replace (Ctrl+F)	search the current file for text and replace that text with another text. This action can be performed only in the target segment.
Spell Check (F7)	check spelling.
Preferences... (F9)	set translation, translation memory, penalties and terminology preferences.
Show Whitespace Characters (Ctrl+Shift+8)	show or hide whitespace characters.
Insert LTR Mark	insert Left To Right mark for languages that use left to right script.
Insert RTL Mark	insert Right To Left mark for languages that use right to left script.
Clear Target	clear the text in the target segment.

Use	**to...**
Segment (Ctrl+Alt+X)	
Clear All Target Segments (Alt+Shift+Delete)	clear the text in all the target segments
Edit Source	edit the source segment.
Revert to original source	revert any edits made to the source segment.
Copy Source (Alt+Insert)	copy the source from the current segment into the target segment.
Copy All Sources (Ctrl+Alt+Insert)	copy all source content to the target for all segments.
Expand Segment (Alt+PageDown)	combine the currently selected source segment with the next segment. **Note**: This function can be accomplished only with segments in the same paragraph. Segments that have a paragraph break between them cannot be combined.
Shrink Segment (Alt+PageUp)	split the source segment into two segments, at the location of the cursor.
Remove All Tags	remove all tags in the document
Copy All Tags	copy all tags in the document
Remove Tags in current segment (Ctrl+Shift+V)	remove tags in the current segment
Copy Tags in current segment (Ctrl+Shift+A)	copy tags from the source to the target segment.
Previous Tag (Alt+Shift+Left)	select the previous tag in the source segment. The selected tag will be highlighted in red by default.
Copy Tag (Alt+Shift+Down)	copy the currently selected tag into the target
Next Tag (Alt+Shift+Right)	select the next tag in the source segment. The selected tag will be highlighted in red by default.
Edit Note... (Alt+Shift+E)	edit a note for a particular segment.

Use	to...
Delete Note (Alt+Shift+D)	delete a note added for a particular segment.
Add Note... (Alt+Shift+N)	add a note for a particular segment.
Last Modified Segment (Shift+F5)	navigate to the last modified segment.
Go To Segment (Ctrl+G)	navigate to a specific segment.

Translation Memory

The options in the Translation Memory menu are as follows:

Use	to...
New/Select TM (Ctrl+Shift+N)	create or select a translation memory.
Machine Translation	translate a segment using machine translation software.
Retrieve Selected Tu (Alt+F12)	copy the TM lookup target segment into the file target segment.
Leverage Previous Tu (Alt+Left)	leverage the previous target segment.
Leverage Next Tu (Alt+Right)	leverage the next target segment.
Next Segment (Alt+Down)	navigate to the next segment. This action automatically saves the segment to the TM, if you have edited the translation.
Previous Segment (Alt+Up)	navigate to the previous segment. This action automatically saves the segment to the TM, if you have edited the translation.
Current Segment Leverage (Alt+ -)	leverage the TM for the current source segment.
Translate Until Fuzzy (Ctrl+Alt+F)	translate the source segments until there is a fuzzy match.

Use	to...
Translate Until No Match (Ctrl+Shift+PageDown)	translate the source segments until there is no match.
Translate All (Ctrl+Shift+End)	translate all source segments.
Confirm All	confirm all unconfirmed segments.
Unconfirm All	unconfirm all confirmed segments.
Confirm/Unconfirm (Alt+Enter)	confirm or unconfirm a segment.
Commit current segment to TM (Alt+End)	save the current segment to the TM.
Commit all segments to TM (Ctrl+Alt+End)	save all the translated segments to the TM and close the file. This action is typically carried out when you have completed translation.
TM Lookup (Crtl+Shift+T)	look up the selected source text in the translation memory. This action leverages all segments that include that text.
Analyze	analyze the file for translation against a TM to leverage reusable content and pre-translate content.
Transcheck (Ctrl+Shift+Q)	verify target segments and view warning messages about missing or incorrect text or variables.

Terminology

The options in the Terminology menu are as follows:

Use	to...
New/Select Glossary (Alt+N)	create or select a glossary.
Add Term (Ctrl+Alt+T)	add a term to the glossary.
Previous Term (Ctrl+Alt+8)	navigate to the previous term in the source segments.
Copy Term (Ctrl+Alt+0)	copy the selected term.
Next Term (Ctrl+Alt+9)	navigate to the next term in the source

Use	to...
	segments.
Run/Stop Term Highlighting (Ctrl+F5)	toggle between highlighting terms in entire TXML file or only segment in translation when Stopped (terms will still be highlighted for the currently selected segment)s).
Edit	modify the glossary.
Import	import a glossary to the open project.
Export	export a glossary to a location, either on your computer or a common server.
Edit Blacklist	modify the blacklist.

Window

The options in the Window menu are as follows:

Use	to...
New Window	open a new Wordfast Pro 3 window.
Show View	preview a file in Word, HTML in a web browser, view notes and the source context. This option also allows you to add or remove the TXML Attributes, Segment Changes, TXML Context, Outline and TM Lookup tabs.
Toggle Toolbar	hide or view the toolbar.

Help

The options in the Help menu are as follows:

Use	to...
Online Help (F1)	view the Wordfast Pro 3 help.
Bug Report...	view or send the error log.
Check for a new version	find and install new versions.
Wordfast Pro 3 Dictionary Updates	update dictionaries that can be used during translation.

Use	**to...**
Shortcut List... (Ctrl+Shift+L)	view all Wordfast Pro 3 functions and keyboard shortcuts.
License Management	complete activation of Wordfast Pro 3 and manage license.
About Wordfast Pro 3	view plug-in and configuration details of Wordfast Pro 3.

Managing projects

Translation projects can be managed both by project managers and translators. Managing a project includes the following tasks:

- Creating or opening a project
- Creating or opening a translation memory
- Importing and exporting glossaries
- Defining penalties
- Defining color codes
- Enabling spell check
- Using spell check
- Deleting a project
- Translating in a project

Creating or opening a project

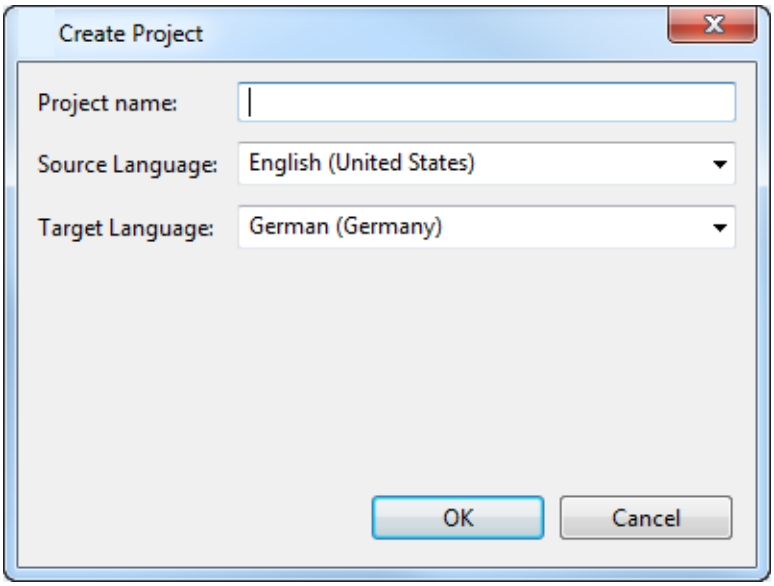
In Wordfast Pro 3, it is necessary to create a project before translating a file. You can open a TXML file for translation only if a project is created or opened. The project is a working environment that defines settings for the source and target language, translation memory, glossary, and other user information. Find below the procedures for the following tasks:

- Creating a project
- Opening a project

Creating a project

To create a project:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **File > Create Project**.
   The Create Project dialog box appears.



3. Enter a unique **Project name**.

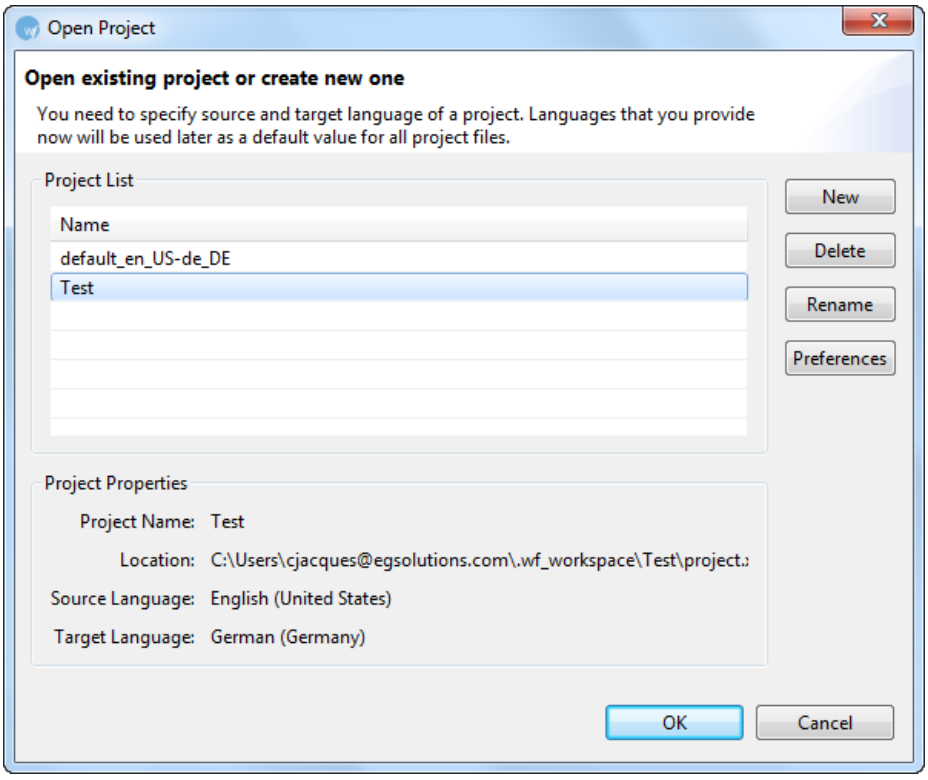
   Note: A unique project name enables differentiation. Naming the project according to the client name is a good practice. If a unique name is not given, an error message appears at the bottom of the dialog box.

4. Select **Source** and **Target Language**.

   Note: It is important to select the correct source and target languages. If either of them is incorrect, Wordfast Pro 3 will not allow you to open files for translation. The languages that you provide now will be the default language selection for all project files.

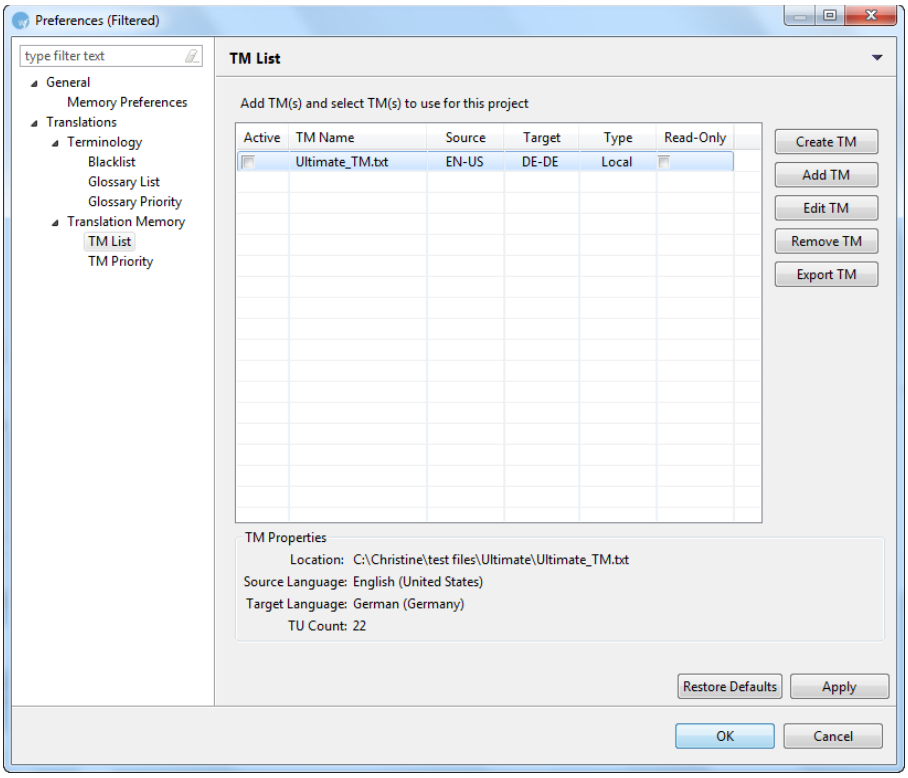
5. Click **OK**.

   The Open Project dialog box appears. The project name appears in the Project List and the project properties appear at the bottom of the dialog box.



6. Select project name and click **OK**.

   The Preferences (Filtered) dialog box appears.



The Preferences (Filtered) dialog box is used for the following tasks:

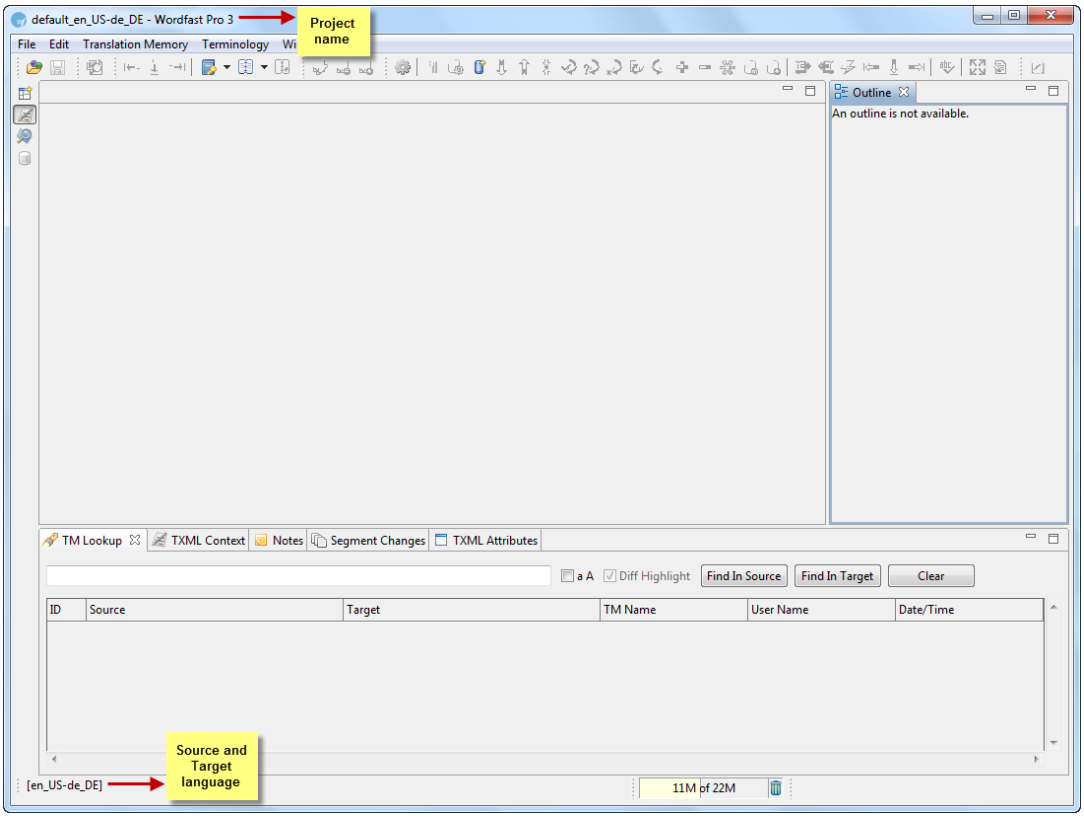
- Selecting translation memory settings. Go to Selecting translation memory settings for more information.
- Creating or opening translation memory. Go to Creating or opening translation memory for more information.
- Importing, exporting, adding, editing, and deleting terms. Go to Importing and exporting glossaries and Working with glossaries for more information.
- Defining penalties. Go to Defining penalties for more information.
- Defining color codes. Go to Defining color codes for more information.
- Enabling spell check. Go to Enabling spell check for more information.

Opening a project

To open a project:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.

2. Click **File > Open Project**.
   The Open Project dialog box appears. The project names appear in the Project list and the project properties appear at the bottom of the dialog box.
3. Select a project name and click **OK**.
   The Wordfast Pro 3 screen appears with the project name on the title bar and the source and target languages at the bottom of the screen.



Creating or opening a TM

Translation memory (TM) is designed to provide maximum content re-use to and facilitate collaboration between globally distributed localization resources. Translators can leverage reusable content in two ways:

- Local TM: The local TM is located in your system and can only be accessed and updated by you.
- Remote TM: The remote TM is located on a server that can be accessed by several translators at the same time. The translators can leverage the available content and also update the TM with new reusable content.

Note: Generic users with only Read privilege cannot select the Read-Only checkbox in the TM List to write to a remote TM. Generic Users with Read and Write privileges can select the Read-Only checkbox in the TM List, and enable read/write privileges to the remote TM.

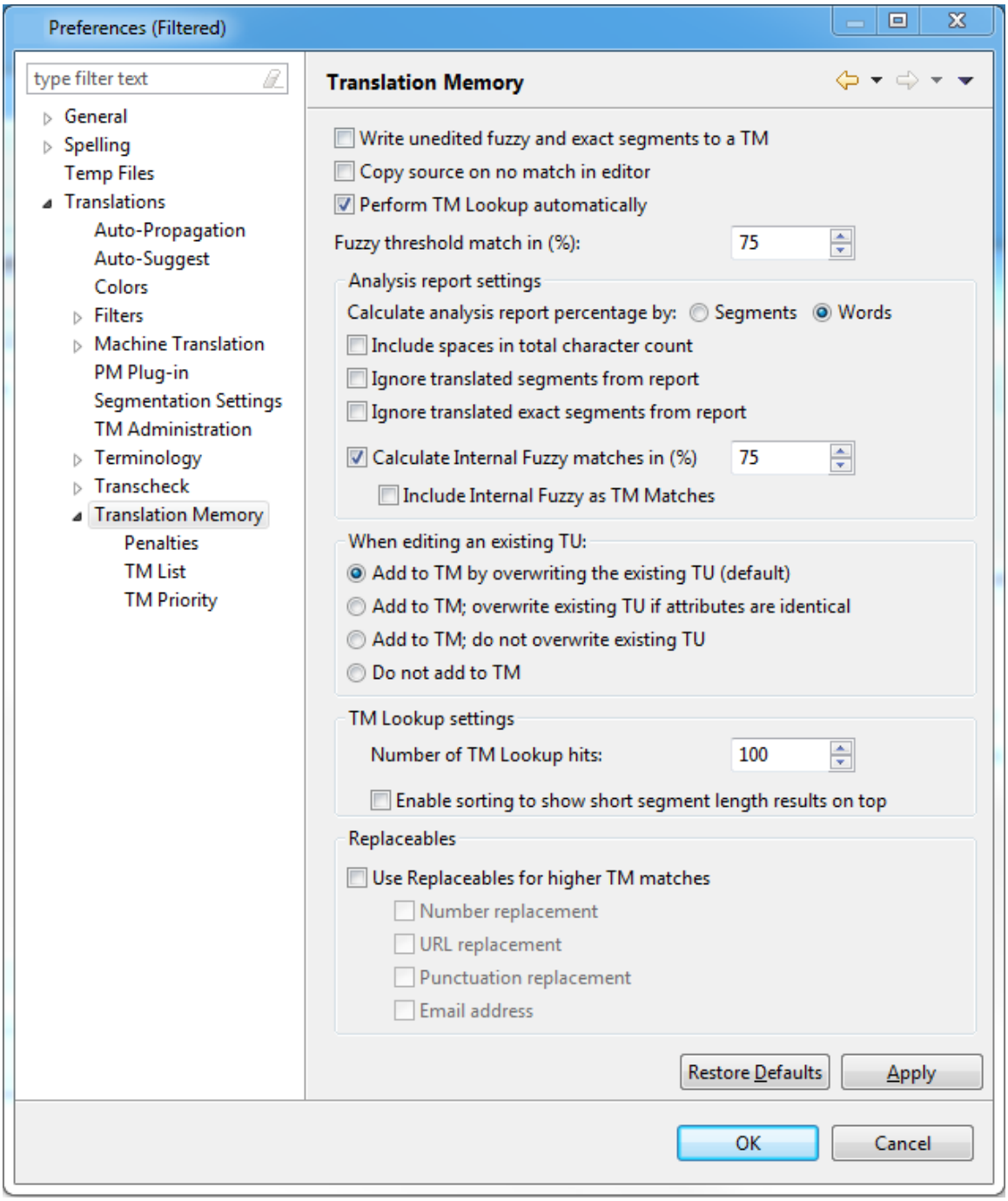
Find below the procedures for the following tasks:

- Selecting translation memory settings
- Creating a local TM
- Adding a local TM
- Exporting a local TM
- Adding a remote TM
- Changing TM priority

Selecting translation memory settings

To select translation memory settings:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Follow steps 1 to 6 from Creating a project.
   OR
   Click **Translation Memory > New/Select TM**.
   The Preferences (Filtered) dialog box appears.
3. In the left pane, click **Translation Memory**.
   The Translation Memory dialog box appears.



4. Select W**rite unedited fuzzy and exact matches to a TM**, to write unedited fuzzy and exact matches to a TM.

   Note: This option creates a local TM that can be used on your desktop for local concordance searching. In this local TM, Machine Translated and fuzzy matches appear as 100% matches. Therefore, it is suggested that a new local TM be created for this purpose.

5. Select **Copy source on no match in editor** checkbox, to copy the source to the target segment, if there is no match when the TM is leveraged.
6. Select **Perform TM Lookup automatically**, when navigating from one segment to the other. Selected by default.

   Warning: Automatic TM lookup may affect system performance.
7. Select the percentage that should be calculated for such segments.
8. Enter the **Fuzzy Match Threshold in (%)**.

   Note: This value signifies the TM leverage percentage limit for a fuzzy match. For example, if you enter a value of 75%, the tool will mark all the translations which are leveraged below 75% match as a 'No match' segment.
9. Select the Analysis report settings:

Select	**to...**
Calculate analysis report percentage by options: Segment or Words.	show either % Segments or % Words based on this selection as shown in the example below. Refer to Analyzing files.
Include spaces in total character count	include spaces in source character count.
Ignore translated segments from report	ignore translated segments.
Ignore translated exact segments from report	ignore exact segments.
Calculate Internal fuzzy matches in (%) checkbox	calculate internal fuzzy matches in source files. For example, if there is a partial repetition of segments in a source file, it will be calculated as an internal fuzzy match.
Include Internal Fuzzy matches as TM Matches	include internal repetitions as a TM match. Selected by default.

10. Select a condition to be followed when editing an existing Translation Unit. The options are as follows:

Select	**to...**
Add to TM by overwriting the existing TU	overwrite the existing translation unit. Selected by default.

Select	to...
Add TM; overwrite existing TU if attributes are identical (default)	overwrite the existing translation unit only if custom attributes for new and existing TU are identical. This option is selected by default.
Add to TM: do not overwrite existing TU	add to translation memory and not overwrite existing TU
Do not add to TM	not update the TM.

11. Select the number of **TM Lookup Hits**, to increase or decrease the number of TM Lookup results based on the selected value. The default is set to 100.
12. Select **Enable sorting to show short segment length results on top**. This ensures that short segments will appear first when sorted.
13. Select **Use Replaceables for higher TM matches** checkbox to replace the selected terms in the translation with terms from the selected TM.

    Note: Selecting this option selects all suboptions by default. Select the checkbox to clear it, for the terms you do not want to select for replacement from the TM.

Select	to...
Number replacement	consider all numbers appearing in the source as a 100% match. All decimals and mathematical notifications are considered numbers. Alphanumeric values are not considered numbers, for example, 562HH.
URL replacement	consider all URLs appearing in the source as a 100% match.
Punctuation replacement	consider all punctuation appearing in the source as a 100% match.
Email address	consider all email addresses appearing in the source as a 100% match.

14. Click **OK**.

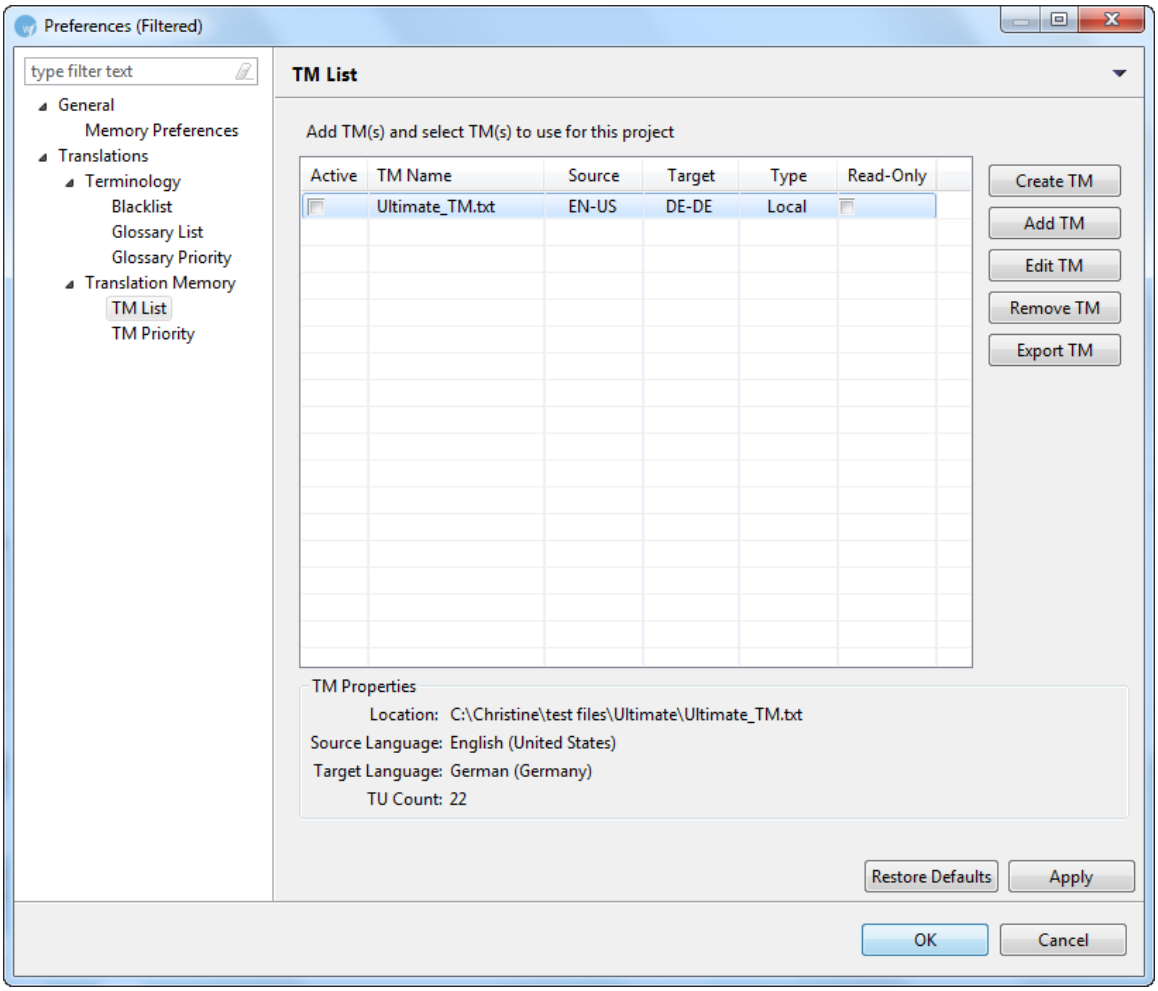
    The translation memory properties for the project are set up.

Creating a local TM

To create a local TM:

1. Follow steps 1 to 2 from section Selecting translation memory settings.
2. In the left pane, select **Translation Memory > TM List**.

   The Translation Memory - TM List dialog box appears.



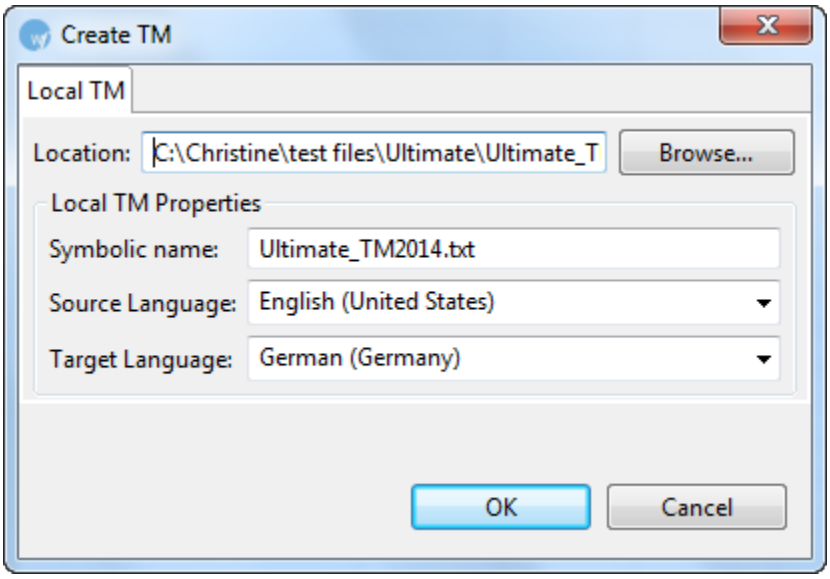
3. Click **Create TM**.

   The Create Local TM dialog box appears.
4. Enter or browse the location for the local TM.
5. Enter a file name for the new local TM and click **Save**.
6. Enter a **Symbolic name** for the Local TM.

   Note: Ensure that the name is unique and easily recognizable. If a unique name is not given, an error message appears at the bottom of the dialog box.
7. Select **Source** and **Target Language**.

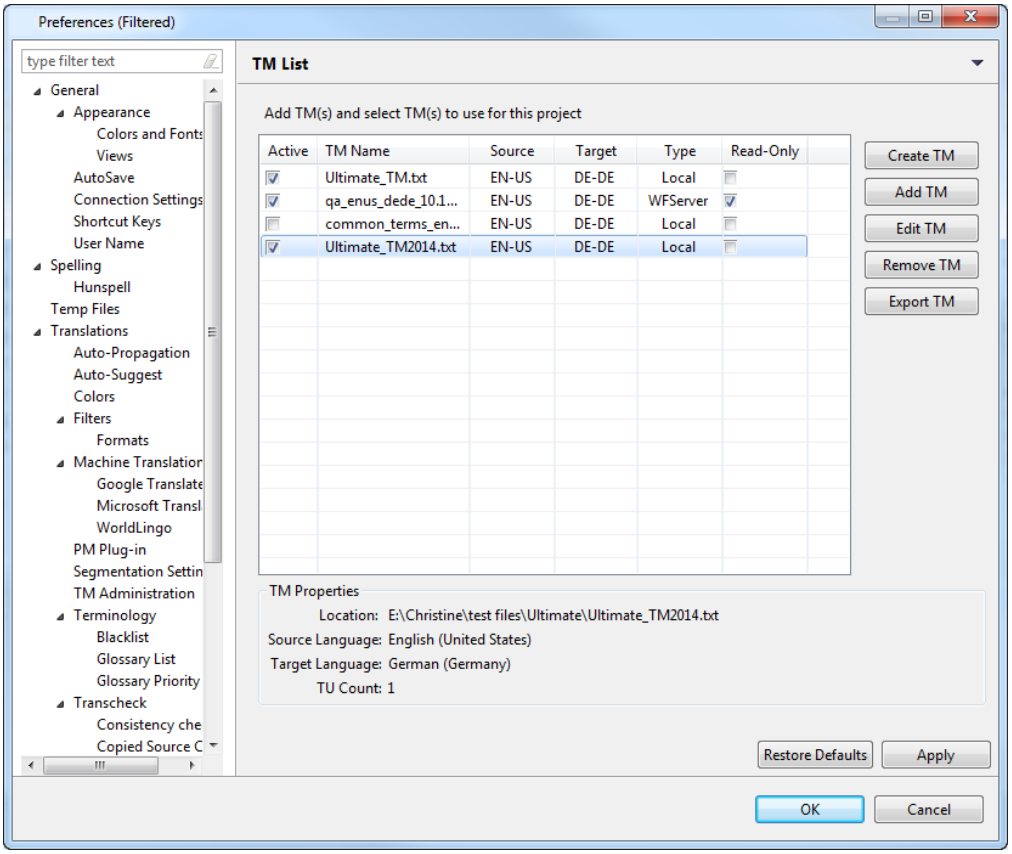
   Note: The default source and target languages are the same as the currently open project. Ensure that the selected TM and project have the same language pair assigned. If either of them is incorrect, the TM will not be leveraged in the project.

An example is shown below.



8. Click **OK**.

   The newly created local TM name appears in the TM List and the properties appear at the bottom of the dialog box.



9. Select the **Active** check box to use the newly created local TM during translation.
10. Select **Read-Only** check box if you do not want to update the local TM. (Optional)
11. Click **OK**.

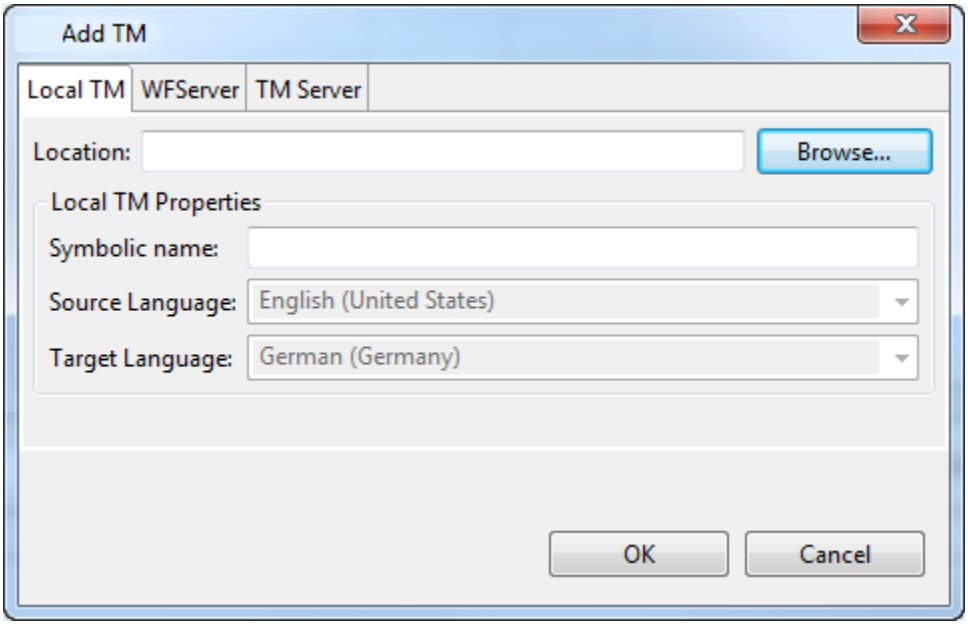
    A new local TM is created for the project.

Adding a local TM

To add a local TM:

1. Follow steps 1 to 2 from section Creating a local TM.
2. Click **Add TM**.

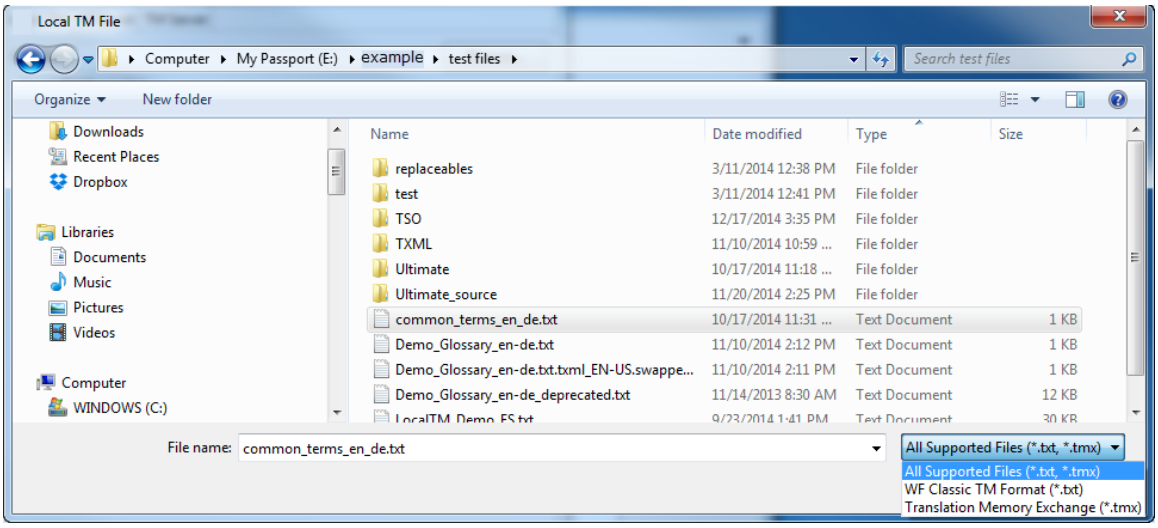
   The Add Local TM dialog box appears.



3. Enter or browse to the location of the local TM, and select the TM format from the drop-down list:

- WF Classic TM format (.txt)
- Translation Memory Exchange format (.tmx)

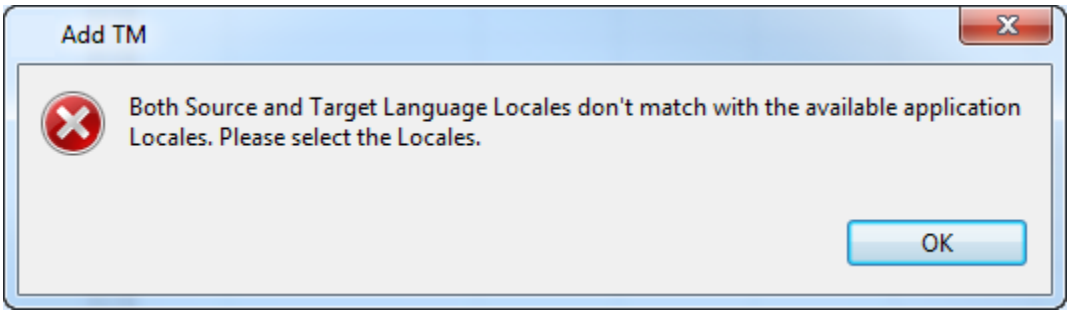
In the example below, the selected format is TMX.



6. Select a local TM file and click **Open**.

   Note: Ensure that the correct local TM is selected. The local TM file must have a correct header, which typically includes the creation date, user ID, source and target language, and so on. If an error occurs, please log in to the Wordfast Pro 3 support hotline at www.wordfast.com.

   If the source and target languages of the selected TM do not match the locales for the project, the following message appears:



   Select the correct locales from the **Add TM** dialog box.

7. Follow steps 6 to 10 from section Creating a Local TM.

   An existing local TM is selected for the project, and appears in the TM List.

Exporting a local TM

To export a local TM:

1. Open Wordfast Pro 3 and click .

   The TXML perspective appears.

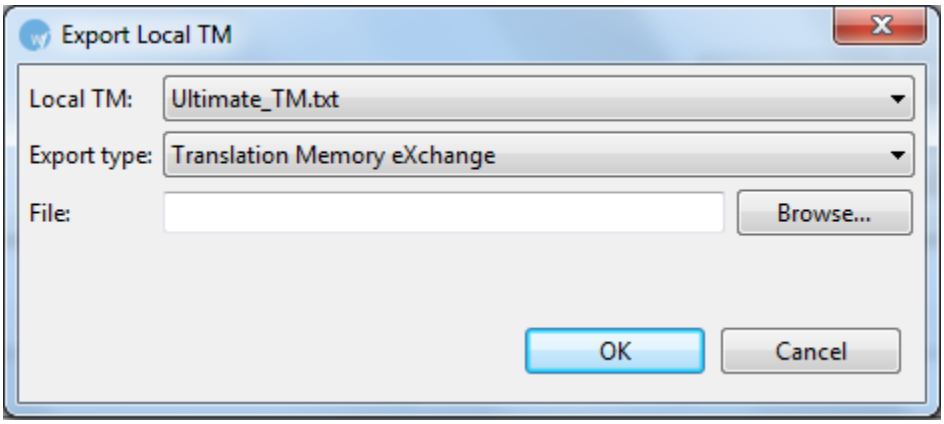
2. Click **Translation Memory > New/Select TM**.

   The Preferences (Filtered) dialog box appears.

3. In the left pane, click **Translation Memory > TM List**.

4. Select a local TM and click **Export TM**.

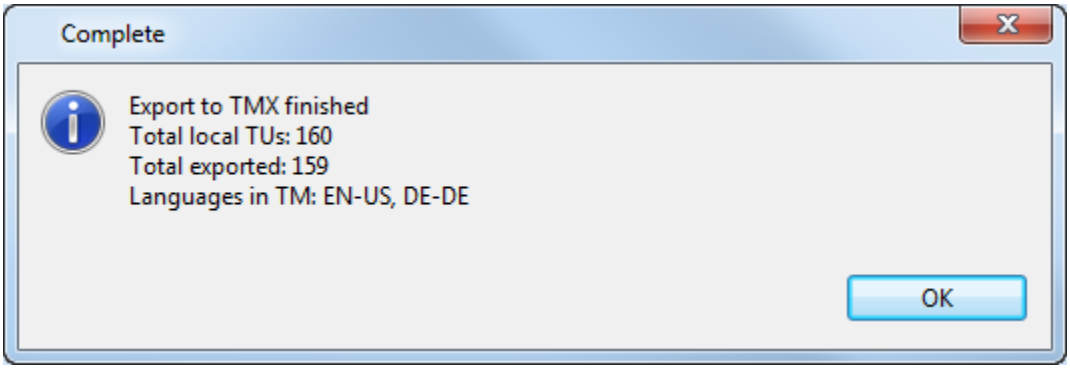
   The Export Local TM dialog box appears.



5. If required, select another TM from the drop-down list.
6. Select the Export Type format of the TM.

   Note: You can either choose the default Wordfast Pro 3 TM format or TMX format.
7. Browse to the location where you want to save the exported TM and provide a file name.
8. Click **OK**.

   The TM is exported to the specified location in the chosen format.



Adding a WFServer

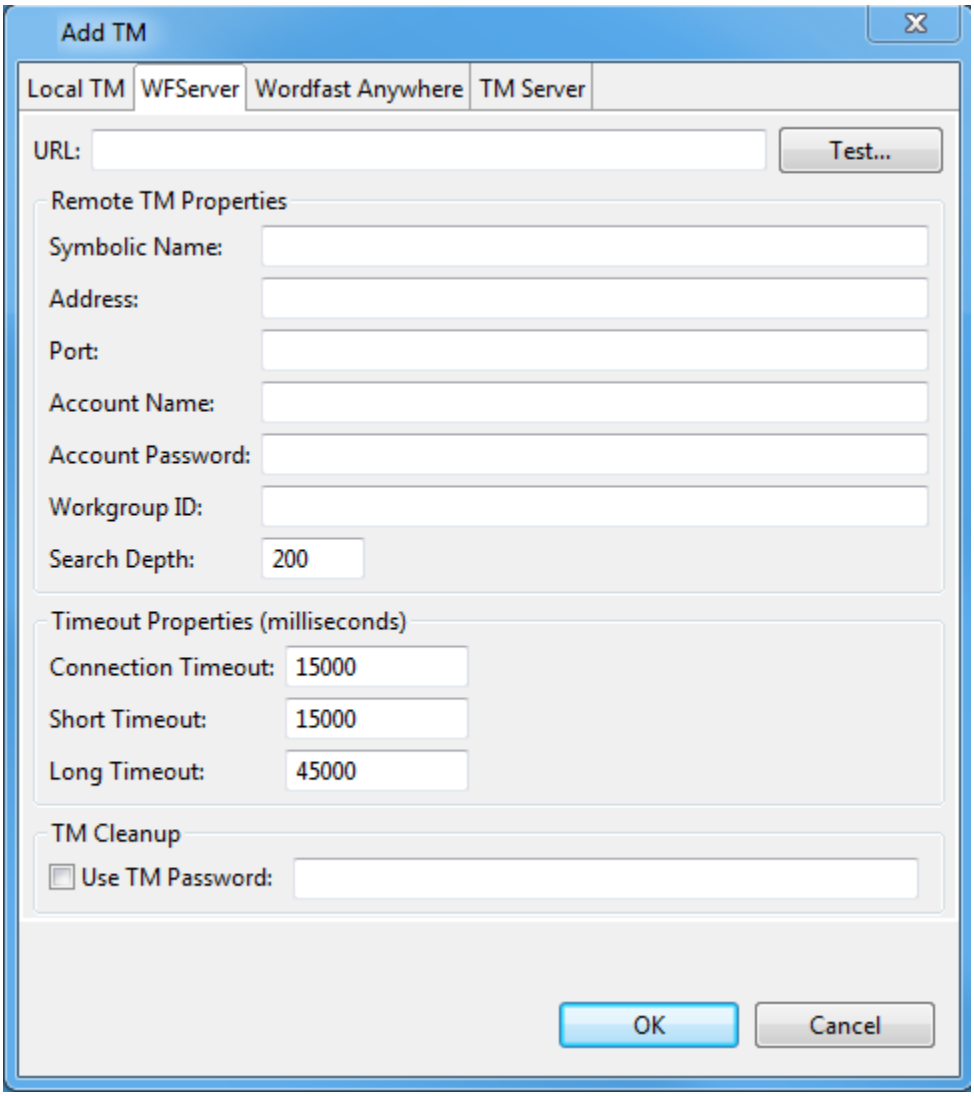
To add a WFServer remote TM:

1. Follow steps 1 to 2 from section Selecting translation memory settings.
2. In the left pane, select **Translation Memory > TM List**.

   The Translation Memory - TM List dialog box appears.
3. Click **Add TM**.

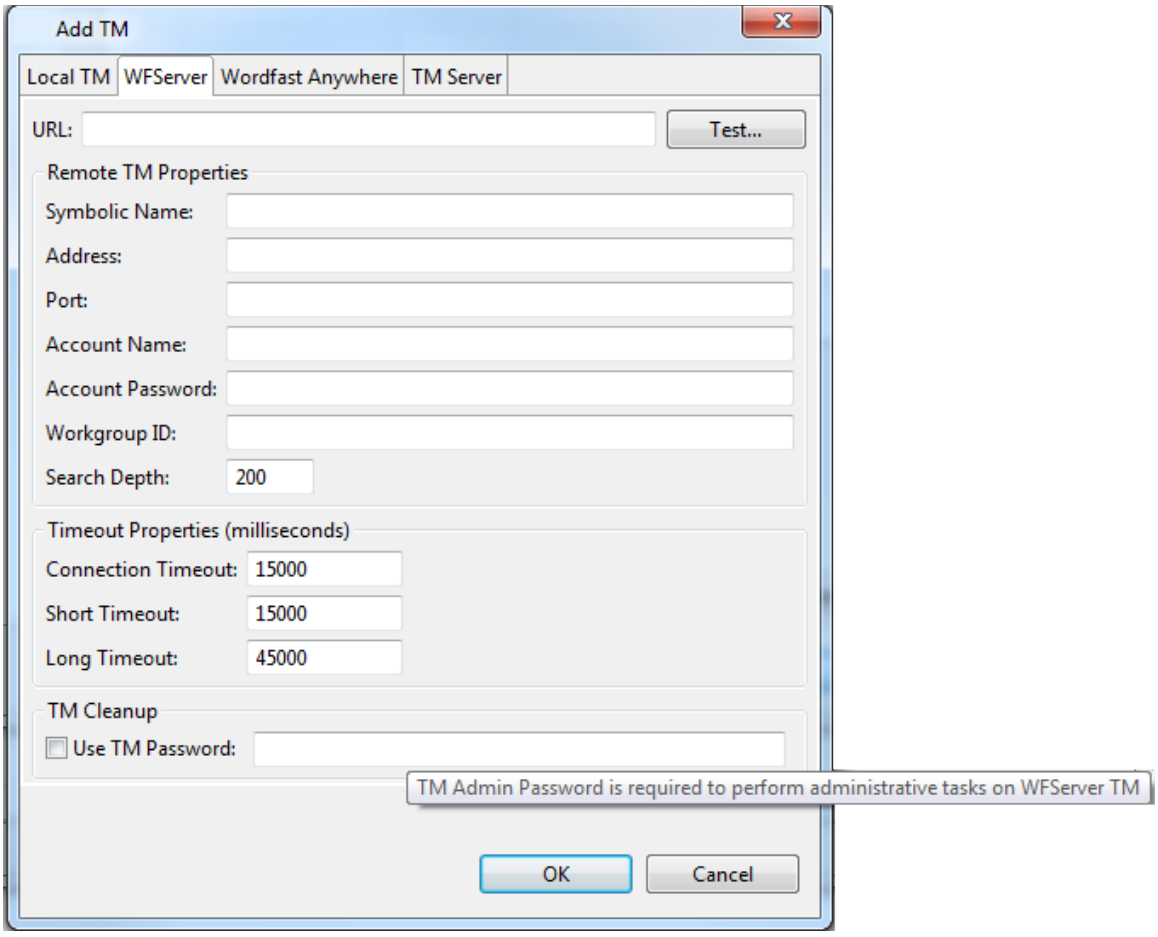
   The Add TM dialog box appears.
4. Click the **WFServer** tab.

   The WFServer options appear.



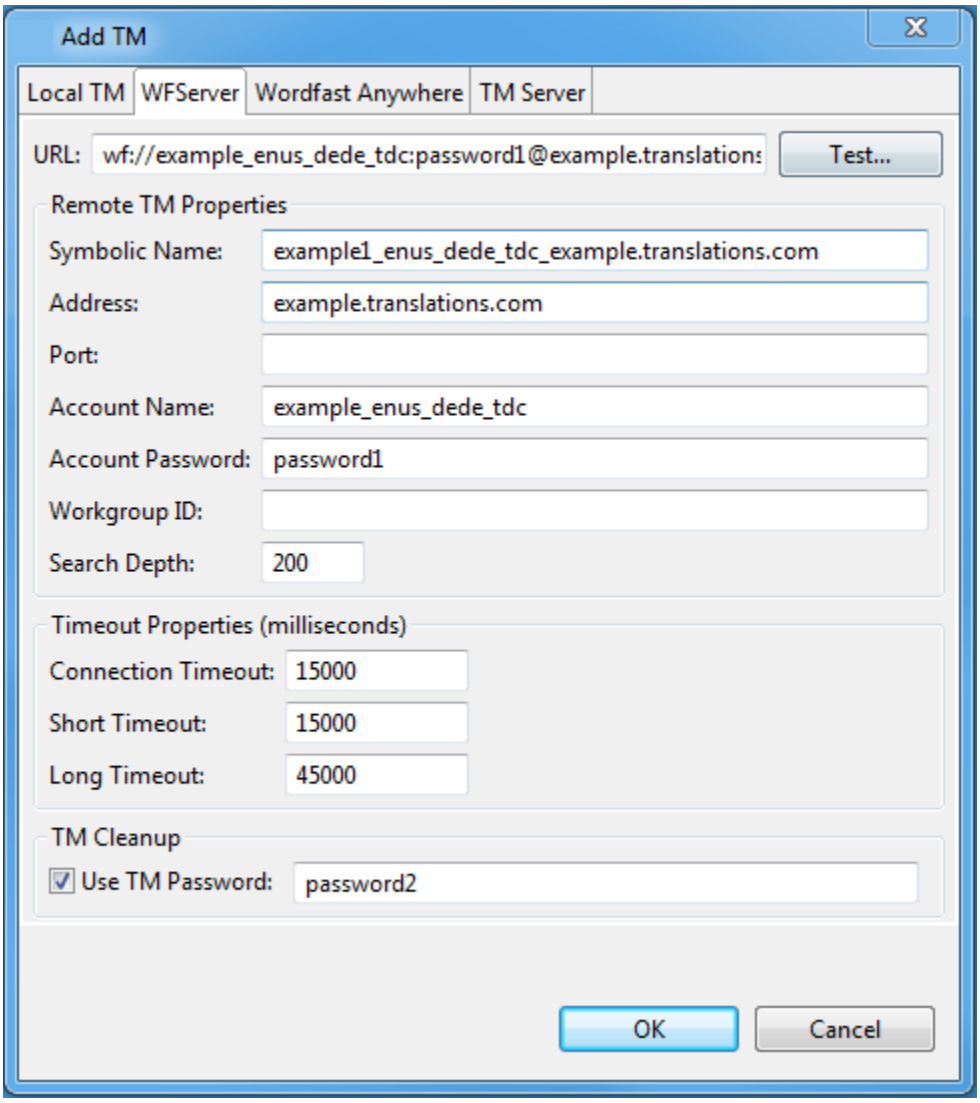
5. Enter the remote TM **URL**.
   The remote TM information is populated automatically when the username, password and Project Short Code are contained within the URL string.
   Alternatively, enter each of the remote TM properties.
   The remote TM URL is populated automatically.
   Note: The remote TM URL and login details are provided to you by the client, if they are using a Wordfast TM server.
6. After entering all remote TM information, click **Test**.
   Connection to the remote TM is established and a message appears.
7. Modify the **Symbolic name** for the remote TM, if required.
   Note: The default symbolic name is a combination of the user name, address and port details.

8. (Optional) Enter the **Workgroup ID** to update the remote TM with private translation units.
   Note: Your Wordfast Pro 3 administrator provides the Workgroup ID.
9. (Optional) Enter the **Search Depth**.
   Note: Search depth signifies the number of results that can be viewed for a particular search. For example, if you are looking for segments containing the word "hotel", only the first 200 segments in the remote TM containing that word will appear.
10. Enter **Timeout Properties**.
    There are three types of timeouts:
    - Connection Timeout: controls the connection or disconnection timeout.
    - Short Timeout: controls commands that are expected to be completed immediately
    - Long Timeout: controls commands that get serialized in the server's TM queue and possibly take a long time to complete: searches, updates, concordance searches and so on.
11. Select **Use TM Admin Password** to provide password to clean up target content and update the TM.
    The example below shows the reminder that appears when the mouse is pointed to the password properties.



Note: The password will be provided to you if you have Project Manager role access rights.

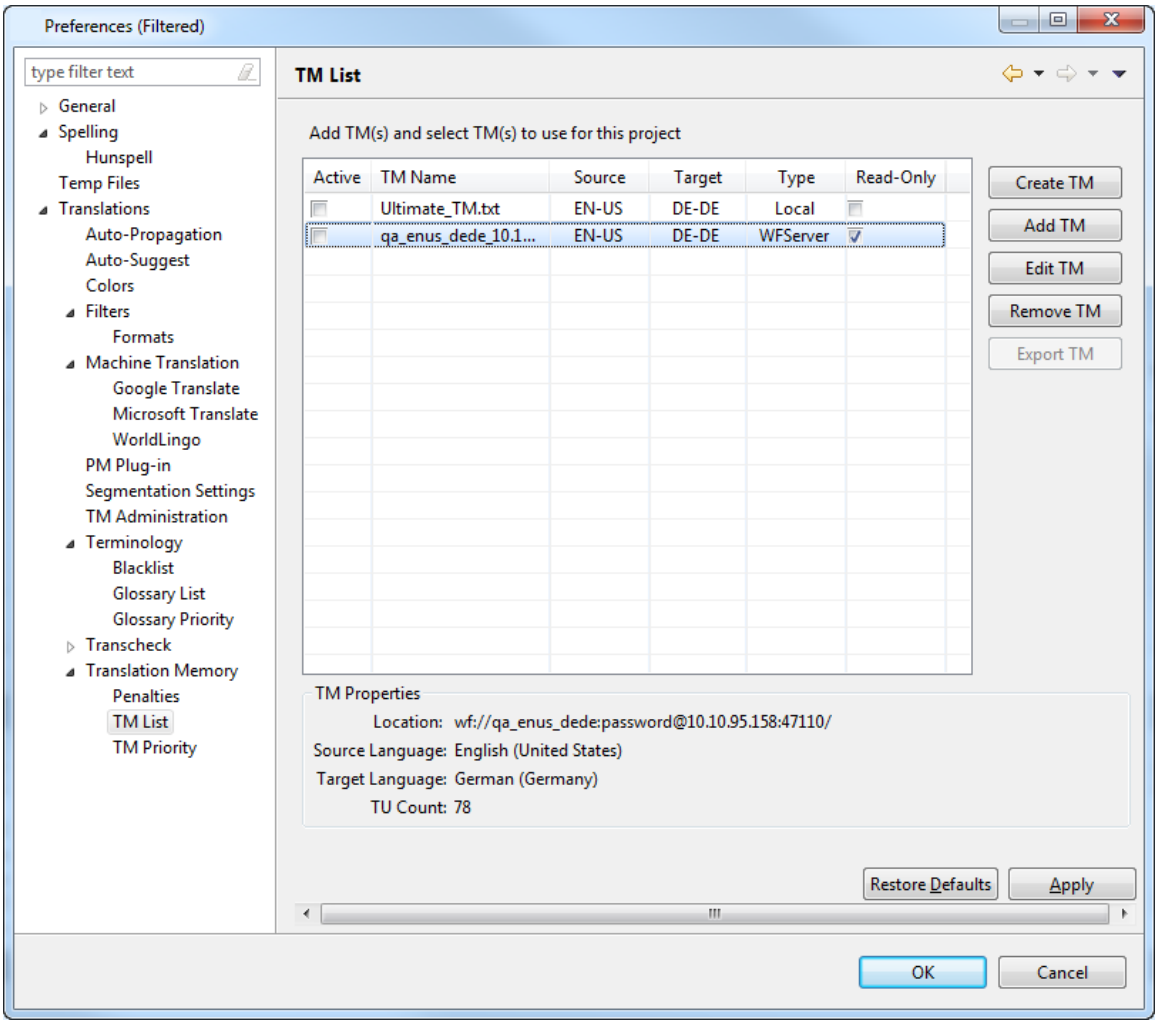
Find below a possible setup for a remote TM.



12. Click **OK**.

    The newly created or added remote TM name appears in the TM List and the properties appear at the bottom of the dialog box. An example appears below.

    Click the TM List column name to view the list in ascending, descending or default order. If any of the TMs are selected, then the list will be sorted based on selected and unselected TMs.



13. Select the **Active** check box, to use the new remote TM during translation.
14. Select the **Read-Only** check box, if you do not want to update the remote TM. (Optional)
15. Click **OK**.

    A new or existing remote TM is created or opened for the project.

Adding a Wordfast Anywhere TM

To add a Wordfast Anywhere remote TM:

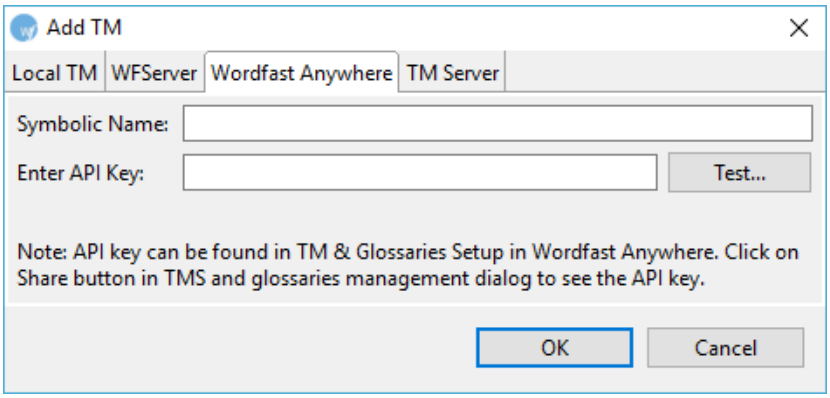
1. Follow steps 1 to 2 from section Selecting translation memory settings.
2. In the left pane, select **Translation Memory > TM List**.

   The Translation Memory - TM List dialog box appears.
3. Click **Add TM**.

   The Add TM dialog box appears.

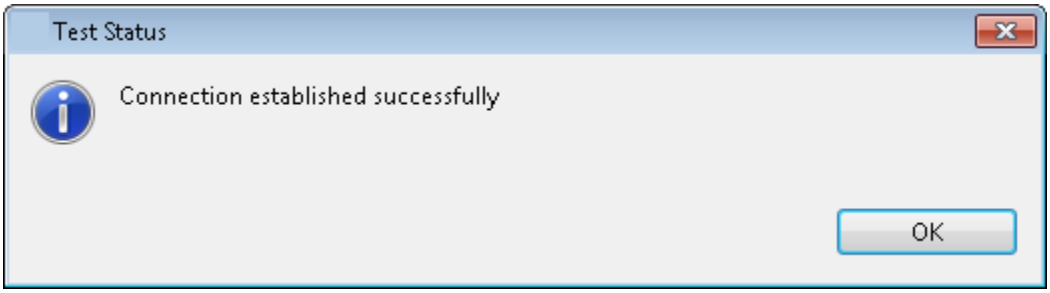
4. Click the **Wordfast Anywhere** tab.

   The Wordfast Anywhere options appear.



5. Give the glossary a **Symbolic Name**.
6. Enter the **API Key**.
7. Click **Test**.

   The following message appears when Wordfast successfully connects to Wordfast Anywhere.



   For more information, refer to the Sharing to Applications topic in the Wordfast Anywhere Manual.

Adding a TM Server

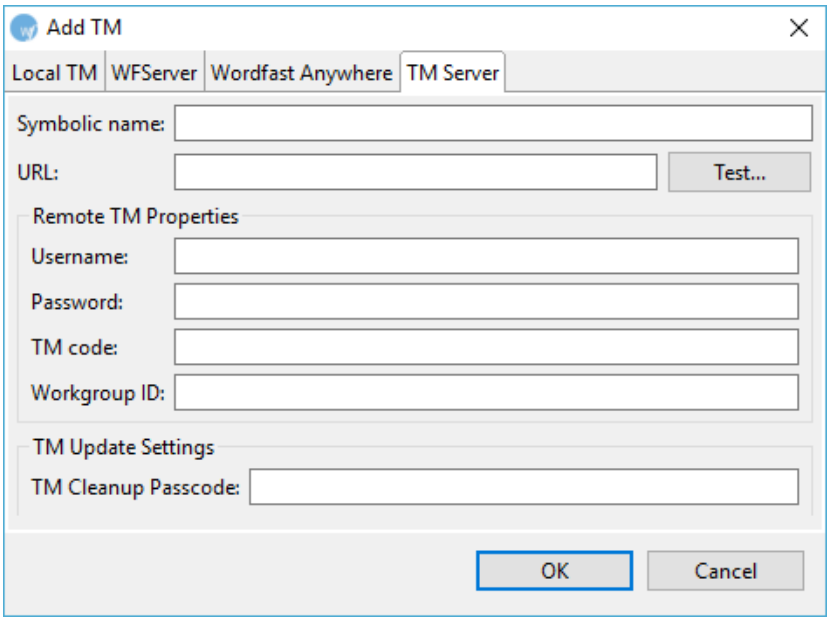
To add a TM Server remote TM:

1. Follow steps 1 to 2 from section Selecting translation memory settings.
2. In the left pane, select **Translation Memory > TM List**.

