

User Guide for Project Managers and Translators

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Purpose

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

Organization

The help 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
ТМ	Translation memory
TXML	Tracker Extensible Markup
	Language
XML	Extensible Markup
	Language
HTML	HyperText Markup
	Language

ABOUT WORDFAST PRO

OVERVIEW

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:

- Translation Memory eXchange, or Déjà Vu TM files.
- Format flexibility: Native format is TXML, an XML-based pivot format. Filters exist for TM compatibility: Tabular TM format allows for simple integration of Trados, SDLX,
- 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:

- Download the Wordfast Pro 3 installer from the webpage http://www.wordfast.com/store_download.html to your PC.
- 2. 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.

To activate a Wordfast Pro 3 license:

- Purchase a Wordfast Pro 3 license from the webpage http://www.wordfast.com/store_download.html.
 The license file is sent to you via email.
- 2. Save the license file to a known location, preferably the Wordfast program folder.
- 3. Open Wordfast Pro 3.
- 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 the folder where you saved the license file and select it.
- 8. Click **Next** twice and then **Finish**.
- 9. Restart Wordfast Pro 3.

Your 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.

OPENING WORDFAST PRO 3

To open Wordfast Pro 3, there are two options:

- Double-click the Wordfast Pro 3 shortcut on the desktop. Or
- 2. 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
- <u>TXML editor perspective</u>

PM PERSPECTIVE

Find below a sample PM perspective screenshot:

	Word	fast Pro 3											o X
File	e Ed	it Window	Help										
	8 () ()	PM 2	3	4	5	6	7	8	9		10	11	- 8
Z		Analyze Extra	act Frequents	Populate Frequents	Cleanup	Pseudotranslation	Split/Merge	Bilingual Export	Show/Hid	e 100% Trans	scheck/Revisions	Swap Source	/Target
]	i . Ø	0			Analyz	e [M Options				TM Pref	erences
		File name		Extensio	on	Size		Symbolic name	TM T	Source	Target	Workgroup	Loca
								test_tm_enfr.txt	Local	English	French		C:\C
								Ultimate_TM.txt	Local	English (U	German (Ge		G:\C
								•	"	1			P.
								Pretranslate 100 Copy all tags Copy source on no Calculate Internal Include Inter	o match Fuzzy matc nal Fuzzy n	% Matches thes 75 natches as TM	🔺 % Match	ies	
		•		III			C () () ()	Output Output in CSV or > ocation: Output only repor	(LS format t summary			Br	owse
								16M of	30M	Û			

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 <u>Using</u> <u>PM plug-in</u> .
2	Analyze	analyze files for translation against a TM to leverage reusable content and pre-translate files. Refer to <u>Analyzing files</u> .
3	Extract frequents	extract recurring segments in the files. Refer to Extracting frequents.
4	Populate frequents	populates source TXML files with extracted recurring segments. Refer to Populating frequents.
5	Cleanup	clean up the file and update the TM after translation is complete. Refer to <u>Cleaning up</u> .

Number	Use	to
6	Pseudotranslation	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 <u>Pseudotranslate</u> .
7	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 word(s) Refer to <u>Split/Merge TXML</u>.
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	Show/Hide 100%	show or hide 100% translation memory matches in the TXML file(s). Refer to <u>Show/Hide 100%</u> <u>matches</u> .
10	Transcheck/Revisions	check the translated content for missing tags, empty target, numbers, untranslated segment and/or terminology. Refer to <u>Transcheck</u> .
11	Swap Source/Target	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:

1→	💮 te	st - Wo	ordfast Pro 3													x
2	File	Edit	Translation	Memory	Terminol	ogy Wi	ndow	Help								
3	2 4) _ 	i 🗊 I.	1 8	2 2 2 L	266	¢.	- % G	G (B	€.9 №	Ū =⇒I	₩ ₩	+- ± -+ @ ↓ ↓	🗾 ·	• ⊞ • ⊡	Q
	ि 🛱 🌔								- E o	utline 🛛 🖌	<u> </u>	1				
4									An ou	utline is not av	vailable.					
5	-				7	8		9		10						
					¥ –	- F		- -		- -						
6	-	🔗 TN	Lookup 🛛	Z TXN	/L Context	Note	s 🗈	Segment Ch	inges 🗌	TXML Attrib	outes					
										🔻 📃 a A	Diff H	Highlight	Find In Source	Find	d In Targ	et
		ID	Source			Target	:			TM Name		User	Name		Date/Tim	ne
	4	4						1		la	- 1					
	[en	_US-de	_DE]						15M o	if 33M						

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 <u>TXML editor menu options</u> .
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 <u>Managing projects</u> .
5	Main translation	translate a file. This is the work space for translating files. Refer to <u>Translating in a</u>

Number	Use	to
	window	project.
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 <u>Using TM Lookup window</u> .
7	TXML Context	view the TXML context of the currently open file. Refer to <u>Viewing TXML Context</u> .
8	Notes	view, edit and delete notes specific to each segment. Refer to <u>Using notes</u> .
9	Segment Changes	view the segment changes in the currently open file. Refer to <u>Viewing segment</u> 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 <u>Using Outline</u> <u>window</u> .

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
- <u>Cleaning up and updating translation memory</u>
- <u>Pseudotranslate</u>
- Split/Merge TXML
- Bilingual Export
- Show/Hide 100% matches
- Transcheck
- 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.

Preferences (Filtered)	
type filter text Image: Consection Settings Appearance AutoSave Connection Settings Shortcut Keys User Name Spelling Temp Files Translations	User Name User Name: jsmith Note: Selected user name will be used for Notes, TM and Segment Changes Restore Defaults Apply
	OK Cancel

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
НТМ	HTM files	.htm
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
PowerPoint 2007	Microsoft PowerPoint 2007 and 2010 files	.pptx
PowerPoint	Microsoft PowerPoint files	.ppt
RTF	Rich Text Format files	.rtf
SDLXLIFF	SDLXLIFF files	.sdlxliff
SRT	SubRip Text	.srt
ТТХ	TRADOS Bilingual files	.ttx
TXLF	Wordfast XLIFF files	.txlf
ТХТ	Text files	.txt

Default Filter	Name	File type/extension
VDX	Microsoft Visio files	.vdx
Word 2007	Microsoft Word 2007 and 2010 files	.docx, .docm, .dot, .dotx
Word	Microsoft Word files	.doc
XLIFF	XLIFF files	.xlf, .xliff
XML	XML files	.xml

Please 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:

- <u>Selecting filter settings</u>
- 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
- Selecting FrameMaker filter preferences
- <u>Selecting ICML filter preferences</u>

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 filters are pre-configured for your convenience. For example, if you choose the Default Java Properties Filter, the Encoding UTF-8 is automatically selected.

To view a default file filter:

 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.

Preferences (Filtered)		
type filter text Image: Constraint of the second secon	Formats Available Formats Default ASP Filter Default Excel 2007 Filter Default Excel Filter Default Excel Filter Default HTML Filter Default ICML Filter Default IDML filter (older version) Default JSP Filter Default JSP Filter Default Java Properties Filter	New Rename Remove
		OK Cancel

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.

Preferences (Filtered)	
Preferences (Filtered) type filter text General Spelling Hunspell Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory 	Formats
	Default INX Filter Default JSP Filter Default Java Properties Filter HTML files (*.html) Encoding UTF-8 Auto-detect Encoding
	Pull in HTML entities as regular text OK Cancel

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.

To add a new file filter:

1. Follow steps 1 and 2 from <u>Viewing default file filters</u>.

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

Preferences (Filtered)		
type filter text Image: Constraint of the second secon	Formats Available Formats Control Default ASP Filter Default ASP Filter Default Excel 2007 Filter Default Excel Filter Default HTM Filter Default ICML Filter Default ICML Filter Default IDML filter Default JSP Filter Default JSP Filter Default Java Properties Filter	New Rename Remove
		OK Cancel

2. Click New.

The New Format dialog box appears.

New Forma	t	×
Filters		
Filter Type:	ASP Filter Excel 2007 Filter Excel Filter HTM Filter HTML Filter	*
Filter Name:		
	ОК	Cancel

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 <u>Viewing default file filters</u>.

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

Preferences (Filtered)		
type filter text > General > Spelling Hunspell Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in Segmentation Settings TM Administration Transcheck Translation Memory	Formats Available Formats Control of the second se	Rename Remove
		OK Cancel

2. Click New.

The New Format dialog box appears.

~

G	New Forma	t nature man	23
	Filters		
	Filter Type:	ASP Filter	^
		Excel Filter	
		HTM Filter HTML Filter	-
	Filter Name:		
		OK Can	cel
L			

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

💮 New Forma	t		x
Filters			
Filter Type:	🗒 RTF Filter		*
	📰 TXT Filter		
	🕵 Text Based Filter)	
	🛃 VDX Filter		
	Word 2007 Filter		-
Filter Name:	New Text Based Filter 1		
	ОК	Cancel	

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

Preferences (Filtered)		
type filter text	Formats	\$ • \$ • •
⊳ Spelling	Available Formats	
Temp Files	Default TTV Eilter	
▲ I ranslations		- New
Auto-Propagation	Default TXLF Filter	Rename
Auto-Suggest	Default IXT Filter	
Colors	Default VDX Filter	Remove
⊿ Filters	Default Word 2007 Filter	
Formats	Default Word Filter	
▲ iviacnine Translation Georgia Translation	Default XLIFF Filter	_
Microsoft Translate	Default XML Filter	=
World ingo	🕂 New Text Based Filter 1	
DM Diver in		•
Segmentation Settin	Text Based Filter (*.xml)	
TM Administration	Encoding: UTF-8	
A Terminology		
Blacklist	Conversion rules:	
Glossary List	Extension: *.xml	
Glossary Priority		
▲ Transcheck		
Forbidden Chara		
Numerical		
Partial		
Punctuations		
Terminology		
Untranslatable		
Translation Memory		
Penalties		
TM List		
TM Priority 👻		Pertere Defaulte
∢		Restore Deraults Apply
		OK Cancel

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

🗈 XML. properties - Notepad	
File Edit Format View Help	
# -*- java-properties-generic -*-	~
converter.regexp.collapsetags=false	
# Include HTML Elements elementIncludeHtml=true	
# Known Elements	
elementLocation.1=/table/row elementHandling.1=dont-translate elementLocation.2=/table/row/column elementHandling.2=dont-translate	
# Extraction Rules For Known Elements paragraphPrefix.0= <column name="[^">]+? translate="yes"[^>]+?>[^<]+?<!--\\[CDATA\\[<br-->paragraphSuffix.0=\\]\\]> paragraphFormat.0=html-embedded</column>	1997
	~
	1

7. Click Apply and OK.

A new XML filter is set up.

ADDING AN EXCEL FILE FILTER

To add an Excel file filter:

- Follow steps 1 and 2 from <u>Viewing default file filters</u>.
 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.

Preferences (Filtered)		3
type filter text	Formats	•
 General Spelling Hunspell Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory 	Available Formats Available Formats Image: Default ASP Filter Image: Default Excel 2007 Filter Image: Default Excel Filter Image: Default Excel Filter Image: Default HTM Filter Image: Default HTM Filter Image: Default ICML Filter Image: Default INX Filter Image: Default JAV Properties Filter Image: Default JAV Properties Filter Microsoft Excel documents (*.xls) Configuration: Simple Sample File: none Image: Default Image:	E
	OK Cancel	

3. Click Setup.

The Choose Excel File... dialog box appears.

Choose Excel F	ile					? 🛛
Look in:	🚞 Excel config	uration	~	0 🕫	• 📰 🔊	
My Recent Documents Desktop	Status-report	1,xls 2.xls				
My Documents						
My Computer						
	File name:				• (Open
My Network	Files of type:	Excel File			▼ (Cancel

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

The Excel Column Selection Wizard appears.

Excel column selection wizard	
Welcome to Excel Column Selection Wizard	
The Excel Column Selection Wizard simplifies the Excel file translation process.	
The subsequent screens are as follows:	
1. *Select Wizard Type* is used to select Simple or Advanced wizard.	
Simple Wizard: allows you to select a row as the column header for translation. Advanced Wizard: allows as the column header and choose the columns for translation. It also creates a Target column where the tran appear.	you to select a row nslated text will
2. *Preview page* models an Excel document. There are tabs corresponding to each Excel sheet. Each tab co following:	ontains the
Number of preview rows drop down list: to choose the number of rows to be viewed. Use header check to Excel sheet headers as column header during translation Table: with the Excel sheet contents	box: to select the
3. *Selection page (Advanced Only)* is used to select columns for translation.	
4. *Regular expression page (Advanced Only)* is used to provide a pattern to markup any embedded HTML column.	or variables in the
< Back Next > Finish	Cancel

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.

Excel column selection wizard								
review	page							
Please se Sheet1	elect table rov Sheet2 SI	v to use a neet3	s column header.					
Please	e choose nun	nber of pr	eview rows. 3 🔻					✓ use headers?
1	English	French	German	Spanish				
3	acceptance	accept	entgegennehmen	aceptar				
				1 1				
				< Ba	ick	Next >	Finish	Cancel

3. The content in the Preview page is selected for translation.

The Preview page models an Excel file. There are tabs corresponding to each Excel sheet. Each tab contains the following:

- Please choose number of preview rows drop down list: to choose the number of rows to be viewed
- Use headers check box: select checkbox, to select the Excel sheet headers as column header while selecting translatable content in the next step
- Table with the Excel sheet contents: select any row that should not be translated.
- 4. Click Finish.

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

Preferences (Filtered)	
type filter text	Formats 👻
type filter text General Appearance Colors and Fonts Views AutoSave Connection Settings Shortcut Keys User Name Spelling Hunspell Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation Machine Translation MP Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory Penalties TM List	Formats Available Formats Image: Default TTX Filter Default TXLF Filter Default TXT Filter Default VOX Filter Image: Default Word 2007 Filter Image: Default Word 2007 Filter Image: Default XLIFF Filter Image: Default XLIF
INFIDILY	✓ Translate Drop-down list contents
	OK Cancel

- Select the Translate Sheet Names checkbox to include sheet names as translatable text.
- 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 include columns in the Excel sheet used to record comments validating the data, for example, columns recording vaccination data by date applied and dosage.
- Select the **Treat numbers stored in text format as real numbers** checkbox to include numbers as translatable text.
- Select **Translate Drop-down list contents** to include the drop-down list contents in the translation.
- 5. Click Apply and 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

To run the Advanced wizard:

- 1. Follow steps 1 to 6 from Adding an Excel file filter.
- 2. Select Advanced wizard and click Next.

The Preview page appears.

Excel column selection wizard									
revie	w page								
lease Sheet	select table rov	w to use a	s column header.						
Plea	se choose nun	nber of pr	eview rows. 3 🔻					🗸 use	headers?
1	English	French	German	Spanish					
2									
3	acceptance	accept	entgegennehmen	aceptar					
				< Ba	ack	Next >	Fini	sh	Cancel

The Preview page models an Excel file. There are tabs corresponding to each Excel sheet. Each tab contains the following:

- Please choose number of preview rows drop down list: to choose the number of rows to be viewed
- Use headers check box: select checkbox, to select the Excel sheet headers as column header while selecting translatable content in the next step
- Table with the Excel sheet contents: select any row that should 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.

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

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

Excel colum	n selection wiza	rd				
	dl' contains non					
lease select o	columns for trans	lation.				
Sheet1 She	eet2 Sheet3					
Translate	Column name	Target column				
	English					
	French					
	German					
	Spanish					
Select all c	olumns					
Select all c	olumns across al	l sheet names				
			< Back	Next >	Finish	Cancel

Note: The Target column includes names of columns where the translated text will appear.

- If you wish to select all columns in the currently open sheet, check Select all columns.
- If you wish to select all columns across all sheets, check the corresponding checkbox.

5. Click Next.

The Regular expression page appears.

Using PM plug-in

💮 Excel column selection wizard	
Regular expression page	
Please enter Regular Expression.	
Regular expressions are used for excluding HTML codes or rather for converting them into "tags." HTML codes should be entered separated by a pipe sign. For example: or for any tag you can just enter: <[^>]*>	
< Back Next > Finish	Cancel

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 screenshot below.



- Select the Translate Sheet Names checkbox to include sheet names as translatable text.
- 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 include columns in the Excel sheet used to record comments validating the data, for example, columns recording vaccination data by date applied and dosage.
- Select the **Treat numbers stored in text format as real numbers** checkbox to include numbers as translatable text.
- Select **Translate Drop-down list contents** to include the drop-down list contents in the translation.

8. Click Apply and 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 from <u>Adding_new_file_filters</u>.
- 2. Select Format Type as Default PowerPoint Filter.
 - The PowerPoint Filter options appear.

Preferences (Filtered)	
type filter text	Formats 💌
 ▲ General ▲ Appearance Colors and Fonts Views AutoSave Connection Settings Shortcut Keys User Name ▲ Spelling Hunspell Temp Files ■ Translations Auto-Propagation Auto-Suggest Colors ▲ Filters Formats ▷ Machine Translation PM Plug-in Segmentation Settin TM Administration ▷ Terminology ▶ Transcheck 	Available Formats
	OK Cancel

- 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 from Adding new file filters.
- 2. Select Format Type as Default PowerPoint 2007 Filter.
 - The PowerPoint Filter options appear.

Preferences (Filtered)		x
type filter text	Formats	-
type filter text Image: Colors and Fonts Appearance Colors and Fonts Views AutoSave Connection Settings Shortcut Keys User Name Spelling Hunspell Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translatior	Formats Available Formats Default Java Properties Filter Default MIF Filter Default PDF Filter Default PowerPoint 2007 Filter Default SDLXLIFF Filter Default ST Filter Default TXLF Filter Default TXLF Filter Default TXLF Filter Default TXLF Filter Translate slide content Translate slide notes Translate master slides	
PM Plug-in Segmentation Settin TM Administration Terminology	Translate master slide notes	Ŧ
	OK Cancel	

- 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.
- 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 PPTX 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 from <u>Adding_new_file_filters</u>.
- 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

Select	to
	Classic/Trados Workbench-style files)
Translate comments	translate comments in the document

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 from <u>Adding_new_file_filters</u>.
- 2. Select Format Type as Default Word 2007 Filter.

The Word Filter options appear.

Preferences (Filtered)		
type filter text	Formats	⇔ • ⇔ • •
type filter text General Spelling Hunspell Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in	Formats Available Formats Default RTF Filter Default SDLXLIFF Filter Default SRT Filter Default TX Filter Default TXF Filter Default TXT Filter Default VDX Filter Default Word 2007 Filter Default Word Filter Default XLIFF Filter Default XLIFF Filter	
Segmentation Settings TM Administration Terminology Transcheck Translation Memory	Microsoft Word 2007 and 2010 files (*.docx, *.docm, *. Translate hidden text Accept track changes Translate index Translate smart tags Ignore bilingual styles Translate comments Translate drop-down list	.dot, *.dotm, *.dotx)
	Restore Defau	ults <u>A</u> pply
	ОК	Cancel

3. Enable the following options, if required:

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

4. Click OK.

ADDING A SUBRIP TEXT FILTER

- 1. Follow steps 1-3 from from <u>Adding new_file_filters</u>.
- Select Format Type as Default SRT Filter.
 The SRT Filter options appear.

Preferences (Filtered)	
type filter text	Formats 🔹
 General Appearance AutoSave Connection Settings Shortcut Keys User Name Spelling Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in Segmentation Settings TIM Administration Terminology Transcheck Translation Memory 	Available Formats Default TXLF Filter Default TXT Filter Default VDX Filter Default Word 2007 Filter Default Word Filter Default XLIFF Filter Default XLIFF Filter New Excel 2007 Filter 1 New Excel Filter 1 New SRT Filter 1 SubRip Text (*.srt) Encoding UTF-8 Auto-detect Encoding Set max length to 40
	OK Cancel

3. Click New. The New Format Dialog box appears.

New Forma	at	×
Filters		
Filter Type:	ASP Filter	•
	💽 Excel 2007 Filter	
	🖳 Excel Filter	
	💿 HTM Filter	
	• HTML Filter	-
Filter Name:		
	ОК	Cancel

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

New Forma	t	x
Filters		
Filter Type:	PowerPoint 2007 Filter PowerPoint Filter RTF Filter	
Filter Name:	TXT Filter	T
	OK Cance	21

The new SRT filter appears in the Available Formats box.

💮 Preferences (Filtered)	
type filter text	Formats Available Formats
 Appearance AutoSave Connection Settings Shortcut Keys User Name Spelling Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Filters Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Translation Memory 	Provide Formulas Pefault TXLF Filter Pefault TXT Filter Pefault VDX Filter Rename Renove Pefault Word 2007 Filter Remove Pefault Word Filter Pefault Word Filter Pefault XML Filter Perael Point 1 Pera
	OK Cancel

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

Select	to
Set max length to ()	set the maximum number (length) of characters
characters per	per segment.
segment	
Use Paragraph	segment sentences by paragraph, overriding any
Segmentation	other segmentation markers.
	Note: Selecting this option disables maximum
	length setting for the TXML file.

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 (older version)
 - IDML Filter (newer version)

Default IDML filter

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

New Forma	t
Filters	
Filter Type:	Te ICML Filter
	IDML Filter (newer version)
	IDML filter (older version)
	📓 JSP Filter
	Java Properties Filter
Filter Name:	New IDML filter (older version) 1
	OK Cancel
	OK Cancel

2. Click OK.

The new IDML filter appears in the list.



3. Select the properties for the filter.

Select	to
Translate Line	add tags to line breaks, resulting in
Break as Tag	merged segments.

- 4. Rename the filter if desired.
- 5. Click OK.

IDML Filter (newer version)

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

New Forma	t
Filters	
Filter Type:	TCML Filter
	IDML Filter (newer version)
	IDML filter (older version)
	📓 JSP Filter
	🧃 Java Properties Filter 🗸 👻
Filter Name:	New IDML Filter (newer version) 1
	OK Cancel

2. Click OK.

The new IDML filter appears in the list.

Preferences (Filtered)						
type filter text	2 Formats 💌					
type filter text General Spelling Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory	Formats Available Formats Image: Default VDX Filter Image: Default Word 2007 Filter Image: Default Word Filter Image: Default Word Filter Image: Default XLIFF Filter <td< th=""></td<>					
	Restore <u>D</u> efaults Apply					
	OK Cancel					

3. Select the properties for the filter.

Select	to
Translate Hidden	translate hidden text.
Text	
Translate Line	add tags to line breaks, resulting in
Break as Tag	merged segments.
Translate Locked	translate text in locked layers.
Layers	

Select	to
Translate Hidden	translate hidden layers
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. Rename the filter if desired.
- 8. Click OK.

SELECTING FRAMEMAKER FILTER PREFERENCES

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

To set FrameMaker filter preferences:

- 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.
- Select Format Type as Default MIF Filter. The FrameMaker Filter options appear. Note: The MIF versions supported are 8, 9, 10and 12.



3. Select the required FrameMaker filter preferences.

Select	to
Translate	send reference pages for translation
Reference Pages	
Translate Master	send master pages for translation
Pages	
Translate	send text marked as variable for
Variables	translation.
Translate Cross	send text marked as cross

Select	to			
References	reference for translation			
Translate	send text with number formatting for			
Autonumber	translation.			
Formatting				
Translate Hidden	send text marked as hidden and			
Conditional Text	conditional for translation.			
Translate Tab as	send text containing tab spaces for			
Text:	translation. If unchecked, a tag			
	appears in the TXML instead of the			
	tab.			
Translate	send text with discretionary			
Discretionary	hyphens for translation.			
Hyphen as Tag:	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	send text marked with a			
Types	FrameMaker marker type for			
	translation.			

- 4. Enter the Marker Type(s) that should be included in the translation.
- 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:

- Open TransStudio and click Edit > Preferences > Translations > Filters >Formats.
 The Formats dialog box appears. The default filters appear in the Available Formats box.
- Select Format Type as Default ICML Filter.
 The ICML Filter options appear.

Preferences (Filtered)		23
type filter text	Formats 🔶 🔻 🛁	· •
type filter text > General > Spelling Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in Segmentation Settings TM Administration Transcheck Translation Memory	Formats	ew ame nove
	□ Translate Hidden Layers Hidden Layer Names: Tab handling: None ▼ Restore <u>D</u> efaults <u>Ap</u> OK Cance	ply

- 3. Enter the names of the Hidden Layers to be translated.
- 4. Select the method for handling tabs: None, Tag or Break.
- 5. Rename the filter if desired.
- 6. Click OK.

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:

- Selecting Analysis output option
- Analyzing files

SELECTING ANALYSIS OUTPUT OPTION

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:

- Open Wordfast Pro 3 and click
 Image: Construct the provide the provided appears in the provided appears.
- 2. Click Edit > Preferences > Translations > PM Plug-in.

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

Preferences (Filtered)	
	PM Plug-in 👻
 General Appearance Colors and Fonts Views AutoSave Connection Settings Memory Preference: Shortcut Keys Update Reminder Spelling Hunspell Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation Google Translate Microsoft Transl WorldLingo PM Plug-in 	Analysis Output Options Analysis Output Options Analysis Output Options Subfolder creation Subfolder creation with language suffix Restore Defaults Apply
	OK Cancel

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			
	screenshot of the source folder and the source and			
	analysis output file is given below.			
	Project 1_files			
	Word file.doc			
	7 word file_ES-MX.doc.txml			
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.			
	Project 1_files			
	Project 1_files_es-MX			
	🃅 Word file.doc.txml			
Subfolder creation with	place the analysis output file within a subfolder. The			
language suffix	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.			
	Project 1_files_es-MX			
	" Word file_ES-MX.doc.txml			

ANALYZING FILES

To analyze files:

Open Wordfast Pro 3 and click
 The PM perspective appears

2. Click Analyze.

The Analyze window appears.

🔎 РМ											- 6
Analyze Extract Frequents P	lopulate Frequents Clear	up Pseudotranslation	Split/Merge Analyze Size	Bilingual E	xport Show/Hide I M Options Jnselect All Symbolic name Ultimate_TM.bt	100% Transo TM Type Local	heck/Revisions S Source English (Unite	vap Source/ Target German (i	Target Ger	<u>TM Pr</u> Workgroup	eferences
					ptions Pretranslate 75 Ignore translated s Ignore translated s Copy all tags Copy source on no Calculate Internal F	egments from xact segment match fuzzy matches nal Fuzzy mat	Matches n report s from report s 75 au ches as TM Matche	% Matches	Jer		The second secon
<i>ϵ</i>	π			0 Lu •	utput) Output in CSV or X ocation:) Output only report	LS format summary				E	srowse

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

OR

Click $\overline{}$ to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

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.

alyze Extract Frequents Populate Frequents Cleanu	p Pseudotranslation	Split/Merge Bilin	gual Export Show/Hide 1	00% Transo	heck/Revisions Sv	wap Source/Target		
		Analyze	TM Options					
	E de calendaria		Unselect All				TM Pre	ferend
me name	Extension	Size	Symbolic name	ТМ Туре	Source	Target	Workgroup	
V = test_tm.bt	bit	0 KB	Ultimate_TM.txt	Local	English (Unite	German (Ger		
V test files		0 KB	Ultimate_TM2	Local	English (Unite	German (Ger		
Common_terms_en_de.txt	txt	12 / 2						
Demo_Glossary_en-de.txt FN-US swa	u tot	0 KB	•					Þ.
Demo_Glossary_en-de_deprecated.txt	txt	11 KB						
V 🗐 LocalTM Demo ES.txt	txt	30 KB	Ortiona					
V F test_tm.txt	bit	0 KB	Options					
V 🗐 test_tm_enfr.txt	txt	0 KB	Pretranslate 75	ê %	Matches			
🔽 📰 TM url.txt	txt	0 KB	Ignore translated se	gments from	n report			
			Ignore translated ex	act segment	s from report			
			Copy all tags					
			Copy source on no	match				
			Calculate Internal F	uzzy matche	s 75 🚔	% Matches		
			Include Intern	al Fuzzy mat	ches as TM Matche	s		
			Output					
			Output in CSV or XI	Sformat				
			- Output in CSV of AL	STOTTIAL				
			Location:				Br	rowse

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.

