

### **User Guide**

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# **Table of Contents**

R	elease Notes Summary	7
	8.7.0	7
	Improvements	7
	Fixed Issues	7
1	Conventions	8
	Typographical conventions	8
	Icon conventions	
2	About Wordfast Pro	9
3	Get started	
	System Requirements	10
	Installation	
	Activation	
	Licensure	
	Start Wordfast Pro	
4	Explore the user interface	14
	Project list view	15
	Current project view	15
	TXLF editor view	17
	Filter criteria	
	Segment status	
	Segment state	21
	Progress bar	
	Help and feedback	23
	Help	
	Feedback	24
5	Manage projects	25
	Open a TXLF file	
	Create a project	
	Open a project	
	Modify a project	
	Remove a project	
	Package files	35
	Import package files	
	Export package files	
	Import SDL package files	
	Export SDL package files	

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6	Manage project files	42
	Add files	42
	Add a folder	43
	Open a source file	43
	Close a project	43
	Conduct a bilingual export	44
	Analyze project files	45
	Run a transcheck report	47
	Generate a segment changes report	49
	Generate an export notes report	52
	Clean up a project	53
	Remove a file	55
7	Manage submission files	57
	Save a file	57
	Chain files	57
	Translate a file	59
	Translate segments	60
	Translate all segments	61
	View segment history	61
	Commit to the TM	62
	Copy source content	62
	Copy all source segments	63
	Split or merge a segment	63
	Lock a segment	64
	Clear target segments	65
	Do not write To TM	65
	Find and replace content	66
	Edit or revert source segments	67
	Spell check a file	68
	Leverage translation memory	69
	Leverage a TM	70
	Conduct a translation memory lookup	71
	View TM leverage results	72
	Leverage machine translations	73
	Leverage terminology lists	74
	Add a term	75
	Edit a term	76
	Insert a term	77
	Search for a term	77
	Copy a term	78
	Copy a synonym	78

	Remove a term	79
	Manage tags	
	Copy a tag	
	Copy all tags	
	Edit a tag	
	Clear all tags	83
	Delete a tag	
	Manage project notes	
	View notes	85
	Add a note	
	Edit a note	
	Delete a note	
	Export notes	91
	Transcheck	
	Use transcheck	
	Use Transcheck All	93
	Leverage auto-propagation	
	Leverage auto-suggestion	
	Monitor maximum segment length	100
	Recalculate the progress of a file	100
	Get an MS Word table	100
	Preview a file	
	Use Live preview	
	Use Office preview	106
	Use HTML preview	
8	Leverage project TMs	
	Create a local TM	
	Add a local TM to a project	109
	Add project TMs	110
	Connect to a remote TM	111
	Open and edit a local TM	114
	Modify a TM	116
	Copy a local TM	
	Import a local TM	118
	Export a local TM	
9	Leverage project terminology lists	
	Leverage project glossaries	
	Create a local glossary	121
	Add a local glossary	
	Add project glossaries	
	Connect to a remote glossary	

	Open a remote glossary	126
	Open and edit a local glossary	.127
	Import a local glossary	128
	Export a local glossary	130
	Leverage project blocklists	.131
	Create a local blocklist	131
	Add a local blocklist	132
	Connect to a remote blocklist	133
	Open and edit a local blocklist	134
	Import a local blocklist	136
	Export a local blocklist	137
	Use project terminology options	138
	Modify a glossary or blocklist	138
	Remove a glossary or blocklist	139
10	Monitor reports	141
	Open a report	.141
	Export a report	142
11	Manage project reference files	143
	Add reference files	143
	Open a reference file	144
	View submission instructions	144
	Remove a reference file	144
12	Use quick tools	146
	Analysis	146
	Extract uniques	150
	Populate uniques	153
	Quick tools transcheck	.155
	TM update	159
	Pseudo translation	162
	Quick tools bilingual export	.164
	Quick tools bilingual import	.167
	Segment changes	170
	Advanced quick tools	173
	Lock or unlock segments	.173
	Swap the source and target	174
	Split or merge a TXLF file	176
13	Configure preferences	179
	General preferences	.179
	Configure color settings	179
	Configure general settings	180
	Configure fonts	182

190
211
010
213
213 214 214 214 216 216
213 214 214 214 216 216 220
213 214 214 214 216 216 220 223
213 214 214 214 216 216 216 220 223 227
213 214 214 214 216 216 220 223 223 227 230
213 214 214 214 216 216 220 223 223 227 230 234

# **Release Notes Summary**

### 8.7.0

## <sup>8.7.0</sup> Improvements

- Change license expiration message
- Transcheck Spellcheck Ignore options
- Import Package | Options to choose different locations
- Table filter Edited no match segments
- Skip locked segments with segment action and table filter for 'All except locked segments'

### <sup>8.7.0</sup> Fixed Issues

- Some preferences cannot be saved
- Quick Tools | Report gets overwritten after performing Extract uniques action for different files
- Export Package | Overwrite dialog appears when exporting projects

# 1. Conventions

The images and topics contained in this guide are not representative of every GlobalLink<sup>®</sup> product installation. Each GlobalLink product installation is configured to meet the needs of the intended users, who may or may not require certain features and options. Therefore, the features and options covered in this guide may differ from those available on your GlobalLink product installation.

### Typographical conventions

The following table explains the typographical conventions used in this guide.

- Bold Indicates user interface controls, commands, and keywords in body text.
- italic Represents an input field where user input is expected.
- <...> Indicates generic parameters that must be replaced by specific code or text.

#### Icon conventions

The following table explains the icon conventions used in this guide.

The Note icon designates a note or helpful suggestion or reference relating to the surrounding text.



The Tip-and-Trick icon designates a tip relating to the surrounding text.

The Alert icon designates a warning or alert relating to the surrounding text. In this situation, the user should exercise caution to avoid an undesirable result.

# 2. About Wordfast Pro

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

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

# 3. Get started

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

### System Requirements

Supported Operating Systems	Microsoft Windows 7+ 64-bit, Mac OS X 10.11+ 64-bit, and Linux 64-bit
Java Runtime Environment	If not present, Wordfast Pro automatically installs Java Runtime Environment during the application installation process
License and Registration	Activation of the full Wordfast Pro installation requires a license and registration
Minimum System Memory	4 GB RAM
Minimum Screen Resolution	1366 x 768 pixels

#### Installation

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

An unlicensed version of Wordfast Pro working in **Demo** mode is limited.

- You can only create bilingual projects.
- You can only store up to 500 translation units (TUs) in a Translation Memory (TM). To remove this restriction, purchase a license and activate the licensed application.

To install Wordfast Pro:

- 1. Download the Wordfast Pro Windows Installer Package from <a href="http://www.wordfast.com/">http://www.wordfast.com/</a>, based on your operating system.
- 2. In your Downloads folder, double-click the .MSI, .DMG, or .TGZ file to open the Wordfast Pro Setup Wizard.
- 3. Complete all steps to align with your configuration, then click Finish.

Wordfast Pro opens in **Demo** mode. It still requires manual or online activation. Refer to Activation on page 10.

### Activation

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

To activate Wordfast Pro:

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

Word	dfast Pro 5		>	¢
	About	Please enter your activation key and follow the instructions		
0	Online Registration			
	Manual Registration Update Wordfast Pro	License Type: Full, your license is activated Activation Key: License will expire in 324 days		]
I	Feedback		Activate	
			Close	

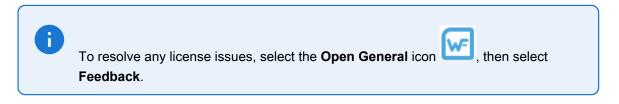
Option	Description				
Online Registration	Enter the Activation Key, then select Activate.				
Manual Registration	a. Enter the Activation Key, then select Generate.				
	b. Copy the generated text into an email and send it				
	to the email address provided on the screen.				
	c. Save the license file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

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

#### 4. Restart Wordfast Pro.

ł

The Wordfast Pro activation process is complete.



#### Licensure

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

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

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

rdfast Pro 5			:
About		oout Wordfast Pro 5	
Online Registration			
Manual Registration	Product Name:	Wordfast Pro	
Undete Wardfast Des	Version:	5.15.0.	
Update Wordfast Pro	Build ID:	20200124-1654	
Feedback	JVM info:	11.0.5 (amd64) WIN 10.0	
	Copyright (c) Word	dfast Pro, 2020. All rights reserved.	
	Privacy Policy		
			Close

Option	Description
About	Use to review product information, including your current version number.
Online Registration	Use to activate your Wordfast Pro license online.
Manual Registration	Use to manually activate your Wordfast Pro license through e-mail.
Update Wordfast Pro	Use to check for updates to the application and to add languages for the application's Hunspell spelling dictionary.
Feedback	Use to send feedback about software issues. Be as specific as possible, providing the exact steps you took when the issue occurred. When sending feedback from the Wordfast Pro desktop, the values from Name and Your Email are remembered and saved after sending the report. Please do not submit software usage questions to <b>Feedback</b> . For software usage questions, select the <b>Help</b> icon to review the online help. If you still have questions after reviewing the online help, sign in to your user account at https://www.wordfast.com/myaccount and submit a <b>Hotline</b> request.

### Start Wordfast Pro

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

To start Wordfast Pro:

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

	Projects										? ^
w-	🖹 🗔	r r	<b>E</b>	<b>*</b>	<b>E</b>	***	1	2	$\square$		SDL
	Open Create TXLF Project	e Open Close t Project Projec		Modify Project		Recalculate Progress		nport ickage	Export Package	Import SDL Package	Export SDL Package
<b>T</b>	Projects	Location	Source La	anguage	▼ Targe	et Language	-	Date C.	Last S	Comp	⊗ ↑↓ ≡
	Wordfast Test	C:\Users\Wor	English		Gerr	nan		2019/	2019/	11%	
	Quick Project	C:\Users\Wor	English		Gerr	nan		2019/	2019/	15%	
	Another Test I	C:\Users\Des	English		Gerr Spar	nan nish (Latin Am	eł	2019/	2019/	N/A	
$\mathcal{C}$	Wordfast1	C:\Users\Won	English		Gerr Gerr	nan nan (Germany	r)	2019/	2019/	N/A	
Wordfast_test C:\Users\Wo	C:\Users\Won	English		Gerr	nan (Germany	r)	2019/		N/A		
35	Wordfast3	C:\Users\Won	English		Gerr	nan		2019/		N/A	
X											
T.											
«											

Wordfast Pro opens to the Project List view.

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

## 4. Explore the user interface

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

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

	FI	Edit Formatting Translation Terminology Review		? 🔺 X
w⁼	E			
	Clo	e Recalculate Get MS Word Open Source Switch Editor Preview Save File As Save Save As Progress Table File Lavout Translated		
	Sta	ndard_OOO_Message-MSWORD01_TXLF_BASE-de-DE#TR_CQE#.doc (1) ×		ø
	<	source or Target - Match Case Regex Enter text to filter segments Filter: Select special filter(s - Q G	🗶 🗙 Sor	t: Document >
	ID	English (United States) German (Germany)	Score	Status
	3	corporate email.	-	^ ^
U		Assuming that you do, then the only time Unter der Annahme, dass Sie dies tun,		
		you should be using an OOO message is if sollten Sie eine OOO-Nachricht nur dann		
*	4	you are completely unable to communicate verwenden, wenn Sie 3 Stunden oder länger	-	× .
$\mathbf{h}$		by email for 3 hours or more. nicht in der Lage sind, per E-Mail zu		
		kommunizieren.		
莊	5	The following are good reasons to put up an Die folgenden Gründe sind gute Gründe, eine	-	1
		000 message: 000-Nachricht zu veröffentlichen:		
	6	Trans-Atlantic Flight	-	~
	_	On vacation in Laos or other such locale Im Urlaub in Laos oder einem anderen		
	7	without significant wireless coverage ähnlichen Ort ohne nennenswerte WLAN- Abdeckung		1
	8	Extended personal or medical leave	-	×
	9	Hiking the Appalachian Trail Wandern auf dem appalachian Trail	-	1
	10	The following are not good reasons to put up		
	10	an OOO message:	-	~
	11	Client Meeting	-	1
	12	Dentist Appointment	-	✓ <b>↓</b>
«	Tran	slation Tools		^
~	EN	JS → DE-DE Segments: 23/28 Segment (Src/Tgt/Max): 28/33/- Paragraph (Src/Tgt/Max): 28/33/- 88% Transi	lated (27 wor	ds left)

Sidebar Icon	Action							
w-	Click to open the <b>General</b> view. The <b>General</b> view includes general product information, as well as a form to provide product <b>Feedback</b> . In Wordfast Pro, you will also find product registration and software update information here. See Activation on page 10 or Licensure on page 11 for more information.							
<b>†</b>	Click to open the <b>Project List</b> view.							
	Click to open the Current Project view.							
0	Click to open the <b>TXLF Editor</b> view.							
*	Click to open the <b>Quick Tools</b> view.							
	Click to open the <b>Preferences</b> view.							
«	Click to collapse the <b>Sidebar</b> . This action hides the icons and increases the workspace. Click >>>> to expand the <b>Sidebar</b> .							



When you begin working on a project from the project list, the result is the **Current Project** view. Each view is explained in more detail in the subsequent sections.

### Project list view

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

Sidebar	Action But	ton	Action	Bar		Projec	t List	t				
<u>v</u> f	Projects		Close	Add	Modify	Remove	Reca	alculate	h		mport SDL	? ^
	TXLF Project Projects	Project Location	Project Source	Project Language	Project	Project get Language	Pro	Date C	-	ackage Last Sa	Package Complete	Package
	Quick Project Wordfast Test	C:\Users\Wc. C:\Users\Wc.	English			rman rman		2019/0		2019/1	15%	
	Another Test	C:\Users\De.	English English		Ge	rman anish (Latin Ame				2019/1 N/A		
U	Wordfast1	C:\Users\Wc.	English			rman rman (Germany)		2019/0		2019/0	N/A	
	Wordfast_test	C:\Users\Wt.	English			rman (Germany)		2019/0			N/A	
*	Wordfast3	C:\Users\W(.	English		Ge	rman		2019/0			N/A	
랿												
«												

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

### Current project view

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

Sidebar		Menu T	ab		Action Button	Actio	n Bar					Collapsed Items
	Proje	ct Files 🖕	Project TM	Proje	ct Terminclogy	Reports	Reference	e Files			?	~ K
<u>\</u>		Ē		8	A state		• 💼	<b></b>	Ħ			
	Add Files	Add Folders	Translate File	Chain Files		Close Project	Save Project	Modify Project	Bilingual Export	Analyze		<u>.</u>
	Files			Wor	TXLF File Location	Creati	on Date	Last S	aved	Complete	8	t∔ ≡
•	÷-	i EN -> DE •										
			de31.do	214	C:\Users\Wordfas.	. 2019/0	9/09 13:2	2019/0	9/26 11		0%	
			de2.doc	10	C:\Users\Wordfas.	. 2019/0	9/12 13:0	2019/0	9/26 11		0%	
			-de3.d	214 🖣	C:\Users\Wordfas.	. 2019/0	9/09 13:1	2019/1	0/04 10		7% •	
U		- PD_er	-de.doc	175	C:\Users\Desktop	. 2019/0	9/03 10:4	2019/1	.0/15 09		46%	
*												
뷺												
«	0									15% Tra	inslate i	
	Fil		uage air	File L	.ist				Proj Progres		Fi Progre	

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

Item	Action
File Progress Bar	View the percentage of work completed on a file.

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

Files	Word Count	TXLF File Location	Creation Date	Last Saved	Complete	⊗ ↑↓ ≡			
ltem		Action	1						
FilesLists the files available in the current project. Type a file name in the box locate a file in the project list.									
Word Count		Displays the	total word count o	f each file in the p	roject.				
TXLF File Loca	<b>TXLF File Location</b> Displays the directory path to the stored file location. Type a path name in the box to locate a file or to group files in a particular path.								
Creation Date	Creation Date Displays the date and time the file was created based on the user's system settings.								
Last Saved		Displays the	date and time of th	ne most recently s	aved the file.				
Complete		Displays the	file progress bar w	ith completion pe	rcentage.				
8	Clears filter criteria.								
Sorts filter criteria in ascending or descending order.									
		•	Change the sort order. The sort options are Files, Word Count, Translations Status, Complete, and Last Saved.						

### TXLF editor view

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

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

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

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

Sidebar	File Name Tab	Action Men Button Tal		Action Bar	Table Filter	Collapse Items	d Preview Pane
ve	File E-fit Formatti Close Recalculate C Progress	ng Translation	ource Switch Editor	• Preview	Save F le As Translated	× ×	100% - Sync Preview A A
	QRG-En-T Ca.xlsx × Source or Target	✓ Match Ca		ext to filter 👻 Filte	er: Seect s; 👻	۰ ۹ ک	2 Guide de référence rapide pour TransS     3 Introduction
	software funct		French (Ca déjà l'interface fonctions de ba	et les	core Status	Â	Ce document présente aux utilisateurs essentielles associées à TransStudio Or suppose que vous connaissez déjà l'int fonctions de base du logiciel.
*	Use the onlin 6 more details.	e help for	logiciel. Utilisez l'aide e pour obtenir pl	0		_	<ul> <li>5 Utilisez l'aide en ligne pour obtenir plu</li> <li>6 Demander une soumission</li> </ul>
	Claim a Subn	nission	détails. Demander une soumission		T T	ł	Avant de pouvoir accéder à vos fichier: 7 vous devez vous connecter à Project D utiliser le tableau de bord de PD.
			Avant de pouv	oir		•	8 Avant de travailler sur un fichier de sou devez le demander.
	# Source	s Segment History Target	Metadata More Optio	Search Glossaries (			Pour modifier la façon dont vous recev 9 notifications de PD concernant vos ficl soumission, consultez l'aide en ligne d
«	<	elp Employez l'a	aide en 🔶 🗘	- Paragraph (Src	/Tgt/Max): 37/54/-	, î	10 Pour demander une soumission:
	Editor Source Pane Column		0	07	ore Status umn Column	Segment State Column	Progress Bar

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

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

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

# TXLF EDITOR VIEW

Use filter criteria to narrow your search for segment content.

Source or Target  Match Case Regex Enter text to filter segments	Filter:	Select special filter(s)	r	ρ	¢	🗙 So	t: Do	cument 👻	*	
--	---------	--------------------------	---	---	---	------	-------	----------	---	--

Option	Action
Source or Target	Select from drop-down menu to search source, and or target segments, or user attributes.
Match Case	Make your search case-sensitive.
Regex	Select to search on regular expression or wild card characters.
Text Filter	Filter segments based on text search.
Q	Activate the filter action.
¢	Activate the cumulative filter action for all search fields.
×	Reset the toolbar filter fields.
Sort	Select from drop-down menu to order the remaining search list.
*	Configure the maximum word count for the segment filter.

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

• 100% match segments: segments matching completely in the TM

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

- Segments with tags: segments that contain tags
- Short segments: segments of fewer than {#} words, paragraphs or other blocks
- Signed off state segments: segments are signed off
- Split segments: segments that have been split into more than one segment due to length
- TU Autocorrected Segments: segments that have a target have replacement TUs applied
- Translated state segments: segments that have been translated
- Unedited MT segments: Machine Translated segments that are unedited
- Unique segments: segments that are not repeated

### TXLF EDITOR VIEW

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

Status Icon	Segment Status
0	A non-linguistic error occurred in the segment during a Transcheck test.
8	The segment is locked, so you cannot edit it.
°.	The segment is do not write to TM, so you cannot commit it to the translation memory.
Ð	The segment repeats more than once in the current file.
D	The segment has a note associated with it.
/	The content of the source segment was edited.
ц	The segment was split.
Â	The segment was merged.
∕₹⊓	Segments across a paragraph were merged.

#### 

#### Segment state

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

Segment	Segment State Description
State Icon	

Needs Translation — This state means that the segment is not finished and is therefore not included in the calculated progress shown on the Progress Bar.

- All untranslated target segments are set to Needs Translation, or select Mark All Needs Translation to change all segments to Need Translation. After translating the segment, select this icon to change the state to Translated.
- If you commit a segment to the translation memory, or select **Mark All Translated**, this state will automatically change to Translated.

Translated — This state means that the segment is finished and is therefore included in the Progress Bar. Select this icon, or make a change in the translated segment, to change the state back to Needs Translation.

- Segments that are leveraged with Exact and Context matches are set to Translated by default and are included in the Progress Bar percentage.\*
- As you translate, when you commit segments to the TM by selecting Next Segment or its shortcut key (ALT + DOWN), the segment state will change to Translated.\*\*

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

#### Segment state

Set segments to Translated with leveraged Context Matches

Set segments to Translated with leveraged 100% Matches

Set segments to Translated for Auto-propagated segments

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

#### Segment actions

Next/Previous Segment action leverages next/previous segment

Commit changes the segment state to Translated

#### TXLF EDITOR VIEW Progress bar

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

Item	Description
Source and Target Languages	View the source and the target languages in the open translation file.
Filtered Segments Total	View the number of filtered segments in the open translation file. When filter criteria is cleared the <b>Filtered Segments Total</b> is removed from the status.
Translated	View the percentage of filtered segments that are translated versus the total number of filtered segments in the open translation file. The words done total is calculated from all the translated segments from the filtered table. When filter criteria is cleared, the <b>Translated</b> % is removed from the status.
Segments	View the number of segments completed versus the total number of segments in the open translation file.
Segment (Src/Tgt/Max)	View the character breakdown in a segment. This breakdown includes the number of characters in the source and the target segments, and the maximum number of characters allowed in the target. Hover over this portion of the toolbar to view the progress in a larger display window. A red box flashes around the <b>Max</b> segment value if the number of characters exceeds the maximum allowed. <b>Segment (Src/Tgt/Max): 6/46/31</b>
	The maximum length check counts HTML entities such as: &. These are real characters and are counted as part of the overall character count (1 Character per entity). Refer to Manage tags on page 80 for more information.
Paragraph (Src/Tgt/Max)	View the character breakdown in a paragraph. This breakdown includes the number of characters in the source and target paragraphs, and the maximum number of characters allowed in the target paragraph. Hover over this portion of the toolbar to view the progress in a larger display window. A red box flashes around the <b>Max</b> segment value if the number of characters exceeds the maximum allowed.
	Paragraph (Src/Tgt/Max): 6/46/31
	If the maximum length is set for a paragraph and the paragraph has only one segment then the maximum length limit is shown in the editor for a filtered editor table.
Percent Translated	View the total progress of the translation in a file or in a group of chained files. If you have chained files, the percentage complete will be the total for all the files as if they were one.

### Help and feedback

HELP AND FEEDBACK



to access the online help for answers about how to use the software.

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

HELP AND FEEDBACK

To send feedback about a software issue, select the **Open General** icon **U**, then select **Feedback**. Be as specific as possible, providing the exact steps you took when the issue occurred.

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

# 5. Manage projects

ł.

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

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

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

	Projec	t Files	Project TM	Projec	t Terminology	Reports	Reference	e Files					? ^	×
w-		Ē		8		F	<b>1</b>	±	<b>I</b> ↓			R	è	_
	Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	e Transcheck Report	Segment C Repo	-	≡
	Files			Word	TXLF File Locatio	n	Creation	Date	Last Save	d	Complete	8	†↓ ≡	
	÷	EN -> DE												
	-	Samp	le-File	188	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	10:	53%			
		Sampl	e-File_en	19	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	10:	100%	D		
		Adapti	veTrans	193	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	10:	0%			
U		Samp	le2_5a	193	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	10:	18%			
_		Sampl	e-File_en	7	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			57%			
*	L	Samp	le4_5a	197	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			19%			
롸														
~														
	EN → I	DE									24	% Translated	1	

### Open a TXLF file

A TXLF file contains text segments in a source language and a target language. In Wordfast Pro, to translate the content in a TXLF file, you must create a project. A project may contain one TXLF file or multiple TXLF files. This section describes how to create a Quick Project by opening existing TXLF files. To set up a new project and prepare new TXLF files for translation, refer to Create a project on page 27.

To open a TXLF file:

- 1. Choose one of the following actions:
  - Select the **Project List** icon **T** on the **Sidebar** to open the **Project List** view. Select **Open TXLF**, then browse to select a file.

Projects	8										? ^
		<b>F</b>	F	<b>.</b>	<b>E</b>	<b>E</b> _	<b>E</b> **			SDL	
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

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

Quick Open TXLF	×
How would you like to open your TXLF files? Note: Quick Projects will not remain in the project list once closed	l.
Remember this choice	
Open in New Project Open in Quick Proje	ect Cancel

- a) (Optional) Select Remember this choice to use your selected option each time you choose the Quick
   Open TXLF action without displaying the dialog again. Use General Preferences > General to show this dialog again, after you choose to Remember this choice.
- b) Select **Open in New Project** to use the standard **Project Creation** dialog.
- c) Select **Open in Quick Project** to open the TXLF file in **TXLF Editor** as a temporary Quick Project.
- d) Select Cancel to disregard the TXLF file open action and close the dialog.
- 3. If you chose to open the Quick Project, make your edits in the **TXLF Editor**, then save your changes and select **Close**.
- 4. Select **Save Project** to retain the project in the project list.

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

Save Project		×
	is dialog to change the project name and set the loc t will be saved.	ation where the
Project Name:*	Quick Project	
Save Project To:*	C:\Users\Documents\WFP\Resources	Browse
	Save	Cancel

Required fields are marked with a red asterisk.

- a) Enter the Project Name.
- b) Browse and select the file location in the Save Project To field.
- c) Select Save.

### Create a project

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

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

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

To create a project:

f

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

Project	ts										? ^
		<b>F</b>	F	<b>E</b>	<b>E</b>	<b>E</b> _	E 🎇				
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

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

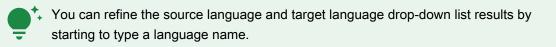
Required fields are marked with a red asterisk.

Project Name.* None     Reuse Project     Save Project To.*     C:USersYrafWordfastProtprojects   Browse Source Language:      English (United States)     Translation Memory        Glossary   BlockItet   Translation Memory     Glossary        Name        Priority     Read O           Options   Options   Pre-translate TXLF files	Project Creation							;
Save Project To:* C:UsersVaftWordfastProtprojects Browse Source Language:* English (United States) Target Language(s):* Spanish (Mexico) X Span	Project Name:*	Wordfast6			Source Files	Reference Files		
Source Language:* English (United States) Target Language(s):* Spanish (Mexico) ×  Translation Memory Glossary Blocklist Create Add Create Add Priority Read O Type Path Options Options Pre-translate TXLF files	Reuse Project:	None		$\overline{\mathbf{v}}$	Add File	Add Folder	Y Create Filt	er 🙀 Remove Files
Target Language(s): Spanish (Mexico) × Translation Memory Gloesary Blocklist Create & Add · Modify & Remove Name Priority Read O Type Path Options Priority Run analysis report on documents Pre-translate TXLF files	Save Project To:*	C:\Users\raf\Wordfas	stPro\projects	Browse	Name	TJ	уре	Path
Translation Memory Glossary Blocklist   See Create Create Add Priority   Read O Type Path     Options   Priority Run analysis report on documents   Pre-translate TXLF files	Source Language:*	English (United Stat	tes)	v				
Create Add     Name   Priority Read O   Type   Path      Options   Options   Pilority   Run analysis report on documents   Pre-translate TXLF files	Target Language(s):*	Spanish (Mexico)	×					
Name       Priority       Read O       Type       Path         Options	-	-		S. Remove				
Run analysis report on documents		-						
<ul> <li>Run analysis report on documents</li> <li>Pre-translate TXLF files</li> </ul>								
Run analysis report on documents								
<ul> <li>Run analysis report on documents</li> <li>Pre-translate TXLF files</li> </ul>								
Pre-translate TXLF files					Options			
					🗹 Run analysi	s report on documents	1	
Use primary MT on no match segments					Pre-translat	e TXLF files		
					Use primary	/ MT on no match segn	nents	

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

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

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



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

Translation Memory	Glossary Blo	ocklist	
Secreate Sec. A	dd 🕞 😽 Imp	ort 🎇 Modify	/ 🎇 Remove
Name	Priority	Read Type	Path

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



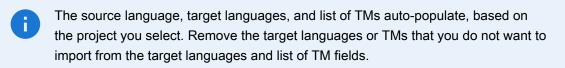
You can select only one TM as the primary. The primary status dictates that the content of that TM overrides any content in secondary TMs.

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



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

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

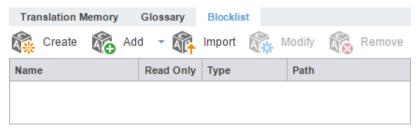


- 10. (Optional) To import an existing TM to your project, click Import.
  - a) On the Import Translation Memory dialog, select the import File Type: TMX or WF TXT TM format from the File Type drop-down list.
  - b) Click Browse to locate and select the project file that contains the TM that you want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

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

Translation Memory	Glossary	Blocklis	st	
Create 📴 Ad	d 🚽 🚉	Import	🚉 Modify	📳 Remove
Name	Read Only	Туре	Path	

- 13. (Optional) Click Create to add a new local glossary for your project.
  - a) On the Create Glossary dialog, enter a unique name for the glossary.
  - b) Select a target language from the drop-down list, then select the location for the glossary on your local disk.
  - c) If you want to prevent any edits to the glossary, select Read-only.
  - d) Click OK.
- 14. (Optional) To add an existing glossary to your project, click **Add**, then select a local, remote, or a project-specific glossary from the drop-down list.
  - a) Add Local Select a location on your local disk.
  - b) Add Remote Enter the TMGR Server, WF Server, or WFA Server details on the Connect to Remote Glossary dialog. Refer to Connect to a remote glossary on page 123.
  - c) Add Project Glossary Enter the details on the Add Project Glossary dialog by selecting the project.
- 15. (Optional) To import an existing glossary to your project, click Import.
  - a) On the Import Glossary dialog, select the import File Type from the drop-down list: TBX or Tab delimited.
  - b) Click Browse to locate and select the project file that contains the glossaries that you want to import.
  - c) To configure a glossary creation option, select either Create a new glossary or Import into existing glossary. Refer to Import a local glossary on page 128.
  - d) Select an overwrite option for preexisting terms.
  - e) Select **Delete all terms from existing glossary** if you want to ensure the import overwrites a clean glossary.
  - f) Click **OK**.
- 16. (Optional) On the Editor pane, click the Blocklist tab.



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

- 18. (Optional) To add an existing blocklist to your project, click **Add**, then select a local or remote blocklist from the drop-down list.
  - a) Add Local Select a location on your local disk.
  - b) Add Remote Enter the details on the Connect to Remote Blocklist dialog. Refer to Connect to a remote blocklist on page 133.
- 19. (Optional) To import an existing blocklist to your project, click Import.
  - a) On the Import Blocklist dialog, select the import File Type: TXT.
  - b) Click Browse to locate and select the project file that contains the blocklist that you want to import.
  - c) Select the blocklist creation option: Create a new blocklist or Import into existing blocklist. Refer to Import a local blocklist on page 136.
  - d) Select an overwrite option for preexisting terms.
  - e) Select **Delete all terms from existing Blocklist** if you want to ensure the import overwrites a clean blocklist.
  - f) Click **OK**.
- 20. On the Source Files tab, choose a method to add project source files.

Source Files	Reference Files			
Add File	Add Folde	er 🌱	Create Filter	Remove Files
Name		Туре		Path

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

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

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

Source Files	Reference F	iles	
Add File	Add F	older [	Remove Files
Name		Туре	Path

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

22. (Optional) Select any additional Options.

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

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

Wordfa	st1		×
W		ber of the files added, TMs, ong with any errors that might	
	Bilingual (TXLF) Files		
	Created: 1		
	Failed: 0		
<b>)</b>	Translation Memories		
	Added: 1		
D <u>r</u>	Glossaries		
	Added: 2		
_ <b></b>	Reference Files		
	Added: 0		
A .	Blocklists		
	Added: 2		
V 🗸	pen created project		
		0	¢

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

The project is created.

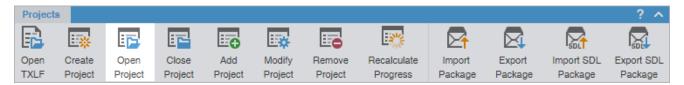
#### Open a project

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

To open a project:

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

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



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

	Project	Files	Project TM	Projec	t Terminology	Reports	Reference	e Files					? ^	×
w-	6	Ē	Ð	ß		F		<b>1</b>				R.		_
	Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	e Transcheck Report	Segment Cł Repor	-	
T	Files			Word	TXLF File Locatio	n	Creation	Date	Last Save	d	Complete	8	11 ≡	
		EN -> DE												
		Samp	le-File	188	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	53%			
		Sample	e-File_en	19	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	100%			
_		Adapti	veTrans	193	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	0%			
U		Samp	le2_5a	193	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10;	18%			
_		Sample	e-File_en	7	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			57%			
36	i	Samp	le4_5a	197	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			19%			
*														
«														
	$EN \rightarrow C$	DE									24	% Translated		

### Modify a project

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

To modify a project:

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

Project	ls										? ^
	<b>.</b>	<b>F</b>	F	<b>E</b> _	<b>.</b>	<b>E</b> _	<b>E</b> **			SDL	SDL
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

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

Modify Project		×
Use this d target land	ialog to change the project name and either add or remove guages.	
Project Name:*	Project1	
Source Language:	English	
Target Language(s):*	German X X	
	OK Cance	1

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

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

#### Remove a project

To remove a project:

H

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

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

Project	s										? ^
	<b>.</b>	<b>F</b>	F	<b>E•</b>	<b></b>	<b>E</b> _	E 🎇		$\square$		SDL
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

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

Remove from the list only		
<u> </u>		
Remove from the list and move the following resources to Archive for	older	
Please note that the following resources will be moved from their cur folder	rent folder into Archive	
Resources	#	
TXLF Files	2	
Reference Files	1	
4		

Remove from the list only

Remove the project from the **Projects List** but retain project resources in the project folder on your computer.

Remove from the list and move the following resources to Archive folder

Move the project TXLF, reference, and source files to the Archive sub-folder within the project folder on your computer.

4. Click OK.

The project is no longer in the Projects List.

#### Package files

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

A package file generally includes:

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

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

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

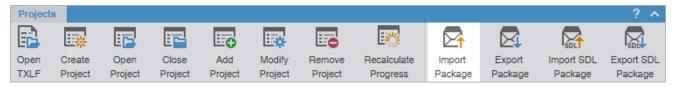
PACKAGE FILES

#### Import package files

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

To import package files:

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



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

Required fields are marked with a red asterisk.

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

port Package					×
Import Pa Select option		GLP file to the project list			
Select a GLP file:* Source Language: Target Language(s):	:	C:\Users\raf\Documents\WORKING-Globallink\W en-US de-DE		Browse	
<ul> <li>Update an existing p</li> <li>Select project to upo</li> <li>Only update the</li> </ul>	date:*	Wordfast3	<b>*</b>		
<ul> <li>Update the proje</li> <li>Create a new project</li> </ul>	-	TXLF files and add new files			
Project Name:* Location:*	_	1_TS_Test GLP ect in projects folder	<b>•</b>		
Open project after in	nporting				
			Impo	rt Cance	el

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

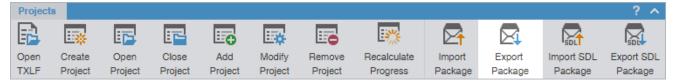
The package file is imported.

### PACKAGE FILES Export package files

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

To export package files:

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



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

Export Package		×
Export Pace Select options t	ckage to prepare a project export for distribution or archiving	
Project Info		
Project Name:	Project 1	
Project Location:	C:\Users\WordfastPro\projects\Project 1	
Source Language:	English	
Export		
<ul> <li>Entire Project</li> </ul>		
<ul> <li>Specific target language</li> </ul>	es and resources	
Target Language:*	German (Germany) X	
Resources to Include in Expo	ort	
Source Files	Glossaries 🛛 Reference Files	
TXLF Files	🗹 Translation Memories 🛛 🗹 Blacklists	
Package Name		
Select Naming Convention:	Project Name 👻	
Custom Name:*		
Preview:	Project 1.glp	
Select Location to Save		
C:\Users\Documents\Source	e/WFP Export Browse	
	Export Cancel	

Entire Project Specific target languages and resources

- Click to export all target languages and their associated resources.
  - a. Click to export specific target languages and associated resources.b. Click items from the drop-down list for further options to deselect specific
  - **Target Language** and resources for exclusion from the export.
- 4. Choose an existing name from the **Select Naming Convention** drop-down list or enter a name of your choice in the **Custom Name** field.