   The Translation Memory - TM List dialog box appears.
3. Click **Add TM**.

   The Add TM dialog box appears.

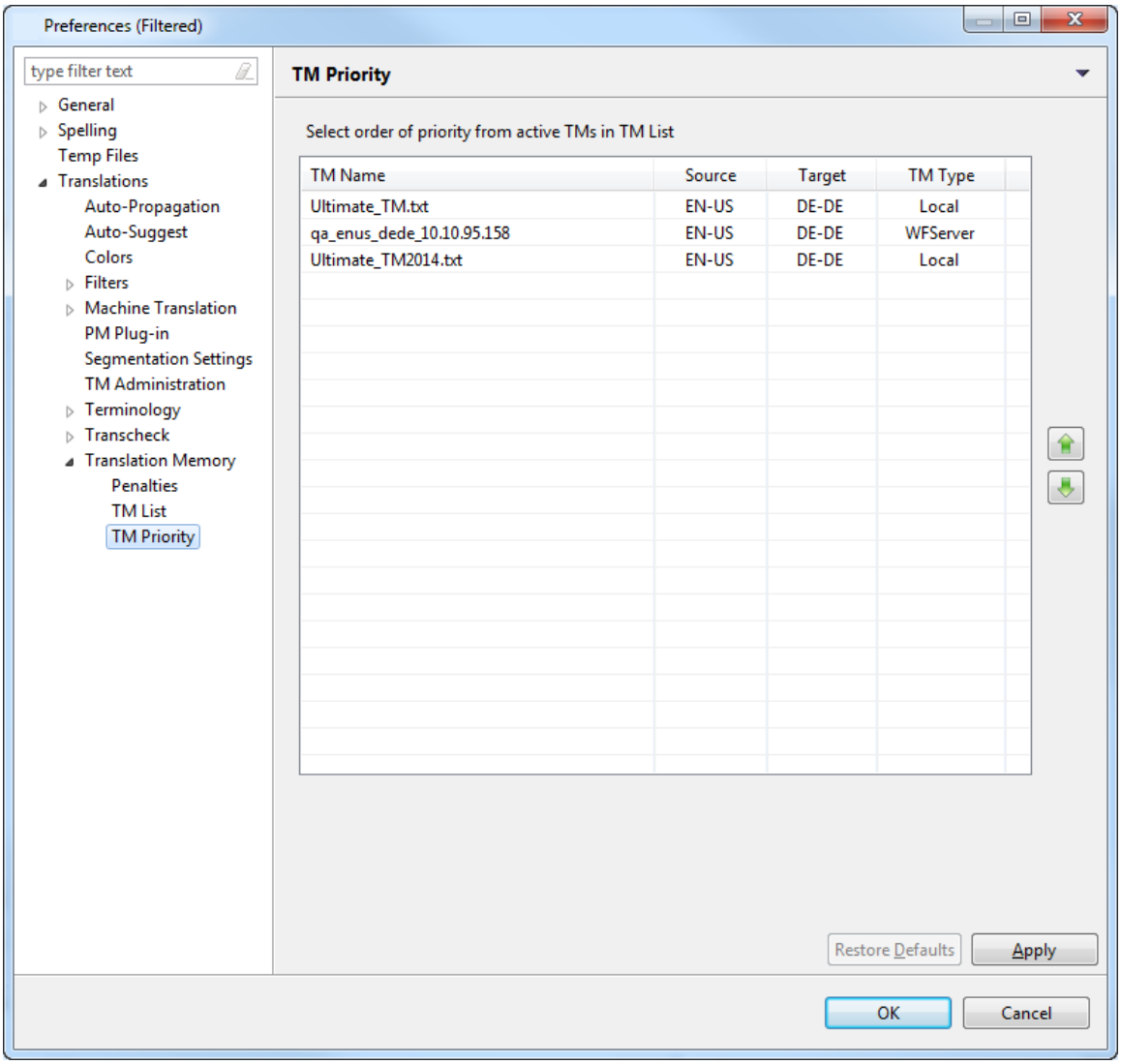
4. Click the **TM Server** tab.
   The TM Server options appear.



5. Enter a unique name in the **Symbolic Name** field.
6. Enter the remote translation memory **URL** using the following format: tm://address:port/TMS?
7. Click **Test**.
   The remote TM properties are populated, and a connection to the remote TM is established.
8. (Optional) Enter the **Workgroup ID** to update the remote TM with private translation units.
   Note: Your Wordfast Pro 3 administrator provides the Workgroup ID.
9. (Optional) Enter the **TM Cleanup Passcode** if you have Project Manager access rights and want to update the remote TM with public translation units.
   Note: Your Wordfast Pro 3 administrator provides the TM Cleanup Passcode. The TM Cleanup Passcode is available for TM Server version 5.3.1 or above.
10. Click **OK**.
    The newly added remote TM name appears in the TM List and the properties appear at the bottom of the dialog box.

Changing TM Priority

1. Click **TM Priority** under **Translation Memory**.
   The Translation Memory - TM Priority dialog box appears.



2. Click or to prioritize newly created or available local and remote TMs.
   Note: Prioritizing TMs will ensure that the first TM in the list is leveraged first, followed by the remaining TMs.

Importing and exporting glossaries

A glossary is a list of source terms and their preferred translations. For example, a terminology list could include information as follows:

Source	Target
translation memory	mémoire de traduction
translation unit	unité de traduction

Source	Target
data transfer rate	taux de transfert de données
International Translators Federation	Fédération Internationale des Traducteurs

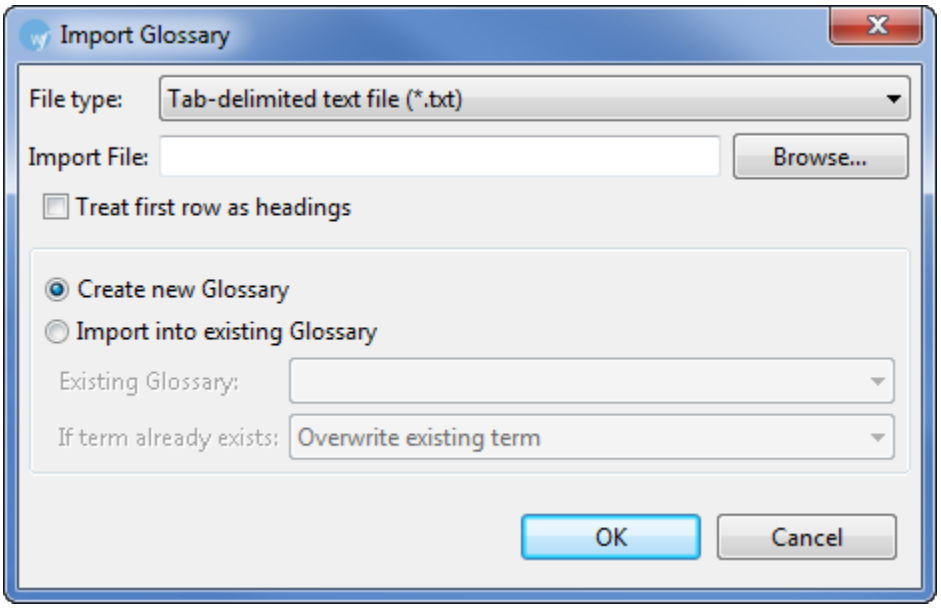
The glossary is stored as a tab-delimited list of source and target terms on your computer or a common server. To use a glossary, you need to import it into Wordfast Pro 3. After completing a translation project, you also have an option to add new terms and export the glossary to your computer or a common server. Find below the procedures for the following tasks:

- Importing a glossary
- Adding a remote glossary
- Editing a remote glossary
- Exporting a glossary
- Changing Glossary Priority

Importing a glossary

To import a glossary:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **Terminology > Import**.
   The Import Glossary dialog box appears.

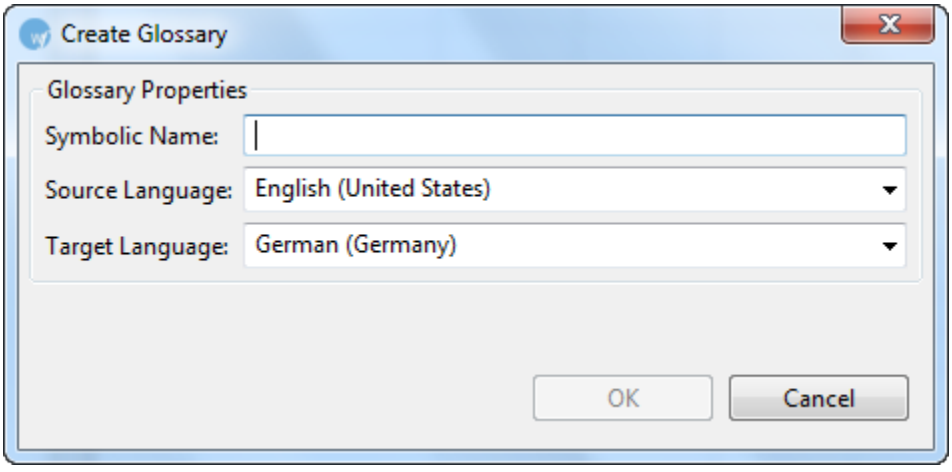


3. Choose **File type**. You have two options:
    - Tab delimited text file (.txt)
    - Term Base eXchange (.tbx)
4. Enter or browse for the glossary.
5. Select checkbox to ensure that the first row of the glossary is viewed as headings.
6. Next, you have two options:
    - Select Create new Glossary if you are importing the first terminology file for the project.
    - Select Import into existing terminology, if you have already imported a glossary and want to combine both the files.

Creating a new glossary

To create a new glossary:

1. Follow steps 1 to 4 from **Importing a glossary**.
2. Click **Create new glossary**.
3. Click **OK**.
   The Create Glossary dialog box appears. The Symbolic Name will be populated based on the imported glossary file name. The Source and Target Language Code will be populated based on the language of the currently open project.

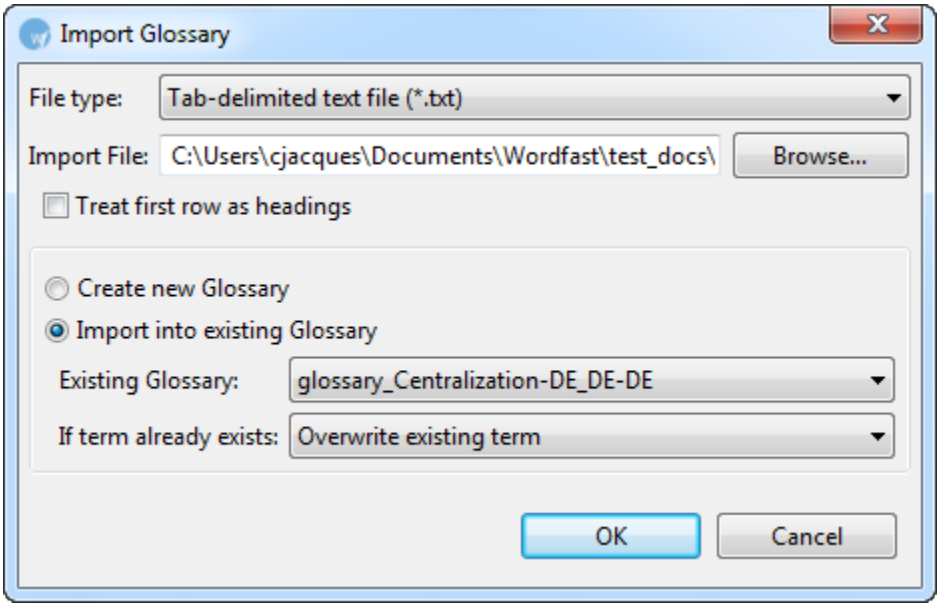


4. If required, enter a different **Symbolic name**, **Source Language Code,** and **Target Language Code**.
5. Click **OK**.
   The terms from the local terminology list are imported and a new terminology file is created.

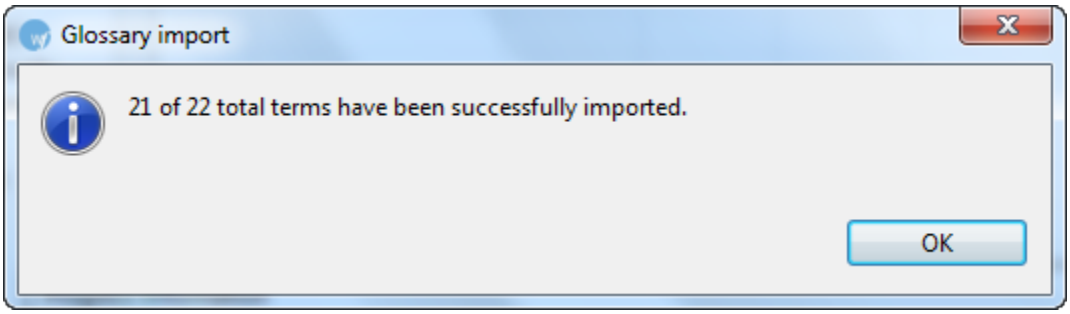
Import into existing glossary

To import a new glossary into an existing glossary:

1. Follow steps 1 to 4 from Importing a glossary.
2. Select **Import into existing Glossary**.
   The Import into existing Glossary option is activated.



3. Select the **Existing Glossary** for the open project.
4. In the **If term already exists** prompt, select an action to perform if there is an overlap between the existing and new terminology list.
5. Click **OK**.
   The Glossary import report dialog box appears. This describes the number of terms that will be imported.
6. Click **OK**.
   The new glossary is imported and the following message will appear:



Adding a remote glossary

A glossary can be added using the following:

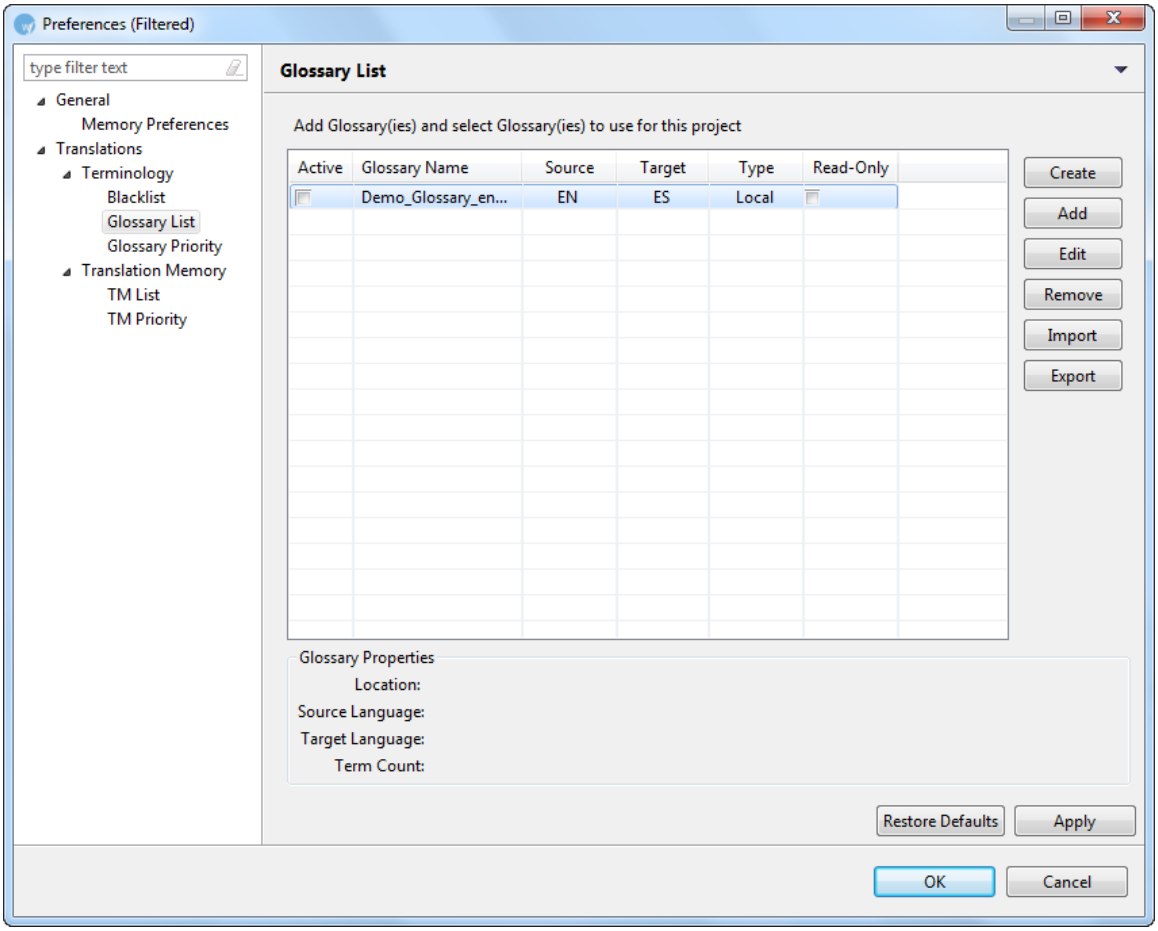
- Term Manager
- WF Server

- Wordfast Anywhere

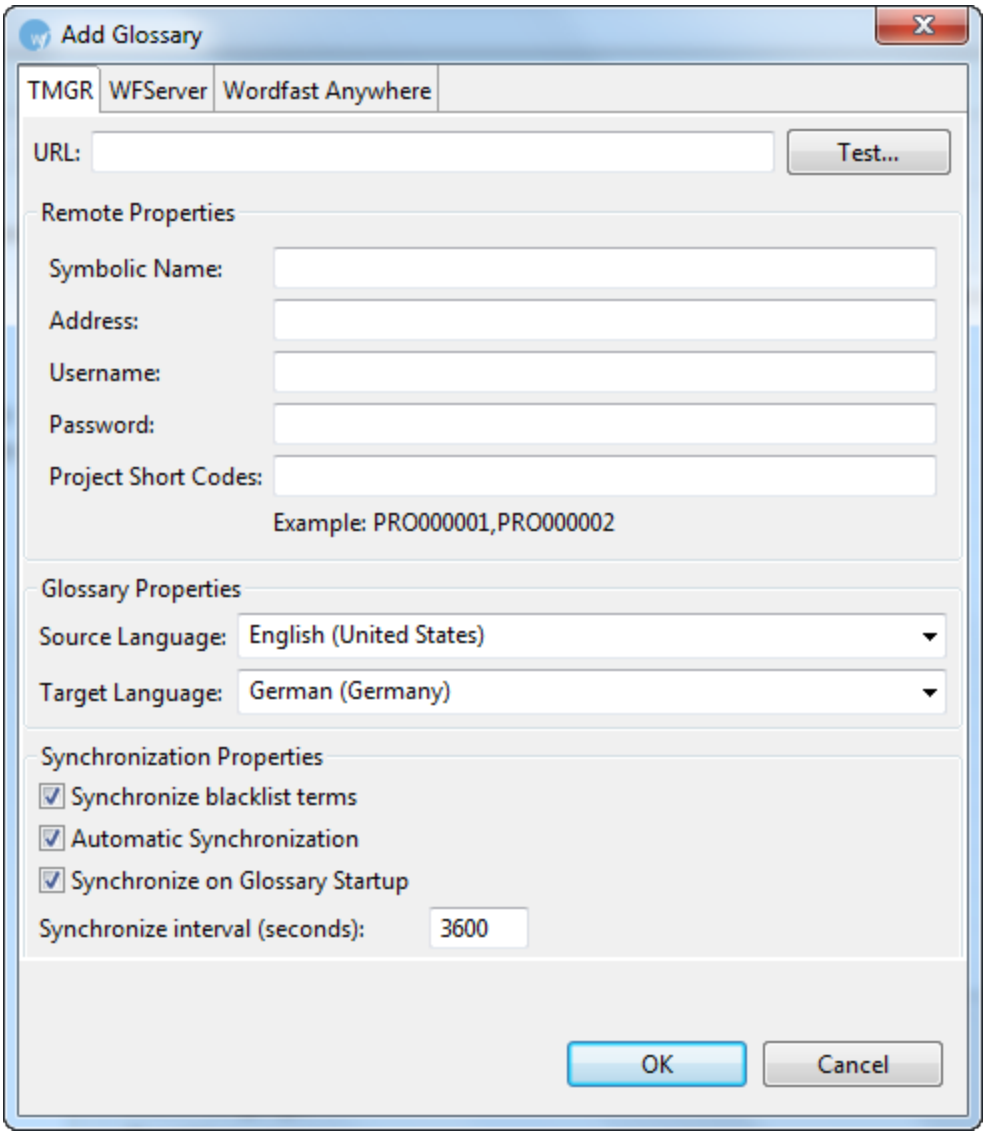
Term Manager

To add a glossary from Term Manager:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Open the **Terminology** menu and click **New/Select Glossary**.
   The Preferences - Glossary List appears.



3. Click **Add**.
   The Add Glossary dialog box appears.



4. Give the glossary a **Symbolic Name** and assign a **Source** and **Target Language Code**.
5. Enter the **URL** of the Term Manager instance.

   The remote TMGR information is populated automatically, when the username, password and Project Short Code are contained within the URL string.

   Alternatively, enter each of the remote TM properties.

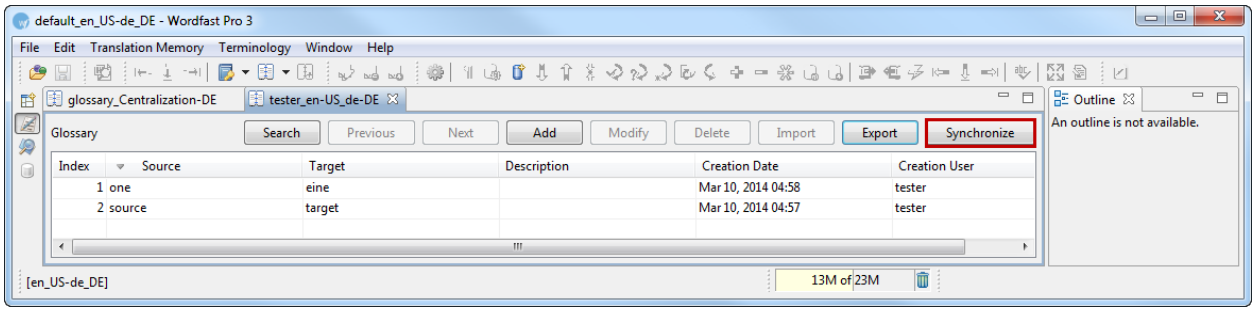
Option	Description
URL	Enter the Term Manager URL.
Username	Enter the username to access Term Manager.
Password	Enter the corresponding password for the username.
Project Short	Enter the Term Manager project

Option	Description
Codes	shortcodes. If multiple Project Short Codes are needed, separate them with a comma.

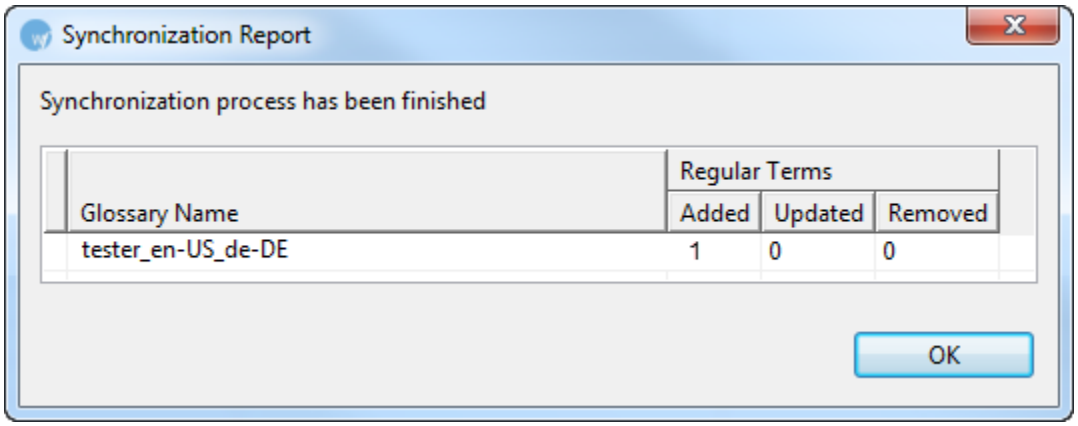
6. Select the Synchronization Properties.

Option	Description
Synchronize blacklist terms:	synchronize blacklisted terms in Term Manager with Wordfast blacklist. Selected by default.
Automatic Synchronization	enable automatic synchronization with GlobalLink® Term Manager (TMGR) whenever a term is added or deleted. Selected by default.
Synchronize on Glossary Startup:	enable Term Manager synchronization when the Glossary dialog box is opened. Note: Wordfast can connect to Term Manager versions running 4.3.1 or above. Version 4.3.1 supports read access only, and read/write access is supported as of Version 4.5. Selected by default.
Synchronize interval (seconds):	enter the interval for Term Manager synchronization.

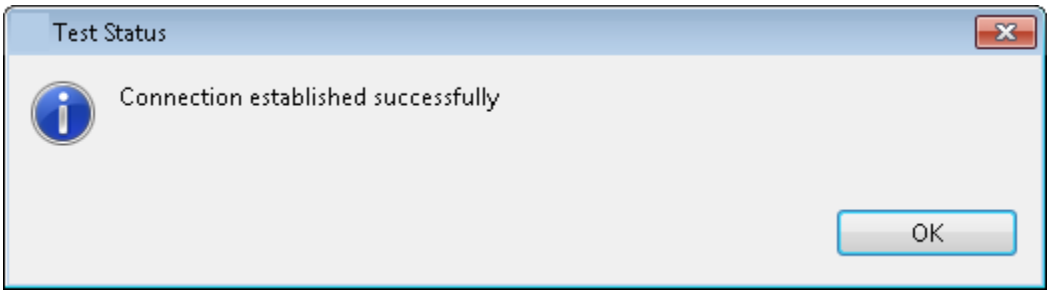
Note: If the remote glossary was not set up to be synchronized, it can be synchronized from the glossary. Click **Synchronize.**



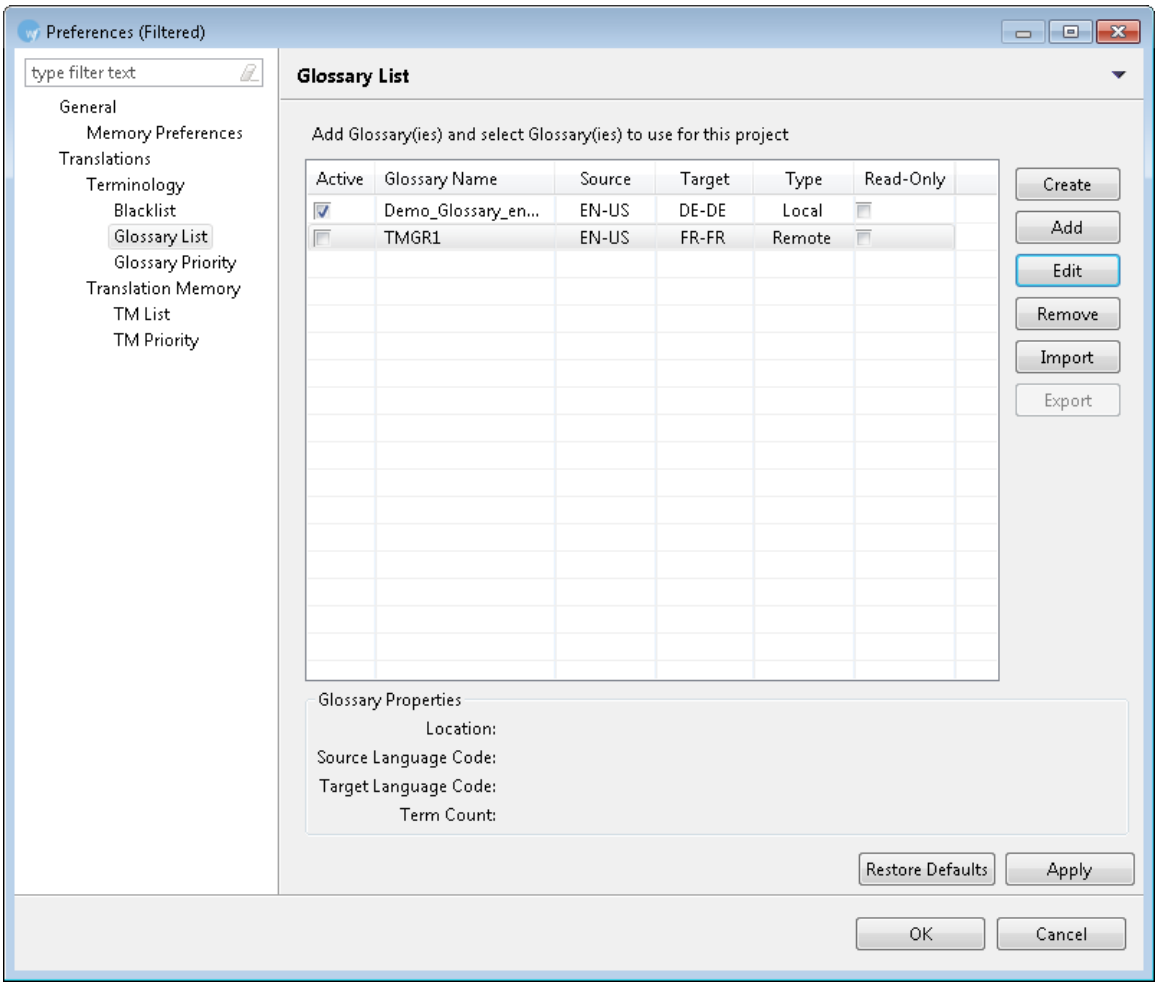
When the glossary synchronization is complete, a confirmation message appears. A report appears showing the number of terms added, updated or removed.



7. Click **Test...** to test the Term Manager connection status.
   The following message appears when Wordfast successfully connects to the Term Manager instance.



8. Click **OK**.
9. Click **OK** on the Add Glossary dialog box.
   The new glossary is added to the glossary list.

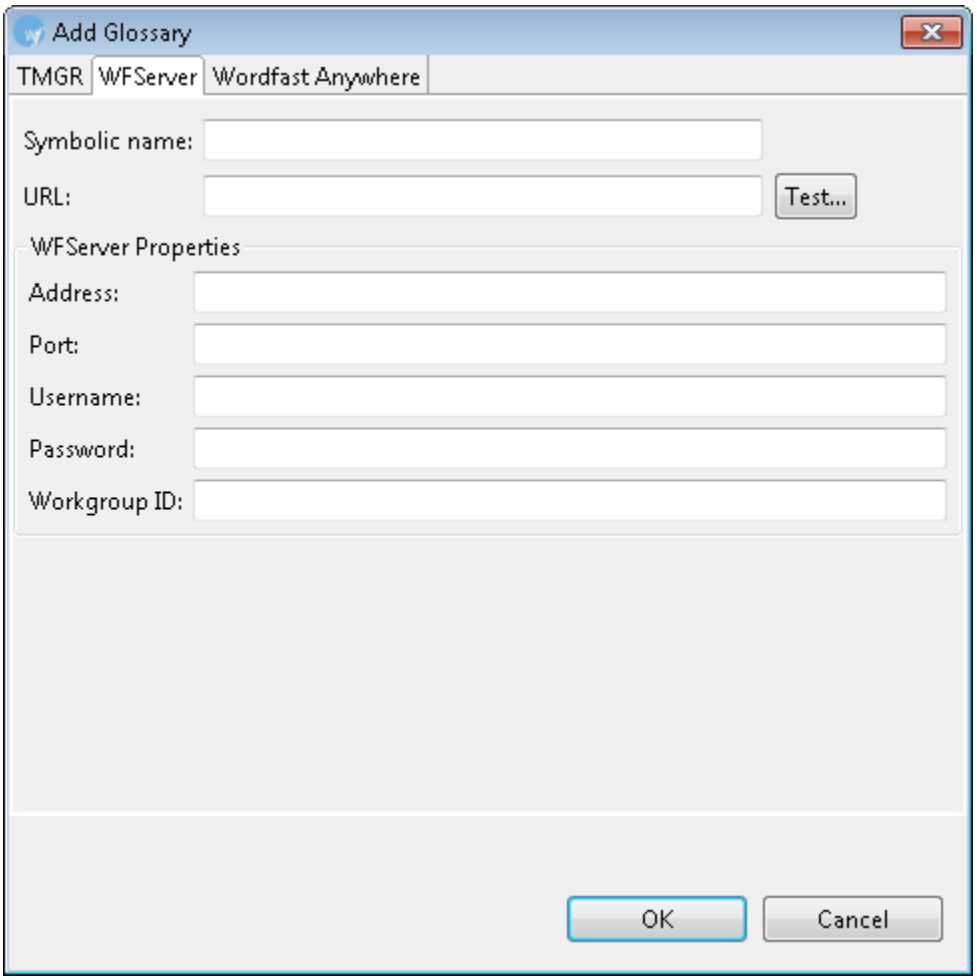


Note: Wordfast can connect to Term Manager versions running 4.3.1 or above. Version 4.3.1 supports read access only, and read/write access is supported as of Version 4.5.

WF Server

To add a glossary from WF Server:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Open the **Terminology** menu and click **New/Select Glossary**.
   The Preferences - Glossary List appears.
3. Click **Add**.
   The Add Glossary dialog box appears.
4. Click the WFServer tab.
   The WFServer details appear.

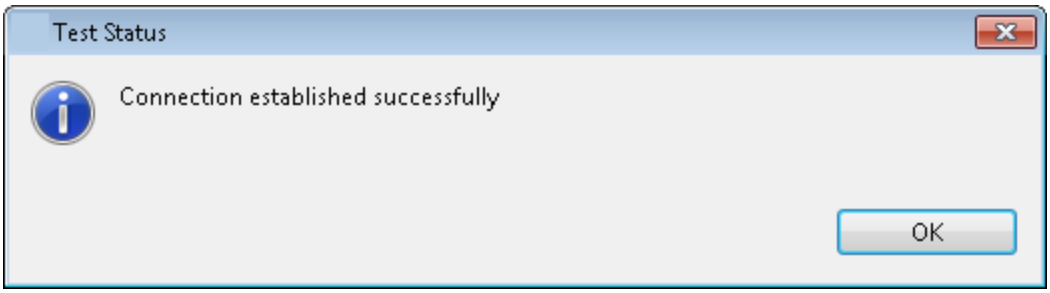


5. Give the glossary a **Symbolic Name**.
6. Enter the **URL** of the WFServer to autopopulate the WF Server properties

   OR

   Enter the Address, Port, Username, and Password for the WFServer to autopopulate the URL.
7. Enter the Workgroup ID.
8. Click **Test...** to test the WFServer connection status.

   The following message appears when Wordfast successfully connects to the WFServer.

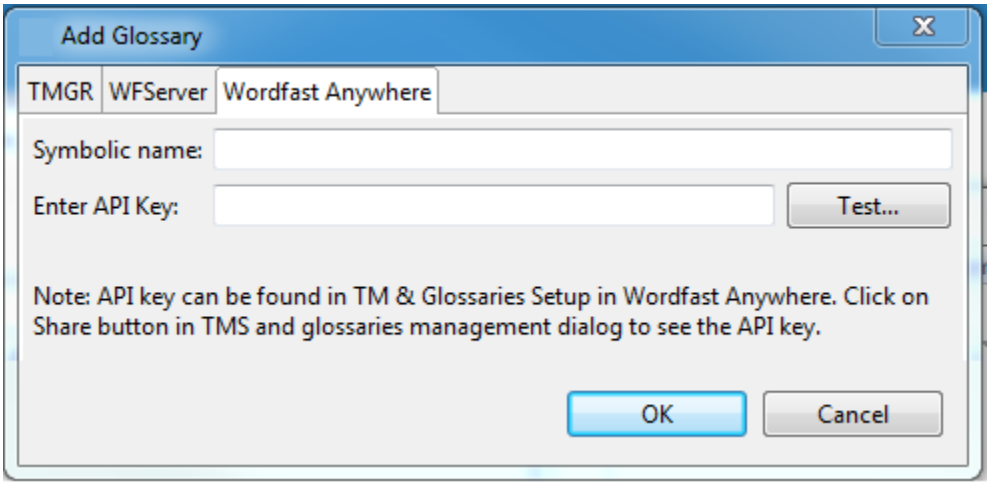


9. Click **OK** on the **Add Glossary** dialog box.
   The new glossary is added to the glossary list.

Wordfast Anywhere

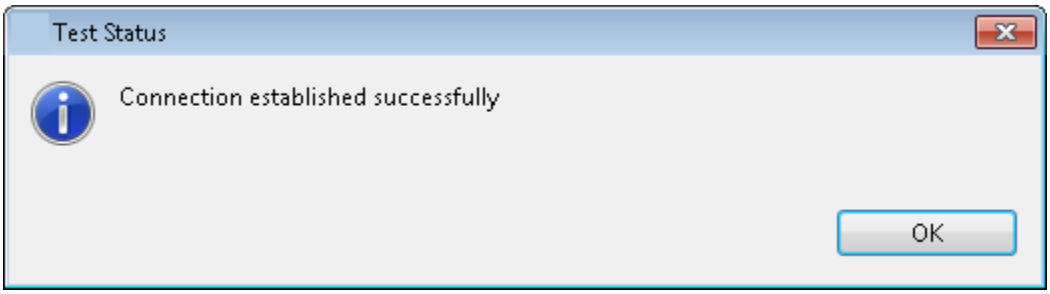
To add a glossary from Wordfast Anywhere (WFA):

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Open the **Terminology** menu and click **New/Select Glossary**.
   The Preferences - Glossary List appears.
3. Click **Add**.
   The Add Glossary dialog box appears.
4. Click the **Wordfast Anywhere** tab.
   The Wordfast Anywhere details appear.



5. Give the glossary a **Symbolic Name**.
6. Enter the **API Key**.

7. Click **Test**.
   The following message appears when Wordfast successfully connects to Wordfast Anywhere.



8. Click **OK**.
9. Click **OK** on the Add Glossary dialog box.
   The new glossary is added to the glossary list.
   For more information, refer to the Sharing to Applications topic in the Wordfast Anywhere Manual.

Editing a remote glossary

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Open the Terminology menu and click **Edit**, then select the appropriate glossary.
   The glossary appears.
3. Click **Search** to search through the glossary. Both Source and Target search options are available.
4. Click **Add** to add a term to the glossary.
5. Click **Synchronization** to synchronize any added terms to the glossary.

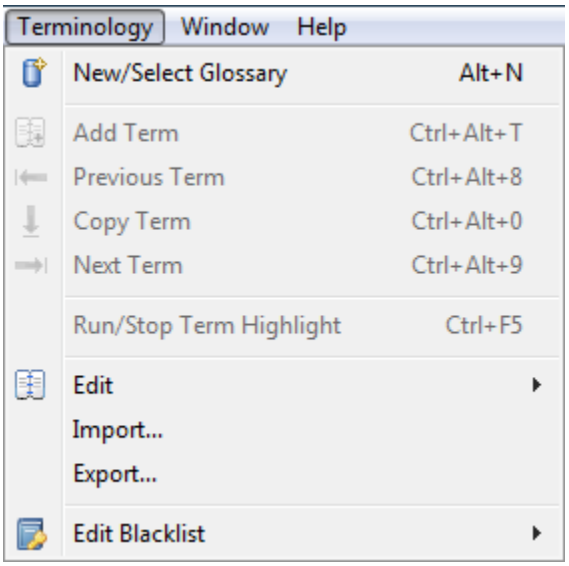
Note: Wordfast can connect to Term Manager versions running 4.3.1 or above. Version 4.3.1 supports read access only, and read/write access is supported as of Version 4.5.

Exporting a glossary

Local and remote glossaries can be exported, with the exception of Term Manager glossaries. To export a glossary:

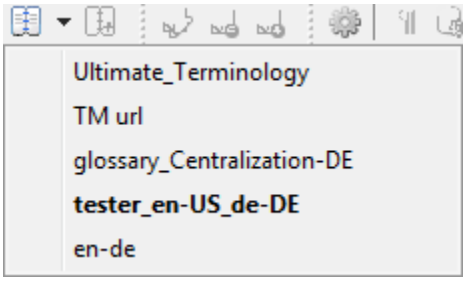
1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.

2. Click **Terminology > Export**.

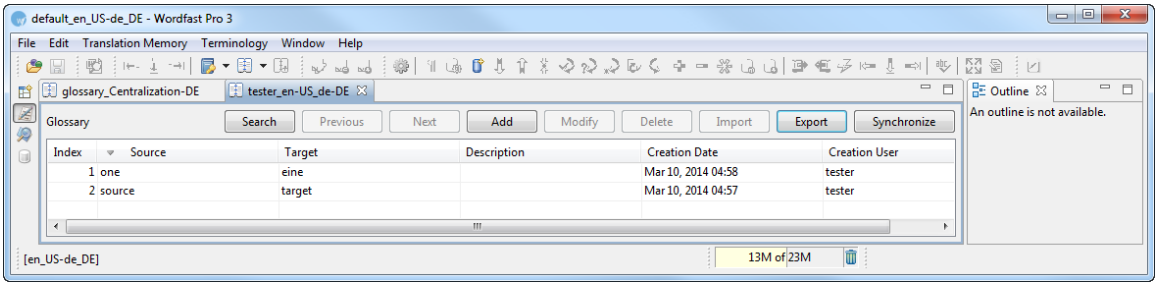


OR

Select the glossary from the drop-down menu.

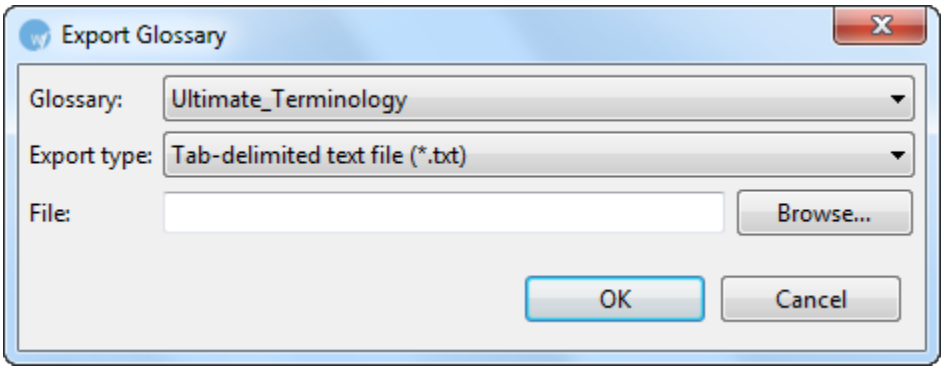


The glossary appears.



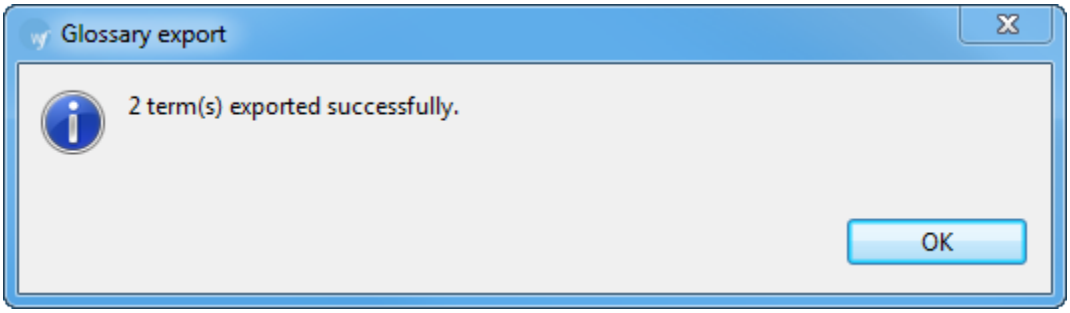
3. Click **Export.**

The Export Glossary dialog box appears.



4. Select **Glossary** name.
5. Select **Export type**. You have two options:
    - Tab delimited: a TXT file
    - TBX: an XML file
6. Enter or browse the location for the glossary.
7. Click **OK**.

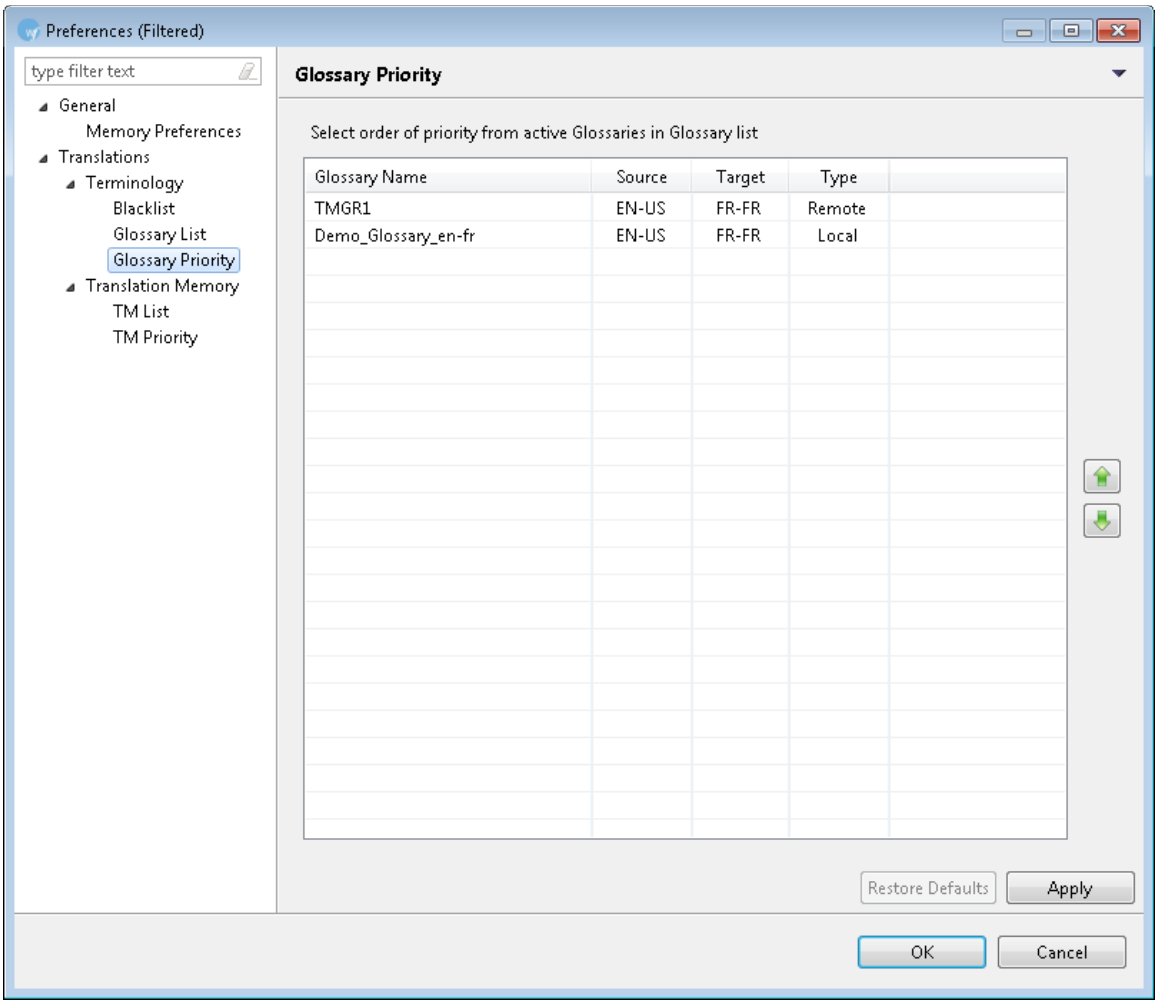
   The glossary is exported and saved at the specified location.



Changing Glossary Priority

1. Click on **Glossary Priority** under **Terminology**.

   The Terminology - Glossary Priority dialog box appears.



2. Click or to prioritize newly created or available local and remote glossaries.
   Note: Prioritizing glossaries will ensure that the first glossary in the list is leveraged first, followed by the remaining glossaries.

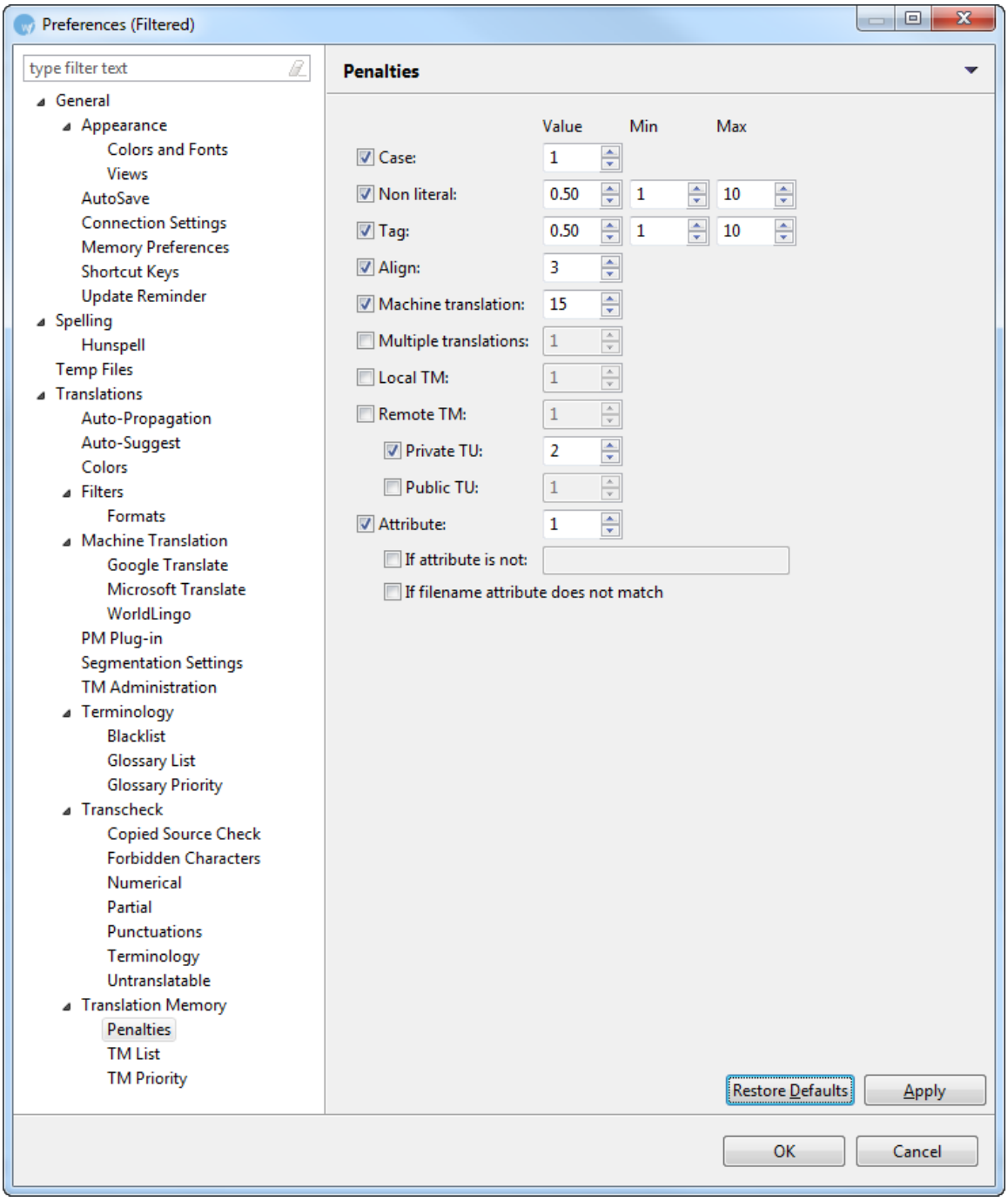
Defining penalties

Penalties are defined to maintain high quality of the content leveraged from translation memory. A value is assigned to each of the penalties, which are taken into account to calculate the translation score. This score is used to differentiate between golden or 100 %, fuzzy and no match.
To define penalties:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.

2. Click **Edit > Preferences > Translations > Translation Memory > Penalties**.

   The Preferences (Filtered) Penalties dialog box appears.



3. Enter values for penalties. Find below the list of penalties and description:

Penalty	Description
Case	penalizes different case in letters.

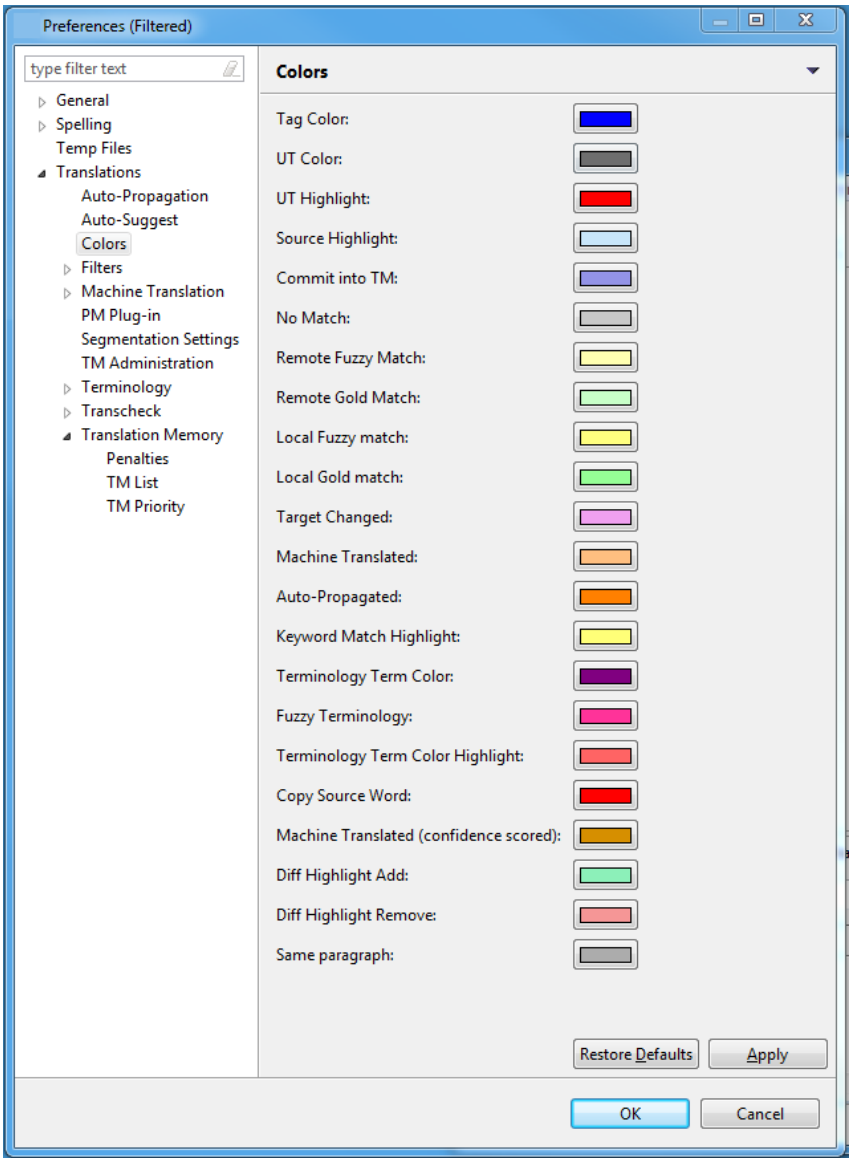
Penalty	Description
Non literal	penalization is for punctuations, space, special characters like apostrophes, dashes, quotes and so on.
Tag	penalizes different tags.
Align	penalizes TUs coming from an alignment.
Machine translation	penalizes TUs coming from MT.
Multiple translations	penalizes TUs if there are duplicates within the TM with different translations.
Local TM	penalizes TU from local desktop copy.
Remote TM	penalizes TU from remote TM.
Private TU (Remote)	penalizes workgroup Translation Unit (TU) from remote TM.
Public TU (Remote)	penalizes non-workgroup TU from remote TM.
Attribute	penalizes if attributes differ.
If attribute is not:	consider this attribute name for penalization when the custom attribute in the TU does not match the text box attribute.
If filename attribute does not match	consider filename as an attribute for penalization when the filename attribute in the TU does not match the TXML filename.

Defining color codes

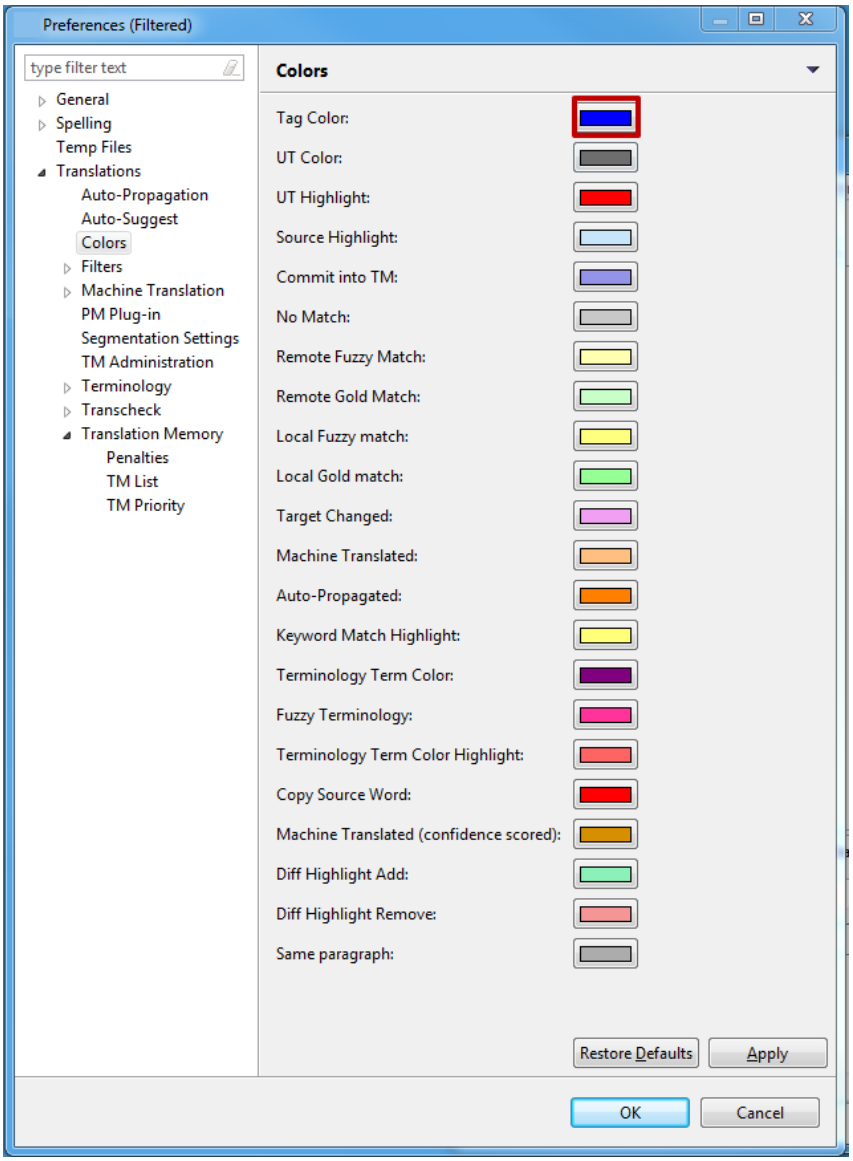
The color codes are used to differentiate between different types of content in the TXML editor workspace.

To define color codes:

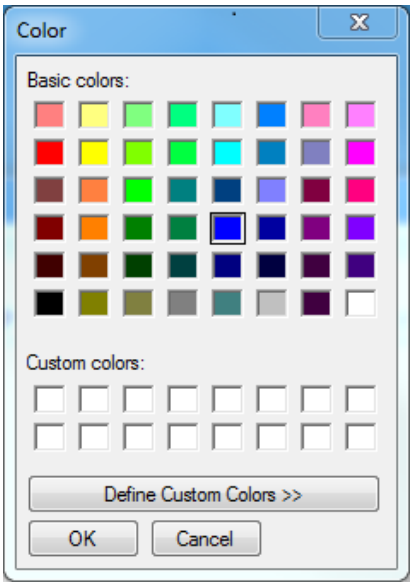
1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **Edit > Preferences > Translations > Colors**.
   The Preferences (Filtered) Colors dialog box appears. This displays the default colors assigned to different content types.



3. If you want to change the default color for any of the content types, click the colored box. For example, click the colored box next to Tag color.

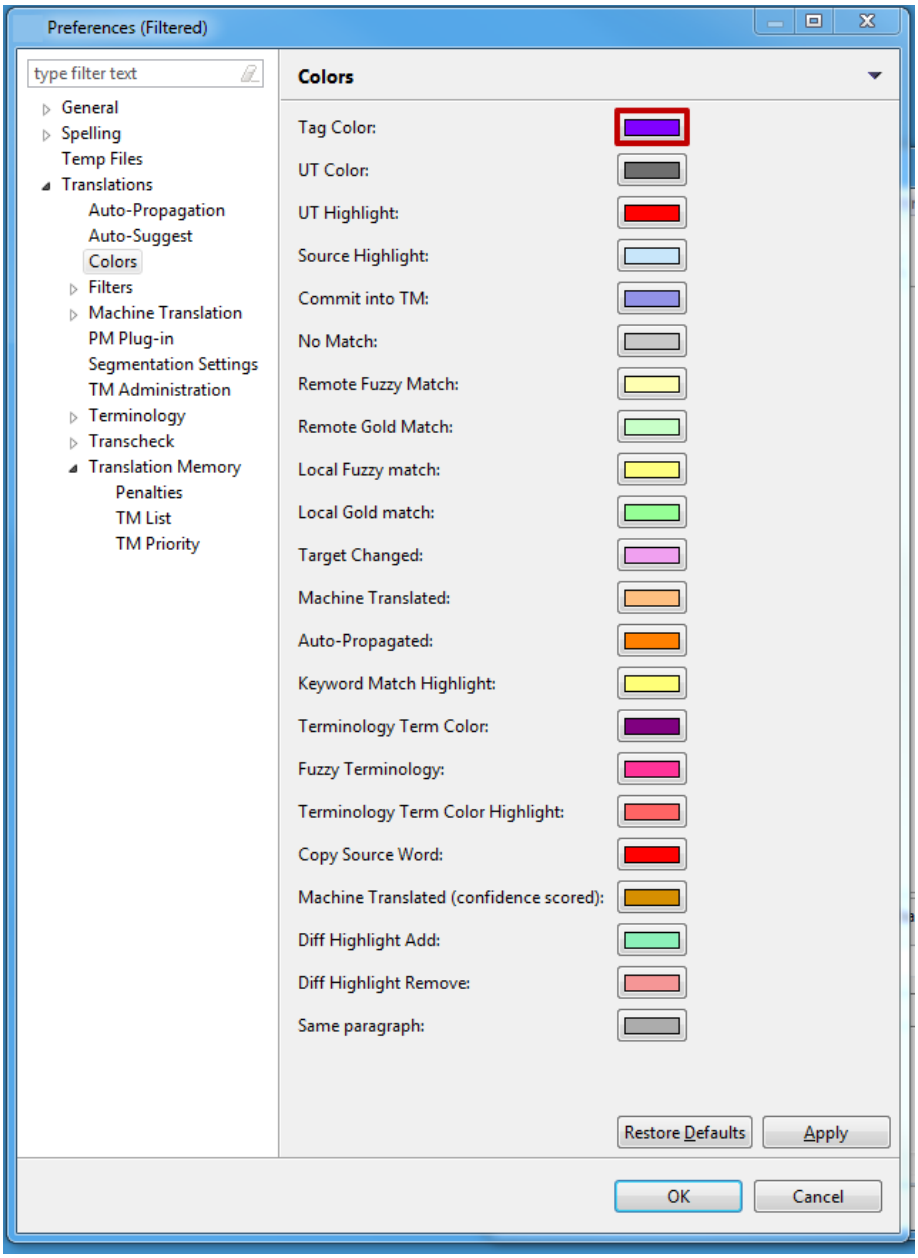


A color palette appears. The current color is selected.