💮 Choose	Format							
Please choose from a pre-defined configuration, then press OK to continue								
Add files from subfolders								
Format	Default TXT Filter 🔹							
Extension	*.txt							
	OK Cancel							

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.

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 <u>Creating or opening a TM</u> for more information. You can click in the TM Options column header to sort the TMs in ascending or

Analyze Unselect All TM Pref Extension Size Symbolic name TM Type Source Target Workgroup bt 0 KB VItimate TM.tz Local English (Unite German (Ger	Extension	
Extension Size bt 0 KB VItimate_TM.txt Local English (Unite German (Ger	Extension	
bt 0 KB		File name
en detot bit 0 KB n-detottomi_EN-US.swaj bit 0 KB n-de_deprecated.bit bit 11 KB Stot 0 KB bit 0 KB copulated exact segments from report Copy all tags Copy source on no match V Calculate Intenal Fuzzy matches 75 v Matches	bt bt stat bt bt bt bt bt bt	✓ test_tmtxt; ✓ j ⊂ ✓ test files ✓ Demo_Glossary_en-de.tt ✓ test_tmt.tmt ✓ test_tmtxt ✓ TM url.tt

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

Select	to
	Select the percentage that should be calculated
	for such segments.
Include Internal Fuzzy	include internal repetitions as a TM match.
matches as TM	
Matches	

- 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.

Select file for output						x			
Correction Clibraries	Documents	test 🕨 Ultimate	- - + - →	Search Ultima	ite	٩			
Organize New folder									
✓ ★ Favorites ■ Desktop	Documer Ultimate	nts library		Arrang	e by: Folder	•			
Downloads	Name	Date modified	Туре		Size	File as			
Recent Places	🖲 test1204	12/4/2013 9:28 AM	Microsoft Offic	e Excel Co	1 KB				
	•	III				F			
File name: Save as type: CSV Files									
Hide Folders			C	Save	Cance	!			

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 —							
Output	in CSV or XLS format						
Location:	C:\Christine\test files\Ultimate\test1204.csv	Browse					
Output only report summary							

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

8. 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.

Analyze and Translatio	n					×
LocalTM_Demo_ES.txt Ult	timate_TM.txt					
Start Analysis: We	d Sep 17 15	:17:35 MDT	2014			
Translation Memory	: G:\Christ	ine\test f	iles\Ultima	ate\Ultimate	_TM.txt	
Analyze Total (8 f	iles):					
Match Types Golden Leveraged	Segments 2 10	Words 28 211	% Word 1 5	Tags 0 0		
Repetitions	45	824	19	0		
95%-99% 85%-94% 75%-84% 50%-74%	18 15 3 0	453 331 42 0	10 7 1 0	0 0 0		
TM Matches 100% 95%-99% 85%-94% 75%-84% 50%-74% No Match Total	2 1 4 0 145	28 15 102 0 2619	1 0 2 0 59	000000000000000000000000000000000000000		
Chars/Word Chars Total	5.54 24467	4414	100	0		
Analysis finished Wed Sep 17 15:17:3	successfull <u>;</u> 8 MDT 2014	y without	errors!			
						ок

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

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:

- Open Wordfast Pro 3 and click The PM perspective appears.
- 2. Click Extract Frequents.

The Extract Frequents window appears.

Analyze Extract Frequents Populate Frequents Cleanup Pseudotranslation Split/Merge Bilingual Export Show/Hide 100% Transcheck/Revisions Swap Source/Target Image: Source of the second seco	₽M								° 0
File name Extract File name Extension Size Extract File Options Make new file after 250 Segments Make one frequents file per TXML Extract frequents file to TXML folder Extract frequents file to TXML folder Extract frequents file to TXML folder Location:	Analyze Extract Frequents Popul	ate Frequents Cleanup	Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Target	t
Extract Frequents Options Ignore exact matches from frequents analysis Ignore numeric differences from frequents analysis Extract segments that occur at least 1 Inter(s)	Image: Second	Extension	Size		dract File Options) Make new file aff) Make one freque wtract Location Op) Extract frequents) Location:) Location:) Ignore exact mat] Ignore numeric of dract segments th	ter 250 ** Ints file per TXML tions file to TXML folder ptions cches from frequent differences from fre at occur at least 1	segments s analysis quents analysis time(s)	Browse	

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

OR

Click ¹ 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.

🔊 РМ										Ē
Analyze	Extract Frequents	Populate Free	quents Cleanu	Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Target	
B	. 📀 🤤 🔁			Extra	ct C	Extract File Options Image: Make new file after 250 A/V segments				
File na	ame	E	xtension	Size	۲	Make one freque	ents file per TXML			
	 Ultimate_Termi Ultimate_TM20 Ultimate_TM_D Docx.docx.txml 	inology_2_D tx 14_DE-DE.tx tx E.txt.txml tx tx	kml kml kml	30 TU 1 TU 34 TU 149 TU	Ē	xtract Location Op Extract frequents Location:	tions ; file to TXML folder		Browse	
					E	xtract Frequents O	ptions			
						Ignore exact mat	tches from frequent differences from fre	s analysis quents analysis		
					E	tract segments th	at occur at least 1	time(s)		

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.

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

 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.

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 frequents.

The Populate Frequents window appears.

PM								
analyze Extract Frequents	Populate Frequents	Cleanup Ps	eudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Targ
Select Frequents File:		[Populate Freque	ents Op	tions Show folder path ir Populate TXML in r	n the report new folder		
File name		Exte	nsion	Siz				
 ✓ Select Original TXML File: i o o o i i o o o i i o o o i 	III	Exte	nsion) Siz				
		Lite		512				

- 4. In the **Select Frequents File** panel, click **b** 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 **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click ¹⁴⁰ to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

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.

	,							
Analyze Extract Frequents	Populate Frequents	Cleanup	Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Targ
Select Frequents File: Coptions Coptions Show folder path in the report Populate Frequents Populate TXML in new folder								
File name	E	tension	Size					
🔽 🎉 Docx.docx.txml	tx	ml	149 TU					
•	III			- F				
Select Original TXML File:								
i a iia 🥝 👄 iia								
File name	Ex	tension	Size					
🔽 🎉 Docx.docx.txml-f	requents.txml txr	nl	139 TU					
•	m			Þ				

- 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.

Populate Frequents	X
Populate Frequents Completed	ОК

Cleaning up and updating translation memory

After files are translated by the translator, they are sent back to the project manager. The PM then completes the final step of cleaning up the files and updating the TM. Cleaning up is an automated process, where the source segments are removed and the files are restored to their original format.

To clean up and update TM:

- Open Wordfast Pro 3 and click
 The PM perspective appears.
- 2. Click Cleanup.

The Cleanup window appears.

PM									
Analyze Extract Frequents	Populate Frequents	Cleanup	Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide	100% Transcheck/	Revisions Swap	Source/Targe
5 🕞 🖉 🖨 5			Cleanup	Up	date TM Options – Update TM			<u>TM F</u>	references
File name	Extension		Size		Symbolic name	TM Type	Source	Target	Workgr
					test_tm_enfr.txt	Local	English	French	
					Ultimate_TM.txt	Local	English (Unite	German (Ger	
				•					4
				Upo	date Option	Overwrite if att	ributes are identica	l (default)	*
					Add File Name as a	Attribute			
				Ou	tput Output in comma	separated for	mat		
				(CS)	/ Output only report	t summary			Browse

3. Click **b** 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.

PM Plugin Question			
Do you want to	add files from subfolders?		
		Yes	No

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 b	v default	when	added.
The mes uppeur.	i neo ure	Scicolou b	y acraan	which	uuuuu.

PM								- [
Analyze Extract Frequents	Populate Frequents	Cleanup Pseudotranslation	Split/Merge Biling	ual Export	Show/Hide	100% Transcheck	Revisions Swap	Source/Targe
5 0 0 5		Cleanu	Dpdate TM	i Options TM			TM	Preferences
File name	Extension	Size	Symb	olic name	e TM Type	Source	Target	Workgr
🗹 🌌 Docs.docs.br	nl-frequents txml	139 TU	Update Op	n_enfr.txt ate_TM.txt tion (ribute	: Local t Local m Overwrite if att	English English (Unite tributes are identica	French German (Ger I (default)	4
			Output Output Output CSV Output Output	in comma	Attribute a separated for rt summary	mat		Browse

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 <u>Creating or opening a TM</u> for more information.

6. Select an Update option. The options are as follows:

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

10. Click Cleanup.

A Cleanup report appears, showing the results of the cleanup and any errors. In the example below, the report shows that two segments in the cleaned-up Excel files have the same name, and identifies the segments.

	Warnings and errors	
	LLEANUP REPORT 15:20:17 09-15-2014	*
	Translation Memory:	
	Result of cleanup of 2 files Total Segments Total Cleaned Updated Not Updated Errors % Too Long Empty	
	16 16 0 0 0 0 12	
1	CLEANUP ERRORS	
	java.lang.RuntimeException: Following segments have the same sheet name: 1, 6 (sheet1) java.lang.RuntimeException: Following segments have the same sheet name: 1, 6 (sheet1)	
		Ŧ
	Close]

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:

- Open Wordfast Pro 3 and click The PM perspective appears.
- Click Pseudotranslation.
 The Pseudotranslation window appears.

🙊 РМ	PM 🗆							
Analyze Extract Frequents Popula	te Frequents Cleanup	Pseudotranslation	Split/Mer	ge Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Target	
		Pseudotransl	late					
File name	Extension	Size 14 KB 7 KB 5 KB	▲ Us ho ca	e a Pseudotranslate t w complex formattin n be Pseudotranslate Pseudotranslate Optic	o get a preview of w 1g will show up in th d. ons	vhat will be pulled in as t e target. Either source fi	translatable and les or TXML files	
V Utitimate_IM - Copy V Utitimate_TM - Copy V Utitimate_TM - Copy V Utitimate_TM - Copy V Utitimate_Terminolo	/, bxt /, bxt g bxt III	2 KB 2 KB 2 KB 1 KB	T	Source Language: Target Language: ✓ Create Pseudotranslated target file				

3. Click **b** 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.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

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



5. Click OK.

The files appear.

$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	PM							- 8
	Analyze Extract Frequents Populat	e Frequents Cleanup	Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Target
	to 🕞 😂 🖨		Pseudotransl	late				
	File name	Extension	Size	Use	a Pseudotranslate t	o get a preview of w	hat will be pulled in as t	translatable and
	✓ Ultimate ✓ Ultimate_TM_DE-DE. ✓ Ultimate_TM_txt	txt	14 KB 7 KB	⊨ can	complex formattin be Pseudotranslate	ng will show up in th d.	e target. Either source fi	iles or TXML files
	Vitimate_TM_DE.txt	txt	5 KB	Ps	eudotranslate Optic	ons		
	🔽 🚝 Ultimate_TM - Copy	txt	3 KB	So	urce Language:			•
	🔽 들 Ultimate_TM - Copy	txt	2 KB	Ta	rget Language:			_
	V 🔚 Ultimate_TM - Copy	txt	2 KB	10	iger eurigeogei			•
	Vltimate_Terminolog	txt	1 KB	-	Create Pseudotran	slated target file		
	•	III		•				

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.

- 6. Select **Source** and **Target Language**.
- 7. 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.
- 8. Click **Pseudotranslate**.

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

😡 Warnings ar	id errors	
SUMMARY		<u> </u>
Total: Processed: Warnings: Errors:	1 1 0 0	-
L		Close

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

😡 P	ro	ject 1	- Wordfast				
File	Ec	lit Tran	slation Memory Terminology Window I	Help			
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	•	⊥ →	🛃 • 🖽 • 🛤 🗄 🔛 🔜 🔜				
EÊ	R	C:\Clie	nt_name\Project_name\Submission\Test Su		🗄 Outline 🛛 🗖 🗖		
Z	!	ID	English (United States)	German (Germany)	Score	<u>^</u>	Show all 💌
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	Te	5 ext Tab	With Network Access Protection, system administrators of an e	Vîith Nëëtwôórk Äccëëss N/A Prôótëëctîiôón, systëëm äädmîinîisträätôórs ôóf			13 Hide the computer from port 14 Prevent unwanted network t 15 Provide the user with informa 16 Provides the user with increation
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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:

- Open Wordfast Pro 3 and click The PM perspective appears.
- 2. Click Split/Merge.

The Split/Merge window appears.

R	PM											
1	Analyze	Extract Frequents	Populate Frequents	Cleanup	Pseudotranslation	Split/Mer	ge	Bilingual E	xport	Show/Hide 100%	Transcheck/Revisions	Swap Source/Target
	i a []	0 0 5		Split T	XML Merge TX	ML	Sp ©	lit Options – Split after	2	TUs (appr	ox.)	
	File na	ime	Extension	Si	ze		0	Split to	2	🍦 parts (app	rox.)	
							0	Split after	2	words (ap	prox.)	

3. Click **b** 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.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

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.

🖉 РМ							
Analyze Extract Frequents Populate Frequents CI	eanup Pseudotranslation	Split/Me	rge Bilingual E	xport Sho	w/Hide 100%	Transcheck/Revisions	Swap Source/Target
	Split TXML Merge TX	ML	Split Options Split after	2		эх.)	
File name	Extension	Sizi	Split to	2	🗧 parts (app	rox.)	
☑	txml txml	1 T 24	Split after	2	words (ap	prox.)	
< III		ł					

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.

🔎 РМ											
Analyze	Extract Frequents	Populate Frequents	Cleanup	Pseudotranslation	Split/Merg	Je Bilingual E	xport	Show/Hide 100%	Transcheck/Revisions	Swap Source/Target	
Split Options Split TXML Merge TXML Split after 2 TUs (approx.)											
File n	ame	Extension	Si	ze		🔘 Split to	2	🌲 parts (app	prox.)		
	Docx.docx.txml	-frequ txml cx.txn txml	13 14	9 TU 5 TU		🔘 Split after	2	words (ap	oprox.)		
	🥖 test_tm_DE_DE.	txt.txr txml	3	ти							
	🧏 test_tm_DE_DE_	DE-D txml	3.	TU							

- 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.

y Split txml	
Complete	
	ОК

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:

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

PM C										
Analyze Extract Frequents	Populate Frequents	Cleanup Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Target			
5 🕞 🖉 🖨		Split TXML Merge T	XML Sp	lit Options Split after 2	TUs (appr	rox.)				
File name	Extension	Size	0	Split to 2	🔶 parts (app	orox.)				
Docx.docx.txml	l-frequ txml ocx.txn txml	139 TU 145 TU	0	Split after 2	words (ap	oprox.)				
🔲 🈹 test_tm_DE_DE.	txt.txr txml	3 TU								
🔲 🄏 test_tm_DE_DE_	_DE-D txml	3 TU								

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.

Merge txml	×
Operation complete	
	ОК

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

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:

- Open Wordfast Pro 3 and click The PM perspective appears.
- Click Bilingual Export.
 The Bilingual Export window appears.

© PM									- 6
Analyze Extract Frequents	Populate Frequents (Cleanup	Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Re	evisions	Swap Source/Target
	Export Only	Export Re	eview Import Rev	riew 🔽	oort Review Option Exclude the notes	ns column			
File name		E	xtension	Size	Track changes	• (Mard 2002 and ab			
					Protect document	t (word 2005 and ab	lovej		
				Im	port Review Optic	ins			
					Accept tracked ch	anges			
					Create merged T)	(ML			
				-Se	elect desired aloss	arv			
					, , , , , , , , , , , , , , , , , , , ,				
								Gloss	ary list preference
					Glossary Nar	me Source	Target	Туре	
					test_glossary	English (U	German (G	Local	
					tester_en-US	English (U	German (G	Remote	
					Ultimate_Ter	English (U	German (G	Local	
•				•					

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.

PM Plugin Question	×
Do you want to add files from subfolders?	
	Yes No

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.

💭 PM							- 8
Analyze Extract Frequents Populate Freque	nts Cleanup Pseudotrar	nslation Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Re	visions Swap Sou	urce/Target
Image: Solution of the second seco	Export Review In Extension txml txml txml txml txml txml txml	Apport Review Size 49 TU 146 TU 3 TU 99 TU 35 TU Sele	rt Review Option clude the notes o ack changes otect document rt Review Option ccept tracked cha eate merged TXI ct desired glossa	s column (Word 2003 and ab is inges ML ry	ove)	<u>Glossary list p</u>	reference
< [test_glossary tester_en-US_ Ultimate_Ter	English (U English (U English (U	German (G German (G	Local Remote Local	
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 screenshot below.

File name Ø Boro_Glossary_en-det Ø Docx_DE-DE.docx.txml Ø test_tm_DE_DE.txt.txml Ø Witimate_TM - Copy.txt Ø Witimate_TM - Copy.txt	ixport Only Export Re Extension total torni torni total torni t.txml torni t.txml torni t.txml torni	on Size 49 T 146 3 3 TU 99 T 35 T	iew V U U TU J U U V Im V V V V V V V V V V V V V	port Review Og Exclude the nc Track changes Protect docum nport Review Og Accept tracked	ntions tes column i nent (Word 2003 and ptions f changes I TXML	above)		
	Import Review Import Review File name Extension Size Ø Ø Ø				ossary		Glossand	ict preference
				Glossary description of test_gloss tester_en Ultimate_	Name Source sary English (U -US English (U .Ter English (U	Target German (G German (G German (G	Type Local Remote Local	-

2. Click Export Only....

The Select export type dialog box appears.

Select export type	
WFC bilingual - with plac	eholders 👻
	Export

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

Select export type
WFC bilingual - with placeholders
WFC bilingual - with placeholders
WFC bilingual - without placeholders
WFC bilingual - tag-content as placeholder
MS-Word table - without placeholders

4. Click Export.

If the export is successful, a confirmation message appears:

Expo	rt Review
1	Export Successful! 5 bilingual document(s) created out of 5 TXML file(s). <u>View Report</u> to review Export.
	OK

If the export fails, a failure message appears:

Expo	ort Review
8	Export Failed! 3 bilingual document(s) created out of 4 TXML file(s). <u>View Report</u> to review Export.
	ОК

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).

-			
Level	Message		
INFO	Offline Review Tool Ver. 3.5.0		
INFO	Extracting 5 files for Offline Review.		
INFO	TXML Extractor: G:\Christine\test files\TXML\Demo_Glossary_en-de.txt.txml		
INFO	40 tus written to rtf		
INFO	TXML Extractor: G:\Christine\test files\TXML\Docx_DE-DE.docx.txml		
INFO	148 tus written to rtf		
INFO	TXML Extractor: G:\Christine\test files\TXML\test_tm_DE_DE.txt.txml		
INFO	3 tus written to rtf		
INFO	TXML Extractor: G:\Christine\test files\TXML\Ultimate_TM - Copy.txt.txml		
INFO	99 tus written to rtf		
INFO	TXML Extractor: G:\Christine\test files\TXML\Ultimate_TM - Copy.txt.txml-frequents.txml		
INFO	35 tus written to rtf		
INFO	Done.		

Log session start time Thu Sep 18 09:23:10 MDT 2014

EXPORT FILES FOR REVIEW

To export files for review:

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

PM							
Analyze Extract Frequents Populate Frequents	Cleanup Pseudotranslat	tion Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Re	visions S	wap Source/Target
Export Only	Export Review Impor	t Review	oort Review Optior Exclude the notes Track changes	ns column			
File name Extension Size			Index changes Destect desument (Mand 2002 and shave)				
v w Demo_clossary_en-ae.bt.txml v ⊯ Doc.yDe-DE-doc.xtml v ⊯ test_tm_DE_DE.bt.txml v ⊯ Ultimate_TM - Copy.txt.txml v ⊯ Ultimate_TM - Copy.txt.txml-frequer	brmi brmi brmi trmi	49 TO 146 TU 3 TU 99 TU 35 TU So	port Review Optio Accept tracked ch Create merged TX :lect desired glossa	ns anges ML ary		Gloss	ary list preference
			Glossary Nan	ne Source	Target	Туре	
			test_glossary	English (U	German (G	Local	
			tester_en-US	English (U	German (G	Remote	
			Ultimate_Ter	English (U	German (G	Local	
<		•					

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 (Word 2003 and above)	protect the file if using MS Word 2003 and above.

3. Click Export Review..

If the export is successful, a confirmation message appears:

Expo	ort Review
1	Export Successful! 5 bilingual document(s) created out of 5 TXML file(s). <u>View Report</u> to review Export.
	ОК

If the export fails, a failure message appears:



4. 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 Thu Sep 18 09:23:10 MDT 2014

Level	Message		
INFO	Offline Review Tool Ver. 3.5.0		
INFO	Extracting 5 files for Offline Review.		
INFO	TXML Extractor: G:\Christine\test files\TXML\Demo_Glossary_en-de.txt.txml		
INFO	49 tus written to rtf		
INFO	TXML Extractor: G:\Christine\test files\TXML\Docx_DE-DE.docx.txml		
INFO	146 tus written to rtf		
INFO	TXML Extractor: G:\Christine\test files\TXML\test_tm_DE_DE.txt.txml		
INFO	3 tus written to rtf		
INFO	TXML Extractor: G:\Christine\test files\TXML\Ultimate_TM - Copy.txt.txml		
INFO	99 tus written to rtf		
INFO	O TXML Extractor: G:\Christine\test files\TXML\Ultimate TM - Copy.txt.txml-frequents.txml		
INFO	35 tus written to rtf		
INFO	Done.		

5. To view the exported DOC, access the same folder where the selected TXML file(s) was located. An example screenshot of the exported DOC is given below.

💼 🗟 🤊 - U 🎲 🖄 😚	🔄 🌛 🗸 🗧 🛛 Centraliz	ation of Localization1.doc.txml [Compati	bility Mode] -	Microsoft Wo	ord		l	_ 0 %
Home Insert Pa	ge Layout References	Mailings Review View Acr	obat					0
Paste v V	$ \begin{array}{c c} \mathbf{x} & \mathbf{x} & \mathbf{x} \\ \hline \mathbf{x}_{2} & \mathbf{x}^{2} & \mathbf{A} \\ \hline \mathbf{x}_{3} & \mathbf{x}^{2} & \mathbf{A} \\ \hline \end{array} $		AABBCCD Book Title	<i>AaBbCcD</i> i Emphasis	AaBb(Heading 1	AaBbCo Heading 2	Change Styles *	♣ Find ▼ ♣ <mark>a</mark> c Replace ┠ Select ▼
Clipboard 19	Font	Paragraph ¹ *			Styles		La .	Editing
Offline Review Tool INSTRUCTIONS Te I) Please edit the translat To comment on a segr 3) Codes such as [1], [2], DO NOT remove ADD these codes 4) It is best to edit this file 5) DO NOT alter the sour Cell colors: Fuzzy matc Fuzzy matc Exact matc No match of This Document:	O LINGUISTS: tion in the TARGET colument, simply create a net are tags that hand any codes like this. to the translation at the in Normal or Draft view for e column text or any of the below 50% (or targ of the below 50% of the above 50% of the tabove 50% of tabove 50\% of tabove 5	Imn directly. w MS-Word comment. le formatting and functions. corresponding points in the text. rrather than page layout. her part of this file et modified)						
Key Source locale	Value							
Target locale	ja-jp							-
WF-OfrtParentFilename Notes	Centralization of Localiz - Track changes has be	ation1.doc.txml en turned ON.						* • *
Page: 1 of 4 Words: 1,813	·						Э	· +:

C	😱 🔄 🔊 🕐 🤣 🖄 🎻 🚽 🤣 👻 🖉 🗸 🔍 Centralization of Localization1.doc.txml [Compatibility Mode] - Microsoft Word						
Home Insert Page Layout References Mailings Review			v View Acrobat 🛞				
Pi	aste	MS Mincho * 12 * A* * ♥ !Ξ * !Ξ * 'Ξ;*' B I U * abs x, *' Aa* ♥ ▲ ■ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ■ * ■ = ≡ <td< th=""><th></th></td<>					
Clip	board 🖗	Font 🕞 Paragraj	bh 🕼 Styles 🖗 Editing				
Begin Translation / Review: ⊡			63				
	ID	Source (en-us)	Target (ja-jp)				
	1	Centralized Localization	集中ローカライゼーション				
	Z	[1] The main objective for most of our customers is to gain control over cost, quality, and turn-around time.	[1] 我々の顧客のほとんどの主な目的は、コスト、品質の コントロールを得るためにターンオン時間のまわり。				
	3	Our customers seek out to reduce a lack of consistency	当社の顧客は、世界的にイニシアティブを立ち上げが大				
		across languages, markets and programs, a lack of cost	幅に遅れや、言語、市場やプロクラムは、同じ以上のコ				
		launching global initiatives.	スト管理の火如の一員性の火如を減らすために快索す				
	٨	1 While most global organizations have gone through a	○。 「11年とんどのグローバル企業は - 翻訳のライフサイクル				
	т	translation lifecycle - from total centralization to total	「「いるこれにという」は、「かしまれる」、翻訳(シリーシリーシリー				
		decentralization and back to the idea that centralization	戻ってアイデアに集中最高の利益を提供すること - ロー				
		provides the highest benefits 👘 there is a desire to find	カリゼーションプロセスの一部の機能が集中する必要が				
		a middle path where some functions of the localization	あります途中のパスを見つけるために要望がされ間、他				
		process must be centralized while others can take place	地域や地方レベルで行うことができる。				
	5	This distributed model allows for great benefits	この分散型モデルでは、大きなメリットを可能にする -				
	-	lower costs, faster turn-around, and greater consistency	低コスト、高速回避策、および一貫性に向ける - ローカ				
		- while allowing local parties and the central location	ルパーティや所有者と参加のレベルを保持するために中				
		(HQ) to retain a level of ownership and participation.[2]	心部に位置し(HQ)の許容している間。 [2]				
	6	[1]Obtaining the buy-in from local parties, who often	[1]取得インが多い症候群"ここにない発明"に苦しむロー				
		suffer from the "not invented here" syndrome,	カルパーティーから、もう一つの挑戦を表して購入す				
		represents another challenge.	<u>රි.</u>				
	7	Typically, we have found that clear definition of roles	通常、私たちは、役割と責任、私たちの言語チームは、 ▲				
		and responsionities, direct lines of communication between our language teams and local parties, and their	地元関係者間のコミュニケーションの直接ライン、およ ***********************************				
4		occurrent our ranguage reality and rocar parties, and then	□ (下 / 1/142/3(1))告N5+(*())添自林邨K1/2(35/111())出日6進/2(22 室に) 網				
Pag	je: 2 of 4	Words: 1,813 🕉	■ \$				

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

OR

Click $\overline{}$ to add an entire folder. Once a folder is selected, the following message appears.