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

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

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

PACKAGE FILES

### Import SDL package files

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

To import SDL package files:

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

Project	s										? ^
	<b>.</b>	<b>F</b>	F	<b>E</b>	<b>E</b>	<b>E</b> _	<b>E</b> **				<b>S</b>
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

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

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

Import Package		×						
	DL Package to import a package file to the project list							
Select a package:* Source Language:	C:\Users\Desktop\Project 5.sdlppx en-US	Browse						
Target Language(s): Create a new project	Target Language(s): it-IT,de-DE Create a new project							
Project Name:*	Project 5							
Location:*	C:\Users\Wordfast4\projects	Browse						
Open project afte	Open project after importing							
	Impo	rt Cancel						

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

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

The SDL Package file import completes.

### PACKAGE FILES Export SDL package files

Use Export SDL Package to export an SDL package.

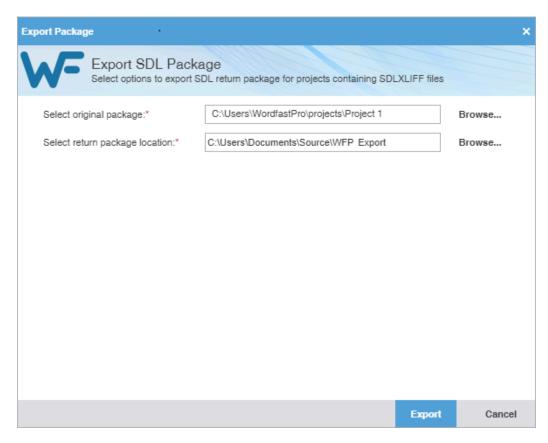
To export package files:

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

Project	8										? ^
	<b>.</b>	<b>F</b>	F	<b>E•</b>	<b>E</b>	<b>E</b> _	E <u>**</u>			SDL	SDL
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

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

When exporting the SDL package, the Select original package: text box automatically selects the file path of the original imported package file location based on the previously used SDL package location. If the selected project was not imported from the SDL package then the Select original package: text box will be blank.



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

# 6. Manage project files

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

	Project	t Files	Project TM	Projec	t Terminology	Reports	Reference	e Files				?	^	×
w-		Ē	Ð	2		F		<b>.</b>	Ħ			R.		_
	Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	e Transcheck Report	Segment Cha Report	-	≡
<b>T</b>	Files			Word	TXLF File Locatio	n	Creation	Date	Last Saved	<b>H</b>	Complete	🙁 î.	⊧ ≡	
		EN -> DE												
	-	Samp	le-File	188	C:\Users\Public\W	FP\Proje	2019/11/	13 10:	2019/11/13	10:	53%			
		Sample	e-File_en	19	C:\Users\Public\W	FP\Proje	2019/11/	13 10:	2019/11/13	10:	100%			
-		Adapti	veTrans	193	C:\Users\Public\W	'FP\Proje	2019/11/	13 10:	2019/11/13	10:	0%			
U		Samp	le2_Sa	193	C:\Users\Public\W	FP\Proje	2019/11/	13 10:	2019/11/13	10:	18%			
_		Sample Sample	e-File_en	7	C:\Users\Public\W	FP\Proje	2019/11/	13 10:			57%			
		Samp	le4_Sa	197	C:\Users\Public\W	FP\Proje	2019/11/	13 10:			19%			
*														
«														
	$EN \rightarrow 0$	DE									24	% Translated		

# Add files

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



To add files to a project:

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

Projec	ct Files	Project TM	Project	Terminology	Reports	Referenc	e Files			
	_ ⊕		8	R		E	<b>E</b>	Ħ		
Add	Add	Translate	Chain	Open Source	Close	Save	Modify	Bilingual	Analyze	Transcheck
Files	Folders	File	Files	File	Project	Project	Project	Export		Report

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

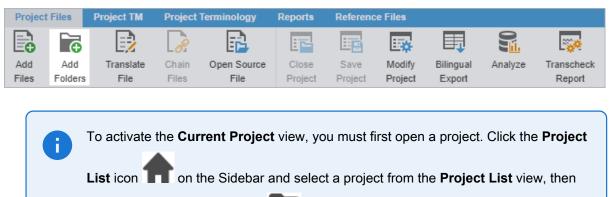
- 6. Click Open.
- 7. On the Files Report dialog, click OK.

# Add a folder

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

To add a folder to a project:

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



click the Current Project icon

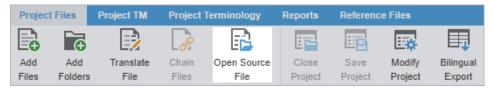
- Browse to the folder, select it, then click Select Folder. During the import process, you might be asked to define conversion filters for unknown file types.
- 3. View the statistics about the added files on the Files Report dialog, then click OK.

# Open a source file

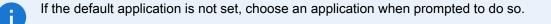
You can view a source file in its original format.

To open a source file:

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



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



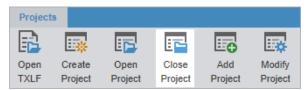
# Close a project

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



You can only have one project open at a time.

• In the Current Project view, click Close Project.



# Conduct a bilingual export

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

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

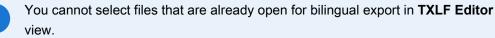


To conduct a bilingual export:

h

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

Projec	t Files	Project TM	Project	Terminology	Reports	Referenc	e Files			
	Ĩ.		8				<b>E</b>	Ħ	0 <del>)</del>	
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	Transcheck Report



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

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

Log session sta	og session start time Thu Sep 23 09:40:56 MDT 2021					
	Number of TXLF files exported successfully: 1 Number of TXLF files exported with warnings 0					
Number of TXLF file exports failed: 0						
Level	Message					
INFO	ToReviewMultiTxlf v1.17.0					
INFO	Bilingual Review Export					
INFO	Processing C:\Users\Downloads\315_Batch1_TR_demQRG-En-FrCa_fr-CA-Training_Excel-fr-CA#TR_XE#.xlsx.txlf					
INFO	NFO 145 tus written.					

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

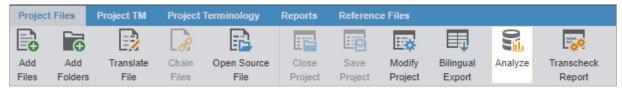
D	Source (en)	Target (fr-ca)	Score	
	Sheet1		-	
	TSO Essentials	Rudiments de TSO	100%	
	Ouick Reference Guide for TransStudio	Guide de référence rapide pour	97%	OFRT:GIo
	Online	TransStudio Online 5	5170	OFRT:GIo
	Introduction	Introduction	100%	OFRT:Glo
				OFRT:Glo
	This document provides users with essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions.	Ce document présente aux utilisateurs les tâches essentielles associées à TransStudio Online (TSO) et suppose que vous connaissez déjà l'interface et les fonctions de base du logiciel.	100%	OFRT:Glo From: Glossary Source: submission Target: soumission Glossary: TMGR
	Use the online help for more details.	Utilisez <mark>l'aide en ligne</mark> pour obtenir plus de détails.	100%	OFRT:Glo OFRT:Glo
	Claim a Submission	Demander une soumission	100%	OFRT:GIo
	Before you can access and work on your	Avant de pouvoir accéder à vos fichiers et	100%	OFRT:GIo
	files, you must log in to Project	les traiter, vous devez vous connecter à		OFRT:GIo
	Director (PD) and use the PD	Project Director (PD) et utiliser le tableau		OFRT:GIo

# Analyze project files

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

To analyze project files:

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



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

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

roject Analyze		
Project Files ( 1 )		Analysis Options
Project Languages/Files	Word Count	Pretranslate 100 🜲 % matches and Copy all tags on segments when t
EN -> DE DE		Use primary MT on no match segments
AdaptiveTranscheck.docx.txlf	532	Calculate analysis report percentage by:" Words
		Calculate internal fuzzy matches 75 🜲 % matches
		Include internal fuzzy matches with TM matches
		Lock segments with 100% matches from being edited
		Do not allow segments to be merged
		Do not allow sources to be edited
		Ignore translated segments in from report
		Ignore translated exact segments from report
		Report Settings
		Show only analysis report summary
		<ul> <li>Export Report</li> </ul>
		Report Name:" Adapt_Project_EN-DE_analysis_report
		Report Type: html v
		Report Location:* Browse.
		Translation Memory (2)
		TM Name Location
		EN -> DE DE
		German_DE C:\Users\Documents\So
		AdantiveTranscheck-G C+\Users\Documents\So
		Analyze Cancel

3. Select options below the Analysis Options heading.

Option	Action
Pretranslate	Select to create translated TXLF files, based on <b>Pretranslate</b> options.
	Selecting Pretranslate is an optional step. The percentage defines the minimum
	leverage required to pre-translate a specific segment.
	% matches—Select the percentage of matches to pre-translate from the

list.

Option	Action
	<ul> <li>Select one of the following actions from the drop-down list:</li> </ul>
	<ul> <li>Copy all tags on segments when there is no TM match</li> </ul>
	<ul> <li>Copy segment source to target when there is no TM match</li> </ul>
	<ul> <li>Do nothing</li> </ul>
	<ul> <li>Select Use primary MT on no match segments to leverage machine translation (MT) matches for all segments that do not have a TM match. If you have TM matches, but do not select the TM before you click Analyze, the MT overwrites all target segments.</li> </ul>
Calculate analysis report percentage by	Select an option from the drop-down menu to set the calculation percentage by either words or segments.
Calculate internal fuzzy matches	Select to set the calculation percentage for internal partial matches, then optionally select <b>Include internal fuzzy matches with TM matches</b> .
Lock segments with 100% matches from being edited	Select to prevent the edit of 100% matches and the overwrite of the TM with those edits.
Do not allow segments to be merged	Select to prevent the merging of translation units (TUs) during analysis.
Do not allow sources to be edited	Select to prevent an overwrite of the source segment with new edits.
Ignore translated segments from report	Do not consider target segments identified in the Analysis report.
Ignore translated exact segments from report	Do not consider exact match target segments identified in the Analysis report.

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

# Run a transcheck report

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

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

To run a Transcheck Report:

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

Projec	t Files	Project TM	Project	Terminology	Reports	Referenc	e Files			
	Ē		8				<b>E</b>	<b>I</b>	0) <del>j</del>	
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	Transcheck Report

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

Project Transcheck		×
Project Files (1)	Transcheck Tests	
Project Languages/Files Word Count	Configure desired check in <u>Preferences &gt; Transche</u>	<u>ck</u>
EN -> DE DE	Report Settings	
Transcheck.docx.txlf 532	Report Name:* Adapt_Project_EN-DE_Trans	ch
	Report Location:* C:\Users\Documents\Source	Browse
	Glossary (1) Blocklist (1)	
	Glossary Locatio	n
	EN -> DE DE	
	de-DE-TechDoc C:\Use	rs'\Documents
	Run Transcheck	c Cancel

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

Consistency checks are accessible through the Project Transcheck dialog. Or click the Preferences icon icon icon the Sidebar, then click Transcheck under Current Project Preferences.
 a. Source Consistency — Use to search for segments with the same target translation, but with different source segments.
 b. Target Consistency — Use to search for segments with same source segments, but with different target translations.

Select the appropriate check boxes to ignore differences such as case, numbers, tags, and white space for source and target file consistency checks. Click **OK** to return to the **Project Transcheck dialog**.

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

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

#### Report is optimized for Google Chrome, some features might not work well in your current browser. Project TransCheck Report Report Summary (1 files)

File Name	Errors in file (visible highlights)
PD_en-de.docx.txlf	0
Ignored Terminology Errors	
X Error Action Co	ndition Instances
Highlight: Exact Match Fuzzy Match	act (No Match) 🛛 Fuzzy (No Match)

Toggle Global Search Filters Global search filter is OFF

#### Project TransCheck Report - Wordfast1 - English - German Report Summary (1 file) TransCheck ran successfully on 1 file and found 39 errors.

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

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

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

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

# Generate a segment changes report

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

To generate a segment changes report:

H

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

Projec	t Files	Project TM	Project	Terminology	Reports	Reference Files				
	<b>₽</b>		8				<b></b>			
Add	Add	Translate	Chain	Open Source	Close	Save	Modify	Analyze	Transcheck	Segment Changes
Files	Folders	File	Files	File	Project	Project	Project		Report	Report

If Hide Segment History was enabled in PD for the project file, then the **Segment Changes Report** button will be disabled.

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

Segment Changes Report		×
Project Files ( 3 )		Report Settings
Project Languages/Files         Image: Section of the	Word Count 1571 360 70	Show Columns: Notes Comments Ratings Post Edit Distance Segment State Enable Diff Highlight
		<ul> <li>Include 'State' only change segments in report</li> <li>Show all segments (includes unmodified)</li> <li>Show latest changes in each phase</li> <li>Open report after export</li> <li>Filter Phase-name(s):</li> <li>Filter Process-name(s):</li> <li>Include all phases before selected phase-name(s)</li> </ul>
		Custom report name: Wordfast3_SegmentChangesReport_20230808T1527 Report Location:* Browse
		Export Cancel

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

Option	Action
Show Columns	Select the columns you want displayed by clicking the appropriate check boxes.

Option	Action
	Comments, ratings, and notes each have their own column. Blank columns indicate the feature you selected is not available or there is no data related to that option for the segment.
	<ul> <li>Notes, Comments, and Ratings—Translators and reviewers each have their own notes column. Only reviewers can add comments and ratings.</li> <li>Post Edit Distance—Compares new target content to prior target content and determines how different they are, down to character additions and deletions.</li> <li>Segment State—Displays the current and previous states of the segment across linguistic and review phases.</li> </ul>
Enable Diff Highlight	Select to compare differences between new target content to prior target content. Red strike-through highlights indicate deletions and green highlights indicate new content.
Include 'State' only change segments in report	Select to show segments that have state only modifications in the Target Revisions table.
Show all segments (includes unmodified)	Select to download all segments in the Segment Changes Report, regardless of any change to the target segment.
Show latest changes in each phase	Select to include the latest content from a specific workflow phase, regardless of total number of revisions for that phase.
Filter Phase-name(s)	Filter content in the report by a specific workflow phase by selecting that phase from the drop-down list. You will need to select this option or the next one prior to export.
Filter Process-name(s)	Filter content in the report by a specific process, such as <b>No Review</b> or <b>Review</b> from the drop-down list. This option can be inclusive, so you can select several processes. You will need to select this option or the one previous prior to export.
Include all phases before selected phase- name(s)	(Optional) Select this option to include all phases prior to the selected phase name.
Custom Report Name	(Optional) Enter a unique name for the report if it requires customization.
Report Location	Browse and select the file location for saving the segment changes report.

### 4. Click **Export**.

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

Segment Changes	Summary		×
Filename	Segments	Source segments ch	Target segments ch
Wordfast1_Tran	26	0	0
PD_en-de.docx	32	0	4
PD_en-de.docx	32	0	6
			ОК

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

## Generate an export notes report

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

To generate an Export Notes Report:

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

Projec	t Files	Project TM	Project	Terminology	Reports	Reference Files		
	Ē		8				<b>.</b>	:
Add	Add	Translate	Chain	Open Source	Analyze	Transcheck	Segment Changes	Export Notes
Files	Folders	File	Files	File		Report	Report	Report

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

Ехро	t Notes Report				×
Pro	ject Files ( 4 )		Report Settings		
$\checkmark$	Project Languages/Files	Word Count	Export notes as:		
			Word		
	PD_en-de.docx.txlf	175	<ul> <li>Html</li> </ul>		
$\square$	PD_en-de3.docx.txlf	214	Report Location:*	C:\Users\Desktop\\WF_Test_reports	Browse
	PD_en-de31.docx.txlf	214		I	
	PD_en-de2.docx1.txif_de_notes.doc.txif	10			
			_	Export	Cancel
				Export	Galicer

3. Browse and select the **Report Location** destination, then click **Export**.

4. On the Export Notes Summary dialog, click OK.

Export Notes Summary		×
Filename	Segments	Segments with Notes
Sample_1.docx1.txml.txlf	37	3
Sample_3.docx.txml.txlf	37	1
Sample_2.docx1.txml.txlf	37	0
		ок

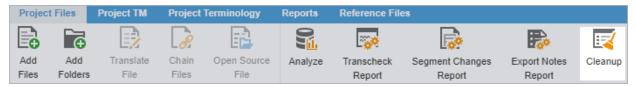
The notes report saves to the specified location.

# Clean up a project

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

To clean up the project and update the TM:

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



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

Project Cleanup				×
Project Clean Up Select the options that you wo	uld like to use to writ	te translated segmer	nts to TM and create	translated files
Select languages to cleanup		Translated	I File Settings	
All Language Pairs		Place tra	nslated files in the (	original path of source file
O Specific Language Pairs				Browse
		× Create	e subfolders by langu	lage
			nguage suffix to the	translated file name
Single Language Pair		TM Overw	rite Options	
		Overwrite	existing TU	Ψ
		Add at	tribute	Add attribute
		Add fil	e name as attribute	
		Overw	rite private TUs (WF	Server TM only)
Select TM(s) to Update				
Symbolic Name	Туре	Source	Target	Path
German_DE	local	en-US	de-DE	C:\Users\lzielsdorf\Documents\So
AdaptiveTranscheck-German	local	en	de-DE	C:\Users\lzielsdorf\Documents\So
				Clean Up Cancel

All Language Pairs Click to clean up all language pairs for the project.

Specific Language Pairs Click to clean up only the language pairs you specify from the drop-down list.

Single Language Pair Click to clean up only one language pair you select from the drop-down list.

- 3. Specify the location for the translated files from the drop-down list.
- 4. (Optional) Select Create subfolders by language.
- 5. (Optional) Select Add language suffix to the translated file name.
- 6. Select TM Overwrite Options from the drop-down list.
- 7. (Optional) Enable Add attribute, then enter that attribute in the attribute field.
- 8. (Optional) Enable Add file name as attribute to add the file name to the file attributes.
- 9. (Optional) Enable **Overwrite private TUs (WFServer TM only)** if you are connected to a Wordfast Server TM and want to overwrite the private translation units (TU).
- 10. Select the **TM(s) to Update** from the table.

#### 11. Click Clean Up.

All the options selected for the Project Cleanup dialog settings are remembered for the current project and will not apply to other existing projects or new projects.

12. On the Info dialog, click OK.

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

## Remove a file

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



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

To remove a file from a project:

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

Project	t Files	Project TM	Project	Terminology Rep	oorts Referen	ce Files				
	Ē		8		-	K	<b>E</b> ***			
Add	Add	Translate	Chain	Segment Changes	Export Notes	Cleanup	Recalculate	Import	Export	Remove
Files	Folders	File	Files	Report	Report		Progress	Package	Package	File(s)

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

Remove	×
<ul> <li>Remove from the list only</li> <li>Remove from the list and move the following resources to Archive folder</li> </ul>	
Please note that the following resources will be moved from their current fold folder	ler into Archive
Resources	#
TXLF Files	3
Source Files	7
4	×.
ок	Cancel

Remove from the list only

Remove from the list and move the following resources to Archive folder

Click to remove the selected files from the file list without moving them to an Archive folder.

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

### 3. Click OK.

The files are removed from the current project.

# 7. Manage submission files

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

# Save a file

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

To save a file:

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

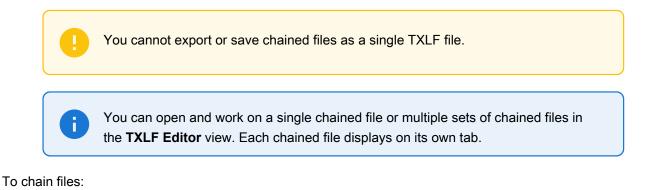


Save File As Translated	Select to save the translated file to a local folder.
Save	Select to save the .TXLF file to a local folder with the existing file name.
Save As	Select to save the .TXLF file to a local folder under a different name.
A progress bar is displayed	. After successful completion, the file is updated in a local folder.

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

# Chain files

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



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

Use Shift+Click to select sequential files or Ctrl+Click to select individual files. ľ **Project Files** Project Terminology Ð B 围 Eg L 🗞 Ē F  $\equiv$ Add Add Translate Chain Open Source Close Save Modify Bilingual Segment Changes Analyze Transcheck Files Folders File Files File Project Project Project Export Report Report Files Wo... TXLF File Locatio Cre... Las... Complete Ø ↑↓ ≡ Sample-File\_en-de-Captive\_Word-Docs-de#HN#.docx.txlf C:\Users\Publi... 188 20... 20.. 69% Sample2\_Sample-File\_en-de.docx.txlf 193 C:\Users\Publi.. 20.... 20.. П 6% Sample4\_Sample-File\_en-de.docx.txlf 197 C:\Users\Publi... 20... 20. 15% Sample-File\_en-de-Captive\_Word-Docs-de#HN#1.docx-004.txlf 19 C:\Users\Publi.. 20. 20. 100% AdaptiveTranscheck1\_de-DE\_segment\_changes.html.txlf 22 C:\Users\Publi... 20... 20.. 0% Sample-File\_en-de-Captive\_Word-Docs-de#HN#1.docx-002.txlf 7 C:\Users\Publi... 20.. 57% Sample-File\_en-de-Captive\_Word-Docs-de#HN#.docx.txlf.docx.txlf 0% 695 C:\Users\Publi... 20.. Sample-File\_en-de-Captive\_Word-Docs-de#HN#3.docx1.txlf 188 C:\Users\Publi... 20... 3% Г

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

ł

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

Chai	ned Files 1 ×			ø
K Sc	ource or Target   Match Case Regex Enter text to filter	Filter:	Select sr 👻	Q 🔰
ID	English (United States) -> French (Canada)	Score	Status	
1	English ()		ଚ	
2	TSO Essentials Rudiments de TSO		Ð	~
3	Quick Reference Guide for TransStudio Online Bilingual_TSO_QRG_Adapted_FRCA-EnColumnOnly.docx Studio Online		Ð	1
4	Introduction		ଚ	1
	This document provides users with essential tasks		Ð	•

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

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

Chai	ned-Sample2_Sample-File_en-de.docx.txtf ×						2
< s	purce or Target   Match Case Regex Enter text to filter segme  Filter: Select special filter(s)		Q	¢	×	Sor	>
ID	English -> German	Score	•	State	JS		
1	TRANSLATION MANAGEMENT.					1	Î
2	MADE SIMPLE.					1	
3	STREAMLINE PROJECT MANAGEMENT					1	
4	INTEGRATE WITH ANY SYSTEM					J	
5	WORK WITH MULTIPLE VENDORS					J	
6	ACCESS REAL-TIME DATA					~	•

3. From the File tab, click Save.



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

# Translate a file

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

To translate a file:

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

Projec	t Files	Project TM	Project Terminology		Reports	Reference	e Files	? ? ?	×
	<b>⊡</b>		8	R			<b>E</b>	Ħ	
Add	Add	Translate	Chain	Open Source	Close	Save	Modify	Bilingual	
Files	Folders	File	Files	File	Project	Project	Project	Export	

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

*QR(	G-En-FrCa.xisx ×					ø
S	ource or Target 🔹 🗌 Match C	ase Regex Enter text to filter 💌	Filter: S	Select sr 👻	Q	>
ID	English (United States)	French (Canada)	Score	Status		
3	TransStudio Online	pour TransStudio Online 5	97%		1	^
4	Introduction	Introduction	100%		~	
5	This document provides users with essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions.	Ce document présente aux utilisateurs les tâches essentielles associées à TransStudio Online (TSO) et suppose que vous connaissez déjà l'interface et les fonctions de base du logiciel.			~	

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

Segments: 24/33 Segment (Src/Tgt/Max): 11/28/- Paragraph (Src/Tgt/Max): 29/28/- 69% Translated (57 words left)

# Translate segments

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

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

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

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

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

If there are either split or merged segments, indicated in the Status column with  $ec{rt}$ 

or  $\Lambda$ , all split or merged rows within the spanned row have the same ID column color.

ID	English (United States) -> French (Canada)	Score	Status		
	TSO Essentials Tag1 Quick Reference Guide for		۶n	_	Â
2	TransStudio Online		- 11		
2	Rudiments de TSO Tag1Guide de référence rapide pour TransStudio Online			~	
3	Introduction	MT			
3	Introduction	MT		~	
	This document provides users with essential tasks associated with TransStudio Online (TSO)		Ę		
	Ce document présente aux utilisateurs les tâches				Ŧ

TRANSLATE SEGMENTS

### Translate all segments

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

To translate a project file using Translate All:

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

File I	Edit Forma	tting T	ranslation	Terminology	Review				
	<b>e</b>	E <mark>1</mark>	R				<b>±</b> ?	<u>↓?</u> ?	Þ
Next	Previous	Commit	Leverage	Mark All	Сору	Сору	Until	Until No	Translate
Segment	Segment			Translated	Source	All Sources	Fuzzy	Match	All

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

Translation Tools		^
$EN\toDE$	Segments: 2/2   Segment (Src/Tgt/Max): N/A   Paragraph (Src/Tgt/Max): N/A	100% Translated (0 words left)

### TRANSLATE SEGMENTS View segment history

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

							_
TM Lookup	Notes	Segment History	Metadata	Transche	ck (0)		
Туре	Value				Score	Modificati	
Target		de travailler su sion, vous de der.	nier de	100+%	2018/0 8/27 08:57:0 3 MDT	•	
Target		le travailler su sion, vous dev der.		nier de		2018/0 2/19 13:25:2 4 MST	
▲							
$EN\toDE$			Segmen	ts: 99/100	Segment (Src/Tgt/	/Max): 76/103/-	

#### TRANSLATE SEGMENTS

### Commit to the TM

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

To update the translation memory:

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

File Ed	lit Forma	tting Ti	ranslation	Terminology	Review				
		E <mark>,</mark>	R						0) <del>j</del>
Next Segment	Previous Segment	Commit	Leverage	Mark All Translated	Copy Source	Commit All	Concordance Search	Machine Translation	Analyze

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

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

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

TRANSLATE SEGMENTS Copy source content

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To copy source content to the target:

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

File E	dit Forma	tting T	ranslation	Terminology	Review				
		E,	R				<b>±</b> ?	<u><b>↓</b>?</u> ?	<b>L</b>
Next Segment	Previous Segment	Commit	Leverage	Mark All Translated	Copy Source	Copy All Sources	Until Fuzzy	Until No Match	Translate All

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

The specified source content is copied to the selected target.

### TRANSLATE SEGMENTS Copy all source segments

To copy all source segments to all target segments:

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



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

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

### TRANSLATE SEGMENTS Split or merge a segment

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

To split or merge a segment:

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



The segment is merged or split and the segment Status column contains either the Merge icon  $\Lambda$  or

the **Split** icon  $\square$ , respectively. If the merge includes an entire paragraph, this is denoted with the **Merge Paragraph** icon  $\square$ .

ID	English (United States) -> French (Canada)	Score	Status		
					•
	TSO Essentials Tag1 Quick Reference Guide for		λ <sub>n</sub>		_
2	TransStudio Online			1	
2	Rudiments de TSO Tag1 Guide de référence rapide			~	
	pour TransStudio Online				
3	Introduction	MT		,	
	Introduction	MT		~	
	This document provides users with essential tasks		Ę		
	associated with TransStudio Online (TSO)				
	Ce document présente aux utilisateurs les tâches				•

#### TRANSLATE SEGMENTS

### Lock a segment

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

To lock a segment:

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

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

E <mark>g</mark>
Lock/Unlock Segment
🔒 Lock/UnlockSegment
Lock/UnlockAll Segments

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

### TRANSLATE SEGMENTS Clear target segments

To clear target segments:

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



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

The target content is removed.

### TRANSLATE SEGMENTS Do not write To TM

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

To prevent a segment from being added to the TM:

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

2. On the Translation tab, select Do Not Write To TM, or press Alt + Enter.



The TM is not updated with the target segment content.

The <sup>1</sup> icon is displayed in the segment **Status** column.

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

## Find and replace content

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

To find and replace content in a file:

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

File	Edit	Format	ting	Translation	Term	inology	Review				🔞 ^ X
4		$\mathcal{X}$		Ď					E,	•	
Undo	Redo	Cut	Сору	Paste	Find / Replace	Copy All Tags	Clear All Tags	Edit Source	Revert Source	Show Whitespace Characters	

On the Find/Replace dialog, click in the Find what field, then enter your search text or select it from the dropdown list.

Find/Replace			×
C Find what:	translation		Ŧ
C Direction	Reading Highlight	<ul> <li>Find Next</li> </ul>	Close
<ul> <li>Backward</li> </ul>	Ignore Case	Search Source	
<ul> <li>Forward</li> </ul>	Whole Words Only	Search Target	
	Ignore NBSP	Search Open File	s
	Vse Regex		

4. (Optional) Click the **Expand** icon <sup>≫</sup> to expand the panel for additional options, or click the **Collapse** icon <sup>∧</sup> to collapse the additional options.

Search text can include regular expressions (Regex), wild card characters, and nonbreaking spaces.

ł

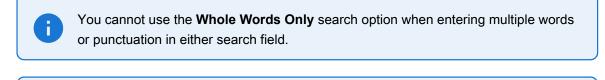
- 5. Click **Find Next** to move through all instances of the content.
- (Optional) Click Reading Highlight and select the Highlight All action from the drop-down list to highlight all instances of the content in all open files. Click Clear Highlighting to remove the highlighting from the previous search.

Find/Replace			×
Q Find what:	translation		Ŧ
Direction	Reading Highlight Highlight All Clear Highlighting Whole Words Only Ignore NBSP Use Regex	<ul> <li>Find Next</li> <li>Search Source</li> <li>Search Target</li> <li>Search Open File</li> </ul>	Close

- 7. (Optional) To replace regular expressions, wild card characters, or words, click the **Replace** icon **S**. For additional options, click the down arrow on the sidebar.
- 8. Click in the **Replace with** field and enter the replacement text.

Find/Replace			×
Find Next: Replace with:	translation		v
~	Replace Replace A	II Find Next	Close
Direction     Backward	Options	Search Source	
<ul> <li>Forward</li> </ul>	Use Regex	Search Target	\$

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



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

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

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

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# Edit or revert source segments

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



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

To edit content in the source segments:

- 1. In the TXLF Editor view, place your cursor onto the source segment you want to edit.
- 2. Select the Edit tab and then select Edit Source.



3. Make edits to the source segment.

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

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

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

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

# Spell check a file

h

You can use a spellchecker to verify translated content aligns with configured spell checking preferences. Refer to Configure and enable spellchecker on page 193. You must verify that your Hunspell spelling dictionaries have the latest updates. Refer to Licensure on page 11.

To spell check a file:

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

File	le Edit Formatting		Translation	Terminology	Review			
abc		abc	abc 🔂		<b>F</b>	E)		<u>~~</u>
Spellch	neck File	Mark Spelling Errors	Add Note	Edit Note	Delete Note	Export Notes	Transcheck Segment	Transcheck All

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

Spelling	×
Use this page to check spelling.	
Not in Dictionary:	
DICHTUNGSLOSE DATENBANKINTERGRATION	Ignore Once
	Ignore All
	Add to Dictionary
Suggestions:	
DATENBANKINTEGRATION	Change
EINWANDERERGENERATION	Change All
Preferences Cancel	

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

**i** 

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

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

## Leverage translation memory

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

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

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

LEVERAGE TRANSLATION MEMORY

### Leverage a TM

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

To leverage a TM:

1. In the **TXLF Editor** view, select the segments to leverage against the current TM.

2. On the Translation tab, select an action to leverage the current TM.

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

LEVERAGE TRANSLATION MEMORY

### Conduct a translation memory lookup

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

To conduct a TM lookup or concordance search:

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

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

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



H

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

тм	Lookup Notes Seg	gment History Metadata Tran	scheck (0	))		
sub	mission	✓ More Opt	ions –	Find Source	Find Target	Cle
#	Source	Target	Score	TM Name	Last Modified	Custor
1	Create submission	Création d'une soumission	-	TM Server	2019/12/17 07:16:22 MST	^
2	Submission Template	Modèle de soumission	-	TM Server	2019/12/17 07:16:22 MST	
3	Save Submission	Enregistrez la soumission.	-	TM Server	2019/12/17 07·16·22	~
<						>

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

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

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

#### LEVERAGE TRANSLATION MEMORY

### View TM leverage results

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

To view TM leverage results:

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

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

ТМ	Lookup Notes Se	egment History Metad	lata Trans	check (0)			
	▼ More Options ▼ Find Source Find Target Clear						
#	Source	Target	Score	TM Name	Last Modified	Custom Attribute	
1	SIMPLIFIED.	VEREINFACHT.	100%	Doc_TM2	2015/11/04		<b>(</b> )
2	SIMPLIFIED <mark>im</mark> plified	mit minimalstem Aufwand	99%	Doc_TM2	2013/04/26		<b>i</b>
3	SIMPLIFIED. Simplified.	Vereinfacht.	99%	Doc_TM2	2014/03/14		<b>i</b>
4	SIMPLIFIED.	Vereinfacht.	99%	Doc_TM2	2014/11/07		<b>i</b>
5	SIMPLIFIED.	VEREINFACHT.	100+%*	Doc_TM1	2017/04/04		<b>(</b> )

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

Item	Behavior
Source	Displays source segments provided by the TM. Any difference between the submitted
	segment and the TM source segment is highlighted.

ltem	Behavior						
Target	Displays target segments already in the TM.						
Score	Displays a TM leverage score.						
	Percent (%) — 100% and fuzzy matches						
	Plus (+) — Context matches						
	Asterisk (*) — Secondary TM match						
	<ul> <li>Red outline — TM has assessed a penalty to the segment</li> </ul>						
	Refer to Leverage translation memory on page 69 for more information on TM color						
	codes.						
TM Name	Identifies the name of the leveraged TM. If you are leveraging multiple TMs, it lists the TMs in order of priority: primary, then secondary TMs.						
Creation Date	Identifies the TM segment creation date.						
Creation User	Identifies the username of the segment creator.						
Last Modified	Identifies the date of the last segment modification.						
Modification User	Identifies the user who last modified the segment.						
Custom Attribute	Identifies any segment custom attribute name and its associated values						
Actions	Acts as a button to access score breakdown information, including penalties.						
í							

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

ТМ	TM Lookup Notes Segment History Metadata Transcheck (0)									
	More Options   Find Source Find Target Clear									
#	Source			-	Target		Score ↓		TM Name	Last Modified
5	SIMPL	IFIED.		Ť	Sort Ascending	<	#		Doc_TM1	2017/04/06
1	SIMPL	IFIED.		+	Sort Descending		Source		Doc_TM2	2015/11/04
3	SIMPL	IFIED.	Simplified.		Columns Vereinnacht.		Target Score		Doc_TM2	2014/03/14
4	SIMPL	IFIED.	Simplified		Vereinfacht	$\checkmark$	TM Name		Doc_TM2	2014/11/07
2	SIMPL	IFIED	nplified.		mit minimals Aufwand		Creation Date Creation User		Doc_TM2	2013/04/26
	1						Last Modified Modification User Custom Attribute			
						~	Actions			

LEVERAGE TRANSLATION MEMORY

## Leverage machine translations

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

To leverage MT:

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



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

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

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

## Leverage terminology lists

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

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

There are two possible methods for moving among terms on the **Terminology** pane.

• Click Next Term (Ctrl + 9) or Previous Term ( Ctrl + 8).

h

QRG-En-FrCa_fr-CA-Training_Excel-fr-CA#TR_XE#.xlsx ×								
	Source or Target	Match Case	e Regex Enter text to filter 👻	Filter:	Select sr 👻	Q	Σ	
ID		Score	Status					
12								
	In the Available folder, select a submission, then							
	select the approp	oriate workflow	w phase tab.					
13	Dans le dossier	Available, sél	ectionnez une	100%		J		
	soumission, puis sélectionnez l'onglet de la phase							
	appropriée de la séquence des tâches.							
	If another user assigns you submissions, your							
							-	
<					Term	inolo	<b>y</b>	
<	If another user a	ssigns you su	ubmissions, your + 🕜 🗙 🛩 🗁		Term	inolo	gy	
<b>K</b>	If another user a	ssigns you su	ubmissions, your + 🐼 🗙 🛥 🗁 Search Glossaries (Source)		Term ▼ Q X	inolo ¢	gy •	
<b>x</b> # 1	If another user a	SSIGNS YOU SU	ubmissions, your + 🐼 🗙 🛥 🗁 Search Glossaries (Source) Available		Term	inolo	gy •	
<b>x</b>	If another user a TM Lookup Notes Source	Ssigns you su Segment Hist( ) Target	Available Disponible		Term ▼ Q 🗙	•	gy •	
<b>X</b> # 1	If another user a TM Lookup Notes Source In the Available folder, select a submission, then	Ssigns you su Segment Histe Target Dans le do Available, s une soumi	ubmissions, your + C × ← ► Search Glossaries (Source) Available Disponible Folders		Term	•	gy •	
# 1	If another user a TM Lookup Notes Source In the Available folder, select a	Ssigns you su Segment Histe Target Dans le do Available, s	Available Disponible		Term	•	gy •	

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

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

Color Code	Category
Green	Exact term match
Yellow	Fuzzy term match
Red	Missing exact term match
Purple	Missing fuzzy term match

#### LEVERAGE TERMINOLOGY LISTS

## Add a term

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

To add a term to a glossary:

1. On the **Terminology** pane, select a word in the source segment and, optionally, the translation in the target segment, then click

2. (Optional) On the Add Term dialog, enter content in the Description field.