4. Select a color, for example, purple and click **OK**.

   The color code for the selected content changes from blue to purple.



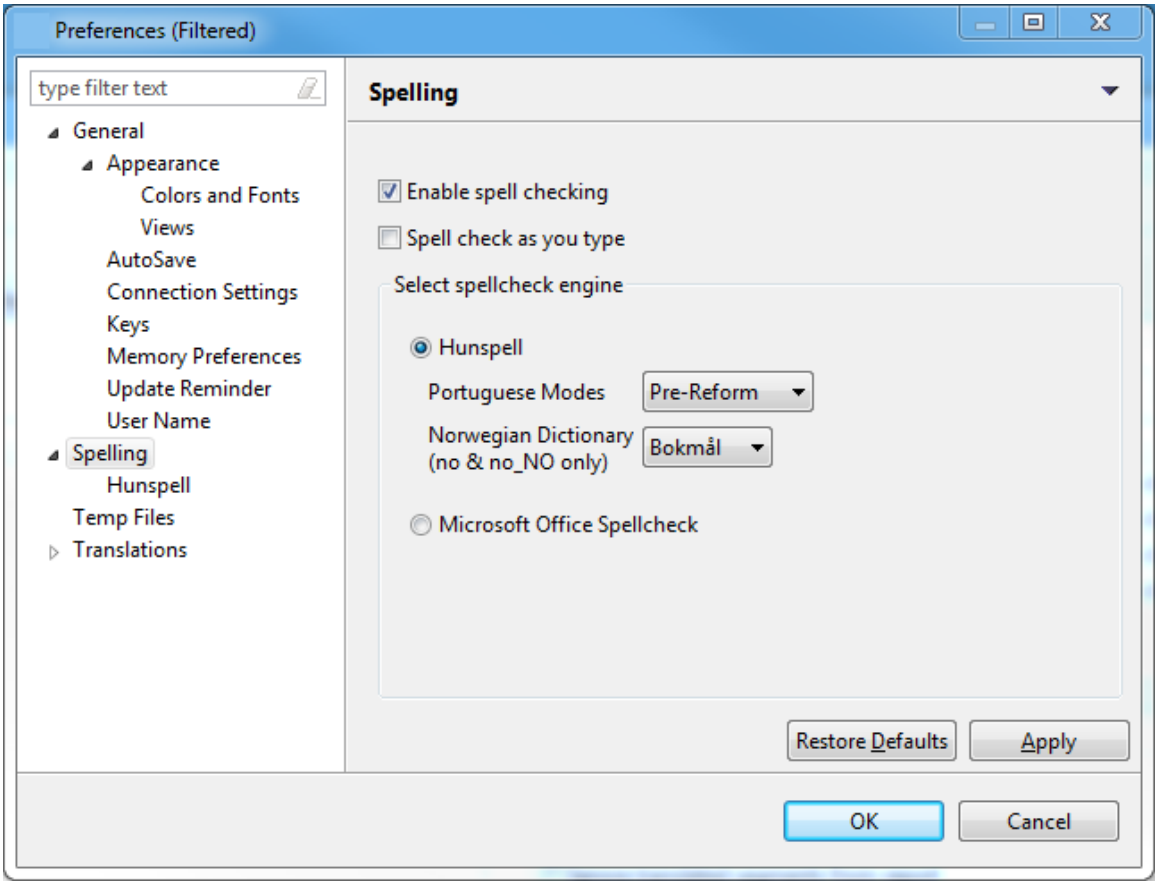
Enabling spell check

Enabling the spell check option is a good practice to ensure high quality. Spell check is supported in Windows and if you have MS Office installed. Spell check is enabled by default.

To disable spell check:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.

2. Click **Edit > Preferences > Spelling**.
   The Preferences (Filtered) Spelling dialog appears.



3. Select **Enable spell checking** checkbox.
   All spelling preferences are cleared. To select spelling preferences, select the **Enable spell checking** checkbox. The Hunspell spellcheck engine is automatically selected. To view all dictionaries available in the Hunspell spell check engine, click **Spelling > Hunspell** in the left pane.
4. Select the **Check Spelling as you type** checkbox. (Optional)
5. Select the spellcheck engine, if needed. The options are **Hunspell** and **Microsoft Office Spellcheck**.
   The additional options for Hunspell are as follows:
   - **Portuguese Modes**: If enabling spell checking for Portuguese, select the modes from the drop-down list. The options are:
     - Pre-Reform: traditional spellings
     - Post-Reform: new spellings
     - Both: traditional and new spellings

- **Norwegian Dictionary**: Select either Bokmål or Nynorsk Hunspell dictionary from Preferences for Norwegian and Norwegian (Norway) target projects. Bokmål is the default for both Norwegian target languages.

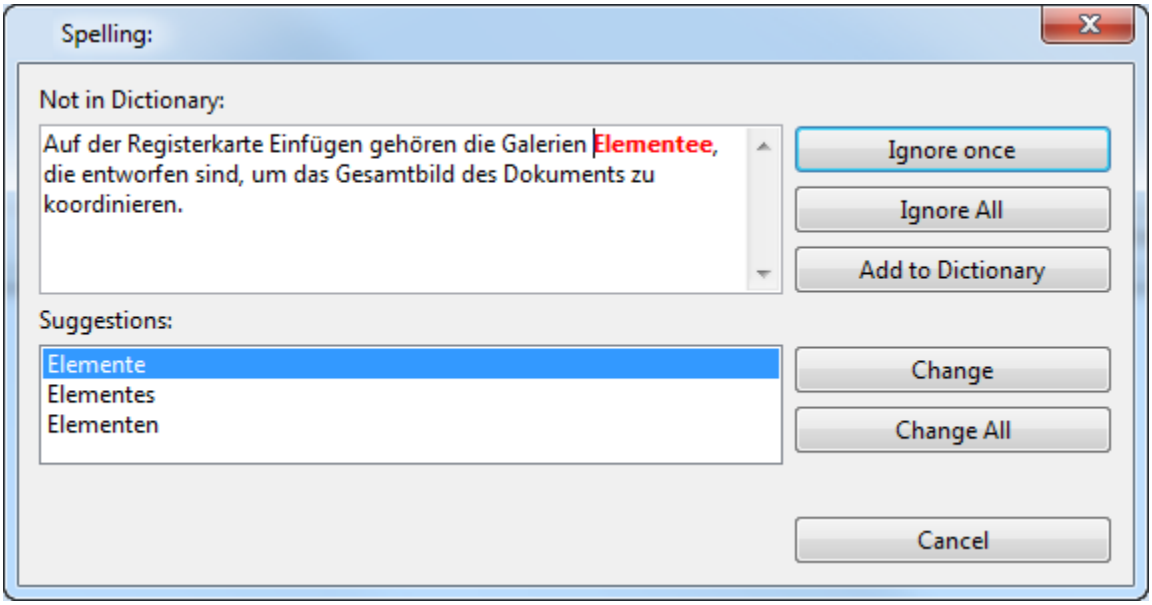
  The Spell check option is enabled.

  Note: The option for choosing spell check languages is available during installation.

6. Click **OK**.

   To use spell check, click **Edit > Spell Check** or press **F7**.

   The Spelling options appear. An example is shown below.



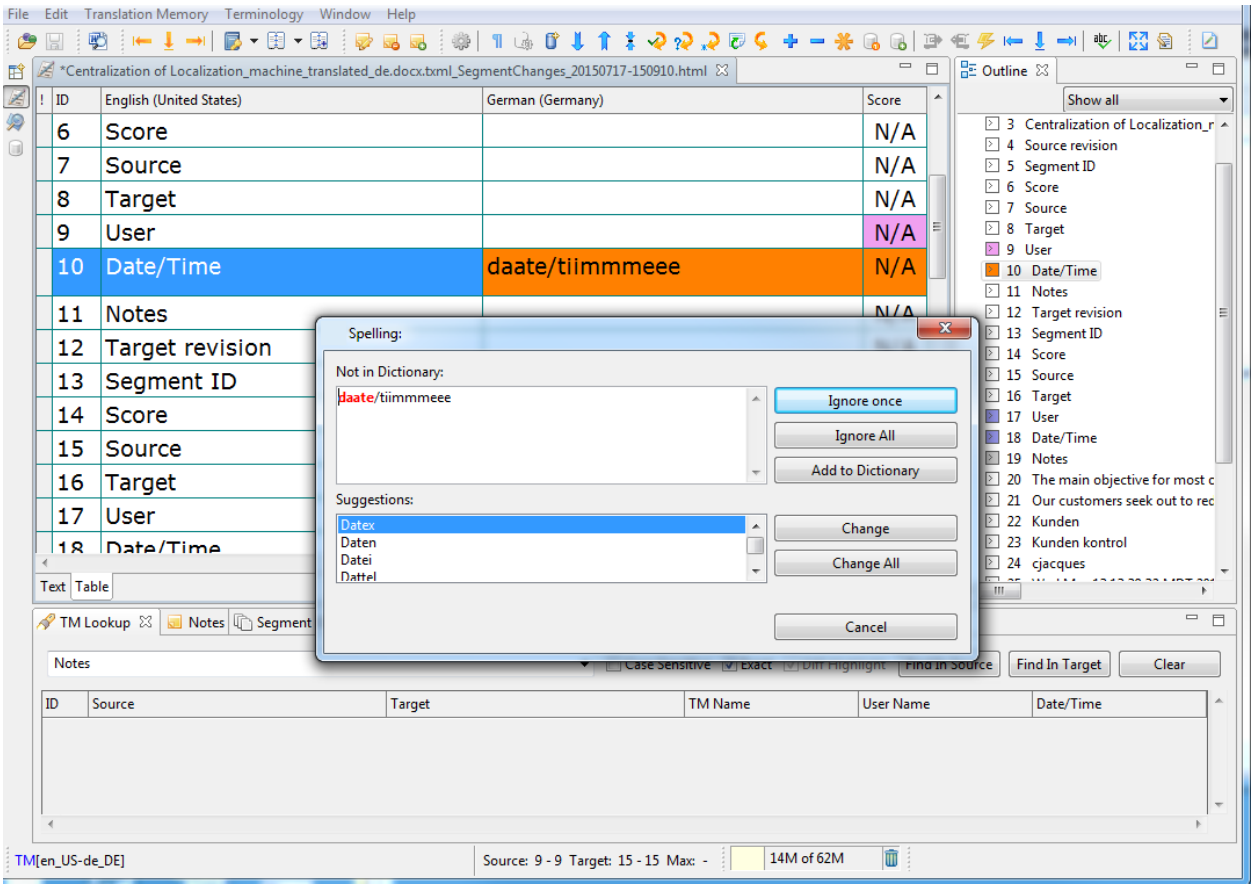
   The options available are:

Use	**to...**
Ignore once	ignore the suggestions for the highlighted word or phrase.
Ignore All	ignore the suggestions for highlighted word or phrase in the entire file.
Add to Dictionary	add the word or phrase to the dictionary.
Change	change the existing word or phrase to the selected suggestion.
Change All	change all instances of the existing word or phrase to the selected suggestion.
Cancel	cancel spell checking.

Using spell check

Click the Spell Check icon, or Press **F7**.

The Spelling dialog box appears if a spelling error is found. An example is shown below.



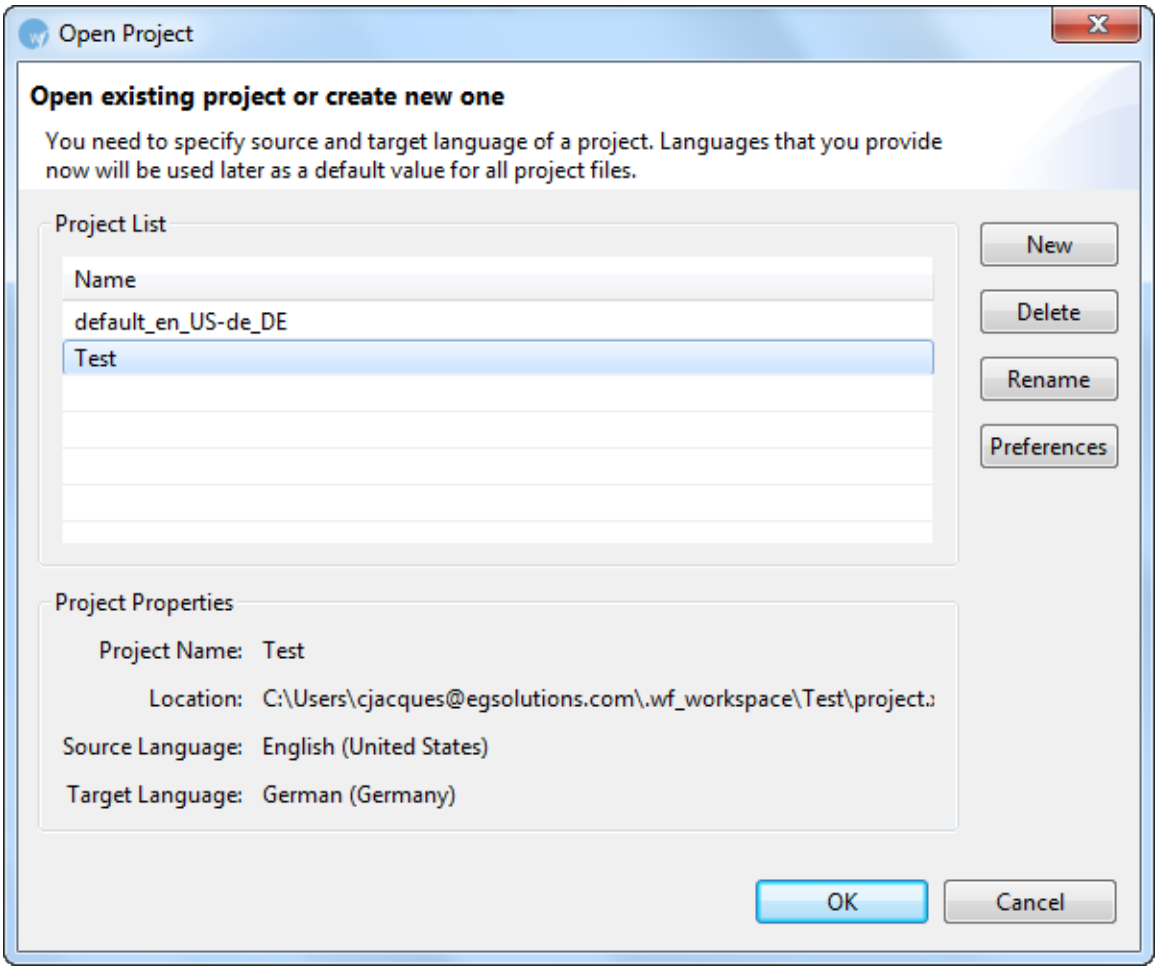
- To ignore this instance of the spelling, click **Ignore once**.
- To ignore all instances of the spelling, click **Ignore all**.
- To add the spelling, click **Add to Dictionary**.
- To accept the highlighted suggestion, click **Change**.
- To accept the highlighted suggestion for all instances of the spelling, click **Change All**.

Note: Navigate the dialog box using the Tab and Enter keys in addition to the mouse.

Deleting a project

To delete a project:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **File > Open Project**.
   The Open Project dialog box appears.



3. Select a project name and click **Delete**.

   A confirmation message appears, asking if you want to delete the file.

4. Click **Yes**.

   The project is deleted and removed from the Project list.

Translating in a project

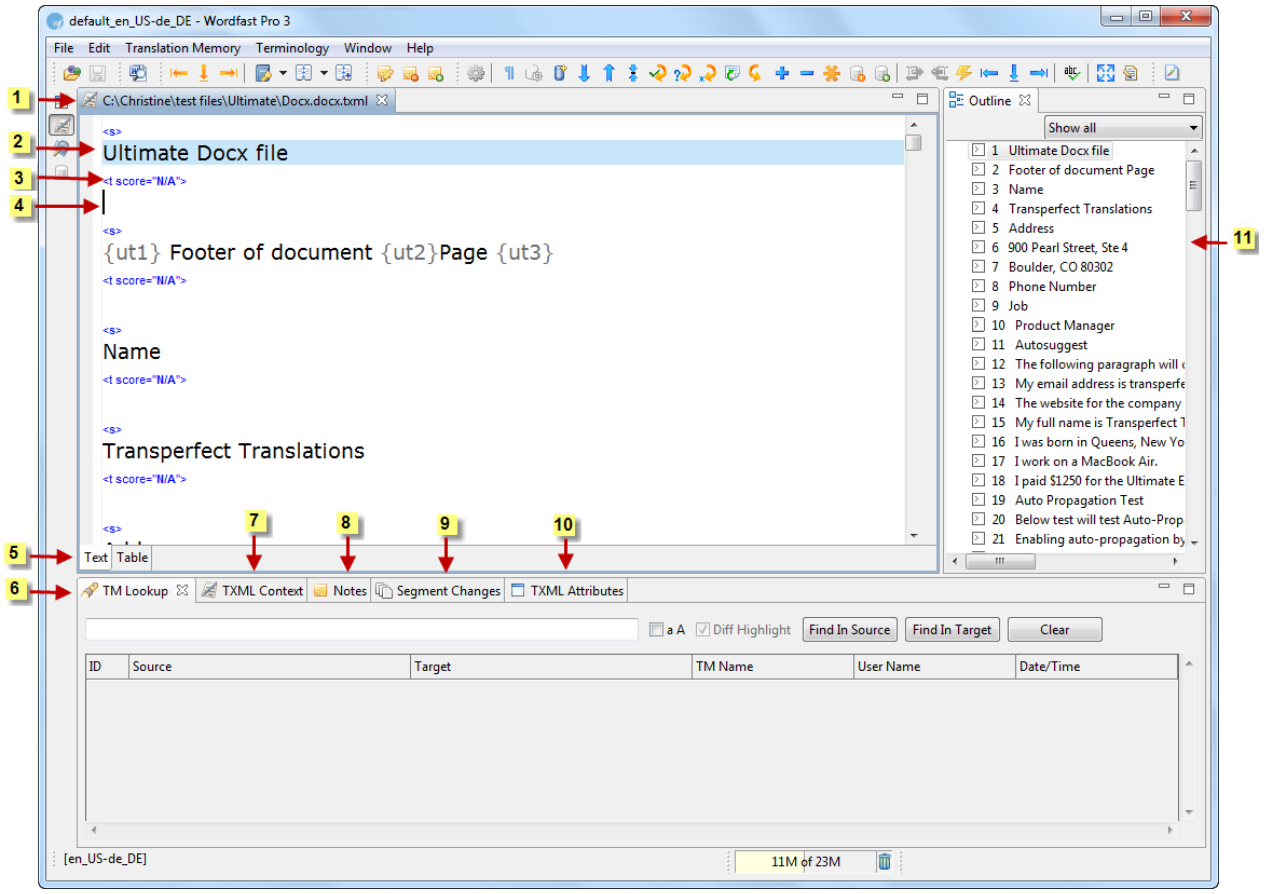
After you have completed the initial steps of creating project, opening translation memory, importing glossary and defining penalties and colors, the Wordfast Pro 3 workspace is ready to be used for translation. The translation process broadly includes the following tasks:

- Opening a file
- Translating a file
- Saving and closing a file
- Finding and replacing content
- Enabling translation options
- Enabling Machine Translation
- Enabling Auto Propagation
- Enabling Auto-Suggest
- Leveraging repetitive content
- Working with translation memory
- Working with terminology
- Working with tags
- Editing source segment
- Using Transcheck
- Confirming or Unconfirming segments
- Using Outline window
- Viewing TXML Context
- Using notes
- Viewing segment changes
- Using shortcut icons
- Modifying colors and fonts

Opening a file

To open a file for translation:

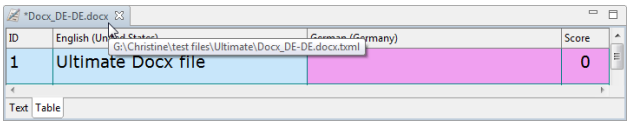
1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **File > Open File**, select file for translation and click **Open**.
   OR
   Left-click on the file, and drag it to the Translation window (drag_and_drop).
   The file appears in the Translation window.



Note: the file name appears in the tab. To view the file location (file path), point to the tab with the mouse. The file location appears in a popup.

Wordfast Pro 3 supports only those TTX files that are translated and segmented using tag editor. The TTX files must be renamed to match the source format if they need to be viewed in tag editor.

Find below the description for the various components of the Wordfast Pro 3 workspace:

Number	Component	Description
1	File name	The TXML file name appears here. You can open multiple files, which appear as tabs. **Note:** the file name appears in the tab. To view the file location (file path), point to the tab with the mouse. The file location appears in a popup. 
2	Source segment	The segment that requires translation appears here.
3	Translation score	The translation score, which is the percentage of match found in the TM appears here.
4	Target segment	The translated content is entered here by the translator.
5	Views	The TXML file can be viewed in two ways, as plain text and in a table format.
6	TM Lookup window	The TM leverage results appear here. You can also search the TM for a term or a phrase. Refer to Using TM Lookup window.
7	Txml Context	The TXML context of the currently open file appears here. Refer to Viewing TXML Context.
8	Notes	The notes specific to each segment. Refer to Using notes.
9	Segment Changes	The segment changes in the currently open file appear here. Refer to Viewing segment changes.
10	TXML Attributes	The attributes of the TXML per segment appear here.
11	Outline window	The color coded list of all source segments appears here. The colors signify the translation score. Refer to Using Outline window.

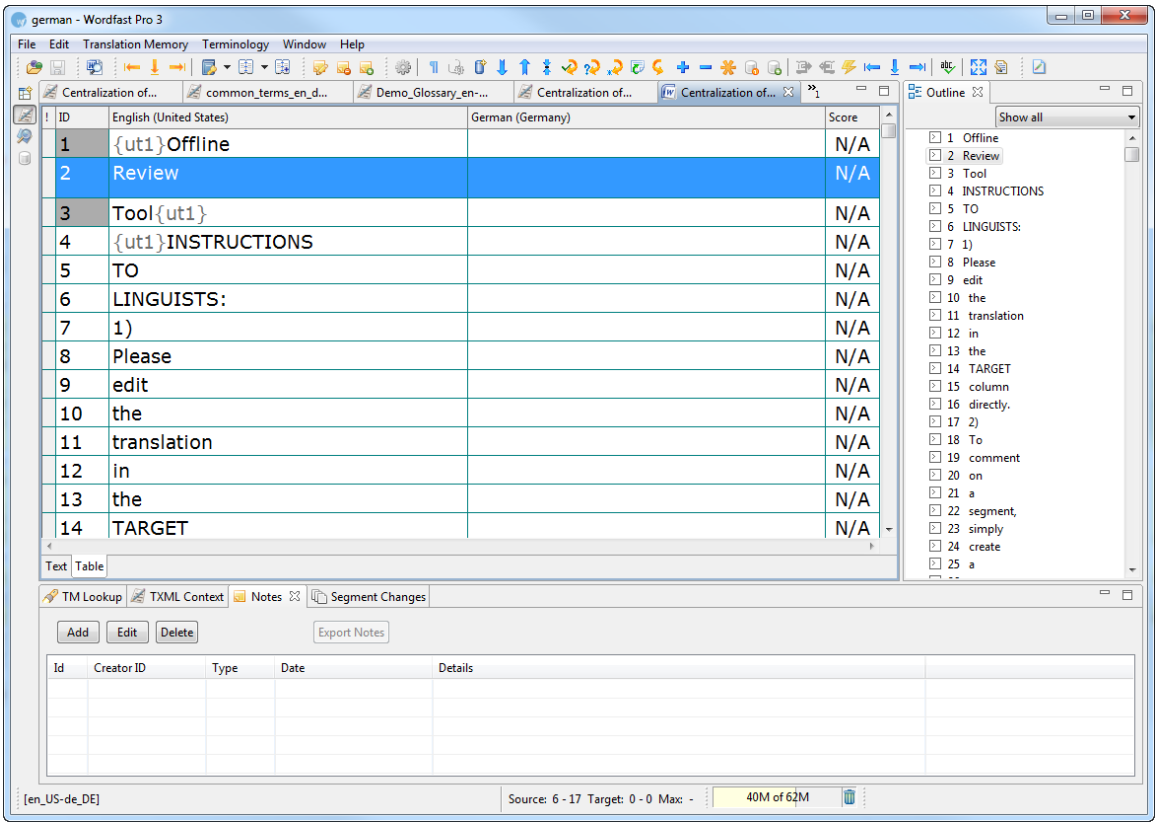
Translating a file

This section describes the steps for translating a TXML file when there are no TMs available for leverage. After entering the new translation for a file, you can save the translation to a new TM, which can be leveraged at a later stage.

To translate a file:

1. Follow the steps to open a file from section Opening a file.

   The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default. Go to Enabling translation options for information on enabling and disabling different translation options.

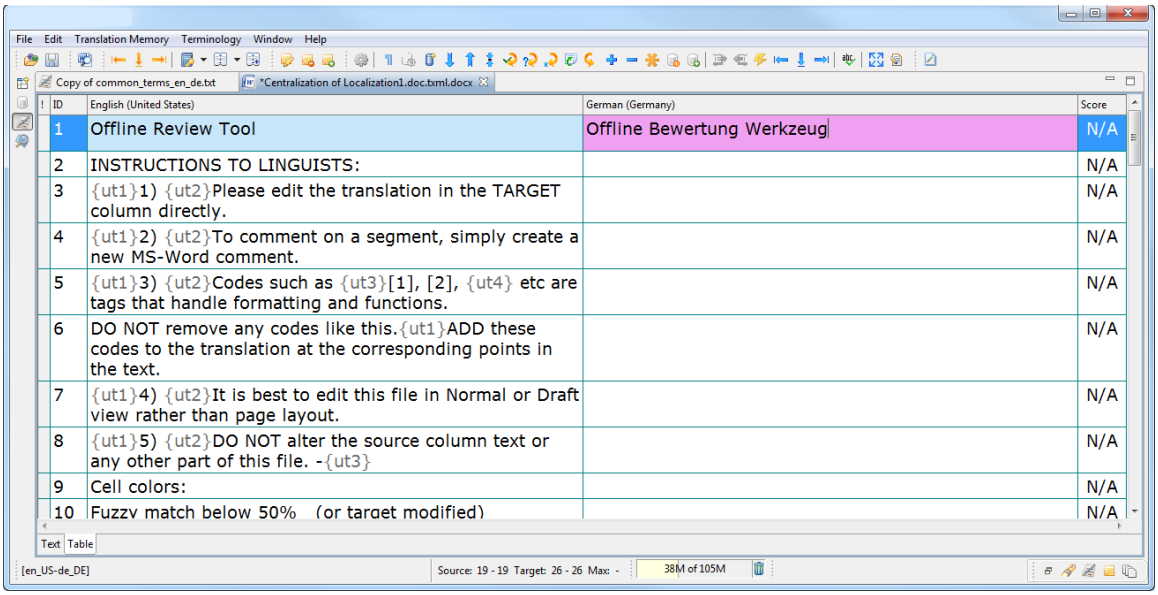


Note: The tags in the source segment are marked in grey. For example, {ut1}. These tags should be either copied and pasted or typed into the target segment. They should not be edited or deleted.

Segment IDs from the same paragraph appear in gray, but are segmented according to the Segmentation preferences.

2. Type the target segment.

   The typed target segment will appear in a pink background as shown in the screenshot below.



Note: the source characters and the target are counted in the Status bar, under the TM Lookup window: If a maximum character length has been set, segments or block/paragraph exceeding the maximum show the count in red.

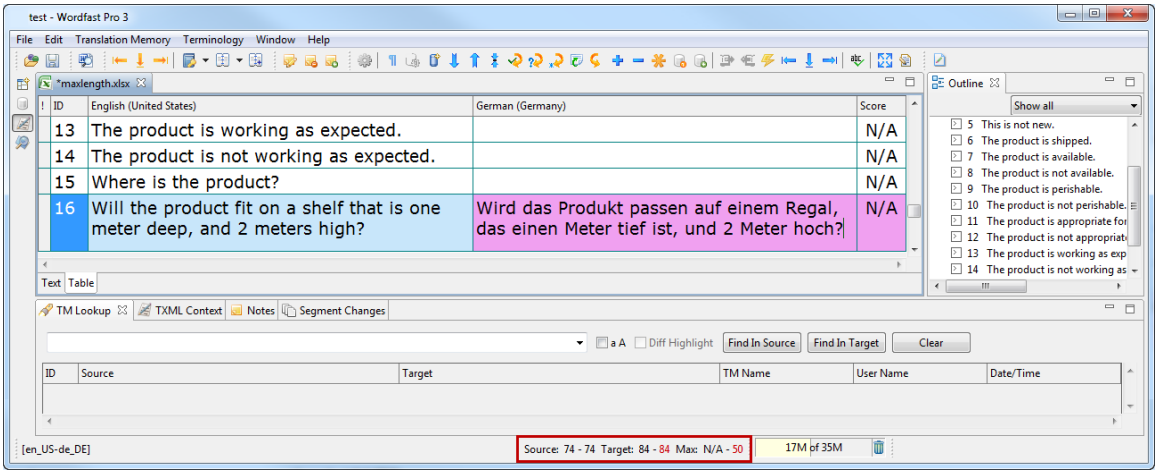
In the example below, the character count of the source segment is 74-74, where the first 74 is the segment character count, and the second 74 is the block/paragraph, character count.

The character count of the target segment and block or paragraph is 84-84.

The maximum length for the target segment is N/A. No maximum length was set.

The block or paragraph count is set to 50 characters, exceeding the maximum length by 34 characters. The block/paragraph count appears in red.

For more information, go to Adding an Excel Filter.



3. Select **Translation Memory > Next Segment** or click or press **Alt+Down**.

   The typed target segment is saved to the TM and the cursor moves to the next segment.

   Note: If you need help creating or opening a TM, go to Creating or opening a TM. To update translation memory with new content, ensure the TM has **Read only** check box is not selected,

and update options are selected. Go to Selecting translation memory settings for more information.

Also note that, the TM will not be leveraged or updated if you press the **Enter** or **Tab** keys or if you click into another segment in the Translation window or the Outline window.

4. After translating all the source segments, select **Translation Memory > Commit all segments to TM,** or click or press **Ctrl+Alt+End**, to update the TM before closing the file.

Clearing a target segment

To clear a target segment, place the cursor over the target segment, right-click and select **Clear Target,** or select **Edit > Clear Target Segment,** or press **Ctrl+Alt+X**.

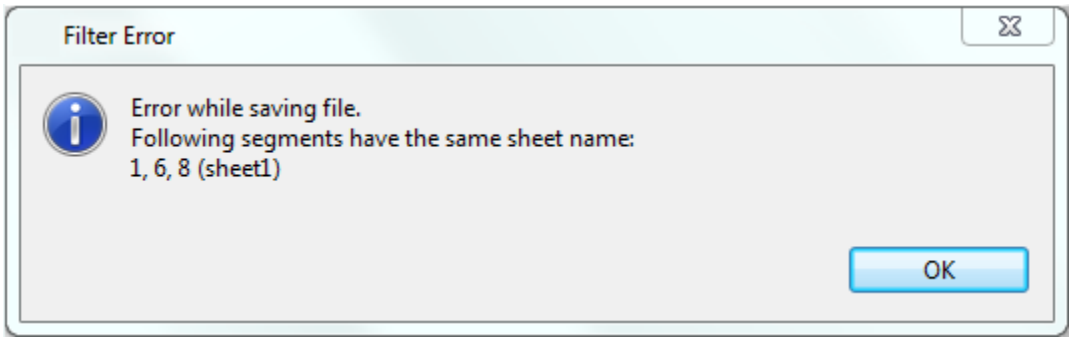
Viewing last edited segment

You can view the last segment that was worked on by reopening the file and pressing **Shift+F5**. The cursor will be placed in the target segment that was last worked on.

Saving a file

To save a file:

- Click **File > Save** or **Ctrl+S**, to save the currently open file.
- Click **File > Save translated file** or **Ctrl+Alt+S**, to save a translated file to its original format.
  Note: When an Excel file is saved, any sheet names exceeding 31 characters will be truncated to 31 characters. Any segments having the same sheet name will result in a filter error:



  The following languages require special font rules when translated. Wordfast Pro automatically changes the target font output when it identifies characters from the following languages into the listed fonts.

  - Japanese: MS Gothic UI
  - Chinese: SimSun for Chinese characters, Arial for Western characters

    - Korean: Batang for Times New Roman, Gulim for Arial
    - Arabic: Arial
- Click **File > Save As**, to save and rename the file.
- Click **File > Save All** or **Ctrl+Shift+S**, to save all open files.

Closing a file

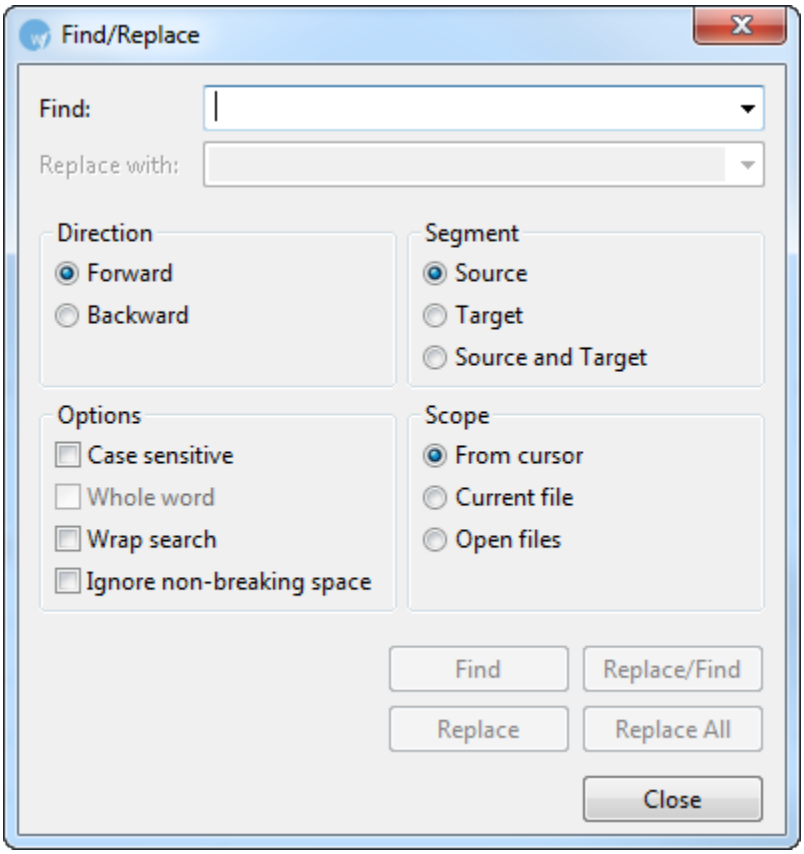
To close a file:

- Click **File > Close** or click , to close the currently open file.
- Click **File > Close All**, to close all open files.
  Note: If you close a file without saving the most recent changes, a warning message appears querying if you want to save the file.

Finding and replacing content

You can find and replace the translated content using the find and replace option.
To find and replace content:

1. Follow the steps to open a file from section Opening a file.
   The file appears in the Translation window.
2. Click **Edit > Find/Replace** or press **Ctrl+F**.
   The Find/Replace dialog box appears.



3. Type the content in the **Find** and **Replace with** fields.
4. Enable the following options, if required:

Select	**to find and replace...**
Direction	
Forward	content after of the cursor location.
Backward	content before of the cursor location.
Segment	
Source	source segments only.
Target	target segments only.
Source and Target	both source and target segments.
Options	
Case sensitive	content with matching case.
Whole word	whole words only.
Wrap search	starting from and returning to the start location.
Ignore non-breaking space	content containing non-breaking spaces, and ignore the non-breaking space.

Select	**to find and replace...**
Scope	
From cursor	from the cursor location to end of the file.
Current file	from the beginning to the end of the current file only.
Open files	in all open files.

5. Click **Find** to find the first instance of the content or click **Replace All** to replace all instances.
6. Click **Replace/Find** to replace the searched content and find the next instance, or click **Replace** to replace the searched content only.

   OR

   Drag content from source to target (drag-and-drop) .

Enabling translation options

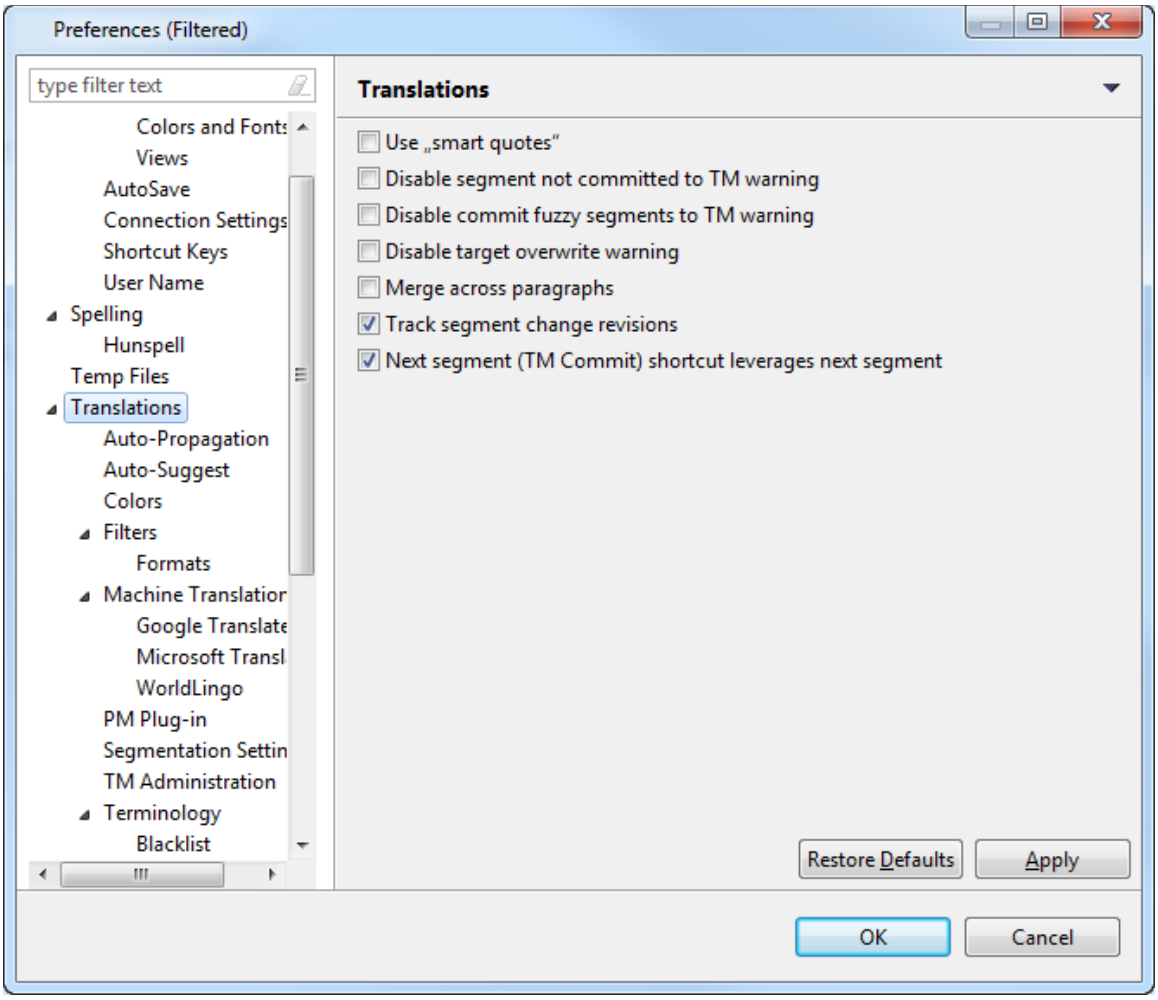
Before or during translation, you can enable or disable some generic translation options.

To enable translations specific preferences:

1. Open Wordfast Pro 3 and click .

   The TXML perspective appears.
2. Click **Edit > Preferences > Translations**.

   The Translations dialog box appears.



3. Enable the following translations options, if required:

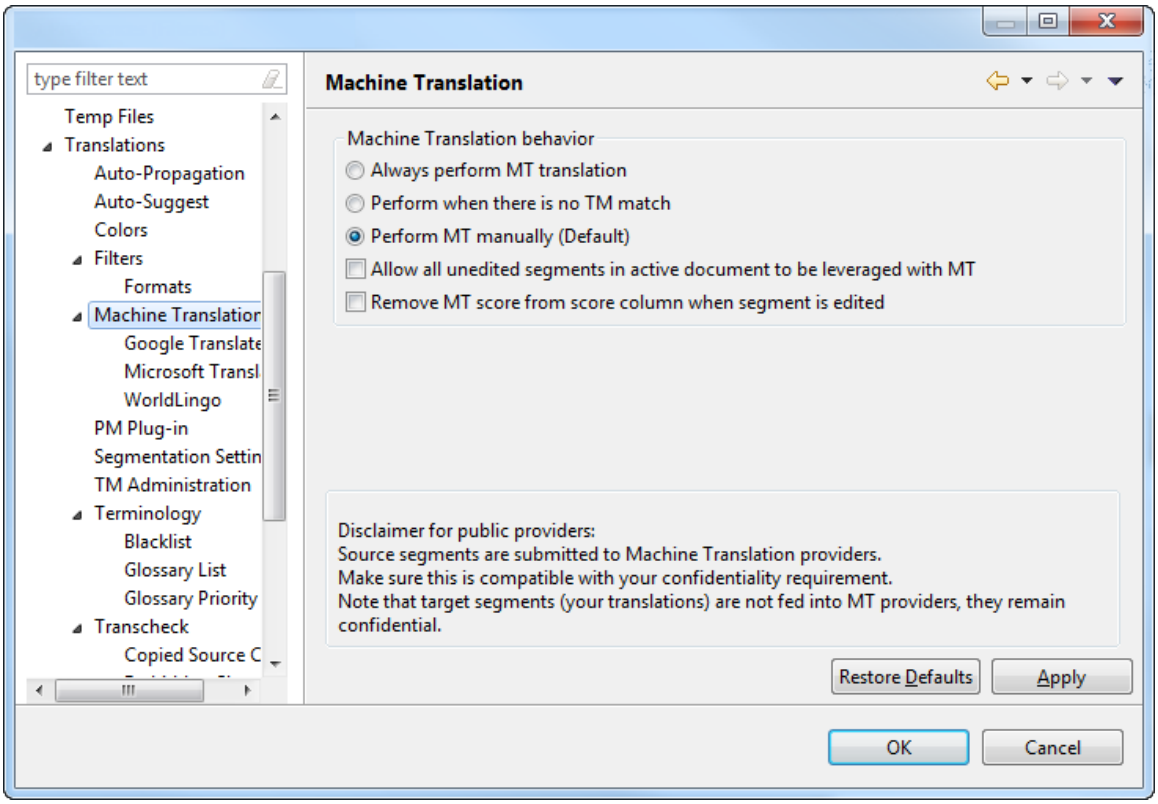
Select	**to...**
Use ,,smart quotes”	enable smart quotes. Depending on the target language Wordfast Pro 3 will automatically change the quote (straight or curly) that is used when the user presses the quote button on the keyboard. A non-breaking space ( ) will be added before the following punctuation when the target language is French-France (fr-FR): :, ;, <<, >>, !, ?, %, $, #, €
Disable segment not committed to TM warning	disable the warning that appears when a translated segment is not committed to the TM before moving to the next segment.

Select	to...
Disable commit fuzzy segments to TM warning	disable the warning that appears when a fuzzy or partial match segment is committed to the TM.
Disable target overwrite warning	disable the warning that appears when a target segment is overwritten.
Merge across paragraphs	enable segments from adjacent paragraphs to merge. A paragraph tag appears between segments merged from different paragraphs, in source and target.
Track segment change revisions	track revisions to segments. Selected by default.
Next segment (TM Commit) shortcut leverages next segment	use the Next Segment shortcut to leverage the next segment. Selected by default.

Enabling Machine Translation

Wordfast Pro 3 includes an automated machine translation feature which populates translations whenever a file is open or when there are no translation memory segment matches.
To enable Machine Translation:

1. Open Wordfast Pro 3 and click **Edit > Preferences > Translations > Machine Translation**.
   The Machine Translation Preferences dialog box appears.



2. Select one of the following:

   - **Always perform Machine Translation**, if you want machine translated content to appear when you leverage a segment. TM matches will appear in TM Lookup, along with the MT matches.
   - **Perform when there is no TM Match**, if you want machine translated content to appear when there are no match segments.
   - **Perform MT manually (Default)**, if you want machine translated content to appear only when the MT is performed manually, using the MT icon in TXML editor.

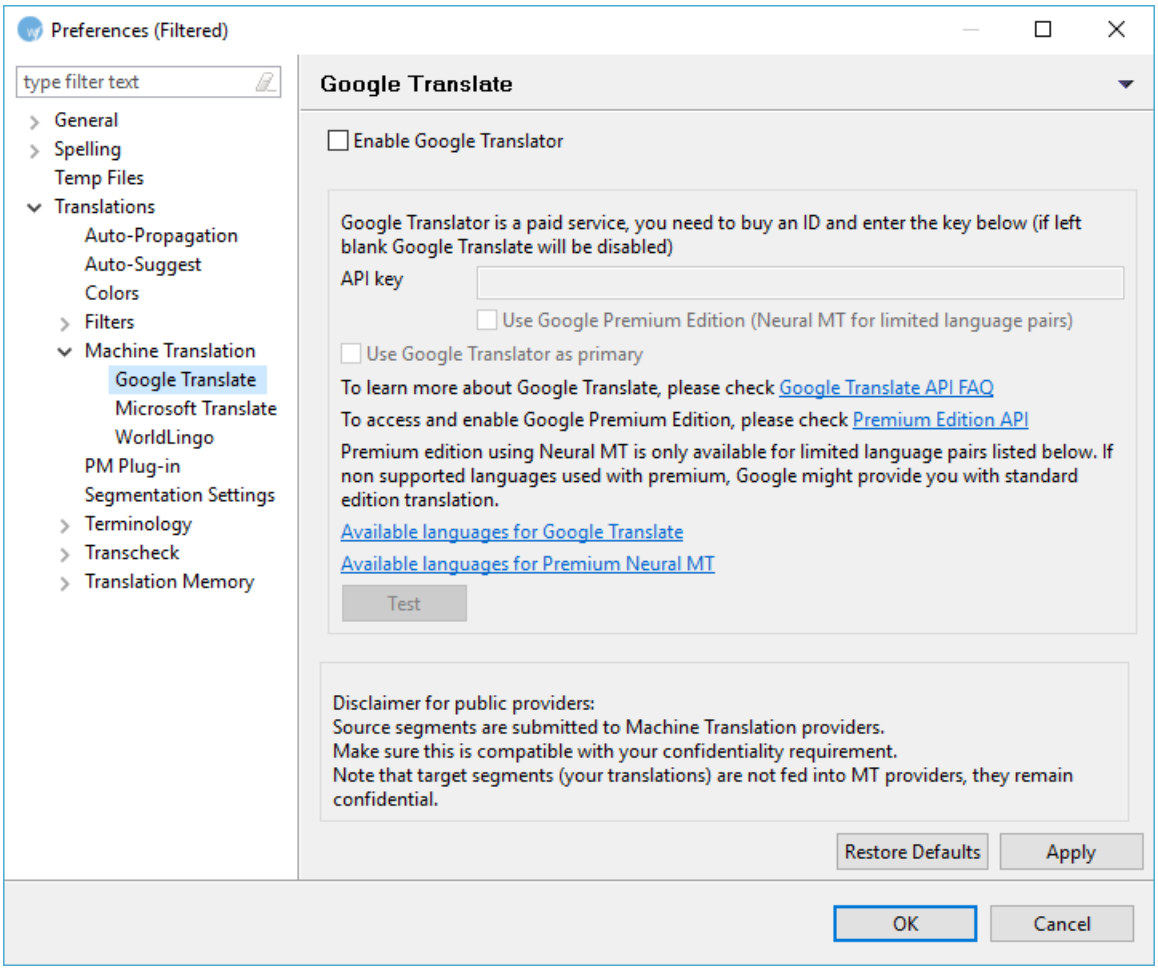
3. Select check boxes if you wish to allow all unedited segments in active document to be leveraged with MT and to remove MT score from score column when segment is edited.
4. Please read the disclaimer carefully.
5. Click **Apply**.
6. You can enable any of these machine translation tools: **Google Translate**, **Microsoft Translate**, **WorldLingo**.

Google Translate

To enable Google Translate:

1. Open Wordfast Pro 3 and click **Edit > Preferences > Translations > Machine Translation > Google Translate**.

   The Google Translate Preferences dialog box appears.



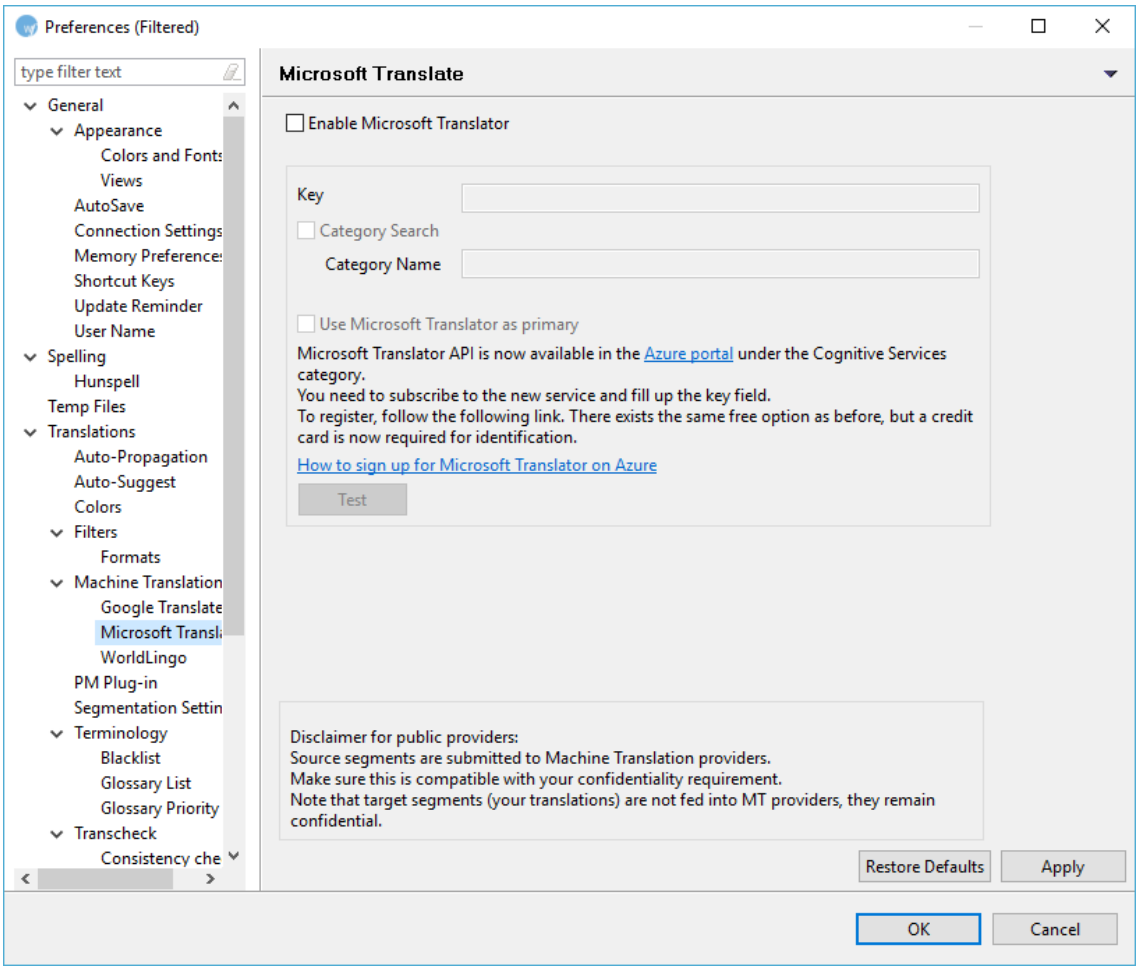
2. Select **Enable Google Translator** checkbox to populate preset translations.
3. Enter the API key, which is mandatory to use Google Translate. Click the **Google Translate API FAQ** link for more information.
4. Select **Use Google Premium Edition** (Neutral MT for limited language pairs), to select a premium edition.
5. Select **Use Google Translator as primary** checkbox to give Google MT preference over other Machine Translation service.
6. Click **Test** to test the service.
7. Click **Apply** to save the selection and **OK** if you wish to close the Preferences dialog box.

Microsoft Translate

To enable Microsoft Translate:

1. Open Wordfast Pro 3 and click **Edit > Preferences > Translations > Machine Translation > Microsoft Translate**.

   The Microsoft Translate Preferences dialog box appears.



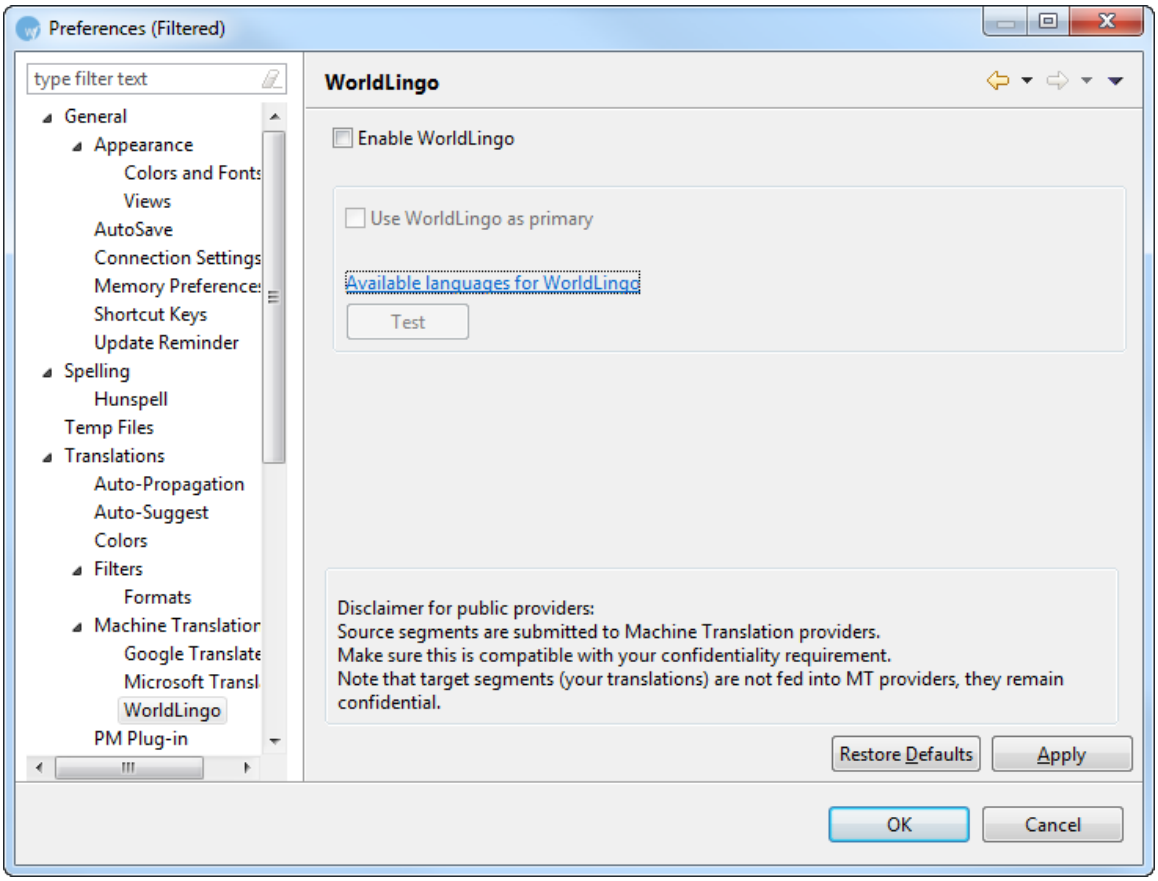
2. Select **Enable Microsoft Translator** checkbox to populate preset translations.
3. Enter a **Key**, which is mandatory to use Microsoft Translate. Click the **How to sign up for Microsoft Translator on Azure** link for more information.
4. (Optional) Select **Category Search** and enter a category name, to conduct a more context-sensitive search for a preset translation. For more information on using Category Search, see the Microsoft Translator Hub User Guide.
5. Select **Use Microsoft Translator as primary** checkbox to give Microsoft MT preference over other Machine Translation service.
6. Click **Test**, to test the service.
7. Click **Apply** to save the selection and **OK** to close the Preferences dialog box.

WorldLingo

To enable WorldLingo:

1. Open Wordfast Pro 3 and click **Edit > Preferences > Translations > Machine Translation > WorldLingo**.

   The WorldLingo Preferences dialog box appears.



2. Select **Enable WorldLingo** checkbox, to populate preset translations.
3. Select **Use WorldLingo as primary** checkbox to give WorldLingo preference over other Machine Translation service.
4. Click **Available languages for WorldLingo** to view the languages.

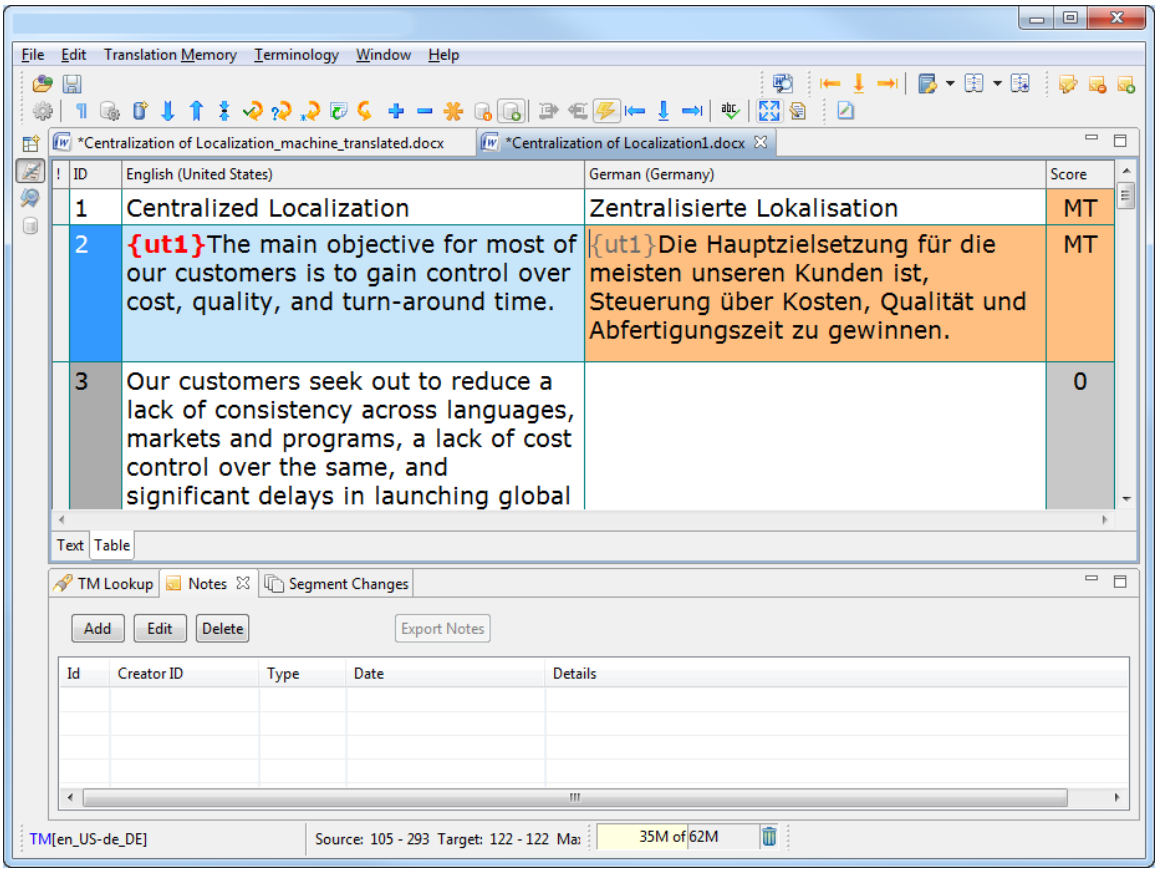
5. Click **Test**, to test the service.

6. Click **Apply** to save the selection and **OK** if you wish to close the Preferences dialog box.

Using machine translation

To use machine translation:

1. In the TXML Editor, open a file for translation.
2. Click or press **Alt+-**, click or press **Alt+Down** or click or press **Alt+Up**.
   The machine translation will appear in the TM Lookup window.
3. To populate the machine translation in the target segment, click or right-click in the target segment and click **Machine Translation**. Find below and example screenshot of a machine translated file.