2. 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.

3. Select the DOC file(s) as shown in the example below.

						- 8			
Cleanup Pseudoti	ranslation Split/Merg	Bilingual Export	Show/Hide 100%	Transcheck/Rev	visions Swap	Source/Target			
Import Review Import Review File name Extension Size Import Review Docx.docx.txml-frequents.txml.doc doc 155 KB Import Review Import Review Docx.docx.txml.doc doc 157 KB Import Review Import Review Import Review Import Review Import Review Import Review Import Review <td colspan="6">Export Review Options Exclude the notes column Exclude the notes column Track changes Protect document (Word 2003 and above) Import Review Options Accept tracked changes Create merged TXML Select desired glossary</td>				Export Review Options Exclude the notes column Exclude the notes column Track changes Protect document (Word 2003 and above) Import Review Options Accept tracked changes Create merged TXML Select desired glossary					
		Glossary Nar	ne Source	Target	Туре				
		test_glossary	English (U	German (G	Local				
		tester_en-US	English (U	German (G	Remote				
	4	Ultimate_Ter	English (U	German (G	Local				
	Cleanup Pseudotr Export Review Extension doc doc doc	Cleanup Pseudotranslation Split/Merger	Cleanup Pseudotranslation Split/Merge Bilingual Export Export Review Import Review Export Review Option Extension Size Track changes doc 155 KB Protect document doc 157 KB Accept tracked ch Øc 157 KB Select desired gloss Glossary Nar test_glossary Utimate_Ter Utimate_Ter	Cleanup Pseudotranslation Split/Merge Bilingual Export Show/Hide 100% Export Review Import Review Export Review Export Review Export Review Export Review Difference Extension Size Oracle Composition Oracle Composition Oracle Composition Oracle Composition doc 155 KB Oracle Composition Oracle Composition Oracle Composition Oracle Composition doc 157 KB Accept tracked changes Oracle Composition Oracle Composition Select desired glossary Select desired glossary English (U Exter_en-US English (U Ultimate_Ter English (U Ultimate_Ter English (U	Cleanup Pseudotranslation Split/Merge Bilingual Export Show/Hide 100% Transcheck/Re Export Review Import Review Exclude the notes column Import Review Import Review Extension Size Protect document (Word 2003 and above) Import Review Options doc 155 KB Import Review Options Import Review Options doc 157 KB Accept tracked changes Import Review Options Import Review Options Import Review Options Import Review Options Glossary Name Select desired glossary Select desired glossary Glossary Name Source Target tester_en-US English (U German (G Ultimate_Ter English (U German (G	Cleanup Pseudotranslation Split/Merge Bilingual Export Show/Hide 100% Transcheck/Revisions Swap Export Review Import Review Export Review Options Exclude the notes column Import Review Import			

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

Select	to
Open log upon exit	generate a log of the import.
Accept tracked changes	automatically accept the tracked changes.
Create Merged TXML	create a TXML document containing the merged files.

5. Click Import Review.

If the import is successful, a confirmation message appears:





Impo	ort Review	x
8	Import Failed! 0 TXML file(s) merged out of 3 bilingual file(s). <u>View Report</u> to review Import.	
	OK	

6. 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).

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:

- Open Wordfast Pro 3 and click
 The PM perspective appears.
- Click Show/Hide 100%.
 The Show/Hide 100% window appears.

<i>(</i>) РМ							- 8
Analyze Extract Frequents	Populate Frequents Cleanu	p Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Target
File name	Hide 100% mat	hes Show Hidde	n				

3. Click **C** 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.

W PM Plugin Question	
Do you want to add files from subfolders?	Yes No

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.

A PM								-	
Analyze Extract Frequents Populat	e Frequents	Cleanup	Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Targe	t
	Hide 1009	% matche	s Show Hidde	n					
File name	Extension		Size						
V Mocx_DE-DE.docx.txml	txml		146 TU						- 1
🔽 🎉 Docx.docx.txml-frequen	txml		139 TU						- 1
V kest_tm_DE_DE.txt.txml	txml		3 TU						

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).

Warnings and errors			×
SUMMARY			*
Total: Processed: Warnings: Errors:	5 5 0 0		
			Ŧ
		Close	:

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

S	PM (- 0
ſ	Analyze	Extract Frequents	Populate Frequents	Cleanup	Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Target
	6	0 0 5	Hide 10	0% match	es Show Hidde	n				
	File n	ame		E	xtension	Size				
		Ultimate_TM_DE Ultimate_source	_DE-DE.txt.txml	t	ml	34 T				
	1	🥖 Demo-Sample-E	ng1.doc.hidden.txm	l t	aml	0 TU				
	1	😹 Demo-Sample-E	ng2.doc.hidden.txm	l t	ml	0 TU				
	•		III			4				

A warning appears:

?	File with unhidden 100% matches already exists. Do you want to overwrite it?
	Yes No

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

			×
SUMMARY			*
Total: Processed: Warnings: Errors:	2 2 0 0		
			Close
			Close

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:

- Open Wordfast Pro 3 and click
 The PM perspective appears.
- 2. Click Transcheck.

The Transcheck window appears.

lyze Extract Frequents Populate Frequents Cleanu	Pseudotranslation Split/	Merge Bilingual Export Show/Hide 100% Transcheck/Revisions Swap Source/Tar Segment Changes/Transcheck Report Options
ile name Extension	Size	Select desired check
📝 🌌 Docx_DE-DE.docx.txml 🛛 txml	146 TU	Select/Deselect All
🔽 🌌 Ultimate_Terminology_2_DE_ txml	30 TU	Partial Check Configure
📝 🌌 Ultimate_Terminology_DE.tx txml	22 TU	♥ Empty target Check ♥ Numerical Check ♥ Tag Check
		Forbidden Characters Check Configure
		Punctuations Check Configure Configure
		Configure Configure Configure Configure
		Max Length Check
		First word capitalization Check
		Edited Exact Match Check Inedited Euzzy Match Check
		Source Consistency Check
		Target Consistency Check
		Imminology Check Contigure Blacklist check
		Glossary list Blacklist
		Select desired glossary
		Select Glossary: Browse
		<u>Glossary list preference</u>
		Glossary Name Source Target Type
		Ultimate_Ter English (U German (G Local

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.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

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.

PM nalyze Extract Frequents Populate Frequents Cle	anup Pseudotranslation Split/	Merge Bilingual Export Show/Hide 100%	Transcheck/Revisions Swap Source/Targe
File name Extension	Size	Select desired check	
Docx DE-DE.docx.txml txml	146 TU	Select/Deselect All	
🖉 🌌 Ultimate_Terminology_2_DE_ txml	30 TU	Partial Check	Configure
📝 🌌 Ultimate_Terminology_DE.tx txml	22 TU	Empty target Check Numerical Check Tag Check	Configure
		Forbidden Characters Check	Configure
		Punctuations Check	Configure
		Untranslatable Check	Configure
		Max Length Check	Configure
		First word capitalization Check Celted Exact Match Check Unedited Fuzzy Match Check Center Constructions Check	
		▼ Target Consistency Check	
		 Terminology Check Blacklist check 	<u>Configure</u>
		Glossary list Blacklist	
		Select desired glossary	
		Select Glossanr	Browse
			Glossary list preference
		Glossary Name Source	Target Type
		Ultimate_Ter English (U	German (G Local

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 >
	Translations >Transcheck> Partial or click
	$\ensuremath{\textbf{Configure}}$ 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 if the target segment includes forbidden
check	characters. Go to Edit > Preferences >

Select	to check
	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 to 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.
Max Length Check	if the segment exceeds the maximum number of
	allowable characters (length).
First word	if the first word of each segment is capitalized.
capitalization Check	
Edited Exact match	if any exact match segments from the TM have
Check	been edited.
Unedited Fuzzy	if any fuzzy match segments from the TM have
Match Check	been left unedited.
Source Consistency	consistency between source segments if the
Check	target is repeated.
Target Consistency	consistency between target segments if the
Check	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.

Glossan	list Blacklist									
Select	desired glossary									
Selec	Select Glossary:									
Glossary list preference										
	Glossary Name	Source	Target	Туре						
1	glossary_Centr	English (U	German (G	Local						
	TM url	English (U	German (G	Local						
1	Ultimate_Ter	English (U	German (G	Local						

• To create or add another glossary, click **Glossary list preference** to go to Preferences.

Preferences (Filtered)								
type filter text	Glossary	List					•	
✓ General Memory Preferences	Add Glossary(ies) and select Glossary(ies) to use for this project							
▲ Translations ▲ Terminology	Active	Glossary Name	Source	Target	Туре	Read-Only	Create	
Blacklist	V	Ultimate_Terminol	EN-US	DE-DE	Local			
Glossary List	V	TM url	EN-US	DE-DE	Local	V	Add	
Glossary Priority		glossary_Centraliza	EN-US	DE-DE	Local		Edit	
Translation Memory								
TM List							Remove	
TM Priority							Import	
							Export	
	Glossar	y Properties						
	Location: C:\Users\cjacques@egsolutions.com\.wf_workspace\glossaries\g_1							
	Source	Language: English (Unit	ed States)					
	Target	Language: German (Ger	many)					
	Te	rm Count: 27						
						Restore De	faults Apply	
						ОК	Cancel	

 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.

Glossan	y list Blacklist		
Select	desired blacklist		
			Blacklist List Preferences
	Blacklist Name	Target	
V	BlackList.txt	German	
	blacklist_en.txt	German (Ger	
	en-de-Blacklist	German (Ger	
	gl-projdir49.translations.com-Bla	German (Ger	

9. 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.

10. 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)

hristine\te	et files\com	mon terms en de visx tymi	ile Name	Total Number of	Errors
.nnsune\te	st mes/com	non terms en de.xisx.txmi		3	
Farget Con	isistency Che	<u>eck</u>			
<u>imon_te</u>	erms_en_	<u>de.xlsx.txml</u>			
ansCheck	c			3 Errors	
umerical C	heck			1	
dited Exac	t Check			2	
argetconsis	stency			0	
- Imerical (Check				
gment ID	Block ID	Source	Target	Notes	Comme
11	10:1	Sheet3	Sheet <mark>2</mark> Sheet <mark>3</mark>		Number mismatch target: 3.
<u>o to File S</u> Go to Rep	ummary ort Summar	¥		I	- cargeer of
ited Exac	t Check—				
gment ID	Block ID	Source	Target	Notes	Comme
2	1:1	English	EnglishEnglishEnglishEnglishEnglishEnglish		contains edited exa match.
5	4:1	entgegennehmen	entgegennehmenthisis the wany		Segment contains edited ex- match
<u>o to File S</u> Go to Rep	i <u>ummary</u> ort Summar	Υ			materi.
urceconsi	istency				
gment ID	Block ID	Source	Target	Notes	Comme
- to File C			No errors reported.		
Go to Rep	<u>ort Summary</u> ort Summar	v			
		-			
rgetconsi	stency —	6	Townsh	Neter	0
gnient ID	BIOCK ID	Source	No errors reported.	Notes	Comme
io to File S	ummary				
Go to Rep	ort Summar	У			

Filename	Segment ID	Block ID	Source	Target	Notes
common_terms_en_de.x lsx.txml	1	0:1	Sheet1	Sheet1	
common_terms_en_de.x lsx.txml	10	9:1	Sheet2	Sheet <mark>=</mark> 2	
common_terms_en_de.x lsx.txml	11	10:1	Sheet3	Sheet <mark>13Sheet3</mark>	

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 Functio nal Requirement Specification(s) (FRS) and/ or a System Requirement Specification (SR S).	{1}Die Pr üfung des Systems wird auf dem g esamten System in Zusammenhang mit eine r Funktionalen Anforderungsspezifikation(e n) (FRS) und/oder einer Systemanforderung s-Spezifikation (SRS) durchgef ührt.	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	Туре	Notes	Creator ID	Date
2	INTERNET	INTERNETSICHERHEIT	text	this is a note	cjacques	Mon Nov
	SECURITY					04
						11:47:38
						MST 2013
7	A personal	Eine Personal Firewall	text	another note	cjacques	Mon Nov
	firewall is an	isteineAnwendung, welche				04
	application	den Netzwerkverkehrzu und				11:53:30
	which controls	vom Computer steuert. Auf				MST 2013
	network traffic	einerSicherheitsrichtliniebas				
	to and from a	ierendeKommunikationwird				
	computer,	zugelassenoderverweigert.				
	permitting or					
	denying					
	communications					
	based on a					
	security policy.					

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:

PM Plug-in	
Export completed successfully with no warnings or errors. Report is no files without segment changes.	ot generated for
ОК	< < Details
File(s) without segment changes: File: Demo-Sample-Eng2.doc.txml.swapped.txml File: Demo-Sample-Eng1.doc.txml	
File: Centralization of Localization1.doc.txml	

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

A sample report appears below.

Segment Changes Report

Demo_Glossary_en-de.txt.txml

Source	e revisi	on				
Segme ID	sore Score	Source	Target	User	Date/Time	Notes
		PERSONAL FIREWALLS PERSONAL FIREWALLS	PERSONAL FIREWALLS			tayt Nata sizsquas
2	N/A	PERSONAL FIREWALLS PERSONAL FIREWALLs this is a change this is a change this is a change	PERSONAL FIREWALLs this is a change this is a change this is a change this is another change	cjacques	Mon Nov 11 12:58:15 MST 2013	- Mon Nov 11 13:02:14 MST 2013

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.

Click Swap Source/Target.
 The Swap Source/Target window appears.



3. Click **C** 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.

alyze Extract Frequents	Populate Frequents	Cleanup	Pseudotranslation	Split/Merge	Bilingual Export	Show/Hide 100%	Transcheck/Revisions	Swap Source/Ta
;] 📀 👄 🔁			Swap Source/Tar	get				
File name	Extension		Size					
👿 🌌 Ultimate_Ten	minology_2_ txml		30 TU					
📝 🌌 Ultimate_TM	_DE-DE.txt.tv txml		37 TU					
🔽 🌌 Ultimate_TM	- Copy_DE.t txml		20 TU					
🔽 🌌 Ultimate_TM	_DE.txt.txml txml		34 TU					

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).

	Warnings and errors		x
Ī	SUMMARY		*
	Total: Processed: Warnings: Errors:	29 29 0 0	
			Ŧ
		Clos	e

The Wordfast Pro 3 basic menu options are as follows:

- File
- Edit
- Translation Memory
- <u>Terminology</u>
- <u>Window</u>
- <u>Help</u>

File

The options in the File menu are as follows:

Use	to
Create Project	create a new project.
Open Project	open an existing project.
(Ctrl+Shift+P)	
Open File (Ctrl+O)	open a new file.
Open in New	open a new file in a new Wordfast Pro 3 window.
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	close all open files. If there are any unsaved changes,
(Ctrl+Shift+W)	a warning message appears asking if you want to
	save the changes before closing.
Save (Ctrl+S)	save the currently open file.
Save Translated	save PPT, XLS or DOC files.
File (Ctrl+Alt+S)	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	save all the currently open files.
(Ctrl+Shift+S)	
Print (Ctrl+P)	print the file that is currently open.
Properties	view information related to the currently open file,

Use	to
	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.

Use	to
Clear Target Segment (Ctrl+Alt+X)	clear the text in the target segment.
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	select the next tag in the source segment. The

Use	to
(Alt+Shift+Right)	selected tag will be highlighted in red by default.
Edit Note	edit a note for a particular segment.
(Alt+Shift+E)	
Delete Note	delete a note added for a particular segment.
(Alt+Shift+D)	
Add Note	add a note for a particular segment.
(Alt+Shift+N)	
Last Modified	navigate to the last modified segment.
Segment	
(Shift+F5)	
Go To Segment	navigate to a specific segment.
(Ctrl+G)	

Translation Memory

The options in the Translation Memory menu are as follows:

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

Use	to
Translate Until Fuzzy (Ctrl+Alt+F)	translate the source segments until there is a fuzzy match.
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.

Use	to
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
	segments.
Run/Stop Term Highlighting	toggle between highlighting terms in entire
(Ctrl+F5)	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	find and install new versions.
version	

Use	to					
Wordfast Pro 3	update dictionaries that can be used during					
Dictionary Updates	translation.					
Shortcut List	view all Wordfast Pro 3 functions and keyboard					
(Ctrl+Shift+L)	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 terminology lists
- Defining penalties
- Defining color codes
- Enabling spell check
- Translating in a project
- Deleting 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:



- The TXML perspective appears.
- Click File > Create Project.
 The Create Project dialog box appears.

101

Create Project	×
Project name:	
Source Language:	English (United States)
Target Language:	German (Germany) 🔹
	OK Cancel

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.

💮 Open Project	×
Open existing project or create new one You need to specify source and target language of a project. Languages that you provid now will be used later as a default value for all project files.	le
Project List	New
default_en_US-de_DE	Delete
Test	Rename
	Preferences
Project Properties	
Project Name: Test	
Location: C:\Users\cjacques@egsolutions.com\.wf_workspace\Test\project.	a
Source Language: English (United States)	
Target Language: German (Germany)	
ОК	Cancel

Select project name and click **OK**.
 The Preferences (Filtered) dialog box appears.

Type Local	Read-Only	Crosto Th4								
Type Local	Read-Only	Crosta TM								
Local	-	Create I M								
		Add TM								
		Edit TM								
		Remove TM								
		Export TM								
		-								
		-								
		-								
TM Properties Location: C:\Christine\test files\Ultimate\Ultimate_TM.bxt										
Source Language: English (United States) Target Language: German (Germany) TU Count: 22										
	Restore Defau	ults Apply								
	nate_TM.txt	nate_TM.txt Restore Defa								

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

- Selecting translation memory settings. Go to <u>Selecting translation memory settings</u> for more information.
- Creating or opening translation memory. Go to <u>Creating or opening translation memory</u> for more information.
- Importing, exporting, adding, editing, and deleting terms. Go to <u>Importing and exporting</u> <u>glossaries</u> and <u>Working with glossaries</u> 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.

💮 de	fault_er	n_US-de_DE - Wo	ordfast	Pro 3	_	-	Pr	oiect	I.																							- 6	• <mark>• •</mark>	٢
File	Edit	Translation Mem	norv T	Fermir	nology	v Wi	na	ame				_									_			_										
1 👝		et in i	-→1 [₹	Π,	- FQ	1	e ad a	1 1	-664	91	1 Pa	fŶ	М	Û	÷	2	23	51	En 1	c	di 1	- 2	<u>1</u> 2	2.1	alm		i "Z je	- Л	=	10. N	29	÷ izi	
				<u>~</u>	60	. 60	1 954	Data D	20 :	909		C-30		-09	н	ſŕ	198	147 -	3654P*		*		4	86 C		- 10			- <u>-</u>	2	V I K	7		
																											-	o≞ Out	line 2	۰ <u> </u>				-1
																												An outil	ne is i	not avai	lable.			
2																																		
	- The		TVAL	. .				c				3 TV																	_					
1	≪ INI	соокир 🛛 📷	TAIVIL	Conte	ort 📴	INOte	25 U_] Segme	ent Ci	nange	es L			Attric	oute	s																		
																	📃 a	A	√ Di	ff Hi	ghlig	ght	Fin	d In S	ourc	e	Find	In Target		Clea	r			
				_																				_										
	ID	Source						Tar	rget									1	TMN	lame	•				User	Nam	e		[)ate/Tir	ne			^
			Sour	ce ar	nd 📗																													Ŧ
			Ta	raet	1																												Þ	

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
- <u>Creating a local TM</u>
- Adding a local TM
- Exporting a local TM
- Adding a remote TM
- <u>Changing TM priority</u>

SELECTING TRANSLATION MEMORY SETTINGS

To select translation memory settings:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Follow steps 1 to 6 from <u>Creating a project</u>. 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 Write 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.
- Select Perform TM Lookup automatically, when navigating from one segment to the other.
 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	show either % Segments or % Words based on this
report percentage by	selection as shown in the example below. Refer to
options: Segment or	Analyzing files.
Words.	
Ignore translated	ignore translated segments.
segments from report	
Ignore translated	ignore exact segments.
exact segments from	
report	
Calculate Internal	calculate internal fuzzy matches in source files. For
fuzzy matches	example, if there is a partial repetition of segments in
checkbox	a source file, it will be calculated as an internal fuzzy
	match.
Include Internal Fuzzy	include internal repetitions as a TM match.
matches as TM	
Matches	

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

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

Select	to
Do not add to TM	not update the TM.

11. 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	consider all punctuation appearing in the source as a					
replacement	100% match.					
Email address	consider all email addresses appearing in the source					
	as a 100% match.					

12. 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 <u>Selecting translation memory settings</u>.
- 2. In the left pane, select **Translation Memory > TM List**.

The Translation Memory - TM List dialog box appears.
Preferences (Filtered)							
type filter text	TM List						
General Memory Preferences	Add TM	(s) and select TM(s) to	use for this pr	oject			
Translations A Terminology	Active	TM Name	Source	Target	Туре	Read-Only	Create TM
Blacklist Glossary List		Ultimate_TM.txt	EN-US	DE-DE	Local		Add TM
Glossary Priority							Edit TM
 I ranslation Memory TM List 							Remove TM
TM Priority							Export TM
	TM Properties						
	Location: C:\Christine\test files\Ultimate\Ultimate_TM.bxt						
	Source Language: English (United States)						
	TU Count: 22						
						Restore Defa	aults Apply
						ОК	Cancel

3. Click Create TM.

The Create Local TM dialog box appears.

💮 Create TM	×				
Local TM					
Location: C:\Christ	ine\test files\Ultimate\Ultimate_T Browse				
-Local TM Propertie	25				
Symbolic name:	Symbolic name: Ultimate_TM2014.txt				
Source Language:	ource Language: English (United States) 👻				
Target Language:	Target Language: German (Germany)				
	OK Cancel				

- 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 Locale.

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.

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.

Preferences (Filtered)							
type filter text 🖉	TM List						
General Memory Preferences	Add TM	(s) and select TM(s) to u	se for this pr	oject			
 Iranslations Terminology 	Active	TM Name	Source	Target	Туре	Read-Only	Create TM
Blacklist		Ultimate_TM.txt	EN-US	DE-DE	Local	V	
Glossary List		Ultimate_TM2014.txt	EN-US	DE-DE	Local		Add TM
Glossary Priority							Edit TM
Iranslation Memory TM List							Remove TM
TM Priority	-						Export TM
	– TM Pro Source Target	perties Location: Language: Language: TU Count:					
						Restore De	faults Apply
						ОК	Cancel

- 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.

Add TM	×
Local TM WFServer	TM Server
Location:	Browse
-Local TM Propertie	5
Symbolic name:	
Source Language:	English (United States)
Target Language:	German (Germany)
	OK Cancel

3. Enter or browse to the location of the local TM, and select the TM format from the drop-down list. In the example below, the selected format is TMX.

Local TM File			x
○ ○ □ ○ ○ □ ○ ○ □ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	👻 🍫 Sear	rch Ultimate	٩
Organize 🔻 New folder		!≡ ▼	
🛠 Favorites	Date modified	Туре	
Desktop 📄 Ultimate_TM.txt.tmx	9/5/2014 3:01 PM	TMX File	
🚺 Downloads 🛛 🔒 Ultimate_TM	3/18/2014 10:39 AM	File folder	
🖳 Recent Places 🗉			
📜 Libraries			Select a file to
Documents			preview.
J Music			
E Pictures			
📄 Subversion			
Videos			
• • • m		•	
File name:		lation Memory e	Xchange 🔻
	Local Trans	TM lation Memory e	Xchange

4. 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.

Follow steps 6 to 10 from section <u>Creating a Local TM</u>.
 An existing local TM is selected for the project, and appears in the TM List.

EXPORTING A LOCAL TM

To export a local TM:

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

💮 Export Lo	cal TM
Local TM:	Ultimate_TM.txt 🔹
Export type:	Translation Memory eXchange 🔹
File:	Browse
	OK Cancel

- 5. If required, select another TM from the drop-down list.
- 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 remote TM to WFServer

To add a remote TM to WFServer:

- 1. Follow steps 1 to 2 from section <u>Selecting translation memory settings</u>.
- 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.

Add TM			×
Local TM WFServer TM	4 Server		
URL:			Test
Remote TM Propertie	s		
Symbolic Name:			
Address:			
Port:			
Account Name:			
Account Password:			
Workgroup ID:			
Search Depth: 2	200		
Timeout Properties (n	nilliseconds)		
Connection Timeout:	15000		
Short Timeout:	15000		
Long Timeout:	45000		
TM Cleanup			
Use TM Password:			
		ОК	Cancel

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.

- After entering all remote TM information, click **Test**.
 Connection to the remote TM is established and a message appears.
- 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. Enter Workgroup ID and Search Depth. (Optional)

Note: The Workgroup ID is a 10 digit number and is provided to you by the Wordfast Pro 3 administrator. If a Workgroup ID is not entered, you can only read from the remote TM. The Workgroup ID is required if you need to update the remote TM.

Ensure that the user name is unique and easily recognizable.

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.

9. 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.
- 10. 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.

Add TM	×
Local TM WFServer TM	1 Server
URL:	Test
Remote TM Properties	;
Symbolic Name:	
Address:	
Port:	
Account Name:	
Account Password:	
Workgroup ID:	
Search Depth: 2	00
Timeout Properties (m	illiseconds)
Connection Timeout:	15000
Short Timeout:	15000
Long Timeout:	45000
TM Cleanup	
Use TM Password:	
TM Admin Passwor	d is required to perform administrative tasks on WFServer TM
	OK Cancel

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

Add TM	×
Local TM WFServer 1	[M Server
URL: wf://example_e	nus_dede_tdc:password1@example.translatior Test
Remote TM Properti	es
Symbolic Name:	example_enus_dede_tdc_example.translations.com
Address:	example.translations.com
Port:	123
Account Name:	example_enus_dede_tdc
Account Password:	password1
Workgroup ID:	
Search Depth:	200
Timeout Properties	(milliseconds)
Connection Timeour	t: 15000
Short Timeout:	15000
Long Timeout:	45000
TM Cleanup	
Use TM Password	l: password2
	OK Cancel

Find below a possible setup for a remote TM.

11. 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.

Preferences (Filtered)							
type intertext	I M List						•
 General Memory Preferences Translations 	Add TM	(s) and select TM(s) to u	se for this pro	oject			
 Iranslations Terminology 	Active	TM Name	Source	Target	Type	Read-Only	Create TM
Blacklist		Ultimate TM.txt	EN-US	DE-DE	Local	7	
Glossary List		user_gl-projdir49.tr	N/A	N/A	GLTM		Add TM
Glossary Priority							Edit TM
▲ Translation Memory TM List	_						Remove TM
TM Priority							Export TM
	TM Pro Source Target	perties Location: wf://user:pas Language: Language:	sword@gl-pi	ojdir49.transl	ations.com	:5/	
		TO COURT N/A				Restore Def	faults Apply
						ОК	Cancel

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

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

CHANGING TM PRIORITY

1. Click **TM Priority** under **Translation Memory**.

The Translation Memory - TM Priority dialog box appears.