Required fields are marked with a red asterisk.

Add Term		×
<b>V-</b> .	se this page to add a term to the selected glossary.	
Source:* Target:* Description:	INTEGRATE WITH INTEGRATION MIT	
Glossary:	Doc_Term1	r
	OK Canc	el

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

The new term is added to the glossary.

LEVERAGE TERMINOLOGY LISTS

## Edit a term

You can only edit terms in the local glossary.

To edit a term:

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

+ 🖍 🗙 🛩 🖕	Tern	ninolo	gy	
Search Glossaries (Source) 🔻 🔎	×	*		
project projekte				*
projekte				
Project Management			0	Ē
Projektmanagement				
	÷			*

2. Click the Edit term icon

### 3. On the Edit term dialog, make your edits.

Edit term		×
W-	Use this page to edit a term in the selected glossary.	
Source:		
project		
Target:		
projekte		
Description:		
	Modify	Cancel

#### 4. Click Modify.

The term is edited.

#### LEVERAGE TERMINOLOGY LISTS

### Insert a term

To insert a term into the current target segment:

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

The term is inserted into the target segment.

# LEVERAGE TERMINOLOGY LISTS

### To search for a term:

1. On the **Terminology** pane, enter a term in the terminology filter field.

### 2. Click the Search for Term icon 🔎.

The search results from the connected glossaries are displayed.

+ 🖍 🗙 🥹 🛸		Т	ermi	nolog	у
project	Ŧ	Q	×	*	
project				<b>(i)</b>	*
projekte				U	
Project Management				<b>(i)</b>	
Projektmanagement				U	
Project Director				<b>(i)</b>	
Project Director				U	
					Ŧ
				►	

LEVERAGE TERMINOLOGY LISTS

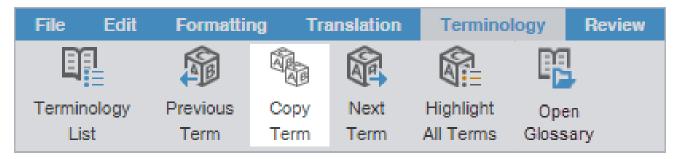
## Copy a term

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

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

File Edit	Formattin	ig Tra	Inslation	Termino	logy	Review
		AR I	Â		R	
Terminology List	Previous Term	Copy Term	Next Term	Highlight All Terms	Open Glossai	y

- 3. Click on the target location where you want to copy to the glossary term.
- 4. Click Copy Term.



The glossary term is copied to the target segment.

LEVERAGE TERMINOLOGY LISTS

To copy a synonym for a term:

soumission

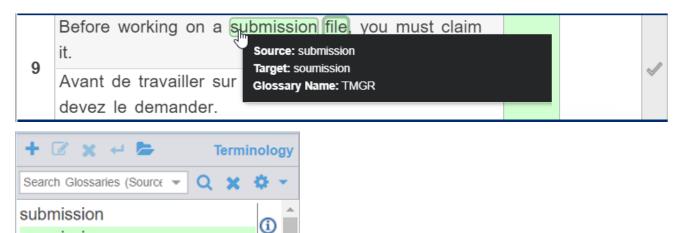
File

**E** 31

Fichier

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

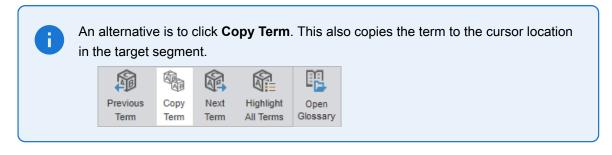
This highlights and adds a border around the source and target terms. Synonyms display on a temporary popup pane and on the **Terminology** pane.





**(i)** 

3. Click the preferred target term from the **Terminology** pane. This copies the term to the cursor location in the target segment.



The target synonym is copied to the target segment.

## LEVERAGE TERMINOLOGY LISTS



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

#### To remove a term:

1. In the **TXLF Editor** view, go to the **Terminology** pane.

2. Select a term, then click  $\ge$ 

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

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

3. Click Yes.

The term is removed from the local glossary.

## Manage tags

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

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

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

TRANSLATION MANAGEMENT. 
 Souther the second secon

Tags contain numerals to indicate their order in the segment.

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

Any inline tags for the following HTML entities are displayed with a specific inline tag image to show the actual character of the entity. This is to help linguists to view the character representation of the entities directly without hovering over the tags.

Entity	Tag Image	Entity	Tag Image	Entity	Tag Image
&	&	"	"	≥	≥
<	<	'	٢	≤	$\leq$

Entity	Tag Image	Entity	Tag Image	Entity	Tag Image
>	>	—	_	±	±
"	"		0	±	±
<b>&amp;#</b> 39;	1		0	´	,
'	'	–	-	µ	μ
•	•	»	»	μ	μ
©	©	"	"	·	
°	o	®	®	º	0
½	1/2	'	1	­	(soft hyphen)
¼	1/4	™	ТМ	²	2
¾	3⁄4	۲	•	³	3
…		\"	"		
«	«	≥	2		

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

### MANAGE TAGS

## Copy a tag

ł.

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



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

### To copy a tag:

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

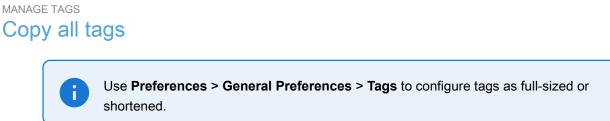
When the selected segment contains tags, the first tag is automatically selected. Red indicates selection.

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

File E	dit Forma	tting T	ranslation	Terminology	Review					? /	N X
	E,	E <mark>4</mark>	R			R	<b>P</b>		<u> </u>	Ŀ	
Next Segment	Previous Segment	Commit	Leverage	Mark All Translated	Copy Source	Merge	Split	Previous Tag	Next Tag	Copy Tag	Edit Tag

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

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



To copy all tags:

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

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

File	Edit	Segment	Translation	Terminology	Review
4	₽	<b>-</b>			•
Undo	Redo	Find / Replace	Copy All Tags	Clear All Tags	Show Whitespace Characters

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

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

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

All tags are copied to the segment or document.

MANAGE TAGS

## Edit a tag

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



Do not edit tags in the source segment.

To edit a tag:

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

File	Edit	Forma	tting	Translation	Terminology	Review					? /	× ×	
Next		Previous	Comm	nit Leverage	Mark All	Сору	÷		Split	Previous	Next	Сору	Edit
Segmer	nt	Segment		, in the second s	Translated	Source		Ŭ		Tag	Tag	Tag	Tag

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

Control

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

Edit Tag

Voic Cancel

5. Click OK.

Edits to the tag are saved.

MANAGE TAGS

## Clear all tags



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

To clear all tags:

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



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3. Select Segment or Document.

Segment or Ctrl-Shift+V	Select to clear only the tags from the selected segment.

**Document** Select to clear all segment tags for all target segments in the file.

A warning message asks you to agree to clear all tags from the open file.

4. Click Yes.

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

## MANAGE TAGS

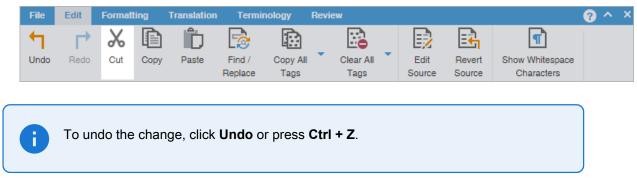
## Delete a tag

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

To delete a tag:

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

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



The target tag is deleted.

## Manage project notes

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

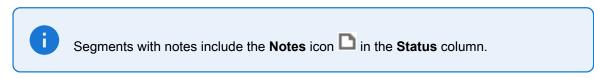
There are two ways to access the Notes editor.

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

#### MANAGE PROJECT NOTES

### View notes

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



To view notes:

1. Open a translation file.

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

TM	Lookup	Notes	Segmen	t History	Metadata	Transch	eck (0)		
A	dd Note	Edit	Note I	Delete Note	9				
ID	Туре		Date		Details				
2	Transla	ation	2018/08	3/27	Use Verei	nfacht a	s the app	proved	
2			16:30:5	4 MDT	phrase for this project.				
					1				
EN	·U8 → DE-I	DE Segm	ents: 7/33	Segment	t (Src/Tgt/Max)	: 12/12/-	Paragraph (	Src/Tgt/Ma	

Notes for all file segments are displayed.

## MANAGE PROJECT NOTES

## Add a note

### To add a note:

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

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

тм	Lookup	Note	s Segme	nt History M	etada	ta Transch	neck (0)	
Add Note Edit Note Delete Note Export Notes								
ID	CreatorID		Туре	Date		Details		
13	Submit	ter	Review	2018/06/04 13:19:02 MI	DT	Check for	correctness.	
13	Submit	ter	Question	2018/06/04 13:19:21 MI	DT	-	eating "internal translator" e phrase for DE?	
4								•
EN	• DE-DE				Segi	ments: 29/33	Segment (Src/Tgt/Max): 83/83/-	Pa

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

File Edit	Formatting	Translation	Terminology	y Review			
abc Spellcheck File	Abc Mark Spelling Errors	Add Note	Edit Note	Delete Note	Export Notes	Transcheck Segment	Transcheck

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

Add/Edit Notes		×
Use ti	his page to add or edit a note.	
Segment ID:	13	
Source:	Allow access to any vendor or internal translator for maximum resource flexibility.	
Creator:*	Submitter	
Date:	2018/06/04 13:10:38 MDT	
Туре:	Translation -	
	Review	
	Question	
	Important	
	Translation	
	OK Cancel	

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

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

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

The note is saved and associated with the segment.

MANAGE PROJECT NOTES

## Edit a note

### To edit a note:

1. Open a translation file.

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

тм	Lookup	Notes	Segme	nt History Metada	ta Transcheck (0)
Add Note Edit Note				Delete Note Exp	ort Notes
ID	CreatorID	Тур	e	Date	Details
13	Submitte	r Re	view	2018/06/04 13:19:02 MDT	Check for correctness.
13	Submitte	r Qu	estion	2018/06/04 13:19:21 MDT	Are you treating "internal translator" as a single phrase for DE?

4			
$EN \rightarrow D$	E-DE Segments: 29/33	Segment (Src/Tgt/Max): 83/83/-	Par

• On the **Review** tab, click **Edit Note**.

File	Edit	Formatting	Translation	Terminolo	ogy	Review	
Spellche	<b>~</b> .	Abc Mark Spelling Errors	Add Note	Edit Note	De	elete Note	Export Notes

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

Add/Edit Notes	×		
VSe t	his page to add or edit a note.		
Segment ID:	13		
Source:	Allow access to any vendor or internal translator for maximum resource flexibility.		
Creator:*	Submitter		
Date:	2018/06/04 13:19:02 MDT		
Type:	Review		
Check for correctne	3SS.		
	OK Cancel		

#### 5. Click OK.

The modified note is saved and associated with the segment.

### MANAGE PROJECT NOTES

### Delete a note

### To delete a note:

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

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

ТМ	Lookup	Notes	Segme	nt History M	etada	ta Transch	neck (0)	
Add Note Edit Note		Note	Delete Note Export Notes		ort Notes			
ID	CreatorID	Ту	/pe	Date		Details		
13	Submitte	er Re	eview	2018/06/04 13:19:02 MI	DT	Check for	correctness.	
13	Submitte	er Q	uestion	2018/06/04 13:19:21 MI	DT		eating "internal translator" e phrase for DE?	
•								
EN → DE-DE Segments: 29/33 Segment (8rc/Tgt/Max): 83/83/-							Segment (Src/Tgt/Max): 83/83/-	Par

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

File Edit	Formatting	Translation	Terminology	Review			
abc. Spellcheck File	Abc Mark Spelling Errors	Add Note	Edit Note	Delete Note	Export Notes	Transcheck Segment	Transcheck

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

# MANAGE PROJECT NOTES Export notes

To export notes:

1. Open a translation file.

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

тм	Lookup	Notes	s Segme	nt History Me	etada	ta Transcl	heck (0)	
Add Note Edit I		it Note	Delete Note	Ехро	ort Notes			
ID	CreatorID	1	Туре	Date		Details		
13	Submit	ter F	Review	2018/06/04 13:19:02 MI	ЭТ	Check for	correctness.	
13	Submit	ter (	Question	2018/06/04 13:19:21 MI	ЭТ	-	eating "internal translator' e phrase for DE?	'
4							Þ	
EN -	EN → DE-DE Segments: 29/33 Segment (Src/Tgt/Max): 83/83/- Par							

• On the Review tab, click Export Notes.

File	Edit	Formatting	Translation	Terminology	y Review			
	abc	abc			6	E)		<u>\$</u>
Spel	Icheck File	Mark Spelling Errors	Add Note	Edit Note	Delete Note	Export Notes	Transcheck Segment	Transcheck All

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

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

## Transcheck

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

Is displayed in the Status column for segments with errors.

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

TRANSCHECK Use transcheck

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

To use Transcheck during translation:

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

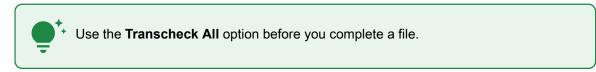
If you choose to correct the error, the **Error Status** icon **I** is removed from the **Status** column and from the **Transcheck** tab.

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

### TRANSCHECK Use Transcheck All

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

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



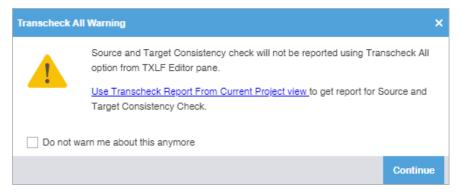
#### To use Transcheck All:

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

File	Edit	Formatting	Translation	Terminology	Review			
d	abc	abc				E)		***
Spellc	heck File	Mark Spelling Errors	Add Note	Edit Note	Delete Note	Export Notes	Transcheck Segment	Transcheck All

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

### 3. Click Continue.



A Transcheck report and summary results.

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

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

Report is optimized for Google Chrome, some features might not work well in your current browser. Project TransCheck Report Report Summary (1 files)

File Name	Errors in file (visible highlights)
PD_en-de.docx.txlf	0
Ignored Terminology Errors X Error Action Condition	Instances
Highlight: 🛛 Exact Match 🗹 Fuzzy Match 🗹 Exact (No Ma	atch) 🗹 Fuzzy (No Match)

Toggle Global Search Filters Global search filter is OFF

### Project TransCheck Report - Wordfast1 - English - German

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

PD_en-de.docx.txlf	39

#### PD\_en-de.docx.txlf

F

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

#### ——Unedited Fuzzy Check-

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

5. (Optional) Click a highlighted term.

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

Ignore 1	Ignore Terminology Transcheck Error						
۲	Source string: When term is:	Streamline streamline(eine Stromlinienform geben) STREAMLINE(OPTIMIEREN) Streamline(Optimierung)	× × ×				
0	When Target Contains:						
Ignore	Ignore All (3)	Previous	Next				

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

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

Ignore Te	Ignore Terminology Transcheck Error						
	Source string: When term is:	<pre>translation process translation process (Übersetzungsprozess) &lt;</pre>	>				
•	When Target Contains:	Übersetzungsprozess					
Ignore	Ignore All (3)	Previous	Next				

H

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

File N	ame					Errors	s in file		
trans	checkRep	ort548158	32496	4718	34112.html	16			
	-Ignore	d Termiı	nology	y Er	rors				
Х	Error		Action		Condition			Instances	
X	translatio	was ignore when term i	ed	translation (Übersetzur	1				
X	enterpris	was ignore when term i	ed	ENTERPRIS (BERICHTE	3				
X	X VENDOR			ed s:	VENDOR(AN	1			
Highl	ight: 🛛 🖪	xact Match	<mark>⊡ Fuz</mark>	zy M	latch 🖂 Exa	ct (No M	atch) 🗹 Fuz	zzy(No Match)	
Hide	Termin transcl this report	-	neck: ort54	815	8324964	718411	.2.html		
Seg. ID	Block ID	Sourc	e		Target		Co	omment	
3	1-3-1	STREAML PROJECT MANAGEI			EKTIVES DEKTMANAG	GEMENT	Incorrect terminology: streamline (eine Stromlinienform geben), STREAMLINE		

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

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



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

TM L	ookup Notes Segme	nt History Metadata Tra	nscheck (3)
Prev	ious error Next error	Refresh Ignore warnin	g
#	Warning	Explanation	Cause
1	Tag Check	Source contains formatting missing in the target.	Source contains "1, 2, 3" which is missing in target.
2	Unedited Fuzzy Check	Target contains a fuzzy match that has not been modified.	Target contains a 98% match that has not been modified.
3	Untranslated Text Check	Source text is not translated in the target.	"in" should be translated in target.

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

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

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

## Leverage auto-propagation

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

To leverage repetitive content:

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

*8a	mple4_8ample-File_en-de.docx × *8ample2_8ample-File_en-de.docx × *8ample5_8ample-File_en-de.docx ×					ŝ	2
Κ.	Source or Target   Match Case Regex Enter text to filter segme  Filter: Duplicate segments	~	Q	ø	×	Sor	>
ID	English (United States) -> French (Canada)	Score		Statu	8		
28	Before working on a submission file, you must claim it.	100+%				,	i.
20	Avant de travailler sur un fichier de soumission, vous devez le	100476				<b>~</b>	
	demander.						
	To modify how you receive PD notifications about your submission files,						
29	refer to PD online help.	100+%					
29	Pour modifier la façon dont vous recevez des notifications de PD	1004-76				×	
	concernant vos fichiers de soumission, consultez l'aide en ligne de PD.						
	To modify how you receive PD notifications about your submission files,						
30	refer to PD online help.	100+%	,			~	
	Pour modifier la façon dont vous recevez des notifications de PD				_		Ŧ

- 2. Enter the translation for the first target segment.
- 3. Choose one of the following actions:
  - Click **Next Segment** or press **Alt+Down** to update the TM, move down one segment, and leverage the next segment from the TM.
  - Click Commit or Commit All to commit one or all of the segments to the TM.

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

*88	mple4_8ample-File_en-de.docx × *8ample2_8ample-File_en-de.docx × *8ample5_8ample-File_en-de.docx ×						2
<	Source or Target   Match Case Regex Enter text to filter segme  Filter: Duplicate segments	-	Q	ø	×	Sor	>
ID	English (United States) -> French (Canada)	Score Status				_	
28	Before working on a submission file, you must claim it.	100+%					
20	Avant de travailler sur un fichier de soumission, vous devez le	100+%				Č.	
	demander.						
	To modify how you receive PD notifications about your submission files,						
29	refer to PD online help.	100+%					
29	Pour modifier la façon dont vous recevez des notifications de PD	100+%	>			~	
	concernant vos fichiers de soumission, consultez l'aide en ligne de PD.						
	To modify how you receive PD notifications about your submission files,						
30	refer to PD online help.	100+%	5			~	
	Pour modifier la façon dont vous recevez des notifications de PD						-

## Leverage auto-suggestion

You can use auto-suggestion to propose target content based on specific source content, such as numbers, URLs, and proper names. You can also use auto-suggestion to propose terms for the glossary, machine

translation (MT), translation memory (TM) matches, and sub-segment TM matches. Configure and enable your autosuggestion preferences under **Preferences > General Preferences > Auto-Suggestion**.

## Monitor maximum segment length

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

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

## Recalculate the progress of a file

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



Refer to Chain files on page 57 to recalculate progress of multiple files.

To recalculate the progress of a file:

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

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

## Get an MS Word table

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

To get an MS Word table:

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

File	Edit Forma	tting Transla	ation Termino	ology Review					
E	<b>E</b> ***	III III				live			B
Close	Recalculate Progress	Get MS Word Table	Open Source File	Switch Editor Layout	Preview File	Preview	Save File As Translated	Save	Save As

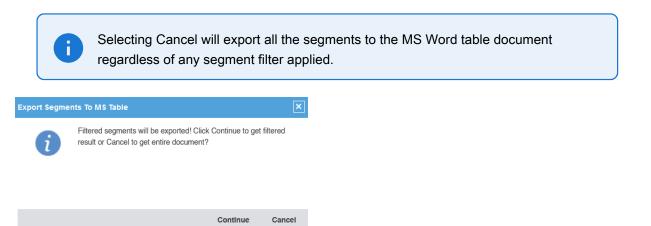
4. On the Get MS Word Table dialog, select Get MS Word Table.

i.

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

Get MS Word Table	×
Configure MS Word Table in: <u>Preferences &gt; General &gt; Get MS Word Table Options</u>	
Don't show this dialog anymore	
Get MS Word Table Cancel	

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



The file downloads as a Microsoft Word document containing a bilingual table of source and target segments.

	HOME INSERT DESIGN PAGE LAYOUT		VIEW Benjam	n *
aste	Times New Roman       12 $\vdots$	t t t t t t t t t t t t t t t t t t t		
board 🕫		5 Styles 5 Data Protection		
board '*	Font is Paragraph	i styles is Data Protection		
	ING: Modifications done to this docun n-FrCa.xlsx.txlf English (United States)	nent cannot be imported back into French (Canada)	Wordfast Score	
QRG-E	n-FrCa.xlsx.txlf	French (Canada)		
QRG-E	n-FrCa.xlsx.txlf English (United States) Sheet1 TSO Essentials	-		
QRG-E ID 1	n-FrCa.xlsx.txlf English (United States) Sheet1	French (Canada)	Score	
QRG-E ID 1 2	n-FrCa.xlsx.txlf English (United States) Sheet1 TSO Essentials Quick Reference Guide for	French (Canada) Rudiments de TSO Guide de référence rapide pour	Score 100	

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

## Preview a file

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

To preview files:

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



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

## Use Live preview

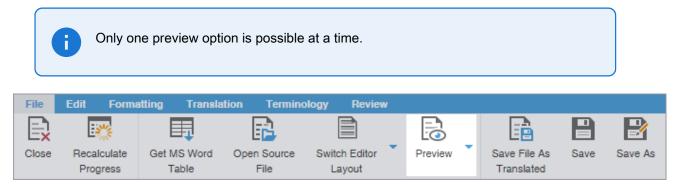
Using **Live Preview** you can generate a dynamic preview of a translated file in its original format for the following file types:

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

Live Preview is enabled by default in the TXLF Editor view. To collapse or expand the live preview pane, click the Collapse icon or the Expand icon is located on the top-right of the TXLF Editor view. To zoom in or out of the live preview pane, select a percentage in the zoom drop-down list 100% . To enable or disable automatic opening of Live Preview, go to General Preferences > General, and select or deselect Automatically open Live Preview for supported files.

To generate a Live Preview:

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



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

### For MS Word files

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

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

FI	Edit Segment Translation Terminology	Review		? ^ X	100% 👻 Synt Preview 🔅 - 义
04	se Close All Recalculate Save Save All Switch Progress La		Download ource Files	Proview	GlobalLink TRANSLATION
U	ePreview.Upload_1_fr-GA.docx ×			0	GIODAILINK MADE S
<	Source or Target  w Match Case Regex	Enter text to filter segme	- Q (	🗙 🗙 Sort 💙	CProject Director
ID	English (United States)	French (Canada)	Score	Status	
1	TRANSLATION MANAGEMENT. 4			~ ^	
2	MADE SIMPLE.			1	
3	STREAMLINE PROJECT MANAGEMENT			~	
4	INTEGRATE WITH MANY SYSTEMS			1	PROJECT WITH MANY MULTIPLE PROCESSING CU: MANAGEMENT SYSTEMS VINDORS TIME WO
5	WORK WITH MULTIPLE VENDORS			1	GlobalLink Project Director saves millions of dollars by automating
6	QUICK PROCESSING TIME			1	management of localization processes and resources.
7	CUSTOMIZE WORKFLOWS			1	SEAMLESS DATABASE INTEGRATION WORK W Use GlobalLink Connect with any CMS, PDM, CCMS, Next-gener
8	ACCESS REAL-TIME DATA			1	or e-commerce platform for translat
0	B GlobalLink Project Director saves millions of dollars by automating				VENDOR-NEUTRAL PLATFORM Allow access to any vendor or internal translator for maximum reacourse flexibility
9	management of localization processes			×	TRANSLATION MEMORY INTEGRATION ENTERP

### For MS Excel files

Excel documents display spreadsheets. Multiple sheets appear at the bottom of the live preview pane. The live preview pane docks to the right. For docking options, click the live preview panel's **Settings** icon:

**Example 2** Live Preview highlights the active segment. Move to any other segment by clicking on that area of the Live Preview.

File	: Edi	t Segme	nt Tr	anslation	Terminology	Revie	w	? ^	×			100% 👻 Sync Preview 🔅 * 🖒
	<u>-</u> 1			P		6	Ì				A	B
6	1		<b>₽</b>	Ę	l S	_ Ľ	≞ _		≣	1	Term	Definitio
	lext ment	Previous Segment	Commit	Leverage	Mark All Translated		opy		-	2	Submission	A file or collection of files sent for
Glo	ssary.xl	<sub>sx</sub> ×				_			0	3	Source	The original language or content. being localized.
	Source o	r Target		Match	Case Reg	ex Enter	text to re-	Filter:	>	4	Target	The translated (or localized) langu
1D	Englis Shee	sh (United 8 t1	States)	French	(Canada)	Score	State	us	•	5	Segment	A string of text that has been deriv text. Segments can also include to
2	∎Te	erm 📵						1	2	6	Tag	An entity within a segment that gi the text between opening and clo
3	Subn	nission						1	2	$\vdash$	100	the test betteen opening and ero
4	Sour	ce						4	٩	7		A database of previously translate
5	Targe	ət						1	2			segments. New submissions are c
0	C	+									Iranslation Memory [TM]	target segments are populated wi

#### For MS PowerPoint files

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

• Docking—The live preview pane docks to the right. For docking options, click the live preview panel's

**Settings** icon: <sup>•</sup> **Live Preview** highlights the active segment. Move to any other segment by clicking that area of the **Live Preview**.

• Slide Access—Click the forward or back arrow to progress through the slide deck or type the deck slide number in the Slide field. While in the editor, move back to the slide that correlates to the open

segment by clicking the Target icon:

Fil	e Edit Segment Transla	ation Terminology	Review	? /	×	View All Slides 🔹 🖌 Slide: 1 /4 🕨 💠 100% 💌 Sync Preview 🔅 🛀
		ri 📑	D			Transstudio review (tsr) vs. Dtranslation review portal (trp)
1		verage Mark All Translated	Copy Source	Merge Split		
<b>T</b> 8	R vs. TRP.pptx ×				$\{\mathcal{O}_{i}\}$	
(	Source or Target 👻 🗌 Match (	Case Regex Ente	text to f	Filter: Se	lec   🔪	
ID	English (United States)	French (Canada)	Score	Status		
1	title				^</td <td></td>	
2	January 2018				~	The second s
	Transstudio review					
3	(tsr) vs. 1translation				1	
	review portal (trp)					
4	Side by side views				1	
5	Benefits of tsr				1	<sup>#</sup> translations.
6	FOR SUBMITTERS				1	Circulations
	Selecting your					LANGUAGE AND TECHNOLOGY SOLUTIONS FOR GLO
	reviewers or allowing					
	multiple reviewers to					

### For Markdown files

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

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

File	Edit Segment Trans	lation Terminology Revi	iew ?	^ X	100% 👻 Sync Proview 🔅 * 📏
Close		Save Save All Switch Ed		≡	II Paralanda I
*Ultin	nateMarkdownTestFile_v2.md	×		ø	<u>Heading level 1</u>
< So	ource or Target 👻	Match Case Regex Ente	er text to 🐑 💌 Filter:	Sele	
ID	English (United States)	French (Canada)	Score Status		
1	Heading level 1			^</td <td>Heading level 2</td>	Heading level 2
2	Heading level 2		é	) 🗸 🗌	
3	Heading level 3		÷	) 🗸	
4	Heading level 4			) 🗸	Heading level 3
5	Heading level 5			) 🗸	
6	Heading level 6		f	) 🗸	
7	Heading level 1		-	) 🗸	Heading level 4
8	Heading level 2		-	) 🗸	
9	Heading ID			~	
10	I really like using Markdown.			<ul> <li>_</li> </ul>	<u>Heading level 5</u>

### For JSON files

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

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

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

File	Edit Formatting Tra	Inslation Terminology	Review	? ^ X	100% 👻 Sync Preview 🔅 👻 🗲
Next Segme	Previous Commit nt Segment	Leverage Mark All Translated	Copy Source	• =	"PASSWORD_PLACEHOLDER": "Enter ^ a new password", "REQUIREMENTS": (
	_April_TL.json ×	Match Case Rege	x Enter text to	Filter:	"CHARACTERS": "Contain at least 3 of the following 4 types of characters",
ID	English characters	German (Germany)	Score	Status	"LENGTH": "At least 8 characters in length",
29	At least 8 characters in length			~	"LOWER_CASE": "Lower case letters (a-z)", "NUMBERS": "Numbers (i.e. 0-9)", "SPECIAL": "Special
30	Lower case letters (a-z)			~	characters (e.g. !@#\$%^&*)", "TITLE": "Password Require
31	Numbers (i.e. 0-9)			1	"UPPER_CASE": "Upper case letters (A-Z)"
32	Special characters (e.g. !@#\$%^&*)			~	), "SAVE": "0: LANG.COMMON.SA "SET A PASSWORD": "Set a
33	Password Requirements			~	Roadside Config Password" }, "PLACEHOLDER": "Placeholder",
34	Upper case letters (A-Z)	-		I.	"SET_PASSWORD": "Set Password", "SHOW": "Show"

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

The new translation is displayed.

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

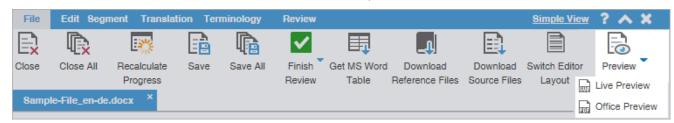
## **Use Office preview**

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

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

### To generate an Office Preview:

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



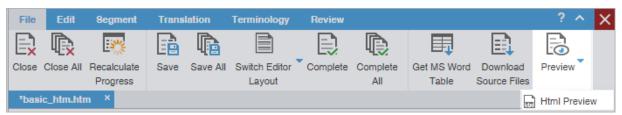
3. (Optional) Interact with the newly opened **Office Preview** window. If you make changes to the target segments and wish to view those changes, just select **Office Preview** again and a new preview is generated.

## Use HTML preview

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

### To generate the HTML Preview:

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



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

# 8. Leverage project TMs

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

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

Local TM Located on your local computer system and only you can access it.

Remote TM

H

Located on a server that other translators can access. This allows multiple translators to leverage the available content and update the TM with new reusable content.

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

## Create a local TM

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

To create a local TM:

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



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

<b>i</b> Required fields are marked with a red asterisk.					
Translation Memory			×		
Create	Translation Memory				
Name:*					
Source Language:*	English				
Target Language:*	German		*		
Location:*		Bro	wse		
Priority:*	Secondary		Ŧ		
Selected					
Read-only					
		ок	Cancel		

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

#### 4. Select OK.

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

## Add a local TM to a project

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



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

To add a local TM to a project:

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



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

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

## Add project TMs

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

To add project TMs:

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



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

Add Project TMs X					
Sele add	ct a Project containing TMs you would like to				
Select a Project:*	AdaptiveTranscheck1				
Source Language:	English				
Target Language(s):	German (Germany)				
List of TMs:	German_DE, AdaptiveTranscheck-German				
	OK Cancel				

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

#### 4. Select OK.

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

## Connect to a remote TM

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



To connect to a remote TM:

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

Project	Files	Project TM	Project Termin	ology	Reports	Refere	nce Files		
0)**	<b>9</b>	5		0;;	0,*	(f)			
Create Local	Add Local	Add Project TMs	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM

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

Required fields are marked with a red asterisk.

Connect to R	emote TM		×
W-	Use this pag	ge to connect to remote TM.	
TM Server	WF Server	WFA Server	
Symbolic Nar	me: <b>*</b>		
URL Setting	]8		
URL:*		example: tm://address:port/TMS?tm=LE(	Test
Address:*			
Port:			
TMS Folde	r.*		
Cluster Sh	ort Code:*		
TM Short Code:*			
User:*			
Password:"	•		
Workgroup	ID:		
- TM Update	Settings		
	p Passcode:		
Priority:		Primary	
Selected		L	
Read-onl	У		
		ОК	Cancel

Field or Option	Action
Symbolic Name	Enter a unique name for the TM. The symbolic name can be automatically populated from the URL String for remote TM connections.
URL	Enter the remote TM URL using the following format: tms://address:port/ TMS?. The remaining <b>URL Settings</b> automatically populate when you enter the URL string. Click <b>Test</b> to validate the connection. The symbolic name can also be automatically populated from the URL String for remote TM connections.
TM Cleanup Passcode	Enter the password to update the TM for the project.
Priority	Select a priority from the drop-down list. The priority determines the sequence of reference during translation, first referencing the primary TM, then any secondary TMs. You can only designate one TM as primary.
Selected	(Optional) Select to use the current TM for the project.

Field or Option	Action
Read-only	(Optional) Select to leverage the TM without updating it with the new translation.

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

Required fields are marked with a red asterisk.

Connect to Remote TM X					
Use this pa	age to connect to remote TM.				
TM Server WF Server	WFA Server				
Symbolic Name:*	Sample_TM				
URL Settings					
URL:*	example: wf://jsmith:password@address Test				
Address:*					
Port:*					
Account Name:*					
Account Password:					
Workgroup ID:					
PM and TM admin					
Use TM (Write) Passw	ord				
TM (Write) Password:					
Priority:	Primary 👻				
Selected					
Read-only					
	OK Cancel				
	UK Cancel				

Field or Option	Action
Symbolic Name	Enter a unique name for the TM. The symbolic name can be automatically populated from the URL String for remote TM connections.
URL	Enter the remote TM URL using the following format: wf:// jsmith.password@address:port/TMS?. The remaining <b>URL Settings</b> automatically populate when you enter the URL string. The symbolic name can also be automatically populated from the URL String for remote TM connections. (Optional) The <b>Password</b> and <b>Workgroup ID</b> fields depend on server settings. Click <b>Test</b> to validate the connection.
Address	Enter the address associated with the URL.
Port	Enter the port associated with the URL.
Account Name	Enter the username associated with the URL log in.
Account Password	(Optional) Enter the password associated with the username.
Workgroup ID	(Optional) Enter the workgroup ID for the project.

Field or Option	Action
Use TM (Write) Password	Enable, if you are a PM or TM Administrator, to require a password to overwrite the existing TM with new translations.
TM (Write) Password	If enabled, enter the password to overwrite the existing TM with new translations.
Selected	(Optional) Select to use the current TM for the project.
Read-only	(Optional) Select to leverage the TM without updating it with the new translation.

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

Required fields are marked with a red asterisk.

Connect to Remote TM					
W-	Use this pa	ge to connect to remote TM.			
TM Server	WF Server	WFA Server			
Symbolic Nam API key:*	ie.*	WordFast Anywhere Adaptive Test	Test		
Priority:		Primary	*		
Selected					
Read-only	1				
		ок	Cancel		

Field or Option	Action
Symbolic Name	Enter a unique name for the TM.
API key	Enter the API key you obtain from WFA.
	a. Log in to your free WFA account at https://www.freetm.com.
	b. Click TMs & Glossaries, then Setup.
	c. On the <b>TMs and glossaries management</b> dialog, select a TM or glossary.
	d. Click Manage Sharing.
	<ul> <li>e. On the TMs and glossaries shares dialog, click the API key and copy the text string.</li> </ul>
	f. Paste the API key into the <b>Connect to Remote TM</b> dialog using the following format: username@1234567, then click <b>Test</b> to validate the connection.
Priority	Select a priority from the drop-down list.
-	The priority determines the sequence of reference during translation, first referencing the primary TM, then any secondary TMs. You can only designate one TM as primary.
Selected	(Optional) Select to use the current TM for the project.
Read-only	(Optional) Select to leverage the TM without updating it with the new translation.