Note: Machine translated content is highlighted in orange by default and marked as **MT** in the Score column. If required, the default color code can be modified. Refer to Defining color codes.

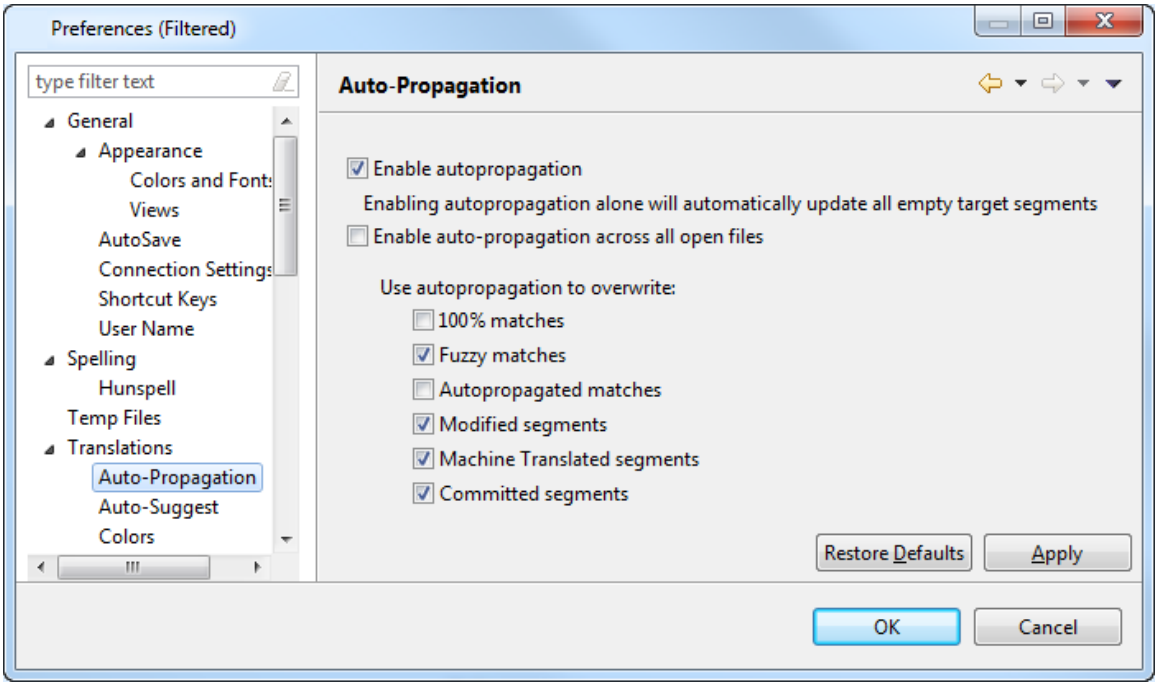
Enabling Auto-Propagation

You can choose to propagate translations for segments in the document automatically when you commit a segment to translation memory. The Auto-Propagation option allows you to enable or disable this

feature. Enabling the Auto Propagation option will also allow you to leverage previous translation of repetitive content. For more information, refer to Leveraging repetitive content.

To enable Auto-Propagation:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **Edit > Preferences > Translations > Auto-Propagation**.
   The Auto-Propagation dialog box appears.



3. Select **Enable autopropagation** checkbox to automatically propagate translation based on previous translation completed in the file.
4. Select **Enable autopropagation across all open files** to automatically propagate all open files in TXML editor.
5. Enable the following autopropagation options, if required:

Select	**to overwrite...**
100% matches	100% translation memory (TM) matches.
Fuzzy matches	partial translation memory matched.
Autopropagated matches	all autopropagated matches. This means that if there are multiple segments that have the same content then editing one segment will auto propagate the change in all matching segments.
Modified segments	edited autopropagated matches. This means that if

Select	to overwrite...
	there are multiple segments that have the same content and the first and second repetitions are edited, then the following matching segments will be updated based on the second segment that was changed.
Machine Translated segments	machine translated content.
Committed segments	translated content that is committed to the TM.

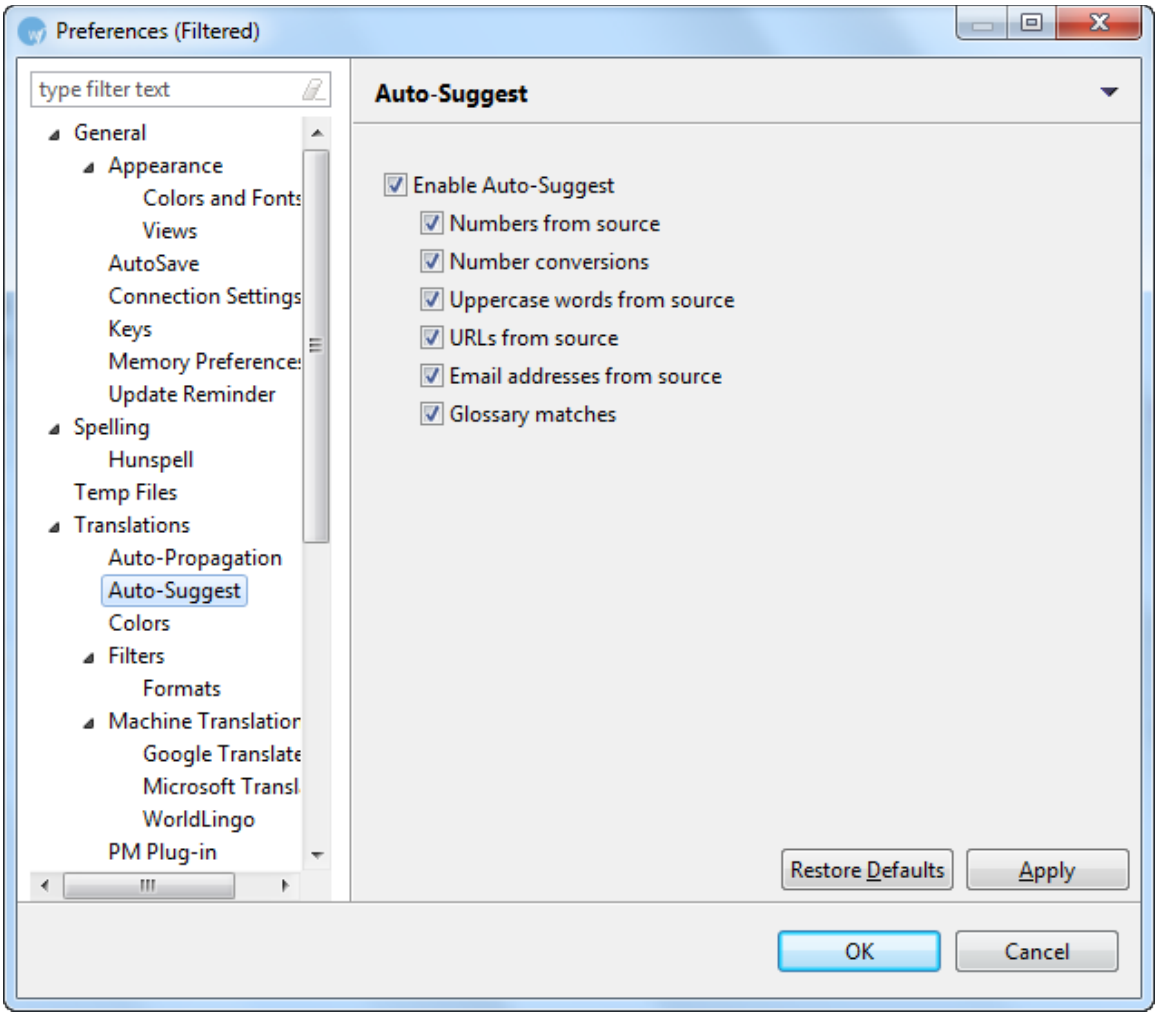
6. Click **Apply** and **OK**.
   The Auto-Propagation option is enabled.

Enabling Auto-Suggest

The Auto-Suggest option populates suggestions based on content or numeric values from source and terminology matches.

To enable Auto-Suggest:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **Edit > Preferences > Translations > Auto-Suggest**.
   The Auto-Suggest dialog box appears.

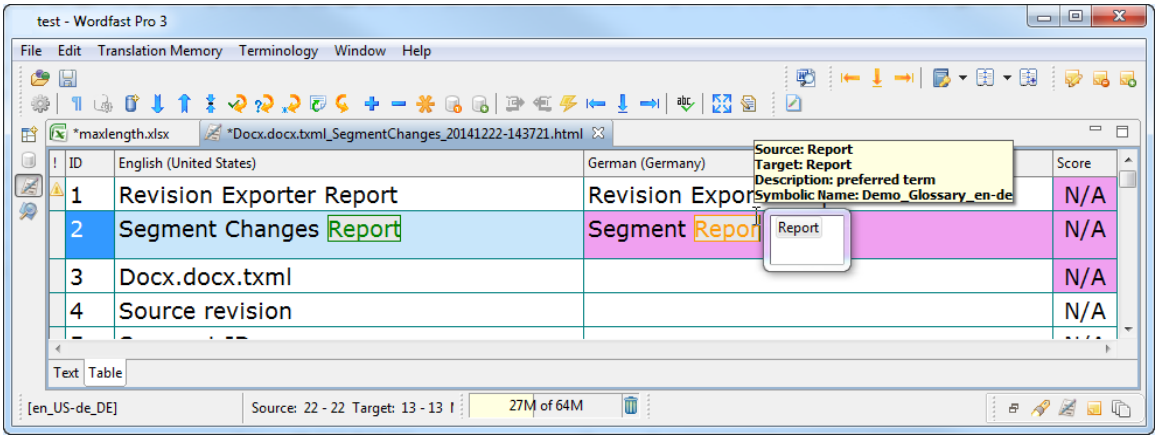


3. Select the **Enable Auto-Suggest** checkbox.
4. Enable the following auto-suggest options, if required:

Select	**to view suggestions in target segment for...**
Numbers from source	numbers that appear in the source segment.
Number conversions	number conversions based on different rules. For example: If the file is being translated from English (United States) to German (Germany), $1,000 appearing in source segment will be suggested as $1.000 in the target segment.
Uppercase words from source	upper case words that appear in the source segment.
URLs from source	URLs that appear in the source segment.
Email addresses from source	email addresses that appear in the source segment.

Select	to view suggestions in target segment for...
Glossary matches	term matches from synchronized glossary found in the source segment.

5. Click **Apply** and **OK**.
   The Auto-Suggest option is enabled.
6. To view suggested terms, begin typing in the target segment. An example is given in the screenshot below.

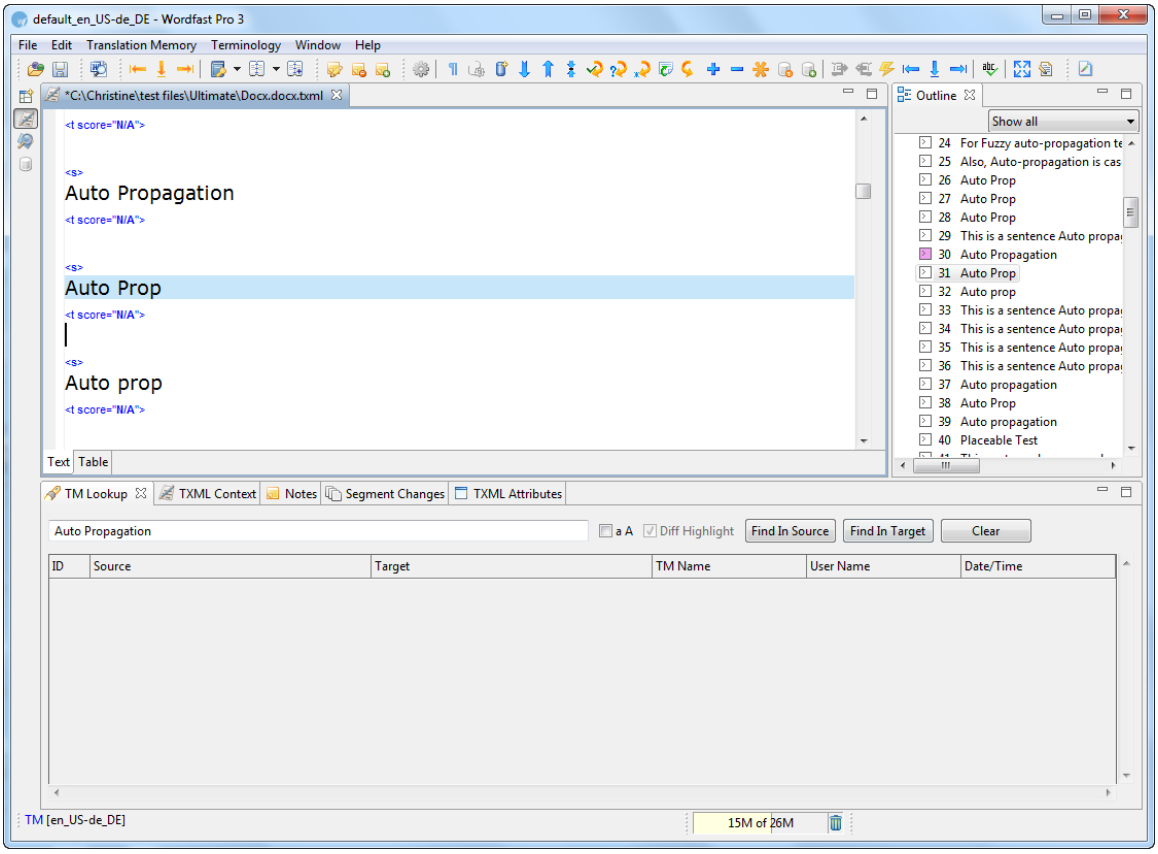


Leveraging repetitive content

The leveraging repetitive content option can be used when there are repetitive segments in a file. For example, if there are multiple instances of the phrase "Our Process" then the translator needs to type the translation only once. The remaining segments are leveraged automatically. To use this feature you must enable the Auto Propagation option. For more information, refer to Enabling Auto Propagation.

To leverage repetitive content:

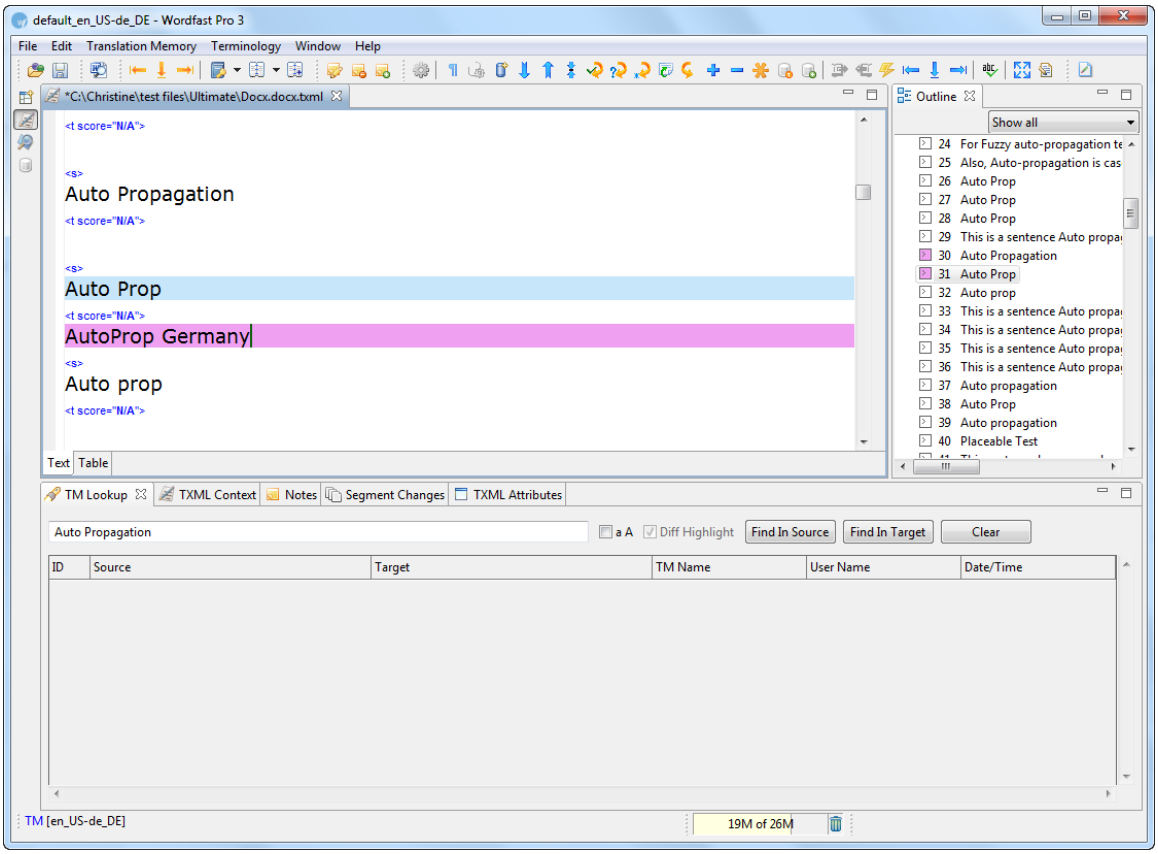
1. Follow the steps to open a file from section Opening a file.
   The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.



Note: There are three instances of the source segment "Auto Prop".

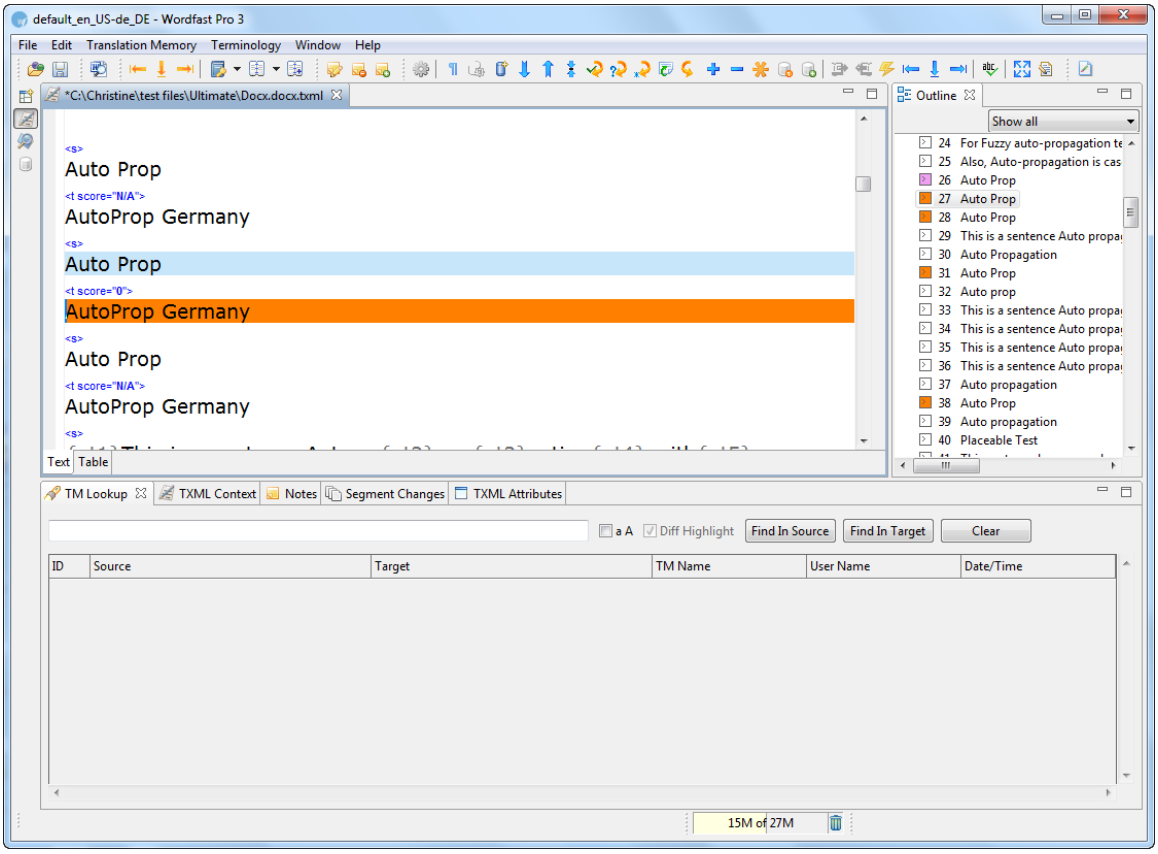
2. Type the target segment for the first instance.

   The typed target segment will appear in a pink background as shown in the screenshot below.



3. Select **Translation Memory > Next Segment** or click or press **Alt+Down**.

   The typed target segment is saved to the TM and the subsequent repetitive segments are leveraged. The segments appear in an orange background as shown in the screenshot below.



Note: The remaining two instances of "Auto Prop" are translated automatically.

Working with TM

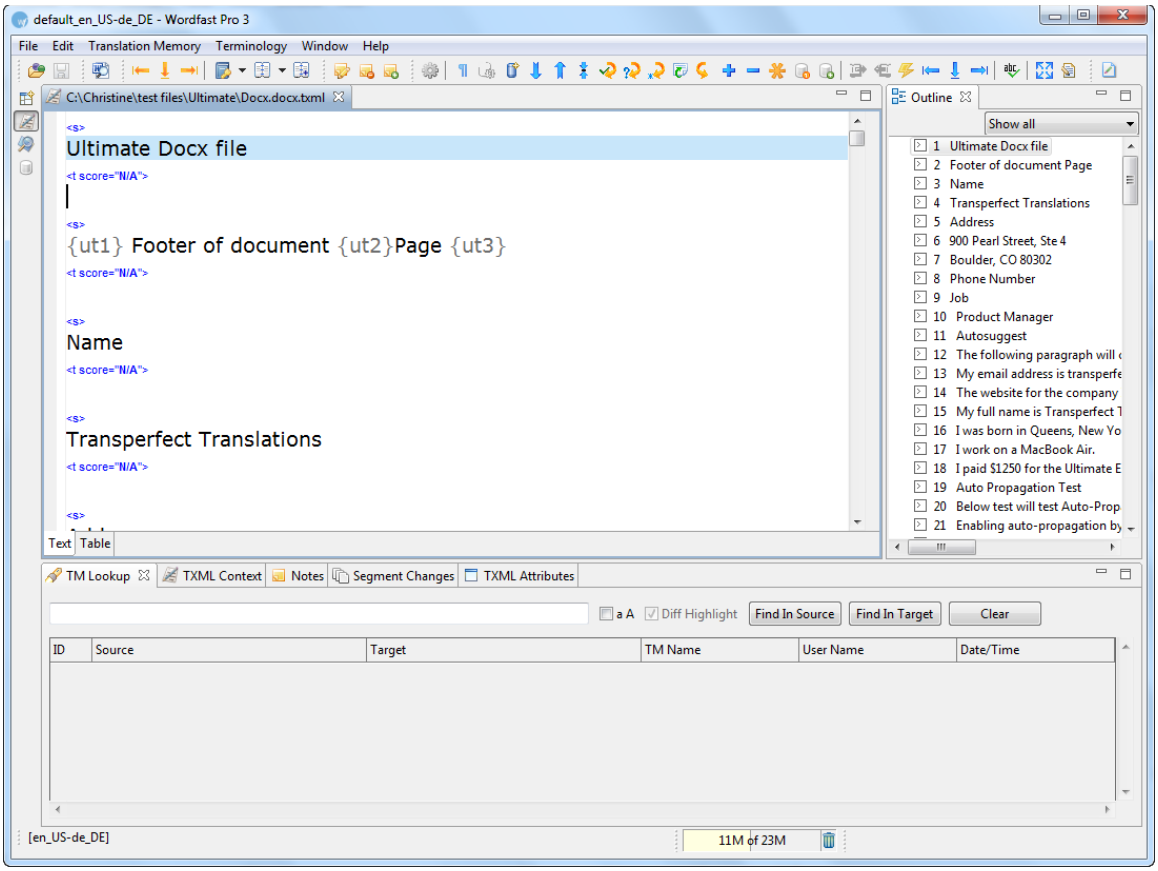
Translation memory (TM) is designed to provide maximum content re-use and facilitate collaboration between globally distributed localization resources. Find below the procedures for the following tasks:

- Leveraging translation memory
- Using TM Lookup window
- Updating translation memory

Leveraging translation memory

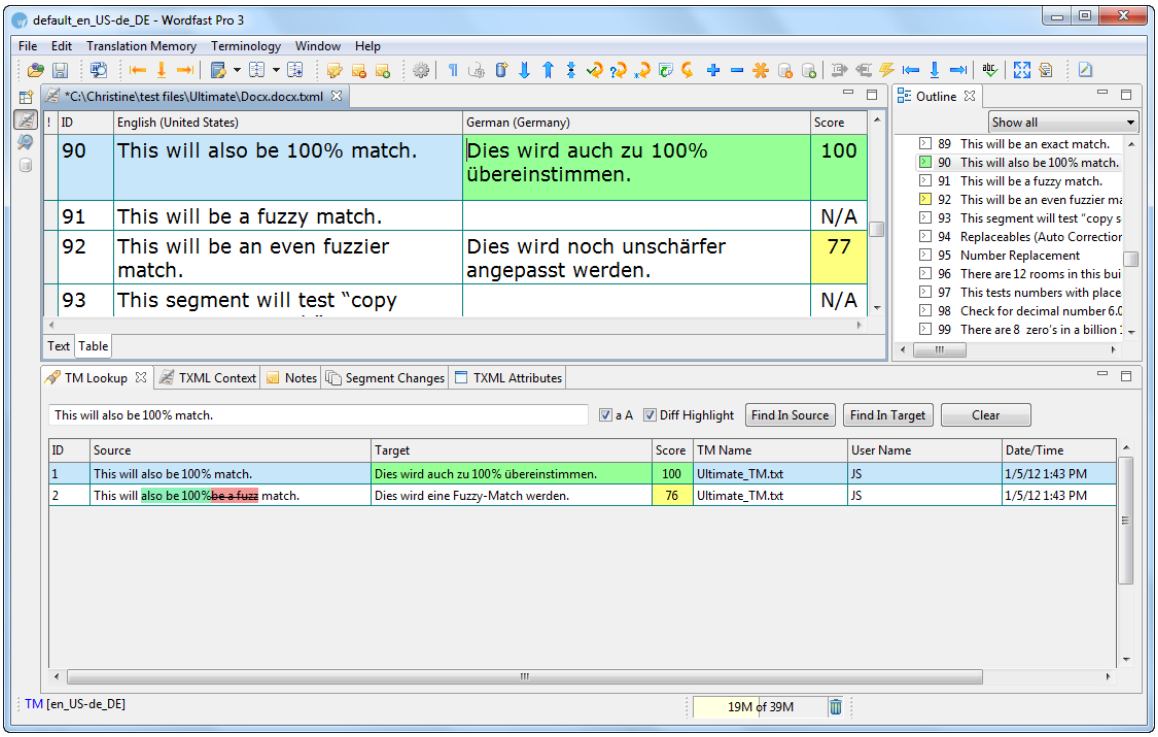
To leverage translation memory:

1. Follow the steps to open a file from section Opening a file.
   The file appears in the Translation window. The first translatable segment will be open, and your cursor will be in the target segment by default.



2. Select **Translation Memory > Current Segment Leverage** or click or press **Alt+-**.

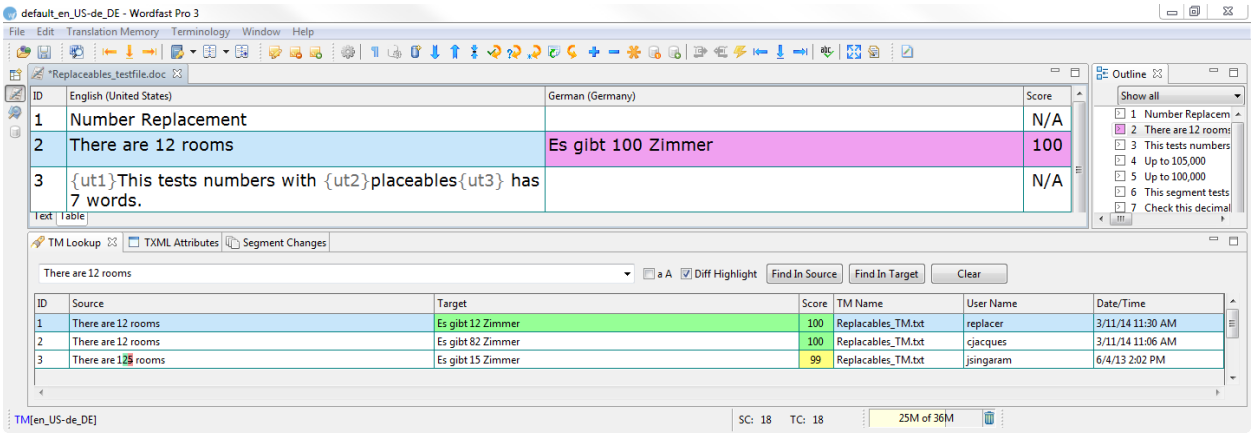
   The TM will be leveraged and the target segment appears.



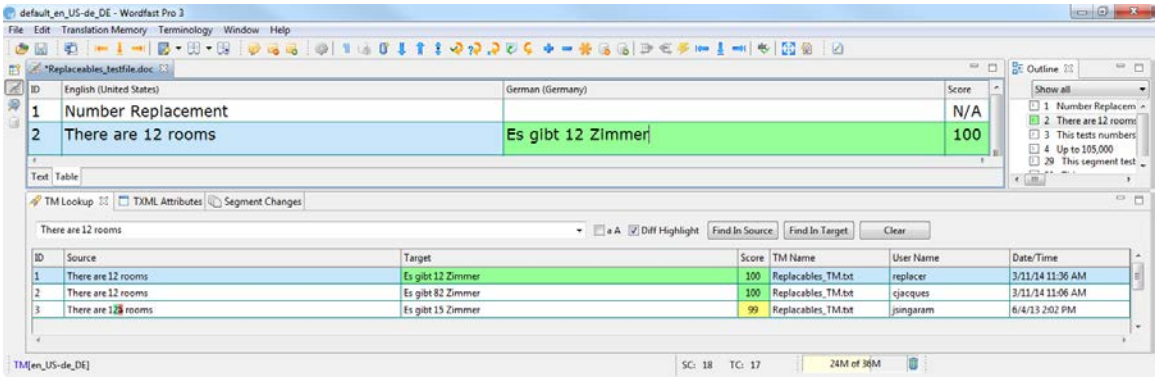
Using Replaceables

You can leverage the TM to replace numbers, URLs, punctuation and email addresses in the translation. If **Use Replaceables for higher TM matches** was selected in Preferences, the leveraged segment will overwrite the translation. For more information, go to Selecting Translation Memory Settings.

In the example below, the numbers differ in the source and target segments.



1. Select **Translation Memory > Current Segment Leverage** or click or press **Alt+-**.
   The TM overwrites the number in the target segment.



Translation memory default color representation

Find below the list of default color representations for source and target segments in the Translation window:

Color	Representation
Blue	Source segment
Yellow	Fuzzy match
Grey	No match or NA
Green	100% match
Pink	Segment modified since the original file was created
Purple	Segment modified and updated to translation memory

Go to Defining color codes for more information.

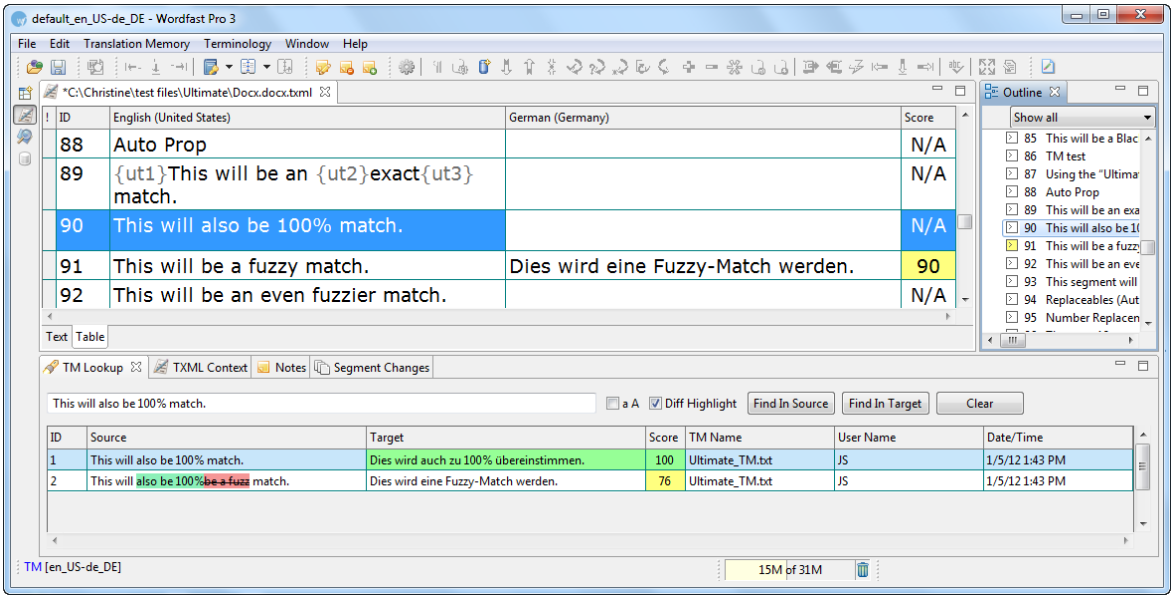
Using TM Lookup window

The TM Lookup window is used to view TM leverage results and context searching. Find below the procedure for the following tasks:

- Viewing TM leverage results
- Using TM lookup

Viewing TM leverage results

The TM Lookup window displays the leverage results for the current source segment, if Perform TM Lookup Automatically is selected in Preferences. The results display the segment ID, Source and Target segments, leverage score, TM Name, User Name, and Date/Time of update to TM.



TM Lookup default color representation

Find below the list of default color representations for source and target segments and translation score in the TM Lookup window:

Color	Representation
Blue	Source segment
Yellow	Fuzzy match
Green	100% match on word or phrase in target segment
Highlighted text	Words or phrases that do not match the source segment. This appears if Diff highlight is not selected.
Diff Highlight Add	Word or phrases that appear in the source but not in the TM. This appears if Diff Highlight is selected.

Color	Representation
~~Diff Highlight Remove~~	Word or phrases that appear in the TM but not in the source. This appears if Diff Highlight is selected.

Go to Defining color codes for more information.

Using TM lookup

TM lookup is a process that searches for specific source segment text in the translation memory. The results display source and target segments.

To perform TM lookup:

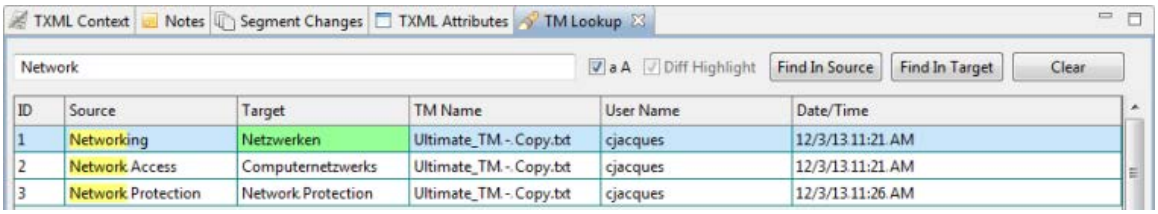
1. Enter a word or phrase in the TM Lookup text box. For example,
    - Our Process: searches segments with either word available in lower, upper and sentence case.
    - "Our Process": searches only those segments that include both words in the same order and case.
    - Our+Process: searches segments which include both the words available in lower, upper and sentence case.
2. Select the Case sensitive check box to match case.
3. Click **Find In Source** or **Find In Target**.

    Note: If you want matches that only have all the words in your phrase, use + signs between each word instead of spaces. If you use spaces in the search string, then results will show segments that have any of the words in them.

    OR

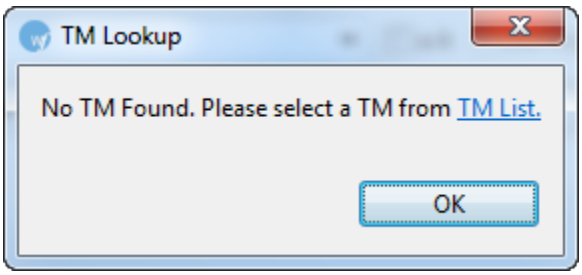
1. Select a word or phrase in the source segment.
2. Press **Ctrl+Shift+T** or .

    The TM Lookup results appear. The results display the segment ID, Source, and Target segments, TM Name, Username and Date/Time of update to TM.



Note: The words or phrases that match the searched context are highlighted.

If no TM is selected, the following dialog box appears:



Click **TM List** to select a TM from the list of TMs.

To continue without selecting a TM, click **OK** or close the dialog box.

Updating translation memory

To update translation memory with new content, ensure the TM has the **Read only** checkbox clear and update options are selected. Go to Creating or opening a translation memory and Selecting translation memory settings for more information.

When you navigate source segments by pressing **Alt+Down** or **Alt+Up** or clicking or , segments are saved automatically to the TM.

Note: If you have changed the target segment, and you navigate using other methods (for example, clicking other segments to navigate directly to them), a warning message appears asking if you want to save the target segment.

Working with terminology

Find below the procedures for the following tasks:

- Setting copy term option
- Highlighting terms
- Auto propagating terms
- Using terminology wildcard
- Leveraging a glossary

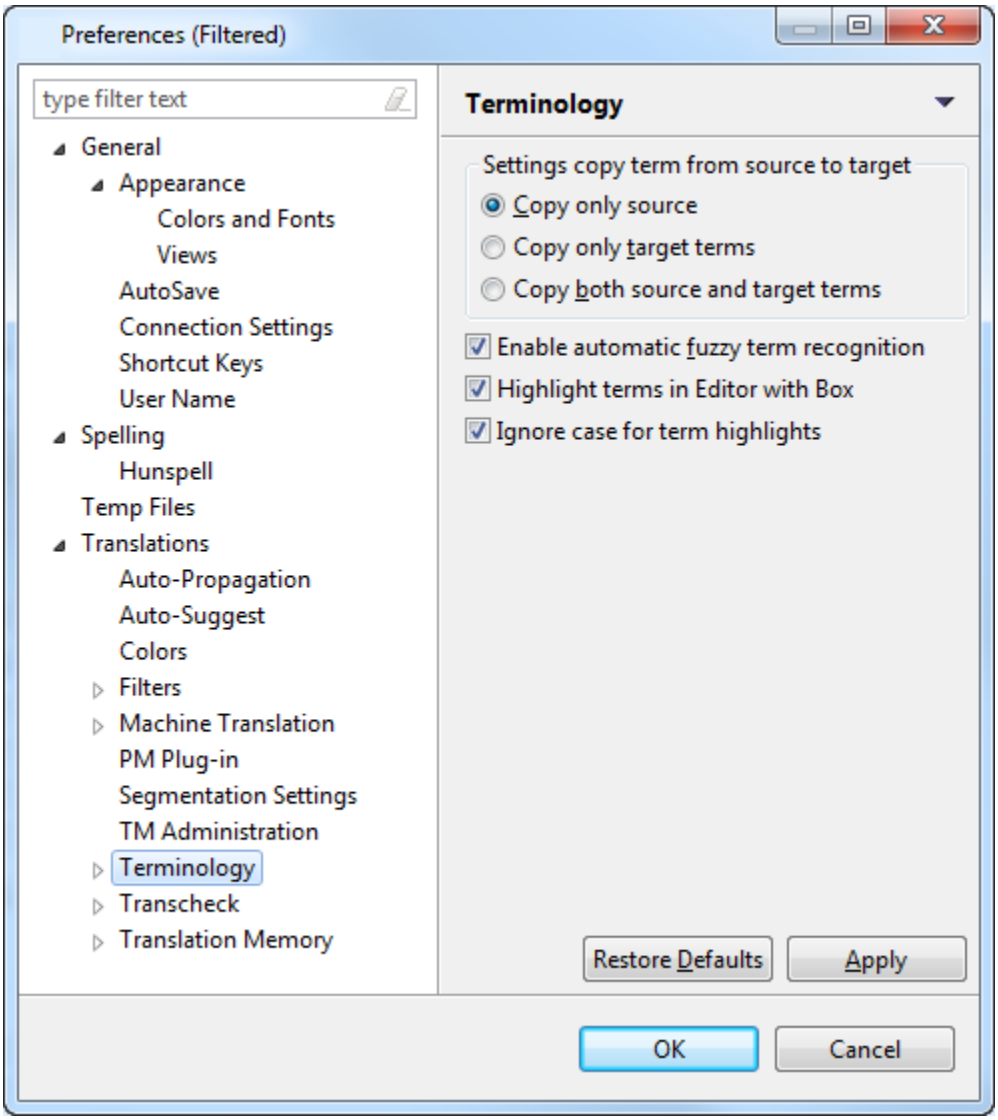
- Adding terms
- Editing terms
- Copy a term
- Adding blacklist
- Editing blacklist
- Using Wordfast Pro and Wordfast Classic glossaries

Setting copy term option

The copy term option copies the source segment to the target segment.

To set copy term option:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **Terminology > New/Select Glossary > Translations > Terminology**.
   The Preferences (Filtered) Terminology dialog box appears.



3. Select one of the following copy term options:
    - Copy only source: to copy source term from the source segment to the target segment.
    - Copy only target terms: to copy target term to the target segment.
    - Copy both source and target glossary terms: to copy both source and target terms to the target segment.
4. Select **Enable automatic fuzzy term recognition** checkbox to clear it, if you do not want to see fuzzy matches from the glossary highlighted.
5. Select **Highlight terms in Editor with Box** to clear it, if you do not want to enable highlighting of terms with a box in the TXML Editor.
6. Select **Ignore case for term highlights** to clear it, if you do not want to ignore case when highlighting terms.

7. Click **Apply** and **OK**.

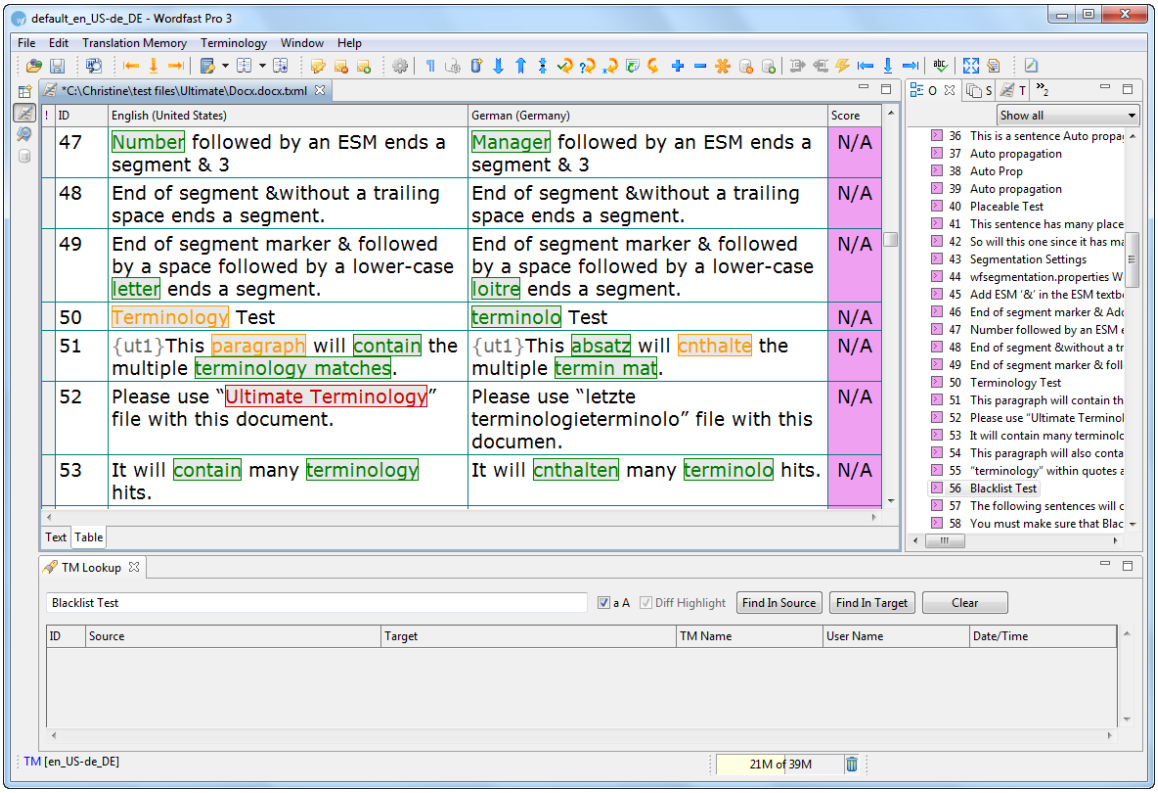
Highlighting terms

To highlight terms:

1. Click **Terminology > New/Select Glossary > Translations > Terminology**.
   The Preferences (Filtered) Terminology dialog box appears.
2. Select **Highlight terms in Editor with Box** checkbox to highlight terms in the TXML editor in different colors with a box as explained below.

Green	100% match in source and target
Orange	(fuzzy in source or target)
Red	match in source but no match in target

3. Click **Apply** and **OK**.
   The terms are highlighted as shown in the screenshot below.



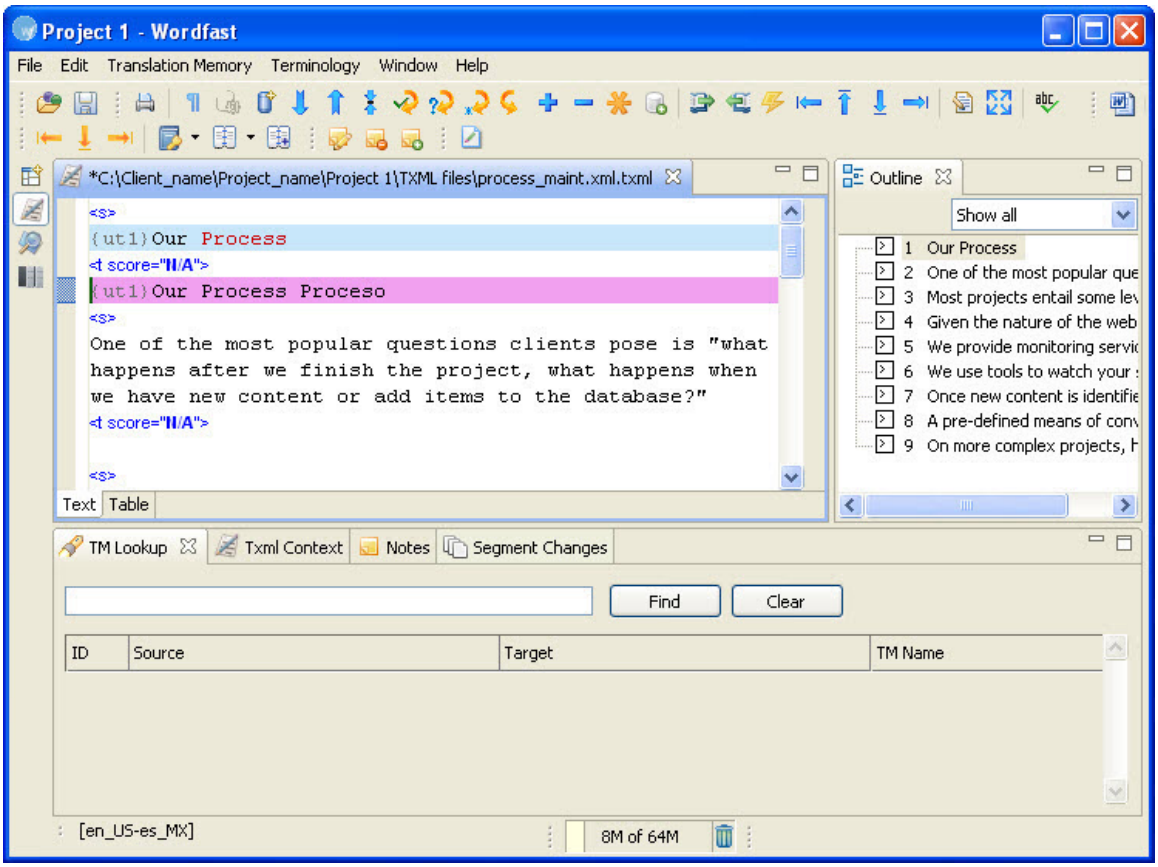
Under the Terminology menu click **Run/Stop Term Highlighting** (Ctrl+F5) to highlight terms and to turn off highlighting for all segments. The terms will still be highlighted for the currently selected segment.

Auto-propagating terms

To auto-propagate terms:

1. Follow the steps to open a file from Opening a file.
   The file appears in the Translation window. If a term from the glossary exists in the source segment, it will appear in red by default.
   Note: Ensure that a glossary is imported and selected for the project. For more information, refer to Importing a glossary.

2. Select **Edit > Copy Source** or click or press **Alt+Insert,** to copy the text from the source segment into the target segment.
   The glossary term translation is auto propagated as shown in the screenshot below.



Note: The term 'Process' is followed by its translation 'Proceso'.

Using a term wildcard

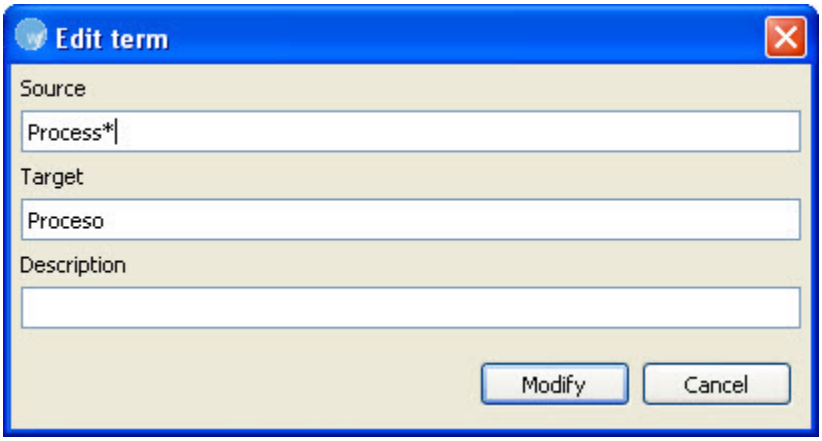
To add and use a term wildcard:

1. Follow the steps to open a file from Opening a file.
   The file appears in the Translation window. If a term from the glossary exists in the source segment, it will appear in red by default.

2. Click **Terminology > Edit**.
3. Select the glossary that you want to edit.

   The glossary appears.
4. Double-click the entry you want to modify.

   The Edit term dialog box appears.



5. Type a '*' after the term to populate all variations of the selected term. For example, the wildcard term 'Process*' will populate the target 'Proceso' for all term variations such as 'Processes', 'Processing', and so on.
6. Click **Modify**.

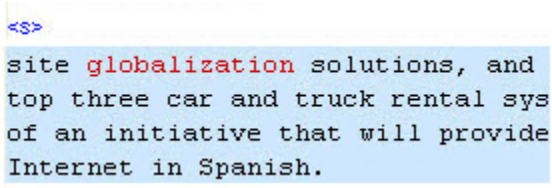
   The terminology wildcard is activated.

Leveraging a glossary

To leverage a glossary:

1. Follow the steps to open a file from Opening a file.

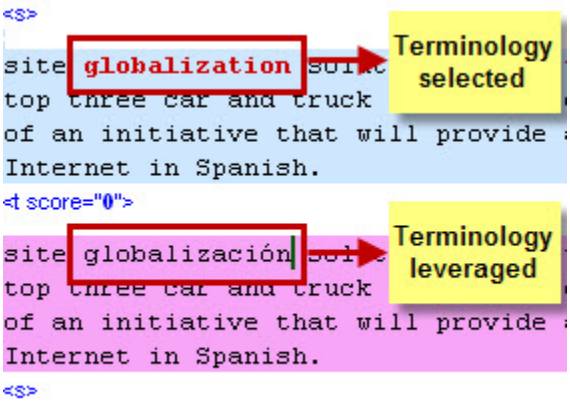
   The file appears in the Translation window. If a term from the glossary exists in the source segment, it will appear in red by default.



2. Select **Terminology > Previous Term / Next Term** or click or or press **Ctrl+Alt+8 / Ctrl+Alt+9**.

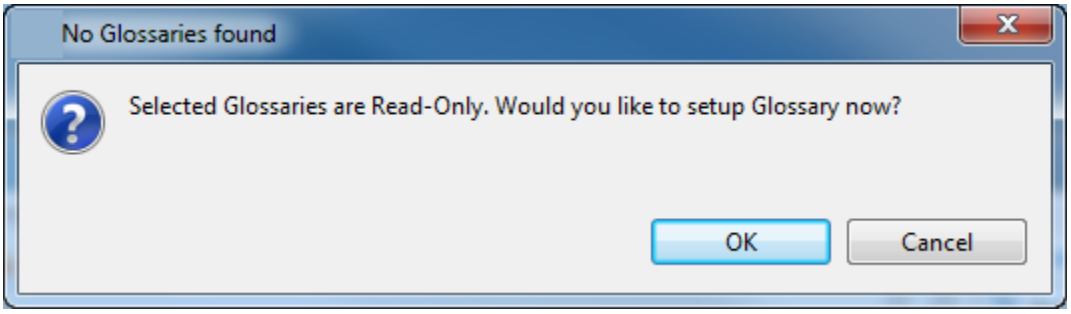
   The term is highlighted and selected.
3. In the target segment, place the cursor at the location where you want the translated term to appear.

4. Select **Terminology > Copy Term** or click or press **Ctrl+Alt+0**.
   The translated term appears in the target segment.



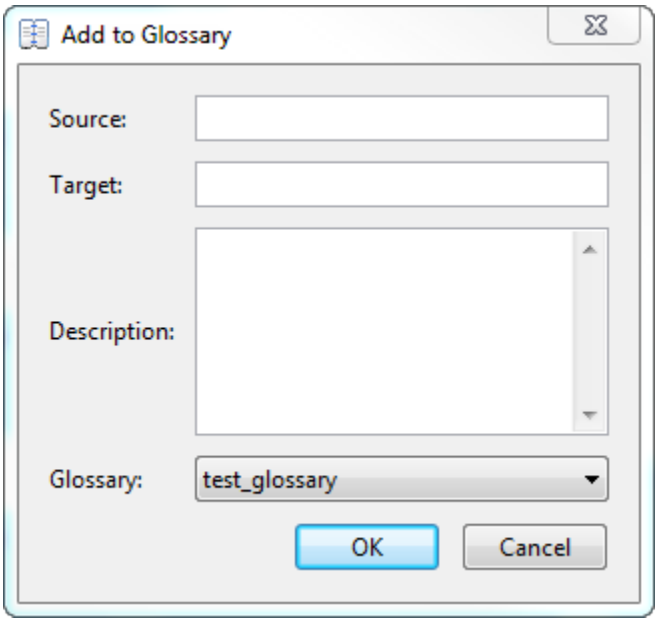
Adding terms

Terms can be added to glossaries, if permitted. If a selected glossary is read-only, you will be prompted to set up a new glossary.



There are two ways to add terms to a local or remote glossary:

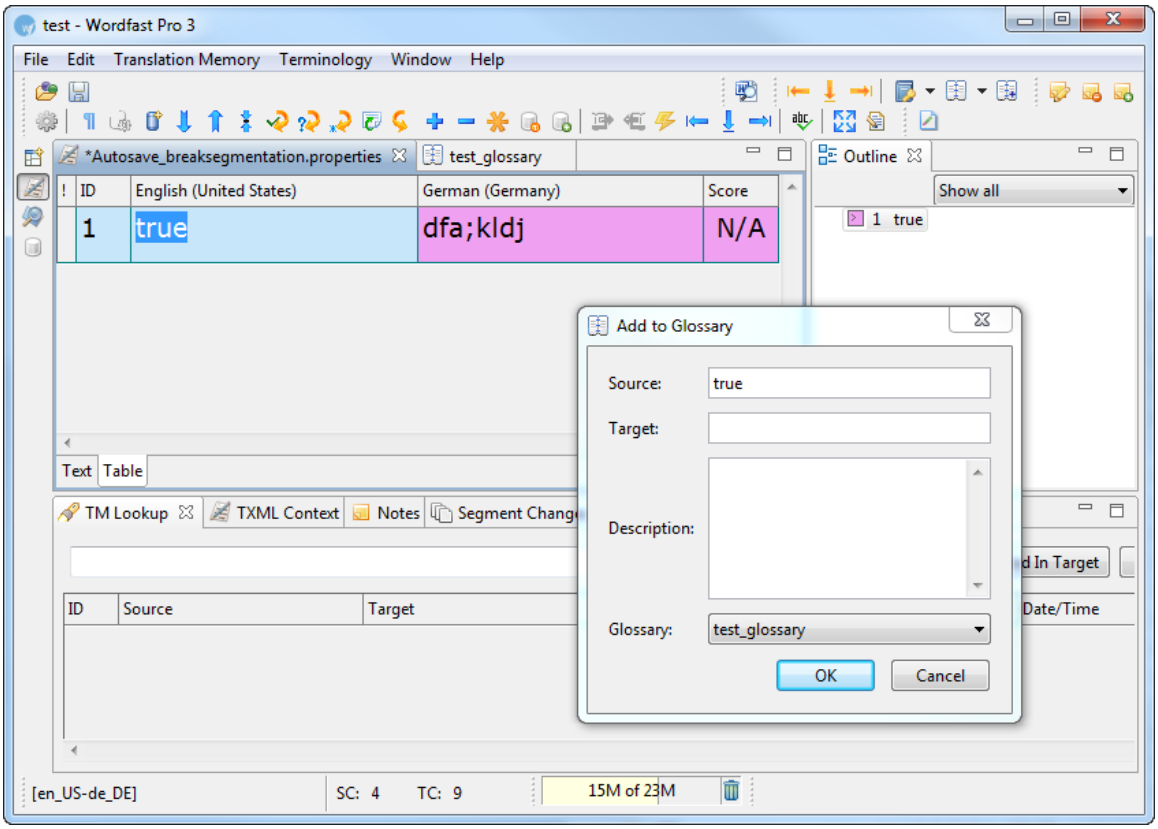
1. Click **Terminology > Add Term** or click .
   The Add to glossary dialog box appears.



2. Enter the term in the Source or Target field.
3. Enter a **Description** of the term if desired.
4. Select the glossary to which you want to add the term.
5. Click **OK**.

   OR

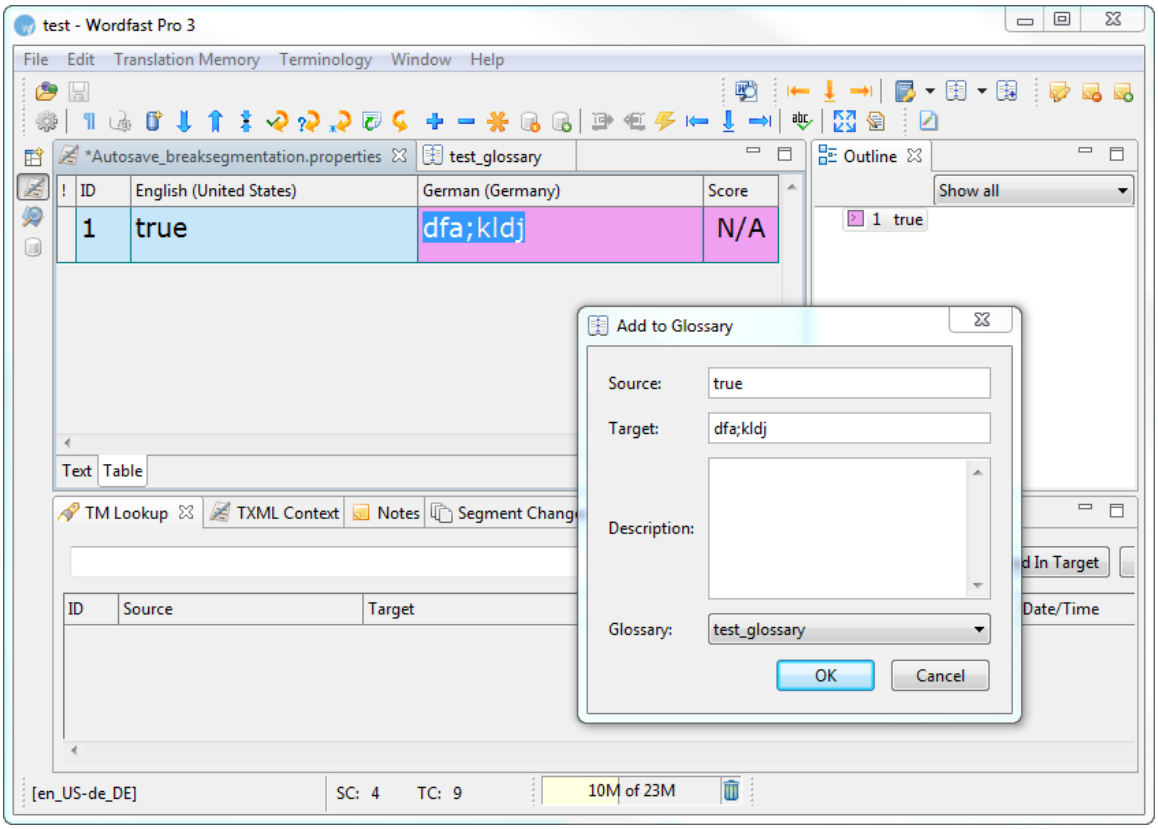
1. Select text from the source or target segment. Press **Ctrl+Alt+T**, or click **Terminology > Add Term** or click .
2. The Add to Glossary dialog box appears. The selected text appears in the source or target field, depending on whether it is in the source or target segment. In the example below, the selected text appears in the source field.



3. Enter a **Description** of the term if desired.
4. Select the glossary to which you want to add the term.
5. Click **OK**.

   OR

1. To continue and add text to the target field, keep the **Add to Glossary** dialog box open. Select text from the target segment. Press Ctrl+Alt+T, or click **Terminology > Add Term** or click .The selected text appears in the target field.