🐨 Preferences (Filtered)						• ×			
type filter text 🖉	TM Priority					-			
General Memory Preferences	Select order of priority from active TMs in TM List								
Translations Terminology	TM Name	Source	Target	TM Type					
Blacklist	LocalTM_Demo_DE.txt	EN-US	DE-DE	Local					
Glossary List	Remote_TM_enus_dede	EN-US	DE-DE	GLTM					
Glossary Priority									
Translation Memory									
TM List						-			
Intributy									
						-			
						-			
				Rest	core Defaults	pply			
					OK Ca	ncel			

2. Click for use or 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
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
- <u>Changing Glossary Priority</u>

IMPORTING A GLOSSARY

To import a glossary:

- Open Wordfast Pro 3 and click
 The TXML perspective appears.
- 2. Click **Terminology > Import**.

The Import Glossary dialog box appears.

💮 Import G	lossary
File type:	Tab-delimited text file (*.txt)
Import File:	Browse
🔲 Treat fir	st row as headings
 Create r Import i 	new Glossary
Existing G	ilossary:
If term alr	ready exists: Overwrite existing term
	OK Cancel

- 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.

💮 Create Glossary	×
Glossary Properties	
Symbolic Name:	
Source Language:	English (United States) 👻
Target Language:	German (Germany) 👻
	OK Cancel

- 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.

💮 Import G	ilossary	x
File type:	Tab-delimited text file (*.txt)	•
Import File:	C:\Users\cjacques\Documents\Wordfast\test_docs\ Browse	
🔲 Treat fir	rst row as headings	
Create r Import	new Glossary into existing Glossary	
Existing G	Glossary: glossary_Centralization-DE_DE-DE	•
If term all	Iready exists: Overwrite existing term	•
	OK Cancel	

- 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.

Preferences (Filtered)								
type filter text	Glossary	List						•
✓ General Memory Preferences Translations	Add Glossary(ies) and select Glossary(ies) to use for this project							
▲ Translations ▲ Terminology	Active	Glossary Name	Source	Target	Туре	Read-Only		Create
Blacklist		Demo_Glossary_en	EN	ES	Local			
Glossary List Glossary Priority								
▲ Translation Memory								Edit
TM List								Remove
TMPHONEY								Import
								Export
								-
								-
								-
	Glossan	Properties						1
	Location:							
	Source	Language:						
	Target	Language:						
	Te	im counc						
						R	estore Defaults	Apply
							ОК	Cancel

3. Click Add.

The Add Glossary dialog box appears.

Reference Add Glossary
TMGR WFServer Wordfast Anywhere
URL: Test
Remote Properties
Symbolic Name:
Address:
Username:
Password:
Project Short Codes:
Example: PRO000001,PRO000002
Glossary Properties
Source Language: English (United States)
Target Language: German (Germany)
Synchronization Properties
Synchronize blacklist terms
Automatic Synchronization
Synchronize on Glossary Startup
Synchronize interval (seconds): 3000
OK Cancel

- 4. Give the glossary a **Symbolic Name** and assign a **Source** and **Target Language Code**.
- 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 Codes	Enter the Term Manager project shortcodes. If multiple Project Short Codes are needed, separate them with a comma.

6. Select the Synchronization Properties.

Option	Description
Synchronize	synchronize blacklisted terms in Term Manager with TransStudio
blacklist terms:	blacklist. Selected by default.
Automatic	enable automatic synchronization with GlobalLink® Term Manager
Synchronization	(TMGR) whenever a term is added or deleted. Selected by default.
Synchronize on	enable Term Manager synchronization when the Glossary dialog
Glossary Startup:	box is opened.
	Note: TransStudio 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	enter the interval for Term Manager synchronization.
interval (seconds):	

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

7. Click Synchronize.

File	Edit Tr	ranslation Memory Terminology	Window Help				
Ø			DB w w w w 11 G	6 Û ↓ ↑ \$ <> <> <> <> <> <> <> <> <> <> <> <> <>	· · · · · · · · · · · · · · · · · · ·	€	
et (🛛 glossa	ary_Centralization-DE 🛛 🔃 tester	r_en-US_de-DE 🛛			- 0	🗄 Outline 🛛 🗖 🗖
	Glossary	Search	Previous Next	Add Modify	Delete Import Expo	rt Synchronize	An outline is not available.
	Index	 Source 	Target	Description	Creation Date	Creation User	
	1	1 one	eine		Mar 10, 2014 04:58	tester	
	2	2 source	target		Mar 10, 2014 04:57	tester	
	•			III		•	
						-	er 1

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

Synchronization Report			×
Synchronization process has been finished			
	Regular	Terms	
Glossary Name	Added	Updated	Removed
tester_en-US_de-DE	1	0	0
			· · · · · · · · · · · · · · · · · · ·
			ОК

8. Click **Test...** to test the Term Manager connection status.

The following message appears when Wordfast successfully connects to the Term Manager instance.



- 9. Click **OK**.
- 10. Click **OK** on the Add Glossary dialog box.

The new glossary is added to the glossary list.

😽 Preferences (Filtered)								
type filter text	Glossary	List					•	
General Memory Preferences	Add Glo	Add Glossary(ies) and select Glossary(ies) to use for this project						
Terminology	Active	Glossary Name	Source	Target	Type	Read-Only	Create	
Blacklist	V	Demo_Glossary_en	EN-US	DE-DE	Local			
Glossary List		TMGR1	EN-US	FR-FR	Remote		Add	
Glossary Priority Translation Manager							Edit	
TM List							Remove	
TM Priority							Import	
							Export	
	_							
	Glossary Properties							
	Location:							
	Source Language Code:							
	Target	Language Code: Term Count:						
		Tenn Count.						
						Restore Defaults	Apply	
						ОК	Cancel	

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:

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

W Add Glossary		X
TMGR WFServer	Wordfast Anywhere	
Symbolic name:		
URL:	Test	
-WFServer Prope	rties	
Address:		
Port:		
Username:		
Password:		
Workgroup ID:		
	OK Cano	:el

- 5. Give the glossary a **Symbolic Name**.
- 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.

- Open the Terminology menu and click New/Select Glossary. The Preferences - Glossary List appears.
- Click Add.
 The Add Glossary dialog box appears.
- Click the Wordfast Anywhere tab. The Wordfast Anywhere details appear.

🐨 Add Glossary				x
TMGR WFServer V	Vordfast Anywhere			
				_
Symbolic name:				
URL:				
Workgroup ID:				
			Test	
				_
		ОК	Cancel	

- 5. Give the glossary a **Symbolic Name**.
- 6. Enter the **URL** of Wordfast Anywhere.
- 7. Enter Workgroup ID.

Note: The Workgroup ID is mandatory to connect to Wordfast Anywhere glossary. The Workgroup ID can be found in the WFA TM details.

8. Click **Test...** to test the Wordfast Anywhere connection status.

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



9. Click **OK**.

10. Click **OK** on the Add Glossary dialog box.

The new glossary is added to the glossary list.

EDITING A REMOTE GLOSSARY

- 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**.

Terr	Terminology Window Help				
ľ	New/Select Glossary	Alt+N			
B	Add Term	Ctrl+Alt+T			
H==-	Previous Term	Ctrl+Alt+8			
1	Copy Term	Ctrl+Alt+0			
\rightarrow	Next Term	Ctrl+Alt+9			
	Run/Stop Term Highlight	Ctrl+F5			
Ð	Edit	•			
	Import				
	Export				
3	Edit Blacklist	•			
OR					

Select the glossary from the drop-down menu.



The glossary appears.

💮 de) default_en_US-de_DE - Wordfast Pro 3						
File	Edit Tra	anslation Memory Terminology	Window Help				
6		🖞 🛛 (+- 🛓 (+) 🛛 🜄 🕶 🔃 🕶	00 🕹 🖬 🖓 🗏 🖓	• 🖞 ↓ ↑ 🕴 � � ₽ ₽ €	(+ - % G G D (⊑ 🦗 🗠 🛓 🖦 🥸	
1	🗓 glossar	ry_Centralization-DE	r_en-US_de-DE 🛛			- 8	🗄 Outline 🛛 🗖 🗖
	Glossary Search Previous Next			Add Modify	Delete Import Expo	rt Synchronize	An outline is not available.
	Index	 Source 	Target	Description	Creation Date	Creation User	
Ŭ	1	one	eine		Mar 10, 2014 04:58	tester	
	2	source	target		Mar 10, 2014 04:57	tester	
	<u>د</u> ا						
[en_	[en_US-de_DE] 13M of 23M						

3. Click Export.

The Export Glossary dialog box appears.

💮 Export Gl	ossary
Glossary:	Ultimate_Terminology
Export type:	Tab-delimited text file (*.txt)
File:	Browse
	OK Cancel

- 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.

y Preferences (Filtered)						
type filter text 🖉	Glossary Priority					•
▲ General Memory Preferences	Select order of priority from act	ive Glossaries in Glo	ossary list			
 Iranslations Terminology 	Glossary Name	Source	Target	Туре		
Blacklist	TMGR1	EN-US	FR-FR	Remote		
Glossary List	Demo_Glossary_en-fr	EN-US	FR-FR	Local		
Glossary Priority						
▲ Translation iviemory TM List						
TM Priority						_
,						_
			-		-	
				Re	estore Defaults	Apply
					ОК	Cancel

Click or 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:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Click Edit > Preferences > Translations > Translation Memory > Penalties. The Preferences (Filtered) Penalties dialog box appears.

Preferences (Filtered)					
type filter text	Penalties				•
⊿ General					
Appearance		Value	Min	Max	
Colors and Fonts	Case:	1			
Views					
AutoSave	V Non literal:	0.50	÷ 1	1 0	
Connection Settings	🔽 Tag:	0.50	÷ 1	÷ 10	
Memory Preferences	Aliana	2			
Shortcut Keys	M Align:	-	•		
Update Reminder	Machine translation:	15	* *		
⊿ spelling Hunspell	Multiple translations:	1	A V		
Temp Files	I local TM:	1	*		
Translations		<u> </u>	×		
Auto-Propagation	Remote TM:	1	× v		
Auto-Suggest	Private TU:	2			
Colors		4			
▲ Filters	Public TU:	1	v		
Formats	Attribute:	1	* *		
Machine Translation	If attribute is not:				
Google Translate					
WorldLingo	If filename attribut	te does i	not match		
PM Plug-in					
Segmentation Settings					
TM Administration					
A Terminology					
Blacklist					
Glossary List					
Glossary Priority					
Transcheck					
Copied Source Check					
Forbidden Characters					
Numerical					
Partial					
Punctuations					
Terminology					
Untranslatable					
Translation Memory					
Penalties					
TM Drivit					
TM Priority				Rest	tore <u>D</u> efaults <u>A</u> pply
					OK Cancel

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

Penalty	Description
Case	penalizes different case in letters.
Non literal	penalization is for punctuations, space, special characters like apostrophes, dashes, quotes and so on.
Тад	penalizes different tags.
Align	penalizes TUs coming from an alignment.

Penalty	Description
Machine	penalizes TUs coming from MT.
translation	
Multiple	penalizes TUs if there are duplicates within the TM with
translations	different translations.
Local TM	penalizes TU from local desktop copy.
Remote TM	penalizes TU from remote TM.
Private TU	penalizes workgroup Translation Unit (TU) from remote TM.
(Remote)	
Public TU	penalizes non-workgroup TU from remote TM.
(Remote)	
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	consider filename as an attribute for penalization when the
attribute does	filename attribute in the TU does not match the TXLF
not match	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.

Click Edit > Preferences > Translations > Colors.
 The Preferences (Filtered) Colors dialog box appears. This displays the default colors assigned to different content types.

Preferences (Filtered)		
	Colors	•
▲ General ▲ Appearance	Tag Color:	
Colors and Fonts Views	UT Color:	
AutoSave Connection Settings	UT Highlight:	
Memory Preference:	Source Highlight:	
Shortcut Keys Update Reminder	Commit into TM:	
✓ Spelling Hunspell	No Match:	
Temp Files	Remote Fuzzy Match:	
 I ranslations Auto-Propagation 	Remote Gold Match:	
Auto-Suggest Colors	Local Fuzzy match:	
⊿ Filters	Local Gold match:	
Machine Translatior	Target Changed:	
Google Translate Microsoft Transl	Machine Translated:	
WorldLingo	Auto-Propagated:	
Segmentation Settin	Keyword Match Highlight:	
TM Administration Terminology	Terminology Term Color:	
Blacklist	Fuzzy Terminology:	
Glossary Priority	Terminology Term Color Highlight:	
Transcheck Forbidden Chara	Copy Source Word:	
Numerical Partial	Machine Translated (confidence scored):	
Punctuations	Diff Highlight Add:	
Terminology Untranslatable	Diff Highlight Remove:	
Translation Memory		Restore Defaults Apply
× III F		
		OK Cancel

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.



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:

- Open Wordfast Pro 3 and click
 The TXML perspective appears.
- Click Edit > Preferences > Spelling.
 The Preferences (Filtered) Spelling dialog appears.

Preferences (Filtered)	
type filter text General Appearance Colors and Fonts Views AutoSave Connection Settings Shortcut Keys User Name Spelling Hunspell Temp Files Translations	Spelling ▼ Image: Spell checking Image: Spell check as you type Select spellcheck engine Image: Spell check engine Image: Ortuguese Modes Pre-Reform Image: Ortuguese Modes Pre-Refore Image: Or
	OK Cancel

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)
- If enabling spell checking for Portuguese, select Portuguese Modes from the drop down list. The options are:
 - Pre-Reform: traditional spellings
 - Post-Reform: new spellings
 - Both: traditional and new spellings
- 6. Select Microsoft Office Spellcheck to select Microsoft Office Spellcheck.
- 7. Click **OK**.

The Spell check option is enabled.

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

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

The Spelling options appear. An example screenshot is given below.

Spelling:		×
Not in Dictionary:		
Auf der Registerkarte Einfügen gehören die Galerien Elementee, die entworfen sind, um das Gesamthild des Dokuments zu	*	Ignore once
koordinieren.		Ignore All
	-	Add to Dictionary
Suggestions:		
Elemente		Change
Elementen		Change All
		Cancel

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.

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
- Finding and replacing content
- Enabling translation options
- Enabling Machine Translation
- Enabling Auto Propagation

- Leveraging repetitive content
- Working with translation memory
- Working with glossaries
- Working with tags
- Editing source segment
- Using Transcheck
- <u>Confirming or Unconfirming segments</u>
- Using Outline window
- <u>Viewing TXML Context</u>
- Using notes
- <u>Viewing segment changes</u>
- Saving and closing a file
- Using shortcut icons
- Modifying colors and fonts

OPENING A FILE

To open a file for translation:

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

Note: 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.		
		Docx_DE-DE.docx Commany) Score DE English (United Stated) Go(Christine\test files\Ultimate\Docx_DE-DE.docx.txml Ultimate Docx file O Text Table		
2	Source segment	The segment that requires translation appears here.		

Number	Component	Description
3	Translation	The translation score, which is the percentage of match found in
	score	the TM appears here.
4	Target	The translated content is entered here by the translator.
	segment	
5	Views	The TXML file can be viewed in two ways, as plain text and in a
		table format.
6	TM Lookup	The TM leverage results appear here. You can also search the TM
	window	for a term or a phrase. Refer to <u>Using TM Lookup window</u> .
7	TXML	The TXML context of the currently open file appears here. Refer to
	Context	Viewing TXML Context.
8	Notes	The notes specific to each segment. Refer to Using notes.
-		
9	Segment	The segment changes in the currently open file appear here. Refer
	Changes	to <u>Viewing segment changes</u> .
10	TXML	The attributes of the TXML per segment appear here.
	Attributes	
11	Outline	The color coded list of all source segments appears here. The
	window	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.

default_en_US-de_DE - Wordfast Pro 3						
Edit Translation Memory Terminology Window	Help					
ا بھ + اگ + اے الے 🖌 😥 📾	🔜 🔜 🔄 🕸 🛛 🖬 🕼 🕼 🖡 🏌 🏦 🍫 📯 📯 🏷 🕂 🗕	券 🔒 🕞 🖭 🗉 🗲 🖛 🚦 ➡ 🎨 🔯 🚳 🛛 🖉				
Z Docx.docx Z *Docx_DE-DE.docx X	- 8	🗄 Outline 🛛 👘				
49			*	Show all		
Ultimate Docx file						
<t score="0"></t>				2 Footer of docum		
				2 4 random Translat		
432				5 Address		
{ut1} Footer of document {	<pre>ut2}Page {ut3}</pre>			6 900 Pearl Street, 5		
<t score="N/A"></t>				P 7 Boulder, CO 80302		
				P 9 Job		
30				10 Product Manag		
Name				11 Autosuggest		
ct score="N/A">				12 The following al		
				13 My email addres 14 The website for		
				15 My full name is		
random Translations				16 I was born in Qu		
				17 I work on a MacBe		
<t score="WA"></t>				18 I paid \$1250 for 19 Auto Propagati		
				20 Below test will t		
				21 Enabling auto-p		
Address				22 Test each options		
<t score="N/A"></t>	< scree*NA>					
				24 For Flaum auto-		
<				26 Auto Prop		
900 Pearl Street, Ste 4				27 Auto Prop		
<t score="N/A"></t>				28 Auto Propagato		
Text Table			*	≥ 29 This is a sentend		
America and Communication (Construction)						
M IM Lookup 23 2 IXML Context 2 Notes 1	egment Changes D TXML Attributes					
		a A Diff Highlight Find In Source Find In Target	Clear			
ID Source	Target	TM Name	User Name	Date/Time		
*				•		
_US-de_DE]		SC: 18 TC: 0 17M of	144M 🔟			

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.

2. Type the target segment.

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

Jefault_en_US-de_DE - Wordfast Pro 3							x
Edit Translation Memory Terminology Window Help							
ا 10 🕼 🛤 💀 💀 🖬 🖬 🖗 🖳 🖗 🗐 🖗 🕼) 🏦 💲 🕺 🖓 🎝 🖉 🤇 +	+ - 🔆 🔒 🔒 🕩 🗉 🧍	ا 🕫 ا 📥 🕹	🔯 📾 🛛			
😹 Docx.docx 🛛 😹 *Docx_DE-DE.docx 🖾					- E	i 🗄 Outline 🛛 👘	° E
49					*	Show all	
Ultimate Docx file					E	1 Ultimate Docx f	ile
<tscore="0"></tscore="0">						2 Footer of docur	ner
Ultimate Docx file						≥ 3 Name	
						5 Address	10
{ut1} Footer of document {ut2}Page {ut3}						6 900 Pearl Street	Ste
						7 Boulder, CO 803	302
<t score="mA"></t>						8 Phone Manager	r -
						≥ 9 Job	
(\$) Maria						2 10 Product Mana 2 11 Autosuggest	ger
Name						12 The following	abs
<t score="N/A"></t>						13 My email addr	ess
						14 The website for	r th
(p)						15 My full name i	s ra
random Translations						16 I was born in Q 17 I work on a M	lue v.P.
<t score="N/A"></t>						17 Twork on a Wa 18 Loaid \$1250 fc	rth
						19 Auto Propagat	tion
						20 Below test will	tes
Address						21 Enabling auto-	prc
Address						22 Test each option	ons
<t score+="" wa=""></t>						23 You have to co	Jmr
						25 Also Auto-pro	na
()						26 Auto Prop	1
900 Pearl Street, Ste 4						27 Auto Prop	
<t score="N/A"></t>						28 Auto Propagat	or
					*	29 This is a senter	ice
lext Table						<	•
🖋 TM Lookup 🛛 🎉 TXML Context 🥃 Notes 🕼 Segment Changes 🗖 TXML Attr	ributes					-	, c
					<i>a</i>		
		• Diff Highl	Ight Find In Source	Find In Target	Clear		
ID Source	Target		т	M Name	User Name	Date/Time	1-
							1
							-
 							F
n US-de DEI			SC: 18 TC: 18	17M of 44M			

Note: the source characters (SC) and the target (TC) are counted under the TM Lookup
window: SC: 18 TC: 18 . If a maximum character length has been set, segments

exceeding the maximum show the count in red as shown in the screenshot below.

0	🕝 default_en_US-de_DE - Wordfast Pro 3								
File	File Edit Translation Memory Terminology Window Help								
6	💩 🔄 💐 🛏 🛓 → 📓 ▼ 🗄 ▼ 🗟 🥪 📾 🕹 🚳 1 🐷 🕼 🕴 🛔 ‡ 🍫 🃯 💫 🖓 🧇 → ¥ G 🖓 🗇 🐔 🥬 👘 🖢 → 🤟 🕅 🕲 🖄								
B	🖺 🔀 *common_terms_en_dexisx 🛛 👘 🗋 😫 Outline 🕄 👘								
Z	ID	English (United States)	German (Ger	many)			Score	^	Show all 👻
	5	entgegennehmen	entgege	ennehn	nenthisis	the wany	100		1 Sheet1 2 English
	6	answer	answer				78		3 German
	7	Lösung	Lösung				N/A		4 acceptance 5 entgegennehmen
	8	client	client				N/A		∑ 6 answer
	9	kunde	kunde	kunde			N/A		8 client
	10	Sheet2 Sheet2			N/A	Ε	9 kunde 10 Sheet2		
	11	Sheet3	Sheet3: heet3SI heet3SI	Sheet3 heet3S heet3S	Sheet3Sh heet3Sh heet3She	eet3Sheet3Sheet3 et3Sheet3Sheet3S et3	N/A		11 Sheet3
	Table Table								
T	TM[en_US-de_DE] SC: 6 TC: 96/31 33M of SIM (

3. Select Translation Memory > Next Segment or click U 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 <u>Creating or opening a TM</u>. To update translation memory with new content, ensure the TM has the **Read only** check box clear and update options are selected. Go to <u>Selecting translation memory settings</u> 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 by 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.

FINDING AND REPLACING CONTENT

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

To find and replace content:

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

Find/Replace		×			
Find:		4			
Direction Forward Backward	Segment Source Target Source and Ta	arget			
Options Case sensitive Whole word Wrap search Ignore non-breaking space	Scope From cursor Current file Open files				
	Find Replace	Replace/Find Replace All Close			

- 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	content containing non-breaking spaces, and ignore the				
space	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.
- 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.

Preferences (Filtered)	
type filter text	Translations 👻
 General Spelling Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory 	□ Use "smart quotes" □ Disable segment not committed to TM warning □ Disable commit fuzzy segments to TM warning □ Disable target overwrite warning □ Enable segment merging across paragraphs (experimental) ☑ Enable segment changes
	OK Cancel

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

Select	to				
	change the quote 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	disable the warning that appears when a				
committed to TM	translated segment is not committed to the TM				
warning	before moving to the next segment.				
Disable commit fuzzy	disable the warning that appears when a fuzzy or				
segments to TM	partial match segment is committed to the TM.				
warning					
Disable target	disable the warning that appears when a				
overwrite warning	translated segment is overwritten.				
Enable segment	enable segments from adjacent paragraphs to				
merging across	merge. A paragraph tag appears between				
paragraphs	segments merged from different paragraphs, in				
	source and target.				
Enable segment	enable segments to be edited. Note: If not				
changes	selected, TXML will not record segment changes.				
	Previously recorded changes will be retained.				

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:

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

type filter text	Machine Translation $\Leftrightarrow \checkmark \Leftrightarrow \checkmark \checkmark$
Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translatior Google Translate Microsoft Transl WorldLingo PM Plug-in Segmentation Settin	Machine Translation behavior Always perform MT translation Perform when there is no TM match Perform MT manually (Default) Allow all unedited segments in active document to be leveraged with MT Remove MT score from score column when segment is edited
 ▲ Terminology Blacklist Glossary List Glossary Priority ▲ Transcheck Copied Source C ↓ 	Disclaimer for public providers: Source segments are submitted to Machine Translation providers. Make sure this is compatible with your confidentiality requirement. Note that target segments (your translations) are not fed into MT providers, they remain confidential. Restore <u>D</u> efaults
	OK Cancel

- 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,** 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.

You can enable either Google Translate, Microsoft Translate, and/or WorldLingo.

Google Translate

To enable Google Translate:

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

The Google Translate Preferences dialog box appears.

type filter text 🖉	Google Translate
General Appearance Colors and Fonts	Enable Google Translator
Views AutoSave Connection Settings Keys	Google Translator is a paid service, you need to buy an ID and enter the key below (if left blank Google Translate will be disabled) API key
Keys Memory Preference: Update Reminder Spelling Hunspell Temp Files Translations	Google key can be shared by a group or an organization. Please find more information on Google site
	Use Google Translator as primary You can also look at the video How to obtain a Google Translate API key Available languages for Google Translate Test
Auto-Suggest Colors a Filters	
Formats Machine Translation Google Translate Microsoft Transl WorldLingo	Disclaimer for public providers: Source segments are submitted to Machine Translation providers. Make sure this is compatible with your confidentiality requirement. Note that target segments (your translations) are not fed into MT providers, they remain confidential.
PM Plug-in ←	Restore Defaults Apply
	OK Cancel

- 2. Select Enable Google Translator checkbox to populate preset translations.
- 3. Enter the API key, which is mandatory to use Google Translate. Click the **You can also look** at the video How to obtain a Google Translate API key for more information.
- 4. Select **Use Google Translator as primary** checkbox to give Google MT preference over other Machine Translation service.
- 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.

Microsoft Translate

To enable Microsoft Translate:

 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 the **Client Id** and **Client Secret**, which are mandatory to use Microsoft Translate. Click the **Click here to obtain Microsoft Translator Client Secret** link for more information.
- 4. Optional: Select **Category Search** and enter a category name, to conduct a more contextsensitive search for a preset translation. For more information on using Category Search, see the <u>Microsoft Translator Hub User Guide</u>.
- 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.
- Click Apply to save the selection and OK if you wish to close the Preferences dialog box. An example is shown below.

Preferences (Filtered)						
type filter text	Microsoft Translate 👻					
General Appearance Colors and Fonts	📝 Enable Microsoft Tr	anslator				
Views AutoSave Connection Settings	In order to use Micros Microsoft. Enter the o disabled)	soft Translator you must have a client ID and client secret provided from lient ID and client secret below (if left blank Microsoft Translator will be				
User Name	Client Id	jsmith				
⊿ Spelling	Client secret	jPrljk869ap088adl3U5hV81z29i56ar0y				
Hunspell	Category Search					
Temp Files Translations	Category Name	f2080lk7-4rjs-l89bm-2ja34oUax89p_army				
Auto-Propagation Auto-Suggest	Use Microsoft Tra	nslator as primary				
Colors	Click here to obtain Microsoft Translator Client Secret Available languages for Microsoft Translator Test					
Filters Formats						
Machine Translation						
Google Translate Microsoft Transl						
WorldLingo PM Plug-in Segmentation Settin TM Administration Terminology	Disclaimer for public p Source segments are s Make sure this is comp Note that target segm confidential	providers: ubmitted to Machine Translation providers. patible with your confidentiality requirement. ents (your translations) are not fed into MT providers, they remain				
Blacklist Glossary List	connactition	Restore Defaults Apply				
		OK Cancel				

WorldLingo

To enable WorldLingo:

 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.
- Select Use WorldLingo as primary checkbox to give WorldLingo preference over other Machine Translation service.