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

## Open and edit a local TM

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



To open and edit a local TM:

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

Project I	Files	Project TM	Project Terminology		Reports Refere		nce Files			
0)}	99	5	5	0	0,*	(f)	<b>N</b>			
Create Local	Add Local	Add Project TMs	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM	

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

C Next Update	Previous Update	K Cut	Сору	Paste		e TU Export Filtered	Previous Tag	Copy Tag	Next Tag						_
Filters				٠	ID	Source		Target			Creation Use	Creation Date	Modification	Modification Date	†‡
	nd target			¥				cont	somr rôle d er sou						
TU Text: Enter TU Match Exact TU Creati Enter TU TU Creati	Match Match on User: Creation U	ser			4	Another ve was alread uploaded in this uplo session.	dy earlier	versi été t lors sess	de ce ion d	déjà argée ette	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
From: To:					5	Please tra the blank segments again.		tradu	llez le uire p sayez	uis	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
Enter TU	Modification				6	It contains characters			ntient ctères les.		Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
Ta:					7	Change the language of match the submission upload age	codes to n and		ifiez-le sayez	es puis	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
	Q	Find	×c	lear	0	Upload co IsoInative (aligned fil is not a pa	Tag2 file e) that	conti	ient u	ement n Inatif	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	

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

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

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

## Modify a TM

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

To modify a local or remote TM:

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



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



Required fields are marked with a red asterisk.

Connect to Re	emote TM		×
W-	Use this pag	ge to connect to remote TM.	
TM Server	WF Server	WFA Server	
Symbolic Nan		Sample_TMS_DE-de	
URL Setting	IS		
URL:*		tms://www.com/TMS?t	est
Address:*		stg-hechdoc translations.com	
Port:			
TMS Folder	C.*	TMS	
Cluster Sho	ort Code:*	GR0000003	
TM Short C	ode:*	LTM000005	
User:*		LTM-en-de	
Password:*		percentral	
Workgroup	ID:		
- TM Update	Settings		
TM Cleanu	p Passcode:		
Priority:		Primary	*
Selected			
Read-only	/		
		ок	Cancel

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

Your modifications to the TM are saved.

## Copy a local TM

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



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

To copy a local translation memory:

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

Project I	Project Files Project T		Project TM Project Terminolog		Reports Reference File				
03	0.6	5	5	0);	0,*	((Q	<b>N</b>	01	
Create Local	Add Local	Add Project TMs	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM

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

<b>i</b> Requi	red fields are marked with a red asterisk.	
Copy Translation Memo	У	×
	a copy of the selected translation memory. Please enter a name y, location, and decide if you want to flip the TM languages.	e for
Source TM: Name:*	Doc_TM1	
Location:*	Browse	
	Copy Cano	cel

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

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

## Import a local TM

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

To import a local TM:

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

2. Select Import TM on the Project TM tab.

Project Files		Project TM	t TM Project Terminology		Reports	Refere	ce Files			
0	0.6	<u></u>	R	05	0\$	(f)	0¥	0)		
Create	Add	Add	Connect	Open	Modify	Сору	Import	Export	Remove	
Local	Local	Project TMs	To Remote	TM	TM	TM	TM	TM	TM	

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

Required fields are marked with a red asterisk.

Import Translation Memor	у	×
	ranslation Memory	
File Type:*	TMX	~
Import File:*	C:\Users\Desktop\de-DE TM\TranscheckDE.tmx	Browse
○ Create New TM		
<ul> <li>Import Into Existing</li> </ul>	TM c	
Existing TM:*		*
If TU already exists:*	Add as a new TU	-
Delete all TUs from	n existing TM	
	ок	Cancel

Field	Action
File Type	Select an action from the drop-down list.
	<ul> <li>TMX — Translation Memory eXchange file format provides compatibility with all translation tools.</li> <li>WF TXT TM format (.txt) — File format provides backward compatibility</li> </ul>
	for Wordfast Classic and Wordfast Pro 3.
Import File	Browse to select the file for import.
Create New TM	Select to import the TM into a new TM file.
Import into Existing TM	Select to import the TM into an available TM file, based on selection from the drop-down list.
Existing TM	Select an available TM file from the drop-down list.
If TU already exists	Select a TM option from the drop-down list to import it into an available TM file.
Delete all TUs from existing TM	Select to delete the existing TM and replace it with the new TM.

4. Select OK.

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

## Export a local TM

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

To export a local TM:

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



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

Required fields are marked with a red asterisk.

Export Transla	ation Memory	×
W-	Specify existing Translation Memory for export, and choose a location and export type for the TM	
Translation Memory:*	EN_DE-de	٣
Export Type:*	TMX	٣
File Location:*	Browse	-
	OK Cancel	

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

5. Select OK.

The selected translation memory exports to the selected folder location.

## 9. Leverage project terminology lists

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

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

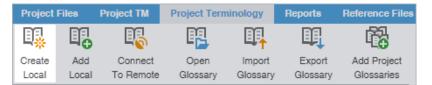
## Leverage project glossaries

A glossary includes source terms and a correlated list of preferred target terms.

LEVERAGE PROJECT GLOSSARIES Create a local glossary

To create a local glossary:

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



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

Create Glossary		×
Create	e/Modify Glossary	
Name:*		
Source Language:*	English	
Target Language:*	German	-
Location:*		Browse
Selected		
Read-only		
	C	K Cancel

	0	Required fields are marked with a red asterisk.
Field		Action

Enter a unique name for the glossary.

Name

Field	Action	
Source Language	Do nothing, since the source language auto-populates.	
Target Language	Select a language from the target languages available for your project in drop- down list.	
Location	Browse and select the folder location for the new glossary.	
Selected	(Optional) Select to use the current local glossary for the project.	
Read Only	(Optional) Select to leverage the glossary without updating it with new terms.	

#### 4. Click OK.

The new glossary is displayed in the project glossary.

#### LEVERAGE PROJECT GLOSSARIES

#### Add a local glossary

You can only add glossaries created by Wordfast Pro 4 or 5. For glossaries from Wordfast Classic or Wordfast Pro 3, use the **Import Glossary** action. Refer to Import a local glossary on page 128.

To add a local glossary:

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

Project I	Files	Project TM	Project Termin	ology	Reports	Refere	nce Files		
)}*	0.0	<b>S</b>	R	0	0,*	(f)	<b>N</b>		
Create Local	Add Local	Add Project TMs	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM

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

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

#### LEVERAGE PROJECT GLOSSARIES

#### Add project glossaries

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

To add project glossaries:

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

Project I	Files	Project TM	Project Terminology		Reports	Reference Files
∎ <mark>₽</mark>	00	B	R	∎ <mark>₽</mark>	ЦĮ	<b>R</b>
Create	Add	Connect	Open	Import	Export	Add Project
Local	Local	To Remote	Glossary	Glossary	Glossary	Glossaries

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

Add Project Glossaries					
Select a Project containing Glossaries you would like to add					
Select a Project:*	AdaptiveTranscheck1	-			
Source Language:	English				
Target Language(s):	German (Germany)				
List of Glossaries:	de-DE-TechDoc				
	OK Cancel				

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

#### 4. Select OK.

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

#### LEVERAGE PROJECT GLOSSARIES

#### Connect to a remote glossary

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

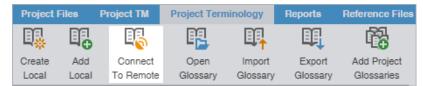
WFA allows translators to connect to a shared server and interact with a private, remote translation memory (TM) and glossary.

To connect to a remote glossary:

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

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



Required fields are marked with a red asterisk.

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

nnect to Remote Glos	isary X
	et To Remote Glossary
MGR Server WF S	Server WFA Server
Name:*	
Source Language:*	English
Target Language:*	German (Germany) 👻
URL:*	example: tmgr://address:port/tmgr?  Test
Address:*	
Username:*	
Password:*	
Project Short Code:*	example: ABC0000001, ABC0000002
Selected	
Read-only	
Create Blocklist Cor	nection
	OK Cancel

# Field or Option Action Name Enter a unique name for the glossary. The name can be automatically populated from the URL String for remote glossary connections.

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

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

Required fields are marked with a red asterisk.

Connect to Remote Glossary							
Connect T	o Remote Glossary						
TMGR Server WF Serv	er WFA Server						
Name:*	Sample_Glossary						
URL Settings							
URL:*	example: wf://jsmith:password@add Test						
Address:*							
Port:*							
Account Name:*							
Account Password:							
Workgroup ID:							
Selected							
Read-only							
	OK Cano	el					

Field or Option	Action
Name	Enter a unique name for the glossary. The name can be automatically populated from the URL String for remote glossary connections.
URL	Enter the remote glossary URL using the following format: wf:// jsmith:password@address:port/tmgr?. The remaining <b>URL Settings</b> automatically populate when you enter the URL string. Click <b>Test</b> to validate the connection. The name can be automatically populated from the URL String for remote glossary connections.
Address	Enter the address associated with the URL.

Field or Option	Action
Port	Enter the port associated with the URL.
Account Name	Enter the username associated with the URL log in.
Account Password	(Optional) Enter the password associated with the username.
Workgroup ID	(Optional) Enter the workgroup ID for the project.
Selected	(Optional) Select to use the current glossary for the project.
Read-only	(Optional) Select to leverage the glossary without updating new terms.

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

Connect to Remote Glossary X						
Connect To Remote Glossary						
TMGR Server WF Serve	er WFA Server					
Name:*	WordFast Anywhere Adaptive Tes	t				
Source Language:*	English	v				
Target Language:*	German (Germany)	~				
API KEY:*	username@1234567	Test				
Selected						
Read-only						
	ок	Cancel				

Field or Option	Action						
Name	Enter a unique name for the glossary.						
Target Language	Select a language from the drop-down list. This list is constrained by the available target languages for your project.						
API KEY	Enter the API key you obtain from WFA.						
	<ul> <li>a. Log in to your free WFA account at https://www.freetm.com.</li> <li>b. Click on TMs &amp; Glossaries, then Setup.</li> <li>c. On the TMs and glossaries management dialog, select a glossary.</li> </ul>						
	d. Click Manage Sharing.						
	e. On the <b>TMs and glossaries shares</b> dialog, click on the API key and copy the text string.						
	f. Paste the API key into the <b>Connect to Remote Glossary</b> dialog on the <b>WFA</b> <b>Server</b> tab using the following format: username@1234567, then click <b>Test</b> to validate the connection.						
Selected	(Optional) Select to use the current glossary for the project.						
Read-only	(Optional) Select to leverage the glossary without updating new terms.						

7. Click OK.

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

#### Open a remote glossary

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

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

To open a remote glossary from the TXLF Editor view:

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

The remote glossary will open in your default browser.

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

Project Glossaries				×
Name	Туре	Location	Read-o	Active
3MC000732_en-US_de-DE	http	tmgrs://stg-tmgr1.translations.com/TM	×	×
		Manage Project Glossaries	Open	Close

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

The remote glossary will open in your default browser.

LEVERAGE PROJECT GLOSSARIES

### Open and edit a local glossary

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

To open and edit a local glossary:

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

2. In the Current Project view, on the Project Terminology tab, select a local glossary, and select Open Glossary.

Project Files		Project TM	Project Terminology		Reports	Reference Files
₽ <mark>₽</mark>	□_	ES.	<b>P</b>		<u> </u>	Ř
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Add Project Glossaries

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

Glossary	Editor		_										<b>?</b> ^	$\sim$
C Next odate	Previous Update	Cut	Copy	Paste	Add Term	Remove Term	Import Glossary	Export Glossan	,					
ters			ID	Source		Target	Desc	ription	Creation	Creation	Modifica	Modificati	t↓	$\equiv$
Search: Source and target v Term Text:		1	TermE	ntryID	en	en:	Status	ds	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT			
nter ie	rm Text		2	845312 77f9-40 930a- 96f316		Access Protectio		roved	ds	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT		
			3	4e7d8 9cfb-41 a818- 6f994b		Application Support	on App	roved	ds	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT		
			4	68adc3 ef95-49 9e3e- 1eadb4 2		technolog	gy App	roved	ds	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT		
₽ Fir	nd 🗙	Clear	5	a5f729 89bb-4 ab44- 8702c3 2		Worms	Арр	roved	ds	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT		

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

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

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

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LEVERAGE PROJECT GLOSSARIES

#### Import a local glossary

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

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

To import a local glossary:

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

Project I	Files	Project TM	Project Termi	nology	Reports	Reference Files
∎ <mark>₽</mark>	0	B	E <mark>rs</mark>	∎ <mark>₽</mark>	ЦĮ,	r 🔁
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Add Project Glossaries

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

Required fields are marked with a red asterisk.

Import Glossary			×
Import Gloss	sary		
File Type:*	sers\Documents\Source\de-DE Term\de-DE_TechDo	Browse.	<b>.</b>
Create a new glossary			
<ul> <li>Import into existing glo</li> </ul>	ssary		
Existing Glossary:*	de-DE-TechDoc		-
If the term already exists	* Add as new term		-
Delete all terms from	existing glossary		
		ок	Cancel
Field A	ction		

File Type

Select a file format for importing raw text files.

Field	Action     Term Base eXchange (TBX) — Use with other CAT tool glossaries
	<ul> <li>Tab delimited text file (TXT) — Use with Wordfast Classic and Wordfast Pro glossaries</li> </ul>
Import File	Select Browse to locate and select an Import File.
Create a new glossary	Select to use the imported glossary to create a new glossary rather than add terms to an existing glossary.
Import into existing glossary	Select to use the imported glossary to add to the selected glossary.
Existing Glossary	Select from the drop-down list to append the imported glossary to an existing glossary file.
If term already exists	Select from the drop-down list to import the term into an existing glossary file.
	<ul> <li>Add as a new term — Add the term to the existing glossary file.</li> </ul>
	<ul> <li>Do not overwrite — Ignore the term and retain the term already in the glossary file.</li> </ul>
	• Overwrite existing term — Use the new term to replace the term already in the glossary file.
Delete all terms from existing glossary	Select to delete the existing term and replace it with the new glossary term.

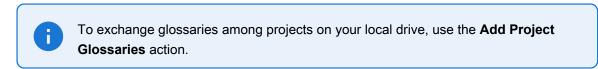
#### 4. Select OK.

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

#### LEVERAGE PROJECT GLOSSARIES

#### Export a local glossary

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



To export a local glossary:

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

Project Files		Project TM	Project Terminology		Reports	Reference Files
₽ <mark>₽</mark>	0	B	R.	∎ <mark>₽</mark>	Ц.	<b>R</b>
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Add Project Glossaries

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

Export Glossary			×
₩-	xport Glossary		
Glossary:*	Doc_Term1		Ŧ
Export Type:*	TBX		*
File:*			Browse
		ок	Cancel

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

The glossary is exported to the specified file location.

## Leverage project blocklists

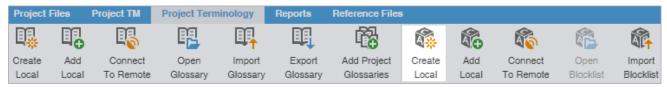
You can use a blocklist to exclude words or phrases from use in the target segment.

#### LEVERAGE PROJECT BLOCKLISTS Create a local blocklist

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

To create a local blocklist:

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



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

Required fields are marked with a red asterisk.										
Create Blocklist X										
<b>VF</b> °	reate a New Blocklist									
Name:*										
Language:*	German	~								
Location:*		Browse								
Selected										
Read-only	1									
	ОК	Cancel								

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

#### 4. Select OK.

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

#### LEVERAGE PROJECT BLOCKLISTS Add a local blocklist

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

To add a local blocklist:

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

Project Files		t Files Project TM Project Terminology		Reports	Reference Files	;					
D.	00	E	R	∎ <mark>₽</mark>	ЦĮ,	Ř	<b>A</b>	A Co	<b>R</b>	R	R.
Create	Add	Connect	Open	Import	Export	Add Project	Create	Add	Connect	Open	Import
Local	Local	To Remote	Glossary	Glossary	Glossary	Glossaries	Local	Local	To Remote	Blocklist	Blocklist

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

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

#### LEVERAGE PROJECT BLOCKLISTS Connect to a remote blocklist

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

To connect to a remote blocklist:

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

Project	Files	Project TM	Project Term	ninology	Reports	Reference Files	8				
D.		BS	R.		Ц.	Ř	<b>A</b> .		<b>R</b>	R	R.
Create	Add	Connect	Open	Import	Export	Add Project	Create	Add	Connect	Open	Import
Local	Local	To Remote	Glossary	Glossary	Glossary	Glossaries	Local	Local	To Remote	Blocklist	Blocklist

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

Required fields are marked with a red asterisk.

Connect to Term Mana	ger	×
Conne	ect to Remote Blocklist	
Name:*		
Target Language:*	German 💌	
URL Settings		- ا
URL:*	example: tmgr://address:port/tmgr?project= Test	
Address:*		
Username:*		
Password:*		
Project Short Code:*	example: ABC0000001, ABC0000002	
Selected		
	OK Cancel	

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

#### 4. Click OK.

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

#### LEVERAGE PROJECT BLOCKLISTS

### Open and edit a local blocklist

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



You cannot open a remote blocklist in Wordfast Pro.

To open and edit a local blocklist:

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

Proje	ct Termino	logy Report	s Refe	erence Files	; Help				^	×
	ЦĮ,	<b>R</b>	<b>A</b> .	<b>A</b>	<b>A</b>		AP-	ar.		
	Export	Add Project	Create	Add	Connect	Open	Import	Export		_
	Glossary	Glossaries	Local	Local	To Remote	Blocklist	Blocklist	Blocklist		

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

🔛 Wordfa	ast Pro - Blo	ocklist Editor										-		×
	Blocklist	Editor											<b>?</b>	^ X
w=	Next Update	Previous Update	X Cut	Сору	Paste	A	dd Term	Remove Term	Import Blocklist	Export Blocklist				
	Filters					ID	Forbide	den Term		Suggeste	ed Term		†↓	
	Search:					1	Pleas	e click		Click				^
	Forbidde Term Tex				•	2	Orgai	nisation		Organi	zation			
ľ	Enter Te	rm Text				3	Warn	ing popup		Warnin	g message			
*														
«		Q	Find	× Clea	r									-

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

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

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

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

## LEVERAGE PROJECT BLOCKLISTS

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

To import a local blocklist:

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

Project Terr	ninology F	Reports	Reference	e Files			? ^	×
	r 🔁	R.	<b>A</b>	A 6	<b>R</b>	A C	AR.	
Export Glossary	Add Project Glossaries	Create Local	Add Local	Connect To Remote	Open Blocklist	Import Blocklist	Export Blocklist	

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

Required fields are marked with a red asterisk.

ort Blocklist			
	klist		
File Type:*	Txt		-
Import File:*	C:\Users\Documents\Source\de-DE Term\de-DE_Te	Browse	e
<ul> <li>Create a new blocklist</li> </ul>			
O Import into existing bloc	cklist		
Existing Blocklist:*			-
If the term already exists:*			-
Delete all terms from e	xisting Blocklist		
		OK (	Cance

Пена	Addon
File Type	Select <b>TXT</b> as the file format for importing raw text files.
Import File	Select Browse to locate and select an Import File.

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

#### 4. Select OK.

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

#### LEVERAGE PROJECT BLOCKLISTS

#### Export a local blocklist

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

To export a local blocklist:

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

Project Termi	nology Rep	orts Re	eference I	-iles			? ^	×
<b>I</b> ]	r 🔁	<b>A</b>		<b>R</b>	R .	Re-	AR.	
Export Glossary	Add Project Glossaries	Create Local	Add Local	Connect To Remote	Open Blocklist	Import Blocklist	Export Blocklist	

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

Required fie	elds are	marked with a red asterisk.		
Export Blocklist				×
	ort a b	olocklist		
Blocklist:*	E	Blocklist		Ŧ
Export Type:*	I	Txt		~
File Location:*				Browse
			ок	Cancel
Blocklist	Sele	ct a blocklist from the drop-down list.		
Export Type	Sele	ct the export file type from the drop-do	own list.	
File Location	Brow	vse and select the folder location for th	e export file.	

5. Select OK.

The selected blocklist exports to the selected folder location.

## Use project terminology options

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

#### USE PROJECT TERMINOLOGY OPTIONS Modify a glossary or blocklist

To modify a glossary or blocklist:

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

#### 3. Select Modify.



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

<b>i</b> Req	uired fields are marked with a red ast	erisk.
Modify Glossary		
Modify	Glossary	
Name:*	German Glossary	
Source Language:*	English	
Target Language:*	German	
Location:*	C:\Users\Documents\WFP_5.11.0_Images	Browse
Selected		
Read-only		
	ОК	Cancel

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

5. Select OK.

Your modifications are saved.

USE PROJECT TERMINOLOGY OPTIONS

### Remove a glossary or blocklist

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

To remove a glossary or blocklist:

1. In the Project List view, on the Projects tab, double-click a project from the projects list.

- 2. In the Current Project view, on the Project Terminology tab, select a glossary or blocklist.
- 3. Select Remove.



A warning message asks you to agree to the removal.

4. Select Yes.

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

## 10. Monitor reports

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

Wordf	ast Pro		-		×
	Project Files Project TM Project	Terminology Reports Reference Fi	lles	?	^ X
w-					
	Remove Export Report				
	Report Name	Location	Creation Date	⊗ 1	⊒ ↓
••	EN -> DE	7			
	Cleanup				
	📄 Clean Up Report2.rpt	C:\Users\WordfastPro\projects\Wordf	2019/09/13 14:01:19 MDT		
	Clean Up Report1.rpt	C:\Users\WordfastPro\projects\Wordf	2019/09/13 14:00:35 MDT		
	Clean Up Report.rpt	C:\Users\WordfastPro\projects\Wordf	2019/09/13 13:59:45 MDT		
U					
35					
×					
퍏					
-==					
«					
	$EN\toDE$		23% Tran	slated	

## Open a report

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

To open a report:

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

#### 2. Double-click the report file name.

Secondary TM: file://C:\Users\Lak testing\Doc_TM1	s\Desktop\LN	K\WF\WF					
Match Types	Segments	Words P	ercent	Tags			
Leveraged	70	372	99	6			
Repetitions	2	2	1	0			
TM Matches							
Context	6	60	16	6			
100%	64	312	83	0			
95%-99%	0	0	0	0			
85%-94%	85%-94% 0 0 0 0						
75%-84% 0 0 0 0							
50%-74% 0 0 0 0							
No Match	2	2	1	0			
Ignored	0	0	0	0			
Total	74	376	100	6			
Chars/Word	6.46						
Chars Total	2430						
C:\Users\Lak ation2\de\txlf\	-	ocx1.txm	l.txlf				

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

## Export a report

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

To export a report:

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

Project Fi	les	Proje	ct TM	Project Termino	logy	Reports	Reference Files	· ?	^	×
Remove Report	Export	-								

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

The report is saved to the designated location.

## 11. Manage project reference files

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

	Users cannot m	odify reference fil	es once you attach them to the project.	
	Project Files Project TM	Project Terminolo	gy Reports Reference Files	? ^
-				
	Add Open Remove Files File File(s)			
1	File Name	File Type	Location	⊗ †↓ ≡
	···· AdaptiveTranschec ···· BiLingual-Table.doc	reference-files reference-files	C:\Users\Public\WFP\AdaptiveTranscheck.docx.txlf.docx C:\Users\Public\WFP\BiLingual-Table.doc	
	··· Sample_File_Trans	reference-files	$\label{eq:c:Users} C: \label{eq:users} C: \l$	
	in uniques-Glossary1.t	reference-files	C:\Users\Public\WFP\uniques-Glossary1.txt.txlf	
Ē				
	$EN \rightarrow DE$		7% Translated	

## Add reference files

To add reference files:

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

Project	t Files	Project TM	Project Terminology	Reports	Reference Files	? ^ ×
<b>_</b>		i 🔁				
Add	Open	Show	Remove			
Files	File	Instructions	File(s)			

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

#### 4. Select Open.

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

## Open a reference file

To open a reference file:

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



The selected file is opened.

## View submission instructions

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

To view instructions:

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



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

The Instructions dialog is closed.

## Remove a reference file

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



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

To remove a reference file:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. In the Current Project view, on the Reference Files tab, select the files you want to remove.
- 3. Select Remove File(s).

Project Files		Project TM	Project Terminology	Reports	Reference Files
_ <b>_</b>			E 👌		
Add Files	Open File	Show Instructions	Remove IFile(s)		

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

emove		
Remove from the list only		
Remove from the list and move the following resour	ces to Archive folder	
Please note that the following resources will be mov folder	ed from their current folder i	nto Archive
Resources		#
Reference Files		1
4		
4		Þ

Remove from the list only

Remove from the list and move the following resources to Archive folder

Removes the reference file from the files list, but retains the reference files resources in the project folder on your computer

Removes the reference file from the files list and moves them to the archive folder inside the project folder on your local computer

5. Select OK.

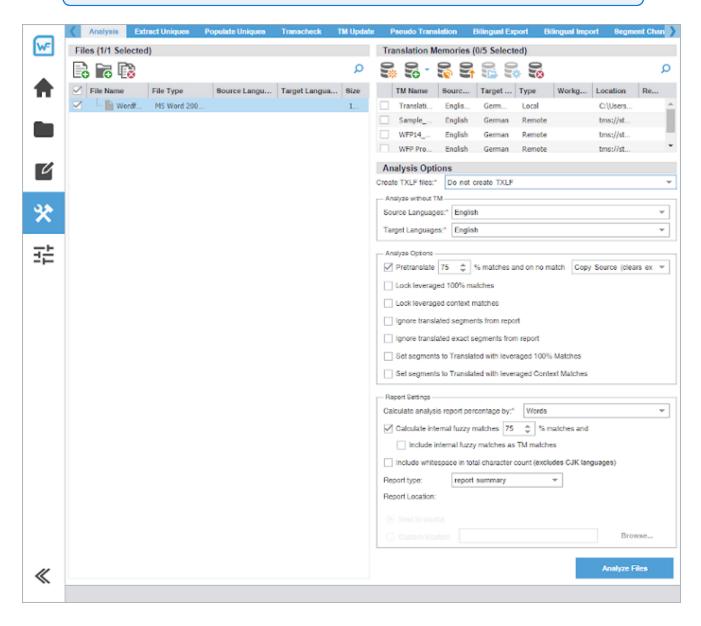
# 12. Use quick tools

ł.

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

• When you first open **Quick Tools**, the default is the **Analysis** tab. Once you access **Quick Tools**, the default **Quick Tools** tab is the last one you used.

• You can choose to run many **Quick Tools** actions in the background and continue your work. This is useful when processing large numbers of files.



### Analysis

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

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



• Selected languages are not required when using Analyze without a TM.

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

To analyze files:

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

	🕻 Analysis Extract Uniques Populate Uniques Transcheck TM Update Pseudo Translation Bilingual Export Bilingual Impor	t Segment Chan 🔪
w-	Files (1/1 Selected) Translation Memories (0/5 Selected)	
		Q
	Size TM Name Sourc Target Type Workg	Location Re
	Vordf MS Word 200 1 Translati Englis Germ Local	C:\Users ^
	Sample English German Remote	tms://st
	WFP14 English German Remote	tms://st
	WFP Pro English German Remote	tms://st
C	Analysis Options	
_	Create TXLF files:* Do not create TXLF	*
	- Analyze without TM	
*	Source Languages:" English	*
	Target Languages:" English	~
긆	- Analyze Options	
12	Pretranslate 75  \$ matches and on no match Copy	Source (dears ex 💌
	Lock leveraged 100% matches	
	Lock leveraged context matches	
	gnore locked segments from report	
	Ignore translated segments from report	
	Ignore translated exact segments from report	
	Set segments to Translated with leveraged 100% Matches	
	Set segments to Translated with leveraged Context Matches	
	Report Settings	
	Calculate analysis report percentage by:* Words	-
	Calculate internal fuzzy matches 75 🔶 % matches and	
	Include internal fuzzy matches as TM matches	
	Include whitespace in total character count (excludes CJK lang	Jages)
	Report type: report summary *	
	Report Location:	
	New to source	
	Custom location	Browse
//		Analyze Files
	•	

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

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

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

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

6	•	To search the <b>TM Name</b> column for a particular string, enter the search string in the available search field next to 🔎 on the <b>Translation Memories</b> panel.
	•	If you do not select a TM, the analysis report displays the word count without

 If you do not select a TM, the analysis report displays the word count without TM leverage and the Language Selection option is not available.

Item	Action
Create Local	Select to open the <b>Create TM</b> dialog and create a local TM for quick, local access. Refer to Create a local TM on page 108.
Add Local TM	Select, then select a local TM or a project TM from the project list from the drop- down list. Refer to Add a local TM to a project on page 109 and Add project TMs on page 110.
Connect to Remote	Select to open the <b>Connect to Remote TM</b> dialog and complete the appropriate information to connect to a remote TM for the project. Refer to Connect to a remote TM on page 111 for entering information into the TM Server and WF Server tabs. The symbolic name can be automatically populated from the URL String for remote TM connections.
Import TM	Select to open the <b>Import Translation Memory</b> dialog and complete the appropriate information to import a TM for the project. Refer to Import a local TM on page 118.
Open TM	Select to open and edit the selected TM. Refer to Open and edit a local TM on page 114.
Modify TM	Depending on the TM you select, select to open either the <b>Modify a Local</b> <b>TM</b> dialog or the <b>Modify a Remote TM</b> dialog, then complete the appropriate information to rename, write-protect, or change the priority of a TM for the project. Refer to Connect to a remote glossary on page 123.
Remove TM	Select to remove the selected TM from the project list.

- (Optional) On the Analysis Options panel, select the method for bilingual source file creation from the Create TXLF files drop-down list, such as InDesign or MS Word files.
- 6. For Analyze without TM, select the appropriate languages from the Source Languages and Target Languages drop-down list.



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

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

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

b) Select any of the following actions:

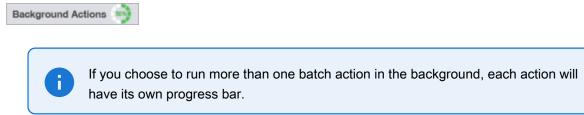
Item	Action
Lock leveraged 100% matches	Write-protect all leveraged matches that are 100% matches.
Lock leveraged context matches	Write-protect all leveraged matches that are contextual matches.
Ignore locked segments from report	Do not consider locked target segments identified in the Analysis report.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

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

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

Progress bar					
Analyzing document(s)					
79% completed					
Always run in background					
Run in Background	Cancel				

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



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

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

## **Extract uniques**

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

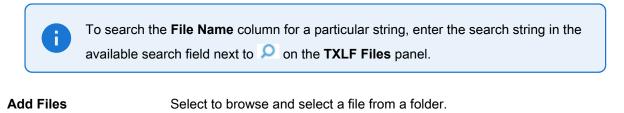
You can set the number of occurrences of a segment to be extracted to two or higher to create a file containing only repeated segments. If you exclude context TM matches, 100% TM matches, and locked segments from the extract, it further reduces the number of extracted segments.

To extract unique segments:

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

< A	nalysis E	xtract Uniques	Populate Uniques	Transcheck	1	TM Update	Pseudo Translation	Bilingual Export	Bilingual Import	
TXLF	Files (1/1	Selected)			Extrac	Extract Unique Segments Options				
B	<b>i i</b>				Q		ake one uniques file per TX	(LF		
🗹 F	ile Name	Source Langu	age Target Language	e Size			w uniques file after 250	segments		
	PD_e	English	German	32 segmer	nts			- orginalia		
						Pli Pli Pli Pli Pli Pli Pli Pli Pli Pl	location	uniques	Browse	
									Extract Uniques	

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



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

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

 Make one uniques file
 Select to create a separate TXLF file for each selected file in the TXLF Files

 per TXLF
 panel.

 New uniques file after #
 Select to split a TXLF file into smaller files, based on the number of unique

 segments
 segments you specified. The default value is 250. For example, this option would split a file with 1000 unique segments into four files of 250 segments each.

- 4. (Optional) Select an Extract Location, by choosing one of the following actions:
  - Select Place unique segments next to TXLF.
  - Select **Place in subfolder**, then browse to and select a location on your computer, then use the default **uniques** prefix or create your own.



If you changed the **uniques** prefix, it will have the prefix you designate at the location you select.

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



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

Background Actions

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

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

Info		×
i	Extracted 33 segments out of 33 total extractable segmen Note: Unique files are not created when unique segments found in the files.	
		ок

#### **Populate uniques**

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

To populate unique segments:

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

🐷 Wordf	Wordfast Pro - Quick Tools								-		×
	Analysis Extract	Uniques Populate	Uniques Transch	ieck T	M Update	Pseudo Tra	anslation	Bilingual Export	Bilingu	al Import	
w-	Uniques Files (1/1 Se	elected)				ate Unique	Segment	s Options			
	🗟 🗟 🗟			Q	Options	ulate TXLF in	new folder				
	File Name	Source Language	Target Language	Size	Onl	y report non-p	opulated se	gments			
	uniques-P	English	German	3	Report	name prefix:	uniques-po	oulated			$\neg$
• •					Ne	Location xt to Origina stom Location			Popul	Browse	
	Original TXLF Files (	1/1 Selected)									
	🗟 🖬 🔂			Q							
26	File Name	Source Language	Target Language	Size							
	PD_en-de	English	German	3							
«											

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

		<ul> <li>To search the File Name column for a particular string, enter the search string in the available search field next to on the Uniques Files and Original TXLF Files panels.</li> <li>If you do not choose a new folder for this action, the populated files are placed in a separate folder.</li> </ul>	
Ad	d Files	Select to browse and select a file from a folder.	
Add Folder Select to browse and select a folder and		Select to browse and select a folder and all its files.	
Re	move Files	Select to remove a folder and all its files or all selected files from the list.	

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

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

The uniques from the translated uniques file are populated into the original .TXLF file.

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

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

#### Quick tools transcheck

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



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

To run Quick Tools Transcheck:

- Wordfast Pro Quick Tools  $\times$ Analysis Extract Uniques Populate Uniques Transcheck TM Update Pseudo Translation Bilingual Export Bilingual Import w-TXLF Files (0/0 Selected) Transcheck Options 🗟 🗟 🗟 Ω Transcheck Capitalization All Caps Mismatch Segment Content Checks File Name Source Language Target Language Size Capitalization First Word Case Difference Check Source Consistency Target Capitalization Mismatch Target Consistency Check Copied Source Source Capitalization Mismatch Empty Target Check Note Skip exact matches U Number Difference Punctuation Repeated Word X Segment Length Smart Punctuation 🗹 Tag 랿 ✓ Whitespace Segment Status Checks Edited Context Match Glossary (0) Blocklist (0) Edited Exact Match ρ Report Settings -Glossary ... Source La... Target Lan... Type Location Report Name prefix: transcheck German G... English German Local Glos... C:\Users\... Next to TXLF Test English German (... Local Glos... C:\Users\... Browse... Transcheck Files «
- 1. In the Quick Tools view, select the Transcheck tab, if it is not already selected.

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

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

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

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

A	To search the Glossary Name or Blocklist Name column for a particular string,
U	select the search icon 🔎 on the <b>Glossary</b> or <b>Blocklist</b> panel and enter the search
	string in the available search field.

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

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

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

a) Select items for the Segment Content Checks category.

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

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

b) Select items for the Segment Status Checks category.

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

c) Select items for the  $\ensuremath{\textbf{Reference Checks}}$  category.

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

Option	Action	
Untranslated MT	Select to identify all target segments that contain untranslated machine translation (MT) content in the edited file.	

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

Progress bar	
Analyzing document(s)	
79% completed	
Always run in background	
Run in Background	Cancel

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





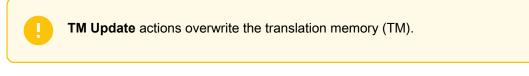
If you choose to run more than one batch action in the background, each action will have its own progress bar.

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

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

#### TM update

To clean up and convert bilingual .TXLF files to their original source format in the target language, use **TM Update**. Refer to **Translate segments** on page 60.



#### To use TM Update:

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

- Wordfast Pro Quick Tools \_ Analysis Extract Uniques Populate Uniques Transcheck TM Update Pseudo Translation Bilingual Export **Bilingual Import** W-TXLF Files (1/1 Selected) Translation Memories (0/1 Selected) 🗟 🖬 🚯 Ω 5. 5. 5 5 3 2 File Name A... Source Language Target Language Size TM Name Work... Location Sourc... Target... Туре - PD\_en-English Germ.. local German 3. German.. English C:\User.  $\mathcal{U}$ TM Update Options Overwrite existing TU Update Option: Add attribute audience × Add file name as an attribute Overwrite private TUs (WFServer TM only) Write 'unedited fuzzy' to TM 럁 Write 'unedited autopropagated fuzzy' to TM Write 'context' matches to TM Write 'exact' matches to TM Write 'unedited MT' to TM Translated File Settings
- 2. Select the **TM Update** tab, if it is not already selected.