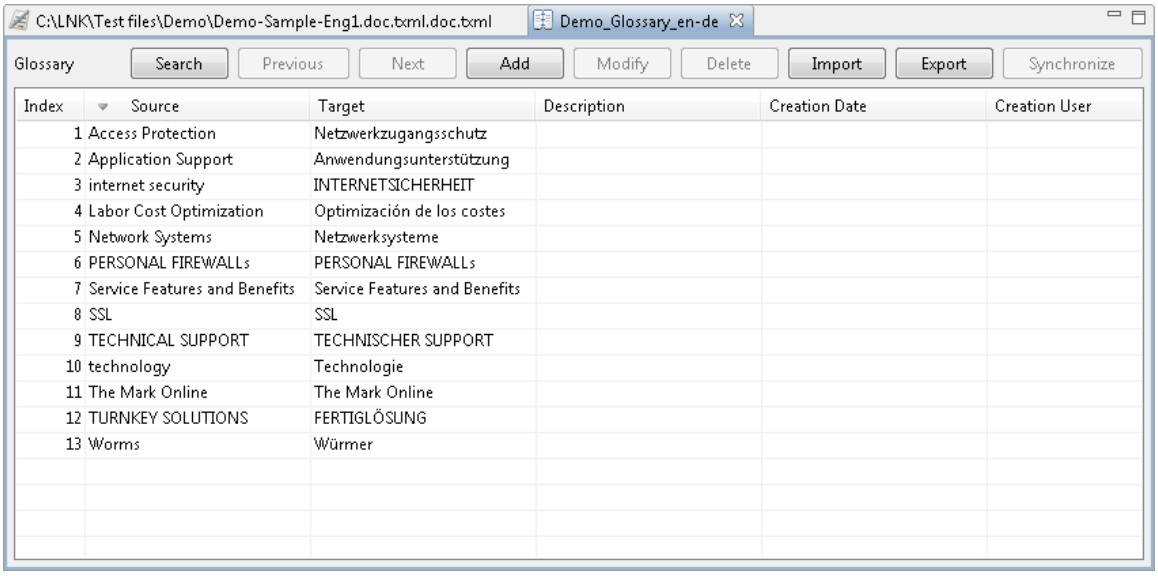
2. Enter a **Description** of the term if desired.
3. Select the glossary to which you want to add the term.
4. Click **OK**.

   The new term is added.

Alternatively,

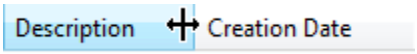
1. Click **Terminology > Edit** or click .
2. Select the glossary list to which you want to add terms.

   The glossary list appears.



Note: To expand or shrink a column, point to the right edge of the column's header with the mouse.

A two-directional arrow appears.



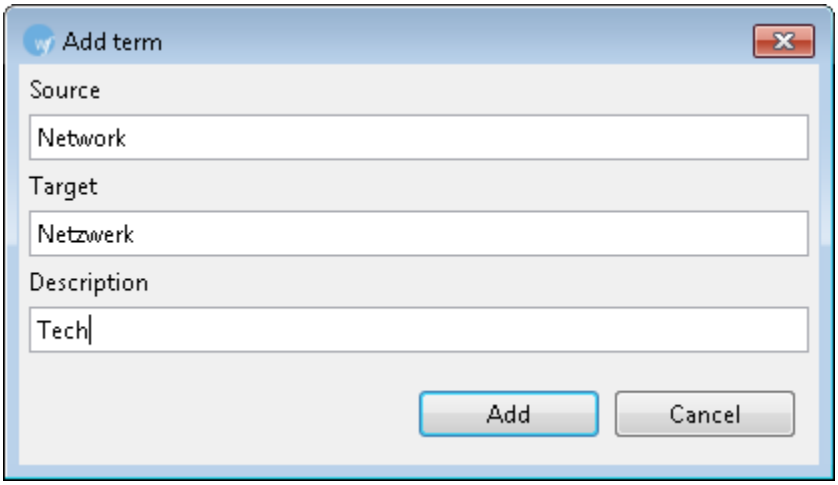
Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.

3. Click

.

The **Add term** dialog box appears.

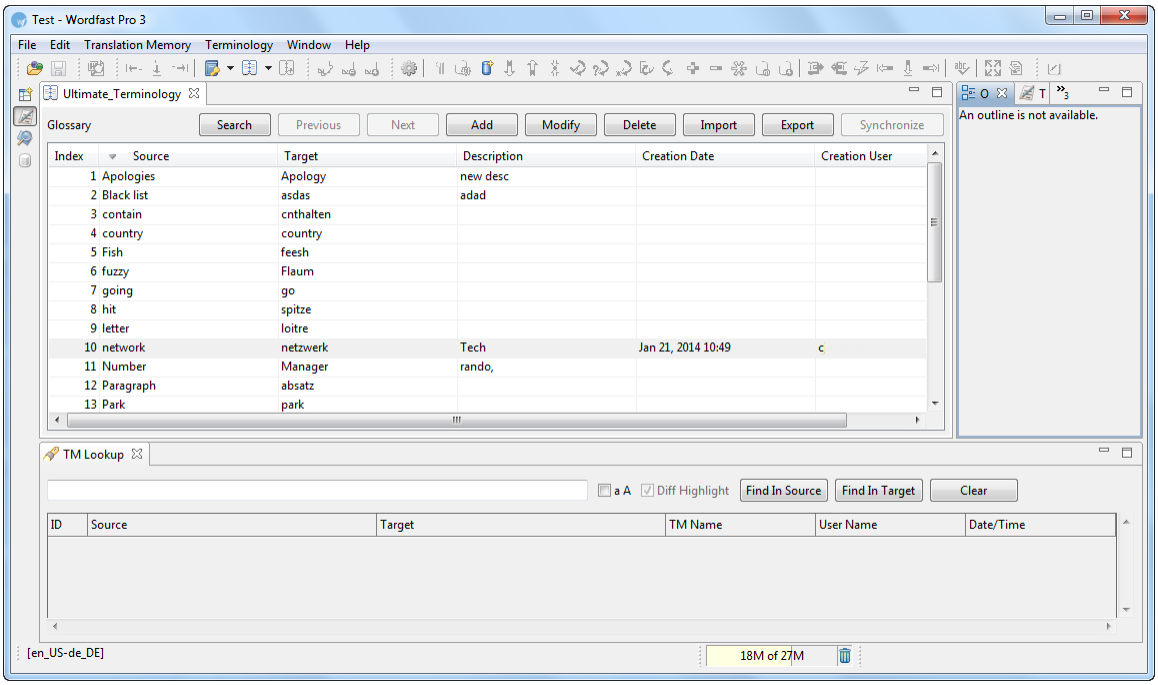


4. Enter **Source**, **Target,** and **Description** of the term.

Note: If you are adding a term to a remote glossary, the Description field will not be available.

5. Click **Add**.

   The new term is added.

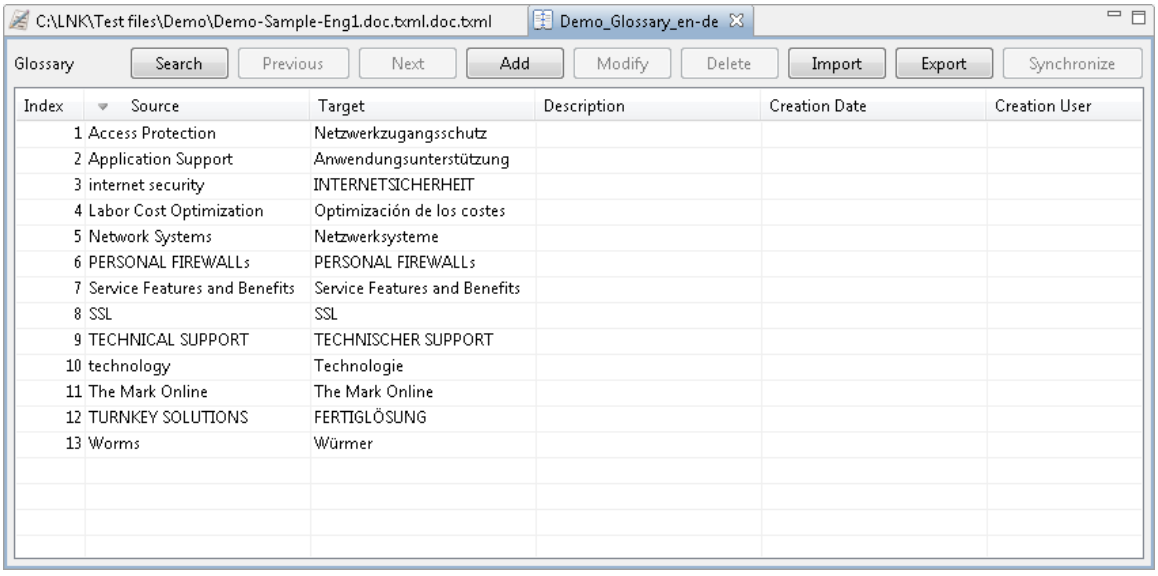


Editing terms

To edit terms:

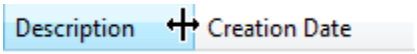
1. Click **Terminology > Edit** or click or **Ctrl+Alt+Enter**.
2. Select the glossary list that you want to edit.

   The glossary list appears.



Note: To expand or shrink a column, point to the right edge of the column's header with the mouse.

A two-directional arrow appears.



Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.

3. Double-click the term you want to modify.

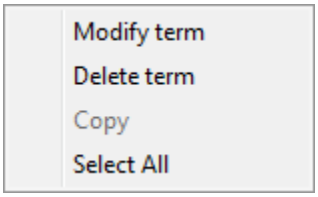
   OR

   Select a term and click

.

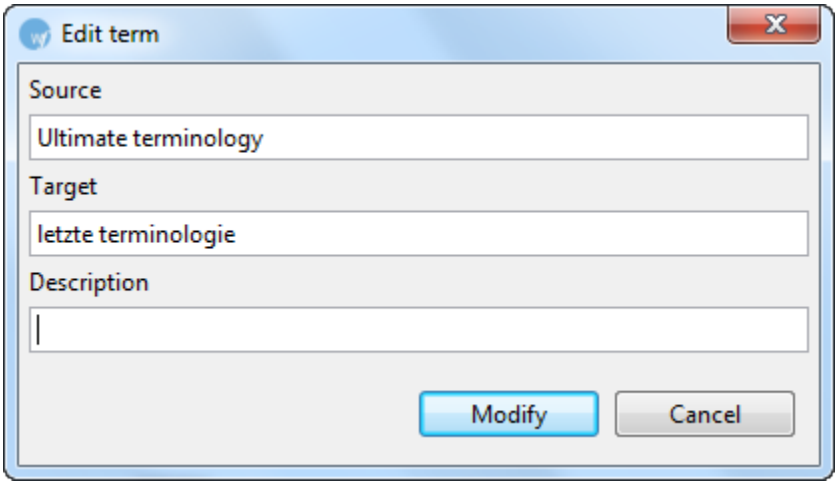
   OR

   Right-click a term. The terminology editor submenu appears:



4. Click **Modify**.

   The Edit term dialog box appears.



5. Enter the necessary changes and click **Modify**.

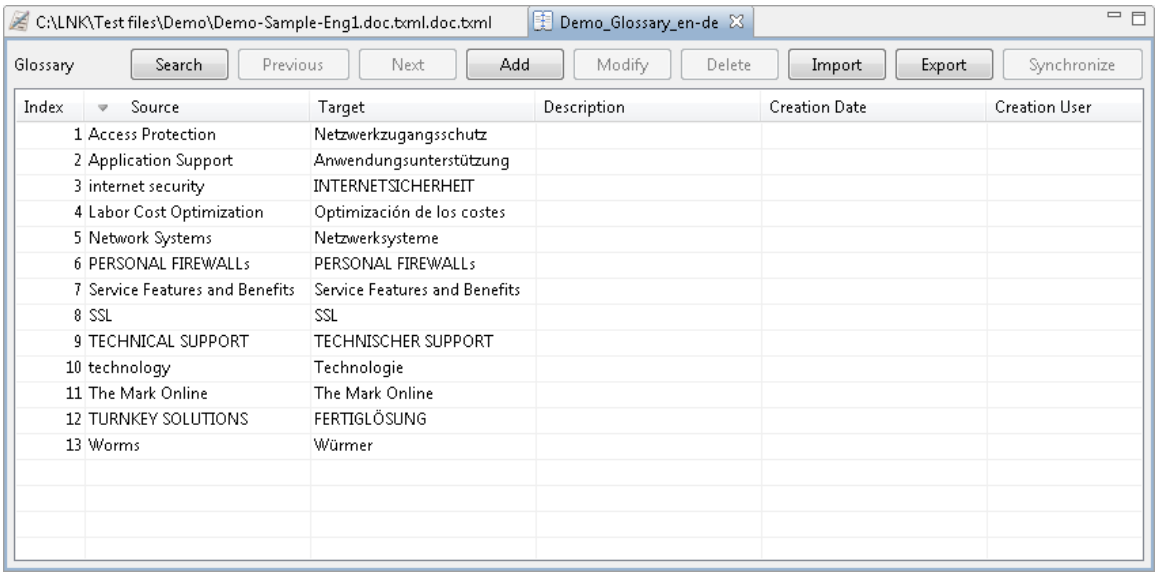
   The modified term appears in the glossary.

Copy a term

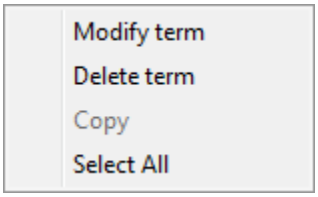
1. Click **Terminology > Edit** or click or press **Ctrl+Alt+Enter**.

2. Select the glossary list that you want to edit.

   The glossary list appears.



3. Right-click a term. The terminology editor submenu appears:



4. Click **Copy**.

   The term is copied from the Terminology Editor.

Adding a blacklist

A blacklist includes words or phrases that should not be used in the target segment.

To add a blacklist:

1. Click **Edit > Preferences > Terminology > Blacklist**.

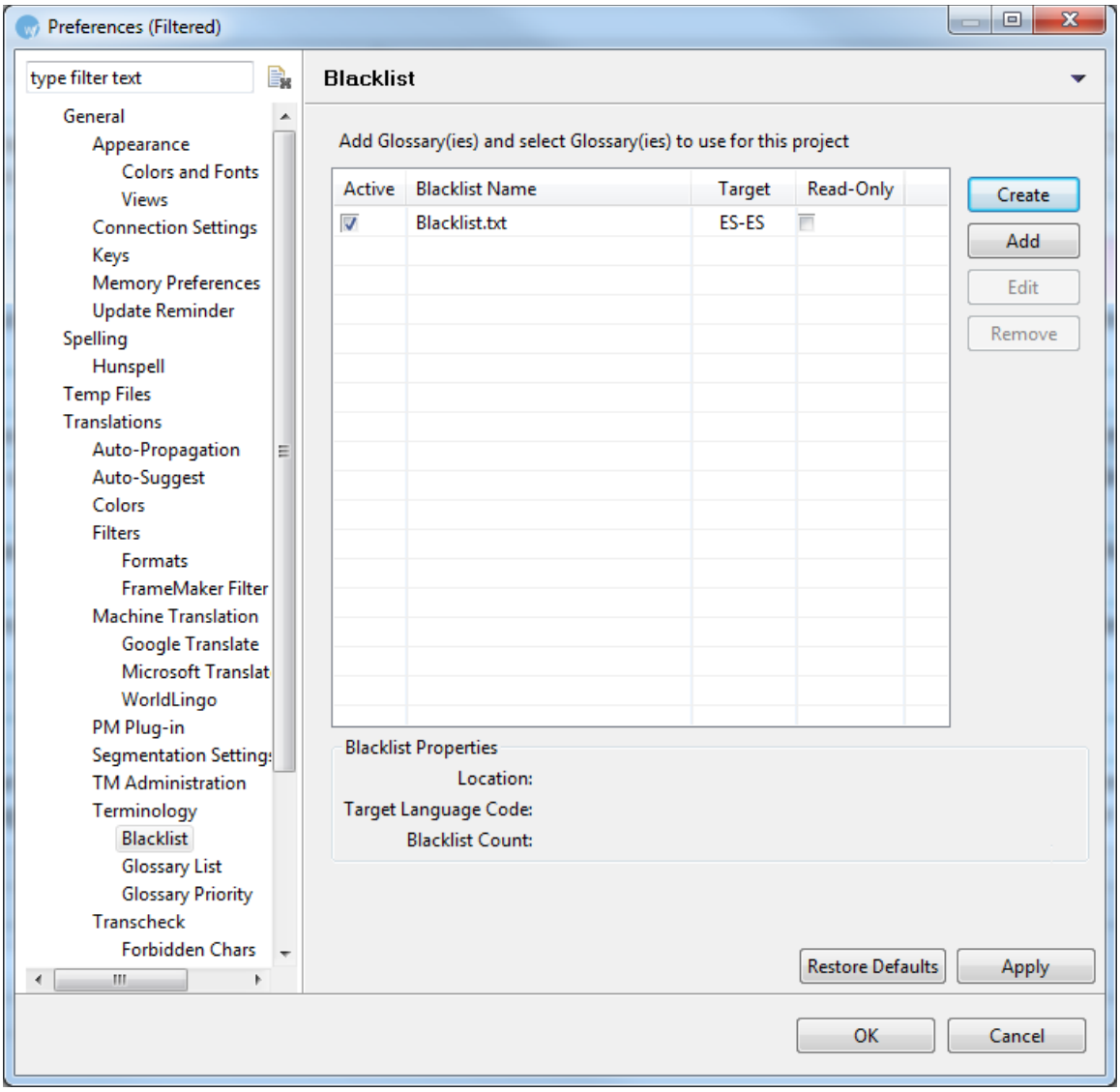
   The Blacklist dialog box appears.

2. Click **Create**, to create a new blacklist or Add, to add an existing blacklist.

   Note: the blacklist must be a tab-delimited file.

3. Browse and select the location of the new blacklist or existing blacklist.
4. Type a symbolic name and select the language code of the blacklist.
5. Click **OK**.

   The newly created or selected blacklist appears in the Blacklist List.



6. Select **Selected** check box to use the blacklist during translation.
7. Select **Read only** check box, if you do not want to update the blacklist. (Optional)
8. Click **OK**.

   A new or existing blacklist is created or opened for the project.

Editing blacklist

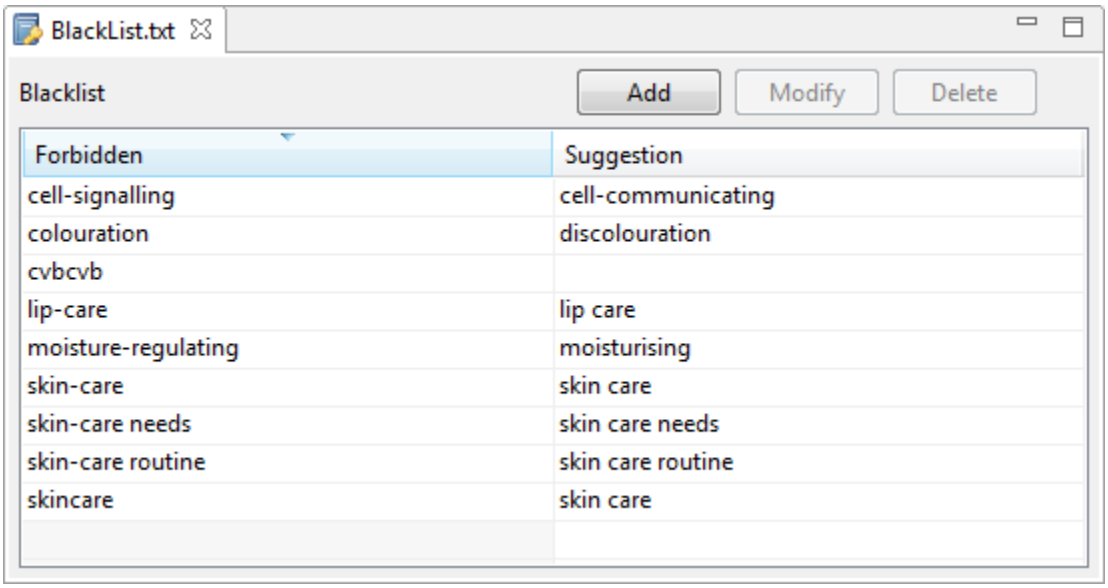
To edit an existing blacklist:

1. Open Wordfast Pro 3 and click .

   The TXML perspective appears.

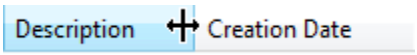
2. Click the Edit blacklist icon and select the blacklist as shown in the screenshot below.

The Blacklist appears as a separate tab.



Note: To expand or shrink a column, point to the right edge of the column's header with the mouse.

A two-directional arrow appears.

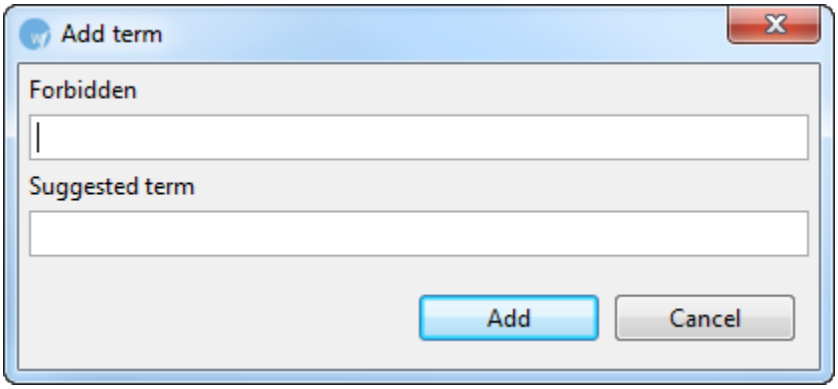


Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.

3. To add a term to the blacklist, click **Add**.

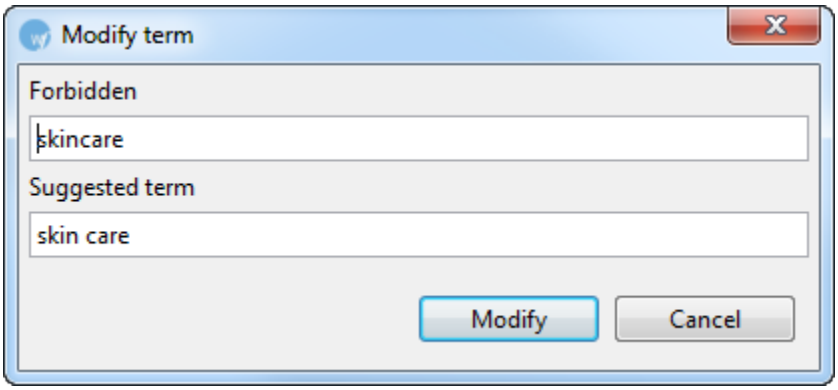
The Add Term dialog box appears.



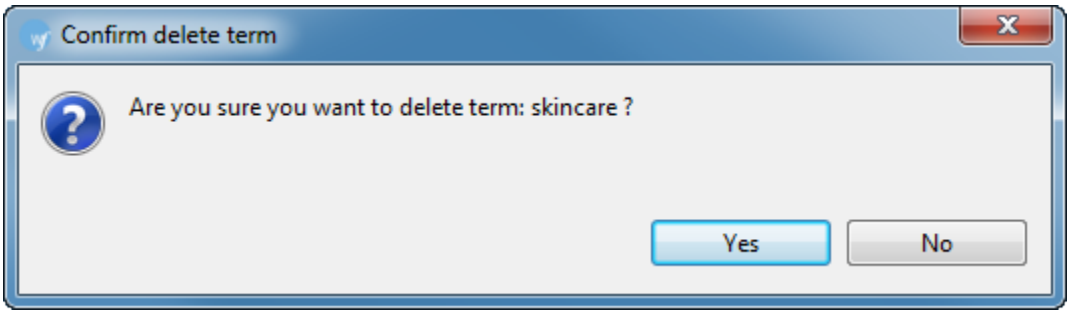
4. Enter the Forbidden and Suggested term.
5. Click **Add**.

The forbidden term and suggestion appears in the blacklist.

6. To modify a term from the blacklist, select the term and click **Modify**.
   The Modify Term dialog box appears.



7. Edit the Forbidden and Suggested term and click **Modify**.
8. To delete a term from the blacklist, select the term and click **Remove**.
   A warning message appears.



9. Click **Yes** to delete the blacklisted term.

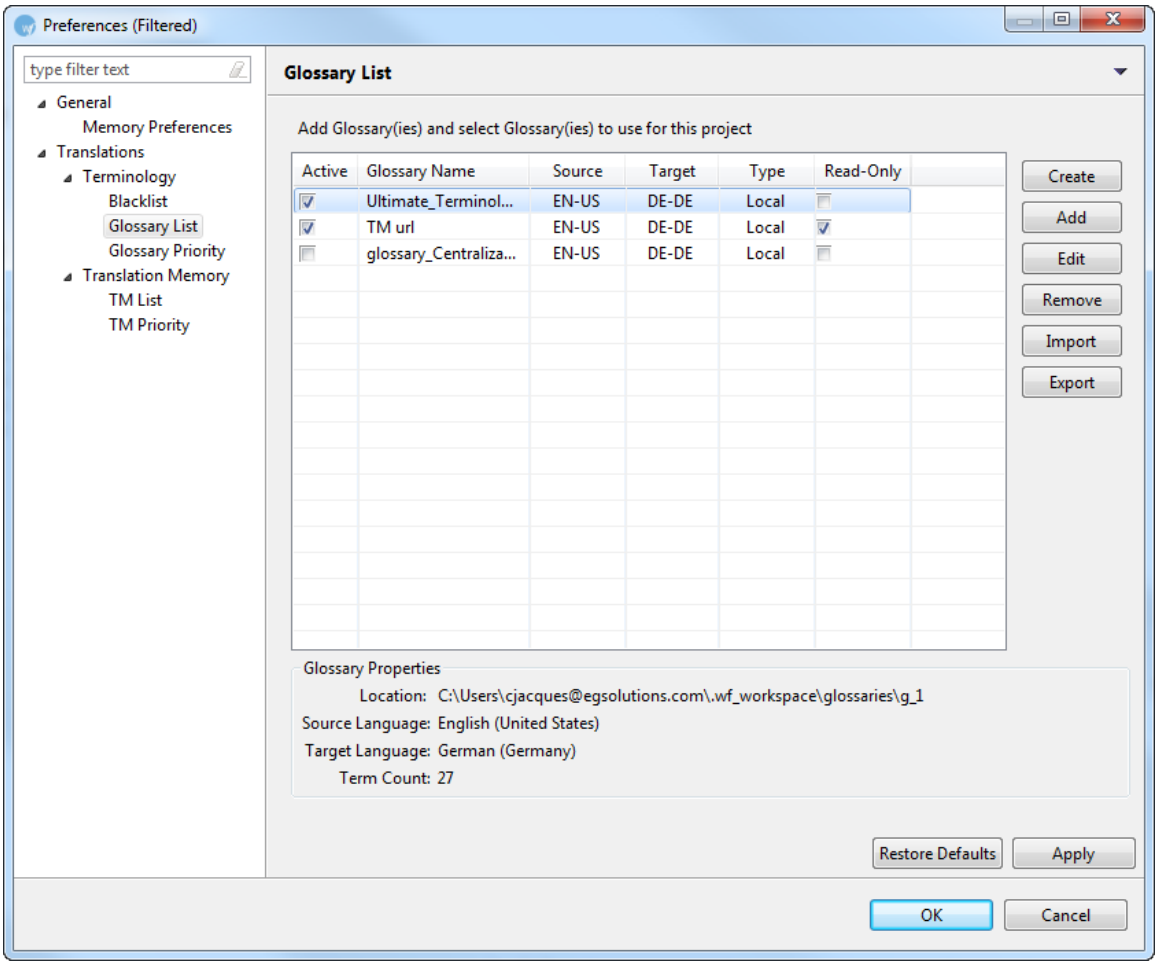
Using Wordfast Pro and Wordfast Classic glossaries

Wordfast Professional (WF Pro) and Wordfast Classic (WFC) can share project glossaries. The WF Pro glossary .txt file is located with your glossary files. WFC must connect to this text glossary file. Once the WF Pro glossary is created, WF Pro must be closed to permit WFC to connect to the WF Pro glossary. The example below shows how a glossary is shared between Wordfast Pro and Wordfast Classic.

1. Open a project in Wordfast Pro
2. Click **Terminology.**

3. Click **New/Select Glossary** or press **Alt+N**.

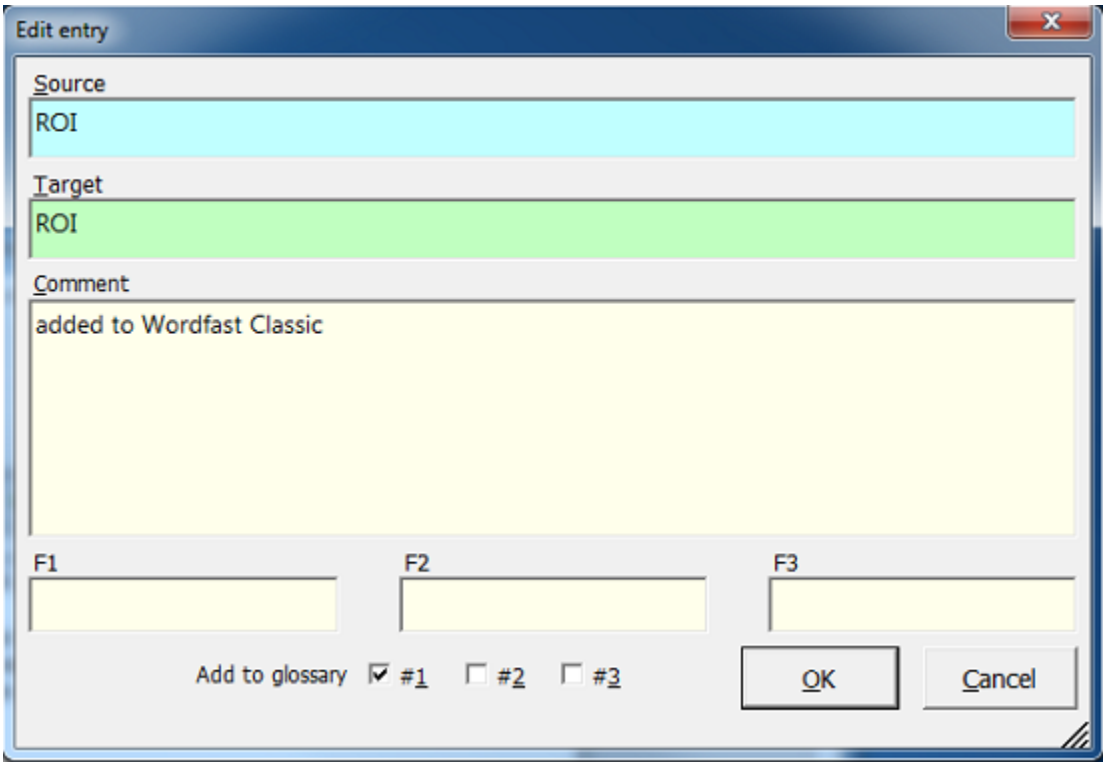
   The Glossary List appears.



4. Click **Import**.
5. Locate the glossary to be shared.
6. Close Wordfast Pro. Failure to close Wordfast Pro leaves the glossary file locked, and it cannot be opened or modified.
7. Activate Wordfast Classic in the Word document by clicking the Wordfast Classic button, or pressing **Ctrl+Alt+W**.
8. Click the Wordfast Classic button.
9. Add the <glossary_name>.txt file located in Wordfast Pro above.
10. Select the glossary, and click **Reorganize**.
11. Select the terms to be added, and press Ctrl+Alt+T to add terms to the glossary in Wordfast Classic.

    The Edit Entry dialog box appears.

12. Enter the source term, or the target term, and an optional comment.
    An example is shown below.



13. Click **OK**.
14. Finish working in Wordfast Classic, and close the Word document.
15. Open Terminology in Wordfast Pro.
16. Open the glossary.
    The added term appears in the glossary.

Working with tags

A tag is inline text that is not translatable, for example, HTML code within a sentence. Target segments should have the same tags as the source segment. However, depending on the language, sometimes a tag is not needed. If you try to save a target segment with missing tags, a warning message appears.
Find below an example of a source segment with two tags:
Please contact the hotel for further information at {ut1}info@companyname.com{ut2}.
The {ut1} and {ut2} text strings represent tags.
Find below the procedures for the following tasks:

- Viewing tags
- Copying tags
- Editing tags

- Deleting tags
- Removing tags in current segment
- Removing all tags

Viewing tags

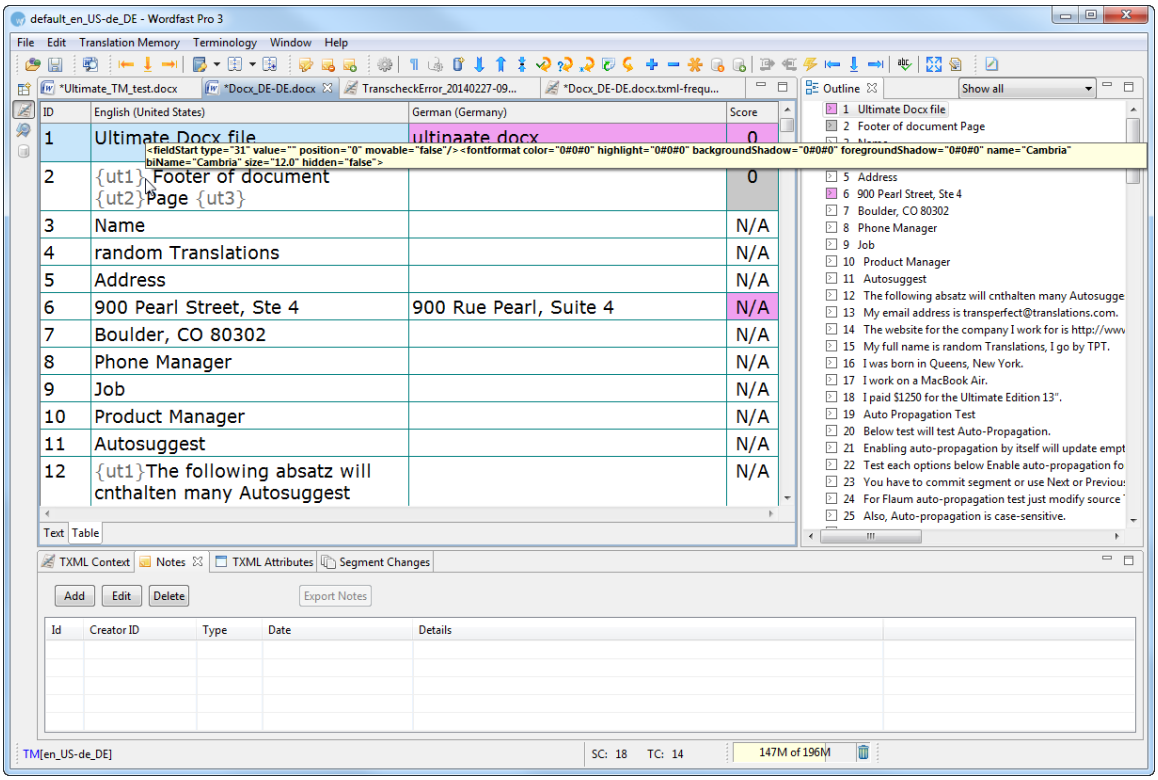
To view tags:

1. Follow the steps to open a file from Opening a file.

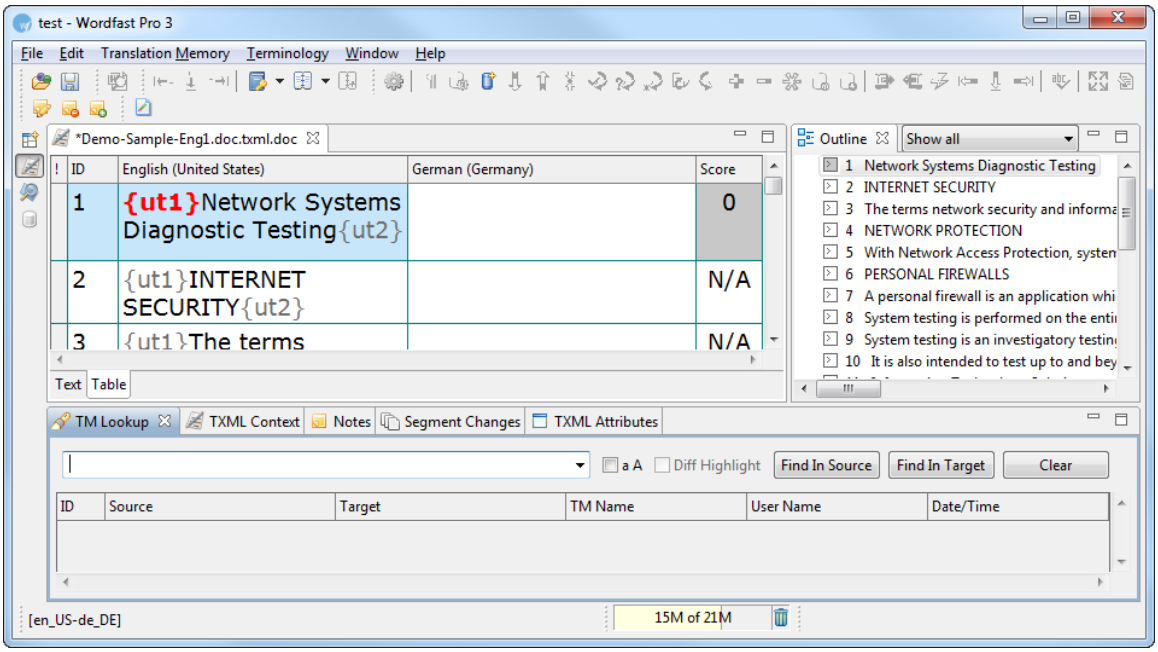
   The file appears in the Translation window. If a tag exists in the source segment, it will appear in gray by default.

2. Point to the tag with the mouse.

   The actual text in the tag appears. Find below an example of the popup for the {ut1} tag.



3. The first tag in the source segment is highlighted in red as soon as the cursor is placed in the target segment.



Copying tags

To copy tags:

1. Follow the steps to open a file from Opening a file.
   The file appears in the Translation window. If a tag exists in the source segment, it will appear in gray by default.
2. In the target segment, type the tag as it appears in the source segment, for example {ut1}.

OR

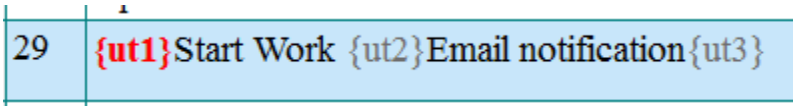
1. In the source segment, place the cursor before the tag and drag the mouse to select it.
2. Drag the selected tag to the target segment (drag-and-drop).

OR

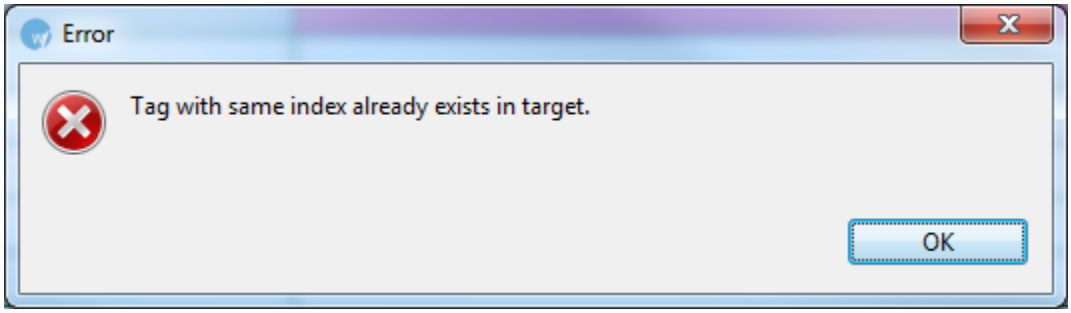
1. In the source segment, place the cursor before the tag and drag the mouse to select it.
2. Right-click and select **Copy** or use the **Ctrl+C** shortcut key to copy the tag.
3. In the target segment, place the cursor where you want to paste the tag.
4. Right-click and select **Paste** or use the **Ctrl+V** shortcut key to paste the tag.

OR

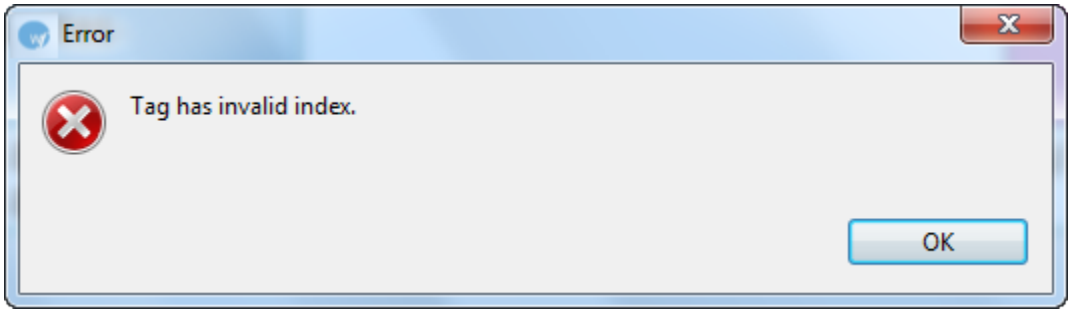
1. Select **Edit > Tags > Previous Tag** / **Next Tag** or click ⇦ or ⇨ or press **Alt+Shift+Left** / **Alt+Shift+Right**.
   The tag is highlighted in red and selected. The first tag in a segment is highlighted when the segment is clicked.



- If you type the same tag twice, the following error message appears.



- If the target segment does not contain tags, the following error message appears.

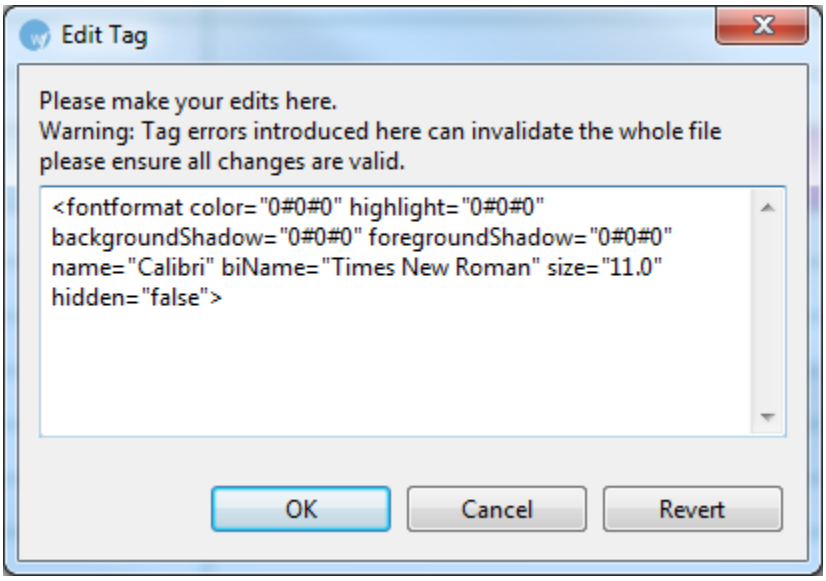


2. **Place** the cursor where you want the tag in the target segment.
3. **Select Edit > Tags > Copy Tag** or click or press **Alt+Shift+Down** and type the characters of the tag.
   The tag appears in the target segment. The next tag in the source segment is selected, and is highlighted in red.
4. To copy all tags from the source segment to the target segment, click **Edit > Tags > Copy Tags in Current Segment** or click or press **Ctrl+Shift+A**.

Editing tags

To edit tags:

1. Follow the steps to open a file from Opening a file.
   The file appears in the Translation window. If tags exist in the source segment, it will appear in gray by default.
2. Place your cursor in the tag's text in the target segment, right click, and select **Edit Tag**.
   The Edit Tag dialog box appears.



3. Modify the tag as required and click **OK**.
   Note: The tag in the source segment should not be modified. Ensure that the modifications are valid. If not, the TXML file could get corrupted.

Deleting tags

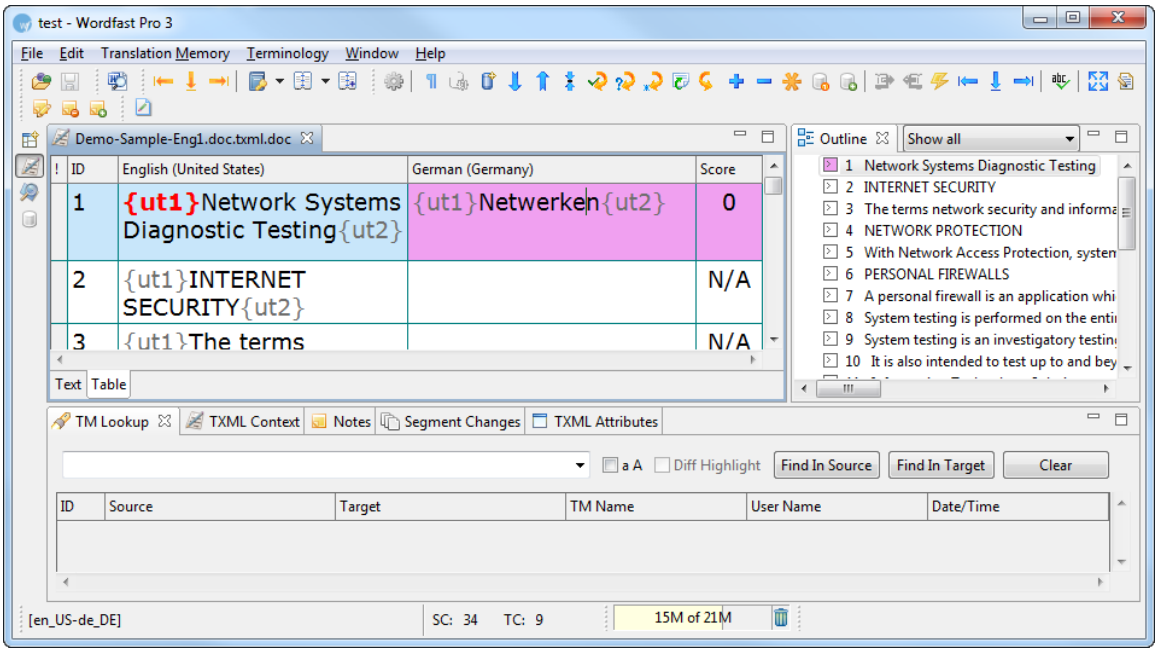
The tag can be deleted only in the target segment. To delete tags, in the target segment place the cursor before the tag and drag the mouse to select it. Right-click and select **Cut** (or press the **Ctrl+X** shortcut key or **Backspace** on your keyboard).

Removing tags in current segment

Tags can be removed only in the target segment.
To remove tags from the target segment:

1. Select the segment from which you want to remove tags.

   The segment is highlighted in pink.

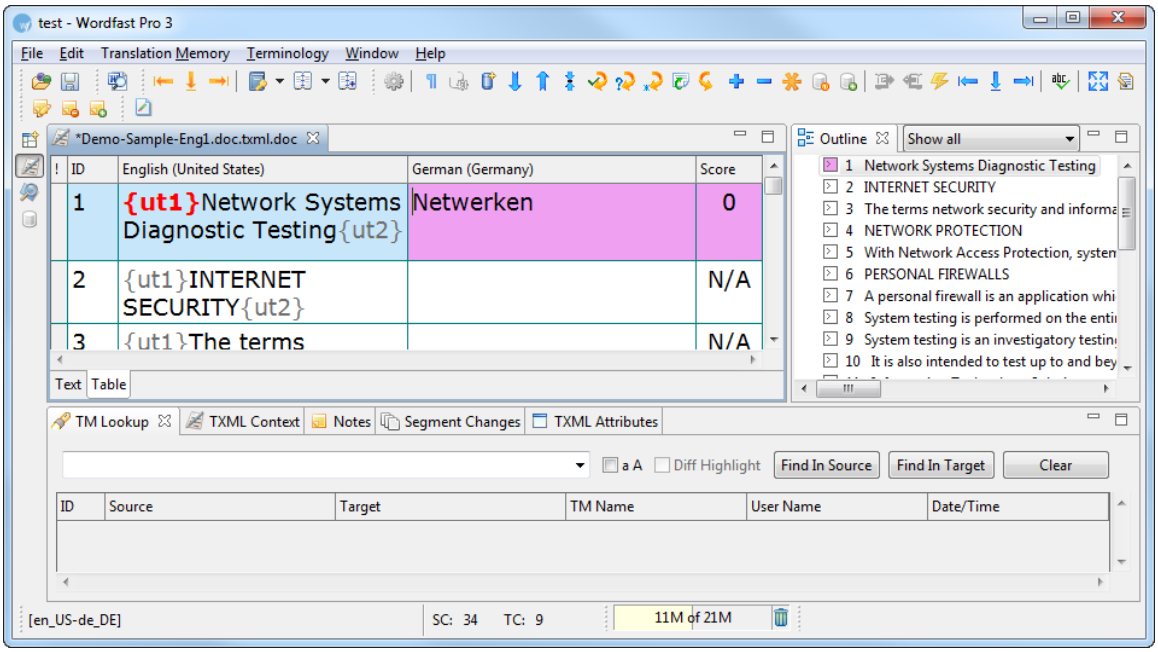


2. Click **Edit > Tags > Remove tags in current segment.**

   OR

   Press Ctrl+Shift+V.

   The tags are removed from the current segment.

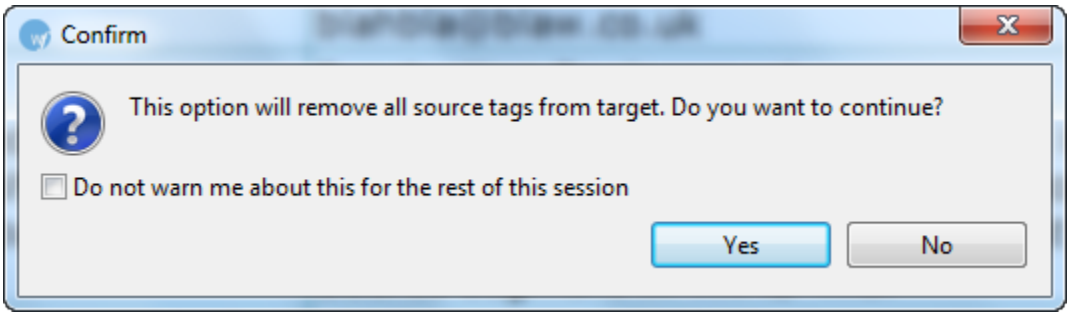


Removing all tags

Tags can be removed only in the target segment.

To remove all tags in the target segment:

1. Click **Edit > Tags > Remove all tags**.
   The following dialog box appears.



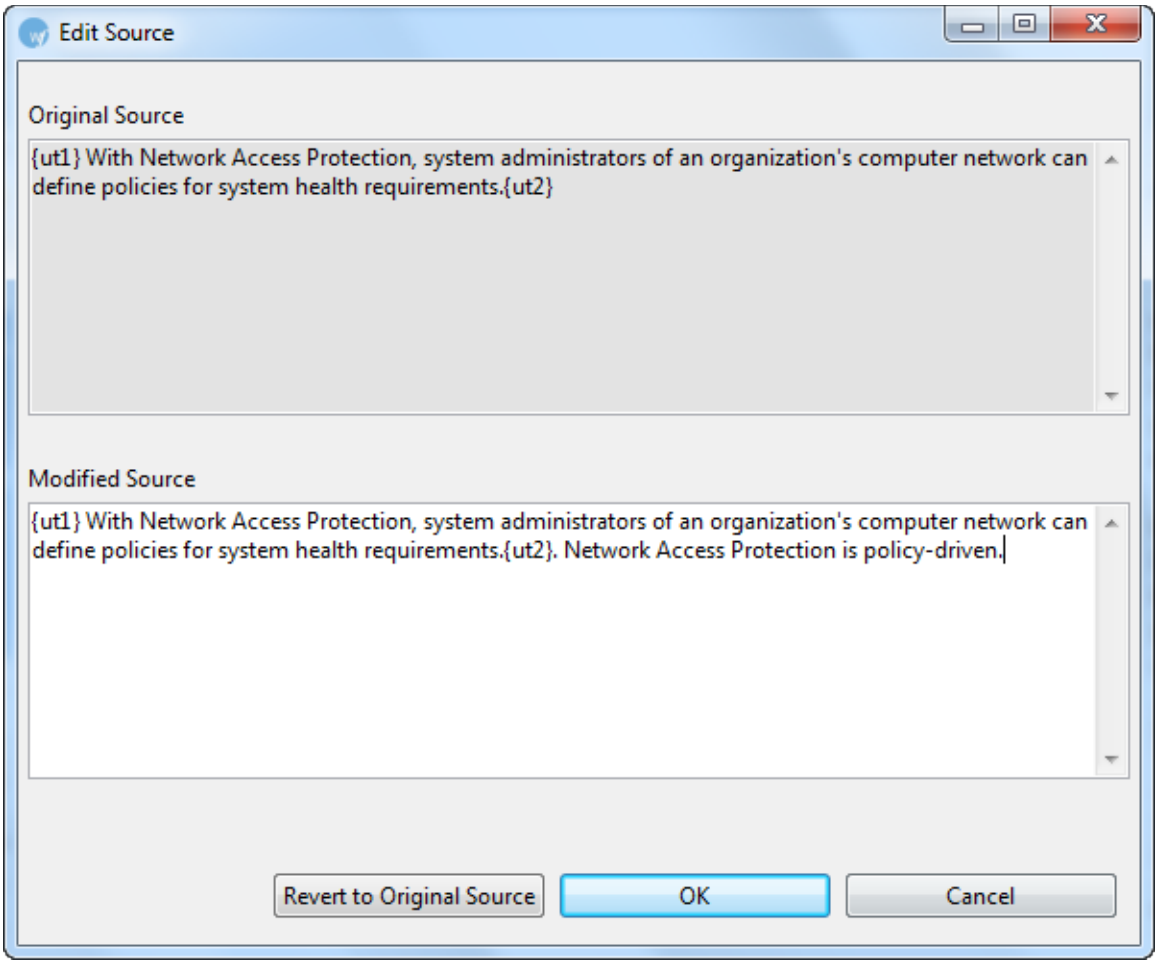
2. Click **Yes** to confirm and remove all tags from the target segment.

Editing source segment

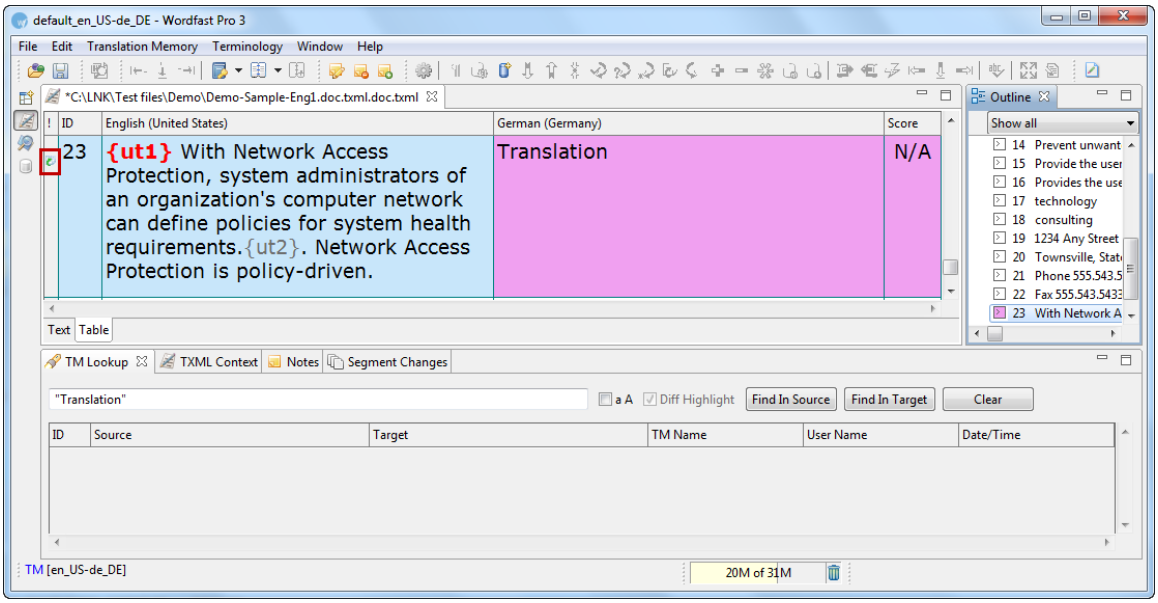
The Edit Source option allows you to modify the source content of the file being translated. The original source content is stored in the TXML and can be restored at any time.

To edit the source segment:

1. Follow the steps to open a file from section Opening a file.
   The file appears in the Translation window.
2. Select a segment and click **Edit > Edit Source** or on the dashboard.
   The Edit Source dialog box appears.



3. Edit the source content in the Modified Source box and click **OK**.
   The source segment is modified and a Modified Source icon appears before the segment as shown in the screenshot below.



To revert to original source, click **Edit > Revert to original source** or on the dashboard.

Using Transcheck

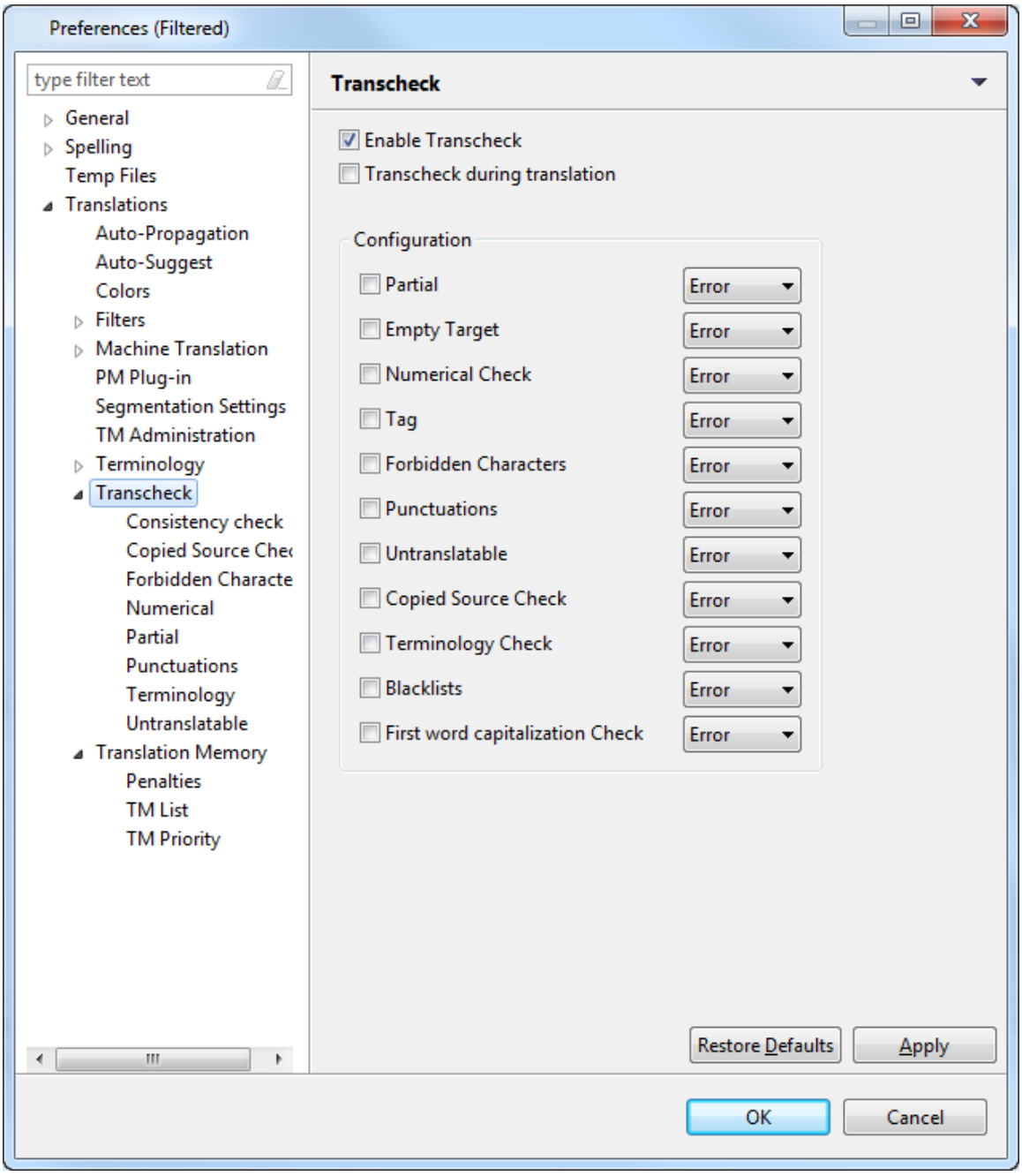
The Transcheck option verifies certain elements in the target segments and warns you about missing or incorrect text or variables. For example, if you do not insert a tag or type incorrect text, a warning signal will appear before the target segment. You will be able to view the warning on mouse over.
Find below the procedures for the following tasks:

- Enabling Transcheck
- Configuring Transcheck
- Viewing Transcheck warning

Enabling Transcheck

To enable Transcheck:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **Edit > Preferences > Translations > Transcheck**.
   The Transcheck dialog box appears.