Note: WorldLingo MT is limited to the following languages:

- English \leftrightarrow Spanish
- English ↔ German
- English ↔ Italian
- English ↔ Portuguese
- English \leftrightarrow Dutch
- English ↔ Greek
- English \leftrightarrow French
- English \leftrightarrow Swedish
- English \leftrightarrow Japanese
- English \leftrightarrow Korean
- French \leftrightarrow Spanish
- French \leftrightarrow German
- French \leftrightarrow Italian
- French \leftrightarrow Portuguese
- French ↔ Dutch
- French \leftrightarrow Greek

- English \leftrightarrow Russian
- English \leftrightarrow Arabic
- English ↔ Simplified Chinese
- English ↔ Traditional Chinese
- 4. Click **Test**, to test the service.
- 5. 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 to r press Alt+-, click v 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 is or right-click in the target segment and click **Machine Translation**. Find below and example screenshot of a machine translated file.

😡 P	Project 1 - Wordfast 📃 🗖 🔀										
File	File Edit Translation Memory Terminology Window Help										
2	🍅 🔚 : 🎮 🗏 🕼 🗊 🖡 🛊 🍫 📯 💫 🐓 🗕 🌞 🕒 🗇 🕾 🥖 🛏 🖥 🛃 🤍 : 👜										
1.14	🛏 📘 🛶 🔯 • 🔀 • 😥 🔤 🥪 竭 🕹 🗋										
Ê	K	*c:\cl	ient_name\Project_name\Project 9\T	'XML file	es\process_maint.xml.txml 🛛	-		🗄 Outline 🖾			- 8
Z	ID English (United States) Sr			Spanis	sh (Mexico)	Score	^		Show all		*
		1	{ut1}Our Process	(ut)	1) Nuestro Proceso	MT	T Dur Process			opular	questi .
	2 One of the most Uno de l popular questions plantean clients pose is más popu "what happens after que pasa we finish the terminar project, what proyecto happens when we have new content or add un conte items to the añadir e la base		de los clientes ntean preguntas populares es "lo pasa después de minar el yecto, lo que cre cuando tienen contenido nuevo o dir elementos a pase de datos?"	МТ	~	3 Most 4 Give 4 Give 5 We 7 Once 7 Once 8 A pr 9 On n	t projects enta n the nature of provide monito use tools to w e new content e-defined mea nore complex (ail some of the v oring se atch yo : is ider ans of o project	eleve web, t ervices . bur sit tified conveya :s, howe		
	Te	ext Tab	le		6.			<			
	Image: Moles I										
	ID Source				Target S			core TM Nam	ne		~
			(ut1)Our Process		(ut1) Nuestro Proc	eso		MT MT Goo	igle		
	[en_U5-es_MX] 13M of 64M 🗰										

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 <u>Defining color</u> <u>codes</u>.

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 <u>Leveraging repetitive content</u>.

To enable Auto-Propagation:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

Click Edit > Preferences > Translations > Auto-Propagation.
 The Auto-Propagation dialog box appears.

Preferences (Filtered)	
type filter text	Auto-Propagation \diamond \checkmark \checkmark \checkmark
 Appearance Colors and Font: Views AutoSave Connection Settings Shortcut Keys User Name Spelling Hunspell Temp Files Translations Auto-Propagation Auto-Suggest Colors 	 Enable autopropagation Enabling autopropagation alone will automatically update all empty target segments Enable auto-propagation across all open files Use autopropagation to overwrite: 100% matches Fuzzy matches Autopropagated matches Modified segments Machine Translated segments Committed segments Committed segments
× P	OK Cancel

- 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.

Select	to overwrite						
100% matches	100% translation memory (TM) matches.						
Fuzzy matches	partial translation memory matched.						
Autopropagated	all autopropagated matches. This means that if						

5. Enable the following autopropagation options, if required:

Select	to overwrite
matches	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 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	machine translated content.
segments	
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:

- Open Wordfast Pro 3 and click .
 The TXML perspective appears.
- 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	upper case words that appear in the source
from source	segment.
URLs from source	URLs that appear in the source segment.
Email addresses from	email addresses that appear in the source
source	segment.
Glossary matches	term matches from synchronized glossary found

Select	to view suggestions in target segment for
	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.

ID	English (United States)	German (Germany)	Score	*
4	{ut1}While.most.global.organizations. have.gone.through.a. <u>translation</u> . lifecyclefrom.total. <u>centralization</u> .to. total.decentralization.and.back.to.the. idea.that. <u>centralization</u> .provides.the. highest.benefitsthere.is.a.desire.to. find.a.middle.path.where.some. functions.of.the. <u>localization</u> .process. must.be.centralized.while.others.can. take.place.at.the.regional.or.local.level.	T Translation -> Übersetzung	N/A	III

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.

💮 defa	ault_en_US-de_DE - Wordfast Pro 3				
File E	dit Translation Memory Terminology Window Help				
🤌 🛙	🔡 😰 🛏 🖢 🚽 📝 🛛 🕄 🐨 🕄 👳 🔜 🌼 🛚 🍓 🗊	🎩 🏌 🏅 🌏 🐶 🐶 🕼	💈 🕂 🗕 💥 🕞 (🔒 🗇 🐔 🚝 🖌	
🖻 🖻 📈	*C:\Christine\test files\Ultimate\Docx.docx.txml			🗆 🗖 📴 Out	line 🛛 🗖 🗖
	<t score="WA"></t>			A	Show all 👻
					24 For Fuzzy auto-propagation te
				Þ	25 Also, Auto-propagation is cas
	Auto Bronzastion				26 Auto Prop
	Auto Propagation				27 Auto Prop
	<t score="N/A"></t>			2	28 Auto Prop
					30 Auto Propagation
	<\$>			Ð	31 Auto Prop
	Auto Prop			Þ	32 Auto prop
	<t score="N/A"></t>				33 This is a sentence Auto propa
					34 This is a sentence Auto propa
	<s></s>				35 This is a sentence Auto propa
	Auto prop				37 Auto propagation
	<t score="N/A"></t>			Þ	38 Auto Prop
				Þ	39 Auto propagation
				₹ 2	40 Placeable Test
Te	ext Table			٠	111 F
1	🕈 TM Lookup 🙁 🌌 TXML Context 🥃 Notes 🕼 Segment Changes 🗖 TXML	Attributes			
4	Auto Propagation	🕅 a A 🛛 Diff	Highlight Find In So	urce Find In Target	Clear
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	lo source lager	TIVIT	ame	User Marrie	Date/Time
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•	<				4
TM [ei	:n_US-de_DE]		15M of 26M		
			9 I I I I I I I I I I I I I I I I I I I		

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.

● Calculate Choo Geocha Mondulation S File Edit Translation Memory Terminology Window Help ② □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □													
	le Edit Translation Memory Terminology Window Help												
	a i D												
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d score=TI/A>	•												
> 24 For Fuzzy auto-	propagation te 🔺												
(2) Also, Auto-Pro	pagation is cas												
Auto Propagation													
<t score="NIA"> 28 Auto Prop</t>	E												
≥ 29 This is a senten	ce Auto propa												
S> 30 Auto Propaga	on												
Auto Prop													
d senre="WA"> 2 33 This is a senten	ce Auto propa												
AutoProp Germany	ce Auto propa												
> 35 This is a senten	ce Auto propa												
Auto prop	ce Auto propa												
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<t score="TI/A'"> S 39 Auto propagati</t>	ion												
- E 40 Placeable Test	-												
Text Table	•												
🔗 TM Lookup 🛙 🎉 TXML Context 😡 Notes 🕼 Segment Changes 🗖 TXML Attributes	- 0												
Auto Propagation 🛛 a A 📝 Diff Highlight 🛛 Find In Source 🛛 Find In Target Clear													
ID Source larget IM Name User Name Date/Time	^												
	-												
	4												
TM [en_US-de_DE] 19M of 26M													

3. Select **Translation Memory > Next Segment** or click U 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.

💮 defa	ault en US-de DE - Wordfast Pro 3	
File F	 Edit Translation Memory Terminology Window Help	
1 @		* • • • • • • • • • • • • • • • • • • •
	an 1999 1 -	
	S ^C:\Christine\test files\Ultimate\Docx.docx.txml 🐹	
		Show all
2	<s></s>	≥ 24 For Fuzzy auto-propagation te ▲
	Auto Prop	25 Also, Auto-propagation is cas
	<t score="N/A"></t>	27 Auto Prop
	AutoProp Germany	E 28 Auto Prop
	<s></s>	29 This is a sentence Auto propa
	Auto Prop	30 Auto Propagation
	<t score="0"></t>	31 Auto Prop
	AutoProp Germany	33 This is a sentence Auto propa
		34 This is a sentence Auto propa
	Auto Prop	35 This is a sentence Auto propa
	Addo Flop	≥ 36 This is a sentence Auto propa
	<t score="N/A"></t>	37 Auto propagation
	Autoprop Germany	39 Auto propagation
		▼ P 40 Placeable Test
Т	ext Table	
	🖉 TM Lookup 🛯 🎉 TXML Context 🔜 Notes 🖺 Segment Changes 🗖 TXML Attributes	
		a A // Diff Highlight Find In Source Find In Target Clear
1	ID Source Target	TM Name User Name Date/Time ^
		*
	4	•
		15M of 27M

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.

💮 default_en_US-de_DE - Wordfast Pro 3				
File Edit Translation Memory Terminology Window	Help			
	 	* .2 .2 .2 .2 .6 .4		ii 🎢 👝 📔 👞 🛛 abc. 157 😪 🗄 🔎
	NO 1982 II (3) U 🛧 🖠	• • • • • • • • • • • • • • • • • • •		
C:\Christine\test files\Ultimate\Docx.docx.txml				
<s> <s></s></s>			<u>^</u>	Show all 🔻
🖉 Ultimate Docx file				1 Ultimate Docx file
<t score="N/A"></t>				2 Footer of document Page
				A Transportect Translations
				> 5 Address
(ut1) Factor of document (+2) Daga (u+2)			6 900 Pearl Street Ste 4
	12}Page {uis}			7 Boulder, CO 80302
<t score="N/A"></t>				8 Phone Number
				≥ 9 Job
<\$>				10 Product Manager
Name				11 Autosuggest
d anaro-"WA">				12 The following paragraph will
<t score="N/A"></t>				≥ 13 My email address is transperfe
				≥ 14 The website for the company
<s></s>				15 My full name is Transperfect 1
Transperfect Translations				10 Twas born in Queens, New To 17 Twork on a MacBook Air.
<t score="N/A"></t>				18 I paid \$1250 for the Ultimate E
				19 Auto Propagation Test
				20 Below test will test Auto-Prop.
· · · · · · · · · · · · · · · · · · ·			-	21 Enabling auto-propagation by +
Text Table				< >
🔗 TM Lookup 🖾 🈹 TXML Context 🥃 Notes 🕞 S	egment Changes 🔲 TXML Attributes			
		■ a A ☑ Diff Highlight Find	In Source Find	In Target Clear
ID Source	Target	TM Name	User Name	Date/Time
				Ŧ
•				4
[en_US-de_DE]		11M of 23M	1 🔟	

Select Translation Memory > Current Segment Leverage or click * or press Alt+-.
 The TM will be leveraged and the target segment appears.

💮 def	fault_en_US	-de_DE - Wordfast Pro 3									×	
File	File Edit Translation Memory Terminology Window Help											
۷	8	🔄 🖛 🛓 🚽 🛛 🕏 🖷 🖉 🔜	🔜 🌼 🔳	😼 🗊 🖡 🕇 🇯 🍕 🚀 🤧	07 9	+ - 💥 🗟 🤅	8 🖭	E 4	🖉 🛏 🛓 🛶 💘	۷ 🖸 🗟 😰		
EŶ 4	🔏 *C:\Chri	stine\test files\Ultimate\Docx.docx.txml		🗄 Outline 🖾								
1	! ID	English (United States)		German (Germany)			Score	^		Show all	•	
	90	This will also be 100% m	Dies wird auch zu	100	%	100		89 This w	ch. ^			
				übereinstimmen.					90 This w 91 This w	/ill also be 100% ma /ill be a fuzzy match	n.	
								92 This w	vill be an even fuzzie	er ma		
	91	This will be a fuzzy match	۱.				N/A		93 This set	egment will test "co	opy s	
	92	This will be an even fuzzi	er	Dies wird noch uns	schä	rfer	77		94 Replace 2 95 Numb	ceables (Auto Corre per Replacement	ctior	
		match.		angepasst werden.					96 There	are 12 rooms in this	s bui	
	93	This segment will test "co	ру				N/A	-	≥ 97 This to	ests numbers with p	place	
	<							Þ.	≥ 99 There	are 8 zero's in a bil	lion : +	
	Text Table								•		P.	
	🔗 TM Lool	cup 🛿 🌌 TXML Context 🔙 Notes 🔟 Segr	ment Changes	TXML Attributes								
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	This will a	so be 100% match.		A B		Igniight Find in Sou	Irce F	ina in	larget Clea	ar		
	ID So	ırce	Target		Score TM Name			Jser N	ame	Date/Time	_ ^	
	1 Thi	s will also be 100% match.	Dies wird auch :	u 100% übereinstimmen.	100	Ultimate_TM.txt	J	S		1/5/12 1:43 PM		
	2 Th	s will <mark>also be 100%be a fuzz match.</mark>	Dies wird eine F	uzzy-Match werden.	76 Ultimate_TM.txt JS			S		1/5/12 1:43 PM	_	
											=	
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	٠			m				_			•	
1 TM [en_US-de_l	DE]			1	19M of 39M	1					

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 <u>Selecting Translation Memory</u> <u>Settings</u>.

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

💮 d	o default_en_US-de_DE - Wordfast Pro 3										
File	File Edit Translation Memory Terminology Window Help										
2	(2) 📾 🗐 🔁 🕪 📕 📲 🐨 🐨 🐨 🐨 🐨 👘 💷 🕼 🗊 🐇 🕇 🛊 슞 २२ २२ ६ 🗣 🗕 🐥 😡 ରେ 🕼 🕾 🛩 🖊 🔤 🔯										
B	😹 *Re	*Replaceables testfile.doc 🖄							- 8	🗄 Outline 🖾 👘	
X	ID	English (United States)		German (Germany)					Score ^	Show all	•
2	1	Number Replacement							N/A	1 Number Replace 2 There are 12 room	m ^
	2	There are 12 rooms		Es gibt 100 Zimmer					100	 3 This tests numbers 4 Up to 105,000 	
	3 {ut1}This tests numbers with {ut2}placeables{ut3} has 7 words.								N/A	 5 Up to 100,000 6 This segment tes 7 Check this decim 	its nal
	🖋 ТМ	Lookup 🛱 🗖 TXML Attributes 🕼 Segment Changes									
	The	e are 12 rooms		▼ 📄 a A 📝 Diff High	light Find I	n Sourc	e Find In Target	Clear			
	ID	Source	Target			Score	TM Name	User Name		Date/Time	
	1	There are 12 rooms	Es gibt 12 Zimmer			100	Replacables_TM.txt	replacer		3/11/14 11:30 AM	E
	2	There are 12 rooms	Es gibt 82 Zimmer			100	Replacables_TM.txt	cjacques		3/11/14 11:06 AM	
	3	There are 125 rooms	Es gibt 15 Zimmer			99	Replacables_TM.txt	jsingaram		6/4/13 2:02 PM	
								ł] -		
TN	(Ien,US-de,DE] SC: 18 TC: 18 25M of 36M										

1. Select Translation Memory > Current Segment Leverage or click k or press Alt+-.

The TM overwrites the number in the target segment.

🕝 de) default_en_US-de_DE + Wordfast Pro 3										
File	ile Edit Translation Memory Terminology Window Help										
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E	🔏 *Rep	laceables_testfile.doc 🖾					- 0	🗄 Outline 🛛			
\mathbb{Z}	ID	English (United States)		German (Germany)				Score ^	Show all	•	
2	1	Number Replacement						N/A	2 1 Number Rep	lacem *	
	2	There are 12 rooms		Es gibt 12 Zimmer				100	 3 This tests nu 4 Up to 105,000 	mbers)	
	*							÷	29 This segment	nt test 🧅	
	Text Ta	ble							<	F.	
	🛷 тм і	ookup 🙁 🗖 TXML Attributes 🕕 Segment Changes								- 8	
	There	are 12 rooms		▼ 🔄 a A 💟 Diff Highlight 🛛 Find Ir	Sourc	ce Find In Target	Clear				
	ID	Source	Target		Score	TM Name	User Name		Date/Time	<u>_</u>	
	1	There are 12 rooms	Es gibt 12 Zimmer		100	Replacables_TM.txt	replacer		3/11/14 11:36 AM	=	
	2	There are 12 rooms	Es gibt 82 Zimmer		100	Replacables_TM.txt	cjacques		3/11/14 11:06 AM		
	3	There are 125 rooms	Es gibt 15 Zimmer		99	Replacables_TM.txt	jsingaram		6/4/13 2:02 PM		
									-		
	*									•	
TM	[en_US-o	ie_DE]		SC: 18 TC	: 17	24M of 36M	Û				

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	

Color	Representation
	was created
Purple	Segment modified and
	updated to translation
	memory

Go to <u>Defining color codes</u> 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:

- <u>Viewing TM leverage results</u>
- Using TM lookup

TM Lookup window 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	Words or phrases that	
text	do not match the	
	source segment. This	
	appears if Diff highlight	
	is not selected.	
Diff Highlight	Word or phrases that	
Add	appear in the source	
	but not in the TM. This	
	appears if Diff Highlight	
	is selected.	
Diff Highlight	Word or phrases that	
Remove	appear in the TM but	
	not in the source. This	
	appears if Diff Highlight	
	is selected	

Go to Defining color codes for more information.

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.

🕝 d	D default_en_US-de_DE - Wordfast Pro 3									
File	File Edit Translation Memory Terminology Window Help									
1 🖄	◎ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @									
E	😭 🌌 *C:\Christine\test files\Ultimate\Docx.docx.txml 🛛							-		🗄 Outline 🛛 👘 🗖
Z	! ID	English (United States)		German (Germany)				Score	^	Show all 👻
	88	Auto Prop						N/A		85 This will be a Blac A S 86 Th About
	89	<pre>{ut1}This will be an {ut2} match.</pre>	exact{ut3}					N/A		87 Using the "Ultima" 88 Auto Prop
	90) This will also be 100% ma	itch.					N/A		90 This will be an exa 90 This will also be 1(91 This will be a fuzz.
	91 This will be a fuzzy match.			Dies wird eine Fuzzy-Match werden.		en.	90		92 This will be an eve	
	92 This will be an even fuzzier match.		er match.					N/A	-	 93 This segment will 94 Replaceables (Aut
				'				Þ		🕑 95 Number Replacen 🚽
	Text	able								<
	🛷 тм	Lookup 🛛 🌌 TXML Context 🥃 Notes 🕼 Segm	ent Changes							
	This	vill also be 100% match.		a A	🔽 Diff	Highlight Find In Source	Find In Ta	arget	C	lear
	ID	Source	Target		Score	TM Name	User Name			Date/Time
	1 This will also be 100% match. Dies wird auch zu 100% (Dies wird auch zu 100% ü	bereinstimmen.	100	Ultimate_TM.txt	JS			1/5/12 1:43 PM
	2 This will also be 100% be a fuzz match. Dies wird eine Fuzzy-Mat		ch werden. 76 Ultimate_TM.txt JS				1/5/12 1:43 PM			
	4									
TM	TM [en_US-de_DE]									

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 **3**.

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.

A	😹 TXML Context 🗟 Notes 🕕 Segment Changes 🗖 TXML Attributes 🚀 TM Lookup 💈 📃 🗆								
	Network 🛛 🖉 a A 🗹 Diff Highlight 🛛 Find In Source 🗍 Find In Target 🔂 Clear								
I)	Source	Target	TM Name	User Name	Date/Time	1		
1		Networking	Netzwerken	Ultimate_TMCopy.txt	cjacques	12/3/13.11:21.AM			
2		Network Access	Computernetzwerks	Ultimate_TMCopy.txt	cjacques	12/3/13.11:21.AM	=		
3		Network Protection	Network Protection	Ultimate_TMCopy.txt	cjacques	12/3/13.11:26.AM			

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

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

(🗑 TM Lookup
	No TM Found. Please select a TM from <u>TM List.</u>
	ОК

- 4. Click **TM List** to select a TM from the list of TMs.
- 5. 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 <u>Creating or opening a translation memory</u> and <u>Selecting</u> <u>translation memory settings</u> for more information.

When you navigate source segments by pressing **Alt+Down** or **Alt+Up** or clicking \clubsuit or $\widehat{1}$, 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
- <u>Highlighting terms</u>
- <u>Auto propagating terms</u>
- Using terminology wildcard
- Leveraging a glossary

- Adding terms
- Editing terms
- Copy a term
- Adding blacklist
- Editing blacklist
- <u>Wordfast Classic and Wordfast Pro glossary synchronization</u>

Setting copy term option

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

To set copy term option:

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

 General Appearance Colors and Fonts Views AutoSave Connection Settings Shortcut Keys User Name Spelling Hunspell Temp Files 	Settings copy term from source to target © Copy only source © Copy only target terms © Copy both source and target terms V Enable automatic fuzzy term recognition V Highlight terms in Editor with Box V Ignore case for term highlights
 Translations Auto-Propagation Auto-Suggest Colors Filters Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory 	Restore Defaults

- 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:

- 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.

e def	ault en	LIS-de DE - Wordfast Pro 3						
File	Ele Edit Translation Memory Terminology Window Help							
1 @	@ 🔄 ₩ ↓ → 🗟 ▼ 田 ▼ 田 ② 🖏 ୠ □ () 0 ↓ ↑ \$ ◇ ◇ ◇ ◇ ◇ ◇ ◇ → ★ () () ▷ ∞ ≫ ⊨ ↓ → ♥ [33 ⊕ ∅							
E 🚺	₫ *C:\(Christine\test files\Ultimate\Docx.docx.txml 83		- 0	🗄 O 🛛 🕼 S 🌌 T 🤭 🗖 🗖			
1	ID	English (United States)	German (Germany)	Score *	Show all			
	47	Number followed by an ESM ends a segment & 3	Manager followed by an ESM ends a segment & 3	N/A	 36 This is a sentence Auto propage 37 Auto propagation 38 Auto Prop 			
	48	End of segment &without a trailing space ends a segment.	End of segment & without a trailing space ends a segment.	N/A	 39 Auto propagation 40 Placeable Test 41 This sentence has many place 			
	49	End of segment marker & followed by a space followed by a lower-cas letter ends a segment.	End of segment marker & followed by a space followed by a lower-case loitre ends a segment.	N/A	42 So will this one since it has ma 43 Segmentation Settings 44 wfsegmentation.properties W 45 Add ESM '&' in the ESM textbo			
	50	Terminology Test	terminolo Test	N/A	46 End of segment marker & Ada			
	51	{ut1}This paragraph will contain the multiple terminology matches.	e {ut1}This absatz will cnthalte the multiple termin mat.	N/A	47 Number followed by an ESM (48 End of segment &without a tr 49 End of segment marker & foll 50 Toronic hear terms			
	52	Please use "Ultimate Terminology" file with this document.	Please use "letzte terminologieterminolo" file with this documen.	N/A	50 Terminology Test 51 This paragraph will contain th 52 Please use "Ultimate Terminol 53 It will contain many terminolc 54 This paragraph will also conta			
	53	It will <u>contain</u> many <u>terminology</u> hits.	It will <u>cnthalten</u> many <u>terminolo</u> hit	5. N/A	 55 "terminology" within quotes a 56 Blacklist Test 57 The following sentences will c 			
	(۱.	- 58 You must make sure that Blac ▼			
	ext 1a	ible			×			
1	🖗 ТМ І	Lookup 🔀			<u> </u>			
	Blackli	st Test	Image: Constraint of the second se	e Find In Targ	get Clear			
	ID	Source Target	TM Name	User Name	Date/Time ^			
	*				v			
] TM [en_US-	de_DE]	21M of 39N					

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:

Follow the steps to open a file from <u>Opening a file</u>.
 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 <u>Importing a glossary</u>.

2. Select Edit > Copy Source or click Solution 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.

💮 P	roject	1 - Wordfast							
File	Edit 1	Translation Memory Terminology	Window Help						
2		A ¶ ₀ 0 ↓ ↑ → B • 用 • 用 D	‡ -2 -2 -2 (- +	* 🔏 🖪	e € 6 ⊫	î ⊥ ⇒	8 53	r 🔁
B	Z *C:	:\Client_name\Project_name\Proj	ect 1\TXML files\proc	tess_maint.	xml.txml 🔀		E Outline	22	- 0
Z	<\$>					~		Show all	~
1	{ u	t1)Our Process					···· > 1 C	Dur Process	
	ts	score="N/A">					-> 2 C	One of the mo:	st popular que
	{u	(t1)Our Process Proce	:50				>3 №	Aost projects e	entail some lev
	One of the most popular questions clients pose is "what happens after we finish the project, what happens when we have new content or add items to the database?" (7 Once new content is score="NA"> (9 On more complex provide monitoring to the database?" (7 Once new content is 2 S A pre-defined means 2 9 On more complex pro-					onitoring servic o watch your : tent is identific means of conv lex projects, h			
	Text	- Table					<		
	🛷 тм	Lookup 🖾 🌌 Txml Context	🦲 Notes 👘 Segn	nent Chang	les				- 0
					Find	Clear]		
	ID	Source		Target			TM Nam	e	
									×
	: [en_	US-es_MX]			8M of 64M	Û i			

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**.
- Select the glossary that you want to edit. The glossary appears.
- Double-click the entry you want to modify. The Edit term dialog box appears.

💮 Edit term	X
Source	
Process*	
Target	
Proceso	
Description	
	Modify Cancel

- 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.

```
<s>
site globalization solutions, and
top three car and truck rental sys
of an initiative that will provide
Internet in Spanish.
```

 Select Terminology > Previous Term / Next Term or click e or e 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.
- Select Terminology > Copy Term or click down or press Ctrl+Alt+0.
 The translated term appears in the target segment.

<s></s>		
site	globalization sure	selected
top 🖣	inree car and truck	oolootou
of an	n initiative that wi	ll provide
Inter	rnet in Spanish.	
<t score<="" td=""><td>e="0"></td><td></td></t>	e=" 0 ">	
site	globalización sol	Terminology
top	three car and cruck	levelugeu
of a	n initiative that wi	ll provide
Inter	cnet in Spanish.	
<s></s>		

Adding terms

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.

Add to Glos	sary	23
Source:		
Target:		
		*
Description:		
		~
Glossary:	test_glossary	•
	OK	:el

- 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

- Select text from the source or target segment. Press Ctrl+Alt+T, or click Terminology > Add Term or click III.
- 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.

💮 te	est - Wo	ordfast Pro 3						_ 0 <mark>_ X</mark>
File	Edit	Translation Memory Terminology W	indow Help					
2) 🗐 ¶	👍 🗊 👃 🏦 🋊 🍳 🖓 🍤 🖻 🤇	+ - * 6 6	i) • • •	→ 😨 ഈ 🗕 🕹 =	• <u>↓</u> →	• 🗊 • 🗔]	🦻 🖬 🔜
E	🔏 *Ai	utosave_breaksegmentation.properties 🛛	😟 test_glossary		- 8	🗄 Outline 🖾		- 8
Z	! ID	English (United States)	German (Germany)		Score ^		Show all	•
	1	true	dfa;kldj		N/A	1 true		
				Add to Glos	ssary true			
	∢ Text	Table		Target:			^	
	A TN	l Lookup 🛛 🌌 TXML Context 🗔 Not	es 🕼 Segment Change	Description:				d In Target
	ID	Source Targ	it	Glossary:	test_glossary	ок Са	▼ ancel	Date/Time
[en	∢ _US-de	_DE] SC: 4	TC: 9	15M of 23M	Û			

- 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

 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.