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

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

Create translated files:\*

report summary

late & Create

Next to source with target language suffix

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**Create Translated Files** 

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

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

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

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Update TM

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

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

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

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

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

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

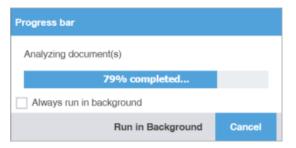
6. Select a Translated File Settings option for translation file creation from the drop-down list.

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

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

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

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



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

Background Actions 📑

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

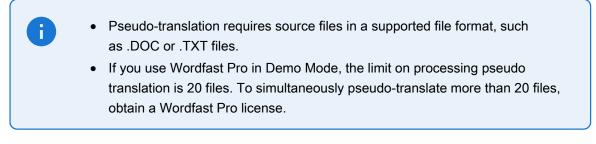
The bilingual TXLF file is converted to its original source format in the target language.

## **Pseudo translation**

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

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

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



To pseudo-translate files:

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

Wordf	ast Pro - Quick Tool	s								_		×
	Analysis	Extract Uniques	Populate Unique	es Transched	к Т	M Update	Pseudo Transla	tion	Bilingual Export	Bilingu	al Import	
w=	Files (2/2 Sele	cted)				Pseud	do Translation O	ption	5			
	🗟 🗟 🕻	3			Q	- Language	Selection					
	File Name	File Type	Source Lang	Target Lang	Size	Select So	urce Language:*	Englis	sh (United States)			Ŧ
•••	✓ h PD		English	German	3	Select Tar	rget Language:"	Germ	ian (Germany)			¥
_	PD	WF TXLF Do	English	German	3	- Paeudo Tr	ranslation Options					
						Create	e pseudo translated t	arget fil	e			
						Add p	seudo suffix to the file	e name				
_						<ul> <li>Place</li> </ul>	pseudo translated file	es in the	e original files location			
0						O Choos	se location for pseudo	o transla	ated files C:\Users\	E	Browse	
*										Pseudot	ranslate Fi	les
«												

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

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

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

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

Progress bar	
Analyzing document(s)	
79% completed	
Always run in background	
Run in Background	Cancel

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



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

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

#### Quick tools bilingual export

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

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

To conduct a Quick Tools bilingual export:

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

Analysis	Extract Uniques	Populate Uniques	Transcheck	TM Update	Pseudo Translation	Biling	al Export	Biling	pual Import Segr	nent Changes Adv	vanced	? ^ ?
TXLF Fil	es (1/2 Selected)					G	lossaries	(1/5 Sel	lected)			
	6				Q	Q	1 II.	- III	ng ng ng			Q
File N	lame	Source Language		Target Language	Size		Glossary	Name	Source Langua	Target Language	Туре 🕆	Location
	QRG-En-FrCa.xlsx.txlf	English (United St	tates)	French (Canada)	145		new1		English	German (Germany)	Local	C:\Users\bg
	QRG-En-FrCa_fr-CA	. English		French (Canada)	145		local1		English (Unite	German (Germany)	Local	C:\Users\bg
								ca	English (Unite	French (Canada)	Local	C:\Users\bg
							https://s	tg-doc	English	French (Canada)	Remote	https://stg
							GLT0000	04_en	English	French (Canada)	Remote	tmgrs://stg
						В	ilingual E	xport O	ptions			
						-0	ptions					
							Select expo	art type fro	m drop down:	Bilingual Review Expo	d v	
							Oper	n report at	fler export			
							Excl	ude the no	otes column			
							Trac	k changes				
							Prote	ect docum	ent (Word 2003+)			
							Z Expe	ort as Doc	x			
							Expe	et all TXU	F files as one bilingua	d file		
							Custom	instruction	18:			Browse
							App	Name	Instructions	egend 🗌 This docum	ent	
							Place ex	ported file	s in the original files I	ocation		
						0	Choose	location fo	or the exported files	C:\Users\bgraf	Downloads	Browse
											_	
												Export Bilingual Files

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

A	To search the File Name column for a particular string, enter the search string in the
U	available search field next to 🔎 on the <b>TXLF Files</b> panel.

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

To search the **File Name** column for a particular string, enter the search string in the available search field next to  $\circ$  on the **Glossaries** panel.

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

Item	Action
Create Local	Create a glossary on your local computer.
Add Local or Add Project Glossaries	Select and choose from the drop-down list to add to a local glossary or to a project glossary. If you choose a project glossary, you can only add a glossary to a locale already assigned to the project.
Import Glossary	Select to import .TBX or tab-delimited files to a glossary assigned to the project.

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ltem	Action
Connect to Remote	Select to connect a remote glossary to the project. Refer to Connect to a remote glossary on page 123.
Open	Select to open a glossary in the Glossary Editor view.
Modify	Select to modify a glossary assigned to the project.
Remove	Select to remove a glossary assigned to the project.

4. On the **Bilingual Export Options** panel, choose your export options.

Option	Action
Select export type from drop-	Select an export type option from the drop-down list:
down	<ul> <li>Bilingual Review Export — Creates a bilingual Word document.</li> <li>WFC Bilingual Export (Export only) — Creates a Wordfast Classic compatible document solely for export.</li> <li>MS-Word Table — Creates a Word document with the source and target in a two-column table.</li> <li>Bilingual Review Export - WFC (allows import) — Creates a bilingual Word document for import by Wordfast Classic users.</li> </ul>
Open report after export	Select to automatically display the Export Report after action completion.
Exclude the notes column	Select to remove the <b>Notes</b> column from the exported Word document. Instead, the export includes the notes from the TXLF file as <b>Comments</b> in the Word document.
Track changes	Select to track changes in the exported Word document.
Protect document (Word 2003+)	Select to only allow content edits in the available table space. This helps avoid any import errors.
Export as DOCX	Select to export bilingual file to a .DOCX Word file format.
Export all TXLF files as one bilingual file	Select to export all converted TXLF files into a single bilingual Word document.

- 5. (Optional) Either browse to and select a **Custom instructions** text file, or choose any of the following options to include in the file, using default instructions:
  - App Name
  - Instructions
  - Legend
  - This document
- 6. Choose to either use the original file location, or browse and select an alternate location.
- 7. Select Export Bilingual Files.

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



9. If you chose to run Export Bilingual Files in the background, you can monitor its progress.

Background Actions	50 %	
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If you choose to run more than one batch action in the background, each action will have its own progress bar.

Each exported document is saved to the specified folder on your local computer. The example does not include any custom content.

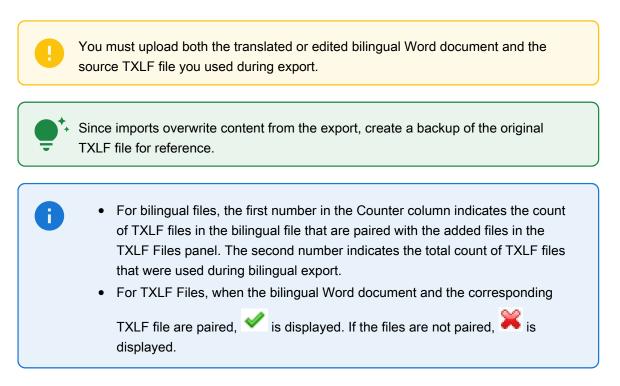
TransStudio Online (TSO) and assumes Online (TSO) et suppose que vous Sourrarge dáià l'interface et les fonctions		
Quick Reference Guide for TransStudio Online       Guide de référence rapide pour TransStudio Online 5       97%       OFRT         Introduction       Introduction       100%       0%       OFRT         This document provides users with essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions.       Ce document présente aux utilisateurs les tâches essentielles associées à TransStudio Online (TSO) et suppose que vous connaissez déjà l'interface et les fonctions de base du logiciel.       100%         Use the online help for more details.       Utilisez l'aide en ligne pour obtenir plus de détails.       100%       OFRT         Claim a Submission       Demander une soumission       100%       OFRT         Before you can access and work on your       Avant de pouvoir accéder à vos fichiers et       100%		
Quick Reference Guide for TransStudio Online       Guide de référence rapide pour TransStudio Online 5       97%         Introduction       Introduction       100%         This document provides users with essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions.       Ce document présente aux utilisateurs les tâches essentielles associées à TransStudio Online (TSO) et suppose que vous connaissez déjà l'interface et les fonctions de base du logiciel.       100%         Use the online help for more details.       Utilisez l'aide en ligne détails.       100%       OFRT         Claim a Submission       Demander une soumission       100%       OFRT         Before you can access and work on your       Avant de pouvoir accéder à vos fichiers et       100%       OFRT		
Online       TransStudio Online 5       OFRT         Introduction       Introduction       100%       OFRT         This document provides users with essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions.       Ce document présente aux utilisateurs les tâches essentielles associées à TransStudio Online (TSO) et suppose que vous connaissez déjà l'interface et les fonctions de base du logiciel.       100%       OFRT         Use the online help for more details.       Utilisez l'aide en ligne pour obtenir plus de détails.       100%       OFRT         Claim a Submission       Demander une soumission       100%       OFRT         Before you can access and work on your       Avant de pouvoir accéder à vos fichiers et 100%       OFRT	ālo	
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Osse me omme nerp for more details.       Ochisez rade en ngne pour obtemi plus de offer off	Glossary Clossary : submiss : soumiss ary: TMGF	sion sion
Claim a Submission       Demander une soumission       100%         Before you can access and work on your       Avant de pouvoir accéder à vos fichiers et       100%		
Before you can access and work on your Avant de pouvoir accéder à vos fichiers et 100%		
Avant de pouvoir acceder a vos ficiners et	ālo	
ites god must log in to i roject les gatter, vous devez vous connecter a	ālo	
Director (PD) and use the PD Project Director (PD) et utiliser le tableau OFRT	ālo	

10. (Optional) View the bilingual files at the location you specified on your computer.

#### Quick tools bilingual import

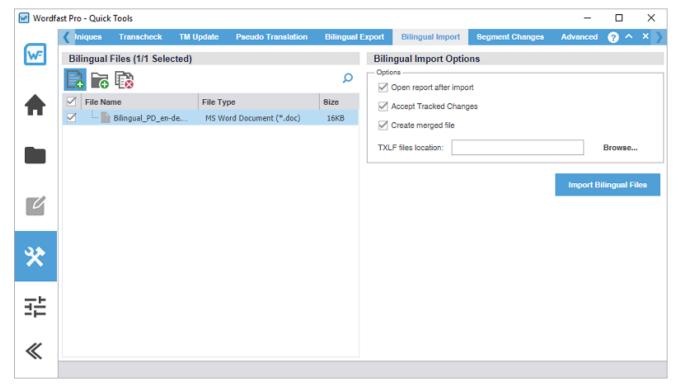
Use Bilingual Import to re-import your translated or edited Microsoft Word (Word) bilingual export document.

**Bilingual Import** options allow you to open a report, accept tracked changes, and create a merged file from a translated Word document.



To conduct a Quick Tools bilingual import:

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



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

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

Add Files	Select to browse and select a TXLF file from a bilingual export folder, such as Sample.txlf.doc, and add it to the <b>Bilingual Files</b> list. You must select the correct file format from the drop-down list. Select MS Word Document when uploading the bilingual Word document and WF TXLF Document when uploading the TXLF file.
Add Folder	Select to browse and select a folder and all its files from a bilingual export folder to add to the available <b>TXLF Files</b> list.
Remove Files	Select to remove a folder and all its files or all selected files from the list.
On the Bilingual Import C	ptions panel, choose your import options.

Open report after import	Select to automatically open a report after bilingual import.
Accept Tracked Changes	Select to accept tracked changes in a bilingual Word document.
Create merged file	Select to create a single merged file as a bilingual Word document.

- 4. Browse to and select a TXLF files import location.
- 5. Select Import Bilingual Files.

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Files excluded during export are ignored during import.

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



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

Background Actions

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

The translations and edits in the bilingual export Word document are imported into the specified TXLF file on your local computer.

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The import overwrites the TXLF file content with the imported bilingual Word document content.

#### Segment changes

You can run a Segment Changes Report on one or more project files to view the history of changes to a segment. The report includes the segment ID, TM score, source and target content with the highlighted changes, username, time stamp, and translator notes. This is particularly useful in workflows that involve multiple people.

To generate a segment changes report:

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

Wordfa	ast Pro - Quick	Tools							-		×
	Iniques	Transch	ieck TM U	pdate Pseu	do Translation	Bilingual	Export Bilingual Im	port Segment Ch	anges Advanced	? ^	×>
w-	TXLF Files	(1/1 Se	lected)				Segment Change	es Report Options	1		
		F2				Q	Options Show Columna				
	File Nan		File Type	Source Lang	Target Lang	Size	Notes				
		PD	WF TXLF Do	English	German	3	Comments				
_							Ratings				
							Post Edit Dista	ince			
							Enable Difference	e highlighting			
U							Show all segmen	nts (including unmodifie	ad)		
							Show latest cha	nges in each phase			
							Open report afte	r export			
*							<ul> <li>Filter Phase-name</li> </ul>	ne(s):			~
							O Filter Process-na	imes(s):			-
륲							Include all phase	s before selected phas	se-Name(s)		
							Report name prefix:	segmentchanges			
							Report Location:				
							<ul> <li>Next to Original</li> </ul>	TXLF			
							O Custom location	1		Browse	
									Run Segr	nent Chan	iges
≪											

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

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

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

3. Select one or more files for the Segment Changes Report.

- 4. On the Segment Changes Report Options pane, choose from the following options:
  - **Show Columns** option—Select any of the column options. The report does not include any columns you do not select with this option.
  - Enable Difference highlighting
  - Show all segments (including unmodified)
  - Show latest changes in each phase
  - Open report after export
  - Filter Phase-name(s)—Select a phase name from the drop-down list to filter by the project's workflow phases.
  - Filter Process-name(s)—Select a process name from the drop-down list to filter by the project's processes.
  - Include all phases before selected phase-Name(s)
- 5. (Optional) Use the default prefix of **segmentchanges** or enter a custom prefix.
- 6. Choose one of the following actions:
  - Select Next to Original TXLF to save the segment changes report next to the original TXLF file.
  - Browse and select the Custom location folder where you want to save the segment changes report.
- 7. Select Run Segment Changes.

The Segment Changes Summary is displayed.

Segment Changes Summary		×
Filename	Segments	Segments with changes
Sample_1.docx1.txml.txlf	37	3
Sample_2.docx1.txml.txlf	37	0
Doc_Term1.xlsx.txlf	29	1
		ок

8. After review, select OK.

#### 9. (Optional) Go to the designated location and view the Segment Changes Report.

Phase	Weighted Edit Distance <sup>1</sup>	м	π	Te	otal	Total Segme	ents Modified	Estimated
FildSe	weighted Eult Distance	Words <sup>2</sup>	Segments	Words	Segments	Modified %	Segments	Time <sup>3</sup>
FE-1	0.00%	669	57	742	73	0.00%	0	00:00:00
Proof-1	1.99%	669	57	742	73	15.07%	11	00:07:57
PostEdit-1	20.21%	642	53	742	73	72.60%	53	00:06:3
MT word count = . Only includes tin Time spent reading	stance = Average PED (Post E All MT Segments including modifi ne actively spent on modifying ng segments if the segment wa rching concepts or topics is not	d and un-modi segments. (No s not opened in	fied te: does not ir n the Editor is	clude time not included	d.	segments wh	ich are not mo	dified)
MT word count = Only includes tin Time spent reading	All MT Segments including modifi ne actively spent on modifying ng segments if the segment wa ching concepts or topics is not	d and un-modi segments. (No s not opened in	fied te: does not ir n the Editor is	clude time not included	d. account.			
MT word count = . Only includes tin Time spent readin Time spent resear	All MT Segments including modifi ne actively spent on modifying g segments if the segment wa ching concepts or topics is not ary Elle	d and un-modi segments. (No not opened in included, this MT	fied te: does not ir n the Editor is	nclude time not includec taken into a Tota	d. account.	<i>segments wh</i> Total Segment Modified %		dified) Estimate Time <sup>3</sup>

Phase	Weighted Edit Distance <sup>1</sup>	м	T	Tot	al	Total Segme	Estimated	
Flidse	weighten Eule Distance	Words <sup>2</sup>	Segments	Words	Segments	Modified %	Segments	Time <sup>3</sup>
FE-1	0.00%	669	57	742	73	0.00%	0	00:00:00
Proof-1	1.99%	669	57	742	73	15.07%	11	00:07:57
PostEdit-1	20.21%	642	53	742	73	72.60%	53	00:06:37

### Advanced quick tools

The Advanced tab gives you access to several advanced features, each with its own independent action or set of actions.

## ADVANCED QUICK TOOLS

You can quickly lock or unlock segments in the .TXLF files you select. You can lock 100% or context matches to prevent translators or editors from making changes to them.

To lock or unlock segments:

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

Populate Uniques	Transcheck TM Up	late Pseudo Translati	ion	Bilingual Export	Bilingual Import	Segment Changes	Advanced ?	^ X >
TXLF Files (1/1 Select	ed)			Advanced (	Options			
🗟 🖬			Q	Lock/Unlock Se	-			
File Name	Source Language	Target Language	Size	Lock conte	ext matches			
Vordfast w	English (United States)	German (Germany)	41					
					. U	Inlock Segments	Lock Segme	ents
				- Swap source a	-			
				Clear targ	et			
				Remove n	totes			
							Swap	
				Split/Merge TX				
				Split TXL	F in new folder			
				Place spli	it files in the original fi	iles location		
				Choose k	ocation for the split file	es	Brow	80
				Split File Optic	ons:			
				<ul> <li>Split after</li> </ul>	r 2 🌲 TU:	s (approx.)		
				<ul> <li>Split to</li> </ul>	2 🌲 par	ts (approx.)		
				<ul> <li>Split after</li> </ul>	r 2 🌲 wor	ds (approx.)		
				Merge File Op	otions:			
				Original files	location: C:\Users\	Public\Documents	Brow	se
				O Update et	xisting file			
				Oreate ne	ew merged file			
				<ul> <li>Merge</li> </ul>	TXLF in new folder			
				Choos	se location for the mer	rged files	Brow	se
						8plit TXLF	Merge TXI	F

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

To search the **File Name** column for a particular string, enter the search string in the available search field next to  $\mathcal{P}$  on the **TXLF Files** panel.

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

- 3. On the Lock/Unlock Segments area, select one or both of the Lock/Unlock Segments options:
  - Lock 100% matches

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- Lock context matches
- 4. Select either Unlock Segments or Lock Segments.

The segments you selected are locked or unlocked.

#### Swap the source and target

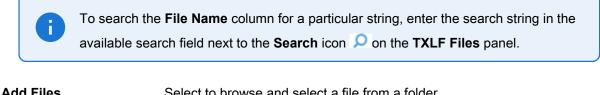
You can swap the source and target in translation files to create a back translation that validates the translated content.

To swap the source and target:

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

Populate Uniques	Transcheck TM Up	date Pseudo Translatio	on I	Bilingual Export	Bilingual Import	Segment Changes	Advanced	? ^ X >
TXLF Files (1/1 Select	ed)			Advanced (	Options			
			Q	Lock/Unlock Se	-			
File Name	Source Language	Target Language	Size	Lock conte	ext matches			
🗹 🦾 📄 Wordfast w	English (United States)	German (Germany)	41					
					U	nlock Segments	Lock Se	gments
				Swap source a	-			
				Clear targe	et			
				Remove n	otes			
							80	ар
				- Split/Merge TX	(LF			
				Split TXLI	F in new folder			
				<ul> <li>Place spli</li> </ul>	it files in the original fi	les location		
				O Choose k	ocation for the split file	15	E	rowse
				Split File Optio	ons:			
				<ul> <li>Split after</li> </ul>	r 2 🌲 TUs	(approx.)		
				<ul> <li>Split to</li> </ul>	2 🌲 part	is (approx.)		
				<ul> <li>Split after</li> </ul>		ds (approx.)		
				Merge File Op				
				Original files	location: C:\Users\	Public\Documents	E	rowse
				O Update ex	xisting file			
				Oreate ne	ew merged file			
				Merge	TXLF in new folder			
				O Choos	e location for the mer	ged files	E	rowse
						Split TXLF	Merge	TXLF

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



3. On the Advanced Options panel in the Swap source and target area, select Swap.

- 4. (Optional) Select either or both of the following options before selecting Swap.
  - Clear targetSelect to clear target language when Swap is selected. For example, swapping<br/>an English to German translation, German will be the source language and the<br/>target language column will be empty.Remove notesSelect to remove all notes from each segment when Swap is selected.

The source and target content is swapped.

#### ADVANCED QUICK TOOLS

#### Split or merge a TXLF file

You can split files to break a large file into smaller files. You can set a specific number of translation units (TUs), parts, or words the translated content for each file. For example, you can break a file of 1,000 TUs into four files of 250 TUs each. If there is a remainder, the last file contains the remnant.

You can use a file merge to either update the original file or create a new merged file.

With either option, you designate a specific location to split or merge the files to.

To split or merge a TXLF file:

- Transcheck TM Update Pseudo Translation Bilingual Export Bilingual Import Segment Changes Advanced ? A X w-TXLF Files (1/1 Selected) Advanced Options Lock/Unlock Segments 🗟 🗟 🚯 ρ Lock 100% matches File Name Source Language Target Language Size Lock context matches ---- Sample-Fi English German 3. Unlock Segments Lock Segments Swap source and targ Clear target U Remove notes × Split/Merge TXLF O Split TXLF in new folder 랿 O Place split files in the original files location C:\Users\Pul Browse... Choose location for the split files Split File Options: O Split after 2 TUs (approx.) Split to 5 parts (approx.) O Split after 2 words (approx.) Merge File Options: Original files location: C:\Users\Public\Documents Browse... O Update existing file Oreate new merged file O Merge TXLF in new folder Choose location for the merged files C:\Users\Public Browse... Split TXLF Merge TXLF «
- 1. In the Quick Tools view, select the Advanced tab, if it is not already selected.

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

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

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

- 3. On the Advanced Options panel in the Split/Merge TXLF area, select one of the following:
  - Split TXLF in new folder

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- Place split files in the original files location
- To Choose location for the split files, select Browse... to select a folder.

- 4. Select one of the following **Split File Options**:
  - Split after x TUs (approx.)
  - Split to x parts (approx.)
  - Split after x words (approx.)
- 5. If you have already split files, you can merge them back into a single TXLF file. To do so, on the **TXLF Files** panel, **Add Files** to be merged, then choose one of the following **Merge File Options**:

Original files location:	Select <b>Browse</b> to select the folder the original files are in.
Update existing file	Select to browse and select a folder and all its files.
Create new merged file	The new file will be created in the original file location.
Merge TXLF in new folder	The merge TXLF file will be in a new folder in the original files location.
Choose location for the merged files	Select <b>Browse</b> to select a folder you want the merged file to be create.

6. Select either Split TXLF or Merge TXLF.

The files you selected are split into multiple .TXLF files or are merged into a single .TXLF file format.

# 13. Configure preferences

User preference options control the functions available to you in the user interface. Configure preferences at either the project level or the file level.

Preferences fall into two primary categories:

- General Preferences
- Current Project Preferences

## **General preferences**

Use General Preferences to configure user interface and TXLF Editor view preferences.

GENERAL PREFERENCES
Configure color settings

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The Colors preferences control color customization for specific types of content in TXLF Editor view.

When you change preferences from the default options, select **OK** to activate your selection. If you wish to return to the defaults, select **Restore Defaults** in **Advanced Settings**.

To configure colors used in the translation table:

1. On the Sidebar, select the Preferences icon ቹ.

2. On the Preferences dialog, select Colors under General Preferences.

references			
General Preferences	Customize the colors used	in the translation table	
Colors			
General	Colors		
Fonts	Item Name 1	View	Color
Icons	Active Segment	Editor View	
Layout	Auto-Propagated	Editor View	
Segment	Committed into TM	Editor View	
Shortcuts	Context Match	Editor View	
Warnings	Exact TM Match	Editor View	
Tags	Exact Term Match	Editor View	
Auto-Propagation Auto-Suggestion Spellchecker	Fuzzy TM Match	Editor View	
	Fuzzy Term Match	Editor View	
	Machine Translated	Editor View	
Machine Translation	Missing Exact Term Match	Editor View	
ew Project Preferences	Missing Fuzzy Term Match	Editor View	
Replacement	Modified Target	Editor View	
Translation Memory	No TM Match	Editor View	
Terminology	Selected Term	Editor View	
neminioogy	-		
		c	DK Cance

- 3. Select the color box for any **Item Name**, then select another color from the color palette on the **Color Picker** dialog.
- 4. Select **OK** to close the dialog.
- 5. Select OK.

## GENERAL PREFERENCES Configure general settings

General preferences link a specific username to project-related content changes.

To customize general settings:

1. On the **Sidebar**, select the **Preferences** icon **‡**.

2. On the Preferences dialog, select General under General Preferences.

Preferences	د	¢
General Preferences Colors	Change general settings	•
General	User Name	
Fonts	User Name: Sample User	
Icons	Disclaimer	
Layout	Selected user name will be placed for Notes, TM and Segment changes. For this change to take effect, please reopen your project(s) to re-establish connections.	
Segment		
Shortcuts	Project Source file options	
Warnings	Copy Source or TXLF Files into Project Folder Structure     Create TXLF File with language suffix next to the Source File	
Tags	Create Folder with language suffix next to the Source File where TXLF file will be stored	
Auto-Propagation	- Disclaimer	
Auto-Suggestion	Project Source file options will not be applied when working with Quick Projects	
Spellchecker	Quick Project Options	
Machine Translation	Show Open TXLF choices dialog when opening TXLF	
New Project Preferences	Get MS Word Table Options	
Replacement	Show Columns: Segment ID	
Translation Memory	Source	
Terminology	Score	
Damalilan	▼ Set tag mode to: Show supported text formatting ▼	Ŧ
	OK Cancel	

- 3. Enter the User Name for user identification on notes, TM, and segment changes.
- 4. Select one of the source file locations.

If the source file is a TXLF file, a copy is saved.

Option	Action
Copy Source or TXLF Files into Project Folder Structure	Select to create a sub-folder within the project language folder for storing source files.
Create TXLF File with language suffix next to the Source File	Select to create a TXLF copy of the source file at the same location with the target language code as a suffix.
Create Folder with language suffix next to the Source File where TXLF file will be stored	Select to create a TXLF copy of the source file in a source file sub-folder using the target language code as a suffix.

5. Select the **Quick Project Options** to show the **Open TXLF** choices dialog during the process of creating a Quick Project. Refer to Open a TXLF file on page 25.

6. Select columns to include in the Get MS Word Table Options, then set the tag mode.

Option	Action	
Segment ID	Select to include the Segment ID column in the MS Word table.	
Source	Select to include the Source column in the MS Word table.	
Score	Select to include the Score column in the MS Word table.	
Set Tag mode to:	Select the tag mode from the drop-down list. <ul> <li>Show supported text formatting</li> <li>Show formatting as Tags</li> <li>Do not show Tags</li> </ul>	

 Select the Bilingual Review Export options to export a file with highlighted glossary terms in a Microsoft Word .DOC or .DOCX format.

Option	Action
Open report after export	Select to automatically open the Bilingual Report after the export completes.
Exclude the notes column	Select to exclude the notes column from the exported MS Word document.
Track changes	Select to enable track changes in the exported MS Word document.
Protect document (Word 2003+)	Select to write-protect the document. This allows users to edit only the target segment content and add notes.
Export as Docx	Select to export the bilingual report in the Word .DOCX file format.
Export all TXLF files as one bilingual file	Select to export all submission files as a single bilingual file.

- 8. Select the option to display the dialog for running **Quick Tools** analysis and cleanup as batch actions that run in the background.
- To automatically provide a live preview of the translated file when working in the TXLF Editor, enable the Live Preview option. This option supports MS Word .DOC and .DOCX, MS Powerpoint .PPT and .PPTX, and Markdown .MD source file formats.
- 10. Set the search depth when using the remote TM for your connected TM server type. The search depth is the number of segment results that can be viewed for a particular search within a remote TM.

GENERAL PREFERENCES

Fonts preferences control customization of font type and size for application-wide functions, such as notes.

To configure fonts:

- 1. On the Sidebar, select the Preferences icon =:
- 2. Select Fonts under General Preferences.

Preferences					×
General Preferences Colors	Customize the f	onts used throughout the application			
General	Fonts				
Fonts	No	<b>F</b> 1	01		Change
Icons	Item Name	Font	Size		Change
Layout	TXLF Editor Font	Arial	12	-	
Segment	TM Lookup Font	Arial	12		
	Term Lookup Font Blacklist Editor Font	Arial	12	-	
Shortcuts	biachist Editor Polit	Anai	- 13		
Warnings	Preview:				
Tags					
Auto-Propagation		The quick brown fox jumps over the I	azv dog.		
Auto-Suggestion					
Spelichecker					
Machine Translation	Language Specific Font				
	Item Name	Font	Size		Add
Current Project Preferences	Korean	Batang	13		Remove
Replacement	Japanese	Karen Type	12		Change
Translation Memory	Navajo	Times New Roman Navajo	14	*	
	- Disclaimer				
Terminology	Language Specific Font select	ed applies for Editor only			
Penalties		SX) are not supported by the editor			
Transcheck					
Segmentation					

- 3. Select an application-specific font and size for an item name, such as Segment History Font.
- 4. Select Change. A sample of the selected font displays in the Preview: pane.
- 5. Select a language-specific font.
- 6. Add, remove, or change the language-specific font
- 7. Select OK.

### GENERAL PREFERENCES Configure icon settings

Icons preferences control the relative size of the icon and include or exclude the icon title.

To configure icon settings:

1. On the Sidebar, select the Preferences icon =

2. On the Preferences dialog, select Icons under General Preferences.

Preferences			
General Preferences	Customize the appearance of the icons the application ribbon		
General	Icons		
Fonts	Set icons size:		
Icons	C Large icons		
Layout	Medium icons     Small icons		
Segment	☑ Display text		
Shortcuts			
Warnings			
Tags			
Auto-Propagation			
Auto-Suggestion			
Spellchecker			
Machine Translation			
New Project Preferences			
Replacement			
Translation Memory			
Terminology			
		ок	Cancel

- 3. Select a size for application icons.
- 4. (Optional) Clear **Display text** to exclude icon description text.
- 5. Select OK.

# GENERAL PREFERENCES Configure layout options

Layout preferences control the arrangement of user interface views.

To configure layout options:

1. On the **Sidebar**, select the **Preferences** icon **‡**.

2. Select Layout under General Preferences.

Preferences	×
General Preferences Colors	Change the layout and appearance of the application
General	Editor
Fonts	Table View:
lcons	Hide ID Column
Layout	Hide Score Column
Segment	Hide Table Header
Shortcuts	Score Column Position:
Warnings	O Before Target
Tags	<ul> <li>After Target</li> </ul>
Auto-Propagation	Diff Highlight for TM Lookup/Segment History by:
Auto-Suggestion	<ul> <li>Words</li> </ul>
Spellchecker	◯ Characters
Machine Translation	Disclaimer — For Chinese, Japanese and Korean projects diff highlight defaults to characters based highlight
Current Project Preferences	
Replacement	Current Project
Translation Memory	☑ Display Language Codes in Current Project View
Terminology	Display Full Language Name in the Current Project View
	OK Cancel

- 3. Modify the **Table View** layout to hide or show columns and headers. The default setting has none of these items selected.
- Modify the TM Score Column Position layout for before or after the target column. The default setting is After Target.
- Modify the TM Difference Highlight to highlight differences in TM Lookup and Segment History tabs based on words or characters. The default setting is Words except for CJK languages where the default is Characters.
- 6. Modify the Current Project layout to include the target language name or use a language code in the view.
- 7. Modify the Status Bar Representation layout in the Current Project view.

Language Codes	Select to include language codes on the Status Bar.
Full Language Name	Select to include the complete language name on the Status Bar.

8. Select OK.

## GENERAL PREFERENCES Configure segment actions

Segment Actions preferences control segment action behaviors, such as Smart Quotes or Smart Punctuation.

To configure segment actions:

1. On the Sidebar, select the Preferences icon ቹ.

2. On the Preferences dialog, select Segment under General Preferences.

Preferences		×
General Preferences Colors	Configure how segment will work in the text editor	
General	Segment actions	
Fonts	Next/Previous Segment action leverages next/previous segment	
Icons	Commit changes the segment state to Translated	
Layout	Open the last edited segment when opening a file	
Segment	Leverage the first opened segment on click	
Shortcuts	Capitalize the first letter of the target segment (Except Asian languages)	
Warnings	Enable Smart Quotes	
Tags	Copy source with number conversion	
Auto-Propagation	Skip locked segments	
Auto-Suggestion	Skip Unedited 100% Matches	
Spellchecker	Skip Unedited Context Matches	
Machine Translation	Commit changes the state of empty segments to Translated	
	Cursor position on segment opening:	
New Project Preferences	Start	
Replacement	O End	
Translation Memory	Number conversion character selection (overrides default):	
Terminology	Digit Grouping Character:* Comma	
Penalties	Decimal Character:" Period *	
Transcheck	Enable digit grouping for numbers having less than five digits	
Segmentation	Enable digit grouping for numbers having less than five digits	
Filters		
	ок	Cancel

3. Select a segment option.

Option	Action
Next/Previous Segment action leverages next/previous segment	Select to automatically leverage the TM for the segment as you make the segment active.
Commit changes the segment state to Translated	Select to change the segment state to Translated when you select <b>Commit.</b> You can toggle back to <b>Needs Translation</b> by selecting the segment state.
Open the last edited segment when opening a file	Select to go to the last segment edited after reopening a file.
Leverage the first opened segment on click	Select to automatically leverage the TM for the first open segment you click after opening a file for translation.
Capitalize the first letter of the target segment (Except Asian Languages)	Select to convert translated segments to sentence case. Not applicable for Asian languages.
Enable Smart Quotes	Select to activate both Smart Quote and Smart Punctuation features.

Option	Action
	<ul> <li>Smart Quotes: Changes the quotation marks to smart quotes, depending on the target language.</li> <li>Smart Punctuation: Changes white space and punctuation mark elements to those appropriate for the target language, with the exception of Chinese, Japanese, and Korean (CJK) languages and those that read from right-to-left (RTL), such as Arabic, Hebrew, Persian, and Urdu.</li> <li>The white space group includes spaces, non-breaking spaces, and white space representations: the middot and overring. The white space group also includes cases where an exclamation point or question mark exists in isolation at the beginning of the segment, sentence, or paragraph.</li> </ul>
Copy source with number conversions	Select to enable suggesting the correct number conversion as the top suggestion and copy source numbers into the target with the correctly converted numbers for the language.
Skip locked segments	Select to enable skipping locked segments when the next segment or previous segment action is used.
Skip Unedited 100% Matches	Select to ignore 100% matched segments.
Skip Unedited Context Matches	Select to ignore segments with context matches.
Commit changes of the state of empty segments to Translated	Select to have all empty segments in the source show as Translated
Cursor position on segment opening	Select to place the cursor at the beginning or end of the active segment.
	<ul> <li>Start: The default places the cursor at the beginning of the segment on segment selection.</li> <li>End: Places the cursor at the end of the segment on segment selection.</li> </ul>
Number conversion character selection (overrides default):	Select to override the default number conversion character for all languages in the project.
	<ul> <li>Digit Grouping Character: Space, Period, Comma, Non- breaking Space, Apostrophe, or Blank</li> <li>Decimal Character: Period, or Comma</li> <li>Enable digit grouping for numbers having less than five digits: will not group numbers less than five digits, for example: 9999.00 instead of 9,999.00</li> </ul>

# GENERAL PREFERENCES Customize keyboard shortcuts

Shortcuts preferences control keyboard shortcuts for the commands that you frequently use.