3. Select **Enable Transcheck** checkbox.
4. Select **Transcheck during translation** checkbox, if you want Transcheck to be activated before the translation is updated to the TM.
5. To check for specific errors in the target segments, select the different **Configuration** options. The options available are:

Select	**to check...**
Partial	the character count between the source and target

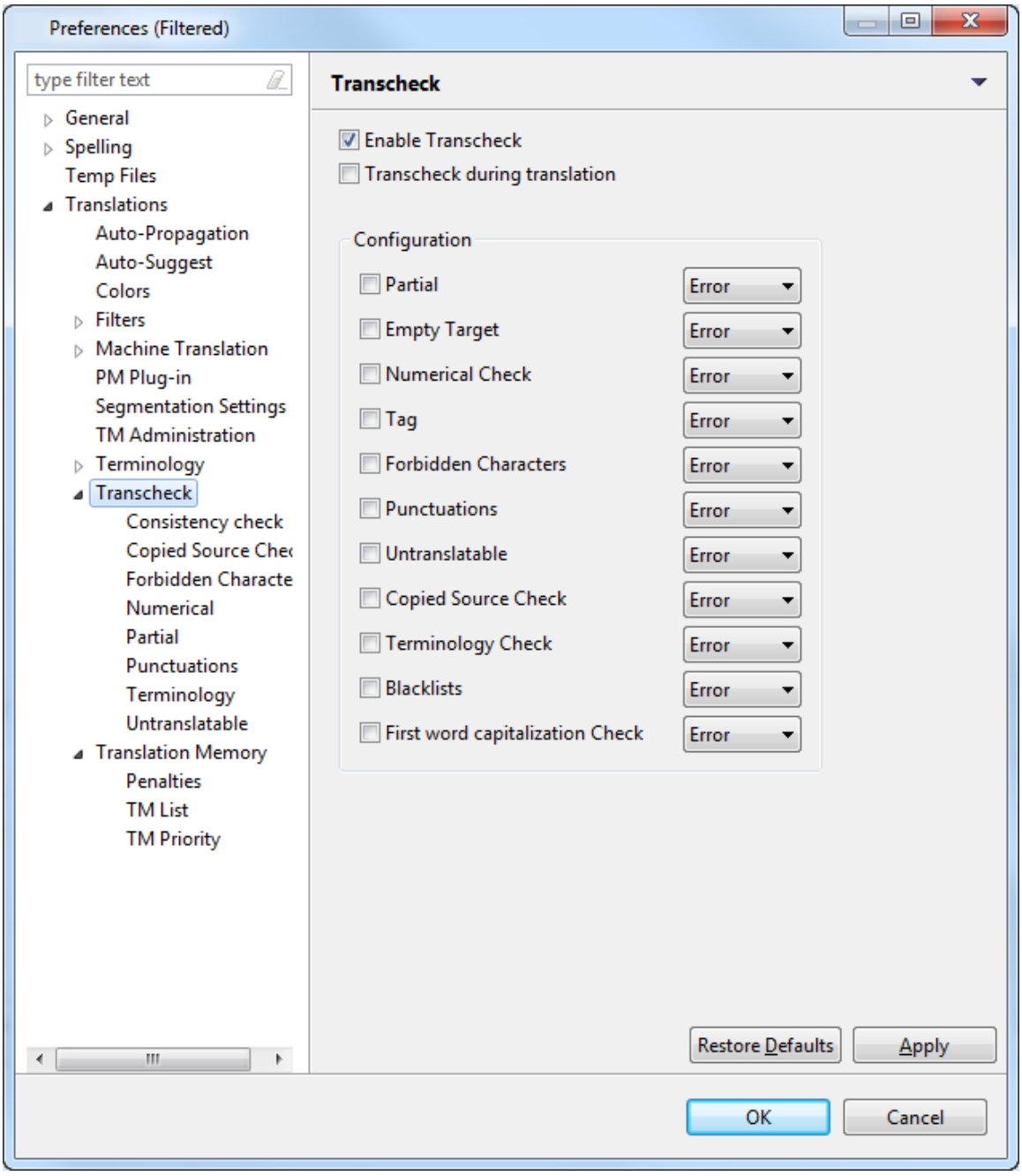
Select	to check...
	segments.
Empty target	for empty target segments.
Numerical Check	if the numerals in the source segment match the target segment. The numbers with hyphens will be read as two separate numbers.
Tag	for missing tags in the target segments.
Forbidden Characters	check if the target segment includes forbidden characters.
Punctuations	for consistency in punctuation between source and target segments. **Note**: The punctuation transcheck only works on end of segmentation punctuation.
Untranslatable	check if the untranslatable content in source and target segments is consistent.
Copied Source Check	if the source segment has been copied to the target segment.
Terminology Check	if the terms in the source segment are translated correctly based on the glossary.
Blacklists	if the target segment includes blacklisted terms. Note: The blacklisted term list must be a tab-delimited file.
First word capitalization Check	if the first word of each segment is capitalized.

6. Choose the display option from the drop down list. You can view Transcheck as an error or warning.
7. Click **OK**.
   The Transcheck option is enabled.

Configuring Transcheck

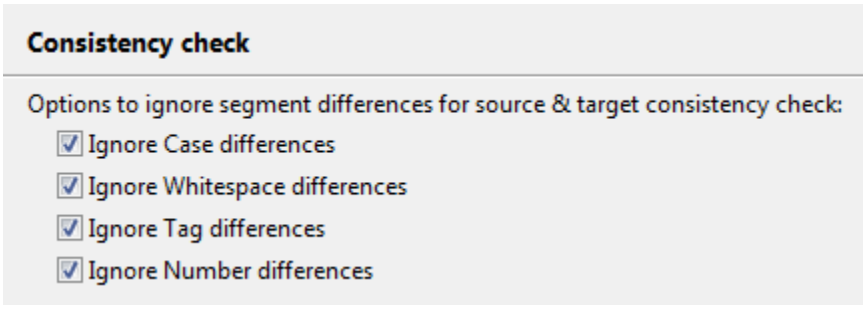
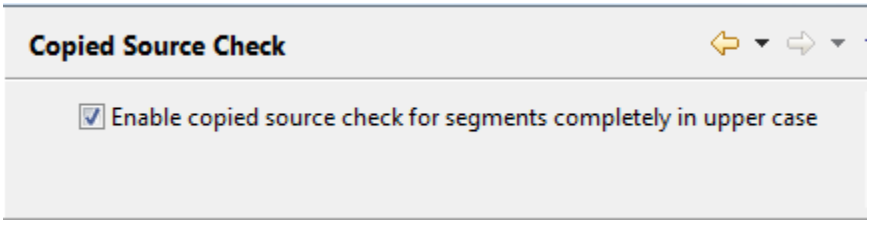
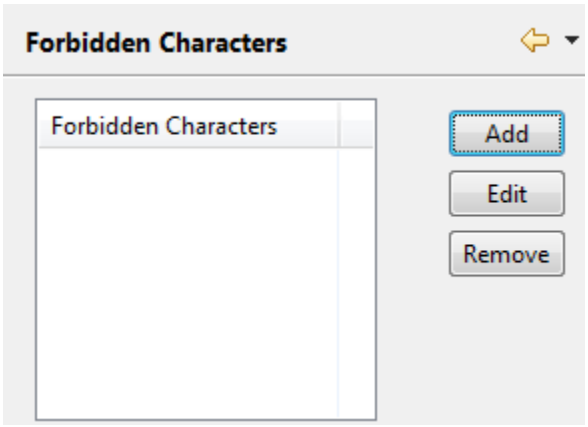
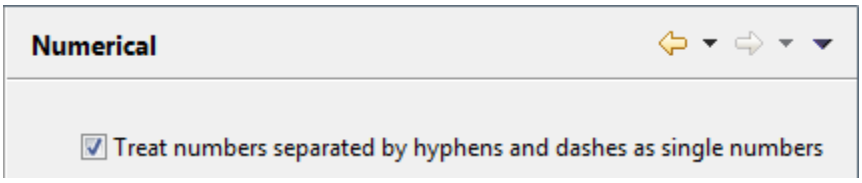
To configure individual Transcheck options:

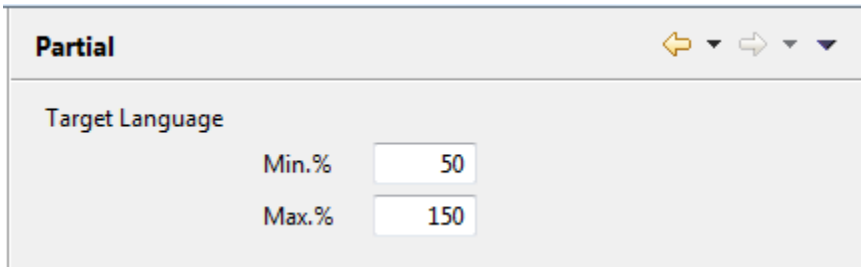
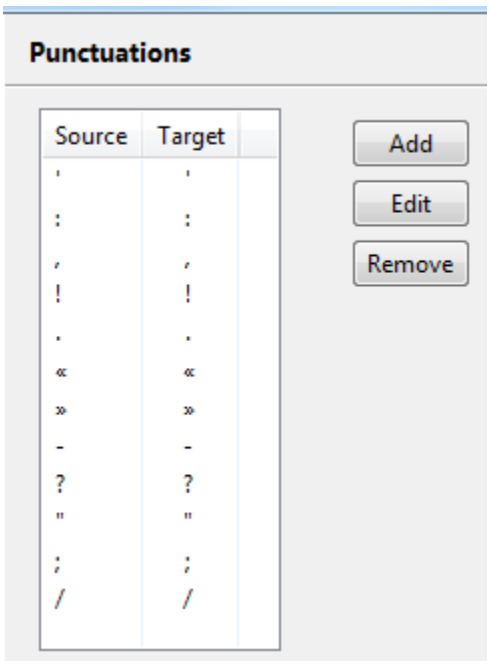
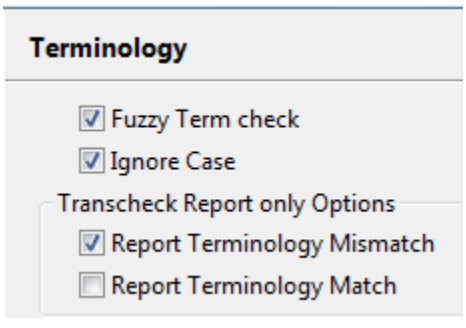
1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **Edit > Preferences > Translations > Transcheck**.
   The Transcheck dialog box appears.



3. In the left pane, under Transcheck, select the following options:

Select	**to ...**

Select	to ...
Consistency check 	ignore differences in case, whitespace, tags and numbers.
Copied Source Check 	check segments in upper case.
Forbidden Characters check 	add, edit or remove Forbidden Characters to the check.
Numerical 	treat numbers with hyphens or dashes as single numbers.

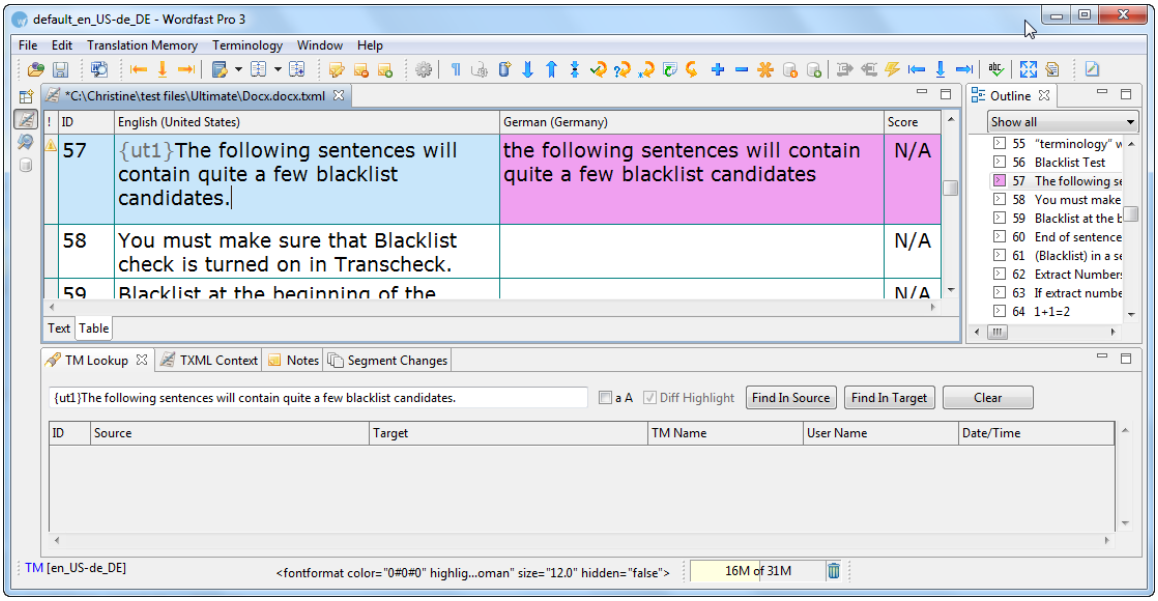
Select	to ...
Partial 	enter the minimum and maximum % of allowed character count for the target segment.
Punctuations 	add, edit or remove punctuation characters to the check.
Terminology 	select options for checking the glossary used in the translation.

Select	to ...
Untranslatable	add, edit or remove content that should not be translated, such as a company name.

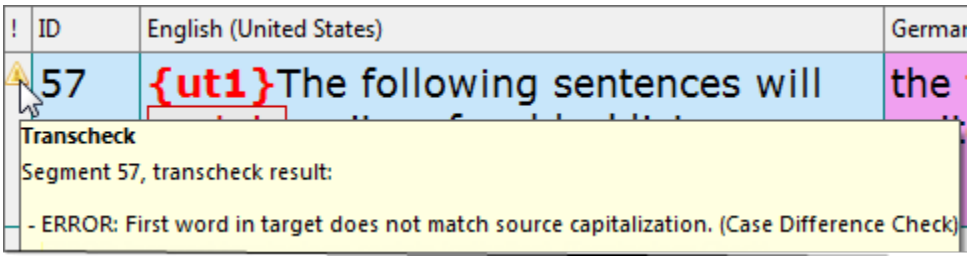
Viewing Transcheck warning

To view Transcheck warning:

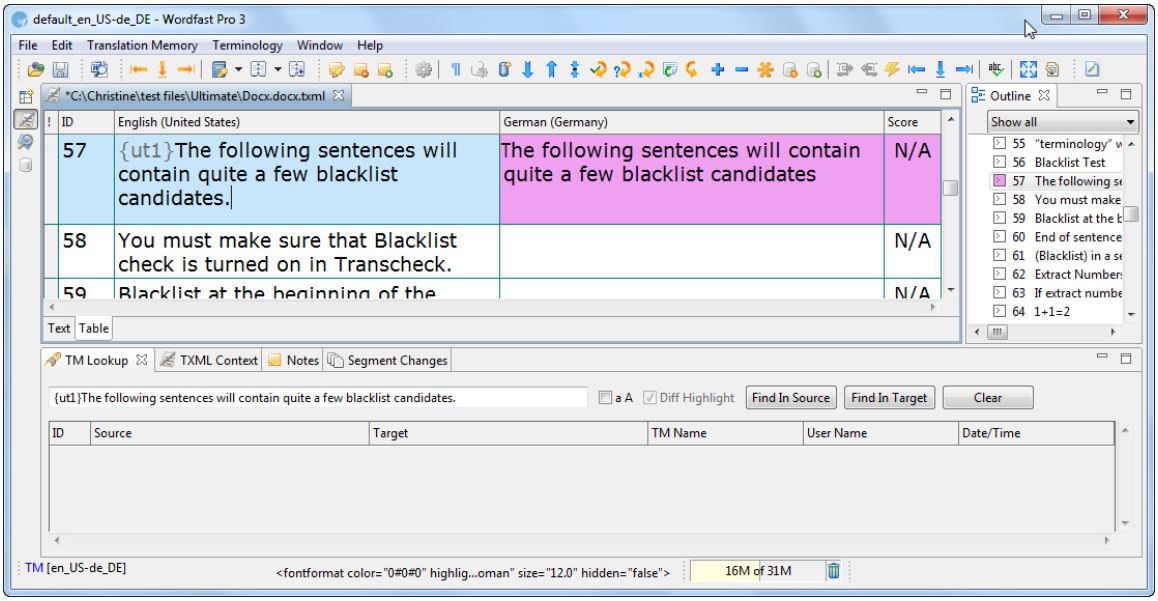
1. Follow the steps to open a file from section Opening a file.
   The file appears in the Translation window.
2. Type the target segment.
   A warning message and a warning signal appear before the target segment as shown in the screenshot below.



3. Point to the warning signal with the mouse.
   The text in the warning appears as shown in the screenshot below.



Note: The Transcheck warning appeared because the first letter in the first word of the target segment was not capitalized. The warning disappears when the segment is corrected as shown in the screenshot below.



Confirming or Unconfirming segments

The Confirm/Unconfirm Segment option allows the translator to mark a segment for future reference. For example, if the translator wants to check and confirm a segment after referring to some resources, he or she can mark the segment and review it at a later stage.

To confirm or unconfirm a segment:

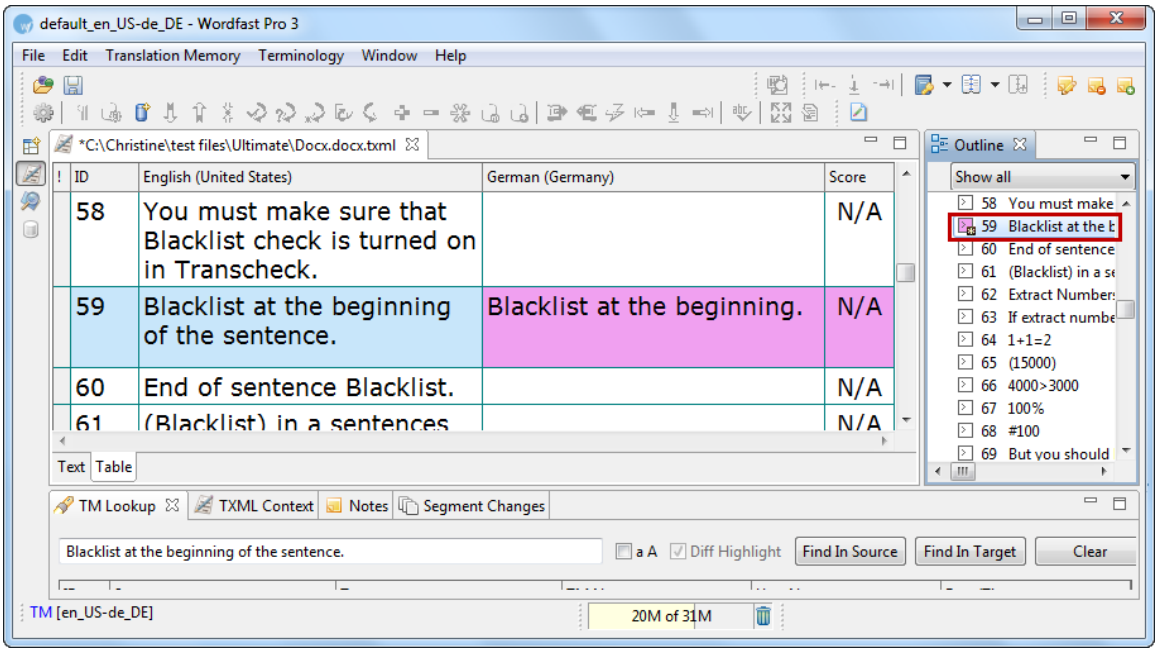
1. Follow the steps to open a file from section Opening a file.

   The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.
2. Type or leverage the target segment from the translation memory.

   The target segment will appear.

3. Click **Translation Memory > Confirm/Unconfirm** or , to mark the segment.

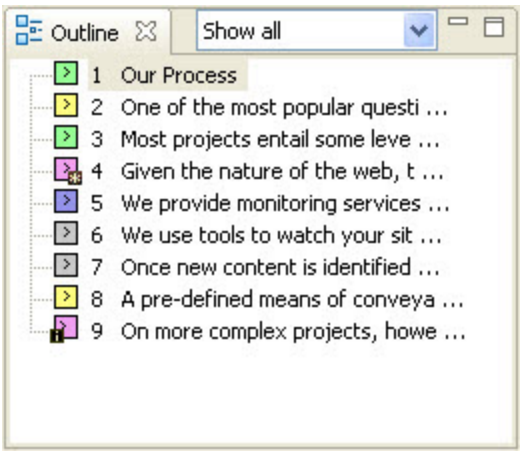
   A symbol appears next to the segment in the Outline window as shown in the screenshot below.



   Note: The symbol will disappear only when you click **Translation Memory > Confirm/Unconfirm** or or **Alt+Enter** again to confirm the segment. Unconfirmed segments are not committed to the TM when you click **Translation Memory > Next Segment,** or or press **Alt+Down,** or click **Translation Memory > Commit current segment to TM,** or or press **Alt+End**.

Using Outline window

The Outline window is used for source segment navigation. The source for each translatable segment is listed with color-coded icons that represent the translation score. The segments that need to be confirmed are also marked by an asterisk (*) in the Outline window. Find below an example of an Outline window:



Navigating using Outline window

To view a source segment, in the Outline window, place the cursor on a source segment and left-click. The source segment is selected and highlighted.

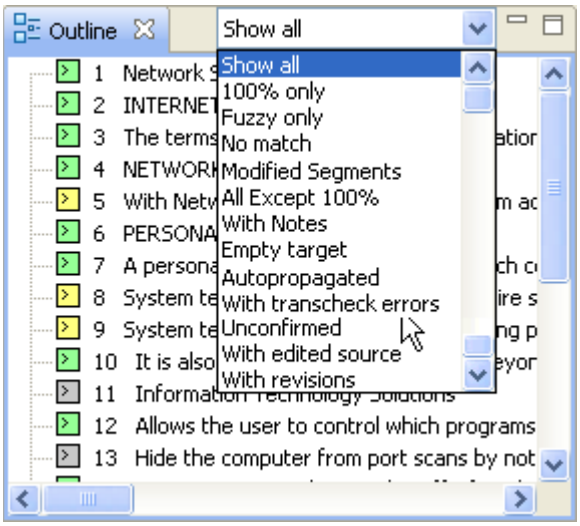
Sorting segments

To sort the source segments, click the drop down list.

The following options appear:

Select	**to view...**
Show all	all segments.
100% only	100% translation memory matches.
Fuzzy only	fuzzy or partial translation memory matches.
No match	no matches only.
Modified Segments	modified segments only.
All Except 100%	all segments except 100% translation memory matches.
With Notes	segments with notes. Go to Using notes for more information.
Empty target	segments with empty targets.
Autopropagated	segments that are autopropagated. Go to Enabling Auto Propagation for more information.
With transcheck errors	segments with transcheck errors. Go to Using Transcheck for more information.

Select	to view...
Unconfirmed	segments that are unconfirmed. Go to Confirming or Unconfirming segments for more information.
With edited source	segments with modified source content. Go to Editing source segment for more information.
With revisions	revised segments. Go to Viewing segment changes for more information.



Outline window default color representation

Find below the list of default color representations for source and target segments in the Translation window:

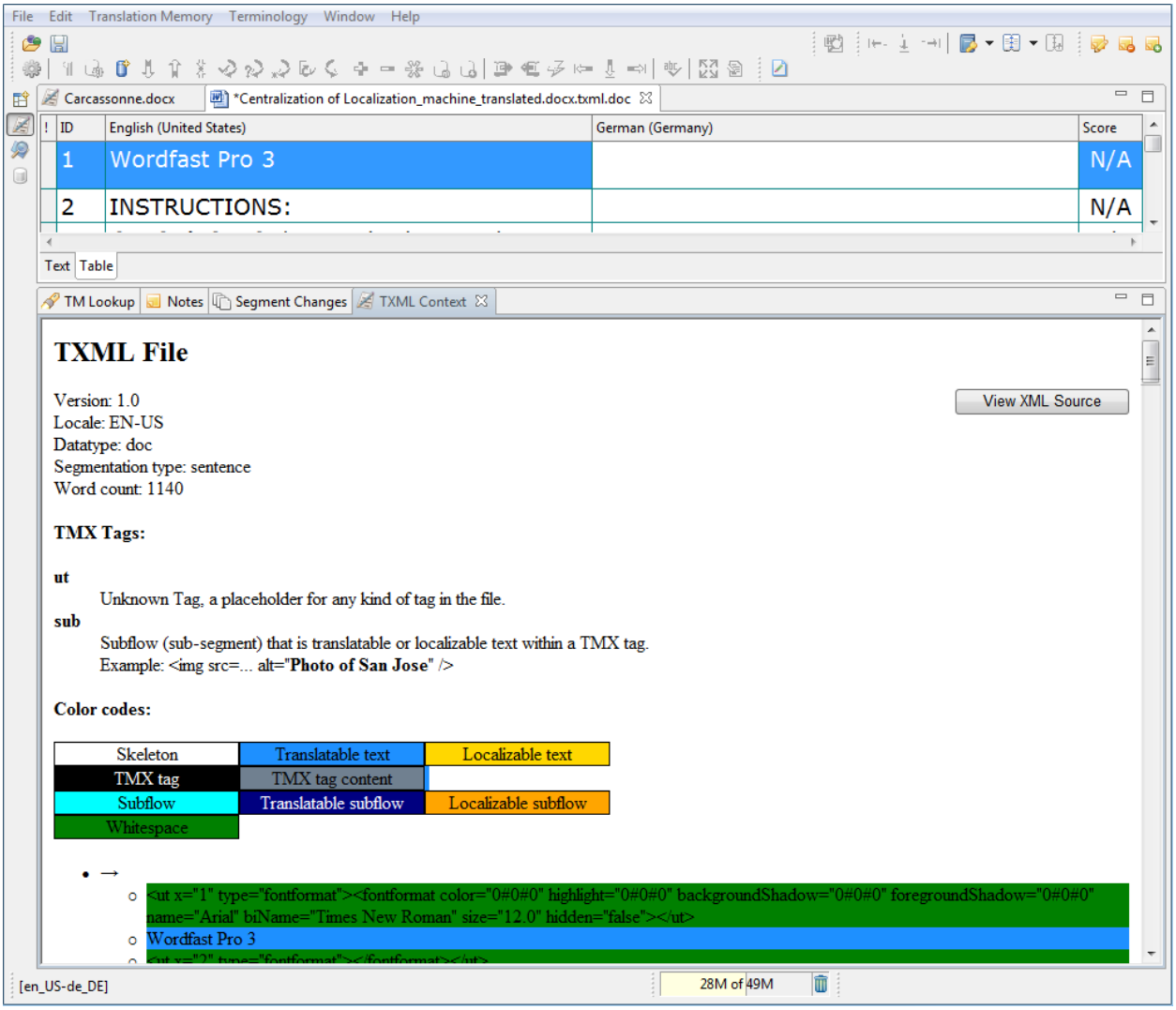
Color	Representation
Yellow	Fuzzy match
Grey	No match or NA
Green	100% match
Pink	Segment modified since the original file was created
Purple	Segment modified and updated to translation memory

Go to Defining color codes for more information.

Viewing TXML Context

The TXML Context window is used to view the TXML context of the currently open file.

To view the TXML context, click the **TXML Context** tab in the editor. You also have the option to view the XML Source. An example of a TXML Context window is shown below.



Using notes

While translating or reviewing translated content, you have the option of adding notes specific to each segment. Find below the procedures for the following tasks:

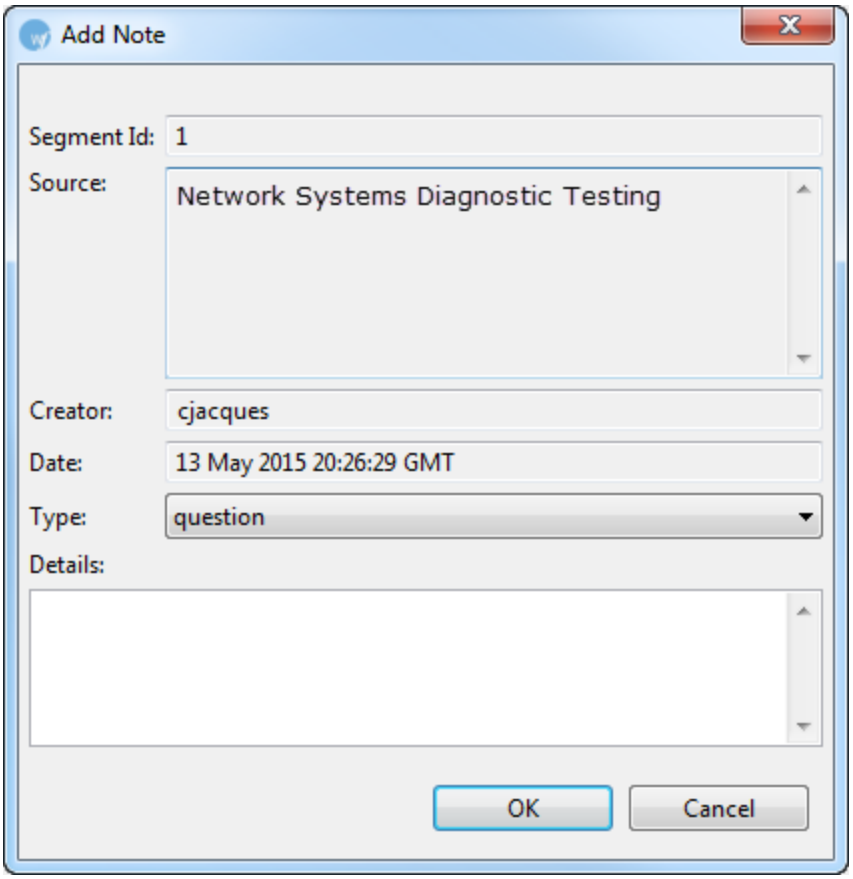
- Adding notes
- Editing notes

- Deleting notes
- Exporting Notes

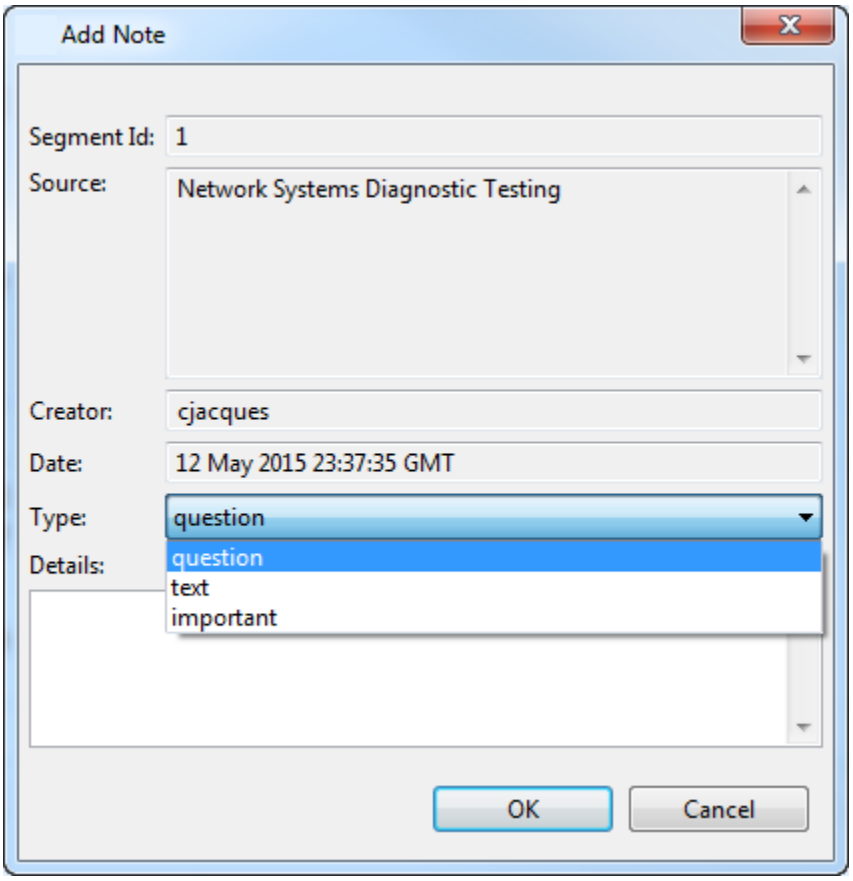
Adding notes

To add a note:

1. Follow the steps to open a file from section Opening a file.
   The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.
2. Click the **Notes** tab.
3. Place your cursor in the segment where you want to add a note.
4. Click **Add** under the Notes tab or select **Edit > Add Note...** or click .
   The Add Note dialog box appears.



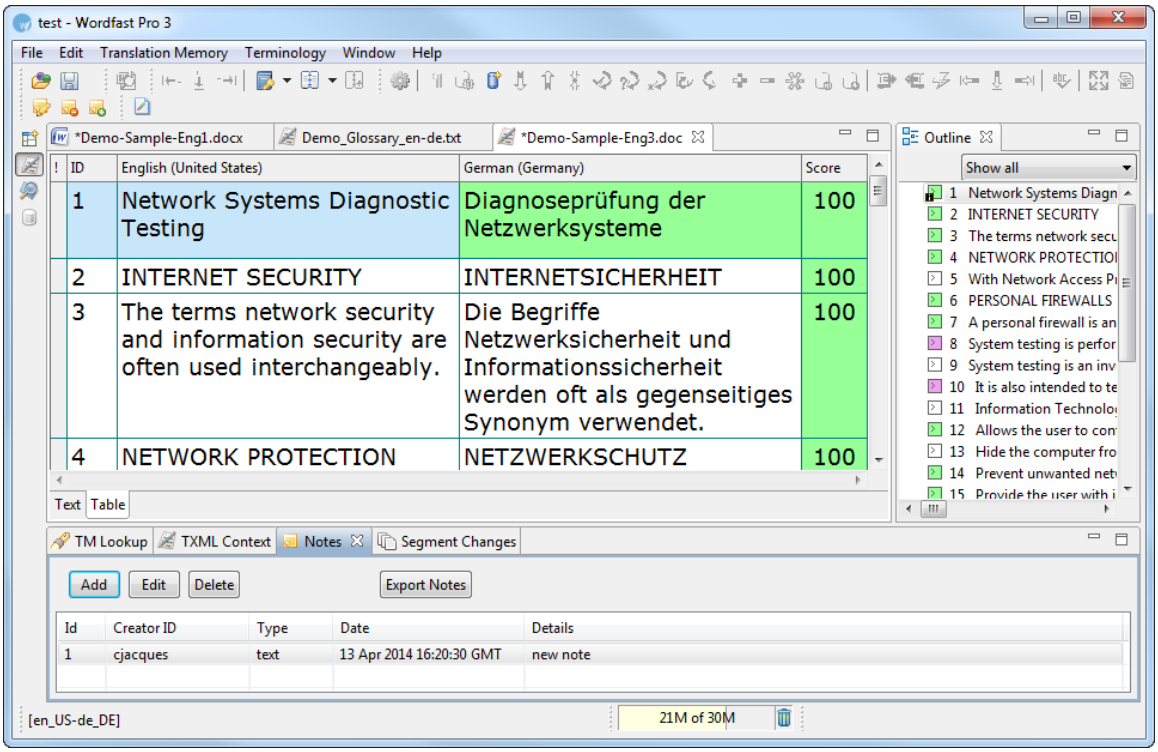
5. Select the type of note.



Note: The last option selected appears at the top of the list. The last option selected is the default type for the next new note.

6. Enter the note in the box and click **OK**.

   The note appears in the Notes tab and an '**i**' symbol appears next to the segment in the Outline window as shown in the screenshot below.



Editing notes

To edit notes, click **Edit** in the Notes tab, select **Edit > Edit Note...** or right-click the note in the Notes tab and select **Edit Note** or click .

Deleting notes

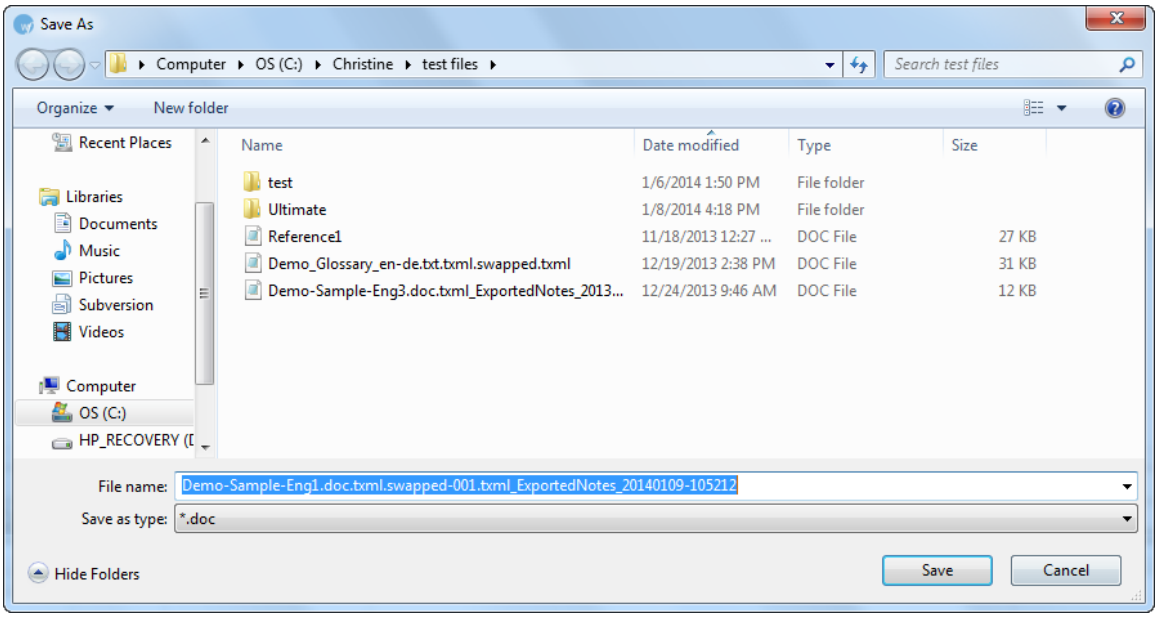
To delete notes, click **Delete** in the Notes tab, select **Edit > Delete Note...** or right-click a note in the Notes tab and select **Delete Note** or click . To delete all notes, select all notes and click **Delete.**

Exporting notes

To export notes in Word format,

1. Click **Export Note**s in the Notes tab.

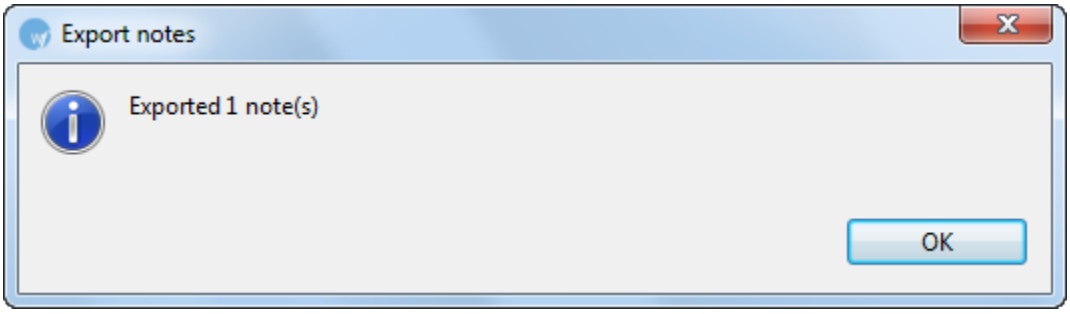
   The **Save As** dialog box appears:



By default, notes are saved to the same folder that contains the original files.

2. Click **Save.**

   The following message appears.

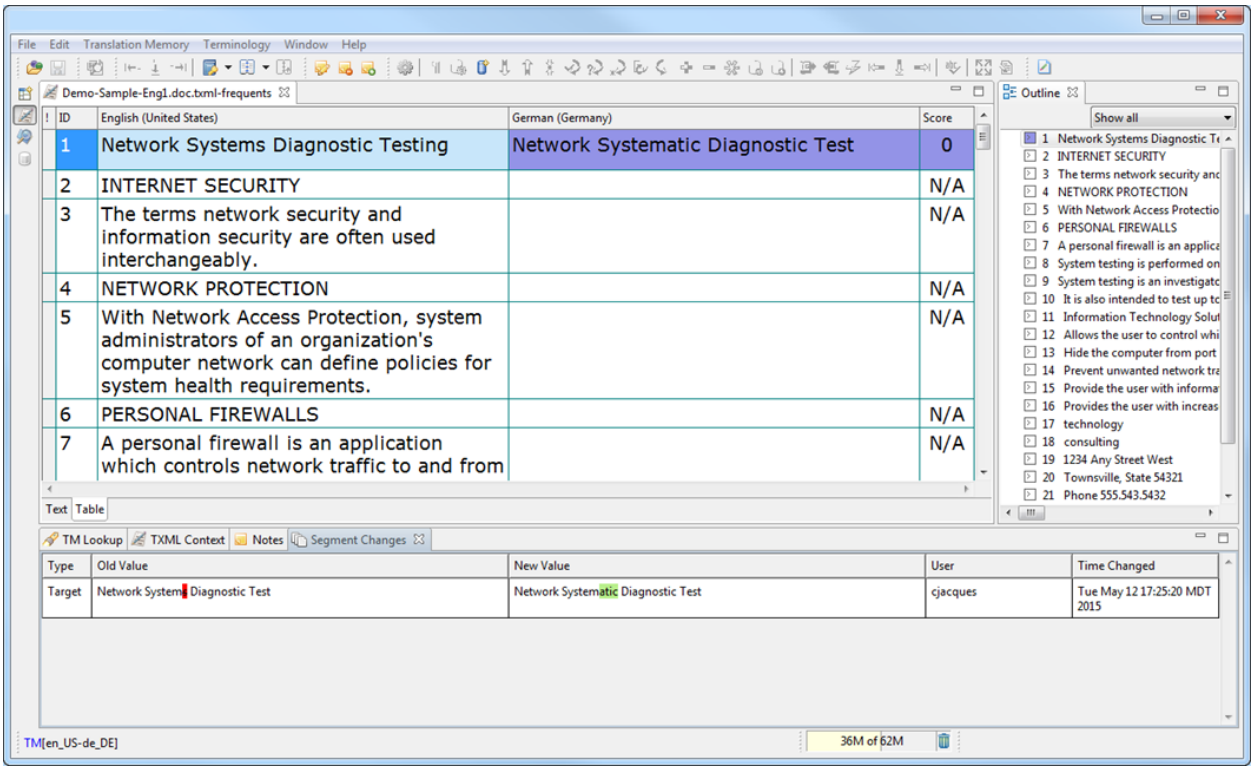


The notes are formatted as a Word table, as shown in the screenshot below.

ID	Source	Target	Type	Notes	Creator ID	Date
2	INTERNET SECURITY	INTERNETSICHERHEIT	text	this is a note	cjacques	Mon Nov 04 11:47:38 MST 2013
7	A personal firewall is an application which controls network traffic to and from a computer, permitting or denying communications based on a security policy.	Eine Personal Firewall isteineAnwendung, welche den Netzwerkverkehrzu und vom Computer steuert. Auf einerSicherheitsrichtlinieba sierendeKommunikationwi rdzugelassenoderverweiger t.	text	another note	cjacques	Mon Nov 04 11:53:30 MST 2013

Viewing segment changes

The **Segment Changes** window is used to view the segment changes in the currently open file. The recent changes will appear on top of the list. The segment changes appear only when a file is saved. Find below an example of the **Segment Changes** window:



Using Shortcut Icons

Wordfast Pro 3 includes a number of shortcut icons that help you quickly complete common tasks. Find below a list of all the shortcut icons available in the TXML Editor and their functionality.

Use	to...
(Ctrl+O)	open a new file. **Note**: When you browse your PC, only the file types listed in your File Associations setup (**Window > System Options...> General > Editors > File Associations**) will appear.
(Ctrl+S)	save the currently open file.
(Ctrl+P)	print the file that is currently open.
(Ctrl+Shift+8)	show or hide whitespace characters.
	translate a segment using machine translation software.
(Ctrl+Shift+N)	create or select a translation memory (TM).
(Alt+Down)	navigate to the next segment. This action automatically saves the segment to the TM, if you have edited the translation.
(Alt+Up)	navigate to the previous segment. This action automatically saves the segment to the TM, if you have edited the translation.
(Alt+-)	leverage the TM for the current source segment.
(Ctrl+Alt+F)	translate the source segments until there is a fuzzy match.
(Ctrl+Shift+PageDown)	translate the source segments until there is no match.
(Ctrl+Shift+End)	translate all source segments.
(Alt+Insert)	copy the text from the source segment into the target segment.
(Alt+PageDown)	combine the currently selected source segment with the next segment. If segments are merged across paragraphs, a tag

Use	to...
	appears between the merged segments in the source and the target.
(Alt+PageUp)	split the source segment into two segments, at the location of the cursor.
(Alt+Enter)	mark a segment as confirmed or unconfirmed.
(Alt+End)	save the current translated segment to the TM.
(Ctrl+Alt+End)	save the translated segments to the TM and close the file. This action is typically carried out when you have completed translation.
	insert left to right mark.
	insert right to left mark for languages that are written in that direction, such as Arabic.
(Ctrl+Shift+A)	copies all tags from the current source segment to the target segment.
(Alt+Shift+Left)	select the previous tag in the source segment. The selected tag will be highlighted in red by default.
	delete the currently selected tag.
(Altl+Shift+Down)	copy the currently selected tag into the target segment at the location of the cursor.
(Alt+Shift+Right)	select the next tag in the source segment. The selected tag will be highlighted in red by default.
	analyze the file for translation against a TM to leverage reusable content and pre-translate content.
(Ctrl+Shift+T)	look up the selected source text in the translation memory. This action leverages all segments that include that text.
(F7)	check spelling.
(Ctrl+Alt+P)	preview the file in MS Word.
(Ctrl+Alt+8)	navigate to the previous term in the source segments.
(Ctrl+Alt+0)	copy the selected term.

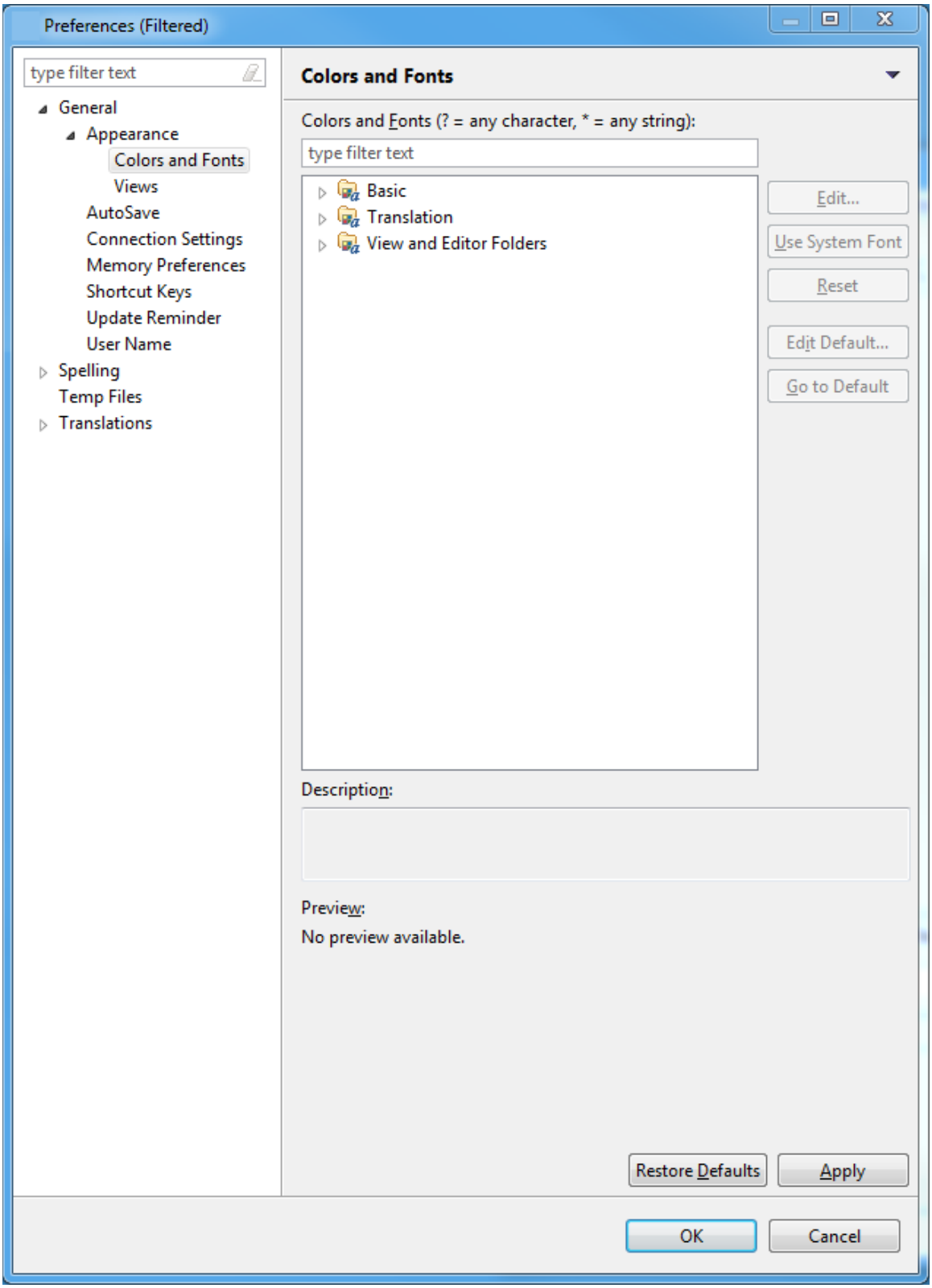
Use	to...
(Ctrl+Alt+9)	navigate to the next term in the source segments.
	edit the blacklist for the open project.
	modify the glossary.
(Ctrl+Alt+T)	add a term to the glossary.
(Alt+Shift+E)	edit a note.
(Alt+Shift+D)	delete a note.
(Alt+Shift+N)	add a note.
(Ctrl+Shift+Q)	process file for transcheck warnings.

Modifying colors and fonts

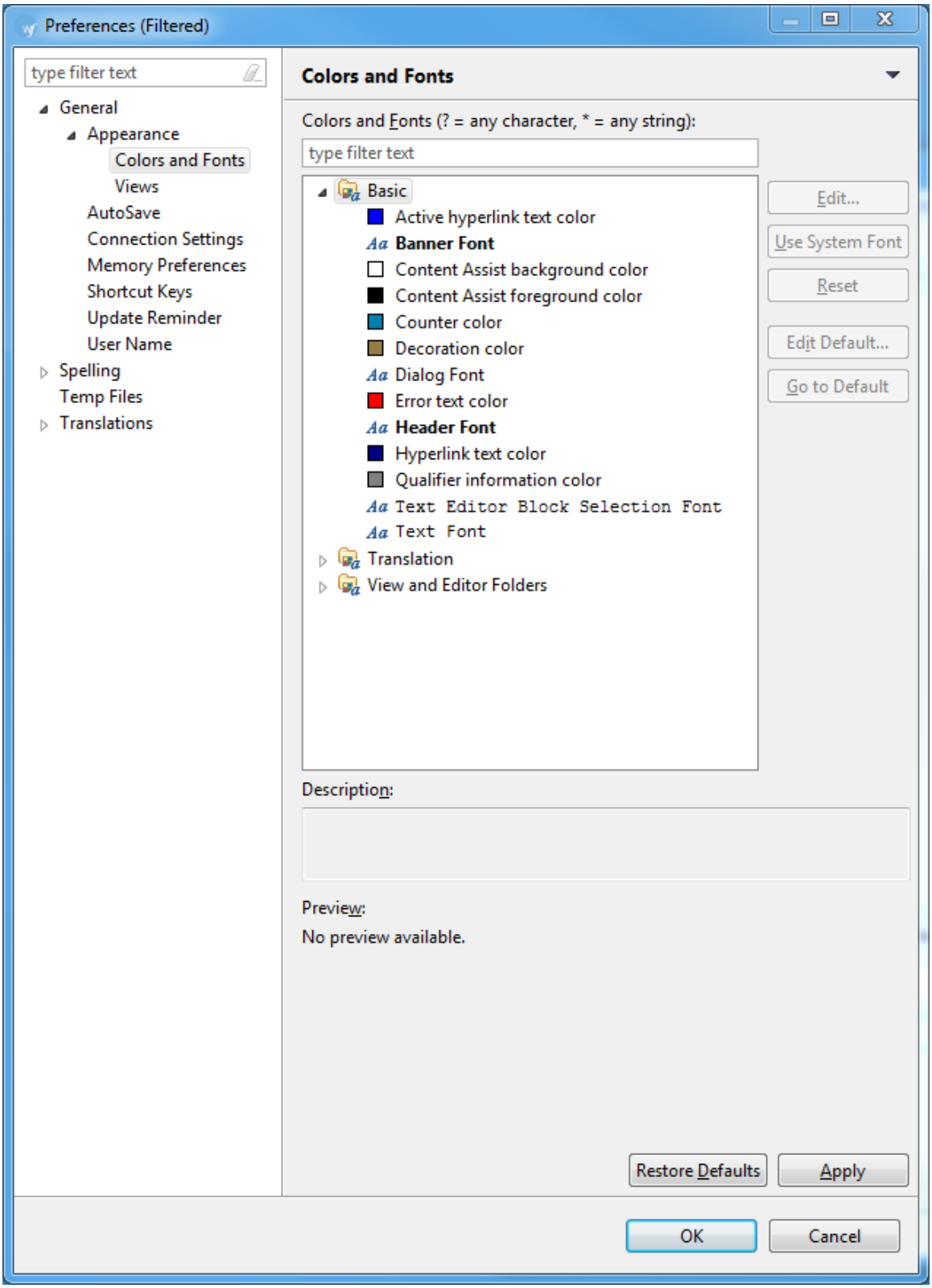
You can modify the existing colors and fonts for tool layout, TXML editor, and View and Editor folders.

To modify colors and fonts:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **Edit > Preferences > General > Appearance > Colors and Fonts**.
   OR
   Press F9 to go to Preferences.
   The Preferences (Filtered) Colors and Fonts dialog box appears.

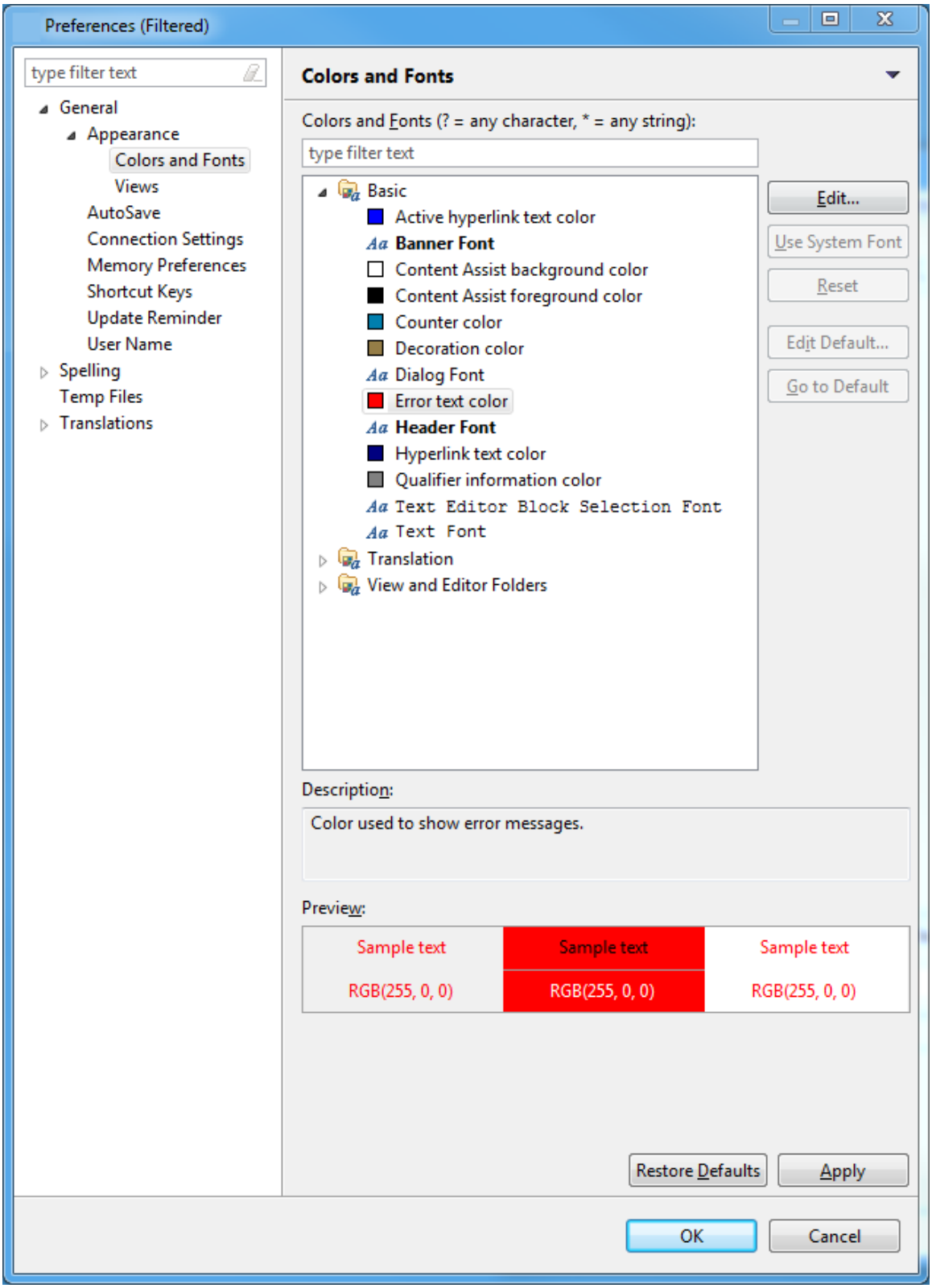

Preferences (Filtered)
type filter text
General
Appearance
Colors and Fonts
Views
AutoSave
Connection Settings
Memory Preferences
Shortcut Keys
Update Reminder
User Name
Spelling
Temp Files
Translations
Colors and Fonts
Colors and Fonts (? = any character, * = any string):
type filter text
Basic
Translation
View and Editor Folders
Edit...
Use System Font
Reset
Edit Default...
Go to Default
Description:
Preview:
No preview available.
Restore Defaults
Apply
OK
Cancel

3. Click each folder to show the colors and fonts.

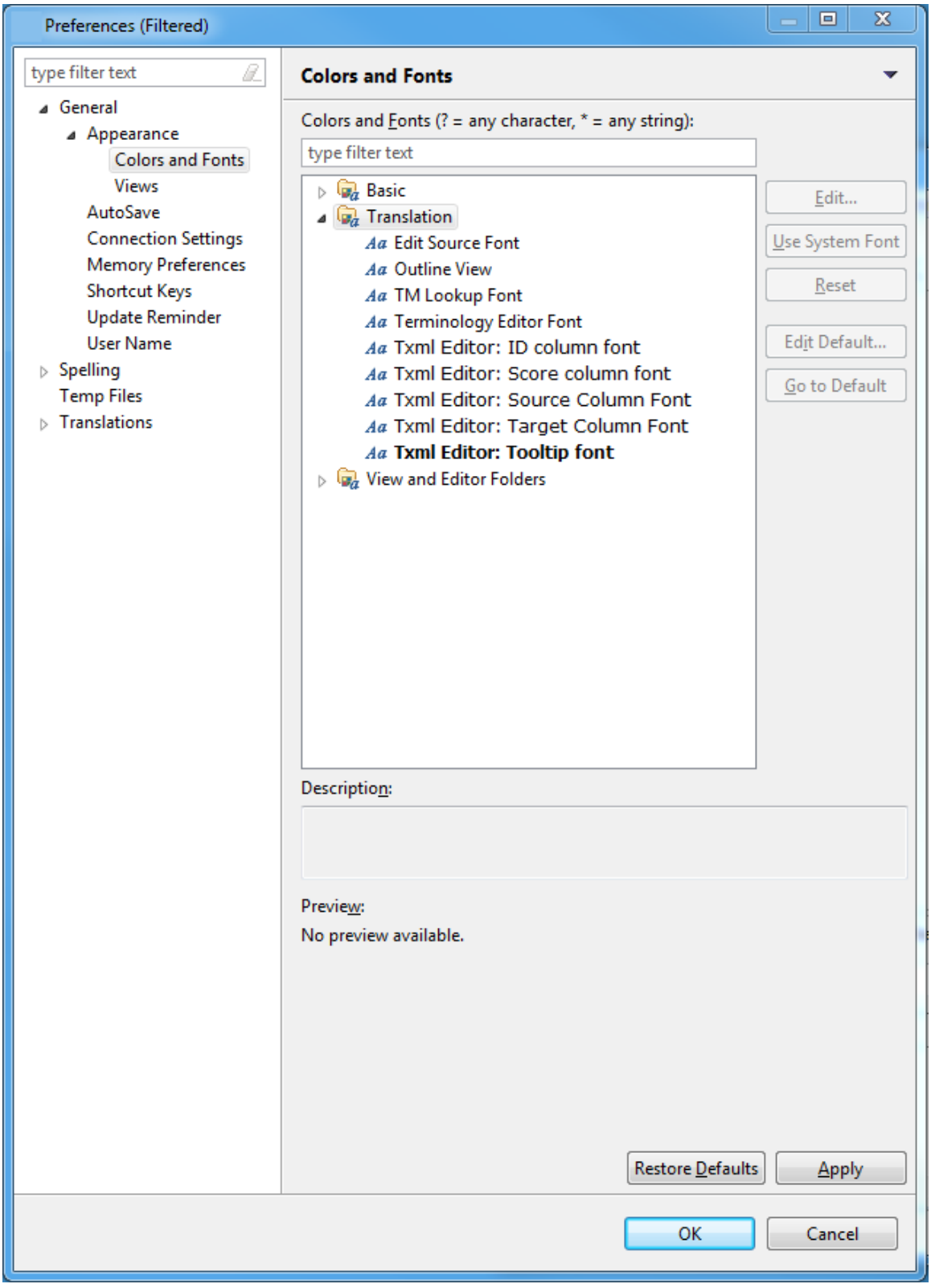


OR

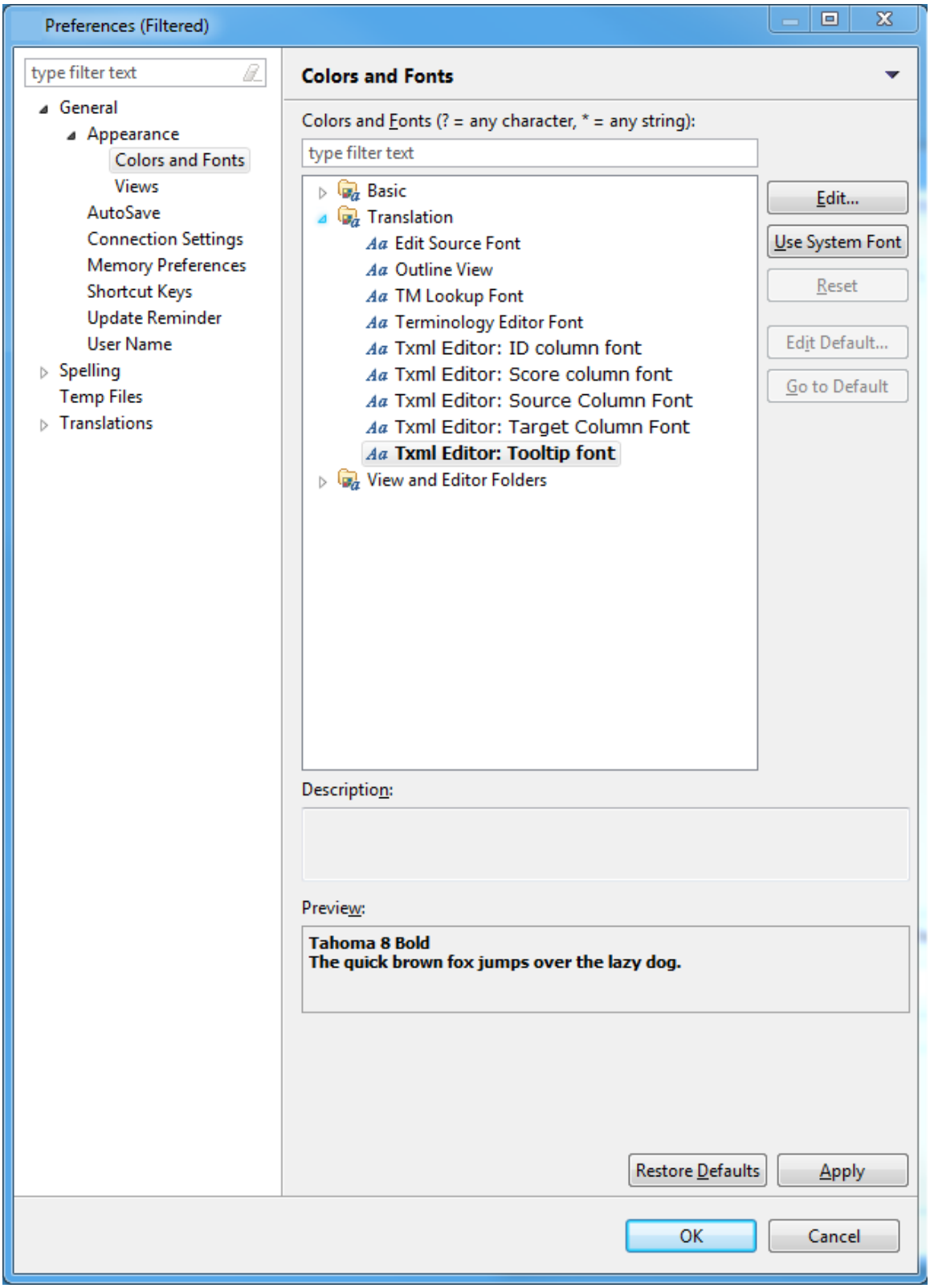
Enter a term to locate the color or font, and show a preview as shown in the example below:



4. If you want to change the default color for any of the content types, click the content type.
   For example, select the Translation folder to expand it, and scroll to the Tooltip font.