File Edit Translation Memory Terminology Window Help	, , , , , , , , , , , , , , , , , , ,
	, , , , , , , , , , , , , , , , , , ,
] 💖 🗏 🕼 🕛 🦊 📕 🧍 🚧 🚧 🕼 🕼 🖓 🗐 🦷	
😭 🔏 *Autosave_breaksegmentation.properties 🛛 🗒 test_glossary	- 🗆 🗄 Outline 🛛 🕂 🗖
ID English (United States) German (Germany)	Score A Show all
Image: second system Image: second system	N/A D 1 true
	Id to Glossary rce: true get: dfa;kldj cription: ssary: test_glossary OK Cancel f 23M

- 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.

🖉 C:\LNK\Test files\Demo\Demo-Samp	le-Eng1.doc.txml.doc.txml	🗓 Demo_Glossary_en-de 🔀		E
Glossary Search Previo	ous Next Add	Modify Delete	Import Export	Synchronize
Index 💌 Source	Target	Description	Creation Date	Creation User
1 Access Protection	Netzwerkzugangsschutz			
2 Application Support	Anwendungsunterstützung			
3 internet security	INTERNETSICHERHEIT			
4 Labor Cost Optimization	Optimización de los costes			
5 Network Systems	Netzwerksysteme			
6 PERSONAL FIREWALLs	PERSONAL FIREWALLS			
7 Service Features and Benefits	Service Features and Benefits			
8 SSL	SSL			
9 TECHNICAL SUPPORT	TECHNISCHER SUPPORT			
10 technology	Technologie			
11 The Mark Online	The Mark Online			
12 TURNKEY SOLUTIONS	FERTIGLÖSUNG			
13 Worms	Würmer			

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.

Description 🕂 Creation Date

Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.



The Add term dialog box appears.

🐨 Add term	×
Source	
Network	
Target	
Netzwerk	
Description	
Tech	
	Add Cancel

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.

💮 Te	est - Wordfast Pro 3					
File	Edit Translation Mem	ory Terminology Window Help				
0			a 🚳 11 G 🛛 🖞 🖞 🛠 🛷	N 2 6 4 - % G G) d 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	이 후 [2] 월 [1]
E\$	Ultimate_Terminolog	ay 🖂			-	🗆 🔚 O 🛛 🎉 T 🦄 🖳 🗖
	Glossary	Search Previous	Next Add Modify	Delete Import E	cport Synchronize	An outline is not available.
	Index v Source	Target	Description	Creation Date	Creation User	^
9	1 Apologies	Apology	new desc			
	2 Black list	asdas	adad			
	3 contain	cnthalten				=
	4 country	country				
	5 Fish	feesh				
	6 fuzzy	Flaum				
	7 going	go				
	8 hit	spitze				
	9 letter	loitre				
	10 network	netzwerk	Tech	Jan 21, 2014 10:49	c	
	11 Number	Manager	rando,			
	12 Paragraph	absatz				
	13 Park	park				·
	🔗 TM Lookup 🛛					- 8
				a A 🗸 Diff Highlight Find In S	ource Find In Target	Clear
	ID Source		Target	TM Name	User Name	Date/Time
	4					•
en [_US-de_DE]			18M of 27	M	

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.

🔏 C:\LNI	<\Test files\Demo\Demo-Samp	le-Eng1.doc.txml.doc.txml	📜 Demo_Glossary_en-de 🙁		- 8
Glossary	Search Previo	Next Add	Modify Delete	Import Export	Synchronize
Index	 Source 	Target	Description	Creation Date	Creation User
1	Access Protection	Netzwerkzugangsschutz			
2	Application Support	Anwendungsunterstützung			
3	internet security	INTERNETSICHERHEIT			
4	Labor Cost Optimization	Optimización de los costes			
5	Network Systems	Netzwerksysteme			
6	PERSONAL FIREWALLS	PERSONAL FIREWALLS			
7	Service Features and Benefits	Service Features and Benefits			
8	SSL	SSL			
9	TECHNICAL SUPPORT	TECHNISCHER SUPPORT			
10	technology	Technologie			
11	The Mark Online	The Mark Online			
12	TURNKEY SOLUTIONS	FERTIGLÖSUNG			
13	Worms	Würmer			

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.

Description 🕂 Creation Date

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 Modify

OR

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

Modify term
Delete term
Сору
Select All

4. Click Modify.

The Edit term dialog box appears.

💮 Edit term	×
Source	
Ultimate terminology	
Target	
letzte terminologie	
Description	
	Modify Cancel

5. Enter the necessary changes and click **Modify**. The modified term appears in the glossary.

Copy a term

- 1. Click **Terminology > Edit** or click **I** or press **Ctrl+Alt+Enter**.
- Select the glossary list that you want to edit. The glossary list appears.

🔏 C:\LNK	⟨\Test files\Demo\Demo-Sampl	le-Eng1.doc.txml.doc.txml	🗓 Demo_Glossary_en-de 🙁		- 8
Glossary	Search Previo	us Next Add	Modify Delete	Import Export	Synchronize
Index	 Source 	Target	Description	Creation Date	Creation User
1	Access Protection	Netzwerkzugangsschutz			
2	Application Support	Anwendungsunterstützung			
3	internet security	INTERNETSICHERHEIT			
4	Labor Cost Optimization	Optimización de los costes			
5	Network Systems	Netzwerksysteme			
6	PERSONAL FIREWALLS	PERSONAL FIREWALLS			
7	Service Features and Benefits	Service Features and Benefits			
8	SSL	SSL			
9	TECHNICAL SUPPORT	TECHNISCHER SUPPORT			
10	technology	Technologie			
11	The Mark Online	The Mark Online			
12	TURNKEY SOLUTIONS	FERTIGLÖSUNG			
13	Worms	Würmer			

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

Modify term
Delete term
Сору
Select All

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.

- 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.

/pe filter text	Blackli	st			
General Appearance	Add Glo	ossary(ies) and select Glossa	y(ies) to use for this	s project	
Colors and Fonts	Active	Blacklist Name	Target	Read-Only	Create
Connection Settings	V	Blacklist.txt	ES-ES		
Kevs					Add
Memory Preferences					Edit
Update Reminder					
Spelling					Remove
Hunspell					
Temp Files					
Translations					
Auto-Propagation =					
Auto-Suggest					
Colors					
Filters					
Formats					-
FrameMaker Filter					-
Machine Translation					
Google Translate					
Microsoft Translat					
WorldLingo					
PM Plug-in	Blackli	st Properties			
Segmentation Setting:	Dia Chi	Location			
Terminalary	Target	Language Code:			
Blacklist	raiget	Placklist Countr			
Glossan/List		blackilst Count:			
Glossary Priority					
Transcheck					
Forbidden Chars					
				Restore Defaults	Apply

- 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.

D 💽		
Blacklist1.txt		

The Blacklist appears as a separate tab.

🔂 BlackList.txt 🛛 🗖 🗖			
Blacklist	Add Modify Delete		
Forbidden	Suggestion		
cell-signalling	cell-communicating		
colouration	discolouration		
cvbcvb			
lip-care	lip care		
moisture-regulating	moisturising		
skin-care	skin care		
skin-care needs	skin care needs		
skin-care routine	skin care routine		
skincare	skin care		

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.

Description + Creation Date

Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.

 To add a term to the blacklist, click Add. The Add Term dialog box appears.

💮 Add term		×
Forbidden		
Suggested term		
	Add	Cancel

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

The forbidden term and suggestion appears in the blacklist.

 To modify a term from the blacklist, select the term and click Modify. The Modify Term dialog box appears.
💮 Modify term	×
Forbidden	
skincare	
Suggested term	
skin care	
	Modify Cancel

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

😽 Confi	rm delete term		×
?	Are you sure you want to delete term: skincare ?		
		Yes	No

9. Click Yes to delete the blacklisted term.

Wordfast Pro and Wordfast Classic glossary synchronization

Wordfast Professional (WF Pro) and Wordfast Classic (WFC) can synchronize their glossaries. A WF Pro glossary must be created for WFC to use it. The WF Pro glossary file is located here: C:\Users\User\.wf_workspace\glossaries. Beside the Lucene glossary folder, which has been created in the past, a TXT file is created as well. WFC must connect to this TXT glossary file (gl_1). Once the WF Pro glossary is created, WF Pro must be closed in order for WFC to connect to the WF Pro glossary. Every change on the glossary file will be reflected and visible on both sides. WF Pro cannot connect to the WFC glossary file, but it can import it and WFC can reuse it by connecting to WF Pro glossary file.

The example below demonstrates glossary synchronization between WF Pro and WFC.

1. Open a word document and activate Wordfast Classic as shown in the screenshot below.



 Click a term that you would like to add to the glossary and press Ctrl + Alt + T. The Edit entry dialog box appears.

Edit entry					
Source					
objective					
<u>T</u> arget					
Ziel					
<u>C</u> omment					
I.					
F1		F2		F3	
1		1			
Ad	ld to glossary 🔽	⁷ # <u>1</u>	□ # <u>3</u>	OK	<u>C</u> ancel

- Enter the source and/or target of the term and click OK.
 The term is added to the glossary. For more information refer to the Wordfast Classic training material available here: http://www.wordfast.com/store_download.html.
- 4. Open Wordfast Pro and click the Edit icon and select the glossary that was updated using Wordfast Classic.

The new term will appear in the glossary as shown in the screenshot below.

Terminolo	gy Search	Previous	Next Ad	d Import	Expc	Show all	
	Source centralization centralize Customers customers languages localization objective organization Translation	Target Zentralisierung zentralisieren Sie Kunden Sprachen Lokalisation Ziel Organisation Übersetzung	Description	Creation Date	Creation		
<	1~		Segment Changes)	2		
🔗 TM Loo	okup 🖾 🎽 Txml (Loncexc 🔛 Noces 4					

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:

- <u>Viewing tags</u>
- <u>Copying tags</u>
- Editing tags
- Deleting tags
- Removing all tags

Viewing tags

To view tags:

1. Follow the steps to open a file from <u>Opening a file</u>.

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.

💮 d	🖉 default_en_US-de_DE - Wordfast Pro 3								
File	File Edit Translation Memory Terminology Window Help								
1 🖉	29 🔄 🖤 🖢 → 🖥 - 🗄 - 🗒 🗑 📾 📾 👘 🛯 💩 🕼 🖡 🕇 💠 🆓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖉								
B	🕡 *Ultin	mate_TM_test.docx	w *Docx_	DE-DE.docx 🛛 🌌 Transch	eckError_20140227-09	😹 *Docx_DE-DE.docx.txml-frequ	- 0	🛛 🗄 Outline 🛛 🚺 Show all 🔹 🗖	
Z	ID	English (United States	5)		German (Germany)		Score	I Ultimate Docx file	
2	1	Ultimate Do	cx file	alue="" position="0" movabl	ultinaate docx	or="0#0#0" bigblight="0#0#0" backgr	0	w= "0#0%" foregroundShadow="0#0#0" name="Cambria"	
	2	{ut1} Foote {ut2}Page {	Cambria" siz er of do { ut3 }	e="12.0" hidden="false"> OCUMENT		or onone inginight onone backyr	0	S Address 6 900 Pearl Street, Ste 4	
	3	Name					N/A	 7 Boulder, CO 80302 8 Phone Manager 	
	4	random Tra	nslatio	ns			N/A	dol e C	
	5	Address					N/A	 I0 Product Manager 11 Autosuggest 	
	6	900 Pearl St	treet, S	Ste 4	900 Rue Pearl, Suite 4 N/A			12 The following absatz will cnthalten many Autosugge 13 My email address is transperfect@translations.com	
	7	Boulder, CO	8030	2			N/A	14 The website for the company I work for is http://www	
	8	Phone Mana	nger				N/A	 15 My full name is random Translations, I go by IPT. 16 Twas born in Queens, New York. 	
	9	Job	-				N/A	 17 I work on a MacBook Air. 18 I paid \$1250 for the Ultimate Edition 13" 	
	10	Product Mar	nager				N/A	19 Auto Propagation Test	
	11	Autosuggest	t				N/A	 20 Below test will test Auto-Propagation. 21 Enabling auto-propagation by itself will update empt 	
	12	{ut1}The fo cnthalten m	ollowin Iany Au	g absatz will itosuggest			N/A	2 22 Test each options below Enable auto-propagation fo 2 33 You have to commit segment or use Next or Previou: 2 24 For Flaum auto-propagation test just modify source	
	≺ Text Tak	ble					ŀ	25 Also, Auto-propagation is case-sensitive.	
	🖉 тхмі	Context 🔲 Notes 🕅	2 🗖 тхм	Attributes C Segment Ch	Indes				
	Add	Edit Delete		Export Notes					
	Id	Creator ID	Туре	Date	Details				
TM	[en_US-de	e_DE]			<u> </u>	SC: 18 TC: 14	147M	1 of 1961/1 💼	

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

💮 te	est -	Word	iast Pro 3							
Eile	E	dit Tr	anslation <u>M</u> emory <u>T</u> erminology <u>W</u> in	low <u>H</u> elp						
2	▶ ■ ■ = = = = > > = = = = = = = = = = = =									
E	😰 🖉 "Demo-sample-tng1.doc.txml.doc 🛛									
Z	!	ID	English (United States)	German (Germany)		Score	I Network Systems Diagnostic Testing			
2		1	{ut1}Network System	ns		0	3 The terms network security and informa =			
			Diagnostic Testing { ut	2}			4 NETWORK PROTECTION			
			- · · · · · · · · · · · · · · · · · · ·				5 With Network Access Protection, system			
		2	{ut1}INTERNET			N/A	6 PERSONAL FIREWALLS			
			SECURITY{ut2}				7 A personal firewall is an application whi			
	\vdash	-					8 System testing is performed on the entir			
	4	3	Ruti Fine terms			N/A	 System testing is an investigatory testing 10. It is also intended to test up to and here 			
	Te	ext Tab	le							
	_						· · · ·			
	N	' TM Lo	okup 🖾 🎽 TXML Context 📃 Notes	C Segment Changes	TXML Attributes					
		1				Highlight	Find In Source Find In Target Clear			
	1	I				rignign				
	Ι) 9	ource Targe	t	TM Name	Use	er Name Date/Time ^			
			I							
							-			
	-						Þ			
[en	_US	6-de_DE]		15M of	21M	0			
[er	U9	D S	iource Targe	t	TM Name	Use 21M	er Name Date/Time			

Copying tags

To copy tags:

- Follow the steps to open a file from <u>Opening a file</u>. 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.
- 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.
- Right-click and select Paste or use the Ctrl+V shortcut key to paste the tag. OR
- Select Edit > Tags > Previous Tag / Next Tag or click is or is 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.

{ut1}Start Work {ut2}Email notification{ut3} 29

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.

4. To copy all tags from the source segment to the target segment, click **Edit > Tags > Copy**

Tags in Current Segment or click 差 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 a tags exists 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.

💮 Edit Tag	x				
Please make your edits here. Warning: Tag errors introduced here can invalidate the whole file please ensure all changes are valid.					
<pre></pre>					
OK Cancel Revert					

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.

	tes	t - W	/ordfas	st Pro 3								
Ei	le	<u>E</u> dit	Tran	slation Memory Terminology	Window	<u>H</u> elp						
	<u>رچ</u>		5		B	1 4 0 1	\$ • <u></u> ? ? .? T	Ş 🕂		¥ 6 0 ⊅ € 🤻 🛏 🕹 → छ 123 😪		
Ē	ŝ	ž De	emo-Si	ample-Eng1.doc.txml.doc 🛛						🗄 Outline 🛛 Show all 🔹 🗖		
	3	ID	E	inglish (United States)		German (Germany)		Score		1 Network Systems Diagnostic Testing		
		1	ł	{ut1} Network Sy Diagnostic Testing	stems {ut2}	{ut1}Netwer	ken{ut2}	0		2 INTERNET SECURITY 3 The terms network security and informa 4 NETWORK PROTECTION 5 With Network Access Protection, system		
		2	4 53	{ut1}INTERNET SECURITY{ut2}				N/A		 6 PERSONAL FIREWALLS 7 A personal firewall is an application whi 8 System testing is performed on the entitient 		
		3	4	{ut1}The terms				N/A	-	9 System testing is an investigatory testing		
		∢ Tevt	Table					+	-	▶ 10 It is also intended to test up to and bey -		
			Tuble						_			
	1	🔗 TN	M Look	kup 🛛 🎽 TXML Context 📃	Notes 10	Segment Changes 🔲 T	XML Attributes					
							▼ □ a A □ D	iff Highligh	t	ind In Source Find In Target Clear		
		ID	Sou	urce	Target		TM Name	L	Jser N	Name Date/Time ^		
		∢								v.		
	en_	US-de	e_DE]			SC: 34 TC: 9	15M	of 21M	Û			

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

OR

Press Ctrl+Shift+V.

💮 t	🕝 test - Wordfast Pro 3									
Eile	E	dit Tr	anslation <u>M</u> emory <u>T</u> erminology <u>W</u> indow	<u>H</u> elp						
2	29 11 12 12 12 12 12 12									
E	🖺 🄏 *Demo-Sample-Eng1.doc.txml.doc 🛛 👘 🗖 🗄 Outline 🕄 Show all 🔹 🗖									
Z	!	ID	English (United States)	German (Germany)	Score	▲ Network Systems Diagnostic Testing ▲				
		1	{ut1} Network Systems Diagnostic Testing{ut2}	Netwerken	0	2 INTERNET SECURITY 3 The terms network security and informa 4 NETWORK PROTECTION 5 With Network Access Protection, system				
		2	{ut1}INTERNET SECURITY{ut2}		N/A	 6 PERSONAL FIREWALLS 7 A personal firewall is an application whi 8 System testing is performed on the entil 				
		3	{ut1}The terms		N/A	 System testing is an investigatory testing 				
		ut Tab	la		+	D It is also intended to test up to and bey ↓				
	<u> </u>					4				
	1	TM Lo	okup 🛛 🌌 TXML Context 🥃 Notes 🖺	Segment Changes 🗖 TXML Attributes						
				- a A Dif	f Highlight	Find In Source Find In Target Clear				
	I	D S	ource Target	TM Name	Us	er Name Date/Time ^				
[er	n_U!	S-de_DE]	SC: 34 TC: 9 11M 0	f 21M					

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.

Confirm	X						
This option will remove all source tags from target. Do you want to continue?							
🔲 Do not warn me about this for the rest of this session	n						
	Yes No						

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:

 Follow the steps to open a file from section <u>Opening a file</u>. The file appears in the Translation window. 2. Select a segment and click **Edit > Edit Source** or $\overline{\mathbb{C}}$ on the dashboard.

The Edit Source dialog box appears.

🐨 Edit Source
Original Source {ut1} With Network Access Protection, system administrators of an organization's computer network can define policies for system health requirements.{ut2}
Modified Source
{ut1} With Network Access Protection, system administrators of an organization's computer network can define policies for system health requirements.{ut2}. Network Access Protection is policy-driven.
Revert to Original Source OK Cancel

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.

_										
💮 d	🕝 default_en_US-de_DE - Wordfast Pro 3									
File	File Edit Translation Memory Terminology Window Help									
1 👛										
E	🥖 *C:\LI	NK\Test files\Demo\Demo-Sample-Eng1.doc.txml	.doc.txml 🖾				-		🗄 Outline 🛛 🗖 🗖	
×	! ID	English (United States)	L	German (Germany)			Score	^	Show all 👻	
*	23	{ut1} With Network Acce Protection, system adminis an organization's compute can define policies for syst requirements.{ut2}. Netwo Protection is policy-driven	ss strators of r network tem health ork Access	Translation			N/A	•	14 Prevent unwant ▲ 15 Provide the user 16 Provides the use 17 technology 18 consulting 19 1234 Any Street 20 Townsville, Statt 21 Phone 555.543.5 22 Fax 555.543.5433 23 With Network A →	
	A TM L	ookup 🖾 🄏 TXML Context 🥃 Notes 🕼 Seg	ment Changes							
	"Transli	ation"		🗖 a A	✓ Diff Highlight Find In	Source Find I	In Target		Clear	
	ID :	Source	Target		TM Name	User Name			Date/Time	
	4								₩.	
TM	[en_US-d	e_DE]			20M of 31M	Û				

To revert to original source, click Edit > Revert to original source or \overline{C} 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
- <u>Configuring Transcheck</u>
- <u>Viewing Transcheck warning</u>

Enabling Transcheck

To enable Transcheck:

- Open Wordfast Pro 3 and click S. The TXML perspective appears.
- Click Edit > Preferences > Translations > Transcheck.
 The Transcheck dialog box appears.

Preferences (Filtered)		
type filter text	Transcheck	•
 General Spelling Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Consistency check Copied Source Chece Forbidden Characte Numerical Partial Punctuations Terminology Untranslatable Translation Memory Penalties TM List TM Priority 	 Enable Transcheck Transcheck during translation Configuration Partial Empty Target Numerical Check Tag Forbidden Characters Punctuations Untranslatable Copied Source Check Terminology Check Blacklists First word capitalization Check 	Error Error
< III +		Restore <u>D</u> efaults <u>Apply</u>
		OK Cancel

- 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.
- 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 segments.
Empty target	for empty target segments.
Numerical Check	if the numerals in the source segment match the

Select	to check
	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	if the first word of each segment is capitalized.
capitalization Check	

- 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:

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

Preferences (Filtered)		
type filter text	Transcheck	⇔ - ⇔
 General Spelling Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation Google Translate Microsoft Translate WorldLingo PM Plug-in Segmentation Settings TM Administration Terminology Blacklist Glossary List Glossary Priority Transcheck Consistency check Copied Source Check Forbidden Characters Numerical Partial Punctuations Terminology Untranslatable Translation Memory 	Franscrieck Enable Transcheck Active Transcheck Configuration Partial Empty Target Numerical Check Tag Forbidden Characters Punctuations Untranslatable Copied Source Check Terminology Check Blacklists First word capitalization Check	Error Er
		OK Cancel

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

Select
Consistency check
Consistency check
Case Sensitive
✓ Ignore Whitespace ✓ Ignore Tags
Ignore Numbers

Select	to
Copied Source Check	check
Copied Source Check $\Leftrightarrow \bullet \bullet \bullet \bullet$	segments in upper case.
Enable copied source check for segments completely in upper case	
Forbidden Characters check	add, edit or
Forbidden Characters 🔶 👻	remove Forbidden
Forbidden Characters Add Edit Remove	Characters to the check.
Numerical	treat
Numerical $\Leftrightarrow \bullet \bullet \bullet \bullet$	numbers with
Treat numbers separated by hyphens and dashes as single numbers	hyphens or dashes as single numbers.
Partial	enter the
Partial ← ← ← ▼ ▼ Target Language Min.% 50 Max.% 150 150	minimum and maximum % of allowed character count for the
	target segment.

elect					to
Inctuation	s				add, edit or
D					remove
Punctuations					
Source	Target				characters
	,	Add			to the
:		Edit			check.
	,	Remove			
1	1				
•	•				
۹C	¢C				
30	30				
?	?				
;	;				
1	1				
rminology	/				select
					options for
erminol	ogy				checking
🔽 Fuz	zy Term che	ck			the glossar
🔽 Ign	ore Case				used in the
Transch	eck Report o	nly Options			translation.
🔽 Rep	port Termino	logy Mismatch			
🔳 Rep	oort Termino	logy Match			
tranalatal					odd odit o
llansialai	Jie				
Untransla	atable			⇔ ▼ ⇔ ▼ ▼	
				1	
				Add	
				Edit	De
					translated,
				Remove	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.

🕐 default_en_US-de_DE - Wordfast Pro 3											
File Edit Translation Memory Terminology Window Help											
❷ 🛛 🔁 ⊷ ↓ → В + 3 + 9 = 0 = 0 = 0 ● □ ₀ 0 ↓ ↑ ‡ ◇ ◇ ◇ ◇ ▷ Ϛ 수 - ※ ᆭ ᆭ ▷ ≪ ≶ ⊷ ↓ → ♥ ⊠ 囹 □ ∅											
E	🖺 🔀 *Cr\Christine\test files\Utimate\Docx.docx.txml 🛛 🗧 🖬										
	!	ID	English (United States)		German (Germany)			Score	^	Show all	•
>	<u>^</u>	57	{ut1}The following sentences contain quite a few blacklist candidates.	will	the following s quite a few bla	sentences will co acklist candidate	ontain Is	N/A		 55 "termin 56 Blacklis 57 The foll 58 You mu 59 Blacklis 	ology" w ^ t Test owing se ist make t at the t
		58	You must make sure that Black check is turned on in Transche	klist eck.				N/A		 ➢ 60 End of s ➢ 61 (Blackling) ➢ 62 Extract 	entence st) in a se Number:
		59	Blacklist at the beginning of th	he				N/A	-	≥ 63 If extrac	t numbe
	Te	ext Table						r	-	b 64 1+1=2	-
	-								_		
	N	TM Look	up 🐹 🖉 TXML Context 🔤 Notes 🖣 Segment Cha	langes							
	{	ut1}The fo	llowing sentences will contain quite a few blacklist cand	didates.	🗖 a A	Diff Highlight Find In Se	ource Find I	n Target		Clear	
	I	D Sou	rce Target			TM Name	User Name			Date/Time	*
TM	[ei	n_US-de_E	E] <fontformat color="0#0#0</td><td>0" highligoma<="" td=""><td>an" size="12.0" hidden="fa</td><td>se"> 16M of 31M</td><td>Û</td><td></td><td></td><td></td><td></td></fontformat>	an" size="12.0" hidden="fa	se"> 16M of 31M	Û					

3. Point to the warning signal with the mouse.

The text in the warning appears as shown in the screenshot below.

!	ID	English (United States)	Germar					
4	<mark>,</mark> 57	{ut1}The following sentences will	the					
	Transcheck							
4	Segment 57, transcheck result:							
	- ERROR: First word in target does not match source capitalization. (Case Difference Check)-							

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

default_en_US-de_DE - Wordfast Pro 3								
File Edit Translation Memory Terminology Window Help								
2	🖉 📾 🔢 🛸 🖶 📲 🖶 🐨 🗄 🦻 📾 📾 🦛 🛯 👍 🛭 🗍 🤅 🖓 🎝 🏷 🏈 🎝 🏷 💠 🗕 🛠 😘 🖓 🖓 🖉							
E ·	🖺 🖉 *C\Christine\test files\Ultimate\Docx.docx.trml 🖾 📃 🗧 🔡							
	! ID	English (United States)	German (Germany)	Score	^	Show all 👻		
	57	{ut1}The following sentences will contain quite a few blacklist candidates.	The following sentences will contain quite a few blacklist candidates	N/A		 55 "terminology" w ^ 56 Blacklist Test 57 The following set 58 You must make 59 Blacklist at the t 		
	58	You must make sure that Blacklist check is turned on in Transcheck.		N/A		 60 End of sentence 61 (Blacklist) in a se 62 Extract Number: 		
	59	Blacklist at the beginning of the		N/A	-	63 If extract numbe		
	< Text Tab	la		,		▷ 64 1+1=2		
						4		
1	🔗 TM Lo	ookup 🕮 🌌 TXML Context 🛃 Notes 🕼 Segment Changes						
	{ut1}Th	e following sentences will contain quite a few blacklist candidates.	a A V Diff Highlight Find In Source Find	In Target		Clear		
	ID S	Source Target	TM Name User Name		D	ate/Time		
∃TM	[en_US-d	e_DE] <fontformat color="0#0#0" highligc<="" th=""><th>man" size="12.0" hidden="false"> 16M of 31M 🗻</th><th></th><th></th><th></th></fontformat>	man" size="12.0" hidden="false"> 16M of 31M 🗻					

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.
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 🔀	Show all	✓ □ □
 1 Netw 2 INTE 3 The I 4 NETV 5 With 6 PERS 7 A per 8 Syste 9 Syste 10 It is 11 Info 12 Allo 13 Hide 	ork s Show all 100% only Fuzzy only erms No match VOR Modified Segments Nety All Except 100% iONA Empty target Autopropagated ante With transcheck errors em te Unconfirmed i also With edited source With edited source with revisions ormation recimology Jourcon with user to control which a the computer from port sca	atior m ac ch co ire s syor syor sans by not
		1

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 <u>Defining color codes</u> for more information.