To customize keyboard shortcuts:

- 1. On the Sidebar, select the Preferences icon 珪.
- 2. On the Preferences dialog, select Shortcuts under General Preferences.

eneral Preferences	Customize and define	e your keyboard shortcuts for the applie	cation
Colors			
General	Shortcuts		
Fonts	Scheme: Wordfast Pro sty	16 🔻	
Icons	Include Unbound Commands		
Layout	Search:		
Segment			
Shortcuts	Select command by single clicking to	o assign new key combination Shortcut	11
Warnings	Commands ↑		View
warnings	Add Blacklist	Alt+C	Project
Tags	Add Blacklist Term	Choose Binding	Blacklist Editor
Auto-Propagation	Add Files	Choose Binding	Quick Tools, Project
Auto-Suggestion	Add Folder	Choose Binding	Quick Tools, Project
Auto-Suggestion	Add Glossary	Alt+O	Quick Tools, Project
Spellchecker	Add Note	Alt+Shift+N	Editor
Machine Translation	Add Project	Ctrl+Shift+A	Home
	Add Project Glossaries	Choose Binding	Quick Tools, Project
	Add Project TMs	Ctrl+Shift+B	Quick Tools, Project
ew Project Preferences	Add Reference Files	Choose Binding	Project
Replacement	Add TM	Ctrl+N	Ouick Tools, Project
Translation Memory	Description:		
Terminology			

3. Select a style Scheme from the drop-down list.

You cannot change the standard Windows keyboard shortcuts such as copy, paste, bold, or italic. When changing or creating new shortcut key sequences, the sequence must either begin with a **Ctrl**, **Alt**, or **Shift**, must use a function key, or use a combination of these.

- 4. Select a **Command** from the command list and enter a new sequence of keys in the **Shortcut** column, then select **OK**.
- 5. (Optional) If you choose a shortcut key sequence already in use, a warning message notifies you that it will override the prior key sequence. Click **Yes** to save the new shortcut for a command.

The new shortcut key sequence is saved.

### GENERAL PREFERENCES

### Configure warning messages

Warnings preferences control the type of warning notifications you receive.

To configure warning messages:

1. On the Sidebar, select the Preferences icon ==.

2. On the **Preferences** dialog, select **Warnings** under **General Preferences**.

Preferences				×
General Preferences Colors	Configure which warning messages you want to see in the application			Î
General	Warnings			
Fonts	☑ Welcome message			
Icons	✓ No TM available warning			
Layout	Z Transcheck warnings			
Segment	✓ Overwrite target warning			
Shortcuts	Copy all sources warning			
Warnings	I End of document warning			
Tags	Remove segment tags warning			
Auto-Propagation	Remove all tags warning			
Auto-Suggestion	Remove Target warning			
Spellchecker	Remove all target warning			
Machine Translation	Implication TM, glossary, blocklist location change warning			
	Remove Term warning			
New Project Preferences	Show duplicate shortcuts warning			
Replacement	Show target with tags warning			
Translation Memory	✓ Terminology highlighting info message			
Terminology	✓ Transcheck All Warnings			
Penalties	✓ Remove TM warning			
Transcheck	✓ Remove glossary warning			
Segmentation	Remove blocklist warning			
Filters	▼ Segment unlock warning			-
		ок	Cancel	

- 3. Select your warning notifications.
- 4. Select OK.

# GENERAL PREFERENCES Configure tags and formatting

Tags and Formatting preferences control the tag mode, representation, and font size in the TXLF Editor view.

To configure tag and formatting options:

1. On the **Sidebar**, select the **Preferences** icon ==:

2. On the Preferences dialog, select Tags under General Preferences.

Preferences	×
General Preferences Colors	Configure how tags and formatting are viewed and worked with in the editor
General	Tags and Formatting
Fonts	Text Formatting:
lcons	<ul> <li>Show supported text formatting</li> <li>Show formatting as Tags</li> </ul>
Layout	Preview:
Segment	
Shortcuts	This is the <b>Formatting</b> mode.
Warnings	Tag Naming:
Tags	Full Name
Auto-Propagation	○ Short Name
Auto-Suggestion	○ Numbered Tags
Spellchecker	Remove incomplete tag pairs
Machine Translation	Apply source segment formatting to target segment
New Project Preferences Replacement Translation Memory Terminology	
	OK Cancel

3. Modify **Text Formatting** options.

Option	Action
Show supported text formatting	Select to display formatted content in the <b>TXLF Editor</b> view, along with a sample of the formatted content in <b>Preview</b> .
Show formatting as Tags	Select to display content with formatting tags in the <b>TXLF Editor</b> view, along with a sample of the formatted content and tags in <b>Preview</b> .

### 4. Modify Tag Naming options.

Option	Action
Full Name	Select to view the tag's full name, for example Font.
Short Name	Select to view the tag's short name, for example F.
Numbered Tags	Select to view the tag's number, for example 3.
Remove incomplete tag pairs	Select to delete incomplete or incorrect tags from the file.
Apply source segment formatting to target segment	Select to apply segment formatting within a tag from the source segment to the target segment.

# GENERAL PREFERENCES Configure auto-propagation

**Auto-Propagation** preferences control the automatic update of TXLF segments with specified types of repeated content.

To configure auto-propagation:

- 1. On the Sidebar, select the Preferences icon ==
- 2. On the Preferences dialog, select Auto-Propagation under General Preferences.

Preferences			×
General Preferences Colors	Configure how Auto-Propagation options will populate segments		
General	Auto-Propagation		
Fonts	Enable Auto-Propagation for repetitions		
Icons Layout	Enabling Auto-Propagation will update all empty target segments for the entire file.  Enable Auto-Propagation across all open files		
Segment	Use Auto-Propagation to overwrite segments containing:		
Shortcuts Warnings	<ul> <li>✓ 100% matches</li> <li>✓ Fuzzy matches</li> </ul>		
Tags	☑ No match		
Auto-Propagation	Auto-propagated matches		
Auto-Suggestion	Edited segments		
Spellchecker	Machine translated segments		
Machine Translation	Committed segments		
New Project Preferences			
Replacement			
Translation Memory			
Terminology	•		
5 U.		ОК	Cancel

- 3. Select Enable Auto-Propagation for repetitions to activate additional auto-propagation options (default).
- 4. Select **Enable Auto-Propagation across all open files** to allow the user to apply the proposed propagation to all files that are open.
- 5. Select any of the Auto-Propagation overwrite options.

Option	Action
Context matches	Select to overwrite context leveraged translation memory (TM) matches.
100% matches	Select to overwrite 100% leveraged TM matches, enabled by default.
Fuzzy matches	Select to overwrite partial TM matches, enabled by default.
No match	Select to overwrite the target segment for segments that have no match, enabled by default.
Auto-propagated matches	Select to overwrite all auto-propagated matches, enabled by default. If there are multiple segments with the same content, editing a segment auto- propagates the change to all matching segments.
Edited segments	Select to overwrite edited segments.

Option	Action
Machine translated segments	Select to overwrite machine translated segments, enabled by default.
Committed segments	Select to overwrite all translated segments that are committed to the TM.

GENERAL PREFERENCES

### Configure auto-suggestion

**Auto-Suggestion** preferences control automatic recommendations for source content, such as numbers, URLs, and proper names. It can also recommend terms for the glossary, Translation Memory (TM) matches, and machine translation (MT) matches.

To configure auto-suggestion:

- 1. On the **Sidebar**, select the **Preferences** icon **I**.
- 2. On the Preferences dialog, select Auto-Suggestion under General Preferences.

	×
ОК	Cancel
	OK

3. Select the Enable Auto-Suggestion check box and suggestion options, then select OK.

Option	Action
Capitalized source words	Select for source segment suggestions: numbers and capitalized words only.
Glossary terms	Select for glossary suggestions, based on the project.
тм	Select for translation suggestions from the TM.
TM sub-segments	Select for sub-segment translation suggestions from the TM.
МТ	Select for machine translation (MT) translation suggestions.

GENERAL PREFERENCES

### Configure and enable spellchecker

**Spellchecker** preferences control the interaction between the application and Microsoft Office, Hunspell, or Bing. The Hunspell option requires software installation on your computer.

To configure and enable Spellchecker:

- 1. On the Sidebar, select the Preferences icon =:
- 2. Select Spelichecker in the General Preferences group.

Preferences			×
General Preferences Colors	Configure how spellchecking will work in the editor		
Colors General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation	Spelichecking         Check for spelling errors as you type         Choose spelichecker         Microsoft Office (PC-only and if installed)         Hunspell         Bing         API Key*:         "You need an active Bing Spell Check subscription to use this service.         Disclaimer for Bing Spell Check         Target segments are submitted to Microsoft Bing Spell Check. Make sure this is compatible with your confidentiality requirements. Bing Spell Check API goes through constant changes and sometimes results are inconsistent.		
New Project Preferences Replacement Translation Memory Terminology	•	ОК	Cancel

3. Select **Enable Spellchecking** to activate the spellchecker in **TXLF Editor**. This option is selected by default, and makes the **Spellcheck File** option available on the **Review** tab in **TXLF Editor**. You need to configure

the spellchecker for Microsoft Office, Hunspell, or Bing language engines. Hunspell is selected by default, and comes with several languages already preset: English, German, French, and Spanish.

> Clear Enable Spellchecking to disable the spellchecker. Disabling the spellchecker clears all spellchecker preferences. You must reconfigure your preferences the next time you enable Spellchecker.

Bing requires a paid subscription.



H

To install additional Hunspell languages, select on the Sidebar, then select Update Wordfast Pro. Select Check For Updates. Select the languages to update, then select Update. You will then need to restart the application. Hunspell is available for the following languages.

Code	Language	Code
AR	Korean (South Korea)	KO-KR
EU-ES	Latvian (Latvia)	LV-LV
BS-BA	Lithuanian (Lithuania)	LT-LT
BG-BG	Malaysian (Malaysia)	MS-MY
CA-ES	Norwegian (Bokmål Norway)	NB-NO
HR-HR	Norwegian (Nynorsk Norway)	NN-NO
CS-CZ	Polish (Poland)	PL-PL
DA-DK	Portuguese (Brazil)	PT-BR
NL-NL	Portuguese (Portugal)	PT-PT
EN-CA	Romanian (Romania)	RO-RO
EN-GB	Russian (Russia)	RU-RU
EN-US	Scottish Gaelic (United Kingdom)	GD-GB
ET-EE	Serbian (Serbia)	SR-RS
FA-IR	Slovak (Slovakia)	SK-SK
FI-FI	Slovenian (Slovenia)	SL-SI
FR-CA	Spanish (Mexico)	ES-MX
FR-FR	Spanish (Spain)	ES-ES
GL-ES	Swedish (Sweden)	SV-SE
DE-DE	Swahili (Kenya)	SW-KE
	AR         EU-ES         BS-BA         BG-BG         CA-ES         HR-HR         CS-CZ         DA-DK         EN-CA         EN-CA         EN-CA         EN-CA         FN-GB         FN-GB         FR-FR         FA-IR         FR-FR         GL-ES	ARKorean (South Korea)EU-ESLatvian (Latvia)BS-BALithuanian (Lithuania)BG-BGMalaysian (Malaysia)CA-ESNorwegian (Bokmål Norway)HR-HRNorwegian (Nynorsk Norway)CS-CZPolish (Poland)DA-DKPortuguese (Brazil)NL-NLPortuguese (Portugal)EN-CARomanian (Romania)EN-GBRussian (Russia)EN-USScottish Gaelic (United Kingdom)ET-EESerbian (Serbia)FA-IRSlovak (Slovakia)FI-FISlovenian (Slovenia)FR-CASpanish (Mexico)FR-FRSpanish (Spain)GL-ESSwedish (Sweden)

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Language	Code	Language	Code
Greek (Greece)	EL-GR	Tagalog (Philippines)	TL-PH
Hebrew (Israel)	HB-IL	Thai (Thailand)	TH-TH
Hindi (India)	HI-IN	Turkish (Turkey)	TR-TR
Hungarian (Hungary)	HU-HU	Ukrainian (Ukraine)	UK-UA
Indonesian (Indonesia)	ID-ID	Urdu	UR
Irish (Ireland)	GA-IE	Vietnamese (Vietnam)	VI-VN
Italian (Italy)	IT-IT	Welsh (United Kingdom)	CY-GB
Japanese (Japan)	JA-JP	Zulu (South Africa)	ZU-ZA
Kazakh (Kazakhstan)	KK-KZ		

- 4. Select Check for spelling errors as you type to auto-check text as you type it into TXLF Editor.
- 5. Select **OK** to save your spellchecker configuration.

# GENERAL PREFERENCES Configure machine translation

**Machine Translation** (MT) preferences control automatic population of target segments with translations that have no translation memory (TM) segment matches using a machine translation engine.

To configure machine translation:

1. On the **Sidebar**, select the **Preferences** icon ==

2. On the Preferences dialog, select Machine Translation under General Preferences.

Preferences	×
General Preferences	Configure how machine translation engines work while you are translating
General	Machine Translation
Fonts	Machine Translation Behavior
Icons	<ul> <li>Show MT results in TM Lookup when there is no TM match</li> </ul>
Layout	<ul> <li>Always show MT results in TM Lookup</li> </ul>
Segment	Allow all unedited segments in active document to be leveraged with MT
Shortcuts	Remove MT score from score column when a segment is edited
Warnings	
Tags	Enable DeepL Pro
Auto-Propagation	Enable Google Translator
Auto-Suggestion	Enable SYSTRAN Pure Neural Server
Spellchecker	
Machine Translation	Enable Custom MT
	Disclaimer for public providers
New Project Preferences	Source segments are submitted to Machine Translation providers. Make sure this is compatible with your
Replacement	confidentiality requirements. Note that target segments (your translation) are not fed into MT providers, they remain confidential.
Translation Memory	
	OK Cancel

- 3. Select one of the following:
  - Show MT results in TM Lookup when there is no TM match, to show machine translated content without local or remote TM matches.
  - Always show MT results in TM Lookup, to show machine translated content with leveraged segments. TM matches display in TM Lookup with the MT matches.
- 4. Select check boxes to allow All unedited segments in active document to be leveraged with MT, and to Remove MT score from score column when a segment is edited.
- Select Enable DeepL Pro, Enable Google Translator, Enable Microsoft Translator, Enable SYSTRAN Pure Neural Server, Enable WorldLingo or, Enable Custom MT as the primary machine translator. You can enable all five, but you can only designate one as the primary machine translator.
- 6. Select MT options for each machine translator, then perform the designated setup tasks associated with each machine translator.

WorldLingo has a limited set of source languages for MT.				
	Arabic	French	Korean	
	Chinese Simplified	German	Portuguese	
	Chinese Traditional	Greek	Russian	

Dutch	Italian	Spanish	
English	Japanese	Swedish	

Translator	Options				
Enable DeepL Pro	Enable DeepL Pro				
	You need to subscribe to DeepL Pro in order to use this machine translation s key below (if left blank, DeepL Pro will be disabled). API : Formality: Default Use DeepL Pro as primary To subscribe, please go to the <u>DeepL Pro website</u> . For the list of available languages and other FAQ, please check out <u>DeepL S F</u>	Test			
Enable Google Translator	Z Enable Google Translator				
	Google Translator is a paid service, you need to register for it and get an A engine will be disabled). API :	PI key to enter below (if left blank, Google			
	Use Google Premium Edition (using Neural MT fo	r limited language pairs) <b>Test</b>			
	To register, please check <u>Google Translate API.</u> To access and enable Google Premium edition please check <u>Google Trans</u> Premium Edition using Neural MT is only available for limited language pai are used with Premium, Google might provide you with standard edition translate <u>Available language for Google Translate</u> <u>Available language for Premium Google Translate</u>	rs listed below. If unsupported languages			
Enable Microsoft Tra nslator	Enable Microsoft Translator				
	Microsoft Translator API is now available in the <u>Azure portal</u> under the Cog subscribe to the new service and enter the new key in the field below (if left Also, you can broaden your search by entering a category as one of the pa	t blank, MS Translator will be disabled).			
	Key:				
	Category Name :				
	Region: Global (Non-Regional) 👻				
	Use Microsoft Translator as primary	Test			
	To register, follow the link below. The free option still exists; however, a cre <u>How to sign up for Microsoft Translator on Azure</u> <u>Available language for Azure Search Service REST API</u>	dit card is now required for identification.			
	Default option: Global (Non-Regional)				

Other options are: United States, Europe, Asia Pacific

Translator	Options
Enable SYSTRAN Pure Neural Server	Enable SYSTRAN Pure Neural Server
	You need a SYSTRAN Pure Neural Server enterprise account to use this machine translation service. Enter your Gateway URL and API key provided by SYSTRAN below (if left blank, SYSTRAN Pure Neural Server will be disabled). Gateway URL : API :
	Use SYSTRAN Pure Neural Server as primary Test To subscribe, please go to the <u>SYSTRAN Pure Neural Server</u> List of available languages

Enable WorldLingo

Z Enable WorldLingo

🗹 Use WorldLingo as primary

Test

### WorldLingo MT has a limited source language set.

Enable Custom MT	Use Custom MT for unlisted MT providers. Please refer to the MT providers API documentation for constructing the URL and JSON Key.
	URL:
	JSON Key:
	Header:
	Use Custom MT as primary

If your remote Machine Translation provider is not listed as a provider tab, use the Custom MT to create a custom connector. A Custom MT is only possible if the API of your MT provider uses a REST standard, and returns results in JSON or similar format. That is the case with major MT providers currently available with WFP, for example, Google, Microsoft, WorldLingo, deepL, etc..

Note: This section is Do-It-Yourself. Our hotline cannot assist with the customization of an MT engine because that requires knowledge of the remote provider specifications. Public discussion groups may offer help.

- 7. Select **Test** to validate the connection to the external machine translation provider.
- 8. Read the disclaimer and select **OK**.

Your machine translation preferences are configured.

## Current project preferences

**Current Project Preferences** control settings unique to individual projects. Either you or your Project Manager can set project preferences.



**New Project Preferences** displays if a project is not opened in the **Project List** view.

## CURRENT PROJECT PREFERENCES

**Replacement** preferences allow you to select certain types of content in the source translation units (TUs) that will be replaced with the correct target language format in the translation memory (TM). These replacements provide better TM matches when the files are analyzed.

To enable replacements:

- 1. On the **Sidebar**, select the **Preferences** icon =
- 2. Select Replacement in the Current Project Preferences group.

Preferences		×
General Preferences Colors	*	Configure how translation memories are used in your project
General		Replaceables
Fonts		Enable replacement of detected text in TM results for higher TM matches
Icons		✓ Number replacement
Layout		✓ URL replacement
Segment		Punctuation replacement
Shortcuts		Email address replacement
Warnings		
Tags		
Auto-Propagation		
Auto-Suggestion		
Spellchecker		
Machine Translation		
Current Project Preferences		
Replacement		
Translation Memory		
Terminology	-	
		OK Cancel

3. Select **Enable replacement of detected text in TM results for higher TM matches**, then enable specific content type replacement options. You can select one or more options. All options are selected by default.

Options include:

- Number replacement
- URL replacement
- Punctuation replacement
- Email address replacement
- 4. Select OK.

# CURRENT PROJECT PREFERENCES Configure a translation memory

Translation Memory (TM) preferences control project-level TM behaviors.

To configure a translation memory:

- 1. On the **Sidebar**, select the **Preferences** icon =
- 2. Select Translation Memory in the Current Project Preferences group.

Preferences		×
segment		<b>_</b>
Shortcuts	Configure how translation memories are used in your project	
Warnings		
Tags	Segment state	- 1
Auto-Propagation	Set segments to Translated with leveraged Context Matches	- 1
Auto-Suggestion	Set segments to Translated with leveraged 100% Matches	- 1
Spellchecker	Set segments to Translated for Auto-propagated segments	- 1
Machine Translation	Translation Memory	- 1
	Write 'context' matches to TM	
Current Project Preferences	Write 'exact' matches to TM	- 1
Replacement	Write 'unedited MT' to TM	- 1
Translation Memory	Write 'unedited fuzzy' to TM	- 1
Terminology	☐ Write 'unedited autopropagated fuzzy' to TM	- 1
Penalties	Copy Source to Target on no match	
Transcheck	Copy Source	
Segmentation	Set Fuzzy TM match threshold (%): 75	
Filters	Report Settings	
	Calculate analysis report percentage by:	
User Preferences	Words	
Advanced Settings	◯ Segments	
· · · · · · · · · · · · · · · · · · ·	Calculate internal fuzzy matches and set threshold to (%) 75	-
	ок с	Cancel

3. Configure how TMs are used in your project. After all segment and TM options are selected, select **OK** to activate them.

Option	Action
Segment State	Use these options to tell <b>TXLF Editor</b> how to handle segments that have high leverage from the TM. The default setting has the following options selected.
	Set segments to Translated with leveraged Context Matches — When a translated segment has a context match from the TM, this option sets the segment state to Translated.
	Set segments to Translated with leveraged 100% Matches — When a translated segment has a 100% Match from the TM, this option sets the segmen state to Translated.
	Set segments to Translated for Auto-propagated segments — When segment is auto-propagated, this option sets the segment state to Translated.
Translation Memory	Use these options to determine TM behavior during translation in <b>TXLF Editor</b> .
	Write 'context' matches to TM — Automatically add context matched segments to the TM. This action changes the segment state to Translated.
	Write 'exact' matches to TM — Automatically add exact matched segments to the TM. This action changes the segment state to Translated.
	Write 'unedited MT' to TM — Automatically add unedited machine translated segments to the TM. This action changes the segment state to Translated.
	Write 'unedited fuzzy' to TM — Automatically add unedited fuzzy matched segments to the TM. This action changes the segment state to Translated.
	Write 'unedited autopropagated fuzzy' to TM — Automatically add unedited autopropagated fuzzy matched segments to the TM. This option is only available when the Write 'unedited fuzzy' to TM option is selected.
	<ul> <li>Copy source to Target on no match — Automatically copy the source content into the target translation field when there is no matching from the TM. This option allows the translators to replace the source text as they translate in the target language.</li> <li>Select an option from the drop-down list to specify which elements from the source segments will be copied to the target fields:</li> </ul>
	Copy Source
	Copy Source Text
	Copy Source, Tags And Term Translations
	<ul> <li>Copy Source And Term Translations</li> </ul>
	<ul> <li>Copy Source, Tags, Source And Target Terms</li> </ul>

**Set Fuzzy match threshold** (%): — Select or type the baseline percentage for fuzzy TM matches in the percentage box. The default is 75%. This percentage specifies the TM leverage limit for a fuzzy match. For example, with a threshold of 75%, all segment translations between 75 to 99% match with the TM are

Option	Action			
	considered Fuzzy Match segments. Any segment matches below 75% are			
	considered No Match segments.			
	<b>Report Settings</b> — The settings in this box are used for narrowing the calculations in TM analysis reports.			
	<ul> <li>Calculate analysis report percentage by: — Select either Words or Segments. Words is the default setting.</li> <li>Calculate internal fuzzy matches and set threshold to (%) — Use this option to calculate internal fuzzy matches in the analysis report. Internal fuzzy matches are segments that are translated in the current project but not yet incorporated into the TM. Select or type the threshold percentage for internal fuzzy matches in the percentage box. The default is 75%. They will be included in a separate report category unless the next option is selected as well.</li> <li>Include internal fuzzy matches as fuzzy matches in the project TM analysis. This option is only available when the previous option is selection. Internal fuzzy matches will be included in the fuzzy matches will be included in the fuzzy matches will be included in the project TM analysis. This option is only available when the previous option is selection. Internal fuzzy matches will be included in the fuzzy match</li></ul>			
	<ul> <li>percentage instead of broken out into a separate category.</li> <li>When Updating an existing TU — The settings in the box determine how you want the TM to behave when editing an existing translation unit (TU).</li> </ul>			
	<ul> <li>Add to TM by overwriting the existing TU — This option overwrites the previous translation in the TM.</li> </ul>			
	<ul> <li>Add to TM; overwrite the existing TU if attributes are identical (default) — If all attributes of the TU are identical, this option overwrites the previous translation in the TM.</li> </ul>			
	<ul> <li>Add new segments to TM; do not overwrite the existing TU — This option adds edited segments to the TM as new segments instead of overwriting the previously translated segment.</li> </ul>			
	<ul> <li>Add to TM; do not overwrite the existing TU — This option adds the translation to the TM without overwriting the existing translation. Instead of creating a new segment, the translation will be offered as another possible translation of the same source segment.</li> </ul>			
	<ul> <li>Do not add to TM — Edits to existing TUs are not committed to the TM. The segment state will remain as Needs Translation.</li> </ul>			
	The segment state will remain as Needs Translation. <b>TM Lookup Settings</b> — Select or type the total number of TUs to be shown in the TM Lookup pane during translation.			

# CURRENT PROJECT PREFERENCES

Terminology preferences control terminology lists for leveraging previously translated content.

To select terminology options:

- 1. On the Sidebar, select the Preferences icon =
- 2. Select Terminology under Current Project Preferences. All options are enabled by default.

Preferences	×
segment	
Shortcuts	Configure how glossaries are used in your project
Warnings	
Tags	Terminology
Auto-Propagation	Term Highlight Settings     ✓     Enable fuzzy term recognition
Auto-Suggestion	Enable term highlighting when typing terms
Spellchecker	☑ Ignore case for term highlighting
Machine Translation	- Term Lockup Settings -
Current Project Preferences Replacement	Number of terms shown in the Term Lookup pane:
Translation Memory	
Terminology	
Penalties	
Transcheck	
Segmentation	
Filters	
User Preferences	
Advanced Settings	-
	OK Cancel

- 3. Select Enable fuzzy term recognition to view fuzzy matches.
- 4. Select **Enable term highlighting when typing terms** to indicate terminology matches by highlight when entered in the translation.
- 5. Select Ignore case for term highlighting to ignore case difference in terminology matches.
- 6. Select the number of matches you can view, then select OK.

## CURRENT PROJECT PREFERENCES

# **Penalties** preferences help maintain a high quality of content leveraged from a translation memory (TM). This involves assessing a penalty to TM matches to provide a relative score for those TM matches. You can assign a relative value to each penalty type when calculating the translation score. This score helps users differentiate between 100% match, fuzzy match, and no match content.

To configure penalties for TM matches:

1. On the **Sidebar**, select the **Preferences** icon ==:

2. On the Preferences dialog, select Penalties under New Project Preferences.

Preferences						×
aegment						
Shortcuts	Configure how trans	slation mer	mory match	nes are penalized		
Warnings						
Tags	Penalties					
Auto-Propagation		Value:		Min:	Max:	
Auto-Suggestion	🗹 Case	1 :	÷			
Spellchecker	☑ Non Literal	0.5	<b>‡</b>	1	10 🌲	
Machine Translation	🗹 Tag	0.5	÷	1 🚔	10 🌲	
	Whitespace	0.5	÷	1 🌲	5 🜲	
New Project Preferences	Align		÷			
Replacement						
Translation Memory	Machine Translation	15	÷			
Terminology	Multiple Translation	1 :	÷			
Penalties	Local TM	1	*			
Transcheck	Remote TM	1	÷			
Segmentation	Private TU		÷			
Filters	Public TU		×			
User Preferences	Secondary TM		×			
Advanced Settings	Attribute	1 :	* *			-
					ок	Cancel

3. Select a penalty, supply a threshold, then select **OK**.

Penalty	Action
Case	Select to consider differences in case.
Non Literal	Select to consider differences in special characters, including punctuation, space, apostrophe, dash, and quote.
Тад	Select to consider differences in tagging.
Whitespace	Select to consider differences in blank spacing.
Align	Select to consider differences in translation units (TUs) with alignment attributes.
Machine Translation	Select to consider differences in TUs based on machine translation (MT).
Multiple Translation	Select to consider differences in TUs based on duplicates within the TM with different translations.
Local TM	Select to consider differences in TUs from the local desktop copy.
Remote TM	Select to consider differences in TUs from a remote TM.
Private TU	Select to consider differences in work-group TUs from a remote TM.

Penalty	Action	
Public TU	Select to consider differences in non-work-group TUs from a remote TM.	
Secondary TM	Select to indicate that the translation leverages a secondary TM.	
Attribute	Select to consider differences in attributes.	
If attribute is not	Select for when a custom attribute in a TU does not match the text box attribute.	
If filename attribute does not match	Select for when the file name attribute in a TU does not match the TXLF file name.	

CURRENT PROJECT PREFERENCES

### Configure transcheck

**Transcheck** preferences control how Transcheck verifies target segments and issues warnings about common translation errors within a project. For example, if a translated term conflicts with the designated glossary, the

Error Status icon 🕕 displays in the Status column in the TXLF Editor view.

To configure Transcheck:

F.

- 1. On the **Sidebar**, select the **Preferences** icon =:
- 2. On the Preferences dialog, select Transcheck under New Project Preferences.
  - To search for an option, enter text in the Transcheck search field above the options column list. To select all, select the Transcheck check box. To clear all options, deselect the check box. Use the Up or Down Arrow keys to move among the options, then the Spacebar to enable or disable.
    - The Sub-options panel to the right of the **Transcheck Options** panel contains any sub-options related to the selected category. Use the **Tab** key to enter and

move among the sub-options, then the **Spacebar** to enable or disable. To exit the Sub-options panel, press **Shift+Tab**.

Preferences			×
begment .	Transcheck segments while translating		
Shortcuts		1	
Warnings	Transcheck		Capitalization
Tons	Z Tag	^	All Caps Mismatch
Tags	Vhitespace		First Word Case Difference Check
Auto-Propagation	Segment Status Checks		Target Capitalization Mismatch Check
Auto-Suggestion	Edited Context Match		Source Capitalization Mismatch Check
Spellchecker	Edited Exact Match		
	Edited Source		Skip exact matches
Machine Translation	Do Not Write To TM Segment		Skip context matches
	Unedited Exact Match		
New Project Preferences	Unedited Fuzzy Match		
Replacement	Unedited MT		
Translation Memory	Reference Checks	-	
-	Blocklist		
Terminology	Forbidden Character		
Penalties	Mistranslated Text		
Transcheck	Spelling		
Segmentation	Terminology		
segmentation	Untranslatable Text		
Filters	Untranslated Text	Ŧ	
	Disclaimer		
User Preferences	Source and Target Consistency Check work only for P Enable Spellchecking in Preferences > Spellchecker for	-	
Advanced Settings	Diff highlight defaults to Characters for all Chinese, Jap	-	-
			OK Cancel

- 3. Enable Transcheck segments while translating to use Transcheck during translation.
- 4. On the Transcheck Options panel, select items within any of the major categories.
  - a) Select items for the Segment Content Checks category.

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

Option	Action
Punctuation	Select to compare punctuation in source and target segments in the edited file, then identify any discrepancies.
Repeated Word	Select to identify any repetitions of words or subwords in target segments within the edited file. Repeated subwords are found using a regular expression.
Translation Length	Select to set a character length restriction on the translated segment or to check character and word expansion percentages.
Smart Punctuation	Select to confirm the punctuation in the target segment is correct for that language.
Тад	Select to identify any target segments in the edited file with missing tags.
Whitespace	Select to compare source and target segment white space usage in the edited file, then identify any discrepancies.

b) Select items for the Segment Status Checks category.

Option	Action
Edited Context Match	Select to identify any changes to the context matches for translated segments in the edited file.
Edited Exact Match	Select to identify any changes to exact matches for translated segments in the edited file.
Edited Source	Select to identify any updates to the original segment content in the edited file.
Do Not Write To TM Segment	Select to identify any translated segments marked not to be committed to the translation memory.
Unedited Exact Match	Select to identify any unedited or overlooked exact match segments in the edited file.
Unedited Fuzzy Match	Select to identify any unedited or overlooked fuzzy match segments in the edited file.
Unedited MT	Select to identify all target segments that contain unedited machine translation (MT) content in the edited file.

c) Select items for the Reference Checks category.

Option	Action
Blocklist	Select to cross-reference the available blocklist with the edited file.
Forbidden Character	Select to identify any provided forbidden characters remaining within the edited file.
Mistranslated Text	Select to identify any mistranslated or inaccurate translation in segments within the edited file.
Spelling	Select to identify any misspellings in translated segments within the edited file.
Terminology	Select to identify any overlooked terminology matches for translated segments in the edited file.

Option	Action
Untranslatable Text	Select to identify all target segments that contain content that cannot be translated in the edited file.
Untranslated Text	Select to identify all target segments that contain untranslated content in the edited file.

### 5. Select OK.

Transcheck is configured for the current project.

## CURRENT PROJECT PREFERENCES

Segmentation preferences control how the TXLF editor separates file content into logical segments for a project.

To select segmentation options:

- 1. On the **Sidebar**, select the **Preferences** icon **I**.
- 2. Select Segmentation under Current Project Preferences.

Preferences	×
segment	
Shortcuts	Configure how bilingual files are segmented
Warnings	
Tags	Segmentation
Auto-Propagation	Note
Auto-Suggestion	to the already created ones.
Spellchecker	Segmentation on break
Machine Translation	Select segmentation type  APPLICATION  +
Current Project Preferences Replacement	Define end-of-segment markers (ESM)           .?!:         Space         Tab         Non-Breaking Space         Line Feed         Carriage Return
Translation Memory	Define rules for ending segments
Terminology	A number followed by an ESM
Penalties	An ESM without a trailing space should end a segment
Transcheck	An ESM followed by a space and a lower-case letter should end a segment
Segmentation	Select abbreviations that should not be segmented on
Filters	Select a language: English (United States) v
User Preferences Advanced Settings	Adj.,Adm.,Adv.,Apr.,Art.,Asst.,Aug.,Ave.,Bart.,Bldg.,Blvd.,Brig.,Bros.,Capt.,Cmdr.,Co.,Col.,Comdr.,Con.,Corp.,Cpl.,Crt ,DR.,Dec.,Dr.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon.,Hosp.,Hr.,Hwy.,Inc.,Insp.,Inti,,Jan.,Jr.,Jul.,Jun.,Ln.,Lt.,M.D.,MM.,M R.,MRS.,MS.,Maj.,Mar.,May.,Messrs.,Minneapolis/St.,Mlle.,Mme.,Mpls/St.,Mr.,Mrs.,Ms.,Msgr.,Mt.,No.,Nos.,Nov.,Nr,O ct. On. Ord. Pfc. Ph. Prof. Pvt. Rd. Reo. Rens. Res. Rev. Rt. Sen. Sens. Sen. Sent. Sfc. Soft Sr. St. Ste. Sunt. Surg
	, Segmentation Preview ,
	OK Cancel

3. Change **Segmentation** based on your preferences. After all segmentation preferences are selected, select **OK**.

Option	Description	
Segmentation on break	Select this option to enable segmentation on line breaks.	
Select segmentation type	Select <b>APPLICATION</b> from the drop-down list to use application-specific segmentation rules. Select <b>SRX</b> from the drop-down list to use SRX segmentation rules.	
Define end-of-segment markers (ESM)	Enter specific characters into the <b>ESM</b> field to specify custom segment end characters, such as .?! Select checkboxes for any additional end-of-segment markers. Select as many or as few as you prefer. Options include: • Space • Tab • Non-Breaking Space • Line Feed • Carriage Return	
Define rules for ending segments	Select the rules you want for ending segments. Select as many or as few as you prefer. Options include:	
	<ul> <li>A number followed by an ESM</li> <li>An ESM without a trailing space should end a segment</li> <li>An ESM followed by a space and a lower-case letter should end a segment</li> </ul>	
Select abbreviations that should not be segmented on	This area allows you to define which abbreviations should not be considered as end-of-segment markers (ESM). To do so, first select a language from the <b>Select</b> <b>a language</b> the drop-down list. Standard abbreviations for that language will be displayed in the text box below the language selection. You can edit, add, or delete abbreviations in the box. In the <b>Segmentation Preview</b> box, type a few lines of text that contain abbreviations or an ESM. Select <b>Check it out</b> to view how the text will be segmented in the bilingual files for translation.	

## CURRENT PROJECT PREFERENCES

## Configure a file format filter

Filters preferences control the file format filters for importing source content to Wordfast Pro.

To configure a file format filter:

1. On the **Sidebar**, select the **Preferences** icon =:

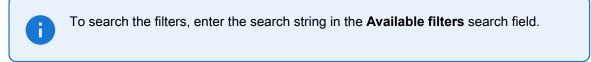
2. On the Preferences dialog, select Filters under Current Project Preferences.

references			
segment			
Shortcuts	Configure how translatable content is parsed fro	om source files	
Warnings			
Tags	Filters		
Auto-Propagation	Configuration		
Auto-Suggestion	Extract numbers:* time_date_measure		*
Spellchecker			
Machine Translation	Available filters	Default	
	<ul> <li>Active Server Page (<sup>x</sup>.asp)</li> </ul>	*	Add
urrent Project Preferences	Active Server Page (*.asp)	۲	Remove
Replacement	<ul> <li>Adobe FrameMaker Interchange Format (<sup>x</sup>.mif)</li> </ul>		
Translation Memory	Adobe FrameMaker Interchange Format (*.mif)	۲	
Terminology	<ul> <li>Adobe InCopy Markup Language (<sup>x</sup>.icml)</li> </ul>		
Penalties	Adobe InCopy Markup Language (*.icml)	۲	
Transcheck	<ul> <li>Adobe InDesign Interchange (<sup>x</sup>.inx)</li> </ul>		
Segmentation	Adobe InDesign Interchange (*.inx)	•	
Filters	Format Settings		
ser Preferences			
Advanced Settings			
			ок

3. Select a file format filter configuration from the **Extract numbers** drop-down list to define the filter action on source segments that contain only numbers.

all	Select to extract all segments with only numbers for translation.
time_date_measure	Select to extract only segments with a measurement value or the time and date.
none	Select to ignore any segments that contain only numeric values during extract.