5. Select the Tooltip font, to preview the font.



6. Click **Edit** to select another font, font style, size, or color. Click **Use System Font** to accept the default font.
7. Click **Apply** and **OK**.

Working with advanced options

The Wordfast Pro 3 advanced options are as follows:

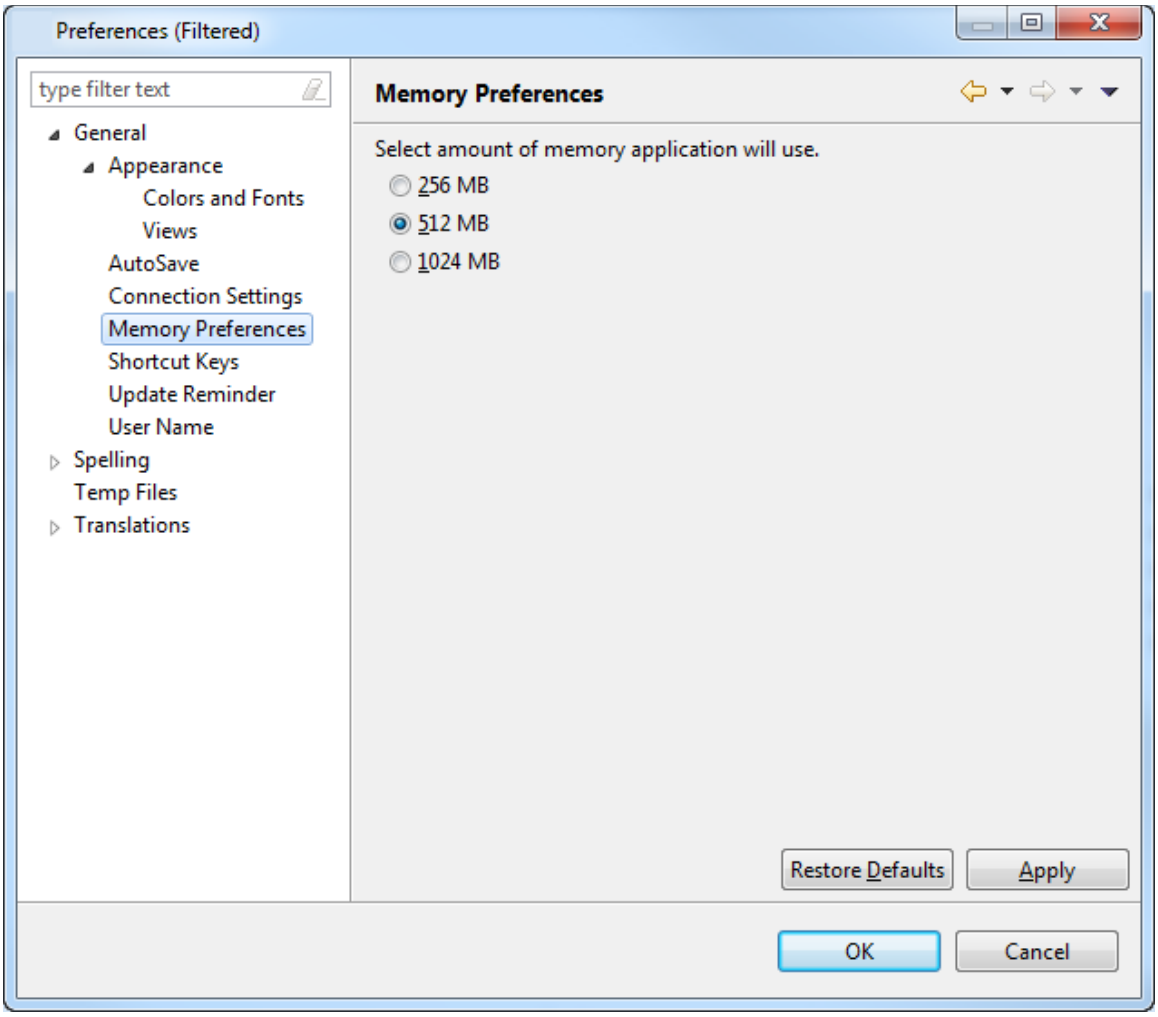
- Selecting memory preferences
- Selecting AutoSave preferences
- Defining segmentation settings
- Managing shortcut keys
- Managing licenses
- Updating Wordfast Pro 3 dictionaries
- Accented characters
- Font mapping

Selecting memory preferences

You can select the maximum memory that Wordfast Pro 3 will use to ensure you can open and work with large files with ease.

To select memory preferences:

1. Open Wordfast Pro 3 and click **Edit > Preferences > General > Memory Preferences**.
   The Memory Preferences dialog box appears.



2. Select the amount of memory Wordfast Pro 3 will use on your machine and click **OK**.
   Note: Maximum memory is the Java heap size. If the memory size selected here is more than the available memory, you may get a Java heap size error.

Selecting AutoSave Preferences

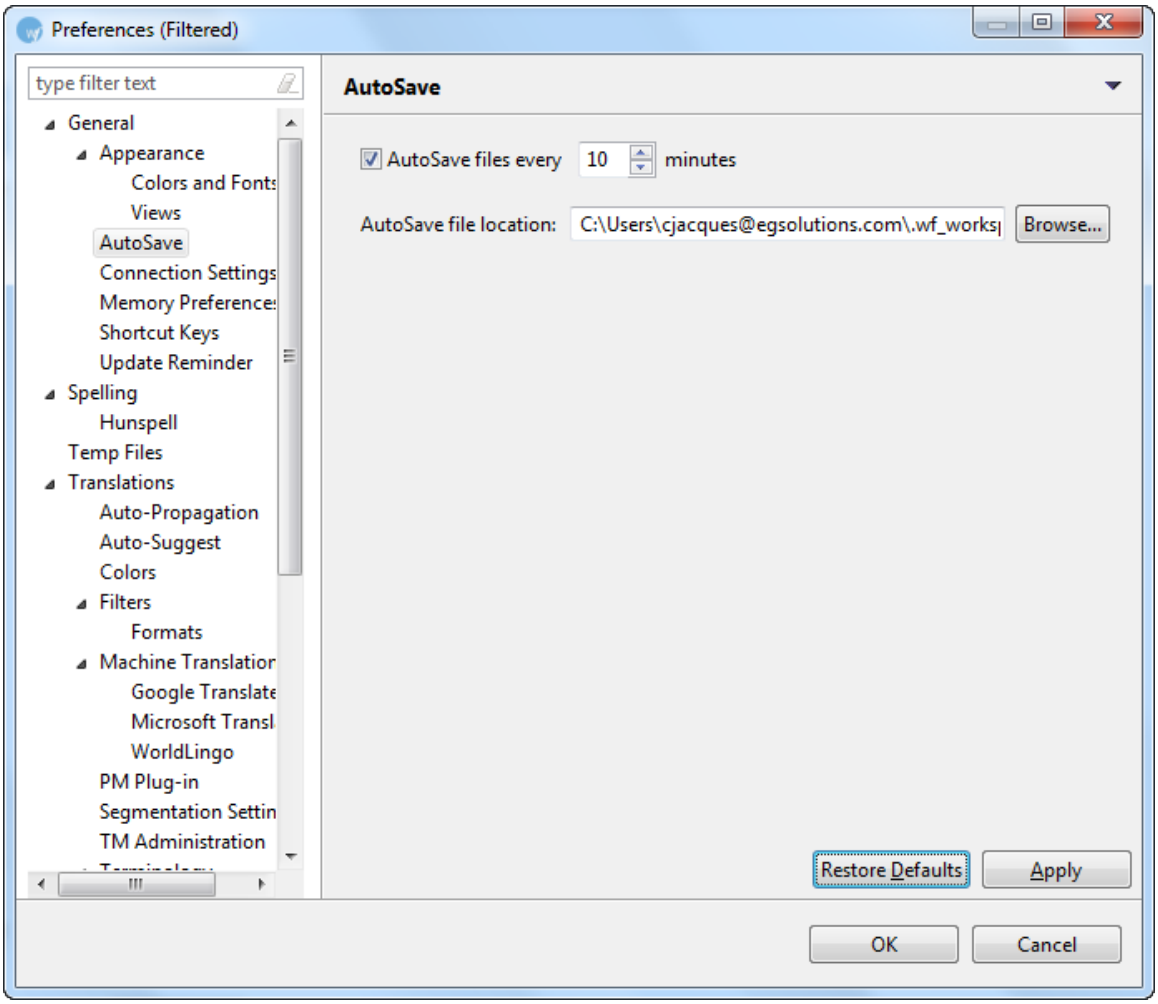
You can select the default AutoSave setting. This setting saves the file to a temp folder whenever a change is made. Once the file is saved manually, the file is removed from the temp folder and saved in the user file.

If the application crashes or is closed without saving the file, the file can be located in Auto Saved files, and then saved to the path of the original file

To select Auto Save preferences:

1. Open Wordfast and click **Edit >Preferences or** press F9 to go to Preferences.
2. Click **General >AutoSave.**

3. The AutoSave Preferences dialog box appears.



3. Default time period for AutoSave is set to 10 minutes. The minimum is one minute.

4. Click the spin box to set a time greater than one minute for Autosave.

5. Click **Browse** to select another location for AutoSaved files.

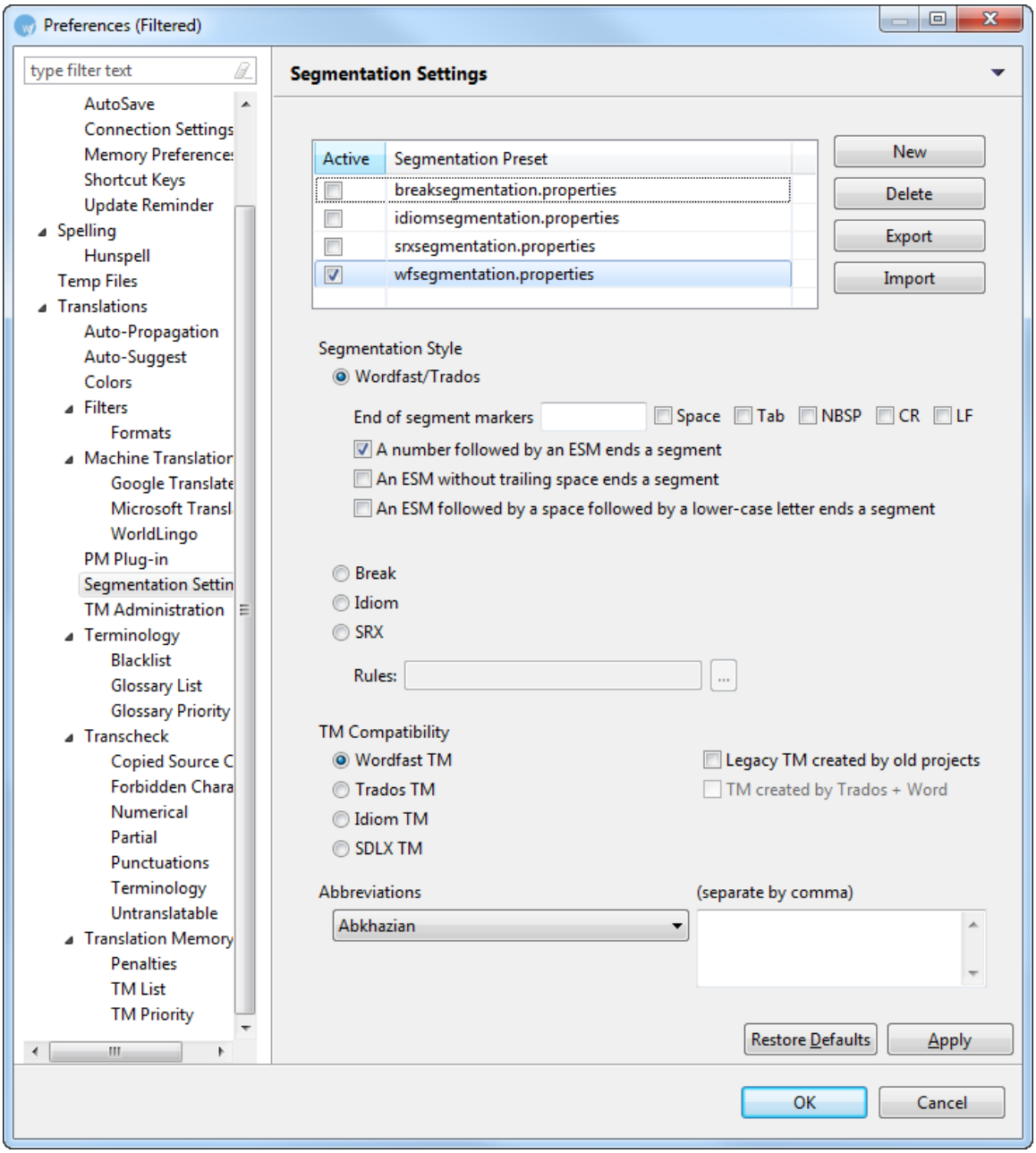
6. Click **OK**.

Defining segmentation settings

The Wordfast Pro 3 workspace (.wf_workspace folder) includes a number of default properties files that are used for file segmentation. You can either use the default properties files or export and edit these files.

To define segmentation settings:

1. Open Wordfast Pro 3 and click **Edit > Preferences > Translations > Segmentation Settings**. The Segmentation Settings Preferences dialog box appears.



2. Select the preset segmentation of your choice. The options are:
    - breaksegmentation.properties
    - idiomsegmentation.properties
    - srxsegmentation.properties
    - wfsegmentation.properties
3. To edit any of the preset segmentations, select the properties file and click **Export**.

4. Open the properties file and edit as required.

   Note: The commonly used properties file that can be modified is the wfsegmentation.properties file.

   Find below some examples of segmentation settings:

UI description	Options	Configuration setting
A number followed by an ESM ends a segment		segmenter.strategy.trados.rule1enabled=true
An ESM without a trailing space ends a segment. This should be marked true for Chinese or Japanese projects	True/False	segmenter.strategy.trados.rule2enabled=false
An ESM followed by a space followed by a lower-case letter ends a segment	True/False	segmenter.strategy.trados.rule3enabled=false
Simple Tag Handling False: causes tags after the break to associate left to the current segment True: causes Tags after the break to associate right to the next segment	True/False	segmenter.text.simpletaghandling=false
Remove 2	True/False	segmenter.simplifier.trados.strict=false

UI description	Options	Configuration setting
surrounding tags rule. False: for backwards compatibility True: for new projects		
Remove trailing tags that are preceded by ESMs. False: for backwards compatibility True: for new projects	True/False	segmenter.simplifier.trados.noesp=false
End of segment punctuation for Trados sentence iterator	(any punctuation separated by a comma) ex. .,:,?,!,tab	breakiterator.strategy.sentence.trados.esps=.,:,?,!,tab

5. After editing the properties file, click **Import** to use the edited properties file.

Managing shortcut keys

Wordfast Pro 3 includes a number of shortcut keys that help you quickly complete common tasks. You can also modify and create new shortcut keys. Find below the procedures for the following tasks:

- Viewing shortcut keys
- Modifying shortcut key schemes
- Modifying shortcut keys
- Creating shortcut keys

Viewing shortcut keys

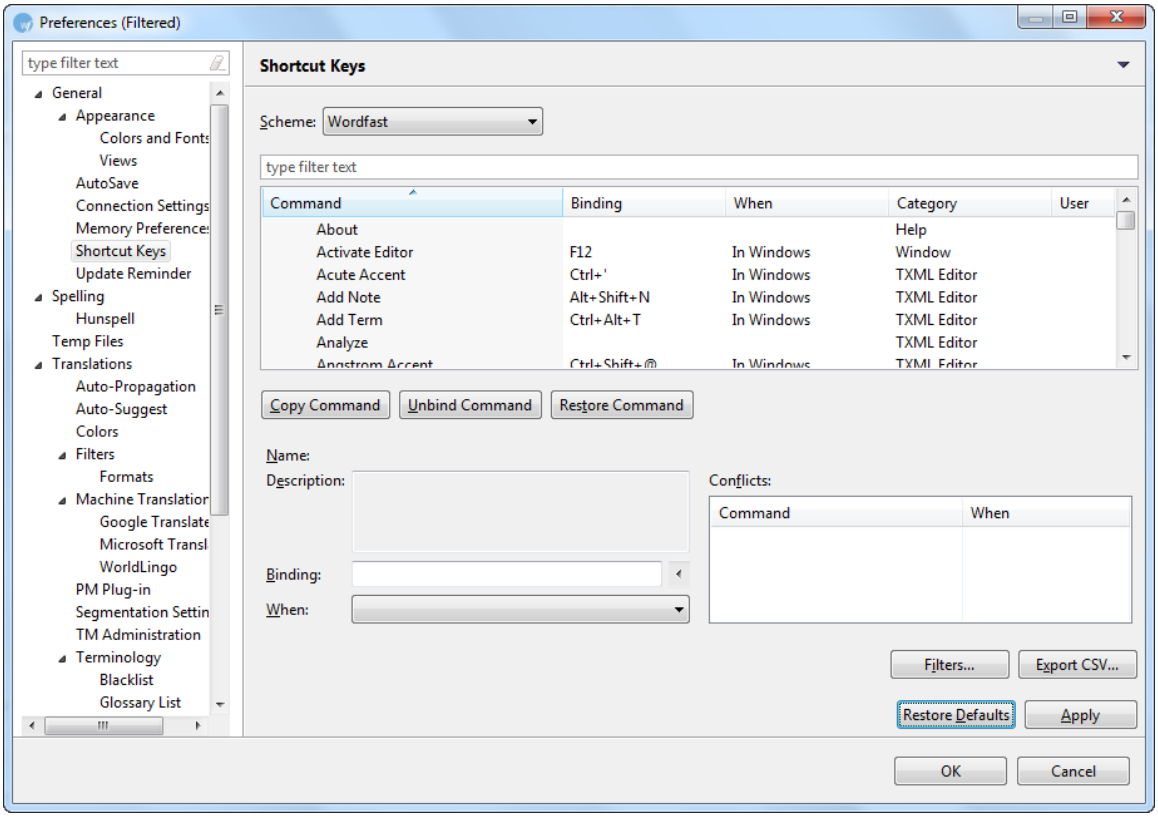
To view shortcut keys:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **Help > Shortcut List...** or press **Ctrl+Shift+L**.
   A list of actions and shortcut keys appear.

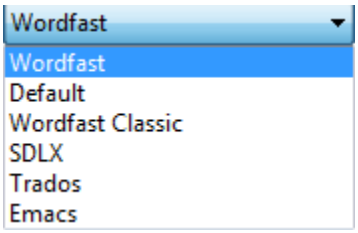
Modifying shortcut key schemes

To view or modify shortcut key schemes:

1. Open Wordfast Pro 3 and click .
   The TXML perspective appears.
2. Click **Edit > Preferences**.
   The Preferences (Filtered) screen appears.
3. Click **General > Shortcut Keys**.
   The Shortcut Keys option appears.



4. Select a Scheme from the drop down list.



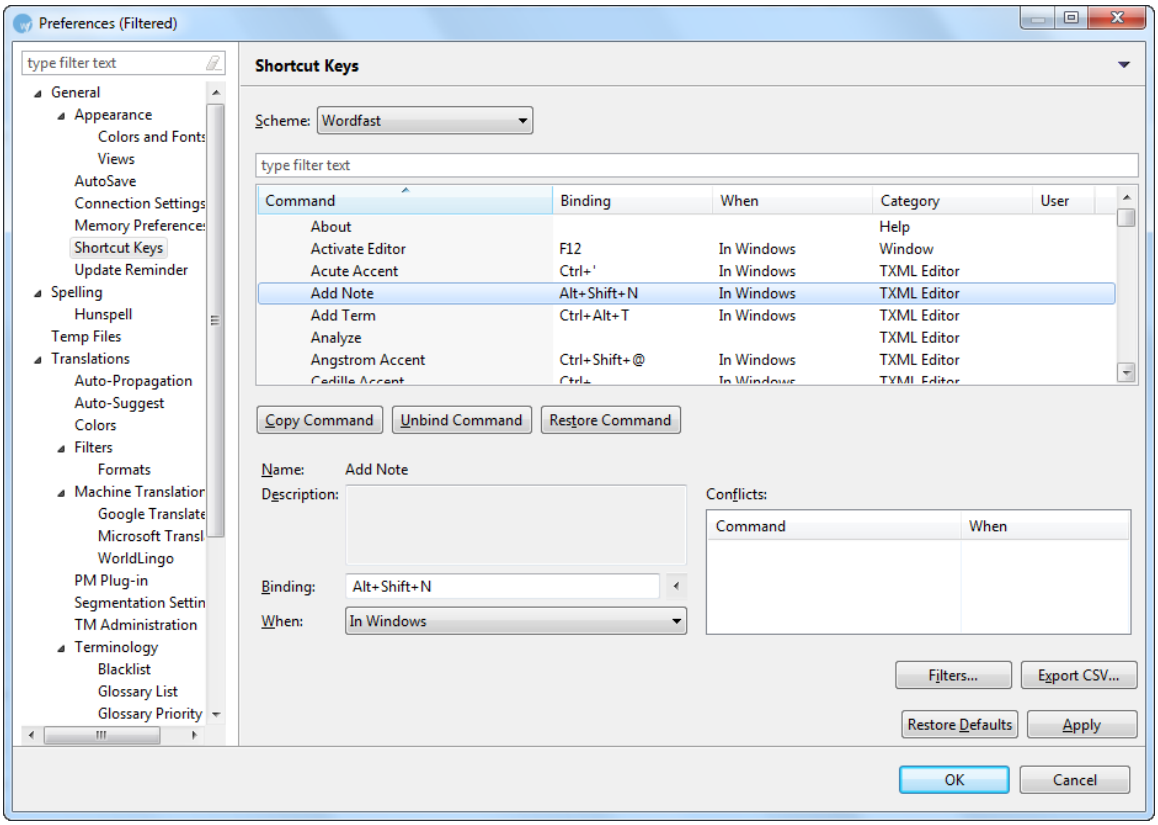
Note: You can change the shortcut key scheme to Emacs, SDLX, Trados, Wordfast, or Wordfast Classic. You can also create a default scheme of your own.

Modifying shortcut keys

To modify a shortcut keys:

1. Follow step 1 and 3 from Modifying shortcut key schemes.

   The Keys option appears.



2. Left-click and select a Command.

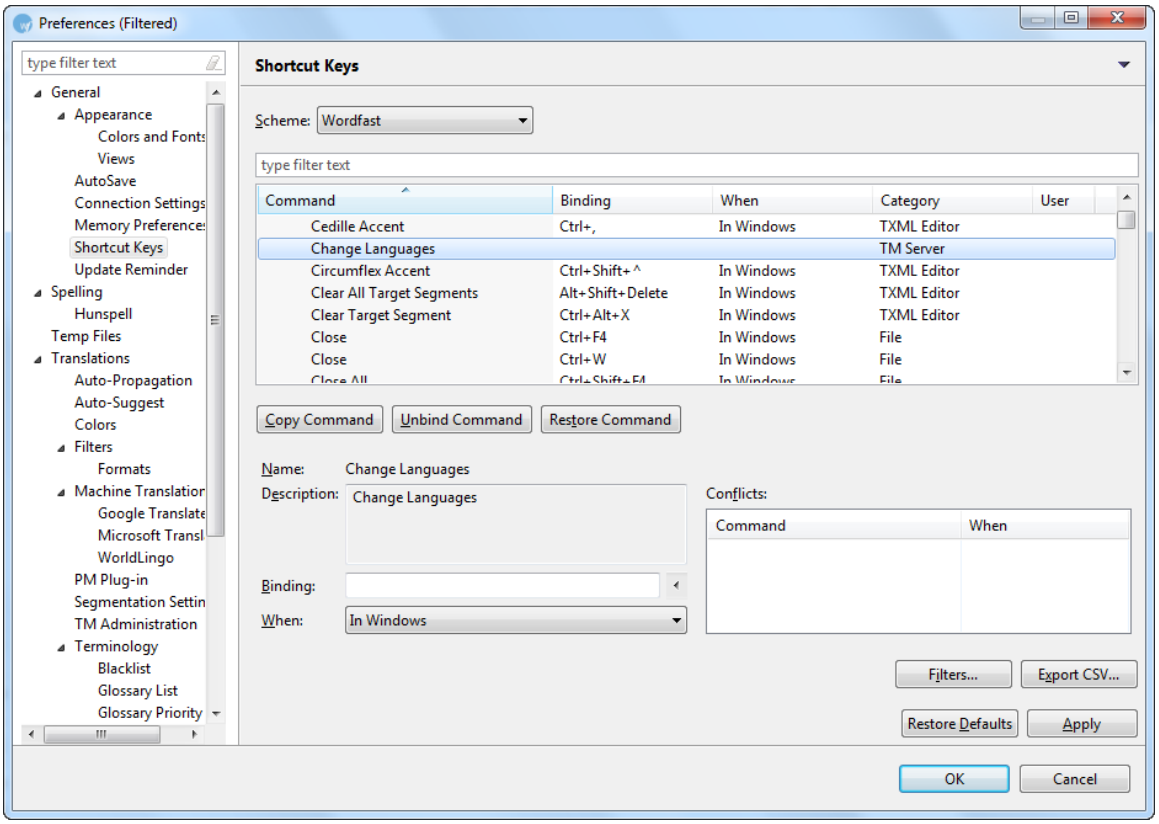
- To copy the command, click **Copy Command.**
- To remove the existing binding, click **Unbind Command** if the shortcut key is bound.

- To restore the binding, click **Restore Command.**
  The shortcut key is modified.

Creating shortcut keys

To create a new shortcut key:

1. Follow step 1 and 3 from Modifying shortcut key schemes.
   The commands appear.



2. Left-click and select a command.
3. Enter a Description. (Optional).
4. Place the cursor in the Binding field and press a sequence of keys.
   A new shortcut key is created.

Managing licenses

Refer to procedures for the following tasks:

- Re-installing license certificate
- Verifying current license certificate
- Update notification

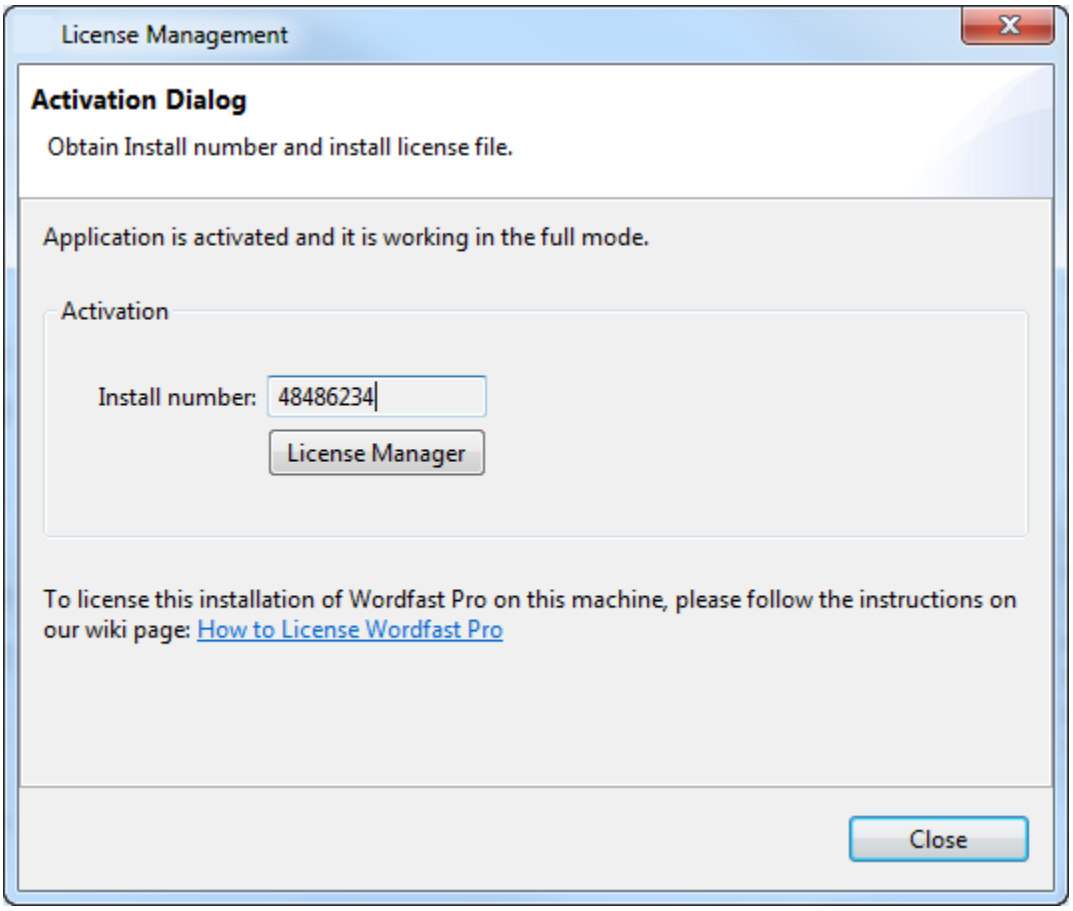
Re-installing license certificate

The Wordfast Pro license must be re-installed, if the license has expired.

To re-install a license certificate:

1. Log in to the Wordfast website with your email address and password.
2. Click **License application** to obtain a license file for the new install number. Alternatively, right-click the link appearing on the Confirmation Page, and save the target as. The license file has a .lic file extension. Save the file in a secure location.
3. Open the Wordfast Pro 3 Demo Mode.
4. Click **Help > License Management**.

   The Activation dialog box appears.



5. Click **License Manager**.
6. Select **(Re-)Install a license certificate** and click **Next**.
7. Browse and navigate to C:\Program files\Wordfast and select the license file.
8. Click **Next** twice and then **Finish**.
9. Restart Wordfast Pro 3.

   Your license is re-activated. If you have any problems with the license and require support,

please log in to the Wordfast Pro 3 support hotline at www.wordfast.com. Alternatively, refer to the Wordfast wiki page, How to license Wordfast Pro.

Verifying current license certificate

To verify the current license certificate:

1. Open Wordfast Pro 3 and go to **Help > License Management**.
   The Activation dialog appears.
2. Click **License Manager**.
3. Select **Verify the current license certificate**.
   The license certificate appears. It includes details of the current license.

Update notification

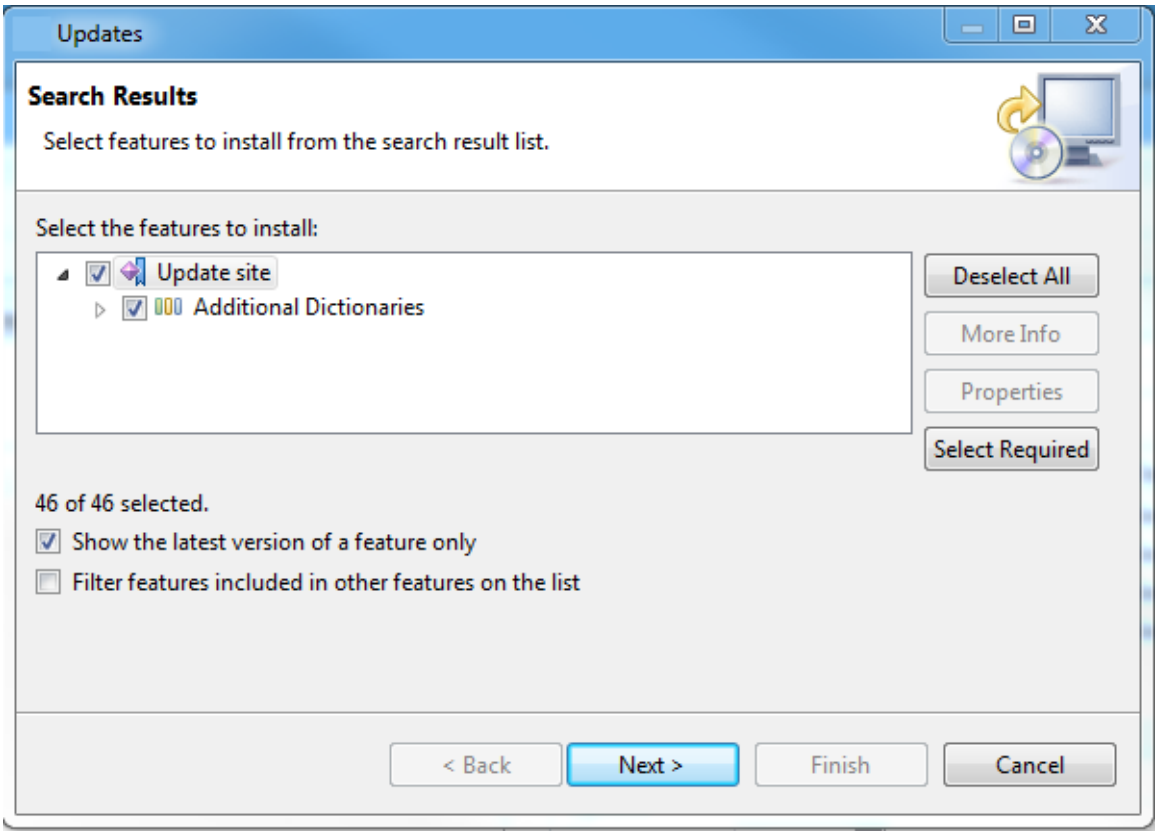
When you open Wordfast Pro 3, you will see an update notification if there are new version updates available.
Alternatively, you can go to the Help menu and click the **Check for a new version** option.

Updating Wordfast Pro 3 dictionaries

The Update Wordfast Pro 3 option updates the dictionaries that can be used during translation.

To update Wordfast Pro 3 dictionaries:

1. Open Wordfast Pro 3 and click **Help > Wordfast Pro 3 Dictionary Updates**. Wordfast Pro 3 searches for new updates and the search results appear.

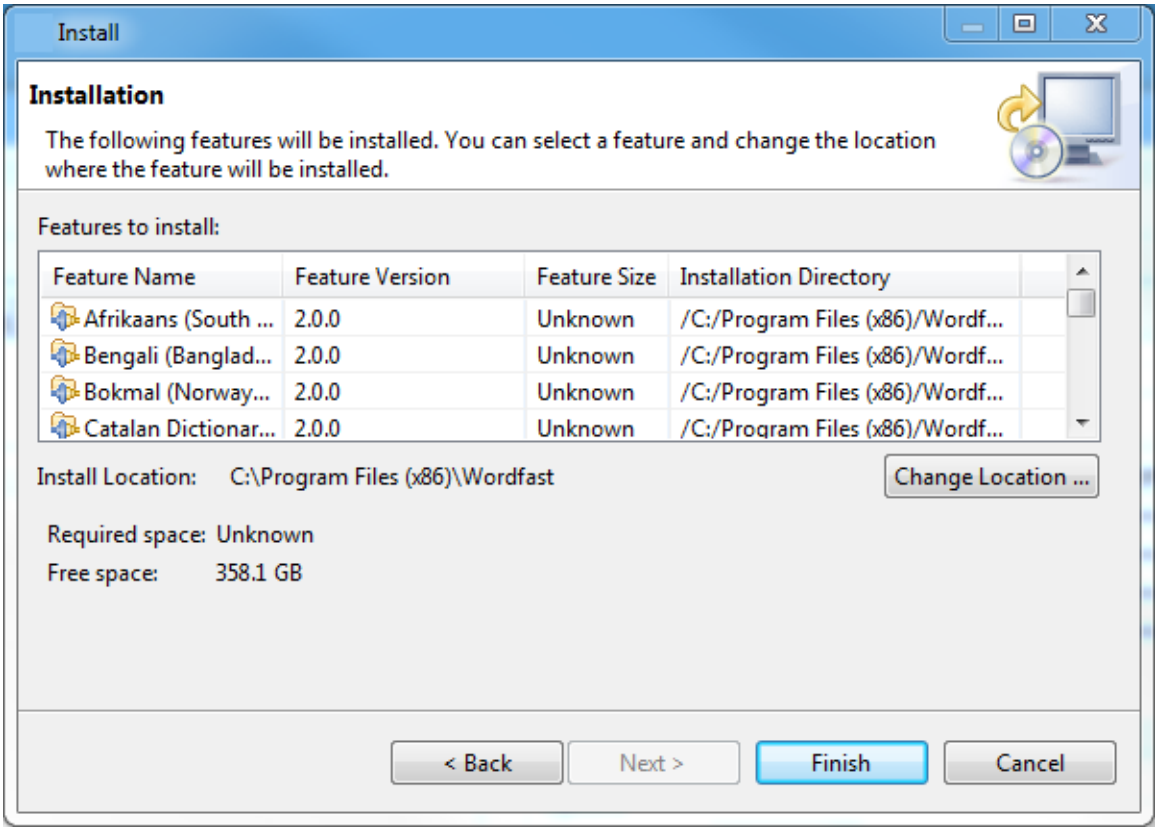


2. Select the features to be installed and click **Next**.

   The license agreement appears.

3. Select "I accept the terms in the license agreements" and click **Next**.

   The list of features that will be installed appears.



4. If required, change the location where the features should be installed and click **Finish**.
   The new features are downloaded and your current installation is automatically updated.
5. Restart Wordfast Pro 3 to activate the new dictionaries.

Accented characters and shortcuts

The table below lists the letters with accents supported by Wordfast Pro 3.

Accent	Sample	Shortcut	Notes
Acute	Ó ó	Ctrl+', V	'= apostrophe key V= any vowel
Circumflex	Ô ô	Shift+Ctrl+^, V	
Grave	Ò ò	Ctrl+`, V	
Tilde	Ñ ñ	Shift+Ctrl+~, V	Only works with "n, N,

Accent	Sample	Shortcut	Notes
			o, O, a, A"
Umlaut	Ö ö	Shift+Ctrl+:, V	:= colon key

Example 1: To type the letter ó, hold down the **Control** key, then press the apostrophe key. Release both keys and type o. The accented letter should appear.
Example 2: To type the letter Ó, hold down the **Control** key, then press the apostrophe key. Release both keys and type O. The accented letter should appear.
Example 3: To type ñ, hold down the **Shift** key, then the **Control** key, then the ~ key. Release all three keys, then type n.
The table below lists the other foreign characters supported by Wordfast Pro 3.

Symbol	Name	Shortcut	Notes
¡	Upside-down exclamation point	Alt+Shift+Ctrl+!	Either Alt key works.
¿	Upside-down question mark	Alt+Shift+Ctrl+?	Either Alt key works.
Ç, ç	French C cedille (caps/lowercase)	Ctrl+, ,c Ctrl+, ,C	For ç, press Control, then the comma key. Release then press c.
Œ, œ	OE ligature (caps/lowercase)	Shift+Ctrl+&,o Shift+Ctrl+&,O	
ß	German Sharp/Double S	Shift+Ctrl+&,S	
Ø, ø	Nordic O slash (caps/lowercase)	Ctrl+/,o Ctrl+/,O	
Å, å	Nordic A-ring, Angstrom sign (caps/lowercase)	Shift+Ctrl+@,a Shift+Ctrl+@,A	A with ring/Angstrom Sign
Æ, æ	Old English AE ligature (caps/lowercase)	Shift+Ctrl+&,a Shift+Ctrl+&,A	
Ð, ð	Old English eth (caps/lowercase)	Ctrl+',d Ctrl+',D	Icelandic/Old English eth ' = apostrophe key

Example 1: To input Spanish upside down exclamation point ¡ (Alt+Shift+Ctrl+!), hold down the **Alt** key, then the **Shift** key, then the **Control** key, then the ! key. Release all four keys, and the ¡ punctuation will appear.
Example 2: To input French oe ligature œ (Shift+Ctrl+&,o), hold down the **Shift** key, then the **Control** key, then the & key. Release all three keys and then type o to make the letter appear.

Font mapping

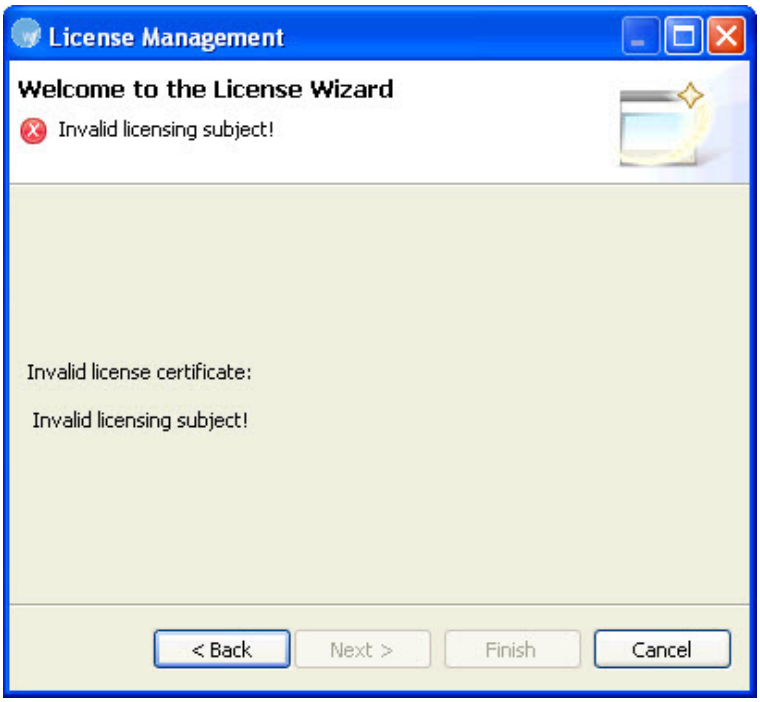
The fonts for the listed Indic, Afrikaans and CJK languages are hard-coded and cannot be changed by the user:

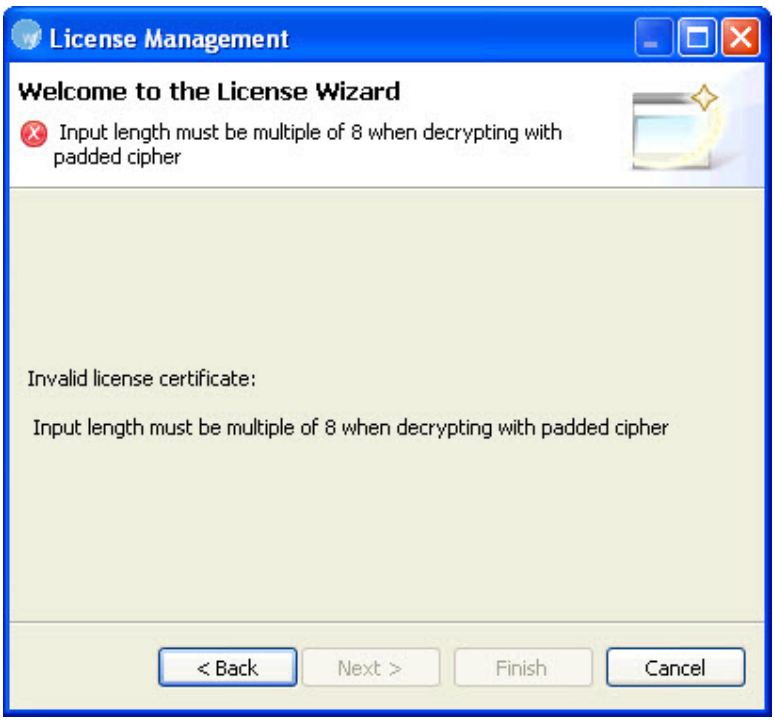
- Bengali: Bangla
- Malayalam: Kartika
- Telugu: Gautami
- Kannada: Tunga
- Tamil: Latha
- Afrikaans: Arial
- Afrikaans (South Africa): Arial
- Chinese: SimSun
- Chinese (Taiwan): PMingLiU
- Chinese (China): SimSun
- Thai: Tahoma
- Thai (Thailand): Tahoma
- Hebrew: Arial
- Hebrew (Israel): Arial
- Vietnamese: Arial
- Vietnamese (Vietnam): Arial
- Japanese: MS Gothic UI
- Japanese (Japan): MS Gothic UI
- Korean: Batang

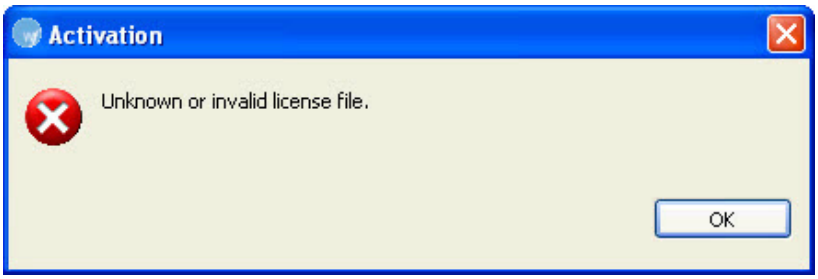
Troubleshooting errors

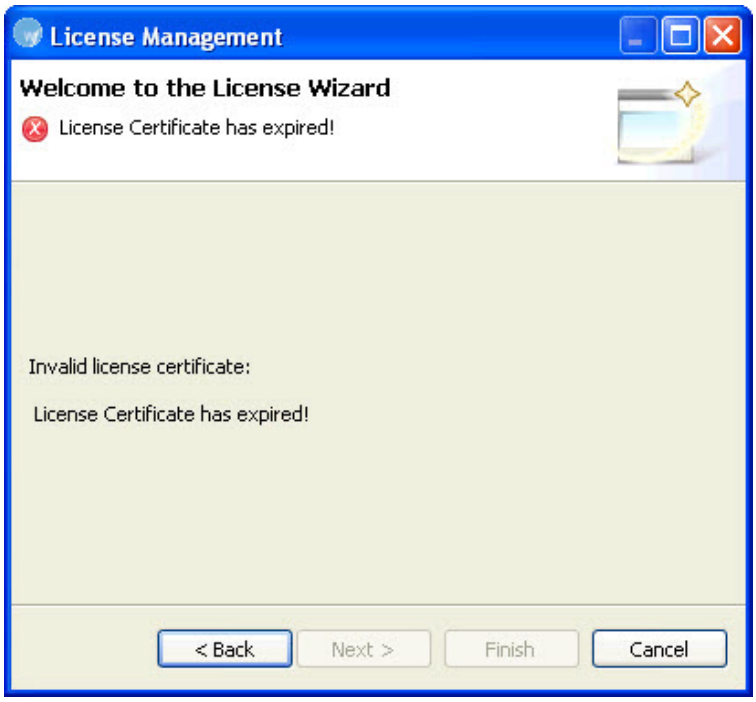
This section includes a list of common errors, their cause and steps that you can follow to solve them.

Problem: Error message: Invalid license certificate







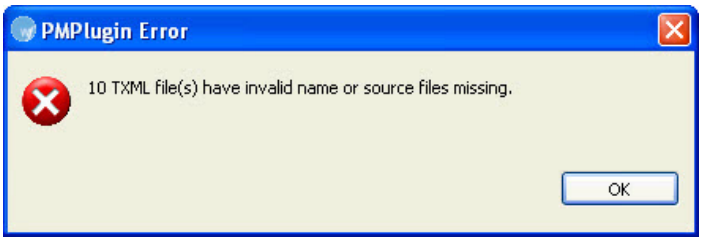


Cause: These error messages appear due to the following reasons:

- License certificate is not a Wordfast Pro 3 license certificate
- License certificate has an incorrect file name or user name
- License certificate is edited or some information is missing from the file
- License certificate has expired

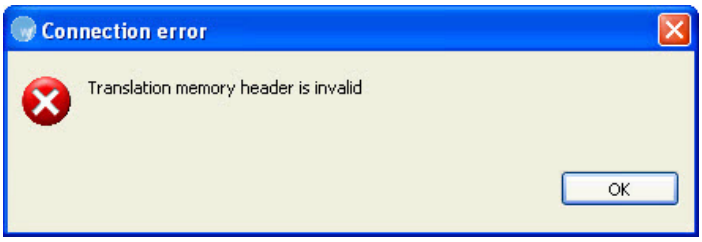
Solution: Contact the administrator for a new license certificate. You can contact the administrator by logging into the Wordfast Pro 3 support hotline at www.wordfast.com.

Problem: Error message: TXML source files missing



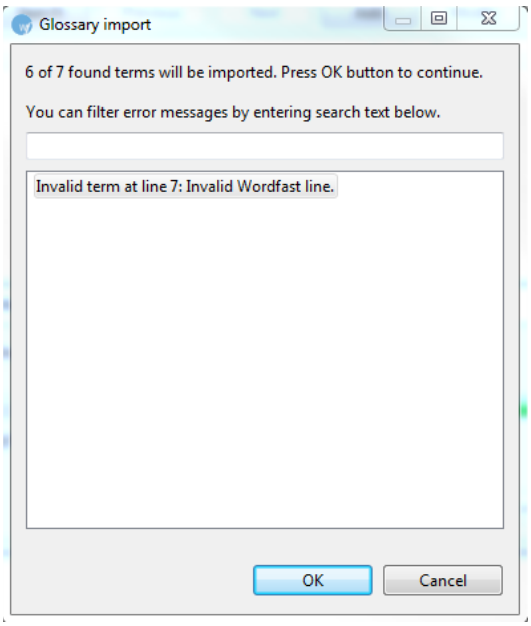
Cause: The TXML file and the original file are not at the same location or do not have the same file name.
Solution: Ensure that the TXML files and the original files are at the same location. If not, the cleanup process cannot be completed.

Problem: Error message: Translation memory header is invalid



Cause: The local TM file that is being opened does not have the correct header, which typically includes the creation date, user ID, source and target language and so on.
Solution: Ensure that the correct local TM is opened. If the error persists, please log into the Wordfast Pro 3 support hotline at www.wordfast.com.

Problem: Error message: Terminology skipped during import



Cause: The source or target segment is missing from the glossary.

Solution: Ensure that the imported glossary contains the source and target segments of all the terms.

Problem: Error message: Unable to connect to remote TM

Cause: The URL to the remote TM server is incorrect or invalid.

Solution:

1. Go to **Edit > Preferences > Translations > Translation Memory > TM List**.
2. Check if the remote TM URL is correct. This is an example of a URL string: wf://french_user:french_password@63.246.29.190:47110
3. Check if there are trailing spaces at the end.

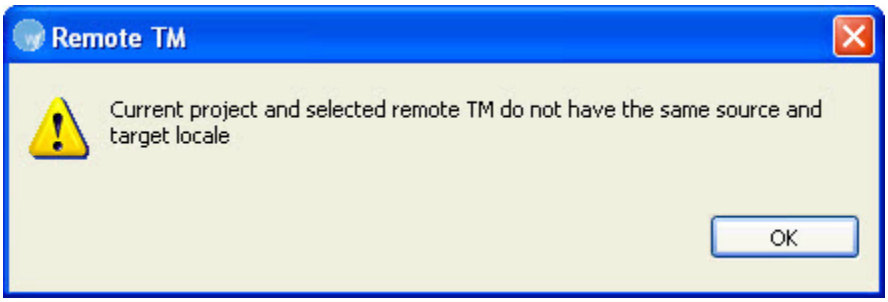
Problem: Error message: Current project and local TM have different source and target languages

Cause: The source and target languages associated with the currently open project does not match the local TM language pair.

Solution:

1. Go to **Edit > Preferences > Translations > Translation Memory > TM List**.
2. Select the local TM and click **Edit TM**.
3. Change the source and target languages to match the current project language pair.

Problem: Error message: Current project and remote TM have different source and target languages

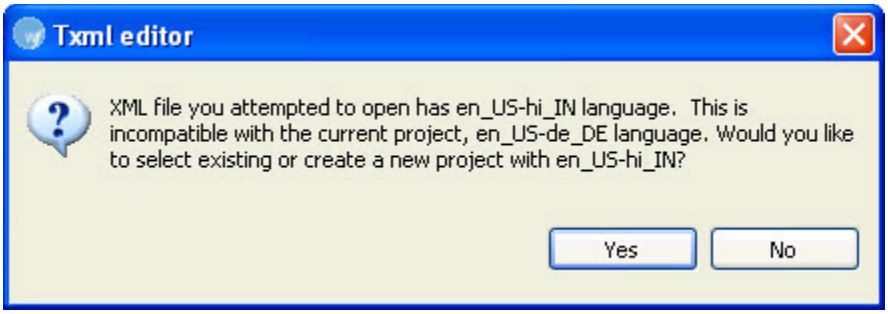


Cause: The source and target languages associated with the currently open project does not match the remote TM language pair.

Solution:

1. Go to **Edit > Preferences > Translations > Translation Memory > TM List**.
2. Select the remote TM and click **Edit TM**.
3. Change the source and target languages to match the current project language pair.

Problem: Error message: Current project and file for translation have different source and target languages.

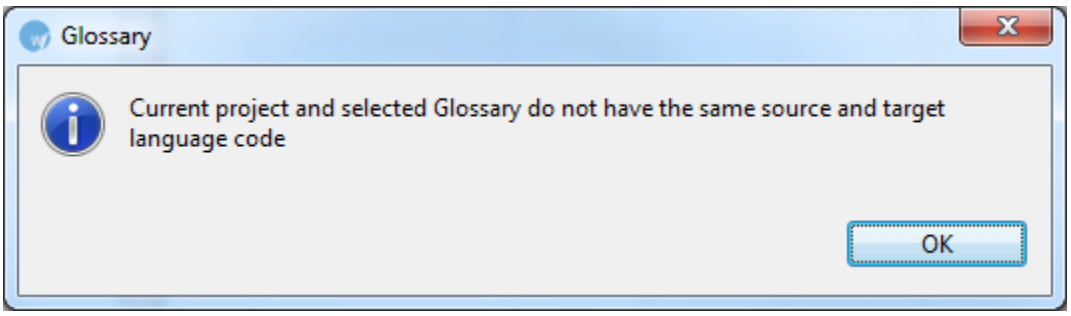


Cause: The source and target languages associated with the currently open project does not match the file language pair.

Solution 1: Check that you are opening the correct file. If necessary, open the file in a text editor and view/verify the source and target language specifications.

Solution 2: Create a new project with source and target languages matching the file for translation. Go to Creating a project for more information.

Problem: Error message: Current project and selected Glossary do not have the same source and target language code



Cause: The source and target languages associated with the currently open project does not match the glossary pair.

Solution:

1. Go to **Edit > Preferences > Translations > Terminology > Glossary List**.
2. Select the glossary and click **Edit**.
3. Change the source and target languages to match the current project language pair.

Problem: Translation Memory is not leveraged during translation

Cause: A local or remote TM is not selected.

Solution: Ensure that you are connected to a TM. To confirm go to **Translation Memory > New/Select TM > Local** or **Remote** and check the **Selected** check box next to the TM you wish to use. If you have **Read only** selected, you will not be able to leverage or copy into the TM.

Problem: Shortcut keys not working for key strokes

Cause: The correct scheme is not selected or the shortcut key is not configured.

Solution:

1. Go to **Edit > Preferences > General > Shortcut Keys > Scheme**.
2. Choose the correct scheme: Wordfast Pro 3, Emacs, SDLX, Trados, Wordfast or Wordfast Classic.
3. Check the shortcut key list to ensure that all shortcut keys are configured correctly. If not, edit accordingly. Go to Managing shortcut keys for more information on viewing, modifying and creating shortcut keys.
4. Click **Apply** and **OK**.

Working with Wordfast Aligner

Wordfast Aligner is an add-on tool that converts existing translated documents into a format that is compatible with the Wordfast TM. This enables reuse of content translated using other translation tools and available in different formats. Wordfast Aligner is supported by all operating systems. This section includes the following:

- Using Wordfast Aligner
- Basic menu options
- Using shortcut icons

Using Wordfast Aligner

In Wordfast Aligner a project file (.glp) must be created for each source and target pair. A .glp includes the source and target documents that need alignment. Alignment is a process by which the source document segments are matched with the target document segments correctly. Once aligned, the documents can be exported to create a Wordfast compatible TM.
Wordfast Aligner supports TXML, DOC, PPT and XLS file formats.
To align source and target files and create a Wordfast TM using Wordfast Aligner:

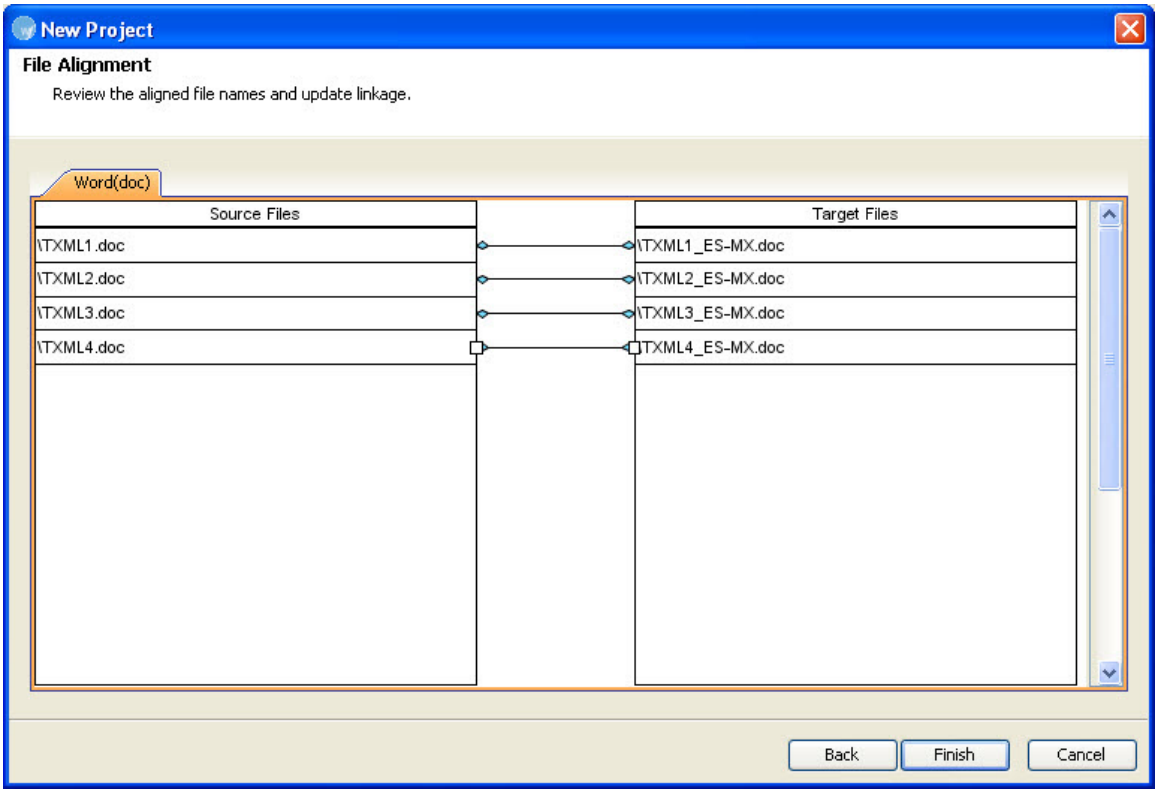
1. Open Wordfast Aligner and click **File > New Project** or or Ctrl+N.
   The New Project dialog box appears.
2. Complete the following entries:

Option	Description
Project Name	Enter a unique project name.
Project Location	Enter the path or click to select a location for the project.
Source Path	Enter the path or click to select the location of the source files. **Note**: The source files can be in TXML, DOC, PPT and XLS file formats.
Source Language	Select the source language of the source documents from the drop down list.
Target Path	Enter the path or click to select the location of the target files.

Option	Description
	Note: The target files can be in TXML, DOC, PPT and XLS file formats.
Target Language	Select the target language of the target documents from the drop down list.

3. Click **Next**.

   The File Alignment page dialog box appears.