VIEWING TXML CONTEXT

The TXML Context window is used to view the TXML context of the currently open file. You also have the option to view the XML Source. Find below an example of a TXML Context window:

💮 Project 1 - Wordfast
File Edit Translation Memory Terminology Window Help
: (29 (2) : (24 11 (3) (2) ↓ ↑ \$ <> <> <> <> <> <> <> <> <> <> <> <> <>
😫 🔏 *C:\Client_name\Project_name\Project 1\TXML files\process_maint.xml.txml 🙁 " 🗆 🗄 Outline 💥 Show all 💽 " 🗆
🧭 🔗 TM Lookup 🖉 Txml Context 🖾 🛃 Notes 🕼 Segment Changes
TXML File
Version: 1.0 View XML Source
Locale: en_US
Datatype: regexp
Segmentation type: sentence
TMX Tags:
ut
Unknown Tag, a placeholder for any kind of tag in the file.
sub
Subflow (sub-segment) that is translatable or localizable text within a TMX tag.
Example:
Color codes:
TM [en_US-es_MX] > 13M of 64M 🔟

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. Place your cursor in the segment where you want to add a note.
- Click Add under the Notes tab or select Edit > Add Note... or click does.
 The Add Note dialog box appears.

💮 Add Note	X
Segment Id:	1
Source:	Network Systems Diagnostic Testing
	~
Creator:	cjacques
Date:	13 Apr 2014 16:20:30 GMT
Туре:	text 💌
Details:	
	*
	T
	OK Cancel

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

The note appears in the Notes tab and an ${\bf 'i'}$ symbol appears next to the segment in the

Outline window as shown in the screenshot below.

W	test	- Wordf	fast Pro 3							
File	File Edit Translation Memory Terminology Window Help									
¢) ()			-	-⊞ @ 11 (ý 🗓 (1134999064-3	644	ð	
B	6	*Demo	o-Sample-Eng1.docx	😹 Dem	no_Glossary_en-de.tx		*Demo-Sample-Eng3.doc 🛛			🗄 Outline 🛛 🗖 🗖
Z)	ID	English (United State	es)		German	(Germany)	Score	^	Show all 🔹
		1	Network Sy Testing	/stems	Diagnostic	Diagı Netzv	noseprüfung der werksysteme	100	Ш	1 Network Systems Diagn 2 INTERNET SECURITY 3 The terms network secu
	Г	2	INTERNET	SECUR	ITY	INTE	RNETSICHERHEIT	100		5 With Network Access Pi =
		3	The terms and inform often used	networl ation s interch	k security Die E ecurity are Netzu angeably. Infor werd Syno		Die Begriffe Netzwerksicherheit und Informationssicherheit werden oft als gegenseitiges Synonym verwendet.			 6 PERSONAL FIREWALLS 7 A personal firewall is an 8 System testing is perfor 9 System testing is an inv 10 It is also intended to te 11 Information Technolog 12 Allows the user to con
		4	NETWORK	PROTE	CTION	NETZ	WERKSCHUTZ	100	Ŧ	 13 Hide the computer fro 14 Prevent unwanted net
	T	ext Tab	le					,		▶ 15 Provide the user with i ▼
	1	TM Lo	okup 🏾 🥖 TXML Con	itext 📃 Not	es 🛛 🖺 Segment	Changes				
	Add Edit Delete Export Notes									
		Id	Creator ID	Туре	Date		Details			
		1	cjacques	text	13 Apr 2014 16:20:3	0 GMT	new note			
[e	n_U	S-de_DE]				21M of 30M			

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 \overrightarrow{v} .

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 **G**. To delete all notes, select all notes and click **Delete**.

Exporting notes

To export notes in Word format,

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

The **Save As** dialog box appears:

💮 Save As					x
Com	outer ► OS (C:) ► Christine ► test files ►		▼ 4 9 Se	earch test files	٩
Organize 🔻 New f	older				0
🖳 Recent Places	* Name	Date modified	Туре	Size	
🔚 Libraries	🍑 test	1/6/2014 1:50 PM	File folder		
Documents	Ultimate	1/8/2014 4:18 PM	File folder	27 V P	
🌙 Music	Reference Demo_Glossary_en-de.txt.txml.swapped.txml	12/19/2013 2:38 PM	DOC File	31 KB	
Pictures	E Demo-Sample-Eng3.doc.txml_ExportedNotes_2013	12/24/2013 9:46 AM	DOC File	12 KB	
Videos					
👰 Computer					
🚢 OS (C:)					
B HP_RECOVERY (I	-				
File name: D	emo-Sample-Eng1.doc.txml.swapped-001.txml_ExportedNotes_20	0140109-105212			•
Save as type: *.(loc				•
Hide Folders				Save	el

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

2. Click Save.

The following message appears.

💮 Export notes	×
Exported 1 note(s)	
	ОК

ID	Source	Target	Туре	Notes	Creator ID	Date
2	INTERNET	INTERNETSICHERHEIT	text	this is a	cjacques	Mon
	SECURITY			note		Nov 04
						11:47:3
						8 MST
						2013
7	A personal	Eine Personal Firewall	text	another	cjacques	Mon
	firewall is an	isteineAnwendung, welche		note		Nov 04
	application	den Netzwerkverkehrzu				11:53:3
	which controls	und vom Computer steuert.				0 MST
	network traffic	Auf				2013
	to and from a	einerSicherheitsrichtlinieba				
	computer,	sierendeKommunikationwi				
	permitting or	rdzugelassenoderverweiger				
	denying	t.				
	communications					
	based on a					
	security policy.					

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

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:

😡 Pi	Project 1 - Wordfast									
File	File Edit Translation Memory Terminology Window Help									
1 🥭										
1 🗎	i 🖶 👖 🗓 🕼 🖡 ‡ 🍫 📯 💫 🕼 🦕 🖶 🐥 🕞 🚱 💷 🕮 🖉 🖛 👔 🛓 🛶 🗑 🔯 🐺 i 🖸									
E	Z	C:\Doc	uments and Settings\lkumar.TPNYC\Desktop\For demos\Ge	neric\WF\D	emo-Sample-Eng1.doc.txml 🔀			🗄 Outline 🖾	_	• 🗆
Z	!	ID	English (United States)	German (G	iermany)	Score	^	5	ihow all	*
<i></i>		1	Network Systems Diagnostic Testing	Diagno Netzw	oseprüfung der erksysteme	100	=	1 Network S 2 INTERNET 3 The terms	ystems Diagnostic Test SECURITY network security and ii	tir 🔺
		2	INTERNET SECURITY	INTEF	NETSICHERHEIT	100		4 NETWORK	PROTECTION	
		3	The terms network security and information security are often used interchangeably.	Die Be Inform gegens	griffe Netzwerksicherheit und lationssicherheit werden oft als seitiges Synonym verwendet.	100		 S with NetW 6 PERSONAI 7 A persona 8 System te: 9 System te: 	FIREWALLS firewall is an application sting is performed on the sting is an investigatory	or he
		4	NETWORK PROTECTION	NETZ	VETZWERKSCHUTZ 10			10 It is also	ntended to test up to	ar
		5	With Network Access Protection, system administrators of an organization's computer network can define policies for system health requirements.	System Compu Organis Netzwe für Sys	a administratoren eines iternetzwerks einer sation können durch erkzugangsschutz Richtlinien iternfunktionsanforderungen	99		 P 11 Information P 12 Allows the P 13 Hide the P 14 Prevent to P 15 Provide to P 16 Provides P 17 technology 	on recinicity solution e user to control which computer from port sca inwanted network traf ne user with informatio the user with informatio the user with increased by	ns ar ifi on d
l	Tex	kt Tabl		iai oʻji			~		3	
ĺ	ß	TM Loo	kup 🔏 Txml Context 🗔 Notes 🕼 Segment Changes	23						
ſ	Mo	dificatio	n Old Value		New Value		1	Jser	Time Changed	
	Target Systemadministratoren eines Computernetzwerks e Organisation können durch Netzwerkzugangsschut: Richtlinien für Systemfunktionsanforderungen defin		einer System administratoren eines Computernetzwerks einer tz Organisation können durch Netzwerkzugangsschutz inieren. Richtlinien für Systemfunktionsanforderungen definieren.		1	kumar Tue Jul 17 08:00 EDT 2012				
: [en,	_US	5-de_DE]			of 62M	D ::			

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 A, 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.

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.
1 (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.

Use	to
(Alt+PageDown)	combine the currently selected source segment with the next segment.
	If segments are merged across paragraphs, a tag 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.
1	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.
ī	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.
8	analyze the file for translation against a TM to leverage reusable content and pre-

Use	to
	translate content.
(Ctrl+Shift+T)	look up the selected source text in the translation memory. This action leverages
abr. (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.
(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.
竭 (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:

- Open Wordfast Pro 3 and click . The TXML perspective appears.
- 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	Colors and Fonts	⇔ • ⇔ • •
 ▲ General ▲ Appearance Colors and Fonts Views AutoSave Connection Settings Shortcut Keys User Name ▷ Spelling Temp Files ▷ Translations 	Colors and Eonts (? = any character, * = any string): type filter text	<u>E</u> dit <u>U</u> se System Font <u>R</u> eset <u>Edit Default</u> <u>Go to Default</u>
	Descriptio <u>n</u> :	
	Previe <u>w</u> : No preview available. Restore <u>D</u> efaul	ts Apply
	ОК	Cancel

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



OR

Preferences (Filtered)						
type filter text	Colors and Fonts		-			
 General Appearance Colors and Fonts Views AutoSave Connection Settings Shortcut Keys User Name Spelling Hunspell Temp Files Translations 	Colors and Fonts Colors and Fonts (? = any error Basic Error text colo	character, * = any string):	<u>E</u> dit Use System Font Reset Edit Default Go to Default			
Auto-Propagation Auto-Suggest Colors Filters Formats	Descriptio <u>n</u> : Color used to show error	<u>n</u> : ed to show error messages.				
Machine Translation	Previe <u>w</u> :					
Google Translate Microsoft Transl WorldLingo PM Plug.in	Sample text RGB(255, 0, 0)	Sample text RGB(255, 0, 0)	Sample text RGB(255, 0, 0)			
Segmentation Settin	Restore <u>D</u> efaults Apply					
		ОК	Cancel			

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.



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

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:

- Follow the steps to open a file from section <u>Opening a file</u>.
 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.
- Type or leverage the target segment from the translation memory. The target segment will appear.

3. Click **Translation Memory > Confirm/Unconfirm** or ³/₂, to mark the segment.



symbol appears next to the segment in the Outline window as shown in the

screenshot below.

🕝 default_en_US-de_DE - Wordfast Pro 3										
File	File Edit Translation Memory Terminology Window Help									
1 🖉										
\$\$ 1 1 6 1 1 1 2 2 2 2 2 2 2 2 4 - % 6 6] ₽ € 7 = 1 = 1 = 1 = 2										
B	Z	🔏 *C:\Christine\test files\Ultimate\Docx.docx.txml 🛛 🗖 📴 Outline 🕮 🧧					🗄 Outline 🛛 🗖 🗖			
Z	!	ID	English (United States)	German (Germany)	Score	*	Show all 👻			
		58	You must make sure that Blacklist check is turned on in Transcheck.		N/A		 58 You must make 59 Blacklist at the t 60 End of sentence 61 (Blacklist) in a sentember of the sentember of			
		59	Blacklist at the beginning of the sentence.	Blacklist at the beginning.	N/A		 62 Extract Number: 63 If extract numbe 64 1+1=2 65 (15000) 			
		60	End of sentence Blacklist.		N/A		▷ 66 4000>3000			
		61	(Blacklist) in a sentences		N/A	-	≥ 67 100% ≥ 68 #100			
	Text Table						≥ 69 But you should ▼			
Regiment Changes										
Blacklist at the beginning of the sentence. Image: A gradient of the sentence. Find In Source Find In Target Clear										
								TM [en_US-de_DE] 20M of 31M		

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

Deleting a project

To delete a project:

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

💮 Open Project		×
Open existing proj	ect or create new one source and target language of a project. Languages that you provide	
Project List	r as a default value for all project files.	New
default_en_US-de	DE	Delete
lest		Rename
		Preferences
Project Properties		
Project Name:	Test	
Location:	$\label{eq:c:Users} C: \label{eq:c:Users} cjacques@egsolutions.com\.wf_workspace\Test\project.sciences and the set of th$	
Source Language:	English (United States)	
Target Language:	German (Germany)	
	ОК	Cancel

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.

WORKING WITH ADVANCED OPTIONS

The Wordfast Pro 3 advanced options are as follows:

- <u>Selecting memory preferences</u>
- 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:

 Open Wordfast Pro 3 and click Edit > Preferences > General > Memory Preferences. The Memory Preferences dialog box appears.
Preferences (Filtered)		
type filter text	Memory Preferences	$\Leftrightarrow \bullet \bullet \bullet \bullet \bullet$
	Select amount of memory application will use.	aults <u>Apply</u>
	ОК	Cancel

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 TransStudio and click Edit >Preferences or press F9 to go to Preferences.

2. Click General >AutoSave.

Preferences (Filtered)		
type filter text	AutoSave	•
⊿ General ▲		
▲ Appearance	☑ ∆utoSave files every	10 A minutes
Colors and Fonts	Matobave mes every	
Views	Auto Cours Classes Cours	Chillensh dia mana Barana hati ang ang
AutoSave	Autosave file location:	C:\Users\cjacques@egsolutions.com\.wr_works Browse
Connection Settings		
Memory Preference:		
Shortcut Keys		
Update Reminder 🗧		
⊿ Spelling		
Hunspell		
Temp Files		
▲ Translations		
Auto-Propagation		
Auto-Suggest		
Colors		
⊿ Filters		
Formats		
Machine Translation		
Google Translate		
Microsoft Transl		
WorldLingo		
PM Plug-in		
Segmentation Settin		
TM Administration		
· · · · · · · · · · · · · · · · · · ·		Restore <u>D</u> efaults <u>A</u> pply
		OK Cancel

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 $\stackrel{\frown}{=}$ 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:

Open Wordfast Pro 3 and click Edit > Preferences > Translations > Segmentation Settings.

The Segmentation Settings Preferences dialog box appears.

Preferences (Filtered)		
type filter text	Segmentation Settings	•
type filter text Image: Connection Settings AutoSave Connection Settings Memory Preference: Shortcut Keys Update Reminder Spelling Hunspell Temp Files Translations Auto-Propagation Auto-Suggest Colors Colors Filters Formats Machine Translatior Google Translate Microsoft Transl WorldLingo PM Plug-in Segmentation Settin TM Administration Terminology Blacklist Glossary List Glossary List Glossary List Glossary Priority Transcheck Copied Source C Forbidden Chara Numerical Partial Punctuations Terminology Untranslatable	Segmentation Settings Active Segmentation Preset breaksegmentation.properties idiomsegmentation.properties wfsegmentation.properties wfsegmentation.properties Wordfast/Trados End of segment markers Sp A number followed by an ESM ends a segment and followed by an ESM ends a segment and followed by a space followed by a An ESM without trailing space ends a segment and followed by a space followed by a An ESM followed by a space followed by a SRX Rules: TM Compatibility Wordfast TM Trados TM SDLX TM Abbreviations	New Delete Export Import Deace Tab NBSP CR LF Innent Iower-case letter ends a segment Iower-case letter ends a segment Import <p< th=""></p<>
TM List TM Priority		
· · · · · · · · · · · · · · · · · · ·		Restore Defaults Apply
		OK Cancel

- 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		segmenter.strategy.trados.rule1enabled=true
by an ESM ends a		
segment		
An ESM without a	True/False	segmenter.strategy.trados.rule2enabled=false
trailing space ends a		
segment. This		
should be marked		
true for Chinese or		
Japanese projects		
An ESM followed by	True/False	segmenter.strategy.trados.rule3enabled=false
a space followed by		
a lower-case letter		
ends a segment		
Simple Tag	True/False	segmenter.text.simpletaghandling=false
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		
Remove 2	True/False	segmenter.simplifier.trados.strict=false
surrounding tags		
rule.		
False: for		
backwards		
compatibility		
True: for new		
projects		
Remove trailing tags	True/False	segmenter.simplifier.trados.noesp=false
that are preceded by		

UI description	Options	Configuration setting
ESMs.		
False: for		
backwards		
compatibility		
True: for new		
projects		
End of segment	(any	breakiterator.strategy.sentence.trados.esps=.,:,?,!,tab
punctuation for	punctuation	
Trados sentence	separated by	
iterator	a comma)	
	ex,:,?,!,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:

- <u>Viewing shortcut keys</u>
- Modifying shortcut key schemes
- Modifying shortcut keys
- <u>Creating shortcut keys</u>

VIEWING SHORTCUT KEYS

To view shortcut keys:

- Open Wordfast Pro 3 and click
 The TXML perspective appears.
- Click Help > Shortcut List... or press Ctrl+Shift+L. A list of actions and shortcut keys appear. The default short cut keys for Windows are as follows:

Activate Editor	F12
Acute Accent	Ctrl+'
Add Note	Alt+Shift+N
Add Term	Ctrl+Alt+T
Apostrom Accept	Ctrl+Shift+@
Cedille Accept	Chrl
Circumflex Accept	
Circumitex Accent	Alt : Shift : Doloto
Clear Air Target Segments	
Clear Target Segment	
	Ctrl+W
	Ctrl+Shirt+W
Commit all segments to TM	Ctrl+Alt+End
Commit current segment	Alt+End
Confirm/Unconfirm	Alt+Enter
Сору	Ctrl+C
Copy All Sources	Ctrl+Alt+Insert
Copy Source	Alt+Insert
Сору Тад	Alt+Shift+Down
Copy Tags	Ctrl+Shift+A
Copy Term	Ctrl+Alt+0
Copy Term/Tags	Ctrl+Alt+Down
Copy Word	Ctrl+Tab
Current Segment Leverage	Alt+-
Cut	Ctrl+X
Delete	Delete
Delete Note	
Edit	Ctrl+Alt+Epter
Edit Note	
Eult Note Evilt	
EXIL Evene d Commonly	
Expand Segment	AIC+PageDown
Find/Replace	
First Segment	Ctrl+Home
Go To Segment	Ctrl+G
Grave Accent	Ctrl+
Insert Ellipsis	Ctrl+Alt+.
Insert Non-Breaking Hyphen	Ctrl+Shift+-
Insert Non-Breaking Space	Ctrl+Shift+Space
Insert Optional Hyphen	Ctrl+-
Insert Registered Trademark symbol	Ctrl+Alt+R
Insert em dash	Ctrl+Alt+Numpad_Subtract
Insert en dash	Ctrl+Numpad_Subtract
Last Modified Segment	Shift+F5
Last Segment	Ctrl+End
Leverage Next Tu	Alt+Right
Leverage Previous Tu	Alt+Left
Ligature / German Sharn/Double S Accent	Ctrl+Shift+8
Lowercase	
Maximize Active View or Editor	Chrit
New/Open TM	Christshiften
New/Open IM New/Select Terminology	
Newpoelett reminology Newb Editor	
Next Editor	Ctri+F6
Next Perspective	
Next Segment (No Commit)	Ctri+Down
Next Segment (TM Commit)	Alt+Down
Next Tag	Alt+Shift+Right
Next Term	Ctrl+Alt+9
Next Term/Tag	Ctrl+Alt+Right
Next View	Ctrl+F7
Online Help	F1
Open File	Ctrl+O
Open Project	Ctrl+Shift+P

Paste	Ctrl+V
Preview in MS Word	Ctrl+Alt+P
Previous Editor	Ctrl+Shift+F6
Previous Perspective	Ctrl+Shift+F8
Previous Segment (No Commit)	Ctrl+Up
Previous Segment (TM Commit)	Alt+Up
Previous Tag	Alt+Shift+Left
Previous Term	Ctrl+Alt+8
Previous Term/Tag	Ctrl+Alt+Left
Previous View	Ctrl+Shift+F7
Print	Ctrl+P
Ouick Access	Ctrl+3
Ouick Clean	Ctrl+Alt+O
Ouick Switch Editor	Ctrl+E
Redo	Ctrl+Y
Remove Term/Tag	Ctrl+Shift+Up
Restore Segment	Alt+Delete
Retrieve Selected Tu	Alt+F12
Run Term Highlighting	Ctrl+E5
Save	Ctrl+S
Save All	Ctrl+Shift+S
Save Translated File	Ctrl+Alt+S
Select All	Ctrl+A
Show Key Assist	Ctrl+Shift+I
Show View	Alt+Shift+O. O
Show View (View:)	Alt+Shift+O, X
Show View (View: Outline)	Alt+Shift+O. O
Show Whitespace Characters	Ctrl+Shift+8
Shrink Segment	Alt+Pagel In
Slash Accent	Ctrl+(
Snell Check	F7
Switch between source and target	Shift+Tab
TM Lookup	Ctrl+Shift+T
TM Source Lookup	Ctrl+Shift+E
Tilde Accept	Ctrl+Shift+~
Transcheck	Ctrl+Shift+O
Translate All	Ctrl+Shift+End
Translate Until Euzzy	Ctrl+Alt+F
Translate Until No Match	Ctrl+Shift+PageDown
Turp OEE Term Highlighting	Ctrl+T
Imlaut Accept	Ctrl+Sbift+:
Undo	Ctrl+7
Uppercase	Chilashiftay
Upper case Upper case // owercase	Shiftifa
Upper case/Lower case Uppide_down_exclamation_point	CEVILALELSHIFELL
Upside-down excitaination point	
opside-down question mark	COTTAICTONICT?

The default shortcut keys for OSX are as follows:

Activate Editor	₩F12
Acute Accent	¥'
Add Term	~₩T
Angstrom Accent	☆ 米@
Build All	₩B
Circumflex Accent	企 ዤ ^
Clear All Target Segments	☆℃⊠
Clear Target Segment	₹₩X
Close	жw
Close All	企₩W
Commit all segments to TM	7.87
Commit current segment	15
Confirm/Unconfirm	7.0
Content Assist	^Space
Context Information	☆^Space
Сору	жс .
Copy All Sources	∖C⊯Insert
Copy Source	∖⊂Insert
Copy Tag	17^
Copy Tags	άжA
Copy Term	7.80
Copy Term/Tags	7#1
Copy Word	ЖТаb
Cut	жx
Delete	\boxtimes
Delete Note	û\CD
Edit	∕сж⊷
Edit Note	ά∖τε
Exit	
Expand Segment	\ ,‡
Find/Replace	ЖF
First Segment	¥ <
Go To Segment	жG
Grave Accent	¥`
Insert Ellipsis	\% .
Insert Non-Breaking Hyphen	企 # –
Insert Non-Breaking Space	企業Space
Insert Optional Hyphen	ж-
Insert Registered Trademark symbol	\C₩R
Insert em dash	∑ %Numpad Subtract
Insert en dash	₩Numpad Subtract
Last Modified Segment	企F5
Last Segment	₩ \
Leverage Next TU	^ →
Leverage Previous TU	^+
Ligature / German Sharp/Double S Accent	ሰ <mark>ж</mark> &
Lowercase	企業Y
Maximize Active View or Editor	^M
Minimize	ЖM

New	ЖN
New menu	~₩N
New/Open TM	<u></u> ት <mark>א</mark>
New/Select Terminology	\N ₩EC
Next Page	λ-F7
Next Perspective	жF8
Next Segment (No Commit)	₩↓
Next Segment (TM Commit)	17
Next Tag	^∖_→
Next Term	75#9
Next Term/Tag	~æ→
Next view Opline Help	
Open File	¥0
Open Project	ûжР
Paste	жv
Preferences	F9
Preview in MS Word	Σ₩P
Previous Editor	企業F6
Previous Page Provious Perspective	፝℃ \F7 ለ₩E9
Previous Segment (No Commit)	பகாo ≌1
Previous Segment (TM Commit)	17
Previous Tag	^∵⊷
Previous Term	25歳8
Previous Term/Tag	→೫ブ
Previous View	
Print	жР
Properties	売I 分2
Quick Clean	7¥0
Quick Fix	¥1
Quick Switch Editor	жE
Redo	企業Z
Refresh	F5
Remove Term/Tag	<u>`</u> C₩↑
Rename Bastova Composit	F2
Restore Segment	\ \F12
Run Term Highlighting	%F5
Save	жs
Save All	企業S
Save Translated File	.∠≋2
Select All	жA
Show Contributing Plug-in	企工F3
Show System Menu	ừ ጄ∟ ሉ ≌ F10
Show View	7800
Show View (Outline)	1. HQ Q
Show View (Problems)	\C₩Q X
Show View Menu	ЖF10
Show Whitespace Characters	企業8
Shrink Segment	\
Slash Accent	光/ F7
Switch between source and target	r7 介Tab
Switch to Editor	άжε
TM Lookup	ΩЖT
TM Source Lookup	ዕ⊯F
Tilde Accent	<u> </u>
Transcheck	☆^Q
Translate All	62 H \.
Termelate Until Econori	100 x
Translate Until Fuzzy Translate Until No Match	\C#F ∧₩ŧ
Translate Until Fuzzy Translate Until No Match Turn OFF Term Highlighting	℃第F 公光非 第T
Translate Until Fuzzy Translate Until No Match Turn OFF Term Highlighting Umlaut Accent	℃策F 企業≢ 発T 企業:
Translate Until Fuzzy Translate Until No Match Turn OFF Term Highlighting Umlaut Accent Undo	2 歳 4 ℃米F ① 米 ‡ 米T ① 米: 米Z
Translate Until Fuzzy Translate Until No Match Turn OFF Term Highlighting Umlaut Accent Undo Uppercase	□ 第 5 て 第 F
Translate Until Fuzzy Translate Until No Match Turn OFF Term Highlighting Umlaut Accent Undo Uppercase Uppercase/Lowercase	○ ポマ て 米F 介 米 ≢ 米T 介 米: 米Z 介 米X 介 米X 介F3
Translate Until Fuzzy Translate Until No Match Turn OFF Term Highlighting Umlaut Accent Undo Uppercase Uppercase/Lowercase Upside-down exclamation point	□ ※ 5 て ※ F 介 ※ ‡ ※ T 介 ※ : ※ Z 介 ※ X 介 下 ※ ! 介 て ※ !