4. To select the file filter settings for the open project, select a filter to list the current settings on the **Format Settings** pane.



- 5. (Optional) Highlight a filter name and change settings on the **Format Settings** pane. The available options are specific to the file filter you select.
- 6. (Optional) Add a custom file filter for a filter you need that is not already in the list by selecting **Add** or **Remove**.

7. On the **New Filter** dialog, select a format from the **Choose file format** drop-down list to use as a template for the new filter.

The Format Settings options vary, depending on the file format you choose.				
New Filter		×		
Choose a file form display.	nat and enter the filter nan	ne to		
	e InDesign Interchange (*.inx) ole INX File Filter Browse	▼ 		
	ОК	Cancel		

- 8. Enter a filter name in the **Filter Name** field, then verify your configuration is correct on the **Format Settings** pane.
- 9. (Optional) Browse for and select any of the related Format Settings for that file format.
- 10. Select OK.

The file format filter you selected is configured.

## User preferences

You can manage your user preferences, including restoring them to the default state and exporting or importing them.

### USER PREFERENCES Configure advanced settings

**Advanced Settings** preferences allow you to restore a Wordfast Pro installation to factory or default settings, migrate preferences between computers, and customize strings.

To configure advanced settings:

1. On the Sidebar, select the Preferences icon **F**.

2. Select Advanced Settings under User Preferences.

Preferences			×
segment		ANN CONTRACTOR	*
Shortcuts	Restore,	export, or import your preference settings	
Warnings	•••		
Tags	Default Settings		
Auto-Propagation	Restore Original	By pressing the Restore Original button, all of your preferences will revert to their original settings at the time of installation. Please	
Auto-Suggestion		note that once this button has been pressed, all of your customized new project and general preferences will be lost.	
Spellchecker			
Machine Translation	Restore Defaults	By pressing the Restore Defaults button, all of your preferences for the current project will revert to the default new project preferences. Please note that a project needs to be open for this button to have	
Current Project Preferences		any effect.	
Replacement			
Translation Memory	Export/Import Prefer	rences Settings	
Terminology	Export	You will be able to export all the settings values that are currently	
Penalties		applied in the Preferences.	
Transcheck			
Segmentation	Import	After implementing the settings, they will be applied once you press the OK button in the Preferences dialog.	
Filters			
User Preferences	Customization String	alist	
Advanced Settings	Disclaimer		
	1 1	OK Cancel	

3. Change Advanced Settings based on your preferences.

Option	Description
Default Settings	<ul> <li>Restore Original reverts all the preferences to their original factory settings.</li> <li>Once you select this option, all general preferences and custom new project preferences will be lost.</li> <li>Restore Defaults reverts the preferences only for the current project to the default new project preferences.</li> <li>You must have a project open for this option to take effect.</li> </ul>
Export/Import Preferences Settings	<ul> <li>Export allows you to export the settings values that you currently have applied in Preferences for general settings and for a current project. You can select specific preferences or export them all. You will be asked to browse to a path where the export file will be saved with a .pref extension.</li> <li>Import allows you to browse to a saved .pref file and import it. When the file is selected, a dialog displays the preferences that will be imported. The imported settings will not be activated in Preferences until you select OK.</li> </ul>
Customization String List	This field is primarily for developer's use. Select the <b>Plus</b> icon 🔂, type an option in the <b>Customization String List</b> field, then select <b>OK</b> . Highlight an option and select the <b>Minus</b> icon 🗢 to delete it from the list. You must restart the application for the customized strings to be applied or removed.

# 14. Appendix

## Formatting tools

The Formatting tab in the TXLF Editor includes formatting tools you can use to edit the target content format.

Formatting tools fall into three categories: format, tags, and options.

## FORMATTING TOOLS

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Format category options are only available for MS Office source file formats.

Button	Keyboard Shortcut	Description
В	Ctrl+B	Format the selected text as bold.
Bold		
Ι	Ctrl+I	Format the selected text as italic.
Italic		
U	Ctrl+U	Format the selected text as underlined.
Underline		
X.2	Ctrl+=	Format the selected text as subscript.
Subscript		
X <sup>2</sup>	Ctrl+Shift+=	Format the selected text as superscript.
Superscript		
ABC	No shortcut	Format the selected text to display as strikethrough
Strike		(deleted), without actually deleting the text.

FORMATTING TOOLS

### Tags

Button	Keyboard Shortcut	Description
	No shortcut	Display actual formatting associated with tags for the
Tag Formatting		active segment (when supported.)
8 0 - - 9 0 8 0 -	No shortcut	Display the content of the formatting tags for the active
Tag Non-Formatting		segment.

FORMATTING TOOLS

## Options

Button	Keyboard Shortcut	Description
L Non-Breaking Space	Ctrl+Shift+Space	Insert a non-breaking space at the cursor location.
₽¶	No shortcut	Insert a marker to indicate left-to-right reading direction.
Left To Right Marker		
¶۱	No shortcut	Insert a marker to indicate right-to-left reading direction.
Right To Left Marker		
Ø	Ctrl+D	Attach and detach the <b>Formatting</b> toolbar. When
Attach /		attached, the toolbar is displayed as a tab. When
Detach		detached, the toolbar is displayed as a minimized
		toolbar that can be moved to any area of the TXLF
		Editor.

## **Format filters**

The **Filters** selection on the **Preferences** dialog box configures how translatable content is parsed from source files.

FORMAT FILTERS

Format and Extension		
Active Server Page (*.asp)		
Adobe FrameMaker Interchange Format (*.mif)		
Adobe InCopy Markup language (*.icml)		
Adobe InDesign Interchange (*.inx)		
Adobe InDesign Markup Language (*.idml)		
Flat OPC XML Word Document Format (*.xml)		
Hypertext Markup Language (*.htm)		
Hypertext Markup Language (*.html)		
JSON files (*.json)		
Java Server Page (*.jsp)		
MS Excel 2007 Spreadsheet (*.xlsx)		
MS Excel Open XML Macro-Enabled Spreadsheet (*.xlsm)		

MS Excel Open XML Spreadsheet Template (\*.xltx)

### Format and Extension

MS Excel Open Spreadsheet (\*.xls)

MS Excel Spreadsheet template (\*.xlt)

MS PowerPoint 2007 Presentation (\*.pptx)

MS PowerPoint 97-2003 Template (\*.pot)

MS PowerPoint Macro-Enabled Presentation (\*.pptm)

MS PowerPoint Macro-Enabled Show (\*.ppsm)

MS PowerPoint Macro-Enabled Template (\*.potm)

MS PowerPoint Presentations (\*.ppt)

MS PowerPoint Show (\*.ppsx)

MS PowerPoint Template (\*.potx)

MS Visio Document (\*.vdx)

MS Visio Document (\*.vsd)

MS Visio Document (\*.vsdx)

MS Word 2007 Document (\*.docx)

MS Word Document (\*.doc)

MS Word Open XML Macro-Enabled Document (\*.docm)

MS Word Open XML Macro-Enabled Template (\*.dotm)

MS Word Open XML Template (\*.dox)

MS Word Template (\*.dot)

Markdown file (\*.md)

MemoQ XLIFF (\*.mqxliff)

Microsoft Word 2003 WordprocessingML document (\*.xml)

PO files (\*.po)

Plain Text (\*.txt)

Portable Document Format (\*.pdf)

Quark Documents (\*.tag)

Rich Text Format (\*.rtf)

SDL XLIFF (\*.sdlxliff)

SubRip (\*.srt)

TXML (\*.txml)

Trados TTX (\*.ttx)

WF TXLF Document (\*.txlf)

XLIFF (\*.xlf)

XLIFF 2.0 (\*.xlf)

XLIFF 2.0 (\*.xliff)

## **Keyboard shortcuts**

This topic includes the keyboard shortcuts that are available for PC and Apple users for Wordfast Pro, Wordfast Classic, SDLX, and Trados.

KEYBOARD SHORTCUTS

PC scheme - Wordfast Pro style

This section only includes shortcuts with a default application-assigned keystroke sequence.

Commands	Shortcut	View
Add Blocklist	Alt+C	Project
Add Glossary	Alt+O	Project
Add Note	Alt+Shift+N	Editor
Add Project	Ctrl+Shift+A	Home
Add Project TMs	Ctrl+Shift+B	Quick Tools
Add Term	Ctrl+Alt+T	Editor
Add TM	Ctrl+N	Project
Analyze	Ctrl+Space	Editor
Attach/Detach Toolbar	Ctrl+D	Editor
Bold	Ctrl+B	Editor
Clear all tags (Segment)	Ctrl+Shift+V	Editor
Clear Target Document	Alt+Shift+Delete	Editor
Clear Target Segment	Ctrl+Alt+X	Editor
Close	Ctrl+W	Editor
Close project from home window	Ctrl+Shift+X	Home
Close segment	Esc	Editor
Commit All Segments to TM	Ctrl+Alt+End	Editor
Commit Current Segment	Alt+End	Editor
Confirm/Unconfirm Segment	Alt+Enter	Editor
Confirm All Segments	Ctrl+Shift+Enter	Editor

Commands	Shortcut	View
Сору	Ctrl+C	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	Ctrl+Alt+Insert	Editor
Copy All Tags (Document)	Alt+Shift+P	Editor
Copy All Tags (Segment)	Alt+A	Editor
Copy selected text to target	Alt+F12	Editor
Copy Source	Alt+S	Editor
Copy Tag	Ctrl+Alt+Down	Editor
Copy Term	Ctrl+0	Editor
Сору ТМ	Ctrl+Shift+C	Project
Create Blocklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	Alt+-	Editor
Cut	Ctrl+X	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	Alt+Shift+D	Editor
Edit Note	Alt+Shift+E	Editor
Edit Term	Ctrl+E	Editor
Export Blocklist	Alt+K	Project
Export Glossary	Alt+E	Project
Export Report as PDF format	Alt+U	Project
Export TM	Ctrl+Shift+E	Project
Find/Replace	Ctrl+F	Editor
Get Bilingual Table	Ctrl+Alt+P	Editor
Go To Segment	Ctrl+G	Editor
Help	Ctrl+Alt+H	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	Alt+J	Project
Import Glossary	Alt+I	Project
Import TM	Ctrl+Shift+I	Project
Insert a cent sign	Ctrl+;	Editor
Insert Copyright Symbol	Ctrl+Alt+C	Editor
Insert Ellipsis	Ctrl+Alt+.	Editor
Insert em dash	Alt+Shift+-	Editor

Commands	Shortcut	View
Insert en dash	F10	Editor
Insert non-breaking hyphen	Ctrl+Shift+-	Editor
Insert non-breaking space	Ctrl+Shift+Space	Editor
Insert Registered Trademark symbol	Ctrl+Alt+R	Editor
Italic	Ctrl+I	Editor
Key Assist Panel	Ctrl+Shift+L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	Shift+F5	Editor
Leverage Previous TU	Alt+Left	Editor
Leverage the first TM Lookup match	Alt+1	Editor
Leverage the second TM Lookup match	Alt+2	Editor
Leverage the third TM Lookup match	Alt+3	Editor
Leverage the fourth TM Lookup match	Alt+4	Editor
Leverage the fifth TM Lookup match	Alt+5	Editor
Leverage the sixth TM Lookup match	Alt+6	Editor
Leverage the seventh TM Lookup match	Alt+7	Editor
Leverage the eighth TM Lookup match	Alt+8	Editor
Leverage the Next TU	Alt+Right	Editor
Machine Translate	Ctrl+Shift+M	Editor
Merge Segments	Alt+Page_Down	Editor
Modify	Alt+M	Project
Modify TM	Ctrl+Shift+T	Project
Move the cursor between the source and the target	Shift+Tab	Editor
Next Segment (Commit to TM)	Alt+Down	Editor
Next Segment (No Commit)	Ctrl+Down	Editor
Next Tag	Ctrl+Alt+Right	Editor

Commands	Shortcut	View
Next Term	Ctrl+9	Editor
Next View	Alt+W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	Alt+H	Project
Open Glossary	Alt+G	Project
Open Project	Ctrl+Shift+P	Home
Open TM	Ctrl+Shift+G	Project
Paste	Ctrl+V	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (No Commit)	Ctrl+Up	Editor
Previous Segment (TM Commit)	Alt+Up	Editor
Previous Tag	Ctrl+Alt+Left	Editor
Previous Term	Ctrl+8	Editor
Pseudo Translate	Ctrl+Shift+Y	Quick Tools
Quick Tools	Alt+Q	Home
Redo	Ctrl+Y	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	Alt+R	Project
Remove Reference Files	Alt+0	Project
Remove Report	Alt+Z	Project
Remove TM	Ctrl+Shift+R	Project
Replace/Find	Ctrl+H	Editor
Run Transcheck	Ctrl+Shift+Q	Editor
Save	Ctrl+S	Editor
Save As	F12	Editor
Save File As Translated	Ctrl+Alt+S	Editor
Show White Space Characters	Ctrl+Shift+8	Editor
Simple Project Creator	Ctrl+P	Home
Source TM Lookup	Ctrl+Shift+F	Editor
Spell Check	F7	Editor
Split Segment	Alt+Page_Up	Editor
Strikethrough	Ctrl+K	Editor
Subscript	Ctrl+=	Editor

Commands	Shortcut	View
Superscript	Ctrl+Shift+=	Editor
Term Info	Alt+T	Editor
Terminology Highlight	Ctrl+F5	Editor
TM Concordance	F8	Editor
Toggle uppercase/lowercase	Shift+F3	Editor
Translate All	Ctrl+Shift+End	Editor
Translate File	Ctrl+O	Project
Translate Until Fuzzy	Ctrl+Alt+F	Editor
Translate Until No Match	Ctrl+Shift	Editor
	+Page_Down	
Unconfirm All Segments	Alt+Shift+Enter	Editor
Underline	Ctrl+U	Editor
Undo	Ctrl+Z	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

## PC scheme - Wordfast Classic style

Commands	Shortcut	View
Add Blocklist	Alt+C	Project
Add Glossary	Alt+O	Project
Add Project	Ctrl+Shift+A	Home
Add Project TMs	Ctrl+Shift+B	Quick Tools
Add Reference Files	Alt+1	Project
Add Term	Ctrl+Alt+T	Editor
Add TM	Ctrl+N	Project
Analyze	Ctrl+Space	Quick Tools
Attach/Detach Toolbar	Ctrl+D	Editor
Bold	Ctrl+B	Editor
Clear Target Document	Alt+Shift+Delete	Editor
Clear Target Segment	Ctrl+Alt+X	Editor

Commands	Shortcut	View
Close project from home window	Ctrl+Shift+X	Home
Commit All Segments to TM	Ctrl+Alt+End	Editor
Commit Current Segment	Alt+Q	Editor
Confirm/Unconfirm Segment	Alt+Enter	Editor
Confirm All Segments	Ctrl+Shift+Enter	Editor
Сору	Ctrl+C	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	Ctrl+Alt+Insert	Editor
Copy All Tags (Segment)	Alt+P	Editor
Copy Source	Alt+Insert	Editor
Сору Тад	Alt+Shift+Down	Editor
Copy Tag	Ctrl+Alt+Down	TM Editor
Copy Term	Ctrl+Alt+0	Editor
Сору ТМ	Ctrl+Shift+C	Project
Create Blocklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	Alt+-	Editor
Cut	Ctrl+X	Blocklist Editor, TM Editor, Glossary Editor, Editor
Export Blocklist	Alt+K	Project
Export Glossary	Alt+E	Project
Export Package	Ctrl+E	Home
Export Report as PDF format	Alt+U	Project
Export TM	Ctrl+Shift+E	Project
Find/Replace	Ctrl+F	Editor
Go To Segment	Ctrl+G	Editor
Help	Ctrl+Alt+H	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	Alt+J	Project
Import Glossary	Alt+I	Project
Import TM	Ctrl+Shift+I	Project
Insert non-breaking space	Ctrl+Shift+Space	Editor
Italic	Ctrl+I	Editor
Key Assist Panel	Ctrl+Shift+L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home

Commands	Shortcut	View
Last Modified Segment	Shift+F5	Editor
Leverage Previous TU	Alt+Left	Editor
Leverage the Next TU	Alt+Right	Editor
Merge Segments	Alt+Page_Down	Editor
Modify	Alt+M	Project
Modify Project	Ctrl+Shift+M	Home
Modify TM	Ctrl+Shift+T	Project
Next Segment (No Commit)	Ctrl+Down	Editor
Next Tag	Ctrl+Alt+Right	Editor
Next Term	Ctrl+Alt+9	Editor
Next Update	Alt+Down	Blocklist Editor
Next View	Alt+W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	Alt+H	Project
Open Glossary	Alt+G	Project
Open Project	Ctrl+Shift+P	Home
Open Reference Files	Alt+2	Project
Open TM	Ctrl+Shift+G	Project
Paste	Ctrl+V	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (TM Commit)	Alt+Up	Editor
Previous Tag	Ctrl+Alt+Left	Editor
Previous Term	Ctrl+Alt+8	Editor
Pseudo translate	Ctrl+Shift+Y	Quick Tools
Redo	Ctrl+Y	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	Alt+R	Project
Remove Project	Ctrl+Alt+R	Home
Remove Reference Files	Alt+0	Project
Remove Report	Alt+Z	Project
Remove tag	Ctrl+Alt+Up	Editor
Remove TM	Ctrl+Shift+R	Project
Replace/Find	Ctrl+H	Editor

Commands	Shortcut	View
Save	Ctrl+S	Editor
Save As	F12	Editor
Save File As Translated	Ctrl+Alt+S	Editor
Show White Space Characters	Ctrl+Shift+8	Editor
Simple Project Creator	Ctrl+P	Home
Spell Check	F7	Editor
Split Segment	Alt+Page_Up	Editor
Strikethrough	Ctrl+K	Editor
Subscript	Ctrl+=	Editor
Superscript	Ctrl+Shift+=	Editor
Term Info	Alt+T	Editor
Terminology Highlight	Ctrl+F5	Editor
TM Concordance	Ctrl+Shift+F	Editor
Translate File	Ctrl+O	Project
Translate Until Fuzzy	Ctrl+Alt+F	Editor
Translate Until No Match	Ctrl+Shift +Page_Down	Editor
Unconfirm All Segments	Alt+Shift+Enter	Editor
Underline	Ctrl+U	Editor
Undo	Ctrl+Z	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

## PC scheme - SDLX style

Commands	Shortcut	View
Add Blocklist	Alt+C	Project
Add Glossary	Alt+O	Project
Add Note	Alt+Shift+N	Editor
Add Project	Ctrl+Shift+A	Home
Add Project TMs	Ctrl+Shift+B	Quick Tools

Commands	Shortcut	View
Add Term	Ctrl+Alt+T	Glossary Editor
Add Term	Ctrl+T	Editor
Add TM	Ctrl+N	Project
Analyze	Ctrl+Space	Editor
Attach/Detach Toolbar	Ctrl+D	Editor
Bold	Ctrl+B	Editor
Clear Target Document	Alt+Shift+Delete	Editor
Clear Target Segment	Ctrl+Alt+X	Editor
Close	Ctrl+Shift+W	Editor
Close project from home window	Ctrl+W	Home
Commit All Segments to TM	Alt+End	Editor
Commit Current Segment	Alt+Q	Editor
Confirm/Unconfirm Segment	Alt+Enter	Editor
Confirm All Segments	Ctrl+Shift+Enter	Editor
Сору	Ctrl+C	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	Ctrl+Alt+Insert	Editor
Copy All Tags (Document)	Alt+Shift+P	Editor
Copy All Tags (Segment)	Alt+P	Editor
Copy selected text to target	Alt+F12	Editor
Copy Source	F4	Editor
Сору Тад	Ctrl+Alt+Down	Editor
Copy Term	Ctrl+Alt+0	Editor
Сору ТМ	Ctrl+Shift+C	Project
Create Blocklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	F8	Editor
Cut	Ctrl+X	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	Alt+Shift+D	Editor
Edit Note	Alt+Shift+E	Editor
Edit Term	Ctrl+E	Editor
Export Blocklist	Alt+K	Project
Export Glossary	Alt+E	Project

Commands	Shortcut	View
Export Report as PDF format	Alt+U	Project
Export TM	Ctrl+Shift+E	Project
Find/Replace	Ctrl+F	Editor
Go To Segment	Ctrl+L	Editor
Help	Ctrl+Alt+H	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	Alt+J	Project
Import Glossary	Alt+I	Project
Import TM	Ctrl+Shift+I	Project
Insert copyright symbol	Ctrl+Alt+C	Editor
Insert ellipsis	F11	Editor
Insert em dash	Ctrl+F10	Editor
Insert en dash	F10	Editor
Insert non-breaking hyphen	Ctrl+F9	Editor
Insert non-breaking space	Ctrl+Shift+Space	Editor
Insert Registered Trademark symbol	Ctrl+Alt+R	Editor
Italic	Ctrl+I	Editor
Key assist panel	Ctrl+Shift+L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	Shift+F5	Editor
Leverage previous TU	Alt+Left	Editor
Leverage the first TM Lookup match	Alt+1	Editor
Leverage the second TM Lookup match	Alt+2	Editor
Leverage the third TM Lookup match	Alt+3	Editor
Leverage the fourth TM Lookup match	Alt+4	Editor
Leverage the fifth TM Lookup match	Alt+5	Editor
Leverage the 6th TM Lookup match	Alt+6	Editor
Leverage the 7th TM Lookup match	Alt+7	Editor

Commands	Shortcut	View
Leverage the 8th TM Lookup match	Alt+8	Editor
Leverage the Next TU	Alt+Right	Editor
Machine Translate	Ctrl+Shift+F8	Editor
Merge Segments	Ctrl+J	Editor
Modify	Alt+M	Project
Modify Project	Ctrl+Shift+M	Home
Modify TM	Ctrl+Shift+T	Project
Move the cursor between the source and the target	Shift+Tab	Editor
Next Segment (Commit to TM)	Alt+Down	Editor
Next Segment (No Commit)	Ctrl+Down	Editor
Next Tag	Ctrl+Alt+Right	Editor
Next Term	Ctrl+Alt+9	Editor
Next View	Alt+W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	Alt+H	Project
Open Glossary	Alt+G	Project
Open Project	Ctrl+Shift+P	Home
Open TM	Ctrl+Shift+G	Project
Paste	Ctrl+V	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (No Commit)	Ctrl+Up	Editor
Previous Segment (TM Commit)	Alt+Up	Editor
Previous Tag	Ctrl+Alt+Left	Editor
Previous Term	Ctrl+Alt+8	Editor
Pseudo Translate	Ctrl+Shift+Y	Quick Tools
Redo	Ctrl+Y	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	Alt+R	Project
Remove Reference Files	Alt+0	Project
Remove Report	Alt+Z	Project
Remove Tag	Ctrl+Alt+Up	Editor
Remove TM	Ctrl+Shift+R	Project

Commands	Shortcut	View
Replace/Find	Ctrl+H	Editor
Run Transcheck	F12	Editor
Save	Ctrl+S	Editor
Save File As Translated	Ctrl+Alt+S	Editor
Show White Space Characters	Ctrl+Shift+8	Editor
Simple Project Creator	Ctrl+P	Home
Source TM Lookup	Ctrl+Shift+F	Editor
Spell Check	F6	Editor
Split Segment	Ctrl+Enter	Editor
Strikethrough	Ctrl+K	Editor
Subscript	Ctrl+=	Editor
Superscript	Ctrl+Shift+=	Editor
Term Info	Alt+T	Editor
Terminology Highlight	Ctrl+F5	Editor
TM Concordance	F7	Editor
Toggle uppercase/lowercase	Shift+F3	Editor
Translate All	Ctrl+Shift+End	Editor
Translate File	Ctrl+O	Project
Translate Until Fuzzy	Ctrl+Alt+F	Editor
Translate Until No Match	Ctrl+Shift +Page_Down	Editor
Unconfirm All Segments	Alt+Shift+Enter	Editor
Underline	Ctrl+U	Editor
Undo	Ctrl+Z	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

## PC scheme - Trados style

Commands	Shortcut	View
Add Blocklist	Alt+C	Project

Commands	Shortcut	View
Add Glossary	Alt+O	Project
Add Project TMs	Ctrl+Shift+B	Quick Tools
Add Reference Files	Alt+1	Project
Add Term	Ctrl+Alt+T	Glossary Editor
Add Term	Ctrl+F11	Editor
Add TM	Ctrl+N	Project
Analyze	Ctrl+Space	Quick Tools
Attach/Detach Toolbar	Ctrl+D	Editor
Bold	Ctrl+B	Editor
Clear Target Document	Alt+Shift+Delete	Editor
Clear Target Segment	Ctrl+Alt+X	Editor
Close	Ctrl+W	Editor
Close project from home window	Ctrl+Shift+X	Home
Commit All Segments to TM	Ctrl+Shift+U	Editor
Commit Current Segment	Alt+Q	Editor
Confirm/Unconfirm Segment	Alt+Enter	Editor
Confirm All Segments	Ctrl+Shift+Enter	Editor
Сору	Ctrl+C	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Tags (Segment)	Alt+P	Editor
Copy selected text to target	Alt+F12	Editor
Copy Source	F4	Editor
Сору Тад	Ctrl+F4	Editor
Copy Term	Ctrl+Alt+Down	Editor
Сору ТМ	Ctrl+Shift+C	Project
Create Blocklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	Alt+Space	Editor
Cut	Ctrl+X	Blocklist Editor, TM Editor, Glossary Editor, Editor
Export Blocklist	Alt+K	Project
Export Glossary	Alt+E	Project
Export Package	Ctrl+E	Home
Export Report as PDF format	Alt+U	Project

Commands	Shortcut	View
Export TM	Ctrl+Shift+E	Project
Go To Segment	Ctrl+L	Editor
Help	Ctrl+Alt+H	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	Alt+J	Project
Import Glossary	Alt+I	Project
Import TM	Ctrl+Shift+I	Project
Insert en dash	F10	Editor
Insert non-breaking space	Ctrl+Shift+Space	Editor
Italic	Ctrl+I	Editor
Key Assist Panel	Ctrl+Shift+L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	Shift+F5	Editor
Machine Translate	Ctrl+Shift+F8	Editor
Merge Segments	Ctrl+J	Editor
Modify	Alt+M	Project
Modify Project	Ctrl+Shift+M	Home
Modify TM	Ctrl+Shift+T	Project
Move the cursor between the source and the target	Shift+Tab	Editor
Next Segment (Commit to TM)	Enter	Editor
Next Segment (No Commit)	Ctrl+Down	Editor
Next Tag	Ctrl+Alt+Right	TM Editor
Next Update	Alt+Down	Blocklist Editor
Next View	Alt+W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	Alt+H	Project
Open Glossary	Alt+G	Project
Open Project	Ctrl+Shift+P	Home
Open Reference Files	Alt+2	Project
Open TM	Ctrl+Shift+G	Project
Paste	Ctrl+V	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home

Commands	Shortcut	View
Previous Tag	Ctrl+Alt+Left	Editor
Previous Update	Alt+Up	Blocklist Editor
Pseudo Translate	Ctrl+Shift+Y	Quick Tools
Redo	Ctrl+Y	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	Alt+R	Project
Remove Project	Ctrl+Alt+R	Home
Remove Reference Files	Alt+0	Project
Remove Report	Alt+Z	Project
Remove TM	Ctrl+Shift+R	Project
Save	Ctrl+S	Editor
Save File As Translated	Ctrl+Alt+S	Editor
Show White Space Characters	Ctrl+Shift+8	Editor
Simple Project Creator	Ctrl+P	Home
Source TM Lookup	Ctrl+Shift+F	Editor
Spell Check	F6	Editor
Split Segment	Alt+S	Editor
Strikethrough	Ctrl+K	Editor
Subscript	Ctrl+=	Editor
Superscript	Ctrl+Shift+=	Editor
Term Info	Alt+T	Editor
Terminology Highlight	Ctrl+F5	Editor
TM Concordance	F7	Editor
Translate All	Ctrl+Shift+A	Editor
Translate File	Ctrl+O	Project
Unconfirm All Segments	Alt+Shift+Enter	Editor
Underline	Ctrl+U	Editor
Undo	Ctrl+Z	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

### Mac scheme - Wordfast Pro style

Commands	Shortcut	View
Add Blocklist	~ <b>⊂</b> C	Project
Add Glossary	~_0	Project
Add Note	<b>~</b> ⊂û <b>N</b>	Editor
Add Project	₩ûA	Home
Add Project TMs	₩ûB	Quick Tools
Add Term	ืืж¬_:T	Editor
Add TM	жN	Project
Analyze	жSpace	Editor
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear all tags (Segment)	₩ûV	Editor
Clear Target Document		Editor
Clear Target Segment	^~_X	Editor
Close	жW	Editor
Close project from home window	<b>ដ</b> ាំX	Home
Close segment	#	Editor
Commit All Segments to TM	ੜ~_⊃ <b>#</b>	Editor
Commit Current Segment	~_>#	Editor
Confirm/Unconfirm Segment	~ <b>_</b> ⊷#	Editor
Confirm All Segments	#û <b>⊷#</b>	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	ืืж∽ <b>∷Insert</b>	Editor
Copy All Tags (Document)	∼tû₽	Editor
Copy All Tags (Segment)	-∠_A	Editor
Copy selected text to target	-∕_F12	Editor
Copy Source	~ <b>:</b> S	Editor
Сору Тад	ਸ਼∕_:↓	Editor
Copy Term	ж0	Editor
Сору ТМ	₩ûC	Project
Create Blocklist	~ <b>∠</b> B	Project
Create Glossary	~ <b>∠</b> N	Project
Create TM	∺ûN	Project
Current Segment Leverage	~ <b>_</b> Q	Editor

Commands	Shortcut	View
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	<b>~_</b> ∵û <b>D</b>	Editor
Edit Note	~_∵û <b>E</b>	Editor
Edit Term	жE	Editor
Export Blocklist	~ <b>_K</b>	Project
Export Glossary	τΈ	Project
Export Report as PDF format	~ <u>−</u> U	Project
Export TM	¥ûE	Project
Find/Replace	жF	Editor
Get Bilingual Table	ж¬_гР	Editor
Go To Segment	₩G	Editor
Help	ж∕⊂Н	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	~_J	Project
Import Glossary	~1	Project
Import TM	<b>₩</b> Û <b> </b>	Project
Insert a cent sign	¥;	Editor
Insert copyright symbol	∺¬_⊂C	Editor
Insert ellipsis	<b>#</b> √	Editor
Insert em dash	-T-	Editor
Insert en dash	<b>~①-</b>	Editor
Insert non-breaking hyphen	<b>ዤ</b> û -	Editor
Insert non-breaking space	жû <b>Space</b>	Editor
Insert Registered Trademark symbol	ж√_R	Editor
Italic	жI	Editor
Key Assist Panel	₩ûL	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û <b>F5</b>	Editor
Leverage Previous TU	£←	Editor
Leverage the first TM Lookup match	~:1	Editor
Leverage the second TM Lookup match	<b>∖_2</b>	Editor

Commands	Shortcut	View
Leverage the third TM Lookup match	~_3	Editor
Leverage the fourth TM Lookup match	<b>~</b> _4	Editor
Leverage the fifth TM Lookup match	~_5	Editor
Leverage the sixth TM Lookup match	~_6	Editor
Leverage the seventh TM Lookup match	~-7	Editor
Leverage the eighth TM Lookup match	~_8	Editor
Leverage the Next TU	Ж→	Editor
Machine Translate	₩û <b>M</b>	Editor
Merge Segments	~_=‡	Editor
Modify	~ <b>_</b> M	Project
Modify TM	₩ûT	Project
Move the cursor between the source and the target	Û →	Editor
Next Segment (Commit to TM)	$\sim \downarrow$	Editor
Next Segment (No Commit)	£↓	Editor
Next Tag	ᢡᠧᢣ	Editor
Next Term	<b>#9</b>	Editor
Next View	~_W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	~_H	Project
Open Glossary	∼=G	Project
Open Project	₩ûP	Home
Open TM	₩ûG	Project
Paste	<b>ℋ</b> V	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (No Commit)	¥↑	Editor
Previous Segment (TM Commit)	~_↑	Editor
Previous Tag	ਸਿ∕⊂←	Editor