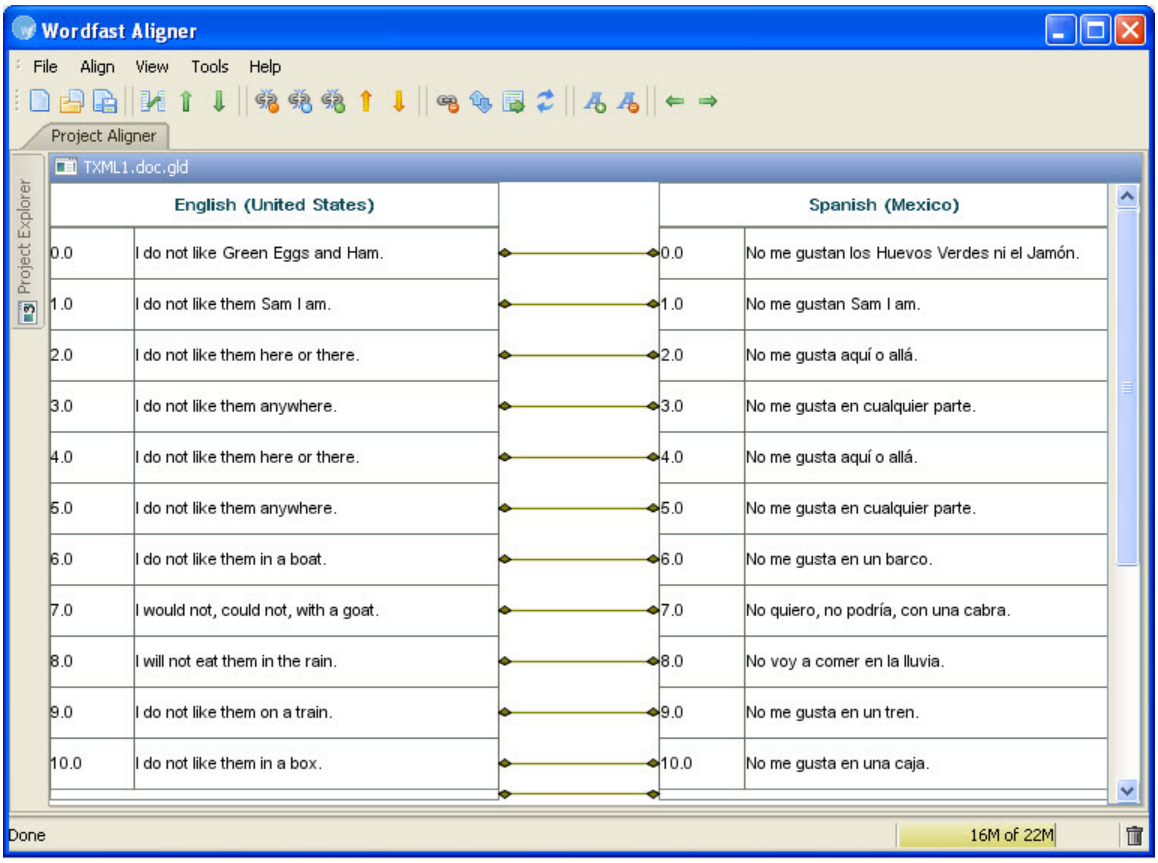


4. Review the aligned source and target files and update the JDiagram links, if required.

   Note: You can select the link and press the **Delete** button to delete them or drag the cursor to create new links.

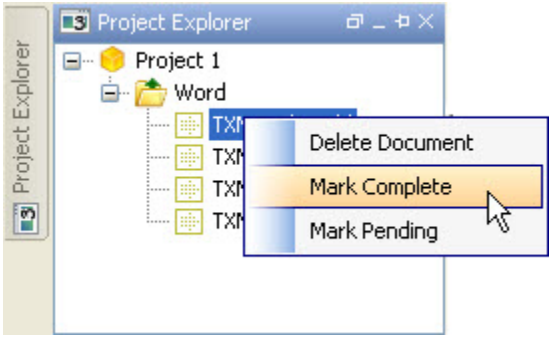
5. Click **Finish**.

   A new project file (.glp) is created and the first document (.gld) in the project appears in the Project Aligner window as shown in the screenshot below.



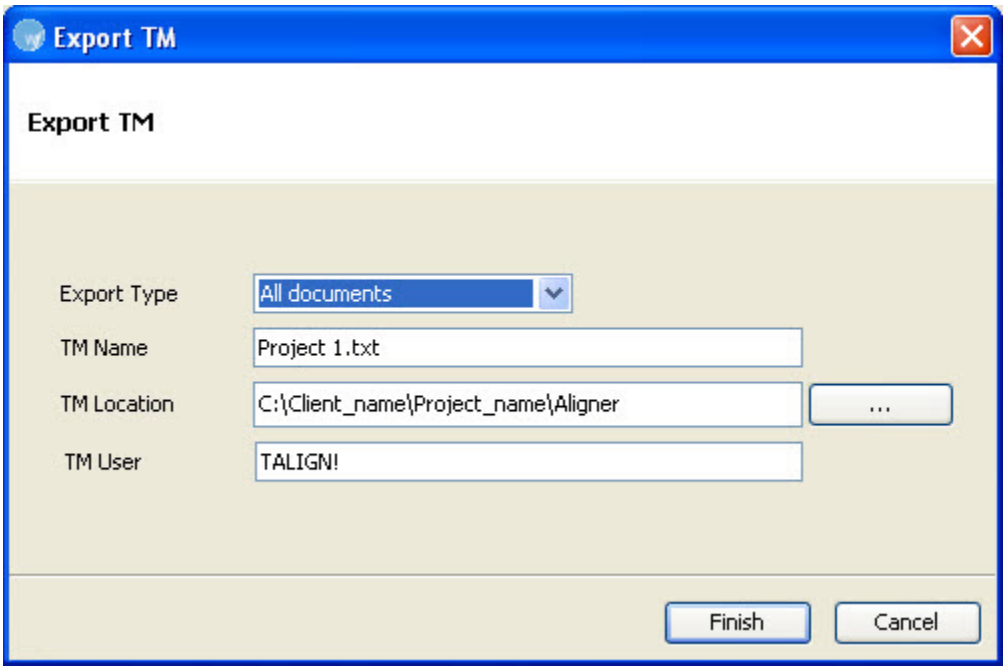
Note: The file alignment is a back-end process that creates automated system links (JDiagram links) between source and target segments of a document.

6. Review the aligned source and target segments and update the JDiagram links, if required.
   Note: You can select the link and press the **Delete** button to delete them or drag the cursor to create new manual links.
7. Click on the **Project Explorer** button to review all the documents.
   Note: In the Project Explorer you can right click on a document name to complete the following actions: delete, mark as complete or pending. An example screenshot is shown below.



8. After reviewing all documents click **Tools > Export TM** or , to create a Wordfast Pro 3 compatible TM.

The Export TM dialog box appears.



9. Select the **Export Type** from the drop down list. The options are:
    - All documents: includes open, pending and completed documents
    - Current document: includes currently open document only
    - Completed documents: includes documents that are marked as complete
10. Enter the **TM Name** and **TM Location**.

    Note: These options are automatically populated based on the project file name.
11. Enter the **TM User**.

    Note: The TM User is a penalty string that is added to the TM. This will help the user identify aligned source and target content.
12. Click **Finish**.

    A Wordfast TM is created at the specified location.

Basic Aligner menu options

The Wordfast Aligner basic menu options are as follows:

Use	**to...**
File	
New Project (Ctrl+N)	create a new project.
Open Project	open an existing project.

Use	**to...**
(Ctrl+O)	
Open Document (Ctrl+D)	open a document.
Save Document (Ctrl+S)	save the currently open document.
Close	close currently open project or document.
Exit	exit from the tool.
Align	
Align All	align all segments in the document.
Align Down	align all segments below the cursor position.
Align Up	align all segments above the cursor position.
Reset Alignment	remove existing alignment.
Reset Manual Links	remove existing manual alignment.
Reset System Links	remove existing system generated alignment.
Reset Alignment Up	remove all alignment above the cursor position.
Reset Alignment Down	remove all alignment below the cursor position.
View	
Increase Font	increase the font size.
Decrease Font	decrease the font size.
Previous Document	navigate to the previous document.
Next Document	navigate to the next document.
Project Explorer	View or hide the Project Explorer tab.
Tools	
Disable Sync Scroll	enable or disable sync control. This option highlights the source and the corresponding target segment(s).
Export TM	export the aligned documents to create a

Use	to...
	Wordfast TM.
Options (Ctrl+Alt+L)	edit manual and system JDiagram link color, choose TM Export Format and edit fonts based on locales.
Help	
Online Help	view the online help.
About Wordfast Aligner	view build and version details for Wordfast Aligner.

Using Aligner Shortcut Icons

Wordfast Aligner includes a number of shortcut icons that help you quickly complete common tasks. Find below a list of all the shortcut icons available in Wordfast Aligner and their functionality.

Use	to...
(Ctrl+N)	create a new project.
(Ctrl+O)	open an existing project.
(Ctrl+D)	open a document.
(Ctrl+S)	save the currently open document.
	align all segments in the document.
	align all segments above the cursor position.
	align all segments below the cursor position.
	remove existing alignment.
	remove existing manual alignment.
	remove existing system generated alignment.
	remove all alignment above the cursor position.
	remove all alignment below the cursor position.
	remove selected alignment link.
	enable or disable sync control. This option highlights the source and the corresponding target segment(s).
	export the aligned documents to create a Wordfast TM.

Use	to...
	refresh the project aligner. This option saves changes and reloads the open projects.
	increase the font size.
	decrease the font size.
	navigate to the previous document.
	navigate to the next document.

TM Administration perspective

Translation Memory Administration perspective provides a simple and user friendly interface to edit and update translation memories. This section includes the following:

- Using TM Administration perspective
- Basic menu options
- Using shortcut icons

Using TM Administration perspective

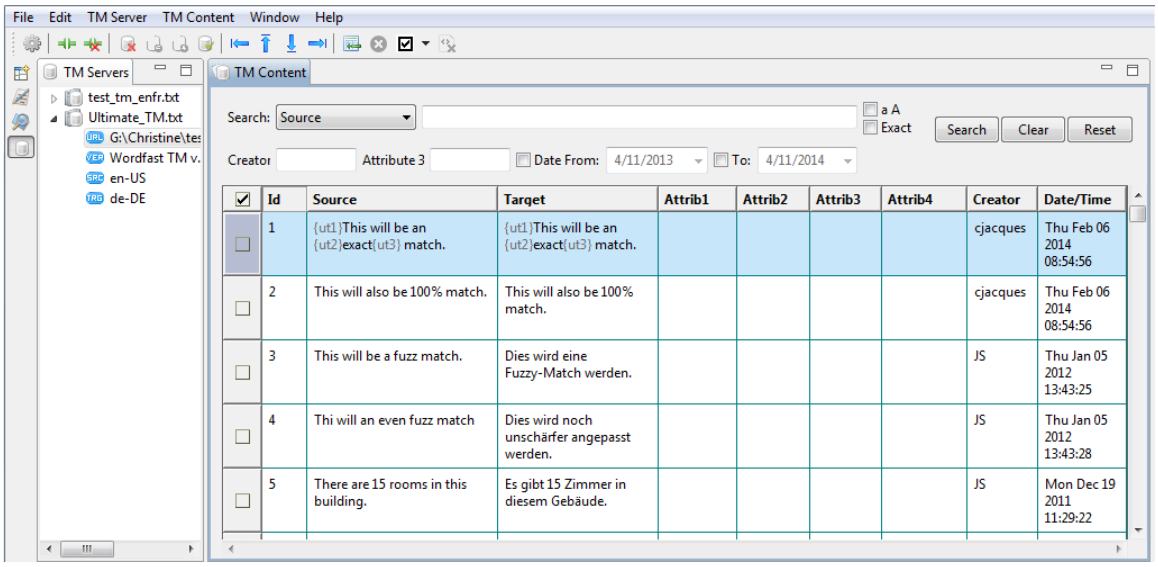
Using TM Administration perspective, users can view, edit and update both local and remote translation memories. Find below the procedures for the following tasks:

- Updating TM Administration preferences
- Connecting to a remote TM
- Modifying TM content
- Purging private TUs
- Reorganizing a local TM
- Finding and Replacing Translation Units (TUs)
- Merging translation memories (TMs)
- Deleting Translation Units (TUs)
- Marking Translation Units (TUs)
- Removing all tags from selected Translation Units (TUs)
- Searching TUs

Updating TM Administration preferences

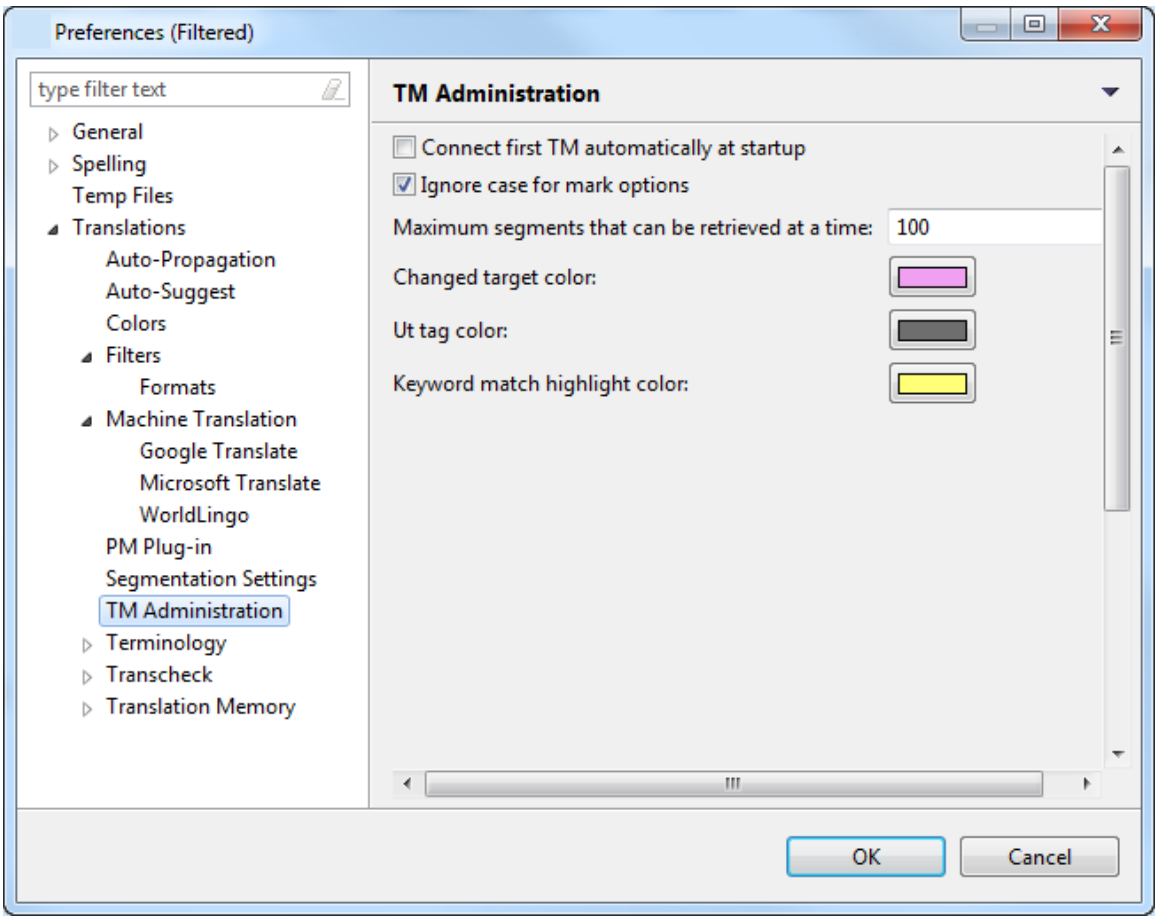
To update TM Administration preferences:

1. Open Wordfast Pro 3 and click .
   The TM Administration perspective appears.



2. Click **Edit > Preferences**.

   The TM Administration dialog box appears.



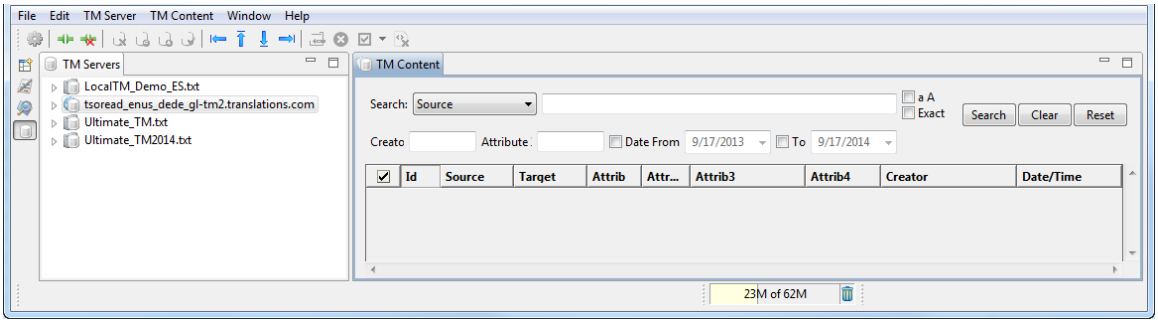
3. Update the preferences as required. The TM Administration preferences are:

Option	Description
Connect first TM automatically at startup	Select checkbox to view the TM content for the first TM in the TM Servers list.
Ignore case for mark options	Ignore case for all mark options, except Mark TUs containing tags.
Maximum segments that can be retrieved at a time	Enter the number of segments that you wish to view at a time.
Changed target color	Click on the color box and choose a color to represent edited TM content.
Ut tag color	Click on the color box and choose a color to represent tags.
Keyword match highlight color	Click on the color box and choose a color to represent keyword search match.

Connecting to a remote TM

1. Open Wordfast Pro 3 and click .

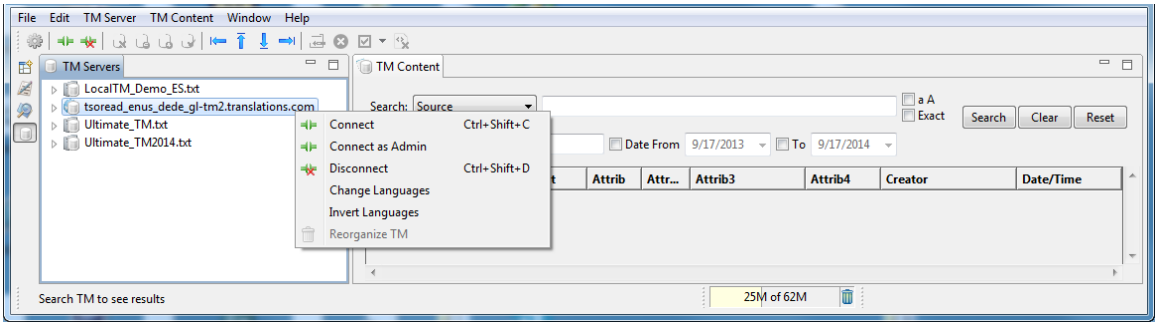
   The TM Administration perspective appears.



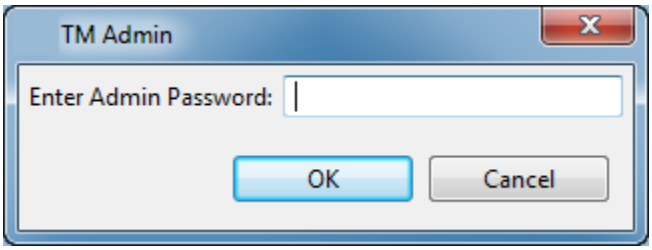
2. Right-click the TM.

   To connect only, select **Connect.**

   To connect as an administrator, **Connect as Admin.**



The TM Admin password dialog box appears. To update a remote TM, it is necessary to have an admin password. .

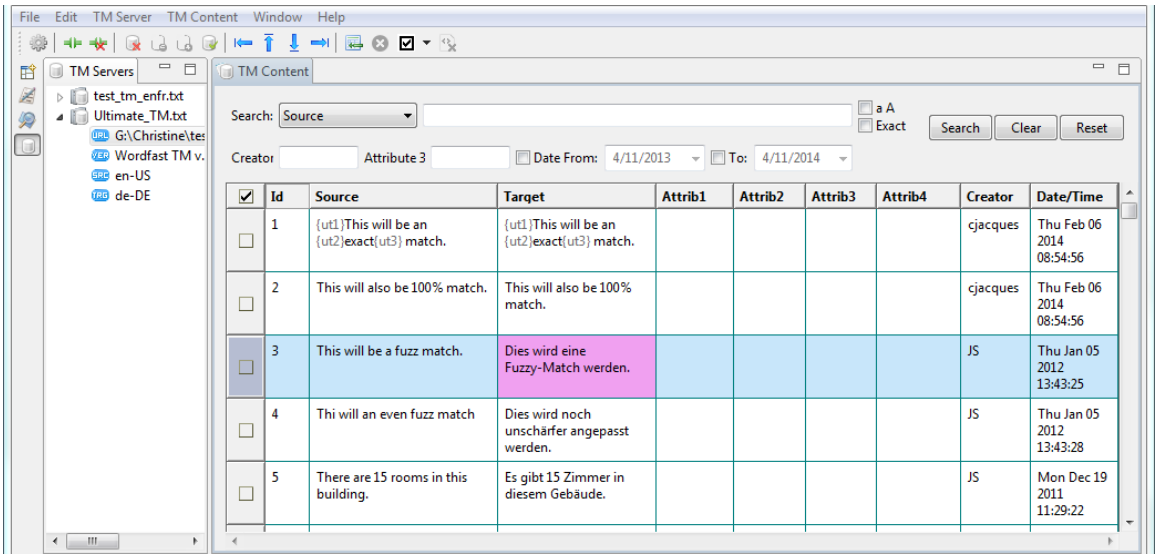


3. Enter the Admin password, and click **OK**.

Modifying TM content

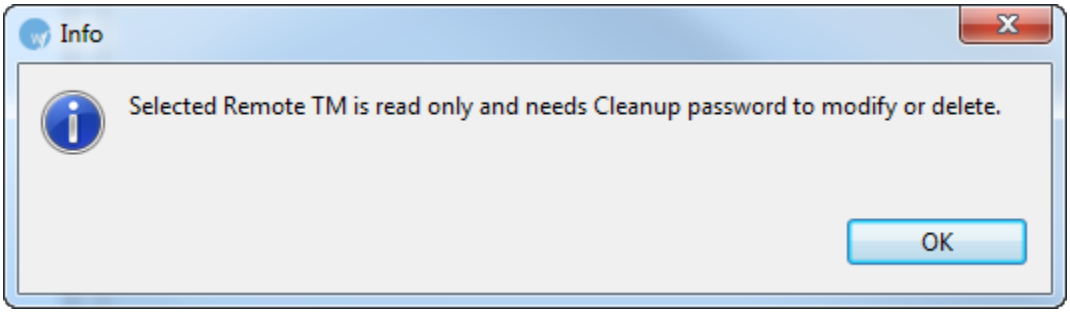
To modify TM content:

1. Double-click a TM server on the left pane or select a TM and click .
   The TM content appears in the right pane.
2. Select or double-click the segment that you wish to modify.
   The segment is selected and highlighted in pink. You can change the color by updating the TM Administration preferences.



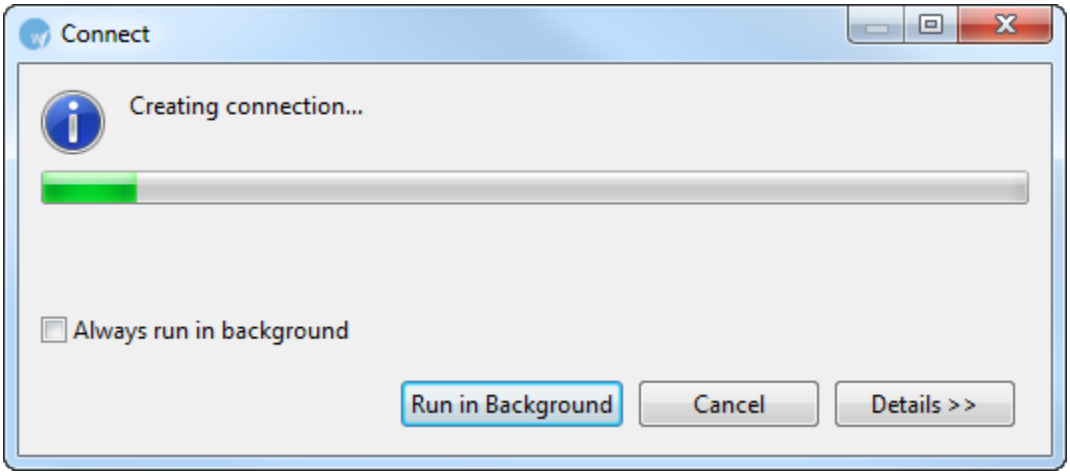
3. Type the new translation and click .

   If the remote TM does not include an administrative password, the following dialog box appears.



4. Click **OK** or close the dialog box.

   The remote TM connection is initiated.

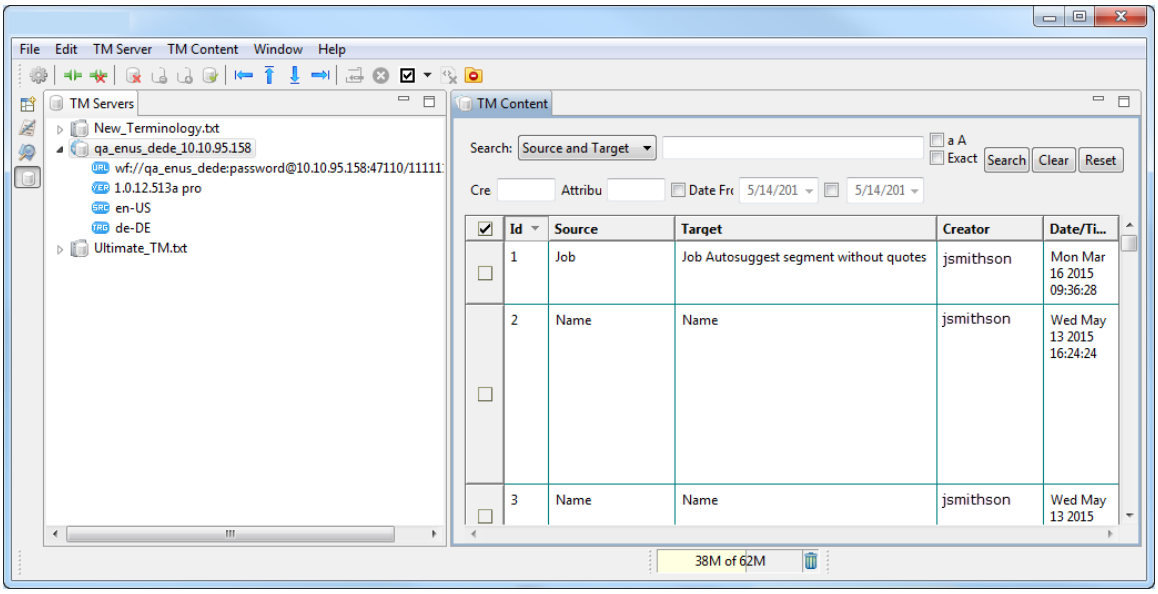


Purging private TUs

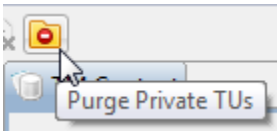
TM administrators can purge private TUs as part of the cleanup process.

1. Connect to a remote TM as Admin as explained in Connecting to a remote TM.

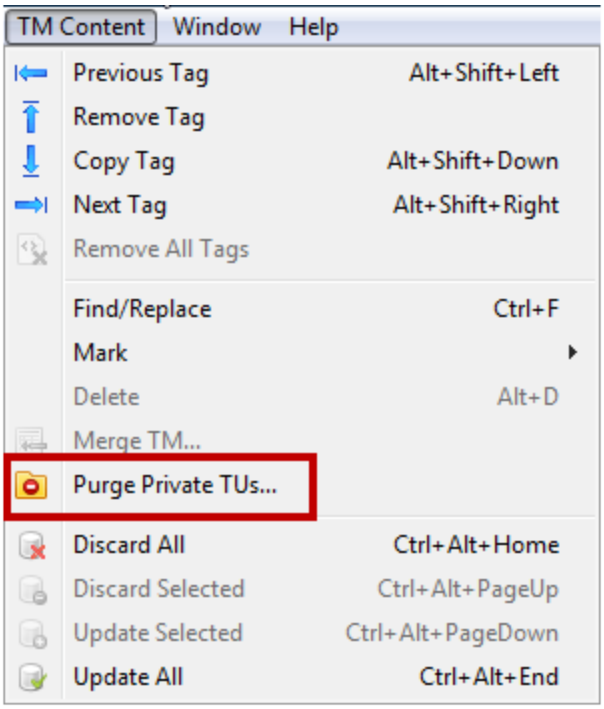
   The TM content appears.



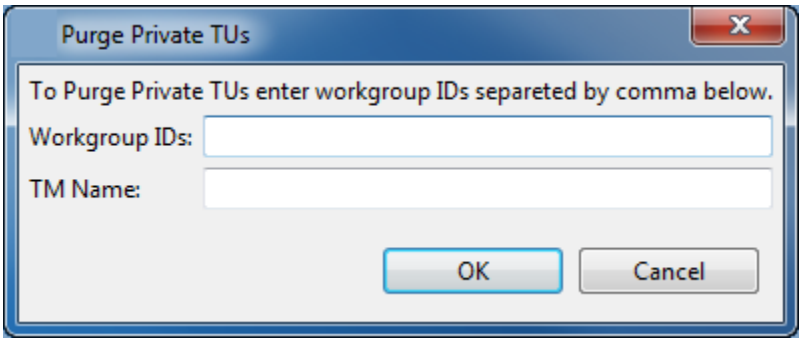
2. Click **Purge Private TUs** on the toolbar,



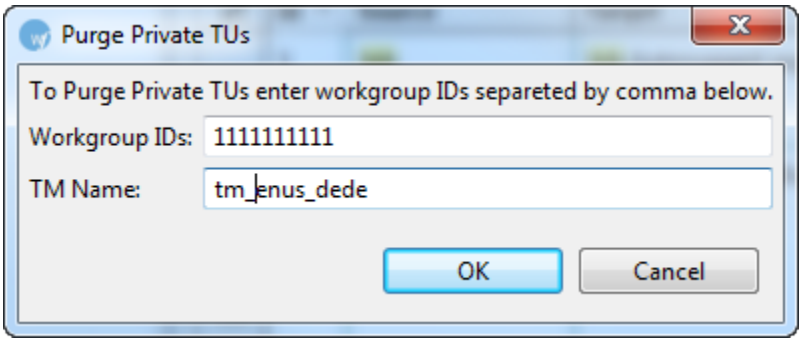
   or click **TM Content** > **Purge Private TUs**.



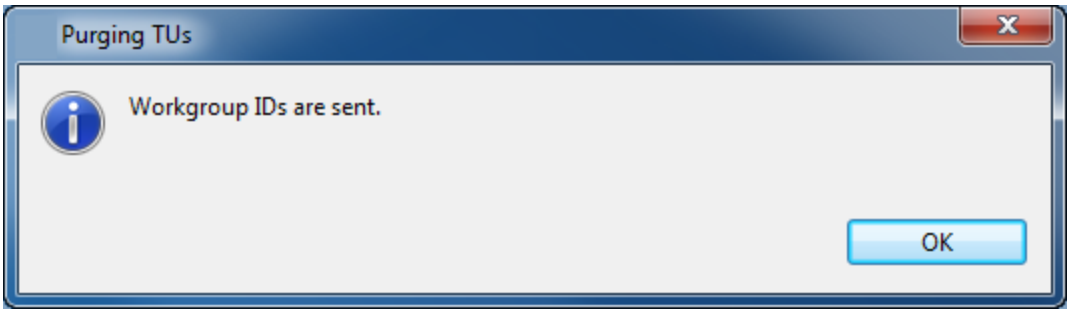
The Purge Private TUs dialog box appears.



3. Enter the workgroup ID and the TM name.



The Purging TUs message appears.



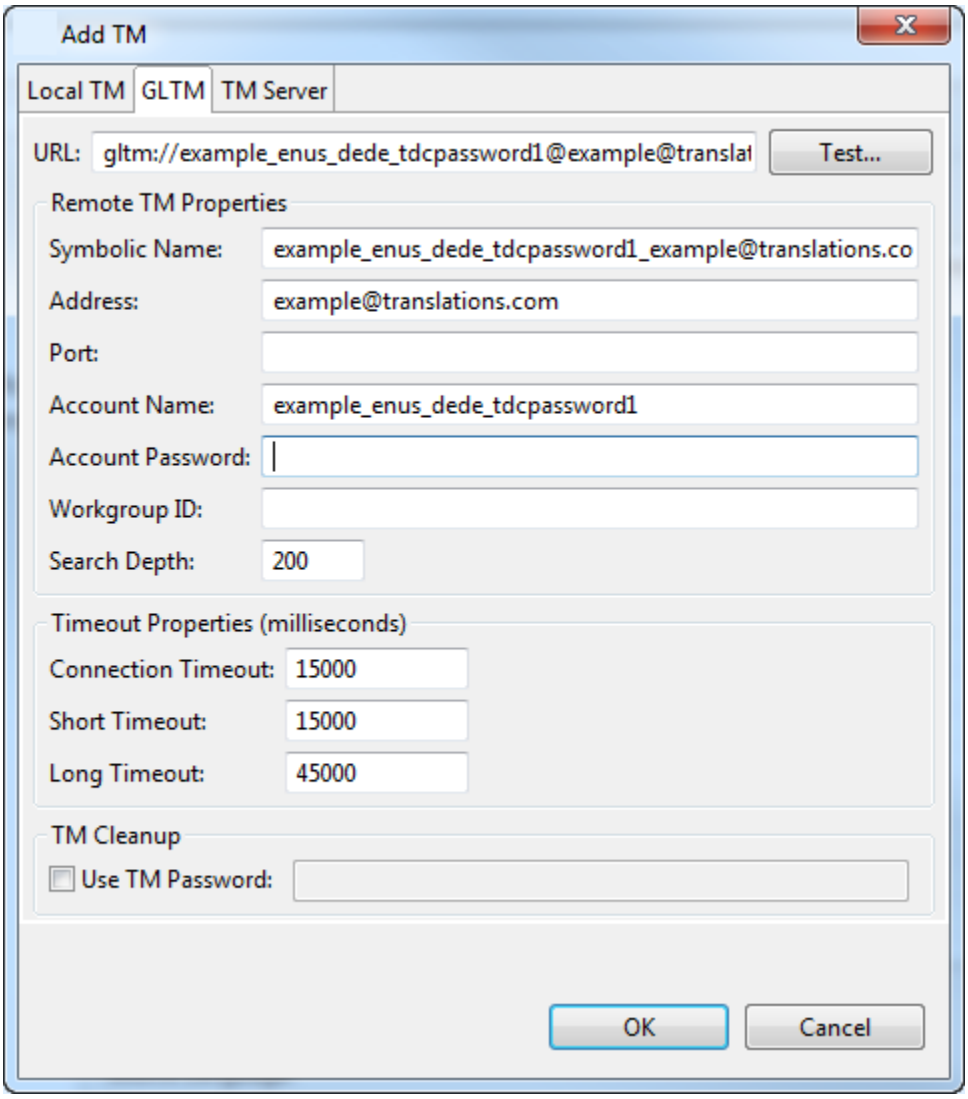
The private TUs are purged from the remote TM.

Adding an administrative password

When updating a remote TM, you must ensure the Administrative Password is entered in the Add TM or Edit TM dialog box.

To add an administrative password:

1. Go to the **Edit** menu and click **Preferences** or press **F9**.
   The Preferences (Filtered) dialog box appears.
2. Go to **Translations > Translation Memory > TM List**.
3. Click **Add TM** to add a new remote TM and enter the Administrative Password.
   OR
   Select an existing remote TM and click **Edit TM** to enter the Password.
   An example is shown below.



Finding and Replacing Translation Units (TUs)

You can find and replace TUs within a TM using the find and replace option.

To find and replace TUs:

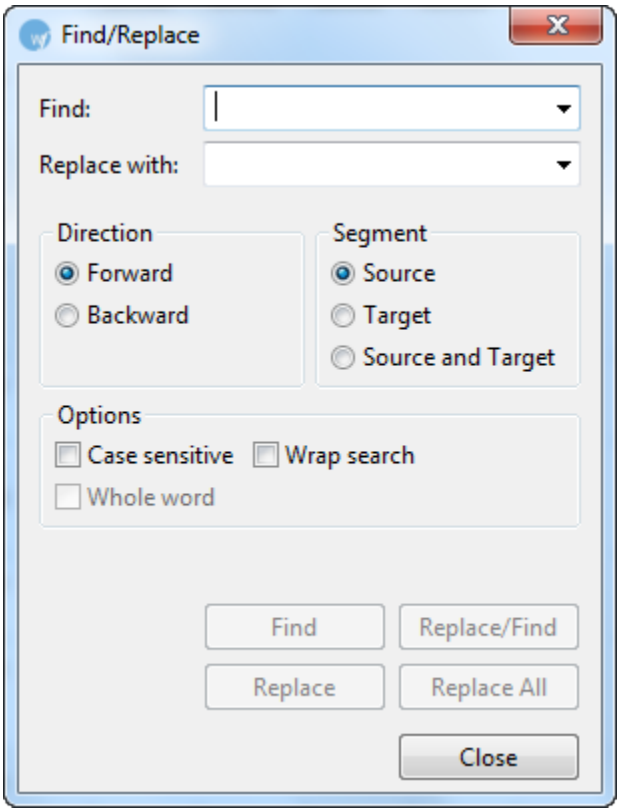
1. Double-click a TM server on the left pane

   OR

   Select a TM and click .

   The TM content appears in the right pane.
2. Click **TM Content > Find/Replace** or press **Ctrl+F**.

   The Find/Replace dialog box appears.



3. Type the content in the **Find** and **Replace with** fields.
4. Enable the following options, if required:

Select	**to find and replace...**
Direction	
Forward	content after of the cursor location.
Backward	content before of the cursor location.
Segment	
Source	source segments only.
Target	target segments only.
Source and Target	both source and target segments.
Options	
Case sensitive	content with matching case.
Whole word	whole words only.
Wrap search	starting from and returning to the start location.

5. Click **Find** to find the first instance of the content or click **Replace All** to replace all instances.
6. Click **Replace/Find** to replace the searched content and find the next instance or click **Replace** to replace the searched content only.

Merging local translation memories (TMs)

To merge local TMs:

1. Double-click a TM server in the left pane.

   OR

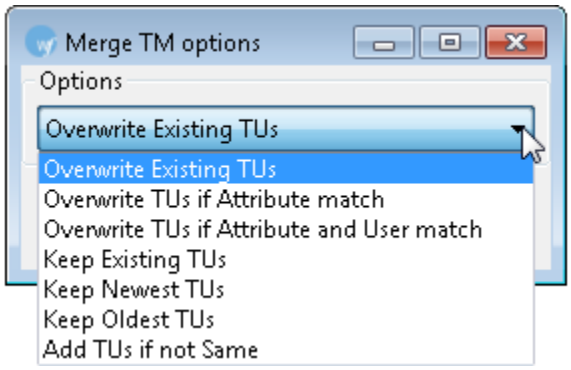
   Select a TM and click .

2. Click **TM Content > Merge TM** or .

   The Select TM to merge dialog box appears.

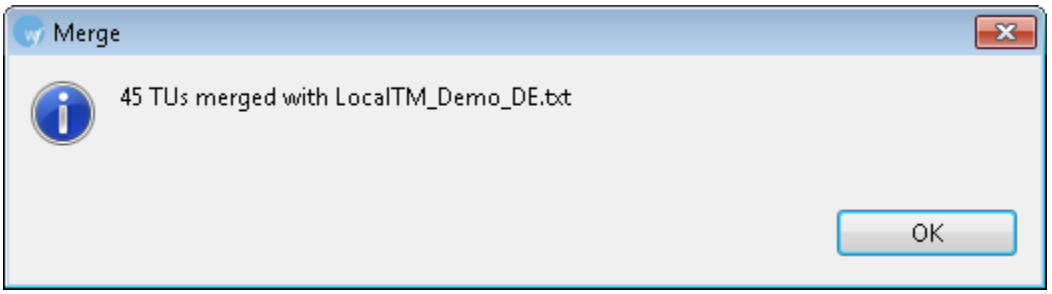
3. Select the local TM to merge and click **Open**.

   The Merge TM options appear.

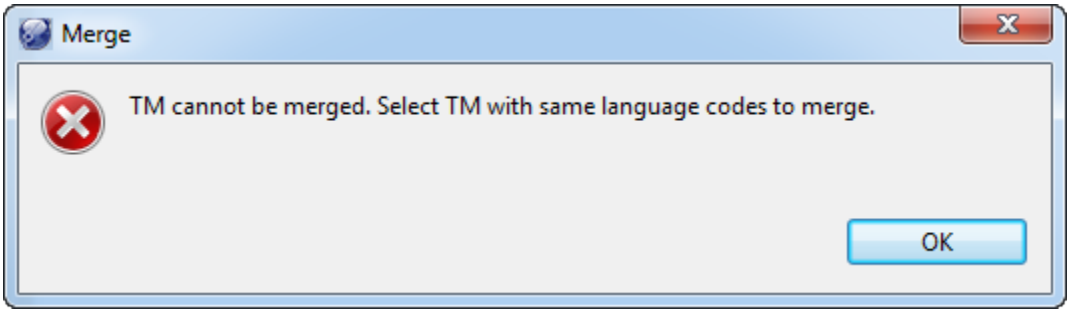


4. Select one of the Merge TM options and click **OK**.

   The two local TMs are merged and the following confirmation message appears.



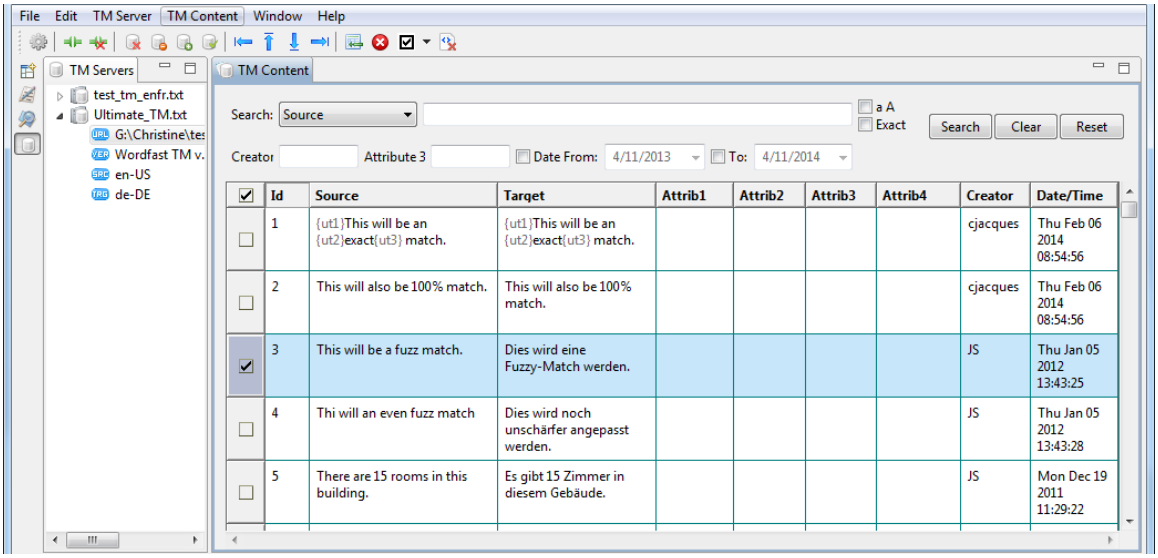
Note: Ensure that the source and target language codes of the both the local TMs to be merged match. If not the following error message appears.



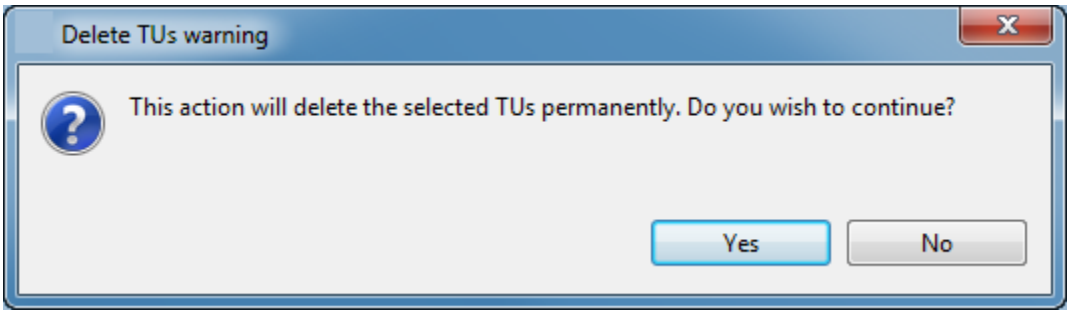
Deleting Translation Units (TUs)

To delete TUs:

1. Select the checkbox to select TUs as shown in the screenshot below.



2. Click **TM Content > Delete** or click or press **Alt+D** on the keyboard. A confirmation message appears:



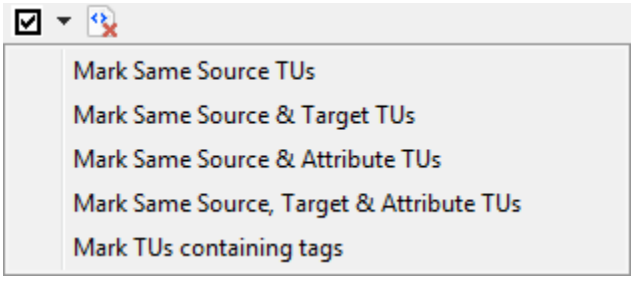
3. To delete the TUs click **Yes.** To cancel the operation click **No.**
   The selected TM is updated.

Marking Translation Units (TUs)

You can select TUs based on different criteria to edit them.

To mark TUs:

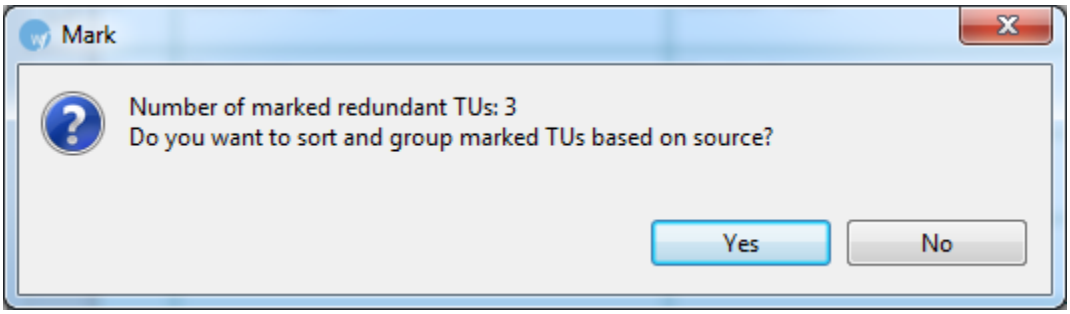
1. Double-click a TM server on the left pane or select a TM and click .
2. Click **TM Content > Mark** and choose one of the options or click the **Mark TUs** icon as shown in the screenshot below.



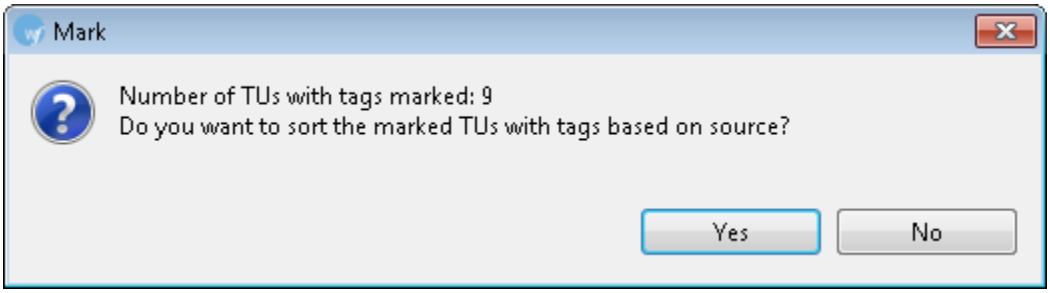
3. Select one of the options.

   A confirmation message appears.

   The Mark Same Source TUs option results in the following message:



   The Mark TUs containing tags option results in the following message:

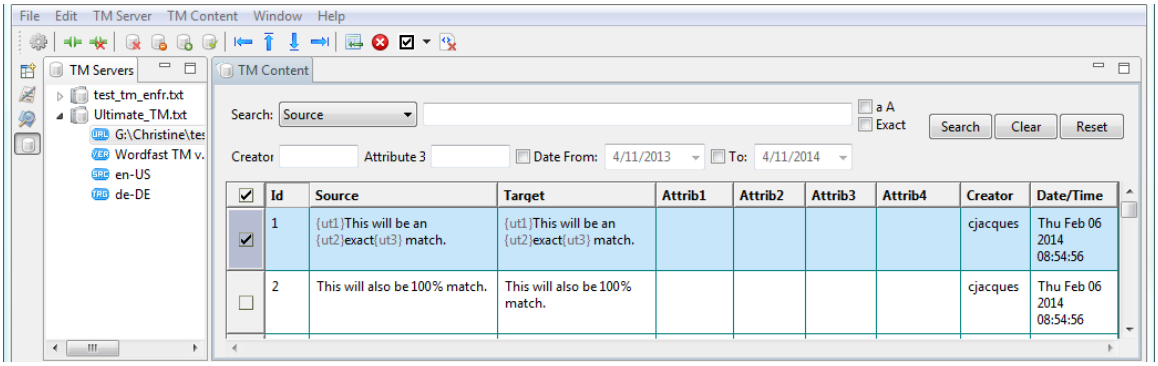


4. Click **Yes**, to sort the marked TUs and display it on top of the TM Content panel.

   Note: The first TU in the group of redundant TUs will not be checked. The remaining redundant TUs are checked, allowing for easy viewing and deleting of TUs.

Removing all tags from selected Translation Units (TUs)

1. Select the TU(s) from which you want to remove tags.

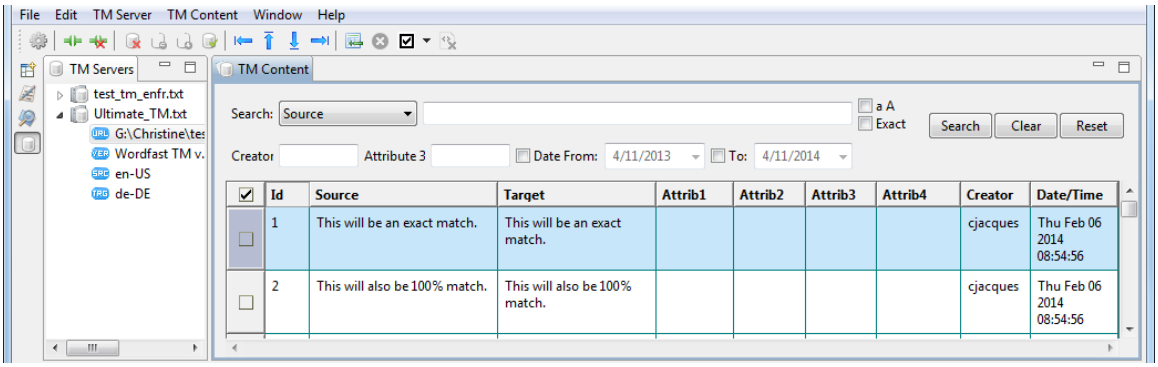


2. Click **TM Content> Remove All Tags**.

   Or

   Click on the TM Admin toolbar.

   The tags are removed from the selected segment(s).

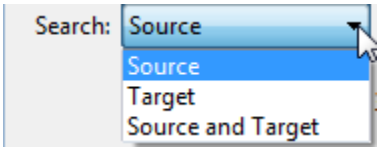


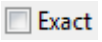
   To remove tags from all segments, select all segments.

Searching TUs

To search for a term or word within a TU:

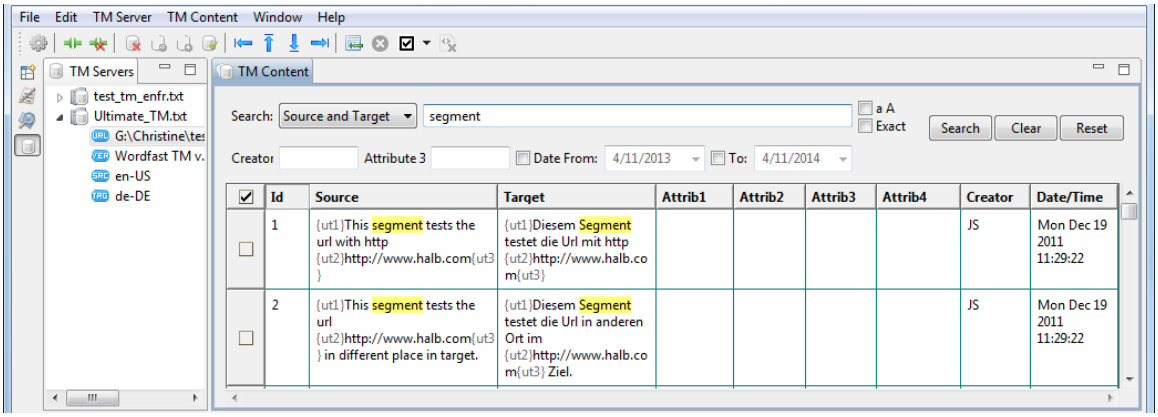
1. Click the Search drop-down menu to select **Source**, **Target**, or **Source and Target**.



2. Enter the term to be searched in the search box.
3. Check **Case** to specify if the term is case-sensitive.
4. Check **Exact**  to restrict the search to exact matches.
5. Enter **Creator** to search by creator of the term.

6. Click **Attribute** to search by attribute added to the TXML file.
7. Specify the From and To dates for terms that were modified w/in a certain time period.
8. Click **Search**.

   An example of a completed search is provided below.

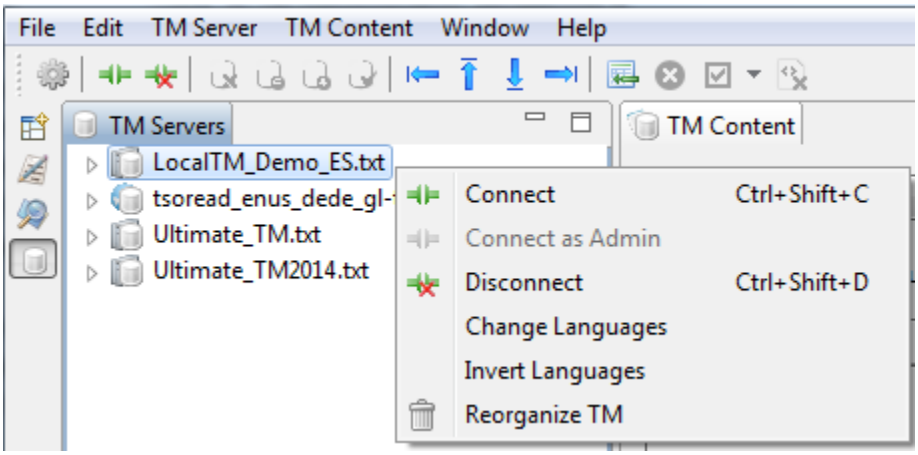


Reorganizing a local TM

To reflect updated indexes, and to remove unusable TUs (deprecated TUs, beginning with xx in the TXML file), a local TM can be reorganized.

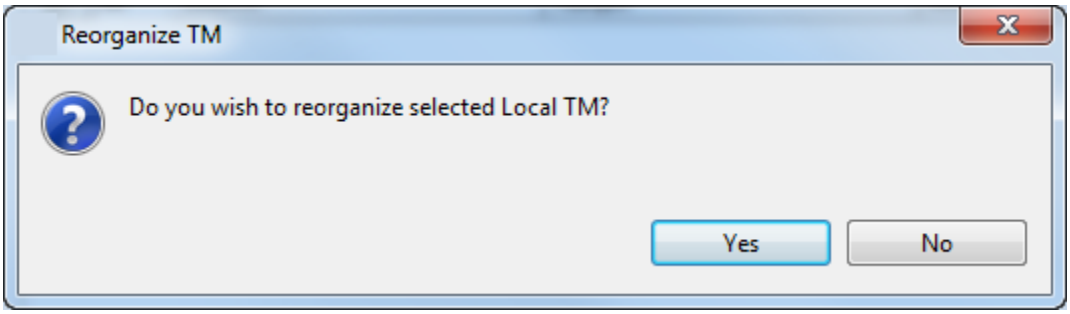
In TM Administration perspective:

1. Right-click the local TM to be reorganized.



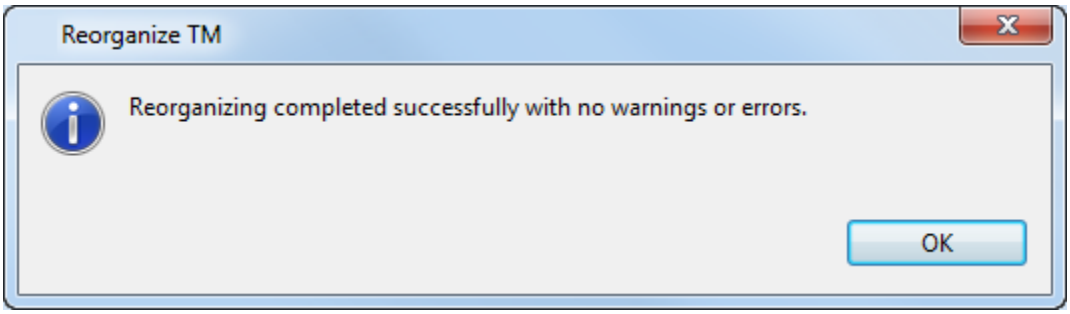
2. Click **Reorganize TM.**

   The Reorganize TM dialog box appears.

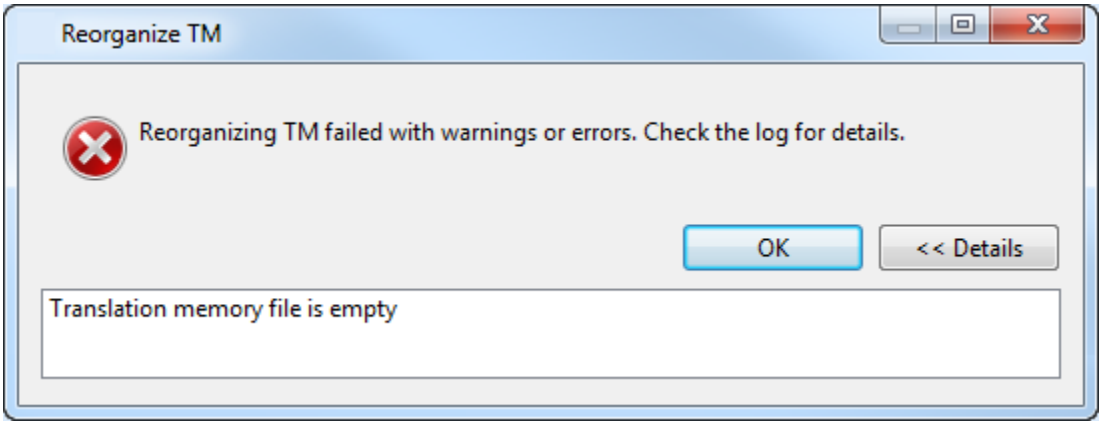


3. Click **Yes** to reorganize the selected local TM. Click **No** to cancel the operation.

   If the reorganization is successful, a confirmation message appears:



   If the reorganization is not successful, the following message appears, showing the reason for the failure.



Basic menu options

The Wordfast Pro 3 Translation Memory Administration perspective basic menu options are as follows:

Use	**to...**
File	
Exit	exit from the tool.
Edit	

Use	**to...**
Preferences...	set general, spelling, translation, translation memory, penalties and terminology preferences.
TM Server	
Connect	connect to a Translation Memory (TM) server.
Disconnect	disconnect from a TM server.
Change Languages	create a new local TM with different languages.
Reorganize TM	remove all tags beginning with xx (deprecated)in the TXML file and reorganize a local TM.
Invert Languages	create a new local TM with the current TM languages inverted. For example, if the source and target language codes for the current TM are en-US and de-DE, then the source and target language codes for the new TM will be switched to de-DE and en-US.
Reversed Sort Order	reverse the TM Servers order in the left pane.
Sort By	sort TM Servers based on different criteria.
TM Content	
Previous Tag (Alt+Shift+Left)	select the previous tag in the source or target segment. The selected tag will be highlighted in red by default.
Remove Tag	delete the currently selected tag in the source or target segment or press **Backspace** on the keyboard.
Copy Tag (Alt+Shift+Down)	copy the currently selected tag into the source or target segment at the location of the cursor.
Next Tag (Alt+Shift+Right)	select the next tag in the source or target segment. The selected tag will

Use	**to...**
	be highlighted in red by default.
Remove All Tags.	remove all tags in the source or target.
Find/Replace (Ctrl+F)	find a replace source and/or target content.
Mark	• Mark Same Source Translation Units (TUs) • Mark Same Source & Target TUs • Mark Same Source & Attribute TUs • Mark Same Source, Target & Attribute TUs • Mark TUs containing tags
Delete (Alt+D)	delete selected TUs.
Merge TM	merge two local TMs.
Discard All (Ctrl+Alt+Home)	undo all segment changes.
Discard Selected (Ctrl+Alt+PageUp)	undo selected segment changes.
Update Selected (Ctrl+Alt+PageDown)	update selected segment changes to the TM.
Update All (Ctrl+Alt+End)	update all segment changes to the TM.
Window	
New Window	open a new Wordfast Pro 3 window.
System Options	view and change the system preferences.
Toggle Toolbar	hide or view the toolbar.
Help	
Online Help (F1)	view the Wordfast Pro 3 help.
Bug Report...	view or send the error log.
Check for a new version	find and install new versions.

Use	to...
Wordfast Dictionary Updates	update dictionaries that can be used during translation.
Shortcut List... (Ctrl+Shift+L)	view all Wordfast Pro 3 functions and keyboard shortcuts.
License Management	complete activation of Wordfast Pro 3 and manage license.
About Wordfast	view plug-in and configuration details of Wordfast Pro 3.

Using TM Administration Shortcut Icons

Wordfast Pro 3 TM Administration perspective includes a number of shortcut icons that help you quickly complete common tasks. Find below a list of all the shortcut icons available in Wordfast Pro 3 Administration perspective and their functionality.

Use	to...
	open TM administration preferences.
(Ctrl+Shift+C)	create a TM server connection.
(Ctrl+Shift+D)	close a TM server connection.
(Ctrl+Alt+Home)	undo all segment changes.
(Ctrl+Alt+PageUp)	undo selected segment changes.
(Ctrl+Alt+PageDown)	update selected segment changes to the TM.
(Ctrl+Alt+End)	update all segment changes to the TM.
(Alt+Shift+Left)	select the previous tag in the source or target segment. The selected tag will be highlighted in red by default.
	delete the currently selected tag in the source or target segment or press **Backspace** on the keyboard.
(Alt+Shift+Down)	copy the currently selected tag into the source or target segment at the location of the cursor.

Use	to...
(Alt+Shift+Right)	select the next tag in the source or target segment. The selected tag will be highlighted in red by default.
	merge two local TMs.
(Alt+D)	delete selected segment.
	• Mark Same Source Translation Units (TUs) • Mark Same Source & Target TUs • Mark Same Source & Attribute TUs • Mark Same Source, Target & Attribute TUs • Mark TUs containing tags
	remove all tags from the selected segment.