MODIFYING SHORTCUT KEY SCHEMES

To view or modify shortcut key schemes:

- 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.

	Shortcut Keys				
General					
▲ Appearance Colors and Fonts Views	Scheme: Wordfast	•			
AutoSave	type filter text				
Connection Settings	Command	Binding	When	Category	User
Memory Preference	About			Heln	
Shortcut Keys	Activate Editor	F12	In Windows	Window	
Update Reminder	Acute Accent	Ctrl+'	In Windows	TXML Editor	
Spelling	Add Note	Alt+Shift+N	In Windows	TXML Editor	
Hunspell	Add Term	Ctrl+Alt+T	In Windows	TXML Editor	
Temp Files	Analyze			TXML Editor	
Translations	Anastrom Accent	Ctrl+Shift+@	In Windows	TXML Editor	
Auto-Propagation Auto-Suggest Colors J Filters	Copy Command Unbind Comm	nand Res <u>t</u> ore Command			
Formats	Description:		Con <u>flicts</u> :		
 Machine Translatior Google Translate Microsoft Transl 			Command	When	
WorldLingo DM Dive in	<u>B</u> inding:	•			
Segmentation Settin	When:	-			
TM Administration	<u></u>				
A Terminology					_
Blacklist				Filters	Export CSV
Glossan/List -				Restore Defaults	Apply

4. Select a Scheme from the drop down list.

Wordfast 👻
Wordfast
Default
Wordfast Classic
SDLX
Trados
Emacs

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.

Preferences (Filtered)						
type filter text	Shortcut Key	5				•
⊿ General ▲						
Appearance	Schomer Wor	dfact -				
Colors and Fonts	<u>s</u> cheme. Word	ardst ·				
Views	type filter text					
AutoSave	type miter text					
Connection Settings	Command	· ·	Binding	When	Category	User 🔺
Memory Preference:	About				Help	
Shortcut Keys	Activat	te Editor	F12	In Windows	Window	
Update Reminder	Acute	Accent	Ctrl+'	In Windows	TXML Editor	
⊿ Spelling	Add N	ote	Alt+Shift+N	In Windows	TXML Editor	
Hunspell 😑	Add Te	erm	Ctrl+Alt+T	In Windows	TXML Editor	
Temp Files	Analyz	e			TXML Editor	
▲ Translations	Angstr	rom Accent	Ctrl+Shift+@	In Windows	TXML Editor	
Auto-Propagation	Cerlille Accent		Ctrl+	In Windows	TYMI Editor	<u> </u>
Auto-Suggest						
Colors	Copy Comma	and Unbind Command	Restore Command			
⊿ Filters						
Formats	<u>N</u> ame: A	dd Note				
Machine Translation	Description:			Con <u>flicts</u> :		
Google Translate				Command	\ \/ b	
Microsoft Transl				Command		
WorldLingo						
PM Plug-in	Binding:	Alt+Shift+N	*			
Segmentation Settin	-					
TM Administration	When:	In Windows	•			
⊿ Terminology						
Blacklist					Filters	Export CSV
Glossary List						
Glossary Priority 👻					Restore Defa	ults Apply
< >						
					ОК	Cancel

- 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.

Preferences (Filtered)						x
type filter text	Shortcut Keys					•
General Appearance Colors and Fonts	Scheme: Wordfast	•				
Views	type filter text					
AutoSave						
Connection Settings	Command	Binding	When	Category	User	
Memory Preference:	Cedille Accent	Ctrl+,	In Windows	TXML Editor		
Shortcut Keys	Change Languages			TM Server		
Update Reminder	Circumflex Accent	Ctrl+Shift+ ^	In Windows	TXML Editor		
▲ Spelling	Clear All Target Segments	Alt+Shift+Delete	In Windows	TXML Editor		
Hunspell =	Clear Target Segment	Ctrl+Alt+X	In Windows	TXML Editor		
Temp Files	Close	Ctrl+F4	In Windows	File		
▲ Translations	Close	Ctrl+W	In Windows	File		-
Auto-Propagation	Close All	Ctrl_Shift_FA	In Windows	File		
Auto-Suggest	[Comp Command] [Unbind Comm	and Besters Command				
Colors		Iand Restore Command				
⊿ Filters						
Formats	Name: Change Languages					
▲ Machine Translation	Description: Change Languages		Con <u>flicts</u> :			
Google Translate			Command	Wh	en	
Microsoft Transi						
WorldLingo						
PM Plug-in	<u>B</u> inding:	•				
The Administration	When: In Windows	•				
Tampinalam						
a Terminology Placklist						
Glossopy List				Filters	Export C	5V
Glossary Driarity -						
diossary Phoney ←				Restore <u>D</u> efa	ults <u>Appl</u>	y
				ОК	Cance	

- 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

Find below the procedures for the following tasks:

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

RE-INSTALLING LICENSE CERTIFICATE

To re-install a license certificate:

- Remove the current version of Wordfast Pro 3 from your PC by running the Uninstaller located at Start > All Programs > Wordfast > Uninstall.
 Note: The Uninstaller will also run automatically when you re-install Wordfast Pro 3.
- 2. Download the Wordfast Pro 3 installer from the webpage http://www.wordfast.com/store_download.html to your PC.

3. 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.

- Buy the Wordfast Pro 3 license from the webpage http://www.wordfast.com/store_download.html.
 The license file is sent to you via email.
- 5. Save the license file to a known location, preferably C:\Program files\Wordfast.
- 6. Open the Wordfast Pro 3 Demo Mode.
- Click Help > License Management. The Activation dialog box appears.
- 8. Click License Manager.
- 9. Select (Re-)Install a license certificate and click Next.
- 10. Browse and navigate to C:\Program files\Wordfast and select the license file.
- 11. Click **Next** twice and then **Finish**.
- 12. Restart Wordfast Pro 3.

Your license is active. 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.

VERIFYING CURRENT LICENSE CERTIFICATE

To verify the current license certificate:

- 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:

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

💮 Updates	
Search Results Select features to install from the search result list.	
Select the features to install:	
 □ ♥ ♥ Update site ■ ♥ 000 Additional Dictionaries ■ ♥ 000 Editor ■ ♥ 000 Plugins 	Deselect All More Info Properties Select Required Error Details
51 of 51 selected. ✓ Show the latest version of a feature only Filter features included in other features on the list	
< Back Next > Finis	h Cancel

2. Select the features to be installed and click $\ensuremath{\textit{Next}}.$

The license agreement appears.

 Select "I accept the terms in the license agreements" and click Next. The list of features that will be installed appears.

Feature Name	Feature Version	Feat	Installation Directory	_
Afrikaans (So	2.0.0	Unkn	/C:/Program Files/Wordfast/	
Bengali (Bang	2.0.0	Unkn	/C:/Program Files/Wordfast/	
Catalan Dicti	2.0.0	Unkn	/C:/Program Files/Wordfast/	
Chichewa (M	2.0.0	Unkn	/C:/Program Files/Wordfast/	
Compatibility	1.0.0	Unkn	/C:/Program Files/Wordfast/	
Croatian (Cro	2.0.0	Unkn	/C:/Program Files/Wordfast/	
Editor Feature	2.2.4	Unkn	/C:/Program Files/Wordfast/	
Esperanto Di	2.0.0	Unkn	/C:/Program Files/Wordfast/	
Faroese (Far	2.0.0	Unkn	/C:/Program Files/Wordfast/	~
tall Location: C equired space: Uni ee space: 1.4	:\Program Files\Wor known 4 GB	dfast	Change I	Location

- 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	Óó	Ctrl+', V	'=
			apostrophe
			key
			V= any
			vowel

Accent	Sample	Shortcut	Notes
Circumflex	Ôô	Shift+Ctrl+^,	
		V	
Grave	Òò	Ctrl+`, V	
Tilde	Ññ	Shift+Ctrl+~,	Only works
		V	with "n, N,
			o, O, a, A"
Umlaut	Öö	Shift+Ctrl+:,	:= colon
		V	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 \tilde{n} , 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
i	Upside-down	Alt+Shift+Ctrl+!	Either Alt key works.
	exclamation point		
Ś	Upside-down	Alt+Shift+Ctrl+?	Either Alt key works.
	question mark		
Ç, ç	French C cedille	Ctrl+, ,c	For ç, press Control, then
	(caps/lowercase)	Ctrl+, ,C	the comma key. Release
			then press c.
Œ,œ	OE ligature	Shift+Ctrl+&,o	
	(caps/lowercase)	Shift+Ctrl+&,O	
ß	German	Shift+Ctrl+&,S	
	Sharp/Double S		
Ø, ø	Nordic O slash	Ctrl+/,o	
	(caps/lowercase)	Ctrl+/,O	
Å, å	Nordic A-ring,	Shift+Ctrl+@,a	A with ring/Angstrom Sign
	Angstrom sign	Shift+Ctrl+@,A	

Symbol	Name	Shortcut	Notes
	(caps/lowercase)		
Æ,æ	Old English AE	Shift+Ctrl+&,a	
	ligature	Shift+Ctrl+&,A	
	(caps/lowercase)		
Ð, ð	Old English eth	Ctrl+',d	Icelandic/Old English eth
	(caps/lowercase)	Ctrl+',D	' = apostrophe key

Example 1: To input Spanish upside down exclamation point _i (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 _i 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.

💮 License Management	
Welcome to the License Wizard Invalid licensing subject!	
Invalid license certificate: Invalid licensing subject!	
ABack Next > Fit	nish Cancel

Problem: Error message: Invalid license certificate

💮 License Management	
Welcome to the License Wizard Input length must be multiple of 8 when decrypting with padded cipher	
Invalid license certificate: Input length must be multiple of 8 when decrypting with padded	l cipher
< Back Next > Finish	Cancel



🐨 License Management	
Welcome to the License Wizard icense Certificate has expired!	
Invalid license certificate: License Certificate has expired!	
< Back Next > F	inish Cancel

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

Connection error	
Translation memory header is invalid	
	ОК

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.

W	Glossary import	
6	of 7 found terms will be imported. Press OK button to continue.	
Y	ou can filter error messages by entering search text below.	
	Invalid term at line 7: Invalid Wordfast line	
•		
1		
	OK Cancel	
	Cancer	

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.
- 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

🕞 Ren	note TM	3
<u>^</u>	Current project and selected remote TM do not have the same source and target locale	
	ОК	11 M

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.

🐨 Txn	nl editor 🛛 🔀
?	XML file you attempted to open has en_US-hi_IN language. This is incompatible with the current project, en_US-de_DE language. Would you like to select existing or create a new project with en_US-hi_IN?
	Yes No

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 <u>Creating a project</u> 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.
- Check the shortcut key list to ensure that all shortcut keys are configured correctly. If not, edit
 accordingly. Go to <u>Managing shortcut keys</u> 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:

- 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. Note : The target files can be in TXML, DOC, PPT and

Option	Description
	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.

e Alignment Review the aligned file names and update link	age.		
Word(doc)			
Source Files		Target Files	
TXML1.doc	٥	TXML1_ES-MX.doc	
TXML2.doc	0	TXML2_ES-MX.doc	
TXML3.doc	•	TXML3_ES-MX.doc	
TXML4.doc		TXML4 ES-MX.doc	
	0		

- 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.

File Alig	n View Tools Help N ⊒a⊊ nt III (că că că nt III)				Ð
Project	a a u 🕹 🕫 70 70 🖡 🔶 1 Aligner		*0 *0		
	IL1.doc.gld				
	English (United States)			Spanish (Mexico)	
0.0	l do not like Green Eggs and Ham.	•	•0.0	No me gustan los Huevos Verdes ni el Jamón.	
1.0	I do not like them Sam I am.	•	▲1.0	Nome gustan Sam Iam.	
2.0	I do not like them here or there.	•	◆2.0	No me gusta aquí o allá.	
3.0	I do not like them anywhere.	¢	◆3.0	No me gusta en cualquier parte.	
4.0	I do not like them here or there.	•	4 .0	No me gusta aquí o allá.	
5.0	I do not like them anywhere.	•	6 5.0	No me gusta en cualquier parte.	1
6.0	l do not like them in a boat.	•	6 .0	No me gusta en un barco.	
7.0	I would not, could not, with a goat.	•	●7.0	No quiero, no podría, con una cabra.	1
8.0	I will not eat them in the rain.	•	◆8.0	No voy a comer en la lluvia.	1
9.0	l do not like them on a train.	•	9 .0	No me gusta en un tren.	1
10.0	I do not like them in a box.	•	1 0.0	No me gusta en una caja.	1
			•		

Note: The file alignment is a back-end process that creates automated system links (JDiagram links) between source and target segments of a document.

- 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 \square , to create a Wordfast Pro 3 compatible TM.

The Export TM dialog box appears.

🕞 Export TM	
Export TM	
Export Type	All documents
TM Name	Project 1 byt
TM Location	C:\Client_name\Project_name\Aligner
TM User	TALIGN!
	Finish Cancel

- 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 (Ctrl+O)	open an existing project.

Use	to
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	remove existing system generated
Links	alignment.
Reset Alignment	remove all alignment above the cursor
Up	position.
Reset Alignment	remove all alignment below the cursor
Down	position.
View	
Increase Font	increase the font size.
Decrease Font	decrease the font size.
Previous	navigate to the previous document.
Document	
Next Document	navigate to the next document.
Project Explorer	View or hide the Project Explorer tab.
Tools	
Disable Sync	enable or disable sync control. This
Scroll	option highlights the source and the

Use	to
	corresponding target segment(s).
Export TM	export the aligned documents to create
	a Wordfast TM.
Options	edit manual and system JDiagram link
(Ctrl+Alt+L)	color, choose TM Export Format and
	edit fonts based on locales.
Help	
Online Help	view the online help.
About Wordfast	view build and version details for
Aligner	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.
k	align all segments in the document.
î	align all segments above the cursor position.
1	align all segments below the cursor position.
ġ.	remove existing alignment.
ŚŻ	remove existing manual alignment.
¢B	remove existing system generated alignment.
1	remove all alignment above the cursor position.
1	remove all alignment below the cursor position.
88	remove selected alignment link.
A	enable or disable sync control. This option highlights the source and the corresponding target segment(s).

Use	to
	export the aligned documents to create a Wordfast TM.
12	refresh the project aligner. This option saves changes and reloads the open projects.
4	increase the font size.
4	decrease the font size.
1 L	navigate to the previous document.
Î	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
- <u>Connecting to a remote TM</u>
- Modifying TM content
- Finding and Replacing Translation Units (TUs)
- Merging translation memories (TMs)
- Deleting Translation Units (TUs)
- Marking Translation Units (TUs)
- Reorganizing a local TM

UPDATING TM ADMINISTRATION PREFERENCES

To update TM Administration preferences:

1. Open Wordfast Pro 3 and click

The TM Administration perspective appears.

File	Edit TM Server TM Cont	ent V	Vindow	Help									
) == 🔸 🗟 🗟 🕞	🖛	₹ L	🛶 🔜 😒 🗹 👻 🚱									
Ê	f 📴 TM Servers 🛄 🗖 TM Content 📃 🗍												
X	> [] test_tm_enfr.tx												
	A Ultimate_TM.ht Search: Source Ource O											ור	
												,	
	Generuls												
	📧 de-DE		Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time	1	
			1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56		
			2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56		
			3	This will be a fuzz match.	Dies wird eine Fuzzy-Match werden.					JS	Thu Jan 05 2012 13:43:25		
			4	Thi will an even fuzz match	Dies wird noch unschärfer angepasst werden.					JS	Thu Jan 05 2012 13:43:28		
			5	There are 15 rooms in this building.	Es gibt 15 Zimmer in diesem Gebäude.					JS	Mon Dec 19 2011 11:29:22	-	
	۰ III >	•	1								Þ		

2. Click Edit > Preferences.

The TM Administration dialog box appears.

Preferences (Filtered)	
type filter text	TM Administration
 ▷ General ▷ Spelling Temp Files ▲ Translations Auto-Propagation Auto-Suggest Colors ▲ Filters Formats ▲ Machine Translation Google Translate Microsoft Translate WorldLingo PM Plug-in Segmentation Settings TM Administration ▷ Terminology ▷ Transcheck 	 Connect first TM automatically at startup Ignore case for mark options Maximum segments that can be retrieved at a time: 100 Changed target color: Ut tag color: Keyword match highlight color:
▷ Translation Memory	
	OK Cancel

3. Update the preferences as required. The TM Administration preferences are:

Option	Description						
Connect first TM	Select checkbox to view the TM content for the first						
automatically at	TM in the TM Servers list.						
startup							
Ignore case for	Ignore case for all mark options, except Mark TUs						
mark options	containing tags.						
Maximum	Enter the number of segments that you wish to view at						
segments that can	a time.						
be retrieved at a							
time							
Changed target	Click on the color box and choose a color to represent						
color	edited TM content.						
Ut tag color	Click on the color box and choose a color to represent						
	tags.						

Option	Description
Keyword match	Click on the color box and choose a color to represent
highlight color	keyword search match.

Connecting to a remote $\ensuremath{\mathsf{TM}}$

1. Open Wordfast Pro 3 and click

The TM Administration perspective appears.

File	Edit TM Server TM Content Window Help										
1.49) 📲 😽 😡 🖓 🦓 🖓 🖛 👔 🛃 🛶 📾 🖾	V - 🖓									
EŶ	TM Servers	1 TM Conter	ıt								
2	CocaITM_Demo_ES.txt Garad_enus_dede_gl-tm2.translations.com Ultimate_TM.txt Ultimate_TM2014.txt	Search: Sou Creato	urce Attri	• ibute:	Da	ite From	9/17/2013 👻 🔳 To	9/17/2014	a A Exact	Search Clear	Reset
		☑ Id	Source	Target	Attrib	Attr	Attrib3	Attrib4	Creator	Date/Time	*
											-
							23M of 62M	1			,

2. Right-click the TM.

To connect only, select Connect.

To connect as an administrator, Connect as Admin.

Fil	e Edit TM Server TM Content Window He	lp											
1	ଛ -ା- 🔸 ରାଜାଜାଜାନ 👔 🗜 🛶		Z = 9										
E	TM Servers		TM Content										
Z	b i LocalTM_Demo_ES.txt												
42	b (i) tsoread_enus_dede_gl-tm2.translations.cs	m	Search: Source	-						E a A			
Ĩ	Ultimate_TM.txt	↓⊨ Connee	ct	Ctrl+Shift+C							Search	Clear	xeset
	J ⊳ 📋 Ultimate_TM2014.txt	-I)- Conne	ct as Admin		[Date From	n 9/17/2	013 👻 🔳 To	9/17/2014	*			
		🔸 Discon	inect	Ctrl+Shift+D	1.					-			
		Change	e Languages		t Att	ib Attr.	. Attrib	3	Attrib4	Creator		Date/Time	-1
		Invert L	Languages										
		👚 Reorga	anize TM										
			₹										
	Search TM to see results							25M of 62N	1				

The TM Admin password dialog box appears. To update a remote TM, it is necessary to have an admin password. .

TM Admin
Enter Admin Password:
OK Cancel

3. Enter the Admin password, and click OK.

MODIFYING TM CONTENT

To modify TM content:

- Double-click a TM server on the left pane or select a TM and click IF.
 The TM content appears in the right pane.
- 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.

ŝĝ) 🕂 😽 🖌 🖓 🖓 🖓	2	I	₹ Į	🛶 🛛 🐱 🚽 😒							
Image: Servers Image: Server												
3	▷ [] test_tm_enfr.txt ■ Ultimate_TM.txt Search: Source ▼ ■ G\Christine\test Exact Search Clear Reset											
22 @ Wordfast TM v. Creator Attribute 3 □ Date From: 4/11/2013 ~ To: 4/11/2014 ~												
	de-DE		✓	Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time
				1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56
				2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56
				3	This will be a fuzz match.	Dies wird eine Fuzzy-Match werden.					JS	Thu Jan 05 2012 13:43:25
				4	Thi will an even fuzz match	Dies wird noch unschärfer angepasst werden.					JS	Thu Jan 05 2012 13:43:28
				5	There are 15 rooms in this building.	Es gibt 15 Zimmer in diesem Gebäude.					JS	Mon Dec 19 2011 11:29:22

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.

Connect		
Creating connection		
🗐 Always run in background		
	Run in Background Cancel	Details >>

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:

- 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.
- 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 screenshot is given below.
Add TM	×									
Local TM WFServer	「M Server									
URL: wf://example_enus_dede_tdc:password1@example.translation Test										
Remote TM Properties										
Symbolic Name:	example_enus_dede_tdc_example.translations.com									
Address:	example.translations.com									
Port:	123									
Account Name:	example_enus_dede_tdc									
Account Password:	password1									
Workgroup ID:										
Search Depth:	200									
Timeout Properties	(milliseconds)									
Connection Timeou	t: 15000									
Short Timeout:	15000									
Long Timeout:	45000									
TM Cleanup										
Use TM Password	l: password2									
	OK Cancel									

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.

Click TM Content > Find/Replace or press Ctrl+F.
 The Find/Replace dialog box appears.

Find/Replace	×
Find:	
Replace with:	•
Direction	Segment
Forward Backward	 Source Target
0.000	 Source and Target
Options	
Case sensitive 🔲 W	/rap search
Whole word	
Fin	d Replace/Find
Repla	ace Replace All
	Close

- 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.
- 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:

 Double-click a TM server in the left pane. OR

Select a TM and click I.

2. Click **TM Content > Merge TM** or ¹⁶

The Select TM to merge dialog box appears.

 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.

File	Edit TM Server TM Cor	ntent V	Vindow	Help							
- iĝ	i ++ ++ 🗟 🗟 🚳) (₹ Į	🛁 🖾 🗹 🛪 🚯							
B	TM Servers	TM 🗊	Conten	t							
	 test_tm_enfr.txt Ultimate_TM.txt 	Searc	ch: Sou	rce 🔻					a A Exact Se	arch Cle	ar Reset
	Wordfast TM v.	Crea	Creator Attribute 3 Date From: 4/11/2013 v To: 4/11/2014 v								
	🚾 de-DE		Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time
			1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56
			2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56
			3	This will be a fuzz match.	Dies wird eine Fuzzy-Match werden.					SL	Thu Jan 05 2012 13:43:25
			4	Thi will an even fuzz match	Dies wird noch unschärfer angepasst werden.					SL	Thu Jan 05 2012 13:43:28
			5	There are 15 rooms in this building.	Es gibt 15 Zimmer in diesem Gebäude.					S	Mon Dec 19 2011 11:29:22
	<	•	1	1	i	1	1	1	1	1	۲ ۱

2. Click **TM Content > Delete** or click **O** or press **Alt+D** on the keyboard. A confirmation message appears:

Delete TUs warning	×
This action will delete the selected TUs permanently. Do you wish to continue?	
Yes No	

 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 III.
- 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:

Mark	x
Number of marked redundant TUs: 3 Do you want to sort and group marked TUs ba	ised on source?
	Yes No

The Mark TUs containing tags option results in the following message:

🐨 Mark	×	
?	Number of TUs with tags marked: 9 Do you want to sort the marked TUs with tags based on source?	
	Yes No	

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.

File	Edit TM Server TM Co	nte	nt W	/indow	Help								
10) 📲 🔸 🙀 🔒 🔒 🕻	9	I	Ì I	🛶 🔜 🔕 🖃 👻								
Ê	🗐 TM Servers 📃 🗖		TM (Content									
× >>	 test_tm_enfr.txt Ultimate_TM.txt Ultimate_TM.txt G:\Christine\test Wordfast TM v. en-US 		Searci Creat	h: Sou	Attribute 3	Date From: 4/11/20	013 👻 🔳	To: 4/11/2	014 🔻	a A Exact Sea	rch Cle	ar Reset	
	📧 de-DE			Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time	<u> </u>
				1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56	
				2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56	+
	۰ III ا	1	4	1		1	1	1		1	1	Þ	

2. Click TM Content> Remove All Tags.

Or

Click (In the TM Admin toolbar.

The tags are removed from the selected segment(s).

File	Edit TM Server TM Cor	nter	nt W	indow	Help								
10) 🕂 🔸 🖌 🖓 🖓 🖓	€	k	T L	🔿 🔜 🙁 🗹 🔻 🕄								
E	🗐 TM Servers 📃 🗖	T	TM (Content									
Z	b ist_tm_enfr.txt	Г											
	a 📋 Ultimate_TM.txt	L	Searc	h: Sour	rce 🔻					a A Evact Cau			h II
ñ	G:\Christine\tes	L								Exact Sea	arch Cle	ar Keset	
	💷 Wordfast TM v.		Creat	I	Attribute 3	Date From: 4/11/20)13 👻 🔳	To: 4/11/20	014 👻				
	🤐 en-US	Ι,											
	🚾 de-DE	Ш	\checkmark	Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time	
				1	This will be an exact match.	This will be an exact match.					cjacques	Thu Feb 06 2014 08:54:56	
				2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56	-
	4 III >	11	*									4	

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**.

Search:	Source	N
	Source	-45
	Target	k
	Source and Target	[

- 2. Enter the term to be searched in the search box.
- 3. Check **Case** a A 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.

File	Edit TM Server TM Con	nte	nt W	/indow	Help								
1.00	\$\$ ++ + Q \2 \2 \2 \2 \2 \= { 1 = 1 = 0 = 3 = 0												
Ē	TM Servers 🗖 🗖	1) TM	Content								- 8	
×	∮ > 🗋 test_tm_enfr.bt												
	A Guttimate TMtxt Search: Source and Target segment Gate Search Clear Reset											ar Reset	
	Wordfast TM v.		Creat	10	Attribute 3	Date From: 4/11/20	013 👻 🔳	To: 4/11/2	014 👻				
	💷 en-US 📧 de-DE			Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time ^	
				1	{ut1}This segment tests the url with http {ut2}http://www.halb.com{ut3 }	{ut1}Diesem Segment testet die Url mit http {ut2}http://www.halb.co m{ut3}			3		JS	Mon Dec 19 2011 11:29:22	
				2	{ut1}This segment tests the url {ut2}http://www.halb.com{ut3 } in different place in target.	{ut1}Diesem Segment testet die Url in anderen Ort im {ut2}http://www.halb.co m{ut3} Ziel.					JS	Mon Dec 19 2011 11:29:22	
	۰ III +	Ľ	*	1		-	1	1	'	+	'	Þ	

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-dlick the local TM to be reorganized.



2. Click Reorganize TM.

The Reorganize TM dialog box appears.

Reorganize TM	×
Do you wish to reorganize selected Local TM?	
	Yes No

3. Click **Yes** to reorganize the selected local TM. Click **No** to cancel the operation.

A confirmation message appears:



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		
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 is 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	select the previous tag in the source or target segment. The	
(Alt+Shift+Left)	selected tag will be highlighted in red by default.	

Use	to
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 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	find and install new versions.

Use	to
version	
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 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
ŝ	open TM administration preferences.
Image: Height (Ctrl+Shift+C)	create a TM server connection.
🔆 (Ctrl+Shift+D)	close a TM server connection.
🐼 (Ctrl+Alt+Home)	undo all segment changes.
	undo selected segment changes.
(Ctrl+Alt+PageUp)	
0	update selected segment changes to the TM.
(Ctrl+Alt+PageDown)	
ICtrl+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.
Ī	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

Use	to
	location of the cursor.
1	select the next tag in the source or target segment. The selected tag will
(Alt+Shift+Right)	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
2	remove all tags from the selected segment.