Previous Term     #8     Editor       Pseudo Translate     #1° Y     Quick Tools       Redo     #Y     Blocklist Editor, TM Editor, Glossary Editor, Editor       Remove Glossary     ~CR     Project       Remove Reference Files     ~O     Project       Remove Report     ~Z     Project       Remove TM     #6 R     Project       Replace/Find     #0H     Editor       Run Transcheck     ^Q     Editor       Save As     F12     Editor       Save As     F12     Editor       Save File As Translated     #CP     Home       Source TM Lookup     #CP     Home       Source TM Lookup     #CP     Editor       Spell Check     F7     Editor       Spell Check     F7     Editor       Subscript     #CP     Home       Subscript     #CP     Editor       Subscript     #CP     Editor       Subscript     #CP     Editor       Superscript     #CP     Editor       Superscript     #CP     Editor       Superscript     #CP     Editor       Terminlog YHighlight     #F5     Editor       Translate All     #CP     Editor       Translate File	Commands	Shortcut	View
Redo%YBlocklist Editor, TM Editor, Glossary Editor, EditorRemove Glossary\cdot RProjectRemove Reference Files\cdot 0ProjectRemove Report\cdot ZProjectRemove TM#/RProjectRenove TM#/RProjectRenove TM#/RProjectRenove TM#/RProjectRenove TM#/RProjectRenove TM#/RProjectRenove TM#/RProjectRenove TM#/RProjectRenove TM#/RProjectRun Transcheck^QEditorSave#SEditorSave AsF12EditorSave AsF12EditorShow White Space Characters#38EditorSimple Project Creator#PHomeSource TM Lookup#37FEditorSpilt Segment\cdot 4EditorSubscript#=EditorSubscript#=EditorSubscript#?=EditorSuperscript#?=EditorTranslate All#?=EditorTranslate All#?=EditorTranslate File#OProjectTranslate Until Fuzzy#: <f< td="">EditorTranslate Until No Match#0:1EditorUnconfirm All Segments:<if+#< td="">EditorUnderline#UEditorUnderline#UEditor</if+#<></f<>	Previous Term	<b>#8</b>	Editor
Remove Glossary $\neg$ -RProjectRemove Reference Files $\neg$ -OProjectRemove Report $\neg$ -ZProjectRemove TM\$0 RProjectRemove TM\$0 RProjectRenove TM\$0 RProjectRun Transcheck^QEditorSave\$5EditorSave AsF12EditorSave AsF12EditorSave File As Translated\$ $\leftarrow$ -SEditorShow White Space Characters\$ $\otimes$ 0 8EditorSimple Project Creator\$ $\otimes$ PHomeSource TM Lookup\$ $\otimes$ °FEditorSpell CheckF7EditorSpell CheckF7EditorSubscript\$ $\otimes$ °=EditorSuperscript\$ $\otimes$ °=EditorSuperscript\$ $\otimes$ °=EditorTerm Info $\neg$ TEditorTranslate All\$ $\otimes$ °>#EditorTranslate All\$ $\otimes$ °>#EditorTranslate All\$ $\otimes$ °>#EditorTranslate Inition $\neg$ FEditorTranslate Inition $\sim$ FEditorTranslate Inition\$ $\sim$ FEditorTranslate Until Fuzzy\$ $\sim$ >FEditorTranslate Until Fuzzy\$ $\sim$ >FEditorUnconfirm All Segments $\sim$ >+#EditorUnderline\$EUEditorUnderline\$EUEditorUnderline\$EUEditor	Pseudo Translate	₩û <b>Y</b>	Quick Tools
Remove Reference Files     ~0     Project       Remove Report     ^Z     Project       Remove TM     %0 R     Project       Renove TM     %0 R     Project       Renove TM     %0 R     Project       Renove TM     %0 R     Project       Run Transcheck     ^Q     Editor       Save     %S     Editor       Save As     F12     Editor       Save As     F12     Editor       Save File As Translated     %~S     Editor       Save File As Translated     %~S     Editor       Source TM Lookup     %0 F     Editor       Source TM Lookup     %0 F     Editor       Spell Check     F7     Editor       Spell Check     F7     Editor       Strikethrough     %K     Editor       Subscript     %8 =     Editor       Superscript     %0 =     Editor       Terminology Highlight     %F5     Editor       Translate All     %0 *     Project       Translate All     %0 *     Project       Translate File     %0     Project       Translate Until Fuzzy     %~F     Editor       Translate Until No Match     %0 \$     Editor       Unconfirm All Segments </td <td>Redo</td> <td>жY</td> <td>Blocklist Editor, TM Editor, Glossary Editor, Editor</td>	Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Report       \ncZ       Project         Remove TM       # ⊕ R       Project         Replace/Find       # ⊕ R       Project         Run Transcheck       ∧Q       Editor         Save       # ⊕ S       Editor         Save As       F12       Editor         Save File As Translated       # ∩ S       Editor         Save File As Translated       # ∩ S       Editor         Show White Space Characters       # ⊕ 8       Editor         Simple Project Creator       # P       Home         Source TM Lookup       # ⊕ F       Editor         Spell Check       F7       Editor         Spell Check       F7       Editor         Superscript       # ⊕ =       Editor         Superscript       # ⊕ =       Editor         Superscript       # ⊕ =       Editor         Terminology Highlight       # F5       Editor         Translate All       # ⊕ ↓ #       Editor         Translate All       # ⊕ ↓ #       Editor         Translate Inter       # ⊕ ↓ #       Editor         Translate Inter       # ⊕ ↓ #       Editor         Translate Inter       # ⊕ ↓ #       Editor	Remove Glossary	∼≂R	Project
Remove TM     ¥© R     Project       Replace/Find     №H     Editor       Run Transcheck     ^Q     Editor       Save     №S     Editor       Save As     F12     Editor       Save File As Translated     ೫<2S	Remove Reference Files	~_0	Project
Replace/Find3¢HEditorRun Transcheck^QEditorSave3¢SEditorSave AsF12EditorSave File As Translated3¢~\SEditorShow White Space Characters3¢08EditorSimple Project Creator3¢PHomeSource TM Lookup3¢0°FEditorSpell CheckF7EditorSpell CheckF7EditorSpell CheckF7EditorSuperscript3¢0°FEditorSuperscript9¢°FEditorSuperscript9¢°FEditorSuperscript9¢°FEditorSuperscript9¢°FEditorSuperscript9¢°FEditorSuperscript9¢°FEditorTerm Info~ <t< td="">EditorToggle uppercase/lowercase0°F3EditorTranslate All9¢°×#EditorTranslate All9¢°×#EditorTranslate All9¢°×EditorTranslate Init Ruzzy9¢~×EditorTranslate Until Fuzzy9¢°×EditorTranslate Until Ruzzy9¢°×EditorTranslate Until Ruzzy9¢°×EditorUnconfirm All Segments~&lt;0*&lt;#</t<>	Remove Report	~_ <b>Z</b>	Project
Run Transcheck^QEditorSave¥SEditorSave AsF12EditorSave File As Translated¥~SEditorShow White Space Characters¥0.8EditorSimple Project Creator3&PHomeSource TM Lookup¥0.FEditorSpell CheckF7EditorSplit Segment~4EditorSubscript3&EEditorSuperscript\$&EEditorSuperscript\$&E=EditorSuperscript\$&E=EditorTerm Info~TEditorTogle uppercase/lowercase0F3EditorTranslate All\$&OProjectTranslate Until Fuzzy\$&OProjectTranslate Until No Match\$&O +EditorUnconfirm All Segments~c+#EditorUnconfirm All Segments~c+#EditorTranslate Until No Match\$&O +EditorUnconfirm All Segments~c+#EditorUndod\$&ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Remove TM	₩ûR	Project
Save     ₩S     Editor       Save As     F12     Editor       Save File As Translated     ₩\\S     Editor       Show White Space Characters     ₩B     Editor       Simple Project Creator     ₩P     Home       Source TM Lookup     ₩B     E ditor       Spell Check     F7     E ditor       Split Segment     \\\C<#td>#     E ditor       Subscript     ₩E     E ditor       Subscript     ₩E     E ditor       Superscript     ₩E     E ditor       Superscript     ₩E     E ditor       Term Info     \\ <t< td="">     E ditor       Toggle uppercase/lowercase     %F3     E ditor       Translate All     ₩O     Project       Translate File     #O     Project       Translate Until Fuzzy     %C+     E ditor       Unconfirm All Segments     \\&lt;\C+#</t<>	Replace/Find	жH	Editor
Save AsF12EditorSave File As Translated₩\\SEditorShow White Space Characters₩08EditorSimple Project Creator₩PHomeSource TM Lookup₩0°FEditorSpell CheckF7EditorSplit Segment\\4EditorStrikethrough₩KEditorSubscript₩=EditorSuperscript₩0°=EditorTerm Info\\CTEditorTerminology Highlight₩F5EditorToggle uppercase/lowercase%F3EditorTranslate All₩0°#EditorTranslate Until Fuzzy₩\1EditorTranslate Until No Match₩0°#EditorUnconfirm All Segments\\C0 +#EditorUndo#ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Run Transcheck	^Q	Editor
Save File As Translated# ℃SEditorShow White Space Characters# 0.8EditorSimple Project Creator#PHomeSource TM Lookup# 0.FEditorSpell CheckF7EditorSplit Segment∿2.#EditorStrikethrough#KEditorSubscript#=EditorSuperscript#0.#EditorTerm Info∿1EditorTerminology Highlight#F5EditorToggle uppercase/lowercase0 F3EditorTranslate All#0 ∿#EditorTranslate Until Fuzzy#∿FEditorTranslate Until No Match#0 ±EditorUnconfirm All Segments∿0 +#EditorUnderline#UEditorUnderline#UEditorUndo#ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Save	жS	Editor
Show White Space Characters¥08EditorSimple Project Creator%PHomeSource TM Lookup¥0FEditorSpell CheckF7EditorSpell CheckF7EditorSplit Segment~4EditorStrikethrough%KEditorSubscript%8 =EditorSuperscript%8 =EditorTerm Info~TEditorTerminology Highlight%F5EditorToggle uppercase/lowercase0 F3EditorTranslate All%0 ×#EditorTranslate File%0ProjectTranslate Until Fuzzy%1×FEditorUnconfirm All Segments~0 +#EditorUnderline%UEditorUnderline%2Blocklist Editor, TM Editor, Glossary Editor, Editor	Save As	F12	Editor
Simple Project Creator#PHomeSource TM Lookup#0 FEditorSpell CheckF7EditorSplit Segment~:+EditorStrikethrough#KEditorSubscript#=EditorSuperscript#0 =EditorSuperscript#0 =EditorTerm Info~:TEditorTerminology Highlight#F5EditorToggle uppercase/lowercase0 F3EditorTranslate All#0 =#EditorTranslate File#OProjectTranslate Until Fuzzy#:~FEditorTranslate Until Segments::<0 +#	Save File As Translated	#~ <b>∷S</b>	Editor
Source TM Lookup       #®F       Editor         Spell Check       F7       Editor         Split Segment       \timestimestimestimestimestimestimestimes	Show White Space Characters	₩û <b>8</b>	Editor
Spell CheckF7EditorSplit SegmentTot #EditorStrikethrough#KEditorSubscript#=EditorSuperscript#0 =EditorSuperscript#0 =EditorTerm InfoTEditorTerminology Highlight#F5EditorTM ConcordanceF8EditorToggle uppercase/lowercase0 F3EditorTranslate All#0 S#EditorTranslate File#OProjectTranslate Until Fuzzy#TeditorTranslate Until No Match#0 #EditorEditorUnconfirm All SegmentsTot + EditorUnderline#UEditorUndo#ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Simple Project Creator	жР	Home
Split SegmentTot#EditorStrikethrough#KEditorSubscript#=EditorSuperscript#0=EditorTerm InfoTotTEditorTerminology Highlight#F5EditorTM ConcordanceF8EditorToggle uppercase/lowercase0F3EditorTranslate All#0 >#EditorTranslate File#OProjectTranslate Until Fuzzy#CFEditorTranslate Until No Match#0 *EditorUnconfirm All SegmentsTot + #EditorUnderline#UEditorUndo#ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Source TM Lookup	₩ûF	Editor
Strikethrough       ₩K       Editor         Subscript       %=       Editor         Superscript       % 0=       Editor         Term Info       ~T       Editor         Terminology Highlight       %F5       Editor         TM Concordance       F8       Editor         Toggle uppercase/lowercase       0 F3       Editor         Translate All       % 0 ×#       Editor         Translate File       %O       Project         Translate Until Fuzzy       % ~F       Editor         Translate Until No Match       % 0 ≠       Editor         Unconfirm All Segments       ~C 0 +#       Editor         Underline       %U       Editor         Undo       %Z       Blocklist Editor, TM Editor, Glossary Editor, Editor	Spell Check	F7	Editor
Subscript#=EditorSuperscript#0 =EditorTerm Info~TEditorTerminology Highlight#F5EditorTM ConcordanceF8EditorToggle uppercase/lowercase0F3EditorTranslate All#0 >#EditorTranslate File#OProjectTranslate Until Fuzzy#~FEditorTranslate Until Fuzzy#0 *EditorUnconfirm All Segments~C0 +#EditorUndo#ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Split Segment	~_‡	Editor
Superscript₩û=EditorTerm Info\triangle TEditorTerminology Highlight₩F5EditorTM ConcordanceF8EditorToggle uppercase/lowercaseû F3EditorTranslate All₩û \#EditorTranslate File೫OProjectTranslate Until Fuzzy%û \#EditorTranslate Until No Match%û \#EditorUnconfirm All Segments\triangle All%û \#Undo%UEditor	Strikethrough	жK	Editor
Term Info¬⊂TEditorTerminology Highlight೫F5EditorTM ConcordanceF8EditorToggle uppercase/lowercaseû F3EditorTranslate All೫û ∿#EditorTranslate File೫OProjectTranslate Until Fuzzy೫°℃FEditorTranslate Until No Match೫û ‡EditorUnconfirm All Segments¬⊂û ↔#EditorUnderline೫UEditorUndo೫ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Subscript	<b>#=</b>	Editor
Terminology Highlight⋇F5EditorTM ConcordanceF8EditorToggle uppercase/lowercaseŵF3EditorTranslate Allжŵъи#EditorTranslate FileжOProjectTranslate Until Fuzzyж∿тFEditorTranslate Until No Matchжŵ≢EditorUnconfirm All Segments∿û↔#EditorUnderlineжUEditorUndo%ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Superscript	<b>೫ û =</b>	Editor
TM Concordance     F8     Editor       Toggle uppercase/lowercase     û F3     Editor       Translate All     ₩û >#     Editor       Translate File     ₩O     Project       Translate Until Fuzzy     ₩¬ <f< td="">     Editor       Translate Until No Match     ₩û ‡     Editor       Unconfirm All Segments     ¬&lt;û ↔#</f<>	Term Info	T	Editor
Toggle uppercase/lowercaseŶF3EditorTranslate All₩Ŷ \>#EditorTranslate File₩OProjectTranslate Until Fuzzy₩ \ <f< td="">EditorTranslate Until No Match₩ Ŷ #EditorUnconfirm All Segments\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</f<>	Terminology Highlight	жF5	Editor
Translate All₩û ₩#EditorTranslate File₩OProjectTranslate Until Fuzzy₩normatic FileEditorTranslate Until No Match₩û ‡EditorUnconfirm All Segmentsnormatic editorWuEditorUnderline₩UEditorUndo₩ZBlocklist Editor, TM Editor, Glossary Editor, Editor	TM Concordance	F8	Editor
Translate File೫OProjectTranslate Until Fuzzy೫¬ <f< td="">EditorTranslate Until No Match೫↑ ‡EditorUnconfirm All Segments¬&lt;↑↔#</f<>	Toggle uppercase/lowercase	û <b>F3</b>	Editor
Translate Until Fuzzyℜ¬.FEditorTranslate Until No Matchℜû ‡EditorUnconfirm All Segments¬û ↔#EditorUnderline೫UEditorUndo೫ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Translate All	₩û <b>\#</b>	Editor
Translate Until No Match₩û ‡EditorUnconfirm All Segments\circle+#EditorUnderline₩UEditorUndo₩ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Translate File	жO	Project
Unconfirm All Segments\thesis if er#EditorUnderline₩UEditorUndo₩ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Translate Until Fuzzy	ж¬_F	Editor
Underline     #U     Editor       Undo     #Z     Blocklist Editor, TM Editor, Glossary Editor, Editor	Translate Until No Match	₩û ŧ	Editor
Undo #Z Blocklist Editor, TM Editor, Glossary Editor, Editor	Unconfirm All Segments	~_î <b>~#</b>	Editor
	Underline	жU	Editor
Verify Segment #~_V Editor	Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
	Verify Segment	₩¬V	Editor

## Mac scheme - Wordfast Classic style



Commands	Shortcut	View
Add Blocklist	<b>℃</b>	Project
Add Glossary	~:0	Project
Add Note	∕⊂ûN	Editor
Add Project	₩ûA	Home
Add Project TMs	₩û <b>B</b>	Quick Tools
Add Reference Files	∼1	Project
Add Term	ж∼сТ	Editor
Add TM	жN	Project
Analyze	жSpace	Quick Tools
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear Target Document	\_î ₪	Editor
Clear Target Segment	^X	Editor
Close project from home window	។ ដេបិX	Home
Commit All Segments to TM	∺~_ <b>\#</b>	Editor
Confirm/Unconfirm Segment	<b>∖_</b> ⇔ <b>#</b>	Editor
Confirm All Segments	₩û <b>⊷#</b>	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	∼∵î <b>Insert</b>	Editor
Copy All Tags (Segment)	∼₽	Editor
Copy Source	∼lnsert	Editor
Сору Тад	ื่∺่่า	TM Editor
Copy Tag	\î↓	Editor
Copy Term	₩¬ <b>_0</b>	Editor
Сору ТМ	₩ûC	Project
Create Blocklist	~_B	Project
Create Glossary	~ <b>_</b> N	Project
Create TM	₩û <b>N</b>	Project
Current Segment Leverage	~ <b>_</b> Q	Editor

Commands	Shortcut	View
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	<b>~_∵ûD</b>	Editor
Edit Note	∼:≎E	Editor
Edit Term	жE	Editor
Export Blocklist	~ <b>_K</b>	Project
Export Glossary	~_E	Project
Export Package	жE	Home
Export Report as PDF format	~ <b>_</b> U	Project
Export TM	¥îE	Project
Find/Replace	жF	Editor
Go To Segment	жG	Editor
Help	ж∕∵Н	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	~_J	Project
Import Glossary	~:I	Project
Import TM	<b>₩</b> û <b> </b>	Project
Insert non-breaking space	೫ûSpace	Editor
Italic	жI	Editor
Key Assist Panel	ℋΩ⅃	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û <b>F5</b>	Editor
Leverage Previous TU	¥←	Editor
Leverage the Next TU	Ж→	Editor
Merge Segments	~_‡	Editor
Modify	<b>~</b> :M:∽	Project
Modify Project	<b>₩</b> û <b>M</b>	Home
Modify TM	¥ûT	Project
Next Segment (No Commit)	£↓	Editor
Next Tag	∕⊂û→	Editor
Next Term	∺∿ <b>:9</b>	Editor
Next Update	$\sim \downarrow$	Blocklist Editor
Next View	~=W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	~:H	Project

Commands	Shortcut	View
Open Glossary	∼⊒G	Project
Open Project	₩ûP	Home
Open Reference Files	<b>~</b> ⁻2	Project
Open TM	#û <b>G</b>	Project
Paste	жV	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (TM Commit)	$\sim$ 1	Editor
Previous Tag	ᢟ᠆ᠧ←	Editor
Previous Term	# <b>_</b> _8	Editor
Pseudo Translate	₩ûY	Quick Tools
Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	∼−R	Project
Remove Project	ื่∺ึ่⊂R	Home
Remove Reference Files	~:0	Project
Remove Report	<i>¬</i> -Ζ	Project
Remove tag	೫∿⊂↑	
Remove TM	₩û <b>R</b>	Project
Replace/Find	жH	Editor
Save	жS	Editor
Save As	F12	Editor
Save File As Translated	ଞ~ <b>:S</b>	Editor
Show White Space Characters	#û <b>8</b>	Editor
Simple Project Creator	жP	Home
Spell Check	F7	Editor
Split Segment	~_=‡	Editor
Strikethrough	жK	Editor
Subscript	ж <b>=</b>	Editor
Superscript	<b>ℋ</b> 爺 <b>=</b>	Editor
Term Info	¬.⁻T	Editor
Terminology Highlight	жF5	Editor
TM Concordance	₩ûF	Editor
Translate File	жО	Project

Commands	Shortcut	View
Translate Until Fuzzy	ื่∺∽ะF	Editor
Translate Until No Match	೫û‡	Editor
Unconfirm All Segments	∕∵û <b>⇔#</b>	Editor
Underline	жU	Editor
Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	ж√:_Л	Editor

## Mac scheme - SDLX style

Commands	Shortcut	View
Add Blocklist	~ <b>:</b> C	Project
Add Glossary	~:0	Project
Add Note	<b>~_</b> ∵û <b>N</b>	Editor
Add Project	₩ûA	Home
Add Project TMs	₩ûB	Quick Tools
Add Term	жT	Editor
Add Term	ื่∺ุ_T	Glossary Editor
Add TM	жN	Project
Analyze	жSpace	Editor
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear Target Document	$\sim 100$	Editor
Clear Target Segment	^X	Editor
Close	ដû₩	Editor
Close project from home window	жW	Home
Commit All Segments to TM	~: <b>∨#</b>	Editor
Confirm/Unconfirm Segment	~_ <b>~#</b>	Editor
Confirm All Segments	∺∂ <i>⊷</i> #	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	ืื≋า∕∷Insert	Editor

Commands	Shortcut	View
Copy All Tags (Document)	~⊂û <b>Ρ</b>	Editor
Copy All Tags (Segment)	~_P	Editor
Copy selected text to target	-∕_F12	Editor
Copy Source	F4	Editor
Copy Tag	ਸ਼∽⊂↓	Editor
Copy Term	<b>₩¬0</b>	Editor
Сору ТМ	₩û <b>C</b>	Project
Create Blocklist	~ <b>⊡</b> B	Project
Create Glossary	~: <b>N</b>	Project
Create TM	₩û <b>N</b>	Project
Current Segment Leverage	~_Q	Editor
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	∕⊂ûD	Editor
Edit Note	∕⊂ûE	Editor
Edit Term	жЕ	Editor
Export Blocklist	~ <b>_K</b>	Project
Export Glossary	~:E	Project
Export Report as PDF format	~_U	Project
Export TM	¥îE	Project
Find/Replace	жF	Editor
Go To Segment	жL	Editor
Help	ӝ҄ӡҤ	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	~_J	Project
Import Glossary	~~I	Project
Import TM	₩û <b> </b>	Project
Insert copyright symbol	ж¬_сС	Editor
Insert ellipsis	F11	Editor
Insert em dash	72-	Editor
Insert en dash	╲?Û-	Editor
Insert non-breaking hyphen	ж <b>F9</b>	Editor
Insert non-breaking space	#û <b>Space</b>	Editor
Insert Registered Trademark symbol	ื่∺า⊂R	Editor

Commands	Shortcut	View
Italic	жI	Editor
Key Assist Panel	₩ûL	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û <b>F5</b>	Editor
Leverage Previous TU	¥←	Editor
Leverage the first TM Lookup match	~:1	Editor
Leverage the second TM Lookup match	~_2	Editor
Leverage the third TM Lookup match	~_3	Editor
Leverage the fourth TM Lookup match	~_4	Editor
Leverage the fifth TM Lookup match	~:5	Editor
Leverage the sixth TM Lookup match	~_6	Editor
Leverage the seventh TM Lookup match	~7	Editor
Leverage the eighth TM Lookup match	~_8	Editor
Leverage the Next TU	ਸ਼→	Editor
Machine Translate	<b>光</b> ① <b>F8</b>	Editor
Merge Segments	~_J	Editor
Modify	¬.⊂M	Project
Modify Project	₩ûM	Home
Modify TM	₩ûT	Project
Move the cursor between the source and the target	∁→	Editor
Next Segment (Commit to TM)	$\sim \downarrow$	Editor
Next Segment (No Commit)	£↓	Editor
Next Tag	ਸਿ∖∠→	Editor
Next Term	#~ <b>:9</b>	Editor
Next View	~-W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	~:H	Project

Open Glossary~CGProjectOpen Project₩0 PHomeOpen TM₩0 GProjectPaste₩VBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomePreferencesF9Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomePrevious Segment (No Commit)%1EditorPrevious Segment (TM Commit)%1EditorPrevious Segment (TM Commit)%1EditorPrevious Tag%~28EditorPrevious Term%0 YQuick ToolsRenove Glossary~CRProjectRemove Reference Files~0ProjectRemove Report~ZProjectRemove tag%0 REditorRenove TM%0 RProjectRemove TM%0 RProjectRenove TM%1 EditorEditorRenove TM%1 EditorEditorRenove TM%1 EditorEditorRenove TM%1 EditorEditorRenove TM%1 EditorRenove T
Open TM       #0G       Project         Paste       #V       Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home         Preferences       F9       Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home         Previous Segment (No Commit)       #1       Editor         Previous Segment (TM Commit)       *1       Editor         Previous Tag       #1       Editor         Previous Term       #1       Editor         Pseudo Translate       #0 Y       Quick Tools         Redo       #1       Blocklist Editor, TM Editor, Glossary Editor, Editor         Remove Glossary       1       1         Remove Reference Files       10       Project         Remove Report       12       Project         Remove tag       #10       Editor         Remove TM       #10       Editor
Paste       #V       Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home         Preferences       F9       Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home         Previous Segment (No Commit)       #1       Editor         Previous Segment (TM Commit)       ~1       Editor         Previous Tag       #~-       Editor         Previous Tag       #~-       Editor         Previous Term       #~-       Editor         Pseudo Translate       #0Y       Quick Tools         Redo       #Y       Blocklist Editor, TM Editor, Glossary Editor, Editor         Remove Glossary       ~R       Project         Remove Reference Files       ~0       Project         Remove tag       #~1       Editor         Remove TM       #0R       Project
Tools, Editor, Project, Home         Preferences       F9       Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home         Previous Segment (No Commit)       # 1       Editor         Previous Segment (TM Commit)       * 1       Editor         Previous Tag       # -*       Editor         Previous Tag       # -*       Editor         Previous Term       # -*       Editor         Pseudo Translate       # 0 Y       Quick Tools         Redo       # Y       Blocklist Editor, TM Editor, Glossary Editor, Editor         Remove Glossary       -<       R       Project         Remove Reference Files       -<<0       Project         Remove tag       # -:1       Editor         Remove TM       % 0 R       Project
Tools, Editor, Project, Home         Previous Segment (No Commit)       % ↑       Editor         Previous Segment (TM Commit)       ~< ↑       Editor         Previous Tag       % ~<       Editor         Previous Tag       % ~<       Editor         Previous Term       % ~<       Editor         Pseudo Translate       % û Y       Quick Tools         Redo       % û Y       Blocklist Editor, TM Editor, Glossary Editor, Editor         Remove Glossary       ~<       R       Project         Remove Reference Files       ~<0       Project         Remove tag       % ∩<1       Editor         % û R       Project
Previous Segment (TM Commit)       Image: Tag       Editor         Previous Tag       Image: Tag       Image: Tag       Image: Tag         Previous Term       Image: Tag       Image: Tag       Image: Tag         Pseudo Translate       Image: Tag       Image: Tag       Image: Tag         Pseudo Translate       Image: Tag       Image: Tag       Image: Tag         Redo       Image: Tag       Image: Tag       Image: Tag         Redo       Image: Tag       Image: Tag       Image: Tag         Remove Glossary       Image: Tag       Project         Remove Reference Files       Image: Tag       Project         Remove Report       Image: Tag       Image: Tag       Image: Tag         Remove Tag       Image: Tag       Image: Tag       Image: Tag         Remove TM       Image: Tag       Image: Tag       Image: Tag
Previous Tag     第<+     Editor       Previous Term     第<8
Previous Term#~-8EditorPseudo Translate#frYQuick ToolsRedo#YBlocklist Editor, TM Editor, Glossary Editor, EditorRemove Glossary~-RProjectRemove Reference Files~-0ProjectRemove Report~-ZProjectRemove tag#~-1EditorRemove TM#frProject
Pseudo Translate₩ûYQuick ToolsRedo₩YBlocklist Editor, TM Editor, Glossary Editor, EditorRemove Glossary\thensol RProjectRemove Reference Files\thensol 0ProjectRemove Report\thensol ZProjectRemove tag\thensol 2EditorRemove TM\thensol RProject
Redo₩YBlocklist Editor, TM Editor, Glossary Editor, EditorRemove Glossary\thicklinetic RProjectRemove Reference Files\thicklinetic OProjectRemove Report\thicklinetic CProjectRemove tag\thicklinetic CEditorRemove TM\thicklinetic RProject
Remove Glossary     ¬_R     Project       Remove Reference Files     ¬_0     Project       Remove Report     ¬_Z     Project       Remove tag     第¬_1     Editor       Remove TM     %↑R     Project
Remove Reference Files     \_0     Project       Remove Report     \_Z     Project       Remove tag     \\$\_\_1     Editor       Remove TM     \\$\L0R     Project
Remove Report          √Z         Project           Remove tag
Remove tag     ℜ∿⊂↑     Editor       Remove TM     ೫℃R     Project
Remove TM XIR Project
· · · · · · · · · · · · · · · · · · ·
Replace/Find <sup>#</sup> H Editor
Run Transcheck F12 Editor
Save #S Editor
Save File As Translated #\S Editor
Show White Space Characters #18 Editor
Simple Project Creator #P Home
Source TM Lookup #0 F Editor
Spell Check F6 Editor
Split Segment  ¬→# Editor
Strikethrough <sup>#K</sup> Editor
Subscript %= Editor
Superscript % û = Editor
Term Info T Editor
Terminology Highlight %F5 Editor
TM Concordance F7 Editor
Toggle uppercase/lowercase û F3 Editor

Commands	Shortcut	View
Translate All	₩û <b>\#</b>	Editor
Translate File	жO	Project
Translate Until Fuzzy	ื่∺∽ะF	Editor
Translate Until No Match	<b>光</b> û‡	Editor
Unconfirm All Segments	∿_û <b>⊷#</b>	Editor
Underline	жU	Editor
Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	₩¬Y	Editor

## Mac scheme - Trados style

Commands	Shortcut	View
Add Blocklist	~ <b>⊡C</b>	Project
Add Glossary	~:0	Project
Add Project TMs	₩û <b>B</b>	Quick Tools
Add Reference Files	<b>∖_1</b>	Project
Add Term	೫F11	Editor
Add Term	ื่∺~_T	Glossary Editor
Add TM	жN	Project
Analyze	жSpace	Quick Tools
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear Target Document		Editor
Clear Target Segment	^X	Editor
Close	жW	Editor
Close project from home window	₩ûX	Home
Commit All Segments to TM	₩ûU	Editor
Confirm/Unconfirm Segment	~_ <b>~</b> #	Editor
Confirm All Segments	∺ி⊷ <b>#</b>	Editor
Сору	жС	Blocklist Editor, TM Editor, Glossary Editor, Editor

Commands	Shortcut	View
Copy All Tags (Segment)	~_ <b>₽</b>	Editor
Copy selected text to target	-∕ <b>:</b> F12	Editor
Copy Source	F4	Editor
Сору Тад	жF4	Editor
Copy Term	∺~⊂↓	Editor
Сору ТМ	₩û <b>C</b>	Project
Create Blocklist	~ <b>⊂</b> B	Project
Create Glossary	~ <b>⊂</b> N	Project
Create TM	₩û <b>N</b>	Project
Current Segment Leverage	~ <b>_</b> Q	Editor
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Export Blocklist	~ <b>_</b> K	Project
Export Glossary	~-E	Project
Export Package	жE	Home
Export Report as PDF format	~ <b>_</b> U	Project
Export TM	₩ûE	Project
Go To Segment	жL	Editor
Help	ж√_Н	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	∽≂J	Project
Import Glossary	~cl	Project
Import TM	<b>ж</b> û <b> </b>	Project
Insert en dash	<u>\</u>	Editor
Insert non-breaking space	≇û <b>Space</b>	Editor
Italic	жI	Editor
Key Assist Panel	₩ûL	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û <b>F5</b>	Editor
Machine Translate	<b>ж</b> û <b>F8</b>	Editor
Merge Segments	жJ	Editor
Modify	~_M	Project
Modify Project	₩ûM	Home
Modify TM	₩ûT	Project

Commands	Shortcut	View
Move the cursor between the source and the target	<u>(</u> ) →	Editor
Next Segment (Commit to TM)	<i>⇔</i> #	Editor
Next Segment (No Commit)	#↓	Editor
Next Tag	ੜੋ∹∠→	TM Editor
Next Update	~~~↓	Blocklist Editor
Next View	~ <b>:</b> ₩	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	~ <b>∵</b> H	Project
Open Glossary	~ <b>:</b> G	Project
Open Project	₩ûP	Home
Open Reference Files	~_2	Project
Open TM	೫ûG	Project
Paste	жV	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Tag	୫∼∠←	Editor
Previous Update	$\sim \uparrow$	Blocklist Editor
Pseudo Translate	₩û <b>Y</b>	Quick Tools
Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	ר⊂R	Project
Remove Project	ื่∺∽_⊂R	Home
Remove Reference Files	~_0	Project
Remove Report	¬_Z	Project
Remove TM	¥ûR	Project
Save	жS	Editor
Save File As Translated	ื่∺~ <b>_S</b>	Editor
Show White Space Characters	₩û <b>8</b>	Editor
Simple Project Creator	жP	Home
Source TM Lookup	¥ជF	Editor
Spell Check	F6	Editor
Split Segment	~ <b>_S</b>	Editor
Strikethrough	жK	Editor

Commands	Shortcut	View
Subscript	<b>#=</b>	Editor
Superscript	<b>ዤ û =</b>	Editor
Term Info	~-T	Editor
Terminology Highlight	<b>ℋF5</b>	Editor
TM Concordance	F7	Editor
Translate All	₩ûA	Editor
Translate File	жO	Project
Unconfirm All Segments	∕⊂û <b>⊷#</b>	Editor
Underline	жU	Editor
Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	ж¬_г∨	Editor

# FAQs

#### How do I obtain a Wordfast Pro License and install the application?

Wordfast products are try-before-you-buy. You can download a free 30-day Demo mode of Wordfast Pro from http://www.wordfast.com/. Demo mode has limited functionality until you enter the activation key. When you purchase a Wordfast license, you can generate an activation key at https:// www.wordfast.com/myaccount by signing in with your sign in email and password. Copy and save the activation key.



To activate Wordfast Pro, click **Construction** on the **Sidebar**. Click either **Online Registration** or **Manual Registration** and follow the instructions to activate your product using the activation key. Once activated, Wordfast Pro changes from **Demo** mode to the full unlocked version.

#### What does Wordfast Pro Demo mode mean?

When in **Demo** mode, you are limited to creating bilingual projects and storing up to 500 translation units in your Translation Memory. To get a full version, you must upload a license. Refer to Activation on page 10.

#### Why is my completed project now showing as less than 100% complete in my Projects List?

The latest version of Wordfast Pro contains a new segment state feature and an improved Progress Bar. As a result, projects from legacy versions of Wordfast Pro might register as less than 100% complete or N/A in the **Projects List**. To resolve the issue, open the project, then open the translation file. If you have multiple translation files, chain them together. In the **TXLF Editor** view, click **Mark All Translated**. Save and close the project. In the **Project List** view, click **Recalculate Progress**. The project should now register as 100% complete.

#### What happens if I upload a corrupt file for translation when creating a project?

If one of the files is corrupt or invalid, you can still create a project with clean files. The corrupt or invalid file will not upload and you receive a warning message.

Instead of opening files one-by-one to display in individual tabs, you can chain files to open in a single tab as long as these files are in the same batch. You cannot chain files across batches. Chaining files has the following main advantages:

- Open hundreds of files within seconds.
- Filter or search and replace in one pass as opposed to once per individual file.

#### Why is the Analyze button inactive when I open a chained file for translation?

The **Analyze** action you can normally access in **TXLF Editor** view is inactive when you open a chained file because the translation memory cannot provide the best results.

#### What are the different ways to analyze files?

The analysis process converts source files into TXLF, leverages the content against existing translation memories, and generates a report listing matches, non-matches, word count, character count, and segment count. You can analyze source files in the following ways:

- Analyze files within a project in the Current Projects view.
- Analyze any files outside of the project files on the Analysis tab in the Quick Tools view.
- Analyze a file open for translation in **TXLF Editor** view by clicking the **Analyze** button on the **Translation** tab.

Refer to Analysis on page 146.

#### How do I use Skip 100% and 100%+ Segments when using TXLF Editor view?

To skip 100% and 100%+ segments when moving to a segment that requires linguistic changes, you have two options:

- (Preferred) Set preferences to Skip 100% and 100%+ segments. This allows you to view the 100% and 100%+ segments for context while editing adjacent No Match and Fuzzy match or MT pre-translations.
- Filter for All except 100% and Context match segments.

#### How do I update a TM with my translations?

To update a TM after you finish translating or editing a segment in **TXLF Editor** view, you must commit it to the TM. Committing a segment will turn the color highlight from pink to purple. You can commit a segment to the TM as follows:

- Move to the next segment clicking the Next Segment button, or by using Alt + Down Arrow.
- While your cursor is in a segment, click **Commit** on the **Translation** tab.
- Click Commit All on the Translation tab to add all the segments in the file to the TM.

If a segment does not require any changes, for example, if the 99% match or the MT match is linguistically correct, you can change the Translation Memory settings in **Preferences** to add these items to the TM. To change the TM settings:

- Click 辈.
- Click Translation Memory in the Current Project Preferences section.

- Select the items you would like to have committed to the TM when working in your project:
  - Write 'exact' matches to TM
  - Write 'unedited MT' to TM
  - Write 'unedited fuzzy' to TM

#### How do I keep translations from updating the master TM?

To prevent a segment from updating the TM:

- 1. Open the file for translation and click on the segment that you do not want to write to the TM.
- 2. In the TXLF Editor view, click Do Not Write To TM on the Translation tab. The Status column

displays <sup>1</sup>, and does not update the TM.

3.

To write the segment to the TM, select the segment and click **Do Not Write To TM** again. The <sup>Select</sup> is removed from the **Status** column, and the segment may then be updated to the TM.

#### How do I correctly apply inline formatting?

You can apply inline formatting to the target segment in two ways:

- You can enter tag(s) from the source language segment for basic styles such as bold and italic using the buttons on the **Formatting** tab. However, these formatting buttons could introduce tags in the target that do not match the source. Unless the linguist identifies these mismatched tags using Transcheck and corrects them, they will prevent affected TXLF files from converting into monolingual files at the align stage.
- 2. To avoid the mismatched tags, after opening a file for translation, go to **Preferences > Tags** and select **Show Formatting as Tags.**

Since this preference persists from one WFP session to another, you only have to set it once. This preference enables you to reuse tags from the source using the **Copy** button under the **Translation** tab. If the tag preference is set to **Show Text Formatting (when supported)**, you must apply formatting using the buttons in the **Formatting** tab, unless you toggled segment-by-segment from **Tag Formatting** to **Tag Non-Formatting**.

#### Why is the Whole Words Only check box inactive on the Find/Replace dialog?

In the **Find and Replace** dialog, the **Whole Words Only** check box is inactive if you added multiple words or punctuation to the **Find** field.

#### What are Preferences and how do I access them?

You can customize all user interface options and features in the preferences section.

To access preferences, on the Sidebar click =

- Configure preferences that will apply to all projects in the General Preferences section.
- Configure preferences that apply only to the currently active project in the **Current Project Preferences** section.
- Configure advanced settings in the User Preferences section.

Refer to Current project preferences on page 198.

#### How can I preview a file during translation?

In **TXLF Editor**, on the **File** tab, click **Preview**, then select **Live Preview**, **Office Preview**, or **Html Preview** from the drop-down menu. **Live Preview** works with Word, PowerPoint, or Markdown files. It opens a preview of the target content for comparison to your source content. If you click on a line of text in the preview document, your cursor will move to that segment in the TXLF file. **Office Preview** will open a PDF preview of the current translation file. **Html Preview** will open a preview as an HTML file, only if the source file was HTML.

Another option is to click **Preview File**, and a translated file will open if the source is available.